FINANCE COMMITTEE AGENDA

Tuesday, October 26, 2021
11:30 a.m. – Council Chamber

GENERAL BUSINESS

11:30 a.m.

1. Approval of the Draft Finance Committee Meeting Notes from May 25, 2021.

   Contact: Donna Witt, Chief Financial Officer 455-3968

11:35 a.m.

2. Report on the General Fund Reserve for Contingencies.

   Contact: Donna Witt, Chief Financial Officer 455-3968

11:40 a.m.

3. Consider a request to adopt a resolution to amend the FY 2022 City/Federal/State Aid Fund budget and appropriate $15,300 with resources of $7,650 from the Virginia Office of Emergency Medical Services Emergency Medical Services Grant Program through the Rescue Squad Assistance Fund (RSAF) and $7,650 from the FY 2022 General Fund Fire Department budget to purchase six (6) Dell Latitude 5420 Rugged laptops carried on EMS apparatus for the Fire Department.

   Contact: Greg Wormser, Fire Chief 455-6340

11:45 a.m.

4. Consider a request to adopt a resolution to amend the FY 2022 City/Federal/State Aid Fund budget and appropriate $58,785 with resources of $39,190 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $16,917, and $2,678 from the FY 2022 General Fund Police Department budget to facilitate selective enforcement activities, equipment, and training.

   Contact: Chief Ryan M. Zuidema, Police Department 455-6171

11:50 a.m.

5. Consider a request to adopt a resolution to amend the FY 2022 City/Federal/State Aid Fund budget and appropriate $26,250 with resources of $17,500 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $7,411, and $1,339 from the FY 2022 General Fund Police Department budget to facilitate speed enforcement activities.

   Contact: Chief Ryan M. Zuidema, Police Department 455-6171

11:55 a.m.

6. 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 June 30, 2021.

Fund	Preparer
GLTC	Lawson Albritton, Interim General Manager, GLTC
Regional Airport Fund	Andrew LaGala, Airport Director
Lynchburg Regional Juvenile Detention Center	Preston Sellers, Director, Human Services
Children's Services Act Fund (CSA)	Preston Sellers, Director, Human Services
Water Operating Fund	Tim Mitchell, Director of Water Resources
Sewer Operating Fund	Tim Mitchell, Director of Water Resources
Stormwater Operating Fund	Tim Mitchell, Director of Water Resources
General Fund	Donna Witt, Chief Financial Officer

12:35 p.m.

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

    Contact: Donna Witt, Chief Financial Officer 455-3968

12:40 p.m.

8. Roll Call

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

FINANCE COMMITTEE NOTES
Tuesday, May 25, 2021

GENERAL BUSINESS

Meeting commenced at 11:30 a.m. in Council Chamber in order to allow for social distancing requirements due to COVID-19.

ATTENDEES
Committee Members: *Council Member Jeff S. Helgeson, Chair; Council Member Randy Nelson; Council Member Beau Wright; Mayor MaryJane Dolan, Ex-Officio.*
Others: *Reid Wodicka, Interim City Manager; Kent White, Acting Deputy City Manager; Donna Witt, Chief Financial Officer; Reid Lanham, Accounting Manager; Starlette Early, Budget Analyst*

1. Approval of the Draft Finance Committee Meeting Notes from March 23, 2021.

   The Finance Committee meeting notes for March 23, 2021 were approved as submitted.

2. Report on the General Fund Reserve for Contingencies.

   Donna Witt reported 3rd Quarter Adjustments were posted, reducing the FY 2021 General Fund Reserve for Contingencies by $311,831. The current balance is $860,379, including $22,210 in the Manager's Discretionary Fund.

3. Consider a request to adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate $100,000 with resources of $50,000 from the Virginia Department of Criminal Justice Services (DCJS) 2021 Body-Worn Camera Grant and $50,000 required match from the Lynchburg Police Department's (LPD) FY 2021 General Fund Budget to purchase Axon Performance and Respond services for the LPD current Body-Worn Camera (BWC) System.

   Chief Ryan Zuidema presented the item. This item was approved by the Finance Committee and will be considered by Council at the May 25, 2021 meeting.

4. Approve the submission of an application for the 2021 State Homeland Security Program (SHSP) Grant through the Virginia Department of Emergency Management (VDEM) in the amount of $148,042 to purchase law enforcement equipment for the Lynchburg Police Department.

   Chief Ryan Zuidema presented the item. This item was approved by the Finance Committee.

5. Consider a request to adopt resolutions to authorize the City Manager to accept and execute a $1,261,006 federal Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) on behalf of the City of Lynchburg (Lynchburg Regional Airport sponsor) and appropriate the grant funds to provide relief to the Lynchburg Regional Airport for increased operating expenses that are due to the COVID-19 Pandemic.

   Airport Director Andrew LaGala presented the item. This item was approved by the Finance Committee and will be considered by Council at the May 25, 2021 meeting.

6. 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 June 30, 2021

   GLTC: Brian Booth reported total revenues for the third quarter are down 15% for the quarter and 9% below budget year-to-date. Passenger revenues are under budget by 14%, CVCC contract revenue is under budget 40% due to mainly virtual classes. Passenger revenue remains significantly under budget due to waiving monthly fee as a result of operating service fare free through November 16, 2020. Non-operating revenues are up by $37,000 due to insurance proceeds received for vehicle related accidents. Advertising revenues exceeded budget by 13% for third quarter due to increase in ad sales. Federal Operating Assistance is reported under budget by 44% due to staff adjustment of revenue accrued monthly based on updated projections. Expenditures overall are under budget 11% for third quarter and 13% year-to-date. Salaries are down 14% due to vacant positions, overtime is above budget by 28% due to additional coverage as a result of the vacancies. Maintenance expenses are under budget 13% for the quarter, due to fuel expenses less during the pandemic. Administrative expenses are 6% below budget, and Miscellaneous expenses reflected limited travel and public relations at 71% under budget year-to-date. GLTC anticipates closing the third quarter with a surplus of $264,555, a decline from second quarter and a continued decline anticipated due to adjustments for Federal funds being accrued.

   Airport: Andrew LaGala reported the Airport's operating revenues are continuing their slow but steady increase to pre-COVID levels, reflect a gradual but steady recovery from the COVID-19 pandemic, with flights being added back as demand warrants. A full recovery is expected in 2022+. Airfield Revenue is down by $45,000 due to decrease in landing fees a s a result of fewer flights. Terminal Revenue is down by $540,000 due to negative impacts of COVID-19 on parking and rental car revenue. A Federal CARES grant is anticipated to increase revenues by $500,000 more than budget due to having more "revenue replacement" than expected. Expenses are being held to $700,000 less than budgeted to offset the estimated $40,000 shortfall in revenues and allow estimated $600,000 for a transfer to the capital fund for a planned revenue-producing corporate hanger project included as part of Third Quarter Budget adjustments. The Airport anticipates an operating surplus for FY 2021 at $162,349 with the aid of CARES "revenue replacement" grant.

*Lynchburg Regional Juvenile Detention Center: *Note: Due to staff transition, this report will be presented at the next meeting of the Finance Committee.*

Lynchburg Regional Juvenile Detention Center: Preston Sellers, Interim Director of Human Services, presented the quarterly report. He reported the Detention Center received a successful report for its three-year-review from the Department of Juvenile Justice and also received approval from the Department of Juvenile Justice for continuation of the Community Placement Grant Program for FY 2022. Revenues from Charges for Services is at 52.9% of budget, Juvenile Justice Block Grant revenue is $769,182, Community Placement Revenue is at 69.2% of budget, and year-to-date revenue received from USDA is $24,689. Expenditures overall are within budget at third quarter year-to-date at $2,239,671. The average number of juveniles being served is 19.38 for FY 2021 compared to 24.93 in FY 2020.

Children's Services Act (CSA): Preston Sellers, Interim Director of Human Services, presented the quarterly report. He reported revenues received for expenditures incurred through the third quarter from Public Assistance is $3,262,414. CSA contributions received from local match are $1,382,735 from the General Fund and $147,406 from Schools; Miscellaneous revenues totaled $37,393. Expenditures through the third quarter included: Administrative is at 60.1% of budget; Mandated Foster Care is at 91.1%; Mandated Special Education- is at 67.4%, Non-Mandated Services is at 41.1%; and Community Based Services is at 112.1% of budget.

Water: Tim Mitchell reported overall Water Fund revenues at the completion of third quarter is below budget by $130,800 (.8%). Charges for services is down $457,000, primarily due to $380,000 less than expected water consumption from commercial and industrial customers, water purchases associated with the Combined Sewer Overflow Upgrade project, and $123,000 loss related to utility disconnection moratorium. Revenues in Water Contracts is projected to be 14.2% greater than budget, with $236,000 associated with additional water purchases from Bedford County. Overall expenses are $792,900 less than budget primarily due to vacancies and debt service is $86,700 less than budgeted due to less usage of line of credit and refinancing of 2010 and 2015 bond issues. Debt coverage ratio for the end of the fiscal year is projected at 1.46 (above Council's minimum target of 1.20) and the fund balance ratio for year end is projected at 45% compared to a target range of 25% - 40%.

Sewer: Tim Mitchell reported sewer fund overall revenues are projected to be $1,742,400 higher than budget. Charges for Services is expected to be $1,069,000 over budget due to higher septic hauler charges as a result of wet weather, offset by COVID-19 economic impacts including decreased inside sewer sales and cut-off charges revenues. Sewer Contracts are $779,000 above budget, and Interest earnings are less than expected by $106,000. Expenses overall are projected to be $49,000 less than budget for FY 2021 due primarily to vacant position savings offset by unplanned debris removal around sewer mains, increased cost for temporary personnel, and updates to Wastewater Treatment Plant CSO project. Debt coverage ratio is projected to be 1.40 compared to a target range of 1.20 to

1.50, and the fund balance ratio is projected at 41% compared to a target range of 25% - 40%.

Stormwater: Tim Mitchell reported overall revenues for the Stormwater Fund are projected to exceed budget by $34,600, with Charges for Services above budget by $47,300 due to budgeted refunds allowed to property owners were $50,000 less than estimated. Expenses are projected to be $233,900 less than budget primarily due to savings in vacant positions. The debt coverage ratio for end of the fiscal year is projected to be 3.25, more than the Council's minimum target of 1.20, and the fund balance ratio is projected at 34% compared to the target range of 15% - 20%.

General Fund: Finance staff reported General Fund revenues: Real Estate taxes are at $49,251,948 after the third of four installments; Personal Property Tax is on track at $10,129,143; Consumer Utility Tax- Electric is down by $154,024 due to mild weather in winter; Communication Sales and Use Tax is down by $390,285; Local Sales Tax is holding strong at $10,677, 839 based on seven months of collections; Business License due May 1 so the $2,179,713 currently reflects small part of the annual budget; Meals Tax is slightly behind budget at $9,283,572; Lodging Tax is also slightly behind budget at $1,434,206. Dedicated Revenues are at $28,772,536, just 0.9% behind budget projections. Expenses for Operating are on target at 67.7% of budget at $117,321,658.

7. Roll Call.

   There were no items for roll call.

Meeting adjourned at 12:33 p.m.

AGENDA ITEM NO.: 2

FY 2022 GENERAL FUND RESERVE FOR CONTINGENCIES

	Reserve for Contingencies	City Manager's Discretionary Funding
BEGINNING BALANCE, JULY 1, 2021	$1,150,000	$50,000
Carryforward to FY 2022 Reserve for Contingencies - FY 2022 Adopted Budget	0	0
BALANCE	**$1,150,000**	**$50,000**
APPROPRIATIONS (Second Reading)		
TOTAL APPROPRIATIONS	**$0**	**$0**
REMAINING BALANCE	**$1,150,000**	**$50,000**
ITEMS INTRODUCED		
TOTAL INTRODUCED ITEMS	**$0**	**$0**
REMAINING BALANCE	**$1,150,000**	**$50,000**
PENDING ITEMS		
TOTAL PENDING ITEMS	**$0**	**$0**
ENDING BALANCE, JUNE 30, 2022	**$1,150,000**	**$50,000**

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **October 26, 2021** AGENDA ITEM #: 3

REGULAR: **X** WORK SESSION: CLOSED SESSION (Confidential):
ACTION: **X** INFORMATION:

ITEM TITLE: Virginia Office of Emergency Medical Services Emergency Medical Services Grant Program through the Rescue Squad Assistance Fund (RSAF) to purchase six (6) Dell Latitude 5420 Rugged laptops for medic units.

RECOMMENDATION: Adopt a resolution to amend the FY 2022 City/Federal/State Aid Fund budget and appropriate $15,300 with resources of $7,650 from the Virginia Office of Emergency Medical Services Emergency Medical Services Grant Program through the Rescue Squad Assistance Fund (RSAF) and $7,650 from the FY 2022 General Fund Fire Department budget to purchase six (6) Dell Latitude 5420 Rugged laptops carried on EMS apparatus for the Fire Department.

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

As a result of the statewide contract change to ESO Electronic Health Record (EHR) reporting software, the Fire Department has been awarded RSAF grant funds to replace the remaining cache of Microsoft Surface Pro reporting tablets with Dell Latitude 5420 Rugged laptops.

The grant requires a local match. The Fire Department applied and was awarded funds under a 50/50 match. With a total cost of $15,300, the required local match is $7,650. The match will be funded from the FY 2022 General Fund Fire Department budget.

PRIOR ACTION(S): October 26, 2021: Reviewed by Finance Committee

FISCAL IMPACT: $7,650 in matching funds will be provided from the Fire Department's FY 2022 budget; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment.

CONTACT(S): Greg Wormser, Fire Chief, 455-6340
Robert Lipscomb, Deputy Chief, 455-6352
Annette Pettyjohn, Fire Administrative Manager, 455-6368

ATTACHMENT(S):
- Resolution

REVIEWED BY: raw

122A

RESOLUTION:

BE IT RESOLVED that the FY 2022 City/Federal/State Aid Fund budget is amended and $15,300 is appropriated with resources of $7,650 from the Virginia Office of Emergency Medical Services Emergency Medical Services Grant Program through the Rescue Squad Assistance Fund (RSAF) and $7,650 from the FY 2022 General Fund Fire Department budget to purchase six (6) Dell Latitude 5420 Rugged laptops carried on EMS apparatus for the Fire Department.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **October 26, 2021** AGENDA ITEM #: 4

REGULAR: **X** WORK SESSION: CLOSED SESSION (Confidential):
ACTION: **X** INFORMATION:

ITEM TITLE: 2021 DMV Highway Safety Grant, Selective Enforcement – DUI (Alcohol)

RECOMMENDATION: Adopt a resolution to amend the FY 2022 City/Federal/State Aid Fund budget and appropriate $58,785 with resources of $39,190 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $16,917, and $2,678 from the FY 2022 General Fund Police Department budget to facilitate selective enforcement activities, equipment, and training.

SUMMARY: The Department of Motor Vehicles (DMV) Highway Safety Program has awarded the City a $39,190 for selective DUI activities, alcohol testing equipment, and annual DMV grant-related training.

The grant excludes reimbursement of Medicare and Social Security benefit costs associated with the allotted overtime; however, funding of $2,678 is available for transfer from the FY 2022 General Fund Police Department budget to cover this expense. The grant agreement includes an in-kind match of $16,917 in police equipment and services from the department's fuel and vehicle maintenance services budget.

PRIOR ACTION(S): October 26, 2021: Finance Committee

FISCAL IMPACT: $2,678 from the FY 2022 General Fund Police Department budget will be provided for Medicare and Social Security benefit costs.

CONTACT(S): Ryan M. Zuidema, Police Chief, 455-6171
Amy Lowe, Police Administrative Manager, 455-6128

ATTACHMENT(S):
- Resolution

REVIEWED BY: raw

125A

RESOLUTION:

BE IT RESOLVED that the FY 2022 City/Federal/State Aid Fund budget is amended and $58,785 is appropriated with resources of $39,190 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $16,917, and $2,678 from the FY 2022 General Fund Police Department budget to facilitate selective enforcement activities, equipment, and training.

Introduced: Adopted:

Certified: ______________________________

Clerk of Council

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **October 26, 2021** AGENDA ITEM #: 5

REGULAR: **X** WORK SESSION: CLOSED SESSION (Confidential):
ACTION: **X** INFORMATION:

ITEM TITLE: 2021 DMV Highway Safety Grant, Selective Enforcement - Speed

RECOMMENDATION: Adopt a resolution to amend the FY 2022 City/Federal/State Aid Fund budget and appropriate $26,250 with resources of $17,500 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $7,411, and $1,339 from the FY 2022 General Fund Police Department budget to facilitate speed enforcement activities.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City a $17,500 grant for speed enforcement activities.

The grant excludes reimbursement of Medicare and Social Security benefit costs associated with the allotted overtime; however, funding of $1,339 is available for transfer from the FY 2022 Police Department General Fund budget to cover this expense. The grant agreement includes an in-kind match of $7,411 in police equipment and services from the department's fuel and vehicle maintenance services budget.

PRIOR ACTION(S):
October 26, 2021: Finance Committee

FISCAL IMPACT: $1,339 from the FY 2022 General Fund Police Department budget will be provided for Medicare and Social Security benefit costs.

CONTACT(S): Ryan M. Zuidema, Police Chief, 455-6171
Amy Lowe, Police Administrative Manager, 455-6128

ATTACHMENT(S):
- Resolution

REVIEWED BY: raw

121A

RESOLUTION:

BE IT RESOLVED that the FY 2022 City/Federal/State Aid Fund budget is amended and $26,250 is appropriated with resources of $17,500 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $7,411, and $1,339 from the FY 2022 General Fund Police Department budget to facilitate speed enforcement activities.

Introduced: Adopted:

Certified: ______________________________________

Clerk of Council

GLTC GREATER LYNCHBURG TRANSIT COMPANY
We're Here To Get You There!

Finance Committee
City Council
City of Lynchburg

October 20, 2021

RE: June 30', 2021 (4th Quarter – FY 2021) Financial Report – Greater Lynchburg Transit Company

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

REVENUE

Total revenue for the fourth quarter was approximately 5 % under budget for the quarter and 8 % under budget year-to-date. Passenger Revenue for the fourth quarter is over budget approximately 1 % based on the estimates for how fare revenue would recover from the decline at the onset of the pandemic. CVCC contract revenue is under budget 40 % for the fourth quarter due to an adjustment in the rate as a result of CVCC administering a majority of classes virtually. Passenger Revenue and Access Contracts (CVCC & LU) remain significantly under budget year to date due waiving the monthly fee as a result of operating service fare free until November 16th, 2020. Non-Operating Revenue reflects being over budget significantly, approximately $ 43,700, for the fourth quarter and year to date due to insurance proceeds received for vehicle related accidents. Advertising revenue is under budget 17 % for the fourth quarter and 3% year to date.

City Operating, and County Operating Assistance reflect being within budget for the fourth quarter and year-to-date. Liberty University Revenue is under budget 60% for the fourth quarter and 12% year –to-date. No additional "City – CARES ACT Funding" was received during the fourth quarter. This revenue was a one-time appropriation from the City's allocation of CARES Act funds to cover direct expenses related to the operation of Sunday service in October, November, & December 2020.

State Operating Assistance reflects being over budget approximately 14 % due to the allocation of operating funds from the state increasing from what was budgeted for FY 2021. Federal Operating Assistance reflects being under budget 11 % for the fourth quarter based on updated projections for expenditures and revenue needs for the year. This Federal revenue is being provided by funds received by GLTC from the CARES Act and GLTC anticipates utilizing these funds to support operating expenditures in FY 2021 and FY 2022.

EXPENDITURES

On the expense side, total expenses were under budget 24 % for the quarter and 16% year-to-date. Salaries are under budget approximately 14 % as a whole due to vacant positions that have been carried through the year. Overtime is over budget approximately 21 % companywide due to additional coverage necessary as a result of vacant positions. Fringe Benefits are approximately 11 % under budget and due in large part to health insurance premiums being lower than anticipated as well as vacant positions.

Maintenance expenses (less wages and benefits) are under budget as a whole approximately 16 % for the quarter and 15 % year to date. This is due in large part to fuel expenses being lower than projected following the decline in fuel prices during the onset of the pandemic. Additionally, Tires and Tubes are under budget by 19% due to the utilization rates of tires being less than projected.

Administrative expenses are under budget approximately 15 % for the fourth quarter and 11 % year-to-date; with Services approximately 3 % over budget, Casualty/Liability Expenses approximately 2 % under budget, and Information Technology approximately 10% under budget. Casualty/Liability Expenses are underbudget as a result of a credit received after a reconciliation was completed for the estimated premium paid in the previous fiscal year. Utilities are approximately 13 % under budget for the fourth quarter while year-to-date Utilities remain under budget approximately 16 %. Other Materials and Supplies is over budget by over $16,000 year to date due to a sewage back up experience and subsequent clean up necessary at the Transfer Station in November 2020. Miscellaneous expenses are under budget 66 % year-to-date due to the limited travel and public relations activities occurring during this time.

SUMMARY

GLTC is closing the fourth quarter with an approximate $ 625,319 surplus. The surplus has increased from what was reflected in the third quarter report. The increase was a result of a large adjustment made in June for OPEB. This adjustment was made based on an updated valuation report by actuary..

Respectfully submitted,

Lawson Albritton
Interim General Manager

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

QUARTERLY INCOME STATEMENT
AS OF JUNE 30, 2021

	QTR TO DATE FY2021 QTD ACTUAL	FY2021 QTD BUDGET	% VAR	FY2021 YTD ACTUAL	FY2021 YTD BUDGET	% of Budget
REVENUE						
FRT Passenger Revenue	$ 101,340	$ 100,361	1%	$ 238,814	$ 401,445	59%
DRT Passenger Revenue	12,333	12,371	0%	22,679	49,482	46%
Contracts (LU Access)	33,600	30,240	11%	109,200	151,200	72%
Contracts (CVCC Access)	7,038	11,730	-40%	17,595	46,920	38%
Liberty University Revenue	26,468	66,780	-60%	293,964	333,900	88%
Non-Operating Revenue	(2,572)	3,076	-184%	43,746	12,304	356%
Advertising Revenue	11,970	14,381	-17%	55,933	57,523	97%
City Operating Assistance	125,000	125,000	0%	500,000	500,000	100%
City - CARES ACT	-	-	0%	75,434	-	100%
County Operating Assistance	19,450	19,450	0%	77,800	77,800	100%
State Operating Assistance	590,222	516,375	14%	2,198,620	2,065,498	106%
Federal Operating Assistance	948,944	1,064,438	-11%	3,676,764	4,257,751	86%
TOTAL REVENUE	**$ 1,873,793**	**$ 1,964,201**	**-5%**	**$ 7,310,549**	**$ 7,953,823**	**92%**
EXPENSES						
FIXED ROUTE						
Operator Labor	$ 325,711	$ 391,666	-17%	$ 1,261,301	$ 1,566,664	81%
Operator-Overtime	63,483	50,732	25%	242,018	202,929	119%
Other Salaries & Wages	71,092	77,416	-8%	301,468	309,665	97%
Supervisors-Overtime	5,214	3,775	38%	25,602	15,099	170%
Fringe Benefits	75,441	269,408	-72%	787,636	1,077,633	73%
TOTAL FIXED ROUTE	**$ 540,941**	**$ 792,998**	**-32%**	**$ 2,618,024**	**$ 3,171,990**	**83%**
DEMAND RESPONSE						
Operator Labor	$ 54,623	$ 80,195	-32%	$ 229,787	$ 320,780	72%
Operator-Overtime-PTS	3,323	2,382	40%	12,339	9,526	130%
Other Salaries & Wages	20,400	16,955	20%	76,135	67,821	112%
Fringe Benefits	11,764	52,530	-78%	136,951	210,121	65%
TOTAL DEMAND RESPONSE	**$ 90,110**	**$ 152,062**	**-41%**	**$ 455,213**	**$ 608,248**	**75%**
MAINTENANCE						
Other Salaries & Wages	$ 159,011	$ 167,593	-5%	$ 623,071	$ 670,371	93%
Inspection&Maint,Srvc-Overtim	16,539	7,209	129%	55,898	28,834	194%
Fringe Benefits	29,485	92,255	-68%	292,168	369,021	79%
Fuel & Lubricants	139,204	140,379	-1%	404,979	561,516	72%
Tires & Tubes	23,701	29,089	-19%	61,185	116,356	53%
Other Materials & Supplies	105,513	128,804	-18%	481,459	515,216	93%
TOTAL MAINTENANCE	**$ 473,452**	**$ 565,329**	**-16%**	**$ 1,918,760**	**$ 2,261,314**	**85%**
ADMINISTRATION						
Other Salaries & Wages	$ 89,251	$ 103,859	-14%	$ 388,555	$ 415,434	94%
Fringe Benefits	11,023	54,814	-80%	167,199	219,255	76%
Services	121,423	117,560	3%	454,144	470,240	97%
Utilities	42,589	48,880	-13%	164,488	195,519	84%
Casualty & Liability Expenses	76,251	78,070	-2%	263,848	312,281	84%
Information Technology	35,309	39,425	-10%	148,550	157,701	94%
Other Materials & Supplies	12,575	12,410	1%	66,284	49,639	134%
Miscellaneous	20,107	23,050	-13%	40,165	92,201	44%
TOTAL ADMINISTRATION	**$ 408,527**	**$ 478,068**	**-15%**	**$ 1,693,233**	**$ 1,912,270**	**89%**
TOTAL EXPENSES	**$ 1,513,030**	**$ 1,988,456**	**-24%**	**$ 6,685,230**	**$ 7,953,823**	**84%**
NET INCOME/(LOSS)	**$ 360,763**	**$ (24,255)**	**-1587%**	**$ 625,319**	**$ -**	**100%**

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

QUARTERLY INCOME STATEMENT
AS OF JUNE 30, 2021

	QTR TO DATE FY2021 QTD ACTUAL	FY2021 QTD BUDGET	% VAR	FY2021 YTD ACTUAL	FY2021 YTD BUDGET	% of Budget
REVENUE						
FRT Passenger Revenue	$ 101,340	$ 100,361	1%	$ 238,814	$ 401,445	59%
DRT Passenger Revenue	12,333	12,371	0%	22,679	49,482	46%
Contracts (LU Access)	33,600	30,240	11%	109,200	151,200	72%
Contracts (CVCC Access)	7,038	11,730	-40%	17,595	46,920	38%
Liberty University Revenue	26,468	66,780	-60%	293,964	333,900	88%
Non-Operating Revenue	(2,572)	3,076	-184%	43,746	12,304	356%
Advertising Revenue	11,970	14,381	-17%	55,933	57,523	97%
City Operating Assistance	125,000	125,000	0%	500,000	500,000	100%
City - CARES ACT	-	-	0%	75,434	-	100%
County Operating Assistance	19,450	19,450	0%	77,800	77,800	100%
State Operating Assistance	590,222	516,375	14%	2,198,620	2,065,498	106%
Federal Operating Assistance	948,944	1,064,438	-11%	3,676,764	4,257,751	86%
TOTAL REVENUE	**$ 1,873,793**	**$ 1,964,201**	**-5%**	**$ 7,310,549**	**$ 7,953,823**	**92%**
EXPENSES						
FIXED ROUTE						
Operator Labor	$ 325,711	$ 391,666	-17%	$ 1,261,301	$ 1,566,664	81%
Operator-Overtime	63,483	50,732	25%	242,018	202,929	119%
Other Salaries & Wages	71,092	77,416	-8%	301,468	309,665	97%
Supervisors-Overtime	5,214	3,775	38%	25,602	15,099	170%
Fringe Benefits	75,441	269,408	-72%	787,636	1,077,633	73%
TOTAL FIXED ROUTE	**$ 540,941**	**$ 792,998**	**-32%**	**$ 2,618,024**	**$ 3,171,990**	**83%**
DEMAND RESPONSE						
Operator Labor	$ 54,623	$ 80,195	-32%	$ 229,787	$ 320,780	72%
Operator-Overtime-PTS	3,323	2,382	40%	12,339	9,526	130%
Other Salaries & Wages	20,400	16,955	20%	76,135	67,821	112%
Fringe Benefits	11,764	52,530	-78%	136,951	210,121	65%
TOTAL DEMAND RESPONSE	**$ 90,110**	**$ 152,062**	**-41%**	**$ 455,213**	**$ 608,248**	**75%**
MAINTENANCE						
Other Salaries & Wages	$ 159,011	$ 167,593	-5%	$ 623,071	$ 670,371	93%
Inspection&Maint,Srvc-Overtim	16,539	7,209	129%	55,898	28,834	194%
Fringe Benefits	29,485	92,255	-68%	292,168	369,021	79%
Fuel & Lubricants	139,204	140,379	-1%	404,979	561,516	72%
Tires & Tubes	23,701	29,089	-19%	61,185	116,356	53%
Other Materials & Supplies	105,513	128,804	-18%	481,459	515,216	93%
TOTAL MAINTENANCE	**$ 473,452**	**$ 565,329**	**-16%**	**$ 1,918,760**	**$ 2,261,314**	**85%**
ADMINISTRATION						
Other Salaries & Wages	$ 89,251	$ 103,859	-14%	$ 388,555	$ 415,434	94%
Fringe Benefits	11,023	54,814	-80%	167,199	219,255	76%
Services	121,423	117,560	3%	454,144	470,240	97%
Utilities	42,589	48,880	-13%	164,488	195,519	84%
Casualty & Liability Expenses	76,251	78,070	-2%	263,848	312,281	84%
Information Technology	35,309	39,425	-10%	148,550	157,701	94%
Other Materials & Supplies	12,575	12,410	1%	66,284	49,639	134%
Miscellaneous	20,107	23,050	-13%	40,165	92,201	44%
TOTAL ADMINISTRATION	**$ 408,527**	**$ 478,068**	**-15%**	**$ 1,693,233**	**$ 1,912,270**	**89%**
TOTAL EXPENSES	**$ 1,513,030**	**$ 1,988,456**	**-24%**	**$ 6,685,230**	**$ 7,953,823**	**84%**
NET INCOME/(LOSS)	**$ 360,763**	**$ (24,255)**	**-1587%**	**$ 625,319**	**$ -**	**100%**

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

October 12, 2021

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2021 – Annual (FY2021) Financial Summary - Lynchburg Regional Airport

REGIONAL AIRPORT FUND

The attached Lynchburg Regional Airport Operating Fund Financial Summary reflects the financial activity for the FY2021 fiscal year ending June 30, 2021. I am pleased to report that despite the significant impact the COVID-19 virus had on our operating revenues, a multi-year federal CARES grant to the Airport more than offset our loss of revenues this fiscal year. Expenses (other than those mentioned in the Expense Highlights) are in line with the Amended Budget. The Airport finished FY2021 with a surplus of $569,057 due mostly to the CARES grant revenue received this fiscal year.

REVENUE HIGHLIGHTS

- Airfield Revenue: Revenue was $35,536 less than budget due to a decrease in landing fees due to the impact COVID-19 had on airline passenger traffic.

- Terminal Revenue: Revenue was $618,101 less than budget due mainly to the impact COVID-19 had on automobile parking and rental car concession revenues (our two hardest hit revenues).

- State Airport Aid: Revenue was $51,596 less than budget due to having fewer 80% state-supported small projects and equipment purchases than expected.

- Federal CARES Grant: Revenue was $357,603 more than budget. The Airport received substantial federal CARES grant revenue in FY2021 to offset other revenue shortfalls as the airline industry gradually recovered from a virtual standstill to near pre-COVID-19 operating levels.

EXPENSE HIGHLIGHTS

- Airfield & Terminal Operations: Expenses were $141,096 less than budget due to difficulty filling vacant Airport Tech and terminal Operations Workers positions.

- General Aviation: Expenses were $32,370 less than budgeted due to fewer facility repairs than expected and a decrease in utilities after replacing aging HVAC units.

- Safety (ARFF & LEO): Expenses were $23,548 more than budgeted due to the unexpected replacement and repairs needed to security related systems.

- Small Projects & Equipment: Expenses were $44,996 more than budget due to having more non state-supported non-recurring small projects and equipment purchases than anticipated.

SUMMARY

With the significant help of a COVID-19 related federal CARES grant, revenues for the year were significantly higher than the previous year but less than the Amended Budget for revenues. Expenses also were significantly higher than the previous year (due mainly to a planned $1,000,000 transfer to the Airport Capital Fund for local matching funds for future federal and state and local projects). The Airport ended FY2021 with an operating surplus of $569,057 which was the sixth straight year with a surplus. With the help of the multi-year federal CARES grant, the airport is confident it will not need any City financial support during the next several years as the airline industry gradually recovers and airport revenues return to normal levels.

Respectfully submitted,

Andrew LaGala

Andrew LaGala, A.A.E.
Airport Director

cc: Wynter Benda, City Manager
Reid Wodicka, Deputy City Manager
Donna Witt, Director of Financial Services

LYNCHBURG REGIONAL AIRPORT
OPERATING FUND FINANCIAL SUMMARY
June 30, 2021

	FY 2020 Amended Budget	FY 2020 Actual (thru 6/30/20)	FY 2020 % of Budget	FY 2021 Amended Budget	FY 2021 Actual (thru 6/30/21)	FY 2021 % of Budget	FY 2021 Amended Budget	FY 2021 Actual (thru 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 CARRIEDFORWARD	$ 31,927			$ 73,130			$ 73,130		
TRANSFER OF RESERVES TO CAPITAL FUND									
REVENUES									
Airfield	135,000	118,307	88%	135,000	99,464	74%	135,000	99,464	(35,536)
Terminal	1,582,783	1,406,062	89%	1,598,083	979,982	61%	1,598,083	979,982	(618,101)
General Aviation	617,500	601,661	97%	601,500	604,511	101%	601,500	604,511	3,011
Other Leased Property	389,400	389,099	100%	394,750	400,155	101%	394,750	400,155	5,405
State Airport Aid	397,500	384,585	97%	200,000	148,404	74%	200,000	148,404	(51,596)
Federal Security Aid	85,000	87,740	103%	85,000	87,320	103%	85,000	87,320	2,320
Federal CARES Grant	700,000	700,441	100%	2,100,000	2,457,603	117%	2,100,000	2,457,603	357,603
Interest & Other	36,000	41,203	114%	36,000	59,104	164%	36,000	59,104	23,104
TOTAL REVENUES	$ 3,943,183	$ 3,729,098		$ 5,150,333	$ 4,836,544		$ 5,150,333	$ 4,836,544	$ (313,789)
EXPENSES									
Airfield Operations	311,812	242,775	78%	315,154	229,240	73%	315,154	229,240	85,914
Terminal Operations	621,862	625,263	101%	612,401	557,219	91%	612,401	557,219	55,182
General Aviation	152,517	141,927	93%	150,175	117,805	78%	150,175	117,805	32,370
Administration	893,751	978,601	109%	914,080	927,794	102%	914,080	927,794	(13,713)
Safety (ARFF & LEO)	428,647	450,377	105%	454,510	478,058	105%	454,510	478,058	(23,548)
Snow Removal	22,930	1,254	5%	39,030	37,589	96%	39,030	37,589	1,441
Debt Service	103,205	102,440	99%	103,479	96,751	93%	103,479	102,674	805
Small Projects & Equipment (State & CARES-Supported)	475,000	502,922	106%	874,928	919,924	105%	874,928	919,924	(44,996)
Transfers to Other Airport Funds	500,000	500,000	100%	1,005,000	1,000,000	100%	1,005,000	1,000,000	5,000
Other Airport Expenses	95,794	35,841	37%	81,694	33,634	41%	81,694	33,634	48,060
Year-end GASB68 & GASB75 Retiree Accrual Adjustments	7,500	54,532		20,000	(136,450)		20,000	(136,450)	156,450
TOTAL EXPENSES	$ 3,613,018	$ 3,635,934		$ 4,570,452	$ 4,261,564		$ 4,570,452	$ 4,267,487	$ 302,965
ENDING UNRESTRICTED NET ASSETS	$ 612,092	$ (601,341)		$ 903,012	$ (26,362)		$ 903,012	$ (32,284) **(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	$ 4,836,544
Total Expenses	$ 4,267,487
FY2021 Surplus	**$ 569,057**

(tentative final after GASB impacts)

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

Des. for Maintenance (Rental Car Facility)	$ 31,903	($82,146 beginning - $50,243 year end draw from reserve)
Reserve for Encumbrances at Year-end	$ 490,663	(encumbrances carried forward to FY2022)
GASB68 Pension-related Accrual	$ (1,074,507)	(net liability as of the end of FY2021)
GASB75 Other OPEB Obligations	$ (939,965)	(net liability as of the end of FY2021)
Undesignated Retained Earnings	$ 1,459,623	
	$ (32,284)	

October 26, 2021

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: June 30, 2021 Quarterly Financial Report - Lynchburg Regional Juvenile Detention Center

Lynchburg Regional Juvenile Detention Center

The attached Lynchburg Regional Juvenile Detention Center (Detention Center) financial report summarizes the financial activities through June 30, 2021 for FY 2021. The financial spreadsheet provides comparative year-to-date data for the same period of FY 2020.

REVENUES

Charges for Services

Revenue in this category for the fourth quarter of FY 2021 is $1,191,638 or 107.8% of the budget.

Department of Juvenile Justice Block Grant

This revenue category represents allocations from the Virginia Department of Juvenile Justice (DJJ) for operational expenses of the Detention Center. Revenues received from the DJJ through the fourth quarter of FY 2021 are $1,039,786.

Community Placement Program

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

Revenues received from the DJJ through the fourth quarter of FY 2021 are $846,283 or 92.2% of the budget.

United States Department of Agriculture (USDA)

This revenue category consists of reimbursements for meals served to juveniles at the Detention Center. Year-to-date revenues from USDA for FY 2021 are $34,212.

EXPENDITURES

Overall expenditures for the fourth quarter of FY 2021 were $3,067,839 and are within budget. The costs are allocated between the Community Placement Program and the contracting localities.

Juvenile Population

The average number of juveniles being served per day through the fourth quarter of FY 2021 is 18.06 as compared to 23.18 in FY 2020. The percentage of Lynchburg City's juveniles through the fourth quarter is 47% of the total juvenile population.

SUMMARY

The Lynchburg Regional Detention Center is an outstanding facility recognized by the juvenile judicial system for providing educational services, mental health services, physical health services, and partnerships with local area businesses.

Respectfully submitted,

Preston Sellers
Director, Department of Human Services

c: Wynter Benda, City Manager
Reid Wodicka, Deputy City Manager
Donna Witt, Director, Financial Services
Sherry McIntyre, Accountant, Juvenile Services

Lynchburg Regional Juvenile Detention Center
Special Revenue Fund
Financial Summary
Fourth Quarter: As of June 30, 2021

	FY 2020 Amended Budget	FY 2020 Actual 4TH QTR YTD	FY 2020 % of Budget	FY 2021 Amended Budget	FY 2021 Actual 4TH QTR YTD	FY 2021 % of Budget	FY 2021 Amended Budget	FY 2021 Actual 4TH QTR YTD	FY 2021 Actual to Amended
Beginning Funds at July 1		122,328			0				
Revenues:									
Charges for Services	1,179,941	1,050,224	89.0%	1,105,125	1,191,638	107.8%	1,105,125	1,191,638	86,513
Intergovernmental- Department of Juvenile Justice Block Grant	1,000,336	1,008,751	100.8%	1,000,336	1,039,786	103.9%	1,000,336	1,039,786	39,450
Intergovernmental- USDA	45,000	56,330	125.2%	48,000	34,212	71.3%	48,000	34,212	(13,788)
Community Placement Program (CPP)	937,478	910,153	97.1%	917,600	846,283	92.2%	917,600	846,283	(71,317)
Miscellaneous and State Ward Per Diem	0	2,850	0.0%	0	1,400	0.0%	0	1,400	1,400
Refunding Bond Proceeds	0	0	0.0%	72,625	72,625	100.0%	72,625	72,625	0
Refunding Bond Proc Prem	0	0	0.0%	15,965	15,965	100.0%	15,965	15,965	0
TrfFrmGF-Detention	0	0	0.0%	67,254	67,254	100.0%	67,254	67,254	0
Budget Designations	125,000	0	0.0%	0	0	0.0%	0	0	0
Total Revenues	3,287,755	3,028,308	92.1%	3,226,905	3,269,163	101.3%	3,226,905	3,269,163	42,258.00
Expenditures:									
Salaries	1,707,130	1,630,742	95.5%	1,661,092	1,633,060	98.3%	1,661,092	1,633,060	(28,032)
Employee Benefits	678,471	646,343	95.3%	751,891	666,386	88.6%	751,891	666,386	(85,505)
Contractual Services	82,819	53,050	64.1%	39,323	48,849	124.2%	39,323	48,849	9,526
Fleet Services	16,958	13,068	77.1%	16,958	13,727	80.9%	16,958	13,727	(3,231)
Supplies and Materials	208,917	251,960	120.6%	180,877	148,465	82.1%	180,877	148,465	(32,412)
Utilities	80,750	75,879	94.0%	80,750	68,431	84.7%	80,750	68,431	(12,319)
Training and Conferences	4,550	4,941	108.6%	4,550	2,250	49.5%	4,550	2,250	(2,300)
Telephone Services	4,200	2,670	63.6%	4,994	3,536	70.8%	4,994	3,536	(1,458)
Cable/Satellite TV Service	0	608	0.0%	0	1,348	0.0%	0	1,348	1,348
Postage and Mailing	850	396	46.6%	850	255	30.0%	850	255	(595)
Indirect Costs	246,102	246,102	100.0%	285,626	285,626	100.0%	285,626	285,626	0
Self Insurance	16,961	16,961	100.0%	19,402	19,403	100.0%	19,402	19,403	1
Dues and Memberships and Miscellaneous	500	694	138.8%	500	1,074	214.8%	500	1,074	574
Rentals and Leases	2,718	1,664	61.2%	345	2,220	643.5%	345	2,220	1,875
Health and Dental Benefits for Retirees	74,580	56,832	76.2%	65,856	56,832	86.3%	65,856	56,832	(9,024)
Unemployment Compensation	1,000	0	0.0%	0	4,164	0.0%	0	4,164	4,164
Workers Comp Indemnity Pymt	12,161	0	0.0%	5,000	0	0.0%	5,000	0	(5,000)
Professional Services	5,301	5,301	100.0%	5,010	5,010	100.0%	5,010	5,010	0
Specific Use Equipment	18,700	10,100	0.0%	0	8,600	0.0%	0	8,600	8,600
Refunded Bond Principal Retirement	0	0		87,500	87,500	0.0%	87,500	87,500	0
Refunded Bond Loss on Retirement	0	0		926	926	0.0%	926	926	0
Serial Bond Principal	30,555	30,555	100.0%	8,575	7,875	91.8%	8,575	7,875	(700)
Serial Bond Interest	2,771	2,771	100.0%	2,232	2,138	95.8%	2,232	2,138	(94)
Fiscal Services	0	0		163	163	100.0%	163	163	0
Transfer to General Fund for HVAC Replacement	100,000	100,000	0.0%	0	0	0.0%	0	0	0
Total Expenditures	3,295,994	3,150,637	95.6%	3,222,420	3,067,839	95.2%	3,222,420	3,067,839	(154,581)
TOTAL RESTRICTED FUND BALANCE		**0**			**201,324**			**201,324**	

October 26, 2021

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: Children's Services Act (CSA) Fund Financial Report for the period ending June 30, 2021.

The attached CSA Fund Financial Summary summarizes the financial activity for this Fund through June 30, 2021. Under the State guidelines, CSA prior year obligations are paid through September 30th of each year. However, the annual budget is prepared on a fiscal year (July-June). Because of the State guidelines, expenditures for this fund are unique due to the overlap of grants each fiscal year.

<u>REVENUES</u>

- Public Assistance – Welfare and Administration

  The Public Assistance revenue source is the reimbursement received from the State for local expenses incurred under CSA for providing services to troubled and at-risk youth and their families. The current rate of reimbursement for community-based services is 86.32%, residential services is 65.8%, and for all other services, 72.64%. Funds to assist in administering the grant, ($35,322) for FY 2021 are provided by the State. Reimbursements for expenditures incurred through the fourth quarter of 2021 are $5,321,870.

- CSA Contribution – General Fund and Schools

  These revenue sources are comprised of the required local match for all State funds received for the Children Services Act. Through the fourth quarter of FY 2021, local matching funds for programs in the amount of $2,112,856 from the General Fund and $196,541 from the Schools have been received.

- Miscellaneous Revenue/Budget Designations

  Miscellaneous Special Welfare revenues in the amount of $72,603 were collected through the fourth quarter of FY 2021. These revenues are mainly comprised of recoupments from children's social security payments for expenditures incurred on their behalf, and registered billings for CSA parental co-payments.

EXPENSES

- Administrative expenses

  CSA Administrative funds are used for salaries, supplies, and materials. Budgeted funds for FY 2021 are $71,421. Actual YTD administrative expenditures through the fourth quarter of FY 2021 are $59,769 or 83.7% of the budget.

- Mandated – Foster Care

  Foster care expenses include funds for residential facilities, day care, maintenance payments to foster parents, enhanced maintenance payments to foster parents and foster care prevention services. Year-to-date foster care expenditures through the fourth quarter of FY 2021 totaled $3,801,325 or 98.4% of the total budget. Expenditures in this category have risen due to an increase in the number of children placed in foster care, payments for COVID maintenance, and less children being eligible for federal funding.

- Mandated – Special Education

  Special Education expenses include services for Special Education students from the Lynchburg City Schools. Expenditures through the fourth quarter of FY 2021 total $2,839,748, or 99.9% of the total budget. Expenditures for this budget line will increase or decrease due to enrollments at private day placements such as Rivermont School, Bridges and New Vistas School, in addition to students attending for longer periods of time.

- Non-Mandated Services

  Non-mandated expenditures are for services such as counseling, mentoring, crisis intervention, and foster care prevention services. Non-mandated expenditures through the fourth quarter of FY 2021 total $202,469, or 53.9% of the total budget. Non-mandated services are provided almost exclusively to youth involved in the court system. Decreases compared to budget for this category are attributed to the Court Services Unit accessing alternate funding for court-involved youth.

- Community Based Services

  This category includes services to children while they are living at home, in the home of an extended family, in a regular foster family home, or in an independent living arrangement. Community services may include assessment, crisis stabilization, therapy, or intervention services provided in the child's home. Community Based Services through the fourth quarter of FY 2021 total $726,662, or 128.9% of the total budget. The rise in costs is attributed to more youth accessing Community Based support services in FY 2021.

SUMMARY

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

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

Respectfully submitted,

Preston Sellers
Director of Human Services

c:

Wynter Benda, City Manager
Reid Wodicka, Deputy City Manager
Donna Witt, Director of Financial Services
Rhonda Allbeck, Assistant Director of Financial Services
Kathy Collins, Financial Professional III

Children's Services Act
Special Revenue Fund
Financial Summary
June 30, 2021

	FY 2020 Amended Budget	FY 2020 Actual 4 QTR YTD	FY 2020 % of Budget	FY 2021 Amended Budget	FY 2021 Actual 4 QTR YTD		FY 2021 % of Budget
Beginning Fund Balance		593,734		0	207,913		
Revenues:							
Public Assistance - Welfare and Administration	4,745,495	4,920,106	103.7%	5,156,278	5,321,870	*	103.2%
Transfer from Lynchburg City Schools	196,541	196,541	100.0%	196,541	196,541		100.0%
Transfer from General Fund	1,843,647	1,844,239	100.0%	2,112,602	2,112,856		100.0%
Miscellaneous/Budget Designations/Special Welfare	620,640	45,676	7.4%	250,431	72,603		29.0%
Total Revenues	7,406,323	7,006,562	94.6%	7,715,852	7,703,870		99.8%
Expenses:							
Administrative Expenses	67,931	63,323	93.2%	71,421	59,769		83.7%
Mandated - Foster Care	3,188,128	3,030,495	95.1%	3,861,614	3,801,325		98.4%
Mandated - Special Education	2,889,968	2,994,886	103.6%	2,842,968	2,839,748		99.9%
Non-Mandated Services	375,907	292,268	77.8%	375,907	202,469		53.9%
Community Based	639,088	766,110	119.9%	563,942	726,662		128.9%
Miscellaneous/Budget Designations/Transfer to GF	245,301	245,301		0	0		
Total Expenditures	7,406,323	7,392,383	99.8%	7,715,852	7,629,973		98.9%
ENDING FUND BALANCE	0	207,913		(0)	281,810		

*'June, July, August, and September reimbursements will be or have been received after June 30, 2021.

October 26, 2021

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2021 Quarterly Financial Report – Water Operating Fund

The attached Water Operating Fund Financial Summary summarizes the financial activity for this fund through June 30, 2021. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Variances between the FY 2021 Budget and the Department's year end actuals are described below.

REVENUES

Following the completion of the fourth quarter, overall revenues for FY 2021 were $347,368 (2.2%) above budget. Explanations of this variance follow:

- **Charges for Services:**

  Revenue in this category was $208,503 (1.6%) below budget. $169,182 is attributable to less than expected water consumption from institutional, commercial and industrial customers and water purchases associated with the Water Resources Recovery Facility Combined Sewer Overflow (CSO) Upgrade Project. Loss of $103,902 is related to the state's utility disconnection moratorium to halt billing of cut off charges, and interest and penalties on delinquent accounts. Water disconnections and monthly billings of cut off charges, and interest and penalties on delinquent accounts were not allowed in first eight months of fiscal year. The above-mentioned losses are offset by increased Availability Fees and Water Connection Charges that were $90,666 higher than budget.

- **Water Contracts:**

  This revenue account reflects billing activity to counties of Amherst, Bedford, and Campbell, and the industries of WestRock and Frito-Lay. Revenue in this category was $532,948 (25.11%) higher than budget. $450,181 is associated with Bedford County's water purchases that were much higher than anticipated. This year's water purchases from Bedford County has been very much unlike previous year's history since Bedford County began using Smith Mountain Lake as its primary water source since October, 2016. Due to a water main break inside Bedford County and an easement issue with a landowner, Bedford County purchased additional water from Lynchburg to supply Town of Bedford and Forest. Frito-Lay and WestRock combined water sales were $90,991 more than anticipated.

- **Interest and Other:**

  Interest and Other was $22,923 (13.6%) more than budget. Unbudgeted receipts of $90,588 occurred from additional settlements for an antitrust lawsuit settlement for liquid aluminum sulfate price fixing. This is offset by $68,660 decrease in interest earnings due to lower investment returns.

EXPENSES

Overall expenses for FY 2021 were $1,258,185 (6.9%) 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 were $1,412,645 (13%) less than the FY 2021 Budget (Water Treatment - $603,683 savings, Meter Operations - $130,747 savings, Water Line Maintenance - $544,663 savings, Administration - $133,552 savings). This variance is broken down as follows:

➢ Personnel Services and Benefits	$579,674
➢ Supplies and Materials	223,384
➢ Utilities	213,005
➢ Chemicals	127,282
➢ Contractual Services	198,456
➢ Other	70,844
Total	**$1,412,645**

  Personnel Services and Benefits were under budget due to $434,389 of vacant positions savings and $145,285 savings in health claims. Savings in Supplies and Materials is related mostly to replacements parts used in Water Line Maintenance and Meter Reading. Utilities and Chemicals costs were a result of $45,951 of under billed natural gas usage during the fiscal year and 2.2% of James River water treated for consumption. Minimal James River water resulted in electricity and chemical costs savings of $163,054 and $127,282 respectively. Contractual Services savings are mostly attributable to lower than anticipated water plant and water system repairs and data transmission charges due to timing of new cellular meter installations during the fiscal year.

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

  Non-Departmental Operation and Maintenance expenses were $320,483 (119.2%) over budget primarily due to higher than anticipated worker compensation claims.

- **Capital Outlay**

  Purchases in this category are reported to be $76,000 under budget. All purchase activity in this category meet the criteria of capitalization under generally accepted accounting principles rather than reported as an expense. Purchases in this category were $74,353, which included mostly lab equipment replacements.

- **Transfers to Capital**

  Transfers to Water Capital Fund were at budget.

- **Debt Service:**

  Expenditures for debt service were $90,023 (2.6%) 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 fourth 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 were above policy targets. The debt coverage ratio for the end of the fiscal year was 1.73 which was above Council's financial policy minimum target of 1.20. The fund balance ratio for the end of the fiscal year was 51% compared to target range of 25% - 40%.

Respectfully submitted,

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

cc: Wynter Benda, City Manager
Reid Wodicka, Deputy City Manager
Donna Witt, Chief Financial Officer

WATER OPERATING FUND

FINANCIAL SUMMARY

Quarter Ending June 30, 2021

	FY 2020 Adopted Budget	FY 2020 Actual Q4 YTD	FY 2020 % of Budget	FY 2021 Adopted Budget	FY 2021 Actual Q4 YTD	FY 2021 % of Budget	FY 2021 $ Variance Adopted Budget vs. Actual
REVENUES:							
Charges for Services	$13,202,040	$13,279,226	101%	$13,274,755	$13,066,252	98%	($208,503)
Water Contracts	2,067,484	2,280,074	110%	2,122,368	2,655,316	125%	532,948
Interest and Other	334,496	746,206	223%	168,600	191,523	114%	22,923
	$15,604,020	**$16,305,506**		**$15,565,723**	**$15,913,091**		**$347,368**
EXPENSES							
Departmental O&M	$10,706,269	$9,618,411	90%	$10,896,528	$9,483,883	87%	$1,412,645
Non-Departmental O&M	261,341	369,298	141%	268,940	589,423	219%	(320,483)
Capital Outlay/Purchases	133,500	-	0%	76,000	-	0%	76,000
Transfers to Capital	3,800,000	3,800,000	100%	3,500,000	3,500,000	100%	-
Debt Service	3,870,240	3,803,687	98%	3,526,688	3,436,665	97%	90,023
	$18,771,350	**$17,591,396**		**$18,268,156**	**$17,009,971**		**$1,258,185**
Adjustment for Expenses from Capital Projects		**($46,593)**			**$0**		

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%
Unrestricted cash as a % of operating expenses & debt service:	51%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	1.73 (a)

Note (a) Calculation of debt coverage includes $96,940 of estimated capitalizable costs for internal labor charges applicable to time spent on capital project activities.

October 26, 2021

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2021 Quarterly Financial Report – Sewer Operating Fund

The attached Sewer Operating Fund Financial Summary summarizes the financial activity for this fund through June 30, 2021. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Variances between the FY 2021 adopted budget and the Department's year actuals are described below.

REVENUES

Following the completion of the fourth quarter, overall revenues for FY 2021 were $2,014,234 (8.6%) more than budget. Explanations of this variance follow:

- **Charges for Services:**

  Revenue in this category was $1,043,924 (5.4%) over budget mostly due to the following: 1) Higher than anticipated Septic Hauler Charges of $1,454,776. 2) Combined Availability Fees and Sewer Connection Charges are $122,396 more than budget. This increase in revenue was offset mostly from the following accounts: (1) Inside City Sewer Sales revenue decrease of $414,154 is mostly attributable from institutional and commercial customers. (2) Cut-Off Charges revenue decrease of $55,386 is related to the state's utility disconnection moratorium to halt billings of interest and penalties on delinquent accounts. Water disconnections and monthly billings of cut off charges, and interest and penalties on delinquent accounts were not allowed in first eight months of fiscal year. 3) Industrial Surcharges were $50,669 less than expected.

- **Sewer Contracts:**

  Revenue in this category reflects billing activity in counties of Amherst, Bedford, and Campbell and industries of WestRock and Frito-Lay. Revenue from this source was $1,042,323 (28.3%) over budget. Higher than expected water consumption and industrial surcharges from WestRock and Frito-Lay increased revenues of $793,737 and $103,737 respectively. Additional revenue from counties were mostly attributable to Campbell County using Pay-Go for $192,000 for its allocated share of FY 2020 completed Water Resources Recovery Facility projects that would typically be financed for 20 years.

- **Interest and Other:**

Revenue is this category was $72,013 (34.4%) less than budget primarily due to the following: 1) Lesser than expected interest earnings of $132,737 2) $40,000 more than expected allocated charges to Stormwater Fund for use of Grit Station at Water Resources Recovery Facility.

EXPENSES

Overall expenses for FY 2021 were $683,121 (2.7%) less than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

This category includes the Water Resources Recovery Facility and Sewer Line Maintenance. Expenses in this category were $10,567 (.1%) more than budget (Water Resources Recovery Facility - $52,270 over budget and Sewer Line Maintenance - $41,703 savings. This variance is broken down as follows:

➢ Personnel Services and Benefits	$471,587
➢ Contractual Services	(432,371)
➢ Supplies and Materials	(113,249)
➢ Utilities	113,206
➢ Chemicals	(78,691)
➢ All Other	28,951
Total	**($10,567)**

Personnel Services and Benefits were under budget due to $372,813 of vacant positions savings and $98,774 savings in health claims. Increased costs of Contractual Services are mostly due to the following: (1) Unplanned debris removal around sewer mains in creeks associated with numerous 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 Water Resources Recovery Facility CSO Upgrade Project planned in FY 2020 was performed in FY 2021. Additional costs in Supplies and Materials are mostly related to higher than expected parts for wastewater equipment repairs. Increased Chemical costs was associated with the construction of the CSO Upgrade Project and added efforts of calibration of new equipment associated with chemical distribution. The savings in Utilities is attributable to the actual construction sequence of the 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.

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

Non-Departmental Operation and Maintenance expenses were $134,871 (40.2%) under budget primarily due to less than anticipated worker compensation claims.

- **Capital Outlay:**

  Purchases in this category are reported to be at $450,000 under budget. All purchase activity in this category met the criteria for capitalization under generally accepted accounting principles rather than reported as an expense. Actual purchase activity of $459,332 included more than expected waste water treatment equipment replacements.

- **Transfers to Capital:**

  Transfers to Sewer Capital Fund were at budget.

- **Debt Service:**

  Expenditures for Debt Service were $108,817 (1.3%) below budget. This was 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 fourth 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 exceeded policy targets. The debt coverage ratio for the end of the fiscal year was 1.47 compared to a target range of 1.20 to 1.50. The fund balance ratio for the end of the fiscal year was 42% compared to a target range 25% - 40%.

Respectfully submitted,

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

cc: Wynter Benda, City Manager
Reid Wodicka, Deputy City Manager
Donna Witt, Chief Financial Officer

SEWER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending June 30, 2021

	FY 2020 Adopted Budget	FY 2020 Actual Q4 YTD	FY 2020 % of Budget	FY 2021 Adopted Budget	FY 2021 Actual Q4 YTD	FY 2021 % of Budget	FY 2021 $ Variance Adopted Budget vs. Actual
REVENUES:							
Charges for Services	$18,585,064	$19,131,575	103%	$19,519,256	$20,563,180	105%	$1,043,924
Sewer Contracts	4,400,670	5,130,704	117%	3,683,367	4,725,690	128%	1,042,323
Interest and Other	209,460	486,085	232%	209,500	137,487	66%	(72,013)
	$23,195,194	**$24,748,364**		**$23,412,123**	**$25,426,357**		**$2,014,234**
EXPENSES:							
Departmental O&M	$12,378,561	$11,490,442	93%	$12,870,111	$12,880,678	100%	($10,567)
Non-Departmental O&M	245,861	417,212	170%	335,716	200,845	60%	134,871
Capital Outlay/Purchases	545,000	-	0%	450,000	-	0%	450,000
Transfers to Capital	4,000,000	4,000,000	100%	3,200,000	3,200,000	100%	-
Debt service	8,355,088	8,167,794	98%	8,556,457	8,447,640	99%	108,817
	$25,524,510	**$24,075,448**		**$25,412,284**	**$24,729,163**		**$683,121**
Adjustment for Expenses from Capital Projects		**($61,809)**			**($53,437)**		

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:	1.47 (a)

Note (a) Calculation of debt coverage includes $124,984 of capitalizable costs for internal labor charges applicable to time spent on capital project activities.

October 26, 2021

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2021 Quarterly Financial Report – Stormwater Operating Fund

The attached Stormwater Operating Fund Financial Summary summarizes the financial activity for this fund through June 30, 2021. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Variances between the FY 2021 Budget and the Department's year end actuals are described below.

REVENUES

Following the completion of the fourth quarter, the overall revenues for FY 2021 were $28,684 (.8%) more than budget. 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 exceeded budget by $40,939 (1.3%). Most of the higher than expected revenues are associated with budgeted refunds allowed to property owners were $38,433 less than budgeted. Refunds were based on recent calculated measurements of impervious areas using updated technology and current ownership of property as of June 30, 2020. Additional $9,556 in VSMP permit fees incurred over budget. These surplus revenues were offset by $7,050 loss in delinquent charges that resulted from state's utility disconnection moratorium to halt billing of interest and penalties on delinquent accounts. Water disconnections and billing of interest and penalties on delinquent accounts were not allowed in first eight months of fiscal year.

- **Interest and Other:**

  Interest and Other was $12,255 (42.4%) less than budget due to lower than expected interest earnings of $22,527 offset by higher than expected miscellaneous revenues and grants of $10,272.

- **Transfers from Other Funds:**

  Transfers from General Fund were at budget.

EXPENSES

Overall expenses for FY 2021 were $475,640 (11.9%) less than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

  Departmental Operation and Maintenance expenses were $397,187 (12.1%) less than budget. This variance is broken down as follows:

➢ Personnel Services and Benefits	$197,562
➢ Contractual Services	83,648
➢ Public Works and Community Development	34,789
➢ Supplies and Materials	41,553
➢ Internal Service Charges	22,792
➢ Other	16,843
Total	**$397,187**

  Personnel Services and Benefits were under budget due to $180,826 of vacant positions savings and $16,736 savings in health claims. Contractual Services savings is mostly due to deferral of updating pollution prevention and good housekeeping management plan and less than expected maintenance and repair services. Costs associated with reimbursements to Public Works for leaf collection was less than budget. Supplies and Materials savings are primarily from materials used for stormwater repairs were less than anticipated.

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

  Non-Departmental Operation and Maintenance expenses were under budget by $11,598 (58.7%). This budget variance is primarily associated with combination of Allowance for Uncollectible Accounts being $23,565 less than expected offset by $15,219 of more than expected grant reimbursable expenses. These expense reimbursements were recorded in Revenues under the Interest and Other category.

- **Capital Outlay:**

  Purchases in Capital Outlay are reported to be $40,000 under budget. All purchase activity in this category meet the criteria of capitalization under generally accepted accounting principles rather than reported as an expense. One purchase incurred in this category for a new vehicle in the amount of $39,643.

- **Transfers to Capital:**

  Transfers to Stormwater Capital Fund were at budget.

- **Debt Service:**

  Debt Service expenditures were $26,855 (17%) less than budget. This is primarily due to less than expected month to month interest rates charged to the line of credit and deferred start-up of several infrastructure projects.

SUMMARY

The fourth 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 were above policy targets. The debt coverage ratio for the fiscal year was 4.53 which was above Council's financial policy minimum target of 1.20. The fund balance ratio for the end of the fiscal year was 40% compared to target range of 15%- 20%.

Respectfully submitted,

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

cc: Wynter Benda, City Manager
Reid Wodicka, Deputy City Manager
Donna Witt, Chief Financial Officer

STORMWATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending June 30, 2021

	FY 2020 Adopted Budget	FY 2020 Actual Q4YTD	FY 2020 % of Budget	FY 2021 Adopted Budget	FY 2021 Actual Q4YTD	FY 2021 % of Budget	FY 2021 $ Variance Adopted Budget vs. Actual
REVENUES:							
Charges for Services	$3,209,536	$3,264,801	102%	$3,155,200	$3,196,139	101%	$40,939
Interest and Other	15,000	39,976	267%	28,900	16,645	58%	(12,255)
Transfers from Other Funds	275,000	275,000	100%	275,000	275,000	100%	-
	$3,499,536	**$3,579,777**		**$3,459,100**	**$3,487,784**		**$28,684**
EXPENSES:							
Departmental O&M	$3,069,006	$2,915,208	95%	$3,286,245	$2,889,058	88%	$397,187
Non-Departmental O&M	34,368	62,782	183%	19,760	8,162	41%	11,598
Capital Outlay/Purchases	35,000	-	0%	40,000	-	0%	40,000
Transfers to Capital	300,000	300,000	100%	500,000	500,000	100%	-
Debt Service	107,675	86,839	81%	158,428	131,573	83%	26,855
	$3,546,049	**$3,364,829**		**$4,004,433**	**$3,528,793**		**$475,640**
Adjustment for Expenses from Capital Projects		**($3,181)**			**($27,691)**		

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	40%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	4.53

Note (a) Calculation of debt coverage includes $33,256 of capitalizable costs for internal labor charges applicable to time spent on capital project activities.

October 26, 2021

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2021 Quarterly Report - General Fund

Attached is the Financial Summary for the General Fund (Fund) for the period ending June 30, 2021. This quarterly report provides comparative information for the same period of the prior fiscal year and represents FY 2021 financial postings. This report is preliminary pending completion of the annual audit.

- UNASSIGNED FUND BALANCE

  The General Fund ended FY 2021 with an Unassigned Fund balance of $49.7 million compared to a projected balance of $22.1 million. The City's Fund Balance Policy for General Fund requires maintaining an Unassigned Fund Balance equal to a minimum of 10% of General Fund revenues with a goal of 15%. The City ended with a projected Fund Balance ratio of 23.9%. According to the Fund Balance policy, the City will balance moving towards the 15% targeted fund balance with its annual "Pay as you go" capital improvement requirements.

- RESTRICTED, COMMITTED, AND ASSIGNED FUND BALANCE

  The General Fund ended FY 2021 with Committed and Assigned Fund balances of $12,636,863 and $9,693,184, respectively.

- REVENUES

  Revenues were $8.7 million (4.4%) more than the amended budget. City staff continually monitors the major revenue categories, revising estimates as needed.

NON-DEDICATED REVENUES

- Real Property Tax:

  Real Estate Tax revenue of $60,550,114 was 4.5% or $2,593,118 more than the amended budget per the actual Tax Levy posted in October, net of allowances and Tax Relief credits. Economic incentives of $44,866 were paid during the fiscal year.

- Personal Property Tax:

  Personal Property Tax revenue of $20,249,467 was 12.6% or $2,263,718 more than the amended budget. Economic incentives of $34,131 were 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 FY 2021 the City received the total reimbursement of $5,543,584.

- Consumer Utility Taxes:

  Consumer Utility Tax revenue of $4,278,281 was 3.8% or $169,073 less than the amended budget, primarily due to a mild winter.

- Communications Sales and Use Tax:

  Communications Sales and Use Tax revenue of $2,497,779 was 0.1% or $2,221 less than the amended budget.

- Local Sales Tax:

  Local Sales Tax revenue of $18,618,346 was 20.5% or $3,163,767 more than the amended budget due to increased online sales tax collections. Economic incentives of $31,991 were paid during the fiscal year.

- Business License Tax:

  Business License Tax revenue of $8,971,084 was 9.3% or $763,963 more than the amended budget, reflecting the resiliency of the local economy during the pandemic. Economic incentives of $11,653 were paid during the fiscal year.

- Meals Tax:

  Meals Tax revenue of $15,137,148 was 1.4% or $204,549 more than the amended budget. Economic incentives of $24,064 were paid during the fiscal year.

- Delinquent Taxes, Penalties and Interest:

  Delinquent Taxes, Penalties and Interest revenue of $3,919,983 was 17.6% or $587,348 more than the amended budget.

- Other Local Taxes:

  Other Local Tax revenue of $2,742,764 was 2.6% or $74,477 less than the amended budget, primarily due to the decline in Amusement Tax.

- Motor Vehicle License Tax:

  Motor Vehicle License Tax revenue of $1,573,242 was 2.0%, or $31,758 less than the amended budget.

- Bank Stock Tax:

  Bank Stock Tax revenue $870,383 was 16.1% or $120,383 more than the amended budget. This tax is based on the percentage of deposits within the City of Lynchburg compared to the whole state of Virginia.

- Lodging Tax:

  Lodging Tax revenue of $2,331,743 was 14.5% or $393,893 less than the amended budget. Economic incentives of $150,761 were paid during the fiscal year.

- Permits, Fees, and Licenses:

  Permits, Fees, and Licenses revenue of $980,572 was 10.4% or $113,378 less than the amended budget. The majority of revenue in this category comes from permits and fees associated with new construction and/or renovations, re-zoning, false alarm fees, vacant building registration, and concealed weapons fees.

- Fines and Forfeitures:

  Fines and forfeitures revenue of $319,307 was 14.0% or $39,307 more than the amended budget primarily due to Court Fines.

- Interest on Investments:

  Interest on Investments revenue of $749,958 was 39.3% or $486,011 less than the amended budget, due to returns being much lower than expected during the pandemic.

- Charges for Services

  Charges for Services revenue of $10,958,544 was 1.7% or $190,841 less than the amended budget.

- Miscellaneous Revenue

  Miscellaneous Revenue of $794,771 was 32.4% or $194,624 more than the amended budget, primarily due to the Region 2000 Services Authority excess revenue, as well as Payment in lieu of Taxes from Lynchburg Redevelopment and Housing Authority (LRHA).

DEDICATED REVENUES

Intergovernmental Revenue consisting of Constitutional Officers, Health and Human Services, and State/Federal subsidies totaled $38,592,078 and was 0.6% or $250,176 less than FY 2021 budget projections, due to the timing of receipts.

EXPENDITURES

- Operating Expenditures:

  Total operating expenditures for FY 2021 were 92.1% of amended budget, compared to 95.4% for FY 2020. Actual operating expenditures of $157,550,334 were 7.9% or $13,532,852 less than the amended budget, which is attributable to departments closely monitoring their spending.

- Debt Service

  Debt service expenditures are consistent with the budget. The payment schedule is based on a preset schedule and is not evenly disbursed over twelve months.

- Transfers

  Transfers of $1,002,080 to other funds for FY 2021 were consistent with the amended budget. Transfers of $4,634,302 and $2,183,167 to City and School capital funds, respectively, and $492,741 for Fleet debt service were consistent with the budget.

<u>SUMMARY</u>

This report represents twelve months of fiscal activity. The revenues and expenditures were adjusted in the 3rd Quarter process accordingly. The financial position of the General Fund remains stable. Staff recognizes that the gap between revenues and expenditures needs constant monitoring, and will continue to advise City Council of major developments through continued quarterly reports.

Respectfully submitted,

D. S. Witt

Donna S. Witt
Chief Financial Officer

cc: Wynter C. Benda, City Manager
Reid Wodicka, Deputy City Manager
Rhonda Allbeck, Assistant Director of Financial Services

Fiscal Year	Fiscal Calendar 2021
Fiscal Quarter of Year	All
Fiscal Month of Year	All
Fund	1001 General Fund
Account Type	Revenue
Process Status	Posted

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/21	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 6/30/20
100 Taxes							
02110.0100 - Current Real Property Tax	59,632,876	-	59,632,876	62,288,818	(2,655,942)	104.5%	60,650,828
02110.0105 - Tax Relief For Elderly	(610,000)	-	(610,000)	(491,653)	(118,347)	80.6%	(560,257)
02110.0110 - Tax Relief-Rehabilitation Real Property	(1,065,880)	-	(1,065,880)	(1,247,051)	181,171	117.0%	(974,863)
02110.0200 - Delinquent Real Property Tax	700,000	-	700,000	1,091,801	(391,801)	156.0%	1,168,509
02110.0900 - Real Estate Tax- Economic Development Incentive	(32,200)	-	(32,200)	(44,866)	12,666	139.3%	(15,562)
02120.0100 - Current PSC Tax	2,596,128	-	2,596,128	2,738,081	(141,953)	105.5%	2,608,746
02130.0101 - Current Personal Property Tax PCI	17,985,749	-	17,985,749	20,249,467	(2,263,718)	112.6%	20,028,232
02130.0201 - Delinquent Personal Property Tax PCI	1,260,000	-	1,260,000	1,403,696	(143,696)	111.4%	1,547,279
02130.0205 - Recovery-C/O Personal Property Tax	-	-	-	12	(12)	0.0%	1,658
02130.0900 - Personal Property Tax- Economic Development Incentive	(20,739)	-	(20,739)	(34,131)	13,392	164.6%	(20,622)
02170.0100 - Penalty-PSC Tax	-	-	-	8,602	(8,602)	0.0%	3,021
02170.0105 - Penalty-Delinquent Tax	666,958	-	666,958	753,183	(86,225)	112.9%	675,424
02170.0200 - Interest-PSC Tax	-	-	-	254	(254)	0.0%	12
02170.0205 - Interest-Delinquent Tax	369,812	-	369,812	301,194	68,619	81.4%	313,602
02510.0000 - Local Sales And Use Tax	15,454,579	-	15,454,579	18,618,346	(3,163,767)	120.5%	16,553,430
02510.0900 - Local Sales & Use Tax- Economic Development Incentive	(78,635)	-	(78,635)	(31,991)	(46,644)	40.7%	(74,897)
02515.0100 - Consumer Utility Tax-Electric	3,800,000	-	3,800,000	3,650,828	149,172	96.1%	3,591,341
02515.0105 - Consumer Utility Tax-Gas	647,354	-	647,354	627,453	19,901	96.9%	603,950
02515.0120 - Right of Way Fees	174,426	-	174,426	302,873	(128,447)	173.6%	331,744
02515.0900 - Pen & Int - Consumer Utility Tax, None	-	-	-	-	-	0.0%	215
02517.0000 - Communication Sales & Use Tax	2,500,000	-	2,500,000	2,497,779	2,221	99.9%	2,812,099
02520.0000 - Business License Tax	8,207,121	-	8,207,121	8,971,084	(763,963)	109.3%	9,248,010
02520.0010 - Consumption Tax-Electric	320,779	-	320,779	305,872	14,907	95.4%	299,239
02520.0015 - Consumption Tax-Gas	30,819	-	30,819	29,541	1,278	95.9%	28,324
02520.0030 - Pen & Int-Business License	96,072	-	96,072	109,868	(13,796)	114.4%	105,457
02520.0900 - Business License Tax- Economic Development Incentive	(22,778)	-	(22,778)	(11,653)	(11,125)	51.2%	(21,729)
02530.0001 - Motor Vehicle Licenses PCI	1,605,000	-	1,605,000	1,573,242	31,758	98.0%	1,647,832
02530.0201 - Delinquent Motor Vehicle License	190,000	-	190,000	187,735	2,265	98.8%	215,987
02535.0000 - Bank Stock Tax	750,000	-	750,000	870,383	(120,383)	116.1%	519,806
02540.0100 - Recordation Tax-City	650,000	-	650,000	988,800	(338,800)	152.1%	680,376
02540.0200 - Probate Tax	21,027	-	21,027	26,847	(5,820)	127.7%	19,232
02545.0000 - Tobacco Tax	825,000	-	825,000	786,583	38,417	95.3%	840,870
02550.0000 - Amusement Tax	795,190	-	795,190	302,249	492,941	38.0%	624,430
02550.0005 - Pen & Int - Amusement Tax	-	-	-	369	(369)	0.0%	4,679
02555.0000 - Lodging Tax	2,725,636	-	2,725,636	2,331,743	393,893	85.5%	2,346,355
02555.0005 - Pen & Int - Lodging Tax	-	-	-	7,697	(7,697)	0.0%	1,978
02555.0900 - Lodging Tax- Economic Development Incentive	(268,418)	-	(268,418)	(150,761)	(117,657)	56.2%	(246,000)
02560.0000 - Meals Tax	14,932,599	-	14,932,599	15,137,148	(204,549)	101.4%	13,708,339
02560.0005 - Pen & Int - Meals Tax	49,793	-	49,793	55,585	(5,792)	111.6%	50,516
02560.0900 - Meals Tax- Economic Development Incentive	(259,134)	-	(259,134)	(24,064)	(235,070)	9.3%	(251,938)
100 Taxes Total	**134,629,134**	**-**	**134,629,134**	**144,180,960**	**(9,551,826)**	**107.1%**	**139,065,653**
110 Permits, Fees, & Licenses							
03005.0000 - Animal Licenses	8,000	-	8,000	6,240	1,760	78.0%	7,425
03010.0100 - Bicycle Licenses, None	-	-	-	-	-	0.0%	-
03010.0200 - Permit Parking Fees	195,000	-	195,000	205,995	(10,995)	105.6%	233,074
03010.0400 - Land Disturbing Fees	18,000	-	18,000	18,342	(342)	101.9%	21,133
03010.0600 - Transfer Fees	1,600	-	1,600	2,672	(1,072)	167.0%	2,185
03010.0700 - Zoning Appeal Fees-Inspc	1,000	-	1,000	1,075	(75)	107.5%	400
03010.0701 - Letter of Approval-Zoning, None	3,000	(3,000)	-	-	-	0.0%	-
03010.0702 - Zoning Certification Letter	-	3,000	3,000	3,900	(900)	130.0%	2,700
03010.0705 - Legal Notice Advertising	12,000	-	12,000	8,518	3,482	71.0%	15,056
03010.0710 - Site Plan Reviews	15,000	-	15,000	14,564	436	97.1%	15,877
03010.0715 - Conditional Use Permits	4,000	-	4,000	1,690	2,310	42.2%	4,577
03010.0720 - Re-zoning Fees	8,700	-	8,700	6,958	1,742	80.0%	5,168
03010.0800 - Subdivision Plat Review	10,000	-	10,000	21,225	(11,225)	212.3%	12,360
03010.0900 - Building Insp Permit Fee	500,600	-	500,600	358,907	141,693	71.7%	534,182
03010.0901 - Elevator Inspect Admin Fee	21,000	-	21,000	19,558	1,442	93.1%	16,793
03010.0902 - Elevator Inspect Admin Fee Pen & Int	-	-	-	819	(819)	0.0%	189
03010.0920 - Sign Inspect Permit Fee	6,000	-	6,000	4,625	1,375	77.1%	4,352
03010.0925 - Demolition Fees	8,000	-	8,000	5,750	2,250	71.9%	5,200
03010.0927 - Building Plan Review	44,000	-	44,000	29,089	14,911	66.1%	44,275
03010.0928 - Vacant Building Registration Fee	35,000	-	35,000	27,356	7,644	78.2%	23,185
03010.0929 - Pen & Int-Vacant Building Registration Fee	-	-	-	2,141	(2,141)	0.0%	1,461
03010.0930 - Certificate of Occupancy for Existing Building	-	-	-	4,275	(4,275)	0.0%	4,125
03010.0931 - Temporary Certificate of Occupancy, None	-	-	-	10,350	(10,350)	0.0%	7,500
03010.0932 - Working Without a Building Permit	-	-	-	300	(300)	0.0%	900
03010.0933 - Short Term Rental Fee, None	24,450	-	24,450	6,750	17,700	27.6%	-
03010.0934 - Vacant Property Registration- Civil Penalties, None	-	-	-	19,816	(19,816)	0.0%	10,472
03010.1000 - False Alarm Service Assessment	118,500	-	118,500	130,138	(11,638)	109.8%	122,967
03010.1100 - Concealed Weapon Permit	30,000	-	30,000	54,198	(24,198)	180.7%	29,127
03010.2005 - Taxicab Application Fees	4,500	-	4,500	1,650	2,850	36.7%	2,600
03010.2010 - Precious Metal Premits	1,600	-	1,600	400	1,200	25.0%	1,200
03010.2011 - Rental Reinspect/FollowUp	-	-	-	650	(650)	0.0%	2,650
03010.2012 - Rental Intial Inspection	-	-	-	600	(600)	0.0%	9,050
03010.2013 - Annual/Periodic Inspect Fee	22,000	-	22,000	750	21,250	3.4%	4,600
03010.2014 - Rental Intial Inspect-No Show	-	-	-	650	(650)	0.0%	2,060
03010.2015 - Rental Inspect- Pre Court	-	-	-	750	(750)	0.0%	300
03010.2016 - Rental Inspect-Annual No Show	-	-	-	50	(50)	0.0%	700
03010.2020 - Mobile Vendor License Fee	-	-	-	-	-	0.0%	27
03010.2027 - Right of Way Permit Fees, None	-	-	-	-	-	0.0%	-
03010.2028 - Dumpster Permit Fee , None	-	-	-	500	(500)	0.0%	550
03010.2029 - Dumpster Permit Fee- 30 Day Extension, None	-	-	-	1,200	(1,200)	0.0%	1,250
03010.2050 - Misc Permit Fee & License	2,000	-	2,000	8,121	(6,121)	406.0%	12,978
110 Permits, Fees, & Licenses Total	**1,093,950**	**-**	**1,093,950**	**980,572**	**113,378**	**89.6%**	**1,162,650**
120 Fines & Forfeitures							
03510.0100 - Court Fines And Forfeitures, None	187,500	-	187,500	225,440	(37,940)	120.2%	213,023

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/21	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 6/30/20
03510.0105 - Criminal Court Fees	2,500	-	2,500	2,886	(386)	115.5%	2,792
03510.0200 - Parking Fines	90,000	-	90,000	90,981	(981)	101.1%	107,550
120 Fines & Forfeitures Total	**280,000**	**-**	**280,000**	**319,307**	**(39,307)**	**114.0%**	**323,366**
130 Use of Money & Property							
04010.0100 - Interest on Investment	572,499	-	572,499	252,421	320,078	44.1%	661,746
04010.0101 - Interest-City Capital	150,000	-	150,000	124,934	25,066	83.3%	258,592
04010.0123 - Interest-Health Ins Resrv	17,000	-	17,000	20,896	(3,896)	122.9%	25,979
04010.0124 - Interest-OPEB	20,000	-	20,000	5,353	14,647	26.8%	88,701
04010.0129 - Interest Income- US Bank Escrow (Crossover Refunding)	-	-	-	-	-	0.0%	4,524
04010.0156 - Interst-MktValueGain/Loss	-	-	-	(342,269)	342,269	0.0%	45,122
04010.0157 - Interest-SNAP Income	50,000	-	50,000	43,702	6,299	87.4%	156,206
04020.0105 - Gen Govt Property Rental	75,000	-	75,000	137,089	(62,089)	182.8%	89,033
04020.0115 - Public Safety Prop Rent	36,250	-	36,250	36,250	-	100.0%	36,250
04020.0125 - Human Services Prop Rent	100,000	-	100,000	100,000	0	100.0%	100,000
04020.0126 - 1517 Jackson Street Property Rental to LCS, None	-	-	-	3,720	(3,720)	0.0%	1,860
04020.0135 - Dwntwn Parking Deck Lease	90,000	-	90,000	75,900	14,100	84.3%	89,762
04020.0200 - Culture & Rec. Prop Rent	15,070	-	15,070	18,838	(3,768)	125.0%	11,328
04020.0201 - Prop Rental-Stadium	3,500	-	3,500	214,687	(211,187)	6133.9%	214,214
04020.0202 - Prop Rental-Market/Park.	106,000	-	106,000	55,810	50,190	52.7%	78,305
04020.0205 - Market Rent- Pen & Int	650	-	650	756	(106)	116.4%	674
04020.0207 - Rental of Museum Facilities, None	-	-	-	1,873	(1,873)	0.0%	-
130 Use of Money & Property Total	**1,235,969**	**-**	**1,235,969**	**749,958**	**486,011**	**60.7%**	**1,862,294**
140 Charges for Services							
04510.0900 - Collection & Tax Lien Fees	35,000	-	35,000	44,947	(9,947)	128.4%	50,442
04510.0901 - DMV Admin Fee	278,000	-	278,000	291,431	(13,431)	104.8%	308,201
04510.0902 - DMV Select Agency	35,000	-	35,000	-	35,000	0.0%	39,992
04510.0911 - Sale of GIS Maps & Data	-	-	-	-	-	0.0%	26
04510.0915 - Processng Fee - Payroll deduction	5,000	-	5,000	4,510	490	90.2%	5,295
04510.0916 - Indirect Cost&Svc DetHome	285,626	-	285,626	285,626	-	100.0%	246,102
04510.0918 - Indirect Cost&Srvc Water	1,088,944	-	1,088,944	1,088,944	-	100.0%	1,108,711
04510.0919 - Indirect Cost&Srvc Sewer	290,677	-	290,677	290,677	-	100.0%	273,479
04510.0920 - Indirect Cost&Srvc WWTP	689,142	-	689,142	689,142	-	100.0%	592,908
04510.0921 - Indirect Cost&Srvc Airprt	171,801	-	171,801	171,801	-	100.0%	162,582
04510.0922 - Indirect Cost&Svc Strmwtr	318,073	-	318,073	318,073	-	100.0%	281,295
04515.0101 - Document Reprod Costs	7,000	-	7,000	5,729	1,271	81.8%	6,157
04515.0200 - Court Room Sheriff Fee, None	60,000	-	60,000	70,007	(10,007)	116.7%	47,967
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%	40,000
04515.0303 - Probation Supervisor Fee	13,789	-	13,789	9,937	3,852	72.1%	12,042
04515.0304 - Jail Fee, None	14,624	-	14,624	1,719	12,905	11.8%	25
04515.0305 - E-Summons Fee, None	5,300	-	5,300	15,245	(9,945)	287.6%	695
04515.0400 - Commonwealth Atty.Fees	7,000	-	7,000	5,247	1,753	75.0%	6,057
04515.0401 - CA Coll Fees- Gen Dist Ct	28,293	-	28,293	26,577	1,717	93.9%	23,371
04515.0402 - CA Coll Fees- J&D Court	5,170	-	5,170	5,149	21	99.6%	3,031
04515.0403 - CA Coll Fees- Circuit Crt	30,866	-	30,866	41,244	(10,378)	133.6%	41,148
04520.0300 - Fire Prevention Fees	3,100	-	3,100	2,800	300	90.3%	2,875
04520.0301 - Ambulance Service Fees	2,500,000	-	2,500,000	2,939,547	(439,547)	117.6%	2,730,617
04520.0304 - Delinq Ambulance>120 Days	175,000	-	175,000	286,147	(111,147)	163.5%	288,422
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	130,354	9,646	93.1%	123,167
04520.0904 - Local Reimb-COL Confined Space	50,000	-	50,000	50,000	-	100.0%	50,000
04520.0905 - Police Report Sales	3,000	-	3,000	1,950	1,050	65.0%	2,160
04520.0906 - Range Use Fee	13,800	-	13,800	13,000	800	94.2%	13,000
04520.0908 - DUI Fees, None	-	-	-	4,998	(4,998)	0.0%	8,117
04520.0909 - LPD Off Duty	1,026,182	-	1,026,182	748,877	277,305	73.0%	973,043
04525.0103 - Curb & Gutter Charges, None	-	-	-	2,525	(2,525)	0.0%	-
04525.0106 - Downtown Parking Fees	35,000	-	35,000	39,797	(4,797)	113.7%	40,922
04525.0107 - PW Admin Stormwater Charges	101,356	-	101,356	101,843	(487)	100.5%	134,548
04525.0108 - PW Eng Stormwater Charges	10,500	-	10,500	20,936	(10,436)	199.4%	14,332
04525.0109 - PW Streets Stormwater Charges	147,035	-	147,035	101,323	45,712	68.9%	164,132
04525.0206 - Residential Disposal-Decals	1,388,980	-	1,388,980	935	1,388,045	0.1%	1,217,313
04525.0218 - Trash Bag Srvc-Waste Zero	278,240	-	278,240	173,204	105,036	62.2%	225,121
04525.0219 - Landlord Set Out Program , None	-	-	-	2,255	(2,255)	0.0%	-
04525.0220 - Refuse Disposal Fee, None	-	-	-	1,589,484	(1,589,484)	0.0%	-
04525.0221 - Penalty- Refuse Disposal Fee, None	-	-	-	6,576	(6,576)	0.0%	-
04525.0300 - Bldg Maint Charge-Other	10,142	-	10,142	12,678	(2,536)	125.0%	7,607
04530.0401 - CSA Service Providers	-	-	-	-	-	0.0%	20,380
04530.0409 - Human Services Court Order Fees	-	-	-	4,780	(4,780)	0.0%	2,915
04530.0410 - Lynchburg Youth Group Home Charges	650,000	-	650,000	296,010	353,990	45.5%	509,361
04530.0412 - Horizon Contribution for Outstationed Benefit Workers, None	17,500	-	17,500	-	17,500	0.0%	17,500
04530.0413 - Local Reimb- Other Localities, None	-	-	-	-	-	0.0%	226
04535.0100 - Swimming Pool Fees	11,300	-	11,300	7,805	3,495	69.1%	18,192
04535.0150 - Recreation Program Fees	424,000	-	424,000	296,258	127,742	69.9%	351,519
04535.0151 - Recreation Program- Scholarship Fees , None	-	-	-	1,726	(1,726)	0.0%	-
04535.0200 - Point of Honor Admission Fees	10,000	-	10,000	-	10,000	0.0%	11,432
04535.0300 - Library Fines & Fees	40,000	-	40,000	15,290	24,710	38.2%	29,482
04535.0301 - Law Library Fees	30,000	-	30,000	22,545	7,455	75.2%	32,020
04535.0303 - Lost/Damaged Library Prop	4,000	-	4,000	2,830	1,170	70.7%	2,837
04535.0304 - Delinq Library Fines & Fees	1,500	-	1,500	2,388	(888)	159.2%	2,382
04535.0305 - Delinq Library Lost/Damaged	3,200	-	3,200	11,825	(8,625)	369.5%	3,956
04535.0306 - Delinq Library Pen & Int	1,000	-	1,000	6,172	(5,172)	617.2%	1,398
04540.0103 - Charges For Demolition	-	-	-	600	(600)	0.0%	-
04540.0105 - Comm Develop Stormwater Charges	603,501	-	603,501	603,501	-	100.0%	511,913
04599.0002 - Secure Vacant Stru Reimb	-	-	-	2,223	(2,223)	0.0%	607
04599.0004 - Neighborhood Services, None	28,000	-	28,000	15,400	12,600	55.0%	16,900
04599.0009 - Penalty and Interest- Neighborhood Services Receivables, None	-	-	-	215	(215)	0.0%	-
140 Charges for Services Total	**11,149,385**	**-**	**11,149,385**	**10,958,544**	**190,841**	**98.3%**	**10,811,661**
150 Miscellaneous Revenue							
05030.0105 - Suspense Revenue/Exp Ref	-	-	-	-	-	0.0%	-
05050.0105 - Pmt In Lieu Tax-WestCntbr	52,900	-	52,900	53,799	(899)	101.7%	53,799
05050.0110 - Pymt In Lieu of Tax-LRHA	25,000	-	25,000	113,384	(88,384)	453.5%	-
05050.0230 - Friends of Lynchburg Library	17,130	-	17,130	12,696	4,434	74.1%	9,467
05050.0232 - Digg's Trust Rec-Pt Honor	29,600	-	29,600	46,250	(16,650)	156.3%	27,750
05050.0251 - Contributions-Adopt-A-Bed	-	-	-	-	-	0.0%	705

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/21	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 6/30/20
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	-	-	-	4,234	(4,234)	0.0%	3,350
05050.0415 - Proceeds frm PropRoom.com	-	-	-	383	(383)	0.0%	898
05050.0500 - Sale-Real Property	-	-	-	9,500	(9,500)	0.0%	-
05050.2001 - Cash Overage And Shortage	-	-	-	(2,542)	2,542	0.0%	157
05050.2011 - Reimb.POH Carriage House	21,040	-	21,040	34,687	(13,647)	164.9%	20,813
05050.2013 - Photo Reprod And Royalty	-	-	-	10	(10)	0.0%	40
05050.2016 - Dedicated Misc Rev HumSvc	-	-	-	14	(14)	0.0%	0
05050.2022 - Trash Cart Sales	4,000	-	4,000	-	4,000	0.0%	3,286
05050.2025 - Credit Card Rebate	110,000	-	110,000	90,426	19,574	82.2%	117,997
05050.2028 - WardsCrossingWestSvcFee	143,277	-	143,277	143,277	-	100.0%	143,277
05050.2033 - PointOfHonr-GiftShopSales	-	-	-	-	-	0.0%	-
05050.2034 - P&R Spec Event Sponsorship, None	20,000	-	20,000	12,792	7,208	64.0%	12,200
05050.2037 - RSA Profit Sharing	-	-	-	70,386	(70,386)	0.0%	348,169
05050.2046 - Visitor Ctr Merchandise	5,000	-	5,000	115	4,885	2.3%	5,134
05050.2049 - Trash Bag&Decal Violation	4,000	-	4,000	2,120	1,880	53.0%	296
05050.2052 - Parking Lease Agreement	105,000	-	105,000	94,311	10,689	89.8%	102,716
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	-	-	-	2,929	(2,929)	0.0%	2,853
05050.2059 - Court Restitution, None	-	-	-	7,400	(7,400)	0.0%	342
05050.2060 - Community Market Retail Sales, None	-	-	-	1,665	(1,665)	0.0%	34
05050.2061 - Main St Alt CARES Funding for Project Accounting, None	-	-	-	-	-	0.0%	-
05050.2090 - Miscellaneous Revenue	51,200	-	51,200	96,934	(45,734)	189.3%	147,260
150 Miscellaneous Revenue Total	**600,147**	**-**	**600,147**	**794,771**	**(194,624)**	**132.4%**	**1,012,344**
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	3,030	(2,030)	303.0%	2,085
06100.0600 - Deeds Of Conveyance	150,000	-	150,000	255,338	(105,338)	170.2%	172,850
06100.0800 - Recordation Taxes-State	150,000	-	150,000	-	150,000	0.0%	143,088
06100.0900 - Auto Rental Tax-DMV	336,400	-	336,400	415,993	(79,593)	123.7%	378,225
06100.0905 - Peer to Peer Vehicle Sharing Tax, None	-	-	-	255	(255)	0.0%	-
06100.1108 - Personal Prop Tax Relief	5,543,584	-	5,543,584	5,543,584	0	100.0%	5,543,584
06100.8001 - Games of Skill Tax, None	-	-	-	228,672	(228,672)	0.0%	-
300 State Non-Categorical Aid Total	**6,270,984**	**-**	**6,270,984**	**6,535,819**	**(264,835)**	**104.2%**	**6,330,695**
310 State Shared Exp (Cat.)							
06510.0200 - Commissioner of Revenue	191,558	-	191,558	190,230	1,328	99.3%	183,576
06510.0300 - Treasurer	116,703	-	116,703	112,040	4,663	96.0%	115,329
06510.1000 - Registrar/Electoral Board	47,000	-	47,000	49,916	(2,916)	106.2%	51,702
06515.0100 - Clerk of Cir Crt-Fringes	610,467	7,852	618,319	590,788	27,531	95.5%	596,772
06515.0200 - Sheriff	1,138,494	-	1,138,494	1,100,306	38,188	96.6%	1,118,505
06515.0400 - Commonwealth Attorney	1,079,000	-	1,079,000	1,063,746	15,254	98.6%	1,074,374
310 State Shared Exp (Cat.) Total	**3,183,222**	**7,852**	**3,191,074**	**3,107,026**	**84,048**	**97.4%**	**3,140,259**
320 State Categorical Aid							
06820.0200 - Juvenile Correct-Block Gt	247,716	-	247,716	123,175	124,541	49.7%	247,716
06820.0201 - Wireless E911	380,000	-	380,000	415,443	(35,443)	109.3%	399,586
06820.0203 - HB 599 Law Enforc.Asst	3,137,083	-	3,137,083	3,259,429	(122,346)	103.9%	3,259,428
06825.0100 - Street And Highway Maint.	9,001,148	27,964	9,029,112	8,757,028	272,084	97.0%	8,559,879
06830.0412 - Health Department	-	-	-	46,324	(46,324)	0.0%	32,605
06830.0413 - SS State Adm Sub 0901	2,470,027	-	2,470,027	1,853,693	616,334	75.0%	1,594,722
06830.0414 - SS State Prog Sub 0902	5,128,759	35,000	5,163,759	4,307,635	856,124	83.4%	4,596,790
06835.0102 - SNAP Program Reimb	13,000	-	13,000	25,899	(12,899)	199.2%	13,391
06835.0104 - VDH- We Got the Beet Campaign	-	-	-	-	-	0.0%	450
06835.0300 - Finan Asst-Public Library	165,384	15,725	181,109	181,109	-	100.0%	165,384
320 State Categorical Aid Total	**20,543,117**	**78,689**	**20,621,806**	**18,969,736**	**1,652,070**	**92.0%**	**18,869,951**
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							
07510.5321 - Fire and EMS- CARES Stimulus for COVID-19 Relief, None	-	-	-	-	-	0.0%	116,678
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%**	**254,413**
520 Fed Cat Aid- Pass Thru							
07825.0300 - B&G Chrgs Commerce St Bld	55,000	-	55,000	53,908	1,092	98.0%	61,390
07830.0420 - Fed Pass Thru:Cost AllDMG	550,000	-	550,000	581,949	(31,949)	105.8%	603,745
07830.0421 - SS Fed Adm Sub 0901	4,285,965	-	4,285,965	4,789,022	(503,057)	111.7%	4,697,929
07830.0422 - SS Fed Prog Sub 0902	3,576,904	40,000	3,616,904	4,302,008	(685,104)	118.9%	3,960,049
07830.0430 - USDA Funding - Group Home, None	15,000	-	15,000	12,245	2,755	81.6%	18,815
07875.0003 - Human Service Lease	147,091	-	147,091	147,091	0	100.0%	142,764
07875.0021 - FINI Double-Dollars	12,000	-	12,000	16,844	(4,844)	140.4%	10,489
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**	**116,430**	**8,758,390**	**9,979,497**	**(1,221,107)**	**113.9%**	**9,495,182**
700 Proceed From Indebtedness							
08510.0001 - Proceeds From Bond Sale	-	-	-	-	-	0.0%	2,476,011
08510.0004 - Proceeds From Bonds-Sch, None	-	-	-	-	-	0.0%	3,571,207
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%	-
08510.0009 - Bond Proceeds Premium, None	-	-	-	-	-	0.0%	232,695
08510.0010 - Bond Proceeds Prem School, None	-	-	-	-	-	0.0%	361,127
08550.0000 - Proceeds - Line of Credit	-	-	-	-	-	0.0%	91,236
09215.0001 - TrfFrmCSA- Juv Group Home, None	-	-	-	-	-	0.0%	-
700 Proceed From Indebtedness Total	**-**	**11,126,220**	**11,126,220**	**11,126,220**	**-**	**100.0%**	**6,732,275**
710 Operating Transfers In							
09215.0001 - TrfFrmCSA- Juv Group Home, None	-	-	-	-	-	0.0%	245,301
09301.0003 - TrfFrmCtyCp-Capital Proj	-	175,000	175,000	175,000	-	100.0%	29,607
710 Operating Transfers In Total	**-**	**175,000**	**175,000**	**175,000**	**-**	**100.0%**	**274,908**
Grand Total	**187,627,868**	**11,504,191**	**199,132,059**	**207,877,409**	**(8,745,351)**	**104.4%**	**199,335,651**

Fiscal Year	Fiscal Calendar 2021
Fiscal Quarter of Year	All
Fund	1001 General Fund
Account Type	Expenses
Process Status	Posted

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/21	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 6/30/20
2022 Communications/Public Engagement							
0021 Public Information	499,937	(51,109)	448,828	458,828	(10,000)	102.2%	472,614
0022 Customer Service Center	147,109	3,868	150,977	142,869	8,108	94.6%	144,046
0029 Local Government Channel	178,378	3,660	182,038	167,227	14,811	91.9%	169,233
2022 Communications/Public Engagement Total	**825,424**	**(43,581)**	**781,843**	**768,923**	**12,920**	**98.3%**	**785,894**
2023 Council / Manager							
0028 Council / Manager	1,198,940	1,259	1,200,199	847,493	352,706	70.6%	1,149,660
0033 Parking Division	560,031	6,826	566,857	443,556	123,301	78.2%	457,063
2023 Council / Manager Total	**1,758,971**	**8,085**	**1,767,056**	**1,291,048**	**476,008**	**73.1%**	**1,606,723**
2027 Tourism							
0044 Tourism	-	-	-	-	-	0.0%	-
2027 Tourism Total	**-**	**-**	**-**	**-**	**-**	**0.0%**	**-**
2030 City Attorney							
0050 City Attorney	850,894	5,554	856,448	792,531	63,917	92.5%	712,530
0051 Risk Management	672,791	-	672,791	672,791	-	100.0%	608,114
2030 City Attorney Total	**1,523,685**	**5,554**	**1,529,239**	**1,465,322**	**63,917**	**95.8%**	**1,320,644**
2035 State Treasurer							
0060 State Treasurer	200,146	3,660	203,806	174,546	29,261	85.6%	187,242
2035 State Treasurer Total	**200,146**	**3,660**	**203,806**	**174,546**	**29,261**	**85.6%**	**187,242**
2040 Commissioner Of Revenue							
0070 Com Rev-State/Loc Budget	825,187	17,318	842,505	821,600	20,905	97.5%	780,432
2040 Commissioner Of Revenue Total	**825,187**	**17,318**	**842,505**	**821,600**	**20,905**	**97.5%**	**780,432**
2045 City Assessor							
0080 City Assessor	786,873	14,005	800,878	708,754	92,124	88.5%	742,390
2045 City Assessor Total	**786,873**	**14,005**	**800,878**	**708,754**	**92,124**	**88.5%**	**742,390**
2050 Finance							
0090 Office of Management & Budget	693,230	6,480	699,710	683,204	16,506	97.6%	672,214
0093 Billings And Collections	1,424,287	5,682	1,429,969	1,328,213	101,756	92.9%	1,149,190
0094 Procurement	375,215	7,397	382,612	368,448	14,163	96.3%	360,260
0095 Accounting	1,081,237	19,294	1,100,531	1,051,566	48,965	95.6%	980,559
2050 Finance Total	**3,573,969**	**38,853**	**3,612,822**	**3,431,431**	**181,390**	**95.0%**	**3,162,223**
2055 Human Resources							
0110 Human Resources	780,426	48,089	828,515	699,836	128,679	84.5%	757,238
0111 Occupational Health Svs	216,347	-	216,347	116,933	99,414	54.0%	222,683
2055 Human Resources Total	**996,773**	**48,089**	**1,044,862**	**816,769**	**228,093**	**78.2%**	**979,920**
2057 Information Technology							
0115 Application Services	1,377,821	19,399	1,397,220	1,305,902	91,318	93.5%	1,334,342
0116 Network Services	1,724,554	25,621	1,750,175	1,564,754	185,421	89.4%	1,555,238
0117 I T Administration	461,716	5,490	467,206	464,768	2,438	99.5%	467,920
0125 GIS	352,729	(4,170)	348,559	337,170	11,389	96.7%	320,677
2057 Information Technology Total	**3,916,820**	**46,340**	**3,963,160**	**3,672,594**	**290,566**	**92.7%**	**3,678,178**
2065 Registrar							
0150 Registrar	238,532	23,068	261,600	249,201	12,399	95.3%	178,601
0151 Electoral Board	99,918	185,317	285,235	239,664	45,570	84.0%	99,590
2065 Registrar Total	**338,450**	**208,385**	**546,835**	**488,865**	**57,970**	**89.4%**	**278,191**
2090 Education							
0200 Lcl Sch Oper Contribution	39,828,498	2,521,564	42,350,062	40,002,658	2,347,404	94.5%	37,411,557
2090 Education Total	**39,828,498**	**2,521,564**	**42,350,062**	**40,002,658**	**2,347,404**	**94.5%**	**37,411,557**
2105 Circuit Court-Judge							
0300 Circuit Court-Judge	161,579	6,018	167,597	146,539	21,058	87.4%	139,105
2105 Circuit Court-Judge Total	**161,579**	**6,018**	**167,597**	**146,539**	**21,058**	**87.4%**	**139,105**
2110 General District Court							
0310 General District Court	55,373	(1,525)	53,848	30,693	23,155	57.0%	37,518
2110 General District Court Total	**55,373**	**(1,525)**	**53,848**	**30,693**	**23,155**	**57.0%**	**37,518**
2115 Juvenile & Dr Dist Court							
0320 Juvenile & Dr Dist Court	21,273	(374)	20,899	19,544	1,355	93.5%	16,617
2115 Juvenile & Dr Dist Court Total	**21,273**	**(374)**	**20,899**	**19,544**	**1,355**	**93.5%**	**16,617**
2120 24th Court Service Unit							
0330 24th Court Service Unit	1,472	-	1,472	1,057	415	71.8%	1,783
2120 24th Court Service Unit Total	**1,472**	**-**	**1,472**	**1,057**	**415**	**71.8%**	**1,783**
2125 Commonwealth's Attorney							
0340 Commonwealth Attorney	1,706,182	30,971	1,737,153	1,690,089	47,065	97.3%	1,661,438
0343 Com Aty Fines & Fees Coll	64,329	1,833	66,162	63,304	2,858	95.7%	60,782
2125 Commonwealth's Attorney Total	**1,770,511**	**32,804**	**1,803,315**	**1,753,393**	**49,922**	**97.2%**	**1,722,220**
2130 Magistrate's Office							
0350 Magistrate's Office	4,144	(4)	4,140	3,263	877	78.8%	3,208

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/21	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 6/30/20
2130 Magistrate's Office Total	**4,144**	**(4)**	**4,140**	**3,263**	**877**	**78.8%**	**3,208**
2135 Circuit Court-Clerk							
0360 Circuit Court-Clerk	960,616	34,260	994,876	948,935	45,940	95.4%	927,368
2135 Circuit Court-Clerk Total	**960,616**	**34,260**	**994,876**	**948,935**	**45,940**	**95.4%**	**927,368**
2200 City Sheriff							
0400 City Sheriff And Jail	2,390,360	40,201	2,430,561	2,281,637	148,924	93.9%	2,273,554
2200 City Sheriff Total	**2,390,360**	**40,201**	**2,430,561**	**2,281,637**	**148,924**	**93.9%**	**2,273,554**
2240 Police							
0420 Police Operations	17,973,292	(2,014,810)	15,958,482	15,129,420	829,063	94.8%	17,112,968
0421 Animal Warden	339,881	5,088	344,969	311,653	33,315	90.3%	264,517
0429 Range Operations	13,800	728	14,528	8,973	5,555	61.8%	14,444
0430 Police Off Duty Employmnt	1,026,182	1,336	1,027,518	768,264	259,254	74.8%	921,012
2240 Police Total	**19,353,155**	**(2,007,658)**	**17,345,497**	**16,218,310**	**1,127,187**	**93.5%**	**18,312,942**
2245 Emergency Services							
0422 Emergency Communications	2,858,067	49,627	2,907,694	2,711,562	196,132	93.3%	2,628,274
2245 Emergency Services Total	**2,858,067**	**49,627**	**2,907,694**	**2,711,562**	**196,132**	**93.3%**	**2,628,274**
2270 Fire							
0444 Fire Operations And Ems	16,490,750	(2,361,748)	14,129,002	13,423,637	705,365	95.0%	16,275,374
0446 TRT- PIER Program	76,500	55,307	131,807	109,953	21,854	83.4%	138,352
2270 Fire Total	**16,567,250**	**(2,306,441)**	**14,260,809**	**13,533,590**	**727,220**	**94.9%**	**16,413,726**
2400 Public Works							
0600 Public Works Administrat.	988,201	18,257	1,006,458	976,324	30,133	97.0%	964,442
0605 Engineering	4,322,318	(88,479)	4,233,839	3,817,472	416,367	90.2%	3,812,855
0632 Street Maintenance,II	3,621,805	670,041	4,291,846	2,842,881	1,448,965	66.2%	2,877,057
0635 Snow Removal	318,638	(51,167)	267,471	246,653	20,818	92.2%	233,239
0640 Refuse Collection	3,303,872	212,637	3,516,509	4,075,406	(558,896)	115.9%	3,407,482
0645 Parks/Grounds Maintenance	3,557,139	31,194	3,588,333	3,136,572	451,761	87.4%	3,267,719
0649 Baseball Stadium Maint	117,823	(4,279)	113,544	104,860	8,685	92.4%	102,717
0650 Building Maintenance	3,916,727	83,338	4,000,065	3,427,197	572,869	85.7%	3,594,457
0660 Human Services Maint.	243,090	(329)	242,761	198,753	44,008	81.9%	239,354
2400 Public Works Total	**20,389,613**	**871,213**	**21,260,826**	**18,826,116**	**2,434,710**	**88.5%**	**18,499,322**
2555 Health							
0800 Health Operations	747,685	-	747,685	726,695	20,990	97.2%	747,685
2555 Health Total	**747,685**	**-**	**747,685**	**726,695**	**20,990**	**97.2%**	**747,685**
2561 Juvenile Services							
0904 Juvenile Service Admin.	-	-	-	-	-	0.0%	212,485
0905 Juvenile Detention Home	500,000	-	500,000	836,727	(336,727)	167.3%	707,186
0906 Juvenile Services	1,794,489	50,049	1,844,538	1,661,917	182,621	90.1%	1,193,297
0915 Csa Service Providers	1,843,647	268,955	2,112,602	2,112,602	-	100.0%	1,882,812
0929 Lynchburg Outreach Prog	-	-	-	-	-	0.0%	200,213
2561 Juvenile Services Total	**4,138,136**	**319,004**	**4,457,140**	**4,611,246**	**(154,106)**	**103.5%**	**4,195,993**
2562 Social Services							
0901 Social Services Admin.	9,236,499	228,640	9,465,139	8,860,123	605,015	93.6%	8,847,291
0902 Public Assistance	8,869,737	75,360	8,945,097	8,733,797	211,300	97.6%	9,208,991
2562 Social Services Total	**18,106,236**	**304,000**	**18,410,236**	**17,593,921**	**816,315**	**95.6%**	**18,056,282**
2563 Recreation Services							
0116 Network Services	12,750	(775)	11,975	10,458	1,517	87.3%	78,348
1002 Parks/Rec/Market	418,298	10,288	428,586	405,155	23,431	94.5%	365,746
1010 Recreation, General Admin	668,361	20,986	689,347	647,570	41,777	93.9%	548,217
1011 Recreation Services	147,152	3,660	150,812	146,735	4,077	97.3%	140,753
1013 Recreation, Athletic	157,758	6,607	164,365	141,657	22,708	86.2%	152,017
1015 Recreation, Park Services	757,943	12,799	770,742	755,562	15,179	98.0%	695,405
1022 Recreation, Aquatics	48,200	-	48,200	36,930	11,270	76.6%	45,458
1023 Recreation, Naturalist	187,964	5,490	193,454	187,731	5,724	97.0%	159,871
1024 Special Events-Cty Sponsr	30,000	(30,000)	-	-	-	0.0%	27,001
1027 Recreation Programs	549,097	14,500	563,597	359,182	204,415	63.7%	408,203
1028 City-wide Centers	278,710	6,771	285,481	274,099	11,382	96.0%	251,708
1029 Neighborhood Centers	798,061	24,382	822,443	700,737	121,706	85.2%	601,234
2563 Recreation Services Total	**4,054,294**	**74,706**	**4,129,000**	**3,665,815**	**463,186**	**88.8%**	**3,473,958**
2610 Libraries							
1100 Public Library	1,587,621	68,831	1,656,452	1,438,452	217,999	86.8%	1,438,827
1120 Law Library	8,200	-	8,200	10,451	(2,251)	127.5%	10,196
2610 Libraries Total	**1,595,821**	**68,831**	**1,664,652**	**1,448,903**	**215,748**	**87.0%**	**1,449,023**
2611 Museum System							
1150 Museum	487,888	5,359	493,247	370,085	123,162	75.0%	448,366
2611 Museum System Total	**487,888**	**5,359**	**493,247**	**370,085**	**123,162**	**75.0%**	**448,366**
2715 Community Development							
1200 Director-Comm Plan/Dev	307,156	6,254	313,410	293,288	20,122	93.6%	294,963
1201 Planning	349,581	8,228	357,809	372,424	(14,615)	104.1%	355,767
1202 Inspections	996,465	22,838	1,019,303	888,473	130,830	87.2%	882,295
1205 Zoning	407,592	7,320	414,912	385,926	28,987	93.0%	301,741
2715 Community Development Total	**2,060,794**	**44,640**	**2,105,434**	**1,940,111**	**165,323**	**92.1%**	**1,834,765**

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/21	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 6/30/20
2720 Office Of Economic Devel							
1300 Economic Development	1,693,139	(10,577)	1,682,562	1,499,337	183,225	89.1%	1,577,263
2720 Office Of Economic Devel Total	**1,693,139**	**(10,577)**	**1,682,562**	**1,499,337**	**183,225**	**89.1%**	**1,577,263**
5000 Nondept Employee Benefits							
1430 Non-allocated Emp Benefit	4,088,072	-	4,088,072	3,647,124	440,948	89.2%	3,483,914
5000 Nondept Employee Benefits Total	**4,088,072**	**-**	**4,088,072**	**3,647,124**	**440,948**	**89.2%**	**3,483,914**
5050 Non-Departmental							
1506 Water Oper Fund Payments	864,215	-	864,215	864,215	-	100.0%	836,390
1508 Stormwater Fee-City Bldgs	88,500	-	88,500	81,134	7,366	91.7%	88,102
1509 Stormwater Fee-School Bld	70,200	-	70,200	64,165	6,035	91.4%	69,937
1512 College Lake Dam Repairs	-	-	-	2,961	(2,961)	0.0%	119,759
1513 Stormwater Detention Pond Repair	-	(400)	(400)	3,460	(3,860)	-865.0%	-
1515 Alternative to CARES Funding	-	2,183,213	2,183,213	1,222,927	960,286	56.0%	-
1516 COVID Vaccinations	-	-	-	-	-	0.0%	-
1529 Landfill Closure Costs	-	-	-	7,518	(7,518)	0.0%	10,651
1566 Managed Vacancy Program	(38,207)	-	(38,207)	-	(38,207)	0.0%	-
1567 Years of Service Awards	14,500	-	14,500	15,399	(899)	106.2%	14,969
1568 Retirement Recognition	5,000	-	5,000	-	5,000	0.0%	-
1569 Take Your Kids to Work Dy	1,000	-	1,000	500	500	50.0%	-
1570 Emp Appreciation Luncheon	3,000	-	3,000	3,000	-	100.0%	1,173
1573 Payment-Fleet Capital Chg	2,466,910	466,741	2,933,651	2,645,988	287,663	90.2%	2,451,154
1574 Health Management Program	15,000	-	15,000	11,308	3,692	75.4%	(4,597)
1575 Employee Committee Funds	8,000	-	8,000	8,000	0	100.0%	348
1576 Line of Duty Act	254,057	-	254,057	288,639	(34,582)	113.6%	228,753
1578 Poverty Intiative	-	122,763	122,763	31,309	91,454	25.5%	24,237
1579 Recruitment	10,000	34,933	44,933	44,318	615	98.6%	23,394
1580 International Festival	500	6,860	7,360	51	7,309	0.7%	(4,188)
1581 Workplace Safety & Wellness	60,000	-	60,000	38,672	21,328	64.5%	36,062
1637 City Cemetery Master Plan	132,438	-	132,438	132,438	-	100.0%	132,438
5050 Non-Departmental Total	**3,955,113**	**2,814,110**	**6,769,223**	**5,466,003**	**1,303,220**	**80.7%**	**4,028,581**
5060 Support Local/State Organ							
1702 V.P.I. Extension Service	40,685	-	40,685	35,630	5,055	87.6%	39,247
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	574,512	-	100.0%	567,000
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	(125,319)	625,319	-25.1%	1,307,863
1721 Blue Ridge Regional Jail	5,543,931	-	5,543,931	4,797,183	746,748	86.5%	5,345,521
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	684,740	1	100.0%	684,853
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**	**6,463,945**	**1,377,389**	**82.4%**	**8,441,119**
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	11,250,149	13,021	99.9%	17,254,960
5994 Interest Bonds/BANS/LOC	6,865,447	(52,740)	6,812,707	6,655,058	157,649	97.7%	6,511,030
5996 Debt Issuance Costs	-	143,046	143,046	118,505	24,541	82.8%	374,779
5997 Debt - Misc. Charges	7,100	-	7,100	3,325	3,775	46.8%	3,695
7450 Debt Service Total	**18,082,977**	**11,146,447**	**29,229,424**	**29,030,438**	**198,986**	**99.3%**	**37,994,464**
7570 Other Financing Uses							
9710 Operating Transfers Out	7,037,910	1,313,470	8,351,380	8,312,290	39,090	99.5%	8,079,867
7570 Other Financing Uses Total	**7,037,910**	**1,313,470**	**8,351,380**	**8,312,290**	**39,090**	**99.5%**	**8,079,867**
Grand Total	**192,997,608**	**15,666,383**	**208,663,991**	**194,893,062**	**13,770,929**	**93.4%**	**205,720,311**

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **October 26, 2021**			AGENDA ITEM #: **7**
CONSENT: ACTION:	REGULAR: **X** INFORMATION: **X**	WORK SESSION:	CLOSED SESSION: (Confidential)
ITEM TITLE: Revenue Update			

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

SUMMARY: Five of the City's major revenue sources are taxes collected on a monthly basis: Local Sales and Use Tax, Consumer Utility Tax – Electric, Meals Tax, Lodging Tax, and Amusement Tax. Since the last Finance Committee meeting, revenue information through August 2021 has been posted for these five revenue streams.

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

FISCAL IMPACT: None

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

ATTACHMENT(S): Comparison of Collections Budget to Actual FY 2021 – FY 2022

REVIEWED BY:

Comparison of Collections
Budget to Actual FY 2021 - FY 2022

	Actual FY 2019	Actual FY 2020	Actual FY 2021	Adopted FY 2022	Actual FY 2022	Actual FY 2022 to Adopted FY 2022	Actual FY 2022 to Actual FY 2021
SALES & USE TAX							
ADOPTED FY 2022 BUDGET - $17,500,000							
JULY	$1,361,089	$1,306,001	$1,503,837	$1,413,787	$1,595,392	$181,605	$91,555
AUGUST	1,287,868	1,400,949	1,396,989	1,313,336	1,567,107	253,771	170,118
TOTAL	**$2,648,957**	**$2,706,950**	**$2,900,826**	**$2,727,123**	**$3,162,499**	**$435,376**	**$261,673**
CONSUMER UTILITY TAX - ELECTRIC							
ADOPTED FY 2022 BUDGET - $3,500,000							
JULY	$343,448	$323,666	$329,721	$316,099	$320,904	$4,805	($8,817)
AUGUST	332,393	335,376	331,969	318,254	340,374	22,120	8,405
TOTAL	**$675,841**	**$659,042**	**$661,690**	**$634,353**	**$661,278**	**$26,925**	**($412)**

	Actual Collected FY 2019 [2]	Actual Collected FY 2020 [2]	Actual Collected FY 2021 [2]	Adopted FY 2022	Actual Assessed FY 2022	Actual Assessed FY 2022 to Adopted FY 2022	Actual Collected FY 2022 [2]	Actual Collected FY 2022 to Adopted FY 2022	Actual Collected FY 2022 to Assessed FY 2022
MEALS TAX									
ADOPTED FY 2022 BUDGET - $14,700,000									
JULY [1]	$1,157,381	$1,167,412	$1,090,332	$1,052,346	$1,413,796	$361,450	$1,381,486	$329,140	($32,310)
AUGUST	1,208,215	1,327,301	1,186,360	1,140,916	1,488,707	347,791	1,506,141	365,225	17,434
TOTAL	**$2,365,596**	**$2,494,713**	**$2,276,692**	**$2,193,262**	**$2,902,503**	**$709,241**	**$2,887,627**	**$694,365**	**($14,876)**
LODGING TAX									
ADOPTED FY 2022 BUDGET - $2,600,000									
JULY [1]	$291,530	$235,865	$155,637	$203,296	$233,066	$29,770	$242,273	$38,977	$9,207
AUGUST	266,637	359,491	213,511	240,709	327,847	87,138	333,446	92,737	5,599
TOTAL	**$558,167**	**$595,356**	**$369,148**	**$444,005**	**$560,913**	**$116,908**	**$575,719**	**$131,714**	**$14,806**
AMUSEMENT TAX									
ADOPTED FY 2022 BUDGET - $420,000									
JULY [1]	$72,761	$90,398	$13,970	$19,173	$59,531	$40,358	$59,351	$40,178	($180)
AUGUST	51,694	56,722	19,248	25,161	54,181	29,020	55,160	29,999	979
TOTAL	**$124,455**	**$147,120**	**$33,218**	**$44,334**	**$113,712**	**$69,378**	**$114,511**	**$70,177**	**$799**

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

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

October 26, 2021

Finance Committee Meeting – 11:30 a.m.

A G E N D A

City Council Meeting of October 26, 2021
Council Chamber | City Hall, 900 Church Street, Lynchburg, VA 24504

4:00 P.M. WORK SESSION

1. Introductions by City Manager Wynter C. Benda

2. Review the draft 2022 Legislative Agenda

3. Business Item Briefings:

    a. Council Elections
    (This item will appear before Council for action on November 9, 2021, Public Hearing)

    b. Spotted Lantern Fly Grant
    (This item will appear before Council for action on November 9, 2021, General Business)

    c. Take 5 Oil change CUP
    (This item will appear before Council for action on November 9, 2021, Public Hearing)

    d. 12th Street Apartments Rezoning
    (This item will appear before Council for action on November 9, 2021, Public Hearing)

    e. Sale of City-owned property 317 Hancock St.
    (This item will appear before Council for action on November 9, 2021, Public Hearing)

4. Roll Call

7:30 P.M.
City Council Agenda Items

COUNCILMEMBER WILDER 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, <u>APPLAUSE, CHEERS, OR JEERS FROM THE AUDIENCE ARE NOT PERMITTED.</u> WHEN APPEARING BEFORE CITY COUNCIL, CITIZENS MAY NOT ENGAGE IN BEHAVIOR THAT INTIMIDATES OR INSULTS OTHERS, ENGAGE IN DISRUPTIVE BEHAVIOR, USE PROFANITY OR VULGAR LANGUAGE, PROMOTE PRIVATE BUSINESS VENTURES OR CAMPAIGN FOR PUBLIC OFFICE.

* **PREVIOUSLY DISCUSSED AND/OR CONSIDERED BY CITY COUNCIL**

CONSENT AGENDA

A) Consideration of approving the minutes from the April 13, 2021 Council Meeting.

B) Consideration of approving the minutes from the June 29, 2021 Council Meeting.

C) Consideration of approving the minutes from the July 13, 2021 Council Meeting.

PUBLIC COMMENTS

**Public Comment Addendum will be posted separately after the citizen sign-up deadline of Friday at noon preceding the Council meeting.*

GENERAL BUSINESS

5. Consideration of introducing a resolution amending the FY 2022 City/Federal/State Aid Fund budget and appropriating $15,300 to purchase laptops carried on EMS apparatus for the Fire Department.
#R-21-___

6. Consideration of introducing a resolution amending the FY 2022 City/Federal/State Aid Fund budget and appropriating $26,250 to facilitate speed enforcement activities.
#R-21-___

7. Consideration of introducing a resolution amending the FY 2022 City/Federal/State Aid Fund budget and appropriating $58,785 to facilitate selective enforcement activities, equipment, and training.
#R-21-___

8. Consideration of a closed meeting to discuss the appointment of a city employee to the Board of Directors of the Region 2000 Services Authority, and; to discuss a City franchise which will potentially dispose of City real estate by lease to Freedom Aviation, Inc., an affiliate of Liberty University pursuant to Sections 2.2-3711(A.)(1) and 2.2-3711(A.)(3) of the Code of Virginia, 1950, as amended.
#R-21-___

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **October 26, 2021** AGENDA ITEM #: 2

REGULAR: WORK SESSION: **X** CLOSED SESSION (Confidential):
ACTION: INFORMATION: **X**

ITEM TITLE: Draft 2022 General Assembly Legislative Agenda

RECOMMENDATION: Provide input on the Draft 2022 General Assembly Legislative Agenda

SUMMARY: Each year, City Council reviews and updates its legislative agenda in preparation for the Virginia General Assembly Session. Attached is an annotated copy of the adopted 2021 Legislative Agenda with suggested revisions from City staff for 2022. Staff requests City Council's input on the draft revisions so that a final copy will be ready for adoption at a subsequent City Council Meeting.

The following is a summary of staff recommendations:

- Added section entitled Key Legislative Imperatives, which includes very specific items for attention by the City's General Assembly Delegation. In the present recommendations, this includes the following items:
    - Specific action to revise Emergency Custody Order/Temporary Detention Order legislation
    - Reversion of the Virginia Department of Transportation Revenue Sharing program schedule to pre-COVID practices to better reflect the City's needs
    - City Charter Changes relating to City Council elections schedules
- Updates to various airport and aviation-related matters
- Request to permanently provide the option for compensatory time to be paid to public employees in lieu of overtime
- Removal of the request to change the City Charter for Council salaries, which is no longer necessary
- Revisions and updates for various economic development matters, including workforce, affordable housing, outdoor dining, ABC licenses, and tourism improvement districts
- Request to provide additional funding for emergency medical technician training and provide equity in funding for fire department funding
- Request to reclassify public safety telecommunicators as public safety first responders
- Removal of a request to revise the Parking Authority term limits, which was previously completed
- Requests for revisions to funding formulae for public safety agencies
- Revisions to various water quality and environmental protections positions

PRIOR ACTION(S): n/a

FISCAL IMPACT: To be determined

CONTACT(S): Wynter Benda, City Manager – 455-3990
Reid A. Wodicka, Deputy City Manager – 455-3990

ATTACHMENT(S):
- Resolution
- Draft 2022 Legislative Agenda (with and without annotations)

REVIEWED BY: raw

RESOLUTION:

BE IT RESOLVED that the Lynchburg City Council adopts its 2022 Legislative Agenda and directs the Clerk of Council to forward it to the City's General Assembly delegation for information and action, as appropriate

Adopted:

Certified: ______________________________
Clerk of Council

CITY OF LYNCHBURG
202~~1~~2 LEGISLATIVE AGENDA
Adopted ____________~~November 10, 2020~~

The City of Lynchburg 202~~1~~2 Legislative Agenda is meant to highlight those issues of particular importance to the City.

The Lynchburg City Council asks that legislators keep the following principles in mind as they evaluate and vote on legislation and the budget.

PRINCIPLES

- Local governments are instruments of the state, created in large measure to deliver state responsible services in a more efficient and effective manner. This state/local partnership requires an equitable allocation of costs between the two levels of government and across the various jurisdictions of the Commonwealth.

- The state must continue to meet constitutional and statutory responsibilities to adequately fund the state share of state/local services, especially in education, human services, and public safety. Any shortfall in state revenues should not be shifted to local governments.

- When the state experiences or anticipates a budget surplus, due to either increased revenues or reduced expenditures, it should relieve localities of funding responsibilities that have been shifted to them for state mandated/locally delivered serves.

- Rather than shifting responsibilities for programs that the state is unwilling to fund down to the localities, the state should consider eliminating those programs.

- The state should explore ways to increase the efficiency and effectiveness of the delivery of state services at the local level including the regionalization of service delivery (e.g. Social Services) and the elimination of inefficient structures such as the Compensation Board.

- The General Assembly should defeat proposed legislation that would erode local taxing authority, cap or reduce local revenue sources or that would impose unfunded mandates on localities.

- The General Assembly should support legislation that provides greater authority to localities in implementing sustainability initiatives especially with regard to land use and transportation planning.

- The General Assembly should preserve local zoning and land use authority, allowing flexibility to meet the needs of individual communities.

- The General Assembly should defeat all efforts to impose unfunded mandates on localities. Unfunded mandates from state government are an abdication of state responsibility and limit localities' ability to perform their own core responsibilities.

2022 KEY LEGISLATIVE IMPERATIVES

Commented [WR1]: PROPOSED TITLE

Emergency Custody Orders (ECOs) and Temporary Detention Orders (TDOs): State code currently requires law enforcement officers to sit with patients under an (ECO) and requires law enforcement officers to transport patients issued a (TDO) to mental health hospitals throughout the state. The City of Lynchburg has seen a large increase in mental health issues over the last several years, which has resulted in an increased number of patients under both an ECO and TDO. This requires additional law enforcement officers to stay with these patients at the hospital, taking them away from answering calls for service and engaging with residents. Law enforcement has a role in the mental health process, but that role should be limited to stabilizing the situation and ensuring the safety of all those involved. The City of Lynchburg supports an update to state code so it no longer mandates that law enforcement must stay with ECO patients at the hospital and that law enforcement no longer must transport TDO patients.

Commented [WR2]: Added by LPD

Revenue Sharing: Preserve the Revenue Sharing program administered by the Virginia Department of Transportation and revert to the previous application and funding schedule; a two year application process, award funding the following year(s), maximum of $10,000,000 per application cycle. The Revenue Sharing program allows localities to leverage funds for needed projects that have no other source of funding. Prior to the present application process, funds were available to be used within a year of application. The process has changed so that localities are required to wait at least five years before funding is awarded. The gap is too large between application process and the funding award. This leaves localities waiting five to six years before they can even begin design and construction of the needed transportation project, delaying and increasing costs.

Commented [WR3]: Revised by Public Works

City Charter Change for Elections: Notwithstanding any general or special law to the contrary, the City of Lynchburg requests a portion of its existing charter to be amended to allow for a technical amendment and to allow for the Councilmember elections in November 2022 and November 2024 to be for three-year terms. Then, in November 2025 and November 2027 and thereafter, revert back to four-year terms.

202~~1~~2 LEGISLATIVE PRIORITIES

Airports: The impact of the Coronavirus pandemic on Virginia's commercial service airports has been unprecedented in the history of the aviation industry. As a result, the City supports:

- Support increased state funding for the "Governor's New Airline Service Incentive Fund" as passed by the General Assembly during its 2019 session (SB 990). This legislation created a special non-reverting fund to be used at the discretion of the Governor for grants to airlines serving commercial service airports in Virginia. The creation of the fund was intended to provide or assist in the marketing, advertising and promotional activities by airlines in connection with the launch of new airline service, and to provide incentives to airlines as part of such new service.

- Support the extension of the Retail Sales and Use Tax Exemption on Aviation Parts that was created in 2017 by the General Assembly and is set to expire on July 1, 2022. This economic development tool was established to encourage growth of the aviation maintenance, repair, and overhaul industry and unmanned aviation systems in Virginia, and has been well received by aviation businesses and consumers alike. Tax savings from the aircraft repair parts exemption have been estimated to be $5.4 million in FY19.

- Oppose any amendment(s) to state statutory language that would alter the formula which determines the allocation of state entitlement funds to Virginia air carrier airports that would result in Lynchburg Regional Airport receiving less state entitlement funding annually than received under the current formula.

- Support a Joint Legislative Audit and Review Commission (JLARC) review or similar study to evaluate Virginia's competitiveness with surrounding states in providing comparable airport infrastructure and dedicated economic development funding to Virginia airports in order to supplement the existing Commonwealth Aviation Fund (CAF).

~~Increased funding for the "Governor's New Airline Service Incentive Fund" as passed by the General Assembly during its 2019 session (SB 990). This legislation created a special non-reverting fund to be used at the discretion of the Governor for grants to airlines serving commercial service airports in Virginia. The fund is intended to provide or assist in the marketing, advertising and promotional activities by airlines in connection with the launch of new airline service, and to provide incentives to airlines as part of such new service.~~

Commented [WR4]: Revised from last year's document

- ~~Increasing commercial service airport entitlement funding under the Commonwealth Aviation Program (CAF). This initiative, adopted by the Virginia Airport Board (VAB) September 17, 2020, is designed to assist airports in moving forward capital projects during this time that would otherwise be cancelled or deferred, as well as allow those airports to use entitlement funds for operating expenses.~~

- ~~Funding a new marketing program, adopted by the VAB September 17, 2020, aimed at maximizing the state-wide potential to create jobs in travel and tourism. This would be accomplished by working together with the various Commonwealth agencies and public/private sector partners to support grants to communities to promote available airline service and build consumer confidence in air transportation.~~

Blighted Properties: The General Assembly should amend the Code of Virginia to allow cities to transfer blighted properties directly to a land bank created by the City or an existing nonprofit in lieu of sale at public auction for unpaid real estate taxes. This ability is provided to several Virginia cities and should be applied to all cities. Additionally, the General Assembly should adjust the qualifying criteria for localities that are authorized to treat blighted properties and derelict structures as a separate property class for local taxation of real property so that all Virginia cities the ability to do so.

Broadband: The General Assembly should create a concerted governmental effort to ensure broadband coverage that is both available and affordable to the most in need. Particularly in low income neighborhoods, a lack of broadband coverage and affordability has far-reaching implications for K-12 education and lifelong learning.

Children's Services Act (CSA): CSA funding continues to be a serious concern. Actions taken by the General Assembly have increased mandated services and shifted costs to the localities. The General Assembly should refrain from adding additional mandated services and should fund its full share of the CSA program.

Compensatory Time: The General Assembly should permanently amend Virginia Overtime Wage Act § 40.1-29.2 so the terms "Wages" and "Pay" also mean overtime compensatory time in lieu of wages

Commented [WR5]: Added by Human Resources for overtime pay by public agencies, as provided by the Fair Labor Standards Act.

Comprehensive Poverty Reduction: Support continued funding of the Community Wealth Building state matching fund which partners with local programs that target intractable long-term pockets of poverty through combined education and job training, housing and transportation resources, mentoring and prisoner re-entry, childcare and early education, and workforce training and other programs that break the cycle of poverty. Preparing people for jobs in the new workforce is extremely important to a healthy community continuum. Prioritize the use of "Go Virginia" funding to create jobs for those in poverty.

Community Wealth Building/Public Housing Redevelopment: Increase funding by $4 million in the Brownfields Restoration and Remediation Fund and have specific State budget language that would allow grant application for public housing remediation and infrastructure improvements associated with public housing on or adjacent to former landfill sites.

~~**Council Salaries:** The City of Lynchburg requests that the General Assembly remove from the City's Charter provisions that define City Council salaries. Recent proposed legislation would require the City to be limited to the salary amounts established in the City Charter if the City Charter establishes an amount. This would reduce Lynchburg City Council members' salaries to $2,400 per year, the Vice Mayor to $3,000 per year, and the Mayor to $3,600 per year. This would greatly limit the number of qualified individuals willing to serve as City Council members in the future.~~

Disposal of Property Due to Eviction: Support legislation to require that evicted tenants' personal property must remain inside the premises for a specified period time after which it becomes that landlord's responsibility to remove and properly dispose of the tenants' property at the landlord's expense. The state code outlines what a landlord must do with an evicted tenant's personal property. Currently the state code says when evicting a tenant the landlord must set the tenant's personal property on the public right-of-way for at least 24 hours so that the evicted person may obtain their belongings. The code also says that tenants shall have 24 hours to remove the property and if the tenant does not remove the personal property within 24 hours, the landlord must remove the property within 48 hours. If the landlord fails to remove the property within 48 hours, the City can remove the property and bill the landlord for the removal costs. The 24 hour and 48 hour removal periods are required by state law. This places an undue burden on localities to collect and dispose of this debris from the public right-of way and causes unsightly and unsanitary conditions in neighborhoods. Landlords should be treated as businesses.

Early Childhood Education: Support legislation that would improve access to and quality of early childhood education. For the Commonwealth to be successful in future generations, it is critical that early childhood educational opportunities meet the needs of working families. This should be accomplished through incentives or other direct support for the development of early educational opportunities.

Economic Development: Preserve existing incentive and grant funds offered by the Virginia Economic Development Partnership, the Virginia Department of Agriculture and Consumer Services, the Department of Housing and Community Development, the Department of Environmental Quality, Virginia Tourism Corporation, and Virginia Commission for the Arts.

A Skilled and Available Workforce – The future of Virginia's economic development success is talent attraction, retention, and development. For the Commonwealth to be viewed as the top state for a skilled and available workforce, training programs must be in place and well-funded.

- *Innovative Partnerships with Higher Education and the Business Community* – Support enhanced partnerships between Virginia's colleges and universities and the business community to commercialize research and development; create innovative ideas and new technologies; support Virginia's entrepreneurial ecosystem; and meet the growing demand for talent in the Commonwealth. Support the continued funding of the Tech Talent Investment Program to build technology-educated talent in the Commonwealth.

- *Credentials for High-Demand Occupations* – Support additional funding to build on the success of the Workforce Credential Grant (Fast Forward), a pay-for-performance initiative that creates and sustains a demand-driven supply of credentialed workers to fill occupations where demand outstrips supply in Virginia. The grant makes attainment of credentials in high-demand fields more affordable to Virginians through the Virginia Community College System.

- *Talent Solutions* – Virginia currently has two critical and complementary programs that provide economic development projects with critical workforce training support.

    i. Virginia Jobs Investment Pool is the most frequently used economic development program, as it is accessible to companies of all sizes in every corner of the Commonwealth. The program helps offset recruitment and training costs, thus reducing companies' human resource development expenses and reinvesting these funds in the people of Virginia.

    ii. Increase funding for the Virginia Talent Accelerator Program to continue the program's development and growth to the capacity of Virginia's competitor states. Virginia's newest workforce training program, the Virginia Talent Accelerator Program, will rapidly re-skill to the exact requirements of a new or expanding employer through training that is fully customized to an employer's unique processes, equipment and procedures

Site Development - Support increased funding for the Virginia Business Ready Sites (VBRS) program and other efforts to develop new sites for those businesses looking to locate or expand in the Commonwealth. Funding for site characterization and development is an investment in the foundation of economic development. Site readiness is important to Virginia's economic development efforts. Currently, Virginia has the lowest number of buildable/certified sites among competing states.

Transportation – Support policies to invest in infrastructure to enhance the state's competitiveness and the effective spending of funding. The City has long held that Virginia's transportation network (air, highways, rail, and the port) is an essential component of the state's economic development success.

Energy – Support policies that allow for the timely development of needed energy infrastructure investments across the Commonwealth. A sustainable, reliable and cost-effective energy supply is critical to the attraction of new companies and the retention of existing businesses, particularly in the energy-intensive manufacturing and Information Technology (IT) sectors.

GO Virginia – Support maintaining the funding for GO Virginia to encourage collaboration among Virginia's localities to support economic growth and diversification and leads to higher-paying jobs. The GO Virginia effort makes strategic investments in regional projects to achieve that goal and should continue in a way that complements the state's broader economic goals.

Affordable Housing -Affordable housing plays a substantial and reinforcing role in local economic development. Without a sufficient supply of affordable housing, employers—and entire regional economies—can be at a competitive disadvantage given the subsequent difficulty to attract and retain qualified workers. Expanded opportunities for housing a community's workforce are critical to keeping and growing jobs in Virginia.

Incentives – Support transparency and accountability with the use and management of incentives, but such measures should not restrict the state's ability to be responsive and flexible to the needs of business. Among Virginia's most important tools to be competitive are economic development incentives. Virginia must increase funding to the economic development incentives that deliver success for the Commonwealth, with a clear return on investment and mitigated risk for the State.

- *Commonwealth Opportunity Fund (COF)* – Support the COF as it remains Virginia's flagship economic development incentive program and the state's premier deal closing fund. Virginia will only remain competitive to make the short list of site selection projects by maintaining funding for the program.

- *Enterprise Zones* – Support additional funds to serve existing zones and future zones, if the number of zones is expanded. This long-standing program has helped both urban and rural communities revitalize distressed areas. The grants offered through this program are modest, but recent budget cuts have resulted in caps on funding for the program, which means amounts promised to companies making investments in these zones end up being prorated.

- *Agriculture and Forestry Industries Development Fund (AFID)* - Support continued funding for the program. AFID is a critical tool for localities to support two of Virginia's largest industries: agriculture and forestry. This performance-based grant is available to companies that create jobs and investment, add value to Virginia-grown products, and commit to sourcing Virginia-grown agricultural and forest products – creating additional marketplaces for Virginia's farmers and forestland owners.

- *Data Center and Manufacturing Incentives* – Support the continuation of this program. The availability of data center sales and use tax exemptions is among the top few site-selection considerations for data centers and has been a major contributor to the Commonwealth's success in data center locations.

Economic Development Marketing & Lead Generation - Support enhancing the Virginia Economic Development Partnership's (VEDP) marketing budget, while keeping our current economic development tools whole, to effectively differentiate Virginia from its global competitors. Even a great business climate and fully-funded incentives are of limited use if we do not have the resources or the people to tell the Virginia story. This, however, is the area where past budget cuts and/or stagnant funding have hit the hardest. Virginia must reengage business leaders globally to ensure top of mind awareness of the state as a great place to do business.

Tourism Promotion – Support continued state tourism promotion by the Virginia Tourism Corporation to attract first time visitors to Virginia and to enhance the leverage marketing program.

Outdoor Dining – Support the Commonwealth and its localities allowing outdoor dining in nontraditional spaces on a permanent basis. The Virginia Alcohol Beverage Control Authority should continue expedited approvals of outdoor dining spaces.

ABC Licenses - Support making Alcohol To-Go permanent, expedited ABC approval of outdoor dining spaces, and authorizing local governments to establish local entertainment districts.

Tourism Improvement Districts - Support legislation that would allow hospitality related businesses and localities to enter into public private partnerships and create Tourism Improvement Districts (TIDs). Proposals should require that localities obtain support and approval of assessments from a majority of hospitality related businesses that are located in the TID, and funds generated by such levies shall be dedicated solely to the promotion and tourism related marketing of the TID. The TID must also be managed by the local Destination Marketing Organization.

Economic/Industrial Development Authorities (EDAs/IDAs) Structure – Support the current structure of EDAs/IDAs as an important economic development tool. EDAs/IDAs were authorized by the General Assembly and exist to permit localities to have a flexible tool to support economic development in their communities.

EDA/IDA Member Disclosures – Support legislation that would repeal the 2020 amendment to the Conflict of Interest Act requiring members of Economic Development Authorities and Industrial Development Authorities to file financial disclosure forms. Lynchburg and other localities have had members of their EDAs/IDAs resign as a result of these requirements. Members of EDAs/IDAs are volunteers who serve without pay and feel it is an invasion of their privacy to have to file the forms.

Educational Funding: Jobs are the key to economic recovery and adequate education is essential for preparing the current and future workforce. The State should fully fund the Standards of Quality (SQQ), including support staff costs and categorical incentive funds for At-Risk students and restore funding from cuts to education over the last biennium. The state has a constitutional duty to meet its education funding obligations and should refrain from changes in methodology and division of financial responsibility that result in a further shift of funding responsibility from the state to localities. These shifts do not change what it actually costs to provide education but simply transfers additional costs to local governments, and ultimately to the local real estate tax base.

Emergency Management: Support a dedicated revenue stream for the Virginia Department of Emergency Management's local support functions. Recent budgetary constraints have threatened pass-through funding available to localities from VDEM. Loss of local assistance funding would result in the City of Lynchburg's inability to maintain its Emergency Operations Plan, reduce readiness to open its Emergency Operation Center, and would limit the City's ability to engage in community outreach and disaster management.

Emergency Medical Technician Training: The General Assembly should allocate additional funding, or reallocate funding to support Advanced Life Support Training programs at Community Colleges, providing free tuition for Emergency Medical Technician Basic through Paramedic certification. The shortage of Advanced Life Support prehospital care providers is not a new reality, though it has been and continues to be exacerbated by the COVID-19 pandemic. The lack of appropriate funding results in a the lack of qualified paramedics both in the City of Lynchburg and throughout the Commonwealth. Offering these programs creates opportunities for organizations to be more reflective of their communities.

911 Reclassification: Support the classification of 911 Public Safety Communications Specialist as public safety first responders within the Virginia Retirement System to ensure that they are eligible for enhance retirement benefits for hazardous duty service. Under current law, localities may provide such benefits to first responders, including firefighters and emergency medical technicians, and certain other hazardous duty positions. This classification limits the ability to recruit and retain qualified public safety communicators at public safety answering points throughout the Commonwealth.

Filing of Items with Local Fiscal Impact: Support legislation that requires members of the General Assembly to file bills with local fiscal impacts as early as possible and no later than the first day of the legislative session, so that the appropriate fiscal impact analysis can be completed and reported in a timely manner.

Historic Rehabilitation Tax Credits: Support this financing tool which supports the development and redevelopment of historic buildings.

Local Law Enforcement Funding: The Commonwealth should be equitable in its support for local law enforcement funding both to those localities with police departments (HB 599 funding) and to those in which Sheriff's Departments provide law enforcement (through the Compensation Board). Cities should not bear a disproportionate burden for law enforcement funding through continued reductions in funds provided by HB 599.

~~**Lynchburg Parking Authority:** Request the General Assembly consider revising the Article of Incorporation of the Lynchburg Parking Authority to amend the terms of Authority members from five years to three years. The City has experience difficulty with finding individuals to serve on this board and one of the cited reasons in the longer than normal term.~~

Commented [WR6]: Completed last year

Proffers: Request that the General Assembly monitor the impact of recent amendments to Section 15.2-2303.4 of the State Code and consider any amendments that may be needed to further clarify the appropriate use of proffers in conditional residential rezonings.

Public Safety Funding:

- Police Funding: The General Assembly should consider reconstructing the funding formula for Aid to Localities with Police Departments to create a formula that is responsive to urban police departments facing challenges with workforce recruitment and training.
- Fire and Emergency Medical Services Funding, generally: The General Assembly should consider matching funding for Fire Department and Emergency Medical Services agencies in at a level consistent with Police HB 599 funds.
- Local Assistance for Fire Departments: The General Assembly should increase entitlement funding for program such as Aid to Localities (ATL) and 4-For-Life to increase available funds for training, technology, medical, and physical fitness. As an Internationally Accredited Fire and Emergency Medical Services the Lynchburg Fire Department embraces the 16 Fire and Life Safety Initiatives and funding from state resources provides critical assistance. This funding

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Formatted: Font: (Default) Times New Roman supports the programs previously mentioned, that include important multifaceted and multiagency opportunities for training that cannot otherwise be funded. This includes, but is not limited to: Hostile Event (Active Shooter) training, Hazardous Materials, and crisis mitigation – such as natural disasters. In addition to the aforementioned, the following focus areas are at the forefront of the 16 Fire and Life Safety Initiatives and desperately require additional funding support at the state and local level: Cancer Risk Reduction, Mental and Physical Fitness.

Qualified Immunity: Oppose legislation that removes qualified immunity protections for local law enforcement officers. Eliminating qualified immunity will dramatically affect the ability of localities to recruit and retain professional law enforcement officers. This step also will negatively affect police response to community requests for services, potentially impacting community safety.

Commented [WR7]: Moved up to priorities by LPD

~~**Revenue Sharing:** Preserve the Revenue Sharing program administered by the Virginia Department of Transportation. This program allows localities to leverage funds for needed projects that have no other source of funding.~~

Commented [WR8]: Revised by Public Works; moved up to Key Legislative Imperatives

Sidewalks: Support the General Assembly granting local governments the authority to enter into agreements with developers to have a payment in-lieu-of option for sidewalk installation. These agreements would be initiated at the request of the developer and include language allowing the locality to install a sidewalk that is required as part of a development project somewhere else that is beneficial to the community.

Sustainability: Support policies that help municipalities reduce their carbon footprint and promote sustainability. Additionally, the General Assembly should promote policies that assist localities to be leaders in promoting opportunities for energy efficiency in order to reduce costs for our most vulnerable citizens.

Taxes- Machinery and Tools: Oppose legislation that would reduce or eliminate a locality's authority to impose a machinery and tools tax. The loss of $4,600,000 in revenue from the Machinery and Tools Tax would equate to a 8.6 cent increase in the City's Real Property Tax rate.

Taxes- Business License: Oppose legislation that would reduce or eliminate a locality's authority to impose a business license tax. The loss of $9,668,302 in revenue from the Business License Tax would equate to a 17.2 cent increase in the City's Real Property Tax rate.

~~**Temporary Detention Orders, Emergency Custody Orders, and Mental Health:** Support a long-term overhaul of the mental health system related to law enforcement mandates. In the interim, funding for reimbursement of TDO transports is needed from the State. In addition, more local beds for mental health patients are needed to avoid out of town transports and to support more immediate services for mental health clients.~~

Commented [WR9]: Deleted by LPD and re-written above; included in the Key Legislative Imperatives

Transportation Initiatives: Support various transportation initiatives as noted below:

- Support expansion of Amtrak rail service including a second Northeast Regional Train anchored in Lynchburg.
- Support efforts to expand air service from Lynchburg Regional Airport to northern destinations, including air service to Dulles International Airport.
- Support connectivity efforts that attract and retail a skilled and educated workforce.
- Support access management strategies that preserve and improve corridors of statewide significance.

Drinking Water, Water Quality, and Environment: The City continues to face significant financial burdens in our efforts to comply with water quality and drinking water regulations and legislation. Coupled with the effort to renew and replace failing infrastructure this places a significant burden on our citizens through high water, sewer and stormwater rates. The City supports state and federal funding assistance for these programs to minimize the impacts to citizens and businesses. Additionally, the City opposes legislative efforts that place additional requirements and burdens on our utilities that are not scientifically based and place additional burden on our rate payers. Further, the City opposes additional fees and enforcement authority that would further reduce funding and available resources to address the needs of our water programs. As a result the City urges strongly endorses the following positions:

Polyfluoroalkyl Substances (**PFAS) Chemical Regulation**

Commented [WR10]: Revised by Tim Mitchell, Director of Water Resources

- The term polyfluoroalkyl substances (PFAS) encompasses many substances that are of concern to drinking water quality, and have become a topic of conversation in environmental regulation
- Any new regulation of PFAS chemicals in Virginia should focus on the actual sources such as military bases, industrial discharges, and consumer products, rather than locality-owned water and wastewater treatment facilities.
- Virginia Code § 32.1-169 (as amended by HB 1257 (2020)) should be enhanced to require that the development of any drinking water maximum contaminant levels for PFAS set by the Virginia Department of Health comply with the same rigorous scientific and technical requirements applicable to the development of such levels by the U.S. EPA in accordance with the Safe Drinking Water Act, and be at least as protective.

~~**Chesapeake Bay Watershed Implementation Plan**~~

- ~~Increase appropriations (bond authorization) to the Point Source WQIF to keep pace with the State's share of Chesapeake Bay TMDL Wastewater Projects in accordance with DEQ's WQIF Needs Assessment.~~
- ~~Avoid imposing the Department of Environmental Quality's (DEQ) draft "Floating Cap" Regulation addition new, unexpected permit limits on municipal wastewater treatment plants and instead focus planning and grants on the key priority large wastewater projects recommended by the Virginia Association of Municipal Wastewater Agencies.~~

Water/Wastewater Facilities Regulation~~,~~ generally

- ~~Maintain local discretion related to utility disconnections associated with delinquent accounts.~~
- Support funding for compliance with the federal Lead and Copper Rule, including support for lead service line inventory efforts, lead service line replacement, and additional testing requirements.
- Maintain, and where appropriate streamline, regulatory programs administered by DEQ, DCR, and VDH that affect localities directly, including:
  - No increase in permit fees assessed by ~~DEQ~~ regulatory agencies against localities,
  - No increase in enforcement authority and penalties against localities, and
  - No additional administrative or operational constraints on local utility operations,

~~**Stormwater Local Assistance Fund (SLAF)** – Maintain the existing FY 2021 $50 appropriation for Chesapeake Bay TMDL and other local stormwater projects.~~

~~**Stormwater Utility Legal Authority** – Maintain statutory authority authorizing local utility rates and charges for local stormwater management and environmental compliance purposes.~~

Stormwater and Flood Management Regulations Generally – Considering many years of legislative and regulatory authority expansion that localities continue to implement, the City recommends maintaining and where appropriate streamlining stormwater regulatory programs administered by DEQ and DCR that affect localities directly, including:

- No reduction in locality TMDL credit earned by implementing stormwater improvement projects including septic system connections to sanitary sewer
- No increase in permit fees assessed by DEQ against localities
- No increase in enforcement authority and penalties against localities
- No additional administrative or operational constraints on local stormwater management and flood mitigation efforts.

Stormwater Utility Legal Authority – Maintain statutory authority authorizing local utility rates and charges for local stormwater management and environmental compliance purposes.

Water-Related Grants to Localities – Continue funding state grants to localities for improvements with regional or statewide benefits including the Water Quality Improvement Fund (wastewater) and the Stormwater Local Assistance Fund.

Pollution Control Equipment Sales Tax Exemption Certification Streamlining – To make implementation of the existing sales tax exemption more efficient and effective for localities and for the Department of Environmental Quality, amend Virginia § 58.1-3660 to enable political subdivisions to self-certify equipment, facilities, devices, or other property intended for their own use in conjunction with the operation of their water, wastewater, stormwater, or solid waste management facilities or systems.

Local Utility Rates and Charges – Oppose legislation that would restrict current local legislative discretion or mandate preferences or exemptions in local rate structures for allocating various costs of service to local ratepayers for water-related utilities.

OTHER LEGISLATIVE POSITIONS

Binding Arbitration: Oppose legislation that mandates binding arbitration, meet and confer requirements, and imposed grievance procedures for local employees. Oppose any amendment to the 2020 legislation authorizing collective bargaining that allows localities to choose whether or not they wish to engage in collective bargaining. The City opposes any requirements to mandate collective bargaining, require binding arbitration, or repeal Virginia's right to work law.

Communications Sales and Use Tax: The Virginia Communication Sales and Use Tax was enacted to establish a statewide tax rate and to preempt local taxes on communication sales and services. The City supports setting the tax rate at the same level as the state sales tax rate of 5.3 percent, and broadening the coverage of the tax to include audio and video streaming services and prepaid calling services.

Exemptions: Oppose any legislation that would exempt churches and other religious and non-profit organizations from neutral, generally applicable local ordinances, and in particular local health, safety and zoning ordinances.

FOIA Exemption on the Release of Information Pertaining to Closed Criminal Justice Case Files: Oppose legislative action to remove the current FOIA exemption on the release of information pertaining to closed criminal justice case files. While not preventing the disclosure of information from closed criminal case files, the exemption allows law enforcement agencies the option to decline disclosure in situations where such disclosure is deemed likely to compromise ongoing criminal investigations; to identify at-risk witnesses, informants or victims; or to otherwise jeopardize public safety. Beyond the scope of endangering witnesses, informants or victims in certain cases, indiscriminate release of all closed case information would significantly hamper current criminal investigations involving the same suspect, similar modus operandi, etc. A primary reason for keeping investigative details from public knowledge is to preserve investigators' ability to evaluate the validity of information gathered from various sources.

Line of Duty Act: Support initiatives that return program funding responsibility to the state. Should this unfunded mandate continue, support efforts to implement the recommendations of the 2014 Joint Legislative Audit and Review Commission (JLARC) "Line of Duty Act Report".

Preclearance Requirements: Oppose legislation that would require preclearance prior to the implementation of changes to voting laws or practices. Preclearance would require that the City seek approval to do such things as change the boundaries of the City's wards and relocate polling places, both of which should be matters of local control.

Prevention: Restore state funds for prevention services.

~~**Qualified Immunity:** Oppose legislation that removes qualified immunity protections for local law enforcement officers. Eliminating qualified immunity will dramatically affect the ability of localities to recruit and retain professional law enforcement officers. This step also will negatively affect police response to community requests for services, potentially impacting community safety.~~

Commented [WR11]: Moved up to priorities

Reimbursement for Political Party Primaries: Support the full reimbursement to localities for the costs related to political party primaries.

Reimbursement for General Registrar and Electoral Board Expenses: Support the full reimbursement by the State to the localities for the compensation and expenses of the General Registrar and Electoral Board.

Reimbursement for the Retrieval of Cellular Phone Information: The General Assembly should amend §19.2-70.3 of the Code of Virginia to provide reimbursement for the costs of retrieving historic cellular tower information through a search warrant. Code of Virginia §19.2-70.2 has language in section G that allows localities to seek reimbursement for costs related to obtaining pen register information authorized through a court order. Such orders are traditionally used for real-time cellular phone information (pen register and trap & trace). Code of Virginia §19.2-70.3 does not currently have language to allow localities to seek reimbursement. This code section requires a search warrant for cellular phone information related to real-time location data (pinging a phone) or historic subscriber and billing information. United States v. Graham, decided on August 5, 2015 in the 4th Circuit Court of Appeals, held that a search warrant is necessary for historic cellular tower information. This sort of information shows where a phone was at any relevant point in time. Without the reimbursement language being added to §19.2-70.3, localities will end up spending thousands of dollars a year through investigations involving the need for cellular phone information obtained through search warrants.

Short-term Rentals: Oppose any additional short-term rental legislation that would further limit local governments' authority to regulate short-term rental properties.

Social Services: Maintain funding for workforce re-training through appropriate agencies, retaining Virginia Initiative for Employment not Welfare (VIEW) staff and funding in Social Services. This program has successfully helped Temporary Assistance for Needy Families (TANF) recipients secure and maintain jobs.

State Aid to Public Libraries: Oppose any efforts to reduce state aid to public libraries. Fully fund state aid for public libraries to improve services provided in the community. Citizens rely on their public library to bridge the digital divide, assist their job search, and support early childhood literacy and education initiatives. Full state aid funding will allow the library to improve and expand access to these services to help improve the community.~~Restore state aid for libraries to at least FY 201O levels. Public libraries serve as resources for early childhood education and for the unemployed seeking job opportunities.~~

Commented [WR12]: Revised by Library staff.

Substance Abuse Treatment: Restore state funding for substance abuse treatment programs. Such funding could be provided to Community Service Boards, programs such as "The Healing Place" or other pilot programs.

Tax on Electronic Cigarettes and Vapor: Support legislation to allow localities to tax electronic cigarettes and vapor in a manner similar to traditional cigarettes.

Taxes on Local Services: Oppose the imposition of a state fee, tax or surcharge on water, sewer, and solid waste or on any other local government funds or services.

Telecommunications and Wireless Infrastructure Regulation: Maintain local authority over zoning, land use, rights-of-way and taxation. Limit new state regulation preempting local authority regarding the use and compensation of local rights-of-way for telecommunications. Refrain from adopting any additional legislation that preempts local regulation of the placement of wireless infrastructure in the public rights-of- way or on public property.

Workers Compensation Medical Fees: Virginia should adopt Medicare-based fee schedules for setting medical provider fees in workers' compensation cases, instead of the prevailing community rate standard now used. This will make providing workers' compensation coverage more affordable and will adequately protect the financial interests of the medical providers of Virginia.

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **October 26, 2021**		AGENDA ITEM #: 3(a)
REGULAR:	WORK SESSION: **X**	CLOSED SESSION (Confidential):
ACTION:	INFORMATION: **X**	
ITEM TITLE: Business Item Briefing (BIB) – Changes to Councilmember Elections		

RECOMMENDATION: *This item will appear for City Council vote on the November 9, 2021 Public Hearing agenda*. Review and discuss the attached proposed Resolution and Ordinance.

SUMMARY: On October 12, 2021, City Council chose to 1) seek a charter amendment to create one-time three (3) year terms for the November 2022 Councilmember elections and create one-time three (3) year terms for the November 2024 Councilmember elections, revert back to four (4) year terms thereafter, and hold odd year November elections thereafter; and 2) adopt an uncodified ordinance to ensure the standards of the Virginia Department of Elections are met and that the req(s). of Va. Code § 15.2-1400 are met while the said charter amendment is sought. The documents accompanying this summary are the documents proposed to be adopted by City Council. A public hearing regarding the proposed charter amendment will be held on November 9, 2021, or as soon thereafter as may heard.

PRIOR ACTION(S):

September 14, 2021: City Council discussed two (2) possible draft ordinances associated with changes from May to November general election dates. City Council requested (i) one draft be removed (f/k/a Option 2) that would have caused an extended office holdover (12 months or more) with a change to odd-year elections, (ii) one draft return again for discussion (Option 1 with corrections) that would meet the minimum standards now required by Virginia law with elections remaining in even years, and (iii) that two (2) potential charter amendment resolutions be presented for discussion (Option 3(A) & Option 3(B)) which would temporarily authorize new terms, create odd-year elections, and avoid holdovers extending beyond 6 months.

October 12, 2021: City Council chose to proceed with seeking a charter amendment as described in the above SUMMARY as well as adopt an uncodified ordinance to ensure the standards of the Virginia Department of Elections are met and that the req(s). of Va. Code § 15.2-1400 are met while the said charter amendment is sought.

FISCAL IMPACT: TBD

CONTACT(S): Matthew C. Freedman, City Attorney – (434) 455-3980
Christine Gibbons, Registrar – (434) 477-5999

ATTACHMENT(S):

- **Attachment 1**: A RESOLUTION TO REQUEST THE AMENDMENT AND REENACTMENT OF SECTION 5 OF CHAPTER III OF THE EXISTING CHARTER FOR THE CITY OF LYNCHBURG

- **Attachment 2**: AN UNCODIFIED ORDINANCE TO CHANGE THE GENERAL ELECTIONS OF THE MEMBERS OF THE COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA TO THE TIME OF THE NOVEMBER GENERAL ELECTION

REVIEWED BY: raw

A RESOLUTION TO REQUEST THE AMENDMENT AND REENACTMENT OF SECTION 5 OF CHAPTER III OF THE EXISTING CHARTER FOR THE CITY OF LYNCHBURG

WHEREAS, a public hearing concerning the proposed charter amendment described in this Resolution was held before the Council of the City of Lynchburg on November 9, 2021, at 7:30 p.m., or as soon thereafter as may be heard, in its Council Chambers, after notice (with an informative summary or text of the proposed charter amendment) was duly published on October 20, 2021, in The News & Advance, a newspaper having general circulation within the corporate limits of the City of Lynchburg, Virginia. A copy of the Affidavit of Publication associated with such publication is attached to this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG:

1. **That the General Assembly of Virginia is respectfully requested to amend and reenact Section 5 of Chapter III of the existing charter for the City of Lynchburg to read as follows[1]:**

§ 5. (a) Subject to paragraphs (b) through ~~(f)~~ (g) of this section, on and after September 1, 1928, the council shall consist of seven members, who shall be elected at large from qualified voters of the city and they shall serve for a term of four years from the first day of September next following the date of their election and until their successors shall have been elected and qualify; provided, however, ~~thatat~~ that at the first election held hereunder in 1928, five councilmen shall be ~~elected,threeof~~ elected, three of the councilmen elected at said first election hereunder shall succeed the three present councilmen, whose terms expire on August 31, 1928, and shall serve for a period of four years, and two of the councilmen elected at the first election hereunder shall serve for a period of two years; ~~thecouncilmen~~ the councilmen to serve for the two-year period shall be determined by lot between the five councilmen elected at the first election hereunder at the first meeting of the council held in September, 1928; and at the next election, four councilmen shall be elected to succeed the two present councilmen, whose terms expire on August 31, 1928, and ~~thetwo~~ the two councilmen elected at the first election hereunder to serve for two years, and at said election and each election thereafter, the councilmen elected to succeed those whose terms expire shall be elected for a period of four years.

(b) On and after July 1, 1976, the council shall consist of seven members of ~~whomfour~~ whom four shall be elected from wards and three of whom shall be elected at large as hereinafter provided. The terms of councilmen elected in 1976 and thereafter shall begin July 1, succeeding their election.

(c) On March 1, 1976, the council in office shall divide the city into four wards with reasonably equal populations. Upon the completion thereof, notice shall be given by publication once a week for four successive weeks in a newspaper having general circulation in the city.

(d) At the election to be held in May, 1976, successors to four councilmen whose terms expire June 30 next shall be elected for a term of four years. The four councilmen shall be elected from and be registered voters in the wards established under paragraph (c) above with one councilman to be elected from each ward. At the same election to be held in May, 1976, three successors to the councilmen whose terms expire in such year shall be chosen by election at large in the city to serve for terms of two years.

[1] Text stricken is to be removed.
Text underlined is to be added.

(e) After May, 1976, successors to the councilmen elected under paragraph (d) hereof shall be elected for terms of four years by ward or at large, as the case may be, depending upon whether the respective office was filled by election at large or by ward.

(f) Notwithstanding any of the foregoing, any other provision of this charter, §§ 15.2-1400, 24.2-222, and 24.2-222.1 of the Code of Virginia, 1950, as amended, or any other special or general law, (i) in November 2022, successors to the councilmen elected at large pursuant to paragraph (e) hereof shall be elected for terms of three years, and in November 2024, successors to the councilmen elected by ward pursuant to paragraph (e) hereof shall be elected for terms of three years, and (ii) thereafter, whether elected at large or by ward, all successors to the councilmen elected pursuant to this paragraph shall be elected for terms of four years with their first elections respectively beginning in November 2025 and November 2027. The terms of councilmen elected in November 2022 and thereafter shall begin January 1, succeeding their election.

~~(f)~~ (g) The council shall be a continuing body and no measure pending before such body shall abate or be discontinued by reason of the expiration of the term of office or removal of the members of said body or any of them. Vacancies occurring in the membership of the council shall be filled by the council within thirty days for a term to expire when the qualified voters of the city at large or the ward in which the vacancy occurred, as the case may be, have elected a successor at the next ensuing general election for councilmen and the person so chosen has duly qualified. If the vacancy occurs in a ward, the successor so chosen shall be a registered voter of that ward. All vacancies filled by the council shall be by majority vote of the remaining members.

2. **That the Clerk of Council shall forward a certified copy of this Resolution with a copy of its attachment and a certified copy of the said Council's minutes showing the action taken at the advertised public hearing to the General Assembly of Virginia and as otherwise directed by said Council.**

3. **That this Resolution shall be effective upon its adoption.**

Adopted:

Certified: ______________________
Clerk of Council

AN UNCODIFIED ORDINANCE TO CHANGE THE GENERAL ELECTIONS OF THE MEMBERS OF THE COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA TO THE TIME OF THE NOVEMBER GENERAL ELECTION

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

1. Irrespective of the requirements described under Section 2-16 of the Lynchburg City Code or contained in the existing charter for the City of Lynchburg, in accordance with § 15.2-1400 of the Code of Virginia, 1950, as amended, beginning with any election held after January 1, 2022, general elections for the members of the Council of the City of Lynchburg, Virginia shall be held at the time of the November general election. The terms of such members, whether such members are elected by ward or at large, shall commence on January 1, succeeding their election.

2. That this Ordinance shall be effective upon its adoption.

Adopted:

Certified:______________________
Clerk of Council

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **October 26, 2021** AGENDA ITEM #: 3(b)

REGULAR: WORK SESSION: **X** CLOSED SESSION (Confidential):
ACTION: INFORMATION: **X**

ITEM TITLE: Business Item Briefing: Department of Forestry Spotted Lanternfly Grant

RECOMMENDATION: *This item will appear for City Council vote on the November 9, 2021 General Business agenda.* Present information about Spotted Lantern Fly and its future impacts to City operations. Approve grant awarded from the Department of Forestry to assist with response to the infestation of Spotted Lanternfly.

SUMMARY: Spotted Lanternfly (SLF) is an invasive planthopper insect first detected in the United States in Pennsylvania in 2014. As of July 2021, SLF is present in 15 states and has infestation-level populations in 9 states, including Virginia. Frederick County and Winchester City have been under State quarantine for SLF since 2019. Warren and Clark Counties were quarantined in March of 2021. When traveling out of quarantined area businesses are required to obtain a permit as well as inspect vehicles, trailers and loads to prevent the spread of the insect. The Virginia Department of Agriculture and Consumer Services (VDACS) found an isolated population in Lynchburg on June 4, 2021.

The insect poses a threat to both the agriculture and landscape industry including trees on City right-of-way and parks. It produces a sticky “honey dew” that covers cars, decks and sheds and often results in the decline of infested trees. They feed in clusters that look unseemly and disturbing and have the potential to be a nuisance to homeowners when present in high numbers. Potential impacts to City operations include: requirement to educate employees on SLF on how to stop the spread; additional equipment inspections, especially for vehicles traveling beyond the City limits; increased call volume from citizens complaining about the SLF on City owned properties as well as inquiring about how to stop the spread and insect treatment on City trees.

The City has been awarded a grant in the amount of $20,000 from the Virginia Department of Forestry to hire an hourly employee to assist with providing a comprehensive response to the Spotted Lanternfly infestation that includes treatment and eradication of SLF on City- owned property along with training staff and citizen education and outreach. Funds in the FY 2022 Public Works Department General fund budget will be used to provide the match.

PRIOR ACTION(S): None

FISCAL IMPACT: $31,004 in matching funds will be provided from the FY 2022 Public Works Department budget, no additional appropriation is required.

CONTACT(S): Gaynelle Hart, Director of Public Works – 455-4406

ATTACHMENT(S):
- Resolution
- SLF Powerpoint

REVIEWED BY: raw
124A

RESOLUTION:

BE IT RESOLVED that the FY 2022 City/Federal/State Aid Fund budget is amended and $51,004 is appropriated with resources of $20,000 from the Virginia Department of Forestry Urban and Community Forestry Assistance Grant Program and $31,004 from the FY 2022 Public Works Department General Fund budget to hire an hourly employee to assist with providing a comprehensive response to the Spotted Lanternfly infestation.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

Spotted Lanternfly Grant

City Council Work Session

October 26. 2021

Adult Spotted Lanternfly (SLF)

SLF Clusters on Tree Trunk

Questions

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **October 26, 2021** AGENDA ITEM #: 3(c)

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

ITEM TITLE: Business Item Briefing: Conditional Use Permit (CUP) – Take 5 Oil Change, 8209 & 8213 Timberlake Road

RECOMMENDATION: *This item will appear for City Council vote on November 9, 2021 Public Hearing agenda.* Approval of the CUP to allow the construction of an oil change facility at 8209 & 8213 Timberlake Road.

SUMMARY: Quick Lube of Carolina is petitioning for a CUP to allow the construction of an oil change facility in a B-3, Community Business District. The subject property is two (2) tracts of approximately ninety-seven hundredths (.97) acres located at 8209 & 8213 Timberlake Road. The property borders the City boundary line with Campbell County.

PRIOR ACTION(S):
September 22, 2021 The Planning Commission recommended approval (6-0, with 1 member absent, Bowden) of the CUP petition.

The Planning Division recommended approval of the CUP petition.

FISCAL IMPACT: n/a

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

ATTACHMENT(S):
- Resolution
- Planning Commission Minutes – September 22, 2021
- Planning Commission Packet – September 22, 2021
    - Zoning Map with Adjoining Property Owners
    - Future Land Use Map
    - Watershed Map
    - Planimetric and Topographic Map
    - Concept Plan and Elevation
    - Narrative
    - Property Photograph
    - Speaker Signup Sheet
    - Traffic Analysis

REVIEWED BY: raw

119A

RESOLUTION

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO QUICK LUBE OF CAROLINA TO ALLOW THE CONSTRUCTION OF AN OIL CHANGE FACILITY IN A B-3, COMMUNITY BUSINESS DISTRICT LOCATED AT 8209 & 8213 TIMBERLAKE ROAD.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG, that the petition of Quick Lube of Carolina to allow the construction of an oil change facility in a B-3, Community Business District located at 8209 & 8213 Timberlake Road is hereby approved subject to the following conditions:

1. Development of the property shall be in substantial compliance with the concept plan prepared by Kimley Horn, dated September 16, 2021 entitled “Take 5 Timberlake Road Concept Plan.”

2. The building shall be generally consistent with the elevations prepared by Robert Johnson architects, dated May 4, 2021.

Adopted:

Certified: ______________________________
Clerk of Council

MINUTES OF THE SEPTEMBER 22, 2021 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

Petition of Quick Lube of Carolina Timberlake, LLC for a Conditional Use Permit at 8209 & 8213 Timberlake Road to allow light auto repair in a B-3, Community Business District.

Mr. Tom Martin, City Planner, provided the following summary to the Commission. The subject property is two (2) tracts containing approximately one (1) acre. This property is on the border of Campbell County and the City of Lynchburg. The subject property is zoned B-3, Community Business District. This type of business is permitted upon obtaining a Conditional Use Permit (CUP). The project borders a 7-Eleven convenience store that is being constructed in Campbell County. The property will share a right in/right out entrance from Timberlake Road with the 7-Eleven facility. The only other access to the facility will be a full access intersection on Laxton Road. A stormwater management plan will be required prior to final site plan approval. The submitted concept plan indicates that stormwater management will be addressed by the use of underground retention. Comments during the Technical Review Committee (TRC) meeting from the Fire Marshal noted the need to have full access to the back of building at all times, as well as a fire apparatus turn-around. The City Engineer noted that a right turn taper would be needed from Timberlake Road. This property is bordered to the north and south by fueling facilities. Across Timberlake Road there are some commercial uses, and to the west there are some residential uses. This is at a gateway to the City of Lynchburg. With compliance to the City landscaping ordinances, as well as compliance to architectural renderings, this business will fit well into the area. The Planning division recommends approval for the Conditional Use Permit with the conditions outlined in the report.

Chair Rogers asked who was present to speak on behalf of the petition.

Mr. William Shewmake of Woods Rogers PLC, on behalf of Quick Lube of Carolina Timberlake, LLC, addressed the Commission and showed a PowerPoint presentation. Mr. Shewmake stated this business would be a very light use at about one hundred (100) total trips per day. He also noted that it is consistent with the Comprehensive Plan. Mr. Shewmake addressed how a taper would be appropriate and that the concept plan was amended to include this. The elevations have been tendered and there has been agreement between Planning staff and the applicant.

Chair Rogers asked if there was anyone else present who wished to speak in favor of the petition. When no one stepped forward, he asked if there was anyone present who wished to speak in opposition of the petition. When no one stepped forward again, Chair Rogers closed the public hearing.

Commissioner Perault asked what an entrance taper was.

Mr. Shewmake replied that it was additional pavement to help individuals get out of the lane of traffic.

Commissioner Perault asked what the difference between a taper and a turn lane was.

Mr. Shewmake replied the taper allows traffic to segway onto the side.

Mr. Martin stated that it was not a full turn lane but gives more room to make a turn.

Commissioner Perault noted that the text in the document did not include the taper but that may just need to be amended.

Mr. Shewmake replied the narrative would be amended.

Mr. Martin stated the condition should be changed to September 16, 2021, which does show the taper.

Chair Rogers noted it was a nice facility.

Commissioner Perault stated that Timberlake is lagging in traffic control and that traffic overall needs to be assessed as it was becoming more and more populated with businesses.

Commissioner Light asked if funding for traffic lights comes from Virginia Department of Transportation (VDOT) application grants.

Mr. Martin stated it comes from a variety of sources and Mr. Lee Newland, the City Engineer, would be best to answer that. He also noted in terms of traffic generation, this was not a bad option for this location.

Chair Rogers agreed.

Commissioner Marion made the following motion, seconded by Commissioner Johnson, and approved by the following vote:

"Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of Quick Lube of Carolina for a Conditional Use Permit at 8209 and 8213 Timberlake Road to allow the construction of an oil change facility subject to the following conditions:

1. Development of the Property shall be in substantial compliance with the concept plan prepared by Kimley Horn, dated September 16, 2021, entitled "Take 5 Timberlake Road Concept Plan."

2. The building shall be generally consistent with the elevations prepared by Robert Johnson architects, dated May 4, 2021."

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

The Department of Community Development

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

To: Planning Commission
From: Planning Division
Date: September 22, 2021
Re: **Conditional Use Permit (CUP) – Take 5 Oil Change – 8209 & 8213 Timberlake Road**

I. PETITIONER

Quick Lube of Carolina, 215 Queens Road, Suite 200, Charlotte, NC 28204
Representative: William H. Shoemake, Woods Rogers PLC, 901 East Byrd Street, Suite 1550, Richmond, VA 23219
Property Owner: WPXI Timberlake LLC, 101 Shockoe Slip Suite 1, Richmond, VA 23219

II. LOCATION

The subject property consists of two (2) tracts of approximately ninety-seven hundredths (0.97) of an acre located at 8209 and 8213 Timberlake Road.

III. PURPOSE

The purpose of the petition is to allow the construction of a one thousand four hundred fifty (1,450) square foot commercial building for use as an oil change facility.

IV. SUMMARY

- The *Comprehensive Plan 2013-2030's Future Land Use Map* (*FLUM*) recommends a Community Commercial use for the area.
- The subject property is zoned B-3, Community Business District. Oil change facilities are permitted in the B-3, Community Business District upon approval of a conditional use permit by City Council.

<u>The Planning Division recommends approval of the CUP petition.</u>

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2013-2030* recommends a Community Commercial use for the area.

   Community Commercial areas contain retail, personal service, entertainment, and restaurant uses that draw customers from at least several neighborhoods, the entire City or the region. Community Commercial areas contain clusters of businesses, often at major intersections, and shopping centers. In particular, conversion of existing vacant retail space to these uses may be appropriate in areas where there is sufficient retail to serve the community and space for employment uses is needed. (**p. 75**)

2. **Zoning.** The subject properties were annexed into the City in 1976. The existing B-3, Community Business District was established on May 22, 1979.

3. **Board of Zoning Appeals (BZA).** The Zoning Official has determined that no variances are needed for the development of the property as proposed.

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

   - On May 22, 1979, City Council approved the Timberlake Road Land Use Study rezoning a number of properties in the area, including the subject properties.
   - On April 13, 1982, City Council approved the CUP petition of Ronnie D. Vaughan to operate a commercial recreation center at 8131 Timberlake Road.
   - On September 11, 1984, City Council approved the petition of D.W.B. Associates to rezone four (4) acres 8117 Timberlake Road from R-1, Low Density, Single-Family Residential District and B-3, Community Business District to B-5C, General Business District (Conditional) to allow the use of the property as a mini-storage facility.
   - On December 10, 1991, City Council approved the petition of H&H, Inc. to amend previously approved proffers and for a CUP to allow the construction of a go-cart track at 8105 Timberlake Road.
   - On January 12, 1993, City Council approved the petition of Lowes Home Center, Inc. to rezone approximately sixteen (16) acres from B-1, Limited Business District and B-3, Community Business District to B-5C, General Business District (Conditional) to allow the construction of a building supply retail store, restaurant, and parking area.
   - On December 9, 1986, City Council approved the CUP petition of Ted W. DeHass to allow the construction of a car wash at 8104 Timberlake Road.
   - On November 13, 2007, City Council denied the petition of S.W. Neal Development Group for a planned unit development consisting of single-household detached homes and townhouses at 1200 and 1202 Wood Road.
   - On February 13, 2018, City Council denied the CUP petition of Danny Tyree to allow the construction of a forty-three (43) unit townhouse development at 1002 Wood Road and 8129 Timberlake Road.

5. **Site Description.** The subject property is two tracts consisting of approximately seventy-ninety-seven hundredths (0.97) acres. The property is currently vacant.

   The property is bordered to the north and south by fueling stations, to the west by single-household residences, to the east by commercial uses across Timberlake Road.

6. **Proposed Use of Property.** The property is proposed to be used as a three (3) bay oil change facility.

7. **Transportation & Parking.** The City Engineer noted the need for a right turn taper from Timberlake Road into the site. This has been shown on the concept plan.

   Eleven (11) parking spaces are proposed for the development.

   The property is served by Greater Lynchburg Transit Company (GLTC) routes 7, 6/7X, and 11. A bus stop is located adjacent to the subject property at 8201 Timberlake Road.

8. **Stormwater Management.** An Erosion & Sediment Control Plan/Stormwater Management Plan will be required for the development of the property as proposed. The submitted narrative indicates that stormwater management quantity would be addressed by underground detention.

9. **Emergency Services:** The City Fire Marshal commented on the need to allow rear access at all times and to identify a fire department turnaround. These comments will be addressed prior to final site plan approval. The City's Police Department had no comments of concern with the proposed petition.

10. **Impact.** Oil change facilities are permitted in a B-3, Community Business District upon approval of a conditional use permit by City Council. Development of the site as proposed should have little to no impact on the surrounding area.

11. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the conditional use permit on August 31, 2021. Comments have or will be addressed by the petitioner prior to final site plan approval.

VI. PLANNING DIVISION RECOMMENDED MOTION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of Quick Lube of Carolina for a Conditional Use Permit at 8209 and 8213 Timberlake Road to allow the construction of an oil change facility subject to the following conditions:

1. **Development of the Property shall be in substantial compliance with the concept plan prepared by Kimley Horn, dated September 16, 2021, entitled "Take 5 Timberlake Road Concept Plan."**
2. **The building shall be generally consistent with the elevations prepared by Robert Johnson architects, dated May 4, 2021.**

This matter is respectfully offered for your consideration.

William T. Martin

William T. Martin, AICP
City Planner

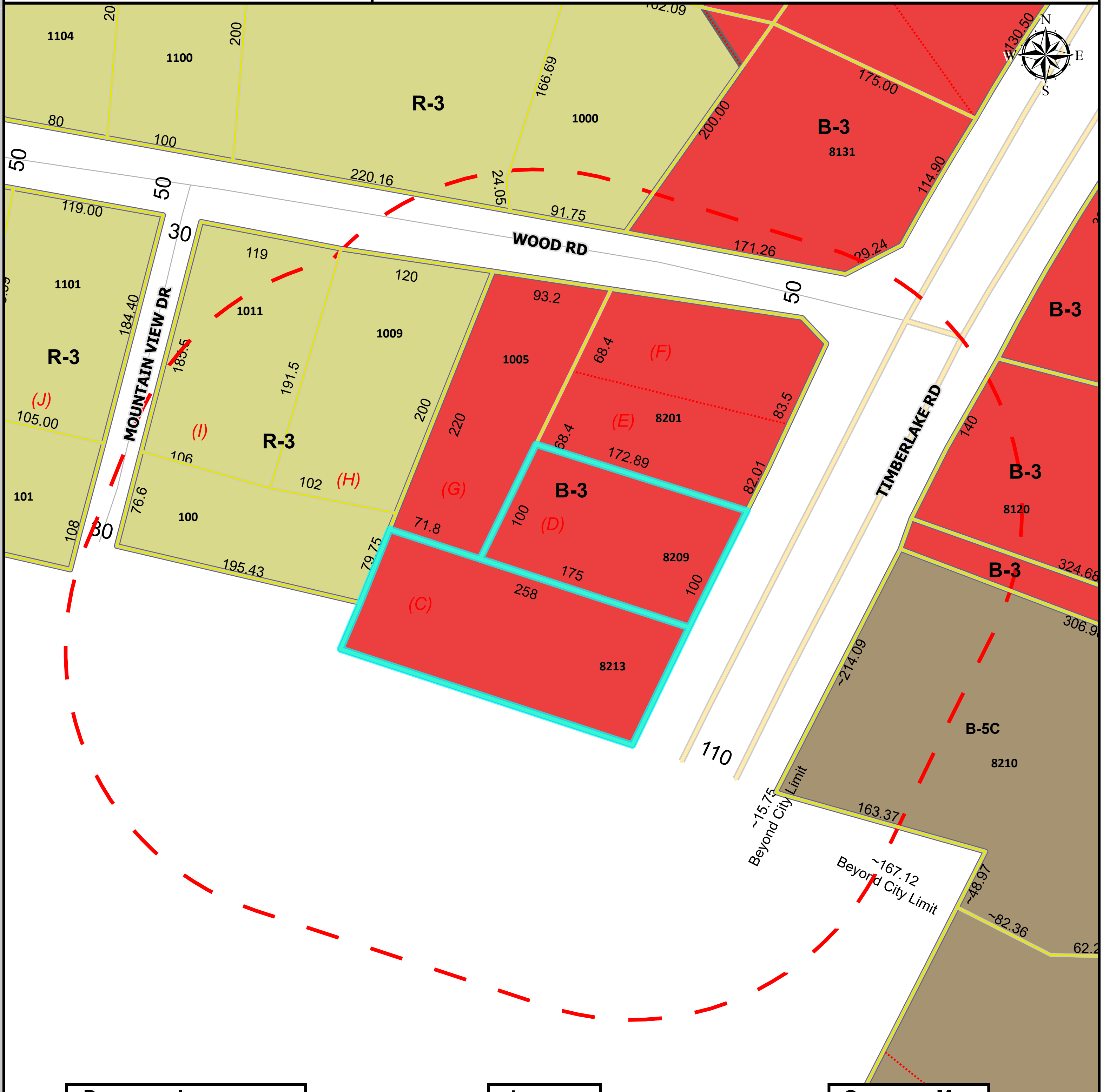
pc: Mr. Wynter C. Benda, City Manager
Dr. Reid Wodicka, Deputy City Manager
Mr. Matthew Freedman, City Attorney
Mr. Kent L. White, Director of Community Development
Mr. J. Lee Newland, City Engineer
Ms. Cynthia Kozerow, Lynchburg Police Department
Battalion Chief Thomas Goode, Fire Marshal
Mr. Doug Saunders, Building Official
Mr. Kevin Henry, Zoning Administrator
Mr. William H. Shoemake
Quick Lube of Carolina

VII. ATTACHMENTS

1. **Zoning Map with Adjoining Property Owners**

2. **Future Land Use Map**
3. **Watershed Map**
4. **Planimetric and Topographic Map**
5. **Concept Plan and Elevations**
6. **Narrative**
7. **Property Photograph**
8. **Traffic Analysis**

Zoning	8209 TIMBERLAKE RD 8213 TIMBERLAKE RD
TRC	Woods Roger PLC



Property Information

Parcel ID	Address
25310002	8209 TIMBERLAKE RD
25310003	8213 TIMBERLAKE RD

Legend

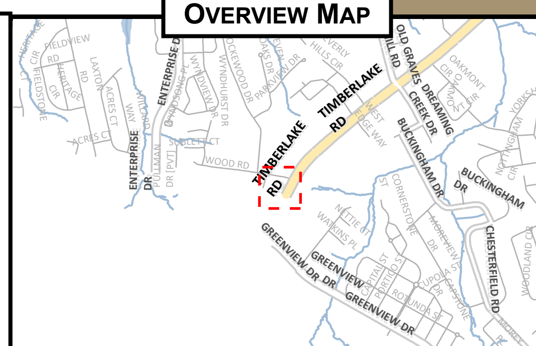
Subject Property

215 Foot Buffer

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

Map Scale: 1:48,000 Date Printed: 8/17/2021

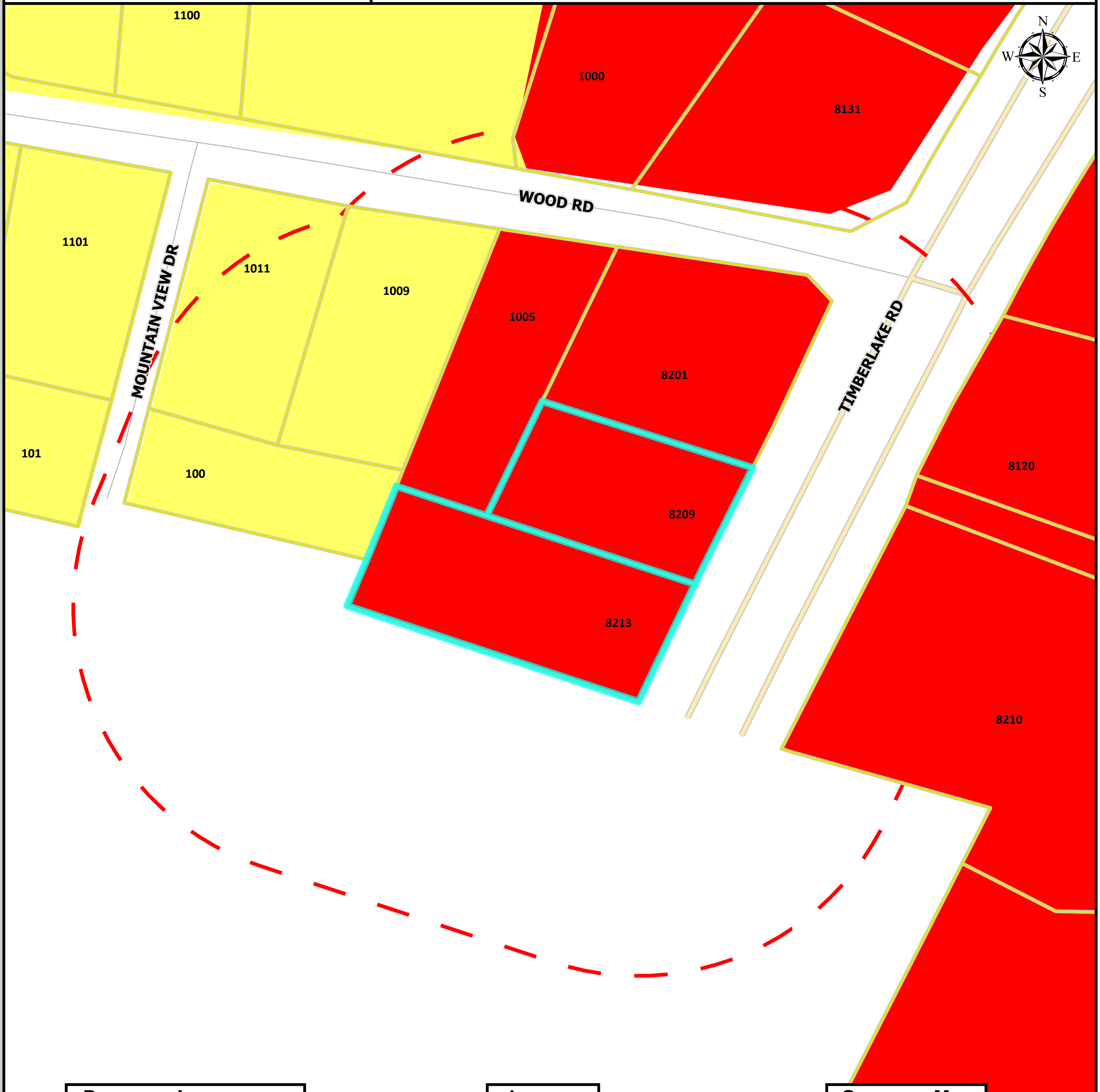
Overview Map



8209 and 8213 Timberlake Rd

Parcel ID	Address	Owner
25303001	1002 WOOD RD	WOOD IF I COULD DEVELOPERS LLC
25303002	1000 WOOD RD	VIA, ANN W
25303004	8131 TIMBERLAKE RD	REALTY INCOME PROPERTIES 21 LLC
25310001	8201 TIMBERLAKE RD	FIVE STARS LLC
25310002	8209 TIMBERLAKE RD	WPXI TIMBERLAKE LLC
25310003	8213 TIMBERLAKE RD	WPXI TIMBERLAKE LLC
25310004	1005 WOOD RD	VEST, DIANE S
25310005	1009 WOOD RD	LLOYD, CHRISTOPHER L SR
25310006	1011 WOOD RD	MIKLAS, GEORGE W & JODI L
25310007	100 MOUNTAIN VIEW DR	BRADLEY, CAROL A TRS
26313005	8210 TIMBERLAKE RD	NUEVO JALISCO INC INC
26313006	8204 TIMBERLAKE RD	FOUR AMIGOS INC
26313007	8120 TIMBERLAKE RD	BURTON, JOHN W TRS
		VDOT LYNCHBURG DISTRICT OFFICE
		COUNTY ADMINISTRATOR FOR CAMPBELL COUNTY

FLUM	8209 TIMBERLAKE RD 8213 TIMBERLAKE RD
TRC	Woods Roger PLC



Property Information

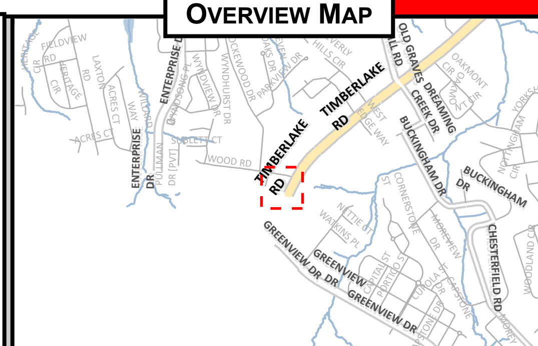
Parcel ID	Address
25310002	8209 TIMBERLAKE RD
25310003	8213 TIMBERLAKE RD

Legend

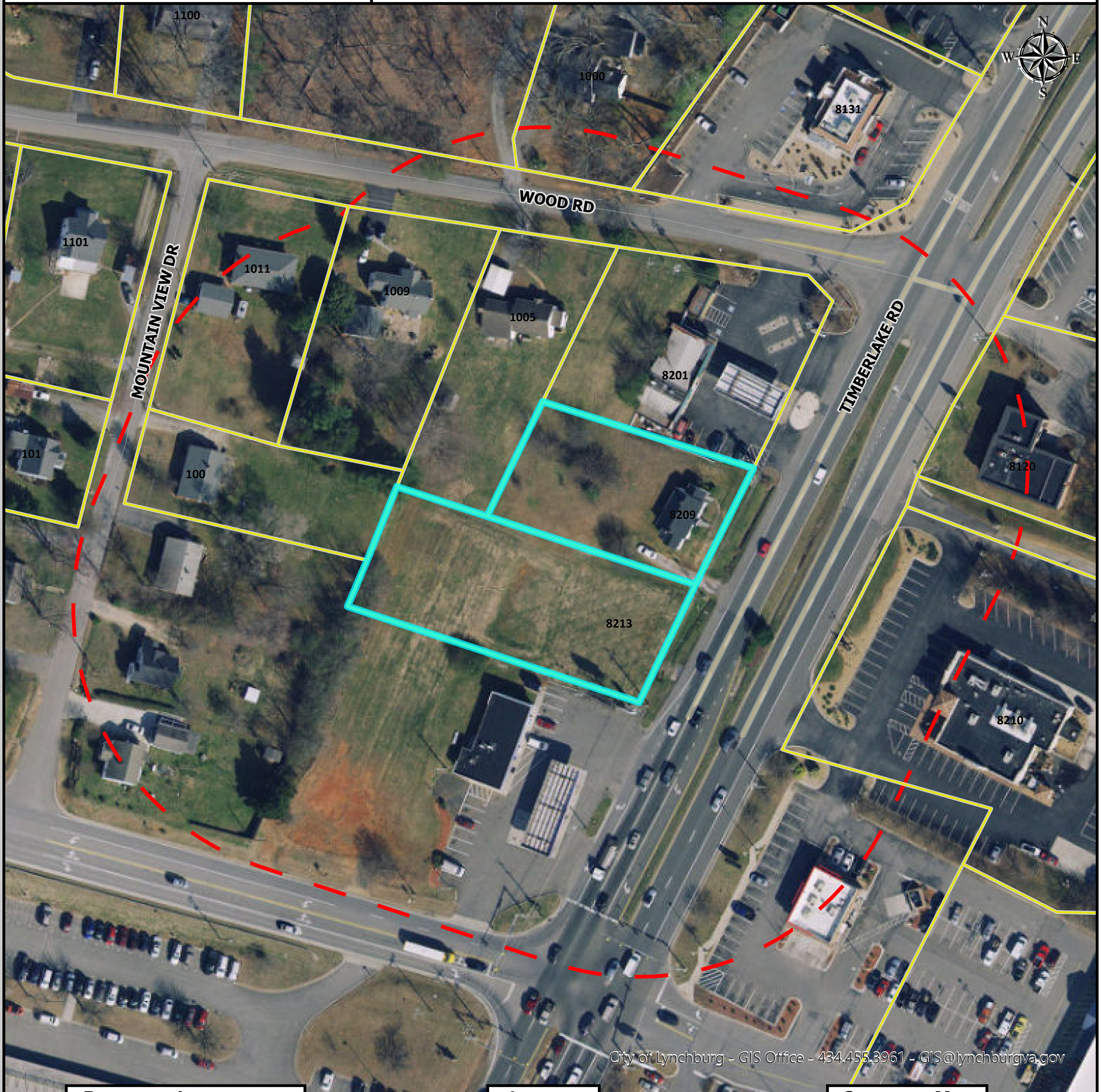
- Local Historic District
- Traditional Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Neighborhood Commercial
- Community Commercial
- Employment 1
- Employment 2
- Downtown
- Institution
- Public Use
- Public Parks
- Resource Conservation
- Mixed Use

Map Scale: 1:48,000 Date Printed: 8/17/2021

Overview Map



Watershed	8209 TIMBERLAKE RD 8213 TIMBERLAKE RD
TRC	Woods Roger PLC



Property Information

Parcel ID	Address
25310002	8209 TIMBERLAKE RD
25310003	8213 TIMBERLAKE RD

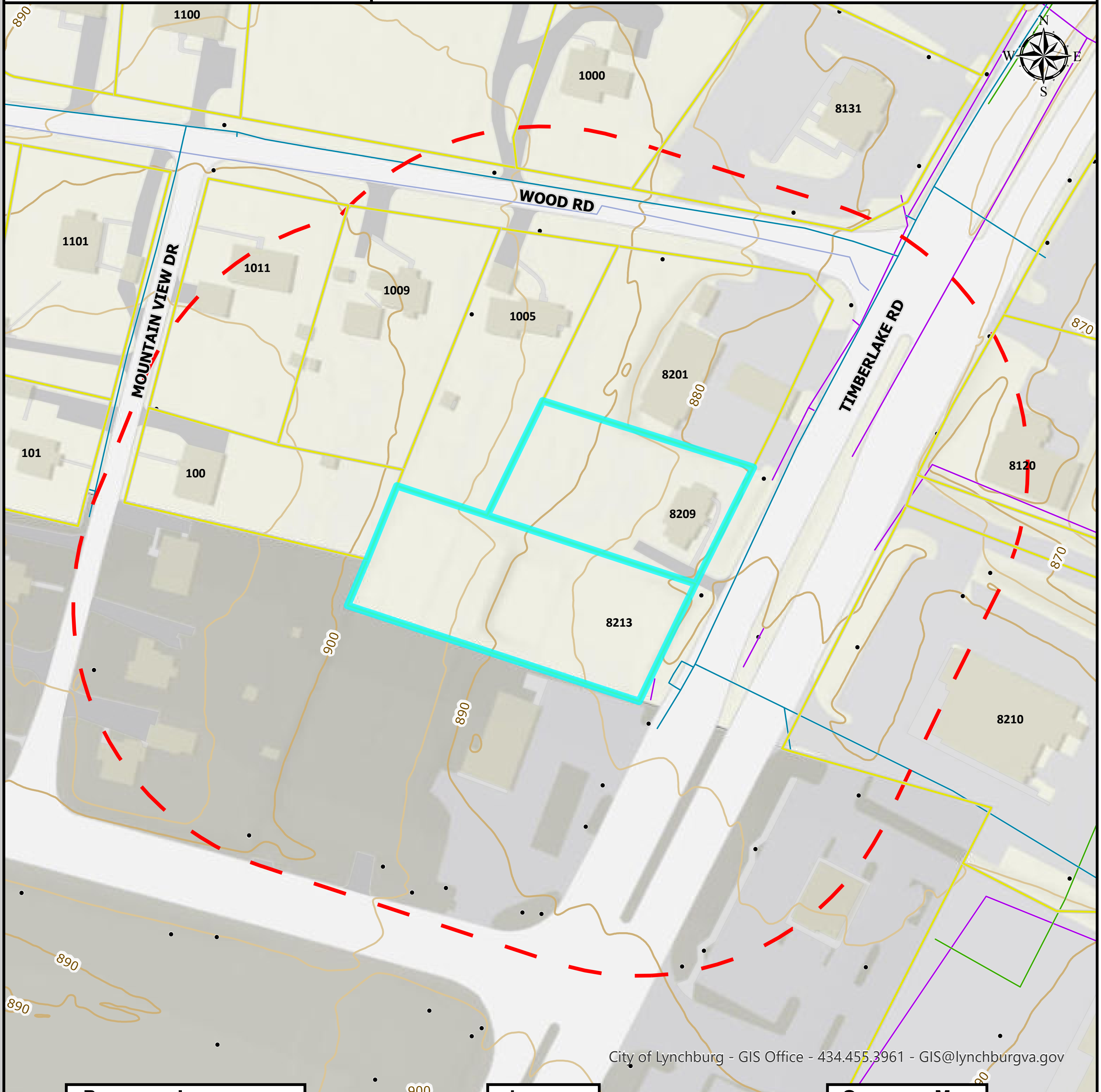
Legend

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

Map Scale: 1:48,000 **Date Printed:** 8/17/2021

Overview Map

Planimetric and Topographic-TRC	8209 TIMBERLAKE RD 8213 TIMBERLAKE RD
TRC	Woods Roger PLC



Property Information

Parcel ID	Address
25310002	8209 TIMBERLAKE RD
25310003	8213 TIMBERLAKE RD

Legend

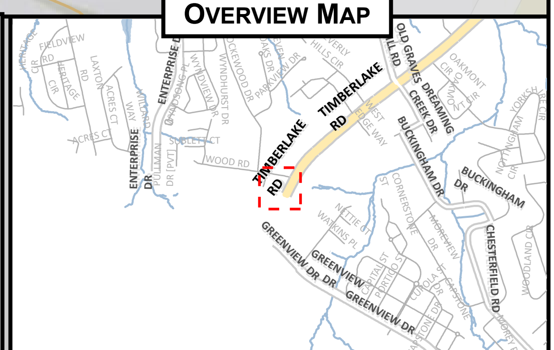
		Active	Proposed	Abandoned
Utilities	Water			
	Sanitary			
	Storm			

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

Topography | Contour: 100' 50' 20' 10' 5' 1'

Map Scale: 1:48,000 **Date Printed:** 8/17/2021

Overview Map

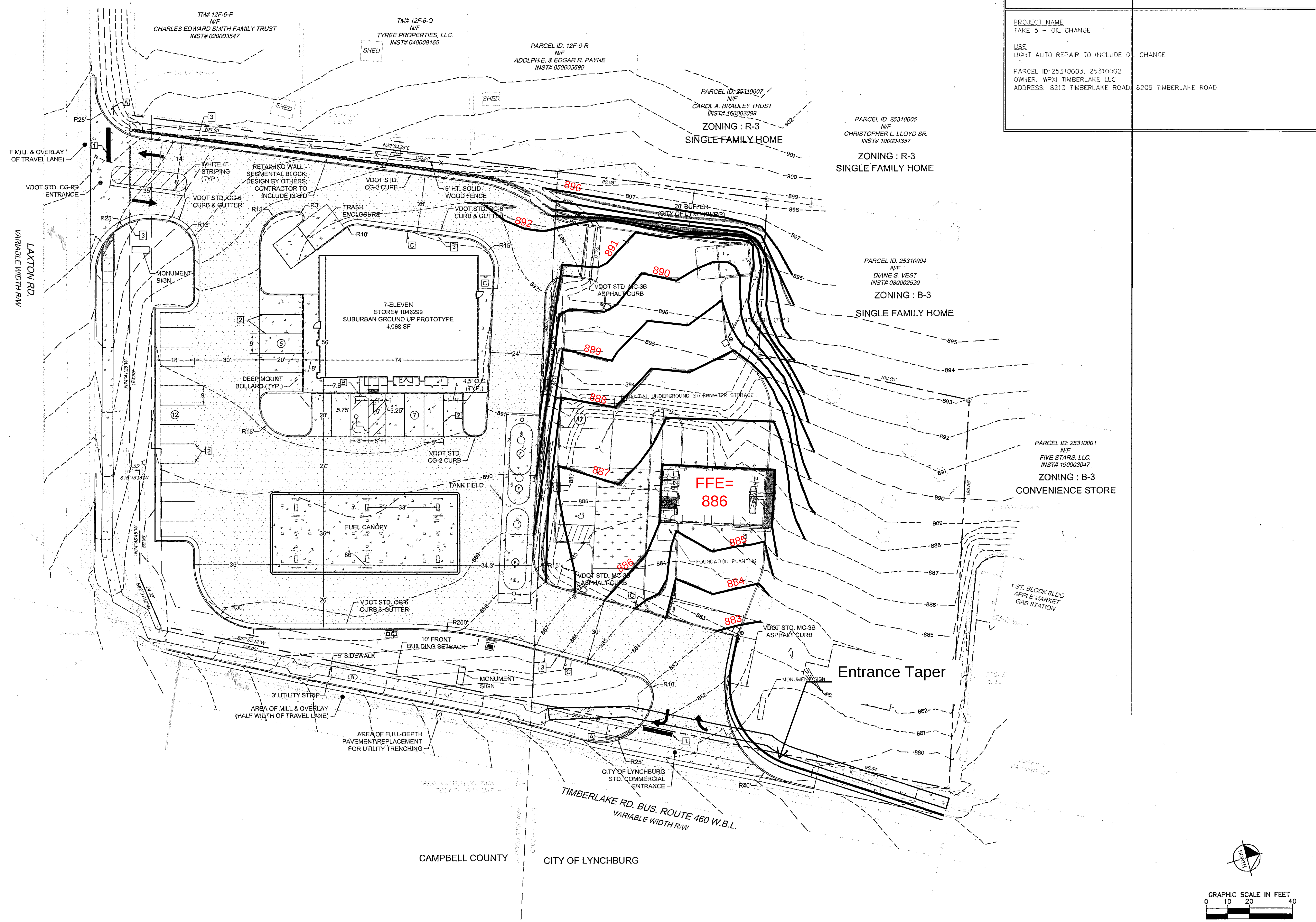


CITY OF LYNCHBURG B-3 ZONING DISTRICT REGULATIONS

PROJECT NAME
TAKE 5 – OIL CHANGE

USE
LIGHT AUTO REPAIR TO INCLUDE OIL CHANGE

PARCEL ID: 25310003, 25310002
OWNER: WPXI TIMBERLAKE LLC
ADDRESS: 8213 TIMBERLAKE ROAD, 8209 TIMBERLAKE ROAD



Kimley»Horn
© 2021 KIMLEY-HORN AND ASSOCIATES, INC.
1700 WILLOW LAWN DR, SUITE 200, RICHMOND, VA 23230
PHONE: 804-673-3882
WWW.KIMLEY-HORN.COM

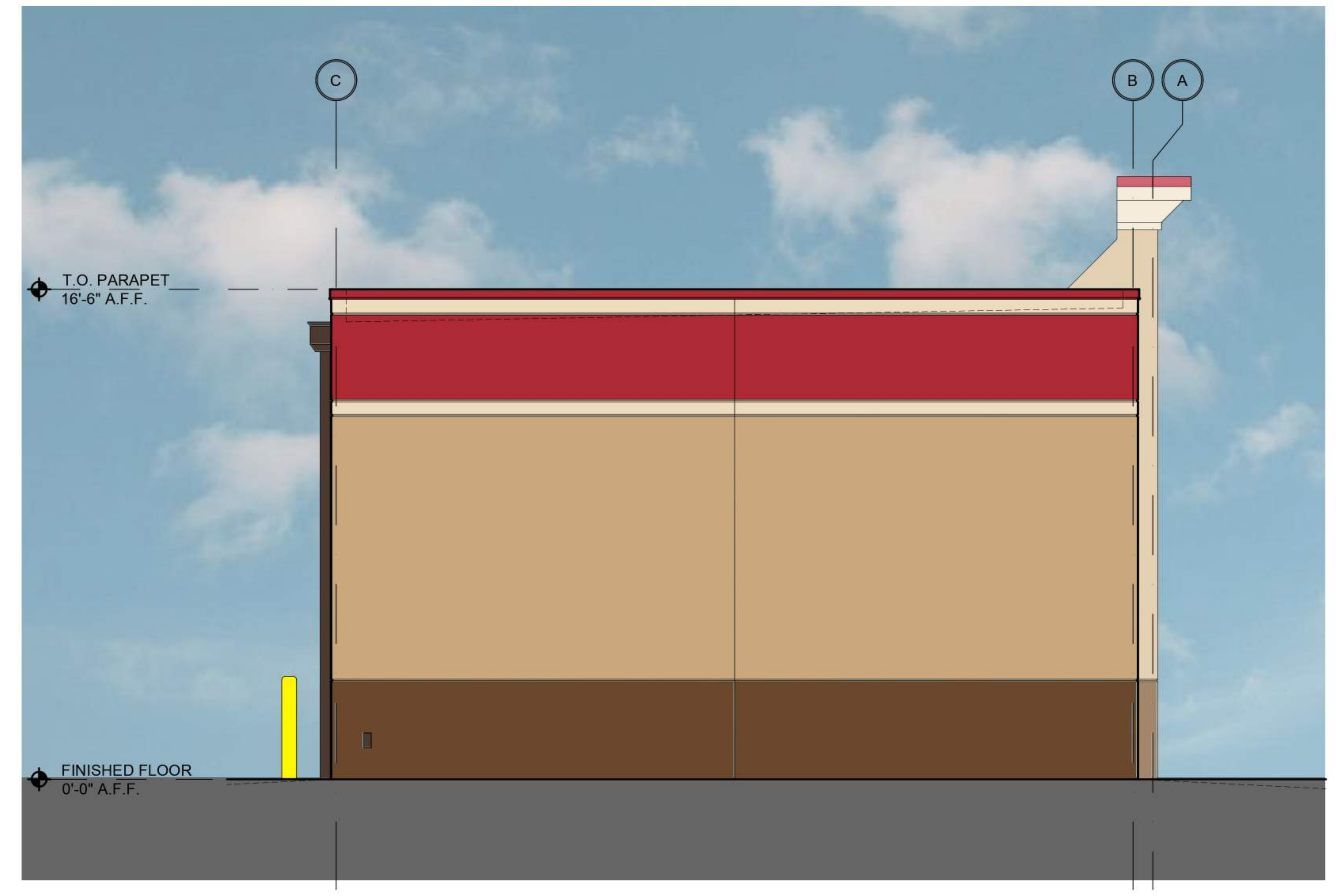
KHA PROJECT	
DATE	09/16/2021
SCALE	AS SHOWN
DESIGNED BY	CLH
DRAWN BY	CLH

CONCEPT PLAN

TAKE 5 TIMBERLAKE ROAD

SHEET NUMBER
1

1 SOUTH ELEVATION
Scale: 1/4"=1'-0"



2 EAST ELEVATION
Scale: 1/4"=1'-0"

3 NORTH ELEVATION
Scale: 1/4"=1'-0"

4 WEST ELEVATION
Scale: 1/4"=1'-0"

MATERIALS LEGEND

- Prefinished roof drain, scupper, downspout, entry door. Color to match SW 6076 Turkish Coffee
- E.I.F.S. wainscot. Color to match SW 6097 Sturdy Brown
- E.I.F.S. main color. Color to match SW 7693 Stonebriar
- E.I.F.S. accent band, E.I.F.S. brackets. Color to match SW 7678 Cottage Cream
- E.I.F.S. secondary color, metal coping. Color to match SW 6871 Positive Red

TAKE 5 - FREDERICKSBURG, VA

PROPOSED ELEVATIONS - RJa Project #2137 - 05/04/2021

**NOTE: These elevations are preliminary use only and shall not be used for final pricing, permitting, construction or as an exhibit in any official agreements. Note structural column location is to be determined. Window and door locations shown are preliminary and subject to change.

Robert Johnson architects
1808 West Morehead St.
Charlotte, NC 28208
T 704 / 342.1058
E info@rjarchitects.com

Take 5 Oil Change – CUP2108-0001

Quick Lube of Carolina Timberlake, LLC

Conditional Use Narrative

The following provides a general overview of the proposal for the applicant to operate a Take 5 oil change business on the property:

Use

A drive-thru oil change business is proposed. Services provided include changing engine oil and filters (oil, cabin, engine air), checking under hood fluids and replenishing these fluids as needed, filling tires with air, replacing wiper blades, and providing coolant exchange. Service times are approximately ten (10) minutes per vehicle. Patrons remain in their vehicles during servicing. Such use is classified as light automobile repair, necessitating a conditional use permit in the B-3 District.

Facility

An approximately 1,450 square foot building containing three (3) service bays is proposed.

Access

Vehicular access to the facility will be provided from both Timberlake Road and Laxton Road. The Take 5 store is part of a small center where the other use is a 7-11 convenience store whose site plan includes accesses on Timberlake Road and Laxton Road that the City has already approved. When it approved the 7-11 site plan, the City did not require a turn lane or taper for the Timberlake access. Because, reflected in the Traffic Analysis submitted, the trips per day associated with the Take 5 store are only 100 for the entire day, Take 5 is not proposing to install any additional turn lane or taper for its right in, right out access on Timberlake Road, as the additional trips do not warrant an expansion of a turn lane

Hours/Days of Operation

The business is planned to be open to the public from 7 a.m. to 7 p.m. Mondays through Fridays, from 8 a.m. to 6 p.m. on Saturdays, and from 9 a.m. to 5 p.m. on Sundays.

Employees

Generally, seven (7) employees would be on the site at any given time, to include a manager, an assistant manager, and four to five team members.

Stormwater Management

It is expected that stormwater would be collected in ground.

Drainage would be through an oil-grit separator.

As part of the operation, all vehicle fluids would be collected in sliding drain pans located in pits below each vehicle. Contents of the pans would be vacuumed into an above ground oil tank designed and consistent with regulations and accepted industry standards.


N
WOOD RD
TIMBERLAKE RD
TIMBERLAKE RD
TIMBERLAKE RD
TIMBERLAKE RD
03/05/2021
© All Pictometry

Take 5 Oil Conditional Use Permit
8209 and 8213 Timberlake Road
September 22, 2021

PLEASE PRINT CLEARLY

NAME	ADDRESS	PHONE	IN FAVOR	IN OPPOSITION	NEUTRAL
J. Allen Shouell					

TECHNICAL MEMORANDUM

Project:	**Traffic Analysis – Trip Generation, Distribution, and Turn Lane Warrant for 8213 Timberlake Road**
Date:	September 16, 2021
To:	Lee Newland, City of Lynchburg
From:	Kimley Horn and Associates Mr. David Capparuccini, P.E. PTOE Heather Madden, EIT

Introduction

This memorandum has been prepared to summarize the results of trip generation and turn lane warrant analysis for the proposed Take 5 oil change facility along Business US Route 460 (Timberlake Road) in Lynchburg, VA, and the trip generation for the adjacent under-construction gasoline station. The proposed development will include a one-story approximately 1,400 square foot quick lubrication vehicle stop building. The under-construction gas station is approximately 4,088 square feet. The proposed development will be constructed on a parcel that is shared with a gas station and is adjacent to an existing residential home. Access to the site is provided via a proposed right-in-right-out (RIRO) entrance along US Route 460 (Timberlake Road) and a proposed full access entrance along Laxton Road. A conceptual site plan is included in **Appendix A**. The following sections summarize the anticipated vehicle trips generated by the proposed site and the turn lane warrant analysis for the proposed site.

Trip Generation

Traffic generation potential for the proposed development was estimated using ITE Trip Generation Manual 10th Edition (2017). Based on the intended use of each space, the most appropriate land use type available in the ITE Trip Generation Manual was considered to estimate proposed trips generated by the site. The land-use type considered in this analysis is Quick Lubrication Vehicle Shop (LU 941)

The resulting trip generation potential for the proposed development and the under-construction gas station is summarized in **Table 1**. The under-construction gasoline station is estimated to generate 4,918 daily trips, 346 trips in the AM peak hour and 447 trips in the PM peak hour. The proposed development generates 100 trips daily, 8 trips in the AM peak hour and 12 trips in the PM peak hour.

Table 1 - Trip Generation

Description	ITE Code	Intensity	Daily Trips	AM Peak Hour			PM Peak Hour		
				Total	In	Out	Total	In	Out
Quick Lubrication Vehicle Shop	941	1,432 sf	100	8	6	2	12	5	7
Total Proposed Site Trips			**100**	**8**	**6**	**2**	**12**	**5**	**7**
Under-construction Gasoline/Service Station	944	4,088 sf	4,918	346	173	173	447	224	223

Source: ITE Trip Generation Manual, 10th Edition

Site Traffic Distribution and Assignment

The directional distribution and assignment of trips generated by the proposed development were established based on existing AM and PM peak hour traffic counts, surrounding traffic patterns and land uses.

There is one access entrance along Business US Route 460 and one access entrance along Laxton Road that provides access to the proposed development. It was assumed that 75% of the generated trips will use the RIRO access entrance along Business US Route 460. The remaining 25% of the generated trips will use the access entrance along Laxton Road. For the purposes of this study, it was assumed that all trips will take an eastbound left from Laxton Road to access the proposed development. Trip distribution and assignment figures are included in **Appendix B**.

Turn Lane Warrant Analysis

Right-turn lane warrant analysis was conducted for the proposed RIRO entrance along Business US Route 460. The turn lane warrant analysis was conducted in accordance with the right-turn lane warrants in Appendix F of the VDOT Road Design Manual for four-lane highways. The turn lane warrant used the highest turning volume of the AM or PM peak hours using the ITE Trip Generation traffic volumes and the VDOT 2018 traffic counts along Business US Route 460. According to the right-turn lane warrant analysis for four-lane highways, there is no right turn lane warranted on Business US Route 460 as part of this project development, primarily due to low generated approach volume along Business US Route 460.

The under-construction gasoline station traffic generates 346 trips in the AM and 447 trips in the PM which would warrant a right-turn lane into the site. Business US Route 460 roadway has approximately a 10 feet shoulder-width adjacent to the proposed development that could be restriped as a taper-only turn lane. It is recommended that a right-turn taper only be striped due to the roadway characteristics and the addition of the proposed Take 5 development near the under-construction gasoline station. The right-turn taper will help move traffic going to the Take 5 and the gasoline station from Business US Route 460.

A left-turn lane warrant analysis was conducted for the proposed full access entrance on Laxton Road. The volume of left turning vehicles is 1 vehicle during both the AM and the PM peak hours. The left-turn lane warrant analysis graphs are not applicable in this scenario, primarily because the percent of volume turning left is so low. Therefore, a left-turn lane is not warranted. It is recommended to restripe Laxton Road to have a two-way left-turn lane due to safety considerations in the surrounding area. The results of the turn lane analyses are summarized in **Table 2**.

Table 2 - Summary of Turn Lane Warrant Analysis

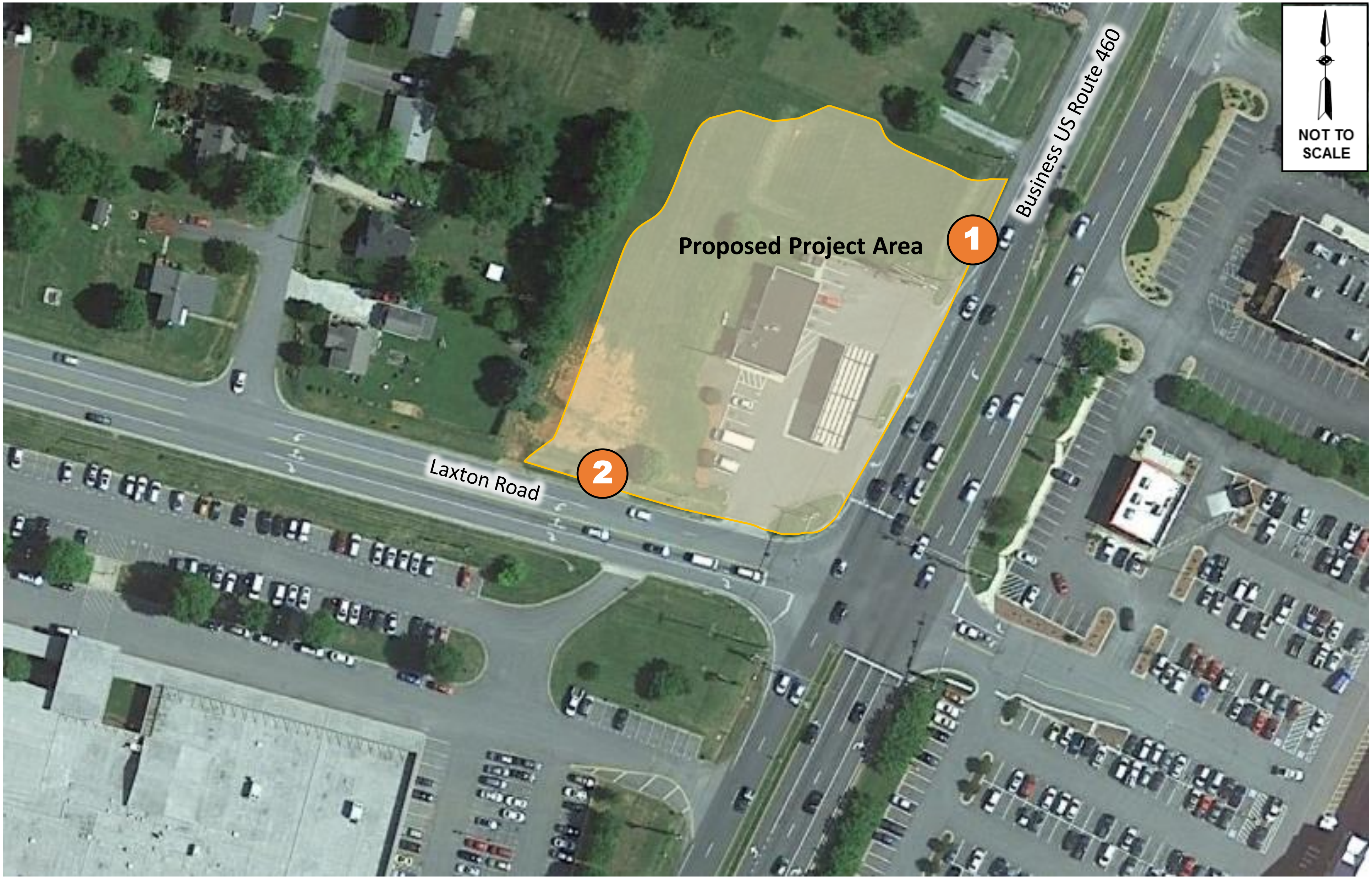
Intersection	Turn Lane	Highest Peak Hour	Treatment Required
US Route 460 Access	SBR	PM	No Treatment Required, Taper Recommended
Laxton Road	EBL	PM	No Treatment Required

SUMMARY OF ANALYSIS RESULTS

The proposed Take 5 oil change facility development located along Business US Route 460 in Loudon County; Virginia is projected to generate 100 new daily trips. The proposed service development will be constructed on a parcel that will be shared with a gas station and is adjacent to an existing residential home.

The right-turn lane warrant analysis found that a right-turn lane is not warranted on Business US Route 460based on the proposed development traffic, although a right-turn taper is recommended based on the surrounding area usage.. The left-turn lane warrant analysis found that the left-turn lane warrant analysis graphs are not applicable in this scenario, primarily because the percent of volume turning left is so low. Therefore, a left-turn lane is not warranted. It is recommended to restripe Laxton Road to have a two-way left-turn lane due to safety considerations in the surrounding area.

APPENDIX A



Legend

Site Location

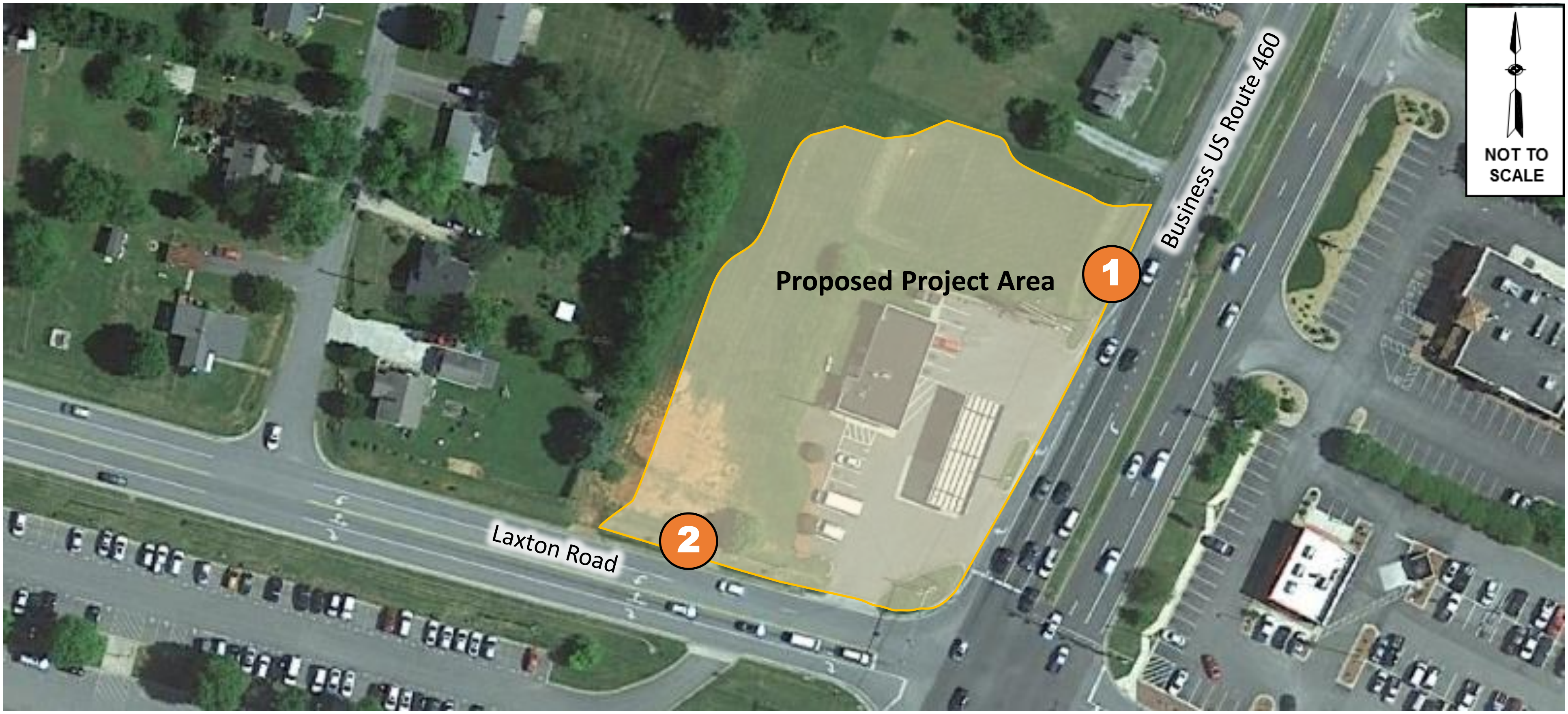
Future Access Drive

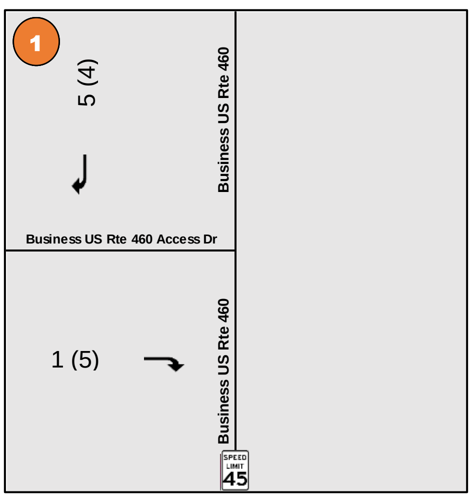
Kimley»Horn

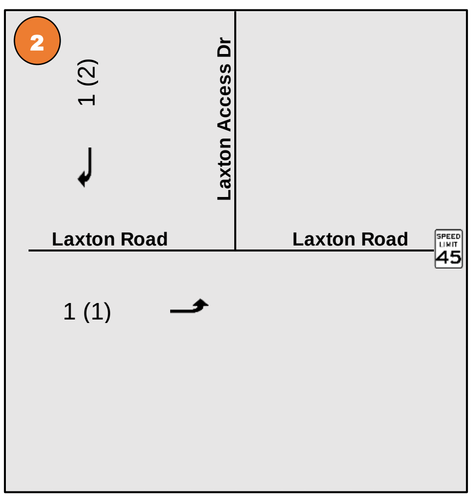
Study Area

Figure 1

APPENDIX B







Legend

- Site Location
- Future Access Drive
- ## AM Peak Hour Volumes
- (##) PM Peak Hour Volumes

Trip Assignments

Figure 2

Trip Distribution

Figure 3

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **October 26, 2021** AGENDA ITEM #: 3(d)

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

ITEM TITLE: Business Item Briefing: Rezoning – 12th Street Apartments, I-2, Light Industrial District, B-5, General Business District & R-3, Medium Density Residential District to B-4, Urban Commercial District, 1619, 1701 12th Street & 1114 Buchanan Street

RECOMMENDATION: *This item will appear for City Council vote on the November 9, 2021 Public Hearing agenda.* Approval of the rezoning from I-2, Light Industrial District, B-5, General Business District & R-3, Medium Density Residential District to B-4, Urban Commercial District.

SUMMARY: Stud Muffins, LLC is petitioning to rezone 1619, 1701 12th Street & 1114 Buchanan Street from I-2, Light Industrial District, B-5, General Business District & R-3, Medium Density Residential District to B-4, Urban Commercial District. If approved the existing building would be renovated into twenty-four apartments with associated parking.

PRIOR ACTION(S):
September 22, 2021 The Planning Commission recommended approval (6-0, with 1 member absent, Bowden) of the rezoning petition.

The Planning Division recommended approval of the rezoning petition.

FISCAL IMPACT: n/a

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

ATTACHMENT(S):
- Ordinance
- Planning Commission Minutes – September 22, 2021
- Planning Commission Packet – September 22, 2021
    - Zoning Map with Adjoining Property Owners
    - Future Land Use Map
    - Watershed Map
    - Planimetric and Topographic Map
    - Concept Plan
    - Property Photograph
    - Speaker Signup Sheet

REVIEWED BY: raw

118A

UNCODIFIED ORDINANCE

AN ORDINANCE CHANGING A CERTAIN AREA LOCATED AT 1619, 1701 12TH STREET & 1114 BUCHANAN STREET FROM I-2, LIGHT INDUSRIAL DISTRICT, B-5, GENERAL BUSINESS DISTRICT & R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT TO B-4, URBAN COMMERCIAL DISTRICT.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG that in order to promote the public necessity, convenience, welfare and good zoning practice that Chapter 35.2 of the Code of the City of Lynchburg, 1981, as amended, be and the same is hereby further amended by adding thereto Section 35.2-54.__which shall read as follows:

Section 35.2-54.__. Change of a certain area located at 1619, 1701 12th Street & 1114 Buchanan Street from I-2, Light Industrial District, B-5, General Business District & R-3, Medium Density Residential District to B-4, Urban Commercial District.

The area embraced within the following boundaries:

…is hereby changed from I-2, Light Industrial District, B-5, General Business District, & R-3, Medium Density Residential District to B-4, Urban Commercial District.

1701 12th Street

Beginning at a point located at the north-west corner of the intersection of 12th Street and Buchanan Street; thence S 55°08'30.63" W a distance of 82.83 feet; thence N 35°07'29.37" W a distance of 112.90 feet; thence N 55°08'40.17" E a distance of 82.83 feet; thence S 35°07'29.37" E a distance of 112.90 feet and the POINT OF BEGINNING.

The above described parcel contains ± 0.21 acres (9351.94 sq. ft.)

1619 12th Street & 1114 Buchanan Street

Beginning at a point located on the north-east corner of the intersection of 12th Street and Buchanan Street; thence N 35°02'41.72" W a distance of 137.50 feet; thence N 55°27'18.28" E a distance of 124.00 feet; thence S 35°02'41.72" E a distance of 27.50 feet; thence S 55°27'18.28" W a distance of 74.00 feet; thence S 35°02'41.72" E a distance of 110.00 feet; thence S 55°27'18.28" W a distance of 50.00 feet and the POINT OF BEGINNING.

The above described parcel contains ± 0.20 acres (8909.66 sq. ft.)

Adopted:

Certified: ______________________________
Clerk of Council

MINUTES OF THE SEPTEMBER 22, 2021 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

Petition of Stud Muffins, LLC to rezone approximately four hundred eighteen thousandths (.418) acres located at 1619, 1701 12th Street and 1114 Buchanan Street from I-2, Light Industrial District, B-5, General Business District and R-3, Medium Density Residential District to B-4, Urban Commercial District to allow the reuse of an existing building as twenty-four apartments with associated parking.

Mr. Tom Martin, City Planner, provided the following summary to the Commission. The property currently contains a four-story building and gravel parking area. The building is approximately twenty thousand (20,000) square feet. It was constructed in 1907, was used for textile production, and a portion of the building is currently being used for a woodworking facility. The building was listed in the state National Register of Historic Places (NRHP) in February 2021. The rezoning allows the redevelopment of the property for twenty-four (24) apartments with twenty-four (24) additional parking spaces. The submitted concept plan shows twenty-four (24) spaces but Mr. Martin noted they may lose a few parking spaces to adhere to City landscaping guidelines. The property is in the City's combined sewer overflow area. However, prior to final site plan approval, documentation will be needed as proof that the existing system is adequate. The Planning division recommends approval.

Chair Rogers asked who was present to speak on behalf of this petition.

Mr. Jamey White of White Engineering and Design, Inc. and Mr. Gordon Cudd of Gordon T. Cudd Construction, Inc. addressed the Commission. The existing building is a five-story building with four (4) apartments on the lower level and five (5) units going up. The lower level will have room for mechanic use. The existing parking lot on the west side is currently gravel. It will be improved and expanded. 1619 12th Street is currently a vacant lot covered with gravel and will also be used for parking. It will be expanded to 1114 Buchanan Street. This plan would provide twenty-four (24) parking spaces. Mr. White noted potential street parking on Buchanan Street. Mr. White stated that this is a great development and fit for the area. It also provides an opportunity for growth and provides a transition between different uses.

Chair Rogers asked if there was anyone else present who wished to speak in favor of the petition. When no one stepped forward, he asked if there was anyone present who wished to speak in opposition of the petition.

Ms. Naomie Toller addressed the Commission. She and her husband own the adjoining property at 1607 12th Street. Ms. Toller asked if these apartments would be Section 8.

Mr. Cudd stated the plan was not to be Section 8 housing.

Mr. Martin stated that the Commission should not consider whether the apartments are low income housing or market rate. The Commission should only consider the land use.

Chair Rogers asked if there was anyone else present who wished to speak in opposition.

Mr. James Crawford addressed the Commission. He lives on Buchanan Street and also owns a house on that side of street. He asked if any houses will be torn down in the near future.

Chair Rogers stated the Planning Commission discusses matters of land use. He also noted that the public forum is used for citizens to bring concerns such as these to officials.

Mr. Crawford asked if they would do away with houses on the left side of the street.

Mr. Martin stated the only matter being discussed today is the proposed rezoning.

Commissioner Perault stated if anyone comes to take a house down and replace it with an apartment building it is very unlikely to be approved.

Chair Rogers stated preservation and reuse is what they typically look at.

Commissioner Perault stated anything being done in the surrounding area would come before them.

Chair Rogers closed the public hearing.

Commissioner Light stated he was excited about positive activity in this area and noted the approvals that have already occurred that have had desirable outcomes.

Mr. Cudd noted this is a tax credit project so the historical integrity will remain intact.

Chair Rogers asked the difference between pavement surface and gravel surface.

Mr. White stated in terms of stormwater the two surfaces are considered impervious and they would be verifying the adequacy of the existing piping.

Commissioner Perault asked which parking areas might lose spots due of landscaping.

Mr. Martin displayed the spaces and stated that in the final plan adequate spacing will be noted.

Mr. White noted it was a tight space but they will do all the landscaping required. Landscaping may be located elsewhere to meet the requirements.

Chair Rogers asked if the parking area to northeast is used by the community or under rent.

Mr. White stated the auto facility next door has a verbal agreement to use that lot.

Commissioner Marion asked if they would expand the parking lot to the right of building.

Mr. Cudd stated it was not wide enough to do that.

Chair Rogers noted the parking lot would be extended into grass.

Commissioner Perault stated it was a great project and he was excited for this type of work. He stated he would like to see any safety issues are addressed such as pedestrian traffic/pedestrian crossing.

Mr. Martin stated they could talk with the City Engineer to see if it would be warranted.

Mr. White stated they will provide safe and adequate crossing.

Chair Rogers stated he was excited about this project progressing and hopes for other opportunities like this.

Mr. White stated all of the projects he is working on like this have been successful.

Commissioner Perault asked if there was an elevator or plans for one.

Mr. Cudd replied there will be an elevator.

Commissioner Light stated Mr. Cudd's recent project, the rooftop bar and restaurant, was a marvelous job and praised his work.

Commissioner Light made the following motion, seconded by Commissioner Marion, and approved by the following vote:

"Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition Stud Muffins, LLC to rezone approximately four hundred eighteen thousandths (.418) acres located at 1701, 1619 12th Street, and 1114 Buchanan Street from I-2, Light Industrial District, B-5, General Business District and R-3, Medium Density Residential District to B-4, Urban Commercial District."

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

The Department of Community Development

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

To: Planning Commission
From: Planning Division
Date: September 22, 2021
Re: **Rezoning: 1701, 1619 12th Street, 1114 Buchanan Street – I-2, Light Industrial District, B-5, General Business District and R-3, Medium Density Residential District to B-4, Urban Commercial District**

I. PETITIONER

Stud Muffins, LLC, 4225 Murray Place, Lynchburg, Virginia 24501
Representative: Jamey White, PE, White Engineering & Design, Inc., P.O. Box 1334, Forest, Virginia 24551
Property Owner: Same as petitioner

II. LOCATION

The area is approximately four hundred eighteen thousandths (0.418) acres located at 1619, 1701 12th Street and 1114 Buchanan Street.

III. PURPOSE

The purpose of the rezoning is to allow the redevelopment of the property for residential apartments with associated parking.

IV. SUMMARY

- The City's *Comprehensive Plan 2013-2030, Future Land Use Map (FLUM)* recommends a Community Commercial use for 1701 12th Street. Neighborhood Commercial use is recommended for 1619 12th Street and 1114 Buchanan Street.
- The proposed rezoning is located within the 12th Street Revitalization Area as identified in the City's *Comprehensive Plan 2013-2030*.
- If approved, the building at 1701 12th Street would be renovated for twenty-four (24) residential apartments. Twenty-four (24) off-street parking spaces would be provided.

The Planning Division recommends approval of the rezoning petition.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Future Land Use Map* (*FLUM*) recommends a Community Commercial use for 1701 12th Street. Community Commercial areas contain retail, personal service, entertainment, and restaurant uses that draw customers from at least several neighborhoods, the entire City or the region. Residential uses may be established on the upper floors of commercial structures or as transitional structures between residential and commercial buildings.

   The *Future Land Use Map* (*FLUM*) recommends a Neighborhood Commercial use for 1619 12th Street and 1114 Buchanan Street These areas are intended to consist primarily of office, retail, personal service, and restaurant uses that are scaled and designed to be compatible with and serve their immediate neighborhood. Patrons can walk, bike or take a short drive to reach them. Residential uses may be established on the upper floors of commercial structures or as transitional structures between residential and commercial buildings. (p. 75-76)

The property is also located within the 12th Street Revitalization Area. These areas consist of the City's older commercial areas that have experienced decreased vitality, following patterns of change common to older commercial areas in many cities. Revitalization Areas are targeted based on factors such as high vacancy rates, building obsolescence, proximity to residential areas underserved by retail, traffic, land use conflicts and historic character. (p. 62)

Both proposed land use categories, Neighborhood Commercial and Community Commercial would support the proposed residential use either as part of a mixed-use structure or transitional structure between residential and commercial buildings. The use of the existing building as apartments would help to transition the commercial uses located along 12th Street to the residential uses located north on Buchanan Street.

2. **Zoning.** The subject properties were annexed into the City 1870. The existing zoning districts (I-2, Light Industrial District, B-5, General Business District and R-3, Medium Density Residential District) were established in 1978.

3. **Proffers.** The petitioner has not submitted proffers.

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

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

- On July 22, 1987, Council approved the conditional use permit (CUP) petition of Free Clinic of Central Virginia, Inc. to allow a health clinic in an existing church building at 1022 Floyd Street.
- On September 8, 1987, Council approved the rezoning petition of Lynchburg Covenant Fellowship to rezoned 1402 Fillmore Street from R-3, Two-Family Residential District to R-4, Multi-Family Residential District to allow the operation of a thirteen (13) apartment residential care center.
- On September 8, 1987, Council approved the petition of Lynchburg Covenant Fellowship for a CUP to allow a residential care center for the mentally handicapped at 1402 Fillmore Street
- On August 8, 1995, Council approved the rezoning petition of Virgil Naff, Jr. to rezone 1805 12th Street from I-2, Light Industrial District to B-5, General Business District (Conditional) to allow retail sales, storage and repair service.
- On June 13, 2000, Council approved the petition of Smyrna Seventh Day Adventist for a conditional use permit to allow a temporary tent revival at 902-904 Floyd Street.
- On January 8, 2007, Council approved the rezoning petition of HROK, LLC to rezone 1401, 1405, 1415, 1417 and 1501 Kemper Street from B-3, Community Business District (Conditional) to B-3, Community Business District (Conditional) to amend previously approved proffers related to a cluster commercial development.
- On January 8, 2007, Council approved the petition of HROK, LLC, for a conditional use permit to amend a previously approved cluster commercial development at 1401, 1405, 1415, 1417 and 1501 Kemper Street.
- On February 13, 2007, Council approved the rezoning petition of Lynchburg Neighborhood Development Foundation to rezone 1402 Fillmore Street from R-4, Multi-Family Residential District (Conditional) to R-4, Multi-Family Residential District (Conditional) to amend previously approved proffers.

- On August 14, 2007, Council approved the petition of HROK, LLC, for a conditional use permit (CUP) to allow a cluster commercial development at 1401, 1405, 1415, 1417 and 1501 Kemper Street.
- On August 14, 2007, Council approved the rezoning petition of HROK, LLC to rezone 1401, 1405, 1415, 1417 and 1501 Kemper Street from I-2, Light Industrial District to B-3, Community Business District (Conditional) to allow a cluster commercial development.
- On May 12, 2009, Council approved the rezoning petition of Cameron Lofts, LP to rezone 1300 Campbell Avenue from I-2, Light Industrial District to B-5, General Business District (Conditional) to allow the use of an existing building for sixty-two (62) apartments.
- On January 12, 2010, Council approved the (CUP) petition of Jennings Dorm, LLC, to allow one hundred and seven (107) apartments in an existing building at 1300 Campbell Avenue.
- On October 11, 2011, City Council approved the petition of Come As You Are Ministries to rezone 1713 12th Street and 1110 Kemper Street from I-2, Light Industrial District to B-3, Community Business District to allow the use of an existing building as a church and child care facility.
- On May 9, 2017, City Council denied the petition of Rose T. Properties rezone 1223 Fillmore Street from R-3, Medium Density Residential District to R-4, High Density Residential District to allow four (4) apartment units.

6. **Site Description.** The property currently consists of approximately four hundred eighteen thousandths (0.418) acres located at 1619, 1701 12th Street and 1114 Buchanan Street.

   1701 12th Street contains a four-story industrial building. The building was constructed in 1907 and contains twenty thousand (20,000) square feet. The building was constructed as the DeWitt-Wharton Building and was historically used for textile production. A portion of the building is currently being used as a woodworking business, which would relocate if the rezoning is approved. The building was listed on the State & National Register of Historic Places on February 18, 2021. A gravel parking lot is also on the site.

   1619 12th Street contains a gravel parking lot.

   1114 Buchanan Street is currently vacant.

7. **Proposed Use of Property.** If the rezoning is approved, the building at 1701 12th Street would be renovated for twenty-four (24) residential apartments with associated parking

8. **Traffic, Parking and Public Transit.** The B-4, Urban Commercial District does not require off-street parking spaces. The petitioner has indicated that ten (10) parking spaces would be provided at 1701 12th Street and fourteen (14) would be provided at 1619 12th Street and 1114 Buchanan Street, for a total of twenty-four (24) off-street parking spaces.

   The City Engineer did not require a traffic study for the reuse of the existing building.

   The property is served by Greater Lynchburg Transit Company Routes 1A, 1B and 3A. There are two (2) bus stops located within one block of the proposed development. One to the north at 1020 Buchanan Street and the other to the south at 1620 13th Street. The area is connected by sidewalks.

9. **Stormwater Management.** An erosion & sediment control plan will be required if disturbed areas exceed one thousand (1000) square feet. The proposed development is located in the Lynchburg Combined Sewer Overflow (CSO) area and would be exempt from Stormwater Management quantity and quality requirements. Adequate capacity of the system will need to be demonstrated prior to final site plan approval.

10. **Emergency Services:** The City Fire Marshal and Police Department had no comments of concern regarding the rezoning petition.

11. **Impact.** The proposed adaptive reuse of the existing building as twenty (24) apartments should have little to no negative impact on the area. As stated in the City's Comprehensive Plan, areas recommended for Neighborhood and Community Commercial Uses may have residential uses to serve as a transition to adjacent residential areas.

    One area of concern is the parking area expansion located at 1619 12th Street & 1114 Buchanan Street. As proposed the parking lot would remove cross access with the lot located at 1617 12th Street. This will result in vehicles using this lot to do turning maneuvers in the lot to exit onto 12th Street. Both parking lots do not appear to have been designed to leave the space for shade trees required by the Landscaping Ordinance. This issue will need to be addressed prior to final site plan approval and may result in the loss of parking spaces; however, on-street parking is available along Buchanan Street.

12. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the petition on August 17, 2021. Comments have or will be addressed prior to final site plan approval.

VI. PLANNING DIVISION RECOMMENDATION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition Stud Muffins, LLC to rezone approximately four hundred eighteen thousandths (.418) acres located at 1701, 1619 12th Street, and 1114 Buchanan Street from I-2, Light Industrial District, B-5, General Business District and R-3, Medium Density Residential District to B-4, Urban Commercial District.

This matter is respectfully offered for your consideration.

William T. Martin

William T. Martin, AICP
City Planner

pc: Mr. Wynter C. Benda, City Manager
Dr. Reid Wodicka, Deputy City Manager
Mr. Matthew Freedman, City Attorney
Mr. Kent L. White, Director of Community Development
Mr. J. Lee Newland, City Engineer
Ms. Cynthia Kozerow, Lynchburg Police Department
Battalion Chief Thomas Goode, Fire Marshal
Mr. Doug Saunders, Building Official
Mr. Kevin Henry, Zoning Administrator
Mr. Jamey White, P.E.
Stud Muffins LLC

VII. ATTACHMENTS

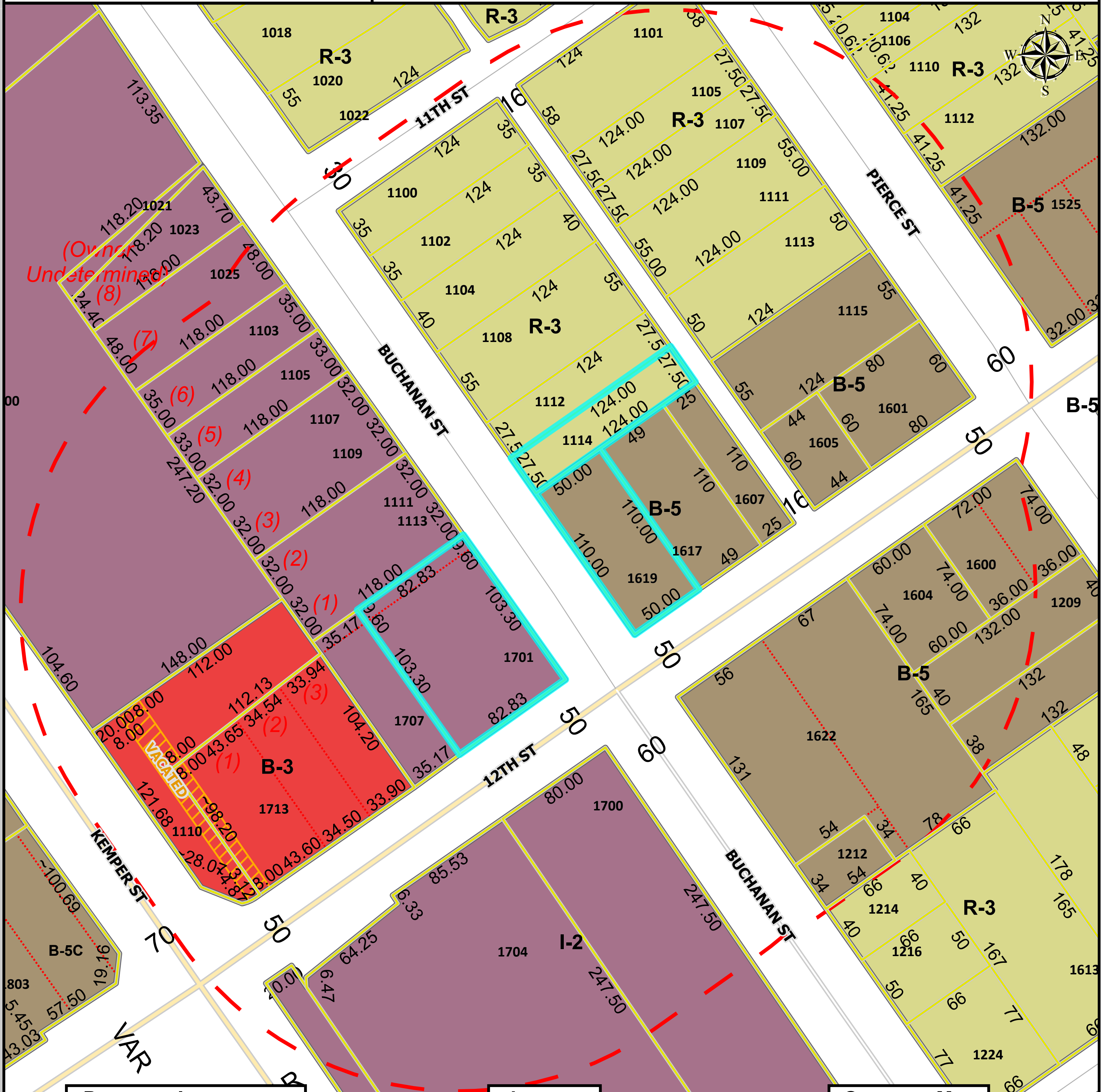
1. **Zoning Map with Adjoining Property Owners**
2. **Future Land Use Map**
3. **Watershed Map**

4. Planimetric and Topographic Map

5. Concept Plan

6. Property Photographs

Zoning	1619 12TH ST 1114 BUCHANAN ST 1701 12TH ST
TRC	White Engineering & Design



Property Information

Parcel ID	Address
01049010	1619 12TH ST
01049011	1114 BUCHANAN ST
01057008	1701 12TH ST

Legend

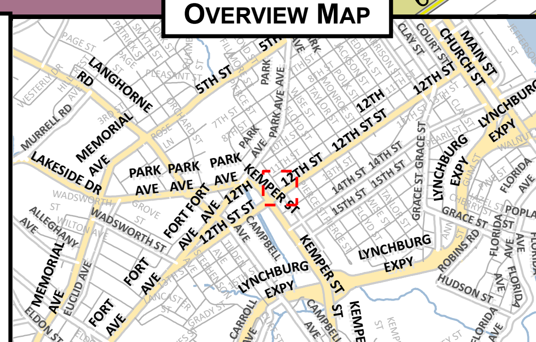
Subject Property

215 Foot Buffer

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

Map Scale: 1:48,000 Date Printed: 8/11/2021

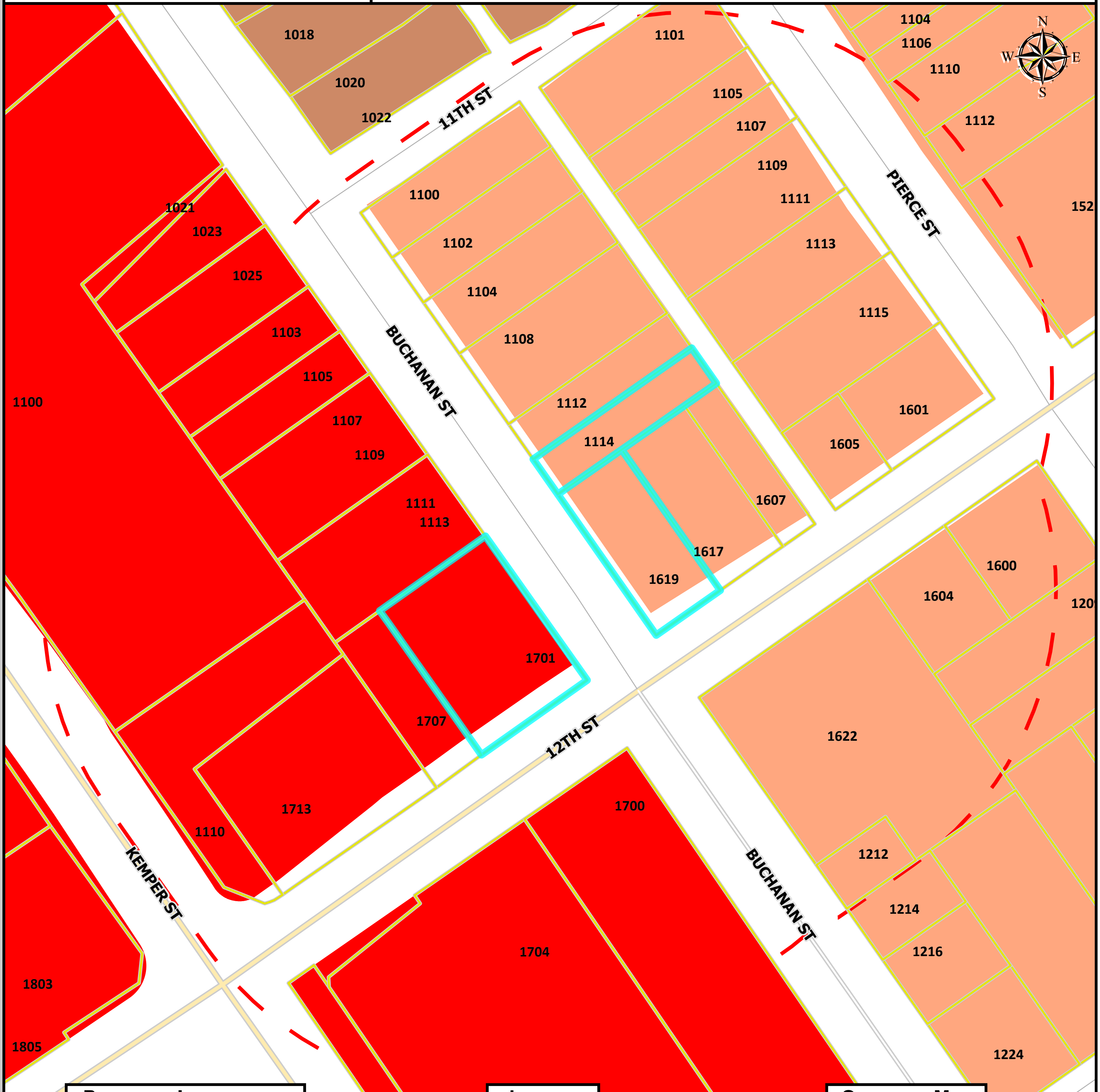
Overview Map



1619/1701 12th Street and 1114 Buchanan Street

Parcel ID	Address	Owner
01057003	1025 BUCHANAN ST	ALFRED MARSHALL CRAWFORD LLC
02601011	1700 12TH ST	AMERICAN INVESTMENT PROPERTIES LLC
01057009	1707 12TH ST	BATEMAN, JUANITA DELORES
01048013	1106 PIERCE ST	BATES-ABBOTT, MARY
01049006	1601 12TH ST	CAMPBELL, CLYDE E
01049005	1115 PIERCE ST	CAMPBELL, CLYDE E
01048007	1525 12TH ST	CAMPBELL, CLYDE E & CONNIE W
01049015	1102 BUCHANAN ST	CENTRAL CITY HOMES LP
02601001	1200 KEMPER ST	CITY OF LYNCHBURG
01049016	1100 BUCHANAN ST	CRAWFORD, JAMES M
01049003	1109 PIERCE ST	DOMINION REALTY LLC
02602015	1214 BUCHANAN ST	EDLEY, CAROLYN L
02602003	1604 12TH ST	FAIZAN & DANYAL
02602004	1600 12TH ST	FAIZAN & DANYAL
02602012	1613 13TH ST	FARROW, WAYNE A
01049014	1104 BUCHANAN ST	FOSTER, DORA M S
01049013	1108 BUCHANAN ST	FOWLER, CIERRA
02602001	1622 12TH ST	GARDNER, BARBARA
01057004	1103 BUCHANAN ST	HAMLET, JACQUELINE E
01049007	1605 12TH ST	HICKS REALTY & DEVELOPMENT LLC
01049002	1105 PIERCE ST	HINES, EDWIN E
01057005	1105 BUCHANAN ST	JONES, EDWARD D SR & CLARA M
01057010	1713 12TH ST	MORRIS PROPERTY MANAGEMENT LLC
01057030	1110 KEMPER ST	MORRIS PROPERTY MANAGEMENT LLC
02602006	1209 PIERCE ST	NE HOLDINGS LLC
01057011	1100 KEMPER ST	NICHOLS, JOHN F & PATRICIA H
01048012	1110 PIERCE ST	PARRISH, LARRY P & JOYCE H
01049004	1113 PIERCE ST	REEVES, DALLAS
01049001	1101 PIERCE ST	REEVES, DALLAS
01049012	1112 BUCHANAN ST	REID, PHILICIA W
01048011	1112 PIERCE ST	SAMPSON, JEREMIAH & FLAHERTY, REAGAN
01049017	1107 PIERCE ST	SPAIN ENTERPRISES LLC
01049010	1619 12TH ST	STUD MUFFINS LLC
01049011	1114 BUCHANAN ST	STUD MUFFINS LLC
01057008	1701 12TH ST	STUD MUFFINS LLC
01049008	1607 12TH ST	TOLER, RUSSELL E & NAOMI M
01049009	1617 12TH ST	TOLER, RUSSELL E & NAOMI N
02601010	1704 12TH ST	TRENT, GLENN A SR &
02602007	1211 PIERCE ST	VAZQUEZ, JOSE DEL CARMEN MORALES &
02602016	1212 BUCHANAN ST	WOODSON, GEORGE JR & BERTHA D
01057007	1111 BUCHANAN ST	YUCO PROPERTY PARTNERS LLC
01057006	1107 BUCHANAN ST	YUCO PROPERTY PARTNERS LLC

FLUM	1619 12TH ST 1114 BUCHANAN ST 1701 12TH ST
TRC	White Engineering & Design



Property Information

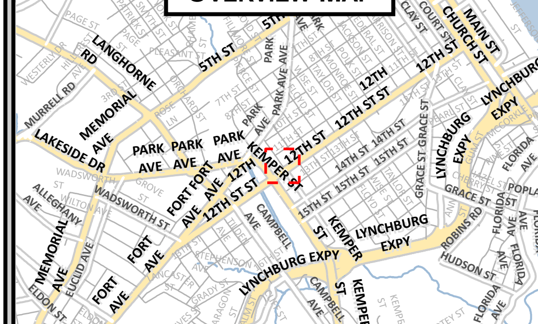
Parcel ID	Address
01049010	1619 12TH ST
01049011	1114 BUCHANAN ST
01057008	1701 12TH ST

Legend

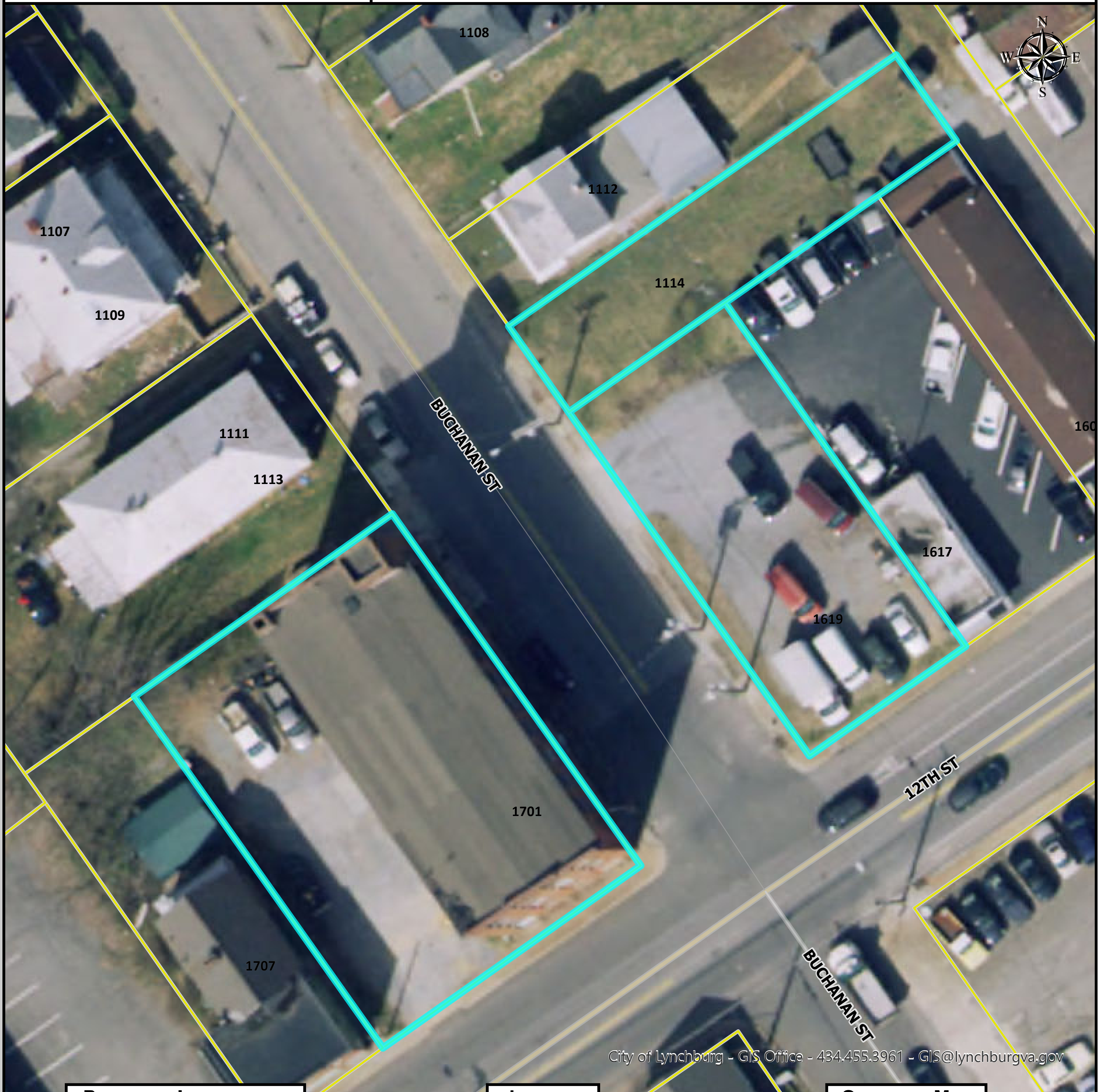
- Local Historic District
- Traditional Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Neighborhood Commercial
- Community Commercial
- Employment 1
- Employment 2
- Downtown
- Institution
- Public Use
- Public Parks
- Resource Conservation
- Mixed Use

Map Scale: 1:48,000 **Date Printed:** 8/11/2021

Overview Map



Watershed	1619 12TH ST 1114 BUCHANAN ST 1701 12TH ST
TRC	White Engineering & Design



Property Information

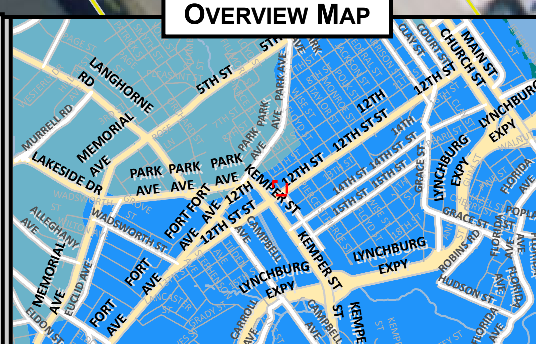
Parcel ID	Address
01049010	1619 12TH ST
01049011	1114 BUCHANAN ST
01057008	1701 12TH ST

Legend

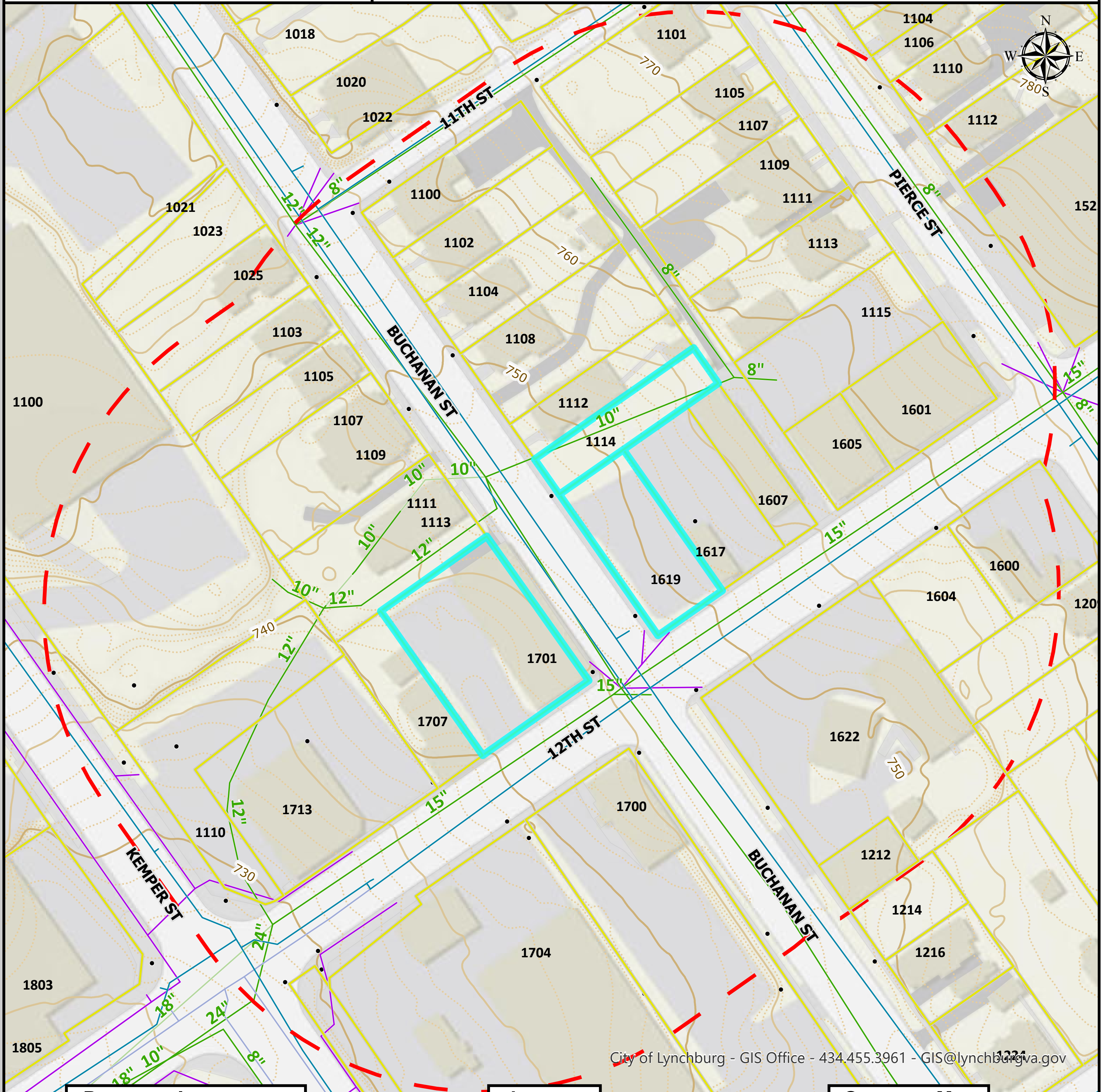
- Subject Property
- Base Flood Elevation
- Floodway
- Floodzone
- River / Lake / Stream

Map Scale: 1:48,000 **Date Printed:** 8/11/2021

Overview Map



Planimetric and Topographic-TRC	1619 12TH ST 1114 BUCHANAN ST 1701 12TH ST
TRC	White Engineering & Design



Property Information

Parcel ID	Address
01049010	1619 12TH ST
01049011	1114 BUCHANAN ST
01057008	1701 12TH ST

Legend

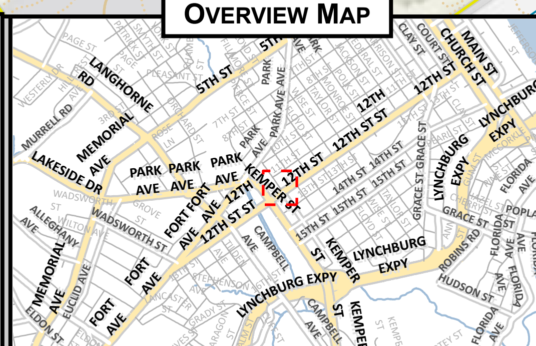
Utilities		Active	Proposed	Abandoned
	Water			
	Sanitary			
	Storm			

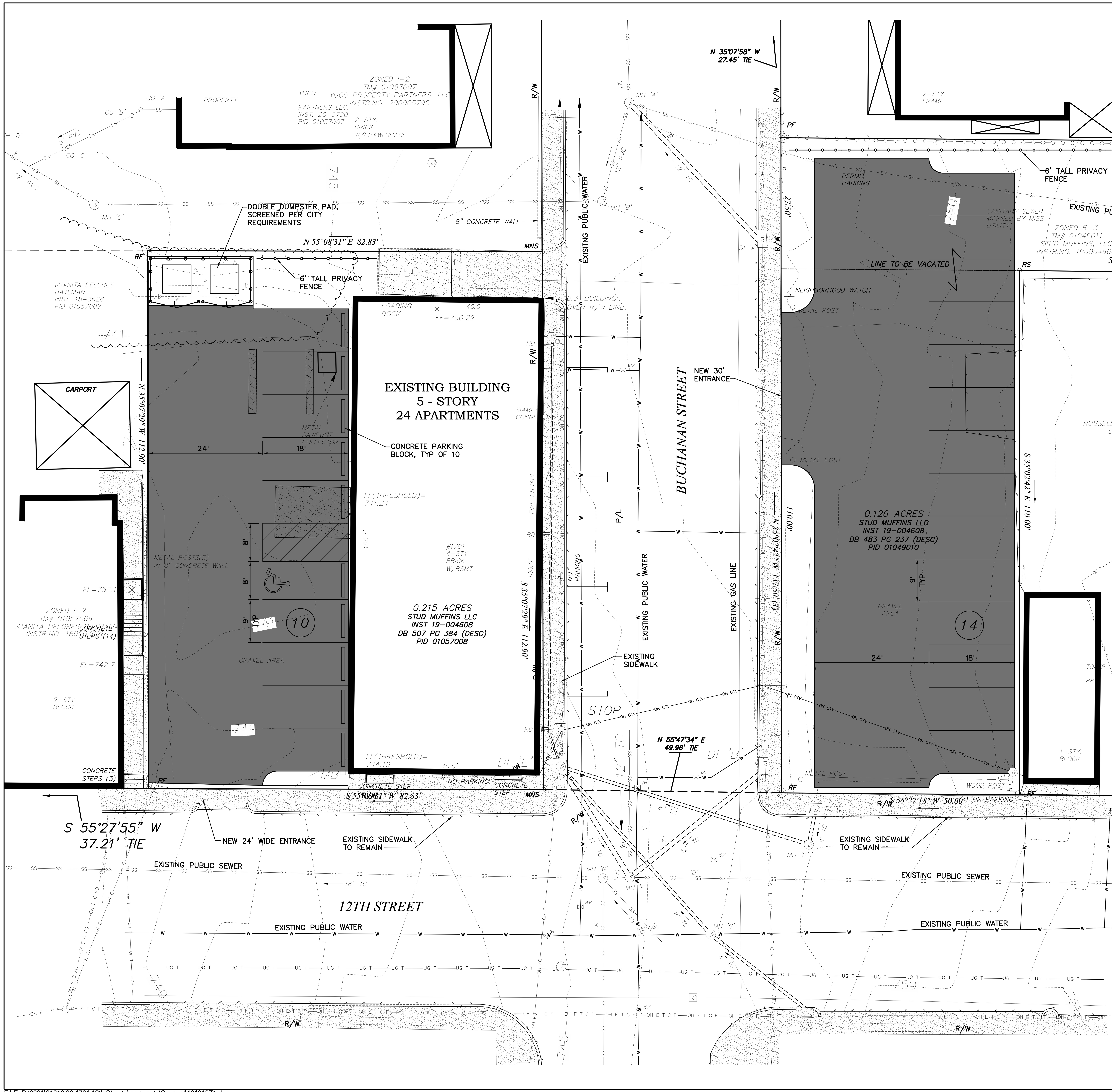
Planimetrics		Paved	Unpaved	Other
	Structure	-	-	
	Roadway			-
	Parking			-
	Sidewalk		-	-
	Driveway	-	-	

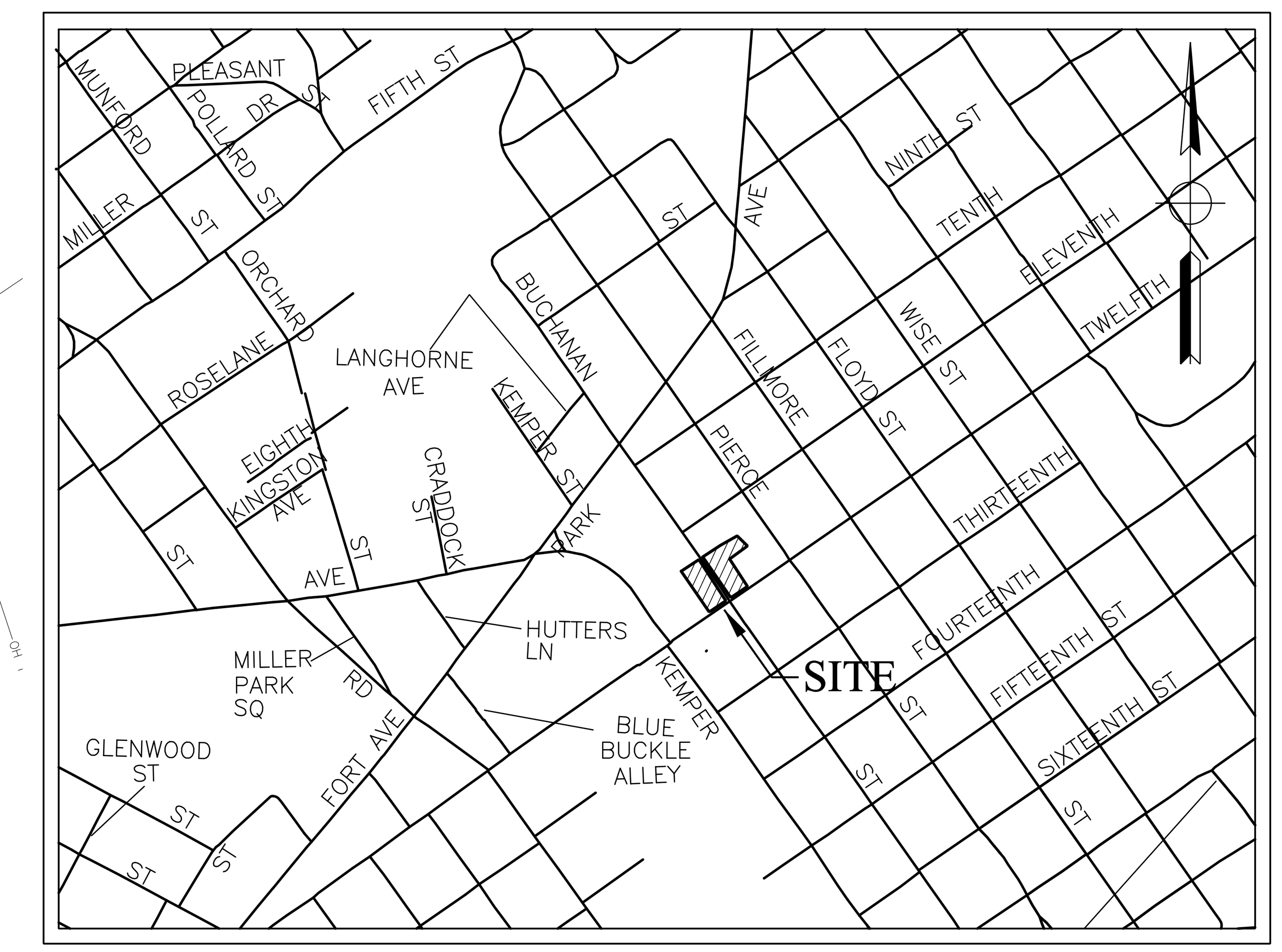
Topography | Contour 100' 50' 20' 10' 5' 1'

Map Scale: 1:48,000 **Date Printed:** 8/11/2021

Overview Map







VICINITY MAP
NTS

PROJECT NARRATIVE:

THE DEVELOPER IS PROPOSING TO RENOVATE AN EXISTING INDUSTRIAL BUILDING AT 1701 12TH STREET TO BECOME A 24 UNIT APARTMENT BUILDING. THE DEVLOPER IS MODIFYING THE EXISITNG PARKING AREA AT THE EXISATING PARCEL AND WILL ADD A NEW PARKING LOT THE CORNER OF BUCHANAN ST. AND 12TH ST. (1619 12TH ST AND 1114 BUCHANAN ST.)

THE PROPERTIES ARE CURRENTLY ZONED I–2, B–5 AND R–3 AND THE OWNER IS REQUESTING THAT THE PARCELS BE REZONED TO B–4. THE DEVELOPER IS REQUESTING B–4 ZONING BECUASE OF GREATER FLEXIBILITY WITH LANDSCAPING REQUIREMENTS, PARKING REQUIREMENTS AND BUFFER REQUIREMENTS.

THE DEVELOPMENT OVERLAPS THE COMMUNITY COMMERCIAL AND NEIGHBORHOOD COMMERCIAL ZONES ON THE FUTURE LAND USE MAP. A MUTLIFAMILY USE WITH ADEQUATE PARKING PROVIDES FOR A IDEAL TRANSISTION BETWEEN THE EXISTING RESIDENTIAL AND COMMERCIAL AREAS ON 12TH STREET.

PROPERTY IS WITHIN 400 FT OF THE NEAREST GLTC BUS STOP LOCATED ON BUCHANAN STREET.

PARKING SUMMARY:

PARKING SPACES REQUIRED: NONE REQUIRED FOR B–4 ZONING

PARKING PROVIDED: 1701 PARCEL = 10 SPACES (1 HANDICAP SPACE – VAN)
1619 PARCEL = 14 SPACES
TOTAL = 24 SPACES

STORMWATER NARRATIVE:

THIS PROJECT AREA IS WITHIN THE CITY'S CSO ZONE AND IS EXEMPT FROM STORMWATER QUALITY AND QUANTITY STANDARDS. THE SITE DISCHARGE MUST MEET MS–19 STANDARDS.

IF THIS DRAWING IS A REDUCTION GRAPHIC SCALE MUST BE USED

10' 0 10'

NO.	REVISION	BY	DATE

WHITE ENGINEERING & DESIGN
P.O. BOX 1334
FOREST, VIRGINIA 24551
PHONE: 434-660-3007

PROJECT: 1701 12TH STREET APARTMENTS
STUD MUFFINS, LLC
LYNCHBURG, VIRGINIA

TITLE: CONCEPT PLAN

DRAWN BY: JLW
DESIGNED BY: JLW
REVIEWED BY: JLW
PROJECT No. 21018.00
SCALE: GRAPHIC

COMMONWEALTH OF VIRGINIA
JAMEY L. WHITE
Lic. No. 47808
9/3/21
PROFESSIONAL ENGINEER

ORIG. SUBMITTAL DATE: 9-3-21
REV. SUBMITTAL DATE:
DRAWING NUMBER: C-1
SHEET NUMBER: 1 OF 8

FILE: P:\2021\21018.00 1701 12th Street Apartments\Concept\121018Z1.dwg


N
BUCHANAN ST
PIERCE ST
12TH ST
12TH ST
03/08/2021
© All Pictometry

12th Street Apartments Rezoning
1619/1701 12th Street and 1114 Buchanan Street
September 22, 2021

PLEASE PRINT CLEARLY

NAME	ADDRESS	PHONE	IN FAVOR	IN OPPOSITION	NEUTRAL
JAMEY WHITE			✓		
[illegible] CUDD					
JAMES CRAWFORD					

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **October 26, 2021** AGENDA ITEM #: 3(e)

REGULAR: WORK SESSION: **X** CLOSED SESSION (Confidential):
ACTION: INFORMATION: **X**

ITEM TITLE: Business Item Briefing: Public Hearing to Consider the Sale of Property 317 Hancock Street

RECOMMENDATION: *This item will appear for City Council vote on the November 9, 2021 Public Hearing agenda.* After a public hearing, authorize the City Manager to sell 317 Hancock Street

SUMMARY: The City-owned property at 317 Hancock Street is a vacant lot totaling approximately ninety-eight hundredths (0.98) of an acre. The City has owned the property since 1997 and the current assessed value is $45,000.

The City advertised this property as being for sale with signage at the site, a listing through the Multiple Listing Service (MLS) since May 26, 2021 and by notice of public hearing. The City received an offer from Calfee & Hansen, LLC to purchase the property for the sum of $39,000 subject to a soil, site, engineering, and/or environmental studies to determine the suitability of the Property for the Purchaser's intended use. The Purchaser's intent is to build a Commercial/Residential development as permitted under the existing Zoning and Historical District regulations.

PRIOR ACTION(S): July 12, 2021: City Council review this item in closed session

FISCAL IMPACT: Proposed net proceeds of $39,000.00

CONTACT(S): Reid Wodicka, Deputy City Manager, 455-3990
Marjette Upshur, Director of Economic Development, Tourism & Museums 455-4492

ATTACHMENT(S):
- Resolution

REVIEWED BY: raw

RESOLUTION:

A RESOLUTION TO CONVEY THE PROPERTY LOCATED AT 317 Hancock STREET TO CALFEE & HANSEN, LLC.

WHEREAS the City of Lynchburg owns the property located at 317 Hancock Street in the City of Lynchburg, Virginia;

WHEREAS the City advertised the property as being for sale and received an offer from Calfee & Hansen, LLC for $39,000, and is proposed to be used in the future as Commercial/Residential development as permitted under the existing Zoning and Historical District regulations.

NOW, THEREFORE, BE IT RESOLVED that City Council determines that the City has no need for the property located at 317 Hancock Street and finds the City's continued ownership of the property is no longer necessary or required for the best interests of the City, and finds that the sale of the property to Calfee & Hansen, LLC will promote the public interest.

BE IT FURTHER RESOLVED that City Council hereby vacates for any public purpose the property located at 317 Hancock Street, approves the conveyance of the property to Calfee & Hansen, LLC for the sum of $39,000.00, and authorizes the City Manager to execute a deed and any other documents that may be needed to convey said property to Calfee & Hansen, LLC.

Adopted:

Certified: ____________________________
Clerk of Council

CONSENT AGENDA ITEM: A

// A regular meeting of the Council of the City of Lynchburg was held on the 13th day of April, 2021, at 4:00 P.M. in the Council Chamber, City Hall, MaryJane Dolan, President, presiding. The following Members were present:

Present: MaryJane Dolan, Beau Wright, Jeff Helgeson, J. Randy Nelson, Treney Tweedy, Sterling A. Wilder, Chris Faraldi 7

Absent: 0

// In the matter of Budget, Agenda Item #1, Council continued to balance the budget.

Interim City Manager Dr. Reid Wodicka reviewed the Proposed FY 2022 Revenues and Use of Fund Balance. Due to additional state revenue from the Compensation Board and revised local revenue projections, staff are proposing the following: set the Real Property Tax rate to $1.11 per $100 of assessed value; not grow the Unassigned Fund Balance to 12.3% but to leave it at 11.8%; increase Fuel Reserves by $200,000; increase Debt Service Reserve by an additional $200,000; eliminate *Strategic Initiative #3 – Continued Implementation of the City-wide Salary Study particularly for the lowest paid employees in the organization* and instead implement a 5% general wage increase to all employees.

Dr. Wodicka suggested Council first have a conversation and decide where to set the Real Property Tax rate stating that this will help staff and Council understand what the revenues will be as Council continues making decisions for the rest of the budget items. Councilmember Wilder made the motion to set the Real Property Tax Rate at $1.11, citing the long-term needs for the city such as the police headquarters and addressing compression issues as the key reasons. Councilmember Tweedy seconded the motion stating that she considers this an investment in the city.

Councilmember Faraldi stated that with the most recent projections, Council has the ability to lower the tax rate to at least a $1.07 and made the motion to amend the main motion to entertain the discussion of a lower rate. Councilmember Helgeson seconded the motion.

Councilmember Nelson stated that he was in support of this rate which would lighten the load of the citizens. The projected revenues are much higher than originally thought because the economic landscape seems promising. The city can sustain revenues at the $1.07 rate without compromising any of the city's critical needs.

Councilmember Helgeson stated that at the beginning of budget discussions, revenues were tight. Now, the projections of several key revenue sources have been revised upwards and Council can alleviate some of the burden to tax payers. He seconded the amendment to the main motion so that Council can further the discussion.

Councilmember Wilder stated that he is not in support of the amended motion for several reasons, including putting the bond rating at risk; funds are needed to build the police headquarters and for additional firefighters and medic units; and for the cost of living increase for employees.

With no other discussion from Council, the following vote to amend the main motion from $1.11 to $1.07 was recorded:

Ayes:	Helgeson, Nelson, Faraldi	3
Noes:	Dolan, Wright, Tweedy, Wilder	4

Councilmember Wilder stated that he still supports the main motion.

Councilmember Tweedy stated that she is in support of the main motion because even though projected revenues are higher this year, it does not speak to the years going forward.

Councilmember Faraldi made the motion to amend the main motion to a $1.09, in an attempt to debate a lower rate. Councilmember Helgeson seconded the motion.

Vice Mayor Wright stated that there's no mass exodus of people and they want to live in the city or else property rates would not be increasing. There are short-term needs that need to be funded and he considers the original motion an investment to the City.

Councilmember Nelson stated that he is disappointed Council does not seem to want to entertain a compromise. Citizens don't need to have an additional burden on top of other economic, personal, and emotional burdens that they have sustained over the last year in regards to the pandemic.

Mayor Dolan stated that she does not support the amendment to the main motion. Council needs to invest in the city and in the employees. She also stated that when staff talk about the revenues increasing, in reality they are increasing from the revisions made to the budget due to COVID, which was a reduction from the previous projections. She looks to the city's past, in particular the 2008 recession when Council decreased the tax rate, and the consequences of that action which created so many challenges for the city by way of furloughing employees

With no other discussion from Council, the following vote to amend the main motion from $1.11 to $1.09 was recorded:

Ayes:	Helgeson, Nelson, Faraldi	3
Noes:	Dolan, Wright, Tweedy, Wilder	4

With no other discussion from Council, the following vote on the main motion to set the Real Estate Tax Rate to $1.11 was recorded:

Ayes:	Dolan, Wright, Tweedy, Wilder	4
Noes:	Helgeson, Nelson, Faraldi	3

Dr. Wodicka continued reviewing List item #2; *Use of Unassigned Fund Balance.* The staff recommendation is to set the rate to 11.8%. Councilmember Helgeson stated that instead of spending the extra revenues, Council should consider increasing the Unassigned Fund Balance to as high as possible, then use it in the future if it's needed. This would guard against spending the funds frivolously now. Dr. Wodicka advised that setting the rate to a higher percentage and not sustaining that percentage could impact future bond ratings negatively. Councilmember Helgeson responded that Council should consider taking the extra revenues and create a separate reserve so as to not raise then lower the Unassigned Fund Balance.

Councilmember Wilder made the motion to leave the Unassigned Fund Balance at 11.8%, seconded by Vice Mayor Wright.

Councilmember Nelson asked if the 5% local match has to be given in order to receive the state funding in regards to the state employee raises; staff responded that it does. He is in favor of storing away as much as possible in either the Unassigned Fund Balance or an altogether separate reserve in the event of a situation where the revenues aren't there from normal operations, much like what Councilmember Helgeson proposed. Since the state funding for employees is contingent upon the city funding the full 5% for state employees, then he is not in favor of setting up a barrier for that to happen, however; he stated that there could be money in other places to fund the local match.

With no other discussion from Council, the following vote to leave the Unassigned Fund Balance at 11.8% was recorded:

Ayes:	Dolan, Wright, Tweedy, Wilder	4
Noes:	Helgeson, Nelson, Faraldi	3

Dr. Wodicka continued reviewing List item #3; *School Funding in the proposed amount of $39,828,498.* Councilmember Helgeson included this item on The List. He stated that due to the decline in enrollment, the additional Federal CARES funding, and the burden it imposes on tax payers he cannot justify spending this amount on the schools.

Councilmember Wilder made the motion to strike Item #3 from The List effectively leaving the allocation in the budget. Councilmember Tweedy seconded the motion. Councilmember Wilder stated that the school system has gone through a challenging time period with COVID and it is not a local issue it is a national issue. It cost more to educate children especially in a pandemic with new stress levels. There are now more private and Christian schools' options for families which can explain the decline in enrollment.

Councilmember Tweedy stated that it is her expectation that LCS build back brilliantly and competitively. LCS is a gem to this region and she is asking them to expand their offering and grow their customers and in order to do that, they'll need the funding.

Councilmember Nelson stated that over the past 9 or 10 months, Council has heard every excuse why LCS can't maintain the traditions of excellence that it has been known for. Council has heard from

LCS that they have mastered the COVID world and came up with a plan that is going to be successful and return the schools to the tradition of excellence. LCS said if Council funds at the level requested they will certainly be able to perform at a level they are expected to. He does not want anybody to blame City Council for any shortcoming that the schools may encounter over the next year.

Councilmember Faraldi stated that his concerns are with the decrease in enrollment and increase in costs and yet the graduation rate is still plummeting. Even though Council doesn't govern the schools directly in their operations and execution of funds, due to the fact that Council appoints the board members and approves the budget, ultimately, he feels Council is responsible for the direction of the school system. LCS is getting a lot of money through state and federal funding and he would like to see some offsetting costs to the local taxpayer from the city. In its current form, he stated that he cannot support this motion.

Vice Mayor Wright stated that there are a lot of things that he doesn't approve of in the schools' budget, but with the lack of line-item veto he'll still support the motion because the thought of defunding LCS and expecting that to yield better results is not logical.

With no other discussion from Council, the following vote to fund the schools for the full proposed amount of $39,828,498 was recorded:

Ayes:	Dolan, Wright, Helgeson, Nelson, Wilder	5
Noes:	Helgeson, Faraldi	2

// In the matter of Roll Call, Agenda Item #2, Councilmember Faraldi asked staff to put in writing, the policy regarding parental consent in vaccinating a younger age group as the city moves into Phase II of vaccination efforts. Councilmember Wilder mentioned the upcoming historical marker unveiling for Dr. Lushington. Councilmembers Tweedy, Nelson, and Helgeson had no items. Vice Mayor Wright thanked staff for their efforts at the Regional Vaccination Site and the satellite sites which together have vaccinated around 30,000 people. Mayor Dolan thanked the volunteers for their efforts at the regional vaccination center; she also reminded citizens about the community survey regarding Fifth Street and honoring Lynchburg's African American history; she made the following announcement:

- Pursuant to Section 2.2-3712(B.) of the Code of Virginia, City Council will be holding closed meetings at an undisclosed location within the following fifteen days for the purpose of interviewing candidates for the position of City Manager.

// The meeting was recessed at 6:13 p.m.

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

Present: MaryJane Dolan, Beau Wright, Jeff S. Helgeson, J. Randy Nelson, Treney Tweedy, Sterling A. Wilder, Chris Faraldi 7

Absent: 0

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

// In the matter of Recognitions, Mayor Dolan recognized Lillian Meighan and Nancy Lilly (The Water Lilly's), Outreach Coordinators for the Department of Water Resources, for winning several awards for the video series "Water Wonders". Mr. Tim Mitchell, Director of Water Resources, was also in attendance and gave remarks. There is a monetary reward associated with this and Water Resources will bring this item to the April 27, 2021 meeting for appropriation.

Mayor Dolan also proclaimed the week of April 11, 2021 – April 17, 2021 as Telecommunicators Week and recognized that public safety communications specialists are mission essential personnel who continue to provide a singular service that ensures the public's health and safety every day. Ms. Melissa Foster, Director of Emergency Services, was in attendance to accept the proclamation.

// In the matter of the Consent Agenda Item #3, Council conducted a second reading and adopted Resolution #R-21-022 amending the FY 2021 City/Federal/State Aid Fund budget and appropriated $67,200 with resources to purchase eighteen (18) Pharm Guard Temperature Controls systems for pharmacy drug boxes carried on fire and EMS apparatus for the Fire Department. On motion of Councilmember Helgeson, seconded by Councilmember Wilder, Council by the following recorded vote approved the motion:

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

Noes: 0

// In the matter of Planning, Agenda Item #4, a public hearing was held to consider Resolution #R-21-023 pertaining to a Conditional Use Permit (CUP) allowing an additional twelve condominium units in the Cornerstone Traditional Neighborhood Development (TND). Mr. Tom Martin, City Planner, was in attendance and provided Council with a brief summary of the request. Crosswhite Holdings, LLC petitioned for a CUP at 1240 Greenview Drive to allow the additional units, however, this would exceed the six hundred multi-family units originally approved for the Cornerstone TND. The Planning Division recommended approval; the Planning Commission recommended denial.

Mr. Zach Martin, the developer for this project, was in attendance and provided Council with a presentation. He stated that the Planning Commission recommended denial based on precedent and the fact that it exceeded the unit cap that was established in 2006.

There was no one to speak in favor of the petition, either in person, email, or voicemail.

Mr. Albert Billingsly, representative of the Windsor Hills Neighborhood Association, spoke in opposition to the petition stating that approving the CUP would set a precedent of allowing development to happen even after the maximum capacity has already been reached; he also stated that this development would make parking in the neighborhood difficult. Mr. Benjamin Rosenthal also spoke in opposition stating that as a Cornerstone community member, he has to abide by the rules and regulations to follow and the developer should too. Mr. Douglas Randlett stated when he first bought his home in the neighborhood, he was under the impression that only commercial properties would be developed but City Council approved dormitories; he hopes that Council will say enough is enough with residential development in that area. Mr. Donald Johnson stated that the neighborhood is its own community with restaurants and adding more residential properties will take away from the community. Mr. Gerry Sweinton stated that there is supposed to be undeveloped spaces near the residential houses in Windsor Hills and Cornerstone neighborhoods and the encroachment, if it were to continue, would set a dangerous precedent of overdeveloping the areas; he also stated that not using the space for commercial developments would result in a deficit of potential jobs and economic development for the community.

There was no one else to speak in opposition and no voicemails or emails were previously furnished to the Clerk of Council. Mr. Zach Martin offered a rebuttal to Council and those in opposition, stating that there's only a few options that make real sense for the property and he believes that this proposal is the best option for the use of space. The public hearing was then closed and the matter rested with Council.

Councilmember Helgeson made a motion for denial of the CUP stating that he appreciates what the developer is trying to do at this property but does not feel comfortable changing the already established precedent. Councilmember Faraldi seconded the motion stating he appreciates and is glad to see affordable housing options, however, he has only heard opposition and concerns from neighbors and out of respect for the Ward III representative who is opposed to this development, he will be supporting the denial of the CUP.

Councilmember Wilder asked Mr. Martin what the Planning Division's rationale was for recommending approval. Mr. Martin said that from an impact standpoint, the twelve units pose a very minor increase to the area and the amount of traffic it would produce would be minimal.

Councilmember Tweedy asked to hear from the Director of Economic Development & Tourism, Ms. Marjette Uphsur, on whether there are any incentives for this area in regards to developing the property for commercial use. Ms. Upshur stated retail and restaurants beget more retail and restaurants and her office is happy to share information or work with the developer.

Councilmember Nelson stated that he appreciates the developer wanting to build in the city, however, if he is going to justify deviating from a plan that the city has represented to its citizens, he wants to find a compelling, equitable interest to justify saying yes to something that was previously prohibited. In this case, he does not see an equitable justification to back making a change. Also, this lot is the last mixed-use lot in this neighborhood on a major throughway for Lynchburg and is the perfect space for a commercial enterprise.

With no other discussion from Council, the following vote to deny the CUP was recorded:

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

Noes: 0

// In the matter of Community Development, Agenda Item #5, a public hearing was held and Resolution #R-21-024 was introduced regarding Substantial Amendment #3 for the CDBG program and the receipt of the Community Development Block Grant Coronavirus Aid, Relief and Economic Security Act (CDBG-CV) Round 3 Program Funds.

Ms. Melva Walker, Grants Manager, was in attendance and provided Council with a brief summary of the request. The City has received notification from HUD for an additional special allocation of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by HUD on September 11, 2020 and constituted a third round of CDBG-CV funds for states and local governments. These funds are an extension of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis. Lynchburg's allocation is $389,143.

For receipt of these funds, in accordance with HUD regulations, the City is required to submit a "Substantial Amendment" to its HUD PY 2019 CDBG Annual Action Plan. This Amendment is to include projects that will prevent, prepare for, and respond to the Coronavirus (COVID-19).

Utilizing the CDBG application process and the guidelines from HUD for eligible projects/activities, City staff solicited and accepted applications for the CDBG-CV funds. These projects/activities are eligible according to the HUD guidelines and will benefit the citizens of Lynchburg that have been or will be affected by COVID-19.

In accordance with the CDBG Citizen Participation Plan's "In the Event of an Emergency" section, the public comment period was reduced to five (5) days as approved by HUD. The Community Development Advisory Committee (CDAC) did not conduct a public meeting regarding the submitted projects. However, the applications were provided to CDAC with the opportunity to comment on the proposed projects. The CDAC comments provided to City staff supported the funding of the proposed projects. The following lists of projects are recommended for funding by City staff:

- City Administration: $18,448
- Feeding the Homebound (Meals on Wheels of Greater Lynchburg): $46,500
- Emergency Housing Assistance (Lynchburg Community Action Group): $75,000
- Reducing Evictions through Legal Aid (Virginia Legal Aid Society): $30,000
- Domestic Violence Prevention Program (YWCA of Central Virginia): $6,680
- Summer Lunch & Play Program (City's Department of Parks and Recreation): $20,000
- Shelter Program and Apparatus Air Purifier Project (City's Fire Department): $192,515
- Total CDBG-CV ROUND 3: $389,143

Mr. Jeremy White with the Virginia Legal Aid Society spoke in favor of the funds allocated to the project, *Reducing Evictions through Legal Aid.*

There was no one present to speak in opposition.

The following correspondences were previously furnished to the Clerk of Council and were entered into the record. Ms. Ashley Reynolds-Marshall, Executive Director of the YWCA, spoke in support of the *Domestic Violence Prevention Program*. Mr. Turner Perrow, who sits on the Lynchburg Redevelopment & Housing Authority, spoke in opposition of the project *Reducing Evictions through Legal Aid*.

There was no one else to speak in either favor or opposition; Mr. Jeremy White offered a rebuttal concerning the statement opposing the project *Reducing Evictions through Legal Aid.* He stated that in most cases, the Virginia Legal Aid Society are working toward resolution with the Lynchburg Redevelopment & Housing Authority and that both entities view each other as partners even if there is a percentage of the time that there is no resolution and conflict is unavoidable. Mayor Dolan closed the public hearing and the matter rested with Council.

Vice Mayor Wright made the motion to adopt the resolution approving the allocation of the funds, stating that all of the projects are worthy of these funds and that the City has a long history of giving funds to the Virginia Legal Aid Society even though they have represented clients at times whose interests don't align with the City's. Even though they may at times take action that is averse to the housing authority's interest that doesn't mean that their clients should not have representation.

Councilmember Wilder seconded the motion but stated that he had hoped to hear from the director of the housing authority. Councilmember Tweedy, who sits on the authority, offered that the housing authority does give many opportunities for families to work with the housing authority prior to eviction. She stated that she was undecided on this motion and asked Mr. White for figures on how much in eviction funds have come into the city as far as CARES Act. Specifically, how much did Legal Aid receive in funding from either state or federal, outside of the funds from this project, toward assisting with evictions? Mr. White responded that he did not have an answer to the additional CARES funds, but that he did know this is the only request from the city. Councilmember Tweedy said that she would like to see those figures.

Councilmember Helgeson asked for an amendment to the motion to not fund the project *Reducing Evictions through Legal Aid* at this time and asked for further discussion from both Legal Aid and the housing authority to get the information that Councilmember Tweedy requested. Vice Mayor Wright asked Ms. Walker if tabling the vote on funding this project would delay the overall process of dispersing the funds. Ms. Walker cautioned that striking the $30,000 from the proposal would mean starting a whole new public process of accepting applications for the funds.

Councilmember Wilder stated that he supports the amendment to the motion.

Councilmember Nelson asked if the those who serve indigent defendants that are being targeted for eviction are compensated; Mr. White replied that there is no compensation. Councilmember Nelson stated that he appreciates the work the Virginia Legal Aid Society does in regards to working with landlords, landlords' attorneys, and the housing authority. He is in favor of approving the entire CDBG proposal.

Councilmember Tweedy stated a part of the reason tenants get evicted is due to income. She felt the $30,000 could be appropriated differently to assist families to maintain incomes and avoid economic evictions during the pandemic. She reiterated that she would like to hear more information from Legal Aid on other funds they've received. She stated that she is not against representation from Legal Aid, but she thinks the City may possibly have a better investment opportunity of the $30,000 through the CDBG.

Councilmember Wilder supports Legal Aid's work in the community. He asked Mr. White what the portion of the funds used on litigation with the housing authority. Mr. White explained that a majority of the time Legal Aid is working out resolutions with the housing authority as partners. However, there are one or two cases of opposition that seems to be the focus when in reality there are a lot of other deserving families who need the help.

Vice Mayor Wright stated that Mr. White makes a compelling point that Legal Aid represents a number of clients in addition to those who have business with the housing authority. He stated that someone could make a substitute motion but that he would like to leave the main motion unadjusted.

Councilmember Helgeson made an amendment to the motion to table action on the $30,000 to Legal Aid but approve everything else, stating that it doesn't hurt to take a little longer to look at this. Councilmember Faraldi seconded the motion.

Councilmember Nelson stated that he is in favor of funding Legal Aid, but would not be opposed to tabling this so that Council can have a chance to review additional information.

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

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

Councilmember Wilder asked to hear from the Lynchburg Redevelopment & Housing Authority on their partnership with the Virginia Legal Aid Society at future meeting.

// In the matter of Budget, Agenda Item #6, a public hearing was held concerning Resolution #R-21-025 amending the FY 2021 Operating and Capital Budgets and appropriating or rescinding funds to reflect the FY 2021 Third Quarter Detail by Fund.

Ms. Donna Witt, Chief Financial Officer, was in attendance and provided Council with a brief summary of the request. In March, staff began the normal review of FY 2021 operating and capital revenues and expenditures of the City's various funds to determine if adjustments were needed prior to the end of the fiscal year. Departments were requested to submit any necessary adjustments that needed to be considered. The General, City/Federal/State Aid, Community Development Block Grant (CDBG), Forfeited Assets, Children's Services Act (CSA), HOME Investment Partnership Program, Water, Sewer, Airport, City Capital Projects, Water Capital Projects, Sewer Capital Projects, and Airport Capital/Grant Projects Fund are amended to reflect the FY 2021 Third Quarter Adjustments.

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

Councilmember Nelson made the motion to approve the resolution, seconded by Councilmember Helgeson.

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

Ayes:	Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi	7
Noes:		0

// In the matter of Public Comment, Agenda Item #7, Council heard from Mr. Marty Misjuns, group representative of Lynchburg FIREPAC, regarding a response to the Fire Chief's Annual Report; he stated how understaffed, underappreciated, and overworked the dispatchers are in Emergency Services. He stated that there needs to be more of an investment for public safety personnel; he commented on the compression issues, management issues, and mandatory overtime in both Emergency Services and the Fire Department.

// In the matter of Public Comment, Agenda Item #8, Council heard from Mr. Jamie Maxwell, group representative of the Lynchburg Firefighters Association, regarding a response to the Fire Chief's Annual Report; he stated that the boots on the ground are losing faith in the Fire Chief, the City Administration, and City Council. He asked Council to release the Korn Ferry pay study, commenting on the compression issues in the fire department. He commented on the amount of fire fighters still needed on each shift and spoke on the amount of overtime hours worked within the past year.

// In the matter of Emergency Services, Agenda Item #9, Council considered approving a Resolution #R-21-026 adopting the Central Virginia Planning District Commission (CVPDC) Hazard Mitigation Plan. This item was originally presented to Council at the March 9, 2021 City Council meeting where Council requested additional time to review the plan in its entirety.

Councilmember Tweedy made the motion to approve the resolution, seconded by Vice Mayor Wright.

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

Ayes:	Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi	7
Noes:		0

// In the matter of Economic Development, Agenda Item #10, Council considered adopting Resolution #R-21-027 authorizing the issuance of up to $14,000,000 in bonds through the Economic Development Authority (EDA) of the City of Lynchburg for the benefit of Virginia Episcopal School, Inc (VES). Ms. Marjette Uphsur, Director of Economic Development and Tourism, provided Council with a brief summary of the request. Founded in 1916, VES is a college preparatory, coeducational, independent boarding and day school for students in grades 9-12. VES is a tax-exempt institution. The school employs approximately 85 people at an average annual salary of $57,135. Current enrollment is 260 students with 70% of those students boarding. VES has requested the EDA to issue its revenue bonds in an aggregate principal amount not to exceed $14,000,000, in one or more series. These funds will be used to: (a) finance the costs of constructing and equipping an approximately 15,239 square foot academic building to be known as Pannill-Smith Hall, renovate Jett Hall and the health center all located at 400 VES Road (b) and $3,500,000 to refund previous bonds issued through the Authority. The Economic Development Authority of the City of Lynchburg has conducted the requisite public hearing and adopted a resolution recommending that City Council authorize the bonds. The Economic Development Authority of the City of Lynchburg, in accordance with Federal and State law, serves as a conduit for the bonds and assumes no financial responsibility or costs. The issuance of the bonds through the Economic Development Authority of the City of Lynchburg and places no obligation on the City.

Councilmember Helgeson made the motion to approve the resolution, seconded by Councilmember Faraldi.

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

Ayes:	Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi	7
Noes:		0

// In the matter of Council's Rule of Procedure, Agenda Item #11, Council discussed its current policies for Public Comment. City Council's Rules of Procedure permit any City Council member to request the addition of any item to a regularly scheduled City Council meeting agenda. Additionally, City Council's Rules of Procedure specify that the Rules of Procedure be reviewed and readopted at the beginning of each new City Council term, typically in July of even numbered years. However, the Rules of Procedure also state that the Rules of Procedure can be revised by action of City Council at other times if the need arises. Councilmember Faraldi has requested the addition of this agenda item to discuss City Council's Rules of Procedures, with particular focus on the Public Comment section of the agenda. He commented that a citizen requested a change to the procedure to address a loophole; since the period to sign up for Public Comment closes at noon the Wednesday before a Council meeting, and the agenda isn't posted until the Thursday before a Council meeting, a citizen would not be able to address an item that is on the agenda during Public Comment. Councilmember Faraldi asked to amend the Rules of Procedure to say expand the deadline to 24 hours before a Council meeting.

City Attorney Mr. Walter Erwin stated that this is the procedure that Council has followed since 1975 when it developed its Rules of Procedure. Council has a limited time to conduct its business and Council felt this rule makes the best use of its time allowing it to manage its meetings in an orderly and efficient manner. During the past year, there has been a lot of discussion of citizens' First Amendment rights and their right to address their government, however; in 1984 the U.S. Supreme Court dictated that citizens have no constitutional right to address a public body during its meetings. Moreover, the First Amendment guarantees citizens the right to petition government officials for the redress of grievances but the court pointed out that can be done by telephone calls and letters. Currently, citizens have more ways to contact government officials by way of phone calls, emails, and even text messages.

Vice Mayor Wright asked Clerk of Council Ms. Alicia Finney to describe the process staff have to go through regarding public comments. She outlined the screening process associated with current Rules of Procedure for Public Comment, which include: make sure a group has no more than one spokesperson *§5-3(B)(7);* make sure Public Comment isn't given on a matter for which a Public Hearing is scheduled during the same meeting *§5-3(B)(9);* make sure Public Comment isn't given on a matter that has already been the subject of a previous Public Hearing where no final vote has been taken *§5-3(B)(10);* make sure that once an individual or organization makes a public comment on a particular subject, the individual or organization may not make another public comment on the same subject within (3) three months of the first (except by a majority vote of the members of Council present and voting) *§5-3(B)(13).* She also stated that she confirms important information with the citizen requesting to speak, such as, the time/date/location of the meeting and informs them of what to expect from Public Presentation from a City Council Meeting including but not limited to, social distancing, mask mandates, parking, time limitations, and meeting etiquette.

Councilmember Nelson asked to table the request so that staff can figure out an appropriate deadline without Council capriciously picking a time and date. There was a consensus among Council to table the request.

// The meeting adjourned at 9:50 P.M.

Clerk of Council

// A special meeting of the Council of the City of Lynchburg was held on the 29th day of June, 2021, at 4:00 P.M. in the Council Chamber, City Hall, MaryJane Dolan, President, presiding. The following Members were present:

Present: MaryJane Dolan, Beau Wright, Jeff Helgeson, J. Randy Nelson, Treney Tweedy, Sterling A. Wilder, Chris Faraldi	7
Absent:	0

// A special called meeting was scheduled in order to make an appointment to the position of City Attorney before the current City Attorney vacates his position on July 1, 2021, and to make appointments to the Lynchburg City School Board at least 30 days before July 1, 2021 (Section §22.1-50 of the Code of Virginia). Councilmember Faraldi made the motion that the merits of the meeting warranted a special called meeting. Councilmember Nelson seconded the motion. The following vote was recorded, approving the special called meeting:

Ayes:	Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi	7
Noes:		0

// In the matter of City Attorney, Agenda Item #1, Council considered approving Resolution #R-21-057 appointing Matthew C. Freeman as the City Attorney for the City of Lynchburg effective July 1, 2021. Councilmember Nelson made the motion to approve the resolution, seconded by Councilmember Tweedy. With no discussion from Council, the following vote was recorded:

Ayes:	Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi	7
Noes:		0

// In the matter of School Board Appointments, Agenda Item #2, Mayor Dolan asked for a Council decision on whether to notify the School Board applicants of Council's decision first and then the public, or to notify the public and then the applicants.

Councilmember Helgeson stated that he wants to conduct deliberation on school board appointments in open session. He would not be in favor of going into a closed session to discuss these appointments.

Councilmember Nelson expressed a desire to delay notifying the media and the public until courtesy calls could be placed to all of the applicants after Council's decision.

Councilmember Faraldi stated that he appreciates the desire to inform applicants, but does not support the delaying of informing the public.

With no other discussion from Council, the following vote to call applicants before the public is notified was recorded:

Ayes:	Dolan, Wright, Nelson, Tweedy, Wilder	5
Noes:	Helgeson, Faraldi	2

// On motion of Councilmember Nelson, seconded by Councilmember Wilder, Council considered holding a closed meeting for discussion of appointments to the Lynchburg School Board pursuant to Section 2.2-3711(A.)(1) of the Code of Virginia, as amended.

Councilmember Faraldi stated that he will be voting in opposition to this motion because he feels this process should be completed in an open session.

Councilmember Helgeson stated the stakeholders of the school board have a desire to be invested in this process and in deference to them, he would like to conduct these appointments in an open session.

Vice Mayor Wright asked Councilmember Helgeson why in his tenure has he not called for this to be an open process and inquired what the impetus for changing the process now is. Councilmember Helgeson cited the decline in enrollment, absenteeism, and concerned parents for being his reasons.

Councilmember Tweedy stated that last minute tactics should not be played with the education system and will be voting in favor of the current system.

Councilmember Nelson stated that he is not in favor of changing the current process since candidates applied expecting this current process, but would be amicable to a conversation in the future on opening up the boards and commissions appointment process.

Councilmember Wilder offered he would be in favor of addressing this process at a future Council Work Session but stated that he would not be in favor of opening the process up currently.

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

Ayes:	Dolan, Wright, Nelson, Tweedy, Wilder	5
Noes:	Helgeson, Faraldi	2

// 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 Vice Mayor Wright, and Council, by the following recorded vote, adopted the motion:

Ayes:	Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi	7
Noes:		0

// On motion of Councilmember Helgeson, seconded by Vice Mayor Wright, Council by the following recorded vote appointed Mr. Randall Trost to the Lynchburg City School Board, School District 1, for a 3-year term expiring June 30, 2024.

Ayes:	Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi	7
Noes:		0

// On motion of Councilmember Tweedy, seconded by Councilmember Wilder, Council by the following recorded vote appointed Dr. Sharon Carter to the Lynchburg City School Board, School District 2, for a 3-year term expiring June 30, 2024.

Ayes:	Dolan, Wright, Nelson, Tweedy, Wilder	5
Noes:	Helgeson, Faraldi	2

// On motion of Councilmember Helgeson, seconded by Councilmember Wilder, Council by the following recorded vote appointed Dr. Atul Gupta to the Lynchburg City School Board, School District 3, for a 3-year term expiring June 30, 2024.

Ayes:	Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi	7
Noes:		0

// The meeting adjourned at 5:25 p.m.

Clerk of Council

CONSENT AGENDA ITEM: C

// A regular meeting of the Council of the City of Lynchburg was held on the 13th day of July, 2021, at 4:00 P.M. in the Council Chamber, City Hall, MaryJane Dolan, President, presiding. The following Members were present:

Present: MaryJane Dolan, Beau Wright, Jeff Helgeson, J. Randy Nelson, Treney Tweedy, Sterling A. Wilder, Chris Faraldi 7

Absent: 0

// In the matter of City Council, Agenda Item #1, Councilmembers considered their seating arrangements at the dais. At the Organizational Meeting held in July of each year in which Council elections are held, and after the election of Mayor and Vice Mayor, Council determines their seating arrangement. At its last held Organization Meeting on July 1, 2020, City Council was practicing social distancing in response to the coronavirus pandemic and not all members were able to have a seat at the dais. Now that social distancing requirements are no longer mandated, City Council will be conducting business with all members seated at the dais. Therefore, Councilmembers must choose a permanent seat prescribed by the Rules of Procedure Section § 2-8, “The Mayor shall occupy the center seat on the dais with the Vice Mayor occupying the seat at his or her immediate right. The remaining members of the Council shall determine their seating arrangement by seniority with the most senior member selecting his or her seat first and the remaining members selecting their respective seats in seniority order based on years served on the Council. In the event that two or more Council members have equal seniority, the selection of seating for those members shall be determined by chance.”

// In the matter of Rules of Procedure, Agenda Item #2, City Council considered adopting Resolution #R-21-058 approving its Rules of Procedure which contain the schedule of regular meetings and work sessions for the upcoming year. Section § 15.2-1416 of the Code of Virginia provides that each year the local governing body shall prescribe by resolution the schedule of meeting dates, times, and places for the upcoming year. City Council’s schedule of meetings is set forth in City Council’s Rules of Procedure under Section § 2-1. Meetings shall be held in the City Council Chamber, on the first floor in City Hall, as follows: Second and fourth Tuesday of the month, at 4:00 p.m. There will be no regular meeting on the fourth Tuesdays during the months of July, August, and December. As such, the Rules of Procedure should be readopted to confirm Council's schedule of regular meetings and work sessions for the upcoming year. Additionally, Councilmember Faraldi previously asked to consider amending the Rules of Procedure regarding the Public Comment section to allow citizens the opportunity to speak on an item on the agenda. Currently, the deadline for a citizen to submit a request to the Clerk of Council to be placed on the Public Comment portion of the agenda is by noon the Wednesday prior to the meeting date. City Council's agenda packet is not released until the end of the day on the Thursday prior to the meeting date. City staff offered the following options for City Council's consideration. Any combination of these ideas or other ideas could be included in a final choice by City Council (City Council is not limited to these choices):

<u>Option 1</u>

- Change the deadline to sign up for public comment to Friday before the City Council meeting at noon
- Limit the total amount of time for public comment to fifteen minutes. If the number of citizens would exceed the 15 minute time limit, the presiding officer would have the autonomy to place a shorter limit on citizens or group representatives.
- Change the time limit for all speaker to three minutes

<u>Option 2</u>

- Maintain normal public comment section
- Introduce a second public comment section at the beginning of the General Business section

<u>Option 3</u>

- No change to present procedure

Councilmember Helgeson stated that he would be in favor of an open comment period.

Councilmember Nelson asked the Clerk of Council, Ms. Alicia Finney, what the merits are to having a signup period. Ms. Finney cited the following background checks she conducts as it pertains to citizen requests to speak, per Council's current Rules of Procedure:

- Make sure a group has no more than one spokesperson §5-3(B)(7).

- Make sure Public Comment isn't given on a matter for which a Public Hearing is scheduled during the same meeting §5-3(B)(9).
- Make sure Public Comment isn't given on a matter that has already been the subject of a previous Public Hearing where no final vote has been taken §5-3(B)(10).
- Make sure that once an individual or organization makes a public comment on a particular subject, the individual or organization may not make another public comment on the same subject within (3) three months of the first (except by a majority vote of the members of Council present and voting) §5-3(B)(13).
- Lastly, this serves as a chance for staff to directly address concerns brought forth by the citizens.

Councilmember Nelson stated that the cutoff time does serve some sort of purpose for all of the reasons given and he is not in favor of having an open comment period given the reasons stated.

Councilmember Faraldi stated that he sees it as there being two different issues; having a public comment period, and then having an open comment period that would allow citizens to speak on specific agenda items. Councilmember Faraldi made the motion to amend Section 5-3(B)(1) to include the following language, "an individual seeking to speak to a published agenda item on the consent agenda, public presentation, general business, or closed meeting sections, should have the opportunity to address Council. The presiding officer shall open a public comment period prior to each of the aforementioned sections where the same stipulations for citizen participation will apply excluding any deadline to sign up to speak and frequency by which said speaker is to address Council. All comments must be germane to an item in the section at hand." Councilmember Helgeson seconded the motion.

Vice Mayor Wright stated that this motion would effectively turn every agenda item into a public hearing. He further stated that he has not heard from any citizens expressing the desire for an opportunity to speak on every item. The current procedure allows Council to run organized, efficient meetings to address the City's business. Opening up every section for unrestricted public comment has the potential of getting out of hand. Citizens have ample opportunity to contact Council, now more than ever.

Councilmember Tweedy stated that she is not supporting the motion because citizens have every opportunity to communicate with Council. She commented on the responsibilities of Councilmembers to work with each other to bring issues sent by citizens for deliberation. She stated that opening public comment up beyond what Council's Rules of Procedure say opens it up to chaos for staff, Council, and it interferes with the decorum and order of conducting City business.

Councilmember Nelson stated that at this point, Council should address the problem of citizens not currently being able to address items on the agenda during Public Comment. He made the substitute motion to move the cutoff date for Public Comment to the Friday after the agenda is posted at noon, but to not have an open public comment section, which would result in a cumbersome meeting (going through the actions of opening it up). Councilmember Wilder seconded the motion.

Councilmember Helgeson asked to extend the deadline to noon on Monday. Councilmember Nelson replied that if the deadline is Monday that really does narrow the opportunity for staff to address any citizen concerns and having as much time in advance is beneficial. He clarified that Council will soon have to address other sections of its Rules of Procedure, specifically concerning language pertaining to the Deputy Clerk position that no longer exists and the November elections, so extending the deadline to Friday at noon will suffice in the short-term.

With no other discussion from Council, the following vote on the substitute motion was recorded:

Ayes:	Dolan, Wright, Nelson, Tweedy, Wilder	5
Noes:	Helgeson, Faraldi	2

The substitute motion of extending the Public Comment sign-up period to the Friday after the agenda is posted at noon passed and became the main motion. The following vote on the main motion was recorded:

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

Councilmember Faraldi made the motion to eliminate the 3-month rule (Section § 5-3(B)(13)), stating that if citizens feel passionately about an item they should be able to address Council as often as they like. Councilmember Helgeson seconded the motion stating that it seems arbitrary and puts the responsibility of deciding what is the same topic and what's not on staff when it should be left up to Council.

Vice Mayor Wright stated that coming back to Council week after week to say the same thing is not productive.

Councilmember Wilder said there is more opportunity for citizens to reach out to their representatives. He is confused why this is an issue now because it hasn't been before.

Councilmember Nelson stated that this is a rule that limits access of somebody every 3-months on an issue. He is hesitant to support a rule that limits that in any way unless there is a compelling government purpose that is accomplished from enforcing the rule. He is in favor of eliminating the rule and if it somehow invites a parade of frivolous petitions, Council can always come back and reinstate it.

Councilmember Tweedy will not be in support of striking the 3-month rule because passionate citizens have ample opportunity already to talk to Council. Passionate people can often lead to harassment.

City Attorney Mr. Matthew Freedman advised Council that citizens don't have an unfettered right to address Council. He interprets the Rules of Procedure as the public having access to view and attend City Council meetings, but that the meetings are for Council to conduct its business. The Rules of Procedure currently allow citizen participation at every meeting, which exceeds the requirement of the state.

With no other discussion from Council, the following vote to eliminate the 3-month rule was recorded:

Ayes:	Helgeson, Nelson, Faraldi	3
Noes:	Dolan, Wright, Tweedy, Wilder	4

Councilmember Nelson made the motion to adopt the resolution approving the Rules of Procedure and Council's meeting schedule, seconded by Vice Mayor Wright. With no other discussion from Council, the following vote was recorded:

Ayes:	Dolan, Wright, Nelson, Tweedy, Wilder	5
Noes:	Helgeson, Faraldi	2

// On motion of Vice Mayor Wright, seconded by Councilmember Wilder, Council, by the following recorded vote, elected to hold a closed meeting for 1) the discussion and consideration of information provided to the City by a private entity under the provisions of the Public-Private Transportation Act relating to the possible construction of a Police Headquarters Facility, pursuant to Section 2.2-3711(A)(28) and 2.2-3705.6(11) of the Code of Virginia, 1950, as amended; 2) discussion of the sale of certain City-owned real property identified as 317 Hancock Street, Lynchburg, Virginia, including, any, if any, improvements thereon, pursuant to Section 2.2-3711(A)(3) of the Code of Virginia, 1950, as amended; and 3) review and/or evaluate the performance of the City's Clerk of Council, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia, 1950, as amended. pursuant to Section 2.2-3711(A.)(1) of the Code of Virginia, as amended.

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

Ayes:	Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi	7
Noes:		0

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

Ayes:	Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi	7
Noes:		0

// In the matter of Roll Call, Agenda Item #4, Councilmembers Nelson, Tweedy, Helgeson, and Vice Mayor Wright had no items. Councilmember Faraldi asked staff to report on the Fire Department staffing plan at an upcoming Work Session; he also asked staff to schedule a Work Session item for Council to consider sending a letter to Governor Northam requesting he cease the additional federally subsidized unemployment assistance. Councilmember Wilder requested staff schedule a joint Lynchburg City School Board and City Council meeting. Mayor Dolan announced that the Virginia Commonwealth Games will be held at Liberty University on July 23, 2021 – July 25, 2021; she also made a few announcements regarding Parks & Recreation.

// The meeting was recessed at 6:19 p.m.

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

Present:	MaryJane Dolan, Beau Wright, Jeff S. Helgeson, J. Randy Nelson, Treney Tweedy, Sterling A. Wilder, Chris Faraldi	7
Absent:		0

Councilmember Tweedy gave the Invocation, followed by the Pledge of Allegiance led by Scout Pack 180.

// In the matter of Recognitions, Mayor Dolan and City Council recognized Mr. Walter Erwin for his 42 years of service to the City of Lynchburg. Throughout his career, Mr. Erwin worked for a total of 44 Councilmembers and with 5 City Managers.

// In the matter of the Consent Agenda Item #5, copies of the minutes of the March 30, 2021 meeting have been previously furnished to Council, and on motion of Councilmember Helgeson, seconded by Councilmember Wilder, Council by the following recorded vote approved the minutes as presented:

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

Noes: 0

// In the matter of the Consent Agenda Item #6, approval of the minutes from April 6, 2021 Council meeting, Councilmember Nelson requested the minutes be pulled in order to propose some minor edits to the Clerk of Council; there was a consensus among Council.

// In the matter of the Consent Agenda Item #7, Council conducted a second reading and adopted Resolution #R-21-056 amending the FY 2021 City/Federal/State Aid Fund budget and appropriating $29,889 to purchase twelve Dell Latitude 5420 Rugged laptops carried on EMS apparatus for the Fire Department. On motion of Councilmember Helgeson, seconded by Councilmember Wilder, Council by the following recorded vote approved the motion:

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

Noes: 0

// In the matter of Planning, Agenda Item #8, a public hearing was held and Council considered adopting Ordinance #O-21-059 approving the rezoning petition of property located at 1300 Campbell Avenue. Mr. Tom Martin, City Planner, provided Council with a brief summary of the request. Rebkee is petitioning to rezone approximately two and twenty-five hundredths (2.25) acres located at 1300 Campbell Avenue from B-5C, General Business District (Conditional) to B-4, Urban Commercial District. If approved the building constructed in 1919 and located in the Kemper Street Historic District will be redeveloped as one hundred five (105) apartments with associated parking. The Planning Division recommended approval of the rezoning petition on June 9, 2021, and the Planning Commission recommended approval of the rezoning petition 6-0 with one-member absent.

Ms. Amy Seipp with Accupoint Surveying and Design made a presentation to Council on behalf of Rebkee. There was no one to speak either in favor or opposition, either by phone, email, or in-person, so the public hearing was closed and the matter rested with Council.

Councilmember Helgeson made the motion to approve the ordinance, stating that he doesn't like to see more and more apartments coming in at high-density, however this building was originally approved by Council in 2010 as dormitories. He stated that it is sad to see this building run-down and that this development will be great for the area. He is glad to see this type of revitalization which keeps the historic designation and the character of the outside, and he is glad to see it happening without asking the City for money.

Councilmember Wilder seconded the motion stating that it is such a needed improvement. The neighbors are in favor of the development and there were no objections from the Planning Commission.

Councilmember Nelson stated the City is very fortunate to have the petitioner come forth and repurpose the building to its very similar intended purpose of a dwelling place. This will inject a great deal of vitality to an area that needs it.

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

Ayes:	Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi	7
Noes:		0

// In the matter of Public Comment, Agenda Item #9, Council heard from citizen Mr. Mike Sharrett regarding the high-mileage reduction in personal property taxes for vehicles at or above 165,000 miles. He proposed the following motion; "That beginning with the physical 2022 property tax billing year all vehicles eligible to be taxed as personal property that were at or above 165,000 miles the prior billing year be automatically applied the high mileage reduction for perpetuity of the vehicle's life of service." He owns three high-mileage vehicles and is overburdened with the providing proof of documentation that it's still above the 165,000 miles.

// In the matter of Public Comment, Agenda Item #10, Council heard from citizen Mr. Andrew Glover regarding Council's Rules of Procedure as it pertains to Public Comment. He previously addressed Council regarding barrier's put in place by City Council's Rules of Procedure that prevent the public from having the ability to contribute to Lynchburg's governance and the ability to properly petition the government to address grievances. At Council's Work Session scheduled for July 13, 2021, Council moved the deadline for signing up for public comments to Friday. He feels this does not give citizens enough time to review the agenda. He fears the Rules of Procedures are being used a bludgeon; both City Council's and Lynchburg City School Board rules of procedure. He stated that the Rules of Procedures are being used to prevent access to the elected representatives.

// In the matter of Planning, Agenda Item #11, Council considered adopting Resolution #R-21-060 approving the naming of a private driveway and new entrance as HumanKind Way. Ms. Victoria Glasgow, Planner II, provided Council with a brief summary of the request. Joni Addington, Director of Facilities at Humankind, is petitioning to name a private driveway and new entrance as HumanKind Way. HumanKind has constructed a new entrance that connects their current driveway to VES Road. The purpose is to name this connector as a private street and provide addressing that is more intuitive than "Linden." Linden Avenue is a residential street to the southwest of the property and will not be the main access road to the Humankind Campus. The Planning Commission reviewed the item and recommended approval.

Vice Mayor Wright made the motion to approve the resolution, seconded by Councilmember Tweedy.

Councilmember Nelson said he is pleased that this road is in place and there were some issues regarding access a couple of years ago between the adjoining property owners and it looks like it has been worked out in a positive, mutually beneficial way.

Councilmember Wilder stated that he is glad this is happening; he knows some of the neighbors on Linden Avenue had concerns about traffic since GPS was sending people down that street to access the property and now they will be able to access the property on Humankind Way. He sees this is an improvement for the neighborhood.

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

Ayes:	Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi	7
Noes:		0

// In the matter of Emergency Services, Agenda Item #12, Council considered approving Resolution #R-21-061 amending the FY 2022 City/Federal/State Aid Fund budget and appropriating $12,000 with resources from the Virginia Wireless E-911 Services Board FY 2022 Public Safety Answering Point (PSAP) Grant Program, which will be used to provide training for Communications Specialists. Ms. Melissa Foster, Director of Emergency Services, provided Council with a summary of the request. The Department of Emergency Services will be acting as the fiscal agent for this grant that will be used to provide training to multiple jurisdictions. This training will be focused on the emotional and mental health of 911 professionals to build a more resilient work force. There is no local match required with this grant.

Councilmember Helgeson stated that this didn't come to Finance Committee because there is no local match required and seems like a very straightforward grant and this was going to be the only item on the agenda so the meeting was cancelled. He made the motion to approve the resolution, seconded by Vice Mayor Wright. Councilmember Helgeson stated that he is happy that staff are able to find grants to train and retain employees.

Councilmember Faraldi asked Ms. Foster to describe the current environment at LynComm and how this will directly impact it positively. Ms. Foster explained that currently, the Department of Emergency Services is at a critical point staffing wise. Staff that are certified and trained are doing their fulltime job, as well as, pulling time on the floor. That is still not enough to cover shifts, so the department is on mandatory overtime and all employees are working extra shifts. Councilmember Faraldi asked how many dispatchers does the department currently have; Ms. Foster replied that there are currently 19. Councilmember Faraldi asked how many dispatchers are needed; Ms. Foster replied that 28 are needed. Councilmember Faraldi asked what is being done to acquire these individuals outside of these funds; Ms. Foster replied that an hourly employee was recently hired to focus on recruitment. Councilmember Faraldi asked how will these funds be utilized to keep these folks from not leaving the department. Ms. Foster explained that the training staff want to bring in is based on emotional survival in law enforcement. Councilmember Faraldi asked why the department is focusing on a regional level if these types of issues exist at the department internally? Ms. Foster stated that supporting this at the regional level is the only way to secure more funding which will help procure a higher-level speaker. Councilmember Faraldi asked if these funds only go towards a speaker? Ms. Foster replied that a part of these funds goes towards the speaker's fee and the rest will go towards other expenses related to the event. Councilmember Faraldi stated that he does not think utilizing these funds will address the issues in the department with recruitment and retention. Bringing in a speaker for a few hours will not remotely address the needs of the department. He will not be supporting the motion.

Councilmember Wilder asked staff to include the reclassification of dispatchers as public safety in the Virginia Retirement System on the City's Legislative Agenda.

Councilmember Helgeson asked Council to consider adopting a separate resolution asking the state to cease unemployment benefits in order to help with the City's recruitment efforts and to get businesses fully staffed.

Councilmember Tweedy said that the problem was there before the pandemic and asked that the Finance Committee commit their monthly meetings to addressing compression.

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

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

// In the matter of the City Manager's Office, Agenda Item #13, Council considered adopting Resolution #R-21-062 terminating the Declaration of a Local Emergency for the COVID-19 Pandemic and the powers/responsibilities associated therewith. Interim City Manager Dr. Reid Wodicka provided Council with a summary of the request. In response to the COVID-19 pandemic, the City Manager declared a local emergency on March 15, 2020, which was confirmed by City Council on March 17. The necessity for a local emergency has now ended, and the adoption of this resolution is necessary to terminate the said declaration of a local emergency.

Councilmember Wilder made the motion to approve the resolution. Councilmember Nelson seconded the motion stating that even though the emergency may not exist, he doesn't want anyone to interpret that as meaning that the precautions and conditions that got the City to a safe place can suddenly be abandoned. We still need to be very cautious because the variants are out there and may come to Lynchburg.

Councilmember Helgeson stated that in 2020 he voted against this declaration because it was presented as a momentary emergency that turned into a prolonged state. He'll be voting in favor of terminating the emergency declaration.

Vice Mayor Wright stated that the declaration was necessary in ensuring the safety of the community.

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

Ayes:	Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi	7
Noes:		0

// The meeting adjourned at 8:40 p.m.

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Clerk of Council

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **October 26, 2021** AGENDA ITEM #: 5

REGULAR: **X** WORK SESSION: CLOSED SESSION (Confidential):
ACTION: **X** INFORMATION:

ITEM TITLE: Virginia Office of Emergency Medical Services Emergency Medical Services Grant Program through the Rescue Squad Assistance Fund (RSAF) to purchase six (6) Dell Latitude 5420 Rugged laptops for medic units.

RECOMMENDATION: Adopt a resolution to amend the FY 2022 City/Federal/State Aid Fund budget and appropriate $15,300 with resources of $7,650 from the Virginia Office of Emergency Medical Services Emergency Medical Services Grant Program through the Rescue Squad Assistance Fund (RSAF) and $7,650 from the FY 2022 General Fund Fire Department budget to purchase six (6) Dell Latitude 5420 Rugged laptops carried on EMS apparatus for the Fire Department.

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

As a result of the statewide contract change to ESO Electronic Health Record (EHR) reporting software, the Fire Department has been awarded RSAF grant funds to replace the remaining cache of Microsoft Surface Pro reporting tablets with Dell Latitude 5420 Rugged laptops.

The grant requires a local match. The Fire Department applied and was awarded funds under a 50/50 match. With a total cost of $15,300, the required local match is $7,650. The match will be funded from the FY 2022 General Fund Fire Department budget.

PRIOR ACTION(S): October 26, 2021: Reviewed by Finance Committee

FISCAL IMPACT: $7,650 in matching funds will be provided from the Fire Department's FY 2022 budget; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment.

CONTACT(S): Greg Wormser, Fire Chief, 455-6340
Robert Lipscomb, Deputy Chief, 455-6352
Annette Pettyjohn, Fire Administrative Manager, 455-6368

ATTACHMENT(S):
- Resolution

REVIEWED BY: raw

122A

RESOLUTION:

BE IT RESOLVED that the FY 2022 City/Federal/State Aid Fund budget is amended and $15,300 is appropriated with resources of $7,650 from the Virginia Office of Emergency Medical Services Emergency Medical Services Grant Program through the Rescue Squad Assistance Fund (RSAF) and $7,650 from the FY 2022 General Fund Fire Department budget to purchase six (6) Dell Latitude 5420 Rugged laptops carried on EMS apparatus for the Fire Department.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **October 26, 2021** AGENDA ITEM #: 6

REGULAR: **X** WORK SESSION: CLOSED SESSION (Confidential):
ACTION: **X** INFORMATION:

ITEM TITLE: 2021 DMV Highway Safety Grant, Selective Enforcement - Speed

RECOMMENDATION: Adopt a resolution to amend the FY 2022 City/Federal/State Aid Fund budget and appropriate $26,250 with resources of $17,500 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $7,411, and $1,339 from the FY 2022 General Fund Police Department budget to facilitate speed enforcement activities.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City a $17,500 grant for speed enforcement activities.

The grant excludes reimbursement of Medicare and Social Security benefit costs associated with the allotted overtime; however, funding of $1,339 is available for transfer from the FY 2022 Police Department General Fund budget to cover this expense. The grant agreement includes an in-kind match of $7,411 in police equipment and services from the department's fuel and vehicle maintenance services budget.

PRIOR ACTION(S):
October 26, 2021: Finance Committee

FISCAL IMPACT: $1,339 from the FY 2022 General Fund Police Department budget will be provided for Medicare and Social Security benefit costs.

CONTACT(S): Ryan M. Zuidema, Police Chief, 455-6171
Amy Lowe, Police Administrative Manager, 455-6128

ATTACHMENT(S):
- Resolution

REVIEWED BY: raw

121A

RESOLUTION:

BE IT RESOLVED that the FY 2022 City/Federal/State Aid Fund budget is amended and $26,250 is appropriated with resources of $17,500 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $7,411, and $1,339 from the FY 2022 General Fund Police Department budget to facilitate speed enforcement activities.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **October 26, 2021** AGENDA ITEM #: 7

REGULAR: **X** WORK SESSION: CLOSED SESSION (Confidential):
ACTION: **X** INFORMATION:

ITEM TITLE: 2021 DMV Highway Safety Grant, Selective Enforcement – DUI (Alcohol)

RECOMMENDATION: Adopt a resolution to amend the FY 2022 City/Federal/State Aid Fund budget and appropriate $58,785 with resources of $39,190 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $16,917, and $2,678 from the FY 2022 General Fund Police Department budget to facilitate selective enforcement activities, equipment, and training.

SUMMARY: The Department of Motor Vehicles (DMV) Highway Safety Program has awarded the City a $39,190 for selective DUI activities, alcohol testing equipment, and annual DMV grant-related training.

The grant excludes reimbursement of Medicare and Social Security benefit costs associated with the allotted overtime; however, funding of $2,678 is available for transfer from the FY 2022 General Fund Police Department budget to cover this expense. The grant agreement includes an in-kind match of $16,917 in police equipment and services from the department's fuel and vehicle maintenance services budget.

PRIOR ACTION(S): October 26, 2021: Finance Committee

FISCAL IMPACT: $2,678 from the FY 2022 General Fund Police Department budget will be provided for Medicare and Social Security benefit costs.

CONTACT(S): Ryan M. Zuidema, Police Chief, 455-6171
Amy Lowe, Police Administrative Manager, 455-6128

ATTACHMENT(S):
- Resolution

REVIEWED BY: raw

125A

RESOLUTION:

BE IT RESOLVED that the FY 2022 City/Federal/State Aid Fund budget is amended and $58,785 is appropriated with resources of $39,190 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $16,917, and $2,678 from the FY 2022 General Fund Police Department budget to facilitate selective enforcement activities, equipment, and training.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council