

LYNCHBURG CITY COUNCIL

PHYSICAL DEVELOPMENT COMMITTEE

Tuesday, July 14, 2020

8:00am - City Council Chambers

Information Items:

Recent/Pending Contract Awards:

- N/A

Priority Projects Update (attached):

- Presented by Lee Newland

General Business:

1. Physical Development Committee Guidelines

- Presented by Lee Newland

Roll Call:

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: August 11, 2020

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

July 14, 2020

Projects of Interest	Phase	Phase Completion	US	Bnd	Notes
Indian Hill Road Bridge	Construction	August 2020			Construction Complete by English Construction - Finished Early
John Capron Road	Construction	July 2020			Construction Underway by Counts & Dobyns - Weather Delays
Memorial Ave. Storm Drainage/Reconstruction/Repave	Construction	August 2020			Construction Underway by Boxley
Main Street Renewal Project	Construction	November 2021			Construction Underway
Trail From Linkhorne to Ed Page Entrance	Construction	September 2020			Construction Underway by Coleman Adams
Lakeside Drive Bridge Over Blackwater - Design-Build	Design / Construction	June 2023			Awarded To English / AECOM - Design Underway
One Way Pairs @ 501/221	Design	November 2020			30% Plans Being Reviewed By VDOT & FHWA - VE Study Performed in June
Downtown Watermain Replacement & Streetscape 2	Design	May 2019			Design @ 90%. Project Shelved
Police Department Headquarters	Pre-Design	September 2020			Spatial Needs Assessment, Geo-Tech & Site Plan Analysis Underway
Link Road Bridge	Design	October 2020			90% Plans Being Reviewed - Working on Easements
Fifth Street Phase 4	Design	October 2020			30% Plans being Reviewed

LEGEND

Schedule -

Green



0-5% Behind

Yellow



5-10% Behind

Red



> 10% Behind

V



VDOT Managed

Budget -

Green



0-10% Over

Yellow



10-20% Over

Red



> 20% Over

V



VDOT Managed

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **July 14, 2020 PDC**

AGENDA ITEM #:

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Physical Development Committee Guidelines

KEY ELEMENTS:

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

RECOMMENDATION: Review and approve the attached guidelines for the operation of City Council's Physical Development Committee (PDC).

SUMMARY: The Physical Development Committee (PDC) reviews the guidelines every two years to ensure the committee is organized for a high degree of effectiveness and efficiency. City staff recommends a few minor changes as noted below.

PRIOR ACTION(S): n/a

FISCAL IMPACT: None

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

ATTACHMENT(S):
Physical Development Committee Guidelines

REVIEWED BY: raw

Lynchburg City Council
Physical Development Committee Guidelines
2020

General Purpose Statement

To guide the City in the execution of Council-adopted physical development policies; to review and serve as a filter in determining specific physical development actions to be considered by City Council; and, to review reports regarding physical development and capital projects to determine if any adjustments are necessary during the fiscal year.

To better facilitate the Physical Development Committee meetings, there are three types of agenda items: General Business, Other Information and Items to be considered later by the full City Council. Following are examples of items that may be included in each of these sections:

I. Items considered as General Business include:

1. Presentations by and requests from City departments, citizens, outside agencies and private entities including those seeking relief from City Code requirements (preliminary review) and City policies, such as utility connection fees;
2. Petitions for non-routine utility line extensions;
3. Reallocations (greater than \$100,000) of non-project specific Capital Budget appropriations.

II. Items considered as Other Information include:

Items that do not require immediate Committee action, but are to advise the Committee on upcoming items or issues. Examples include: quarterly and special reports regarding the status of the City's physical development including City capital projects and other items relating to the City's water and wastewater systems, ~~including the Combined Sewer Overflow (CSO) program.~~

III. Items to be considered later by the full City Council at a Regular City Council Meeting or Work Session include:

1. Street vacations and disposition of other real property;
2. Input into the planning and approach for the annual Capital Improvement Program;
3. Review and deliberations regarding the Proposed Capital Improvement Program;
4. Changes to the City Code relating to the physical development of the City;
5. City Council reports relating to the physical development of the City;
6. Demolition of City owned buildings;
7. Waivers of municipal property liens;
8. Leases and terms of leases (renewals will not come to PDC unless terms change);
9. License Agreements for R/W use (setting fees);
10. Grant applications for infrastructure;
11. Contracts that exceed 25% of bid amount.

IV. Committee Procedures Regarding Items from the General Public

In order to make the best use of the Committee's meeting time, requests for new items from the general public should be provided, preferably in writing, to the City Engineer ~~threetwo~~ weeks prior to the Committee's scheduled meeting date. This schedule will provide City staff with adequate time to prepare background information, if necessary, and provide this information to the Committee prior its meeting. Exceptions to this procedure will be made in emergency situations. The Chair of the Committee makes the final decision about which items are on the agenda. If the Chair is not available, the decision will be made by the City Engineer, who will contact the Chair as soon as he or she is available. The Chair of the Committee may require that citizens/petitioners hold their opening statements/remarks to five minutes.

FINANCE COMMITTEE AGENDA

**Tuesday, July 14, 2020
11:30 a.m. – Council Chamber**

GENERAL BUSINESS

11:30 a.m.

1. Approval of the Draft Finance Committee Meeting Notes from May 26, 2020.

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. Adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate \$1,994 with resources from the Virginia Department of Housing and Community Development Virtual Training Support Grant to purchase mobile computing equipment for Community Development Inspections staff to use for training.

Contact: Kent White, Director of Community Development 455-3900

11:45 a.m.

4. Adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate \$119,825 with resources of \$107,400 from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant (BEN-19-024) and \$12,425 from an in-kind match, with the objective of furthering local efforts to reduce the poverty rate and increase median household income.

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

11:50 a.m.

5. Adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate \$215,142 with resources from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant (BEN-19-113) to prepare participants to enter and maintain employment with the prospect of a career path and wage growth.

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

11:55 a.m.

6. Approve the guidelines for the operation of the City Council's Finance Committee.

Contact: Donna Witt, Chief Financial Officer 455-3968

12:00 p.m.

7. Review collections received from five of the City's key revenue sources.

Contact: Donna Witt, Chief Financial Officer 455-3968

12:05 p.m.

8. Roll Call

The next Finance Committee meeting is Tuesday, August 11, 2020, at 11:30 a.m.

FINANCE COMMITTEE NOTES-- DRAFT
Tuesday, May 26, 2020

GENERAL BUSINESS

Meeting commenced at 11:30 a.m. in Council Chamber (Due to social distancing requirements for COVID-19.)

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; Starlette Early, Budget Analyst

1. Approval of the Draft Finance Committee Meeting Notes from March 24, 2020.

The meeting notes from March 24, 2020 were approved as submitted.

2. Report on the General Fund Reserve for Contingencies.

Donna Witt reported there was an appropriation by Third Quarter Adjustments of \$488,677 and several items were added in the Manager's Discretionary Funding. The Reserve for Contingencies has a current balance remaining of \$224,936 and \$16,869 in the Manager's Discretionary Funding for a total balance of \$241,805.

3. Consider a request to adopt a resolution to amend the FY 2020 General Fund Ambulance Service Fees budget and appropriate \$116,677 with resources from the 2020 Coronavirus Aid, Relief, and Economic Security Act (CARES) Stimulus Act Provider Relief Fund to offset loss of revenue related to COVID-19 transports.

This item was approved by the Committee and will be considered by Council at the May 26, 2020 meeting.

4. Approve the submittal of an application for the 2020 State Homeland Security Program (SHSP) Grant through the Virginia Department of Emergency Management (VDEM) in the amount of \$122,990 to purchase law enforcement equipment for the Lynchburg Police Department.

The Committee approved this item.

5. Provide information to the Finance Committee about the 2020 Justice Mental Health Collaboration Program grant that Horizon Behavioral Health applied for on May 18, 2020 and how it will affect the City of Lynchburg and the Lynchburg Police Department (LPD).

The Committee received this item.

6. Consider a request to adopt a resolution amending the FY 2020 Stormwater Operating Fund budget and appropriate up to \$59,755 with resources from the North American Association

for Environmental Educators (NAAEE) – National Oceanic and Atmospheric Administration (NOAA) 21st Century Community Learning Center Watershed STEM Education Partnership Grant.

This item was approved by the Committee and will be considered by Council at the May 26, 2020 meeting.

7. Consider a request to adopt a resolution amending the FY 2020 Water Fund Operating Budget to increase revenues by \$57,561 with resources from the Liquid Aluminum Sulfate Class Action Settlement.

This item was approved by the Committee and will be considered by Council at the May 26, 2020 meeting.

8. 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 March 31, 2020.

GLTC: Brian Booth reported total revenues for the third quarter is approximately 3% below budget (1% year to date) due primarily to lower passenger revenues. Fares were suspended in March 2020 in response to COVID-19, revenue from Liberty University is under budget 19% as they transitioned to online learning and cancelled all transit service on campus, and Advertising Revenue was down 15% for the quarter. Expenditures overall were under budget 9% for the third quarter, including 9% in Maintenance expenses, 5% in Administrative expenses, and 10% in Utilities. Current projections of a \$309,000 surplus are expected due to an allocation from the Commonwealth for COVID-19 relief of \$241,000. GLTC has also revised their budget submission for local operating support due to a \$7.6 million CARES Act allocation with no local match requirement.

Airport: Andrew LeGala reported that while the COVID-19 pandemic has devastated the airlines, a pending CARES grant of \$6,647,475 will more than offset loss of revenues for this fiscal year and beyond. Operating revenues are down 94% compared to last April with only two flights per day at 50% load. Staff anticipates six flights will be operating by July. Operating expenses have increased primarily due to an increase in marketing and air service development expenses. The airport anticipates an operating surplus of approximately \$513,000 for FY 2020 due to the federal CARES grant.

Lynchburg Regional Juvenile Detention Center: Tamara Rosser reported overall revenues are currently 70% of budget and expenditures are within budget; however the Detention Center requested a Third Quarter adjustment of \$25,000 for an emergency sewer line replacement. The average number of juveniles served was higher when compared to the same time in 2019, and the percentage of population from Lynchburg is currently at 48%. She also noted more of the population is staying longer due to their crimes.

Children's Services Act (CSA): Tamara Rosser reported overall revenues and expenses are within budget. Special Education placements continue to increase causing related expenses to increase. She also noted Community-based placements are increasing, allowing for better continuity of services. Due to the 24% increase in the number of youth in these services, a third quarter adjustment was submitted to Council.

Water: Tim Mitchell reported revenue in the Water Fund is exceeding budgeted amount by approximately \$635,000 due to increase in Charges for Services, revenues from water contracts and higher than expected consumption, and interest earnings. Overall expenses are currently \$260,000 less than budget due primarily to personnel vacancies. Debt coverage ratio projected for the end of the fiscal year is 1.56 (above Council's minimum target of 1.20)

and the fund balance ratio projected for year end is 54% compared to a target range of 25% - 40%.

Sewer: Tim Mitchell reported overall revenues exceeded budget by approximately \$911,000, primarily due to higher than anticipated water consumption and corresponding sewer use, sewer contracts, and interest earnings. Overall expenses are \$1.3 million above budget due to capital transfers of \$1.5 million to maintain compliance with the Combined Sewer Overflow Consent Order. These expenses were partially offset by \$180,000 in vacancy savings. Debt coverage ratio is projected at 1.41 compared to a target range of 1.20 to 1.50, and the fund balance ratio is projected to be at 44% compared to a target range of 25% - 40%.

Stormwater: Tim Mitchell reported overall revenues exceeded budget by \$83,000 due to installation of a new stormwater system for downtown customers. Expenses were approximately \$122,000 less than budget. The debt coverage ratio for end of the fiscal year is projected at 10.00 (Council's minimum target is 1.20) and the fund balance ratio is projected to be 40% compared to the target range of 15% - 20%.

General Fund: Donna Witt reported third quarter revenue collections were going great until mid-March. Real Estate collections are strong, Personal Property Tax was \$880,000 above FY 2019, Consumer Utility Tax was \$108,000 below projected due to mild weather, Business License due date was changed to May 20th, Meals Tax is on target, Lodging Tax is \$43,000 below budgeted amount, and interest is ahead by \$605,000 due to conservative budgeting. Expenditures through third quarter are at 69.7% of budget.

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

Donna Witt reported Sales & Use Tax revenue was below the COVID-19 revised budget by \$91,000 during the month of March 2020, and down overall for the year by \$79,000. Consumer Utility Tax revenues continue to be down due to the mild weather. She noted Third Quarter revenue collections were a little worse than hoped for in Meals Tax and Amusement Tax, with Lodging Tax doing slightly better than projected. Staff is continuing to monitor the economic impacts of COVID-19 going forward, but anticipate prior revenue collections will help to buffer the overall impact for FY 2020.

10. Roll Call

Chair Helgeson inquired about the current overload of trash he is seeing around the City including the broken scales and reduced lane to process drop-off at the landfill. Staff reported the scales were currently being worked on and additional contractors were being scheduled to assist with trash pickup.

Meeting adjourned at 12:45 p.m.

FY 2020 GENERAL FUND RESERVE FOR CONTINGENCIES

	Reserve for Contingencies	City Manager's Discretionary Funding
BEGINNING BALANCE, JULY 1, 2019	\$1,150,000	\$50,000
Carryforward to FY 2020 Reserve for Contingencies - FY 2020 Adopted Budget	0	0
BALANCE	\$1,150,000	\$50,000
APPROPRIATIONS (Second Reading)		
City Manager's Discretionary Fund - Risk Management - Cyber Liability Insurance Premium	0	(6,185)
Electoral Board/Registrar - March 2020 Presidential Primary Election -- 01/14/2020 Council Meeting	(32,585)	0
Refund to LSC Communications Printing Company for Real Property Tax Overpayment (Assesment Revised)	(178,837)	0
City Manager's Discretionary Fund - Registrar/Electoral Board - Election Date Postcards	0	(2,234)
Third Quarter Adjustments - COVID-19 Reductions - Second Reading 04/28/2020	(380,235)	0
Third Quarter Adjustments - All Other - Second Reading 04/28/2020	(108,442)	0
Refund to BB&T for overpayment of Bank Franchise Tax for tax years 2012, 2013 and 2014	(224,965)	0
City Manager's Discretionary Fund - 24th District Court Service Unit - Desk Chair and Door Locks	0	(875)
City Manager's Discretionary Fund - General District Court - Livescan Fingerprint Machine	0	(11,000)
City Manager's Discretionary Fund - Registrar/Electoral Board - Early Voter Items and Upgrade Computers	0	(2,643)
City Manager's Discretionary Fund - Communications and Public Engagement - Everbridge	0	(1,694)
City Manager's Discretionary Fund - Parks and Recreation - Annual maintenance contract for RecPro software for program registration, fees, etc.	0	(4,600)
City Manager's Discretionary Fund - Parks and Recreation - Rentals of portable toilets in the park and trail system	0	(3,900)
TOTAL APPROPRIATIONS	(\$925,064)	(\$33,131)
REMAINING BALANCE	\$224,936	\$16,869
ITEMS INTRODUCED		
TOTAL INTRODUCED ITEMS	\$0	\$0
REMAINING BALANCE	\$224,936	\$16,869
PENDING ITEMS		
TOTAL PENDING ITEMS	\$0	\$0
PROJECTED BALANCE, JUNE 30, 2020	\$224,936	\$16,869

FY 2021 GENERAL FUND RESERVE FOR CONTINGENCIES

	<u>Reserve for Contingencies</u>	<u>City Manager's Discretionary Funding</u>
BEGINNING BALANCE, JULY 1, 2020	\$1,150,000	\$50,000
Carryforward to FY 2021 Reserve for Contingencies - FY 2021 Adopted Budget	0	0
BALANCE	<u><u>\$1,150,000</u></u>	<u><u>\$50,000</u></u>
APPROPRIATIONS (Second Reading)		
 TOTAL APPROPRIATIONS	<u>\$0</u>	<u>\$0</u>
REMAINING BALANCE	<u><u>\$1,150,000</u></u>	<u><u>\$50,000</u></u>
ITEMS INTRODUCED		
 TOTAL INTRODUCED ITEMS	<u>\$0</u>	<u>\$0</u>
REMAINING BALANCE	<u><u>\$1,150,000</u></u>	<u><u>\$50,000</u></u>
PENDING ITEMS		
 TOTAL PENDING ITEMS	<u>\$0</u>	<u>\$0</u>
PROJECTED BALANCE, JUNE 30, 2021	<u><u>\$1,150,000</u></u>	<u><u>\$50,000</u></u>

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **July 14, 2020**

AGENDA ITEM #: **3**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Virginia Department of Housing and Community Development – Virtual Training Support Grant Award

KEY ELEMENTS:

___Economic Development **X**Excellent Government **X**Natural and Built Environment ___Safe Community ___Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate \$1,994 with resources from the Virginia Department of Housing and Community Development Virtual Training Support Grant to purchase mobile computing equipment for Community Development Inspections staff to use for training.

SUMMARY: Due to the Governor's orders of social distancing and gathering limits, the Virginia Building Code Academy is now providing certification and continuing education classes online. The Virginia Department of Housing and Community Development made grants available through the Virginia Code Academy for jurisdictional building departments to purchase equipment needed to attend required virtual certification training and continuing education. The City of Lynchburg was awarded \$1,994 to purchase four (4) iPad tablets and protective cases to allow Community Development building inspectors to attend virtual or online training.

PRIOR ACTION: July 14, 2020: Finance Committee will review this request

FISCAL IMPACT: None, this grant provides 100% funding.

CONTACT(S): Kent White, Director of Community Development, 455-3900
Doug Saunders, Building Official, 455-3910

ATTACHMENT(S):
Resolution
Award Notification Letter

REVIEWED BY: raw

RESOLUTION:

BE IT RESOLVED that the FY 2021 City/Federal/State Aid Fund budget is amended and \$1,994 is appropriated with resources from the Virginia Department of Housing and Community Development Virtual Training Support Grant to purchase mobile computing equipment for Community Development Inspections staff to use for training.

Introduced:

Adopted:

Certified:

Clerk of Council



Ralph S. Northam
Governor

R. Brian Ball
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

Erik C. Johnston
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

June 15, 2020

TO: Doug Saunders
Lynchburg, City of

FROM: Sandi Morris *Sandi E. Morris*
Director, Virginia Building Code Academy

RE: Virtual Training Support Grant Award

Congratulations! The Department of Housing and Community Development has reviewed and approved your application to the 2020 Virtual Training Support Grant in the requested amount of \$1993.96. The check will be mailed separately and should be received within 30 days to the address provided on the W-9 form submitted with your grant application. As indicated by your signature on the application you have agreed to the following terms:

1. Use the grant funds only as specified in the approved grant proposal unless otherwise approved by DHCD,
2. All grant-approved expenditures must occur by September 1, 2020 unless otherwise approved by DHCD.
3. Provide expense record and receipts to DHCD to verify grant expenditures and activities no later than September 30, 2020,
4. Account for, report, and repay, if necessary, any portion of the funds not used for the specified purposes unless otherwise approved by DHCD,
5. Refrain from use of the funds for any purpose prohibited by law,
6. Cooperate with any efforts of DHCD to publicize the grant award.

Again, awarded funds must be spent by September 1, 2020. The completed Expense Report and receipts/proof of purchase are due to our office by September 30, 2020. If you have any questions please contact Kelly Duggins at kelly.duggins@dhcd.virginia.gov.

Thank you for taking advantage of this training support grant opportunity and we look forward to seeing you at future trainings.



Virginia Department of Housing and Community Development | Partners for Better Communities
Main Street Centre | 600 East Main Street, Suite 300 Richmond, VA 23219
www.dhcd.virginia.gov | Phone (804) 371-7000 | Fax (804) 371-7090 | Virginia Relay 7-1-1

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **July 14, 2020**

AGENDA ITEM #: **4**

CONSENT:
ACTION: X

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Appropriation of the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant BEN-19-024

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate \$119,825 with resources of \$107,400 from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant (BEN-19-024) and \$12,425 from an in-kind match, with the objective of furthering local efforts to reduce the poverty rate and increase median household income.

SUMMARY: In November of 2018, the City completed a Request for Application (RFA) through VDSS to access TANF funding with the objective of furthering local efforts to reduce the poverty rate and increase median household income. The award of \$163,204 spanned the remainder of FY 2019 and all of FY 2020. In late May 2020, the City submitted an application for renewal of this grant. In June 2020 the City was notified of an award in the amount of \$107,400 from VDSS for FY 2021. Funding will primarily provide support to the Home Essentials Program with Park View Community Mission, Career Essentials with HumanKind and the Workforce Investment Board, and a part-time Workforce Navigator, among other poverty reduction interventions.

The total program budget is \$119,825, with \$107,400 funded through VDSS. The required match from 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 in the amount of \$12,425.

PRIOR ACTION(S): November 27, 2018: Finance Committee (Notice of application)
February 26, 2019: Finance Committee (First reading for appropriation)
March 12, 2019: Council adoption of Resolution #R-19-015 accepting VDSS funds
May 28, 2019: Finance Committee (Review of in-kind match)
May 28, 2019: Council (Budget amended to account for in-kind match of \$18,638)
July 14, 2020: Finance Committee (Support of application and appropriation request)

FISCAL IMPACT: FY 2021 In-Kind match of \$12,425 (formula driven calculation)

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

ATTACHMENT(S): Resolution
FY 2021 Renewal Sub-Award agreement

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2021 City/Federal/State Aid Fund budget is amended and \$119,825 is appropriated with resources of \$107,400 from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant (BEN-19-024) and \$12,425 from an in-kind match, with the objective of furthering local efforts to reduce the poverty rate and increase median household income.

Introduced:

Adopted:

Certified:

Clerk of Council

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES

SUBAWARD AGREEMENT
RENEWAL with MODIFICATION

Date: June 1, 2020

Subaward Agreement No. BEN-19-024-04

Renewal No: 1

Modification No.: 1

Issued by: Commonwealth of Virginia
Department of Social Services
Division of General Services, Purchasing
801 East Main Street, 14th Floor
Richmond, Virginia 23219-2901

On behalf of VDSS Division: Benefit Programs

Subgrantee: City of Lynchburg

Project: Employment for TANF Participants, Phase 2

This Subaward Agreement Renewal with Modification is entered into pursuant to the provisions of the basic agreement as amended, and is hereby incorporated into and made an integral part of Contract #BEN-19-024-04.

A. CONTRACT RENEWAL:

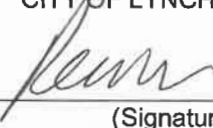
In accordance with Section VIII, Administrative Requirements; Paragraph G, Renewal of Agreement, the Commonwealth of Virginia, Department of Social Services (VDSS) wishes to exercise the option to renew the above referenced agreement for an additional 12 month period. Period of renewal will be from July 1, 2020 through June 30, 2021. The total dollar amount of the obligation by the VDSS for reimbursement of actual expenses shall not exceed \$107,400.04 for this period.

B. DESCRIPTION OF MODIFICATION:

1. Reference Attachment F – Budget: Replace the Budget dated July 1, 2019 through June 20, 2020 with the revised Attachment F – Budget for the period of July 1, 2020 through June 30, 2021.
2. Reference Attachment D – Overview of Activities/Outcomes: Replace Attachment D with the revised Attachment D – Overview of Activities/Outcome for the period July 1, 2020 through June 30, 2021.

Except as provided herein, as heretofore changed, the Scope of Services and all terms and conditions of the Agreement shall remain unchanged and in full force and effect.

CITY OF LYNCHBURG

BY: 
(Signature)

NAME: Ron Workel
(Print)

TITLE: Deputy City Manager

DATE: 2 Jun 2020

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES

BY: _____
(Signature)

NAME: Cristy Sharpe
(Print)

TITLE: Senior Procurement Officer

DATE: June 13, 2020

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **July 14, 2020**

AGENDA ITEM #: **5**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Appropriation of the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant BEN-19-113

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate \$215,142 with resources from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant (BEN-19-113) to prepare participants to enter and maintain employment with the prospect of a career path and wage growth.

SUMMARY: In July of 2019, a Request for Application (RFA) was presented to applicants in the State of Virginia for funding of service approaches and strategies that help current and former participants of TANF and those with incomes at or below 200% of the federal poverty level prepare to enter and maintain employment with the prospect of a career path and wage growth. The City submitted a grant application to VDSS on August 1, 2019 and received an award for expansion of the poverty reduction strategy in September of 2019. Final approval by Council was received on January 14, 2020 through Resolution #R-19-103. In FY 2021, renewal of this annual award will primarily support the HireLynchburg initiative (formerly TechHire) in collaboration with Lynchburg's Office of Economic Development and Tourism. In addition, development and implementation of a Neighborhood Caretaker program, partnerships with local service organizations, and administrative work are covered in the approved work plan. Overall, the goal is to prepare participants to enter and maintain employment with the prospect of a career path and wage growth.

PRIOR ACTION(S): Finance Committee, August 13, 2019 (Notice of application)
Finance Committee, December 10, 2019
City Council, December 10, 2019 (First reading of appropriation approved)
City Council, January 14, 2020 (Resolution #R-19-103 appropriation of funding)
Finance Committee, July 14, 2020 (Support of renewal application and appropriation)

FISCAL IMPACT: None (no match required)

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

ATTACHMENT(S): Resolution
FY 2021 Renewal Sub-Award agreement

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2021 City/Federal/State Aid Fund budget is amended and \$215,142 is appropriated with resources from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant (BEN-19-113) to prepare participants to enter and maintain employment with the prospect of a career path and wage growth.

Introduced:

Adopted:

Certified:

Clerk of Council

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES**

**SUBAWARD AGREEMENT
RENEWAL with MODIFICATIONS**

Date: June 23, 2020

Subaward Agreement No.: BEN-19-113-04

Renewal No. 1

Modification: 1

Issued by: Commonwealth of Virginia
Department of Social Services
Division of General Services, Purchasing
801 East Main Street, 14th Floor
Richmond, Virginia 23219-2901

On behalf of VDSS Division: Benefit Programs

Subgrantee: City of Lynchburg
Office of Economic Development
900 Church Street
Lynchburg, Virginia 24504

Project: Employment Advancement for TANF Participants

This Subaward Agreement Renewal with Modification is entered into pursuant to the provisions of the basic agreement as amended, and is hereby incorporated into and made an integral part of Contract #BEN-19-113-04.

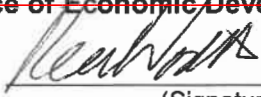
A. Contract Renewal:

In accordance with Section VIII, Administrative Requirements; Paragraph A, Renewal of Agreement, the Commonwealth of Virginia, Department of Social Services (VDSS) wishes to exercise the option to renew the above referenced agreement for an additional 12 month period. Period of renewal will be from July 1, 2020 through June 30, 2021. The total amount of the obligation by the VDSS for reimbursement of actual expenses shall not exceed \$215,141.82 for this period.

B. Description of Modification:

1. Reference Attachment F – Budget: Replace the Budget dated July 1, 2019 through June 20, 2020 with the revised Attachment F – Budget for the period of July 1, 2020 through June 30, 2021.
2. Reference Attachment D – Overview of Activities/Outcomes: Replace Attachment D with the revised Attachment D – Overview of Activities/Outcome for the period July 1, 2020 through June 30, 2021.

Except as provided herein, as heretofore changed, the Scope of Services and all terms and condition of the Agreement shall remain unchanged and in fully force and effect. This Renewal with Modification shall become effective upon signature of both parties.

City of Lynchburg Office of Economic Development		Commonwealth of Virginia Department of Social Services	
By:	 (Signature)	By:	 (Signature)
Name:	Keith Wicks (Print)	Name:	Christy Sharpe (Print)
Title:	Deputy City Manager	Title:	Senior Procurement Officer
Date:	6/24/20	Date:	6/24/2020

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 11, 2020**

AGENDA ITEM #: **6**

CONSENT: **X**
ACTION: **X**

REGULAR:
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Review and Reaffirm the City's Finance Committee Guidelines

KEY ELEMENTS:

___Economic Development XExcellent Government ___Natural and Built Environment ___Safe Community ___Vibrant Community

RECOMMENDATION: Approve the guidelines for the operation of the City Council's Finance Committee.

SUMMARY: The Finance Committee Guidelines are reviewed by the Committee for relevance bi-annually with the appointment of the Finance Committee Chairman. Following review by the Finance Committee, these guidelines require Council approval.

PRIOR ACTION(S): Finance Committee, July 14, 2020

FISCAL IMPACT: None

CONTACT(S) Donna S. Witt, Chief Financial Officer, 455-3968

ATTACHMENT(S): Finance Committee Guidelines (Revised August 9, 2016)

REVIEWED BY:

Finance Committee Guidelines **(Revised, August 2016)**

General Purpose Statement

To guide the City in the execution of Council-adopted financial policies; to review and serve as a filter in determining specific budget/financial actions to be considered by City Council; and, to review financial reports on a quarterly basis to determine if any revenue or expenditure adjustments are necessary during the fiscal year.

To better facilitate the Finance Committee meetings, the agenda format is divided into two sections: General Business and Other Information. Following is a sample of items that may be included in each of these sections:

I. Items considered as General Business

1. A review of the status of the General Fund Reserve for Contingencies
2. Any item requesting an appropriation from:
 - Reserve for Contingencies-All Funds
 - Fund Balance-All Funds
3. Review of grant applications:
Prior to submitting grant applications, the grant application or concept will be reviewed by the Finance Committee if local funding is required during or following the end of the grant period. Departments applying for grants must include a strategy for consideration by the Committee outlining what action will occur when the grant funding expires.
4. Discuss quarterly financial reports for the General, Water, Sewer, Stormwater, Airport, Juvenile Detention Home, Children's Services Act (CSA) Funds, and Greater Lynchburg Transit Company (GLTC).
5. Proposed Amendments to Fiscal Management Policies.
6. The structure and timing of proposed bond sales.
7. Other items deemed appropriate by the City Manager.

II. Items Considered as Other Information

1. Items that do not require immediate Council action but are to advise Council on future items, issues, or simply information sharing. Examples include: reports from bond rating agencies, changes in Virginia Retirement System costs, changes in accounting identified by the Governmental Accounting Standards Board (GASB), grants that are fully reimbursable, requiring no current or local funding.

III. Financial items to be considered by the full City Council

1. Input into the planning and approach for the annual Capital Improvement Program and Operating Budget.
2. Review and deliberations regarding the Proposed Capital Improvement Program and Operating Budget.
3. Requests for funding by outside agencies.
4. First Quarter Adjustments
5. Third Quarter Adjustments
6. Use of Contingency
7. Financial Trend Indicator Reports
8. New programs or changes in programs creating a current or future budget impact, to include both revenue and expenditure impact.

IV. Roll Call Items

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **July 14, 2020**

AGENDA ITEM #: **7**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

ACTION:

INFORMATION: **X**

(Confidential)

ITEM TITLE: Revenue Update

KEY ELEMENTS:

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

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

SUMMARY: Five of the City's key revenue sources are taxes collected on a monthly basis: Local Sales and Use Tax, Consumer Utility Tax – Electric, Meals Tax, Lodging Tax, and Amusement Tax. Since the last Finance Committee meeting, revenue information through May 2020 has been posted for these five revenue streams.

PRIOR ACTION(S): This information is provided monthly to the Finance Committee.

FISCAL IMPACT: As noted.

CONTACT(S): Donna Witt, Chief Financial Officer, 455-3968

ATTACHMENT(S): Comparison of Collections Budget to Actual FY 2019 – FY 2020

REVIEWED BY:

Comparison of Collections
Budget to Actual FY 2019 - FY 2020

	Actual FY 2017	Actual FY 2018	Actual FY 2019	Adopted FY 2020	COVID-19 Revised FY 2020	Actual FY 2020	Actual FY 2020 to COVID-19 Revised FY 2020	Actual FY 2020 to Actual FY 2019
SALES & USE TAX								
<i>ADOPTED FY 2020 BUDGET - \$15,673,983</i>								
<i>COVID-19 REVISED FY 2020 BUDGET - \$15,567,411</i>								
JULY	\$1,152,527	\$1,134,520	\$1,361,089	\$1,335,342	\$1,304,129	\$1,306,001	\$1,872	(\$55,088)
AUGUST	1,267,330	1,248,275	1,287,868	1,263,506	1,400,949	1,400,949	0	113,081
SEPTEMBER	1,275,989	1,289,489	1,305,048	1,280,361	1,423,548	1,423,548	0	118,500
OCTOBER	1,253,143	1,210,820	1,304,503	1,279,827	1,418,032	1,418,032	0	113,529
NOVEMBER	1,254,548	1,348,270	1,370,625	1,344,698	1,413,245	1,413,245	0	42,620
DECEMBER	1,695,286	1,601,584	1,597,108	1,566,896	1,703,072	1,706,366	3,294	109,258
JANUARY	1,070,830	1,122,715	1,144,052	1,122,411	1,276,287	1,277,127	840	133,075
FEBRUARY	1,148,155	1,117,839	1,180,302	1,157,975	1,226,989	1,233,105	6,116	52,803
MARCH	1,409,096	1,361,602	1,412,888	1,386,161	1,386,161	1,295,372	(90,789)	(117,516)
APRIL	1,236,313	1,217,305	1,313,440	1,288,594	966,446	1,266,401	299,955	(47,039)
MAY	1,271,113	1,305,292	1,427,324	1,400,324	1,050,243	1,325,092	274,849	(102,232)
TOTAL	\$14,034,330	\$13,957,711	\$14,704,247	\$14,426,095	\$14,569,101	\$15,065,238	\$496,137	\$360,991
CONSUMER UTILITY TAX - ELECTRIC								
<i>ADOPTED FY 2020 BUDGET - \$3,800,000</i>								
JULY	\$328,501	\$335,326	\$343,448	\$338,828	\$338,828	\$323,666	(\$15,162)	(\$19,782)
AUGUST	355,434	327,959	332,393	327,921	327,921	335,376	7,455	2,983
SEPTEMBER	351,627	314,864	324,940	320,569	320,569	322,201	1,632	(2,739)
OCTOBER	294,038	297,177	318,779	314,491	314,491	294,402	(20,089)	(24,377)
NOVEMBER	274,145	284,069	282,758	278,954	278,954	269,899	(9,055)	(12,859)
DECEMBER	337,930	348,578	346,515	341,853	341,853	329,023	(12,830)	(17,492)
JANUARY	358,976	407,036	344,673	340,036	340,036	335,735	(4,301)	(8,938)
FEBRUARY	316,871	348,114	369,067	364,102	364,102	308,797	(55,305)	(60,270)
MARCH	304,309	313,399	309,674	305,508	305,508	299,490	(6,018)	(10,184)
APRIL	279,887	306,179	301,879	297,818	297,818	252,299	(45,519)	(49,580)
MAY	270,454	277,472	272,818	269,148	269,148	242,573	(26,575)	(30,245)
TOTAL	\$3,472,172	\$3,560,173	\$3,546,944	\$3,499,228	\$3,499,228	\$3,313,461	(\$185,767)	(\$233,483)

	Actual Collected FY 2017 ²	Actual Collected FY 2018 ²	Actual Collected FY 2019 ²	Adopted FY 2020	COVID-19 Revised FY 2020	Actual Assessed FY 2020	Actual Assessed FY 2020 to COVID-19 Revised FY 2020	Actual Collected FY 2020 ²	Actual Collected FY 2020 to COVID-19 Revised FY 2020	Actual Collected FY 2020 to Assessed FY 2020
MEALS TAX										
<i>ADOPTED FY 2020 BUDGET - \$15,500,000</i>										
<i>COVID-19 REVISED FY 2020 BUDGET - \$13,253,905</i>										
JULY ¹	\$1,088,474	\$1,109,545	\$1,157,381	\$1,203,713	\$1,167,412	\$1,192,588	\$25,176	\$1,167,412	\$0	(\$25,176)
AUGUST	1,098,748	1,140,836	1,208,215	1,280,948	1,327,301	1,338,608	11,307	1,327,301	0	(11,307)
SEPTEMBER	1,243,540	1,295,882	1,301,166	1,296,010	1,348,242	1,327,436	(20,806)	1,348,242	0	20,806
OCTOBER	996,549	1,249,486	1,321,368	1,357,034	1,327,690	1,358,371	30,681	1,327,690	0	(30,681)
NOVEMBER	1,382,308	1,170,367	1,178,554	1,230,200	1,270,798	1,266,448	(4,350)	1,270,798	0	4,350
DECEMBER	1,238,056	1,261,816	1,265,209	1,286,319	1,303,873	1,315,507	11,634	1,303,873	0	(11,634)
JANUARY	1,112,427	1,088,584	1,146,583	1,181,440	1,229,966	1,244,251	14,285	1,229,966	0	(14,285)
FEBRUARY	1,165,660	1,197,425	1,197,647	1,237,691	1,100,009	1,290,906	190,897	1,097,969	(2,040)	(192,937)
MARCH	1,303,383	1,339,823	1,372,343	1,425,976	1,140,782	998,135	(142,647)	935,569	(205,213)	(62,566)
APRIL	1,254,823	1,336,111	1,325,531	1,352,984	541,194	640,983	99,789	802,509	261,315	161,526
MAY ¹	1,269,830	1,284,582	1,413,059	1,397,503	559,001	794,659	235,658	883,043	324,042	88,384
TOTAL	\$13,153,798	\$13,474,457	\$13,887,056	\$14,249,818	\$12,316,268	\$12,767,892	\$451,624	\$12,694,372	\$378,104	(\$73,520)
LODGING TAX										
<i>ADOPTED FY 2020 BUDGET - \$2,950,000</i>										
<i>COVID-19 REVISED FY 2020 BUDGET - \$2,107,532</i>										
JULY ¹	\$207,361	\$248,422	\$291,530	\$301,067	\$235,865	\$238,068	\$2,203	\$235,865	\$0	(\$2,203)
AUGUST	167,929	224,761	266,637	274,331	359,491	356,692	(2,799)	359,491	0	2,799
SEPTEMBER	215,545	222,577	242,417	249,287	257,054	257,590	536	257,054	0	(536)
OCTOBER	214,418	245,408	293,555	312,893	295,030	295,460	430	295,030	0	(430)
NOVEMBER	222,988	206,772	203,731	210,178	221,028	221,471	443	221,028	0	(443)
DECEMBER	150,743	144,969	145,951	151,026	144,469	144,838	369	144,469	0	(369)
JANUARY	116,370	178,239	197,294	203,107	203,671	204,153	482	203,671	0	(482)
FEBRUARY	154,651	167,362	194,605	232,232	174,980	204,655	29,675	174,980	0	(29,675)
MARCH	192,388	225,836	261,044	241,450	120,725	175,423	54,698	170,886	50,161	(4,537)
APRIL	173,405	225,456	218,347	227,211	11,361	70,139	58,778	60,603	49,242	(9,536)
MAY ¹	222,573	286,419	280,530	321,227	16,061	89,720	73,659	97,386	81,325	7,666
TOTAL	\$2,038,371	\$2,376,221	\$2,595,641	\$2,724,009	\$2,039,735	\$2,258,209	\$218,474	\$2,220,463	\$180,728	(\$37,746)
AMUSEMENT TAX										
<i>ADOPTED FY 2020 BUDGET - \$850,000</i>										
<i>COVID-19 REVISED FY 2020 BUDGET - \$626,614</i>										
JULY ¹	\$72,413	\$66,786	\$72,761	\$75,349	\$90,398	\$92,901	\$2,503	\$90,398	\$0	(\$2,503)
AUGUST	50,145	53,857	51,694	53,533	56,722	54,599	(2,123)	56,722	0	2,123
SEPTEMBER	54,062	58,269	54,943	56,897	62,500	64,454	1,954	62,500	0	(1,954)
OCTOBER	33,198	61,223	67,036	69,420	69,849	73,419	3,570	69,849	0	(3,570)
NOVEMBER	62,762	61,305	73,743	76,366	78,870	76,990	(1,880)	78,870	0	1,880
DECEMBER	129,429	116,169	74,641	77,296	87,576	87,882	306	87,576	0	(306)
JANUARY	57,159	64,442	80,790	83,664	76,124	74,898	(1,226)	76,124	0	1,226
FEBRUARY	64,277	75,662	57,393	59,434	63,600	63,231	(369)	61,618	(1,982)	(1,613)
MARCH	74,168	71,133	79,134	81,949	40,975	31,392	(9,583)	32,690	(8,285)	1,298
APRIL	62,135	82,536	84,351	87,351	0	284	284	1,332	1,332	1,048
MAY ¹	47,686	62,878	58,317	60,391	0	769	769	979	979	210
TOTAL	\$707,434	\$774,260	\$754,803	\$781,650	\$626,614	\$620,819	(\$5,795)	\$618,658	(\$7,956)	(\$2,161)

¹ Due to year end accounting activities, a portion of revenues associated with May and June were posted in June and July.

² "Actual Collected" includes all revenue received per month regardless of whether the payment is current or delinquent.

A G E N D A
City Council Meeting of July 14, 2020
Council Chamber
City Hall, 900 Church Street, Lynchburg, VA 24504

1:30 P.M.
Work Session

- #1. Hear an announcement from the Mayor regarding City Manager interviews.
- #2. Roll Call

7:30 P.M.
City Council Agenda Items

VICE MAYOR WRIGHT WILL GIVE THE INVOCATION

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 four 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 COMMENT: Public comment 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 three (3) minutes; or group spokesperson up to five (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**

CONSENT AGENDA

- #2. Proposed adoption of resolution #R-20-052 Amending the Fiscal Year 2020 Budget for the Twelve Month Period Beginning July 1, 2019 and ending June 30, 2020 and Appropriating Supplemental Funds from the Coronavirus Aid, Relief and Economic Security (CARES) Act for City of Lynchburg to cover expenditures related to the City's coronavirus (COVID-19) response beginning March 1, 2020 and ending December 30, 2020.
- #3. Consideration to adopt a resolution #R-20-054 to amend the FY 2020 Airport Fund budget and appropriate \$700,000 with resources from the Department of Transportation Federal Aviation Administration Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 grant to replace potential revenues lost related to the Coronavirus Disease 2019.
- #4. Consideration to adopt a resolution #R-20-055 to amend the FY 2021 Airport Fund budget and appropriate \$1,800,000 with resources from the Department of Transportation Federal Aviation Administration Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020 grant to replace potential revenues lost related to the Coronavirus Disease 2019.

PUBLIC COMMENT

- #5. Hear from a citizen regarding a concern. (Sandra Sosnowski)
- #6. Hear from a citizen regarding a concern. (CeCe Thomas)

GENERAL BUSINESS

- #7. Consideration to adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate \$215,142 with resources from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant (BEN-19-113) to prepare participants to enter and maintain employment with the prospect of a career path and wage growth.
#R-20-__
- #8. Consideration to adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate \$119,825 with resources of \$107,400 from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant (BEN-19-024) and \$12,425 from an in-kind match, with the objective of furthering local efforts to reduce the poverty rate and increase median household income.
#R-20-__
- #9. Consideration to review the proposed SMART SCALE projects and adopt a resolution of support for the following SMART SCALE project applications to the Virginia Department of Transportation (VDOT): Clanders Mountain Road Interchange with Lynchburg Expressway; and Roundabout at Wards Ferry Road and CVCC Campus Drive.
#R-20-__
- #10. Consideration to adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate \$1,994 with resources from the Virginia Department of Housing and Community Development Virtual Training Support Grant to purchase mobile computing equipment for Community Development Inspections staff to use for training.
#R-20-__

- #11. Receive an update on the revenue collections received in several key City revenue sources.
- #12. Consideration of a closed meeting to evaluate the performance of the Clerk of Council, pursuant to Section 2.2-3711(A.) (1) of the Code of Virginia, 1950, as amended.

Citizen Request to Speak: Citywide COVID-19 Response

From: Sandra Sosnoski <scsosnoski@yahoo.com>
Sent: Wednesday, July 1, 2020 8:23:15 AM
To: Craig, Robin <Robin.Craig@lynchburgva.gov>
Subject: Request to speak at the City Council meeting

CAUTION: External Sender

Good Morning,

I would like to speak at the next City Council meeting as a citizen of Lynchburg. It is my understanding that I may be given 3 minutes to speak on the topic of my choice that affects the city. Please confirm that you received my request. Thank you, and have a nice day!

Sincerely,
Sandra Sosnoski

078A

From: Cece Thomas <randee1117@aol.com>
Sent: Wednesday, July 1, 2020 11:50:08 AM
To: Craig, Robin <Robin.Craig@lynchburgva.gov>
Subject: Petition

CAUTION: External Sender

Ms. Craig,

My name is CeCe Thomas. I started the petition to STOP THE NAME CHANGE OF LYNCHBURG..Another woman Daisey Howard that lives in Maryland had started a petition to have Lynchburg's name Changed ,she has a little over 5,000 signatures simply because she did not like it and compared it to “lynching”.

I am not sure If my Petition will even help, but as of today I have over 7,800 signatures, and it is growing hourly in support to keep Lynchburg’s name.

My only way to bring attention to my petition has been from sharing from my personal facebook page, and also from a group I started to bring respectability back to our local cemeteries (Families That Care In Central Virginia) . Our four cemeteries Fort Hill Park, Altavista Park, Briarwood Park and Virginia Memorial Park .. On these two simple facebook pages I have seen amazing support.

Your next City Council meeting is July 14. Would it be possible I present the signatures that I have in support for our Great City to keep it’s name?

I have lived in Lynchburg my entire 64 years, and I STAND PROUD OF THE GROWTH OF OUR CITY.

Thank you for your time,

CeCe Thomas

077A

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **July 14, 2020**

AGENDA ITEM #: **7**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Appropriation of the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant BEN-19-113

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate \$215,142 with resources from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant (BEN-19-113) to prepare participants to enter and maintain employment with the prospect of a career path and wage growth

SUMMARY: In July of 2019, a Request for Application (RFA) was presented to applicants in the State of Virginia for funding of service approaches and strategies that help current and former participants of TANF and those with incomes at or below 200% of the federal poverty level prepare to enter and maintain employment with the prospect of a career path and wage growth. The City submitted a grant application to VDSS on August 1, 2019 and received an award for expansion of the poverty reduction strategy in September of 2019. Final approval by Council was received on January 14, 2020 through Resolution #R-19-103. In FY 2021, renewal of this annual award will primarily support the HireLynchburg initiative (formerly TechHire) in collaboration with Lynchburg's Office of Economic Development and Tourism. In addition, development and implementation of a Neighborhood Caretaker program, partnerships with local service organizations, and administrative work are covered in the approved work plan. Overall, the goal is to prepare participants to enter and maintain employment with the prospect of a career path and wage growth.

PRIOR ACTION(S): Finance Committee, August 13, 2019 (Notice of application)
Finance Committee, December 10, 2019
City Council, December 10, 2019 (First reading of appropriation approved)
City Council, January 14, 2020 (Resolution #R-19-103 appropriation of funding)
Finance Committee, July 14, 2020 (Support of renewal application and appropriation)

FISCAL IMPACT: None (no match required)

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

ATTACHMENT(S): Resolution
FY 2021 Renewal Sub-Award agreement

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2021 City/Federal/State Aid Fund budget is amended and \$215,142 is appropriated with resources from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant (BEN-19-113) to prepare participants to enter and maintain employment with the prospect of a career path and wage growth.

Introduced:

Adopted:

Certified:

Interim Clerk of Council

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES**

**SUBAWARD AGREEMENT
RENEWAL with MODIFICATIONS**

Date: June 23, 2020

Subaward Agreement No.: BEN-19-113-04

Renewal No. 1

Modification: 1

Issued by: Commonwealth of Virginia
Department of Social Services
Division of General Services, Purchasing
801 East Main Street, 14th Floor
Richmond, Virginia 23219-2901

On behalf of VDSS Division: Benefit Programs

Subgrantee: City of Lynchburg
Office of Economic Development
900 Church Street
Lynchburg, Virginia 24504

Project: Employment Advancement for TANF Participants

This Subaward Agreement Renewal with Modification is entered into pursuant to the provisions of the basic agreement as amended, and is hereby incorporated into and made an integral part of Contract #BEN-19-113-04.

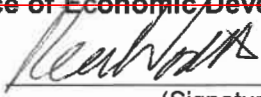
A. Contract Renewal:

In accordance with Section VIII, Administrative Requirements; Paragraph A, Renewal of Agreement, the Commonwealth of Virginia, Department of Social Services (VDSS) wishes to exercise the option to renew the above referenced agreement for an additional 12 month period. Period of renewal will be from July 1, 2020 through June 30, 2021. The total amount of the obligation by the VDSS for reimbursement of actual expenses shall not exceed \$215,141.82 for this period.

B. Description of Modification:

1. Reference Attachment F – Budget: Replace the Budget dated July 1, 2019 through June 20, 2020 with the revised Attachment F – Budget for the period of July 1, 2020 through June 30, 2021.
2. Reference Attachment D – Overview of Activities/Outcomes: Replace Attachment D with the revised Attachment D – Overview of Activities/Outcome for the period July 1, 2020 through June 30, 2021.

Except as provided herein, as heretofore changed, the Scope of Services and all terms and condition of the Agreement shall remain unchanged and in fully force and effect. This Renewal with Modification shall become effective upon signature of both parties.

City of Lynchburg Office of Economic Development	Commonwealth of Virginia Department of Social Services
By: <u></u> (Signature)	By: _____ (Signature)
Name: <u>Keith Wicks</u> (Print)	Name: <u>Christy Sharpe</u> (Print)
Title: <u>Deputy City Manager</u>	Title: <u>Senior Procurement Officer</u>
Date: <u>6/24/20</u>	Date: <u>6/24/2020</u>

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **July 14, 2020**

AGENDA ITEM #: **8**

CONSENT:
ACTION: X

REGULAR: X
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Appropriation of the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant BEN-19-024

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate \$119,825 with resources of \$107,400 from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant (BEN-19-024) and \$12,425 from an in-kind match, with the objective of furthering local efforts to reduce the poverty rate and increase median household income.

SUMMARY: In November of 2018, the City completed a Request for Application (RFA) through VDSS to access TANF funding with the objective of furthering local efforts to reduce the poverty rate and increase median household income. The award of \$163,204 spanned the remainder of FY 2019 and all of FY 2020. In late May 2020, the City submitted an application for renewal of this grant. In June 2020 the City was notified of an award in the amount of \$107,400 from VDSS for FY 2021. Funding will primarily provide support to the Home Essentials Program with Park View Community Mission, Career Essentials with HumanKind and the Workforce Investment Board, and a part-time Workforce Navigator, among other poverty reduction interventions.

The total program budget is \$119,825, with \$107,400 funded through VDSS. The required match from 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 in the amount of \$12,425.

PRIOR ACTION(S): November 27, 2018: Finance Committee (Notice of application)
February 26, 2019: Finance Committee (First reading for appropriation)
March 12, 2019: Council adoption of Resolution #R-19-015 accepting VDSS funds
May 28, 2019: Finance Committee (Review of in-kind match)
May 28, 2019: Council (Budget amended to account for in-kind match of \$18,638)
July 14, 2020: Finance Committee (Support of application and appropriation request)

FISCAL IMPACT: FY 2021 In-Kind match of \$12,425 (formula driven calculation)

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

ATTACHMENT(S): Resolution
FY 2021 Renewal Sub-Award agreement

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2021 City/Federal/State Aid Fund budget is amended and \$119,825 is appropriated with resources of \$107,400 from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Community Wealth Building (CWB) Grant (BEN-19-024) and \$12,425 from an in-kind match, with the objective of furthering local efforts to reduce the poverty rate and increase median household income.

Introduced:

Adopted:

Certified:

Interim Clerk of Council

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES

SUBAWARD AGREEMENT
RENEWAL with MODIFICATION

Date: June 1, 2020

Subaward Agreement No. BEN-19-024-04

Renewal No: 1

Modification No.: 1

Issued by: Commonwealth of Virginia
Department of Social Services
Division of General Services, Purchasing
801 East Main Street, 14th Floor
Richmond, Virginia 23219-2901

On behalf of VDSS Division: Benefit Programs

Subgrantee: City of Lynchburg

Project: Employment for TANF Participants, Phase 2

This Subaward Agreement Renewal with Modification is entered into pursuant to the provisions of the basic agreement as amended, and is hereby incorporated into and made an integral part of Contract #BEN-19-024-04.

A. CONTRACT RENEWAL:

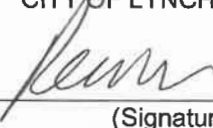
In accordance with Section VIII, Administrative Requirements; Paragraph G, Renewal of Agreement, the Commonwealth of Virginia, Department of Social Services (VDSS) wishes to exercise the option to renew the above referenced agreement for an additional 12 month period. Period of renewal will be from July 1, 2020 through June 30, 2021. The total dollar amount of the obligation by the VDSS for reimbursement of actual expenses shall not exceed \$107,400.04 for this period.

B. DESCRIPTION OF MODIFICATION:

1. Reference Attachment F – Budget: Replace the Budget dated July 1, 2019 through June 20, 2020 with the revised Attachment F – Budget for the period of July 1, 2020 through June 30, 2021.
2. Reference Attachment D – Overview of Activities/Outcomes: Replace Attachment D with the revised Attachment D – Overview of Activities/Outcome for the period July 1, 2020 through June 30, 2021.

Except as provided herein, as heretofore changed, the Scope of Services and all terms and conditions of the Agreement shall remain unchanged and in full force and effect.

CITY OF LYNCHBURG

BY: 
(Signature)

NAME: R. W. Workman
(Print)

TITLE: Deputy City Manager

DATE: 2 Jun 2020

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES

BY: _____
(Signature)

NAME: Cristy Sharpe
(Print)

TITLE: Senior Procurement Officer

DATE: June 13, 2020

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **July 14, 2020**

AGENDA ITEM #: **9**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: SMART SCALE Program Resolution of Support for Applications

KEY ELEMENTS:

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

RECOMMENDATION: Review the proposed SMART SCALE projects and adopt a resolution of support for the following SMART SCALE project applications to the Virginia Department of Transportation (VDOT). If approved, funding would be available in FY2027.

SUMMARY: The SMART SCALE program provides 100% funding for various transportation projects within the City. Every two years, the Commonwealth accepts applications for projects. The following projects are proposed by staff based on discussions with VDOT, needs assessments, and previous applications. The Physical Development Committee (PDC) reviewed these projects on February 11, 2020 and recommended the projects be forwarded to Council for inclusion in the pre-application process. Council reviewed them on March 10, 2020 and agreed with submitting these projects for the pre-application process. The final application process is required to be submitted by August 3, 2020 and a resolution of support from the governing body of the entity making application is required. The recommended projects are:

1. Candler's Mountain Road Interchange with Lynchburg Expressway – Construct a new interchange including a new bridge at the intersection of Candler's Mountain Road and the Lynchburg Expressway. This project has been identified in two different Strategically Targeted Affordable Roadway Solutions (STARS) studies for safety. These funds, in addition to proposed VDOT State of Good Repair funding for the bridge makes this an opportune time for this submittal. The preliminary estimate for this project is \$40M.
2. Roundabout at Wards Ferry Road and CVCC Campus Dr. – Construct a roundabout at the intersection of Wards Ferry Rd. and CVCC Campus Drive as well as 600' of sidewalk to tie into the sidewalk inside the CVCC campus. This project is part of the Wards Ferry Road Corridor Study approved by City Council and is complimentary to the Atlanta Avenue Turn Lane project submitted as a Revenue Sharing project last year. The preliminary estimate for this project \$6.5M.

Staff is also recommending support for the Central Virginia Transportation Planning Organization's application for the improvements to Timberlake Road at Laxton Rd. and Greenview Dr. in Campbell County due to the close proximity to the City limits and the effects on city streets.

PRIOR ACTION(S): February 11, 2020: Physical Development Committee recommended approval
March 10, 2020: Council approved pre-application submittal

FISCAL IMPACT: None, other than staff involvement time. SMART SCALE is a 100% federally funded program.

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

ATTACHMENT(S):
Resolution of support
Project mapping

REVIEWED BY: raw
080A

A RESOLUTION BY THE COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA,
ENDORISING THE VIRGINIA DEPARTMENT OF TRANSPORTATION (VDOT) SMART SCALE PROGRAM
APPLICATIONS

WHEREAS, in accordance with the Commonwealth Transportation Board construction allocation procedures, it is necessary that a resolution of support be received from the local jurisdiction requesting the Virginia Department of Transportation (VDOT) establish and fund projects in the City of Lynchburg.

NOW, THEREFORE, BE IT RESOLVED, that the City of Lynchburg does support and requests the Commonwealth Transportation Board to establish and fund, for the Smart Scale program the following projects:

1. Candler's Mountain Road Interchange with Lynchburg Expressway
2. Roundabout at Wards Ferry Road and CVCC Campus Dr.

BE IT FURTHER RESOLVED THAT: The City of Lynchburg hereby expresses support for the Central Virginia Transportation Planning Organization's application for the improvements to Timberlake Road at Laxton Road and Greenview Drive in Campbell County due to the close proximity to the City limits and the effects on city streets.

BE IT FURTHER RESOLVED THAT: The City of Lynchburg hereby agrees to provide its share of the total cost for preliminary engineering, right-of-way and construction of these projects in accordance with the project financial documents.

BE IT FURTHER RESOLVED THAT: The City of Lynchburg hereby agrees to enter into project administration agreements with VDOT and provide the necessary oversight to ensure the projects are developed in accordance with all applicable federal, state and local requirements for design, right-of-way acquisition, and construction of the projects.

BE IT FURTHER RESOLVED THAT: The City of Lynchburg will be responsible for maintenance and operating costs of the facilities as constructed unless other arrangements have been made with VDOT.

BE IT FURTHER RESOLVED THAT: If the City of Lynchburg subsequently elects to cancel any of the projects, the City of Lynchburg hereby agrees to reimburse VDOT for the total amount of costs expended by VDOT through the date VDOT is notified of such cancellation. The City of Lynchburg also agrees to repay any funds previously reimbursed that are later deemed ineligible by the Federal Highway Administration or VDOT.

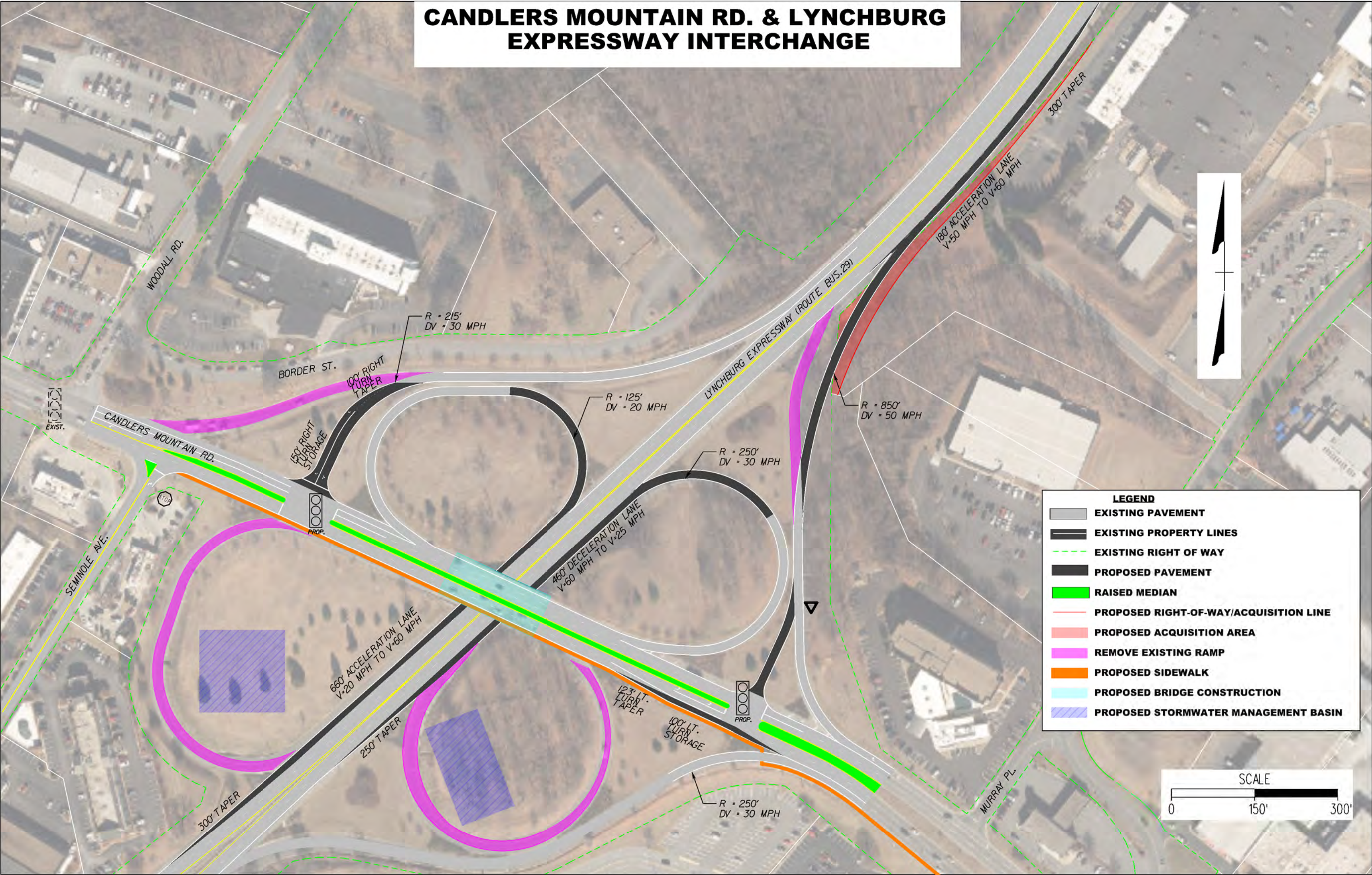
BE IT FURTHER RESOLVED THAT: The Council of the City of Lynchburg hereby grants authority for the City Manager to apply for funds and execute project administration agreements, as well as other documents necessary for approved projects.

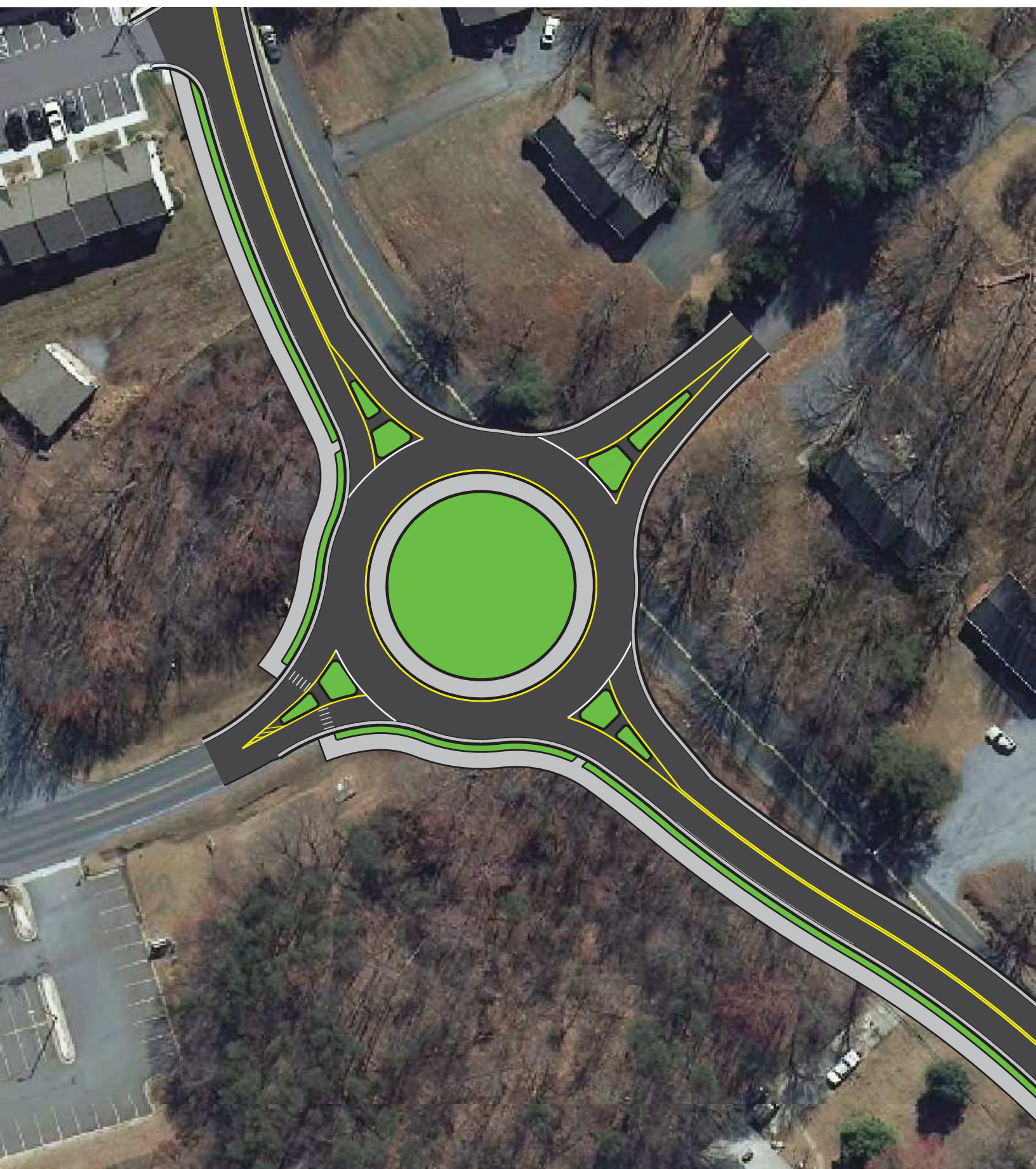
Adopted:

Certified:

Interim Clerk of Council

CANDLERS MOUNTAIN RD. & LYNCHBURG EXPRESSWAY INTERCHANGE





Wards Ferry Road Roundabout Concept

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **July 14, 2020**

AGENDA ITEM #: **10**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Virginia Department of Housing and Community Development – Virtual Training Support Grant Award

KEY ELEMENTS:

___Economic Development **X**Excellent Government **X**Natural and Built Environment ___Safe Community ___Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate \$1,994 with resources from the Virginia Department of Housing and Community Development Virtual Training Support Grant to purchase mobile computing equipment for Community Development Inspections staff to use for training.

SUMMARY: Due to the Governor's orders of social distancing and gathering limits, the Virginia Building Code Academy is now providing certification and continuing education classes online. The Virginia Department of Housing and Community Development made grants available through the Virginia Code Academy for jurisdictional building departments to purchase equipment needed to attend required virtual certification training and continuing education. The City of Lynchburg was awarded \$1,994 to purchase four (4) iPad tablets and protective cases to allow Community Development building inspectors to attend virtual or online training.

PRIOR ACTION: July 14, 2020: Finance Committee will review this request

FISCAL IMPACT: None, this grant provides 100% funding.

CONTACT(S): Kent White, Director of Community Development, 455-3900
Doug Saunders, Building Official, 455-3910

ATTACHMENT(S):
Resolution
Award Notification Letter

REVIEWED BY: raw

076A

RESOLUTION:

BE IT RESOLVED that the FY 2021 City/Federal/State Aid Fund budget is amended and \$1,994 is appropriated with resources from the Virginia Department of Housing and Community Development Virtual Training Support Grant to purchase mobile computing equipment for Community Development Inspections staff to use for training.

Introduced:

Adopted:

Certified:

Interim Clerk of Council



Ralph S. Northam
Governor

R. Brian Ball
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

Erik C. Johnston
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

June 15, 2020

TO: Doug Saunders
Lynchburg, City of

FROM: Sandi Morris *Sandi E. Morris*
Director, Virginia Building Code Academy

RE: Virtual Training Support Grant Award

Congratulations! The Department of Housing and Community Development has reviewed and approved your application to the 2020 Virtual Training Support Grant in the requested amount of \$1993.96. The check will be mailed separately and should be received within 30 days to the address provided on the W-9 form submitted with your grant application. As indicated by your signature on the application you have agreed to the following terms:

1. Use the grant funds only as specified in the approved grant proposal unless otherwise approved by DHCD,
2. All grant-approved expenditures must occur by September 1, 2020 unless otherwise approved by DHCD.
3. Provide expense record and receipts to DHCD to verify grant expenditures and activities no later than September 30, 2020,
4. Account for, report, and repay, if necessary, any portion of the funds not used for the specified purposes unless otherwise approved by DHCD,
5. Refrain from use of the funds for any purpose prohibited by law,
6. Cooperate with any efforts of DHCD to publicize the grant award.

Again, awarded funds must be spent by September 1, 2020. The completed Expense Report and receipts/proof of purchase are due to our office by September 30, 2020. If you have any questions please contact Kelly Duggins at kelly.duggins@dhcd.virginia.gov.

Thank you for taking advantage of this training support grant opportunity and we look forward to seeing you at future trainings.



Virginia Department of Housing and Community Development | Partners for Better Communities
Main Street Centre | 600 East Main Street, Suite 300 Richmond, VA 23219
www.dhcd.virginia.gov | Phone (804) 371-7000 | Fax (804) 371-7090 | Virginia Relay 7-1-1

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **July 14, 2020**

AGENDA ITEM #: **11**

CONSENT:
ACTION:

REGULAR:
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Revenue Update

KEY ELEMENTS:

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

RECOMMENDATION: Receive an update on the revenue collections received in several key City revenue sources.

SUMMARY: Several key Adopted FY 2020 revenue sources were revised to reflect the anticipated economic impacts due to the COVID-19 pandemic; revenue collections are updated through June 30, 2020. This report is updated to include utility accounts subject to disconnect.

PRIOR ACTION(S): Rebalancing the Adopted FY 2020 General Fund Budget Due to Economic Impact of COVID-19, City Council, April 14, 2020.

FISCAL IMPACT: As noted.

CONTACT(S): Donna Witt, Chief Financial Officer, 455-3968

ATTACHMENT(S): COVID-19 FY 2020 Revised Revenue General Fund Operating Budget Monthly Update

| REVIEWED BY: bms

082A



COVID-19 FY 2020 Revised Revenue General Fund Operating Budget Monthly Update

City Council
July 14, 2020



COVID-19 FY 2020 Revised Revenue Monthly Update

	Revised FY 2020	Actual Collections FY 2020	Variance to Revised Budget FY 2020
Net Real Property	\$60,338,212	\$60,650,674	\$312,462
<i>Real Property</i>	<i>\$62,125,204</i>		
<i>Allowance for Uncollectible Real Property</i>	<i>(\$1,786,992)</i>		
<i>% Allowance for Uncollectible Real Property</i>	<i>3.0%</i>		
Net Personal Property - local portion ¹	\$18,051,339	\$19,460,410	\$1,409,071
<i>Personal Property - local portion</i>	<i>\$18,625,000</i>		
<i>Allowance for Personal Property - local portion</i>	<i>(\$573,661)</i>		
<i>% Allowance for Uncollectible Personal Property - local portion</i>	<i>3.1%</i>		
Net Business License Tax	\$7,988,490	\$9,001,289	\$1,012,799
<i>Business License Tax</i>	<i>\$8,876,651</i>		
<i>Allowance for Uncollectible Business License</i>	<i>(\$888,161)</i>		
<i>% Allowance for Uncollectible Business License</i>	<i>10.0%</i>		
Motor Vehicle Licenses	\$1,259,385	\$1,530,279	\$270,894

¹ Net of \$1,909,763 collected for FY 2021 prepaid second installment of Personal Property tax.

Note: Actual collections revised as of June 30, 2020.



COVID-19 FY 2020 Revised Revenue

Monthly Update *(continued)*

	Revised FY 2020	Actual Collections FY 2020	Variance to Revised Budget FY 2020
Local Sales and Use Tax	\$15,567,411	\$15,065,238	(\$502,173)
March	1,386,161	1,295,372	(90,789)
April	966,446	1,266,401	299,955
(Anticipated receipt of payment July 15th) May	1,050,243	1,325,092	274,849
(Anticipated receipt of payment August 15th) June	998,310	0	(998,310)
Meals Tax	\$13,253,905	\$12,694,372	(\$559,533)
March	1,140,782	935,569	(205,213)
April	541,194	802,509	261,315
May	559,001	883,043	324,042
(Meals Tax for June due by July 20th) June	937,637	0	(937,637)
Lodging Tax	\$2,107,532	\$2,220,463	\$112,931
March	120,725	170,886	50,161
April	11,361	60,603	49,242
May	16,061	97,386	81,325
(Lodging Tax for June due by July 20th) June	67,797	0	(67,797)
Amusement Tax	\$626,614	\$618,658	(\$7,956)
March	40,975	32,690	(8,285)
April	0	1,332	1,332
May	0	979	979
(Amusement Tax for June due by July 20th) June	0	0	0

Note: Actual collections revised as of June 30, 2020.



Utility Accounts subject to Disconnect FY 2019 to FY 2020 Comparison

FY 2019	Utility Accounts subject to Disconnect
<i>April 2019</i>	<i>387</i>
<i>May 2019</i>	<i>320</i>
<i>June 2019</i>	<i>296</i>

FY 2020	Utility Accounts subject to Disconnect
<i>April 2020</i>	<i>915</i>
<i>May 2020</i>	<i>1,007</i>
<i>June 2020</i>	<i>1,065</i>



Questions, Comments, Observations