LYNCHBURG CITY COUNCIL
PHYSICAL DEVELOPMENT COMMITTEE

Tuesday, March 8, 2016
9:00 a.m.

Information Items

Recent/Pending Contract Awards: -No new contract awards.

Update on priority projects: -See attached report.

General Business

1.	Jackson Street Alley Vacation	Rachel Frischeisen
2.	Real Estate Property Policy Update	Donna Witt
3.	Logan's Lane Update	Maggie Cossman
4.	Right of Way Vacation- Lakeside Drive & Old Forest Rd.	Lee Newland
5.	Roll Call	

Pc: Kimball Payne, City Manager
Bonnie Svrcek, Deputy City Manager
Council Members
Gaynelle Hart, Director of Public Works
News & Advance

Next Meeting: April 12, 2016

Lynchburg Capital Projects Greater Than $1 Million(General Fund)

March 8, 2016

Projects of Interest		Status			Notes
Timberlake / Logan's Lane Intersection	*	Right of Way	November 2015		Revised layout to PDC
Midtown Connector		Construction	December 2015		Under Construction - Paving Complete Langhorne and Kemper from 12th to 16th - Asphalt plants closed for winter
Greenview Drive Phase 2		Construction	July 2017		Right of Way Plans being Reviewed. Construction Proposed to Start March 2016.
Kemper Street Bridge / Interchange		Construction	September 2016		Deck poured in December. Working on Utilities and Parapet.
One Way Pairs @ 501/221	*	Preliminary	August 2014		Preliminary Design Completed to Determine Available R/W for Development - HB2 Submittal - Right of Way Vacation and Rezoning
Lower Bluffwalk Phase 2		Construction	July 2015		Closeout in Progress
Memorial - Park - Lakeside Intersection	*	Construction	September 2017		Public Meeting March 14th Library at 6:30 - Notice to Proceed 4/4.
Odd Fellows Road - P3		Construction	August 2018		Plans Released for Construction Segment A.
Juvenile Services Group Home		Construction	April 2016		On-going
Downtown Streetscapes		Design	January 2016		90% Plans
LU Intramural Field Road - Phase 1		Construction	September 2016		Underway
LU Intramural Field Road - Phase 2		Design	November 2016		Reviewing for Approval

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 8, 2016 - PDC** AGENDA ITEM NO.:

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

ACTION: **X** INFORMATION:

ITEM TITLE: **Vacate an Unnamed Alley**

RECOMMENDATION: Approval of the alley vacation.

SUMMARY: Centra Health, Inc., as contract purchaser on behalf of the current owner, Peak Capital Group, LLC, is petitioning to vacate an unnamed alley located between 504 and 508 Jackson Street. The alley extends into 808 5th Street. The petitioner is requesting the alley vacation to accommodate the construction of a medical facility in this block. The alley contains a portion of a parking lot. The total area of the proposed vacation is approximately five hundredths (0.05) of an acre.

The portion of alley proposed for vacation does not serve as access to any of the adjoining parcels.

PRIOR ACTION(S):

February 2, 2016: The Technical Review Committee [TRC] reviewed the petition. The TRC comments have been incorporated into the proposed ordinance.

March 8, 2016: The Physical Development Committee will review the petition on this date.

FISCAL IMPACT: None

CONTACT(S): Rachel Frischeisen, Planner I – 455-3900
Tom Martin, City Planner - 455-3900
Kent White, Director of Community Development – 455-3900

ATTACHMENT(S):

- Application
- Alley vacation plat
- Map
- Photo

REVIEWED BY:

APPLICATION FOR THE VACATION OF AN ALLEY

LOCATED BETWEEN FORMER ADAMS MOTORS LOTS

The undersigned applicant, Centra Health, Inc., a non-stock tax exempt Virginia corporation, as contract purchaser on behalf of the current owner, Peak Capital Group LLC, pursuant to the provisions of Section 51.1-364 of the Code of Virginia, 1950, as amended, and Sections 35-71 to 35-77, both inclusive, of the Lynchburg City Code, 1981, as amended, respectfully makes application to the Lynchburg City Council for the vacation of that certain alley, which is described as follows:

Brief Description: The alley is as shown in the attached preliminary plat of survey by J. Adam Bryant, of Hurt & Proffitt, Inc. The alley touches all of the parcels of real estate, located in the City of Lynchburg, Virginia, which are bounded by 5th Street, Federal Street, 6th Street, and Jackson Street, excepting only 522 Jackson Street (at the corner of Jackson and 6th Streets). Centra Health, Inc. has contracted to purchase all of said parcels from the current owner, Peak Capital Group, LLC. The subject parcels are described by street address and tax map as follows:

Street Address	Tax Map Parcel No.	Approx. Legal (or GIS) Acreage
800 5th Street	024-24-006	0.043
804 5th Street	024-24-005	0.065
808 5th Street	024-24-001	1.234
504 Jackson Street	024-24-016	0.109
508 Jackson Street	024-24-015	0.072
510 Jackson Street	024-24-014	0.100
514 Jackson Street	024-24-013	0.083 (GIS)
815 6th Street	024-24-011	0.062

Legal Description of Alley: Beginning at a point in the eastern right-of-way of Jackson Street, said point being North 35 degrees 00 minutes 11 seconds West 154.14 feet from the intersection of the northerly right-of-way of Sixth Street; thence leaving the right-of-way of Jackson Street and along the lines

of the alley to be vacated the following courses; North 55 degrees 29 minutes 23 seconds East 122.00 feet to a point, South 35 degrees 00 minutes 11 seconds East 43.50 feet to a point, North 55 degrees 29 minutes 23 seconds East 10.00 feet to a point, South 35 degrees 00 minutes 11 seconds East 58.71 feet to a point, North 55 degrees 29 minutes 23 seconds East 4.81 feet to a point, North 35 degrees 00 minutes 11 seconds West 111.50 feet to a point, South 55 degrees 29 minutes 23 seconds West 136.81 feet to a point in the aforementioned right-of-way of Jackson Street; thence along said right-of-way South 35 degrees 00 minutes 11 seconds East 9.30 feet to the point of beginning and containing 0.050 acre.

Centra Health, Inc. is authorized to make this application on behalf of the current owner, pursuant to the contract between Centra Health, Inc. and the current owner, Peak Capital Group, LLC.

The applicant further requests the Lynchburg City Council to hold a public hearing on this application at its meeting to be held in the Council Chamber, City Hall, 900 Church Street, Lynchburg, Virginia, on March 8, 2016, at 7:30 p.m., or as soon thereafter as the matter may be heard, and at the conclusion of which hearing to consider whether or not to vacate the above described alley.

Given under my hand this 5TH day of FEB, 2016.

Applicant:
Centra Health, Inc., as contract purchaser

By _____
Joe Archambeault, VP Facilities

Address: 1901 Tate Springs Road Lynchburg, VA 24501
Tel. No.: 434.200.7160

WE, THE ADJOINING PROPERTY OWNER(S), ARE IN AGREEMENT TO THE VACATION OF THE ABOVE DESCRIBED PROPERTY.

---- N/A ----

NOTES

1. THIS PLAT HAS BEEN PREPARED FROM AN ACTUAL FIELD SURVEY DONE AS PER DATE OF THIS PLAT AND THERE ARE NO VISIBLE EASEMENTS OR ENCROACHMENTS EXCEPT AS SHOWN.
2. THIS PLAT HAS BEEN PREPARED WITH THE BENEFIT OF RIVERSIDE TITLE AGENCY'S TITLE COMMITMENT NO. OR150516, DATED EFFECTIVE DECEMBER 28, 2015. A TITLE REPORT WAS COMPLETED AND IS THE BASIS OF THIS COMMITMENT.
3. THE AREA SHOWN HEREON IS LOCATED IN ZONE 'X' AND IS NOT LOCATED WITHIN FLOOD HAZARD ZONE 'A' FOR A 100 YEAR FLOOD AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY AS SHOWN ON COMMUNITY–PANEL MAP #5100930042D DATED EFFECTIVE JUNE 3, 2008.
4. THIS PROPERTY IS SERVED BY CITY WATER AND SEWER.

SOURCE OF TITLE:
THE AREA SHOWN WAS ACQUIRED BY PEAK CAPITAL GROUP, LLC FROM GIBBS–LYNCHBURG TWO, LLC, BY DEED DATED MAY 5, 2014 AS RECORDED AT INSTRUMENT NO. 140005430 OF THE CIRCUIT COURT CLERK'S OFFICE IN THE CITY OF LYNCHBURG, VIRGINIA.

SEE ALSO DEED DATED NOVEMBER 6, 2008 RECORDED AT INSTRUMENT NO. 080009734 FOR ADDITIONAL LAND GRANTED TO THE CITY OF LYNCHBURG FROM GIBBS–LYNCHBURG TWO, LLC.

PLATS OF REFERENCE:
PLAT BY ERSKINE PROFFITT TITLED, "PLAT SHOWING PART OF THE PROPERTY OF C.Y. WILSON & VIOLENT WILSON SITUATED ON FIFTH & JACKSON STREETS," DATED JULY 25, 1968, AND RECORDED IN DEED BOOK 429, PAGE 720 OF THE CIRCUIT COURT CLERK'S OFFICE IN THE CITY OF LYNCHBURG, VIRGINIA.

PLAT BY GUFFEY WARNER & ASSOCIATES TITLED "PLAT SHOWING PARCEL 'A', ADDITIONAL RIGHT–OF–WAY TO BE ACQUIRED FROM GIBBS–LYNCHBURG TWO, LLC BY CITY OF LYNCHBURG, VIRGINIA," DATED JULY 21, 2008, AND RECORDED IN PLAT CABINET 9, SLIDE 261 OF THE CIRCUIT COURT CLERK'S OFFICE IN THE CITY OF LYNCHBURG, VIRGINIA.

THE SUBDIVISION OF THE LAND DESCRIBED HEREIN IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES. THE OWNERS CERTIFY THAT THEY ARE THE FEE SIMPLE OWNERS OF SAID LAND AND ARE LEGALLY ENTITLED TO SUBDIVIDE THE SAME.

_____
REPRESENTATIVE OF PEAK CAPITAL GROUP, LLC

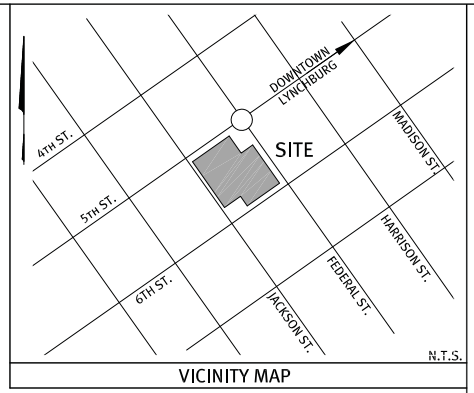
COMMONWEALTH AT LARGE TO WIT:
STATE OF VIRGINIA
COUNTY/CITY OF _____
I, _____, A NOTARY PUBLIC IN AND FOR THE STATE AFORESAID, DO HEREBY CERTIFY THAT THE OWNERS/REPRESENTATIVES WHOSE NAMES ARE SIGNED HEREON HAVE ACKNOWLEDGED THE SAME BEFORE ME THIS _____ DAY OF _____, 20___. MY COMMISSION EXPIRES _____.

_____
NOTARY PUBLIC

SUBDIVISION APPROVED:

_____
CITY ENGINEER, LYNCHBURG, VIRGINIA

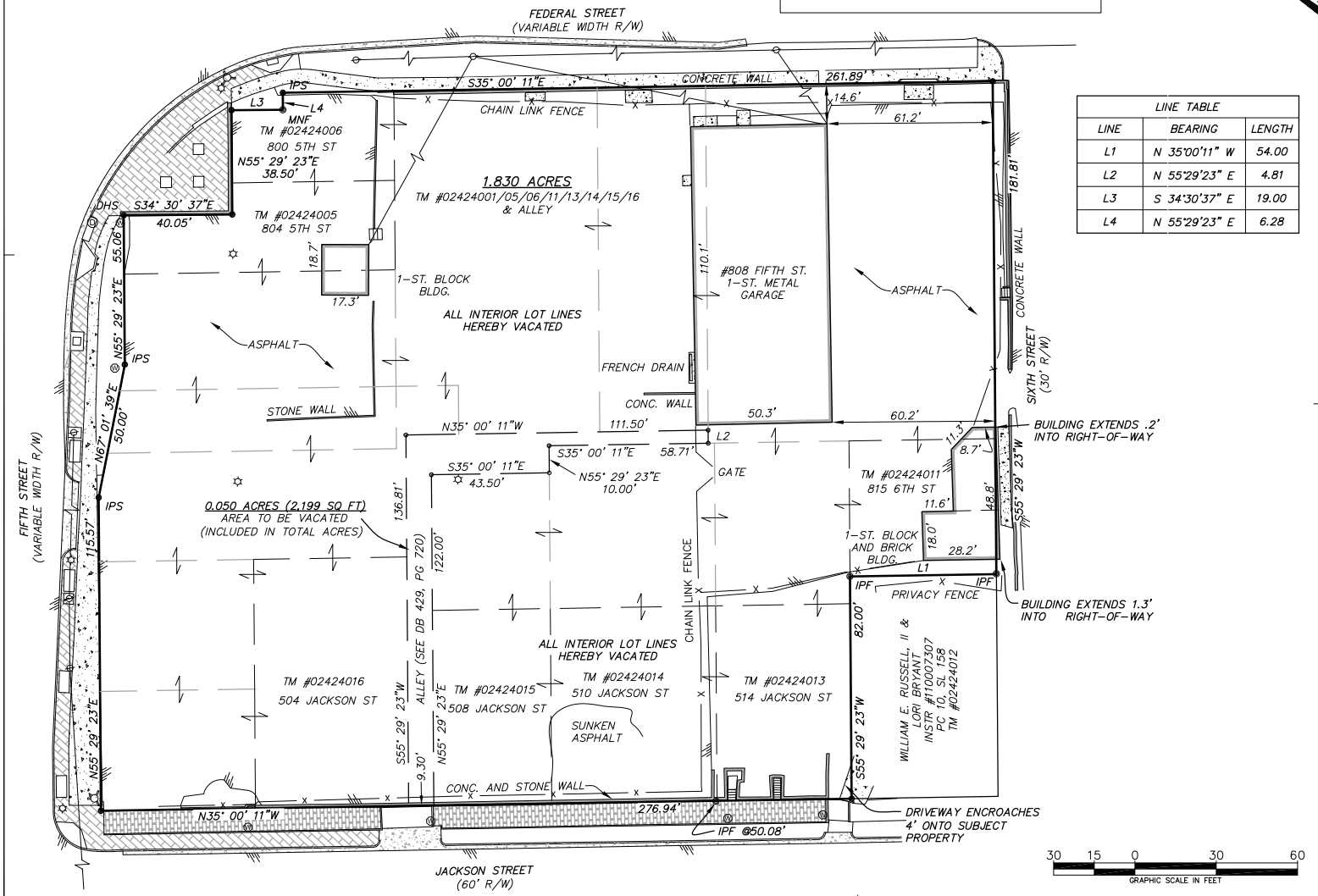
_____
CITY PLANNER, LYNCHBURG, VIRGINIA



VICINITY MAP

HURT & PROFFITT
INCORPORATED
*ENGINEERING >> SURVEYING >> PLANNING
2574 LANGHORNE ROAD
LYNCHBURG, VA 24501
800.242.4906 TOLL FREE
434.847.7796 MAIN
434.847.0047 FAX

PLAT OF SURVEY AND INTERIOR LINE VACATION
PROPERTY OF
PEAK CAPITAL GROUP, LLC
CITY OF LYNCHBURG, VIRGINIA



LINE TABLE		
LINE	BEARING	LENGTH
L1	N 35°00'11" W	54.00
L2	N 55°29'23" E	4.81
L3	S 34°30'37" E	19.00
L4	N 55°29'23" E	6.28

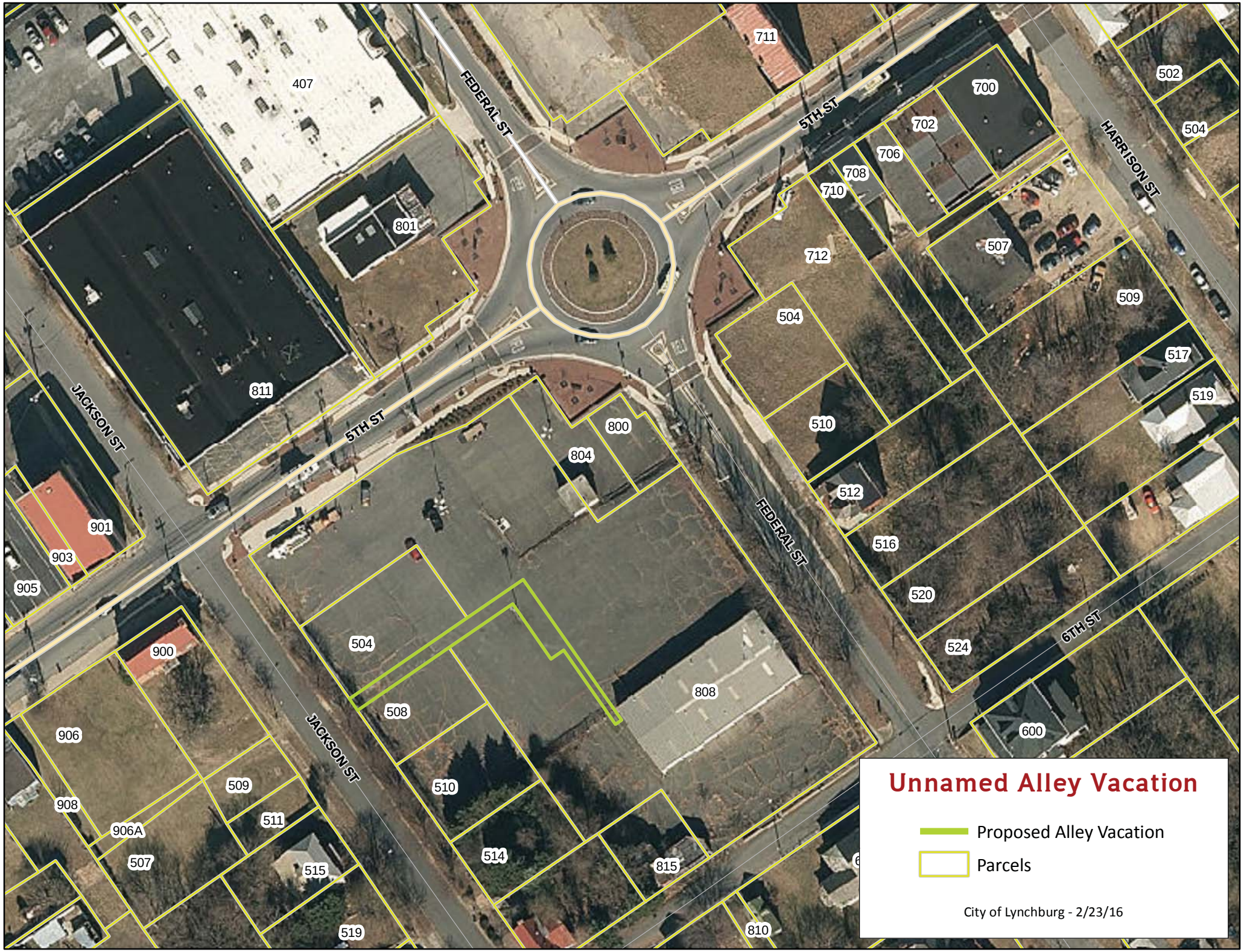
LEGEND
- IPF REBAR FOUND
- MNF MAG NAIL FOUND
- IPS REBAR SET
- DHS DRILL HOLE SET
- MAG NAIL SET
- UTILITY POLE
- WATER METER
- WATER VALVE
- STORM MANHOLE
- FIRE HYDRANT
- LIGHT POLE
- EDGE OF PAVEMENT
- FENCE
- OVERHEAD UTILITY
- CONCRETE
- BRICK
- COBBLESTONE

PRELIMINARY
COMMONWEALTH OF VIRGINIA
J. ADAM BRYANT
Lic. No. 2863
LAND SURVEYOR

PROJECT NO.	20151055
FILE NO.	SL-14505
DATE:	10/14/15
DRAWN BY:	JFS
CHECKED BY:	JAB

HURT & PROFFITT

SHEET NO.
1 OF 1


FEDERAL ST
5TH ST
HARRISON ST
JACKSON ST
6TH ST
407
711
700
502
504
702
706
708
710
801
712
507
509
504
517
519
811
510
800
804
512
516
520
524
901
903
905
900
504
808
508
600
906
510
908
509
906A
511
507
514
515
815
519
810
Unnamed Alley Vacation
Proposed Alley Vacation
Parcels
City of Lynchburg - 2/23/16

Google Maps

Jackson St

Unnamed Alley

Image capture: Aug 2015 © 2016 Google

Lynchburg, Virginia

Street View - Aug 2015

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 8, 2016 PDC** AGENDA ITEM NO.:

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

ACTION: **X** INFORMATION:

ITEM TITLE: **Waiver of Weed Bills, Penalty and Interest for 2006 Tulip Street**

RECOMMENDATION: Recommend to approve the waiver of weed bills, penalty and interest accumulated for 2006 Tulip Street to facilitate the sale of the property.

SUMMARY: Volk, LLC has requested a waiver of the weed bills, penalty and interest for 2006 Tulip Street. The current owner has $1,361.52 in delinquent property taxes and $2,668.19 in weed bills, penalty and interest for a total of $4,029.71. The property is assessed at $24,800.

In June 2001, City Council adopted a Municipal Property Liens Waiver Policy that states “the City will consider on a case-to-case basis petitions for the waiver of that amount of municipal liens that exceed, the fair market value of real property proposed for purchase by a third party.” Even though the assessed value is more than the taxes and fees owed, staff was advised to follow the policy guidelines.

Volk, LLC members have submitted the request as outlined in the policy with the intent to renovate the property and provide the home at cost to a first time home owner and his family. Staff recommendation is that the weed bills, penalty an interest are waived in order to facilitate the transfer of the property to an owner that will pay the taxes and keep the property maintained.

In April, staff would like to bring revisions to this policy for consideration by City Council.

PRIOR ACTION(S):
Municipal Property Lien Policy, June 19, 2001

FISCAL IMPACT:
Waiver of $2,668.19 from the Real Estate Tax Receivable.

CONTACT(S):
Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S):
Municipal Property Lien Policy, June 19, 2001
Request letter from Volk, LLC
Standard Real Estate Purchase and Sale Agreement
Tax Year 2015 Real Estate Bill for 2006 Tulip Street

REVIEWED BY:

RESOLUTION:
BE IT RESOLVED That the weed bills, penalty and interest are waived for 2006 Tulip Street.

Introduced: Adopted:

Certified:_____
Clerk of Council

City of Lynchburg Online Policy System

Policy Document

DOCUMENT INFORMATION

Document Information

Subject: Municipal Property Liens - Waivers
Category: Municipal Operations
Sub-Category:

Last Updated: 06/19/2001
Effective Date:
Supercedes/Amends:

Year(s) to next review:
Optional Reviewer(s):

I. POLICY

A. Policy Statement:

The City of Lynchburg shall consider petitions for the waiver of that amount of municipal liens that exceed the **fair market value** of real property proposed for purchase by a third party.

At the discretion of City Council, the City expressly reserves the right to exercise the following options:

- Waive the municipal lien on the subject property for the prospective purchaser, but pursue collection of the amount due for the municipal lien from the owner of the property at the time the municipal lien was imposed.
- Waive the municipal lien on the subject property and not pursue collection of the amount due from the owner of the property at the time the municipal lien was imposed.

B. Applicability:

Petitioners who request a waiver of municipal liens to facilitate the sale of privately-owned real property.

C. Municipal Liens Defined:

Municipal liens include but are not limited to, demolition costs and weed and grass cutting costs. Municipal liens do NOT include delinquent real estate taxes.

II. OBJECTIVE

A. Policy Objective:

The purpose of this policy is to provide a means for citizens and non-profit housing groups to petition for the waiver of municipal liens on privately-owned real property in order to facilitate the sale of such property for a higher and better use and to return it to the active tax records.

General Policy:

The City of Lynchburg shall consider on a case-to-case basis petitions for the waiver of that amount of municipal liens that exceed, the fair market value of real property proposed for purchase by a third party.
No payment in exchange for real estate transfer is to be made to the owners of property on which liens have been waived by City Council. If any compensation is made for such property, it shall be paid directly to the City of Lynchburg against the balance owed.

B. Background:

Citizens and non-profit housing groups may occasionally request the waiver of municipal liens on privately owned

real property to facilitate the transfer of such property to a new property owner for a better and higher use. The Code of Virginia provides that a locality may waive municipal liens in order to facilitate the sale of real property, that otherwise might not be salable.

As provided by State law, municipal liens may only be waived to facilitate the sale of property to a new owner. Liens cannot be waived for the benefit of the person(s) that owned the property when the liens were created. Also, municipal liens on property can only be waived as to purchasers who are unrelated by blood or marriage to the owner and who have no business association with the owner or his or her spouse

III. PROCEDURES

Prospective Purchaser Files the Request

The prospective purchaser of lien encumbered real property shall present an executed contract for sale along with a request for a waiver of municipal liens to the Real Property Manager in the Public Works Department. The request shall include the following:

property location;
tax map number;
proposed use;
amount of delinquent taxes owed (which cannot be waived);
a listing of municipal liens against such property; and
a statement that the purchaser is not related by blood or marriage and has no business association with the property owner or his or her spouse.

Responsibilities of Staff and Departments

1. The Real Property Manager shall review the request, determine the **fair market value** of the property, prepare a summary report and distribute the report the City Attorney's Office, the Department of Community Planning & Development, and Billings and Collection Division for review and recommendations.
2. The Real Property Manager shall schedule the request for consideration by the Physical Development Committee. The Physical Development Committee shall recommend approval or denial of the request to City Council.
3. The Lynchburg City Council shall consider the request to waive the municipal lien and either grant approval or denial of the waiver.
4. The Real Property Manager shall provide notice of City Council action to the petitioner and affected City offices. Once the purchaser of the property produces a recorded deed of conveyance, the Billings and Collections Divisions shall remove the municipal lien. Any unpaid delinquent taxes become the responsibility of the new owner.

IV. ADMINISTRATION

A. Office of Primary Responsibility:
Department of Public Works/City Attorney's Office

V. ATTACHMENTS

A. Attached Files:
None

INSPECTIONS DIV
FEB 2 2 2016
RECEIVED

Parcel ID	Property Address
04630001	2006 TULIP ST

This request is for the waiver of fines associated with the property at 2006 Tulip Street that has been abandonded for many years and accrued a large sum of fines and taxes. We have a family of faithful tenants who we would like to give an opportunity to own their own home. After the planned renovation is complete, we will provide this home at cost to this first time home owner and his family.

The purchaser of this property, Volk LLC, has no blood, marriage, or business affiliations with the current owner of the property nor his/her spouse.

Total taxes owed:$1,223.88 +$137.64 (for the March and May installments) = $1,361.52

Weed bills, penalty and interest: $2,668.19

Grand Total: $4,029.71

Thank you,

Ben Jonas
Owner, Volk LLC

STANDARD REAL ESTATE PURCHASE AND SALE AGREEMENT

Parties Ben Jones & Seth Wadsworth, hereinafter referred to as Buyer, and KC Realty, LLC, hereinafter referred to as Seller, which terms may be singular or plural and include the heirs, successors, personal representatives and assigns of Seller and Buyer, hereby agree that Seller will sell and Buyer will buy the following property, with such improvements as are located thereon, and is described as follows: Address: 2004 Tulip St City: Lynchburg State: VA Zip: 24501. All light fixtures, all electrical, mechanical, plumbing, air-conditioning, and any other systems or fixtures as are attached thereto; all plants trees, and shrubbery now a part thereof, together with all the improvements thereon; and all appurtenances thereto, all being hereinafter collectively referred to as the "Property." The full legal description of said Property is the same as is recorded with the Clerk of the Superior Court of the County in which the Property is located and is made a part of this Agreement by reference.

Seller will sell and Buyer will buy upon the following terms and conditions, as completed or marked. On any conflict of terms or conditions, that which is added will supersede that which is printed or marked. It is understood that the Property will be conveyed by Limited Warranty Deed, with covenants, restrictions, and easements of record.

1. **Total Purchase Price** to be paid by Buyer is payable as follows: (non-refundable)
   - A. Earnest Money received from Buyer: $1600.00
   - B. Additional Earnest Money due from Buyer on _____ (date): $_____
   - C. Purchase money loan to Seller on terms set forth in Paragraph 2a: (including discount points) $_____
   - D. Proceeds of a new loan to be executed by Buyer to any lender other than Seller as set forth in Paragraph 2b. Name of Lender: _____ $_____
   - E. Balance due at closing (not including Buyers closing costs, prepaid items or prorations) in U.S. cash or locally drawn certified or cashiers check. approximately ☐ exactly ☐ $_____
   - F. Total Purchase Price. approximately ☐ exactly ☒ $6500.00

2a. ☐ **Seller Financing:** The balance due to Seller will be evidenced by a negotiable Promissory Note of Borrower, secured by a Mortgage or Deed to Secure Debt on the Property and delivered by Buyer to Seller dated the date of closing, bearing an annual interest rate of _____ % and payable at $_____ per _____ for _____ months, which includes ☐; does not include ☐; an escrow for property taxes and hazard insurance. Loan amount includes _____ loan discount point(s). This loan contains a _____% prepayment penalty. This Agreement is NOT assignable without the consent of Seller.

2b. **New Financing:** If Buyer does not obtain the required financing, the earnest money deposit shall be forfeited to Seller as liquidated damages. Buyer will make application for financing within five days of the date of acceptance of this Agreement and in a timely manner furnish any and all credit, employment, financial and other information required by the lender. In the event the original loan application is denied, Buyer, if requested by Seller, will reapply within five days of such request to an alternate institution suggested by Seller then has the option to suggest the lender. Seller further has the option to substitute itself as an alternate financing source anytime after the first loan denial. Unless such mortgage loan is approved without continued contingencies other than those elsewhere covered in this Agreement within thirty (30) days of the date of acceptance of this agreement, Seller will have the right to terminate this Agreement, and Buyer will return to Seller all the title evidence and surveys received from Seller.

3. **Buyer Will Pay:** Buyer will pay all closing costs to include: Recording Fees, Intangibles Tax, Credit Reports, Funding Fee, Loan Origination Fee, Document Preparation Fee, Loan Insurance Premium, Loan Discount, Title Insurance Policy, Attorney's Fees, Courier Fees, Overnight Fee, Appraisal Fee, Survey, Transfer Tax, Satisfaction and Recording Fees, Wood Destroying Organism Report and any other costs associated with the funding or closing of this Agreement, Buyer will pay all additional monies. All taxes, rentals, condominium or association fees, monthly mortgage insurance premiums and interest on loans will be prorated as of the date of closing.

4. **Prorations:** All taxes, rentals, condominium or association fees, monthly mortgage insurance premiums and interest on loans will be prorated as of the date of closing.

5. **Title Evidence:** Buyer shall have the title to the Property researched prior to closing. Any expense of curing title, including but not limited to legal fees, discharge of liens and recording fees will be paid by Seller. This Agreement shall be extended as required to resolve any title issues revealed by said title research.

6. **Survey:** If required by Buyer, or Buyer's lender, Buyer or closing attorney, may, at Buyer's expense, obtain a new staked survey showing all improvements now existing thereon.

7. **Title Examination and Time for Closing:** A. If title evidence and survey, as specified above, show Seller is vested with a marketable title, subject to the usual exceptions contained in title insurance commitments (such as exceptions for survey, current taxes, zoning ordinances, covenants, restrictions and easements of record), the transaction will be closed and the limited warranty deed and other closing papers delivered on or before June 17, 2015, unless extended by other conditions of this Agreement or this agreement is canceled by the Buyer with any earnest money forfeited to the Seller. B. If title evidence or survey reveal any defects which render the title unmarketable, Buyer will immediately notify Seller of such title defects and Seller agrees to use reasonable diligence to cure such defects at Seller's expense and will have 30 days to do so, in which event this transaction will be closed immediately after delivery to Buyer of evidence that such defects have been cured. Seller agrees to pay for and discharge all due or delinquent taxes, liens and other encumbrances, unless otherwise agreed. If Seller is unable to convey to Buyer a marketable title, Buyer will have the right to terminate this Agreement, at the same time returning to Seller all title evidence and surveys received from Seller, or Buyer will have the right to accept such title as Seller may be able to convey, and to close this transaction upon the terms stated herein, which election will be exercised within 10 days from notice of Seller's inability to cure.

8. **Loss or Damage:** If the property is damaged by fire or other casualty prior to closing, and cost of restoration does not exceed 3% of the assessed valuation of the improvements located on the Property, cost of restoration will be an obligation of the Seller and closing will proceed pursuant to the terms of this Agreement with cost thereof escrowing at closing. In the event cost of restoration exceeds 3% of the assessed valuation of the improvements and Seller declines to repair or restore, Buyer will have the option of either taking the Property as-is, together with either the said 3% or any insurance proceeds payable by virtue of such loss or damage, or of canceling this Agreement.

9. **Property Condition:** Seller agrees to deliver the Property in its **PRESENT AS-IS CONDITION** except as otherwise specified herein. Seller does hereby certify and represent that Seller has legal authority and capacity to convey the Property with all improvements. Seller further certifies and represents that Seller knows of no latent defects to the Property and knows of no facts materially affecting the value of the Property except the following: _____

_____

Buyer has inspected the Property and accepts the Property in its **PRESENT AS-IS CONDITION**, except as otherwise specified herein.

10. **Personal Property:** Included in the purchase price are all fixed equipment including carpeting, floor coverings, ceiling fans, dishwasher, range, range hood, drapery hardware, attached lighting fixtures, mailbox, fence, plants, and shrubbery as now installed on the property, and these additional items: _____

_____

_____

11. Default and Attorney's Fees: Should Buyer elect not to fulfill Buyer's obligations under this Agreement all earnest monies will be retained by the Seller as liquidated damages and full settlement of any claim, whereupon Buyer and Seller will be relieved of all obligations under this Agreement. If Seller defaults under this Agreement, the Buyer may seek specific performance or elect to receive the return of the Buyer's earnest money deposit. In connection with any litigation arising out of this Agreement, the prevailing party shall be entitled to recover all costs including reasonable attorney's fees.

12. TIME IS OF ESSENCE IN THIS AGREEMENT.

13. Entire Agreement: There are no other agreements, promises or understandings between these parties except as specifically set forth herein. This legal and binding Agreement will be construed under Virginia Law, will not be recorded and if not understood, parties should seek competent legal advice. If any signature is faxed or digitally produced, it shall have the same legal force and effect as an original ink signature.

14. Special Stipulations: The following stipulations, if in conflict with any of the preceding, shall control:

IN WITNESS WHEREOF, all of the parties hereto affix their hands and seals this 11th day of June, 2015.

KC Realty, LLC (Seal)
Seller: Dfaud, Manager

(Seal)
Seller:

(Seal)
Buyer: Ben Jonas
(434)409-7735

434 221-6761 (Seal)
Buyer: Seth Wadsworth

THE CITY OF LYNCHBURG, VIRGINIA

BILLINGS & COLLECTIONS
PO Box 9000
Lynchburg, VA 24505-9000

REAL ESTATE BILL

Return Service Requested

TAX YEAR: 2015

Bill Date: 3/2/2016

Current Installment Due Date: 3/15/2016

Billing Questions: 434-455-3850

Assessment Questions: 434-455-3830

WOOD, PATRICIA A
2006 TULIP ST
LYNCHBURG, VA 24504-4722

*** = Prior Tax Year**

* 2013	Real Estate Tax	4	68.82	0.00	68.82	6.88	15.16	0.00	90.86
* 2014	Weed General	1	250.00	0.00	250.00	25.00	39.04	0.00	314.04
* 2014	Real Estate Tax	1	68.82	0.00	68.82	6.88	10.75	0.00	86.45
* 2014	Real Estate Tax	2	68.82	0.00	68.82	6.88	9.33	0.00	85.03
* 2014	Real Estate Tax	3	68.82	0.00	68.82	6.88	7.93	0.00	83.63
* 2014	Real Estate Tax	4	68.82	0.00	68.82	6.88	6.55	0.00	82.25
2015	Real Estate Tax	1	68.82	0.00	68.82	6.88	2.56	0.00	78.26
2015	Real Estate Tax	2	68.82	0.00	68.82	6.88	1.27	0.00	76.97
2015	Real Estate Tax	3	68.82	0.00	68.82	0.00	0.00	0.00	68.82
2015	Real Estate Tax	4	68.82	0.00	68.82	0.00	0.00	0.00	68.82
2015	Weed General	1	250.00	0.00	250.00	25.00	4.60	0.00	279.60
								Grand Total	**4,062.13**

If your mortgage company is responsible for paying your Real Estate Tax, please forward this bill to them immediately.

Please make checks payable to "City of Lynchburg" and return this portion with your payment.
******** PLEASE DO NOT FOLD, STAPLE, PAPER CLIP OR WRITE ON THIS PORTION ********
See reverse side for additional payment methods.

Real Estate Bill **Parcel ID:** **04630001** **Installment:** **3**

Tax Year	Current Installment Amount Due	Current Installment Due Date	Past Due Amount	Future Installments Amount Due	Penalty	Interest	Total Due
2015	68.82	3/15/2016	387.64	68.82	38.76	8.43	572.47
Past Due			2,436.24		243.60	809.82	3,489.66
						Grand Total	4,062.13

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0200463000100000688204062138

CITY OF LYNCHBURG
PO BOX 9000
LYNCHBURG, VA 24505-9000

WOOD, PATRICIA A
2006 TULIP ST
LYNCHBURG, VA 24504-4722

THE CITY OF LYNCHBURG, VIRGINIA

BILLINGS & COLLECTIONS

PO Box 9000
Lynchburg, VA 24505-9000

REAL ESTATE BILL

Return Service Requested

TAX YEAR: 2015

Bill Date: 3/2/2016

Current Installment Due Date: 3/15/2016

Billing Questions: 434-455-3850

Assessment Questions: 434-455-3830

WOOD, PATRICIA A

2006 TULIP ST

LYNCHBURG, VA 24504-4722

*** = Prior Tax Year**

Parcel ID	Property Address	Lot Size	Legal Description
04630001	2006 TULIP ST	0.2603	DAVIS ADD, BLK D 45, PT LOT D

Tax Rate	Land Assessment	Building and Improvement Assessment	Total Assessment
1.11	3,800	21,000	24,800

Tax Year	Description	Installment	Installment Amount	Tax Relief	Amount Due After Relief	Penalty	Interest	Payments	Total Due
* 2011	Real Estate Tax	1	65.10	0.00	65.10	6.51	38.63	0.00	110.24
* 2011	Real Estate Tax	2	65.10	0.00	65.10	6.51	36.82	0.00	108.43
* 2011	Weed General	2	250.00	0.00	250.00	25.00	141.38	0.00	416.38
* 2011	Real Estate Tax	3	65.10	0.00	65.10	6.51	35.03	0.00	106.64
* 2011	Real Estate Tax	4	65.10	0.00	65.10	6.51	33.28	0.00	104.89
* 2012	Real Estate Tax	1	68.82	0.00	68.82	6.88	29.80	0.00	105.50
* 2012	Real Estate Tax	2	68.82	0.00	68.82	6.88	28.07	0.00	103.77
* 2012	Weed General	2	250.00	0.00	250.00	25.00	101.92	0.00	376.92
* 2012	Real Estate Tax	3	68.82	0.00	68.82	6.88	26.36	0.00	102.06
* 2012	Real Estate Tax	4	68.82	0.00	68.82	6.88	24.68	0.00	100.38
* 2012	Weed General	4	250.00	0.00	250.00	25.00	77.72	0.00	352.72
* 2013	Real Estate Tax	1	68.82	0.00	68.82	6.88	19.80	0.00	95.50
* 2013	Real Estate Tax	2	68.82	0.00	68.82	6.88	18.23	0.00	93.93
* 2013	Weed General	2	350.00	0.00	350.00	35.00	92.66	0.00	477.66
* 2013	Real Estate Tax	3	68.82	0.00	68.82	6.88	16.68	0.00	92.38

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 8, 2016 (PDC)** AGENDA ITEM NO.:

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

ACTION: **X** INFORMATION:

ITEM TITLE: **Timberlake Rd. - Logan's Lane concept discussion**

RECOMMENDATION:
Submit revised layout to Council for review.

SUMMARY:
Per Council's request, an alternative configuration for the Timberlake- Logan's Lane-Route 501 off-ramp has been developed. The alternative configuration includes a roundabout at the off-ramp terminus with a connection to the credit union and adjacent residential area. The Schewel's parcel ties to Logans Lane between the roundabout and Timberlake Road. Permission is required from Schewels to relocate their entrance as shown on the concept. This concept is only viable because the City has approved the purchase of the 7001 Timberlake Road parcel making it available for road construction. This concept has not yet been reviewed by VDOT. Per the project design engineer, a VDOT access management waiver would be required to allow the ramp terminus, which is the roundabout, to be located 500' from the intersection of Logans Lane and Timberlake Road instead of the 1320' required by VDOT standards. The current distance between the off-ramp/Timberlake and Wards Ferry/Timberlake intersection is 290'. The revised concept is an improvement over current conditions. Estimated construction cost is $3.1M.

The bridge alternative concept previously submitted to PDC and to Council as part of the request to purchase the 7001 Timberlake Road property has been approved by VDOT and requires no access management waivers. Estimated construction cost is $6.3M.

PRIOR ACTION(S):

- January 12, 2016-Council approved purchase of the property at 7001 Timberlake Road with the condition that the conceptual design is brought back to Council for approval.
- March 10, 2015-PDC approved the conceptual bridge layout and authorized pursuing the purchase of the 7001 Timberlake Rd parcel.
- January 26, 2016, November 27, 2012, and May 10, 2011-Council approved applications for revenue sharing funds for this project.

FISCAL IMPACT:
Total project cost is $5.4M with the new layout including design, land acquisition and construction.
Funds for right of way acquisition are available as part of this revenue sharing project.

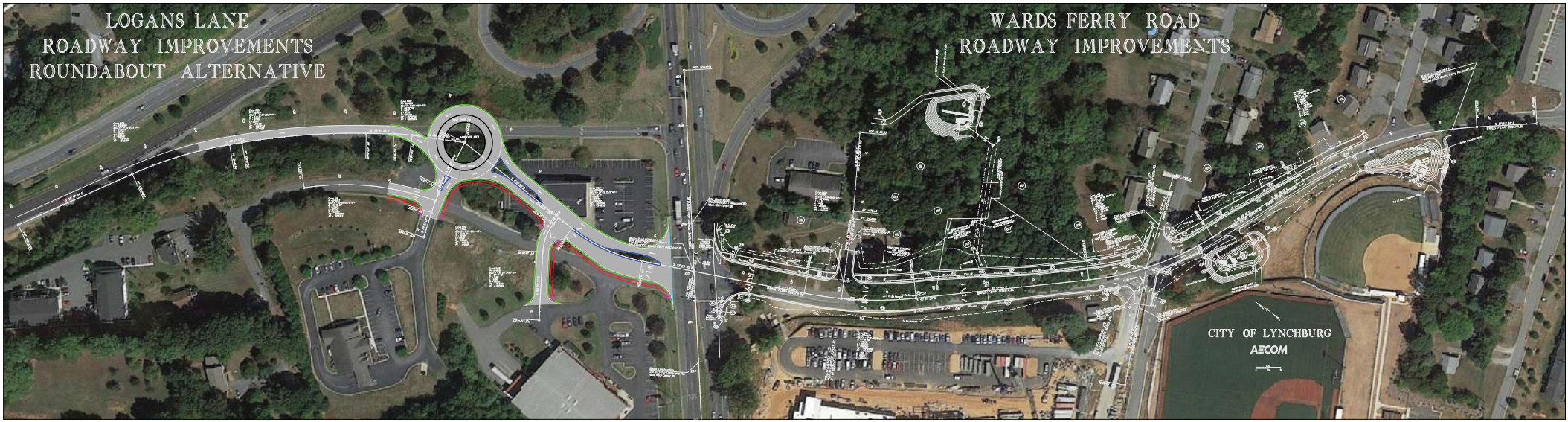
CONTACT(S):
Maggie Cossman – City Transportation Engineer – 455-3935
Lee Newland – City Engineer – 455-3947
Gaynelle Hart – Public Works Director – 455-4406

ATTACHMENT(S):

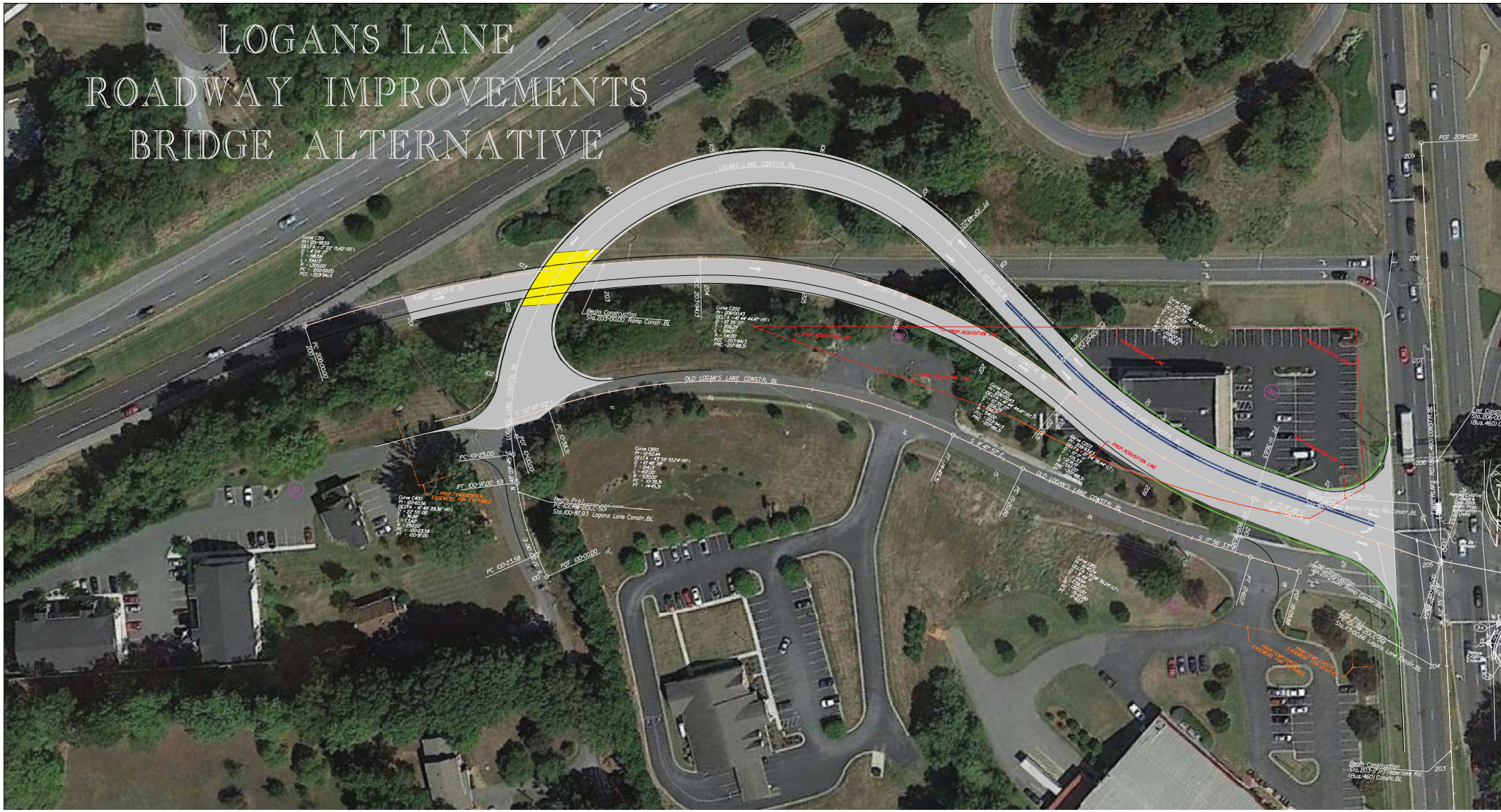
Conceptual layouts: 1. Off-ramp with roundabout 2. Off-ramp with bridge
Ramp Alternatives summary and comparison

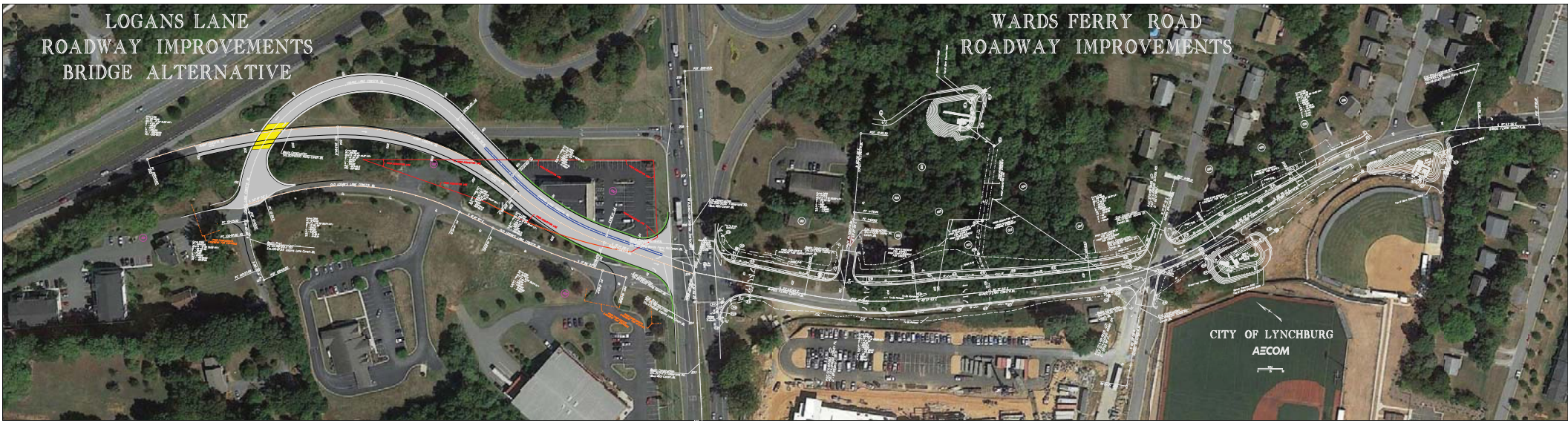
REVIEWED BY:

LOGANS LANE
ROADWAY IMPROVEMENTS
ROUNDABOUT ALTERNATIVE


LOGANS LANE
ROADWAY IMPROVEMENTS
ROUNDABOUT ALTERNATIVE
WARDS FERRY ROAD
ROADWAY IMPROVEMENTS
CITY OF LYNCHBURG
AECOM

LOGANS LANE
ROADWAY IMPROVEMENTS
BRIDGE ALTERNATIVE




LOGANS LANE
ROADWAY IMPROVEMENTS
BRIDGE ALTERNATIVE
WARDS FERRY ROAD
ROADWAY IMPROVEMENTS
CITY OF LYNCHBURG
AECOM

AECOM
4840 Cox Road
Glen Allen, VA 23060
www.aecom.com

804.515.8300 tel
804.515.8305 fax

LOGANS LANE ROUNDABOUT ALTERNATIVE

Project: *Logan's Lane Improvements*

Response by: *Matt Timm, PE - AECOM*

For: *Maggie Cossman, PE – City of Lynchburg Project Manager*

AECOM has been requested to analyze a roundabout alternative for the Logans Lane Improvements project. AECOM will provide preliminary horizontal and vertical alignments, displays, cost estimate, and a report. A pro/con list will also be included to compare the updated roundabout alternative to the current bridge design.

The current design proposes to bridge Logans Lane over the Route 501 off-ramp. The sequence of events that led to the current configuration of the Logans Lane Ramp project was addressed in Mike Greenwood's memo (sent 2/17/2016).

Before the City of Lynchburg's purchase of the restaurant property, the roundabout alternative (shown in the original IMR) was determined to not be a cost effective design. However, after the restaurant purchase, there is now space to shift the roundabout to reduce the cost of this alternative.

The preliminary horizontal and vertical alignments of the updated roundabout alternative are attached. There are no anticipated design exceptions required for this alignment alternative.

The existing alignment of the Route 501 off-ramp will be utilized as much as possible before the entry into the roundabout. This would minimize impacts to the large fill slope adjacent to the ramp and the roadway lighting along the ramp. Sight distance will be met for the proper design speed approaching the roundabout.

The roundabout's inscribed circle diameter is currently shown as 150', which would accommodate a WB-67 for a single-lane roundabout (Exhibit 6-9, FHWA's *Roundabouts: An Informational Guide*).

The bank entrance will need to be extended to connect with the roundabout. This would require excavating existing Logans Lane to tie to the elevation of the roundabout. This could result in potential impacts to underground utilities (sanitary, water, and fiber optic). The portion of existing Logans Lane that serves the residential properties will be tied to the bank entrance extension.

The entrance to the Schewel's Furniture store will be relocated to the back of their parking lot. This will provide increased spacing between the entrance and the intersection of Logans Lane and Timberlake Road. A median break is shown to provide access to the store.

AECOM
4840 Cox Road
Glen Allen, VA 23060
www.aecom.com

804.515.8300 tel
804.515.8305 fax

A sidewalk is shown on Logans Lane to service the local residents and commercial properties. This sidewalk would cross Timberlake Road and tie into the Wards Ferry Road project improvements.

The drainage and stormwater management design would be similar in size and scope for each alternative. Both would require proposed inlets, stormsewer systems, and stormwater management basins.

In comparing the two alternatives, there are no major differences from an environmental impact perspective.

Below is a pro/con list for the roundabout alternative versus the bridge alternative.

Pros:

- Reduced cost (see attached cost estimates for each alternative)
- Reduced construction schedule
- Improved residential/commercial access
- Improved maintenance of traffic during construction
- Reduced geotechnical investigation required
- Reduced utility impact at bridge abutment (sanitary)

Cons:

- Impact to the Schewels Furniture property (no impact in the bridge alternative)
- Traffic analysis required to verify roundabout alternative concept
- Access management design waivers
- Potential utility impacts near bank property (sanitary, water, and fiber optic)
- Does not match the displays from public meeting; may require another public meeting

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 8, 2016 PDC** AGENDA ITEM NO.:

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

ACTION: **X** INFORMATION:

ITEM TITLE: **Vacating Right of Way around Lakeside Dr. and Old Forest Road**

RECOMMENDATION:
Forward to full Council at a future date through the Public Hearing process for consideration of vacating the Right of Way, rezoning and creating separate parcels for future sale and development.

SUMMARY:

The right of way and parcels were originally acquired by VDOT prior to the 1976 annexation for the construction of a grade separated interchange. In 2006, the City performed a study to evaluate options for the area and adopted a concept for an at-grade improvement instead of the interchange concept. Some of the reasons were available funding and the likelihood of constructing an interchange in the urban environment of the retail establishments in the area. In 2007, the City of Lynchburg joined the Urban Construction Initiative (UCI) of the Commonwealth of Virginia and took control of the VDOT construction program for the City. The City, as part of the UCI, requested to have any right of way or parcels within the City limits owned by VDOT transferred to the City in 2009. In 2012, Council voted to take the first parcel (Fresh Market Site) through this process and this will clear up the remaining land.

This property is currently right of way and/or parcels and would have to go through the public hearing process before it can revert back to land that could then be sold.

PRIOR ACTION(S):
March 2012 PDC – Fresh Market Site

FISCAL IMPACT:
The vacation of right of way creates a parcel available for sale.

CONTACT(S):
Lee Newland, City Engineer 455-3947
Gaynelle Hart, Public Works Dir. 455-4406

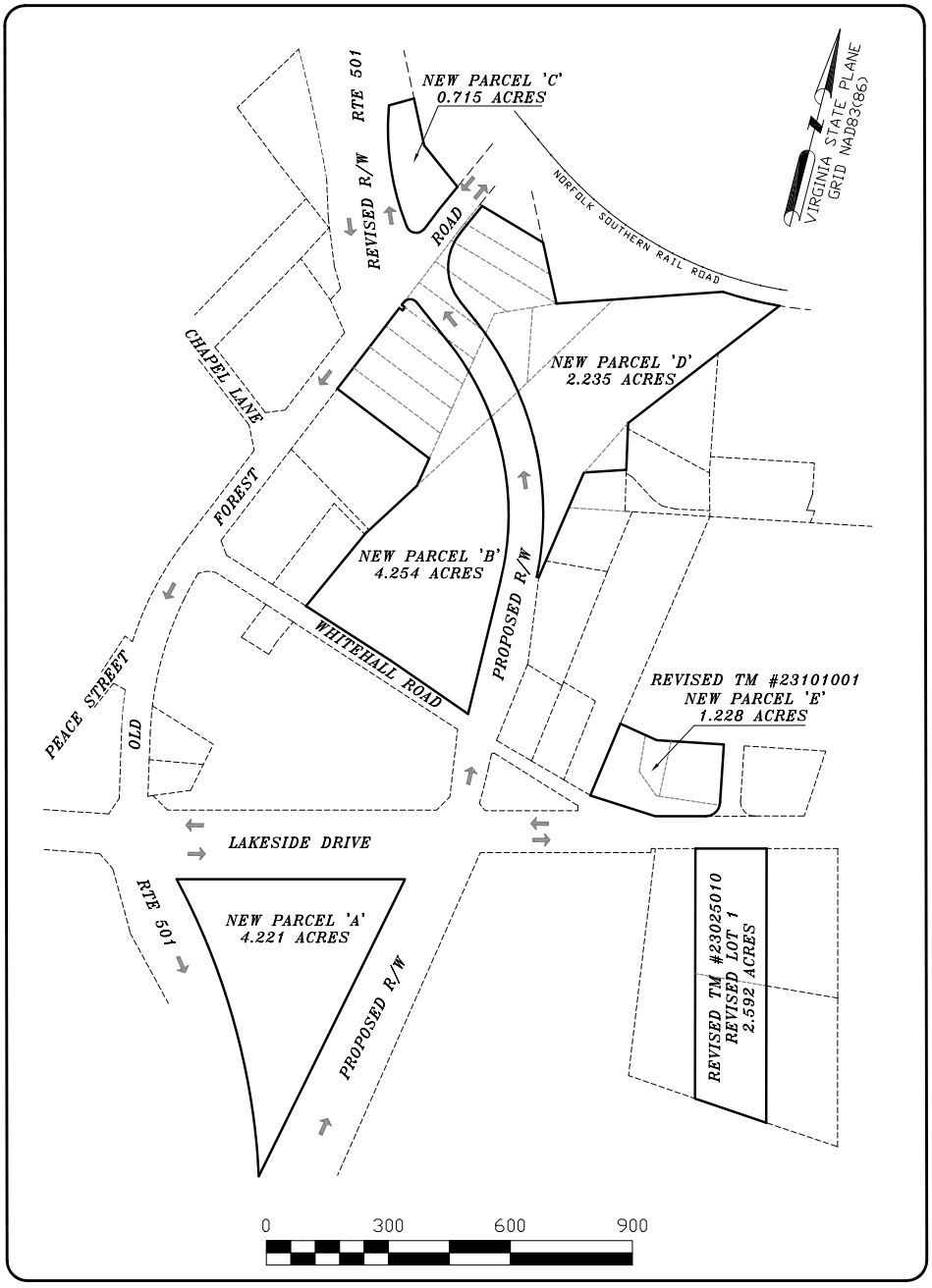
ATTACHMENT(S):
- Preliminary Concept of Subdivision

REVIEWED BY:

CONCEPTUAL PLAN FOR RIGHT OF WAY REVISION AND DIVISION OF PROPERTY OF CITY OF LYNCHBURG

LOCATED NEAR INTERSECTION OF OLD FOREST ROAD, LAKESIDE DRIVE, WHITEHALL ROAD AND ROUTE 501

FEBRUARY 29, 2016



PIEDMONT SURVEYORS PLLC

3831 OLD FOREST ROAD - SUITE 6
LYNCHBURG, VA 24501
434-426-9510
WWW.PIEDMONTSURVEYORS.COM

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 8, 2016** AGENDA ITEM NO.: 1

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

ACTION: INFORMATION: **X**

ITEM TITLE: **Presentation of the Proposed FY 2017 Budget**

RECOMMENDATION: No action required at this time.

SUMMARY: The City Manager's *Proposed FY 2017 Budget* will be presented to City Council during its work session. A copy of the *Proposed FY 2017 Budget Message* is attached for your review. The Manager will highlight certain points in the budget message during his presentation.

After the presentation, the proposed Budget Calendar will be reviewed and confirmed with Council.

Staff will then review revenue projections included in the *Proposed FY 2017 Budget.*

Hard copies of the *Proposed FY 2017 Budget* document will be provided to Council at the beginning of the work session.

PRIOR ACTION(S): N/A

FISCAL IMPACT: Considerable.

CONTACT(S): Kimball Payne, City manager, 455-3990; Bonnie Svrcek, Deputy City Manager, 455-3987; Donna Witt, Director of Financial Services, 455-3968.

ATTACHMENT(S): FY 2017 Budget Message; Budget Calendar

REVIEWED BY: lkp

OFFICE OF THE
CITY MANAGER

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

TO: The Honorable City Council

FROM: L. Kimball Payne, III, City Manager

SUBJECT: *Proposed FY 2017 Budget*

DATE: March 8, 2016

Introduction

The *Proposed FY 2017 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 $352.2 million. For comparison, the *Adopted FY 2016 Budget* totaled $331.1 million. General Fund expenditures for FY 2017 are projected to increase by less than $1 million. Increases in the Capital Fund and some enterprise funds are primarily responsible for the planned increase in overall spending.

The *Proposed FY 2017 Budget* reflects a stable economy with modest revenue growth from local taxes and increased State and federal funding for mandated programs. The additional resources are utilized to support new debt service, fund increased costs of employee medical benefits, provide selective compensation adjustments to enhance recruitment and retention, implement a body-worn camera program in the Police Department, and set aside funds for future capital needs.

The *Proposed FY 2017 Budget* complies with the fiscal policies adopted by City Council. It does not include any recommendation for tax increases. It does, however, propose increases in Water and Sewer Fund user fees of 4.9% and 3.3%, respectively.

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 periodically, as appropriate. The next review and affirmation is scheduled for March 22, 2016.

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. During its most recent planning session, in September 2015, City Council identified infrastructure maintenance, education, and economic development as priority focus areas.

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 2016 Budget*. City Council's Finance Committee has been kept abreast of budget performance through the presentation of quarterly financial reports on the major funds and monthly tracking of the City's major revenue producers. Staff has also gathered information on significant events that might affect either costs or revenues in the proposed budget and have kept informed of State budget proposals in preparation for FY 2017 budget development. A number of issues or concerns impacting the budget were noted. They are:

- **Employee Compensation and Benefits:** In anticipation of a significant increase in the costs of medical coverage, City Council implemented an employee cost share for single coverage effective January 1, 2016. Even with that action, the City's costs for employee medical

coverage were projected to increase by about $435,000 in FY 2017. On the positive side, while retirement through the Virginia Retirement System (VRS) continues to be the highest cost benefit, a reduction in the certified contribution rate from 20.80% to 18.76% for the FY 2017-2018 biennium will result in savings of over $900,000 in the General Fund. Funds were included in the FY 2016 Budget to support compensation adjustments for selected positions in the Human Services and Parks & Recreation departments to improve market competitiveness, enhance recruitment and reduce turnover. A second year of adjustments was planned for FY 2017 and there was also a desire for market adjustments for other positions; in particular to address recruitment and retention challenges in the Public Works Department.

- **Tax Revenues:** General Fund revenues from local taxes were projected to show some growth.

- **State Funding:** With an improving revenues picture at the state level, there was a possibility that some additional assistance might be provided to support state-mandated, locally-delivered services. In particular, Governor McAuliffe promised additional State support for public education.

- **Body-Worn Cameras:** The implementation of a body-worn camera program in the Police Department, while supported by a Federal grant, requires significant additional resources for staff support and data storage.

- **Greater Lynchburg Transit Company (GLTC):** The preliminary budget for GLTC called for additional City support of over $500,000 to offset higher personnel costs.

- **Tourism:** City Council's decision to support the renovation of the historic Academy Theatre requires the dedication of Lodging Tax revenue in the amount of $200,000 from the Tourism budget.

- **Infrastructure:** City and School buildings, public safety facilities, roads, bridges, parks, community centers and other components of the City's infrastructure are perhaps the most significant ongoing funding challenge facing the City. Maintenance of the current infrastructure requires a significant investment that cannot be fully covered by annual pay-as-you-go financing. Major renovations and new facilities will require debt funding, however, the City's capacity to service additional debt is limited by available resources. When new debt was issued for the construction of the new Heritage High School, it was anticipated that without additional revenues the City's capacity to issue new debt would be limited for a decade. In the meantime, capital needs are escalating and, while the City has been successful in receiving funds from the Virginia Department of Transportation for necessary road projects, the City has to provide over $10 million in matching funds. In addition, State regulations mandate that something be done to address College Lake Dam within the next few years. As a result, preliminary budget planning included costs for new debt service in FY 2017.

- **Schools Funding:** The proposed School Budget seeks additional local funding of $1.8 million to fund a one percent (1%) compensation increase, market adjustments for selected positions, and an Empowerment Academy to improve graduation rates. Additional funding would be required for school bus replacements.

Budget instructions to City departments directed that an effort be made to maintain current levels of spending. Nevertheless, a combination of unavoidable cost increases and additional requests from departments resulted in a preliminary gap of over $5 million as budget development proceeded.

After the receipt of departmental budget submissions, Budget Office staff conducted a thorough review of each budget submission. The City Manager, Deputy City Manager, Director of Financial Services and budget staff followed up with department heads to clarify issues. Information on the budget process to date was shared with City Council during its annual budget and planning session in January. Council indicated that it had no interest in a tax increase and expressed support for continuing efforts to address market disparities in compensation and for infrastructure maintenance, education and economic development.

As staff made the necessary decisions to close the gap between revenues and expenditures to produce a balanced budget it was mindful of the following goals:

- Continue the implementation of targeted compensation adjustments for positions that are considerably below market.
- Reserve as much as possible of the $1.2 million General Fund Reserve for Contingencies for capital needs.
- Eliminate the use of Managed Vacancy savings to enhance the end of year fund balance and provide greater future funding for pay-as-you-go capital projects.

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 2017 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 2017 funding. This includes an increase/decrease column, subtotals for personnel and operating (non-personnel related) costs, and a description of significant changes from the *Adopted FY 2016 Budget*.

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

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

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

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

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

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

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

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

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

Vision Benefit – Payments made for vision insurance for employees participating in the Health Management Program.

Virginia Local Disability Program – Payments for third party administration of this State-mandated program that applies to all employees hired after January 1, 2014.

Affordable Care Act Fees – Fees set by the Federal government and included in the cost of medical benefits.

Unemployment Compensation – Payments for benefits related to unemployment claims.

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

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

Internal Services – Charges to departments for services, including vehicle maintenance and fuel, provided by Fleet Services.

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

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

Capital Outlay – Includes expenditures for the acquisition of fixed assets in excess of $5,000 excluding land, buildings and infrastructure which are major capital expenditures. Also includes

equipment, furniture and fixtures, heavy equipment such as machinery and tools, computer and radio systems, and specific use equipment for public safety.

Performance Measures

Performance measures demonstrate the City's commitment to results oriented government that promotes the City's mission of providing services in the most efficient, effective, and equitable manner possible and improving the quality of life in Lynchburg. Just as overall financial performance is measured against adopted policy goals, program performance can be measured against set objectives. An effort is being made to more closely align departmental performance measures with City Council's strategic plan and the priorities that were identified in each of the core areas. Each performance measure has been linked to a pillar or core service that supports City Council's vision of Lynchburg as "A Great Place to Live, Work and Play". The *Proposed FY 2017 Budget* includes funding to improve the use of performance metrics.

General Fund Revenues

Total General Fund revenues for FY 2017 are projected to be $180.4 million, an increase of $5.4 million compared to the *Adopted FY 2016 Budget*. General Fund revenues consist of both Dedicated Revenues ($36.9 million) and Non-Dedicated Revenues ($143.5 million). Overall, General Fund Revenues are projected to increase by approximately three percent (3.1%).

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 2017 Budget* total $36.9 million, approximately $1.9 million, or over five percent (5.5%), more than the current year. The majority of this increase is due to additional state and federal support for highway maintenance and social services programs and administration.

Charges for Services are projected to increase by approximately $87,000. An increase in Off-Duty Police fees of $195,000 and an increase in residential waste disposal fees of $85,000 are offset by reductions to stormwater charges allocated to General Fund departments, Community Development and Public Works.

Recreation Revenues are projected to increase by $103,000, to $476,000, due to increased programs participation.

Parking Revenues are projected to remain stable at $515,000.

Miscellaneous Revenue totals approximately $2.1 million and is comprised mostly of indirect cost allocations to the Water, Sewer, Stormwater, Airport, Juvenile Services, and Detention Home Funds for services provided by General Fund departments. These allocations are programmed to decrease by about $185,000 primarily due to a rebenchmarking of the allocation of stormwater fees across departments.

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 $22.3 million, an increase of approximately $1.2 million. Highway Maintenance funding is projected to increase by $364,000, to $7.7 million. State funding for Social Services programs and administration is projected to increase by $700,000 and State funding for the annual Health Department true up, never previously budgeted, is projected to be $125,000. Funding for Constitutional Officers is anticipated to increase by less than $17,000.

Federal Categorical Aid is primarily funding for social services programs and administration and totals $7.3 million, an increase of about $687,000 from the current year.

Non-Dedicated Revenues

Non-dedicated revenues, or revenues that can be used at the City's discretion, are projected to total $143.5 million, an increase of approximately $3.5 million, or two and one half percent (2.5%), from the *Adopted FY 2016 Budget*.

In the proposed budget about eighty-nine percent (88.9%) of non-dedicated revenues and more than two-thirds (70.7%) of total General Fund revenues are generated by seven local taxes: the Real Property Tax ($57.9 million), the Personal Property Tax ($23.3 million, including the State reimbursement), the Local Sales Tax ($15.8 million), the Meals Tax ($14.4 million), the Business License Tax ($8.5 million), Consumer Utility Taxes ($4.4 million), and the Communications Sales and Use Tax ($3.2 million).

General Property Taxes

Revenues from the **Real Property Tax** are projected to total $57.9 million, an increase of approximately $1.4 million, or two and one half percent (2.5%), from the *Adopted FY 2016 Budget*.

Real Property Tax revenue projections are adjusted for a historically uncollectible percentage of two percent (2.0%, about $1.2 million), rehabilitation tax credits ($625,000) and tax relief for the elderly ($700,000).

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 $500,000. This revenue source represents approximately forty percent (38.6%) 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 nearly seven billion dollars ($6,800,668,200), an increase of approximately $87.7 million from last year. Over twenty-three percent (23.2%) of real estate in the City is tax-exempt. The total assessed value of taxable real property in the City is estimated to be just over five point two billion dollars ($5,219,991,700) as of July 1, 2016, about $64.4 million more than the previous year.

Personal Property Tax revenues are projected to remain at the same level as FY 2016, 23.3 million. The local share of the Personal Property Tax category totals $17.8 million. The State reimbursement, which is accounted for as Non-Categorical Aid, will be $5.5 million.

The total statewide reimbursement for the Personal Property Tax has been fixed by the General Assembly at $950 million. Lynchburg's reimbursement, of approximately $5.5 million, is based on the amount of taxes collected by the City in 2005 in proportion to the total collected across the State. Because it is a fixed amount, when the value of personal property tax assessments grows, the State's share of individual personal property tax payments falls. The percentage of State reimbursement that makes up an individual's Personal Property Tax bill will be less than fifty percent (47.23%) for Calendar Year 2017. 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 (16.3%) of General Fund non-dedicated revenues in the proposed budget.

Public Service Corporations Tax revenue is projected to increase by about $175,000 to $2.4 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 eleven percent (11.0%) of those funds. Sales Tax revenues have grown steadily, although slowly, since bottoming out in FY 2010. The estimated revenue of about $15.8 million represents an increase of just over seven percent (7.2% or $1.1 million) compared to the FY 2016 Budget.

Electric and Gas Utility Consumption Tax revenues are not projected to change from FY 2016, remaining at $4.4 million.

Communications Sales and Use Tax revenues are projected to continue their slow decline, falling $80,000 in FY 2017, to $3.2 million.

Meals Tax revenues are projected to grow nearly five percent (4.9%) to $14.4 million in FY 2017. Meals Tax revenue represents ten percent (10.0%) of General Fund non-dedicated revenues.

Business License Tax revenues of $8.5 million reflect a slight increase ($84,000) from the current year. This source makes up almost six percent (5.9%) of General Fund non-dedicated revenues.

Motor Vehicle License revenues are projected to remain at approximately $1.5 million.

Amusement Tax revenues are projected to remain at $675,000.

Other revenues in this category make up approximately $4.8 million of the FY 2017 revenue stream. This category includes **Right-of-Way Fees** ($250,000), **Electricity and Gas Consumption Taxes** ($349,000), **Bank Stock Tax** ($750,000), **Recordation Tax** ($475,000), **Tobacco Tax** ($875,000), and **Lodging Tax** ($2.1 million). In combination, these revenues are projected to increase by about $179,000 in FY 2017 compared to FY 2016. The most significant change is a projected increase of $100,000 in Bank Stock Tax.

Permits, Fees, and Regulatory Licenses ($749,000) are projected to increase by about $20,000. **Fines and Forfeitures** ($443,000) are projected to remain at current levels. **Revenue from the Use of**

Money and Property ($379,000) is expected to increase by about $65,000 due to slightly improved investments performance.

Charges for Services are projected to be $3.4 million, an increase of $46,000 from the current year. The majority of this revenue will be from charges for Ambulance Services ($2.75 million).

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

Miscellaneous Non-Dedicated Revenues are projected to be approximately $244,000.

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 $185.7 million represent an increase of approximately $800,000, or less than one half of one percent (0.4%), from the *Adopted FY 2016 Budget*. Increased spending for City operations, schools, transit and debt service are offset by reductions in transfers to capital and reserves.

The following chart compares proposed FY 2017 expenditures by categories to the *Adopted FY 2016 Budget* and shows the proportion of the General Fund utilized by each service area.

Proposed FY 2017 Expenditures Compared to Adopted FY 2016 and as a Percent of Total General Fund Expenditures

	Adopted FY 2016	Manager's Proposed FY 2017	Percent Increase/ (Decrease)	Percent of FY 2017 General Fund
GENERAL FUND EXPENDITURES				
Operations - Departmental				
General Government	$12,737,041	$12,413,539	-2.5%	6.7%
Judicial Administration	4,827,800	4,912,654	1.8%	2.6%
Public Safety	35,741,308	36,549,098	2.3%	19.7%
Public Works	17,772,235	18,022,216	1.4%	9.7%
Health and Welfare	18,273,365	19,955,252	9.2%	10.7%
Parks, Recreation, and Cultural	5,513,707	5,764,526	4.5%	3.1%
Community Development	4,382,483	4,570,127	4.3%	2.5%
Total Operations - Departmental	**$99,247,939**	**$102,187,412**	**3.0%**	
Operations - Non-Departmental/Other				
Non-Departmental	$5,852,957	$6,709,885	14.6%	3.6%
Transfers to Other Funds	1,301,196	674,732	-48.1%	0.4%
Transfer to City Capital	7,830,529	3,871,635	-50.6%	2.1%
Transfer to Schools Capital	0	538,000	100.0%	0.3%
Schools Operations	41,064,276	41,681,666	1.5%	22.4%
Greater Lynchburg Transit Company	1,394,038	1,675,805	20.2%	0.9%
External Service Providers	8,174,630	8,279,169	1.3%	4.5%
Debt Service	17,211,443	17,923,738	4.1%	9.7%
Reserves	2,827,842	2,131,851	-24.6%	1.1%
Total Operations - Non-Departmental/Other	**$85,656,911**	**$83,486,481**	**-2.5%**	
TOTAL GENERAL FUND EXPENDITURES	**$184,904,850**	**$185,673,893**	**0.4%**	

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

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

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

Significant Changes from FY 2016

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

- A net increase in local funding for the operation of Lynchburg City Schools ($620,000) to fund market adjustments for selected positions ($790,000), the Empowerment Academy ($280,000) and school bus replacements ($500,000). Of the Schools request for $1.8 million in new funding, approximately $1 million is funded. Funding requested for an across-the-board compensation increase is not included ($700,000). Previously, school bus replacements were supported by pay-as-you-go funding from the prior year fund balance. For FY 2017 this annual cost is funded with General Fund revenues. A reduction in school bus replacement funding of $450,000, results in the net increase in Schools funding.
- Approximately $1.1 million in federal and State funding for public assistance programs and administration in the Human Services Department.
- A net increase in debt service costs of approximately $700,000 to provide the required match for Revenue Sharing transportation projects and other capital needs.
- Additional costs for employee medical benefits of $424,000 are funded.
- Additional costs for retiree benefits of $773,000 are funded.
- Savings of approximately $944,000 in Virginia Retirement System (VRS) costs help to offset other benefit cost increases.
- Funding for the Police Department and Office of the Commonwealth's Attorney to support implementation of the Body-Worn Camera (BWC) program ($385,000).
- Additional funding for the Greater Lynchburg Transit Company ($282,000).
- A second year of compensation adjustments to improve the market competitiveness in Parks & Recreation and Social Services is funded ($245,000). An additional $70,000 for Social Services is State funded.
- Increased funding in the Public Works department to provide structure and individual market adjustments to improve recruitment and retention ($185,000).
- Additional funding to maintain the competitive advantage at 10% above market in Public Safety ($36,000).
- Matching funds in support of a grant to the Emergency Services Department for the replacement of E911 call handling equipment ($155,000).
- The creation of a reserve to support the Academy Theatre restoration ($200,000).
- The establishment of a Capital Maintenance Reserve ($458,000) to support future debt service.

- The proposed budget reflects a reduction in available pay-as-you-go funding by $4.6 million.
- Schools Capital projects are being funded from the Heritage High School Furniture, Fixtures, and Equipment Reserve ($538,000).
- Eight (8) additional FTE positions in the General Fund and six (6) in the Water Resources enterprise funds are proposed, as outlined below.

Personnel Changes:

- An Assistant City Manager position is funded. The position will serve as a management analyst and support the City Manager in day to day operations.
- Three (3) new positions are funded to support the implementation of the Body-Worn Camera program; a Network Administrator II in the Police Department, an Assistant Commonwealth's Attorney and a Legal Assistant in the Commonwealth Attorney's Office.
- An additional Police Officer position is added through the elimination of a Captain's position.
- A Public Safety Recruiter position is funded to enhance overall recruitment, and minority recruitment in particular, in the Police, Fire and Emergency Services departments.
- The proposed budget also funds two (2) positions that City Council approved outside of the budget process; a Legal Assistant for the Commonwealth's Attorney and a Family Support Specialist for Foster Care in the Human Services Department.
- A full-time position in the Library is eliminated and part-time hours are increased to compensate.
- Although not in the General Fund, four (4) positions are eliminated in the Regional Juvenile Detention Center Fund in response to reduced usage of the facility.
- Two (2) new positions are proposed in the Waterline Maintenance Division of the Water Fund to add a utility line technician and a utility crew leader position for a water valve maintenance program.
- Three (3) full-time positions are proposed in the Sewer Fund: a Fats, Oils, and Grease (FOG) Program Manager/Pretreatment Coordinator, an Administrative Services Associate II in the Wastewater Treatment Plant, and a Utility Crew Leader.
- A Best Management Practices (BMP) Inspector position is proposed in the Stormwater Fund.

Other Changes of Note:

- The proposed budget does not utilize any Managed Vacancy Savings for balancing. Any savings realized from less than full employment of all positions throughout the fiscal year will be allowed to fall to unrestricted fund balance in order to be available as pay-as-you-go funding for future capital needs.
- School bus replacement costs are included in the Schools Operating Funds and are funded with ongoing revenues. In previous years school bus replacements have been funded with pay-as-you-go funds.
- Approximately $600,000 is captured from overfunded or no longer necessary reserves and fund balances to fund one-time capital expenditures in the operating budget.

Local Contribution to City Schools

Local funding in an amount of $50.1 million is proposed for Schools Operations ($41.7 million, including $500,000 for school bus replacements) and Debt Service ($8.4 million). The proposed budget includes an increase of $0.6 million in local funding for Schools Operations. Every year, the State Superintendent's Office publishes information on the local match required by State law to meet the Standards of Quality (SOQ). That match is referred to as the Required Local Effort (RLE) and is compared to the actual local expenditures in the annual report. (The most current report is entitled, "Actual Fiscal Year 2015 Required Local Effort and Required Local Match; Certification of Budgeted Fiscal Year 2016 Required Local Effort and Required Local Match," and was transmitted to the General Assembly on January 13, 2016.) The State Superintendent's Office has reported the following for Lynchburg:

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

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

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

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

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

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

For FY 2015, Lynchburg's RLE was $18,769,234 and the City actually funded $36,525,952 or 94.61% more than the RLE. This compared to a First Cities average of 108.16%.

For FY 2016, Lynchburg's budgeted RLE was $18,719,987 and the City budgeted $41,064,276 or 119.36% more than the RLE. The state's report on RLE for FY 2016 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 2017 Required Local Effort will be $18,376,447 based on the State budget proposed by Governor McAuliffe. The Senate and House of Delegates have both passed different budgets that will be resolved in conference. The final RLE will be determined by General Assembly action and will, almost certainly, be different than that in the Governor's proposed budget. If it remains unchanged and the amount in the *Proposed FY 2017 Budget* for schools ($41,681,666) is approved, local funding for schools operations will be 126.82% more than the RLE.

As this message was being written, final information had not been received from the State Superintendent of Public Instruction and the School Board had not adopted its proposed budget for FY 2017.

With a projected enrollment of 8,051.2 students in FY 2017, local per student support for operations would increase from $4,941 to $5,177.

In the *Proposed FY 2017 Budget* total appropriations for Schools, including all activities and funding sources, is estimated to be $103.1 million.

Debt Service

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

A $115,190,000 General Obligation Public Improvement and Refunding Bond, Series 2014, issuance was completed in July 2014 to fund construction of the new Heritage High School, City Stadium renovations, transportation projects, the new Juvenile Group Home and other smaller projects in the General Fund, as well as water and sewer projects and the refunding of previously issued debt. That "once in a generation" bond sale resulted in nearly $3 million in new debt service in the General Fund and, without new resources for increased debt service payments, severely limits the City's ability to borrow additional funds for capital projects for about ten years. Nevertheless, it has become clear that we cannot defer capital projects for a decade. Several important transportation projects have received State Revenue Sharing support that must be matched, important infrastructure must be maintained, and regulatory requirements must be satisfied.

The proposed budget includes approximately $900,000 in additional debt service funding for FY 2017 to support a $17 million general obligation bond sale for General Fund projects. The bond sale may also include the advanced refunding of approximately $21 million of debt issued in 2007 and the financing of $11.6 million in the Water and Sewer funds. Sale of the bonds would occur in May 2016.

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 2017 debt service as a percent of expenditures is projected to be seven percent (7.3%).

Reserves

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

The *Proposed FY 2017 Budget* includes new or additional funding for the following reserves:

General Fund Reserve for Contingencies FY 2017	$1,200,000
Other Post Employment Benefits (OPEB)	250,000
Academy Center of the Arts	200,000
Capital Maintenance	457,809
Parking	24,042
	$2,131,851

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, 2016 it is projected that nearly $1 million will be unspent in the General Fund Reserve for Contingencies at the end of the fiscal year. It is recommended a portion of those funds roll over into the FY 2017 Capital Fund to support Pay-As-You-Go projects ($648,000); the remainder will fall to fund balance to support future projects.

Rules promulgated by the Governmental Accounting Standards Board (GASB) require localities to address the costs of Other Post-Employment Benefits (OPEB). In FY 2009, an **OPEB Reserve** was established to address that requirement. Due to budget restraints and the concern of setting aside funding that offers no direct services to citizens, a phased in approach is being used to slowly build the reserve. For FY 2017 a General Fund contribution of $250,000, the same as in the current year, is proposed. The balance in the OPEB Reserve for General Fund activities will be $2,381,814 after the FY 2017 contributions.

The **Academy Center of the Arts Reserve** is established as a repository for funds committed to the theatre restoration project. An initial installment of $200,000 from Lodging Tax revenues will be made in FY 2017. Additional contributions of $200,000 each year will be made in FY 2018, 2019, and 2020. Half of the $1 million set aside for downtown revitalization will be committed in FY 2018, 2019, and 2020. The full amount of $2.3 million will be held in the reserve as a "last dollar in" contribution once other financing for the theatre restoration has been secured by the Academy Center of the Arts.

A **Capital Maintenance Reserve** will be established in FY 2017 with the intent to identify additional funding for the maintenance of City capital assets ($457,809).

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 2017, the balance in the Parking Program Reserve is projected to be $158,707.

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

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

Heritage High School Furniture, Fixtures, and Equipment	$362,000
Detention Home Workers' Compensation	100,000
Law Library	38,338
Debt Service - Solid Waste	241,121
Juvenile Services Group Home Capital Needs	50,000
Future Landfill Post-Closure	380,102
Museums	50,028
Medical Benefits	1,078,048
Line of Duty Death Benefit	501,440
Greater Lynchburg Transit Company (GLTC)	500,000
Fire and EMS Department Equipment	30,922
Recreation Programs	127,404
Partners in Emergency Response (PIER)	82,625
Miscellaneous Reserves	10,488
	$3,552,516

A **Heritage High School Furniture, Fixtures, and Equipment Reserve** was established in FY 2015 with the intent to fund necessary furniture and equipment for the new school. The reserve reached a fully funded amount of $4.5 million with the FY 2016 funding. Uses of the reserve total $3.6 million, leaving a balance of $900,000. The proposed budget includes a transfer of $538,000 from the reserve to fund pay-as-you-go Schools capital projects. Once the Heritage High School project is complete, any remaining funds in this reserve will be used for future Schools capital needs.

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.

A **Juvenile Services Group Home Capital Needs Reserve** was established as an additional contingency until the project is complete in summer 2016.

A **Future Landfill Post-Closure Reserve** was established to when the City's landfill was sold to the Regional Authority. This reserve is used to pay expenses related to closing the landfills in the Authority as they are filled.

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.

No additional funding is provided in FY 2017, for the **Medical Benefits Reserve**. The reserve was established to ameliorate the impact of increasing medical benefits costs. A previously established **Dental Benefits Reserve** is no longer needed and its assets of $150,000 are used in the *Proposed FY 2017 Budget* to fund one-time capital expenditures in the General Fund Operating Budget.

A **Line of Duty Reserve** was established in FY 2013 to accrue funds in the event death benefits or survivor medical benefits need to be paid out. The creation of this reserve was necessary since the State shifted to the localities the costs of benefits provided by the Line of Duty Act. The current balance is $501,440.

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

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

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

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

In addition to the list of committed and assigned funds above, the City also maintains the **Schools' Reserve for Textbooks** ($811,000), **Health Insurance** ($1.7 million), **Special Education Reserve** ($321,000) and a **Workman's Compensation Reserve** ($421,000).

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 10.8% fund balance, amounting to $19.5 million. It also recommends utilizing $3.2 million in Unassigned General 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, is devoted to personnel costs; salaries, wages, and benefits. Although the costs over the entire General Fund are approximately sixty-one percent (61.1%) of the budget, within the individual departmental budgets personnel costs can exceed ninety percent (90%) of expenditures. Increasing or cutting services in the public sector often is reflected directly in personnel costs.

A stable and proficient workforce is the cornerstone of effective service delivery to the community and the operating budget reflects the investment made in the City's employees. The foundation of the

City's compensation plan rests on the goal of attracting and retaining employees who are qualified, competent, and representative of the community through pay and benefits levels that are competitive with the relevant labor market. The Human Resources Department tracks recruitment and retention and regularly measures market competitiveness.

Continued efforts to promote workforce stability may be reaping benefits as overall voluntary turnover is essentially flat compared to last year, although total turnover increased slightly. Attraction and recruitment for vacant positions remains generally positive; however, attraction and retention challenges continue in some departments and positions. Voluntary turnover in CY 2015 decreased slightly, to just over six percent (6.26%), compared to CY 2014 at 6.33%. Total turnover, separations for all reasons, increased by just over one half percent, to about ten and one half percent (10.52%). A retirement rate of thirty-one percent (31%) of all separations compared to resignations at sixty percent (60%) indicates that the majority of employees leaving the City do so for other opportunities. City-wide turnover is especially influenced by the rise and fall of public safety turnover, particularly Police Department turnover. In CY 2015, Police Department voluntary turnover rose to just over five percent (5.29%) and total public safety turnover rose to almost eight percent (7.79%) from CY 2014's rate of over six and one half percent (6.6%).

Attention to public safety pay has resulted in entry level Recruit pay leading the market by ten percent (10%) and overall average sworn employee wages that lead the market by one percent (101% of market averages) while the average pay of the general workforce lags comparative market averages by approximately seven percent (7.0%). A two percent (2%) general wage increase, effective July 1, 2015, had little apparent impact on the overall comparison to the market averages for employees. Three years after City Council established a compensation goal of leading the market in public safety pay at the entry level, it is clear that regional localities continue to follow the City's lead by increasing public safety pay ranges, hiring rates and actual pay. Market forces continue to exert pressure for more significant structure and compensation adjustments in the general workforce, especially in Social Services, Parks and Recreation, and Public Works. Adjustments to targeted positions in Social Services and Parks and Recreation on July 1, 2015 may have contributed to slightly reduced turnover. However, comparisons to market pay indicate that the City lost ground in most cases, despite individual pay adjustments.

Limited resources continue to prevent the full realization of the goals in the City's *Compensation Philosophy*, adopted in 2003. The cost of a 1% adjustment to total General Fund salaries, with benefits, is approximately $570,000.

The *Proposed FY 2017 Budget* does not include funds for a general wage increase. It does include support for market adjustments to the Police, Fire, and Emergency Services pay range minimums This action is consistent with City Council's stated goal of maintaining market leadership in public safety pay. Resources for a second year of targeted adjustments in Social Services and Parks and Recreation are included in the Proposed Budget as well as resources for comparable adjustments in Public Works.

The required local contribution toward employee retirement pensions and life insurance in the Virginia Retirement System (VRS) is calculated each biennium. A new biennium begins on July 1, 2016 and the City's blended VRS contribution rate of 18.76% is lower than in the previous biennium. An additional five percent (5.0%) of annual pay is contributed by individual employees. The blended rate funds the City's obligation for all of the various VRS pension programs. In addition, the City fully funds the Group Life Insurance rate, estimated to be 1.19% for FY 2017. Most new non-public safety employees, hired after January 1, 2014, are covered by the VRS Hybrid Plan which includes a long term

disability benefit. The administration of the Local Disability Program by a third party administrator represents a cost of nearly six tenths of a percent (0.59%) of covered payroll in FY 2017. Newly hired, non-public safety employees are normally hired under the VRS Hybrid Plan which includes a revised paid time off program that accrues generic paid leave in addition to holiday time off for employee use. When employees hired under the VRS Hybrid Plan achieve one year of service, they become eligible for short and long term disability benefits in addition to paid time off.

Succession planning continues to be a primary focus area for the City as almost forty percent (40%) of the leadership team members are eligible to retire now or within three (3) years. A City-wide group of emerging leaders continues to take advantage of a variety of developmental opportunities, such as education assistance, group learning and project work and funding in the FY 2017 budget supports the on-going talent management system. Results of the developmental opportunities are positive as several participants have been selected for higher level internal opportunities over the past two years.

While the City has effectively contained health care costs over the past decade and the City was able to fund all increases for the past eight (8) years, changes in overall medical and pharmacy costs outpaced the City's ability to fully fund the projected 2016 medical plan year resource needs. In response, City Council decided to "reset" the rate structure based on actuarial costs and share the increases with plan members by establishing a five percent (5%) employee share for single coverage. The *Proposed FY 2017 Budget* includes about $424,000 in additional resources for the City's share of the increase. Plan changes and increased family member costs were implemented on January 1, 2016. As of that date, the City's plan is no longer "grandfathered" under the Affordable Care Act (ACA), which when coupled with the plan changes, results in a closer alignment with the City Schools' medical plan. Ongoing collaboration continues to work toward full consolidation of medical plan design, similar contribution strategies and improved administrative efficiencies.

The Health Management Program (HMP) provides on-going efficiencies and savings in medical claims, while it also provides a resource for employees as they manage episodic illness and chronic disease. Over 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 cost savings from the direct provision of medical services, the program continues to deliver an excellent return on investment.

The General Fund workforce supported by the *Proposed FY 2017 Budget* totals 1,103.9 Full-Time Equivalent (FTE) employees, comprised of 956.56 full-time classified (compared to 949.33 in the *FY 2016 Adopted Budget*), 47.65 part-time classified, 2.00 grant full-time, 40.69 hourly, and 57 State-funded positions. The City's workforce in all funds totals 1,335.45 FTEs. This includes 1,150.66 full-time classified, 53.56 part-time classified, 26.86 grant FTEs, 47.37 hourly and 57 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 ten percent (10.3%), or $725,000, from FY 2016. The proposed budget recommends replacing thirty-eight (38) vehicles and

assorted equipment in the General Fund, two (2) vehicles in the Water Fund, and three (3) vehicles in the Sewer Fund. The total cost of vehicle and equipment replacement in FY 2017 will be $2.2 million.

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 2017-2021 Capital Improvement Program* (CIP) includes $135.6 million for City capital projects and $7.6 million for Schools capital projects. With the addition of the planned capital projects in the Airport, Water, Sewer, and Stormwater funds the proposed five year CIP totals $199.9 million. Adoption of the CIP is anticipated coincident with adoption of the annual budget.

Proposed capital project appropriations total approximately $31.7 million in FY 2017 for the City Capital Fund including contributions for major building repairs and roof replacements. FY 2017 Schools' major building repairs and roof replacement projects were funded in FY 2016 with the FY 2015 return of fund balance. In addition, a few Schools projects are programmed to be funded from the remaining Heritage High School Furniture, Fixtures, and Equipment Reserve. Major transportation projects include construction of the realignment of the intersection at Timberlake Road, Logans Lane, and Wards Ferry Road, the widening of Wards Ferry Road and major repairs to the Main Street Bridge over the Expressway. The capital budget also supports continued investment in downtown revitalization with the first phase of streetscape improvements coincident with a major water line replacement project.

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

Ideally, a portion of the Capital Improvement Program should be funded each year on a "pay-as-you-go" basis. Beginning in FY 2001, a portion of the undesignated fund balance above the targeted ten percent (10%) of General Fund Revenues was allocated to pay-as-you-go capital construction for smaller projects and/or projects that have a life of less than 20 years. Subsequently, the following budget policy was adopted as a part of the City's Financial Management Policies: "Pay-as-you-go funding as a percentage of the City's Five-Year CIP shall not be less than ten percent (10%) with a goal of fifteen percent (15%)." For FY 2017 – 2021 CIP, seventy-one percent (71.1%) of the proposed appropriations are to be funded with pay-as-you-go funds and other cash sources such as Highway Maintenance funds, State Revenue Sharing Funds, and State and federal grants.

The *Proposed FY 2017 Budget* provides $4.5 million for pay-as-you-go projects. This is funded from several sources: unassigned fund balance from FY 2015, a transfer from the Heritage High School Furniture, Fixtures, and Equipment Reserve, the allocation of a portion of the FY 2016 General Fund

Reserve for Contingencies that will be unspent, and reallocated FY 2016 Major Building Repairs appropriations.

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

FY 2017 PROPOSED GENERAL FUND
PAY-AS-YOU-GO CAPITAL PROJECTS

Buildings	
Major Building Repairs and Improvements	$860,946
Roof Replacement	135,316
Total Buildings	**$996,262**
Transportation	
Public Transit Improvements (GLTC)	$363,828
Retaining Wall Replacement/Repair Program	350,000
Total Transportation	**$713,828**
Economic Development	
Downtown Redevelopment	$1,000,000
General Development Support	250,000
Street and Utility Extensions to Promote Economic Development	250,000
Streetscape Improvements Downtown	250,000
Total Economic Development	**$1,750,000**
Miscellaneous	
Radio Replacements	$191,500
Total Miscellaneous	**$191,500**
Reserves	
City Baseball Stadium Capital Maintenance Reserve	$100,000
Snow, Streets, and Bridges Reserve	250,000
Total Reserves	**$350,000**
Schools	
Athletic Complexes	$80,000
Paving and Fencing	158,000
Roof Replacement - Schools	300,000
Total Schools	**$538,000**
TOTAL GENERAL FUND PAY-AS-YOU-GO	**$4,539,590**
FUNDING SOURCES	
Pay-As-You-Go	$3,223,392
FY 2016 Major Building Repairs Appropriations	129,955
FY 2016 General Fund Reserve for Contingencies	648,243
Schools - Reallocated Funds from Heritage High School Furniture, Fixtures, and Equipment Reserve	538,000
TOTAL FUNDING SOURCES	**$4,539,590**

Airport Fund

The Lynchburg Regional Airport is budgeted as a separate fund to clearly delineate its financial operations and any support from the General Fund. Cost center revenues will cover total expenditures of $2.4 million. This represents no change from the current year. Airport passenger activity remains strong and revenues from landing fees, terminal rents, rental car concessions, parking and fuel sales are projected to be $180,000 higher for FY 2017 compared to the *Adopted FY 2016 Budget*. Airport revenues will exceed expenditures and for the second year, the Airport Fund will require no General Fund subsidy for airport operations. Instead, funds can be set aside to support further investment in the airfield.

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 nine straight years.

The City's water system can also be characterized as having low rates and ample capacity while being positioned for significant growth opportunities in its customer base. In addition to serving 22,640 City accounts, water is sold by contract to the counties of Amherst, Bedford, and Campbell and to two large industrial customers.

Over the past few years overall water consumption has remained stable. Slight increases in commercial and contract water sales have helped to offset significant reductions in residential consumption. Over the past five years alone the average household consumption has decreased by more than 8%. In the near future we anticipate significant decreases in contract water use. This will primarily be a result of reduced consumption by the Bedford Regional Water Authority (BRWA). On October 1, 2015 a new Water Purchase Agreement with the BRWA became effective. Beginning on July 1, 2016 through June 30, 2017 BRWA agrees to purchase a minimum of 1.25 million gallons of water per day and 1.0 million gallons per day each year thereafter. Additionally, beginning October 1, 2017 through June 30, 2017 BRWA water rate will be $1.20 per hundred cubic feet (hcf). Each year thereafter the rate will be adjusted based on City-wide rate increases and the Consumer Price Index. As previously discussed, this new contract will have a significant impact to Water Fund revenues; it is anticipated that revenues from BRWA will decrease by $400,000 in FY 2017 and by $900,000 in FY 2018. As a result, annual water rate increases of 4% to 6% are needed over the next several years. The recommended water rate increase for FY 2017 is 4.9%.

As in previous years a significant concern related to the water systems is the age of the water lines. While the useful life of a water line varies depending upon size and material, a general guideline is that a water system should be renewed every one hundred years. This means that the City should be renewing 4.6 miles of its 460 mile distribution system each year. Over the past year only 2.8 miles were replaced. Water capital expenditures will average approximately $4.7 million per year through 2021 with nearly 70% of that earmarked for renewal and replacement of the distribution system network. In addition to the financial challenge of replacing one percent of the distribution system each year there are challenges

associated with traffic disruption and staffing to manage the projects. As a result, the Department of Water Resources utilizes asset management to prioritize the water lines to be replaced. Factors that are considered in a replacement schedule include: maintenance history, age, consequence of failure, water quality, and fire flow capacity. In the upcoming years priority will be given to renewing the water system in the Central Business District.

Operating expenditures and debt service are projected to increase from $13.9 million to $14.2 million. Operating expenses are expected to total $9.8 million with debt service of $4.4 million. There is an increase of $72,000 for salaries and benefits. Two new positions are proposed in the Waterline Maintenance Division to add a utility line technician and utility crew leader position for a water valve maintenance program. This valve maintenance program will require additional equipment at a cost of approximately $65,000. Additional, increases of $71,000 are expected in Contractual Services, primarily due to two areas: 1) $31,000 of line protection and safety services used during waterline repairs in high traffic areas and 2) $30,000 related to completion of the implementation of new computer software for utility billing and higher maintenance costs on other existing computer software currently in use. Debt Service is projected to increase slightly from $4.3 million to $4.4 million. An additional capital transfer of $1.75 million is proposed for pay-as-you go funding.

The unrestricted cash balance in the Water Fund is projected to be forty-nine percent (49%) of total fund expenditures for FY 2017, compared to City Council's policy to maintain a fund balance of between twenty-five and forty percent (25-40%). Council's policy also calls for a debt coverage ratio at least 1.2. The proposed budget would result in a projected debt coverage ratio of 1.17. These variances from Council's financial policies are temporary as we transition to the lower revenues from BRWA. Although the debt coverage is below the minimum, the overall fiscal health of the fund is anticipated to be good for the upcoming year and the five year projection period.

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.

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.

On July 31, 2015 the City entered into a new consent order with the Department of Environmental Quality to address water quality issues. The new consent order replaced the 1993 Special Order that

established the City's Combined Sewer Overflow (CSO) control program. Highlights of the new consent order include:

- Implementation of a revised CSO Long Term Control Plan which, instead of the traditional CSO sewer/stormwater separation, focuses on capturing and treating the combined sewage and stormwater flow in the remaining CSO areas, and conveying it to the wastewater treatment plant for treatment.
- Maintains the requirement that the annual sewer bill for the average residential customer, using 7 hundred cubic feet (hcf) a month, equal or exceed 1.25% of median household income (MHI).
- Maintains the requirement that the sewer fund's operating debt coverage ratio be within a range of 1.15 to 1.5, but allows this to be computed based on a three year rolling average, providing for more flexibility.
- Increases the minimum reserve funds from no more than 25% of the prior year's budgeted operating expenditures to 40%, which will provide for a more stable and resilient enterprise fund.
- Clarifies and memorializes the City's ability to enter into sewer contracts based on a cost of service analysis.

The final phase of the largest replacement project in the CSO Program, the James River Interceptor, is nearing completion. Once complete the total James River Interceptor replacement project will span over seven (7) miles at a cost of over $75 million. Completion of the project is a significant milestone in the CSO Program. The new James River Interceptor will have the capacity to convey millions more gallons of wastewater and stormwater to the wastewater treatment plant, greatly reducing the overall volume of overflow events and improving water quality in the James River. The majority of the remainder of the work related to the new CSO Long Term Control Plan will occur at the Lynchburg Regional Wastewater Treatment Plant. Under the new plan it is anticipated that the CSO Program will be completed within the next decade and save the citizens of Lynchburg nearly a quarter of a billion dollars that would have been spent under the previous plan. Equally important, the new plan, by taking a holistic approach, will provide greater improvement in water quality.

In addition to CSO and related water quality improvement work, an increased emphasis is placed on the maintenance needs of the entire wastewater collection system. The Environmental Protection Agency is placing more pressure on utilities to adequately manage and maintain collection systems in order to prevent sanitary sewer overflows (SSO). This is accomplished through the implementation of a Capacity, Management, Operations, and Maintenance (CMOM) Program. A well-developed CMOM Program includes: robust inspection and cleaning programs, condition assessment, capacity assurance, and programs such as Fats, Oils, and Grease (FOG) Program Manager/Pretreatment Coordinator, among others. FOG programs are primarily directed at food establishments to adequately manage their discharges and minimize overflows associated with grease blockages. During a recent two day inspection EPA emphasized the need to complete the development of the City's CMOM Program with special emphasis on developing a program to clean and inspect the entire sewer collection system.

In order to adequately perform sewer system condition assessments Sanitary Sewer Evaluation Surveys (SSES) are performed. These surveys identify and rank defects in the sanitary sewer system from which corrective action plans are developed. Adequate funding of both these surveys and the corrective actions are essential for the elimination of sanitary sewer overflows (SSO's) and for overall

system maintenance. Ensuring that there is adequate capacity in the sewer system is important for economic development and is also critical to preventing SSO's. A key capacity related sewer project scheduled to start this year is the Burton Creek Interceptor, which serves a growing Liberty University and the Wards Road commercial area.

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, in order to adequately finance Sewer Fund activities and to ensure compliance with the provisions of the regulatory orders.

In the *Proposed FY 2017 Budget* total revenues in the Sewer Fund are projected to increase by approximately $740,000, from $21.5 million to $22.2 million. The increase in revenues is primarily from three sources: 1) Contract customers, comprised of the counties of Amherst, Bedford, and Campbell and two industrial customers, WestRock and Frito-Lay, are projected to have increased volumes resulting in projected increased revenue of $358,000; 2) Inside city customer revenue is expected to increase by $245,340 with a proposed volume rate increase of 3.3%, and; 3) a Septic Hauler Charges revenue increase of $150,000 is directly related to a new customer bringing in leachate from Maplewood Landfill in Amelia County.

Projected total expenditures of $22.3 million include $11.6 million for operating expenditures, $9.4 million for debt service, and a $1.3 million transfer to capital for pay-as-you go items. There are five expenditure line items with large changes:

1) A $164,000 increase for salaries and benefits due to the proposed addition of three (3) full-time positions; a Fats, Oils, and Grease (FOG) Program Manager/Pretreatment Coordinator to monitor customers that contribute significant of fats, oils, and grease to the sewer system, an Administrative Services Associate II in the Wastewater Treatment Plant to set up a parts inventory system and provide administrative support for increasing regulatory requirements and, a Utility Crew Leader for off road sewer line inspection;

2) A $200,000 increase in chemical costs mostly associated with Region 2000 Landfill requirements to help reduce odors caused by sludge;

3) A $298,000 increase in Contractual Services, mostly attributable to using land application for sludge disposal and hauling slightly more sludge to the Maplewood Landfill;

4) A $483,000 increase in Other Charges and Capital Outlay, including $365,000 to purchase new equipment to inspect, clean and maintain off road sanitary sewer lines in order to reduce sanitary sewer overflows within the City, and a $89,000 increase in the amount to be paid to Fleet Services to adequately fund large equipment replacement;

5) A $100,000 decrease in tipping fees paid for sludge disposal at Region 2000 Landfill due to reduced tonnage as a result of the land application of treated biosolids and, hauling more tons per week to Maplewood Landfill in Amelia County.

The unrestricted cash balance in the Sewer Fund is projected to be twenty-five (25%) of fund expenses for FY 2017 which complies with the Consent Special Order limiting the Sewer Operating Fund to the retention of no more than 40% of reserve funds compared to a subsequent year's operating

expenditure budget. The debt coverage ratio is projected at 1.20, meeting Council's policy minimum of 1.20. The annual sewer bill for the average residential customer is estimated to be 1.40% of median household income. These projections are based on a proposed 3.3% increase in the volume rate.

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. The Stormwater Fund is also 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.

In January the Department of Water Resources was authorized by the State Water Control Board to receive a zero percent interest loan in the amount of $1.7 million through the Virginia Resource Authority. This loan will provide the local match to a $1.7 million Stormwater Local Assistance Fund grant that the Department has already received. The combined resources will fund the construction, beginning this year, of five water quality projects that will satisfy the current permit requirement to achieve 5% of the City's pollution reduction goals associated with the Chesapeake Bay TMDL (Total Maximum Daily Load). Over the next two permit cycles, or by 2028, the remaining 95% must be achieved at an estimated cost of up to $85 million. As required by the City's stormwater permit, mapping of the entire stormwater system is underway. A high level of condition assessment is also being performed in order to prioritize storm system rehabilitation and replacement needs.

In the *Proposed FY 2017 Budget* for the Stormwater Fund total revenues are projected to remain the same as FY 2016, at $3.5 million, due to no change in the $4.00 per s.f.u. stormwater management fee and no change in the $275,000 transfer from the General Fund to the Stormwater Fund to cover VDOT reimbursable stormwater expenses for work performed by the Department of Water Resources.

Expenditures are projected to fall from $3.8 million to $3.6 million. A net decrease of $230,000 is attributed to the following significant changes:

1) A $356,000 decrease in Other Charges reflecting a reduction in indirect costs transfers to the Community Development and Public Works Departments;
2) A $127,000 decrease in transfer to the Sewer Fund due to the Stormwater Fund has fully reimbursed the Sewer Fund for all the costs incurred to implement the Stormwater Fund that began in FY 2013;
3) A $115,000 increase in salaries and benefits reflecting a request to add a Best Management Practices (BMP) Inspector position and moving one Utility Line Technician position from the Sewer Fund due to increased stormwater maintenance and repair work;
4) Additional increases include $68,000 for Contractual Services and $31,000 for Internal Service Charges.

[Note: More complete information about the Water, Sewer, and Stormwater Funds can be found in the Department of Water Resources, FY 2017 Rate Study and Annual Report that will be presented to City Council on March 22, 2016. It will be available on the City website.]

Outstanding Issues

There are several outstanding issues that may impact budget deliberations.

- Revenue projections in the *Proposed FY 2017 Budget* are based on an analysis of actual revenues and trends up to January 1, 2016. Staff will re-examine revenues after April 1, 2016, and recommend appropriate adjustments, if any.

- Actions taken by the General Assembly could affect both revenues and expenditures in the FY 2017 Budget. Once the session ends, staff will analyze the impact of new legislation on the proposed budget and will suggest changes as appropriate.

- Each of the three State budget proposals include funding for pay raises for school teachers and sheriff's deputies, however, in different amounts and on different timetables. Any state funding of pay raises results in additional costs to localities. Once the General Assembly has adopted a State budget, City Council will be advised of the choices that it has regarding pay increases and the potential costs.

Outlook

The *Proposed FY 2017 Budget* reflects another year of modest income growth that, while allowing for incremental adjustments to spending, does not provide the resources to significantly affect larger issues of infrastructure maintenance and replacement, appropriate compensation to support a talented and dedicated public employee workforce, or to address important issues such as educational attainment and income disparities in the community. Furthermore, increasing costs of service delivery erode the ability to use revenue growth for new initiatives.

City Council's identification of education, economic development and infrastructure as strategic priorities recognizes the importance of both human assets and physical, or capital assets to a community's success. Nurturing a talented workforce, from early childhood education through the productive adult years, is an important task requiring investment at many levels. While a talented workforce can attract and create new business enterprises, it is important that the community maintain a quality of place where workers, entrepreneurs, and businesses want to locate. Millennials, who are making up a growing proportion of the workforce, are said to choose where to live rather than where to work. The work finds them, in communities where they choose to reside, either through new business creation or existing business expansion.

Maintaining community infrastructure is a critical component of creating a desirable place to live, work and play. City capital assets, schools, other public buildings, parks, trails, roads, bridges, water and sewer plants, and distribution and collection systems, are valued at over $1 Billion. A little over half of those assets are the responsibility of the General Fund. If those assets have an average life of between thirty and fifty years, an annual investment of between $11 million to $19 million is necessary to cover the depreciation of General Fund assets. In today's interest rate environment, a mid-range annual investment of $15 million toward infrastructure maintenance and replacement would require about $1 million in additional debt service each year.

The competing interests are clear. In recent budgets there have been tradeoffs between investment in infrastructure and investment in people. The FY 2016 Budget supported slight compensation increases across the board for both City and Schools employees, with some further adjustments for positions significantly below market. In earlier years the focus was on finding the resources to support new debt service related to the replacement of Heritage High School and employees went over five years without an increase in compensation. The *Proposed FY 2017 Budget* returns to a focus on infrastructure, providing only selected market adjustments for positions that are having the greatest difficulty in recruitment and retention. Future budgets will experience this same competition for funding between human assets and capital assets; and the tradeoffs and compromises between the two may result in neither being adequately maintained. At the same time, community interest has arisen in addressing endemic intergenerational poverty, the educational achievement gap, workforce development, and even for adding new cultural and recreational amenities to enhance quality of place.

Given the reality of modest revenue growth, increasing costs of service delivery, and competing issues, finding the funding to do everything desirable or even necessary is the major fiscal challenge facing the City. There are a limited number of ways to address the issue; taxes may be raised, services may be cut or alternative, less expensive service delivery mechanisms developed. Whatever path is chosen, the choice will be difficult. It will require a community discussion to determine, and ultimately a political decision by the governing body to represent, the ability and willingness of the citizens to pay more for the quality of workforce, services, and infrastructure that they expect and the amenities that they desire.

Conclusion

The *Proposed FY 2017 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 2017. Work sessions will be held on Tuesday afternoons throughout the months of March and April.

A public hearing on the proposed budget is scheduled for April 5, 2016, at 7:00 p.m., in Council Chamber.

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

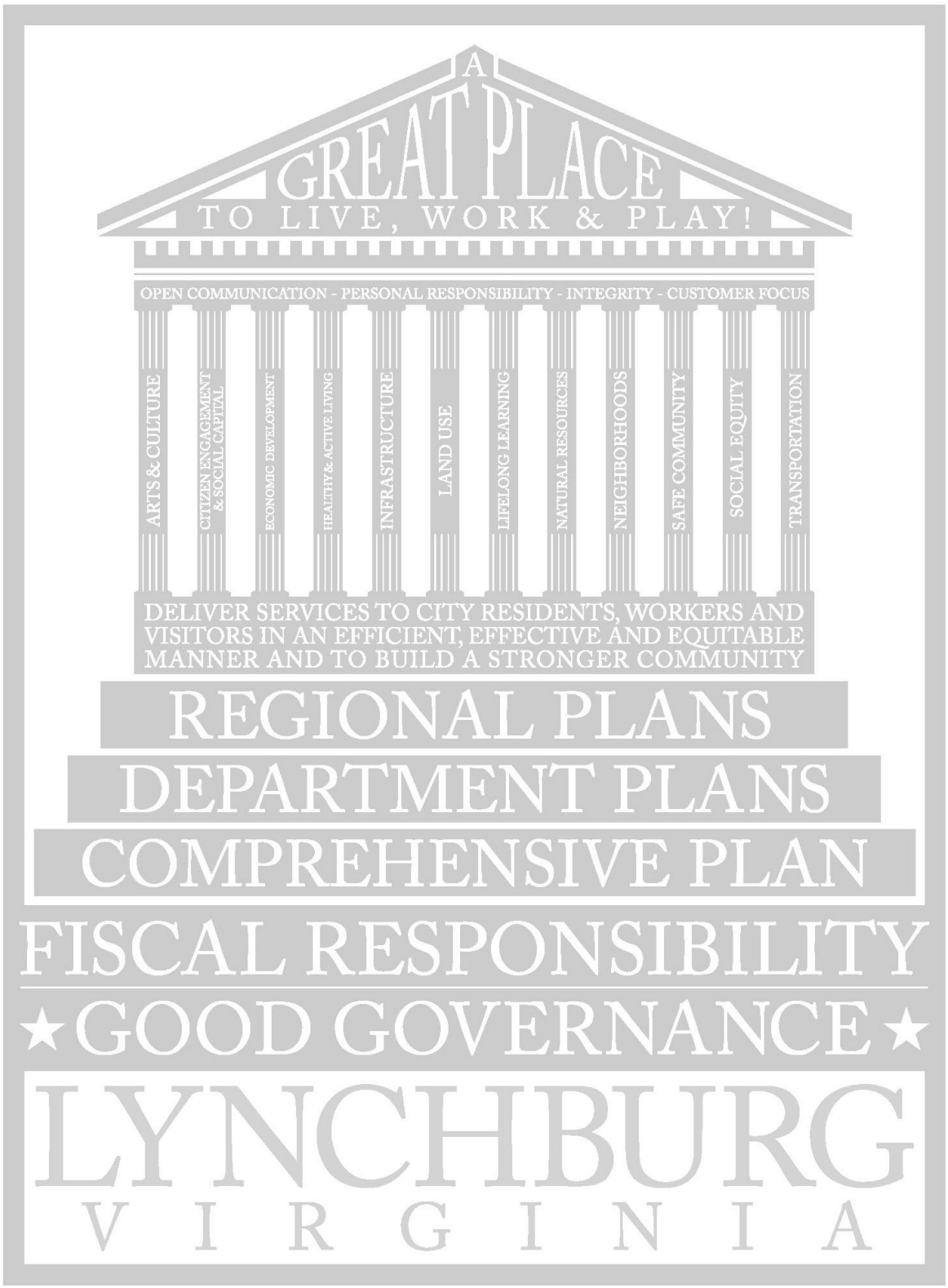
Copies of the *Proposed FY 2017 Budget* are available for public review at the main public library and the downtown branch as well as on the City's website at www.lynchburgva.gov.

Acknowledgements

I would like to acknowledge the hard work of City staff who developed and produced the *Proposed FY 2017 Budget*. Once again Deputy City Manager Bonnie Svrcek and Director of Financial Services Donna Witt provided outstanding leadership for the overall budget process. Megan Palmer, Starlette Early, and Courtney Blankenstein 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 Operations

Manager Reid Lanham 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."


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

CITY OF LYNCHBURG

COUNCIL MEETINGS BUDGET CALENDAR

FY 2017

March 8, 2016	Regular Council Work Session - City Manager Introduces Proposed Budget; Review FY 2017 Revenue Projections
March 15, 2016	Council Budget Work Session - Begin to Review FY 2017 Proposed Operating Budget
March 22, 2016	Regular Council Work Session - Review Proposed CIP and City Schools Request
March 29, 2016	Council Budget Work Session - Continue to review FY 2017 Proposed Budget (if necessary)
April 5, 2016	FY 2017 Budget Public Hearing: 7:00 p.m.
April 12, 2016	Regular Council Work Session - Begin to review the proposed changes
April 19, 2016	Council Budget Work Session - Budget Balancing
April 26, 2016	Regular Council Work Session - Budget Balancing (if necessary)
May 10, 2016	Council Meeting - First Reading of the Budget; Third Quarter Budget Adjustments Adoption
May 24, 2016	Council Meeting - Second Reading and Adoption of the Budget

// A regular meeting of the Council of the City of Lynchburg was held on the 9th day of February, 2016, at 4:00 P.M. in the Council Chamber, City Hall, Michael Gillette, President, presiding. The following Members were present:

Present: Foster, Helgeson, Johnson, Perrow, Tweedy, Gillette 6

Absent: Nelson 1

// City Manager Kimball Payne provided a brief introduction regarding the Capital Financing Plan and introduced representatives from Davenport and Company, Mr. David Rose and Mr. Doug Gebhardt. They presented a capital needs analysis, refunding update and Capital Financing Plan. They also spoke about potential changes to existing financial policies. They also gave a background/overview of the City's financial status. The review consisted of but was not limited to the following:

- Monitoring the City's outstanding debt portfolio for potential refunding opportunities
- Reviewing and potentially amending self-imposed Financial Policy Guidelines
- Ensuring continued compliance with all self-imposed Financial Policy Guidelines
- Evaluating potential funding strategies for not only immediate but also long term capital needs
- Developing strategies to continue to enhance/maximize the City's strong Aa2/AA+/AA+ Credit Ratings.

They explained two potential borrowing scenarios for the City's immediate new money needs. The two scenarios consisted of the $17 million General Fund and the $10 million College Lake Dam. After the discussion on the scenarios, Council agreed to continue the discussion on the Capital Financing Plan and bond financing options at the February 23 work session.

// City Manager Kimball Payne provided Council with information on the continuation of the May 26, 2015 discussion regarding poverty in Lynchburg. Mr. Payne stated that City and Schools staffs had a discussion about how this community might address concerns about the high rate of poverty in the City of Lynchburg. Council discussed the next steps regarding how to address poverty in the City. There were two recommendations that were discussed:

1) Support the Bridges Out of Poverty efforts
    - Declare the City a "Bridges Out of Poverty" community
    - Appropriate $4,000 from the $50,000 set aside to pay the cost of the Bridges Out of Poverty Train the Trainer effort.
2) Determine if City Council wants to continue to address the issue
    - If so, designate funding for a single point of responsibility

A motion was made by Council Member Perrow, seconded by Council Member Helgeson to appropriate $4,000 from the $50,000 set aside for "training the trainers" to continue work with the "Bridges Out of Poverty" model. Council by the following recorded vote agreed to appropriate the $4,000:

Ayes: Foster, Helgeson, Johnson, Perrow, Tweedy, Gillette 6

Noes: 0

Absent: Nelson 1

Council Member Helgeson questioned the City setting aside another $50,000 allocation for the poverty effort. A motion was made by Council Member Foster, seconded by Council Member Tweedy to allocate $50,000 each year in the budget to start the collective impact initiative with City funds to continue with the "Bridges Out of Poverty". Council by the following recorded vote agreed to appropriate the $50,000:

Ayes: Foster, Johnson, Perrow, Tweedy, Gillette	5
Noes: Helgeson	1
Absent: Nelson	1

// Council Member Tweedy stated during roll call a concern regarding sidewalks on Page Street.

// Council Member Johnson mentioned a brush pickup at 2860 Campbell Avenue.

// City Council recessed the meeting at 6:45 p.m.

// City Council reconvened the meeting at 7:30 p.m.

The following Members were present:

Present: Foster, Helgeson, Johnson, Perrow, Tweedy, Gillette	6
Absent: Nelson	1

Council Member Foster gave the Invocation, followed by the Pledge of Allegiance led by Boy Scout Troop 70.

// Mayor Gillette introduced Corbett McKinney, Abby Moon and Ana Moon with the Mayor's Youth Council who were in attendance at the meeting.

// Copies of the minutes of the January 12, 2016 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Helgeson, seconded by Council Member Johnson, Council by the following recorded vote approved the minutes as presented:

Ayes: Foster, Helgeson, Johnson, Perrow, Tweedy, Gillette	6
Noes:	0
Absent: Nelson	1

// Copies of the minutes of the January 19, 2016 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Helgeson, seconded by Council Member Johnson, Council by the following recorded vote approved the minutes as presented:

Ayes: Foster, Helgeson, Johnson, Perrow, Tweedy, Gillette	6
Noes:	0
Absent: Nelson	1

// Copies of the minutes of the January 26, 2016 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Helgeson, seconded by Council Member Johnson, Council by the following recorded vote approved the minutes as presented:

Ayes: Foster, Helgeson, Johnson, Perrow, Tweedy, Gillette	6
Noes:	0
Absent: Nelson	1

// In the matter of Fire – General, Resolution #R-16-011 amending the FY 2016 City/Federal/State Aid Fund budget and appropriating $50,303, with resources of $40,242 from the Virginia Office of Emergency

Medical Services – Rescue Squad Assistance Fund (RSAF) grant and $10,061 transferred from the FY 2016 General Fund Fire Department budget to purchase ten (10) fiber optic laryngoscopes and two (2) Stryker Power Load systems for two ambulances for the Fire Department, laid over from the January 26, 2016 meeting, was again presented and read, and on motion of Council Member Helgeson, seconded by Council Member Johnson, Council by the following recorded vote adopted the Resolution:

Ayes: Foster, Helgeson, Johnson, Perrow, Tweedy, Gillette 6
Noes: 0
Absent: Nelson 1

// In the matter of Community Development - Zoning, a public hearing was held regarding City Council Report #8 outlining the petition of Lynchburg Church of God for a Conditional Use Permit (CUP) at 512 Breezewood Drive to allow the construction of a parking area in an R-3, Medium Density, Two-Family Residential District. City Planner Tom Martin provided an overview of the request and stated that the Planning Commission recommended approval of the CUP petition. Mr. Thomas Brooks of Acres of Virginia representing the petitioner, Lynchburg Church of God, stated that the congregation has grown and additional parking spaces were needed to help ease the parking problem and asked Council for approval of the CUP. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Helgeson, seconded by Council Member Johnson, Council by the following recorded vote adopted Resolution #R-16-015, as presented, granting the Conditional Use Permit at 512 Breezewood Drive to allow the construction of a parking area in an R-3, Medium Density, Two-Family Residential District:

Ayes: Foster, Helgeson, Johnson, Perrow, Tweedy, Gillette 6
Noes: 0
Absent: Nelson 1

// In the matter of Community Development – Rezoning Amendments, a public hearing was held regarding City Council Report #9 regarding amending the Future Land Use Map (FLUM) for a certain area located near 3000 Fort Avenue and 1550 James Street from Low Density Residential and Medium Density Residential to Institutional. Rachel Frischeisen, Planner I, provided information for the request stating that the petition is to amend the FLUM to reflect the intent of Spring Hill Cemetery Association to expand the current cemetery use. Mr. Eames Powers, a member of Spring Hill Cemetery Association spoke in support of the FLUM and asked Council for their approval. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote adopted Ordinance #O-16-016, as presented, amending the Future Land Use Map for a certain area located near 3000 Fort Avenue and 1550 James Street from Low Density Residential and Medium Density Residential to Institutional:

Ayes: Foster, Helgeson, Johnson, Perrow, Tweedy, Gillette 6
Noes: 0
Absent: Nelson 1

// In the matter of City Council, a concern from Phil Reed Jr. was mentioned regarding snow removal in the area of Maryland Avenue, Craig Street and Haden Street. Mayor Gillette stated Mr. Reed could not be present at this meeting but his concern has been sent to the appropriate department.

// In the matter of City Council, Report #11 was considered. Mayor Gillette stated that the purpose of this item is to receive public comments on the draft City Manager Recruitment Profile. There were two individuals who made public comments regarding the City Manager Recruitment Profile. Dr. Chalmers Nunn suggested a person with strong experience, internal candidates if possible and someone with an understanding of the cultural environment. Mr. Walter Fore stated that the draft profile was very well done and suggested that the person should be committed to the City.

// In the matter of City Council, Report #12 was considered. Human Resources Director Margaret Schmitt provided a draft profile for Council review. Council had several changes to the profile regarding the section under public education and the section with qualification criteria, education and experience. Ms. Schmitt stated after the changes have been incorporated, the final recruitment profile would be released for advertising. On motion of Council Member Johnson, seconded by Council Member Perrow, Council by the following recorded vote approved the City Manager Recruitment Profile, as amended:

Ayes: Foster, Helgeson, Johnson, Perrow, Tweedy, Gillette	6
Noes:	0
Absent: Nelson	1

// In the matter of Schools – General, City Council Report #13 was considered. On motion of Council Member Johnson, seconded by Council Member Perrow, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-16-017, as presented, amending the FY 2016 General Fund Budget and appropriating $3,500,000 with resources from the Heritage High School Furniture, Fixtures and Equipment Committed Fund Balance Reserve for transfer to the FY 2016 Schools Capital Project Fund to purchase furniture and equipment for Heritage High School:

Ayes: Foster, Helgeson, Johnson, Perrow, Tweedy, Gillette	6
Noes:	0
Absent: Nelson	1

// In the matter of Community Development – Zoning, City Council Report #14 was considered. City Planner Tom Martin provided a background of the Zoning Ordinance Rewrite. Mr. Martin stated Council conducted a public hearing regarding the rewrite of the Zoning Ordinance on November 10, 2015. Mr. Martin provided a list of edits to the draft ordinance that have occurred as a result of Council work sessions since the public hearing. He stated at the direction of Council a definition of “property ownership” was addressed and a revised language was provided. After Council discussion, it was the consensus of Council to table the adoption of the Zoning Ordinance to the February 23, 2016 Council meeting.

// The meeting was adjourned at 8:48 P.M.

_____

Clerk of Council

// A regular meeting of the Council of the City of Lynchburg was held on the 23rd day of February, 2016, at 4:00 P.M. in the Council Chamber, City Hall, Michael Gillette, President, presiding. The following Members were present:

Present: Foster, Helgeson, Nelson, Perrow, Gillette 5

Absent: Johnson, Tweedy 2

// Vice Mayor Johnson arrived at 4:07 p.m.

// Council Member Tweedy arrived at 4:39 p.m.

// Tim Trent, Superintendent of the Blue Ridge Regional Jail Authority (BRRJA), provided information on jail operations. Mr. Trent stated that the mission is to support the criminal justice system by operating its centers (Amherst County Adult Detention Center, Bedford Adult Detention Center, Campbell County Adult Detention Center, Halifax County Adult Detention Center and Lynchburg Adult Detention Center) in a manner that produces a safe and secure environment for the public, staff and inmates. All the sites are regularly audited by the Department of Corrections to ensure compliance with Minimum Standards that are set forth by the Board of Corrections and they consistently receive 100% compliance. He further stated that BRRJA currently has ample space to house the anticipated inmate population moving forward and does not foresee any need for expansions nor does he anticipate any new member jurisdictions being added. The City is responsible for approximately 40% of the inmates in the regional jail system and pays approximately 40% of the costs.

// Marjette Upshur, Director of Economic Development presented two programs. The Office of Economic Development has created two programs aimed at providing support to all Lynchburg citizens, including those living at or below the poverty level. The first initiative, TechHire, is a White House initiative to equip citizens with an employable skill through an accelerated learning program. She went on to say an application to the Department of Labor in the amount of $2.1 million dollars over four years has been made to support Lynchburg's local TechHire plans. The second initiative, CO-STARTERS, is a nine-week training program for entrepreneurs with classes to begin March 14, 2016. Graduates will have the opportunity to compete for $40,000 in business grants to open a storefront business. The two programs focus on entrepreneurship and economic empowerment to help close the income gap for Lynchburg citizens who may have barriers to employment. Council agreed to submit a letter of support endorsing the $2.1 million grant for TechHire Initiative.

// City Manager Kimball Payne continued discussion on the Bond Financing Plan. The two topics of discussion were Davenport & Company's report, "Potential Refunding and New Money Analysis" and an overview of Capital Projects. Mr. Payne provided information on several financing proposals including Scenario 1A (no debt structuring) and Scenario 1B (debt structuring). He stated that the proposed budget is structured around Scenario 1A. After further discussion, City Council reached a consensus to follow Scenario 1A.

// There were no roll call items.

// City Council recessed the meeting at 6:35 p.m.

// City Council reconvened the meeting at 7:30 p.m.

The following Members were present:

Present: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7

Absent: 0

Council Member Tweedy gave the Invocation and Boy Scout Troop #7 led the Pledge of Allegiance.

// In the matter of Schools – General, Resolution #R-16-017 to amend the FY 2016 General Fund Budget and appropriate $3,500,000 with resources from the Heritage High School Furniture, Fixtures and Equipment Committed Fund Balance Reserve for transfer to the FY 2016 Schools Capital Project Fund to purchase furniture and equipment for Heritage High School, laid over from the February 9, 2016 meeting, was again presented and read, and on motion of Council Member Johnson, seconded by Council Member Tweedy, Council by the following recorded vote adopted the Resolution:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7

Noes: 0

// In the matter of Parks & Recreation – Stadium, a public hearing was held regarding City Council Report #6 concerning receiving bids and approving the Franchise Agreement between the Lynchburg Baseball Corp. and the City of Lynchburg for the lease of City Stadium, Calvin Falwell Field. City Manager Kimball Payne gave a summary of the item. Mr. Payne stated that the Lynchburg Baseball Corp., owner of the minor league baseball team the Lynchburg Hillcats, is being bought by Elmore Sports Group. He went on to say that Elmore Sports Group is a diverse sports and entertainment business that owns several minor league baseball and hockey teams. Mr. Payne mentioned that Section 3.05 (Fireworks) of the agreement would be amended to clarify that fireworks displays shall be limited to Friday and Saturday evenings and the Fourth of July. Elmore Sports Group has indicated its intention for the Hillcats to remain in Lynchburg. Mr. D. G. Elmore with Elmore Sports Group asked Council to approve the Franchise Agreement. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Helgeson, seconded by Council Member Nelson, Council by the following recorded vote awarded a franchise agreement, as amended, to the Lynchburg Baseball Corp. and the City of Lynchburg for the lease of City Stadium, Calvin Falwell Field:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7

Noes: 0

// In the matter of Community Development – Zoning, City Council Report #7 was considered. City Planner Tom Martin mentioned the memorandum with the changes to the Zoning Ordinance. He also provided some additional information and clarification on the Occupancy Section of the Zoning Ordinance. On motion of Council Member Foster, seconded by Council Member Tweedy, Council by the following recorded vote adopted Ordinance #0-15-018, as amended, to amend and reenact the Code of the City of Lynchburg, 1981, by repealing Chapter 35.1 - Zoning Ordinance and adopting Chapter 35.2 - Zoning Ordinance of the Lynchburg Code of Ordinances, revising and recodifying the City's Ordinances pertaining to Zoning:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7

Noes: 0

// The meeting was adjourned at 8:30 P.M.

_____

Clerk of Council

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 8, 2016** AGENDA ITEM NO.: 5

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

ACTION: **X** INFORMATION:

ITEM TITLE: **Rezoning: CMB Properties, LLC – I-3, Heavy Industrial District, to B-5, General Business District – 3316 Naval Reserve Road**

RECOMMENDATION: Approval of the rezoning petition.

SUMMARY: CMB Properties, LLC, is petitioning to rezone approximately seven hundred sixty-seven thousandths (0.767) of an acre located at 3316 Naval Reserve Road from I-3, Heavy Industrial District, to B-5, General Business District to bring the existing accounting office use into conformity and to allow the construction of a building addition. The Planning Commission recommended approval of the petition due to the relatively small size of the parcel and its tight location between the Norfolk & Western Railway and Naval Reserve Road. In addition, an accounting office is an appropriate business use to serve the adjoining industrial area.

PRIOR ACTION(S):

February 10, 2016: The Planning Division recommended approval of the rezoning petition.
The Planning Commission recommended approval of the rezoning petition (6-0, with one absence, Bowden)

FISCAL IMPACT: N/A

CONTACT(S): Tom Martin, City Planner - 455-3900
Kent White, Director of Community Development – 455-3900

ATTACHMENT(S):

- Ordinance
- Planning Commission Report and Minutes – February 10, 2016
- Zoning Map
- *FLUM* Map
- Watershed Map
- Planimetric and Topographic Map
- Concept Plan
- Narrative
- Property Photograph
- Speaker Signup Sheet

REVIEWED BY: lkp

UNCODIFIED ORDINANCE:

AN ORDINANCE CHANGING A CERTAIN AREA LOCATED AT 3316 NAVAL RESERVE ROAD FROM I-3, HEAVY INDUSTRIAL, TO B-5, GENERAL BUSINESS DISTRICT.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG that in order to promote the public necessity, convenience, welfare and good zoning practice that Chapter 35.1 of the Code of the City of Lynchburg, 1981, as amended, be and the same is hereby further amended by adding thereto Section 35.1-76__, which section shall read as follows:

Section 35.1-76__. Change of a certain area located at 3316 Naval Reserve Road from I-3, Heavy Industrial District, to B-5, General Business District.

The area embraced within the following boundaries:

BEGINNING at an iron pipe found on the southern right of way line of Naval Reserve Road, a common property corner between CMB Properties, LLC and HFR Properties, LLC; thence S 31°12'00" E 337.99 feet to iron pipe found on the northern right of way line of the Norfolk and Western Railroad, common corner between CMB Properties, LLC and HFR Properties, LLC; thence along the northern right of way line of the railroad, S 58°51'00" W 99.81 feet to an iron rebar set on the railroad right of way, common corner between CMB Properties, LLC and Jennings-Watts Oil Company, LLC; thence N 31°12'00" W 331.74 feet along the property lines of Jennings-Watts Oil Company, LLC and Lynchburg Gas to an iron rebar set on the southern right of way line of Naval Reserve Road, a common corner between CMB Properties, LLC and Lynchburg Gas; thence along the southern right of way line of Naval Reserve Road, N 55°16'00" E 100.00 feet to an iron pipe at the point of BEGINNING.

This property was conveyed to CMB Properties, LLC by deed dated October 8, 2004 and recorded by Instrument No. 040010764 in the Clerk's Office of the Circuit Court of Lynchburg, Virginia. The boundary of this legal description encompasses 0.767 acres.

…is hereby changed from I-3, Heavy Industrial District, to B-5, General Business District.

And the Director of Community Development shall forthwith cause the "Official Zoning Map of Lynchburg, Virginia," referred to in Section 35.1-4 of this chapter to be amended in accordance therewith.

Adopted:

Certified: _____
Clerk of Council

033K

The Department of Community Development

City Hall, Lynchburg, VA 24504 **434-455-3900**

To: Planning Commission
From: Planning Division
Date: February 10, 2016
Re: **Rezoning: 3316 Naval Reserve Road – I-3, Heavy Industrial District to B-5, General Business District**

I. PETITIONER

CMB Properties, LLC, 3316 Naval Reserve Road, Lynchburg, Virginia 24502
Representative: Tommy Brooks, Sr., Acres of Virginia, Inc., 404 Clay Street, Lynchburg, Virginia 24504

II. LOCATION

The subject property includes one tract of approximately seven hundred sixty-nine thousandths (0.769) of an acre located at 3316 Naval Reserve Road.
Property Owner: CMB Properties, LLC, 3316 Naval Reserve Road, Lynchburg, Virginia 24502

III. PURPOSE

The purpose of the petition is to rezone the property from I-3, Heavy Industrial District to B-5, General Business District to bring the existing office use into conformity and to allow the construction of a building addition.

IV. SUMMARY

- The *Future Land Use Map* (*FLUM*) recommends an Employment 2 use for the property.
- The proposed B-5, General Business District would allow for the continued use of the property as an office.
- Business service uses are appropriate in Employment 2 areas.

The Planning Division recommends approval of the rezoning petition.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Future Land Use Map* (*FLUM)* of the *Comprehensive Plan 2013-2030* recommends an Employment 2 use for the subject property. Employment 2 areas are intended to include light and heavy manufacturing, research and development, flex space and large scale office uses. Restaurant, hotel and business service uses are also appropriate, if sized and designed to serve the employment area. Employment 2 differs primarily from Employment 1 in that it permits heavy industrial uses. ***(p. 76)***

2. **Zoning.** The subject property was annexed into the City in 1926. The existing I-3, Heavy Industrial District zoning was established in 1978.

3. **Proffers.** N/A

4. **Board of Zoning Appeals (BZA).** The Zoning Administrator has determined that no variances would be needed for the development of the property as proposed.

5. **Surrounding Area.** There have been several items requiring City Council approval in the immediate area:

- On July 9, 2002, Council approved the petition of Urban Alternatives to rezone 1601 Wythe Road from I-3, Heavy Industrial District to B-3C, Community Business District (Conditional).
- On October 11, 2011, Council approved the conditional use permit petition of the Lynchburg Municipal Employees Credit Union to allow a digital sign.

6. **Site Description.** The subject property includes one tract totaling approximately seven hundred sixty-nine thousandths (0.769) of an acre located at 3316 Naval Reserve Road. The property contains a two thousand five hundred two (2,502) square foot, single-story wood frame building currently being used as an accounting office.

7. **Proposed Use of Property.** If the rezoning is approved, the property will continue to be used as an accounting office. A small eight hundred (800) square foot building addition is proposed at the rear of the existing structure.

8. **Traffic, Parking and Public Transit.** The City Engineer had no traffic concerns about the redevelopment of this property.

   The area is served by the Greater Lynchburg Transit Company (GLTC) Route 9. The closest bus stop is approximately one thousand twelve hundred (1,200) feet from the property and is located near the Wythe Road entrance to City Stadium.

9. **Stormwater Management.** An Erosion & Sediment control plan will be required if disturbed areas exceed one thousand (1,000) square feet. A stormwater management plan will not be required as disturbed areas will not exceed five thousand (5,000) square feet.

10. **Emergency Services.** The City Fire Marshal and Police Department had no concerns regarding the proposed rezoning.

11. **Impact.** The petition proposes to rezone the property from I-3, Heavy Industrial District to B-5, General Business District. While the Planning Division typically does not support downzoning Heavy Industrial property to a lesser district, there are instances where it is appropriate. The subject property is relatively small (less than an acre) and is located between Naval Reserve Road and the Norfolk & Western Railway. As referenced in the *Comprehensive Plan 2013-2030*, business services that support other uses in the area are appropriate in Employment 2 areas. An accounting office is considered a business service and could serve other industrial uses located in the area. The proposed rezoning and construction of a small building addition would also help bring the site into compliance with the City's Landscaping Ordinance as indicated on the submitted site plan. The proposal should have little to no negative impact on the area.

12. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the concept plan on January 5, 2016. Comments regarding the petition were relatively minor in nature and have or will be addressed prior to final site plan approval.

VI. PLANNING DIVISION RECOMMENDATION

Rezone approximately seven hundred sixty-nine thousandths (0.769) of an acre located at 3316 Naval Reserve Road from I-3, Heavy Industrial District to B-5, General Business District to allow the continued operation of an office use and the construction of an eight hundred (800)-square foot building addition.

This matter is respectfully offered for your consideration.

William T. Martin, AICP
City Planner

pc: Mr. L. Kimball Payne, III, City Manager
Ms. Bonnie M. Svrcek, Deputy City Manager
Mr. Walter C. Erwin, City Attorney
Mr. Kent L. White, Director of Community Development
Mr. J. Lee Newland, City Engineer
Ms. Cynthia Kozerow, Lynchburg Police Department
Battalion Chief Thomas Goode, Fire Marshal
Mr. Doug Saunders, Building Official
Mr. Kevin Henry, Zoning Administrator
Mr. Tommy Brooks, Acres of Virginia, Inc.
Mr. Chad Maddox, Property Owner

VII. ATTACHMENTS

1. **Zoning Map**
2. ***FLUM* Map**
3. **Watershed Map**
4. **Planimetric and Topographic Map**
5. **Concept Plan**
6. **Narrative**
7. **Property Photograph**

MINUTES FROM THE FEBRUARY 10, 2016 PLANNING COMMISISON MEETING (MINUTES HAVE NOT BEEN APPROVED. THERE WAS NO SECOND MEETING IN FEBRUARY):

Petition of CMB Properties, LLC to rezone approximately seven-hundred and sixty-seven thousandths (0.767) acres at 3316 Naval Reserve Road from I-3, Heavy Industrial District, to B-5, General Business District to allow a standalone office use.

Mr. Tom Martin explained that this property is designated for Employment 2 uses on the *Future Land Use Map (FLUM).* Employment 2 uses are mainly intended to serve large manufacturing uses but service type uses such as restaurants and hotels to serve those areas would also be appropriate.

The property is currently zoned I-3, Heavy Industrial and currently contains a nonconforming use, namely an accounting office. Mr. Martin explained that what has brought this petition forward is that the owner would like to construct an 800 square foot addition to the building. Since it is a nonconforming use, a building addition is not allowed.

The Planning Division does not typically support downzoning industrial property. However, the *FLUM* does recommend Employment 2 and an accounting office would be a service type to manufacturing firms and other businesses in an industrial area, the Planning Division does recommend approval of the rezoning.

Mr. Thomas Brooks of Acres of Virginia was present to represent the owner of the property. He explained that the accounting firm has been there for several years. They are now finding the need to expand their facilities to accommodate their employees and clients. Mr. Brooks had a building elevation drawing of the addition to show the commissioners. Mr. Brooks mentioned that there is ample parking on the site. Mr. Brooks also explained that they will be required to put in a Reduced Pressure Backflow Preventer to address water quality standards as well as additional landscaping to meet the landscaping code. With regard to how the addition will look in relation to the existing building, Mr. Brooks indicated that the building addition will have the same type of siding as the existing building. The roof on the addition will be metal and the shingle roof on the existing building will be changed to metal to match the addition.

Chair Perault asked if there was anyone else who wished to speak in favor of the petition. No one came forward. He asked if there was anyone who wished to speak in opposition to the petition. No one came forward. He closed the public hearing portion of the petition.

Commissioner Marion noted that if they approve this rezoning that there will be a "gap tooth" in the map with grey all around this property. This property would be changed to red on the map. Mr. Martin felt that this is no different than when the old Naval Reserve Center was rezoned in the early 2000s for a group called Urban Alternatives. Glass & Associates is in that building now and primarily have their office uses there. Mr. Martin thinks that what is important to consider is if this accounting office is the kind of business that could support the industrial area. Also, it is a very small parcel and is really hemmed in between Naval Reserve Road and the railroad with a very steep drop off to the railroad. Commissioner Marion remarked that she does not have any problem with the rezoning petition.

Commissioner Lowe asked Mr. Martin if they are required to meet any ADA standards for wheelchair accessibility. Mr. Martin said that would fall under the building code. Commissioner Lowe directed his question to Mr. Brooks and he stated that there is an ADA accessible ramp on the existing building.

Chair Perault asked Mr. Martin if the current structure is in compliance with I-3 zoning. Mr. Martin said the use is not in compliance. To have an office use in an industrial area, it is supposed to be in conjunction with an industrial use. Right now, the accounting firm is nonconforming because it is not related to a manufacturing use. Chair Perault commented that this rezoning would serve two purposes; it

would allow the building addition and would also bring the current use into conformity. Mr. Martin said that is correct.

Commissioner Marion made the following motion, which was seconded by Commissioner Lowe:

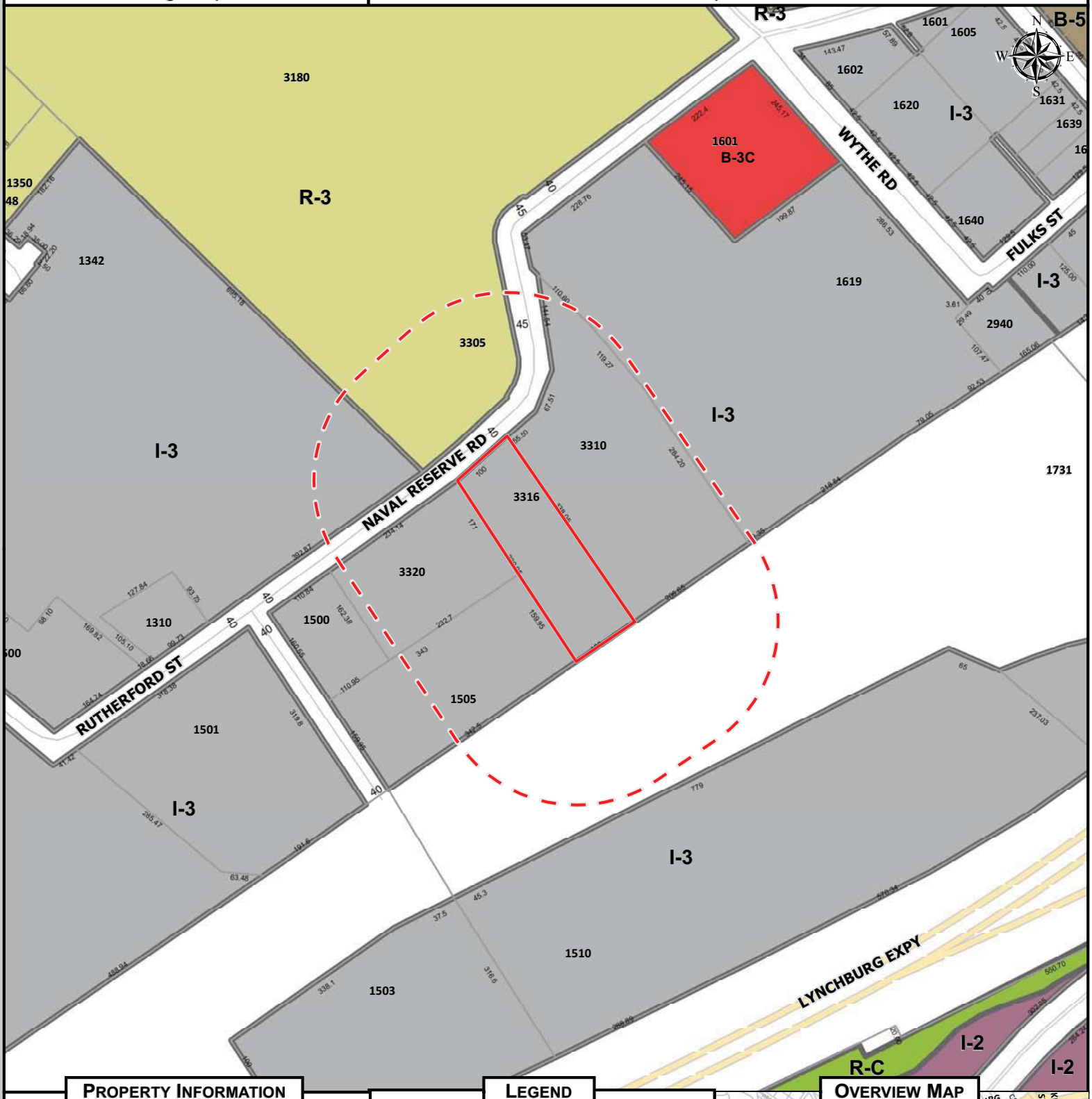
Rezone approximately seven hundred sixty-nine thousandths (0.769) of an acre located at 3316 Naval Reserve Road from I-3, Heavy Industrial District to B-5, General Business District to allow the continued operation of an office use and the construction of an eight hundred (800)-square foot building addition.

Chair Perault understands the concern about downzoning; however, this rezoning will fix a nonconforming use. Also, if you look at this area of the City, he thinks this type of petition will actually improve what we see there. The landscaping and improvements to the structure will help beautify that region. He thinks it is in the spirit of the *Comprehensive Plan* and the *Future Land Use Map.*

The motion passed by the following vote:

AYES:	Gahagan, Light, Lowe, Marion, Perault and Rogers	6
NOES:		0
ABSTENTIONS:		0
ABSENT:	Bowden	1

Zoning Map	REZONING FROM I-3 TO B-5
Zoning Request	CMB Properties, LLC



PROPERTY INFORMATION

PARCEL ID	ADDRESS
02807046	3316 NAVAL RESERVE RD

LEGEND

Subject Property

215' Buffer

B-1	I-1	R-4
B-2	I-2	R-5
B-3	I-3	R-C
B-4	R-1	IN-1
B-5	R-2	IN-2
B-6	R-3	

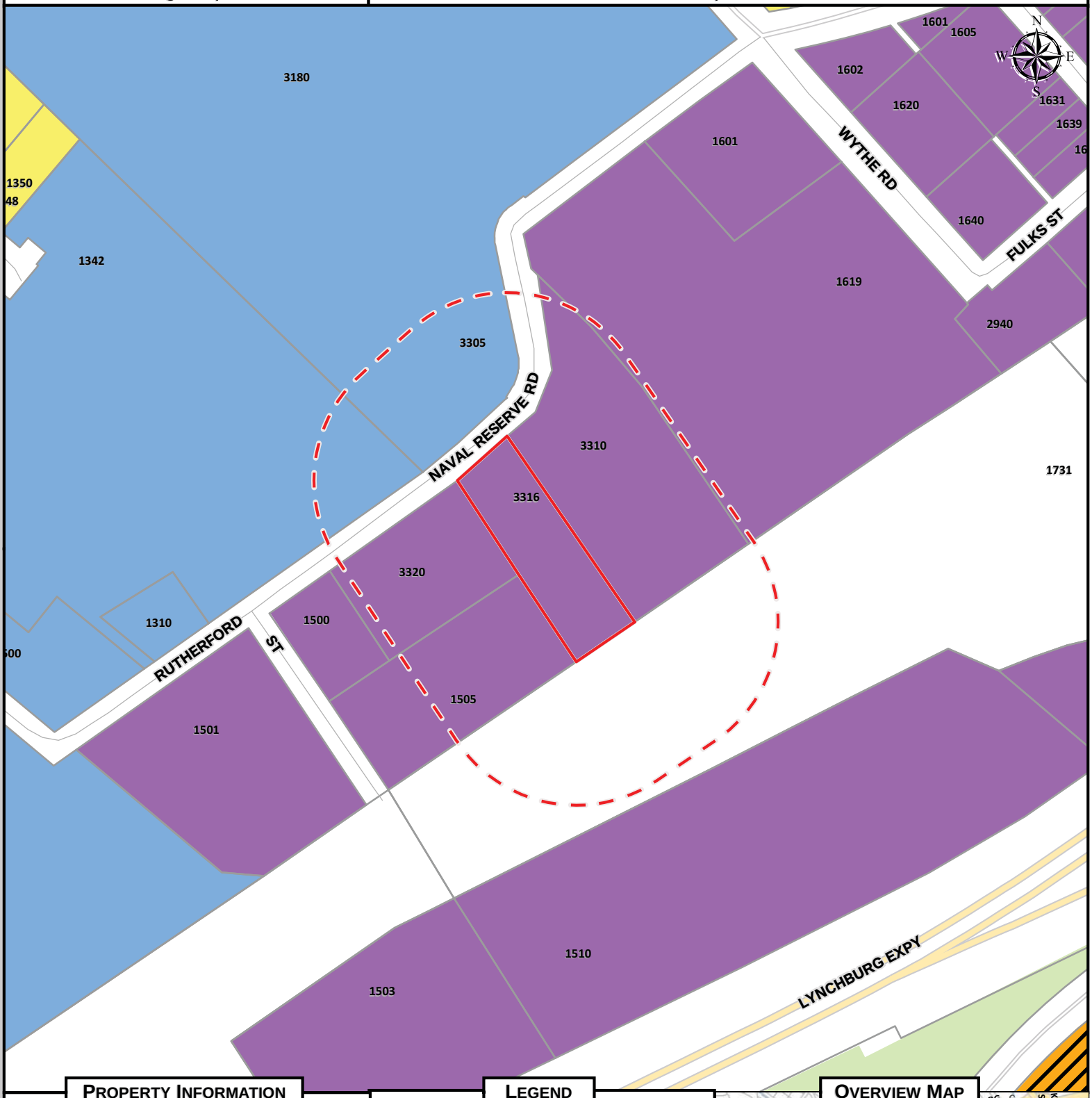
OVERVIEW MAP

MAP SCALE: 1 " to 4,000 '**DATE PRINTED:** 2/5/2016

DISCLAIMER: THIS MAP IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS SUCH. THE INFORMATION DISPLAYED IS A COMPILATION OF RECORDS, INFORMATION, AND DATA OBTAINED FROM VARIOUS SOURCES. THE CITY OF LYNCHBURG IS NOT RESPONSIBLE FOR ITS ACCURACY OR HOW CURRENT IT MAY BE.

Parcel ID	Address	Owner
02807047	1505 RUTHERFORD ST	JENNINGS-WATTS OIL CO INC
02807045	3310 NAVAL RESERVE RD	HFR PROPERTIES LLC
01202001	3180 FORT AVE	CITY OF LYNCHBURG
02807048	3320 NAVAL RESERVE RD	LYNCHBURG GAS
02807004	1339 ENGLEWOOD ST	LYNCHBURG GROWS
02807040	1619 WYTHE RD	1619 WYTHE ROAD LLC
02807001	1731 WYTHE RD	NORFOLK & WESTERN RAILWAY
02807046	3316 NAVAL RESERVE RD	CMB PROPERTIES LLC

FLUM Map	REZONING FROM I-3 TO B-5
Zoning Request	CMB Properties, LLC



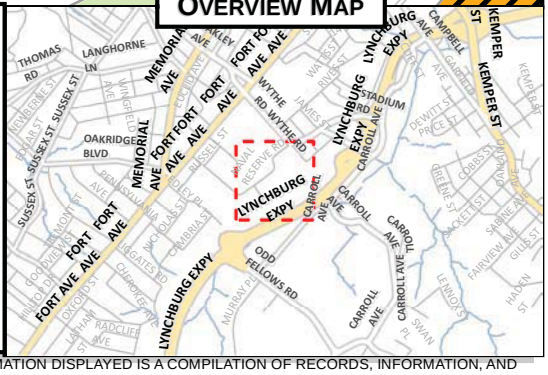
PROPERTY INFORMATION

PARCEL ID	ADDRESS
02807046	3316 NAVAL RESERVE RD

LEGEND

- Local Historic District
- Traditional Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Neighborhood Commercial
- Community Commercial
- Employment 1
- Employment 2
- Downtown
- Institution
- Public Use
- Public Parks
- Resource Conservation
- Mixed Use

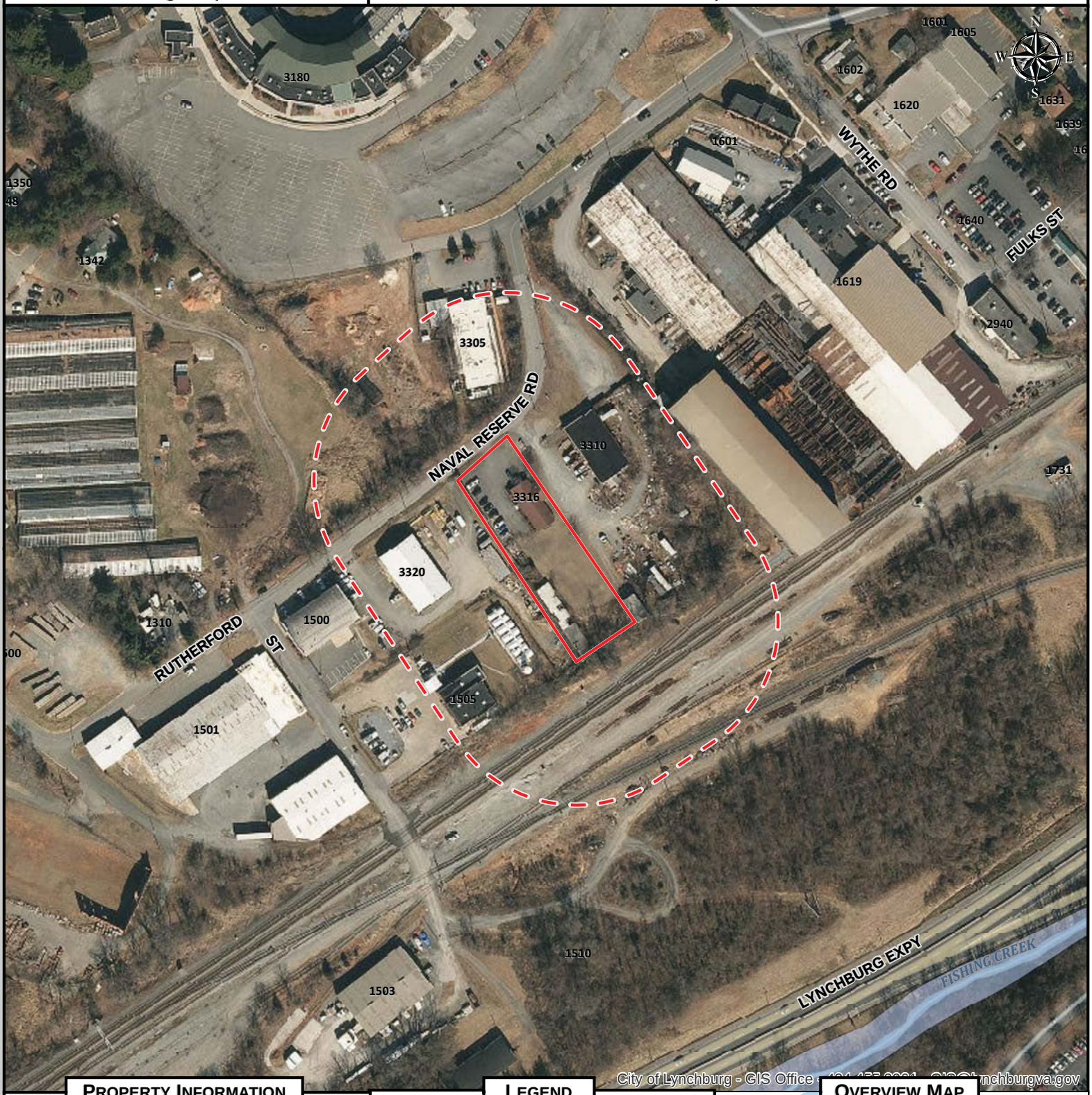
OVERVIEW MAP



MAP SCALE: 1 " to 4,000 '**DATE PRINTED:** 2/5/2016

DISCLAIMER: THIS MAP IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS SUCH. THE INFORMATION DISPLAYED IS A COMPILATION OF RECORDS, INFORMATION, AND DATA OBTAINED FROM VARIOUS SOURCES. THE CITY OF LYNCHBURG IS NOT RESPONSIBLE FOR ITS ACCURACY OR HOW CURRENT IT MAY BE.

Watershed Map	REZONING FROM I-3 TO B-5
Zoning Request	CMB Properties, LLC



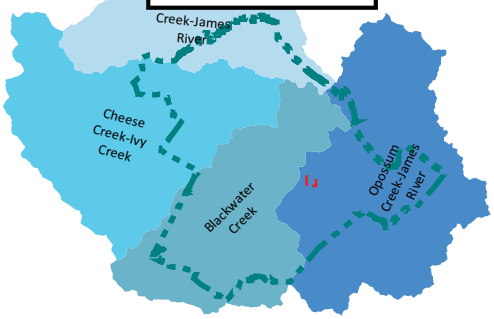
Property Information

Parcel ID	Address
02807046	3316 NAVAL RESERVE RD

Legend

- Subject Property
- Base Flood Elevation
- Floodway
- Floodzone
- River / Lake / Stream

Overview Map



Map Scale: 1 " to 33,333 **Date Printed:** 2/5/2016

DISCLAIMER: THIS MAP IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS SUCH. THE INFORMATION DISPLAYED IS A COMPILATION OF RECORDS, INFORMATION, AND DATA OBTAINED FROM VARIOUS SOURCES. THE CITY OF LYNCHBURG IS NOT RESPONSIBLE FOR ITS ACCURACY OR HOW CURRENT IT MAY BE.

Planimetric and Topographic Map	REZONING FROM I-3 TO B-5
Zoning Request	CMB Properties, LLC

Property Information

Parcel ID	Address
02807046	3316 NAVAL RESERVE RD

Legend

		Active	Proposed	Abandoned
Utilities	Water			
	Sanitary			
	Storm			

		Paved	Unpaved	Other
Planimetrics	Structure	-	-	
	Roadway			-
	Parking			-
	Sidewalk		-	-
	Driveway	-	-	

		10'	10' Obs
Topography	Contour		

Map Scale: 1 " to 4,000 '**Date Printed:** 2/5/2016

Overview Map

DISCLAIMER: THIS MAP IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS SUCH. THE INFORMATION DISPLAYED IS A COMPILATION OF RECORDS, INFORMATION, AND DATA OBTAINED FROM VARIOUS SOURCES. THE CITY OF LYNCHBURG IS NOT RESPONSIBLE FOR ITS ACCURACY OR HOW CURRENT IT MAY BE.

NOTES:

1. THIS PLAN WAS PREPARED AT THE REQUEST OF CHAD MADDOX/CMB PROPERTIES, LLC.
2. NO DETERMINATION OF WETLANDS WAS MADE OR REQUESTED BY THE OWNER / DEVELOPER NOR DOES THIS PLAN ADDRESS THE EXISTENCE OR DELINEATION OF ANY ENVIRONMENTALLY SENSITIVE AREAS IN OR AROUND THE BOUNDARIES OF THIS PROPERTY.
3. SUBSURFACE AND ENVIRONMENTAL CONDITIONS WERE NOT SURVEYED OR EXAMINED OR CONSIDERED AS PART OF THIS PLAN. NO EVIDENCE OR INDICATIONS OF CONTAMINATION OR THE EXISTENCE OF UNDERGROUND OR OVERHEAD CONDITIONS, CONTAINERS OR FACILITIES THAT MAY AFFECT THE USE OR DEVELOPMENT OF THIS PROPERTY.
4. NO INVESTIGATION OR INDEPENDENT SEARCH WAS PERFORMED FOR EASEMENTS OF RECORD, ENCUMBRANCES, RESTRICTIVE COVENANTS, OWNERSHIP TITLE EVIDENCE, OR ANY OTHER FACTS THAT AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE. THIS PLAN WAS PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT THEREFORE NECESSARILY INDICATE ALL ENCUMBRANCES ON OR COMMITMENTS ON THIS PROPERTY. ALL ADJOINING OWNERS ARE NOW OR FORMERLY.
5. THIS PROPERTY AS PLATTED FALLS WITHIN THE FLOOD ZONE "X" AS DETERMINED BY F.E.M.A. AND SHOWN ON THEIR MAP DATED EFFECTIVE DATE: JUNE 4, 2008 ; MAP NUMBER 51009300430. NO CERTIFICATION BY THIS SURVEYOR IS MADE TO THE ACCURACY OF THE FLOOD INSURANCE RATE MAP.
6. IN PROVIDING THIS PLAN NO ATTEMPT HAS BEEN MADE TO OBTAIN OR SHOW DATA CONCERNING EXISTENCE, SIZE, DEPTH, CONDITION, CAPACITY OR LOCATION OF ANY UTILITY EXISTING ON THE SITE, WHETHER PRIVATE, MUNICIPAL OR PUBLIC OWNED.
7. ANY SUBAQUEOUS BEDS LOCATED WITHIN THE BOUNDARIES OF THIS PROPERTY MAY BE THE PROPERTY OF THE COMMONWEALTH OF VIRGINIA. NO ATTEMPT TO RESEARCH THIS TITLE HAS BEEN MADE BY ACRES OF VIRGINIA, INC. AND SHOWN ON THIS PLAN. NO PLATS OR RIGHTS ARE IMPLIED OR ANY SUBAQUEOUS BEDS UNLESS OTHERWISE NOTED.
8. PRIOR TO THE IMPROVEMENT OF ANY PROPERTY IN THE CITY OF LYNCHBURG, THE PLANNING DEPARTMENT SHALL BE CONTACTED CONCERNING, BUT NOT LIMITED TO, THE CURRENT ZONING, BUILDING SETBACK REQUIREMENTS, WATER OR SEWER SYSTEMS, HEALTH DEPARTMENT REQUIREMENTS, EROSION AND SEDIMENT CONTROL REQUIREMENTS, BUILDING CODES AND STORMWATER MANAGEMENT REQUIREMENTS.
9. THIS PROPERTY IS CURRENTLY SERVED BY CITY WATER AND PRIVATE SEWER.
10. THIS PROPERTY IS CURRENTLY ZONED I-3. PROPOSED CHANGE REQUESTED TO B-5.
11. ALL NEW LIGHTING WILL BE DIRECTIONAL OR GLARED SHIELDED.
12. 15- 9'X18' EXISTING PAVED PARKING SPACES
    1- 14'X18' ADA H/C PARKING SPACE

GENERAL CONSTRUCTION NOTES:

CONTACT THE CITY ENVIRONMENTAL REVIEWER, THE CITY CONSTRUCTION COORINATOR AND MISS UTILITY 48 HOURS IN ADVANCE OF ANY CONSTRUCTION ACTIVITY. THE CONTRACTOR OR THE OWNER SHALL OBTAIN ALL REQUIRED PERMITS, FROM ALL GOVERNING BODIES PRIOR TO CONSTRUCTION. ACRES OF VIRGINIA, INC. ACCEPTS NO RESPONSIBILITY FOR PERMITS NOT OBTAINED OR IN PLACE.

THE LOCATION OF EXISTING UTILITIES ACROSS OR ALONG THE LINE OF PROPOSED WORK IS NOT NESSARILY SHOWN ON THE PLANS AND WHERE SHOWN IS APPROXIMATE. THE CONTRACTOR SHALL ON HIS OWN LOCATE ANY UNDERGROUND LINES AND STRUCTURES AS NECESSARY.

POWER LINES AND POLES, TELEPHONE LINES AND POLES SHALL BE PROTECTED FROM ANY DAMAGE. THE CONTRACTOR IS RESPONSIBLE FOR CONTACTING THE UTILITY OWNERS, OBTAINING THE PROPER PROTECTIVE MEASURES FOR EACH INDIVIDUAL CONSTRUCTION LOCATION AND PROTECTING ANY DAMAGE CAUSED BY THE CONTRACTOR OR THE CONSTRUCTION OPERATION SHALL BE CORRECTED BY THE CONTRACTOR AT THEIR EXPENSE.

THE CONTRACTOR SHALL NOTIFY ACRES OF VIRGINIA, INC. FOR A REVIEW SHOULD DISCREPANCIES BE DISCOVERED IN THE CONSTRUCTION DOCUMENTS WITHOUT THIS REVIEW, THE CONTRACTOR ACCEPTS COMPLETE RESPONSIBILITY AND LIABILITY. THE OWNER IS RESPONSIBLE FOR VERIFYING THAT THE CONTRACTOR HAS THE MOST RECENT REVISION DATE OF THE PLANS PRIOR TO COMMENCING WITH CONSTRUCTION.

THE CONTRACTOR SHALL COMPLY WITH THE LATEST REVISIONS OF THE VIRGINIA OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR THE CONSTRUCTION INDUSTRY AS ADOPTED BY THE SAFETY AND HEALTH CODES COMMISSION OF VIRGINIA.

THE GRADING CONTRACTOR SHALL PROOF-ROLL THE CONSTRUCTION AREA WITH HEAVY-PNEUMATIC EQUIPMENT. ALL UNSUITABLE MATERIAL SHALL BE UNDERCUT AND REPLACED WITH COMPACTED APPROVED STRUCTURAL MATERIAL

SURPLUS EXCAVATED MATERIAL SHALL BE REMOVED FROM OR PLACED ON THE SITE BY THE GRADING CONTRACTOR. ANY OFF SITE WASTE AREA MUST BE APPROVED BY THE CITY OF LYNCHBURG'S EROSION & SEDIMENTATION CONTROL MANAGER.

COMPACT TO 98% OF MAXIMUM STANDARD PROCTOR DENSITY WITH THE UPPER 9" @ 100% STANDARD PROCTOR DENSITY. MAINTAIN SOIL MOISTURE CONTENT BETWEEN 0 AND 3% ABOVE OPTIMUM. USE THE GEOTECHNICAL ENGINEER METHOD FOR MAINTAINING OPTIMUM MOISTURE CONTROL. CBR'S AND COMPACTION TEST ARE MANDATORY. RESULTS AND REPORTS WILL BE SENT TO ACRES OF VIRGINIA, INC. GEO-TECH. WORK CAN BE DONE BY ACRES OF VIRGINIA, INC. UPON REQUEST.

EXISTING PARKING SURFACE IS ASPHALT

IT SHALL BE THE SOLE RESPONSIBILITY OF THE OWNER TO ENSURE THAT THE CONTRACTOR IS WORKING FROM THE MOST CURRENT SET OF APPROVED PLANS.

ALL CONSTRUCTION AND MATERIAL SHALL CONFORM TO THE CITY OF LYNCHBURG'S MANUAL OF SPECIFICATIONS, MOST RECENT EDITION, AND MOST RECENT EDITION BUILDING CODES.

IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES THE CONTRACTOR SHALL BE SOLELY AND COMPLETELY RESPONSIBLE FOR CONDITIONS OF THE JOB SITE, INCLUDING SAFETY OF ALL PERSONS AND PROPERTY DURING PERFORMANCE OF THE WORK. THIS REQUIREMENT SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS. THE DUTY OF THE OWNER OR CONSTRUCTION OBSERVATION BY THE ARCHITECT OF THE CONTRACTORS PERFORMANCE IS NOT INTENDED TO INCLUDE REVIEW OF THE ADEQUACY OF THE CONTRACTOR'S SAFETY MEASURES IN, ON NEAR THE CONSTRUCTION SITE. CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING ALL BARRICADES, WARNING SIGNS, FLASHING LIGHTS AND TRAFFIC CONTROL DEVICES DURING CONSTRUCTION. CONTRACTOR IS TO COMPLY WITH ALL OSHA REGULATION REQUIREMENTS AND SAFETY MEETING REQUIREMENTS.

CMB PROPERTIES, LLC

PROPOSED BUILDING ADDITION
#3316 NAVAL RESERVE ROAD

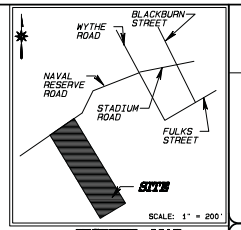
CIVIL PLAN LEGEND:	SHEET
COVER SHEET	CIVIL-1
SITE, LANDSCAPE, E&S PLAN/NEW BUILDING ADDITION	CIVIL-2
LANDSCAPE DETAILS	CIVIL-3

APPROVED BY: _____
CITY PLANNER /DATE

APPROVED BY: _____
H & S ENVIRONMENTAL PLANNER /DATE

SOURCE OF TITLE:

THIS PROPERTY WAS CONVEYED TO CMB PROPERTIES, LLC. BY DEED DATED OCTOBER 08, 2004 AND RECORDED BY INSTRUMENT NUMBER 040010764 IN THE CLERK'S OFFICE OF THE CIRCUIT COURT OF LYNCHBURG, VIRGINIA.



VICINITY MAP

COMMONWEALTH OF VIRGINIA
SAMUEL K. ROSKELLEY
Lic.No.017717
PROFESSIONAL ENGINEER
12/15/15

COMMONWEALTH OF VIRGINIA
THOMAS C. BROOKS SR.
Lic.No. 2048
LAND SURVEYOR
12/15/15

CONTACT NUMBERS:

1. SEWER:
   THE CITY OF LYNCHBURG, VA.
   WATER RESOURCE DEPARTMENT
   525 TAYLOR STREET
   LYNCHBURG, VA 24501
   PHONE: (434) 455-4250
2. WATER:
   THE CITY OF LYNCHBURG, VA.
   WATER RESOURCE DEPARTMENT
   525 TAYLOR STREET
   LYNCHBURG, VA 24501
   PHONE: (434) 455-4250
3. GAS:
   COLUMBIA GAS OF VIRGINIA
   1600 DUBLIN ROAD
   COLUMBUS, OH 43215
   PHONE: 1-(800)-440-6111
4. ELECTRIC:
   APPALACHIAN POWER COMPANY
   4001 MAYFLOWER DRIVE
   LYNCHBURG, VA 24501-5094
   (434) 522-4329
5. TELEPHONE:
   VERIZON - VIRGINIA, INC.
   ENGINEERING DEPARTMENT
   553 LEESVILLE ROAD
   LYNCHBURG, VA 24502
   PHONE: (434) 237-9517
6. CITY INSPECTIONS:
   900 CHURCH STREET
   LYNCHBURG, VA 24504
   PHONE: (434) 455-3910
7. OWNER:
   CMB PROPERTIES, LLC
   #3316 NAVAL RESERVE ROAD
   LYNCHBURG VIRGINIA 24501
   (434) 616-6615
8. SITE/BUILDING CONTRACTOR:
   TO BE DETERMINED
9. ENGINEER/SURVEYOR:
   ACRES OF VIRGINIA, INC.
   404 CLAY STREET
   LYNCHBURG, VA. 24504
   (434) 528-4674

REVISION	DATE
1	
2	
3	
4	
10	

ACRES OF VIRGINIA, INC.
SURVEYORS/ENGINEERS/PLANNERS
ENVIRONMENTAL/SOIL CONSULTANTS/GEOTECHNICAL
e-mail: acres2@aol.com
OFFICE (434) 528-4674
FAX (434) 845-1048
404 CLAY STREET
LYNCHBURG, VA. 24504

COMM. NO.: 15774
DATE: DECEMBER 15, 2015
SHEET NO.: 1 OF 4
PLAN SCALE: 1" = 20'
TAX MAP 028070046
COPYRIGHT: VIRGINIA, INC.
ACRES OF

PLAN COVER SHEET FOR #3316 NAVAL RESERVE ROAD

PROPERTY OF CMB PROPERTIES LLC LYNCHBURG, VIRGINIA

DRAWING
CIVIL-1

LANDSCAPE LEGEND AND REQUIREMENTS PER ORDINANCE DATED JUNE 13, 2006: (PROPOSED LANDSCAPING FOR NEW ADDITION)

COMMON NAME	PLANTING COUNT	PLANTING REQ'D	SIZE AT TIME OF PLANTING	BOTANICAL NAME	MULCH BED REQUIRED
= GERMANDER HEDGE (36"± ON CENTER IN MULCH BED) (PLANT PERENNIALS AS NEEDED FOR FILLER)	7	7	2 GALLON CONTAINER	(TEUCRIUM CHAMAEDRYS)	YES
= ARROW WOOD (PLANT PERENNIALS AS NEEDED FOR FILLER)	7	7	2 GALLON CONTAINER	(VIBURNUM DENTATUM)	YES
= CRIMSON PYGMY JAPANESE BARBERRY	3	3	2 GALLON CONTAINER	(BERBERIS THUNBERGII 'CRIMSON PYGMY')	YES
= KOUSA DOGWOOD	3	3	1 1/2" CALIPER	(CORNUS KOUSA)	YES
= JUNIPERS (3'± ON CENTER IN MULCH BED)	4	4	1 GALLON CONTAINER	(JUNIPERUS HORIZONTALIS 'BLACK')	YES
= RED MAPLE (RED SUNSET OR OCTOBER GLORY)-MOST COLORFUL	1	1	1 1/2" CALIPER	(ACER RUBRUM)	YES

LEGEND:

O.H. = OVERHEAD
P.P. = POWER POLE
DB = DEED BOOK
P. = PAGE
CONC. = CONCRETE
H/C = HANDICAP
—X— = CHAIN LINK FENCE
TYP. = TYPICAL

CLOUDED = PROPOSED NEW ADDITION AND PROPOSED NEW LANDSCAPING TO BE INSTALLED IS LOCATED WITHIN THE CLOUDED AREAS

498 = EXISTING CONTOURS

= BENCHMARK FIRST FLOOR ELEVATION

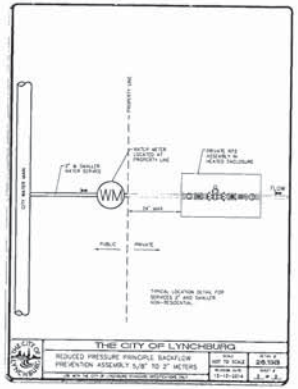
PED. = PEDESTAL
R/W = RIGHT OF WAY
WM = WATER METER
HVAC = HEATING AND AIR
—E— = UNDERGROUND ELECTRIC LINE
—G— = UNDERGROUND GAS LINE

SF = SILT FENCE

FF = FINISH FLOOR

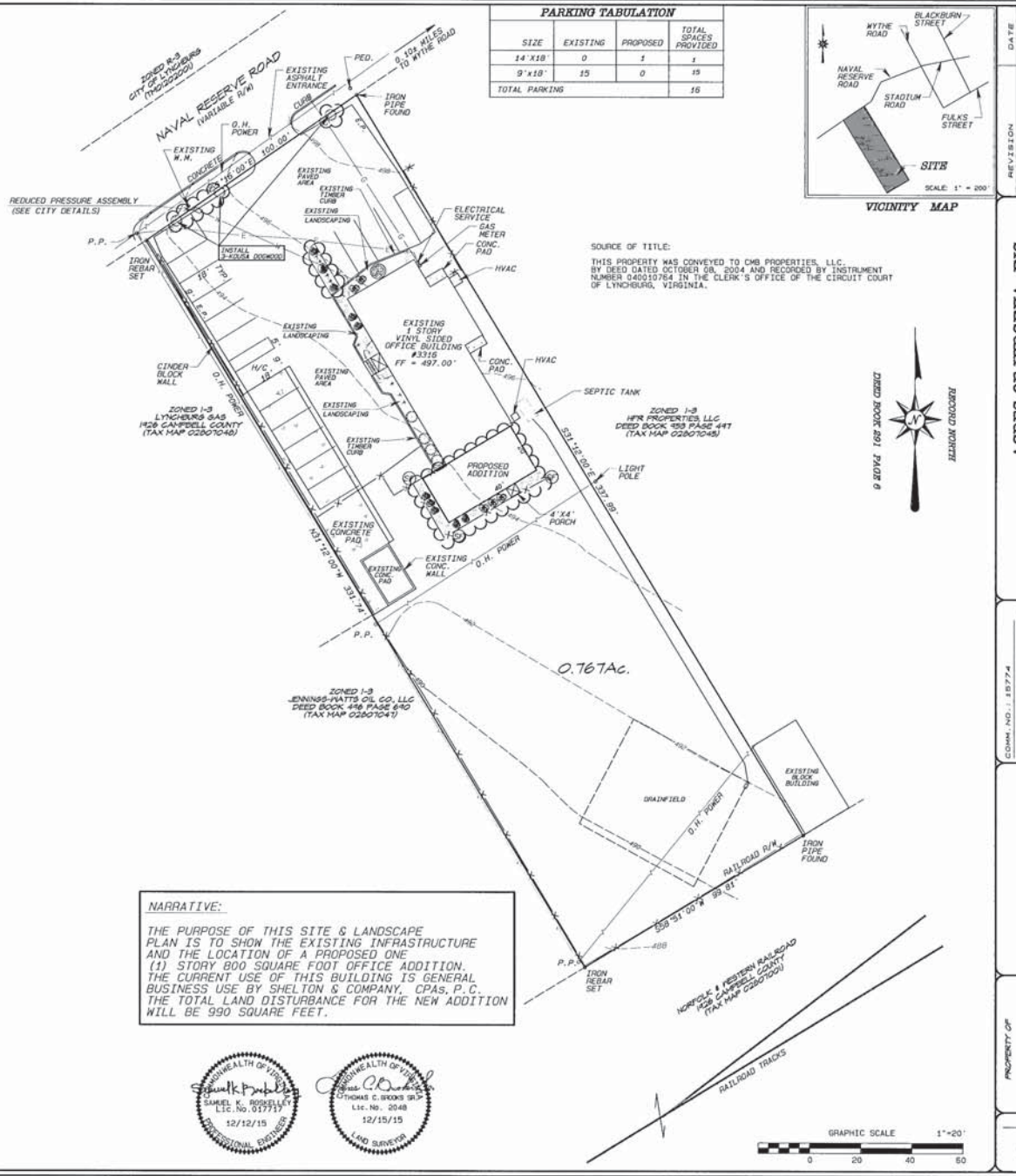
= ONE PARCEL

E.P. = EDGE OF PAVEMENT



PARKING TABULATION

SIZE	EXISTING	PROPOSED	TOTAL SPACES PROVIDED
14'X18'	0	1	1
9'x18'	15	0	15
TOTAL PARKING			16



SOURCE OF TITLE:

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DEED BOOK 916 PAGE 6

RECORDS NORTH

VICINITY MAP

NARRATIVE:

THE PURPOSE OF THIS SITE & LANDSCAPE PLAN IS TO SHOW THE EXISTING INFRASTRUCTURE AND THE LOCATION OF A PROPOSED ONE (1) STORY 800 SQUARE FOOT OFFICE ADDITION. THE CURRENT USE OF THIS BUILDING IS GENERAL BUSINESS USE BY SHELTON & COMPANY, CPAs, P.C. THE TOTAL LAND DISTURBANCE FOR THE NEW ADDITION WILL BE 990 SQUARE FEET.

COMMONWEALTH OF VIRGINIA
SAMUEL K. ROSKELLEY
Lic.No.017717
PROFESSIONAL ENGINEER
12/12/15

COMMONWEALTH OF VIRGINIA
THOMAS C. BROOKS JR.
Lic.No. 2048
LAND SURVEYOR
12/15/15

NO.	REVISION	DATE
1		
2		
3		
4		
5		

ACRES OF VIRGINIA, INC.
SURVEYORS/ENGINEERS/PLANNERS
ENVIRONMENTAL SITE ANALYSIS/GEOTECHNICAL
email: acres2@aol.com
www.acresofvirginia.com
404 CLAY STREET OFFICE (434) 528-4674
LYNCHBURG, VA. 24504 FAX (434) 845-1048

COMM. NO.: 15774
DATE: DECEMBER 15, 2015
REVISED:
PLAN SCALE: 1" = 20'
TAX MAP 02807048
ZONED I-3
CONTAINS 0.767 ± AC.

SITE, LANDSCAPE, E & S PLAN FOR NEW 800 SQ. FT. ADDITION

PROPERTY OF CMB PROPERTIES LLC LYNCHBURG, VIRGINIA

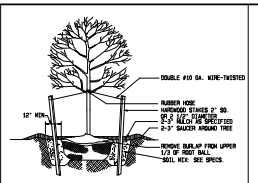
DRAWING CIVIL-2

GENERAL LANDSCAPE SPECIFICATIONS:

1. CONTRACTOR IS RESPONSIBLE FOR LOCATING ALL UNDERGROUND UTILITIES AND SHALL AVOID DAMAGE TO UTILITIES DURING THE COURSE OF THE WORK. CONTRACTOR IS RESPONSIBLE FOR REPAIRING ANY DAMAGE TO UTILITIES, SITE STRUCTURES, ETC., RESULTING FROM LANDSCAPE CONSTRUCTION.
2. ALL PLANTS MUST BE VIGOROUS, HEALTHY MATERIAL, FREE OF PESTS AND DISEASE.
3. ALL PLANTS AND TREES MUST MEET ALL REQUIREMENTS SPECIFIED IN THE PLANT LIST, DETAILS, AND SPECIFICATIONS.
4. ALL TREES MUST BE GUYED OR STAKED AS SHOWN IN THE DETAILS.
5. ALL PLANTS AND PLANTING AREAS MUST BE MULCHED.
6. CONTRACTOR IS RESPONSIBLE FOR VERIFYING ALL QUANTITIES SHOWN ON FINAL LANDSCAPE PLANS PRIOR TO PRICING THE WORK.
7. CONTRACTOR IS RESPONSIBLE FOR COMPLETELY MAINTAINING THE WORK (INCLUDING BUT NOT LIMITED TO: WATERING, MULCHING, SPRAYING, FERTILIZING, ETC.) OF ALL PLANTING AREAS AND LAWNS UNTIL TOTAL ACCEPTANCE OF THE WORK BY THE OWNER.
8. CONTRACTOR SHALL COMPLETELY GUARANTEE ALL WORK FOR A PERIOD OF ONE YEAR BEGINNING AT THE DATE OF ACCEPTANCE. CONTRACTOR SHALL MAKE ALL REPLACEMENTS PROMPTLY (AS PER DIRECTION OF OWNER).
9. CONTRACTOR SHALL STAKE OR HAVE STAKED PLANT MATERIAL LOCATIONS PRIOR TO INSTALLATION. CONTRACTOR SHALL HAVE OWNERS REPRESENTATIVE APPROVE ALL STAKING PRIOR TO INSTALLATION.
10. ANY MATERIAL WHICH DIES, OR DEFOLIATES (PRIOR TO ACCEPTANCE OF THE WORK) SHALL BE PROMPTLY REMOVED AND REPLACED.
11. STANDARDS SET FORTH IN "AMERICAN STANDARD FOR NURSERY STOCK" REPRESENT GENERAL GUIDELINE SPECIFICATIONS ONLY AND WILL CONSTITUTE MINIMUM QUALITY REQUIREMENTS FOR PLANT MATERIAL.
12. THE OWNER RESERVES THE RIGHT TO REJECT ANY PLANT MATERIAL NOT MEETING THEIR STANDARDS.
13. THE CONTRACTOR IS RESPONSIBLE FOR SOIL SAMPLING AND TESTS TO DETERMINE EXACT FERTILIZER REQUIREMENTS.
14. INSTALL STONE MAINTENANCE STRIP IF REQUIRED. STONE SHALL CONSIST OF RIVERSTONE WITH MAXIMUM DIMENSION OF FOUR INCHES (4"). STONE SHALL BE LAID THREE INCHES (3") DEEP OVER WEED BARRIER FABRIC. OVERLAP FABRIC SIX INCHES (6") PER COURSE. EDGING SHALL BE FOUR INCHES (4") X THREE SIXTEENTH INCH (3/16") BLACK ALUMINUM EDGING AS MANUFACTURED BY SURE-LOC (1-800-SURE-LOC) OR APPROVED EQUAL. ANCHOR EDGING IN PLACE WITH STAKES ELEVEN INCHES (11") LONG.
15. LANDSCAPE CONTRACTOR IS TO BE RESPONSIBLE FOR WATERING ALL PLANT MATERIALS UNTIL THE TIME THE PERMANENT IRRIGATION SYSTEM IS FULLY FUNCTIONAL.

    IF THE SITE DEVELOPMENT PLANS DO NOT INCLUDE AN IRRIGATION SYSTEM, THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR WATERING ALL PLANT MATERIALS UNTIL THE BUILDING IS TURNED OVER TO THE OWNER.
16. CHEMICAL WEED CONTROL SHALL BE APPLIED TO ALL LANDSCAPE AREAS PRIOR TO ANY PLANT INSTALLATION.
17. THE CONTRACTOR SHALL SUBMIT A LIST OF ANY PROPOSED PLANT SUBSTITUTIONS. SUBSTITUTIONS MUST BE APPROVED BY THE OWNER PRIOR TO PURCHASE AND INSTALLATION.

    CONTRACTOR SHALL ALLOW TEN (10) WORKING DAYS FOR REVIEW AND APPROVAL BY THE OWNER.
18. ALL PLANTS MUST MEET MINIMUM SIZE PER CITY OF LYNCHBURG CODE. TREES SHALL BE OF NO. 1 GRADE SPECIMEN AND SHRUBS SHALL BE HEAVY WELL SHAPED SPECIMENS.

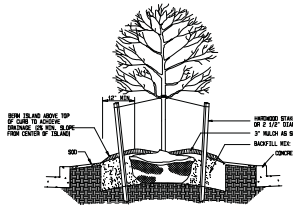


1. REMOVE DEAD OR BROKEN BRANCHES, RETAINING NATURAL SHAPE.
2. NEVER CUT CENTRAL LEADER.
3. SET TREE WITH ROOT BALL 2(MAX) INCHES ABOVE FINISHED GRADE. SHRUBS SHALL BE PLANTED AFTER ONE YEAR.
4. SCARIFY SUBSOIL TO A MIN. 4" DEPTH.
5. PLACE STAKES PARALLEL TO WALKS.

TREE SUPPORT SCHEDULE-EVERGREEN & DECIDUOUS

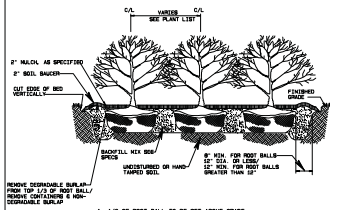
TREE HEIGHT	TREE CALIPER	STAKE
4'-6'	1 1/2 - 2"	2 @ 5'
6'-10'	2 - 2 1/2"	2 @ 5'
10'-12'	2 - 2 1/2"	2 @ 7 - 8'
12'-14'	3 - 3 1/2"	3 @ 8'
14'-16'	3 1/2-4 1/2"	3 @ 8'

1 DECIDUOUS TREE PLANTING
SCALE: N.T.S.



TEST DRAINAGE IN ISLANDS AFTER EXCAVATION. FILL PIT WITH 4" OF WATER. IF WATER IS STANDING AFTER ONE HOUR, EXCAVATE 6" DEEPER. LAY 6" DRAINAGE BEDDING. COVER BEDDING WITH FILTER FABRIC. LAP UP 6" ALL AROUND.

2 TREE ISLAND DETAIL
SCALE: N.T.S.



1. 1/8 OF ROOT BALL TO BE SET ABOVE GRADE
2. SCARIFY SIDES OF PIT TO 4".
3. FOR CONTAINER MATERIAL: SLASH ROOT BALL FROM TOP TO BOTTOM, 1" DEEP MIN.
4. REMOVE DEAD OR BROKEN BRANCHES, RETAIN NATURAL FORM.

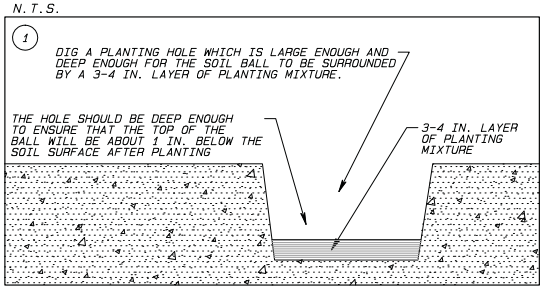
3 MASS SHRUB PLANTING
SCALE: N.T.S.

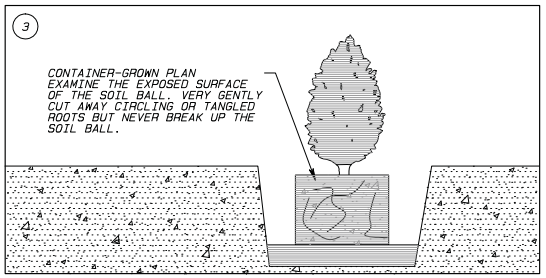
1. CUT PLANT BEDS IN SMOOTH CURVES
2. CUT EDGE OF SOD VERTICALLY TO CREATE CLEAN EDGE.

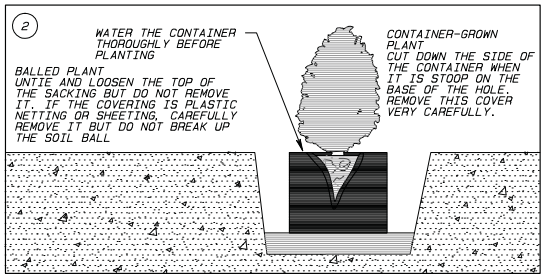
4 PLANT BED EDGING
SCALE: N.T.S.

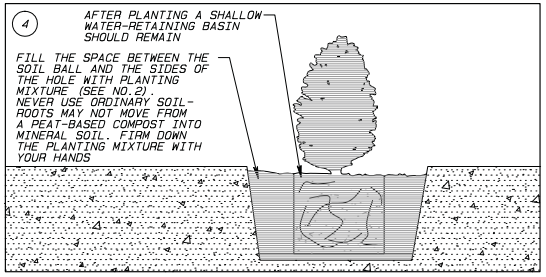
FOUNDATION PLANTING DETAIL (TYP.)

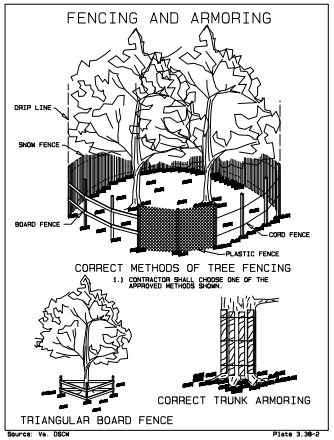
N.T.S.











COMMONWEALTH OF VIRGINIA
SAMUEL K. ROSKELLEY
Lic.No. 017717
PROFESSIONAL ENGINEER
12/15/15

COMMONWEALTH OF VIRGINIA
THOMAS C. BROOKS SR.
Lic.No. 2048
LAND SURVEYOR
12/15/15

REVISION	DATE
1	
2	
3	
4	
10	

ACRES OF VIRGINIA, INC.
SURVEYING INVESTIGATIONS & MAPPING
ENVIRONMENTAL/SOIL CONSULTANTS/GEOTECHNICAL
email: 5acres2@aol.com
www.acresofvirginia.com
404 CLAY STREET (434) 528-4674
LYNCHBURG, VA. 24504 FAX (434) 845-1049

COMM. NO.: 15774
DATE: DECEMBER 15, 2015
DESIGNED: MWM DRAWN: MWM
CHECKED: JOB#5316
PLAN SCALE: N.T.S.
TAX MAP 028007046
COPYRIGHT
ACRES OF VIRGINIA, INC.

LANDSCAPE ARCHITECTURE

PROPERTY OF
CMB PROPERTIES LLC
LYNCHBURG, VIRGINIA

DRAWING
CIVIL-3

NARRATIVE

THE PURPOSE OF THIS SITE AND LANDSCAPE PLAT IS TO SHOW THE EXISTING INFRASTRUCTURE AND THE LOCATION OF A PROPOSED ONE (1) STORY 800 SQUARE FOOT OFFICE ADDITION. THE CURRENT USE OF THIS BUILDING IN GENERAL BUSINESS USE BY SHELTON & COMPANY, CPAs, P.C. THE TOTAL LAND DISTURBANCE FOR THE NEW ADDITION WILL BE 990 SQUARE FEET.

Rezoning - 3316 Naval Reserve Road
I-3 to B-5
February 10, 2016

PLEASE PRINT

NAME	ADDRESS	PHONE	IN FAVOR	IN OPPOSITION	NEUTRAL
THOMAS BROOKS	ACRES OF VA	528-4674			

// A regular meeting of the Council of the City of Lynchburg was held on the 8th day of March, 2016, at 4:00 P.M. in the Council Chamber, City Hall, Michael Gillette, President, presiding. The following Members were present:

Present: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7

Absent: 0

// City Manager Kimball Payne presented the Proposed FY 2017 Budget Message. The Proposed FY 2017 Budget for the City of Lynchburg, which includes the General, Fleet, Capital, Airport, Water, Sewer, Stormwater and other minor funds totaling $352.2 million which represents a 6 percent increase from the prior year. This Budget reflects a stable economy with modest revenue growth from local taxes and increased State and Federal funding for mandated programs. The additional resources are utilized to support new debt service, fund increased costs of employee's medical benefits, provide selective compensation adjustments to enhance recruitment and retention, implement a body-worn camera program in the Police Department, and set aside funds for future capital needs. This Budget also complies with the fiscal policies adopted by City Council. This Budget does not include any recommendation for tax increases, but does, however, propose increases in Water and Sewer Fund user fees of 4.9% and 3.3%, respectively. The Proposed Budget does not include a salary increase for city employees, but there will be market adjustments in some departments including Human Services, Parks and Recreation and Public Works.

Mr. Payne went on to say that the Budget Principles are important to the sound fiscal management of an organization that must meet mandated and contractual financial commitments while delivering quality services. These 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

Mr. Payne concluded that the Proposed FY 2017 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 the FY 2017 Budget.

// City Manager Kimball Payne reviewed the Budget Work Session calendar with Council for possible dates for March and April. After the discussion, Council decided to leave March 29, 2016 on the calendar and reserve the other dates as stated.

// Financial Services Director Donna Witt briefly reviewed the Projected FY 2017 Revenues. The three largest revenues consist of Meal Tax, Sales Tax and Real Property Tax. In addition, Ms. Witt discussed the following revenues:

- Real Property Tax – slightly increased
- Personal Property Tax – remain flat
- Local Sales Tax – increased slightly
- Consumer Utility Tax Electric – remains flat
- Communications Sales and Use Tax – slightly declined
- Business Licenses – reflect an increase
- Motor Vehicle Licenses – remain flat
- Lodging Tax – revenue has increased
- Meals Tax – continue to increase
- Ambulance Service Fees – remain flat

// During roll call Council Member Nelson mentioned parking enforcement for handicap spaces.

// Council Member Foster mentioned the two day session that was held on "Bridges Out of Poverty."

// Mayor Gillette thanked the citizens and city employees that helped Appomattox during the aftermath of the tornado.

// City Council recessed the meeting at 5:14 p.m.

// City Council reconvened the meeting at 7:30 p.m.

The following Members were present:

Present: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette	7
Absent:	0

Council Member Nelson gave the Invocation, followed by the Pledge of Allegiance.

// Mayor Gillette presented Certificates of Recognition to Ten (10) Distinguished Young Women Class of 2016.

// Copies of the minutes of the February 9, 2016 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Foster, seconded by Council Member Tweedy, Council by the following recorded vote approved the minutes as presented:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette	7
Noes:	0

// Copies of the minutes of the February 23, 2016 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Foster, seconded by Council Member Tweedy, Council by the following recorded vote approved the minutes as presented:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette	7
Noes:	0

// In the matter of Community Development - Zoning Amendments, a public hearing was held regarding City Council Report #5 outlining the petition of CMB Properties, LLC to rezone approximately seven-

hundred and sixty-seven thousandths (.767) of an acre at 3316 Naval Reserve Road from I-3, Heavy Industrial District, to B-5, General Business District to allow a standalone office use. City Planner Tom Martin provided a summary of the request and stated the Planning Commission recommended approval of the rezoning petition. Mr. Tommy Brooks with Acres of Virginia, representing the petitioner asked Council for approval for the rezoning petition.

There was no one else present who wished to speak to this item, and the public hearing was closed. There were several questions raised regarding the rezoning petition. Mayor Gillette stated that he was not in favor of granting this request because rezoning from I-3 Heavy Industrial District to B-5, General Business District could cause a problem if this property is ever sold and could be converted back. He went on to say the business should be granted the option to expand, without changing the underlying zoning. On motion of Council Member Johnson, seconded by Council Member Nelson, Council by the following recorded vote adopted Ordinance #0-16-019, as presented, granting the petition of CMB Properties, LLC to rezone approximately seven-hundred and sixty-seven thousandths (.767) of an acre at 3316 Naval Reserve Road from I-3, Heavy Industrial District, to B-5, General Business District to allow a standalone office use:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, 6

Noes: Gillette 1

// In the matter of Public Works – Street Vacation, a public hearing was held regarding City Council Report #6 regarding the petition of Centra Health, Inc., as contract purchaser on behalf of the current owner, Peak Capital Group, LLC, to vacate an alley located between 504 and 508 Jackson Street, extending into 808 5th Street. The total area proposed for vacation is approximately five hundredths (.05) of an acre.

Council Member Helgeson made the following statement, “I am a member of a group, the spouse of an employee of Centra Health and not withstanding that relationship, I am able to participate in this matter fairly, objectively and in the public interest. Therefore, I will participate in the discussion of and vote on this item.”

Mayor Gillette made the following statement, “since I have a contract with Centra Health which generates in excess of $10,000 in annual income, under the Virginia Conflict of Interest Act, I must abstain from discussion and voting on this item.” After the statement from Mayor Gillette, Vice Mayor Johnson proceeded with the public hearing. Rachel Frischeisen, Planner I, provided a summary of the request to approve the alley vacation. Mr. Joe Archambeault with Centra Health asked Council for approval to vacate this alley. There was no one else present who wished to speak to this item, and the public hearing was closed. Council Member Perrow, Chair of the Physical Development Committee (PDC), stated that this item came before the PDC which recommended approval. This motion does not require a second and Council by the following recorded vote adopted Ordinance #O-16-020, as presented, to vacate an alley located between 504 and 508 Jackson Street, extending into 808 5th Street:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy 6

Noes: 0

Abstention: Gillette 1

// In the matter of Public Works – General, a public hearing was held regarding City Council Report #7 regarding conveying a strip of land and a temporary construction easement to the Virginia Department of Transportation (VDOT) for the Greenview Drive project. City Manager Kimball Payne provided a summary of the request. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote adopted Resolution #R-16-021, as presented, to convey a strip of land and a temporary construction easement to the Virginia Department of Transportation for the Greenview Drive project:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7

Noes: 0

// In the matter of Courts, City Council Report #8 was considered. Council Member Helgeson, Chair of the Finance Committee (FC), stated that this item came before the FC which recommended approval. This motion does not require a second and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-16-022, as presented, to amend the FY 2016 City/Federal/State Aid Fund budget and appropriate $22,680 with resources from a grant from the Library of Virginia to preserve eighty-four (84) Deed books numbered 298 through 382 with records dated July 1955 through December 1963 at the Lynchburg Circuit Court Clerk's Office:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7

Noes: 0

// In the matter of Courts, City Council Report #9 was considered. Council Member Helgeson, Chair of the Finance Committee (FC), stated that this item came before the FC which recommended approval. This motion does not require a second and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-16-023, as presented, to amend the FY 2016 General Fund Adopted Budget and appropriate $84,071 from the General Fund Reserve for Contingencies to purchase and install equipment to display and capture into evidence any visual displays of evidence presented to the Circuit Court:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette 7

Noes: 0

// In the matter of Human Services – Detention Center, City Council Report #10 was considered. Council Member Helgeson, Chair of the Finance Committee (FC), stated that this item came before the FC which recommended approval. This motion does not require a second and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-16-024, as presented, to amend the FY 2016 Detention Home Fund budget and appropriate $8,712 with resources of $7,841 from the Juvenile Accountability Block Grant, Department of Criminal Justice Services and $871 from the Department of Human Services/Juvenile Services to fund the upgrade of cameras to a digital

system at the Detention Center:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette	7
Noes:	0

// The meeting was adjourned at 8:30 P.M.

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 8, 2016** AGENDA ITEM NO.: 6

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

ACTION: **X** INFORMATION:

ITEM TITLE: **Vacation of an Unnamed Alley between 504 and 508 Jackson Street**

RECOMMENDATION: After a public hearing, approve the alley vacation.

SUMMARY: Centra Health, Inc., as contract purchaser on behalf of the current owner, Peak Capital Group, LLC, is petitioning to vacate an unnamed alley located between 504 and 508 Jackson Street. The alley extends into 808 5th Street. The petitioner is requesting the alley vacation to accommodate the construction of a medical facility in this block. The alley contains a portion of a parking lot. The total area of the proposed vacation is approximately five hundredths (0.05) of an acre.

The portion of alley proposed for vacation does not serve as access to any of the adjoining parcels.

PRIOR ACTION(S):

February 2, 2016: The Technical Review Committee [TRC] reviewed the petition. The TRC comments have been incorporated into the proposed ordinance.

March 8, 2016: The Physical Development Committee will review the petition on this date.

FISCAL IMPACT: None

CONTACT(S): Rachel Frischeisen, Planner I – 455-3900
Tom Martin, City Planner - 455-3900
Kent White, Director of Community Development – 455-3900

ATTACHMENT(S):

- Ordinance
- Application
- Alley vacation plat
- Map

REVIEWED BY: lkp

UNCODIFIED ORDINANCE:

AN ORDINANCE VACATING AN UNNAMED PORTION OF ALLEY LOCATED BETWEEN 504 JACKSON STREET, 508 JACKSON STREET, AND 808 5TH STREET.

WHEREAS, Centra Health, Inc., as contract purchaser on behalf of the current owner, Peak Capital Group, LLC, is petitioning to vacate an alley located between 504 Jackson Street, 508 Jackson Street, and 808 5th Street; and

WHEREAS, City Council finds that no public inconvenience will result from vacating the alley;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Lynchburg, on its own motion, and in accordance with the provisions of Section 15.2-2006 of the Code of Virginia, 1950, as amended, and Sections 35-71 through 35-77 of the City Code, 1981, as amended, the following described alley be, and the same hereby is, discontinued and vacated, namely:

Beginning at a point in the eastern right-of-way of Jackson Street, said point being North 35 degrees 00 minutes 11 seconds West 154.14 feet from the intersection of the northerly right-of-way of Sixth Street; thence leaving the right-of-way of Jackson Street and along the lines of the alley to be vacated the following courses; North 55 degrees 29 minutes 23 seconds East 122.00 feet to a point, South 35 degrees 00 minutes 11 seconds East 43.50 feet to a point, North 55 degrees 29 minutes 23 seconds East 10.00 feet to a point, South 35 degrees 00 minutes 11 seconds East 58.71 feet to a point, North 55 degrees 29 minutes 23 seconds East 4.81 feet to a point, North 35 degrees 00 minutes 11 seconds West 111.50 feet to a point, South 55 degrees 29 minutes 23 seconds West 136.81 feet to a point in the aforementioned right-of-way of Jackson Street; thence along said right-of-way South 35 degrees 00 minutes 11 seconds East 9.30 feet to the point of beginning and containing 0.050 acre.

Said vacation is contingent upon the following: (1) that an easement to locate, relocate, repair, replace, maintain and perpetually operate all utilities currently located therein or needed by the City in the future is hereby reserved unto the City of Lynchburg, and (2) the construction of any building or structure or the use of the vacated property in any manner that could interfere with the City's right to locate, relocate, repair, replace, maintain and perpetually operate utilities is prohibited without the prior written approval of the City Manager's Office, City Utilities Division and the City Engineering Division.

BE IT FURTHER ORDAINED that the City of Lynchburg relinquishes any interest it may have in the vacated alley to Centra Health Inc., that the Clerk of Council is hereby authorized and directed to deliver a duly certified copy of this ordinance to the Clerk of the Circuit Court for the City of Lynchburg so that said certified copy of this ordinance may be recorded as deeds are recorded and indexed in the name of the City of Lynchburg.

Adopted:

Certified: _____
Clerk of Council

032K

APPLICATION FOR THE VACATION OF AN ALLEY

LOCATED BETWEEN FORMER ADAMS MOTORS LOTS

The undersigned applicant, Centra Health, Inc., a non-stock tax exempt Virginia corporation, as contract purchaser on behalf of the current owner, Peak Capital Group LLC, pursuant to the provisions of Section 51.1-364 of the Code of Virginia, 1950, as amended, and Sections 35-71 to 35-77, both inclusive, of the Lynchburg City Code, 1981, as amended, respectfully makes application to the Lynchburg City Council for the vacation of that certain alley, which is described as follows:

Brief Description: The alley is as shown in the attached preliminary plat of survey by J. Adam Bryant, of Hurt & Proffitt, Inc. The alley touches all of the parcels of real estate, located in the City of Lynchburg, Virginia, which are bounded by 5th Street, Federal Street, 6th Street, and Jackson Street, excepting only 522 Jackson Street (at the corner of Jackson and 6th Streets). Centra Health, Inc. has contracted to purchase all of said parcels from the current owner, Peak Capital Group, LLC. The subject parcels are described by street address and tax map as follows:

Street Address	Tax Map Parcel No.	Approx. Legal (or GIS) Acreage
800 5th Street	024-24-006	0.043
804 5th Street	024-24-005	0.065
808 5th Street	024-24-001	1.234
504 Jackson Street	024-24-016	0.109
508 Jackson Street	024-24-015	0.072
510 Jackson Street	024-24-014	0.100
514 Jackson Street	024-24-013	0.083 (GIS)
815 6th Street	024-24-011	0.062

Legal Description of Alley: Beginning at a point in the eastern right-of-way of Jackson Street, said point being North 35 degrees 00 minutes 11 seconds West 154.14 feet from the intersection of the northerly right-of-way of Sixth Street; thence leaving the right-of-way of Jackson Street and along the lines

of the alley to be vacated the following courses; North 55 degrees 29 minutes 23 seconds East 122.00 feet to a point, South 35 degrees 00 minutes 11 seconds East 43.50 feet to a point, North 55 degrees 29 minutes 23 seconds East 10.00 feet to a point, South 35 degrees 00 minutes 11 seconds East 58.71 feet to a point, North 55 degrees 29 minutes 23 seconds East 4.81 feet to a point, North 35 degrees 00 minutes 11 seconds West 111.50 feet to a point, South 55 degrees 29 minutes 23 seconds West 136.81 feet to a point in the aforementioned right-of-way of Jackson Street; thence along said right-of-way South 35 degrees 00 minutes 11 seconds East 9.30 feet to the point of beginning and containing 0.050 acre.

Centra Health, Inc. is authorized to make this application on behalf of the current owner, pursuant to the contract between Centra Health, Inc. and the current owner, Peak Capital Group, LLC.

The applicant further requests the Lynchburg City Council to hold a public hearing on this application at its meeting to be held in the Council Chamber, City Hall, 900 Church Street, Lynchburg, Virginia, on March 8, 2016, at 7:30 p.m., or as soon thereafter as the matter may be heard, and at the conclusion of which hearing to consider whether or not to vacate the above described alley.

Given under my hand this 5TH day of FEB, 2016.

Applicant:
Centra Health, Inc., as contract purchaser

By _____
Joe Archambeault, VP Facilities

Address: 1901 Tate Springs Road Lynchburg, VA 24501
Tel. No.: 434.200.7160

WE, THE ADJOINING PROPERTY OWNER(S), ARE IN AGREEMENT TO THE VACATION OF THE ABOVE DESCRIBED PROPERTY.

---- N/A ----

NOTES

1. THIS PLAT HAS BEEN PREPARED FROM AN ACTUAL FIELD SURVEY DONE AS PER DATE OF THIS PLAT AND THERE ARE NO VISIBLE EASEMENTS OR ENCROACHMENTS EXCEPT AS SHOWN.
2. THIS PLAT HAS BEEN PREPARED WITH THE BENEFIT OF RIVERSIDE TITLE AGENCY'S TITLE COMMITMENT NO. OR150516, DATED EFFECTIVE DECEMBER 28, 2015. A TITLE REPORT WAS COMPLETED AND IS THE BASIS OF THIS COMMITMENT.
3. THE AREA SHOWN HEREON IS LOCATED IN ZONE 'X' AND IS NOT LOCATED WITHIN FLOOD HAZARD ZONE 'A' FOR A 100 YEAR FLOOD AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY AS SHOWN ON COMMUNITY–PANEL MAP #5100930042D DATED EFFECTIVE JUNE 3, 2008.
4. THIS PROPERTY IS SERVED BY CITY WATER AND SEWER.

SOURCE OF TITLE:
THE AREA SHOWN WAS ACQUIRED BY PEAK CAPITAL GROUP, LLC FROM GIBBS–LYNCHBURG TWO, LLC, BY DEED DATED MAY 5, 2014 AS RECORDED AT INSTRUMENT NO. 140005430 OF THE CIRCUIT COURT CLERK'S OFFICE IN THE CITY OF LYNCHBURG, VIRGINIA.

SEE ALSO DEED DATED NOVEMBER 6, 2008 RECORDED AT INSTRUMENT NO. 080009734 FOR ADDITIONAL LAND GRANTED TO THE CITY OF LYNCHBURG FROM GIBBS–LYNCHBURG TWO, LLC.

PLATS OF REFERENCE:
PLAT BY ERSKINE PROFFITT TITLED, "PLAT SHOWING PART OF THE PROPERTY OF C.Y. WILSON & VIOLENT WILSON SITUATED ON FIFTH & JACKSON STREETS," DATED JULY 25, 1968, AND RECORDED IN DEED BOOK 429, PAGE 720 OF THE CIRCUIT COURT CLERK'S OFFICE IN THE CITY OF LYNCHBURG, VIRGINIA.

PLAT BY GUFFEY WARNER & ASSOCIATES TITLED "PLAT SHOWING PARCEL 'A', ADDITIONAL RIGHT–OF–WAY TO BE ACQUIRED FROM GIBBS–LYNCHBURG TWO, LLC BY CITY OF LYNCHBURG, VIRGINIA," DATED JULY 21, 2008, AND RECORDED IN PLAT CABINET 9, SLIDE 261 OF THE CIRCUIT COURT CLERK'S OFFICE IN THE CITY OF LYNCHBURG, VIRGINIA.

THE SUBDIVISION OF THE LAND DESCRIBED HEREIN IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE UNDERSIGNED OWNERS, PROPRIETORS, AND TRUSTEES. THE OWNERS CERTIFY THAT THEY ARE THE FEE SIMPLE OWNERS OF SAID LAND AND ARE LEGALLY ENTITLED TO SUBDIVIDE THE SAME.

_____
REPRESENTATIVE OF PEAK CAPITAL GROUP, LLC

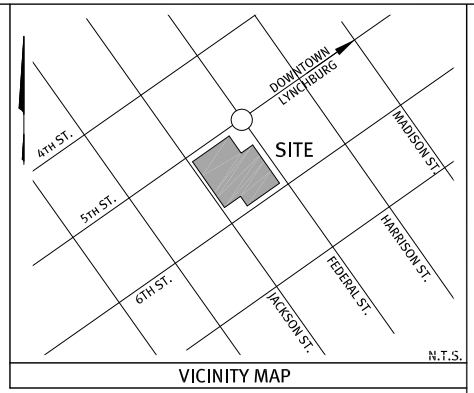
COMMONWEALTH AT LARGE TO WIT:
STATE OF VIRGINIA
COUNTY/CITY OF _____
I, _____, A NOTARY PUBLIC IN AND FOR THE STATE AFORESAID, DO HEREBY CERTIFY THAT THE OWNERS/REPRESENTATIVES WHOSE NAMES ARE SIGNED HEREON HAVE ACKNOWLEDGED THE SAME BEFORE ME THIS _____ DAY OF _____, 20___. MY COMMISSION EXPIRES _____.

_____
NOTARY PUBLIC

SUBDIVISION APPROVED:

_____
CITY ENGINEER, LYNCHBURG, VIRGINIA

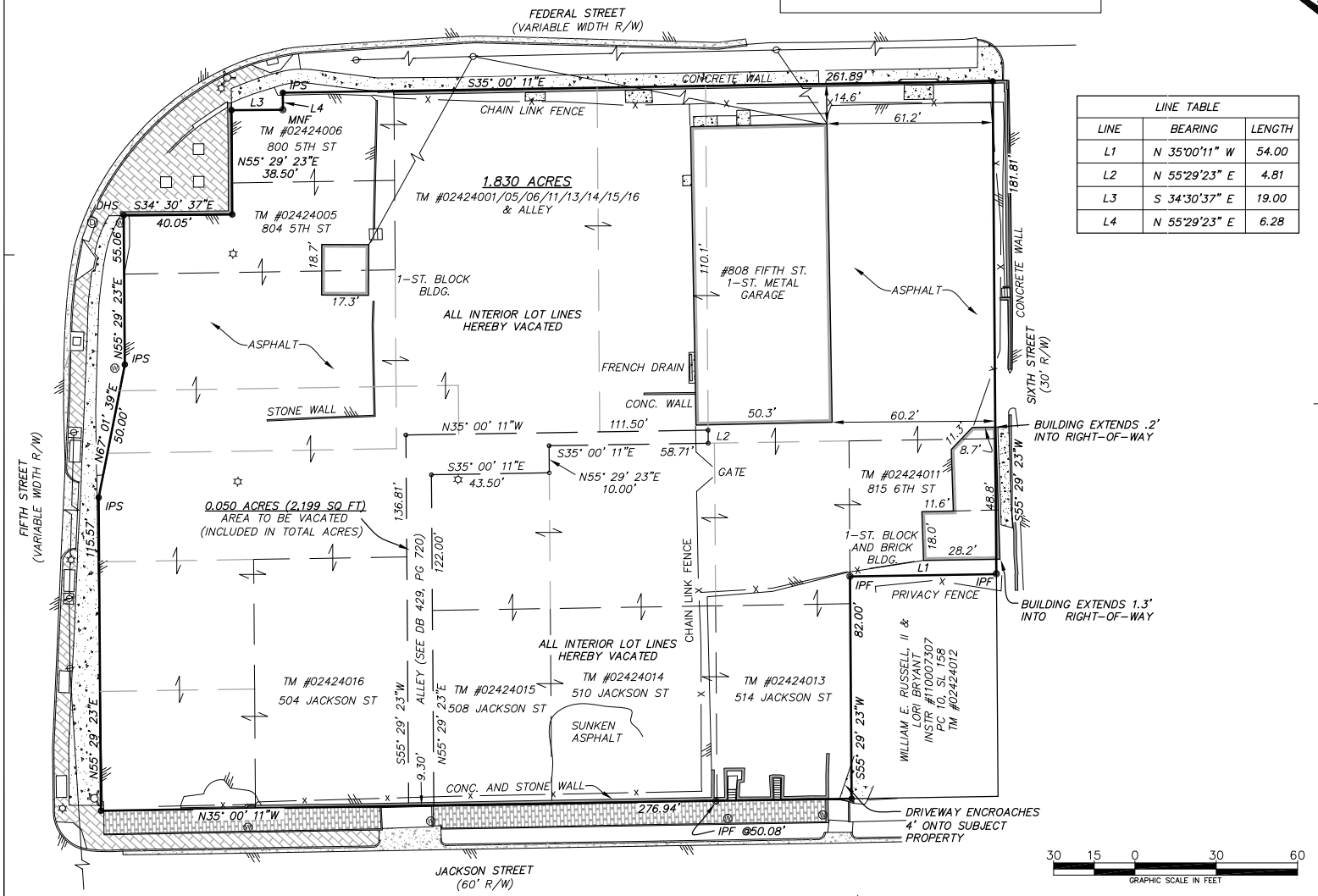
_____
CITY PLANNER, LYNCHBURG, VIRGINIA



VICINITY MAP

HURT & PROFFITT
INCORPORATED
*ENGINEERING >> SURVEYING >> PLANNING
2574 LANGHORNE ROAD
LYNCHBURG, VA 24501
800.242.4906 TOLL FREE
434.847.7796 MAIN
434.847.0047 FAX

PLAT OF SURVEY AND INTERIOR LINE VACATION
PROPERTY OF
PEAK CAPITAL GROUP, LLC
CITY OF LYNCHBURG, VIRGINIA



LINE TABLE		
LINE	BEARING	LENGTH
L1	N 35°00'11" W	54.00
L2	N 55°29'23" E	4.81
L3	S 34°30'37" E	19.00
L4	N 55°29'23" E	6.28

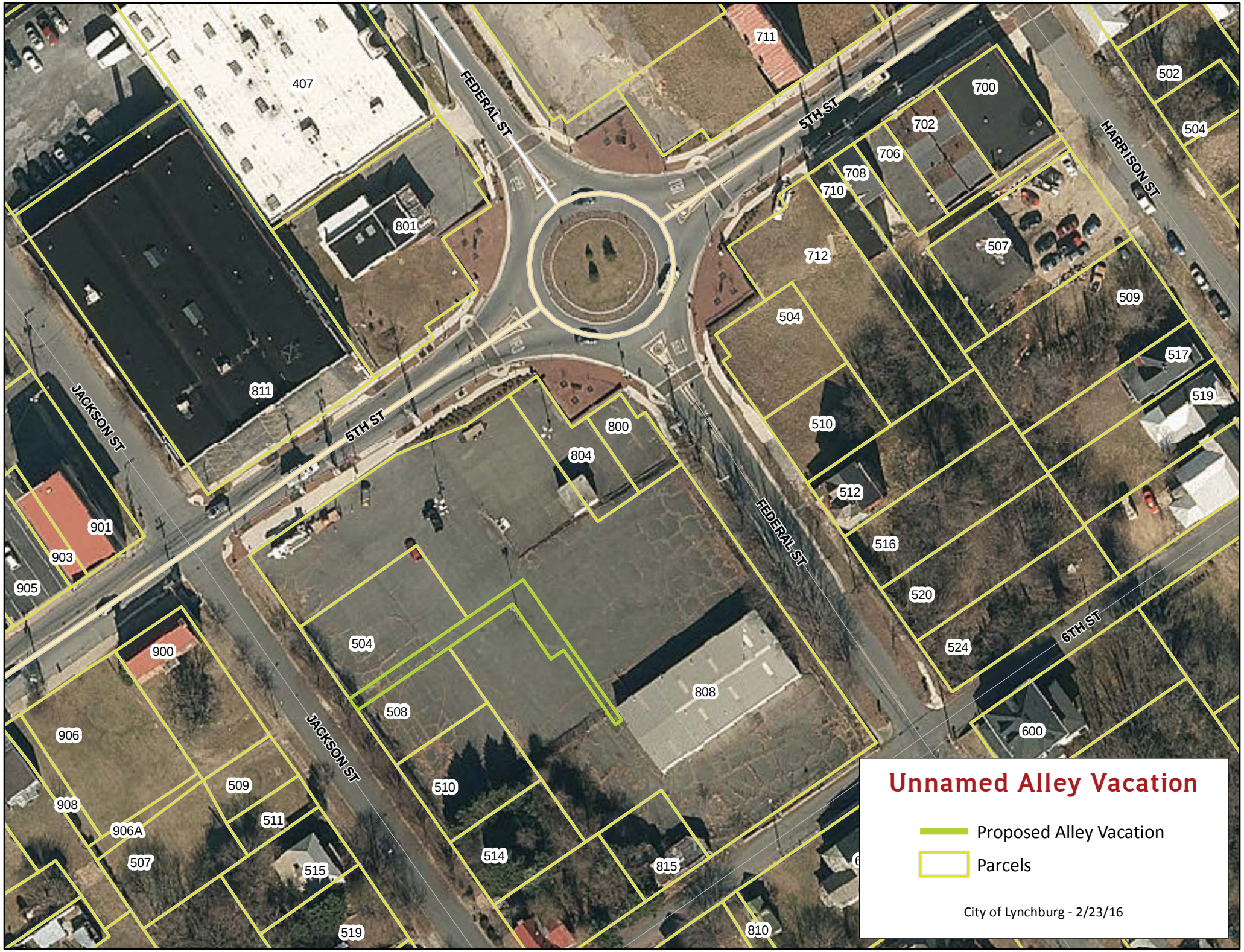
LEGEND
- IPF REBAR FOUND
- MNF MAG NAIL FOUND
- IPS REBAR SET
- DHS DRILL HOLE SET
- MAG NAIL SET
- UTILITY POLE
- WATER METER
- WATER VALVE
- STORM MANHOLE
- FIRE HYDRANT
- LIGHT POLE
- EDGE OF PAVEMENT
- FENCE
- OVERHEAD UTILITY
- CONCRETE
- BRICK
- COBBLESTONE

PRELIMINARY
COMMONWEALTH OF VIRGINIA
J. ADAM BRYANT
Lic. No. 2863
LAND SURVEYOR

PROJECT NO.	20151055
FILE NO.	SL-14505
DATE:	10/14/15
DRAWN BY:	JFS
CHECKED BY:	JAB

HURT & PROFFITT

SHEET NO.
1 OF 1


FEDERAL ST
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HARRISON ST
JACKSON ST
6TH ST
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908
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906A
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507
514
515
815
519
810
Unnamed Alley Vacation
Proposed Alley Vacation
Parcels
City of Lynchburg - 2/23/16

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 8, 2016** AGENDA ITEM NO.: 7

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

ACTION: **X** INFORMATION:

ITEM TITLE: **Conveyance of a Strip of Land and a Temporary Construction Easement to the Virginia Department of Transportation (VDOT) for the Greenview Drive Project**

RECOMMENDATION: After a public hearing, approve the attached resolution to convey a strip of land and a temporary construction easement to the Virginia Department of Transportation (VDOT) for the Greenview Drive project.

SUMMARY: VDOT wishes to purchase a strip of land containing approximately 177.19 square feet (as indicated on the attached VDOT plan in red) and obtain a temporary construction easement containing approximately 2,949.99 square feet (as indicated on the attached VDOT plan in yellow). The strip of land and the temporary construction easement are located on the southeast side of Leesville Road, Parcel I.D. 21H-1-A-15B, Campbell County Virginia. The strip of land and the temporary construction easement are to be conveyed to VDOT for the Greenview Drive project. VDOT will pay the City $3,800 for the land, temporary construction easement and damages.

PRIOR ACTION(S): None

FISCAL IMPACT: $3,800; Council will be asked to appropriate the funds into the Capital Fund.

CONTACT(S): Lee Newland, City Engineer – 455-3947; Gaynelle Hart, Director of Public Works – 455-4406

ATTACHMENT(S): Resolution; VDOT Plan; Vicinity Map

REVIEWED BY: lkp

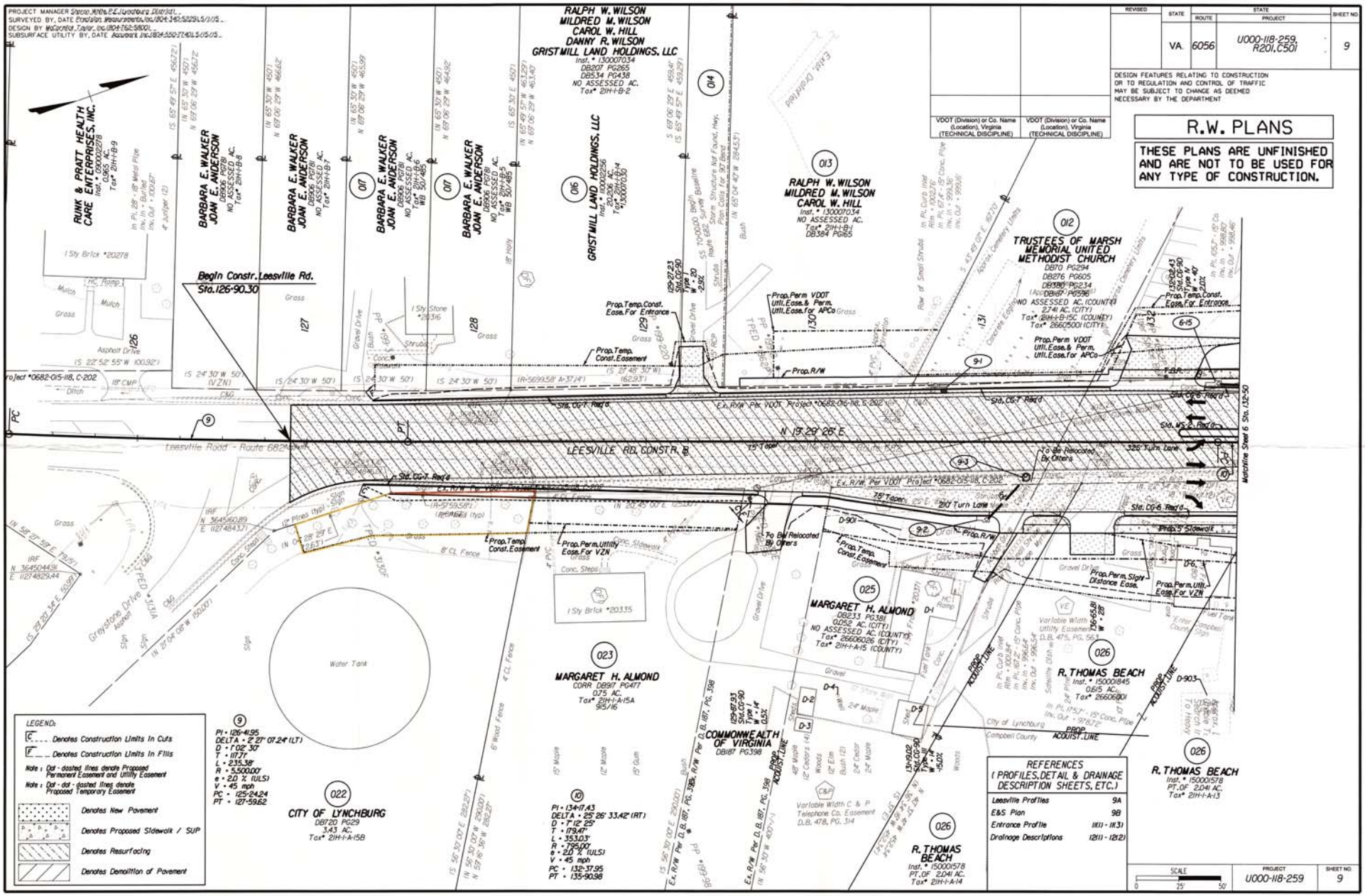
RESOLUTION

BE IT HEREBY RESOLVED THAT the City Manager is authorized to sign a deed and any other documents that may be necessary to convey a strip of land containing approximately 177.19 square feet and a temporary construction easement containing approximately 2,949.99 square feet, the strip of land and the temporary construction easement are located on the southeast side of Leesville Road, at Leesville Road, Parcel I.D. 21H-1-A-15B, Campbell County, Virginia, and both the 177.19 square feet strip of land and the 2,949.99 square foot temporary construction easement are to be conveyed to the Virginia Department of Transportation for the Greenview Drive project.

Adopted:

Certified: _____
Clerk of Council

028K


PROJECT MANAGER Steven White, P.E. (Lynchburg District)
SURVEYED BY, DATE Precision Measurements, Inc. (804-340-5229) 4/1/15
DESIGN BY McCormick Taylor, Inc. (804-762-5800)
SUBSURFACE UTILITY BY, DATE Kleinfelder, Inc. (864-550-7140) 5/15/15
REVISED
STATE
STATE ROUTE
PROJECT
SHEET NO.
VA. 6056 U000-118-259, R201, C501 9
DESIGN FEATURES RELATING TO CONSTRUCTION OR TO REGULATION AND CONTROL OF TRAFFIC MAY BE SUBJECT TO CHANGE AS DEEMED NECESSARY BY THE DEPARTMENT
VDOT (Division) or Co. Name (Location), Virginia (TECHNICAL DISCIPLINE)
VDOT (Division) or Co. Name (Location), Virginia (TECHNICAL DISCIPLINE)
R.W. PLANS
THESE PLANS ARE UNFINISHED AND ARE NOT TO BE USED FOR ANY TYPE OF CONSTRUCTION.
RUNK & PRATT HEALTH CARE ENTERPRISES, INC.
Inst.* 030002278
DB65, PG42
Tax* 21H1-B-9
BARBARA E. WALKER
JOAN E. ANDERSON
DB96, PG781
NO ASSESSED AC.
Tax* 21H1-B-8
BARBARA E. WALKER
JOAN E. ANDERSON
DB96, PG781
NO ASSESSED AC.
Tax* 21H1-B-7
BARBARA E. WALKER
JOAN E. ANDERSON
DB96, PG781
NO ASSESSED AC.
Tax* 21H1-B-6
WB 507/485
BARBARA E. WALKER
JOAN E. ANDERSON
DB96, PG781
NO ASSESSED AC.
Tax* 21H1-B-5
WB 507/485
RALPH W. WILSON
MILDRED M. WILSON
CAROL W. HILL
DANNY R. WILSON
GRISTMILL LAND HOLDINGS, LLC
Inst.* 130007034
DB207 PG265
DB534 PG438
NO ASSESSED AC.
Tax* 21H-1-B-2
GRISTMILL LAND HOLDINGS, LLC
Inst.* 130007036
DB207 PG256
20.206 AC.
Tax* 21H1-B-4
*130007036
RALPH W. WILSON
MILDRED M. WILSON
CAROL W. HILL
Inst.* 130007034
NO ASSESSED AC.
Tax* 21H-1-B-1
DB384 PG165
TRUSTEES OF MARSH MEMORIAL UNITED METHODIST CHURCH
DB70 PG294
DB276 PG605
DB380 PG234
(Apx. DB687 PG596)
NO ASSESSED AC. (COUNTY)
2.741 AC. (CITY)
Tax* 21H-1-B-15C (COUNEY)
Tax* 26605001 (CITY)
MARGARET H. ALMOND
DB233 PG381
0.056 AC. (CITY)
NO ASSESSED AC. (COUNTY)
Tax* 26606026 (CITY)
Tax* 21H-1-A-15 (COUNTY)
MARGARET H. ALMOND
CORR DB917 PG477
.075 AC.
Tax* 21H-1-A-15A
9/5/16
CITY OF LYNCHBURG
DB720 PG29
3.43 AC.
Tax* 21H-1-A-15B
COMMONWEALTH OF VIRGINIA
DB187 PG398
R. THOMAS BEACH
Inst.* 150001845
0.815 AC.
Tax* 26606001
R. THOMAS BEACH
Inst.* 150001578
PT. OF 2.041 AC.
Tax* 21H-1-A-14
R. THOMAS BEACH
Inst.* 150001578
PT. OF 2.041 AC.
Tax* 21H-1-A-13
Begin Constr. Leesville Rd.
Sta. 126+90.30
LEESVILLE RD. CONSTR. B
Leesville Road - Route 682
N 19° 29' 26" E
Matchline Sheet 6 Sta. 132+50
Greystone Drive
Water Tank
LEGEND:
C ___ Denotes Construction Limits In Cuts
F ___ Denotes Construction Limits In Fills
Note: Dot - dashed lines denote Proposed Permanent Easement and Utility Easement
Note: Dot - dot - dashed lines denote Proposed Temporary Easement
Denotes New Pavement
Denotes Proposed Sidewalk / SUP
Denotes Resurfacing
Denotes Demolition of Pavement
(9)
PI = 126+41.95
DELTA = 2° 27' 01.24" (LT)
D = 1° 02' 30"
T = 117.71'
L = 235.38'
R = 5,500.00'
e = 2.0 % (ULS)
V = 45 mph
PC = 125+24.24
PT = 127+59.62
(10)
PI = 134+17.43
DELTA = 25° 26' 33.42" (RT)
D = 7° 12' 25"
T = 179.47'
L = 353.03'
R = 795.00'
e = 2.0 % (ULS)
V = 45 mph
PC = 132+37.95
PT = 135+90.98
REFERENCES (PROFILES, DETAIL & DRAINAGE DESCRIPTION SHEETS, ETC.)
Leesville Profiles 9A
E&S Plan 9B
Entrance Profile II(1) - II(3)
Drainage Descriptions 12(1) - 12(2)
SCALE 0 25' 50'
PROJECT U000-118-259
SHEET NO. 9

Campbell County, VA

Legend

- Street Names
- Parcels
- County Boundary
- HiddenRoadCenterline

Feet

0 50 100 150 200

1:2,257 / 1"=188 Feet

Title: Vicinity Map

Date: 2/22/2016

DISCLAIMER:This drawing is neither a legally recorded map nor a survey and is not intended to be used as such. The information displayed is a compilation of records,information, and data obtained from various sources, and Campbell County is not responsible for its accuracy or how current it may be.

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 8, 2016** AGENDA ITEM NO.: 8

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

ACTION: **X** INFORMATION:

ITEM TITLE: **Grant to Preserve Deed books 298 – 382 in the Circuit Court Clerk's Office**

RECOMMENDATION: Adopt a resolution to amend the FY 2016 City/Federal/State Aid Fund budget and appropriate $22,680 with resources from a grant from the Library of Virginia to preserve eighty-four (84) Deed books numbered 298 through 382 with records dated July 1955 through December 1963 at the Lynchburg Circuit Court Clerk's Office.

SUMMARY: Twice annually the Library of Virginia allows Circuit Court Clerks' Offices to submit applications for grant funding. Staff submitted a grant application to The Library of Virginia to preserve records held at the Circuit Court Clerk's Office. The grant funding of $22,680 will allow eighty-four (84) Deed books numbered 298 through 382 with records dating from July 1955 to December 1963 to be reformatted and preserved.

No local match is required of this grant.

PRIOR ACTION(S): Finance Committee, February 23, 2016

FISCAL IMPACT: None – no local match is required.

CONTACT(S): Eugene Wingfield, Circuit Court Clerk, 455-2611

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION

BE IT RESOLVED that the FY 2016 City/Federal/State Aid Fund budget is amended and $22,680 is appropriated with resources from a grant from the Library of Virginia to preserve eighty-four (84) Deed books numbered 298 through 382 with records dated July 1955 through December 1963 at the Lynchburg Circuit Court Clerk's Office.

Introduced: Adopted:

Certified: _____
Clerk of Council

030K

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 8, 2016** AGENDA ITEM NO.: 9

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

ACTION: **X** INFORMATION:

ITEM TITLE: **Procurement of Technology-related Equipment for Circuit Court**

RECOMMENDATION: Adopt a resolution to amend the FY 2016 General Fund Adopted Budget and appropriate $84,071 from the General Fund Reserve for Contingencies to purchase and install equipment to display and capture into evidence any visual displays of evidence presented to the Circuit Court.

SUMMARY: The Circuit Court Judges (Judge F. Patrick Yeatts and Judge R. Edwin Burnette, Jr.) as well as the Clerk of the Circuit Court (Eugene Wingfield) are requesting funds for the purchase and installation of Multimedia Podiums and Presentation Stations, 80" large format monitors and associated hardware for Courtrooms A and B. Such equipment will allow any form of video, including video captured on Police body worn cameras in the future, to be properly displayed and captured during Court proceedings. The preferred equipment is estimated to cost $76,571 with costs of wiring and installation estimated at $7,500 for a total estimated cost of $84,071.

Currently, outdated equipment is used and is not compatible with most formats used by the Commonwealth's Attorney office, private attorneys, and public defenders.

PRIOR ACTION(S): Finance Committee – February 23, 2016

FISCAL IMPACT: $84,071 from the General Fund Reserve for Contingencies

CONTACT(S): Eugene Wingfield, Clerk of Circuit Court, 455-2611; Bonnie Svrcek, Deputy City Manager, 455-3987

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION

BE IT RESOLVED that the FY 2016 General Fund Adopted Budget is amended and $84,071 from the General Fund Reserve for Contingencies Fund is appropriated to purchase and install equipment to display and capture into evidence any visual displays of evidence presented to the Circuit Court.

Introduced: Adopted:

Certified: _____
Clerk of Council

029K

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 8, 2016** AGENDA ITEM NO.: 10

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

ACTION: **X** INFORMATION:

ITEM TITLE: **Juvenile Accountability Block Grant**

RECOMMENDATION: Adopt a resolution to amend the FY 2016 Detention Home Fund budget and appropriate $8,712 with resources of $7,841 from the Juvenile Accountability Block Grant, Department of Criminal Justice Services, and $871 from the Department of Human Services/Juvenile Services Division to fund the upgrade of cameras to a digital system at the Detention Center.

SUMMARY: The Department of Criminal Justice Services (DCJS) has awarded the City of Lynchburg funds through the Juvenile Accountability Block Grant (JABG) to assist with programs, services and operations at the Lynchburg Regional Juvenile Detention Center. The JABG Program supports states and local units of government in their efforts to strengthen the juvenile justice system by implementing accountability-based programs that focus on both the offender and the juvenile justice system. These funds will be used to upgrade the cameras at the Detention Center to a digital system, which will enhance supervision and strengthen our compliance with the Prison Rape Elimination Act (PREA). The purpose of PREA is to reduce and/or minimize the likelihood of any types of abuse within a correctional facility.

PRIOR ACTION(S): Finance Committee – February 23, 2016

FISCAL IMPACT: 10% local match, $871 (Department of Human Services/Juvenile Services Division)

CONTACT(S): Tamara Rosser, Director of Human Services, 455-5794

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION

BE IT RESOLVED that the FY 2016 Detention Home Fund budget is amended and $8,712 is appropriated with resources of $7,841 from the Juvenile Accountability Block Grant, Department of Criminal Justice Services and $871 from the Department of Human Services/Juvenile Services to fund the upgrade of cameras to a digital system at the Detention Center.

Introduced: Adopted:

Certified: _____
Clerk of Council

031K