

FINANCE COMMITTEE AGENDA

**Tuesday, February 23, 2021
11:30 a.m. – Council Chamber**

GENERAL BUSINESS

11:30 a.m.

1. Report on the General Fund Reserve for Contingencies.

Contact: Donna Witt, Chief Financial Officer

455-3968

11:35 a.m.

2. Consider a request to adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund Budget and appropriate \$64,840 for the Lynchburg Adult Drug Court with resources from the Supreme Court of Virginia Drug Treatment Court Docket Grant.

Contact: K. Todd Swisher, Circuit Court Clerk

455-2611

11:40 a.m.

3. Approve the submission of application for Virginia Department of Agricultural and Consumer Services Agriculture and Forestry Industries Development Fund grant for development of the Lynchburg Community Market Produce Stand in the amount of \$10,000.

Contact: Ricky Kowalewski, Community Market Manager

455-3962

11:45 a.m.

4. 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 31, 2020.

Fund	Preparer
GLTC	Brian Booth, General Manager of GLTC
Regional Airport Fund*	Andrew LaGala, Airport Director
Lynchburg Regional Juvenile Detention Center	*This report will be presented at the next meeting of the Finance Committee
Children's Services Act Fund (CSA)	*This report will be presented at the next meeting of the Finance Committee
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

12:15 p.m.

5. Roll Call

The next Finance Committee meeting is Tuesday, March 23, 2021, at 11:30 a.m.

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)		
City Manager's Discretionary Fund - Communications and Public Engagement - Everbridge Module Mass Notification Pro		(\$6,609)
City Manager's Discretionary Fund - Police - Rentals for Lynchburg Police Department (LPD) Listening Sessions		(\$1,181)
City Manager's Discretionary Fund - Council/Manager's Office - Training for Action for Change (A4C) Committee		(\$20,000)
 TOTAL APPROPRIATIONS	<u>\$0</u>	<u>(\$27,790)</u>
 REMAINING BALANCE	<u><u>\$1,150,000</u></u>	<u><u>\$22,210</u></u>
 ITEMS INTRODUCED		
Sheriff's Office – Portable Radio Replacement Accessories (\$9,945)		
TOTAL INTRODUCED ITEMS	<u>\$0</u>	<u>\$0</u>
 REMAINING BALANCE	<u><u>\$1,150,000</u></u>	<u><u>\$22,210</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>\$22,210</u></u>

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 23, 2021**

AGENDA ITEM #: **2**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Appropriation of the Local Drug Court Grant

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund Budget and appropriate \$64,840 for the Lynchburg Adult Drug Court with resources from the Supreme Court of Virginia Drug Treatment Court Docket Grant.

SUMMARY: Horizon Behavioral Health submitted a grant application in July of 2020 to the Supreme Court of Virginia with the objective of furthering the City's effort to administer a Local Drug Court program. The Award letter was received from the Supreme Court of Virginia on August 18, 2020, which indicated the Lynchburg Circuit Court was awarded \$64,840 for the period July 1, 2020 – June 30, 2021. These funds will be used to support the Drug Court Coordinator position in the Circuit Court.

The match for the City is based on a formula, and will be used for supplies and other expenses associated with the Drug Court Coordinator position. This match was appropriated in the First Quarter Adjustments for FY 2020, as part of the original grant award for this program.

Treatment-based drug court is an alternative to incarceration for defendants who enter the judicial system because of addiction. Through a non-adversarial team approach combined with an intensive, judicially monitored treatment program, drug court offers defendants the opportunity to restore themselves as productive, non-criminal members of society. The Lynchburg Drug Court has the following key components:

1. Integrate alcohol and other drug treatment services with justice system case processing.
2. Using a non-adversarial approach, prosecution and defense counsel will promote public safety while protecting participants' due process rights.
3. Eligible participants are identified early and promptly placed in the drug court program.
4. The Court will ensure access to a continuum of alcohol, drug and other related treatment and rehabilitation services.
5. Abstinence is monitored by frequent alcohol and other drug testing.
6. A coordinated strategy to participant's compliance.
7. Ongoing judicial interaction with each drug court participant.
8. Monitoring and evaluation measures will be in place to ensure the achievement of program goals and gauge effectiveness.

PRIOR ACTION(S): Finance Committee, February 23, 2021

FISCAL IMPACT: Local match of \$32,858 (formula driven calculation) was appropriated in City/Federal/State Aid Fund Budget in First Quarter Adjustments FY 2020

CONTACT(S): K. Todd Swisher, Circuit Court Clerk, 455-2611
Judge James F. Watson, Lynchburg Circuit Court, 455-2600
Taylor M. Jones, Adult Drug Treatment Court Coordinator, 455-2741

ATTACHMENT(S): Resolution
Grant Award Letter
Memorandum of Understanding

REVIEWED BY: klw

RESOLUTION:

BE IT RESOLVED THAT the FY 2021 City/Federal/State Aid Fund budget is amended and \$64,840 is appropriated for the Lynchburg Adult Drug Court with resources from the Supreme Court of Virginia through the Supreme Court of Virginia Drug Treatment Court Docket Grant.

Introduced:

Adopted:

Certified:

Clerk of Council

100 North Ninth Street Richmond, VA 23219

Subrecipient-- Lynchburg Adult Drug Court	Date: August 18, 2020
Grant Period-- From: 7/1/2020	Through: 6/30/2021

GRANT AWARD BUDGET

Signature: [Signature] 8-18-20
Title: CEO

MEMORANDUM OF UNDERSTANDING

This agreement entered into on behalf of the Twenty-fourth Judicial Circuit Drug Court on the 20th day of June 2019 by and between the Lynchburg Adult Drug Court-Twenty-fourth Circuit Drug Treatment Court, hereafter referred to as the Program, and Horizon Behavioral Health, hereafter referred to as the Provider and the District 13 Parole and Probation Office.

Whereas, the Program is endeavoring to ensure the continuance of effective and expedited treatment services for participants referred by the Circuit Court to the Twenty-fourth Judicial Circuit Drug Treatment Court Program, operated under the aegis of the Virginia Department of Corrections Probation and Parole District 13; and,

Now, therefore, witnessed that for and in consideration of the respective undertakings of the parties to this agreement, the Program and the Provider hereby agree to the following provisions:

ARTICLE I - OFFENDER INTERVENTION AND TREATMENT SERVICES

The Program agrees to reimburse the Provider, to the extent funded by the Commonwealth of Virginia, for evaluation and treatment services to the Twenty-third Judicial Circuit Drug Treatment Court; and, the Provider agrees to provide such services to such offenders. A portion of the costs for treatment services may, as established within this agreement, be paid to the Provider. Nothing herein is to be construed as a requirement that the Program shall be responsible for the reimbursement of all services offered by the Provider. Offenders referred for services to the Provider shall receive such services as determined and established by the Twenty-fourth Judicial Circuit Drug Treatment Court.

ARTICLE II – PROGRAM SERVICE

The Drug Treatment Court staff shall submit at least the following reports to the Provider:

1. Written notice of referral.
2. Summary of the offender's social- history and substance abuse history.
3. Information on any psychiatric or other mental health history.
4. Written notice of all terminations for non-compliance, transfers, and absences prior to the next scheduled treatment session.
5. In the event of verbal or telephone requests for participant information from the Provider, the Probation Officer shall respond in writing within 10-working days of the request.

ARTICLE III - REPORTS FROM SERVICE PROVIDER

The Program shall require at least the following reports from the Provider:

1. Written notice of receipt of referral within 5-working days of initial face-to-face contact with the participant.
2. Scheduling and completion of assessment within 5-working days of becoming aware of the referral for services.
3. A tentative outline of the treatment plan within 15-days of the assessment.
4. Written notice within 10-working days from the time of any change in the participant's treatment plan.

MEMORANDUM OF UNDERSTANDING

5. Verbal notice by the next working day, and written notice within 5-working days, when the participant is in violation of any section of the Drug Court Program or the Provider's agreement to participate.
6. Progress reports within 60-days of the treatment intake, and every 90-days thereafter, unless otherwise directed by Drug Court staff.
7. When the Provider receives a written request for a specific report from the Drug Court staff, a written response shall be due within 10-working days from the date of receipt.
8. The Provider will utilize the Standard Interim report provided by the Drug Court staff for each offender referred for treatment. Additional reports, as needed by the Drug Court staff, may be required.

District 13 Parole and Probation agrees to provide:

supervision of Drug Court Participants

1. Drug screens free of charge for all participants.
2. Statistics for Drug Court.
3. Data entry in Database.
4. Documentation of their progress in our computer system.
5. Information sharing with all members of Drug Court.

ARTICLE IV- LIMITATION OF FUNDS

The Program will provide financial assistance for a reasonable portion of the costs for treatment, not to exceed the cited amount for each participant, and only to the extent funding is provided by the Commonwealth of Virginia and that which is to be collected from the participant. The provider will be reimbursed on a capitated rate upon receipt of a bill on a quarterly basis. The billing will desegregate the amount according to type of service rendered and number of offenders receiving the service. This amount must be negotiated according to all applicable federal and state regulations and guidelines. Upon expenditure of this sum the offender and not the Program will be responsible for any fair and reasonable charges thereafter.

Reimbursements under this agreement shall be made quarterly, following the months of September, December, March and June and when funds have been received from the Supreme Court of Virginia.

Any fees charged to the offender will be in accordance with this agreement, as well as the Provider's policies and procedures, and include the availability of procedures for negotiated fees.

ARTICLE V - CONFIDENTIALITY OF PROBATIONER RECORDS

The Program and the Provider agree to comply with all Federal and State laws pertaining to storage, access, dissemination and use of treatment and criminal justice records.

ARTICLE VI - RIGHT TO TERMINATE

Nothing in this agreement shall affect the right of either party to terminate this agreement. At least sixty (60) days written notice shall be given prior to termination. Termination of this agreement shall not relieve the Provider of their obligation to complete treatment of offenders involved in treatment at the time of termination.

MEMORANDUM OF UNDERSTANDING

ARTICLE VII -INTERPRETATIONS OR MODIFICATIONS

No oral or written statement of anyone other than the designates of the respective parties to this agreement shall modify or otherwise affect the terms and meaning of this agreement. However, a memorandum of understanding of a clarifying nature may be added to this agreement upon the signature of the respective designates.

Treatment services may be modified or otherwise changed upon the recommendation of the Drug Court Treatment Team, in collaboration with the Provider.

ARTICLE VIII - PERIOD OF PERFORMANCE

The term of this agreement shall be July 1, 2019 through June 30, 2020 and may continue from year-to-year unless otherwise terminated under the provisions herein stated based on availability of funds.



Judge R. Edwin Burnett Jr.
24th District Court-Lynchburg Adult Drug Court



Damien Cabezas, CEO
Horizon Behavioral Health

Kelly G. Poe, Chief Probation and Parole Officer

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **February 23, 2021**

AGENDA ITEM #: **3**

CONSENT:
ACTION: X

REGULAR: X
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Lynchburg Community Market Produce Stand AFID Grant Application Request

KEY ELEMENTS:

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

RECOMMENDATION: Approve the submission of application for Virginia Department of Agricultural and Consumer Services (VDACS) Agriculture and Forestry Industries Development Fund (AFID) grant for development of the Lynchburg Community Market (LCM) Produce Stand in the amount of \$10,000.

SUMMARY: The Lynchburg Community Market is interested in applying for VDACS' AFID grant, in the amount of \$10,000, for development of the LCM Produce Stand program. The Produce Stand allows LCM to sell local produce, dry goods, etc. through it's operating week. AFID funds will be used to cover personnel costs of hiring one grant-funded temporary Produce Stand Coordinator position, procure products for sale, and purchase ingredients for 22 weekly cooking demonstrations hosted June through September.

Total cost for this phase of the Produce Stand program is estimated at \$20,000. AFID grant request amount is \$10,000 for the program. The City of Lynchburg will match \$3,000 from the FY 2021 LCM operating budget, LCM support 501(c)3 non-profit group, Friends of the Market, will donate \$6,000 in matching funds, and in-kind marketing valued at \$1,000 will be procured from Lynchburg Radio Group and Downtown Lynchburg Association.

PRIOR ACTION(S): N/A

FISCAL IMPACT: A local match of \$10,000 is required, with resources from Lynchburg Community Market FY 2021 operating budget (\$3,000), in-kind match (\$1,000) and donation from Friends of the Market, a 501(c)3 non-profit group (\$6,000).

CONTACT(S): Ricky Kowalewski, Market Manager, 455.3962
Jennifer Jones, Director, Parks & Recreation, 455-5868

ATTACHMENT(S): N/A

REVIEWED BY:



GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

Finance Committee
City Council
City of Lynchburg

February 11th, 2021

RE: December 31st, 2020 (2nd Quarter – FY 2021) Financial Report – Greater Lynchburg Transit Company

The attached Greater Lynchburg Transit Company Quarterly Income Statement summarizes the financial activities for the second quarter and year-to-date financials for FY21.

REVENUE

Total revenue for the second quarter was approximately 5 % under budget for the quarter and 7 % underbudget year-to-date. Passenger Revenue and Access Contracts reflect being from 40 to 80 % under budget for the second quarter due to operating service fare free until November 16th. Service was operated fare free until the entire fleet was outfitted with permanent barriers around the driver's compartment for additional protection for our operators. Advertising Revenue is over budget 2 % for the quarter and under budget 4 % year-to-date and reflects management's best estimate as to how advertising would recover following the shut down during the Spring of 2020.

Liberty University Revenue, City Operating, and County Operating Assistance all reflect being within budget for the second quarter and year-to-date. State Operating Assistance reflects being under budget approximately 1 % and should be noted that the State had not approved the allocation for operating assistance for FY 2021 upon the development of this budget. In November the state budget was finalized and GLTC is expecting to experience a slight increase in funding over what was budgeted; this will be reflected beginning in the 3rd quarter of FY 2021. Federal Operating Assistance reflects being within budget for the first quarter and year-to-date and is from the apportionment of CARES Act funds that GLTC received. The CARES Act funds received by GLTC does not have an expiration date, but Congress has the ability to resend unspent funds in the future. GLTC anticipates to utilize its allocation of CARES Act funds to support operating expenditures in FY 2021 and FY 2022.

EXPENDITURES

On the expense side, total expenses were under budget 5 % for the quarter and 15% year-to-date. Salaries are under budget approximately 13 % as a whole due to vacant position that have been carried through the first half of the year. Overtime is over budget approximately 19 % companywide due to additional coverage necessary as a result of vacant positions. Fringe Benefits are approximately 10 % under budget and due in large part to health insurance premiums being lower than anticipated.

Maintenance expenses (less wages and benefits) are under budget as a whole approximately 20 % for the quarter and 30 % year to date. This is due in large part to fuel expenses be lower than projected following the decline in fuel prices during the onset of the pandemic. Additionally, Tires and Tubes are significantly under budget due to the utilization rates of tires being less than projected.





GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

Administrative expenses are under budget approximately 13 % for the second quarter and year-to-date with Services approximately 3 % under budget, Casualty/Liability Expenses approximately 29 % under budget, and Information Technology approximately 13 % under budget. Casualty/Liability Expenses are underbudget as a result of a credit received after reconciliation was completed for the estimated premiums paid in the previous fiscal year. Utilities are approximately 34 % under budget due to the greatest expense for utilities being from heating costs during the winter months. Other Materials and Supplies is over budget 100 % for the second quarter due to a sewage back up and subsequent clean up experienced at the Transfer Station. Miscellaneous expenses are under budget 74 % for the year-to-date due to the limited travel and public relations activities occurring during this time.

SUMMARY

GLTC is closing the second quarter with an approximate \$ 319,860 surplus, however this figure is precursory as this accounts for the full accrual monthly of the budgeted/projected amount of CARES Act funds. Due to the CARES Act funds not lapsing or having a specified expiration date, finance staff are planning to adjust the accrual of the CARES Act funds during the second half of the year to maximize the amount of funds available in the grant to be rolled over to support FY 2022 operational expenses.

Respectfully submitted,

Brian Booth
General Manager

419 Bradley Drive • Lynchburg, VA 24501 | PO Box 11286 • Lynchburg, VA 24506
434.455.5080 Office • **434.528.4582** Fax • www.GLTCOnline.com

The Central Virginia Transit Management Company, Inc., employs all Administrative Staff, Bus Operators and Maintenance Personnel for the Greater Lynchburg Transit Company (GLTC). GLTC is professionally managed by First Transit, a division of First Group America.



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

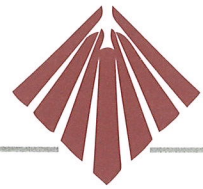
QUARTERLY INCOME STATEMENT

AS OF DECEMBER 31, 2020

	QTR TO DATE						
	FY2021	FY2021		FY2021	FY2021	%	
	QTD	QTD	%	YTD	YTD	of	
	ACTUAL	BUDGET	VAR	ACTUAL	BUDGET	Budget	
REVENUE							
FRT Passenger Revenue	\$ 48,061	\$ 100,361	-52%	\$ 48,061	\$ 200,723	24%	
DRT Passenger Revenue	2,591	12,371	-79%	2,591	24,741	10%	
Contracts (LU Access)	25,200	45,360	-44%	25,200	75,600	33%	
Contracts (CVCC Access)	3,519	11,730	-70%	3,519	23,460	15%	
Liberty University Revenue	100,311	100,170	0%	167,185	166,950	100%	
Non-Operating Revenue	2,401	3,076	-22%	6,030	6,152	98%	
Advertising Revenue	14,683	14,381	2%	27,685	28,762	96%	
City Operating Assistance	125,000	125,000	0%	250,000	250,000	100%	
County Operating Assistance	19,450	19,450	0%	38,900	38,900	100%	
State Operating Assistance	509,088	516,375	-1%	1,018,176	1,032,749	99%	
Federal Operating Assistance	1,064,438	1,064,438	0%	2,128,876	2,128,876	100%	
TOTAL REVENUE	\$ 1,914,741	\$ 2,012,711	-5%	\$ 3,716,223	\$ 3,976,912	93%	
EXPENSES							
FIXED ROUTE							
Operator Labor	\$ 384,722	\$ 391,666	-2%	\$ 625,091	\$ 783,332	80%	
Operator-Overtime	70,699	50,732	39%	112,811	101,465	111%	
Other Salaries & Wages	84,154	77,416	9%	154,636	154,833	100%	
Supervisors-Overtime	9,255	3,775	145%	14,942	7,550	198%	
Fringe Benefits	250,282	269,408	-7%	479,394	538,817	89%	
TOTAL FIXED ROUTE	\$ 799,111	\$ 792,998	1%	\$ 1,386,875	\$ 1,585,995	87%	
DEMAND RESPONSE							
Operator Labor	\$ 70,689	\$ 80,195	-12%	\$ 120,445	\$ 160,390	75%	
Operator-Overtime-PTS	3,957	2,382	66%	6,161	4,763	129%	
Other Salaries & Wages	22,869	16,955	35%	38,693	33,911	114%	
Fringe Benefits	44,021	52,530	-16%	87,322	105,061	83%	
TOTAL DEMAND RESPONSE	\$ 141,537	\$ 152,062	-7%	\$ 252,620	\$ 304,124	83%	
MAINTENANCE							
Other Salaries & Wages	\$ 182,146	\$ 167,593	9%	\$ 310,192	\$ 335,186	93%	
Inspection&Maint,Srvc-Overtime	14,061	7,209	95%	18,699	14,417	130%	
Fringe Benefits	88,982	92,255	-4%	173,743	184,511	94%	
Fuel & Lubricants	88,704	140,379	-37%	158,036	280,758	56%	
Tires & Tubes	7,838	29,089	-73%	11,181	58,178	19%	
Other Materials & Supplies	143,245	128,804	11%	251,011	257,608	97%	
TOTAL MAINTENANCE	\$ 524,977	\$ 565,329	-7%	\$ 922,863	\$ 1,130,657	82%	
ADMINISTRATION							
Other Salaries & Wages	\$ 115,156	\$ 103,859	11%	\$ 204,312	\$ 207,717	98%	
Fringe Benefits	50,978	54,814	-7%	107,932	109,628	98%	
Services	120,442	117,560	2%	227,211	235,120	97%	
Utilities	32,713	48,880	-33%	64,387	97,760	66%	
Casualty & Liability Expenses	36,962	78,070	-53%	111,266	156,141	71%	
Information Technology	30,421	39,425	-23%	68,416	78,851	87%	
Other Materials & Supplies	24,861	12,410	100%	38,666	24,820	156%	
Miscellaneous	6,188	23,050	-73%	11,817	46,101	26%	
TOTAL ADMINISTRATION	\$ 417,721	\$ 478,068	-13%	\$ 834,005	\$ 956,135	87%	
TOTAL EXPENSES	\$ 1,883,346	\$ 1,988,456	-5%	\$ 3,396,363	\$ 3,976,912	85%	
NET INCOME/(LOSS)	\$ 31,395	\$ 24,255		\$ 319,860	\$ -		

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

February 11, 2021

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2020 – Quarterly Financial Summary - Lynchburg Regional Airport

REGIONAL AIRPORT FUND

The attached Lynchburg Regional Airport Operating Fund Financial Summary reflects the financial activity through the FY2021 second quarter ending December 31, 2020. I am pleased to report that operating revenues are continuing their slow but steady increase to pre-COVID levels as American Airlines continues to add flights as passenger traffic demand warrants. With the aid of our CARES “revenue replacement” grant, the Airport continues to project a FY2021 surplus of \$162,349 per our adopted budget.

REVENUE HIGHLIGHTS

- Airfield Revenue: Revenue is projected to be \$45,000 less than budget due to decreased landing fees as a result of having fewer daily flights than when budgeted.
- Terminal Revenue: Revenue is projected to be \$490,000 less than budget due mainly to the negative impact of COVID-19 on auto parking and rental car concession revenues (our two hardest hit revenues).
- General Aviation: Revenue is projected to be \$20,000 less than budget due to decreased revenue from the fuel farm lease/through-put fee on aviation fuel sales.

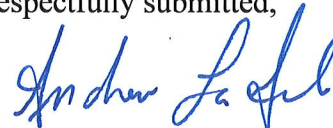
EXPENSE HIGHLIGHTS

- Small Projects & Equipment: Expenses will be held to \$1,550,000 less than budget in order to offset the expected \$555,000 shortfall in revenues and to accommodate an estimated \$1,000,000 transfer to our capital fund for a planned pay-as-you-go partial funding contribution to a revenue-producing new corporate hangar project. This transfer will be included as part of our "Third Quarter Budget Adjustments" request later this fiscal year.
- Transfers to Other Airport Funds: As mentioned above, the Airport is estimating that our CARES grant revenues will exceed our actual loss of normal revenue by roughly \$1,245,000. The airport will be requesting that \$1,000,000 of this additional revenue be transferred to our capital fund for a pay-as-you-go partial funding contribution to a revenue-producing new corporate hangar project.

SUMMARY

At this point, operating revenues for the year are projected to be an estimated \$555,000 less than budgeted while departmental expenses, other than those previously mentioned, are projected to be consistent with the budget. Based on projections of gradually increasing airline passenger traffic, revenues are expected to continue their slow but steady recovery to pre-COVID levels. With the CARES grant providing lost revenue replacement and a planned transfer to our capital fund later this fiscal year, the Airport continues to project an operating surplus for FY2021 of \$162,349 per our adopted budget.

Respectfully submitted,



Andrew LaGala, A.A.E.
Airport Director

cc: Reid Wodicka, Interim City Manager
Kent White, Interim Deputy City Manager
Donna Witt, Director of Financial Services

LYNCHBURG REGIONAL AIRPORT
OPERATING FUND FINANCIAL SUMMARY
December 31, 2020

	FY 2020 Amended Budget	FY 2020 Actual (thru 12/31/19)	FY 2020 % of Budget	*	FY 2021 Amended Budget	FY 2021 Actual (thru 12/31/20)	FY 2021 % of Budget	*	FY 2021 Amended Budget	FY 2021 Projected (to 6/30/21)	FY 2021 \$ Variance Projected vs. Amended Budget
BEGINNING NET ASSETS	\$ 250,000	\$ 34,170,038		*	\$ 250,000	\$ 34,307,200 (1)		*	\$ 250,000	\$ 34,307,200 (1)	
Less: Invested in Capital Assets, net of related debt		(34,864,543)		*		(34,908,540)		*		(34,908,540)	
BEGINNING UNRESTRICTED NET ASSETS	\$ 250,000	\$ (694,505)		*	\$ 250,000	\$ (601,341)		*	\$ 250,000	\$ (601,341)	\$ -
USE OF ENCUMBRANCES CARRIED FORWARD	\$ 31,927			*	\$ 73,130			*	\$ 73,130	\$ 73,130	
TRANSFER OF RESERVES TO CAPITAL FUND				*				*			
REVENUES				*				*			
Airfield	135,000	58,995	44%	*	135,000	36,287	27%	*	135,000	90,000	(45,000)
Terminal	1,582,783	805,528	51%	*	1,598,083	456,352	29%	*	1,598,083	1,108,083	(490,000)
General Aviation	617,500	322,536	52%	*	601,500	306,778	51%	*	601,500	581,500	(20,000)
Other Leased Property	389,400	204,369	52%	*	394,750	186,534	47%	*	394,750	394,750	0
State Airport Aid	397,500	47,697	12%	*	135,000	13,394	10%	*	135,000	135,000	0
Federal Security Aid	85,000	29,520	35%	*	85,000	29,500	35%	*	85,000	85,000	0
Federal CARES Grant	700,000	0	0%	*	1,800,000	1,089,445	61%	*	1,800,000	1,800,000	(0)
Interest & Other	36,000	20,380	57%	*	36,000	23,072	64%	*	36,000	36,000	0
TOTAL REVENUES	\$ 3,943,183	\$ 1,489,025		*	\$ 4,785,333	\$ 2,141,362		*	\$ 4,785,333	\$ 4,230,333	\$ (555,000)
EXPENSES				*				*			
Airfield Operations	311,812	123,798	40%	*	315,154	108,490	34%	*	315,154	315,154	0
Terminal Operations	621,862	302,082	49%	*	623,171	286,718	46%	*	623,171	623,171	0
General Aviation	152,517	62,190	41%	*	150,175	51,507	34%	*	150,175	150,175	0
Administration	893,751	477,825	53%	*	898,742	445,985	50%	*	898,742	898,742	0
Safety (ARFF & LEO)	428,647	212,051	49%	*	439,510	227,658	52%	*	439,510	439,510	0
Snow Removal	22,930	1,051	5%	*	24,030	2,574	11%	*	24,030	24,030	0
Debt Service	103,205	7,850	8%	*	103,479	7,032	7%	*	103,479	103,479	0
Small Projects & Equipment (State & CARES-Supported)	475,000	198,338	42%	*	2,035,159	230,129	11%	*	2,035,159	485,159	1,550,000
Transfers to Other Airport Funds	500,000	0	0%	*	5,000	0	0%	*	5,000	1,000,000	(995,000)
Other Airport Expenses	103,294	23,624	23%	*	101,694	22,848	22%	*	101,694	101,694	0
TOTAL EXPENSES	\$ 3,613,018	\$ 1,408,808		*	\$ 4,696,114	\$ 1,382,942		*	\$ 4,696,114	\$ 4,141,114	\$ 555,000
ENDING UNRESTRICTED NET ASSETS	\$ 612,092	\$ (614,288)		*	\$ 412,349	\$ 157,078		*	\$ 412,349	\$ (438,993) (2)	

FOOTNOTES:

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

Total Net Assets per CAFR 6/30/20	\$ 40,245,846
Less: Net Assets in Capital & PFC Funds	\$ (5,938,646)
Total Beginning Net Assets	\$ 34,307,200

FY2021 Financial Summary	
Total Revenues	\$ 4,303,463
Total Expenses	\$ 4,141,114
FY2021 Surplus	\$ 162,349

2) FY 2021 Ending Unrestricted Net Assets is comprised of the following:

Des. for Maintenance (Rental Car Facility)	\$ 82,146	(\$82,146 + or - year=end change)
Reserve for Encumbrances at Year-end	\$ 73,130	(encumbrances carried forward to FY2021)
GASB68 Pension-related Accrual	\$ (1,031,524)	(net liability as of the end of FY2020)
GASB75 Other OPEB Obligations	\$ (1,121,104)	(net liability as of the end of FY2020)
Undesignated Retained Earnings	\$ 1,558,359	
	\$ (438,993)	

February 23, 2021

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2020 Quarterly Financial Report – Water Operating Fund

The attached Water Operating Fund Financial Summary summarizes the financial activity for this fund through December 31, 2020. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2021 Budget and the Department's year end projections are described below.

REVENUES

Following the completion of the second quarter, overall revenues for FY 2021 are projected to be below budget by \$417,000 (2.7%). Explanations of this variance follow:

- **Charges for Services:**

Revenue in this category is expected to be \$441,000 (3.3%) below budget. \$296,950 is attributable to less than expected water consumption from commercial and industrial customers and water purchases associated with the Wastewater Treatment Plant Combined Sewer Overflow (CSO) Upgrade Project. \$151,000 loss is related to Governor Northam's utility disconnection moratorium to halt billing of cut off charges, and interest and penalties on delinquent accounts.

- **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 \$1,200 (.1%) greater than budget. Projected revenue from Frito-Lay is expected to be \$44,300 more than anticipated. However, WestRock and counties combined revenue loss is projected to be \$16,600 and \$26,500 respectively both due to lower water consumption.

- **Interest and Other:**

Interest and Other is projected to be \$22,800 (13.5%) more than budget. \$91,000 is attributable to additional settlements for an antitrust lawsuit settlement for liquid aluminum sulfate price fixing. This is offset by \$71,000 projected decrease in interest earnings due to lower investment returns.

EXPENSES

Overall expenses for FY 2021 are projected to be \$524,600 (2.9%) 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 \$436,000 (4%) less than the FY 2021 budget (Water Treatment - \$156,500 savings, Meter Operations - \$108,600 savings, Water Line Maintenance - \$138,800 savings, Administration - \$32,100 savings). This variance is broken down as follows:

➤ Personnel Services and Benefits	\$177,000
➤ Contractual Services	52,800
➤ Chemicals	33,000
➤ Electricity	77,500
➤ Supplies and Materials	64,700
➤ All Other	<u>31,000</u>
Total	\$436,000

The savings in Personnel Service and Benefits is related to vacant positions. Contractual Services savings are attributable to lower than anticipated data transmission charges due to timing of new cellular meters installations during the fiscal year. Wet weather during the first seven months of the fiscal year is expected to result in savings for Chemicals and Electricity. Additional savings in Materials and Supplies is related mostly to replacements parts in Water Treatment Plant and Meter Reading.

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

Non-Departmental Operation and Maintenance expenses are projected to be \$5,600 (2.1%) less than budget. Combined savings in Interest on Customer Deposits and Workers Compensation of \$27,600 is projected. This is offset by anticipated increased expenses of \$22,000 for Allowance for Uncollectible Accounts that is related to impacts from COVID-19.

- **Capital Outlay**

Purchases in this category are expected to be \$18,000 (23.7%) less than budget due to deferred installation of duress emergency alert system for the College Hill Water Plant Campus.

- **Transfers to Capital**

Transfers to Capital are expected to be at budget.

- **Debt Service:**

Expenditures for debt service is \$65,000 (1.8%) less than budget. This is mostly due to less than expected month to month interest charges used on line of credit and refinancing of 2010 and 2015 bond issues.

SUMMARY

The second quarter report reflects a stable FY 2021 financial position for this fund. Under the Council financial policies, two important financial ratios, debt coverage and fund balance are above or within policy targets. The projected debt coverage ratio for the end of the fiscal year is 1.30 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 40% compared to target range of 25% - 40%.

Respectfully submitted,

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

cc: Reid Wodicka, Interim City Manager
Kent White, Deputy City Manager
Donna Witt, Director of Financial Services

WATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending December 31, 2020

	FY 2020 Adopted Budget	FY 2020 Actual Q2 YTD	FY 2020 % of Budget	FY 2021 Adopted Budget	FY 2021 Actual Q2 YTD	FY 2021 % of Budget	FY 2021 Adopted Budget	FY 2021 Revised Projection	FY 2021 \$ Variance Adopted Budget vs. Projected
REVENUES:									
Charges for Services	\$13,202,040	\$6,245,465	47%	\$13,274,755	\$6,066,768	46%	\$13,274,755	\$12,833,755	(\$441,000)
Water Contracts	2,067,484	969,290	47%	2,122,368	1,100,627	52%	2,122,368	2,123,568	1,200
Interest and Other	334,496	561,898	168%	168,600	168,038	100%	168,600	191,400	22,800
	\$15,604,020	\$7,776,653		\$15,565,723	\$7,335,433		\$15,565,723	\$15,148,723	(\$417,000)
EXPENSES									
Departmental O&M	\$10,706,269	\$4,857,246	45%	\$10,896,528	\$4,586,686	42%	\$10,896,528	\$10,460,528	\$436,000
Non-Departmental O&M	261,341	93,416	36%	268,940	83,533	31%	268,940	263,340	5,600
Capital Outlay/Purchases	133,500	27,750	21%	76,000	-	0%	76,000	58,000	18,000
Transfers to Capital	3,800,000	1,900,000	50%	3,500,000	1,750,000	50%	3,500,000	3,500,000	-
Debt Service	3,870,240	1,800,588	47%	3,526,688	1,689,930	48%	3,526,688	3,461,688	65,000
	\$18,771,350	\$8,679,000		\$18,268,156	\$8,110,149		\$18,268,156	\$17,743,556	\$524,600
Adjustment for Expenses from Capital Projects		\$0			\$0			\$25,000	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%
Unrestricted cash as a % of operating expenses & debt service:	40%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	1.30 (a)

Note (a) Calculation of debt coverage includes \$85,000 of estimated capitalizable costs for internal labor charges applicable to time spent on capital project activities.

February 23, 2021

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2020 Quarterly Financial Report – Sewer Operating Fund

The attached Sewer Operating Fund Financial Summary summarizes the financial activity for this fund through December 31, 2020. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2021 Budget and the Department's year end projections are described below.

REVENUES

Following the completion of the second quarter, overall revenues for FY 2021 are projected to be \$152,000 (.7%) higher than budget. Explanations of this variance follow:

- **Charges for Services:**

Revenue in this category in this category is expected to be \$265,000 (1.4%) under budget. The COVID-19 economic impacts are projected to decrease revenues primarily on the following accounts: (1) Inside City Sewer Sales revenue decrease of \$686,700 is mostly attributable from institutional and commercial customers. (2) Cut-Off Charges revenue decrease of \$90,000 based on Governor Northam's utility disconnection moratorium to halt billings of interest and penalties on delinquent accounts. These revenue decreases are offset by Septic Hauler Charges that are projected to be \$600,000 higher than budget.

- **Sewer Contracts:**

Revenue in this category reflects billing activity in counties of Amherst, Bedford, and Campbell and industries of WestRock and Frito-Lay. Revenue is projected to be \$516,000 (14%) higher than budget. \$375,000 is related to West-Rock's higher than expected industrial surcharges. County settlements for FY 2020 Regional Wastewater Treatment Plant sewer operating costs and completed projects resulted in \$141,000 higher than budgeted. This was mostly attributable to Campbell County opting not to finance any projects completed in FY 2020 and instead use PAYGO monies.

- **Interest and Other:**

Revenue in this category is expected to be \$99,000 (47.3%) lower than budget. This is directly related to decreased interest earnings from lower investment returns.

EXPENSES

Overall expenses for FY 2021 are projected to be 455,700 (1.9%) less 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 \$172,200 (1.3%) less than budget (Wastewater Treatment Plant - \$102,300 savings and Sewer Line Maintenance - \$69,900 savings). This variance is broken down as follows:

➤ Personnel Services and Benefits	\$234,000
➤ Contractual Service	(164,800)
➤ Utilities	105,300
➤ All Other	<u>(2,300)</u>
Total	\$172,200

The savings in Personnel Services and Benefits is related to vacant positions. The savings in cost in Utilities is attributable to the construction of the Wastewater Treatment Plant Combined Sewer Overflow (CSO) Upgrade Project. Original construction schedule had planned potable water to be used in both FY 2020 and early months of FY 2021. Due to shifting of the construction schedule, actual potable water used in FY 2021 was significantly less. Increased costs of Contractual Services are mostly due to the following: (1) Unplanned debris removal around sewer mains in creeks associated with recent months of heavy rains. (2) Increased cost in Temporary Personnel to cover work tasks assigned to vacant positions. (3) Updates to the operations and maintenance manual associated with the Wastewater Treatment Plant CSO Upgrade Project planned in FY 2020 is being performed in FY 2021.

Non-Departmental Operation and Maintenance:

Non-Departmental Operation and Maintenance expenses are expected to exceed budget by \$25,000 (7.5%) due to the increased Allowance for Uncollectible Accounts expenses related to COVID-19.

- **Capital Outlay:**

Purchases in Capital Outlay are expected to be \$260,00 (57.8%) less than budget. This is primarily due to impacts of COVID-19. Budgeted deliveries of four storage trailers and installation of an upgrade of Closed-Circuit Television (CCTV) software used in sewer line inspections have been deferred to FY 2022.

- **Transfers to Capital:**

Transfers to Capital are expected to be at budget.

- **Debt Service:**

Expenditures in debt service is \$48,500 (.6%) less than budget mostly due to less than expected month to month interest rates charged on line of credit and refinancing of 2010 and 2015 bond issues.

SUMMARY

This second quarter report reflects a stable FY 2021 financial position for this fund. Under the Council adopted financial policies, the two important financial ratios, debt coverage and fund balance exceed or within 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 42% compared to a target range 25% - 40%.

Respectfully submitted,

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

cc: Reid Wodicka, Interim City Manager
Kent White, Interim Deputy City Manager
Donna Witt, Director of Financial Services

SEWER OPERATING FUND
FINANCIAL SUMMARY

Quarter Ending December 31, 2020

	FY 2020 Adopted Budget	FY 2020 Actual Q2 YTD	FY 2020 % of Budget	FY 2021 Adopted Budget	FY 2021 Actual Q2 YTD	FY 2021 % of Budget	FY 2021 Adopted Budget	FY 2021 Revised Projection	FY 2021 \$ Variance Adopted Budget vs. Projection
REVENUES:									
Charges for Services	\$18,585,064	\$8,822,682	47%	\$19,519,256	\$9,078,325	47%	\$19,519,256	\$19,254,256	(\$265,000)
Sewer Contracts	4,400,670	1,731,643	39%	3,683,367	1,883,992	51%	3,683,367	4,199,367	516,000
Interest and Other	209,460	219,380	105%	209,500	64,524	31%	209,500	110,500	(99,000)
	\$23,195,194	\$10,773,705		\$23,412,123	\$11,026,841		\$23,412,123	\$23,564,123	\$152,000
EXPENSES:									
Departmental O&M	\$12,382,634	\$5,122,422	41%	\$12,870,111	\$6,057,827	47%	\$12,870,111	\$12,697,911	\$172,200
Non-Departmental O&M	245,861	95,665	39%	335,716	94,404	28%	335,716	360,716	(25,000)
Capital Outlay/Purchases	545,000	203,831	37%	450,000	192,347	43%	450,000	190,000	260,000
Transfers to Capital	2,500,000	1,250,000	50%	2,000,000	1,000,000	50%	2,000,000	2,000,000	-
Debt service	8,355,088	4,192,990	50%	8,556,457	4,011,629	47%	8,556,457	8,507,957	48,500
	\$24,028,583	\$10,864,908		\$24,212,284	\$11,356,206		\$24,212,284	\$23,756,584	\$455,700
Adjustment for Expenses from Capital Projects		\$0			\$0			\$75,000	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service: 25% - 40%

Unrestricted cash as a % of operating expenses & debt service: 42%

Financial Policy targeted debt coverage ratio minimum: 1.20

Ending debt coverage ratio: 1.24 (a)

Note (a) Calculation of debt coverage includes estimated \$106,000 of capitalizable costs for internal labor charges applicable to time spent on capital project activities.

February 23, 2021

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2020 Quarterly Financial Report – Stormwater Operating Fund

The attached Stormwater Operating Fund Financial Summary summarizes the financial activity for this fund through December 31, 2020. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2021 Budget and the Department's year end projections are described below.

REVENUES

Following the completion of the second quarter, the overall revenues for FY 2021 are projected to exceed budget by \$16,900 (.5%). 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, delinquent charges on past due accounts, and cost plus charges for installing new stormwater systems. Charges for services are projected to exceed budget by \$38,800 (1.2%). Budgeted refunds allowed to property owners were \$50,000 less than estimated. Refunds were calculated based on recent measurements of impervious areas using updated technology and current ownership of property as of June 30, 2020. This revenue increase is offset by \$14,000 is based on Governor Northam's utility disconnection moratorium to halt billing of interest and penalties on delinquent accounts.

- **Interest and Other:**

Interest and Other is expected to be at \$21,900 (75.8%) less than budget due to lower than expected interest earnings.

- **Transfers from Other Funds:**

Transfers from General Fund are expected to be at budget.

EXPENSES

Overall expenses for FY 2021 are expected to be \$89,700 (2.2%) less than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

Departmental Operation and Maintenance is expected to be less than budget by \$89,700 (2.7%). This variance is broken down as follows:

➤ Personnel Services and Benefits	\$52,200
➤ Contractual Services	28,200
➤ Other	<u>9,300</u>
Total	\$89,700

The savings in Personnel Services and Benefits is attributable to vacant positions. Contractual Services savings are related to Municipal Separate Storm Sewer (MS4) permit work planned for start and completion in FY 2020 will not be completed until FY 2021.

Non-Departmental Operation and Maintenance:

Non-Departmental Operation and Maintenance expenses are projected to be \$15,000 (75.9%) over budget due to the increase of Allowance for Uncollectible Accounts expenses related to COVID-19 impacts.

- **Capital Outlay:**

Purchases in Capital Outlay are expected to be at budget.

- **Transfers to Capital:**

Transfers to Capital are expected to be at budget.

- **Debt Service:**

Debt Service expenditures have projected savings of \$15,000 (9.5%) due to less than expected month to month interest rates charged on the line of credit and deferred start-up of several infrastructure projects.

SUMMARY

The second quarter report reflects a stable FY 2021 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 1.96 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 27% compared to target range of 15%- 20%.

Respectfully submitted,

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

cc: Reid Wodicka, Interim City Manager
Kent White, Interim Deputy City Manager
Donna Witt, Director of Financial Services

STORMWATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending December 31, 2020

	FY 2020 Adopted Budget	FY 2020 Actual Q2YTD	FY 2020 % of Budget	FY 2021 Adopted Budget	FY 2021 Actual Q2YTD	FY 2021 Revised Projection	FY 2021 % of Budget	FY 2021 \$ Variance Adopted Budget vs. Projected
REVENUES:								
Charges for Services	\$3,209,536	\$1,424,758	44%	\$3,155,200	\$1,305,274	\$3,194,000	41%	\$38,800
Interest and Other	15,000	24,409	163%	28,900	11,184	7,000	39%	(21,900)
Transfers from Other Funds	275,000	137,500	50%	275,000	137,500	275,000	50%	-
	\$3,499,536	\$1,586,667		\$3,459,100	1,453,958	\$3,476,000		\$16,900
EXPENSES:								
Departmental O&M	\$3,069,006	\$1,414,551	46%	\$3,286,245	\$1,471,642	\$3,196,545	45%	\$89,700
Non-Departmental O&M	34,368	12,968	38%	19,760	14,027	34,760	71%	(15,000)
Capital Outlay/Purchases	35,000	-	0%	40,000	39,643	40,000	99%	-
Transfers to Capital	300,000	150,000	50%	500,000	250,000	500,000	50%	-
Debt Service	107,675	50	0%	158,428	73,468	143,428	46%	15,000
	\$3,546,049	\$1,577,569		\$4,004,433	\$1,848,780	\$3,914,733		\$89,700
Adjustment for Expenses from Capital Projects		\$0			\$0			

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 27%

Financial Policy targeted debt coverage ratio minimum: 1.20
 Ending debt coverage ratio: 1.96 (a)

Note (a) Calculation of debt coverage includes estimated \$37,000 of capitalizable costs for internal labor charges applicable to time spent on capital project activities.

February 23, 2021

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2020 Quarterly Report - General Fund

Please find attached the Financial Summary for the City's General Fund (Fund) for the period ending December 31, 2020.

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 2021 has been billed, and revenue (less tax relief) of \$28,094,707 has been collected. The amount collected includes payments made for the entire year. Economic Development tax incentive payments totaling \$44,866 have been paid during the fiscal year.

- Personal Property Taxes:

Personal Property tax revenue collected through the second quarter of FY 2021 is \$10,129,143, which is \$252,018 less than the amount collected through the second quarter of FY 2020. 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 \$27,061 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 2021. This action eliminates the 70% reimbursement. Lynchburg's share is \$5,543,584. During the second quarter of FY 2021 the State reimbursed the City 75% as scheduled, bringing the year to date total to \$4,434,867. Future payments will be received in February 2021 (15%), and May 2021 (5%).

- Consumer Utility Tax - Electric:

Revenue of \$1,484,441 is slightly behind budget projections by \$150,900, based on collections for 5 months. Staff is monitoring this revenue, which is slightly behind FY 2020 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 of \$864,463 is behind the FY 2020 collection amount by \$82,435, based on collections for 4 months.

- Local Sales Tax:

Sales tax revenue of \$5,931,193 is ahead of the FY 2021 budget projection by \$1,282,116, or 27.6% based on collections for 4 months. Economic Development tax incentive payments totaling \$60,103 have been paid during the fiscal year.

- Business License

Business License revenue collected through the second quarter of FY 2021 is \$166,917. 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 \$22,409 have been paid during the fiscal year.

- Meals Tax

Meals tax revenue of \$5,872,933 is slightly ahead of FY 2021 budget projections by \$72,429, based on collections for 5 months due to reduced projections in the first quarter. Staff is monitoring this revenue and providing the Finance Committee with monthly updates. Economic Development tax incentive payments totaling \$164,943 have been paid during the fiscal year.

- Lodging Tax

Lodging tax revenue of \$1,013,369 is slightly behind FY 2021 budget projections by \$52,436, based on collections for 5 months. Economic Development tax incentive payments totaling \$218,963 have been paid during the fiscal year.

- Permit, Fees, and Licenses:

Permit, Fees, and Licenses revenue of \$391,140 is behind FY 2021 budget projections by \$155,835, or 28.5%.

- Fines and Forfeitures:

Fines and Forfeitures revenue of \$99,977 is behind the budget projection for FY 2021 by 28.6%, or \$40,023. Timing of reimbursements is a factor, and staff will continue to keep a close watch on this revenue to see if an adjustment in projected revenue is needed.

- Interest on Investments:

Investment income of \$287,029 is behind the budget projection for FY 2021 by \$330,955, or 53.6%.

- Charges for Services

Charges for Services revenue of \$4,839,900 is behind budget projections for FY 2021 by \$734,792, or 13.2%.

DEDICATED REVENUES

Intergovernmental Revenues consisting of Constitutional Officers, Health and Human Services, and State and Federal subsidies total \$19,269,349 and are 0.5%, or \$91,351 less than the FY 2021 budget projection.

EXPENDITURES

- Operating Expenditures:

The percentage of operating expenditures spent through the second quarter of FY 2021, 46.8%, is on target with budget projections.

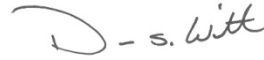
- Debt Service

Debt Service expenditures are on pace with FY 2021 budget projections.

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,

A handwritten signature in cursive script that reads "D - S. Witt".

Donna S. Witt
Chief Financial Officer

cc: Reid Wodicka, Interim City Manager
Kent White, Interim Deputy City Manager
Rhonda Allbeck, Assistant Director of Financial Services

Fiscal Year	Fiscal Calendar 2021
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 12/31/20	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 12/31/19
100 Taxes							
02110.0100 - Current Real Property Tax	59,632,876	-	59,632,876	29,834,265	29,798,611	50.0%	28,805,876
02110.0105 - Tax Relief For Elderly	(610,000)	-	(610,000)	(488,444)	(121,556)	80.1%	(552,794)
02110.0110 - Tax Relief-Rehabilitation Real Property	(1,065,880)	-	(1,065,880)	(1,251,114)	185,234	117.4%	(975,059)
02110.0200 - Delinquent Real Property Tax	700,000	-	700,000	522,970	177,030	74.7%	581,351
02110.0900 - Real Estate Tax- Economic Development Incentive	(32,200)	-	(32,200)	(44,866)	12,666	139.3%	(11,589)
02120.0100 - Current PSC Tax	2,596,128	-	2,596,128	2,641,784	(45,656)	101.8%	2,608,376
02130.0101 - Current Personal Property Tax PCI	17,985,749	-	17,985,749	10,129,143	7,856,606	56.3%	10,381,161
02130.0201 - Delinquent Personal Property Tax PCI	1,260,000	-	1,260,000	129,604	1,130,396	10.3%	283,028
02130.0205 - Recovery-C/O Personal Property Tax	-	-	-	-	-	0.0%	113
02130.0900 - Personal Property Tax- Economic Development Incentive	(20,739)	-	(20,739)	(27,061)	6,322	130.5%	(19,600)
02170.0100 - Penalty-PSC Tax	-	-	-	9,854	(9,854)	0.0%	3,582
02170.0105 - Penalty-Delinquent Tax	666,958	-	666,958	302,856	364,102	45.4%	311,546
02170.0200 - Interest-PSC Tax	-	-	-	1	(1)	0.0%	11
02170.0205 - Interest-Delinquent Tax	369,812	-	369,812	120,197	249,615	32.5%	138,698
02510.0000 - Local Sales And Use Tax	15,454,579	-	15,454,579	5,931,193	9,523,386	38.4%	5,548,530
02510.0900 - Local Sales & Use Tax- Economic Development Incentive	(78,635)	-	(78,635)	(60,103)	(18,532)	76.4%	(74,256)
02515.0100 - Consumer Utility Tax-Electric	3,800,000	-	3,800,000	1,484,441	2,315,559	39.1%	1,545,545
02515.0105 - Consumer Utility Tax-Gas	647,354	-	647,354	150,371	496,983	23.2%	105,542
02515.0120 - Right of Way Fees	174,426	-	174,426	110,465	63,961	63.3%	72,804
02515.0900 - Pen & Int - Consumer Utility Tax, None	-	-	-	-	-	0.0%	106
02517.0000 - Communication Sales & Use Tax	2,500,000	-	2,500,000	864,463	1,635,537	34.6%	946,898
02520.0000 - Business License Tax	8,207,121	-	8,207,121	166,917	8,040,204	2.0%	72,901
02520.0010 - Consumption Tax-Electric	320,779	-	320,779	122,194	198,585	38.1%	126,792
02520.0015 - Consumption Tax-Gas	30,819	-	30,819	6,041	24,778	19.6%	4,003
02520.0030 - Pen & Int-Business License	96,072	-	96,072	46,497	49,575	48.4%	30,161
02520.0900 - Business License Tax- Economic Development Incentive	(22,778)	-	(22,778)	(22,409)	(369)	98.4%	(21,729)
02530.0001 - Motor Vehicle Licenses PCI	1,605,000	-	1,605,000	192,206	1,412,794	12.0%	219,385
02530.0201 - Delinquent Motor Vehicle License	190,000	-	190,000	23,633	166,367	12.4%	26,912
02535.0000 - Bank Stock Tax	750,000	-	750,000	-	750,000	0.0%	-
02540.0100 - Recordation Tax-City	650,000	-	650,000	268,245	381,755	41.3%	203,024
02540.0200 - Probate Tax	21,027	-	21,027	16,678	4,349	79.3%	10,182
02545.0000 - Tobacco Tax	825,000	-	825,000	391,204	433,796	47.4%	397,632
02550.0000 - Amusement Tax	795,190	-	795,190	89,339	705,851	11.2%	358,338
02550.0005 - Pen & Int - Amusement Tax	-	-	-	438	(438)	0.0%	4,201
02555.0000 - Lodging Tax	2,725,636	-	2,725,636	1,013,369	1,712,267	37.2%	1,368,468
02555.0005 - Pen & Int - Lodging Tax	-	-	-	11,941	(11,941)	0.0%	1,725
02555.0900 - Lodging Tax- Economic Development Incentive	(268,418)	-	(268,418)	(218,963)	(49,455)	81.6%	(245,946)
02560.0000 - Meals Tax	14,932,599	-	14,932,599	5,872,933	9,059,666	39.3%	6,441,443
02560.0005 - Pen & Int - Meals Tax	49,793	-	49,793	41,194	8,599	82.7%	32,827
02560.0900 - Meals Tax- Economic Development Incentive	(259,134)	-	(259,134)	(164,943)	(94,191)	63.7%	(250,085)
100 Taxes Total	134,629,134	-	134,629,134	58,216,534	76,412,600	43.2%	58,480,106
110 Permits, Fees, & Licenses							
03005.0000 - Animal Licenses	8,000	-	8,000	1,275	6,725	15.9%	3,302
03010.0100 - Bicycle Licenses, None	-	-	-	-	-	0.0%	-
03010.0200 - Permit Parking Fees	195,000	-	195,000	94,820	100,181	48.6%	113,342
03010.0400 - Land Disturbing Fees	18,000	-	18,000	7,182	10,819	39.9%	19,135
03010.0600 - Transfer Fees	1,600	-	1,600	1,292	309	80.7%	1,150
03010.0700 - Zoning Appeal Fees-Inspc	1,000	-	1,000	675	325	67.5%	400
03010.0701 - Letter of Approval-Zoning, None	3,000	(3,000)	-	-	-	0.0%	-
03010.0702 - Zoning Certification Letter	-	3,000	3,000	2,000	1,000	66.7%	1,000
03010.0705 - Legal Notice Advertising	12,000	-	12,000	3,333	8,667	27.8%	11,690
03010.0710 - Site Plan Reviews	15,000	-	15,000	5,396	9,604	36.0%	6,977
03010.0715 - Conditional Use Permits	4,000	-	4,000	460	3,540	11.5%	1,729
03010.0720 - Re-zoning Fees	8,700	-	8,700	3,427	5,273	39.4%	3,268
03010.0800 - Subdivision Plat Review	10,000	-	10,000	8,355	1,645	83.6%	6,225
03010.0900 - Building Insp Permit Fee	500,600	-	500,600	149,984	350,616	30.0%	249,110
03010.0901 - Elevator Inspect Admin Fee	21,000	-	21,000	9,569	11,431	45.6%	8,918
03010.0902 - Elevator Inspect Admin Fee Pen & Int	-	-	-	348	(348)	0.0%	47
03010.0920 - Sign Inspect Permit Fee	6,000	-	6,000	1,950	4,050	32.5%	1,827
03010.0925 - Demolition Fees	8,000	-	8,000	900	7,100	11.3%	1,950
03010.0927 - Building Plan Review	44,000	-	44,000	11,410	32,590	25.9%	19,597
03010.0928 - Vacant Building Registration Fee	35,000	-	35,000	17,971	17,029	51.3%	15,371
03010.0929 - Pen & Int-Vacant Building Registration Fee	-	-	-	1,186	(1,186)	0.0%	661
03010.0930 - Certificate of Occupancy for Existing Building	-	-	-	1,650	(1,650)	0.0%	2,025
03010.0931 - Temporary Certificate of Occupancy, None	-	-	-	6,600	(6,600)	0.0%	3,300
03010.0932 - Working Without a Building Permit	-	-	-	100	(100)	0.0%	600
03010.0933 - Short Term Rental Fee, None	24,450	-	24,450	-	24,450	0.0%	-
03010.0934 - Vacant Property Registration- Civil Penalties, None	-	-	-	9,881	(9,881)	0.0%	2,600
03010.1000 - False Alarm Service Assessment	118,500	-	118,500	16,692	101,808	14.1%	16,519
03010.1100 - Concealed Weapon Permit	30,000	-	30,000	27,365	2,635	91.2%	12,502
03010.2005 - Taxicab Application Fees	4,500	-	4,500	950	3,550	21.1%	1,700
03010.2010 - Precious Metal Permits	1,600	-	1,600	400	1,200	25.0%	1,000
03010.2011 - Rental Reinspect/FollowUp	-	-	-	50	(50)	0.0%	1,500
03010.2012 - Rental Intial Inspection	-	-	-	400	(400)	0.0%	6,700
03010.2013 - Annual/Periodic Inspect Fee	22,000	-	22,000	50	21,950	0.2%	2,450
03010.2014 - Rental Intial Inspect-No Show	-	-	-	-	-	0.0%	1,160
03010.2016 - Rental Inspect-Annual No Show	-	-	-	-	-	0.0%	600
03010.2027 - Right of Way Permit Fees, None	-	-	-	(100)	100	0.0%	-
03010.2028 - Dumpster Permit Fee , None	-	-	-	250	(250)	0.0%	150
03010.2029 - Dumpster Permit Fee- 30 Day Extension, None	-	-	-	600	(600)	0.0%	300
03010.2050 - Misc Permit Fee & License	2,000	-	2,000	4,721	(2,721)	236.0%	7,273
110 Permits, Fees, & Licenses Total	1,093,950	-	1,093,950	391,140	702,810	35.8%	526,077
120 Fines & Forfeitures							
03510.0100 - Court Fines And Forfeitures, None	187,500	-	187,500	62,025	125,475	33.1%	90,124
03510.0105 - Criminal Court Fees	2,500	-	2,500	913	1,587	36.5%	943
03510.0200 - Parking Fines	90,000	-	90,000	37,039	52,961	41.2%	43,395

	Revenues	Budget			Actual Amount 12/31/20	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 12/31/19
		Adopted Budget	Amendment	Amended Budget				
120 Fines & Forfeitures Total		280,000	-	280,000	99,977	180,023	35.7%	134,462
130 Use of Money & Property								
04010.0100 - Interest on Investment		572,499	-	572,499	126,839	445,660	22.2%	323,055
04010.0101 - Interest-City Capital		150,000	-	150,000	52,677	97,323	35.1%	129,548
04010.0123 - Interest-Health Ins Resrv		17,000	-	17,000	1,530	15,470	9.0%	12,869
04010.0124 - Interest-OPEB		20,000	-	20,000	2,939	17,061	14.7%	61,513
04010.0129 - Interest Income- US Bank Escrow (Crossover Refunding)		-	-	-	-	-	0.0%	4,524
04010.0156 - Interst-MktValueGain/Loss		-	-	-	(92,060)	92,060	0.0%	(41,929)
04010.0157 - Interest-SNAP Income		50,000	-	50,000	32,366	17,634	64.7%	11,351
04020.0105 - Gen Govt Property Rental		75,000	-	75,000	41,054	33,946	54.7%	38,523
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
04020.0126 - 1517 Jackson Street Property Rental to LCS, None		-	-	-	3,720	(3,720)	0.0%	-
04020.0135 - Dwntrwn Parking Deck Lease		90,000	-	90,000	34,500	55,500	38.3%	41,462
04020.0200 - Culture & Rec. Prop Rent		15,070	-	15,070	11,303	3,768	75.0%	7,535
04020.0201 - Prop Rental-Stadium		3,500	-	3,500	1,595	1,905	45.6%	1,673
04020.0202 - Prop Rental-Market/Park.		106,000	-	106,000	18,941	87,059	17.9%	54,609
04020.0205 - Market Rent- Pen & Int		650	-	650	414	236	63.8%	97
04020.0207 - Rental of Museum Facilities, None		-	-	-	1,210	(1,210)	0.0%	-
130 Use of Money & Property Total		1,235,969	-	1,235,969	287,029	948,940	23.2%	694,829
140 Charges for Services								
04510.0900 - Collection & Tax Lien Fees		35,000	-	35,000	21,703	13,297	62.0%	28,515
04510.0901 - DMV Admin Fee		278,000	-	278,000	143,926	134,074	51.8%	146,790
04510.0902 - DMV Select Agency		35,000	-	35,000	-	35,000	0.0%	24,269
04510.0911 - Sale of GIS Maps & Data		-	-	-	-	-	0.0%	20
04510.0915 - Processing Fee - Payroll deduction		5,000	-	5,000	2,150	2,850	43.0%	2,575
04510.0916 - Indirect Cost&Svc DetHome		285,626	-	285,626	142,813	142,813	50.0%	123,051
04510.0918 - Indirect Cost&Srvs Water		1,088,944	-	1,088,944	544,474	544,470	50.0%	554,356
04510.0919 - Indirect Cost&Srvs Sewer		290,677	-	290,677	145,339	145,338	50.0%	136,739
04510.0920 - Indirect Cost&Srvs WWTP		689,142	-	689,142	344,571	344,571	50.0%	296,454
04510.0921 - Indirect Cost&Srvs Airprt		171,801	-	171,801	85,901	85,901	50.0%	81,291
04510.0922 - Indirect Cost&Svc Strmwtr		318,073	-	318,073	159,037	159,036	50.0%	140,648
04515.0101 - Document Reprod Costs		7,000	-	7,000	3,069	3,931	43.8%	3,078
04515.0200 - Court Room Sheriff Fee, None		60,000	-	60,000	28,975	31,025	48.3%	23,823
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	-	100.0%	-
04515.0303 - Probation Supervisor Fee		13,789	-	13,789	4,977	8,812	36.1%	4,442
04515.0304 - Jail Fee, None		14,624	-	14,624	521	14,103	3.6%	-
04515.0305 - E-Summons Fee, None		5,300	-	5,300	6,299	(999)	118.9%	-
04515.0400 - Commonwealth Atty.Fees		7,000	-	7,000	2,344	4,656	33.5%	2,755
04515.0401 - CA Coll Fees- Gen Dist Ct		28,293	-	28,293	16,493	11,800	58.3%	10,568
04515.0402 - CA Coll Fees- J&D Court		5,170	-	5,170	2,938	2,232	56.8%	1,191
04515.0403 - CA Coll Fees- Circuit Crt		30,866	-	30,866	15,204	15,662	49.3%	18,844
04520.0300 - Fire Prevention Fees		3,100	-	3,100	950	2,150	30.6%	2,125
04520.0301 - Ambulance Service Fees		2,500,000	-	2,500,000	1,326,875	1,173,125	53.1%	1,200,935
04520.0304 - Delinq Ambulance>120 Days		175,000	-	175,000	138,603	36,397	79.2%	109,661
04520.0901 - PIER Contract Payments		26,500	-	26,500	26,500	-	100.0%	26,500
04520.0903 - Police-Schools Resource Officer (SRO) Prog		140,000	-	140,000	-	140,000	0.0%	62,294
04520.0904 - Local Reimb-COL Confined Space		50,000	-	50,000	25,000	25,000	50.0%	25,000
04520.0905 - Police Report Sales		3,000	-	3,000	1,050	1,950	35.0%	1,370
04520.0906 - Range Use Fee		13,800	-	13,800	12,800	1,000	92.8%	13,000
04520.0908 - DUI Fees, None		-	-	-	3,682	(3,682)	0.0%	3,457
04520.0909 - LPD Off Duty		1,026,182	-	1,026,182	351,318	674,864	34.2%	503,493
04525.0103 - Curb & Gutter Charges, None		-	-	-	2,525	(2,525)	0.0%	-
04525.0106 - Downtown Parking Fees		35,000	-	35,000	15,130	19,870	43.2%	20,710
04525.0107 - PW Admin Stormwater Charges		101,356	-	101,356	75,889	25,467	74.9%	76,675
04525.0108 - PW Eng Stormwater Charges		10,500	-	10,500	8,618	1,882	82.1%	5,406
04525.0109 - PW Streets Stormwater Charges		147,035	-	147,035	83,227	63,808	56.6%	98,842
04525.0206 - Residential Disposal-Decals		1,388,980	-	1,388,980	935	1,388,045	0.1%	1,146,772
04525.0218 - Trash Bag Srvs-Waste Zero		278,240	-	278,240	82,038	196,202	29.5%	83,785
04525.0219 - Landlord Set Out Program , None		-	-	-	-	-	0.0%	-
04525.0220 - Refuse Disposal Fee, None		-	-	-	397,474	(397,474)	0.0%	-
04525.0300 - Bldg Maint Charge-Other		10,142	-	10,142	7,607	2,536	75.0%	5,071
04530.0401 - CSA Service Providers		-	-	-	-	-	0.0%	-
04530.0409 - Human Services Court Order Fees		-	-	-	825	(825)	0.0%	1,521
04530.0410 - Lynchburg Youth Group Home Charges		650,000	-	650,000	123,915	526,085	19.1%	225,722
04530.0412 - Horizon Contribution for Outstationed Benefit Workers, None		17,500	-	17,500	-	17,500	0.0%	-
04535.0100 - Swimming Pool Fees		11,300	-	11,300	-	11,300	0.0%	18,192
04535.0150 - Recreation Program Fees		424,000	-	424,000	108,305	315,695	25.5%	219,266
04535.0200 - Point of Honor Admission Fees		10,000	-	10,000	-	10,000	0.0%	8,757
04535.0300 - Library Fines & Fees		40,000	-	40,000	3,152	36,848	7.9%	18,390
04535.0301 - Law Library Fees		30,000	-	30,000	12,317	17,683	41.1%	18,625
04535.0303 - Lost/Damaged Library Prop		4,000	-	4,000	1,048	2,952	26.2%	1,729
04535.0304 - Delinq Library Fines & Fees		1,500	-	1,500	489	1,011	32.6%	1,097
04535.0305 - Delinq Library Lost/Damaged		3,200	-	3,200	1,823	1,377	57.0%	1,428
04535.0306 - Delinq Library Pen & Int		1,000	-	1,000	669	331	66.9%	497
04540.0105 - Comm Develop Stormwater Charges		603,501	-	603,501	301,751	301,751	50.0%	255,956
04599.0002 - Secure Vacant Stru Reimb		-	-	-	1,168	(1,168)	0.0%	-
04599.0004 - Weed Ordinance Program		28,000	-	28,000	6,216	21,784	22.2%	9,861
04599.0009 - Penalty and Interest- Neighborhood Services Receivables, None		-	-	-	25	(25)	0.0%	-
140 Charges for Services Total		11,149,385	-	11,149,385	4,839,900	6,309,485	43.4%	5,772,788
150 Miscellaneous Revenue								
05030.0105 - Suspense Revenue/Exp Ref		-	-	-	10,002	(10,002)	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	85,742	(60,742)	343.0%	-
05050.0230 - Friends of Lynchburg Library		17,130	-	17,130	3,174	13,956	18.5%	5,842
05050.0232 - Digg's Trust Rec-Pt Honor		29,600	-	29,600	27,750	1,850	93.8%	18,500
05050.0251 - Contributions-Adopt-A-Bed		-	-	-	-	-	0.0%	705
05050.0278 - Donations for Rotary Centennial Skate Park, None		-	-	-	-	-	0.0%	1,700
05050.0290 - Gifts And Misc.		2,000	-	2,000	-	2,000	0.0%	100
05050.0400 - Sale-Salvage/Surplus Prop		-	-	-	164	(164)	0.0%	1,579
05050.0415 - Proceeds frm PropRoom.com		-	-	-	169	(169)	0.0%	139
05050.2001 - Cash Overage And Shortage		-	-	-	(3,944)	3,944	0.0%	(207)
05050.2011 - Reimb.POH Carriage House		21,040	-	21,040	20,812	228	98.9%	13,875

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/20	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 12/31/19
05050.2013 - Photo Reprod And Royalty	-	-	-	-	-	0.0%	40
05050.2016 - Dedicated Misc Rev HumSvc	-	-	-	34	(34)	0.0%	-
05050.2022 - Trash Cart Sales	4,000	-	4,000	-	4,000	0.0%	2,323
05050.2025 - Credit Card Rebate	110,000	-	110,000	-	110,000	0.0%	-
05050.2028 - WardsCrossingWestSvcFee	143,277	-	143,277	-	143,277	0.0%	143,277
05050.2033 - PointOfHonnr-GiftShopSales	-	-	-	-	-	0.0%	-
05050.2034 - P&R Spec Event Sponsorship, None	20,000	-	20,000	4,467	15,533	22.3%	7,450
05050.2037 - RSA Profit Sharing	-	-	-	-	-	0.0%	-
05050.2046 - Visitor Ctr Merchandise	5,000	-	5,000	115	4,885	2.3%	3,632
05050.2049 - Trash Bag&Decal Violation	4,000	-	4,000	1,162	2,838	29.1%	246
05050.2052 - Parking Lease Agreement	105,000	-	105,000	44,975	60,025	42.8%	49,666
05050.2055 - Hillcats - Donation Youth Athletic Programs	10,000	-	10,000	-	10,000	0.0%	10,000
05050.2056 - Commission on City Vending Machine Sales	-	-	-	1,463	(1,463)	0.0%	1,920
05050.2059 - Court Restitution, None	-	-	-	2,926	(2,926)	0.0%	207
05050.2090 - Miscellaneous Revenue	51,200	-	51,200	17,357	33,843	33.9%	23,346
150 Miscellaneous Revenue Total	600,147	-	600,147	216,368	383,779	36.1%	284,341
300 State Non-Categorical Aid							
06100.0300 - Rolling Stock Taxes	90,000	-	90,000	88,947	1,053	98.8%	90,863
06100.0400 - Mobile Home Titling Taxes	1,000	-	1,000	2,955	(1,955)	295.5%	1,380
06100.0600 - Deeds Of Conveyance	150,000	-	150,000	72,587	77,413	48.4%	60,341
06100.0800 - Recordation Taxes-State	150,000	-	150,000	-	150,000	0.0%	54,833
06100.0900 - Auto Rental Tax-DMV	336,400	-	336,400	213,131	123,269	63.4%	206,339
06100.1108 - Personal Prop Tax Relief	5,543,584	-	5,543,584	4,434,867	1,108,717	80.0%	4,434,867
06100.8001 - Games of Skill Tax, None	-	-	-	93,456	(93,456)	0.0%	-
300 State Non-Categorical Aid Total	6,270,984	-	6,270,984	4,905,943	1,365,041	78.2%	4,848,622
310 State Shared Exp (Cat.)							
06510.0200 - Commissioner of Revenue	191,558	-	191,558	78,498	113,060	41.0%	73,073
06510.0300 - Treasurer	116,703	-	116,703	47,274	69,429	40.5%	47,283
06510.1000 - Registrar/Electoral Board	47,000	-	47,000	-	47,000	0.0%	-
06515.0100 - Clerk of Cir Crt-Fringes	610,467	-	610,467	237,912	372,555	39.0%	240,831
06515.0200 - Sheriff	1,138,494	-	1,138,494	449,720	688,774	39.5%	462,137
06515.0400 - Commonwealth Attorney	1,079,000	-	1,079,000	444,143	634,857	41.2%	428,253
310 State Shared Exp (Cat.) Total	3,183,222	-	3,183,222	1,257,547	1,925,675	39.5%	1,251,576
320 State Categorical Aid							
06820.0200 - Juvenile Correct-Block Gt	247,716	-	247,716	123,858	123,858	50.0%	123,858
06820.0201 - Wireless E911	380,000	-	380,000	173,395	206,605	45.6%	163,412
06820.0203 - HB 599 Law Enforc.Asst	3,137,083	-	3,137,083	1,629,714	1,507,369	51.9%	1,629,714
06825.0100 - Street And Highway Maint.	9,001,148	-	9,001,148	4,636,838	4,364,310	51.5%	4,279,939
06830.0412 - Health Department	-	-	-	-	-	0.0%	32,605
06830.0413 - SS State Adm Sub 0901	2,470,027	-	2,470,027	966,840	1,503,187	39.1%	823,455
06830.0414 - SS State Prog Sub 0902	5,128,759	-	5,128,759	1,550,791	3,577,968	30.2%	1,641,498
06835.0102 - SNAP Program Reimb	13,000	-	13,000	11,504	1,496	88.5%	6,581
06835.0104 - VDH- We Got the Beet Campaign	-	-	-	-	-	0.0%	450
06835.0300 - Finan Asst-Public Library	165,384	5,688	171,072	85,536	85,536	50.0%	82,692
320 State Categorical Aid Total	20,543,117	5,688	20,548,805	9,178,475	11,370,330	44.7%	8,784,203
330 State Aid in Suspense							
05030.0100 - Suspense Rev-Va EDI Pmts	-	-	-	-	-	0.0%	-
330 State Aid in Suspense Total	-	-	-	-	-	0.0%	-
510 Federal Direct Cat. Aid							
07540.1001 - IRS Int Subsidy 8/09 BABs	-	-	-	-	-	0.0%	40,838
07540.1002 - IRS Int Subs 8/09 BABsSCH	-	-	-	-	-	0.0%	96,898
510 Federal Direct Cat. Aid Total	-	-	-	-	-	0.0%	137,736
520 Fed Cat Aid- Pass Thru							
07825.0300 - B&G Chrgs Commerce St Bld	55,000	-	55,000	24,806	30,194	45.1%	23,688
07830.0420 - Fed Pass Thru:Cost AllDMG	550,000	-	550,000	-	550,000	0.0%	-
07830.0421 - SS Fed Adm Sub 0901	4,285,965	-	4,285,965	2,218,000	2,067,965	51.8%	2,034,165
07830.0422 - SS Fed Prog Sub 0902	3,576,904	-	3,576,904	1,532,612	2,044,292	42.8%	1,282,160
07830.0430 - USDA Funding - Group Home, None	15,000	-	15,000	4,280	10,720	28.5%	8,766
07875.0003 - Human Service Lease	147,091	-	147,091	61,288	85,803	41.7%	56,962
07875.0021 - FINI Double-Dollars	12,000	-	12,000	9,967	2,033	83.1%	6,758
07875.0024 - CARES Act Funding for 2020 Presidential Election, None	-	76,430	76,430	76,430	-	100.0%	-
520 Fed Cat Aid- Pass Thru Total	8,641,960	76,430	8,718,390	3,927,383	4,791,007	45.0%	3,412,498
700 Proceed From Indebtedness							
08510.0005 - Refunding Bond Proceeds	-	5,235,544	5,235,544	5,235,544	-	100.0%	-
08510.0006 - Refunding Bond Proc Prem	-	1,150,587	1,150,587	1,150,587	-	100.0%	-
08510.0007 - Refundng Bnd Proceeds Sch	-	3,888,572	3,888,572	3,888,572	-	100.0%	-
08510.0008 - Refndng Bds Proc Prem Sch	-	851,518	851,518	851,518	-	100.0%	-
700 Proceed From Indebtedness Total	-	11,126,220	11,126,220	11,126,220	-	100.0%	-
Grand Total	187,627,868	11,208,338	198,836,206	94,446,516	104,389,690	47.5%	84,327,239

Fiscal Year	Fiscal Calendar 2021
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 12/31/20	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 12/31/19
2022 Communications/Public Engagement							
0021 Public Information	499,937	12,099	512,036	240,276	208,552	59.3%	252,280
0022 Customer Service Center	147,109	3,868	150,977	72,103	78,666	47.9%	64,370
0029 Local Government Channel	178,378	3,660	182,038	81,722	100,316	44.9%	81,215
2022 Communications/Public Engagement Total	825,424	19,627	845,051	394,101	387,535	54.1%	397,865
2023 Council / Manager							
0028 Council / Manager	1,198,940	16,849	1,215,789	414,865	800,924	34.1%	527,430
0033 Parking Division	560,031	6,826	566,857	197,766	369,091	34.9%	207,236
2023 Council / Manager Total	1,758,971	23,675	1,782,646	612,631	1,170,015	34.4%	734,666
2030 City Attorney							
0050 City Attorney	850,894	10,248	861,142	371,699	489,443	43.2%	345,591
0051 Risk Management	672,791	-	672,791	672,791	-	100.0%	304,057
2030 City Attorney Total	1,523,685	10,248	1,533,933	1,044,490	489,443	68.1%	649,648
2035 State Treasurer							
0060 State Treasurer	200,146	3,660	203,806	90,756	113,051	44.5%	86,670
2035 State Treasurer Total	200,146	3,660	203,806	90,756	113,051	44.5%	86,670
2040 Commissioner Of Revenue							
0070 Com Rev-State/Loc Budget	825,187	21,364	846,551	399,303	442,266	47.8%	334,238
2040 Commissioner Of Revenue Total	825,187	21,364	846,551	399,303	442,266	47.8%	334,238
2045 City Assessor							
0080 City Assessor	786,873	15,963	802,836	367,850	432,515	46.1%	353,486
2045 City Assessor Total	786,873	15,963	802,836	367,850	432,515	46.1%	353,486
2050 Finance							
0090 Office of Management & Budget	693,230	10,744	703,974	361,842	336,274	52.2%	320,609
0093 Billings And Collections	1,424,287	67,904	1,492,191	679,108	616,891	58.7%	431,430
0094 Procurement	375,215	8,083	383,298	181,537	198,671	48.2%	166,776
0095 Accounting	1,081,237	41,111	1,122,348	511,980	587,709	47.6%	438,630
2050 Finance Total	3,573,969	127,842	3,701,811	1,734,467	1,739,545	53.0%	1,357,446
2055 Human Resources							
0110 Human Resources	780,426	45,499	825,925	315,510	496,039	39.9%	331,278
0111 Occupational Health Svs	216,347	-	216,347	61,339	155,008	28.4%	74,665
2055 Human Resources Total	996,773	45,499	1,042,272	376,849	651,048	37.5%	405,944
2057 Information Technology							
0115 Application Services	1,377,821	19,399	1,397,220	607,551	789,669	43.5%	591,681
0116 Network Services	1,724,554	25,621	1,750,175	762,568	987,607	43.6%	748,428
0117 I T Administration	461,716	5,808	467,524	211,306	243,831	47.8%	201,221
0125 GIS	352,729	5,490	358,219	182,197	159,462	55.5%	160,343
2057 Information Technology Total	3,916,820	56,318	3,973,138	1,763,622	2,180,569	45.1%	1,701,673
2065 Registrar							
0150 Registrar	238,532	21,652	260,184	137,531	121,723	53.2%	81,413
0151 Electoral Board	99,918	62,132	162,050	80,543	81,507	49.7%	47,694
2065 Registrar Total	338,450	83,784	422,234	218,074	203,230	51.9%	129,107
2090 Education							
0200 Lcl Sch Oper Contribution	39,828,498	2,521,564	42,350,062	15,128,683	27,221,379	35.7%	14,550,000
2090 Education Total	39,828,498	2,521,564	42,350,062	15,128,683	27,221,379	35.7%	14,550,000
2105 Circuit Court-Judge							
0300 Circuit Court-Judge	161,579	6,573	168,152	74,245	88,878	47.1%	60,999
2105 Circuit Court-Judge Total	161,579	6,573	168,152	74,245	88,878	47.1%	60,999
2110 General District Court							
0310 General District Court	55,373	2,615	57,988	13,751	42,943	25.9%	17,295
2110 General District Court Total	55,373	2,615	57,988	13,751	42,943	25.9%	17,295
2115 Juvenile & Dr Dist Court							
0320 Juvenile & Dr Dist Court	21,273	-	21,273	10,524	8,254	61.2%	7,309
2115 Juvenile & Dr Dist Court Total	21,273	-	21,273	10,524	8,254	61.2%	7,309
2120 24th Court Service Unit							
0330 24th Court Service Unit	1,472	-	1,472	530	942	36.0%	117
2120 24th Court Service Unit Total	1,472	-	1,472	530	942	36.0%	117
2125 Commonwealth's Attorney							
0340 Commonwealth Attorney	1,706,182	31,338	1,737,520	826,789	908,594	47.7%	731,046
0343 Com Aty Fines & Fees Coll	64,329	1,951	66,280	31,548	33,767	49.1%	28,222
2125 Commonwealth's Attorney Total	1,770,511	33,289	1,803,800	858,337	942,360	47.8%	759,268
2130 Magistrate's Office							
0350 Magistrate's Office	4,144	50	4,194	1,727	2,446	41.7%	1,628
2130 Magistrate's Office Total	4,144	50	4,194	1,727	2,446	41.7%	1,628

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/20	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 12/31/19
2135 Circuit Court-Clerk							
0360 Circuit Court-Clerk	960,616	26,408	987,024	450,827	536,196	45.7%	415,011
2135 Circuit Court-Clerk Total	960,616	26,408	987,024	450,827	536,196	45.7%	415,011
2200 City Sheriff							
0400 City Sheriff And Jail	2,390,360	40,201	2,430,561	1,118,859	1,311,702	46.0%	1,033,183
2200 City Sheriff Total	2,390,360	40,201	2,430,561	1,118,859	1,311,702	46.0%	1,033,183
2240 Police							
0420 Police Operations	17,973,292	(533,780)	17,439,512	8,075,351	9,227,177	47.1%	8,195,440
0421 Animal Warden	339,881	5,088	344,969	156,214	188,755	45.3%	132,297
0429 Range Operations	13,800	728	14,528	1,866	11,882	18.2%	10,544
0430 Police Off Duty Employmnt	1,026,182	1,336	1,027,518	333,969	693,549	32.5%	445,419
2240 Police Total	19,353,155	(526,629)	18,826,526	8,567,399	10,121,363	46.2%	8,783,699
2245 Emergency Services							
0422 Emergency Communications	2,858,067	59,677	2,917,744	1,425,522	1,479,385	49.3%	1,232,392
2245 Emergency Services Total	2,858,067	59,677	2,917,744	1,425,522	1,479,385	49.3%	1,232,392
2270 Fire							
0444 Fire Operations And Ems	16,490,750	(524,816)	15,965,934	6,652,873	9,264,983	42.0%	7,473,260
0446 TRT- PIER Program	76,500	44,307	120,807	76,908	43,899	63.7%	94,856
2270 Fire Total	16,567,250	(480,509)	16,086,741	6,729,781	9,308,882	42.1%	7,568,116
2400 Public Works							
0600 Public Works Administrat.	988,201	18,341	1,006,542	482,543	490,587	51.3%	442,624
0605 Engineering	4,322,318	102,566	4,424,884	1,762,955	2,349,330	46.9%	1,658,803
0632 Street Maintenance,II	3,621,805	2,166,450	5,788,255	1,174,554	2,808,204	51.5%	1,302,831
0635 Snow Removal	318,638	37,082	355,720	40,583	278,055	21.8%	165,689
0640 Refuse Collection	3,303,872	558,343	3,862,215	1,662,226	1,162,867	69.9%	1,462,552
0645 Parks/Grounds Maintenance	3,557,139	392,342	3,949,481	1,464,602	2,063,374	47.8%	1,635,919
0649 Baseball Stadium Maint	117,823	2,016	119,839	33,693	80,241	33.0%	47,084
0650 Building Maintenance	3,916,727	173,608	4,090,335	1,645,669	2,282,144	44.2%	1,688,053
0660 Human Services Maint.	243,090	2,054	245,144	102,584	126,145	48.5%	119,729
2400 Public Works Total	20,389,613	3,452,803	23,842,416	8,369,410	11,640,948	51.2%	8,523,284
2555 Health							
0800 Health Operations	747,685	-	747,685	373,843	-	100.0%	373,843
2555 Health Total	747,685	-	747,685	373,843	-	100.0%	373,843
2561 Juvenile Services							
0904 Juvenile Service Admin.	-	-	-	-	-	0.0%	86,042
0905 Juvenile Detention Home	500,000	-	500,000	277,445	222,555	55.5%	344,079
0906 Juvenile Services	1,794,489	56,562	1,851,051	858,482	981,360	47.0%	549,049
0915 Csa Service Providers	1,843,647	-	1,843,647	921,824	921,824	50.0%	953,418
0929 Lynchburg Outreach Prog	-	-	-	-	-	0.0%	90,374
2561 Juvenile Services Total	4,138,136	56,562	4,194,698	2,057,750	2,125,739	49.3%	2,022,962
2562 Social Services							
0901 Social Services Admin.	9,236,499	254,546	9,491,045	4,456,102	5,008,577	47.2%	4,027,857
0902 Public Assistance	8,869,737	54,035	8,923,772	3,830,700	5,039,037	43.5%	4,348,770
2562 Social Services Total	18,106,236	308,581	18,414,817	8,286,803	10,047,614	45.4%	8,376,627
2563 Recreation Services							
0116 Network Services	12,750	-	12,750	6,353	6,397	49.8%	34,463
1002 Parks/Rec/Market	418,298	12,096	430,394	187,064	237,441	44.8%	180,626
1010 Recreation, General Admin	668,361	22,830	691,191	309,481	380,051	45.0%	251,530
1011 Recreation Services	147,152	3,660	150,812	71,926	78,886	47.7%	64,182
1013 Recreation, Athletic	157,758	6,607	164,365	74,121	90,244	45.1%	71,539
1015 Recreation, Park Services	757,943	24,506	782,449	389,364	393,085	49.8%	344,349
1022 Recreation, Aquatics	48,200	-	48,200	134	48,066	0.3%	38,319
1023 Recreation, Naturalist	187,964	5,490	193,454	93,710	99,744	48.4%	60,131
1024 Special Events-Cty Sponsr	30,000	-	30,000	-	30,000	0.0%	19,126
1027 Recreation Programs	549,097	14,500	563,597	172,733	390,864	30.6%	222,498
1028 City-wide Centers	278,710	6,771	285,481	134,041	151,441	47.0%	122,864
1029 Neighborhood Centers	798,061	24,382	822,443	340,302	482,141	41.4%	299,103
2563 Recreation Services Total	4,054,294	120,843	4,175,137	1,779,227	2,388,360	42.8%	1,708,730
2610 Libraries							
1100 Public Library	1,587,621	62,268	1,649,889	680,001	966,852	41.4%	686,242
1120 Law Library	8,200	-	8,200	4,429	3,771	54.0%	5,314
2610 Libraries Total	1,595,821	62,268	1,658,089	684,430	970,622	41.5%	691,557
2611 Museum System							
1150 Museum	487,888	8,983	496,871	161,556	334,196	32.7%	219,524
2611 Museum System Total	487,888	8,983	496,871	161,556	334,196	32.7%	219,524
2715 Community Development							
1200 Director-Comm Plan/Dev	307,156	7,329	314,485	155,320	159,165	49.4%	134,449
1201 Planning	349,581	8,228	357,809	181,500	176,298	50.7%	162,011
1202 Inspections	996,465	22,838	1,019,303	440,298	578,530	43.2%	407,356
1205 Zoning	407,592	7,320	414,912	186,288	228,624	44.9%	131,048

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/20	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 12/31/19
2715 Community Development Total	2,060,794	45,715	2,106,509	963,407	1,142,617	45.8%	834,864
2720 Office Of Economic Devel							
1300 Economic Development	1,693,139	40,699	1,733,838	689,590	945,471	45.5%	972,911
2720 Office Of Economic Devel Total	1,693,139	40,699	1,733,838	689,590	945,471	45.5%	972,911
5000 Nondept Employee Benefits							
1430 Non-allocated Emp Benefit	4,088,072	-	4,088,072	2,203,446	1,884,626	53.9%	1,948,836
5000 Nondept Employee Benefits Total	4,088,072	-	4,088,072	2,203,446	1,884,626	53.9%	1,948,836
5050 Non-Departmental							
1506 Water Oper Fund Payments	864,215	-	864,215	432,107	432,108	50.0%	418,196
1508 Stormwater Fee-City Bldgs	88,500	-	88,500	36,879	51,621	41.7%	36,709
1509 Stormwater Fee-School Bld	70,200	-	70,200	29,166	41,034	41.5%	29,132
1512 College Lake Dam Repairs	-	119,869	119,869	862	(862)	100.7%	115,140
1513 Stormwater Detention Pond Repair	-	-	-	3,460	(3,860)	0.0%	-
1515 Alternative to CARES Funding	-	-	-	3,703	(3,703)	0.0%	-
1566 Managed Vacancy Program	(38,207)	-	(38,207)	-	(38,207)	0.0%	-
1567 Years of Service Awards	14,500	-	14,500	7,707	6,793	53.2%	6,628
1568 Retirement Recognition	5,000	-	5,000	-	5,000	0.0%	-
1569 Take Your Kids to Work Dy	1,000	-	1,000	-	1,000	0.0%	-
1570 Emp Appreciation Luncheon	3,000	-	3,000	-	3,000	0.0%	1,087
1573 Payment-Fleet Capital Chg	2,466,910	-	2,466,910	1,284,377	1,182,533	52.1%	1,243,164
1574 Health Management Program	15,000	-	15,000	(20,169)	35,169	-134.5%	1,761
1575 Employee Committee Funds	8,000	-	8,000	76	7,924	0.9%	328
1576 Line of Duty Act	254,057	-	254,057	162,321	91,736	63.9%	102,204
1578 Poverty Initiative	-	122,763	122,763	19,524	103,239	15.9%	3,211
1579 Recruitment	10,000	34,933	44,933	8,200	36,733	18.2%	5,857
1580 International Festival	500	6,860	7,360	-	7,360	0.0%	(500)
1581 Workplace Safety & Wellness	60,000	-	60,000	18,951	41,049	31.6%	29,705
1637 City Cemetery Master Plan	132,438	-	132,438	87,642	-	100.0%	87,642
5050 Non-Departmental Total	3,955,113	284,425	4,239,538	2,074,805	1,999,668	52.8%	2,080,264
5060 Support Local/State Organ							
1702 V.P.I. Extension Service	40,685	-	40,685	5,828	(8)	100.0%	9,853
1705 Lynchburg Humane Society	405,440	-	405,440	405,440	0	100.0%	405,440
1707 Cent Va Alli for Comm Liv	15,000	-	15,000	15,000	-	100.0%	15,000
1708 Horizon Behavioral Health	574,512	-	574,512	287,256	-	100.0%	330,750
1709 Cvcc Board & Related Oper	1,967	-	1,967	1,967	-	100.0%	1,955
1711 Cent Va Planning Dist Com	46,770	-	46,770	46,770	0	100.0%	46,219
1715 Greater Lynch. Transit Co	500,000	-	500,000	125,000	375,000	25.0%	1,728,785
1721 Blue Ridge Regional Jail	5,543,931	-	5,543,931	2,624,185	147,781	97.3%	2,542,607
1724 Legal Aid Society	12,167	-	12,167	12,167	-	100.0%	12,167
1739 Contrib- Amazement Square	267	-	267	-	267	0.0%	-
1743 Central Va Reg Radio Brd	684,741	-	684,741	384,807	299,934	56.2%	389,090
1748 Elizabeth's Early Learn Center	15,854	-	15,854	15,854	(0)	100.0%	15,854
5060 Support Local/State Organ Total	7,841,334	-	7,841,334	3,924,274	822,973	89.5%	5,497,719
7450 Debt Service							
5985 Refunded Debt Payments	-	11,003,401	11,003,401	11,003,401	-	100.0%	13,850,000
5990 Principal Bonds/BANS/LOC	11,210,430	52,740	11,263,170	4,902,797	6,360,373	43.5%	4,774,467
5994 Interest Bonds/BANS/LOC	6,865,447	(52,740)	6,812,707	3,222,768	3,589,939	47.3%	3,513,028
5996 Debt Issuance Costs	-	143,046	143,046	118,505	24,541	82.8%	1,933
5997 Debt - Misc. Charges	7,100	-	7,100	1,250	5,850	17.6%	3,042
7450 Debt Service Total	18,082,977	11,146,447	29,229,424	19,248,722	9,980,703	65.9%	22,142,471
7570 Other Financing Uses							
9710 Operating Transfers Out	7,037,910	2,472,241	9,510,151	4,764,492	4,745,660	50.1%	3,118,039
7570 Other Financing Uses Total	7,037,910	2,472,241	9,510,151	4,764,492	4,745,660	50.1%	3,118,039
Grand Total	192,997,608	20,090,790	213,088,398	96,964,082	107,903,142	49.4%	99,091,390

A G E N D A

City Council Meeting of February 23, 2021
Council Chamber | City Hall, 900 Church Street, Lynchburg, VA 24504

4:00 P.M.

WORK SESSION

- #1. Water Resources Rate Study and Annual Report
- #2. Police Department Community Engagement Report
- #3. Overview of the street renaming process for Martin Luther King, Jr. Boulevard
- #4. 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**

RECOGNITIONS

- ❖ Fire Department International Accreditation Announcement
 - ❖ Virginia Recreation and Park Society Awards
-

CONSENT AGENDA

- #5. Consideration of adopting minutes from the January 26, 2021 Meeting.
 - #6. Consideration of adopting minutes from the February 9, 2021 Meeting.
 - *#7. Consideration of adopting Resolution #R-21-013 amending the FY 2021 City/Federal/State Aid Fund budget and appropriate \$24,794 with resources for a grant from the Library of Virginia to preserve several land books and marriage bonds at the Lynchburg Circuit Court Clerk's Office.
 - *#8. Consideration of adopting Resolution #R-21-014 to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate \$121,389 provided by the Department of Criminal Justice Services for the expansion of local probation and pretrial services to include Amherst County.
-

GENERAL BUSINESS

- #9. Consideration of introducing a resolution amending the FY 2021 City/Federal/State Aid Fund Budget and appropriating \$64,840 for the Lynchburg Adult Drug Court with resources from the Supreme Court of Virginia Drug Treatment Court Docket Grant.
#R-21-___
- #10. Downtown Lynchburg Association 2020 Annual Report.
- #11. Consideration of adopting a resolution requesting VDOT to increase the official City Street lane mileage for reimbursement of highway maintenance funds for FY 2022.
#R-21-___
- #12. Consideration of adopting an ordinance amending § 28-40 of City Code to revise the usage fees schedule structure and amounts for the football and baseball stadiums.
#O-21-___
- #13. Consideration of adopting an ordinance amending § 2-89 of the City Code to reflect changes associated with the authority to obtain criminal history record information.
#O-21-___
- #14. Hear a presentation from the City Assessor regarding 2021 Proposed Real Estate Assessments.
- #15. Consideration of a closed meeting for discussion and consideration of the City Attorney's performance; and to discuss the appointment of a member to the Economic Development Authority pursuant to Section 2.2-3711(A).(1) of the Code of Virginia, as amended.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 23, 2021**

AGENDA ITEM #: 1

CONSENT:
ACTION:

REGULAR:
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: **Water Resources Annual Report and Rate Study**

KEY ELEMENTS:

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

RECOMMENDATION: Consider recommendations from this presentation in the FY 2022 budget process.

SUMMARY: Staff will provide an overview of the Department of Water Resources Annual Report which highlights the departments FY 2020 accomplishments, challenges, and recommendations for the future. Staff will also provide a high-level review of the Water, Sewer, and Stormwater Fund Financial Projections including an introduction to the department's FY 2022 budget and rate recommendations.

PRIOR ACTION(S): None

FISCAL IMPACT: None at this time.

CONTACT(S): Tim Mitchell, Director of Water Resources, 455-4252

ATTACHMENT(S): Presentation – February 23, 2021
Lynchburg Water Resources FY 2020 Annual Report
Department of Water Resources Financial Projections FY 2021 to FY 2026

REVIEWED BY: klw

028A



LYNCHBURG
WATER
RESOURCES

The background of the slide is composed of three photographs. The top-left photo shows a close-up of a waterfall with white, frothy water cascading over rocks. The top-right photo shows a wide view of the Lynchburg skyline across the James River, with a large fountain in the foreground and dense green trees in the middle ground. The bottom-left photo shows a bridge spanning the river, with lush green trees in the foreground and hills in the background.

Annual Report and Rate Study

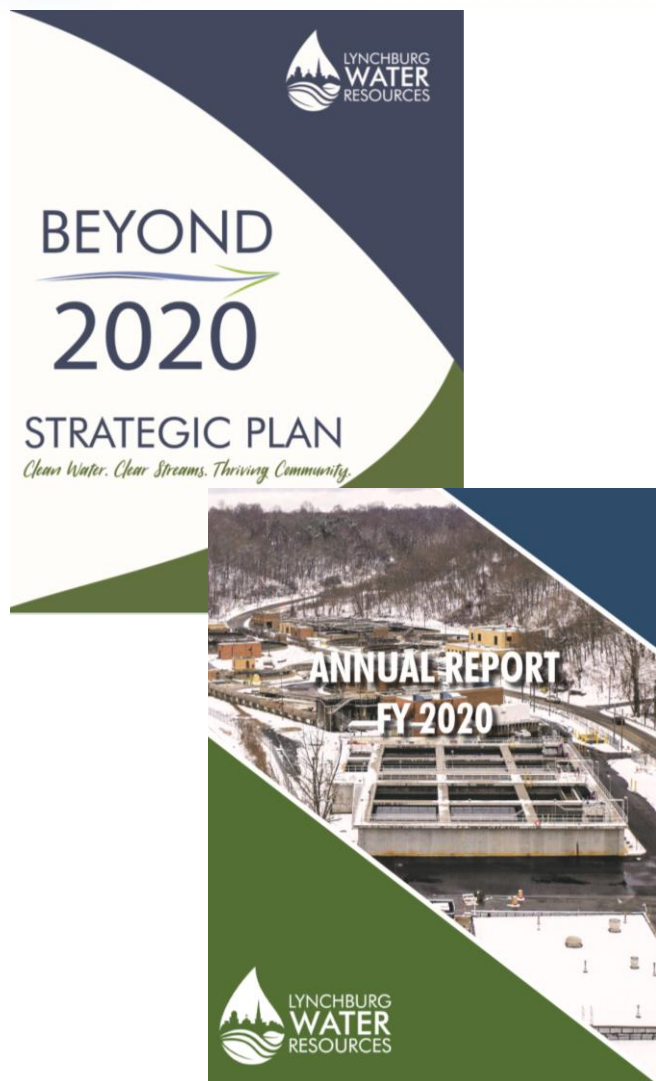
Timothy A. Mitchell, P.E.

Director

February 23, 2021



Annual Report



SIX FOCUS AREAS

- Customer Satisfaction
- Employee Engagement and Development
- Infrastructure Management
- Environmental Stewardship
- Fiscal Responsibility
- Resiliency

Customer Satisfaction



- 22,982 Water Customers
- 19,363 Sewer Customers
- 11,200 MISS Utility Line locate requests completed
- 102 News media stories (98% positive)
- 435,072 Facebook Impressions
- New Customer Service Rep

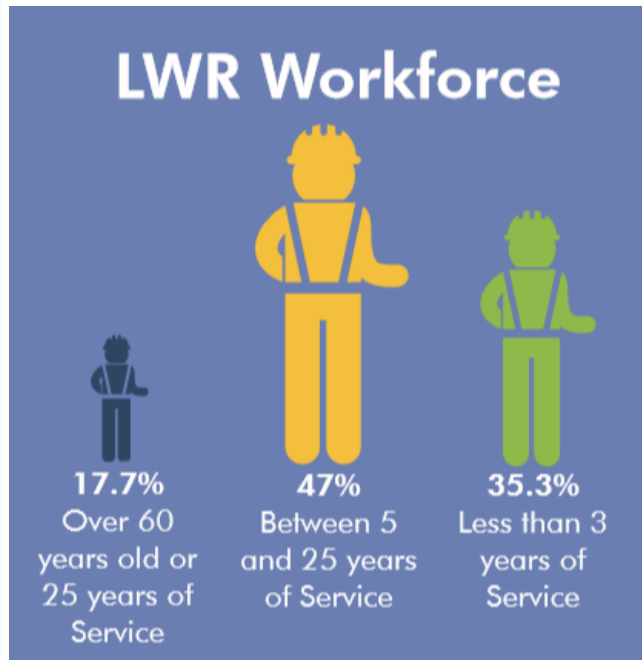
Employee Engagement and Development (EE)

OUR EMPLOYEES

- Provide clean, safe drinking water
- Protect and restore the environment
- Manage and maintain vast infrastructure
- First responders
- Educate public



EE - Workforce



- 35.3% of workforce less than 3 years of service
- 17.7% currently eligible or will be eligible to retire in less than 5 years (2 key maintenance positions - combined 79 years of service)
- 83% of Utility Line Techs have less than 3 years experience
- FY 2020 personnel budget underspent by \$839,036 due to vacancies

EE - Challenges

- 24/7 Operation, staffed at 8 to 5 levels (No reserve)
- Frequent Call-Duty/Standby
- Small workgroups, unique skills
- Complex systems – long learning curves
- Difficult to recruit positions
- New, complex systems and equipment
- Greater than a year backlog of work



EE - Challenges

Small Workgroups – 24/7 Operations

- Sewer Collection – 18 positions
- Water Distribution – 18 positions
- Stormwater – 9 positions
- Meter Operations – 6 positions
- Water Treatment – 24 positions (operators, maintenance and lab)
- Wastewater Treatment – 38 positions (operators, maintenance and lab)



EE – Plant Operations

- 3.821 Billion gallons of drinking water produced
- 130,000+ laboratory water quality tests
- 4.704 Billion gallons of wastewater reclaimed
- 15,453,658 gallons (2,419 tanker loads) of leachate treated
- 24,097 tons of biosolids disposed (5,987 tons for beneficial reuse)





IM – Field & Meter Operations

- Utility Line Locating (MISS Utility) over 11,200 utility locate requests
- 2,607 water valves maintained and 2,804 fire hydrants serviced
- 81 new water and sewer services installed
- 9,136 storm inlets cleaned
- 139.3 miles of sewer line cleaned
- 30 miles of sewer televised
- 392 “after-hours” calls for service (ie: water line breaks, sewer overflows, service leaks, etc.)
- 7% Cellular Meters Installed



Infrastructure Management (IM)



REPORT CARD

Lynchburg Water Resources

Overall grade:

C-

Infrastructure Factor	Grade
Raw Water System	C+
Water Filtration Plants	B-
Water Storage Tanks	B
Water Pump Stations	C
Water Distribution System	D
Wastewater Treatment Plant	B-
Wastewater Conveyance System	D-
Stormwater Conveyance System	C-
Stormwater Best Management Practices	C

Grading System

A= Exceptional

B= Good, Adequate for now

C= Mediocre, requires attention

D= Poor, at risk

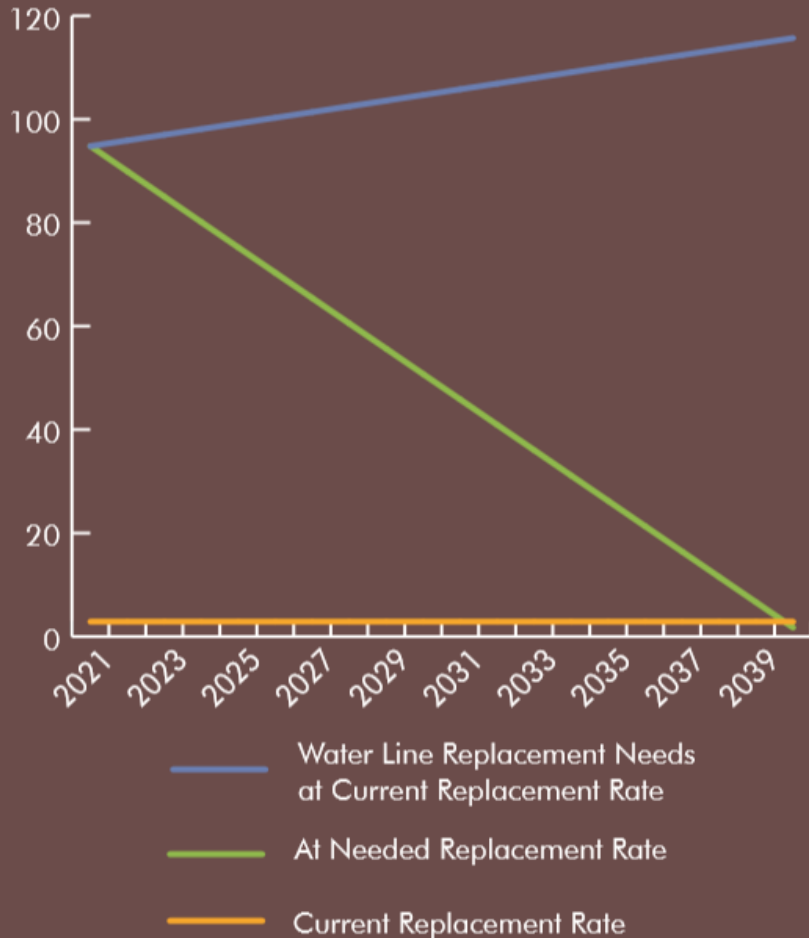
F= Failing/Critical, unfit for purpose

American Society of Civil Engineers (ASCE) Grade Scale

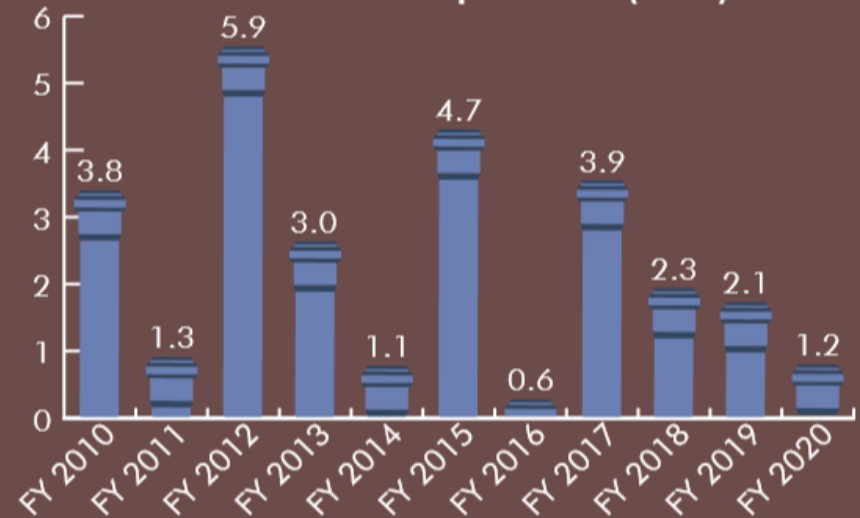
- A = Exceptional, fit for the future
- B = Good, adequate for now
- C = Mediocre, requires attention
- D = Poor, at risk
- F = Failing/Critical, unfit for purpose

IM – Water Distribution System

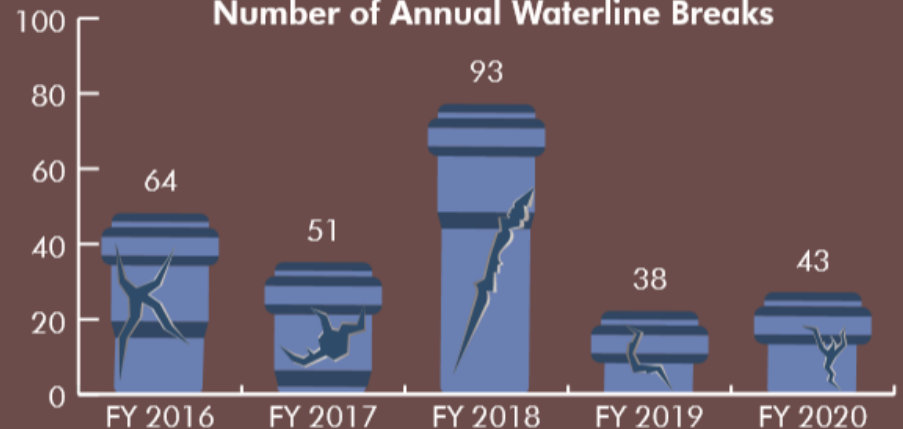
Waterline Replacement Projections



Waterline Replacement (Miles)



Number of Annual Waterline Breaks





IM – Wastewater Treatment Control Building Upgrade



- Virginia Environmental Laboratory Accreditation Program Certified Laboratory
- State of the art lab with:
 - Automated Biological Testing Equipment
 - Isolated bacterial/viral testing lab
 - Currently adding in-house SARS-CoV-2 testing for the presence of COVID-19 and genome marker testing to determine bacterial source
- Complete renovations of Control Room and Process Lab
- 24 seat training room

IM – Projects and New Initiatives



- Development of 20 year Capital Improvement Program
- Abert Sludge Lagoon Capacity Restoration
- Water System Master Plan
- WWTP Solids Master Plan
- Sewer System Capacity Analysis
- Unsewered Areas Master Plan
- Downtown Utility and Streetscape Project
- Sanitary Sewer Evaluation Surveys

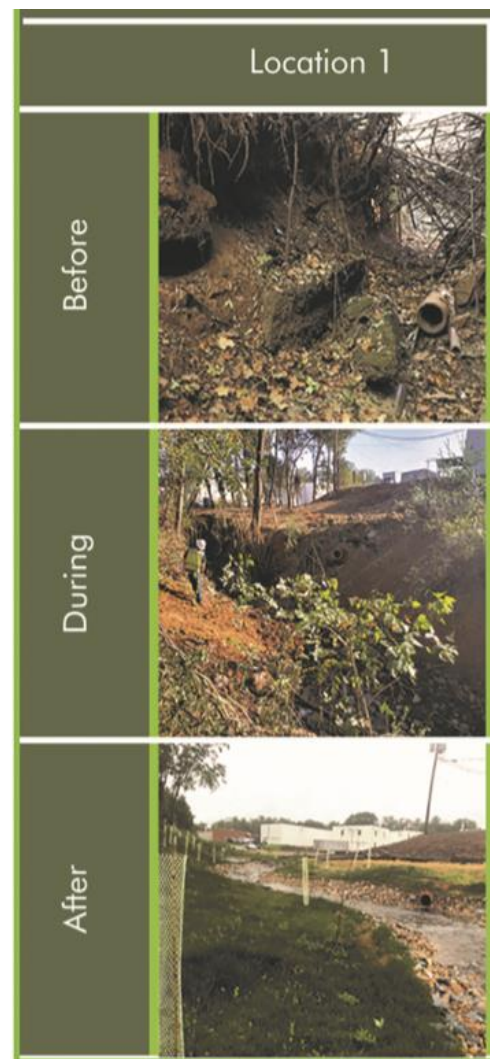
Environmental Stewardship (ES)



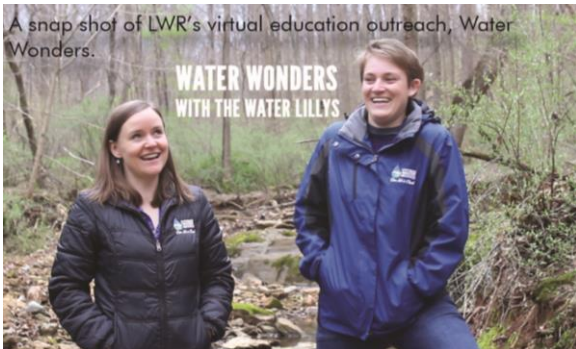
- College Lake Dam Removal
 - Preliminary Engineering Report Completed
- On track to meet Chesapeake Bay TMDL goals years ahead of schedule at a fraction of the cost
- CSO and Stormwater Programs in compliance

ES – Key Projects

- CSO - \$54 million Project
 - 4 million gallon tank and other improvements
 - wet weather capacity greater than 80 million gallons per day
- Rock Castle Creek Stream Restoration
 - 2,744 Linear feet restored
 - 2,881 lbs nitrogen removed
 - 1,236 lbs phosphorous removed
 - 426,180 lbs sediment removed



ES – Education and Outreach



- 7,405 youth & adults engaged in environmental education and outreach
- 7,490 views of Water Wonders virtual education video series
- \$60,000 NOAA and NAAEE STEM grant
- Awareness programs like ArtStorm, Game Over Grease
- Community Partnerships



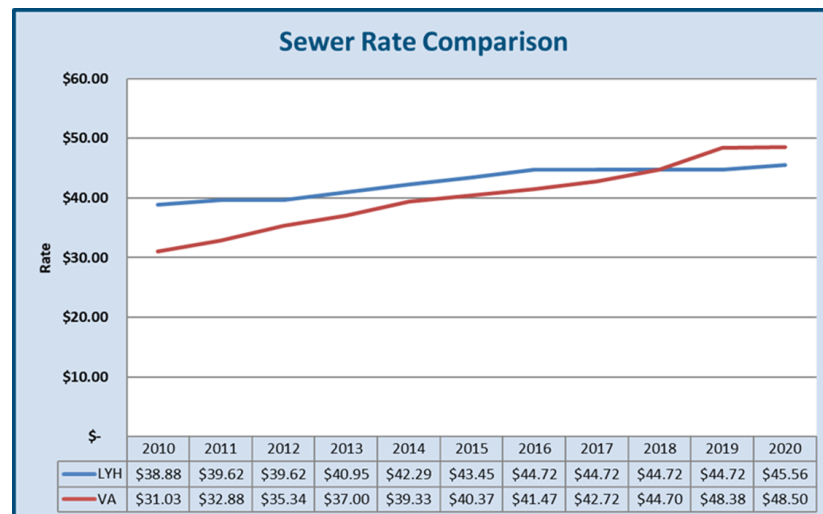
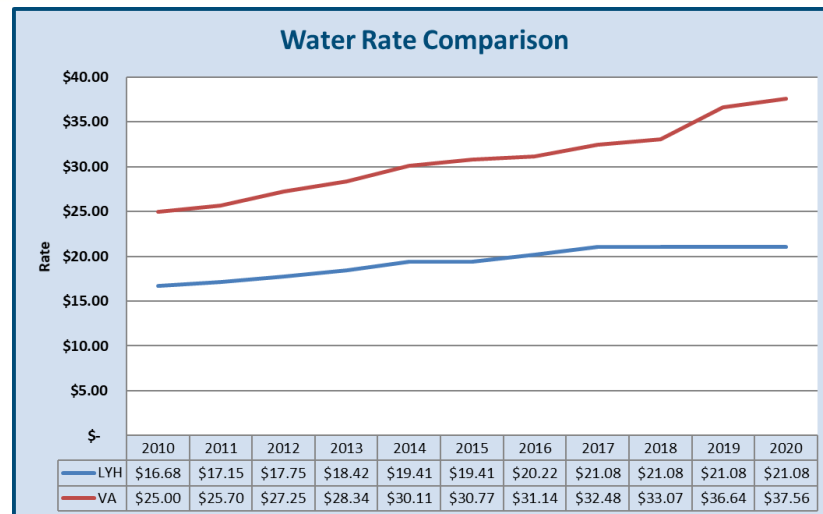
FR – FY 2020 Year End

- Water Fund
 - Revenues \$700,000 greater than budget
 - Expenses \$1.18 million less than budget
 - Debt Coverage Ratio 1.67, Fund Balance 60%
- Sewer Fund
 - Revenues \$1.55 million greater than budget
 - Expenses \$1.45 million less than budget
 - Debt Coverage Ratio 1.58, Fund Balance 46%
- Stormwater Fund
 - Revenues \$80,000 greater than budget
 - Expenses \$181,000 less than budget
 - Debt Coverage Ratio 7.45, Fund Balance 44%



FR – Water and Sewer Rates

- Based 5,000 gallons per month usage
 - Water rate is \$16.48 less per month than the Virginia average
 - Sewer rate is \$2.94 less per month than the Virginia average
 - Combined \$19.42 less than the Virginia average





FR – Stormwater Rate

- 28 Stormwater utilities in Virginia
- Our current rate is \$4.00 per Single Family Unit per month
- Rate has not been increased since the utility was formed in 2012
- State median rate \$4.50
- Roanoke's rate is \$5.40, Charlottesville is \$5.99

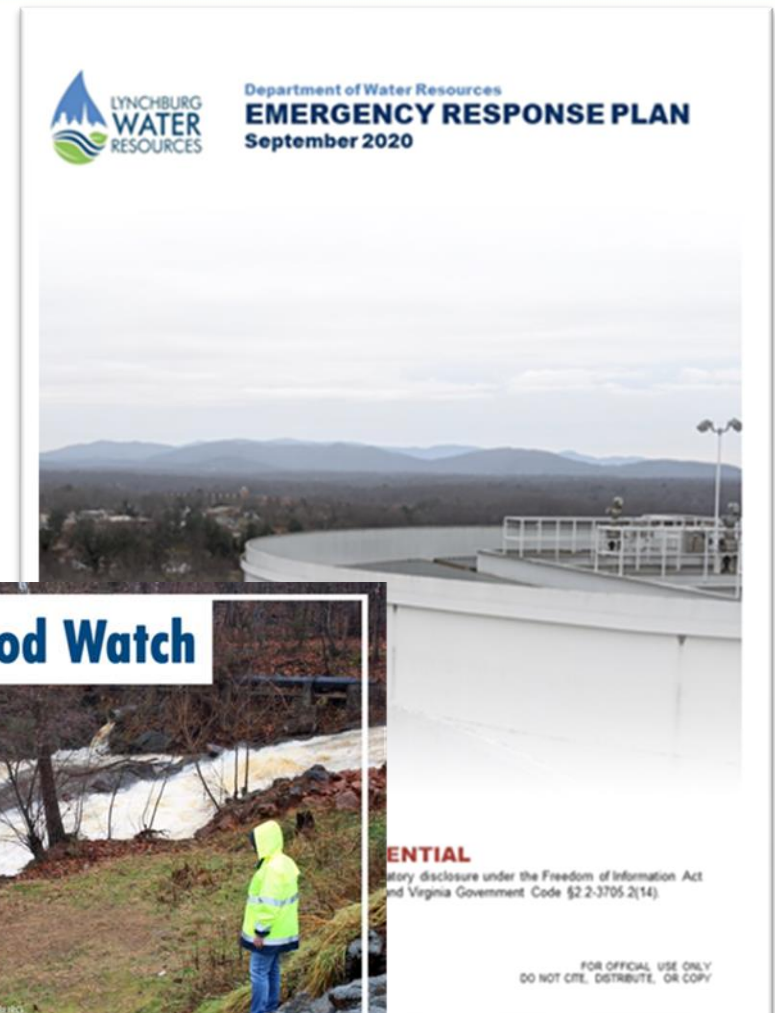
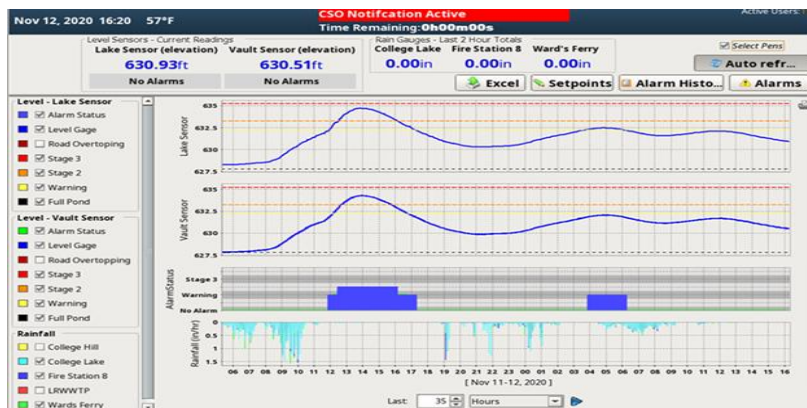
Resiliency

America's Water Infrastructure Act of 2018

- Risk and Resilience Assessment
- Emergency Response Plan

College Lake Dam

- Increased EAP activations
- Approx. 14 staff involved





Financial Projections and Rate Study





Water Fund – Debt Coverage

- No rate increase proposed
- Debt coverage = 1.26
- No rate increase needed if two positions added – Debt Coverage = 1.23

	Actual FY 2020	Projected FY 2021	Budget FY 2022	Projected FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026
Revenues:							
Charges for Services	\$13,279,226	\$12,831,225	\$13,080,086	\$13,580,441	\$14,144,181	\$14,766,181	\$15,123,777
Water Contracts	2,280,074	2,113,488	2,098,955	2,166,753	2,218,935	2,283,283	2,348,729
Interest and Other	746,206	193,400	47,500	62,500	65,500	71,500	77,500
Total Revenues	\$16,305,506	\$15,138,113	\$15,226,541	\$15,809,694	\$16,428,616	\$17,120,964	\$17,550,006
Expenses:							
Water Treatment	\$3,154,247	\$3,513,394	\$3,563,365	\$3,670,266	\$3,780,374	\$3,893,785	\$4,010,599
Water Line Maintenance	2,065,704	2,193,238	2,281,419	2,349,862	2,420,357	2,492,968	2,567,757
Meter Reading	478,177	598,014	653,269	728,640	804,471	850,778	876,301
Administration / Engineering	3,920,283	4,155,882	4,136,950	4,261,059	4,388,890	4,520,557	4,656,174
Non-Departmental	415,891	288,341	260,564	256,521	264,657	272,976	281,486
Capitalizable Cost (1)	(90,430)	(85,000)	(87,550)	(90,177)	(92,882)	(95,668)	(98,538)
Total Expenses	\$9,943,872	\$10,663,869	\$10,808,017	\$11,176,170	\$11,565,868	\$11,935,396	\$12,293,778
Operating income	\$6,361,634	\$4,474,244	\$4,418,524	\$4,633,524	\$4,862,748	\$5,185,568	\$5,256,228
Debt Service	\$3,803,687	\$3,500,316	\$3,506,937	\$3,837,993	\$3,887,931	\$4,273,201	\$4,320,691
Net Revenue	\$2,557,947	\$973,928	\$911,587	\$795,531	\$974,817	\$912,367	\$935,537
Debt Coverage Ratio	1.67	1.28	1.26	1.21	1.25	1.21	1.22



Water Fund – Fund Balance

- Fund Balance = 34%
- If two positions added = 33%

	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Beginning Funds (1)	\$8,271,640	\$5,718,569	\$4,849,606	\$4,636,961	\$4,600,896	\$4,499,595
Net Revenue Plus Capitalized Costs	888,928	824,037	705,355	881,935	816,699	836,999
Capital Expenditures for Equipment (2)	58,000	107,000	82,000	82,000	82,000	82,000
Transfers to Water Capital Fund	(3,500,000)	(1,800,000)	(1,000,000)	(1,000,000)	(1,000,000)	(800,000)
Ending Funds	\$5,718,569	\$4,849,606	\$4,636,961	\$4,600,896	\$4,499,595	\$4,618,594
Water Operating Fund Budget (3)	\$14,249,185	\$14,402,504	\$15,104,339	\$15,546,680	\$16,304,265	\$16,713,007
Ending Funds as a % of Budget	40%	34%	31%	30%	28%	28%



Sewer Fund – Debt Coverage

- No rate increase proposed
- Debt coverage = 1.20
- If two positions added – Debt Coverage = 1.19, slightly below target

	Actual FY 2020	Projected FY 2021	Budget FY 2022	Projected FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026
Revenues:							
Charges for Services	\$19,131,575	\$19,253,276	\$19,390,774	\$20,308,117	\$21,026,026	\$22,040,352	\$22,428,257
Sewer Contracts	5,130,704	4,199,322	4,017,566	4,062,295	4,199,668	4,275,532	4,447,158
Interest and Other	486,085	110,500	51,500	61,500	66,500	76,500	87,500
Total Revenues	\$24,748,364	\$23,563,098	\$23,459,840	\$24,431,912	\$25,292,194	\$26,392,384	\$26,962,916
Expenses:							
WWTP	\$8,829,510	\$9,733,975	\$9,595,607	\$9,869,375	\$10,166,806	\$10,473,161	\$10,788,705
Sewer Line Maintenance	2,660,932	2,964,586	3,046,998	3,138,408	3,232,560	3,329,537	3,429,423
Non-Departmental	479,021	435,716	229,852	294,568	301,485	308,609	315,947
Capitalizable Cost (1)	(114,211)	(106,000)	(109,000)	(112,270)	(115,638)	(119,107)	(122,680)
Total Expenses	\$11,855,253	\$13,028,277	\$12,763,457	\$13,190,081	\$13,585,213	\$13,992,200	\$14,411,396
Operating Income	\$12,893,112	\$10,534,821	\$10,696,383	\$11,241,831	\$11,706,981	\$12,400,184	\$12,551,520
Debt Service	\$8,167,794	\$8,511,132	\$8,905,557	\$9,161,236	\$9,337,641	\$9,992,661	\$10,125,081
Net Revenue	\$4,725,318	\$2,023,689	\$1,790,826	\$2,080,596	\$2,369,340	\$2,407,523	\$2,426,439
Debt Coverage Ratio	1.58	1.24	1.20	1.23	1.25	1.24	1.24



Sewer Fund – Fund Balance

- Fund Balance = 30%
- If two positions added = 30%

	Projected FY 2021	Budget FY 2022	Projected FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026
Beginning Funds (1)	\$9,155,511	\$7,683,200	\$6,570,025	\$6,218,351	\$6,352,053	\$6,460,469
Net Revenue Plus Capitalized Costs	1,917,689	1,681,826	1,968,326	2,253,702	2,288,416	2,303,759
Capital Expenditures for Equipment	(190,000)	(795,000)	(620,000)	(620,000)	(680,000)	(620,000)
Transfers to Sewer Capital Fund	(3,200,000)	(2,000,000)	(1,700,000)	(1,500,000)	(1,500,000)	(1,500,000)
Ending Funds	\$7,683,200	\$6,570,025	\$6,218,351	\$6,352,053	\$6,460,469	\$6,644,228
Sewer Operating Fund Budget (2)	\$ 21,645,409	\$ 21,778,014	\$ 22,463,586	\$ 23,038,492	\$ 24,103,968	\$ 24,659,157
Ending Funds as a % of Budget	35%	30%	28%	28%	27%	27%



Stormwater Fund – Debt Coverage

- \$0.25 increase per SFU proposed
- Debt coverage = 2.60
- Debt Coverage without rate increase = 1.51

	Actual FY 2020	Projected FY 2021	Budget FY 2022	Projected FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026
Revenues:							
Charges for Services	\$3,207,191	\$3,156,111	\$3,535,550	\$3,785,495	\$3,994,160	\$4,078,550	\$4,163,000
General Fund (VDOT) (1)	275,000	275,000	275,000	275,000	275,000	275,000	275,000
VSMP Fees and Other	97,586	45,000	44,000	45,000	46,000	47,000	48,000
Total Revenues	\$3,579,777	\$3,476,111	\$3,854,550	\$4,105,495	\$4,315,160	\$4,400,550	\$4,486,000
Expenses:							
Departmental	\$2,915,208	\$3,200,735	\$3,380,986	\$3,482,416	\$3,586,888	\$3,694,495	\$3,805,330
Non-Departmental	65,963	34,560	21,176	11,233	11,723	11,783	12,290
Incremental O&M (2)	-	-	-	-	-	25,000	25,000
Capitalizable Cost (3)	(48,319)	(40,000)	(42,000)	(44,000)	(46,000)	(48,000)	(50,000)
Total Expenses	\$2,932,852	\$3,195,295	\$3,360,162	\$3,449,648	\$3,552,611	\$3,683,278	\$3,792,620
Operating Income	\$646,925	\$280,816	\$494,388	\$655,847	\$762,549	\$717,272	\$693,380
Debt Service	\$86,839	\$143,259	\$190,155	\$336,608	\$365,986	\$451,044	\$480,267
Net Revenue	\$560,086	\$137,558	\$304,233	\$319,239	\$396,563	\$266,227	\$213,113
Debt Coverage Ratio	7.45	1.96	2.60	1.95	2.08	1.59	1.44



Stormwater Fund – Fund Balance

- Fund Balance = 20%
- Fund Balance without rate increase = 14%, slightly below the minimum
- If two positions added and no rate increase, Fund Balance = 11%, Debt Coverage = 0.98; Both well below the minimum

	Projected FY 2021	Budget FY 2022	Projected FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026
Beginning Funds (1)	\$1,363,249	\$920,807	\$723,040	\$713,279	\$753,842	\$787,069
Net Revenue Plus Capitalizable Costs	97,558	262,233	275,239	350,563	218,227	163,113
Capital Expenditures for Equipment	(40,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Transfers to Stormwater Capital Fund	(500,000)	(450,000)	(275,000)	(300,000)	(175,000)	(150,000)
Ending Funds	\$920,807	\$723,040	\$713,279	\$753,842	\$787,069	\$790,182
Stormwater Operating Fund Budget (2)	\$3,378,553	\$3,592,317	\$3,830,256	\$3,964,597	\$4,182,323	\$4,322,887
Ending Funds as a % of budget	27%	20%	19%	19%	19%	18%



Industrial Surcharges

- Industrial Surcharges for high strength waste, well below actual cost of service
 - Actual BOD cost of service is \$35.16 per 100 lbs.
 - Actual TSS cost of service is \$31.98 per 100 lbs.
- Began to close gap with increases this current year
- Recommend Continuation of Increases:
 - Sewer surcharge for biological oxygen demand (BOD), from \$26.30 to \$28.27, increase of 7.5%
 - Sewer surcharge for total suspended solids (TSS), from \$28.50 to \$29.36, increase of 3.0%
- Approximately \$15,000 increase in revenue for the sewer fund

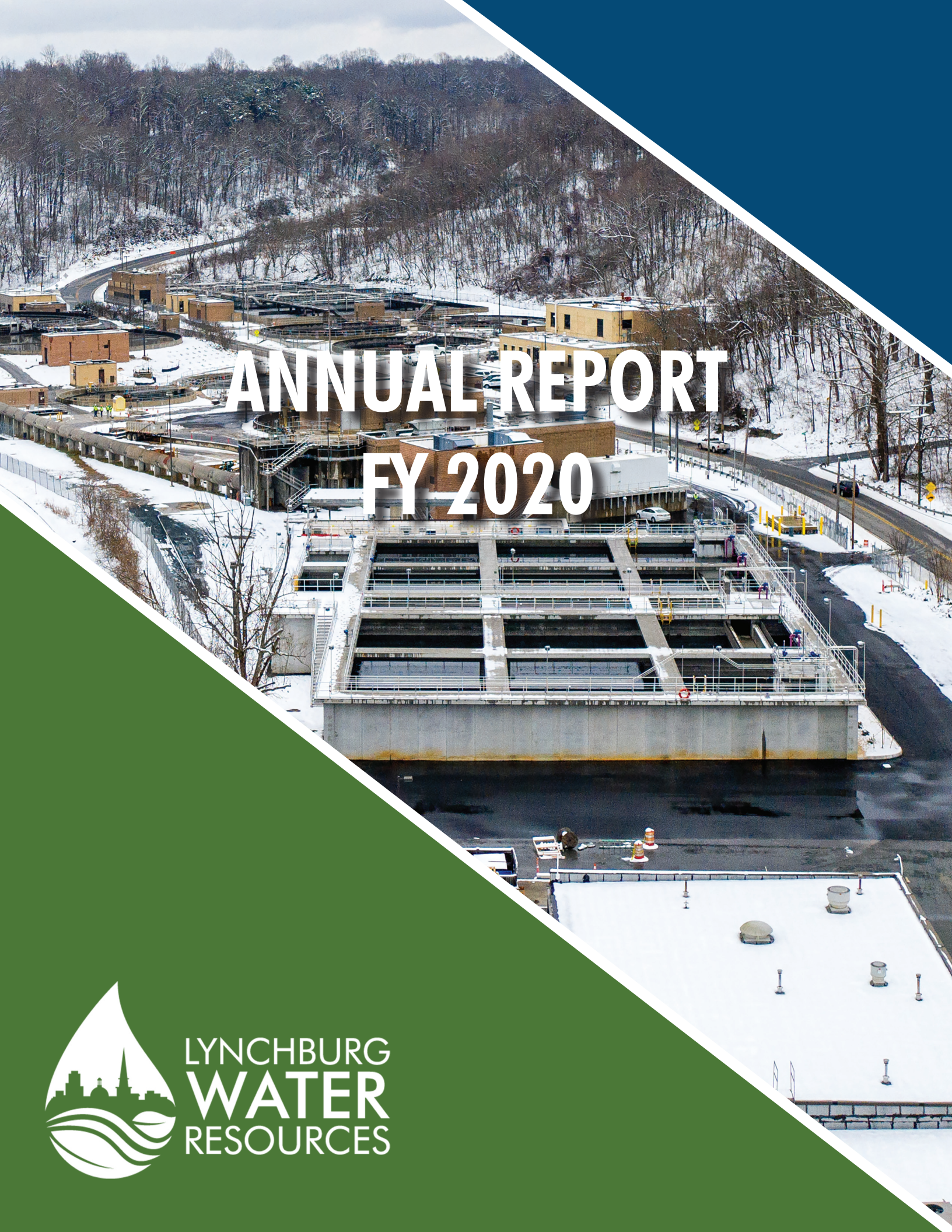


Recommendations

- 6 new positions in Field Operations (2 in each fund) – Need to provide some relief for existing staff and add capacity, or 4 new positions if the Stormwater Rate increase is not approved
- Increase Industrial Surcharges
- Competitive Pay – Need to improve retention, add knowledge, address wave of retirements
- In future years, adequately fund true infrastructure needs – Utility rates should reflect the true costs of providing the services: Capital needs for next 20 years \$350M Sewer, \$265 M Water

Questions?





ANNUAL REPORT FY 2020



LYNCHBURG
WATER
RESOURCES

Our Vision

Clean Water. Clean Streams. Thriving Community.

Our Mission

Promote the life, health, and prosperity of our community.

Our Values

We are **committed** to the health and safety of our citizens.

We are **passionate** about the environment.

We embrace a **collaborative** spirit.

We **respect** each other and our community.

We make a **difference**.



525 Taylor Street
Lynchburg, VA 24501
www.lynchburgva.gov

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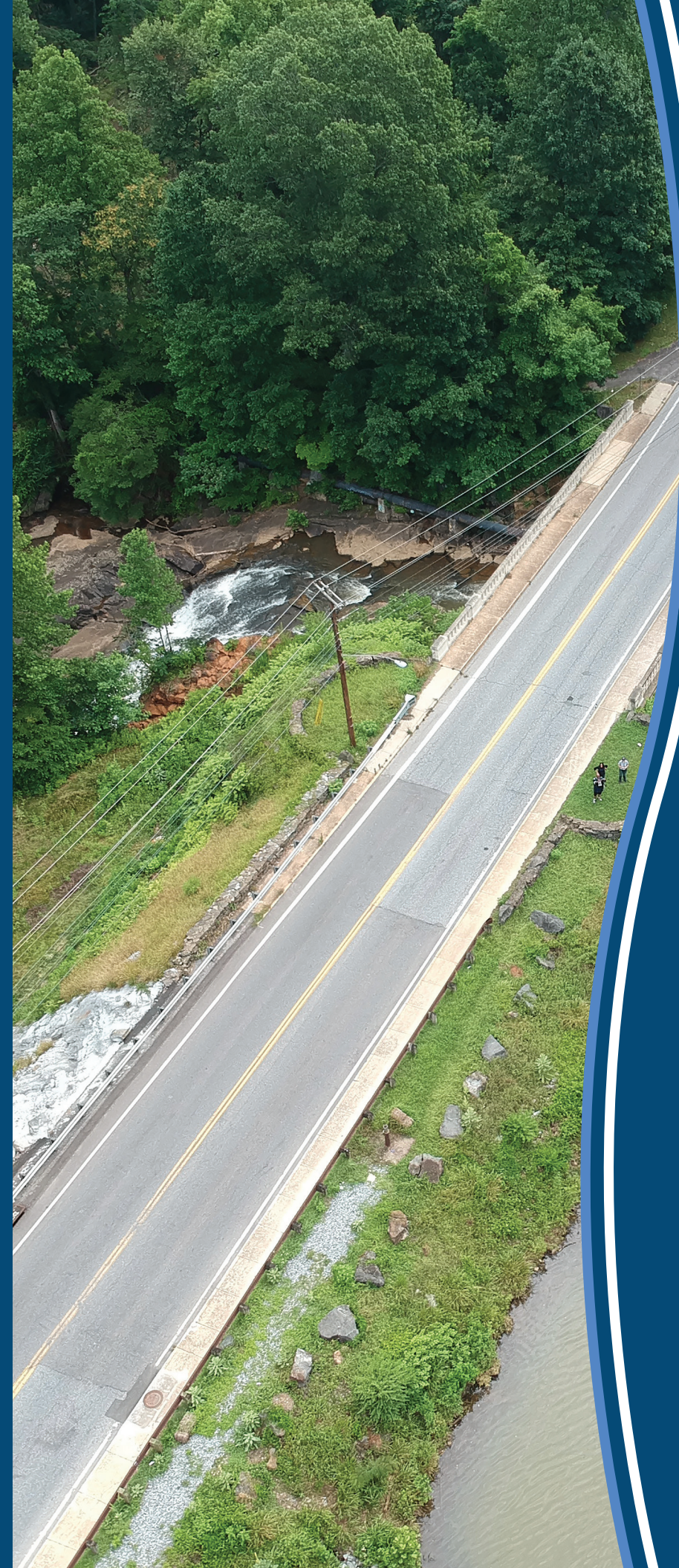
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A Message from the Director



Fiscal Year (FY) 2020 was undoubtedly a challenging year for all of us, but through it all our Water Resources Team met and exceeded expectations. We are constructing the largest and most impactful capital project that we have ever undertaken with the Combined Sewer Overflow (CSO) Wet Weather Facility at the Lynchburg Regional Wastewater Treatment Plant (WWTP). This \$54 million facility will allow us to treat over 80 million gallons of wastewater per day during heavy rainstorms eliminating millions of gallons of raw sewage from being discharged into the James River. The plans to remove College Lake Dam are progressing. After the flood in August 2018, and with every heavy rainfall since, the importance of addressing this failing piece of infrastructure is becoming increasingly more critical. In a collaborative effort with the University of Lynchburg, the vision to

Remove the dam, **Restore** the lake bed, and **Reconnect** Blackwater Creek is closer to becoming a reality. The Main Street Renewal Project is also rapidly progressing along ahead of schedule. Once complete, there will be a revitalized corridor through the middle of the City that will enhance and support the ongoing renaissance of downtown. While we have many other projects ongoing, none are more transformative than these.

Our environmental education and outreach also reached new levels over the past year. We were on track to have a significant presence in schools with field trips, classroom visits, water plant tours, and other educational events. Additionally, our team received the North American Association for Environmental Educators (NAAEE) – National Oceanic and Atmospheric Administration (NOAA) 21st Century Community Learning Centers Watershed STEM Education Partnership Grant. We were ready to engage hundreds of students, parents, and teachers in the 21st Century Community Learning Centers. However, COVID changed everything, but that did not discourage our creative team. They came up with new and innovative ways to continue to engage our youth and citizens, including creating the award-winning Water Wonders video series with the Water Lillys. Our team was also able to gain even more attention to our ArtStorm stormdrain and grease recycling programs.

During FY 2020, we also reinvented our approach to customer service. We re-purposed a vacant position, created a dedicated customer service representative, and completely reworked our customer service procedures. Additionally, our crews are now utilizing tablets and a mobile version of our work management system in the field to improve efficiency and help avoid issues that “slip through the cracks.” This, coupled with our enhanced presence on social media, has allowed us to communicate more directly and interactively with our customers, allowing us to be more responsive to our customer needs. We receive thousands of calls each year for service, and this new approach helps ensure more consistency and improved customer experience.

There is no more important service than providing everyone that lives, works, and plays in Lynchburg with clean, safe water while protecting our environment. Our services literally reach everyone, everyday. There is not another service that does this and we can’t provide those services without a staff of dedicated, experienced employees. The last few years have been challenging, especially for our field operations and WWTP maintenance teams. In field operations, we have 23 Utility Line Technicians. Of these 23 technicians,

18 have less than three years of experience. Of those 18, 12 have less than a year of experience. We have been trying to unsuccessfully fill two vacancies in WWTP Maintenance for nearly two years. The employees in these difficult and demanding positions are responsible for over a thousand miles of water, sewer, and storm lines, and thousands of pieces of industrial equipment. On top of that responsibility, these positions have to be available to respond 24/7 in all weather conditions. To maintain our complex infrastructure adequately, we must take the necessary steps to ensure that we continue to have a highly qualified and trained workforce. In FY 2020, we achieved another milestone. For the past several years, a dedicated team of employees developed our first-

ever strategic plan. The result of that effort is BEYOND 2020. Water utilities across the country are facing a new era of challenges, including aging infrastructure, a more complex regulatory and legislative environment, changing customer needs and expectations, increasing frequency and intensity of storms, and difficulty attracting and retaining a highly qualified workforce. We no longer just provide water and sewer services. We embrace the concept of “One Water,” a more holistic approach to managing our water resources while recognizing how we impact the community we serve. Beyond 2020 serves as the framework for ensuring the long-term sustainability of our water systems and natural resources.

In summary, while we ended FY 2020 under the veil of COVID, we believe our future is bright. Despite the challenges, we achieved significant successes. However, to continue our success and ensure that we continue to provide sustainable water services now and into the future, we must remain focused on attracting and retaining a dedicated workforce and adequately invest in our infrastructure. Together we can achieve Our Vision:

**Clean Water.
Clear Streams.
Thriving Community.**

Our Job is Clear!

Timothy Mitchell, P.E.
Director



“There is no more important service than providing everyone that lives, works, and plays in Lynchburg with clean, safe water while protecting our environment.”

Fiscal Year 2020 At a Glance



- ★ Virginia Department of Health's Excellence in Waterworks Performance Silver Award – College Hill Water Filtration Plant
- ★ Virginia Department of Health's Excellence in Waterworks Performance Bronze Award – Abert Water Filtration Plant
- ★ U.S. Centers for Disease Control Water Fluoridation Quality Award
- ★ National Association of Clean Water Agencies Silver Peak Performance Award
- ★ Virginia Section of the American Water Works Association Public Information Award



Customer Satisfaction

- 19,363 sewer and 22,982 water customers
- 8,372 customer calls
- 11,200 MISS Utility line locate requests completed
- Creation and hiring of one new customer service representative
- 43% increase of likes on Facebook
- 46% increase of followers on Facebook
- 52% increase of Instagram Followers
- 44% increase of Twitter followers



Infrastructure Management

- 3.821 billion gallons treated for drinking water and 4.704 billion gallons of wastewater reclaimed
- 130,000+ laboratory water quality tests
- 2,607 water valves maintained and 2,804 Fire Hydrants Serviced
- 81 water services and 81 sewer services installed
- 1,695 Beacon cellular meters installed
- ~5,000 linear feet of sewer rehabilitation lining
- ~13,000 linear feet of new water line installed
- ~3,000 linear feet of new sewer line installed

- 2,744 linear feet of stream restoration at Blackwater Creek
- 7,405 Lynchburg youth and adults engaged in environmental education
- 24,097 tons of biosolids disposed and 5,987 tons of beneficial reuse of biosolids
- 1,406,705 pounds of Nitrogen and 138,850 pounds of Phosphorous removed
- 15,453,658 gallons (2,419 tanker loads) of landfill leachate treated



Environmental Stewardship

- \$4,427,102 Water CIP Expenditures
- \$28,589,687 Sewer CIP Expenditures
- \$2,508,473 Stormwater CIP Expenditures
- LWR awarded the NOAA and NAAEE 21st Century Community Learning Centers Watershed STEM Education Partnership grant



Fiscal Responsibility



Employee Engagement and Development

- Training moved virtual through in-house video creation
- Other training opportunities provided through virtual platforms
- Out of 147 employees, 26 (17.7%) are over 60 years old or 25 years of service and 52 (35.3%) have less than 3 years of experience.
- Our primary divisions are comprised of about 15 to 30 employees that have to provide the entire City with service 24/7



Resiliency

- 24/7 operations maintained during COVID, social unrest, and more frequent and intense storms
- 14 employees dispatched to monitor, observe, and inspect College Lake Dam during every significant rain events
- Emergency Response Plan improved with updated Risk and Resilience Assessments

Customer Satisfaction



Our customer service representative provides a single point of contact for our customers.

Customer Satisfaction is the first of our six focus areas in our strategic plan for a reason. Our customers are why we exist and their satisfaction is paramount. Our goal is to increase customer satisfaction through quality customer service and communication. We realize that there is always room for improvement, and in order to achieve this, we must first start with creating a customer-focused culture within Water Resources.

Customer Service

During FY 2020, we took significant steps towards achieving this goal. We created and filled a new Customer Service Representative position by realigning the duties of a vacant position. This position’s primary focus is to ensure that our customers’ needs and questions are addressed, and

met consistently and responsively. Phone calls and customer inquiries are routed through the Customer Service Representative instead of “whoever answered the phone” so that most customer interactions are with a single point of contact.

Technology plays a significant role as well. We developed a “Request” page in Lucity (our work management system) to track all phone calls received. Each of us has had the experience of calling another utility or other organization with an issue or request. They can look at your history and know who you talked to and your previous issues or requests. Now that we have implemented this new system, we will be able to do the same. We also developed report features in Lucity to better track daily requests and work orders. This allows us to better serve our customers effectively and efficiently.

Additionally, to improve responsiveness and consistency during emergencies for both internal and external communications, we developed a Crisis Communication Team. This team meets weekly to discuss current events and to develop communication strategies that will best convey information. Internally, this effort led to a weekly employee newsletter along with more consistent communication with the public.

Because we are a 24/7 operation, we always have a dedicated crew on stand-by and employees on-call duty. In FY 2020, there were a total of 392 “after-hours” calls for service. This means that our teams have responded to a citizen call after hours. These calls often involve working at night, in all weather

	June 30, 2020 End of FY 20	% Increase	July 1, 2019 beginning of FY 20
Facebook Likes	1,613	+43%	1,127
Facebook Followers	1,719	+46%	1,176
Instagram Followers	728	+52%	480
Twitter Followers	262	+44%	182

and conditions. Our team’s work even after hours demonstrates that they are prepared and committed to keeping our communities water services flowing 24/7.

Public Relations

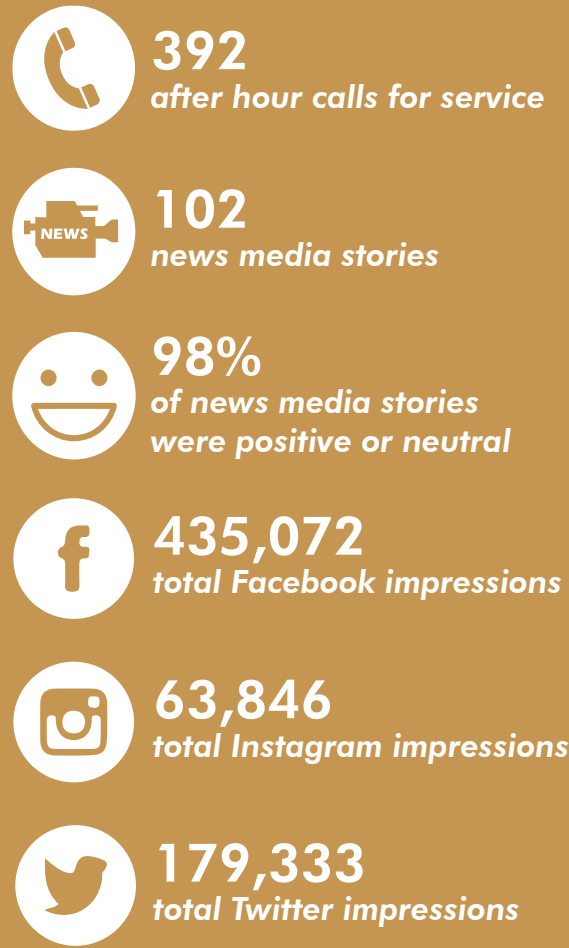
In an ever-growing and changing world of constant communication, increased transparency, and instant information, Lynchburg Water Resources expanded communications to meet the publics’ needs in a personal and digital format. We are unique in that we are continually working in our communities’ neighborhoods completing infrastructure upgrade construction and responding to emergencies. We made it a goal that all major construction projects have an associated communications plan. Our 12th Street project communication is an exemplary example of these communications. Residents and businesses that were going to be affected by the utility upgrade project were sent a newsletter, an update letter, and a letter before construction completion to keep them up-to-date on the project and its effects on the area. A web page was also created on the Water Resources website to be available to the public at any time.

As our communications have improved, we have also seen increased numbers of media coverage. In FY 2020, we had 102 news stories related to Lynchburg Water Resources, 98% of which were positive or neutral stories. Media outlets also highlighted our crews’ courageous service that helped their community by putting out fires and assisting other City departments in emergency responses.

Our crews are willing and ready to respond to incidents to keep the water flowing 24/7. Our communications staff is also prepared to keep the community informed during emergencies such as water main breaks. Upon the alert of a water main break, the effected customers are notified within 1 hour. Larger main break events have notices posted on social media with accompanying press releases.

Our social media following has grown in the past year. Our likes on Facebook increased by 43%; our followers on Facebook increased by 46%; Instagram saw a 52% increase in followers; and Twitter experienced a 44% increase in followers this year. Social media content has varied to provide up-to-date, transparent, and current information to the community. Content has included emergency notices, educational campaigns, household conservation strategies, information about Lynchburg Water Resources, and more.

In one drop...





574

Posts

857

Followers

190

Following

Lynchburg Water Resources

Official IG for the City of Lynchburg Department of Water Resources: Water, Wastewater & Stormwater.



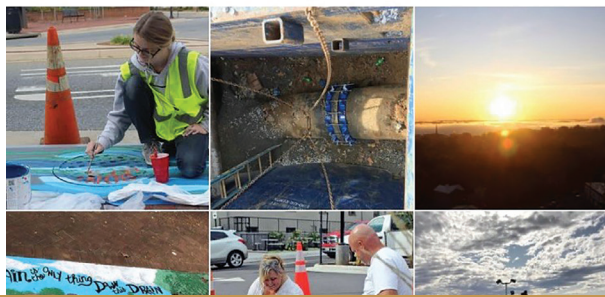


#OurJobsIsClear

www.lyncburgva.gov/node/3455/
 525 Taylor Street, Lynchburg, Virginia







A snapshot of LWR's Instagram feed

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Lynchburg Water Resources 6



Employee Engagement and Development

Our employees are our most critical resource. They ensure that clean, safe drinking water is always available to all of our citizens, every minute of every day. They are first responders, ready and willing to respond to emergencies day or night. They are environmentalists, protecting our streams and rivers while educating the public on their role. They are scientists, analyzing our water to ensure its safety and developing better treatment methods. They build, manage, and maintain our vast water, sewer, and stormwater infrastructure. They provide exceptional customer service.

We often take these essential services for granted without realizing the complex work that goes on behind the scenes. The men and women of Water Resources are well trained, talented, and devoted employees dedicated to serving the citizens of Lynchburg. They have done so even throughout the pandemic. While the pandemic has definitely impacted our ability to provide and deliver training, we have improvised and are now delivering much of our training via videos that we produce in house. Much of our other off site training that has typically been in-person in the past has been offered through webinars and other platforms.



College Hill Water Plant Operators completing regular water testing.

However, there are definite personnel challenges that we face. There are high turnover rates in some divisions and significant recruitment challenges in others. For example in Field Operations, out of 23 Utility Line Technician positions 18 (78%) have been here three years or less. These are the employees that respond to water line breaks, sewer overflows, flooding events, and customer issues 24/7. They often perform very physically demanding, stressful, and unpleasant work day in and day out. Each of these employees is on regular call duty shifts and additionally, once every 4 to 5 weeks they are on a Stand-By crew. This means that one or two weeks per month their life is essentially on hold because they must be ready at any time to respond to an emergency. We often say that we are a 24/7 operation but staffed like an 8 to 5 business. Our biggest challenge with this group is that after a few years employees are well trained and are offered significantly more pay to work elsewhere.

Similarly, our Wastewater Treatment Plant Maintenance Division also struggles with staffing. We have been unsuccessful in filling two mechanic positions for over two years. This small work group is responsible for all the building maintenance,



Wastewater Treatment Plant Operators in the renovated operations control room.



LWR employees after completion of a particularly challenging meter replacement.

including over 2,000 pieces of equipment. This equipment ranges greatly from complex monitoring systems to motors that are 800 horsepower and 4,160 volts. They work in all weather conditions and in unpleasant locations such as in tanks and vaults that are 20 to 30 feet deep on equipment that handles all the City's wastewater. They are also on call 24/7. To add to this group's challenges, two members of the maintenance team have a combined 79 years of service with the City and are eligible to retire at any time.

Another way to look at the Department's turnover is at the end of FY 2020 we under spent our total personnel services budget by a combined \$839,036. Overall Lynchburg Water Resources is at a critical stage with staffing. Out of a total of 147 employees, we have a total of 26 employees that are either over 60 years old or have more than 25 years of service or both. There are 52 employees that have less than five years of experience and of those 39 have less than three years of experience. In other words, we have a large group of employees with a lot of knowledge and experience that will likely be retiring within the next five years and we need a well-trained and stable workforce to be able to continue to manage and maintain our very complex utility systems.

To add to the criticality, our primary divisions are comprised of about 15 to 30 employees each that have to provide service 24/7. These employees are well trained in their area, but we lack the ability to move them to where we have needs. For example, a wastewater treatment plant operator lacks the training and licensure to be able to operate a water plant. In other words, we do not have a bench. This significantly impairs our ability to continue to deliver our essential services when we have any vacancies or employees out for any reason.

In one drop...



Training videos produced in house and virtual training provided.



\$839,036
under spent on combined total personnel services

LWR Workforce



17.7%
Over 60 years old or 25 years of Service



47%
Between 5 and 25 years of Service



35.3%
Less than 3 years of Service



LWR employees working on installing a new sewer line.



Infrastructure Management

Led by our dedicated Engineering and Technical Services division, excellent infrastructure management is critical to providing long term, sustainable, and quality drinking water, wastewater, and stormwater services for our community. Lynchburg has a long history of being proactive and innovative in the development of our utility systems. While our systems have served us well, we are at a critical crossroads. Once again, we need to develop creative solutions and adequately invest in our water infrastructure. In doing so, we can continue to meet both the current and future needs of our community. The American Water Works Association (AWWA) has deemed this

period of time as the “Dawn of the Replacement Era,” but because of Lynchburg’s foresight and innovation over the last two centuries, we are actually already in the midst of our replacement era.

Water Infrastructure Grades

Each year the American Society of Civil Engineers issues an Infrastructure Report Card for America’s infrastructure. The grades are based on a number of factors including: capacity, condition, funding, future need, operation and maintenance, regulatory compliance, public safety, resilience, and innovation. The grading scale represents the following: A = Exceptional, fit for the future; B = Good, adequate for now; C = Mediocre, requires attention; D = Poor, at risk; and F = Failing/Critical, unfit for purpose.

The Water Resources’ team used these factors and independently rated our systems. While clearly not a scientific process, it helped capture historic knowledge of our infrastructure and created ratings to help us prioritize areas of highest need. While grades may not be reflective of every component of each system, they reflect the overall needs. For example: there are many waterlines that would individually receive a grade of A+ but when we factor in all the Water Distribution System needs, including over 20% of the system in need of replacement now, the overall grade was determined to be a C-.



Our Engineering and Technical Services division leads infrastructure management projects.



REPORT CARD

Lynchburg Water Resources

Overall grade:

C-

Infrastructure Factor	Grade
Raw Water System	C+
Water Filtration Plants	B-
Water Storage Tanks	B
Water Pump Stations	C
Water Distribution System	D
Wastewater Treatment Plant	B-
Wastewater Conveyance System	D-
Stormwater Conveyance System	C-
Stormwater Best Management Practices	C

Grading System

A= Exceptional	D= Poor, at risk
B= Good, adequate for now	F= Failing/Critical, unfit for purpose
C= Mediocre, requires attention	

In one drop...

Water



1,695

Beacon cellular meters installed



~13,000 linear feet
of new water line installed



3.821 Billion

gallons of water treated to
drinking water standards



130,000+

laboratory water quality tests
completed

Wastewater



Wastewater Treatment Plant
Control Building renovations
completed during Fall/Winter 2019



4.704 Billion

gallons of wastewater reclaimed



~5,000 linear feet
of sewer rehabilitation lining
completed



15,453,658

gallons (2,419 tanker loads) of
landfill leachate treated

Stormwater



288

Stormwater Best Management
Practice locations inspected



11,200+

Utility locate requests completed
through MISS Utility



9,136

Storm inlets cleaned



81

New sewer and 81 new water
services installed

Drinking Water System

Our water system is comprised of the Pedlar Reservoir and Dam, the Abert and College Hill Water Filtration Plants, two James River raw water pump stations, over 560 miles of waterlines ranging from one inch to 36 inches in diameter, 13 water storage tanks, seven pump stations, over 23,000 water services and meters, and the Langley Fountain.

Water Distribution System

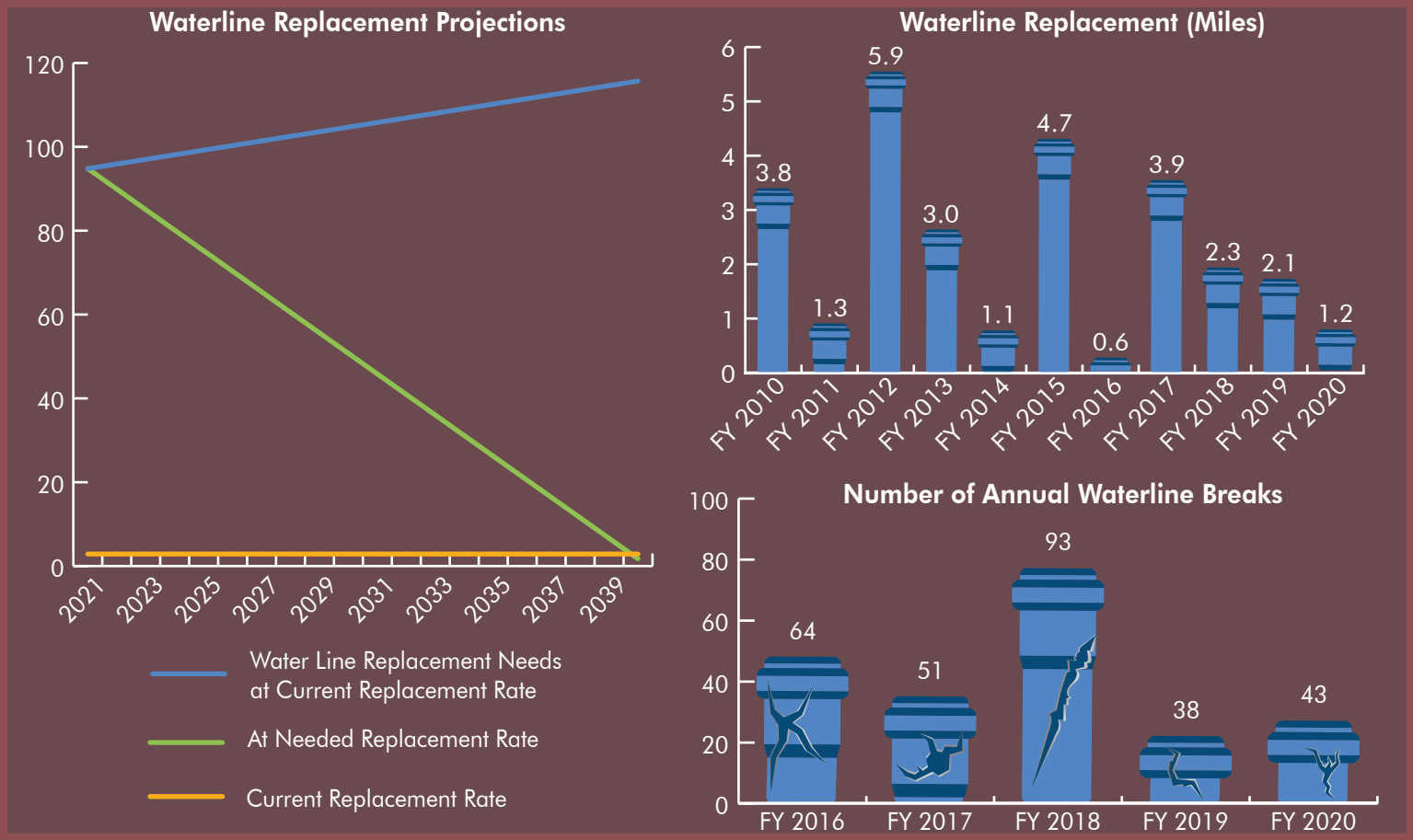
Currently, we have over 500,000 feet (95 miles) of waterlines that are undersized. These undersized waterlines do not provide adequate fire protection and are constructed of inferior material – such as galvanized or asbestos cement. They are over 100 years old, and some pipes have a combination of these factors. Additionally, over the next 20 years another 158,000 feet (30 miles) will be over 100 years old. While we have been actively working on key waterline replacement projects like the work downtown and on 12th Street, we continue to fall further behind each year due to lack of funding and staffing. Without immediate, dramatic action, the health, safety, and long-term vitality of the City could be at risk. Currently, we are only replacing an average of 2.9 miles per year. We need to replace over six miles of waterline every year for the next



LWR team members working to repair a water main break after hours.

20 years just to “catch-up.”

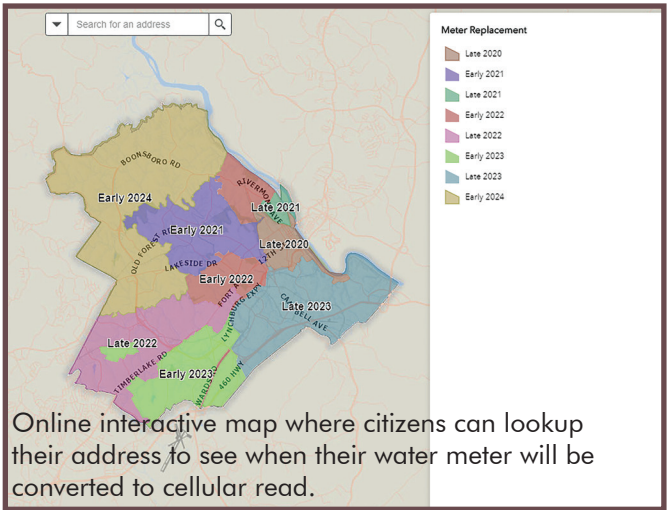
Waterline breaks are one of multiple indicators of a water system’s integrity. Typically, there are increases in the number of waterline breaks when temperatures are more extreme. Most waterline breaks occur during the winter months. They can result in service disruptions, water system contamination, boil water notices, and public and private property damage. Over the last five years, our crews have repaired 289 waterline breaks.



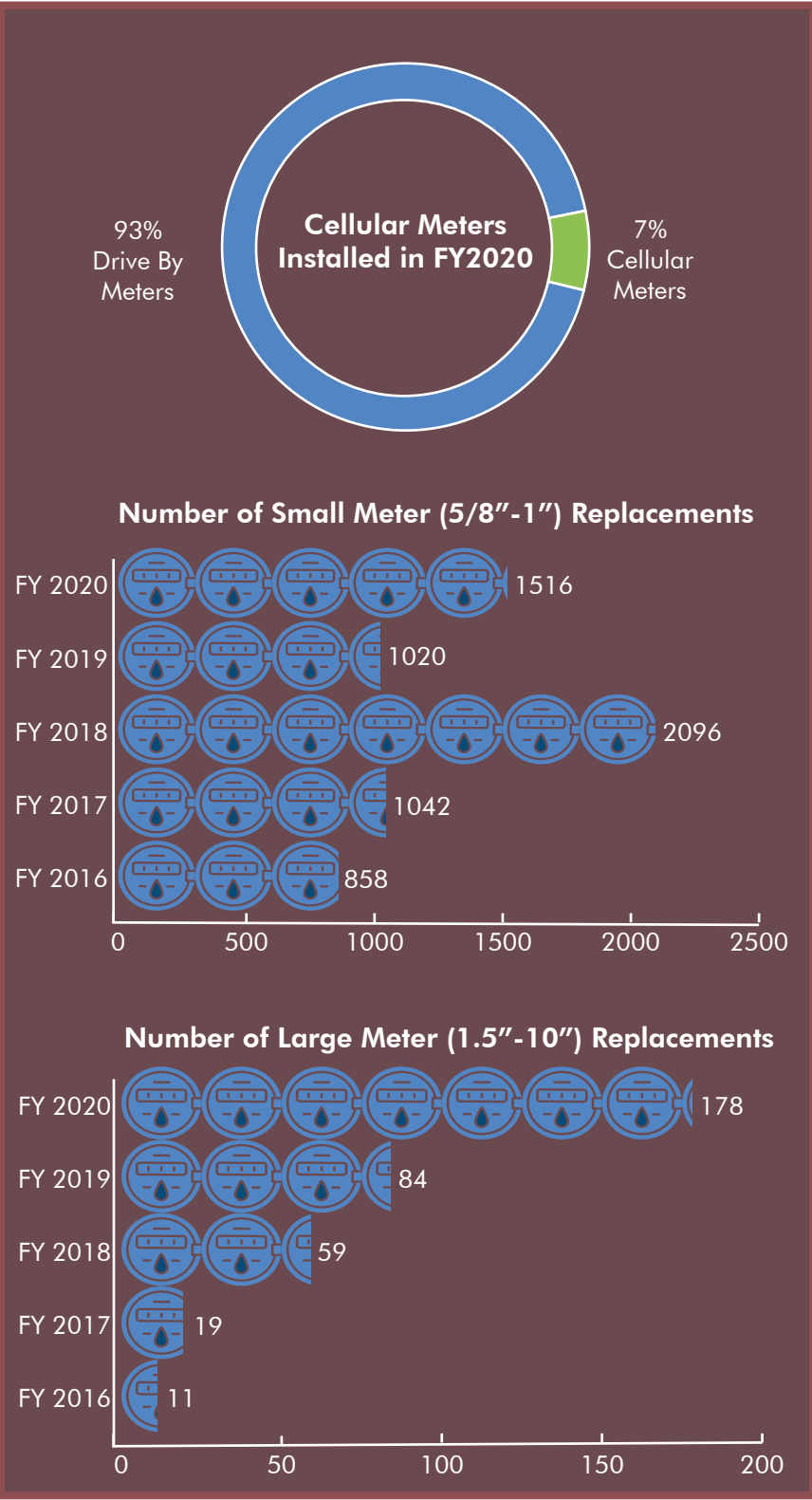
Water Meters

The conversion of our water meters to cellular read technology has been a drastic change in how we operate and provide services to our citizens. As meters age, they lose their accuracy. Over time, the component in the meter wears out and the meter under registers the usage of water leading to inaccurate billing and lower revenues. Meter accuracy is the key to equitable and correct billing of water and wastewater charges, which is why the conversion to cellular read meters and proper meter maintenance is paramount. This new technology allows us to read meters remotely, obtain real time information such as leaks and backflow issues, and allows the customer to better track their water usage through the EyeOnWater website or app. This new technology will immediately notify customers of leaks in their home, saving customers’ money and reducing property damage. We are installing this technology with our own staff, with a goal of completing the entire City (more than 23,000 meters) by early 2024, saving hundreds of thousands of dollars.

In addition to the city-wide meters update, the meter team actively maintains more than 23,000 water meters in the City. In FY 2020, our meters team replaced more than 1,500 small meters, increased meter maintenance, and increased the replacement of the large meters from 11 in FY 2016 to 178 in FY 2020. In addition to the Meter Divisions daily work flow, the division is also working to update our meter infrastructure. All this, including reading and processing information from every meter every month, is done by only seven employees.



Meters team after removing the City's last manual read meter.





Wastewater Treatment Plant Operator utilizing the renovated operations control room.

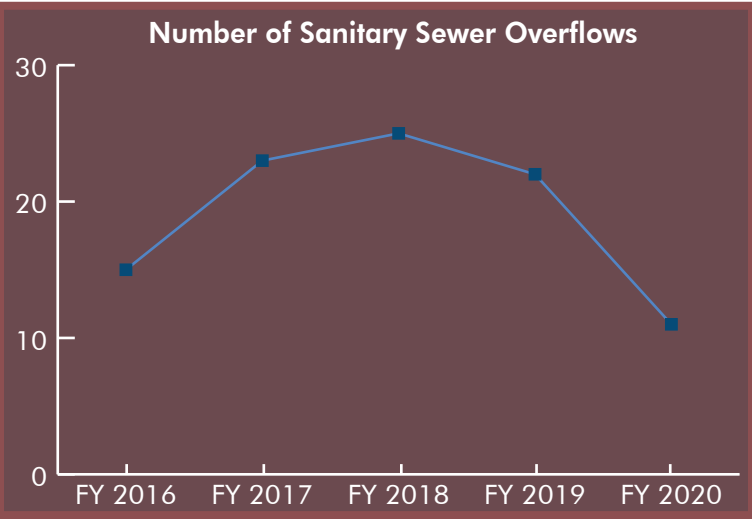
Wastewater System

Our wastewater system includes the Lynchburg Regional Wastewater Treatment Plant and 450 miles of sewer line ranging in diameter from four inches to 84 inches. A portion of this system will remain as a combined sewer system. The primary objectives of the wastewater system is to provide the highest quality treatment at the lowest cost to protect the safety and health of the public and environment.

Wastewater Collection System

For over three decades, most of our focus has been on the Combined Sewer Overflow (CSO) Program including replacing or renewing a significant

amount of neighborhood sewer lines and sewer interceptors. However, that effort has left a large part of the collection system neglected. Similar to the water system, we should be actively updating our sewage collection system. In order to renew our system, we should be replacing 4.5 miles of sewer lines every year for 100 years. Sewer system failures result in sanitary sewer overflows (SSOs) and basement backups, which pollute our waterways, result in property damage, and are a public health hazard. Unlike permitted CSO points, SSOs are not permitted and can result in significant regulatory actions. SSOs can result from capacity issues, pipe or manhole failures, blockages from roots, grease, and other debris. It is important that we address these issues through a multi-prong approach including



Assistant Chemist completing routine tests in the renovated Wastewater Treatment Plant laboratory.

an intensive maintenance program that involves sanitary sewer cleaning, CCTV inspection, pipe patching, and right-of-way maintenance along with public education efforts on proper household grease disposal and friendly flushing.

Wastewater Treatment Plant Control Building and Environmental Laboratory Upgrades

The Wastewater Treatment Plant Control Building renovations were completed during Fall/Winter 2019. This project included relocating the Virginia Environmental Laboratory Accreditation Program (VELAP), Certified Laboratory to the 2nd Floor, complete renovation of the Operations Control Room and Process Lab, Administration areas, and HVAC systems. The renovation also included adding a new elevator and a 24 seat Training Room in the old Laboratory area. Improvements were made to allow controlled access to restricted areas of the facility while allowing visitors access to the Parking area, Training Room, and Restrooms.

The state-of-the-art Certified Laboratory upgrades include automated biological oxygen demand (BOD) testing equipment, upgraded on site nutrient testing, and an isolated bacterial/viral testing room. This allows for bacteriological and viral testing to be performed within the laboratory's confines while not exposing other staff to the potentially harmful material. This is accomplished with a closed door and a dedicated room ventilation system that carries the exhaust to a Sodium Hypochlorite Scrubber located on top of a nearby building.

We are in the process of adding Coliphage (*E. coli* bacteriophage/virus) testing within this room as well as SARS-CoV- 2. This will allow us to test for COVID 19 presence levels in our Influent. We are also planning to add genome marker testing that will enable us to determine if *E. coli* presence in a stream is of human or animal origin.



New laboratory equipment installed during the Laboratory renovations allows for automation of some laboratory processes.



LWR inspects public and private stormwater BMPs in the City of Lynchburg.

Stormwater System

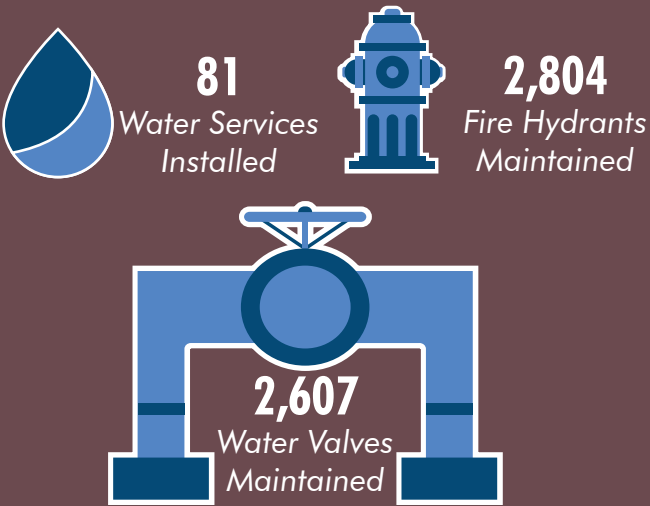
Our stormwater collection system consists of 180 miles of pipe and thousands of stormwater inlets and outfalls. Additionally, the system contains hundreds of best management practices (BMPs) designed to help control runoff and pollutants. In 2012, the City adopted a Stormwater Utility. The primary purpose was to generate revenue to provide for projects to meet the mandated Chesapeake Bay Total Maximum Daily Load (TMDL) goals, fund much needed maintenance, and appropriate for capital improvements of the stormwater system which had been essentially neglected for decades. Similar to the water and wastewater systems, much of the stormwater system has exceeded its reliable service life. Extensive inspections have indicated that much of the system is failing and in need of updates. Additionally, the maintenance of stormwater BMPs is intensive and costly.



Crews working to maintain a stormwater BMP at E.C. Glass.

Field Operations by the Numbers

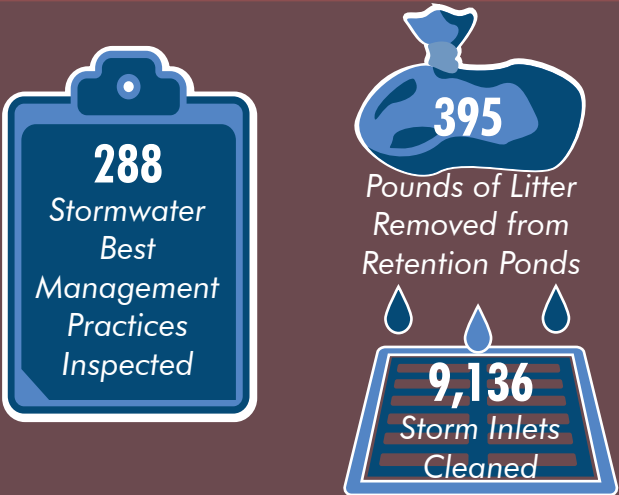
Waterline Maintenance



Sewerline Maintenance



Storm System Maintenance



Field Operations

Our Utility Line Maintenance Division is responsible for ensuring a safe, uninterrupted water supply, reliable sewer service, and an effective stormwater management system. We have crews on standby and call duty 24 hours a day, 7 days a week, every day of the year.

Utility Line Locating (MISS Utility) – A Huge Success

Utility operators are responsible for complying with the MISS Utility regulations which require us to locate and mark our water and sewer lines any time someone calls MISS Utility (VA811). This was a service that we previously contracted out. We had to provide the contractor our mapping data, keep that mapping data current, and still provide someone to locate water and sewer lines if the contractor was not able. Over the years the reliability of the contractor deteriorated, while the cost of the service escalated. Due to these factors, beginning in FY 2019 we added two Utility Line Locators to our staff and brought the service in house.

In FY 2019, we responded to 10,300 utility locate requests (or tickets). That number increased to over 11,200 in FY 2020. Based on the contract rates, we would have been paying nearly \$400,000 a year for this service. By performing this work in-house we are saving over \$250,000 annually. Another impressive fact is that with all these locates, we have only had 10 marking errors. That is less than 5/100ths of 1 percent (0.05%) error rate...Incredible!



Our Utility Line Maintenance division has crews on standby and call duty 24/7 every day of the year.



A young family enjoying construction progress at the Downtown Utility and Streetscape Project.

Projects and New Initiatives

At any given time our team of Engineers and Construction Managers are developing and managing over 100 active projects. The following are a few key initiatives that are underway.

20-Year Capital Improvement Program

Historically, LWR has developed and updated a comprehensive five year financial projection that included a five year Capital Improvement Plan. Considering the significant capital needs facing Water Resources we have begun looking much further into the future. To address these issues in a fiscally responsible and sustainable manner while minimizing rate impacts on our customers, we are looking at our actual long-term capital needs and developing a financial strategy over the next 20 years.

Water System Master Plan

It has been 20 years since we have completed a comprehensive water system master plan update. We have hired Whitman, Requardt & Associates, LLP to complete a thorough review of our water system needs including: population projections

and distribution; water demand projections and distribution; water system evaluation; water system renewal program prioritization, and to develop a pilot unidirectional flushing program; among other items.

Abert Sludge Lagoon Capacity Restoration

The Abert sludge lagoon is used to remove solids from backwash water at the Abert Water Filtration Plant. Over the years the lagoon has filled with solids which need to be removed to restore its treatment capacity. Development of a plan is underway with our consultants, Wiley|Wilson.

Downtown Utility and Streetscape Project

Prior to beginning the Downtown Utilities and Street scape Program, downtown water lines averaged over 100 years old. The program to replace these water lines encompasses 50 city blocks of the downtown area. The first phase, which included eight of those city blocks, was completed in October 2017. The next phase, the five block Main Street Renewal project, is scheduled for completion in June 2021.

This phase replaced 2,000 feet of water main, 45 gate valves, 8 fire hydrants, and 57 customer service lines. In addition to providing all new piping, these improvements have increased water pressure on Main Street by 54 pounds per square inch (PSI).

The project also replaced seven drop inlets on the stormwater collection system. The remainder of the storm system along with the sanitary sewer collection system were not replaced because even though they are very old the existing pipe networks remain in excellent condition.

Upon completion of the Main Street portion of this important project, we are prepared to begin the next phase which will be on Commerce Street between 5th and 9th Streets.

Sanitary Sewer System Capacity Analysis

Flow monitoring and modeling have indicated that there are a number of critical sewer lines that have significant capacity issues potentially limiting upstream development. We have selected Stantec to conduct a more thorough capacity analysis and develop recommendations to address any critical capacity issues.

Sanitary Sewer Evaluation Surveys (SSES)

We will be working with RK&K for engineering support on prioritization of repairs and rehabilitation of our sanitary sewer system within 18 project areas identified in a 2015 Criticality Model. Contractors have also been secured for root cleaning and prevention, and sanitary sewer lining to address defects identified in the SSES process with the ultimate

goal of preventing sanitary sewer overflows and backups.

Unsewered Areas

There are approximately 3,000 homes in the City that are currently on septic systems including neighborhoods such as Richland Hills, Windsor Hills, and Tyreeanna. Many of these systems are at least 50 years old and are beginning to experience failures and the existing sewer extension petition system is not adequate to address these needs. As a result, we will be working with a consultant to update our unsewered area master plan, identify funding strategies, and develop a prioritization plan. We will begin including funding in the FY 2022 Capital Improvement Plan to start addressing these issues which will be essential in the long-term sustainability of these older neighborhoods.

Wastewater Treatment Plant Solids Master Plan

Each day we have to dispose of 70 tons of biosolids from the Wastewater Plant. Currently we send the majority to either the Region 2000 or Maplewood landfills with the remainder being land applied for beneficial reuse. Additionally, the equipment that we use to process the biosolids is reaching the end of its useful life. As a result, we are updating our Solids Master Plan with the goal of developing a more sustainable approach towards biosolids.



Abert Sludge Lagoon.

Combined Sewer Overflow (CSO)

We are very proud of our efforts in our award-winning CSO Program. We have aggressively worked for over three decades to reduce and eliminate CSO overflow points, volume, and pollutants. Since 1993, the City has spent and/or appropriated over \$400 million on CSO and Water Quality projects (over \$20,000 per household). We anticipate being fully complete with our program within the next five years. Of the ten Long Term Control Plan (LTCP) Priority Projects identified in the 2014 LTCP Update, the first six are either complete or under construction.

We proactively started working much sooner than

many other CSO localities, even before a National CSO Policy. Our original plan was to completely separate the sanitary sewer system from the stormwater system, which was an excellent strategy up until a point. As we approached the downtown area, the costs associated with this strategy began to skyrocket. To continue, it was estimated that the approach would cost over \$300 million more and take decades more to complete. Additionally, about ten years ago, more emphasis was placed on eliminating pollutants from stormwater runoff, and the impacts of stormwater runoff on the James River and the Chesapeake Bay. As a result of these factors, we reevaluated the entire program. The National CSO Policy allows for three options to complete a CSO Program: 1. Complete Separation - which was our original plan, 2. Presumptive approach -



which is deemed effective if there is at least an 85% reduction in CSO volume, or 3. Demonstrative approach - which is deemed effective if the program does not result in water quality impairments.

Through extensive analysis and planning, we shifted away from the complete separation approach, which theoretically would have resulted in no overflows. We developed a program that met both the presumptive and demonstrative approach. This involved revising our CSO Long Term Control Plan and getting it approved by both the State Department of Environmental Quality and the EPA, along with entering into a new State Consent Order. The new plan results in a 93% reduction in the overall CSO volume, eliminates 115 of the original 132 overflow points, and meets the water quality requirements while saving nearly \$250 million. We will meet the goals of the program decades sooner at a much lower cost.

A \$54 million CSO project will soon be complete at the Wastewater Treatment Plant (WWTP). When finished, this project will increase the wet weather capacity of the WWTP to over 80 million gallons per day, enabling us to capture and treat a significant portion of the combined sewer flow before it is discharged to the James River resulting in substantial environmental improvements. It also has the added benefit of treating millions of gallons of stormwater runoff to a very high level, further improving water quality in the river. There are a number of other small CSO projects that we have remaining to be completed, which will further reduce the overflow volume and frequency. We anticipate being fully complete with the construction portion of our program within the next five years. Beyond that, we will be required to perform post-construction monitoring to ensure that the facilities perform as anticipated and meet the associated water quality requirements.



New pumps being installed as part of the CSO updates at the Lynchburg Regional Wastewater Treatment Plant.

In one drop...



2,744
linear feet of stream
restoration at Rock Castle
Creek



7,405
Lynchburg youth and
adults engaged in
environmental education
and outreach



\$60,000
NOAA and NAAEE 21st
CCLC Watershed STEM
Education Partnership
grant awarded to LWR



90%
reduction in CSO volume
due to \$400 Million
investment in CSO and
Water Quality Projects.



7,490
views of Water Wonders,
a virtual education video
series.



426,180
pounds of sediment
reduced annually towards
the Chesapeake Bay
TMDL.



College Lake

In 1934, College Lake Dam was built by the Virginia Department of Highways as part of the development of what is now known as Lakeside Drive. University of Lynchburg (formerly Lynchburg College) gave the Commonwealth of Virginia a piece of land to build the 35-foot high dam and roadway across Blackwater Creek, creating College Lake. When it was completed, College Lake was a 44.5-acre scenic body of water that students and residents used for swimming, boating, and fishing in the summer and ice skating in the winter. However, over the decades, sediment from upstream development and increased runoff filled in much of the lake, which is now only about 19 acres, transforming the lake from a thriving ecosystem and recreation facility to a struggling urban lake.

College Lake Dam is classified as a high hazard dam. In 2008, changes in dam safety regulations required that all new and existing high hazard dams meet much more stringent regulations. The City began to immediately evaluate options to comply with the regulations and ensure our citizens' safety. However, before any improvements were implemented a near catastrophe occurred. On August 2, 2018, a severe thunderstorm dumped over six inches of rain in about two hours, resulting in the over topping and near failure of the dam and Lakeside Drive. Following that event, in close collaboration with the University of Lynchburg, the decision was made to remove the dam.

To enhance the safety of those downstream until the dam can be removed, significant efforts have been made to continuously monitor and inspect the dam during rainfall events so that we can react quickly and appropriately should any issue arise, earning praise from the Department of Conservation and Recreation Division of Dam Safety. The City of Lynchburg and the University of Lynchburg have been working with our consultants, AECOM, to develop a plan to safely remove College Lake Dam, reconnect Blackwater Creek, manage the sediment, restore the lake bed, and create wetlands to create a thriving habitat that will serve our community for generations to come.



Chesapeake Bay TMDL

In 2012, the Stormwater Utility was primarily established to address the significant stormwater infrastructure needs and meet the stringent requirements of our Municipal Separate Storm Sewer System (MS4) permit. This included the permit requirement of complying with the strict requirements of the Chesapeake Bay TMDL to reduce nitrogen, phosphorous, and sediment being discharged into the James River and the Chesapeake Bay. Through creative planning and innovative strategies, we have been able to meet these goals nearly eight years ahead of schedule and at a fraction of the cost without having to increase stormwater rates. One of the premier projects that helped us to achieve this goal was the Rock Castle Creek Stream Restoration Project. This project included 2,744 linear feet of stream restoration. Through the restoration, the project transformed a heavily incised and eroded stream into a beautiful waterway that reduces nitrogen by 2,881 pounds per year, phosphorus by 1,236 pounds per year, and sediment by 426,180 pounds per year respectively.

Rock Castle Creek Stream Restoration Project

	Location 1	Location 2	Location 3
Before			
During			
After			

Education and Outreach

The importance for education and outreach at Water Resources is evident. Citizens engage with Lynchburg Water Resources every day, whether they realize it or not. Every time a customer turns on the tap, flushes the toilet, or rain falls on the streets, citizens are engaging with our department's work. Since our operational success relies on our community members using and caring for our water resources at home, education and outreach is extremely important. This year our education and outreach team reached a total of 7,405 youth and adult citizens in Lynchburg at festivals, in schools, through plant tours, and other programming. We had a presence at Lynchburg festivals and parades (check out the picture of our Vac-Con truck decorated with snowflakes created by LCS students!)

Our education and outreach team also designed outreach materials (brochures and fliers) for best management practices for car washing, pool maintenance, flushables, and proper grease disposal. Additionally, rain barrel workshops were conducted to allow citizens to learn about how stormwater management practices protect the environment and provide citizens with the opportunity to build their own rain barrel. Our team also assisted with watershed themed camps and programs that connect youth to their water resource while learning water science. Our education and outreach would not be complete without providing professional development for teachers and instructors. This professional development introduces teachers to environmental education and provides skills to successfully teach an environmental education lesson in their own classroom.



VacCon truck decorated for the Christmas Parade with paper snowflakes made by LCS students.



ArtStorm 2019

In FY 2020, our annual ArtStorm program expanded onto 5th Street. This program highlights the importance of stormwater, management, and keeping our roads and communities free of pollution. Six storm drains on 5th Street were painted by local artists. The program was highlighted on three TV news segments. In addition to the painted storm drains on 5th Street, six storm drains were painted by art students on the E.C. Glass High School campus. We partnered with the advanced art class at E.C. Glass, involving 20 students, which helped raise environmental awareness on the school's campus to approximately 1,800 students and faculty. Additionally, social media posts about the ArtStorm program reached over 27,000 people. Since this project is public art, the storm drains' messages will reach a much larger audience who frequently walk along the streets to encourage them to spread the message: Only rain down the drain, only rain to the James!

Game Over, Grease!

One of our main community participation projects in 2019 was our third annual Grease take-back event during the Thanksgiving weekend. This program aims to provide citizens with proper grease disposal



A snap shot of LWR's virtual education outreach, Water Wonders.



information and kits to prevent "fatbergs" in our sewer systems. Our team passed out 750 grease collection kits. Citizens could return their grease for recycling at five drop off locations over Thanksgiving weekend and at the WWTP year-round! The program was spotlighted on local morning news shows and was featured on three local evening news stations. The grease take-back event was also marketed on our social media platforms, reaching a total audience of 23,187. The grease take-back program continued with printed materials and can lids being distributed throughout the year. Additionally, citizens are able to drop off their grease for recycling year round at the grease recycling center at the WWTP. This program will continue to raise awareness and promote behavior change to implore citizens to properly dispose of their grease to avoid sewer clogs and overflows and protect their environment, right at their kitchen sink!

Virtual Programming

Our education and outreach staff would be hosting and planning a large number of in-person field trips, tours, large scale events, and festivals in a typical spring. However, this year has been anything but ordinary in the education and outreach world. Due to COVID-19, typical education and outreach strategies were not safe. As a solution to continue to raise awareness and spark positive change in the community, the education and outreach staff began filming a series of videos entitled Water Wonders. The lighthearted, upbeat videos highlight the work of LWR while also showing the plants and wildlife that benefit from clean water to demonstrate the importance of LWR's work in the natural and built world. A total of 18 episodes were published from March 2020 to June 2020, with 7,490 views across those episodes. The campaign also featured special events that would have otherwise had an in-person education and outreach event, such as Earth Day, Arbor Day,

and Drinking Water Week. The campaign's videos include activities and individual/household actions that families can complete at home or in their neighborhoods to help protect and conserve our water resources. Overall, the campaign has created a consistent, comprehensive continuation of education and outreach programming in a safe, virtual format during the pandemic. And remember... Every splash begins with one drop!

Community Partnerships

Finally, our community partnerships have been strengthened this year. We have partnered with 15 community partners this year! Our education and outreach team was also awarded the National Oceanic and Atmospheric Administration (NOAA) and North American Association for Environmental Education (NAAEE) 21st Century Community Learning Centers Watershed STEM Education Partnership grant. This grant will create an after school, community based, STEM, and water-focused program at two Lynchburg City School's 21st CCLC sites at the end of FY 2020. The grant was a very competitive, nationwide search, and having our team selected by experts in the field demonstrates the positive impacts our education and outreach team are making in the community. While implementation was paused in the summer and fall due to COVID-19, our team is hoping to begin grant implementation in the Spring of 2021. Stay tuned for some fantastic student action projects!



An after school group on a tour of the College Hill Water Treatment Plant.

Fiscal Responsibility

Being fiscally responsible encompasses many things. It is not just about keeping our rates low and controlling costs. It is also about investing in our water, wastewater, and stormwater infrastructure (water infrastructure) to ensure that it will adequately and reliably meet the needs of current and future generations' needs. Budgets and associated rates should reflect the true costs of providing our services. In other words, we should not just defer maintenance and replacement of our water assets to balance our budgets. Water infrastructure is among the costliest of all the utility services to maintain due to its size and complexity. It takes an enormous effort just to assess its' condition, determine its' adequacy, and plan for the needs of future generations. To more comprehensively address the City's water infrastructure needs, we have begun an effort to develop a 20-year Capital Improvement Program (CIP). Historically, we have developed a 5-year CIP, which has served us well over the years, but as previously mentioned in this report, we are at the "Dawn of the Replacement Era." Our infrastructure needs have never been greater, from aging water and sewer lines to sewer line capacity issues and unsewered areas of the City, to failing stormwater systems. It is essential that we take a holistic look at our needs, then determine the most cost effective and equitable ways to meet our needs and achieve our goals. The 20-year CIP will help us do just that. It will assist with project timing, the development of financial solutions, and help minimize the financial impact to our customers overall.

Our Rates

Water and Sewer Rates

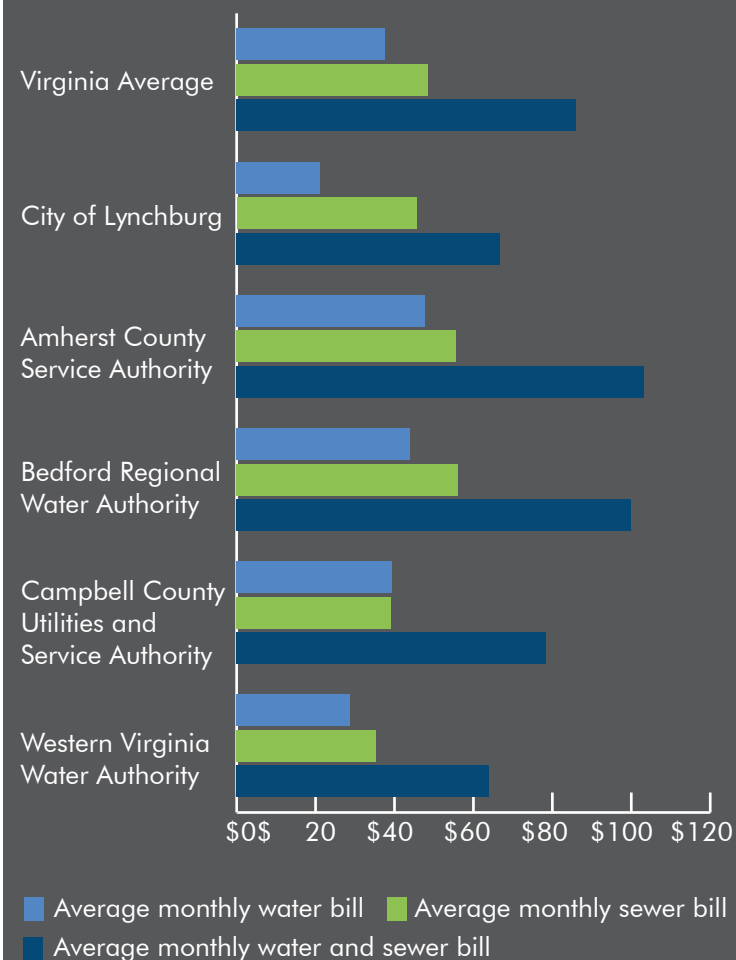
We are very proud of the fact that our water and sewer rates are among the lowest in the state. Over the past decade, rates have escalated at a much faster pace in other localities than here in Lynchburg. Based on The 32nd Annual Virginia Water and Wastewater Rate Report 2020 by Draper Aden Associates, our average

In one drop...



Initiated development of 20-year Capital Improvement Plan.

Average Monthly Residential Water and Sewer Bills (5,000 Gallons)

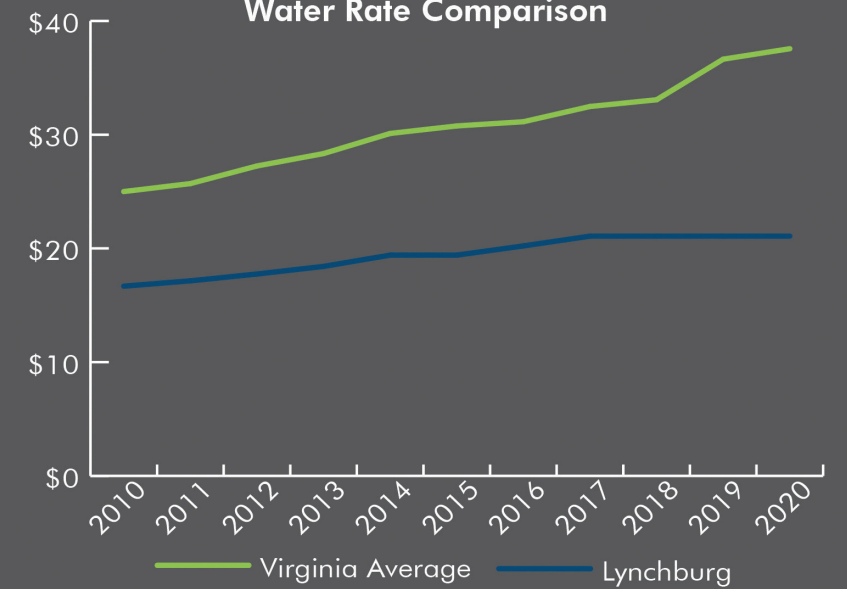


monthly water bill for a family using 5,000 gallons of water is \$16.48 per month less than the state average, or \$21.08 compared to the state average of \$37.56. Even with our CSO Program, our average monthly sewer bill is \$45.56 compared to the state average of \$48.50. Compared to our neighboring localities, we are far less than the surrounding counties and comparable to the Western Virginia Water Authority (Roanoke City and County). High quality water and sewer services with adequate capacity and competitive rates not only benefit our residents but are also essential factors in attracting new businesses to our city.

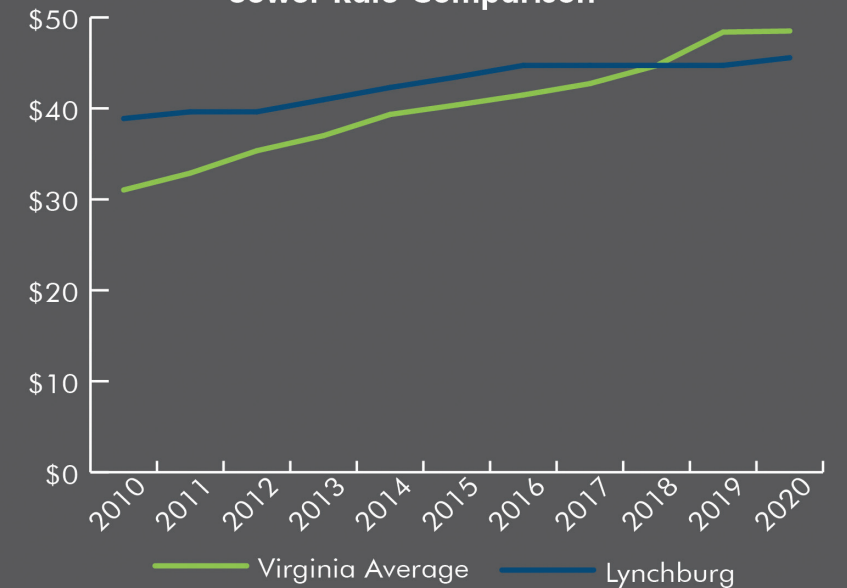
Stormwater Rates

There are now at least 28 stormwater utilities in the state. Localities established utilities primarily to meet the challenging requirements of the Phase I and Phase II Municipal Separate Storm Sewer System (MS4) Permits, including compliance with the Chesapeake Bay and other Total Maximum Daily Loads (TMDLs). In addition to compliance with the six minimum control measures required in our permit, the stormwater utility provides funding for infrastructure maintenance and repair, which has been significantly neglected over the decades. When we established the stormwater utility in 2012, we anticipated that the stormwater rates would have to at least double by this point. However, through ingenuity and creativity we have not had to request a rate increase since the utility's inception. Based on a Virginia Municipal Stormwater Association (VAMSA) survey, our rate of \$4.00 per Single Family Unit (SFU) per month is below the states median utility rate of \$4.50. By comparison, the City of Roanoke's rate is \$5.40 and the City of Charlottesville's is \$5.99 per month. The highest rate in the State is the City of Falls Church at \$20.16 per month.

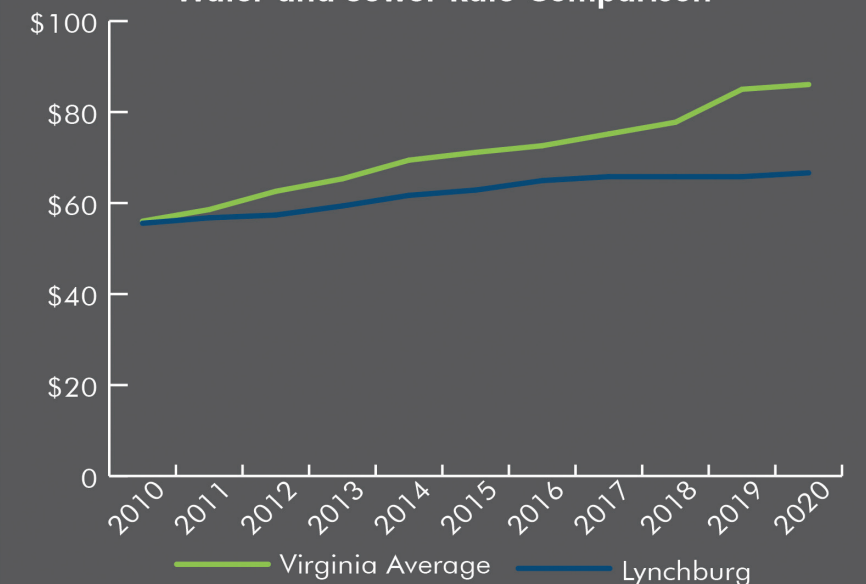
Water Rate Comparison



Sewer Rate Comparison



Water and Sewer Rate Comparison



FY 2020 Budget

All three funds finished the year meeting or exceeding all financial targets. The Water Fund finished the year with revenues exceeding budgeted revenues by over \$700,000 while expenses were \$1.18 million under budget. The year-end Unrestricted Cash Balance was 60% compared to a target of 25% - 40% and the Debt Coverage Ratio was 1.67, which was well above the minimum of 1.20. Similarly, the Sewer Fund finished the year with revenues of \$1.55 million above budget and expenses \$1.45 million below budget. The year-end Unrestricted Cash Balance was 46% compared to a target of 25% - 40% and the Debt Coverage Ratio was 1.58, which was well above the minimum of 1.20. Additionally, the Sewer Fund met all the financial requirements of our CSO Consent Order. Revenues in the Stormwater Fund were \$80,000 above budget while expenses were \$181,000 below budget with an Unrestricted Cash Balance of 44% and a Debt Coverage Ratio of 7.45. In all funds, excess funds are either transferred or budgeted in subsequent years to pay-as-you-go capital or in some cases, utilized to help supplement one-time operational expenses in order to differ rate increases.

Overall, all three funds are in a strong and stable financial situation. However, future rates will need to be supportive of the overall personnel, operational, and capital needs of the Department. Critical areas include: developing and maintaining a well trained, stable, and responsive workforce to our customer needs 24/7, compliance with current and future regulatory actions, and adequate development and renewal of all our water infrastructure to adequately meet the current and future needs of our City.



	FY 2019 Adopted Budget	FY 2019 Actual Q4 YTD	FY 2019 % of Budget	FY 2020 Adopted Budget	FY 2020 Actual Q4 YTD	FY 2020 % of Budget	FY 2020 \$ Variance Adopted Budget vs Actual
Sewer Operating Fund Financial Summary							
Revenues:							
Charges for Services	\$18,451,183	\$20,059,010	109%	\$18,585,064	\$19,131,575	103%	\$546,511
Sewer Contracts	3,893,603	4,167,114	107%	4,400,670	5,130,704	117%	730,034
Interest and Other	106,920	484,822	453%	209,460	486,085	232%	276,625
	\$22,451,706	\$24,710,946		\$23,195,194	\$24,748,364		\$1,553,170
Expenses:							
Departmental O&M	\$11,431,281	\$11,256,389	98%	\$12,378,561	\$11,490,442	93%	\$888,119
Non-Departmental O&M	373,580	280,352	75%	245,861	417,212	170%	(171,351)
Capital Outlay/Purchases	464,535	-	0%	545,000	-	0%	545,000
Transfers to Capital	4,500,000	4,500,000	100%	4,000,000	4,000,000	100%	-
Debt Service	9,196,406	9,072,555	99%	8,355,088	8,167,794	98%	187,294
	\$25,962,802	\$25,109,296		\$25,524,510	\$24,075,448		\$1,449,062
Water Operating Fund Financial Summary							
Revenues:							
Charges for Services	\$12,718,983	\$12,862,554	101%	\$13,202,040	\$13,279,226	101%	\$77,186
Water Contracts	1,971,330	2,257,629	115%	2,067,484	2,280,074	110%	212,590
Interest and Other	287,993	783,034	272%	334,496	746,206	223%	411,710
	\$14,978,258	\$15,903,217		\$15,604,020	\$16,305,506		\$701,486
Expenses:							
Departmental O&M	\$9,976,654	\$9,575,137	96%	\$10,706,269	\$9,618,411	90%	\$1,087,858
Non-Departmental O&M	334,477	138,317	41%	261,341	369,298	141%	(107,957)
Capital Outlay/Purchases	96,000	-	0%	133,500	-	0%	133,500
Transfers to Capital	2,400,000	2,400,000	100%	3,800,000	3,800,000	100%	-
Debt Service	3,914,943	3,866,261	99%	3,870,240	3,803,687	98%	66,553
	\$16,722,074	\$15,979,715		\$18,771,350	\$17,591,396		\$1,179,954
Stormwater Operating Fund Financial Summary							
Revenues:							
Charges for Services	\$3,205,800	\$3,226,946	101%	\$3,209,536	\$3,264,801	102%	\$55,265
Interest and Other	10,000	61,594	616%	15,000	39,976	267%	24,976
Transfers from Other Funds	275,000	275,000	100%	275,000	275,000	100%	-
	\$3,490,800	\$3,563,540		\$3,499,536	\$3,579,777		\$80,241
Expenses:							
Departmental O&M	\$2,840,836	\$2,655,075	93%	\$3,069,006	\$2,915,208	95%	\$153,798
Non-Departmental O&M	51,656	20,212	39%	34,368	62,782	183%	(28,414)
Capital Outlay/Purchases	54,535	-	0%	35,000	0	0%	35,000
Transfers to Capital	337,500	337,500	100%	300,000	300,000	100%	-
Transfers to General Fund	337,500	337,500	0%	0	0	0%	-
Debt Service	88,628	40,438	46%	107,675	86,839	81%	20,836
	\$3,710,655	\$3,390,725		\$3,546,049	\$3,364,829		\$181,220

Being resilient is more critical now than ever. As we began FY 2020, little did we realize the challenges that lay ahead from COVID, social unrest, and more frequent and intense storms. Although we struggled at times, we were able to continue to provide the water services that our citizens expect and deserve due to excellent planning and preparation.

On October 23, 2018, the America Water Infrastructure Act was signed into law. This Act required that we take our already comprehensive Emergency Response Plans to another level. Risk and Resilience Assessments were to be completed by March 31, 2020. These included assessments of risks to all components of the water system from internal and external malevolent acts as well as natural hazards. This was an extensive evaluation of the physical systems, financial infrastructure, system monitoring and oversight, chemical handling, and system operation and maintenance. Additionally, our Emergency Response Plan had to be revised and updated to prepare for all identified risks.

Water Resources has taken a very proactive role in overall preparedness. Our Assistant Director has served as the committee chairperson and generally has been active with the Local Emergency Planning Committee (LEPC) for the past 4 years. Additionally, our Water Quality Manager has been an active participant and City representative with the Central Virginia Planning District Hazard Mitigation Plan development. We are currently in conversation with the Environmental Protection Agency (EPA) to look at ways to improve our emergency management practices. We are evaluating some pilot projects with specialty contractors who can deliver services we have never utilized in the past.

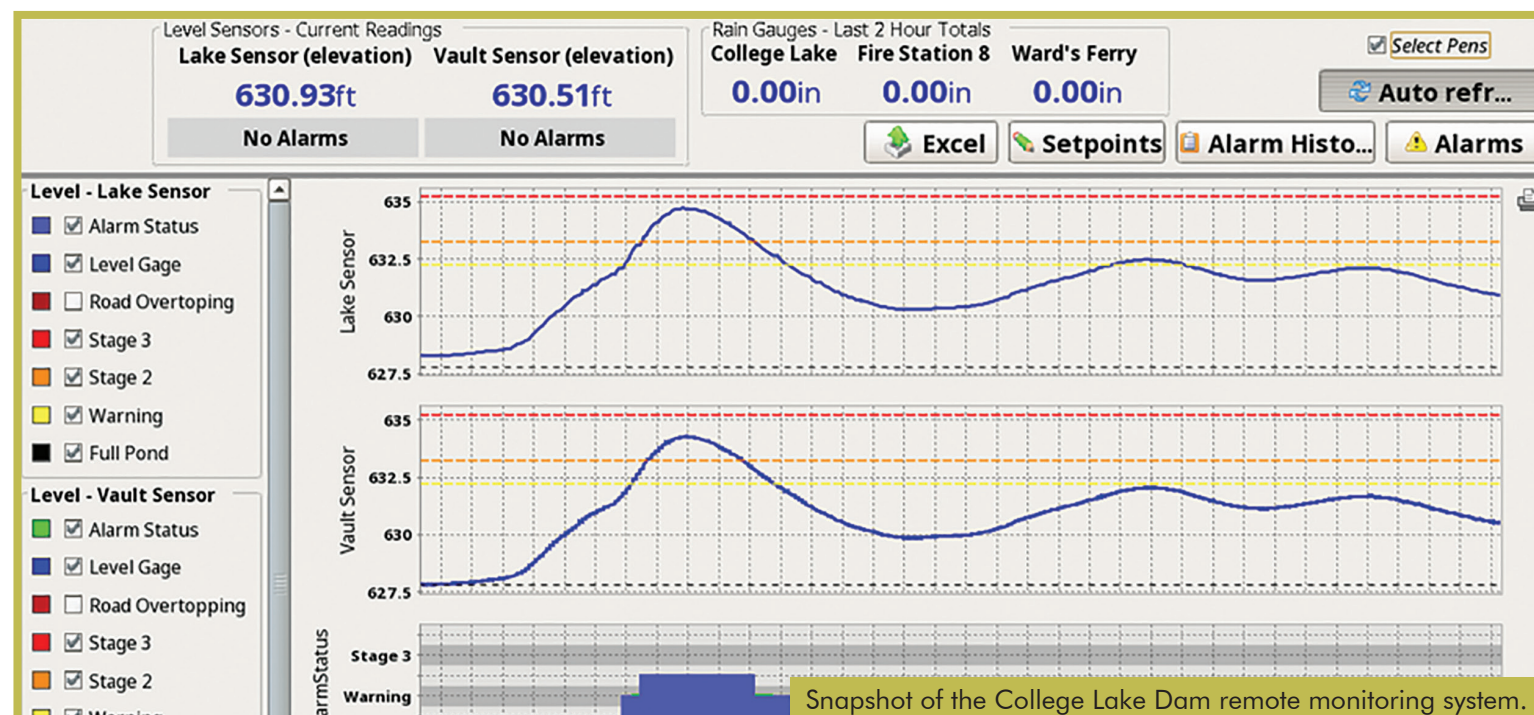
One of our biggest challenges from a resiliency standpoint is staffing levels in every Division of the Department. This has been exasperated by the impacts of COVID. Over the years we have streamlined staffing while expanding operations to address the overall needs which has created the situation where we have no reserve factor built into

Water Resources employee observing College Lake Dam after a rain event.



the system. Essentially, we are a 24/7 operation but staffed at an 8 to 5 level, which often results in critical projects or programs being deferred to address emergency or time sensitive issues.

One example of how this has significantly impacted our operation is the convergence of the impacts of increased frequency and intensity of storms and failing infrastructure. This is nowhere more prominent than the impacts of College Lake Dam. We activate the College Lake Dam Emergency Action Plan during every significant rain event and mobilize at least 14 Water Resources employees to monitor, observe, and inspect College Lake Dam. This is done to ensure the safety of all those downstream and the motorists traveling on Lakeside Drive. This occurs numerous times throughout the year, day and night, with many events lasting more than 24 hours. These actions, along with the extensive planning and coordination associated with ultimately removing the dam and the day to day monitoring and maintenance, has dramatically impacted our operational capacity. We must take an aggressive approach to become even more resilient. A resilient utility is essential to a thriving community. We must be prepared to mitigate all potential threats and risks through adequate and well-trained staff, robust infrastructure, and exceptional planning.



In one drop...



24/7 operations
maintained during COVID, social unrest and more frequent and intense storms.



14 employees
dispatched to monitor, observe, and inspect College Lake Dam during significant rain events.



Emergency Response Plan
developed including Risk and Resilience Assessments



Department of Water Resources
EMERGENCY RESPONSE PLAN
September 2020



CONFIDENTIAL

This document contains information exempt from mandatory disclosure under the Freedom of Information Act (FOIA) [5 U.S. Code (USC) 552, Exemption 2], and Virginia Government Code §2.2-3705.2(14).



**"How lucky are we that we get to
be the ones that solve this."**
-Matt Damon, Brave Blue World



525 Taylor Street
Lynchburg, VA 24501
www.lynchburgva.gov



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WATER
RESOURCES

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Department of Water Resources

Financial Projections FY 2021 to FY 2026



WATER FUND
FINANCIAL PROJECTIONS
FY 2021 to FY 2026

CITY OF LYNCHBURG
PROJECTED WATER CAPITAL FUND CASH FLOW

	Projected FY 2021	Projected FY 2022	Projected FY 2023	Projected FY 2024	Projected FY 2025	Projected FY 2026
Beginning Funds (1)	\$6,268,387	\$4,772,016	\$2,108,070	\$2,223,720	\$2,293,720	\$2,158,720
Receipts:						
Transfers from Operations	3,500,000	1,800,000	1,000,000	1,000,000	1,000,000	800,000
LOC Borrowings (2)	3,602,877	8,103,500	7,088,666	9,299,500	3,512,500	5,632,500
G.O. Borrowings (3)	1,458,067	-	-	-	-	-
Total Receipts	\$8,560,944	\$9,903,500	\$8,088,666	\$10,299,500	\$4,512,500	\$6,432,500
Capital Expenditures:						
Annual Water Petitions	50,000	125,000	225,000	75,000	75,000	75,000
Distribution System Improvements	4,218,781	6,404,446	3,536,016	2,659,500	2,457,500	2,157,500
Annual Facility Improvements	772,692	1,698,000	970,000	1,330,000	1,500,000	100,000
Downtown Area Business Improvements	2,830,424	2,000,000	1,002,000	4,000,000	400,000	4,000,000
Water Tank Rehabilitation	591,825	640,000	440,000	665,000	215,000	330,000
Water Meter Replacements	1,500,000	1,500,000	1,500,000	1,500,000	-	-
College Hill Space Study	56,093	200,000	300,000	-	-	-
Other	37,500	-	-	-	-	-
Total Expenditures	\$10,057,315	\$12,567,446	\$7,973,016	\$10,229,500	\$4,647,500	\$6,662,500
Ending Capital Funds	\$4,772,016	\$2,108,070	\$2,223,720	\$2,293,720	\$2,158,720	\$1,928,720

Notes:

1. Beginning Funds in FY 2021 includes:

Cash	\$132,144.00
Investments	6,151,540
Discount/Premium on Investment	(15,297)
	<u>\$6,268,387</u>

2. LOC Borrowings are draws from line of credit. LOC draws are projected to be refunded with general obligation bonds in FY 2022, FY 2024, and FY 2026.
3. Remaining proceeds from Series 2020 Bond Issuance used in FY 2021.

CITY OF LYNCHBURG
PROJECTED WATER OPERATING FUND DEBT COVERAGE

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Revenues:							
Charges for Services	\$13,279,226	\$12,831,225	\$13,080,086	\$13,580,441	\$14,144,181	\$14,766,181	\$15,123,777
Water Contracts	2,280,074	2,113,488	2,098,955	2,166,753	2,218,935	2,283,283	2,348,729
Interest and Other	746,206	193,400	47,500	62,500	65,500	71,500	77,500
Total Revenues	\$16,305,506	\$15,138,113	\$15,226,541	\$15,809,694	\$16,428,616	\$17,120,964	\$17,550,006
Expenses:							
Water Treatment	\$3,154,247	\$3,513,394	\$3,563,365	\$3,670,266	\$3,780,374	\$3,893,785	\$4,010,599
Water Line Maintenance	2,065,704	2,193,238	2,281,419	2,349,862	2,420,357	2,492,968	2,567,757
Meter Reading	478,177	598,014	653,269	728,640	804,471	850,778	876,301
Administration / Engineering	3,920,283	4,155,882	4,136,950	4,261,059	4,388,890	4,520,557	4,656,174
Non-Departmental	415,891	288,341	260,564	256,521	264,657	272,976	281,486
Capitalizable Cost (1)	(90,430)	(85,000)	(87,550)	(90,177)	(92,882)	(95,668)	(98,538)
Total Expenses	\$9,943,872	\$10,663,869	\$10,808,017	\$11,176,170	\$11,565,868	\$11,935,396	\$12,293,778
Operating income	\$6,361,634	\$4,474,244	\$4,418,524	\$4,633,524	\$4,862,748	\$5,185,568	\$5,256,228
Debt Service	\$3,803,687	\$3,500,316	\$3,506,937	\$3,837,993	\$3,887,931	\$4,273,201	\$4,320,691
Net Revenue	\$2,557,947	\$973,928	\$911,587	\$795,531	\$974,817	\$912,367	\$935,537
Debt Coverage Ratio	1.67	1.28	1.26	1.21	1.25	1.21	1.22

Notes:

1. Capitalizable Cost includes City internal labor charges applicable to time spent on capital project activities.

CITY OF LYNCHBURG
PROJECTED WATER OPERATING FUND CASH FLOW

	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Beginning Funds (1)	\$8,271,640	\$5,718,569	\$4,849,606	\$4,636,961	\$4,600,896	\$4,499,595
Net Revenue Plus Capitalized Costs	888,928	824,037	705,355	881,935	816,699	836,999
Capital Expenditures for Equipment (2)	58,000	107,000	82,000	82,000	82,000	82,000
Transfers to Water Capital Fund	(3,500,000)	(1,800,000)	(1,000,000)	(1,000,000)	(1,000,000)	(800,000)
Ending Funds	\$5,718,569	\$4,849,606	\$4,636,961	\$4,600,896	\$4,499,595	\$4,618,594
Water Operating Fund Budget (3)	\$14,249,185	\$14,402,504	\$15,104,339	\$15,546,680	\$16,304,265	\$16,713,007
Ending Funds as a % of Budget	40%	34%	31%	30%	28%	28%

Notes:

1. Beginning Funds in FY 2021 includes:

Unrestricted Cash	\$850,742
Investments	7,392,848
Discount / Premium on Investments	(18,923)
Unrealized Loss on Investment	14,183
Interest Receivable on Investment	32,790
	<u>\$8,271,640</u>

2. FY 2023 - FY 2026 includes waterline maintenance and water treatment replacement equipment only.

3. Water Operating Fund Budget equals operating expenses and debt service expenditures. No capitalizable costs are included.

CITY OF LYNCHBURG
WATER OPERATING FUND CHARGES FOR SERVICES

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Water Sales							
HCF Use (1)	3,173,954	3,032,000	3,080,000	3,100,000	3,100,000	3,100,000	3,100,000
Water Volume Rate (2)	2.68	2.68	2.68	2.80	2.95	3.15	3.24
	\$8,506,196	\$8,125,760	\$8,254,400	\$8,680,000	\$9,145,000	\$9,765,000	\$10,044,000
All Other:							
Account / Fixed Charge (3)	1,289,222	1,293,000	1,293,500	1,294,500	1,295,500	1,295,500	1,296,500
Sewer/Stormwater Fund Charge (4)	2,060,000	2,111,000	2,065,000	2,126,950	2,190,759	2,190,759	2,256,481
Hydrant Rentals-Water	0	250	250	250	250	250	250
Hydrant Rentals-Equip.	1,530	2,000	1,000	1,000	1,000	1,000	1,000
General Fund Fire Protection	836,390	864,215	887,886	890,141	914,523	914,523	916,846
Cut-On/Off-Late Fees	88,584	42,000	102,000	102,000	102,000	102,000	102,000
Meter Removal	4,560	500	7,050	7,100	7,150	7,150	7,200
Delinquent Account Fee	62,025	2,000	93,000	94,000	95,000	96,000	97,000
Fire Protection	122,760	123,500	124,000	125,000	126,000	127,000	128,000
Connection Fees	125,040	95,000	98,000	101,000	104,000	104,000	107,000
Availability Fees	79,840	80,000	60,000	62,500	65,000	65,000	67,500
Water Cost Plus & Other	103,079	92,000	94,000	96,000	98,000	98,000	100,000
	\$4,773,030	\$4,705,465	\$4,825,686	\$4,900,441	\$4,999,181	\$5,001,181	\$5,079,777
	\$13,279,226	\$12,831,225	\$13,080,086	\$13,580,441	\$14,144,181	\$14,766,181	\$15,123,777

Notes:

1. Average annual City billed water volume from FY 2016 - FY 2019 was 3,105,141 HCF. Due to the impacts of COVID-19, FY 2020 incurred lower consumption compared to previous four years in the categories of industrial, commercial and institutional offset by a marginal increase in domestic consumption. HCF volume in FY 2020 and FY 2021 includes water purchases associated with construction of the Wastewater Treatment Plant CSO Upgrade. These water purchases include 93,300 HCF purchased in FY 2020 and projected water purchases of 23,000 HCF in FY 2021. Construction is projected to be completed in March, 2021.
2. Water volume rate assumes 0% increase in FY 2022; 4.5% in FY 2023; 5.4% in FY 2024; 6.8% increase in FY 2025 and 2.9% increase in FY 2026.
3. Account/Fixed Charges are assumed to increase \$1,000 annually after FY2022 without increase in the customers' monthly rate.
4. Sewer/Stormwater Fund Charge is designed to recover cost of the Administrative / Engineering Sub-Department for work attributable to the Sewer and Stormwater Funds.

CITY OF LYNCHBURG
WATER OPERATING FUND CONTRACT REVENUES

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
AMHERST (1) (2)							
HCF Use	9,764	7,500	6,000	6,000	6,000	6,000	6,000
Rate	2.12	2.12	2.33	2.40	2.47	2.54	2.62
Current Year Billings	\$20,700	\$15,900	\$13,967	\$14,386	\$14,817	\$15,262	\$15,720
Prior Year Settlement	1,702	1,390	-	-	-	-	-
	\$22,402	\$17,290	\$13,967	\$14,386	\$14,817	\$15,262	\$15,720
BEDFORD (3)							
HCF Use	559,294	488,000	488,000	488,000	488,000	488,000	488,000
Rate	1.25	1.25	1.25	1.29	1.33	1.37	1.41
Current Year Billings	\$699,118	\$610,000	\$610,000	\$628,300	\$647,149	\$666,563	\$686,560
Prior Year Settlement	-	-	-	-	-	-	-
	\$699,118	\$610,000	\$610,000	\$628,300	\$647,149	\$666,563	\$686,560
CAMPBELL (2) (4)							
HCF Use	257,776	248,000	242,000	242,000	242,000	242,000	242,000
Rate	2.35	2.35	2.17	2.24	2.31	2.37	2.45
Current Year Billings	\$605,774	\$582,800	\$525,939	\$541,717	\$557,968	\$574,707	\$591,949
Prior Year Settlement	(29,447)	(59,402)	-	-	-	-	-
	\$576,327	\$523,398	\$525,939	\$541,717	\$557,968	\$574,707	\$591,949
WEST ROCK (5)							
HCF Use	422,583	390,000	385,000	385,000	385,000	385,000	385,000
Rate	1.57	1.66	1.71	1.77	1.80	1.85	1.90
	\$663,454	\$647,400	\$658,350	\$681,450	\$693,000	\$712,250	\$731,500
FRITO-LAY (5)							
HCF Use	203,041	190,000	170,000	170,000	170,000	170,000	170,000
Rate	1.57	1.66	1.71	1.77	1.80	1.85	1.90
	\$318,774	\$315,400	\$290,700	\$300,900	\$306,000	\$314,500	\$323,000
	\$2,280,074	\$2,113,488	\$2,098,955	\$2,166,753	\$2,218,935	\$2,283,283	\$2,348,729

Notes:

1. Amherst water is projected to decreased as Central Virginia Training Center closed July, 2020.
2. Amherst and Campbell County water rates from FY 2022 through FY 2026 are projected actual cost of water that will be charged and applied in the annual settlements.
3. Bedford County water use from FY 2021 - FY 2026 is based on minimum contract requirement purchase of 1 million gallons per day (MGD). Bedford's contract started October 1, 2016 at \$1.20 per HCF. Rates are revised each year thereafter on July 1 based on same percentage of increase or decrease of City's composite rate based on 7 HCF of monthly use. Annual rate adjustments are limited to change in annual CPI index plus 2%.
4. Campbell County's water use includes water not used per existing take or pay contract.
5. WestRock and Frito-Lay rates are based on cost of service rate calculations as per contract terms through FY 2024. FY 2025 assumes a 2.8% rate increase and FY 2026 assumes a 2.7% increase.

CITY OF LYNCHBURG
WATER OPERATING FUND OTHER REVENUES

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Other Revenues:							
Interest Revenue (1)	\$435,285	\$80,000	\$28,000	\$43,000	\$46,000	\$52,000	\$58,000
IRS Interest Rebate (2)	117,999	-	-	-	-	-	-
Federal Grants	-	-	-	-	-	-	-
All Other	192,922	113,400	19,500	19,500	19,500	19,500	19,500
	\$746,206	\$193,400	\$47,500	\$62,500	\$65,500	\$71,500	\$77,500

Notes:

1. Due to impacts of COVID-19, interest rates returns began decreasing beginning late FY 2020.
2. IRS Interest Rebate is from public improvement bonds issued 8/13/09 under the American Recovery Reinvestment Act that allows a semi-annual interest subsidy for capital projects. This bond was refinanced in FY 2017 that resulted in debt service payment savings in future years and ending interest subsidy payment in August, 2019.

CITY OF LYNCHBURG
WATER OPERATING FUND SUB-DEPARTMENT - ADMIN. / ENGINEERING

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Personnel Services (1)	\$1,787,880	\$1,874,221	\$1,874,901	\$ 1,931,148	\$ 1,989,082	\$ 2,048,755	\$ 2,110,218
Fringe Benefits	638,790	752,240	753,389	775,991	799,270	823,249	847,946
Supplies & Materials	84,278	81,500	86,000	88,580	91,237	93,975	96,794
Gasoline / Fuel	6,832	6,300	9,200	9,476	9,760	10,053	10,355
Internal Service Charges	35,646	38,010	39,141	40,315	41,525	42,770	44,054
Rentals & Leases	6,507	5,000	5,200	5,356	5,517	5,682	5,853
Communication Charges	20,273	23,800	22,600	23,278	23,976	24,696	25,436
Contractual Services (2)	107,415	154,880	153,860	158,476	163,230	168,127	173,171
Training & Travel	17,612	13,000	26,800	27,604	28,432	29,285	30,164
Indirect Costs (3)	1,108,711	1,088,944	1,037,093	1,068,206	1,100,252	1,133,260	1,167,257
Self-Insurance	97,004	100,887	112,016	115,376	118,838	122,403	126,075
Miscellaneous	9,335	17,100	16,750	17,253	17,770	18,303	18,852
	\$3,920,283	\$4,155,882	\$4,136,950	\$4,261,059	\$4,388,890	\$4,520,557	\$4,656,174

Notes:

1. Personnel Services are based on 29.6 full time equivalent (FTE) positions.
2. Contractual Services are projected to increase beginning in FY 2021 mostly for citizen communications and City code review.
3. Indirect Costs decreases in FY 2021 due to overall decrease cost allocations from other City departments.

CITY OF LYNCHBURG
WATER OPERATING FUND SUB-DEPARTMENT - WATER TREATMENT

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Personnel Services (1)	\$1,201,882	\$1,236,724	\$1,201,384	\$1,237,426	\$1,274,548	\$1,312,785	\$1,352,168
Fringe Benefits	462,487	541,712	525,786	541,560	557,806	\$574,541	\$591,777
Supplies & Materials	100,470	155,400	173,650	178,860	184,225	\$189,752	\$195,445
Chemicals (2) (3)	401,544	387,000	427,000	439,810	453,004	\$466,594	\$480,592
Gasoline / Fuel	3,810	4,200	6,200	6,386	6,578	\$6,775	\$6,978
Internal Service Charges	23,897	33,402	35,070	36,122	37,206	\$38,322	\$39,472
Rentals & Leases	3,885	4,700	5,000	5,150	5,305	\$5,464	\$5,628
Communication Charges	16,991	17,900	20,500	21,115	21,748	\$22,401	\$23,073
Electricity (2)	447,538	500,000	580,000	597,400	615,322	\$633,782	\$652,795
Other Utilities	154,615	212,000	213,479	219,883	226,480	\$233,274	\$240,272
Contractual Services (4)	262,864	344,856	294,696	303,537	312,643	\$322,022	\$331,683
Training & Travel	4,175	5,100	9,700	9,991	10,291	\$10,599	\$10,917
Misc., and Operations Fee	70,090	70,400	70,900	73,027	75,218	\$77,474	\$79,799
	\$3,154,247	\$3,513,394	\$3,563,365	\$3,670,266	\$3,780,374	\$3,893,785	\$4,010,599

Notes:

1. Personnel Services are based on 24 full time equivalent (FTE) positions.
2. Chemicals and Electricity includes a contingency for incremental cost of treating James River water in dry weather periods.
3. Average fluoride purchases are one truckload per year for approximately \$30,000. FY 2020 incurred an additional truckload in June, 2020.
4. Actual Contractual Services in FY 2020 included savings for equipment maintenance and repairs and grounds maintenance.

CITY OF LYNCHBURG
WATER OPERATING FUND SUB-DEPARTMENT - WATER LINE MAINTENANCE

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Personnel Services (1)	\$813,326	\$826,868	\$880,611	\$907,029	\$934,240	\$962,267	\$991,135
Fringe Benefits	317,648	394,791	375,260	386,518	398,113	410,057	422,358
Supplies & Materials	569,827	565,050	578,650	596,010	613,890	632,306	651,276
Gasoline / Fuel	27,122	33,025	43,025	44,316	45,645	47,015	48,425
Internal Service Charges	151,661	185,687	191,139	196,873	202,779	208,863	215,129
Rentals & Leases	4,244	4,000	4,000	4,120	4,244	4,371	4,502
Communication Charges	9,636	11,550	12,150	12,515	12,890	13,277	13,675
Contractual Services	152,878	157,017	174,084	179,307	184,686	190,226	195,933
Training & Travel	3,552	4,100	10,350	10,661	10,980	11,310	11,649
Miscellaneous	15,812	11,150	12,150	12,515	12,890	13,277	13,675
	\$2,065,704	\$2,193,238	\$2,281,419	\$2,349,862	\$2,420,357	\$2,492,968	\$2,567,757

Notes:

1. Personnel Services are based on 18.75 full time equivalent (FTE) positions.

CITY OF LYNCHBURG
WATER OPERATING FUND SUB-DEPARTMENT - METER READING

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Personnel Services (1)	\$232,593	\$245,581	\$245,392	\$252,754	\$260,336	\$268,146	\$276,191
Fringe Benefits	97,139	116,104	113,685	117,096	120,608	124,227	127,953
Supplies & Materials (2)	53,867	37,600	94,500	97,335	100,255	103,263	106,361
Gasoline / Fuel	8,675	10,050	13,050	13,442	13,845	14,260	14,688
Internal Service Charges	25,610	86,638	34,299	35,328	36,388	37,479	38,604
Rentals & Leases	-	100	100	103	106	109	113
Communication Charges	5,001	4,725	6,325	6,515	6,710	6,911	7,119
Contractual Services (3)	53,843	92,216	140,918	200,918	260,918	290,918	299,646
Training & Travel	1,389	5,000	5,000	5,150	5,305	5,464	5,628
Miscellaneous	61	-	-	-	-	-	-
	\$478,177	\$598,014	\$653,269	\$728,640	\$804,471	\$850,778	\$876,301

Notes:

1. Personnel Services are based on 6 full time equivalent (FTE) positions.
2. Beginning in FY 2022, meter components are anticipated to increase that is in direct correlation with the efforts to have entire City using cellular meters by FY 2024. See Note 3 below.
3. Beginning in FY 2020, water meters using cellular technology began replacing older water meters. Cellular meters require third party cellular data transmission service . Transmitting service costs increase as new cellular meters are installed. All meters using cellular technology is expected to be completed in FY 2024.

CITY OF LYNCHBURG
WATER OPERATING FUND NON-DEPARTMENTAL

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Financial Audit	\$30,039	\$26,282	\$30,124	\$31,028	\$31,959	\$32,917	\$33,905
Interest on Customer Deposits	22,465	12,500	15,000	17,000	19,000	21,000	23,000
Workers Compensation (1)	140,353	47,971	50,000	51,500	53,045	54,636	56,275
Retirees Health Benefits(1)	106,560	116,588	118,440	121,993	125,653	129,423	133,305
Allowance for Doubtful Accounts	69,881	60,000	50,000	40,000	40,000	40,000	40,000
Unemployment	-	-	2,000	-	-	-	-
Compensation Adjustments (2)	-	-	-	-	-	-	-
Managed Vacancies	-	-	(30,000)	(30,000)	(30,000)	(30,000)	(30,000)
Project Costs Expensed (3)	46,593	25,000	25,000	25,000	25,000	25,000	25,000
	\$415,891	\$288,341	\$260,564	\$256,521	\$264,657	\$272,976	\$281,486

Notes:

1. Workers Compensation, OPEB & Retirees Health Benefits amounts in FY 2021 and FY 2022 are base on estimates provided by Human Resources Department.
2. Compensation Adjustments include assumed pay increases for all Water Fund employees.
3. Project Costs Expensed are capital project expenses that have at least one of these characteristics: (1) Any project costing less than \$10,000 (2) Designed projects that are not expected to go to the construction phase. (3) Any project cost that does not meet the criteria for capitalization.

CITY OF LYNCHBURG
WATER OPERATING FUND DEBT SERVICE

	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
P&I on Outstanding Debt @ 6/30/19	\$3,472,294	\$3,370,981	\$3,284,651	\$3,175,257	\$3,031,607	\$2,981,218
Debt Service Charges	1,000	2,000	2,100	2,200	2,300	2,400
Interest on LOC Borrowings (1)						
FY 2021	27,022	-	-	-	-	-
FY 2022	-	133,956	-	-	-	-
FY 2023	-	-	63,798	-	-	-
FY 2024	-	-	-	223,030	-	-
FY 2025	-	-	-	-	35,125	-
FY 2026	-	-	-	-	-	132,904
P&I Payments on New G.O. Bonds (2) (3)						
\$ 11.7 G.O Bond in FY 2022	-	-	487,444	487,444	487,444	487,444
\$16.4M G.O. Bond in FY 2024	-	-	-	-	716,725	716,725
Total Debt Service	\$3,500,316	\$3,506,937	\$3,837,993	\$3,887,931	\$4,273,201	\$4,320,691

Notes:

- Interest on LOC Borrowings for periods FY 2021 - FY 2026 is based on the average outstanding line of credit (LOC) balances each year. Interest rates used on average outstanding LOC balances are as follows: 1) FY 2021 - 1.5% 2) FY 2022 - 1.75% 3) FY 2023 - 1.8% 4) FY 2024 - 1.9% 5) FY 2025 - 2% FY 2026 - 2.1%
- General Obligation (G.O.) Bonds planned for FY 2022, FY 2024 and FY 2026 will be used to refund outstanding LOC balances in those respective years.
- G.O. Bond in FY 2022 is assumed to be at 1.5%, 30 year repayment terms. G.O Bond in FY 2024 is assumed to be at 1.85%, 30 year repayment terms.

SEWER FUND
FINANCIAL PROJECTIONS
FY 2021 to FY 2026

CITY OF LYNCHBURG
PROJECTED SEWER CAPITAL FUND CASH FLOW

	Projected	Projected	Projected	Projected	Projected	Projected
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Beginning Funds (1)	\$7,487,372	\$7,854,875	\$3,592,314	\$2,362,314	\$2,380,358	\$2,605,357
Receipts:						
Transfers from Operations	3,200,000	2,000,000	1,700,000	1,500,000	1,500,000	1,500,000
VWFRF Loan Reimbursements (2)	18,274,487	1,800,000	2,300,000	1,500,000	3,300,000	2,500,000
LOC Borrowings (3)	3,572,284	5,188,591	7,018,980	12,232,500	19,112,811	16,517,500
G.O. Borrowings (4)	125,821	-	-	-	-	-
Total Receipts	\$25,172,592	\$8,988,591	\$11,018,980	\$15,232,500	\$23,912,811	\$20,517,500
Capital Expenditures:						
Sewer Collection System Improvements	\$4,008,578	\$5,318,519	\$2,376,480	\$4,135,956	\$2,170,000	\$2,835,000
Sewer Extensions	585,910	850,000	2,250,000	2,250,000	2,250,000	2,250,000
Sewer Separation and Rehab	3,879,378	1,145,633	767,500	712,500	642,812	732,500
VWFRF Projects (3)	14,336,211	1,800,000	2,300,000	1,500,000	3,300,000	2,500,000
RDP	5,000	5,000	5,000	5,000	5,000	5,000
WWTP Improvements (5)	1,663,151	3,632,000	3,900,000	6,311,000	13,820,000	11,310,000
Blue Ridge Farms	155,768	400,000	400,000	-	-	-
Fishing Creek Interceptor	-	-	-	300,000	1,500,000	1,000,000
College Hill Space Study	171,093	100,000	250,000	-	-	-
Total Expenditures	\$24,805,089	\$13,251,152	\$12,248,980	\$15,214,456	\$23,687,812	\$20,632,500
Ending Capital Funds	\$7,854,875	\$3,592,314	\$2,362,314	\$2,380,358	\$2,605,357	\$2,490,357

Notes:

1. Beginning Funds in FY 2021 includes:

Cash	\$155,907
Investments	7,331,465
	<u>\$7,487,372</u>

2. VWFRF Loan Reimbursements represent payouts on loans from the Virginia Water Facility Revolving Fund (VWFRF). A \$32 million loan was closed on September 18, 2018 to partially fund the Wastewater Treatment Plant Combined CSO Upgrade Project. Other loan closings include \$1.5 million in FY 2021, \$3.8 million in FY 2022, \$5 million in FY 2023, and \$3 million in FY 2025 for CSO projects listed in City's CSO Consent Order under the Long-Term Control Plan. These loan funds are held by Virginia Resource Authority (VRA) and released to the City to pay project designers and construction firms as work progresses on CSO improvement projects.

3. LOC Borrowings are draws from line of credit. LOC draws are projected to be refunded with general obligation bonds in FY 2022, FY 2024, and FY 2026.

4. Remaining proceeds from Series 2020 Bond Issuance used in FY 2021.

5. WWTP Improvements in FY 2024 through FY 2026 includes Wastewater Treatment Plant Dewatering and Stabilization Project.

CITY OF LYNCHBURG
PROJECTED SEWER OPERATING FUND DEBT COVERAGE

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Revenues:							
Charges for Services	\$19,131,575	\$19,253,276	\$19,390,774	\$20,308,117	\$21,026,026	\$22,040,352	\$22,428,257
Sewer Contracts	5,130,704	4,199,322	4,017,566	4,062,295	4,199,668	4,275,532	4,447,158
Interest and Other	486,085	110,500	51,500	61,500	66,500	76,500	87,500
Total Revenues	\$24,748,364	\$23,563,098	\$23,459,840	\$24,431,912	\$25,292,194	\$26,392,384	\$26,962,916
Expenses:							
WWTP	\$8,829,510	\$9,733,975	\$9,595,607	\$9,869,375	\$10,166,806	\$10,473,161	\$10,788,705
Sewer Line Maintenance	2,660,932	2,964,586	3,046,998	3,138,408	3,232,560	3,329,537	3,429,423
Non-Departmental	479,021	435,716	229,852	294,568	301,485	308,609	315,947
Capitalizable Cost (1)	(114,211)	(106,000)	(109,000)	(112,270)	(115,638)	(119,107)	(122,680)
Total Expenses	\$11,855,253	\$13,028,277	\$12,763,457	\$13,190,081	\$13,585,213	\$13,992,200	\$14,411,396
Operating Income	\$12,893,112	\$10,534,821	\$10,696,383	\$11,241,831	\$11,706,981	\$12,400,184	\$12,551,520
Debt Service	\$8,167,794	\$8,511,132	\$8,905,557	\$9,161,236	\$9,337,641	\$9,992,661	\$10,125,081
Net Revenue	\$4,725,318	\$2,023,689	\$1,790,826	\$2,080,596	\$2,369,340	\$2,407,523	\$2,426,439
Debt Coverage Ratio	1.58	1.24	1.20	1.23	1.25	1.24	1.24

Notes:

1. Capitalizable Cost includes City internal labor charges applicable to time spent on capital project activities.

CITY OF LYNCHBURG
PROJECTED SEWER OPERATING FUND CASH FLOW

	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Beginning Funds (1)	\$9,155,511	\$7,683,200	\$6,570,025	\$6,218,351	\$6,352,053	\$6,460,469
Net Revenue Plus Capitalized Costs	1,917,689	1,681,826	1,968,326	2,253,702	2,288,416	2,303,759
Capital Expenditures for Equipment	(190,000)	(795,000)	(620,000)	(620,000)	(680,000)	(620,000)
Transfers to Sewer Capital Fund	(3,200,000)	(2,000,000)	(1,700,000)	(1,500,000)	(1,500,000)	(1,500,000)
Ending Funds	\$7,683,200	\$6,570,025	\$6,218,351	\$6,352,053	\$6,460,469	\$6,644,228
Sewer Operating Fund Budget (2)	\$ 21,645,409	\$ 21,778,014	\$ 22,463,586	\$ 23,038,492	\$ 24,103,968	\$ 24,659,157
Ending Funds as a % of Budget	35%	30%	28%	28%	27%	27%

Notes:

1. Beginning Funds in FY 2021 includes:

Unrestricted Cash	\$9,159,215
Discount / Premium on Investments	(53,896)
Unrealized Gain/Loss on Investments	15,386
Interest Receivable on Investments	34,806
	<u>\$9,155,511</u>

2. Sewer Operating Fund budget equals expenses that excludes capitalizable cost plus debt service expenditures.

CITY OF LYNCHBURG
SEWER OPERATING FUND CHARGES FOR SERVICES

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
CITY CUSTOMERS							
HCF Use (1)	2,548,620	2,520,000	2,535,000	2,540,000	2,540,000	2,540,000	2,540,000
Sewer Volume Rate (2)	6.02	6.14	6.14	6.48	6.76	7.15	7.30
	\$15,342,695	\$15,472,800	\$15,564,900	\$16,459,200	\$17,170,400	\$18,161,000	\$18,542,000
ALL OTHER:							
Account / Fixed Charge (3)	\$1,296,170	\$1,300,000	\$1,301,000	\$1,302,000	\$1,303,000	\$1,304,000	\$1,305,000
College Hill Backwash	143,733	148,891	151,979	156,538	161,235	166,072	171,054
Leachate Treatment	95,511	99,685	101,895	104,952	104,952	108,100	108,100
Truck Hauled Waste (4)	1,721,356	1,850,000	1,700,000	1,700,000	1,700,000	1,700,000	1,700,000
Industrial Pre-Treatment Perm	4,030	4,000	4,000	4,000	4,000	4,000	4,000
Industrial Surcharges (5)	245,094	210,000	225,000	231,750	231,750	238,703	238,703
Industrial Monitoring	21,970	25,900	23,000	26,677	23,690	27,477	24,401
Cut-on Penalties (6)	60,164	2,000	92,000	92,000	92,000	92,000	92,000
Connection Charges (7)	92,400	70,000	82,000	82,000	82,000	82,000	82,000
Availability Charges (7)	81,150	50,000	115,000	118,000	121,000	124,000	127,000
Sewer Cost Plus	27,302	20,000	30,000	31,000	32,000	33,000	34,000
	\$3,788,880	\$3,780,476	\$3,825,874	\$3,848,917	\$3,855,626	\$3,879,352	\$3,886,257
	\$19,131,575	\$19,253,276	\$19,390,774	\$20,308,117	\$21,026,026	\$22,040,352	\$22,428,257

Notes:

1. Average annual City billed sewer volume from FY 2016 - FY 2019 was 2,580,000 HCF. Due to the impacts of COVID-19, FY 2020 incurred lower consumption compared to previous four years in the categories of industrial, commercial and institutional offset by marginal increase in domestic consumption. Projections FY 2021 - FY 2026 are conservatively estimated.
2. Sewer volume rate assumed to increase 0% in FY 2022, 5.5% in FY 2023, 4.3% in FY 2024, 5.8% in FY 2025 and 2.1% in FY 2026.
3. Account/Fixed Charges is assumed to increase \$1,000 annually after FY2021 without increase in the customers' monthly rate.
4. Revenues from the two largest truck haul waste customers deliver landfill leachate from outside the Lynchburg region. The amount of leachate volume delivered from these two customers is very much dependent on wet weather.
5. Industrial Surcharges are estimated at conservative amounts due to fluctuations of BOD and TSS levels of some of the larger industrial customers.
6. Due to governor of Virginia's moratorium issued March, 2019, billing of delinquent charges were not allowed due to Covid-19. Billing of delinquent charges will resume after the state of emergency is lifted.
7. Availability and Connection Charges for FY 2021 - FY 2026 are conservative due to uncertainty in real estate development.

CITY OF LYNCHBURG
SEWER OPERATING FUND CONTRACT REVENUES

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
AMHERST							
Operating (1)	\$234,000	\$234,000	\$234,000	\$234,000	\$234,000	\$234,000	\$234,000
Existing Capital Amort.	250,432	151,835	127,857	127,681	117,769	117,594	117,418
Prior Year O&M Settlement	(17,253)	(46,677)	(22,897)	(16,874)	(10,330)	(3,590)	3,352
Capital PAYGO	29,351	70,090	30,672	30,672	30,672	30,672	30,672
Future Capital - Financed	-	26,826	77,318	114,366	147,809	150,817	201,777
	\$496,530	\$436,074	\$446,950	\$489,845	\$519,920	\$529,493	\$587,219
BEDFORD							
Operating (1)	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000
Existing Capital Amort.	111,577	45,621	36,099	36,098	36,097	36,096	36,095
Prior Year O&M settlement	(43,416)	(57,425)	(28,444)	(20,697)	(12,279)	(3,610)	5,320
Capital PAYGO	11,756	28,073	25,935	24,115	35,263	31,213	30,940
Future Capital - Financed	-	10,751	30,159	44,271	56,239	56,239	75,436
	\$379,917	\$327,020	\$363,749	\$383,787	\$415,320	\$419,938	\$447,791
CAMPBELL							
Operating (1)	\$453,750	\$466,500	\$466,500	\$466,500	\$466,500	\$466,500	\$466,500
Existing Capital Amort.	55,531	55,531	55,530	55,529	43,827	43,827	43,826
Prior Year O&M Settlement	(56,287)	(128,066)	(100,907)	(186,210)	(177,763)	(169,062)	(160,101)
Capital PAYGO (2)	594,576	222,263	25,935	24,115	35,263	31,213	30,940
Future Capital - Financed	-	-	19,409	33,520	45,489	45,489	64,686
	\$1,047,570	\$616,228	\$466,467	\$393,454	\$413,316	\$417,967	\$445,851
INDUSTRIAL							
WestRock (3)	\$2,111,091	\$1,800,000	\$1,700,000	\$1,734,000	\$1,768,680	\$1,804,054	\$1,840,135
Frito-Lay (3)	1,095,596	1,020,000	1,040,400	1,061,208	1,082,432	1,104,081	1,126,162
	\$3,206,687	\$2,820,000	\$2,740,400	\$2,795,208	\$2,851,112	\$2,908,134	\$2,966,297
	\$5,130,704	\$4,199,322	\$4,017,566	\$4,062,295	\$4,199,668	\$4,275,532	\$4,447,158

Notes:

1. County operating revenues are based on percentage of Wastewater Treatment Plant (WWTP) expenses. The following percentages were used: 1) Amherst - 2.5% 2) Bedford- 2.82%, 3) Campbell - 3.9%.
2. In FY 2020, Campbell used PAYGO for it's allocated share of Burton Creek Interceptor and true-up new allocations of other interceptors downstream to Wastewater Treatment Plant. Calculated amount was \$582,820. PAYGO for other completed WWTP projects were \$11,756.
3. FY 2023 through FY 2026, a 2% increase per year is assumed.

CITY OF LYNCHBURG
SEWER OPERATING FUND OTHER REVENUES

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Other Revenues							
Interest Revenue (1)	\$324,397	\$85,000	\$32,000	\$42,000	\$47,000	\$57,000	\$68,000
Collection & Tax Lien Fees	15,890	13,500	13,500	13,500	13,500	13,500	13,500
Miscellaneous Revenue	124,246	12,000	6,000	6,000	6,000	6,000	6,000
IRS Interest Rebate (2)	21,552	-	-	-	-	-	-
	\$486,085	\$110,500	\$51,500	\$61,500	\$66,500	\$76,500	\$87,500

Notes:

1. Due to impacts of COVID-19, interest rate returns began decreasing late FY 2020.
2. IRS interest rebate is from Public Improvement Bonds issued 8/13/09 under the American Recovery Reinvestment Act allowed two semi-annual interest subsidy payments. This bond was refinanced in FY 2017 that resulted in debt service payment savings in future years and ended with last subsidy payment in August, 2019.

CITY OF LYNCHBURG
SEWER OPERATING FUND SUB-DEPARTMENT - WASTEWATER TREATMENT

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Personnel Services (1)	\$1,763,417	\$1,906,729	\$1,956,983	\$2,015,692	\$2,076,163	\$2,138,448	\$2,202,602
Fringe Benefits	656,455	822,091	834,913	859,960	885,759	912,332	939,702
Supplies & Materials (2)	522,591	714,050	688,400	709,052	730,324	752,233	774,800
Sludge Disposal - Landfill	432,512	430,000	430,000	442,900	456,187	469,873	483,969
Chemicals	942,428	950,000	950,000	978,500	1,007,855	1,038,091	1,069,233
Gasoline / Fuel	16,034	12,700	25,700	26,471	27,265	28,083	28,926
Internal Service Charges	267,924	287,342	309,419	318,702	328,263	338,110	348,254
Rentals & Leases	13,887	45,000	46,000	47,380	48,801	50,265	51,773
Communication Charges	10,406	13,900	12,900	13,287	13,686	14,096	14,519
Electricity	672,421	775,000	775,000	798,250	822,198	846,863	872,269
Other Utilities (3)	353,118	179,800	119,800	123,394	127,096	130,909	134,836
Contractual Services (4)	1,522,120	1,810,171	1,723,671	1,775,381	1,828,643	1,883,502	1,940,007
Training & Meetings	15,231	7,200	27,200	28,016	28,856	29,722	30,614
Indirect Costs	592,908	689,142	585,557	603,124	621,217	639,854	659,050
Self-Insurance	94,314	99,850	110,064	113,366	116,767	120,270	123,878
Water Adm. Services	959,000	994,000	987,000	1,016,610	1,047,108	1,078,522	1,110,877
Nutrient Payments	-	-	-	-	-	-	-
Nutrient Sales	(42,891)	(45,000)	(30,000)	(45,000)	(45,000)	(45,000)	(45,000)
Misc.	37,635	42,000	43,000	44,290	45,619	46,987	48,397
	\$8,829,510	\$9,733,975	\$9,595,607	\$9,869,375	\$10,166,806	\$10,473,161	\$10,788,705

Notes:

1. Personnel Services are based on 39.4 full time equivalent (FTE) positions.
2. FY 2020 incurred equipment parts savings of \$70,100 compared to budget. FY 2021 is projected to have \$40,000 new computer replacements exceeding previous year by \$35,000.
3. Other Utilities cost fluctuation in FY 2020 and FY 2021 are due to water purchases directly attributable to the construction of the Wastewater Treatment Plant CSO Upgrade Project.
4. Contractual Services include sludge disposal cost for land application, freight charges to Region 2000 Landfill and Amelia County Landfill. Amelia County Landfill disposal fees charged through the truck load hauler. These disposal costs are the following: FY 2020 actual costs of \$513,000, FY 2021 projected costs of \$546,000 and FY 2022 budgeted costs of \$546,000.

CITY OF LYNCHBURG
SEWER OPERATING FUND SUB-DEPARTMENT - SEWER LINE MAINTENANCE

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Personnel Services (1)	\$637,688	\$710,456	\$720,301	\$741,910	\$764,167	\$787,092	\$810,705
Fringe Benefits	257,820	\$319,779	324,236	333,963	343,982	354,301	364,930
Supplies & Materials	272,611	\$267,825	301,000	310,030	319,331	328,911	338,778
Gasoline / Fuel	42,133	\$40,425	55,425	57,088	58,800	60,564	62,381
Internal Service Charges (2)	356,548	\$400,216	408,281	420,529	433,145	446,140	459,524
Rentals & Leases	7,974	\$12,600	10,600	10,918	11,246	11,583	11,930
Communication Charges	13,814	\$16,200	17,700	18,231	18,778	19,341	19,922
Contractual Services (3)	275,172	\$395,833	415,753	428,226	441,072	454,305	467,934
Training & Meetings	10,318	\$5,250	20,650	21,270	21,908	22,565	23,242
Indirect Costs	273,479	\$290,677	270,088	278,191	286,536	295,132	303,986
Self-Insurance	73,222	\$73,225	73,064	75,256	77,514	79,839	82,234
Water Adm. Services	411,000	\$426,000	423,000	435,690	448,761	462,224	476,090
Miscellaneous Expenses	29,153	\$6,100	6,900	7,107	7,320	7,540	7,766
	\$2,660,932	\$2,964,586	\$3,046,998	\$3,138,408	\$3,232,560	\$3,329,537	\$3,429,423

Notes:

1. Personnel Services based on 16.45 full time equivalent (FTE) positions.
2. Internal Service Charges increase starting in FY 2021 provides adequate funding of eventual replacement of heavy field equipment.
3. FY 2021 includes \$70,000 of unbudgeted debris removal surrounding several sewer pipes adjacement to City Creeks. FY 2022 includes increased efforts of the Sanitary Sewer Evaluation and Maintenance Program to reduce sanitary sewer overflows.

CITY OF LYNCHBURG
SEWER OPERATING FUND NON-DEPARTMENTAL

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Financial Audit	\$22,971	\$22,360	\$23,036	\$23,727	\$24,439	\$25,172	\$25,927
Allowance for Doubtful Accounts	13,007	65,000	45,000	35,000	35,000	35,000	35,000
Workers Compensation (1)	231,729	100,000	35,000	36,050	37,132	38,245	39,393
OPEB & Retirees Health Benefits (1)	149,505	169,356	165,816	170,790	175,914	181,192	186,627
Unemployment		4,000	4,000	4,000	4,000	4,000	4,000
Compensation Adjustments (2)	-	-	-	-	-	-	-
Managed Vacancies (3)	-	-	(118,000)	(50,000)	(50,000)	(50,000)	(50,000)
Project Costs Expensed (4)	61,809	75,000	75,000	75,000	75,000	75,000	75,000
	\$479,021	\$435,716	\$229,852	\$294,568	\$301,485	\$308,609	\$315,947

Notes:

1. Workers Compensation and OPEB and Retirees Health Benefit amounts in FY 2021 and FY 2022 are based on Human Resources Department estimates.
2. Compensation Adjustments include assumed pay increases for all Sewer Fund employees.
3. Managed Vacancies represent anticipated cost savings of vacant positions each fiscal year.
4. Project Costs Expensed are capital project expenses that have at least one of these characteristics: (1) Any project costing less than \$10,000 (2) Designed projects that are not expected to go to the construction phase. (3) Any project cost that does not meet the criteria for capitalization.

CITY OF LYNCHBURG
SEWER OPERATING FUND DEBT SERVICE

	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
P&I on Outstanding Debt @ 6/30/19	\$8,483,290	\$8,796,642	\$8,732,169	\$8,594,186	\$8,465,598	\$8,438,070
Debt Service Charges	1,050	1,000	1,100	1,200	1,300	1,400
Interest on LOC Borrowings (1)						
FY 2021	26,792					
FY 2022	-	107,915	-	-	-	-
FY 2023	-	-	63,171	-	-	-
FY 2024	-	-	-	249,569	-	-
FY 2025	-	-	-	-	191,128	-
FY 2026	-	-	-	-	-	185,483
P&I Payments on New G.O. Bonds (2) (3)						
\$8.8M G.O. Bond in FY 2022	-	-	364,796	364,796	364,796	364,796
\$19.3M G.O. Bond in FY 2024	-	-	-	-	841,950	841,950
VWFRF Debt Service (4)	-	-	-	-	-	-
\$3.8 M Loan Close FY 2022	-	-	-	127,890	127,890	127,890
\$5.0 M Loan Close FY 2023	-	-	-	-	-	165,493
	\$8,511,132	\$8,905,557	\$9,161,236	\$9,337,641	\$9,992,661	\$10,125,081

NOTES:

- Interest on LOC Borrowings for periods FY 2021 - FY 2026 is based on the average outstanding line of credit (LOC) balances each year. Interest rates used on average outstanding LOC balances are as follows: 1) FY 2021 - 1.5% 2) FY 2022 - 1.75% 3) FY 2023 - 1.8% 4) FY 2024 - 1.9% 5) FY 2025 - 2% FY 2026 - 2.1%
- General Obligation (G.O.) Bonds planned for FY 2022, FY 2024 and FY 2026 will be used to refund outstanding LOC balances in those respective years.
- G.O. Bond in FY 2022 is assumed to be at 1.5%, 30 year repayment terms. G.O Bond in FY 2024 is assumed to be at 1.85%, 30 year repayment terms.
- Debt service on VWFRF loans is at 0% interest with 30 year repayment terms.

STORMWATER FUND
FINANCIAL PROJECTIONS
FY 2021 to FY 2026

CITY OF LYNCHBURG
PROJECTED STORMWATER CAPITAL FUND CASH FLOW

	Projected	Projected	Projected	Projected	Projected	Projected
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Beginning Funds (1)	\$884,108	\$1,085,937	\$709,937	\$652,647	\$652,647	\$687,647
Receipts:						
SLAF Grant Reimbursements (2)	421,817	-	-	-	-	-
VWFRF Loan Reimbursements (3)	421,817	-	-	-	-	-
LOC Borrowings (4)	1,590,238	3,063,469	1,362,500	1,295,000	1,197,500	1,200,000
G.O. Borrowings (5)	561,153	-	-	-	-	-
Transfer from Operations	500,000	450,000	275,000	300,000	175,000	150,000
Total Receipts	\$3,495,025	\$3,513,469	\$1,637,500	\$1,595,000	\$1,372,500	\$1,350,000
Capital Expenditures:						
Infrastructure Renewal	\$2,551,241	\$2,164,469	\$1,094,790	\$1,445,000	\$1,157,500	\$1,300,000
Water Quality Improvements	352,467	275,000	300,000	150,000	180,000	130,000
College Hill Site Improvements	56,093	200,000	300,000	-	-	-
Blue Ridge Farms Rehab & Replace	333,395	1,250,000	-	-	-	-
Total Expenditures	\$3,293,196	\$3,889,469	\$1,694,790	\$1,595,000	\$1,337,500	\$1,430,000
Ending Capital Funds	\$1,085,937	\$709,937	\$652,647	\$652,647	\$687,647	\$607,647

Notes:

1. Beginning Funds in FY 2021 includes:

Cash	\$197,108
Investments	687,000
	<u>\$884,108</u>

2. Grant reimbursements are from a Stormwater Local Assistance Fund (SLAF) grant award associated with work performed in FY 2020 to help fund water quality improvement projects.

3. Virginia Water Facility Revolving Fund (VWFRF) Loan Reimbursements are associated with work performed in FY 2020 to help fund water quality improvement projects.

4. LOC Borrowings are draws from line of credit. LOC draws are projected to be refunded with general obligation bonds in FY 2022, FY 2024 and FY 2026.

5. Remaining proceeds from Series 2020 Bond Issuance used in FY 2021.

CITY OF LYNCHBURG
PROJECTED STORMWATER OPERATING FUND DEBT COVERAGE

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Revenues:							
Charges for Services	\$3,207,191	\$3,156,111	\$3,535,550	\$3,785,495	\$3,994,160	\$4,078,550	\$4,163,000
General Fund (VDOT) (1)	275,000	275,000	275,000	275,000	275,000	275,000	275,000
VSMP Fees and Other	97,586	45,000	44,000	45,000	46,000	47,000	48,000
Total Revenues	\$3,579,777	\$3,476,111	\$3,854,550	\$4,105,495	\$4,315,160	\$4,400,550	\$4,486,000
Expenses:							
Departmental	\$2,915,208	\$3,200,735	\$3,380,986	\$3,482,416	\$3,586,888	\$3,694,495	\$3,805,330
Non-Departmental	65,963	34,560	21,176	11,233	11,723	11,783	12,290
Incremental O&M (2)	-	-	-	-	-	25,000	25,000
Capitalizable Cost (3)	(48,319)	(40,000)	(42,000)	(44,000)	(46,000)	(48,000)	(50,000)
Total Expenses	\$2,932,852	\$3,195,295	\$3,360,162	\$3,449,648	\$3,552,611	\$3,683,278	\$3,792,620
Operating Income	\$646,925	\$280,816	\$494,388	\$655,847	\$762,549	\$717,272	\$693,380
Debt Service	\$86,839	\$143,259	\$190,155	\$336,608	\$365,986	\$451,044	\$480,267
Net Revenue	\$560,086	\$137,558	\$304,233	\$319,239	\$396,563	\$266,227	\$213,113
Debt Coverage Ratio	7.45	1.96	2.60	1.95	2.08	1.59	1.44

Notes:

1. This is a General Fund transfer to cover a portion of Virginia Department of Highway (VDOT) eligible expenses that are reimbursable with state funds.
2. Incremental Operation and Maintenance (O&M) expenses are best estimate of future expenses needed to maintain current Best Management Practices (BMPs) and future BMPs and other Water Quality Improvement capital projects to be constructed.
3. Capitalizable Cost includes City labor charges applicable to time spent on capital project activities.

CITY OF LYNCHBURG
PROJECTED STORMWATER OPERATING FUND CASH FLOW

	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Beginning Funds (1)	\$1,363,249	\$920,807	\$723,040	\$713,279	\$753,842	\$787,069
Net Revenue Plus Capitalizable Costs	97,558	262,233	275,239	350,563	218,227	163,113
Capital Expenditures for Equipment	(40,000)	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Transfers to Stormwater Capital Fund	(500,000)	(450,000)	(275,000)	(300,000)	(175,000)	(150,000)
Ending Funds	\$920,807	\$723,040	\$713,279	\$753,842	\$787,069	\$790,182
Stormwater Operating Fund Budget (2)	\$3,378,553	\$3,592,317	\$3,830,256	\$3,964,597	\$4,182,323	\$4,322,887
Ending Funds as a % of budget	27%	20%	19%	19%	19%	18%

Notes:

1. Beginning Funds in FY 2021 includes:

Unrestricted cash	\$424,578
Investments	941,180
Discount Premium Investment	(3,409)
Unrealized Gain/Loss Investment	0
Interest Receivable from Investments	900
	<u>\$1,363,249</u>

2. Stormwater Operating Fund Budget equals operating expenses and debt service expenditures. No capitalizable costs are included.

CITY OF LYNCHBURG
STORMWATER OPERATING FUND REVENUES

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Charges for Services:							
SFUs Billed (1)	66,618	69,025	69,050	69,075	69,100	69,125	69,150
Annual Rate	48.00	48.00	51.00	54.60	57.60	58.80	60.00
Annual Billed Revenue	3,197,661	3,313,200	3,521,550	3,771,495	3,980,160	4,064,550	4,149,000
Refunds (2)	-	(157,089)	-	-	-	-	-
Delinquent Account Charges (3)	9,530	-	14,000	14,000	14,000	14,000	14,000
	\$3,207,191	\$3,156,111	\$3,535,550	\$3,785,495	\$3,994,160	\$4,078,550	\$4,163,000
Interest & other:							
VSMP Permit Fees	\$57,610	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000
Interest & Miscellaneous	39,976	7,000	6,000	7,000	8,000	9,000	10,000
	\$97,586	\$45,000	\$44,000	\$45,000	\$46,000	\$47,000	\$48,000

1. Effective July 1, 2020 SFU's were increased by 2,407 that were mostly attributable to two railroad companies, Norfolk Southern and CSX Transportation that were not billed in previous years.
2. Refunds of \$157,089 were for overcharges related to recently used new measurements from improved technology to that measures impervious surface.
3. Due to governor of Virginia's moratorium issued March, 2019, billing of delinquent charges were not allowed due to COVID-19. Billing of delinquent charges will resume after the state of emergency is lifted.

CITY OF LYNCHBURG
STORMWATER OPERATING FUND DEPARTMENTAL EXPENSES

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Personnel Services (1)	\$425,240	\$488,926	\$524,016	\$539,736	\$555,929	\$572,606	\$589,785
Fringe Benefits	161,780	232,688	228,717	235,579	242,646	249,925	257,423
Supplies & Materials	181,821	174,800	213,950	220,369	226,980	233,789	240,803
Gasoline / Fuel	14,502	22,250	20,250	20,858	21,483	22,128	22,792
Internal Service Charges	110,798	124,563	125,955	129,734	133,626	137,634	141,763
Communication Charges	6,410	6,300	6,800	7,004	7,214	7,431	7,653
Training & Meetings	4,137	10,050	12,550	12,927	13,314	13,714	14,125
Contractual Charges	166,215	213,100	319,410	328,992	338,862	349,028	359,499
Water Adm. Services (2)	690,000	691,000	655,000	674,650	694,890	715,736	737,208
Indirect Costs	281,295	318,073	321,580	331,227	341,164	351,399	361,941
Self Insurance	35,316	36,843	38,148	39,292	40,471	41,685	42,936
Community Development Charges (3) (4)	511,913	603,501	580,501	597,916	615,854	634,329	653,359
PW Charges (5)	313,013	258,891	313,359	322,760	332,443	342,416	352,688
Other Charges	12,767	19,750	20,750	21,373	22,014	22,674	23,354
	\$2,915,208	\$3,200,735	\$3,380,986	\$3,482,416	\$3,586,888	\$3,694,495	\$3,805,330

Notes:

1. Personnel Services are based on 11.05 full time equivalent (FTE) positions.
2. Water Adm. Services is based on Water Fund's engineering and administration cost allocations to Stormwater Fund.
3. Community Development Charges are for administration of the Erosion Sediment Control (ESC) and Virginia Stormwater Management Program (VSMP) which includes plan reviews, inspections and enforcement on new development and re-development ordinances.
4. Community Development's charges increased from FY 2020 to FY 2021 is due to adding one new field inspector position and purchase of one vehicle.
5. PW (Public Works) Charges include engineering services related to stormwater capital projects and 50% of leaf collection costs.

CITY OF LYNCHBURG
STORMWATER OPERATING FUND NON-DEPARTMENTAL

	Actual	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Financial Audit	\$14,136	\$13,760	\$14,176	\$14,173	\$14,601	\$14,598	\$15,039
Allowance for Doubtful Accounts (1)	40,110	20,000	15,000	5,000	5,000	5,000	5,000
OPEB / Retirees Health/WC (2)	3,225	800	2,000	2,060	2,122	2,185	2,251
Compensation Adjustments (3)	-	-	-	-	-	-	-
Managed Vacancies (4)	-	-	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
Other	5,311	-	-	-	-	-	-
Project Costs Expensed (5)	3,181	-	-	-	-	-	-
	\$65,963	\$34,560	\$21,176	\$11,233	\$11,723	\$11,783	\$12,290

Notes:

1. Allowance for Doubtful Accounts incurred higher expenses in FY 2020 throughout FY 2022 due to impacts of COVID-19.
2. OPEB/Retirees Health/WC benefits amounts in FY 2021 and FY 2022 are based on Human Resources Department estimates.
3. Compensation Adjustments include potential cost of living pay increases for Stormwater Fund employees
4. Project Costs Expensed are capital projects that cost less than \$10,000 or design projects that are not expected to go to the construction phase.

CITY OF LYNCHBURG
STORMWATER OPERATING FUND DEBT SERVICE

	Projected	Budget	Projected	Projected	Projected	Projected
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
P&I on Outstanding Debt @ 6/30/20	\$131,332	\$130,520	\$129,769	\$129,019	\$128,269	\$127,519
Debt Service Charges	-	5,000	800	5,000	800	5,000
Interest on LOC Borrowings (1)						
FY 2021	11,927	-	-	-	-	-
FY 2022	-	54,635	-	-	-	-
FY 2023	-	-	12,263	-	-	-
FY 2024	-	-	-	38,190	-	-
FY 2025					11,975	-
FY 2026						37,748
P&I Payments on G.O. Bonds (2) (3)						
\$4.7M G.O. Bond in FY 2022	-	-	193,777	193,777	193,777	193,777
\$2.8M G.O. Bond in FY 2024	-	-	-	-	116,224	116,224
Total Debt Service	\$143,259	\$190,155	\$336,608	\$365,986	\$451,044	\$480,267

Notes:

- Interest on LOC Borrowings for periods FY 2021 - FY 2026 is based on the average outstanding line of credit (LOC) balances each year. Interest rates used on average outstanding LOC balances are as follows: 1) FY 2021 - 1.5% 2) FY 2022 - 1.75% 3) FY 2023 - 1.8% 4) FY 2024 - 1.9% 5) FY 2025 - 2% 6) FY 2026 - 2.1%.
- General Obligation (G.O.) Bonds planned for FY 2022, FY 2024 and FY 2026 will be used to refund outstanding LOC balances in those respective years.
- G.O. Bond in FY 2022 is assumed to be at 1.5%, 30 year repayment terms. G.O Bond in FY 2024 is assumed to be at 1.85%, 30 year repayment terms, G.O. Bond in FY 2026 is assumed to be at 2.05%, 30 year repayment terms.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 23, 2021**

AGENDA ITEM #: 2

CONSENT:
ACTION:

REGULAR:
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Lynchburg Police Department (LPD) Action Plan

KEY ELEMENTS:

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

RECOMMENDATION: Hear a presentation from the Chief of Police regarding the Police Department's response to the events of 2020 and related internal assessment.

SUMMARY: Following the tragic death of George Floyd in May 2020 in Minneapolis, the Police Department took an introspective look at our policies, procedures, and practices and spent countless hours listening to our residents to better understand the needs of our community. This presentation is intended to summarize the best practices that were already in place, the work done over the last eight months, and our plans moving forward as we seek to ensure everything we do is in the best interest of our city.

PRIOR ACTION(S): None

FISCAL IMPACT: None

CONTACT(S): Chief Ryan M. Zuidema, 455-6171

ATTACHMENT(S): LPD Action Plan Presentation to City Council 2-23-2021
Lynchburg Police Department Action Plan Executive Summary
LPD Action Plan

REVIEWED BY: klw

020A

Lynchburg Police Department Action Plan



City Council Work Session
February 23, 2021

Purpose and Outline

- **Purpose:** Provide information on findings and recommendations in the Lynchburg Police Department (LPD)'s Action Plan.
- **Outline:**
 - Background
 - LPD Actions Since May
 - Action Plan Development
 - What We Heard
 - What We Learned
 - What We Were Already Doing
 - What We Have Done Since May
 - What We Plan to Accomplish
 - Conclusions



Background

- Civil unrest throughout the country, and here in Lynchburg, in the wake of George Floyd's death in May 2020
- Prioritized listening and engagement
- Critical to understand our community's needs
- Continue to build on existing trust



LPD Actions Since May

- Held six listening sessions
- Met with numerous individuals and groups
- Evaluated internal policies, procedures, and practices
- Reviewed best practices
- Conducted Community Survey



Action Plan Development

- Engaged Gloria Witt, who facilitated Listening Sessions
- Held several internal meetings to debrief community feedback
- Reviewed key themes
- Established priorities in addressing policy and practice modifications



What We Heard

Out of the Community Listening Sessions, one-on-one, and group meetings, eight key themes emerged:

- Transparency
- Accountability
- Stronger Relationships Needed in Neighborhoods
- Community Review Board
- Diversity
- Training
- Traffic Stops
- Officer Interactions and Behaviors



What We Learned

After reviewing these eight themes and all feedback we received, we identified five areas of growth for the LPD:

- Understanding how our actions are perceived by the public
- More thoroughly explaining what we are doing
- Providing additional education to the public on why we do what we do
- Having officers form stronger and more personal relationships with the public
- Ensuring everyone we come into contact with is treated with dignity and respect



What We Were Already Doing

- Majority of “8 Can’t Wait” Principles
- Best Practices
- Mental Health Partnership
- Community Policing Advisory Group (CPAG)
- Comprehensive and progressive training program
- Body-Worn Camera Systems (BWC)
- Career Progression program
- Policies available online
- Employee Management Systems
- Mental Health Assessments
- Community Engagement



What We Have Done Since May

- Updated policy
- Additional levels of review with CPAG
- Community meetings, survey, and Listening Sessions
- Additional means of communication
- Created a Critical Incident Response Team
- City Attorney review
- Marijuana changes
- PERF's 30 Guiding Principles
- Community engagement



What We Plan to Accomplish

- Focusing on transparency
- Being intentional about Diversity, Equity, and Inclusion
- Continuing our partnership with CPAG and furthering developing this group's role
- Evaluating training to ensure it is achieving desired culture
- Increasing number of officers receiving annual mental health assessments
- Holding quarterly town halls
- Establishing a Use of Force Team
- Providing Public Critical Incident Briefings
- Researching additional technology
- Reviewing December 2020 report from the President's Commission on Law Enforcement



Conclusions

- New laws from General Assembly:
 - Pretextual Stops
 - Marijuana
 - No-knock Warrants
- Other Compounding Factors:
 - COVID
 - Poverty
 - Mental Health
 - Homelessness
 - Drug Use



Questions or Comments?



★ YOUR PARTNERS



★ YOUR PROTECTORS ★



LYNCHBURG POLICE DEPARTMENT ACTION PLAN EXECUTIVE SUMMARY

A. Foundations

The Lynchburg Police Department (LPD) has served our community for more than 200 years, and the 210 women and men of the LPD consider it an honor and a privilege to partner with and protect the residents and visitors of Lynchburg. Your police department has been an accredited agency since 1989, when we received our first accreditation from the Commission on Accreditation for Law Enforcement Agencies (CALEA). CALEA is an internationally-recognized agency that requires us to meet hundreds of standards to ensure compliance with best practices in the industry. It includes annual reviews with a 4-year review for reaccreditation.

The LPD has operated under a community policing philosophy since the mid-1990s. This intentional approach guides both our civic engagement and operational activities. Engaging with our residents, businesses, and visitors to solve problems is a top priority for the department, from addressing large-scale violent crime issues to helping take care of a local cemetery. Meeting the needs of all in our community and exceeding their expectations is what motivates us every day, and helps us serve as a model for other agencies. This includes ensuring our officers have comprehensive, progressive training that equips them to properly address any situation.

B. Events of 2020

In May 2020, the death of George Floyd at the hands of several Minneapolis Police Officers ignited calls for police reform throughout the country, including here in Lynchburg. We saw several peaceful protests here in the Hill City, as well as two nights of riots. In the summer of 2020, the LPD took a deep, introspective look at our policies, procedures, and practices and listened to understand the current needs of our community. Over the past eight months, we have met with dozens of groups and individuals throughout Lynchburg with the goal of ensuring that everything we do is in the best interest of our city.

C. Our Commitment

The LPD is committed to serving our residents with the most highly-trained, empathetic professionals who make a positive difference every day in this community. We will continue to provide our employees, both sworn and professional staff, with the highest level of training to ensure we remain at the forefront of modern police practices. This includes continued partnerships and compliance with leading industry standards through CALEA, the International Association of Chiefs of Police, the Police Executive Research Forum, and the Virginia Association of Chiefs of Police as well as exploration of cutting-edge technology that keeps both residents and officers safe.

We want our officers to know our residents, and we want our residents to feel comfortable approaching all members of the LPD with a question or concern. Continuing to facilitate mutual trust through increased community engagement is an ongoing, critical need that will remain a priority for us.

The LPD is your police department, and as Lynchburg continues to grow and develop, we will strive to ensure that those who call this city home can live, work, and play in a safe community policed by the most professional agency in the country.



LYNCHBURG POLICE DEPARTMENT ACTION PLAN

- A. Lynchburg Police Department (LPD) Actions Since May:** Over the past nine months, the LPD has prioritized listening and engagement – both within our community and within our department. Our goal is to continue to serve as a properly staffed, highly-trained agency that serves as partners and protectors for our community with a common understanding based on mutual trust. It is critical for the LPD to function as the department our community wants and needs. To ensure we are exceeding these standards, we completed the following between May and December 2020:
1. Held six listening sessions;
 2. Met with numerous individuals and groups in the community;
 3. Evaluated internal policies, procedures, and practices;
 4. Reviewed best practices; and
 5. Conducted a community survey to receive input from residents and visitors on department performance and crime in the city, which we have completed on a biennial basis for many years.
- B. Action Plan Development:** Accountability and transparency are priorities of the LPD. We have developed an Action Plan to share what we have heard over the past several months and how we are incorporating that feedback. Our efforts to strengthen trust remain ongoing, and to move from listening to action, we took the following steps:
1. Gloria Witt, an experienced local facilitator who is very familiar with the community, served as our guide in the development of this Action Plan. She facilitated all six Community Listening Sessions this summer and has a passion for unifying the community and the department to best serve the needs of all.
 2. With Gloria's assistance, we held several internal meetings to debrief community feedback and determine steps forward.
 3. As part of these internal meetings, we reviewed the key themes that Gloria developed from community member feedback in the Community Listening Sessions and were able to align these with what we heard in meetings with individuals and groups as well.
 4. After taking a deep dive into these concerns, we worked with Gloria to establish priorities in addressing policy and practice modifications.
- C. What We Heard:** Out of the six Community Listening Sessions and dozens of one-on-one and group meetings we held since May, eight key themes emerged related to the LPD and how we serve the community. These themes are outlined below.
1. Transparency. Our residents have asked for additional transparency from their police department, specifically related to these areas:
 - a. Arrests
 - b. Complaints
 - c. Body-Worn Cameras
 - d. Use of Force incidents
 2. Accountability. Our community has asked for increased accountability in the following areas to enhance trust:
 - a. Disciplinary action
 - b. Duty to report/intervene
 - c. Online complaint form



3. Stronger Relationships Needed in Neighborhoods. One of the themes we heard most often was that our community members want to know their officers. When an officer drives down their street, residents want to be able to know them by name and feel comfortable approaching them with a problem. They said the LPD can accomplish this by:
 - a. Walking the beats
 - b. Having consistent officers on beats
 - c. Prioritizing additional engagement in a non-enforcement capacity
 4. Community Review Board. Another common theme in both the Community Listening Sessions and meetings was the importance of a transparent Community Review Board that receives information on the following items:
 - a. Officer-involved shootings
 - b. Complaints
 - c. Use of Force incidents
 5. Diversity. Lynchburg is a vibrant city with a rich cultural history and diverse population. Currently, the demographics of the LPD do not reflect the distinct fabric of our great city. To rectify this, our community has asked for:
 - a. More officers of color throughout all ranks of the department; and
 - b. A more even gender balance.
 6. Training. It is critical for our officers to have comprehensive training so they can understand and appropriately respond to any situation, and our community identified the following additional training areas to add to the LPD's already extensive training program:
 - a. De-escalation
 - b. Cultural education
 - c. Anti-racism
 7. Traffic Stops. Some community members' perceptions of how LPD officers conduct traffic stops was a concern. Below are the examples cited.
 - a. They seem to disproportionately affect black men;
 - b. Actions are not sufficiently explained; and
 - c. Vehicles too often searched for drugs.
 8. Officer Interactions and Behaviors. In nearly every listening session we held, residents said they simply wanted members of their police department to treat them with respect. Other concerns about officer interactions and behaviors included:
 - a. Officers can be hostile from beginning of interaction
 - b. Mental health calls develop into criminal offenses
 - c. Long-term effects of criminal charges for youth
 - d. Failure to share names and/or badge numbers when asked
 - e. Back-up support for officers results in multiple officers arriving at the scene
- D. What We Learned:** After examining the eight themes above and reviewing the feedback we received from the Community Listening Sessions as well as our individual and group meetings, we identified five areas of growth for the LPD:
1. Understanding how our actions are perceived by the public;
 2. More thoroughly explaining what we are doing;
 3. Providing additional education to the public on why we do what we do;
 4. Having officers form stronger and more personal relationships with the public; and
 5. Ensuring everyone we come into contact with is treated with dignity and respect.



- E. What We Were Already Doing:** As we analyzed the areas of growth above, we evaluated all internal policies and practices to determine where we were already responsive to the needs of the community and the areas that required additional development. The following are foundational practices in place as of May 2020 that align with community feedback.
1. Majority of “8 Can’t Wait” Principles. The “8 Can’t Wait” campaign includes the eight practices outlined below, which Campaign Zero, a police reform campaign, identified as proven methods to decrease law enforcement violence. The LPD has followed these practices for many years. To enhance our comprehensive reporting, we are in the process of incorporating additional documentation requirements for officers when they actively point a firearm at an individual.
 - a. Ban chokeholds and strangleholds
 - b. Require de-escalation
 - c. Duty to intervene
 - d. Ban shooting at moving vehicles
 - e. Require warning before shooting
 - f. Use of Force continuum
 - g. Exhaust all alternatives before shooting
 - h. Comprehensive reporting
 2. Best Practices. The LPD prides itself on exceeding industry standards and providing a level of service to our community that serves as a model for other agencies. We accomplish this through a multi-faceted approach that includes engagement with professional law enforcement organizations and thoughtful analyses of recommendations from these groups.
 - a. Commission on Accreditation for Law Enforcement Agencies (CALEA): This is an internationally-recognized body that requires us to meet roughly 400 standards to ensure compliance with best practices in the industry. We have held this accreditation since 1989. It includes annual reviews with a 4-year review for reaccreditation. Roughly 6% of law enforcement agencies in this country have active CALEA accreditation.
 - b. Use of Force data: We collect Use of Force data and provide this information to the Virginia State Police and the Federal Bureau of Investigation (FBI). We have reported Use of Force information to the FBI since January 2019, and at the time, were one of only 40% of departments across the country that voluntarily report this information to the FBI.
 - c. 21st Century Policing: President Obama’s Task Force on 21st Century Policing developed recommendations for law enforcement agencies in 2015. These recommendations were based around six pillars that we have incorporated into our operations, policies, and procedures.
 - d. International Association of Chiefs of Police (IACP): Representatives from the LPD have been members of this organization for many years. The IACP focuses on training, research, advocacy, and providing comprehensive information on current and future issues in law enforcement. Deputy Chief Mark Jamison currently serves on the IACP’s Crime Prevention Committee.
 - e. Police Executive Research Forum (PERF): Members of the LPD have participated with PERF for many years as well. This organization is research-based and focuses on critical issues in policing and identifying best practices. The majority of our Command Staff has attended PERF’s Senior Management Institute for Policing.



- f. Virginia Association of Chiefs of Police (VACP): The LPD has been highly involved with VACP for years. The VACP is a collaborative organization that supports professional development and information sharing between law enforcement agencies across the Commonwealth. Deputy Chief Mark Jamison serves on the VACP's Training Committee.
- 3. Mental Health Partnership.
 - a. Federal grant: We worked with Horizon Behavioral Health to apply for a federal grant last spring that would embed a mental health professional with an officer to respond to calls for service that involve an individual in mental health crisis. We recently learned we did not receive this grant, but will continue to partner with Horizon Behavioral Health to apply for similar grants in the future.
 - b. Crisis Intervention Team (CIT): We have partnered with Horizon Behavioral Health since 2014 on a CIT program to better serve our community members experiencing mental health crises.
- 4. Community Policing Advisory Group (CPAG). We instituted CPAG in 2015. Since that time, the group has served as an advisory and review board for policy, procedures, and critical incidents.
- 5. Comprehensive and progressive training program. LPD officers complete six months of training at the Central Virginia Criminal Justice Academy and then complete a month of in-house training before three months of Field Officer Training where they are matched with an experienced officer to train on the street and understand the culture of the LPD. Comprehensive training continues through an LPD officer's career through the following methods:
 - a. Roll call (relevant monthly topics reviewed by all units)
 - b. Quarterly (typically scenario-based, practical training completed during shifts)
 - c. eSign (electronic review and testing on a variety of topics)
 - d. Department of Criminal Justice Services (state-mandated training of 40 hours every two years, including four hours of legal training and two hours of cultural diversity training)
 - e. In-service (variety of training topics to address both DCJS requirements and assignment-specific needs)
 - f. CIT Training (includes de-escalation to address individuals experiencing mental health crisis)
 - g. Fair and Impartial Policing (includes evidence-based implicit bias training)
 - h. Mental health
 - i. Biannual all-day training (addresses current local and national trends in law enforcement)
 - j. Biannual firearms and scenario-based training (required firearms qualifications and includes use of force decision-making scenarios)
- 6. Body-Worn Camera Systems (BWC). The LPD instituted the use of BWC in 2016, and as part of the implementation of this program, developed a policy that the federal government has used as a model for agencies across the country.
- 7. Career progression program. LPD officers in the ranks of Police Officer I and Police Officer II can participate in a Career Progression Program that allows them to earn Police Officer II and Police Officer III rank through set requirements that include a certain number of community engagement hours.



8. Policies Available Online. The LPD added the majority of the department's policies to our website in 2017. We update these policies as required by CALEA to ensure we are complying with industry standards.
 9. Employee Management Systems. The LPD uses several software systems, including an Early Intervention System, to thoroughly track and manage all aspects of employee performance and complaints.
 10. Mental Health Assessments. In 2015, the LPD began facilitating annual mental health checks for certain positions, such as digital forensics detectives, to ensure the overall wellbeing of employees.
 11. Community Engagement. The LPD is your police department, and partnerships with our community are a critical part of our service to this city. See Section I. for additional details.
- F. What We Have Done Since May to Address Concerns:** In the wake of the tragic events that unfolded in Minneapolis, the LPD performed an introspective examination to confirm our practices, procedures, and policies best served our community's needs.
- a. Immediately following the events in May we updated the policies below. These were all longstanding practices within the LPD, but we have now formalized them in policy.
 - (1) Use of Force
 - (a) Chokeholds: The LPD has banned the use of chokeholds for at least the last 50 years. Sworn employees are never authorized to use the chokehold technique or any type of neck restraint unless deadly force is authorized.
 - (b) Strangleholds: The LPD has also banned the use of strangleholds for several decades. Sworn employees are never authorized to use this technique unless deadly force is authorized.
 - (2) Duty to Report/Intervene: Sworn employees have an obligation to protect the public and other employees.
 - (a) Duty to Intervene: It is the duty of every sworn employee present at any scene where physical force is being applied to either stop or attempt to stop another sworn employee when force is being inappropriately applied or is no longer required.
 - (b) Duty to Report: It shall be the duty of every sworn employee who witnesses inappropriate action by another officer to report that inappropriate action as soon as possible.
 - (3) Body-Worn Camera Systems: Required specialty units, including the Tactical Unit and Crisis Negotiation Team, to wear and activate their body-worn camera (BWC) system anytime they interact with a member of the public as outlined in PD17(2)-0408 Body Worn Camera System. Policies previously required all other uniformed officers to wear and activate their BWC.
 2. Over the past several months, we have instituted the items below.
 - a. CPAG. Over the summer, we began reviewing details of complaints and Uses of Force with CPAG. We also trained CPAG members on our Firearms Training Simulator that provides real-life potential Use of Force scenarios and requires participants to determine the most appropriate response.
 - b. Community Meetings. We have met with multiple individuals and groups to listen to their feedback and understand their concerns. We will use this feedback to help inform decisions as we move forward.



- c. Community Listening Sessions. We held six Community Listening Sessions over the summer that provided our residents the opportunity to share their experiences with the LPD as well as what they'd like to see in their ideal community police department.
 - d. Police 2 Citizen. We implemented Police 2 Citizen, an online platform where residents can file reports for some minor crimes, such as a larceny from vehicle.
 - e. Axon Citizen. This software allows public submission of video and photographic evidence.
 - f. Online Complaint Form. We added an online complaint form that provides another avenue for residents to express concerns with officer performance.
 - g. Online Commendation Form. We added an online commendation form that allows residents to provide feedback for jobs well done.
 - h. Critical Incident Response Team. We developed a Critical Incident Response Team consisting of supervisors that will respond to any critical incident to gather information quickly so that we can share as much information as possible with the community in a timely manner.
 - i. Training Updates.
 - (1) The Central Virginia Criminal Justice Academy removed the Carotid Pinch from instruction on July 16, 2020.
 - (2) All officers participated in standalone de-escalation training this winter.
 - (3) Dozens of officers received Field Force Training that allows us to more effectively protect citizens' First Amendment rights while also ensuring the safety of our officers and community.
 - (4) All School Resource Officers completed adolescent cognitive development training that included de-escalation techniques.
 - (5) All officers received training on the following policy updates:
 - (a) Use of Force
 - (b) Duty to Report/Intervene
 - (c) Body-Worn Camera Systems
 - j. City Attorney Review. Our City Attorney's Office is now reviewing all Uses of Force and Vehicle Pursuits.
 - k. Marijuana changes. Before the General Assembly announced changes to marijuana laws, the LPD changed protocol so that officers could no longer search cars based solely on the smell of marijuana.
 - l. Community Survey. We conducted a comprehensive community survey in December that sought feedback from residents and visitors on LPD practices and safety in the city.
 - m. PERF's 30 Guiding Principals. We analyzed PERF's 30 Guiding Principles to determine any appropriate changes to LPD practices and are in the process of incorporating appropriate updates.
 - n. Complaints. We changed our notification protocol as it relates to notifying a citizen at the conclusion of a demeanor complaint. Citizens now are notified both verbally and in writing.
 - o. Community engagement. Supervisors have encouraged officers, as calls for service allow, to engage with community members in a non-enforcement capacity.
- G. What We Plan to Accomplish:** As a department, we are committed to evaluating our policies, practices, and procedures on a routine basis. This approach recognizes that as our community



and country continue to evolve, we will need to adapt to meet the community's expectations and ensure our efforts serve to strengthen our existing partnerships. We will continue to build trust and legitimacy by:

1. Focusing on transparency.
 - a. Our new website will include data for the following:
 - (1) Use of Force incidents
 - (2) Complaints
 - (3) Number of interactions
 - (4) Traffic Stops
 - (a) Race
 - (b) Ethnicity
 - (c) Age
 - (d) Gender
 - (e) Reason for stop
 - (f) Location of stop
 - (g) Result of stop
 - (h) Whether officer searched vehicle or person
 - (5) Narcan use (for opioid overdoses)
 - (6) Crime
 - (a) Overall
 - (b) By Ward
 - (7) Arrest demographics
 - (8) Assaults on law enforcement
 - (9) Officer demographics
 - (10) Emergency Custody Orders
 - (11) Temporary Detention Orders
 - (12) Policies available via PowerDMS public portal
2. Being intentional about Diversity, Equity, and Inclusion.
 - a. More diversity in all ranks to reflect the City's demographics
 - (1) More officers of color
 - (2) Better gender balance
 - (3) More LGBTQ representation
 - b. Establishing an internal diversity committee
 - c. Working with our regional business alliance to be involved with discussions on DEI as they pertain to local law enforcement engagement and operations
3. Continuing our partnership with CPAG and further developing the role of this group.
4. Evaluating training to ensure it is achieving desired culture.
 - a. Internally, we will focus on this through:
 - (1) Additional development of Field Training Officer Program to ensure new officers understand the culture and expectations of the LPD and the community; and by
 - (2) Implementing additional training
 - (a) Listening Sessions
 - (b) Integrating Communications, Assessment, and Tactics (ICAT) through PERF
 - (c) Cultural diversity
 - (d) Lynchburg cultural history
 - (e) Ethical Policing is Courageous (EPIC)



- (f) Supervisor training development
 - b. We also will work with the Central Virginia Criminal Justice Academy to align training deliverables with LPD and community standards.
- 5. Increasing the number of officers receiving annual mental health assessments.
- 6. Holding quarterly town halls throughout the city for continued engagement and feedback with all residents.
- 7. Establishing a Use of Force Team composed of Lieutenants that will review all Use of Force incidents.
- 8. Providing Public Critical Incident Briefings that will provide as much information as possible in the wake of a critical incident.
- 9. Researching additional technology.
 - a. Bola Wrap: Less-lethal option to immobilize
 - b. Axon Performance: Enhancement to our Early Intervention System
 - c. Axon Signal Sidearm: Activates BWC when handgun is removed from holster
 - d. Axon Respond: GPS, live-streaming, and situational awareness on BWC
- 10. Reviewing December 2020 report from the President's Commission on Law Enforcement.
- H. Community Partnerships and Engagements:** The LPD has incorporated Community Policing as an organizational philosophy for many years. We are dedicated to partnering with our community to ensure our residents know and trust their police officers. The items below are just some of the many ways we engage with our community to build this trust.
 - 1. Historic partnerships and engagements:
 - a. City of Lynchburg Action 4 Change Committee
 - b. Boys and Girls Club
 - c. Liberty University Cadet Program
 - d. Salvation Army Christmas Kettle campaign
 - e. Citizen's Police Academy
 - f. Neighborhood Watch
 - g. Books and Badges with Lynchburg City Schools
 - h. Criminology class at E.C. Glass High School
 - i. One Community, One Voice – Lynchburg
 - j. Badges and Barbers
 - k. Community Code Compliance Team
 - l. Youth of Virginia Speak Out
 - m. Jubilee Family Development Center
 - n. Special Olympics
 - o. United Way
 - p. Lynchburg Loss Prevention Association
 - q. Blue Ridge Area Food Bank
 - r. CASA Advisory Board
 - s. The Exchange Club of Lynchburg
 - t. Mental Health Association of Central Virginia
 - u. Commonwealth Autism Board
 - v. Community Criminal Justice Board
 - w. Horizon Behavioral Health Board
 - x. Crisis Intervention Training Advisory Board
 - y. Central Virginia Traffic Safety Board



- z. Unity in Our Community
 - aa. The Lighthouse Community Center
 - bb. Blue Ridge Regional Safety Board
 - cc. Regional Domestic Violence Coalition
 - dd. YWCA Advisory Board
 - ee. Central Virginia Addiction Recovery Resource Group
 - ff. Virginia Alcohol Safety Action Program Board
 - gg. Drug Court Advisory Board
- 2. Recent Community Actions:
 - a. White Rock Cemetery. Our Community Action Team (CAT) spent dozens of hours cleaning up White Rock Cemetery this fall. They have partnered with other organizations to continue this work on a monthly basis to ensure the cemetery does not fall back into disrepair.
 - b. Tulip Park. We worked with No Walls Ministries to help build a playground and park on an abandoned lot in the White Rock neighborhood to provide a safe location for youth in the area to play and exercise.
 - c. Pop-up Cookouts. After the conclusion of the Community Listening Sessions this summer, we went back to the locations of those sessions and held pop-up cookouts to engage with neighbors in a non-enforcement capacity.
 - d. Lunches with local businesses. Throughout the summer, CAT brought lunches to local businesses in an effort open dialogue and build relationships with additional partners.
- I. **New Laws from the General Assembly:** In a special session this summer, the General Assembly passed several pieces of police reform legislation that Governor Northam signed into law. These changes will facilitate additional police transparency, and can minimize concerns we heard from the community this summer by eliminating the potential for disputes related to certain incidents. The most notable new laws affect the following:
 - 1. Pretextual stops
 - 2. Marijuana
 - 3. No-knock warrants
- J. **Other Compounding Factors:** Law enforcement does not operate in a vacuum. Many times, when we respond to a call for service, we are handling symptoms, not the problem. We want to ensure Lynchburg is a thriving city that is the best place for all our residents to live, work, and play, and to accomplish this, our community must take a collaborative approach to addressing the issues below. It is imperative for all City departments, City leadership, and community groups to work together to ensure we are addressing Lynchburg's underlying problems, not working in silos and simply managing symptoms. This approach will necessitate collaboration, funding, and creative thinking, and can result in a stronger, more united community.
 - 1. COVID
 - 2. Poverty
 - 3. Mental health
 - 4. Homelessness
 - 5. Drug Use

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 23, 2021**

AGENDA ITEM #: 3

CONSENT:
ACTION:

REGULAR: X
INFORMATION: X

WORK SESSION: X

CLOSED SESSION:
(Confidential)

ITEM TITLE: Street Renaming Process for Martin Luther King, Jr. Boulevard

KEY ELEMENTS:

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

RECOMMENDATION: Hear a staff presentation on the process to rename City streets.

SUMMARY: City Council requested staff provide an overview of the street renaming process. This is based on inquiries Council members have received about the possibility of renaming 5th Street and/or portions of Memorial Avenue to “Martin Luther King, Jr. Boulevard.”

On, March 8, 2005, Fifth Street was given the honorary designation of “Martin Luther King, Jr. Boulevard”. Gateway Signs at Fifth and Church Streets and at Fifth & Fillmore Streets bear the designation, along with street signs along the Corridor.

City Code, Section 35-109 through Section 35-114 provides for the naming or renaming of streets within the City. The City Council or any person or persons may request a street renaming. City Council may rename a street within the city limits by resolution. While a public hearing is not required, Section 35-110 provides for all property owners on the affected street to be notified of the proposed name.

City Council may wish to consider the following options:

- Leave the current designation as Martin Luther King, Jr. Boulevard.
- Direct staff to initiate proceedings to rename Fifth Street as “Martin Luther King, Jr. Boulevard.
- Direct staff to initiate proceedings to rename Fifth Street and Memorial Avenue as “Martin Luther King, Jr. Boulevard”.

If City Council wishes to rename the street(s), the City will need to receive permission from the King Center – The Center for Nonviolent Social Change.

PRIOR ACTION(S):

September 12, 1989: City Council denied a request to rename Fifth Street to “Martin Luther King Avenue”.

March 8, 2005 City Council renamed the Fifth Street Bridge to “Martin Luther King, Jr. Memorial Bridge”.

City Council designated Fifth Street and Memorial Avenue as “Martin Luther King, Jr. Boulevard”.

FISCAL IMPACT: To be determined based on scope. City costs would include changing street and gateway signs, as well as property owner notifications for the renaming process.

CONTACT(S):

Tom Martin, City Planner – 455-3900
Walter Erwin, City Attorney – 455-3980

ATTACHMENT(S):

Council Presentation – February 23, 2021

REVIEWED BY:

klw



Street Renaming

Tom Martin, AICP City Planner

Work Session

February 23, 2021



Purpose and Outline

Purpose: Discuss renaming of Fifth Street & Memorial Avenue

Outline:

- 1. City Code**
- 2. History**
- 3. Options**
- 4. Considerations**
- 5. Discussion**



- **Section 35-109 through Section 35-114**
- **May be initiated by any person or persons or City Council**
- **Council may rename any existing street by resolution**
- **Requires notification of all property owners on the affected street**
- **Public Hearing is not required**



- **Fifth Street and Memorial Avenue designated as “Martin Luther King, Jr. Boulevard” – March 8, 2005**
- **Bridge at Fifth & Memorial named “Martin Luther King, Jr. Memorial Bridge” – March 8, 2005**





- **Leave current designation.**
- **Direct staff to initiate proceedings to rename Fifth Street as “Martin Luther King, Jr.” Boulevard**
- **Direct staff to initiate proceedings to rename Fifth Street and Memorial Avenue as “Martin Luther King, Jr.” Boulevard**



Considerations

- **Notification of property owners versus public hearing**
- **City costs of changing Street & Gateway Signs**
- **Resident/Business costs involved in changing address**
- **Permission required from the King Center – The Center for Nonviolent Social Change**



Discussion:

Discussion

Sibshops: Best New Program Award 2019

In March of 2019, Lynchburg Parks and Recreation hosted Emily Holl, Director of the Sibling Support Project, to facilitate a Sibshop facilitator certification training. Sibshops are an international program that has been offering support to brothers and sisters of children with special health and developmental needs for more than 20 years. The Lynchburg Parks & Recreation Department is the first recreation department in the nation to host this facilitator training.

In the United States there are more than 56 million people living with a disability. Most of the individuals have a sibling. Siblings will likely be in each other's lives longer than anyone else. Founded in 1990, the Sibling Support Project is the first national program dedicated to the life-long and ever-changing concerns of millions of brothers and sisters who have a sibling with special health, developmental, and mental health concerns. Throughout their lives, children who have a sibling with a special need share many concerns that parents experience, and face issues that are uniquely theirs. Despite the important roles siblings play in the lives of their brothers and sisters with special needs, even the most family-friendly agencies often overlook them. Sibshops address this societal need by bringing siblings together in a fun, recreational setting to provide support, resources, and most importantly, a peer group of children who understand their point of view. In the program participants will meet other sibs (possibly for the first time), have fun, laugh, talk about the good and not-so-good parts of having a sib with special needs, play some great games, learn something about the services their brothers and sister receive.

To legally run the Sibshops recreational program under the Sibshops brand, a staff member must be 'first generation' trained; meaning that the staff member has personally attended the Sibshops training and received the information first hand, thus maintaining the integrity of the program. In 2019, there were eight facilities in the state of Virginia certified to operate Sibshops, most operating out of the DC and Virginia Beach area. There were no Sibshops programs located in Central, South, or Southwest Virginia. The closest Sibshop to the Lynchburg area was based in Richmond, Va. As of 2019, Lynchburg Parks and Recreation is the only registered Sibshop beyond Richmond, servicing the Central, South, and Southwest portions of Virginia.

The training was made possible with assistance from the Greater Lynchburg Community Foundation in the form of a \$3,000 grant. Additional trainee registration fees helped cover additional costs of materials, training, and air fare for the instructor who traveled from Washington state. Participants were able to register for either the full certification training, at \$175, or a half training, at \$70. Donations were also received from local businesses to supply breakfast and lunch for participants and children involved in the 2 day training.

Sibshops: Best New Program Award 2019

The Sibshops training consisted of two days; the first day was lecture based, where participants were educated in statistics, techniques, and firsthand accounts from a panel of adult 'sibs' or siblings of those with special needs. The second day featured a hands-on training lead by the director with children ages 7-12 years of age, plus the 20 adults enrolled in the certification program. The hands on training consisted of four main components: physical activities, contemplative games, discussion time in a safe environment, and of course, lunch. Both the children and the adults participated in all of the components to encourage a sense of trust and bonding between the 'sibs' and the adults. Often facilitators of Sibshops programs strive to have at least one adult 'sib' within their program. Lynchburg Parks and Recreation had two adult 'sibs' who were involved deeply in the discussion portions during the activities. This allows the children to hear from adult 'sibs' who were once in their positions, and what their relationships are like with their sibling with a disability now that they are adults.

At the conclusion of the training, 20 adults became certified to instruct and run programs under the Sibshops brand. This created 1 new Sibshop in Tennessee, 1 in Ohio, 2 in Maryland, 1 in Sandy Hook, Connecticut, and 4 new Sibshops in Virginia, which included Lynchburg Parks and Recreation. It is impossible to count the number of children, adults, and overall 'sibs' who have been, are, or will be impacted through the hosting of this program training. The ability to join together with other siblings who understand their unique situation is a need for siblings that must be met. With Sibshops, the need is now being met, addressed, and nurtured through numerous new Sibshop programs scattered throughout the East Coast.

Lynchburg Parks and Recreation presented about Sibshops at the 2019 VRPS Conference under the Therapeutic Recreation category. The Sibshops training was also featured as a full spread in the NRPA July 2019 magazine titled 'The Ties that Bind.'

Virginia Recreation and Park Society Awards

Sibshops: Best New Program Award 2019



Virginia Recreation and Park Society Awards

Sibshops: Best New Program Award 2019



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Sibshops: Best New Program Award 2019



Virginia Recreation and Park Society Awards

Sibshops: Best New Program Award 2019



Virginia Recreation and Park Society Awards

VRPS Nomination 2019 Awards

Best New Renovation/Addition Award (Bricks and Mortar)

Diamond Hill Neighborhood Center Facility Renewal Project

Lynchburg Parks and Recreation Department

The Diamond Hill Neighborhood Center facility renewal project effectively addressed community needs, breathing new life into a valuable public space. After decades of use, the shop-worn facility was in dire need of renewal. Generations had gathered there and staff members had worked to keep services relevant to residents. Within the center walls there was support for education, family, career development, and community. Though the programming framework was established, the facility was in disrepair.

The renewal project became a department priority. It was guided by an understanding of neighborhood need and aimed to deliver a contemporary and adaptable community space. Staff members developed a better understanding of the neighborhood, not only by direct interaction with the public, but also by analyzing data and discovering the unique assets and challenges of the neighborhood.

Neighborhood character was integral to the design. The Diamond Hill Neighborhood is home to about 2,000 residents. Its area is little more than half a square mile. Houses fit together in a tight grid pattern - there are brick mansions, painted ladies, and more humble dwellings, splashed with vibrant color. It is a densely populated neighborhood with a storied history. In this middle of this neighborhood is the Diamond Hill Neighborhood Center.

To prepare for the center renewal project, staff hosted a public meeting: the plans were shown, the project timeline was communicated, and public input was solicited for programming. Community members identified stakeholders, assessed current programming, and identified new areas of interest for center use. Through this process, staff members gained a deeper understanding of community needs and community members became more invested in the process.

The project was completed within time-, space-, and budget-constraints. Over a four-month period the Diamond Hill Center was transformed, causing minimal disruption of services to the community. At the conclusion of the project, an Open House event celebrated the return to the center and demonstrated the City's value for strong neighborhoods. It was worth the wait. These much-needed upgrades improved the quality of public space for low- to moderate-income Diamond Hill neighborhood residents, and maintained the social equity investment recognized decades ago, when this facility was originally established, as a socio-economic anchor to the neighborhood.

After the renewal project completion, popular center programs would be invigorated: out-of-school time programs, caregiver-attended preschool programs, senior recreation shuffle, dance classes, and community celebrations. Weekend facility rental experiences would also be improved; the center would once again give place to community milestones – birthday parties,

Virginia Recreation and Park Society Awards

VRPS Nomination 2019 Awards

Best New Renovation/Addition Award (Bricks and Mortar)

Diamond Hill Neighborhood Center Facility Renewal Project

Lynchburg Parks and Recreation Department

graduation celebrations, baby showers, anniversaries, retirement parties, and repast gatherings. Reinvestment in the Diamond Hill Center would rejuvenate the facility itself, and also provide an economic spillover effect to the surrounding neighborhood.

The renewal project was managed efficiently and infused the public facility with a renewed sense of value. After decades of use, the Diamond Hill Neighborhood Center was in need of rehabilitation. Renovations had been scheduled, but continually deferred, due to competing demands on the capital improvement project budget. The deterioration of the center reflected adversely on the City's commitment to the neighborhood. To delay needed improvements would only have increased the cost of rehabilitation, so the Parks and Recreation secured funding for the facility renewal project through the Federal Community Development Block Grant program, with resounding community support.

A grant of \$175,000 was awarded for the project. The project was managed by the Parks and Recreation Department with the cooperation of Public Works and Community Development colleagues.

The 4,000 square foot facility includes a large recreation room, a small classroom, a kitchen, bathrooms, and an office. To allow flexibility in facility use, the large open recreation room was designed to serve as either one large room for community gatherings, or as a series of interconnected spaces for small-group activities. The flexibility of the design matches the need for different facility uses.

By selecting materials and finishes which were altogether economical, durable, and easy to maintain, the project management team demonstrated good stewardship of public resources. Here is a categorical summary of improvements.

- **FLOORING** | Vinyl tile was removed. Underlying concrete base was polished and sealed, exposing natural rock fragments. Color and patterns were introduced in select areas to create pathways and divide the large open floor plan into rooms, creating an active space and a passive space.
- **CEILING** | Bulk head was installed to softly define primary spaces and feature pool table areas. Diamond shapes are suspended from the ceiling along pathways.
- **LIGHTING** | General LED lighting was incorporated throughout facility. Accent lighting was installed in fitness area. Diamond-shaped lighting over the pool table was incorporated into the design.

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VRPS Nomination 2019 Awards

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- **WALLS** | Simple cinder block walls were painted; floor to ceiling message boards were built into the design – cork board and chalk board; mirrors were positioned for movement classes and provide a place for dancing, and playing, while also amplifying natural light.
- **WINDOWS** | Warm wooden elements were arranged in horizontal framing around windows to draw attention to neighborhood views – park, playground, ball court, and colorful houses.
- **KITCHEN** | Stainless steel appliances, counter tops, and open shelving were installed for the management of a clean, visual workplace.
- **BATHROOMS** | Stainless steel bathroom barriers and wall-mounted baby changing stations complemented a minimalist bathroom design, with a polished concrete floor finish.
- **FINISHES** | Warm wood elements were built-in to create open shelving, computer lab space, and workstations.
- **ENTRYWAY** | The entryway was designed to offer a clear view of the center options. There is information at hand, a glass-front community produce cooler close by, a place to store personal belongings, and floor/ceiling markers to determine your next steps.

The intentional design exhibits a strong connection between the center and the neighborhood and helps to create a pro-social space. By featuring views of the surrounding park with the neighborhood as a backdrop, the Center renewal project exemplifies neighborhood character. The Diamond Hill Neighborhood Center rehabilitation is a social equity investment which has enhanced and sustained programs, services, and park experiences for families in the Diamond Hill neighborhood.

Virginia Recreation and Park Society Awards

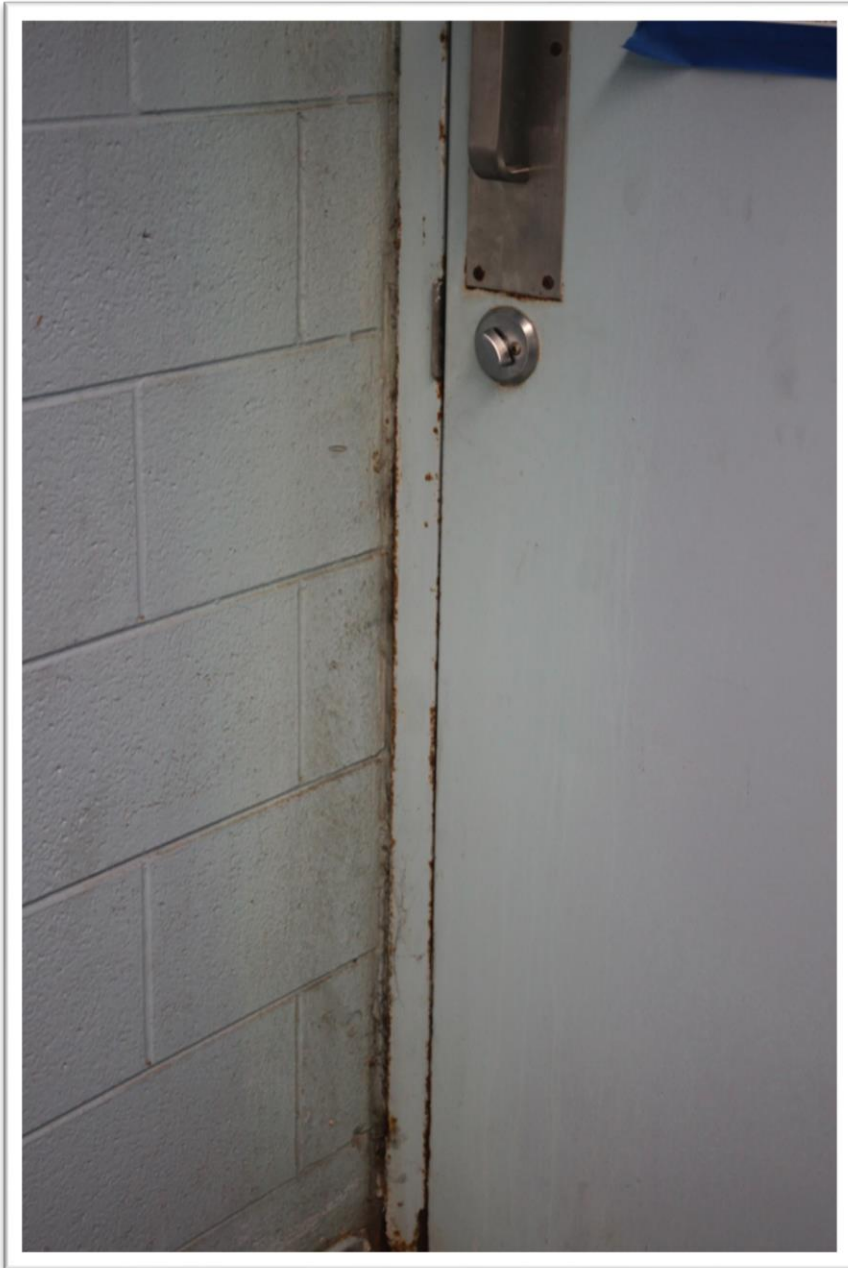
VRPS Nomination 2019 Awards

Best New Renovation/Addition Award (Bricks and Mortar)

Diamond Hill Neighborhood Center Facility Renewal Project

Lynchburg Parks and Recreation Department

Before Renovations



Virginia Recreation and Park Society Awards

VRPS Nomination 2019 Awards

Best New Renovation/Addition Award (Bricks and Mortar)

Diamond Hill Neighborhood Center Facility Renewal Project

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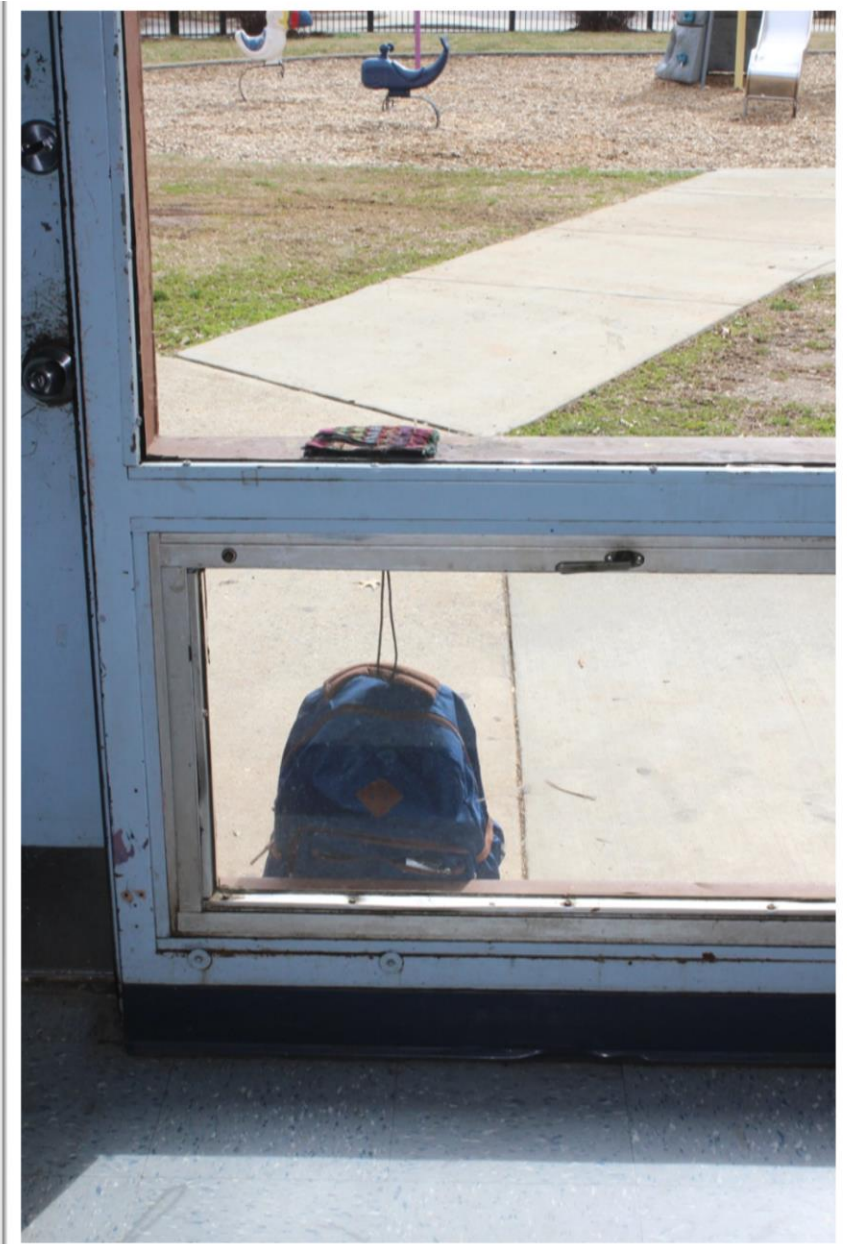
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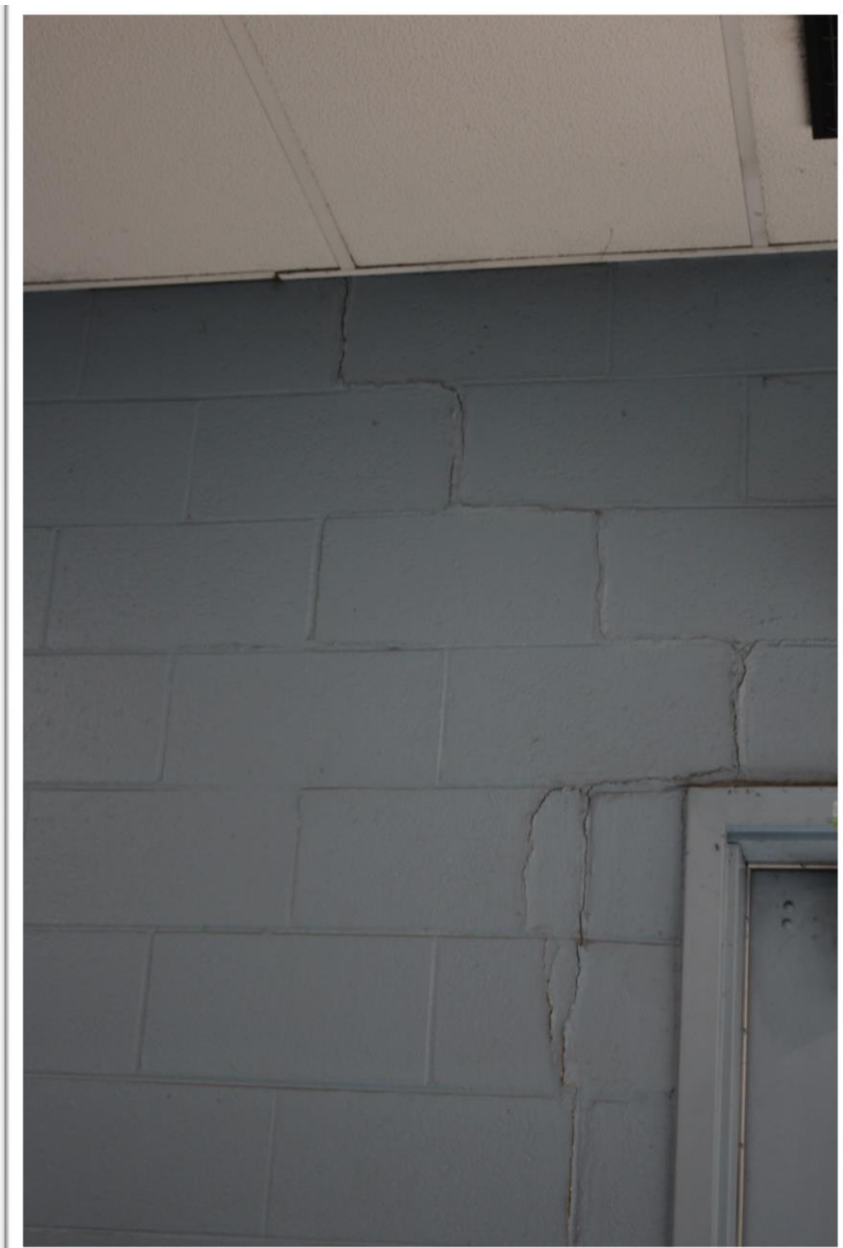
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Diamond Hill Neighborhood Center Facility Renewal Project

Lynchburg Parks and Recreation Department

After Renovations



Virginia Recreation and Park Society Awards

VRPS Nomination 2019 Awards

Best New Renovation/Addition Award (Bricks and Mortar)

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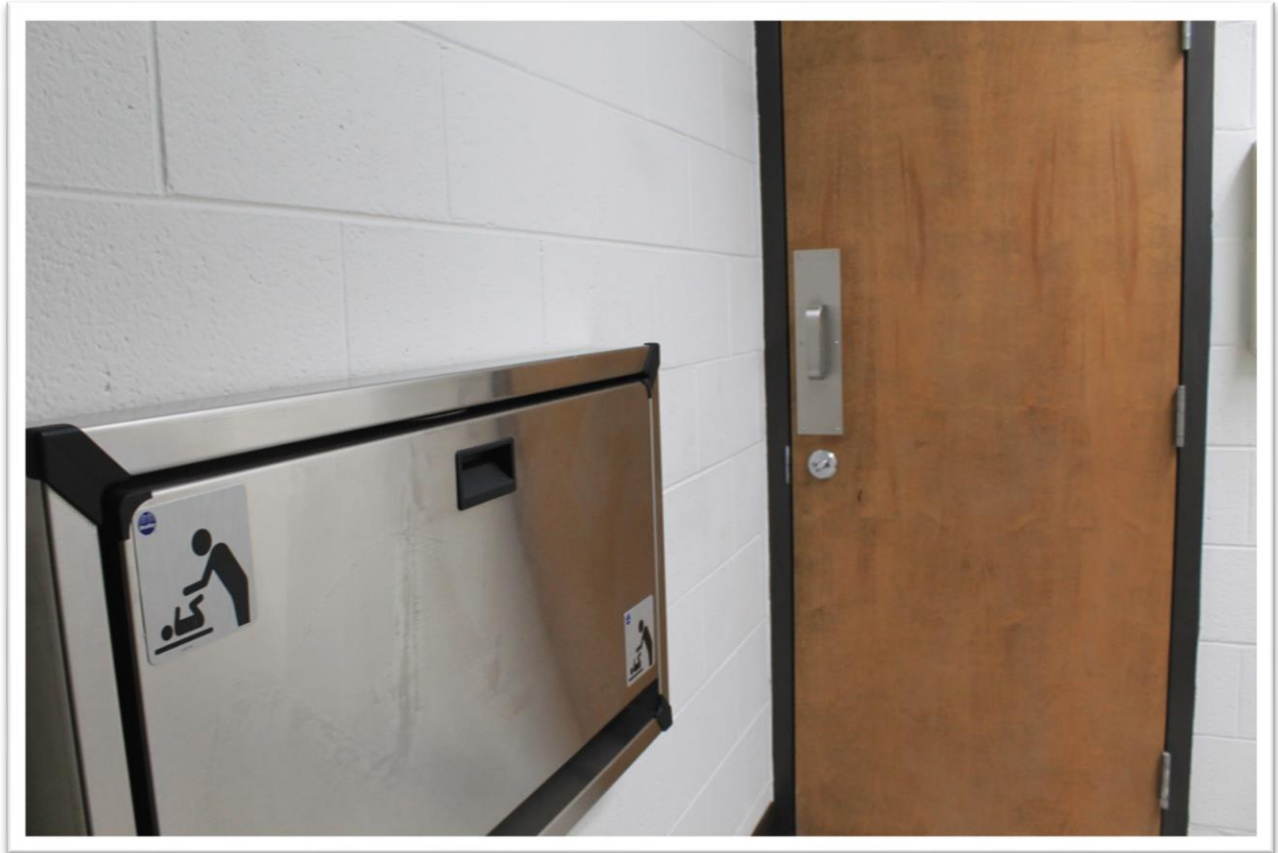
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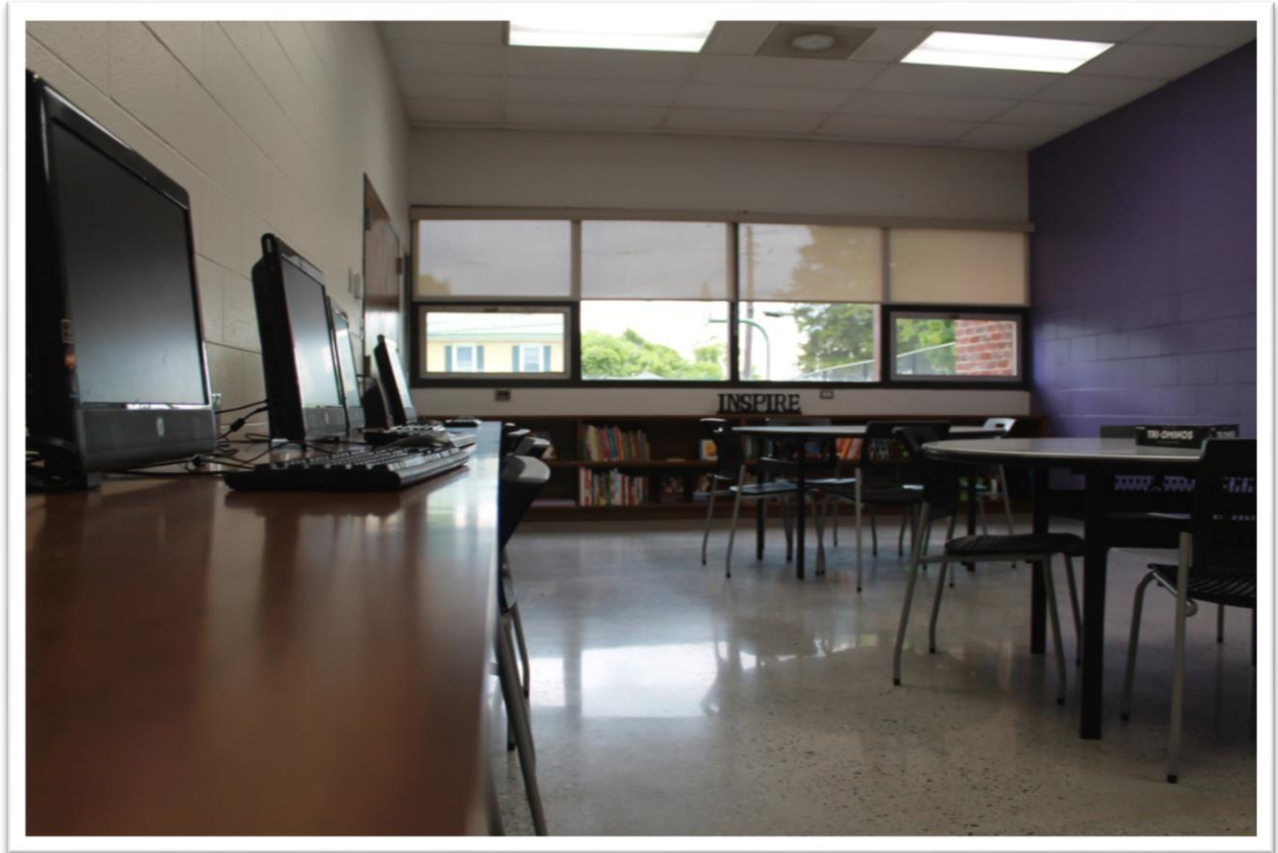
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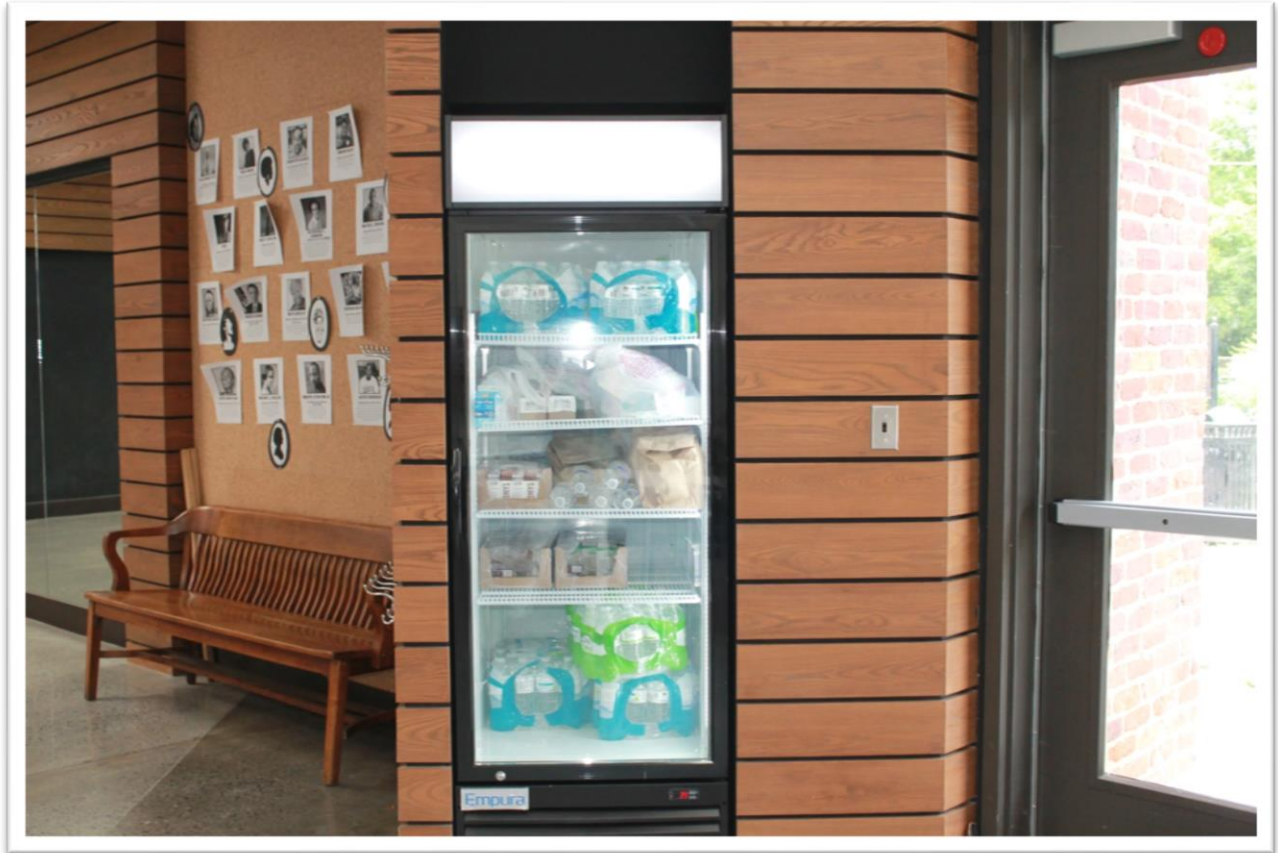
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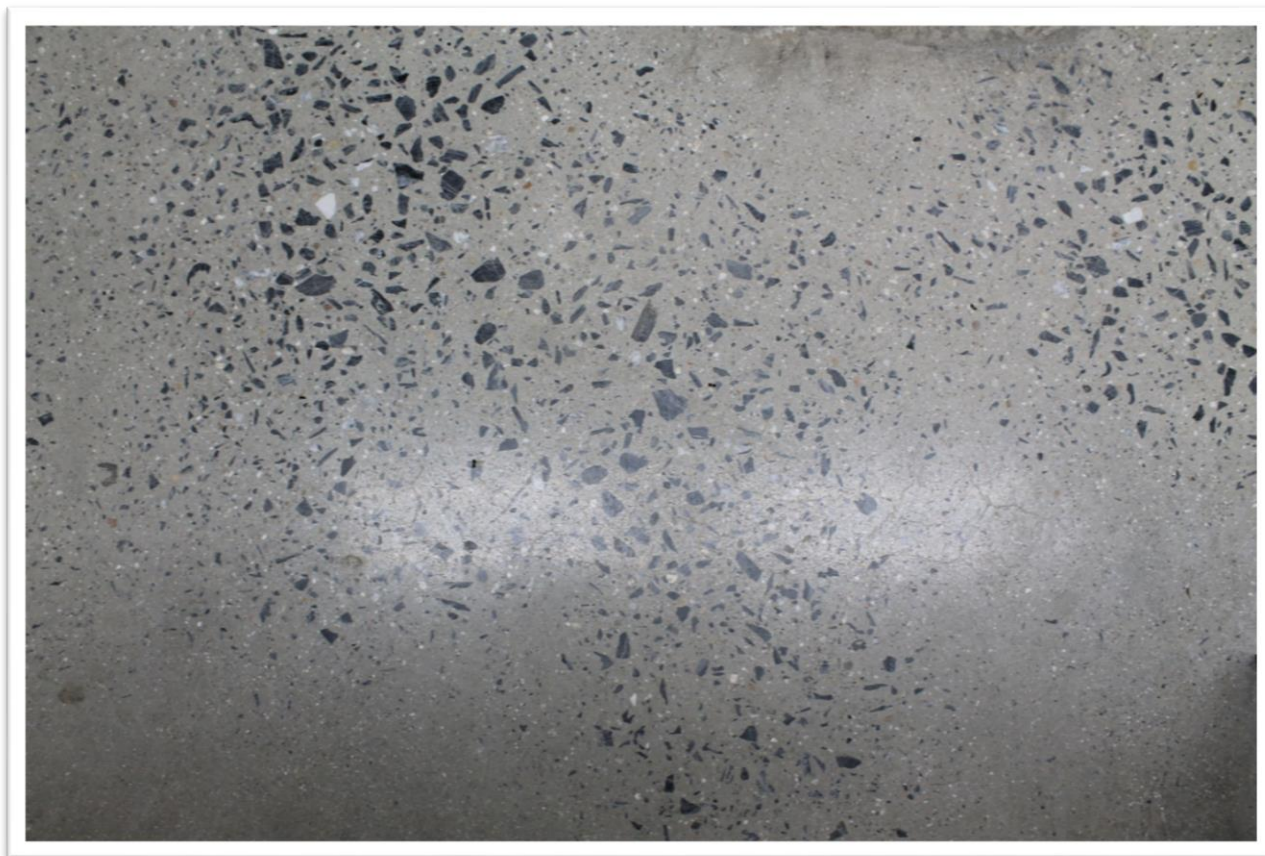
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Virginia Recreation and Park Society Awards

VRPS Nomination 2019 Awards

Best New Renovation/Addition Award (Bricks and Mortar)

Diamond Hill Neighborhood Center Facility Renewal Project

Lynchburg Parks and Recreation Department

Open House Celebration



Virginia Recreation and Park Society Awards

VRPS Nomination 2019 Awards

Best New Renovation/Addition Award (Bricks and Mortar)

Diamond Hill Neighborhood Center Facility Renewal Project

Lynchburg Parks and Recreation Department



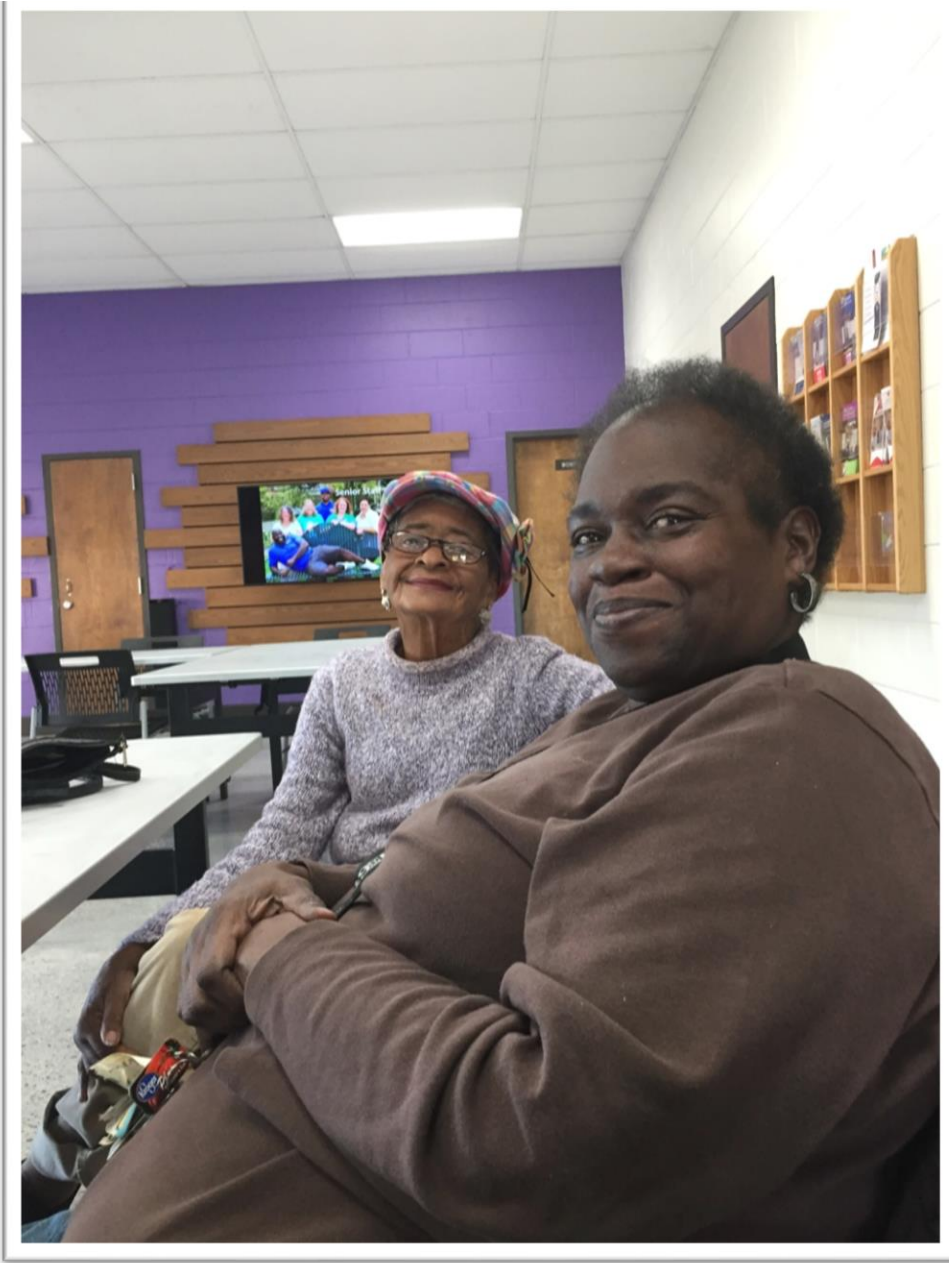
Virginia Recreation and Park Society Awards

VRPS Nomination 2019 Awards

Best New Renovation/Addition Award (Bricks and Mortar)

Diamond Hill Neighborhood Center Facility Renewal Project

Lynchburg Parks and Recreation Department



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Virginia Recreation and Park Society Awards

Rachel Smith, Lynchburg Parks & Recreation, Community Recreation Programmer: Outstanding New Professional Award 2019

Rachel Smith joined the Lynchburg Parks and Recreation Department in May of 2017, as a recent graduate of Liberty University. Rachel was hired as a Community Recreation Programmer, coordinating programs at the newly renovated Miller Recreation Center and to oversee and enhance the longstanding stained glass and pottery programs at Jackson Heights Art Studio. Since Rachel arrived she has developed 150 new programs for the department, focusing in areas including but not limited to trips, special events, health and wellness, technology, enrichment, and the arts. Rachel is best described as a dependable, team player who shows up with a positive attitude, a fresh cup of coffee, and ready to "take the bull by the horns."

Utilizing citizen survey feedback, Rachel increased her program implementation rate from 72% after her first program season to 94% to date, before COVID struck. Over the years she has developed popular, ongoing programs such as "Teddy Talks", (a health talk series with local Doctor Teddy Brose), family paint nights, and couples swing dance workshops. She has continued to enhance and improve ongoing programs like Adult Art Camp which grew from 5 students in her first year to 20 by the third year.

Rachel was the lead programmer for the second and third year of Celebration of Lights, a month long drive through light display at Riverside Park. This event took extensive planning and organization over the several months leading up to the grand opening averaging 500 cars annually. Three special event nights followed that included carriage rides, pedestrian night, and a glow bike ride attracting upwards of 2,122 people. Rachel took on this massive undertaking during her first six months of employment, planning and executing a successful, well-organized, esthetically pleasing event. She has also served on the internal special events committee, helping implement the Glow Ride, Pumpkin Chuck, Zombie Laser Tag, Daddy Daughter Dance, and Veterans Appreciation Luncheon.

Rachel has nurtured and grown the department's long standing partnership with the 7 Hills Art Club to recruit professional artists to volunteer to provide affordable high quality fine art classes, an Adult Art Camp and she has taken over coordinating the Art Expo event. She has fostered many new community partnerships with organizations including the Hill City Writers, Lynchburg Lindy Hop, and Kuumba Dance. The partnership with Kuumba Dance launched a cumulative, academic, year-long dance program featuring Afro Caribbean, tap, ballet, and modern for children and adults. Six new classes were offered and filled with over 42 registered participants. This partnership has increased registration, brought new participants to the center, increased center revenue by \$3,474 in the fall 2019 season, and has brought quality dance programming for youth who cannot afford classes at an independent studio. The program awarded 11 scholarships valuing \$412.50. The partner collaboration with Lynchburg Lindy Hop has also opened up accessibility to traditional swing dance instructional classes and community dances.

Most notably, Rachel has taken personal responsibility for the overall growth, maintenance, and programming at Jackson Heights Art Studio. Over the past 3 years she studied and worked with the stained glass and pottery instructors to gain a wider understanding of stained glass and pottery techniques. She enhanced the space esthetics by organizing, updating, and painting the studio interior.

Virginia Recreation and Park Society Awards

Rachel Smith, Lynchburg Parks & Recreation, Community Recreation Programmer: Outstanding New Professional Award 2019

Under her leadership the studio has grown from 2 to 7 instructors, programming open studio sessions, workshops, children's classes and camps, and doubled the pottery program. Program growth built capacity to establish a new, part-time Recreation Specialist position. Studio equipment has been upgraded with the purchase of 2 new digital kilns and 6 new wheels. In addition to building studio capacity, Rachel has worked to create an open, caring, and inviting relationship with participants at the art studio, growing the regular customer base.

Rachel is no stranger to media attention for her innovative programs and events. She has been featured on radio, covered numerous times by the local paper (News in Advance), hosted on morning news segments such on WSET (ABC 13) and WFXR (Fox News), and her program was featured in the NRPA Smart Brief section for a program educating parents on Snapchat, a popular social media outlet for teens.

Immersing herself into the world of recreation, Rachel has completed numerous training events. These include GIS, attending the VRPS Conference (2017), and the VRPS Leadership Training Institute (2018). She successfully completed the Sibshop Facilitator training, allowing her to execute recreation programming for children who have a sibling with special needs. Over the past two years, Rachel has worked hard as a full time employee and a student to obtain a Master's Degree in Business Administration, which she completed in the spring of 2020.

Over the past three years Rachel has displayed tremendous growth and maturity as an employee and a young professional. She has become a seasoned recreation programmer within the department who can be relied on for constructive feedback, advice, and mentorship for new program staff. It has been a delight to watch Rachel's confidence grow over the past three years as an intuitive and innovative Recreation Programmer. Rachel's new hire goal was to encourage and uplift the community through events and activities that would enhance people's lives. To date, Rachel is accomplishing her mission through the heart and dedication she pours into her programs, participants, and team members. Thank you for considering this well-deserved nomination.

Virginia Recreation and Park Society Awards

Rachel Smith, Lynchburg Parks & Recreation, Community Recreation Programmer:
Outstanding New Professional Award 2019



Rachel Smith, Community Recreation Programmer

Virginia Recreation and Park Society Awards

Rachel Smith, Lynchburg Parks & Recreation, Community Recreation Programmer:
Outstanding New Professional Award 2019



Jackson Heights Art Studio

Virginia Recreation and Park Society Awards

Rachel Smith, Lynchburg Parks & Recreation, Community Recreation Programmer:
Outstanding New Professional Award 2019



Pottery Camp 2020



Watercolor Class, 7 Hills Art Club

Virginia Recreation and Park Society Awards

Rachel Smith, Lynchburg Parks & Recreation, Community Recreation Programmer:
Outstanding New Professional Award 2019



Radio Interview

Virginia Recreation and Park Society Awards

Rachel Smith, Lynchburg Parks & Recreation, Community Recreation Programmer:
Outstanding New Professional Award 2019



Celebration of Lights, Carriage Rides



Art Expo, 7 Hills Art Club

// A budget retreat special meeting of the Council of the City of Lynchburg was held on the 26th day of January, 2021, at 2:00 P.M. in the Aviary, 400 Grove Street, MaryJane Dolan, President, presiding. The following Members were present:

Present: MaryJane Dolan, Beau Wright, Jeff Helgeson, Treney Tweedy, Sterling A. Wilder,	
Chris Faraldi	6
Absent: J. Randy Nelson	1

// Interim City Manager Dr. Reid Wodicka briefly went over the agenda for the budget retreat. He explained that staff would like to start off having a conversation about where the state of the local economy is and how different it is across the different sectors. Then, staff will be discussing the current local real estate markets to gain a better understanding of the

// Mr. Mitch Nuckles, Commissioner of the Revenue, presented Council with the Meals, Lodging, Amusement, Sales, and Use Tax trends before the pandemic and during the pandemic. He compared trends from each of the following years; 2017, 2018, 2019, and 2020 the average of months July – December and March – June for each revenue source.

Mr. Nuckles examined the Sales Tax collected for the top 20 businesses which are comprised of residential, manufacturer, and wholesalers. He noted that from July to December this year, there was an increase of over 10% between the top 20 business, with an overall Sales Tax increase of over 2% from 2019 – 2020. He said that this can be contributed to citizens not eating out as much, so they are buying more groceries. Also, the hardware stores sales have increased dramatically.

From March – June 2019 to March – June 2020, the top 20 businesses had an overall increase of 4.5%, however, the overall Sales Tax collected had decreased 10.5%. Councilmember Helgeson offered that it is great the top 20 businesses are doing so well, however, it is important to remember the businesses that are going out of business.

In regard to Use Tax, Mr. Nuckles mentioned the Wayfair Act that says states can mandate that businesses without a physical presence in a state but who collect a certain amount on in-state sales must remit sales tax in that state. Comparing July – March 2019 to the same grouping in 2020, there has been a 32.6% increase.

Meals Tax collected for the City has seen a sharp decline from March – June 2020 by over 34%, but then recovered a little bit but is still down by almost 11%. Mr. Nuckles contributed this to restaurant businesses adapting by figuring out how to offer curbside and drive-through options.

Lodging and Amusement Tax continue to stay down. Personal Property Tax has seen some growth but that could be the way taxes are collected as far as timeline goes.

Councilmember Helgeson asked about the BPOL Tax numbers. Mr. Nuckles stated that a lot of professions were closed for a few months in the beginning of the pandemic, so staff is expecting a decrease in this collection by about 10%.

// City Assessor Mr. Jeff Bandy provided Council with the following market overview:

Real Estate Markets - So far, the local real estate market is holding up well overall. Long term there are many unknowns. Residential Markets are very strong. Demand is significantly higher than available supply for price points below \$250,000. According to The Long & Foster Market Minute report for December 2020 (Greater Lynchburg Housing Market-Year over Year Comparison) units sold is up (33%), active inventory is down 37%, Median Sale prices are up 20%, Days on Market (26 days) is down 46% with Months of Supply of 1.1 months down 58%. Another factor driving prices upward is that mortgage rates are at historically low levels. Bank Rate published 30-year fixed mortgages rates average 2.88% recently. Proposed residential neighborhoods are increasing in value ranges from zero to 25%. The wide range is mostly due to price points with the higher value properties (over \$250K) going up. Supply and demand are out of balance currently.

Apartment Market - The apartment market is also very strong. Most of the new projects that are being leased are having no problems leasing units. Some projects are leasing more units in 2020 than they were leasing in 2019. Recent sales (2020) of older apartment communities indicate strong demand such as Walden Pond and Dumont apartment complexes.

Commercial Market - Commercial markets are also holding up better than expected. Petsmart recently sold for \$3.8 million or \$199/SF; which is about 23% higher than current assessment. Aaron's rentals sold for \$1.525 million or \$188/SF; which is 20% higher than current assessment. The problem areas include: hotels/extended stays, some retail/shopping centers, theaters and restaurants and office. It

is too early to understand the long term affects for these property types. Most provided little if any data to self-reporting surveys to help staff better understand their operating positions.

Industrial Market - The industrial market has also proven to be resilient. This sector never had a complete shutdown during COVID-19 and the future looks promising. Porter Steel (3726 Cohen Pl) sold for \$5.42 million and then resold for \$7.56 million after company was bought out by May Steel. These sales are 25%-76% higher than current assessments. R R Donnelley plant recently sold (\$6.75 million) to an Industrial investor from Mid-West who specializes in repositioning older industrial properties.

// Ms. Donna Witt, Chief Financial Officer, provided Council with a brief overview of the major revenue sources collected so far:

- Net Real Property Tax has an increase of 7.2% over actual FY 2020
- Net Personal Property Tax has a decrease of 3.6% below Actual FY 2020
- Motor Vehicle Licenses Tax decrease of 2.6% below Actual FY 2020
- Net Local Sales and Use Tax increase of 2.7% over Actual FY 2020
- Net Business License Tax decrease of 11.3% below Actual FY 2020
- Net Lodging Tax decrease of 1.1% below Actual FY 2020
- Net Meals Tax has an increase of .6% over actual FY 2020
- Amusement Tax decrease of 67.1% below actual FY 2020

// Interim City Manager Dr. Reid Wodicka, Interim Deputy City Manager Mr. Kent White, and Assistant City Manager Mr. John Hughes presented Council with a list of FY 2022 potential budget priorities based on departmental budget submissions and the city's strategic plan, *The Lynchburg Plan*. Council members then reviewed these priorities and ranked them in order from highest to lowest priority. The cumulative results are as follows, ranked highest priority to lowest:

- Implementation of a Public Safety Staffing Plan - *The Lynchburg Plan Goals: Creating a Culture of Exceptional Public Service Delivery*
 - City Council has received presentations regarding staffing from the City's Fire and Police Departments, and there are additional staffing needs in the Department of Emergency Services. Over several years, the Police Department has indicated a need for 25 additional officers, the Fire Department has a need for 14 additional Firefighters, and

Emergency Services needs an additional 4 communications officers. While there are also non-sworn positions that have been requested in these departments, this priority area would focus primarily on the direct service delivery functions of these departments. This was a specific issue identified in The Lynchburg Plan.

- Reinforcing the Innovative, Inclusive, and Competitive Public School System in Lynchburg - *The Lynchburg Plan Goal: Creating a Culture of Exceptional Public Service Delivery*
 - The development and continual reinforcement of a strong public school system for any city is critical to its long-term success. Lynchburg is no different and one of the reasons that Lynchburg has been successful is that the public schools have been outstanding – this attracts people to our community, improves life-long wellbeing of members of our community, and creates an environment that is dedicated to excellence. To be sure, though, there have always been challenges related to equity among learners and other matters that are opportunities for improvements. These issues are as old as Lynchburg and, while apparent at the schools, are really reflective of larger social issues in our community. Our opportunity is to collaboratively create policies and programs that strategically address these challenges in our community. While the details have not yet been finalized regarding their proposals, the Lynchburg City Schools will forward requests for funding that are designed to innovate and improve on the success we've seen and provide targeted interventions to address student achievement and opportunity, while being a competitive employer for their most critical resource: teachers.
- Implementation of City-wide salary study (with an emphasis on front-line workers) - *The Lynchburg Plan Goal: A Competitive and Innovative Employer*
 - Implementation of the next phase of the salary study would be focused on direct service delivery staff members and hard-to-attract positions. While the details of this plan are still being ironed out, the idea is that generally, this would be focused on the lower paid positions in the organization, though we will also be cognizant of salary compression issues, as well. We also have several positions that are not necessarily lower paid but are extremely difficult to fill at the present rates of pay.

- Refuse Collection System Personnel - *The Lynchburg Plan Goals: Creating a Culture of Exceptional Public Service Delivery*
 - Brush and bulk collection have been a challenge in our City for many years. We made considerable progress this year with the implementation of the new brush and bulk schedule. While there have been some minor hiccups along the way, it is clear that this new structure has helped to improve the appearance of the City. However, we still struggle to get all of the brush and bulk collected with our existing personnel. We utilized CARES funds to add two additional “knuckleboom” trucks to the fleet and have since been using Public Works staff from other divisions to assist in collection of these materials. As you can imagine, this has come at the cost of other functions not being completed in as timely a manner. This priority would fund the addition of two full time refuse collection employees to staff the knuckleboom trucks, allowing these units to be used full time. This was a specific issue identified in The Lynchburg Plan.
- Diversity, Equity, and Inclusion – Chief DEI Officer and City-wide Training Programs - *The Lynchburg Plan Goal: A Competitive and Innovative Employer*
 - Champions of Diversity, Equity and Inclusion (DEI) are the mark of employers serious about attracting and maintaining a talented workforce in the 21st Century. This priority would focus resources on the appointment of a Chief DEI Officer, at the C-Suite level, (leading to a supportive Office of DEI). Resources, policy direction, and ideological reinforcement from leadership must also be in place and funding would be made available for training the City's workforce. The Chief DEI Officer will work to suggest plans for greater implementation of DEI principles and identify initiatives that an Office of DEI will implement in order to benefit the City organization based on best-practices.
- Refuse Collection System Improvements – Refuse Truck Reserve Fleet - *The Lynchburg Plan Goals: Creating a Culture of Exceptional Public Service Delivery; Intentional Long-Term Viability*
 - There is a need to increase the fleet in the Refuse Collection division of Public Works. This priority would include the purchase of one additional refuse collection truck in order to create a reserve refuse collection fleet. As you are aware, there are presently no

reserve refuse trucks, so when one truck goes down for maintenance or breakdown, that route must be completed by the rest the remainder of the crews. We were able to procure two additional trucks with CARES funds. However, it would be valuable to add one additional truck to maintain the reserve fleet. Presently, there are six daily routes and six corresponding trucks in service every day. Having three reserve trucks would allow us to ensure that we are maintaining all of our vehicles and keeping them in service every day.

- **Poverty Reduction Programming - *The Lynchburg Plan Goal: Expanding and Developing Workforce***
 - Over the past several years, the City and its partners have worked to address poverty in our community. This has resulted in the creation of a series of community task forces that are designed to address poverty-driving issues in our community. These task forces have been effective in building community buy-in and building an understanding of the need to address poverty concerns in our community. It is now time to re-assess this effort and conduct a new planning exercise with a multi-decade perspective towards improving quality of life for people in our community. This priority would provide funding for a community wealth building (poverty reduction) strategic action plan, utilizing experts in this field to identify policies and programs that help to increase income and reduce barriers to economic independence in our community.
- **Parks and Recreation Programming and Public Space Improvements - *The Lynchburg Plan Goal: Creating and Reimagining Beautiful Neighborhoods***
 - Maintenance and enhancement of the City's recreational opportunities are crucial to the stability of neighborhoods and overall livability. While residents and visitors have always enjoyed the experiences available in the City associated with Neighborhood Centers, Parks, Trails, and other amenities, COVID-19 has reintroduced many in our community to the wonderful public spaces we have available. With the addition of available spaces, funding to support adequate staff and industry technologies are imperative. Some specific matters related to this priority include reopening the Miller Park pool, extending trails, providing access to public internet, and working to keep these areas safe for

employees and patrons. Each of these goals requires dedicated allocations. As a priority, restoration of the Aquatics budget (staff and programs), extension of Recreational Specialist positions at the College Hill Neighborhood Center and assuring appropriate facility maintenance staff are essential to a successful and sustainable Parks and Recreation system and would be funded with this priority.

- Litter Control - *The Lynchburg Plan Goal: Creating and Reimagining Beautiful Neighborhoods*
 - As you travel throughout the City, you have likely seen the tremendous amount of litter that is around the City. As Public Works picks up litter in an area, it is almost immediately covered by litter again. This priority would provide funding for litter control on City streets and along City streams, where appropriate. This could be based on the Neighborhood Caretaker program or hiring a private company to assist with litter control and beautification efforts in and around neighborhoods. This will both improve the appearance of the City and reduce the environmental impacts of our urban environment.

Council instructed staff to make an effort to present a budget that addresses each of these priorities.

//The meeting was adjourned at 5:10 p.m.

Clerk of Council

// A regular meeting of the Council of the City of Lynchburg was held on the 9th day of February, 2021, at 4:00 P.M. in the Council Chamber, City Hall, MaryJane Dolan, President, presiding. The following Members were present:

Present: MaryJane Dolan, Jeff Helgeson, J. Randy Nelson, Treney Tweedy, Sterling A. Wilder,

Chris Faraldi 6

Absent: Beau Wright 1

// In the matter of Budget, Agenda Item #1, Ms. Donna Witt, Chief Financial Officer, provided Council with a monthly update on revenue collections received in several key City revenue sources. These figures consisted of the whole 2nd Quarter and provided a more thorough update than just the economic driven revenues given in previous updates.

Sales Tax is still looking very good, we are just over 1.9 million dollars has what has been received for December. Up 10% then where we were last December, online sales are very strong and we anticipate this revenue will come in strong. Meals Tax, we are down from budget around 162,000 dollars. Continuing the trend for this fiscal year that we are not meeting our adopted budget, and staff have revised the projections to reflect that. Lodging Tax, is still down and staff does not see this getting any better because we are not as open. Amusement Tax is still down and we are not going to meet the projection and has been revised further.

Net Real Property – Originally, \$57.9 million was adopted in FY 2021. Staff increased the uncollectible from the normal 2.5% to 5%. Revenues are coming in consistently with previous years, so staff do not think there will be a need to increase the uncollectible to 5%. Councilmember Helgeson said that these revenues are to be expected and that they are not activity based. He commented on the 10% penalty for all late payments for real property, so the assumption would be that these would be paid.

Net Personal Property – Originally, around 18 million was adopted and staff believe that this is going to come in at about one million dollars higher than projected. Staff were not sure where new car sales would be. They are down but interestingly, the NADA Values, especially SUVs and trucks, held to the point where it is going to make up for the less new sales.

Motor Vehicle License – Ms. Witt explained that the projection will not be changed. This fee is not due until June 5th and there are fewer vehicle sales so this might trend differently, but staff feels comfortable with the original adopted number of \$1.6 million.

Use of Money and Property – This includes several things, but the biggest piece of this revenue collection is interest collected on the City's investments. 2020 was a good year, and as such, 1.2 million was adopted for FY 2021. Unfortunately, projections were incorrect, and the revised projection is now \$400,000.

Ambulance Fees – \$2.5 million was adopted for FY 2021 which is consistent with collections through December 31, 2020. Interestingly, these collections were higher than the previous year. The city also has a new contract with the billing provider that is adding some strength to this as well.

Building Inspections Permit Fee – The city saw a good year in 2020, however, in 2021 staff are seeing a decrease in these collections. Ms. Witt attributes the decrease in the number of permits to the rising cost of supplies and the lack of availability of supplies.

All Other Permits and Fees – These collections consist of parking permits and other smaller revenues and are slightly less the FY 2020 Actual.

Consumer Utility Tax, Electric – \$3.8 million was adopted in FY 2021 and the city is on target to reach \$3.5 million. This is based on consumption, the milder the weather, the less people consume.

Consumer Utility Tax, Gas – Trending the same as electric, this revenue source is a little bit above the receipts collect through December 31st of 2020.

Expenditures – Overall, for FY 2021 total expenditures are down about \$2 million compared to the same period in FY 2020. This is attributed to the department directors closely watching their spending.

Councilmember Faraldi stated it is good news that a moment is approaching where the city is gaining momentum back but offered two observations. The first, he asked Council whether this body should have a discussion on how best to leverage the political clout of the organization and address

either the Governor's Office or regional delegation on how the executive actions being mandated are hurting the community. Secondly, these numbers are indicative to that people are still struggling.

Councilmember Nelson wanted to know the types of things that staff are doing to result in the \$2 million in savings for expenditures. He expressed concerns that if supplies or other items were purposefully being put off until a later date, that there will eventually be a time when they have to be ordered and will deplete the savings accrued. Ms. Witt replied that staff has not been spending money on in-person training and conferences and explained the significant cost savings of virtual training. Also, department are being cautious of spending on supplies, as well as managed vacancies, and those line items add up across departments.

Councilmember Wilder asked that in reference to net real property, what portion of those comes from the escrow accounts? Ms. Witt replied that about 40% comes from mortgages and 60% are private pay.

Councilmember Helgeson stated that a big chunk of our budget goes to the schools and he wanted to know if the schools followed the same lead as city employees by cutting expenditures by \$2 million and now the city can expect a credit? Ms. Witt replied that the schools are paid out based on their monthly expenses and on their need, not one lump sum.

Mayor Dolan expressed her concerns about not putting the city in a situation where costs have been cut too much and things are not being replaced and a few years down the road, find that we are behind. Ms. Witt replied that the engineering staff does a really good job with facility studies and keeping track with our maintenance, so she does not foresee that as being a problem.

// In the matter of Budget, Agenda Item #2, Council reviewed the FY 2022 – FY 2026 Capital Improvement Plan (CIP) for City Capital and City Schools projects. Interim City Manager Dr. Reid Wodicka prefaced the conversation by stating this is a very preliminary look at where staff is with CIP. Typically, staff does not bring CIP to Council before budget discussion begin, however; since there has been a lot of conversations about a lot of different projects publicly, staff wanted Council to have a chance to view what CIP looks like before staff makes some structuring changes. Again, these will be very

preliminary discussions and are not going to make any decisions today but are hoping to learn of Council's idea as far as timing goes.

Dr. Wodicka continued by stating that for a number of years, CIP has been structured in a way that keeps debt service level every year. As projects get bigger and materials and labor more expensive, if the City does not start to spend more on debt service, then it will start to get behind on some major projects. So, staff is thinking about how to structure in more debt service at a time and investing in the properties the city already owns.

Ms. Donna Witt, Chief Financial Officer, provided an overview of the work already conducted with CIP. Staff previously asked all Project Managers to submit a list of projects that they would like to include in the FY 2022 – FY 2026 Capital Improvement Plan. After properly vetting, budget staff is proposing two different scenarios. Case One includes a new police headquarters building, a new school transportation building, and the replacement of Sandusky Elementary School. Ms. Witt explained that the city would not be able to afford this scenario. Case Two funds the police department but moves the Sandusky Elementary School replacement and the schools transportation building out of the five-year plan. In addition, Case Two moves renovations to Linkhorne Elementary School (design in FY 2023 and construction in FY 2024) and Paul Monroe Elementary School (design in FY 2025 and construction in FY 2026) in the FY 2022 – FY 2026 CIP. Dr. Wodicka explained the thought process behind this scenario. The Future of Education Task Force is working on a facilities study and stated that he would like to wait for the results from that before committing to erecting new buildings.

Councilmember Wilder asked if city staff have reached out to the schools to see what their thoughts are on this plan. Ms. Witt explained that the schools have received additional CARES funding that can help pay for projects related to COVID and that some of these school renovations, such as HVAC, can be tied to those funds. They are working on resubmitting some projects to staff now so that the pay as you go funds or the line of credit may not be needed.

Councilmember Nelson stated that police facilities are the highest priority, and nothing should disrupt that timetable. He also stated that he would like to hold off on all renovations for schools until the Task Force is able to conduct their work because the renovations might be inappropriate for a post-

pandemic environment. Dr. Wodicka agreed stating that in Case Two, the school building renovations are further out in the five-year plan which would buy some time to hear those recommendations before spending dollars.

Councilmember Faraldi asked what the status is of the police department at 12th and Kemper. Dr. Wodicka replied that the preliminary design is currently being done, and that staff is considering all options in trying to develop a financial plan to make sure this is being done in the most responsible way. Councilmember Faraldi inquired what those options were. Dr. Wodicka stated that \$40 million was previously budgeted for this project, however, current engineering estimates are coming in higher. He attributed this to being a hard site to build on and stated that other alternatives should be considered to remain financially responsible. Councilmember Faraldi asked if he had reservations about this location. Dr. Wodicka replied that this site does require the construction of a parking deck as well as a taller building and costs could potentially be reduced if the location moved elsewhere. He further explained that it is invaluable to at least consider alternatives. Councilmember Faraldi stated that he has very strong connections with this project with previous work he conducted with Congressman Bob Goodlatte's office by transferring this parcel from the federal government to the city. There is a stipulation from the federal government that if this property is not used for a police department it reverts back to the federal government. He explained that the Lynchburg Police Department has received only \$1.1 million in funding for improvement projects over the past 20 years, translating to 0.4% of total improvement funds spanning that timeframe. In the 1990s, the police department adopted the West Building as a 7-year temporary home of which they are still operating out of today. In 2017, the police department received commitment from Council that the new headquarters will happen, and it will be in the community. He likened the current police building to being dark, dank, and unprofessional and attributed them to being a key factor in low recruitment and retention. He acknowledged that emergency situations such as the removal of College Lake Dam do arise that need to be addressed, but he expressed that this needs to happen in FY 2023 and at the 12th and Kemper location to show local law enforcement that Council supports them. He stated that he believes 12th and Kemper is a prime location for police headquarters due to proximity of calls of service and it also initiates a sense of development in an area that could probably use it. There are also the stipulations with the federal mandate to take into consideration where the property would be

reverted back to the federal government if the land is not used for a police department and as such, the city would have no hope of even considering tax revenue on the property. He also expressed that it would be inappropriate for Council to discuss funding a brand-new school since the Education Task Force has not yet finished their work.

Councilmember Tweedy stated that she believes that school items should be put on hold until the Education Task Force has finished their work, however; she thinks Council needs to put a lot of support behind education. She explained that building a city to bring in the next generation starts with having a good school system.

Councilmember Helgeson stated recruiting for law enforcement is exceedingly difficult and has gotten even worse. The police building is important to all of Council and the citizens.

Ms. Witt explained that the engineering estimates that were recently received were at \$53 million dollars, instead of the original \$40 million, to build on that site and that doesn't include all of the components of the original plan, such as the gym.

Dr. Wodicka reiterated that staff is very committed to getting the new police headquarters built but spoke to remaining responsible financially in the long-term. He maintained that there needs to be thought into how the future debt service will be handled. He voiced concerns over putting future Councilmembers and future city staff in a position to have to make significant tax increases or significant cuts to services in order to make this work.

Councilmember Faraldi asked if engineers are coming back with an estimate of \$53 million dollars, then what is the way to do this right that gets the city a new police department for the next 40 years. Dr. Wodicka replied that if we can consider an alternative site that is less difficult to work on, that might give the ability to do the project and get it done right for a lesser price. Councilmember Faraldi stated that maybe the police department really does need more than a \$40 million building. He also stated that Council had a discussion and decided that they did not want to move this project further away from the center of town. He reiterated that shovels need to be in the ground by FY 2023 at 12th and

Kemper. Dr. Wodicka replied that staff is happy to accommodate, but may need to come to Council and say that more revenue needs to be generated in order to get this done.

// In the matter of Roll Call, Agenda Item #3, Councilmember Faraldi had no items. Councilmember Wilder thanked staff for having the budget and finance related conversations with Council; he commended staff for their continued work with refuse collection and snow removal; he also commented on the Lynchburg Museum's online content as it relates to Black History Month. Councilmember Tweedy thanked refuse staff for their continued hard work; she also asked if staff could help the community understand where and when to receive the vaccination. Councilmember Nelson also reiterated Councilmember Tweedy's sentiments about the vaccinations. Councilmember Helgeson had no items. Mayor Dolan made the following statement regarding vaccinations:

Last week, we announced the City of Lynchburg had entered into a lease agreement with Liberty University to secure the space formerly known as T. J. Maxx in Candler's Station for the purpose of operating a regional vaccination center. The space was chosen because of its central location, accessibility to public transportation and ample parking.

In addition, the Central Virginia Vaccination Task Force comprised of the Region's Emergency Coordinators and other community stakeholders, including our City Schools, Centra and the Virginia Department of Health, have already operated several smaller sites with our regional partners to ensure that once the vaccine levels reach the levels that can sustain a mass vaccination site, we will be able to administer the vaccine efficiently and effectively.

I know it is extremely frustrating for everyone who wants to get the vaccine but has not been able to do so. However, we have been assured by the Health Department that everyone who wants to receive the vaccine will receive it. The City will continue to work with its regional and community partners to develop plans and share information and resources so that when the vaccine becomes available, we are ready to get it to people quickly.

I want to encourage everyone to continue to follow safety precautions by wearing masks, practice social distancing and washing your hands.

// The meeting was recessed at 5:19 p.m.

// City Council reconvened the meeting at 7:30 p.m. The following members were present:

Present: MaryJane Dolan, Jeff S. Helgeson, J. Randy Nelson, Treney Tweedy, Sterling A.

Wilder, Chris Faraldi 6

Absent: Beau Wright 1

Councilmember Tweedy gave the Invocation, followed by the Pledge of Allegiance.

// In the matter of the Consent Agenda Item #4, copies of the minutes of the January 12, 2021 meeting have been previously furnished to Council, and on motion of Councilmember Wilder, seconded by Councilmember Nelson, Council by the following recorded vote approved the minutes as presented:

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

Noes: 0

Absent: Wright 1

// In the matter of Community Development – Planning and City Code, Agenda Item #5, a public hearing was held, and Council considered adopting several ordinances dealing with telecommunications facilities and flag poles, light poles, and utility poles. Mr. Tom Martin, Lynchburg City Planner, provided Council with a summary of the request. The City's Zoning Ordinance sections related to Telecommunication Facilities were last updated in December 1997 with minor amendments in January 2020. Amendments to the Virginia Code in 2017 – 2020 and federal law regarding telecommunications facilities requires the City to update the Ordinance in order to be compliant with the new regulations. City Council received an overview of the proposed ordinance amendments on January 12, 2021.

There was no one to speak in favor or opposition, either by phone, email, or in-person, so the public hearing was closed, and the matter rested with Council.

Councilmember Nelson made the motion to approve Ordinance #O-21-008 adopting the proposed Zoning Ordinance amendment, as advertised, to add Section 35.2-61.2(d) with regard to flag poles, light poles, and utility poles to the City Code and to make that amendment effective upon adoption

but did ask staff to make an amendment to the ordinance to clarify the units of measurement as feet. Councilmember Faraldi seconded the motion. With no discussion from Council, the following vote was recorded approving #O-21-008:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Faraldi	6
Noes:	0
Absent: Wright	1

Councilmember Nelson made the motion to approve Ordinance #O-21-009 repealing Chapter 35.2–73 of the City Code, which comprises Sections 35.2–73.1 through 35.2–73.20 of the current Zoning Ordinance and pertains to Telecommunications Facilities, and simultaneously adopt the proposed Zoning Ordinance amendments, as advertised, to add a new Chapter 35.2–73 to the Zoning Ordinance, which comprises Sections 35.2–73.1 through 35.2–73.26, and to make those amendments effective upon adoption. Councilmember Tweedy seconded the motion. With no discussion from Council, the following vote was recorded approving #O-21-009:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Faraldi	6
Noes:	0
Absent: Wright	1

Councilmember Nelson made the motion to approve Ordinance #O-21-010 adopting the proposed Zoning Ordinance amendments, as advertised, to amend the exhibits in the Zoning Ordinance to reflect the “Approval Type” for wireless telecommunications transmission as “C” for Conditional Use Permit” and/or “P” for Permitted” in accordance with the new Chapter 35.2–73 Council just adopted, and to make those amendments effective upon adoption. Councilmember Tweedy seconded the motion. With no discussion from Council, the following vote was recorded approving #O-21-010:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Faraldi	6
Noes:	0

Absent: Wright

1

// In the matter of Community Development, Agenda Item #6, Council considered adopting Ordinance #O-21-011 approving the right-of-way vacation of Advantage Court. Ms. Victoria Glasgow, Planner I, presented Council with a brief summary of the request. Ed Willman, on behalf of O Mayflower, LLC, is petitioning to vacate the Advantage Court right-of way located off of Chiles Circle. The right-of-way vacation would facilitate the future development of the adjacent property for industrial use. The total area of the proposed vacation is approximately nine hundred seventy-nine thousandths (0.979) of an acre. The area to be vacated includes an unpaved gravel drive. The vacation would not impact vehicle or pedestrian access along Advantage Court or Chiles Circle. This item went to the Physical Development Committee (PDC) on January 12, 2021 and recommended approval of the right-of-way vacation.

There was no one to speak in favor or opposition, either by phone, email, or in-person, so the public hearing was closed, and the matter rested with Council. As Chair of the PDC, Councilmember Tweedy made the motion to approve the ordinance. A second was not needed and with no other discussion from Council, the following vote was recorded approving Ordinance #O-21-011:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Faraldi	6
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Noes:	0
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Absent: Wright	1
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// In the matter of Community Development, Agenda Item #7, Council considered adopting Ordinance #O-21-012 approving the right-of-way vacation of a portion of Chiles Circle. Ms. Victoria Glasgow, Planner I, presented Council with a brief summary of the request. Ed Willman, on behalf of O Mayflower, LLC, is petitioning to vacate a portion of Chiles Circle right-of-way, located off of Carroll Avenue and Chiles Circle. The right-of-way vacation would facilitate the future development of the adjacent property for industrial use. The total area of the proposed vacation is approximately four hundred eighty-five thousandths (0.485) of an acre. The area to be vacated includes an unpaved gravel drive. The vacation would not impact vehicle or pedestrian access along Chiles Circle or Carroll Avenue. This item went to

the Physical Development Committee (PDC) on January 12, 2021 and recommended approval of the right-of-way vacation.

There was no one to speak in favor or opposition, either by phone, email, or in-person, so the public hearing was closed, and the matter rested with Council. As Chair of the PDC, Councilmember Tweedy made the motion to approve the ordinance. There was no second needed and with no other discussion from Council, the following vote was recorded approving Ordinance #O-21-012:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Faraldi	6
Noes:	0
Absent: Wright	1

// In the matter of Public Comment, Agenda Item #8, Mr. Ben Castle, a resident of Ward IV and representative of the Lynchburg Pastors Association, urged Council to defend the Church from the executive orders from Governor Northam. He explained that Governor Northam's mismanagement of the pandemic is a clear abuse of power and is tyrannical. He cited Executive Order 72 which directs how Christians are to gather for religious services, and if the requirements of the executive order are not met, then religious services cannot be held in person. The government has no right to tell people how, or if, they may worship. He asked Council to fulfill their duty as elected officials and resist the tyranny.

// In the matter of Public Comment, Agenda Item #9, Mr. Andrew Glover, a Lynchburg resident and representative of the group Conservative Parents of Lynchburg, spoke to Council regarding concerns with precedents being set on the Lynchburg City School Board regarding their fiduciary mismanagement. He explained that Lynchburg residents pay a lot of taxes and they trust that City Council will not let those funds be mismanaged. He stated that Lynchburg City Schools (LCS) expenditures are high, but the quality of education is low, citing high failure rates. LCS is not meeting its commitment to continually maintaining the educational program. He commented that the General Assembly voted that in-person learning is the standard for education but LCS is not offering in-person learning, instead using the funds for raises and stipends for administration staff and board members. Since they are not elected, they are appointed Mr. Glover feels they are overstepping their authority and failing to fulfill their constitutional

requirements. He asked that Council consider alternatives to ensure that Lynchburg students have a high-quality education that can be continually maintained.

// In the matter of the Circuit Court, Agenda Item #10, Council considered introducing Resolution #R-21-013 amending the FY 2021 City/Federal/State Aid Fund budget and appropriating \$24,794 with resources for a grant from the Library of Virginia to preserve several land books and marriage bonds at the Lynchburg Circuit Court Clerk's Office. Mr. Todd Swisher, Circuit Court Clerk, provided Council with a brief summary of the request. The Library of Virginia allows Circuit Court Clerks' Offices to submit applications for grant funding. Staff submitted a grant application to The Library of Virginia to preserve records held at the Circuit Court Clerk's Office. The approved grant funding of \$24,794 will allow Land Books 1845 – 1861; Land Books 1875 – 1886; Marriage Bonds A – K, 1841 – 1847; Marriage Bonds M – Z, 1835 – 1840 to be reformatted and preserved. The grant covers 100% for total of preservation work; no local match is required of this grant.

Councilmember Helgeson stated that this would normally go to Finance Committee of which he's Chair, however, the January 26, 2021 meeting was cancelled. He commented that Mr. Swisher did not deviate from the City's normal fiscal policy and made the motion to approve the resolution. Councilmember Nelson seconded the motion stating that Lynchburg is rich with history and he is appreciative of staff finding ways to fund the preservation of those records. With no other discussion from Council, the following vote was recorded approving Resolution #R-21-013:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Faraldi	6
Noes:	0
Absent: Wright	1

// In the matter of Community Corrections & Pretrial Services, Agenda Item #11, Council considered introducing Resolution #R-21-014 to amend the FY 2021 City/Federal/State Aid Fund budget and appropriating \$121,389 provided by the Department of Criminal Justice Services for the expansion of local probation and pretrial services to include Amherst County.

Ms. Cynthia Plummer, Agency Director, presented Council with a brief summary of the request. The Virginia Department of Criminal Justice Services (DCJS) solicited grant applications in March 2020 and awarded funds allotted by the General Assembly in December 2020 to expand local probation and pretrial services to unserved localities. This grant is in the amount of \$121,389 for an initial six-month period to assist the agency in providing local probation and pretrial services for defendants awaiting trial and individuals sentenced to local probation in Amherst County Courts. This will ensure that all courts within the 24th Judicial District have access to these bail and sentencing options. The period for this grant is January 1, 2021 through June 30, 2021.

Councilmember Helgeson wanted to know how probation and pretrial services for Amherst County affects Lynchburg. Ms. Plummer stated that these services are housed primarily in Lynchburg, but the 24th Judicial District serves neighboring localities, as well. Currently, when judges are sitting in Amherst County, they do not have access to these services. Many years ago, staff took advantage of opportunities to expand funding to be able to provide the same services to Bedford County and Campbell County. DCJS, in trying to minimize cost, only allowed existing programs to apply for funding which reduces administrative overhead costs.

Councilmember Nelson made the motion to approve the resolution stating that it's important to operate with efficiency by consolidating and conserving resources and to be inclusive with services delivered with shared jurisdiction. Councilmember Tweedy seconded the motion. With no other discussion from Council, the following vote was recorded approving Resolution #R-21-014:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Faraldi	6
Noes:	0
Absent: Wright	1

// On motion of Councilmember Wilder, seconded by Councilmember Tweedy, Council, by the following recorded vote, elected to hold a closed meeting to discuss appointments for vacancies to the following Boards and Commissions: Economic Development Authority and City Employees Appeal Board pursuant to Section 2.2-3711(A.)(1) of the Code of Virginia, 1950, as amended.

With no discussion from Council, the following vote was recorded:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Faraldi	6
Noes:	0
Absent: Wright	1

// The meeting was reopened to the public.

// Councilmember 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 Councilmember Faraldi, and Council, by the following recorded vote, adopted the motion:

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Faraldi	6
Noes:	0
Absent: Wright	1

// On motion of Councilmember Helgeson, seconded by Councilmember Wilder, Council by the following recorded vote appointed the following members to the respective boards and commissions:

February 9, 2021

AGENDA ITEM #: 6

Horizon Behavioral Health Board of Directors: Ms. Sonya Baker – unexpired term ending December 31, 2021.

Economic Development Authority: No appointments were made at this time.

Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Faraldi	6
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Noes:	0
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Absent: Wright	1
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// The meeting adjourned at 8:11 p.m.

Clerk of Council

RESOLUTION:

#R-21-013

BE IT RESOLVED that the FY 2021 City/Federal/State Aid Fund budget is amended and \$24,794 is appropriated with resources from a grant from the Library of Virginia to preserve Land Books 1845 – 1861; Land Books 1875 – 1886; Marriage Bonds A – K, 1841 – 1847; Marriage Bonds M – Z, 1835 – 1840 at the Lynchburg Circuit Court Clerk's Office.

Introduced: February 9, 2021

Adopted: February 23, 2021

Certified:


Clerk of Council

RESOLUTION:

#R-21-014

BE IT RESOLVED that the FY 2021 City/Federal/State Aid Fund budget is amended and \$121,389 is appropriated with resources of \$121,389 from the Department of Criminal Justice Services (DCJS) to assist the Lynchburg Community Corrections and Pretrial Services Agency in expanding the provision of local probation and pretrial services to Amherst County.

Introduced: February 9, 2021

Adopted: February 23, 2021

Certified:


Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 23, 2021**

AGENDA ITEM #: 9

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Appropriation of the Local Drug Court Grant

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund Budget and appropriate \$64,840 for the Lynchburg Adult Drug Court with resources from the Supreme Court of Virginia Drug Treatment Court Docket Grant.

SUMMARY: Horizon Behavioral Health submitted a grant application in July of 2020 to the Supreme Court of Virginia with the objective of furthering the City's effort to administer a Local Drug Court program. The Award letter was received from the Supreme Court of Virginia on August 18, 2020, which indicated the Lynchburg Circuit Court was awarded \$64,840 for the period July 1, 2020 – June 30, 2021. These funds will be used to support the Drug Court Coordinator position in the Circuit Court.

The match for the City is based on a formula, and will be used for supplies and other expenses associated with the Drug Court Coordinator position. This match was appropriated in the First Quarter Adjustments for FY 2020, as part of the original grant award for this program.

Treatment-based drug court is an alternative to incarceration for defendants who enter the judicial system because of addiction. Through a non-adversarial team approach combined with an intensive, judicially monitored treatment program, drug court offers defendants the opportunity to restore themselves as productive, non-criminal members of society. The Lynchburg Drug Court has the following key components:

1. Integrate alcohol and other drug treatment services with justice system case processing.
2. Using a non-adversarial approach, prosecution and defense counsel will promote public safety while protecting participants' due process rights.
3. Eligible participants are identified early and promptly placed in the drug court program.
4. The Court will ensure access to a continuum of alcohol, drug and other related treatment and rehabilitation services.
5. Abstinence is monitored by frequent alcohol and other drug testing.
6. A coordinated strategy to participant's compliance.
7. Ongoing judicial interaction with each drug court participant.
8. Monitoring and evaluation measures will be in place to ensure the achievement of program goals and gauge effectiveness.

PRIOR ACTION(S): Finance Committee, February 23, 2021

FISCAL IMPACT: Local match of \$32,858 (formula driven calculation) was appropriated in City/Federal/State Aid Fund Budget in First Quarter Adjustments FY 2020

CONTACT(S): K. Todd Swisher, Circuit Court Clerk, 455-2611
Judge James F. Watson, Lynchburg Circuit Court, 455-2600
Taylor M. Jones, Adult Drug Treatment Court Coordinator, 455-2741

ATTACHMENT(S): Resolution
Grant Award Letter
Memorandum of Understanding

REVIEWED BY: klw

RESOLUTION:

BE IT RESOLVED THAT the FY 2021 City/Federal/State Aid Fund budget is amended and \$64,840 is appropriated for the Lynchburg Adult Drug Court with resources from the Supreme Court of Virginia through the Supreme Court of Virginia Drug Treatment Court Docket Grant.

Introduced:

Adopted:

Certified:

Clerk of Council

100 North Ninth Street Richmond, VA 23219

Subrecipient-- Lynchburg Adult Drug Court	Date: August 18, 2020
Grant Period-- From: 7/1/2020	Through: 6/30/2021

GRANT AWARD BUDGET

Signature: [Signature] 8-18-20
Title: CEO

MEMORANDUM OF UNDERSTANDING

This agreement entered into on behalf of the Twenty-fourth Judicial Circuit Drug Court on the 20th day of June 2019 by and between the Lynchburg Adult Drug Court-Twenty-fourth Circuit Drug Treatment Court, hereafter referred to as the Program, and Horizon Behavioral Health, hereafter referred to as the Provider and the District 13 Parole and Probation Office.

Whereas, the Program is endeavoring to ensure the continuance of effective and expedited treatment services for participants referred by the Circuit Court to the Twenty-fourth Judicial Circuit Drug Treatment Court Program, operated under the aegis of the Virginia Department of Corrections Probation and Parole District 13; and,

Now, therefore, witnessed that for and in consideration of the respective undertakings of the parties to this agreement, the Program and the Provider hereby agree to the following provisions:

ARTICLE I - OFFENDER INTERVENTION AND TREATMENT SERVICES

The Program agrees to reimburse the Provider, to the extent funded by the Commonwealth of Virginia, for evaluation and treatment services to the Twenty-third Judicial Circuit Drug Treatment Court; and, the Provider agrees to provide such services to such offenders. A portion of the costs for treatment services may, as established within this agreement, be paid to the Provider. Nothing herein is to be construed as a requirement that the Program shall be responsible for the reimbursement of all services offered by the Provider. Offenders referred for services to the Provider shall receive such services as determined and established by the Twenty-fourth Judicial Circuit Drug Treatment Court.

ARTICLE II – PROGRAM SERVICE

The Drug Treatment Court staff shall submit at least the following reports to the Provider:

1. Written notice of referral.
2. Summary of the offender's social- history and substance abuse history.
3. Information on any psychiatric or other mental health history.
4. Written notice of all terminations for non-compliance, transfers, and absences prior to the next scheduled treatment session.
5. In the event of verbal or telephone requests for participant information from the Provider, the Probation Officer shall respond in writing within 10-working days of the request.

ARTICLE III - REPORTS FROM SERVICE PROVIDER

The Program shall require at least the following reports from the Provider:

1. Written notice of receipt of referral within 5-working days of initial face-to-face contact with the participant.
2. Scheduling and completion of assessment within 5-working days of becoming aware of the referral for services.
3. A tentative outline of the treatment plan within 15-days of the assessment.
4. Written notice within 10-working days from the time of any change in the participant's treatment plan.

MEMORANDUM OF UNDERSTANDING

5. Verbal notice by the next working day, and written notice within 5-working days, when the participant is in violation of any section of the Drug Court Program or the Provider's agreement to participate.
6. Progress reports within 60-days of the treatment intake, and every 90-days thereafter, unless otherwise directed by Drug Court staff.
7. When the Provider receives a written request for a specific report from the Drug Court staff, a written response shall be due within 10-working days from the date of receipt.
8. The Provider will utilize the Standard Interim report provided by the Drug Court staff for each offender referred for treatment. Additional reports, as needed by the Drug Court staff, may be required.

District 13 Parole and Probation agrees to provide:

supervision of Drug Court Participants

1. Drug screens free of charge for all participants.
2. Statistics for Drug Court.
3. Data entry in Database.
4. Documentation of their progress in our computer system.
5. Information sharing with all members of Drug Court.

ARTICLE IV- LIMITATION OF FUNDS

The Program will provide financial assistance for a reasonable portion of the costs for treatment, not to exceed the cited amount for each participant, and only to the extent funding is provided by the Commonwealth of Virginia and that which is to be collected from the participant. The provider will be reimbursed on a capitated rate upon receipt of a bill on a quarterly basis. The billing will desegregate the amount according to type of service rendered and number of offenders receiving the service. This amount must be negotiated according to all applicable federal and state regulations and guidelines. Upon expenditure of this sum the offender and not the Program will be responsible for any fair and reasonable charges thereafter.

Reimbursements under this agreement shall be made quarterly, following the months of September, December, March and June and when funds have been received from the Supreme Court of Virginia.

Any fees charged to the offender will be in accordance with this agreement, as well as the Provider's policies and procedures, and include the availability of procedures for negotiated fees.

ARTICLE V - CONFIDENTIALITY OF PROBATIONER RECORDS

The Program and the Provider agree to comply with all Federal and State laws pertaining to storage, access, dissemination and use of treatment and criminal justice records.

ARTICLE VI - RIGHT TO TERMINATE

Nothing in this agreement shall affect the right of either party to terminate this agreement. At least sixty (60) days written notice shall be given prior to termination. Termination of this agreement shall not relieve the Provider of their obligation to complete treatment of offenders involved in treatment at the time of termination.

MEMORANDUM OF UNDERSTANDING

ARTICLE VII -INTERPRETATIONS OR MODIFICATIONS

No oral or written statement of anyone other than the designates of the respective parties to this agreement shall modify or otherwise affect the terms and meaning of this agreement. However, a memorandum of understanding of a clarifying nature may be added to this agreement upon the signature of the respective designates.

Treatment services may be modified or otherwise changed upon the recommendation of the Drug Court Treatment Team, in collaboration with the Provider.

ARTICLE VIII - PERIOD OF PERFORMANCE

The term of this agreement shall be July 1, 2019 through June 30, 2020 and may continue from year-to-year unless otherwise terminated under the provisions herein stated based on availability of funds.



Judge R. Edwin Burnett Jr.
24th District Court-Lynchburg Adult Drug Court



Damien Cabezas, CEO
Horizon Behavioral Health

Kelly G. Poe, Chief Probation and Parole Officer

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 23, 2021**

AGENDA ITEM #:10

CONSENT:
ACTION:

REGULAR: **X**
INFORMATION: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Downtown Lynchburg Association 2020 Annual Report Presentation

KEY ELEMENTS:

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

RECOMMENDATION: Hear a report on the 2020 activities of the Downtown Lynchburg Association (DLA).
No action is requested at this time.

SUMMARY: City Council receives annual updates from the Downtown Lynchburg Association. Ashley Kershner, Executive Director of DLA, will present the DLA's 2020 Annual Report.

PRIOR ACTION(S): N/A

FISCAL IMPACT: N/A

CONTACT(S): Ashley Kershner, Downtown Lynchburg Association Executive Director, 485-7251

ATTACHMENT(S): Council Presentation – February 23, 2021
Downtown Lynchburg Association 2020 Annual Report

REVIEWED BY: klw

023A

**DOWNTOWN
LYNCHBURG
ASSOCIATION**





2020 ANNUAL REPORT



OUR MISSION

Downtown Lynchburg Association, a 501(c)(3) non-profit organization, **works to create a strong, vibrant, and welcoming downtown with a unique and historic character.**

2020-2022 STRATEGIC PLAN

DLA started 2020 by implementing a 3-Year strategic plan. This plan outlined the work that we believe will move Downtown Lynchburg toward the ultimate vision of complete revitalization.

1. **Foster a thriving and diverse storefront economy.**
2. **Cultivate a lively and engaging Downtown atmosphere.**
3. **Create a truly welcoming environment.**
4. **Increase DLA's organizational effectiveness and ability to deliver on its mission.**





DOWNTOWN RECOVERY INITIATIVE



DOWNTOWN-A-THON

RESULTS

6.1K

Total number of **viewers**
during the 12-hour live
stream event

\$50K+

Total **amount** raised to
help fund the Downtown
Recovery Initiative

207

Total individuals that
gave to our Downtown
Recovery Initiative



BUSINESS SUPPORT

- Business communication
- Surveys
- PPE
- Workshops
- Grant opportunities
- Keeping the community Informed
- Cyber Week
- Small Business Saturday





\$35K

Total amount of gift cards
purchased from July 2020 -
December 2020

\$10K

Total amount of gift cards
given away for promotions
and incentives

\$20K

Grant money awarded for
the launch of the Downtown
Gift Card Program

DOWNTOWN LYNCHBURG GIFT CARD PROGRAM

PROMOTION & MARKETING



13.2k
INSTAGRAM
FOLLOWERS

47% increase



4.7k
NEWSLETTER
SUBSCRIBERS

45% increase



14.5k
FACEBOOK
FOLLOWERS

34% increase



122
YOUTUBE
SUBSCRIBERS

64% increase



Ronnie Shoultz

Heritage Connection Gift Shop



John Seinar

Bikes Unlimited



Biff Bowen

Bowen Jewelry Company



Tarsha Joyner

Mrs. Joys Absolutely Fabulous Treats



Rodney Taylor

Market @ Main



Kathy Shaw

Beeswax Candle Co.



CREATING A WELCOMING
ENVIRONMENT



Starr Hill Brewery



Three Roads Brewing Company



Reserve Tasting Room & Wine Lounge

THE GOOD NEWS



2021 PREVIEW



BUSINESS RETENTION

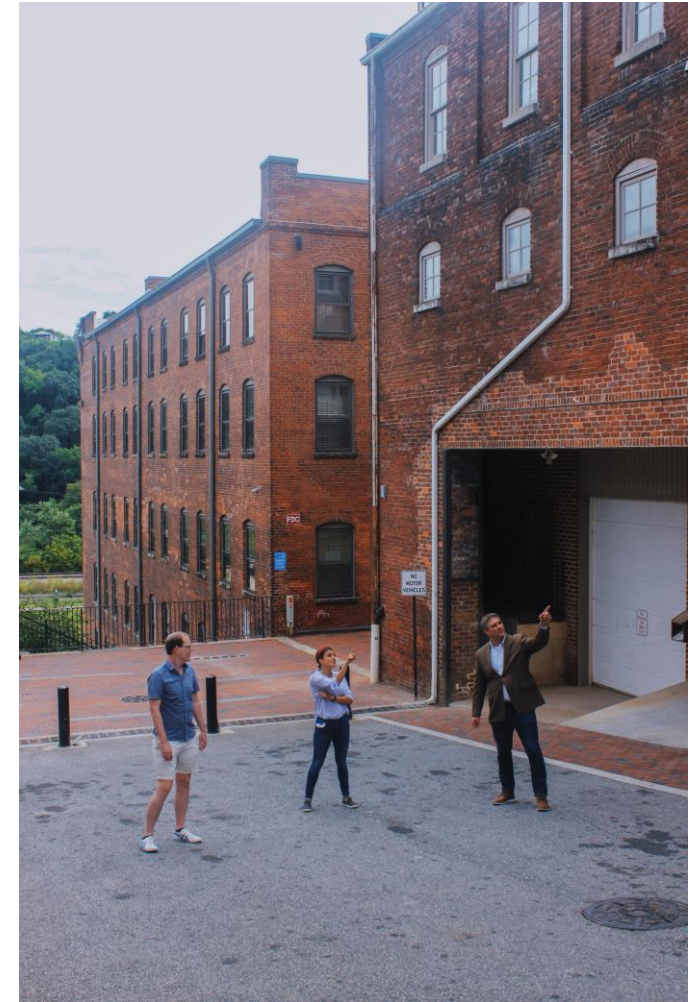
MARKET STUDY



AVAILABILITY
PROPERTY
DATABASE
-
BUSINESS
ATTRACTION
CAMPAIGN



ART ALLEY



ART ALLEY





THANK YOU!

An aerial photograph of downtown Lynchburg, Virginia, taken at dusk. The city is illuminated with warm lights, and the James River is visible on the left. The background shows rolling hills under a twilight sky. A large, semi-transparent purple rectangle is overlaid on the upper half of the image, serving as a background for the title text.

2020

ANNUAL REPORT

Downtown Lynchburg Association

Director's Letter

from Ashley Kershner

Dear fellow Downtown Lynchburg enthusiasts,

To say that this is not the year we had expected would be an understatement. In early 2020, Downtown Lynchburg Association was gearing up for a busy year – new businesses on the horizon, new projects to launch, and a wave of positive momentum to ride and accelerate. We were ready to focus our efforts on recruiting new businesses and adding more “things to do” in Downtown Lynchburg. We were excited to dig in, because we knew our work would help push downtown closer to full revitalization.

And then the pandemic hit. Over a few weeks, we watched as the whole world shifted. As it became clear that COVID-19 was a serious threat to the health of our nation and the world, we all began to understand that doing our part to keep our neighbors safe was important. But what is important is not always easy. As restrictions were put in place to prevent the spread of the virus, small businesses were faced with the task of changing everything they do at lightning speed to keep their customers safe, their staff employed, and their doors from closing.

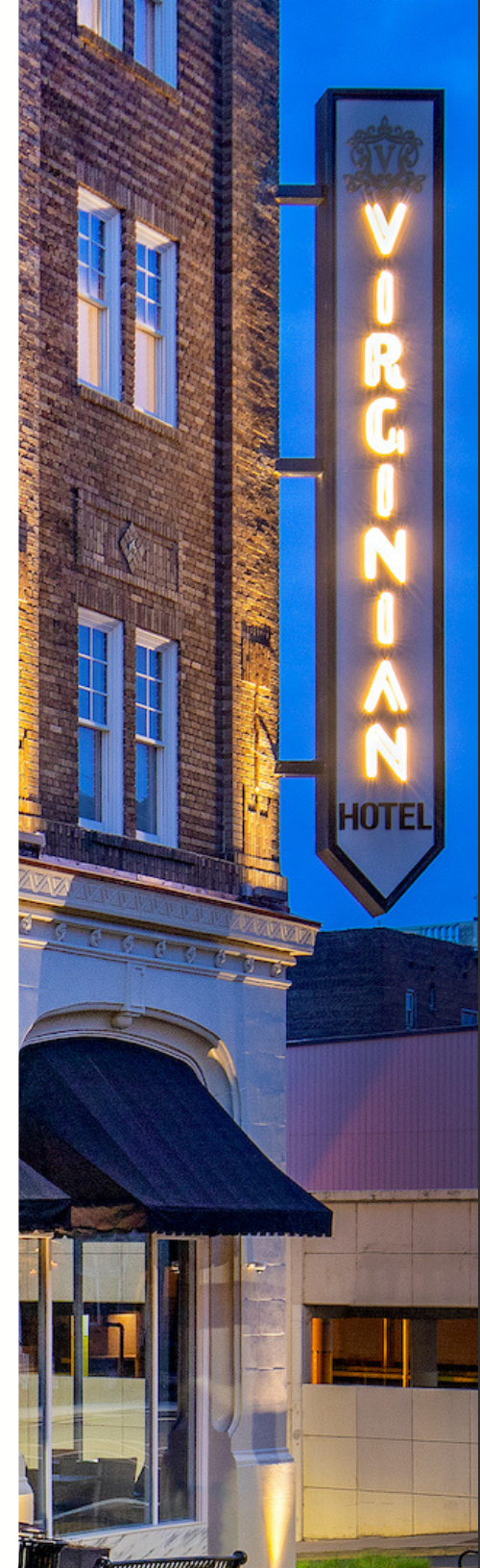
And so, keeping our businesses alive became DLA's top priority. The projects you will see in this report were all aimed at increasing their chances of survival. We could see that staying on top of new information and opportunities was hard for them, so we did it for them. As mandates around safety protocols were created and revised, states of emergencies were declared, and funding opportunities like PPP and EIDL were created and recreated, we worked to ensure that every business was given the information they needed know. Although invisible to the public, this was the single most important thing we did all year.

It was an incredibly difficult year for everyone in our downtown community. And yet, there was also progress. We welcomed eight new businesses to the district, adding amenities that will attract visitors for years to come. We watched as important downtown buildings were restored and new developments were planned. The pandemic has been painful, but the momentum of Downtown Lynchburg is not stopping any time soon.

I have been deeply humbled and grateful for the opportunity to be of service to the downtown business community during this time. It has only strengthened my appreciation for the joy and vitality of our city. As we begin a new year, we know that these challenges continue. But as an organization, we have shown that we can adapt to whatever is thrown our way. We are ready to do the work, and we hope you will join us.



Ashley Kershner
Executive Director



Downtown Lynchburg Association

Downtown Lynchburg Association, a 501(c)(3) non-profit organization, **works to create a strong, vibrant, and welcoming downtown with a unique and historic character.** We are an accredited program of Virginia Main Street and the National Main Street Center, and a member of the International Downtown Association. For more than two decades, we have worked in partnership with the City of Lynchburg to sustain and develop downtown as a vital economic, cultural, recreational, residential, and historic center for our community.

3-Year Strategic Plan

DLA started 2020 by implementing a 3-Year strategic plan. This plan outlined the work that we believe will move Downtown Lynchburg toward the ultimate vision of complete revitalization. It also outlines the organizational goals that must be achieved in order for us to do our best work. As our organization grows and strengthens, so too will Downtown.

2020 Priorities

1. **Foster a thriving and diverse storefront economy** that supports Downtown Lynchburg's business community, excites visitors, and meets the needs of residents.
2. **Cultivate a lively and engaging downtown atmosphere** that identifies Downtown Lynchburg as a destination for locals and tourists alike.
3. **Create a truly welcoming environment** that enhances the experience of Downtown Lynchburg visitors and residents.
4. **Increase DLA's organizational effectiveness** and ability to deliver on its mission now and in the future.



2020 DLA Board of Directors

PRESIDENT

Brandon Farmer
Bank of The James

VICE PRESIDENT

Dorie Smiley
Academy Center of the Arts

SECRETARY

Victoria Bartholomew
Flint Property Group

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VA Department of Transportation

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Hansen Realty

Dave Henderson

The Water Dog, The Glass House

Brandon Jones

Pacific Life

Todd Leap

Bailey Grey

David Midkiff

Stifel

Don Pendleton

Consensus

Court Shipman

Gentry Locke Attorneys

Jennifer Slightham

434 Marketing

Ashley-Rae Vaughan

Wells Fargo

2020 Annual Report

Downtown Lynchburg Association

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COVID-19

Remaining Optimistic During a Worldwide Pandemic

For organizations and communities across the globe, 2020 was a year that could never have been anticipated. We started out with a brand new 3-year plan, **but quickly found ourselves shifting priorities to help Downtown businesses survive a worldwide pandemic.** As the landscape changed each and every day, we worked to equip our businesses with what they needed to adjust.

Downtown Recovery Initiative

The Downtown Recovery Initiative (DRI) was an effort created by DLA to **actively support small businesses as they recovered (and continue to recover) from the economic effects of the COVID-19 pandemic.** We began the work of this initiative in March, responding quickly and adapting to the immediate needs of our downtown businesses. We are proud of our early action and what we were able to accomplish with the DRI. As the pandemic continues, so will our efforts to support Downtown Lynchburg businesses as we work to combat the economic effects that they will inevitably face.

“

I am amazed and more than deeply appreciative of what you and your employees at DLA are doing during this difficult time. Thank you.

- Mary Brockman
Enchanted



Business Support

During a Time When They Needed it Most

The small businesses that make up our downtown environment are truly the heart and soul of this community. We need them in order to thrive as a city, and in 2020 our desire to keep them strong became our top priority as we worked to help them navigate a rapidly changing environment.

Surveys

DLA surveyed the businesses periodically to determine how we could best assist them during the pandemic. Their responses guided the work you will read about in this report. We then surveyed our community to determine how the pandemic was changing their behavior. **Over 1,000 responses** on this survey were compiled into a report that has been used by businesses to guide their decisions on how they continue to operate.

“

Having DLA take the lead on keeping the business community informed but also literally putting PPE equipment into the hands of our employees was a tremendous help to our business and our community.

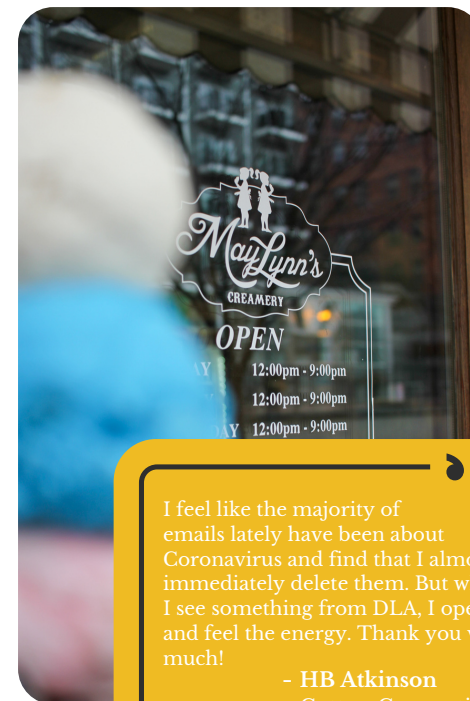
- Dave Henderson
The Water Dog

Personal Protective Equipment

In an effort to help find a solution for many downtown businesses who were unable to find PPE for their employees, DLA sourced masks and offered them at-cost to our restaurant, retail and service front line workers. We provided over 500 masks to downtown employees before offering them to the community at large.

DLA/SBDC Marketing Workshops

DLA partnered with the Small Business Development Center - Lynchburg Region to provide multiple webinars for Virginia-based business owners centered around marketing their products and services. This series was created as an effort to provide free marketing resources for businesses as they navigated the pandemic. Business owners from many sectors took part in these webinars.



”

I feel like the majority of emails lately have been about Coronavirus and find that I almost immediately delete them. But when I see something from DLA, I open it and feel the energy. Thank you very much!

- HB Atkinson
Cotton Connection

Business Communication

DLA has always been a communications organization – keeping our downtown businesses informed and engaged. During the past year, we worked even harder to keep them updated on the rapid and frequent changes to local declarations, state regulations, assistance programs, and DLA initiatives. What we learned from our surveys was that they needed information more than anything.

Keeping the Community Informed

As citizens looked for ways to support local businesses safely, we were there to help. Through our website, social media, and email channels, we provided up-to-date information on safety measures and adjusted offerings. The community looked to us to learn about takeout, curbside-pickup, delivery, and online shopping options.

Cyber Week

Providing an online shop became a crucial way for small businesses to survive the pandemic. Many businesses greatly benefitted from switching to online shopping early last year. Cyber Week was held from October 19-25, 2020 and encouraged the public to shop small and shop early with online options.

Small Business Saturday

The 2020 holiday season looked a little different, but we still strived to spread positivity and the importance of shopping small. DLA took to our social media channels to encourage the community to support local on Small Business Saturday both in-person and online. Our followers had the opportunity to win one of ten \$50 Downtown Lynchburg Gift Cards if they shared their Small Business Saturday experience on social media. DLA also provided live music throughout downtown to create an exciting and vibrant atmosphere for shoppers.

HartBeat of Main Street

As a result of our efforts to provide information on different grant opportunities and small business relief programs, two of our very own Downtown Lynchburg businesses received grants from the HartBeat of Main Street Grant Program. Oshun Organics and Spearman Artisanry were **two of only sixty-seven brick-and-mortar small businesses throughout the country** to receive this award.



“

We sold roughly 10 room nights with our cyber week discount. Thank you for organizing this promotion!

- Dennis Marcinick
The Virginian Hotel



Downtown-A-Thon

Two things were clear at the beginning of the pandemic - the community wanted to support small businesses, and we needed to get creative with our efforts. So on July 30, we held the first ever Downtown-A-Thon, a 12-hour virtual event to raise money for the **Downtown Recovery Initiative** (page 5). The event featured interviews with downtown business owners and local leaders, entertainment from local performers, and live content throughout the day. Plus, we gave away over \$1,000 in Downtown Lynchburg gift cards. Our team worked around the clock to prepare for this new and important event. We were overwhelmed by the support that poured in from the community and beyond, and were so pleased to have been able to introduce small businesses to a new crowd of people while simultaneously raising **over \$50,000** to support the Downtown Recovery Initiative.



6.1K

Total number of **viewers** during the 12-hour live stream event

84K

Total **reach** collectively from our Downtown-A-Thon *Instagram* marketing

52.7K

Total **reach** collectively from our Downtown-A-Thon *Facebook* marketing

\$50K

Total **funds** raised for the Downtown Recovery Initiative

“

I watched throughout the day yesterday and was very impressed. What a great way to highlight downtown. Thank you so much for all the effort you and your staff put in.

- Todd Leap
DLA Board Member

Downtown Lynchburg Gift Card Program

As part of the Downtown Recovery Initiative, DLA proudly launched the Downtown Lynchburg Gift Card Program. Initially funded through the Virginia Main Street grant, DLA kicked off this program with a \$10,000 Downtown Lynchburg Gift Card giveaway through purchasing incentives and social media giveaways. These gift cards can be used at over 30 participating locations throughout downtown, with more on the horizon. We continue to encourage the community to do their part to support local businesses by purchasing these gift cards to spend downtown. **This program has provided a way for Downtown Lynchburg Association to inject revenue directly into downtown.**

DLA launched this program with the goal of offering the cards for sale at multiple locations. We are pleased that Gilded and Mission House Coffee, two downtown businesses, now offer Downtown Lynchburg Gift Cards for purchase in their stores. Gift cards can also be purchased through our website.

\$35K

Total amount of gift cards purchased from July 2020 - December 2020

\$10K

Total amount of gift cards given away for promotions and incentives

\$20K

Grant money awarded for the launch of the Downtown Gift Card Program

“

THIS. IS. AMAZING!
You've just made birthday and Christmas gift-giving 100 times easier.

- Social Media Follower



Promotion & Marketing

Showing the Downtown Lynchburg Experience

The most effective way that we reached our community during the pandemic was through our social media, email marketing, website, and blogs. We quickly became the go-to source for businesses' information as we strived to keep our followers informed of any adjustments or restrictions happening in downtown.



47% increase



34% increase



45% increase



64% increase

Thank you so much for having such a great page! I've told so many people to follow you guys. This page is so informative and helpful when finding places to go in Downtown LYH!

- Social Media Follower

71,405
INSTAGRAM
REACH

77,739
FACEBOOK
REACH

Small Business Owner Campaign

Leading up to Small Business Saturday, DLA launched a series featuring behind-the-scenes stories of some small business owners in Downtown Lynchburg. This campaign was so well received by the community that we extended it until the end of the year.



Biff Bowen

Bowen Jewelry Company



Kathy Shaw

Beeswax Candle Co.



Ronnie Shoultz

Heritage Connection Gift Shop



John Seinar

Bikes Unlimited



Tarsha Joyner

Mrs. Joys Absolutely Fabulous Treats



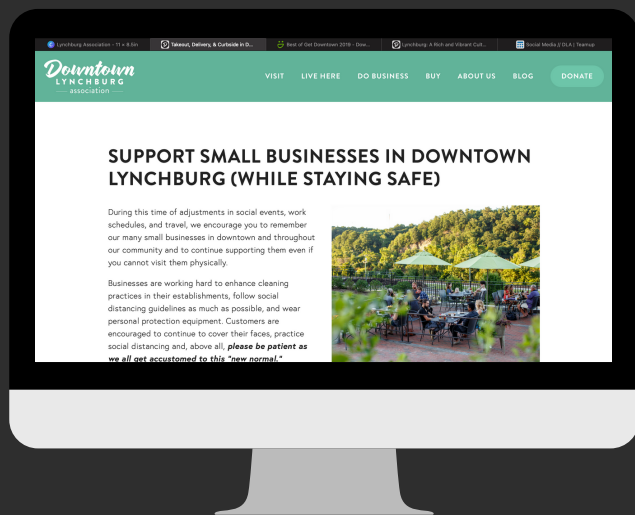
Rodney Taylor

Market @ Main



122k
TOTAL
WEBPAGE
VIEWS

downtownlynchburg.com



2020 Standout Blogs:

2256

WEBPAGE
VIEWS



Downtown Lynchburg: A Rich & Vibrant Culture

One of the most popular blogs of the year highlighted black business owners in Downtown Lynchburg during Black History Month in February. When social injustice issues lead to protests in June, we re-posted this blog to help our community find ways to support black-owned businesses throughout our downtown.

5003

FACEBOOK
REACH



Take Your Own Oktoberfest Walking Tour

After Oktoberfest events were cancelled in Lynchburg (and all around the world), we wanted to find a way to keep spirits high while providing a safe way for the community to support local businesses. This blog featured different seasonal drinks for readers to try at 10 Downtown Lynchburg spots as they made the most of the fall season.

4419

WEBPAGE
VIEWS



Downtown Holiday Lights Walking Tour

We capped off the year with our most popular blog in 2020. It was clear that our community was desperate for some holiday cheer and itching to explore downtown in a safe and healthy way. Paired with an opportunity to vote for their favorite decorations, this walking tour featured over 30 businesses in Downtown Lynchburg.

9752

WEBPAGE
VIEWS



One of our most visited web pages of 2020 was our *Staying Healthy & Safe While Supporting Small Businesses* page. We updated this page daily as business restrictions changed. This was one of the most effective ways to reach the community during COVID-19.

5211

WEBPAGE
VIEWS



Another notable web page throughout 2020 was our *Downtown-A-Thon* page. 3,139 of these views came during our event on July 30, 2020, resulting in over 200 individual donations to the *DRI*.

“

I think this [Holiday Lights Walking Tour] is a great idea, and another reason for me to get downtown while staying safe.

- Social Media Follower

Creating a Welcoming Environment

In the past few years, DLA has worked to bring color and beauty to downtown through small placemaking activities. Along with the colorful tables and chairs on the Bluffwalk, a pocket park on the corner of Church and 11th Street, and new takeout patios, we are anticipating more exciting spaces to come in the following years. A welcoming environment attracts visitors, who will continue to visit again and again. It makes a statement: that we care about our city. In order to further develop this sense of place, DLA will continue to develop more public art and beautification projects into the future.



Takeout Patios

In an effort to promote the support of local restaurants, DLA created takeout patios throughout Downtown Lynchburg. As restaurants continued to experience limited seating capacity, DLA wanted to spread the message that supporting local restaurants was still possible. The creation of takeout patios at the Community Market, Depot Grove, and the Lower Bluffwalk provided beautiful spaces for area residents to relax and enjoy food from their favorite downtown spots.

Mini Events

Events looked very different in 2020, but to ensure that our community could continue to safely enjoy Downtown Lynchburg, we created two different public space activations – **Tunes & Takeout** and **Downtown Game Night**. These weekly small events were held in the fall season to encourage downtown visitation and support of local restaurants.



Holiday Lights

During the season of hope and cheer, we sought to safely and responsibly generate foot traffic on our streets. DLA hosted a storefront decorating contest where visitors could enjoy the downtown decorations and vote for their favorite displays. Additionally, we provided holiday lighting at the Bluffwalk and the Depot Grove Takeout Patios to bring some cheer to residents and visitors.

“

Thanks to all that made this park possible. I spent Saturday morning there with a Batter Bar crepe and Mrs. Joys carrot cake.

- Carol Pomper
Lynchburg Citizen

Seeking A Silver Lining

Reflecting on the positive side of 2020

Although it is no surprise that 2020 brought many hardships upon the community and business owners in Downtown Lynchburg, it would be wrong to not point out the good that came from last year. We watched as our community rallied together to support local, and we welcomed many new businesses to the Downtown Lynchburg family. Below we highlight a few of them.

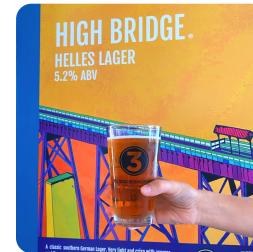


Starr Hill Brewery

Our community was highly anticipating the opening of Starr Hill Brewery in 2020 and the wait was worth it. The vibrant atmosphere, gorgeous interior, and delicious brews brought an exciting new experience to Downtown Lynchburg.

Three Roads Brewing Company

We welcomed 3 Roads Brewing Company to Downtown Lynchburg in late-summer 2020, just in time to enjoy fall brews and live music on their beautiful patio space. This car showroom turned brewery is an exciting new addition.



Reserve Wine Room & Tasting Lounge

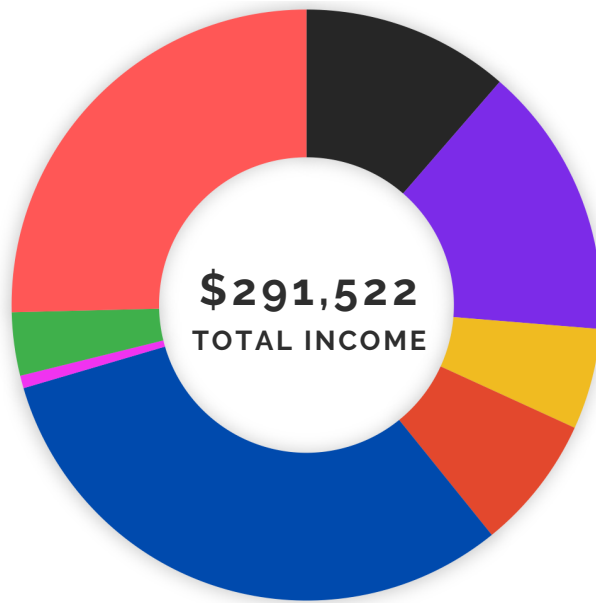
Becoming the first of its kind in Downtown Lynchburg, Reserve Wine Room & Tasting Lounge opened its doors during the summer of 2020. The marvelous interior space and relaxing patio pairs perfectly with any glass of Virginia wine.



One of our goals as we entered 2020 was to bring on a Marketing Coordinator to the DLA team. James Ford filled that position and has played an important role in providing the community with engaging content and crucial communication.

Throughout 2020, our team tallied a **total of 100+ hours of virtual staff training** including the International Downtown Association Forward Together Conference and weekly Advancing Places webinars.

2020 Financial Review



- 11% Annual Business Giving
- 15% Annual Individual Giving
- 6% Program/Event Revenue
- 7% Program/Event Sponsorship
- 30% In-Kind Revenue
- 1% Miscellaneous
- 4% Contract
- 26% Foundation/Grants

2019 BUSINESS
GIVING: \$25,805
2020 BUSINESS
GIVING: \$32,896

27%
INCREASE

2019 INDIVIDUAL
GIVING: \$19,845
2020 INDIVIDUAL
GIVING: \$43,153

117%
INCREASE

2019 TOTAL
GIVING: \$45,650
2020 TOTAL
GIVING: \$76,049

67%
INCREASE

Our 2020 Donors

Business Partners



434 Marketing A Little Party Events Accents Flags & Gifts Beeswax Candle Co. Blue Ridge Mortgage Coleman-Adams Construction Consensus Real Estate Services
 CrossRoads Family Dentistry Dominion Seven Architects iHeart Media Lynchburg Grand Hotel McCraw's Furniture Company Petty, Livingston, Dawson & Richards
 Service Printing of Lynchburg Shrader Stone Sinclair Broadcast c/o WSET Spearman Artisanry Stifel Tahini's Mediterranean Grill The Glass House Waste Solutions

Our 2020 Donors

Annual Fund & Downtown-A-Thon Supporters

Tabitha Abbott
Mary Addie
Jeanne Allen
Sallie Anthony
Jeffrey Bandy
Victoria Bartholomew
Larry Bassett
Theodore & Virginia Batt
Kathryn Becker
Janice Benejan
Jillian Bentson
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Bill & Terry Bodine
Patrick & Anna Bolling
Krista & Paul Boothby
Carter Broocks
Katheryn Brown
Stuart & Mary Brust
Daryl & Johanna Calfee
Brian Carlson
Katie Cassidy
Kevin Chadwick
Cornelia Christian
Gary Christie
Matthew Closs
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Shannon Compton
David Cook
Pam Cooke
Benjamin & Cyd Cowgill
Mark & Stephanie Cox
Maegan Crews-Fallen

Carrie Crockett
Emily & Brian Crowder
Ann Dalton
Mary & Jud Dalton
Patrick Daly
Michelle Davis
Sarah Davis
James Davis, III
Rosemary & George Dawson
Jon De Carmo
Ellen Demsky
Andrew Deppensmith
Margaret Dillard
Chris Diskin
Andrea Dono
Elizabeth Doyle
Carrie Dungan
Donna Dunn
Marcy Dunn
Tremayne Edwards
Nour Elkhamra
Maggie & Nathan Elliott
Bobby Evans
Graham Evans
Nelson Evans
John & Anja Falcone
Chris Faraldi
Brandon & April Farmer
Jill & John Fees
Stephanie Fees
Jean & Edward Fielding
Alicia Finney

Libby & Paul Fitzgerald
Polly Flint
Danielle Flowers
Colin Ford
Mary Jo & Jim Ford
David Foust
Molly Frank
Apryl Freesland
Rachel Frischeisen
Nicholas & Rebecca Frye
Don Fuss
Rachel & Ryan Gagen
Mary Catherine Garrison
& Marshall Wood
Victoria Glasgow
Ann Glave
Kate Goodman
Allie Goodwin
Timothy & Sarah Gosnell
Kay Green
Andrea Greenmun
Dina Gregory
Tyler Hadley
Billy Hansen
Priscilla Harlan
Charles Hartgrove
Becky Hawkins
Lucas & Maria Hayden
Dave & Jess Henderson
Ronald Henderson
Hermina Hendricks
Dalton Hester

Mindy Hester & Jeff Stewart
Kelly & Simon Hitchcock
Sarah Houck
Stephanie Howard
Megan & Matt Huffman
George Hurt
Pheobe & Scott Hyman
Elaine Jackson
Larry Jackson
Edwin James
Brandon Jones
Dana Jones
Linda Jones
Emily Joseph
Benjamin Kahle
Ashleigh Karol
Ula & Alan Kauppi
Tom Kelly
Wally Kemppainen
Geoffrey & Ashley Kershner
Philip & Lauren Kershner
William & Nancy Kershner
Don & Rosellyn Kidd
Ricky Kowalewski
Brian Landergan
In Honor of Judy
& Stan Northrup
Daniel & Heidi Lang
Jeff Lawrence
Sandy Lawrence
Betsy Layne
Libby Layne

Todd Leap & Mark Little
John Lemley
Sally & Bob Leslie
Kris & Matt Lloyd
Elizabeth Lo
Kelly Love
Richard & Robin Loving
Catherine & Mike Madden
Marian Maes
Luke Malloy
Nancy Marion
Bob & Judy Martin
Pam McAlpine
Beverly McCloskey
Amanda McGovern
Leigh-Anne McKinney
Alisha Meador
Jean Meeks
Carol Mello
David Midkiff
Brittany Minard
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Elaine Moody
Kelly Moore
Giordana Morales
Kimberly Morey
Bridget Moriarty
Donald J. Morrison
Uday & Timby Mukherjee
Susan Murray
Ben Noyes
Erik & Anne Nygaard

Our 2020 Donors

Annual Fund & Downtown-A-Thon Supporters

Thomas Nygaard
Kristen & Mick O'Neill
Brian Parker
Corey & Elaine Passman
Hoa & James Peery
Don Pendleton
Clifford & Beth Phillips
Tia Poissant
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Dorie Smiley
Erin Smith
Kimberly Smith
Amanda Smithson
John & Patty Spadavecchia
Dwayne Spearman
Elise Spontarelli
Amanda Stiff
John Stone
Shrader Stone
Bryan Stott
Jennifer Stowers
Laura-Gray Street
Aaron & Elizabeth Stroud
Hello Studios
Stephanie Suter
Bonnie Svrcek
Todd Swindell
Brittany Sydnor
William Symonds
James Talian
Anne Taylor & Joseph James
Kristi Taylor
Sam Terry

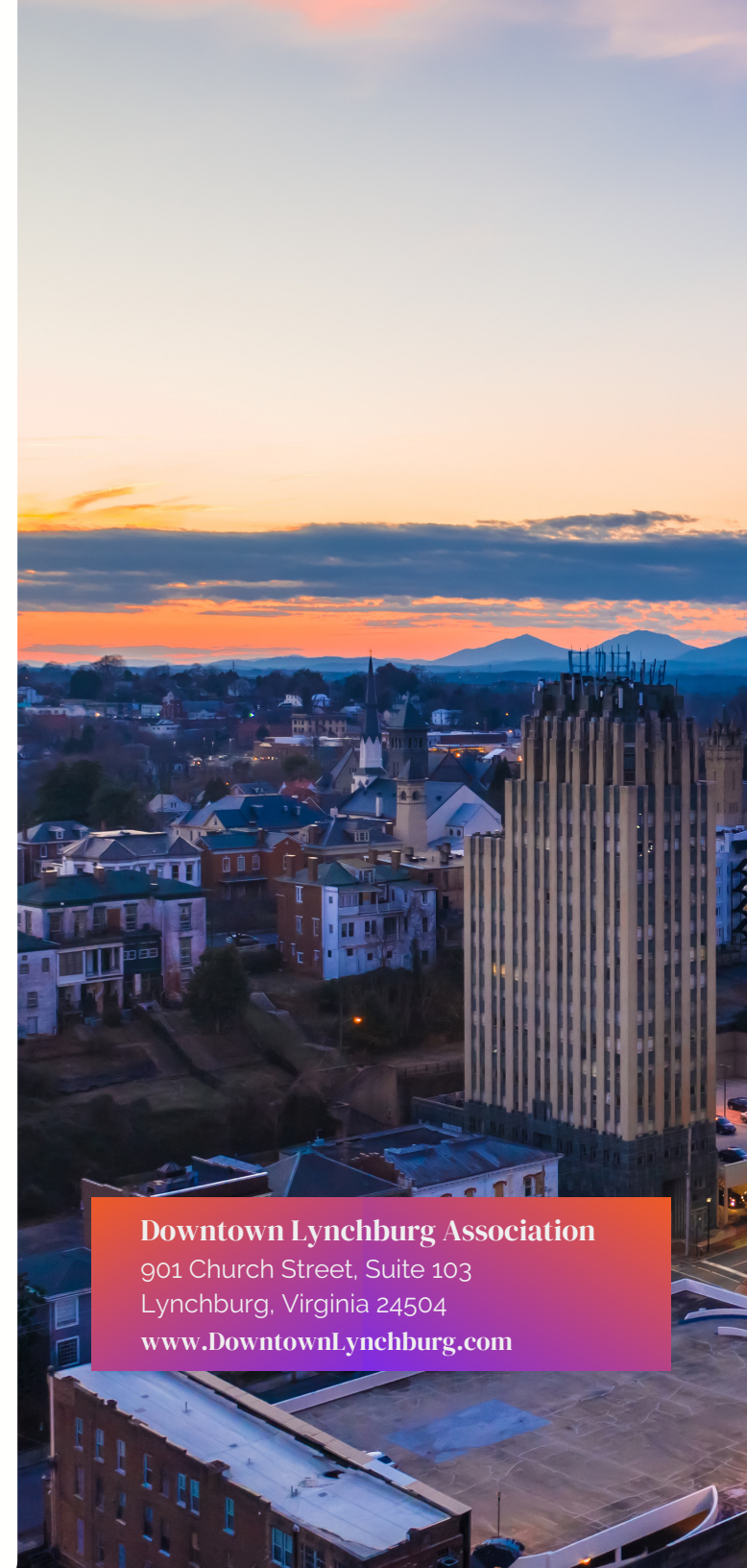
Michelle Thomas
Joseph Tucker
Abby Tuomala
Marjette & Tom Upshur
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Ashley-Rae Vaughan
Margi & Rob Vaughn
James Warner
Jessica Watts
Jill Waugh
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Leah & Scott Wiebe
Blake Wiggins
Katie Wiggins
Steven Wilder
Carla Wilkes-Rose
Sarah Williamson
Javaun & Jennifer Wills
Dawn Wise
Reid Wodicka
Denise Woernle
Beau Wright
Jim & Marty Wright
Mark Zach
Anthony Zema
Heather Zippel

Downtown Lynchburg Association

901 Church Street, Suite 103

Lynchburg, Virginia 24504

www.DowntownLynchburg.com



LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 23, 2021**

AGENDA ITEM #:11

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED
SESSION:
(Confidential)

ITEM TITLE: Additional City Street Mileage for VDOT Highway Maintenance Payments

KEY ELEMENTS:

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

RECOMMENDATION: Approve the attached resolution requesting VDOT to increase the official City Street lane mileage for reimbursement of highway maintenance funds for FY 2022.

SUMMARY:

When required, usually each year, the City submits a list of new or improved streets to VDOT for acceptance into the street maintenance system for payments. For FY 2022 staff has identified 1.94 lane miles of street segments that need to be added. This action is required by Virginia Department of Transportation (VDOT) to add these segments for addition to the system.

PRIOR ACTION(S): None

FISCAL IMPACT: 1.94 additional lane miles of local and arterial streets for an increase in highway maintenance funds in the amount of \$40,797 annually.

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

ATTACHMENT(S): Resolution
Form U-1
Location Maps

REVIEWED BY: klw

024A

RESOLUTION:

WHEREAS, the Virginia Department of Transportation (VDOT) requires action to increase the lane mileage for street maintenance entitlement funds from the Commonwealth; and,

WHEREAS, 1.94 lane miles of local and arterial streets have been identified to be added to the system; and,

NOW, THEREFORE, BE IT RESOLVED THAT: The Lynchburg City Council requests the Commonwealth Transportation Board to approve the addition of lane mileage as enumerated on Form U-1.

Adopted: _____

Certified: _____
Clerk of Council

LOCAL ASSISTANCE DIVISION
VDOT
REQUEST FOR STREET ADDITIONS AND DELETIONS
FOR STREET PAYMENTS
SECTION 33.2-319
CODE OF VIRGINIA

MUNICIPALITY: City of Lynchburg

STREET NAME ROUTE NUMBER *	TERMINI		R/W WIDTH (FEET)	PAVEMENT WIDTH (FEET)	CENTER- LANE MILES	NUMBER OF LANES	LANE MILES	FUNC. CLASS. (T&MPD USE ONLY)
	FROM	TO						
John Capron Dr.	0.15 E Cohen Place	Odd Fellows Road	50'	30'	0.37	2	0.74 COL	
Clopton Court South	Preserve Drive	End	50	30'	0.20	2	0.40 COL	
Forest Hills Court	Forest Hills Circle	Fulton Street	40'	24'	0.03	2	0.06 COL	
Odd Fellows Road	Perkins St.	Dead end	50'	30'	0.44	2	0.88 COL	
Odd Fellows Road	Albert Lankford Dr.	RR Bridge	70'	36'	0.20	2	0.40 UMA	
Odd Fellows Road	Carroll Ave.	Perkins Street	50'	30'	0.11	2	0.22 COL	
Odd Fellows Road	Mayflower Dr.	0.18 W Mayflower Dr.	50'	30'	0.18	2	0.36 UMA	
Odd Fellows Road	Albert Lankford Dr.	Mayflower Dr.	70' Varies	36'	0.45	2	0.90 UMA	
Odd Fellows Road	Mayflower Dr.	Northern 460 Ramp	70' Varies	36'	0.78	2	1.56 UMA	
Odd Fellows Road	Southern 460 Ramp	Liberty Mountain Dr.	70' Varies	36'	0.07	2	0.14 COL	

*Council Resolution and Map Attached

SIGNED _____
AUTHORIZED VDOT OFFICIAL DATE

SIGNED _____
MUNICIPAL OFFICIAL DATE

CLASSIFIED BY _____
T&MPD ENGINEER DATE

Submit to: District Point of Contact in triplicate



Clopton Ct.

Streets		Parcels
Addresses		Owner Undetermined
Legal Lot Lines		Survey Gap
Vacated Right of Way		Assessed By County



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ft
1 inch = 150 feet 1:1,800

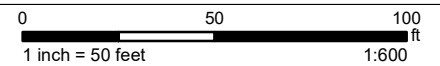
PRINTED ON
February 9, 2021



Forest Hills



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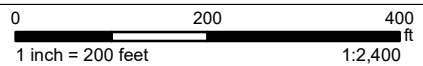
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John Capron Rd



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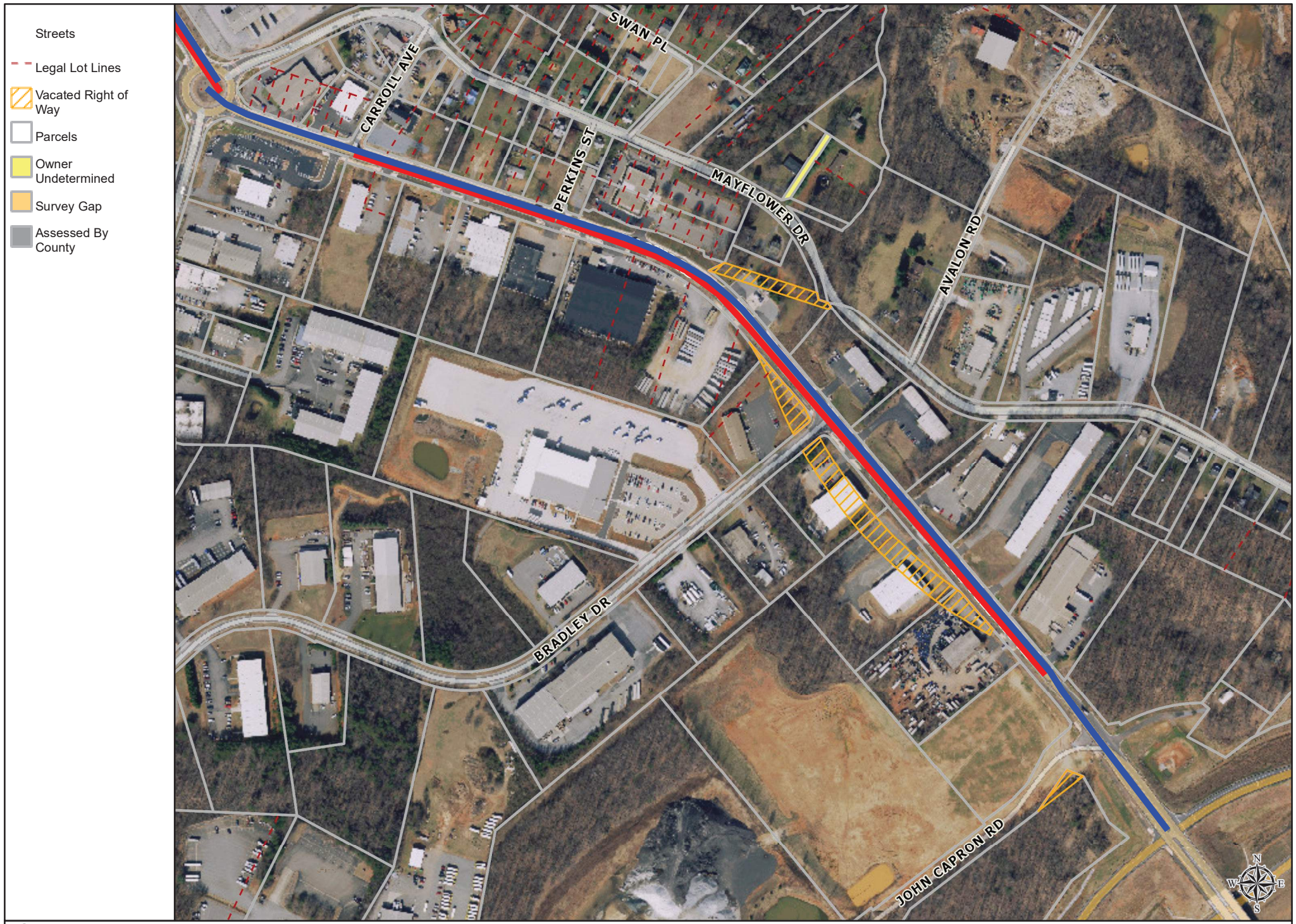
Odd Fellows 1



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0 300 600 ft
1 inch = 300 feet 1:3,600

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February 11, 2021



Odd Fellows 2



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0 400 800 ft
1 inch = 400 feet 1:4,800

PRINTED ON
February 11, 2021



Odd Fellows 3



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.

RESOLUTION:

#R-21-016

WHEREAS, the Virginia Department of Transportation (VDOT) requires action to increase the lane mileage for street maintenance entitlement funds from the Commonwealth; and,

WHEREAS, 1.94 lane miles of local and arterial streets have been identified to be added to the system; and,

NOW, THEREFORE, BE IT RESOLVED THAT: The Lynchburg City Council requests the Commonwealth Transportation Board to approve the addition of lane mileage as enumerated on Form U-1.

Adopted: February 23, 2021

Certified: Alicia L. Fink
Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 23, 2021**

AGENDA ITEM #:12

CONSENT:
ACTION:

REGULAR:
INFORMATION:

WORK SESSION: **X**

CLOSED
SESSION:
(Confidential)

ITEM TITLE: City Code Amendment – Section 28-40, City stadium fees

KEY ELEMENTS:

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

RECOMMENDATION: Approval of amending Section 28-40 of City Code to revise the usage fees schedule structure and amounts for the football and baseball stadiums.

SUMMARY: City Code Section 28-40 details the rental fees for City Stadium. The code section was last updated in 1988. Since that time both the football and baseball facilities have undergone significant renovations and expenses for supporting their usage have increased with inflation. The current code is fairly rigid, with a “one-size-fits-all” fee schedule that doesn’t allow for much flexibility for different levels and types of users.

The proposed amendments include updated fee amounts and a fee schedule that is flexible for specific uses, from simple private hourly rentals that require little support from City staff, to larger events such as athletic events and concerts that are more complex require significant staff support and more stadium amenities.

PRIOR ACTION(S): None

FISCAL IMPACT: Based on the booked events at the stadium in Fiscal Years 2018 and 2019 the new rates would result in additional revenue of approximately \$7,500-\$11,000 per year.

CONTACT(S): John Ramsey, Support Services Manager, Parks & Recreation, 455-5869
Jennifer Jones, Director, Parks & Recreation, 455-5868

ATTACHMENT(S): Ordinance
City Code Section 28-40 Summary
Presentation – February 23, 2021

REVIEWED BY: klw

025A

AN ORDINANCE TO AMEND AND REENACT SECTION 28-40 OF THE CODE OF THE CITY OF LYNCHBURG, 1981, THE AMENDED SECTION RELATING TO THE FEES THAT ARE CHARGED FOR THE USE OF THE STADIUM FACILITIES.

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

1. That Section 28-40 of the Code of the City of Lynchburg, 1981, be and the same is hereby amended and reenacted as follows:

Sec. 28-40. - City stadium fees.

(a) ~~For the use of the football field, ten percent of the gross gate receipts, with a minimum fee of \$160.00, plus the following fees:~~

~~(1) Preparation of field, including marking and mowing, \$180.00.~~

~~(2) Preparation of equipment:~~

~~Scoreboard \$ 25.00~~

~~Field phones 5.00~~

~~Public address system 40.00~~

~~(3) Game service — two city employees will be furnished without cost. For each additional employee, a fee of \$50.00.~~

~~(4) For cleaning the premises:~~

~~Locker rooms \$ 50.00~~

~~Grounds and stands 260.00~~

~~There will be no additional fee for cleaning restrooms.~~

~~(5) For preparation of lights and furnishing of electricity, \$45.00.~~

(a) For the use of the football stadium, fees shall be assessed per the following guidelines:

(1) Simple-use – Athletic field, non-ticketed activities, not intended for spectators, with only limited support services. Examples include practices and team tryout sessions.

Includes use of the athletic field with minimal preparation to a safe and usable state for general athletic activities. No additional field marking or setup is included. One set of restrooms will be provided and one gate will be opened and closed by City staff.

For these activities an hourly fee of \$50 per hour will be assessed.

(2) Simple use – Entrance-plaza-event venue; non-ticketed private rental events that require limited support from City staff during the event. Examples include weddings, receptions, and private parties.

Includes access to the following areas and amenities:

1. Plaza area on the south end of the facility between the main entrance gates and the viewing stands
2. The south-end “D” zone on the athletic field
3. One set of restrooms
4. The concession stand at the south end of the facility

For these activities the following fees will be assessed:

a. 4-hours (minimum)	\$250
b. 8-hours	\$400
c. Additional hours	\$75/hour
d. Field lighting (optional)	\$45/hour

- (3) Expanded or event-level use – ticketed or free-admission events, athletic or otherwise, that are open to the public, intended to be presented to an audience, and require use of the full stadium and its amenities and considerable support services from City staff.

a. The base fee for these uses is \$1,500 for up to eight hours. This fee includes access to and usage of the following amenities:

1. Athletic field in game condition lined for football and soccer
2. All common-area restrooms
3. Ticket booths (2) at the east (main) and west entrances
4. Press boxes (2)
5. Public address system
6. Scoreboard (event coordinator must provide game operator at their own expense)
7. Viewing stands for audience
8. Two (2) City employees will be on-site for expanded-level usages for a maximum of eight hours for no additional charge.
9. All facilities will be cleaned and in working condition (unless otherwise noted) prior to the event's start date and time.

b. The following amenities will be available to event-level users for the listed additional fees:

1. Additional facility-usage hours (>8)	\$75/hour
2. Additional City employees	\$50/employee/hour
3. Additional employee hours (>8)	\$50/employee/hour
4. Additional field preparation	\$262 (materials) + \$25/employee hour for application and removal
5. Locker room access	\$100/room
6. Use of two concession stands	\$100
7. Athletic field lighting	\$45/hour

- (4) Partner groups – groups or organizations with current partnership agreements with Lynchburg Parks and Recreation will be allowed to use the stadium facility, per guidelines set forth within the partnership agreement, free of rental or usage fees.

Other fees may be assessed as needed in order to recover city costs for the provision of support services for events at the stadium.

- (5) Damages to stadium facilities or equipment that occur as a result of the lessee's usage will be billed to the renter at 100% of the repair cost.

- (b) ~~For the use of the baseball field, ten percent of the gross gate receipts, with a minimum fee of \$160.00, plus the following fees:~~

- ~~(1) For preparation of equipment:~~

~~Scoreboard \$ 10.00~~

~~Public address system 10.00~~

~~(2) Game service one city employee will be furnished at no additional cost. For each additional employee, \$10.00.~~

~~(3) For cleaning the premises:~~

~~Locker rooms \$ 50.00~~

~~Grounds and stands 100.00~~

~~There will be no additional fee for cleaning restrooms.~~

~~(4) Preparation of lights and furnishing equipment, \$25.00.~~

~~(c) The fees charged the public schools will be 50 percent of the above required fees.~~

(b) For the use of the baseball stadium, fees shall be assessed per the following guidelines:

(1) For use of the concourse or picnic areas for parties and other private activities the following fees will be assessed:

1. 4-hours (minimum)	\$250
2. 8-hours	\$400
3. Additional hours	\$75/hour

(2) For use of the entire stadium the base fee is \$1,500, and includes use of the facility for up to eight hours.

a. This fee includes access to and usage of the following amenities:

1. Athletic field in game condition (baseball)
2. All common-space restrooms
3. Picnic and concourse areas
4. Ticket booth
5. Press box
6. Public address system
7. Scoreboard (event coordinator must provide game operator at their own expense)
8. Viewing stands for audience
9. Two (2) City employees will be on-site for a maximum of eight hours
10. All facilities cleaned and in working condition (unless otherwise noted)

b. The following items will be available to expanded/special-event-level users for the listed additional fees:

<u>1. Additional City employees</u>	<u>\$50/employee/hour</u>
<u>2. Additional employee hours (>8 hrs.)</u>	<u>\$50/employee/hour</u>
<u>3. Locker room access</u>	<u>\$100/room</u>
<u>4. Athletic field lighting</u>	<u>\$75/hour</u>

(3) Partner groups – groups or organizations with current partnership agreements with Lynchburg Parks and Recreation will be allowed to use the stadium facility, per guidelines set forth within the partnership agreement, free of rental or usage fees.

Other fees may be assessed as needed in order to recover city costs for the provision of support services at the stadium.

(4) Damages to stadium facilities or equipment that occur as a result of the lessee's usage will be billed to the renter at 100% of the repair cost.

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

Adopted:

Certified: _____
Interim Clerk of Council

City Code Section 28-40 Update Summary

Goals for the proposed code amendment:

1. Update the fees charged for using the stadium.
 - a. The last code update was done in 1988 for both stadiums
 - b. Both facilities have undergone significant renovations over the last 15 years; the football stadium was completed 4-5 years ago.
 - c. Some of the listed charges in the current fees schedule are for services that no longer exist.
 - d. Proposed fees include some “value-added” component for using the facility (beyond just covering our direct costs of supporting a rental).
 - e. Parks & Recreation doesn’t charge partner groups for using the stadium. The current code has no provision for this.
2. Align the code better with how renters actually use the stadium and its amenities.
 - a. The current code has a fairly-rigid fees schedule that is basically a one-size-fits-all. This isn’t practical in many situations.
 - b. The proposed amendments include different levels of fees for different levels of users.
 - c. Amenities will be packaged (within reason) to reflect normal and expected use for expanded/full-facility-use rentals.
 - i. Allows for better (and easier) marketing.
 - ii. Makes billing cleaner and easier to understand.
 - d. Amenities that aren’t typical to most rentals will be offered as options (for additional cost).

The proposed code lists \$50/hour/employee for most services; which is about double what the typical overtime rate is for Public Works or Parks & Recreation field employees. There were several reasons for this:

1. Rentals generally require more employee-support hours than the actual number of hours for which the user rents the facility. A higher employee rate will cover these needs while still charging the user for only the number hours they requested.
2. This will generate revenue from rentals above those needed for basic cost recovery.
3. The proposed rates provide a buffer for future cost increases so the code won’t have to be amended as frequently for rate increases.



Proposed Updates to City Code Section 28-40 – Stadium Fees

John Ramsey

Lynchburg Parks & Recreation

February 23, 2021



Why?

Overall pricing is out of date

Both facilities have undergone significant renovations

Actual usage and billing of the facility has gotten “misaligned” with the current code



Proposed Code: Simple Use

Athletic-field simple use:

- Hourly cost

- Basic rental, no frills usage of the facility

Plaza-area simple use:

- Designed more like other P&R facility rentals

- Minimum hours (4), higher price than the athletic-field simple usage

- Comes with more features

- Offers a limited number of add-on options (additional cost)



Proposed Code: Expanded Use

Designed for large-scale events that will draw an audience and involve use of the full facility

Much more inclusive package of features (for a higher price)

More options available for additional cost



Proposed Code: Other

Parks & Recreation partner groups use either facility for no cost, with restrictions

Damage-repairs will be billed to the responsible user; with cost-recovery only as goal



Proposed Code: Baseball Stadium

Similar to football stadium – two user types, simple and expanded

Simple usage covers only concourse and picnic areas; similar pricing to the stadium's Plaza area

No simple usage for field

Expanded use similar to football stadium



Pricing Comments

Pricing vs Market – limited benchmarking opportunities:

Salem – football and baseball

Danville – baseball

Local college fields are either a lot bigger or a lot smaller

Local high-school fields are a lot smaller



Questions?

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 23, 2021**

AGENDA ITEM #:13

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED

SESSION:

ACTION: **X**

INFORMATION:

(Confidential)

ITEM TITLE: City Code Amendment – Section 2-89 Authority to obtain criminal history record information

KEY ELEMENTS:

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

RECOMMENDATION: Adopt an ordinance amending Section 2-89 of the City Code to reflect changes associated with the authority to obtain criminal history record information.

SUMMARY: City Code Section 2-89, among other things, provides specific authority to obtain Criminal History Record Information for applicants for employment with the City of Lynchburg pursuant to the Code of Virginia. The Fire Department seeks the modifications outlined in the proposed ordinance to acquire criminal history of applicants more efficiently than its current practice. Once adopted, a copy of this ordinance will be submitted to the Virginia State Police and the Federal Bureau of Investigation for review and approval in order to begin engaging in the more efficient practice desired.

PRIOR ACTION(S): None

FISCAL IMPACT: If this ordinance is adopted and approved as stated, the Fire Department will require new equipment that will cost less than \$5,000.

CONTACT(S): Jonathan R. Wright, Deputy Fire Chief, 455-6353
Gregory T. Wormser, Fire Chief, 455-6345

ATTACHMENT(S): Ordinance, City Code Section 2-89 Summary

REVIEWED BY: klw

026A

AN ORDINANCE TO AMEND AND REENACT SECTION 2-89 OF CHAPTER 2 OF THE CODE OF THE CITY OF LYNCHBURG, 1981, THE AMENDED SECTION RELATING TO THE AUTHORITY TO OBTAIN CRIMINAL HISTORY RECORD INFORMATION

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

1. That Section 2-89 of Chapter 2 of the Code of the City of Lynchburg, 1981, be and the same is hereby amended and reenacted as follows:

Sec. 2-89. Authority to obtain criminal history record information.

Pursuant to the authority under §§ 15.2-1503.1, 15.2-1505.1, 19.2-389, 32.1-111.5, and 46.2-341.9 of the Code of Virginia of 1950, as amended, the city council hereby authorizes all of the following:

(a) Pursuant to the authority of Sections 15.2-1505.1 and 19.2-389 of the Code of Virginia 1950, as amended, in the conduct of investigations of applicants for public employment with the city, permits or licenses, or for public employment with the Lynchburg school system, whenever, in the interest of the public welfare or safety, it is necessary to determine if the past criminal conduct of a person would be compatible with the nature of the employment, permit or license under consideration, the city manager or the superintendent of schools or their designees shall be authorized to request the chief of police or other appropriate person to obtain the criminal history records of such applicant from the Virginia Criminal Records Exchange, the Federal Bureau of Investigation or other appropriate sources, and the chief of police or other appropriate person shall be authorized to obtain and disseminate such criminal history record to the city manager or the superintendent of schools or their designees. If an applicant is denied employment because of information appearing in his criminal history record, the applicant shall be notified that information from his criminal history record contributed to such denial. In the conduct of investigations of applicants (i) for volunteer service or employment with the city, (ii) for appointment to the Lynchburg School Board, (iii) for appointment to the Lynchburg Youth Services Citizens Board, (iv) for the issuance/renewal of a commercial driver's license from the Department of Motor Vehicles when the applicant is a city employee and such license is required as a part of their employment, (v) for the issuance/renewal of a permit, license, or registration to operate a taxicab in the city, or (vi) for the issuance/renewal of a permit or license to operate as a dealer of precious metals or gems in the city, whenever, in the interest of the public welfare, safety, or as required by law, it is necessary to determine if the past criminal conduct of a person would be compatible with the nature of the employment, service, appointment, or approval under consideration, the city manager or his designee, who must also be a city employee, shall require such person to submit to fingerprinting and provide personal descriptive information and any other necessary paperwork to be forwarded along with such fingerprints through the Virginia State Police Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining a state and national criminal history record regarding such person. The Virginia State Police Central Criminal Records Exchange shall return such state and national criminal history record to the city manager or his designee who must also be a city employee. Furthermore, the chief of police or other appropriate person also employed by the city is authorized to request of such person any records in the registry maintained by the Department of Social Services of founded complaints of child abuse and neglect, or other appropriate sources. The chief of police or other appropriate person also employed by the city is authorized to obtain and disclose such child abuse records to the city manager or his designee, who must also be a city employee. In the event a person is denied employment with the city because of information appearing in his criminal history records, the person shall be notified how to challenge his criminal history record.

(b) The city is authorized to obtain the criminal history records from the Virginia Criminal Records Exchange, the Federal Bureau of Investigation, the registry maintained by the Department of Social Services of founded complaints of child abuse and neglect, or other appropriate sources, for applicants for positions on the Lynchburg School Board and the Lynchburg Youth Services Citizens Board. Any person who applies to be a volunteer or employee with the Lynchburg Fire Department or an emergency medical services agency of the city shall submit to fingerprinting and provide personal descriptive information and any other necessary paperwork to be forwarded along with such fingerprints through the Virginia State Police Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining a state and national criminal history record regarding such person. The Virginia State Police Central Criminal Records Exchange shall return such state and national criminal history record to the city manager or his designee who must also

be a city employee. Furthermore, the fire chief or other appropriate person employed by the city is authorized to request of such person any records in the registry maintained by the Department of Social Services of founded complaints of child abuse and neglect, or other appropriate sources. In the event a person is denied employment with the city because of information appearing in his criminal history records, the person shall be notified how to challenge his criminal history record.

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

Adopted:

Certified: _____
Clerk of Council

AN ORDINANCE TO AMEND AND REENACT SECTION 2-89 OF CHAPTER 2 OF THE CODE OF THE CITY OF LYNCHBURG, 1981, THE AMENDED SECTION RELATING TO THE AUTHORITY TO OBTAIN CRIMINAL HISTORY RECORD INFORMATION

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Pursuant to the authority under §§ 15.2-1503.1, 15.2-1505.1, 19.2-389, 32.1-111.5, and 46.2-341.9 of the Code of Virginia of 1950, as amended, the city council hereby authorizes all of the following:

(a) Pursuant to the authority of Sections 15.2-1505.1 and 19.2-389 of the Code of Virginia 1950, as amended, in the conduct of investigations of applicants for public employment with the city, permits or licenses, or for public employment with the Lynchburg school system, whenever, in the interest of the public welfare or safety, it is necessary to determine if the past criminal conduct of a person would be compatible with the nature of the employment, permit or license under consideration, the city manager or the superintendent of schools or their designees shall be authorized to request the chief of police or other appropriate person to obtain the criminal history records of such applicant from the Virginia Criminal Records Exchange, the Federal Bureau of Investigation or other appropriate sources, and the chief of police or other appropriate person shall be authorized to obtain and disseminate such criminal history record to the city manager or the superintendent of schools or their designees. If an applicant is denied employment because of information appearing in his criminal history record, the applicant shall be notified that information from his criminal history record contributed to such denial. In the conduct of investigations of applicants (i) for volunteer service or employment with the city, (ii) for appointment to the Lynchburg School Board, (iii) for appointment to the Lynchburg Youth Services Citizens Board, (iv) for the issuance/renewal of a commercial driver's license from the Department of Motor Vehicles when the applicant is a city employee and such license is required as a part of their employment, (v) for the issuance/renewal of a permit, license, or registration to operate a taxicab in the city, or (vi) for the issuance/renewal of a permit or license to operate as a dealer of precious metals or gems in the city, whenever, in the interest of the public welfare, safety, or as required by law, it is necessary to determine if the past criminal conduct of a person would be compatible with the nature of the employment, service, appointment, or approval under consideration, the city manager or his designee, who must also be a city employee, shall require such person to submit to fingerprinting and provide personal descriptive information and any other necessary paperwork to be forwarded along with such fingerprints through the Virginia State Police Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining a state and national criminal history record regarding such person. The Virginia State Police Central Criminal Records Exchange shall return such state and national criminal history record to the city manager or his designee who must also be a city employee. Furthermore, the chief of police or other appropriate person also employed by the city is authorized to request of such person any records in the registry maintained by the Department of Social Services of founded complaints of child abuse and neglect, or other appropriate sources. The chief of police or other appropriate person also employed by the city is authorized to obtain and disclose such child abuse records to the city manager or his designee, who must also be a city employee. In the event a person is denied employment with the city because of information appearing in his criminal history records, the person shall be notified how to challenge his criminal history record.

(b) The city is authorized to obtain the criminal history records from the Virginia Criminal Records Exchange, the Federal Bureau of Investigation, the registry maintained by the Department of Social Services of founded complaints of child abuse and neglect, or other appropriate sources, for applicants for positions on the Lynchburg School Board and the Lynchburg Youth Services Citizens Board. Any person who applies to be a volunteer or employee with the Lynchburg Fire Department or an emergency medical services agency of the city shall submit to fingerprinting and provide personal descriptive information and any other necessary paperwork to be forwarded along with such fingerprints through the Virginia State Police Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining a state and national criminal history record regarding such person. The Virginia State Police Central Criminal Records Exchange shall return such state and national criminal history record to the city manager or his designee who must also

be a city employee. Furthermore, the fire chief or other appropriate person employed by the city is authorized to request of such person any records in the registry maintained by the Department of Social Services of founded complaints of child abuse and neglect, or other appropriate sources. In the event a person is denied employment with the city because of information appearing in his criminal history records, the person shall be notified how to challenge his criminal history record.

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

Adopted: February 23, 2021

Certified:

A handwritten signature in cursive script, appearing to read "Alicia L. Fritz", written over a horizontal line.

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 23, 2021**

AGENDA ITEM #:14

CONSENT: REGULAR: **X**
ACTION: INFORMATION: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: **2021 Proposed 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 2021 Proposed Real Estate Assessments.

SUMMARY: Total taxable real estate values are proposed to increase from \$5.71 billion to \$6.14 billion, a 7.50% increase. Residential values are proposed to increase from \$3.285 billion to \$3.592 billion, a 9.33% increase. Multi-Family values are proposed to increase from \$501.98 million to \$563.3 million, a 12.22% increase. Commercial values are proposed to increase from \$1.562 billion to \$1.596 billion, a 2.19% increase. Industrial values are proposed to increase from \$362 million to \$387.9 million, a 7.20% increase. Exempt values are proposed to increase from \$1.905 billion to \$2.02 billion, a 6.04% increase.

PRIOR ACTION(S): None

FISCAL IMPACT: Based on current tax rate of \$1.11 per \$100 of assessed value provides a total taxable base of \$68,142,432 for FY 2022 verses \$63,390,118 for FY 2021.

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

ATTACHMENT(S): Presentation – February 23, 2021

REVIEWED BY: klw

027A



2021 Proposed Real Estate Assessment Changes

Jeff Bandy

City Assessor

February 23, 2021



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, 2021

Proposed Reassessment Summary

- Increased taxable Real Estate values from \$5.71 billion to \$6.14 billion due to appreciation, growth, plats, rezoning
- Reassessment changes resulted in 7.50% increase in taxable values
- Overall change to taxable value is 5.54% due to appreciation.
- Notices will be sent out for changes in value to owners of est 25,000 parcels on or about March 1st.
- Administrative Review deadline is April 1st.
- Board of Equalization deadline is July 1st.



Proposed Real Estate Values

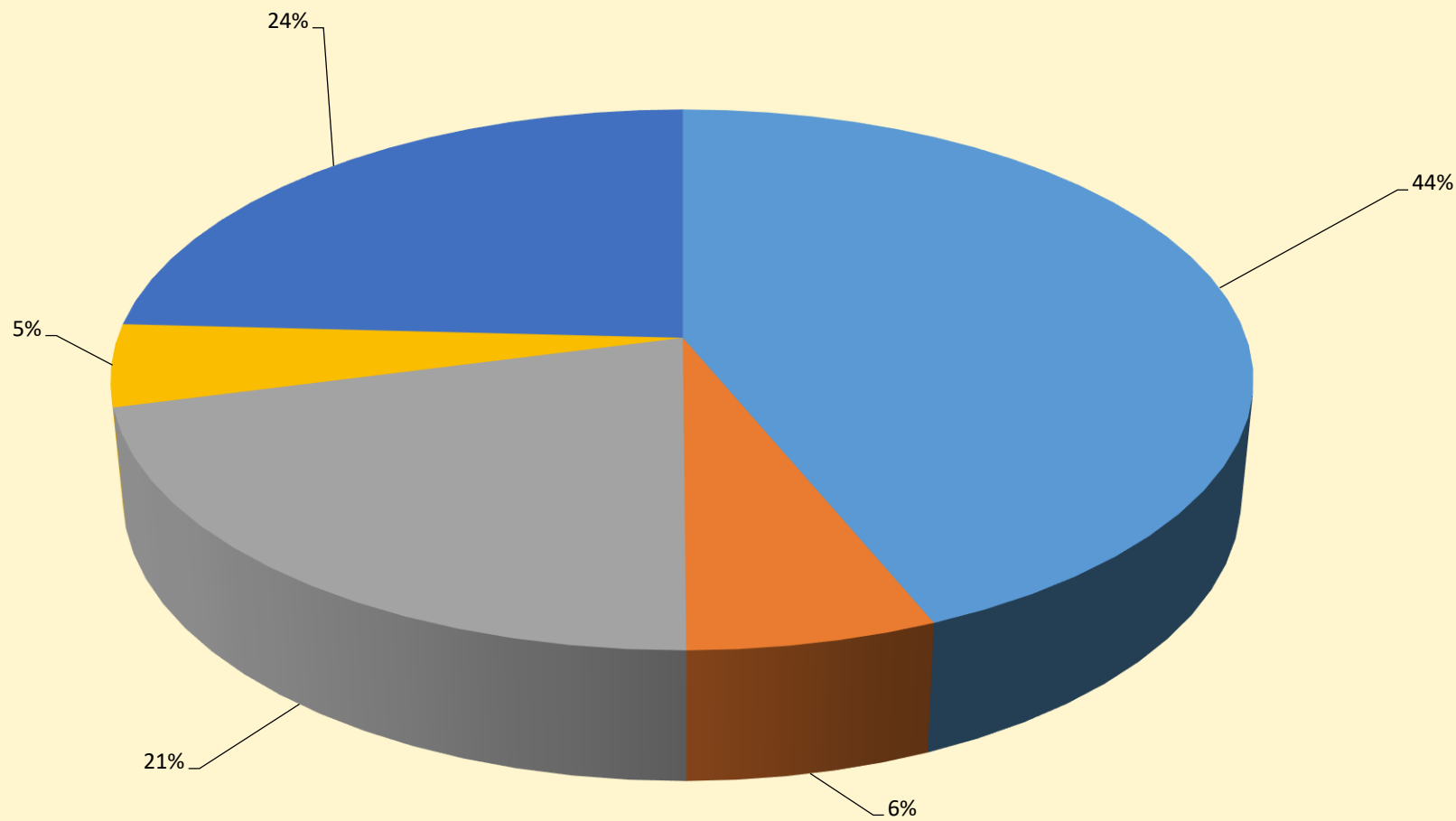
March 1, 2021

- Total Taxable Value – \$6,138,957,900 (75.2%)
- Number of Taxable Parcels – 30,127
- Net Tax at Current Rate (\$1.11) – \$68,142,433
- Total Exempt Value – \$2,020,076,400 (24.8%)
- Number of Exempt Parcels – 1,569
- Total Real Estate Value (Taxable & Exempt) – \$8,159,034,300



March 1, 2021

Proposed Value (%) by Property Class



Single Family

Multi-Family

Commercial

Industrial

Exempt



2021 Proposed Assessment Changes for Residential Properties

- Residential Real Estate values increased from \$3.285 billion to \$3.592 billion.
- Overall residential values increased 9.33%
- Values appreciated 7.76% with the balance due to growth, plats, rezoning

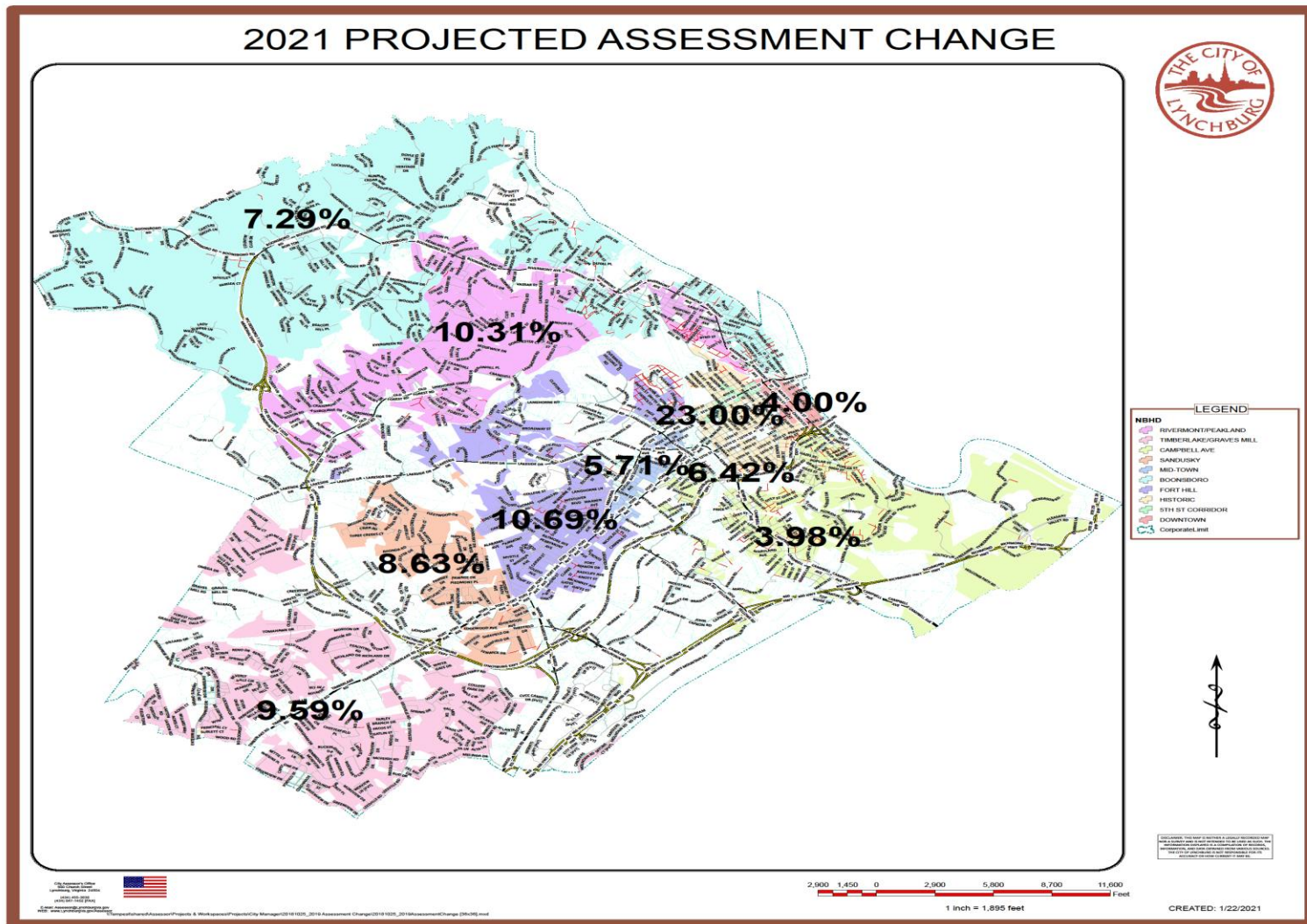


Median Residential Value Comparison

- Median SF Detached Value
 - 2020 = \$130,600
 - 2021 = \$142,600
- Median Townhouse Value
 - 2020 = \$103,700
 - 2021 = \$113,050
- Median Condo Value
 - 2020 = \$111,700
 - 2021 = \$128,000



Value Change Map (Residential & Downtown)





2021 Proposed Multi-Family Changes

- Multi-Family values increased from \$501.98 million to \$563.3 million
- Overall Multi-Family values increased 12.22%
- Appreciation accounted for 5.94% with the balance of change due to growth, plats or rezoning



2021 Proposed Assessment changes for Commercial Properties

- Commercial values increased from \$1.562 billion to \$1.596 billion.
- Overall commercial values increased 2.19%
- Appreciation accounted for 0.09% of the change in value with the balance due to growth, plats, rezoning

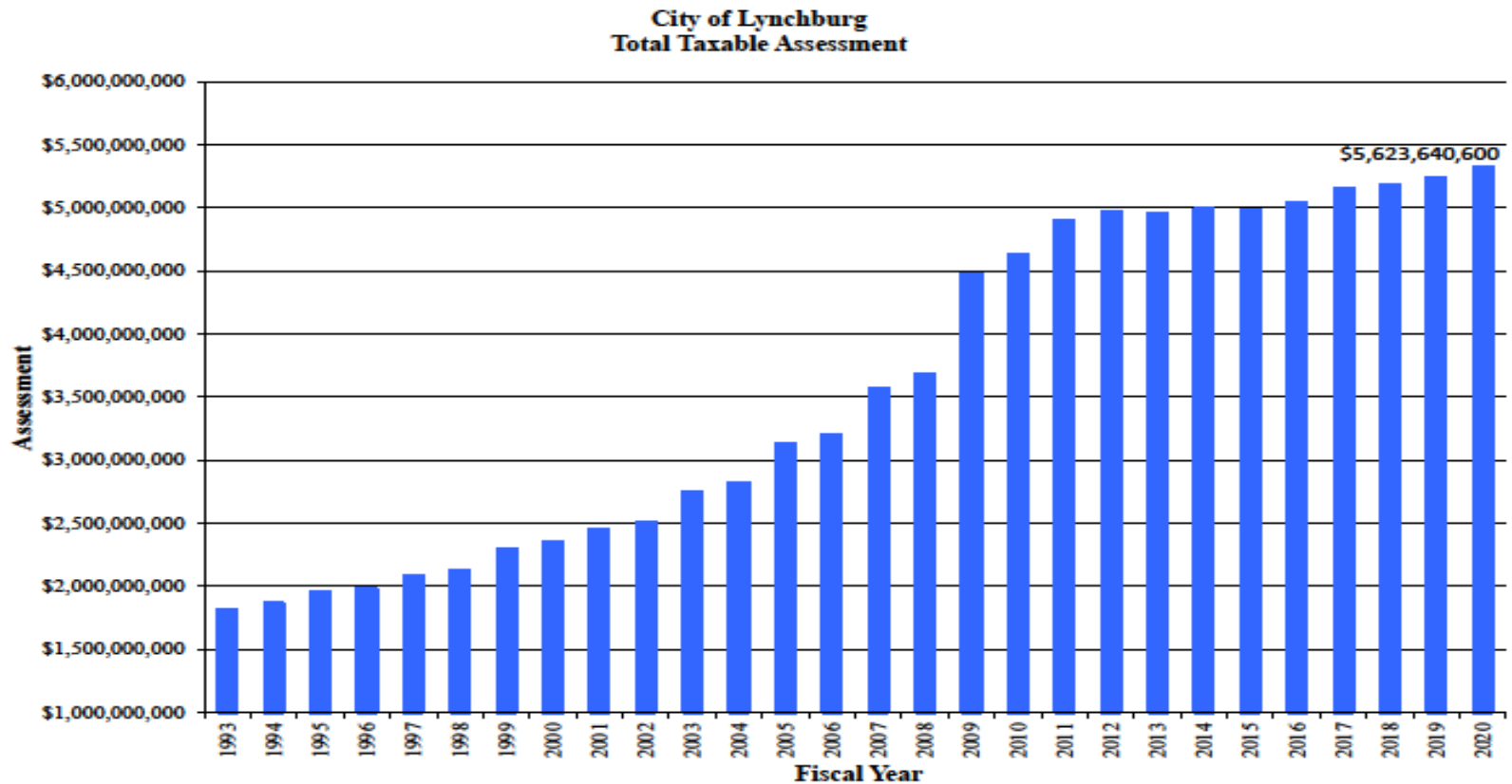


2021 Proposed Assessment Changes to Industrial Properties

- Industrial values changed from \$362 million to \$387.9 million.
- Overall industrial values increased 7.20%
- Appreciation accounted for 5.92% with the balance due to growth, plats, rezoning, etc.



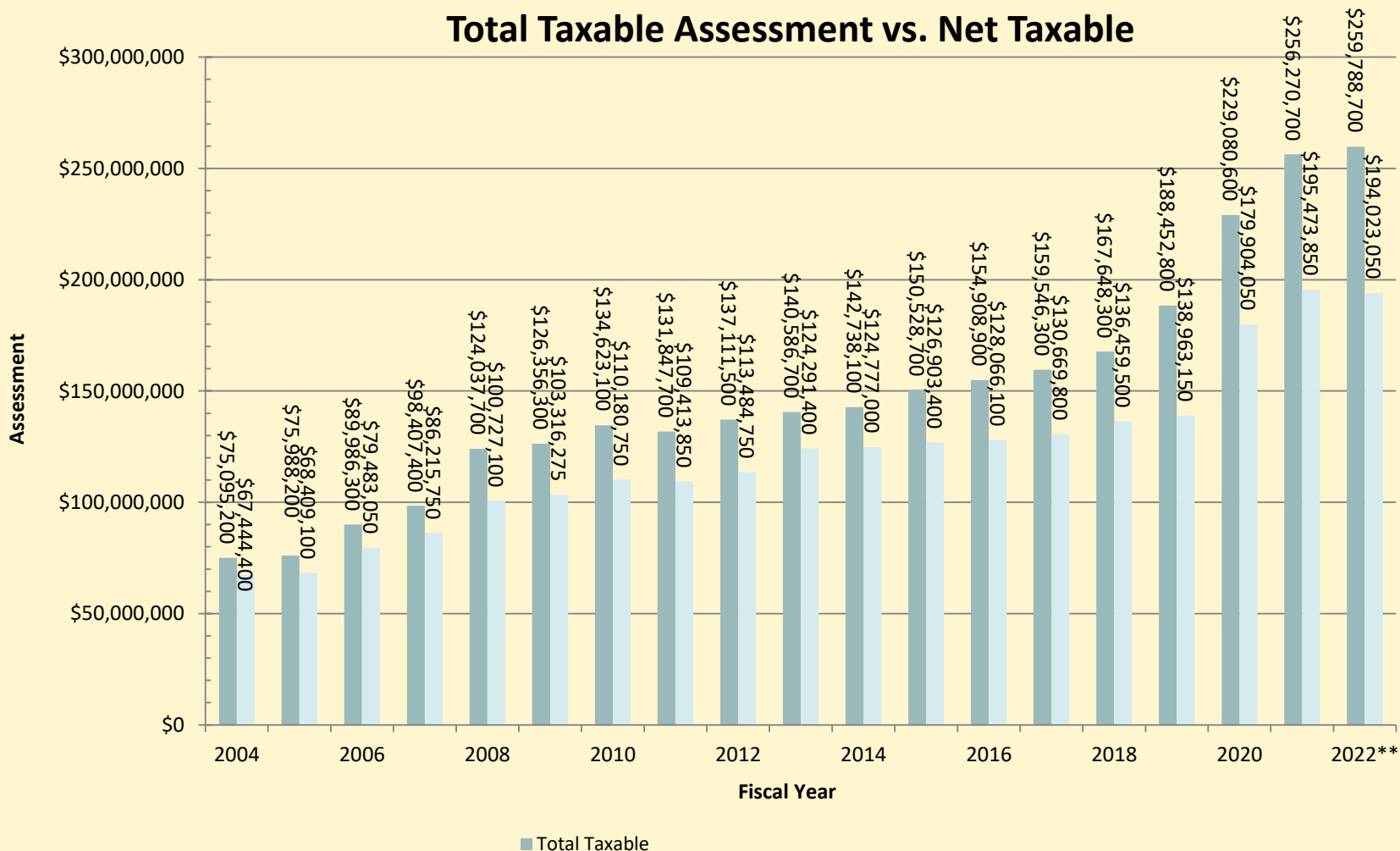
Total Taxable Assessment Base





Total Taxable Assessment vs. Net Taxable Downtown Properties

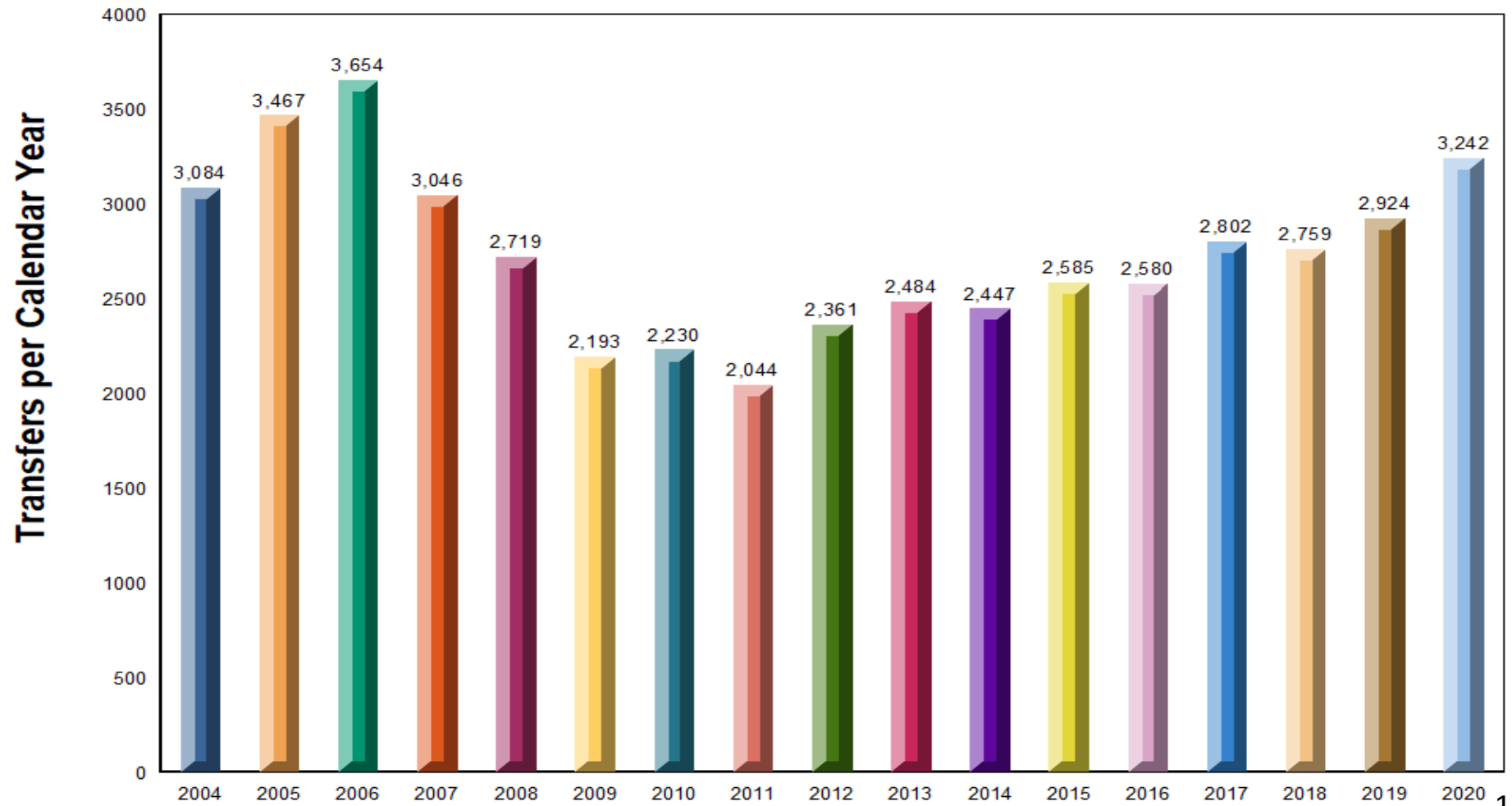
City of Lynchburg Downtown
Total Taxable Assessment vs. Net Taxable





Property Transfers

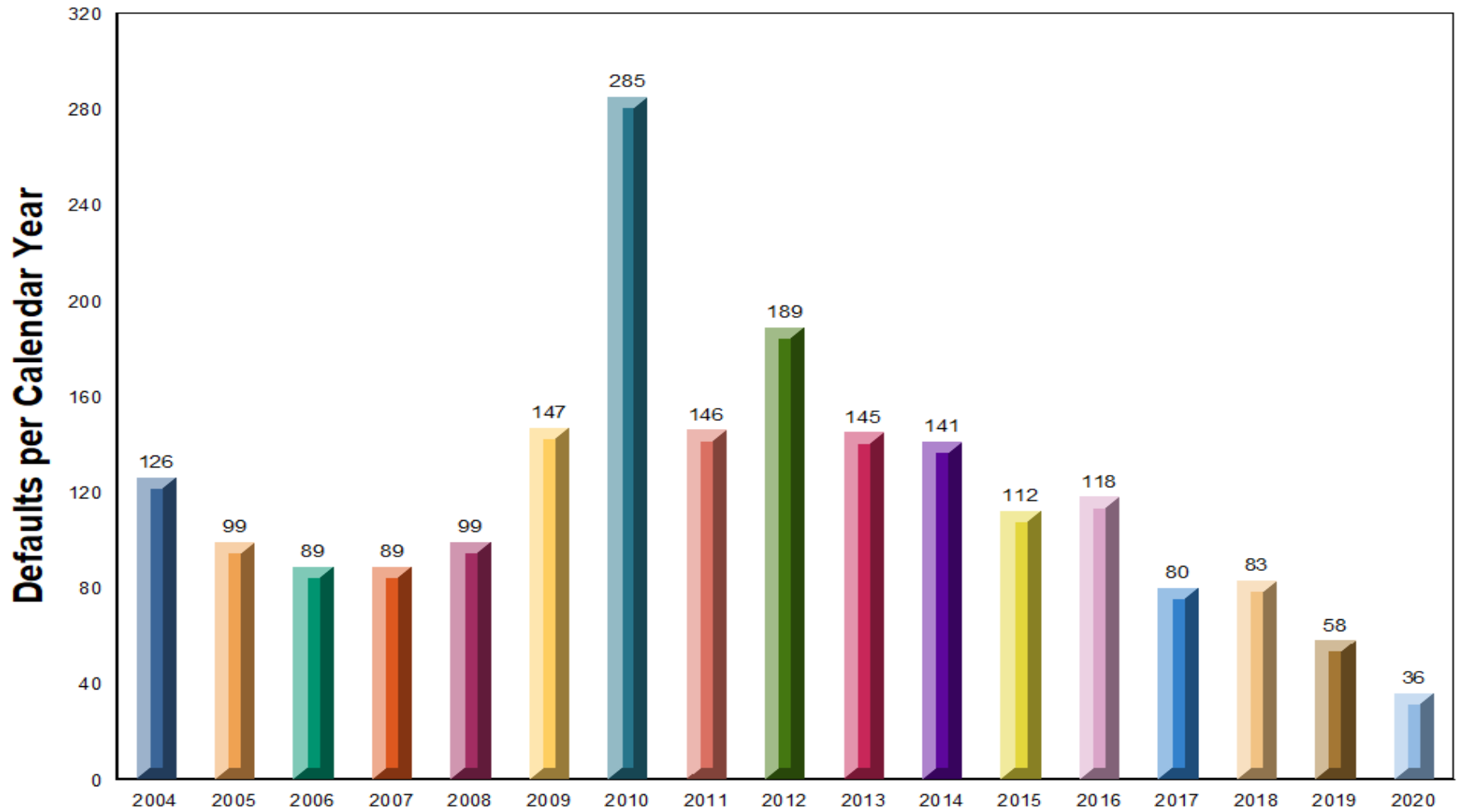
Property Transfers





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.



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.



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.

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

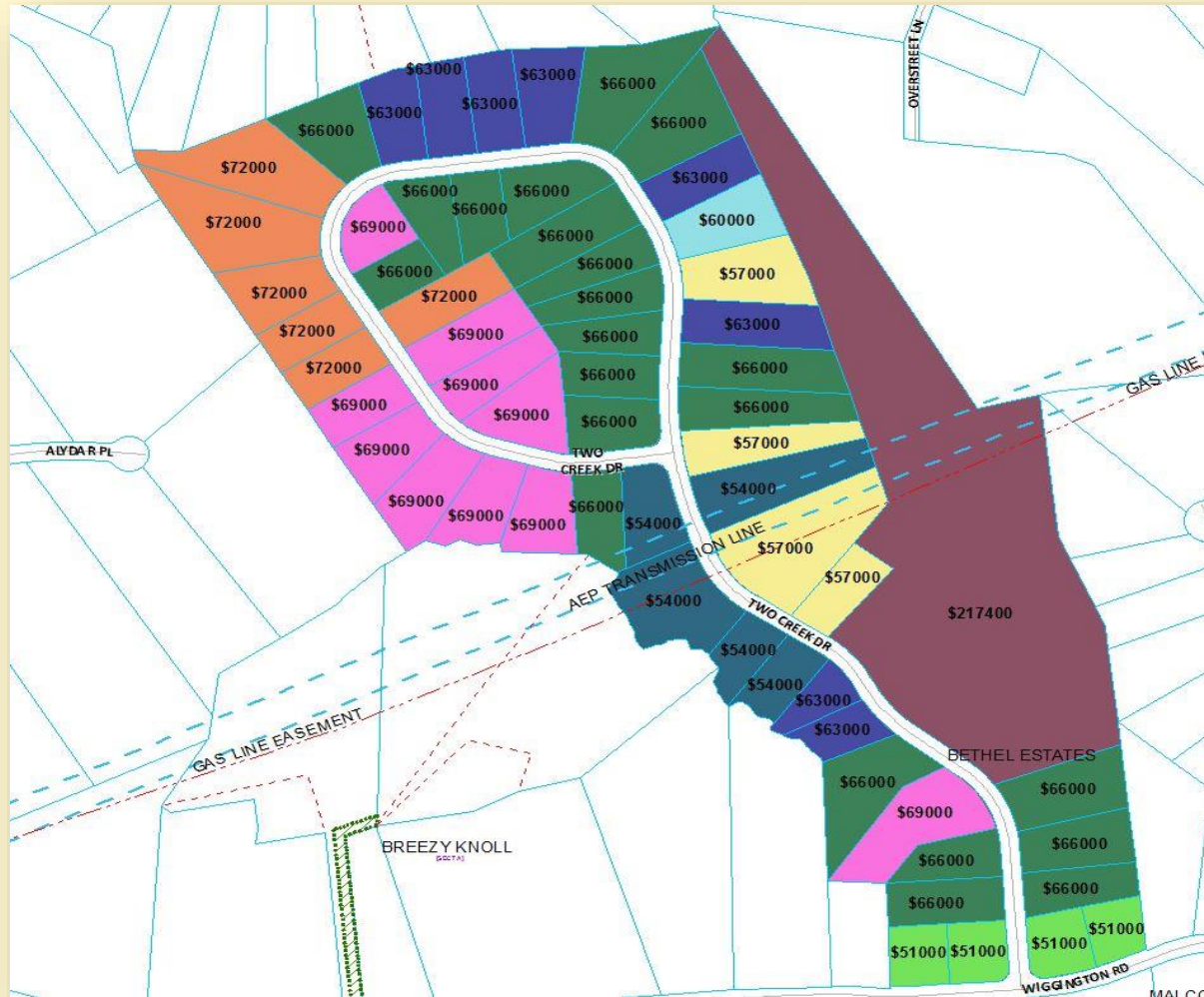


Residential Reassessment Modeling

- 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.lynchburgva.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, as the background image.

The main heading is "City Assessor".

The navigation menu includes the following links:

- Assessment Facts
- Assessment References and Links
- Contact Us

The breadcrumb trail indicates the current location: Home » Departments » City Assessor.

The page displays six featured services, each with a representative image and a caption:

- Parcel Viewer**: Image showing a city street scene with a large building.
- FAQs**: Image showing a wide view of the city and the James River.
- Forms**: Image showing a large, ornate building, likely the City Hall.
- Land Use Deferral Program**: Image showing a field of yellow and pink flowers.
- Rehabilitation/Renovation Program**: Image showing a historic house with a white porch.
- Appeal Process**: Image showing the entrance to a government building.



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.

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

[Help and Contact Information ?](#)

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*

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](#)

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

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[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: - None -

Neighborhood Number: Example: 100

Property Class: - None -

Building Type(Residential): - None -

Year Built: Equals Example: 1980

SQ Footage: Equals Example: 500

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

Last Sale Amount: Equals 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

