# Proposed

## FY 2015 Operating Budget
## FY 2015-2019 Capital Improvement Program

# PROPOSED
# FY 2015 OPERATING BUDGET and
# FY 2015 – 2019 CAPITAL IMPROVEMENT PROGRAM
# OF THE CITY OF LYNCHBURG, VIRGINIA

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


**CITY COUNCIL**

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*Ceasor T. Johnson, Vice Mayor, Ward II*
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*Joan F. Foster, At Large*
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*Jeff S. Helgeson, Ward III*
*Edgar J. T. Perrow, Jr., Ward IV*

**CITY MANAGER**

*L. Kimball Payne, III*

**LEADERSHIP TEAM**

*Bonnie Svrcek, Deputy City Manager*
*Walter Erwin, III, City Attorney*
*William Aldrich, Director of Emergency Services*
*Valeria Chambers, Clerk of Council*
*Greg Daniels, City Assessor*
*Michael Doucette, Commonwealth's Attorney*
*Steven "Brad" Ferguson, Chief of Fire and Emergency Medical Services*
*Kay Frazier, Director of Parks and Recreation Services*
*Michael Goetz, Director of Information Technology*
*Gaynelle Hart, Director of Public Works*
*JoAnn Martin, Director of Communications and Marketing*
*Marilyn Martin, Director of Libraries*
*John McCorkhill, Director of Fleet Services*
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*Mitchell Nuckles, Commissioner of the Revenue*
*Tamara Rosser, Director of Human Services*
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*Marjette Upshur, Director of Economic Development*
*Kent White, Director of Community Development*
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*Michelle White, Budget Analyst*



**SPECIAL ACKNOWLEDGMENT**

*Cover photograph by LuAnn Hunt, Communications and Marketing Coordinator*

GOVERNMENT FINANCE OFFICERS ASSOCIATION

# *Distinguished Budget Presentation Award*

**PRESENTED TO**

## City of Lynchburg

## Virginia

For the Fiscal Year Beginning

**July 1, 2013**

Executive Director

*About the cover:*

*The photograph captures a view of the James River from Percival's Island Overlook.*

*The cover photograph was selected to promote the Lynchburg Museum's newest exhibition, "Experience The James: Lynchburg's Pathway to the World." The exhibition will explore the history, imagery, art, and natural resources of the James River through time. Opening on Friday, June 6, 2014, the exhibition will run through December 31, 2015. The exhibit will explore the James from its source near Eagle Rock to Old Point Comfort and the Chesapeake Bay. Early explorers, the birth and end of slavery in America, pirates, westward expansion, war, how the river has been misused, and the work underway to bring it back to health are included.*

*The Virginia Canals and Navigations Society, Amazement Square Children's Museum, Lynch's Landing, Lynchburg Parks and Recreation, Lynchburg Water Resources, and the James River Association are all partnering with the Lynchburg Museum to plan educational programs to compliment this exhibition.*

EXPERIENCE
THE JAMES
Lynchburg's Pathway to the World

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OFFICE OF THE
CITY MANAGER

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TO: The Honorable City Council

FROM: L. Kimball Payne, III, City Manager

SUBJECT: *Proposed FY 2015 Budget*

DATE: March 11, 2014

## Introduction

The *Proposed FY 2015 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 $392.5 million. For comparison, the *Adopted FY 2014 Budget* totaled $317.7million and the *Adopted FY 2013 Budget* totaled $294.6 million. The increase is mainly attributable to the appropriation for the construction of Heritage High School ($75.1 million).

The *Proposed FY 2015 Budget* represents only modest change from the current year. It is characterized by stable revenues and lower than anticipated costs in some areas. The most significant new expenditures are for debt service for the new Heritage High School and other necessary capital projects and an across-the-board pay increase of one and a half percent (1.5%) for City and Schools employees. The proposed budget also funds increases in the cost of employee benefits, provides for some enhanced services and continues to support important infrastructure projects.

The *Proposed FY 2015 Budget* does eliminate funding for two community centers to support the reopening of the Miller Center. It does not reduce services in any other areas and complies with the fiscal policies adopted by City Council. It does not include any recommendation for tax increases and proposes only a modest increase in the cost of water and sewer services.

## 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.

*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 2014 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 2015 budget development. A number of issues or concerns impacting the budget were noted. They are:

- **Employee Compensation and Benefits:** Although there was a desire to provide another compensation increase for employees, early projections, in the Fall of 2013, raised doubts about the ability to fund another increase similar to the current year. Initial planning anticipated an increase in the Virginia Retirement System (VRS) rate from 20.89% to as high as 22.74%. That increase would have cost approximately $700,000. Furthermore, the cost of

medical benefits was estimated to increase seven percent (7%) and additional costs were anticipated due to the implementation of the Affordable Care Act and the new Virginia Local Disability Program.

- **Consumption Tax Revenues:** Conservatively budgeted for FY 2014, these revenues have performed well and were anticipated to provide additional resources.

- **Property Tax Revenues:** Property tax revenues were anticipated to be stable with a possible small increase in Real Property Tax revenues due to new construction.

- **State Funding:** The State's fiscal situation has improved, as demonstrated by good year-end surpluses. The budget proposed by Governor McDonnell provided some additional funding for Schools and in support of public safety (HB 599 funding).

- **Infrastructure:** The major challenge, and the highest priority for the FY 2015 budget, was funding the debt service related to the new Heritage High School, a project with a total cost in excess of $80 million. It was also realized that the start of construction for the new high school would put additional pressure on limited athletic fields. As a result a project to place artificial turf on the football field at City Stadium, and to upgrade its facilities, was initiated. Other school buildings, public safety facilities, roads, bridges and other components of the City's infrastructure continue to be an ongoing funding challenge. The amount of funds available for pay-as-you-go projects continues to be limited due to tighter budgeting producing smaller end of year surpluses.

- **Schools Funding:** The Governor's proposed budget provided approximately $3.3 million in additional funding for schools, due to a reduction in the composite index and other factors. That amount covered additional VRS costs and half of the cost of a two percent (2%) salary increase proposed by the Superintendent. The Superintendent's proposed School Budget seeks additional local funding of $723,000 to fund the other half of the proposed increase. Capital funding is also sought for major building repairs, athletic complexes, school bus replacement and other items.

- **Blue Ridge Regional Jail:** Lynchburg's costs of housing its prisoners in the regional jail have been highly variable from year to year. It appeared that for FY 2014, the City's costs were on a course to be less than budgeted.

In November, preliminary budget projections indicated a potential funding gap of about $2 million, less than two percent of the General Fund budget.

Budget instructions to City departments directed that the projected increases in VRS and medical benefits costs be absorbed in each department budget. Although the result would be flat department budgets, in reality across all departments, cuts of $1.1 million were needed to offset the benefits cost increases. Many departments found that this could not be done without a reduction in services and/or personnel.

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 retreat in January. There was good news to report in that a lower than anticipated VRS rate, reflecting an actual reduction, would mitigate some of the actions that departments had proposed in their budget submissions. In addition to providing feedback and identifying priorities, Council discussed a preferred borrowing plan for Heritage High School and City Stadium. Based upon that guidance and the most current information a budget balancing scenario was developed and decisions made that resulted in this *Proposed FY 2015 Budget.*

*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 2015 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 2015 funding and a description of significant changes from the *Adopted FY 2014 Budget*. The most significant change in the budget document for FY 2015 is the addition of a new Department of Tourism and its division, the Visitor Information Center.

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 employer's share of Social Security Program contribution.

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

*Group Hospitalization* – Payments made for employer's share of insurance for full-time classified employees.

*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, 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; 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.

To help readers of the document grasp the magnitude of changes in departmental budgets compared to the *Adopted FY 2014 Budget* an increase/decrease column, as well as subtotals for personnel and operating (non-personnel related) costs, has been added to those budget pages.

*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. In this budget, each performance measure has been linked to a pillar or core service.

## General Fund Revenues

Total General Fund revenues for FY 2015 are projected to be $168.4 million, an increase of $2.7 million compared to the *Adopted FY 2014 Budget*. General Fund revenues consist of both Dedicated Revenues ($33.8 million) and Non-Dedicated Revenues ($134.6 million). While Dedicated Revenues are projected to decline by approximately $300,000, Non-Dedicated Revenues are projected to increase by about $3 million.

### *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 2015 Budget* total $33.8 million, a decrease of nearly $300,000 from the current year. While some categories show growth in dedicated revenues, that growth is offset by significant reductions in other categories.

**Charges for Services** are projected to decrease by $1.2 million primarily due to an adjustment in the transfer of funds between the General Fund and the Stormwater Fund. Some of the payments from the latter to the former have been reduced or eliminated. The reduction is partially offset by an increase in indirect cost payments.

**Recreation Revenues** are projected to remain stable at $377,000.

**Parking Revenues** are projected to decrease by about $11,000, from $443,000 to $432,000, due to an agreement supporting the installation of new parking control equipment in the city-owned parking deck that serves the Holiday Inn. It is anticipated that the utilization of the new equipment will actually increase revenue in the long term.

**Miscellaneous Revenue** totals approximately $2.8 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 increase by about $653,000; however, as noted above the increase is offset by a reduction in direct payments to the General Fund.

**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, an increase of $781,000, primarily as the result of additional state aid for social services administration.

**Federal Categorical Aid** is primarily funding for social services programs and totals $6.6 million, a $490,000 decrease 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 $3.0 million from the *Adopted FY 2014 Budget*.

In the proposed budget about eighty-eight percent (88.2%) of non-dedicated revenues and more than two-thirds (70.5%) of total General Fund revenues are generated by seven local taxes: the Real Property Tax ($55.7 million), the Personal Property Tax ($21.8 million, including the State reimbursement), the Local Sales Tax ($13.6 million), the Meals Tax ($12.1 million), the Business License Tax ($7.8 million), Consumer Utility Taxes ($4.25 million), and the Communications Sales and Use Tax ($3.45 million).

General Property Taxes

Revenues from the **Real Property Tax** are projected to total $55.7 million, an increase of approximately $800,000, or about one and a half percent (1.5%), from the *Adopted FY 2014 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 ($490,500) and tax relief for the elderly ($730,000).

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 $480,000. This revenue source represents approximately forty-one percent (41.4%) 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 billion dollars ($6,445,680,900), an increase of approximately $61.4 million from the assessed value determined by last year's reassessment. Just over twenty-two percent (22.2%) is tax-exempt. The total assessed value of taxable real property in the City is estimated to be just over five billion dollars ($5,014,740,000) as of July 1, 2014, about $70.5 million more than the previous year.

**Personal Property Tax** revenues are projected to show no change from FY 2014. The local share of the Personal Property Tax category totals $16.3 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 (49.28%) for Calendar Year 2015. 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 (16.2%) of General Fund non-dedicated revenues in the proposed budget.

**Public Service Corporations Tax** revenue is projected to decrease by about $30,000 to $2.3 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 (10.1%) of those funds. Sales Tax revenues have been relatively stable, with some slight growth, since bottoming out in FY 2010. The estimated revenue of about $13.6 million represents a very small increase ($159,000) compared to the FY 2014 Budget.

**Electric and Gas Utility Consumption Tax** revenues are projected to increase slightly, by about $65,000, to $4.25 million in FY 2015.

**Communications Sales and Use Tax** revenues are projected to remain just under $3.5 million.

**Meals Tax** revenues continue to grow and are projected to total $12.1 million compared to $11.8 million in FY 2014. Meals Tax revenue represents nine percent (9.0%) of General Fund non-dedicated revenues.

**Business License Tax** revenues of $7.8 million reflect an increase of $350,000 from the current year. This source makes up almost six percent (5.8%) 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 ($35,000) to $660,000.

Other revenues in this category make up approximately $5.1 million of the FY 2015 revenue stream. This category includes **Right-of-Way Fees** ($243,000), **Electricity and Gas Consumption Taxes** ($341,000), **Bank Stock Taxes** ($650,000), **Recordation Taxes** ($400,000), **Tobacco Taxes** ($975,000), and **Lodging Tax** ($1.8 million). In combination, these revenues are projected to increase by about $114,000 in FY 2015 compared to FY 2014. The most significant change is a projected increase of $100,000 in the Lodging Tax.

**Permits, Fees, and Licenses** ($717,000) are projected to increase by $147,000 reflecting additional development activity. **Fines and Forfeitures** ($476,000) are projected to remain at current levels. **Revenue from the Use of Money and Property** ($433,000) is expected to increase by about $45,000 due to a slightly better return on investments and higher property rent revenue.

**Charges for Services** are projected to be $4.1 million, an increase of $259,000 from the current year. The majority of this ($2.75 million) will be from charges for Ambulance Services. About $785,000 in this category is revenue from Residential Disposal Fees (decals and prepaid trash bags).

**Non-Categorical State Aid** totals $6.1 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 $229,000.

## 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 $176.3 million represent an increase of approximately $3.4 million, or just about two percent (1.99%), from the *Adopted FY 2014 Budget*.

The following chart compares proposed FY 2015 expenditures by categories to the *Adopted FY 2014 Budget* and shows the proportion of the General Fund utilized by each service area.

**Proposed FY 2015 Expenditures Compared to Adopted FY 2014 and as a Percent of Total General Fund Expenditures**

| | Adopted FY 2014 | Manager's Proposed FY 2015 | FY 2014 Percent Increase/ (Decrease) | Percent of FY 2015 General Fund |
|---|---|---|---|---|
| **GENERAL FUND EXPENDITURES** | | | | |
| **Operations - Departmental** | | | | |
| General Government | $12,227,550 | $12,268,609 | 0.3% | 7.0% |
| Judicial Administration | 4,650,357 | 4,778,402 | 2.8% | 2.7% |
| Public Safety | 33,729,233 | 33,859,278 | 0.4% | 19.2% |
| Public Works | 15,712,847 | 16,053,538 | 2.2% | 9.1% |
| Health and Welfare | 18,257,519 | 18,134,758 | -0.7% | 10.3% |
| Parks, Recreation, and Cultural | 5,064,479 | 6,173,033 | 21.9% | 3.5% |
| Community Development | 2,302,878 | 2,320,360 | 0.8% | 1.3% |
| **Total Operations - Departmental** | **$91,944,863** | **$93,587,978** | **1.8%** | |
| | | | | |
| **Operations - Non-Departmental/Other** | | | | |
| Non-Departmental | $5,288,323 | $6,777,726 | 28.2% | 3.8% |
| Transfers to Other Funds | 956,486 | 998,909 | 4.4% | 0.6% |
| Transfer to City Capital | 3,777,878 | 4,914,676 | 30.1% | 2.8% |
| Transfer to Schools Capital | 2,250,000 | 1,385,000 | -38.4% | 0.8% |
| Schools Operations | 39,203,607 | 39,602,647 | 1.0% | 22.5% |
| Greater Lynchburg Transit Company | 1,194,239 | 1,394,038 | 16.7% | 0.8% |
| External Service Providers | 10,338,909 | 8,260,534 | -20.1% | 4.7% |
| Debt Service | 13,814,569 | 16,562,581 | 19.9% | 9.4% |
| Reserves | 4,040,157 | 2,772,063 | -31.4% | 1.6% |
| **Total Operations - Non-Departmental/Other** | **$80,864,168** | **$82,668,174** | **2.2%** | |
| | | | | |
| **TOTAL GENERAL FUND EXPENDITURES** | **$172,809,031** | **$176,256,152** | **2.0%** | |

**General Government** includes the Council/Manager Offices, the City Attorney, the City Assessor, the Commissioner of the Revenue, Communications and Marketing, 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, the Museum System and the Tourism Program including the Visitor Information Center. **Community Development** includes Planning, Inspections and Code Compliance, Zoning, Parking Management, and Economic Development.

**External Services 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 medical and dental costs and a general salary increase, if programmed. **Transfers** include payments from the General Fund to other funds as a subsidy or payment for services.

*Significant Changes from FY 2014*

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

Reduced Expenditures:

- A reduction in VRS costs of approximately $120,000 due to a reduction in the rate from 20.89% to 20.62%.
- A reduction in funding for the City's share of inmates in the Blue Ridge Regional Jail of just over $800,000.
- A net reduction in depreciation and replacement of Fleet assets ($210,000).
- A reduction in the subsidy for the Lynchburg Regional Airport ($91,000).
- A reduction in funding for the Tourism program ($250,000). It is anticipated that unspent funds from FY 2014 will be carried forward to supplement the proposed FY 2015 Tourism program funding.

Increased Expenditures:

- A compensation increase of one and a half percent for all City employees ($810,000).
- Increased funding across all departments to cover a seven percent (7%) increase in the cost of medical benefits ($330,000).
- Additional funding for Workers Compensation costs ($150,000).
- Increased debt service costs related to the new Heritage High School, City Stadium improvements and other capital projects ($4.0 million).
- An increase in local funding for the operation of Lynchburg City Schools ($361,500) to support a pay increase.
- An increase in funding for pay-as-you-go capital projects of approximately $309,000 utilizing excess fund balance from FY 2013.

- An increase in the payment to the Water Fund for the provision and maintenance of the City's fire suppression system ($521,000).
- An increase in funding for the Greater Lynchburg Transit Company (GLTC) for additional operational costs associated with the new transfer center and for limited service restoration ($200,000).
- Funding for the operation of a Convenience Center at the site of the closed regional landfill located on Concord Turnpike ($100,000).
- Increases in funding for certain External Service Providers (Horizon Behavioral Health, Humane Society, Regional Radio Board, Old City Cemetery, and others) related to contractual obligations and other purposes ($189,000).
- Increased funding to support operations in the Police, Fire and Public Works departments ($600,000).
- Funds to establish a General Fund Debt Service Reserve ($632,000) to be used, if required, for necessary capital projects. If these funds are not needed, it is proposed that they be used to provide an additional one half percent (0.5%) compensation increase for City and Schools employees. The decision on the use of these funds should be made after bids for Heritage High School are received.

Personnel Changes:

- Funding is provided in the Police Department to replace an eliminated Captain's position with a Police Officer.
- A Network Administrator I position is funded in the Police Department for succession planning.
- Two full-time positions are transferred from Juvenile Services to Social Services.
- Two full-time positions are created in Social Services with reductions in part-time and temporary positions.
- A Financial Services Technician III position is converted to temporary.
- The loss of a State funded full-time Sheriff Deputy position is covered by increased temporary hours that are City funded.
- A Parks Maintenance Supervisor position is funded in Parks and Recreation.
- A Refuse Associate position is added in Public Works to monitor the Convenience Center at the Lynchburg landfill site.
- Five full-time positions and temporary positions (6.84 FTE) were added for the new Tourism Department and Visitor Information Center. These positions were previously funded through a contract with the Chamber of Commerce.

Other Changes of Note:

- The proposed budget utilizes Managed Vacancy Savings in the amount of $250,000. This means the budget assumes savings from less than full employment of all positions throughout the fiscal year.
- The only significant service impact that is anticipated will be in the Parks & Recreation Department. As was pointed out last year, the reopening of the Miller Center without additional resources will result in the loss of staff resources at two community centers. Proposals for the operation of the centers by non-profit agencies will be sought.

*Local Contribution to City Schools*

Local funding in an amount of $51.1 million is proposed for School Operations ($38.6 million), $1.0 million for school bus replacements with pay-as-you-go funding, Schools Capital Projects ($1.4 million), and Debt Service ($10.1 million). This represents an increase of $361,500 in local funding for operations and $3.5 million for debt service.

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, "2013-2014 Required Local Effort and Required Local Match," and was transmitted to the General Assembly on January 7, 2014.) 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 budgeted RLE was $16,403,520 and the City budgeted $39,203,607, or 139% more than the RLE. The state's report on RLE for FY 2014 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 2015 Required Local Effort will be $18,357,605 based on the State budget submitted by the Governor to the General Assembly. This number could be modified by the General Assembly and subsequent action taken by the Governor. If it remains unchanged and the amount in the *Proposed FY 2015 Budget* for schools ($39,602,647) is approved, local funding for schools operations will be 115.73% more than the RLE.

The budget proposal approved by the School Board will include State funding approved by the General Assembly. 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 2015.

With a projected enrollment of 8,113.3 students in FY 2015, local per student support for operations would decrease slightly from $4,886 to $4,881.

In the *Proposed FY 2015 Budget* total appropriations for Schools, including all activities and funding sources, is estimated to be $96.4 million.

**Note: If possible, it is recommended that local funding for City Schools be increased by an additional $361,500 to support an additional one half percent (0.5%) compensation increase consistent with the proposed Schools budget. The determination of the feasibility of this increased support should be made after bids are received for the new Heritage High School.**

*Debt Service*

The City finances a large component of the Capital Improvement Program (CIP) with general obligation bonds. The last major bond issue occurred in the Summer of 2009 and utilized a combination of general obligation bonds and Qualified School Construction Bonds made available through the American Recovery and Reinvestment Act (ARRA). In addition, $29.7 million in existing debt was refinanced in October 2010, resulting in savings of $2.4 million (all funds). In November 2011, the City issued a five-year General Obligation Bond Anticipation Note and concurrently entered into a bank qualified line of credit Financing Agreement. 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. Currently, this line of credit has been used for water capital projects only. In October 2013 the City issued a $10,000,000 General Obligation Public Improvement Bond. 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 2028 with a 2.75% fixed interest rate and ten year call option.

A bond issue is proposed for spring 2014 with related debt service due in FY 2015. Preliminarily, the bond issuance is sized at $98 million, of which $78 million will be General Fund debt for Heritage High School and City Stadium. The other $20 million will fund water and sewer infrastructure projects. This will require additional debt service expenditures of $2.7 million in the FY 2015 Budget. Ongoing revenues that have been set aside in a Debt Service Reserve over the last three fiscal years will be used for part of the additional debt service.

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 2015 debt service as a percent of expenditures is projected to be just over seven percent (7.1%).

*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 2015 Budget* includes additional funding for the following reserves:

| | |
|---|---|
| General Fund Reserve for Contingencies | $600,000 |
| Other Post Employment Benefits (OPEB) | 250,000 |
| Parking | 38,575 |
| Reserve for Snow, Streets, and Bridges *(in the CIP)* | 250,000 |
| Heritage High School Furniture, Fixtures and Equipment | 1,251,988 |
| Debt Service Reserve | 631,500 |
| | $3,022,063 |

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, 2014 it is projected that as much as $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 2015 Reserve for Contingencies. That, with $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. The City currently funds post-employment health care benefits on a pay-as-you-go basis based on an actuarial study and a plan to achieve full funding of the reserve over a fifteen (15) year period. Due to budget restraints and the concern of setting aside funding that offers no direct services to citizens, the phased in approach is being used. For FY 2015 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 $1,864,510 after the FY 2015 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 2015, the balance in the Parking Program Reserve is projected to be $110,139.

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.

The **Heritage High School Debt Service Reserve**, which was established in FY 2012, will be eliminated as ongoing revenues dedicated to that reserve will be used for new debt service. Remaining cash in this reserve, $1.9 million, will be moved into a new **Heritage High School Furniture, Fixtures and Equipment Reserve**. The balance will be $3,146,211.

A new **Debt Service Reserve** is established in FY 2015 with the intent to fund additional debt service for necessary capital projects going forward in the next two years.

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 | 74,885 |
| Debt Service - Solid Waste | 587,281 |
| Future Landfill Post-Closure | 1,172,039 |
| Museums | 50,028 |
| Medical Benefits | 1,041,555 |
| Dental Benefits | 150,000 |
| Line of Duty Death Benefit | 211,904 |
| Line of Duty Health Claims | 145,000 |
| Greater Lynchburg Transit Company (GLTC) | 543,830 |
| Recreation Programs | 20,133 |
| Partners in Emergency Response (PIER) | 19,658 |
| Miscellaneous Reserves | 43,365 |
| | $4,159,678 |

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.

In anticipation of the City closing the landfill site, a **Future Landfill Post-Closure Reserve** was established to cover that cost.

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 2015, 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 new **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.

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

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.

**Miscellaneous Reserves** totaling $43,365 were established at the end of FY 2013 until it is determined where to appropriate the funds for use.

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 $17.1 million. It also recommends utilizing $7.34 million in fund balance for pay-as-you-go capital outlay.

*Personnel*

As with any service based organization, the largest part of the City's operating budget, approximately sixty-two percent (61.8%), is devoted to employee compensation through salaries, wages, and benefits.

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.

Despite continued efforts to promote workforce stability the City is facing steadily increasing voluntary turnover. While attraction and recruitment for vacant positions remains positive, retention challenges are becoming more pronounced in many areas. Voluntary turnover in CY 2013 increased to almost seven percent (6.94%), up about one and a half percent over CY 2012's rate of just over five percent (5.37%), and almost two percent over CY 2011's rate of just under five percent (4.98%). Total turnover, separations for all reasons, increased by almost one percent to just over eleven percent (11.16%) compared to CY 2012's rate of 10.31%. While retirements remained fairly steady at twenty-seven percent (27%) of all turnover, voluntary resignations increased to almost sixty percent (59.85%) of all turnover.

Continued attention to public safety pay resulted in average sworn employee wages that lead the market by fifteen percent (15.0%) while the average pay of the general workforce lags comparative market averages by approximately eight percent (8.0%). A three percent (3%) general wage increase (1.5% for public safety) effective July 1, 2013 had no apparent impact on the overall comparison to the

market averages for employees outside of public safety. Market forces continue to exert pressure for more significant compensation adjustments in the general workforce. Some City departments, especially Human Services, Parks and Recreation and Public Works, continue to experience much higher than average total turnover, at least partially due to below market wages and increased workloads.

The principles of the City's *Compensation Philosophy*, adopted in 2003, continue to serve the organization well although limited resources have prevented full realization of the goals. The cost of a 1% adjustment to total General Fund salaries, with benefits, is approximately $540,000.

The *Proposed FY 2015 Budget* includes funds to support a one and a half percent (1.5%) pay increase for all employees. For sworn public safety employees the increase will be split between a general wage increase and a structure increase that will raise the starting salaries by one percent (1.0%). This action is consistent with City Council's stated goal of maintaining market leadership in public safety pay. All other employees will see a one and a half percent (1.5%) general wage increase without any adjustment to pay grade starting salaries. In addition, the proposed budget restores City Council pay to the level established in the City Code.

**Note: If the situation allows, a general wage increase of two percent (2%) is recommended. This decision should be made after bids are received for Heritage High School and the capital borrowing plan is finalized.**

The required local contribution toward employee retirement pensions and life insurance in the Virginia Retirement System (VRS) is calculated each biennium. For the first year of the new biennium, FY 2015, the City's blended VRS contribution rate will be 20.62%. 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 a Group Life Insurance rate of 1.19%. As of January 1, 2014 most new non-public safety employees 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 represents a new cost of nearly six tenths of a percent (0.59%) of covered payroll. As new, non-public safety employees are hired on and after January 1, 2014 a revised paid time off program is provided that accrues generic paid leave in addition to holiday time off for employee use.

While the City continues to effectively manage health care costs, overall City costs are projected to increase in FY 2015 due to rising medical costs and use rates, and the implementation components of the of the Affordable Care Act (ACA), with associated fees. The proposed budget includes a seven percent (7%) increase in the City contribution for medical coverage. On-going work with Lynchburg City Schools has resulted in the full consolidation of dental, vision and pharmacy plans as well as the Health Management Program. The City continues to maintain its "grandfathered" status under the ACA which results in some ongoing differences between the City and Schools medical plans. Robust 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 savings in medical claims, while it helps manage chronic disease and improve the overall health of the members. 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. Measured by lower claims

and 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 2015 Budget* totals 1,073.07 Full Time Equivalent (FTE) employees, comprised of 924.44 full-time classified (compared to 924.90 in the *FY 2014 Adopted Budget*), 31.61 part-time classified, 2.00 grant full-time, 57.12 temporary, and 57.90 State-funded positions. The City's workforce in all funds totals 1,308.03 FTEs. This includes 1,112.54 full-time classified, 39.63 part-time classified, 33.39 grant full-time equivalents, 63.92 temporary and 57.90 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 $6.3 million for Fleet Services is a decrease of twenty-three percent (23.0%) from FY 2014. The decrease is a result of the need to replace fewer large vehicles in FY 2015. The proposed budget recommends replacing forty-one (41) vehicles and equipment in the General Fund, four (4) vehicles and equipment in the Water Fund, four (4) vehicles and equipment in the Sewer Fund, one (1) vehicle in the Detention Fund and one (1) piece of equipment in the Fleet 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 2015-2019 Capital Improvement Program* (CIP) includes $72.7 million for City capital projects and $85.4 million for school capital projects. An additional $1 million for school bus replacements is budgeted in the Schools Capital Fund but is included as operational funds 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 $228 million. Adoption of the CIP is anticipated coincident with adoption of the annual budget.

Proposed capital project appropriations total approximately $94.7 million in FY 2015 for the City and Schools with $75.1 million for Heritage High School construction. The FY 2015 Capital Budget also includes contributions for major building repairs and roof replacements for both City and Schools. The major transportation projects include the continued design of College Lake Dam Improvements, construction of the realignment of the intersection at Timberlake Road and Logans Lane, as well as Phase II and III of this intersection to include safety improvements related to the construction of Heritage High School. The capital budget also supports continued investment in downtown revitalization and funding for the Greater Lynchburg Transit Company (GLTC) Maintenance and Operations Facility.

A bond issue to fund Heritage High School, improvements to City Stadium, and water system projects is proposed for spring 2014 with related debt service due in FY 2015. All other projects in the Capital Improvement Plan, with the exception of a few critical transportation projects, have been deferred until the bids for Heritage High School have been received and a revised five-year funding plan can be developed.

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 2015, over forty-eight percent (48.5%) of the proposed appropriations are to be funded with pay-as-you-go funds.

The *Proposed FY 2015 Budget* provides $7.3 million for pay-as-you-go projects. As budgets become tighter, there will be fewer funds available from excess fund balance at the end of each fiscal year.

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

## FY 2015 PROPOSED GENERAL FUND AND SCHOOLS PAY-AS-YOU-GO CAPITAL PROJECTS

| | |
|---|---|
| **Buildings** | |
| Major Building Repairs | $1,835,699 |
| Monument Terrace Building Improvements | 81,668 |
| Parking Deck Repairs/Maintenance | 75,000 |
| Roof Replacement | 381,680 |
| **Total Buildings** | **$2,374,047** |
| **Transportation** | |
| Public Transportation Improvements (GLTC) | $145,129 |
| General Street Improvements | 332,000 |
| **Total Transportation** | **$477,129** |
| **Economic Development** | |
| Downtown Redevelopment | $1,000,000 |
| General Development Support | 250,000 |
| Street and Utility Extensions to Promote Economic Development | 100,000 |
| **Total Economic Development** | **$1,350,000** |
| **Parks and Recreation** | |
| Bikeway Bridge to Linkhorne Renovation | $100,000 |
| Athletic Field Maintenance | 85,000 |
| General Park Maintenance | 47,000 |
| Parks Paving and Lighting/Reconstruction | 40,000 |
| **Total Parks and Recreation** | **$272,000** |
| **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** | **$4,914,676** |
| **Schools** | |
| Major Building Repairs - Schools | $615,000 |
| Athletic Complexes | 510,000 |
| Paving and Fencing | 145,600 |
| Playground Equipment Replacement | 114,400 |
| School Bus Replacements | 1,040,000 |
| **Total Schools** | **$2,425,000** |
| **TOTAL SCHOOLS PAY-AS-YOU-GO** | **$2,425,000** |
| **TOTAL GENERAL FUND and SCHOOLS PAY-AS-YOU-GO** | **$7,339,676** |

## 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 and a General Fund subsidy of approximately $199,000 will cover total expenditures of $2.43 million. Airport passenger activity remains strong and revenues from landing fees, terminal rents, rental car concessions, parking and fuel sales are projected to be $93,000 higher for FY 2015 compared to the *Adopted FY 2014 Budget*. The increased revenue, coupled with good cost management, will allow for the General Fund subsidy for airport operations to be reduced by over thirty percent (31.3%) from the current year.

## 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 seven straight years. Additionally, the Pedlar Dam has received the Best Maintained Publically Owned Dam award from the Virginia Lakes and Watersheds Association and the American Water Works Association's American Water Landmark Award.

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 22,517 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. Any reduction in consumption is of concern because of the high percentage of fixed costs in the water system.

A particular challenge is the potential to lose a large portion of Bedford County as a customer due to a proposed water line project from Smith Mountain Lake to the Forest area. Bedford County consumption is nearly 15% of total City water sales and the loss of revenue would dramatically impact the rates for City customers as well as the rates for Amherst and Campbell Counties. Talks are ongoing with the Bedford Public Service Authority with the goal of producing a mutually beneficial arrangement for both parties. Long range financial planning assumes some reduction in either wholesale rates to or water purchased from Bedford County.

Another significant characteristic of the water system is its age. Some components of the 460 mile distribution system, particularly in the downtown area, are over one hundred years old. Seventy-five (75) miles, or over 15% of the water lines, are in that category. There are another 15 miles of small diameter galvanized water lines that are not only very old but also do not provide adequate fire protection to certain areas of the City. Those components are beyond their useful life and are in need of replacement. Water line breaks results in service disruptions, higher operational costs, and, in some cases, damage to private property. The water system downtown is of particular concern and a master plan has been developed to

address the aging system. There are plans to proceed with the first phase of this project within the next two years.

Other important components of the water system that require ongoing maintenance and periodic upgrades include nine (9) pump stations and fourteen (14) water tanks. Construction is beginning on a new water storage tank on Candlers Mountain 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 significant capital project is the last phase of the Fifth Street revitalization which is planned to begin in the near future. Included in this project is the replacement of the last segment of the 100 year old water line which serves as the backbone of the downtown water system.

Similar to last year, in an effort to better recover the fixed costs of operating the water system, the FY 2015 rate study conducted for the Water Resources Department recommends increasing the equivalent meter portion of the monthly service charge by $2.00. Of this increase $0.66 will go to the Water Fund and the remaining $1.34 will go to the Sewer Fund. Additionally, a two percent (2%) water rate increase is needed to cover increases in chemicals, utilities, and materials. The increase will result in an additional annual cost to a typical customer for water and sewer services of less than four percent (3.8%), depending on consumption.

A final decision on the proposed increase in the monthly service charge and water volume rate will be made after receiving public comment.

In the *FY 2015 Proposed Budget*, Water Fund total revenues are projected to increase by approximately $974,000, from $13.6 million to $14.6 million. The increased revenues are primarily due to $465,000 from City water sales and monthly service charges. Additionally, in an effort to more closely capture costs in the correct funds, significant adjustments in the General Fund fire protection charges and the indirect cost allocations have been made. The General Fund fire protection charges have increased by $520,000. This cost is based on ISO standards of providing adequate system treatment, storage, and transmission capacity to be able to fight three simultaneous fires lasting for four hours.

Expenditures, including debt service, are projected to increase from $12.9 million to $13.5 million. Operating expenses are expected to total $9.7 million, with debt service of $3.9 million. There is an increase of $301,000 for salaries and benefits and a $247,000 increase in the transfer to the General Fund for indirect costs. An additional capital transfer of $800,000 is proposed for pay-as-you-go funding.

With the proposed fixed charge increase, the unrestricted cash balance is projected to be forty-nine (49%) of total fund expenditures for FY 2015, compared to City Council's policy to maintain a fund balance of between twenty-five and forty percent (25-40%). Consistent with past practices, some of the cash balance should be moved into the capital account for infrastructure improvements. 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 1.32.

**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 largest overall project in the CSO Program, the James River Interceptor, is nearing completion with construction just getting underway on the final phase. Once complete the total James River Interceptor Project will span over seven (7) miles at a cost of over $75 million. This is a major milestone of the program not only because of the size and complexity of the project but due to the benefits of being able to store and convey much larger flows to the wastewater treatment plant. In addition, another major capital project was recently completed. A $10 million upgrade to the wastewater treatment plant's clarifiers, aeration basin, and headworks enables flows to be treated at a much higher rate than ever before, and produces a much higher quality effluent during normal flow conditions. The combination of these two projects has greatly reduced the volume of combined sewer overflows providing significant environmental benefits.

As discussed last year, the Department of Water Resources has undertaken a significant initiative to revise the CSO Long Term Control Plan by evaluating the best and most economical approach for achieving water quality requirements. After nearly five years of work and extensive discussions with the Department of Environmental Quality, the City is close to obtaining final approval from the Department

of Environmental Quality on the new plan. Once approved, the new plan will enable completion of the CSO control program in 10 to 15 years instead of the decades it would take to complete the current plan. The cost of the new plan is approximately $60 million, of which $30 million will be funded through a State grant obtained during last year's General Assembly session. This will result in a cost savings to the citizens of Lynchburg of nearly a quarter billion dollars. For its efforts in taking a holistic approach to water quality improvement, the Water Resources Department has been recognized in a national publication and has received the Excellence in Environmental Engineering Award from the American Academy of Environmental Engineers & Scientists.

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 FY 2015 rate study proposes no increase in the sewer volume rate as compliance with the Special Order can be maintained without an increase. However, similar to last year, in an effort to better recover the fixed costs of operating the sewer system, the rate study recommends increasing the equivalent meter portion of the monthly service charge by $2.00. Of this increase, $1.34 will go to the Sewer Fund and the remaining $0.66 will go to the Water Fund. This should generate approximately $313,000 in additional revenue. The rate study also proposes a five percent (5%) increase in industrial surcharges and septic hauler charges.

The *Proposed FY 2015 Budget* projects revenues of $20.6 million, compared to expenditures of $19.3 million ($10.3 million for operations, $9.0 million for debt service and a $2.0 million transfer to capital for pay-as-you-go funding). Overall costs are projected to increase approximately nine per cent (9%) primarily due to an increase in indirect cost payments of $419,000, increases in salaries and benefits of $240,000 and an increase of $156,000 in contractors' services for maintenance repair associated with the wastewater treatment plant and utility line marking services. Much of the increase in salaries and benefits is related to the restoration of a sewer line cleaning crew (2 Utility Line Technicians). Two years ago a crew and equipment were moved to the Stormwater Fund for storm system maintenance. It is extremely important that the two positions be restored to the Sewer Fund to provide adequate cleaning and inspection of the sewer system.

The unrestricted cash balance in the Sewer Fund is projected to be twenty-four percent (24%) of fund expenses for FY 2015. The debt coverage ratio is projected at 1.20 and the annual sewer bill for the average residential customer is estimated to be 1.34% of median household income.

**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.

No increase in the current stormwater management fee of $4.00 is proposed. There is a budgeted reduction in revenues in the fund due to a $375,000 decrease in transfers from the General Fund to the Stormwater Fund for VDOT reimbursable stormwater expenses. This is the approximate value of

stormwater management activities performed by the Public Works Department that are eligible for VDOT reimbursement. Instead of the reimbursement being included in Stormwater Fund revenues and then redistributed to the General Fund for Public Works' activities, in the future the funds will simply remain in the General Fund. A $275,000 transfer from the General Fund to the Stormwater Fund will remain to cover VDOT reimbursable stormwater expenses performed by the Department of Water Resources.

Stormwater management expenses in FY 2015 are anticipated to total $2.7 million. Additionally, a capital transfer of $1 million is proposed for master planning, condition assessment, mapping, infrastructure repairs and replacement and water quality projects.

A transfer in the amount of $738,000 from the Stormwater Fund to the General Fund is budgeted for stormwater management services provided by the Public Works and Community Development Departments. The amount of the transfer is based on a combination of planned and required activities as well as historical activity since fund implementation. A $79,106 reduction in salaries and benefits is primarily due to the reversion of one Information Technology position to the General Fund. However, as a result of increasing stormwater activities driven by regulations, additional personnel resources are needed by the Stormwater Fund.

Five new positions are budgeted in the Water Resources Department and three of those positions, although necessitated by stormwater management requirements, will have responsibilities in all three funds. The three positions will be located in the Administrative Division and include an engineer to design, develop, and manage stormwater infrastructure and water quality projects, a training coordinator to be utilized for department as well as citywide regulatory required training, and an administrative support associate primarily needed to handle an increasing workload associated with regulatory compliance. Although the positions are based in the Water Fund, their costs will be allocated to the Water, Sewer, and Stormwater Funds based on anticipated activities. The other two new positions are the Utility Line Technicians in the Sewer Fund that will restore a line cleaning crew that had been moved to the Stormwater Fund.

Additional costs in the Stormwater Fund include an increase of $170,000 for contracted repair services and materials for repairs to components of the City's stormwater infrastructure determined to be in need of immediate attention by a recent assessment. Furthermore, it is proposed that $400,000 be allocated towards the purchase of a new vacuum/jetter truck as an existing vacuum/jetter truck transferred from the Sewer Fund in FY 2013 will transfer back to the Sewer Fund in FY 2015. This vehicle is necessary for the cleaning and maintenance of storm inlets and piping and certain water quality devices.

*[Note: More complete information about the Water, Sewer, and Stormwater Funds can be found in the Department of Water Resources, FY 2015 Rate Study and Annual Report that was presented to City Council on March 11, 2014. It can be found on the City website.]*

**Outstanding Issues**

There are several outstanding issues that may impact budget deliberations.

- Revenue projections in the *Proposed FY 2015 Budget* are based on an analysis of actual revenues and trends up to January 1, 2014. Staff will re-examine revenues after April 1, 2014, and recommend appropriate adjustments.

- Staff is analyzing legislation adopted by the General Assembly to determine its impact on costs and revenues. The State budget finally approved by the General Assembly could also affect revenues.

- On March 12th bids on the new Heritage High School will be opened. After that staff will further refine the plans for financing that project as well as other necessary capital projects. This will include a determination of whether the $632,000 Debt Service Reserve is needed to pay new debt service or if it can be redirected to support an additional one half percent (0.5%) increase in compensation for City and Schools employees.

**Outlook**

The *Proposed FY 2015 Budget* demonstrates that sound fiscal management, good planning, and discipline in execution can produce positive results. We can take pride in our accomplishment to fund the largest General Fund capital project in City history, Heritage High School, without a tax increase or a significant reduction in our ability to provide necessary services to the citizens of Lynchburg. The confirmation of the City's AA+ bond rating by Standard & Poor's validated the approach followed by City Council.

Nevertheless, the decisions made in coping with the dual challenges of an economic recession and funding a new high school will have repercussions for several years. It is now evident that the economy will not see the sort of strong growth that characterized other post-recessionary periods. Therefore, we cannot expect to see City revenues increase rapidly enough in the short term to address other challenges that are evident today. The two most obvious challenges are infrastructure maintenance and replacement and maintaining a competitive compensation program to both recruit and retain excellent City employees.

Funding Heritage High School will impact the City's capital improvement program for a three to five year period depending on revenue growth and how the costs of day to day service delivery change. From our current perspective it appears that the City's capacity to take on additional debt service during that time will be very limited. Our past practice of borrowing $10-15 million about every two years will have to be curtailed until existing debt is retired. This inability to routinely borrow for capital projects means that important infrastructure projects will have to be deferred for several years. Projects that could be affected include elementary school renovations and important transportation projects. In the short term, our focus will have to be on projects that meet certain criteria including: they are required by regulation, are tied to other funding commitments, have demonstrated revenue streams to cover debt service, or are absolutely necessary for safety or long-term viability of assets. A significant challenge during this year's budget process and beyond will be to revise the five-year capital improvement plan so that it meets these criteria and is otherwise reasonable and affordable.

The slippage in market competitiveness of pay for most City positions, excluding public safety, and increasing turnover rates was noted in the Personnel section of this message. While average pay is about eight percent (8%) behind the market, certain positions are much further behind and it is affecting the ability of certain departments, such as Social Services and Parks & Recreation, to recruit and retain qualified employees. The need to be market competitive will be even more important as the upper management of the City undergoes significant turnover. In the next three to five years a majority of the Leadership Team is expected to retire. Developing an effective succession plan and supporting employee

development with training and appropriate compensation will be critical to sustaining service delivery and good governance through this transition.

**Conclusion**

The *Proposed FY 2015 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 2015. Work sessions will be held on Tuesday afternoons throughout the months of March and April.

Three citizen engagement sessions are scheduled for March 18th (Sandusky Middle School), March 24th (Linkhorne Middle School) and March 31st (Dunbar Middle School). Each will be held from 6:00 to 8:00 p.m. A public hearing on the proposed budget is scheduled for April 1, 2014, at 7:00 p.m., in Council Chambers.

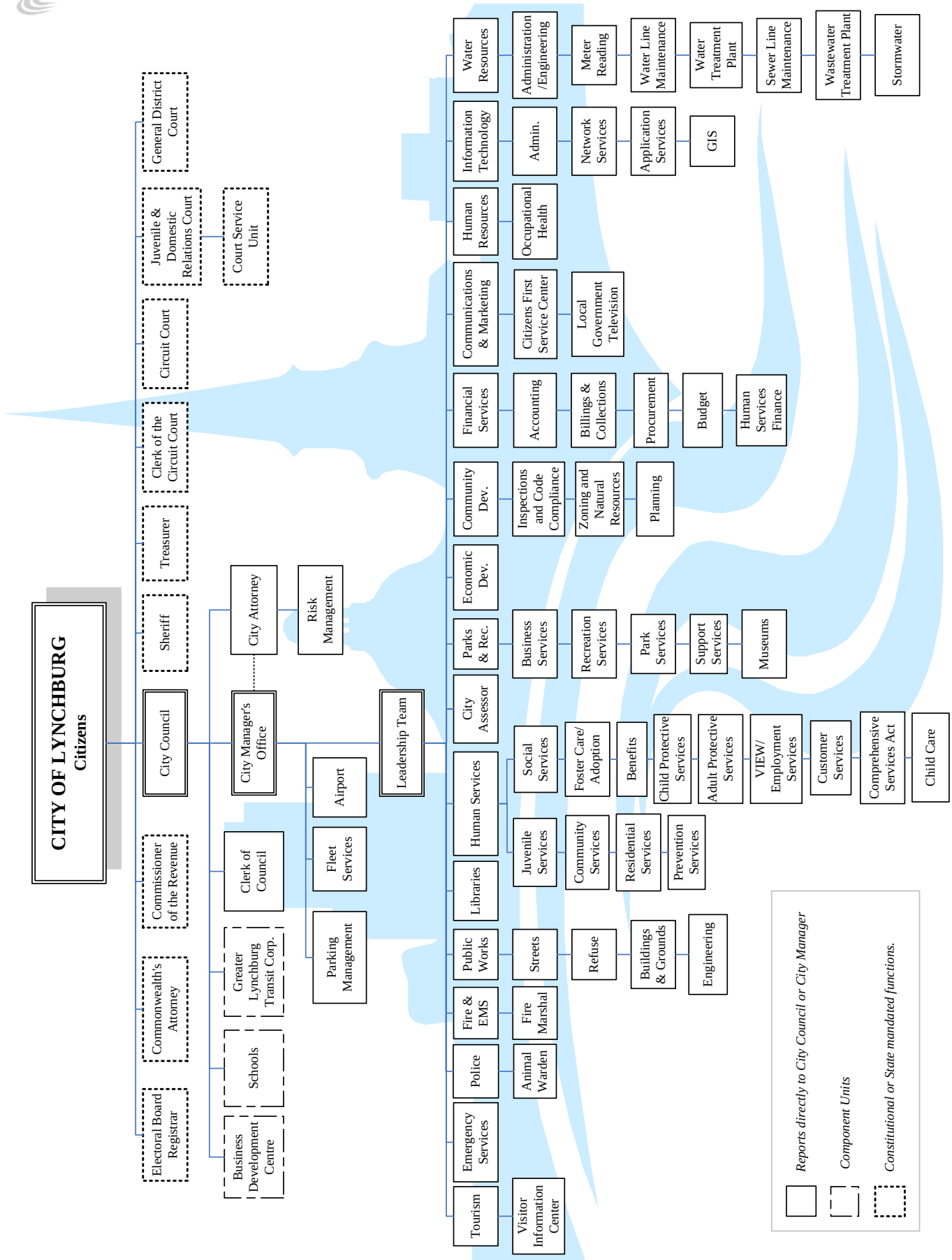
During Council's deliberations, staff is prepared to provide assistance and additional information as Council works through the difficult decisions necessary for budget adoption.

Copies of the *Proposed FY 2015 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 2015 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 Barbara Hudson, Reid Lanham, Amanda Smith, Lee Waller, Toni Butler, La'Shonna Wright, Robin Mamola, Courtney Blankenstein, Kathy Collins, and Financial Services Assistant Director Rhonda Allbeck, also provided valuable input in budget development.

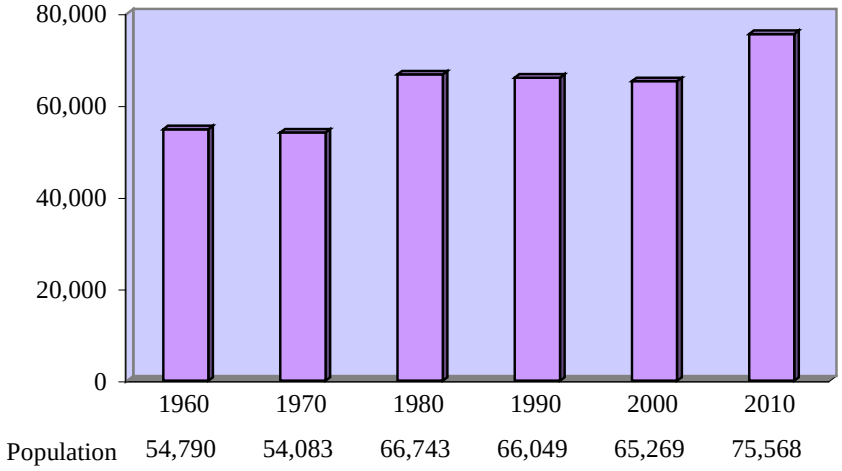
Finally, I want to recognize the directors and staff of the various City departments who are committed to our mission to deliver services to Lynchburg's residents, workers, and visitors in an efficient, effective, and equitable manner and to build a stronger community. Its employees are the City government's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


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
VIEW/ Employment Services
Sewer Line Maintenance
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, 2013, population to be 77,376.*

**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*

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 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 2013 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 January 2013, Areva announced it was selected to provide spent fuel level instrumentation upgrades at a U.S. nuclear plant.

In the health services sector, CENTRA, which owns and operates both Lynchburg General and Virginia Baptist hospitals in the City, completed work on its $3 million Central Virginia Center for Simulation and Virtual Learning. This center is one of the most comprehensive virtual healthcare learning facilities in Virginia.

Other business sector growth includes Banker Steel, which will expand its facility in Lynchburg and hire 50 people after being awarded a major contract in New York. Banker Steel, which fabricates steel structures, will help build the first phase of a $4.9-billion, 15-building residential and commercial project called Atlantic Yards in Brooklyn. Also, J. Crew, a New York-based retailer, opened a $20 million addition to its Lynchburg distribution center to support company growth. This addition supported 170 new full-time jobs added to the more than 1,300 J. Crew employees in Lynchburg.

Liberty University (LU) continues to work on a major campus transformation. The $50 million Jerry Falwell Library opened in January 2014. In spring 2014, a $40 million Center for Medical and Health Sciences is scheduled to be complete. The Center is expected to create an additional 400 new jobs in the next five years. New construction was recently started on an observatory as well as the first of six eight-story residence halls which will replace current one-story residence halls. The 2,500 seat baseball stadium and a three court basketball practice facility both opened in time for their 2013 seasons.

Other academic institutions in the City also made significant capital investments in FY 2013. Lynchburg College broke ground on the $12 million expansion and renovation of its Student Center in April 2013. In February 2013 Randolph College opened its renovated student center, a $6 million project. Lynchburg College and Randolph College were also ranked in the 2013 edition of U.S. News & World Report's Best Colleges.

**LYNCHBURG CITY SCHOOLS**

For FY 2013, the Commonwealth of Virginia Department of Education notified Lynchburg City Schools that thirteen of the sixteen public schools earned full accreditation and three were accredited with a warning in mathematics. Both E. C. Glass and Heritage high schools were included in the May 2013 ranking of the *Washington Post's* most academically challenging high schools. Eligibility for this honor is based on the number of college-level tests given in the school year divided by the number of graduates for that year. Lynchburg City Schools continues to provide the most Advanced Placement courses in the region. The School Board has adopted a Comprehensive Plan that focuses on achievement, behavior and culture for all students and staff in the school system and a vision of "Every Child, By Name and By Need, to Graduation".

**INFRASTRUCTURE**

FY 2013 was a year of continued work on downtown redevelopment, the Combined Sewer Overflow (CSO) Program and maintenance type projects. The first phase of the Midtown Connector which includes the re-working

of a major intersection is well underway. Phase II of the 5th Street corridor was recently completed. This second phase included replacing the water and sewer lines, streetscape, and on-street parking. Phase III is currently under design. 5th Street serves as a major gateway into the downtown and midtown areas of the City. 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 and theater space. This project is partially funded with the sale of State historic tax credits. The renovation will increase the delivery of recreation services by making the building 100% accessible as well as updating facilities for classes and community meetings.

**TECHNOLOGY**

The City continues to be a leader in using technology to assist in service delivery. The Center for Digital Government and Digital Communities Program has ranked Lynchburg fifth 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 ninth 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. Ground breaking for a new bus transfer station was held in January 2013. Design has begun on a new bus maintenance and operations facility. These facilities are designed to improve convenience, amenities, and customer service.

The City is also served by the Lynchburg Regional Airport, a small commercial airport with a significant general aviation presence. Passenger loads on daily flights average around 80% and airport revenues have improved due to increased traffic over the last several years. Through its Air Service Development Partnership with the Chamber of Commerce and area businesses the City is actively seeking new regional service to a northern hub airport. In FY 2013, the Lynchburg Regional Airport received a $2.7 million grant from the Federal Aviation Administration for a carrier ramp and taxiway improvement project.

The Lynchburg Regional Airport has two fixed base operators which provide fueling, maintenance and charter service. In addition, Liberty University's rapidly growing Aeronautical Program is based at the airport.

**WATER RESOURCES**

The Department of Water Resources has repeatedly earned the Virginia Department of Health (VDH) Office of Drinking Water's Excellence in Water Treatment Plant Performance Award. This year both water filtration plants earned the silver award. The VDH Office of Drinking Water Recognition Program rewards water systems that produce water that is at least three times cleaner than is required by the U.S. Environmental Protection Agency and have demonstrated excellence in performance and operations and for the treatment and distribution of drinking water to the public. Additionally, the City's Pedlar Dam and raw water line have been recognized by the American Water Works Association as National Historic Water Landmarks. The Pedlar Dam has been awarded the Virginia Lakes and Watersheds Association's award for the Best Maintained Publically Owned Dam. This past year the Department of Water Resources was awarded the American Academy of Environmental Engineers and Scientists Excellence in Environmental Engineering Award for the Holistic Combined Sewer Overflow (CSO) Long Term Control Plan Update. The Department also has received national attention in magazine articles focusing on the City's commitment to providing safe drinking water and protecting the environment. This commitment to environmental stewardship is also demonstrated by the quality of its wastewater treatment operations and the development of a stormwater utility.

**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 Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2012. This is the City's sixteenth consecutive year in receiving this award.

GFOA also awarded the Distinguished Budget Presentation Award to the City of Lynchburg for its FY 2012 Adopted Budget. This is the City's eighth 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

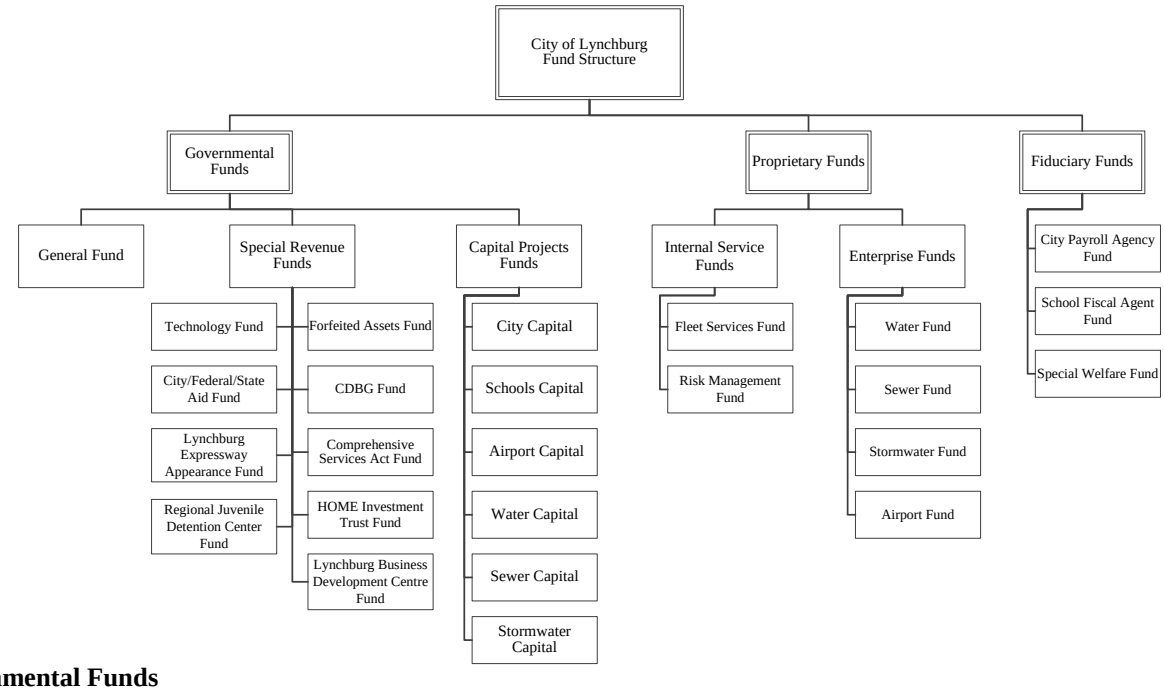
Typically, in early March, the City Manager submits to the City Council a proposed operating budget for the fiscal year starting July 1 and ending June 30 of the following year. The City Manager includes a budget message that explains budget issues and presents recommendations. The operating budget includes 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 2015

| | |
|---|---|
| August 2, 2013 | Capital Improvement Program (CIP) Instructions sent to departments |
| August 21, 2013 | Individual Department Head/Project Manager Meetings to discuss/review FY 2014 CIP projects and continuing projects |
| September 10, 2013 | Regular Council Work Session - Carry forward |
| September 12, 2013 | *Prioritized* CIP submissions due to Budget Office |
| September 24, 2013 | Council Meeting - Carry forward Adoption |
| September 30, 2013 | Progression and classification requests due to Human Resources |
| October 1, 2013 | Initialize Budget; Debt Numbers due to Budget Office from Finance |
| October 3, 2013 | Meet with Department Head/Project Manager to discuss/review FY 2015 CIP submissions |
| October 3, 2013 | First Draft of Financial Projections (Expenditures/Revenues/Debt) completed by Budget Office |
| October 15, 2013 | Preliminary Benefit Rates Due to Budget Office from Human Resources |
| October 16, 2013 | Progression and classification results due to Department and Budget Office from Human Resources |
| October 31, 2013 | Budget Instructions to Departments; Open Budget Module for Keying |
| November 12, 2013 | CIP Financing Plans Due from Accountants to Budget Office |
| November 13, 2013 | New CIP project submissions to the Planning Commission for review for compliance with the Comprehensive Plan |
| November 21, 2013 | Budget Request and Personnel Services Due from small departments |
| November 27, 2013 | Budget Request and Personnel Services Due from medium departments |
| December 2, 2013 | Letters sent to FY 2014 Adopted Budget External Service Providers |
| December 5, 2013 | Budget Request and Personnel Services Due from large departments |
| December 20, 2013 | FY 2014 Adopted Budget External Service Providers FY 2015 Request Due |
| January 15, 2014 | Fund Summaries Due From Accountants |
| January 21, 2014 | Council Budget Retreat |
| January 22, 2014 | Complete General Fund Summary to determine Pay As You Go availability; Schools Operating Budget Due; Expenditure Base for Projections/Budgets Updated in Module; Revenue Projections to City Manager |
| January 23-24, 2014 | Balance Budget |
| January 24, 2014 | Performance Measures Due from All Departments that have performance measures |
| February 3, 2014 | Budget Submission and Fund Summaries Due for Water, Sewer, and Stormwater; Close Budget Module |
| February 25, 2014 | Draft Proposed Budget Posted on Intranet for Departments to Review |
| February 27, 2014 | Department Changes to Proposed Document Due to Budget Office by 5PM |
| March 4, 2014 | Manager's Proposed Budget Book to Printer |
| March 6, 2014 | Send Third Quarter Letter to Departments |
| March 11, 2014 | Regular Council Work Session - Budget Message: City and City Schools, Revenues, Begin to walk through FY 2015 Proposed Budget; Regular Work Session Items |
| March 12, 2014 | Ad for Budget Public Hearing to Communications & Marketing (ad runs March 25, 2014) |
| March 14, 2014 | Third Quarter Requests Due from departments to Accountants |
| March 18, 2014 | Council Budget Work Session - Continue to walk through FY 2015 Proposed Budget<br>Citizen Engagement - Sandusky Middle School |
| March 21, 2014 | Third Quarter Requests Due from Accountants to Budget Office |
| March 24, 2014 | Citizen Engagement - Linkhorne Middle School |
| March 25, 2014 | Regular Council Work Session - CIP, Schools; Regular Work Session Items |
| March 31, 2014 | Ad for Third Quarter Public Hearing (if necessary)<br>Citizen Engagement - Dunbar Middle School |
| April 1, 2014 | Budget Public Hearing |
| April 8, 2014 | Regular Council Work Session - Budget Balancing; Regular Work Session Items; |
| April 15, 2014 | Council Budget Work Session - Budget Balancing (optional) |
| April 22, 2014 | Regular Council Work Session - Budget Balancing; Regular Work Session Items - Third Quarter Review<br>Third Quarter Public Hearing |
| April 29, 2014 | Council Budget Work Session - Budget Balancing (if necessary)<br>Resolution for Manager Approval |
| May 13, 2014 | Council Meeting - First Reading of the Budget; Third Quarter Adoption |
| May 27, 2014 | Council Meeting - Second Reading of the Budget and Adoption of the Budget |
| June 25, 2014 | Adopted Budget Book to Printer |
| July 1, 2014 | FY 2015 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 cities of Lynchburg and Bedford, as well as the counties of Halifax, Bedford and Campbell. 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 temporary 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 (the City of Bedford, 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., $1.05 per $100 assessed valuation), or a percentage of the value of the tax base (e.g., 5 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.

*Group Hospitalization* – Payments made for employer's share of insurance for full-time classified employees.

*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**<br>**Reaffirmed November 14, 2000**<br>**Revised October 29, 2002**<br>**Reaffirmed September 28, 2004**<br>**Reaffirmed December 12, 2006**<br>**Reaffirmed December 9, 2008**<br>**Reaffirmed November 23, 2010**<br>**Revised May 10, 2011**<br>**Revised February 26, 2013** |
| ***Policy II*** | ***Debt Management*** | **Adopted August 10, 1999**<br>**Reaffirmed November 14, 2000**<br>**Revised October 29, 2002**<br>**Reaffirmed September 28, 2004**<br>**Revised December 12, 2006**<br>**Revised December 9, 2008**<br>**Revised November 23, 2010**<br>**Revised February 26, 2013** |
| ***Policy III*** | ***Budget*** | **Adopted November 14, 2000**<br>**Revised October 29, 2002**<br>**Reaffirmed September 28, 2004**<br>**Revised December 12, 2006**<br>**Revised December 9, 2008**<br>**Reaffirmed November 23, 2010**<br>**Revised February 26, 2013** |
| ***Policy IV*** | ***Investment*** | **Adopted September 25, 2001**<br>**Revised October 29, 2002**<br>**Reaffirmed September 28, 2004**<br>**Revised December 12, 2006**<br>**Revised December 9, 2008**<br>**Reaffirmed November 23, 2010**<br>**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 |
| 2013 City Population [1] | 77,376 |
| Metropolitan Statistical Area Population | 252,634 |
| Composition of Population | |
| White | 65.0% |
| Black | 28.8% |
| Other | 6.2% |
| Median Household Income, 2 Person Family | $37,774 |
| Form of Government | Council-Manager |
| Number of Employees – All Funds (excluding Police and Fire): | |
| Full and Part-Time FTE | 844.3 |
| Temporary FTE | 31.8 |
| City of Lynchburg Facilities and Services: | |
| Miles of Streets | 379 |
| Number of Street Lights | 10,167 |
| Number of Traffic Signals | 120 |
| Culture and Recreation: | |
| Community Centers | 6 |
| 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 | 194.0 |
| Number of Calls Answered per month [2] | 315 |
| Number of Inspections Conducted | 254 |
| Number of EMS Calls | 20,612 |
| Police protection: | |
| Number of Stations | 1 |
| Number of Police Personnel and Officers [3] | 232.9 |
| Number of Patrol Units | 57 |
| Number of Law Violations: | |
| Physical Arrests | 6,835 |
| Traffic Violations | 12,483 |
| Sewage System: | |
| Number of Service Connections | 18,916 |
| Daily Average Treatment in Gallons | 10 million |
| Maximum Daily Capacity of Treatment Plant in Gallons | 44 million |
| Water System: | |
| Number of Service Connections | 22,517 |
| Number of Fire Hydrants | 3,177 |
| 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 | 836 |
| 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] Fire calls only, not EMS
[3] Includes Emergency Services

*Source: Comprehensive Annual Financial Report for Fiscal Year ended June 30, 2013*

**PRINCIPAL PROPERTY TAXPAYERS IN 2013**

| Taxpayer | Type of Business | Taxable Assessed Value | Rank | Percentage of Total Taxable Assessed Value |
|---|---|---|---|---|
| AEP | Utility | $ 75,753,034 | 1 | 1.30 % |
| Areva NP Inc. | Nuclear Power Design & Fuel | 55,975,543 | 2 | 0.96 |
| Frito Lay, Inc. | Food Manufacturer | 52,766,043 | 3 | 0.90 |
| Verizon Va, Inc. | Utility | 52,485,054 | 4 | 0.90 |
| River Ridge, Ltd. | Shopping Mall | 46,604,400 | 5 | 0.80 |
| Genworth Financial, Inc. | Life Insurance | 41,561,923 | 6 | 0.71 |
| Meredith-Burda (fmr R R Donnelley) | Periodical Publication Printing | 36,208,130 | 7 | 0.62 |
| Wal-Mart Real Estate Business Trust | Real Estate Company | 35,151,800 | 8 | 0.60 |
| CCRC, Inc. | Nursing Home/Assisted Living | 18,802,100 | 9 | 0.32 |
| LU Candlers Station Holdings LLC | Shopping Mall | 17,588,400 | 10 | 0.30 |
| Total | | $ 432,896,427 | | 7.41 % |
| Total Assessed Valuation: | | $ 5,844,237,020 | | |

**Source:** Real Estate Assessor and Commissioner of Revenue, City of Lynchburg, Virginia

**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] |
|---|---|---|---|---|---|---|
| 2004 | 68,319 | $1,929,329 | $28,240 | 35.1 | 8,775 | 5.6 |
| 2005 | 69,340 | 2,023,411 | 29,181 | 35.1 | 8,620 | 5.2 |
| 2006 | 70,491 | 2,180,569 | 30,934 | 35.1 | 8,808 | 4.0 |
| 2007 | 72,331 | 2,327,105 | 32,173 | 35.1 | 8,883 | 4.3 |
| 2008 | 73,834 | 2,450,846 | 33,194 | 35.1 | 8,715 | 5.6 |
| 2009 | 75,204 | 2,393,367 | 31,825 | 35.1 | 8,634 | 9.3 |
| 2010 | 75,826 | 2,461,009 | 32,456 | 30.3 | 8,597 | 9.2 |
| 2011 | 76,448 | 2,573,545 | 33,664 | 30.3 | 8,646 | 9.1 |
| 2012 | 77,203 | * | * | 30.3 | 8,688 | 8.9 |
| 2013 | 77,203 | * | * | 30.3 | 8,576 | 8.4 |

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 is based on a July 1, 2010 estimate, 2011 is based on a July 1, 2011 estimate and 2012 is based on a July 1, 2012 estimate.

[2] U.S. Department of Commerce, Economic and Statistic Administration, Bureau of Economic Analysis per Capita Personal Income multiplied by Populati 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. New estimates for 2011 and revisions for 2009 - 2010 were released on November 26, 2012. The table 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 2013; 2012 Unemployment Rate has been adjustec reflect the most current data available.

***** Information unavailable

**PRINCIPAL EMPLOYERS,**
**CURRENT YEAR AND NINE YEARS AGO**

| | 2013 | | | 2004 | | |
|---|---|---|---|---|---|---|
| **Employer** | **Ownership** | **Employees [4]** | **Rank** | **Ownership** | **Employees [5]** | **Rank** |
| Liberty University [3] | Private | 5000+ | 1 | Private | 1,000 | 7 |
| Centra Health, Inc. | Public | 5000+ | 2 | Public | 4,000 | 1 |
| Areva [2] | Public | 1500-1999 | 3 | Public | 1,700 | 2 |
| Lynchburg City Schools | Local Government | 1500-1999 | 4 | Local Government | 1,554 | 4 |
| J. Crew Outfitters | Private | 1000-1499 | 5 | Private | - | - |
| City of Lynchburg | Local Government | 1000-1499 | 6 | Local Government | 1,150 | 6 |
| Genworth Financial Inc. [1] | Public | 1000-1499 | 7 | Public | 1,200 | 5 |
| Central Virginia Community Svcs | Private | 500-999 | 8 | Private | | |
| Kroger | Public | 500-999 | 9 | Public | 674 | 9 |
| Walmart | Public | 500-999 | 10 | Public | - | - |
| Southern Air, Inc. | | - | - | Private | 680 | 8 |
| Central Virginia Training Center | | - | - | Private | 1,600 | 3 |
| R.R. Donnelley | | - | - | Public | 600 | 10 |

| | |
|---|---|
| Employed Civilian Labor Force (June 2013) Lynchburg City - Virginia Employment Commission | 35,128 |
| Employed Civilian Labor Force (June 2004) Lynchburg City - Virginia Employment Commission | 31,101 |

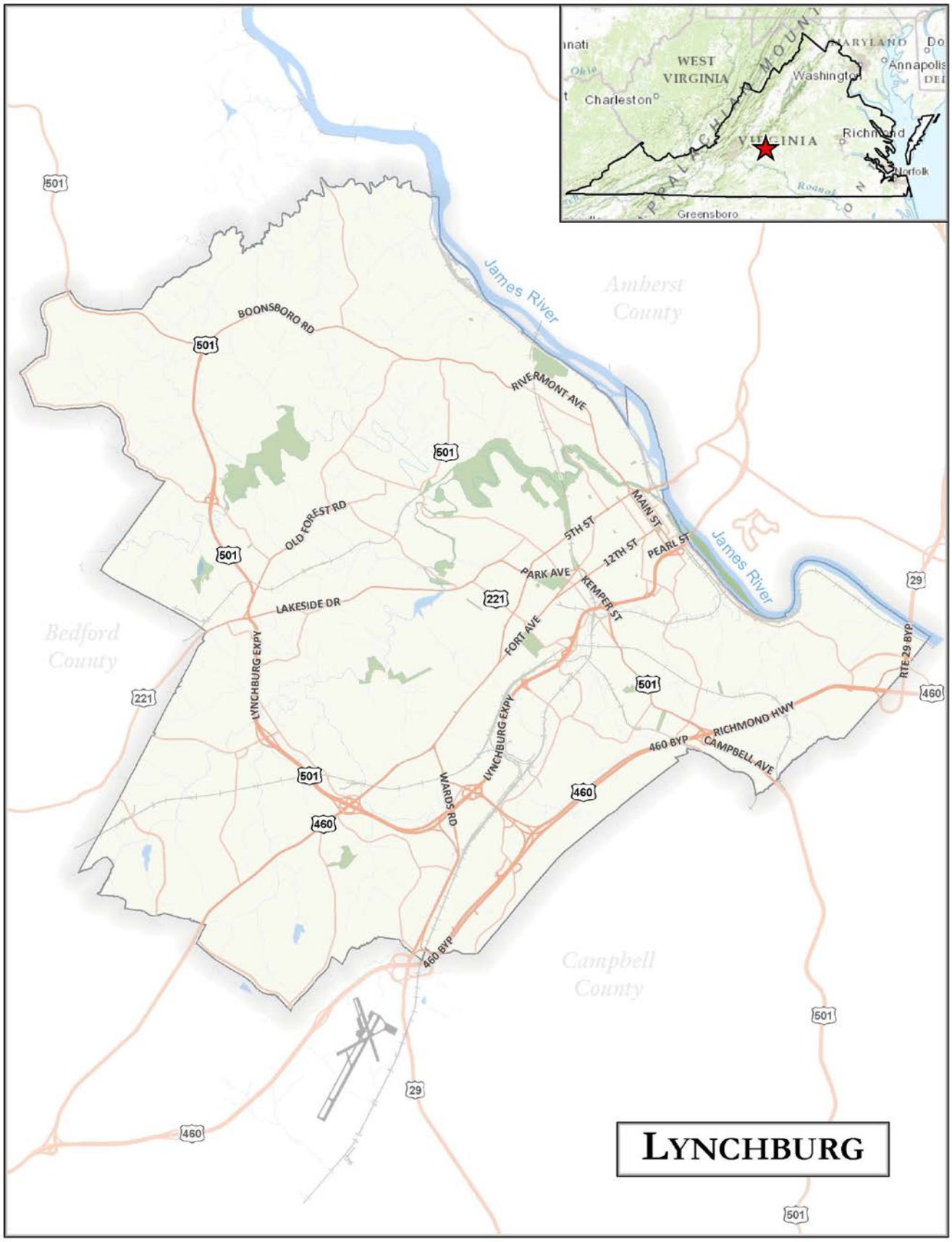
Source: FY 2013 numbers are derived from Office of Economic Development, City of Lynchburg, VA, or employer contact, as of June 30, 2013.

Source: FY 2004 numbers are derived from Official Statement for bond issue dated June 1, 2004.

[1] Formerly First Colony Life Insurance Co. and GE Financial Assurance
[2] Formerly Framatome
[3] Liberty University operates an online higher education program, and as a result a number of employees live outside of the City.
[4] Beginning in FY 2013 ranges will be used for employee count due to privacy issues as well as availability of data from employers.
[5] Numbers as reported in the Official Statement.

***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
WEST VIRGINIA
Charleston
Washington
Annapolis
Richmond
Norfolk
Greensboro

***HISTORICAL QUOTE:***

*"Be it enacted by the General Assembly…that the mayor, recorder, aldermen and common councilmen…are hereby made a body corporate and politic, by the name of the Mayor and Commonality of the town of Lynchburg…[they] shall have power to erect work houses, houses of correction, prisons and other public buildings….And be it further enacted, that all half acre lots of land, as the same were laid off adjoining the said town, by John Lynch, shall, so soon as a connected plan of the said lots be duly admitted to record in the court of Campbell county, be added to, incorporated with, and considered as a part of, the said town."*

*An Act for incorporating the town of Lynchburg, and enlarging the same.*
*January 10, 1805*

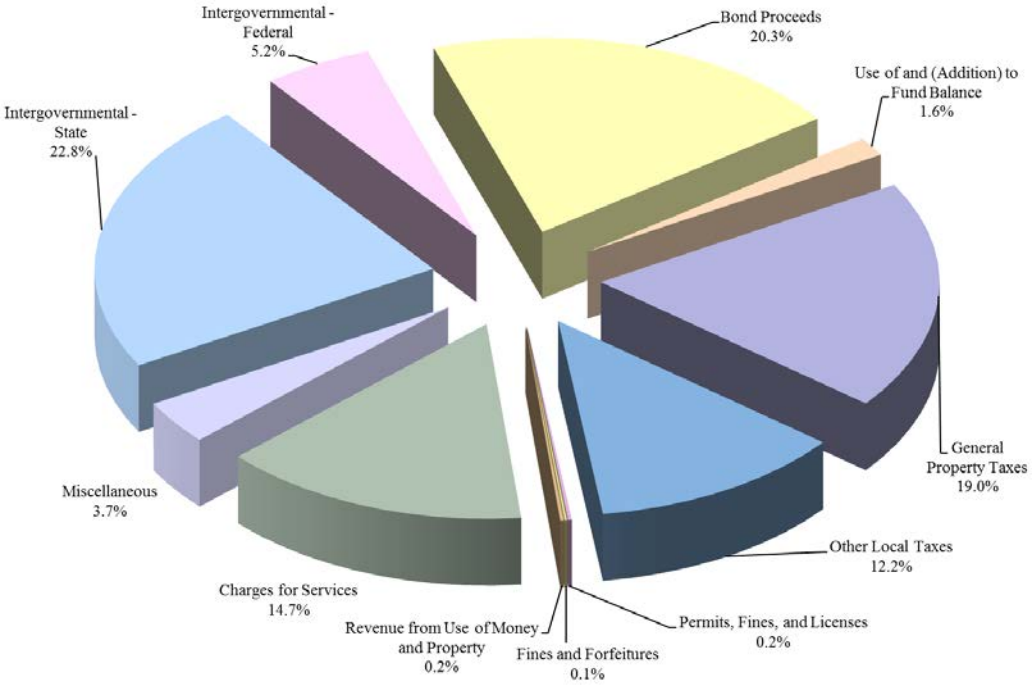
*-- S. Allen Chambers, Lynchburg An Architectural History, University Press of Virginia, 1982.*

## SUMMARY OF ALL FUNDS BY REVENUES AND EXPENDITURES

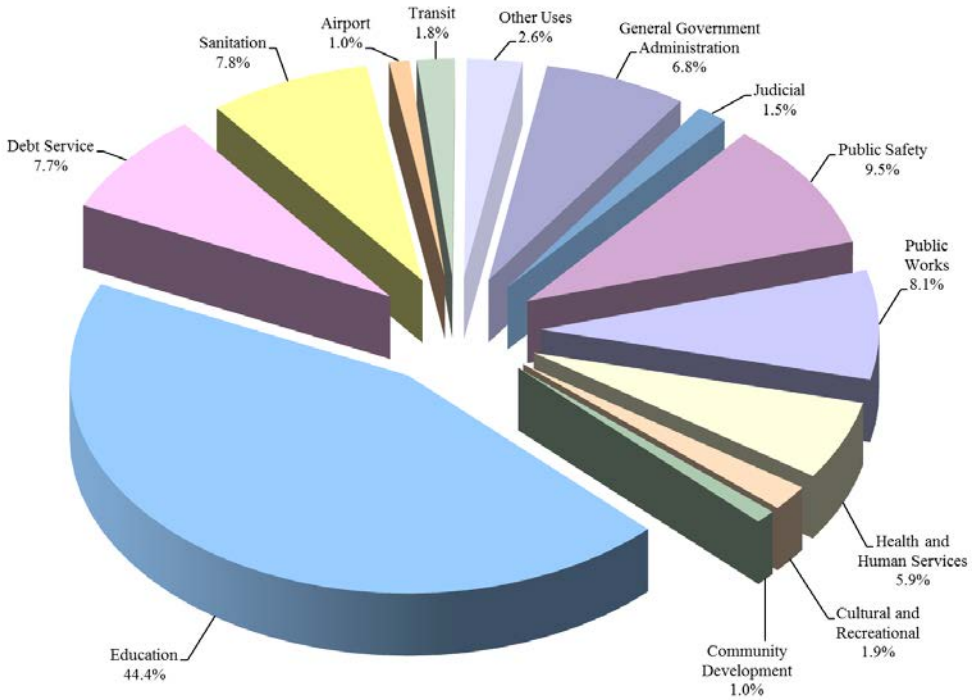
| ALL FUNDS | Actual FY 2013 | Adopted FY 2014 | Adopted FY 2015 |
|---|---|---|---|
| **BEGINNING FUNDS** | **$54,958,791** | **$45,316,486** | **$50,228,235** |
| **REVENUES** | | | |
| General Property Taxes | $74,369,767 | $73,358,784 | $74,766,839 |
| Other Local Taxes | 48,066,955 | 46,688,787 | 47,778,667 |
| Permits, Fines, and Licenses | 780,101 | 569,900 | 717,150 |
| Fines and Forfeitures | 626,335 | 481,000 | 476,000 |
| Revenue from Use of Money and Property | 545,444 | 631,448 | 669,018 |
| Charges for Services | 55,832,811 | 58,914,544 | 57,796,560 |
| Miscellaneous | 7,951,645 | 6,883,807 | 14,360,888 |
| Intergovernmental - State | 81,555,945 | 82,522,324 | 89,607,322 |
| Intergovernmental - Federal | 24,947,599 | 22,646,819 | 20,490,088 |
| Lynchburg City Schools (Governor's School/Lottery Proceeds) | 58,568 | 0 | 0 |
| Bond Proceeds | 0 | 18,664,254 | 79,673,138 |
| Operating Transfers In | 50,655,896 | 52,567,603 | 53,580,663 |
| Use of and (Addition) to Fund Balance | 23,344,572 | 6,341,924 | 6,146,495 |
| **TOTAL REVENUES** | **$368,735,638** | **$370,271,194** | **$446,062,828** |
| Less Interfund Transfers | (50,655,896) | (52,567,603) | (53,580,663) |
| **TOTAL REVENUES NET OF TRANSFERS** | **$318,079,742** | **$317,703,591** | **$392,482,165** |
| **TOTAL AVAILABLE RESOURCES NET OF TRANSFERS** | **$373,038,533** | **$363,020,077** | **$442,710,400** |
| **EXPENDITURES** | | | |
| General Government Administration | $35,944,856 | $28,075,032 | $26,847,479 |
| Judicial | 5,673,661 | 5,731,259 | 5,779,578 |
| Public Safety | 37,083,207 | 36,649,966 | 37,367,416 |
| Public Works | 20,751,919 | 27,962,637 | 31,742,884 |
| Health and Human Services | 22,118,304 | 23,104,436 | 23,033,476 |
| Cultural and Recreational | 4,908,990 | 12,508,401 | 7,480,033 |
| Community Development | 4,002,591 | 3,507,430 | 3,849,127 |
| Education | 94,073,224 | 97,126,137 | 174,366,846 |
| Debt Service | 31,550,716 | 26,808,139 | 30,205,847 |
| Interfund Transfers | 50,655,896 | 52,567,603 | 53,580,663 |
| Sanitation | 44,309,350 | 30,628,600 | 30,505,723 |
| Airport | 2,598,844 | 4,426,923 | 3,803,816 |
| Transit | 6,311,871 | 6,777,936 | 7,091,143 |
| Other Uses | 8,752,209 | 14,396,695 | 10,408,797 |
| **TOTAL EXPENDITURES** | **$368,735,638** | **$370,271,194** | **$446,062,828** |
| Less Interfund Transfers | (50,655,896) | (52,567,603) | (53,580,663) |
| **TOTAL EXPENDITURES NET OF TRANSFERS** | **$318,079,742** | **$317,703,591** | **$392,482,165** |
| **ENDING FUND BALANCES** | $54,958,791 | $45,316,486 | $50,228,235 |
| **TOTAL EXPENDITURES AND FUND BALANCES NET OF TRANSFERS** | **$373,038,533** | **$363,020,077** | **$442,710,400** |

**SUMMARY OF ALL FUNDS BY REVENUES AND EXPENDITURES (CONTINUED)**

**REVENUES – ALL FUNDS**
**$392,482,165**




**EXPENDITURES – ALL FUNDS**
**$392,482,165**

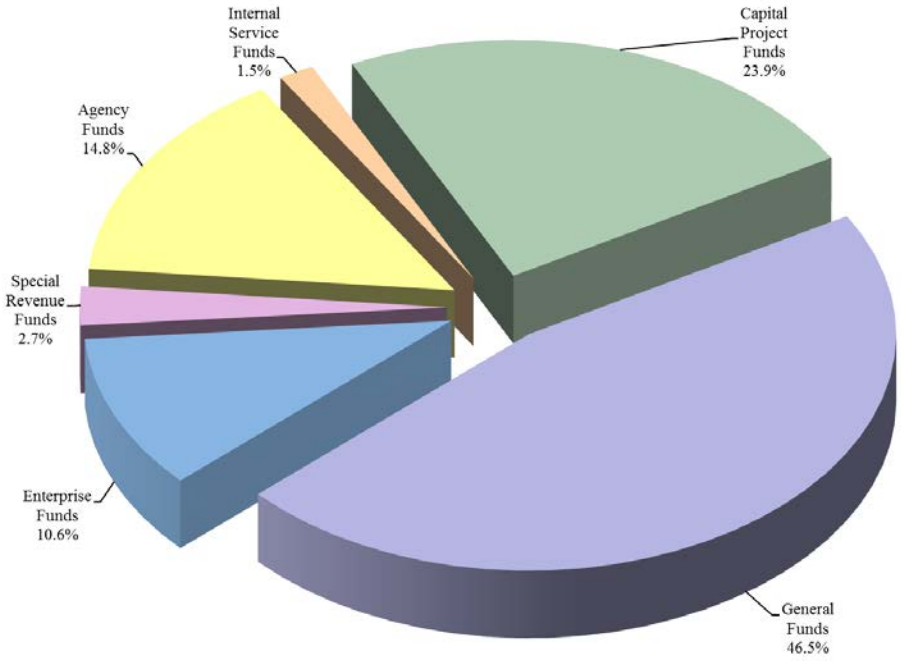


## SUMMARY OF REVENUES AND EXPENDITURES BY FUND TYPE

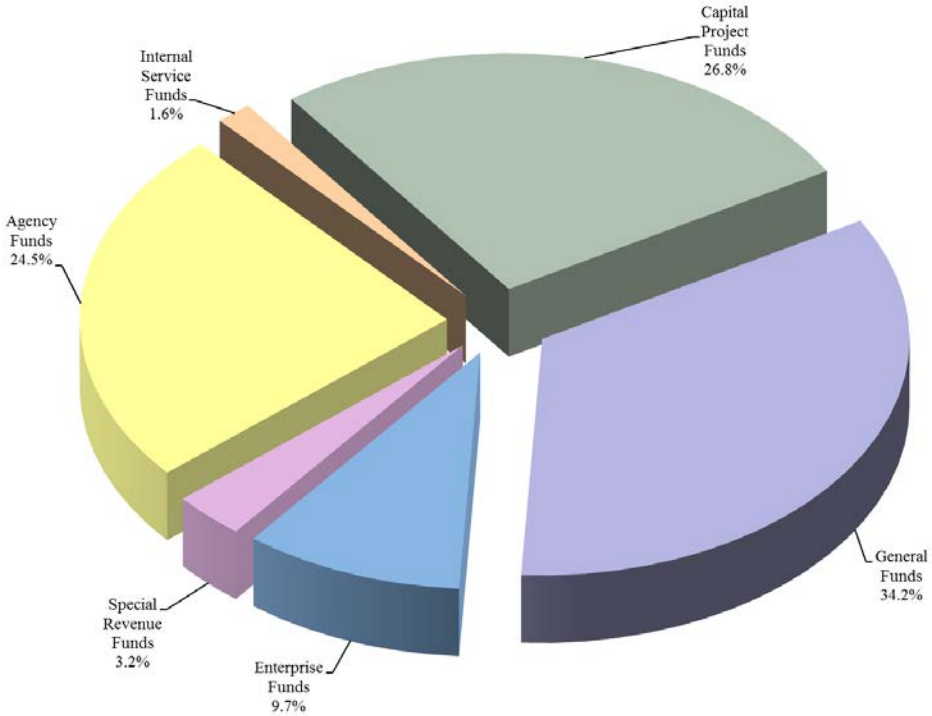
| BUDGET SUMMARY BY FUND TYPE FOR FISCAL YEAR 2015 | General Funds | Enterprise Funds | Special Revenue Funds | Agency Funds | Internal Service Funds | Capital Project Funds | Grand Total |
|---|---|---|---|---|---|---|---|
| **BEGINNING FUNDS** | **$26,791,365** | **$18,478,493** | **$2,617,565** | **$68,334** | **$2,272,478** | **$0** | **$50,228,235** |
| **REVENUES** | | | | | | | |
| General Property Taxes | $74,766,839 | $0 | $0 | $0 | $0 | $0 | $74,766,839 |
| Other Local Taxes | 47,778,667 | 0 | 0 | 0 | 0 | 0 | 47,778,667 |
| Permits, Fines, and Licenses | 717,150 | 0 | 0 | 0 | 0 | 0 | 717,150 |
| Fines and Forfeitures | 476,000 | 0 | 0 | 0 | 0 | 0 | 476,000 |
| Revenue from Use of Money and Property | 468,064 | 188,954 | 10,000 | 2,000 | 0 | 0 | 669,018 |
| Charges for Services | 10,037,652 | 39,927,691 | 1,698,058 | 0 | 6,133,159 | 0 | 57,796,560 |
| Miscellaneous | 3,892,673 | 337,132 | 186,137 | 1,931,670 | 300,000 | 7,713,276 | 14,360,888 |
| Intergovernmental - State | 28,359,212 | 370,000 | 5,594,614 | 48,877,549 | 0 | 6,405,947 | 89,607,322 |
| Intergovernmental - Federal | 8,625,180 | 107,500 | 4,048,128 | 7,079,280 | 0 | 630,000 | 20,490,088 |
| Lynchburg City Schools (Gov. School/Lottery Proceeds) | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Bond Proceeds | 0 | 0 | 0 | 0 | 0 | 79,673,138 | 79,673,138 |
| Operating Transfers In | 1,394,038 | 198,518 | 2,100,045 | 38,562,647 | 135,739 | 11,189,676 | 53,580,663 |
| Use of Fund Balance | 7,435,867 | 660,250 | (1,113,055) | 25,750 | (292,317) | (570,000) | 6,146,495 |
| **TOTAL REVENUES** | **$183,951,342** | **$41,790,045** | **$12,523,927** | **$96,478,896** | **$6,276,581** | **$105,042,037** | **$446,062,828** |
| Less Interfund Transfers | (1,394,038) | (198,518) | (2,100,045) | (38,562,647) | (135,739) | (11,189,676) | (53,580,663) |
| **TOTAL REVENUES NET OF TRANSFERS** | **$182,557,304** | **$41,591,527** | **$10,423,882** | **$57,916,249** | **$6,140,842** | **$93,852,361** | **$392,482,165** |
| **TOTAL AVAILABLE RESOURCES NET OF TRANSFERS** | **$209,348,669** | **$60,070,020** | **$13,041,447** | **$57,984,583** | **$8,413,320** | **$93,852,361** | **$442,710,400** |
| **EXPENDITURES** | | | | | | | |
| General Government Administration | $20,281,882 | $0 | $773,369 | $0 | $5,792,228 | $0 | $26,847,479 |
| Judicial | 4,778,402 | 0 | 1,001,176 | 0 | 0 | 0 | 5,779,578 |
| Public Safety | 33,859,278 | 0 | 3,316,638 | 0 | 0 | 191,500 | 37,367,416 |
| Public Works | 16,053,538 | 0 | 0 | 0 | 0 | 15,689,346 | 31,742,884 |
| Health and Human Services | 16,895,906 | 0 | 6,032,870 | 104,700 | 0 | 0 | 23,033,476 |
| Cultural and Recreational | 6,173,033 | 0 | 35,000 | 0 | 0 | 1,272,000 | 7,480,033 |
| Community Development | 2,320,360 | 0 | 1,178,767 | 0 | 0 | 350,000 | 3,849,127 |
| Education | 0 | 0 | 0 | 96,177,655 | 0 | 78,189,191 | 174,366,846 |
| Debt Service | 16,562,581 | 12,980,506 | 178,407 | 0 | 484,353 | 0 | 30,205,847 |
| Interfund Transfers | 49,534,122 | 3,850,000 | 0 | 196,541 | 0 | 0 | 53,580,663 |
| Sanitation | 0 | 22,705,723 | 0 | 0 | 0 | 7,800,000 | 30,505,723 |
| Airport | 0 | 2,253,816 | 0 | 0 | 0 | 1,550,000 | 3,803,816 |
| Transit | 7,091,143 | 0 | 0 | 0 | 0 | 0 | 7,091,143 |
| Other Uses | 10,401,097 | 0 | 7,700 | 0 | 0 | 0 | 10,408,797 |
| **TOTAL EXPENDITURES** | **$183,951,342** | **$41,790,045** | **$12,523,927** | **$96,478,896** | **$6,276,581** | **$105,042,037** | **$446,062,828** |
| Less Interfund Transfers | (49,534,122) | (3,850,000) | 0 | (196,541) | 0 | 0 | (53,580,663) |
| **TOTAL EXPENDITURES NET OF TRANSFERS** | **$134,417,220** | **$37,940,045** | **$12,523,927** | **$96,282,355** | **$6,276,581** | **$105,042,037** | **$392,482,165** |
| **ENDING FUND BALANCES** | 26,791,365 | 18,478,493 | 2,617,565 | 68,334 | 2,272,478 | 0 | 50,228,235 |
| **TOTAL EXPENDITURES AND FUND BALANCES NET OF TRANSFERS** | **$161,208,585** | **$56,418,538** | **$15,141,492** | **$96,350,689** | **$8,549,059** | **$105,042,037** | **$442,710,400** |

**SUMMARY OF REVENUES AND EXPENDITURES BY FUND TYPE (CONTINUED)**

**REVENUES BY FUND TYPE**
**$392,482,165**




**EXPENDITURES BY FUND TYPE**
**$392,482,165**



***Personnel Summary***

**FY 2015 Benefit Rates:** Retirement – 20.62% Life – 1.19% Health – $5,107/yr Dental – $336/yr

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **FUND PERSONNEL SUMMARY** | | | | | |
| **General Government Administration** | | | | | |
| Council/Manager Offices | 6.00 | 6.00 | 6.00 | 6.00 | 0.00 |
| City Assessor | | | | | |
| Full-Time | 10.00 | 9.00 | 9.00 | 9.00 | 0.00 |
| Part-Time | 0.00 | 0.60 | 0.00 | 0.00 | (0.60) |
| Temporary | 0.00 | 0.00 | 0.60 | 0.60 | 0.60 |
| City Attorney | 6.90 | 6.90 | 5.90 | 6.90 | 0.00 |
| Commissioner of the Revenue | | | | | |
| City Full-Time | 4.00 | 4.00 | 4.00 | 4.00 | 0.00 |
| City Temporary | 0.40 | 0.40 | 0.40 | 0.40 | 0.00 |
| State Full-Time | 6.00 | 6.00 | 6.00 | 6.00 | 0.00 |
| Communications and Marketing | 4.00 | 4.00 | 4.00 | 4.00 | 0.00 |
| Citizens First Customer Service Center | | | | | |
| Full-Time | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| Part-Time | 1.50 | 1.00 | 0.50 | 0.50 | (0.50) |
| Temporary | 0.00 | 0.00 | 0.50 | 0.50 | 0.50 |
| Local Government Channel | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| Financial Services - Office of the Director | 5.00 | 6.00 | 6.00 | 6.00 | 0.00 |
| Financial Services - Accounting | 10.00 | 10.00 | 10.00 | 10.00 | 0.00 |
| Financial Services - Billings and Collections | | | | | |
| Full-Time | 20.00 | 19.00 | 19.00 | 19.00 | 0.00 |
| Temporary | 0.00 | 0.73 | 0.00 | 0.73 | 0.00 |
| Full-Time (Water Fund) | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Financial Services - Budget | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| Financial Services - Procurement | | | | | |
| Full-Time | 3.00 | 4.00 | 4.00 | 4.00 | 0.00 |
| Full-Time (Water Fund) | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Financial Services - Human Services Financial | | | | | |
| Full-Time | 7.00 | 6.00 | 5.00 | 5.00 | (1.00) |
| Part-Time | 0.80 | 0.00 | 0.00 | 0.00 | 0.00 |
| Temporary | 0.00 | 0.00 | 0.73 | 0.73 | 0.73 |
| Human Resources | | | | | |
| Full-Time | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 |
| Part-Time | 0.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| Temporary | 0.00 | 0.70 | 0.15 | 0.50 | (0.20) |
| Human Resources - Occupational Health | | | | | |
| Full-Time | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Part-Time | 0.50 | 0.50 | 0.00 | 0.00 | (0.50) |
| Temporary | 0.00 | 0.00 | 0.13 | 0.13 | 0.13 |
| Information Technology Administration | 4.00 | 4.00 | 4.00 | 4.00 | 0.00 |
| Information Technology Application Services | | | | | |
| Full-Time | 11.00 | 10.00 | 11.00 | 11.00 | 1.00 |
| Full-Time (Stormwater Fund) | 0.00 | 1.00 | 0.00 | 0.00 | (1.00) |
| Information Technology Geographic Informatn System | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 |
| Information Technology Network Services | 12.00 | 12.00 | 12.00 | 12.00 | 0.00 |

***Personnel Summary (continued)***

| FUND PERSONNEL SUMMARY | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **General Government Administration (continued)** | | | | | |
| Registrar and Electoral Board | | | | | |
| City Full-Time | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| City Part-Time | 0.34 | 0.50 | 0.50 | 0.50 | 0.00 |
| State Full-Time | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| State Treasurer | | | | | |
| State Full-Time | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| State Temporary | 0.04 | 0.04 | 0.00 | 0.00 | (0.04) |
| **General Government Administration Total FTEs** | **136.98** | **134.37** | **131.41** | **133.49** | **(0.88)** |
| **Judicial Administration** | | | | | |
| Circuit Court Clerk | | | | | |
| State Full-Time | 13.00 | 13.00 | 13.00 | 13.00 | 0.00 |
| Circuit Court Judges | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| Commonwealth Attorney | | | | | |
| City Full-Time | 2.78 | 1.80 | 2.88 | 2.88 | 1.08 |
| State Full-Time | 14.90 | 14.90 | 13.90 | 13.90 | (1.00) |
| Sheriff | | | | | |
| City Full-Time | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| City Temporary | 5.43 | 5.43 | 6.60 | 6.60 | 1.17 |
| State Full-Time | 23.00 | 23.00 | 22.00 | 22.00 | (1.00) |
| **Judicial Administration Total FTEs** | **63.11** | **62.13** | **62.38** | **62.38** | **0.25** |
| **Public Safety** | | | | | |
| Police Department | | | | | |
| Sworn Full-Time | 169.00 | 169.00 | 170.00 | 170.00 | 1.00 |
| Civilian Full-Time | 22.00 | 22.00 | 22.00 | 23.00 | 1.00 |
| Part-Time | 1.40 | 1.40 | 1.40 | 1.40 | 0.00 |
| Animal Control Unit | | | | | |
| Civilian Full-Time | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 |
| Part-Time | 1.80 | 1.70 | 1.70 | 1.70 | 0.00 |
| Off-Duty | | | | | |
| Temporary | 0.70 | 0.70 | 0.70 | 0.70 | 0.00 |
| Emergency Services | | | | | |
| Full-Time | 35.00 | 35.00 | 34.00 | 35.00 | 0.00 |
| Temporary | 0.00 | 0.50 | 0.45 | 0.60 | 0.10 |
| Fire Department | | | | | |
| Sworn Full-Time | 175.00 | 177.00 | 174.00 | 177.00 | 0.00 |
| Civilian Full-Time | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 |
| Temporary | 0.95 | 1.45 | 1.45 | 1.45 | 0.00 |
| Sworn Full-Time Not Funded | 0.00 | 0.00 | 3.00 | 0.00 | 0.00 |
| Civilian Full-Time Not Funded | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| **Public Safety Total FTEs** | **417.85** | **420.75** | **420.70** | **422.85** | **2.10** |

***Personnel Summary (continued)***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **FUND PERSONNEL SUMMARY** | | | | | |
| **Public Works** | | | | | |
| Public Works Administration | 10.00 | 10.00 | 10.00 | 10.00 | 0.00 |
| Buildings Maintenance | | | | | |
| Full-Time | 38.50 | 39.00 | 39.00 | 39.00 | 0.00 |
| Part-Time | 0.50 | 0.50 | 0.50 | 0.50 | 0.00 |
| Temporary | 0.95 | 0.95 | 0.95 | 0.95 | 0.00 |
| Parks and Grounds Maintenance | | | | | |
| Full-Time | 29.00 | 29.00 | 29.00 | 29.00 | 0.00 |
| Part-Time | 1.44 | 1.44 | 0.72 | 0.72 | (0.72) |
| Temporary | 1.44 | 1.44 | 2.16 | 2.16 | 0.72 |
| Engineering | | | | | |
| Full-Time | 27.50 | 27.50 | 28.52 | 28.52 | 1.02 |
| Part-Time | 1.75 | 1.70 | 0.50 | 0.50 | (1.20) |
| Temporary | 0.50 | 0.50 | 2.20 | 2.20 | 1.70 |
| Full-Time (Water Fund) | 1.00 | 1.00 | 0.00 | 0.00 | (1.00) |
| Street Maintenance | | | | | |
| Full-Time | 26.00 | 26.00 | 26.00 | 26.00 | 0.00 |
| Part-Time | 1.20 | 1.20 | 0.72 | 0.72 | (0.48) |
| Temporary | 1.40 | 1.40 | 1.88 | 1.88 | 0.48 |
| Refuse | | | | | |
| Full-Time | 21.00 | 16.00 | 16.00 | 17.00 | 1.00 |
| Part-Time | 2.55 | 2.16 | 1.44 | 1.44 | (0.72) |
| Temporary | 0.00 | 0.69 | 1.41 | 1.41 | 0.72 |
| **Public Works Total FTEs** | **164.73** | **160.48** | **161.00** | **162.00** | **1.52** |
| **Health and Welfare** | | | | | |
| Human Services - Juvenile Services | | | | | |
| Full-Time | 28.00 | 27.00 | 26.00 | 26.00 | (1.00) |
| Part-Time | 1.13 | 1.86 | 1.86 | 1.86 | 0.00 |
| Temporary | 4.80 | 6.40 | 5.30 | 5.30 | (1.10) |
| Grant Full-Time | 3.00 | 3.00 | 2.00 | 2.00 | (1.00) |
| Human Services - Social Services Administration | | | | | |
| Full-Time | 119.00 | 122.00 | 126.00 | 126.00 | 4.00 |
| Part-Time | 5.07 | 2.69 | 1.96 | 1.96 | (0.73) |
| Temporary | 3.38 | 3.38 | 3.38 | 3.38 | 0.00 |
| **Health and Welfare Total FTEs** | **164.38** | **166.33** | **166.50** | **166.50** | **0.17** |
| **Parks, Recreation, and Cultural** | | | | | |
| Public Library | | | | | |
| Full-Time | 20.00 | 20.00 | 20.00 | 20.00 | 0.00 |
| Part-Time | 9.35 | 7.28 | 5.09 | 5.09 | (2.19) |
| Temporary | 0.37 | 2.06 | 4.25 | 4.25 | 2.19 |
| Law Library | | | | | |
| Temporary | 0.00 | 0.31 | 0.31 | 0.31 | 0.00 |
| Parks and Recreation | | | | | |
| Full-Time | 29.26 | 30.00 | 31.00 | 31.00 | 1.00 |
| Part-Time | 8.38 | 9.78 | 6.56 | 6.56 | (3.22) |
| Temporary | 4.72 | 5.86 | 6.02 | 6.02 | 0.16 |
| Full-Time Not Funded | 0.00 | 1.00 | 0.00 | 0.00 | (1.00) |
| Part-Time Not Funded | 0.00 | 0.70 | 0.00 | 0.00 | (0.70) |
| Temporary Not Funded | 0.00 | 0.22 | 0.00 | 0.00 | (0.22) |

*Personnel Summary (continued)*

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **FUND PERSONNEL SUMMARY** | | | | | |
| **Parks, Recreation, and Cultural (continued)** | | | | | |
| Recreation Programs | | | | | |
| Part-Time | 4.39 | 4.77 | 2.61 | 2.61 | (2.16) |
| Temporary | 1.02 | 3.42 | 5.89 | 5.89 | 2.47 |
| Community Market | | | | | |
| Full-Time | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| Part-Time | 2.84 | 3.02 | 2.64 | 2.64 | (0.38) |
| Temporary | 0.00 | 0.00 | 0.38 | 0.38 | 0.38 |
| Museums | | | | | |
| Full-Time | 4.00 | 4.00 | 4.00 | 4.00 | 0.00 |
| Part-Time | 4.94 | 4.92 | 2.16 | 2.16 | (2.76) |
| Temporary | 0.00 | 0.00 | 2.91 | 2.91 | 2.91 |
| Tourism | | | | | |
| Full-Time | 0.00 | 0.00 | 5.00 | 5.00 | 5.00 |
| Tourism - Visitor Information Center | | | | | |
| Temporary | 0.00 | 0.00 | 6.84 | 6.84 | 6.84 |
| **Parks, Recreation, and Cultural Total FTEs** | **91.27** | **99.34** | **95.82** | **95.82** | **(3.52)** |
| **Community Development** | | | | | |
| Community Development - Office of the Director | 3.50 | 3.50 | 3.00 | 3.00 | (0.50) |
| Inspections and Code Compliance | | | | | |
| Full-Time | 11.50 | 11.50 | 11.48 | 11.48 | (0.02) |
| Part-Time | 0.75 | 0.75 | 0.75 | 0.75 | 0.00 |
| Temporary | 0.30 | 0.30 | 0.30 | 0.30 | 0.00 |
| Planning | 4.00 | 4.00 | 4.00 | 4.00 | 0.00 |
| Zoning and Natural Resources | 2.00 | 2.00 | 2.50 | 2.50 | 0.50 |
| Economic Development | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 |
| Parking Management | 5.00 | 5.00 | 5.00 | 5.00 | 0.00 |
| **Community Development Total FTEs** | **30.05** | **30.05** | **30.03** | **30.03** | **(0.02)** |
| **TOTAL GENERAL FUND FTEs** | **1,068.37** | **1,073.45** | **1,067.84** | **1,073.07** | **(0.38)** |
| **FLEET SERVICES FUND** | | | | | |
| Full-Time | 11.00 | 10.00 | 10.00 | 10.00 | 0.00 |
| Part-Time | 0.50 | 0.50 | 0.00 | 0.00 | (0.50) |
| Temporary | 0.00 | 0.00 | 0.50 | 0.50 | 0.50 |
| **TOTAL FLEET SERVICES FUND FTEs** | **11.50** | **10.50** | **10.50** | **10.50** | **0.00** |
| **AIRPORT FUND** | | | | | |
| Administration | | | | | |
| Full-Time | 4.00 | 4.00 | 4.00 | 4.00 | 0.00 |
| Part-Time | 0.70 | 0.70 | 0.70 | 0.70 | 0.00 |
| Terminal | 6.00 | 6.00 | 6.00 | 6.00 | 0.00 |
| Airfield | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 |
| General Aviation | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Police and Fire Services Grant | 3.00 | 3.00 | 3.00 | 3.00 | 0.00 |
| **TOTAL AIRPORT FUND FTEs** | **17.70** | **17.70** | **17.70** | **17.70** | **0.00** |

*Personnel Summary (continued)*

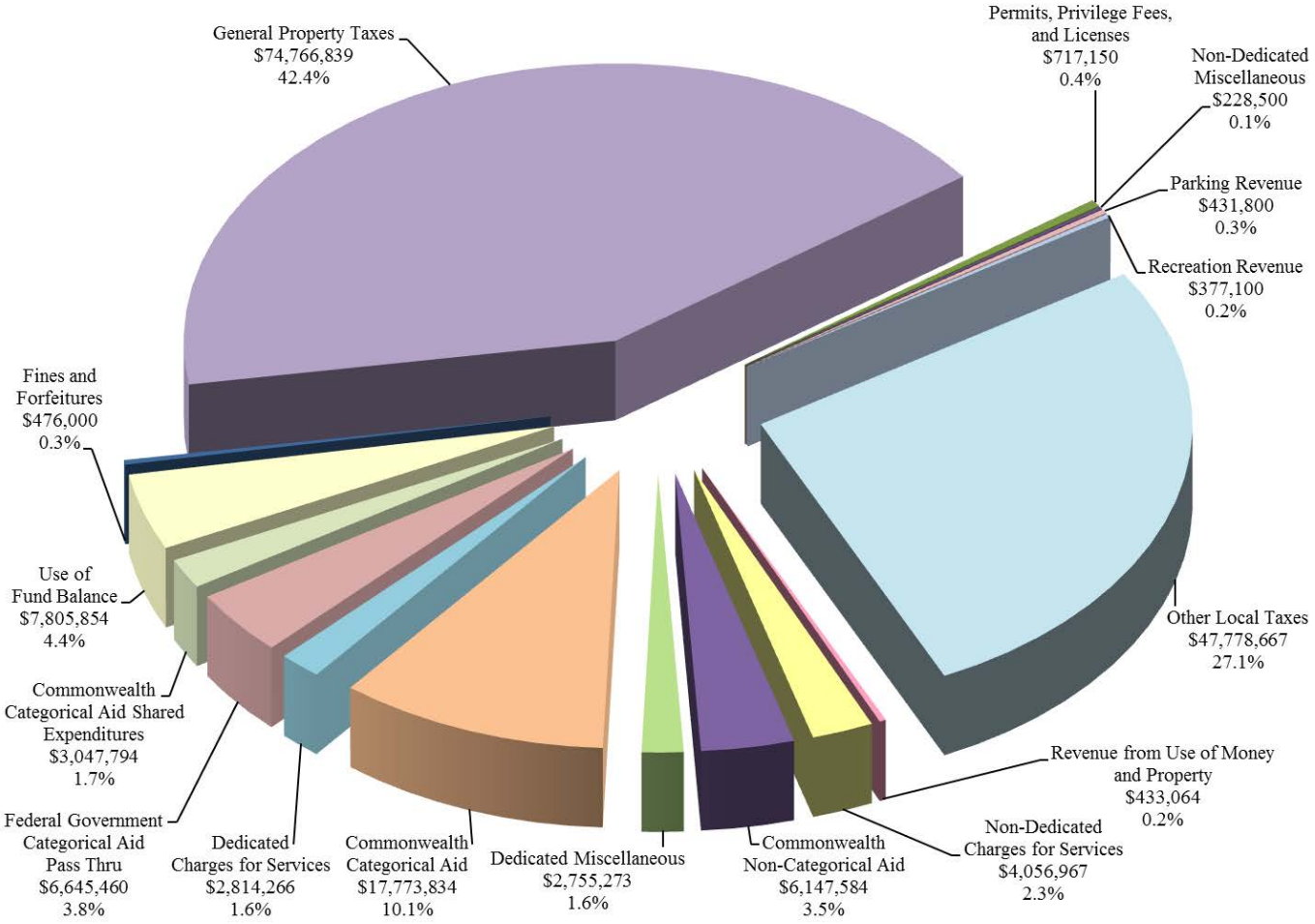
| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **FUND PERSONNEL SUMMARY** | | | | | |
| **WATER FUND** | | | | | |
| Administration/Engineering | | | | | |
| Full-Time | 19.00 | 19.00 | 22.00 | 22.00 | 3.00 |
| Part-Time | 0.60 | 0.60 | 0.60 | 0.60 | 0.00 |
| Meter Reading | | | | | |
| Full-Time | 7.00 | 7.00 | 7.00 | 7.00 | 0.00 |
| Part-Time | 0.80 | 0.73 | 0.63 | 0.63 | (0.10) |
| Water Line Maintenance | 14.75 | 14.75 | 14.75 | 14.75 | 0.00 |
| Water Treatment Plant | 24.00 | 24.00 | 24.00 | 24.00 | 0.00 |
| **TOTAL WATER FUND FTEs** | **66.15** | **66.08** | **68.98** | **68.98** | **2.90** |
| **SEWER FUND** | | | | | |
| Sewer Line Maintenance | 13.45 | 13.45 | 15.45 | 15.45 | 2.00 |
| Wastewater Treatment Plant | | | | | |
| Full-Time | 34.00 | 34.00 | 34.00 | 34.00 | 0.00 |
| Part-Time | 0.60 | 0.60 | 0.60 | 0.60 | 0.00 |
| Temporary | 2.40 | 2.40 | 2.40 | 2.40 | 0.00 |
| **TOTAL SEWER FUND FTEs** | **50.45** | **50.45** | **52.45** | **52.45** | **2.00** |
| **STORMWATER FUND** | | | | | |
| Full-Time | 5.80 | 6.80 | 6.80 | 6.80 | 0.00 |
| **TOTAL STORMWATER FUND FTEs** | **5.80** | **6.80** | **6.80** | **6.80** | **0.00** |
| **OTHER FUNDS** | | | | | |
| Comprehensive Services Act (CSA) Fund | | | | | |
| Grant Full-Time | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Regional Juvenile Detention Center Fund | | | | | |
| Full-Time | 39.00 | 39.00 | 38.00 | 38.00 | (1.00) |
| Part-Time | 4.62 | 4.62 | 4.62 | 4.62 | 0.00 |
| Temporary | 2.50 | 2.50 | 2.50 | 2.50 | 0.00 |
| Risk Management Fund | | | | | |
| Full-Time | 2.10 | 2.10 | 2.10 | 2.10 | 0.00 |
| Part-Time | 0.87 | 0.87 | 0.87 | 0.87 | 0.00 |
| Community Development Block Grant (CDBG) Fund | | | | | |
| Grant Full-Time | 0.50 | 0.50 | 0.50 | 0.50 | 0.00 |
| Grant Part-Time | 0.60 | 0.60 | 0.60 | 0.60 | 0.00 |
| HOME Investment Trust Fund | | | | | |
| Grant Part-Time | 0.20 | 0.20 | 0.20 | 0.20 | 0.00 |

*Personnel Summary (continued)*

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **FUND PERSONNEL SUMMARY** | | | | | |
| **OTHER FUNDS (continued)** | | | | | |
| City/Federal/State Aid Fund | | | | | |
| Office of the Commonwealth's Attorney Grants | | | | | |
| Grant Full-Time | 6.22 | 6.30 | 5.22 | 5.22 | (1.08) |
| Grant Part-Time | 1.54 | 1.54 | 2.14 | 2.14 | 0.60 |
| Fire Department Grants | | | | | |
| Grant Sworn Full-Time | 9.00 | 9.00 | 9.00 | 9.00 | 0.00 |
| Human Services - Social Services Grants | | | | | |
| Grant Full-Time | 3.00 | 3.00 | 1.00 | 1.00 | (2.00) |
| Grant Part-Time | 0.73 | 0.73 | 0.00 | 0.00 | (0.73) |
| Community Corrections and Pre-Trial Svcs Grants | | | | | |
| Grant Full-Time | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 |
| Grant Part-Time | 0.88 | 0.62 | 0.00 | 0.00 | (0.62) |
| Grant Temporary | 0.00 | 0.00 | 0.73 | 0.73 | 0.73 |
| City Capital Projects Fund | | | | | |
| Temporary | 2.15 | 2.15 | 1.40 | 1.40 | (0.75) |
| **TOTAL OTHER FUNDS FTEs** | **82.91** | **82.73** | **77.88** | **77.88** | **(4.85)** |
| **TOTAL FULL TIME EQUIVALENTS** | **1,302.88** | **1,307.71** | **1,302.15** | **1,307.38** | **(0.33)** |

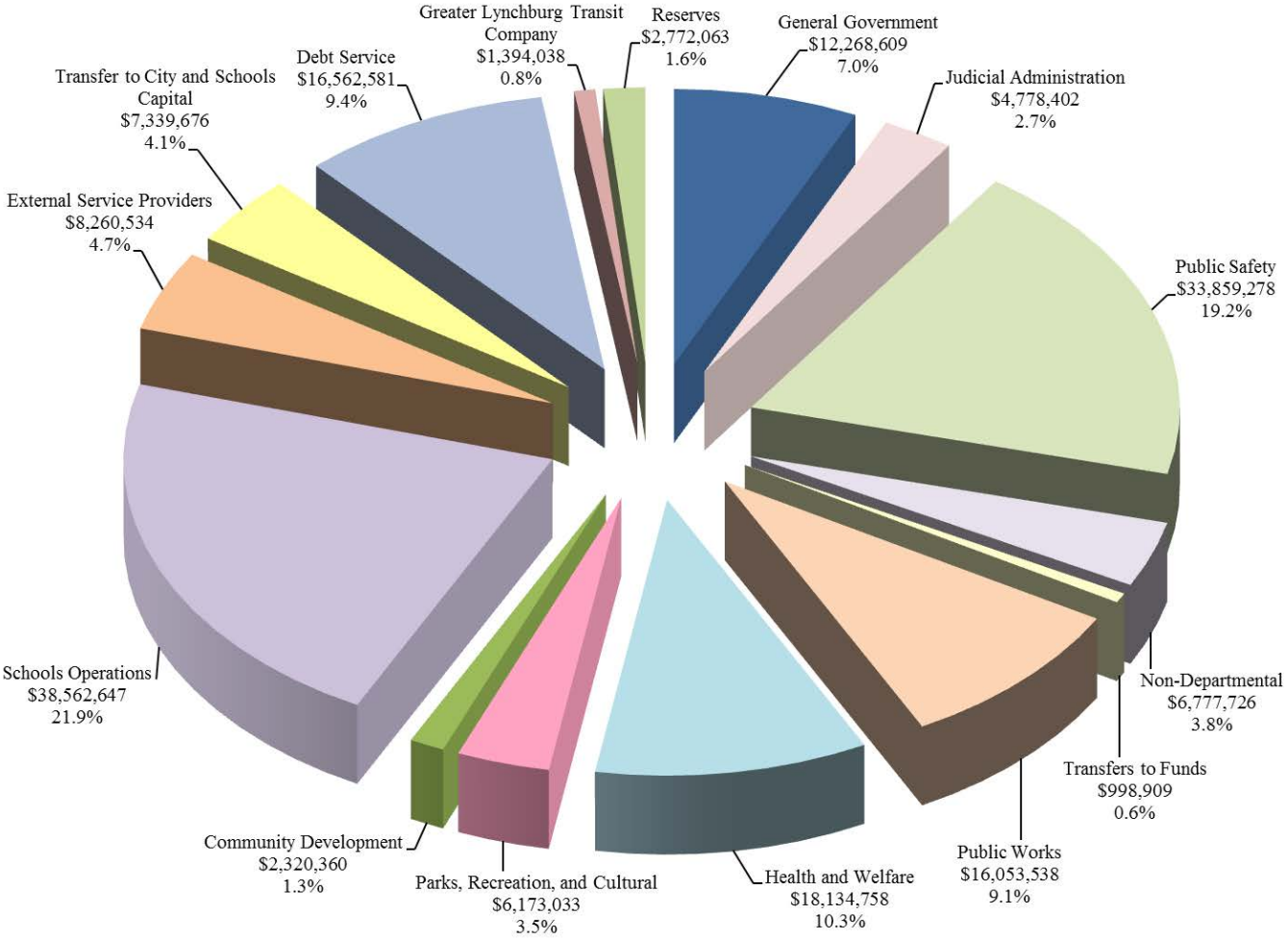
## FY 2015 REVENUES AND USE OF FUND BALANCE

## $176,256,152



## FY 2015 EXPENDITURES, RESERVES, AND TRANSFERS

## $176,256,152



## General Fund Financial Summary

| | Actual FY 2013 | Adopted FY 2014 | Revised Estimate FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 |
|---|---|---|---|---|---|
| **BEGINNING UNASSIGNED FUND BALANCE** | **$28,835,657** | **$22,744,259** | **$31,673,717** | **$24,439,822** | **$24,439,822** |
| **REVENUES** | | | | | |
| Non-dedicated Revenue | $135,179,197 | $131,564,948 | $134,095,597 | $134,554,771 | $134,604,771 |
| Dedicated Revenue | 33,687,015 | 34,142,711 | 32,842,089 | 33,933,778 | 33,845,527 |
| **TOTAL REVENUES** | **$168,866,212** | **$165,707,659** | **$166,937,686** | **$168,488,549** | **$168,450,298** |
| Other Financing Sources | $4,129,625 | $0 | $0 | $0 | $0 |
| Use of Committed/Assigned Fund Balance | 8,363,017 | 992,570 | 4,470,501 | 346,281 | 466,178 |
| Additions Committed/Assigned Fund Balance | (6,600,987) | 0 | (363,367) | 0 | 0 |
| **TOTAL REVENUES AND USE OF COMMITTED/ASSIGNED FUND BALANCE** | **$174,757,867** | **$166,700,229** | **$171,044,820** | **$168,834,830** | **$168,916,476** |
| Use of (Additions to) Unassigned Fund Balance | ($7,562,068) | $0 | $1,125,093 | ($213,880) | $0 |
| Use of Unassigned Fund Balance - Capital | 4,724,009 | 6,108,802 | 6,108,802 | 7,339,676 | 7,339,676 |
| **TOTAL REVENUES AND USE OF FUND BALANCE** | **$171,919,808** | **$172,809,031** | **$178,278,715** | **$175,960,626** | **$176,256,152** |
| **EXPENDITURES** | | | | | |
| Operating - Departmental | $92,028,293 | $91,944,863 | $93,410,163 | $92,646,846 | $93,587,978 |
| Operating - Non-Departmental | 14,812,832 | 15,627,232 | 16,088,220 | 15,353,866 | 15,038,260 |
| Transfers To Other Funds | 1,151,383 | 956,486 | 1,090,709 | 998,909 | 998,909 |
| General Fund - Debt Service | 11,784,553 | 7,249,168 | 7,425,316 | 7,756,698 | 7,756,698 |
| Greater Lynchburg Transit Company | 622,538 | 1,194,239 | 1,194,239 | 1,394,038 | 1,394,038 |
| Schools - Operations | 35,243,485 | 38,201,147 | 38,708,634 | 38,924,147 | 38,562,647 |
| Schools - Debt Service | 6,897,714 | 6,565,401 | 6,583,083 | 8,805,883 | 8,805,883 |
| Reserves | | | | | |
| Debt Service - Heritage High School | $0 | $3,044,657 | $3,044,657 | $0 | $0 |
| Debt Service | 0 | 0 | 0 | 0 | 631,500 |
| Heritage High School Furniture, Fixtures and Equipment | 0 | 0 | 0 | 1,251,988 | 1,251,988 |
| Law Library | 0 | 80 | 80 | 0 | 0 |
| Post Employment Benefits | 0 | 250,000 | 250,000 | 250,000 | 250,000 |
| Parking | 0 | 45,420 | 52,004 | 38,575 | 38,575 |
| Contingencies | 0 | 700,000 | 822,771 | 1,200,000 | 600,000 |
| **TOTAL EXPENDITURES** | **$162,540,798** | **$165,778,693** | **$168,669,876** | **$168,620,950** | **$168,916,476** |
| **TRANSFER TO CAPITAL FUNDS** | | | | | |
| School Capital Projects Fund | $4,455,000 | $2,250,000 | $4,024,731 | $1,385,000 | $1,385,000 |
| School Capital Projects Fund - School Buses | 0 | 1,002,460 | 1,002,460 | 1,040,000 | 1,040,000 |
| City Capital Projects Fund | 4,924,009 | 3,777,878 | 4,581,648 | 4,914,676 | 4,914,676 |
| **TOTAL TRANSFER TO CAPITAL** | **$9,379,009** | **$7,030,338** | **$9,608,839** | **$7,339,676** | **$7,339,676** |
| **TOTAL EXPENDITURES, RESERVES & TRANSFERS** | **$171,919,807** | **$172,809,031** | **$178,278,715** | **$175,960,626** | **$176,256,152** |
| **UNASSIGNED FUND BALANCE** | **$31,673,717** | **$16,635,457** | **$24,439,822** | **$17,314,026** | **$17,100,146** |
| **COMMITTED/ASSIGNED FUND BALANCE RESERVES *(detail on next page)*** | **$12,646,407** | **$14,145,665** | **$11,679,863** | **$14,074,145** | **$13,354,248** |
| **TOTAL FUND BALANCE** | **$44,320,124** | **$30,781,122** | **$36,119,685** | **$31,388,171** | **$30,454,394** |

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 2013 | Adopted FY 2014 | Revised Estimate FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 |
|---|---|---|---|---|---|
| Encumbrances | $892,648 | 0 | 0 | 0 | 0 |
| Contingencies | 0 | 700,000 | 0 | 1,200,000 | 600,000 |
| Technology Fund | 33,113 | 0 | 0 | 0 | 0 |
| Detention Home Workers' Compensation | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Medical Benefits | 677,017 | 656,617 | 677,017 | 677,017 | 677,017 |
| Lynchburg City Schools - Textbooks | 1,432,254 | 1,059,392 | 1,432,254 | 1,432,254 | 1,432,254 |
| Lynchburg City Schools - Health Insurance | 1,440,608 | 1,140,608 | 1,440,608 | 1,440,608 | 1,440,608 |
| Lynchburg City Schools - Future Expenditure Needs | 75,908 | 0 | 0 | 0 | 0 |
| Other Post Employment Benefits (OPEB) | 1,364,510 | 1,581,231 | 1,614,510 | 1,864,510 | 1,864,510 |
| Debt Service - Solid Waste | 1,186,075 | 841,605 | 841,605 | 587,281 | 587,281 |
| Future Landfill Post-Closure | 604,284 | 604,284 | 604,284 | 604,284 | 604,284 |
| Debt Service | 0 | 0 | 0 | 0 | 631,500 |
| Debt Service - Heritage High School (non-recurring) | 624,297 | 624,297 | 0 | 0 | 0 |
| Debt Service - Heritage High School (recurring) | 0 | 3,044,657 | 1,894,223 | 0 | 0 |
| Heritage High School Furniture, Fixtures and Equipment | 0 | 0 | 0 | 3,146,211 | 3,146,211 |
| Lynchburg City Schools - Special Education | 321,000 | 0 | 321,000 | 321,000 | 321,000 |
| GLTC | 746,724 | 0 | 543,860 | 543,860 | 543,860 |
| Public Safety Compensation Adjustments | 13,968 | 13,968 | 13,968 | 13,968 | 0 |
| Debt Service - Central Virginia Regional Radio Board | 5,929 | 5,929 | 5,929 | 5,929 | 0 |
| **Sub-total Committed Fund Balance** | **$9,518,335** | **$10,372,588** | **$9,489,258** | **$11,936,922** | **$11,948,525** |
| **ASSIGNED FUND BALANCE** | | | | | |
| Encumbrances | $220,393 | $0 | $0 | $0 | $0 |
| Lynchburg City Schools - Return of School Funding | 787,305 | 2,398,505 | 279,818 | 279,818 | 279,818 |
| Law Library | 79,965 | 80,021 | 74,885 | 74,885 | 74,885 |
| Museums | 50,028 | 50,028 | 50,028 | 50,028 | 50,028 |
| Recreation Programs | 184,282 | 1,008 | 112,090 | 20,133 | 20,133 |
| Partners in Emergency Response (PIER) | 19,658 | 0 | 19,658 | 19,658 | 19,658 |
| Dental Benefits | 150,000 | 150,000 | 150,000 | 150,000 | 150,000 |
| Medical Benefits | 364,538 | 364,538 | 364,538 | 364,538 | 364,538 |
| Future Landfill Post-Closure | 204,438 | 204,438 | 567,755 | 567,755 | 567,755 |
| Fire Equipment | 100,000 | 50,000 | 100,000 | 100,000 | 0 |
| 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 | 69,560 | 114,413 | 71,564 | 110,139 | 110,139 |
| Point of Honor | 2,653 | 2,653 | 2,653 | 2,653 | 2,653 |
| Police Range Operations | 569 | 569 | 569 | 569 | 569 |
| Health Management Plan | 500,000 | 0 | 0 | 0 | 0 |
| Fire Restitution | 0 | 0 | 50 | 50 | 50 |
| Public Works - Snow | 34,498 | 0 | 34,498 | 34,498 | 34,498 |
| Adopt-A-Bed Program | 3,281 | 0 | 3,281 | 3,281 | 3,281 |
| Virginia Land Conservation | 0 | 0 | 2,314 | 2,314 | 2,314 |
| **Sub-total Assigned Fund Balance** | **$3,128,072** | **$3,773,077** | **$2,190,605** | **$2,137,223** | **$2,037,223** |
| **TOTAL COMMITTED AND ASSIGNED FUND BALANCE RESERVES** | **$12,646,407** | **$14,145,665** | **$11,679,863** | **$14,074,145** | **$13,985,748** |

***Changes to Committed and Assigned Fund Balance Reserves***

| COMMITTED AND ASSIGNED FUND BALANCE RESERVES | REVISED ESTIMATE FY 2014 | MANAGER'S PROPOSED FY 2015 | CHANGE BETWEEN FY 2014 and FY 2015 | REASON FOR CHANGE |
|---|---|---|---|---|
| Contingencies | $0 | $600,000 | $600,000 | Funds set aside for unanticipated expenditures outside of budget development |
| Debt Service | 0 | 631,500 | 631,500 | Amount proposed to fund debt service for City Capital projects |
| Debt Service - Heritage High School (recurring) | 1,894,223 | 0 | (1,894,223) | Moved to Heritage High School Reserve for Furniture, Fixtures and Equipment |
| Heritage High School Furniture, Fixtures and Equipment | 0 | 3,146,211 | 3,146,211 | Funds set aside for furniture, fixtures and equipment purchases |
| Debt Service - Solid Waste | 841,605 | 587,281 | (254,324) | Amount proposed to fund Solid Waste Debt Payment |
| Public Safety Compensation Adjustments | 13,968 | 0 | (13,968) | Amount proposed to be put toward compensation adjustments |
| Debt Service - Central Virginia Regional Radio Board | 5,929 | 0 | (5,929) | Amount proposed to fund Central Virginia Regional Radio Board debt service |
| Fire Equipment | 100,000 | 0 | (100,000) | Funds are proposed to be used for purchase of an ambulance |
| Other Post Employment Benefits (OPEB) | 1,614,510 | 1,864,510 | 250,000 | Funds set aside for payment of future health benefits for retirees |
| Parking | 71,564 | 110,139 | 38,575 | Funds set aside for future parking expenditures |
| Recreation Programs | 112,090 | 20,133 | (91,957) | Amount proposed to fund recreation program expenditures |

***General Fund Revenue Summary by Category***

| REVENUE SUMMARY BY CATEGORY | Actual FY 2013 | Adopted FY 2014 | Revised FY 2014 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **NON-DEDICATED REVENUE** | | | | | |
| General Property Taxes | $74,369,767 | $73,358,784 | $74,506,444 | $74,766,839 | $1,408,055 |
| Other Local Taxes | 48,066,955 | 46,688,787 | 47,792,888 | 47,778,667 | 1,089,880 |
| Permits, Privilege Fees, and Licenses | 780,101 | 569,900 | 729,300 | 717,150 | 147,250 |
| Fines and Forfeitures | 626,335 | 481,000 | 476,000 | 476,000 | (5,000) |
| Revenue from Use of Money and Property | 324,240 | 388,226 | 454,914 | 433,064 | 44,838 |
| Charges for Services | 4,206,124 | 3,798,467 | 3,810,267 | 4,056,967 | 258,500 |
| Miscellaneous | 723,787 | 231,200 | 228,200 | 228,500 | (2,700) |
| Revenue from Lynchburg City Schools | 29,284 | 0 | 0 | 0 | 0 |
| Revenue from the Commonwealth Non-Categorical Aid | 6,052,604 | 6,048,584 | 6,147,584 | 6,147,584 | 99,000 |
| **TOTAL NON-DEDICATED REVENUE** | $135,179,197 | $131,564,948 | $134,145,597 | $134,604,771 | $3,039,823 |
| **DEDICATED REVENUE** | | | | | |
| Charges for Services | $3,305,987 | $4,047,771 | $3,469,081 | $2,814,266 | ($1,233,505) |
| Recreation Revenue | 354,420 | 374,000 | 368,000 | 377,100 | 3,100 |
| Parking Revenue | 430,970 | 442,600 | 435,400 | 431,800 | (10,800) |
| Miscellaneous | 1,989,861 | 2,102,556 | 2,102,556 | 2,755,273 | 652,717 |
| Interfund Transfers | 18,524 | 0 | 0 | 0 | 0 |
| Revenue from the Commonwealth | | | | | |
| Categorical Aid for State Shared Expenditures | 2,626,256 | 2,975,787 | 3,031,148 | 3,047,794 | 72,007 |
| Categorical Aid | 17,473,348 | 17,064,771 | 17,069,358 | 17,773,834 | 709,063 |
| Revenue from the Federal Government | | | | | |
| Federal Categorical Aid Pass Thru | 7,487,649 | 7,135,226 | 7,108,546 | 6,645,460 | (489,766) |
| **TOTAL DEDICATED REVENUE** | $33,687,015 | $34,142,711 | $33,584,089 | $33,845,527 | ($297,184) |
| **TOTAL REVENUES** | $168,866,212 | $165,707,659 | $167,729,686 | $168,450,298 | $2,742,639 |

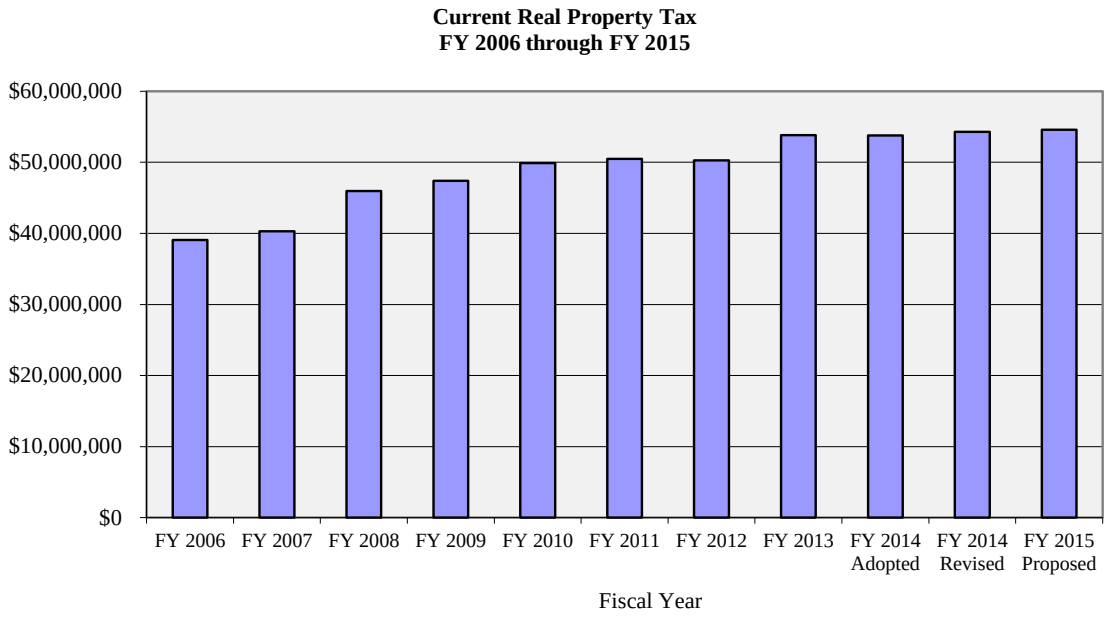
***Current Real Property Tax***

| Fiscal Year | Tax Rate | Amount | Percent Change |
|---|---|---|---|
| 2006 | $1.11 per $100 assessed value | $39,068,092 | |
| 2007 | $1.11 per $100 assessed value | $40,281,964 | 3.1% |
| 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 Adopted | $1.11 per $100 assessed value | $53,798,784 | (0.1%) |
| 2014 Revised | $1.11 per $100 assessed value | $54,306,944 | 0.9% |
| **2015 Proposed** | **$1.11 per $100 assessed value** | **$54,578,339** | **0.5%** |

**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 2015 Analysis:**

As a non-reassessment year, FY 2015 Real Property Tax revenue is proposed to slightly increase as a result of added value from new construction as well as remodeling/renovation projects. While the economy continues to recover, growth in real property values has been sluggish.

***Current Personal Property Tax – Local Portion***

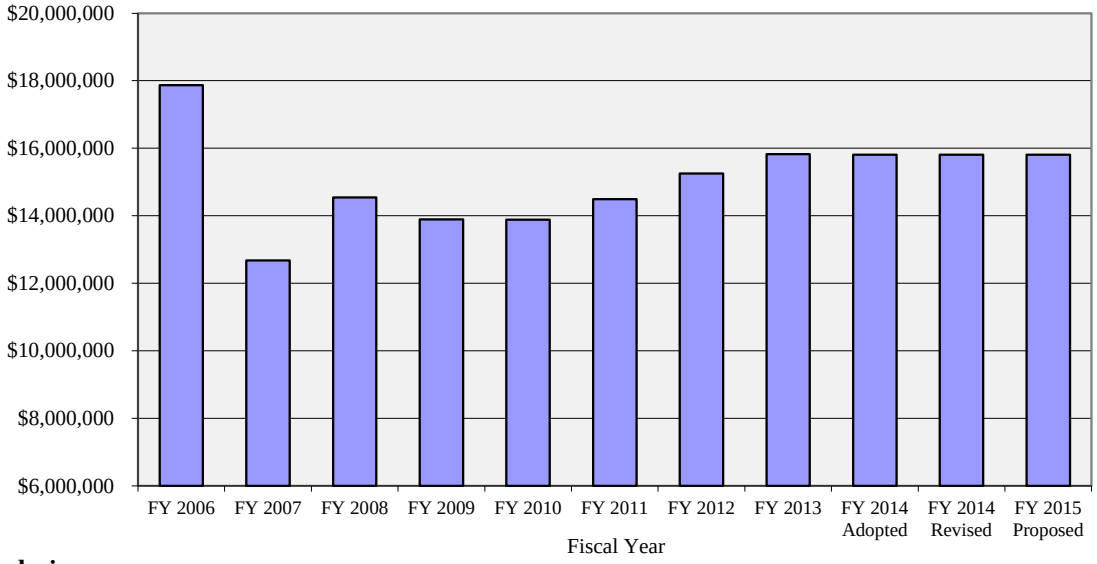
| Fiscal Year | Tax Rate | Amount | Percent Change |
|---|---|---|---|
| 2006 | $3.80 per $100 assessed value | $17,867,625 | |
| 2007 | $3.80 per $100 assessed value | $12,676,129 | (29.1%) |
| 2008 | $3.80 per $100 assessed value | $14,541,089 | 14.7% |
| 2009 | $3.80 per $100 assessed value | $13,895,531 | (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 Adopted | $3.80 per $100 assessed value | $15,805,000 | (0.1%) |
| 2014 Revised | $3.80 per $100 assessed value | $15,805,000 | 0.0% |
| **2015 Proposed** | **$3.80 per $100 assessed value** | **$15,805,000** | **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.

For FY 2006 personal property taxes were due November 15, 2005 for calendar year 2005 levy. Due to the implementation of a semi-annual billing process, the first installment of personal property taxes for calendar year 2006 levy was due June 15, 2006 with the second installment due December 5, 2006. Future installments will be due June 5 and December 5. Supplemental billings for personal property acquisitions will be due March 5 and September 5.

**Current Personal Property Tax**
**FY 2006 through FY 2015**



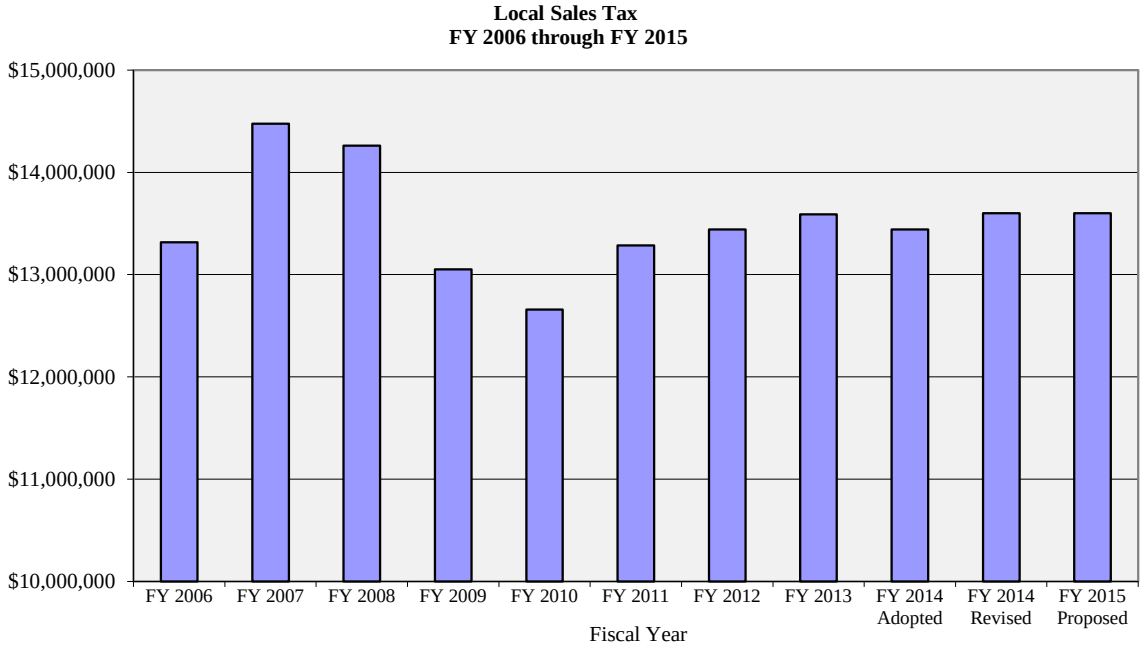

**FY 2015 Analysis:**

The Commissioner of Revenue assesses vehicles at 100% of the average trade-in value as listed by the National Automobile Dealers Association (NADA) using information provided by the Department of Motor Vehicles (DMV). While personal property tax is projected to grow based on new car sales, this increase will be offset by the other components of this tax, the Machinery and Tools Tax and Business Personal Property Tax, which are expected to decrease based on aging equipment.

***Local Sales Tax***

| Fiscal Year | Tax Rate | Amount | Percent Change |
|---|---|---|---|
| 2006 | 1% + 4.0% VA tax | $13,315,093 | |
| 2007 | 1% + 4.0% VA tax | $14,475,896 | 8.7% |
| 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 Adopted | 1% + 4.3% VA tax | $13,440,973 | (1.1%) |
| 2014 Revised | 1% + 4.3% VA tax | $13,600,000 | 1.2% |
| **2015 Proposed** | **1% + 4.3% VA tax** | **$13,600,000** | **0.0%** |

**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 2015 Analysis:**
The FY 2015 projection is flat compared to the FY 2013 Actual Sales Tax revenue collected. The slight growth realized in FY 2013 is expected to remain stable through FY 2014 based on a monthly analysis of sales tax receipts. While the initial success of a new shopping center has generated additional revenue, the FY 2015 proposed revenue assumes no growth due to the uncertainty in consumer spending.

***Consumer Utility Tax Electric***

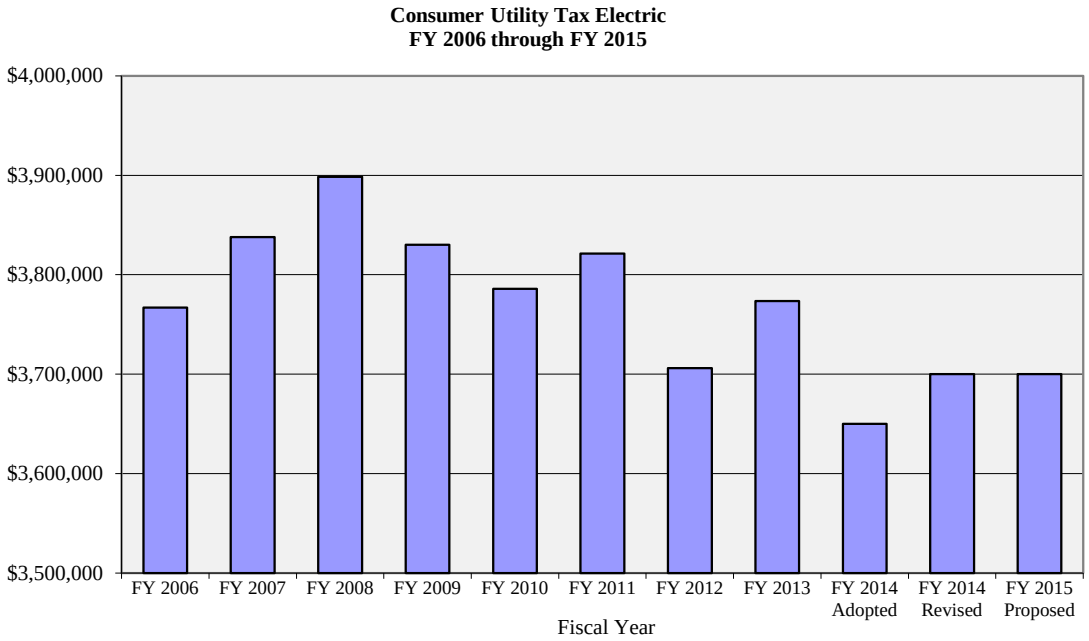
| Fiscal Year | Tax Rate | Amount | Percent Change |
|---|---|---|---|
| 2006 | See below | $3,766,901 | |
| 2007 | See below | $3,837,889 | 1.9% |
| 2008 | See below | $3,898,549 | 1.6% |
| 2009 | See below | $3,830,068 | (1.8%) |
| 2010 | See below | $3,785,732 | (1.2%) |
| 2011 | See below | $3,821,263 | 0.9% |
| 2012 | See below | $3,706,119 | (3.0%) |
| 2013 | See below | $3,773,583 | 1.8% |
| 2014 Adopted | See below | $3,650,000 | (3.3%) |
| 2014 Revised | See below | $3,700,000 | 1.4% |
| **2015 Proposed** | **See below** | **$3,700,000** | **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.

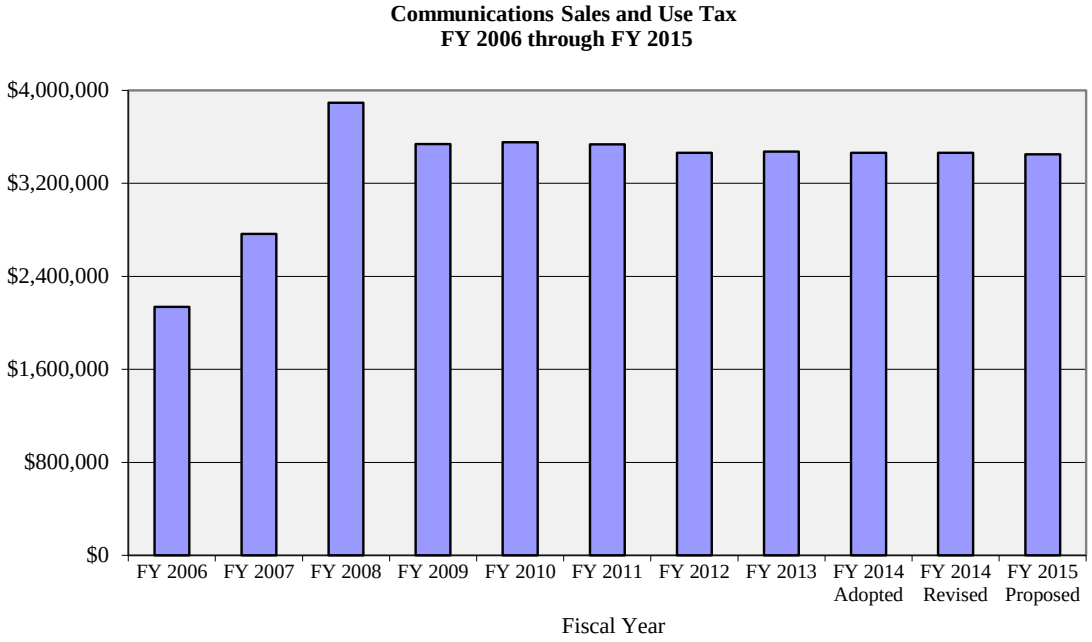



**FY 2015 Analysis:**
Revenue projections are based on historical averages and weather patterns. Due to the weather experienced in FY 2013 and the cold winter thus far in FY 2014, the FY 2014 projection is revised to increase slightly and continue for FY 2015.

***Communications Sales and Use Tax***

| Fiscal Year | Tax Rate | Amount | Percent Change |
|---|---|---|---|
| 2006 | 7% | $2,136,777 | |
| 2007 | See below | $2,765,483 | 29.4% |
| 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 Adopted | See below | $3,462,621 | (0.3%) |
| 2014 Revised | See below | $3,462,621 | 0.0% |
| **2015 Proposed** | **See below** | **$3,450,000** | **(0.4%)** |

**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.

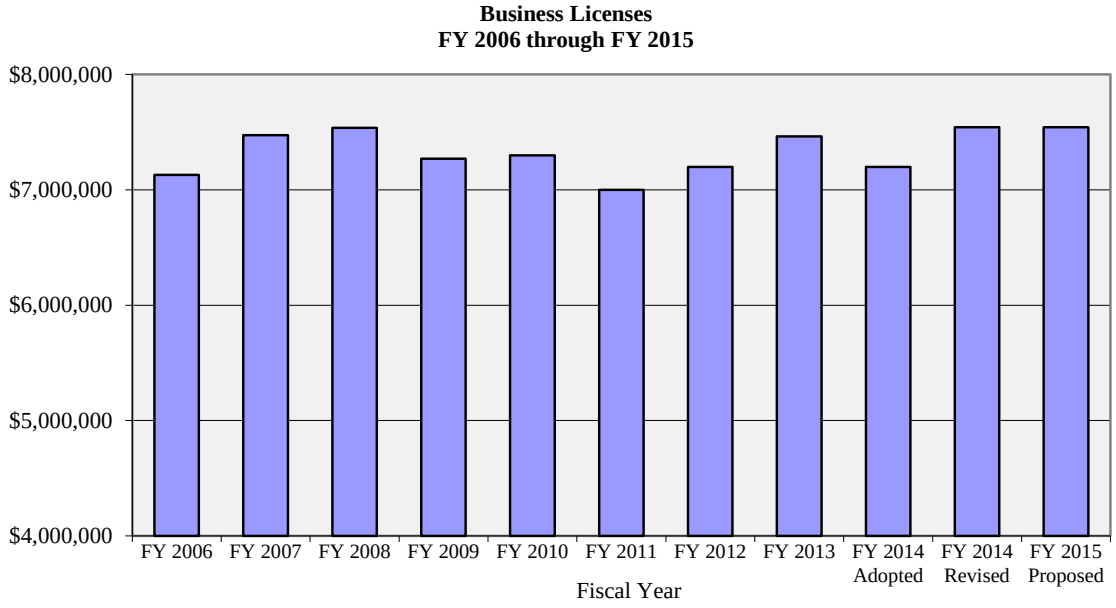



**FY 2015 Analysis:**
The FY 2015 proposed is slightly reduced compared to FY 2014 Adopted figures based on a consistently lower than expected collection each month. Outside of refunds issued by the State due to the correction of erroneous filings by businesses, this revenue stream was intended to remain relatively stable. However, with the decline in the number of land lines and the reduction in the cost of cellular service, this revenue is expected to continue to fall slightly each year.

***Business Licenses***

| Fiscal Year | Tax Rate | Amount | Percent Change |
|---|---|---|---|
| 2006 | See Below | $7,130,237 | |
| 2007 | See Below | $7,474,759 | 4.8% |
| 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 Adopted | See Below | $7,199,604 | (3.5%) |
| 2014 Revised | See Below | $7,542,720 | 4.8% |
| **2015 Proposed** | **See Below** | **$7,542,720** | **0.0%** |

**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.

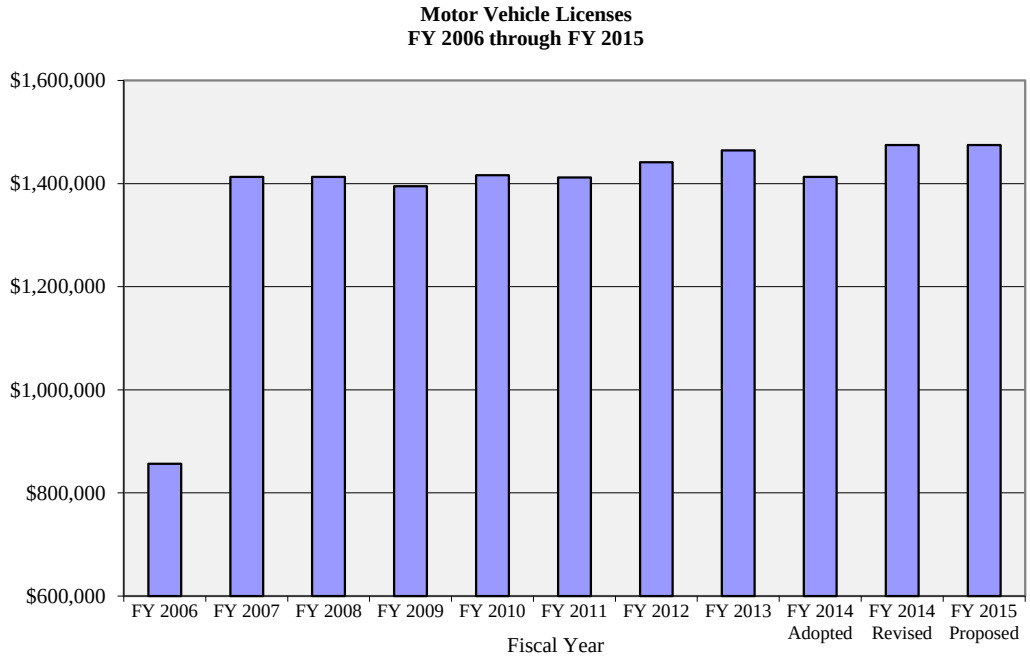



**FY 2015 Analysis:**
Business License Tax is assessed based on receipts from the previous calendar year; therefore, there is generally a slight delay in realizing a loss in a recession. Actual FY 2013 collections demonstrated continued recovery in receipts since the recession. As a result, the FY 2014 projection is revised to reflect the continued slight growth. Based on uncertainty in consumer spending, the FY 2015 projection is flat with FY 2014 revised.

***Motor Vehicle Licenses***

| Fiscal Year | Tax Rate | Amount | Percent Change |
|---|---|---|---|
| 2006 | $29.50/$34.50 | $856,406 | |
| 2007 | $29.50/$34.50 | $1,413,309 | 65.0% |
| 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 Adopted | $29.50/$34.50 | $1,413,142 | (3.5%) |
| 2014 Revised | $29.50/$34.50 | $1,475,000 | 4.4% |
| **2015 Proposed** | **$29.50/$34.50** | **$1,475,000** | **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. Revenues for FY 2006 were lower due to prorating license fees when decals were eliminated.



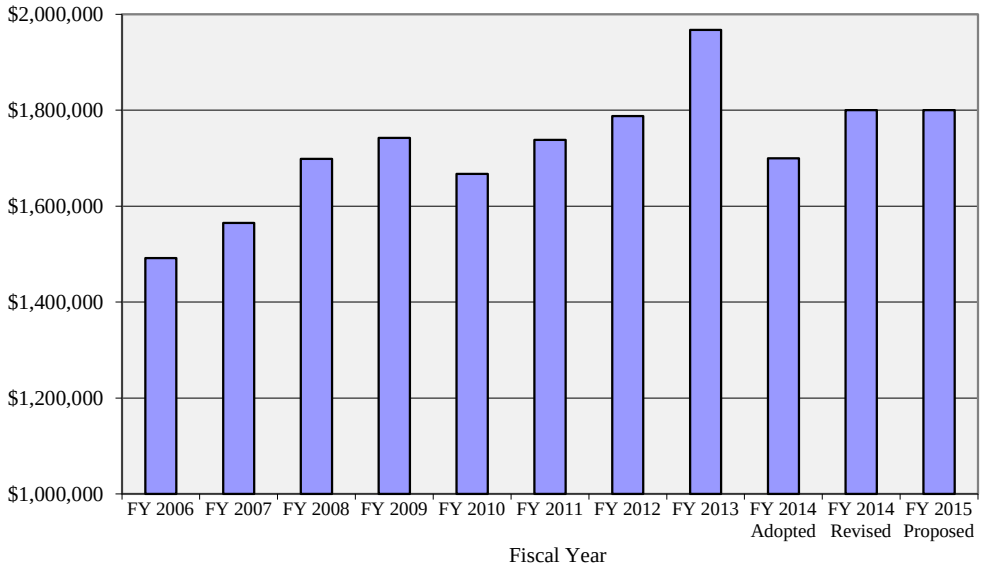

**FY 2015 Analysis:**
Revenue from Motor Vehicle Licenses has remained stable since the elimination of decals in FY 2006; FY 2015 is expected to trend the same.

***Lodging Tax***

| Fiscal Year | Tax Rate | Amount | Percent Change |
|---|---|---|---|
| 2006 | 5.5% + $1 per room/night | $1,491,943 | |
| 2007 | 5.5% + $1 per room/night | $1,565,191 | 4.9% |
| 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 Adopted | 5.5% + $1 per room/night | $1,700,000 | (13.6%) |
| 2014 Revised | 5.5% + $1 per room/night | $1,800,000 | 5.9% |
| **2015 Proposed** | **5.5% + $1 per room/night** | **$1,800,000** | **0.0%** |

**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.

**Lodging Tax**
**FY 2006 through FY 2015**

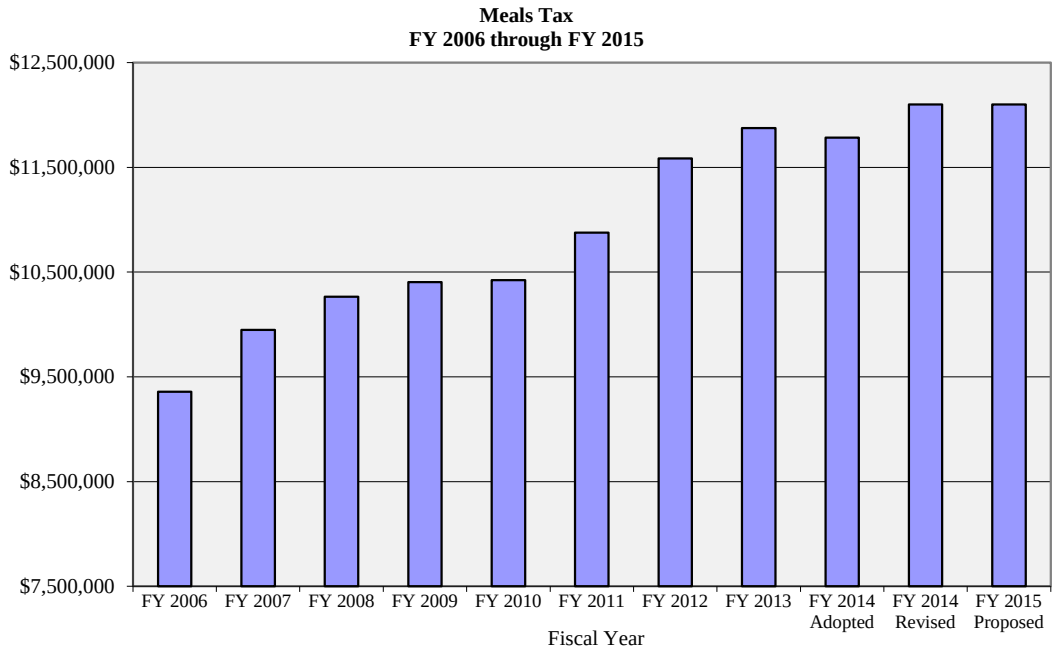



**FY 2015 Analysis:**
The FY 2013 Actual includes a one-time delinquent collection of $140,000. The FY 2014 monthly receipts reflect continued growth since FY 2011. Employing a conservative approach in forecasting lodging tax collections, FY 2015 is projected to be flat with the FY 2014 revised estimate.

***Meals Tax***

| Fiscal Year | Tax Rate | Amount | Percent Change |
|---|---|---|---|
| 2006 | 6.5% | $9,358,567 | |
| 2007 | 6.5% | $9,947,175 | 6.3% |
| 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 Adopted | 6.5% | $11,785,000 | (0.8%) |
| 2014 Revised | 6.5% | $12,100,000 | 2.7% |
| **2015 Proposed** | **6.5%** | **$12,100,000** | **0.0%** |

**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.



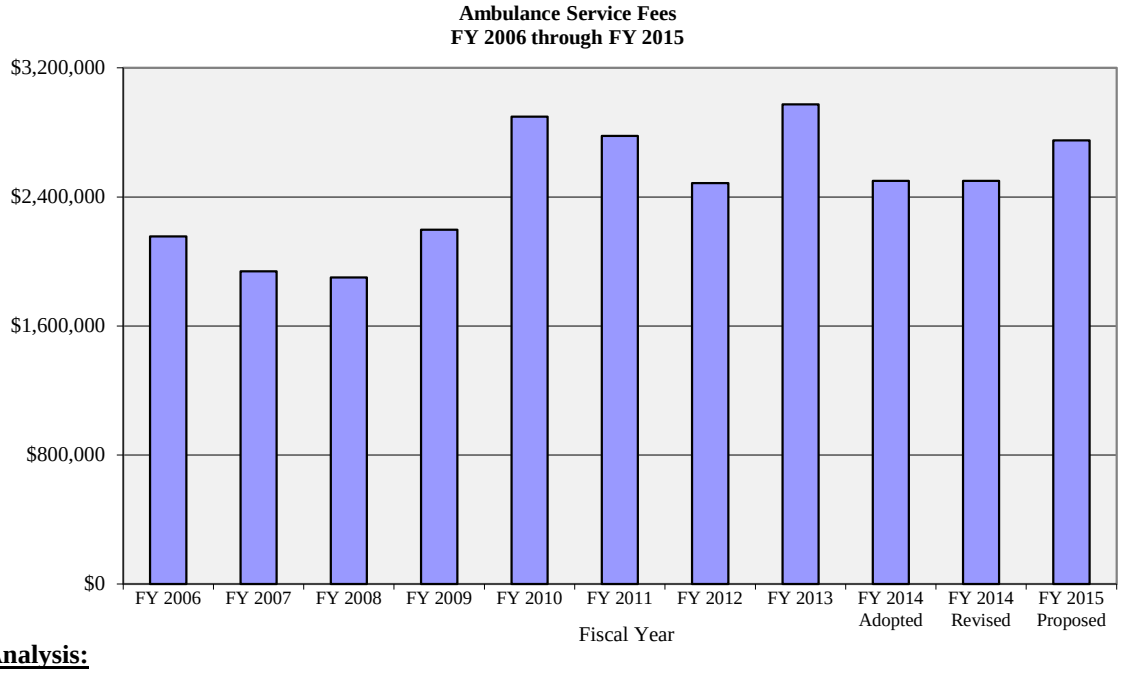

**FY 2015 Analysis:**
The FY 2013 Actual revenue reflected continued growth in meals tax collections. The FY 2014 projection is revised to include a slight increase due to the opening of a new shopping center. The increase is projected to continue through FY 2015 based on a monthly analysis of year-to-date collections in FY 2014.

***Ambulance Service Fees***

| Fiscal Year | Fee Schedule | Amount | Percent Change |
|---|---|---|---|
| 2006 | See Below | $2,155,876 | |
| 2007 | See Below | $1,938,536 | (10.1%) |
| 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 Adopted | See Below | $2,500,000 | (15.9%) |
| 2014 Revised | See Below | $2,500,000 | 0.0% |
| **2015 Proposed** | **See Below** | **$2,750,000** | **10.0%** |

**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 2015 Analysis:**

Actual FY 2010 and FY 2011 revenues reflect significant one-time collections through a new vendor contract. The FY 2013 actual revenue is substantially higher than FY 2012 based on adjusting fees to meet new Medicare maximum allowances. The FY 2015 Proposed revenue reflects continued conservative budgeting used to project FY 2014 due to the difficulty in collecting ambulance fees.

| *Revenue Detail* | Actual FY 2013 | Adopted FY 2014 | Revised FY 2014 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| NON-DEDICATED REVENUE | | | | | |
| **General Property Taxes** | | | | | |
| Current Real Property | $53,837,603 | $54,896,718 | $55,415,249 | $55,692,183 | $795,465 |
| Real Property Tax Relief Program | (774,870) | (780,000) | (730,000) | (730,000) | 50,000 |
| Real Property Housing Rehab Program | (480,371) | (500,000) | (490,500) | (490,500) | 9,500 |
| Allowance for Uncollectible Real Property (2.0%) | | (1,097,934) | (1,108,305) | (1,113,844) | (15,910) |
| Delinquent Real Property Taxes | 1,675,937 | 1,000,000 | 1,400,000 | 1,400,000 | 400,000 |
| Current Public Service Corporation (PSC) | 2,333,580 | 2,330,000 | 2,311,000 | 2,300,000 | (30,000) |
| Penalty PSC Taxes | 15,378 | 0 | 0 | 0 | 0 |
| Current Personal Property - Local portion | 15,821,976 | 16,293,814 | 16,293,814 | 16,293,814 | 0 |
| Delinquent Personal Property Tax | 931,697 | 950,000 | 950,000 | 950,000 | 0 |
| Allowance for Uncollectible Personal Property (3.0%) | | (488,814) | (488,814) | (488,814) | 0 |
| Penalty on Delinquent Tax | 636,317 | 500,000 | 600,000 | 600,000 | 100,000 |
| Interest on Delinquent Taxes | 367,660 | 250,000 | 350,000 | 350,000 | 100,000 |
| Miscellaneous General Property Taxes | 4,860 | 5,000 | 4,000 | 4,000 | (1,000) |
| **Total General Property Taxes** | **$74,369,767** | **$73,358,784** | **$74,506,444** | **$74,766,839** | **$1,408,055** |
| | | | | | |
| **Other Local Taxes** | | | | | |
| Local Sales Tax | $13,589,747 | $13,440,973 | $13,600,000 | $13,600,000 | $159,027 |
| Consumer Utility Tax - Electric | 3,773,583 | 3,650,000 | 3,700,000 | 3,700,000 | 50,000 |
| Consumer Utility Tax - Gas | 610,682 | 535,000 | 550,000 | 550,000 | 15,000 |
| Communications Sales and Use Tax | 3,471,805 | 3,462,621 | 3,462,621 | 3,450,000 | (12,621) |
| Right of Way Fees | 244,382 | 243,000 | 243,000 | 243,000 | 0 |
| Business License Tax | 7,463,878 | 7,407,000 | 7,760,000 | 7,760,000 | 353,000 |
| Allowance for Uncollectible Business License (2.8%) | | (207,396) | (217,280) | (217,280) | (9,884) |
| Electric Consumption Tax [1] | 314,328 | 306,420 | 306,420 | 306,420 | 0 |
| Gas Consumption Tax [1] | 32,109 | 35,000 | 35,000 | 35,000 | 0 |
| Penalty on Business License Tax | 58,107 | 55,000 | 55,000 | 55,000 | 0 |
| Motor Vehicle Licenses | 1,464,608 | 1,413,142 | 1,475,000 | 1,475,000 | 61,858 |
| Delinquent Motor Vehicle Licenses | 178,812 | 150,000 | 165,000 | 165,000 | 15,000 |
| Bank Stock Tax | 722,734 | 650,000 | 650,000 | 650,000 | 0 |
| Recordation Tax - City | 529,397 | 400,000 | 400,000 | 400,000 | 0 |
| Probate Tax | 19,659 | 15,000 | 15,000 | 15,000 | 0 |
| Tobacco Tax | 1,025,289 | 950,000 | 975,000 | 975,000 | 25,000 |
| Amusement Tax | 660,558 | 625,000 | 660,000 | 660,000 | 35,000 |
| Penalty/Interest - Amusement Tax | 172 | 1,500 | 0 | 0 | (1,500) |
| Lodging Tax | 1,967,393 | 1,700,000 | 1,800,000 | 1,800,000 | 100,000 |
| Penalty/Interest - Lodging Tax | 22,690 | 2,000 | 3,600 | 2,000 | 0 |
| Meals Tax | 11,874,579 | 11,785,000 | 12,100,000 | 12,100,000 | 315,000 |
| Penalty/Interest - Meals Tax | 41,943 | 65,000 | 50,000 | 50,000 | (15,000) |
| Franchise License Tax MCI | 0 | 4,027 | 4,027 | 4,027 | 0 |
| Franchise License Tax Sprint | 500 | 500 | 500 | 500 | 0 |
| **Total Other Local Taxes** | **$48,066,955** | **$46,688,787** | **$47,792,888** | **$47,778,667** | **$1,089,880** |

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

| *Revenue Detail* | Actual FY 2013 | Adopted FY 2014 | Revised FY 2014 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **NON-DEDICATED REVENUE (continued)** | | | | | |
| **Permits, Privilege Fees, and Licenses** | | | | | |
| Animal Licenses | $16,159 | $15,000 | $15,000 | $15,000 | $0 |
| Land Disturbing Fees | 22,293 | 12,000 | 14,000 | 15,500 | 3,500 |
| Transfer Fees | 1,741 | 1,600 | 1,600 | 1,600 | 0 |
| Site Plans - Planning | 15,345 | 18,000 | 18,000 | 18,000 | 0 |
| Building Plan Review | 37,458 | 15,500 | 38,500 | 37,500 | 22,000 |
| Conditional Use Permits | 3,703 | 4,800 | 4,800 | 4,800 | 0 |
| Rezoning Fees - Planning | 3,412 | 6,500 | 9,000 | 10,000 | 3,500 |
| Subdivision Plats | 4,215 | 6,500 | 5,200 | 6,000 | (500) |
| Inspection Permit Fee - Building | 452,758 | 312,000 | 450,000 | 425,000 | 113,000 |
| Inspection Permit Fee - Signs | 8,400 | 6,500 | 6,500 | 6,000 | (500) |
| Demolition Fees | 8,688 | 11,200 | 10,000 | 10,000 | (1,200) |
| False Alarm Assessment and Permit Fees | 132,857 | 100,000 | 100,000 | 100,000 | 0 |
| Rental Inspection Fee - Annual/Periodic | 8,600 | 15,500 | 7,500 | 9,000 | (6,500) |
| Concealed Weapons Permits | 29,399 | 13,000 | 13,000 | 20,000 | 7,000 |
| Legal Notice Advertising | 3,286 | 4,000 | 7,400 | 9,600 | 5,600 |
| Elevator Administration Fee | 20,094 | 20,200 | 20,200 | 20,200 | 0 |
| Miscellaneous Permits, Privilege Fees, and Licenses | 11,693 | 7,600 | 8,600 | 8,950 | 1,350 |
| **Total Permits, Privilege Fees, and Licenses** | **$780,101** | **$569,900** | **$729,300** | **$717,150** | **$147,250** |
| | | | | | |
| **Fines and Forfeitures** | | | | | |
| Court Fines and Forfeitures | $623,978 | $461,000 | $461,000 | $461,000 | $0 |
| Criminal Court Fees | 2,357 | 20,000 | 15,000 | 15,000 | (5,000) |
| **Total Fines and Forfeitures** | **$626,335** | **$481,000** | **$476,000** | **$476,000** | **($5,000)** |
| | | | | | |
| **Revenue from Use of Money and Property** | | | | | |
| Interest on Investments | $128,913 | $58,000 | $85,000 | $85,000 | $27,000 |
| Interest - City Capital | 49,670 | 22,000 | 22,000 | 22,000 | 0 |
| Interest - School Capital | 1,227 | 1,300 | 1,300 | 200 | (1,100) |
| Interest - Health Insurance | 20,399 | 20,000 | 18,150 | 18,000 | (2,000) |
| Interest - Other Post Employment Benefits (OPEB) | 33,279 | 19,080 | 12,000 | 12,000 | (7,080) |
| Interest - Market Value Gain/Loss | (168,566) | 0 | 0 | 0 | 0 |
| Interest - State Non-Arbitrage Program (SNAP) Incom | 0 | 0 | 3,000 | 9,400 | 9,400 |
| Interest on Skybox Loan | 0 | 382 | 0 | 0 | (382) |
| General Government Property Rent | 35,334 | 40,000 | 85,000 | 60,000 | 20,000 |
| Public Safety Property Rent | 24,464 | 24,464 | 24,464 | 24,464 | 0 |
| Public Works Property Rent | 6,000 | 6,500 | 6,000 | 6,000 | (500) |
| Health Department Property Rent | 100,000 | 100,000 | 100,000 | 100,000 | 0 |
| Cultural and Recreation Property Rent | 15,070 | 15,000 | 15,000 | 15,000 | 0 |
| Property Rental Stadium | 805 | 1,500 | 3,000 | 1,000 | (500) |
| Property Rental Market | 77,490 | 80,000 | 80,000 | 80,000 | 0 |
| Property Rental Market - Penalty and Interest | 195 | 0 | 0 | 0 | 0 |
| Park Concession Stand | (40) | 0 | 0 | 0 | 0 |
| **Total Revenue from Use of Money and Property** | **$324,240** | **$388,226** | **$454,914** | **$433,064** | **$44,838** |

| *Revenue Detail* | Actual FY 2013 | Adopted FY 2014 | Revised FY 2014 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **NON-DEDICATED REVENUE (continued)** | | | | | |
| **Charges for Services** | | | | | |
| Collection and Tax Lien Fees | $18,607 | $10,000 | $16,000 | $16,000 | $6,000 |
| DMV Administration Fee | 225,762 | 200,000 | 200,000 | 200,000 | 0 |
| DMV Select Agency | 23,179 | 15,000 | 20,000 | 20,000 | 5,000 |
| Payroll Deduction Fees | 6,810 | 5,000 | 6,500 | 6,500 | 1,500 |
| Fees for Court Officers | 7,244 | 7,244 | 7,244 | 7,244 | 0 |
| Commonwealth Attorney Fees | 7,540 | 3,700 | 7,000 | 7,000 | 3,300 |
| Fines and Fees - Non-Dedicated | 56,531 | 50,173 | 50,173 | 54,873 | 4,700 |
| Ambulance Service Fees | 2,973,257 | 2,500,000 | 2,500,000 | 2,750,000 | 250,000 |
| Delinquent Ambulance Bills > 120 days | 101,383 | 100,000 | 100,000 | 100,000 | 0 |
| Wards Crossing West | 104,792 | 105,000 | 105,000 | 105,000 | 0 |
| Residential Disposal - Decals | 484,909 | 510,000 | 510,000 | 510,000 | 0 |
| Residential Disposal - Bags - City | 5,575 | 8,000 | 8,000 | 0 | (8,000) |
| Residential Disposal - Bags - Vendor | 177,033 | 275,000 | 275,000 | 275,000 | 0 |
| Miscellaneous Charges for Services | 13,502 | 9,350 | 5,350 | 5,350 | (4,000) |
| **Total Charges for Services** | **$4,206,124** | **$3,798,467** | **$3,810,267** | **$4,056,967** | **$258,500** |
| | | | | | |
| **Revenue from the Commonwealth for State Non-Categorical Aid** | | | | | |
| Rolling Stock Taxes | $418 | $80,000 | $103,000 | $103,000 | $23,000 |
| Deeds of Conveyance | 119,304 | 120,000 | 120,000 | 120,000 | 0 |
| Recordation Taxes | 76,797 | 140,000 | 140,000 | 140,000 | 0 |
| Auto Rental Tax - DMV | 311,228 | 160,000 | 240,000 | 240,000 | 80,000 |
| Personal Property Tax Relief | 5,543,584 | 5,543,584 | 5,543,584 | 5,543,584 | 0 |
| Mobile Home Titling Taxes | 1,273 | 5,000 | 1,000 | 1,000 | (4,000) |
| **Total State Non-Categorical Aid** | **$6,052,604** | **$6,048,584** | **$6,147,584** | **$6,147,584** | **$99,000** |
| | | | | | |
| **Revenue from Lynchburg City Schools** | | | | | |
| Governor's School Debt | $29,284 | $0 | $0 | $0 | $0 |
| **Total from Lynchburg City Schools** | **$29,284** | **$0** | **$0** | **$0** | **$0** |
| | | | | | |
| **Miscellaneous Non-Dedicated** | | | | | |
| Payment in Lieu of Tax - Westminster | $51,472 | $50,000 | $50,000 | $50,000 | $0 |
| Drop-Off Recycling | 34,737 | 0 | 0 | 0 | 0 |
| Payment in Lieu of Tax - LRHA | 19,430 | 27,000 | 27,000 | 27,000 | 0 |
| Regional Services Authority Profit Sharing | 363,317 | 0 | 0 | 0 | 0 |
| Lynchburg Baseball Corporation Profit/Skybox | 46,745 | 0 | 0 | 0 | 0 |
| Credit Card Rebate | 84,480 | 80,000 | 80,000 | 80,000 | 0 |
| Miscellaneous Revenue | 123,606 | 74,200 | 71,200 | 71,500 | (2,700) |
| **Total Miscellaneous Non-Dedicated** | **$723,787** | **$231,200** | **$228,200** | **$228,500** | **($2,700)** |
| | | | | | |
| **TOTAL NON-DEDICATED REVENUES** | **$135,179,197** | **$131,564,948** | **$134,145,597** | **$134,604,771** | **$3,039,823** |

| *Revenue Detail* | Actual FY 2013 | Adopted FY 2014 | Revised FY 2014 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| DEDICATED REVENUE | | | | | |
| **Charges for Services** | | | | | |
| Network Services - Schools Share | $92,069 | $95,377 | $95,377 | $0 | ($95,377) |
| Document Reproduction Fee | 11,028 | 13,000 | 13,000 | 13,000 | 0 |
| Legal Service Charges - Schools | 20,000 | 20,000 | 20,000 | 20,000 | 0 |
| Probation Supervision Fee | 15,369 | 15,000 | 15,000 | 15,000 | 0 |
| Police - Schools Resource Officer (SRO) Program | 124,505 | 130,000 | 130,000 | 108,500 | (21,500) |
| Police Report Sales | 15,615 | 11,500 | 11,500 | 12,500 | 1,000 |
| Off-Duty Police Fee | 281,580 | 525,000 | 525,000 | 550,000 | 25,000 |
| Off-Duty Police Fee Penalty and Interest | 60 | 0 | 0 | 0 | 0 |
| Range Use Fee | 15,000 | 15,000 | 15,000 | 15,000 | 0 |
| Sheriff's Fee Courtroom Services | 124,347 | 110,000 | 110,000 | 110,000 | 0 |
| Fines and Fees - Dedicated | 60,244 | 64,827 | 64,827 | 62,327 | (2,500) |
| Engineering Service Charges - Water Resources | 142,743 | 163,300 | 163,300 | 0 | (163,300) |
| Community Development Stormwater Charges | 298,408 | 388,873 | 388,873 | 430,235 | 41,362 |
| Public Works Administrative Stormwater Charges | 361,953 | 540,332 | 275,000 | 0 | (540,332) |
| Public Works Engineering Stormwater Charges | 15,787 | 107,740 | 16,000 | 44,000 | (63,740) |
| Public Works Streets Stormwater Charges | 479,792 | 666,491 | 433,000 | 264,000 | (402,491) |
| Public Works Grounds Stormwater Charges | 4,631 | 11,927 | 18,000 | 0 | (11,927) |
| Building Maintenance - Other | 10,142 | 5,000 | 5,000 | 5,000 | 0 |
| Juvenile Service Providers | 946,447 | 876,404 | 876,404 | 876,404 | 0 |
| Court Order Fee | 400 | 0 | 0 | 0 | 0 |
| Library Fines and Fees | 75,629 | 80,000 | 80,000 | 74,000 | (6,000) |
| Lost/Damaged Library Property | 4,358 | 5,000 | 5,000 | 5,000 | 0 |
| Law Library Fees | 46,240 | 60,000 | 60,000 | 60,000 | 0 |
| Delinquent Library Charges | 4,506 | 4,000 | 4,000 | 4,000 | 0 |
| Delinquent Library Charges Other | 11,317 | 0 | 10,800 | 10,800 | 10,800 |
| Point of Honor Admission | 11,762 | 10,000 | 10,000 | 10,000 | 0 |
| Lynchburg Museum Admission | 21,732 | 16,500 | 16,500 | 17,000 | 500 |
| PIER Outside Contract Agreements | 32,500 | 32,500 | 32,500 | 32,500 | 0 |
| PIER Internal Contract Agreements | 50,000 | 50,000 | 50,000 | 50,000 | 0 |
| Abandoned Vehicle Reimbursements | 100 | 0 | 0 | 0 | 0 |
| Weed Ordinance Program | 27,723 | 30,000 | 25,000 | 25,000 | (5,000) |
| **Total Charges for Services** | **$3,305,987** | **$4,047,771** | **$3,469,081** | **$2,814,266** | **($1,233,505)** |
| | | | | | |
| **Recreation Revenue** | | | | | |
| Swimming Pool Fees | $21,897 | $30,000 | $24,000 | $24,000 | ($6,000) |
| City-Wide Centers | 56,702 | 78,000 | 78,000 | 70,000 | (8,000) |
| Neighborhood Centers | 9,584 | 10,000 | 10,000 | 10,000 | 0 |
| RecQuest Outreach Programs | 14,522 | 14,000 | 14,000 | 17,000 | 3,000 |
| Aquatics | 9,845 | 14,000 | 14,000 | 10,000 | (4,000) |
| Recreation General Administration | 839 | 2,000 | 2,000 | 1,100 | (900) |
| Athletics | 71,769 | 70,000 | 70,000 | 70,000 | 0 |
| Park Services | 48,982 | 46,000 | 46,000 | 53,000 | 7,000 |
| Business Services | 18,421 | 18,000 | 18,000 | 20,000 | 2,000 |
| Naturalist Program | 18,757 | 18,000 | 18,000 | 18,000 | 0 |
| Community Market Co-op Program | 83,102 | 74,000 | 74,000 | 84,000 | 10,000 |
| **Total Recreation Revenue** | **$354,420** | **$374,000** | **$368,000** | **$377,100** | **$3,100** |

| *Revenue Detail* | Actual FY 2013 | Adopted FY 2014 | Revised FY 2014 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **DEDICATED REVENUE (continued)** | | | | | |
| **Parking Revenue** | | | | | |
| Downtown Parking Deck Lease | $93,600 | $93,600 | $86,400 | $82,800 | ($10,800) |
| Hourly Parking Fees | 26,270 | 25,000 | 25,000 | 25,000 | 0 |
| Permit Parking Fees | 210,997 | 214,000 | 214,000 | 214,000 | 0 |
| Fines | 100,103 | 110,000 | 110,000 | 110,000 | 0 |
| **Total Parking Revenue** | **$430,970** | **$442,600** | **$435,400** | **$431,800** | **($10,800)** |
| | | | | | |
| **Miscellaneous Revenue** | | | | | |
| Indirect Costs and Services - Water | $807,321 | $852,890 | $852,890 | $1,159,304 | $306,414 |
| Indirect Costs and Services - Sewer | 231,216 | 203,812 | 203,812 | 357,787 | 153,975 |
| Indirect Costs and Services - WWTP | 352,560 | 488,021 | 488,021 | 651,258 | 163,237 |
| Indirect Costs and Services - Stormwater | 0 | 81,807 | 81,807 | 107,986 | 26,179 |
| Indirect Costs and Services - Airport | 117,752 | 113,489 | 113,489 | 118,303 | 4,814 |
| Indirect Costs and Services - Detention Home | 236,450 | 237,218 | 237,218 | 250,435 | 13,217 |
| Indirect Costs and Services - Juvenile Services | 15,000 | 15,000 | 15,000 | 15,000 | 0 |
| Miscellaneous Subrogation | 98,762 | 0 | 0 | 0 | 0 |
| Derecho Insurance | 50,646 | 0 | 0 | 0 | 0 |
| Friends of the Lynchburg Library | 14,500 | 14,500 | 14,500 | 14,500 | 0 |
| Special Welfare Recoupment | 7,587 | 30,000 | 30,000 | 30,000 | 0 |
| Reimbursement - Point of Honor/Carriage House | 19,247 | 26,603 | 26,603 | 20,000 | (6,603) |
| Digg's Trust (Lynchburg Museum System) | 37,254 | 38,616 | 38,616 | 30,000 | (8,616) |
| Other Miscellaneous Dedicated Revenue | 1,566 | 600 | 600 | 700 | 100 |
| **Total Miscellaneous Revenue** | **$1,989,861** | **$2,102,556** | **$2,102,556** | **$2,755,273** | **$652,717** |
| | | | | | |
| **Revenue from the Commonwealth** | | | | | |
| **State Categorical Aid for State Shared Expenditures** | | | | | |
| Commissioner of the Revenue | $160,451 | $164,518 | $164,518 | $171,092 | $6,574 |
| State Treasurer | 94,296 | 94,049 | 98,607 | 99,638 | 5,589 |
| Registrar/Electoral Board | 49,659 | 53,455 | 53,455 | 53,455 | 0 |
| Clerk of Court (includes Technology Trust Fund) | 547,442 | 533,826 | 533,826 | 548,524 | 14,698 |
| Sheriff | 1,016,367 | 1,206,302 | 1,206,302 | 1,217,709 | 11,407 |
| Commonwealth Attorney | 758,041 | 923,637 | 974,440 | 957,376 | 33,739 |
| **Total Categorical Aid-State Shared Expenditures** | **$2,626,256** | **$2,975,787** | **$3,031,148** | **$3,047,794** | **$72,007** |
| | | | | | |
| **Intergovernmental: State Categorical Aid** | | | | | |
| Juvenile Correction Block Grant | $247,716 | $228,624 | $228,624 | $247,716 | $19,092 |
| Recovery - E-911 Wireless | 241,160 | 263,000 | 263,000 | 263,000 | 0 |
| Highway Maintenance | 7,097,905 | 7,192,968 | 7,192,968 | 7,114,754 | (78,214) |
| FY 2012 Derecho Reimbursement | 129,375 | 0 | 0 | 0 | 0 |
| Local Law Enforcement Funding (House Bill 599) | 2,930,790 | 2,930,790 | 2,930,790 | 3,025,474 | 94,684 |
| Social Services Administration | 1,452,162 | 1,272,377 | 1,272,377 | 2,025,496 | 753,119 |
| Social Services Finance Unit | 149,942 | 181,287 | 181,287 | 111,916 | (69,371) |
| Social Services Programs | 4,904,289 | 4,839,566 | 4,839,566 | 4,810,245 | (29,321) |
| Public Library | 149,455 | 148,646 | 153,233 | 153,233 | 4,587 |
| Parks and Recreation Healthy Youth Grant | 5,426 | 7,513 | 7,513 | 0 | (7,513) |
| SNAP Program Reimbursements | 0 | 0 | 0 | 12,000 | 12,000 |
| SNAP Grant Program | 10,000 | 0 | 0 | 10,000 | 10,000 |
| Health Department Funding | 155,128 | 0 | 0 | 0 | 0 |
| **Total State Categorical Aid** | **$17,473,348** | **$17,064,771** | **$17,069,358** | **$17,773,834** | **$709,063** |

| *Revenue Detail* | Actual FY 2013 | Adopted FY 2014 | Revised FY 2014 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **DEDICATED REVENUE (continued)** | | | | | |
| **Intergovernmental: Federal Categorical Aid Pass Thru** | | | | | |
| Build America Bond Interest Subsidy - City | $65,712 | $65,711 | $60,000 | $60,000 | ($5,711) |
| Build America Bond Interest Subsidy - Schools | 227,968 | 227,969 | 210,000 | 211,000 | (16,969) |
| Social Services Administration | 3,343,633 | 3,735,752 | 3,735,752 | 3,242,455 | (493,297) |
| Social Services Finance Unit | 217,292 | 97,588 | 94,588 | 162,198 | 64,610 |
| Social Services Programs | 2,694,820 | 2,470,725 | 2,470,725 | 2,415,021 | (55,704) |
| Human Services Capital Lease | 101,852 | 112,481 | 112,481 | 129,786 | 17,305 |
| Human Services Building and Grounds | 24,406 | 25,000 | 25,000 | 25,000 | 0 |
| FY 2012 Derecho Reimbursement | 421,877 | 0 | 0 | 0 | 0 |
| Indirect Cost Reimbursement | 390,089 | 400,000 | 400,000 | 400,000 | 0 |
| **Total Federal Categorical Aid Pass Thru** | **$7,487,649** | **$7,135,226** | **$7,108,546** | **$6,645,460** | **($489,766)** |
| **Interfund Transfers** | | | | | |
| CSA Operations | $9,524 | $0 | $0 | $0 | $0 |
| Community Development Block Grant | 9,000 | 0 | 0 | 0 | 0 |
| **Total Interfund Transfers** | **$18,524** | **$0** | **$0** | **$0** | **$0** |
| **TOTAL DEDICATED REVENUES** | **$33,687,015** | **$34,142,711** | **$33,584,089** | **$33,845,527** | **($297,184)** |
| **TOTAL GENERAL FUND REVENUES** | **$168,866,212** | **$165,707,659** | **$167,729,686** | **$168,450,298** | **$2,742,639** |

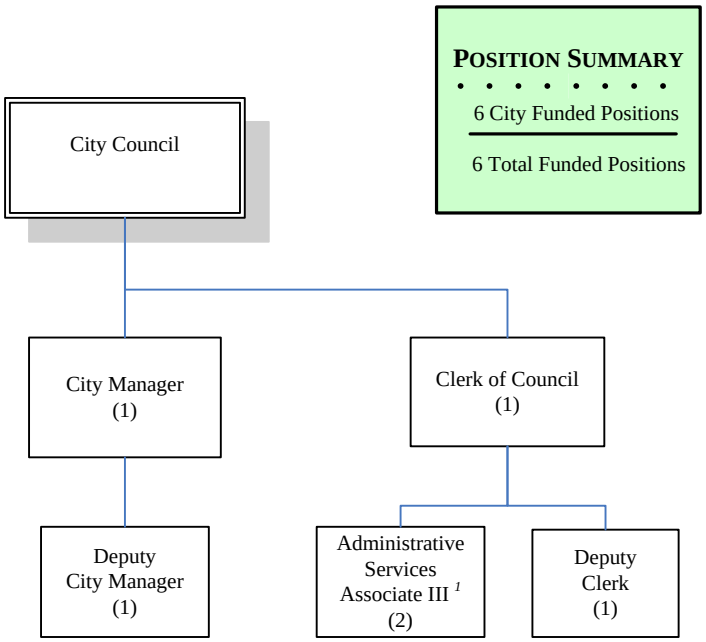
## *Expenditure Detail*

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **DEPARTMENTAL EXPENDITURE DETAIL SUMMARY** | | | | | |
| **General Government** | | | | | |
| Communications and Marketing | $379,526 | $440,530 | $440,131 | $440,131 | ($399) |
| Citizens First Customer Service Center | 110,456 | 118,834 | 119,327 | 119,327 | 493 |
| Local Government Channel | 147,758 | 208,592 | 185,240 | 185,240 | (23,352) |
| Council/Manager Offices | 837,857 | 858,585 | 848,092 | 867,579 | 8,994 |
| City Attorney | 623,789 | 651,504 | 624,890 | 663,076 | 11,572 |
| Self-Insurance | 555,524 | 505,356 | 505,356 | 505,356 | 0 |
| State Treasurer | 142,518 | 150,677 | 148,454 | 148,454 | (2,223) |
| Commissioner of the Revenue | 796,298 | 697,138 | 694,172 | 694,172 | (2,966) |
| City Assessor | 684,893 | 723,145 | 724,070 | 724,070 | 925 |
| Office of the Director of Financial Services | 552,888 | 651,052 | 646,466 | 646,466 | (4,586) |
| Billing and Collections Division | 1,253,382 | 1,284,213 | 1,266,363 | 1,286,735 | 2,522 |
| Procurement Division | 209,089 | 275,026 | 303,177 | 303,177 | 28,151 |
| Accounting Division | 785,386 | 833,288 | 830,219 | 830,219 | (3,069) |
| Budget Division | 158,271 | 163,461 | 163,519 | 163,519 | 58 |
| Human Services Financial Division | 331,975 | 338,826 | 316,518 | 316,518 | (22,308) |
| Human Resources | 666,245 | 704,814 | 695,280 | 706,182 | 1,368 |
| Occupational Health | 144,480 | 121,405 | 120,334 | 120,334 | (1,071) |
| Application Services Division | 1,212,109 | 1,169,825 | 1,280,498 | 1,280,498 | 110,673 |
| Network Services Division | 1,327,886 | 1,369,095 | 1,344,302 | 1,344,302 | (24,793) |
| Information Technology (IT) Administration Division | 432,949 | 467,740 | 445,066 | 445,066 | (22,674) |
| Geographic Information System (GIS) Division | 247,104 | 272,558 | 264,287 | 264,287 | (8,271) |
| Registrar | 157,615 | 163,629 | 170,032 | 170,032 | 6,403 |
| Electoral Board | 69,841 | 58,257 | 43,869 | 43,869 | (14,388) |
| **TOTAL GENERAL GOVERNMENT** | **$11,827,839** | **$12,227,550** | **$12,179,662** | **$12,268,609** | **$41,059** |
| **Judicial Administration** | | | | | |
| Circuit Court Judges (24th Judicial District) | $152,436 | $163,585 | $161,921 | $161,921 | ($1,664) |
| General District Court | 70,427 | 62,550 | 91,323 | 68,723 | 6,173 |
| Juvenile and Domestic Relations (J&DR) District Court | 13,295 | 15,409 | 15,409 | 15,409 | 0 |
| Court Service Unit (24th Judicial District) | 337 | 1,632 | 1,550 | 1,550 | (82) |
| Office of the Commonwealth's Attorney | 1,450,513 | 1,471,566 | 1,534,446 | 1,534,446 | 62,880 |
| Magistrate | 2,937 | 4,193 | 4,193 | 4,193 | 0 |
| Circuit Court Clerk (24th Judicial District) | 795,074 | 798,229 | 815,411 | 815,411 | 17,182 |
| Sheriff's Office | 2,078,604 | 2,133,193 | 2,176,749 | 2,176,749 | 43,556 |
| **TOTAL JUDICIAL ADMINISTRATION** | **$4,563,623** | **$4,650,357** | **$4,801,002** | **$4,778,402** | **$128,045** |
| **Public Safety** | | | | | |
| Police Department | $15,157,823 | $15,173,082 | $15,218,402 | $15,206,219 | $33,137 |
| Animal Control Unit | 244,637 | 282,608 | 280,569 | 280,569 | (2,039) |
| Range Operations | 15,586 | 15,000 | 15,000 | 15,000 | 0 |
| Off-Duty | 412,895 | 525,000 | 550,000 | 550,000 | 25,000 |
| Emergency Services | 2,905,075 | 2,438,616 | 2,411,019 | 2,481,286 | 42,670 |
| Fire and EMS Department | 15,019,887 | 15,212,427 | 14,966,223 | 15,243,704 | 31,277 |
| Technical Rescue Team/PIER Program | 127,019 | 82,500 | 82,500 | 82,500 | 0 |
| **TOTAL PUBLIC SAFETY** | **$33,882,922** | **$33,729,233** | **$33,523,713** | **$33,859,278** | **$130,045** |

## *Expenditure Detail*

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **DEPARTMENTAL EXPENDITURE DETAIL SUMMARY** | | | | | |
| **Public Works** | | | | | |
| Public Works Administration | $724,150 | $714,239 | $754,629 | $754,629 | $40,390 |
| Engineering | 3,505,465 | 3,308,594 | 3,356,005 | 3,356,005 | 47,411 |
| Street Maintenance | 3,470,789 | 3,219,977 | 3,127,424 | 3,142,424 | (77,553) |
| Snow and Ice Removal | 205,948 | 187,975 | 192,254 | 192,254 | 4,279 |
| Refuse | 2,737,694 | 2,289,513 | 2,287,886 | 2,545,139 | 255,626 |
| Parks and Grounds Maintenance | 2,529,152 | 2,502,159 | 2,475,932 | 2,485,932 | (16,227) |
| Baseball Stadium Maintenance | 130,525 | 93,063 | 93,063 | 93,063 | 0 |
| Building Maintenance | 3,599,134 | 3,188,944 | 3,182,742 | 3,275,709 | 86,765 |
| Human Services Building | 198,152 | 208,383 | 208,383 | 208,383 | 0 |
| **TOTAL PUBLIC WORKS** | **$17,101,009** | **$15,712,847** | **$15,678,318** | **$16,053,538** | **$340,691** |
| **Health and Welfare** | | | | | |
| Human Services - Juvenile Services | $3,658,110 | $4,037,993 | $3,862,777 | $3,862,777 | ($175,216) |
| Human Services - Social Services | 6,043,001 | 6,707,783 | 6,857,333 | 6,857,333 | 149,550 |
| Human Services - Public Assistance | 7,911,485 | 7,511,743 | 7,414,648 | 7,414,648 | (97,095) |
| **TOTAL HEALTH AND WELFARE** | **$17,612,596** | **$18,257,519** | **$18,134,758** | **$18,134,758** | **($122,761)** |
| **Parks, Recreation, and Cultural** | | | | | |
| Parks and Recreation | $2,827,430 | $3,098,872 | $3,106,778 | $3,170,778 | $71,906 |
| Public Library | 1,497,192 | 1,491,502 | 1,534,941 | 1,534,941 | 43,439 |
| Law Library | 20,066 | 33,770 | 33,770 | 33,770 | 0 |
| Museums | 412,175 | 440,335 | 436,247 | 436,247 | (4,088) |
| Tourism | 0 | 0 | 897,297 | 997,297 | 997,297 |
| **TOTAL PARKS, RECREATION, AND CULTURAL** | **$4,756,863** | **$5,064,479** | **$6,009,033** | **$6,173,033** | **$1,108,554** |
| **Community Development** | | | | | |
| Office of the Director of Community Development | $319,698 | $355,899 | $307,662 | $307,662 | ($48,237) |
| Planning Division | 318,607 | 313,117 | 330,568 | 330,568 | 17,451 |
| Inspections and Code Compliance Division | 734,277 | 792,301 | 820,432 | 820,432 | 28,131 |
| Zoning and Natural Resources Division | 149,338 | 158,779 | 186,680 | 186,680 | 27,901 |
| Office of Economic Development | 390,090 | 321,623 | 318,455 | 318,455 | (3,168) |
| Parking Management | 371,431 | 361,159 | 356,563 | 356,563 | (4,596) |
| **TOTAL COMMUNITY DEVELOPMENT** | **$2,283,441** | **$2,302,878** | **$2,320,360** | **$2,320,360** | **$17,482** |
| **OPERATING - DEPARTMENTAL** | $92,028,293 | $91,944,863 | $92,646,846 | $93,587,978 | $1,643,115 |
| **OPERATING - NON-DEPARTMENTAL** | $14,812,832 | $15,627,232 | $15,353,866 | $15,038,260 | ($588,972) |
| **TRANSFER TO OTHER FUNDS** | $1,151,383 | $956,486 | $998,909 | $998,909 | $42,423 |
| **DEBT SERVICE - GENERAL FUND** | $11,784,553 | $7,249,168 | $7,756,698 | $7,756,698 | $507,530 |
| **DEBT SERVICE - SCHOOLS** | $6,897,714 | $6,565,401 | $8,805,883 | $8,805,883 | $2,240,482 |
| **SCHOOLS** | $35,243,485 | $38,201,147 | $38,924,147 | $38,562,647 | $361,500 |
| **GREATER LYNCHBURG TRANSIT COMPANY** | $622,538 | $1,194,239 | $1,394,038 | $1,394,038 | $199,799 |
| **RESERVES** | $0 | $4,040,157 | $2,740,563 | $2,772,063 | ($1,268,094) |
| **TRANSFER TO CAPITAL - GENERAL FUND** | $4,924,009 | $3,777,878 | $4,914,676 | $4,914,676 | $1,136,798 |
| **TRANSFER TO CAPITAL - SCHOOLS** | $4,455,000 | $3,252,460 | $2,425,000 | $2,425,000 | ($827,460) |
| **TOTAL EXPENDITURES, RESERVES & TRANSFERS** | **$171,919,807** | **$172,809,031** | **$175,960,626** | **$176,256,152** | **$3,447,121** |

## 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 6 | 6 | 6 | 6 | 0 |
| **TOTAL FTE** | **6** | **6** | **6** | **6** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $573,621 | $574,134 | $574,129 | $588,129 | $13,995 |
| Employee Benefits | 172,117 | 182,230 | 184,522 | 185,593 | 3,363 |
| ***Subtotal Personnel Services*** | ***$745,738*** | ***$756,364*** | ***$758,651*** | ***$773,722*** | ***$17,358*** |
| ***Operating*** | | | | | |
| Contractual Services | $8,342 | $7,084 | $3,084 | $3,084 | ($4,000) |
| Internal Service Charges | 39 | 0 | 0 | 0 | 0 |
| Other Charges | 83,738 | 95,137 | 86,357 | 90,773 | (4,364) |
| ***Subtotal Operating*** | ***$92,119*** | ***$102,221*** | ***$89,441*** | ***$93,857*** | ***($8,364)*** |
| **TOTAL CITY COST** | **$837,857** | **$858,585** | **$848,092** | **$867,579** | **$8,994** |

***Council/Manager Offices Budget Description***

The City Manager's Proposed FY 2015 Council/Manager Offices budget of $867,579 represents a 1.0% increase of $8,994 compared to the Adopted FY 2014 budget of $858,585.

Highlights of the City Manager's Proposed FY 2015 budget include:

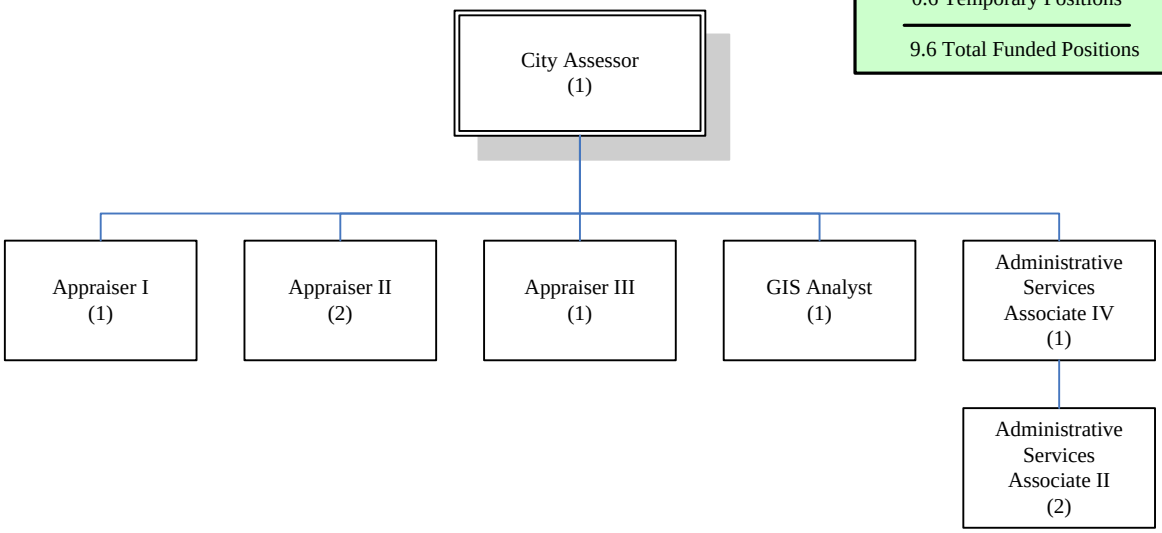
- $13,995 increase in Salaries reinstating City Council wages which were reduced beginning in FY 2010.
- $3,363 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $4,000 decrease in Contractual Services reflecting a reduction in advertising.
- $4,364 decrease in Other Charges primarily due to reductions in cellular phone service costs, postage, and courtesies to guests as well as ending the City's Alliance for Innovation membership.

## CITY ASSESSOR

**POSITION SUMMARY**

9.0 City Funded Positions
0.6 Temporary 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 10.0 | 9.0 | 9.0 | 9.0 | 0.0 |
| City Funded Part-Time | 0.0 | 0.6 | 0.0 | 0.0 | (0.6) |
| City Funded Temporary | 0.0 | 0.0 | 0.6 | 0.6 | 0.6 |
| **TOTAL FTE** | **10.0** | **9.6** | **9.6** | **9.6** | **0.0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $448,527 | $483,901 | $475,693 | $475,693 | ($8,208) |
| Employee Benefits | 175,200 | 183,813 | 183,612 | 183,612 | (201) |
| ***Subtotal Personnel Services*** | ***$623,727*** | ***$667,714*** | ***$659,305*** | ***$659,305*** | ***($8,409)*** |
| ***Operating*** | | | | | |
| Contractual Services | $26,417 | $25,500 | $26,290 | $26,290 | $790 |
| Internal Service Charges | 6,796 | 8,483 | 7,777 | 7,777 | (706) |
| Other Charges | 25,839 | 19,648 | 28,898 | 28,898 | 9,250 |
| Rentals and Leases | 2,114 | 1,800 | 1,800 | 1,800 | 0 |
| ***Subtotal Operating*** | ***$61,166*** | ***$55,431*** | ***$64,765*** | ***$64,765*** | ***$9,334*** |
| **TOTAL CITY COST** | **$684,893** | **$723,145** | **$724,070** | **$724,070** | **$925** |

***City Assessor Budget Description***

The City Manager's Proposed FY 2015 City Assessor budget of $724,070 represents a 0.1% increase of $925 compared to the Adopted FY 2014 budget of $723,145.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $8,208 decrease in Salaries compared to the adopted budget.
- $201 decrease in Employee Benefits reflecting a lower Virginia Retirement System rate offset by a higher health insurance rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014.
- $9,250 increase in Other Charges for postage costs associated with mailing biennial reassessment notices.

***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 FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Assessment-to-Sale Value Ratio | 100.0% | 98.0% | 98.0% | 97.5% |

***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 2015, this ratio is expected to deviate from the target because the next reassessment will occur in FY 2016. 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.

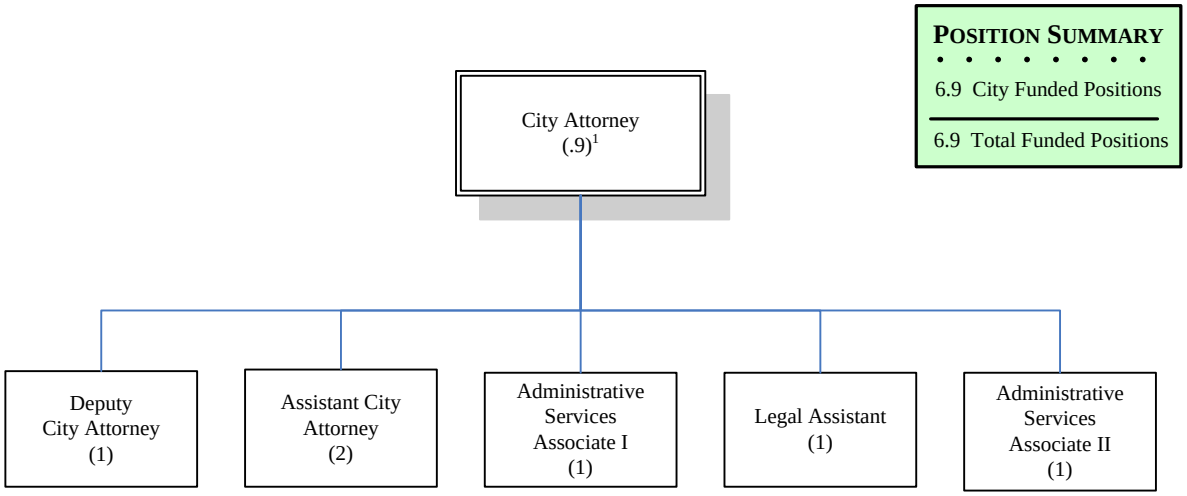
| ***Performance Measure:*** | ***Actual FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Property Reviews Completed | 48% | 85% | 75% | 100% |

***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.

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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 6.9 | 6.9 | 5.9 | 6.9 | 0.0 |
| **TOTAL FTE** | **6.9** | **6.9** | **5.9** | **6.9** | **0.0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $430,528 | $442,285 | $425,067 | $450,359 | $8,074 |
| Employee Benefits | 154,788 | 166,044 | 156,648 | 169,542 | 3,498 |
| ***Subtotal Personnel Services*** | ***$585,316*** | ***$608,329*** | ***$581,715*** | ***$619,901*** | ***$11,572*** |
| ***Operating*** | | | | | |
| Contractual Services | $145 | $3,750 | $3,750 | $3,750 | $0 |
| Other Charges | 38,328 | 39,425 | 39,425 | 39,425 | 0 |
| ***Subtotal Operating*** | ***$38,473*** | ***$43,175*** | ***$43,175*** | ***$43,175*** | ***$0*** |
| **TOTAL EXPENDITURES** | **$623,789** | **$651,504** | **$624,890** | **$663,076** | **$11,572** |
| **DEDICATED REVENUES** | | | | | |
| Legal Service Charges - Schools | $20,000 | $20,000 | $20,000 | $20,000 | $0 |
| **TOTAL DEDICATED REVENUES** | **$20,000** | **$20,000** | **$20,000** | **$20,000** | **$0** |
| **TOTAL CITY COST** | **$603,789** | **$631,504** | **$604,890** | **$643,076** | **$11,572** |

***City Attorney Budget Description***

The City Manager's Proposed FY 2015 City Attorney budget of $663,076 represents a 1.8% increase of $11,572 compared to the Adopted FY 2014 budget of $651,504.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $8,074 increase in Salaries compared to the adopted budget.
- $3,498 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| Other Charges | $555,524 | $505,356 | $505,356 | $505,356 | $0 |
| **TOTAL CITY COST** | **$555,524** | **$505,356** | **$505,356** | **$505,356** | **$0** |

***Self-Insurance Budget Description***

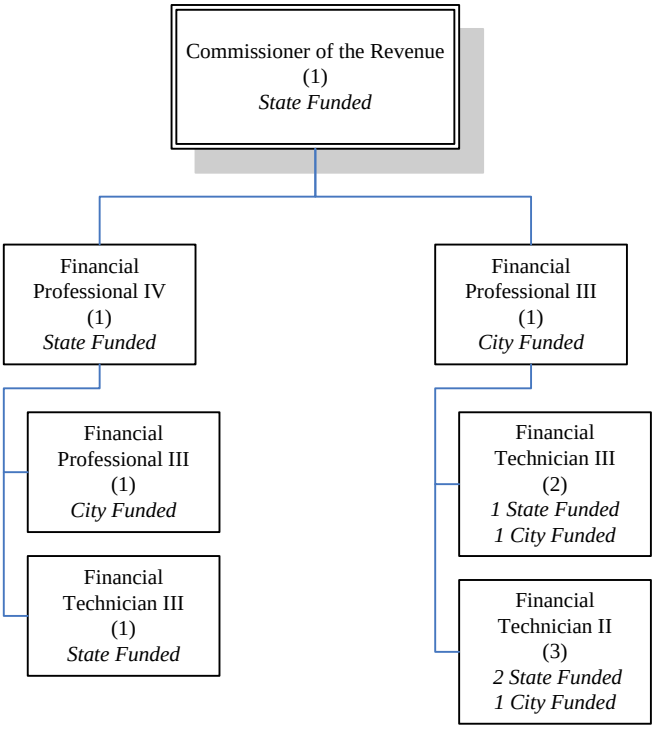
The City Manager's Proposed FY 2015 Self-Insurance budget of $505,356 represents no change compared to the Adopted FY 2014 budget.

## COMMISSIONER OF THE REVENUE

**POSITION SUMMARY**

6.0 State Funded Positions
4.0 City Funded Positions
0.4 City Temporary Position

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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 4.0 | 4.0 | 4.0 | 4.0 | 0.0 |
| City Funded Temporary | 0.4 | 0.4 | 0.4 | 0.4 | 0.0 |
| State Funded Full-Time | 6.0 | 6.0 | 6.0 | 6.0 | 0.0 |
| **TOTAL FTE** | **10.4** | **10.4** | **10.4** | **10.4** | **0.0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $456,358 | $471,219 | $473,938 | $473,938 | $2,719 |
| Employee Benefits | 173,559 | 189,315 | 192,372 | 192,372 | 3,057 |
| ***Subtotal Personnel Services*** | ***$629,917*** | ***$660,534*** | ***$666,310*** | ***$666,310*** | ***$5,776*** |
| ***Operating*** | | | | | |
| Contractual Services | $9,995 | $11,367 | $10,031 | $10,031 | ($1,336) |
| Other Charges | 153,551 | 21,564 | 14,996 | 14,996 | (6,568) |
| Rentals and Leases | 2,835 | 3,673 | 2,835 | 2,835 | (838) |
| ***Subtotal Operating*** | ***$166,381*** | ***$36,604*** | ***$27,862*** | ***$27,862*** | ***($8,742)*** |
| **TOTAL EXPENDITURES** | **$796,298** | **$697,138** | **$694,172** | **$694,172** | **($2,966)** |
| **DEDICATED REVENUES** | | | | | |
| Commonwealth Aid for Shared Expenditures | $160,451 | $164,518 | $171,092 | $171,092 | $6,574 |
| **TOTAL DEDICATED REVENUES** | **$160,451** | **$164,518** | **$171,092** | **$171,092** | **$6,574** |
| **TOTAL CITY COST** | **$635,847** | **$532,620** | **$523,080** | **$523,080** | **($9,540)** |

***Commissioner of the Revenue Budget Description***

The City Manager's Proposed FY 2015 Commissioner of the Revenue budget of $694,172 represents a 0.4% decrease of $2,966 compared to the Adopted FY 2014 budget of $697,138.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $2,719 increase in Salaries primarily due to a salary adjustment granted by the State Compensation Board.
- $3,057 increase in Employee Benefits reflecting a higher health insurance rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014 offset by a lower Virginia Retirement System rate.
- $1,336 decrease in Contractual Services reflecting a reduction in advertising.
- $6,568 decrease in Other Charges reflecting reductions in mailing service costs, office supplies, and training.
- $838 decrease in Rentals and Leases reflecting lower than anticipated leasing costs.

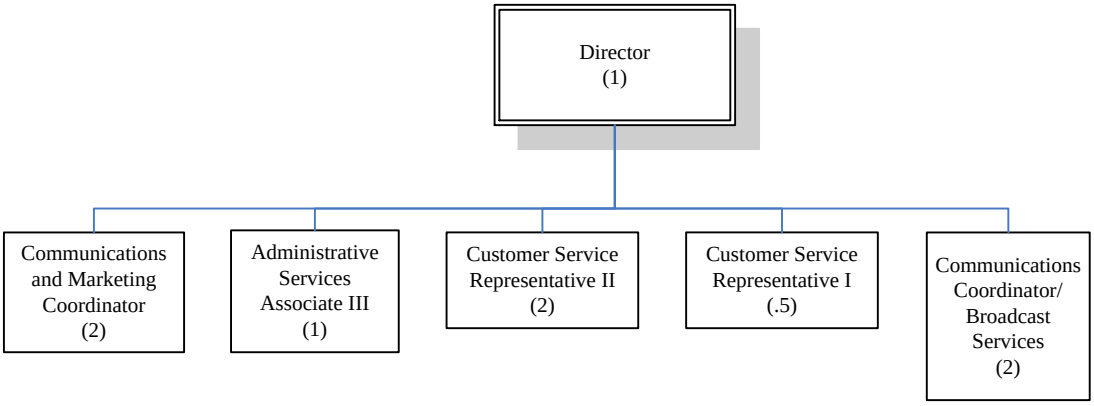
## COMMUNICATIONS AND MARKETING

*(includes Citizens First Customer Service Center and Local Government Channel)*

**POSITION SUMMARY**

8.5 City Funded Positions
0.5 Temporary Positions

9.0 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 8.0 | 8.0 | 8.0 | 8.0 | 0.0 |
| City Funded Part-Time | 1.5 | 1.0 | 0.5 | 0.5 | (0.5) |
| City Funded Temporary | 0.0 | 0.0 | 0.5 | 0.5 | 0.5 |
| **TOTAL FTE** | **9.5** | **9.0** | **9.0** | **9.0** | **0.0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $389,373 | $400,908 | $398,635 | $398,635 | ($2,273) |
| Employee Benefits | 145,268 | 155,034 | 156,016 | 156,016 | 982 |
| ***Subtotal Personnel Services*** | ***$534,641*** | ***$555,942*** | ***$554,651*** | ***$554,651*** | ***($1,291)*** |
| ***Operating*** | | | | | |
| Contractual Services | $66,654 | $130,645 | $128,145 | $128,145 | ($2,500) |
| Internal Service Charges | 5,078 | 1,199 | 2,982 | 2,982 | 1,783 |
| Other Charges | 31,367 | 30,170 | 58,920 | 58,920 | 28,750 |
| Capital Outlay | 0 | 50,000 | 0 | 0 | (50,000) |
| ***Subtotal Operating*** | ***$103,099*** | ***$212,014*** | ***$190,047*** | ***$190,047*** | ***($21,967)*** |
| **TOTAL CITY COST** | **$637,740** | **$767,956** | **$744,698** | **$744,698** | **($23,258)** |

***Communications and Marketing***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 4 | 4 | 4 | 4 | 0 |
| **TOTAL FTE** | **4** | **4** | **4** | **4** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $210,575 | $215,299 | $213,030 | $213,030 | ($2,269) |
| Employee Benefits | 79,936 | 84,442 | 84,529 | 84,529 | 87 |
| ***Subtotal Personnel Services*** | ***$290,511*** | ***$299,741*** | ***$297,559*** | ***$297,559*** | ***($2,182)*** |
| ***Operating*** | | | | | |
| Contractual Services | $62,714 | $125,145 | $125,145 | $125,145 | $0 |
| Internal Service Charges | 5,078 | 1,199 | 2,982 | 2,982 | 1,783 |
| Other Charges | 21,223 | 14,445 | 14,445 | 14,445 | 0 |
| ***Subtotal Operating*** | ***$89,015*** | ***$140,789*** | ***$142,572*** | ***$142,572*** | ***$1,783*** |
| **TOTAL CITY COST** | **$379,526** | **$440,530** | **$440,131** | **$440,131** | **($399)** |

***Communications and Marketing Budget Description***

The City Manager's Proposed FY 2015 Communications and Marketing budget of $440,131 represents a 0.1% decrease of $399 compared to the Adopted FY 2014 budget of $440,530.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $2,269 decrease in Salaries compared to the adopted budget.
- $87 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $1,783 increase in Internal Service Charges reflecting Fleet Services operating estimates.

***Communications and Marketing – Citizens First Customer Service Center***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 2.0 | 2.0 | 2.0 | 2.0 | 0.0 |
| City Funded Part-Time | 1.5 | 1.0 | 0.5 | 0.5 | (0.5) |
| City Funded Temporary | 0.0 | 0.0 | 0.5 | 0.5 | 0.5 |
| **TOTAL FTE** | **3.5** | **3.0** | **3.0** | **3.0** | **0.0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $81,642 | $85,769 | $85,765 | $85,765 | ($4) |
| Employee Benefits | 28,413 | 30,690 | 31,187 | 31,187 | 497 |
| ***Subtotal Personnel Services*** | ***$110,055*** | ***$116,459*** | ***$116,952*** | ***$116,952*** | ***$493*** |
| ***Operating*** | | | | | |
| Contractual Services | $0 | $500 | $500 | $500 | $0 |
| Other Charges | 401 | 1,875 | 1,875 | 1,875 | 0 |
| ***Subtotal Operating*** | ***$401*** | ***$2,375*** | ***$2,375*** | ***$2,375*** | ***$0*** |
| **TOTAL CITY COST** | **$110,456** | **$118,834** | **$119,327** | **$119,327** | **$493** |

***Communications and Marketing – Citizens First Customer Service Center Budget Description***

The City Manager's Proposed FY 2015 Communications and Marketing – Citizens First Customer Service Center budget of $119,327 represents a 0.4% increase of $493 compared to the Adopted FY 2014 budget of $118,834.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $497 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.

***Communications and Marketing – Local Government Channel (LTV/Channel 15)***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 2 | 2 | 2 | 2 | 0 |
| **TOTAL FTE** | **2** | **2** | **2** | **2** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $97,156 | $99,840 | $99,840 | $99,840 | $0 |
| Employee Benefits | 36,919 | 39,902 | 40,300 | 40,300 | 398 |
| ***Subtotal Personnel Services*** | ***$134,075*** | ***$139,742*** | ***$140,140*** | ***$140,140*** | ***$398*** |
| ***Operating*** | | | | | |
| Contractual Services | $3,940 | $5,000 | $2,500 | $2,500 | ($2,500) |
| Other Charges | 9,743 | 13,850 | 42,600 | 42,600 | 28,750 |
| Capital Outlay | 0 | 50,000 | 0 | 0 | (50,000) |
| ***Subtotal Operating*** | ***$13,683*** | ***$68,850*** | ***$45,100*** | ***$45,100*** | ***($23,750)*** |
| **TOTAL CITY COST** | **$147,758** | **$208,592** | **$185,240** | **$185,240** | **($23,352)** |

***Communications and Marketing – Local Government Channel Budget Description***

The City Manager's Proposed FY 2015 Communications and Marketing – Local Government Channel budget of $185,240 represents an 11.2% decrease of $23,352 compared to the Adopted FY 2014 budget of $208,592.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $398 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $2,500 decrease in Contractual Services reflecting a 50% reduction for contract labor due to the installation of robotic cameras in City Council Chamber.
- $28,750 increase in Other Charges reflecting the cost of replacing aging and/or failing equipment.
- $50,000 decrease in Capital Outlay reflecting the completion of the installation of robotic cameras in City Council Chamber.

***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 FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Abandonment rate | 4.81% | 5.00% | 5.08% | 5.00% |

***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.

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 FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Number of page views | 1,959,047 | 2,000,000 | 956,463 | 2,000,000 |

***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.

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 FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Number of program hours | 145 hours | 148 hours | 74 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, all programming produced by LTV staff is also available on the City's website at www.lynchburgva.gov/ltv.

GOOD GOVERNANCE

***Benchmark Localities:***
Blacksburg, Charlottesville, Falls Church, Fairfax, Hampton, and Roanoke, VA

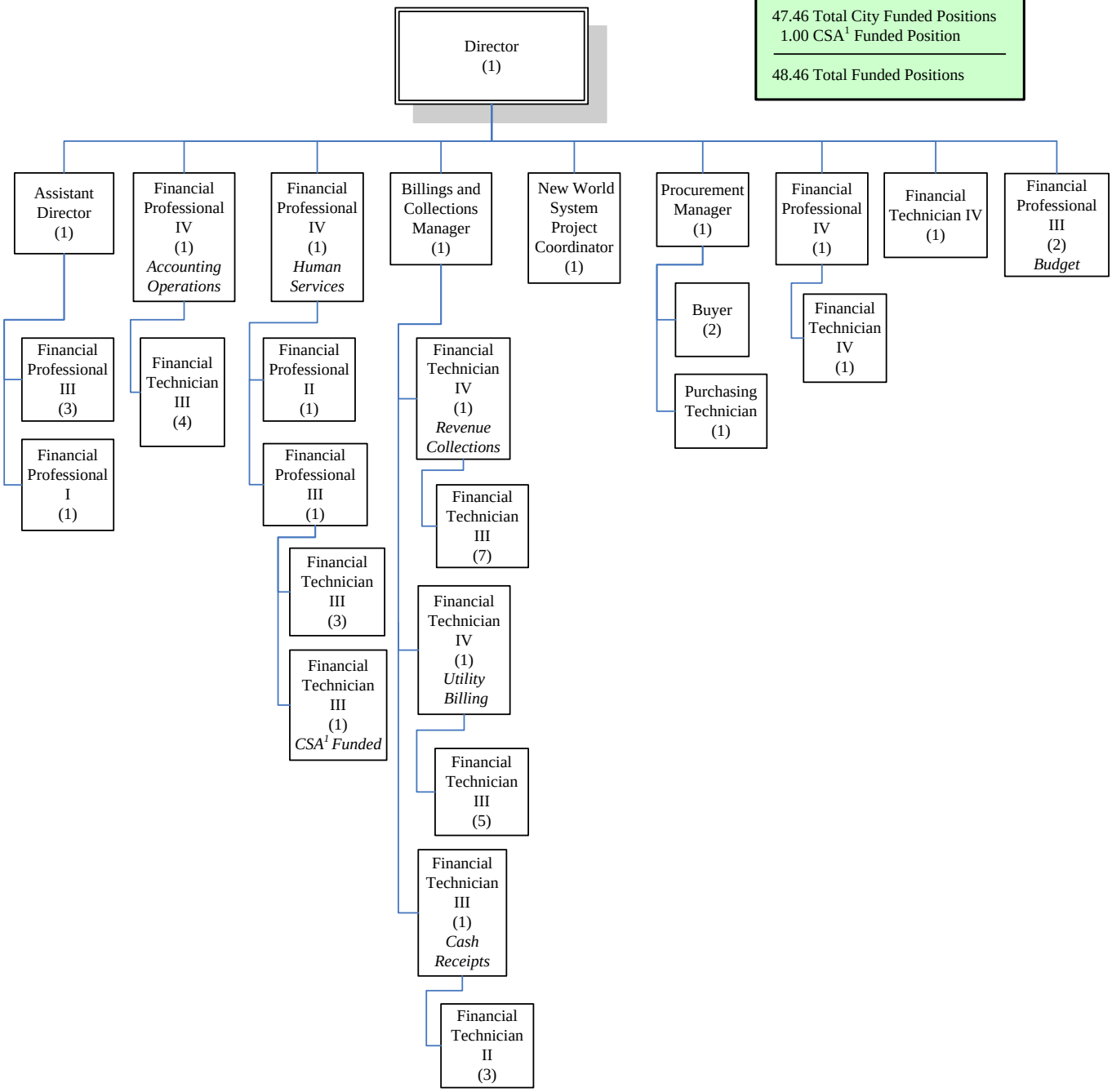
## FINANCIAL SERVICES

**POSITION SUMMARY**

46.00 City Funded Positions
1.46 Temporary Positions

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

48.46 Total Funded Positions



***Financial Services***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time [1] | 47.00 | 47.00 | 46.00 | 46.00 | (1.00) |
| City Funded Part-Time | 0.80 | 0.00 | 0.00 | 0.00 | 0.00 |
| City Funded Temporary | 0.00 | 0.73 | 0.73 | 1.46 | 0.73 |
| City Funded Full-Time (Water Fund) [1] | 2.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **TOTAL FTE** | **49.80** | **47.73** | **46.73** | **47.46** | **(0.27)** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries [1] | $1,980,412 | $2,124,659 | $2,118,037 | $2,136,962 | $12,303 |
| Employee Benefits [1] | 785,658 | 867,456 | 869,393 | 870,840 | 3,384 |
| ***Subtotal Personnel Services*** | ***$2,766,070*** | ***$2,992,115*** | ***$2,987,430*** | ***$3,007,802*** | ***$15,687*** |
| ***Operating*** | | | | | |
| Contractual Services [2] | $197,891 | $205,640 | $197,375 | $197,375 | ($8,265) |
| Other Charges | 318,766 | 339,067 | 331,606 | 331,606 | (7,461) |
| Rentals and Leases | 8,264 | 9,044 | 9,851 | 9,851 | 807 |
| ***Subtotal Operating*** | ***$524,921*** | ***$553,751*** | ***$538,832*** | ***$538,832*** | ***($14,919)*** |
| **TOTAL EXPENDITURES** | **$3,290,991** | **$3,545,866** | **$3,526,262** | **$3,546,634** | **$768** |
| **DEDICATED REVENUES** | | | | | |
| Federal Categorical Aid - Social Services | $217,292 | $97,588 | $162,198 | $162,198 | $64,610 |
| State Categorical Aid - Social Services | 149,942 | 181,287 | 111,916 | 111,916 | (69,371) |
| Juvenile Correction Block Grant | 12,000 | 12,000 | 12,000 | 12,000 | 0 |
| **TOTAL DEDICATED REVENUES** | **$379,234** | **$290,875** | **$286,114** | **$286,114** | **($4,761)** |
| **TOTAL CITY COST** | **$2,911,757** | **$3,254,991** | **$3,240,148** | **$3,260,520** | **$5,529** |

[1] In FY 2014, the General Fund assumed direct salary and employee benefit costs associated with two positions previously funded by the Water Fund; services provided by these positions to the Water Fund are captured in the indirect cost payment.

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

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 5 | 6 | 6 | 6 | 0 |
| **TOTAL FTE** | **5** | **6** | **6** | **6** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $361,811 | $428,207 | $429,888 | $429,888 | $1,681 |
| Employee Benefits | 126,903 | 157,957 | 159,303 | 159,303 | 1,346 |
| ***Subtotal Personnel Services*** | ***$488,714*** | ***$586,164*** | ***$589,191*** | ***$589,191*** | ***$3,027*** |
| ***Operating*** | | | | | |
| Contractual Services | $53,598 | $53,500 | $47,000 | $47,000 | ($6,500) |
| Other Charges | 10,576 | 11,388 | 10,275 | 10,275 | (1,113) |
| ***Subtotal Operating*** | ***$64,174*** | ***$64,888*** | ***$57,275*** | ***$57,275*** | ***($7,613)*** |
| **TOTAL CITY COST** | **$552,888** | **$651,052** | **$646,466** | **$646,466** | **($4,586)** |

***Financial Services – Office of the Director Budget Description***

The City Manager's Proposed FY 2015 Financial Services – Office of the Director budget of $646,466 represents a 0.7% decrease of $4,586 compared to the Adopted FY 2014 budget of $651,052.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $1,681 increase in Salaries compared to the adopted budget.
- $1,346 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $6,500 decrease in Contractual Services due to FY 2015 not requiring a full actuarial study of Other Post Employment Benefit (OPEB) costs; the study is performed biennially.
- $1,113 decrease in Other Charges based on historical spending.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 10 | 10 | 10 | 10 | 0 |
| **TOTAL FTE** | **10** | **10** | **10** | **10** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $452,398 | $474,233 | $474,129 | $474,129 | ($104) |
| Employee Benefits | 175,941 | 192,080 | 194,108 | 194,108 | 2,028 |
| ***Subtotal Personnel Services*** | ***$628,339*** | ***$666,313*** | ***$668,237*** | ***$668,237*** | ***$1,924*** |
| ***Operating*** | | | | | |
| Contractual Services | $136,507 | $141,600 | $139,904 | $139,904 | ($1,696) |
| Other Charges | 20,540 | 25,375 | 22,078 | 22,078 | (3,297) |
| ***Subtotal Operating*** | ***$157,047*** | ***$166,975*** | ***$161,982*** | ***$161,982*** | ***($4,993)*** |
| **TOTAL CITY COST** | **$785,386** | **$833,288** | **$830,219** | **$830,219** | **($3,069)** |

***Financial Services – Accounting Division Budget Description***

The City Manager's Proposed FY 2015 Financial Services – Accounting Division budget of $830,219 represents a 0.4% decrease of $3,069 compared to the Adopted FY 2014 budget of $833,288.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $2,028 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $1,696 decrease in Contractual Services reflecting a reduction in mechanical maintenance and repair services.
- $3,297 decrease in Other Charges based on historical spending.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time [1] | 20.00 | 19.00 | 19.00 | 19.00 | 0.00 |
| City Funded Temporary | 0.00 | 0.73 | 0.00 | 0.73 | 0.00 |
| City Funded Full-Time (Water Fund) [1] | 1.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **TOTAL FTE** | **21.00** | **19.73** | **19.00** | **19.73** | **0.00** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries [1] | $688,824 | $696,047 | $676,039 | $694,964 | ($1,083) |
| Employee Benefits [1] | 289,812 | 299,680 | 302,517 | 303,964 | 4,284 |
| ***Subtotal Personnel Services*** | ***$978,636*** | ***$995,727*** | ***$978,556*** | ***$998,928*** | ***$3,201*** |
| ***Operating*** | | | | | |
| Contractual Services [2] | $6,031 | $9,790 | $9,721 | $9,721 | ($69) |
| Other Charges | 265,078 | 275,652 | 274,235 | 274,235 | (1,417) |
| Rentals and Leases | 3,637 | 3,044 | 3,851 | 3,851 | 807 |
| ***Subtotal Operating*** | ***$274,746*** | ***$288,486*** | ***$287,807*** | ***$287,807*** | ***($679)*** |
| **TOTAL CITY COST** | **$1,253,382** | **$1,284,213** | **$1,266,363** | **$1,286,735** | **$2,522** |

[1] In FY 2014, the General Fund assumed direct salary and employee benefit costs associated with a position previously funded by the Water Fund; services provided by this position to the Water Fund are captured in the indirect cost payment.

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

***Financial Services – Billings and Collections Division Budget Description***

The City Manager's Proposed FY 2015 Financial Services – Billings and Collections Division budget of $1,286,735 represents a 0.2% increase of $2,522 compared to the Adopted FY 2014 budget of $1,284,213.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $1,083 decrease in Salaries compared to the adopted budget.
- $4,284 increase in Employee Benefits reflecting a higher health insurance rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014 offset by a lower Virginia Retirement System rate.
- $1,417 decrease in Other Charges reflecting a reduction in office supplies based on historical spending offset by higher mailing services costs due to an increase in postage rates.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 2 | 2 | 2 | 2 | 0 |
| **TOTAL FTE** | **2** | **2** | **2** | **2** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $112,480 | $115,585 | $115,585 | $115,585 | $0 |
| Employee Benefits | 41,716 | 44,581 | 44,939 | 44,939 | 358 |
| ***Subtotal Personnel Services*** | ***$154,196*** | ***$160,166*** | ***$160,524*** | ***$160,524*** | ***$358*** |
| ***Operating*** | | | | | |
| Contractual Services | $1,655 | $500 | $500 | $500 | $0 |
| Other Charges | 2,420 | 2,795 | 2,495 | 2,495 | (300) |
| ***Subtotal Operating*** | ***$4,075*** | ***$3,295*** | ***$2,995*** | ***$2,995*** | ***($300)*** |
| **TOTAL CITY COST** | **$158,271** | **$163,461** | **$163,519** | **$163,519** | **$58** |

***Financial Services – Budget Division Budget Description***

The City Manager's Proposed FY 2015 Financial Services – Budget Division budget of $163,519 represents no significant change compared to the Adopted FY 2014 budget.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time [1] | 3 | 4 | 4 | 4 | 0 |
| City Funded Full-Time (Water Fund) [1] | 1 | 0 | 0 | 0 | 0 |
| **TOTAL FTE** | **4** | **4** | **4** | **4** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries [1] | $133,723 | $176,237 | $197,576 | $197,576 | $21,339 |
| Employee Benefits [1] | 52,586 | 72,832 | 79,978 | 79,978 | 7,146 |
| ***Subtotal Personnel Services*** | ***$186,309*** | ***$249,069*** | ***$277,554*** | ***$277,554*** | ***$28,485*** |
| ***Operating*** | | | | | |
| Contractual Services | $100 | $250 | $250 | $250 | $0 |
| Other Charges | 18,053 | 19,707 | 19,373 | 19,373 | (334) |
| Rentals and Leases | 4,627 | 6,000 | 6,000 | 6,000 | 0 |
| ***Subtotal Operating*** | ***$22,780*** | ***$25,957*** | ***$25,623*** | ***$25,623*** | ***($334)*** |
| **TOTAL CITY COST** | **$209,089** | **$275,026** | **$303,177** | **$303,177** | **$28,151** |

[1] In FY 2014, the General Fund assumed direct salary and employee benefit costs associated with a position previously funded by the Water Fund; services provided by this position to the Water Fund are captured in the indirect cost payment.

***Financial Services – Procurement Division Budget Description***

The City Manager's Proposed FY 2015 Financial Services – Procurement Division budget of $303,177 represents a 10.2% increase of $28,151 compared to the Adopted FY 2014 budget of $275,026.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $21,339 increase in Salaries compared to the adopted budget.
- $7,146 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 7.00 | 6.00 | 5.00 | 5.00 | (1.00) |
| City Funded Part-Time | 0.80 | 0.00 | 0.00 | 0.00 | 0.00 |
| City Funded Temporary | 0.00 | 0.00 | 0.73 | 0.73 | 0.73 |
| **TOTAL FTE** | **7.80** | **6.00** | **5.73** | **5.73** | **(0.27)** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $231,176 | $234,350 | $224,820 | $224,820 | ($9,530) |
| Employee Benefits | 98,700 | 100,326 | 88,548 | 88,548 | (11,778) |
| ***Subtotal Personnel Services*** | ***$329,876*** | ***$334,676*** | ***$313,368*** | ***$313,368*** | ***($21,308)*** |
| ***Operating*** | | | | | |
| Other Charges | $2,099 | $4,150 | $3,150 | $3,150 | ($1,000) |
| ***Subtotal Operating*** | ***$2,099*** | ***$4,150*** | ***$3,150*** | ***$3,150*** | ***($1,000)*** |
| **TOTAL EXPENDITURES** | **$331,975** | **$338,826** | **$316,518** | **$316,518** | **($22,308)** |
| **DEDICATED REVENUES** | | | | | |
| Federal Categorical Aid - Social Services | $217,292 | $97,588 | $162,198 | $162,198 | $64,610 |
| State Categorical Aid - Social Services | 149,942 | 181,287 | 111,916 | 111,916 | (69,371) |
| Juvenile Correction Block Grant | 12,000 | 12,000 | 12,000 | 12,000 | 0 |
| **TOTAL DEDICATED REVENUES** | **$379,234** | **$290,875** | **$286,114** | **$286,114** | **($4,761)** |
| **TOTAL CITY COST** | **($47,259)** | **$47,951** | **$30,404** | **$30,404** | **($17,547)** |

***Financial Services – Human Services Financial Division Budget Description***

The City Manager's Proposed FY 2015 Financial Services – Human Services Financial Division budget of $316,518 represents a 6.6% decrease of $22,308 compared to the Adopted FY 2014 budget of $338,826.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $9,530 decrease in Salaries due to reducing a full-time position to part-time.
- $11,778 decrease in Employee Benefits reflecting a lower Virginia Retirement System rate and the reduction of one position to part-time offset by a higher health insurance rate.
- $1,000 decrease in Other Charges reflecting a reduction in training based on historical spending.

***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 FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Bond rating | Fitch: AA+<br>Moody's: Aa[2]<br>Standard and Poor's (S & P): AA+ | Fitch: AA+<br>Moody's: Aa[2]<br>S & P: AA+ | Fitch: AA+<br>Moody's: Aa[2]<br>S & P: AA+ | Fitch: AA+<br>Moody's: Aa[2]<br>S & P: AA+ |
| Financial presentation awards | FY 2012 CAFR and FY 2013 Budget Presentation awards from GFOA | FY 2013 CAFR and FY 2014 Budget Presentation awards from GFOA | FY 2014 Budget Presentation award; application for the 2013 CAFR award has been submitted | FY 2014 CAFR and FY 2015 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.
City and Schools staff continue to work together to improve procedures, which has resulted in excellent FY 2013 audits for both organizations.

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

| ***Performance Measure:*** | ***Actual FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Percent of payments made electronically | 25% | 30% | 28% | 32% |

***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.

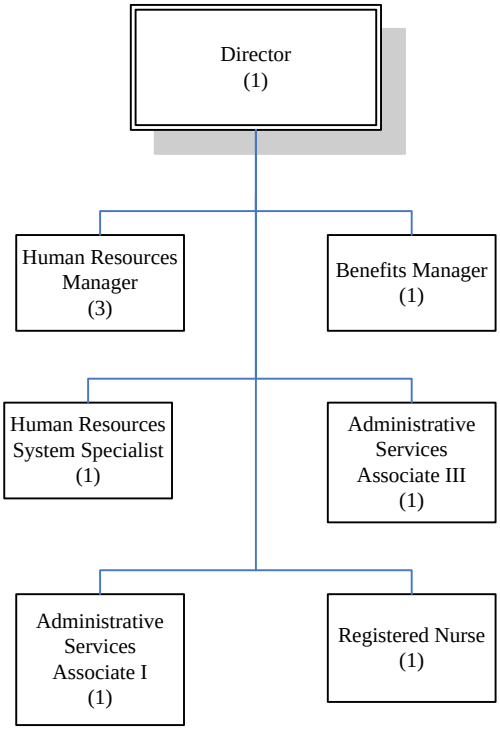
***Benchmark Localities:***
City of Roanoke, Roanoke County, and City of Charlottesville, VA

## HUMAN RESOURCES
*(includes Occupational Health)*

**POSITION SUMMARY**

9.00 City Funded Positions
0.63 Temporary Positions

9.63 Total Funded Positions



***Human Resources and Occupational Health***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 9.00 | 9.00 | 9.00 | 9.00 | 0.00 |
| City Funded Part-Time | 1.00 | 0.50 | 0.00 | 0.00 | (0.50) |
| City Funded Temporary | 0.00 | 0.70 | 0.28 | 0.63 | (0.07) |
| TOTAL FTE | **10.00** | **10.20** | **9.28** | **9.63** | **(0.57)** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $526,698 | $522,557 | $508,444 | $515,784 | ($6,773) |
| Employee Benefits | 184,007 | 193,897 | 196,987 | 197,549 | 3,652 |
| ***Subtotal Personnel Services*** | ***$710,705*** | ***$716,454*** | ***$705,431*** | ***$713,333*** | ***($3,121)*** |
| ***Operating*** | | | | | |
| Contractual Services | $79,946 | $86,500 | $86,500 | $86,500 | $0 |
| Other Charges | 18,373 | 20,985 | 21,403 | 24,403 | 3,418 |
| Rentals and Leases | 1,701 | 2,280 | 2,280 | 2,280 | 0 |
| ***Subtotal Operating*** | ***$100,020*** | ***$109,765*** | ***$110,183*** | ***$113,183*** | ***$3,418*** |
| **TOTAL CITY COST** | **$810,725** | **$826,219** | **$815,614** | **$826,516** | **$297** |

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 |
| City Funded Part-Time | 0.50 | 0.00 | 0.00 | 0.00 | 0.00 |
| City Funded Temporary | 0.00 | 0.70 | 0.15 | 0.50 | (0.20) |
| TOTAL FTE | **8.50** | **8.70** | **8.15** | **8.50** | **(0.20)** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $452,551 | $463,254 | $452,822 | $460,162 | ($3,092) |
| Employee Benefits | 163,428 | 175,380 | 176,278 | 176,840 | 1,460 |
| ***Subtotal Personnel Services*** | ***$615,979*** | ***$638,634*** | ***$629,100*** | ***$637,002*** | ***($1,632)*** |
| ***Operating*** | | | | | |
| Contractual Services | $38,260 | $49,200 | $49,200 | $49,200 | $0 |
| Other Charges | 10,305 | 14,700 | 14,700 | 17,700 | 3,000 |
| Rentals and Leases | 1,701 | 2,280 | 2,280 | 2,280 | 0 |
| ***Subtotal Operating*** | ***$50,266*** | ***$66,180*** | ***$66,180*** | ***$69,180*** | ***$3,000*** |
| **TOTAL CITY COST** | **$666,245** | **$704,814** | **$695,280** | **$706,182** | **$1,368** |

***Human Resources Budget Description***

The City Manager's Proposed FY 2015 Human Resources budget of $706,182 represents a 0.2% increase of $1,368 compared to the Adopted FY 2014 budget of $704,814.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $3,092 decrease in Salaries reflecting a reduction in temporary hours.
- $1,460 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $3,000 increase in Other Charges reflecting the cost of three computers for applicant use.

***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 FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Percent of respondents satisfied or very satisfied with HR services overall | 93.8% | 90.0% | NA - survey conducted annually | 90.0% |

***Analysis of the Data:***
Ongoing interaction with employees and managers and a focus on responsiveness and communication, combined with effective training opportunities, contribute to increasing the satisfaction ratings over expected levels. The format of the satisfaction survey changed and is reflected on a 100-point scale. Generally, the survey is conducted each spring.

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 FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Average number of work days to screen and deliver a certified list | 4.2 days | 6.0 days | Not Available | 6.0 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 results are compiled annually. Response time is expected to stabilize at a higher level due to increased workload among the professional staff, ongoing learning by newer staff, and larger applicant pools.

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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| City Funded Part-Time | 0.50 | 0.50 | 0.00 | 0.00 | (0.50) |
| City Funded Temporary | 0.00 | 0.00 | 0.13 | 0.13 | 0.13 |
| TOTAL FTE | **1.50** | **1.50** | **1.13** | **1.13** | **(0.37)** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $74,147 | $59,303 | $55,622 | $55,622 | ($3,681) |
| Employee Benefits | 20,579 | 18,517 | 20,709 | 20,709 | 2,192 |
| ***Subtotal Personnel Services*** | ***$94,726*** | ***$77,820*** | ***$76,331*** | ***$76,331*** | ***($1,489)*** |
| ***Operating*** | | | | | |
| Contractual Services | $41,686 | $37,300 | $37,300 | $37,300 | $0 |
| Other Charges | 8,068 | 6,285 | 6,703 | 6,703 | 418 |
| ***Subtotal Operating*** | ***$49,754*** | ***$43,585*** | ***$44,003*** | ***$44,003*** | ***$418*** |
| **TOTAL CITY COST** | **$144,480** | **$121,405** | **$120,334** | **$120,334** | **($1,071)** |

***Human Resources – Occupational Health Budget Description***

The City Manager's Proposed FY 2015 Human Resources – Occupational Health budget of $120,334 represents a 0.9% decrease of $1,071 compared to the Adopted FY 2014 budget of $121,405.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $3,681 decrease in Salaries reflecting the elimination of the part-time position to offset increased full-time and temporary personnel costs.
- $2,192 increase in Employee Benefits associated with higher salary costs and a higher health insurance rate offset by a lower Virginia Retirement System rate.

***Human Resources – Occupational Health Performance Measures***

FISCAL RESPONSIBILITY

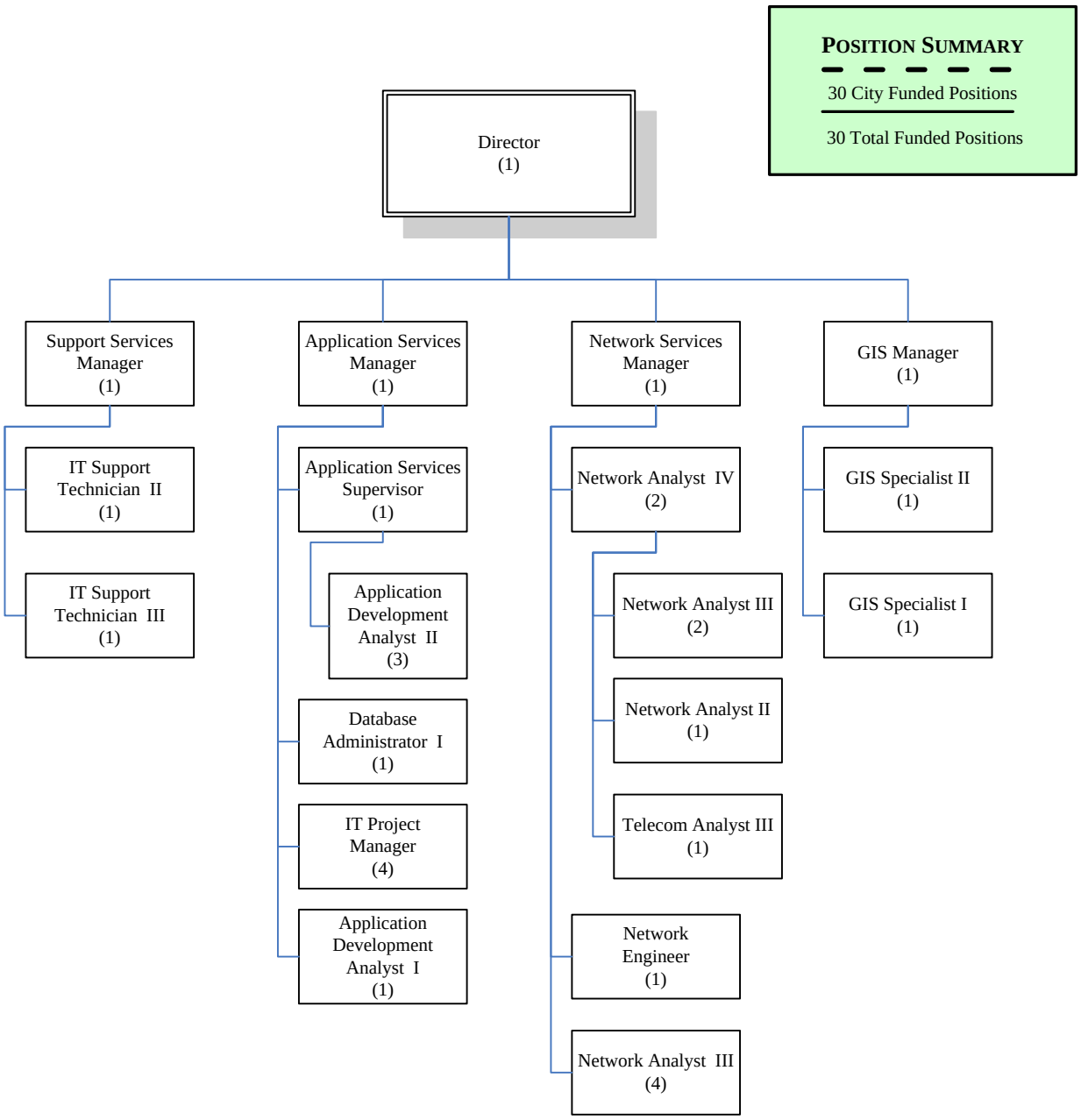
***Goal 1:***
Deliver efficient job-related medical services to the workforce.

***Objective:***
The value of services provided exceeds the costs of the program.

| ***Performance Measure:*** | ***Actual FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Value of services compared to actual resources expended. | $1.15 value for every $1 expended | $1.05 value for every $1 expended | $1.15 value for every $1 expended | $1.20 value for every $1 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. Due to focusing almost exclusively on work-related service delivery, some of the cost savings previously associated with Occupational Health are transitioning to cost savings resulting from the Health Management Program. The results are compiled at the end of the fiscal year.

# INFORMATION TECHNOLOGY



### *Information Technology (IT)*

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 30 | 29 | 30 | 30 | 1 |
| City Funded Full-Time (Stormwater Fund) [1] | 0 | 1 | 0 | 0 | (1) |
| **TOTAL FTE** | **30** | **30** | **30** | **30** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries [1] | $2,043,459 | $2,047,237 | $2,084,109 | $2,084,109 | $36,872 |
| Employee Benefits [1] | 732,629 | 756,792 | 777,640 | 777,640 | 20,848 |
| ***Subtotal Personnel Services*** | ***$2,776,088*** | ***$2,804,029*** | ***$2,861,749*** | ***$2,861,749*** | ***$57,720*** |
| ***Operating*** | | | | | |
| Contractual Services | $232,923 | $254,925 | $252,745 | $252,745 | ($2,180) |
| Internal Service Charges | 4,868 | 4,706 | 4,974 | 4,974 | 268 |
| Other Charges | 204,196 | 213,008 | 212,805 | 212,805 | (203) |
| Rentals and Leases | 1,973 | 2,550 | 1,880 | 1,880 | (670) |
| ***Subtotal Operating*** | ***$443,960*** | ***$475,189*** | ***$472,404*** | ***$472,404*** | ***($2,785)*** |
| **TOTAL EXPENDITURES** | $3,220,048 | $3,279,218 | $3,334,153 | $3,334,153 | $54,935 |
| **DEDICATED REVENUES** | | | | | |
| Network Services - Schools Share | $92,069 | $95,377 | $0 | $0 | ($95,377) |
| **TOTAL DEDICATED REVENUES** | **$92,069** | **$95,377** | **$0** | **$0** | **($95,377)** |
| **TOTAL CITY COST** | **$3,127,979** | **$3,183,841** | **$3,334,153** | **$3,334,153** | **$150,312** |

[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 – 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 4 | 4 | 4 | 4 | 0 |
| **TOTAL FTE** | **4** | **4** | **4** | **4** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $303,620 | $316,658 | $302,803 | $302,803 | ($13,855) |
| Employee Benefits | 106,039 | 114,577 | 110,978 | 110,978 | (3,599) |
| ***Subtotal Personnel Services*** | ***$409,659*** | ***$431,235*** | ***$413,781*** | ***$413,781*** | ***($17,454)*** |
| ***Operating*** | | | | | |
| Contractual Services | $17,985 | $24,650 | $19,900 | $19,900 | ($4,750) |
| Other Charges | 3,332 | 9,305 | 9,505 | 9,505 | 200 |
| Rentals and Leases | 1,973 | 2,550 | 1,880 | 1,880 | (670) |
| ***Subtotal Operating*** | ***$23,290*** | ***$36,505*** | ***$31,285*** | ***$31,285*** | ***($5,220)*** |
| **TOTAL CITY COST** | **$432,949** | **$467,740** | **$445,066** | **$445,066** | **($22,674)** |

***Information Technology – Administration Division Budget Description***

The City Manager's Proposed FY 2015 Information Technology – Administration Division budget of $445,066 represents a 4.8% decrease of $22,674 compared to the Adopted FY 2014 budget of $467,740.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $13,855 decrease in Salaries compared to the adopted budget.
- $3,599 decrease in Employee Benefits reflecting a lower Virginia Retirement System rate offset by a higher health insurance rate.
- $4,750 decrease in Contractual Services for consulting services.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 11 | 10 | 11 | 11 | 1 |
| City Funded Full-Time (Stormwater Fund) [1] | 0 | 1 | 0 | 0 | (1) |
| **TOTAL FTE** | **11** | **11** | **11** | **11** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries [1] | $753,454 | $706,530 | $777,791 | $777,791 | $71,261 |
| Employee Benefits [1] | 270,575 | 261,140 | 289,382 | 289,382 | 28,242 |
| ***Subtotal Personnel Services*** | ***$1,024,029*** | ***$967,670*** | ***$1,067,173*** | ***$1,067,173*** | ***$99,503*** |
| ***Operating*** | | | | | |
| Contractual Services | $174,604 | $181,105 | $192,775 | $192,775 | $11,670 |
| Other Charges | 13,476 | 21,050 | 20,550 | 20,550 | (500) |
| ***Subtotal Operating*** | ***$188,080*** | ***$202,155*** | ***$213,325*** | ***$213,325*** | ***$11,170*** |
| **TOTAL CITY COST** | **$1,212,109** | **$1,169,825** | **$1,280,498** | **$1,280,498** | **$110,673** |

[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 City Manager's Proposed FY 2015 Information Technology – Application Services Division budget of $1,280,498 represents a 9.5% increase of $110,673 compared to the Adopted FY 2014 budget of $1,169,825.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $71,261 increase in Salaries reflecting funding a position in the General Fund that was previously funded by the Stormwater Fund.
- $28,242 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $11,670 increase in Contractual Services reflecting higher software maintenance fees.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 3 | 3 | 3 | 3 | 0 |
| **TOTAL FTE** | **3** | **3** | **3** | **3** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $142,262 | $153,990 | $154,208 | $154,208 | $218 |
| Employee Benefits | 55,134 | 61,105 | 61,759 | 61,759 | 654 |
| ***Subtotal Personnel Services*** | ***$197,396*** | ***$215,095*** | ***$215,967*** | ***$215,967*** | ***$872*** |
| ***Operating*** | | | | | |
| Contractual Services | $39,993 | $49,170 | $40,070 | $40,070 | ($9,100) |
| Other Charges | 9,715 | 8,293 | 8,250 | 8,250 | (43) |
| ***Subtotal Operating*** | ***$49,708*** | ***$57,463*** | ***$48,320*** | ***$48,320*** | ***($9,143)*** |
| **TOTAL CITY COST** | **$247,104** | **$272,558** | **$264,287** | **$264,287** | **($8,271)** |

***Information Technology – Geographic Information System Division Budget Description***

The City Manager's Proposed FY 2015 Information Technology – Geographic Information System Division budget of $264,287 represents a 3.0% decrease of $8,271 compared to the Adopted FY 2014 budget of $272,558.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $654 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $9,100 decrease in Contractual Services due to moving IT consulting services to the Technology Fund budget.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 12 | 12 | 12 | 12 | 0 |
| **TOTAL FTE** | **12** | **12** | **12** | **12** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $844,123 | $870,059 | $849,307 | $849,307 | ($20,752) |
| Employee Benefits | 300,881 | 319,970 | 315,521 | 315,521 | (4,449) |
| ***Subtotal Personnel Services*** | ***$1,145,004*** | ***$1,190,029*** | ***$1,164,828*** | ***$1,164,828*** | ***($25,201)*** |
| ***Operating*** | | | | | |
| Contractual Services | $341 | $0 | $0 | $0 | $0 |
| Internal Service Charges | 4,868 | 4,706 | 4,974 | 4,974 | 268 |
| Other Charges | 177,673 | 174,360 | 174,500 | 174,500 | 140 |
| ***Subtotal Operating*** | ***$182,882*** | ***$179,066*** | ***$179,474*** | ***$179,474*** | ***$408*** |
| **TOTAL EXPENDITURES** | **$1,327,886** | **$1,369,095** | **$1,344,302** | **$1,344,302** | **($24,793)** |
| **DEDICATED REVENUES** | | | | | |
| Revenue from Schools | $92,069 | $95,377 | $0 | $0 | ($95,377) |
| **TOTAL DEDICATED REVENUES** | **$92,069** | **$95,377** | **$0** | **$0** | **($95,377)** |
| **TOTAL CITY COST** | **$1,235,817** | **$1,273,718** | **$1,344,302** | **$1,344,302** | **$70,584** |

***Information Technology – Network Services Division Budget Description***

The City Manager's Proposed FY 2015 Information Technology – Network Services Division budget of $1,344,302 represents a 1.8% decrease of $24,793 compared to the Adopted FY 2014 budget of $1,369,095.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $20,752 decrease in Salaries compared to the adopted budget.
- $4,449 decrease in Employee Benefits reflecting a lower Virginia Retirement System rate offset by a higher health insurance rate.

***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 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Annual survey rating:<br>4 = Excellent<br>3 = Good<br>2 = Fair<br>1 = Poor | 3.59 | >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 2013 demonstrate the department has been successful in this measure, exceeding the target 3.50 rating.

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 99.99% of the year.

| ***Performance Measure:*** | ***Actual FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Network availability of Priority 1 devices | 99.92% | 99.96% | 99.96% | 99.99% |

***Analysis of the Data:***
The goal for this measure is to ensure that business critical applications, devices, and systems are available during core business hours of 8:30 a.m. to 5:00 p.m. on Monday through Friday. The FY 2014 projected result is based on the year-to-date performance through December 2013 and the anticipated performance for the remainder of the year.

GOOD GOVERNANCE

***Goal 3:***
Service requests completed on time.

***Objective:***
To meet the agreed-upon due date for Incidents and Small Projects at least 85% of the time.

| ***Performance Measure:*** | ***Actual FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Percentage of Incidents and Small Projects completed on time | 97.98% | 98.00% | 98.36% | >85% |

***Analysis of the Data:***
The goal for this measure is to provide timely technology services. The Projected FY 2014 on-time completion percentage is based on the year-to-date performance through December 2013 and anticipated performance for the remainder of the year.

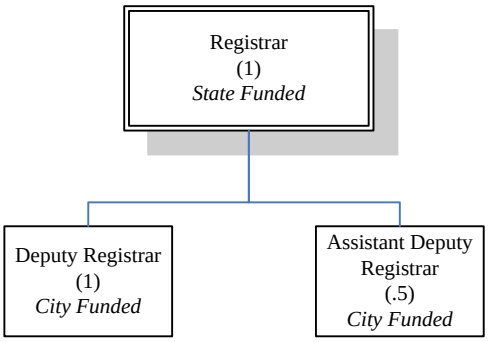
GOOD GOVERNANCE

## 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. One election is scheduled for FY 2015.

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| City Funded Part-Time | 0.34 | 0.50 | 0.50 | 0.50 | 0.00 |
| State Funded Full-Time | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| **TOTAL FTE** | **2.34** | **2.50** | **2.50** | **2.50** | **0.00** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $102,999 | $107,343 | $109,011 | $109,011 | $1,668 |
| Employee Benefits | 37,546 | 39,789 | 40,664 | 40,664 | 875 |
| ***Subtotal Personnel Services*** | ***$140,545*** | ***$147,132*** | ***$149,675*** | ***$149,675*** | ***$2,543*** |
| ***Operating*** | | | | | |
| Contractual Services | $238 | $200 | $150 | $150 | ($50) |
| Other Charges | 14,830 | 14,797 | 18,707 | 18,707 | 3,910 |
| Rentals and Leases | 2,002 | 1,500 | 1,500 | 1,500 | 0 |
| ***Subtotal Operating*** | ***$17,070*** | ***$16,497*** | ***$20,357*** | ***$20,357*** | ***$3,860*** |
| **TOTAL EXPENDITURES** | **$157,615** | **$163,629** | **$170,032** | **$170,032** | **$6,403** |
| **DEDICATED REVENUES** | | | | | |
| Revenues from the Commonwealth | $40,347 | $43,431 | $43,431 | $43,431 | $0 |
| **TOTAL DEDICATED REVENUES** | **$40,347** | **$43,431** | **$43,431** | **$43,431** | **$0** |
| **TOTAL CITY COST** | **$117,268** | **$120,198** | **$126,601** | **$126,601** | **$6,403** |

***Registrar Budget Description***

The City Manager's Proposed FY 2015 Registrar budget of $170,032 represents a 3.9% increase of $6,403 compared to the Adopted FY 2014 budget of $163,629.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $1,668 increase in Salaries reflecting a salary adjustment granted by the State Compensation Board.
- $875 increase in Employee Benefits reflecting a salary adjustment granted by the State Compensation Board and a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $3,910 increase in Other Charges reflecting additional costs of training and memberships.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Operating*** | | | | | |
| Contractual Services | $49,591 | $39,208 | $25,620 | $25,620 | ($13,588) |
| Other Charges | 20,250 | 19,049 | 18,249 | 18,249 | (800) |
| ***Subtotal Operating*** | ***$69,841*** | ***$58,257*** | ***$43,869*** | ***$43,869*** | ***($14,388)*** |
| **TOTAL EXPENDITURES** | **$69,841** | **$58,257** | **$43,869** | **$43,869** | **($14,388)** |
| **DEDICATED REVENUES** | | | | | |
| Revenues from the Commonwealth | $9,312 | $10,024 | $10,024 | $10,024 | $0 |
| **TOTAL DEDICATED REVENUES** | **$9,312** | **$10,024** | **$10,024** | **$10,024** | **$0** |
| **TOTAL CITY COST** | **$60,529** | **$48,233** | **$33,845** | **$33,845** | **($14,388)** |

***Electoral Board Budget Description***

The City Manager's Proposed FY 2015 Electoral Board budget of $43,869 represents a 24.7% decrease of $14,388 compared to the Adopted FY 2014 budget of $58,257.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $13,588 decrease in Contractual Services reflecting the cost of only one election in FY 2015.

## 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| State Funded Full-Time | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| State Funded Temporary | 0.04 | 0.04 | 0.00 | 0.00 | (0.04) |
| **TOTAL FTE** | **2.04** | **2.04** | **2.00** | **2.00** | **(0.04)** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $102,181 | $104,812 | $104,873 | $104,873 | $61 |
| Employee Benefits | 38,440 | 41,158 | 41,781 | 41,781 | 623 |
| ***Subtotal Personnel Services*** | ***$140,621*** | ***$145,970*** | ***$146,654*** | ***$146,654*** | ***$684*** |
| ***Operating*** | | | | | |
| Other Charges | $1,897 | $4,707 | $1,800 | $1,800 | ($2,907) |
| ***Subtotal Operating*** | ***$1,897*** | ***$4,707*** | ***$1,800*** | ***$1,800*** | ***($2,907)*** |
| **TOTAL EXPENDITURES** | **$142,518** | **$150,677** | **$148,454** | **$148,454** | **($2,223)** |
| **DEDICATED REVENUES** | | | | | |
| Commonwealth Aid for Shared Expenditures | $94,296 | $94,049 | $99,638 | $99,638 | $5,589 |
| **TOTAL DEDICATED REVENUES** | **$94,296** | **$94,049** | **$99,638** | **$99,638** | **$5,589** |
| **TOTAL CITY COST** | **$48,222** | **$56,628** | **$48,816** | **$48,816** | **($7,812)** |

***State Treasurer Budget Description***

The City Manager's Proposed FY 2015 State Treasurer budget of $148,454 represents a 1.5% decrease of $2,223 compared to the Adopted FY 2014 budget of $150,677.

Highlights of the City Manager's Proposed FY 2015 budget include:

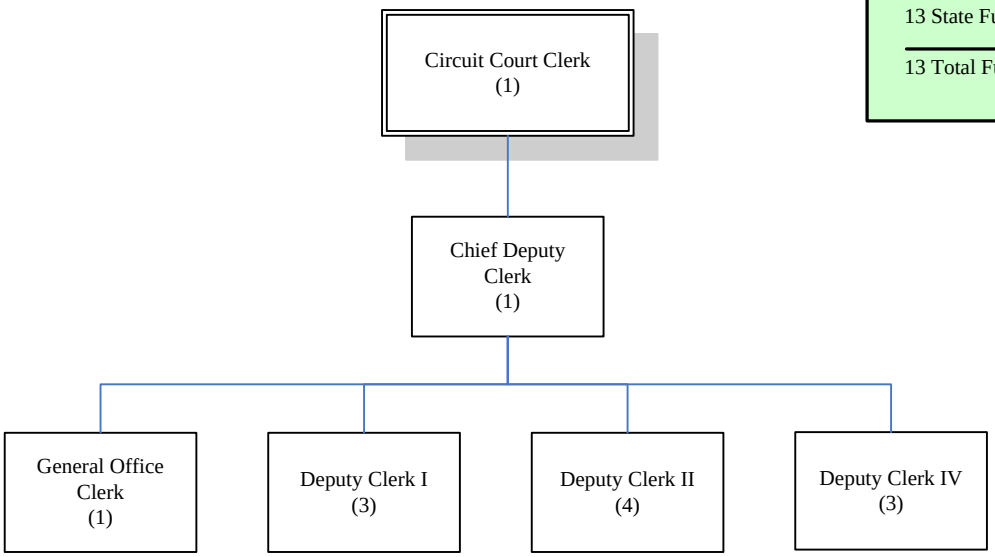
- $623 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $2,907 decrease in Other Charges reflecting reductions in office supplies, training, cellular service, and postage based on historical spending.

## 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| State Funded Full-Time | 13 | 13 | 13 | 13 | 0 |
| **TOTAL FTE** | **13** | **13** | **13** | **13** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $512,207 | $511,072 | $523,524 | $523,524 | $12,452 |
| Employee Benefits | 205,473 | 218,357 | 224,987 | 224,987 | 6,630 |
| ***Subtotal Personnel Services*** | ***$717,680*** | ***$729,429*** | ***$748,511*** | ***$748,511*** | ***$19,082*** |
| ***Operating*** | | | | | |
| Contractual Services | $41,870 | $30,400 | $29,650 | $29,650 | ($750) |
| Other Charges | 24,095 | 25,400 | 24,250 | 24,250 | (1,150) |
| Rentals and Leases | 11,429 | 13,000 | 13,000 | 13,000 | 0 |
| ***Subtotal Operating*** | ***$77,394*** | ***$68,800*** | ***$66,900*** | ***$66,900*** | ***($1,900)*** |
| **TOTAL EXPENDITURES** | **$795,074** | **$798,229** | **$815,411** | **$815,411** | **$17,182** |
| **DEDICATED REVENUES** | | | | | |
| Commonwealth Aid for Shared Expenditures | $547,442 | $533,826 | $548,524 | $548,524 | $14,698 |
| Document Reproduction Fee | 11,028 | 13,000 | 13,000 | 13,000 | 0 |
| **TOTAL DEDICATED REVENUES** | **$558,470** | **$546,826** | **$561,524** | **$561,524** | **$14,698** |
| **TOTAL CITY COST** | **$236,604** | **$251,403** | **$253,887** | **$253,887** | **$2,484** |

***Circuit Court Clerk (24th Judicial District) Budget Description***

The City Manager's Proposed FY 2015 Circuit Court Clerk budget of $815,411 represents a 2.2% increase of $17,182 compared to the Adopted FY 2014 budget of $798,229.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $12,452 increase in Salaries reflecting a salary adjustment granted by the State Compensation Board.
- $6,630 increase in Employee Benefits reflecting a salary adjustment granted by the State Compensation Board and a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $750 decrease in Contractual Services reflecting a reduction in shredding services. This service is required by State code; the office has been able to function at this level since implementation in the FY 2013 budget.
- $1,150 decrease in Other Charges reflecting decreases in microfilming services required by State code, U.S. postage due to joining the City's daily bulk mail pick-up as well as savings from no longer renting a postage machine, and training and conferences due to historical spending; offset by increases in cellular and telephone services due to historical spending.

## 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 Lynchburg, the City of Bedford, as well as Amherst, Bedford, Campbell, and Nelson Counties.

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 2 | 2 | 2 | 2 | 0 |
| **TOTAL FTE** | **2** | **2** | **2** | **2** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $84,405 | $85,664 | $78,508 | $78,508 | ($7,156) |
| Employee Benefits | 33,286 | 35,684 | 34,014 | 34,014 | (1,670) |
| ***Subtotal Personnel Services*** | ***$117,691*** | ***$121,348*** | ***$112,522*** | ***$112,522*** | ***($8,826)*** |
| ***Operating*** | | | | | |
| Contractual Services | $20,622 | $23,706 | $23,706 | $23,706 | $0 |
| Other Charges | 10,241 | 14,646 | 21,808 | 21,808 | 7,162 |
| Rentals and Leases | 3,882 | 3,885 | 3,885 | 3,885 | 0 |
| ***Subtotal Operating*** | ***$34,745*** | ***$42,237*** | ***$49,399*** | ***$49,399*** | ***$7,162*** |
| **TOTAL CITY COST** | **$152,436** | **$163,585** | **$161,921** | **$161,921** | **($1,664)** |

***Circuit Court Judges (24th Judicial District) Budget Description***

The City Manager's Proposed FY 2015 Circuit Court Judges budget of $161,921 represents a 1.0% decrease of $1,664 compared to the Adopted FY 2014 budget of $163,585.

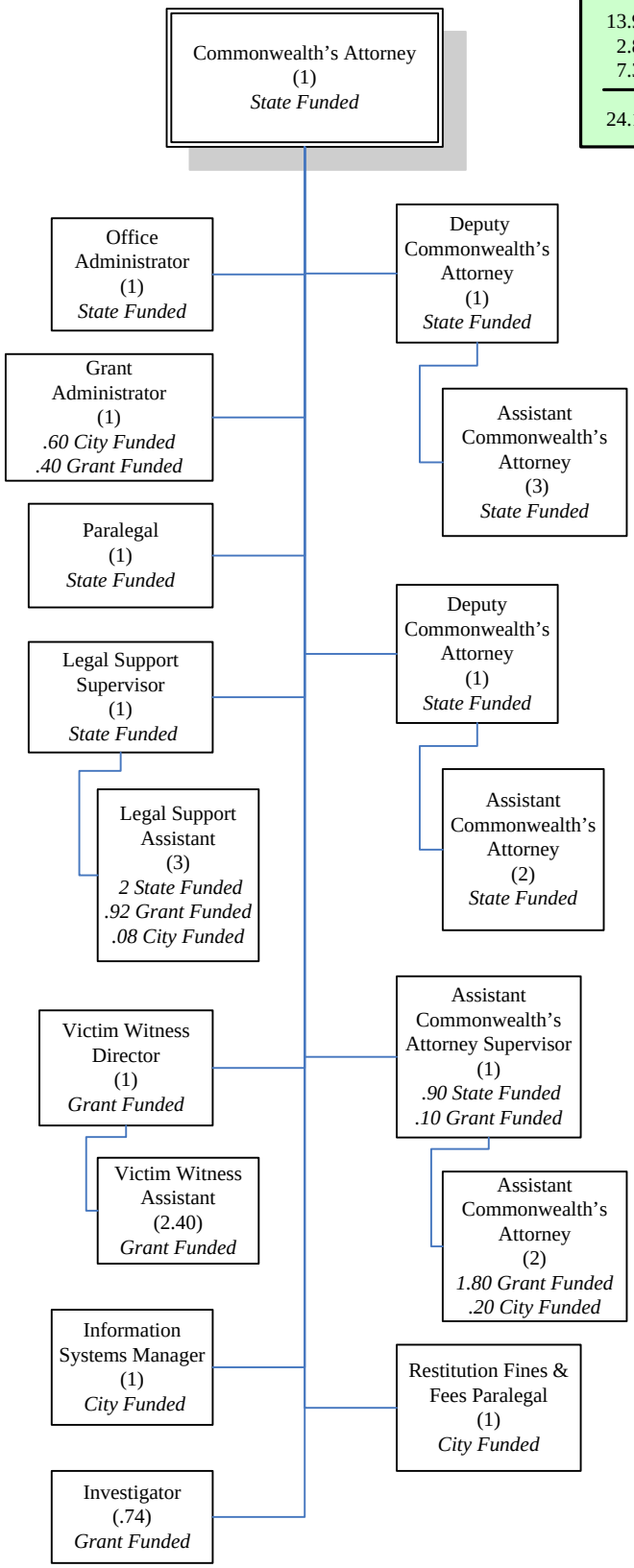
Highlights of the Department Submitted FY 2015 budget include:

- $7,156 decrease in Salaries compared to the adopted budget.
- $1,670 decrease in Employee Benefits reflecting a lower Virginia Retirement System rate offset by a higher health insurance rate.
- $7,162 increase in Other Charges for upgrades/replacements in office furnishings and legal conferences.

# COMMONWEALTH'S ATTORNEY

**POSITION SUMMARY**

| | |
|---|---|
| 13.90 | State Funded Positions |
| 2.88 | City Funded Positions |
| 7.36 | Grant Funded Positions |
| 24.14 | Total Funded Positions |



***Office of the Commonwealth's Attorney and Fines and Fees***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 2.78 | 1.80 | 2.88 | 2.88 | 1.08 |
| State Funded Full-Time | 14.90 | 14.90 | 13.90 | 13.90 | (1.00) |
| Grant Funded Full-Time | 6.22 | 6.30 | 5.22 | 5.22 | (1.08) |
| Grant Funded Part-Time | 1.54 | 1.54 | 2.14 | 2.14 | 0.60 |
| **TOTAL FTE** | **25.44** | **24.54** | **24.14** | **24.14** | **(0.40)** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $1,029,885 | $1,031,012 | $1,083,811 | $1,083,811 | $52,799 |
| Employee Benefits | 372,510 | 391,833 | 410,570 | 410,570 | 18,737 |
| ***Subtotal Personnel Services*** | ***$1,402,395*** | ***$1,422,845*** | ***$1,494,381*** | ***$1,494,381*** | ***$71,536*** |
| ***Operating*** | | | | | |
| Contractual Services | $5,331 | $8,770 | $5,850 | $5,850 | ($2,920) |
| Other Charges | 41,309 | 38,513 | 32,777 | 32,777 | (5,736) |
| Rentals and Leases | 1,478 | 1,438 | 1,438 | 1,438 | 0 |
| ***Subtotal Operating*** | ***$48,118*** | ***$48,721*** | ***$40,065*** | ***$40,065*** | ***($8,656)*** |
| **Total General Fund Expenditures** | **$1,450,513** | **$1,471,566** | **$1,534,446** | **$1,534,446** | **$62,880** |
| Total Grant Expenditures [1] | $607,253 | $595,326 | $510,713 | $510,713 | ($84,613) |
| **TOTAL DEPARTMENT EXPENDITURES** | **$2,057,766** | **$2,066,892** | **$2,045,159** | **$2,045,159** | **($21,733)** |
| **DEDICATED REVENUES** | | | | | |
| Commonwealth Aid for Shared Expenditures | $758,041 | $923,637 | $957,376 | $957,376 | $33,739 |
| Federal Grants | 484,488 | 472,023 | 334,062 | 334,062 | (137,961) |
| State Grants | 96,064 | 96,473 | 152,945 | 152,945 | 56,472 |
| In-Kind Grant Match | 23,706 | 23,706 | 23,706 | 23,706 | 0 |
| Boys and Girls Club of America Grant | 2,995 | 3,124 | 0 | 0 | (3,124) |
| Fines and Fees - Dedicated | 60,244 | 64,827 | 62,327 | 62,327 | (2,500) |
| **TOTAL DEDICATED REVENUES** | **$1,425,538** | **$1,583,790** | **$1,530,416** | **$1,530,416** | **($53,374)** |
| **TOTAL CITY COST** | **$632,228** | **$483,102** | **$514,743** | **$514,743** | **$31,641** |

[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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 1.78 | 0.80 | 1.88 | 1.88 | 1.08 |
| State Funded Full-Time | 14.90 | 14.90 | 13.90 | 13.90 | (1.00) |
| Grant Funded Full-Time | 6.22 | 6.30 | 5.22 | 5.22 | (1.08) |
| Grant Funded Part-Time | 1.54 | 1.54 | 2.14 | 2.14 | 0.60 |
| **TOTAL FTE** | **24.44** | **23.54** | **23.14** | **23.14** | **(0.40)** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $991,930 | $993,884 | $1,046,683 | $1,046,683 | $52,799 |
| Employee Benefits | 357,030 | 375,686 | 394,189 | 394,189 | 18,503 |
| ***Subtotal Personnel Services*** | ***$1,348,960*** | ***$1,369,570*** | ***$1,440,872*** | ***$1,440,872*** | ***$71,302*** |
| ***Operating*** | | | | | |
| Contractual Services | $2,693 | $4,000 | $3,100 | $3,100 | ($900) |
| Other Charges | 38,616 | 33,169 | 28,147 | 28,147 | (5,022) |
| ***Subtotal Operating*** | ***$41,309*** | ***$37,169*** | ***$31,247*** | ***$31,247*** | ***($5,922)*** |
| **Total General Fund Expenditures** | **$1,390,269** | **$1,406,739** | **$1,472,119** | **$1,472,119** | **$65,380** |
| Total Grant Expenditures [1] | $607,253 | $595,326 | $510,713 | $510,713 | ($84,613) |
| **TOTAL DEPARTMENT EXPENDITURES** | **$1,997,522** | **$2,002,065** | **$1,982,832** | **$1,982,832** | **($19,233)** |
| **DEDICATED REVENUES** | | | | | |
| Commonwealth Aid for Shared Expenditures | $758,041 | $923,637 | $957,376 | $957,376 | $33,739 |
| Federal Grants | 484,488 | 472,023 | 334,062 | 334,062 | (137,961) |
| State Grants | 96,064 | 96,473 | 152,945 | 152,945 | 56,472 |
| In-Kind Grant Match | 23,706 | 23,706 | 23,706 | 23,706 | 0 |
| Boys and Girls Club of America Grant | 2,995 | 3,124 | 0 | 0 | (3,124) |
| **TOTAL DEDICATED REVENUES** | **$1,365,294** | **$1,518,963** | **$1,468,089** | **$1,468,089** | **($50,874)** |
| **TOTAL CITY COST** | **$632,228** | **$483,102** | **$514,743** | **$514,743** | **$31,641** |

[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 City Manager's Proposed FY 2015 Office of the Commonwealth's Attorney budget of $1,472,119 represents a 4.6% increase of $65,380 compared to the Adopted FY 2014 budget of $1,406,739.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $52,799 increase in Salaries reflecting a salary adjustment granted by the State Compensation Board.
- $18,503 increase in Employee Benefits reflecting a salary adjustment granted by the State Compensation Board and a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $5,022 decrease in Other Charges reflecting reduced funding for an equipment replacement plan and adjustments based on historical costs.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 1 | 1 | 1 | 1 | 0 |
| **TOTAL FTE** | **1** | **1** | **1** | **1** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $37,955 | $37,128 | $37,128 | $37,128 | $0 |
| Employee Benefits | 15,480 | 16,147 | 16,381 | 16,381 | 234 |
| ***Subtotal Personnel Services*** | ***$53,435*** | ***$53,275*** | ***$53,509*** | ***$53,509*** | ***$234*** |
| ***Operating*** | | | | | |
| Contractual Services | $2,638 | $4,770 | $2,750 | $2,750 | ($2,020) |
| Other Charges | 2,693 | 5,344 | 4,630 | 4,630 | (714) |
| Rentals and Leases | 1,478 | 1,438 | 1,438 | 1,438 | 0 |
| ***Subtotal Operating*** | ***$6,809*** | ***$11,552*** | ***$8,818*** | ***$8,818*** | ***($2,734)*** |
| **TOTAL DEPARTMENT EXPENDITURES** | **$60,244** | **$64,827** | **$62,327** | **$62,327** | **($2,500)** |
| **DEDICATED REVENUES** | | | | | |
| Fines and Fees - Dedicated | $60,244 | $64,827 | $62,327 | $62,327 | ($2,500) |
| **TOTAL DEDICATED REVENUES** | **$60,244** | **$64,827** | **$62,327** | **$62,327** | **($2,500)** |
| **TOTAL CITY COST** | **$0** | **$0** | **$0** | **$0** | **$0** |

***Office of the Commonwealth's Attorney – Fines and Fees Budget Description***

The City Manager's Proposed FY 2015 Office of the Commonwealth's Attorney – Fines and Fees budget of $62,327 represents a 3.9% decrease of $2,500 compared to the Adopted FY 2014 budget of $64,827.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $234 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $2,020 decrease in Contractual Services reflecting historical spending.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Operating*** | | | | | |
| Contractual Services | $62,747 | $54,000 | $57,000 | $57,000 | $3,000 |
| Other Charges | 2,235 | 3,650 | 28,823 | 6,223 | 2,573 |
| Rentals and Leases | 5,445 | 4,900 | 5,500 | 5,500 | 600 |
| ***Subtotal Operating*** | ***$70,427*** | ***$62,550*** | ***$91,323*** | ***$68,723*** | ***$6,173*** |
| **TOTAL CITY COST** | **$70,427** | **$62,550** | **$91,323** | **$68,723** | **$6,173** |

***General District Court Budget Description***

The City Manager's Proposed FY 2015 General District Court budget of $68,723 represents a 9.9% increase of $6,173 compared to the Adopted FY 2014 budget of $62,550.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $3,000 increase in Contractual Services reflecting historical spending for legal services.
- $2,573 increase in Other Charges reflecting necessary professional development for staff; the additional $22,600 submitted was for one-time expenditures and will be considered during FY 2014 Third Quarter Review.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Operating*** | | | | | |
| Contractual Services | $2,451 | $3,360 | $3,000 | $3,000 | ($360) |
| Other Charges | 5,587 | 7,409 | 6,719 | 6,719 | (690) |
| Rentals and Leases | 5,257 | 4,640 | 5,690 | 5,690 | 1,050 |
| ***Subtotal Operating*** | ***$13,295*** | ***$15,409*** | ***$15,409*** | ***$15,409*** | ***$0*** |
| **TOTAL CITY COST** | **$13,295** | **$15,409** | **$15,409** | **$15,409** | **$0** |

***Juvenile and Domestic Relations (J&DR) District Court Budget Description***

The City Manager's Proposed FY 2015 Juvenile and Domestic Relations (J&DR) District Court budget of $15,409 represents no change compared to the Adopted FY 2014 budget.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Operating*** | | | | | |
| Contractual Services | $52 | $0 | $0 | $0 | $0 |
| Other Charges | 1,658 | 3,000 | 3,000 | 3,000 | 0 |
| Rentals and Leases | 1,227 | 1,193 | 1,193 | 1,193 | 0 |
| ***Subtotal Operating*** | ***$2,937*** | ***$4,193*** | ***$4,193*** | ***$4,193*** | ***$0*** |
| **TOTAL CITY COST** | **$2,937** | **$4,193** | **$4,193** | **$4,193** | **$0** |

***Magistrate Budget Description***

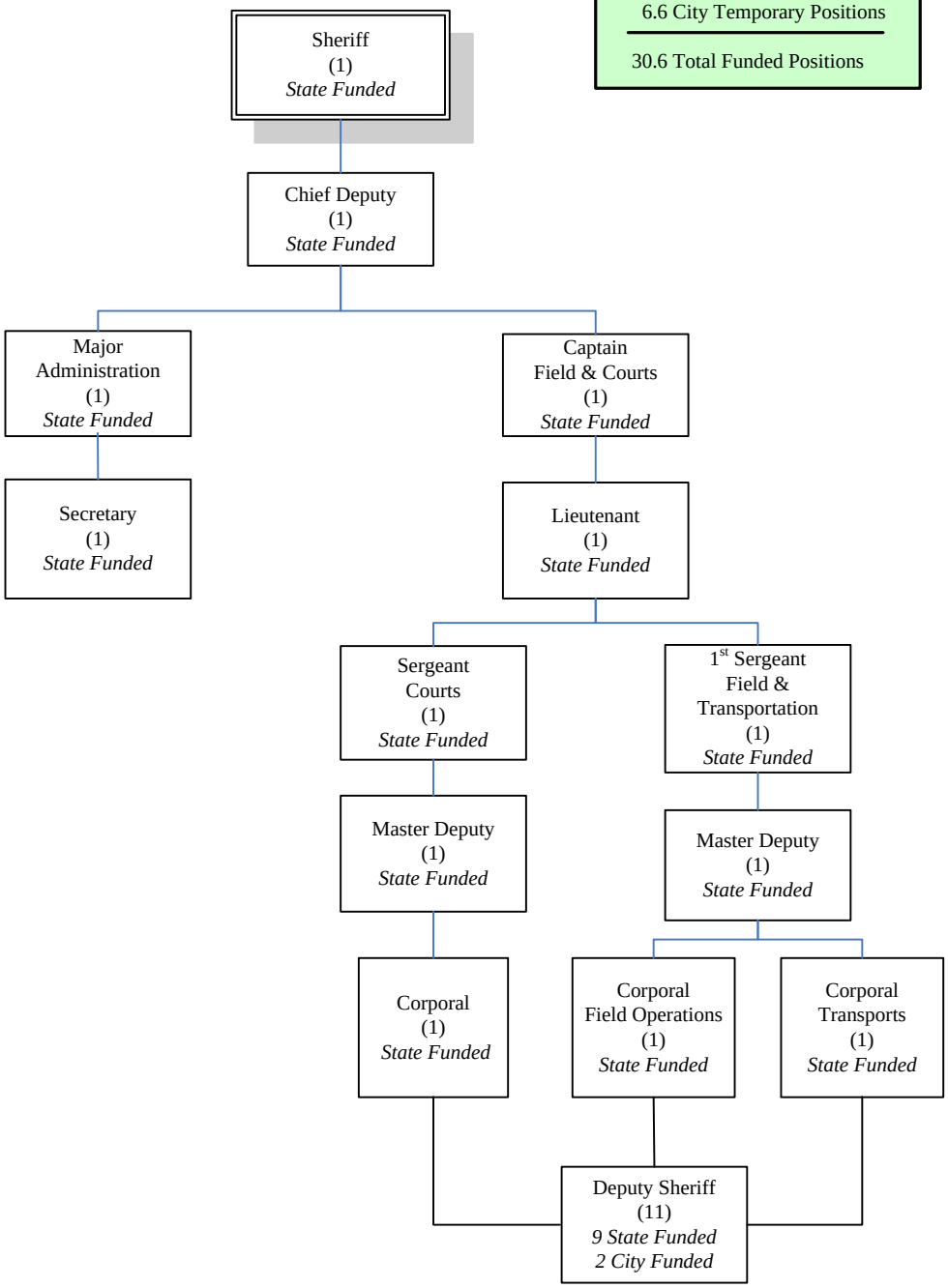
The City Manager's Proposed FY 2015 Magistrate budget of $4,193 represents no change compared to the Adopted FY 2014 budget.

## SHERIFF

**POSITION SUMMARY**

22.0 State Funded Positions
2.0 City Funded Positions
6.6 City Temporary Positions

30.6 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| City Funded Temporary | 5.43 | 5.43 | 6.60 | 6.60 | 1.17 |
| State Funded Full-Time | 23.00 | 23.00 | 22.00 | 22.00 | (1.00) |
| **TOTAL FTE** | **30.43** | **30.43** | **30.60** | **30.60** | **0.17** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $1,423,931 | $1,427,504 | $1,470,001 | $1,470,001 | $42,497 |
| Employee Benefits | 473,850 | 509,208 | 512,273 | 512,273 | 3,065 |
| ***Subtotal Personnel Services*** | ***$1,897,781*** | ***$1,936,712*** | ***$1,982,274*** | ***$1,982,274*** | ***$45,562*** |
| ***Operating*** | | | | | |
| Contractual Services | $26,165 | $34,810 | $34,810 | $34,810 | $0 |
| Internal Service Charges | 81,930 | 88,571 | 86,565 | 86,565 | (2,006) |
| Other Charges | 72,728 | 73,100 | 73,100 | 73,100 | 0 |
| ***Subtotal Operating*** | ***$180,823*** | ***$196,481*** | ***$194,475*** | ***$194,475*** | ***($2,006)*** |
| **TOTAL EXPENDITURES** | **$2,078,604** | **$2,133,193** | **$2,176,749** | **$2,176,749** | **$43,556** |
| **DEDICATED REVENUES** | | | | | |
| Commonwealth Aid for Shared Expenditures | $1,016,367 | $1,206,302 | $1,217,709 | $1,217,709 | $11,407 |
| Sheriff's Fee Courtroom Services | 124,347 | 110,000 | 110,000 | 110,000 | 0 |
| **TOTAL DEDICATED REVENUES** | **$1,140,714** | **$1,316,302** | **$1,327,709** | **$1,327,709** | **$11,407** |
| **TOTAL CITY COST** | **$937,890** | **$816,891** | **$849,040** | **$849,040** | **$32,149** |

***Sheriff's Office Budget Description***

The City Manager's Proposed FY 2015 Sheriff's Office budget of $2,176,749 represents a 2.0% increase of $43,556 compared to the Adopted FY 2014 budget of $2,133,193.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $42,497 increase in Salaries reflecting a salary adjustment granted by the State Compensation Board as well as additional temporary hours.
- $3,065 increase in Employee Benefits reflecting a salary adjustment granted by the State Compensation Board, additional temporary hours and a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $2,006 decrease in Internal Service Charges reflecting Fleet Services operating estimates.

***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.

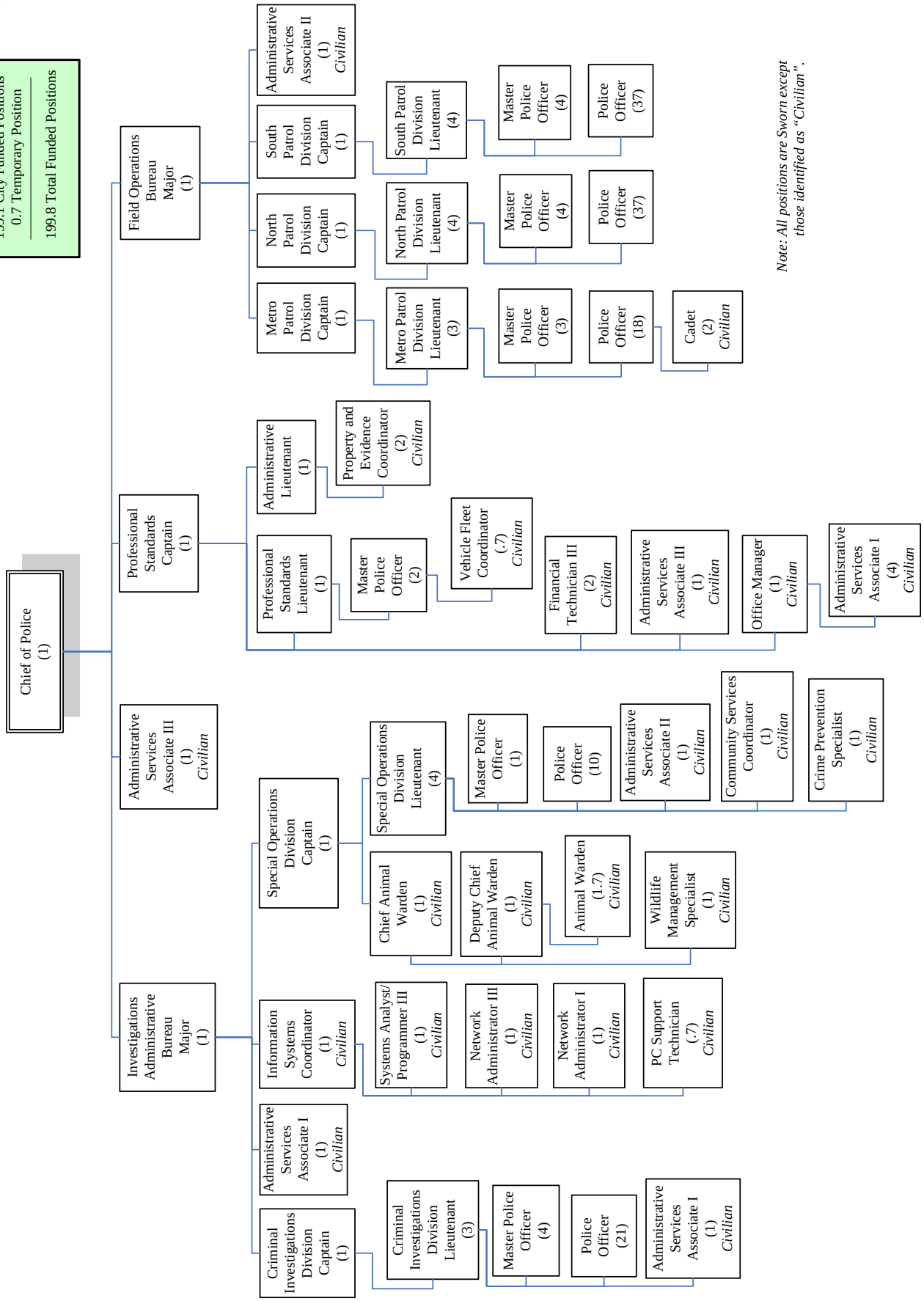
| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Operating*** | | | | | |
| Other Charges | $337 | $1,632 | $1,632 | $1,550 | ($82) |
| ***Subtotal Operating*** | ***$337*** | ***$1,632*** | ***$1,632*** | ***$1,550*** | ***($82)*** |
| **TOTAL CITY COST** | **$337** | **$1,632** | **$1,632** | **$1,550** | **($82)** |

***Court Service Unit (24th Judicial District) Budget Description***

The City Manager's Proposed FY 2015 Court Service Unit budget of $1,550 represents no significant change compared to the Adopted FY 2014 budget.

# POLICE

**POSITION SUMMARY**
199.1 City Funded Positions
0.7 Temporary Position
199.8 Total Funded Positions



***Police Department including Range Operations, Off-Duty, and Animal Control Unit***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Sworn Full-Time | 169.0 | 169.0 | 170.0 | 170.0 | 1.0 |
| City Funded Civilian Full-Time | 25.0 | 25.0 | 25.0 | 26.0 | 1.0 |
| City Funded Part-Time | 3.2 | 3.1 | 3.1 | 3.1 | 0.0 |
| City Funded Temporary | 0.7 | 0.7 | 0.7 | 0.7 | 0.0 |
| **TOTAL FTE** | **197.9** | **197.8** | **198.8** | **199.8** | **2.0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $10,257,000 | $10,068,158 | $10,094,971 | $10,128,209 | $60,051 |
| Employee Benefits | 3,593,467 | 3,733,025 | 3,775,740 | 3,791,172 | 58,147 |
| ***Subtotal Personnel Services*** | ***$13,850,467*** | ***$13,801,183*** | ***$13,870,711*** | ***$13,919,381*** | ***$118,198*** |
| ***Operating*** | | | | | |
| Contractual Services | $342,694 | $419,785 | $434,854 | $406,534 | ($13,251) |
| Internal Service Charges | 712,385 | 737,958 | 735,546 | 735,546 | (2,412) |
| Other Charges | 829,571 | 949,229 | 924,030 | 895,697 | (53,532) |
| Rentals and Leases | 53,934 | 52,535 | 63,830 | 59,630 | 7,095 |
| Capital Outlay | 41,890 | 35,000 | 35,000 | 35,000 | 0 |
| ***Subtotal Operating*** | ***$1,980,474*** | ***$2,194,507*** | ***$2,193,260*** | ***$2,132,407*** | ***($62,100)*** |
| **TOTAL DEPARTMENT EXPENDITURES** | **$15,830,941** | **$15,995,690** | **$16,063,971** | **$16,051,788** | **$56,098** |
| **DEDICATED REVENUES** | | | | | |
| Police - Schools Resource Officer Program | $124,505 | $130,000 | $108,500 | $108,500 | ($21,500) |
| Local Law Enforcement Funding (House Bill 599) | 2,930,790 | 2,930,790 | 3,025,474 | 3,025,474 | 94,684 |
| Off-Duty Police Fee | 281,580 | 525,000 | 550,000 | 550,000 | 25,000 |
| Off-Duty Police Fee Penalty and Interest | 60 | 0 | 0 | 0 | 0 |
| Police Report Sales | 15,615 | 11,500 | 12,500 | 12,500 | 1,000 |
| Range Use Fee | 15,000 | 15,000 | 15,000 | 15,000 | 0 |
| Assigned Fund Balance Reserve | 586 | 0 | 0 | 0 | 0 |
| **TOTAL DEDICATED REVENUES** | **$3,368,136** | **$3,612,290** | **$3,711,474** | **$3,711,474** | **$99,184** |
| **TOTAL CITY COST** | **$12,462,805** | **$12,383,400** | **$12,352,497** | **$12,340,314** | **($43,086)** |

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Sworn Full-Time | 169.0 | 169.0 | 170.0 | 170.0 | 1.0 |
| City Funded Civilian Full-Time | 22.0 | 22.0 | 22.0 | 23.0 | 1.0 |
| City Funded Part-Time | 1.4 | 1.4 | 1.4 | 1.4 | 0.0 |
| **TOTAL FTE** | **192.4** | **192.4** | **193.4** | **194.4** | **2.0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $9,749,191 | $9,429,664 | $9,433,590 | $9,466,828 | $37,164 |
| Employee Benefits | 3,508,335 | 3,647,604 | 3,687,824 | 3,703,256 | 55,652 |
| ***Subtotal Personnel Services*** | ***$13,257,526*** | ***$13,077,268*** | ***$13,121,414*** | ***$13,170,084*** | ***$92,816*** |
| ***Operating*** | | | | | |
| Contractual Services | $330,224 | $391,550 | $406,532 | $378,212 | ($13,338) |
| Internal Service Charges | 688,174 | 704,084 | 705,955 | 705,955 | 1,871 |
| Other Charges | 798,830 | 917,645 | 890,671 | 862,338 | (55,307) |
| Rentals and Leases | 48,934 | 47,535 | 58,830 | 54,630 | 7,095 |
| Capital Outlay | 34,135 | 35,000 | 35,000 | 35,000 | 0 |
| ***Subtotal Operating*** | ***$1,900,297*** | ***$2,095,814*** | ***$2,096,988*** | ***$2,036,135*** | ***($59,679)*** |
| **TOTAL EXPENDITURES** | **$15,157,823** | **$15,173,082** | **$15,218,402** | **$15,206,219** | **$33,137** |
| **DEDICATED REVENUES** | | | | | |
| Police - Schools Resource Officer Program | $124,505 | $130,000 | $108,500 | $108,500 | ($21,500) |
| Local Law Enforcement Funding (House Bill 599) | 2,930,790 | 2,930,790 | 3,025,474 | 3,025,474 | 94,684 |
| Police Report Sales | 15,615 | 11,500 | 12,500 | 12,500 | 1,000 |
| **TOTAL DEDICATED REVENUES** | **$3,070,910** | **$3,072,290** | **$3,146,474** | **$3,146,474** | **$74,184** |
| **TOTAL CITY COST** | **$12,086,913** | **$12,100,792** | **$12,071,928** | **$12,059,745** | **($41,047)** |

***Police Department Budget Description***

The City Manager's Proposed FY 2015 Police Department budget of $15,206,219 represents a 0.2% increase of $33,137 compared to the Adopted FY 2014 budget of $15,173,082.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $37,164 increase in Salaries reflecting the addition of two new positions, one sworn Officer and one Network Administrator.
- $55,652 increase in Employee Benefits reflecting the addition of two new positions, one Officer and one Network Administrator, a higher health insurance rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014, offset by a lower Virginia Retirement System rate.
- $13,338 decrease in Contractual Services reflecting reductions in software maintenance, advertising, software purchases and investigation services offset by minor increases in miscellaneous contractual services due to an increase in the membership fee to the Central Virginia Criminal Justice Academy (CVCJA) and to install an alarm system in the LPD computer server room.
- $55,307 decrease in Other Charges reflecting decreases in uniform costs, safety supplies, law enforcement equipment and ammunition costs based on historical spending offset by increases in gas, training and conferences, and cellular phone service due to an increase in the amount of cellular phones and Wi-Fi cards.
- $7,095 increase in Rentals and Leases reflecting rental for undercover operation vehicles.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Operating*** | | | | | |
| Contractual Services | $2,289 | $1,620 | $1,620 | $1,620 | $0 |
| Other Charges | 8,297 | 8,380 | 8,380 | 8,380 | 0 |
| Rentals and Leases | 5,000 | 5,000 | 5,000 | 5,000 | 0 |
| ***Subtotal Operating*** | ***$15,586*** | ***$15,000*** | ***$15,000*** | ***$15,000*** | ***$0*** |
| **TOTAL EXPENDITURES** | **$15,586** | **$15,000** | **$15,000** | **$15,000** | **$0** |
| **DEDICATED REVENUES** | | | | | |
| Range Use Fee | $15,000 | $15,000 | $15,000 | $15,000 | $0 |
| Assigned Fund Balance Reserve | 586 | 0 | 0 | 0 | 0 |
| **TOTAL DEDICATED REVENUES** | **$15,586** | **$15,000** | **$15,000** | **$15,000** | **$0** |
| **TOTAL CITY COST** | **$0** | **$0** | **$0** | **$0** | **$0** |

***Police Department – Range Operations Budget Description***

The City Manager's Proposed FY 2015 Police Department – Range Operations budget of $15,000 represents no change compared to the Adopted FY 2014 budget.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Temporary | 0.7 | 0.7 | 0.7 | 0.7 | 0.0 |
| **TOTAL FTE** | **0.7** | **0.7** | **0.7** | **0.7** | **0.0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $367,927 | $482,000 | $507,000 | $507,000 | $25,000 |
| Employee Benefits | 44,968 | 36,873 | 38,786 | 38,786 | 1,913 |
| ***Subtotal Personnel Services*** | ***$412,895*** | ***$518,873*** | ***$545,786*** | ***$545,786*** | ***$26,913*** |
| ***Operating*** | | | | | |
| Contractual Services | $0 | $6,127 | $4,214 | $4,214 | ($1,913) |
| ***Subtotal Operating*** | ***$0*** | ***$6,127*** | ***$4,214*** | ***$4,214*** | ***($1,913)*** |
| **TOTAL EXPENDITURES** | **$412,895** | **$525,000** | **$550,000** | **$550,000** | **$25,000** |
| **DEDICATED REVENUES** | | | | | |
| Off-Duty Police Fee | $281,580 | $525,000 | $550,000 | $550,000 | $25,000 |
| Off-Duty Police Fee Penalty and Interest | 60 | 0 | 0 | 0 | 0 |
| **TOTAL DEDICATED REVENUES** | **$281,640** | **$525,000** | **$550,000** | **$550,000** | **$25,000** |
| **TOTAL CITY COST** | **$131,255** | **$0** | **$0** | **$0** | **$0** |

***Police Department – Off-Duty Budget Description***

The City Manager's Proposed FY 2015 Police Department – Off-Duty budget of $550,000 represents a 4.8% increase of $25,000 compared to the Adopted FY 2014 budget of $525,000.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $25,000 increase in Salaries reflecting an increase in off-duty hours requested.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Civilian Full-Time | 3.0 | 3.0 | 3.0 | 3.0 | 0.0 |
| City Funded Part-Time | 1.8 | 1.7 | 1.7 | 1.7 | 0.0 |
| **TOTAL FTE** | **4.8** | **4.7** | **4.7** | **4.7** | **0.0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $139,882 | $156,494 | $154,381 | $154,381 | ($2,113) |
| Employee Benefits | 40,164 | 48,548 | 49,130 | 49,130 | 582 |
| ***Subtotal Personnel Services*** | ***$180,046*** | ***$205,042*** | ***$203,511*** | ***$203,511*** | ***($1,531)*** |
| ***Operating*** | | | | | |
| Contractual Services | $10,181 | $20,488 | $22,488 | $22,488 | $2,000 |
| Internal Service Charges | 24,211 | 33,874 | 29,591 | 29,591 | (4,283) |
| Other Charges | 22,444 | 23,204 | 24,979 | 24,979 | 1,775 |
| Capital Outlay | 7,755 | 0 | 0 | 0 | 0 |
| ***Subtotal Operating*** | ***$64,591*** | ***$77,566*** | ***$77,058*** | ***$77,058*** | ***($508)*** |
| **TOTAL CITY COST** | **$244,637** | **$282,608** | **$280,569** | **$280,569** | **($2,039)** |

***Police Department – Animal Control Unit Budget Description***

The City Manager's Proposed FY 2015 Police Department – Animal Control Unit budget of $280,569 represents a 0.7% decrease of $2,039 compared to the Adopted FY 2014 budget of $282,608.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $2,113 decrease in Salaries reflecting a decrease in overtime.
- $582 increase in Employee Benefits reflecting a higher health insurance rate offset by a decrease in overtime and a lower Virginia Retirement System rate.
- $2,000 increase in Contractual Services reflecting an increase in miscellaneous contractual services for the addition of a cold storage unit that requires maintenance.
- $4,283 decrease in Internal Service Charges reflecting Fleet Services operating estimates.

***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 CAD Priority 1 calls for police service through minimizing call queue time and through utilizing geographic proximity disptach to send the nearest available officers in response to emergency situations.

| *Performance Measure:* | *Actual FY 2013* | *Projected FY 2014* | *July - Dec FY 2014* | *Projected FY 2015* |
|---|---|---|---|---|
| Computer-Aided Dispatch (CAD) response time inclusive of dispatch and travel time. | 8 min 52 sec | 10 min 0 sec | 9 min 11 sec | 9 min 30 sec |

***Analysis of the Data:***
The 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 Department to assign officers to geographic community policing responsibility, while maintaining rapid response capability as required.

SAFE COMMUNITY

***Goal 2:***
To promote community safety through effectively investigating, successfully clearing, and prosecuting the highest percentage of violent and property crimes possible with the criminal investigations staffing currently assigned.

***Objective:***
To maintain the highest possible clearance rate for reported violent and property crimes with the investigative resources currently available.

| *Performance Measure:* | *Actual FY 2013* | *Projected FY 2014* | *July - Dec FY 2014* | *Projected FY 2015* |
|---|---|---|---|---|
| Crime clearance rates | | | | |
| Violent | 48.9% | 55.0% | 33.3% | 55.0% |
| Property | 42.0% | 30.0% | 29.2% | 30.0% |

***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. Current statistical data indicates a national average clearance rate of 46.6% for violent crime cases and 15.5% for property crime cases.

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 FY 2013* | *Projected FY 2014* | *July - Dec FY 2014* | *Projected FY 2015* |
|---|---|---|---|---|
| DUI Arrests | 410 | 300 | 191 | 400 |
| Occupant Restraint | 888 | 850 | 322 | 800 |
| Speeding Enforcement | 2,437 | 2,500 | 1,083 | 2,500 |

***Analysis of the Data:***
Traffic safety enforcement provides the dual public safety benefit of apprehending law violators and educating community members. Maintaining a higher level of police officer staffing enabled significantly increased traffic law enforcement efforts during FY 2013. The Police Department projects maintaining a consistent traffic law enforcement level in FY 2014 and FY 2015.

SAFE COMMUNITY

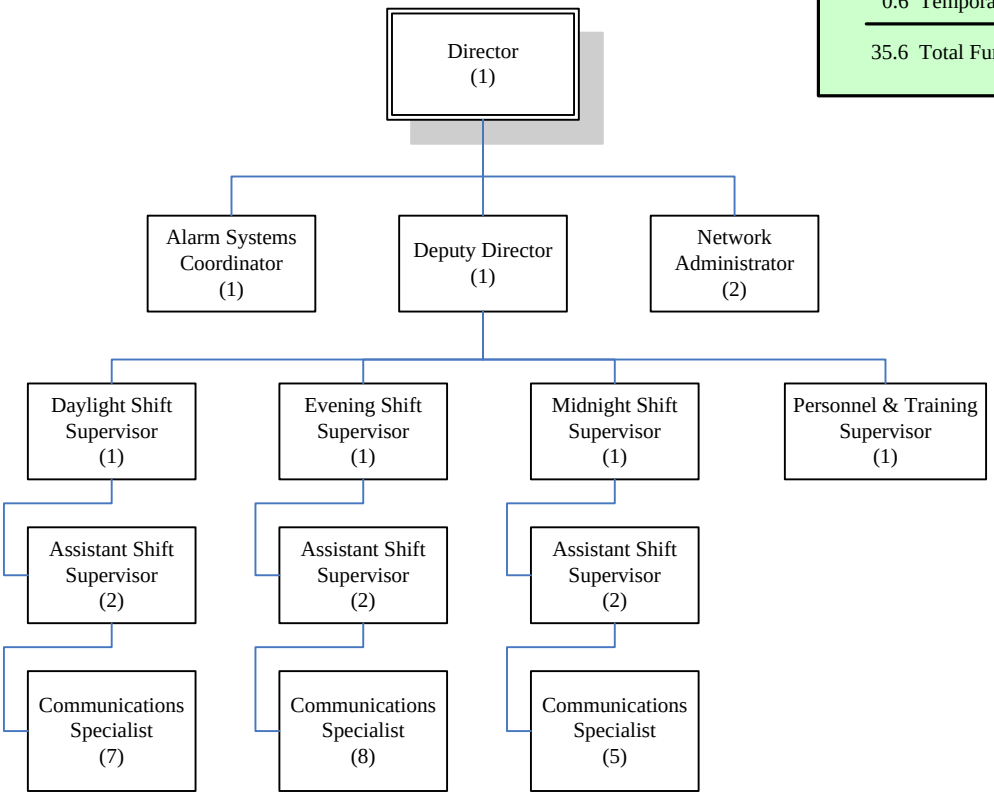
***Benchmark Localities:***
Charlottesville, Chesapeake, Danville, Roanoke, and Suffolk, VA

## EMERGENCY SERVICES

**POSITION SUMMARY**

35.0 City Funded Positions
0.6 Temporary Position

35.6 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 35.00 | 35.00 | 34.00 | 35.00 | 0.00 |
| City Funded Temporary | 0.00 | 0.50 | 0.45 | 0.60 | 0.10 |
| **TOTAL FTE** | **35.00** | **35.50** | **34.45** | **35.60** | **0.10** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $1,361,206 | $1,400,331 | $1,381,101 | $1,416,825 | $16,494 |
| Employee Benefits | 548,067 | 585,809 | 584,074 | 599,317 | 13,508 |
| ***Subtotal Personnel Services*** | ***$1,909,273*** | ***$1,986,140*** | ***$1,965,175*** | ***$2,016,142*** | ***$30,002*** |
| ***Operating*** | | | | | |
| Contractual Services | $777,719 | $236,032 | $233,332 | $247,532 | $11,500 |
| Internal Service Charges | 3,329 | 5,855 | 6,023 | 6,023 | 168 |
| Other Charges | 213,094 | 208,589 | 204,489 | 209,589 | 1,000 |
| Rentals and Leases | 1,660 | 2,000 | 2,000 | 2,000 | 0 |
| ***Subtotal Operating*** | ***$995,802*** | ***$452,476*** | ***$445,844*** | ***$465,144*** | ***$12,668*** |
| **TOTAL EXPENDITURES** | **$2,905,075** | **$2,438,616** | **$2,411,019** | **$2,481,286** | **$42,670** |
| **DEDICATED REVENUES** | | | | | |
| Recovery E-911 Wireless | $241,160 | $263,000 | $263,000 | $263,000 | $0 |
| **TOTAL DEDICATED REVENUES** | **$241,160** | **$263,000** | **$263,000** | **$263,000** | **$0** |
| **TOTAL CITY COST** | **$2,663,915** | **$2,175,616** | **$2,148,019** | **$2,218,286** | **$42,670** |

***Emergency Services Budget Description***

The City Manager's Proposed FY 2015 Emergency Services budget of $2,481,286 represents a 1.7% increase of $42,670 compared to the Adopted FY 2014 budget of $2,438,616.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $16,494 increase in Salaries compared to the adopted budget.
- $13,508 increase in Employee Benefits reflecting a higher health insurance rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014, offset by a lower Virginia Retirement System rate.
- $11,500 increase in Contractual Services reflecting an increase in software maintenance to cover the newly acquired WebEOC system.

***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 FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Grade of Service | 0.17% | 1.00% | 0.30% | 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. 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 FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Grade of Service | 0.57% | 1.00% | 0.56% | 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. 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.

***Objective 3:***
Answer 90% of all received busy period 911 calls within ten (10) seconds.

| ***Performance Measure:*** | ***Actual FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Percentage answered within ten (10) seconds from 11 a.m. to 7 a.m. | 98.93% | 90.00% | 99.10% | 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 FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Average emergency call assessment time | 44.94 seconds | 60.00 seconds | 52.34 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

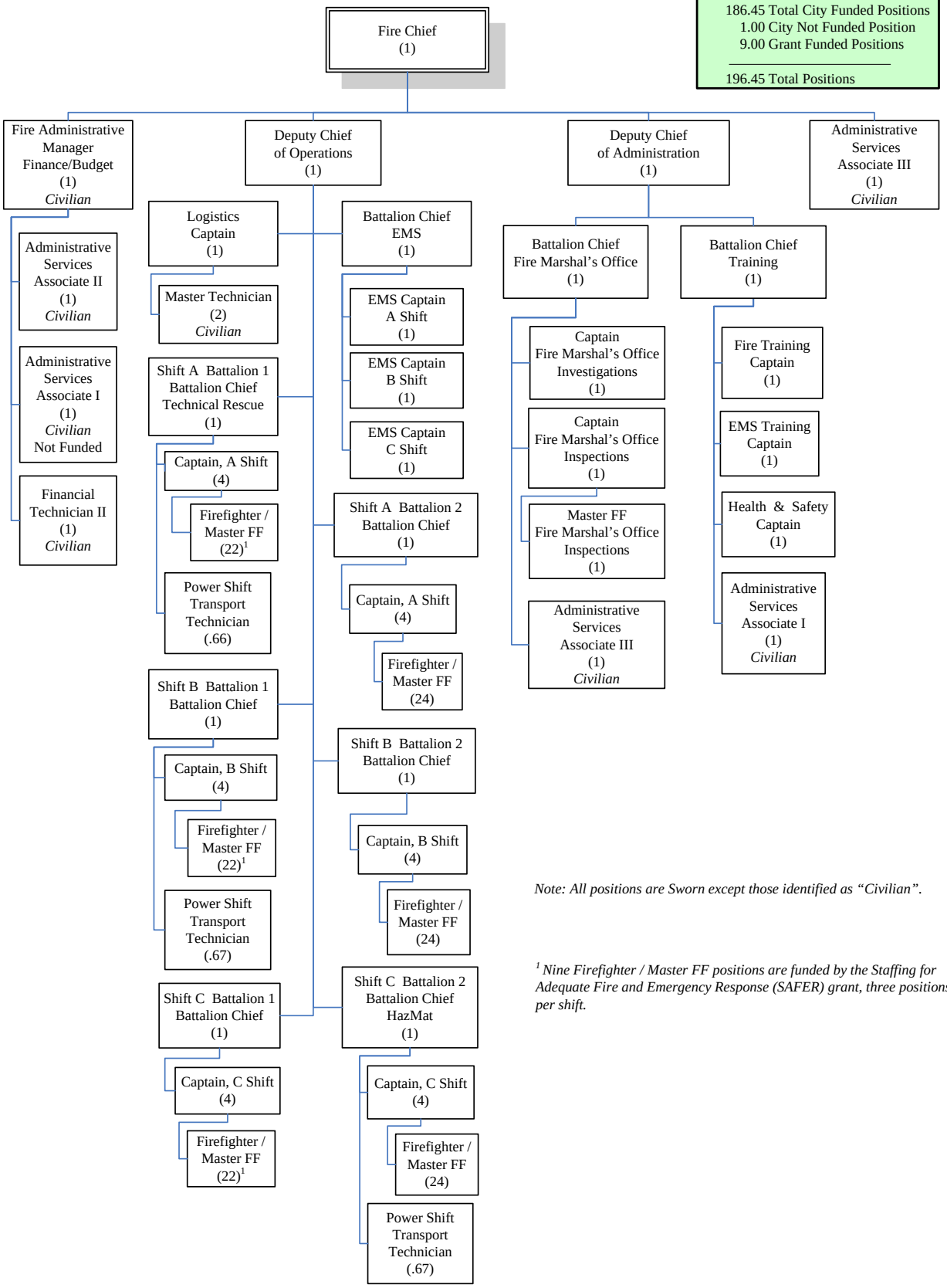
**POSITION SUMMARY**

185.00 City Funded Positions
1.45 Temporary Positions

186.45 Total City Funded Positions
1.00 City Not Funded Position
9.00 Grant Funded Positions

196.45 Total Positions

## FIRE AND EMS




*Note: All positions are Sworn except those identified as "Civilian".*

*[1] Nine Firefighter / Master FF positions are funded by the Staffing for Adequate Fire and Emergency Response (SAFER) grant, three positions per shift.*

***Fire and EMS Department including Technical Rescue Team/Partners in Emergency Response (PIER) Program***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Sworn Full-Time | 175.00 | 177.00 | 174.00 | 177.00 | 0.00 |
| City Funded Civilian Full-Time | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 |
| City Funded Temporary | 0.95 | 1.45 | 1.45 | 1.45 | 0.00 |
| City Sworn Full-Time Not Funded | 0.00 | 0.00 | 3.00 | 0.00 | 0.00 |
| City Civilian Full-Time Not Funded | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Grant Funded Sworn Full-Time | 9.00 | 9.00 | 9.00 | 9.00 | 0.00 |
| **TOTAL FTE** | **193.95** | **196.45** | **196.45** | **196.45** | **0.00** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $10,281,581 | $10,252,668 | $10,069,751 | $10,181,135 | ($71,533) |
| Employee Benefits | 3,479,149 | 3,830,065 | 3,735,326 | 3,784,469 | (45,596) |
| ***Subtotal Personnel Services*** | ***$13,760,730*** | ***$14,082,733*** | ***$13,805,077*** | ***$13,965,604*** | ***($117,129)*** |
| ***Operating*** | | | | | |
| Contractual Services | $385,084 | $267,614 | $301,989 | $356,409 | $88,795 |
| Internal Service Charges | 189,620 | 183,580 | 186,192 | 186,192 | 2,612 |
| Other Charges | 703,833 | 710,500 | 704,965 | 768,999 | 58,499 |
| Rentals and Leases | 23,614 | 25,500 | 25,500 | 24,000 | (1,500) |
| Capital Outlay | 84,025 | 25,000 | 25,000 | 25,000 | 0 |
| ***Subtotal Operating*** | ***$1,386,176*** | ***$1,212,194*** | ***$1,243,646*** | ***$1,360,600*** | ***$148,406*** |
| **Total General Fund Expenditures** | **$15,146,906** | **$15,294,927** | **$15,048,723** | **$15,326,204** | **$31,277** |
| Total Grant Expenditures [1] | $519,266 | $747,528 | $657,709 | $657,709 | ($89,819) |
| **TOTAL DEPARTMENT EXPENDITURES** | **$15,666,172** | **$16,042,455** | **$15,706,432** | **$15,983,913** | **($58,542)** |
| **DEDICATED REVENUES** | | | | | |
| State Grants | $381,038 | $252,000 | $262,000 | $262,000 | $10,000 |
| Federal Grants | 138,228 | 495,528 | 395,709 | 395,709 | (99,819) |
| PIER Outside Contract Agreements | 32,500 | 32,500 | 32,500 | 32,500 | 0 |
| PIER Internal Contract Agreements | 50,000 | 50,000 | 50,000 | 50,000 | 0 |
| Assigned Fund Balance Reserve | 44,519 | 0 | 0 | 0 | 0 |
| **TOTAL DEDICATED REVENUES** | **$646,285** | **$830,028** | **$740,209** | **$740,209** | **($89,819)** |
| **TOTAL CITY COST** | **$15,019,887** | **$15,212,427** | **$14,966,223** | **$15,243,704** | **$31,277** |

[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 51 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Sworn Full-Time | 175.00 | 177.00 | 174.00 | 177.00 | 0.00 |
| City Funded Civilian Full-Time | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 |
| City Funded Temporary | 0.95 | 1.45 | 1.45 | 1.45 | 0.00 |
| City Sworn Full-Time Not Funded | 0.00 | 0.00 | 3.00 | 0.00 | 0.00 |
| City Civilian Full-Time Not Funded | 1.00 | 1.00 | 1.00 | 1.00 | 0.00 |
| Grant Funded Sworn Full-Time | 9.00 | 9.00 | 9.00 | 9.00 | 0.00 |
| **TOTAL FTE** | **193.95** | **196.45** | **196.45** | **196.45** | **0.00** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $10,252,623 | $10,215,168 | $10,031,247 | $10,142,631 | ($72,537) |
| Employee Benefits | 3,476,934 | 3,827,196 | 3,732,381 | 3,781,524 | (45,672) |
| ***Subtotal Personnel Services*** | ***$13,729,557*** | ***$14,042,364*** | ***$13,763,628*** | ***$13,924,155*** | ***($118,209)*** |
| ***Operating*** | | | | | |
| Contractual Services | $385,084 | $267,614 | $301,989 | $356,409 | $88,795 |
| Internal Service Charges | 189,620 | 183,580 | 186,192 | 186,192 | 2,612 |
| Other Charges | 692,012 | 668,369 | 663,914 | 727,948 | 59,579 |
| Rentals and Leases | 23,614 | 25,500 | 25,500 | 24,000 | (1,500) |
| Capital Outlay | 0 | 25,000 | 25,000 | 25,000 | 0 |
| ***Subtotal Operating*** | ***$1,290,330*** | ***$1,170,063*** | ***$1,202,595*** | ***$1,319,549*** | ***$149,486*** |
| **Total General Fund Expenditures** | **$15,019,887** | **$15,212,427** | **$14,966,223** | **$15,243,704** | **$31,277** |
| Total Grant Expenditures [1] | $519,266 | $747,528 | $657,709 | $657,709 | ($89,819) |
| **TOTAL EXPENDITURES** | **$15,539,153** | **$15,959,955** | **$15,623,932** | **$15,901,413** | **($58,542)** |
| **DEDICATED REVENUES** | | | | | |
| State Grants | $381,038 | $252,000 | $262,000 | $262,000 | $10,000 |
| Federal Grants | 138,228 | 495,528 | 395,709 | 395,709 | (99,819) |
| **TOTAL DEDICATED REVENUES** | **$519,266** | **$747,528** | **$657,709** | **$657,709** | **($89,819)** |
| **TOTAL CITY COST** | **$15,019,887** | **$15,212,427** | **$14,966,223** | **$15,243,704** | **$31,277** |

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

***Fire and EMS Department Budget Description***

The City Manager's Proposed FY 2015 Fire Department budget of $15,243,704 represents a 0.2% increase of $31,277 compared to the Adopted FY 2014 budget of $15,212,427.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $72,537 decrease in Salaries compared to the adopted budget. In order to comply with budget submittal instructions, the department eliminated three firefighter positions; the City Manager's Proposed budget restores funding for these positions.
- $45,672 decrease in Employee Benefits reflecting a lower Virginia Retirement System rate offset by a higher health insurance rate.
- $88,795 increase in Contractual Services primarily due to the need to contract out services on complex EMS systems.
- $2,612 increase in Internal Service Charges reflecting Fleet Services operating estimates.
- $59,579 increase in Other Charges as a result of adjusting electricity, vehicle parts, and training and conferences expenditures based on historical spending.

***Fire and EMS Department – Technical Rescue Team/Partners in Emergency Response (PIER) Program***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $28,958 | $37,500 | $38,504 | $38,504 | $1,004 |
| Employee Benefits | 2,215 | 2,869 | 2,945 | 2,945 | 76 |
| ***Subtotal Personnel Services*** | ***$31,173*** | ***$40,369*** | ***$41,449*** | ***$41,449*** | ***$1,080*** |
| ***Operating*** | | | | | |
| Other Charges | $11,821 | $42,131 | $41,051 | $41,051 | ($1,080) |
| Capital Outlay | 84,025 | 0 | 0 | 0 | 0 |
| ***Subtotal Operating*** | ***$95,846*** | ***$42,131*** | ***$41,051*** | ***$41,051*** | ***($1,080)*** |
| **TOTAL EXPENDITURES** | **$127,019** | **$82,500** | **$82,500** | **$82,500** | **$0** |
| **DEDICATED REVENUES** | | | | | |
| PIER Outside Contract Agreements | $32,500 | $32,500 | $32,500 | $32,500 | $0 |
| PIER Internal Contract Agreements | 50,000 | 50,000 | 50,000 | 50,000 | 0 |
| Assigned Fund Balance Reserve | 44,519 | 0 | 0 | 0 | 0 |
| **TOTAL DEDICATED REVENUES** | **$127,019** | **$82,500** | **$82,500** | **$82,500** | **$0** |
| **TOTAL CITY COST** | **$0** | **$0** | **$0** | **$0** | **$0** |

***Fire and EMS Department – Technical Rescue Team/PIER Program Budget Description***

The City Manager's Proposed FY 2015 Fire and EMS Department – Technical Rescue Team/PIER Program budget of $82,500 represents no change compared to the Adopted FY 2014 budget.

***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 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| 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. | 56% | 55% | 44% | 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 2015 is not increased compared to FY 2014, but reflects a desire to maintain the current high standard, which is 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 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Average response time to an emergency incident | 6 min 31 secs | 6 min 24 secs | 6 min 45 secs | 6 min 26 secs |

***Analysis of the Data:***
There was an increase in response times for FY 2013 (6:31) from FY 2012 (6:12). 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 continuing increases in 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 2009 through FY 2013.

SAFE COMMUNITY

***Fire and EMS Department Performance Measures (continued)***

***Goal 3:***
Maintain or reduce average structure fire loss (in dollars) per incident.

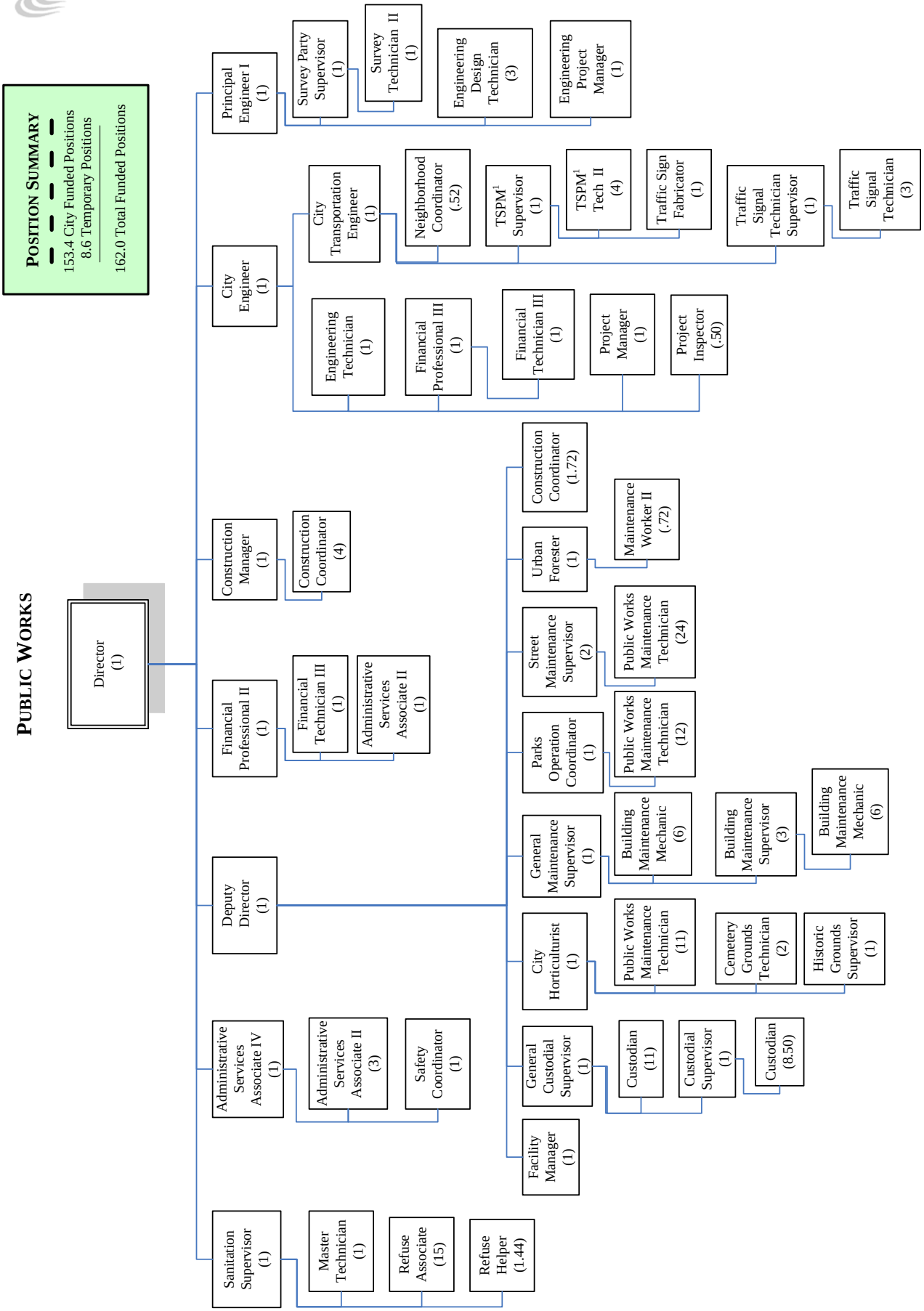
***Objective:***
Limit structure fire loss (structure and contents) per incident to below $40,000. Strategies include increasing the number of inspections, the number of public education events, and the oversight in new construction and site design.

| ***Performance Measure:*** | ***Actual FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Average structure fire loss per incident per fiscal year | $34,834 | $41,236 | $40,440 | $45,630 |

***Analysis of the Data:***
The actual FY 2013 and actual July – Dec FY 2014 average structure fire losses in Lynchburg show an increase. This increase is a result of using a 5-year trend analysis of historical data in which there were a few significant fires in FY 2011 and FY 2013. Using this 5-year trend analysis of historical data from FY 2009 through FY 2013, the FY 2014 and FY 2015 projected figures will continue to rise. The City continues to thrive with new businesses opening and new construction projects. Construction codes dictate remodeled buildings are brought up to current Building Code requirements that also apply to new construction, thus creating safer buildings. However, home furnishings, plastics, and other materials found inside buildings today burn more intensely. Lightweight construction and early collapse also contribute to larger fire losses than in previous years. According to the National Fire Incident Reporting System (NFIRS), the leading cause of building fires and injuries are cooking fires. Therefore, fire losses are still trending upwards due to unsafe acts such as "unattended cooking" or mechanical malfunctions. The Lynchburg Fire Marshal's Office (FMO) focuses their teaching efforts on the prevention of home cooking fires to reduce these types of fire losses locally. The Operation Smoke Detector Program coordinated by the FMO continues to replace batteries and install new smoke detectors in private dwellings throughout the city. It is anticipated this program will continue to result in early fire detection; therefore, minimizing injuries and property damage. The Fire Safety Trailer (used to educate large groups about Fire Safety) was refurbished in the July-Dec FY 2014 time period. The demand for the trailer at events has also increased. The FMO will continue to utilize the trailer at area schools and large events whenever possible to teach fire safety.

SAFE COMMUNITY

***Benchmark Localities:***
Charlottesville, Danville, Roanoke, Staunton, Hampton, and Petersburg, VA




[1] *Traffic Signal/Pavement Marking (TSPM)*

***Public Works***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time [1] | 152.00 | 147.50 | 148.52 | 149.52 | 2.02 |
| City Funded Part-Time | 7.44 | 7.00 | 3.88 | 3.88 | (3.12) |
| City Funded Temporary | 4.29 | 4.98 | 8.60 | 8.60 | 3.62 |
| City Funded Full-Time (Water Fund) [2] | 1.00 | 1.00 | 0.00 | 0.00 | (1.00) |
| **TOTAL FTE** | **164.73** | **160.48** | **161.00** | **162.00** | **1.52** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries [1, 2] | $5,506,246 | $5,753,261 | $5,770,265 | $5,792,958 | $39,697 |
| Employee Benefits [1, 2] | 2,143,348 | 2,356,410 | 2,412,146 | 2,424,408 | 67,998 |
| ***Subtotal Personnel Services*** | ***$7,649,594*** | ***$8,109,671*** | ***$8,182,411*** | ***$8,217,366*** | ***$107,695*** |
| ***Operating*** | | | | | |
| Contractual Services | $3,221,894 | $2,103,308 | $2,052,529 | $2,392,749 | $289,441 |
| Internal Service Charges | 1,251,030 | 1,224,129 | 1,197,512 | 1,197,512 | (26,617) |
| Other Charges | 4,032,662 | 3,409,495 | 3,379,622 | 3,379,622 | (29,873) |
| Rentals and Leases | 55,085 | 16,244 | 16,244 | 16,244 | 0 |
| Capital Outlay | 6,495 | 0 | 0 | 0 | 0 |
| Payment to Regional Service Authority | 884,249 | 850,000 | 850,000 | 850,045 | 45 |
| ***Subtotal Operating*** | ***$9,451,415*** | ***$7,603,176*** | ***$7,495,907*** | ***$7,836,172*** | ***$232,996*** |
| **TOTAL DEPARTMENT EXPENDITURES** | **$17,101,009** | **$15,712,847** | **$15,678,318** | **$16,053,538** | **$340,691** |
| **DEDICATED REVENUES** | | | | | |
| State Categorical Aid - Highway Maintenance | $7,097,905 | $7,192,968 | $7,114,754 | $7,114,754 | ($78,214) |
| Federal Categorical Aid - Human Services Building | 24,406 | 25,000 | 25,000 | 25,000 | 0 |
| Engineering Service Charges - Water Resources | 142,743 | 163,300 | 0 | 0 | (163,300) |
| Public Works Stormwater Charges | 862,163 | 1,326,490 | 308,000 | 308,000 | (1,018,490) |
| **TOTAL DEDICATED REVENUES** | **$8,127,217** | **$8,707,758** | **$7,447,754** | **$7,447,754** | **($1,260,004)** |
| **TOTAL CITY COST** | **$8,973,792** | **$7,005,089** | **$8,230,564** | **$8,605,784** | **$1,600,695** |

[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 ($20,062) 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 10 | 10 | 10 | 10 | 0 |
| **TOTAL FTE** | **10** | **10** | **10** | **10** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $514,774 | $496,641 | $528,169 | $528,169 | $31,528 |
| Employee Benefits | 191,010 | 198,522 | 209,811 | 209,811 | 11,289 |
| ***Subtotal Personnel Services*** | ***$705,784*** | ***$695,163*** | ***$737,980*** | ***$737,980*** | ***$42,817*** |
| ***Operating*** | | | | | |
| Contractual Services | $4,496 | $3,300 | $3,300 | $3,300 | $0 |
| Internal Service Charges | 4,895 | 7,532 | 5,105 | 5,105 | (2,427) |
| Other Charges | 8,975 | 8,244 | 8,244 | 8,244 | 0 |
| ***Subtotal Operating*** | ***$18,366*** | ***$19,076*** | ***$16,649*** | ***$16,649*** | ***($2,427)*** |
| **TOTAL EXPENDITURES** | **$724,150** | **$714,239** | **$754,629** | **$754,629** | **$40,390** |
| **DEDICATED REVENUES** | | | | | |
| Public Works Stormwater Charges | $361,953 | $540,332 | $0 | $0 | ($540,332) |
| **TOTAL DEDICATED REVENUES** | **$361,953** | **$540,332** | **$0** | **$0** | **($540,332)** |
| **TOTAL CITY COST** | **$362,197** | **$173,907** | **$754,629** | **$754,629** | **$580,722** |

***Public Works – Administration Budget Description***

The City Manager's Proposed FY 2015 Public Works – Administration budget of $754,629 represents a 5.7% increase of $40,390 compared to the Adopted FY 2014 budget of $714,239.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $31,528 increase in Salaries compared to the adopted budget.
- $11,289 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $2,427 decrease in Internal Service Charges reflecting Fleet Services operating estimates.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time [1] | 38.50 | 39.00 | 39.00 | 39.00 | 0.00 |
| City Funded Part-Time | 0.50 | 0.50 | 0.50 | 0.50 | 0.00 |
| City Funded Temporary | 0.95 | 0.95 | 0.95 | 0.95 | 0.00 |
| **TOTAL FTE** | **39.95** | **40.45** | **40.45** | **40.45** | **0.00** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries [1] | $1,199,787 | $1,300,998 | $1,304,865 | $1,304,865 | $3,867 |
| Employee Benefits [1] | 502,987 | 569,220 | 580,503 | 580,503 | 11,283 |
| ***Subtotal Personnel Services*** | ***$1,702,774*** | ***$1,870,218*** | ***$1,885,368*** | ***$1,885,368*** | ***$15,150*** |
| ***Operating*** | | | | | |
| Contractual Services | $575,836 | $218,905 | $218,905 | $311,872 | $92,967 |
| Internal Service Charges | 70,305 | 61,218 | 69,737 | 69,737 | 8,519 |
| Other Charges | 1,249,919 | 1,038,603 | 1,008,732 | 1,008,732 | (29,871) |
| Capital Outlay | 300 | 0 | 0 | 0 | 0 |
| ***Subtotal Operating*** | ***$1,896,360*** | ***$1,318,726*** | ***$1,297,374*** | ***$1,390,341*** | ***$71,615*** |
| **TOTAL CITY COST** | **$3,599,134** | **$3,188,944** | **$3,182,742** | **$3,275,709** | **$86,765** |

[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 ($20,062) for this service.

***Public Works – Building Maintenance Budget Description***

The City Manager's Proposed FY 2015 Public Works – Building Maintenance budget of $3,275,709 represents a 2.7% increase of $86,765 compared to the Adopted FY 2014 budget of $3,188,944.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $3,867 increase in Salaries compared to the adopted budget.
- $11,283 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014.
- $92,967 increase in Contractual Services due to adjustments based on historical spending and utilizing more contracted temporary services.
- $8,519 increase in Internal Service Charges reflecting Fleet Services operating estimates.
- $29,871 decrease in Other Charges reflecting a reduction in materials and parts for building maintenance repairs.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Operating*** | | | | | |
| Contractual Services | $50,720 | $52,691 | $52,691 | $52,691 | $0 |
| Other Charges | 147,432 | 155,692 | 155,692 | 155,692 | 0 |
| ***Subtotal Operating*** | ***$198,152*** | ***$208,383*** | ***$208,383*** | ***$208,383*** | ***$0*** |
| **TOTAL EXPENDITURES** | **$198,152** | **$208,383** | **$208,383** | **$208,383** | **$0** |
| **DEDICATED REVENUES** | | | | | |
| Federal Categorical Aid - Human Services Building | $24,406 | $25,000 | $25,000 | $25,000 | $0 |
| **TOTAL DEDICATED REVENUES** | **$24,406** | **$25,000** | **$25,000** | **$25,000** | **$0** |
| **TOTAL CITY COST** | **$173,746** | **$183,383** | **$183,383** | **$183,383** | **$0** |

***Public Works – Human Services Building Budget Description***

The City Manager's Proposed FY 2015 Public Works – Human Services Building budget of $208,383 represents no change compared to the Adopted FY 2014 budget.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 29.00 | 29.00 | 29.00 | 29.00 | 0.00 |
| City Funded Part-Time | 1.44 | 1.44 | 0.72 | 0.72 | (0.72) |
| City Funded Temporary | 1.44 | 1.44 | 2.16 | 2.16 | 0.72 |
| **TOTAL FTE** | **31.88** | **31.88** | **31.88** | **31.88** | **0.00** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $934,098 | $1,025,651 | $1,013,252 | $1,013,252 | ($12,399) |
| Employee Benefits | 380,916 | 432,676 | 435,586 | 435,586 | 2,910 |
| ***Subtotal Personnel Services*** | ***$1,315,014*** | ***$1,458,327*** | ***$1,448,838*** | ***$1,448,838*** | ***($9,489)*** |
| ***Operating*** | | | | | |
| Contractual Services | $435,692 | $283,368 | $283,368 | $293,368 | $10,000 |
| Internal Service Charges | 296,385 | 346,856 | 330,118 | 330,118 | (16,738) |
| Other Charges | 482,056 | 413,108 | 413,108 | 413,108 | 0 |
| Rentals and Leases | 5 | 500 | 500 | 500 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 |
| ***Subtotal Operating*** | ***$1,214,138*** | ***$1,043,832*** | ***$1,027,094*** | ***$1,037,094*** | ***($6,738)*** |
| **TOTAL EXPENDITURES** | **$2,529,152** | **$2,502,159** | **$2,475,932** | **$2,485,932** | **($16,227)** |
| **DEDICATED REVENUES** | | | | | |
| State Categorical Aid - Highway Maintenance | $816,259 | $1,054,537 | $818,197 | $818,197 | ($236,340) |
| Public Works Stormwater Charges | 4,631 | 11,927 | 0 | 0 | (11,927) |
| **TOTAL DEDICATED REVENUES** | **$820,890** | **$1,066,464** | **$818,197** | **$818,197** | **($248,267)** |
| **TOTAL CITY COST** | **$1,708,262** | **$1,435,695** | **$1,657,735** | **$1,667,735** | **$232,040** |

***Public Works – Parks and Grounds Maintenance Budget Description***

The City Manager's Proposed FY 2015 Public Works – Parks and Grounds Maintenance budget of $2,485,932 represents a 0.6% decrease of $16,227 compared to the Adopted FY 2014 budget of $2,502,159.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $12,399 decrease in Salaries compared to the adopted budget.
- $2,910 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $10,000 increase in Contractual Services due to utilizing more contracted temporary services.
- $16,738 decrease in Internal Service Charges reflecting Fleet Services operating estimates.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 27.50 | 27.50 | 28.52 | 28.52 | 1.02 |
| City Funded Part-Time | 1.75 | 1.70 | 0.50 | 0.50 | (1.20) |
| City Funded Temporary | 0.50 | 0.50 | 2.20 | 2.20 | 1.70 |
| City Funded Full-Time (Water Fund) [1] | 1.00 | 1.00 | 0.00 | 0.00 | (1.00) |
| **TOTAL FTE** | **30.75** | **30.70** | **31.22** | **31.22** | **0.52** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries [1] | $1,431,972 | $1,435,437 | $1,454,502 | $1,454,502 | $19,065 |
| Employee Benefits [1] | 514,494 | 546,166 | 570,023 | 570,023 | 23,857 |
| ***Subtotal Personnel Services*** | ***$1,946,466*** | ***$1,981,603*** | ***$2,024,525*** | ***$2,024,525*** | ***$42,922*** |
| ***Operating*** | | | | | |
| Contractual Services | $44,041 | $32,260 | $32,260 | $32,260 | $0 |
| Internal Service Charges | 66,776 | 63,167 | 67,658 | 67,658 | 4,491 |
| Other Charges | 1,441,987 | 1,231,564 | 1,231,562 | 1,231,562 | (2) |
| Capital Outlay | 6,195 | 0 | 0 | 0 | 0 |
| ***Subtotal Operating*** | ***$1,558,999*** | ***$1,326,991*** | ***$1,331,480*** | ***$1,331,480*** | ***$4,489*** |
| **TOTAL EXPENDITURES** | **$3,505,465** | **$3,308,594** | **$3,356,005** | **$3,356,005** | **$47,411** |
| **DEDICATED REVENUES** | | | | | |
| State Categorical Aid - Highway Maintenance | $3,208,253 | $2,991,698 | $3,215,869 | $3,215,869 | $224,171 |
| Engineering Service Charges - Water Resources | 142,743 | 163,300 | 0 | 0 | (163,300) |
| Public Works Stormwater Charges | 15,787 | 107,740 | 44,000 | 44,000 | (63,740) |
| **TOTAL DEDICATED REVENUES** | **$3,366,783** | **$3,262,738** | **$3,259,869** | **$3,259,869** | **($2,869)** |
| **TOTAL CITY COST** | **$138,682** | **$45,856** | **$96,136** | **$96,136** | **$50,280** |

[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 City Manager's Proposed FY 2015 Public Works – Engineering budget of $3,356,005 represents a 1.4% increase of $47,411 compared to the Adopted FY 2014 budget of $3,308,594.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $19,065 increase in Salaries reflecting additional temporary staff as well as the transfer of costs associated with a position previously funded by the Water Fund to Engineering.
- $23,857 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014.
- $4,491 increase in Internal Service Charges reflecting Fleet Services operating estimates.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 26.00 | 26.00 | 26.00 | 26.00 | 0.00 |
| City Funded Part-Time | 1.20 | 1.20 | 0.72 | 0.72 | (0.48) |
| City Funded Temporary | 1.40 | 1.40 | 1.88 | 1.88 | 0.48 |
| **TOTAL FTE** | **28.60** | **28.60** | **28.60** | **28.60** | **0.00** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $758,869 | $891,862 | $860,441 | $860,441 | ($31,421) |
| Employee Benefits | 312,163 | 372,952 | 371,762 | 371,762 | (1,190) |
| ***Subtotal Personnel Services*** | ***$1,071,032*** | ***$1,264,814*** | ***$1,232,203*** | ***$1,232,203*** | ***($32,611)*** |
| ***Operating*** | | | | | |
| Contractual Services | $1,733,421 | $1,301,371 | $1,250,592 | $1,265,592 | ($35,779) |
| Internal Service Charges | 447,050 | 421,942 | 412,779 | 412,779 | (9,163) |
| Other Charges | 219,286 | 231,850 | 231,850 | 231,850 | 0 |
| Rentals and Leases | 0 | 0 | 0 | 0 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 |
| ***Subtotal Operating*** | ***$2,399,757*** | ***$1,955,163*** | ***$1,895,221*** | ***$1,910,221*** | ***($44,942)*** |
| **TOTAL EXPENDITURES** | **$3,470,789** | **$3,219,977** | **$3,127,424** | **$3,142,424** | **($77,553)** |
| **DEDICATED REVENUES** | | | | | |
| State Categorical Aid - Highway Maintenance | $2,782,379 | $2,496,978 | $2,795,942 | $2,795,942 | $298,964 |
| Public Works Stormwater Charges | 479,792 | 666,491 | 264,000 | 264,000 | (402,491) |
| **TOTAL DEDICATED REVENUES** | **$3,262,171** | **$3,163,469** | **$3,059,942** | **$3,059,942** | **($103,527)** |
| **TOTAL CITY COST** | **$208,618** | **$56,508** | **$67,482** | **$82,482** | **$25,974** |

***Public Works – Street Maintenance Budget Description***

The City Manager's Proposed FY 2015 Public Works – Street Maintenance budget of $3,142,424 represents a 2.4% decrease of $77,553 compared to the Adopted FY 2014 budget of $3,219,977.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $31,421 decrease in Salaries compared to the adopted budget.
- $1,190 decrease in Employee Benefits reflecting a lower Virginia Retirement System rate offset by a higher health insurance rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014.
- $35,779 decrease in Contractual Services reflecting reduced costs associated with fewer streets, sidewalks, and drainage repairs.
- $9,163 decrease in Internal Service Charges reflecting Fleet Services operating estimates.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $30,014 | $45,000 | $45,000 | $45,000 | $0 |
| Employee Benefits | 1,744 | 6,503 | 6,503 | 6,503 | 0 |
| ***Subtotal Personnel Services*** | ***$31,758*** | ***$51,503*** | ***$51,503*** | ***$51,503*** | ***$0*** |
| ***Operating*** | | | | | |
| Contractual Services | $12,584 | $5,500 | $5,500 | $5,500 | $0 |
| Internal Service Charges | 87,888 | 68,421 | 72,700 | 72,700 | 4,279 |
| Other Charges | 73,718 | 62,551 | 62,551 | 62,551 | 0 |
| ***Subtotal Operating*** | ***$174,190*** | ***$136,472*** | ***$140,751*** | ***$140,751*** | ***$4,279*** |
| **TOTAL EXPENDITURES** | **$205,948** | **$187,975** | **$192,254** | **$192,254** | **$4,279** |
| **DEDICATED REVENUES** | | | | | |
| State Categorical Aid - Highway Maintenance | $198,741 | $187,975 | $192,254 | $192,254 | $4,279 |
| **TOTAL DEDICATED REVENUES** | **$198,741** | **$187,975** | **$192,254** | **$192,254** | **$4,279** |
| **TOTAL CITY COST** | **$7,207** | **$0** | **$0** | **$0** | **$0** |

***Public Works – Snow and Ice Removal Budget Description***

The City Manager's Proposed FY 2015 Public Works – Snow Removal budget $192,254 represents a 2.3% increase of $4,279 compared to the Adopted FY 2014 budget of $187,975.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $4,279 increase in Internal Service Charges reflecting Fleet Services operating estimates.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 21.00 | 16.00 | 16.00 | 17.00 | 1.00 |
| City Funded Part-Time | 2.55 | 2.16 | 1.44 | 1.44 | (0.72) |
| City Funded Temporary | 0.00 | 0.69 | 1.41 | 1.41 | 0.72 |
| **TOTAL FTE** | **23.55** | **18.85** | **18.85** | **19.85** | **1.00** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $636,732 | $557,672 | $564,036 | $586,729 | $29,057 |
| Employee Benefits | 240,034 | 230,371 | 237,958 | 250,220 | 19,849 |
| ***Subtotal Personnel Services*** | ***$876,766*** | ***$788,043*** | ***$801,994*** | ***$836,949*** | ***$48,906*** |
| ***Operating*** | | | | | |
| Contractual Services | $335,520 | $176,850 | $176,850 | $399,103 | $222,253 |
| Internal Service Charges | 277,731 | 254,993 | 239,415 | 239,415 | (15,578) |
| Other Charges | 308,348 | 203,883 | 203,883 | 203,883 | 0 |
| Rentals and Leases | 55,080 | 15,744 | 15,744 | 15,744 | 0 |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 |
| Payment to Regional Service Authority | 884,249 | 850,000 | 850,000 | 850,045 | 45 |
| ***Subtotal Operating*** | ***$1,860,928*** | ***$1,501,470*** | ***$1,485,892*** | ***$1,708,190*** | ***$206,720*** |
| **TOTAL EXPENDITURES** | **$2,737,694** | **$2,289,513** | **$2,287,886** | **$2,545,139** | **$255,626** |
| **DEDICATED REVENUES** | | | | | |
| State Categorical Aid - Highway Maintenance | $92,273 | $461,780 | $92,492 | $92,492 | ($369,288) |
| **TOTAL DEDICATED REVENUES** | **$92,273** | **$461,780** | **$92,492** | **$92,492** | **($369,288)** |
| **TOTAL CITY COST** | **$2,645,421** | **$1,827,733** | **$2,195,394** | **$2,452,647** | **$624,914** |

***Public Works – Refuse Budget Description***

The City Manager's Proposed FY 2015 Public Works – Refuse budget of $2,545,139 represents a11.2% increase of $255,626 compared to the Adopted FY 2014 budget of $2,289,513.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $29,057 increase in Salaries primarily reflecting the addition of a Refuse Associate position to monitor the Convenience Center at the Lynchburg landfill site.
- $19,849 increase in Employee Benefits reflecting the addition of a Refuse Associate position as well as a higher health insurance rate offset by a lower Virginia Retirement System rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014.
- $222,253 increase in Contractual Services due to costs associated with hauling for the Convenience Center ($95,000), leaf disposal ($90,000), and utilizing more contracted temporary services ($37,253).
- $15,578 decrease in Internal Service Charges reflecting Fleet Services operating estimates.

***Public Works – Baseball Stadium Maintenance.*** Supports the operations and maintenance of Lynchburg City Stadium and Calvin Falwell Field.

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Operating*** | | | | | |
| Contractual Services | $29,584 | $29,063 | $29,063 | $29,063 | $0 |
| Other Charges | 100,941 | 64,000 | 64,000 | 64,000 | 0 |
| ***Subtotal Operating*** | ***$130,525*** | ***$93,063*** | ***$93,063*** | ***$93,063*** | ***$0*** |
| **TOTAL CITY COST** | **$130,525** | **$93,063** | **$93,063** | **$93,063** | **$0** |

***Public Works – Baseball Stadium Maintenance Budget Description***

The City Manager's Proposed FY 2015 Public Works – Baseball Stadium Maintenance budget of $93,063 represents no change compared to the Adopted FY 2014 budget.

***Public Works Performance Measures***

NEIGHBORHOODS

***Goal 1:***
Provide solid waste collection as economically as possible.

***Objective:***
Collect solid waste in a cost effective and efficient manner.

| ***Performance Measure:*** | ***Actual FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Operating and maintenance expenditures per ton of refuse collected, excluding landfill disposal fees | $57.44 | $57.00 | $52.12 | $58.00 |

***Analysis of the Data:***
Due to rising fuel, parts, and repair costs, the expenditures per ton is increasing each year.

***Benchmark Localities:***
Chesapeake, Danville, Harrisonburg, and Spotsylvania County,VA; Longmont, CO

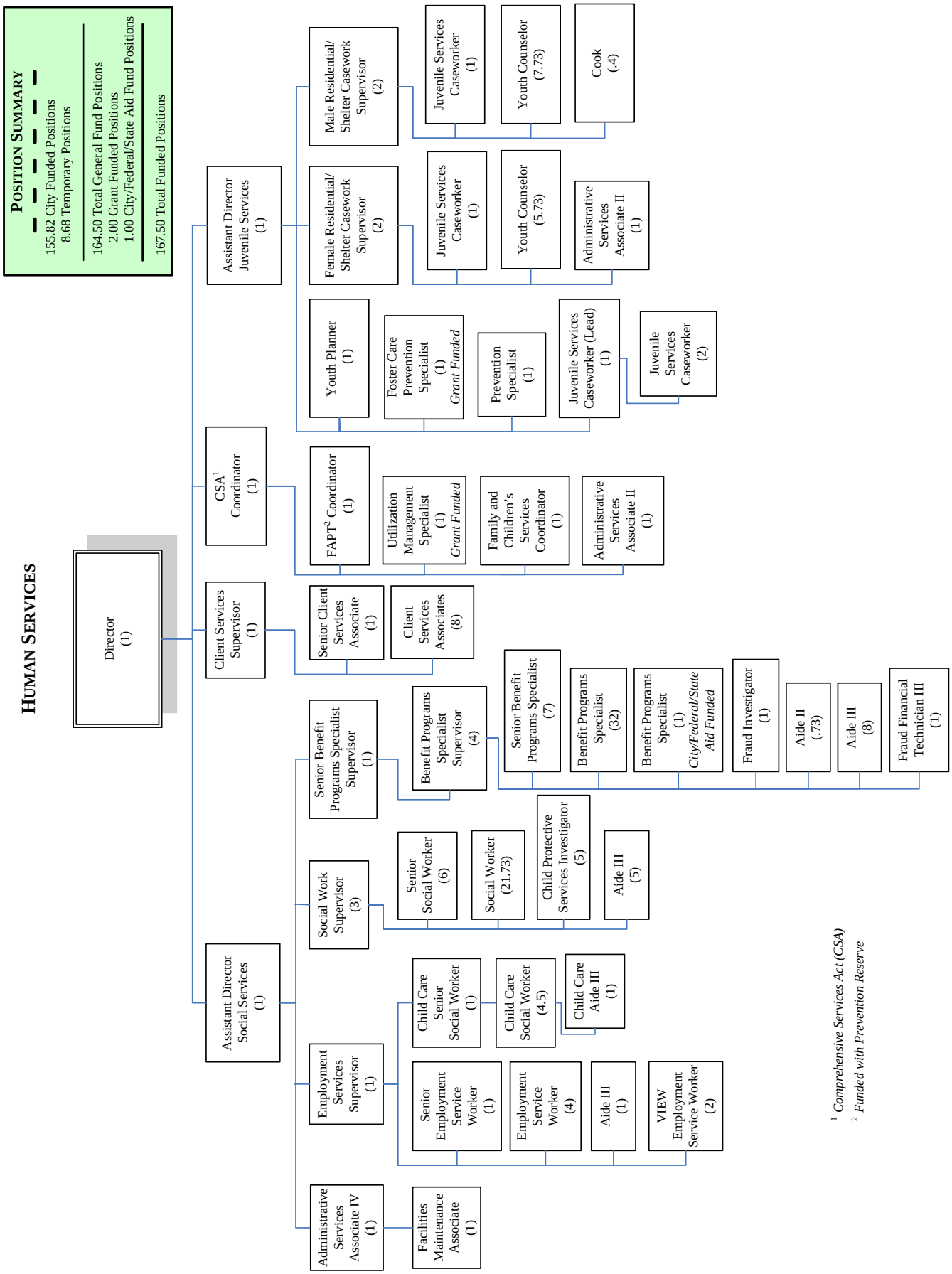
INFRASTRUCTURE

***Goal 2:***
Improve the quality of city streets.

***Objective:***
Decrease the percentage of deficient arterial streets.

| ***Performance Measure:*** | ***Actual FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Percentage of deficient arterial streets within Lynchburg | 22.05% | 20.00% | Data will be collected in FY 2014, but analysis will not be available until FY 2015 | 20.00% |

***Analysis of the Data:***
VDOT performs an annual assessment of arterial streets to determine locality efficiency with use of highway maintenance funding. Based on the 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.




[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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 28.00 | 27.00 | 26.00 | 26.00 | (1.00) |
| City Funded Part-Time | 1.13 | 1.86 | 1.86 | 1.86 | 0.00 |
| City Funded Temporary | 4.80 | 6.40 | 5.30 | 5.30 | (1.10) |
| Grant Funded Full-Time | 3.00 | 3.00 | 2.00 | 2.00 | (1.00) |
| **TOTAL FTE** | **36.93** | **38.26** | **35.16** | **35.16** | **(3.10)** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $1,270,407 | $1,284,202 | $1,160,567 | $1,160,567 | ($123,635) |
| Employee Benefits | 470,765 | 497,300 | 461,756 | 461,756 | (35,544) |
| ***Subtotal Personnel Services*** | ***$1,741,172*** | ***$1,781,502*** | ***$1,622,323*** | ***$1,622,323*** | ***($159,179)*** |
| ***Operating*** | | | | | |
| Contractual Services | $1,717,375 | $2,047,630 | $2,032,630 | $2,032,630 | ($15,000) |
| Internal Service Charges | 26,213 | 31,603 | 30,566 | 30,566 | (1,037) |
| Other Charges | 114,130 | 115,109 | 115,109 | 115,109 | 0 |
| Rentals and Leases | 59,220 | 62,149 | 62,149 | 62,149 | 0 |
| ***Subtotal Operating*** | ***$1,916,938*** | ***$2,256,491*** | ***$2,240,454*** | ***$2,240,454*** | ***($16,037)*** |
| **Total General Fund Expenditures** | **$3,658,110** | **$4,037,993** | **$3,862,777** | **$3,862,777** | **($175,216)** |
| Total Grant Expenditures [1] | $15,280 | $20,000 | $20,000 | $20,000 | $0 |
| **TOTAL EXPENDITURES** | **$3,673,390** | **$4,057,993** | **$3,882,777** | **$3,882,777** | **($175,216)** |
| **DEDICATED REVENUES** | | | | | |
| State Categorical Aid - Juv. Correction Block Grant | $235,716 | $216,624 | $235,716 | $235,716 | $19,092 |
| Juvenile Service Providers | 946,447 | 876,404 | 876,404 | 876,404 | 0 |
| Federal Grants | 15,280 | 20,000 | 20,000 | 20,000 | 0 |
| **TOTAL DEDICATED REVENUES** | **$1,197,443** | **$1,113,028** | **$1,132,120** | **$1,132,120** | **$19,092** |
| **TOTAL CITY COST** | **$2,475,947** | **$2,944,965** | **$2,750,657** | **$2,750,657** | **($194,308)** |

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

***Human Services – Juvenile Services Budget Description***

The City Manager's Proposed FY 2015 Human Services – Juvenile Services budget of $3,862,777 represents a 4.3% decrease of $175,216 compared to the Adopted FY 2014 budget of $4,037,993.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $123,635 decrease in Salaries reflecting the transfer of two full-time positions to Social Services; the Benefits Manager (the former Director's position) and a Juvenile Services Case Worker.
- $35,544 decrease in Employee Benefits reflecting the transfer of two full-time positions to Social Services and a lower Virginia Retirement System rate offset by a higher health insurance rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014.
- $15,000 decrease in Contractual Services reflecting a reduction in the Detention Home per diem based on fewer numbers of juveniles from the City of Lynchburg being detained.
- $1,037 decrease in Internal Service Charges reflecting Fleet Services operating estimates.

***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 FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Percent of participants successfully completing the program (average of all programs) | 88% | 85% | 89% | 85% |

***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 2013 and FY 2014. 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 FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Percent of program participants present at all scheduled court hearings | 96% | 98% | 99% | 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 119.00 | 122.00 | 126.00 | 126.00 | 4.00 |
| City Funded Part-Time | 5.07 | 2.69 | 1.96 | 1.96 | (0.73) |
| City Funded Temporary | 3.38 | 3.38 | 3.38 | 3.38 | 0.00 |
| Grant Funded Full-Time | 3.00 | 3.00 | 1.00 | 1.00 | (2.00) |
| Grant Funded Part-Time | 0.73 | 0.73 | 0.00 | 0.00 | (0.73) |
| **TOTAL FTE** | **131.18** | **131.80** | **132.34** | **132.34** | **0.54** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $4,021,514 | $4,426,090 | $4,491,164 | $4,491,164 | $65,074 |
| Employee Benefits | 1,667,668 | 1,901,808 | 1,990,285 | 1,990,285 | 88,477 |
| ***Subtotal Personnel Services*** | ***$5,689,182*** | ***$6,327,898*** | ***$6,481,449*** | ***$6,481,449*** | ***$153,551*** |
| ***Operating*** | | | | | |
| Contractual Services | $70,414 | $75,441 | $75,441 | $75,441 | $0 |
| Internal Service Charges | 38,551 | 45,504 | 41,503 | 41,503 | (4,001) |
| Other Charges | 152,505 | 168,056 | 168,056 | 168,056 | 0 |
| Rentals and Leases | 98,105 | 97,155 | 97,155 | 97,155 | 0 |
| Public Assistance | 7,905,729 | 7,505,472 | 7,408,377 | 7,408,377 | (97,095) |
| ***Subtotal Operating*** | ***$8,265,304*** | ***$7,891,628*** | ***$7,790,532*** | ***$7,790,532*** | ***($101,096)*** |
| **Total General Fund Expenditures** | **$13,954,486** | **$14,219,526** | **$14,271,981** | **$14,271,981** | **$52,455** |
| Total Grant Expenditures [1] | $252,891 | $279,116 | $150,073 | $150,073 | ($129,043) |
| **TOTAL EXPENDITURES** | **$14,207,377** | **$14,498,642** | **$14,422,054** | **$14,422,054** | **($76,588)** |
| **DEDICATED REVENUES** | | | | | |
| Federal Categorical Aid - Social Services Admin. | $3,343,633 | $3,735,752 | $3,242,455 | $3,242,455 | ($493,297) |
| Federal Categorical Aid - Social Services Programs | 2,694,820 | 2,470,725 | 2,415,021 | 2,415,021 | (55,704) |
| Federal Categorical Aid - Indirect Cost Reimbursement | 390,089 | 400,000 | 400,000 | 400,000 | 0 |
| State Categorical Aid - Social Services Admin. | 1,452,162 | 1,272,377 | 2,025,496 | 2,025,496 | 753,119 |
| State Categorical Aid - Social Services Programs | 4,904,289 | 4,839,566 | 4,810,245 | 4,810,245 | (29,321) |
| Special Welfare Recoupment | 7,587 | 30,000 | 30,000 | 30,000 | 0 |
| Federal Grants | 178,172 | 197,594 | 66,302 | 66,302 | (131,292) |
| State Grants | 14,473 | 18,982 | 18,982 | 18,982 | 0 |
| Localities/Other Reimbursements | 48,842 | 50,820 | 52,431 | 52,431 | 1,611 |
| **TOTAL DEDICATED REVENUES** | **$13,034,067** | **$13,015,816** | **$13,060,932** | **$13,060,932** | **$45,116** |
| **TOTAL CITY COST** | **$1,173,310** | **$1,482,826** | **$1,361,122** | **$1,361,122** | **($121,704)** |

[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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 119.00 | 122.00 | 126.00 | 126.00 | 4.00 |
| City Funded Part-Time | 5.07 | 2.69 | 1.96 | 1.96 | (0.73) |
| City Funded Temporary | 3.38 | 3.38 | 3.38 | 3.38 | 0.00 |
| Grant Funded Full-Time | 3.00 | 3.00 | 1.00 | 1.00 | (2.00) |
| Grant Funded Part-Time | 0.73 | 0.73 | 0.00 | 0.00 | (0.73) |
| **TOTAL FTE** | **131.18** | **131.80** | **132.34** | **132.34** | **0.54** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $4,021,514 | $4,426,090 | $4,491,164 | $4,491,164 | $65,074 |
| Employee Benefits | 1,661,937 | 1,895,584 | 1,984,061 | 1,984,061 | 88,477 |
| ***Subtotal Personnel Services*** | ***$5,683,451*** | ***$6,321,674*** | ***$6,475,225*** | ***$6,475,225*** | ***$153,551*** |
| ***Operating*** | | | | | |
| Contractual Services | $70,414 | $75,441 | $75,441 | $75,441 | $0 |
| Internal Service Charges | 38,551 | 45,504 | 41,503 | 41,503 | (4,001) |
| Other Charges | 152,480 | 168,009 | 168,009 | 168,009 | 0 |
| Rentals and Leases | 98,105 | 97,155 | 97,155 | 97,155 | 0 |
| ***Subtotal Operating*** | ***$359,550*** | ***$386,109*** | ***$382,108*** | ***$382,108*** | ***($4,001)*** |
| **Total General Fund Expenditures** | **$6,043,001** | **$6,707,783** | **$6,857,333** | **$6,857,333** | **$149,550** |
| Total Grant Expenditures [1] | $252,891 | $279,116 | $150,073 | $150,073 | ($129,043) |
| **TOTAL EXPENDITURES** | **$6,295,892** | **$6,986,899** | **$7,007,406** | **$7,007,406** | **$20,507** |
| **DEDICATED REVENUES** | | | | | |
| Federal Categorical Aid - Social Services Admin. | $3,343,633 | $3,735,752 | $3,242,455 | $3,242,455 | ($493,297) |
| Federal Categorical Aid - Indirect Cost Reimbursement | 390,089 | 400,000 | 400,000 | 400,000 | 0 |
| State Categorical Aid - Social Services Admin. | 1,452,162 | 1,272,377 | 2,025,496 | 2,025,496 | 753,119 |
| Federal Grants | 178,172 | 197,594 | 66,302 | 66,302 | (131,292) |
| State Grants | 14,473 | 18,982 | 18,982 | 18,982 | 0 |
| Localities/Other Reimbursements | 48,842 | 50,820 | 52,431 | 52,431 | 1,611 |
| **TOTAL DEDICATED REVENUES** | **$5,427,371** | **$5,675,525** | **$5,805,666** | **$5,805,666** | **$130,141** |
| **TOTAL CITY COST** | **$868,521** | **$1,311,374** | **$1,201,740** | **$1,201,740** | **($109,634)** |

[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 City Manager's Proposed FY 2015 Human Services – Social Services Administration budget of $6,857,333 represents a 2.2% increase of $149,550 compared to the Adopted FY 2014 budget of $6,707,783.

Highlights of the City Manager's Proposed FY 2014 budget include:

- $65,074 increase in Salaries reflecting the transfer of two full-time positions from Human Services – Juvenile Services budget; the Benefits Manager (the former Director's position) and a Juvenile Services Case Worker and the transfer of VIEW Program budget funds from the Human Services – Social Services Administration budget for two VIEW full-time trainer positions.
- $88,477 increase in Employee Benefits reflecting the transfer of two full-time positions from Human Services – Juvenile Services budget and the transfer two VIEW full-time trainer positions, a higher health insurance rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014 offset by a lower Virginia Retirement System rate.
- $4,001 decrease in Internal Service Charges reflecting Fleet Services operating estimates.

***Human 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 included in the Employment Services Program for the purpose of giving supportive services aimed at making clients self-sufficient.

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Employee Benefits | $5,731 | $6,224 | $6,224 | $6,224 | $0 |
| ***Subtotal Personnel Services*** | ***$5,731*** | ***$6,224*** | ***$6,224*** | ***$6,224*** | ***$0*** |
| ***Operating*** | | | | | |
| Other Charges | $25 | $47 | $47 | $47 | $0 |
| Public Assistance | 7,905,729 | 7,505,472 | 7,408,377 | 7,408,377 | (97,095) |
| ***Subtotal Operating*** | ***$7,905,754*** | ***$7,505,519*** | ***$7,408,424*** | ***$7,408,424*** | ***($97,095)*** |
| **TOTAL EXPENDITURES** | **$7,911,485** | **$7,511,743** | **$7,414,648** | **$7,414,648** | **($97,095)** |
| **DEDICATED REVENUES** | | | | | |
| Federal Categorical Aid - Social Services Programs | $2,694,820 | $2,470,725 | $2,415,021 | $2,415,021 | ($55,704) |
| State Categorical Aid - Social Services Programs | 4,904,289 | 4,839,566 | 4,810,245 | 4,810,245 | (29,321) |
| Special Welfare Recoupment | 7,587 | 30,000 | 30,000 | 30,000 | 0 |
| **TOTAL DEDICATED REVENUES** | **$7,606,696** | **$7,340,291** | **$7,255,266** | **$7,255,266** | **($85,025)** |
| **TOTAL CITY COST** | **$304,789** | **$171,452** | **$159,382** | **$159,382** | **($12,070)** |

***Human Services – Public Assistance Budget Description***

The City Manager's Proposed FY 2015 Human Services – Public Assistance budget of $7,414,648 represents a 1.3% decrease of $97,095 compared to the Adopted FY 2014 budget of $7,511,743.

Highlights of the City Manager's Proposed FY 2014 budget include:

- $97,095 decrease in Public Assistance reflecting the transfer of VIEW Program budget funds to the Human Services – Social Services Administration budget for two VIEW full-time trainer positions.

***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 FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Percentage of cases meeting State and federal programmatic timeliness policy | 95.6% | 97.0% | 95.5% | 97.0% |

***Analysis of the Data:***
Considerable increases in applications and cases under care and significant policy changes during FY 2011, FY 2012, and the first half of FY 2013 continue to contribute to the failure to meet target. Forty-four percent of the Benefit Programs staff is in training and have less than three years experience. Failure to meet federal standards is due to these combined factors as well as frequent policy changes. As staff gains experience and becomes more familiar with the new policies, 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 FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| 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

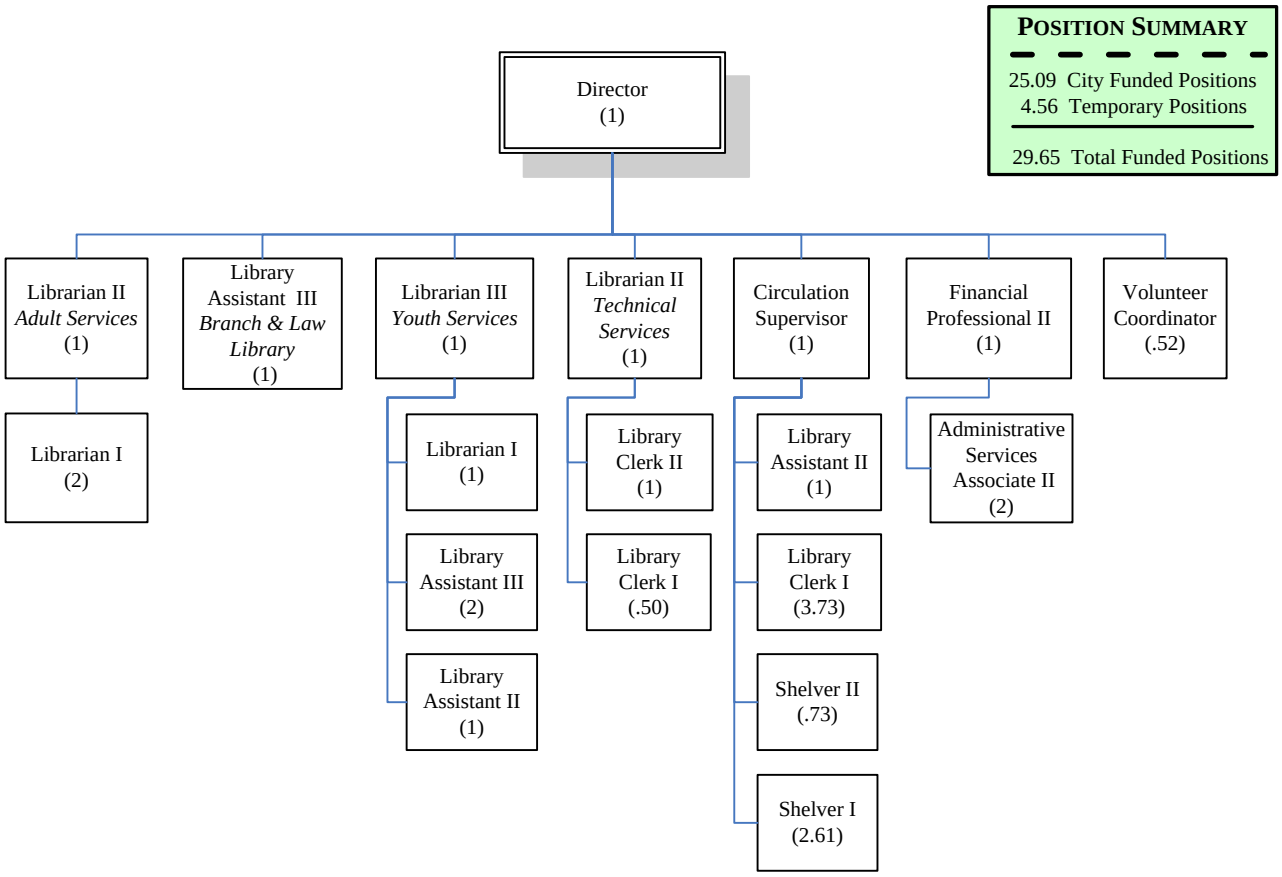
***Benchmark Localities:***
Petersburg, Charlottesville, Danville, Roanoke City, Chesterfield, and Hanover, VA

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 20.00 | 20.00 | 20.00 | 20.00 | 0.00 |
| City Funded Part-Time | 9.35 | 7.28 | 5.09 | 5.09 | (2.19) |
| City Funded Temporary | 0.37 | 2.37 | 4.56 | 4.56 | 2.19 |
| **TOTAL FTE** | **29.72** | **29.65** | **29.65** | **29.65** | **0.00** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $931,598 | $935,433 | $884,663 | $884,663 | ($50,770) |
| Employee Benefits | 321,535 | 342,618 | 332,233 | 332,233 | (10,385) |
| ***Subtotal Personnel Services*** | ***$1,253,133*** | ***$1,278,051*** | ***$1,216,896*** | ***$1,216,896*** | ***($61,155)*** |
| ***Operating*** | | | | | |
| Contractual Services | $42,992 | $42,904 | $140,738 | $140,738 | $97,834 |
| Internal Service Charges | 735 | 1,489 | 1,391 | 1,391 | (98) |
| Other Charges | 192,929 | 174,778 | 181,636 | 181,636 | 6,858 |
| Rentals and Leases | 27,469 | 28,050 | 28,050 | 28,050 | 0 |
| ***Subtotal Operating*** | ***$264,125*** | ***$247,221*** | ***$351,815*** | ***$351,815*** | ***$104,594*** |
| **TOTAL DEPARTMENT EXPENDITURES** | **$1,517,258** | **$1,525,272** | **$1,568,711** | **$1,568,711** | **$43,439** |
| **DEDICATED REVENUES** | | | | | |
| Library Fines and Fees | $75,629 | $80,000 | $74,000 | $74,000 | ($6,000) |
| Lost/Damaged Library Property | 4,358 | 5,000 | 5,000 | 5,000 | 0 |
| State Categorical Aid | 149,455 | 148,646 | 153,233 | 153,233 | 4,587 |
| Friends of the Lynchburg Library | 14,500 | 14,500 | 14,500 | 14,500 | 0 |
| Delinquent Library Charges | 4,506 | 4,000 | 4,000 | 4,000 | 0 |
| Delinquent Library Charges Other | 11,317 | 0 | 10,800 | 10,800 | 10,800 |
| Law Library Fees | 46,240 | 60,000 | 60,000 | 60,000 | 0 |
| Assigned Fund Balance Reserve | (24) | (80) | (80) | (80) | 0 |
| **TOTAL DEDICATED REVENUES** | **$305,981** | **$312,066** | **$321,453** | **$321,453** | **$9,387** |
| **TOTAL CITY COST** | **$1,211,277** | **$1,213,206** | **$1,247,258** | **$1,247,258** | **$34,052** |

***Public Library.*** Provides a full range of services to meet the informational, educational and recreational needs of the community. In FY 2013, there were 27,173 registered borrowers; 50,236 web page visits. The Library's collections include 131,844 print books, 257 magazine subscriptions, 10,466 DVDs, several electronic databases which are available on the Library's web page, and 1,937 e-books. In FY 2013, circulation was 478,118; 265,477 electronic searches were made; and the Youth Services staff provided programs to 4,537 children. Public access to the internet was provided to 81,802 individuals. A book delivery service is provided to 16 senior center locations with 3,806 items in the deposit collection. During FY 2013, 80 volunteers donated 2,463 hours of service.

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 20.00 | 20.00 | 20.00 | 20.00 | 0.00 |
| City Funded Part-Time | 9.35 | 7.28 | 5.09 | 5.09 | (2.19) |
| City Funded Temporary | 0.37 | 2.06 | 4.25 | 4.25 | 2.19 |
| **TOTAL FTE** | **29.72** | **29.34** | **29.34** | **29.34** | **0.00** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $931,598 | $930,788 | $880,016 | $880,016 | ($50,772) |
| Employee Benefits | 321,535 | 342,263 | 331,878 | 331,878 | (10,385) |
| ***Subtotal Personnel Services*** | ***$1,253,133*** | ***$1,273,051*** | ***$1,211,894*** | ***$1,211,894*** | ***($61,157)*** |
| ***Operating*** | | | | | |
| Contractual Services | $42,992 | $42,904 | $140,738 | $140,738 | $97,834 |
| Internal Service Charges | 735 | 1,489 | 1,391 | 1,391 | (98) |
| Other Charges | 172,863 | 146,008 | 152,868 | 152,868 | 6,860 |
| Rentals and Leases | 27,469 | 28,050 | 28,050 | 28,050 | 0 |
| ***Subtotal Operating*** | ***$244,059*** | ***$218,451*** | ***$323,047*** | ***$323,047*** | ***$104,596*** |
| **TOTAL EXPENDITURES** | **$1,497,192** | **$1,491,502** | **$1,534,941** | **$1,534,941** | **$43,439** |
| **DEDICATED REVENUES** | | | | | |
| Library Fines and Fees | $75,629 | $80,000 | $74,000 | $74,000 | ($6,000) |
| Lost/Damaged Library Property | 4,358 | 5,000 | 5,000 | 5,000 | 0 |
| State Categorical Aid | 149,455 | 148,646 | 153,233 | 153,233 | 4,587 |
| Friends of the Lynchburg Library | 14,500 | 14,500 | 14,500 | 14,500 | 0 |
| Delinquent Library Charges | 4,506 | 4,000 | 4,000 | 4,000 | 0 |
| Delinquent Library Charges Other | 11,317 | 0 | 10,800 | 10,800 | 10,800 |
| Law Library Fees | 26,150 | 26,150 | 26,150 | 26,150 | 0 |
| **TOTAL DEDICATED REVENUES** | **$285,915** | **$278,296** | **$287,683** | **$287,683** | **$9,387** |
| **TOTAL CITY COST** | **$1,211,277** | **$1,213,206** | **$1,247,258** | **$1,247,258** | **$34,052** |

***Public Library Budget Description***

The City Manager's Proposed FY 2015 Public Library budget of $1,534,941 represents a 2.9% increase of $43,439 compared to the Adopted FY 2014 budget of $1,491,502.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $50,772 decrease in Salaries primarily due to department restructuring.
- $10,385 decrease in Employee Benefits due to restructuring and a lower Virginia Retirement System rate offset by a higher health insurance rate.
- $97,834 increase in Contractual Services reflecting the cost of new information services software that is compatible with Bedford and Campbell Counties.
- $6,860 increase in Charges reflecting costs of books and publications, audiovisual supplies and library supplies.

***Law Library.*** The Public Law Library is a service provided by the Lynchburg Public 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 2014 beginning Assigned Fund Balance was $74,885.

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Temporary | 0.00 | 0.31 | 0.31 | 0.31 | 0.00 |
| **TOTAL FTE** | **0.00** | **0.31** | **0.31** | **0.31** | **0.00** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $0 | $4,645 | $4,647 | $4,647 | $2 |
| Employee Benefits | 0 | 355 | 355 | 355 | 0 |
| ***Subtotal Personnel Services*** | ***$0*** | ***$5,000*** | ***$5,002*** | ***$5,002*** | ***$2*** |
| ***Operating*** | | | | | |
| Other Charges | $20,066 | $28,770 | $28,768 | $28,768 | ($2) |
| ***Subtotal Operating*** | ***$20,066*** | ***$28,770*** | ***$28,768*** | ***$28,768*** | ***($2)*** |
| **TOTAL EXPENDITURES** | **$20,066** | **$33,770** | **$33,770** | **$33,770** | **$0** |
| **DEDICATED REVENUES** | | | | | |
| Law Library Fees | $20,090 | $33,850 | $33,850 | $33,850 | $0 |
| Assigned Fund Balance Reserve | (24) | (80) | (80) | (80) | 0 |
| **TOTAL DEDICATED REVENUES** | **$20,066** | **$33,770** | **$33,770** | **$33,770** | **$0** |
| **TOTAL CITY COST** | **$0** | **$0** | **$0** | **$0** | **$0** |

***Law Library Budget Description***

The City Manager's Proposed FY 2015 Law Library budget of $33,770 represents no change compared to the Adopted FY 2014 budget.

***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 FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Circulation per capita | 6.31 | 6.00 | 2.97 | 6.50 |

***Analysis of the Data:***
In FY 2013, circulation was down approximately 0.5% from FY 2012. Projections for circulation for FY 2014 and FY 2015 are conservative but hopeful due to full staffing in Adult and Youth Services to focus attention on selection of materials and community needs. Staff continues to keep up with the latest in library and reader related trends and technology.

**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 FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Program attendance per capita | 0.07 | 0.30 | 0.06 | 0.50 |

***Analysis of the Data:***
The number is low for Actual FY 2013 as storytimes were suspended for more than six weeks due to the retirement of two Youth Services staff members. The new storytime room addition, set to begin construction in spring 2014, is projected to increase program attendance for FY 2015. Adult programs such as Lynchburg Reads appeals to hundreds of teens and adults. More opportunities with book and author programs and an Adult summer reading program are being planned to promote increased attendance. Computer classes are also very popular with patrons and are reviewed and updated as needed.

**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 FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Visits per capita | 4.03 | 4.50 | 2.27 | 4.75 |

***Analysis of the Data:***
The Gates PC Lab provides continuous heavy use of public computers. The storytime room addition will be open sometime in FY 2015 and is expected to attract additional visits. Also, building improvements and an aggressive approach to keep the area around the Library safe is helping to draw patrons back to the Library.

**CITIZEN ENGAGEMENT/ LIFELONG LEARNING**

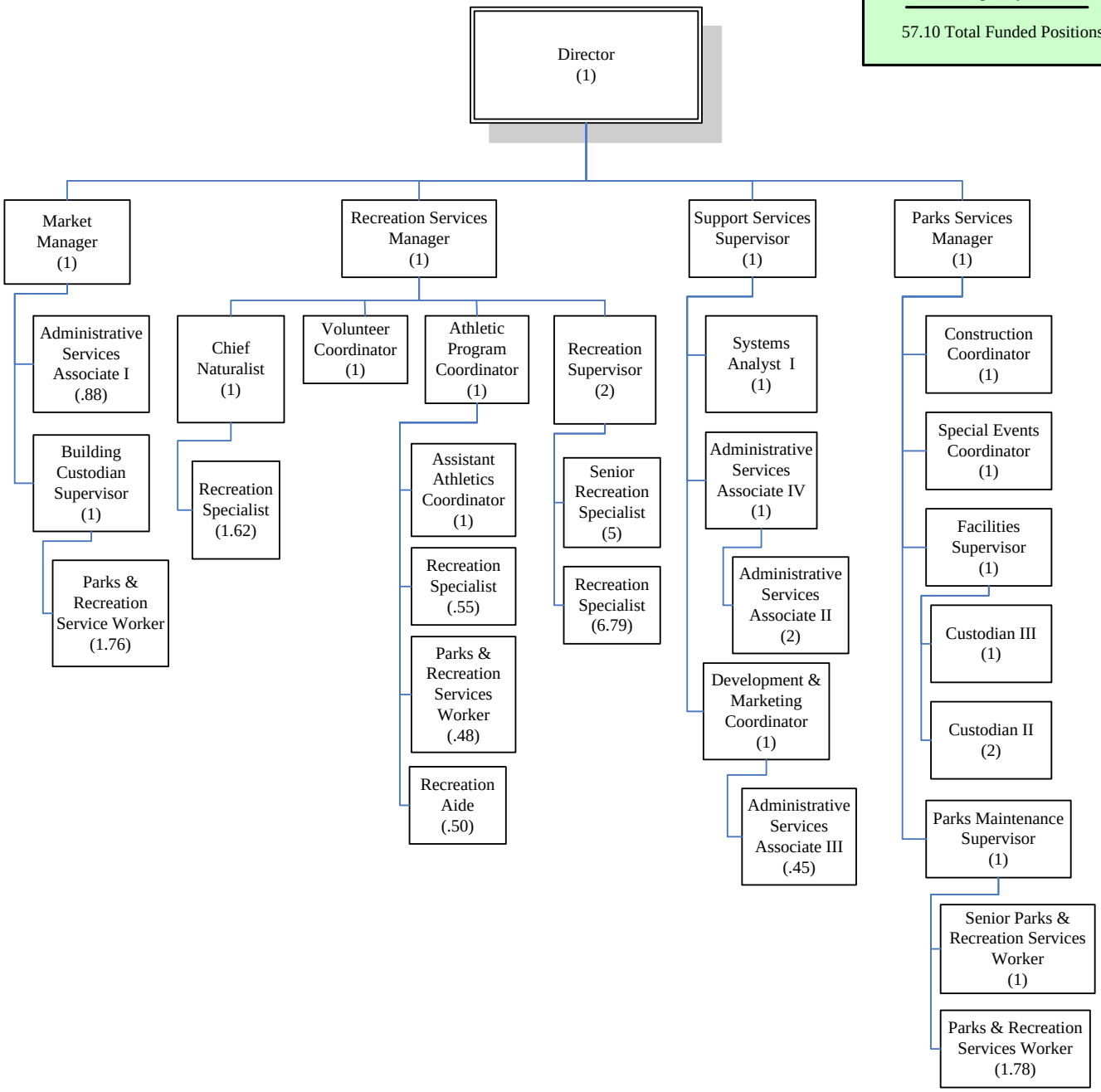
***Benchmark Localities:***
Appomattox Regional, Blue Ridge Regional, Central Rappahannock Regional, Danville Public, Hampton Public, Jefferson Madison Regional, Newport News Public, Norfolk Public, Petersburg Public, Portsmouth Library, Richmond Public, Roanoke City Public, Staunton Public, and The Handly Library.

## PARKS AND RECREATION
*(includes City Armory/Community Market)*

**POSITION SUMMARY**

44.81 City Funded Positions
12.29 Temporary Positions

57.10 Total Funded Positions



***Parks and Recreation, Recreation Programs, and Community Market***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 31.26 | 32.00 | 33.00 | 33.00 | 1.00 |
| City Funded Part-Time | 15.61 | 17.57 | 11.81 | 11.81 | (5.76) |
| City Funded Temporary | 5.74 | 9.28 | 12.29 | 12.29 | 3.01 |
| City Full-Time Not Funded | 0.00 | 1.00 | 0.00 | 0.00 | (1.00) |
| City Part-Time Not Funded | 0.00 | 0.70 | 0.00 | 0.00 | (0.70) |
| City Temporary Not Funded | 0.00 | 0.22 | 0.00 | 0.00 | (0.22) |
| **TOTAL FTE** | **52.61** | **60.77** | **57.10** | **57.10** | **(3.67)** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $1,732,831 | $1,902,858 | $1,825,875 | $1,882,105 | ($20,753) |
| Employee Benefits | 527,992 | 587,713 | 613,583 | 617,884 | 30,171 |
| ***Subtotal Personnel Services*** | ***$2,260,823*** | ***$2,490,571*** | ***$2,439,458*** | ***$2,499,989*** | ***$9,418*** |
| ***Operating*** | | | | | |
| Contractual Services | $142,848 | $178,048 | $170,650 | $170,650 | ($7,398) |
| Internal Service Charges | 38,367 | 40,821 | 41,088 | 41,088 | 267 |
| Other Charges | 367,768 | 369,891 | 415,615 | 419,084 | 49,193 |
| Rentals and Leases | 17,624 | 19,541 | 19,400 | 19,400 | (141) |
| Capital Outlay | 0 | 0 | 20,567 | 20,567 | 20,567 |
| ***Subtotal Operating*** | ***$566,607*** | ***$608,301*** | ***$667,320*** | ***$670,789*** | ***$62,488*** |
| **TOTAL DEPARTMENT EXPENDITURES** | **$2,827,430** | **$3,098,872** | **$3,106,778** | **$3,170,778** | **$71,906** |
| **DEDICATED REVENUES** | | | | | |
| Swimming Pool Fees | $21,897 | $30,000 | $24,000 | $24,000 | ($6,000) |
| Recreation Program Fees | 332,523 | 344,000 | 353,100 | 353,100 | 9,100 |
| Parks and Recreation Healthy Youth Grant | 5,426 | 7,513 | 0 | 0 | (7,513) |
| SNAP Program Reimbursements | 0 | 0 | 12,000 | 12,000 | 12,000 |
| SNAP Grant Program | 10,000 | 0 | 10,000 | 10,000 | 10,000 |
| Assigned Fund Balance Reserve | (20,698) | 74,200 | 69,957 | 69,957 | (4,243) |
| Special Events Sponsorship | 5,865 | 4,000 | 4,500 | 4,500 | 500 |
| Property Rental Market | 77,490 | 80,000 | 80,000 | 80,000 | 0 |
| **TOTAL DEDICATED REVENUES** | **$432,503** | **$539,713** | **$553,557** | **$553,557** | **$13,844** |
| **TOTAL CITY COST** | **$2,394,927** | **$2,559,159** | **$2,553,221** | **$2,617,221** | **$58,062** |

***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 Buildings and Grounds. 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 29.26 | 30.00 | 31.00 | 31.00 | 1.00 |
| City Funded Part-Time | 8.38 | 9.78 | 6.56 | 6.56 | (3.22) |
| City Funded Temporary | 4.72 | 5.86 | 6.02 | 6.02 | 0.16 |
| City Full-Time Not Funded | 0.00 | 1.00 | 0.00 | 0.00 | (1.00) |
| City Part-Time Not Funded | 0.00 | 0.70 | 0.00 | 0.00 | (0.70) |
| City Temporary Not Funded | 0.00 | 0.22 | 0.00 | 0.00 | (0.22) |
| **TOTAL FTE** | **42.36** | **47.56** | **43.58** | **43.58** | **(3.98)** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $1,468,302 | $1,576,516 | $1,494,111 | $1,550,341 | ($26,175) |
| Employee Benefits | 483,826 | 531,605 | 550,474 | 554,775 | 23,170 |
| ***Subtotal Personnel Services*** | ***$1,952,128*** | ***$2,108,121*** | ***$2,044,585*** | ***$2,105,116*** | ***($3,005)*** |
| ***Operating*** | | | | | |
| Contractual Services | $43,043 | $50,660 | $52,210 | $52,210 | $1,550 |
| Internal Service Charges | 36,308 | 38,782 | 38,630 | 38,630 | (152) |
| Other Charges | 128,999 | 131,925 | 142,385 | 145,854 | 13,929 |
| Rentals and Leases | 15,882 | 17,621 | 17,580 | 17,580 | (41) |
| Capital Outlay | 0 | 0 | 20,567 | 20,567 | 20,567 |
| ***Subtotal Operating*** | ***$224,232*** | ***$238,988*** | ***$271,372*** | ***$274,841*** | ***$35,853*** |
| **TOTAL EXPENDITURES** | **$2,176,360** | **$2,347,109** | **$2,315,957** | **$2,379,957** | **$32,848** |
| **DEDICATED REVENUES** | | | | | |
| Swimming Pool Fees | $21,897 | $30,000 | $24,000 | $24,000 | ($6,000) |
| **TOTAL DEDICATED REVENUES** | **$21,897** | **$30,000** | **$24,000** | **$24,000** | **($6,000)** |
| **TOTAL CITY COST** | **$2,154,463** | **$2,317,109** | **$2,291,957** | **$2,355,957** | **$38,848** |

***Parks and Recreation Budget Description***

The City Manager's Proposed FY 2015 Parks and Recreation budget of $2,379,957 represents a 1.4% increase of $32,848 compared to the Adopted FY 2014 budget of $2,347,109.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $26,175 decrease in Salaries reflecting a reduction in part-time and temporary positions offset by the addition of a Parks Maintenance Supervisor position.
- $23,170 increase in Employee Benefits reflecting a higher health insurance rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014 offset by a lower Virginia Retirement System rate.
- $13,929 increase in Other Charges reflecting the need for cleaning supplies, janitorial equipment, new radios and batteries for AED units at Community Centers and other Park facilities.
- $20,567 increase in Capital Outlay reflecting the need for a vehicle to support the Parks Maintenance Supervisor position.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Part-Time | 4.39 | 4.77 | 2.61 | 2.61 | (2.16) |
| City Funded Temporary | 1.02 | 3.42 | 5.89 | 5.89 | 2.47 |
| **TOTAL FTE** | **5.41** | **8.19** | **8.50** | **8.50** | **0.31** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $127,427 | $184,087 | $189,497 | $189,497 | $5,410 |
| Employee Benefits | 10,596 | 14,082 | 14,500 | 14,500 | 418 |
| ***Subtotal Personnel Services*** | ***$138,023*** | ***$198,169*** | ***$203,997*** | ***$203,997*** | ***$5,828*** |
| ***Operating*** | | | | | |
| Contractual Services | $70,006 | $97,678 | $88,980 | $88,980 | ($8,698) |
| Other Charges | 125,006 | 133,866 | 156,580 | 156,580 | 22,714 |
| Rentals and Leases | 81 | 0 | 0 | 0 | 0 |
| ***Subtotal Operating*** | ***$195,093*** | ***$231,544*** | ***$245,560*** | ***$245,560*** | ***$14,016*** |
| **TOTAL EXPENDITURES** | **$333,116** | **$429,713** | **$449,557** | **$449,557** | **$19,844** |
| **DEDICATED REVENUES** | | | | | |
| Recreation Program Fees | $332,523 | $344,000 | $353,100 | $353,100 | $9,100 |
| Parks and Recreation Healthy Youth Grant | 5,426 | 7,513 | 0 | 0 | (7,513) |
| SNAP Program Reimbursements | 0 | 0 | 12,000 | 12,000 | 12,000 |
| SNAP Grant Program | 10,000 | 0 | 10,000 | 10,000 | 10,000 |
| Assigned Fund Balance Reserve | (20,698) | 74,200 | 69,957 | 69,957 | (4,243) |
| Special Events Sponsorship | 5,865 | 4,000 | 4,500 | 4,500 | 500 |
| **TOTAL DEDICATED REVENUES** | **$333,116** | **$429,713** | **$449,557** | **$449,557** | **$19,844** |
| **TOTAL CITY COST** | **$0** | **$0** | **$0** | **$0** | **$0** |

***Parks and Recreation – Recreation Programs Budget Description***

The City Manager's Proposed FY 2015 Parks and Recreation – Recreation Programs budget of $449,557 represents a 4.6% increase of $19,844 compared to the Adopted FY 2014 budget of $429,713.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $5,410 increase in Salaries reflecting an increase in temporary and overtime hours offset by a decrease in part-time hours.
- $418 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $8,698 decrease in Contractual Services reflecting reductions based on historical spending.
- $22,714 increase in Other Charges reflecting projected reimbursements to vendors for SNAP benefits and vendor commissions in the Heritage Crafters Gallery.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 2.00 | 2.00 | 2.00 | 2.00 | 0.00 |
| City Funded Part-Time | 2.84 | 3.02 | 2.64 | 2.64 | (0.38) |
| City Funded Temporary | 0.00 | 0.00 | 0.38 | 0.38 | 0.38 |
| **TOTAL FTE** | **4.84** | **5.02** | **5.02** | **5.02** | **0.00** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $137,102 | $142,255 | $142,267 | $142,267 | $12 |
| Employee Benefits | 33,570 | 42,026 | 48,609 | 48,609 | 6,583 |
| ***Subtotal Personnel Services*** | ***$170,672*** | ***$184,281*** | ***$190,876*** | ***$190,876*** | ***$6,595*** |
| ***Operating*** | | | | | |
| Contractual Services | $29,799 | $29,710 | $29,460 | $29,460 | ($250) |
| Internal Service Charges | 2,059 | 2,039 | 2,458 | 2,458 | 419 |
| Other Charges | 113,763 | 104,100 | 116,650 | 116,650 | 12,550 |
| Rentals and Leases | 1,661 | 1,920 | 1,820 | 1,820 | (100) |
| ***Subtotal Operating*** | ***$147,282*** | ***$137,769*** | ***$150,388*** | ***$150,388*** | ***$12,619*** |
| **TOTAL EXPENDITURES** | **$317,954** | **$322,050** | **$341,264** | **$341,264** | **$19,214** |
| **DEDICATED REVENUES** | | | | | |
| Property Rental Market | $77,490 | $80,000 | $80,000 | $80,000 | $0 |
| **TOTAL DEDICATED REVENUES** | **$77,490** | **$80,000** | **$80,000** | **$80,000** | **$0** |
| **TOTAL CITY COST** | **$240,464** | **$242,050** | **$261,264** | **$261,264** | **$19,214** |

***City Armory/Community Market Budget Description***

The City Manager's Proposed FY 2015 City Armory/Community Market budget of $341,264 represents a 6.0% increase of $19,214 compared to the Adopted FY 2014 budget of $322,050.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $6,583 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $12,550 increase in Other Charges reflecting an increase in electricity and utilities-natural gas.

***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 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Parks and recreation FTEs per 1,000 population | 0.85 | 0.85 | 0.83 | 0.85 |

***Analysis of the Data:***
Includes hours worked by employees from the Departments of Parks and Recreation and Public Works to fulfill the mission of Parks and Recreation. The FY 2013 numbers include 0.71 FTE from the Department of Parks and Recreation and 0.14 FTE from the Department of Public Works; in the first half of FY 2014 the figure for Parks and Recreation decreased to 0.69 while the Public Works number held steady at 0.14, for a total of 0.83. The decrease in the Parks and Recreation number is due primarily to the closing of Miller Center for renovations for all of calendar year 2013, which has allowed for a full-time and part-time position to be unfilled. A slight increase in the city's population, while resources remained fairly constant, also contributed to the decrease.

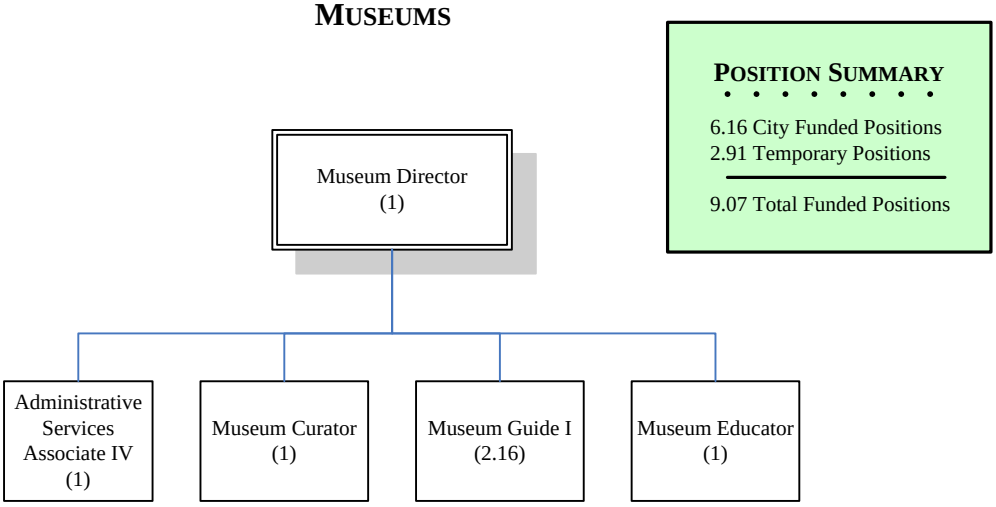
***Goal 2:***
Become a more self-sustaining department by reducing the cost of Parks and Recreation services and activities to the General Fund.

***Objective:***
Increase the percentage of department expenses funded by user/participant fees.

| ***Performance Measure:*** | ***Actual FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Fee funded expenses as a percentage of total department expenses | 12% | 12% | 12% | 12% |

***Analysis of the Data:***
This number has not increased as much as originally projected (to about 15%) and has held very steady at 12% since significant budget adjustments initially increased it from 10% in FY 2010 to 12% in FY 2011. This is partly due to several part-time positions in the fee-based budget remaining vacant throughout all or a signifcant part of the year. There was also an overall decrease in non-personnel expenses over the past three years to bring expenses below annual revenues from user fees, which have increased only slightly in the same time period. Countering these savings and holding the percentage at a lower level are increases to the operating budget due primarily to employee raises and benefit cost increases.

## MUSEUMS


POSITION SUMMARY
6.16 City Funded Positions
2.91 Temporary Positions
9.07 Total Funded Positions
Museum Director (1)
Administrative Services Associate IV (1)
Museum Curator (1)
Museum Guide I (2.16)
Museum Educator (1)

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 4.00 | 4.00 | 4.00 | 4.00 | 0.00 |
| City Funded Part-Time | 4.94 | 4.92 | 2.16 | 2.16 | (2.76) |
| City Funded Temporary | 0.00 | 0.00 | 2.91 | 2.91 | 2.91 |
| **TOTAL FTE** | **8.94** | **8.92** | **9.07** | **9.07** | **0.15** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $252,587 | $285,139 | $279,721 | $279,721 | ($5,418) |
| Employee Benefits | 75,690 | 84,135 | 84,808 | 84,808 | 673 |
| ***Subtotal Personnel Services*** | ***$328,277*** | ***$369,274*** | ***$364,529*** | ***$364,529*** | ***($4,745)*** |
| ***Operating*** | | | | | |
| Contractual Services | $48,344 | $30,920 | $33,918 | $33,918 | $2,998 |
| Internal Service Charges | 1,582 | 2,484 | 1,921 | 1,921 | (563) |
| Other Charges | 25,071 | 27,890 | 26,015 | 26,015 | (1,875) |
| Rentals and Leases | 8,901 | 9,767 | 9,864 | 9,864 | 97 |
| ***Subtotal Operating*** | ***$83,898*** | ***$71,061*** | ***$71,718*** | ***$71,718*** | ***$657*** |
| **TOTAL EXPENDITURES** | **$412,175** | **$440,335** | **$436,247** | **$436,247** | **($4,088)** |
| **DEDICATED REVENUES** | | | | | |
| Lynchburg Museum Admission | $21,732 | $16,500 | $17,000 | $17,000 | $500 |
| Digg's Trust | 37,254 | 38,616 | 30,000 | 30,000 | (8,616) |
| Point of Honor Admission | 11,762 | 10,000 | 10,000 | 10,000 | 0 |
| Gift Shop Proceeds | 2,000 | 2,000 | 2,000 | 2,000 | 0 |
| Gifts and Miscellaneous Donations - Museum | 844 | 300 | 400 | 400 | 100 |
| Photograph Reproduction Fees | 335 | 300 | 300 | 300 | 0 |
| Reimbursement - Point of Honor/Carriage House | 19,247 | 26,603 | 20,000 | 20,000 | (6,603) |
| **TOTAL DEDICATED REVENUES** | **$93,174** | **$94,319** | **$79,700** | **$79,700** | **($14,619)** |
| **TOTAL CITY COST** | **$319,001** | **$346,016** | **$356,547** | **$356,547** | **$10,531** |

***Museums Budget Description***

The City Manager's Proposed FY 2015 Museums budget of $436,247 represents a 0.9% decrease of $4,088 compared to the Adopted FY 2014 budget of $440,335.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $5,418 decrease in Salaries compared to the adopted budget.
- $673 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $2,998 increase in Contractual Services based on historical spending.
- $1,875 decrease in Other Charges based on historical spending.

***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 FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Number of annual visitors to the Museum System | 16,567 | 16,000 | 9,614 | 16,600 |

***Analysis of the Data:***
Many museums in Virginia continue to see declines in visitation with the sluggish economy, increasing reliance on digital experiences, and reductions in field trips. For FY 2015, the Department will continue to strive to increase school and homeschool tours, build partnerships, engage volunteers, and enhance programs to offset these challenges. The next exhibition is *Experience The James: Lynchburg's Pathway to the World* opening June 2014. With a number of partner institutions involved such as Amazement Square, Parks and Recreation, and the James River Association, it is expected to be a popular exhibit.

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 FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Value of volunteer hours | $47,557 | $48,000 | $21,791 | $48,000 |

***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 2013 totalled 2,148, valued at $22.14 per hour ($47,577). The Department projects approximately the same in volunteer hours in FY 2015 as it continues to actively recruit volunteers while at the same time they are becoming harder to engage.

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 FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Customer satisfaction level | 94% | 90% | 90% | 90% |

***Analysis of the Data:***
Based on past results, the Department projects maintaining a 90% satisfaction rate in FY 2015.

ARTS & CULTURE

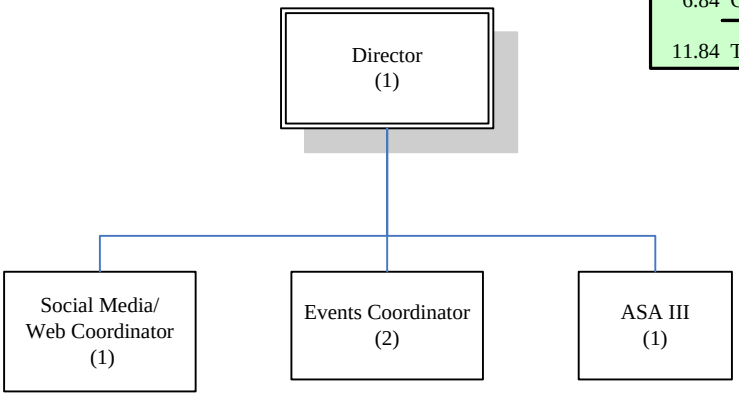
***Benchmark Localities:***
Manassas, Portsmouth, Newport News, and Petersburg, VA

# TOURISM

**POSITION SUMMARY**

5.00 City Funded Positions
6.84 City Funded Temporary Positions

11.84 Total Funded Positions




*Note: The Department of Tourism is under development; the proposed budget reflects a tentative organizational structure pending the hiring of a Tourism Director.*

***Tourism and the Visitor Information Center***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 0.00 | 0.00 | 5.00 | 5.00 | 5.00 |
| City Funded Temporary | 0.00 | 0.00 | 6.84 | 6.84 | 6.84 |
| **TOTAL FTE** | **0.00** | **0.00** | **11.84** | **11.84** | **11.84** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $0 | $0 | $353,644 | $353,644 | $353,644 |
| Employee Benefits | 0 | 0 | 104,244 | 104,244 | 104,244 |
| ***Subtotal Personnel Services*** | ***$0*** | ***$0*** | ***$457,888*** | ***$457,888*** | ***$457,888*** |
| ***Operating*** | | | | | |
| Contractual Services | $0 | $0 | $278,512 | $378,512 | $378,512 |
| Internal Service Charges | 0 | 0 | 5,037 | 5,037 | 5,037 |
| Other Charges | 0 | 0 | 129,700 | 129,700 | 129,700 |
| Capital Outlay | 0 | 0 | 26,160 | 26,160 | 26,160 |
| ***Subtotal Operating*** | ***$0*** | ***$0*** | ***$439,409*** | ***$539,409*** | ***$539,409*** |
| **TOTAL CITY COST** | **$0** | **$0** | **$897,297** | **$997,297** | **$997,297** |

***Tourism.*** In FY 2014 the Department of Tourism and the Visitor Information Center was created to promote the City of Lynchburg as "A Great Place to Live, Work and Play!"

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 0 | 0 | 5 | 5 | 5 |
| **TOTAL FTE** | **0** | **0** | **5** | **5** | **5** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $0 | $0 | $199,723 | $199,723 | $199,723 |
| Employee Benefits | 0 | 0 | 87,028 | 87,028 | 87,028 |
| ***Subtotal Personnel Services*** | ***$0*** | ***$0*** | ***$286,751*** | ***$286,751*** | ***$286,751*** |
| ***Operating*** | | | | | |
| Contractual Services | $0 | $0 | $278,512 | $378,512 | $378,512 |
| Internal Service Charges | 0 | 0 | 5,037 | 5,037 | 5,037 |
| Other Charges | 0 | 0 | 129,700 | 129,700 | 129,700 |
| ***Subtotal Operating*** | ***$0*** | ***$0*** | ***$413,249*** | ***$513,249*** | ***$513,249*** |
| **TOTAL CITY COST** | **$0** | **$0** | **$700,000** | **$800,000** | **$800,000** |

***Tourism Budget Description***

The City Manager's Proposed FY 2015 Tourism budget of $800,000 represents a 100.0% increase compared to the Adopted FY 2014 budget.

Funding for tourism was previously included in the External Service Providers – Contractual Services section of the budget.

***Tourism – Visitor Information Center.*** In FY 2014 the Department of Tourism – Visitor Information Center was created as a place where visitors can get information, maps and souvenirs.

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Temporary | 0.00 | 0.00 | 6.84 | 6.84 | 6.84 |
| **TOTAL FTE** | **0.00** | **0.00** | **6.84** | **6.84** | **6.84** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $0 | $0 | $153,921 | $153,921 | $153,921 |
| Employee Benefits | 0 | 0 | 17,216 | 17,216 | 17,216 |
| ***Subtotal Personnel Services*** | ***$0*** | ***$0*** | ***$171,137*** | ***$171,137*** | ***$171,137*** |
| ***Operating*** | | | | | |
| Other Charges | $0 | $0 | $26,160 | $26,160 | $26,160 |
| ***Subtotal Operating*** | ***$0*** | ***$0*** | ***$26,160*** | ***$26,160*** | ***$26,160*** |
| **TOTAL CITY COST** | **$0** | **$0** | **$197,297** | **$197,297** | **$197,297** |

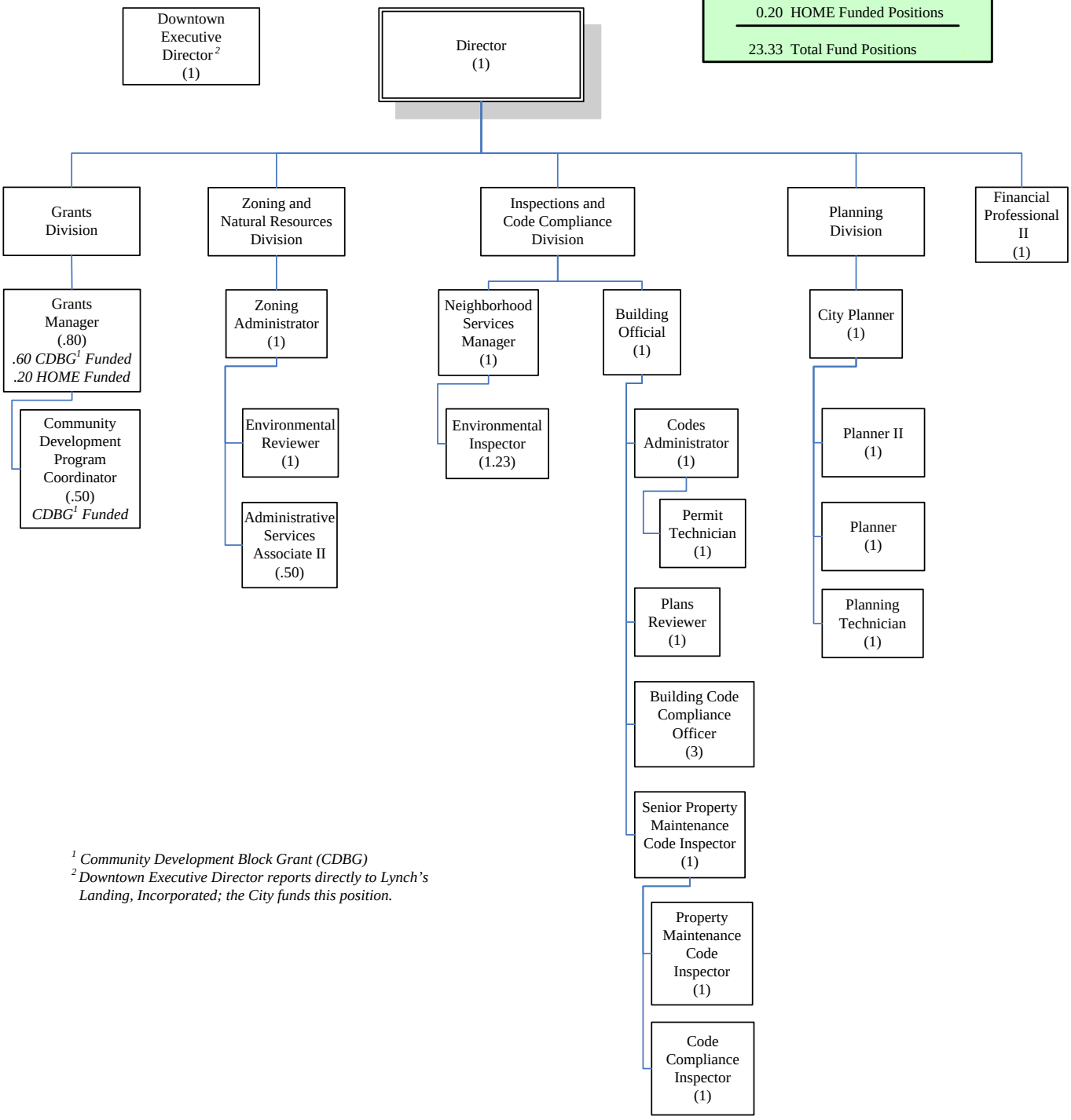
***Tourism – Visitor Information Center Budget Description***

The City Manager's Proposed FY 2015 Tourism – Visitor Information Center budget of $197,297 represents a 100.0% increase compared to the Adopted FY 2014 budget.

## COMMUNITY DEVELOPMENT

**POSITION SUMMARY**

| | |
|---|---|
| 21.73 | City Funded Positions |
| 0.30 | Temporary Positions |
| 22.03 | Total City Funded Positions |
| 1.10 | CDBG[1] Funded Positions |
| 0.20 | HOME Funded Positions |
| 23.33 | 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 21.00 | 21.00 | 20.98 | 20.98 | (0.02) |
| City Funded Part-Time | 0.75 | 0.75 | 0.75 | 0.75 | 0.00 |
| City Funded Temporary | 0.30 | 0.30 | 0.30 | 0.30 | 0.00 |
| Grant Funded Full-Time | 0.50 | 0.50 | 0.50 | 0.50 | 0.00 |
| Grant Funded Part-Time | 0.80 | 0.80 | 0.80 | 0.80 | 0.00 |
| **TOTAL FTE** | **23.35** | **23.35** | **23.33** | **23.33** | **(0.02)** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $998,264 | $1,101,635 | $1,097,207 | $1,097,207 | ($4,428) |
| Employee Benefits | 372,106 | 419,429 | 449,206 | 429,109 | 9,680 |
| ***Subtotal Personnel Services*** | ***$1,370,370*** | ***$1,521,064*** | ***$1,546,413*** | ***$1,526,316*** | ***$5,252*** |
| ***Operating*** | | | | | |
| Contractual Services | $59,218 | $7,750 | $28,050 | $28,050 | $20,300 |
| Internal Service Charges | 30,241 | 28,051 | 32,176 | 32,176 | 4,125 |
| Other Charges | 46,298 | 49,116 | 49,740 | 49,740 | 624 |
| Rentals and Leases | 15,793 | 14,115 | 9,060 | 9,060 | (5,055) |
| ***Subtotal Operating*** | ***$151,550*** | ***$99,032*** | ***$119,026*** | ***$119,026*** | ***$19,994*** |
| **Total General Fund Expenditures** | **$1,521,920** | **$1,620,096** | **$1,665,439** | **$1,645,342** | **$25,246** |
| Total Grant Expenditures [1] | $1,193,569 | $878,856 | $1,178,767 | $1,178,767 | $299,911 |
| **TOTAL DEPARTMENT EXPENDITURES** | **$2,715,489** | **$2,498,952** | **$2,844,206** | **$2,824,109** | **$325,157** |
| **DEDICATED REVENUES** | | | | | |
| Community Development Block Grant (CDBG) [2] | $994,646 | $609,209 | $2,120,260 | $2,120,260 | $1,511,051 |
| Restricted Fund Balance - CDBG [2] | 0 | 0 | (1,253,288) | (1,253,288) | (1,253,288) |
| HOME | 198,923 | 269,647 | 311,795 | 311,795 | 42,148 |
| Community Development Stormwater Charges | 298,408 | 388,873 | 430,235 | 430,235 | 41,362 |
| Weed Ordinance Program | 27,723 | 30,000 | 25,000 | 25,000 | (5,000) |
| **TOTAL DEDICATED REVENUES** | **$1,519,700** | **$1,297,729** | **$1,634,002** | **$1,634,002** | **$336,273** |
| **TOTAL CITY COST** | **$1,195,789** | **$1,201,223** | **$1,210,204** | **$1,190,107** | **($11,116)** |

[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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 3.50 | 3.50 | 3.00 | 3.00 | (0.50) |
| Grant Funded Full-Time | 0.50 | 0.50 | 0.50 | 0.50 | 0.00 |
| Grant Funded Part-Time | 0.80 | 0.80 | 0.80 | 0.80 | 0.00 |
| **TOTAL FTE** | **4.80** | **4.80** | **4.30** | **4.30** | **(0.50)** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $227,234 | $254,871 | $214,432 | $214,432 | ($40,439) |
| Employee Benefits | 79,681 | 86,391 | 78,878 | 78,878 | (7,513) |
| ***Subtotal Personnel Services*** | ***$306,915*** | ***$341,262*** | ***$293,310*** | ***$293,310*** | ***($47,952)*** |
| ***Operating*** | | | | | |
| Contractual Services | $0 | $300 | $300 | $300 | $0 |
| Other Charges | 6,990 | 8,337 | 8,052 | 8,052 | (285) |
| Rentals and Leases | 5,793 | 6,000 | 6,000 | 6,000 | 0 |
| ***Subtotal Operating*** | ***$12,783*** | ***$14,637*** | ***$14,352*** | ***$14,352*** | ***($285)*** |
| **Total General Fund Expenditures** | **$319,698** | **$355,899** | **$307,662** | **$307,662** | **($48,237)** |
| Total Grant Expenditures [1] | $1,193,569 | $878,856 | $1,178,767 | $1,178,767 | $299,911 |
| **TOTAL EXPENDITURES** | **$1,513,267** | **$1,234,755** | **$1,486,429** | **$1,486,429** | **$251,674** |
| **DEDICATED REVENUES** | | | | | |
| Community Development Block Grant (CDBG) [2] | $994,646 | $609,209 | $2,120,260 | $2,120,260 | $1,511,051 |
| Restricted Fund Balance - CDBG [2] | 0 | 0 | (1,253,288) | (1,253,288) | (1,253,288) |
| HOME | 198,923 | 269,647 | 311,795 | 311,795 | 42,148 |
| Community Development Stormwater Charges | 182,029 | 270,167 | 270,248 | 270,248 | 81 |
| **TOTAL DEDICATED REVENUES** | **$1,375,598** | **$1,149,023** | **$1,449,015** | **$1,449,015** | **$299,992** |
| **TOTAL CITY COST** | **$137,669** | **$85,732** | **$37,414** | **$37,414** | **($48,318)** |

[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 City Manager's Proposed FY 2015 Community Development – Office of the Director budget of $307,662 represents a 13.6% decrease of $48,237 compared to the Adopted FY 2014 budget of $355,899.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $40,439 decrease in Salaries reflecting the transfer of the 0.5 full-time position to the Zoning and Natural Resources Division budget and distributing the cost of certification pay to each division.
- $7,513 decrease in Employee Benefits reflecting the transfer of the 0.5 full-time position to the Zoning and Natural Resources Division budget, distributing the cost of certification pay to each division, and a lower Virginia Retirement System rate offset by a higher health insurance rate.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 11.50 | 11.50 | 11.48 | 11.48 | (0.02) |
| City Funded Part-Time | 0.75 | 0.75 | 0.75 | 0.75 | 0.00 |
| City Funded Temporary | 0.30 | 0.30 | 0.30 | 0.30 | 0.00 |
| **TOTAL FTE** | **12.55** | **12.55** | **12.53** | **12.53** | **(0.02)** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $472,715 | $525,369 | $533,409 | $533,409 | $8,040 |
| Employee Benefits | 182,723 | 206,836 | 211,928 | 211,928 | 5,092 |
| ***Subtotal Personnel Services*** | ***$655,438*** | ***$732,205*** | ***$745,337*** | ***$745,337*** | ***$13,132*** |
| ***Operating*** | | | | | |
| Contractual Services | $15,051 | $500 | $15,500 | $15,500 | $15,000 |
| Internal Service Charges | 28,475 | 24,876 | 29,306 | 29,306 | 4,430 |
| Other Charges | 25,313 | 26,605 | 27,229 | 27,229 | 624 |
| Rentals and Leases | 10,000 | 8,115 | 3,060 | 3,060 | (5,055) |
| ***Subtotal Operating*** | ***$78,839*** | ***$60,096*** | ***$75,095*** | ***$75,095*** | ***$14,999*** |
| **TOTAL EXPENDITURES** | **$734,277** | **$792,301** | **$820,432** | **$820,432** | **$28,131** |
| **DEDICATED REVENUES** | | | | | |
| Community Development Stormwater Charges | $16,640 | $17,062 | $53,070 | $53,070 | $36,008 |
| Weed Ordinance Program | 27,723 | 30,000 | 25,000 | 25,000 | ($5,000) |
| **TOTAL DEDICATED REVENUES** | **$44,363** | **$47,062** | **$78,070** | **$78,070** | **$31,008** |
| **TOTAL CITY COST** | **$689,914** | **$745,239** | **$742,362** | **$742,362** | **($2,877)** |

***Community Development – Inspections and Code Compliance Division Budget Description***

The City Manager's Proposed FY 2015 Community Development – Inspections and Code Compliance Division budget of $820,432 represents a 3.6% increase of $28,131 compared to the Adopted FY 2014 budget of $792,301.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $8,040 increase in Salaries reflecting the distribution of certification pay from the Office of the Director.
- $5,092 increase in Employee Benefits reflecting the distribution of certification pay from the Office of the Director, a higher health insurance rate, and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014 offset by a lower Virginia Retirement System rate.
- $15,000 increase in Contractual Services reflecting restoration of limited demolition services funding.
- $4,430 increase in Internal Service Charges reflecting Fleet Services operating estimates.
- $5,055 decrease in Rentals and Leases reflecting lower costs for mobile technology equipment rental.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 4 | 4 | 4 | 4 | 0 |
| **TOTAL FTE** | **4** | **4** | **4** | **4** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $192,611 | $212,758 | $221,554 | $221,554 | $8,796 |
| Employee Benefits | 70,209 | 83,687 | 87,042 | 87,042 | 3,355 |
| ***Subtotal Personnel Services*** | ***$262,820*** | ***$296,445*** | ***$308,596*** | ***$308,596*** | ***$12,151*** |
| ***Operating*** | | | | | |
| Contractual Services | $43,681 | $6,950 | $12,250 | $12,250 | $5,300 |
| Other Charges | 12,106 | 9,722 | 9,722 | 9,722 | 0 |
| ***Subtotal Operating*** | ***$55,787*** | ***$16,672*** | ***$21,972*** | ***$21,972*** | ***$5,300*** |
| **TOTAL EXPENDITURES** | **$318,607** | **$313,117** | **$330,568** | **$330,568** | **$17,451** |
| **DEDICATED REVENUES** | | | | | |
| Community Development Stormwater Charges | $6,779 | $6,953 | $32,766 | $32,766 | $25,813 |
| **TOTAL DEDICATED REVENUES** | **$6,779** | **$6,953** | **$32,766** | **$32,766** | **$25,813** |
| **TOTAL CITY COST** | **$311,828** | **$306,164** | **$297,802** | **$297,802** | **($8,362)** |

***Community Development – Planning Division Budget Description***

The City Manager's Proposed FY 2015 Community Development – Planning Division budget of $330,568 represents a 5.6% increase of $17,451 compared to the Adopted FY 2014 budget of $313,117.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $8,796 increase in Salaries reflecting the distribution of certification pay from the Office of the Director.
- $3,355 increase in Employee Benefits reflecting the distribution of certification pay from the Office of the Director and a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $5,300 increase in Contractual Services reflecting the costs of legal notice advertising for public hearing items that go to City Council. These costs, originally absorbed by the City Manager's Office, will now be budgeted and billed to the petitioner by Community Development.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 2.0 | 2.0 | 2.5 | 2.5 | 0.5 |
| **TOTAL FTE** | **2.0** | **2.0** | **2.5** | **2.5** | **0.5** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $105,704 | $108,637 | $127,812 | $127,812 | $19,175 |
| Employee Benefits | 39,493 | 42,515 | 51,261 | 51,261 | 8,746 |
| ***Subtotal Personnel Services*** | ***$145,197*** | ***$151,152*** | ***$179,073*** | ***$179,073*** | ***$27,921*** |
| ***Operating*** | | | | | |
| Contractual Services | $486 | $0 | $0 | $0 | $0 |
| Internal Service Charges | 1,766 | 3,175 | 2,870 | 2,870 | (305) |
| Other Charges | 1,889 | 4,452 | 4,737 | 4,737 | 285 |
| ***Subtotal Operating*** | ***$4,141*** | ***$7,627*** | ***$7,607*** | ***$7,607*** | ***($20)*** |
| **TOTAL EXPENDITURES** | **$149,338** | **$158,779** | **$186,680** | **$186,680** | **$27,901** |
| **DEDICATED REVENUES** | | | | | |
| Community Development Stormwater Charges | $92,960 | $94,691 | $74,151 | $74,151 | ($20,540) |
| **TOTAL DEDICATED REVENUES** | **$92,960** | **$94,691** | **$74,151** | **$74,151** | **($20,540)** |
| **TOTAL CITY COST** | **$56,378** | **$64,088** | **$112,529** | **$112,529** | **$48,441** |

***Community Development – Zoning and Natural Resources Division Budget Description***

The City Manager's Proposed FY 2015 Community Development – Zoning and Natural Resources Division budget of $186,680 represents a 17.6% increase of $27,901 compared to the Adopted FY 2014 budget of $158,779.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $19,175 increase in Salaries reflecting the transfer of the 0.5 full-time position from the Office of the Director and the distribution of certification pay from the Office of the Director.
- $8,746 increase in Employee Benefits reflecting the transfer of the 0.5 full-time position from the Office of the Director, the distribution of certification pay from the Office of the Director and a higher health insurance rate offset by a lower Virginia Retirement System rate.

***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 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Percentage of site plan, subdivision, and public hearing projects reviewed and processed within the designated time period | 100% | 98% | 100% | 100% |
| Number of site plan, subdivision, and public hearing projects reviewed and processed within the designated time period | 139 | 140 | 39 | 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 and every effort is made to perform the review and process comments on or before the deadline 100% of the time.

Based on current development inquiries, the number of FY 2015 project reviews will remain consistent with prior year numbers. With the implementation of the City's centralized plan intake system, the number of projects tracked by this performance measure is expected to increase in FY 2015 based on the inclusion of public infrastructure plans and requests for information concerning future development.

***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 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| **Development:** | | | | |
| Zoning and Erosion and Sediment Control Inspections | 2,684 | 2,800 | 1,028 | 2,900 |
| New Construction Inspections | 10,736 | 10,250 | 4,340 | 10,250 |
| **Code Compliance:** | | | | |
| Neighborhood Services Inspections | 1,526 | 1,600 | 841 | 1,700 |
| Rental Property Inspections | 437 | 650 | 155 | 450 |
| Property Maintenance Inspections | 2,471 | 2,500 | 1,135 | 1,600 |

***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:* Based on current economic conditions and sites currently under construction in FY 2014, the number of development projects is expected to remain consistent for FY 2015. However, with the implementation of the Department's Professional Development Program and new stormwater regulations, the number of inspections is expected to increase.

*New Construction Inspections:* In FY 2015 projections for housing and commercial/industrial site inspections are projected to be consistent with FY 2014 numbers. This reflects a leveling out or slight decline in commercial/industrial permits and a slight increase in single and multi-family projects over FY 2014.

**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 in a variety of service areas which has resulted in efficiencies not only in Code Compliance but other Development Inspection programs as well. This resulted in a slight increase in the total number of FY 2014 inspections. The projected inspections in FY 2015 are expected to be consistent with FY 2014.

*Rental Property Inspections:* Although Rental Property Inspections frequency is defined by City Code, this number varies annually based on the number of tenant initiated complaints. Rental Property Inspections increased in FY 2014 as a result of a backlog of rental inspections due to previous staffing vacancies, programmatic changes and mobile technology improvements. This number is expected to decrease in FY 2015 to the typical average number of inspections for a program year.

*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. Based on this approach, the overall number of Property Maintenance Inspections is projected to decrease in FY 2015.

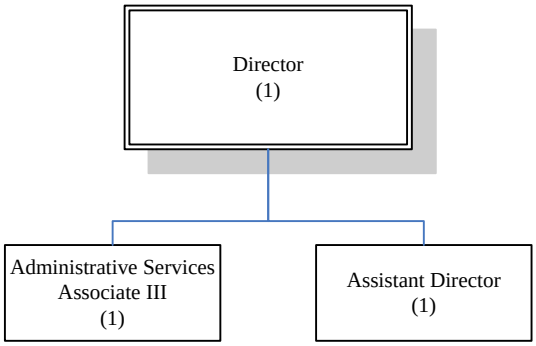
***Benchmark Localities:***
Danville and Roanoke, VA

## 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 3 | 3 | 3 | 3 | 0 |
| **TOTAL FTE** | **3** | **3** | **3** | **3** | 0 |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $183,117 | $192,597 | $192,595 | $192,595 | ($2) |
| Employee Benefits | 65,725 | 70,654 | 71,930 | 71,930 | 1,276 |
| ***Subtotal Personnel Services*** | ***$248,842*** | ***$263,251*** | ***$264,525*** | ***$264,525*** | ***$1,274*** |
| ***Operating*** | | | | | |
| Contractual Services | $22,214 | $21,900 | $21,900 | $21,900 | $0 |
| Other Charges | 117,308 | 34,589 | 32,030 | 32,030 | (2,559) |
| Rentals and Leases | 1,726 | 1,883 | 0 | 0 | (1,883) |
| ***Subtotal Operating*** | ***$141,248*** | ***$58,372*** | ***$53,930*** | ***$53,930*** | ***($4,442)*** |
| **Total General Fund Expenditures** | **$390,090** | **$321,623** | **$318,455** | **$318,455** | **($3,168)** |
| Total Grant Expenditures [1] | $39,999 | $35,000 | $35,000 | $35,000 | $0 |
| **TOTAL EXPENDITURES** | **$430,089** | **$356,623** | **$353,455** | **$353,455** | **($3,168)** |
| **DEDICATED REVENUES** | | | | | |
| State Grants | $9,999 | $5,000 | $5,000 | $5,000 | $0 |
| **TOTAL DEDICATED REVENUES** | **$9,999** | **$5,000** | **$5,000** | **$5,000** | **$0** |
| **TOTAL CITY COST** | **$420,090** | **$351,623** | **$348,455** | **$348,455** | **($3,168)** |

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

***Office of Economic Development Budget Description***

The City Manager's Proposed FY 2015 Office of Economic Development budget of $318,455 represents a 1.0% decrease of $3,168 compared to the Adopted FY 2014 budget of $321,623.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $1,276 increase in Employee Benefits reflecting a higher health insurance rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014 offset by a lower Virginia Retirement System rate.
- $2,559 decrease in Other Charges reflecting reductions in office supplies and mileage reimbursement based on historical spending.
- $1,883 decrease in Rentals and Leases reflecting the elimination of a leased copier.

***Office of Economic Development Performance Measures***

ECONOMIC DEVELOPMENT

***Goal 1:***
Promote 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 FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Total private commercial investment ($) | $114.0 million | $274.0 million | $194.5 million | $329.5 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 incentivize expenditures for machinery, equipment, and real property. These investments are supported directly by the Enterprise Zone Program, the Lynchburg Economic Development Authority Revolving Loan Fund and the Office of Economic Development's (OED's) Local Redevelopment Grant.

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 FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Total business capital provided | $990,790 | $2,045,016 | $1,517,903 | $2,454,020 |

***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 Lynchburg Economic Development Authority (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.

***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 FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Total jobs created | 107 | 278 | 193 | 334 |

***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 pay at least $10.88/hour and include health benefits.

ECONOMIC DEVELOPMENT

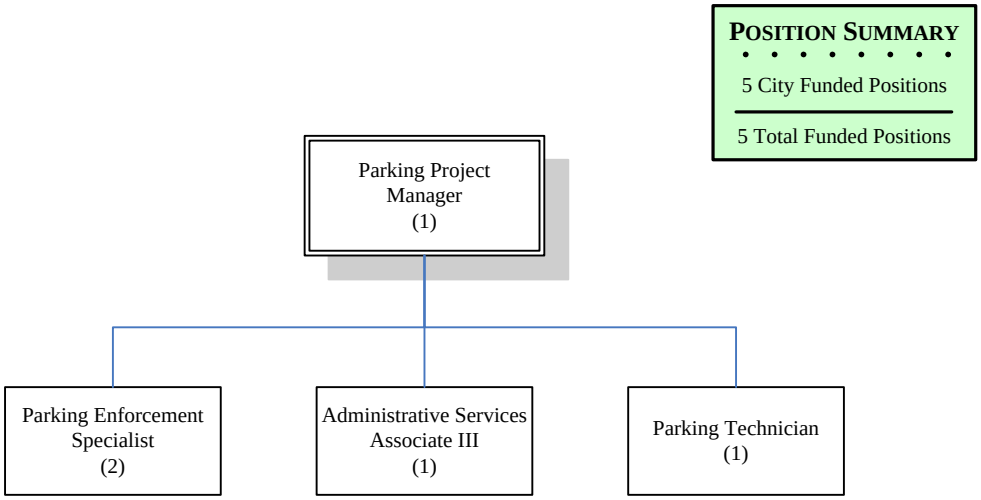
***Goal 4:***
Market and promote the City's business environment, industries, workforce, and quality of life.

***Objective:***
Serve as the primary resource for major industry, small businesses, entreprenuers, students, and workers interested in data and information on the local economy and economic development through media, events, meetings, programs, and initiatives.

| ***Performance Measure:*** | ***Actual FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Customer Engagement | 8,036 | 8,050 | 2,934 | 8,065 |

***Analysis of the Data:***
The Strategic Plan prepared in 2013 strongly recommended OED and LEDA "tell the story and improve the product." Using traditional media, direct marketing, events, and a formal Business Visitation Program, the OED engages both internal and external customer. By converting the Plan's strategic objectives into tactical actions, the OED has created an Industry Retention and Business Attraction Plan. These initiatives and relationships can facilitate lead generation, strategic partnering, and vertical marketing. A specialized database tracks all connections made with clients (City businesses).

## 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 5 | 5 | 5 | 5 | 0 |
| **TOTAL FTE** | **5** | **5** | **5** | **5** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| ***Personnel Services*** | | | | | |
| Salaries | $165,028 | $188,968 | $181,270 | $181,270 | ($7,698) |
| Employee Benefits | 66,906 | 81,725 | 81,330 | 81,330 | (395) |
| ***Subtotal Personnel Services*** | ***$231,934*** | ***$270,693*** | ***$262,600*** | ***$262,600*** | ***($8,093)*** |
| ***Operating*** | | | | | |
| Contractual Services | $52,932 | $14,750 | $14,750 | $14,750 | $0 |
| Internal Service Charges | 7,102 | 6,346 | 6,729 | 6,729 | 383 |
| Other Charges | 18,651 | 6,870 | 9,984 | 9,984 | 3,114 |
| Rentals and Leases | 60,812 | 62,500 | 62,500 | 62,500 | 0 |
| ***Subtotal Operating*** | ***$139,497*** | ***$90,466*** | ***$93,963*** | ***$93,963*** | ***$3,497*** |
| **TOTAL EXPENDITURES** | **$371,431** | **$361,159** | **$356,563** | **$356,563** | **($4,596)** |
| **DEDICATED REVENUES** | | | | | |
| Downtown Parking Deck Lease | $93,600 | $93,600 | $82,800 | $82,800 | ($10,800) |
| Hourly Parking Fees | 26,270 | 25,000 | 25,000 | 25,000 | 0 |
| Permit Parking Fees | 210,997 | 214,000 | 214,000 | 214,000 | 0 |
| Fines | 100,103 | 110,000 | 110,000 | 110,000 | 0 |
| Assigned Fund Balance Reserve [1] | (59,539) | (45,420) | (38,575) | (38,575) | 6,845 |
| **TOTAL DEDICATED REVENUES** | **$371,431** | **$397,180** | **$393,225** | **$393,225** | **($3,955)** |
| **TOTAL CITY COST [2]** | **$0** | **($36,021)** | **($36,662)** | **($36,662)** | **($641)** |

[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 2015 this amount assists with indirect costs incurred by the General Fund ($16,600) as well as direct costs associated with parking lot maintenance ($20,062).

***Parking Management Budget Description***

The City Manager's Proposed FY 2015 Parking Management budget of $356,563 represents a 1.3% decrease of $4,596 compared to the Adopted FY 2014 budget of $361,159.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $7,698 decrease in Salaries compared to the adopted budget.
- $395 decrease in Employee Benefits reflecting a lower Virginia Retirement System rate offset by a higher health insurance rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014.
- $3,114 increase in Other Charges reflecting the replacement of minor equipment; newly proposed office security measures; training and certification needs; and dues and memberships.

The City provides funding to external organizations that provide various mandated, contractual, or discretionary services to the community.

| BUDGET SUMMARY | Actual FY 2013 | Adopted FY 2014 | Agency Requested FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **Mandated** | | | | | |
| Blue Ridge Regional Jail Authority | $5,453,628 | $6,403,789 | $5,586,635 | $5,586,635 | ($817,154) |
| Horizon Behavioral Health | 444,003 | 444,003 | 457,323 | 457,323 | 13,320 |
| Lynchburg Health Department | 805,942 | 830,977 | 830,977 | 830,977 | 0 |
| Region 2000 Local Government Council | 43,600 | 43,958 | 44,392 | 44,392 | 434 |
| | **$6,747,173** | **$7,722,727** | **$6,919,327** | **$6,919,327** | **($803,400)** |
| **Contractual** | | | | | |
| Central Virginia Regional Radio Board (CVRRB) | $0 | $606,814 | $688,369 | $688,369 | $81,555 |
| Lynchburg Humane Society | 322,187 | 281,538 | 351,697 | 351,697 | 70,159 |
| Lynchburg Humane Society - Lease | 0 | 200,000 | 200,000 | 0 | (200,000) |
| Lynchburg Lifesaving/Rescue Squad | 1,815 | 0 | 0 | 0 | 0 |
| Lynchburg Regional Convention and Visitors' Bureau | 1,324,170 | 750,000 | 0 | 0 | (750,000) |
| Southern Memorial Association (Old City Cemetery) | 122,438 | 122,438 | 132,438 | 132,438 | 10,000 |
| Virginia Cooperative Extension Service | 27,981 | 31,195 | 34,082 | 34,082 | 2,887 |
| | **$1,798,591** | **$1,991,985** | **$1,406,586** | **$1,206,586** | **($785,399)** |
| **Discretionary** | | | | | |
| Amazement Square | $0 | $5,302 | $5,302 | $5,302 | $0 |
| Arc of Central Virginia | 0 | 0 | 42,606 | 0 | 0 |
| Central Virginia Area Agency on Aging (CVAAA) | 15,000 | 15,000 | 15,000 | 15,000 | 0 |
| Central Virginia Community College (CVCC) | 1,899 | 1,909 | 1,917 | 1,917 | 8 |
| Court Appointed Special Advocate (CASA) | 12,000 | 0 | 0 | 0 | 0 |
| Rebuilding Together - Lynchburg | 0 | 0 | 25,000 | 0 | 0 |
| Region 2000 Economic Development Partnership | 81,586 | 81,586 | 81,586 | 81,586 | 0 |
| Robert E. Lee Soil & Water Conservation District | 10,000 | 10,000 | 10,000 | 10,000 | 0 |
| Shelter Plus Care Case Management Services | 0 | 0 | 10,000 | 10,000 | 10,000 |
| Tourism | 0 | 500,000 | 0 | 0 | (500,000) |
| Virginia Legal Aid Society | 10,000 | 10,400 | 10,816 | 10,816 | 416 |
| | **$130,485** | **$624,197** | **$202,227** | **$134,621** | **($489,576)** |
| **TOTAL CITY COST** | **$8,676,249** | **$10,338,909** | **$8,528,140** | **$8,260,534** | **($2,078,375)** |

**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.

**The 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 Lynchburg, and Halifax, Campbell, Appomattox, Amherst, and Bedford Counties.

**Central Virginia Area Agency on Aging (CVAAA).** 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, City 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). S**upports 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 Life Saving Crew/Rescue Squad.** The City paid for fleet services including fuel for supplemental services to the City's emergency services program. As of FY 2014, the Life Saving Crew is non-operational.

**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.

**Rebuilding Together.** Preserves affordable homeownership and revitalizes communities by providing free rehabilitation work and making critical repairs to the homes of low-income citizens.

**Region 2000 Economic Development Partnership.** Annual membership dues for Region 2000 based on population.

**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 Cities of Bedford and Lynchburg, the Towns of Altavista, Amherst, Appomattox 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.

**Shelter Plus Care Case Management Services.** Shelter Plus Care is a U.S. Department of Housing and Urban Development program that provides rental assistance for hard-to-serve homeless persons with disabilities. These funds reflect the cost associated with the case management component of this grant.

**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.

**Tourism (January – June 2014).** Funds of $500,000 were set aside to support tourism from January to June of 2014.

**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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **Transfers** | | | | | |
| Airport Fund | $336,330 | $289,061 | $198,518 | $198,518 | ($90,543) |
| City Capital Projects Fund | 4,924,009 | 3,777,878 | 4,914,676 | 4,914,676 | 1,136,798 |
| School Capital Projects Fund | 4,455,000 | 3,252,460 | 2,425,000 | 2,425,000 | (827,460) |
| City/Federal/State Aid Fund (Matching Funds) | 136,456 | 41,720 | 42,358 | 42,358 | 638 |
| Fleet Fund | 0 | 0 | 135,739 | 135,739 | 135,739 |
| Technology Fund | 678,597 | 625,705 | 622,294 | 622,294 | (3,411) |
| **Total Transfers** | **$10,530,392** | **$7,986,824** | **$8,338,585** | **$8,338,585** | **$351,761** |
| **Non-Departmental** | | | | | |
| Employee Benefits | | | | | |
| Workers' Compensation | $740,883 | $703,500 | $855,000 | $855,000 | $151,500 |
| Retiree Benefits | 2,533,941 | 1,537,454 | 2,320,937 | 1,720,937 | 183,483 |
| Unemployment Compensation | 29,337 | 60,000 | 50,000 | 50,000 | (10,000) |
| Other Employment Benefits | 139 | 1,500 | 1,500 | 1,500 | 0 |
| Auditing Services | 22,187 | 15,000 | 7,000 | 7,000 | (8,000) |
| Employee Programs | | | | | |
| Tuition Reimbursement | 29,424 | 45,000 | 45,000 | 45,000 | 0 |
| Employee Assistance Program | 23,870 | 29,780 | 26,000 | 26,000 | (3,780) |
| Employee Appreciation | 23,376 | 33,350 | 33,300 | 33,300 | (50) |
| Leadership Development | 0 | 0 | 16,000 | 8,000 | 8,000 |
| Managed Vacancy Program | 0 | (527,572) | 0 | (250,000) | 277,572 |
| Fleet (Depreciation) | 2,030,288 | 2,356,632 | 2,010,484 | 2,010,484 | (346,148) |
| Compensation Adjustment | 0 | 160,910 | 0 | 810,000 | 649,090 |
| Water Fund Payment | 351,900 | 358,938 | 879,498 | 879,498 | 520,560 |
| College Lake Dam Project Oversite | 0 | 0 | 53,380 | 53,380 | 53,380 |
| Professional Fees - Medical and Dental | 20,500 | 45,000 | 45,000 | 45,000 | 0 |
| Health Management Program | 186,888 | 205,550 | 219,080 | 219,080 | 13,530 |
| Virginia Retirement System - Line of Duty | 0 | 105,952 | 105,952 | 105,952 | 0 |
| Stormwater - General Fund Payment | 79,130 | 86,726 | 87,726 | 87,726 | 1,000 |
| Stormwater - Schools Payment | 64,720 | 70,603 | 69,869 | 69,869 | (734) |
| **Total Non-Departmental** | **$6,136,583** | **$5,288,323** | **$6,825,726** | **$6,777,726** | **$1,489,403** |
| **Total Transfers and Non-Departmental** | **$16,666,975** | **$13,275,147** | **$15,164,311** | **$15,116,311** | **$1,841,164** |

## 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.

**School 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.

**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.

**Leadership Development.** Funding to provide leadership training at the City Manager's Leadership Forum.

**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.

**College Lake Dam Project Oversite.** Transfer to the Water Fund for engineering services provided in the management of the College Lake Dam project.

**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.

***Long-term Debt***

Total outstanding debt was $304.1 million with $188 million of business-type activities debt supported by the individual funds, resulting in net bonded debt for governmental activities of $116.1 million. Liabilities for compensated absences and workers' compensation of $6.7 million and other post-employment benefits liability of $4.1 million were excluded.

***Long-term Debt Obligations***
***As of June 30, 2013***
***(in millions)***

| | Governmental Activities | | Business-type Activities | | Total Primary Government | | Percentage Change |
|---|---|---|---|---|---|---|---|
| | 2013 | 2012 | 2013 | 2012 | 2013 | 2012 | 2013-2012 |
| General Obligation Bonds | $ 114.2 | $ 120.1 | $ 59.9 | $ 63.9 | $ 174.1 | $ 184.0 | -5% |
| Revenue Bonds | - | - | 122.9 | 128.0 | 122.9 | 128.0 | -4% |
| General Obligation Notes | - | - | 5.2 | 0.1 | 5.2 | 0.1 | 100% |
| Note Payable | 1.9 | 2.0 | - | - | 1.9 | 2.0 | -5% |
| Capital Lease | - | 4.3 | - | - | - | 4.3 | -100% |
| Total | $ 116.1 | $ 126.4 | $ 188.0 | $ 192.0 | $ 304.1 | $ 318.4 | -4% |

Total new debt of $9.2 million was issued, of which $4.1 million was for governmental activities, and $5.1 million was for business-type activities. It consisted of $4.1 million from a general obligation public improvement refunding bond to refinance a capital lease; and, $5.1 million from a bond anticipation note bank qualified line of credit for water capital projects.

The City retired $23.5 million of outstanding principal, all of which were planned retirements with the exception of the $4.1 million refunding bond to refinance the capital lease. The governmental activities principal retirements were $14.4 million and the business-type activities principal retirements were $9.1 million.

The City's general obligation bonds continued to maintain an Aa2 rating from Moody's Investors Service dated September 27, 2010, and an AA+ rating from Fitch Ratings dated September 22, 2010. Standard & Poor's Ratings Services upgraded the City's rating one level from an AA to an AA+, dated September 23, 2010. This rating increase is based on the City's "ongoing economic development and redevelopment, which continues to diversify the economy and expand the property tax base." Also, factored into the upgrade is the City's "historically solid financial position with very strong reserves, which has remained constant through various economic cycles." Standard & Poor's continued utilization of their Financial Management Assessment (FMA) model resulted in a second "strong" ranking for the City's management practices. These credit ratings were related to the City's issuance of the October 20, 2010, General Obligation Public Improvement Refunding Bonds, Series 2010 of $29,655,000. On August 22, 2012, Fitch Ratings reaffirmed their AA+ rating for the City.

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 December 19, 2012, the City issued $4,129,625.08 of General Obligation Public Improvement Refunding Bonds, Series 2012 to current refund the Lynchburg Redevelopment and Housing Authority Lease Revenue Bond, Series 2003, dated August 29, 2003 for the J. W. Ould Building renovation project. The City of Lynchburg and the Lynchburg Redevelopment and Housing Authority had entered into a capital lease arrangement for the use of the J. W. Ould Building for the City's Social Services office. The refunding bond proceeds were utilized to pay off the lease revenue bond with SunTrust Bank in the amount of $4,129,625.08: and, the capital lease was terminated as the deed to the property was transferred to the City.

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)***

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."

***Long-Term Liabilities***

General Obligation Debt:

| | | | | | Primary Government | | | |
|---|---|---|---|---|---|---|---|---|
| | Interest Rates (%) | Date Issued | Final Maturity | Original Issue | Public Improvements | School Facilities | Proprietary Funds | Total |
| **Bond Anticipation Note** | | | | | | | | |
| Public Improvement- Line of Credit for Five Years | 2.0 fixed | 11/08/2011 | 2016 | $ 10,000,000 | $ - | $ - | $ 5,193,865 | $ 5,193,865 |
| **Serial Bonds** | | | | | | | | |
| VA Resources Authority | 0.00 | 03/24/1994 | 2027 | 3,976,369 | - | - | 1,686,523 | 1,686,523 |
| VPSA General Obligation | 6.10-6.60 | 11/22/1994 | 2015 | 2,100,362 | - | 263,155 | - | 263,155 |
| VPSA General Obligation | 3.10-5.10 | 11/15/2001 | 2022 | 3,473,329 | - | 1,677,695 | - | 1,677,695 |
| VPSA General Obligation | 2.35-4.85 | 11/07/2002 | 2023 | 6,513,732 | - | 3,440,125 | - | 3,440,125 |
| Public Improvement Refunding | 2.00-5.00 | 02/01/2003 | 2014 | 23,670,000 | 225,334 | 17,281 | 212,385 | 455,000 |
| Public Improvement | 3.00-5.00 | 06/01/2004 | 2034 | 28,160,000 | 1,050,000 | 810,000 | 560,000 | 2,420,000 |
| Public Improvement Refunding | 3.00-5.25 | 03/16/2005 | 2030 | 33,105,000 | 7,972,355 | 4,862,720 | 6,159,925 | 18,995,000 |
| Taxable Refunding | 3.90-4.86 | 03/16/2005 | 2014 | 3,810,000 | - | 615,000 | - | 615,000 |
| VPSA General Obligation | 4.60-5.10 | 11/10/2005 | 2026 | 6,411,957 | - | 4,375,901 | - | 4,375,901 |
| Public Improvement | 4.00-5.00 | 05/09/2006 | 2026 | 23,840,000 | 11,347,196 | 4,475,226 | 1,957,578 | 17,780,000 |
| Public Improvement | 4.00-5.00 | 08/02/2007 | 2038 | 33,300,000 | 11,373,685 | - | 16,291,315 | 27,665,000 |
| Public Improvement Refunding | 2.93 | 03/19/2008 | 2015 | 8,000,000 | 317,297 | 296,574 | 404,129 | 1,018,000 |
| Public Improvement Series A Tax Exempt | 1.00-5.00 | 08/13/2009 | 2022 | 17,230,000 | 3,740,000 | 5,310,000 | 4,320,000 | 13,370,000 |
| 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 | 3,007,126 | 1,651,201 | 5,306,673 | 9,965,000 |
| VPSA Gen Obligation | 0.00 | 11/13/2009 | 2027 | 10,255,000 | - | 9,640,000 | - | 9,640,000 |
| Public Improvement Refunding | 2.00-5.00 | 10/20/2010 | 2034 | 29,655,000 | 9,714,804 | 7,424,688 | 12,195,508 | 29,335,000 |
| Public Improvement Refunding | 3.80 | 12/19/2012 | 2023 | 4,129,625 | 3,950,943 | - | - | 3,950,943 |
| | | | | | $ 57,098,135 | $ 54,310,171 | $ 67,857,901 | $ 179,266,207 |

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 $47,393,043 at June 30, 2013.

***Long-Term Liabilities (continued)***

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 $179,266,207 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 82.8%. Outstanding tax-supported debt was 1.95% of net assessed valuation of taxable property. There are no overlapping tax jurisdictions.

Revenue Debt:

| | 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 | $ 2,378,862 |
| Public Utility Revenue Bonds | 0.00 | 8/10/1995 | 2029 | 10,000,000 | 4,257,936 |
| Public Utility Revenue Bonds | 0.00 | 6/27/1996 | 2029 | 8,000,000 | 3,296,060 |
| Public Utility Revenue Bonds | 0.00 | 7/17/1997 | 2030 | 7,591,540 | 3,713,416 |
| Public Utility Revenue Bonds | 3.00 | 7/17/1997 | 2020 | 14,108,460 | 5,746,001 |
| Public Utility Revenue Bonds | 0.00 | 8/21/1998 | 2031 | 6,203,000 | 3,291,826 |
| Public Utility Revenue Bonds | 3.00 | 5/27/1999 | 2020 | 2,476,763 | 1,006,786 |
| Public Utility Revenue Bonds | 0.00 | 2/11/2000 | 2021 | 5,300,000 | 2,231,579 |
| Public Utility Revenue Bonds | 0.00 | 2/15/2001 | 2032 | 735,000 | 422,763 |
| Public Utility Revenue Bonds | 3.50 | 06/8/2001 | 2021 | 2,835,000 | 1,443,017 |
| Public Utility Revenue Bonds | 0.00 | 11/6/2001 | 2034 | 1,413,613 | 911,062 |
| Public Utility Revenue Bonds | 0.00 | 9/15/2003 | 2036 | 2,350,165 | 1,721,593 |
| Public Utility Revenue Bonds | 0.00 | 5/20/2004 | 2038 | 6,000,000 | 4,700,000 |
| Public Utility Revenue Bonds | 0.00 | 5/17/2005 | 2038 | 6,700,000 | 5,359,999 |
| Public Utility Revenue Bonds | 0.00 | 6/28/2006 | 2039 | 9,600,000 | 8,160,000 |
| Public Utility Revenue Bonds | 0.00 | 6/20/2007 | 2039 | 7,000,000 | 6,066,667 |
| Public Utility Revenue Bonds | 0.00 | 06/5/2008 | 2041 | 12,350,000 | 11,320,833 |
| Public Utility Revenue Bonds | 0.00 | 6/25/2009 | 2041 | 19,000,000 | 17,733,333 |
| Public Utility Revenue Bonds | 0.00 | 6/17/2010 | 2042 | 13,100,000 | 12,663,333 |
| Public Utility Revenue Bonds | 0.00 | 6/15/2011 | 2033 | 9,350,928 | 9,350,928 |
| 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 |
| | | | | | $ 122,875,994 |

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. The debt coverage ratio for the year ended June 30 was 1.34.

***Long-Term Liabilities (continued)***

The following is a summary of changes in long-term liabilities:

| | Beginning Balance | Additions | Deletions | Ending Balance | Current Portion |
|---|---|---|---|---|---|
| Governmental Activities | | | | | |
| General obligation bonds | $ 120,077,619 | $ 4,129,625 | $ 9,998,504 | $ 114,208,740 | $ 9,689,389 |
| Notes payable* | 2,120,000 | - | 180,000 | 1,940,000 | 180,000 |
| Adjust for deferred amounts: | | | | | |
| Issuance discounts | (799,633) | - | (53,309) | (746,324) | - |
| Issuance premiums | 3,806,242 | - | 297,212 | 3,509,030 | - |
| Deferred Outflow-Refunding | (3,014,079) | - | (250,773) | (2,763,306) | - |
| Total bonds and notes | 122,190,149 | 4,129,625 | 10,171,634 | 116,148,140 | 9,869,389 |
| Workers' compensation** | 2,131,759 | 583,044 | 687,022 | 2,027,781 | 243,334 |
| Compensated absences** | 4,213,955 | 2,964,387 | 3,187,497 | 3,990,845 | 478,900 |
| Other post-employment benefits** | 4,073,434 | 3,120,731 | 3,408,275 | 3,785,890 | - |
| Capital lease obligations** | 4,285,278 | - | 4,285,278 | - | - |
| | $ 136,894,575 | $ 10,797,787 | $ 21,739,706 | $ 125,952,656 | $ 10,591,623 |

Primary Government

| | Beginning Balance | Additions | Deletions | Ending Balance | Current Portion |
|---|---|---|---|---|---|
| Business-Type Activities | | | | | |
| Bond anticipation notes | $ 79,705 | $ 5,114,160 | $ - | $ 5,193,865 | $ - |
| General obligation bonds | 63,936,183 | - | 4,072,581 | 59,863,602 | 3,780,511 |
| Public utility revenue bonds | 127,972,943 | - | 5,096,949 | 122,875,994 | 5,597,966 |
| Adjust for deferred amounts: | | | | | |
| Issuance premiums | 1,999,781 | - | 150,627 | 1,849,154 | - |
| Deferred Outflow-Refunding | (2,061,819) | - | (143,538) | (1,918,281) | - |
| Total bonds and notes | 191,926,793 | 5,114,160 | 9,176,619 | 187,864,334 | 9,378,477 |
| Workers' compensation | 100,400 | 143,561 | 79,414 | 164,547 | 19,745 |
| Compensated absences | 462,548 | 394,368 | 364,325 | 492,591 | 59,110 |
| Other post-employment benefits | 394,004 | 358,345 | 391,362 | 360,987 | - |
| | $ 192,883,745 | $ 6,010,434 | $ 10,011,720 | $ 188,882,459 | $ 9,457,332 |

*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.

**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. Capital leases are liquidated by the General Fund.

***Long-Term Liabilities (continued)***

Debt Service to Maturity:

| Year Ending June 30 | Governmental Activities | | | |
|---|---|---|---|---|
| | General Obligation | | Note Payable | |
| | Principal | Interest | Principal | Interest |
| 2014 | $ 9,689,389 | $ 4,565,329 | $ 180,000 | $ 104,048 |
| 2015 | 8,936,843 | 4,176,636 | 180,000 | 94,805 |
| 2016 | 9,009,843 | 3,813,349 | 180,000 | 85,310 |
| 2017 | 8,892,151 | 3,469,591 | 180,000 | 75,554 |
| 2018 | 8,478,134 | 3,129,967 | 180,000 | 65,591 |
| 2019-2023 | 35,198,989 | 11,463,122 | 1,040,000 | 169,038 |
| 2024-2028 | 22,973,562 | 5,275,109 | - | - |
| 2029-2033 | 6,790,878 | 2,123,295 | - | - |
| 2034-2038 | 3,068,951 | 872,650 | - | - |
| 2039-2040 | 1,170,000 | 77,337 | - | - |
| | $ 114,208,740 | $ 38,966,385 | $ 1,940,000 | $ 594,346 |

| Year Ending June 30 | Business-Type Activities | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | General Obligation | | | | | | Revenue Bonds | |
| | Water Fund | | Airport Fund | | Sewer Fund | | Sewer Fund | |
| | Principal | Interest | Principal | Interest | Principal | Interest | Principal | Interest |
| 2014 | $ 1,755,694 | $ 1,703,297 | $ 164,651 | $ 41,214 | $ 1,860,166 | $ 908,430 | $ 5,597,966 | $ 244,593 |
| 2015 | 1,693,803 | 1,635,944 | 145,320 | 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 |
| 2019-2023 | 6,358,109 | 6,315,206 | 223,606 | 61,465 | 5,340,298 | 2,632,954 | 26,971,785 | 87,108 |
| 2024-2028 | 6,001,886 | 4,891,686 | 136,115 | 13,129 | 3,846,119 | 1,758,673 | 23,243,647 | - |
| 2029-2033 | 6,243,518 | 3,317,960 | - | - | 2,967,014 | 1,005,029 | 18,770,738 | - |
| 2034-2038 | 6,637,019 | 1,547,317 | - | - | 2,364,029 | 374,684 | 14,774,841 | - |
| 2039-2043 | 1,740,000 | 116,336 | - | - | 230,000 | 15,203 | 7,919,167 | - |
| 2044-2045 | - | - | - | - | - | - | 738,334 | - |
| | $ 35,477,090 | $ 24,025,897 | $ 989,741 | $ 222,257 | $ 23,396,771 | $ 9,684,666 | $ 122,875,994 | $ 954,089 |

October 20, 2010 General Obligation Refunding Bond Issue - Advance Refunding of General Obligation Bond Issues, Series 2001, 2003A and 2004:

On October 20, 2010, the City issued $29,655,000 of General Obligation Public Improvement Refunding Bonds, Series 2010 to advance refund the following general obligation public improvement bonds: $3,375,000 of Series 2001 (August 1, 2001); $9,415,000 of Series 2003A (February 1, 2003); and, $15,370,000 of Series 2004 (June 1, 2004). The refunding bond proceeds are in an irrevocable trust with an escrow agent and invested in U. S. Government securities maturing to fund the refunded bonds future debt service. As of June 30, 2013, the total outstanding principal of the in-substance defeased bonds was $15,370,000 (Series 2004).

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, 2013, $5,193,865 was outstanding for water capital projects only.

***Long-Term Liabilities (continued)***

December 19, 2012 General Obligation Public Improvement Refunding Bond, Series 2012

On December 19, 2012, the City issued a $4,129,625.08 General Obligation Public Improvement Refunding Bond, Series 2012 to current refund the Lynchburg Redevelopment and Housing Authority Lease Revenue Bond, Series 2003, dated August 29, 2003 for the J. W. Ould Building renovation project. The City of Lynchburg and the Lynchburg Redevelopment and Housing Authority had entered into a capital lease arrangement for the use of the J. W. Ould Building for the City's Social Services office. The refunding bond proceeds were utilized to pay off the lease revenue bond with SunTrust Bank in the amount of $4,129,625.08; and, the capital lease was terminated as the deed to the property was transferred to the City.

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.

Component Unit – Lynchburg City Schools:

The following is a summary of changes in other long-term liabilities:

| | Beginning Balance | Additions | Deletions | Ending Balance | Current Portion |
|---|---|---|---|---|---|
| Compensated absences | $ 651,704 | $ 734,466 | $ 612,521 | $ 773,649 | $ 569,277 |
| Capital lease obligations | 374,284 | - | 264,931 | 109,353 | 109,353 |
| Other post-employment benefits | 2,146,476 | 1,005,860 | 338,048 | 2,814,288 | - |
| | $ 3,172,464 | $ 1,740,326 | $ 1,215,500 | $ 3,697,290 | $ 678,630 |

School Capital Leases:

| Interest Rates | Date Issued | Final Maturity | Original Issue | Balance |
|---|---|---|---|---|
| 3.55% | 12/2008 | 12/2013 | $ 1,000,000 | $ 109,353 |

Following is a summary of debt service to maturity:

| | Capital Lease Obligations | |
|---|---|---|
| June 30 | Principal | Interest |
| 2014 | $ 109,353 | $ 1,122 |

## *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] |
| 2004 | $ 100,251 | $ 166 | $ 7,500 | $ 3,200 | $ 8,396 | $ 291 | $ 66,896 | $ - | $ 59,152 | $ (707) | $ 245,561 | $ 245,145 | 12.71% | $ 3,588 |
| 2005 | 93,990 | 127 | 7,500 | 3,200 | 7,747 | (288) | 61,935 | - | 63,526 | (626) | 238,025 | 237,111 | 11.72% | 3,420 |
| 2006 | 116,709 | 87 | - | 3,200 | 7,287 | 527 | 57,532 | 16,500 | 70,543 | (487) | 271,858 | 271,898 | 12.47% | 3,857 |
| 2007 | 108,593 | 68 | - | 3,020 | 6,810 | 574 | 52,295 | 16,500 | 74,985 | (383) | 262,271 | 262,462 | 11.28% | 3,629 |
| 2008 | 117,407 | 49 | 1,343 | 2,840 | 6,316 | 792 | 63,550 | - | 84,426 | (128) | 275,931 | 276,595 | 11.29% | 3,746 |
| 2009 | 112,011 | 30 | 7,500 | 2,660 | 5,804 | 851 | 56,831 | 4,000 | 100,328 | (47) | 289,164 | 289,968 | 12.12% | 3,856 |
| 2010 | 139,180 | 11 | - | 2,480 | 5,274 | 771 | 71,749 | - | 109,907 | 269 | 328,601 | 329,641 | 13.39% | 4,347 |
| 2011 | 129,807 | - | - | 2,300 | 4,723 | (14) | 68,005 | - | 125,601 | (55) | 330,436 | 330,367 | 12.84% | 4,321 |
| 2012 | 120,078 | - | - | 2,120 | 4,285 | (7) | 63,936 | 80 | 127,973 | (62) | 318,472 | 318,403 | 12.25% | 4,124 |
| 2013 | 114,209 | - | - | 1,940 | - | (1) | 59,864 | 5,194 | 122,876 | (69) | 304,083 | 304,013 | 11.70% | 3,938 |

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, Discounts and Loss of Refundings.
[2] See Table 23 for population and per capita personal income information. For FY 2012 and FY 2013, the FY 2011 amount for per capita personal income of $33,664 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) |
|---|---|---|---|---|---|---|---|---|---|
| 2004 | 68,319 | $ 3,915,725 | $ 174,813 | $ 66,896 | $ 107,917 | $ (416) | $ 107,501 | 2.75% | $ 1,574 |
| 2005 | 69,340 | 3,954,923 | 163,552 | 61,935 | 101,617 | (914) | 100,703 | 2.55% | 1,452 |
| 2006 | 70,491 | 4,935,723 | 190,828 | 74,032 | 116,796 | 40 | 116,836 | 2.37% | 1,657 |
| 2007 | 72,331 | 4,501,102 | 177,456 | 68,795 | 108,661 | 191 | 108,852 | 2.42% | 1,505 |
| 2008 | 73,834 | 5,330,939 | 182,350 | 63,550 | 118,800 | 664 | 119,464 | 2.24% | 1,618 |
| 2009 | 75,204 | 5,463,547 | 180,372 | 60,831 | 119,541 | 804 | 120,345 | 2.20% | 1,600 |
| 2010 | 75,826 | 5,764,489 | 210,940 | 71,749 | 139,191 | 1,040 | 140,231 | 2.43% | 1,849 |
| 2011 | 76,448 | 5,864,104 | 197,812 | 68,005 | 129,807 | (69) | 129,738 | 2.21% | 1,697 |
| 2012 | 77,203 | 5,888,731 [4] | 184,094 | 64,016 | 120,078 | (69) | 120,009 | 2.04% | 1,554 |
| 2013 | 77,203 | 5,844,237 [5] | 179,267 | 65,058 | 114,209 | (70) | 114,139 | 1.95% | 1,478 |

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, Discounts, and Loss of Refundings.
[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 2014 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 2013**

| | |
|---|---|
| Real Property Assessed Value | $ 4,986,047 |
| Public Service Corporations Real Property Assessed Value | 184,576 |
| Total Real Property Assessed Value [1] | 5,170,623 |
| Debt limit (10% of assessed value) | 517,062 |
| Debt applicable to limit: | |
| Less: General Obligation Debt | (179,267) |
| **Legal Debt Margin** | $ 337,795 |

| | Fiscal Years | | | | |
|---|---|---|---|---|---|
| **Description** | **2004** | **2005** | **2006** | **2007** | **2008** |
| Debt limit | $ 330,240 | $ 338,155 | $ 372,512 | $ 383,509 | $ 462,181 |
| Total net debt applicable to limit [2] | 174,813 | 163,552 | 190,828 | 177,456 | 182,350 |
| Legal debt margin | $ 155,427 | $ 174,603 | $ 181,684 | $ 206,053 | $ 279,831 |
| Total net debt applicable to the limit as a percentage of the debt limit | 52.94% | 48.37% | 51.23% | 46.27% | 39.45% |
| | **2009** | **2010** | **2011** | **2012** | **2013** |
| Debt limit | $ 479,591 | $ 506,924 | $ 514,821 | $ 513,186 | $ 517,062 |
| Total net debt applicable to limit [2] | 180,372 | 210,940 | 197,812 | 184,094 | 179,267 |
| Legal debt margin | $ 299,219 | $ 295,984 | $ 317,009 | $ 329,092 | $ 337,795 |
| Total net debt applicable to the limit as a percentage of the debt limit | 37.61% | 41.61% | 38.42% | 35.87% | 34.67% |

Source: Director of Financial Services, City of Lynchburg

[1] See Table 15 in the Comprehensive Annual Financial Report (CAFR) for Real Property Assessed Value information.
[2] For fiscal years 2004 through 2005, the total net debt applicable to limit amounts were 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 2015 Debt [1] Per 6/30/13 Debt Book | FY 2014 [2] Bond Issue | FY 2015 [3] Line of Credit | FY 2015 [4] Bond Issue | FY 2015 Budget |
|---|---|---|---|---|---|
| Principal | $4,660,055 | $471,528 | $0 | $0 | $5,131,583 |
| Interest-City | 1,989,104 | 187,755 | | | 2,176,859 |
| Principal-Stadium | 126,141 | | | | 126,141 |
| Interest-Stadium | 75,708 | | | 243,770 | 319,478 |
| Debt Service Charges | 2,637 | | | | 2,637 |
| **Total** | $6,853,645 | $659,283 | $0 | $243,770 | $7,756,698 |

| Detention Home Fund | FY 2015 Debt [1] Per 6/30/13 Debt Book | FY 2014 [2] Bond Issue | FY 2015 [3] Line of Credit | FY 2015 [4] Bond Issue | FY 2015 Budget |
|---|---|---|---|---|---|
| Principal | $150,482 | $0 | $0 | $0 | $150,482 |
| Interest | 27,925 | | | | 27,925 |
| **Total** | $178,407 | $0 | $0 | $0 | $178,407 |

| Airport Fund | FY 2015 Debt [1] Per 6/30/13 Debt Book | FY 2014 [2] Bond Issue | FY 2015 [3] Line of Credit | FY 2015 [4] Bond Issue | FY 2015 Budget |
|---|---|---|---|---|---|
| Principal | $145,321 | $0 | $0 | $0 | $145,321 |
| Interest | 34,109 | | | | 34,109 |
| **Total** | $179,430 | $0 | $0 | $0 | $179,430 |

[1] Information for FY 2015 existing debt service (cash basis) per the City's Debt Book as of 6/30/13.
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 2015 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 & FY 2014.

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 from FY 2014 - October 23, 2013, $10 million G.O. bond issue is included for the General, Schools and Fleet Funds.

[3] The Bank Qualified Line of Credit was issued on November 8, 2011 with Carter Bank & Trust thru November 1, 2016 with a 2% fixed interest rate. The FY 2015 borrowing is planned to permanently finance the Line of Credit. The Line of Credit is anticipated to temporarily fund only Water capital projects. An estimate for the Line of Credit interest for the Water Fund is based on the financial projections and rate study reports are prepared to support the budgets as of February 26,

[4] As of February 26, 2014, the CIP process is underway and not complete. There will be final decisions made regarding new borrowings during the upcoming months for FY 2015. New additional debt service in FY 2015 from a FY 2015 bond issue is related to interest only for Heritage High School and interest only for the Stadium as provided by the City's financial advisor. At this time, the FY 2015 borrowing is anticipated to include $69 million for Heritage High School, $7 million for City Stadium, $14.4 million for Water and $5.75 million for Sewer capital projects. Debt service for the City Stadium is estimated to begin in FY 2015 as provided by the City's financial advisor based on the Finance Director's estimated issue amounts as of January 22, 2014.

## *Debt Service (continued)*

| Water Fund | FY 2015 Debt [1] Per 6/30/13 Debt Book | FY 2014 [2] Bond Issue | FY 2015 [3] Line of Credit | FY 2015 [4] Bond Issue | **FY 2015 Budget** |
|---|---|---|---|---|---|
| Principal | $1,693,803 | $0 | $0 | $128,377 | $1,822,180 |
| Interest | 1,635,945 | | | 288,000 | 1,923,945 |
| Interest Line of Credit | 0 | | 93,142 | | 93,142 |
| Debt Service Charges | 512 | | | | 512 |
| **Total** | $3,330,260 | $0 | $93,142 | $416,377 | $3,839,779 |

| Sewer Fund | FY 2015 Debt [1] Per 6/30/13 Debt Book | FY 2014 [2] Bond Issue | FY 2015 [3] Line of Credit | FY 2015 [4] Bond Issue | **FY 2015 Budget** |
|---|---|---|---|---|---|
| G.O. Principal | $1,757,561 | $0 | $0 | $0 | $1,757,561 |
| G.O. Interest | 843,917 | | | 115,000 | 958,917 |
| Rev. Principal | 6,034,144 | | | | 6,034,144 |
| Rev. Interest | 210,084 | | | | 210,084 |
| Debt Service Charges | 592 | | | | 592 |
| **Total** | $8,846,298 | $0 | $0 | $115,000 | $8,961,298 |

| Fleet Services Fund | FY 2015 Debt [1] Per 6/30/13 Debt Book | FY 2014 [2] Bond Issue | FY 2015 [3] Line of Credit | FY 2015 [4] Bond Issue | **FY 2015 Budget** |
|---|---|---|---|---|---|
| Principal | $184,594 | $132,762 | $0 | $0 | $317,356 |
| Interest | 113,831 | 53,166 | | | 166,997 |
| **Total** | $298,425 | $185,928 | $0 | $0 | $484,353 |

[1] Information for FY 2015 existing debt service (cash basis) per the City's Debt Book as of 6/30/13.
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 2015 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 & FY 2014.

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 from FY 2014 - October 23, 2013, $10 million G.O. bond issue is included for the General, Schools and Fleet Funds.

[3] The Bank Qualified Line of Credit was issued on November 8, 2011 with Carter Bank & Trust thru November 1, 2016 with a 2% fixed interest rate. The FY 2015 borrowing is planned to permanently finance the Line of Credit. The Line of Credit is anticipated to temporarily fund only Water capital projects. An estimate for the Line of Credit interest for the Water Fund is based on the financial projections and rate study reports are prepared to support the budgets as of February 26,

[4] As of February 26, 2014, the CIP process is underway and not complete. There will be final decisions made regarding new borrowings during the upcoming months for FY 2015. New additional debt service in FY 2015 from a FY 2015 bond issue is related to interest only for Heritage High School and interest only for the Stadium as provided by the City's financial advisor. At this time, the FY 2015 borrowing is anticipated to include $69 million for Heritage High School, $7 million for City Stadium, $14.4 million for Water and $5.75 million for Sewer capital projects. Debt service for the City Stadium is estimated to begin in FY 2015 as provided by the City's financial advisor based on the Finance Director's estimated issue amounts as of January 22, 2014.

## *Debt Service (continued)*

**FY 2015 City's General Fund Appropriation for Schools Debt Service**

| | FY 2015 Debt [1] Per 6/30/13 Debt Book | FY 2014 [2] Bond Issue | FY 2015 [3] Line of Credit | VPSA Bond Issue | FY 2015 [4] Bond Issue | **FY 2015 Budget** |
|---|---|---|---|---|---|---|
| Principal | $3,815,574 | $62,711 | | $0 | $0 | $3,878,285 |
| Interest | 1,970,070 | 24,909 | | | 2,930,050 | 4,925,029 |
| Interest-Line of Credit | | | $0 | | | 0 |
| **Total School Debt Service** | $5,785,644 | $87,620 | $0 | $0 | $2,930,050 | $8,803,314 |
| **Plus:** | | | | | | |
| Debt Service Charges | 2,569 | | | | | 2,569 |
| **Local City Share for School Debt Service** | $5,788,213 | $87,620 | $0 | $0 | $2,930,050 | $8,805,883 |

[1] Information for FY 2015 existing debt service (cash basis) per the City's Debt Book as of 6/30/13.
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 2015 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 & FY 2014.

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 from FY 2014 - October 23, 2013, $10 million G.O. bond issue is included for the General, Schools and Fleet Funds.

[3] The Bank Qualified Line of Credit was issued on November 8, 2011 with Carter Bank & Trust thru November 1, 2016 with a 2% fixed interest rate. The FY 2015 borrowing is planned to permanently finance the Line of Credit. The Line of Credit is anticipated to temporarily fund only Water capital projects. An estimate for the Line of Credit interest for the Water Fund is based on the financial projections and rate study reports are prepared to support the budgets as of February 26, 2014.

[4] As of February 26, 2014, the CIP process is underway and not complete. There will be final decisions made regarding new borrowings during the upcoming months for FY 2015. New additional debt service in FY 2015 from a FY 2015 bond issue is related to interest only for Heritage High School and interest only for the Stadium as provided by the City's financial advisor. At this time, the FY 2015 borrowing is anticipated to include $69 million for Heritage High School, $7 million for City Stadium, $14.4 million for Water and $5.75 million for Sewer capital projects. Debt service for the City Stadium is estimated to begin in FY 2015 as provided by the City's financial advisor based on the Finance Director's estimated issue amounts as of January 22, 2014.

***HISTORICAL FACT:***

*Built around 1815 by Dr. George Cabell, Sr., an eminent physician whose most famous patient was Patrick Henry, Point of Honor was the home of important Lynchburg area families, including the Daniels, Paynes, and Owens. Although not documented, it is possible that at some time Point of Honor may have been used as a dueling ground. However, since dueling was prohibited, it is speculated it occurred on the property in Campbell County to escape the Lynchburg magistrate.*

***Schools Operating Fund.*** The General Fund provides funding for the Lynchburg City Schools for Operations.

| | Actual FY 2013 | Adopted FY 2014 | Agency Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **AGENCY SUMMARY** | | | | | |
| **BEGINNING BALANCE** | **$496,517** | **$0** | **$0** | **$0** | **$0** |
| **OPERATING REVENUES** | | | | | |
| State | $42,910,042 | $43,730,131 | $47,036,973 | $47,036,973 | $3,306,842 |
| Federal | 763,734 | 476,000 | 426,000 | 426,000 | (50,000) |
| Other | 2,058,929 | 1,842,140 | 1,832,220 | 1,832,220 | (9,920) |
| Local - Operating [1] | 35,243,485 | 38,201,147 | 38,924,147 | 38,562,647 | 361,500 |
| School Debt Service (Governor's School) | 29,284 | 0 | 0 | 0 | 0 |
| **TOTAL OPERATING REVENUES** | **$81,005,474** | **$84,249,418** | **$88,219,340** | **$87,857,840** | **$3,608,422** |
| **GRANT REVENUES** | | | | | |
| Grants [2] | $9,713,976 | $8,714,800 | $8,516,356 | $8,516,356 | ($198,444) |
| **TOTAL GRANT REVENUES** | **$9,713,976** | **$8,714,800** | **$8,516,356** | **$8,516,356** | **($198,444)** |
| **TOTAL REVENUES** | **$90,719,450** | **$92,964,218** | **$96,735,696** | **$96,374,196** | **$3,409,978** |
| **OPERATING EXPENDITURES** | | | | | |
| Operations | $81,264,741 | $84,249,418 | $88,219,340 | $87,857,840 | $3,608,422 |
| **TOTAL OPERATING EXPENDITURES** | **$81,264,741** | **$84,249,418** | **$88,219,340** | **$87,857,840** | **$3,608,422** |
| **GRANT EXPENDITURES** | | | | | |
| Grant Funded Expenditures [2] | $9,740,631 | $8,714,800 | $8,516,356 | $8,516,356 | ($198,444) |
| **TOTAL GRANT EXPENDITURES** | **$9,740,631** | **$8,714,800** | **$8,516,356** | **$8,516,356** | **($198,444)** |
| **TOTAL EXPENDITURES** | **$91,005,372** | **$92,964,218** | **$96,735,696** | **$96,374,196** | **$3,409,978** |
| **ENDING BALANCE** | **$210,595** | **$0** | **$0** | **$0** | **$0** |

Source: Lynchburg City Schools

[1] An additional $1,040,000 is included in Schools Capital Projects Fund for school buses in the City Manager's Proposed FY 2015 budget.

[2] The Agency Submitted FY 2015 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 2012-2013 | Adopted FY 2014 | Approved Budget 2013-2014 | Agency Submitted FY 2015 |
|---|---|---|---|---|
| **Average Daily Membership** | 8,100.6 | 8,024.4 | 8,024.4 | 8,113.3 |
| **OPERATING REVENUES** | | | | |
| **State Revenues** | | | | |
| State | $34,151,218 | $33,958,285 | $33,958,285 | $37,121,852 |
| State Sales Tax | 8,758,824 | 9,771,846 | 9,771,846 | 9,915,121 |
| **Total State Revenues** | **$42,910,042** | **$43,730,131** | **$43,730,131** | **$47,036,973** |
| **Federal Revenue** | **$763,734** | **$476,000** | **$476,000** | **$426,000** |
| **Other Revenues** | | | | |
| Miscellaneous Revenue | $590,372 | $153,000 | $153,000 | $128,000 |
| Charges for Services | 1,468,451 | 1,689,140 | 1,689,140 | 1,704,120 |
| Use of Money | 106 | 0 | 0 | 100 |
| **Total Other Revenues** | **$2,058,929** | **$1,842,140** | **$1,842,140** | **$1,832,220** |
| **City Revenues** | | | | |
| City Funds | $35,243,485 | $38,201,147 | $38,201,147 | $38,924,147 |
| City - School Debt Service (Governor's School) | 29,284 | 0 | 0 | 0 |
| **Total City Revenues** | **$35,272,769** | **$38,201,147** | **$38,201,147** | **$38,924,147** |
| **TOTAL OPERATING REVENUES [1]** | **$81,005,474** | **$84,249,418** | **$84,249,418** | **$88,219,340** |

[1] Grant funds not included.

Source: Lynchburg City Schools

***Schools – Operating Fund Revenue Detail***

| | Actual 2012-2013 | Adopted FY 2014 | Approved Budget 2013-2014 | Agency Submitted FY 2015 |
|---|---|---|---|---|
| **OPERATING REVENUES** | | | | |
| **STATE REVENUES** | | | | |
| **State Sales Tax** | $ 8,758,824 | $9,771,846 | $9,771,846 | $9,915,121 |
| **SOQ Programs** | | | | |
| Basic Aid | 20,076,545 | 19,245,033 | 19,245,033 | 21,682,524 |
| Textbooks | 0 | 336,402 | 336,402 | 393,862 |
| Vocational Education | 284,563 | 281,888 | 281,888 | 225,650 |
| Gifted Education | 233,748 | 231,550 | 231,550 | 241,036 |
| Special Education | 2,225,686 | 2,250,067 | 2,250,067 | 2,794,987 |
| Prevention, Intervention, & Remediation | 1,352,479 | 1,167,820 | 1,167,820 | 1,292,361 |
| Fringe Benefits | 3,653,580 | 3,629,302 | 3,629,302 | 4,384,796 |
| Remedial Summer School | 0 | 195,237 | 195,237 | 123,648 |
| **Incentive Programs** | | | | |
| Additional Assistance w/Retirement, Inflation & Preschool costs | 468,992 | 466,336 | 466,336 | 0 |
| Compensation Supplement | 0 | 500,162 | 500,162 | 0 |
| Early Reading Specialists Initiative | 0 | 37,214 | 37,214 | 0 |
| Math/Reading Instructional Specialists | 0 | 0 | 0 | 40,325 |
| **Categorical Programs** | | | | |
| Adult Education | 964 | 19,175 | 19,175 | 19,175 |
| Special Ed - Homebound | 200,898 | 214,961 | 214,961 | 208,275 |
| Career & Tech Education-Equipment | 11,263 | 0 | 0 | 0 |
| **Lottery Funded Programs** | | | | |
| At-Risk | 1,226,865 | 1,216,431 | 1,216,431 | 1,440,314 |
| Early Reading Intervention | 146,887 | 144,929 | 144,929 | 168,353 |
| Foster Care | 67,504 | 71,786 | 71,786 | 71,041 |
| K-3 Primary Class Size | 1,587,611 | 1,570,158 | 1,570,158 | 1,878,688 |
| SOL Algebra Readiness | 126,180 | 124,221 | 124,221 | 139,709 |
| VA Preschool Initiative at Risk 4 YR OLDS | 1,215,707 | 1,215,707 | 1,215,707 | 989,869 |
| ISAEP (GED funding) | 23,576 | 23,576 | 23,576 | 0 |
| Special Ed - Regional Tuition | 680,656 | 776,368 | 776,368 | 766,779 |
| Career & Tech Education | 30,763 | 42,030 | 42,030 | 42,990 |
| Textbooks | 455,961 | 115,272 | 115,272 | 99,594 |
| English as a Second Language | 80,790 | 82,660 | 82,660 | 117,876 |
| **TOTAL STATE REVENUES** | **$ 42,910,042** | **$43,730,131** | **$43,730,131** | **$47,036,973** |

Source: Lynchburg City Schools

*Schools – Operating Fund Revenue Detail (continued)*

| | Actual 2012-2013 | Adopted FY 2014 | Approved Budget 2013-2014 | Agency Submitted FY 2015 |
|---|---|---|---|---|
| **OPERATING REVENUES** | | | | |
| **FEDERAL REVENUES** | | | | |
| Basic Adult Education | $57,141 | $50,000 | $50,000 | $0 |
| Impact Aid | 6,249 | 6,000 | 6,000 | 6,000 |
| Medicaid Reimbursement | 613,477 | 300,000 | 300,000 | 300,000 |
| Junior ROTC | 86,867 | 120,000 | 120,000 | 120,000 |
| **TOTAL FEDERAL REVENUES** | **$763,734** | **$476,000** | **$476,000** | **$426,000** |
| **OTHER REVENUES** | | | | |
| **Miscellaneous** | | | | |
| Other Funds | $145,008 | $0 | $0 | $0 |
| Rebates & Refunds | 6,969 | 30,000 | 30,000 | 30,000 |
| Sale Other Equipment | 3,640 | 0 | 0 | 0 |
| Insurance Adjustments | 133,109 | 3,000 | 3,000 | 3,000 |
| E-Rate Reimbursements | 113,215 | 120,000 | 120,000 | 95,000 |
| School Nutrition Utilities | 96,364 | 98,500 | 98,500 | 98,500 |
| Print Production | 92,067 | 100,000 | 100,000 | 100,000 |
| **Total Miscellaneous** | **$590,372** | **$351,500** | **$351,500** | **$326,500** |
| **Charges for Services** | | | | |
| Rents | $98,000 | $98,000 | $98,000 | $118,000 |
| Tuition - Day School | 118,052 | 110,000 | 110,000 | 110,000 |
| Tuition - Adult | 13,723 | 18,000 | 18,000 | 18,000 |
| Tuition - Summer School | 9,011 | 40,000 | 40,000 | 25,000 |
| Tuition - NonCenter Based | 630,100 | 634,620 | 634,620 | 634,620 |
| Special Pupil Fees | 37,695 | 45,000 | 45,000 | 40,000 |
| Bus Rentals | 396,709 | 400,000 | 400,000 | 400,000 |
| Dual Enrollment | 89,547 | 85,000 | 85,000 | 85,000 |
| Facility Rentals | 75,614 | 60,020 | 60,020 | 75,000 |
| **Total Charges for Services** | **$1,468,451** | **$1,490,640** | **$1,490,640** | **$1,505,620** |
| **Use of Money** | **$106** | **$0** | **$0** | **$100** |
| **TOTAL OTHER REVENUES** | **$2,058,929** | **$1,842,140** | **$1,842,140** | **$1,832,220** |
| **CITY REVENUES** | | | | |
| City Funds | $35,243,485 | $38,201,147 | $38,201,147 | $38,924,147 |
| City - School Debt Service (Governor's School) | 29,284 | 0 | 0 | 0 |
| **TOTAL CITY REVENUES** | **$35,272,769** | **$38,201,147** | **$38,201,147** | **$38,924,147** |
| **TOTAL OPERATING REVENUES[1]** | **$81,005,474** | **$84,249,418** | **$84,249,418** | **$88,219,340** |

[1] Grant funds not included.

Source: Lynchburg City Schools

***Schools – Operating Fund Expenditure Summary***

| | Actual 2012-2013 | Adopted FY 2014 | Approved Budget 2013-2014 | Agency Submitted FY 2015 |
|---|---|---|---|---|
| **OPERATING EXPENDITURES** | | | | |
| ***Personnel Services & Employee Benefits*** | | | | |
| Total Personnel Services | $50,165,796 | $53,696,551 | $53,696,551 | $54,441,516 |
| Total Employee Benefits | 14,663,730 | 17,272,040 | 17,272,040 | 19,945,720 |
| ***Subtotal Personnel Services & Employee Benefits*** | ***$64,829,526*** | ***$70,968,591*** | ***$70,968,591*** | ***$74,387,236*** |
| ***Non-Personnel Accounts*** | | | | |
| Total Purchased Services | $3,134,820 | $3,291,612 | $3,291,612 | $3,358,312 |
| Total Internal Services | 217,369 | 201,950 | 201,950 | 222,450 |
| Total Other Charges | 4,262,450 | 3,997,361 | 3,997,361 | 4,126,394 |
| Total Materials and Supplies | 4,005,482 | 3,941,496 | 3,941,496 | 4,107,540 |
| Total Debt Service & Fund Transfers | 1,561,914 | 1,399,608 | 1,399,608 | 1,415,608 |
| Total Capital Outlay | 3,253,180 | 448,800 | 448,800 | 601,800 |
| ***Subtotal Non-Personnel Accounts*** | ***$16,435,215*** | ***$13,280,827*** | ***$13,280,827*** | ***$13,832,104*** |
| **TOTAL OPERATING EXPENDITURES[1]** | **$81,264,741** | **$84,249,418** | **$84,249,418** | **$88,219,340** |

[1] Grant funds not included.

Source: Lynchburg City Schools

*Schools – Operating Fund Expenditures by Major Category*

| | Actual 2012-2013 | Adopted FY 2014 | Approved Budget 2013-2014 | Agency Submitted FY 2015 |
|---|---|---|---|---|
| **OPERATING EXPENDITURES** | | | | |
| **INSTRUCTION** | | | | |
| Personnel Services | $40,567,809 | $43,172,403 | $43,172,403 | $43,082,151 |
| Employee Benefits | 11,393,067 | 13,596,389 | 13,596,389 | 15,340,411 |
| Purchased Services | 1,551,446 | 1,874,431 | 1,874,431 | 1,850,181 |
| Internal Services | 192,422 | 166,500 | 166,500 | 197,000 |
| Other Charges | 590,414 | 679,980 | 679,980 | 527,877 |
| Materials and Supplies | 1,517,959 | 1,555,235 | 1,555,235 | 1,711,479 |
| Debt Service & Fund Transfers | 1,259,438 | 1,290,409 | 1,290,409 | 1,306,409 |
| Capital Outlay | 285,474 | 146,500 | 146,500 | 137,000 |
| **TOTAL INSTRUCTION** | **$57,358,029** | **$62,481,847** | **$62,481,847** | **$64,152,508** |
| **ADMINISTRATION** | | | | |
| Personnel Services | $2,502,434 | $3,087,976 | $3,087,976 | $3,172,225 |
| Employee Benefits | 1,128,564 | 1,391,533 | 1,391,533 | 1,617,180 |
| Purchased Services | 364,301 | 398,855 | 398,855 | 388,055 |
| Internal Services | 20,160 | 30,500 | 30,500 | 20,500 |
| Other Charges | 100,614 | 124,606 | 124,606 | 374,927 |
| Materials and Supplies | 77,774 | 160,511 | 160,511 | 147,311 |
| Capital Outlay | 23,305 | 9,000 | 9,000 | 9,000 |
| **TOTAL ADMINISTRATION** | **$4,217,152** | **$5,202,981** | **$5,202,981** | **$5,729,198** |
| **PUPIL TRANSPORTATION** | | | | |
| Personnel Services | $2,564,149 | $2,530,192 | $2,530,192 | $2,684,563 |
| Employee Benefits | 745,336 | 780,692 | 780,692 | 1,084,388 |
| Purchased Services | 26,984 | 19,826 | 19,826 | 21,576 |
| Internal Services | 2,368 | 2,700 | 2,700 | 2,700 |
| Other Charges | 134,756 | 171,430 | 171,430 | 174,180 |
| Materials and Supplies | 1,187,693 | 1,148,750 | 1,148,750 | 1,148,750 |
| Capital Outlay | 640,783 | 0 | 0 | 0 |
| **TOTAL PUPIL TRANSPORTATION** | **$5,302,069** | **$4,653,590** | **$4,653,590** | **$5,116,157** |
| **OPERATION & MAINTENANCE** | | | | |
| Personnel Services | $3,292,582 | $3,601,895 | $3,601,895 | $4,063,314 |
| Employee Benefits | 1,030,289 | 1,126,497 | 1,126,497 | 1,423,159 |
| Purchased Services | 975,706 | 798,500 | 798,500 | 898,500 |
| Other Charges | 3,364,511 | 2,983,553 | 2,983,553 | 3,000,553 |
| Materials and Supplies | 980,493 | 794,000 | 794,000 | 807,000 |
| Capital Outlay | 338,077 | 175,000 | 175,000 | 217,000 |
| **TOTAL OPERATION & MAINTENANCE** | **$9,981,658** | **$9,479,445** | **$9,479,445** | **$10,409,526** |
| **FACILITIES** | | | | |
| Personnel Services | $47,876 | $20,198 | $20,198 | $20,602 |
| Employee Benefits | 13,348 | 1,545 | 1,545 | 1,576 |
| Other Charges | 26,655 | 0 | 0 | 0 |
| Capital Outlay | 2,182 | 20,000 | 20,000 | 20,000 |
| **TOTAL FACILITIES** | **$90,061** | **$41,743** | **$41,743** | **$42,178** |

Source: Lynchburg City Schools

***Schools – Operating Fund Expenditures by Major Category (continued)***

| | Actual 2012-2013 | Adopted FY 2014 | Approved Budget 2013-2014 | Agency Submitted FY 2015 |
|---|---|---|---|---|
| **DEBT SERVICE & FUND TRANSFERS** | | | | |
| Debt Service & Fund Transfers | $302,476 | $109,199 | $109,199 | $109,199 |
| **TOTAL DEBT SERVICE & FUND TRANSFERS** | **$302,476** | **$109,199** | **$109,199** | **$109,199** |
| **TECHNOLOGY** | | | | |
| Personnel Services | $1,190,946 | $1,283,887 | $1,283,887 | $1,418,661 |
| Employee Benefits | 353,126 | 375,384 | 375,384 | 479,006 |
| Purchased Services | 216,383 | 200,000 | 200,000 | 200,000 |
| Internal Services | 2,419 | 2,250 | 2,250 | 2,250 |
| Other Charges | 45,500 | 37,792 | 37,792 | 48,857 |
| Materials and Supplies | 241,563 | 283,000 | 283,000 | 293,000 |
| Capital Outlay | 1,963,359 | 98,300 | 98,300 | 218,800 |
| **TOTAL TECHNOLOGY** | **$4,013,296** | **$2,280,613** | **$2,280,613** | **$2,660,574** |
| **TOTAL OPERATING EXPENDITURES [1]** | **$81,264,741** | **$84,249,418** | **$84,249,418** | **$88,219,340** |

[1] Grant funds not included.

Source: Lynchburg City Schools

***Schools – Operating Fund Grant Detail***

| | Agency Submitted FY 2015 |
|---|---|
| **Federal Grants and Programs** | |
| Carl Perkins Vocational | $206,000 |
| Individuals with Disabilities Section 619-A - Pre-School Incentive | 58,800 |
| 21 st Century Grant | 800,000 |
| National Board Incentive | 15,000 |
| Title I - Improving America's School Act | 2,926,000 |
| Title I, Part D - Neglected, Delinquent or At Risk | 130,150 |
| Title II, Part A - Teacher, Principal, Paraprofessional Training and Recruiting | 522,830 |
| Title III, Part A - English Language Acquisition & Academic Achievement | 16,000 |
| Title VI-B - Special Education | 1,978,500 |
| **Total Federal Grants and Programs** | **$6,653,280** |
| | |
| **Commonwealth of Virginia Grants and Programs** | |
| Alternative Educating Regional Grant | $243,500 |
| Blue Ridge Regional Jail | 180,500 |
| Detention Home and Child Development Clinic | 806,000 |
| Educational Technology Initiative Bond | 492,000 |
| Project Graduation | 36,000 |
| ISAEP (GED funding) | 23,576 |
| Play It Smart Grant | 5,800 |
| Virginia Middle School Teacher Corp Grant | 20,000 |
| Homeless Grant | 24,700 |
| **Total Commonwealth of Virginia Grants and Programs** | **$1,832,076** |
| | |
| **Local Grants and Programs** | |
| House Construction Account | $9,000 |
| Partners in Education | 22,000 |
| **Total Local Grants** | **$31,000** |
| | |
| **Total Grants and Special Programs** | **$8,516,356** |

Source: Lynchburg City Schools

***Schools – Employees and Enrollment***

**Student Enrollment, Employees and Schools by Fiscal Year**

| Description | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 |
|---|---|---|---|---|---|---|---|---|---|---|
| Elementary School Membership | 3,910 | 3,840 | 3,793 | 3,877 | 3,916 | 3,936 | 3,934 | 3,968 | 3,987 | 3,975 |
| Secondary School Membership | 4,872 | 4,785 | 4,809 | 4,745 | 4,447 | 4,583 | 4,438 | 4,359 | 4,317 | 4,133 |
| Total Membership | 8,782 | 8,625 | 8,602 | 8,622 | 8,363 | 8,519 | 8,372 | 8,327 | 8,304 | 8,108 |
| Teachers and Administrators [1] | 762 | 753 | 776 | 772 | 774 | 780 | 759 | 977 | 851 | 836 |
| Other Employees | 467 | 471 | 470 | 482 | 482 | 482 | 449 | 250 | 223 | 195 |
| Total Employees | 1,229 | 1,224 | 1,246 | 1,254 | 1,256 | 1,262 | 1,208 | 1,227 | 1,074 | 1,031 |
| 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 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 |
|---|---|---|---|---|---|---|---|---|---|---|
| K | 700 | 666 | 670 | 722 | 732 | 732 | 718 | 696 | 740 | 735 |
| 1 | 651 | 628 | 655 | 675 | 673 | 673 | 702 | 726 | 705 | 720 |
| 2 | 608 | 647 | 634 | 629 | 648 | 648 | 648 | 670 | 676 | 662 |
| 3 | 641 | 583 | 628 | 629 | 653 | 653 | 632 | 620 | 643 | 643 |
| 4 | 690 | 630 | 593 | 625 | 606 | 608 | 639 | 629 | 615 | 601 |
| 5 | 620 | 686 | 613 | 597 | 604 | 622 | 595 | 627 | 608 | 614 |
| 6 | 689 | 658 | 707 | 618 | 613 | 635 | 598 | 605 | 621 | 609 |
| 7 | 661 | 680 | 664 | 694 | 581 | 604 | 619 | 593 | 586 | 608 |
| 8 | 697 | 660 | 687 | 662 | 625 | 614 | 581 | 622 | 593 | 567 |
| 9 | 856 | 857 | 823 | 867 | 777 | 797 | 706 | 642 | 669 | 629 |
| 10 | 740 | 772 | 726 | 661 | 647 | 732 | 719 | 666 | 580 | 623 |
| 11 | 656 | 627 | 669 | 621 | 654 | 702 | 619 | 672 | 625 | 534 |
| 12 | 573 | 531 | 533 | 622 | 550 | 499 | 596 | 559 | 643 | 563 |
| Total | 8,782 | 8,625 | 8,602 | 8,622 | 8,363 | 8,519 | 8,372 | 8,327 | 8,304 | 8,108 |

Source: Superintendent of Schools, City of Lynchburg, Virginia.

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 2013 | Adopted FY 2014 | Department Requested FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **GREATER LYNCHBURG TRANSIT COMPANY SUMMARY** | | | | | |
| **REVENUES** | | | | | |
| Fares - Fixed Route | $972,409 | $950,160 | $1,016,671 | $1,016,671 | $66,511 |
| Fare - Para-transit Service | 88,804 | 92,922 | 98,000 | 98,000 | 5,078 |
| Contracts (LC Access) | 22,246 | 21,746 | 24,760 | 24,760 | 3,014 |
| Contracts (CVCC Access) | 0 | 0 | 24,760 | 24,760 | 24,760 |
| Government Charters | 0 | 6,200 | 0 | 0 | (6,200) |
| Advertising | 53,999 | 65,000 | 55,000 | 55,000 | (10,000) |
| Other | 39,318 | 60,000 | 20,000 | 20,000 | (40,000) |
| Federal Operating | 1,845,335 | 1,845,336 | 1,979,720 | 1,979,720 | 134,384 |
| State Operating | 1,432,987 | 1,382,122 | 1,385,000 | 1,385,000 | 2,878 |
| City Operating | 622,538 | 1,194,239 | 1,394,038 | 1,394,038 | 199,799 |
| Amherst County | 57,492 | 68,282 | 57,492 | 57,492 | (10,790) |
| Partners: Academy/Downtown | 6,545 | 2,800 | 15,000 | 15,000 | 12,200 |
| State Training | 2,831 | 5,000 | 5,000 | 5,000 | 0 |
| Partners: Lynchburg Sheltered Industries | 4,800 | 4,800 | 4,800 | 4,800 | 0 |
| Partners: Liberty | 1,162,567 | 1,079,329 | 1,010,902 | 1,010,902 | (68,427) |
| **TOTAL REVENUES** | **$6,311,871** | **$6,777,936** | **$7,091,143** | **$7,091,143** | **$313,207** |
| **EXPENDITURES** | | | | | |
| Labor | $2,853,703 | $2,788,427 | $3,114,759 | $3,114,759 | $326,332 |
| Fringe | 1,476,102 | 1,714,351 | 1,683,163 | 1,683,163 | (31,188) |
| Services | 388,197 | 433,426 | 393,646 | 393,646 | (39,780) |
| Materials and Supplies | 1,146,206 | 1,334,232 | 1,336,250 | 1,336,250 | 2,018 |
| Utilities | 114,535 | 117,000 | 162,665 | 162,665 | 45,665 |
| Liability Insurance | 279,135 | 306,000 | 316,160 | 316,160 | 10,160 |
| Miscellaneous/Contingency | 53,993 | 84,500 | 84,500 | 84,500 | 0 |
| **TOTAL EXPENDITURES** | **$6,311,871** | **$6,777,936** | **$7,091,143** | **$7,091,143** | **$313,207** |
| **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 cities of Lynchburg and Bedford, the towns of Altavista and Amherst, and the counties of Amherst, Appomattox, Bedford and Campbell.

| AGENCY SUMMARY | Actual FY 2013 | Adopted FY 2014 | Agency Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BEGINNING RESTRICTED FUND BALANCE** | **$125,385** | **$125,385** | **$125,385** | **$125,385** | **$0** |
| **REVENUES** | | | | | |
| Revenues from loan repayments (principal and interest) | $34,286 | $0 | $0 | $0 | $0 |
| **TOTAL REVENUES** | **$34,286** | **$0** | **$0** | **$0** | **$0** |
| **EXPENDITURES** | $34,286 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$34,286** | **$0** | **$0** | **$0** | **$0** |
| **ENDING RESTRICTED FUND BALANCE** | **$125,385** | **$125,385** | **$125,385** | **$125,385** | **$0** |

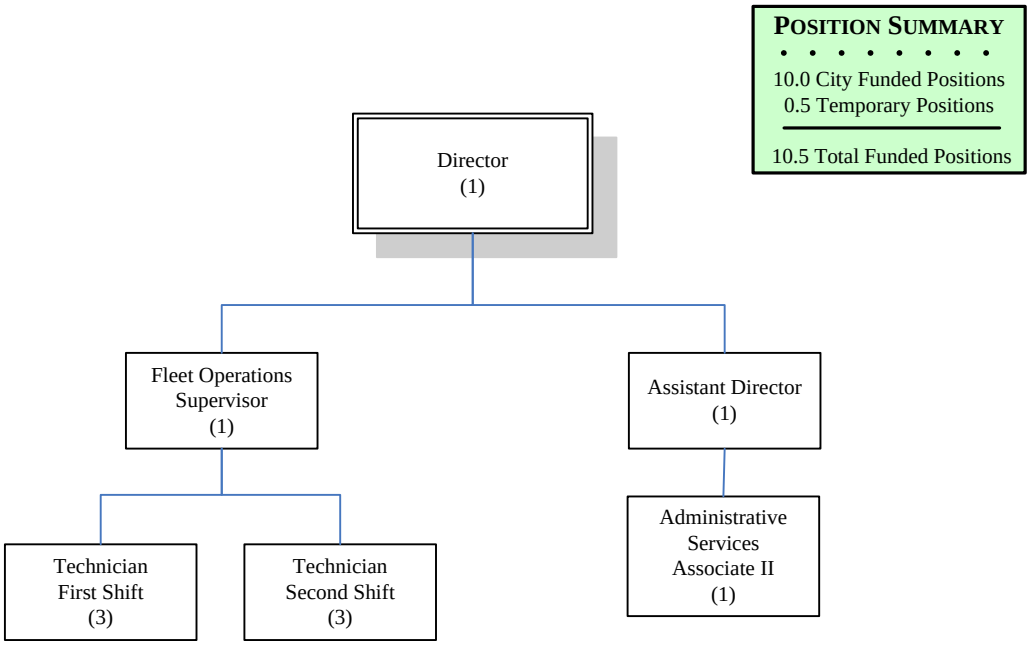
***Lynchburg Business Development Centre Fund Budget Description***

No funds are requested for FY 2015.

***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



***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 2013 | Adopted FY 2014 | Department Requested FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **FLEET FUND POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 11.0 | 10.0 | 10.0 | 10.0 | 0.0 |
| City Funded Part-Time | 0.5 | 0.5 | 0.0 | 0.0 | (0.5) |
| City Funded Temporary | 0.0 | 0.0 | 0.5 | 0.5 | 0.5 |
| **TOTAL FTE** | **11.5** | **10.5** | **10.5** | **10.5** | **0.0** |
| **FLEET FUND SUMMARY** | | | | | |
| **BEGINNING CASH** | **$2,454,574** | **$1,544,660** | **$2,272,478** | **$2,272,478** | **$727,818** |
| **REVENUES** | | | | | |
| Warehouse Inventory | $489,048 | $492,595 | $518,883 | $518,883 | $26,288 |
| Fuel Sales | 1,873,050 | 1,908,370 | 1,891,178 | 1,891,178 | (17,192) |
| Mechanical Work by Vendors | 215,274 | 283,829 | 275,286 | 275,286 | (8,543) |
| Vehicle Administration | 253,216 | 204,184 | 217,383 | 217,383 | 13,199 |
| Labor Sales | 515,306 | 458,396 | 487,881 | 487,881 | 29,485 |
| Vehicle Capital Charge | 2,449,119 | 2,861,395 | 2,742,548 | 2,742,548 | (118,847) |
| Bond Proceeds | 0 | 2,100,000 | 0 | 0 | (2,100,000) |
| Interest on Investments | (259) | 0 | 0 | 0 | 0 |
| Miscellaneous | 124,144 | 0 | 0 | 0 | 0 |
| Sale/Salvage Surplus Property | 198,566 | 300,000 | 300,000 | 300,000 | 0 |
| Transfer from General Fund | 0 | 0 | 135,739 | 135,739 | 135,739 |
| **TOTAL REVENUES** | **$6,117,464** | **$8,608,769** | **$6,568,898** | **$6,568,898** | **($2,039,871)** |
| **EXPENDITURES** | | | | | |
| Salaries | $458,664 | $480,727 | $501,021 | $501,021 | $20,294 |
| Employee Benefits | 179,313 | 186,620 | 195,566 | 195,566 | 8,946 |
| Contractual Services | 75,608 | 88,622 | 93,993 | 93,993 | 5,371 |
| Internal Service Charges | 7,165 | 0 | 9,503 | 9,503 | 9,503 |
| Other Charges | 2,474,171 | 2,587,005 | 2,585,889 | 2,595,295 | 8,290 |
| Rentals and Leases | 1,832 | 1,900 | 1,850 | 1,850 | (50) |
| Capital Outlay | 2,077,485 | 4,466,500 | 2,352,500 | 2,352,500 | (2,114,000) |
| Non-departmental Employee Benefits | 30,480 | 31,124 | 32,500 | 32,500 | 1,376 |
| Other Post Employment Benefits | (2,243) | 15,760 | 10,000 | 10,000 | (5,760) |
| Debt Service | 355,678 | 301,825 | 484,353 | 484,353 | 182,528 |
| **TOTAL EXPENDITURES AND TRANSFERS** | **$5,658,153** | **$8,160,083** | **$6,267,175** | **$6,276,581** | **($1,883,502)** |
| **ENDING UNRESTRICTED NET ASSETS** | **$2,913,885** | **$1,993,346** | **$2,574,201** | **$2,564,795** | **$571,449** |

***Fleet Services Budget Description***

The City Manager's Proposed FY 2015 Fleet Services budget of $6,276,581 represents a 23.1% decrease of $1,883,502 compared to the Adopted FY 2014 budget of $8,160,083.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $20,294 increase in Salaries compared to the adopted budget.
- $8,946 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $5,371 increase in Contractual Services reflecting adjustments based on historical spending.
- $9,503 increase in Internal Services charges reflecting fleet capital charges.
- $8,290 increase in Other Charges reflecting the proposed compensation adjustment.
- $2,114,000 decrease in Capital Outlay reflecting the City's replacement schedule of heavy equipment and vehicles.
- $1,376 increase in Non-departmental Employee Benefits reflecting a higher cost for retiree health benefits.
- $5,760 decrease in Other Post Employment Benefits based on current estimates.
- $182,528 increase in Debt Service based on the Debt Amortization Schedule.

***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 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
| Fleet availability rate | 98.0% | 98.0% | 98.0% | 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. If the program is reduced or diminished due to budget constraints, the availability rate would likely decrease. | | | | |

| | | | | |
|---|---|---|---|---|
| ***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 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
| Cost per mile driven | $0.169 | $0.170 | $0.165 | $0.175 |
| ***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, while the cost per mile will be flat in FY 2013, it will increase over the next few years as the Taurus entering the fleet in 2013 begin to age. The FY 2013 actual statistics include $51,387 to repair vehicles involved in accidents. | | | | |

| | | | | |
|---|---|---|---|---|
| ***Goal 3:*** To provide excellent customer service. | | | | |
| ***Objective:*** Maintain a Good/Excellent customer satisfaction rating (95% or greater). | | | | |
| ***Performance Measure:*** | ***Actual FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
| Customer satisfaction | 95% | 95% | 95% | 95% |
| ***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:***
Fairfax County, Roanoke, Charlottesville, Henrico County, and Troy, MI

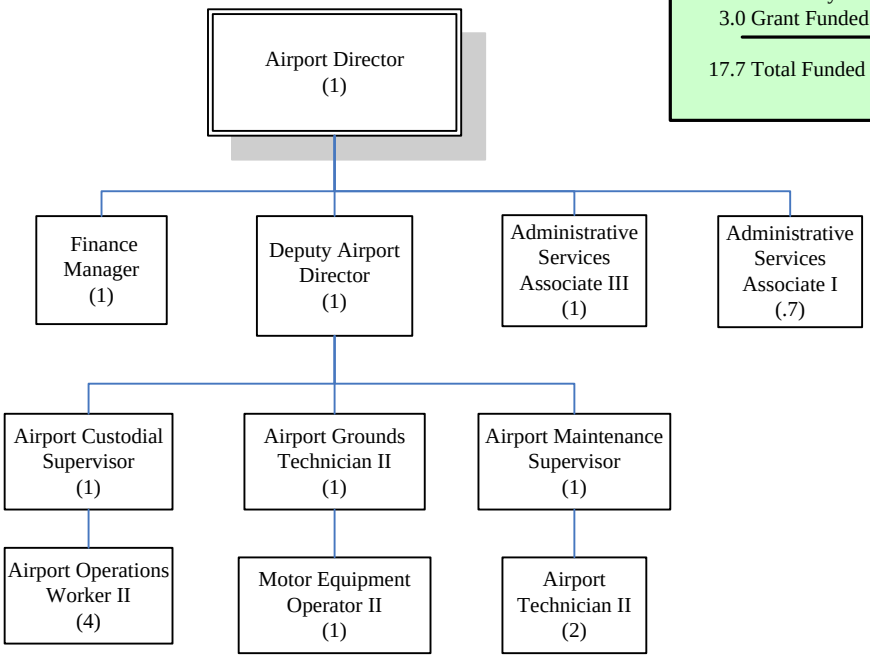
## LYNCHBURG REGIONAL AIRPORT

**POSITION SUMMARY**

14.7 City Funded Positions

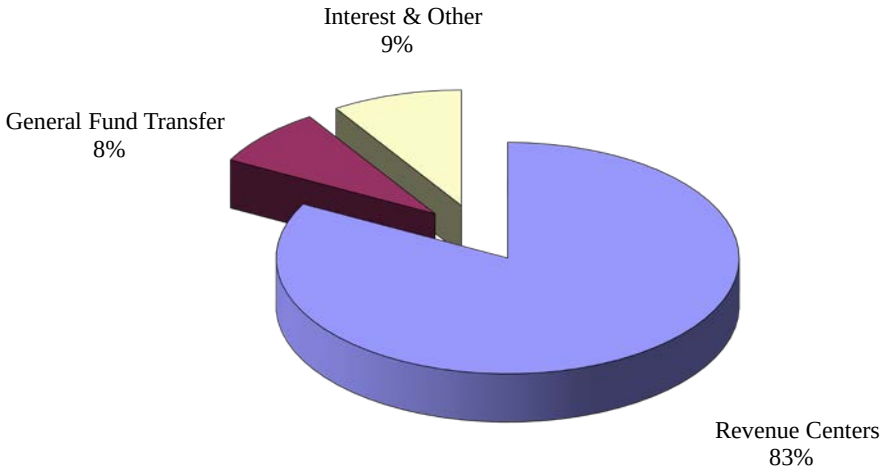
14.7 Total City Funded Positions
3.0 Grant Funded Positions

17.7 Total Funded Positions

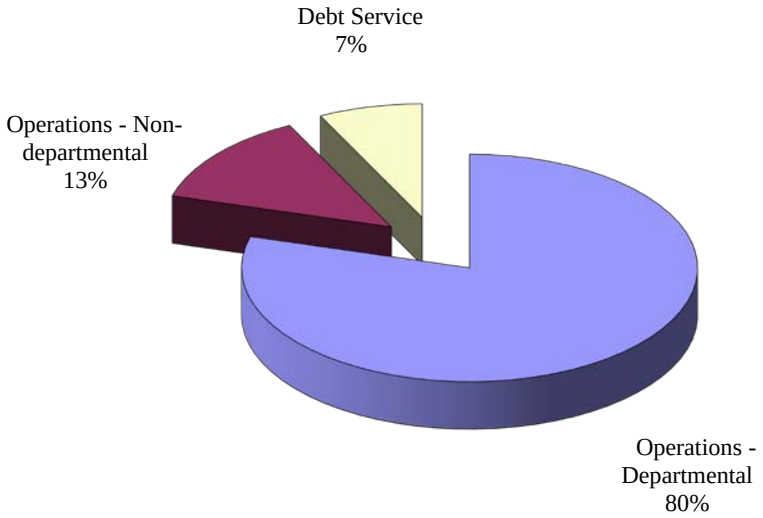


***Lynchburg Regional Airport.*** Lynchburg Regional Airport is the main commercial service airport serving Lynchburg and the surrounding four-county region. It is served by the US Airways regional affiliate and serves over 150,000 arriving and departing passengers a year. The airport is home base to 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 2015 REVENUES**
**$2,433,245**




**FY 2015 EXPENSES**
**$2,433,245**



***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **AIRPORT FUND POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 14.0 | 14.0 | 14.0 | 14.0 | 0.0 |
| City Funded Part-Time | 0.7 | 0.7 | 0.7 | 0.7 | 0.0 |
| Grant Funded Full-Time | 3.0 | 3.0 | 3.0 | 3.0 | 0.0 |
| **TOTAL FTE** | **17.7** | **17.7** | **17.7** | **17.7** | **0.0** |
| **AIRPORT FUND SUMMARY** | | | | | |
| **BEGINNING NET ASSETS** | $32,507,809 | | | | |
| Less: Invested in Capital Assets, net of related debt | (31,723,484) | | | | |
| **BEGINNING UNRESTRICTED NET ASSETS** | **$784,325** | **$100,000** | **$200,000** | **$200,000** | **$100,000** |
| **REVENUES** | | | | | |
| Airfield | $106,188 | $95,000 | $97,000 | $97,000 | $2,000 |
| Terminal | 1,386,306 | 1,227,327 | 1,312,327 | 1,312,327 | 85,000 |
| General Aviation | 401,605 | 383,000 | 399,000 | 399,000 | 16,000 |
| Other Leased Property | 214,085 | 214,400 | 204,400 | 204,400 | (10,000) |
| State Airport Aid | 318,673 | 95,000 | 95,000 | 95,000 | 0 |
| Federal Security Aid | 107,446 | 110,000 | 107,500 | 107,500 | (2,500) |
| Transfer from General Fund | 336,330 | 289,061 | 198,518 | 198,518 | (90,543) |
| Interest and Other | 37,494 | 19,000 | 19,500 | 19,500 | 500 |
| **TOTAL REVENUES** | **$2,908,127** | **$2,432,788** | **$2,433,245** | **$2,433,245** | **$457** |
| **EXPENDITURES** | | | | | |
| Airfield Operations | $297,917 | $294,541 | $301,819 | $301,819 | $7,278 |
| Terminal Operations | 536,298 | 549,430 | 548,000 | 548,000 | (1,430) |
| General Aviation | 45,290 | 57,963 | 54,769 | 54,769 | (3,194) |
| Administration | 616,516 | 666,333 | 668,485 | 668,485 | 2,152 |
| Airport Public Safety | 407,711 | 399,020 | 405,984 | 405,984 | 6,964 |
| Other Operations | 78,281 | 61,950 | 63,850 | 63,850 | 1,900 |
| Snow Removal | 13,697 | 20,468 | 18,930 | 18,930 | (1,538) |
| Debt Service | 261,452 | 205,865 | 179,429 | 179,429 | (26,436) |
| Miscellaneous and Transfers | 603,134 | 177,218 | 191,979 | 191,979 | 14,761 |
| **TOTAL EXPENDITURES** | **$2,860,296** | **$2,432,788** | **$2,433,245** | **$2,433,245** | **$457** |
| **ENDING UNRESTRICTED NET ASSETS** | **$832,156** | **$100,000** | **$200,000** | **$200,000** | **$100,000** |

Note: Ending Unrestricted Net Assets for FY 2013 does not agree to Beginning Unrestricted Net Assets for FY 2014 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 | 11.8% | 11.9% | 8.2% | 8.2% |

***Airport Fund***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **REVENUE SUMMARY** | | | | | |
| **REVENUE CENTERS** | | | | | |
| Airfield Revenue Center | $106,188 | $95,000 | $97,000 | $97,000 | $2,000 |
| Terminal Revenue Center | 1,386,306 | 1,227,327 | 1,312,327 | 1,312,327 | 85,000 |
| General Aviation Revenue Center | 401,605 | 383,000 | 399,000 | 399,000 | 16,000 |
| Other Airport Revenue Center | 214,085 | 214,400 | 204,400 | 204,400 | (10,000) |
| **TOTAL REVENUE CENTERS** | **$2,108,184** | **$1,919,727** | **$2,012,727** | **$2,012,727** | **$93,000** |
| **TRANSFERS** | | | | | |
| Transfer from General Fund | $336,330 | $289,061 | $198,518 | $198,518 | ($90,543) |
| **TOTAL TRANSFERS** | **$336,330** | **$289,061** | **$198,518** | **$198,518** | **($90,543)** |
| **MISCELLANEOUS REVENUE** | | | | | |
| Interest | $1,422 | $1,500 | $1,500 | $1,500 | $0 |
| Charges for Services | 15,889 | 12,500 | 12,500 | 12,500 | 0 |
| State Airport Aid | 318,673 | 95,000 | 95,000 | 95,000 | 0 |
| Federal Security Aid | 107,446 | 110,000 | 107,500 | 107,500 | (2,500) |
| All Other | 20,183 | 5,000 | 5,500 | 5,500 | 500 |
| **TOTAL MISCELLANEOUS REVENUE** | **$463,613** | **$224,000** | **$222,000** | **$222,000** | **($2,000)** |
| **TOTAL REVENUES** | **$2,908,127** | **$2,432,788** | **$2,433,245** | **$2,433,245** | **$457** |

***Airport Fund***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 14.0 | 14.0 | 14.0 | 14.0 | 0.0 |
| City Funded Part-Time | 0.7 | 0.7 | 0.7 | 0.7 | 0.0 |
| Grant Funded Full-Time | 3.0 | 3.0 | 3.0 | 3.0 | 0.0 |
| **TOTAL FTE** | **17.7** | **17.7** | **17.7** | **17.7** | **0.0** |
| **EXPENDITURE BUDGET SUMMARY** | | | | | |
| **DEPARTMENTAL EXPENDITURES** | | | | | |
| Salaries | $585,367 | $604,066 | $613,340 | $613,340 | $9,274 |
| Employee Benefits | 222,949 | 240,305 | 245,725 | 245,725 | 5,420 |
| Contractual Services | 496,430 | 514,550 | 507,000 | 507,000 | (7,550) |
| Internal Service Charges | 46,233 | 42,365 | 45,689 | 45,689 | 3,324 |
| Other Charges | 354,737 | 354,250 | 356,600 | 356,600 | 2,350 |
| Rentals and Leases | 5,578 | 6,500 | 6,000 | 6,000 | (500) |
| Payments to Other Funds | 156,422 | 158,489 | 158,303 | 158,303 | (186) |
| **TOTAL DEPARTMENTAL EXPENDITURES** | **$1,867,716** | **$1,920,525** | **$1,932,657** | **$1,932,657** | **$12,132** |
| **NON-DEPARTMENTAL EXPENDITURES** | | | | | |
| Security Personnel (Federal Program) | $127,994 | $129,180 | $129,180 | $129,180 | $0 |
| Non-Recurring Maintenance | 364,964 | 100,000 | 100,000 | 100,000 | 0 |
| Independent Financial Audit | 9,894 | 10,000 | 10,000 | 10,000 | 0 |
| Uncollectible Accounts | 0 | 2,500 | 2,500 | 2,500 | 0 |
| Other Non-departmental | 228,276 | 64,718 | 79,479 | 79,479 | 14,761 |
| **TOTAL NON-DEPARTMENTAL EXPENDITURES** | **$731,128** | **$306,398** | **$321,159** | **$321,159** | **$14,761** |
| **DEBT SERVICE** | | | | | |
| Debt Service | $261,452 | $205,865 | $179,429 | $179,429 | ($26,436) |
| **TOTAL DEBT SERVICE** | **$261,452** | **$205,865** | **$179,429** | **$179,429** | **($26,436)** |
| **TOTAL EXPENDITURES** | **$2,860,296** | **$2,432,788** | **$2,433,245** | **$2,433,245** | **$457** |

***Airport Fund – Administration***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 4.0 | 4.0 | 4.0 | 4.0 | 0.0 |
| City Funded Part-Time | 0.7 | 0.7 | 0.7 | 0.7 | 0.0 |
| **TOTAL FTE** | **4.7** | **4.7** | **4.7** | **4.7** | **0.0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| Salaries | $272,409 | $272,164 | $284,536 | $284,536 | $12,372 |
| Employee Benefits | 92,031 | 96,280 | 99,746 | 99,746 | 3,466 |
| Contractual Services | 73,090 | 107,400 | 99,750 | 99,750 | (7,650) |
| Other Charges | 18,201 | 27,500 | 21,650 | 21,650 | (5,850) |
| Rentals and Leases | 4,363 | 4,500 | 4,500 | 4,500 | 0 |
| Payments to Other Funds | 156,422 | 158,489 | 158,303 | 158,303 | (186) |
| **TOTAL** | **$616,516** | **$666,333** | **$668,485** | **$668,485** | **$2,152** |

***Airport Fund – Administration Budget Description***

The City Manager's Proposed FY 2015 Airport Fund – Administration budget of $668,485 represents a 0.3% increase of $2,152 compared to the Adopted FY 2014 budget of $666,333.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $12,372 increase in Salaries reflecting the 3% compensation adjustment adopted by City Council as part of the FY 2014 budget.
- $3,466 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $7,650 decrease in Contractual Services reflecting FY 2014 included the one-time Airports share of the NWS.net software upgrade project.
- $5,850 decrease in Other Charges reflecting anticipated lower Risk Management payments to the City.

***Airport Fund – Terminal***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 6 | 6 | 6 | 6 | 0 |
| **TOTAL FTE** | **6** | **6** | **6** | **6** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| Salaries | $170,243 | $175,649 | $174,922 | $174,922 | ($727) |
| Employee Benefits | 75,567 | 80,666 | 82,132 | 82,132 | 1,466 |
| Contractual Services | 102,329 | 104,850 | 100,200 | 100,200 | (4,650) |
| Internal Service Charges | 15,917 | 14,665 | 15,246 | 15,246 | 581 |
| Other Charges | 172,242 | 173,600 | 175,500 | 175,500 | 1,900 |
| **TOTAL** | **$536,298** | **$549,430** | **$548,000** | **$548,000** | **($1,430)** |

***Airport Fund – Terminal Budget Description***

The City Manager's Proposed FY 2015 Airport Fund – Terminal budget of $548,000 represents a 0.3% decrease of $1,430 compared to the Adopted FY 2014 budget of $549,430.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $1,466 increase in Employee Benefits reflecting a higher health insurance rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014 offset by a lower Virginia Retirement System rate.
- $4,650 decrease in Contractual Services reflecting reduced maintenance on recently replaced mechanical systems.
- $1,900 increase in Other Charges reflecting the cost of Custodial Supplies for additional facilities being maintained.

***Airport Fund – Airfield***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 3 | 3 | 3 | 3 | 0 |
| **TOTAL FTE** | **3** | **3** | **3** | **3** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| Salaries | $121,960 | $126,001 | $127,748 | $127,748 | $1,747 |
| Employee Benefits | 45,650 | 50,580 | 51,782 | 51,782 | 1,202 |
| Contractual Services | 15,999 | 13,950 | 14,700 | 14,700 | 750 |
| Internal Service Charges | 29,416 | 25,410 | 28,089 | 28,089 | 2,679 |
| Other Charges | 83,677 | 76,600 | 78,000 | 78,000 | 1,400 |
| Rentals and Leases | 1,215 | 2,000 | 1,500 | 1,500 | (500) |
| **TOTAL** | **$297,917** | **$294,541** | **$301,819** | **$301,819** | **$7,278** |

***Airport Fund – Airfield Budget Description***

The City Manager's Proposed FY 2015 Airport Fund – Airfield budget of $301,819 represents a 2.5% increase of $7,278 compared to the Adopted FY 2014 budget of $294,541.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $1,747 increase in Salaries reflecting the 3% compensation adjustment adopted by City Council as part of the FY 2014 budget.
- $1,202 increase in Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $2,679 increase in Internal Service Charges reflecting Fleet Services operating estimates.
- $1,400 increase in Other Charges reflecting a general increase in vehicle and equipment fuel expense.

***Airport Fund – General Aviation***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 1 | 1 | 1 | 1 | 0 |
| **TOTAL FTE** | **1** | **1** | **1** | **1** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| Salaries | $19,208 | $26,752 | $23,134 | $23,134 | ($3,618) |
| Employee Benefits | 9,184 | 12,511 | 11,835 | 11,835 | (676) |
| Contractual Services | 333 | 4,750 | 3,350 | 3,350 | (1,400) |
| Other Charges | 16,565 | 13,950 | 16,450 | 16,450 | 2,500 |
| **TOTAL** | **$45,290** | **$57,963** | **$54,769** | **$54,769** | **($3,194)** |

***Airport Fund – General Aviation Budget Description***

The City Manager's Proposed FY 2015 Airport Fund – General Aviation budget of $54,769 represents a 5.5% decrease of $3,194 compared to the Adopted FY 2014 budget of $57,963.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $3,618 decrease in Salaries compared to the adopted budget.
- $676 decrease in Employee Benefits reflecting a lower Virginia Retirement System rate offset by a higher health insurance rate and the Virginia Local Disability Program fee associated with employees hired after January 1, 2014.
- $1,400 decrease in Contractual Services based on historical spending.
- $2,500 increase in Other Charges reflecting recent rate increases for utilities.

***Airport Fund – Other Operations***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| Contractual Services | $29,309 | $23,100 | $21,500 | $21,500 | ($1,600) |
| Other Charges | 48,972 | 38,850 | 42,350 | 42,350 | 3,500 |
| **TOTAL** | **$78,281** | **$61,950** | **$63,850** | **$63,850** | **$1,900** |

***Airport Fund – Other Operations Budget Description***

The City Manager's Proposed FY 2015 Airport Fund – Other Operations budget of $63,850 represents a 3.1% increase of $1,900 compared to the Adopted FY 2014 budget of $61,950.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $1,600 decrease in Contractual Services reflecting less anticipated expense for control tower operations.
- $3,500 increase in Other Charges reflecting recent rate increases for utilities.

***Airport Fund – Police and Fire Services***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| Grant Funded Full-Time Equivalent | 3 | 3 | 3 | 3 | 0 |
| **TOTAL FTE** | **3** | **3** | **3** | **3** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| Salaries | $118,898 | $120,000 | $120,000 | $120,000 | $0 |
| Employee Benefits | 9,096 | 9,180 | 9,180 | 9,180 | 0 |
| Contractual Services | 264,249 | 255,500 | 262,500 | 262,500 | 7,000 |
| Internal Service Charges | 575 | 1,890 | 1,904 | 1,904 | 14 |
| Other Charges | 14,893 | 12,450 | 12,400 | 12,400 | (50) |
| **TOTAL** | **$407,711** | **$399,020** | **$405,984** | **$405,984** | **$6,964** |

***Airport Fund – Police and Fire Services Budget Description***

The City Manager's Proposed FY 2015 Airport Fund – Police and Fire Services budget of $405,984 represents a 1.7% increase of $6,964 compared to the Adopted FY 2014 budget of $399,020.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $7,000 increase in Contractual Services reflecting the rising cost of contracted Aircraft Rescue & Fire Fighting (ARFF) services offset by fewer security background checks.

***Airport Fund – Snow Removal***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| Salaries | $1,547 | $3,500 | $3,000 | $3,000 | ($500) |
| Employee Benefits | 517 | 268 | 230 | 230 | (38) |
| Contractual Services | 11,121 | 5,000 | 5,000 | 5,000 | 0 |
| Internal Service Charges | 325 | 400 | 450 | 450 | 50 |
| Other Charges | 187 | 11,300 | 10,250 | 10,250 | (1,050) |
| **TOTAL** | **$13,697** | **$20,468** | **$18,930** | **$18,930** | **($1,538)** |

***Airport Fund – Snow Removal Budget Description***

The City Manager's Proposed FY 2015 Airport Fund – Snow Removal budget of $18,930 represents a 7.5% decrease of $1,538 compared to the Adopted FY 2014 budget of $20,468.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $500 decrease in Salaries reflecting a reduction in overtime hours.
- $1,050 decrease in Other Charges reflecting the use of fewer chemicals for snow removal.

***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 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Average available daily departure seats | 274 | 275 | 273 | 275 |

***Analysis of the Data:***
The average available daily departure seats for the remainder of FY 2014 and FY 2015 is expected to remain consistent with FY 2013 . The merger between US Airways and American Airlines is not expected to affect this number; although, airport management is working to attract another airline and/or negotiate with US Airways to add flights or utilize larger aircraft.

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 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Passenger traffic | 157,810 | 159,000 | 78,384 | 159,500 |

***Analysis of the Data:***
Additional airline passenger traffic increases revenues to the airport through ancillary services such as 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.

***Objective:***
Reduce annually the operating subsidy from the City to the Airport.

| ***Performance Measure:*** | ***Actual FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Operating Subsidy | $336,330 | $289,061 | $144,000 | $198,518 |

***Analysis of the Data:***
Until FY 2012, the annual subsidy had declined each year from a high of $614,530 in FY 2002. Even though the loss of Delta Airlines service pushed back the timetable for eliminating the subsidy completely, the Airport Fund is on pace to be self-sufficient by FY 2018.

INFRASTRUCTURE

***Benchmark Localities:***
There is no other locality in Virginia which owns a commercial service airport.

***HISTORICAL FACT:***

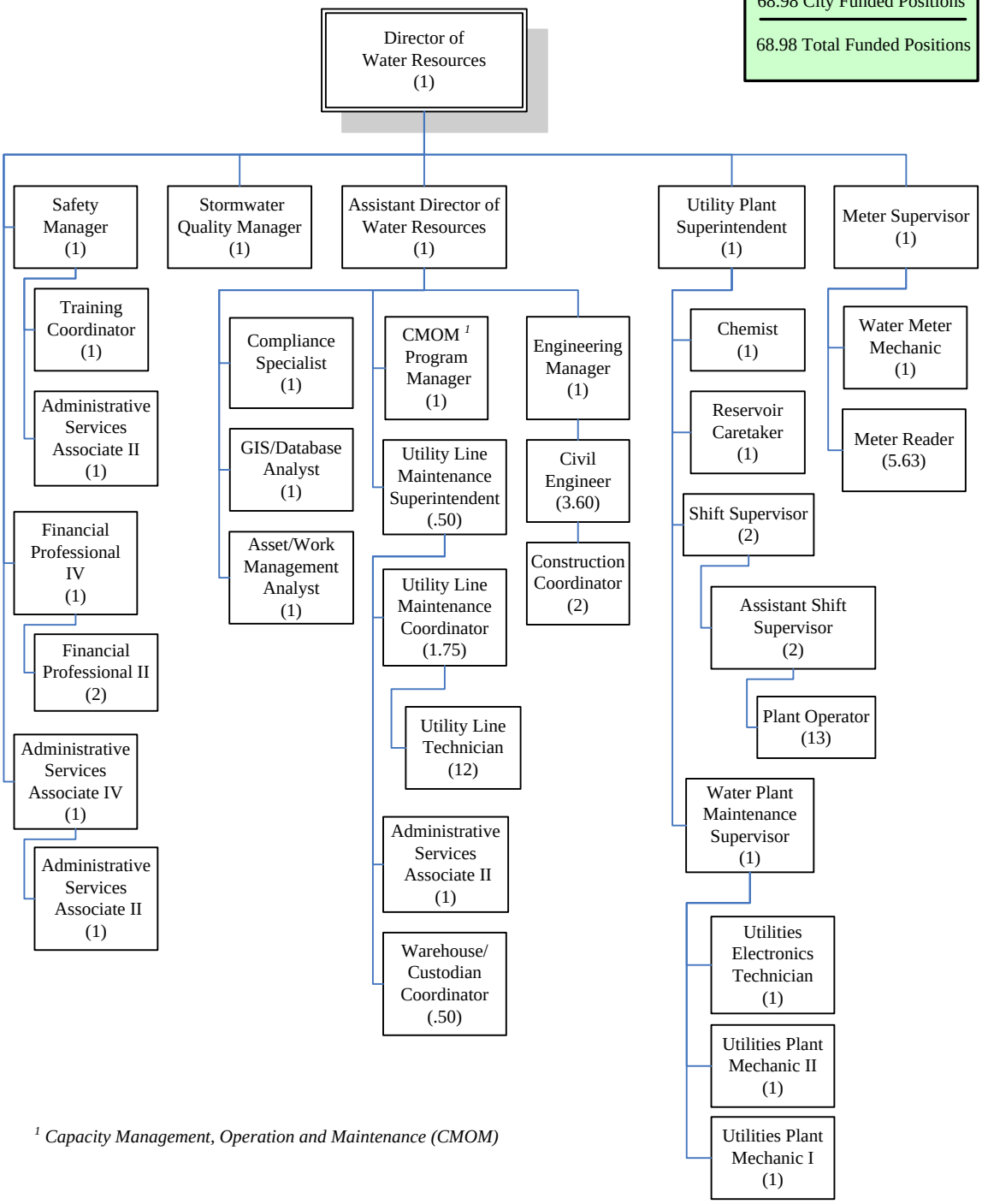
*From April 6 to 10, 1865, Lynchburg served as the capital of Virginia. Under Governor William Smith, the executive and legislative branches of the Commonwealth moved to Lynchburg for the few days between the fall of Richmond and the fall of the Confederacy.*

# DEPARTMENT OF WATER RESOURCES
## WATER FUND

**POSITION SUMMARY**

68.98 City Funded Positions

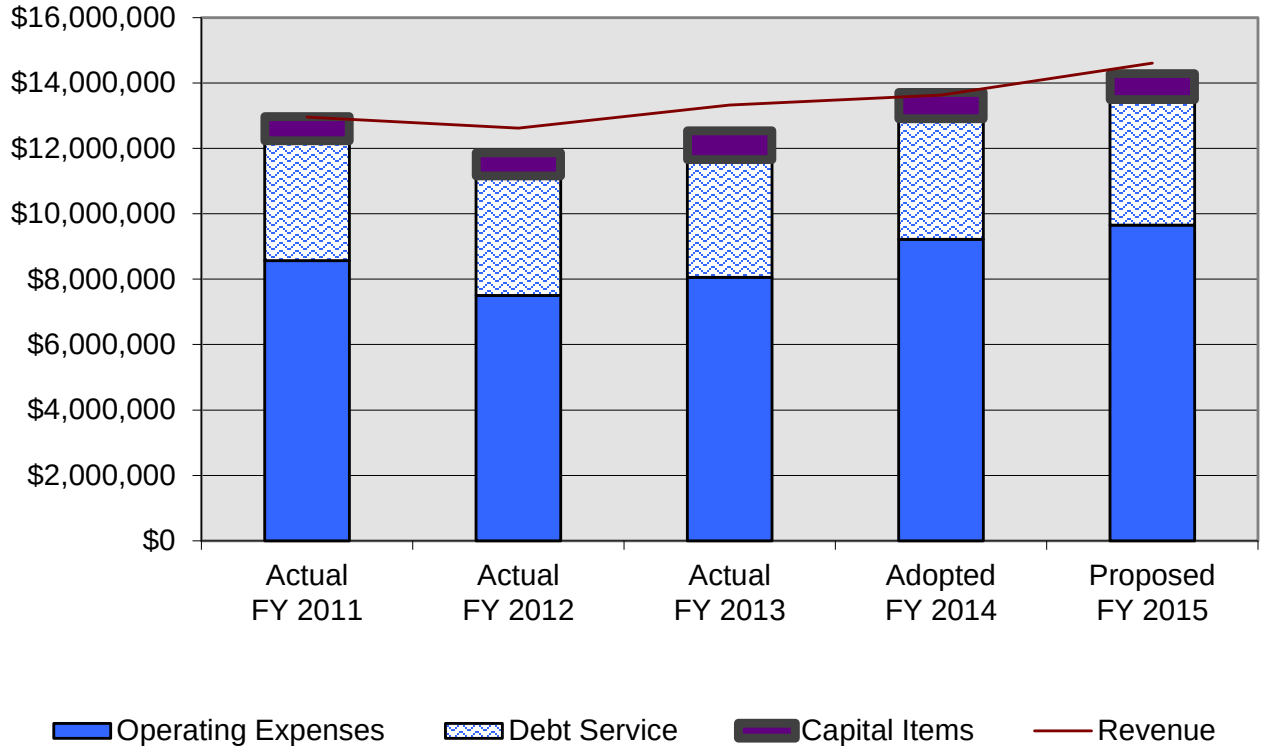
68.98 Total Funded Positions




[1] *Capacity Management, Operation and Maintenance (CMOM)*

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **WATER FUND DEBT COVERAGE** | | | | | |
| **REVENUES** | | | | | |
| Charges for Services | $10,552,953 | $10,599,129 | $11,650,558 | $11,650,558 | $1,051,429 |
| Water Contracts | 2,432,319 | 2,744,836 | 2,654,950 | 2,654,950 | (89,886) |
| Interest and Other | 343,154 | 282,211 | 294,482 | 294,482 | 12,271 |
| **TOTAL REVENUES** | **$13,328,426** | **$13,626,176** | **$14,599,990** | **$14,599,990** | **$973,814** |
| **EXPENDITURES** | | | | | |
| Water Treatment | $2,747,640 | $3,278,809 | $3,323,354 | $3,323,354 | $44,545 |
| Water Line Maintenance | 1,370,969 | 1,681,029 | 1,747,858 | 1,747,858 | 66,829 |
| Meter Reading | 789,231 | 887,628 | 894,089 | 894,089 | 6,461 |
| Administration/Engineering | 2,963,101 | 3,083,014 | 3,395,977 | 3,395,977 | 312,963 |
| Non-Departmental | 195,519 | 294,592 | 229,600 | 292,532 | (2,060) |
| Project Costs Charged to Operations | 285,010 | 25,000 | 25,000 | 25,000 | 0 |
| Capitalizable Labor | (144,554) | (154,000) | (160,000) | (160,000) | (6,000) |
| **TOTAL EXPENDITURES** | **$8,206,916** | **$9,096,072** | **$9,455,878** | **$9,518,810** | **$422,738** |
| **OPERATING INCOME** | **$5,121,510** | **$4,530,104** | **$5,144,112** | **$5,081,180** | **$551,076** |
| Debt Service | $3,592,731 | $3,685,632 | $3,839,779 | $3,839,779 | $154,147 |
| **NET REVENUE** | **$1,528,779** | **$844,472** | **$1,304,333** | **$1,241,401** | **$396,929** |
| Debt Coverage Ratio Target | 1.20 | 1.20 | 1.20 | 1.20 | |
| Debt Coverage Ratio | 1.43 | 1.23 | 1.34 | 1.32 | |

***Water Fund***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **WATER FUND POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 64.75 | 64.75 | 67.75 | 67.75 | 3.00 |
| City Funded Part-Time | 1.40 | 1.33 | 1.23 | 1.23 | (0.10) |
| **TOTAL FTE** | **66.15** | **66.08** | **68.98** | **68.98** | **2.90** |
| **WATER FUND SUMMARY** | | | | | |
| **BEGINNING NET ASSETS** | $30,411,636 | | | | |
| Less: Invested in Capital Assets, net of related debt | (24,458,991) | | | | |
| **BEGINNING UNRESTRICTED NET ASSETS** | **$5,952,645** | **$5,728,646** | **$6,481,847** | **$6,481,847** | **$753,201** |
| **REVENUES** | | | | | |
| Charges for Services | $10,552,953 | $10,599,129 | $11,650,558 | $11,650,558 | $1,051,429 |
| Water Contracts | 2,432,319 | 2,744,836 | 2,654,950 | 2,654,950 | (89,886) |
| Interest and Other | 343,154 | 282,211 | 294,482 | 294,482 | 12,271 |
| **TOTAL REVENUES** | **$13,328,426** | **$13,626,176** | **$14,599,990** | **$14,599,990** | **$973,814** |
| **EXPENDITURES** | | | | | |
| Departmental | $7,870,941 | $8,930,480 | $9,361,278 | $9,361,278 | $430,798 |
| Non-departmental | 195,519 | 294,592 | 229,600 | 292,532 | (2,060) |
| Transfer - Capital | 878,746 | 800,000 | 800,000 | 800,000 | 0 |
| Debt Service | 3,592,731 | 3,685,632 | 3,839,779 | 3,839,779 | 154,147 |
| **TOTAL EXPENDITURES** | **$12,537,937** | **$13,710,704** | **$14,230,657** | **$14,293,589** | **$582,885** |
| **ENDING UNRESTRICTED NET ASSETS** | **$6,743,134** | **$5,644,118** | **$6,851,180** | **$6,788,248** | **$1,144,130** |

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 will assume 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **WATER FUND REVENUE SUMMARY** | | | | | |
| **CHARGES FOR SERVICES** | | | | | |
| Water Sales - Inside City | $7,392,596 | $7,378,000 | $7,525,560 | $7,525,560 | $147,560 |
| General Fund Hydrant Rental | 351,900 | 358,938 | 879,498 | 879,498 | 520,560 |
| Cut-on/Late Charges | 102,132 | 92,000 | 100,000 | 100,000 | 8,000 |
| Delinquent Account Fees | 86,317 | 85,000 | 85,000 | 85,000 | 0 |
| Fire Protection Fees | 101,905 | 100,691 | 102,000 | 102,000 | 1,309 |
| Connection Fees | 115,287 | 50,000 | 50,000 | 50,000 | 0 |
| Availability Fees | 82,991 | 60,000 | 60,000 | 60,000 | 0 |
| Account Charges | 618,168 | 850,000 | 1,168,000 | 1,168,000 | 318,000 |
| Water Cost Plus | 38,368 | 30,000 | 30,000 | 30,000 | 0 |
| Sewer Fund Charges | 1,620,000 | 1,580,000 | 1,630,000 | 1,630,000 | 50,000 |
| All Other Charges | 43,289 | 14,500 | 20,500 | 20,500 | 6,000 |
| **TOTAL CHARGES FOR SERVICES** | **$10,552,953** | **$10,599,129** | **$11,650,558** | **$11,650,558** | **$1,051,429** |
| **WATER CONTRACTS** | | | | | |
| Counties | | | | | |
| Amherst | $74,020 | $71,400 | $70,000 | $70,000 | ($1,400) |
| Bedford | 1,354,383 | 1,544,866 | 1,514,700 | 1,514,700 | (30,166) |
| Campbell | 514,728 | 563,070 | 512,000 | 512,000 | (51,070) |
| Industrial | | | | | |
| Rock Tenn | 313,388 | 390,000 | 355,250 | 355,250 | (34,750) |
| Frito Lay | 175,800 | 175,500 | 203,000 | 203,000 | 27,500 |
| **TOTAL CONTRACTS** | **$2,432,319** | **$2,744,836** | **$2,654,950** | **$2,654,950** | **($89,886)** |
| **INTEREST AND OTHER** | | | | | |
| Interest | $17,525 | $30,000 | $50,000 | $50,000 | $20,000 |
| All Other | 325,629 | 252,211 | 244,482 | 244,482 | (7,729) |
| **TOTAL INTEREST AND OTHER** | **$343,154** | **$282,211** | **$294,482** | **$294,482** | **$12,271** |
| **TOTAL REVENUES** | **$13,328,426** | **$13,626,176** | **$14,599,990** | **$14,599,990** | **$973,814** |

***Water Fund***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **WATER FUND EXPENSE SUMMARY** | | | | | |
| **DEPARTMENTAL** | | | | | |
| Salaries | $3,084,080 | $3,070,977 | $3,280,316 | $3,280,316 | $209,339 |
| Employee Benefits | 1,142,743 | 1,197,916 | 1,289,122 | 1,289,122 | 91,206 |
| Contractual Services | 419,565 | 675,758 | 623,835 | 623,835 | (51,923) |
| Chemicals | 299,536 | 526,400 | 526,400 | 526,400 | 0 |
| Telecommunications | 28,678 | 29,400 | 32,800 | 32,800 | 3,400 |
| Utilities-Water Treatment Plant | 599,924 | 746,832 | 759,000 | 759,000 | 12,168 |
| Supplies and Materials | 909,937 | 1,078,340 | 1,097,800 | 1,097,800 | 19,460 |
| Indirect Costs | 807,321 | 852,890 | 1,099,940 | 1,099,940 | 247,050 |
| Self-Insurance | 146,529 | 146,529 | 146,529 | 146,529 | 0 |
| Public Works Engineering Charges | 58,934 | 50,000 | 0 | 0 | (50,000) |
| All Other | 373,694 | 555,438 | 505,536 | 505,536 | (49,902) |
| **TOTAL DEPARTMENTAL** | **$7,870,941** | **$8,930,480** | **$9,361,278** | **$9,361,278** | **$430,798** |
| **NON-DEPARTMENTAL** | | | | | |
| Financial Audit | $21,025 | $21,914 | $24,200 | $24,200 | $2,286 |
| Interest on Customer Deposits | 3,586 | 3,408 | 5,700 | 5,700 | 2,292 |
| Allowance for Uncollectible Accounts | 19,674 | 6,891 | 20,000 | 20,000 | 13,109 |
| Compensation Plan Adjustments | 0 | 91,879 | 0 | 62,932 | (28,947) |
| Retiree Benefits | 151,234 | 170,500 | 179,700 | 179,700 | 9,200 |
| **TOTAL NON-DEPARTMENTAL** | **$195,519** | **$294,592** | **$229,600** | **$292,532** | **($2,060)** |
| **CAPITAL AND TRANSFERS** | | | | | |
| Transfer to Water Capital Fund | $878,746 | $800,000 | $800,000 | $800,000 | $0 |
| **TOTAL CAPITAL AND TRANSFERS** | **$878,746** | **$800,000** | **$800,000** | **$800,000** | **$0** |
| **DEBT SERVICE** | | | | | |
| Debt Service | $3,592,731 | $3,685,632 | $3,839,779 | $3,839,779 | $154,147 |
| **TOTAL DEBT SERVICE** | **$3,592,731** | **$3,685,632** | **$3,839,779** | **$3,839,779** | **$154,147** |
| **TOTAL EXPENDITURES** | **$12,537,937** | **$13,710,704** | **$14,230,657** | **$14,293,589** | **$582,885** |

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 19.0 | 19.0 | 22.0 | 22.0 | 3.0 |
| City Funded Part-Time | 0.6 | 0.6 | 0.6 | 0.6 | 0.0 |
| **TOTAL FTE** | **19.6** | **19.6** | **22.6** | **22.6** | **3.0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| Salaries [1] | $1,277,512 | $1,218,209 | $1,350,369 | $1,350,369 | $132,160 |
| Employee Benefits [1] | 459,802 | 452,720 | 508,456 | 508,456 | 55,736 |
| Contractual Services | 95,212 | 211,783 | 159,478 | 159,478 | (52,305) |
| Internal Service Charges | 29,462 | 25,571 | 32,955 | 32,955 | 7,384 |
| Other Charges | 1,100,620 | 1,135,659 | 1,340,219 | 1,340,219 | 204,560 |
| Rentals and Leases | 4,213 | 4,000 | 4,500 | 4,500 | 500 |
| Capital Outlay | (3,720) | 35,072 | 0 | 0 | (35,072) |
| **TOTAL** | **$2,963,101** | **$3,083,014** | **$3,395,977** | **$3,395,977** | **$312,963** |

[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 will assume 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 City Manager's Proposed FY 2015 Water Resources Water Fund – Administration/Engineering Division budget of $3,395,977 represents a 10.2% increase of $312,963 compared to the Adopted FY 2014 budget of $3,083,014.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $187,896 increase in Salaries and Employee Benefits reflecting a request to add Administrative Service Associate II, Training Coordinator and Stormwater Civil Engineer positions and a higher health insurance rate offset by a position previously being funded in the Water Resources budget now being budgeted in the General Fund, as well as a lower Virginia Retirement System rate.
- $52,305 decrease in Contractual Services reflecting a reduction in IT consulting services offset primarily by higher software maintenance, building maintenance and fiscal services costs.
- $7,384 increase in Internal Service Charges reflecting Fleet Services operating estimates.
- $204,560 increase in Other Charges primarily due to higher indirect cost rates.
- $35,072 decrease in Capital Outlay reflecting one-time computer equipment and software purchases in FY 2014.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 7.00 | 7.00 | 7.00 | 7.00 | 0.00 |
| City Funded Part-Time | 0.80 | 0.73 | 0.63 | 0.63 | (0.10) |
| **TOTAL FTE** | **7.80** | **7.73** | **7.63** | **7.63** | **(0.10)** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| Salaries | $257,157 | $259,010 | $262,073 | $262,073 | $3,063 |
| Employee Benefits | 97,968 | 104,311 | 107,733 | 107,733 | 3,422 |
| Contractual Services | 24,029 | 42,466 | 42,466 | 42,466 | 0 |
| Internal Service Charges | 46,350 | 57,241 | 57,017 | 57,017 | (224) |
| Other Charges | 361,941 | 424,500 | 424,700 | 424,700 | 200 |
| Rentals and Leases | 85 | 100 | 100 | 100 | 0 |
| Capital Outlay | 1,701 | 0 | 0 | 0 | 0 |
| **TOTAL** | **$789,231** | **$887,628** | **$894,089** | **$894,089** | **$6,461** |

***Water Resources Water Fund – Meter Reading Division Budget Description***

The City Manager's Proposed FY 2015 Water Resources Water Fund – Meter Reading Division budget of $894,089 represents a 0.7% increase of $6,461 compared to the Adopted FY 2014 budget of $887,628.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $6,485 increase in Salaries and Employee Benefits reflecting higher personnel costs and a higher health insurance rate offset by a lower Virginia Retirement System rate.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 14.75 | 14.75 | 14.75 | 14.75 | 0.00 |
| **TOTAL FTE** | **14.75** | **14.75** | **14.75** | **14.75** | **0.00** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| Salaries | $563,755 | $587,830 | $618,289 | $618,289 | $30,459 |
| Employee Benefits | 204,859 | 229,142 | 243,134 | 243,134 | 13,992 |
| Contractual Services | 113,430 | 173,063 | 197,244 | 197,244 | 24,181 |
| Internal Service Charges | 123,025 | 176,174 | 162,021 | 162,021 | (14,153) |
| Other Charges | 371,506 | 496,320 | 508,670 | 508,670 | 12,350 |
| Rentals and Leases | 1,068 | 3,500 | 3,500 | 3,500 | 0 |
| Capital Outlay | (6,674) | 15,000 | 15,000 | 15,000 | 0 |
| **TOTAL** | **$1,370,969** | **$1,681,029** | **$1,747,858** | **$1,747,858** | **$66,829** |

***Water Resources Water Fund – Water Line Maintenance Division Budget Description***

The City Manager's Proposed FY 2015 Water Resources Water Fund – Water Line Maintenance Division budget of $1,747,858 represents a 3.9% increase of $66,829 compared to the Adopted FY 2014 budget of $1,681,029.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $44,451 increase in Salaries and Employee reflecting higher personnel costs and a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $24,181 increase in Contractual Services reflecting higher costs for janitorial services, water systems maintenance and repair, and line protection services offset by lower costs for software maintenance.
- $14,153 decrease in Internal Service Charges reflecting Fleet Services operating estimates.
- $12,350 increase in Other Charges reflecting additional materials and supplies costs.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 24 | 24 | 24 | 24 | 0 |
| **TOTAL FTE** | **24** | **24** | **24** | **24** | **0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| Salaries | $985,656 | $1,005,928 | $1,049,585 | $1,049,585 | $43,657 |
| Employee Benefits | 380,114 | 411,743 | 429,799 | 429,799 | 18,056 |
| Contractual Services | 186,894 | 248,446 | 224,647 | 224,647 | (23,799) |
| Internal Service Charges | 42,725 | 43,760 | 42,223 | 42,223 | (1,537) |
| Other Charges | 1,129,834 | 1,504,932 | 1,513,100 | 1,513,100 | 8,168 |
| Rentals and Leases | 2,213 | 4,000 | 4,000 | 4,000 | 0 |
| Capital Outlay | 20,204 | 60,000 | 60,000 | 60,000 | 0 |
| **TOTAL** | **$2,747,640** | **$3,278,809** | **$3,323,354** | **$3,323,354** | **$44,545** |

***Water Resources Water Fund – Water Treatment Plant Division Budget Description***

The City Manager's Proposed FY 2015 Water Resources Water Fund – Water Treatment Plant Division budget of $3,323,354 represents a 1.4% increase of $44,545 compared to the Adopted FY 2014 budget of $3,278,809.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $61,713 increase in Salaries and Employee Benefits reflecting higher personnel costs and a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $23,799 decrease in Contractual Services reflecting lower costs for communications maintenance and repair, janitorial services, and software purchases offset by higher grounds maintenance costs.
- $1,537 decrease in Internal Service Charges reflecting Fleet Services operating estimates.
- $8,168 increase in Other Charges reflecting higher costs for apparel/protective wear, natural gas, training, telephone services, and water and sewer filter backwashing charges offset by reductions in heating fuel oil and waterworks operation fees.

***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 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| 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 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Water Distribution System Integrity (breaks per 100 miles of distribution pipe). | 20.9 | 25.0 | 6.9 | 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.

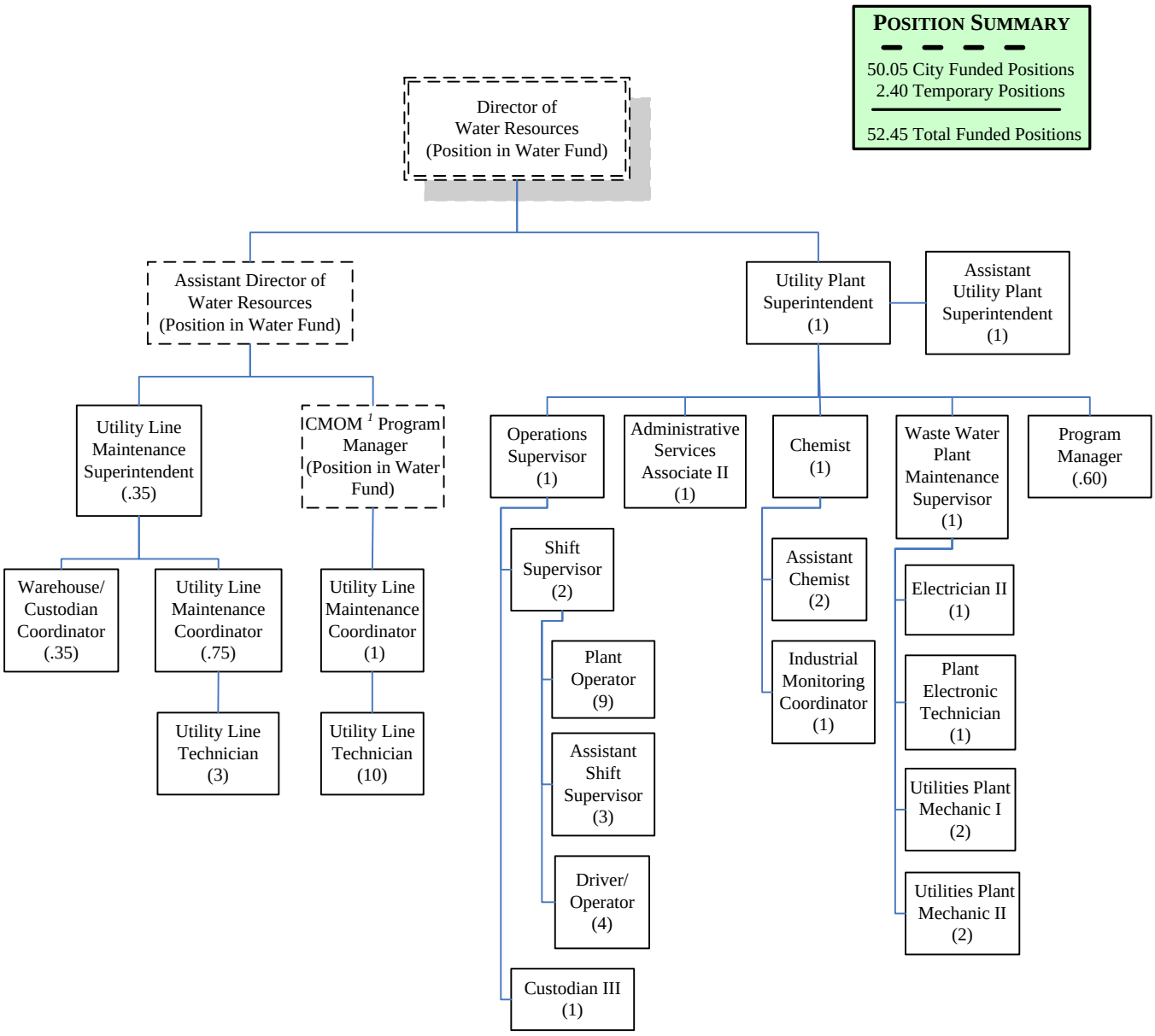
| ***Performance Measure:*** | ***Actual FY 2013*** | ***Projected FY 2014*** | ***July - Dec FY 2014*** | ***Projected FY 2015*** |
|---|---|---|---|---|
| Overall water treatment cost per million gallons of finished water. | $742 | $898 | $687 | $867 |

***Analysis of the Data:***
The low cost for FY 2013 and July-Dec FY 2014 are primarily a result of almost exclusively using water from the Pedlar Reservoir. Projected FY 2014 and FY 2015 increases are due primarily to declining consumption versus fixed operational costs.

INFRASTRUCTURE/ FISCAL RESPONSIBILITY

***Benchmark Localities:***
Charlottesville, Danville, Hampton, Richmond, and Roanoke, VA; American Water Works Association (AWWA)

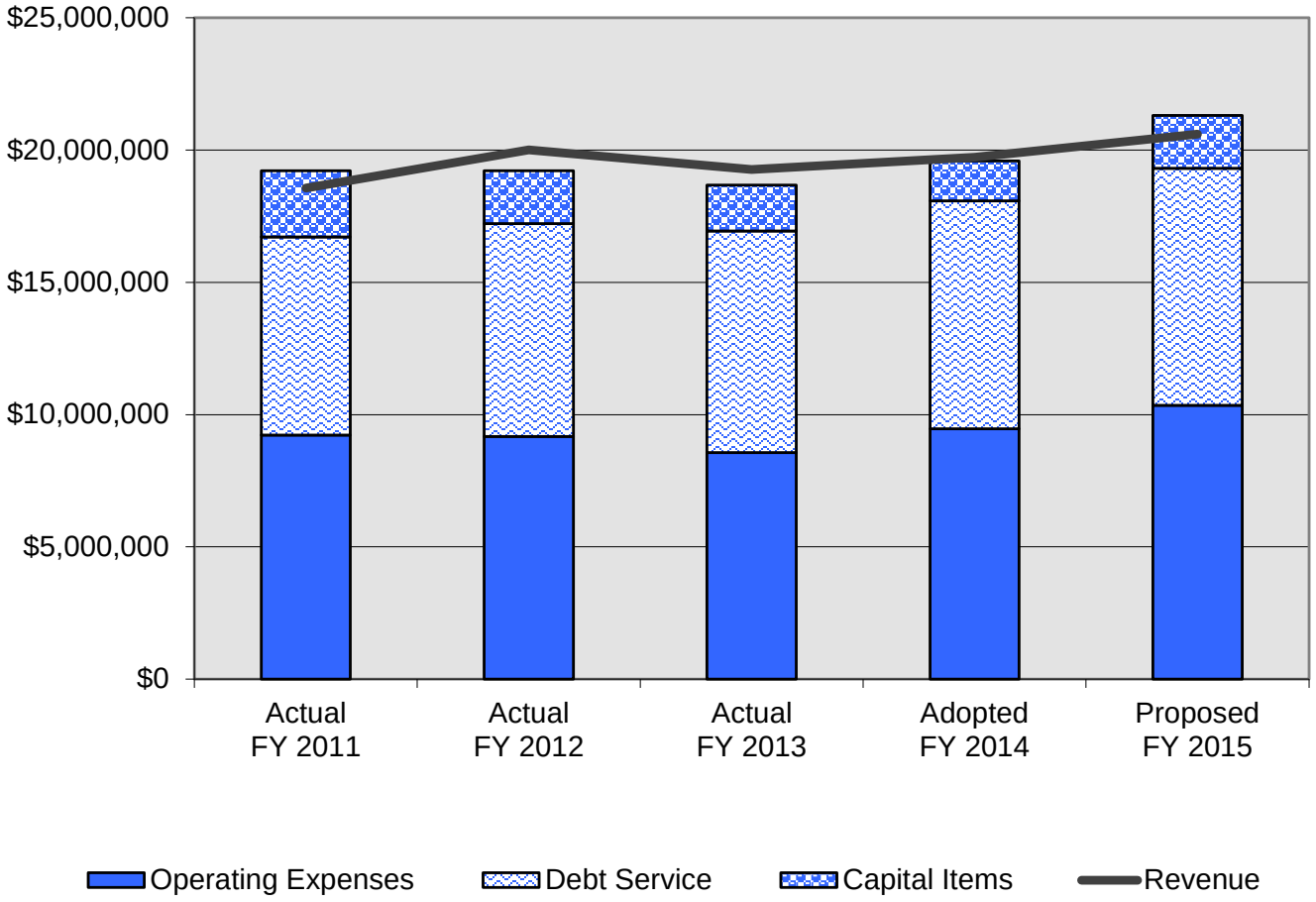
# DEPARTMENT OF WATER RESOURCES
## SEWER FUND




[1] *Capacity Management, Operation and Maintenance (CMOM)*

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **SEWER FUND DEBT COVERAGE** | | | | | |
| **REVENUES** | | | | | |
| Charges for Services | $16,756,543 | $16,737,214 | $17,207,436 | $17,207,436 | $470,222 |
| Sewer Contracts | 2,364,800 | 2,832,536 | 3,252,820 | 3,252,820 | 420,284 |
| Interest and Other | 148,542 | 159,722 | 137,454 | 137,454 | (22,268) |
| **TOTAL REVENUES** | **$19,269,885** | **$19,729,472** | **$20,597,710** | **$20,597,710** | **$868,238** |
| **EXPENDITURES** | | | | | |
| Waste Water Treatment Plant | $6,447,537 | $7,081,532 | $7,660,021 | $7,660,021 | $578,489 |
| Sewer Line Maintenance | 1,952,646 | 2,123,110 | 2,411,083 | 2,411,083 | 287,973 |
| Non-Departmental | 156,066 | 258,560 | 238,200 | 279,779 | 21,219 |
| Project Costs Charged to Operations | 14,784 | 25,000 | 25,000 | 25,000 | 0 |
| Capitalizable Labor | (220,691) | (257,000) | (250,000) | (250,000) | 7,000 |
| Capital Outlay | 0 | (175,209) | (320,000) | (320,000) | (144,791) |
| **TOTAL EXPENDITURES** | **$8,350,342** | **$9,055,993** | **$9,764,304** | **$9,805,883** | **$749,890** |
| **OPERATING INCOME** | **$10,919,543** | **$10,673,479** | **$10,833,406** | **$10,791,827** | **$118,348** |
| Debt Service | $8,385,390 | $8,616,567 | $8,961,298 | $8,961,298 | $344,731 |
| **NET REVENUE** | **$2,534,153** | **$2,056,912** | **$1,872,108** | **$1,830,529** | **($226,383)** |
| Debt Coverage ratio Target | 1.20 | 1.20 | 1.20 | 1.20 | |
| Debt Coverage ratio | 1.30 | 1.24 | 1.21 | 1.20 | |

***Sewer Fund***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **SEWER FUND POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 47.45 | 47.45 | 49.45 | 49.45 | 2.00 |
| City Funded Part-Time | 0.60 | 0.60 | 0.60 | 0.60 | 0.00 |
| City Funded Temporary | 2.40 | 2.40 | 2.40 | 2.40 | 0.00 |
| **TOTAL FTE** | **50.45** | **50.45** | **52.45** | **52.45** | **2.00** |
| **SEWER FUND SUMMARY** | | | | | |
| **BEGINNING NET ASSETS** | $91,763,517 | | | | |
| Less: Invested in Capital Assets, net of related debt | (81,440,531) | | | | |
| **BEGINNING UNRESTRICTED NET ASSETS** | **$10,322,986** | **$10,144,844** | **$10,383,492** | **$10,383,492** | **$238,648** |
| **REVENUES** | | | | | |
| Charges for Services | $16,756,543 | $16,737,214 | $17,207,436 | $17,207,436 | $470,222 |
| Sewer Contracts | 2,364,800 | 2,832,536 | 3,252,820 | 3,252,820 | 420,284 |
| Interest and Other | 148,542 | 159,722 | 137,454 | 137,454 | (22,268) |
| **TOTAL REVENUES** | **$19,269,885** | **$19,729,472** | **$20,597,710** | **$20,597,710** | **$868,238** |
| **EXPENDITURES** | | | | | |
| Departmental | $8,400,183 | $9,204,642 | $10,071,104 | $10,071,104 | $866,462 |
| Non-departmental | 156,066 | 258,560 | 238,200 | 279,779 | 21,219 |
| Transfer - Capital | 1,500,000 | 1,500,000 | 2,000,000 | 2,000,000 | 500,000 |
| Loss on Disposition of Assets | 231,294 | 0 | 0 | 0 | 0 |
| Debt Service | 8,385,390 | 8,616,567 | 8,961,298 | 8,961,298 | 344,731 |
| **TOTAL EXPENDITURES** | **$18,672,933** | **$19,579,769** | **$21,270,602** | **$21,312,181** | **$1,732,412** |
| **ENDING UNRESTRICTED NET ASSETS** | **$10,919,938** | **$10,294,547** | **$9,710,600** | **$9,669,021** | **($625,526)** |

***Sewer Fund***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **SEWER FUND REVENUE SUMMARY** | | | | | |
| **CHARGES FOR SERVICES** | | | | | |
| Sewer Sales - Inside City | $14,538,967 | $14,407,500 | $14,407,500 | $14,407,500 | $0 |
| Septic Hauler Charges | 488,231 | 431,476 | 506,100 | 506,100 | 74,624 |
| College Hill Backwash Charge | 123,041 | 126,732 | 130,534 | 130,534 | 3,802 |
| Leachate Treatment | 66,078 | 68,061 | 70,102 | 70,102 | 2,041 |
| Industrial Pre-treatment | 961 | 4,500 | 4,500 | 4,500 | 0 |
| Industrial Monitoring Charges | 36,564 | 35,000 | 35,000 | 35,000 | 0 |
| Industrial Surcharges | 508,517 | 457,945 | 525,000 | 525,000 | 67,055 |
| Cut-on & Penalty Charges | 95,936 | 83,000 | 96,000 | 96,000 | 13,000 |
| Connection charges | 138,800 | 75,000 | 75,000 | 75,000 | 0 |
| Availability Fees | 122,090 | 100,000 | 100,000 | 100,000 | 0 |
| Account Charges | 447,145 | 920,000 | 1,233,000 | 1,233,000 | 313,000 |
| Sewer Cost Plus | 6,831 | 12,000 | 12,000 | 12,000 | 0 |
| Miscellaneous | 183,382 | 16,000 | 12,700 | 12,700 | (3,300) |
| **TOTAL CHARGES FOR SERVICES** | **$16,756,543** | **$16,737,214** | **$17,207,436** | **$17,207,436** | **$470,222** |
| **SEWER CONTRACTS** | | | | | |
| Counties | | | | | |
| Amherst | $195,800 | $380,312 | $462,011 | $462,011 | $81,699 |
| Bedford | 223,971 | 406,225 | 457,595 | 457,595 | 51,370 |
| Campbell | 200,373 | 308,096 | 361,726 | 361,726 | 53,630 |
| Industrial | | | | | |
| Rock Tenn | 982,205 | 976,901 | 1,075,825 | 1,075,825 | 98,924 |
| Frito Lay | 762,451 | 761,002 | 895,663 | 895,663 | 134,661 |
| **TOTAL SEWER CONTRACTS** | **$2,364,800** | **$2,832,536** | **$3,252,820** | **$3,252,820** | **$420,284** |
| **INTEREST AND OTHER** | | | | | |
| Interest | $148,542 | $159,722 | $137,454 | $137,454 | ($22,268) |
| **TOTAL INTEREST AND OTHER** | **$148,542** | **$159,722** | **$137,454** | **$137,454** | **($22,268)** |
| **TOTAL REVENUES** | **$19,269,885** | **$19,729,472** | **$20,597,710** | **$20,597,710** | **$868,238** |

***Sewer Fund***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **SEWER FUND EXPENSE SUMMARY** | | | | | |
| **DEPARTMENTAL** | | | | | |
| Salaries | $1,898,088 | $2,011,034 | $2,179,968 | $2,179,968 | $168,934 |
| Employee Benefits | 723,466 | 791,189 | 862,007 | 862,007 | 70,818 |
| Chemicals-WWTP | 597,215 | 644,000 | 667,000 | 667,000 | 23,000 |
| Communication Charges | 11,394 | 14,300 | 14,000 | 14,000 | (300) |
| Utilities-Waste Water Treatment Plant | 745,670 | 705,300 | 730,300 | 730,300 | 25,000 |
| Natural Gas | 58,877 | 110,000 | 95,000 | 95,000 | (15,000) |
| Sludge Disposal | 530,455 | 575,000 | 600,000 | 600,000 | 25,000 |
| Contractual Services | 865,922 | 923,935 | 1,079,903 | 1,079,903 | 155,968 |
| Supplies and Materials | 437,420 | 555,500 | 562,355 | 562,355 | 6,855 |
| Indirect Costs | 583,776 | 691,833 | 1,110,474 | 1,110,474 | 418,641 |
| Self-Insurance | 200,727 | 200,727 | 200,727 | 200,727 | 0 |
| Admin/Overhead Payments to Water fund | 1,250,000 | 1,130,000 | 1,160,000 | 1,160,000 | 30,000 |
| Public Works Engineering Charges | 83,809 | 113,300 | 0 | 0 | (113,300) |
| All Other | 413,364 | 738,524 | 809,370 | 809,370 | 70,846 |
| **TOTAL DEPARTMENTAL** | **$8,400,183** | **$9,204,642** | **$10,071,104** | **$10,071,104** | **$866,462** |
| **NON-DEPARTMENTAL** | | | | | |
| Financial Audit | $19,178 | $16,758 | $21,000 | $21,000 | $4,242 |
| Allowance for Uncollectible Accounts | 44,965 | 14,604 | 35,000 | 35,000 | 20,396 |
| Retiree Benefits | 86,433 | 168,700 | 182,200 | 182,200 | 13,500 |
| Compensation Plan Adjustments | 0 | 58,498 | 0 | 41,579 | (16,919) |
| Fire Clean-Up | 5,490 | 0 | 0 | 0 | 0 |
| **TOTAL NON-DEPARTMENTAL** | **$156,066** | **$258,560** | **$238,200** | **$279,779** | **$21,219** |
| **CAPITAL AND TRANSFERS** | | | | | |
| Transfer to Sewer Capital Fund | $1,500,000 | $1,500,000 | $2,000,000 | $2,000,000 | $500,000 |
| Loss on Disposition of Assets | 231,294 | 0 | 0 | 0 | 0 |
| **TOTAL CAPITAL AND TRANSFERS** | **$1,731,294** | **$1,500,000** | **$2,000,000** | **$2,000,000** | **$500,000** |
| **DEBT SERVICE** | | | | | |
| Debt Service | $8,385,390 | $8,616,567 | $8,961,298 | $8,961,298 | $344,731 |
| **TOTAL DEBT SERVICE** | **$8,385,390** | **$8,616,567** | **$8,961,298** | **$8,961,298** | **$344,731** |
| **TOTAL EXPENDITURES** | **$18,672,933** | **$19,579,769** | **$21,270,602** | **$21,312,181** | **$1,732,412** |

***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. Manages stormwater and maintains retention pond grounds. Maintenance of storm and 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 13.45 | 13.45 | 15.45 | 15.45 | 2.00 |
| **TOTAL FTE** | **13.45** | **13.45** | **15.45** | **15.45** | **2.00** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| Salaries | $449,578 | $483,567 | $573,695 | $573,695 | $90,128 |
| Employee Benefits | 185,613 | 201,445 | 242,636 | 242,636 | 41,191 |
| Contractual Services | 112,208 | 178,092 | 240,326 | 240,326 | 62,234 |
| Internal Service Charges | 243,504 | 276,437 | 289,275 | 289,275 | 12,838 |
| Other Charges | 959,737 | 970,569 | 1,012,151 | 1,012,151 | 41,582 |
| Rentals and Leases | 1,506 | 3,000 | 3,000 | 3,000 | 0 |
| Capital Outlay | 500 | 10,000 | 50,000 | 50,000 | 40,000 |
| **TOTAL** | **$1,952,646** | **$2,123,110** | **$2,411,083** | **$2,411,083** | **$287,973** |

***Water Resources Sewer Fund – Sewer Line Maintenance Division Budget Description***

The City Manager's Proposed FY 2015 Water Resources Sewer Fund – Sewer Line Maintenance Division budget of $2,411,083 represents a 13.6% increase of $287,973 compared to the Adopted FY 2014 budget of $2,123,110.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $131,319 increase in Salaries and Employee Benefits reflecting a request to add two Sewer Line Utility Technician positions and a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $62,234 increase in Contractual Services reflecting higher software maintenance, building maintenance and repair, janitorial service, legal service and line protection service costs.
- $12,838 increase in Internal Service Charges reflecting Fleet Services operating estimates.
- $41,582 increase in Other Charges primarily due to higher indirect cost rates offset by a reduction in Public Works Engineering costs.
- $40,000 increase in Capital Outlay reflecting the purchase of a portable camera to be used for sewer line maintenance.

***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 Environment Quality.

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 34.0 | 34.0 | 34.0 | 34.0 | 0.0 |
| City Funded Part-Time | 0.6 | 0.6 | 0.6 | 0.6 | 0.0 |
| City Funded Temporary | 2.4 | 2.4 | 2.4 | 2.4 | 0.0 |
| **TOTAL FTE** | **37.0** | **37.0** | **37.0** | **37.0** | **0.0** |
| **BUDGET SUMMARY** | | | | | |
| **EXPENDITURES** | | | | | |
| Salaries | $1,448,510 | $1,527,467 | $1,606,273 | $1,606,273 | $78,806 |
| Employee Benefits | 537,853 | 589,744 | 619,371 | 619,371 | 29,627 |
| Contractual Services | 753,714 | 745,843 | 839,577 | 839,577 | 93,734 |
| Internal Service Charges | 221,687 | 336,678 | 249,395 | 249,395 | (87,283) |
| Other Charges | 3,482,653 | 3,708,091 | 4,066,905 | 4,066,905 | 358,814 |
| Rentals and Leases | 3,620 | 8,500 | 8,500 | 8,500 | 0 |
| Capital Outlay | (500) | 165,209 | 270,000 | 270,000 | 104,791 |
| **TOTAL** | **$6,447,537** | **$7,081,532** | **$7,660,021** | **$7,660,021** | **$578,489** |

***Water Resources Sewer Fund – Wastewater Treatment Plant Division Budget Description***

The City Manager's Proposed FY 2015 Water Resources Sewer Fund – Wastewater Treatment Division budget of $7,660,021 represents an 8.2% increase of $578,489 compared to the Adopted FY 2014 budget of $7,081,532.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $108,433 increase in Salaries and Employee Benefits reflecting FY 2014 compensation adjustments, upgrading a Plant Operator position to an Assistant Plant Superintendent and a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $93,734 increase in Contractual Services reflecting higher costs for legal services, temporary personnel services, mechanical maintenance and repair services and refuse disposal offset by reductions in public relations, software and IT Systems Consulting costs.
- $87,283 decrease in Internal Service Charges reflecting Fleet Services operating estimates.
- $358,814 increase in Other Charges primarily due to higher indirect cost rates and additional costs for chemicals, electricity and the Wastewater Treatment Plant payment to Water Resources Administration.
- $104,791 increase in Capital Outlay for purchase of two sludge trailers and a centrifuge.

***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 FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Sewer Overflow Rate (reportable overflows per 100 miles of sewer line). | 5.1 | 5.0 | 2.9 | 6.0 |

***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 the 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 FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| 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 FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Overall treatment cost per million gallons treated. | $1,707 | $1,940 | $1,625 | $1,942 |

***Analysis of the Data:***
At this time the treatment cost per million gallons will have high fluctuations due to changes in the Combined Sewer Overflow program creating increased flows to the Waste Water Treatment Plant. Increased flows have higher cost impacts resulting from the additional costs associated with chemicals, electricity, and sludge disposal.

**INFRASTRUCTURE/ FISCAL RESPONSIBILITY**

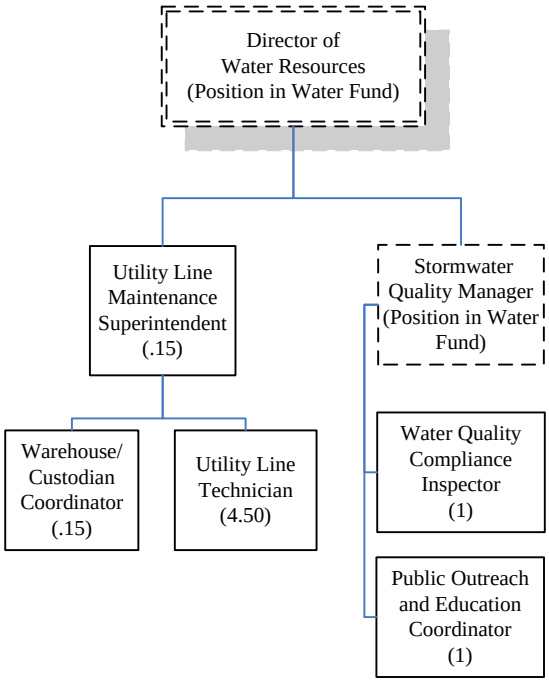
***Benchmark Localities:***
Charlottesville, Danville, Hampton, Richmond, and Roanoke, VA; American Water Works Association (AWWA)

## DEPARTMENT OF WATER RESOURCES
## STORMWATER FUND

**POSITION SUMMARY**

6.80 City Funded Positions

6.80 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **STORMWATER FUND POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 5.8 | 6.8 | 6.8 | 6.8 | 0.0 |
| **TOTAL FTE** | **5.8** | **6.8** | **6.8** | **6.8** | **0.0** |
| **STORMWATER FUND SUMMARY** | | | | | |
| **BEGINNING UNRESTRICTED NET ASSETS** | **$0** | **$239,663** | **$1,413,154** | **$1,413,154** | **$1,173,491** |
| **REVENUES** | | | | | |
| Charges for Services | $3,355,267 | $3,120,000 | $3,149,400 | $3,149,400 | $29,400 |
| State Categorical Aid - Highway Maintenance | 650,000 | 650,000 | 275,000 | 275,000 | (375,000) |
| Miscellaneous | 1 | 12,000 | 74,450 | 74,450 | 62,450 |
| **TOTAL REVENUES** | **$4,005,268** | **$3,782,000** | **$3,498,850** | **$3,498,850** | **($283,150)** |
| **EXPENDITURES** | | | | | |
| Salaries [1] | $196,418 | $313,519 | $255,238 | $255,238 | ($58,281) |
| Employee Benefits [1] | 86,346 | 130,850 | 110,025 | 110,025 | (20,825) |
| Contractual Services | 84,702 | 183,300 | 299,481 | 299,481 | 116,181 |
| Internal Service Charges | 97,025 | 80,340 | 101,891 | 101,891 | 21,551 |
| Other Charges | 1,623,884 | 2,329,070 | 1,503,221 | 1,503,221 | (825,849) |
| Rentals and Leases | 105 | 250 | 450 | 450 | 200 |
| Capital Outlay | 0 | 0 | 400,000 | 400,000 | 400,000 |
| Non-departmental | 8,848 | 81,743 | 25,800 | 30,724 | (51,019) |
| Transfer - Capital | 300,000 | 750,000 | 1,050,000 | 1,050,000 | 300,000 |
| **TOTAL EXPENDITURES** | **$2,397,328** | **$3,869,072** | **$3,746,106** | **$3,751,030** | **($118,042)** |
| **ENDING UNRESTRICTED NET ASSETS** | **$1,607,940** | **$152,591** | **$1,165,898** | **$1,160,974** | **$1,008,383** |

[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 will assume 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 City Manager's Proposed FY 2015 Water Resources Stormwater Fund budget of $3,751,030 represents a 3.1% decrease of $118,042 compared to the Adopted FY 2014 budget of $3,869,072.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $79,106 decrease in Salaries and Employee Benefits reflecting the transfer of funding for an IT position in the General Fund and a lower Virginia Retirement System rate offset by a higher health insurance rate.
- $116,181 increase in Contractual Services reflecting additional costs for software maintenance, janitorial services, stormwater maintenance and repair services, legal services and printing services.
- $21,551 increase in Internal Service Charges reflecting Fleet Services operating estimates.
- $825,849 decrease in Other Charges reflecting a reduction in Community Development and Public Works Engineering costs offset by increases in apparel/protective wear, signs, minor tools and equipment, education supplies, stormwater maintenance and repair materials, training, Stormwater payment to Water Resources Administration, indirect costs, and Virginia Stormwater Management Program (VSMP) permits .
- $400,000 increase in Capital Outlay for the purchase of aVactor Truck.
- $51,019 decrease in Non-departmental reflecting a reduction in the allowance for uncollectible accounts and the compensation plan adjustment.
- $300,000 increase in Transfer - Capital due to increasing capital needs.

***HISTORICAL QUOTE:***

*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.*

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **CITY FEDERAL STATE AID FUND POSITION SUMMARY** | | | | | |
| Grant Funded Full-Time | 26.22 | 26.30 | 23.22 | 23.22 | (3.08) |
| Grant Funded Part-Time | 3.15 | 2.89 | 2.14 | 2.14 | (0.75) |
| Grant Funded Temporary | 0.00 | 0.00 | 0.73 | 0.73 | 0.73 |
| **TOTAL FTE** | **29.37** | **29.19** | **26.09** | **26.09** | **(3.10)** |
| **CITY FEDERAL STATE AID FUND BUDGET SUMMARY** | | | | | |
| **BEGINNING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **REVENUES** | | | | | |
| Federal Grants | $1,967,239 | $1,986,601 | $1,616,073 | $1,616,073 | ($370,528) |
| State Grants | 989,369 | 869,113 | 937,090 | 937,090 | 67,977 |
| Boys and Girls Club of America Grant | 2,995 | 3,124 | 0 | 0 | (3,124) |
| Localitites/Other Reimbursements | 48,842 | 50,820 | 52,431 | 52,431 | 1,611 |
| In-Kind Grant Match | 23,706 | 23,706 | 23,706 | 23,706 | 0 |
| Arts and Cultural District | 30,000 | 30,000 | 30,000 | 30,000 | 0 |
| Transfer from General Fund | 11,404 | 11,720 | 12,358 | 12,358 | 638 |
| **TOTAL REVENUES** | **$3,073,555** | **$2,975,084** | **$2,671,658** | **$2,671,658** | **($303,426)** |
| **EXPENDITURES** | | | | | |
| Salaries | $812,097 | $1,134,468 | $967,254 | $967,254 | ($167,214) |
| Employee Benefits | 306,183 | 448,597 | 380,047 | 380,047 | (68,550) |
| Contractual Services | 1,260,595 | 893,708 | 824,057 | 824,057 | (69,651) |
| Other Charges | 673,331 | 498,311 | 500,300 | 500,300 | 1,989 |
| Building Improvements | 5,239 | 0 | 0 | 0 | 0 |
| Capital Outlay | 16,110 | 0 | 0 | 0 | 0 |
| **TOTAL EXPENDITURES** | **$3,073,555** | **$2,975,084** | **$2,671,658** | **$2,671,658** | **($303,426)** |
| **ENDING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **Key Ratios:** | | | | | |
| General Fund Transfer as a % of Total Expenditures | 0.4% | 0.4% | 0.5% | 0.5% | |

*City/Federal/State Aid Fund*

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **PROGRAM SUMMARY BY DEPARTMENT** | | | | | |
| **EXPENDITURES** | | | | | |
| **Office of the Commonwealth's Attorney** | | | | | |
| Byrne Memorial Justice Project Outreach Program | $59,890 | $62,476 | $0 | $0 | ($62,476) |
| Community Defined Solutions Grant | 185,583 | 172,137 | 150,000 | 150,000 | (22,137) |
| Domestic Violence Victim Fund | 39,591 | 40,000 | 40,000 | 40,000 | 0 |
| Victim/Witness Program | 225,890 | 225,890 | 225,890 | 225,890 | 0 |
| V-Stop Grant | 96,299 | 94,823 | 94,823 | 94,823 | 0 |
| **Office of Economic Development** | | | | | |
| Arts and Cultural District Program | 39,999 | 35,000 | 35,000 | 35,000 | 0 |
| **Fire Department** | | | | | |
| EMS Four for Life Program | 39,923 | 50,000 | 52,000 | 52,000 | 2,000 |
| Fire Programs | 341,115 | 202,000 | 210,000 | 210,000 | 8,000 |
| SAFER Grant | 138,228 | 495,528 | 395,709 | 395,709 | (99,819) |
| **Human Services - Juvenile Services** | | | | | |
| USDA School Nutrition Program | 15,280 | 20,000 | 20,000 | 20,000 | 0 |
| **Human Services - Social Services** | | | | | |
| Education Support Special Incentive Program | 10,189 | 16,680 | 16,680 | 16,680 | 0 |
| Foster Parent Recruiting and Training Program | 10,978 | 10,000 | 11,000 | 11,000 | 1,000 |
| Independent Living Program | 18,400 | 23,626 | 23,626 | 23,626 | 0 |
| OEW - Outstationed Eligibility Worker | 48,842 | 50,820 | 52,431 | 52,431 | 1,611 |
| Respite Program | 8,922 | 11,883 | 11,883 | 11,883 | 0 |
| Safe and Stable Families Program | 28,392 | 34,453 | 34,453 | 34,453 | 0 |
| TANF Job Retention and Wage Program | 127,168 | 131,654 | 0 | 0 | (131,654) |
| **Community Corrections and Pretrial Services** | | | | | |
| Community Corrections Program | 480,069 | 487,069 | 490,463 | 490,463 | 3,394 |
| **Non-departmental** | | | | | |
| Citizens for a Clean Lynchburg | 7,726 | 11,045 | 7,700 | 7,700 | (3,345) |
| Workforce Investment Act Program | 1,151,071 | 800,000 | 800,000 | 800,000 | 0 |
| **TOTAL EXPENDITURES** | **$3,073,555** | **$2,975,084** | **$2,671,658** | **$2,671,658** | **($303,426)** |

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **OFFICE OF THE COMMONWEALTH'S ATTORNEY GRANTS POSITION SUMMARY** | | | | | |
| Grant Funded Full-Time | 6.22 | 6.30 | 5.22 | 5.22 | (1.08) |
| Grant Funded Part-Time | 1.54 | 1.54 | 2.14 | 2.14 | 0.60 |
| **TOTAL FTE** | **7.76** | **7.84** | **7.36** | **7.36** | **(0.48)** |
| **OFFICE OF THE COMMONWEALTH'S ATTORNEY GRANTS BUDGET SUMMARY** | | | | | |
| **BEGINNING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **REVENUES** | | | | | |
| Federal Grants | $484,488 | $472,023 | $334,062 | $334,062 | ($137,961) |
| State Grants | 96,064 | 96,473 | 152,945 | 152,945 | 56,472 |
| Boys and Girls Club of America Grant | 2,995 | 3,124 | 0 | 0 | (3,124) |
| In-Kind Grant Match | 23,706 | 23,706 | 23,706 | 23,706 | 0 |
| **TOTAL REVENUES** | **$607,253** | **$595,326** | **$510,713** | **$510,713** | **($84,613)** |
| **EXPENDITURES** | | | | | |
| Salaries | $359,309 | $361,089 | $348,490 | $348,490 | ($12,599) |
| Employee Benefits | 127,387 | 128,463 | 115,028 | 115,028 | (13,435) |
| Contractual Services | 91,655 | 72,994 | 14,157 | 14,157 | (58,837) |
| Other Charges | 28,902 | 32,780 | 33,038 | 33,038 | 258 |
| **TOTAL EXPENDITURES** | **$607,253** | **$595,326** | **$510,713** | **$510,713** | **($84,613)** |
| **ENDING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |

***Office of the Commonwealth's Attorney Grants Budget Description***

The City Manager's Proposed FY 2015 Office of the Commonwealth's Attorney Grants budget of $510,713 represents a 14.2% decrease of $84,613 compared to the Adopted FY 2014 budget of $595,326.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $22,137 reduction in funding for the Community Defined Solutions Grant.
- $62,476 reduction reflecting the elimination of the Byrne Memorial Justice Project Outreach Program.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **OFFICE OF ECONOMIC DEVELOPMENT GRANT BUDGET SUMMARY** | | | | | |
| **BEGINNING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **REVENUES** | | | | | |
| State Grants | $9,999 | $5,000 | $5,000 | $5,000 | $0 |
| Arts and Cultural District | 30,000 | 30,000 | 30,000 | 30,000 | 0 |
| **TOTAL REVENUES** | **$39,999** | **$35,000** | **$35,000** | **$35,000** | **$0** |
| **EXPENDITURES** | | | | | |
| Other Charges | $39,999 | $35,000 | $35,000 | $35,000 | $0 |
| **TOTAL EXPENDITURES** | **$39,999** | **$35,000** | **$35,000** | **$35,000** | **$0** |
| **ENDING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |

***Office of Economic Development Grant Budget Description***

The City Manager's Proposed FY 2015 Office of Economic Development Grant budget of $35,000 represents no change compared to the Adopted FY 2014 budget.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **FIRE DEPARTMENT GRANTS POSITION SUMMARY** | | | | | |
| Grant Funded Sworn Full-Time | 9 | 9 | 9 | 9 | 0 |
| **TOTAL FTE** | **9** | **9** | **9** | **9** | **0** |
| **FIRE DEPARTMENT GRANTS BUDGET SUMMARY** | | | | | |
| **BEGINNING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **REVENUES** | | | | | |
| State Grants | $381,038 | $252,000 | $262,000 | $262,000 | $10,000 |
| Federal Grants | 138,228 | 495,528 | 395,709 | 395,709 | (99,819) |
| **TOTAL REVENUES** | **$519,266** | **$747,528** | **$657,709** | **$657,709** | **($89,819)** |
| **EXPENDITURES** | | | | | |
| Salaries | $107,454 | $348,048 | $275,375 | $275,375 | ($72,673) |
| Employee Benefits | 42,435 | 147,480 | 120,334 | 120,334 | (27,146) |
| Other Charges | 348,028 | 252,000 | 262,000 | 262,000 | 10,000 |
| Building Impr | 5,239 | 0 | 0 | 0 | 0 |
| Capital Outlay | 16,110 | 0 | 0 | 0 | 0 |
| **TOTAL EXPENDITURES** | **$519,266** | **$747,528** | **$657,709** | **$657,709** | **($89,819)** |
| **ENDING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |

***Fire Department Grants Budget Description***

The City Manager's Proposed FY 2015 Fire Department Grants budget of $657,709 represents a 12.0% decrease of $89,819 compared to the Adopted FY 2014 budget of $747,528.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $8,000 increase in Fire Programs Funding.
- $2,000 increase in Emergency Medical Services (EMS) Four for Life funding.
- $99,819 decrease reflecting the end of the Staffing for Adequate Fire and Emergency Response (SAFER) grant in March 2015.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BEGINNING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **REVENUES** | | | | | |
| Federal Grants | $15,280 | $20,000 | $20,000 | $20,000 | $0 |
| **TOTAL REVENUES** | **$15,280** | **$20,000** | **$20,000** | **$20,000** | **$0** |
| **EXPENDITURES** | | | | | |
| Other Charges | $15,280 | $20,000 | $20,000 | $20,000 | $0 |
| **TOTAL EXPENDITURES** | **$15,280** | **$20,000** | **$20,000** | **$20,000** | **$0** |
| **ENDING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |

***Human Services– Juvenile Services Grant Budget Description***

The City Manager's Proposed FY 2015 Human Services – Juvenile Services Grant budget of $20,000 represents no change compared to the Adopted FY 2014 budget.

***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.

***Human Services – Social Services Grants***

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **HUMAN SERVICES - SOCIAL SERVICES GRANTS POSITION SUMMARY** | | | | | |
| Grant Funded Full-Time | 3.00 | 3.00 | 1.00 | 1.00 | (2.00) |
| Grant Funded Part-Time | 0.73 | 0.73 | 0.00 | 0.00 | (0.73) |
| **TOTAL FTE** | **3.73** | **3.73** | **1.00** | **1.00** | **(2.73)** |
| **HUMAN SERVICES - SOCIAL SERVICES GRANTS BUDGET SUMMARY** | | | | | |
| **BEGINNING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **REVENUES** | | | | | |
| Federal Grants | $178,172 | $197,594 | $66,302 | $66,302 | ($131,292) |
| State Grants | 14,473 | 18,982 | 18,982 | 18,982 | 0 |
| Localities/Other Reimbursements | 48,842 | 50,820 | 52,431 | 52,431 | 1,611 |
| Transfer from General Fund | 11,404 | 11,720 | 12,358 | 12,358 | 638 |
| **TOTAL REVENUES** | **$252,891** | **$279,116** | **$150,073** | **$150,073** | **($129,043)** |
| **EXPENDITURES** | | | | | |
| Salaries | $118,808 | $122,372 | $36,296 | $36,296 | ($86,076) |
| Employee Benefits | 45,275 | 46,513 | 16,135 | 16,135 | (30,378) |
| Contractual Services | 9,927 | 6,469 | 0 | 0 | (6,469) |
| Other Charges | 78,881 | 103,762 | 97,642 | 97,642 | (6,120) |
| **TOTAL EXPENDITURES** | **$252,891** | **$279,116** | **$150,073** | **$150,073** | **($129,043)** |
| **ENDING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |

***Human Services – Social Services Grants Budget Description***

The City Manager's Proposed FY 2015 Human Services – Social Services Grants budget of $150,073 represents a 46.2% decrease of $129,043 compared to the Adopted FY 2014 budget of $279,116.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $131,654 reduction reflecting the elimination of Temporary Assistance for Needy Families (TANF) funding.
- $1,611 increase in Outstationed Eligibility Workers funding.
- $1,000 increase in Foster Parent Recruiting and Training funding.

***Community Corrections and Pretrial Services Program Grant.*** The goal of Community Corrections Program is to reduce jail costs by providing local probation supervision for adult offenders and pretrial investigation and supervision of defendants who are released on bond while awaiting trial. Program services are provided to localities participating in the regional jail including Lynchburg, Bedford County, and Campbell County.

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **COMMUNITY CORRECTIONS AND PRETRIAL SERVICES GRANTS POSITION SUMMARY** | | | | | |
| Grant Funded Full-Time | 8.00 | 8.00 | 8.00 | 8.00 | 0.00 |
| Grant Funded Part-Time | 0.88 | 0.62 | 0.00 | 0.00 | (0.62) |
| Grant Funded Temporary | 0.00 | 0.00 | 0.73 | 0.73 | 0.73 |
| **TOTAL FTE** | **8.88** | **8.62** | **8.73** | **8.73** | **0.11** |
| **COMMUNITY CORRECTIONS AND PRETRIAL SERVICES GRANTS BUDGET SUMMARY** | | | | | |
| **BEGINNING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **REVENUES** | | | | | |
| State Grants | $480,069 | $487,069 | $490,463 | $490,463 | $3,394 |
| **TOTAL REVENUES** | **$480,069** | **$487,069** | **$490,463** | **$490,463** | **$3,394** |
| **EXPENDITURES** | | | | | |
| Salaries | $226,526 | $302,959 | $307,093 | $307,093 | $4,134 |
| Employee Benefits | 91,086 | 126,141 | 128,550 | 128,550 | 2,409 |
| Contractual Services | 216 | 3,200 | 2,200 | 2,200 | (1,000) |
| Other Charges | 162,241 | 54,769 | 52,620 | 52,620 | (2,149) |
| **TOTAL EXPENDITURES** | **$480,069** | **$487,069** | **$490,463** | **$490,463** | **$3,394** |
| **ENDING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |

***Community Corrections and Pretrial Services Program Grant Budget Description***

The City Manager's Proposed FY 2015 Community Corrections and Pretrial Services Program Grant budget of $490,463 represents a 0.7% increase of $3,394 compared to the Adopted FY 2014 budget of $487,069.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $3,394 increase in State funding.

***Non-departmental – Citizens for a Clean Lynchburg Grant.*** The State of Virginia has assisted localities with ongoing Recycling and Litter Prevention programs which is 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.

| | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **NON-DEPARTMENTAL CITIZENS FOR A CLEAN LYNCHBURG GRANT BUDGET SUMMARY** | | | | | |
| **BEGINNING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **REVENUES** | | | | | |
| State Grants | $7,726 | $11,045 | $7,700 | $7,700 | ($3,345) |
| **TOTAL REVENUES** | **$7,726** | **$11,045** | **$7,700** | **$7,700** | **($3,345)** |
| **EXPENDITURES** | | | | | |
| Contractual Services | $7,726 | $11,045 | $7,700 | $7,700 | ($3,345) |
| **TOTAL EXPENDITURES** | **$7,726** | **$11,045** | **$7,700** | **$7,700** | **($3,345)** |
| **ENDING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |

***Non-departmental – Citizens for a Clean Lynchburg Grant***

The City Manager's Proposed FY 2015 Non-departmental – Citizens for a Clean Lynchburg Grant budget of $7,700 represents a 30.3% decrease of $3,345 compared to the Adopted FY 2014 budget of $11,045.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $3,345 decrease reflecting a reduction in awarded State revenue.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BEGINNING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **REVENUES** | | | | | |
| Federal Grants | $1,151,071 | $800,000 | $800,000 | $800,000 | $0 |
| **TOTAL REVENUES** | **$1,151,071** | **$800,000** | **$800,000** | **$800,000** | **$0** |
| **EXPENDITURES** | | | | | |
| Contractual Services | $1,151,071 | $800,000 | $800,000 | $800,000 | $0 |
| **TOTAL EXPENDITURES** | **$1,151,071** | **$800,000** | **$800,000** | **$800,000** | **$0** |
| **ENDING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |

***Non-departmental – Workforce Investment Act Grant Budget Description***

The City Manager's Proposed FY 2015 Non-departmental – Workforce Investment Act Grant budget of $800,000 represents no change compared to the Adopted FY 2014 budget.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **COMMUNITY DEVELOPMENT BLOCK GRANT POSITION SUMMARY** | | | | | |
| Grant Funded Full-Time | 0.5 | 0.5 | 0.5 | 0.5 | 0.0 |
| Grant Funded Part-Time | 0.6 | 0.6 | 0.6 | 0.6 | 0.0 |
| **TOTAL FTE** | **1.1** | **1.1** | **1.1** | **1.1** | **0.0** |
| **COMMUNITY DEVELOPMENT BLOCK GRANT BUDGET SUMMARY** | | | | | |
| **BEGINNING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **REVENUES** | | | | | |
| Federal Entitlement | $992,646 | $607,179 | $687,496 | $687,496 | $80,317 |
| Program Income [1] | 2,000 | 2,030 | 1,432,764 | 1,432,764 | 1,430,734 |
| **TOTAL REVENUES** | **$994,646** | **$609,209** | **$2,120,260** | **$2,120,260** | **$1,511,051** |
| **EXPENDITURES** | | | | | |
| Salaries | $74,600 | $65,613 | $68,287 | $68,287 | $2,674 |
| Employee Benefits | 11,581 | 11,464 | 11,625 | 11,625 | 161 |
| Contractual Services | 658,948 | 527,431 | 782,360 | 782,360 | 254,929 |
| Other Charges | 4,054 | 4,701 | 4,700 | 4,700 | (1) |
| Capital Outlay | 245,463 | 0 | 0 | 0 | 0 |
| **TOTAL EXPENDITURES** | **$994,646** | **$609,209** | **$866,972** | **$866,972** | **$257,763** |
| **ENDING RESTRICTED FUND BALANCE** [1] | **$0** | **$0** | **$1,253,288** | **$1,253,288** | **$1,253,288** |

[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 City Manager's Proposed FY 2015 Community Development Block Grant Fund budget of $866,972 represents a 42.3% increase of $257,763 compared to the Adopted FY 2014 budget of $609,209.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $80,317 increase reflecting additional entitlement award.
- $177,446 increase reflecting payment of the Bluffwalk loan with program income received from refinancing.

***Community Development Block Grant funding by project***

| Project | FY 2014 Funding Distribution |
|---|---|
| Program Administration (City) | $88,100 |
| Administration and Delivery Costs (Lynchburg Redevelopment and Housing Authority (LRHA)) | 135,277 |
| Section 108 Loan (Bluffwalk) | 284,048 |
| LRHA Rental Rehabilitation | 30,000 |
| Fifth Street Community Development Corporation (City) - Fifth Street Phase II | 175,491 |
| Tinbridge Hill Neighborhood | 45,000 |
| Continuum of Care-Coordinated Assessment Intake Social Worker | 30,000 |
| Relocation of Miller Park Basketball Court | 50,216 |
| **TOTAL** | **$838,132** |

Note: The Adopted FY 2014 amount does not match the FY 2014 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **COMPREHENSIVE SERVICES ACT (CSA) FUND POSITION SUMMARY** | | | | | |
| Grant Funded Full-Time | 1 | 1 | 1 | 1 | 0 |
| **TOTAL FTE** | **1** | **1** | **1** | **1** | **0** |
| **COMPREHENSIVE SERVICES ACT (CSA) FUND BUDGET SUMMARY** | | | | | |
| **BEGINNING UNDESIGNATED FUND BALANCE** | **$329,544** | **$329,544** | **$466,552** | **$466,552** | **$137,008** |
| **REVENUES** | | | | | |
| Intergovernmental - Public Assistance | $3,132,244 | $3,517,468 | $3,516,713 | $3,517,404 | ($64) |
| Transfer from General Fund | 1,338,852 | 1,238,852 | 1,238,852 | 1,238,852 | 0 |
| Transfer from Lynchburg City Schools | 196,541 | 196,541 | 196,541 | 196,541 | 0 |
| Special Welfare Recoupment | 51,230 | 110,000 | 110,000 | 110,000 | 0 |
| **TOTAL REVENUES** | **$4,718,867** | **$5,062,861** | **$5,062,106** | **$5,062,797** | **($64)** |
| **EXPENDITURES** | | | | | |
| Salaries | $34,703 | $34,548 | $35,588 | $35,588 | $1,040 |
| Employee Benefits | 14,608 | 15,380 | 15,926 | 15,926 | 546 |
| Administrative | 10,025 | 13,050 | 13,050 | 13,050 | 0 |
| Mandated - Foster Care | 2,431,053 | 2,974,047 | 3,055,706 | 3,056,397 | 82,350 |
| Mandated - Special Education | 1,726,162 | 1,650,000 | 1,566,000 | 1,566,000 | (84,000) |
| Non-Mandated Services | 365,308 | 375,836 | 375,836 | 375,836 | 0 |
| **TOTAL EXPENDITURES** | **$4,581,859** | **$5,062,861** | **$5,062,106** | **$5,062,797** | **($64)** |
| **ENDING UNDESIGNATED FUND BALANCE** | **$466,552** | **$329,544** | **$466,552** | **$466,552** | **$137,008** |

***Comprehensive Services Act (CSA) Fund Budget Description***

The City Manager's Proposed FY 2015 Comprehensive Services Act Fund budget of $5,062,797 represents no significant change compared to the Adopted FY 2014 budget.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $1,586 increase in Salaries and Employee Benefits reflecting a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $82,350 increase in Mandated - Foster Care services.
- $84,000 decrease in Mandated - Special Education services.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BEGINNING RESTRICTED FUND BALANCE** | **$215,250** | **$66,658** | **$139,468** | **$139,468** | **$72,810** |
| **REVENUES** | | | | | |
| State Asset Forfeiture | $74,318 | $0 | $0 | $0 | $0 |
| Federal Asset Forfeiture | 19,431 | 0 | 0 | 0 | 0 |
| Interest | 279 | 0 | 0 | 0 | 0 |
| **TOTAL REVENUES** | **$94,028** | **$0** | **$0** | **$0** | **$0** |
| **EXPENDITURES** | $82,881 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$82,881** | **$0** | **$0** | **$0** | **$0** |
| **ENDING RESTRICTED FUND BALANCE** | **$226,397** | **$66,658** | **$139,468** | **$139,468** | **$72,810** |

***Forfeited Asset Fund Budget Description***

No funds are requested for FY 2015.

***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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **HOME INVESTMENT TRUST FUND POSITION SUMMARY** | | | | | |
| Grant Funded Part-Time | 0.2 | 0.2 | 0.2 | 0.2 | 0.0 |
| **TOTAL FTE** | **0.2** | **0.2** | **0.2** | **0.2** | **0.0** |
| **HOME INVESTMENT TRUST FUND BUDGET SUMMARY** | | | | | |
| **BEGINNING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |
| **REVENUES** | | | | | |
| Federal Entitlement | $198,923 | $269,647 | $311,795 | $311,795 | $42,148 |
| **TOTAL REVENUES** | **$198,923** | **$269,647** | **$311,795** | **$311,795** | **$42,148** |
| **EXPENDITURES** | | | | | |
| Salaries | $13,851 | $15,808 | $17,139 | $17,139 | $1,331 |
| Employee Benefits | 1,044 | 1,209 | 1,312 | 1,312 | 103 |
| Contractual Services | 183,293 | 250,255 | 290,969 | 290,969 | 40,714 |
| Other Charges | 735 | 2,375 | 2,375 | 2,375 | 0 |
| **TOTAL EXPENDITURES** | **$198,923** | **$269,647** | **$311,795** | **$311,795** | **$42,148** |
| **ENDING RESTRICTED FUND BALANCE** | **$0** | **$0** | **$0** | **$0** | **$0** |

***HOME Investment Trust Fund Budget Description***

The City Manager's Proposed FY 2015 HOME Investment Trust Fund budget of $311,795 represents a 15.6% increase of $42,148 compared to the Adopted FY 2014 budget of $269,647.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $42,148 increase reflecting additional entitlement award.

***HOME Investment Trust funding by project***

| Project | FY 2014 Funding Distribution |
|---|---|
| City Administration | $22,000 |
| Habitat for Humanity | $60,000 |
| Lynchburg Community Action Group (Lyn-CAG) Substantial Rehabilitation | 111,201 |
| Lynchburg Neighborhood Development Foundation (LNDF) Homeownership Program | 30,000 |
| Lyn-CAG Homebuyer (CHDO) | 46,770 |
| LNDF Single Family Development | 50,000 |
| **TOTAL** | **$319,971** |

Note: The Adopted FY 2014 amount does not match the FY 2014 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BEGINNING RESTRICTED FUND BALANCE** | **$193,485** | **$200,135** | **$182,836** | **$182,836** | **($17,299)** |
| **REVENUES** | | | | | |
| Revenue from pledges and donations | $3,000 | $0 | $0 | $0 | $0 |
| **TOTAL REVENUES** | **$3,000** | **$0** | **$0** | **$0** | **$0** |
| **EXPENDITURES** | | | | | |
| Contractual Services | $9,649 | $0 | $0 | $0 | $0 |
| **TOTAL EXPENDITURES** | **$9,649** | **$0** | **$0** | **$0** | **$0** |
| **ENDING RESTRICTED FUND BALANCE** | **$186,836** | **$200,135** | **$182,836** | **$182,836** | **($17,299)** |

***Lynchburg Expressway Appearance Fund (LEAF) Budget Description***

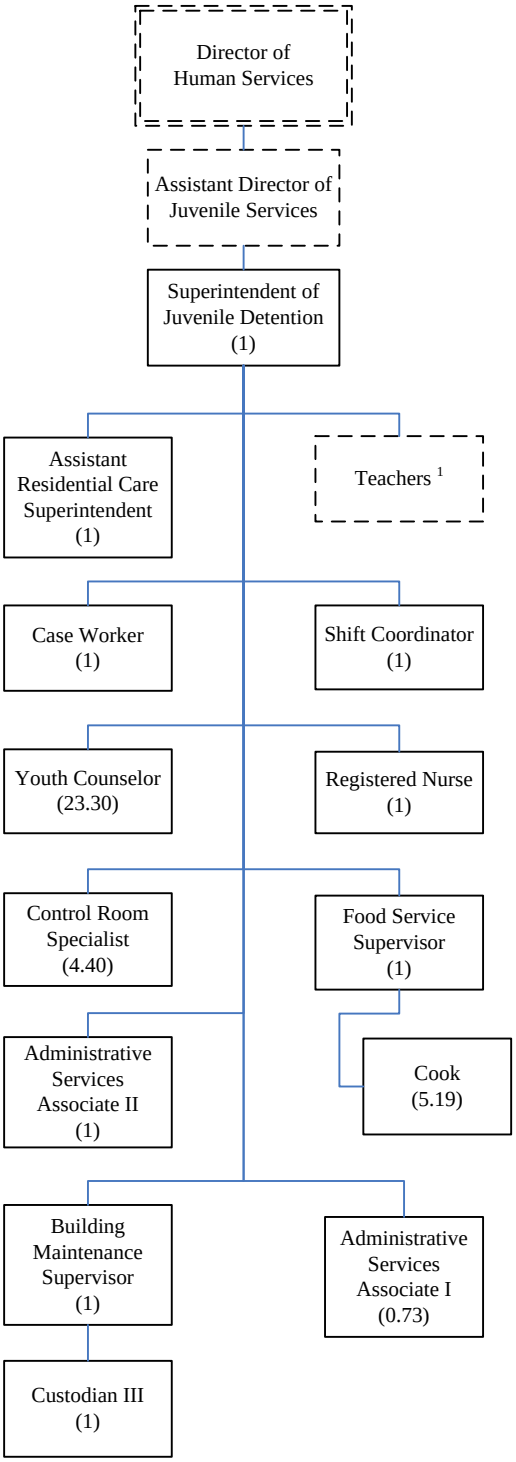
No funds are requested for FY 2015.

## REGIONAL JUVENILE DETENTION CENTER

**POSITION SUMMARY**

42.62 City Funded Positions
2.50 Temporary 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 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. 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **REGIONAL JUVENILE DETENTION CENTER FUND POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 39.00 | 39.00 | 38.00 | 38.00 | (1.00) |
| City Funded Part-Time | 4.62 | 4.62 | 4.62 | 4.62 | 0.00 |
| City Funded Temporary | 2.50 | 2.50 | 2.50 | 2.50 | 0.00 |
| **TOTAL FTE** | **46.12** | **46.12** | **45.12** | **45.12** | **(1.00)** |
| **REGIONAL JUVENILE DETENTION CENTER FUND BUDGET SUMMARY** | | | | | |
| **BEGINNING ASSIGNED FUND BALANCE** | **$100,000** | **$95,797** | **$99,158** | **$99,158** | **$3,361** |
| **REVENUES** | | | | | |
| Charges for Services | $1,652,483 | $1,676,322 | $1,693,914 | $1,698,058 | $21,736 |
| Intergovernmental | 1,166,569 | 1,140,120 | 1,140,120 | 1,140,120 | 0 |
| **TOTAL REVENUES** | **$2,819,052** | **$2,816,442** | **$2,834,034** | **$2,838,178** | **$21,736** |
| **EXPENDITURES** | | | | | |
| Salaries | $1,384,377 | $1,412,955 | $1,420,082 | $1,420,082 | $7,127 |
| Employee Benefits | 558,593 | 582,715 | 588,243 | 588,243 | 5,528 |
| Contractual Services | 74,754 | 48,460 | 39,014 | 39,014 | (9,446) |
| Internal Service Charges | 8,079 | 11,900 | 12,043 | 12,043 | 143 |
| Other Charges | 503,801 | 566,976 | 570,529 | 597,547 | 30,571 |
| Debt Service | 273,198 | 183,681 | 178,407 | 178,407 | (5,274) |
| Capital Outlay | 16,250 | 5,552 | 2,000 | 2,000 | (3,552) |
| **TOTAL EXPENDITURES** | **$2,819,052** | **$2,812,239** | **$2,810,318** | **$2,837,336** | **$25,097** |
| **ENDING ASSIGNED FUND BALANCE** | **$100,000** | **$100,000** | **$122,874** | **$100,000** | **$0** |

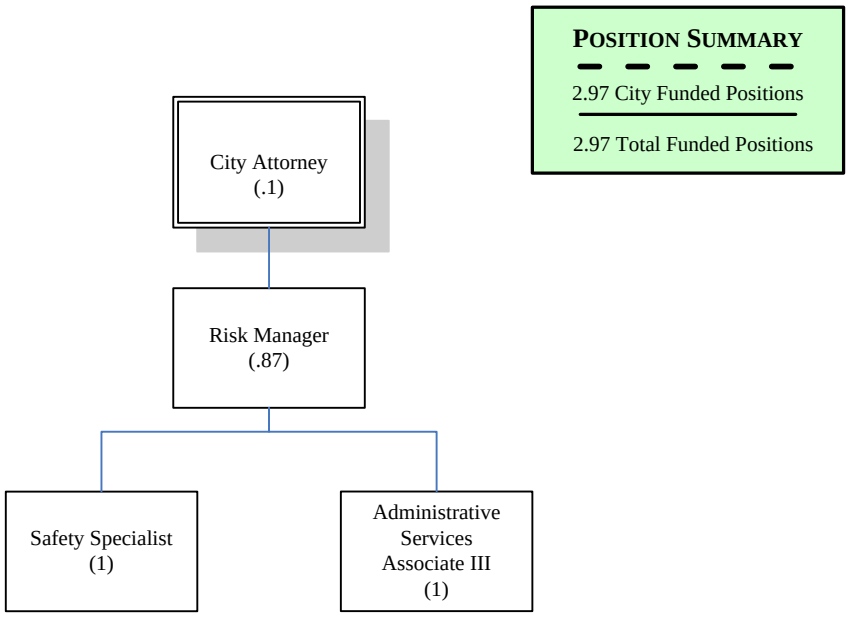
***Regional Juvenile Detention Center Fund Budget Description***

The City Manager's Proposed FY 2015 Regional Juvenile Detention Center Fund budget of $2,837,336 a 0.9% increase of $25,097 compared to the Adopted FY 2014 budget of $2,812,239.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $12,655 increase in Salaries and Employee Benefits reflecting higher personnel costs and a higher health insurance rate offset by the elimination of a full-time Youth Counselor position and a lower Virginia Retirement System rate.
- $9,446 decrease in Contractual Services reflecting the one-time cost for the implementation of New World Systems Logos.NET™ funded in FY 2014.
- $30,571 increase in Other Charges reflecting indirect cost fees and the proposed compensation adjustment.
- $5,274 decrease in Debt Service reflecting the debt service schedule.
- $3,552 decrease in Capital Outlay reflecting the one-time cost for the implementation of New World Systems Logos.NET™ funded in FY 2014.

## 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **RISK MANAGEMENT FUND POSITION SUMMARY** | | | | | |
| City Funded Full-Time | 2.10 | 2.10 | 2.10 | 2.10 | 0.00 |
| City Funded Part-Time | 0.87 | 0.87 | 0.87 | 0.87 | 0.00 |
| **TOTAL FTE** | **2.97** | **2.97** | **2.97** | **2.97** | **0.00** |
| **RISK MANAGEMENT FUND BUDGET SUMMARY** | | | | | |
| **BEGINNING COMMITTED FUND BALANCE** | **$2,487,666** | **$2,563,505** | **$2,351,543** | **$2,351,543** | **($211,962)** |
| **REVENUES** | | | | | |
| General Fund | $555,524 | $505,356 | $505,356 | $505,356 | $0 |
| Water Fund | 146,529 | 146,529 | 146,529 | 146,529 | 0 |
| Sewer Fund | 152,257 | 152,257 | 152,257 | 152,257 | 0 |
| Sewer Fund - Treatment Plant | 48,470 | 48,470 | 48,470 | 48,470 | 0 |
| Airport Fund | 38,670 | 38,670 | 38,670 | 38,670 | 0 |
| Juvenile Detention Home | 15,752 | 15,752 | 15,752 | 15,752 | 0 |
| Storm Water Fund | 0 | 0 | 7,000 | 7,000 | 7,000 |
| Interest Earnings | 14,848 | 35,000 | 35,000 | 35,000 | 0 |
| Subrogation | 31,516 | 25,000 | 25,000 | 25,000 | 0 |
| **TOTAL REVENUES** | **$1,003,566** | **$967,034** | **$974,034** | **$974,034** | **$7,000** |
| **DEPARTMENTAL** | | | | | |
| Salaries | $168,431 | $168,572 | $175,289 | $175,289 | $6,717 |
| Employee Benefits | 43,729 | 46,072 | 48,042 | 48,042 | 1,970 |
| Contractual Services | 31,600 | 33,501 | 33,501 | 33,501 | 0 |
| Internal Service Charges | 9,417 | 10,532 | 7,871 | 7,871 | (2,661) |
| Other Charges | 11,371 | 13,151 | 13,929 | 17,102 | 3,951 |
| Rental and Leases | 0 | 442 | 442 | 442 | 0 |
| **TOTAL DEPARTMENTAL EXPENDITURES** | **$264,548** | **$272,270** | **$279,074** | **$282,247** | **$9,977** |
| **NON-DEPARTMENTAL** | | | | | |
| Insurance and Claims | $875,141 | $685,333 | $683,300 | $683,300 | ($2,033) |
| **TOTAL NON-DEPARTMENTAL EXPENDITURES** | **$875,141** | **$685,333** | **$683,300** | **$683,300** | **($2,033)** |
| **TOTAL EXPENDITURES** | **$1,139,689** | **$957,603** | **$962,374** | **$965,547** | **$7,944** |
| **ENDING COMMITTED FUND BALANCE** | **$2,351,543** | **$2,572,936** | **$2,363,203** | **$2,360,030** | **($212,906)** |

***Risk Management Fund Budget Description***

The City Manager's Proposed FY 2015 Risk Management Fund budget of $965,547 represents a 0.8% increase of $7,944 compared to the Adopted FY 2014 budget of $957,603.

Highlights of the City Manager's Proposed FY 2015 budget include:

- $8,687 increase in Salaries and Employee Benefits reflecting higher personnel costs and a higher health insurance rate offset by a lower Virginia Retirement System rate.
- $2,661 decrease in Internal Service Charges reflecting Fleet Services operating estimates.
- $3,951 increase in Other Charges reflecting the proposed compensation adjustment.
- $2,033 decrease in Insurance and Claims due to historical claims experience.

***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 FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Percent of facilities inspected with comprehensive repairs sent to departments | 11.0% | 10.0% | 4.6% | 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, 2013 staff has performed 4.6% of the property inspections. With 6 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 FY2013*** | ***Projected FY2014*** | ***July - Dec FY2014*** | ***Projected FY2015*** |
|---|---|---|---|---|
| Number of training/assistance hours provided to departments | 1,033 | 1,000 | 517 | 1,000 |

***Analysis of the Data:***
During FY 2013 Risk Management exceeded its goal of 1,000 training hours by 33 hours. The training hours for FY 2014 as of December 31, 2013, are 517; with bi-weekly new hire safety training, driver improvement courses, and other training opportunities, the 10% 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 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BEGINNING DESIGNATED FUND BALANCE** | **$65,485** | **$39,680** | **$68,334** | **$68,334** | **$28,654** |
| **REVENUES** | | | | | |
| Donations and Restitutions | $77,686 | $68,450 | $68,450 | $68,450 | $0 |
| Interest | 71 | 2,000 | 2,000 | 2,000 | 0 |
| Revenue from the Commonwealth | 366 | 8,500 | 8,500 | 8,500 | 0 |
| **TOTAL REVENUES** | **$78,123** | **$78,950** | **$78,950** | **$78,950** | **$0** |
| **EXPENDITURES** | | | | | |
| Christmas Fund | $6,220 | $8,000 | $8,000 | $8,000 | $0 |
| Special Items Program | 139 | 400 | 400 | 400 | 0 |
| Food Stamps Restitution | 8,991 | 7,000 | 7,000 | 7,000 | 0 |
| Interest / Fiscal Relief | 0 | 7,000 | 7,000 | 7,000 | 0 |
| Fuel Restitution | 0 | 550 | 550 | 550 | 0 |
| Pre-screening Assessments | 5,065 | 30,000 | 30,000 | 30,000 | 0 |
| Welfare Advisory Board | 0 | 800 | 800 | 800 | 0 |
| Fuel Assistance | 0 | 500 | 500 | 500 | 0 |
| Youth Services | 29,109 | 50,450 | 50,450 | 50,450 | 0 |
| **TOTAL EXPENDITURES** | **$49,524** | **$104,700** | **$104,700** | **$104,700** | **$0** |
| **ENDING DESIGNATED FUND BALANCE** | **$94,084** | **$13,930** | **$42,584** | **$42,584** | **$28,654** |

***Special Welfare Fund Budget Description***

The City Manager's Proposed FY 2015 Special Welfare Fund budget of $104,700 represents no change compared to the Adopted FY 2014 budget.

***Technology Fund.*** This fund provides for the ongoing replacement and enhancement of the City's technology infrastructure.

| TECHNOLOGY FUND BUDGET SUMMARY | Actual FY 2013 | Adopted FY 2014 | Department Submitted FY 2015 | Manager's Proposed FY 2015 | Inc/(Dec) Adopted from Proposed |
|---|---|---|---|---|---|
| **BEGINNING COMMITTED FUND BALANCE** | **$2,595,272** | **$1,363,710** | **$1,604,166** | **$1,604,166** | **$240,456** |
| **REVENUES** | | | | | |
| Use of Money and Property | $4,842 | $15,000 | $10,000 | $10,000 | ($5,000) |
| Miscellaneous | 7,455 | 0 | 0 | 0 | 0 |
| Transfer from General Fund | 678,597 | 625,705 | 622,294 | 622,294 | (3,411) |
| **TOTAL REVENUES** | **$690,894** | **$640,705** | **$632,294** | **$632,294** | **($8,411)** |
| **EXPENDITURES** | | | | | |
| Salaries | $4,536 | $0 | $0 | $0 | $0 |
| Employee Benefits | 347 | 0 | 0 | 0 | 0 |
| Contractual Services | 225,168 | 372,930 | 387,069 | 387,069 | 14,139 |
| Other Charges | 249,058 | 326,000 | 301,300 | 301,300 | (24,700) |
| Capital Outlay | 140,415 | 97,000 | 85,000 | 85,000 | (12,000) |
| **TOTAL EXPENDITURES** | **$619,524** | **$795,930** | **$773,369** | **$773,369** | **($22,561)** |
| **ENDING COMMITTED FUND BALANCE** | **$2,666,642** | **$1,208,485** | **$1,463,091** | **$1,463,091** | **$254,606** |

***Technology Fund Budget Description***

The City Manager’s Proposed FY 2015 Technology Fund budget of $773,369 represents a 2.8% percent decrease of $22,561 compared to the Adopted FY 2014 budget of $795,930.

Highlights of the City Manager’s Proposed FY 2015 budget include:

- $14,139 increase in Contractual Services reflecting additional IT consultant services, offset by a reduction in server hardware replacements.
- $24,700 decrease in Other Charges reflecting fewer projects affecting this expense area.
- $12,000 decrease in Capital Outlay reflecting fewer projects affecting this expense area.

**FY 2015 – 2019 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. Note: For the FY 2015 – 2019 CIP, projects reference the relationship to the *2002 – 2020 Comprehensive Plan*. 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 2015 – 2019 Capital Improvement Program*.

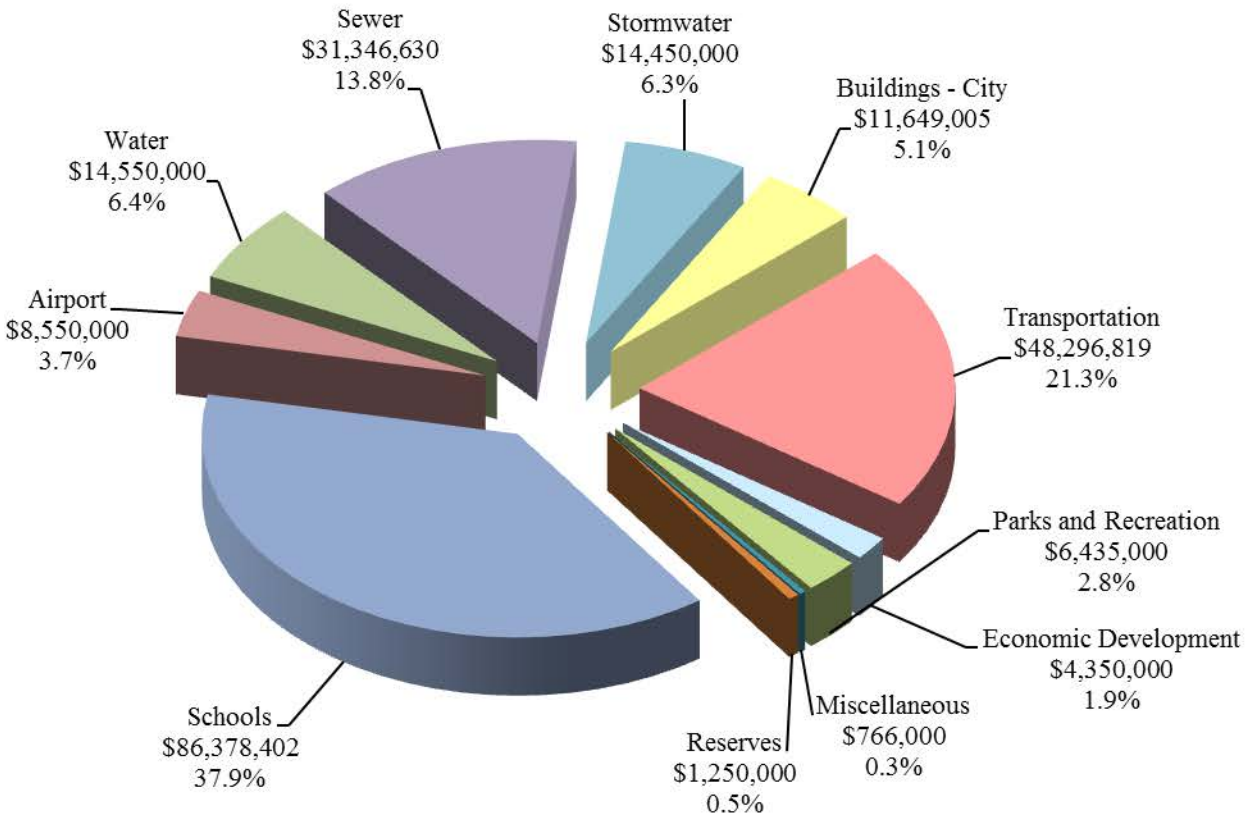
## DEFINITIONS

**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 2015 – 2019 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 2015-2019
# CAPITAL IMPROVEMENT PLAN
# $228,021,856



## SUMMARY OF PROJECTS FOR FY 2015 – 2019 CAPITAL IMPROVEMENT PROGRAM

| | FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY | | | | | FIVE-YEAR ESTIMATED NET COST |
|---|---|---|---|---|---|---|
| | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | |
| **SUMMARY - ALL FUNDS** | | | | | | |
| BUILDINGS - CITY | $2,374,047 | $3,202,013 | $1,913,312 | $2,566,368 | $1,593,265 | $11,649,005 |
| TRANSPORTATION | $13,065,299 | $6,523,472 | $12,442,992 | $12,081,763 | $4,183,293 | $48,296,819 |
| ECONOMIC DEVELOPMENT | $350,000 | $500,000 | $500,000 | $1,500,000 | $1,500,000 | $4,350,000 |
| PARKS AND RECREATION | $1,272,000 | $1,119,000 | $1,378,000 | $1,328,000 | $1,338,000 | $6,435,000 |
| MISCELLANEOUS | $191,500 | $191,500 | $191,500 | $191,500 | $0 | $766,000 |
| RESERVES | $250,000 | $250,000 | $250,000 | $250,000 | $250,000 | $1,250,000 |
| TOTAL CITY CAPITAL PROJECTS (General Fund) | $17,502,846 | $11,785,985 | $16,675,804 | $17,917,631 | $8,864,558 | $72,746,824 |
| SCHOOLS | $78,189,191 | $2,970,400 | $2,249,216 | $1,342,464 | $1,627,131 | $86,378,402 |
| TOTAL CITY CAPITAL AND SCHOOLS | $95,692,037 | $14,756,385 | $18,925,020 | $19,260,095 | $10,491,689 | $159,125,226 |
| AIRPORT | $1,550,000 | $2,950,000 | $1,250,000 | $1,400,000 | $1,400,000 | $8,550,000 |
| WATER | $3,250,000 | 3,800,000 | $3,000,000 | $2,000,000 | $2,500,000 | $14,550,000 |
| SEWER | $3,070,000 | $2,750,000 | $18,376,630 | $5,000,000 | $2,150,000 | $31,346,630 |
| STORMWATER | $1,480,000 | $3,110,000 | $2,750,000 | $3,660,000 | $3,450,000 | $14,450,000 |
| GRAND TOTAL ALL FUNDS | $105,042,037 | $27,366,385 | $44,301,650 | $31,320,095 | $19,991,689 | $228,021,856 |

**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 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **RESOURCES** | | | | | |
| Pay-As-You-Go | $4,914,676 | $1,000,000 | $1,000,000 | $0 | $0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 5,323,885 | 4,973,099 | 6,613,791 | 5,584,026 |
| Proceeds from Sale of Property | 1,953,276 | 0 | 0 | 0 | 0 |
| VDOT Highway Maintenance | 3,142,000 | 3,162,100 | 3,202,705 | 3,243,840 | 3,280,532 |
| State Revenue Sharing | 3,033,947 | 980,000 | 1,960,000 | 0 | 0 |
| State Commonwealth Transportation Board | 0 | 0 | 3,500,000 | 8,060,000 | 0 |
| Other: Contribution from Liberty University | 1,260,000 | 1,020,000 | 2,040,000 | 0 | 0 |
| Amount to be Provided by General Obligation Bond Issues | 4,198,947 | 1,300,000 | 1,000,000 | 0 | 0 |
| **TOTAL ESTIMATED RESOURCES** | **$18,502,846** | **$12,785,985** | **$17,675,804** | **$17,917,631** | **$8,864,558** |
| **CAPITAL PROJECTS** | | | | | |
| Buildings - City | $2,374,047 | $3,202,013 | $1,913,312 | $2,566,368 | $1,593,265 |
| Transportation | 13,065,299 | 6,523,472 | 12,442,992 | 12,081,763 | 4,183,293 |
| Economic Development | 350,000 | 500,000 | 500,000 | 1,500,000 | 1,500,000 |
| Parks and Recreation | 1,272,000 | 1,119,000 | 1,378,000 | 1,328,000 | 1,338,000 |
| Miscellaneous | 191,500 | 191,500 | 191,500 | 191,500 | 0 |
| Reserves | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| **TOTAL PROPOSED PROJECTS** | **$17,502,846** | **$11,785,985** | **$16,675,804** | **$17,917,631** | **$8,864,558** |

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 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **RESOURCES** | | | | | |
| Pay-As-You-Go General Fund | $5,664,676 | $1,100,000 | $1,000,000 | $0 | $0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 5,323,885 | 4,973,099 | 6,613,791 | 5,584,026 |
| Proceeds from Sale of Property | 1,953,276 | 0 | 0 | 0 | 0 |
| VDOT Highway Maintenance | 3,142,000 | 3,162,100 | 3,202,705 | 3,243,840 | 3,280,532 |
| State Commonwealth Transportation Board | 0 | 0 | 2,000,000 | 6,000,000 | 3,560,000 |
| State Revenue Sharing | 3,100,000 | 2,545,000 | 2,158,094 | 0 | 0 |
| Other: Contribution from Liberty University | 1,260,000 | 1,020,000 | 2,040,000 | 0 | 0 |
| Amount to be Provided by General Obligation Bond Issues | 9,504,285 | 3,875,715 | 1,992,894 | 0 | 0 |
| **TOTAL ESTIMATED RESOURCES** | **$24,624,237** | **$17,026,700** | **$17,366,792** | **$15,857,631** | **$12,424,558** |
| **CASH FLOW REQUIREMENTS** | | | | | |
| Buildings - City | $2,374,047 | $3,202,013 | $1,913,312 | $2,566,368 | $1,593,265 |
| Transportation | 13,186,690 | 10,164,187 | 12,133,980 | 10,021,763 | 7,743,293 |
| Economic Development | 1,350,000 | 1,500,000 | 1,500,000 | 1,500,000 | 1,500,000 |
| Parks and Recreation | 7,272,000 | 1,719,000 | 1,378,000 | 1,328,000 | 1,338,000 |
| Miscellaneous | 191,500 | 191,500 | 191,500 | 191,500 | 0 |
| Reserves | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| **TOTAL CASH FLOW REQUIREMENTS** | **$24,624,237** | **$17,026,700** | **$17,366,792** | **$15,857,631** | **$12,424,558** |

*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 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **BUILDINGS - MAINTENANCE** | | | | | |
| Major Building Repairs and Improvements - City | 1,835,699 | 1,797,349 | 1,345,804 | 1,533,296 | 1,502,282 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 1,835,699 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 1,797,349 | 1,345,804 | 1,533,296 | 1,502,282 |
| Monument Terrace Building Improvements | 81,668 | 625,482 | 157,192 | 151,147 | 0 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 81,668 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 625,482 | 157,192 | 151,147 | 0 |
| Parking Deck Repairs/Maintenance | 75,000 | 475,000 | 320,000 | 765,000 | 0 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 75,000 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 475,000 | 320,000 | 765,000 | 0 |
| Roof Replacement - City | 381,680 | 304,182 | 90,316 | 116,925 | 90,983 |
| Sources of Funding | | | | | |
| Pay-As-You-Go | 381,680 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 304,182 | 90,316 | 116,925 | 90,983 |
| Total Estimates Proposed FY 2015-2019 CIP | $2,374,047 | $3,202,013 | $1,913,312 | $2,566,368 | $1,593,265 |
| Source of Funding | | | | | |
| Pay-As-You-Go | $2,374,047 | $0 | $0 | $0 | $0 |
| Pay-As-You-Go: Based on Availability of Funds | $0 | $3,202,013 | $1,913,312 | $2,566,368 | $1,593,265 |

| FIVE-YEAR ESTIMATED NET COST | APPROPRIATIONS THROUGH 8/30/13 | ESTIMATED COST BEYOND PROGRAM PERIOD | TOTAL ACCUMULATED PROJECT COST |
|---|---|---|---|
| | | | |
| $8,014,430 | Continuing | Continuing | $8,014,430 |
| $1,015,489 | 277,079 | 0 | $1,292,568 |
| $1,635,000 | 0 | 0 | $1,635,000 |
| $984,086 | Continuing | Continuing | $984,086 |
| $11,649,005 | | | $11,926,084 |

$2,374,047
$9,274,958
$11,649,005

| 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 16, Page 16.6, Goal 1: Provide adequate public facilities and services to support the City's long range planning goals and objectives.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | Continuing |
|---|---|---|
| Randy Dalton, Construction Coordinator | **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering - City | 158,351 | 159,560 | 133,387 | 164,831 | 176,126 | **$792,255** |
| Construction - City | 1,677,348 | 1,637,789 | 1,212,417 | 1,368,465 | 1,326,156 | **$7,222,175** |
| **TOTAL** | **$1,835,699** | **$1,797,349** | **$1,345,804** | **$1,533,296** | **$1,502,282** | **$8,014,430** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $8,014,430 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 1,835,699 | 0 | 0 | 0 | 0 | **$1,835,699** |
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 1,797,349 | 1,345,804 | 1,533,296 | 1,502,282 | **$6,178,731** |
| **TOTAL** | **$1,835,699** | **$1,797,349** | **$1,345,804** | **$1,533,296** | **$1,502,282** | **$8,014,430** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** 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 |
|---|---|---|---|---|---|
| 2015 | Buildings and Grounds Maintenance Building | Install emergency generator | $21,840 | $182,000 | $203,840 |
| 2015 | Circuit Court | Remodel 2nd floor lobby and courtrooms A and B | 9,100 | 130,000 | 139,100 |
| 2015 | City Armory | Replace windows on drill floor | 21,840 | 182,000 | 203,840 |
| 2015 | City Hall | Repair and refinish bronze entrys at ground and first floors | 5,029 | 33,526 | 38,555 |
| 2015 | City Market | Replace lighting fixtures | 0 | 104,000 | 104,000 |
| 2015 | City Stadium | Replace domestic hot water boiler in Club House | 3,640 | 52,000 | 55,640 |
| 2015 | City Wide | Emergency and unscheduled building repairs | 32,500 | 217,500 | 250,000 |
| 2015 | Fire Station #3, 4701 Fort Avenue | Emergency generator | 11,982 | 104,224 | 116,206 |
| 2015 | Fire Station #7, 2624 Lakeside Drive | Replace fascia and T-11 siding around building | 1,996 | 33,280 | 35,276 |
| 2015 | Fire Station #7, 2624 Lakeside Drive | Replace unit heaters | 1,820 | 26,000 | 27,820 |
| 2015 | Fire Station #8, 213 Old Graves Mill Road | Emergency generator | 11,982 | 104,224 | 116,206 |
| 2015 | Fire Training Building | Replace 5 ton heat pump | 1,809 | 15,080 | 16,889 |
| 2015 | Lynchburg Public Library | Waterproof brickwork and caulk vertical expansion joints | 2,029 | 28,994 | 31,023 |
| 2015 | Mid Downtown Parking Deck | Coat and paint exterior stairway landings | 6,864 | 68,640 | 75,504 |
| 2015 | Opportunity House #2 | Exterior renovations | 0 | 104,000 | 104,000 |
| 2015 | Police Shooting Range | Roofing and repairs | 0 | 40,560 | 40,560 |
| 2015 | Public Elevator | Install fence at top of retaining wall | 0 | 36,400 | 36,400 |
| 2015 | Public Safety Building | Front lobby and bathroom renovation | 6,240 | 52,000 | 58,240 |
| 2015 | Public Safety Building | Renovate bathrooms and kitchen/dining area | 5,890 | 48,000 | 53,890 |
| 2015 | Public Safety Building | Replace camera security system | 3,120 | 26,000 | 29,120 |
| 2015 | Public Safety Building | Replace rooftop heating and air conditioning system units | 10,670 | 88,920 | 99,590 |
| **2015** | **Sub-totals** | | **$158,351** | **$1,677,348** | **$1,835,699** |

| Fiscal Year | Building Name | Sub-Project | Consultant Engineering | Construction | Annual Total |
|---|---|---|---|---|---|
| 2016 | Aviary | Replace interior flooring | $5,896 | $49,140 | $55,036 |
| 2016 | Buildings and Grounds Maintenance Building | Renovate and reconfigure office space | 0 | 162,000 | 162,000 |
| 2016 | Circuit Court | Replace boiler | 12,700 | 105,840 | 118,540 |
| 2016 | City Hall | Interior wall coverings through-out and paint stairwells | 7,916 | 157,258 | 165,174 |
| 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 | Fairview Heights Recreation Center | Clean and waterproof exterior brick facade | 2,355 | 39,262 | 41,617 |
| 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 | Pressure wash and treat arched foot bridge | 453 | 6,480 | 6,933 |
| 2016 | Peaksview Park | Replace waterline up to first bathroom across bridge | 3,780 | 54,000 | 57,780 |
| 2016 | Public Safety Building | Paint steel columns and trim | 4,384 | 62,640 | 67,024 |
| 2016 | West Building | Reconfigure old kitchen area into a shower room | 0 | 41,600 | 41,600 |
| **2016** | **Sub-totals** | | **$159,560** | **$1,637,789** | **$1,797,349** |

## Major Building Repairs and Improvements - City (continued)

| 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** |

| 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** |
| **Grand Totals** | | | **$792,255** | **$7,222,175** | **$8,014,430** |

| 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 over a five year period 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 16, Page 16.6, Goal 1: Provide adequate public facilities and services to support the City's long range planning goals and objectives.

| **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 2015 - FY 2018 |
| Construction | Q1-Q4 FY 2015 - FY 2018 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Maintenance and utility costs are expected to decrease through more energy efficient facilities.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 2,220 | 64,152 | 1,960 | 11,349 | 0 | **$79,681** |
| Construction | 75,665 | 534,600 | 147,840 | 133,141 | 0 | **$891,246** |
| Contingency | 3,783 | 26,730 | 7,392 | 6,657 | 0 | **$44,562** |
| **TOTAL** | **$81,668** | **$625,482** | **$157,192** | **$151,147** | **$0** | **$1,015,489** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $277,079 | $1,015,489 | $0 | **$1,292,568** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 81,668 | 0 | 0 | 0 | 0 | **$81,668** |
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 625,482 | 157,192 | 151,147 | 0 | **$933,821** |
| **TOTAL** | **$81,668** | **$625,482** | **$157,192** | **$151,147** | **$0** | **$1,015,489** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

## Monument Terrace Building Improvements

| Fiscal Year | Building Name | Sub-Project | Consultant Engineering | Construction | Contingency | Annual Total |
|---|---|---|---|---|---|---|
| 2015 | Monument Terrace Building | Replace 5 ton air conditioning condenser | $2,220 | $18,505 | $925 | $21,650 |
| 2015 | Monument Terrace Building | Refurbish front entry | 0 | 34,800 | 1,740 | 36,540 |
| 2015 | Monument Terrace Building | Install permanent roof access ladder | 0 | 22,360 | 1,118 | 23,478 |
| **2015** | **Sub-Totals** | | **$2,220** | **$75,665** | **$3,783** | **$81,668** |

| 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** | | | **$79,681** | **$891,246** | **$44,562** | **$1,015,489** |

| 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 14, Page 14.6, Goal 1, Objective 1A 7: Priorities for improvements to the transportation system should be based on safety considerations; existing deficiencies; multimodal and environmental considerations; physical, economic, and policy constraints; contribution to quality urban design; required right-of-way needs; level of service; and appropriate system continuity.

| **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 75,000 | 35,000 | 135,000 | 0 | 0 | **$245,000** |
| Construction | 0 | 418,000 | 175,750 | 726,750 | 0 | **$1,320,500** |
| Contingency | 0 | 22,000 | 9,250 | 38,250 | 0 | **$69,500** |
| **TOTAL** | **$75,000** | **$475,000** | **$320,000** | **$765,000** | **$0** | **$1,635,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $0 | $1,635,000 | $0 | **$1,635,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **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 | 475,000 | 320,000 | 765,000 | 0 | **$1,560,000** |
| **TOTAL** | **$75,000** | **$475,000** | **$320,000** | **$765,000** | **$0** | **$1,635,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** 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 16, Page 16.6, Goal 1: Provide adequate public facilities and services to support the City's long range planning goals and objectives.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | Continuing |
|---|---|---|
| Scott Glass, Facilities Manager | **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 64,480 | 34,182 | 9,676 | 12,526 | 4,538 | **$125,402** |
| Construction | 317,200 | 270,000 | 80,640 | 104,399 | 86,445 | **$858,684** |
| **TOTAL** | **$381,680** | **$304,182** | **$90,316** | **$116,925** | **$90,983** | **$984,086** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $984,086 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 381,680 | 0 | 0 | 0 | 0 | **$381,680** |
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 304,182 | 90,316 | 116,925 | 90,983 | **$602,406** |
| **TOTAL** | **$381,680** | **$304,182** | **$90,316** | **$116,925** | **$90,983** | **$984,086** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

## Roof Replacement - City

| Fiscal Year | Building Name | Sub-Project | Consultant Engineering | Construction | Annual Total |
|---|---|---|---|---|---|
| 2015 | City Wide | Emergency roof repairs | $7,800 | $52,000 | $59,800 |
| 2015 | City Wide | Roof evaluations and maintenance | 36,400 | 52,000 | 88,400 |
| 2015 | Emergency Communications Building | Replace roof | 14,040 | 93,600 | 107,640 |
| 2015 | Miller Park Restrooms | Replace roof | 6,240 | 41,600 | 47,840 |
| 2015 | Point Of Honor Museum | Replace wood shake roof and gutters | 0 | 78,000 | 78,000 |
| **2015** | **Sub-Totals** | | **$64,480** | **$317,200** | **$381,680** |

| Fiscal Year | Building Name | Sub-Project | Consultant Engineering | Construction | Annual Total |
|---|---|---|---|---|---|
| 2016 | Allen Morrison Metal Storage Building | Reroof and reskin building | $15,552 | $129,600 | $145,152 |
| 2016 | City Wide | Emergency roof repairs | 5,670 | 37,800 | 43,470 |
| 2016 | Miller Park Concessions | Replace roof | 0 | 16,200 | 16,200 |
| 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** | | **$34,182** | **$270,000** | **$304,182** |

| 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** |
| **Totals** | | | **$125,402** | **$858,684** | **$984,086** |

*Human Services Administration Building*

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**
Request for proposals will go out in March 2014, design to be complete in spring 2014, construction complete in spring 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** |
| 08/30/13 | Expenditures to date | 0 |
| **AVAILABLE APPROPRIATIONS** | | **$745,905** |

**PROJECT BUDGET**

| Activity | Amount |
|---|---|
| Construction | $745,905 |
| **TOTAL** | **$745,905** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September - June FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 0 | 745,905 | 0 | 0 | 0 | 0 | **$745,905** |
| **TOTAL CASH** | **$0** | **$745,905** | **$0** | **$0** | **$0** | **$0** | **$745,905** |

| | |
|---|---|
| **EXPENDITURES THROUGH 8/30/13** | **$0** |
| **UNFUNDED APPROPRIATIONS** | **$0** |
| **TOTAL PROJECT ESTIMATE** | **$745,905** |

SERVICE AREA
**Buildings**

DEPARTMENT
**Public Works**

LOCATION
**Main Branch Public Library, 2315 Memorial Avenue**

PROJECT TITLE/PROJECT NUMBER
**LIBRARY STORYTIME ROOM / B0162**

Project Photo Unavailable

**PROJECT DESCRIPTION**
This project includes the addition of a Storybook Reading Room with support spaces to the Lynchburg Public Library located at 2315 Memorial Avenue.

**PROJECT STATUS**
Notice of Award was made on February 25, 2014. A pre-construction meeting is scheduled for March 12, 2014, with construction to be complete by August 2014.

**PROJECT MANAGER(S)**
Scott Glass, Facilities Manager

**APPROPRIATION HISTORY**

| Date | Source of Appropriation | Amount |
|---|---|---|
| 09/27/11 | Carry Forward | $10,000 |
| 10/11/11 | Council Agenda #7 | 150,000 |
| 02/11/14 | Council Agenda #7 | 256,000 |
| **TOTAL** | | **$416,000** |
| 08/30/13 | Expenditures to date | 32,642 |
| **AVAILABLE APPROPRIATIONS** | | **$383,358** |

**PROJECT BUDGET**

| Activity | Amount |
|---|---|
| Consultant Engineering | $15,000 |
| Construction | 401,000 |
| **TOTAL** | **$416,000** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September - June FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|---|
| Local: Donations | 200,000 | 183,358 | 0 | 0 | 0 | 0 | **$383,358** |
| **TOTAL CASH** | **$200,000** | **$183,358** | **$0** | **$0** | **$0** | **$0** | **$383,358** |

| | |
|---|---|
| **EXPENDITURES THROUGH 8/30/13** | **$32,642** |
| **UNFUNDED APPROPRIATIONS** | **$0** |
| **TOTAL PROJECT ESTIMATE** | **$416,000** |

*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 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| TRANSPORTATION - NEW CONSTRUCTION | | | | | |
| College Lake Dam Improvements | 1,000,000 | 0 | 0 | 0 | 0 |
| Source of Funding | | | | | |
| G.O. Bond | 1,000,000 | 0 | 0 | 0 | 0 |
| Greenview Drive, Phase II | 0 | 0 | 3,500,000 | 8,060,000 | 0 |
| Source of Funding | | | | | |
| State Commonwealth Transportation Board | 0 | 0 | 3,500,000 | 8,060,000 | 0 |
| Liberty University Intramural Field Road | 2,500,000 | 2,000,000 | 4,000,000 | 0 | 0 |
| Source of Funding | | | | | |
| State Revenue Sharing | 1,240,000 | 980,000 | 1,960,000 | 0 | 0 |
| Contribution from Liberty University | 1,260,000 | 1,020,000 | 2,040,000 | 0 | 0 |
| Public Transit Improvements (GLTC) | 145,129 | 61,372 | 740,287 | 777,923 | 902,761 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 145,129 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 61,372 | 740,287 | 777,923 | 902,761 |
| Public Transit Bus Maintenance and Operations Facility (GLTC) | 1,953,276 | 0 | 0 | 0 | 0 |
| Source of Funding | | | | | |
| Proceeds from Sale of Property | 1,953,276 | 0 | 0 | 0 | 0 |
| Timberlake Road @ Logans Lane/Wards Ferry Road, Phase I | 1,764,800 | 0 | 0 | 0 | 0 |
| Source of Funding | | | | | |
| G.O. Bond | 882,400 | 0 | 0 | 0 | 0 |
| State Revenue Sharing | 882,400 | 0 | 0 | 0 | 0 |
| Timberlake Road @ Logans Lane/Wards Ferry Road, Phase II & III | 200,000 | 800,000 | 1,000,000 | 0 | 0 |
| Source of Funding | | | | | |
| G.O. Bond | 200,000 | 800,000 | 1,000,000 | 0 | 0 |
| Total Estimates Proposed FY 2015-2019 CIP | $7,563,205 | $2,861,372 | $9,240,287 | $8,837,923 | $902,761 |
| Source of Funding | | | | | |
| G.O. Bond | $2,082,400 | $800,000 | $1,000,000 | $0 | $0 |
| Pay-As-You-Go | $145,129 | $0 | $0 | $0 | $0 |
| Pay-As-You-Go: Based on Availability of Funds | $0 | $61,372 | $740,287 | $777,923 | $902,761 |
| Contribution from Liberty University | $1,260,000 | $1,020,000 | $2,040,000 | $0 | $0 |
| Proceeds from Sale of Property | $1,953,276 | $0 | $0 | $0 | $0 |
| State Commonwealth Transportation Board | $0 | $0 | $3,500,000 | $8,060,000 | $0 |
| State Revenue Sharing | $2,122,400 | $980,000 | $1,960,000 | $0 | $0 |

| FIVE-YEAR ESTIMATED NET COST | APPROPRIATIONS THROUGH 8/30/13 | ESTIMATED COST BEYOND PROGRAM PERIOD | TOTAL ACCUMULATED PROJECT COST |
|---|---|---|---|
| $1,000,000 | 500,000 | 8,500,000 | $10,000,000 |
| $11,560,000 | 2,530,767 | 0 | $14,090,767 |
| $8,500,000 | 0 | 0 | $8,500,000 |
| $2,627,472 | Continuing | Continuing | $2,627,472 |
| $1,953,276 | 526,724 | 0 | $2,480,000 |
| $1,764,800 | 2,000,000 | 0 | $3,764,800 |
| $2,000,000 | 0 | 0 | $2,000,000 |
| $29,405,548 | | | $43,463,039 |

| |
|---|
| $3,882,400 |
| $145,129 |
| $2,482,343 |
| $4,320,000 |
| $1,953,276 |
| $11,560,000 |
| $5,062,400 |
| $29,405,548 |

**FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY**

| Project Title | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **TRANSPORTATION - MAINTENANCE** | | | | | |
| **Bridge Maintenance** | 330,000 | 335,000 | 360,000 | 380,000 | 400,000 |
| Source of Funding | | | | | |
| Highway Maintenance | 330,000 | 335,000 | 360,000 | 380,000 | 400,000 |
| **General Street Improvements** | 332,000 | 500,000 | 0 | 0 | 0 |
| Source of Funding | | | | | |
| G.O. Bond | 0 | 500,000 | 0 | 0 | 0 |
| Pay-As-You-Go | 332,000 | 0 | 0 | 0 | 0 |
| **Main Street Bridge Over Expressway** | 1,823,094 | 0 | 0 | 0 | 0 |
| Source of Funding | | | | | |
| G.O. Bond | 911,547 | 0 | 0 | 0 | 0 |
| State Revenue Sharing | 911,547 | 0 | 0 | 0 | 0 |
| **Public Works Infrastructure Improvements** | 202,000 | 212,100 | 222,705 | 233,840 | 245,532 |
| Source of Funding | | | | | |
| Highway Maintenance | 202,000 | 212,100 | 222,705 | 233,840 | 245,532 |
| **Storm Drainage System Repairs/Replacement** | 110,000 | 115,000 | 120,000 | 130,000 | 135,000 |
| Source of Funding | | | | | |
| Highway Maintenance | 110,000 | 115,000 | 120,000 | 130,000 | 135,000 |
| **Street Overlay Program** | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 |
| Source of Funding | | | | | |
| Highway Maintenance | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 |
| **Traffic Signal Repair and Replacement Program** | 205,000 | 0 | 0 | 0 | 0 |
| Source of Funding | | | | | |
| G.O. Bond | 205,000 | 0 | 0 | 0 | 0 |
| Total Estimates Proposed FY 2015-2019 CIP | $5,502,094 | $3,662,100 | $3,202,705 | $3,243,840 | $3,280,532 |
| Source of Funding | | | | | |
| G.O. Bond | $1,116,547 | $500,000 | $0 | $0 | $0 |
| Pay-As-You-Go | $332,000 | $0 | $0 | $0 | $0 |
| State Revenue Sharing | $911,547 | $0 | $0 | $0 | $0 |
| Highway Maintenance | $3,142,000 | $3,162,100 | $3,202,705 | $3,243,840 | $3,280,532 |

| FIVE-YEAR ESTIMATED NET COST | APPROPRIATIONS THROUGH 8/30/13 | ESTIMATED COST BEYOND PROGRAM PERIOD | TOTAL ACCUMULATED PROJECT COST |
|---|---|---|---|
| | | | |
| $1,805,000 | Continuing | Continuing | $1,805,000 |
| $832,000 | Continuing | Continuing | $832,000 |
| $1,823,094 | 1,203,094 | 0 | $3,026,188 |
| $1,116,177 | Continuing | Continuing | $1,116,177 |
| $610,000 | Continuing | Continuing | $610,000 |
| $12,500,000 | Continuing | Continuing | $12,500,000 |
| $205,000 | Continuing | Continuing | $205,000 |
| $18,891,271 | | | $20,094,365 |

| |
|---|
| $1,616,547 |
| $332,000 |
| $911,547 |
| $16,031,177 |
| $18,891,271 |

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 in meeting all applicable state dam safety requirements. To meet these regulations, the Dam must be modified.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

The Comprehensive Plan recognizes the need for the City to "review and study dam break inundation zones and potential impacts to downstream properties (p. 12.3). As a result of these studies significant modifications are required to be made to the College Lake dam. The Plan also places importance on providing "citizens...with safe, efficient, effective and well-planned transportation systems...while preserving the integrity and character of natural areas (p. 14.1).

**PROJECT MANAGER(S)**
Steve Shenk P.E.- Water Resources Engineer

**PROJECT START DATE** 12/2013
**PROJECT COMPLETION DATE** To Be Determined

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Consultant Engineering | Q2 FY 2015 |

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 1,000,000 | 0 | 0 | 0 | 0 | **$1,000,000** |
| **TOTAL** | **$1,000,000** | **$0** | **$0** | **$0** | **$0** | **$1,000,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $500,000 | $1,000,000 | $8,500,000 | **$10,000,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 989,285 | 510,715 | 0 | 0 | 0 | **$1,500,000** |
| **TOTAL** | **$989,285** | **$510,715** | **$0** | **$0** | **$0** | **$1,500,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

**Note: Construction estimates of $8,500,000 are being deferred beyond FY 2019 and are shown in the Deferred section of this document.**

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Transportation** | **Public Works** | **Greenview Drive** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **GREENVIEW DRIVE PHASE II / T0126** | **New** |

**DEPARTMENT PRIORITY**

Project has state and federal funding

Project supports essential services

**PROJECT DESCRIPTION**

Improve traffic conditions on Greenview Drive from the City limits to existing 4-lane. This project also includes improving the intersection of Leesville Road and Greenview Drive. This project supports additional traffic from the Wards Crossing West and Cornerstone projects. Phase II is from Hermitage Road through the intersection with Leesville Road.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 14, Page 14.6, Goal 1, Objective 1A 7: Priorities for improvements to the transportation system should be based on safety considerations; existing deficiencies; multimodal and environmental considerations; physical, economic, and policy constraints; contribution to quality urban design; required right-of-way needs; level of service; and appropriate system continuity.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2013 |
|---|---|---|
| John P. Morris, P.E. | **PROJECT COMPLETION DATE** | 06/2019 |
| Engineering Project Manager | | |

**COMPLETION SCHEDULE**

| **Activity** | **Complete - Quarter** |
|---|---|
| Land/ROW | Q2 FY 2018 |
| Consultant Engineering | Q4 FY 2018 |
| Construction | Q4 FY 2019 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Will have two additional lanes and one signal to maintain.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Land/Right-of-Way | 0 | 0 | 693,100 | 0 | 0 | **$693,100** |
| Consultant Engineering | 0 | 0 | 593,400 | 0 | 0 | **$593,400** |
| Construction | 0 | 0 | 2,213,500 | 8,060,000 | 0 | **$10,273,500** |
| **TOTAL** | **$0** | **$0** | **$3,500,000** | **$8,060,000** | **$0** | **$11,560,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $2,530,767 | $11,560,000 | $0 | **$14,090,767** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 750,000 | 100,000 | 0 | 0 | 0 | **$850,000** |
| State: Revenue Sharing | 750,000 | 100,000 | 0 | 0 | 0 | **$850,000** |
| State: Commonwealth Transportation Board | 0 | 0 | 2,000,000 | 6,000,000 | 3,560,000 | **$11,560,000** |
| **TOTAL** | **$1,500,000** | **$200,000** | **$2,000,000** | **$6,000,000** | **$3,560,000** | **$13,260,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (% ):** LOCAL = 11% STATE = 89% FEDERAL = 0% OTHER = 0%

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Transportation** | **Public Works** | **Candler's Mountain Road** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **LIBERTY UNIVERSITY INTRAMURAL FIELD ROAD** | **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 14, Page 14.6, Goal 1, Objective 1A 7: Priorities for improvements to the transportation system should be based on safety considerations; existing deficiencies; multimodal and environmental considerations; physical, economic, and policy constraints; contribution to quality urban design; required right-of-way needs; level of service; and appropriate 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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Construction | 2,500,000 | 2,000,000 | 4,000,000 | 0 | 0 | **$8,500,000** |
| **TOTAL** | **$2,500,000** | **$2,000,000** | **$4,000,000** | **$0** | **$0** | **$8,500,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2018 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $0 | $8,500,000 | $0 | **$8,500,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| State: Revenue Sharing * | 1,240,000 | 980,000 | 1,960,000 | 0 | 0 | **$4,180,000** |
| Other: Liberty University | 1,260,000 | 1,020,000 | 2,040,000 | 0 | 0 | **$4,320,000** |
| **TOTAL** | **$2,500,000** | **$2,000,000** | **$4,000,000** | **$0** | **$0** | **$8,500,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (% ):** LOCAL = 0% STATE = 49% FEDERAL = 0% OTHER = 51%

* An application has been submitted to VDOT for State Revenue Sharing Program funds for FY 2015.

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Transportation** | **Greater Lynchburg Transit Company (GLTC)** | **1301 Kemper Street** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **PUBLIC TRANSIT IMPROVEMENTS (GLTC) / T0034 0190** | **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 14, Page 14.5, Goal 1: Provide citizens of Lynchburg with safe, efficient and well-planned transportation systems and facilities that enhance economic development and redevelopment opportunities.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | Continuing |
|---|---|---|
| Karen Walton, 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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| **Sub-Projects** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Construction | 0 | 57,055 | 175,744 | 0 | 0 | **$232,799** |
| Furniture, Fixtures, and Equipment | 1,451,285 | 556,666 | 7,227,124 | 7,779,225 | 9,027,605 | **$26,041,905** |
| **TOTAL** | **$1,451,285** | **$613,721** | **$7,402,868** | **$7,779,225** | **$9,027,605** | **$26,274,704** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $26,274,704 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Federal and State Grants | 1,306,156 | 552,349 | 6,662,581 | 7,001,302 | 8,124,844 | **$23,647,232** |
| Local: Pay-As-You-Go | 145,129 | 0 | 0 | 0 | 0 | **$145,129** |
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 61,372 | 740,287 | 777,923 | 902,761 | **$2,482,343** |
| **TOTAL** | **$1,451,285** | **$613,721** | **$7,402,868** | **$7,779,225** | **$9,027,605** | **$26,274,704** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 10% STATE = 10% FEDERAL = 80% OTHER = 0%

## Public Transit Improvements (GLTC)

| Fiscal Year | Sub-Project | Construction | Furniture, Fixtures and Equipment | Annual Total |
|---|---|---|---|---|
| 2015 | Bus powertrain replacements | $0 | $262,498 | $262,498 |
| 2015 | 7 paratransit buses (replacement) | 0 | 1,062,868 | 1,062,868 |
| 2015 | Staff vehicle replacement (2) | 0 | 75,919 | 75,919 |
| 2015 | Bus maintenance tools | 0 | 50,000 | 50,000 |
| **2015** | **Sub-totals** | **$0** | **$1,451,285** | **$1,451,285** |
| 2016 | Bus powertrain replacements | $0 | $269,798 | $269,798 |
| 2016 | 1 paratransit bus (expansion) | 0 | 157,912 | 157,912 |
| 2016 | Staff vehicle replacement (2) | 0 | 78,956 | 78,956 |
| 2016 | Bus shelter pads/installation | 57,055 | 0 | 57,055 |
| 2016 | Bus maintenance tools | 0 | 50,000 | 50,000 |
| **2016** | **Sub-totals** | **$57,055** | **$556,666** | **$613,721** |
| 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 |
| **2018** | **Sub-totals** | **$0** | **$9,027,605** | **$9,027,605** |
| **Grand Totals** | | **$232,799** | **$26,041,905** | **$26,274,704** |

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Transportation** | **Greater Lynchburg Transit Company (GLTC)** | **1301 Kemper Street** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **PUBLIC TRANSIT BUS MAINTENANCE AND OPERATIONS FACILITY (GLTC) / T0034 8888** | **New** |

**DEPARTMENT PRIORITY**

Project has State and federal funding

Project supports essential services

Project represents additional essential services

**PROJECT DESCRIPTION**

Design and construction of a new bus maintenance and operations facility. This project requires a 10% city match.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 14, Page 14.5, Goal 1: Provide citizens of Lynchburg with safe, efficient and well-planned transportation systems and facilities that enhance economic development and redevelopment opportunities.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2013 |
|---|---|---|
| Karen Walton, General Manager | **PROJECT COMPLETION DATE** | 09/2015 |

**COMPLETION SCHEDULE**

| **Activity** | **Complete - Quarter** |
|---|---|
| Construction | Q1 FY 2016 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Bus Maintenance/Operations Facility replacement will have savings in energy consumption. No impact on staffing.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| **Sub-Projects** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Construction | 19,532,760 | 0 | 0 | 0 | 0 | **$19,532,760** |
| **TOTAL** | **$19,532,760** | **$0** | **$0** | **$0** | **$0** | **$19,532,760** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $5,267,240[1] | $19,532,760 | $0 | **$24,800,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Federal and State Grants | 17,579,484 | 0 | 0 | 0 | 0 | **$17,579,484** |
| Local: Proceeds from Sale of Property | 1,953,276 | 0 | 0 | 0 | 0 | **$1,953,276** |
| **TOTAL** | **$19,532,760** | **$0** | **$0** | **$0** | **$0** | **$19,532,760** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** LOCAL = 10% STATE = 10% FEDERAL = 80% OTHER = 0%

[1]Includes $4,740,516 federal and State, and $526,724 local.

| 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 I / T0210** | **New** |

**DEPARTMENT PRIORITY**

Project supports essential services

**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. The queuing is causing potentially unsafe conditions.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 14, Page 14.6, Goal 1, Objective 1A 7: Priorities for improvements to the transportation system should be based on safety considerations; existing deficiencies; multimodal and environmental considerations; physical, economic, and policy constraints; contribution to quality urban design; required right-of-way needs; level of service; and appropriate system continuity.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 12/2012 |
|---|---|---|
| Donald DeBerry, P.E., City Traffic Engineer | **PROJECT COMPLETION DATE** | 12/2016 |

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Construction | Q2 FY 2017 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

One less traffic signal to maintain.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Construction | 1,764,800 | 0 | 0 | 0 | 0 | **$1,764,800** |
| **TOTAL** | **$1,764,800** | **$0** | **$0** | **$0** | **$0** | **$1,764,800** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $2,000,000 | $1,764,800 | $0 | **$3,764,800** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 535,000 | 740,000 | 764,800 | 0 | 0 | **$2,039,800** |
| State: Revenue Sharing * | 535,000 | 740,000 | 0 | 0 | 0 | **$1,275,000** |
| **TOTAL** | **$1,070,000** | **$1,480,000** | **$764,800** | **$0** | **$0** | **$3,314,800** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (% ):** LOCAL = 62% STATE = 38% FEDERAL = 0% OTHER = 0%

* An application has been submitted to VDOT for State Revenue Sharing Program funds for FY 2015.

| 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 & III** | **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.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 14, Page 14.6, Goal 1, Objective 1A 7: Priorities for improvements to the transportation system should be based on safety considerations; existing deficiencies; multimodal and environmental considerations; physical, economic, and policy constraints; contribution to quality urban design; required right-of-way needs; level of service; and appropriate system continuity.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2015 |
|---|---|---|
| Donald DeBerry, P.E., City Traffic Engineer | **PROJECT COMPLETION DATE** | 06/2017 |

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Land Acquisition/Right-of-Way | Q2 FY 2017 |
| Construction | Q4 FY 2019 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

One less traffic signal to maintain.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Land Acquisition/Right-of-Way | 200,000 | 0 | 0 | 0 | 0 | **$200,000** |
| Construction | 0 | 760,000 | 950,000 | 0 | 0 | **$1,710,000** |
| Contingency | 0 | 40,000 | 50,000 | 0 | 0 | **$90,000** |
| **TOTAL** | **$200,000** | **$800,000** | **$1,000,000** | **$0** | **$0** | **$2,000,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $2,000,000 | $0 | **$2,000,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 200,000 | 800,000 | 1,000,000 | 0 | 0 | **$2,000,000** |
| **TOTAL** | **$200,000** | **$800,000** | **$1,000,000** | **$0** | **$0** | **$2,000,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

An application for VDOT State Revenue Sharing Program funds may be made in the future.

| 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 and federal 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 14, Page 14.9, Goal 3: Commit adequate resources to the operation and maintenance of existing and future transportation facilities.

| **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 55,000 | 55,000 | 60,000 | 60,000 | 70,000 | **$300,000** |
| Construction | 275,000 | 280,000 | 300,000 | 320,000 | 330,000 | **$1,505,000** |
| **TOTAL** | **$330,000** | **$335,000** | **$360,000** | **$380,000** | **$400,000** | **$1,805,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $1,805,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Other: Highway Maintenance | 330,000 | 335,000 | 360,000 | 380,000 | 400,000 | **$1,805,000** |
| **TOTAL** | **$330,000** | **$335,000** | **$360,000** | **$380,000** | **$400,000** | **$1,805,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (%):** LOCAL = 0% STATE = 100% FEDERAL = 0% OTHER = 0%

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Transportation** | **Public Works** | **Various Sites** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **GENERAL STREET IMPROVEMENTS / T0002** | **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 14, Page 14.7, Goal 1, Objective 1B, 3a: Continue to use data to allocate CIP funds for projects to improve safety.

| **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 12,000 | 25,000 | 0 | 0 | 0 | **$37,000** |
| Construction | 320,000 | 475,000 | 0 | 0 | 0 | **$795,000** |
| **TOTAL** | **$332,000** | **$500,000** | **$0** | **$0** | **$0** | **$832,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2018 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $832,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 332,000 | 0 | 0 | 0 | 0 | **$332,000** |
| Local: G.O. Bond | 0 | 500,000 | 0 | 0 | 0 | **$500,000** |
| **TOTAL** | **$332,000** | **$500,000** | **$0** | **$0** | **$0** | **$832,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

**Note: Requested five-year funding in the amount of $2,833,000 is being deferred beyond FY 2019 and is shown in the Deferred section of this document.**

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Transportation** | **Public Works** | **Main Street over Expressway** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **MAIN STREET BRIDGE OVER EXPRESSWAY / TB033** | **Maintenance** |

**DEPARTMENT PRIORITY**

Project has a legal or regulatory mandate

Project supports essential services

**PROJECT DESCRIPTION**

Perform additional evaluation of the bridge to determine the extent of needed repairs resulting from an unreported vehicle strike in FY 2009. Bridge has been evaluated and repairs are necessary. Retaining walls have been evaluated and require repairs.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 14, Page 14.9, Goal 3: Commit adequate resources to the operation and maintenance of existing and future transportation facilities.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2012 |
|---|---|---|
| Lee Newland, P.E., City Engineer | **PROJECT COMPLETION DATE** | 12/2016 |

**COMPLETION SCHEDULE**

| **Activity** | **Complete - Quarter** |
|---|---|
| Consultant Engineering | Q1 FY 2015 |
| Construction | Q1 FY 2017 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 250,000 | 0 | 0 | 0 | 0 | **$250,000** |
| Construction | 1,573,094 | 0 | 0 | 0 | 0 | **$1,573,094** |
| **TOTAL** | **$1,823,094** | **$0** | **$0** | **$0** | **$0** | **$1,823,094** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $1,203,094 | $1,823,094 | $0 | **$3,026,188** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 575,000 | 725,000 | 228,094 | 0 | 0 | **$1,528,094** |
| State: Revenue Sharing * | 575,000 | 725,000 | 198,094 | 0 | 0 | **$1,498,094** |
| **TOTAL** | **$1,150,000** | **$1,450,000** | **$426,188** | **$0** | **$0** | **$3,026,188** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (%):** LOCAL = 50% STATE = 50% FEDERAL = 0% OTHER = 0%

* An application has been submitted to VDOT for State Revenue Sharing Program funds for FY 2015.

| 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 Photograph Unavailable

**PROJECT DESCRIPTION**

Curb, gutter, sidewalk, street and transportation maintenance. Program is designed to maintain the City's street infrastructure.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 14, Page 14.9, Goal 3: Commit adequate resources to the operation and maintenance of existing and future transportation facilities.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2014 |
|---|---|---|
| Dennis Reynolds, Construction Coordinator | **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Construction | 202,000 | 212,100 | 222,705 | 233,840 | 245,532 | **$1,116,177** |
| **TOTAL** | **$202,000** | **$212,100** | **$222,705** | **$233,840** | **$245,532** | **$1,116,177** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $1,116,177 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Other: Highway Maintenance(VDOT) | 202,000 | 212,100 | 222,705 | 233,840 | 245,532 | **$1,116,177** |
| **TOTAL** | **$202,000** | **$212,100** | **$222,705** | **$233,840** | **$245,532** | **$1,116,177** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (% ):** LOCAL = 0% STATE = 100% 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 15, Page 15.9, Goal 3, Objective 3A, 2: Continue to enforce compliance with the Virginia Erosion and Sedimentation Control Handbook.

| **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| **Sub-Projects** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Construction | 110,000 | 115,000 | 120,000 | 130,000 | 135,000 | **$610,000** |
| **TOTAL** | **$110,000** | **$115,000** | **$120,000** | **$130,000** | **$135,000** | **$610,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $610,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Other: Highway Maintenance | 110,000 | 115,000 | 120,000 | 130,000 | 135,000 | **$610,000** |
| **TOTAL** | **$110,000** | **$115,000** | **$120,000** | **$130,000** | **$135,000** | **$610,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** 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 14, Page 14.9, Goal 3, Objective 3.A: As part of the development and update process for the City Transportation Master Plan, evaluate the condition of the existing transportation facilities and make appropriate recommendations for addressing needs.

| **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| **Sub-Projects** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Construction | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | **$12,500,000** |
| **TOTAL** | **$2,500,000** | **$2,500,000** | **$2,500,000** | **$2,500,000** | **$2,500,000** | **$12,500,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $12,500,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Other: Highway Maintenance(VDOT) | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | 2,500,000 | **$12,500,000** |
| **TOTAL** | **$2,500,000** | **$2,500,000** | **$2,500,000** | **$2,500,000** | **$2,500,000** | **$12,500,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 0% STATE = 100% 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**

Replaces or upgrades existing sub-standard traffic signals throughout the City by converting from span wire to mast arms to improve operation and maintenance. Priority list includes 1) Memorial Avenue and Wadsworth Street 2) Lakeside Drive and Oakley Avenue and, 3) Memorial Avenue and Oakley Avenue.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 14, Page 14.9, Goal 3, Objective 3A 1: Include recommendations for funding the operation and maintenance of transportation facilities in the Master Plan and subsequent updates.

| **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 30,000 | 0 | 0 | 0 | 0 | **$30,000** |
| Construction | 175,000 | 0 | 0 | 0 | 0 | **$175,000** |
| **TOTAL** | **$205,000** | **$0** | **$0** | **$0** | **$0** | **$205,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $205,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 205,000 | 0 | 0 | 0 | 0 | **$205,000** |
| **TOTAL** | **$205,000** | **$0** | **$0** | **$0** | **$0** | **$205,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

**Note: Requested funding for FY 2016-2019 in the amount of $845,000 is being deferred beyond FY 2019 and is shown in the Deferred section of this document.**

| 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 in-process and construction will begin April 2014. 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 |
| **TOTAL** | | **$1,456,055** |
| 08/30/13 | Expenditures to date | 188,464 |
| **AVAILABLE APPROPRIATIONS** | | **$1,267,591** |

| Activity | Amount |
|---|---|
| Land/Right-of-Way | $166,391 |
| Consultant Engineering | 206,001 |
| Construction | 1,083,663 |
| **TOTAL** | **$1,456,055** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September - June FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|---|
| State: Residue Parcel Allocation | 0 | 0 | 74,148 | 0 | 0 | 0 | **$74,148** |
| State: Urban Construction | 0 | 626,803 | 45,852 | 0 | 0 | 0 | **$672,655** |
| State: Highway Safety Match | 20,000 | 32,080 | 0 | 0 | 0 | 0 | **$52,080** |
| Federal: Highway Safety Grant | 180,000 | 288,708 | 0 | 0 | 0 | 0 | **$468,708** |
| **TOTAL CASH** | **$200,000** | **$947,591** | **$120,000** | **$0** | **$0** | **$0** | **$1,267,591** |

| | |
|---|---|
| **EXPENDITURES THROUGH 8/30/13** | **$188,464** |
| **UNFUNDED APPROPRIATIONS** | **$0** |
| **TOTAL PROJECT ESTIMATE** | **$1,456,055** |

| 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. Project will be bid in November 2013 and construction will begin March 2014.

**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 | 220,778 |
| 10/27/10 | Transfer from Rivermont Bridge Revenue Sharing Funds | 1,489,840 |
| 12/06/10 | Transfer from Bridge Maintenance | 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 | 13,600 |
| 09/28/11 | Rescinded Appropriation | (71,987) |
| **TOTAL** | | **$5,966,442** |
| 08/30/13 | Expenditures to date | 475,551 |
| **AVAILABLE APPROPRIATIONS** | | **$5,490,891** |

**PROJECT BUDGET**

| Activity | Amount |
|---|---|
| Consultant Engineering Services | $569,126 |
| Construction | 5,397,316 |
| **TOTAL** | **$5,966,442** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September - June FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|---|
| Local: G.O. Bond | 990,000 | 1,255,445 | 500,000 | 0 | 0 | 0 | **$2,745,445** |
| State: Revenue Sharing | 990,000 | 1,255,446 | 500,000 | 0 | 0 | 0 | **$2,745,446** |
| **TOTAL CASH** | **$1,980,000** | **$2,510,891** | **$1,000,000** | **$0** | **$0** | **$0** | **$5,490,891** |

| | |
|---|---|
| **EXPENDITURES THROUGH 8/30/13** | **$475,551** |
| **UNFUNDED APPROPRIATIONS** | **$0** |
| **TOTAL PROJECT ESTIMATE** | **$5,966,442** |

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Transportation** | **Public Works** | **Langhorne Rd. & Memorial Ave.** |

PROJECT TITLE/PROJECT NUMBER

**LANGHORNE/MEMORIAL INTERSECTION IMPROVEMENTS / T0157**

**PROJECT DESCRIPTION**

Re-alignment of Langhorne Road at Memorial Avenue to tie into the Midtown Connector and repave to Murrell Road.

**PROJECT STATUS**

Project will coincide with Midtown Connector construction.

**PROJECT MANAGER(S)**

John P. Morris, P.E., Engineering Project Manager

**APPROPRIATION HISTORY**

| Date | Source of Appropriation | Amount |
|---|---|---|
| 04/24/09 | Transfer from General Street Improvements Project | $101,100 |
| 06/30/09 | Transfer from General Street Improvements Project | 3,695 |
| 08/16/10 | Transfer from Greenview Drive Phase I | 436,982 |
| 11/10/10 | Transfer from Greenview Drive Phase I | 14,889 |
| 03/13/12 | Transfer from General Street Improvements Project | 548,130 |
| **TOTAL** | | **$1,104,796** |
| 08/30/13 | Expenditures to date | 349,316 |
| **AVAILABLE APPROPRIATIONS** | | **$755,480** |

**PROJECT BUDGET**

| | |
|---|---|
| Consultant Engineering Services | $104,796 |
| Construction | 1,000,000 |
| **TOTAL** | **$1,104,796** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September - June FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|---|
| Local: G.O. Bond | 755,480 | 0 | 0 | 0 | 0 | 0 | **$755,480** |
| **TOTAL CASH** | **$755,480** | **$0** | **$0** | **$0** | **$0** | **$0** | **$755,480** |

| | |
|---|---|
| **EXPENDITURES THROUGH 8/30/13** | **$349,316** |
| **UNFUNDED APPROPRIATIONS** | **$0** |
| **TOTAL PROJECT ESTIMATE** | **$1,104,796** |

| 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** |
| 08/30/13 | Expenditures to date | 11,340,497 |
| **AVAILABLE APPROPRIATIONS** | | **$12,904,797** |

**PROJECT BUDGET**

| Activity | Amount |
|---|---|
| Land/Right-of-Way | $4,198,923 |
| Consultant Engineering | 2,216,675 |
| Construction | 17,784,214 |
| Miscellaneous | 45,482 |
| **TOTAL** | **$24,245,294** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September - June FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|---|
| State: Urban Construction | 6,000,000 | 3,300,000 | 3,431,873 | 0 | 0 | 0 | **$12,731,873** |
| Federal: Dept. of Transportation | 172,924 | 0 | 0 | 0 | 0 | 0 | **$172,924** |
| **TOTAL CASH** | **$6,172,924** | **$3,300,000** | **$3,431,873** | **$0** | **$0** | **$0** | **$12,904,797** |

| | |
|---|---|
| **EXPENDITURES THROUGH 8/30/13** | **$11,340,497** |
| **UNFUNDED APPROPRIATIONS** | **$0** |
| **TOTAL PROJECT ESTIMATE** | **$24,245,294** |

*Renovated Monument Terrace, February 2005*

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

| Project Title | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| ECONOMIC DEVELOPMENT - NEW CONSTRUCTION | | | | | |
| Downtown Development | 0 | 0 | 0 | 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 | | | | 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 | 100,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 100,000 | 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 2015-2019 CIP | $350,000 | $500,000 | $500,000 | $1,500,000 | $1,500,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | $350,000 | $0 | $0 | $0 | $0 |
| Pay-As-You-Go: Based on Availability of Funds | $0 | $500,000 | $500,000 | $1,500,000 | $1,500,000 |

| FIVE-YEAR ESTIMATED NET COST | APPROPRIATIONS THROUGH 8/30/13 | ESTIMATED COST BEYOND PROGRAM PERIOD | TOTAL ACCUMULATED PROJECT COST |
|---|---|---|---|
| | | | |
| **$2,000,000** | **Continuing** | **Continuing** | **$2,000,000** |
| **$1,250,000** | **Continuing** | **Continuing** | **$1,250,000** |
| **$1,100,000** | **Continuing** | **Continuing** | **$1,100,000** |
| **$4,350,000** | | | **$4,350,000** |

**$350,000**
**$4,000,000**
**$4,350,000**

| 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 2015-2017 - Lower Bluffwalk Phase II and III includes a pedestrian route between Jefferson and Commerce Streets, from 10th Street to the Bluffwalk Hotel, along with access points at 13th and 11th Streets ($5,000,000); FY 2018 - Downtown Main Street Gateway consists of streetscaping to portions of Main and Commerce Streets with improved pedestrian circulation ($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. Completion of the Lower Bluff Walk facility furthers the primary goal of Phase II of the Downtown and Riverfront Master Plan, which is to induce private sector development.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 8, Page 8.5, Goal 3, Objective 3.A: Concentrate on improving and expanding retail businesses, street-level activities, and streetscape environments.

| **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 0 | 0 | 100,000 | 100,000 | **$200,000** |
| Construction | 0 | 0 | 0 | 900,000 | 900,000 | **$1,800,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$1,000,000** | **$1,000,000** | **$2,000,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $2,000,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 1,000,000 | 1,000,000 | 1,000,000 | 0 | 0 | **$3,000,000** |
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 0 | 0 | 1,000,000 | 1,000,000 | **$2,000,000** |
| **TOTAL** | **$1,000,000** | **$1,000,000** | **$1,000,000** | **$1,000,000** | **$1,000,000** | **$5,000,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

Note: Resources are $1 million more each year for FY 2015 - FY 2017 to provide reimbursement for Downtown Development projects appropriated on an accelerated schedule in FY 2012.

| 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 7, Page 7.7, Goal 2: Coordinate existing efforts regarding business development, encouragement of entrepreneurship, and recruitment strategies.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| Continuing | $1,250,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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 2015 - 2019 (% ):** 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 7, Page 7.8, Goal 3: Implement appropriate City policies designed to maximize City-wide economic development strategies.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Contributions | 100,000 | 250,000 | 250,000 | 250,000 | 250,000 | **$1,100,000** |
| **TOTAL** | **$100,000** | **$250,000** | **$250,000** | **$250,000** | **$250,000** | **$1,100,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| Continuing | $1,100,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 100,000 | 0 | 0 | 0 | 0 | **$100,000** |
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 250,000 | 250,000 | 250,000 | 250,000 | **$1,000,000** |
| **TOTAL** | **$100,000** | **$250,000** | **$250,000** | **$250,000** | **$250,000** | **$1,100,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Economic Development** | **Public Works** | **Downtown Riverfront Area** |

PROJECT TITLE/PROJECT NUMBER

**LOWER BLUFFWALK PHASE II / E0024**

**PROJECT DESCRIPTION**

The Lower Bluffwalk Phase II project is a pedestrian corridor located between the buildings that face Jefferson and Commerce Streets. The walkway creates opportunities for additional connections to the new pedestrian street from the rear of the buildings. The space is envisioned to become a new mixed use cultural district with outdoor cafes, retails shops, courtyards, and overlooks.

**PROJECT STATUS**

Project is currently under construction and is scheduled for completion in January 2015.

**PROJECT MANAGER(S)**

Cheree Taylor, Project Manager

**APPROPRIATION HISTORY**

| Date | Source of Appropriation | Amount |
|---|---|---|
| 05/08/12 | Third Quarter Adjustments | $5,000,000 |
| 06/06/12 | Transfer from Downtown Riverfront Development Project | 436,644 |
| 12/26/12 | Transfer from Downtown Riverfront Master Plan Project | 16,331 |
| 12/26/12 | Transfer from Canal Park Rail Road Tunnel Project | 20,580 |
| 04/16/13 | Transfer to Downtown Riverfront Development Project | (75,000) |
| **TOTAL** | | **$5,398,555** |
| 08/31/13 | Expenditures to date | 1,902,400 |
| **AVAILABLE APPROPRIATIONS** | | **$3,496,155** |

**PROJECT BUDGET**

| Activity | Amount |
|---|---|
| Wage Staff | $78,400 |
| Right-Of-Way Acquisition | 3,000 |
| Consultant Engineering Services | 460,000 |
| Construction | 4,424,376 |
| Contingency | 432,779 |
| **TOTAL** | **$5,398,555** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September - June FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | FY 2020 | Program Period Total |
|---|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 2,500,000 | 996,155 | 0 | 0 | 0 | 0 | 3,496,155 |
| **TOTAL CASH** | **$2,500,000** | **$996,155** | **$0** | **$0** | **$0** | **$0** | **$3,496,155** |

| | |
|---|---|
| **EXPENDITURES THROUGH 8/31/13** | **$1,902,400** |
| **UNFUNDED APPROPRIATIONS** | **$0** |
| **TOTAL PROJECT ESTIMATE** | **$5,398,555** |

*Lynchburg Skyline in Early Fall*

*Lynchburg Recreation Trails*

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

| Project Title | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| PARKS AND RECREATION - NEW CONSTRUCTION | | | | | |
| Bikeway Bridge to Linkhorne Renovation | 100,000 | 0 | 0 | 0 | 0 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 100,000 | 0 | 0 | 0 | 0 |
| City Football Stadium Restoration | 1,000,000 | 0 | 0 | 0 | 0 |
| Source of Funding | | | | | |
| G.O. Bond | 1,000,000 | 0 | 0 | 0 | 0 |
| City Stadium Park | 0 | 0 | 0 | 0 | 350,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 0 | 0 | 0 | 350,000 |
| College Park Upgrade | 0 | 0 | 0 | 450,000 | 0 |
| Source of Funding | | | | | |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 0 | 0 | 450,000 | 0 |
| Community Park Investment Fund | 0 | 75,000 | 75,000 | 75,000 | 75,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 75,000 | 75,000 | 75,000 | 75,000 |
| Creekside Trail Bridge Replacement | 0 | 0 | 250,000 | 0 | 0 |
| Source of Funding | | | | | |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 0 | 250,000 | 0 | 0 |
| Miller Park Phase I | 0 | 0 | 0 | 0 | 50,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 0 | 0 | 0 | 50,000 |
| Miller Park Retaining Wall Restoration | 0 | 0 | 250,000 | 0 | 0 |
| Source of Funding | | | | | |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 0 | 250,000 | 0 | 0 |
| Riverfront Park Phase II (Formerly Intermet Foundry) | 0 | 0 | 0 | 0 | 60,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 0 | 0 | 0 | 60,000 |
| Total Estimates Proposed FY 2015-2019 CIP | $1,100,000 | $75,000 | $575,000 | $525,000 | $535,000 |
| Source of Funding | | | | | |
| G.O. Bond | $1,000,000 | $0 | $0 | $0 | $0 |
| Pay-As-You-Go | $100,000 | $0 | $0 | $0 | $0 |
| Pay-As-You-Go: Based on Availability of Funds | $0 | $75,000 | $575,000 | $525,000 | $535,000 |

| FIVE-YEAR ESTIMATED NET COST | APPROPRIATIONS THROUGH 8/30/13 | ESTIMATED COST BEYOND PROGRAM PERIOD | TOTAL ACCUMULATED PROJECT COST |
|---|---|---|---|
| | | | |
| $100,000 | 0 | 0 | $100,000 |
| $1,000,000 | 7,300,000 | 0 | $8,300,000 |
| $350,000 | 0 | 5,000,000 | $5,350,000 |
| $450,000 | 0 | 0 | $450,000 |
| $300,000 | Continuing | Continuing | $300,000 |
| $250,000 | 0 | 0 | $250,000 |
| $50,000 | 0 | 500,000 | $550,000 |
| $250,000 | 0 | 0 | $250,000 |
| $60,000 | 0 | 0 | $60,000 |
| $2,810,000 | | | $15,610,000 |

| |
|---|
| $1,000,000 |
| $100,000 |
| $1,710,000 |
| $2,810,000 |

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

| Project Title | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| PARKS AND RECREATION - MAINTENANCE | | | | | |
| Athletic Field Maintenance | 85,000 | 415,000 | 250,000 | 250,000 | 250,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 85,000 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 415,000 | 250,000 | 250,000 | 250,000 |
| College Hill Neighborhood Center Renovation | 0 | 0 | 0 | 0 | 175,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 0 | 0 | 0 | 175,000 |
| Daniels Hill 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 |
| General Park Maintenance | 47,000 | 153,000 | 100,000 | 100,000 | 100,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 47,000 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 153,000 | 100,000 | 100,000 | 100,000 |
| Jefferson Park 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 |
| Parks Paving and Lighting/Reconstruction | 40,000 | 476,000 | 278,000 | 278,000 | 278,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 40,000 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 476,000 | 278,000 | 278,000 | 278,000 |
| Total Estimates Proposed FY 2015-2019 CIP | $172,000 | $1,044,000 | $803,000 | $803,000 | $803,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | $172,000 | $0 | $0 | $0 | $0 |
| Pay-As-You-Go: Based on Availability of Funds | $0 | $1,044,000 | $803,000 | $803,000 | $803,000 |

| FIVE-YEAR ESTIMATED NET COST | APPROPRIATIONS THROUGH 8/30/13 | ESTIMATED COST BEYOND PROGRAM PERIOD | TOTAL ACCUMULATED PROJECT COST |
|---|---|---|---|
| | | | |
| $1,250,000 | Continuing | Continuing | $1,250,000 |
| $175,000 | 0 | 0 | $175,000 |
| $175,000 | 0 | 0 | $175,000 |
| $500,000 | Continuing | Continuing | $500,000 |
| $175,000 | 0 | 0 | $175,000 |
| $1,350,000 | Continuing | Continuing | $1,350,000 |
| $3,625,000 | | | $3,625,000 |

| | |
|---|---|
| $172,000 | |
| $3,453,000 | |
| $3,625,000 | |

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Parks and Recreation** | **Parks and Recreation** | **Blackwater Bike Trail** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **BIKEWAY BRIDGE TO LINKHORNE RENOVATION** | **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 13, Page 13.5, Goal 1, Objective 1.E: Create a system of open space along the James River and other City streams that connect parks, natural areas, schools and other important natural and recreational resources.

**PROJECT MANAGER(S)**
Andrew Reeder, Parks Service Manager

**PROJECT START DATE** 07/2014
**PROJECT COMPLETION DATE** 06/2017

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Land Acquisition/Right-of-Way | Q2 - Q3 FY 2015 |
| 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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Land Acquisition/Right-of-Way | 10,000 | 0 | 0 | 0 | 0 | **$10,000** |
| Architectural Services (Contractual) | 90,000 | 0 | 0 | 0 | 0 | **$90,000** |
| **TOTAL** | **$100,000** | **$0** | **$0** | **$0** | **$0** | **$100,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $100,000 | $0 | **$100,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 100,000 | 0 | 0 | 0 | 0 | **$100,000** |
| **TOTAL** | **$100,000** | **$0** | **$0** | **$0** | **$0** | **$100,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

**Note: Construction estimates of $800,000 are being deferred beyond FY 2019 and are shown in the Deferred section of this document.**

SERVICE AREA
**Parks and Recrearion**

DEPARTMENT
**Parks and Recreation**

LOCATION
**City Stadium (football)**

PROJECT TITLE/PROJECT NUMBER
**CITY FOOTBALL STADIUM RESTORATION / P0083**

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 meet National Federation of State High School Associations and other standards. Work to include new turf field, bleachers, rest-rooms, concessions, locker rooms, sounds system, entry gates, parking, drainage, fencing, etc.

**RELATIONSHIP TO COMPREHENSIVE PLAN**
Chapter 13, Page 13.4, Goal 1, Objective 1.B.7: Renovate City Stadium, at a minimum, to comply with the ADA.

**PROJECT MANAGER(S)**
Andrew Reeder, Parks Service Manager

**PROJECT START DATE** 01/2011
**PROJECT COMPLETION DATE** 06/2015

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Architectural Services (Contractual) | Q3 - Q4 FY 2014 |
| Consultant Engineering | Q1 - Q4 FY 2014 |
| Contract Administration (Contractual) | Q4 FY 2014 - Q1 FY 2016 |
| Construction | Q4 FY 2014 - Q1 FY 2016 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Construction | 1,000,000 | 0 | 0 | 0 | 0 | **$1,000,000** |
| **TOTAL** | **$1,000,000** | **$0** | **$0** | **$0** | **$0** | **$1,000,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $7,300,000 | $1,000,000 | $0 | **$8,300,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 7,000,000 | 600,000 | 0 | 0 | 0 | **$7,600,000** |
| **TOTAL** | **$7,000,000** | **$600,000** | **$0** | **$0** | **$0** | **$7,600,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
**Parks and Recreation**

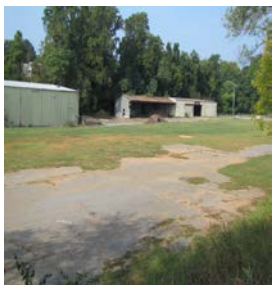
DEPARTMENT
**Parks and Recreation**

LOCATION
**Adjacent City Stadium**

PROJECT TITLE/PROJECT NUMBER
**CITY STADIUM PARK (FORMERLY ALLEN MORRISON)**

PROJECT TYPE
**New**

**DEPARTMENT PRIORITY**
Project required to support important but not essential services
Project contributes to generation of new revenue



**PROJECT DESCRIPTION**
Using existing conceptual plans, this project will result in complete design drawings, specifications, and bid documents for the build out of City Stadium Park to complement the existing City Stadium complex. Construction to begin in FY 2021.

**RELATIONSHIP TO COMPREHENSIVE PLAN**
Chapter 13, Page 13.4.,Goal 1:Provide a range of individual and family oriented outdoor recreation opportunities, while preserving the natural, cultural, and historic qualities of parklands and maintaining high quality facilities.

**PROJECT MANAGER(S)**
Kay Frazier, Director of Parks and Recreation

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Architectural Services (Contractual) | 0 | 0 | 0 | 0 | 320,000 | **$320,000** |
| Surveying (Contractual) | 0 | 0 | 0 | 0 | 12,000 | **$12,000** |
| Contract Administration (Contractual) | 0 | 0 | 0 | 0 | 18,000 | **$18,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$0** | **$350,000** | **$350,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $350,000 | $5,000,000 | **$5,350,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 0 | 0 | 0 | 350,000 | **$350,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$0** | **$350,000** | **$350,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** 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 13, Page 13.4, Goal 1, Objective 1.B: Upgrade existing facilities in parks to meet current codes and to improve their appearance and function.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 0 | 0 | 60,000 | 0 | **$60,000** |
| Construction | 0 | 0 | 0 | 181,800 | 0 | **$181,800** |
| Furniture, Fixtures, and Equipment | 0 | 0 | 0 | 190,000 | 0 | **$190,000** |
| Contingency | 0 | 0 | 0 | 18,200 | 0 | **$18,200** |
| **TOTAL** | **$0** | **$0** | **$0** | **$450,000** | **$0** | **$450,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $450,000 | $0 | **$450,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 0 | 0 | 450,000 | 0 | **$450,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$450,000** | **$0** | **$450,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** 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 13, Page 7, Goal 4, Objective 4.B: Explore alternative funding methods for Parks and Recreation.

**PROJECT MANAGER(S)**
Kay Frazier, Director of Parks and Recreation

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 7,500 | 7,500 | 7,500 | 7,500 | **$30,000** |
| Construction | 0 | 52,000 | 52,000 | 52,000 | 52,000 | **$208,000** |
| Furniture, Fixtures, and Equipment | 0 | 10,500 | 10,500 | 10,500 | 10,500 | **$42,000** |
| Contingency | 0 | 5,000 | 5,000 | 5,000 | 5,000 | **$20,000** |
| **TOTAL** | **$0** | **$75,000** | **$75,000** | **$75,000** | **$75,000** | **$300,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| Continuing | $300,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 75,000 | 75,000 | 75,000 | 75,000 | **$300,000** |
| **TOTAL** | **$0** | **$75,000** | **$75,000** | **$75,000** | **$75,000** | **$300,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** 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 13, Page 13.4 , Goal 1: Provide a range of individual and family-oriented outdoor recreation opportunities while preserving the natural, cultural, and historic qualities of park and maintaining high-quality facilities.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 0 | 28,000 | 0 | 0 | **$28,000** |
| Construction | 0 | 0 | 201,800 | 0 | 0 | **$201,800** |
| Contingency | 0 | 0 | 20,200 | 0 | 0 | **$20,200** |
| **TOTAL** | **$0** | **$0** | **$250,000** | **$0** | **$0** | **$250,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $250,000 | $0 | **$250,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 0 | 250,000 | 0 | 0 | **$250,000** |
| **TOTAL** | **$0** | **$0** | **$250,000** | **$0** | **$0** | **$250,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
**Parks & Recreation**

DEPARTMENT
**Parks & Recreation**

LOCATION
**Riverside 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 13, Page 13.4, Goal 1: Provide a range of individual and family oriented outdoor recreation opportunities, while preserving the natural, cultural, and historic qualities of park lands and maintaining high quality facilities.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Architectural Services (Contractual) | 0 | 0 | 0 | 0 | 50,000 | **$50,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$0** | **$50,000** | **$50,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $50,000 | $500,000 | **$550,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 0 | 0 | 0 | 50,000 | **$50,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$0** | **$50,000** | **$50,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Parks and Recreation** | **Parks and Recreation** | **Miller Park (Park Ave.)** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **MILLER PARK RETAINING WALL RESTORATION** | **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 Ave. resulting in design drawings, specifications, and bid documents. Construction to include sidewalk replacement.

**RELATIONSHIP TO COMPREHENSIVE PLAN**
Chapter 13, Page 13.4, Goal 1, Objective 1.B: Upgrade existing facilities in parks to meet current codes and to improve their appearance and function.

**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):
None anticipated.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 0 | 20,000 | 0 | 0 | **$20,000** |
| Construction | 0 | 0 | 209,100 | 0 | 0 | **$209,100** |
| Contingency | 0 | 0 | 20,900 | 0 | 0 | **$20,900** |
| **TOTAL** | **$0** | **$0** | **$250,000** | **$0** | **$0** | **$250,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $250,000 | $0 | **$250,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 0 | 250,000 | 0 | 0 | **$250,000** |
| **TOTAL** | **$0** | **$0** | **$250,000** | **$0** | **$0** | **$250,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** 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 work resulting in a conceptual plan and preliminary design of Riverfront Park extension. Concepts to include large, multi-purpose special event space, athletic fields, parking, and utilities to support large events showcasing the James River and RiverWalk.

**RELATIONSHIP TO COMPREHENSIVE PLAN**
Chapter 13, Page 13.4.,Goal 1:Provide a range of individual and family oriented outdoor recreation opportunities, while preserving the natural, cultural, and historic qualities of parklands and maintaining high quality facilities.

**PROJECT MANAGER(S)**
Kay Frazier, Director of Parks and Recreation

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Architectural Services (Contractual) | 0 | 0 | 0 | 0 | 35,000 | **$35,000** |
| Surveying (Contractual) | 0 | 0 | 0 | 0 | 10,000 | **$10,000** |
| Contract Administration (Contractual) | 0 | 0 | 0 | 0 | 15,000 | **$15,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$0** | **$60,000** | **$60,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $60,000 | $0 | **$60,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 0 | 0 | 0 | 60,000 | **$60,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$0** | **$60,000** | **$60,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** 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 13, Page 13.4, Goal 1.B.5: Schedule periodic renovations of athletic fields, lawns, park driver and parking areas, sidewalks, trails, and other areas.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 85,000 | 5,000 | 65,000 | 24,500 | 21,000 | **$200,500** |
| Construction | 0 | 318,200 | 141,000 | 143,600 | 132,800 | **$735,600** |
| Fencing, Lighting, and Signs | 0 | 60,000 | 30,000 | 67,500 | 85,000 | **$242,500** |
| Contingency | 0 | 31,800 | 14,000 | 14,400 | 11,200 | **$71,400** |
| **TOTAL** | **$85,000** | **$415,000** | **$250,000** | **$250,000** | **$250,000** | **$1,250,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| Continuing | $1,250,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 85,000 | 0 | 0 | 0 | 0 | **$85,000** |
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 415,000 | 250,000 | 250,000 | 250,000 | **$1,165,000** |
| **TOTAL** | **$85,000** | **$415,000** | **$250,000** | **$250,000** | **$250,000** | **$1,250,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** 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 |
|---|---|---|---|---|---|---|
| 2015 | Peaks View Football Field (#10) Conversion | $40,000 | $0 | $0 | $0 | $40,000 |
| 2015 | Sandusky Park Football Field Upgrade | 45,000 | 0 | 0 | 0 | 45,000 |
| **2015** | **Sub-totals** | **$85,000** | **$0** | **$0** | **$0** | **$85,000** |
| 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** |
| **Grand Totals** | | **$200,500** | **$735,600** | **$242,500** | **$71,400** | **$1,250,000** |

SERVICE AREA
**Parks and Recreation**

DEPARTMENT
**Parks and Recreation**

LOCATION
**College Hill Center**

PROJECT TITLE/PROJECT NUMBER
**COLLEGE HILL 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 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 13, Page 13.6, Goal 2, Objective 2.A: Ensure that all parks and recreation community centers are attractive, function well and meet current codes.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 0 | 0 | 0 | 17,500 | **$17,500** |
| Construction | 0 | 0 | 0 | 0 | 143,200 | **$143,200** |
| Contingency | 0 | 0 | 0 | 0 | 14,300 | **$14,300** |
| **TOTAL** | **$0** | **$0** | **$0** | **$0** | **$175,000** | **$175,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $175,000 | $0 | **$175,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 0 | 0 | 0 | 175,000 | **$175,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$0** | **$175,000** | **$175,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
**Parks and Recreation**

DEPARTMENT
**Parks and Recreation**

LOCATION
**Daniels Hill Center**

PROJECT TITLE/PROJECT NUMBER
**DANIELS HILL 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 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 13, Page 13.6, Goal 2, Objective 2.A: Ensure that all parks and recreation community centers are attractive, function well and meet current codes.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $175,000 | $0 | **$175,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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 2015 - 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
**Parks and Recreation**

DEPARTMENT
**Parks and Recreation**

LOCATION
**Various**

PROJECT TITLE/PROJECT NUMBER
**GENERAL PARK MAINTENANCE / P0086**

PROJECT TYPE
**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 13, Page 13.4, Goal 1, Objective 1.B: Upgrade existing facilities in parks to meet current codes and to improve their appearance and function.

**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

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Construction | 36,400 | 25,500 | 32,800 | 10,100 | 16,400 | **$121,200** |
| Fencing, Lighting, and Signs | 60,000 | 72,000 | 64,000 | 89,000 | 82,000 | **$367,000** |
| Contingency | 3,600 | 2,500 | 3,200 | 900 | 1,600 | **$11,800** |
| **TOTAL** | **$47,000** | **$153,000** | **$100,000** | **$100,000** | **$100,000** | **$500,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| Continuing | $500,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 47,000 | 0 | 0 | 0 | 0 | **$47,000** |
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 153,000 | 100,000 | 100,000 | 100,000 | **$453,000** |
| **TOTAL** | **$47,000** | **$153,000** | **$100,000** | **$100,000** | **$100,000** | **$500,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

## General Park Maintenance

| Fiscal Year | Project Name | Construction | Fencing, Lighting, and Signs | Contingency | Annual Total |
|---|---|---|---|---|---|
| 2015 | General Signage, Fencing, and Amenities | $18,200 | $27,000 | $1,800 | $47,000 |
| **2015** | **Sub-totals** | **$18,200** | **$27,000** | **$1,800** | **$47,000** |
| 2016 | Fort Avenue Park Fencing | $16,400 | $32,000 | $1,600 | $50,000 |
| 2016 | Peaks View Park Tot Lot Equipment | 18,200 | 33,000 | 1,800 | 53,000 |
| 2016 | General Signage, Fencing, and Amenities | 9,100 | 40,000 | 900 | 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 | Daniels Hill 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 | Riverside Park Static 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** |
| **Grand Totals** | | **$121,200** | **$367,000** | **$11,800** | **$500,000** |

| 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 13, Page 13.6, Goal 2, Objective 2.A: Ensure that all parks and recreation community centers are attractive, function well and meet current codes.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $175,000 | $0 | **$175,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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 2015 - 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
**Parks and Recreation**

DEPARTMENT
**Parks and Recreation**

LOCATION
**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 13, Page 13.4, Objective 1.B: Upgrade existing facilities in parks to meet current codes and to improve their appearance and function.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 9,000 | 6,000 | 17,000 | 18,000 | 16,500 | **$66,500** |
| Construction | 31,000 | 312,500 | 218,300 | 204,900 | 200,300 | **$967,000** |
| Goals, Signs, and Lighting | 0 | 126,500 | 21,000 | 35,000 | 41,500 | **$224,000** |
| Contingency | 0 | 31,000 | 21,700 | 20,100 | 19,700 | **$92,500** |
| **TOTAL** | **$40,000** | **$476,000** | **$278,000** | **$278,000** | **$278,000** | **$1,350,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| Continuing | $1,350,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 40,000 | 0 | 0 | 0 | 0 | **$40,000** |
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 476,000 | 278,000 | 278,000 | 278,000 | **$1,310,000** |
| **TOTAL** | **$40,000** | **$476,000** | **$278,000** | **$278,000** | **$278,000** | **$1,350,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** 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 |
|---|---|---|---|---|---|---|
| 2015 | Daniels Hill Basketball Court Overlay | $0 | $31,000 | $0 | $0 | $31,000 |
| 2015 | Sandusky Park Lot and Pedestrian Trail | 9,000 | 0 | 0 | 0 | 9,000 |
| **2015** | **Sub-totals** | **$9,000** | **$31,000** | **$0** | **$0** | **$40,000** |
| 2016 | Westover 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 | Sandusky Park Lot and Pedestrian Trail | 0 | 91,000 | 40,000 | 9,000 | 140,000 |
| 2016 | Miller Park - Fort Avenue Parking Lot Overlay | 2,000 | 37,300 | 6,500 | 3,700 | 49,500 |
| 2016 | Fairview Center Park Tennis Courts Overlay | 4,000 | 68,200 | 40,000 | 6,800 | 119,000 |
| 2016 | Miller Park Interier Path Overlay I | 0 | 52,300 | 25,000 | 5,200 | 82,500 |
| **2016** | **Sub-totals** | **$6,000** | **$312,500** | **$126,500** | **$31,000** | **$476,000** |
| 2017 | Miller Park Pool Parking Lot Overlay | $15,000 | $91,000 | $15,000 | $9,000 | $130,000 |
| 2017 | Miller Park Interier 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 |
| **2018** | **Sub-totals** | **$16,500** | **$200,300** | **$41,500** | **$19,700** | **$278,000** |
| **Grand Totals** | | **$66,500** | **$967,000** | **$224,000** | **$92,500** | **$1,350,000** |

*Biggers Neighborhood Park*

SERVICE AREA
**Parks and Recreation**

DEPARTMENT
**Parks and Recreation**

LOCATION
**Allen-Morrison Property**

PROJECT TITLE/PROJECT NUMBER
**CITY STADIUM PARK / P0024**

**PROJECT DESCRIPTION**
Completion of environmental assessment and site remediation to satisfy requirements specified by Virginia Department of Environmental Quality (VDEQ) through the Voluntary Remediation Program.

**PROJECT STATUS**
Corrective action is underway on the north side of the property. Assessment continues on the south side, along with the development of a corrective-action plan, which is under review by the VDEQ.

**PROJECT MANAGER(S)**
Dee Dee Conner, Principal Engineer

**APPROPRIATION HISTORY**

| Date | Source of Appropriation | Amount |
|---|---|---|
| 06/30/03 | Life To Date Exppenditures Through 6/30/03 - Appropriation | $9,722 |
| 07/01/03 | FY 2003 CIP | 678,305 |
| 11/27/07 | Council Agenda Item #11, rescind appropriations | (410,422) |
| 07/01/08 | FY 2009 CIP | 806,001 |
| 09/22/09 | Council Agenda Item #12, DEQ reimbursable grant appropriation | 58,000 |
| 05/11/10 | Third Quarter Adjustment: rescind unused DEQ grant appropriations | (32,400) |
| 11/01/12 | Council Agenda Item #3, DEQ reimbursable grant appropriation | 30,000 |
| 11/01/12 | Council Agenda Item #6, DEQ reimbursable grant appropriation | 50,000 |
| **TOTAL** | | **$1,189,206** |
| 08/30/13 | Expenditures to date | 1,002,926 |
| **AVAILABLE APPROPRIATIONS** | | **$186,280** |

**PROJECT BUDGET**

| Activity | Amount |
|---|---|
| Life To Date Exp Through 6/30/03 | 9,722 |
| Consultant Engineering | 113,296 |
| Contract Administration | 47,177 |
| Construction | 937,011 |
| Contingency | 74,800 |
| Miscellaneous | 7,200 |
| **TOTAL** | **$1,189,206** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September - June FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 186,280 | 0 | 0 | 0 | 0 | 0 | **$186,280** |
| **TOTAL CASH** | **$186,280** | **$0** | **$0** | **$0** | **$0** | **$0** | **$186,280** |

| | |
|---|---|
| **EXPENDITURES THROUGH 8/30/13** | **$1,002,926** |
| **UNFUNDED APPROPRIATIONS** | **$0** |
| **TOTAL PROJECT ESTIMATE** | **$1,189,206** |

SERVICE AREA
**Parks and Recreation**

DEPARTMENT
**Parks and Recreation**

LOCATION
**Miller Center**

PROJECT TITLE/PROJECT NUMBER
**MILLER CENTER RENOVATION / P0072**

**PROJECT DESCRIPTION**
Renovation of historic Miller Center including plumbing, electrical and HVAC systems; flooring, ceiling, and roof replacement; elevator installation, classroom, office and auditorium renovations; ADA/accessibility; landscaping; and other site improvements.

**PROJECT STATUS**
Construction is underway with planned completion by September, 2015.

**PROJECT MANAGER(S)**
Andrew Reeder, Parks Service Manager

**APPROPRIATION HISTORY**

| Date | Source of Appropriation | Amount |
|---|---|---|
| 07/01/08 | FY 2009 CIP | $213,840 |
| 05/11/10 | FY 2010 3rd Quarter Adjustment | 79,395 |
| 08/02/10 | Transfer from Miller Park Improvements | 30,587 |
| 01/14/11 | Transfer from Diamond Hill Renovations | 906 |
| 03/24/11 | Realign funding from other City CIP projects, per City Manager | 728,318 |
| 07/01/11 | FY 2012 CIP | 942,612 |
| 08/17/11 | Realign funding from other City CIP projects, per City Manager | 54,835 |
| 06/06/12 | Realign funding from other City CIP projects, per City Manager | 72,549 |
| 07/01/12 | FY 2013 CIP | 4,100,000 |
| **TOTAL** | | **$6,223,042** |
| 08/30/13 | Expenditures to date | 606,623 |
| **AVAILABLE APPROPRIATIONS** | | **$5,616,419** |

**PROJECT BUDGET**

| Activity | Amount |
|---|---|
| A&E Services | $844,051 |
| Consultant Engineering | 516,195 |
| Construction | 4,824,996 |
| Contingency | 23,560 |
| Miscellaneous | 14,240 |
| **TOTAL** | **$6,223,042** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September - June FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 4,280,000 | 456,419 | 0 | 0 | 0 | 0 | **$4,736,419** |
| Other: Historical Tax Credits | 0 | 880,000 | 0 | 0 | 0 | 0 | **$880,000** |
| **TOTAL CASH** | **$4,280,000** | **$1,336,419** | **$0** | **$0** | **$0** | **$0** | **$5,616,419** |

**Note: The City is filing for Historical Tax Credits as a source of funding for the Miller Center Renovation.**

| | |
|---|---|
| **EXPENDITURES THROUGH 8/30/13** | **$606,623** |
| **UNFUNDED APPROPRIATIONS** | **$0** |
| **TOTAL PROJECT ESTIMATE** | **$6,223,042** |

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 design development phase is underway; plans are at the 50% stage and are currently under review by VDOT. Project bids are due in March 2014 with construction to be complete in January 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 |
| **TOTAL** | | **$1,102,890** |
| 08/30/13 | Expenditures to date | 118,152 |
| **AVAILABLE APPROPRIATIONS** | | **$984,738** |

**PROJECT BUDGET**

| Activity | Amount |
|---|---|
| Construction | $1,102,713 |
| Miscellaneous | 177 |
| **TOTAL** | **$1,102,890** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September - June FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|---|
| VDOT SAFETEA-LU Grant | 616,124 | 0 | 0 | 0 | 0 | 0 | **$616,124** |
| Local: Pay-As-You-Go | 268,614 | 100,000 | 0 | 0 | 0 | 0 | **$368,614** |
| **TOTAL CASH** | **$884,738** | **$100,000** | **$0** | **$0** | **$0** | **$0** | **$984,738** |

| | |
|---|---|
| **EXPENDITURES THROUGH 8/30/13** | **$118,152** |
| **UNFUNDED APPROPRIATIONS** | **$0** |
| **TOTAL PROJECT ESTIMATE** | **$1,102,890** |

*Biggers Neighborhood Park*

*Batteau on James River*

**FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY**

| Project Title | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **MISCELLANEOUS** | | | | | |
| **Radio Replacements** | 191,500 | 191,500 | 191,500 | 191,500 | 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 | 191,500 | 0 |
| **Total Estimates Proposed FY 2015-2019 CIP** | $191,500 | $191,500 | $191,500 | $191,500 | $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 | $191,500 | $0 |

| FIVE-YEAR ESTIMATED NET COST | APPROPRIATIONS THROUGH 8/30/13 | ESTIMATED COST BEYOND PROGRAM PERIOD | TOTAL ACCUMULATED PROJECT COST |
|---|---|---|---|
| | | | |
| **$766,000** | **0** | **0** | **$766,000** |
| **$766,000** | | | **$766,000** |
| **$191,500** | | | |
| **$574,500** | | | |
| **$766,000** | | | |

SERVICE AREA
**Equipment**

DEPARTMENT
**Emergency Services**

LOCATION
**3621 Candlers Mountain Rd**

PROJECT TITLE/PROJECT NUMBER
**RADIO REPLACEMENT / ME004**

PROJECT TYPE
**Maintenance**

**DEPARTMENT PRIORITY**
Project has State and federal funding

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)**
William A. Aldrich, 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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Equipment | 191,500 | 191,500 | 191,500 | 191,500 | 0 | **$766,000** |
| **TOTAL** | **$191,500** | **$191,500** | **$191,500** | **$191,500** | **$0** | **$766,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $1,220,000 | $766,000 | $0 | **$1,986,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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 | 191,500 | 0 | **$574,500** |
| **TOTAL** | **$191,500** | **$191,500** | **$191,500** | **$191,500** | **$0** | **$766,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

*Lynchburg Expressway*

**FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY**

| Project Title | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **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 2015-2019 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 8/30/13 | 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 14, Page 14.9, Goal 3, Objective 3.A: As part of the development and update process for the City Transportation Master Plan, evaluate the condition of the existing transportation facilities and make appropriate recommendations for addressing needs.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| Continuing | $1,250,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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 2015 - 2019 (% ):** 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 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **RESOURCES** | | | | | |
| Amount to be Provided by General Obligation Bond Issues | $71,264,191 | $0 | $0 | $0 | $0 |
| Heritage High School Furniture, Fixture and Equipment Reserve | 4,500,000 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go | 2,425,000 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 2,970,400 | 2,249,216 | 1,342,464 | 1,627,131 |
| **TOTAL ESTIMATED RESOURCES** | **$78,189,191** | **$2,970,400** | **$2,249,216** | **$1,342,464** | **$1,627,131** |
| **CAPITAL PROJECTS** | | | | | |
| Heritage High School | $75,114,191 | $0 | $0 | $0 | $0 |
| School Bus Replacements | 1,040,000 | 950,000 | 988,000 | 670,000 | 696,800 |
| Athletic Complexes | 510,000 | 680,000 | 80,000 | 0 | 60,000 |
| Major Building Repairs - Schools | 615,000 | 1,070,000 | 900,000 | 380,000 | 700,000 |
| Paving and Fencing | 145,600 | 151,424 | 157,481 | 163,780 | 170,331 |
| Playground Equipment Replacement | 114,400 | 118,976 | 123,735 | 128,684 | 0 |
| Roof Replacements - Schools | 650,000 | 0 | 0 | 0 | 0 |
| **TOTAL PROPOSED CAPITAL PROJECTS** | **$78,189,191** | **$2,970,400** | **$2,249,216** | **$1,342,464** | **$1,627,131** |

**SCHOOLS CAPITAL PROJECTS FINANCING PLAN -** This summary demonstrates projected expenditure cash flows for each Fiscal Year along with the expected sources of funding.

| | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **RESOURCES** | | | | | |
| Amount to be Provided by General Obligation Bond Issues | $30,650,000 | $37,403,000 | $3,211,191 | $0 | $0 |
| Heritage High School Furniture, Fixture and Equipment Reserve | 0 | 4,500,000 | 0 | 0 | 0 |
| Pay-As-You-Go | 2,425,000 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 2,970,400 | 2,249,216 | 1,342,464 | 1,627,131 |
| **TOTAL ESTIMATED RESOURCES** | **$33,075,000** | **$44,873,400** | **$5,460,407** | **$1,342,464** | **$1,627,131** |
| **CASH FLOW REQUIREMENTS** | | | | | |
| Heritage High School | $30,000,000 | $41,903,000 | $3,211,191 | $0 | $0 |
| School Bus Replacements | 1,040,000 | 950,000 | 988,000 | 670,000 | 696,800 |
| Athletic Complexes | 510,000 | 680,000 | 80,000 | 0 | 60,000 |
| Major Building Repairs - Schools | 615,000 | 1,070,000 | 900,000 | 380,000 | 700,000 |
| Paving and Fencing | 145,600 | 151,424 | 157,481 | 163,780 | 170,331 |
| Playground Equipment Replacement | 114,400 | 118,976 | 123,735 | 128,684 | 0 |
| Roof Replacements - Schools | 650,000 | 0 | 0 | 0 | 0 |
| **TOTAL CASH FLOW REQUIREMENTS** | **$33,075,000** | **$44,873,400** | **$5,460,407** | **$1,342,464** | **$1,627,131** |

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

| Project Title | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| SCHOOLS - NEW CONSTRUCTION | | | | | |
| Heritage High School | 75,114,191 | 0 | 0 | 0 | 0 |
| Source of Funding | | | | | |
| G.O. Bond | 70,614,191 | 0 | 0 | 0 | 0 |
| Heritage High School Furniture, Fixture, and Equipment Reserve | 4,500,000 | 0 | 0 | 0 | 0 |
| School Bus Replacements | 1,040,000 | 950,000 | 988,000 | 670,000 | 696,800 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 1,040,000 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 950,000 | 988,000 | 670,000 | 696,800 |
| Total Estimates Proposed FY 2015-2019 CIP | $76,154,191 | $950,000 | $988,000 | $670,000 | $696,800 |
| Source of Funding | | | | | |
| G.O. Bond | $70,614,191 | $0 | $0 | $0 | $0 |
| Heritage High School Furniture, Fixture, and Equipment Reserve | $4,500,000 | $0 | $0 | $0 | $0 |
| Pay-As-You-Go | $1,040,000 | $0 | $0 | $0 | $0 |
| Pay-As-You-Go: Based on Availability of Funds | $0 | $950,000 | $988,000 | $670,000 | $696,800 |

| FIVE-YEAR ESTIMATED NET COST | APPROPRIATIONS THROUGH 1/31/14 | ESTIMATED COST BEYOND PROGRAM PERIOD | TOTAL ACCUMULATED PROJECT COST |
|---|---|---|---|
| | | | |
| $75,114,191 | 5,254,731 | 0 | $80,368,922 |
| $4,344,800 | Continuing | Continuing | $4,344,800 |
| $79,458,991 | | | $84,713,722 |

$70,614,191
$4,500,000

$1,040,000
$3,304,800
$79,458,991

FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY

| Project Title | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| SCHOOLS - MAINTENANCE | | | | | |
| Athletic Complexes | 510,000 | 680,000 | 80,000 | 0 | 60,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 510,000 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 680,000 | 80,000 | 0 | 60,000 |
| Major Building Repairs and Improvements - Schools | 615,000 | 1,070,000 | 900,000 | 380,000 | 700,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 615,000 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 1,070,000 | 900,000 | 380,000 | 700,000 |
| Paving and Fencing | 145,600 | 151,424 | 157,481 | 163,780 | 170,331 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 145,600 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 151,424 | 157,481 | 163,780 | 170,331 |
| Playground Equipment Replacement | 114,400 | 118,976 | 123,735 | 128,684 | 0 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 114,400 | 0 | 0 | 0 | 0 |
| Pay-As-You-Go: Based on Availability of Funds | 0 | 118,976 | 123,735 | 128,684 | 0 |
| Roof Replacement - Schools | 650,000 | 0 | 0 | 0 | 0 |
| Source of Funding | | | | | |
| G.O. Bond | 650,000 | 0 | 0 | 0 | 0 |
| Total Estimates Proposed FY 2015-2019 CIP | $2,035,000 | $2,020,400 | $1,261,216 | $672,464 | $930,331 |
| Source of Funding | | | | | |
| Pay-As-You-Go | $1,385,000 | $0 | $0 | $0 | $0 |
| Pay-As-You-Go: Based on Availability of Funds | $0 | $2,020,400 | $1,261,216 | $672,464 | $930,331 |
| G.O. Bond | $650,000 | $0 | $0 | $0 | $0 |

| FIVE-YEAR ESTIMATED NET COST | APPROPRIATIONS THROUGH 1/31/14 | ESTIMATED COST BEYOND PROGRAM PERIOD | TOTAL ACCUMULATED PROJECT COST |
|---|---|---|---|
| | | | |
| $1,330,000 | 30,000 | 0 | $1,360,000 |
| $3,665,000 | Continuing | Continuing | $3,665,000 |
| $788,616 | Continuing | Continuing | $788,616 |
| $485,795 | Continuing | Continuing | $485,795 |
| $650,000 | Continuing | Continuing | $650,000 |
| $6,919,411 | | | $6,949,411 |

| |
|---|
| $1,385,000 |
| $4,884,411 |
| $650,000 |
| $6,919,411 |

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Schools** | **Schools** | **3020 Wards Ferry Road** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **HERITAGE HIGH SCHOOL** | **New** |

**DEPARTMENT PRIORITY**

Project supports essential services

**PROJECT DESCRIPTION**

A new school will be built on the current site. Construction is scheduled to start in May 2014. The new school building will 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.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 11, Page 11.12, Goal 6: Support efforts to improve the quality of Lynchburg Public Schools.

**PROJECT MANAGER(S)**

Ben Copeland, Assistant Superintendent for Operations and Administration - Schools

**PROJECT START DATE** 07/2013

**PROJECT COMPLETION DATE** 06/2017

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Architectural Services (Contractual) | Q1 FY 2013 - Q3 FY 2017 |
| Consultant Engineering | Q1 FY 2013 - Q3 FY 2015 |
| Contract Administration (Contractual) | Q4 FY 2014 - Q1 FY 2018 |
| Construction | Q4 FY 2014 - Q1 FY 2018 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

More efficient building will result in lower operating and maintenance costs.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 193,000 | 0 | 0 | 0 | 0 | **$193,000** |
| Contract Administration (Contractual) | 310,000 | 0 | 0 | 0 | 0 | **$310,000** |
| Construction | 66,900,000 | 0 | 0 | 0 | 0 | **$66,900,000** |
| Furniture, Fixtures, and Equipment | 4,500,000 | 0 | 0 | 0 | 0 | **$4,500,000** |
| Contingency | 3,211,191 | 0 | 0 | 0 | 0 | **$3,211,191** |
| **TOTAL** | **$75,114,191** | **$0** | **$0** | **$0** | **$0** | **$75,114,191** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 1/31/14 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $5,254,731 | $75,114,191 | $0 | **$80,368,922** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 30,000,000 | 37,403,000 | 3,211,191 | 0 | 0 | **$70,614,191** |
| Local: Heritage HS Furniture, Fixture and Equipment Reserve | 0 | 4,500,000 | 0 | 0 | 0 | **$4,500,000** |
| **TOTAL** | **$30,000,000** | **$41,903,000** | **$3,211,191** | **$0** | **$0** | **$75,114,191** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

Note: $1,894,223 is segregated in a reserve for this project, and $1,251,988 is being reserved in FY 2015 for a total of $3,146,211 for furniture fixtures, and equipment.

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Schools** | **Schools** | **915 Court Street** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **SCHOOL BUS REPLACEMENTS** | **New** |

**DEPARTMENT PRIORITY**

Project supports essential services

**PROJECT DESCRIPTION**

This project involves the implementation of a replacment program for school buses owned and operated by Lynchburg Public Schools.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 11, Page 11.12, Goal 6: Support efforts to improve the quality of Lynchburg Public Schools.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | Continuing |
|---|---|---|
| Ben Copeland, Assistant Superintendent for Operations and Administration - Schools | **PROJECT COMPLETION DATE** | Continuing |

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| School Buses | Continuing |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

New vehicles will be more efficient to operate and require less maintenance.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| School Buses | 1,040,000 | 950,000 | 988,000 | 670,000 | 696,800 | **$4,344,800** |
| **TOTAL** | **$1,040,000** | **$950,000** | **$988,000** | **$670,000** | **$696,800** | **$4,344,800** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| Continuing | $4,344,800 | Continuing | **$4,344,800** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 1,040,000 | 0 | 0 | 0 | 0 | **$1,040,000** |
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 950,000 | 988,000 | 670,000 | 696,800 | **$3,304,800** |
| **TOTAL** | **$1,040,000** | **$950,000** | **$988,000** | **$670,000** | **$696,800** | **$4,344,800** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

| 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 11, Page 11.12, Goal 6: Support efforts to improve the quality of Lynchburg Public Schools.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2014 |
|---|---|---|
| Ben Copeland, Assistant Superintendent for Operations and Administration - Schools | **PROJECT COMPLETION DATE** | 09/2017 |

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Consultant Engineering | Q1 FY 2014 - Q4 FY 2016 |
| Construction | Q1 FY 2015 - Q4 FY 2017 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Reduced cost of maintenance and upkeep of existing faciliites.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 40,000 | 10,000 | 0 | 0 | 0 | **$50,000** |
| Construction | 470,000 | 670,000 | 80,000 | 0 | 60,000 | **$1,280,000** |
| **TOTAL** | **$510,000** | **$680,000** | **$80,000** | **$0** | **$60,000** | **$1,330,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $30,000 | $1,330,000 | $0 | **$1,360,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 510,000 | 0 | 0 | 0 | 0 | **$510,000** |
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 680,000 | 80,000 | 0 | 60,000 | **$820,000** |
| **TOTAL** | **$510,000** | **$680,000** | **$80,000** | **$0** | **$60,000** | **$1,330,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

## Athletics Complexes

| Fiscal Year | Building Name | Sub-Project | Consultant Engineering | Construction | Annual Total |
|---|---|---|---|---|---|
| 2015 | Dunbar Middle School | Replace tennis courts | $0 | $470,000 | $470,000 |
| 2015 | EC Glass High School | Replace artificial turf | 40,000 | 0 | 40,000 |
| **2015** | **Sub-Totals** | | **$40,000** | **$470,000** | **$510,000** |
| 2016 | EC Glass High School | Replace artificial turf | $0 | $610,000 | $610,000 |
| 2016 | EC Glass High School | Resurface track | 10,000 | 0 | 10,000 |
| 2016 | RS Payne Elementary | Replace gym floor | | 60,000 | 60,000 |
| **2016** | **Sub-Totals** | | **$10,000** | **$670,000** | **$680,000** |
| 2017 | EC Glass High School | Resurface track | $0 | $80,000 | $80,000 |
| **2017** | **Sub-Totals** | | **$0** | **$80,000** | **$80,000** |
| 2019 | Bass Elementary | Replace gym floor | $0 | $60,000 | $60,000 |
| **2019** | **Sub-Totals** | | **$0** | **$60,000** | **$60,000** |
| **Grand Totals** | | | **$50,000** | **$1,280,000** | **$1,330,000** |

| 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 11, Page 11.12, Goal 6: Support efforts to improve the quality of Lynchburg Public Schools.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 2,000 | 68,000 | 54,000 | 23,000 | 50,000 | **$197,000** |
| Construction | 613,000 | 982,000 | 806,000 | 357,000 | 625,000 | **$3,383,000** |
| Contingency | 0 | 20,000 | 40,000 | 0 | 25,000 | **$85,000** |
| **TOTAL** | **$615,000** | **$1,070,000** | **$900,000** | **$380,000** | **$700,000** | **$3,665,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATION | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| Continuing | $3,665,000 | Continuing | **$3,665,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 615,000 | 0 | 0 | 0 | $0 | **$615,000** |
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 1,070,000 | 900,000 | 380,000 | $700,000 | **$3,050,000** |
| **TOTAL** | **$615,000** | **$1,070,000** | **$900,000** | **$380,000** | **$700,000** | **$3,665,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** 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 |
|---|---|---|---|---|---|---|
| 2015 | Bus Lot | Electrical upgrade | $2,000 | $123,000 | $0 | $125,000 |
| 2015 | Linkhorne Middle School | Fire sprinkler flow switch addition | 0 | 30,000 | 0 | 30,000 |
| 2015 | EC Glass High School | Fire sprinkler flow switch addition | 0 | 35,000 | 0 | 35,000 |
| 2015 | School Administration Building | Replace elevator | 0 | 250,000 | 0 | 250,000 |
| 2015 | EC Glass High School | Auditorium stage smoke ventilation replacement | 0 | 100,000 | 0 | 100,000 |
| 2015 | EC Glass High School | Auditorium stage apron replacement | 0 | 75,000 | 0 | 75,000 |
| **2015** | **Sub-totals** | | **$2,000** | **$613,000** | **$0** | **$615,000** |
| 2016 | Heritage Elementary School | Replace main electrical service | $8,000 | $202,000 | $0 | $210,000 |
| 2016 | Dunbar Middle School | Retaining wall and parking repairs | 20,000 | 280,000 | 0 | 300,000 |
| 2016 | Dearington Elementary School for Innovation | Lighting/ceiling upgrade | 40,000 | 500,000 | 20,000 | 560,000 |
| **2016** | **Sub-totals** | | **$68,000** | **$982,000** | **$20,000** | **$1,070,000** |
| 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** |
| **Grand Totals** | | | **$197,000** | **$3,383,000** | **$85,000** | **$3,665,000** |

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Schools** | **Schools** | **Numerous** |

| 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 11, Page 11.12, Goal 6: Support efforts to improve the quality of Lynchburg Public Schools.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Construction | 145,600 | 151,424 | 157,481 | 163,780 | 170,331 | **$788,616** |
| **TOTAL** | **$145,600** | **$151,424** | **$157,481** | **$163,780** | **$170,331** | **$788,616** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATION | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| Continuing | $788,616 | Continuing | **$788,616** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 145,600 | 0 | 0 | 0 | 0 | **$145,600** |
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 151,424 | 157,481 | 163,780 | 170,331 | **$643,016** |
| **TOTAL** | **$145,600** | **$151,424** | **$157,481** | **$163,780** | **$170,331** | **$788,616** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Schools** | **Schools** | **Numerous** |

| 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 11, Page 11.12, Goal 6: Support efforts to improve the quality of Lynchburg Public Schools.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Playground Equipment | 114,400 | 118,976 | 123,735 | 128,684 | 0 | **$485,795** |
| **TOTAL** | **$114,400** | **$118,976** | **$123,735** | **$128,684** | **$0** | **$485,795** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATION | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| Continuing | $485,795 | $0 | **$485,795** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 114,400 | 0 | 0 | 0 | 0 | **$114,400** |
| Local: Pay-As-You-Go: Based on Availability of Funds | 0 | 118,976 | 123,735 | 128,684 | 0 | **$371,395** |
| **TOTAL** | **$114,400** | **$118,976** | **$123,735** | **$128,684** | **$0** | **$485,795** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Schools** | **Schools** | **Various Schools** |

| 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. The School Administration Building and EC Glass High School are scheduled for roof replacements in FY 2015.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 11, Page 11.12, Goal 6: Support efforts to improve the quality of Lynchburg Public Schools.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 39,000 | 0 | 0 | 0 | 0 | **$39,000** |
| Construction | 591,000 | 0 | 0 | 0 | 0 | **$591,000** |
| Contingency | 20,000 | 0 | 0 | 0 | 0 | **$20,000** |
| **TOTAL** | **$650,000** | **$0** | **$0** | **$0** | **$0** | **$650,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATION | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| Continuing | $650,000 | Continuing | **$650,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 650,000 | 0 | 0 | 0 | 0 | **$650,000** |
| **TOTAL** | **$650,000** | **$0** | **$0** | **$0** | **$0** | **$650,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

**Note: Requested funding for FY 2016-2019 in the amount of $3,500,000 is being deferred beyond FY 2019 and is shown in the Deferred section of this document.**

## Summary of Projects Deferred Beyond FY 2019

| Project Title | Total Amount Deferred |
|---|---|
| Firing Range Training Facility | $400,000 |
| Juvenile Services Group Home | 4,050,000 |
| New Parking Facility | 7,310,000 |
| College Lake Dam Improvements | 8,500,000 |
| Fifth Street, Phase III | 1,411,201 |
| Lakeside Drive/College Street Intersection Improvements | 1,200,000 |
| Odd Fellows Road Improvements | 13,000,000 |
| Route 501/221 Intersection Improvements | 16,000,000 |
| Streetscape Improvements Downtown | 12,450,000 |
| Wards Ferry Road Improvements | 6,437,000 |
| Wards Road Pedestrian and Bicycle Improvements, Phase III | 300,000 |
| Culvert Replacement Program | 2,140,000 |
| General Retaining Wall Replacement/Repair Program | 1,075,000 |
| General Street Improvements | 2,833,000 |
| Indian Hill Bridge | 1,500,000 |
| Link Road Bridge | 1,500,000 |
| Odd Fellows Road Bridge Over N & S Railroad | 690,000 |
| Timberlake Road Bridge East Bound Lane | 1,000,000 |
| Timberlake Road Bridge West Bound Lane | 1,200,000 |
| Traffic Signal Repair and Replacement Program | 845,000 |
| Bikeway Bridge to Linkhorne Renovation | 800,000 |
| Community Market Plaza Deck Repairs/Renovation | 1,600,000 |
| Community Market Interior Renovation | 1,000,000 |
| Riverside Park Overlook Restoration | 1,000,000 |
| Elementary School Gymnasiums | 2,500,000 |
| Linkhorne Elementary School Renovation | 9,800,000 |
| Paul Munro Elementary School Renovation | 8,000,000 |
| Sandusky Elementary School Renovation | 8,400,000 |
| Roof Replacement - Schools | 3,500,000 |
| **Total Deferred Projects** | **$120,441,201** |

SERVICE AREA
**Buildings**

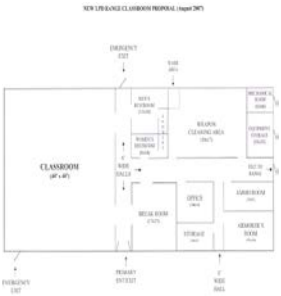
DEPARTMENT
**Public Safety - Police**

LOCATION
**Regional Firing Range**

PROJECT TITLE/PROJECT NUMBER
**FIRING RANGE TRAINING FACILITY**

PROJECT TYPE
**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** 07/2014
**PROJECT COMPLETION DATE** 12/2014

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Construction | Q1 - Q2 FY 2015 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
Maintenance and utility costs are expected to decrease through a more energy efficient facility.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Construction | 400,000 | 0 | 0 | 0 | 0 | **$400,000** |
| **TOTAL** | **$400,000** | **$0** | **$0** | **$0** | **$0** | **$400,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $400,000 | $0 | **$400,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Buildings** | **Public Works** | **1400 Florida Avenue** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **JUVENILE SERVICES GROUP HOME / B0158** | **New** |

**DEPARTMENT PRIORITY**

Project supports essential services

**PROJECT DESCRIPTION**

A Needs Assessment has 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 property and a leased facility. One facility co-located with the existing Juvenile Detention Facility would promote efficient use of personnel and services. A Planning Study is currently underway and the detailed design will follow pending approval by Council of each phase.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 16, Page 16.6, Goal 2. Leverage investment in public facilities and services to support neighborhood and commercial improvement efforts. Objective 2.A. Facility Access. In planning for existing and new public facilities, explore the feasibility of co-locating facilities or providing multipurpose facilities.

| PROJECT MANAGER(S) | PROJECT START DATE | 11/2010 |
|---|---|---|
| Dee Dee Conner, P.E., Principal Engineer | PROJECT COMPLETION DATE | 07/2017 |

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Construction | Q1 FY 2017 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Cost savings will be realized through consolidated and reduced staffing, and through a more energy efficient facility.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Construction | 3,841,250 | 0 | 0 | 0 | 0 | **$3,841,250** |
| Contingency | 208,750 | 0 | 0 | 0 | 0 | **$208,750** |
| **TOTAL** | **$4,050,000** | **$0** | **$0** | **$0** | **$0** | **$4,050,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $1,540,185 | $4,050,000 | $0 | **$5,590,185** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Group Home Reserves and Per Diem | 1,090,000 | 2,910,000 | 50,000 | 0 | 0 | **$4,050,000** |
| **TOTAL** | **$1,090,000** | **$2,910,000** | **$50,000** | **$0** | **$0** | **$4,050,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Buildings** | **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 14, Page 14.6, Goal 1, Objective 1A 7: Priorities for improvements to the transportation system should be based on safety considerations; existing deficiencies; multimodal and environmental considerations; physical, economic, and policy constraints; contribution to quality urban design; required right-of-way needs; level of service; and appropriate system continuity.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2016 |
|---|---|---|
| Lee Newland, P.E., City Engineer | **PROJECT COMPLETION DATE** | 12/2018 |

**COMPLETION SCHEDULE**

| **Activity** | **Complete - Quarter** |
|---|---|
| Land Acquisition/Right-of-Way | Q3 FY 2017 |
| Consultant Engineering | Q4 FY 2017 |
| Construction | Q2 FY 2019 |

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Land Acquisition/Right-of-Way | 0 | 0 | 350,000 | 0 | 0 | **$350,000** |
| Consultant Engineering | 0 | 960,000 | 0 | 0 | 0 | **$960,000** |
| Construction | 0 | 0 | 0 | 5,700,000 | 0 | **$5,700,000** |
| Contingency | 0 | 0 | 0 | 300,000 | 0 | **$300,000** |
| **TOTAL** | **$0** | **$960,000** | **$350,000** | **$6,000,000** | **$0** | **$7,310,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $0 | $7,310,000 | $0 | **$7,310,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: Parking Fees | 0 | 460,000 | 850,000 | 4,000,000 | 2,000,000 | **$7,310,000** |
| **TOTAL** | **$0** | **$460,000** | **$850,000** | **$4,000,000** | **$2,000,000** | **$7,310,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

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 in meeting all applicable state dam safety requirements. To meet these regulations, the Dam must be modified.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

The Comprehensive Plan recognizes the need for the City to "review and study dam break inundation zones and potential impacts to downstream properties (p. 12.3). As a result of these studies significant modifications are required to be made to the College Lake dam. The Plan also places importance on providing "citizens...with safe, efficient, effective and well-planned transportation systems...while preserving the integrity and character of natural areas (p. 14.1).

**PROJECT MANAGER(S)**
Steve Shenk P.E.- Water Resources Engineer

**PROJECT START DATE** 12/2013
**PROJECT COMPLETION DATE** 06/2017

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Consultant Engineering | Q2 FY 2015 |
| Construction | Q4 FY 2018 |

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Construction | 0 | 8,075,000 | 0 | 0 | 0 | **$8,075,000** |
| Contingency | 0 | 425,000 | 0 | 0 | 0 | **$425,000** |
| **TOTAL** | **$0** | **$8,500,000** | **$0** | **$0** | **$0** | **$8,500,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $500,000 | $8,500,000 | $0 | **$9,000,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 239,285 | 4,375,000 | 3,885,715 | 0 | **$8,500,000** |
| **TOTAL** | **$0** | **$239,285** | **$4,375,000** | **$3,885,715** | **$0** | **$8,500,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

**Note: $1,000,000 for consultant engineering is being proposed for funding in FY 2015 in the Transportation New Active section of this document.**

| 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 / T0186** | **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 I of the plan was completed in September 2009. Phase II started in Fall 2011 and will include sidewalk and landscaping improvements from Harrison Street to Main Street. 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. Engineering Design is complete for the streetscape improvements. The streetscape improvements are a part of a more significant capital water/sewer project that will include installation of new raw and domestic water lines; sewer rehabilitation and separated storm lines. The Water Resources projects will extend from the College Hill Water Plant to Main Street.

**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)** | **PROJECT START DATE** | 07/2014 |
|---|---|---|
| Lee Newland, P.E., City Engineer | **PROJECT COMPLETION DATE** | 05/2015 |
| Tom Martin, AICP, City Planner | | |

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Construction | Q4 FY 2015 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Streetlights, ($6,000) Landscaping Maintenance, ($1,500).

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Construction | 615,000 | 0 | 0 | 0 | 0 | **$615,000** |
| Contingency | 35,000 | 0 | 0 | 0 | 0 | **$35,000** |
| **TOTAL** | **$650,000** | **$0** | **$0** | **$0** | **$0** | **$650,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015 - 2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $7,549,477 [1] | 650,000 | $0 | **$8,199,477** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bonds | 1,411,201 | 0 | 0 | 0 | 0 | **$1,411,201** |
| **TOTAL** | **$1,411,201** | **$0** | **$0** | **$0** | **$0** | **$1,411,201** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (% ):** LOCAL = 92% STATE = 0% FEDERAL = 8% OTHER = 0%

[1] 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) $921,641 City Capital Projects Fund + $362,462 CDBG + $1,866,125 Water + $956,102 Sewer = $4,106,330; (Phase III) $700,000 City Capital Projects Fund + $191,321 CDBG + $860,355 Water + $48,750 Sewer = $1,800,426 for a grand total of $7,549,477. Additional appropriations of $650,000 are needed to complete Phase III of this project.

| 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 and federal funding

**PROJECT DESCRIPTION**

Construction of a roundabout with pedestrian improvements to replace traffic signal.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 14, Page 14.6, Goal 1, Objective 1A 7: Priorities for improvements to the transportation system should be based on safety considerations; existing deficiencies; multimodal and environmental considerations; physical, economic, and policy constraints; contribution to quality urban design; required right-of-way needs; level of service; and appropriate system continuity.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 08/2013 |
|---|---|---|
| Lee Newland, P.E., City Engineer | **PROJECT COMPLETION DATE** | 06/2016 |

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Land Acquisition/Right-of-Way | Q4 FY 2014 |
| Consultant Engineering | Q3 FY 2014 |
| Construction | Q4 FY 2016 |

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Construction | 1,200,000 | 0 | 0 | 0 | 0 | **$1,200,000** |
| **TOTAL** | **$1,200,000** | **$0** | **$0** | **$0** | **$0** | **$1,200,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $400,000 | $1,200,000 | $0 | **$1,600,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| State: Revenue Sharing | 400,000 | 200,000 | 0 | 0 | 0 | **$600,000** |
| Other: Contribution from Lynchburg College | 400,000 | 200,000 | 0 | 0 | 0 | **$600,000** |
| **TOTAL** | **$800,000** | **$400,000** | **$0** | **$0** | **$0** | **$1,200,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (% ):** LOCAL = 0% STATE = 50% FEDERAL = 0% OTHER = 50%

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Transportation** | **Public Works** | **Odd Fellows Road** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **ODD FELLOWS ROAD IMPROVEMENTS** | **New** |

**DEPARTMENT PRIORITY**

Project supports essential services

**PROJECT DESCRIPTION**

This project improves Odd Fellows Road from the state constructed interchange on Route 460 to the Lynchburg Expressway. Improvements are required due to significantly increased traffic including trucks from the new interchange. Improvements include widening, intersection improvements, pedestrian and bike facilities, and wider bridge over railroad.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 14, Page 14.6, Goal 1, Objective 1A 7: Priorities for improvements to the transportation system should be based on safety considerations; existing deficiencies; multimodal and environmental considerations; physical, economic, and policy constraints; contribution to quality urban design; required right-of-way needs; level of service; and appropriate system continuity.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2015 |
|---|---|---|
| Lee Newland, P.E., City Engineer | **PROJECT COMPLETION DATE** | 12/2018 |

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Land Acquisition/Right-of-Way | Q3 FY 2017 |
| Consultant Engineering | Q4 FY 2016 |
| Construction | Q2 FY 2018 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Minimal impacts due to width and additional amenities.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Land/Right-of-Way | 0 | 200,000 | 1,800,000 | 0 | 0 | **$2,000,000** |
| Consultant Engineering | 0 | 1,000,000 | 0 | 0 | 0 | **$1,000,000** |
| Construction | 0 | 0 | 855,000 | 8,645,000 | 0 | **$9,500,000** |
| Contingency | 0 | 0 | 45,000 | 455,000 | 0 | **$500,000** |
| **TOTAL** | **$0** | **$1,200,000** | **$2,700,000** | **$9,100,000** | **$0** | **$13,000,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $13,000,000 | $0 | **$13,000,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 800,000 | 2,400,000 | 9,800,000 | 0 | **$13,000,000** |
| **TOTAL** | **$0** | **$800,000** | **$2,400,000** | **$9,800,000** | **$0** | **$13,000,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

May apply for State Revenue Sharing funds FY 2017 (50% State & 50% Local).

| 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** | **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. Consultant engineering will determine the full scope of the project following Alternate 4A of the 501/221 Intersection Improvements as previously approved by City Council. **Note: This project has been deferred beyond the FY 2015-2019 Capital Improvement Program period.**

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 14, Page 14.6, Goal 1, Objective 1A 7: Priorities for improvements to the transportation system should be based on safety considerations; existing deficiencies; multimodal and environmental considerations; physical, economic, and policy constraints; contribution to quality urban design; required right-of-way needs; level of service; and appropriate system continuity.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2015 |
|---|---|---|
| Don DeBerry, P.E., City Traffic Engineer | **PROJECT COMPLETION DATE** | 12/2020 |

**COMPLETION SCHEDULE**

| **Activity** | **Complete - Quarter** |
|---|---|
| Consultant Engineering | Q4 FY 2016 |
| Construction | Q2 FY 2020 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 250,000 | 750,000 | 0 | 0 | 0 | **$1,000,000** |
| Construction | 0 | 0 | 4,750,000 | 4,750,000 | 4,750,000 | **$14,250,000** |
| Contingency | 0 | 0 | 250,000 | 250,000 | 250,000 | **$750,000** |
| **TOTAL** | **$250,000** | **$750,000** | **$5,000,000** | **$5,000,000** | **$5,000,000** | **$16,000,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $0 | $16,000,000 | $0 | **$16,000,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 250,000 | 750,000 | 5,000,000 | 5,000,000 | 5,000,000 | **$16,000,000** |
| **TOTAL** | **$250,000** | **$750,000** | **$5,000,000** | **$5,000,000** | **$5,000,000** | **$16,000,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Transportation** | **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 blocks per year.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 8, Page 8.5, Goal 3, Objective 3.A: Concentrate on improving and expanding retail businesses, street-level activities, and streetscape environments.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2015 |
|---|---|---|
| Lee Newland, P.E., City Engineer | **PROJECT COMPLETION DATE** | 12/2025 |

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 50,000 | 50,000 | 50,000 | 50,000 | **$200,000** |
| Construction | 0 | 950,000 | 988,000 | 1,030,750 | 1,068,750 | **$4,037,500** |
| Contingency | 0 | 50,000 | 52,000 | 54,250 | 56,250 | **$212,500** |
| **TOTAL** | **$0** | **$1,050,000** | **$1,090,000** | **$1,135,000** | **$1,175,000** | **$4,450,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $0 | $4,450,000 | $8,000,000 | **$12,450,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 1,050,000 | 1,090,000 | 1,135,000 | 1,175,000 | **$4,450,000** |
| **TOTAL** | **$0** | **$1,050,000** | **$1,090,000** | **$1,135,000** | **$1,175,000** | **$4,450,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Transportation** | **Public Works** | **Wards Ferry Road** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **WARDS FERRY ROAD IMPROVEMENTS** | **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 14, Page 14.6, Goal 1, Objective 1A 7: Priorities for improvements to the transportation system should be based on safety considerations; existing deficiencies; multimodal and environmental considerations; physical, economic, and policy constraints; contribution to quality urban design; required right-of-way needs; level of service; and appropriate system continuity.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2017 |
|---|---|---|
| Lee Newland, P.E., City Engineer | **PROJECT COMPLETION DATE** | 12/2023 |

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Land Acquisition/Right-of-Way | Q2 FY 2017 Phase 1 |
| Consultant Engineering | Q4 FY 2017 Phase 1 |
| Construction | Q2 FY 2019 Phase 1 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Additional pavement and landscaping to maintain offset by increased VDOT maintenance payments.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Land Acquisition/Right-of-Way | 0 | 0 | 150,000 | 100,000 | 120,000 | **$370,000** |
| Consultant Engineering | 0 | 0 | 150,000 | 100,000 | 75,000 | **$325,000** |
| Construction | 0 | 0 | 0 | 855,000 | 720,000 | **$1,575,000** |
| Contingency | 0 | 0 | 0 | 45,000 | 55,000 | **$100,000** |
| **TOTAL** | **$0** | **$0** | **$300,000** | **$1,100,000** | **$970,000** | **$2,370,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $2,370,000 | $4,067,000 | **$6,437,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 0 | 200,000 | 800,000 | 1,075,000 | **$2,075,000** |
| **TOTAL** | **$0** | **$0** | **$200,000** | **$800,000** | **$1,075,000** | **$2,075,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (% ):** LOCAL = 100% STATE = 0% 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 complete - $2,052,420. Phase II, greenway trail and pedestrian crossings - $755,600. Phase III, multi-use trail - $800,000.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

The Wards Road Pedestrian and Bicycle Concept plan was adopted as part of the City's *Comprehensive Plan 2002-2020* by City Council on September 8, 2009.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 11/2009 |
|---|---|---|
| Lee Newland, P.E., City Engineer | **PROJECT COMPLETION DATE** | 06/2015 |

**COMPLETION SCHEDULE**

| **Activity** | **Complete - Quarter** |
|---|---|
| Construction | Q4 FY 2015 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Annual streetlight operating cost, ($6,000) and landscaping maintenance, ($3,000).

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Construction | 285,000 | 0 | 0 | 0 | 0 | **$285,000** |
| Contingency | 15,000 | 0 | 0 | 0 | 0 | **$15,000** |
| **TOTAL** | **$300,000** | **$0** | **$0** | **$0** | **$0** | **$300,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $3,308,020 | $300,000 | $0 | **$3,608,020** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bonds | 300,000 | 0 | 0 | 0 | 0 | **$300,000** |
| **TOTAL** | **$300,000** | **$0** | **$0** | **$0** | **$0** | **$300,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019(%):** LOCAL = 100% STATE = 0% 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 Westview Drive, Fieldale Road, Burnt Bridge Road, and Long Meadows Drive.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 14, Page 14.9, Goal 3: Commit adequate resources to the operation and maintenance of existing and future transportation facilities.

| **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 45,000 | 60,000 | 80,000 | 0 | 65,000 | **$250,000** |
| Construction | 390,000 | 400,000 | 0 | 600,000 | 500,000 | **$1,890,000** |
| **TOTAL** | **$435,000** | **$460,000** | **$80,000** | **$600,000** | **$565,000** | **$2,140,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $2,140,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 435,000 | 460,000 | 80,000 | 600,000 | 565,000 | **$2,140,000** |
| **TOTAL** | **$435,000** | **$460,000** | **$80,000** | **$600,000** | **$565,000** | **$2,140,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Transportation** | **Public Works** | **Various Retaining Walls Throughout the City** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **GENERAL 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. FY 2016 and FY 2018 are for construction of walls designed and engineered in FY 2015, and FY 2017, respectively. FY 2015 work will repair the Court St. walls. Other walls to be repaired include Biggers Lot wall and Point of Honor walls.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 14, Page 14.9, Goal 3, Objective 3.A: As part of the development and update process for the City Transportation Master Plan, evaluate the condition of the existing transportation facilities and make appropriate recommendations for addressing needs.

| **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **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** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015 - 2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $1,075,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 225,000 | 350,000 | 50,000 | 400,000 | 50,000 | **$1,075,000** |
| **TOTAL** | **$225,000** | **$350,000** | **$50,000** | **$400,000** | **$50,000** | **$1,075,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019(% ):** 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 / T0002** | **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 14, Page 14.7, Goal 1, Objective 1B, 3a: Continue to use data to allocate CIP funds for projects to improve safety.

| **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 18,000 | 10,000 | 35,000 | 40,000 | 40,000 | **$143,000** |
| Construction | 350,000 | 200,000 | 695,000 | 710,000 | 735,000 | **$2,690,000** |
| **TOTAL** | **$368,000** | **$210,000** | **$730,000** | **$750,000** | **$775,000** | **$2,833,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2018 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $2,833,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 368,000 | 210,000 | 730,000 | 750,000 | 775,000 | **$2,833,000** |
| **TOTAL** | **$368,000** | **$210,000** | **$730,000** | **$750,000** | **$775,000** | **$2,833,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

**Note: $332,000 for FY 2015 and $500,000 for FY 2016 is being proposed for funding in the Transportation New Active section of this document.**

| 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 14, Page 14.9, Goal 3: Commit adequate resources to the operation and maintenance of existing and future transportation facilities.

| **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 | Q3 FY 2017 |
| Construction | Q4 FY 2018 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 0 | 250,000 | 0 | 0 | **$250,000** |
| Construction | 0 | 0 | 1,187,500 | 0 | 0 | **$1,187,500** |
| Contingency | 0 | 0 | 62,500 | 0 | 0 | **$62,500** |
| **TOTAL** | **$0** | **$0** | **$1,500,000** | **$0** | **$0** | **$1,500,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $1,500,000 | $0 | **$1,500,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 0 | 750,000 | 750,000 | 0 | **$1,500,000** |
| **TOTAL** | **$0** | **$0** | **$750,000** | **$750,000** | **$0** | **$1,500,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (%):** LOCAL = 100% STATE = 0% 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 14, Page 14.9, Goal 3: Commit adequate resources to the operation and maintenance of existing and future transportation facilities.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2015 |
|---|---|---|
| Lee Newland, P.E., City Engineer | **PROJECT COMPLETION DATE** | 12/2017 |

**COMPLETION SCHEDULE**

| **Activity** | **Complete - Quarter** |
|---|---|
| Consultant Engineering | Q3 FY 2016 |
| Construction | Q2 FY 2018 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 250,000 | 0 | 0 | 0 | **$250,000** |
| Construction | 0 | 1,187,500 | 0 | 0 | 0 | **$1,187,500** |
| Contingency | 0 | 62,500 | 0 | 0 | 0 | **$62,500** |
| **TOTAL** | **$0** | **$1,500,000** | **$0** | **$0** | **$0** | **$1,500,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $0 | $1,500,000 | $0 | **$1,500,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 350,000 | 750,000 | 400,000 | 0 | **$1,500,000** |
| **TOTAL** | **$0** | **$350,000** | **$750,000** | **$400,000** | **$0** | **$1,500,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (%):** 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 14, Page 14.9, Goal 3: Commit adequate resources to the operation and maintenance of existing and future transportation facilities.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2014 |
|---|---|---|
| Lee Newland, P.E., City Engineer | **PROJECT COMPLETION DATE** | 06/2016 |

**COMPLETION SCHEDULE**

| **Activity** | **Complete - Quarter** |
|---|---|
| Consultant Engineering | Q4 FY 2015 |
| Construction | Q4 FY 2016 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 140,000 | 0 | 0 | 0 | 0 | **$140,000** |
| Construction | 0 | 522,500 | 0 | 0 | 0 | **$522,500** |
| Contingency | 0 | 27,500 | 0 | 0 | 0 | **$27,500** |
| **TOTAL** | **$140,000** | **$550,000** | **$0** | **$0** | **$0** | **$690,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015 - 2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $0 | $690,000 | $0 | **$690,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 140,000 | 550,000 | 0 | 0 | 0 | **$690,000** |
| **TOTAL** | **$140,000** | **$550,000** | **$0** | **$0** | **$0** | **$690,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

***** If Odd Fellows Road Improvements project moves forward, this Odd Fellows Road Bridge project will not be needed.

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Transportation** | **Public Works** | **Timberlake Road over Rte. 501** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **TIMBERLAKE ROAD BRIDGE EAST BOUND LANE - STRUCTURE 1856** | **Maintenance** |

**DEPARTMENT PRIORITY**

Project has a legal or regulatory mandate

Project supports essential services

**PROJECT DESCRIPTION**

Maintenance improvements to Timberlake Road Bridge - East Bound Lane

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 14, Page 14.9, Goal 3: Commit adequate resources to the operation and maintenance of existing and future transportation facilities.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2018 |
|---|---|---|
| Lee Newland, P.E., City Engineer | **PROJECT COMPLETION DATE** | 09/2020 |

**COMPLETION SCHEDULE**

| **Activity** | **Complete - Quarter** |
|---|---|
| Consultant Engineering | Q3 FY 2019 |
| Construction | Q1 FY 2021 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 0 | 0 | 0 | 150,000 | **$150,000** |
| Construction | 0 | 0 | 0 | 0 | 807,500 | **$807,500** |
| Contingency | 0 | 0 | 0 | 0 | 42,500 | **$42,500** |
| **TOTAL** | **$0** | **$0** | **$0** | **$0** | **$1,000,000** | **$1,000,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $0 | $1,000,000 | $0 | **$1,000,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **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 2015- 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

| 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 14, Page 14.9, Goal 3: Commit adequate resources to the operation and maintenance of existing and future transportation facilities.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2017 |
|---|---|---|
| Lee Newland, P.E., City Engineer | **PROJECT COMPLETION DATE** | 06/2020 |

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Consultant Engineering | Q3 FY 2018 |
| Construction | Q4 FY 2019 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

None anticipated.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 0 | 0 | 200,000 | 0 | **$200,000** |
| Construction | 0 | 0 | 0 | 950,000 | 0 | **$950,000** |
| Contingency | 0 | 0 | 0 | 50,000 | 0 | **$50,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$1,200,000** | **$0** | **$1,200,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $1,200,000 | $0 | **$1,200,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 0 | 0 | 600,000 | 600,000 | **$1,200,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$600,000** | **$600,000** | **$1,200,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (% ):** 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**

Replaces or upgrades existing sub-standard traffic signals throughout the City by converting from span wire to mast arms to improve operation and maintenance. Priority list includes 1) Memorial Avenue and Wadsworth Street 2) Lakeside Drive and Oakley Avenue and, 3) Memorial Avenue and Oakley Avenue.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 14, Page 14.9, Goal 3, Objective 3A 1: Include recommendations for funding the operation and maintenance of transportation facilities in the Master Plan and subsequent updates.

| **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 30,000 | 30,000 | 35,000 | 35,000 | **$130,000** |
| Construction | 0 | 175,000 | 175,000 | 180,000 | 185,000 | **$715,000** |
| **TOTAL** | **$0** | **$205,000** | **$205,000** | **$215,000** | **$220,000** | **$845,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $845,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 205,000 | 205,000 | 215,000 | 220,000 | **$845,000** |
| **TOTAL** | **$0** | **$205,000** | **$205,000** | **$215,000** | **$220,000** | **$845,000** |

**SOURCES OF PROJECT FUNDING FY 2015- 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

**Note: $205,000 for FY 2015 is being proposed for funding in the Transportation New Active section of this document.**

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Parks and Recreation** | **Parks and Recreation** | **Blackwater Bike Trail** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **BIKEWAY BRIDGE TO LINKHORNE RENOVATION** | **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 13, Page 13.5, Goal 1, Objective 1.E: Create a system of open space along the James River and other City streams that connect parks, natural areas, schools and other important natural and recreational resources.

**PROJECT MANAGER(S)**
Andrew Reeder, Parks Service Manager

**PROJECT START DATE** 07/2014
**PROJECT COMPLETION DATE** 06/2016

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Land Acquisition/Right-of-Way | Q2 - Q3 FY 2015 |
| 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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Land Acquisition/Right-of-Way | 0 | 0 | 0 | 0 | 0 | **$0** |
| Architectural Services (Contractual) | 0 | 0 | 0 | 0 | 0 | **$0** |
| Construction | 0 | 727,300 | 0 | 0 | 0 | **$727,300** |
| Contingency | 0 | 72,700 | 0 | 0 | 0 | **$72,700** |
| **TOTAL** | **$0** | **$800,000** | **$0** | **$0** | **$0** | **$800,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $800,000 | $0 | **$800,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 800,000 | 0 | 0 | 0 | **$800,000** |
| **TOTAL** | **$0** | **$800,000** | **$0** | **$0** | **$0** | **$800,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

**Note: $100,000 for right-of-way acquisition and architectural services is being proposed for funding in FY 2015 in the Parks and Recreation New Active section of this document.**

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Parks and Recreation** | **Parks and Recreation** | **Community Market** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **COMMUNITY MARKET PLAZA DECK REPAIRS / RENOVATION / P0085** | **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, façade upgrade to Farmer's Market and Community Market exterior, renovation of fountain /event space, and general utility/infrastructure improvements.

**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** 07/2012
**PROJECT COMPLETION DATE** 06/2017

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 0 | 150,000 | 0 | 0 | **$150,000** |
| Construction | 0 | 0 | 1,318,200 | 0 | 0 | **$1,318,200** |
| Contingency | 0 | 0 | 131,800 | 0 | 0 | **$131,800** |
| **TOTAL** | **$0** | **$0** | **$1,600,000** | **$0** | **$0** | **$1,600,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $90,000 | $1,600,000 | $0 | **$1,690,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O Bond | 0 | 0 | 1,600,000 | 0 | 0 | **$1,600,000** |
| **TOTAL** | **$0** | **$0** | **$1,600,000** | **$0** | **$0** | **$1,600,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** 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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Architectural Services (Contractual) | 0 | 0 | 0 | 0 | 200,000 | **$200,000** |
| Consultant Engineering | 0 | 0 | 0 | 0 | 100,000 | **$100,000** |
| Construction | 0 | 0 | 0 | 0 | 636,400 | **$636,400** |
| Contingency | 0 | 0 | 0 | 0 | 63,600 | **$63,600** |
| **TOTAL** | **$0** | **$0** | **$0** | **$0** | **$1,000,000** | **$1,000,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $1,000,000 | $0 | **$1,000,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
**Parks and Recreation**

DEPARTMENT
**Parks and Recreation**

LOCATION
**Riverside Park**

PROJECT TITLE/PROJECT NUMBER
**RIVERSIDE PARK OVERLOOK RESTORATION**

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 13, Page 13.4, Goal 1, Objective 1.B: Upgrade existing facilities in parks to meet current codes and to improve their appearance and function.

**PROJECT MANAGER(S)**
Andrew Reeder, Parks Service Manager

**PROJECT START DATE** 07/2013
**PROJECT COMPLETION DATE** 06/2017

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Consultant Engineering | Q1 - Q4 FY 2013; Q1 - Q4 FY 2017 |
| Construction | Q1 - Q4 FY 2017 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Construction | 0 | 0 | 909,100 | 0 | 0 | **$909,100** |
| Contingency | 0 | 0 | 90,900 | 0 | 0 | **$90,900** |
| **TOTAL** | **$0** | **$0** | **$1,000,000** | **$0** | **$0** | **$1,000,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $45,000 | $1,000,000 | $0 | **$1,045,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 0 | 1,000,000 | 0 | 0 | **$1,000,000** |
| **TOTAL** | **$0** | **$0** | **$1,000,000** | **$0** | **$0** | **$1,000,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** 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, Heritage, Perrymont, Sheffield and Dearington in FY 2018.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 11, Page 11.12, Goal 6: Support efforts to improve the quality of Lynchburg Public Schools.

| **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Construction | 0 | 0 | 0 | 1,500,000 | 1,000,000 | **$2,500,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$1,500,000** | **$1,000,000** | **$2,500,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATION** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $0 | $2,500,000 | $0 | **$2,500,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 0 | 0 | 1,500,000 | 1,000,000 | **$2,500,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$1,500,000** | **$1,000,000** | **$2,500,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** 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 11, Page 11.12, Goal 6: Support efforts to improve the quality of Lynchburg Public Schools.

**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 2018 - Q4 FY 2018 |
| 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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Architectural Services (Contractual) | 0 | 0 | 0 | 500,000 | 0 | **$500,000** |
| Construction | 0 | 0 | 0 | 0 | 8,600,000 | **$8,600,000** |
| Contingency | 0 | 0 | 0 | 0 | 700,000 | **$700,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$500,000** | **$9,300,000** | **$9,800,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $9,800,000 | $0 | **$9,800,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 0 | 0 | 500,000 | 9,300,000 | **$9,800,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$500,000** | **$9,300,000** | **$9,800,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** 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 11, Page 11.12, Goal 6: Support efforts to improve the quality of Lynchburg Public Schools.

| **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 2019 |
| 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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Architectural Services (Contractual) | 0 | 0 | 0 | 0 | 400,000 | **$400,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$0** | **$400,000** | **$400,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $0 | $400,000 | $7,600,000 | **$8,000,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 0 | 0 | 0 | 400,000 | **$400,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$0** | **$400,000** | **$400,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** 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 11, Page 11.12, Goal 6: Support efforts to improve the quality of Lynchburg Public Schools.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2016 |
|---|---|---|
| Ben Copeland, Assistant Superintendent for Operations and Administration - Schools | **PROJECT COMPLETION DATE** | 08/2019 |

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| 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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Architectural Services (Contractual) | 0 | 0 | 400,000 | 0 | 0 | **$400,000** |
| Construction | 0 | 0 | 0 | 7,400,000 | 0 | **$7,400,000** |
| Contingency | 0 | 0 | 0 | 600,000 | 0 | **$600,000** |
| **TOTAL** | **$0** | **$0** | **$400,000** | **$8,000,000** | **$0** | **$8,400,000** |

TOTAL PROJECT COST

| THROUGH 8/30/13 | APPROPRIATION | APPROPRIATIONS | APPROPRIATIONS |
|---|---|---|---|
| $0 | $8,400,000 | $0 | **$8,400,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 0 | 400,000 | 8,000,000 | 0 | **$8,400,000** |
| **TOTAL** | **$0** | **$0** | **$400,000** | **$8,000,000** | **$0** | **$8,400,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Schools** | **Schools** | **Various Schools** |

| 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. A detailed sub-project list is attached.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 11, Page 11.12, Goal 6: Support efforts to improve the quality of Lynchburg Public Schools.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 30,000 | 44,000 | 40,000 | 110,000 | **$224,000** |
| Construction | 0 | 450,000 | 650,000 | 560,000 | 1,500,000 | **$3,160,000** |
| Contingency | 0 | 20,000 | 26,000 | 0 | 70,000 | **$116,000** |
| **TOTAL** | **$0** | **$500,000** | **$720,000** | **$600,000** | **$1,680,000** | **$3,500,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATION | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| Continuing | $3,500,000 | Continuing | **$3,500,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 500,000 | 720,000 | 600,000 | 1,680,000 | **$3,500,000** |
| **TOTAL** | **$0** | **$500,000** | **$720,000** | **$600,000** | **$1,680,000** | **$3,500,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

**Note: $650,000 for FY 2015 is being proposed for funding in the School New Active section of this document.**

*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 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **RESOURCES** | | | | | |
| Federal Aviation Administration | $630,000 | $2,655,000 | $1,125,000 | $1,260,000 | $1,260,000 |
| Virginia Department of Aviation | 230,000 | 295,000 | 125,000 | 140,000 | 140,000 |
| General Obligation Bonds | 690,000 | | | | |
| **TOTAL ESTIMATED RESOURCES** | **$1,550,000** | **$2,950,000** | **$1,250,000** | **$1,400,000** | **$1,400,000** |
| **PROPOSED PROJECTS** | | | | | |
| T-Hangar Construction, Phase II | $850,000 | | | | |
| Multi-Purpose Snow Equipment | 700,000 | | | | |
| Runway 4-22 Parallel Taxiway, Design/Construction | | 2,950,000 | | | |
| Terminal Refurbishment (Baggage Systems/Lighting/Counters) | | | 1,250,000 | | |
| Mid-Field General Aviation Development Area, Phase II | | | | 1,400,000 | |
| South General Aviation Development Area | | | | | 1,400,000 |
| **TOTAL PROPOSED PROJECTS** | **$1,550,000** | **$2,950,000** | **$1,250,000** | **$1,400,000** | **$1,400,000** |

**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 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **RESOURCES** | | | | | |
| Federal Aviation Administration | $630,000 | $2,655,000 | $1,125,000 | $1,260,000 | $1,260,000 |
| Virginia Department of Aviation | 230,000 | 295,000 | 125,000 | 140,000 | 140,000 |
| General Obligation Bonds | 690,000 | | | | |
| **TOTAL ESTIMATED RESOURCES** | **$1,550,000** | **$2,950,000** | **$1,250,000** | **$1,400,000** | **$1,400,000** |
| **CASH FLOW REQUIREMENTS** | | | | | |
| FY 2015-2019 CIP Projects | $1,550,000 | $2,950,000 | $1,250,000 | $1,400,000 | $1,400,000 |
| **TOTAL CASH FLOW REQUIREMENTS** | **$1,550,000** | **$2,950,000** | **$1,250,000** | **$1,400,000** | **$1,400,000** |

**FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY**

| Project Title | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **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 |
| Multi-purpose Snow Equipment | 700,000 | 0 | 0 | 0 | 0 |
| Source of Funding | | | | | |
| State: Department of Aviation | 70,000 | 0 | 0 | 0 | 0 |
| Federal: Federal Aviation Administration | 630,000 | 0 | 0 | 0 | 0 |
| Runway 4-22 Parallel Taxiway, Phase I | 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 | 0 | 0 | 0 | 0 | 1,400,000 |
| Source of Funding | | | | | |
| State: Department of Aviation | 0 | 0 | 0 | 0 | 140,000 |
| Federal: Federal Aviation Administration | 0 | 0 | 0 | 0 | 1,260,000 |
| T-Hangar Construction, Phase II | 850,000 | 0 | 0 | 0 | 0 |
| Source of Funding | | | | | |
| State: Department of Aviation | 160,000 | 0 | 0 | 0 | 0 |
| G.O. Bond | 690,000 | 0 | 0 | 0 | 0 |
| Total Estimates Proposed FY 2015-2019 CIP | $1,550,000 | $2,950,000 | $0 | $1,400,000 | $1,400,000 |
| Source of Funding | | | | | |
| G.O. Bond | $690,000 | $0 | $0 | $0 | $0 |
| State: Department of Aviation | $230,000 | $295,000 | $0 | $140,000 | $140,000 |
| Federal: Federal Aviation Administration | $630,000 | $2,655,000 | $0 | $1,260,000 | $1,260,000 |

| FIVE-YEAR ESTIMATED NET COST | APPROPRIATIONS THROUGH 8/30/13 | ESTIMATED COST BEYOND PROGRAM PERIOD | TOTAL ACCUMULATED PROJECT COST |
|---|---|---|---|
| $1,400,000 | 0 | 0 | $1,400,000 |
| $700,000 | 0 | 0 | $700,000 |
| $2,950,000 | 0 | 0 | $2,950,000 |
| $1,400,000 | 0 | 0 | $1,400,000 |
| $850,000 | 0 | 0 | $850,000 |
| $7,300,000 | | | $7,300,000 |

$690,000
$805,000
$5,805,000
$7,300,000

**FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY**

| Project Title | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **AIRPORT - MAINTENANCE** | | | | | |
| 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 2015-2019 CIP | $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 |

| FIVE-YEAR ESTIMATED NET COST | APPROPRIATIONS THROUGH 8/30/13 | ESTIMATED COST BEYOND PROGRAM PERIOD | TOTAL ACCUMULATED PROJECT COST |
|---|---|---|---|
| | | | |
| $1,250,000 | 0 | 0 | $1,250,000 |
| $1,250,000 | | | $1,250,000 |

$125,000
$1,125,000
$1,250,000

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 14, Page 14.9, Goal 5, Objective 5.C: Continue to expand and improve airport facilities and offer competitive rates and services.

**PROJECT MANAGER(S)**
Mark Courtney, Airport Director

**PROJECT START DATE** 08/2017
**PROJECT COMPLETION DATE** 05/2018

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $1,400,000 | $0 | **$1,400,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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 2015 - 2019 (% ):** LOCAL = 0% STATE = 10% FEDERAL = 90% OTHER = 0%

SERVICE AREA
**Airport**

DEPARTMENT
**Airport**

LOCATION
**Lynchburg Regional Airport**

PROJECT TITLE/PROJECT NUMBER
**MULTI-PURPOSE SNOW EQUIPMENT**

PROJECT TYPE
**New**

**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 certain snow removal equipment due to the age of existing equipment and the need for adequate back-up.

**RELATIONSHIP TO COMPREHENSIVE PLAN**
Chapter 14, Page 14.9, Goal 5, Objective 5.C: Continue to expand and improve airport facilities and offer competitive rates and services.

**PROJECT MANAGER(S)**
Mark Courtney, Airport Director

**PROJECT START DATE** 10/2014
**PROJECT COMPLETION DATE** 06/2015

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Consultant Engineering (Specs) | Q2 - FY 2015 |
| Equipment | Q4 - FY 2015 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
None anticipated.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering (Specs) | 25,000 | 0 | 0 | 0 | 0 | **$25,000** |
| Equipment | 675,000 | 0 | 0 | 0 | 0 | **$675,000** |
| **TOTAL** | **$700,000** | **$0** | **$0** | **$0** | **$0** | **$700,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $700,000 | $0 | **$700,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| State: VA Dept of Aviation | 70,000 | 0 | 0 | 0 | 0 | **$70,000** |
| Federal: Federal Aviation Admin | 630,000 | 0 | 0 | 0 | 0 | **$630,000** |
| **TOTAL** | **$700,000** | **$0** | **$0** | **$0** | **$0** | **$700,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** 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 14, Page 14.9, Goal 5, Objective 5.C: Continue to expand and improve airport facilities and offer competitive rates and services.

**PROJECT MANAGER(S)**
Mark Courtney, Airport Director

**PROJECT START DATE** 07/2015
**PROJECT COMPLETION DATE** 06/2016

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $2,950,000 | $0 | **$2,950,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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 2015 - 2019 (% ):** 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 14, Page 14.9, Goal 5, Objective 5.C: Continue to expand and improve airport facilities and offer competitive rates and 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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 0 | 0 | 0 | 125,000 | **$125,000** |
| Construction | 0 | 0 | 0 | 0 | 1,275,000 | **$1,275,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$0** | **$1,400,000** | **$1,400,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $1,400,000 | $0 | **$1,400,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| State: VA Dept of Aviation | 0 | 0 | 0 | 0 | 140,000 | **$140,000** |
| Federal: Federal Aviation Admin | 0 | 0 | 0 | 0 | 1,260,000 | **$1,260,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$0** | **$1,400,000** | **$1,400,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 0% STATE = 10% FEDERAL = 90% OTHER = 0%

SERVICE AREA
**Airport**

DEPARTMENT
**Airport**

LOCATION
**Lynchburg Regional Airport**

PROJECT TITLE/PROJECT NUMBER
**T-HANGAR CONSTRUCTION, PHASE II**

PROJECT TYPE
**New**

**DEPARTMENT PRIORITY**
Project has State and Federal funding
Project required to support important but not essential services
Project contributes to generation of new revenue

Project Photograph Unavailable

**PROJECT DESCRIPTION**
Construct additional T-Hangar units for rent to individual aircraft owners. The existing 12 units which were completed in July 2006 are fully and continuously rented with a waiting list of additional aircraft owners.

**RELATIONSHIP TO COMPREHENSIVE PLAN**
Chapter 14, Page 14.9, Goal 5, Objective 5.C: Continue to expand and improve airport facilities and offer competitive rates and services.

**PROJECT MANAGER(S)**
Mark Courtney, Airport Director

**PROJECT START DATE** 10/2014
**PROJECT COMPLETION DATE** 05/2015

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Consultant Engineering | Q2 - FY 2015 |
| Construction | Q4 - FY 2015 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):
Debt service for 20 years would be funded by rents received from individual aircraft owners (no net impact).

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 100,000 | 0 | 0 | 0 | 0 | **$100,000** |
| Construction | 750,000 | 0 | 0 | 0 | 0 | **$750,000** |
| **TOTAL** | **$850,000** | **$0** | **$0** | **$0** | **$0** | **$850,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $850,000 | $0 | **$850,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 690,000 | 0 | 0 | 0 | 0 | **$690,000** |
| State: VA Dept of Aviation | 160,000 | 0 | 0 | 0 | 0 | **$160,000** |
| **TOTAL** | **$850,000** | **$0** | **$0** | **$0** | **$0** | **$850,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 0% STATE = 19% FEDERAL = 0% OTHER = 81%

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 14, Page 14.9, Goal 5, Objective 5.C: Continue to expand and improve airport facilities and offer competitive rates and services.

**PROJECT MANAGER(S)**
Mark Courtney, Airport Director

**PROJECT START DATE** 08/2016
**PROJECT COMPLETION DATE** 04/2017

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $1,250,000 | $0 | **$1,250,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | 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 2015 - 2019 (%):** LOCAL = 0% STATE = 10% FEDERAL = 90% OTHER = 0%

*Flight Departure at Lynchburg Regional Airport*

*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 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **RESOURCES** | | | | | |
| Pay-As-You-Go - Water Operating | $800,000 | $800,000 | $800,000 | $800,000 | $800,000 |
| General Obligation Bond Proceeds | 2,450,000 | 3,000,000 | 2,200,000 | 1,200,000 | 1,700,000 |
| **TOTAL ESTIMATED RESOURCES** | **$3,250,000** | **$3,800,000** | **$3,000,000** | **$2,000,000** | **$2,500,000** |
| **LOCALLY FINANCED PROJECTS** | | | | | |
| Distribution System Improvements | $2,750,000 | $3,000,000 | $3,000,000 | $2,000,000 | $2,300,000 |
| Water Facilities Improvements | 500,000 | 800,000 | 0 | 0 | 200,000 |
| **TOTAL PROPOSED PROJECTS** | **$3,250,000** | **$3,800,000** | **$3,000,000** | **$2,000,000** | **$2,500,000** |

**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 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **BALANCE FORWARD** | **$2,392,353** | **$2,362,053** | **$2,306,203** | **$1,214,203** | **$1,748,203** |
| **INCOME** | | | | | |
| Pay-As-You-Go - Water Operating | $800,000 | $800,000 | $800,000 | $800,000 | $800,000 |
| General Obligation Bond Proceeds | 2,500,000 | 2,500,000 | 1,750,000 | 1,750,000 | 1,500,000 |
| **TOTAL INCOME** | **$3,300,000** | **$3,300,000** | **$2,550,000** | **$2,550,000** | **$2,300,000** |
| **CASH FLOW REQUIREMENTS** | | | | | |
| Incomplete Projects as of July 1, 2014 | $130,300 | $155,850 | $142,000 | $116,000 | $35,000 |
| FY 2015-2019 CIP Projects | 3,200,000 | 3,200,000 | 3,500,000 | 1,900,000 | 2,750,000 |
| **TOTAL EXPENDITURES** | **$3,330,300** | **$3,355,850** | **$3,642,000** | **$2,016,000** | **$2,785,000** |
| **BALANCE FORWARD** | **$2,362,053** | **$2,306,203** | **$1,214,203** | **$1,748,203** | **$1,263,203** |

**FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY**

| Project Title | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **WATER - NEW CONSTRUCTION** | | | | | |
| **Distribution System Improvements** | 2,750,000 | 3,000,000 | 3,000,000 | 2,000,000 | 2,300,000 |
| **Source of Funding** | | | | | |
| Pay-As-You-Go | 800,000 | 800,000 | 800,000 | 800,000 | 800,000 |
| G.O. Bond | 1,950,000 | 2,200,000 | 2,200,000 | 1,200,000 | 1,500,000 |
| **Water Facility Improvements** | 500,000 | 800,000 | 0 | 0 | 200,000 |
| **Source of Funding** | | | | | |
| G.O. Bond | 500,000 | 800,000 | 0 | 0 | 200,000 |
| **Total Estimates Proposed FY 2015 - 2019 CIP** | $3,250,000 | $3,800,000 | $3,000,000 | $2,000,000 | $2,500,000 |
| **Source of Funding** | | | | | |
| Pay-As-You-Go | $800,000 | $800,000 | $800,000 | $800,000 | $800,000 |
| G.O. Bond | $2,450,000 | $3,000,000 | $2,200,000 | $1,200,000 | $1,700,000 |

**Funding totals on this schedule may differ from the Financing Plan schedule due to the timing of projects and availability of resources.**

| FIVE-YEAR ESTIMATED NET COST | APPROPRIATIONS THROUGH 8/30/13 | ESTIMATED COST BEYOND PROGRAM PERIOD | TOTAL ACCUMULATED PROJECT COST |
|---|---|---|---|
| | | | |
| **$13,050,000** | **Continuing** | **Continuing** | **$13,050,000** |
| **$1,500,000** | **Continuing** | **Continuing** | **$1,500,000** |
| **$14,550,000** | | | **$14,550,000** |

**$4,000,000**
**$10,550,000**
**$14,550,000**

| 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 15, Page 15.8, Goal 1 Objective 1.E4: Implement, to the maximum extent feasible, the Water System Master Plan and update recommendations for the long-term maintenance of water supply and transmission capacity.

| **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | **$500,000** |
| Construction | 2,650,000 | 2,900,000 | 2,900,000 | 1,900,000 | 2,200,000 | **$12,550,000** |
| **TOTAL** | **$2,750,000** | **$3,000,000** | **$3,000,000** | **$2,000,000** | **$2,300,000** | **$13,050,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $13,050,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 100,000 | 300,000 | 300,000 | 600,000 | 600,000 | **$1,900,000** |
| Local: G.O. Bond | 2,600,000 | 2,600,000 | 2,900,000 | 1,100,000 | 1,950,000 | **$11,150,000** |
| **TOTAL** | **$2,700,000** | **$2,900,000** | **$3,200,000** | **$1,700,000** | **$2,550,000** | **$13,050,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** 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 15, Page 15.7, Goal 1,Objective 1.A.1: Focus on the maintenance of the existing water system and replacement of old mains.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | Continuing |
|---|---|---|
| Scott Parkins, Water Resources Engineer | **PROJECT COMPLETION DATE** | Continuing |

**COMPLETION SCHEDULE**

| **Activity** | **Complete - Quarter** |
|---|---|
| Construction | Continuing |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Minor increase in operation budget for long term maintenance.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Construction | 500,000 | 800,000 | 0 | 0 | 200,000 | **$1,500,000** |
| **TOTAL** | **$500,000** | **$800,000** | **$0** | **$0** | **$200,000** | **$1,500,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $1,500,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 500,000 | 300,000 | 300,000 | 200,000 | 200,000 | **$1,500,000** |
| **TOTAL** | **$500,000** | **$300,000** | **$300,000** | **$200,000** | **$200,000** | **$1,500,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

*Utility Line Maintenance Crew at Work*

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**
Under construction.

**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 |
| **TOTAL** | | **$1,530,533** |
| 08/30/13 | Expenditures to date | 860,431 |
| **AVAILABLE APPROPRIATIONS** | | **$670,102** |

**PROJECT BUDGET**

| Activity | Amount |
|---|---|
| Consultant Engineering | $306,680 |
| Construction | 1,223,853 |
| **TOTAL** | **$1,530,533** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September - June FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|---|
| Local: G. O. Bond | 394,802 | 275,300 | 0 | 0 | 0 | 0 | **$670,102** |
| **TOTAL CASH** | **$394,802** | **$275,300** | **$0** | **$0** | **$0** | **$0** | **$670,102** |

| | |
|---|---|
| **EXPENDITURES THROUGH 08/31/13** | **$860,431** |
| **UNFUNDED APPROPRIATIONS** | **$0** |
| **TOTAL PROJECT ESTIMATE** | **$1,530,533** |

*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 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **RESOURCES** | | | | | |
| Pay-As-You-Go - Sewer Operating | $2,000,000 | $2,000,000 | $2,000,000 | $2,000,000 | $2,000,000 |
| General Obligation Bond Proceeds | 1,070,000 | 750,000 | 4,170,000 | 3,000,000 | 150,000 |
| Virginia Clean Water Revolving Loan Fund Proceeds | 0 | 0 | 12,206,630 | 0 | 0 |
| **TOTAL ESTIMATED RESOURCES** | **$3,070,000** | **$2,750,000** | **$18,376,630** | **$5,000,000** | **$2,150,000** |
| **LOCALLY FINANCED PROJECTS** | | | | | |
| Sewer System Evaluation and Rehabilitation | $2,200,000 | $1,700,000 | $3,575,000 | $3,200,000 | $1,550,000 |
| Sewer Extension Program | 120,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Waste Water Treatment Plant Improvements | 250,000 | 200,000 | 370,000 | 250,000 | 450,000 |
| Blue Ridge Farms Neighborhood Sewer Rehabilitation/Replacement | 500,000 | 0 | 575,000 | 1,400,000 | 0 |
| Rainleader Disconnect Program (CSO) | 0 | 0 | 0 | 50,000 | 50,000 |
| Waste Water Treatment Plant Control Building Renovation | 0 | 750,000 | 1,250,000 | 0 | 0 |
| Waste Water Treatment Plant Headworks | 0 | 0 | 200,000 | 0 | 0 |
| Waste Water Treatment Plant Storage Tanks | 0 | 0 | 100,000 | 0 | 0 |
| **TOTAL LOCALLY FINANCED PROJECTS** | **$3,070,000** | **$2,750,000** | **$6,170,000** | **$5,000,000** | **$2,150,000** |
| **VIRGINIA CLEAN WATER REVOLVING LOAN FUNDS AND GRANT FINANCED PROJECTS** | | | | | |
| Waste Water Treatment Plant Headworks | $0 | $0 | $3,075,230 | $0 | $0 |
| Waste Water Treatment Plant Storage Tanks | 0 | 0 | 9,131,400 | 0 | 0 |
| **TOTAL VIRGINIA CLEAN WATER REVOLVING LOAN FUNDS AND GRANT FINANCED PROJECTS** | **$0** | **$0** | **$12,206,630** | **$0** | **$0** |
| **TOTAL PROPOSED PROJECTS** | **$3,070,000** | **$2,750,000** | **$18,376,630** | **$5,000,000** | **$2,150,000** |

**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 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **BALANCE FORWARD** | **$2,082,258** | **$2,181,566** | **$2,698,526** | **$1,178,526** | **$628,526** |
| **INCOME** | | | | | |
| Pay-As-You-Go - Sewer Operating | $2,000,000 | $2,000,000 | $2,000,000 | $2,000,000 | $2,000,000 |
| General Obligation Bond Proceeds | 2,875,000 | 2,875,000 | 2,500,000 | 2,500,000 | 1,900,000 |
| State Grant Proceeds | 7,760,000 | 1,607,230 | 8,576,770 | 8,400,000 | 0 |
| Virginia Clean Water Revolving Loan Funds Proceeds | 0 | 0 | 0 | 7,375,230 | 4,831,400 |
| **BALANCE AND INCOME** | **$12,635,000** | **$6,482,230** | **$13,076,770** | **$20,275,230** | **$8,731,400** |
| **CASH FLOW REQUIREMENTS** | | | | | |
| Incomplete projects as of July 1, 2014 | $9,465,692 | $3,215,270 | $0 | $0 | $0 |
| FY 2015-2019 CIP Projects | 3,070,000 | 2,750,000 | 14,596,770 | 20,825,230 | 7,081,400 |
| **TOTAL EXPENDITURES** | **$12,535,692** | **$5,965,270** | **$14,596,770** | **$20,825,230** | **$7,081,400** |
| **BALANCE FORWARD** | **$2,181,566** | **$2,698,526** | **$1,178,526** | **$628,526** | **$2,278,526** |

**FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY**

| Project Title | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| SEWER - NEW CONSTRUCTION | | | | | |
| Blue Ridge Farms Neighborhood Sewer Rehabilitation/ Replacement | 500,000 | 0 | 575,000 | 1,400,000 | 0 |
| Source of Funding | | | | | |
| Local: G.O. Bonds | 500,000 | 0 | 575,000 | 1,400,000 | 0 |
| Waste Water Treatment Plant Control Building Renovation | 0 | 750,000 | 1,250,000 | 0 | 0 |
| Source of Funding | | | | | |
| Local: G.O. Bonds | 0 | 750,000 | 1,250,000 | 0 | 0 |
| Waste Water Treatment Plant Headworks | 0 | 0 | 3,275,230 | 0 | 0 |
| Pay-As-You-Go | 0 | 0 | 200,000 | 0 | 0 |
| State: VCWRLF | 0 | 0 | 3,075,230 | 0 | 0 |
| Waste Water Treatment Plant Improvements | 250,000 | 200,000 | 370,000 | 250,000 | 450,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 0 | 200,000 | 0 | 0 | 450,000 |
| Local: G.O. Bonds | 250,000 | 0 | 370,000 | 250,000 | 0 |
| Waste Water Treatment Plant Storage Tanks | 0 | 0 | 9,231,400 | 0 | 0 |
| Pay-As-You-Go | 0 | 0 | 100,000 | 0 | 0 |
| State: VCWRLF | 0 | 0 | 9,131,400 | 0 | 0 |
| Total Estimates Proposed FY 2015 - 2019 CIP | $750,000 | $950,000 | $2,195,000 | $1,650,000 | $450,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | $0 | $200,000 | $300,000 | $0 | $450,000 |
| Local: G.O. Bonds | $750,000 | $750,000 | $2,195,000 | $1,650,000 | $0 |
| State: VCWRLF | 0 | 0 | 12,206,630 | 0 | 0 |

**Funding totals on this schedule may differ from the Financing Plan schedule due to the timing of projects and availability of resources.**

| FIVE-YEAR ESTIMATED NET COST | APPROPRIATIONS THROUGH 08/30/13 | ESTIMATED COST BEYOND PROGRAM PERIOD | TOTAL ACCUMULATED PROJECT COST |
|---|---|---|---|
| | | | |
| $2,475,000 | 330,000 | 0 | $2,805,000 |
| $2,000,000 | 0 | 0 | $2,000,000 |
| $3,275,230 | Continuing | Continuing | $3,275,230 |
| $1,520,000 | Continuing | Continuing | $1,520,000 |
| $9,231,400 | Continuing | Continuing | $9,231,400 |
| $18,501,630 | | | $18,831,630 |

| |
|---|
| $950,000 |
| $5,345,000 |
| $12,206,630 |
| $18,501,630 |

**FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY**

| Project Title | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| SEWER - MAINTENANCE | | | | | |
| Rainleader Disconnect Program (CSO) | 0 | 0 | 0 | 50,000 | 50,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 0 | 0 | 0 | 50,000 | 50,000 |
| Sewer Extension Program | 120,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 120,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Sewer System Evaluation and Rehabilitation | 2,200,000 | 1,700,000 | 3,575,000 | 3,200,000 | 1,550,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 1,880,000 | 1,700,000 | 1,600,000 | 1,850,000 | 1,400,000 |
| Local: G.O. Bonds | 320,000 | 0 | 1,975,000 | 1,350,000 | 150,000 |
| Total Estimates Proposed FY 2015 - 2019 CIP | $2,320,000 | $1,800,000 | $3,675,000 | $3,350,000 | $1,700,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | $2,000,000 | $1,800,000 | $1,700,000 | $2,000,000 | $1,550,000 |
| Local: G.O. Bonds | $320,000 | $0 | $1,975,000 | $1,350,000 | $150,000 |

**Funding totals on this schedule may differ from the Financing Plan schedule due to the timing of projects and availability of resources.**

| FIVE-YEAR ESTIMATED NET COST | APPROPRIATIONS THROUGH 08/30/13 | ESTIMATED COST BEYOND PROGRAM PERIOD | TOTAL ACCUMULATED PROJECT COST |
|---|---|---|---|
| | | | |
| **$100,000** | **Continuing** | **Continuing** | **$100,000** |
| **$520,000** | **Continuing** | **Continuing** | **$520,000** |
| **$12,225,000** | **Continuing** | **Continuing** | **$12,225,000** |
| **$12,845,000** | | | **$12,845,000** |

**$9,050,000**
**$3,795,000**
**$12,845,000**

| 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 15, Page 15.7, Goal 1: Provide the citizens of Lynchburg with dependable, modern, high quality water and sanitary sewer service with sufficient system capacity to meet the City's long-term requirements.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | Continuing |
|---|---|---|
| Eric Schrader, 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 routine maintenance of sewer collection system in the completed project areas.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 0 | 75,000 | 150,000 | 0 | **$225,000** |
| Construction | 500,000 | 0 | 500,000 | 1,250,000 | 0 | **$2,250,000** |
| **TOTAL** | **$500,000** | **$0** | **$575,000** | **$1,400,000** | **$0** | **$2,475,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $330,000 | $2,475,000 | $0 | **$2,805,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bonds | 500,000 | 0 | 575,000 | 1,400,000 | 0 | **$2,475,000** |
| **TOTAL** | **$500,000** | **$0** | **$575,000** | **$1,400,000** | **$0** | **$2,475,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** 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 CONTROL BUILDING RENOVATION** | **New** |

**DEPARTMENT PRIORITY**

Project has legal or regulatory mandate

Project supports essential services

**PROJECT DESCRIPTION**

Existing Wastewater Treatment Plant Control Building is inadequate for daily operations and laboratory staff. Upcoming laboratory regulations and plant operation changes require additional staff and work space. This project will renovate the building expanding the building footprint and more efficiently using the existing space.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 15, Page 15.7, Goal 1: Provide the citizens of Lynchburg with dependable, modern, high quality water and sanitary sewer service with sufficient system capacity to meet the City's long-term requirements.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2015 |
|---|---|---|
| Scott Parkins, Water Resources Engineer | **PROJECT COMPLETION DATE** | 06/2017 |

**COMPLETION SCHEDULE**

| **Activity** | **Complete - Quarter** |
|---|---|
| Consultant Engineering | Q4 FY 2016 |
| Construction | Q4 FY 2017 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

No increase of staff or operating expenses anticipated.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 200,000 | 0 | 0 | 0 | **$200,000** |
| Construction | 0 | 550,000 | 1,250,000 | 0 | 0 | **$1,800,000** |
| **TOTAL** | **$0** | **$750,000** | **$1,250,000** | **$0** | **$0** | **$2,000,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015 - 2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| $0 | $2,000,000 | $0 | **$2,000,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: G.O. Bond | 0 | 750,000 | 1,250,000 | 0 | 0 | **$2,000,000** |
| **TOTAL** | **$0** | **$750,000** | **$1,250,000** | **$0** | **$0** | **$2,000,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** 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 15, Page 15.7, Goal 1: Provide the citizens of Lynchburg with dependable, modern, high quality water and sanitary sewer service with sufficient system capacity to meet the City's long-term requirements.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2016 |
|---|---|---|
| James Talian, Water Resources Engineer | **PROJECT COMPLETION DATE** | 06/2019 |

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Construction | 0 | 0 | 3,275,230 | | | **$3,275,230** |
| **TOTAL** | **$0** | **$0** | **$3,275,230** | **$0** | **$0** | **$3,275,230** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 1/31/14 | FY 2015 - 2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $16,976,770 | $3,275,230 | $0 | **$20,252,000** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 0 | 0 | 150,000 | 50,000 | 0 | **$200,000** |
| State: Grant | 0 | 0 | 8,576,770 | 8,400,000 | 0 | **$16,976,770** |
| State: VCWRLF | 0 | 0 | 0 | 2,875,230 | 200,000 | **$3,075,230** |
| **TOTAL** | **$0** | **$0** | **$8,726,770** | **$11,325,230** | **$200,000** | **$20,252,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** LOCAL = 1% STATE = 99% FEDERAL = 0% OTHER = 0%

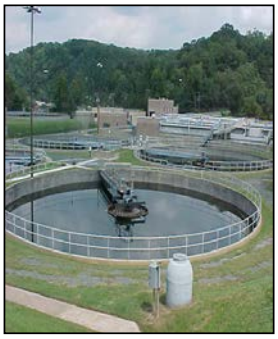
| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Sewer** | **Water Resources** | **Concord Turnpike** |

| 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 15, Page 15.7, Goal 1: Provide the citizens of Lynchburg with dependable, modern, high quality water and sanitary sewer service with sufficient system capacity to meet the City's long-term requirements.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | Continuing |
|---|---|---|
| Scott Parkins, Water Resources Engineer | **PROJECT COMPLETION DATE** | Continuing |

**COMPLETION SCHEDULE**

| **Activity** | **Complete - Quarter** |
|---|---|
| Construction | Continuing |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Minor impact to operational budget for additional yearly maintenance costs on new equipment.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| **Sub-Projects** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Construction | 250,000 | 200,000 | 370,000 | 250,000 | 450,000 | **$1,520,000** |
| **TOTAL** | **$250,000** | **$200,000** | **$370,000** | **$250,000** | **$450,000** | **$1,520,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $1,520,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 0 | 200,000 | 0 | 0 | 450,000 | **$650,000** |
| Local: G.O. Bonds | 250,000 | 0 | 370,000 | 250,000 | 0 | **$870,000** |
| **TOTAL** | **$250,000** | **$200,000** | **$370,000** | **$250,000** | **$450,000** | **$1,520,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

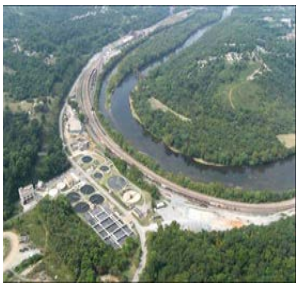
| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Sewer** | **Water Resources** | **Concord Turnpike** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **WASTEWATER TREATMENT PLANT STORAGE TANKS** | **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 15, Page 15.7, Goal 1: Provide the citizens of Lynchburg with dependable, modern, high quality water and sanitary sewer service with sufficient system capacity to meet the City's long-term requirements.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | 07/2017 |
|---|---|---|
| James Talian, Water Resources Engineer | **PROJECT COMPLETION DATE** | 06/2019 |

**COMPLETION SCHEDULE**

| Activity | Complete - Quarter |
|---|---|
| Construction | Q4 FY 2019 |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

No increase of staff. Increase of operating expenses anticipated.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| Activity | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Construction | 0 | 0 | 9,231,400 | 0 | 0 | **$9,231,400** |
| **TOTAL** | **$0** | **$0** | **$9,231,400** | **$0** | **$0** | **$9,231,400** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015 - 2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| $0 | $9,231,400 | $0 | **$9,231,400** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 0 | 0 | 0 | 0 | 100,000 | **$100,000** |
| State: VCWRLF | 0 | 0 | 0 | 4,500,000 | 4,631,400 | **$9,131,400** |
| **TOTAL** | **$0** | **$0** | **$0** | **$4,500,000** | **$4,731,400** | **$9,231,400** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** LOCAL = 1% STATE = 99% FEDERAL = 0% OTHER = 0%

| SERVICE AREA | DEPARTMENT | LOCATION |
|---|---|---|
| **Sewer** | **Water Resources** | **Various** |

| PROJECT TITLE/PROJECT NUMBER | PROJECT TYPE |
|---|---|
| **RAINLEADER DISCONNECT PROGRAM (CSO) / U0074** | **Maintenance** |

**DEPARTMENT PRIORITY**

Project has legal or regulatory mandate

**PROJECT DESCRIPTION**

As part of the CSO program, the project involves the removal of stormwater by disconnection of rainleaders, downspouts and area drains from the sanitary sewer system.

**RELATIONSHIP TO COMPREHENSIVE PLAN**

Chapter 15, Page 15.9, Goal 2: Maintain the priority of and commitment to execution of the City's Combined Sewer Overflow elimination program with a goal of program completion of 2020.

| **PROJECT MANAGER(S)** | **PROJECT START DATE** | Continuing |
|---|---|---|
| James Talian, CSO Program Manager | **PROJECT COMPLETION DATE** | Continuing |

**COMPLETION SCHEDULE**

| **Activity** | **Complete - Quarter** |
|---|---|
| Consultant Engineering | Continuing |
| Inspections (Contractual) | Continuing |
| Miscellaneous | Continuing |

**OPERATING BUDGET IMPACT** (OVERALL OPERATING EXPENSES & PROJECTED STAFFING REQUIREMENTS):

Reduces treatment cost by reducing flows to the Wastewater Treatment Plant.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| **Sub-Projects** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Consultant Engineering | 0 | 0 | 0 | 10,000 | 10,000 | **$20,000** |
| Inspections (Contractual) | 0 | 0 | 0 | 20,000 | 20,000 | **$40,000** |
| Miscellaneous | 0 | 0 | 0 | 20,000 | 20,000 | **$40,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$50,000** | **$50,000** | **$100,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $100,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 0 | 0 | 0 | 50,000 | 50,000 | **$100,000** |
| **TOTAL** | **$0** | **$0** | **$0** | **$50,000** | **$50,000** | **$100,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% 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 15, Page15.7, Goal 1: Provide citizens of Lynchburg with a dependable, modern, high quality water and sanitary sewer system with sufficient system capacity to meet the City's long term requirements.

| **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| **Sub-Projects** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Construction | 120,000 | 100,000 | 100,000 | 100,000 | 100,000 | **$520,000** |
| **TOTAL** | **$120,000** | **$100,000** | **$100,000** | **$100,000** | **$100,000** | **$520,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $520,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 120,000 | 100,000 | 100,000 | 100,000 | 100,000 | **$520,000** |
| **TOTAL** | **$120,000** | **$100,000** | **$100,000** | **$100,000** | **$100,000** | **$520,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** 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 15, Page 15.7, Goal 1: Provide the citizens of Lynchburg with dependable, modern, high quality water and sanitary sewer service with sufficient system capacity to meet the City's long-term requirements.

| **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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Construction | 2,200,000 | 1,700,000 | 3,575,000 | 3,200,000 | 1,550,000 | **$12,225,000** |
| **TOTAL** | **$2,200,000** | **$1,700,000** | **$3,575,000** | **$3,200,000** | **$1,550,000** | **$12,225,000** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $12,225,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 1,880,000 | 1,700,000 | 1,900,000 | 1,850,000 | 1,400,000 | **$8,730,000** |
| Local: G.O. Bonds | 320,000 | 0 | 1,675,000 | 1,350,000 | 150,000 | **$3,495,000** |
| **TOTAL** | **$2,200,000** | **$1,700,000** | **$3,575,000** | **$3,200,000** | **$1,550,000** | **$12,225,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

*Crews work on a broken water line*

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 June 2015.

**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 |
| **TOTAL** | | **$1,426,954** |
| 08/30/13 | Expenditures to date | 372,506 |
| **AVAILABLE APPROPRIATIONS** | | **$1,054,448** |

**PROJECT BUDGET**

| Activity | Amount |
|---|---|
| Consultant Engineering | $346,777 |
| Construction | 1,080,177 |
| **TOTAL** | **$1,426,954** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September-June FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 594,948 | 459,500 | 0 | 0 | 0 | 0 | **$1,054,448** |
| **TOTAL CASH** | **$594,948** | **$459,500** | **$0** | **$0** | **$0** | **$0** | **$1,054,448** |

| | |
|---|---|
| **EXPENDITURES THROUGH 08/30/13** | **$372,506** |
| **UNFUNDED APPROPRIATIONS** | **$0** |
| **TOTAL PROJECT ESTIMATE** | **$1,426,954** |

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** |
| 08/30/13 | Expenditures to date | 0 |
| **AVAILABLE APPROPRIATIONS** | | **$4,400,000** |

**PROJECT BUDGET**

| Activity | Amount |
|---|---|
| Peliminary Engineering Report and Design | $4,400,000 |
| **TOTAL** | **$4,400,000** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September-June FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|---|
| State: Grant | 350,000 | 2,750,000 | 1,300,000 | 0 | 0 | 0 | **$4,400,000** |
| **TOTAL CASH** | **$350,000** | **$2,750,000** | **$1,300,000** | **$0** | **$0** | **$0** | **$4,400,000** |

| | |
|---|---|
| **EXPENDITURES THROUGH 08/30/13** | **$0** |
| **UNFUNDED APPROPRIATIONS** | **$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 June 2015.

**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 |
| **TOTAL** | | **$350,000** |
| 08/30/13 | Expenditures to date | 0 |
| **AVAILABLE APPROPRIATIONS** | | **$350,000** |

**PROJECT BUDGET**

| Activity | Amount |
|---|---|
| Peliminary Engineering Report and Design | $49,100 |
| Construction Administration & Inspection | $36,000 |
| Construction | 264,900 |
| **TOTAL** | **$350,000** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September-June FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|---|
| State: Grant | 40,000 | 310,000 | 0 | 0 | 0 | 0 | **$350,000** |
| **TOTAL CASH** | **$40,000** | **$310,000** | **$0** | **$0** | **$0** | **$0** | **$350,000** |

| | |
|---|---|
| **EXPENDITURES THROUGH 08/30/13** | **$0** |
| **UNFUNDED APPROPRIATIONS** | **$0** |
| **TOTAL PROJECT ESTIMATE** | **$350,000** |

SERVICE AREA
**Sewer**

DEPARTMENT
**Water Resources**

LOCATION
**Intersection of Jefferson Street and Washington Street**

PROJECT TITLE/PROJECT NUMBER
**JAMES RIVER INTERCEPTOR DIVISION 3A / U0313**

**PROJECT DESCRIPTION**
Construction of 1300 feet of 72-inch diameter sanitary sewer interceptor pipeline to replace existing 48-inch and 54-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 June 2014.

**PROJECT MANAGER(S)**
James Talian, Water Resources Engineer

**APPROPRIATION HISTORY**

| Date | Source of Appropriation | Amount |
|---|---|---|
| 07/01/11 | FY 2012 CIP | 7,006,552 |
| 07/01/13 | FY 2014 CIP | 65,714 |
| 07/01/13 | FY 2014 CIP | 116,088 |
| 01/31/14 | Council Approval of State Grant | 666,000 |
| **TOTAL** | | **$7,854,354** |
| 08/30/13 | Expenditures to date | 5,736,589 |
| **AVAILABLE APPROPRIATIONS** | | **$2,117,765** |

**PROJECT BUDGET**

| Activity | Amount |
|---|---|
| Construction Administration & Inspection | $312,055 |
| Construction Administration & Inspection - Railroad | 978,335 |
| Construction | 6,543,526 |
| Miscellaneous | 20,438 |
| **TOTAL** | **$7,854,354** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September-June FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 20,360 | 0 | 0 | 0 | 0 | 0 | **$20,360** |
| State: Grant | 666,000 | 0 | 0 | 0 | 0 | 0 | **$666,000** |
| State: VCWRLF | 1,431,405 | 0 | 0 | 0 | 0 | 0 | **$1,431,405** |
| **TOTAL CASH** | **$2,117,765** | **$0** | **$0** | **$0** | **$0** | **$0** | **$2,117,765** |

| | |
|---|---|
| **EXPENDITURES THROUGH 08/30/13** | **$5,736,589** |
| **UNFUNDED APPROPRIATIONS** | **$0** |
| **TOTAL PROJECT ESTIMATE** | **$7,854,354** |

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 June 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 |
| **TOTAL** | | **$7,709,360** |
| 08/30/13 | Expenditures to date | 59,396 |
| **AVAILABLE APPROPRIATIONS** | | **$7,649,964** |

**PROJECT BUDGET**

| Activity | Amount |
|---|---|
| Design | $95,380 |
| Construction Administration & Inspection | $293,617 |
| Construction Administration & Inspection - Railroad | $360,000 |
| Construction | 6,960,000 |
| Miscellaneous | 363 |
| **TOTAL** | **$7,709,360** |

**CASH FLOW PROJECTION**

| CASH AVAILABLE | September-June FY 2014 | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 30,000 | 12,734 | 0 | 0 | 0 | 0 | **$42,734** |
| State: Grant | 2,600,000 | 4,700,000 | 307,230 | 0 | 0 | 0 | **$7,607,230** |
| **TOTAL CASH** | **$2,600,000** | **$4,700,000** | **$307,230** | **$0** | **$0** | **$0** | **$7,649,964** |

| | |
|---|---|
| **EXPENDITURES THROUGH 08/30/13** | **$59,396** |
| **UNFUNDED APPROPRIATIONS** | **$0** |
| **TOTAL PROJECT ESTIMATE** | **$7,709,360** |

*Installation of a Stormwater Line*

*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 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **RESOURCES** | | | | | |
| Pay-As-You-Go - Stormwater | $1,050,000 | $1,110,000 | $750,000 | $660,000 | $450,000 |
| Pay-As-You-Go - Fund Balance | 430,000 | 0 | 0 | 0 | 0 |
| Amount to be Provided by Virginia Clean Water Revolving Loans | 0 | 2,000,000 | 2,000,000 | 3,000,000 | 3,000,000 |
| **TOTAL ESTIMATED RESOURCES** | **$1,480,000** | **$3,110,000** | **$2,750,000** | **$3,660,000** | **$3,450,000** |
| **LOCALLY FINANCED PROJECTS** | | | | | |
| Stormwater System Infrastructure Renewal | $250,000 | $250,000 | $250,000 | $250,000 | $250,000 |
| Stormwater System Master Planning | 830,000 | 360,000 | 500,000 | 410,000 | 200,000 |
| Water Quality Improvements | 400,000 | 500,000 | 0 | 0 | 0 |
| **TOTAL LOCALLY FINANCED PROJECTS** | **$1,480,000** | **$1,110,000** | **$750,000** | **$660,000** | **$450,000** |
| **VIRGINIA CLEAN WATER REVOLVING LOAN FUND FINANCED PROJECTS** | | | | | |
| Water Quality Improvements | $0 | $2,000,000 | $2,000,000 | $3,000,000 | $3,000,000 |
| **TOTAL VIRGINIA CLEAN WATER REVOLVING LOAN FUND FINANCED PROJECTS** | **$0** | **$2,000,000** | **$2,000,000** | **$3,000,000** | **$3,000,000** |
| **TOTAL PROPOSED PROJECTS** | **$1,480,000** | **$3,110,000** | **$2,750,000** | **$3,660,000** | **$3,450,000** |

**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 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| **BALANCE FORWARD** | **$573,783** | **$143,783** | **$33,783** | **$183,783** | **$223,783** |
| **INCOME** | | | | | |
| Pay-As-You-Go - Stormwater | $1,050,000 | $1,000,000 | $900,000 | $700,000 | $500,000 |
| Virginia Clean Water Revolving Loan Fund Proceeds | 0 | 0 | 2,000,000 | 2,000,000 | 3,000,000 |
| **TOTAL INCOME** | **$1,050,000** | **$1,000,000** | **$2,900,000** | **$2,700,000** | **$3,500,000** |
| **CASH FLOW REQUIREMENTS** | | | | | |
| FY 2015-2019 CIP Projects | $1,480,000 | $1,110,000 | $2,750,000 | $2,660,000 | $3,450,000 |
| **TOTAL EXPENDITURES** | **$1,480,000** | **$1,110,000** | **$2,750,000** | **$2,660,000** | **$3,450,000** |
| **BALANCE FORWARD** | **$143,783** | **$33,783** | **$183,783** | **$223,783** | **$273,783** |

**FIVE-YEAR PROPOSED APPROPRIATIONS TO BE FINANCED BY THE CITY**

| Project Title | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 |
|---|---|---|---|---|---|
| STORMWATER - NEW CONSTRUCTION | | | | | |
| Stormwater System Infrastructure Renewal | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| Stormwater System Master Planning | 830,000 | 360,000 | 500,000 | 410,000 | 200,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 830,000 | 360,000 | 500,000 | 410,000 | 200,000 |
| Water Quality Improvements | 400,000 | 2,500,000 | 2,000,000 | 3,000,000 | 3,000,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | 400,000 | 500,000 | 0 | 0 | 0 |
| State: VCWRLF | 0 | 2,000,000 | 2,000,000 | 3,000,000 | 3,000,000 |
| Total Estimates Proposed FY 2015 - 2019 CIP | $1,480,000 | $3,110,000 | $2,750,000 | $3,660,000 | $3,450,000 |
| Source of Funding | | | | | |
| Pay-As-You-Go | $1,480,000 | $1,110,000 | $750,000 | $660,000 | $450,000 |
| State: VCWRLF | $0 | $2,000,000 | $2,000,000 | $3,000,000 | $3,000,000 |

**Funding totals on this schedule may differ from the Financing Plan schedule due to the timing of projects and availability of resources.**

| FIVE-YEAR ESTIMATED NET COST | APPROPRIATIONS THROUGH 8/30/13 | ESTIMATED COST BEYOND PROGRAM PERIOD | TOTAL ACCUMULATED PROJECT COST |
|---|---|---|---|
| | | | |
| **$1,250,000** | **Continuing** | **Continuing** | **$1,250,000** |
| **$2,300,000** | **Continuing** | **Continuing** | **$2,300,000** |
| **$10,900,000** | **Continuing** | **Continuing** | **$10,900,000** |
| **$14,450,000** | | | **$14,450,000** |

**$4,450,000**
**$10,000,000**
**$14,450,000**

| 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 15, Page 15.7, Goal 1: Provide the citizens of Lynchburg with dependable, modern, high quality water and sanitary sewer service with sufficient system capacity 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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY ACTIVITY

| **Activity** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Estimate** |
|---|---|---|---|---|---|---|
| Construction | 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** |

TOTAL PROJECT COST

| **TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13** | **FY 2015-2019 APPROPRIATIONS** | **BEYOND FY 2019 APPROPRIATIONS** | **TOTAL PROJECT APPROPRIATIONS** |
|---|---|---|---|
| Continuing | $1,250,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| **Funding Source** | **FY 2015** | **FY 2016** | **FY 2017** | **FY 2018** | **FY 2019** | **Program Period Total** |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 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** |

**SOURCES OF PROJECT FUNDING FY 2015-2019 (% ):** LOCAL = 100% STATE = 0% 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 15, Page 15.7, Goal 1: Provide the citizens of Lynchburg with dependable, modern, high quality water and sanitary sewer service with sufficient system capacity to meet the City's long-term requirements.

**PROJECT MANAGER(S)**
Erin Hawkins, Water Quality Manager

**PROJECT START DATE** 09/2013
**PROJECT COMPLETION DATE** 06/2019

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Consultant Engineering | 830,000 | 360,000 | 500,000 | 410,000 | 200,000 | **$2,300,000** |
| **TOTAL** | **$830,000** | **$360,000** | **$500,000** | **$410,000** | **$200,000** | **$2,300,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| Continuing | $2,300,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 830,000 | 360,000 | 500,000 | 410,000 | 200,000 | **$2,300,000** |
| **TOTAL** | **$830,000** | **$360,000** | **$500,000** | **$410,000** | **$200,000** | **$2,300,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (% ):** LOCAL = 100% STATE = 0% FEDERAL = 0% OTHER = 0%

SERVICE AREA
**Stormwater**

DEPARTMENT
**Water Resources**

LOCATION
**Various**

PROJECT TITLE/PROJECT NUMBER
**WATER QUALITY IMPROVEMENTS**

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 15, Page 15.7, Goal 1: Provide the citizens of Lynchburg with dependable, modern, high quality water and sanitary sewer service with sufficient system capacity to meet the City's long-term requirements.

**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.

FIVE YEAR PROPOSED PROJECT **APPROPRIATIONS** BY SUB-PROJECT

| Sub-Projects | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Estimate |
|---|---|---|---|---|---|---|
| Construction | 400,000 | 2,500,000 | 2,000,000 | 3,000,000 | 3,000,000 | **$10,900,000** |
| **TOTAL** | **$400,000** | **$2,500,000** | **$2,000,000** | **$3,000,000** | **$3,000,000** | **$10,900,000** |

TOTAL PROJECT COST

| TOTAL PRIOR APPROPRIATIONS THROUGH 8/30/13 | FY 2015-2019 APPROPRIATIONS | BEYOND FY 2019 APPROPRIATIONS | TOTAL PROJECT APPROPRIATIONS |
|---|---|---|---|
| Continuing | $10,900,000 | Continuing | **Continuing** |

FIVE YEAR PROPOSED PROJECT **EXPENDITURE CASH FLOW PROJECTIONS** BY SOURCE OF FUNDING

| Funding Source | FY 2015 | FY 2016 | FY 2017 | FY 2018 | FY 2019 | Program Period Total |
|---|---|---|---|---|---|---|
| Local: Pay-As-You-Go | 400,000 | 500,000 | 0 | 0 | 0 | **$900,000** |
| State: VCWRLF Loan | 0 | 0 | 2,000,000 | 2,000,000 | 3,000,000 | **$7,000,000** |
| **TOTAL** | **$400,000** | **$500,000** | **$2,000,000** | **$2,000,000** | **$3,000,000** | **$7,900,000** |

**SOURCES OF PROJECT FUNDING FY 2015 - 2019 (%):** LOCAL = 11% STATE = 89% FEDERAL = 0% OTHER = 0%