

LYNCHBURG CITY COUNCIL  
PHYSICAL DEVELOPMENT COMMITTEE

Tuesday, February 26, 2019  
8:00 a.m.

Information Items

Recent/Pending Contract Awards: N/A  
Priority Projects Update: See attachment

General Business

- |                                              |   |                               |
|----------------------------------------------|---|-------------------------------|
| 1) Loading Zone Ordinance Amendments         | - | Lee Newland<br>David Malewitz |
| 2) Verbal Update on SMARTSCALE Draft Funding | - | Lee Newland                   |

Pc: Bonnie Svrcek, City Manager  
Reid Wodicka, Deputy City Manager  
John Hughes, Assistant City Manager  
Council Members  
Gaynelle Hart, Director of Public Works  
News & Advance

**Next Meeting: March 12, 2019**

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

**February 26, 2019**

| Projects of Interest                           |   | Phase        | Phase Completion | UCS | DB | Notes                                                  |
|------------------------------------------------|---|--------------|------------------|-----|----|--------------------------------------------------------|
| Timberlake / Logan's Lane Intersection         |   | Construction | June 2019        |     |    | Construction Underway - Leesville Turn Lanes Added     |
| Wards Ferry Road Improvements @ Heritage       |   | Construction | October 2018     |     |    | Punchlist Work                                         |
| Main Street Bridge                             |   | Construction | January 2019     |     |    | Construction Underway - Bridge Opening to Traffic      |
| Fifth Street Phase 3                           |   | Construction | June 2019        |     |    | Construction Underway                                  |
| Liberty Mountain Drive - Phase 3               | * | Construction | August 2019      |     |    | Construction Underway - Projected Finish in September  |
| Odd Fellows Road - Section B2                  |   | Construction | May 2019         | V   | V  | Construction Underway - Bridge Closed                  |
| VDOT Median Barrier Replacement 29 North       |   | Construction | December 2018    | V   | V  | Complete                                               |
| Downtown Watermain Replacement & Streetscape 2 | * | Design       | May 2019         |     |    | Design @ 90% and On-Hold                               |
| Main Street Renewal Project                    | * | Design       | April 2019       |     |    | Design @ 60% Review and working with AEP               |
| Indian Hill Road Bridge                        | * | Design       | August 2018      |     |    | Bid Project February 2019 - Easements being Acquired   |
| College Lake Dam                               | * | Preliminary  | June 2019        |     |    | Environmental Permitting Underway - R/W being Acquired |
| One Way Pairs @ 501/221                        |   | Preliminary  | June 2019        |     |    | NEPA Document Underway                                 |
| Police Department Headquarters                 | * | Preliminary  | December 2018    |     |    | Demolition bids received -                             |
|                                                |   |              |                  |     |    |                                                        |
|                                                |   |              |                  |     |    |                                                        |
|                                                |   |              |                  |     |    |                                                        |

### LEGEND

Schedule -

|        |                                                                                     |              |
|--------|-------------------------------------------------------------------------------------|--------------|
| Green  |  | 0-5% Behind  |
| Yellow |  | 5-10% Behind |
| Red    |  | > 10% Behind |
| V      | V                                                                                   | VDOT Managed |

Budget -

|        |                                                                                       |              |
|--------|---------------------------------------------------------------------------------------|--------------|
| Green  |  | 0-10% Over   |
| Yellow |  | 10-20% Over  |
| Red    |  | > 20% Over   |
| V      | V                                                                                     | VDOT Managed |



# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **February 26, 2019 Physical Development Committee**

AGENDA ITEM #:

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

ACTION: **X**

INFORMATION:

(Confidential)

**ITEM TITLE: Loading Zone Ordinance Amendments for the Central Business District**

KEY ELEMENTS:

☐ Economic Development ☒ Excellent Government ☒ Natural and Built Environment ☐ Safe Community ☐ Vibrant Community

**RECOMMENDATION:** Consider and provide feedback on staff recommendations and forward a recommendation to City Council regarding necessary ordinance amendments in City Code Sections 25-1, 25-249, 25-250, 25-265, and 25-270. These changes impact Central Business District parking and would change the use of loading zones, make it illegal for vehicles to park in the travel lanes on one-way streets, and increase the fine amounts for violations related to loading zones and parking on one-way streets.

**SUMMARY** On November 13, 2018, City Council adopted Resolution R-18-094 stating that “in order to promote the public necessity, convenience and general welfare, the City Council does hereby direct City Staff to prepare amendments to Sections 25-249, 25-250, and Section 25-265 of the City Code to ensure the effective designation, use and enforcement of timed and permanent loading zones for the deliveries outside of travel lanes.” Over the last several months, a multi-departmental team has worked to review and craft amendments to these code sections. During the reviews, staff also realized that changes were needed to Section 25-1 and Section 25-270 pertaining to definitions and construction parking permits.

Recommendations from staff include creating a consistent 30 minute time limit to all loading zones within the Central Business District. The time limit will be displayed on all new signage. Additionally, to encourage drivers to respect the time limit and use the parking area for loading or unloading only staff proposes that the fine amount for this violation increase from its current amount of \$30 to \$50. A second component of the recommendation is to make it illegal for drivers to park in the travel lane on a one-way street in the Central Business District. Driver's parked illegally in the lane of traffic on a one or two-way street in the Central Business District will be subject to a \$100 fine. This proposed fine increase is higher than the current fine amount of \$30 to dissuade vehicle parking in the street and to promote a safer environment for vehicular travel. Lastly, staff understands that there may be times when parking accommodations need to be made for longer deliveries or to facilitate special requests for all day parking related to construction, moving, or other special needs from businesses. In this case, the proposed ordinance language would allow the use of the street or timed hourly parking spaces when the person has applied for and obtained a right-of-way permit issued through the Public Works Engineering Division or a temporary parking permit.

Pending committee approval, staff plans to bring this matter before City Council at the March 26, 2019 regular meeting. In the intervening time period, staff intends to conduct an outreach campaign to receive feedback from downtown stakeholders. Any feedback provided by stakeholders will be communicated with the final recommendation to City Council. Upon approval of the City Code amendments, City staff will begin the process of implementing a 120 day loading zone pilot program to determine the effectiveness of the newly designated and timed loading zones on Main and Commerce Streets. The pilot program will be re-evaluated in September of this year.

Regardless of any other proposals related to downtown policy concerns, it is staff's recommendation that City Council consider changes to loading zone management practices in the Central Business District to ensure a safer and more efficient flow of vehicular traffic and use of designated loading zones.

**PRIOR ACTION(S):** November 13, 2018, City Council adopted Resolution R-18-094

FISCAL IMPACT: Cost for new loading zone sign production and installation estimated at \$1,000. Cost for printing new parking tickets books estimated at \$2,100. Additional revenue generated from parking fines during pilot program is estimated at \$ 7,500.

CONTACT(S): Lee Newland, City Engineer, 455-3947  
David Malewitz, Parking Manager, 455-4240

ATTACHMENT(S):

- Proposed Ordinance Amendments Sections 25-1, 25-249, 25-250, 25-265, and 25-270 of the City Code.
- City Code Section 35-12 Protective Devices
- Parking Management Temporary Parking Permit Policy
- Map of Proposed Loading Zones for Pilot Program
- Proposed Loading Zone Signage
- Comparison of Parking Fines in Other Localities

REVIEWED BY: raw

AN ORDINANCE TO AMEND AND REENACT SECTIONS 25-1, 25-249, 25-250, 25-265, AND 25-270 OF THE CODE OF THE CITY OF LYNCHBURG, 1981, THE AMENDED SECTION RELATING TO LOADING ZONINGS AND PARKING ON ONE-WAY STREETS.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG:

1. That Sections 25-1, 25-249, 25-250, 25-265, and 270 of the Code of the City of Lynchburg, 1981, be and the same is hereby amended and reenacted as follows:

**Sec. 25-1. - Definitions.**

The following words and phrases, when used in this chapter shall, for the purpose of this chapter, have the meanings respectively ascribed to them in this section, except in those instances where the context clearly indicates a different meaning:

*Antique motor vehicle.* Every motor vehicle which was actually manufactured or designated by the manufacturer as a model manufactured in a calendar year not less than 25 years prior to January first of each calendar year and is owned solely as a collectors item, and is used for participation in club activities, exhibits, tours, parades and similar uses, but in no event used for general transportation, may be classified by the commissioner as an antique motor vehicle.

*Bicycle.* As defined in section 10-1 of this Code.

*Business district.* The territory contiguous to a highway where 75 percentum or more of the property contiguous to a highway, on either side of the highway, for a distance of 300 feet or more along the highway is occupied by land and buildings actually in use and operation for business purposes.

*Central Business District* The area of downtown from Fifth Street to the Rt. 29 *Business Expressway* and from Clay Street to the riverfront

*Chauffeur.* Every person employed for the principal purpose of operating a motor vehicle and every person who drives a motor vehicle while in use as a public or common carrier of persons or property.

*Commission.* The state corporation commission.

*Commissioner.* The commissioner of the division of motor vehicles of this state.

*Crosswalk.*

(a) That portion of a roadway at an intersection included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs or, in the absence of curbs, from the edges of the traversable roadway.

(b) Any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.

*Dealer.* Every person engaged in the business of buying, selling or exchanging motor vehicles, trailers and semitrailers in this city and who has an established place of business for such purpose in this city at which place of business the books and records of such dealer are kept and at which a substantial part of the business of such dealer is conducted.

*Division.* The division of motor vehicles of this state.

*Essential parts.* All integral parts and body parts, the removal, alteration or substitution of which will tend to conceal the identity of a vehicle.

*Farm tractor.* Every motor vehicle designed and used as a farm, agricultural or horticultural implement for drawing plows, mowing machines and other farm, agricultural or horticultural machinery and implements including self-propelled mowers designed and used for mowing lawns.

*Highway.* The entire width between the boundary lines of every way or place of whatsoever nature open to the use of the public for purposes of vehicular travel in this city, including the streets, alleys and publicly maintained parking lots in the city.

*Intersection.*

- (a) The area embraced within the prolongation or connection of the lateral curblines, or, if none, then the lateral boundary lines of the roadways of two highways which join one another at, or approximately at, right angles, or the area within which vehicles traveling upon different highways joining at any other angle may come in conflict.
- (b) Where a highway includes two roadways 30 feet or more apart, then every crossing of each roadway of such divided highway by an intersecting highway shall be regarded as a separate intersection. In the event such intersecting highway also includes two roadways 30 feet or more apart, then every crossing of two roadways of such highways shall be regarded as a separate intersection.

*Metal tires.* All tires the surface of which in contact with the highway is wholly or partly of metal or other hard, nonresilient material.

*Motorcycle.* Every motor vehicle designed to travel on not more than three wheels in contact with the ground and any four wheeled vehicle weighing less than 500 pounds and equipped with an engine of less than six horsepower, except any such vehicle as may be included within the term "farm tractor," as defined in this section.

*Motor vehicle.* Every vehicle as herein defined which is self-propelled or designed for self-propulsion except that the definition contained in section 46.1-389(d) of the Code of Virginia shall apply for the purposes of section 46.1-388 et seq. of state law. Any structure designed, used or maintained primarily to be loaded on or affixed to a motor vehicle to provide a mobile dwelling, sleeping place, office or commercial space shall be considered a part of a motor vehicle. For the purposes of this chapter, any device herein defined as a bicycle shall be deemed not to be a motor vehicle.

*Nonresident.* Every person who is not domiciled in this state, except:

- (a) Any foreign corporation which is authorized to do business in this state by the state corporation commission shall be deemed a resident of this state for the purposes of this chapter; provided, however, that in the case of corporations incorporated in this state but doing business without the state, only such principal place of business or branches located within this state shall be dealt with as residents of this state.
- (b) A person who becomes engaged in a gainful occupation in this state for a period exceeding 60 days shall be deemed a resident for the purposes of this chapter.
- (c) A person, other than a nonresident student, who has actually resided in this state for a period of six months, whether employed or not, or who has registered a motor vehicle, listing an address within this state in the application for registration, shall be deemed a resident for the purposes of this chapter.

*Operator.* Every person who drives or is in actual physical control of a motor vehicle upon a highway or who is exercising control over or steering a vehicle being towed by a motor vehicle.

*Owner.* A person who holds the legal title of a vehicle or, in the event a vehicle is the subject of an agreement for the conditional sale or lease thereof with the right of purchase upon performance of the conditions stated in the agreement and with an immediate right of possession vested in the conditional vendee or lessee or in the event a mortgagor of a vehicle is entitled to possession, then such conditional vendee or lessee or mortgagor shall be deemed the owner for the purpose of this chapter, except that in all such instances when the rent paid by the lessee includes charges for services of any nature or when the lease does not provide that title shall pass to the lessee upon payment of the rent stipulated, the lessor shall be regarded as the owner of such vehicle and the vehicle shall be subject to such requirements of this chapter as are applicable to vehicles operated for compensation; provided, however, that a "truck lessor" shall be regarded as the owner, and his vehicles shall be subject to such requirements of this chapter as are applicable to vehicles of private carriers.

*Peace or police officer.* Every officer authorized to direct or regulate traffic or to make arrests for violations of traffic regulations.

*Person.* Every natural person, firm, partnership, association or corporation.

*Pneumatic tires.* All tires inflated with compressed air.

*Private road or driveway.* Every way in private ownership and used for vehicular travel by the owner and those having express or implied permission from the owner, but not by other persons.

*Reconstructed vehicle.* Every vehicle of a type required to be registered hereunder materially altered from its original construction by the removal, addition or substitution of essential parts new or used.

*Residential district.* The territory contiguous to a highway, not comprising a business district, where 75 percentum or more of the property contiguous to such highway, on either side of the highway, for a distance of 300 feet or more along the highway is occupied by dwellings and land improved for dwelling purposes, or by dwellings, land improved for dwelling purposes and land or buildings in use for business purposes.

*Road tractor.* Every motor vehicle designed and used for drawing other vehicles and not so constructed as to carry any load thereon independently or any part of the weight of a vehicle or load so drawn.

*Roadway.* That portion of a highway improved, designed or ordinarily used for vehicular travel, exclusive of the shoulder. A highway may include two or more roadways if divided by a physical barrier or unpaved area.

*Safety zone.* The area or space officially set apart within a roadway for the exclusive use of pedestrians and which is protected or is so marked or indicated by adequate signs as to be plainly visible at all times while set apart as a safety zone.

*Semitrailer.* Every vehicle of the trailer type so designed and used in conjunction with a motor vehicle that some part of its own weight and that of its own load rests upon or is carried by another vehicle.

*Shoulder.* That part of a highway between the portion regularly traveled by vehicular traffic and the lateral curbline or ditch.

*Solid rubber tire.* Every tire made of rubber other than a pneumatic tire.

*Specially constructed vehicle.* Any vehicle which shall not have been originally constructed under a distinctive name, make, model or type by a generally recognized manufacturer of vehicles and not a reconstructed vehicle.

*Superintendent.* The superintendent of the department of state police of this state.

*Tractor truck.* Every motor vehicle designed and used primarily for drawing other vehicles and not so constructed as to carry a load other than a part of the load and weight of the vehicle attached thereto.

*Traffic lane or lane.* That portion of a roadway designed or designated to accommodate the forward movement of a single line of vehicles.

*Trailer.* Every vehicle without motive power designed for carrying property or passengers wholly on its own structure and for being drawn by a motor vehicle.

*Vehicle.* Every device in, upon or by which any person or property is or may be transported or drawn upon a highway, except devices moved by human power or used exclusively upon stationary rails or tracks and except any vehicle as may be included within the term "bicycle."

#### **Sec. 25-249. - Penalty for violation of division.**

Unless otherwise provided, any person violating the provisions of this division ~~relating to overtime parking shall be punished by a fine of \$20.00 for each offense; and any person violating the provisions of this division relating to parking in prohibited areas and loading zones shall be punished by a fine of \$30.00 for each offense.~~ shall be punished as follows.

(a) Any person violating the provisions of this division relating to overtime parking shall be punished by a fine of \$20.00 for each offense.

(b) Any person violating the provisions of this division relating to parking in prohibited areas and loading zones shall be punished by a fine of \$30.00 for each offense.

(c) Any person violating the provisions of Section 25-250 relating to Stopping on the highways – Generally outside of the Central Business District shall be punished by a fine of \$30.00 for each offense.

(d) Any person violating the provisions of this division relating to parking in loading zones in the Central Business District shall be punished by a fine of \$50.00 for each offense.

(e) Any person violating the provisions of Section 25-250 relating to Stopping on the highways – Generally in the Central Business District shall be punished by a fine of \$100.00 for each offense.

#### **Sec. 25-250. - Stopping on highways—Generally.**

(a) No vehicle shall be stopped in such a manner as to impede or render dangerous the use of the street, alleyway or highway by others, except in the case of an emergency as the result of an accident or mechanical breakdown, in which case the emergency flashing lights of such vehicle shall be turned on if the vehicle is equipped with such lights and such lights are operating, and a report shall be made to the nearest police officer as soon as practicable and the vehicle shall be removed from the roadway to the shoulder as soon as possible and removed from the shoulder without unnecessary delay; and if such vehicle is

not promptly removed, such removal may also be ordered by a police officer at the expense of the owner if the disabled vehicle creates a traffic hazard.

- (b) Except upon one-way streets not located within the Central Business District boundaries, and when actually loading or unloading merchandise as provided in section 25-259, no vehicle shall be stopped except close to and parallel to the right-hand edge of the curb, close to and parallel to the left-hand edge of curb, or close to and parallel to the edge of the roadway on one-way streets. In no instance shall such vehicle be parked with the near wheels further than six inches from the curb.
- (c) Within the Central Business District, no vehicle shall be stopped in any portion of the roadway for the purposes of loading or unloading of merchandise, except for the designated loading zones or by issuance of a right-of way permit as provided in section 35-12.
- (de) No vehicle shall be stopped at or in the vicinity of a fire, vehicle or airplane accident or other area of emergency, in such a manner as to create a traffic hazard or interfere with the necessary procedures of police officers, fire fighters, rescue workers or others whose duty it is to deal with such emergencies. Any vehicle found unlawfully parked in the vicinity of such fire, accident or area of emergency may be removed by order of a police officer or in the absence of a police officer, by order of the uniformed fire or rescue officer in charge at the risk and expense, ~~not to exceed \$25.00~~, of the owner of the vehicle if such vehicle creates a traffic hazard or interferes with the necessary procedures of police officers, fire fighters, rescue workers or others whose assigned duty is to deal with such emergencies. Vehicles being used by accredited information services, such as press, radio and television, when being used for the gathering of news, shall be exempt from the provisions of this section, except when actually obstructing the police officers, fire fighters and rescue workers dealing with such emergencies.
- (ed) The provisions of this section shall not apply to any vehicle owned or controlled by the Commonwealth of Virginia Department of Highways and Transportation, or the city, while actually engaged in the construction, reconstruction or maintenance of highways.

#### **Sec. 25-265. - Manner of using loading zones.**

Where a loading and unloading zone has been set apart by the city manager or his designee in accordance with applicable provisions of this chapter, the following regulations shall apply with respect to the use of such areas so as not to unduly interfere with the use of public streets:

- (a) No person shall stop, stand or park a vehicle for any purpose or length of time, other than for the expeditious unloading and delivery or pickup and loading of materials, in any place marked as a curb loading zone during hours when the provisions applicable to such zones are in effect, more than thirty (30) minutes for the purposes of actively unloading and loading of materials or passengers in any place marked as a loading zone during when the provisions applicable to such zones are in effect as stated on appropriate signage.
- (b) ~~The driver of a passenger vehicle may stop temporarily in a space marked as a curb loading zone for the purpose of, and while actually engaged in, loading or unloading passengers or bundles. If a person requires parking accommodations for the purposes of unloading and delivery or pickup and loading materials that will exceed the thirty (30)~~

minute time length, then such person shall obtain a Temporary Parking Permit for the Central Business District as described in Section 25-270 of the City Code.

**Sec. 25-270. - ~~Construction parking permits~~Temporary Parking Permits in the Central Business District.**

~~Construction parking permits are issued by the inspections division of the community development department. Permits will be issued to vehicle owners who are actively engaged in the construction project (plumbing/electrical contractors, etc.). Construction parking permits shall only be issued for vehicles that are used to transport equipment, tools and supplies used by the owner at the work site.~~ Temporary parking permits are issued by the City Manager's designee for the use of on-street or off-street parking spaces for persons who are engaged in activities that require short-term parking accommodations within a reasonable proximity to a worksite, business, event, or residence for special need occasions.

2. That this ordinance shall become effective upon its adoption.

Adopted:

Certified: \_\_\_\_\_

Clerk of Council



Sec. 35-12. - Protective devices.

When any work is being done on any street, alley, sidewalk or other public way or on structures abutting thereon, which may endanger persons passing thereon or thereby, barriers or other protective devices approved by the transportation engineer or the transportation engineer's designee, by application for and issuance of a right of way permit shall be erected and maintained to protect the public against any danger which may be presented to the public by reason of such work. Such barriers and devices shall be so constructed as to provide a light or other illumination during hours of darkness. Fees for right of way permits shall be set by the city manager. These fees are subject to annual review and revision by the city manager.

Traffic signs and traffic signals and markings placed or erected pursuant to this title shall conform in size, design, and color to those erected for the same purpose by the department of transportation.

The city transportation engineer may classify, designate, and mark highways and provide a uniform system of traffic control devices for such highways under the jurisdiction of the city. Such system of traffic control devices shall correlate with and, so far as possible, conform to the system adopted in other states.

All drivers of vehicles shall obey lawfully erected traffic control devices.

No provision of this section relating to the prohibition of disobeying traffic control devices or violating local traffic control devices shall be enforced against an alleged violator if, at the time and place of the alleged violation, any such traffic control device is not in proper position and sufficiently legible to be seen by an ordinarily observant person.

Any violation of this section shall constitute a class 4 misdemeanor.

(Code 1959, § 30-21; Ord. No. [O-18-013](#), 2-27-18)



## *Parking Management*

900 Church Street • Lynchburg • Virginia • 24504

www.lynchburgva.gov • P 434-455-4045 • F 434-847-1536

# **Temporary Parking Permit Policy:** **Central Business District**

**Effective Date:**

### **Purpose**

To provide short-term parking accommodations for on-street and/or off-street parking spaces within the Central Business District that allow parking opportunities for vehicle drivers/owners who are actively engaged in, but not limited to, loading and unloading activities so as to have accommodating parking within a reasonable proximity to a worksite, business, event, or residence for special need occasions. Long-term parking may be accommodated by purchasing monthly parking permits within designated lots.

### **Permitted Uses**

Permitted vehicles are allowed to park in designated City owned on-street and/or off-street parking spaces without having to adhere to posted time limit restrictions or hourly parking fees. Vehicles may also use privately owned parking facilities that are under a parking management agreement with the City. Uses of designated loading zones are exempt from this policy.

### **Issuance**

The Parking Management department is responsible for all issuance and collection of fees.

Fees are established by the Parking Management department and approved by the City Manager. Fees are subject to review on an annual basis.

As of January 1, 2019 the fee is \$10.00 per day per parking space.

The Parking Management department reserves the right to limit the number of Temporary Parking Permits issued, or deny the request. Issuance will be based on the impact to businesses that will be affected by such parking accommodations. Individuals and/or businesses with outstanding balances owed on their parking account will be required to pay that debt amount prior to the issuance of a Temporary Parking Permit.

### **Designated Locations**

Temporary Parking Permits will have the designated location displayed on the front of the permit where parking is permitted. Administrative discretion will be used to determine the appropriate location(s) for permitted use. A permitted vehicle(s) parked outside of the designated location will be subject to regular parking rules and is subject to the issuance of a parking citation(s) for related parking infractions.

### **Displaying Permits**

Temporary Parking Permits must be clearly displayed with the location, expiration date, and permit number facing outward, toward the vehicle windshield, from the vehicle rear-view mirror or placed on the dashboard on the driver's side of the vehicle.

Failure to properly display a Temporary Parking Permit will result in a parking citation.

### **Lost/Stolen Permits**

Lost or stolen parking permits must be reported to the Parking Management department. No refunds will be given for lost or stolen permits. A new Temporary Parking Permit will need to be purchased in place of a lost or stolen permit to be effective on the date of the new purchase.

### **Damaged Permits**

Damaged parking permits can be replaced without a fee provided that the original parking permit is valid and returned to the Parking Management department. A new Temporary Parking Permit will be issued.

### **Refunds**

No refunds will be issued for Temporary Parking Permits.

### **Transferring Permits**

Temporary Parking Permits can be transferred from one vehicle to another; however, they may not be sold to other individuals. Permits that are sold to third parties will be voided.

### **Enforcement**

Enforcement of Temporary Parking Permits in the Central Business District is administered between the hours of 8 a.m. and 5 p.m., Monday – Friday, excluding Saturday, Sundays and City of Lynchburg designated holidays.

### **Violations**

All vehicles found in violation of parking ordinances within *Chapter 25 "Motor Vehicles & Traffic", Article VIII Stopping, Standing, and Parking* are subject to civil infractions as outlined within the chapter.

### **Temporary Parking Permits for Construction Projects**

Contractors may purchase Temporary Parking Permits for the purpose of parking construction related vehicles or other materials within close proximity to the construction site. A valid right-of-way permit issued from the Public Works Department Engineering Division may be required prior to the issuance of a Temporary Parking Permit. Long-term construction projects that require parking are encouraged to purchase monthly parking permits within designated off-street public parking facilities.

In general, the following conditions apply for Construction Temporary Parking Permits:

- Permit issuance designed for industrial, institutional, commercial and residential construction projects.
- Parking Management will work with the contractor(s) to determine the best location for the use of the Temporary Parking Permit(s) in relationship to the work that is being conducted and location of the construction area.
- The Parking Management department will attempt to issue the permitted spaces closest to the worksite.
- Minimizing parking inconveniences to surrounding businesses will be a priority. Whenever possible, off-street parking spaces will be assigned to help preserve available on-street parking for businesses.
- Permit(s) are not required for parking on Saturdays and Sundays and during City of Lynchburg designated holidays.

All authorized construction Temporary Parking Permits will be issued for no more than 30 day increments at a time and must be renewed on or before the expiration date at the Parking Management department in order to avoid the issuance of a parking citation(s).

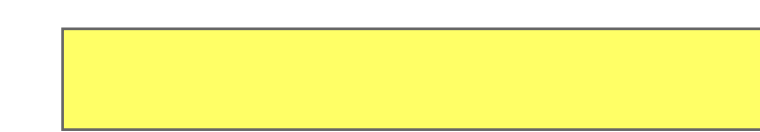
For larger projects impacting the right-of-way, please contact the Public Works Department's Engineering Division at 434-455-3950 for more information.





## Lynchburg Downtown Streetscape Loading Zone Pilot Program

### LEGEND

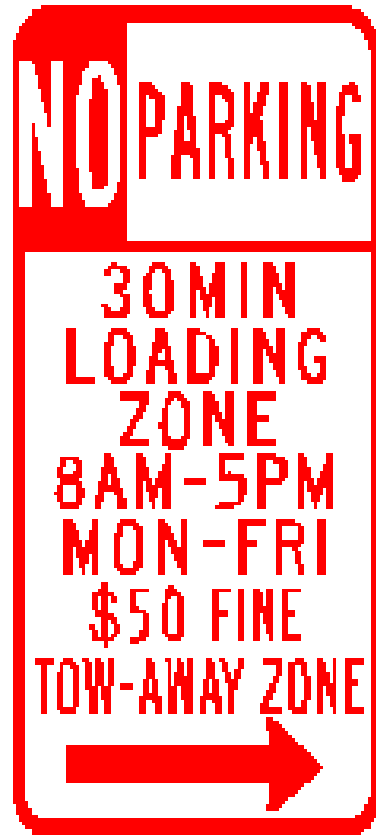
 Proposed Loading Zones



City of Lynchburg  
January 14, 2019



PROPOSED  
CENTRAL BUSINESS DISTRICT  
LOADING ZONE SIGNAGE





**NO PARKING**

**30 MIN  
LOADING  
ZONE  
8AM-5PM  
MON-FRI  
\$50 FINE  
TOW-AWAY ZONE**







## *Parking Management*

900 Church Street • Lynchburg • Virginia • 24504

www.lyncburgva.gov • P 434-455-4045 • F 434-847-1536

### **Parking Fine Amounts in Comparable Localities**

#### **Infractions for Illegal Parking in Loading Zones and Lane of Traffic (Double Parked)**

|                        | <b>Loading Zone<br/>(Restricted Area)</b> | <b>Double Parked</b> | <b>Notes</b>                                   |
|------------------------|-------------------------------------------|----------------------|------------------------------------------------|
| <b>Lynchburg</b>       | <b>\$30</b>                               | <b>\$30</b>          | <b>Current fine amounts</b>                    |
| <b>Charlottesville</b> | \$15                                      | \$30                 | Fines doubled if not paid in 96 hours (4 days) |
| <b>Danville</b>        | \$10                                      | \$10                 | Fine increased by \$5 if not paid in 5 days    |
| <b>Harrisonburg</b>    | \$15                                      | \$20                 |                                                |
| <b>Richmond</b>        | \$25                                      | \$40                 | \$60 if sign is labeled will tow               |
| <b>Roanoke</b>         | \$20                                      | \$20                 |                                                |
| <b>Staunton</b>        | \$15                                      | \$10                 |                                                |
| <b>Winchester</b>      | \$25                                      | \$25                 | Fines doubled if not paid in 15 days           |



## VICE MAYOR DOLAN WILL GIVE THE INVOCATION

### A G E N D A

City Council Meeting of February 26, 2019

#### 4:00 P.M. – Work Session

##### Recognitions:

- ❖ Heritage High School Football Team Recognition for State Championship
- 1. Consider and provide feedback regarding staff recommendations to establish flat fees to better address bulk waste related to landlord eviction set outs.
- 2. Hear a presentation from the City Assessor regarding 2019 Real Estate Assessments.
- 3. Roll Call
- 4. Consideration of a closed meeting for the discussion and consideration of prospective candidates for the position of Clerk of Council, pursuant to Section 2.2-3711(A.)(1) of the Code of Virginia, 1950, as amended.

#### 7:30 P.M.

#### City Council Agenda Items

##### GENERAL POLICY REGARDING PUBLIC PARTICIPATION AT CITY COUNCIL MEETINGS

Each speaker shall clearly state his or her name and locality of residence.

The City Council agenda is divided into three sections.

CONSENT AGENDA: This section includes routine items. All items may be approved by one vote.

PUBLIC HEARINGS: This section includes all public hearings as required by law or as Council may direct.

Procedure:

- Staff will make a presentation.
- For Zoning petitions, the applicant or his or her representative shall have ten (10) minutes to make a presentation.
- Comments will then be solicited from those in favor.
- Comments will then be solicited from those in opposition.

During the public hearing there shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify that group at the beginning of his or her remarks. A group may have only one spokesperson.

After public comments have been received, for zoning petitions the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.

Upon the conclusion of public comments or the applicant's rebuttal the public hearing will be closed and the matter referred to Council for deliberation.

PUBLIC PRESENTATIONS: Public presentations shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council. Individuals may speak up to 3 minutes; or group spokesperson up to 5 minutes. Once Council has heard a presentation from a citizen or organization on a particular subject, the citizen or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of Council present and voting.

GENERAL BUSINESS: This section includes items of a general nature to be considered by Council.

City Council may make exceptions to these rules at its discretion.

Prior to a meeting, any questions which citizens may have regarding any item on the agenda may be addressed to City Council or the City Administration. The following numbers are provided for the convenience of the citizens:

CITY COUNCIL 455-3995      MAYOR 455-3995      CITY MANAGER 455-3990

A reasonable charge may be made for copying and other activities related to responding to long and involved inquiries.

CITIZENS OFTEN EXPRESS CONFLICTING AND DIVERSE POSITIONS REGARDING SPECIFIC ISSUES UNDER CONSIDERATION. TO ENCOURAGE CITIZEN PARTICIPATION AND TO AVOID INTIMIDATION TO PERSONS WHO MAY EXPRESS SOMETIMES UNPOPULAR OPINIONS, APPLAUSE, CHEERS, OR JEERS FROM THE AUDIENCE ARE NOT PERMITTED. WHEN APPEARING BEFORE CITY COUNCIL CITIZENS MAY NOT ENGAGE IN BEHAVIOR THAT INTIMIDATES OR INSULTS OTHERS, ENGAGE IN DISRUPTIVE BEHAVIOR, USE PROFANITY OR VULGAR LANGUAGE, PROMOTE PRIVATE BUSINESS VENTURES OR CAMPAIGN FOR PUBLIC OFFICE.

\* PREVIOUSLY DISCUSSED AND/OR CONSIDERED BY CITY COUNCIL



### C O N S E N T   A G E N D A

- #5. Consideration of approving the minutes of the December 11, 2018 meeting.
  - #6. Consideration of approving the minutes of the January 8, 2019 meeting.
  - #7. Consideration of approving the minutes of the January 22, 2019 meeting.
  - #8. Consideration of approving the minutes of the February 12, 2019 meeting.
  - \*#9. Consideration of adopting Resolution #R-19-014 to amend the FY 2019 General Fund budget and appropriate \$1,755,030 resources from unexpended FY 2018 Schools Operating Fund appropriations for transfer to the FY 2019 Schools Operating Fund (\$350,000) and to the Schools Capital Fund (\$1,405,030) to fund needs as approved by the School Board.
- 

### P U B L I C   C O M M E N T

- #10. Hear from a citizen regarding a concern (Ms. Natalie Jones).
- 

### G E N E R A L   B U S I N E S S

- #11. Consideration of introducing a Resolution to appropriate \$163,204 to the FY 2019 City-Federal-State Aid Budget for the Temporary Assistance for Needy Families (TANF) Community Wealth Building (CWB) Grant.

#R-19-\_\_\_\_\_

- #12. Consideration of introducing a Resolution to amend the FY 2019 City Capital Fund budget and appropriate \$1,000,000 with resources from the Virginia Department of Transportation (VDOT) State of Good Repair Grant to pave sections of Wards Road and Fort Avenue.

#R-19-\_\_\_\_\_



## **FINANCE COMMITTEE AGENDA**

**Tuesday, February 26, 2019  
11:30 a.m. – Bidder's Room**

### **GENERAL BUSINESS**

#### **11:30 a.m.**

1. Approval of the Draft Finance Committee Meeting Notes from January 22, 2019.

Contact: Donna Witt, Chief Financial Officer 455-3968

#### **11:35 a.m.**

2. Report on the General Fund Reserve for Contingencies.

Contact: Donna Witt, Chief Financial Officer 455-3968

#### **11:40 a.m.**

3. Consider a request to adopt a resolution to amend the FY 2019 City Capital Fund budget and appropriate \$1,000,000 with resources from the Virginia Department of Transportation (VDOT) State of Good Repair Grant to pave sections of Wards Road and Fort Avenue: (1) Wards Road and Fort Avenue from 0.04 miles south of Edgewood Avenue to Harding Street and, (2) Wards Road from the on-ramp of the Lynchburg Expressway North to 0.04 miles north of Candler's Mountain Road.

Contact: Lee Newland, City Engineer 455-3947

#### **11:45 a.m.**

4. Consider a request to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$163,204 to for the Temporary Assistance for Needy Families (TANF) Community Wealth Building (CWB) Grant. This grant is administered by the Virginia Department of Social Services (VDSS).

Contact: John H. Hughes, IV, Assistant City Manager 455-3990

#### **11:50 a.m.**

5. Approve the submittal of a grant application by the Office of the Commonwealth's Attorney for FY 2020 and FY 2021 Victims of Crime Act (VOCA) Victims Services Grant Program through the Virginia Department of Criminal Justice Services.

Contact: Donna Nash, Office/Grants Administrator 455-3770

#### **11:55 a.m.**

6. Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for \$103,920 with resources of \$51,960 from the RSAF grant, \$47,297 from the FY 2020 General Fund Fire Department budget and \$4,663 from the General Fund Fire Equipment Assigned Fund Balance to purchase (3) LifePak 15 for the Fire Department.

Contact: Fire Chief Greg Wormser 455-6340

#### **12:00 p.m.**

7. Review highlights of attached quarterly financial reports for the Greater Lynchburg Transit Company (GLTC) as well as the Regional Airport, Lynchburg Regional Juvenile Detention Center, Children's Services Act, Water Operating, Sewer Operating, Stormwater Operating, and General Funds for the quarter ending December 30, 2018.



| <b>Fund</b>                                  | <b>Preparer</b>                           |
|----------------------------------------------|-------------------------------------------|
| GLTC                                         | Brian Booth, General Manager of GLTC      |
| Regional Airport Fund                        | Mark Courtney, Airport Manager            |
| Lynchburg Regional Juvenile Detention Center | Tamara Rosser, Director of Human Services |
| Children's Services Act Fund (CSA)           | Tamara Rosser, Director of Human Services |
| Water Operating Fund                         | Tim Mitchell, Director of Water Resources |
| Sewer Operating Fund                         | Tim Mitchell, Director of Water Resources |
| Stormwater Operating Fund                    | Tim Mitchell, Director of Water Resources |
| General Fund                                 | Donna Witt, Chief Financial Officer       |

**12:40 p.m.**

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

Contact: Donna Witt, Chief Financial Officer

455-3968

**12:45 p.m.**

9. Roll Call

**The next Finance Committee meeting is Tuesday, March 26, 2019, at 11:30 a.m.**



**FINANCE COMMITTEE NOTES-- DRAFT**  
**Tuesday, January 22, 2019**

**GENERAL BUSINESS**

*Meeting commenced at 11:30 a.m.*

**ATTENDEES**

**Committee Members:** Council Member Jeff S. Helgeson, Chair; Council Member Randy Nelson; Council Member Beau Wright; Mayor Treney Tweedy, Ex-Officio.

**Others:** Bonnie Svrcek, City Manager; Reid Wodicka, Deputy City Manager; Donna Witt, Chief Financial Officer; Rhonda Allbeck, Assistant Director of Financial Services; Starlette Early, Budget Analyst

1. Approval of the Draft Finance Committee Meeting Notes from December 11, 2018.

*The meeting notes from December 11, 2018 were approved as submitted.*

2. Report on the General Fund Reserve for Contingencies.

*Donna Witt reported there were no new items since the last meeting. The FY 2019 Reserve for Contingencies current balance is \$1,132,527.*

3. Consider a request to adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$87,019 with resources from the 2018 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

*The Committee approved this item and is scheduled to be considered by full Council at their January 22, 2018 meeting.*

4. Consider a request to adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$53,136 with resources of \$26,568 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and \$26,568 appropriated from the FY 2019 Fire Department's budget to purchase (1) Power Pro stretcher and (1) LifePak 15 for the Fire Department.

*The Committee approved this item and is scheduled to be considered by full Council at their January 22, 2018 meeting.*

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

*Donna Witt reported on the status of five revenues received for the month ending November 2018: Sales and Use Tax revenue is above budget, with a large receipt in July 2018 being audited; Consumer Utility Tax- Electric revenue is over budget amount; Communications Sales and Use Tax is tracking just under budget and continues to decrease year over year; Meals Tax revenue is trending flat with budget; Lodging Tax revenue is slightly above the conservative budget projection.*

6. Roll Call

*There were no items for roll call.*

Meeting adjourned at 11:42 a.m.

DRAFT



**FY 2019 GENERAL FUND RESERVE FOR CONTINGENCIES**

|                                                                                                            | <u><b>Reserve for<br/>Contingencies</b></u> | <u><b>City Manager's<br/>Discretionary<br/>Funding</b></u> |
|------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------------------------------------------------------|
| <b>BEGINNING BALANCE, JULY 1, 2018</b>                                                                     | \$1,150,000                                 | \$50,000                                                   |
| Carryforward to FY 2019 Reserve for Contingencies - FY 2019 Adopted Budget                                 | 0                                           |                                                            |
| <b>BALANCE</b>                                                                                             | <u><u><b>\$1,150,000</b></u></u>            | <u><u><b>\$50,000</b></u></u>                              |
| <br><b>APPROPRIATIONS (Second Reading)</b>                                                                 |                                             |                                                            |
| Police Department - Patrol rifles and ammunition to outfit the field operations bureau (November 13, 2018) | (67,473)                                    |                                                            |
| <br><b>TOTAL APPROPRIATIONS</b>                                                                            | <u><b>(\$67,473)</b></u>                    | <u><b>\$0</b></u>                                          |
| <br><b>REMAINING BALANCE</b>                                                                               | <u><u><b>\$1,082,527</b></u></u>            | <u><u><b>\$50,000</b></u></u>                              |
| <br><b>ITEMS INTRODUCED</b>                                                                                |                                             |                                                            |
| <br><b>TOTAL INTRODUCED ITEMS</b>                                                                          | <u><b>\$0</b></u>                           | <u><b>\$0</b></u>                                          |
| <br><b>REMAINING BALANCE</b>                                                                               | <u><u><b>\$1,082,527</b></u></u>            | <u><u><b>\$50,000</b></u></u>                              |
| <br><b>PENDING ITEMS</b>                                                                                   |                                             |                                                            |
| <br><b>TOTAL PENDING ITEMS</b>                                                                             | <u><b>\$0</b></u>                           | <u><b>\$0</b></u>                                          |
| <br><b>PROJECTED BALANCE, JUNE 30, 2019</b>                                                                | <u><u><b>\$1,082,527</b></u></u>            | <u><u><b>\$50,000</b></u></u>                              |

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **February 26, 2019**

AGENDA ITEM #: **3**

CONSENT:  
ACTION: **X**

REGULAR: **X**  
INFORMATION:

WORK SESSION:

CLOSED SESSION:  
(Confidential)

**ITEM TITLE: Virginia Department of Transportation State of Good Repair Pavement Resurfacing Grant**

KEY ELEMENTS:

**X** Economic Development **X** Excellent Government **X** Natural and Built Environment **X** Safe Community **X** Vibrant Community

**RECOMMENDATION:** Adopt a resolution to amend the FY 2019 City Capital Fund budget and appropriate \$1,000,000 with resources from the Virginia Department of Transportation (VDOT) State of Good Repair Grant to pave sections of Wards Road and Fort Avenue: (1) Wards Road and Fort Avenue from 0.04 miles south of Edgewood Avenue to Harding Street and, (2) Wards Road from the on-ramp of the Lynchburg Expressway North to 0.04 miles north of Candler's Mountain Road.

**SUMMARY:** The Virginia Department of Transportation State of Good Repair program provides funding for deteriorated pavements and structurally deficient bridges maintained or owned by the Virginia Department of Transportation (VDOT) and/or localities, as approved by the Commonwealth Transportation Board (CTB). Applications were submitted by staff for the maximum amount of \$1,000,000 for two segments of streets and the City was successful. These segments were selected because of their position on the City's Pavement Conditions Assessment and because of a program requirement that these funds be used for primary streets. The \$1,000,000 has become available for pavement repair on these primary routes subsequent to the normal FY 2019 grant award cycle. Funds have been awarded to the city, and contracts with VDOT have been signed.

The grant is 100% reimbursable and does not require a local match other than VDOT Oversight expenses.

Estimated project costs are as follows:

|                                                        |                    |
|--------------------------------------------------------|--------------------|
| <b>Edgewood Avenue to Harding Street</b>               | <b>\$684,511</b>   |
| <b>Lynchburg Expressway to Candler's Mountain Road</b> | <b>\$315,489</b>   |
| <b>Project Total</b>                                   | <b>\$1,000,000</b> |

**PRIOR ACTION(S):** Finance Committee February 26, 2019

**FISCAL IMPACT:** VDOT Oversight estimated at \$20,000 available from the street overlay funds.

**CONTACT(S):** Lee Newland, City Engineer, 455-3947

**ATTACHMENT(S):** Resolution  
Contracts  
Maps

**REVIEWED BY:** raw



RESOLUTION: BE IT RESOLVED that the FY 2019 City Capital Fund budget is amended and \$1,000,000 is appropriated with resources from the Virginia Department of Transportation State of Good Repair Grant to pave sections of Wards Road and Fort Avenue.

Introduced:

Adopted:

Certified:

\_\_\_\_\_  
Clerk of Council

**STANDARD PROJECT ADMINISTRATION AGREEMENT**  
**State-aid Projects**

|                |        |                   |
|----------------|--------|-------------------|
| Project Number | UPC    | Local Government  |
| 7029-118-298   | 113510 | City of Lynchburg |

THIS AGREEMENT, made and executed in triplicate this 31 day of January, 2019 by and between the City of Lynchburg, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance the Project(s) and the funding currently allocated or proposed for the project(s) does not include Federal-aid Highway funds; and

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state and local laws and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
  - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
  - b. Receive prior written authorization from the DEPARTMENT to proceed with the project.
  - c. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
  - d. Provide certification by a LOCALITY official of compliance with applicable laws and regulations on the **State Certification Form for State Funded Projects** or in another manner as prescribed by the DEPARTMENT.
  - e. Maintain accurate and complete records of each Project's development of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for not less than three (3) years following acceptance of the final voucher on each Project.



- d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with applicable laws and regulations.
  - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.
- 3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
  - 4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
  - 5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its cost exceeds the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
  - 6. Nothing in this agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
  - 7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
  - 8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between the either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing,

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

**CITY OF LYNCHBURG, VIRGINIA:**

Bonnie Svrcek

BONNIE SVRCEK

Typed or printed name of signatory

CITY MANAGER

Title

1/22/19  
Date

Valeri P. Chumb

Signature of Witness

1/22/19  
Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this agreement.

**COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:**

[Signature]

Chief of Policy  
Commonwealth of Virginia  
Department of Transportation

1/31/19  
Date

Brenda Crouch

Signature of Witness

1/31/2019  
Date

**Attachment**  
Appendix A



## Appendix A

Date: 1/22/19

Project Number: 7029-118-298

UPC: 113510

CFDA # N/A

Locality: City of Lynchburg

Project Location ZIP+4: 24505

Locality DUNS# 10038073

Locality Address (incl ZIP+4): 900 Church Street  
Lynchburg, VA 24504

## Project Narrative

Scope: FKEY 539 Bus 29 - Resurfacing (Wards Road)

From: 0.04 Mi. South Edgewood Avenue

To: Int. Harding Street

Locality Project Manager Contact Info: Lee Newland

lee.newland@lynchburgva.gov

Department Project Coordinator Contact Info:

Gregg M. Allen 434.856.8329

gregg.allen@vdot.virginia.gov

## Project Estimates

|                                     | Preliminary Engineering | Right of Way and Utilities | Construction | Total Estimated Cost |
|-------------------------------------|-------------------------|----------------------------|--------------|----------------------|
| Estimated Locality Project Expenses | \$0                     | \$0                        | \$674,511    | \$674,511            |
| Estimated VDOT Project Expenses     | \$0                     | \$0                        | \$10,000     | \$10,000             |
| Estimated Total Project Costs       | \$0                     | \$0                        | \$684,511    | \$684,511            |

## Project Cost and Reimbursement

| Phase                    | Estimated Project Costs | Funds type<br>(Choose from drop down box) | Local % Participation for<br>Funds Type | Local Share Amount | Maximum Reimbursement<br>(Estimated Cost - Local<br>Share) | Estimated<br>Reimbursement to<br>Locality<br>(Max. Reimbursement -<br>Est. VDOT Expenses) |
|--------------------------|-------------------------|-------------------------------------------|-----------------------------------------|--------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Preliminary Engineering  |                         |                                           |                                         |                    |                                                            |                                                                                           |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                           |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                           |
| Total PE                 |                         |                                           |                                         |                    |                                                            | \$0                                                                                       |
| Right of Way & Utilities |                         |                                           |                                         |                    |                                                            |                                                                                           |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                           |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                           |
| Total RW                 |                         |                                           |                                         |                    |                                                            | \$0                                                                                       |
| Construction             | \$684,511               | State Funds                               | 0%                                      | \$0                | \$684,511                                                  |                                                                                           |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                           |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                           |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                           |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                           |
| Total CN                 | \$684,511               |                                           |                                         | \$0                | \$684,511                                                  | \$674,511                                                                                 |
| Total Estimated Cost     | \$684,511               |                                           |                                         | \$0                | \$684,511                                                  | \$674,511                                                                                 |

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$684,511

Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$674,511

## Project Financing

| CTB Formula Funds |  |  |  |  |  | Aggregate<br>Allocations |
|-------------------|--|--|--|--|--|--------------------------|
| \$684,511         |  |  |  |  |  | \$684,511                |

## Program and Project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locality Administered Projects Manual and Urban Construction Initiative Program Guide.
- This project shall be constructed and maintained in accordance with VDOT's Urban Manual and the Urban Construction Initiative Program Guide.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$684,511.
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- The locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the locality subsequent to project completion without approval of the Department, the locality inherently agrees, by execution of this agreement, to make restitution either physically or monetarily, as required by the department.
- This project shall meet all applicable ADA requirements.
- This project must be advertised within six months of award funding or be subject to deallocation.
- Total project allocation \$684,511

This attachment is certified and made an official attachment to this document by the parties to this agreement.

Bonnie Spector 1/22/19  
Authorized Locality Official and Date

Jay S. Brown 1/24/19  
Authorized VDOT Official and Date

BONNIE SPECTOR  
Typed or printed name of person signing

Jay S. Brown  
Typed or printed name of person signing





Streets



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.

0 590 1,180  
ft  
1 inch = 600 feet 1:7,200

PRINTED ON  
January 30, 2018



**STANDARD PROJECT ADMINISTRATION AGREEMENT**  
**State-aid Projects**

|                |        |                   |
|----------------|--------|-------------------|
| Project Number | UPC    | Local Government  |
| 7029-118-297   | 113511 | City of Lynchburg |

THIS AGREEMENT, made and executed in triplicate this 1 day of February, 2014 by and between the City of Lynchburg, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance the Project(s) and the funding currently allocated or proposed for the project(s) does not include Federal-aid Highway funds; and

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state and local laws and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
  - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
  - b. Receive prior written authorization from the DEPARTMENT to proceed with the project.
  - c. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
  - d. Provide certification by a LOCALITY official of compliance with applicable laws and regulations on the **State Certification Form for State Funded Projects** or in another manner as prescribed by the DEPARTMENT.
  - e. Maintain accurate and complete records of each Project's development of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for not less than three (3) years following acceptance of the final voucher on each Project.

- d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with applicable laws and regulations.
  - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.
- 3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
  - 4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
  - 5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its cost exceeds the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
  - 6. Nothing in this agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
  - 7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
  - 8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between the either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing,



IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

**CITY OF LYNCHBURG, VIRGINIA:**

Bonnie Surcek

BONNIE SURCEK  
Typed or printed name of signatory

CITY MANAGER  
Title

1/22/2019  
Date

Valerie P. Chamb  
Signature of Witness

1/22/19  
Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this agreement.

**COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:**

[Signature]

Chief of Policy  
Commonwealth of Virginia  
Department of Transportation

2/1/19  
Date

Brenda Crouch  
Signature of Witness

2/1/2019  
Date

**Attachment**  
**Appendix A**

## Appendix A

Date: 1/22/19

Project Number: 7029-118-297

UPC: 113511

CFDA # N/A

Locality: City of Lynchburg

Project Location ZIP+4: 24505

Locality DUNS# 10038073

Locality Address (incl ZIP+4): 900 Church Street  
Lynchburg, VA 24504

## Project Narrative

Scope: FKEY 538 Bus 29 - Resurfacing (Wards Road)

From: On Ramp Lynchburg Expressway North

To: 0.04 Miles North Candler's Mountain Road

Locality Project Manager Contact Info: Lee Newland

lee.newland@lynchburgva.gov

Department Project Coordinator Contact Info:

Gregg M. Allen - 434.856.8329

gregg.allen@vdot.virginia.gov

## Project Estimates

|                                     | Preliminary Engineering | Right of Way and Utilities | Construction | Total Estimated Cost |
|-------------------------------------|-------------------------|----------------------------|--------------|----------------------|
| Estimated Locality Project Expenses | \$0                     | \$0                        | \$305,489    | \$305,489            |
| Estimated VDOT Project Expenses     | \$0                     | \$0                        | \$10,000     | \$10,000             |
| Estimated Total Project Costs       | \$0                     | \$0                        | \$315,489    | \$315,489            |

## Project Cost and Reimbursement

| Phase                    | Estimated Project Costs | Funds type<br>(Choose from drop down box) | Local % Participation for<br>Funds Type | Local Share Amount | Maximum Reimbursement<br>(Estimated Cost - Local<br>Share) | Estimated<br>Reimbursement to<br>Locality<br>(Max Reimbursement -<br>Est VDOT Expenses) |
|--------------------------|-------------------------|-------------------------------------------|-----------------------------------------|--------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Preliminary Engineering  |                         |                                           |                                         |                    |                                                            |                                                                                         |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                         |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                         |
| Total PE                 |                         |                                           |                                         |                    |                                                            | \$0                                                                                     |
| Right of Way & Utilities |                         |                                           |                                         |                    |                                                            |                                                                                         |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                         |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                         |
| Total RW                 |                         |                                           |                                         |                    |                                                            | \$0                                                                                     |
| Construction             | \$315,489               | State Funds                               | 0%                                      | \$0                | \$315,489                                                  |                                                                                         |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                         |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                         |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                         |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                         |
| Total CN                 | \$315,489               |                                           |                                         | \$0                | \$315,489                                                  | \$305,489                                                                               |
| Total Estimated Cost     | \$315,489               |                                           |                                         | \$0                | \$315,489                                                  | \$305,489                                                                               |

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$315,489

Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$305,489

## Project Financing

| CTB Formula Funds |  |  |  |  |  | Aggregate<br>Allocations |
|-------------------|--|--|--|--|--|--------------------------|
| \$315,489         |  |  |  |  |  | \$315,489                |

## Program and Project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Urban Construction Initiative Program Guide.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$315,489
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- The locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the locality subsequent to project completion without approval of the department, the locality injerently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the department
- This project shall meet all applicable ADA requirements
- This project must be advertised within six months of award funding or be subject to deallocation
- Total project allocation \$315,489

This attachment is certified and made an official attachment to this document by the parties to this agreement

Bonnie Smedley 1/22/19  
Authorized Locality Official and Date

Jay S. Brown 1/24/19  
Authorized VDOT Official and Date

BONNIE Smedley  
Typed or printed name of person signing

Jay S. Brown  
Typed or printed name of person signing





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.

0 250 500  
ft  
1:3,000  
1 inch = 250 feet

PRINTED ON  
February 14, 2019



# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **February 26, 2019**

AGENDA ITEM #: **4**

CONSENT:  
ACTION: **X**

REGULAR: **X**  
INFORMATION:

WORK SESSION:

CLOSED SESSION:  
(Confidential)

**ITEM TITLE: Appropriation of the Community Wealth Building – Temporary Assistance for Needy Families Grant**

KEY ELEMENTS:

X Economic Development X Excellent Government \_\_\_ Natural and Built Environment \_\_\_ Safe Community X Vibrant Community

RECOMMENDATION: Appropriate \$163,204 to the FY 2019 City-Federal-State Aid Budget for the Temporary Assistance for Needy Families (TANF) Community Wealth Building (CWB) Grant. This grant is administered by the Virginia Department of Social Services (VDSS).

SUMMARY: The City submitted a TANF CWB grant application in November of 2018 to the VDSS with the objective of furthering the City's efforts related to poverty reduction and increasing median household income. The Intent to Award letter was received from VDSS which indicated Lynchburg was awarded \$163,204.79. Funding is allocated over the remainder of FY 2019 and throughout FY 2020. These funds will be used to expand current TechHire and Getting Ahead programs and to support additional programming within the City's poverty reduction framework.

The required match for the City is 10% (based on a formula, not directly 10% of request). In-kind services are eligible for the match resulting in no additional cash contribution from the City. This match will be achieved through in-kind expenditures associated with the management of affiliated programs, a portion of staff salaries, and office use for program staff/participants.

PRIOR ACTION(S): Notice to Finance Committee, November 27, 2018.  
Finance Committee, February 26, 2019

FISCAL IMPACT: Local in-kind match of \$18,637.50 (formula driven calculation)

CONTACT(S): John H. Hughes, IV, Assistant City Manager, 455-3990

ATTACHMENT(S): Notice of Intent to Award  
Resolution

REVIEWED BY: bms



RESOLUTION:

BE IT RESOLVED THAT the FY 2019 City Federal State Aid budget is amended and \$163,204 is appropriated with resources from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment for TANF Participants Grant.

Introduced:

Adopted:

Certified:

---

Acting Clerk of Council



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

December 20, 2018

**VIA EMAIL ONLY JOHN.HUGHES@LYNCHBURGVA.GOV**

City of Lynchburg  
Mr. John Hughes, IV, Assistant City Manager  
900 Church Street  
Lynchburg, Virginia 24504

RE: BEN-19-024: Employment for TANF Participants

Dear Mr. Hughes:

Thank you for submitting your application to provide services under the above referenced Program. The Virginia Department of Social Services (VDSS) received 25 applications requesting over \$8.6 million to support many worthwhile projects. The amount available for distribution was approximately \$4,050,000; an additional \$710,781 is being added for funding.

All requests for funding were reviewed by an evaluation committee composed of Department staff and specially appointed individuals who made recommendations for sub-grant awards. After careful consideration of your request, I am pleased to notify you of the intent to award your agency **\$163,204.79** for your application. This intended sub-grant award requires a **10%** cash or in-kind match. Please note the amount of the sub-grant award is less than the dollar amount requested in your original application.

The information listed below must be received by **December 28, 2018, at 3:00 pm, EST** at the following email address:

**[Faye.a.palmer@dss.virginia.gov](mailto:Faye.a.palmer@dss.virginia.gov)**

- written confirmation of your acceptance of this sub-grant award;
- written confirmation that the scope of services will remain the same, **or** written description of any changes in the scope of services that were outlined in the original proposal including the ACTIVITIES/OUTCOMES Form (Attachment A.1);
- a revised budget (Attachment B.1) reflecting the grant funds received as specified above.



Please contact Adrienne D Childress, [Adrienne.Childress@dss.virginia.gov](mailto:Adrienne.Childress@dss.virginia.gov) if you have questions or need assistance.

Upon receiving the required materials, an agreement will be prepared for the period of January 15, 2019 – June 30, 2020 and sent to you for signature. You will receive fiscal and program reporting forms and instructions for their completion after the agreement is finalized and signed by an authorized representative of your organization and VDSS. No services can be rendered or payment made prior to the finalization of the agreement.

I appreciate your interest and dedication to providing services to Employment for TANF Participants in the Commonwealth. I look forward to a successful year of services to families and children.

Sincerely,

/s/

Adrienne D. Childress

Senior Procurement Officer

# FINANCE COMMITTEE

## Agenda Item Summary

MEETING DATE: **February 26, 2019**

AGENDA ITEM #: **5**

CONSENT:  
ACTION: **X**

REGULAR: **X**  
INFORMATION:

WORK SESSION:

CLOSED SESSION:  
(Confidential)

**ITEM TITLE: Approval to apply for FY2020 and FY2021 Victims of Crime Act (VOCA) Victims Services Grant Program through the Virginia Department of Criminal Justice Services**

KEY ELEMENTS:

☐ Economic Development ☐ Excellent Government ☐ Natural and Built Environment ☒ Safe Community ☐ Vibrant Community

**RECOMMENDATION:** Consider the Office of the Commonwealth's Attorneys request to apply for FY 2020 and FY 2021 Victims of Crime Act (VOCA) Victims Services Grant Program through the Virginia Department of Criminal Justice Services.

**SUMMARY:** The Office of the Commonwealth's Attorney is requesting approval to apply for a new grant initiative to meet the direct victim assistance service needs of victims seeking protective orders in the Lynchburg General District Court. The proposed application will support a full-time Protective Order Advocate to assist victims in navigating this arduous process and services including counseling, substance abuse treatment, housing, and other needed services. This is a two year grant program with the opportunity to renew. The project period is 7/1/19 to 6/30/20 and 7/1/20 to 6/30/21. The application is due March 4, 2019.

The anticipated budget amounts are: \$88,500 per fiscal year (\$70,800 Federal and \$17,700 in-kind matching funds).

**PRIOR ACTION(S):** None

**FISCAL IMPACT:** This grant program does require a cash or kind-match of 20%. The CA's Office is not requesting locality cash match.

**CONTACT(S):** Donna Nash, Office/Grants Administrator, Office of the Commonwealth's Attorney 455-3770  
Bethany Harrison, Commonwealth's attorney, 455-3762

**ATTACHMENT(S):** None

**REVIEWED BY:**



# FINANCE COMMITTEE

## Agenda Item Summary

MEETING DATE: **February 26, 2019**

AGENDA ITEM #: **6**

CONSENT:  
ACTION: **X**

REGULAR: **X**  
INFORMATION:

WORK SESSION:

CLOSED SESSION:  
(Confidential)

**ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase three LifePak 15.**

**KEY ELEMENTS:**

\_\_\_Economic Development \_\_\_Excellent Government \_\_\_Natural and Built Environment **X**Safe Community \_\_\_Vibrant Community

**RECOMMENDATION:** Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for \$103,920 with resources of \$51,960 from the RSAF grant, \$47,297 from the FY 2020 General Fund Fire Department budget and \$4,663 from the General Fund Fire Equipment Assigned Fund Balance to purchase (3) LifePak 15 for the Fire Department.

**SUMMARY:** The Virginia Office of Emergency Medical Services (EMS) awards grant funding to EMS agencies for the purpose of obtaining and maintaining emergency vehicles and equipment; providing EMS management, leadership, and advanced life support training; and achieving other goals that support the enhancement of community EMS services.

The Fire Department would like to submit a grant request for \$103,920 in Rescue Squad Assistance funding to purchase (3) LifePak 15. The LifePak 15 cardiac monitors will replace three LifePak 12 in-service units purchased in 2008 and 2009. The monitors have remained in service through a preventative maintenance contract but have significantly exceeded the useful life recommended by the manufacturer. LifePak 12 is no longer supported.

We plan to apply for the grant under an 80/20 match; however, we typically receive a 50/50 match. With a total cost of \$103,920, the maximum required local match is \$51,960. Grants will be awarded in July 2019; therefore, if awarded, the match will be funded from the FY 2020 General Fund Fire Department budget and the General Fund Fire Equipment Assigned Fund Balance.

**PRIOR ACTION(S):** None

**FISCAL IMPACT:** \$51,960 in matching funds will be provided from the Fire Department's FY 2020 budget and the General Fund Fire Equipment Assigned Fund Balance; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment.

**CONTACT(S):** Fire Chief Greg Wormser, 455-6340  
Battalion Chief Heather Childress, 455-6360  
Annette Pettyjohn, Fire Administrative Manager, 455-6368

**ATTACHMENT(S):** None

**REVIEWED BY:**



# GREATER LYNCHBURG TRANSIT COMPANY

*We're Here To Get You There!*

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

February 11<sup>th</sup>, 2019

RE: December 31<sup>st</sup>, 2018 (2<sup>nd</sup> Quarter – FY 2019) Financial Report – Greater Lynchburg Transit Company

The attached Greater Lynchburg Transit Company Quarterly Income Statement summarizes the financial activities for the second quarter of FY19 and YTD data for the fiscal year.

## REVENUE

Total revenue for the second quarter is coming in approximately 1 % underbudget. This is mainly from Passenger Revenue and Liberty University Revenue coming in less than budgeted. The Passenger Revenue is underbudget approximately 10 % for the quarter and is mainly due to offering Fare Free Service during the week that the new route changes took effect. The Liberty University Revenue is underbudget due to Liberty reducing the amount of service to be provided after the budget for FY 2019 was finalized and approved. The Federal Assistance is over 5 % for the quarter due to accruing for the 5 % being withheld by FTA pending the certification of the State Safety Oversight Program for Metrorail. This accrual was done after consultation with the auditors who indicated that the funds were allocated within this fiscal year and should be accrued within the same fiscal year.

## EXPENDITURES

On the expense side, total expenses were overbudget 1 % for the second quarter. For the quarter, labor expenses are underbudget and overtime is overbudget due to vacant positions within operations and maintenance from staff turnover, netting a savings of approximately \$ 95,000. Other major variances are materials and supplies being overbudget 25 % and 48 % due to repairs on an aging fleet and facility related expenses, casualty and liability insurance is over 25 % due to the true up of vehicle insurance rolling over from FY 2018, and IT related expenses over approximately 9 %.

## SUMMARY

At the end of the second quarter we are reflecting a surplus of approximately \$ 72,000 year to date. As we move forward, we expect Liberty Revenue to continue to come in underbudget and will monitor passenger revenue after the new route changes became effective. Even though we have accrued for the 5 % withholding for Federal Assistance, we will have to monitor cash flow diligently as we will not actually receive these funds until the State Safety Oversight Programs for Metrorail is certified by FTA.

Respectfully submitted,

Brian Booth  
General Manager





# CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

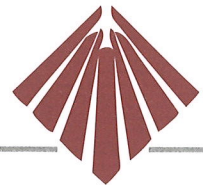
## QUARTERLY INCOME STATEMENT

AS OF DECEMBER 31, 2018

|                               | QTR TO DATE         |                     |             |                     |                     |             |  |
|-------------------------------|---------------------|---------------------|-------------|---------------------|---------------------|-------------|--|
|                               | FY2019              | FY2019              | %           | FY2019              | FY2019              | %           |  |
|                               | QTD                 | QTD                 | VAR         | YTD                 | YTD                 | of          |  |
|                               | ACTUAL              | BUDGET              |             | ACTUAL              | BUDGET              | Budget      |  |
| <b>REVENUE</b>                |                     |                     |             |                     |                     |             |  |
| FRT Passenger Revenue         | \$ 131,892          | \$ 147,070          | -10%        | \$ 276,113          | \$ 294,140          | 94%         |  |
| DRT Passenger Revenue         | 14,134              | 17,500              | -19%        | 31,690              | 35,000              | 91%         |  |
| Contracts (LU Access)         | 18,018              | 18,018              | 0%          | 30,030              | 30,030              | 100%        |  |
| Contracts (LC Access)         | 6,258               | 6,258               | 0%          | 12,516              | 12,516              | 100%        |  |
| Contracts (CVCC Access)       | 13,800              | 13,800              | 0%          | 27,600              | 27,600              | 100%        |  |
| Liberty University Revenue    | 451,204             | 470,235             | -4%         | 752,006             | 783,725             | 96%         |  |
| Other Contract Revenue        | 184                 | 1,925               | -90%        | 12,968              | 3,850               | 337%        |  |
| Non-Operating Revenue         | 1,944               | 2,071               | -6%         | 3,993               | 4,143               | 96%         |  |
| Advertising Revenue           | 20,608              | 21,000              | -2%         | 43,590              | 42,000              | 104%        |  |
| City Operating Assistance     | 432,196             | 432,196             | 0%          | 864,392             | 864,393             | 100%        |  |
| County Operating Assistance   | 18,695              | 18,695              | 0%          | 37,390              | 37,390              | 100%        |  |
| State Operating Assistance    | 501,540             | 502,781             | 0%          | 1,014,010           | 1,005,561           | 101%        |  |
| Federal Operating Assistance  | 512,801             | 486,348             | 5%          | 976,763             | 972,696             | 100%        |  |
| <b>TOTAL REVENUE</b>          | <b>\$ 2,123,274</b> | <b>\$ 2,137,897</b> | <b>-1%</b>  | <b>\$ 4,083,062</b> | <b>\$ 4,113,043</b> | <b>99%</b>  |  |
| <b>EXPENSES</b>               |                     |                     |             |                     |                     |             |  |
| <b>FIXED ROUTE</b>            |                     |                     |             |                     |                     |             |  |
| Operator Labor                | \$ 387,858          | \$ 445,641          | -13%        | \$ 760,535          | \$ 891,283          | 85%         |  |
| Operator-Overtime             | 121,798             | 53,262              | 129%        | 214,894             | 106,525             | 202%        |  |
| Other Salaries & Wages        | 72,603              | 74,267              | -2%         | 146,397             | 148,534             | 99%         |  |
| Supervisors-Overtime          | 6,523               | 3,622               | 80%         | 11,168              | 7,244               | 154%        |  |
| Fringe Benefits               | 306,766             | 296,804             | 3%          | 535,507             | 593,608             | 90%         |  |
| <b>TOTAL FIXED ROUTE</b>      | <b>\$ 895,548</b>   | <b>\$ 873,596</b>   | <b>3%</b>   | <b>\$ 1,668,502</b> | <b>\$ 1,747,192</b> | <b>95%</b>  |  |
| <b>DEMAND RESPONSE</b>        |                     |                     |             |                     |                     |             |  |
| Operator Labor                | \$ 64,730           | \$ 80,465           | -20%        | \$ 125,769          | \$ 160,931          | 78%         |  |
| Operator-Overtime-PTS         | 4,139               | 2,001               | 107%        | 6,998               | 4,001               | 175%        |  |
| Other Salaries & Wages        | 11,659              | 16,275              | -28%        | 26,303              | 32,549              | 81%         |  |
| Fringe Benefits               | 42,172              | 50,968              | -17%        | 75,184              | 101,935             | 74%         |  |
| <b>TOTAL DEMAND RESPONSE</b>  | <b>\$ 122,699</b>   | <b>\$ 149,708</b>   | <b>-18%</b> | <b>\$ 234,254</b>   | <b>\$ 299,416</b>   | <b>78%</b>  |  |
| <b>MAINTENANCE</b>            |                     |                     |             |                     |                     |             |  |
| Other Salaries & Wages        | \$ 139,782          | \$ 166,576          | -16%        | \$ 284,979          | \$ 333,151          | 86%         |  |
| Inspection&Maint,Srv-Overtime | 28,881              | 7,272               | 297%        | 55,980              | 14,544              | 385%        |  |
| Fringe Benefits               | 88,735              | 89,736              | -1%         | 161,153             | 179,473             | 90%         |  |
| Fuel & Lubricants             | 173,488             | 175,280             | -1%         | 336,416             | 350,561             | 96%         |  |
| Tires & Tubes                 | 17,042              | 23,063              | -26%        | 63,351              | 46,125              | 137%        |  |
| Other Materials & Supplies    | 152,947             | 122,624             | 25%         | 305,570             | 245,248             | 125%        |  |
| <b>TOTAL MAINTENANCE</b>      | <b>\$ 600,874</b>   | <b>\$ 584,550</b>   | <b>3%</b>   | <b>\$ 1,207,449</b> | <b>\$ 1,169,101</b> | <b>103%</b> |  |
| <b>ADMINISTRATION</b>         |                     |                     |             |                     |                     |             |  |
| Other Salaries & Wages        | \$ 97,908           | \$ 93,061           | 5%          | \$ 190,471          | \$ 186,122          | 102%        |  |
| Fringe Benefits               | 51,120              | 48,036              | 6%          | 90,026              | 96,072              | 94%         |  |
| Services                      | 100,468             | 112,213             | -10%        | 212,603             | 224,425             | 95%         |  |
| Utilities                     | 39,719              | 45,165              | -12%        | 68,968              | 90,331              | 76%         |  |
| Casualty & Liability Expenses | 94,165              | 75,056              | 25%         | 190,445             | 150,112             | 127%        |  |
| Information Technology        | 44,545              | 40,691              | 9%          | 86,848              | 81,382              | 107%        |  |
| Other Materials & Supplies    | 12,320              | 8,324               | 48%         | 20,458              | 16,648              | 123%        |  |
| Miscellaneous                 | 16,061              | 26,122              | -39%        | 40,637              | 52,245              | 78%         |  |
| <b>TOTAL ADMINISTRATION</b>   | <b>\$ 456,306</b>   | <b>\$ 448,668</b>   | <b>2%</b>   | <b>\$ 900,456</b>   | <b>\$ 897,335</b>   | <b>100%</b> |  |
| <b>TOTAL EXPENSES</b>         | <b>\$ 2,075,427</b> | <b>\$ 2,056,521</b> | <b>1%</b>   | <b>\$ 4,010,661</b> | <b>\$ 4,113,043</b> | <b>98%</b>  |  |
| <b>NET INCOME/(LOSS)</b>      | <b>\$ 47,847</b>    | <b>\$ 81,376</b>    |             | <b>\$ 72,401</b>    | <b>\$ -</b>         |             |  |

# Lynchburg Regional Airport

*A City of Lynchburg Enterprise Fund*



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

February 11, 2019

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

Re: December 31, 2018 – Quarterly Financial Summary - Lynchburg Regional Airport

## REGIONAL AIRPORT FUND

The attached Lynchburg Regional Airport Operating Fund Financial Summary reflects the financial activity through the FY2019 second quarter ending December 31, 2018. I am pleased to report that operating revenue and expense projections are largely in line with budget estimates. The Airport is expected to remain self-sufficient for the foreseeable future and will not require a subsidy this fiscal year.

## REVENUE HIGHLIGHTS

- Airfield Revenue: Revenue is projected to be \$9,000 more than budget due to higher landing fees for larger jet aircraft now being used at Lynchburg.
- Terminal Revenue: Revenue is projected to be \$12,950 more than budget due to modest growth in parking and rental car concessions revenue.
- General Aviation: Revenue is projected to be \$33,643 more than budget due to increased rents for recently renegotiated leases.
- Other Leased Property: Revenue is projected to be \$11,240 more than budget due to additional rents for a new hangar tenant.



EXPENSE HIGHLIGHTS

- Terminal Operations: Expenses are projected to be \$13,550 more than budget due to maintenance rehabilitation needed for the 20-year-old rental car facility.
- Snow Removal: Expenses are projected to be \$9,152 more than budget due to having more snow events than anticipated.
- Other Airport Expenses: Expenses are projected to be \$53,900 more than budget due to having unexpected costs associated with a Workers Compensation injury.

SUMMARY

Revenues for the year are projected to be modestly higher than budgeted while departmental expenses, other than those previously mentioned, are projected to be consistent with the budget. Based on current air service levels, competitive airfares, and anticipated passenger demand resulting in modest revenue increases, the airport is projecting an operating surplus for FY2019 of approximately \$154,503 and therefore no need for a subsidy this fiscal year.

Respectfully submitted,



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

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

LYNCHBURG REGIONAL AIRPORT  
OPERATING FUND FINANCIAL SUMMARY  
December 31, 2018

|                                                              | FY 2018<br>Amended<br>Budget | FY 2018<br>Actual<br>(thru 12/31/17) | FY 2018<br>% of<br>Budget | * | FY 2019<br>Amended<br>Budget | FY 2019<br>Actual<br>(thru 12/31/18) | FY 2019<br>% of<br>Budget | * | FY 2019<br>Amended<br>Budget | FY 2019<br>Projected<br>(as of 12/31/18) | FY 2019<br>\$ Variance<br>Actual vs.<br>Amended<br>Budget |
|--------------------------------------------------------------|------------------------------|--------------------------------------|---------------------------|---|------------------------------|--------------------------------------|---------------------------|---|------------------------------|------------------------------------------|-----------------------------------------------------------|
| <b>BEGINNING NET ASSETS</b>                                  | \$ 250,000                   | \$ 36,977,478                        |                           | * | \$ 250,000                   | \$ 36,037,844 (1)                    |                           | * | \$ 250,000                   | \$ 36,037,844 (1)                        |                                                           |
| Less: Invested in Capital Assets, net of related debt        |                              | (36,717,501)                         |                           | * |                              | (36,959,451)                         |                           | * |                              | (36,959,451)                             |                                                           |
| Less: GASB75 Prior Period Adjustment-Life & Health Insurance |                              | (907,483) (2)                        |                           | * |                              |                                      |                           | * |                              |                                          |                                                           |
| <b>BEGINNING UNRESTRICTED NET ASSETS</b>                     | \$ 250,000                   | \$ (647,506)                         |                           | * | \$ 250,000                   | \$ (921,607)                         |                           | * | \$ 250,000                   | \$ (921,607)                             | \$ -                                                      |
| <b>USE OF ENCUMBRANCES CARRIEDFORWARD</b>                    | \$ 21,155                    |                                      |                           | * | \$ 103,481                   |                                      |                           | * | \$ 103,481                   | \$ 103,481                               |                                                           |
| <b>TRANSFER OF RESERVES - NEW CORPORATE HANGER</b>           | \$ (500,000)                 | \$ (500,000)                         |                           | * |                              |                                      |                           | * |                              |                                          |                                                           |
| <b>USE OF RESERVES - DEBT SERVICE</b>                        | \$ 32,597                    |                                      |                           | * |                              |                                      |                           | * |                              |                                          |                                                           |
| <b>REVENUES</b>                                              |                              |                                      |                           | * |                              |                                      |                           | * |                              |                                          |                                                           |
| Airfield                                                     | 98,000                       | 41,677                               | 43%                       | * | 101,000                      | 39,864                               | 39%                       | * | 101,000                      | 110,000                                  | 9,000                                                     |
| Terminal                                                     | 1,495,827                    | 791,163                              | 53%                       | * | 1,495,383                    | 836,340                              | 56%                       | * | 1,495,383                    | 1,508,333                                | 12,950                                                    |
| General Aviation                                             | 518,557                      | 283,243                              | 55%                       | * | 523,857                      | 313,679                              | 60%                       | * | 523,857                      | 557,500                                  | 33,643                                                    |
| Other Leased Property                                        | 261,900                      | 143,350                              | 55%                       | * | 372,200                      | 199,489                              | 54%                       | * | 372,200                      | 383,440                                  | 11,240                                                    |
| State Airport Aid                                            | 260,000                      | 0                                    | 0%                        | * | 120,000                      | 0                                    | 0%                        | * | 120,000                      | 120,000                                  | 0                                                         |
| Federal Security Aid                                         | 95,000                       | 21,990                               | 23%                       | * | 85,000                       | 21,970                               | 26%                       | * | 85,000                       | 85,000                                   | 0                                                         |
| General Fund Subsidy                                         | 0                            | 0                                    | 0%                        | * | 0                            | 0                                    | 0%                        | * | 0                            | 0                                        | 0                                                         |
| Interest & Other                                             | 94,096                       | 51,179                               | 54%                       | * | 33,000                       | 15,970                               | 48%                       | * | 33,000                       | 33,000                                   | 0                                                         |
| <b>TOTAL REVENUES</b>                                        | \$ 2,823,380                 | \$ 1,332,602                         |                           | * | \$ 2,730,440                 | \$ 1,427,312                         |                           | * | \$ 2,730,440                 | \$ 2,797,273                             | \$ 66,833                                                 |
| <b>EXPENSES</b>                                              |                              |                                      |                           | * |                              |                                      |                           | * |                              |                                          |                                                           |
| Airfield Operations                                          | 319,111                      | 137,871                              | 43%                       | * | 306,726                      | 150,245                              | 49%                       | * | 306,726                      | 306,726                                  | 0                                                         |
| Terminal Operations                                          | 567,103                      | 257,305                              | 45%                       | * | 555,000                      | 244,603                              | 44%                       | * | 555,000                      | 568,550                                  | (13,550)                                                  |
| General Aviation                                             | 142,431                      | 64,025                               | 45%                       | * | 136,260                      | 53,888                               | 40%                       | * | 136,260                      | 136,260                                  | 0                                                         |
| Administration                                               | 727,174                      | 334,692                              | 46%                       | * | 779,636                      | 338,456                              | 43%                       | * | 779,636                      | 779,636                                  | 0                                                         |
| Safety (ARFF & LEO)                                          | 423,125                      | 189,849                              | 45%                       | * | 424,939                      | 191,375                              | 45%                       | * | 424,939                      | 424,939                                  | 0                                                         |
| Snow Removal                                                 | 34,930                       | 4,596                                | 13%                       | * | 22,930                       | 13,026                               | 57%                       | * | 22,930                       | 32,082                                   | (9,152)                                                   |
| Debt Service                                                 | 117,244                      | 8,230                                | 7%                        | * | 139,568                      | 8,866                                | 6%                        | * | 139,568                      | 139,568                                  | 0                                                         |
| Small Projects & Equipment (State-Supported)                 | 329,528                      | 57,336                               | 17%                       | * | 238,658                      | 103,315                              | 43%                       | * | 238,658                      | 238,658                                  | 0                                                         |
| Transfers to Other Airport Funds                             | 0                            | 0                                    | 0%                        | * | 5,000                        | 0                                    | 0%                        | * | 5,000                        | 5,000                                    | 0                                                         |
| Other Airport Expenses                                       | 60,422                       | 19,774                               | 33%                       | * | 60,932                       | 21,190                               | 35%                       | * | 60,932                       | 114,832                                  | (53,900)                                                  |
| <b>TOTAL EXPENSES</b>                                        | \$ 2,721,068                 | \$ 1,073,679                         |                           | * | \$ 2,669,649                 | \$ 1,124,964                         |                           | * | \$ 2,669,649                 | \$ 2,746,251                             | \$ (76,602)                                               |
| <b>ENDING UNRESTRICTED NET ASSETS</b>                        | \$ (93,936)                  | \$ (888,583)                         |                           | * | \$ 414,272                   | \$ (619,259)                         |                           | * | \$ 414,272                   | \$ (767,104) (3)                         |                                                           |

**FOOTNOTES:**

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

|                                         |                |
|-----------------------------------------|----------------|
| Total Net Assets per CAFR 6/30/18       | \$ 38,153,588  |
| Less: Net Assets in Capital & PFC Funds | \$ (2,115,744) |
| Total Beginning Net Assets              | \$ 36,037,844  |

**FY2019 Financial Summary (projection)**

|                |                        |
|----------------|------------------------|
| Total Revenues | \$ 2,900,754           |
| Total Expenses | \$ 2,746,251           |
| FY2019 Surplus | \$ 154,503 (projected) |

2) Beginning Net Assets was restated in FY2018 by (\$907,483) for a Prior Period Adjustment upon implementation of GASB75 accrual for Life & Health Insurance liability

3) FY 2018 Ending Unrestricted Net Assets is comprised of the following:

|                                            |                |                                               |
|--------------------------------------------|----------------|-----------------------------------------------|
| Des. for Maintenance (Rental Car Facility) | \$ 132,958     | (\$124,222.54 + \$8,735.81 year-end increase) |
| Reserve for Encumbrances at Year-end       |                | (encumbrances carried forward to FY2020)      |
| GASB68 Pension-related Accrual             | \$ (1,072,411) | (net liability as of the end of FY2018)       |
| GASB75 Other OPEB Obligations              | \$ (1,038,338) | (net liability as of the end of FY2018)       |
| Undesignated Retained Earnings             | \$ 1,210,687   |                                               |
|                                            | \$ (767,104)   |                                               |



February 26, 2019

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

RE: December 31, 2018 Quarterly Financial Report - Lynchburg Regional Juvenile Detention Center

Lynchburg Regional Juvenile Detention Center

The attached Lynchburg Regional Juvenile Detention Center (Detention Center) financial report summarizes the financial activities through December 31, 2018, for FY 2019. The financial spreadsheet provides comparative year-to-date data for the same period of FY 2018.

**REVENUES**

**Charges for Services**

Revenue in this category for the second quarter of FY 2019 is \$420,866 or 43.4% of the budget. Revenue is down for charges for services because the population in the Detention Center has decreased.

**Department of Juvenile Justice Block Grant**

This revenue category represents allocations from the Virginia Department of Juvenile Justice (DJJ) for operational expenses of the Detention Center. Revenues received from the DJJ through the second quarter of FY 2019 are \$497,668.

**Community Placement Program**

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

Revenues received from the DJJ through the second quarter of FY 2019 are \$564,173 or 85.9% of the budget. We received the third quarter payment for CPP in December.

**United States Department of Agriculture (USDA)**

This revenue category consists of reimbursements for meals served to juveniles at the Detention Center. Year-to-date revenues from USDA for FY 2019 are \$24,359 or 54.1% of the budget.

**EXPENDITURES**

Overall expenditures for the second quarter of FY 2019 were \$1,304,738 and are within budget. The allocated cost for the Community Placement Program and the contracting localities through the second quarter of FY 2019 is approximately 31%; Lynchburg's allocated share is approximately 62%.

**Juvenile Population**

The average number of juveniles being served per day through the second quarter of FY 2019 is 21.45 as compared to 25.54 in FY 2018. The percentage of Lynchburg City's juveniles through the second quarter is 62% of the total juvenile population.

**SUMMARY**

The second quarter report reflects a continued downward trend in the juvenile population at the Lynchburg Regional Detention Center. The Lynchburg Regional Detention Center is an outstanding facility recognized by the juvenile judicial system for providing educational services, mental health services, physical health services, and partnerships with local area businesses.

Respectfully submitted,

Tamara Rosser  
Director, Department of Juvenile Services

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



**Lynchburg Regional Juvenile Detention Center**  
**Special Revenue Fund**  
**Financial Summary**  
**Second Quarter: As of December 31, 2018**

|                                                                    | <b>FY 2018<br/>Amended<br/>Budget</b> | <b>FY 2018<br/>Actual<br/>2 QTR YTD</b> | <b>FY 2018<br/>% of<br/>Budget</b> | <b>FY 2019<br/>Amended<br/>Budget</b> | <b>FY 2019<br/>Actual<br/>2 QTR YTD</b> | <b>FY 2019<br/>% of<br/>Budget</b> | <b>FY 2019<br/>Amended<br/>Budget</b> | <b>FY 2019<br/>Revised<br/>Estimates</b> | <b>FY 2019<br/>Actual to<br/>Amended</b> |
|--------------------------------------------------------------------|---------------------------------------|-----------------------------------------|------------------------------------|---------------------------------------|-----------------------------------------|------------------------------------|---------------------------------------|------------------------------------------|------------------------------------------|
| <b>Beginning Funds at July 1</b>                                   |                                       |                                         |                                    |                                       |                                         |                                    |                                       |                                          |                                          |
| <b>Revenues:</b>                                                   |                                       |                                         |                                    |                                       |                                         |                                    |                                       |                                          |                                          |
| Charges for Services                                               | 919,704                               | 513,451                                 | 55.8%                              | 970,350                               | 420,866                                 | 43.4%                              | 970,350                               |                                          | -                                        |
| Intergovernmental- Department of Juvenile Justice Block Grant      | 1,063,886                             | 511,198                                 | 48.1%                              | 1,063,886                             | 497,668                                 | 46.8%                              | 1,063,886                             |                                          | -                                        |
| Intergovernmental- USDA                                            | 45,000                                | 21,531                                  | 47.8%                              | 45,000                                | 24,359                                  | 54.1%                              | 45,000                                |                                          | -                                        |
| Community Placement Program (CPP)                                  | 657,000                               | 362,815                                 | 55.2%                              | 657,000                               | 564,173                                 | 85.9%                              | 657,000                               |                                          | -                                        |
| Miscellaneous and State Ward Per Diem                              | 1,650                                 | 94                                      | 5.7%                               | 1,650                                 | 0                                       | 0.0%                               | 1,650                                 |                                          | -                                        |
| Budget Designations/Purchase Orders                                | 105,251                               | 0                                       | 0.0%                               | 100,000                               | 0                                       | 0.0%                               | 100,000                               |                                          | -                                        |
| <b>Total Revenues</b>                                              | <b>2,792,491</b>                      | <b>1,409,089</b>                        | <b>50.5%</b>                       | <b>2,837,886</b>                      | <b>1,507,066</b>                        | <b>53.1%</b>                       | <b>2,837,886</b>                      |                                          |                                          |
| <b>Expenditures:</b>                                               |                                       |                                         |                                    |                                       |                                         |                                    |                                       |                                          |                                          |
| Salaries                                                           | 1,357,686                             | 684,376                                 | 50.4%                              | 1,463,793                             | 695,747                                 | 47.5%                              | 1,463,793                             |                                          | -                                        |
| Employee Benefits                                                  | 579,444                               | 270,291                                 | 46.6%                              | 595,606                               | 270,415                                 | 45.4%                              | 595,606                               |                                          | -                                        |
| Contractual Services                                               | 43,552                                | 33,714                                  | 77.4%                              | 43,386                                | 23,628                                  | 54.5%                              | 43,386                                |                                          | -                                        |
| Internal Services                                                  | 14,014                                | 7,161                                   | 51.1%                              | 15,657                                | 6,246                                   | 39.9%                              | 15,657                                |                                          | -                                        |
| Supplies and Materials                                             | 131,670                               | 84,943                                  | 64.5%                              | 133,670                               | 74,773                                  | 55.9%                              | 133,670                               |                                          | -                                        |
| Utilities                                                          | 80,750                                | 31,911                                  | 39.5%                              | 80,750                                | 29,214                                  | 36.2%                              | 80,750                                |                                          | -                                        |
| Training and Conferences                                           | 4,550                                 | 3,462                                   | 76.1%                              | 4,550                                 | 1,612                                   | 35.4%                              | 4,550                                 |                                          | -                                        |
| Telecommunications                                                 | 4,200                                 | 944                                     | 22.5%                              | 4,200                                 | 1,211                                   | 28.8%                              | 4,200                                 |                                          | -                                        |
| Postage and Mailing                                                | 850                                   | 109                                     | 12.8%                              | 850                                   | 110                                     | 12.9%                              | 850                                   |                                          | -                                        |
| Indirect Costs                                                     | 259,063                               | 194,297                                 | 75.0%                              | 233,048                               | 116,524                                 | 50.0%                              | 233,048                               |                                          | -                                        |
| Self Insurance                                                     | 16,937                                | 12,703                                  | 75.0%                              | 16,422                                | 8,211                                   | 50.0%                              | 16,422                                |                                          | -                                        |
| Dues and Memberships                                               | 500                                   | 176                                     | 35.2%                              | 500                                   | 343                                     | 68.6%                              | 500                                   |                                          | -                                        |
| Rentals and Leases                                                 | 2,964                                 | 924                                     | 31.2%                              | 3,518                                 | 1,083                                   | 30.8%                              | 3,518                                 |                                          | -                                        |
| Health and Dental Benefits for Retirees                            | 53,704                                | 23,424                                  | 43.6%                              | 59,560                                | 23,424                                  | 39.3%                              | 59,560                                |                                          | -                                        |
| Professional Services                                              | 9,649                                 | 4,121                                   | 42.7%                              | 12,437                                | 4,652                                   | 37.4%                              | 12,437                                |                                          | -                                        |
| SpecialUseEquipment                                                | 2,000                                 | 0                                       | 0.0%                               | 0                                     | 45,894                                  | 0.0%                               | 0                                     |                                          | -                                        |
| Computer Equipment                                                 | 0                                     | 0                                       | 0.0%                               | 0                                     | 0                                       | 0.0%                               | 0                                     |                                          | -                                        |
| Serial Bond Interest                                               | 4,654                                 | 2,327                                   | 50.0%                              | 3,302                                 | 1,651                                   | 50.0%                              | 3,302                                 |                                          | -                                        |
| Debt Service                                                       | 81,305                                | 0                                       | 0.0%                               | 30,065                                | 0                                       | 0.0%                               | 30,065                                |                                          | -                                        |
| USDA Grant                                                         | 45,000                                | 0                                       | 0.0%                               | 45,000                                | 0                                       | 0.0%                               | 45,000                                |                                          | -                                        |
| Capital Outlay                                                     | 0                                     | 0                                       | 0.0%                               | 0                                     | 0                                       | 0.0%                               | 0                                     |                                          | -                                        |
| Budget Designations/Purchase Orders                                | 100,000                               | 0                                       | 0.0%                               | 100,000                               | 0                                       | 0.0%                               | 100,000                               |                                          | -                                        |
| Contingency                                                        | 0                                     | 0                                       | 0.0%                               | 0                                     | 0                                       | 0.0%                               | 0                                     |                                          | -                                        |
| <b>Total Expenditures</b>                                          | <b>2,792,491</b>                      | <b>1,354,883</b>                        | <b>48.5%</b>                       | <b>2,846,314</b>                      | <b>1,304,738</b>                        | <b>45.8%</b>                       | <b>2,846,314</b>                      |                                          |                                          |
| <b>TOTAL ASSIGNED FUND BALANCE/Purchase Orders carried forward</b> | <b>0</b>                              | <b>54,206</b>                           |                                    | <b>0</b>                              | <b>202,328</b>                          |                                    | <b>0</b>                              | <b>0</b>                                 |                                          |
| <b>TOTAL RESTRICTED FUND BALANCE Maint/Equipment</b>               | <b>100,000</b>                        | <b>100,011</b>                          |                                    | <b>140,604</b>                        | <b>140,604</b>                          |                                    | <b>140,604</b>                        |                                          |                                          |

February 26, 2019

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

Re: Children's Services Act (CSA) Fund Financial Report for the period ending December 31, 2018.

The attached CSA Fund Financial Summary summarizes the financial activity for this Fund through December 31, 2018. Under the State guidelines, CSA prior year obligations are paid through September 30th of each year. However, the annual budget is prepared on a fiscal year (July-June). Because of the State guidelines, expenditures for this fund are unique due to the overlap of grants each fiscal year.

## REVENUES

- Public Assistance – Welfare and Administration

The Public Assistance revenue source is the reimbursement received from the State for local expenses incurred under CSA for providing services to troubled youth and their families. The current rate of reimbursement for community-based services is 86.32%, residential services is 65.8%, and for all other services, 72.64%. Funds to assist in administering the grant, (\$38,287) for FY 2019 are provided by the State. Reimbursements for expenditures incurred through the second quarter of 2019 are \$1,506,027.

- CSA Contribution – General Fund and Schools

These revenue sources are comprised of the required local match for all State funds received for the Children Services Act. For the second quarter of FY 2019, local matching funds for programs in the amount of \$990,232 for the General Fund and \$98,271 for the Schools have been received.

- Miscellaneous Revenue

Miscellaneous revenues in the amount of \$20,301 were collected through the second quarter of FY 2019. These revenues are mainly comprised of recoupments from children's social security payments for expenditures incurred on their behalf, and registered billings for CSA parental co-payments.



## EXPENSES

- Administrative expenses

CSA Administrative funds are used for salaries, supplies, and materials. Budgeted funds for FY 2019 are \$66,670. Actual YTD administrative expenditures through the second quarter of FY 2019 are \$25,955 or 38.9% of the budget.

- Mandated – Foster Care

Foster care expenses include funds for residential facilities, day care, maintenance payments to foster parents, enhanced maintenance payments to foster parents and foster care prevention. Year-to-date foster care expenditures through the second quarter of FY 2019 totaled \$869,845 or 29.0% of the budget. Expenditures in this category can rise with an increase in the number of children placed in foster care.

- Mandated – Special Education

Special Education expenses include services for Special Education students from the Lynchburg City Schools. Expenditures through the second quarter of FY 2019 total \$1,001,967 or 46.7% of the budget. Expenditures for this budget line will rise due to increased enrollments at private day placements such as Rivermont School, Bridges and New Vistas School, in addition to students attending for longer periods of time.

- Non-Mandated Services

Non-mandated expenditures are for services such as counseling, mentoring, crisis intervention, and foster care prevention services. Non-mandated expenditures through the second quarter of FY 2019 are \$71,670 or 20.1% of the budget. Non-mandated services are provided almost exclusively to youth involved in the court system. Decreases in this budget line are attributed to the Court Services Unit accessing alternate funding for court-involved youth.

- Community Based Services

This category includes services to children while they are living at home, in the home of an extended family, in a regular foster family home, or in an independent living arrangement. Community services may include assessment, crisis stabilization, therapy, or intervention services provided in the child's home. Community Based Services through the second quarter of FY 2019 are \$174,356 or 39.9% of the budget.

SUMMARY

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

While the number of children currently in foster care fluctuates during the year, more children are now classified as mandated and can access CSA funds due to the severity of their needs. Other factors such as an increased number of children receiving more intensive services for longer periods of time, increased vendor rates, parental agreements, and an increase in special educational services impact this budget.

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

Respectfully submitted,



Tamara T. Rosser  
Director of Human Services

C:

Bonnie Svrcek, City Manager  
Reid Wodicka, Deputy City Manager  
Donna Witt, Director of Financial Services  
Rhonda Allbeck, Assistant Director of Financial Services  
Robin Mamola, Financial Professional IV  
Kathy Collins, Financial Professional III



**Children's Services Act  
Special Revenue Fund  
Financial Summary  
December 31, 2018**

|                                                | <b>FY 2018</b>            | <b>FY 2018</b>              | <b>FY 2018</b>         | <b>FY 2019</b>            | <b>FY 2019</b>              | <b>FY 2019</b>         |
|------------------------------------------------|---------------------------|-----------------------------|------------------------|---------------------------|-----------------------------|------------------------|
|                                                | <b>Amended<br/>Budget</b> | <b>Actual 2 QTR<br/>YTD</b> | <b>% of<br/>Budget</b> | <b>Amended<br/>Budget</b> | <b>Actual 2 QTR<br/>YTD</b> | <b>% of<br/>Budget</b> |
| <b><i>Beginning Fund Balance</i></b>           | 0                         | 5,037                       |                        | 0                         | 335,312                     |                        |
| <b><i>Revenues:</i></b>                        |                           |                             |                        |                           |                             |                        |
| Public Assistance - Welfare and Administration | 3,774,017                 | 1,404,806                   | 37.2%                  | 3,782,724                 | 1,506,027 *                 | 39.8%                  |
| Transfer from Lynchburg City Schools           | 196,541                   | 98,271                      | 50.0%                  | 196,541                   | 98,271                      | 50.0%                  |
| Transfer from General Fund                     | 1,980,464                 | 990,232                     | 50.0%                  | 1,980,464                 | 990,232                     | 50.0%                  |
| Miscellaneous                                  | 48,000                    | 22,309                      | 46.5%                  | 39,293                    | 20,301                      | 51.7%                  |
| <b><i>Total Revenues</i></b>                   | 5,999,022                 | 2,515,618                   | 41.9%                  | 5,999,022                 | 2,614,831                   | 43.6%                  |
| <b><i>Expenses:</i></b>                        |                           |                             |                        |                           |                             |                        |
| Administrative Expenses                        | 65,475                    | 26,508                      | 40.5%                  | 66,670                    | 25,955                      | 38.9%                  |
| Mandated - Foster Care                         | 2,996,823                 | 1,112,356                   | 37.1%                  | 2,995,628                 | 869,845                     | 29.0%                  |
| Mandated - Special Education                   | 2,143,500                 | 764,793                     | 35.7%                  | 2,143,500                 | 1,001,967                   | 46.7%                  |
| Non-Mandated Services                          | 356,636                   | 114,604                     | 32.1%                  | 356,636                   | 71,670                      | 20.1%                  |
| Community Based                                | 436,588                   | 145,269                     | 33.3%                  | 436,588                   | 174,356                     | 39.9%                  |
| <b><i>Total Expenditures</i></b>               | 5,999,022                 | 2,163,530                   | 36.1%                  | 5,999,022                 | 2,143,793                   | 35.7%                  |
|                                                |                           |                             |                        |                           |                             |                        |
| <b><i>ENDING FUND BALANCE</i></b>              | 0                         | 357,125                     |                        | 0                         | 806,350                     |                        |

\* December 2018 Reimbursement of \$354,380.80 was received on 1/31/19

February 26, 2019

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

Re: December 31, 2018 Quarterly Financial Report – Water Operating Fund

The attached Water Operating Fund Financial Summary summarizes the financial activity for this fund through December 31, 2018. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2019 Budget and the Department's year end projections are described below.

### **REVENUES**

Following the completion of the second quarter, overall revenues for FY 2019 are projected to exceed budget by \$278,300 (1.9%). Explanations of this variance follow:

- **Charges for Services:**

Revenue in this category is expected to be \$34,200 (.3%) under budget mostly due to lesser than expected Water Connections and Availability Fees.

- **Water Contracts:**

This revenue account reflects billing activity to counties of Amherst, Bedford, and Campbell, and the industries of WestRock and Frito-Lay. The net revenue in this category is projected to be \$108,500 (5.5%) higher than budget due to higher than anticipated water consumption by Bedford, Campbell, WestRock and Frito-Lay.

- **Interest and Other:**

Interest and Other is projected to be \$204,000 (70.8%) more than budget mostly due to higher than expected interest earnings.

### **EXPENSES**

Overall expenses for FY 2019 are projected to be \$52,000 (0.3%) less than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

This category includes the Water Treatment Plant, Meter Operations, Water Line Maintenance and Administration. Expenses in this category are expected to be \$69,000 (0.7%) less than the FY 2019 budget (Water Treatment - \$17,400 savings, Meter Operations - \$3,700 savings, Water Line Maintenance - \$348 savings, Administration - \$47,552 savings). This variance is broken down as follows:

|                                   |                 |
|-----------------------------------|-----------------|
| ➤ Personnel Services and Benefits | \$104,700       |
| ➤ Contractual Services            | (28,400)        |
| ➤ Other                           | <u>(7,300)</u>  |
| <b>Total</b>                      | <b>\$69,000</b> |

The Personnel Services and Benefits savings variance is related to unfilled positions at end of the quarter and deferred implementation of wage rate adjustments using recommendations from Korn Ferry's compensation study. Increased costs to Contractual Services are mostly attributable to increased frequency in water line breaks within the City's distribution system.

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

Non-Departmental Operation and Maintenance expenses are projected to be \$17,000 (5.1%) over budget due to higher than anticipated interest earnings paid on customer deposits.

- **Capital Outlay**

Purchases in this category are expected to be within budget.

- **Transfers to Capital**

Transfers to Capital are expected to be at budget.

- **Debt Service:**

Expenditures in debt service are projected to be within budget.

## **SUMMARY**

The second quarter report reflects a stable FY 2019 financial position for this fund. Under the Council financial policies, two important financial ratios, debt coverage and fund balance are above policy targets. The projected debt coverage ratio for end of the fiscal year is 1.29 which is above Council's financial policy minimum target of 1.20. The fund balance ratio projected for the end of the fiscal year is 63% compared to target range of 25% - 40%.



Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager  
Reid Wodicka, Deputy City Manager  
Donna Witt, Director of Financial Services

**WATER OPERATING FUND  
FINANCIAL SUMMARY  
Quarter Ending December 31, 2018**

|                                                      | <b>FY 2018<br/>Adopted<br/>Budget</b> | <b>FY 2018<br/>Actual<br/>Q2 YTD</b> | <b>FY 2018<br/>% of<br/>Budget</b> | <b>FY 2019<br/>Adopted<br/>Budget</b> | <b>FY 2019<br/>Actual<br/>Q2 YTD</b> | <b>FY 2019<br/>% of<br/>Budget</b> | <b>FY 2019<br/>Adopted<br/>Budget</b> | <b>FY 2019<br/>Revised<br/>Estimate</b> | <b>FY 2019<br/>\$ Variance<br/>Adopted Budget<br/>vs. Actual</b> |
|------------------------------------------------------|---------------------------------------|--------------------------------------|------------------------------------|---------------------------------------|--------------------------------------|------------------------------------|---------------------------------------|-----------------------------------------|------------------------------------------------------------------|
| <b>REVENUES:</b>                                     |                                       |                                      |                                    |                                       |                                      |                                    |                                       |                                         |                                                                  |
| Charges for Services                                 | \$12,728,131                          | \$6,142,263                          | 48%                                | \$12,718,935                          | \$5,860,896                          | 46%                                | \$12,718,935                          | \$12,684,735                            | (\$34,200)                                                       |
| Water Contracts                                      | 1,892,470                             | 1,014,816                            | 54%                                | 1,971,330                             | 1,081,674                            | 55%                                | 1,971,330                             | 2,079,830                               | 108,500                                                          |
| Interest and Other                                   | 278,737                               | 213,342                              | 77%                                | 287,993                               | 356,216                              | 124%                               | 287,993                               | 491,993                                 | 204,000                                                          |
|                                                      | <b>\$14,899,338</b>                   | <b>\$7,370,421</b>                   |                                    | <b>\$14,978,258</b>                   | <b>\$7,298,786</b>                   |                                    | <b>\$14,978,258</b>                   | <b>\$15,256,558</b>                     | <b>\$278,300</b>                                                 |
| <b>EXPENSES</b>                                      |                                       |                                      |                                    |                                       |                                      |                                    |                                       |                                         |                                                                  |
| Departmental O&M                                     | \$9,799,941                           | \$4,210,564                          | 43%                                | \$9,976,654                           | 4,283,575                            | 43%                                | \$9,976,654                           | \$9,907,654                             | \$69,000                                                         |
| Non-Departmental O&M                                 | 325,585                               | 76,949                               | 24%                                | 334,477                               | 84,569                               | 25%                                | 334,477                               | 351,477                                 | (17,000)                                                         |
| Capital Outlay/Purchases                             | 66,500                                | 22,765                               | 34%                                | 96,000                                | 73,215                               | 76%                                | 96,000                                | 96,000                                  | 0                                                                |
| Transfers to Capital                                 | 1,500,000                             | 750,000                              | 50%                                | 2,400,000                             | 1,200,000                            | 50%                                | 2,400,000                             | 2,400,000                               | 0                                                                |
| Debt Service                                         | 4,157,150                             | 2,351,544                            | 57%                                | 3,914,943                             | 1,978,456                            | 51%                                | 3,914,943                             | 3,914,943                               | 0                                                                |
|                                                      | <b>\$15,849,176</b>                   | <b>\$7,411,822</b>                   |                                    | <b>\$16,722,074</b>                   | <b>\$7,619,815</b>                   |                                    | <b>\$16,722,074</b>                   | <b>\$16,670,074</b>                     | <b>\$52,000</b>                                                  |
| <b>Adjustment for Expenses from Capital Projects</b> |                                       | <b>\$0</b>                           |                                    |                                       | <b>\$0</b>                           |                                    |                                       | <b>\$25,000</b>                         |                                                                  |

**KEY RATIOS:**

|                                                                             |           |
|-----------------------------------------------------------------------------|-----------|
| Unrestricted cash target range as a % of operating expenses & debt service: | 25% - 40% |
| Unrestricted cash as a % of operating expenses & debt service:              | 63%       |
| Financial Policy targeted debt coverage ratio minimum:                      | 1.20      |
| Ending debt coverage ratio:                                                 | 1.29 (a)  |

Note (a) Calculation of debt coverage includes \$83,000 of estimated capitalizable costs for internal labor charges applicable to time spent on capital project activities.

February 26, 2019

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

Re: December 31, 2018 Quarterly Financial Report – Sewer Operating Fund

The attached Sewer Operating Fund Financial Summary summarizes the financial activity for this fund through December 31, 2018. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2019 Budget and the Department's year end projections are described below.

### **REVENUES**

Following the completion of the second quarter, overall revenues for FY 2019 are projected to exceed budget by \$585,000 (2.6%). Explanations of this variance follow:

- **Charges for Services:**

Revenue in this category is expected to be \$318,000 (1.7%) over budget. This is attributable to higher than anticipated Septic Hauler Charges of \$500,000 primarily from a customer bringing leachate from Maplewood Landfill in Amelia County offset by less than expected Industrial Surcharges of \$160,000 mostly due to two industrial customers and two institutional customers.

- **Sewer Contracts:**

Revenue in this category reflects billing activity in counties of Amherst, Bedford, and Campbell and industries of WestRock and Frito-Lay. Revenue in this category is projected to be \$113,000 (2.9%) over budget. This is primarily due to more than anticipated revenues from Westrock and Frito-Lay.

- **Interest and Other:**

Revenue in this category is expected to exceed budget by \$154,000 (144%) due to higher than expected interest earnings.

### **EXPENSES**

Overall expenses for FY 2019 are projected to be \$56,850 (.24%) higher than budget. Explanations of this variance follow:



- **Departmental Operation and Maintenance:**

This category includes the Wastewater Treatment Plant and Sewer Line Maintenance. Expenses in this category are expected to be \$138,850 (1.2%) over budget (Wastewater Treatment Plant - \$237,850 increase and Sewer Line Maintenance - \$99,000 savings). This variance is broken down as follows:

|                                   |                    |
|-----------------------------------|--------------------|
| ➤ Personnel Services and Benefits | \$147,000          |
| ➤ Chemicals                       | (45,000)           |
| ➤ Contractual Services            | (174,650)          |
| ➤ Utilities                       | (55,500)           |
| ➤ All Other                       | <u>(10,700)</u>    |
| <b>Total</b>                      | <b>(\$138,850)</b> |

The savings in Personnel Services and Benefits is related to unfilled positions at end of the quarter and deferred implementation of wage rate adjustments using recommendations from Korn Ferry's compensation study. Increased costs to Chemicals are related to a much higher cost of renewal pricing for sludge conditioning. Higher costs in Utilities are attributable to the Wastewater Treatment Plant CSO Upgrade Project. Water purchases that were expected in FY 2020 are now expected to start this June using one million gallons per day over a 120 day period. Contractual Services are higher than anticipated due the following: 1) Longer than planned use of Temporary Personnel to work at new truck haul waste station. Once complete the new truck haul waste station will be fully automated and will not require any employee or temporary personnel to manage gate or process any truckload delivery manifests for waste. 2) Higher than expected Engineering Services will be required mostly due to immediate need for a study to implement roof replacement program on several buildings on the Wastewater Treatment Plant campus. 3) Higher than anticipated costs for Sewer Maintenance and Repair Services mostly due to debris cleanup and removal around several sewer lines crossing creeks within the City. This work is a result of accumulation of several storms since August, 2018.

**Non-Departmental Operation and Maintenance:**

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

- **Capital Outlay:**

Purchases in Capital Outlay are expected to be within budget.

- **Transfers to Capital:**

Transfers to Capital are expected to be at budget.

- **Debt Service:**

Expenditures in debt service are expected to be \$82,000 (.9%) below budget mostly due to deferred startups of several projects.

**SUMMARY**

This second quarter report reflects a stable FY 2019 financial position for this fund. Under the Council adopted financial policies, the two important financial ratios, debt coverage and fund balance are within or exceed policy targets. The debt coverage ratio projected for the end of the fiscal year is 1.24 compared to a target range of 1.20 to 1.50. The fund balance ratio projected for the end of the fiscal year is 45% compared to a target range 25% - 40%.

Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager  
Reid Wodicka, Deputy City Manager  
Donna Witt, Director of Financial Services

**SEWER OPERATING FUND**  
**FINANCIAL SUMMARY**  
**Quarter Ending December 31, 2018**

|                                                      | <b>FY 2018<br/>Adopted<br/>Budget</b> | <b>FY 2018<br/>Actual<br/>Q2 YTD</b> | <b>FY 2018<br/>% of<br/>Budget</b> | <b>FY 2019<br/>Adopted<br/>Budget</b> | <b>FY 2019<br/>Actual<br/>Q2 YTD</b> | <b>FY 2019<br/>% of<br/>Budget</b> | <b>FY 2019<br/>Adopted<br/>Budget</b> | <b>FY 2019<br/>Revised<br/>Estimate</b> | <b>FY 2019<br/>\$ Variance<br/>Adopted Budget<br/>vs. Projected</b> |
|------------------------------------------------------|---------------------------------------|--------------------------------------|------------------------------------|---------------------------------------|--------------------------------------|------------------------------------|---------------------------------------|-----------------------------------------|---------------------------------------------------------------------|
| <b>REVENUES:</b>                                     |                                       |                                      |                                    |                                       |                                      |                                    |                                       |                                         |                                                                     |
| Charges for Services                                 | \$18,494,475                          | \$8,633,842                          | 47%                                | \$18,451,183                          | 8,816,606                            | 48%                                | \$18,451,183                          | \$18,769,183                            | \$318,000                                                           |
| Sewer Contracts                                      | 3,791,116                             | 1,419,751                            | 37%                                | 3,893,603                             | 1,624,587                            | 42%                                | 3,893,603                             | 4,006,603                               | 113,000                                                             |
| Interest and Other                                   | 81,599                                | 143,255                              | 176%                               | 106,920                               | 195,535                              | 183%                               | 106,920                               | 260,920                                 | 154,000                                                             |
|                                                      | <b>\$22,367,190</b>                   | <b>\$10,196,848</b>                  |                                    | <b>\$22,451,706</b>                   | <b>\$10,636,728</b>                  |                                    | <b>\$22,451,706</b>                   | <b>\$23,036,706</b>                     | <b>\$585,000</b>                                                    |
| <b>EXPENSES:</b>                                     |                                       |                                      |                                    |                                       |                                      |                                    |                                       |                                         |                                                                     |
| Departmental O&M                                     | \$11,100,918                          | \$4,973,054                          | 45%                                | \$11,431,281                          | 5,246,797                            | 46%                                | \$11,431,281                          | \$11,570,131                            | (\$138,850)                                                         |
| Non-Departmental O&M                                 | 353,874                               | 79,347                               | 22%                                | 373,579                               | 81,648                               | 22%                                | 373,579                               | 373,579                                 | 0                                                                   |
| Capital Outlay/Purchases                             | 612,500                               | 330,082                              | 54%                                | 464,535                               | 200,562                              | 43%                                | 464,535                               | 464,535                                 | 0                                                                   |
| Transfers to Capital                                 | 1,100,000                             | 550,000                              | 50%                                | 2,000,000                             | 1,000,000                            | 50%                                | 2,000,000                             | 2,000,000                               | 0                                                                   |
| Debt service                                         | 9,301,933                             | 4,930,884                            | 53%                                | 9,122,808                             | 4,624,941                            | 51%                                | 9,122,808                             | 9,040,808                               | 82,000                                                              |
|                                                      | <b>\$22,469,225</b>                   | <b>\$10,863,367</b>                  |                                    | <b>\$23,392,203</b>                   | <b>\$11,153,948</b>                  |                                    | <b>\$23,392,203</b>                   | <b>\$23,449,053</b>                     | <b>(\$56,850)</b>                                                   |
| <b>Adjustment for Expenses from Capital Projects</b> |                                       | <b>\$0</b>                           |                                    |                                       | <b>\$0</b>                           |                                    |                                       | <b>\$0</b>                              |                                                                     |

**KEY RATIOS:**

Unrestricted cash target range as a % of operating expenses & debt service:

25% - 40%

Unrestricted cash as a % of operating expenses & debt service:

45%

Financial Policy targeted debt coverage ratio minimum:

1.20

Ending debt coverage ratio:

1.24 (a)

Note (a) Calculation of debt coverage includes \$139,000 of estimated capitalizable costs for internal labor charges applicable to time spent on capital project activities.



February 26, 2019

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

Re: December 31, 2018 Quarterly Financial Report – Stormwater Operating Fund

The attached Stormwater Operating Fund Financial Summary summarizes the financial activity for this fund through December 31, 2018. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2019 Budget and the Department's year end projections are described below.

### **REVENUES**

Following the completion of the second quarter, the overall revenues for FY 2019 are projected to exceed budget by \$31,500 (.9%). Explanations of this variance follow:

- **Charges for Services:**

Revenue in this category reflects billing activity for all known impervious areas, Virginia Stormwater Management Program (VSMP) permits and delinquent charges on past due accounts. Charges for services are projected to be at budget.

- **Interest and Other:**

Interest and Other is expected to be at \$31,500 (315%) more than budget due to interest earnings are higher than anticipated.

- **Transfers from Other Funds:**

Transfers from General Fund are expected to be at budget.

### **EXPENSES**

Overall expenses for FY 2019 are expected to be \$22,800 (.6%) more than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

Departmental Operation and Maintenance are expected to exceed budget by \$43,900 (1.55%). This variance is broken down as follows:

|                                   |                   |
|-----------------------------------|-------------------|
| ➤ Personnel Services and Benefits | \$12,600          |
| ➤ Contractual Services            | (66,000)          |
| ➤ Internal Service Charges        | 10,000            |
| ➤ Other                           | (500)             |
| <b>Total</b>                      | <b>(\$43,900)</b> |

The savings in Personnel Services and Benefits is attributable to unfilled positions at end of quarter and deferred implementation of wage rate adjustments using recommendations from Korn Ferry's compensation study. Contractual Services are higher than budget primarily due the following: 1) Unanticipated Maintenance and Repair Services of \$40,000 needed to repair detention ponds due to August 2<sup>nd</sup> 2018 flood event. 2) \$35,000 of Engineering Services budgeted in FY 2018 for sediment control study for four inland ponds was deferred to FY 2019. 3) Savings offsets from Temporary Personnel Services, Printing, Safety Services and Community Outreach Services.

**Non-Departmental Operation and Maintenance:**

Non-Departmental Operational and Maintenance Expenses are projected to be \$18,900 (36.6%) more than budget due to Engineering Services used to restore damaged embankment at Greenwood Pond due to August 2<sup>nd</sup> 2018 flood event. Restoration of the embankment is anticipated in July, 2019 or sooner if feasibly possible. Costs for the restoration are expected to be partially reimbursed by Virginia Department of Emergency Management. The percentage or dollar amount of reimbursement is undetermined at this time.

- **Capital Outlay:**

Purchases in Capital Outlay are expected to be within budget.

- **Transfers to Capital:**

Transfers to Capital are expected to be at budget.

- **Debt Service:**

Debt Service expenditures have projected savings of \$40,000 due to deferred closing (to 4<sup>th</sup> quarter of FY 2019) of Virginia Resource Authority loan for approximately \$800,000 to be used with Stormwater Local Assistance Fund (SLAF) Grant for the Rock Castle Creek Tributary Stream Restoration Project. This project will meet help meet compliance requirements under our current Municipal Storm Sewer System (MS4) permit.

**SUMMARY**

The second quarter report reflects a stable FY 2019 financial position for this fund. Under the Council financial policies, two important financial ratios, debt coverage and fund balance are above policy targets. The projected debt coverage ratio for end of the fiscal year is 12.27 which is above Council's financial policy minimum target of 1.20. The fund balance ratio projected for the end of the fiscal year is 24% compared to target range of 15%- 20%.

Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager  
Reid Wodicka, Deputy City Manager  
Donna Witt, Director of Financial Services



**STORMWATER OPERATING FUND  
FINANCIAL SUMMARY  
Quarter Ending December 31, 2018**

|                                                      | <b>FY 2018<br/>Adopted<br/>Budget</b> | <b>FY 2018<br/>Actual<br/>Q2YTD</b> | <b>FY 2018<br/>% of<br/>Budget</b> | <b>FY 2019<br/>Adopted<br/>Budget</b> | <b>FY 2019<br/>Actual<br/>Q2YTD</b> | <b>FY 2019<br/>% of<br/>Budget</b> | <b>FY 2019<br/>Adopted<br/>Budget</b> | <b>FY 2019<br/>Revised<br/>Estimate</b> | <b>FY 2019<br/>\$ Variance<br/>Adopted Budget<br/>vs. Actual</b> |
|------------------------------------------------------|---------------------------------------|-------------------------------------|------------------------------------|---------------------------------------|-------------------------------------|------------------------------------|---------------------------------------|-----------------------------------------|------------------------------------------------------------------|
| <b>REVENUES:</b>                                     |                                       |                                     |                                    |                                       |                                     |                                    |                                       |                                         |                                                                  |
| Charges for Services                                 | \$3,199,120                           | \$1,392,519                         | 44%                                | \$3,205,800                           | 1,389,524                           | 43%                                | \$3,205,800                           | \$3,205,800                             | \$0                                                              |
| Interest and Other                                   | 2,000                                 | 12,589                              | 629%                               | 10,000                                | 27,547                              | 275%                               | 10,000                                | 41,500                                  | 31,500                                                           |
| Transfers from Other Funds                           | 275,000                               | 137,500                             | 50%                                | 275,000                               | 137,500                             | 50%                                | 275,000                               | 275,000                                 | 0                                                                |
|                                                      | <b>\$3,476,120</b>                    | <b>\$1,542,608</b>                  |                                    | <b>\$3,490,800</b>                    | <b>\$1,554,571</b>                  |                                    | <b>\$3,490,800</b>                    | <b>\$3,522,300</b>                      | <b>\$31,500</b>                                                  |
| <b>EXPENSES:</b>                                     |                                       |                                     |                                    |                                       |                                     |                                    |                                       |                                         |                                                                  |
| Departmental O&M                                     | \$2,769,413                           | \$1,351,520                         | 49%                                | \$2,831,293                           | 1,319,328                           | 47%                                | \$2,831,293                           | \$2,875,193                             | (\$43,900)                                                       |
| Non-Departmental O&M                                 | 51,168                                | 10,990                              | 21%                                | 51,656                                | 16,856                              | 33%                                | 51,656                                | 70,556                                  | (18,900)                                                         |
| Capital Outlay/Purchases                             | 0                                     | 4,514                               |                                    | 54,535                                | 27,430                              | 50%                                | 54,535                                | 54,535                                  | 0                                                                |
| Transfers to Capital                                 | 850,000                               | 425,000                             | 50%                                | 675,000                               | 337,500                             | 50%                                | 675,000                               | 675,000                                 | 0                                                                |
| Transfers to City/Fed/State Aid Fu                   | 0                                     | 4,215                               |                                    | 0                                     | 0                                   |                                    | 0                                     | 0                                       | 0                                                                |
| Debt Service                                         | 0                                     | 0                                   |                                    | 88,628                                | 52                                  | 0%                                 | 88,628                                | 48,628                                  | 40,000                                                           |
|                                                      | <b>\$3,670,581</b>                    | <b>\$1,796,239</b>                  |                                    | <b>\$3,701,112</b>                    | <b>\$1,701,166</b>                  |                                    | <b>\$3,701,112</b>                    | <b>\$3,723,912</b>                      | <b>(\$22,800)</b>                                                |
| <b>Adjustment for Expenses from Capital Projects</b> |                                       | <b>\$0</b>                          |                                    |                                       | <b>\$0</b>                          |                                    |                                       | <b>\$0</b>                              |                                                                  |

**KEY RATIOS:**

Unrestricted cash target range as a % of operating expenses & debt service 15% - 20%  
 Projected unrestricted cash as a % of operating expenses at year end 24%

Financial Policy targeted debt coverage ratio minimum: 1.20  
 Ending debt coverage ratio: 12.27 (a)

Note (a) Calculation of debt coverage includes \$20,000 of estimated capitalizable costs for internal labor charges applicable to time spent on capital project activities.



February 26, 2019

Finance Committee  
City Council  
City of Lynchburg  
Lynchburg, Virginia

Re: December 31, 2018 Quarterly Report - General Fund

Please find attached the Financial Summary for the City's General Fund (Fund) for the period ending December 31, 2018.

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

#### NON-DEDICATED REVENUES

- Real Estate Taxes:

Real Estate taxes are due in four quarterly installments on November 15, January 15, March 15, and May 15. As of the date of this report, only the first installment for FY 2019 has been billed and revenue (less tax relief) of \$25,331,551 has been collected. The amount collected includes payments made for the entire year. This is \$963,808 more than was collected through second quarter FY 2018.

- Personal Property Taxes:

Personal Property tax revenue for FY 2019 is \$348,248 more than the amount collected through the second quarter of FY 2018, and remains on track with \$9,500,537, or 52.9% collected. Personal property taxes are payable in two equal installments on June 5 and December 5. Additional billings for personal property acquisitions are due March 5 and September 5. Economic Development tax incentive payments totaling \$17,815 have been paid during the fiscal year.

In 1998, the Virginia General Assembly enacted the Personal Property Tax Relief Act (PPTRA) to reimburse citizens for a portion of the local personal property tax. In the 2004 Virginia General Assembly, the State capped the amount reimbursed to localities at \$950 million for FY 2019. This action eliminates the 70% reimbursement. Lynchburg's share is \$5,543,584. During the second quarter of FY 2019, the State reimbursed the City \$4,157,688 (75%), as scheduled. Future payments are scheduled for receipt in February 2019 (15%), and May 2019 (5%).

- Consumer Utility Tax - Electric:

The second quarter FY 2019 revenue is slightly ahead of budget projections by \$88,992, based on collections for 5 months. Staff is monitoring this revenue, which is slightly ahead of FY 2018 collections, and providing the Finance Committee with monthly updates related to Consumer Utility Taxes for Electric.



- Communication Sales and Use Taxes:

Communication Sales and Use tax revenue is slightly behind the FY 2019 budget projection by \$33,356 based on collections for 4 months. This revenue is projected to continue to decline unless General Assembly action is taken to allow taxing video streaming.

- Local Sales Tax:

Sales tax revenue is ahead of the FY 2019 budget projection by \$358,214, or 7.3% based on collections for 4 months. Economic Development tax incentive payments totaling \$52,676 have been paid during the fiscal year.

- Business License

Business License revenue collected through the second quarter of FY 2019 is \$118,309. Since this tax is due May 1, the collection percentage is currently only a small part of the annual budget. The majority of the tax will be collected from March to May. Economic Development tax incentive payments totaling \$16,272 have been paid during the fiscal year.

- Meals Tax

Meals tax revenue is slightly ahead of FY 2019 budget projections by \$68,009 with \$6,166,884 collected, based on collections for 5 months. Staff is monitoring this revenue and providing the Finance Committee with monthly updates. Economic Development tax incentive payments totaling \$213,892 have been paid during the fiscal year.

- Lodging Tax

Lodging tax revenue is ahead of FY 2019 budget projections by \$117,867 with \$1,297,869 collected, based on collections for 5 months. The opening of several hotels in the City has led to this increase. Economic Development tax incentive payments totaling \$150,165 have been paid during the fiscal year.

- Permit, Fees, and Licenses:

Permit, Fees, and Licenses is behind the FY 2019 budget projection by 13.9% or \$72,169 due primarily to Inspection Permits, Building Plan Review fees, and False Alarm Assessment Fees.

- Fines and Forfeitures:

Fines and Forfeitures revenue is behind the budget projection for FY 2019 by 42.3%, or \$77,814 due to both Court Fines and Forfeitures, and Parking Fines. The General Assembly took action in FY 2018 to require all payments received go to restitution first and then Court Fines and Fees. This has negatively impacted the funds the City receives.

- Interest on Investments:

Investment income is ahead of the budget projection for FY 2019 by \$453,393, or 131.9%, primarily due to conservative budgeting and the slight increase in rates.

- Charges for Services

Charges for Services revenue is 4.1%, or \$223,656 behind the budget projection for FY 2019, primarily due to ambulance service fees, and Commonwealth Attorney collection fees. The Commonwealth Attorney fees are only behind due to the reimbursement to the State for half of the excess fees collected, which was remitted in August 2018.

### DEDICATED REVENUES

Intergovernmental Revenues consisting of Constitutional Officers, Health and Human Services, and State and Federal subsidies total \$17,851,094 and are 5.2%, or \$972,490 less than the FY 2019 budget projection. This is due to the timing of submitting and receiving reimbursements.

### EXPENDITURES

- Operating Expenditures:

The percentage of operating expenditures spent through the second quarter of FY 2019, 46.5%, is on target with budget projections.

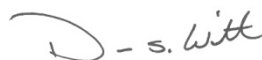
- Debt Service

Debt Service expenditures are on pace with FY 2019 budget projections with 48.9% expended.

### SUMMARY

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

Respectfully submitted,



Donna S. Witt  
Chief Financial Officer

cc: Bonnie Svrcek, City Manager  
Reid Wodicka, Deputy City Manager  
Rhonda Allbeck, Assistant Director of Financial Services

|                        |                      |
|------------------------|----------------------|
| Fiscal Year            | Fiscal Calendar 2019 |
| Fiscal Quarter of Year | (Multiple Items)     |
| Fiscal Month of Year   | (Multiple Items)     |
| Fund                   | 1001 General Fund    |
| Account Type           | Revenue              |
| Process Status         | Posted               |

| Revenues                                                           | Adopted Budget     | Budget Amendment | Amended Budget     | Actual Amount 12/31/18 | Remaining Budget w/o Encumbrances | Percentage of Amended Budget | Actual Amount 12/31/17 |
|--------------------------------------------------------------------|--------------------|------------------|--------------------|------------------------|-----------------------------------|------------------------------|------------------------|
| <b>100 Taxes</b>                                                   |                    |                  |                    |                        |                                   |                              |                        |
| 02110.0100 - Current Real Property Tax                             | 57,124,670         | -                | 57,124,670         | 26,897,099             | 30,227,571                        | 47.1%                        | 25,704,055             |
| 02110.0105 - Tax Relief For Elderly                                | (650,000)          | -                | (650,000)          | (602,248)              | (47,752)                          | 92.7%                        | (633,248)              |
| 02110.0110 - Tax Relief-Rehabilitation Real Property               | (725,000)          | -                | (725,000)          | (963,300)              | 238,300                           | 132.9%                       | (703,064)              |
| 02110.0200 - Delinquent Real Property Tax                          | 1,525,000          | -                | 1,525,000          | 653,353                | 871,647                           | 42.8%                        | 525,060                |
| 02110.0900 - Real Estate Tax- Economic Development Incentive       | -                  | -                | -                  | -                      | -                                 | 0.0%                         | -                      |
| 02120.0100 - Current PSC Tax                                       | 2,475,000          | -                | 2,475,000          | 2,534,569              | (59,569)                          | 102.4%                       | 2,512,779              |
| 02130.0101 - Current Personal Property Tax PCI                     | 17,945,000         | -                | 17,945,000         | 9,500,537              | 8,444,463                         | 52.9%                        | 9,152,289              |
| 02130.0201 - Delinquent Personal Property Tax PCI                  | 1,175,000          | -                | 1,175,000          | 150,758                | 1,024,242                         | 12.8%                        | 176,098                |
| 02130.0205 - Recovery-C/O Personal Property Tax                    | -                  | -                | -                  | 235                    | (235)                             | 0.0%                         | 72,932                 |
| 02130.0900 - Personal Property Tax- Economic Development Incentive | -                  | 3,412            | 3,412              | (17,815)               | 21,227                            | -522.1%                      | -                      |
| 02170.0100 - Penalty-PSC Tax                                       | -                  | -                | -                  | 7,344                  | (7,344)                           | 0.0%                         | 10,466                 |
| 02170.0105 - Penalty-Delinquent Tax                                | 650,000            | -                | 650,000            | 289,678                | 360,322                           | 44.6%                        | 272,649                |
| 02170.0200 - Interest-PSC Tax                                      | -                  | -                | -                  | 0                      | (0)                               | 0.0%                         | 927                    |
| 02170.0205 - Interest-Delinquent Tax                               | 400,000            | -                | 400,000            | 165,482                | 234,518                           | 41.4%                        | 184,648                |
| 02510.0000 - Local Sales And Use Tax                               | 15,351,347         | -                | 15,351,347         | 5,258,508              | 10,092,839                        | 34.3%                        | 4,883,105              |
| 02510.0900 - Local Sales & Use Tax- Economic Development Incentive | -                  | 26,803           | 26,803             | (52,676)               | 79,479                            | -196.5%                      | -                      |
| 02515.0100 - Consumer Utility Tax-Electric                         | 3,775,650          | -                | 3,775,650          | 1,602,319              | 2,173,331                         | 42.4%                        | 1,559,395              |
| 02515.0105 - Consumer Utility Tax-Gas                              | 575,000            | -                | 575,000            | 152,369                | 422,631                           | 26.5%                        | 145,793                |
| 02515.0120 - Right of Way Fees                                     | 200,000            | -                | 200,000            | 47,780                 | 152,220                           | 23.9%                        | 86,810                 |
| 02515.0900 - Pen & Int - Consumer Utility Tax, None                | -                  | -                | -                  | 658                    | (658)                             | 0.0%                         | -                      |
| 02517.0000 - Communication Sales & Use Tax                         | 3,045,315          | -                | 3,045,315          | 981,750                | 2,063,565                         | 32.2%                        | 1,050,534              |
| 02520.0000 - Business License Tax                                  | 8,349,271          | -                | 8,349,271          | 118,309                | 8,230,962                         | 1.4%                         | 190,652                |
| 02520.0010 - Consumption Tax-Electric                              | 315,000            | -                | 315,000            | 130,675                | 184,325                           | 41.5%                        | 126,674                |
| 02520.0015 - Consumption Tax-Gas                                   | 30,000             | -                | 30,000             | 6,081                  | 23,919                            | 20.3%                        | 6,090                  |
| 02520.0030 - Pen & Int-Business License                            | 90,000             | -                | 90,000             | 11,089                 | 78,911                            | 12.3%                        | 37,416                 |
| 02520.0900 - Business License Tax- Economic Development Incentive  | -                  | 7,346            | 7,346              | (16,272)               | 23,618                            | -221.5%                      | -                      |
| 02530.0001 - Motor Vehicle Licenses PCI                            | 1,575,000          | -                | 1,575,000          | 210,929                | 1,364,071                         | 13.4%                        | 190,941                |
| 02530.0201 - Delinquent Motor Vehicle License                      | 190,000            | -                | 190,000            | 21,603                 | 168,397                           | 11.4%                        | 22,173                 |
| 02535.0000 - Bank Stock Tax                                        | 825,000            | -                | 825,000            | (65)                   | 825,065                           | 0.0%                         | -                      |
| 02540.0100 - Recordation Tax-City                                  | 485,000            | -                | 485,000            | 188,510                | 296,490                           | 38.9%                        | 142,784                |
| 02540.0200 - Probate Tax                                           | 15,000             | -                | 15,000             | 7,860                  | 7,140                             | 52.4%                        | 10,868                 |
| 02545.0000 - Tobacco Tax                                           | 850,000            | -                | 850,000            | 413,451                | 436,549                           | 48.6%                        | 452,025                |
| 02550.0000 - Amusement Tax                                         | 725,000            | -                | 725,000            | 320,177                | 404,823                           | 44.2%                        | 301,441                |
| 02550.0005 - Pen & Int - Amusement Tax                             | -                  | -                | -                  | 119                    | (119)                             | 0.0%                         | 1,423                  |
| 02555.0000 - Lodging Tax                                           | 2,700,000          | -                | 2,700,000          | 1,297,869              | 1,402,131                         | 48.1%                        | 1,147,940              |
| 02555.0005 - Pen & Int - Lodging Tax                               | -                  | -                | -                  | 280                    | (280)                             | 0.0%                         | 3,031                  |
| 02555.0900 - Lodging Tax- Economic Development Incentive           | -                  | 84,331           | 84,331             | (150,165)              | 234,496                           | -178.1%                      | -                      |
| 02560.0000 - Meals Tax                                             | 14,932,800         | -                | 14,932,800         | 6,166,684              | 8,766,116                         | 41.3%                        | 5,966,117              |
| 02560.0005 - Pen & Int - Meals Tax                                 | 65,000             | -                | 65,000             | 29,905                 | 35,095                            | 46.0%                        | 24,517                 |
| 02560.0900 - Meals Tax- Economic Development Incentive             | -                  | 160,678          | 160,678            | (213,892)              | 374,570                           | -133.1%                      | -                      |
| <b>100 Taxes Total</b>                                             | <b>134,014,053</b> | <b>282,570</b>   | <b>134,296,623</b> | <b>55,149,547</b>      | <b>79,147,076</b>                 | <b>41.1%</b>                 | <b>53,625,320</b>      |
| <b>110 Permits, Fees, &amp; Licenses</b>                           |                    |                  |                    |                        |                                   |                              |                        |
| 03005.0000 - Animal Licenses                                       | 8,000              | -                | 8,000              | 2,991                  | 5,009                             | 37.4%                        | 2,031                  |
| 03010.0200 - Permit Parking Fees                                   | 210,000            | -                | 210,000            | 107,372                | 102,628                           | 51.1%                        | 95,780                 |
| 03010.0400 - Land Disturbing Fees                                  | 18,000             | -                | 18,000             | 3,726                  | 14,275                            | 20.7%                        | 8,034                  |
| 03010.0600 - Transfer Fees                                         | 1,600              | -                | 1,600              | 1,106                  | 494                               | 69.1%                        | 906                    |
| 03010.0700 - Zoning Appeal Fees-Inspc                              | 1,000              | -                | 1,000              | 575                    | 425                               | 57.5%                        | 450                    |
| 03010.0702 - Zoning Certification Letter                           | -                  | -                | -                  | 1,800                  | (1,800)                           | 0.0%                         | -                      |
| 03010.0705 - Legal Notice Advertising                              | 16,000             | -                | 16,000             | 3,487                  | 12,514                            | 21.8%                        | 7,034                  |
| 03010.0710 - Site Plan Reviews                                     | 15,000             | -                | 15,000             | 6,135                  | 8,865                             | 40.9%                        | 6,769                  |
| 03010.0715 - Conditional Use Permits                               | 4,000              | -                | 4,000              | 2,995                  | 1,005                             | 74.9%                        | 1,846                  |
| 03010.0720 - Re-zoning Fees                                        | 6,000              | -                | 6,000              | 8,811                  | (2,811)                           | 146.8%                       | 2,546                  |
| 03010.0800 - Subdivision Plat Review                               | 5,000              | -                | 5,000              | 3,585                  | 1,415                             | 71.7%                        | 2,085                  |
| 03010.0900 - Building Insp Permit Fee                              | 500,600            | -                | 500,600            | 196,807                | 303,793                           | 39.3%                        | 267,135                |
| 03010.0901 - Elevator Inspect Admin Fee                            | 21,000             | -                | 21,000             | 9,250                  | 11,750                            | 44.0%                        | 9,461                  |
| 03010.0902 - Elevator Inspect Admin Fee Pen & Int                  | -                  | -                | -                  | 250                    | (250)                             | 0.0%                         | 122                    |
| 03010.0920 - Sign Inspect Permit Fee                               | 5,900              | -                | 5,900              | 3,775                  | 2,125                             | 64.0%                        | 2,975                  |
| 03010.0925 - Demolition Fees                                       | 6,000              | -                | 6,000              | 4,650                  | 1,350                             | 77.5%                        | 5,300                  |
| 03010.0927 - Building Plan Review                                  | 40,000             | -                | 40,000             | 16,650                 | 23,350                            | 41.6%                        | 24,216                 |
| 03010.0928 - Vacant Building Registration Fee                      | 18,000             | -                | 18,000             | 22,544                 | (4,544)                           | 125.2%                       | 7,298                  |
| 03010.0929 - Pen & Int-Vacant Building Registration Fee            | -                  | -                | -                  | 634                    | (634)                             | 0.0%                         | 431                    |
| 03010.0930 - Certificate of Occupancy for Existing Building        | -                  | -                | -                  | 1,575                  | (1,575)                           | 0.0%                         | -                      |
| 03010.0931 - Temporary Certificate of Occupancy, None              | -                  | -                | -                  | 1,800                  | (1,800)                           | 0.0%                         | -                      |
| 03010.0932 - Working Without a Building Permit                     | -                  | -                | -                  | 200                    | (200)                             | 0.0%                         | -                      |
| 03010.1000 - False Alarm Service Assessment                        | 105,000            | -                | 105,000            | 19,572                 | 85,428                            | 18.6%                        | 22,877                 |
| 03010.1100 - Concealed Weapon Permit                               | 30,000             | -                | 30,000             | 13,832                 | 16,168                            | 46.1%                        | 10,773                 |
| 03010.2005 - Taxicab Application Fees                              | 5,000              | -                | 5,000              | 1,170                  | 3,830                             | 23.4%                        | 2,075                  |
| 03010.2010 - Precious Metal Permits                                | 1,600              | -                | 1,600              | 600                    | 1,000                             | 37.5%                        | 600                    |
| 03010.2011 - Rental Reinspect/FollowUp                             | -                  | -                | -                  | 200                    | (200)                             | 0.0%                         | 1,000                  |
| 03010.2012 - Rental Intial Inspection                              | -                  | -                | -                  | 250                    | (250)                             | 0.0%                         | 1,050                  |
| 03010.2013 - Annual/Periodic Inspect Fee                           | 15,000             | -                | 15,000             | 3,600                  | 11,400                            | 24.0%                        | 2,100                  |
| 03010.2014 - Rental Intial Inspect-No Show                         | -                  | -                | -                  | 100                    | (100)                             | 0.0%                         | 950                    |
| 03010.2015 - Rental Inspect- Pre Court                             | -                  | -                | -                  | -                      | -                                 | 0.0%                         | 600                    |
| 03010.2016 - Rental Inspect-Annual No Show                         | -                  | -                | -                  | 100                    | (100)                             | 0.0%                         | 550                    |
| 03010.2020 - Mobile Vendor License Fee                             | -                  | -                | -                  | -                      | -                                 | 0.0%                         | 400                    |
| 03010.2050 - Misc Permit Fee & License                             | 2,000              | -                | 2,000              | 5,041                  | (3,041)                           | 252.1%                       | 2,624                  |
| <b>110 Permits, Fees, &amp; Licenses Total</b>                     | <b>1,034,700</b>   | <b>-</b>         | <b>1,034,700</b>   | <b>445,181</b>         | <b>589,519</b>                    | <b>43.0%</b>                 | <b>490,018</b>         |
| <b>120 Fines &amp; Forfeitures</b>                                 |                    |                  |                    |                        |                                   |                              |                        |
| 03510.0100 - Court Fines And Forfeit.                              | 240,000            | -                | 240,000            | 74,810                 | 165,190                           | 31.2%                        | 85,840                 |
| 03510.0105 - Criminal Court Fees                                   | 2,500              | -                | 2,500              | 1,094                  | 1,406                             | 43.7%                        | 884                    |
| 03510.0200 - Parking Fines                                         | 125,000            | -                | 125,000            | 30,032                 | 94,968                            | 24.0%                        | 39,696                 |
| <b>120 Fines &amp; Forfeitures Total</b>                           | <b>367,500</b>     | <b>-</b>         | <b>367,500</b>     | <b>105,936</b>         | <b>261,564</b>                    | <b>28.8%</b>                 | <b>126,419</b>         |
| <b>130 Use of Money &amp; Property</b>                             |                    |                  |                    |                        |                                   |                              |                        |



| Revenues                                                                 | Adopted Budget    | Budget Amendment | Amended Budget    | Actual Amount 12/31/18 | Remaining Budget w/o Encumbrances | Percentage of Amended Budget | Actual Amount 12/31/17 |
|--------------------------------------------------------------------------|-------------------|------------------|-------------------|------------------------|-----------------------------------|------------------------------|------------------------|
| 04010.0100 - Interest on Investment                                      | 125,000           | -                | 125,000           | 223,850                | (98,850)                          | 179.1%                       | 74,448                 |
| 04010.0101 - Interest-City Capital                                       | 60,000            | -                | 60,000            | 133,483                | (73,483)                          | 222.5%                       | 64,993                 |
| 04010.0123 - Interest-Health Ins Resrv                                   | 15,000            | -                | 15,000            | 9,600                  | 5,400                             | 64.0%                        | (5,774)                |
| 04010.0124 - Interest-OPEB                                               | 5,000             | -                | 5,000             | 10,063                 | (5,063)                           | 201.3%                       | 13,225                 |
| 04010.0129 - Interest Income- US Bank Escrow (Crossover Refunding)       | -                 | -                | -                 | 94,945                 | (94,945)                          | 0.0%                         | -                      |
| 04010.0156 - Interst-MktValueGain/Loss                                   | -                 | -                | -                 | 61,405                 | (61,405)                          | 0.0%                         | 35,554                 |
| 04010.0157 - Interest-SNAP Income                                        | 70,000            | -                | 70,000            | 81,145                 | (11,145)                          | 115.9%                       | 94,436                 |
| 04020.0105 - Gen Govt Property Rental                                    | 75,000            | -                | 75,000            | 28,936                 | 46,064                            | 38.6%                        | 43,552                 |
| 04020.0115 - Public Safety Prop Rent                                     | 36,250            | -                | 36,250            | -                      | 36,250                            | 0.0%                         | -                      |
| 04020.0125 - Human Services Prop Rent                                    | 100,000           | -                | 100,000           | 50,000                 | 50,000                            | 50.0%                        | 50,000                 |
| 04020.0135 - Dwntrwn Parking Deck Lease                                  | 90,000            | -                | 90,000            | 41,803                 | 48,197                            | 46.4%                        | 34,518                 |
| 04020.0200 - Culture & Rec. Prop Rent                                    | 15,070            | -                | 15,070            | 7,535                  | 7,535                             | 50.0%                        | 7,535                  |
| 04020.0201 - Prop Rental-Stadium                                         | 3,200             | -                | 3,200             | 3,908                  | (708)                             | 122.1%                       | 1,100                  |
| 04020.0202 - Prop Rental-Market/Park.                                    | 92,000            | -                | 92,000            | 49,946                 | 42,054                            | 54.3%                        | 44,998                 |
| 04020.0205 - Market Rent- Pen & Int                                      | 560               | -                | 560               | 315                    | 245                               | 56.3%                        | 234                    |
| <b>130 Use of Money &amp; Property Total</b>                             | <b>687,080</b>    | <b>-</b>         | <b>687,080</b>    | <b>796,933</b>         | <b>(109,853)</b>                  | <b>116.0%</b>                | <b>458,819</b>         |
| <b>140 Charges for Services</b>                                          |                   |                  |                   |                        |                                   |                              |                        |
| 04510.0900 - Collection & Tax Lien Fees                                  | 25,000            | -                | 25,000            | 26,066                 | (1,066)                           | 104.3%                       | 10,996                 |
| 04510.0901 - DMV Admin Fee                                               | 250,000           | -                | 250,000           | 130,400                | 119,600                           | 52.2%                        | 121,187                |
| 04510.0902 - DMV Select Agency                                           | 35,000            | -                | 35,000            | 22,564                 | 12,436                            | 64.5%                        | 18,398                 |
| 04510.0911 - Sale of GIS Maps & Data                                     | 150               | -                | 150               | 43                     | 107                               | 28.7%                        | 52                     |
| 04510.0915 - Processng Fee - Payroll deduction                           | 5,000             | -                | 5,000             | 2,510                  | 2,490                             | 50.2%                        | 2,765                  |
| 04510.0916 - Indirect Cost&Svc DetHome                                   | 233,048           | -                | 233,048           | 116,524                | 116,524                           | 50.0%                        | 194,297                |
| 04510.0918 - Indirect Cost&Srcv Water                                    | 1,123,362         | -                | 1,123,362         | 561,681                | 561,681                           | 50.0%                        | 522,817                |
| 04510.0919 - Indirect Cost&Srcv Sewer                                    | 281,299           | -                | 281,299           | 138,044                | 143,256                           | 49.1%                        | 123,622                |
| 04510.0920 - Indirect Cost&Srcv WWTP                                     | 627,653           | -                | 627,653           | 316,433                | 311,221                           | 50.4%                        | 304,058                |
| 04510.0921 - Indirect Cost&Srcv Airprt                                   | 162,596           | -                | 162,596           | 80,566                 | 82,031                            | 49.5%                        | 77,750                 |
| 04510.0922 - Indirect Cost&Svc Strmwtr                                   | 182,783           | -                | 182,783           | 91,391                 | 91,392                            | 50.0%                        | 117,859                |
| 04510.0924 - Indirect Cost & Svc- Community Corrections                  | -                 | -                | -                 | 5,022                  | (5,022)                           | 0.0%                         | 4,968                  |
| 04515.0101 - Document Reprod Costs                                       | 8,000             | -                | 8,000             | 3,467                  | 4,533                             | 43.3%                        | 3,166                  |
| 04515.0200 - Court Rm Sheriff Fee \$5                                    | 80,000            | -                | 80,000            | 27,047                 | 52,953                            | 33.8%                        | 31,443                 |
| 04515.0300 - Fees For Court Officers                                     | 7,244             | -                | 7,244             | 7,244                  | (0)                               | 100.0%                       | 7,244                  |
| 04515.0301 - Legal Service Charges                                       | 40,000            | -                | 40,000            | -                      | 40,000                            | 0.0%                         | -                      |
| 04515.0302 - Non Consecutive Jail Fee                                    | -                 | -                | -                 | -                      | -                                 | 0.0%                         | 63                     |
| 04515.0303 - Probation Supervisor Fee                                    | 13,789            | -                | 13,789            | 4,457                  | 9,332                             | 32.3%                        | 4,776                  |
| 04515.0400 - Commonwealth Atty. Fees                                     | 7,000             | -                | 7,000             | 4,304                  | 2,696                             | 61.5%                        | 2,937                  |
| 04515.0401 - CA Coll Fees- Gen Dist Ct                                   | 55,000            | -                | 55,000            | (19,488)               | 74,488                            | -35.4%                       | (20,288)               |
| 04515.0402 - CA Coll Fees- J&D Court                                     | 10,050            | -                | 10,050            | 4,215                  | 5,835                             | 41.9%                        | 4,507                  |
| 04515.0403 - CA Coll Fees- Circuit Crt                                   | 62,600            | -                | 62,600            | 36,918                 | 25,682                            | 59.0%                        | 32,921                 |
| 04520.0300 - Fire Prevention Fees                                        | 3,300             | -                | 3,300             | 1,825                  | 1,475                             | 55.3%                        | 1,500                  |
| 04520.0301 - Ambulance Service Fees                                      | 2,665,000         | -                | 2,665,000         | 1,097,890              | 1,567,110                         | 41.2%                        | 987,647                |
| 04520.0304 - Delinq Ambulance>120 Days                                   | 115,000           | -                | 115,000           | 91,671                 | 23,329                            | 79.7%                        | 54,353                 |
| 04520.0901 - PIER Contract Payments                                      | 32,500            | -                | 32,500            | 19,500                 | 13,000                            | 60.0%                        | 32,500                 |
| 04520.0902 - Criminal Records Check                                      | -                 | -                | -                 | -                      | -                                 | 0.0%                         | -                      |
| 04520.0903 - Police-Schools Resource Officer (SRO) Prog                  | 148,750           | -                | 148,750           | 61,331                 | 87,419                            | 41.2%                        | 12,837                 |
| 04520.0904 - Local Reimb-COL Confined Space                              | 50,000            | -                | 50,000            | 25,000                 | 25,000                            | 50.0%                        | 25,000                 |
| 04520.0905 - Police Report Sales                                         | 14,000            | -                | 14,000            | 7,020                  | 6,980                             | 50.1%                        | 7,110                  |
| 04520.0906 - Range Use Fee                                               | 15,200            | -                | 15,200            | 13,600                 | 1,600                             | 89.5%                        | 15,200                 |
| 04520.0908 - \$250 DUI Fees                                              | -                 | -                | -                 | 4,900                  | (4,900)                           | 0.0%                         | 4,625                  |
| 04520.0909 - LPD Off Duty                                                | 1,268,000         | -                | 1,268,000         | 520,499                | 747,501                           | 41.0%                        | 523,293                |
| 04525.0106 - Downtown Parking Fees                                       | 40,000            | -                | 40,000            | 14,580                 | 25,420                            | 36.4%                        | 14,279                 |
| 04525.0107 - PW Admin Stormwater Charges                                 | 131,855           | -                | 131,855           | 52,489                 | 79,366                            | 39.8%                        | 88,747                 |
| 04525.0108 - PW Eng Stormwater Charges                                   | 17,927            | -                | 17,927            | 2,761                  | 15,166                            | 15.4%                        | 5,452                  |
| 04525.0109 - PW Streets Stormwater Charges                               | 161,131           | -                | 161,131           | 81,371                 | 79,760                            | 50.5%                        | 113,823                |
| 04525.0206 - Residential Disposal-Decals                                 | 820,000           | -                | 820,000           | 812,526                | 7,474                             | 99.1%                        | 799,054                |
| 04525.0218 - Trash Bag Srcv-Waste Zero                                   | 185,000           | -                | 185,000           | 68,785                 | 116,215                           | 37.2%                        | 69,840                 |
| 04525.0300 - Bldg Maint Charge-Other                                     | 10,142            | -                | 10,142            | 5,071                  | 5,071                             | 50.0%                        | 5,071                  |
| 04530.0401 - CSA Service Providers                                       | 45,000            | -                | 45,000            | 13,317                 | 31,683                            | 29.6%                        | -                      |
| 04530.0403 - Local Reimb-Opportunity                                     | -                 | -                | -                 | -                      | -                                 | 0.0%                         | -                      |
| 04530.0404 - Local Reimb-Sparc House                                     | -                 | -                | -                 | -                      | -                                 | 0.0%                         | -                      |
| 04530.0409 - Human Services Court Order Fees                             | -                 | -                | -                 | 1,424                  | (1,424)                           | 0.0%                         | 1,616                  |
| 04530.0410 - Lynchburg Youth Group Home Charges                          | 801,496           | -                | 801,496           | 215,303                | 586,193                           | 26.9%                        | 329,276                |
| 04530.0412 - Horizon Contribution for Outstationed Benefit Workers, None | -                 | 17,500           | 17,500            | -                      | 17,500                            | 0.0%                         | -                      |
| 04535.0100 - Swimming Pool Fees                                          | 25,000            | -                | 25,000            | 14,952                 | 10,048                            | 59.8%                        | 21,118                 |
| 04535.0150 - Recreation Program Fees                                     | 461,500           | -                | 461,500           | 210,259                | 251,241                           | 45.6%                        | 198,339                |
| 04535.0200 - Point of Honor Admission Fees                               | 11,000            | -                | 11,000            | 4,639                  | 6,361                             | 42.2%                        | 7,648                  |
| 04535.0300 - Library Fines & Fees                                        | 56,000            | -                | 56,000            | 25,082                 | 30,918                            | 44.8%                        | 25,877                 |
| 04535.0301 - Law Library Fees                                            | 30,000            | -                | 30,000            | 18,510                 | 11,490                            | 61.7%                        | 16,020                 |
| 04535.0303 - Lost/Damaged Library Prop                                   | 5,000             | -                | 5,000             | 3,033                  | 1,967                             | 60.7%                        | 2,989                  |
| 04535.0304 - Delinq Library Fines & Fees                                 | -                 | -                | -                 | 821                    | (821)                             | 0.0%                         | 635                    |
| 04535.0305 - Delinq Library Lost/Damaged                                 | -                 | -                | -                 | 1,065                  | (1,065)                           | 0.0%                         | 963                    |
| 04535.0306 - Delinq Library Pen & Int                                    | -                 | -                | -                 | 305                    | (305)                             | 0.0%                         | 181                    |
| 04540.0103 - Charges For Demolition                                      | -                 | -                | -                 | -                      | -                                 | 0.0%                         | 5,449                  |
| 04540.0105 - Comm Develop Stormwater Charges                             | 495,590           | -                | 495,590           | 247,796                | 247,794                           | 50.0%                        | 247,796                |
| 04599.0002 - Secure Vacant Stru Reimb                                    | -                 | -                | -                 | 1,558                  | (1,558)                           | 0.0%                         | 991                    |
| 04599.0004 - Weed Ordinance Program                                      | 28,000            | -                | 28,000            | 9,785                  | 18,215                            | 34.9%                        | 19,694                 |
| <b>140 Charges for Services Total</b>                                    | <b>10,845,965</b> | <b>17,500</b>    | <b>10,863,465</b> | <b>5,208,077</b>       | <b>5,655,388</b>                  | <b>47.9%</b>                 | <b>5,204,463</b>       |
| <b>150 Miscellaneous Revenue</b>                                         |                   |                  |                   |                        |                                   |                              |                        |
| 05030.0105 - Suspense Revenue/Exp Ref                                    | -                 | -                | -                 | -                      | -                                 | 0.0%                         | -                      |
| 05050.0105 - Pmt In Lieu Tax-WestCntbr                                   | 52,900            | -                | 52,900            | -                      | 52,900                            | 0.0%                         | -                      |
| 05050.0110 - Pymt In Lieu of Tax-LRHA                                    | 25,000            | -                | 25,000            | 35,847                 | (10,847)                          | 143.4%                       | -                      |
| 05050.0230 - Friends of Lynchburg Library                                | 7,250             | 2,217            | 9,467             | 5,842                  | 3,625                             | 61.7%                        | 3,625                  |
| 05050.0232 - Digg's Trust Rec-Pt Honor                                   | 36,900            | -                | 36,900            | -                      | 36,900                            | 0.0%                         | 10,200                 |
| 05050.0278 - Donations for Rotary Centennial Skate Park, None            | -                 | -                | -                 | 9,054                  | (9,054)                           | 0.0%                         | -                      |
| 05050.0290 - Gifts And Misc.                                             | 2,000             | -                | 2,000             | 2,091                  | (91)                              | 104.6%                       | 2,263                  |
| 05050.0400 - Sale-Salvage/Surplus Prop                                   | -                 | -                | -                 | 816                    | (816)                             | 0.0%                         | 895                    |
| 05050.0415 - Proceeds frm PropRoom.com                                   | -                 | -                | -                 | 0                      | (0)                               | 0.0%                         | 605                    |
| 05050.2001 - Cash Overage And Shortage                                   | -                 | -                | -                 | 266                    | (266)                             | 0.0%                         | (178)                  |
| 05050.2011 - Reimb.POH Carriage House                                    | 26,300            | -                | 26,300            | -                      | 26,300                            | 0.0%                         | 6,938                  |
| 05050.2013 - Photo Reprod And Royalty                                    | 200               | -                | 200               | 60                     | 140                               | 30.0%                        | 108                    |
| 05050.2016 - Dedicated Misc Rev HumSvc                                   | -                 | -                | -                 | -                      | -                                 | 0.0%                         | (4,819)                |

| Revenues                                                   | Adopted Budget     | Budget Amendment | Amended Budget     | Actual Amount 12/31/18 | Remaining Budget w/o Encumbrances | Percentage of Amended Budget | Actual Amount 12/31/17 |
|------------------------------------------------------------|--------------------|------------------|--------------------|------------------------|-----------------------------------|------------------------------|------------------------|
| 05050.2022 - Trash Cart Sales                              | 3,000              | -                | 3,000              | 2,250                  | 751                               | 75.0%                        | 2,545                  |
| 05050.2025 - Credit Card Rebate                            | 100,000            | -                | 100,000            | -                      | 100,000                           | 0.0%                         | -                      |
| 05050.2028 - WardsCrossingWestSvcFee                       | 135,923            | -                | 135,923            | 135,923                | -                                 | 100.0%                       | 135,923                |
| 05050.2033 - PointOfHonr-GiftShopSales                     | 1,000              | -                | 1,000              | -                      | 1,000                             | 0.0%                         | -                      |
| 05050.2034 - P&R Spec Evnt Sponsorship                     | 12,000             | -                | 12,000             | 4,880                  | 7,120                             | 40.7%                        | 4,612                  |
| 05050.2037 - RSA Profit Sharing                            | 300,000            | -                | 300,000            | -                      | 300,000                           | 0.0%                         | (42)                   |
| 05050.2046 - Visitor Ctr Merchandise                       | 23,700             | -                | 23,700             | 5,454                  | 18,246                            | 23.0%                        | 7,408                  |
| 05050.2049 - Trash Bag&Decal Violation                     | 5,000              | -                | 5,000              | 50                     | 4,950                             | 1.0%                         | 1,800                  |
| 05050.2052 - Parking Lease Agreement                       | 100,000            | -                | 100,000            | 52,826                 | 47,174                            | 52.8%                        | 53,137                 |
| 05050.2055 - Hillcats - Donation Youth Athletic Programs   | 10,000             | -                | 10,000             | -                      | 10,000                            | 0.0%                         | -                      |
| 05050.2056 - Commission on City Vending Machine Sales      | -                  | 389              | 389                | 1,914                  | (1,525)                           | 491.9%                       | 2,025                  |
| 05050.2090 - Miscellaneous Revenue                         | 57,000             | -                | 57,000             | 34,690                 | 22,310                            | 60.9%                        | 19,502                 |
| <b>150 Miscellaneous Revenue Total</b>                     | <b>898,173</b>     | <b>2,606</b>     | <b>900,779</b>     | <b>291,964</b>         | <b>608,815</b>                    | <b>32.4%</b>                 | <b>246,546</b>         |
| <b>300 State Non-Categorical Aid</b>                       |                    |                  |                    |                        |                                   |                              |                        |
| 06100.0300 - Rolling Stock Taxes                           | 90,000             | -                | 90,000             | 90,734                 | (734)                             | 100.8%                       | 90,544                 |
| 06100.0400 - Mobile Home Titling Taxes                     | 1,000              | -                | 1,000              | 1,488                  | (488)                             | 148.8%                       | 2,879                  |
| 06100.0600 - Deeds Of Conveyance                           | 125,000            | -                | 125,000            | 52,448                 | 72,552                            | 42.0%                        | 30,473                 |
| 06100.0800 - Recordation Taxes-State                       | 150,000            | -                | 150,000            | 46,094                 | 103,906                           | 30.7%                        | 46,259                 |
| 06100.0900 - Auto Rental Tax-DMV                           | 280,000            | -                | 280,000            | 206,454                | 73,546                            | 73.7%                        | 167,544                |
| 06100.1108 - Personal Prop Tax Relief                      | 5,543,584          | -                | 5,543,584          | 4,434,867              | 1,108,717                         | 80.0%                        | 4,434,867              |
| <b>300 State Non-Categorical Aid Total</b>                 | <b>6,189,584</b>   | <b>-</b>         | <b>6,189,584</b>   | <b>4,832,086</b>       | <b>1,357,498</b>                  | <b>78.1%</b>                 | <b>4,772,565</b>       |
| <b>310 State Shared Exp (Cat.)</b>                         |                    |                  |                    |                        |                                   |                              |                        |
| 06510.0200 - Commissioner of Revenue                       | 179,935            | -                | 179,935            | 71,213                 | 108,722                           | 39.6%                        | 72,676                 |
| 06510.0300 - Treasurer                                     | 102,000            | -                | 102,000            | 42,820                 | 59,180                            | 42.0%                        | 41,653                 |
| 06510.1000 - Registrar/Electoral Board                     | 47,000             | -                | 47,000             | -                      | 47,000                            | 0.0%                         | -                      |
| 06515.0100 - Clerk of Cir Crt-Fringes                      | 562,000            | -                | 562,000            | 235,578                | 326,422                           | 41.9%                        | 235,564                |
| 06515.0200 - Sheriff                                       | 1,130,080          | -                | 1,130,080          | 450,031                | 680,049                           | 39.8%                        | 424,722                |
| 06515.0400 - Commonwealth Attorney                         | 1,013,636          | -                | 1,013,636          | 424,151                | 589,485                           | 41.8%                        | 413,646                |
| <b>310 State Shared Exp (Cat.) Total</b>                   | <b>3,034,651</b>   | <b>-</b>         | <b>3,034,651</b>   | <b>1,223,793</b>       | <b>1,810,858</b>                  | <b>40.3%</b>                 | <b>1,188,261</b>       |
| <b>320 State Categorical Aid</b>                           |                    |                  |                    |                        |                                   |                              |                        |
| 06820.0200 - Juvenile Correct-Block Gt                     | 247,716            | -                | 247,716            | 123,858                | 123,858                           | 50.0%                        | 123,858                |
| 06820.0201 - Wireless E911                                 | 371,373            | -                | 371,373            | 158,645                | 212,728                           | 42.7%                        | 123,447                |
| 06820.0203 - HB 599 Law Enforc.Asst                        | 3,137,083          | -                | 3,137,083          | 1,568,542              | 1,568,541                         | 50.0%                        | 1,512,576              |
| 06825.0100 - Street And Highway Maint.                     | 8,133,555          | 426,261          | 8,559,816          | 4,279,908              | 4,279,908                         | 50.0%                        | 4,034,778              |
| 06830.0412 - Health Department                             | 70,000             | -                | 70,000             | 34,320                 | 35,680                            | 49.0%                        | 53,378                 |
| 06830.0413 - SS State Adm Sub 0901                         | 2,310,216          | 89,265           | 2,399,481          | 775,508                | 1,623,973                         | 32.3%                        | 777,493                |
| 06830.0414 - SS State Prog Sub 0902                        | 5,644,405          | -                | 5,644,405          | 1,500,797              | 4,143,608                         | 26.6%                        | 1,576,585              |
| 06830.0428 - Finance-Social Srvc-State                     | -                  | -                | -                  | -                      | -                                 | 0.0%                         | -                      |
| 06835.0101 - SNAP Benefit Prog Grant, None                 | -                  | -                | -                  | 10                     | (10)                              | 0.0%                         | -                      |
| 06835.0102 - SNAP Program Reimb                            | 15,000             | -                | 15,000             | 6,123                  | 8,878                             | 40.8%                        | 11,577                 |
| 06835.0103 - SNAP Prog-Double Dollar                       | -                  | -                | -                  | 250                    | (250)                             | 0.0%                         | 475                    |
| 06835.0104 - VDH- We Got the Beet Campaign                 | -                  | 13,332           | 13,332             | 13,332                 | -                                 | 100.0%                       | 18,915                 |
| 06835.0300 - Finan Asst-Public Library                     | 156,353            | 1,211            | 157,564            | 78,782                 | 78,782                            | 50.0%                        | 77,844                 |
| <b>320 State Categorical Aid Total</b>                     | <b>20,085,701</b>  | <b>530,069</b>   | <b>20,615,770</b>  | <b>8,540,075</b>       | <b>12,075,695</b>                 | <b>41.4%</b>                 | <b>8,310,926</b>       |
| <b>330 State Aid in Suspense</b>                           |                    |                  |                    |                        |                                   |                              |                        |
| 05030.0100 - Suspense Rev-Va EDI Pmts                      | -                  | -                | -                  | 400                    | (400)                             | 0.0%                         | -                      |
| <b>330 State Aid in Suspense Total</b>                     | <b>-</b>           | <b>-</b>         | <b>-</b>           | <b>400</b>             | <b>(400)</b>                      | <b>0.0%</b>                  | <b>-</b>               |
| <b>510 Federal Direct Cat. Aid</b>                         |                    |                  |                    |                        |                                   |                              |                        |
| 07540.1001 - IRS Int Subsidy 8/09 BABs                     | 81,328             | -                | 81,328             | 40,664                 | 40,664                            | 50.0%                        | 40,533                 |
| 07540.1002 - IRS Int Subs 8/09 BABsSCH                     | 192,969            | -                | 192,969            | 96,484                 | 96,485                            | 50.0%                        | 96,175                 |
| <b>510 Federal Direct Cat. Aid Total</b>                   | <b>274,297</b>     | <b>-</b>         | <b>274,297</b>     | <b>137,148</b>         | <b>137,149</b>                    | <b>50.0%</b>                 | <b>136,708</b>         |
| <b>520 Fed Cat Aid- Pass Thru</b>                          |                    |                  |                    |                        |                                   |                              |                        |
| 07825.0300 - B&G Chrgs Commerce St Bld                     | 55,000             | -                | 55,000             | 14,004                 | 40,996                            | 25.5%                        | 19,085                 |
| 07830.0420 - Fed Pass Thru:Cost AllDMG                     | 450,000            | -                | 450,000            | -                      | 450,000                           | 0.0%                         | -                      |
| 07830.0421 - SS Fed Adm Sub 0901                           | 3,709,562          | 89,266           | 3,798,828          | 1,867,965              | 1,930,863                         | 49.2%                        | 1,952,757              |
| 07830.0422 - SS Fed Prog Sub 0902                          | 3,051,946          | -                | 3,051,946          | 1,171,198              | 1,880,748                         | 38.4%                        | 1,236,509              |
| 07830.0428 - Finance-Social Srvc-Fed                       | -                  | -                | -                  | -                      | -                                 | 0.0%                         | -                      |
| 07830.0430 - USDA Funding - Group Home, None               | 15,000             | -                | 15,000             | 8,165                  | 6,835                             | 54.4%                        | -                      |
| 07875.0003 - Human Service Lease                           | 147,091            | -                | 147,091            | 54,077                 | 93,014                            | 36.8%                        | 54,077                 |
| 07875.0021 - FINI Double-Dollars                           | -                  | 15,000           | 15,000             | 2,583                  | 12,417                            | 17.2%                        | (1,536)                |
| <b>520 Fed Cat Aid- Pass Thru Total</b>                    | <b>7,428,599</b>   | <b>104,266</b>   | <b>7,532,865</b>   | <b>3,117,992</b>       | <b>4,414,873</b>                  | <b>41.4%</b>                 | <b>3,260,893</b>       |
| <b>700 Proceed From Indebtedness</b>                       |                    |                  |                    |                        |                                   |                              |                        |
| 08510.0005 - Refunding Bond Proceeds                       | -                  | -                | -                  | -                      | -                                 | 0.0%                         | 5,095,489              |
| 08510.0006 - Refunding Bond Proc Prem                      | -                  | -                | -                  | -                      | -                                 | 0.0%                         | 561,020                |
| 08510.0007 - Refundng Bnd Proceeds Sch                     | -                  | -                | -                  | -                      | -                                 | 0.0%                         | 10,126,066             |
| 08510.0008 - Refndng Bds Proc Prem Sch                     | -                  | -                | -                  | -                      | -                                 | 0.0%                         | 1,139,743              |
| <b>700 Proceed From Indebtedness Total</b>                 | <b>-</b>           | <b>-</b>         | <b>-</b>           | <b>-</b>               | <b>-</b>                          | <b>0.0%</b>                  | <b>16,922,317</b>      |
| <b>710 Operating Transfers In</b>                          |                    |                  |                    |                        |                                   |                              |                        |
| 09201.0037 - TrfFrmCFSA-Operating Trfr                     | -                  | -                | -                  | -                      | -                                 | 0.0%                         | 2,397                  |
| 09225.0015 - Transfer from Tech Fund to General Fund, None | -                  | 50,000           | 50,000             | 50,000                 | -                                 | 100.0%                       | -                      |
| 09301.0003 - TrfFrmCtyCp-Capital Proj                      | -                  | 49,635           | 49,635             | 56,314                 | (6,678)                           | 113.5%                       | -                      |
| <b>710 Operating Transfers In Total</b>                    | <b>-</b>           | <b>99,635</b>    | <b>99,635</b>      | <b>106,314</b>         | <b>(6,678)</b>                    | <b>106.7%</b>                | <b>2,397</b>           |
| <b>Grand Total</b>                                         | <b>184,860,303</b> | <b>1,036,646</b> | <b>185,896,949</b> | <b>79,955,445</b>      | <b>105,941,505</b>                | <b>43.0%</b>                 | <b>94,745,651</b>      |

|                        |                      |
|------------------------|----------------------|
| Fiscal Year            | Fiscal Calendar 2019 |
| Fiscal Quarter of Year | (Multiple Items)     |
| Fund                   | 1001 General Fund    |
| Account Type           | Expenses             |
| Process Status         | Posted               |

| Expenditures                                   | Adopted Budget    | Budget Amendment | Amended Budget    | Actual Amount 12/31/18 | Remaining Budget w/ Encumbrances | Percentage Used w/ Encumbrances | Actual Amount 12/31/17 |
|------------------------------------------------|-------------------|------------------|-------------------|------------------------|----------------------------------|---------------------------------|------------------------|
| <b>2022 Communications/Marketing</b>           |                   |                  |                   |                        |                                  |                                 |                        |
| 0021 Public Information                        | 491,651           | 2,452            | 494,103           | 235,051                | 259,052                          | 47.6%                           | 298,285                |
| 0022 Customer Service Center                   | 128,775           | 1,614            | 130,389           | 58,413                 | 71,976                           | 44.8%                           | 57,053                 |
| 0029 Local Government Channel                  | 169,412           | 1,076            | 170,488           | 67,416                 | 103,072                          | 39.5%                           | 69,413                 |
| <b>2022 Communications/Marketing Total</b>     | <b>789,838</b>    | <b>5,142</b>     | <b>794,980</b>    | <b>360,881</b>         | <b>434,099</b>                   | <b>45.4%</b>                    | <b>424,751</b>         |
| <b>2023 Council / Manager</b>                  |                   |                  |                   |                        |                                  |                                 |                        |
| 0028 Council / Manager                         | 1,046,832         | 10,146           | 1,056,978         | 495,357                | 555,252                          | 47.5%                           | 516,532                |
| 0033 Parking Division                          | 532,774           | 42,925           | 575,699           | 220,619                | 324,852                          | 43.6%                           | 225,519                |
| <b>2023 Council / Manager Total</b>            | <b>1,579,606</b>  | <b>53,071</b>    | <b>1,632,677</b>  | <b>715,976</b>         | <b>880,104</b>                   | <b>46.1%</b>                    | <b>742,050</b>         |
| <b>2027 Tourism</b>                            |                   |                  |                   |                        |                                  |                                 |                        |
| 0044 Tourism                                   | 1,036,338         | 11,864           | 1,048,202         | 562,102                | 435,931                          | 58.4%                           | 424,228                |
| 0045 Visitors Center                           | 136,393           | 538              | 136,931           | 49,751                 | 86,337                           | 36.9%                           | 48,658                 |
| <b>2027 Tourism Total</b>                      | <b>1,172,731</b>  | <b>12,402</b>    | <b>1,185,133</b>  | <b>611,853</b>         | <b>522,269</b>                   | <b>55.9%</b>                    | <b>472,885</b>         |
| <b>2030 City Attorney</b>                      |                   |                  |                   |                        |                                  |                                 |                        |
| 0050 City Attorney                             | 803,121           | 3,717            | 806,838           | 338,798                | 468,040                          | 42.0%                           | 326,113                |
| 0051 Risk Management                           | 588,357           | -                | 588,357           | 294,179                | 294,179                          | 50.0%                           | 250,437                |
| <b>2030 City Attorney Total</b>                | <b>1,391,478</b>  | <b>3,717</b>     | <b>1,395,195</b>  | <b>632,976</b>         | <b>762,219</b>                   | <b>45.4%</b>                    | <b>576,550</b>         |
| <b>2035 State Treasurer</b>                    |                   |                  |                   |                        |                                  |                                 |                        |
| 0060 State Treasurer                           | 169,985           | 1,076            | 171,061           | 75,612                 | 95,449                           | 44.2%                           | 75,891                 |
| <b>2035 State Treasurer Total</b>              | <b>169,985</b>    | <b>1,076</b>     | <b>171,061</b>    | <b>75,612</b>          | <b>95,449</b>                    | <b>44.2%</b>                    | <b>75,891</b>          |
| <b>2040 Commissioner Of Revenue</b>            |                   |                  |                   |                        |                                  |                                 |                        |
| 0070 Com Rev-State/Loc Budget                  | 730,338           | 6,068            | 736,406           | 306,816                | 424,853                          | 42.3%                           | 300,967                |
| <b>2040 Commissioner Of Revenue Total</b>      | <b>730,338</b>    | <b>6,068</b>     | <b>736,406</b>    | <b>306,816</b>         | <b>424,853</b>                   | <b>42.3%</b>                    | <b>300,967</b>         |
| <b>2045 City Assessor</b>                      |                   |                  |                   |                        |                                  |                                 |                        |
| 0080 City Assessor                             | 731,167           | 19,521           | 750,688           | 344,475                | 405,646                          | 46.0%                           | 334,319                |
| <b>2045 City Assessor Total</b>                | <b>731,167</b>    | <b>19,521</b>    | <b>750,688</b>    | <b>344,475</b>         | <b>405,646</b>                   | <b>46.0%</b>                    | <b>334,319</b>         |
| <b>2050 Finance</b>                            |                   |                  |                   |                        |                                  |                                 |                        |
| 0090 Director Of Finance                       | 603,434           | 17,284           | 620,718           | 310,261                | 300,782                          | 51.5%                           | 296,056                |
| 0093 Billings And Collections                  | 1,288,204         | 91,091           | 1,379,295         | 574,983                | 555,493                          | 59.7%                           | 549,550                |
| 0094 Procurement                               | 311,971           | 2,377            | 314,348           | 119,011                | 191,903                          | 39.0%                           | 141,442                |
| 0095 Accounting                                | 961,587           | 61,774           | 1,023,361         | 479,622                | 474,713                          | 53.6%                           | 464,505                |
| 0097 Human Services-Finance                    | -                 | -                | -                 | -                      | -                                | 0.0%                            | -                      |
| <b>2050 Finance Total</b>                      | <b>3,165,196</b>  | <b>172,526</b>   | <b>3,337,722</b>  | <b>1,483,877</b>       | <b>1,522,891</b>                 | <b>54.4%</b>                    | <b>1,451,552</b>       |
| <b>2055 Human Resources</b>                    |                   |                  |                   |                        |                                  |                                 |                        |
| 0110 Human Resources                           | 800,718           | 120,591          | 921,309           | 390,403                | 529,836                          | 42.5%                           | 391,066                |
| 0111 Occupational Health Svs                   | 130,000           | 6,500            | 136,500           | 82,673                 | 53,827                           | 60.6%                           | 52,400                 |
| 0112 Health Management Program                 | -                 | -                | -                 | 21,765                 | (21,765)                         | 0.0%                            | -                      |
| <b>2055 Human Resources Total</b>              | <b>930,718</b>    | <b>127,091</b>   | <b>1,057,809</b>  | <b>494,840</b>         | <b>561,898</b>                   | <b>46.9%</b>                    | <b>443,466</b>         |
| <b>2057 Information Technology</b>             |                   |                  |                   |                        |                                  |                                 |                        |
| 0115 Application Services                      | 1,325,785         | 6,191            | 1,331,976         | 566,628                | 765,348                          | 42.5%                           | 565,560                |
| 0116 Network Services                          | 1,713,476         | 8,070            | 1,721,546         | 743,908                | 977,638                          | 43.2%                           | 761,043                |
| 0117 I T Administration                        | 456,933           | 1,710            | 458,643           | 175,271                | 271,308                          | 40.8%                           | 158,753                |
| 0125 GIS                                       | 324,902           | 1,614            | 326,516           | 159,034                | 167,482                          | 48.7%                           | 153,842                |
| <b>2057 Information Technology Total</b>       | <b>3,821,096</b>  | <b>17,585</b>    | <b>3,838,681</b>  | <b>1,644,840</b>       | <b>2,181,777</b>                 | <b>43.2%</b>                    | <b>1,639,198</b>       |
| <b>2065 Registrar</b>                          |                   |                  |                   |                        |                                  |                                 |                        |
| 0150 Registrar                                 | 183,546           | 2,627            | 186,173           | 85,429                 | 99,241                           | 46.7%                           | 83,175                 |
| 0151 Electoral Board                           | 103,061           | -                | 103,061           | 60,437                 | 42,624                           | 58.6%                           | 46,561                 |
| <b>2065 Registrar Total</b>                    | <b>286,607</b>    | <b>2,627</b>     | <b>289,234</b>    | <b>145,866</b>         | <b>141,865</b>                   | <b>51.0%</b>                    | <b>129,736</b>         |
| <b>2090 Education</b>                          |                   |                  |                   |                        |                                  |                                 |                        |
| 0200 Lcl Sch Oper Contribution                 | 42,028,498        | -                | 42,028,498        | 13,400,000             | 28,628,498                       | 31.9%                           | 18,400,000             |
| <b>2090 Education Total</b>                    | <b>42,028,498</b> | <b>-</b>         | <b>42,028,498</b> | <b>13,400,000</b>      | <b>28,628,498</b>                | <b>31.9%</b>                    | <b>18,400,000</b>      |
| <b>2105 Circuit Court-Judge</b>                |                   |                  |                   |                        |                                  |                                 |                        |
| 0300 Circuit Court-Judge                       | 159,917           | 1,003            | 160,920           | 65,073                 | 93,155                           | 42.1%                           | 62,544                 |
| <b>2105 Circuit Court-Judge Total</b>          | <b>159,917</b>    | <b>1,003</b>     | <b>160,920</b>    | <b>65,073</b>          | <b>93,155</b>                    | <b>42.1%</b>                    | <b>62,544</b>          |
| <b>2110 General District Court</b>             |                   |                  |                   |                        |                                  |                                 |                        |
| 0310 General District Court                    | 58,173            | 1,733            | 59,906            | 15,539                 | 41,086                           | 31.4%                           | 12,541                 |
| <b>2110 General District Court Total</b>       | <b>58,173</b>     | <b>1,733</b>     | <b>59,906</b>     | <b>15,539</b>          | <b>41,086</b>                    | <b>31.4%</b>                    | <b>12,541</b>          |
| <b>2115 Juvenile &amp; Dr Dist Court</b>       |                   |                  |                   |                        |                                  |                                 |                        |
| 0320 Juvenile & Dr Dist Court                  | 15,024            | -                | 15,024            | 5,718                  | 8,832                            | 41.2%                           | 4,250                  |
| <b>2115 Juvenile &amp; Dr Dist Court Total</b> | <b>15,024</b>     | <b>-</b>         | <b>15,024</b>     | <b>5,718</b>           | <b>8,832</b>                     | <b>41.2%</b>                    | <b>4,250</b>           |
| <b>2120 24th Court Service Unit</b>            |                   |                  |                   |                        |                                  |                                 |                        |



| Expenditures                              | Adopted Budget    | Budget Amendment | Amended Budget    | Actual Amount 12/31/18 | Remaining Budget w/ Encumbrances | Percentage Used w/ Encumbrances | Actual Amount 12/31/17 |
|-------------------------------------------|-------------------|------------------|-------------------|------------------------|----------------------------------|---------------------------------|------------------------|
| 0330 24th Court Service Unit              | 1,550             | 380              | 1,930             | 1,557                  | 373                              | 80.7%                           | 0                      |
| <b>2120 24th Court Service Unit Total</b> | <b>1,550</b>      | <b>380</b>       | <b>1,930</b>      | <b>1,557</b>           | <b>373</b>                       | <b>80.7%</b>                    | <b>0</b>               |
| <b>2125 Commonwealth's Attorney</b>       |                   |                  |                   |                        |                                  |                                 |                        |
| 0340 Commonwealth Attorney                | 1,608,104         | 7,699            | 1,615,803         | 732,043                | 882,249                          | 45.4%                           | 747,645                |
| 0343 Com Aty Fines & Fees Coll            | 62,075            | 652              | 62,727            | 27,329                 | 34,312                           | 45.3%                           | 26,517                 |
| <b>2125 Commonwealth's Attorney Total</b> | <b>1,670,179</b>  | <b>8,351</b>     | <b>1,678,530</b>  | <b>759,372</b>         | <b>916,561</b>                   | <b>45.4%</b>                    | <b>774,162</b>         |
| <b>2130 Magistrate's Office</b>           |                   |                  |                   |                        |                                  |                                 |                        |
| 0350 Magistrate's Office                  | 3,977             | 484              | 4,461             | 1,602                  | 2,711                            | 39.2%                           | 1,325                  |
| <b>2130 Magistrate's Office Total</b>     | <b>3,977</b>      | <b>484</b>       | <b>4,461</b>      | <b>1,602</b>           | <b>2,711</b>                     | <b>39.2%</b>                    | <b>1,325</b>           |
| <b>2135 Circuit Court-Clerk</b>           |                   |                  |                   |                        |                                  |                                 |                        |
| 0360 Circuit Court-Clerk                  | 877,504           | 6,994            | 884,498           | 387,447                | 497,051                          | 43.8%                           | 383,419                |
| <b>2135 Circuit Court-Clerk Total</b>     | <b>877,504</b>    | <b>6,994</b>     | <b>884,498</b>    | <b>387,447</b>         | <b>497,051</b>                   | <b>43.8%</b>                    | <b>383,419</b>         |
| <b>2200 City Sheriff</b>                  |                   |                  |                   |                        |                                  |                                 |                        |
| 0400 City Sheriff And Jail                | 2,091,581         | 10,754           | 2,102,335         | 1,050,841              | 1,051,493                        | 50.0%                           | 946,501                |
| <b>2200 City Sheriff Total</b>            | <b>2,091,581</b>  | <b>10,754</b>    | <b>2,102,335</b>  | <b>1,050,841</b>       | <b>1,051,493</b>                 | <b>50.0%</b>                    | <b>946,501</b>         |
| <b>2240 Police</b>                        |                   |                  |                   |                        |                                  |                                 |                        |
| 0420 Police Operations                    | 16,709,468        | 189,674          | 16,899,142        | 7,997,438              | 8,768,771                        | 48.1%                           | 7,824,822              |
| 0421 Animal Warden                        | 331,998           | 1,887            | 333,885           | 134,443                | 199,442                          | 40.3%                           | 130,223                |
| 0429 Range Operations                     | 15,000            | 1,451            | 16,451            | 6,795                  | 8,786                            | 46.6%                           | 13,889                 |
| 0430 Police Off Duty Employmnt            | 1,146,894         | 273              | 1,147,167         | 494,687                | 652,480                          | 43.1%                           | 524,957                |
| <b>2240 Police Total</b>                  | <b>18,203,360</b> | <b>193,285</b>   | <b>18,396,645</b> | <b>8,633,363</b>       | <b>9,629,479</b>                 | <b>47.7%</b>                    | <b>8,493,891</b>       |
| <b>2245 Emergency Services</b>            |                   |                  |                   |                        |                                  |                                 |                        |
| 0422 Emergency Communications             | 2,691,621         | 19,420           | 2,711,041         | 1,230,557              | 1,449,011                        | 46.6%                           | 1,229,412              |
| <b>2245 Emergency Services Total</b>      | <b>2,691,621</b>  | <b>19,420</b>    | <b>2,711,041</b>  | <b>1,230,557</b>       | <b>1,449,011</b>                 | <b>46.6%</b>                    | <b>1,229,412</b>       |
| <b>2270 Fire</b>                          |                   |                  |                   |                        |                                  |                                 |                        |
| 0444 Fire Operations And Ems              | 15,947,300        | 84,232           | 16,031,532        | 7,177,779              | 8,805,474                        | 45.1%                           | 7,318,881              |
| 0446 TRT- PIER Program                    | 82,500            | -                | 82,500            | 50,011                 | 25,426                           | 69.2%                           | 60,212                 |
| <b>2270 Fire Total</b>                    | <b>16,029,800</b> | <b>84,232</b>    | <b>16,114,032</b> | <b>7,227,790</b>       | <b>8,830,900</b>                 | <b>45.2%</b>                    | <b>7,379,093</b>       |
| <b>2400 Public Works</b>                  |                   |                  |                   |                        |                                  |                                 |                        |
| 0600 Public Works Administrat.            | 943,804           | (4,553)          | 939,251           | 434,139                | 467,067                          | 50.3%                           | 424,441                |
| 0605 Engineering                          | 3,874,391         | 97,417           | 3,971,808         | 1,745,524              | 2,157,405                        | 45.7%                           | 1,660,769              |
| 0632 Street Maintenance,li                | 3,282,439         | 1,291,622        | 4,574,061         | 1,197,923              | 2,297,809                        | 49.8%                           | 1,133,506              |
| 0635 Snow Removal                         | 287,207           | 307,494          | 594,701           | 386,454                | 164,342                          | 72.4%                           | 156,474                |
| 0640 Refuse Collection                    | 3,032,291         | 140,636          | 3,172,927         | 1,419,977              | 1,107,436                        | 65.1%                           | 1,277,774              |
| 0645 Parks/Grounds Maintenance            | 2,901,625         | 444,854          | 3,346,479         | 1,499,330              | 1,758,144                        | 47.5%                           | 1,403,489              |
| 0649 Baseball Stadium Maint               | 112,023           | 460              | 112,483           | 50,635                 | 61,733                           | 45.1%                           | 41,585                 |
| 0650 Building Maintenance                 | 3,809,449         | 79,198           | 3,888,647         | 1,727,658              | 2,068,103                        | 46.8%                           | 1,825,704              |
| 0660 Human Services Maint.                | 245,510           | 8,017            | 253,527           | 118,751                | 127,234                          | 49.8%                           | 120,044                |
| <b>2400 Public Works Total</b>            | <b>18,488,739</b> | <b>2,365,146</b> | <b>20,853,885</b> | <b>8,580,392</b>       | <b>10,209,272</b>                | <b>51.0%</b>                    | <b>8,043,786</b>       |
| <b>2555 Health</b>                        |                   |                  |                   |                        |                                  |                                 |                        |
| 0800 Health Operations                    | 830,977           | -                | 830,977           | 581,587                | -                                | 100.0%                          | 415,489                |
| <b>2555 Health Total</b>                  | <b>830,977</b>    | <b>-</b>         | <b>830,977</b>    | <b>581,587</b>         | <b>-</b>                         | <b>100.0%</b>                   | <b>415,489</b>         |
| <b>2561 Juvenile Services</b>             |                   |                  |                   |                        |                                  |                                 |                        |
| 0904 Juvenile Service Admin.              | 306,069           | 1,076            | 307,145           | 89,298                 | 217,847                          | 29.1%                           | 89,635                 |
| 0905 Juvenile Detention Home              | 400,000           | -                | 400,000           | 282,968                | 117,032                          | 70.7%                           | 207,988                |
| 0906 Lynchburg Youth Group Home           | 1,216,950         | 15,063           | 1,232,013         | 506,812                | 719,969                          | 41.6%                           | 526,294                |
| 0915 Csa Service Providers                | 2,038,296         | 1,076            | 2,039,372         | 1,040,678              | 998,694                          | 51.0%                           | 1,034,551              |
| 0929 Lynchburg Outreach Prog              | 190,966           | 2,032            | 192,998           | 94,373                 | 96,735                           | 49.9%                           | 84,563                 |
| <b>2561 Juvenile Services Total</b>       | <b>4,152,281</b>  | <b>19,247</b>    | <b>4,171,528</b>  | <b>2,014,129</b>       | <b>2,150,277</b>                 | <b>48.5%</b>                    | <b>1,943,032</b>       |
| <b>2562 Social Services</b>               |                   |                  |                   |                        |                                  |                                 |                        |
| 0901 Social Services Admin.               | 8,166,049         | 284,713          | 8,450,762         | 3,688,132              | 4,751,060                        | 43.8%                           | 3,564,296              |
| 0902 Public Assistance                    | 8,869,737         | 38,475           | 8,908,212         | 3,434,896              | 5,455,091                        | 38.8%                           | 3,710,194              |
| <b>2562 Social Services Total</b>         | <b>17,035,786</b> | <b>323,188</b>   | <b>17,358,974</b> | <b>7,123,027</b>       | <b>10,206,151</b>                | <b>41.2%</b>                    | <b>7,274,490</b>       |
| <b>2563 Recreation Services</b>           |                   |                  |                   |                        |                                  |                                 |                        |
| 0116 Network Services                     | 76,393            | -                | 76,393            | 33,355                 | 43,038                           | 43.7%                           | 12,634                 |
| 1002 Parks/Rec/Market                     | 401,073           | 27,585           | 428,658           | 194,780                | 231,885                          | 45.9%                           | 206,897                |
| 1010 Recreation, General Admin            | 559,498           | 15,424           | 574,922           | 239,804                | 330,763                          | 42.5%                           | 266,527                |
| 1011 Recreation Services                  | 139,580           | 1,076            | 140,656           | 62,921                 | 77,735                           | 44.7%                           | 44,663                 |
| 1013 Recreation, Athletic                 | 146,192           | 1,076            | 147,268           | 67,174                 | 80,094                           | 45.6%                           | 61,495                 |
| 1015 Recreation, Park Services            | 700,951           | 30,926           | 731,877           | 356,470                | 372,678                          | 49.1%                           | 307,322                |
| 1022 Recreation, Aquatics                 | 93,313            | -                | 93,313            | 42,470                 | 50,843                           | 45.5%                           | 43,543                 |
| 1023 Recreation, Naturalist               | 179,271           | 1,076            | 180,347           | 64,974                 | 115,373                          | 36.0%                           | 73,390                 |
| 1024 Special Events-Cty Sponsr            | 50,000            | -                | 50,000            | 43,721                 | 6,279                            | 87.4%                           | -                      |
| 1027 Recreation Programs                  | 539,604           | 15,000           | 554,604           | 237,025                | 317,579                          | 42.7%                           | 263,220                |
| 1028 City-wide Centers                    | 275,604           | 1,887            | 277,491           | 122,386                | 155,105                          | 44.1%                           | 120,530                |
| 1029 Neighborhood Centers                 | 636,806           | 4,055            | 640,861           | 251,157                | 389,704                          | 39.2%                           | 274,869                |
| <b>2563 Recreation Services Total</b>     | <b>3,798,285</b>  | <b>98,105</b>    | <b>3,896,390</b>  | <b>1,716,237</b>       | <b>2,171,076</b>                 | <b>44.3%</b>                    | <b>1,675,091</b>       |

| Expenditures                                | Adopted Budget     | Budget Amendment | Amended Budget     | Actual Amount 12/31/18 | Remaining Budget w/ Encumbrances | Percentage Used w/ Encumbrances | Actual Amount 12/31/17 |
|---------------------------------------------|--------------------|------------------|--------------------|------------------------|----------------------------------|---------------------------------|------------------------|
| <b>2610 Libraries And Museums</b>           |                    |                  |                    |                        |                                  |                                 |                        |
| 1100 Public Library                         | 1,426,397          | 20,352           | 1,446,749          | 626,196                | 810,483                          | 44.0%                           | 659,948                |
| 1120 Law Library                            | 8,200              | -                | 8,200              | 3,841                  | 4,359                            | 46.8%                           | 3,704                  |
| <b>2610 Libraries And Museums Total</b>     | <b>1,434,597</b>   | <b>20,352</b>    | <b>1,454,949</b>   | <b>630,037</b>         | <b>814,841</b>                   | <b>44.0%</b>                    | <b>663,653</b>         |
| <b>2611 Museum System</b>                   |                    |                  |                    |                        |                                  |                                 |                        |
| 1150 Museum                                 | 469,134            | 13,600           | 482,734            | 222,355                | 259,664                          | 46.2%                           | 198,459                |
| <b>2611 Museum System Total</b>             | <b>469,134</b>     | <b>13,600</b>    | <b>482,734</b>     | <b>222,355</b>         | <b>259,664</b>                   | <b>46.2%</b>                    | <b>198,459</b>         |
| <b>2715 Community Development</b>           |                    |                  |                    |                        |                                  |                                 |                        |
| 1200 Director-Comm Plan/Dev                 | 312,567            | 1,614            | 314,181            | 131,289                | 181,538                          | 42.2%                           | 136,197                |
| 1201 Planning                               | 335,376            | 1,614            | 336,990            | 138,527                | 198,463                          | 41.1%                           | 152,035                |
| 1202 Inspections                            | 902,420            | 6,389            | 908,809            | 382,368                | 525,966                          | 42.1%                           | 364,322                |
| 1205 Zoning                                 | 249,023            | 1,887            | 250,910            | 114,544                | 136,366                          | 45.7%                           | 111,329                |
| <b>2715 Community Development Total</b>     | <b>1,799,386</b>   | <b>11,504</b>    | <b>1,810,890</b>   | <b>766,728</b>         | <b>1,042,333</b>                 | <b>42.4%</b>                    | <b>763,882</b>         |
| <b>2720 Office Of Economic Devel</b>        |                    |                  |                    |                        |                                  |                                 |                        |
| 1300 Economic Development                   | 461,599            | 1,478            | 463,077            | 256,260                | 206,817                          | 55.3%                           | 264,445                |
| <b>2720 Office Of Economic Devel Total</b>  | <b>461,599</b>     | <b>1,478</b>     | <b>463,077</b>     | <b>256,260</b>         | <b>206,817</b>                   | <b>55.3%</b>                    | <b>264,445</b>         |
| <b>5000 Nondept Employee Benefits</b>       |                    |                  |                    |                        |                                  |                                 |                        |
| 1430 Non-allocated Emp Benefit              | 3,388,834          | 9,461            | 3,398,295          | 1,624,978              | 1,773,317                        | 47.8%                           | 1,684,782              |
| <b>5000 Nondept Employee Benefits Total</b> | <b>3,388,834</b>   | <b>9,461</b>     | <b>3,398,295</b>   | <b>1,624,978</b>       | <b>1,773,317</b>                 | <b>47.8%</b>                    | <b>1,684,782</b>       |
| <b>5050 Non-Departmental</b>                |                    |                  |                    |                        |                                  |                                 |                        |
| 1506 Water Oper Fund Payments               | 815,335            | -                | 815,335            | 407,665                | 407,670                          | 50.0%                           | 435,913                |
| 1508 Stormwater Fee-City Bldgs              | 87,900             | -                | 87,900             | 44,027                 | 43,873                           | 50.1%                           | 43,466                 |
| 1509 Stormwater Fee-School Bld              | 70,200             | -                | 70,200             | 34,903                 | 35,297                           | 49.7%                           | 34,848                 |
| 1512 College Lake Dam Repairs               | -                  | -                | -                  | 640,623                | (894,949)                        | 0.0%                            | -                      |
| 1566 Managed Vacancy Program                | -                  | -                | -                  | -                      | -                                | 0.0%                            | -                      |
| 1567 Employee Choice Awards                 | 16,089             | -                | 16,089             | 7,771                  | 8,318                            | 48.3%                           | 5,970                  |
| 1568 Retirement Recognition                 | 2,311              | 3,012            | 5,323              | -                      | 5,323                            | 0.0%                            | -                      |
| 1569 Take Your Kids to Work Dy              | 600                | -                | 600                | (500)                  | 1,100                            | -83.3%                          | -                      |
| 1570 Emp Appreciation Luncheon              | 3,000              | 953              | 3,953              | 1,083                  | 2,870                            | 27.4%                           | 671                    |
| 1573 Payment-Fleet Capital Chg              | 2,787,005          | -                | 2,787,005          | 1,184,111              | 1,602,894                        | 42.5%                           | 1,083,320              |
| 1574 Health Management Program              | 15,000             | -                | 15,000             | 37,436                 | (22,436)                         | 249.6%                          | 136,593                |
| 1575 Employee Committee Funds               | 8,000              | 6,559            | 14,559             | 150                    | 14,409                           | 1.0%                            | 713                    |
| 1576 Line of Duty Act                       | 250,000            | -                | 250,000            | 141,565                | 108,435                          | 56.6%                           | 99,368                 |
| 1578 Poverty Initiative                     | 50,000             | 91,108           | 141,108            | 11,695                 | 129,413                          | 8.3%                            | 1,133                  |
| 1579 Recruitment                            | 15,000             | -                | 15,000             | 298                    | 14,702                           | 2.0%                            | 100                    |
| 1580 International Festival                 | -                  | -                | -                  | -                      | -                                | 0.0%                            | (6)                    |
| 1581 Workplace Safety & Wellness            | 50,000             | -                | 50,000             | -                      | 50,000                           | 0.0%                            | -                      |
| 1637 City Cemetery Master Plan              | 132,438            | -                | 132,438            | 87,642                 | -                                | 100.0%                          | 87,642                 |
| <b>5050 Non-Departmental Total</b>          | <b>4,302,878</b>   | <b>101,632</b>   | <b>4,404,510</b>   | <b>2,598,470</b>       | <b>1,506,918</b>                 | <b>65.8%</b>                    | <b>1,929,730</b>       |
| <b>5060 Support Local/State Organ</b>       |                    |                  |                    |                        |                                  |                                 |                        |
| 1702 V.P.I. Extension Service               | 39,890             | -                | 39,890             | 10,623                 | (36)                             | 100.1%                          | 10,699                 |
| 1705 Lynchburg Humane Society               | 351,697            | -                | 351,697            | 351,697                | -                                | 100.0%                          | 351,697                |
| 1707 Cent Va Area Agc On Aging              | 15,000             | -                | 15,000             | 15,000                 | -                                | 100.0%                          | 15,000                 |
| 1708 Horizon Behavioral Health              | 555,900            | -                | 555,900            | 324,275                | -                                | 100.0%                          | 228,662                |
| 1709 Cvcc Board & Related Oper              | 1,942              | -                | 1,942              | 1,942                  | -                                | 100.0%                          | 1,922                  |
| 1711 Cent Va Planning Dist Com              | 45,731             | -                | 45,731             | 45,730                 | 1                                | 100.0%                          | 45,238                 |
| 1715 Greater Lynch. Transit Co              | 1,728,785          | -                | 1,728,785          | 1,728,785              | -                                | 100.0%                          | 1,775,805              |
| 1721 Blue Ridge Regional Jail               | 5,255,314          | -                | 5,255,314          | 2,627,657              | -                                | 100.0%                          | 3,006,349              |
| 1724 Legal Aid Society                      | 11,699             | -                | 11,699             | 11,699                 | -                                | 100.0%                          | 11,699                 |
| 1739 Contrib- Amazement Square              | 200                | -                | 200                | -                      | 200                              | 0.0%                            | -                      |
| 1743 Central Va Reg Radio Brd               | 720,173            | -                | 720,173            | 428,703                | 291,470                          | 59.5%                           | 432,728                |
| 1747 The Virginian                          | 168,250            | -                | 168,250            | -                      | 168,250                          | 0.0%                            | -                      |
| 1748 Elizabeth's Early Learn Center         | 15,000             | -                | 15,000             | 11,066                 | 3,934                            | 73.8%                           | -                      |
| <b>5060 Support Local/State Organ Total</b> | <b>8,909,581</b>   | <b>-</b>         | <b>8,909,581</b>   | <b>5,557,177</b>       | <b>463,819</b>                   | <b>94.8%</b>                    | <b>5,879,798</b>       |
| <b>7450 Debt Service</b>                    |                    |                  |                    |                        |                                  |                                 |                        |
| 5985 Refunded Debt Payments                 | -                  | -                | -                  | -                      | -                                | 0.0%                            | 2,160,352              |
| 5990 Principal Bonds/BANS/LOC               | 10,653,977         | -                | 10,653,977         | 5,118,534              | 5,535,443                        | 48.0%                           | 5,972,434              |
| 5994 Interest Bonds/BANS/LOC                | 7,388,184          | -                | 7,388,184          | 3,696,335              | 3,691,850                        | 50.0%                           | 3,664,778              |
| 5996 Debt Issuance Costs                    | -                  | -                | -                  | -                      | -                                | 0.0%                            | 242,652                |
| 5997 Debt - Misc. Charges                   | 6,910              | -                | 6,910              | 4,038                  | 2,872                            | 58.4%                           | 1,128                  |
| <b>7450 Debt Service Total</b>              | <b>18,049,071</b>  | <b>-</b>         | <b>18,049,071</b>  | <b>8,818,906</b>       | <b>9,230,165</b>                 | <b>48.9%</b>                    | <b>12,041,344</b>      |
| <b>7570 Other Financing Uses</b>            |                    |                  |                    |                        |                                  |                                 |                        |
| 9710 Operating Transfers Out                | 6,125,251          | 717,429          | 6,842,680          | 3,154,475              | 3,688,205                        | 46.1%                           | 3,143,394              |
| <b>7570 Other Financing Uses Total</b>      | <b>6,125,251</b>   | <b>717,429</b>   | <b>6,842,680</b>   | <b>3,154,475</b>       | <b>3,688,205</b>                 | <b>46.1%</b>                    | <b>3,143,394</b>       |
| <b>Grand Total</b>                          | <b>187,846,343</b> | <b>4,428,601</b> | <b>192,274,944</b> | <b>83,241,628</b>      | <b>102,805,075</b>               | <b>46.5%</b>                    | <b>90,199,879</b>      |

# FINANCE COMMITTEE

## Agenda Item Summary

MEETING DATE: **February 26, 2019**

AGENDA ITEM #.: **8**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: **X**

ITEM TITLE: **Revenue Update**

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

SUMMARY: Five of the City's major revenue sources are taxes collected on a monthly basis: Local Sales and Use Tax, Consumer Utility Tax – Electric, Communications Sales and Use Tax, Meals Tax, and Lodging Tax. Since the last Finance Committee meeting, revenue information through December 2018 has been posted for these five revenue streams.

PRIOR ACTION(S):

This information is provided monthly to the Finance Committee.

FISCAL IMPACT:

None

CONTACT(S):

Donna Witt, Chief Financial Officer, 455-3968

ATTACHMENT(S):

Comparison of Collections Budget to Actual FY 2018 – FY 2019

REVIEWED BY:



**Comparison of Collections  
Budget to Actual FY 2018 - FY 2019**

|                                                     | Actual<br>FY 2015  | Actual<br>FY 2016  | Actual<br>FY 2017  | Actual<br>FY 2018  | Adopted<br>FY 2019 | Actual<br>FY 2019  | Actual<br>FY 2019 to<br>Adopted<br>FY 2019 | Actual<br>FY 2019 to<br>Actual<br>FY 2018 |
|-----------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------------------------------|-------------------------------------------|
| <b>SALES &amp; USE TAX</b>                          |                    |                    |                    |                    |                    |                    |                                            |                                           |
| <i><b>ADOPTED FY 2019 BUDGET - \$15,351,347</b></i> |                    |                    |                    |                    |                    |                    |                                            |                                           |
| JULY                                                | \$1,131,485        | \$1,207,589        | \$1,152,527        | \$1,134,520        | \$1,138,514        | \$1,361,089        | \$222,575                                  | \$226,569                                 |
| AUGUST                                              | 1,299,763          | 1,198,772          | 1,267,330          | 1,248,275          | 1,252,669          | 1,287,868          | 35,199                                     | 39,593                                    |
| SEPTEMBER                                           | 1,204,336          | 1,269,930          | 1,275,989          | 1,289,489          | 1,294,028          | 1,305,048          | 11,020                                     | 15,559                                    |
| OCTOBER                                             | 1,185,608          | 1,231,666          | 1,253,143          | 1,210,820          | 1,215,082          | 1,304,503          | 89,421                                     | 93,683                                    |
| NOVEMBER                                            | 1,241,898          | 1,227,636          | 1,254,548          | 1,348,270          | 1,353,016          | 1,370,625          | 17,609                                     | 22,355                                    |
| DECEMBER                                            | 1,669,810          | 1,600,507          | 1,695,286          | 1,601,584          | 1,607,222          | 1,597,108          | (10,114)                                   | (4,476)                                   |
| <b>TOTAL</b>                                        | <b>\$7,732,900</b> | <b>\$7,736,100</b> | <b>\$7,898,823</b> | <b>\$7,832,958</b> | <b>\$7,860,532</b> | <b>\$8,226,241</b> | <b>\$365,709</b>                           | <b>\$393,283</b>                          |
| <b>CONSUMER UTILITY TAX - ELECTRIC</b>              |                    |                    |                    |                    |                    |                    |                                            |                                           |
| <i><b>ADOPTED FY 2019 BUDGET - \$3,775,650</b></i>  |                    |                    |                    |                    |                    |                    |                                            |                                           |
| JULY                                                | \$321,596          | \$332,876          | \$328,501          | \$335,326          | \$325,420          | \$343,448          | \$18,028                                   | \$8,122                                   |
| AUGUST                                              | 305,012            | 333,953            | 355,434            | 327,959            | 318,270            | 332,393            | 14,123                                     | 4,434                                     |
| SEPTEMBER                                           | 317,947            | 328,411            | 351,627            | 314,864            | 305,562            | 324,940            | 19,378                                     | 10,076                                    |
| OCTOBER                                             | 273,264            | 281,514            | 294,038            | 297,177            | 288,398            | 318,779            | 30,381                                     | 21,602                                    |
| NOVEMBER                                            | 273,353            | 270,434            | 274,145            | 284,069            | 275,677            | 282,758            | 7,081                                      | (1,311)                                   |
| DECEMBER                                            | 346,565            | 321,380            | 337,930            | 348,578            | 338,280            | 346,515            | 8,235                                      | (2,063)                                   |
| <b>TOTAL</b>                                        | <b>\$1,837,737</b> | <b>\$1,868,568</b> | <b>\$1,941,675</b> | <b>\$1,907,973</b> | <b>\$1,851,607</b> | <b>\$1,948,833</b> | <b>\$97,226</b>                            | <b>\$40,860</b>                           |
| <b>COMMUNICATIONS SALES &amp; USE TAX</b>           |                    |                    |                    |                    |                    |                    |                                            |                                           |
| <i><b>ADOPTED FY 2019 BUDGET - \$3,045,315</b></i>  |                    |                    |                    |                    |                    |                    |                                            |                                           |
| JULY                                                | \$283,594          | \$276,750          | \$265,192          | \$255,279          | \$253,776          | \$249,150          | (4,626)                                    | (\$6,129)                                 |
| AUGUST                                              | 281,957            | 270,038            | 269,212            | 263,011            | 253,776            | 239,664            | (14,112)                                   | (23,347)                                  |
| SEPTEMBER                                           | 283,441            | 273,974            | 266,593            | 258,291            | 253,776            | 248,251            | (5,525)                                    | (10,040)                                  |
| OCTOBER                                             | 287,702            | 277,686            | 274,702            | 273,952            | 253,776            | 244,684            | (9,092)                                    | (29,268)                                  |
| NOVEMBER                                            | 279,441            | 271,470            | 270,909            | 259,546            | 253,776            | 240,685            | (13,091)                                   | (18,861)                                  |
| DECEMBER                                            | 282,491            | 276,524            | 268,968            | 258,380            | 253,776            | 244,857            | (8,919)                                    | (13,523)                                  |
| <b>TOTAL</b>                                        | <b>\$1,698,626</b> | <b>\$1,646,442</b> | <b>\$1,615,576</b> | <b>\$1,568,459</b> | <b>\$1,522,658</b> | <b>\$1,467,291</b> | <b>(\$55,367)</b>                          | <b>(\$101,168)</b>                        |

**Comparison of Collections  
Budget to Actual FY 2018 - FY 2019**

|                                              | <b>Actual<br/>Collected<br/>FY 2016 <sup>2</sup></b> | <b>Actual<br/>Collected<br/>FY 2017 <sup>2</sup></b> | <b>Actual<br/>Collected<br/>FY 2018 <sup>2</sup></b> | <b>Adopted<br/>FY 2019</b> | <b>Actual<br/>Assessed<br/>FY 2019</b> | <b>Actual<br/>Assessed<br/>FY 2019 to<br/>Adopted<br/>FY 2019</b> | <b>Actual<br/>Collected<br/>FY 2019 <sup>2</sup></b> | <b>Actual<br/>Collected<br/>FY 2019 to<br/>Adopted<br/>FY 2019</b> | <b>Actual<br/>Collected<br/>FY 2019 to<br/>Assessed<br/>FY 2019</b> |
|----------------------------------------------|------------------------------------------------------|------------------------------------------------------|------------------------------------------------------|----------------------------|----------------------------------------|-------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>MEALS TAX</b>                             |                                                      |                                                      |                                                      |                            |                                        |                                                                   |                                                      |                                                                    |                                                                     |
| <b>ADOPTED FY 2019 BUDGET - \$14,932,800</b> |                                                      |                                                      |                                                      |                            |                                        |                                                                   |                                                      |                                                                    |                                                                     |
| JULY <sup>1</sup>                            | \$1,046,770                                          | \$1,088,474                                          | \$1,109,545                                          | \$1,169,904                | \$1,175,950                            | \$6,046                                                           | \$1,157,381                                          | (\$12,523)                                                         | (\$18,569)                                                          |
| AUGUST                                       | 1,213,559                                            | 1,098,748                                            | 1,140,836                                            | 1,177,711                  | 1,251,404                              | 73,693                                                            | 1,208,215                                            | 30,504                                                             | (43,189)                                                            |
| SEPTEMBER                                    | 1,167,356                                            | 1,243,540                                            | 1,295,882                                            | 1,250,626                  | 1,266,118                              | 15,492                                                            | 1,301,166                                            | 50,540                                                             | 35,048                                                              |
| OCTOBER                                      | 1,152,017                                            | 996,549                                              | 1,249,486                                            | 1,313,873                  | 1,325,734                              | 11,861                                                            | 1,321,368                                            | 7,495                                                              | (4,366)                                                             |
| NOVEMBER                                     | 1,156,651                                            | 1,382,308                                            | 1,170,367                                            | 1,186,761                  | 1,201,826                              | 15,065                                                            | 1,178,554                                            | (8,207)                                                            | (23,272)                                                            |
| DECEMBER                                     | 1,224,108                                            | 1,238,056                                            | 1,261,816                                            | 1,306,726                  | 1,256,651                              | (50,075)                                                          | 1,265,209                                            | (41,517)                                                           | 8,558                                                               |
| <b>TOTAL</b>                                 | <b>\$6,960,461</b>                                   | <b>\$7,047,675</b>                                   | <b>\$7,227,932</b>                                   | <b>\$7,405,601</b>         | <b>\$7,477,683</b>                     | <b>\$72,082</b>                                                   | <b>\$7,431,893</b>                                   | <b>\$26,292</b>                                                    | <b>(\$45,790)</b>                                                   |

**LODGING TAX**  
**ADOPTED FY 2019 BUDGET - \$2,700,000**

|                   |                    |                    |                    |                    |                    |                  |                    |                  |                   |
|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|------------------|--------------------|------------------|-------------------|
| JULY <sup>1</sup> | \$180,808          | \$207,361          | \$248,422          | \$256,064          | \$292,053          | \$35,989         | \$291,530          | \$35,466         | (\$523)           |
| AUGUST            | 202,217            | 167,929            | 224,761            | 230,006            | 266,118            | 36,112           | 266,637            | 36,631           | 519               |
| SEPTEMBER         | 206,009            | 215,545            | 222,577            | 228,214            | 241,823            | 13,609           | 242,417            | 14,203           | 594               |
| OCTOBER           | 160,131            | 214,418            | 245,408            | 252,305            | 303,525            | 51,220           | 293,555            | 41,250           | (9,970)           |
| NOVEMBER          | 177,048            | 222,988            | 206,772            | 213,412            | 203,885            | (9,527)          | 203,731            | (9,681)          | (154)             |
| DECEMBER          | 130,150            | 150,743            | 144,969            | 148,898            | 146,504            | (2,394)          | 145,951            | (2,947)          | (553)             |
| <b>TOTAL</b>      | <b>\$1,056,363</b> | <b>\$1,178,984</b> | <b>\$1,292,909</b> | <b>\$1,328,900</b> | <b>\$1,453,908</b> | <b>\$125,008</b> | <b>\$1,443,821</b> | <b>\$114,921</b> | <b>(\$10,087)</b> |

<sup>1</sup> Due to year end accounting activities, a portion of Meals and Lodging Tax revenues associated with May and June were posted in June and July.

<sup>2</sup> Meals and Lodging Tax data includes columns titled "Actual Collected ." The amounts in these columns include all revenue received per month regardless of whether the payment is current or delinquent.

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **February 26, 2019**

AGENDA ITEM #: **1**

CONSENT:  
ACTION: X

REGULAR:  
INFORMATION:

WORK SESSION: X

CLOSED SESSION:  
(Confidential)

**ITEM TITLE: New Procedures and a Flat Fee for Landlord Set Outs**

**KEY ELEMENTS:**

X Economic Development \_\_\_ Excellent Government \_\_\_ Natural and Built Environment X Safe Community X Vibrant Community

**RECOMMENDATION:** Consider and provide feedback regarding staff recommendations to establish flat fees to better address bulk waste related to landlord eviction set outs.

**SUMMARY:** At the December 11, 2018 City Council meeting, staff presented options to address large piles of discarded household items left when landlords evict tenants. Some concerns related to landlord set outs that were presented were the cleanliness of neighborhoods, the workload and costs placed on the City, and the reality that landlords' business expense are being absorbed by the City. At the meeting, the City Attorney presented a revised ordinance making it a misdemeanor offense when landlords fail to fulfill their responsibility to remove a tenant's property that is placed in the public right of way as part of an eviction proceeding. There was some concern from City Council that making this a misdemeanor offense was heavy-handed, suggesting that there could be other alternatives to criminal action to address the issues that have been presented. Accordingly, City Council requested additional information on an appropriate fee structure to provide this service. In response, staff recommends the following fee structure:

| <b>Service Option</b>            | <b>Fee</b> |
|----------------------------------|------------|
| Knuckle Boom Truck Collection    | \$150      |
| 30 cubic yard Roll-off Container | \$190      |
| 40 cubic yard Roll-off Container | \$230      |

When the City is required to collect an unscheduled landlord set out, the City will add \$50 to the collection fees listed above.

Staff will make a brief presentation explaining the rationale for the above proposed fee structure and provide recommendations which, if adopted, will be incorporated into an amended ordinance to be presented at a future City Council meeting.

**PRIOR ACTION(S):** On December 14, 2010, City Council adopted an ordinance requiring landlords to remove their tenants' property that is placed in the public right of way as a part of an eviction proceeding.

**FISCAL IMPACT:** Purchase four roll off containers - \$20,000  
Estimated revenue - \$2,400 per year

**CONTACT(S):** Gaynelle Hart, Director of Public Works. 455-4406  
Walter Erwin, City Attorney, 455-3973

**ATTACHMENT(S):** Presentation - Landlord Set Out Recommendations

**REVIEWED BY:** raw



# Landlord Set Out Program Recommendations

City Council Work Session – January 26, 2019  
Gaynelle Hart, Public Works Director







# Purpose

- Purpose: Receive feedback from City Council on staff recommendations designed to
  - Provide clear and concise guidelines related to management of landlord set outs/eviction bulk waste
  - Decrease unsightly bulk waste throughout the City
  - Decrease City expenses incurred from the collection of eviction bulk waste
  - Simplify fee structure and administration



# Background

- At the December 11, 2018 City Council meeting, staff presented options to address landlord set out concerns
- At that meeting, City Council requested a fee structure alternative to the proposed misdemeanor charge
- Since that time, staff has worked to create a recommended fee structure based on differing needs.



# Locality Comparison

| Locality                      | Flat Fee Charge for Knuckle Boom Size Pickup |
|-------------------------------|----------------------------------------------|
| Blacksburg                    | \$65                                         |
| Charlottesville               | \$35 - \$100                                 |
| Danville (roll off container) | \$125 or Contracted                          |
| Hampton                       | \$250                                        |
| Manassas                      | \$500                                        |
| Newport News                  | \$250 Pre-Scheduled<br>\$300 Non-Scheduled   |
| Norfolk                       | \$75 - \$275                                 |



# Private Hauler Dumpster Service

## Fees:

- Dumpster Drop-Off - \$75 to \$100 Per Load
- Hauling to Landfill - \$175 Per Load
- Landfill Tipping Fee (Commercial) - \$40.25 Per Ton







# Option 1

## Knuckle Boom Truck Collection

- Average Weight - 3 Tons
- Average Labor Cost - \$30 Per Landfill Trip
- Landfill Tipping Fee (Commercial) - \$40.25 Per Ton
- Recommendation: Charge a fee of \$150 Per Landfill Trip





## Option 2

# Roll Off Containers

- 30 cubic yard roll off container
- Average Weight - 4 Tons
- Average Labor Cost - \$30 Per Landfill Trip
- Landfill Tipping Fee (Commercial) - \$40.25 Per Ton
- Recommendation: Charge a fee of \$190 Per Landfill Trip



## Option 3

### Roll Off Containers (Cont'd)

- 40 cubic yard roll off container
- Average Weight - 5 Tons
- Average Labor Cost - \$30 Per Landfill Trip
- Landfill Tipping Fee (Commercial) - \$40.25 Per Ton
- Recommendation: Charge a fee of \$230 Per Landfill Trip



# Needed Additional Equipment

- Purchase two 30 yard Containers - \$9,000
  - Purchase two 40 yard Containers - \$11,000
- Total = \$20,000







# Program Recommendation

- Utilize all three options, dependent upon volume needs and location
- Purchase four additional roll-off containers
- Inform landlords of updates to the ordinance
- Inform landlords of payment and scheduling process
- Charge additional fee of \$50 per non-scheduled collection
- Remove misdemeanor charges pertaining to landlord set outs



# Public Communication Plan

- Informational brochures sent to landlords
- Public information meetings for landlords
- Rental inspectors distribute flyers during inspections



# Landlord Set Outs

- Questions, discussion, or feedback?

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **February 26, 2019**

AGENDA ITEM #: **2**

CONSENT:  
ACTION:

REGULAR:  
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:  
(Confidential)

ITEM TITLE: **2019 Real Estate Assessments**

KEY ELEMENTS:

☐ Economic Development ☒ Excellent Government ☐ Natural and Built Environment ☐ Safe Community ☐ Vibrant Community

RECOMMENDATION: Hear a presentation from the City Assessor regarding 2019 Real Estate Assessments

SUMMARY: Total taxable real estate values are proposed to increase from \$5.32 billion to \$5.63 billion, a 5.76% increase. Residential values are proposed to increase from \$3.13 billion to \$3.26 billion, a 4.12% increase. Multi-Family values are proposed to increase \$390.2 million to \$453.2 million, a 16.17% increase. Commercial values are proposed to increase from \$1.44 billion to \$1.55 billion, a 7.79% increase. Industrial values are proposed to increase from \$362.5 million to \$365.2 million, a 0.75% increase. Tax-exempt values are proposed to increase from \$1.74 billion to \$1.80 billion, a 3.32% increase.

PRIOR ACTION(S): None

FISCAL IMPACT: Based on current tax rate of \$1.11 per \$100 of assessed value the total taxable property base increases to \$62,442,411 for FY 2020 verses \$59,021,021 for FY 2019.

CONTACT(S): Jeff Bandy, City Assessor 455-3821

ATTACHMENT(S): PowerPoint Presentation

REVIEWED BY: bms

025A





# 2019 Proposed Real Estate Assessment Changes

City Council Work Session  
February 26, 2019





# Mission Statement

To assess the City of Lynchburg's real estate according to State Code and provide citizens with accurate records and fair valuations.



# Code of Virginia § 58.1-3201

- All real estate, except that exempted by law, shall be subject to such annual taxation as may be prescribed by law.
- All general reassessments shall be made at 100 % of fair market value.
- The City reassesses on a Biennial cycle.



# What is Market Value?

“...the most probable price expressed in terms of money that a property would bring if exposed for sale in the open market in an arm's-length transaction between a willing seller and a willing buyer, both of whom are knowledgeable concerning all the uses to which it is adapted and for which it is capable of being used.” (*Property Assessment Valuation*, Chicago: International Association of Assessing Officers, 1977, pg. 21)





# March 1, 2019

## Proposed Reassessment Summary

- Increased taxable Real Estate values from \$5.32 billion to \$5.63 billion due to appreciation, growth, plats, rezoning
- Reassessment changes resulted in 5.76% increase in taxable values
- Overall change to taxable value is 5.11% due to appreciation.
- Notices will be sent out for changes in value to owners of 20,585 parcels on or about March 1<sup>st</sup>.
- Administrative Review deadline is April 1<sup>st</sup>.
- Board of Equalization deadline is July 1<sup>st</sup>.



# Proposed Real Estate Values

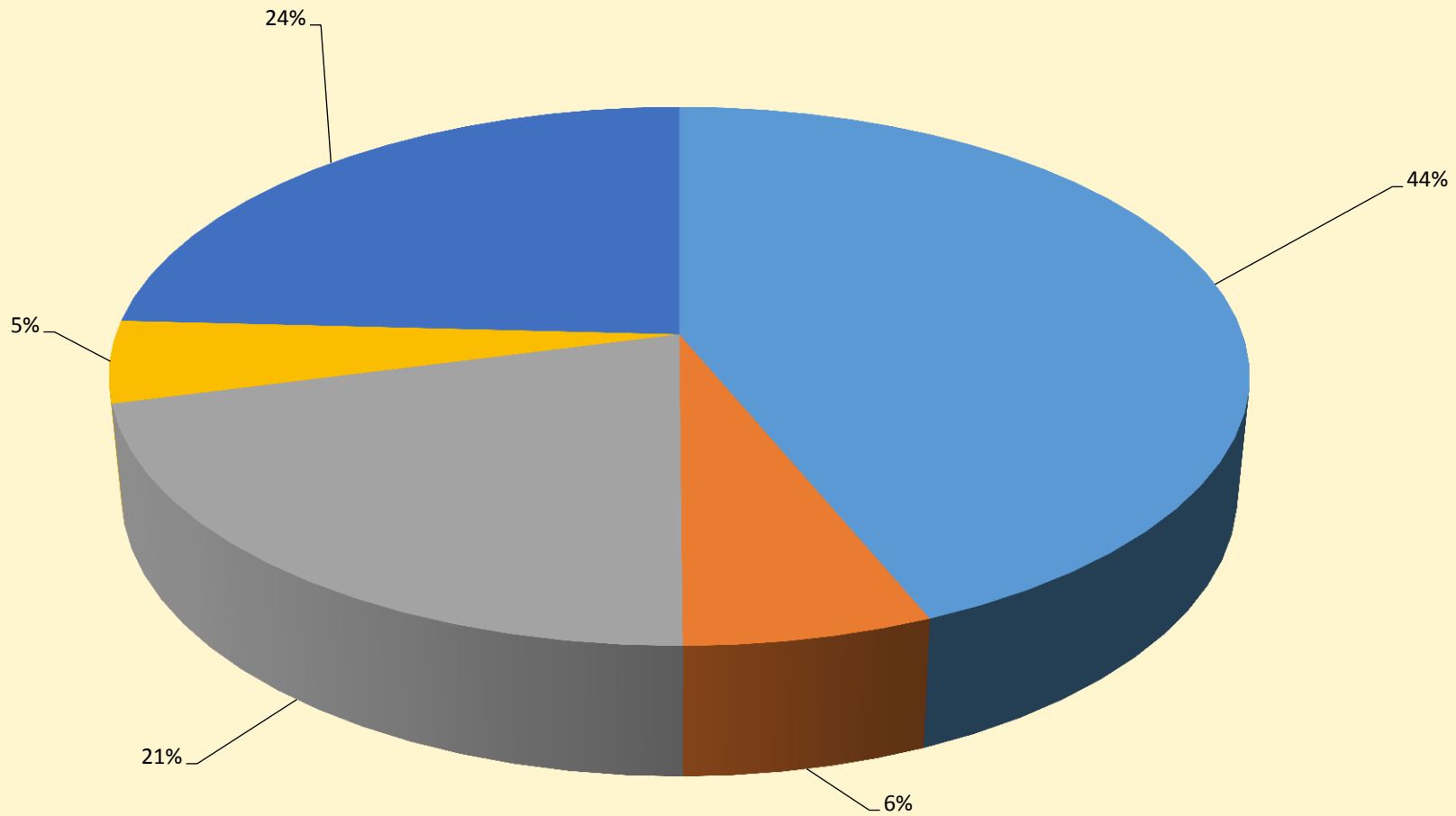
## March 1, 2019

- Total Taxable Value – \$5,623,640,600 (75.8%)
- Number of Taxable Parcels – 30,166
- Net Tax at Current Rate (\$1.11) – \$62,422,411
- Total Exempt Value – \$1,795,646,400 (24.2%)
- Number of Exempt Parcels – 1,544
  
- Total Real Estate Value (Taxable & Exempt) – \$7,419,287,000



# March 1, 2019

## Proposed Value (%) by Property Class



Single Family

Multi-Family

Commercial

Industrial

Exempt



# 2019 Proposed Assessment Changes for Residential Properties

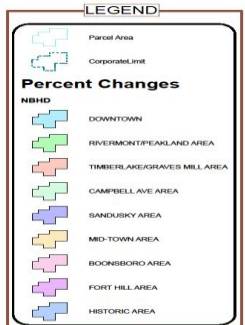
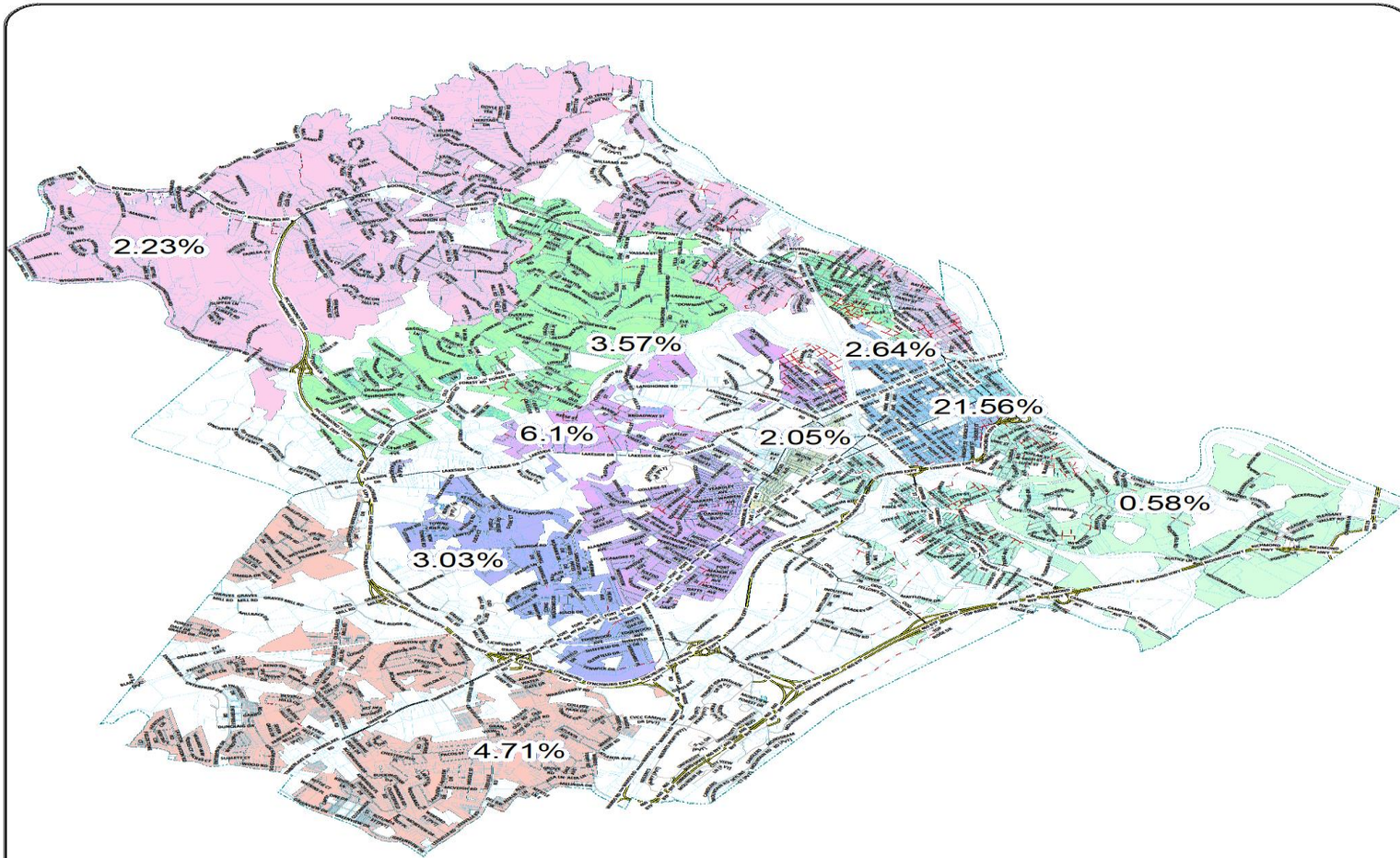
- Residential Real Estate values increased from \$3.13 billion to \$3.26 billion.
- Overall residential values increased 4.12%
- Values appreciated 3.61% with the balance due to growth, plats, rezoning





# Value Change Map (Residential & Downtown)

## 2019 PROJECTED ASSESSMENT CHANGE



NOTES: This map is intended to provide a general overview of the projected assessment changes. It is not intended to be used for legal purposes. The City of Lynchburg is not responsible for any errors or omissions on this map.



City of Lynchburg  
Lynchburg, Virginia 24504  
www.cityoflynchburg.org  
2019 Assessment Change  
2019 Assessment Change  
2019 Assessment Change



CREATED: 2/15/2019



# 2019 Proposed Multi-Family Changes

- Multi-Family values increased from \$390.2 million to \$453.2 million
- Overall Multi-Family values increased 16.17%
- Appreciation accounted for 13.73% with the balance of change due to growth, plats or rezoning



## 2019 Proposed Assessment changes for Commercial Properties

- Commercial values increased from \$1.44 billion to \$1.55 billion.
- Overall commercial values increased 7.79%
- Appreciation accounted for 7.25% of the change in value with the balance due to growth, plats, rezoning



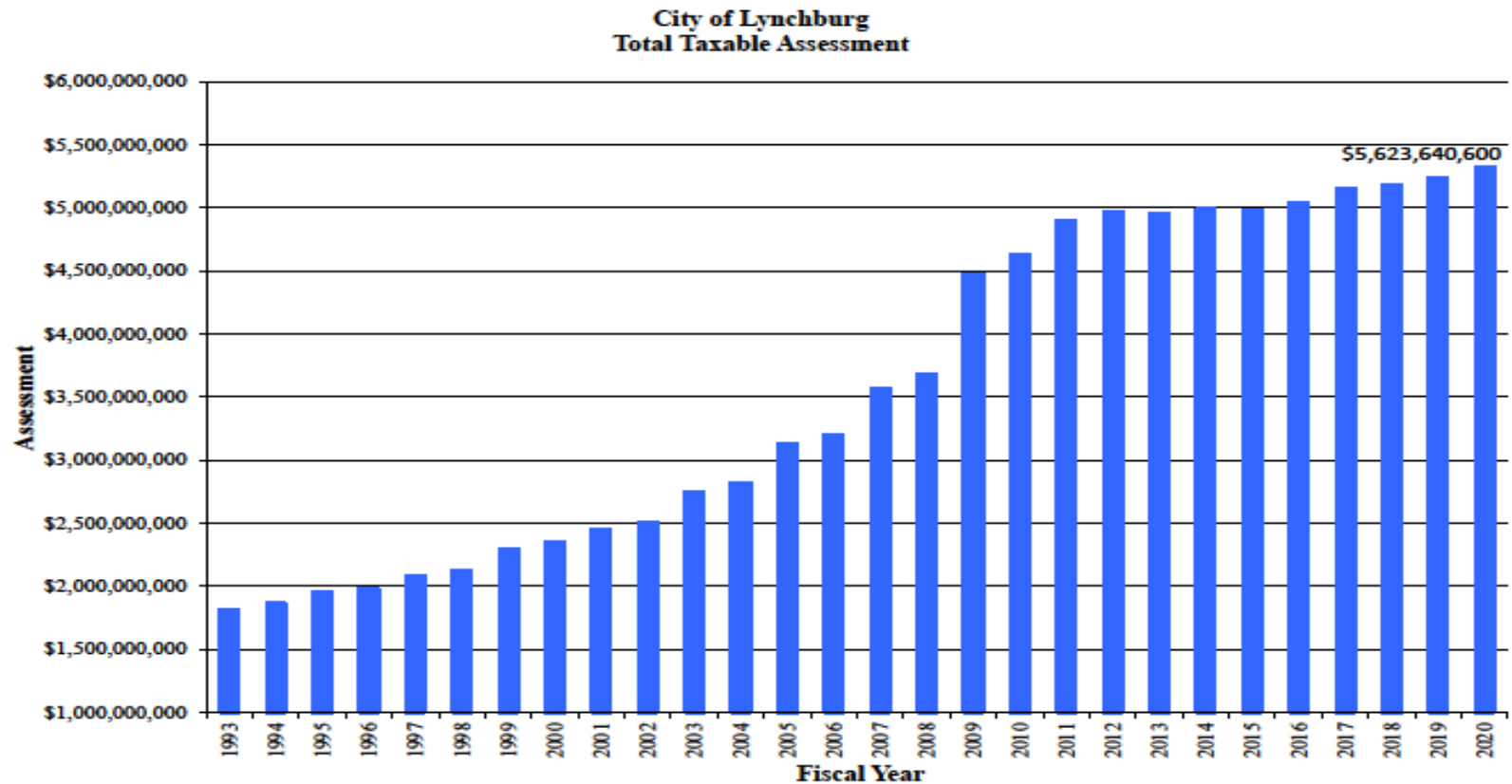
# 2019 Proposed Assessment Changes to Industrial Properties

- Industrial values changed from \$362.5 million to \$365.2 million.
- Overall industrial values increased 0.75%
- Appreciation accounted for 0.30% with the balance due to growth, plats, rezoning, etc.



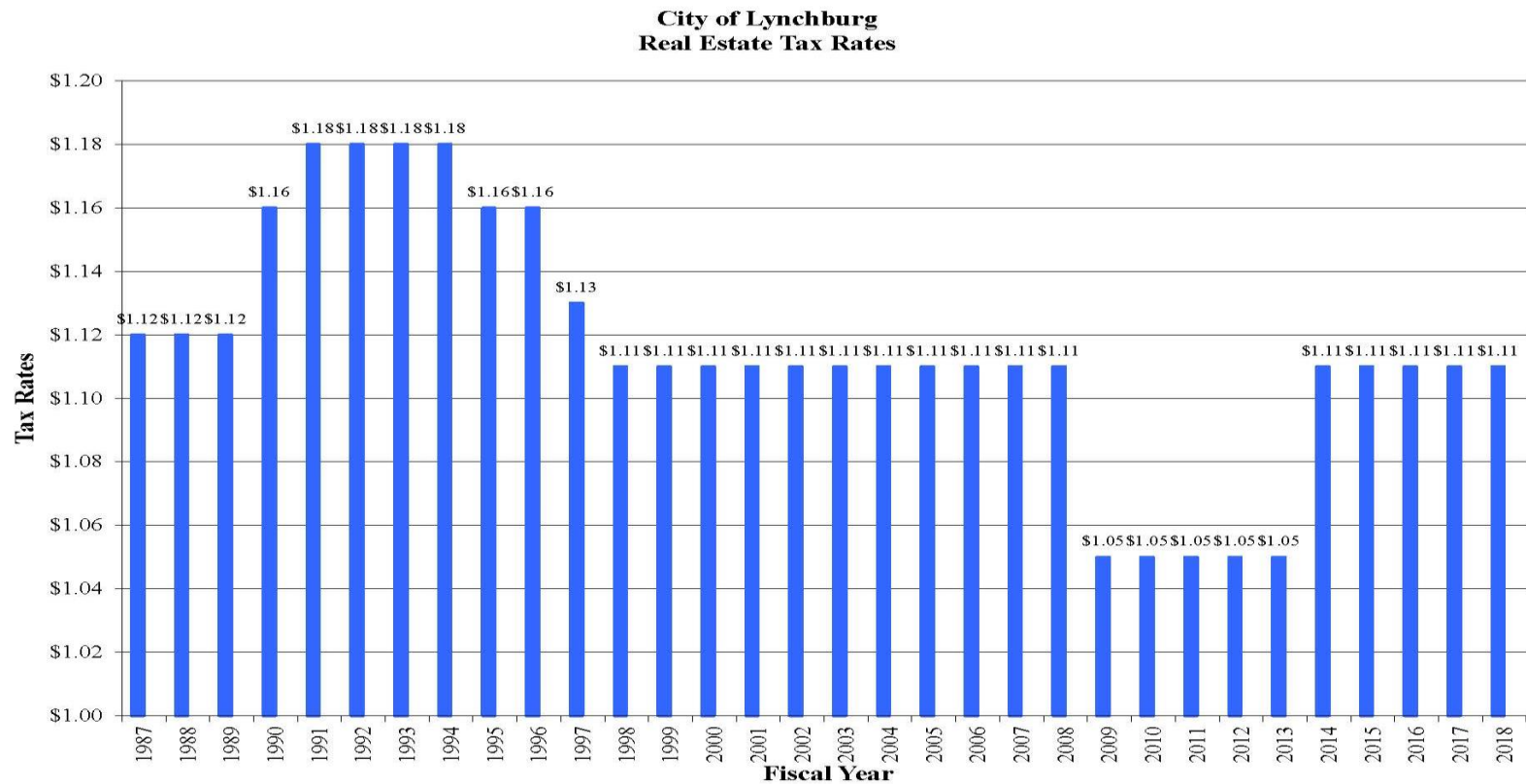


# Total Taxable Assessment Base





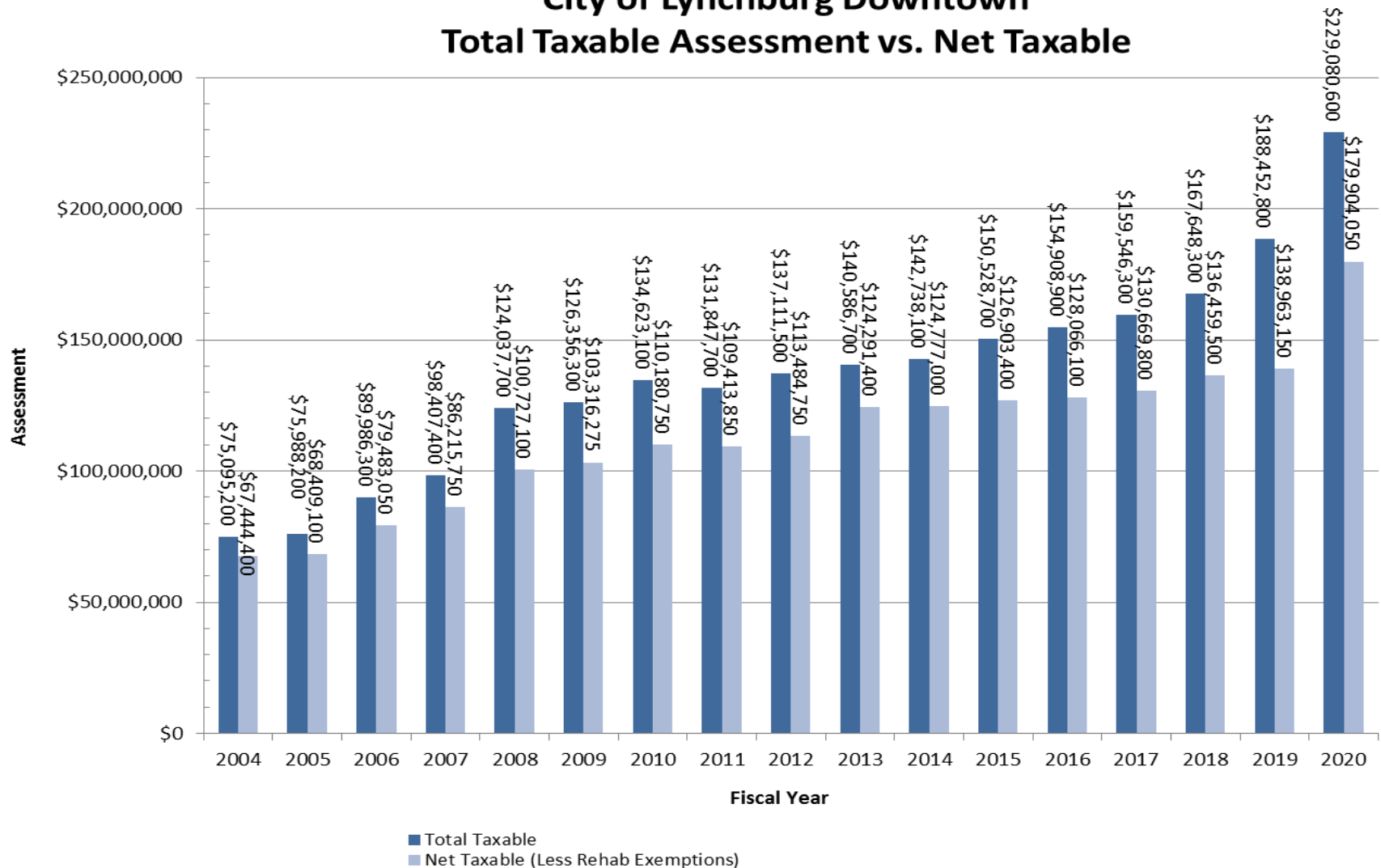
# Real Estate Tax Rates





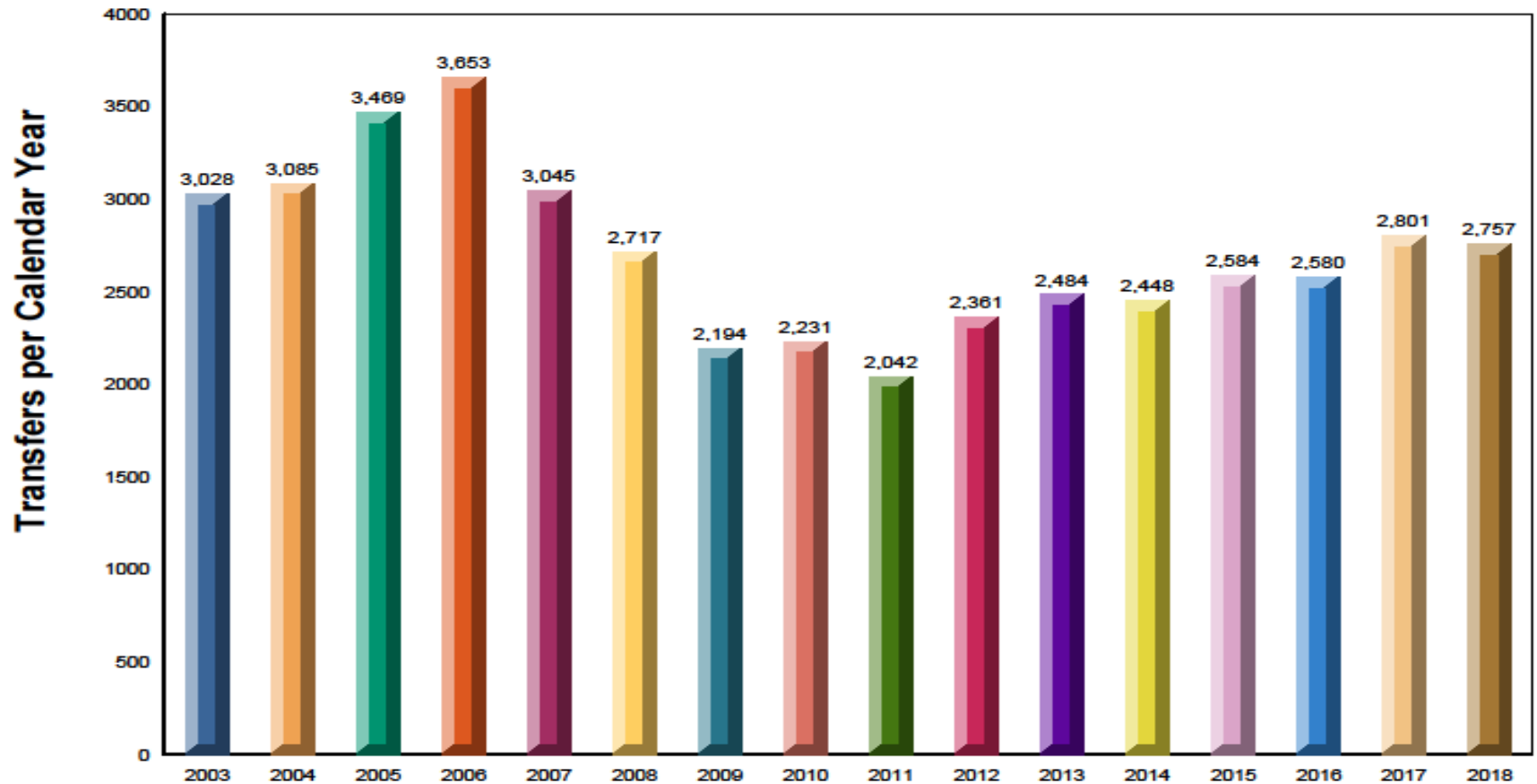
# Total Taxable Assessment vs. Net Taxable Downtown Properties

**City of Lynchburg Downtown  
Total Taxable Assessment vs. Net Taxable**





# Property Transfers

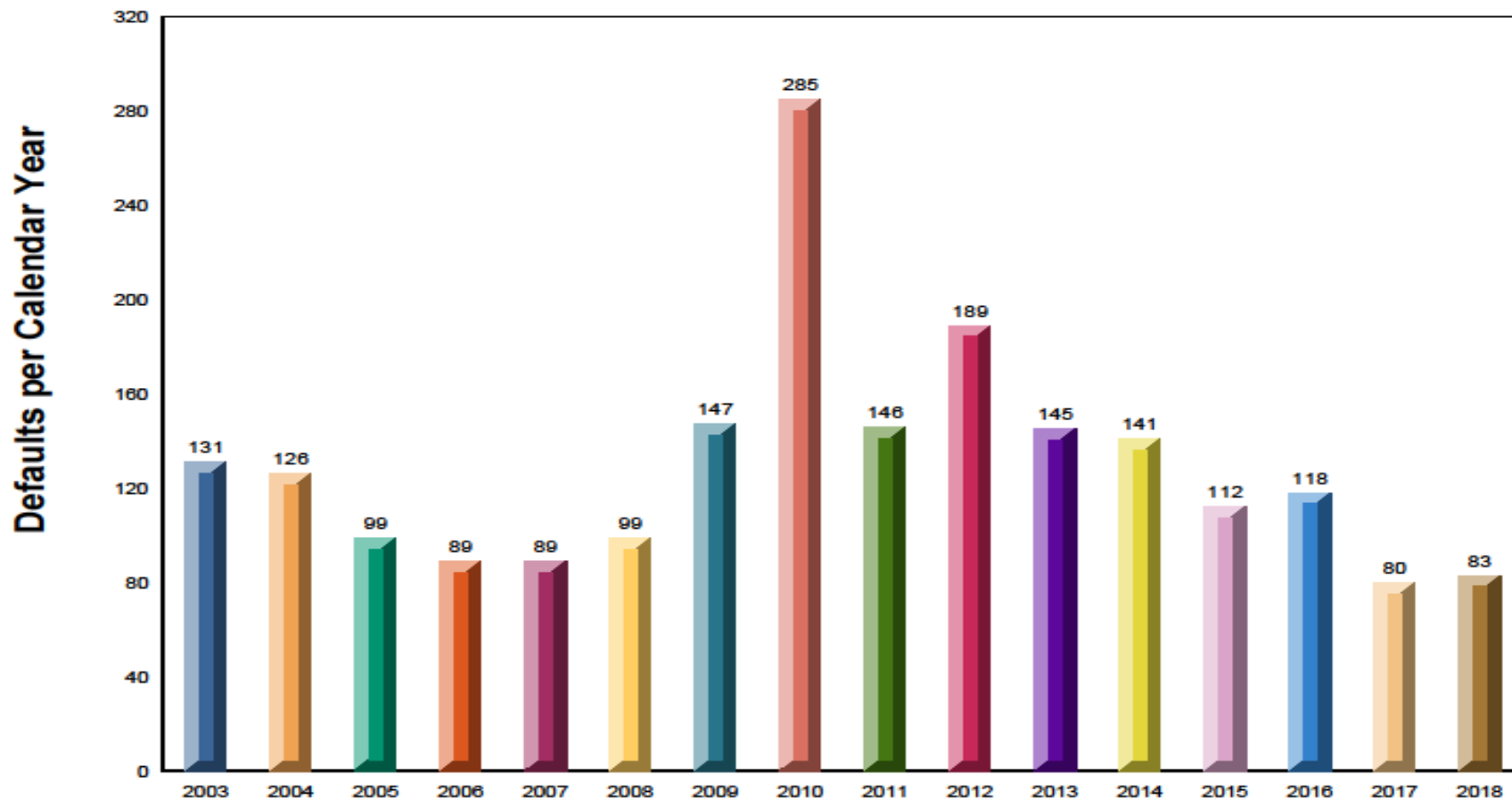






# Defaults Per Year

## Defaults Per Year





# Cost Approach

The Cost Approach establishes a replacement value for the improvements and applies depreciation to determine the depreciated value of the subject's improvements. The site value is then added to estimate the value from the cost approach.

Since the cost figures are gathered from cost manuals and local contractors, this approach is best used for new construction valuations and special use property.



# Income Approach

The Income Approach considers how much income your property generates if rented as an apartment house, store, office, etc. The assessor must consider operating expenses, taxes, insurance, maintenance costs, and the investment return most people would expect on your kind of property.

Net Operating Income (NOI) is divided by a capitalization rate to yield property value.

$$\text{NOI} / \text{Cap Rate} = \text{Property Value}$$



# Sales Comparison Approach

The Sales Comparison Approach to value is based on the principle of substitution. The principle states that a property's value will not be greater than a similar property with like features and utility.

The comparable sales are adjusted to the subject property's characteristics to determine the correct value for the subject property. The different adjustments should be established by paired sales analysis. This analysis compares properties that are similar except one item. The difference in sales price would be considered the adjustment for that particular item.



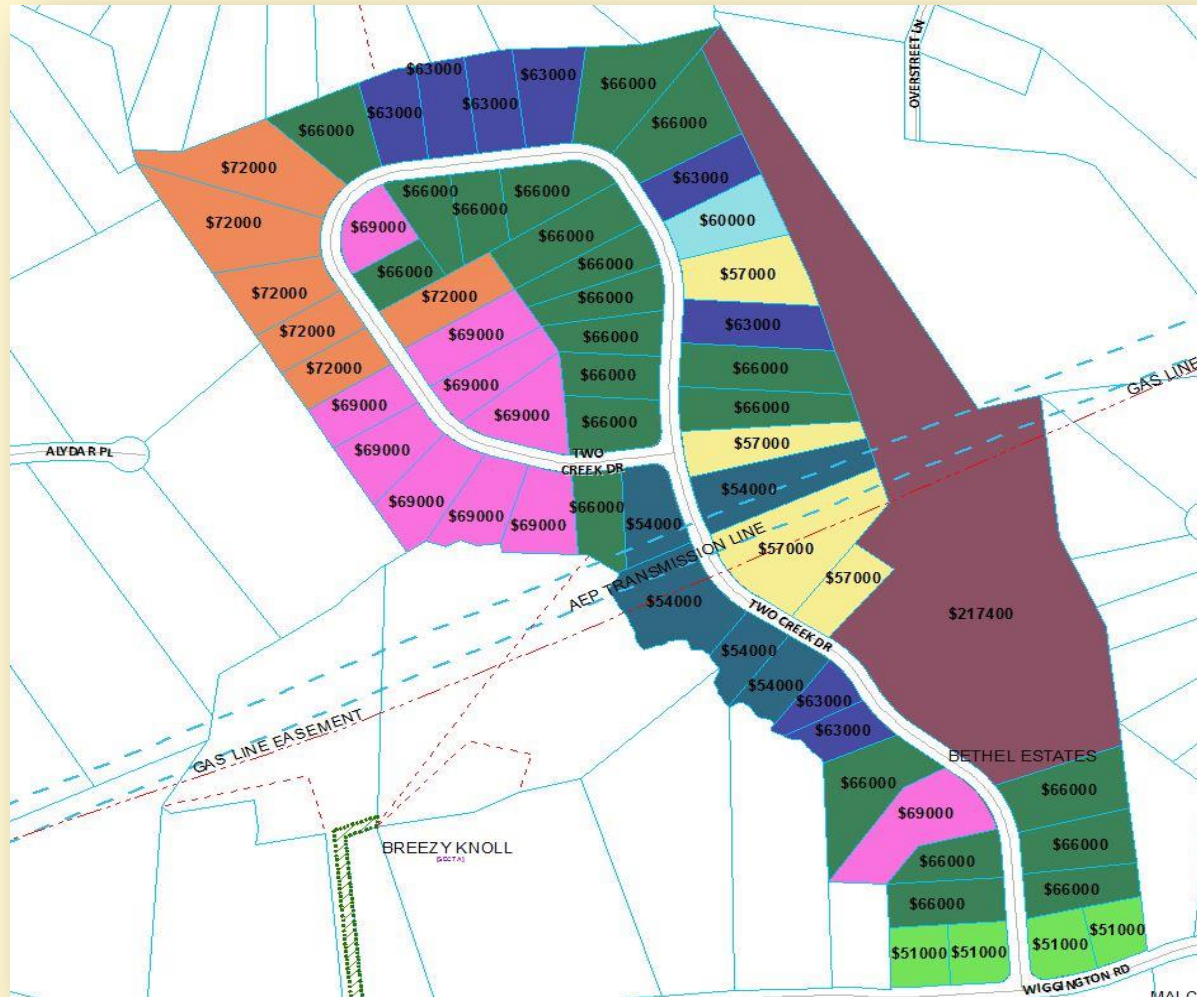


# Residential Reassessment Modeling

- Sales are verified and data is reviewed and corrected.
- Land values are adjusted to reflect the market value of vacant land.
- Improvements are priced and adjusted to the market.
- Geographic Information System (GIS) is utilized to visually analyze data.
- Statistics are recalculated on the sales comparing the projected assessment to the sale price.



# Geographic Information System (GIS)



Indicating Assessed Land Values for Subdivision



# GIS Parcel Viewer

**Internet Real Estate  
Property Data & Mapping System  
Advanced Search Features**



# City Assessor Home Page ( Forms & Parcel Viewer)

Screenshot of the City Assessor Home Page (Forms & Parcel Viewer) displayed in a web browser.

The browser address bar shows the URL: <http://www.lyncburgva.gov/city-assessor>. The page title is "City Assessor | City of Lynchburg".

The page features a large aerial photograph of the city of Lynchburg, Virginia, showing residential and commercial buildings, streets, and green spaces.

Below the photograph is a blue navigation bar with the text "City Assessor".

Below the navigation bar is a horizontal menu with four items: "Assessment Facts", "Assessment References and Links", "Contact Us", and "Sign In".

Below the menu is a breadcrumb trail: "Home » Departments » City Assessor".

The main content area displays six featured links, each with a representative image and a caption:

- Parcel Viewer**: Image showing a city street scene with a large building and a parking lot.
- FAQs**: Image showing a wide view of the city of Lynchburg, Virginia, including the James River and surrounding areas.
- Forms**: Image showing a large, ornate building with a prominent tower and clock face.
- Land Use Deferral Program**: Image showing a field of yellow and pink flowers.
- Rehabilitation/Renovation Program**: Image showing a white, two-story house with a porch and columns.
- Appeal Process**: Image showing the entrance to a large, modern building with a glass facade.

The bottom of the page shows a taskbar with a clock displaying 10:51 AM and a battery level indicator.





# Parcel Viewer



Lynchburg | ParcelViewer  
VIRGINIA

[My City Services](#) | [Mapping and GIS](#) | [Assessor Home](#) | [City Home](#)

*A great place to live, work, and play!*

**Search** Results Details Map

Welcome! Please use the search options below to find property. Information is provided as-is and any use of this data is at user's own risk.

[Help and Contact Information](#) ?

For more information on how to search for parcels or transfers, please refer to our [Help Guide](#).

**Parcels**

Transfers

☐ Show Advanced Search Options

Parcel ID:  Example: 04509002

Owner Name:  Example: Smith

Street #:  Example: 100

Street Name:  Begin typing a street name, then choose a value from the list. Example: Main St

Search

Clear All

**Note:** Results will only be returned if they contain ALL your criteria so enter as little information as necessary. It is not required to enter search criteria into more than one field. A partial search (eg. Main St) will typically yield more results than a specific search (eg. 123 Main St).



# Parcel Viewer



Lynchburg | ParcelViewer  
VIRGINIA

[My City Services](#) | [Mapping and GIS](#) | [Assessor Home](#) | [City Home](#)

*A great place to live, work, and play!*

[Search](#) | [Results](#) | [Details](#) | [Map](#)

Welcome! Please use the search options below to find property. Information is provided as-is and any use of this data is at user's own risk.

[Help and Contact Information](#) ?

For more information on how to search for parcels or transfers, please refer to our [Help Guide](#).

[Parcels](#) | [Transfers](#)

☒ Show Advanced Search Options

Parcel ID:  *Example: 04509002*

Owner Name:  *Example: Smith*

Street #:  *Example: 100*

Street Name:  *Begin typing a street name, then choose a value from the list. Example: Main St*

Street Unit:  *Example: A*

Neighborhood Name:

Neighborhood Number:  *Example: 100*

Property Class:

Building Type(Residential):

Year Built:   *Example: 1980*

SQ Footage:   *Example: 500*

Last Sale Date:   *Example: 1/1/2005*

Last Sale Amount:   *Example: 100000*

Last Grantor:  *Example: BROWN, RAYMOND*

Last Document Number:  *Example: 020008479*

Last Deed Book and Page:  *Example: 976 530*

[Search](#)

[Clear All](#)

Note: Results will only be returned if they contain ALL your criteria so enter as little information as necessary. It is not required to enter search criteria into more than one field. A partial search (eg. Main St) will typically yield more results than a specific search (eg. 123 Main St).



# Questions



// A regular meeting of the Council of the City of Lynchburg was held on the 11<sup>th</sup> day of December, 2018, at 4:00 P.M. in the Council Chamber, City Hall, Treney Tweedy, President, presiding. The following Members were present:

Present: MaryJane Dolan, Jeff S. Helgeson, J. Randy Nelson, E. J. Turner Perrow,

Sterling A. Wilder, Beau Wright, Treney Tweedy

7

Absent:

0

// Chief Financial Officer Donna Witt stated the presentation of the FY 2018 Comprehensive Annual Financial Report (CAFR) and Related Reports would be given by Chris Banton with Brown Edwards. Mr. Banton presented an overview of the FY2018 Comprehensive Annual Financial Report (CAFR) and related reports for the fiscal year ending June 30, 2018. He thanked the City's CFO and staff for their assistance in preparing the CAFR. He presented highlights on the audit including the following:

- The independent auditors' report showed a clean opinion.
- The City and Schools' pension liability is less than last year, largely attributed to investment performance.
- A change in requirements placed post-retirement health insurance liabilities in financial statements.
- The City and Schools were in compliance under Government Auditing Standards, and no deficiencies were found.

Mr. Banton ended the presentation by saying how the City as the governing body arrived at the clean opinion.

// Assistant City Manager John Hughes provided background information regarding amendments to the City Code related to taxicabs. He stated that one of the efforts of the poverty initiative is to improve transportation opportunities. He noted a grant was awarded by Council to Dr. John Salmon to develop an application that could be easily accessed by all to explore transportation alternatives. This innovative application could also provide subsidized rides to those who are unable to pay. Mr. Hughes went on to say that Transportation Workgroup facilitator Dr. John Salmon would spearhead this project. In the development of this "MoveUp" app, a need arose to address current taxicab ordinance language within



the City Code. Current taxicab ordinance language requires amending to better accommodate implementation of this application and may also serve the purpose of updating outdated code verbiage.

Council Member Helgeson mentioned that he thought the City was trying to get rid of the outdated taxicab ordinance. City Attorney Walter Erwin mentioned several amendments were proposed in the past and City Council was required to approve the taxicab certificates. The City Manager was also in charge of approving taxicab operations, but the City Code was amended and that responsibility now falls under the Police Department. Vice Mayor Dolan inquired about whether the taxicab ordinance gives some protection to consumers. Mr. Erwin says the ordinance ensures that taxicab rates are set so that customers are not being overcharged, that inspections ensure suitable vehicles, and to ensure that drivers are not engaging in inappropriate activities. Dr. John Salmon briefly explained how ride-sharing taxis have arisen due to technology. His presentation included:

- Current transportation needs
- How the app will bring different parties together to change the service
- Uber/Lyft – no regulation (no local or state regulations)
- Increase supply (app is free to drivers and riders)
- Beginning a transportation forum to determine needs and ways to connect to customers

Council Member Helgeson mentioned this is not a government decision, but personal choice. He thinks it is best the City not have this control. Dr. Salmon stated that he is not suggesting the City set the fares, but that drivers have this control. However, he wants to set the standards for the vehicles and drivers. Mayor Tweedy asked if the City removes the regulations, does it allow the MoveUp app to set the conditions of drivers, criteria, etc. Dr. Salmon stated the app only connects drivers and riders. It does not set the rate but connects riders to all available drivers so riders can choose based on their preference.

Council Member Perrow asked about current taxi drivers and the impact of regulation. He also asked if it is currently live. Mr. Erwin responded that under the current regulations, taxi drivers cannot participate in such an app. However, removing the ordinance will allow taxicab drivers to participate in this network.

Dr. Salmon mentioned his work with local police to discuss background check standardization. He also mentioned the app has been vetted by Apple. The system itself does not keep sensitive information.

Council Member Wright stated Dr. Salmon is suggesting this app enable unification. Mr. Erwin stated he

already has a draft of the ordinance ready to go for changes. A Police Department representative stated they are opposed to changes that would eliminate background checks for drivers. Additional information was provided to explain how current taxi drivers are vetted. Council Member Wilder asked whether information about Uber drivers is available. The State Code says that Uber/Lyft must set qualifications and they are not regulated. Council Member Nelson thanked Dr. Salmon for his presentation. Council Member Nelson mentioned current advances in technology were not available when the ordinances were passed. He would like a public hearing from current taxicab drivers and owners before making a decision. Mayor Tweedy asked Mr. Erwin to work with Mr. Hughes to develop a plan to present to Council. After the discussion relating to taxicabs, Council Member Nelson made a motion, seconded by Council Member Wright to hold a public hearing with local taxicab drivers and owners before deciding to change existing ordinance. Council by the following recorded vote agreed to hold a public hearing on this item:

|                                                               |   |
|---------------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Perrow, Wright, Tweedy, Wilder | 7 |
|---------------------------------------------------------------|---|

|      |   |
|------|---|
| Noes | 0 |
|------|---|

// During roll call Council Member Nelson said he enjoyed the Christmas Parade, that it was a good crowd and it seemed everyone enjoyed it.

// Council Member Perrow acknowledged city staff for doing a good job during the recent snow event. He said he had only received one negative email but staff had addressed the issue for an elderly citizen.

// Council Member Wright acknowledged Public Works and Water Resources for their snow removal efforts.

Council Member Wilder thanked Council Member Perrow for participating in the Mustaches for Kids fundraiser. He said over \$170,000 was raised for non-profits. He also expressed congratulations regarding the Heritage High School Football Team State Championship.

// Vice Mayor Dolan stated she attended the Growth Through Opportunity graduation. She said the three young men who graduated were great and she thanked the Lynchburg Sheriff's, Police and Fire departments and others who participated in the program.

Mayor Tweedy made the following announcements:

- Christmas Parade was held on December 2, 2018 sponsored by Retail Merchants Association
- [3]

- December 6, 2018 - Academy Center of the Arts – Opening Night performance by Mavis Staples
- December 8, 2018 – Heritage High School Football Team State Championship
- December 15, 2018 Wreaths Across America will be held at the Old City Cemetery
- Recognition – Public Works/Public Safety

// City Council recessed the meeting at 6:00 p.m.

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

The following Members were present:

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

Absent: 0

Vice Mayor Dolan gave the Invocation, followed by the Pledge of Allegiance.

// Mayor Tweedy recognized the CO.STARTERS Graduates. Marjette Upshur, Director of Economic Development and Tourism presented the certificates to the 15 graduates.

// Mayor Tweedy recognized the opening of the Main Street Bridge. Commissioner Bert Dodson, the City's representative on the Commonwealth Transportation Board made several comments and Gaynelle Hart, Public Works Director, and other individuals who worked on this project were recognized.

// Mayor Tweedy recognized three individuals with the Lynchburg Fire Department for receiving the Patriotic Employer Service Award for their contributions to their co-worker, Firefighter Tim Greenway and his family during Tim's recent deployment overseas. She expressed congratulations to these three members (Battalion Chief Robert Lipscomb, Captain Jody Mayberry and Master Firefighter Maurice Bruce) of the Fire Department and thanked Tim Greenway for his service to our community and our country.

// Copies of the minutes of the October 23, 2018 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote approved the minutes as amended:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

// In the matter of Community Development - Zoning Amendments, a public hearing was held regarding City Council Report #5 outlining the following petitions:

- 1) Petition of TPB Enterprises LLC to rezone approximately 10.76 acres located at 7814, 7816, 7822, 7900, 7902, 7906, 7908, 7912, 7916, 7920, and 8000 Timberlake Road from B-3, Community Business District and B-3C, Community Business District (Conditional) to B-3C, Community Business District (Conditional) and B-5C, General Business District (Conditional) to amend previously approved proffers and to allow the development of the property as retail, restaurant, mini-warehousing and car wash uses.
- 2) Petition of TPB Enterprises LLC to rezone approximately 30.5 acres located at 7906, 7910 & 7824 Timberlake Road, 127 Brunswick Drive and 111 Buckingham Drive from R-4C, High-Density Residential (Conditional) to R-4C, High-Density Residential (Conditional) to amend previously approved proffers and allow the development of the property as a 270 unit apartment complex.

City Planner Tom Martin provided a thorough summary of both petitions. He stated these properties were first rezoned on July 8, 2014 to allow for commercial uses and the development of 270 apartments. This property is designated for High Density Residential on the City's Future Land Use Map (FLUM). He noted the most notable change is to amend previously approved proffers and to allow the development of the property as retail, restaurant, mini-warehousing and car wash uses. Mr. Scott Beasley of Hurt & Proffit, representing the petitioner, asked Council for approval on both rezoning petitions. Several individuals spoke in support of the petitions. There was no one else present who wished to speak to this item, and the public hearing was closed. The item was deferred to Council. On motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote adopted Ordinance #0-18-097, as presented, granting the petition of TPB Enterprises LLC to rezone approximately 10.76 acres located at 7814, 7816, 7822, 7900, 7902, 7906, 7908, 7912, 7916, 7920, and 8000 Timberlake Road to allow the development of the property as retail, restaurant, mini-warehousing and car wash uses:

|                                                               |   |
|---------------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy | 7 |
| Noes:                                                         | 0 |

On motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote adopted Ordinance #0-18-098, as presented, granting the petition of TPB Enterprises to rezone approximately 30.5 acres located at 7906, 7910 & 7824 Timberlake Road, 127



Brunswick Drive and 111 Buckingham Drive to amend previously approved proffers and allow the development of the property as a 270 unit apartment complex:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

// In the matter of Community Development - Zoning, a public hearing was held regarding City Council Report #6 outlining the petition of Virginia Seminary (Virginia University of Lynchburg - VUL) to remove the campus grounds at 2057 Garfield Avenue, more specifically the area surrounding Graham Hall and the Mary Jane Cachelin Memorial Library, approximately five and ninety-two thousandths (5.92) acres, from the Virginia University of Lynchburg local historic district to allow future construction on campus without Historic Preservation Commission (HPC) review. Planner II Anne Nygaard provided a brief history of the school as follows:

- Incorporated in 1888 as Lynchburg Baptist Seminary
- Oldest institution of higher learning in Lynchburg
- Founded by African Americans for African Americans
- First classes held in building overlooking the railroad on current school site
- Notable alumni include Anne Spencer and Vernon Johns

Ms. Nygaard stated that the school had sought and received local historic district designation in 2009.

She also reported on the action of the Historic Preservation Committee (HPC) and Planning Commission hearings.

#### HPC Public Hearing – October 15<sup>th</sup>

- Site/setting is part of the reason the district was established
- HPC can assist the University in planning their future development with a helpful perspective and expertise on how new growth can complement the historic campus
- 2009 vision of the University to preserve the campus and collaborate with HPC was prudent

#### Planning Commission Public Hearing – October 24<sup>th</sup>

- University should attempt to work within the district regulations and see if being in a district is really an impediment to campus growth

Dr. James Coleman and Mr. Ryan Mickles, representatives from VUL, provided information to amend a portion of the current VUL historic district boundary and not to remove the historic designation of the existing building/structures currently on the campus but a portion of vacant land that is on 2057 Garfield Avenue. The request is to effectively serve our student population, assist with student retention and campus growth. VUL now has a 100% historic designation while no other college in the area has such restriction. Ten individuals spoke in favor of removing the historic designation. Chris McSwain, Chair of the Historic Preservation Committee, spoke in opposition to recommend denial of the petition for removal of historic designation. There was no one else present who wished to speak to this item, and the public hearing was closed. Council Member Helgeson said that he was usually opposed to historic districts but he remembered that when the matter first came to City Council he had asked the property owners if they were sure that they wanted the designation and was assured that they did. He stated that he could not support the petition. Council Member Wilder stated that he understood the need for growth. He asked for clarification about the historic designations for Randolph College and University of Lynchburg. Staff stated that only the Randolph College buildings located in the front were part of the Rivermont Avenue historic district designation and only Hopwood Hall on the University of Lynchburg campus was designated as an historic site. Council Member Nelson stated that he was somewhat torn and concerned about setting a precedent. He also said that he was not aware of the area in question having any real historic significance. He stated that the City had talked about Bridges to Progress and that we would not put up institutional barriers. Council Member Nelson made a motion that the former sites of Hayes and Fox Halls be removed from the historic district designation. This would not set a precedent because the owner of the property remained the same as when the original designation was made. Council Member Helgeson seconded the motion. He said Council Member Nelson had made a good point that the property owner had remained the same. Council Member Wright asked if the University cared to weigh in on the motion. Vice Mayor Dolan asked if the new proposal would actually help the school in their plans. Mr. Mickles said if they had to they could probably go along with the new proposal. He cautioned Council that it could have an impact and restrict building on the Garfield Avenue side. Mayor Tweedy stated she was not in favor of the revised petition but in favor of the original request. She said the college should have the opportunity to grow. She further stated in studying the area where the school is located, there has been

limited investment and fewer restrictions would encourage neighborhood investment. Council Member Nelson withdrew his motion and stated that his motion only be considered if the petition is denied. After the discussion, on motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote adopted Ordinance #O-18-099, as presented, to remove a portion of 2057 Garfield Avenue from a local Historic District (HD) overlay zoning known as the Virginia University of Lynchburg (VUL) Historic District to allow future construction on campus without Historic Preservation Commission (HPC) review:

Ayes: Dolan, Nelson, Perrow, Wilder, Wright, Tweedy

6

Noes: Helgeson

1

// In the matter of Community Development - Zoning, a public hearing was held regarding City Council Report #7 outlining the petition of Josh Lee, Troutspring, to amend the Future Land Use Map from Low Density Residential to Medium Density Residential and to rezone approximately 5.91 acres located at 1306 Laxton Road from R-1, Low-Density Residential to R-3C, Medium-Density Residential (Conditional) and for a Conditional Use Permit (CUP) to allow the development of the property as 50 townhomes. City Planner Tom Martin presented background information on the petition. He stated that the Planning Commission had recommended denial of the petition due to the impact on traffic and the impact to the existing homes. Mr. Scott Beasley of Hurt & Proffit, representing the petitioner, asked Council for approval. He stated that he had completed the traffic study. He said that there would be no significant impact to traffic during peak hours. He said they found that a left turn lane was warranted but not a right turn lane. He further stated that the developer had offered to put in additional screening and buffers. The developer, Josh Lee, stated that they saw the development as a gateway to the area. He stated that they wanted to preserve the character of the area and that they want to be responsible developers and take an abandoned property and improve it by building a beautiful townhome community and add value to the City.

Ricky Reed with Coldwell Banker Commercial, spoke in favor of the petition. He said that the property had been listed for over two years and the developer was the only offer. He said the topography limited the use of the property. He stated that it was only generating \$3,700 in tax revenue. If it was developed the townhomes would generate considerably more revenue.

Several individuals spoke in opposition.

David Mann spoke in opposition to the petition. He said the property in question was zoned R-1, that it was zoned for low-density and that all properties that abutted the property in the petition were all single family homes. He also said that traffic would be significantly impacted and would attract lots of renters and cars. He asked Council to leave the zoning designation as is.

Kim Gafford spoke in opposition to the petition. She stated in the 18 years of living in the area she had witnessed a lot of growth. She asked Council to stop the growth within the two miles of their home and noted multiple new developments in that footprint. She stated that she was concerned about drainage, loss of property, and that she owned the woods the developer spoke of maintaining. She noted the Planning Commission voted no and asked Council to do the same.

During rebuttal, Mr. Beasley reiterated that there would be no significant impact to traffic. He also said that the woods belonged to someone else and could be developed by someone else by right and the viewshed was not guaranteed. He also stated by City Code and State Code they were bound by law to manage all stormwater. The developer said they wanted to have responsible development and provide a great gateway for the City as well as improve the tax base. There was no one else present to speak to this item and the public hearing was closed. Council discussed this item.

Council Member Wilder asked for clarification regarding the CUP. Mr. Martin said that the petitioner had revised their original petition regarding buffers. Council Member Helgeson said that the property was currently zoned R-1 for single family homes. He went on to say that it seemed strange to have more density near single family homes in Wyndhurst and he could appreciate the developer's desire to develop the property. He asked staff if anyone had looked at a planned unit development. Mr. Martin stated that the petitioner had offered a townhome development and clarified that Wyndhurst was a traditional neighborhood development. Council Member Helgeson asked what else could be done on the property. Mr. Martin said there was a clustering option that would allow for smaller lot sizes. Council Member Wilder asked the developer if it was feasible to build single family homes on the property. The developer stated that it would be difficult and that trees would need to be removed. Council Member Perrow stated that there would be a good buffer between the homeowners and the development. He said he had concern that the same problems with the Paulette Circle intersection would exist with this development.



He said that a couple years from now there would be a need for a traffic signal. He stated that the VDOT letter said that the information provided was acceptable but could not be recommended for approval without further information regarding access management. He suggested that the developer reconsider the access and bring the request back to Council at a future date.

Council Member Perrow made a motion, seconded by Council Member Nelson, to table the item until the developer could offer more options. Council Member Wilder asked for clarification regarding access management. Mr. Beasley noted that access off of Enterprise Drive would be challenging. He also noted concerns regarding the VDOT comments. Council Member Wright asked if VDOT approval was required. Mr. Beasley noted more work would need to be done for a VDOT recommendation. Council Member Helgeson said he thinks it would be a good idea to table it and take this item to a Work Session.

Mayor Tweedy said she supported the motion to table the petition and that she understood the concerns about traffic in the area. She said she had recently attended a local realtors meeting and the speaker, an economist, had recommended that the City encourage more single family homes. Council Member Wilder said he would not support the motion to delay the development of the property, since there is an interested developer in the property and the property has been idle for some time.

City Attorney Walter Erwin stated that Council can table the item but that Council had 12 months to act on the petition according to state law. Council Member Nelson noted his concerns with the proposed density and asked this to be addressed in the future. Council by the following recorded vote agreed to table this item:

|                                                       |   |
|-------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Perrow, Wright, Tweedy | 6 |
|-------------------------------------------------------|---|

|              |   |
|--------------|---|
| Noes: Wilder | 1 |
|--------------|---|

// In the matter of Public Works, a public hearing was held regarding City Council Report #8 regarding adopting a Resolution granting a license agreement to VRE Timberlake, LLC to install, maintain, and operate a new private sanitary sewer pipe in City-owned right-of-way on Greenview Drive.

Lee Newland, City Engineer provided a summary of the request. There was no one 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 the request was considered by PDC and made a motion to approve the request. The motion did not require a second

and Council by the following recorded vote adopted Resolution #R-18-100, as presented, granting a license agreement to VRE Timberlake, LLC to install, maintain, and operate a new private sanitary sewer pipe in City-owned right-of-way on Greenview Drive:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

// In the matter of Community Development, City Council Report #9 was considered to approve the names of three existing private streets located on the Liberty University campus.

City Planner Tom Martin provided a summary of the request proposed by Liberty University.

Council Member Perrow, Chair of the Physical Development Committee (PDC) stated that the request was considered by PDC and made a motion to approve the request. The motion did not require a second, and Council by the following recorded vote adopted Resolution #R-18-101, as presented, to approve the names of three existing private streets located on the Liberty University campus:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

// In the matter of Public Works, City Council Report #10 was considered to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$4,000 with resources from the Virginia Department of Environmental Quality Competitive Litter Prevention and Recycling Grant to purchase a Bigbelly waste receptacle for placement in downtown.

Director of Public Works Gaynelle Hart provided a summary of the request.

Council Member Helgeson, Chair of the Finance Committee (FC) stated that the request was considered by FC and made a motion to approve the request. The motion did not require a second, and Council by the following recorded vote introduced and held over to a later meeting for final action Resolution #R-18-102, as presented, to purchase a Bigbelly waste receptacle for placement in downtown:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

// In the matter of City Code, City Council Report #11 was considered. City Attorney Walter Erwin provided a request to amend Section 21.2-52 of the City Code relating to the disposal of personal property that has been placed in the public right of way as part of a tenant's eviction. Mr. Erwin reviewed

the current code related to the disposal of personal property left by an evicted tenant. He stated that many landlords do not fulfill the obligations to remove the property. He stated that City Council has asked if there was anything the City could do to require landlords to fulfill their responsibility to remove the property. Council discussed this item at length with questions and concerns addressed to the City Attorney which consist of a 24-hour period to remove his or her property from the public right of way; if the landlord fails to remove the tenant's personal property within a 48-hour period the City can remove the personal property and charge the landlord for the costs incurred by the City in removing the personal property. After the discussion and on motion of Council Member Wilder, seconded by Council Member Perrow, Council by the following vote agreed to postpone action on this item indefinitely:

|                                                               |   |
|---------------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy | 7 |
|---------------------------------------------------------------|---|

|       |   |
|-------|---|
| Noes: | 0 |
|-------|---|

// Due to time constraints Council agreed to postpone the December Boards and Commissions appointments until January 8, 2019.

// The meeting was adjourned at 11:15 P.M.

// A regular meeting of the Council of the City of Lynchburg was held on the 8th day of January, 2019, at 7:30 P.M. in the Council Chamber, City Hall, Treney Tweedy, President, presiding. The following Members were present:

|                                                                                                             |   |
|-------------------------------------------------------------------------------------------------------------|---|
| Present: Mary Jane Dolan, Jeff S. Helgeson, J. Randy Nelson, Sterling A. Wilder, Beau Wright, Treney Tweedy | 6 |
| Absent: Turner Perrow                                                                                       | 1 |

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

// Mayor Tweedy presented Certificates to Heritage High School Football Team State Champions and recognized the team for winning the 2018 Virginia High School State Championship.

// Copies of the minutes of the October 30, 2018 meeting, having been previously furnished to Council, reading was dispensed with, and on motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote approved the minutes as presented:

|                                                       |   |
|-------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Wilder, Wright, Tweedy | 6 |
| Noes:                                                 | 0 |
| Absent: Perrow                                        | 1 |

// Copies of the minutes of the November 1, 2018 meeting, having been previously furnished to Council, reading was dispensed with, and on motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote approved the minutes as amended:

|                                                       |   |
|-------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Wilder, Wright, Tweedy | 6 |
| Noes:                                                 | 0 |
| Absent: Perrow                                        | 1 |

// In the matter of Public Works, Resolution #R-18-102, to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$4,000 with resources from the Virginia Department of Environmental Quality Competitive Litter Prevention and Recycling Grant to purchase a Bigbelly waste receptacle for placement in downtown laid over from the December 11, 2018 meeting, was again presented and read, and on motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote adopted the Resolution:

|                                                       |   |
|-------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Wilder, Wright, Tweedy | 6 |
| Noes:                                                 | 0 |
| Absent: Perrow                                        | 1 |

// In the matter of Community Development, a public hearing was held regarding City Council Report #4 outlining the Community Development Block Grant (CDBG) and HOME Program goals for Fiscal Year 2020 (Program Year 2019) Annual Action Plan. Grants Manager Melva Walker provided a summary of the CDBG and HOME Program goals for Fiscal Year 2020 (Program Year 2019) Annual Action Plan. This Plan outlines the City's needs, goals and objectives for the Community Development both housing and non-housing areas. The goals listed below are intended to provide broad guidance in the allocation of Community Development Block Grant (CDBG) and HOME Program funds granted to the City by the United States Department of Housing and Urban Development (HUD) for the five years that began on July 1, 2015 and ends on June 30, 2020. HUD requires CDBG and HOME Program entitlement communities to review these goals on an annual basis. The primary objective of the CDBG and HOME Program is to continue to develop viable urban communities through decent housing, suitable living environments, and expanded economic opportunities for low- and moderate-income persons; the City of Lynchburg supports assisting individuals with disabilities, substance abuse or addiction, persons with AIDS, persons that are homeless, and elderly persons.

#### Housing Goals

- Increase the number of owner-occupied units.
- Rehabilitate substandard housing units. Emphasis is to be placed on programs that require an investment of funds and/or labor on the part of the owner commensurate with the owner's resources.
- Support initiatives to increase permanent affordable rental and housing ownership opportunities.
- Promote programs that assist eligible individuals in retaining their homes.

#### Non-Housing Goals

- Support efforts for the removal and redevelopment of dilapidated and condemned structures to eliminate neighborhood deterioration, blight and blighting influences.



- Support neighborhood partnerships that facilitate self-sufficiency and enable families and individuals to maintain their housing, remain in their neighborhoods, and age in place.
- Support economic development initiatives that improve the economic base, job skills, and health of the community.
- Promote public service activities which support the healthy development of the City's at-risk youth, adults, and families.
- Support efforts to develop, sustain, and coordinate a comprehensive, seamless system of services for homeless citizens in order to move the homeless population toward obtaining permanent housing.
- Support efforts to remove barriers to escape poverty and strengthen low-income households and families.

There was no one present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Helgeson, seconded by Council Member Wilder, Council by the following recorded vote adopted Resolution #R-19-001, as presented, approving Community Development Block Grant (CDBG) and HOME Program goals for Fiscal Year 2020 (Program Year 2019) Annual Action Plan:

|                                                       |   |
|-------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Wilder, Wright, Tweedy | 6 |
| Noes:                                                 | 0 |
| Absent: Perrow                                        | 1 |

// In the matter of Community Development - Zoning, a public hearing was held regarding City Council Report #5 outlining the petition of Ms. Theresa Bryan, Dr. Genevieve Neale, K-9 Cloud Nine, for a Conditional Use Permit (CUP) at 2323 Memorial Avenue to allow the operation of a dog grooming and boarding facility (within the shopping center) in a B-3, Community Business District.

Neighborhood Planning Coordinator Victoria Glasgow provided an outline of the request. Ms. Glasgow stated the Planning Commission recommended approval of the CUP petition.

Ms. Theresa Bryan accompanied by Dr. Genevieve Neale provided information for the request to allow the operation of a dog grooming and boarding facility and asked Council to approve the CUP.

Five individuals spoke in support of the K-9 Cloud Nine 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 Nelson, Council by the following recorded vote adopted Resolution #R-19-002, as presented, granting the Conditional Use Permit for the K-9 Cloud Nine dog grooming and boarding facility located at 2323 Memorial Avenue:

|                                                       |   |
|-------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Wilder, Wright, Tweedy | 6 |
| Noes:                                                 | 0 |
| Absent: Perrow                                        | 1 |

// In the matter of Community Development - a public hearing was held regarding City Council Report #6 outlining the petition of Mustard Seed Chesterfield, LLC, for a Conditional Use Permit (CUP) at 7616 Timberlake Road to allow the construction of a car wash in a B-3, Community Business District.

City Planner Tom Martin provided an outline of the request. Mr. Martin stated the petition is consistent with the zoning ordinance which permits car wash facilities in the B-3 Community Business District. He also stated the Planning Commission recommended approval of the CUP.

The petitioner, Mr. Scott Hamre gave a presentation and asked Council for approval of the CUP. There was no one present who wished to speak to this item, and the public hearing was closed.

On motion of Council Member Helgeson, seconded by Council Member Wilder, Council by the following recorded vote adopted Resolution #R-19-003, as presented, granting the Conditional Use Permit at 7616 Timberlake Road to allow the construction of a car wash in a B-3, Community Business District:

|                                                       |   |
|-------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Wilder, Wright, Tweedy | 6 |
| Noes:                                                 | 0 |
| Absent: Perrow                                        | 1 |

// In the matter of City Code, a public hearing was held regarding City Council Report #7 regarding comments on proposed amendments to the City Code related to taxicabs.

Assistant City Manager John Hughes provided background regarding the public hearing on proposed amendments to the City Code relating to taxicabs.

Dr. John Salmon spoke regarding amending the City's taxicab ordinance to better accommodate implementation of the MoveUp application that he had presented to Council on December 11, 2018. The

goal of this application is to try to increase transportation opportunities in a small city like the City of Lynchburg. Several of the goals were mentioned in his report.

- Strengthen every asset that you have
- Maintain current business model exactly as it is
- Allow additional technology to encourage competition with other companies
- Potential to put everything on one network
- Assist people with medical needs
- Update taxicab regulations
- Expand approach to utilize more modern technology

Dr. Salmon stated he has created a transportation app to unify the community's transit options on one platform.

Five individuals spoke in support of the proposed amendments to the City Code related to taxicabs.

Four individuals, all taxicabs owners or drivers, spoke in opposition to the proposed amendments for a variety of reasons. Concerns raised included:

- Transportation to primary care appointments
- Providing child passengers with car seats
- Riders' manner of payments/transactions
- Would like the meters to continue to determine taxi rates as set by Council
- Provide Council the time to bring all stakeholders to the table to discuss this proposal
- Update the City Code relating to taxicabs

There was no one else present who wished to speak to this item, and the public hearing was closed. The matter was referred to Council for discussion.

After the public hearing, Council discussed this item at length. Council Member Helgeson stated after hearing from all the taxicab providers, it sounds like there hasn't been much time for discussion. Because of this, Council Member Helgeson made a motion, seconded by Vice Mayor Dolan, to deny the proposed amendments to the City Code related to taxicabs until there is more discussion with taxicab drivers.

Council Member Helgeson stated several concerns with the proposed amendments including issues with

car seats and the use of the “MoveUp” app. Vice Mayor Dolan stated she supported the “MoveUp” app but opposed the amendments because all of the stakeholders have not had an opportunity to give their input. Council Member Helgeson inquired about the fee for processing a taxicab application.

City Attorney Walter Erwin stated that Council should keep in mind that they don’t have an ordinance in front of them, what they have is a summary of what Dr. Salmon recommends so any taxicab drivers who wished to could take advantage of this app and wouldn’t require taxicab drivers to use it. These are just Dr. Salmon’s recommendations. No ordinance has been prepared yet.

Mr. Erwin further stated that the resolution that was before Council was to direct staff, after hearing comments tonight, to take all these comments back, to prepare an ordinance, based on the comments, to reach out to taxicab drivers to obtain their input, and to then bring it forward for Council’s consideration.

The City’s taxicab ordinance was first adopted in 1931, so some provisions in the current taxicab ordinances are outdated and should be amended to take advantage of the technology. Mr. Erwin recommended reviewing the entire taxicab ordinance, making all the changes needed to bring them up to date like getting rid of the old reference to the Municipal Court because it is based on the language that is in the City Code. The goal would be to update the ordinance that is ultimately presented to Council.

Council Member Wilder asked for clarity. He said when Dr. Salmon came forward it was mainly in reference to the app for persons looking for a job, job sharing or things of that nature and then taxicabs were added so that they wouldn’t be left out. He stated that he wanted to make sure that he had the correct message as to whether the taxicabs are involved and weren’t left out of the process. Council Member Wilder recommended holding off and making sure that representatives of the taxicab business are at the table when this is discussed. Council Member Wright wanted to make it clear that Council was not actually voting on any ordinance but was just talking about the ideas being presented in these proposals.

Council Member Nelson stated that on December 11, 2018 Council had discussed the issues presented tonight including how we could move from the early 20<sup>th</sup> century into the 21<sup>st</sup> century technology. At that time he proposed that a public hearing take place tonight because up until that point we did not have the input from the stakeholder taxicab companies. We had the innovative and creative suggestions of Dr. Salmon. He stated we have heard that there are issues of concern to the stakeholders and we should

address them. He stated that it is valuable to have additional community conversation with staff so that we can come up with effective language. He noted that the proposal contains a reference to Municipal Court. My understanding is that we no longer have a Municipal Court in the City; it is the General District Court or the Court of General Jurisdiction. So this proposal contains antiquated language in it. Council Member Nelson stated his support for the motion to delay action on this item. Mayor Tweedy asked if Council had any further questions or comments. The Mayor restated the motion, noting Council Member Helgeson made a motion, seconded by Vice Mayor Dolan, to delay action on the proposal and direct staff to come back after meetings with Stakeholders about the proposal. The motion passed by the following recorded vote:

|                                                       |   |
|-------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Wilder, Wright, Tweedy | 6 |
| Noes:                                                 | 0 |
| Absent: Perrow                                        | 1 |

// In the matter of City Council and in consideration of Council Report #8, Mr. David Termotto spoke before Council about his objection to another resident playing loud Christmas music on Old Boonsboro Road.

// In the matter of City Council and in consideration of Council Report #9, Ms. Bunny Goodjohn spoke regarding tethering.

// In the matter of Community Development, City Council Report #10 regarding review of 2018 Housing Study was considered.

Assistant City Manager John Hughes provided an overview of the 2018 Housing Study. Mr. Hughes stated the issues of housing stability and affordable housing are perplexing for communities nationwide. In Lynchburg, a study has been recently completed by Enterprise Community Partners that highlights both issues for our locality. This presentation is for informational purposes and represents ongoing work of the Lynchburg Regional Housing Collaborative to address housing stability and economic security in the Lynchburg area.

Kevin Henry, Zoning Administrator noted the Housing Collaborative at this point is 7 years old. At that point in time the City was managing the Housing Collaborative and was in hopes at some point in time of transitioning it to one of our housing Stakeholders. That time came about 2 years or so ago. He stated



the Poverty initiative that started about 2 years ago really got things moving and pushed the Collaborative to this grant that we received from the Virginia Housing Development Authority (VHDA). Kevin stated he was just providing introductory comments for this as a City representative.

Dawn Fagan, the Executive Director of Lynchburg Redevelopment and Housing Authority shared the Collaborative commissioned over the last year and a half a housing stability study on the impacts of affordable housing in Lynchburg. She stated that those working with our citizens know the struggles that they face every day in finding affordable units in which to live. The affordable housing study indicates that housing stability is the ability of residents to live in a home as long as they choose without being forced to move due to cost. One of the key measures is housing cost burden.

Mr. Jeff Smith, Executive Director of Rush Homes, spoke on Housing Supply. He stated rents are rising; incomes are falling and the City has a high demand and short supply for affordable housing. This is probably the most significant piece of information that we have seen regarding housing stability. In summary, the report revealed over 10,000 households in Lynchburg spent more than 30% of their income on housing in 2016. A major formula for instability is the cost of housing in our community. He stated how affordable housing not only affects individual people, but how it affects our community as a whole. He further stated affordable housing impacts improvement of health, improvement of mental health, etc. Not only does affordable housing affect individuals, it can improve the economics in our community. Affordable housing does not decrease surrounding property values. Affordable housing will create opportunities for most Lynchburg residents and contribute to a thriving and inclusive community. Affordable housing positively impacts households - economic security, health, both physical and mental, employment opportunities, child development, and educational outcomes at the same time saving money for our communities. So this is a community issue.

Mr. Smith continued, with that said, what do we want from you? We should be asking each other that. What can we do to make this better, as a group? Not what do we want. We would like the City to be proactive rather than reactive about housing issues. We would like to see funding for affordable housing and City efforts to support and acquire funding from private, state and federal funding sources. The City can provide needed leverage in all these circumstances. We would like to see City policy changes that positively impact the creation of affordable housing, including inclusionary zoning. Inclusionary zoning is

simply having zoning ordinances that indicate that there will be a certain amount of affordable housing in any development in any particular zone. We would like to see and would request a City-led task force to investigate a formal housing and related programs development as well as develop a progressive plan and vision that promotes household stability via affordable housing. And finally, we would like to see a study and report on the City's housing quality as we know housing quality has an impact as well, a huge impact. We would also like to see a study on City rates and evictions, because we have no data on that. It would be great if the City could work to help increase the capacity of the mission based entities here that are developing and working to develop affordable housing in the City.

Miriam's House representative Sarah Quarantatto spoke regarding the Importance of Housing Stability.

Safe and affordable homes are the foundation of opportunity and a springboard to a better future.

Housing Stability refers to the ability of residents to live in their home as long as they choose, without being forced to move due to cost. Affordable housing impacts community health for individual citizens in that all of the different areas that we want to address including employment, and better health and food security are all positively impacted when individuals and families have access to affordable housing.

Housing is seen as the hub for allowing families and individuals to succeed in so many other ways and to be able to address so many of their other needs and opportunities for improvement. One of the concerns raised in this study was the hypermobility that exists within our community and that is especially significant for those in severely low income households. The reason why that is so significant is that hypermobility really sets families back. When you are moving around trying to find lower rent or being evicted because you can no longer afford your rent, other areas suffer, employment suffers, and children especially suffer as far as academic attendance. The way to alleviate hypermobility is by having more affordable housing options for households making below the 30% Area Median Income (AMI).

Council Member Helgeson stated this study was provided by Enterprise Community Partners, whose mission is to push affordable housing. So as an advocate, hopefully, we will look at this study objectively.

When the study mentions the housing supply gap, it mentions rents rising relative to wages. The study graph gives the impression that the change in income is for the same people. Mr. Helgeson stated that the wages aren't for the same people. So the property may be the same. As it goes up, it's the same house, but the people that are renting have changed. So to take this as prima-facie evidence and to say

there is this gap and we need more housing is missing the fact that the people have changed. The people are mobile. Some people who have means have moved. Some people without means have moved into the City. So we cannot conclude that this looks really good or looks really bad for the City of Lynchburg without dissecting and looking deeper into the facts. It could be the policies set by City government, what our tax rates are, what our schools look like, or what our police force looks like; it may not be the income of the folks in Lynchburg.

Council Member Wright commented on the study, noting the report was sobering. He indicated that Lynchburg is short 500 units for the most vulnerable people in our community, and if we really want to address poverty, then we should bend over backwards to address our challenges in affordable housing. He commented further that the proposal makes a lot of sense and that we should have a community task force on affordable housing to look into ordinances and policy changes that this body can make that would encourage more investments in the census tract data showing where the investments are happening. We should all be taking real pause in giving this study a great deal of weight because this is the future of our community, it's a really big deal, and I am grateful to those who shared this information and for being partners in this operation.

Council Member Wilder said thank you for the information. He thought it was very informative. It confirmed certain things that I already knew but I thought it was important to have the background data to go along with the thinking since I've been on City Council. One thing that I first realized was so amazing that there are so many apartments in our community while the emphasis has been on new apartment developments. I kept asking the question, if any houses are being built in our community. It just reminds us more so of the importance of homeownership and how important it is and how we as a City need to put some more efforts in that area. So I would love to bring this back to maybe a work session or something of that nature where we can look at policies and look at other ideas about how City Council and housing development staff can promote provisions that would encourage a certain portion for low income residents. I am not sure of the requirements, if vouchers or subsidies can be accepted for housing or apartments in the high district areas. This is something that I would like to discuss more to explore other ideas and options. Homeownership is such a good stability factor for our community. What can we do to help poor families attain homeownership? What can we do to invest in homeownership for our citizens?

Whether it is more services, whether it is CDBG funds, or whatever we can do to better serve our citizens by supporting community homeownership.

Council Member Nelson stated he commended the Collaborative for their presentation. Some of it was a primer of information that we all up here already know. Much of it was new information that was insightful as we move forward and deal with these issues in the future. I think all of it emphasizes the very key importance of the quality of life in this City and how it relies on the presence of stable reliable housing for every aspect of what we consider important in running a City. No doubt we can adopt all of this information as we go forward. In 2012, the median rent jumped up dramatically from around 10-12% it seems up to about 18%. The following year, it continued to go up to about 27% and it peaked out at around 30% in 2015. So the amount of rent, the median rent charged to those in the City suddenly in 2012 began to spiral upwards. And then it began to go down after 2015. Now, am I to interpret from that that something happened in Lynchburg that drove rates up for a period of years? Then in 2012 it suddenly spiked. I agree with your assessment. All of your data is going to be valuable to City Council and City Staff as we go forward and deal with a lot of things because one thing that Council is going to be dealing with in the next four or five months is balancing the budget. In balancing the budget and if we need to increase revenue, one of the topics that is always discussed is raising real estate taxes. What that chart shows me is the last time we raised real estate taxes was in 2011 and it went into effect in 2012. That is when the rent for those on fixed income, for those in poverty, for those in need increased. This suggests that increases in real estate taxes may have been simply passed on to the tenants and most negatively impacted those in poverty and those who could not afford to absorb them. I mention this only because this is a challenge Council is going to be facing in a few months and I think this is vivid data that if we care about a consistent approach to dealing with poverty we should probably deter from raising real estate taxes to solve the budget issues because it will be passed on most vividly to those who are renting. I also noticed that in 2015 and 2016 the median rent dropped. I would speculate, I haven't researched it, but I would speculate, it is at that point that suddenly more affordable lofts and apartments came on line in downtown Lynchburg. With lots of affordable apartments built on Timberlake Road, Leesville Road and Old Forest Road and with a larger abundance of affordable houses suddenly that

median rent is going to go down. Would you agree with that? Mr. Smith noted that supply increased but not the supply of affordable housing.

Council Member Helgeson spoke about the graph that was mentioned. I don't think we can take too much into it because of lots of different things. You can say that there were not more houses built but we had an influx of brand new students. That will bring down the bottom line. I know it sounds neat but there is very little that you can infer from this graph because there could have been a lot more houses built, or there could have been a whole lot more students, for example. That actually happened. I mean there was a huge growth in the student population at Liberty University of which you have a lot more students and the students typically aren't working so I imagine their filed median gross income is pretty low so that helps pull down those numbers. So again I appreciate the graph but there is very little that you can factually infer from this and that was my point earlier.

Council Member Wright questioned staff on why there was no eviction data for the City in the report.

Assistant City Manager John Hughes noted eviction data goes through the court and has not been captured in the past. Council Member Wright stated it would be nice to capture this data.

Vice Mayor Dolan had the following comments, I don't have much to add to what all of my colleagues have said except I want to thank you for bringing this forward. And there is just no doubt that it is a very sobering report and that we really need to pay attention to it.

Mayor Tweedy stated her comments:

The data is very sobering and I thank you all for doing the report and the survey. I am very concerned about two populations - children and families who are moving around which is burdensome to the school division. Then it takes more to educate them and bring them up to speed as someone mentioned. Our seniors and particularly our veterans as well that fall in this category of fixed incomes and what's available to them. And I have a lot of calls that come to me asking where to go for help and assistance. If citizens have worked so many years and have fixed incomes, how are we helping them to remain in our City and to have great golden years without being burdened by the rent or over expending of their funds? And then I am wondering if this is just an opportunity for the housing market to open up for the people who could afford to pay a little bit more. How do we create a more mixed income type of opportunity for families? In several of our communities, do we look at private development, and I know that Rush Homes



is a private developer but your mission is a bit different, versus how do we bring public housing into this conversation. It's been a long time since we've had that conversation in Lynchburg about how to redevelop properties or maybe now is the opportunity to do that and maybe a more modernized model of how to build communities in our City. So I would really like to see this conversation land with the collaborative and with the public housing. Thank you Ms. Fagan for being a part of the presentation, to see how we can develop future planning and activity with the city departments around creating these necessary units and community. I think with planning we could get that done. But I am in favor of your recommendations; I was really struck with the redlining slide that has been brought up and part of that is because there is also another report out by the Brookings Institute, regarding African American neighborhoods across the country, and the lower valuation of property in those neighborhoods. Lynchburg has a larger problem than some other communities across our country that I was really surprised about. And to me this slide firmed up that some of our history where we are now does go back to the redlining and how over the years if you couldn't catch up with the values in these neighborhoods and now we look at some of the folks who are in homes, I would think that if you are paying over your income in rent you may be paying over your income in utilities, especially if they aren't energy efficient homes, especially some of our bigger older homes in these neighborhoods. Rent and utilities are in there. So I wanted to ask that question. I just think that there is some history and correlation here of some of the practices that we are seeing our worst data in some of our communities and neighborhoods. If Council is in agreement that we work with staff or maybe give staff the authority to work with the collaborative, and the survey, and our Housing Authority to go forward with some steps in the planning of a task force. So there has been a lot of conversation here but they could go deeper and then bring back their findings, but we need to integrate this into the City and our development going forward. I thank you all for that, and if there are no other questions, I thank you for the report.

// In the matter of Police, City Council Report #11 was considered regarding to approve the City's participation in a Mutual Aid Agreement with Centra Health. Police Chief Ryan Zuidema provided a summary of the request. Chief Zuidema gave background information on this request and Council asked questions regarding the Mutual Aid Agreement.

In response to Council's questions, Chief Zuidema responded as follows:

- TDOs (Temporary Detention Orders) and ECOs (Emergency Custody Orders)
- It is critically important to have a very smooth, collaborative, cooperative relationship between Centra, Police and the Sheriff's departments.

Chief Zuidema also stated that the City does have a mutual aid agreement with the Sheriff's department where the Sheriff's department and the Police department agree to work together and share resources to the extent they can. By motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote adopted Resolution #R-19-004, as presented, approving the City's participation in a Mutual Aid Agreement with Centra Health:

|                                                       |   |
|-------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Wilder, Wright, Tweedy | 6 |
| Noes:                                                 | 0 |
| Absent: Perrow                                        | 1 |

Mayor Tweedy read a letter from the Clerk of Council announcing her retirement with the City of Lynchburg after 32 years, effective July 1, 2019.

// On motion of Council Member Helgeson, seconded by Council Member Nelson, Council by the following recorded vote elected to hold a closed session to consider appointments to Council-appointed Boards and Commissions, i.e. Community Development Advisory Committee, Planning Commission, Horizon Behavioral Health, Lynchburg Regional Airport, Towing Advisory Board and Central Virginia Community College Board; pursuant to Section 2.2-3711(A) (1), Code of Virginia (1950), as amended:

|                                                       |   |
|-------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Wilder, Wright, Tweedy | 6 |
| Noes:                                                 | 0 |
| Absent: Perrow                                        | 1 |

// The meeting was re-opened to the public.

// Council Member Helgeson made the following motion:

WHEREAS, the Council of the City of Lynchburg has convened a closed meeting on this date, pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by City Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Lynchburg certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by Council.

The Motion was seconded by Council Member Nelson, and Council by the following recorded vote adopted the motion:

|                                                       |   |
|-------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Wilder, Wright, Tweedy | 6 |
| Noes:                                                 | 0 |
| Absent: Perrow                                        | 1 |

// In the matter of Appointments, and on nomination of Council Member Wright, seconded by Council Member Helgeson, Council by the following recorded vote re-appointed Kimberly Dyke-Harsley, Valerie Harris, John Hughes III, Dennis Newton, Susan E. Murray, Randy Nelson, and Beau Wright to serve on the Community Development Advisory Committee for terms to expire December 31, 2019:

|                                                       |   |
|-------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Wilder, Wright, Tweedy | 6 |
| Noes:                                                 | 0 |
| Absent: Perrow                                        | 1 |

On nomination of Council Member Wright, seconded by Council Member Helgeson, Council by the following recorded vote re-appointed Robert H. Bowden, Kensie Johnson, Mark Lowe and Tom Rogers to serve on the Planning Commission for terms to expire December 31, 2021:

|                                                       |   |
|-------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Wilder, Wright, Tweedy | 6 |
| Noes:                                                 | 0 |
| Absent: Perrow                                        | 1 |

On nomination of Council Member Wilder, seconded by Council Member Wright, Council by the following recorded vote re-appointed John Rice to serve on the Horizon Behavioral Health Board for a term to expire December 31, 2021:

Ayes: Dolan, Nelson, Wilder, Wright, Tweedy 5

Abstain: Helgeson 1

Absent: Perrow 1

On nomination of Council Member Wright, seconded by Council Member Helgeson, Council by the following recorded vote re-appointed Robert Day and Massie G. Ware to serve on the Lynchburg Regional Airport Commission for terms to expire December 31, 2021:

Ayes: Dolan, Helgeson, Nelson, Wilder, Wright, Tweedy 6

Noes: 0

Absent: Perrow 1

On nomination of Council Member Wright, seconded by Council Member Helgeson, Council by the following recorded vote re-appointed Kendall Craft, Warren McCormick, Jeff Nichols and Melissa Foster to serve on the Towing Advisory Board for terms to expire December 31, 2021:

Ayes: Dolan, Helgeson, Nelson, Wilder, Wright, Tweedy 6

Noes: 0

Absent: Perrow 1

// The meeting was adjourned at 10:30 P.M.

// A regular meeting of the Council of the City of Lynchburg was held on the 22<sup>nd</sup> day of January, 2019, at 4:00 P.M. in the Council Chamber, City Hall, Treney Tweedy, President, presiding. The following Members were present:

Present: MaryJane Dolan, Jeff S. Helgeson, J. Randy Nelson, E. J. Turner Perrow,

Sterling A. Wilder, Beau Wright, Treney Tweedy

7

Absent:

0

// Report from U.S. Census Bureau Representative on Census 2020. City Manager Bonnie Svrcek introduced Mr. Josue Figueroa, Partnership Coordinator with the U.S. Census Bureau. Mr. Figueroa provided information on the Census 2020. The Census begins April 2020. He shared the importance of a Complete Count, particularly regarding the impact of Federal fund allocations to localities. Mr. Figueroa focused on the Complete Count Committee (CCC) which is a mutually beneficial partnership at the highest level within each city. Committees consist of influential community leaders who are charged with developing a census awareness campaign that:

- Communicates the importance of the census through local messaging
- Raises awareness of the census throughout the city
- Motivates every household in the city to participate in the census by completing the questionnaire thoroughly and in a timely manner
- Increases the city's self-response rate

The size of the Complete Count Committee is determined by each city. In addition cities may allocate funding to support the activities of the CCC. Cities view this funding as a sound investment in the future. Failure to count residents could result in a substantial loss of revenue for the next decade. Complete Count Committee equals Education, Promotion and Motivation/Action:

- Education Phase – January 2018 – September 2019
- Promotion Phase – April 2019 – January 2020
- Motivation/Action Phase – February 2020 – June 2020

The 2020 Census will focus more on a survey administered via the internet rather than paper. Paper questionnaires will be available as well. Mr. Figueroa mentioned there would be part-time and full-time



positions for persons interested in working for the 2020 Census. The website to apply for jobs is [2020census.gov/jobs](https://2020census.gov/jobs).

Council asked questions after the presentation about how are students counted who are in college away from home. Mr. Figueroa noted students would be counted as part of a group quartered enumeration. Council Member Helgeson mentioned how Census recorded information in the past. He asked whether the Census asks for U.S. citizenship. Mr. Figueroa stated The Department of Justice is reviewing a ruling in New York on this matter; for now, the citizenship question remains on the questionnaire. Mr. Figueroa read a brief statement suggesting such data is used especially when it comes to ensuring voting rights protections, but a decision from the Department of Justice is still pending for more details. Mayor Tweedy mentioned that reporting students under the age of 5 years old is important. It is important that these inhabitants be included because they impact programs such as Head Start and future school enrollments. Council Member Nelson asked what is to prevent students who reside in Lynchburg but have family elsewhere from including these inhabitants on their Census outside the City. Mr. Figueroa stated the goal is to count everyone once and once only. When responding to the survey, the goal is to respond based on who resides in the house. There is quality control verification, but it is not conducted on each household. Ms. Svrcek stated that Assistant City Manager John Hughes will play an active role in the process of forming a committee to help with the 2020 Census.

// Recommendations regarding Implementation of Phase 1 of Citywide Salary Study. City Manager Bonnie Svrcek gave a report of the recommendations regarding Phase 1 implementation of the Citywide Salary Study. Ms. Svrcek gave background information stating City Council approved funding in the amount of \$100,000 for a Citywide Salary Study in FY 2018. The consultant chosen to perform the Study was Korn Ferry. The following background information was provided:

- In FY 2018 City Council approved the use of \$100,000 for a Citywide Salary Study
- Korn Ferry was chosen as the consultant to perform this study beginning in November 2017
- Korn Ferry presented their process and findings to City Council on September 25, 2018
- Council appropriated \$2,209,566 for Implementation of the Study recommendations into a Citywide Salary Study and Implementation Plan Reserve

Actions since September 25, 2018

- Analyzed the Data provided by Korn Ferry
- Developed a strategy to recommend Phase I implementation to City Council for appropriation
  - Bring employees to at least minimum of Pay Ranges
  - Department Directors identified most urgent needs for adjustments using recruitment, retention, compression, high performance, high potential, succession planning, tenure, acceptable performance and no more than a 5% increase beyond minimum as principles for adjustments
  - Evaluated proposals from Department Directors regarding highest priority needs based on the above principles. With few minor exceptions, Department requests were approved

Market Comparisons

- In September 2018, Council requested a more detailed list of comparisons used in the Salary Study. It was noted these comparisons were included in the September report. Copies were made of Appendix A and distributed to Council.
- Korn Ferry consultant Myriam Michaels provided some additional details on the Study.

Funding Needed to Fully Implement Salary Study

- Including Benefits (Virginia Retirement System, Life Insurance, Virginia Local Disability Plan, Social Security, Medicare) the total cost for Implementation is \$5,521,736 all Funds.
- The General Fund cost of Implementation is \$4,470,158.
- There is not enough money currently to fully implement the plan.
- Ms. Svrcek is asking for Council's approval that funds be appropriated for the remaining 5 months of Fiscal Year 2019.
- Out of 1200 employees, 737 are directly impacted in Phase I.
- The baseline of Phase I adjustments beyond the minimum is \$1.2 million annualized and \$513,000 for 5 months. The police department is receiving the majority of funding to address retention and recruitment.

- Ms. Svrcek asked that Council strike the information about the City Attorney. This item will be addressed at a later date.
- The breakdown of Phase 1 funding for the minimum of pay ranges for the other funds including the Water Fund, Sewer Fund, Storm Water Fund, Airport, and Juvenile Detention total \$311,000 annually and \$129,000 for 5 months. These funds do not require any additional Council action.
- Ms. Svrcek asked Council to adopt a resolution later this evening under General Business appropriating funding in FY 2019 from the Citywide Salary Study Implementation Plan Reserve for Phase 1 to get the City through June 30, 2019. Pending Council approval, adjustments will be effective for the February 28, 2019 pay date. The impact of these pay adjustments will be included in the FY 2020 proposed budget.

The following questions and concerns were raised by Council:

Council Member Perrow asked about the allocated funds and whether the enterprise funds were addressed in the budget.

Council Member Perrow asked a question about slide 6 and the reoccurring monies (\$2.2 million earmarked for salaries). What happens to the remaining monies? Ms. Svrcek stated the monies could potentially go to Pay As You Go Capital or the Health Insurance reserves.

Council Member Nelson asked the City Manager whether the figures assume that there will be no increases at all to any staff positions throughout the City. Right now, Ms. Svrcek stated she does not anticipate any new position recommendations. He then asked whether this was a realistic assumption and she agreed it was a realistic assumption given her direction to staff to cut budgets by 5% for FY 2020.

Council Member Helgeson asked a question about the packet distributed to Council during the current meeting. He asked why no local districts (Bedford County, Amherst Country, etc.) were included in the survey. Ms. Michaels from Korn Ferry stated this information was posted at the end of the survey report. He also asked how the cost of living was included in the study and how this information was gathered. Ms. Michaels explained the process to Council.

Council Member Perrow asked the City Manager to explain more about the department proposals for funding. Ms. Svrcek explained how she gained this information from the Department Directors, who know their departments best. He also asked how does performance factor into the adjustments. Ms. Svrcek stated those workers on performance plans will not be recommended for any adjustments. These adjustments are based on the market.

Council Member Dolan asked the City Manager whether these adjustments would bring people up to a living wage? Ms. Svrcek stated all employees will be making more than the minimum wage.

Mayor Tweedy asked Police Chief Zuidema to come forward to explain the process from his point of view. Police Chief Zuidema made the following remarks:

This year the Police Department needed to fill 15 positions at the Criminal Justice Academy, but only 8 qualified candidates could be hired. The Manager's recommendation does not fix their compression issue, but it keeps it from getting worse. The other issue was retention and wanting to keep experienced officers and adjustments made to civilian staff.

Council Member Wilder mentioned the City is working to get a better salary for our city employees. He also thanked the City Manager for empowering our Department Heads.

Council Member Perrow mentioned that monies suggested during the past two years by Ms. Svrcek have set a precedent that made this decision and process less difficult. Ms. Svrcek noted City Council made difficult choices to appropriate such funds in the past.

Council Member Wright expressed thanks for all City employees in attendance today. He mentioned this is a small step in the right direction.

Council Member Nelson mentioned previous decisions regarding salaries involved sprinkling money. Yet, this new plan will make the City a much better place to live and incentivize employees. This is a very positive step undertaken in a very responsible way.

// Council Member Wright mentioned the tethering ordinance in the City and asked that City staff work to develop some type of Ordinance that is manageable for the Police Department and responsive to citizen concerns.

// Council Member Wilder mentioned the Martin Luther King, Jr. Breakfast with Superintendent Dr. Crystal Edwards as the keynote speaker for the event. He also mentioned that Mayor Tweedy spoke in Campbell County at their Martin Luther King, Jr. event.

// Council Member Nelson echoed citizens concerns regarding tethering. In addition, he mentioned that the creek bank next to Evergreen Drive has become a potential garbage dumpsite and asked if the City can do anything to deter this practice.

// City Manager Bonnie Svrcek mentioned the recruitment process for the Clerk of Council and that the Clerk of Council will retire June 30, 2019. Ms. Svrcek mentioned she had received some feedback from Council regarding the Clerk of Council position. She mentioned to Council that it is a Code requirement that the Clerk of Council reside within the City limits and such residency requirement would be included in the position advertisement.

// Mayor Tweedy mentioned a Resolution supporting the Equal Rights Amendment. She wanted to present a Resolution that can be discussed by Council at a future time.

Mayor Tweedy also mentioned the upcoming Bridges to Progress meeting to be held on Saturday, January 26, 2019 from 2:00 – 5:00 p.m. at the Miller Center. Lastly, the Mayor read the following statement: LSC will be closing its plant June 20, 2019, impacting 369 people. The Commonwealth of Virginia will employ its Rapid Response Team to help local employees impacted by this closure to get back to work through its efforts with the company and employees.

// On motion of Council Member Wilder, seconded by Council Member Wright, Council by the following recorded vote elected to hold a closed meeting for discussion and consideration of the conditions of employment for the City Manager and the City Attorney, pursuant to Section 2.2-3711(A.)(1) of the Code of Virginia:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy

7

Noes:

0

// The meeting was re-opened to the public.

// Council Member Helgeson made the following motion:



WHEREAS, the Council of the City of Lynchburg has convened a closed meeting on this date, pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by City Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Lynchburg certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by Council.

The Motion was seconded by Council Member Nelson, and Council by the following recorded vote adopted the motion:

|                                                               |   |
|---------------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy | 7 |
|---------------------------------------------------------------|---|

|       |   |
|-------|---|
| Noes: | 0 |
|-------|---|

// City Council recessed the meeting at 5:58 p.m.

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

The following Members were present:

|                                                                  |   |
|------------------------------------------------------------------|---|
| Present: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy | 7 |
|------------------------------------------------------------------|---|

|         |   |
|---------|---|
| Absent: | 0 |
|---------|---|

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

// Copies of the minutes of the November 13, 2018 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Wilder, seconded by Council Member Dolan, Council by the following recorded vote approved the minutes as presented:

|                                                               |   |
|---------------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy | 7 |
|---------------------------------------------------------------|---|

|       |   |
|-------|---|
| Noes: | 0 |
|-------|---|

// Copies of the minutes of the November 27, 2018 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Wilder, seconded by Vice Mayor Dolan, Council by the following recorded vote approved the minutes as presented:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

// In the matter of Airport, a public hearing was held regarding City Council Report #7 to execute an Air Traffic Control Tower Operations Agreement with the Federal Aviation Administration (FAA) which sets forth the terms under which the FAA will provide Air Traffic Control (ATC) services at Lynchburg Regional Airport. Airport Director Mark Courtney provided a summary of the request to execute the agreement. This agreement now requires all airports receiving contract ATC services to provide the tower facility at no charge to the FAA. In addition, it also requires the airport to provide all utilities, custodial services, and ATC tower radios/equipment at no cost to the FAA. Since the new requirements specify that the ATC facility, utilities, radios, and equipment be provided by the airport at no cost to the FAA, the airport no longer receives approximately \$37,000 annually in rent. Additional annual expenses include approximately \$11,000 for radio and equipment contract maintenance services (less 80% state grant eligibility). 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 Nelson, Council by the following recorded vote adopted Resolution #R-18-005, as presented, to execute an Air Traffic Control Tower Operations Agreement with the Federal Aviation Administration (FAA) which sets forth the terms under which the FAA will provide Air Traffic Control services at Lynchburg Regional Airport:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

Mr. Courtney introduced the new Deputy Airport Director, Andrew Lagala.

// In the matter of the Fire Department, City Council Report #8 was considered to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$87,019 with resources from the 2018 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department's Technical Rescue Team. Fire Chief Wormser provided a summary of the report. Council Member Helgeson, Chair of the Finance Committee (FC) stated that this matter came before the FC, which recommended approval. This motion does not require a second. Council by the following recorded vote introduced and laid over to a later meeting for final action

Resolution #R-19-006, as presented, to fund equipment and training for the Fire Department Technical Rescue Team:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

// In the matter of the Fire Department, City Council Report #9 was considered to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$53,136 with resources of \$26,568 from the Virginia Office of Emergency Medical Services - Rescue Squad Assistance Fund (RSAF) and \$26,568 from the FY 2019 Fire Department's budget to purchase (1) Power Pro stretcher and (1) LifePak 15 for the Fire Department. Fire Chief Wormser provided a summary of the report. Council Member Helgeson, Chair of the Finance Committee (FC) stated that this matter came before the FC, which recommended approval. This motion does not require a second. Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-19-007, as presented, to purchase (1) Power Pro stretcher and (1) LifePak 15 for the Fire Department:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

// In the matter of the Greater Lynchburg Transit Company, City Council Report #10 was considered to provide commentary on the Virginia Department of Rail and Public Transportation Transit Funding Formula. Brian Booth, General Manager of the Greater Lynchburg Transit Company provided a summary of the request. On motion of Council Member Perrow, seconded by Council Member Nelson, Council by the following recorded vote adopted Resolution #R-19-008, as presented, to provide commentary on the Virginia Department of Rail and Public Transportation Transit Funding Formula:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

// In the matter of Council, City Council Report #11A was considered that the FY 2019 General Fund budget is amended and \$777,109 is appropriated with resources of \$743,271 from the Citywide Salary Study and Implementation Plan Reserve and \$33,838 from additional State revenue to support moving all employees to the minimum of the new pay ranges and address the highest priority market adjustments.

Council Member Helgeson mentioned the original packet did not have the \$33,838. He recognizes the impetus behind the Salary Study. He mentioned there have already been seven officer deaths this year, which plays into the difficulty of hiring and retaining officers. Council Member Perrow asked about \$248,026 and \$513,593 (slide 6) equals \$761,619. He wonders how this number differs from the number presented during the presentation. Staff noted that this was the error mentioned earlier. On motion of Council Member Wright, seconded by Vice Mayor Dolan, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-19-009, as presented, that the FY 2019 General Fund budget is amended and \$777,109 is appropriated with resources of \$743,271 from the Citywide Salary Study and Implementation Plan Reserve and \$33,838 from additional State revenue to support moving all employees to the minimum of the new pay ranges and address the highest priority market adjustments.

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy

7

Noes:

0

// In the matter of Council, City Council Report #11B was considered that the FY 2019 General Fund budget is amended and \$4,976 is appropriated with resources from the Citywide Salary Study and Implementation Plan Reserve to support moving the City Manager closer to the minimum of the new pay range for such position.

Council Member Helgeson focused on those at or below the minimum pay range. He does not support this resolution for the following reasons: 1) The City Manager did not make this request; 2) It is not appropriate at this time when we are trying to raise City employees to a minimum pay range. Given local job loss, recruiting, and retention issues, he cannot vote to pass this resolution. Council Member Dolan mentioned in defense of Council's decision this position was identified by the Salary Study as below the minimum and that is why Council chose to include it. Council Member Perrow states he takes a more pragmatic view on this issue. He believes given previous discussions, the amount Council agreed upon is small enough that it does not jeopardize Council's relationship with the manager. Mayor Tweedy thanked Council for their efforts, discussion, and decision-making during this time. She also thanked all the City staff for their efforts throughout the City. On motion of Vice Mayor Dolan, seconded by Council Member Wilder, Council by the following recorded vote introduced and held over to a later meeting for

final action Resolution #R-19-010, as presented, that the FY 2019 General Fund budget is amended and \$4,976 is appropriated with resources from the Citywide Salary Study and Implementation Plan Reserve to support moving the City Manager closer to the minimum of the new pay range for such position.

Ayes: Ayes: Dolan, Nelson, Perrow, Wilder, Wright, Tweedy 6

Noes: Helgeson 1

Ms. Svrcek thanked Council for passing the resolution and for their vote of confidence in her. She also expressed gratitude for Council's support of City employees through their action today in implementing Phase I of the Salary Study.

// The meeting was adjourned at 8:18 P.M.



// A special meeting of the Council of the City of Lynchburg was held on the 12<sup>th</sup> day of February, 2019 at 2:00 P.M. in the 2<sup>nd</sup> floor training room of City Hall, Treney Tweedy, President presiding. The purpose of the meeting was to conduct a Council Budget retreat and Work Session. The following members were present:

Present: Dolan, Nelson, Wilder, Wright, Tweedy

Absent: Helgeson, Perrow

// Mayor Tweedy welcomed everyone and provided an overview of the Budget Retreat/Work Session.

// The City of Lynchburg's Finance Department and Budget Team were recognized for receiving the Government Finance Officers Association (GFOA) Budget Excellence Award.

--Councilmember Helgeson arrived.

// In the matter of Finance – Budget, City Council Report #1 was considered to participate in the FY 2020 Operating and FY 2020-FY 2024 Capital Improvement Plan Work Session and discuss the recruitment for the Clerk of Council Position. Chief Financial Officer, Donna Witt provided an overview of citizen feedback from an online survey and “Budget Pop-up Meetings” held within the community. Mrs. Witt presented a summary of information through a PowerPoint presentation entitled “Lynchburg is Listening.” Budget Pop-up Locations included Boonsboro Kroger, Greater Lynchburg Transit Company transfer station, Daniel's Hill Community Center and the Lynchburg Community Market. There were 99 respondents from Pop-ups and 100 respondents from the online survey. Council was previously furnished with all citizen responses. Encompassed in the next steps to increase citizen engagement were a desire to become more fiscally transparent, educate citizens regarding revenues, and reduce “Magical Budgeting” (service provision without adequate funding). Mrs. Witt introduced “Balancing Act” which is a cloud-based fiscal transparency application that allows the public to interact directly with the City's financial statements and budgetary documents online. Financial Professional, Starlette Early assisted Mrs. Witt with the overview of Balance Act. This tool will be populated with the proposed and adopted budgets and will be available for public use. Council members shared comments and questions on the benefit of communicating with citizens through such applications.

--Councilmember Perrow was teleconferenced into the meeting

Councilmember Nelson posed a question regarding complaints from citizens concerning lack of internet access, which was addressed by Assistant City Manager Hughes and CFO Witt. The Balancing Act software will cost \$6,750 per year.

// CFO Donna Witt presented a review of preliminary major FY2020 revenues instructions to departments regarding budget submissions, identification of major issues for FY 2020, and future years

budget calendar overview. Mrs. Witt utilized a PowerPoint format for this presentation entitled FY 2020 Projected Revenues and Challenges with an overview as follows:

1. FY 2020 Economic-related revenue projections
2. Current and future challenges
3. Budget submission instructions
4. Guiding Principles for budget balancing

#### FY 2020 Major Revenue Highlights

- Increase of 6.7% over actual FY 2018 in Net Real Property Tax revenue
- Decrease of 1.8% below actual FY 2018 in Net Personal Property Tax revenue
- Increase of 1.5% over actual FY 2018 in Motor Vehicle Licenses Tax
- Increase of 2.1% over actual FY 2018 in Net Local Sales and Use Tax
- Decrease of 1.7% below actual FY 2018 in Net Business License Tax
- Increase of 3.3% over actual FY 2018 in Net Lodging Tax
- Increase of 1.4% over actual FY 2018 in Net Meals Tax
- Increase of 6.2% over actual FY 2018 in Amusement Tax

#### FY 2020 Operating Budget Challenges

- Funding Phase II and Phase III Implementation of the Salary Study
- Cost of Living adjustments to stay current with the market
- Debt Service for Capital Projects
- Rising Medical Insurance claims and premiums
- Schools rising costs/State mandated increases for Standards of Quality (SOQ) positions
- General Assembly Action - especially regarding Schools
- Citizen Engagement that represents all voices

#### FY 2020 Capital Budget Challenges

- Police Headquarters
- College Lake Lakebed Improvements, Bridge Construction, and Dam Removal
- Downtown Water Main Replacement and Streetscape Improvements
- Implementation of Downtown 2040 Plan
- Ongoing Building Maintenance (Boilers, Chillers, Roofs, etc.)
- City Schools Building Replacements and Renovations

Mrs. Witt continued her presentation by providing details concerning departmental budget instructions, budget balancing principles and the FY 2020 budget calendar.

// Council took a break at 3:15 P.M. and reconvened the meeting at 3:26 P.M.

//Deputy City Manager, Reid Wodicka presented a review of the FY 2020-FY 2024 Capital Improvement Plan (CIP) to provide Council with a complete overview of the CIP funding plan and receive feedback on assumptions.

#### Capital Improvement Plan (CIP) Overview Highlights

- The CIP should have a “Big Picture” focus
- Council is tasked with reaffirming and expanding CIP budget policy, discussing most appropriate focus areas, providing feedback, and advising staff if there is a need for specific conversation to consider on projects.
- CIP policy should be one of Council’s major policy statements; represent true balance and address tough decisions; have a clear long-term funding path; lead to proactive maintenance of existing assets; avoid one-off projects (though planning); and support targeted private sector development through partnerships.

Councilmember Nelson suggested having the statement on proactive maintenance of existing buildings near the top of this policy listing if ranked in order of importance. Councilmember Helgeson noted that urgent safety matters should have the primary focus and that certain items should be removed from the CIP if there is less utilization or declined use of the asset. Councilmember Wright requested that the current CIP policy be provided to Council. Once the policy is drafted, staff will bring proposed updates to the Finance Committee.

#### Project focus areas and matters of importance on the CIP include:

1. Major City Asset Renewal & Construction
2. City Building & Facility Maintenance – including school facilities
3. City Transportation Projects
4. Neighborhood Reinvestment Projects
5. City Recreation Amenities Improvements
6. Perpetual Maintenance Funds

Deputy City Manager Wodicka reviewed the Focus Areas individually with example projects related to each area. Councilmember Nelson noted the benefit of ranking focus areas in order of priority.

Councilmember Helgeson stated that some of these items (related to transportation projects) are a function of funding and further requested that allocations be considered on a priority basis. City

Manager Bonnie Svrcek commented that the CIP is reviewed annually, therefore reallocations may be done during the CIP reevaluation process.

#### Financial Plan Highlights

- Funding all projects as they have been requested and Council has adopted creates a major funding gap beginning in FY 2020 and peaking in FY 2023, with a needed \$12.7 million
- Lakeside Drive Bridge/Dam, coupled with other projects, makes the adopted plan financially unsustainable
- Changing the timing of the major projects can close the gap to some extent
- Make every effort to keep maintenance projects on time; begin Annual Capital Maintenance funding (\$0.5M in FY 2020, add \$250k each year)
- Use \$6.0 million unallocated from 2016 bond issue
- Use operating capital reserve to help fund projects, rather than growing the reserve further
- Lengthening term of debt to align with useful life of asset
- In order to create a fundable financial plan
  - Dedicate \$800,000 of new revenue in FY 2020 to CIP
  - FY 2021-2024 dedicate first new revenue to CIP - even years \$1.0 million (re-assessment years); odd years \$0.5 million
- Two Points of Caution
  - Limits funds available for operating budget
    - Pay and other issues
  - If revenue doesn't grow over the next several years, City would likely have to increase tax rates or make more significant cuts to cover debt

Deputy City Manager Wodicka presented scenarios that hypothetically allowed for a smaller deficit.

Councilmember Helgeson suggested that tax rates would not have to increase if there were reductions in expenses.

--Councilmember Perrow entered the meeting room at 4:20 P.M.

Mayor Tweedy mentioned that there is an opportunity for development of housing within the \$100,000 to \$150,000 range in Lynchburg and this should be considered as part of the financial plan. Council discussed the proposed timeline for a new Police Headquarters and for construction/improvements related to the Lakeside Dr. Bridge and Dam projects. Councilmember Perrow stated that projects with a positive economic impact should include this information in their assessment and also asked why storm water funds could not be used for culverts.

Financial Plan Considerations Going Forward

- Keep all projects in the plan, but Consider delaying some major (debt intensive) projects and keep maintenance-type projects on target
- Appoint a City-Schools community task force to assess and recommend future school facility needs Redistricting, school consolidation, updated facilities, etc.
- Consider dedicating a portion of new revenue in the next 5 years to CIP
- Consider revenue increase dedicated to CIP

Feedback from Council is requested within a week or so along with suggestions for leaders of the Long Range Schools Facility Task Force. Councilmember Helgeson noted that elected officials should be a part of this task force. Mayor Tweedy stated that a good cross-section of citizens would be important members as well. Councilmember Wilder agreed that a diverse representation of citizens would be appropriate for such a task force. Council and staff thought it appropriate for the proposed task force to have around 15 members maximum. Council will email City Manager Svrcek with additional suggestions for the task force.

//Council Report#2 – Roll Call. Councilmember Perrow mentioned that the Virginia Municipal League conference in Richmond, VA was a good experience. Councilmember Perrow has been in touch with Senator Newman and Delegate Scott Garrett and acknowledged \$5 million may be available from the State for Lakeside Dr. Bridge and Dam projects.

//In the matter of Human Resources - Clerk of Council Recruitment Update. City Manager Bonnie Svrcek advised Council that the job opening for Clerk of Lynchburg City Council was open until 12:00 A.M. on Monday February 11, 2019. Eighteen (18) applications were received and six (6) of these met minimum qualifications. Director of Human Resources, James Lowe provided Council with the applications and Council is asked to review the applications and send their top three of four candidates to Mr. Lowe before February 26, 2019. Mr. Lowe will contact the candidates to advise that City residency is a requirement.

//On motion of Councilmember Helgeson, seconded by Councilmember Perrow, Council by the following recorded vote elected to hold a closed meeting to consider appointment of Acting Clerk of Council pursuant to Section 2.2-3711(A)(1) of the Code of Virginia, 1950, as amended:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy

7

Noes:

0

// City Council recessed the meeting after closed session.

// City Council reconvened the meeting at 7:30 P.M.



// A regular meeting of the Council of the City of Lynchburg was held on the 12<sup>th</sup> day of February, 2019, at 7:30 P.M. in the Council Chamber, City Hall, Treney L. Tweedy, President, presiding. Council Member Wilder gave the Invocation, followed by the Pledge of Allegiance. The following Members were present:

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

Absent: 0

// Copies of the minutes from the two December 11, 2018 meetings, and two January 8, 2019 meetings, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote, pulled these minutes from the consent agenda to be approved at a later date, and voted to approve additional items Resolution #R-19-006, Resolution #R-19-007, and Resolution #R-19-009 as follows:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

// In the matter of Community Development – Zoning, a public hearing was held regarding City Council Report #8 concerning the petition of Victoria’s Inventory, LLC to rezone approximately four hundred seventeen (0.417) thousandths of an acre at 301 Rivermont Avenue from B-1, Limited Business District, to B-4(C), Urban Commercial District (Conditional) to allow an existing building to be converted into a 30-unit apartment building. City Planner Rachel Frischeisen provided a brief summary regarding the request. Council Member Nelson noted a conflict of interest and abstained from the vote citing his legal representation of Victoria’s Inventory, LLC. Mr. Tony West came forward to speak on behalf of Victoria’s Inventory, LLC and described the project as turning a building with 22 units into a building with 30 townhouses. There was no one else present who wished to speak on this item and the public hearing was closed. Council Member Wilder questioned the issue of available parking spaces. This question was addressed by Ms. Frischeisen. Council Members Perrow, Helgeson and Dolan voiced their appreciation for the work Mr. West has done and on motion of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote adopted Ordinance #O-19-011, as presented, granting the zoning request:

Ayes: Dolan, Helgeson, Perrow, Wilder, Wright, Tweedy 6

Noes: 0

Abstentions: Nelson 1

// In the matter of Community Development – Zoning, a public hearing was held regarding City Council report #9 concerning the petition of Fieldstone Manor, LLC, to obtain a conditional use permit at 110 Aaron Place to allow fill in the floodplain to facilitate the construction of a new entrance to the previously

approved townhouse development. The property is zoned R-3, Medium Density Residential. City Planner Rachel Frischeisen provided a brief summary regarding the request including a reminder that the planning commission recommended approval of the conditional use permit. Council Member Nelson noted his legal representation of parties who own parcels of land adjacent to the area discussed in this public hearing, and that he is able to be objective in any decision surrounding this matter. Mr. Jamey White with White Engineering and Design provided a presentation to Council as a representative of Fieldstone Manor, LLC. in a manner favorable to the project. Mr. Dan O'Neil, developer for Fieldstone Manor, LLC rose to speak in favor of the project. Mr. O'Neil reiterated the intent of the project is to build in the floodplain so that a road may be built across the tributary. Ms. Latonya Carter, Mr. Larry Simons, and Mr. Richard White spoke in opposition to the project. Mr. Jamey White provided a rebuttal to the opposition by reiterating that access was originally approved for the last phase of this development prior to changes made to the floodplain by the Federal Emergency Management Association (FEMA). After questions from Council concerning the project, Council Member Helgeson moved to deny the Resolution requesting a conditional use permit to fill the floodplain. This motion was seconded by Council Member Perrow, and discussion germane to the motion followed. Council Member Perrow noted photos from Google Earth indicated there appeared to be problems in the culvert due to water and sediment flow. Councilmember Perrow also suggested there may be alternatives to building in the floodplain, such as spanning the floodplain. Councilmember Nelson commented on the possible issues upstream on City property if the floodplain rises in this area. Council Member Wright requested details from Mr. O'Neil on the possibility of using land in the vicinity as addressed by Mr. Simon earlier. Mr. O'Neil offered that obtaining this property would not solve the issue as presented as the floodplain is larger on that portion of land. Council Member Wilder asked if City staff had issues with the current suggestion of filling in the floodplain, and Ms. Frischeisen explained that the planning division is confident in what has been submitted by the developers on this matter. Ms. Frischeisen also noted that planning staff was not in support of an additional access point from Wards Ferry Rd in response to Vice Mayor Dolan's comment on lack of traffic study and the high traffic in this area. Council, by the following recorded vote denied granting a conditional use permit to fill in the floodplain at 110 Aaron Place, as presented:

Ayes: Dolan, Helgeson, Perrow, Nelson, Tweedy 5

Noes: Wilder, Wright 2

// In the matter of Community Development, Zoning, a public hearing was held regarding City Council report #10 concerning the petition of Lynchburg Investment Company, Inc. to rezone approximately six and forty-five hundredths (6.45) acres at 2820 and 2842 Linkhorne Drive from B-3C (Conditional) to B-3C,

(Conditional) to amend previously approved proffers to allow the construction of a one hundred twenty-seven (127)-space parking area. City Planner Rachel Frischeisen provided a brief summary regarding the request including a reminder that this proposal is supported by the City's Comprehensive Plan and that the planning commission recommended approval as well. Councilman Nelson noted that he has a conflict of interest on this matter due to ongoing litigation on behalf of his father with a contractor who is alleging problems of storm water runoff from this site. Mr. Trent Warner with Hurt and Proffitt provided a presentation as developer of this project on behalf of the tenant, Convergys, in support of construction that would allow for additional parking spaces. There was no one else present who wished to speak on this item and the public hearing was closed. Council Member Perrow questioned Mr. Warner concerning possible storm runoff issues. After a motion to approve the resolution by Council Member Perrow, seconded by Council Member Helgeson, discussion was held. Council Member Helgeson noted that the planning commission recommended support of the project 7-0. Council Member Wilder questioned details of the parking area, which were addressed by Ms. Frischeisen. On motion of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote approved Ordinance # O-19-012, as presented:

|                                                       |   |
|-------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Perrow, Wilder, Wright, Tweedy | 6 |
| Noes:                                                 | 0 |
| Abstentions: Nelson                                   | 1 |

// In the matter of Emergency Services - General, City Council Report #11 was considered regarding adopting a Resolution naming the Emergency Service (E-911) building in honor of Barry K. Martin. Ms. Melissa Foster provided a brief summary of the request. On motion of Council Member Wright and seconded by Council Member Wilder, brief discussion was held with questions by Council Member Wilder, and comments by Council Member Perrow and Council Member Helgeson. Council by the following recorded vote, approved Resolution #R-19-013, as presented:

|                                                               |   |
|---------------------------------------------------------------|---|
| Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy | 7 |
| Noes:                                                         | 0 |

// In the matter of Schools – General, City Council Report #12 was considered regarding introducing a Resolution to amend the FY 2019 General Fund budget and appropriate \$1,755,030 resources from unexpended FY 2018 Schools Operating Fund appropriations for transfer to the FY 2019 Schools Operating Fund (\$350,000) and to the Schools Capital Fund (\$1,405,030) to fund needs as approved by the School Board. Mrs. Donna Witt, Chief Financial Officer (CFO) provided a brief summary of this request to approve the resolution. Council Member Wright moved to approve the resolutions, seconded by Council Member

Wilder and the discussion on the matter was held. Council Member Nelson noted that his wife is an employee of Lynchburg City Schools, however this does not constitute a conflict of interest and he is able to be unbiased on this matter. Council member Wilder asked if this action aligned with the City's policy, and CFO Witt acknowledged that it is in order and in line with policy. Council Member Perrow asked clarifying fiscal questions, which were addressed by Mrs. Witt and by Mr. Anthony Beckles, Chief Financial Officer of Lynchburg City Schools (LCS). Council Member Helgeson noted his support of the action with the continued acknowledgement of future fiscal impacts. Lynchburg City Schools (LCS) Superintendent Dr. Crystal Edwards also noted the work of the School Board and LCS to cover the 3% salary increase to LCS staff through level funding. Council Member Nelson commended LCS for having a positive fund balance, directing resources toward capital assets, and problematic fiscal areas of concern. Council member Helgeson requested information on the student to teacher ratio in LCS. Council by the following recorded vote, approved Resolution #R-19-014, as presented:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wilder, Wright, Tweedy 7

Noes: 0

// In the matter of General Fund budget, Council Report #13 was considered concerning adoption of Resolution #R-19-010 that the FY 2019 General Fund budget is amended and \$4,976 is appropriated with resources from the Citywide Salary Study and Implementation Plan Reserve to support moving the City Manager closer to the minimum of the new pay range for such position. On motion of Council Member Dolan, seconded by Council Member Wilder, Council by the following recorded vote adopted Resolution #R-19-010, as presented:

Ayes: Dolan, Nelson, Perrow, Wilder, Wright, Tweedy 6

Noes: Helgeson 1

// The meeting was adjourned at 9:05 P.M. until February 26, 2019 at 4:00 P.M., to conduct a work session regarding several items.

**Campbell, Alicia**

---

**From:** Natalie J <Natalie\_Jones1003@hotmail.com>  
**Sent:** Tuesday, February 19, 2019 4:55 AM  
**To:** Campbell, Alicia  
**Subject:** RE: City Council Meeting

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Ms. Campbell,

I would like to address City Council on poverty in Lynchburg as someone who knows about poverty only too well. By simply throwing money at a few organizations, it does nothing to address the root causes of poverty in Lynchburg. It is like putting a bandaid on a gushing bullet wound. There are so many aspects of poverty that need to be addressed and a few organizations receiving funding from the city is not going to get the job done. There are entire areas of Lynchburg where you cannot fail to see the blatant, outrageous poverty. The inner city of Lynchburg is such. Every other house on White Rock hill looks like it should be condemned and so city housing inspectors are certainly not doing their job. I can attest to that also since I have called them and the help I received from them was laughable because they did nothing. And don't even get me started on the healthcare situation as it pertains to people who lack insurance or don't have the 'right' insurance. Since coming back to this city, those who are in poverty are certainly not faring well with regards to receiving adequate healthcare since building a new facility on Fifth street is not all that is needed. Quality healthcare is needed and with Centra Health's monopoly on health care in Lynchburg, there is no competition and that is not a good thing.

How can our mayor speak on poverty issues in Washington, DC when she should first seriously address the poverty that is still very much a part of Lynchburg's landscape? I suppose she did not head out of the city by way of White Rock Hill or Diamond Hill or even the area I live in on Old Forest Road because maybe if she had, she would have called those folks in Washington and told them that she had much to address here as it relates to poverty before she could speak on the issue in Washington. There are most definitely the haves and then there are those who are struggling and who are even more vulnerable to predatory slumlords who force them to pay outrageous security deposits. And what about the fact that Lynchburg implemented a high security deposit for renters who need to have water turned on. I see no one has stepped up to the plate and stated that a \$180 water and sewer deposit fee is too much for someone on a limited income or even on a fixed income. How about shutting the 'lip service' spigot off and actually do something constructive to mitigate poverty in Lynchburg? "Bridges to progress initiative?" Seriously? I have not seen hide nor hair of it where it counts.

Sincerely,

Natalie Jones  
 (434)215-3320  
 3300 Old Forest Road  
 Apt. 314  
 Lynchburg, VA 24501

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **February 26, 2019**

AGENDA ITEM #: **11**

CONSENT:  
ACTION: **X**

REGULAR: **X**  
INFORMATION:

WORK SESSION:

CLOSED SESSION:  
(Confidential)

**ITEM TITLE: Appropriation of the Community Wealth Building – Temporary Assistance for Needy Families Grant**

**KEY ELEMENTS:**

☒ Economic Development ☒ Excellent Government ☐ Natural and Built Environment ☐ Safe Community ☒ Vibrant Community

**RECOMMENDATION:** Appropriate \$163,204 to the FY 2019 City-Federal-State Aid Budget for the Temporary Assistance for Needy Families (TANF) Community Wealth Building (CWB) Grant. This grant is administered by the Virginia Department of Social Services (VDSS).

**SUMMARY:** The City submitted a TANF CWB grant application in November of 2018 to the VDSS with the objective of furthering the City's efforts related to poverty reduction and increasing median household income. The Intent to Award letter was received from VDSS which indicated Lynchburg was awarded \$163,204.79. Funding is allocated over the remainder of FY 2019 and throughout FY 2020. These funds will be used to expand current TechHire and Getting Ahead programs and to support additional programming within the City's poverty reduction framework.

The required match for the City is 10% (based on a formula, not directly 10% of request). In-kind services are eligible for the match resulting in no additional cash contribution from the City. This match will be achieved through in-kind expenditures associated with the management of affiliated programs, a portion of staff salaries, and office use for program staff/participants.

**PRIOR ACTION(S):** Notice to Finance Committee, November 27, 2018.  
Finance Committee, February 26, 2019

**FISCAL IMPACT:** Local in-kind match of \$18,637.50 (formula driven calculation)

**CONTACT(S):** John H. Hughes, IV, Assistant City Manager, 455-3990

**ATTACHMENT(S):** Resolution  
Notice of Intent to Award

**REVIEWED BY:** bms



RESOLUTION:

BE IT RESOLVED THAT the FY 2019 City Federal State Aid budget is amended and \$163,204 is appropriated with resources from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment for TANF Participants Grant.

Introduced:

Adopted:

Certified:

\_\_\_\_\_  
Acting Clerk of Council

027A



# COMMONWEALTH of VIRGINIA

## DEPARTMENT OF SOCIAL SERVICES

December 20, 2018

**VIA EMAIL ONLY JOHN.HUGHES@LYNCHBURGVA.GOV**

City of Lynchburg  
Mr. John Hughes, IV, Assistant City Manager  
900 Church Street  
Lynchburg, Virginia 24504

RE: BEN-19-024: Employment for TANF Participants

Dear Mr. Hughes:

Thank you for submitting your application to provide services under the above referenced Program. The Virginia Department of Social Services (VDSS) received 25 applications requesting over \$8.6 million to support many worthwhile projects. The amount available for distribution was approximately \$4,050,000; an additional \$710,781 is being added for funding.

All requests for funding were reviewed by an evaluation committee composed of Department staff and specially appointed individuals who made recommendations for sub-grant awards. After careful consideration of your request, I am pleased to notify you of the intent to award your agency **\$163,204.79** for your application. This intended sub-grant award requires a **10%** cash or in-kind match. Please note the amount of the sub-grant award is less than the dollar amount requested in your original application.

The information listed below must be received by **December 28, 2018, at 3:00 pm, EST** at the following email address:

**[Faye.a.palmer@dss.virginia.gov](mailto:Faye.a.palmer@dss.virginia.gov)**

- written confirmation of your acceptance of this sub-grant award;
- written confirmation that the scope of services will remain the same, **or** written description of any changes in the scope of services that were outlined in the original proposal including the ACTIVITIES/OUTCOMES Form (Attachment A.1);
- a revised budget (Attachment B.1) reflecting the grant funds received as specified above.

Please contact Adrienne D Childress, [Adrienne.Childress@dss.virginia.gov](mailto:Adrienne.Childress@dss.virginia.gov) if you have questions or need assistance.

Upon receiving the required materials, an agreement will be prepared for the period of January 15, 2019 – June 30, 2020 and sent to you for signature. You will receive fiscal and program reporting forms and instructions for their completion after the agreement is finalized and signed by an authorized representative of your organization and VDSS. No services can be rendered or payment made prior to the finalization of the agreement.

I appreciate your interest and dedication to providing services to Employment for TANF Participants in the Commonwealth. I look forward to a successful year of services to families and children.

Sincerely,

/s/

Adrienne D. Childress

Senior Procurement Officer

# LYNCHBURG CITY COUNCIL

## Agenda Item Summary

MEETING DATE: **February 26, 2019**

AGENDA ITEM #: **12**

CONSENT:  
ACTION: **X**

REGULAR: **X**  
INFORMATION:

WORK SESSION:

CLOSED SESSION:  
(Confidential)

**ITEM TITLE: Virginia Department of Transportation State of Good Repair Pavement Resurfacing Grant**

KEY ELEMENTS:

**X** Economic Development **X** Excellent Government **X** Natural and Built Environment **X** Safe Community **X** Vibrant Community

**RECOMMENDATION:** Adopt a resolution to amend the FY 2019 City Capital Fund budget and appropriate \$1,000,000 with resources from the Virginia Department of Transportation (VDOT) State of Good Repair Grant to pave sections of Wards Road and Fort Avenue: (1) Wards Road and Fort Avenue from 0.04 miles south of Edgewood Avenue to Harding Street and, (2) Wards Road from the on-ramp of the Lynchburg Expressway North to 0.04 miles north of Candler's Mountain Road.

**SUMMARY:** The Virginia Department of Transportation State of Good Repair program provides funding for deteriorated pavements and structurally deficient bridges maintained or owned by the Virginia Department of Transportation (VDOT) and/or localities, as approved by the Commonwealth Transportation Board (CTB). Applications were submitted by staff for the maximum amount of \$1,000,000 for two segments of streets and the City was successful. These segments were selected because of their position on the City's Pavement Conditions Assessment and because of a program requirement that these funds be used for primary streets. The \$1,000,000 has become available for pavement repair on these primary routes subsequent to the normal FY 2019 grant award cycle. Funds have been awarded to the city, and contracts with VDOT have been signed.

The grant is 100% reimbursable and does not require a local match other than VDOT Oversight expenses.

Estimated project costs are as follows:

|                                                        |                    |
|--------------------------------------------------------|--------------------|
| <b>Edgewood Avenue to Harding Street</b>               | <b>\$684,511</b>   |
| <b>Lynchburg Expressway to Candler's Mountain Road</b> | <b>\$315,489</b>   |
| <b>Project Total</b>                                   | <b>\$1,000,000</b> |

**PRIOR ACTION(S):** Finance Committee February 26, 2019

**FISCAL IMPACT:** VDOT Oversight estimated at \$20,000 available from the street overlay funds.

**CONTACT(S):** Lee Newland, City Engineer, 455-3947

**ATTACHMENT(S):** Resolution  
Contracts  
Maps

**REVIEWED BY:** raw

RESOLUTION: BE IT RESOLVED that the FY 2019 City Capital Fund budget is amended and \$1,000,000 is appropriated with resources from the Virginia Department of Transportation State of Good Repair Grant to pave sections of Wards Road and Fort Avenue.

Introduced:

Adopted:

Certified:

\_\_\_\_\_  
Acting Clerk of Council

028A

**STANDARD PROJECT ADMINISTRATION AGREEMENT**  
**State-aid Projects**

|                |        |                   |
|----------------|--------|-------------------|
| Project Number | UPC    | Local Government  |
| 7029-118-298   | 113510 | City of Lynchburg |

THIS AGREEMENT, made and executed in triplicate this 31 day of January, 2019 by and between the City of Lynchburg, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance the Project(s) and the funding currently allocated or proposed for the project(s) does not include Federal-aid Highway funds; and

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state and local laws and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
  - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
  - b. Receive prior written authorization from the DEPARTMENT to proceed with the project.
  - c. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
  - d. Provide certification by a LOCALITY official of compliance with applicable laws and regulations on the **State Certification Form for State Funded Projects** or in another manner as prescribed by the DEPARTMENT.
  - e. Maintain accurate and complete records of each Project's development of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for not less than three (3) years following acceptance of the final voucher on each Project.



- d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with applicable laws and regulations.
  - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.
3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
  4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
  5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its cost exceeds the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
  6. Nothing in this agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
  7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
  8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between the either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing,

IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

**CITY OF LYNCHBURG, VIRGINIA:**

Bonnie Svrcek

BONNIE SVRCEK

Typed or printed name of signatory

CITY MANAGER

Title

1/22/19  
Date

Valeri P. Chumb

Signature of Witness

1/22/19  
Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this agreement.

**COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:**

[Signature]

Chief of Policy  
Commonwealth of Virginia  
Department of Transportation

1/31/19  
Date

Brenda Crouch

Signature of Witness

1/31/2019  
Date

**Attachment**  
Appendix A



## Appendix A

Date: 1/22/19

Project Number: 7029-118-298

UPC: 113510

CFDA # N/A

Locality: City of Lynchburg

Project Location ZIP+4: 24505

Locality DUNS# 10038073

Locality Address (incl ZIP+4): 900 Church Street  
Lynchburg, VA 24504

## Project Narrative

Scope: FKEY 539 Bus 29 - Resurfacing (Wards Road)

From: 0.04 Mi. South Edgewood Avenue

To: Int. Harding Street

Locality Project Manager Contact Info: Lee Newland

lee.newland@lynchburgva.gov

Department Project Coordinator Contact Info:

Gregg M. Allen 434.856.8329

gregg.allen@vdot.virginia.gov

## Project Estimates

|                                     | Preliminary Engineering | Right of Way and Utilities | Construction | Total Estimated Cost |
|-------------------------------------|-------------------------|----------------------------|--------------|----------------------|
| Estimated Locality Project Expenses | \$0                     | \$0                        | \$674,511    | \$674,511            |
| Estimated VDOT Project Expenses     | \$0                     | \$0                        | \$10,000     | \$10,000             |
| Estimated Total Project Costs       | \$0                     | \$0                        | \$684,511    | \$684,511            |

## Project Cost and Reimbursement

| Phase                    | Estimated Project Costs | Funds type<br>(Choose from drop down box) | Local % Participation for<br>Funds Type | Local Share Amount | Maximum Reimbursement<br>(Estimated Cost - Local<br>Share) | Estimated<br>Reimbursement to<br>Locality<br>(Max. Reimbursement -<br>Est. VDOT Expenses) |
|--------------------------|-------------------------|-------------------------------------------|-----------------------------------------|--------------------|------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Preliminary Engineering  |                         |                                           |                                         |                    |                                                            |                                                                                           |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                           |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                           |
| Total PE                 |                         |                                           |                                         |                    |                                                            | \$0                                                                                       |
| Right of Way & Utilities |                         |                                           |                                         |                    |                                                            |                                                                                           |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                           |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                           |
| Total RW                 |                         |                                           |                                         |                    |                                                            | \$0                                                                                       |
| Construction             | \$684,511               | State Funds                               | 0%                                      | \$0                | \$684,511                                                  |                                                                                           |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                           |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                           |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                           |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                           |
| Total CN                 | \$684,511               |                                           |                                         | \$0                | \$684,511                                                  | \$674,511                                                                                 |
| Total Estimated Cost     | \$684,511               |                                           |                                         | \$0                | \$684,511                                                  | \$674,511                                                                                 |

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$684,511

Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$674,511

## Project Financing

| CTB Formula Funds |  |  |  |  |  | Aggregate<br>Allocations |
|-------------------|--|--|--|--|--|--------------------------|
| \$684,511         |  |  |  |  |  | \$684,511                |

## Program and Project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locality Administered Projects Manual and Urban Construction Initiative Program Guide.
- This project shall be constructed and maintained in accordance with VDOT's Urban Manual and the Urban Construction Initiative Program Guide.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$684,511.
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- The locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the locality subsequent to project completion without approval of the Department, the locality inherently agrees, by execution of this agreement, to make restitution either physically or monetarily, as required by the department.
- This project shall meet all applicable ADA requirements.
- This project must be advertised within six months of award funding or be subject to deallocation.
- Total project allocation \$684,511

This attachment is certified and made an official attachment to this document by the parties to this agreement.

Bonnie Spector 1/22/19  
Authorized Locality Official and Date

Jay S. Brown 1/24/19  
Authorized VDOT Official and Date

BONNIE SPECTER  
Typed or printed name of person signing

Jay S. Brown  
Typed or printed name of person signing





Streets



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.

0 590 1,180  
ft  
1:7,200  
1 inch = 600 feet

PRINTED ON  
January 30, 2018



**STANDARD PROJECT ADMINISTRATION AGREEMENT**  
**State-aid Projects**

|                |        |                   |
|----------------|--------|-------------------|
| Project Number | UPC    | Local Government  |
| 7029-118-297   | 113511 | City of Lynchburg |

THIS AGREEMENT, made and executed in triplicate this 1 day of February, 2014 by and between the City of Lynchburg, Virginia, hereinafter referred to as the LOCALITY and the Commonwealth of Virginia, Department of Transportation, hereinafter referred to as the DEPARTMENT.

WHEREAS, the LOCALITY has expressed its desire to administer the work described in Appendix A, and such work for each improvement shown is hereinafter referred to as the Project; and

WHEREAS, the funds shown in Appendix A have been allocated to finance the Project(s) and the funding currently allocated or proposed for the project(s) does not include Federal-aid Highway funds; and

WHEREAS, both parties have concurred in the LOCALITY's administration of the phase(s) of work for the respective Project(s) listed in Appendix A in accordance with applicable federal, state and local laws and regulations.

NOW THEREFORE, in consideration of the mutual premises contained herein, the parties hereto agree as follows:

1. The LOCALITY shall:
  - a. Be responsible for all activities necessary to complete the noted phase(s) of each Project shown in Appendix A, except for activities, decisions, and approvals which are the responsibility of the DEPARTMENT, as required by federal or state laws and regulations or as otherwise agreed to, in writing, between the parties.
  - b. Receive prior written authorization from the DEPARTMENT to proceed with the project.
  - c. Administer the project(s) in accordance with guidelines applicable to Locally Administered Projects as published by the DEPARTMENT.
  - d. Provide certification by a LOCALITY official of compliance with applicable laws and regulations on the **State Certification Form for State Funded Projects** or in another manner as prescribed by the DEPARTMENT.
  - e. Maintain accurate and complete records of each Project's development of all expenditures and make such information available for inspection or auditing by the DEPARTMENT. Records and documentation for items for which reimbursement will be requested shall be maintained for not less than three (3) years following acceptance of the final voucher on each Project.

- d. Audit the LOCALITY's Project records and documentation as may be required to verify LOCALITY compliance with applicable laws and regulations.
  - e. Make available to the LOCALITY guidelines to assist the parties in carrying out responsibilities under this Agreement.
3. Appendix A identifies the funding sources for the project, phases of work to be administered by the LOCALITY, and additional project-specific requirements agreed to by the parties. There may be additional elements that, once identified, shall be addressed by the parties hereto in writing, which may require an amendment to this Agreement.
  4. If designated by the DEPARTMENT, the LOCALITY is authorized to act as the DEPARTMENT's agent for the purpose of conducting survey work pursuant to Section 33.2-1011 of the Code of Virginia, 1950, as amended.
  5. Nothing in this Agreement shall obligate the parties hereto to expend or provide any funds in excess of funds agreed upon in this Agreement or as shall have been included in an annual or other lawful appropriation. In the event the cost of a Project is anticipated to exceed the allocation shown for such respective Project on Appendix A, both parties agree to cooperate in providing additional funding for the Project or to terminate the Project before its cost exceeds the allocated amount, however the DEPARTMENT and the LOCALITY shall not be obligated to provide additional funds beyond those appropriated pursuant to an annual or other lawful appropriation.
  6. Nothing in this agreement shall be construed as a waiver of the LOCALITY's or the Commonwealth of Virginia's sovereign immunity.
  7. The Parties mutually agree and acknowledge, in entering this Agreement, that the individuals acting on behalf of the Parties are acting within the scope of their official authority and the Parties agree that neither Party will bring a suit or assert a claim against any official, officer, or employee of either party, in their individual or personal capacity for a breach or violation of the terms of this Agreement or to otherwise enforce the terms and conditions of this Agreement. The foregoing notwithstanding, nothing in this subparagraph shall prevent the enforcement of the terms and conditions of this Agreement by or against either Party in a competent court of law.
  8. The Parties mutually agree that no provision of this Agreement shall create in the public, or in any person or entity other than parties, rights as a third party beneficiary hereunder, or authorize any person or entity, not a party hereto, to maintain any action for, without limitation, personal injury, property damage, breach of contract, or return of money, or property, deposit(s), cancellation or forfeiture of bonds, financial instruments, pursuant to the terms of this of this Agreement or otherwise. Notwithstanding any other provision of this Agreement to the contrary, unless otherwise provided, the Parties agree that the LOCALITY or the DEPARTMENT shall not be bound by any agreements between the either party and other persons or entities concerning any matter which is the subject of this Agreement, unless and until the LOCALITY or the DEPARTMENT has, in writing,



IN WITNESS WHEREOF, each party hereto has caused this Agreement to be executed as of the day, month, and year first herein written.

**CITY OF LYNCHBURG, VIRGINIA:**

Bonnie Surcek

BONNIE SURCEK  
Typed or printed name of signatory

CITY MANAGER  
Title

1/22/2019  
Date

Valerie P. Chamb  
Signature of Witness

1/22/19  
Date

NOTE: The official signing for the LOCALITY must attach a certified copy of his or her authority to execute this agreement.

**COMMONWEALTH OF VIRGINIA, DEPARTMENT OF TRANSPORTATION:**

[Signature]

Chief of Policy  
Commonwealth of Virginia  
Department of Transportation

2/1/19  
Date

Brenda Crouch  
Signature of Witness

2/1/2019  
Date

**Attachment**  
**Appendix A**

## Appendix A

Date: 1/22/19

Project Number: 7029-118-297

UPC: 113511

CFDA # N/A

Locality: City of Lynchburg

Project Location ZIP+4: 24505

Locality DUNS# 10038073

Locality Address (incl ZIP+4): 900 Church Street  
Lynchburg, VA 24504

## Project Narrative

Scope: FKEY 538 Bus 29 - Resurfacing (Wards Road)

From: On Ramp Lynchburg Expressway North

To: 0.04 Miles North Candler's Mountain Road

Locality Project Manager Contact Info: Lee Newland

lee.newland@lynchburgva.gov

Department Project Coordinator Contact Info:

Gregg M. Allen - 434.856.8329

gregg.allen@vdot.virginia.gov

## Project Estimates

|                                     | Preliminary Engineering | Right of Way and Utilities | Construction | Total Estimated Cost |
|-------------------------------------|-------------------------|----------------------------|--------------|----------------------|
| Estimated Locality Project Expenses | \$0                     | \$0                        | \$305,489    | \$305,489            |
| Estimated VDOT Project Expenses     | \$0                     | \$0                        | \$10,000     | \$10,000             |
| Estimated Total Project Costs       | \$0                     | \$0                        | \$315,489    | \$315,489            |

## Project Cost and Reimbursement

| Phase                    | Estimated Project Costs | Funds type<br>(Choose from drop down box) | Local % Participation for<br>Funds Type | Local Share Amount | Maximum Reimbursement<br>(Estimated Cost - Local<br>Share) | Estimated<br>Reimbursement to<br>Locality<br>(Max Reimbursement -<br>Est VDOT Expenses) |
|--------------------------|-------------------------|-------------------------------------------|-----------------------------------------|--------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Preliminary Engineering  |                         |                                           |                                         |                    |                                                            |                                                                                         |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                         |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                         |
| Total PE                 |                         |                                           |                                         |                    |                                                            | \$0                                                                                     |
| Right of Way & Utilities |                         |                                           |                                         |                    |                                                            |                                                                                         |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                         |
|                          |                         |                                           |                                         |                    |                                                            |                                                                                         |
| Total RW                 |                         |                                           |                                         |                    |                                                            | \$0                                                                                     |
| Construction             | \$315,489               | State Funds                               | 0%                                      | \$0                | \$315,489                                                  |                                                                                         |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                         |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                         |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                         |
|                          |                         |                                           |                                         | \$0                | \$0                                                        |                                                                                         |
| Total CN                 | \$315,489               |                                           |                                         | \$0                | \$315,489                                                  | \$305,489                                                                               |
| Total Estimated Cost     | \$315,489               |                                           |                                         | \$0                | \$315,489                                                  | \$305,489                                                                               |

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$315,489

Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$305,489

## Project Financing

| CTB Formula Funds |  |  |  |  |  | Aggregate<br>Allocations |
|-------------------|--|--|--|--|--|--------------------------|
| \$315,489         |  |  |  |  |  | \$315,489                |

## Program and Project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Urban Construction Initiative Program Guide.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$315,489
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- The locality will continue to operate and maintain the facility as constructed. Should the design features of the project be altered by the locality subsequent to project completion without approval of the department, the locality injerently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the department
- This project shall meet all applicable ADA requirements
- This project must be advertised within six months of award funding or be subject to deallocation
- Total project allocation \$315,489

This attachment is certified and made an official attachment to this document by the parties to this agreement

Bonnie Smed 1/22/19  
Authorized Locality Official and Date

Jay S. Brown 1/24/19  
Authorized VDOT Official and Date

BONNIE Smed  
Typed or printed name of person signing

Jay S. Brown  
Typed or printed name of person signing



