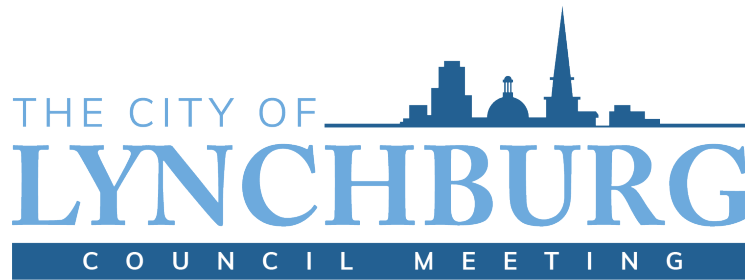


October 25, 2022



CITY COUNCIL AGENDA

City Council Meeting - 7:30 p.m.

Council Chamber | City Hall, 900 Church Street, Lynchburg, VA 24504

IV. Invocation

Councilmember Tweedy

V. Consent Agenda

- A) Consideration of approving minutes from the March 29, 2022 City Council Meeting.
 - B) Consideration of approving minutes form the March 31, 2022 City Council Meeting.
 - C) Consideration of approving the minutes form the April 5, 2022 City Council Meeting.
-

VI. Public Hearing

- 6) Consideration of adopting Resolution #R-22-____ authorizing a lease agreement with Hill City Bikes, LLC., d/b/a Bikes Unlimited.
 - 7) Consideration of adopting Resolution #R-22-____ approving the *College Park Master Plan* as part of the City's *Comprehensive Plan 2013-2030*.
-

VII. Public Comment

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

VIII. General Business

- 8) Consideration of adopting Resolution #R-22-____ supporting Campbell County's participation in a SMART SCALE application to fund a project partially within the city on Candler's Mountain Road right turn lane at Liberty View Lane.

October 25, 2022

- 9) Consideration of introducing Resolution #R-22-____ amending the FY 2023 City/Federal/State Aid Fund budget and appropriating \$42,448 to purchase law enforcement equipment for the Lynchburg Police Department and technology equipment for the Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.
- 10) Consideration of introducing Resolution #R-22-____ amending the FY 2023 City/Federal/State Aid Fund budget and appropriating \$59,676 to purchase 69 replacement ballistic vests for law enforcement officers.
- 11) Consideration of introducing Resolution #R-22-____ amending the FY 2023 City/Federal/State Aid Fund budget and appropriating \$50,160 to facilitate selective enforcement activities, equipment, and training.
- 12) Consideration of introducing Resolution #R-22-____ amending the FY 2023 City/Federal/State Aid Fund budget and appropriating \$46,125 to facilitate speed enforcement activities.

FINANCE COMMITTEE AGENDA

**Tuesday, October 25, 2022
11:30 a.m. – Council Chamber**

GENERAL BUSINESS

11:30 a.m.

1. Approval of the Draft Finance Committee Meeting Notes from September 27, 2022.

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 2023 City/Federal/State Aid Fund budget and appropriate \$42,448 with resources from the 2022 Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment for the Lynchburg Police Department and technology equipment for the Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

Contact: Chief Ryan Zuidema 455-6045

11:45 a.m.

4. Consider a request to adopt a resolution to amend the FY 2023 City/Federal/State Aid Fund budget and appropriate \$59,676 with resources of \$29,838 from the Bulletproof Vest Partnership 2022 Grant Program and \$29,838 transferred from the FY 2023 General Fund Police Department (\$26,863) and Sheriff's Office (\$2,975) budgets to purchase 69 replacement ballistic vests for law enforcement officers.

Contact: Chief Ryan Zuidema 455-6045

11:50 a.m.

5. Consider a request to adopt a resolution to amend the FY 2023 City/Federal/State Aid Fund budget and appropriate \$50,160 with resources of \$33,440 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$14,352, and \$2,368 from the FY 2023 General Fund Police Department budget to facilitate selective enforcement activities, equipment, and training.

Contact: Chief Ryan Zuidema 455-6045

11:55 a.m.

6. Consider a request to adopt a resolution to amend the FY 2023 City/Federal/State Aid Fund budget and appropriate \$46,125 with resources of \$30,750 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$13,022, and \$2,353 from the FY 2023 General Fund Police Department budget to facilitate speed enforcement activities.

Contact: Chief Ryan Zuidema 455-6045

12:00 p.m.

7. Review highlights of attached quarterly financial reports for the Greater Lynchburg Transit Company (GLTC) as well as the Regional Airport, Lynchburg Regional Juvenile Detention Center, Children's Services Act, Water Operating, Sewer Operating, Stormwater Operating, and General Funds for the quarter ending June 30, 2022.

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

12:40 p.m.

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

Contact: Donna Witt, Chief Financial Officer

455-3968

12:45 p.m.

9. November 22, 2022 Finance Committee Meeting Date.

Contact: Donna Witt, Chief Financial Officer

455-3968

12:50 p.m.

10. Roll Call

FINANCE COMMITTEE NOTES -- DRAFT
Tuesday, September 27, 2022

GENERAL BUSINESS

Meeting commenced at 11:30 a.m. in Council Chamber.

ATTENDEES

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

Others: Wynter C. Benda, City Manager; John H. Hughes, IV, Assistant City Manager; Rhonda Allbeck, Assistant Director of Financial Services; Starlette Early, Budget Analyst

1. Approval of the Draft Finance Committee Meeting Notes from July 26, 2022.

The Finance Committee Meeting Notes from July 26, 2022 were approved as submitted.

2. Report on the General Fund Reserve for Contingencies.

There were no new items to report, leaving a current balance of \$1,200,000 including \$50,000 for the City Manager's Discretionary Funding.

3. Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services Emergency Medical Services Grant Program through the Rescue Squad Assistance Fund (RSAF) for \$54,162 with resources of \$27,081 from the RSAF grant and \$27,081 from the FY 2023 General Fund Fire Department budget to purchase one (1) Lifepak 15 monitor/defibrillator and one (1) Lucas 3 chest compression system for the Fire Department.

Fire Chief Greg Wormser presented information about the grant, including the 50/50 local match. The application was approved.

4. Elimination of Business License Tax for Businesses with Gross Receipts Less than \$50,000.

Commissioner of the Revenue Mitch Nuckles presented this item, stating there are currently 510 businesses with gross receipts in the range of \$10,001 - \$50,000. There is no business license requirement for businesses with gross receipts less than \$10,000, and this code would eliminate the business license requirement for these additional 510 businesses. He reported the total gross receipts of these businesses in 2022 are \$15,384,958, with 2022 Business License Tax totaling \$15,417, and Business Personal Property (BPP) totaling \$19,833, for a total revenue of \$35,250 due from these businesses. He confirmed eliminating the Business License Tax for this group would result in reduced revenues of approximately \$35,250 annually.

There was discussion regarding historical changes to the business license that eliminated the requirement of obtaining a business license for those business with gross receipts less than

\$10,000 (approximately 500 businesses) and the staff time related to administering business licenses for businesses with gross receipts less than \$50,000. Mr. Nuckles reported about 15 – 20% of the population moves each year, and this makes sending renewal notices and communicating with business owners a challenging process. The application of the business license is also the initial process that flags the creation of a business equipment account.

Council Member Helgeson indicated the revenue loss seemed nominal compared to the time savings for the staff and the benefit to those business owners. Council Member Nelson asked if this code change was recommended by the Commissioner, and Mr. Nuckles reported he supported the change. There was discussion regarding voluntary compliance with the Business License requirement, the registration requirement that is still applicable for short-term rental operators, and the remittance of lodging tax associated with this short-term registration through Community Development. Mr. Nuckles also indicated all businesses must still receive approval through Community Development to operate a specific type of business in a desired location.

Council Member Wright questioned whether the City would be able to reconcile the accuracy of lodging tax remitted by a short-term rental without the Business License requirement. Mr. Nuckles reported beginning October 1, Airbnb is scheduled to begin collecting and remitting transient occupancy tax to the locality. Airbnb has notified their hosts to no longer collect the lodging tax, as they would begin collecting and remitting on their behalf. The legislation passed by the General Assembly requires the facilitator (Airbnb, VRBO, etc.) to provide room sales information to the locality. Council Member Wright inquired about the cost to increase the exemption up to \$100,000 gross receipts, and Mr. Nuckles reported it would be approximately \$68,000, or 0.55% of the total revenue generated by this group.

Finance Committee members indicated they are open to further discussion in the work session. Council Member Nelson indicated he would be in favor of at least the \$50,000 exemption due to simply keeping up with inflation.

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

Rhonda Allbeck reported revenues were trending up, as they have in the prior months.

6. Estimated FY 2022 Unassigned General Fund Balance.

Based on the estimated ending Fund Balance of approximately \$43 million above the adopted Fund Balance, Chairman Helgeson proposed to return \$5 million in revenues the City will receive due to Council voting to not equalize the real property tax rate during the 2023 budget deliberations. In response to Council Member Wright's concerns regarding this proposal, City Manager Benda made comments regarding possible impacts of taking this action outside of the fiscal year budget process, the definition of surplus as defined in relation to State Code authority for returning surplus revenues to citizens, information forthcoming regarding property assessments from the City Assessor, and his overall level of comfort to make decisions of this nature outside of the Fiscal Year 2024 budget. Council Member Wright expressed his recommendation to take opportunity to think strategically about how these funds might best work within the City's financial plans and for Council to

spend some time fact gathering before making any decisions that would have long-term impacts. Council Member Nelson reflected on the past budget process and how the City decided to provide a credit back to citizens for some of the additional revenues received above those anticipated. He expressed concerns regarding the City's loss in revenues as a result of significant market fluctuations in property values during the 2005 – 2008 timeframe. He recalled by lowering real property tax rates in response to market conditions, the City was not able to pay their employees to maintain essential service levels. He doesn't want to repeat this scenario and agreed with Council Member Wright he would like to understand all the factors surrounding the market conditions, consider potential long-term impacts, utilize expert opinions, and also consider how investment of these funds might save additional money for citizens.

Chairman Helgeson responded that his proposal is only taking a portion of the \$16 million additional revenues and giving it back to where it came from by Council's vote to raise taxes. He expressed the citizens should take priority now and it should be an easy first step by Council to give back the additional unnecessary \$5 million in real property revenues. There was additional conversation by Council Member Nelson regarding the possibility of eliminating the Meals Tax to benefit those people who do not have kitchens, work several jobs and do not have the choice to cook at home, and for other reasons they are forced to eat out. He believes there is time to weigh in on all the issues and consider all the priorities. City Manager Benda commented Meals Tax is a tax considered to be paid by many people living outside of the City.

7. Roll Call.

Council Member Nelson reported there is foliage that needs to be cut back around the bottom of the MLK sign located south on Fifth Street.

Meeting adjourned at 12:21 p.m.

FY 2023 GENERAL FUND RESERVE FOR CONTINGENCIES

	<u>Reserve for Contingencies</u>	<u>City Manager's Discretionary Funding</u>
BEGINNING BALANCE, JULY 1, 2022	\$1,150,000	\$50,000
Carryforward to FY 2023 Reserve for Contingencies - FY 2023 Adopted Budget	0	0
BALANCE	<u>\$1,150,000</u>	<u>\$50,000</u>
APPROPRIATIONS (Second Reading)		
TOTAL APPROPRIATIONS	<u>\$0</u>	<u>\$0</u>
REMAINING BALANCE	<u>\$1,150,000</u>	<u>\$50,000</u>
ITEMS INTRODUCED		
TOTAL INTRODUCED ITEMS	<u>\$0</u>	<u>\$0</u>
REMAINING BALANCE	<u>\$1,150,000</u>	<u>\$50,000</u>
PENDING ITEMS		
TOTAL PENDING ITEMS	<u>\$0</u>	<u>\$0</u>
ENDING BALANCE, JUNE 30, 2023	<u>\$1,150,000</u>	<u>\$50,000</u>

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 25, 2022**

AGENDA ITEM #: **3**

REGULAR: **X**
ACTION: **X**

WORK SESSION:
INFORMATION:

CLOSED SESSION (Confidential):

ITEM TITLE: 2022 Edward Byrne Memorial Justice Assistance Grant (JAG)

RECOMMENDATION: Adopt a resolution to amend the FY 2023 City/Federal/State Aid Fund budget and appropriate \$42,448 with resources from the 2022 Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment for the Lynchburg Police Department and technology equipment for the Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

SUMMARY: The Police Department applies annually for the Justice Assistance Grant through the Office of Justice Programs. For the 2022 Edward Byrne Memorial Justice Assistance Grant, the City was awarded \$42,448. The Lynchburg Police Department will use this funding to purchase eight protective helmets (\$5,354) for drone team members and 23 tactical headsets for crisis negotiators and drone team members (\$25,010) to ensure safe and effective communication during critical incidents. The Lynchburg Police Department will also purchase a ballistic blanket (\$2,559) with a blanket stand and carry bag (\$977). The Lynchburg Sheriff's Office will use funds to purchase an ID data card system (\$4,235) to increase the security of employee identification. The Office of the Commonwealth's Attorney will use the funds to purchase two desktop computers and two double-sided printers (\$4,313) for use by the newly hired investigator and body worn camera assistant. The total equipment cost of \$42,448 is fully reimbursable by the grant. No local matching funds are required.

PRIOR ACTION(S): October 25, 2022: Finance Committee

FISCAL IMPACT: None, no local match is required.

CONTACT(S): Chief Ryan Zuidema, 455-6045
Amy Lowe, Administrative Manager, 455-6128

ATTACHMENT(S):
• Resolution

REVIEWED BY:

RESOLUTION:

BE IT RESOLVED that the FY 2023 City/Federal/State Aid Fund budget is amended and \$42,448 is appropriated with resources from the 2022 Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment for the Lynchburg Police Department and technology equipment for the Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

Introduced:

Adopted:

Certified:

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 25, 2022**

AGENDA ITEM #: **4**

REGULAR: **X**
ACTION: **X**

WORK SESSION:
INFORMATION:

CLOSED SESSION (Confidential):

ITEM TITLE: 2022 Police Bulletproof Vest Partnership Grant Program

RECOMMENDATION: Adopt a resolution to amend the FY 2023 City/Federal/State Aid Fund budget and appropriate \$59,676 with resources of \$29,838 from the Bulletproof Vest Partnership 2022 Grant Program and \$29,838 transferred from the FY 2023 General Fund Police Department (\$26,863) and Sheriff's Office (\$2,975) budgets to purchase 69 replacement ballistic vests for law enforcement officers.

SUMMARY: The Police Department applies annually for the Bulletproof Vest Partnership through the Office of Justice Programs. For the 2022 Police Bulletproof Vest Partnership, the City was awarded funding that covers the cost of replacement ballistic vests for both the Lynchburg Police Department and the Lynchburg Sheriff's Office. The vests provide protection to officers in the line of duty and the life of the vest is five years from the manufacturing date. The total replacement cost for 69 vests is \$59,676. The grant requires a 50% local match; these funds are available in the FY 2023 General Fund Police (\$26,863) and Sheriff's Office (\$2,975) operating budgets.

PRIOR ACTION(S): October 25, 2022: Finance Committee

FISCAL IMPACT: The required local match of \$29,838 is budgeted in the FY 2023 General Fund Police and Sheriff's Office operating budgets; no additional funds are required.

CONTACT(S): Chief Ryan Zuidema, 455-6045
Amy Lowe, Administrative Manager, 455-6128

ATTACHMENT(S):
• Resolution

REVIEWED BY:

RESOLUTION:

BE IT RESOLVED that the FY 2023 City/Federal/State Aid Fund budget is amended and \$59,676 is appropriated with resources of \$29,838 from the Bulletproof Vest Partnership 2022 Grant Program and \$29,838 transferred from the FY 2023 General Fund Police Department (\$26,863) and Sheriff's Office (\$2,975) budgets to purchase 69 replacement bulletproof vests for law enforcement officers.

Introduced:

Adopted:

Certified:

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 25, 2022**

AGENDA ITEM #: **5**

REGULAR: **X**
ACTION: **X**

WORK SESSION:
INFORMATION:

CLOSED SESSION (Confidential):

ITEM TITLE: 2022 DMV Highway Safety Grant, Selective Enforcement – Alcohol

RECOMMENDATION: Adopt a resolution to amend the FY 2023 City/Federal/State Aid Fund budget and appropriate \$50,160 with resources of \$33,440 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$14,352, and \$2,368 from the FY 2023 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 \$33,440 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 \$2,368 is available for transfer from the FY 2023 General Fund Police Department budget to cover this expense. The grant agreement includes an in-kind match of \$14,352 in police equipment and services from the department's fuel and vehicle maintenance services budget.

PRIOR ACTION(S): October 25, 2022: Finance Committee

FISCAL IMPACT: \$2,368 from the FY 2023 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:

RESOLUTION:

BE IT RESOLVED that the FY 2023 City/Federal/State Aid Fund budget is amended and \$50,160 is appropriated with resources of \$33,440 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$14,352, and \$2,368 from the FY 2023 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 25, 2022**

AGENDA ITEM #: **6**

REGULAR: **X**
ACTION: **X**

WORK SESSION:
INFORMATION:

CLOSED SESSION (Confidential):

ITEM TITLE: 2022 DMV Highway Safety Grant, Selective Enforcement - Speed

RECOMMENDATION: Adopt a resolution to amend the FY 2023 City/Federal/State Aid Fund budget and appropriate \$46,125 with resources of \$30,750 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$13,022, and \$2,353 from the FY 2023 General Fund Police Department budget to facilitate speed enforcement activities.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City \$30,750 for speed enforcement activities. The grant excludes reimbursement of Medicare and Social Security benefit costs associated with the allotted overtime; however, funding of \$2,353 is available for transfer from the FY 2023 Police Department General Fund budget to cover this expense. The grant agreement includes an in-kind match of \$13,022 in police equipment and services from the department's fuel and vehicle maintenance services budget.

PRIOR ACTION(S): October 25, 2022: Finance Committee

FISCAL IMPACT: \$2,353 from the FY 2023 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:

RESOLUTION:

BE IT RESOLVED that the FY 2023 City/Federal/State Aid Fund budget is amended and \$46,125 is appropriated with resources of \$30,750 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$13,022, and \$2,353 from the FY 2023 General Fund Police Department budget to facilitate speed enforcement activities.

Introduced:

Adopted:

Certified:

Clerk of Council



GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

Finance Committee
Lynchburg City Council

October 10th, 2022

Re: GLTC Quarterly Financial Report – 4th Quarter 2022

REVENUE

GLTC has experienced slightly higher than anticipated revenues on Fixed Route fares with a 7% positive variance over the anticipated totals for the year. Paratransit fare revenues are down 18% this quarter, which is balanced with lower paratransit expenses this quarter as well. Non-operating revenues are up 208% this quarter with advertising revenue up 98% for this quarter due to several large advertising contracts being exercised with full-bus wraps. City, County, State, and Federal operating assistance revenues have been disbursed to GLTC on-time. There were additional funds disbursed by the state, bringing their quarterly total to 106% over expected revenues, which was offset by a 109% decrease in Federal Operating Assistance so that the Federal operating could be carried into FY23.

EXPENSES

Fixed Route

Fixed Route expenses are 6% under budget for the quarter. Overtime for this quarter had decreased significantly at 30% below budget with the addition of new operators. Salaries for our supervisory staff has increased over budget with the addition of another supervisor position.

Demand Response (PTS)

Demand Response expenses are 30% below budgeted numbers this quarter primarily due to positional vacancies creating savings in operator labor and fringe benefits of 24% and 40% respectively. Overtime is underbudget by 12% due to lower paratransit trips during this period. Salaries and wages for the remaining staff in this department are down 31% for the quarter as well due to staff turnover.

Maintenance

Maintenance wages and salaries are at 1% above budgeted as we are now fully staffed although one of the positions is through a temp service which has a higher cost than a direct employee. Inspection and Servicer Overtime is 56% below budget as workload on staff eased as job openings have been filled. Benefits for both groups are down 21% for the quarter due to several positions being part-time, or employees not taking benefits through us. Fuel and lubricants have continued to experience inflationary growth and are currently at 129% over budget with much of the increase derived from cost increases in





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diesel fuel. Tires stabilized at 5% higher than originally budgeted this quarter as some tire shortages eased. Tires shortages in the sizes utilized by GLTC for its buses are still common. Other materials and supplies ended up 50% above budgeted for this quarter as GLTC acquired long-lead time parts as they were available instead of utilizing just-in-time purchasing as it has done in the past. Overall Maintenance was up 34% this quarter mainly due to parts, tires, and fuel prices.

Administration

Administration is currently 13% above the budget. Primarily this is services and purchases which were delayed during the first part of the year due to the spike in fuel prices and were completed before the end of the quarter. Services were 28% over budget, with miscellaneous items being 317% over budget. Most of these were projects which were completed due to the additional funds allocated by the state, and which advanced several small capital programs including computer replacements, shop equipment replacements, and repairs and equipment upgrades to both the Transit Center and the Operations and Maintenance Facility. Due to safe driving habits and reduced accident experience rates, Casualty and Liability insurance is 4% under budget for this quarter. IT expenses are over budget at 35% with increases line items with the 3rd Quarter Budget Adjustment to allow for completion of several projects in these areas.

Miscellaneous expenditures are higher this quarter than budgeted, but these also comprised of the remaining travel and fees for staff training which was covered *in toto* by a Rural Training and Assistance Program (RTAP) grant.

SUMMARY

For the quarter, total expenses were up by 8%. For the close of Fiscal Year 2022, GLTC ended with a surplus of \$404,975 or 5% over budget. Of notable exception was the inclusion of ~\$238,000 in reduced GASB 75 (OPEB) funds which it was determined were not needed to be reserved any longer by our actuarial team. Without this inclusion, GLTC would have finished the year at ~1% under budget. This charge is a single time reduction which will not be present in future years. All categories of spending were below budget for the year with the exception of Maintenance with the majority of the overage being a 154% increase in fuels and 128% increase in tires. These are items of concern for the next fiscal year as the continued high prices for tires, certain parts, and the volatility in the fuel market show no signs of ending in the near term.

Respectfully,

Joshua A. Moore
General Manager
GLTC

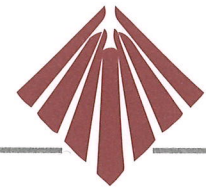


CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC
QUARTERLY INCOME STATEMENT
AS OF JUNE 30, 2022

	QTR TO DATE						
	FY2022	FY2022	%	FY2022	FY2022	%	
	QTD	QTD	VAR	YTD	YTD	of	
	ACTUAL	BUDGET		ACTUAL	BUDGET	Budget	
REVENUE							
FRT Passenger Revenue	\$ 102,750	\$ 94,248	9%	\$ 404,210	\$ 376,992	107%	
DRT Passenger Revenue	7,166	8,766	-18%	32,099	35,064	92%	
Contracts (CVCC Access)	8,445	8,445	0%	33,780	33,780	100%	
Non-Operating Revenue	5,005	1,625	208%	29,339	6,500	451%	
Advertising Revenue	27,167	13,750	98%	126,580	55,000	230%	
City Operating Assistance	692,507	316,614	119%	1,642,346	1,266,454	130%	
County Operating Assistance	19,450	19,450	0%	77,800	77,800	100%	
State Operating Assistance	1,158,798	562,722	106%	2,855,125	2,250,889	127%	
Federal Operating Assistance	(91,237)	988,314	-109%	2,873,705	3,953,256	73%	
TOTAL REVENUE	\$ 1,930,051	\$ 2,013,934	-4%	\$ 8,074,984	\$ 8,055,735	100%	
EXPENSES							
FIXED ROUTE							
Operator Labor	\$ 382,426	\$ 396,435	-4%	\$ 1,357,215	\$ 1,585,742	86%	
Operator-Overtime	36,123	51,352	-30%	201,804	205,409	98%	
Other Salaries & Wages	119,402	92,410	29%	397,344	369,640	107%	
Supervisors-Overtime	2,314	4,754	-51%	19,763	19,015	104%	
Fringe Benefits	215,963	259,969	-17%	897,969	1,039,876	86%	
TOTAL FIXED ROUTE	\$ 756,229	\$ 804,920	-6%	\$ 2,874,096	\$ 3,219,682	89%	
DEMAND RESPONSE							
Operator Labor	\$ 61,131	\$ 80,830	-24%	\$ 230,014	\$ 323,320	71%	
Operator-Overtime-PTS	2,110	2,401	-12%	12,588	9,603	131%	
Other Salaries & Wages	18,354	26,432	-31%	82,565	105,728	78%	
Fringe Benefits	32,067	53,620	-40%	147,759	214,480	69%	
TOTAL DEMAND RESPONSE	\$ 113,662	\$ 163,283	-30%	\$ 472,926	\$ 653,131	72%	
MAINTENANCE							
Other Salaries & Wages	\$ 189,007	\$ 187,667	1%	\$ 694,440	\$ 750,667	93%	
Inspection&Maint,Srvc-Overtime	5,212	11,776	-56%	50,353	47,105	107%	
Fringe Benefits	76,928	97,519	-21%	338,440	390,075	87%	
Fuel & Lubricants	280,126	122,237	129%	752,367	488,946	154%	
Tires & Tubes	19,902	18,875	5%	97,001	75,500	128%	
Other Materials & Supplies	166,433	110,922	50%	448,407	443,689	101%	
TOTAL MAINTENANCE	\$ 737,608	\$ 548,996	34%	\$ 2,381,009	\$ 2,195,982	108%	
ADMINISTRATION							
Other Salaries & Wages	\$ 116,033	\$ 127,037	-9%	\$ 440,876	\$ 508,150	87%	
Fringe Benefits	46,044	62,116	-26%	200,338	248,462	81%	
Services	149,198	116,854	28%	521,805	467,415	112%	
Utilities	45,877	46,145	-1%	194,084	184,578	105%	
Casualty & Liability Expenses	69,146	71,821	-4%	243,427	287,282	85%	
Information Technology	55,932	41,382	35%	172,532	165,529	104%	
Other Materials & Supplies	17,909	16,519	8%	49,449	66,076	75%	
Miscellaneous	61,934	14,862	317%	119,467	59,448	201%	
TOTAL ADMINISTRATION	\$ 562,072	\$ 496,735	13%	\$ 1,941,978	\$ 1,986,940	98%	
TOTAL EXPENSES	\$ 2,169,572	\$ 2,013,934	8%	\$ 7,670,009	\$ 8,055,736	95%	
NET INCOME/(LOSS)	\$ (239,521)	\$ -	100%	\$ 404,975	\$ -	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.lyncburgva.gov/airport

October 11, 2022

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2022 – Annual (FY2022) Financial Summary - Lynchburg Regional Airport

REGIONAL AIRPORT FUND

The attached Lynchburg Regional Airport Operating Fund Financial Summary reflects the financial activity for the 2022 fiscal year ending June 30, 2022. Direct operating revenues finished the year with a solid 24.2% increase over 2021, amounting to total revenue center performance that was within 94% of 2019 pre-pandemic levels. Airline revenues continued to lag, however, with airline landing fees down 8.4% due to depressed air service levels system wide caused by a worsening pilot shortage, particularly among regional airlines. Fortunately, that drop was more than offset by a 67% gain in parking lot and rental car revenues due to a strong recovery in air travel demand throughout the year. With significant additional revenue from federal COVID-19 CARES & CRRSA grants, the Airport finished FY2022 with a surplus of \$1,074,140 which was \$505,083 more than the FY2021 surplus. By comparison, total operating revenues without the federal grant revenues would have still resulted in a surplus of some \$209,703 for the year.

OPERATING REVENUE VARIANCES

- Terminal Revenue: Revenue was \$121,101 more than budget due mainly to having increased the Rental Car CFC rate by \$1 per day in November 2020 and increased revenue from rental car and parking concessions.
- General Aviation: Revenue was \$96,903 more than budget due to increased aviation fuel sales and increased rents from recently renewed hangar and facility leases.
- State Airport Aid: Revenue was \$56,407 more than budget due to having more 80% state-supported small projects than originally planned.

OPERATING EXPENSE VARIANCES

- Administration: Expense was \$43,498 more than budget due mainly to having additional miscellaneous Contractual Services throughout the year.
- Public Safety (ARFF & LEO): Expense was \$70,907 more than budget due mainly to more security systems repairs and replacements than anticipated.

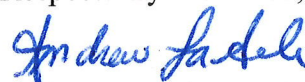
NON-OPERATING & OTHER INFORMATION

- Federal CARES/CRRSA Grants: Total Revenue was \$2,458,159.
- Small Projects & Equipment: Expense was \$593,722 more than budget due to having CARES & CRRSA grants for eligible additional expenses.
- Transfers to Other Airport Funds: Transferred \$1,000,000 to the Airport Capital Fund for future pay-as-you go capital project(s).
- Portion of ending budget surplus attributed to Federal CARES/CRRSA Grants: \$864,437.

SUMMARY

With the airport budget supplemented with various COVID-19-related federal CARES and CRRSA grants, revenues ended the year 19.9% higher than the previous year, but less than the Amended Budget revenues. Expenses finished some 10.7% higher than the previous year, but less than the Amended Budget for expenses. Despite recent projections of stagnant airline seat capacity, direct operating revenues are expected to continue to be stable, albeit at levels slightly less than pre-COVID levels. The federal COVID-19 CARES & CRRSA grants amounting to \$2,458,159 were split between \$1,458,159 for operations and a \$1,000,000 transfer to our capital reserve fund. Overall, the Airport ended FY2022 with a \$1,074,140 operating fund surplus and was the seventh straight year with a surplus. Comparatively, the Airport surplus would have been a more normal \$209,703 after eliminating the additional revenue and expenses from utilizing our federal COVID-19 grants.

Respectfully submitted,



Andrew LaGala, A.A.E.
Airport Director

Cc: Wynter Benda, City Manager

LYNCHBURG REGIONAL AIRPORT
OPERATING FUND FINANCIAL SUMMARY
June 30, 2022

	FY 2021 Amended Budget	FY 2021 Actual (thru 6/30/21)	FY 2021 % of Budget	*	FY 2022 Amended Budget	FY 2022 Actual (thru 6/30/22)	FY 2022 % of Budget	*	FY 2022 Amended Budget	FY 2022 Tentative Final	FY 2022 \$ Variance Projected vs. Amended Budget
BEGINNING NET ASSETS	\$ 250,000	\$ 34,307,200		*	\$ 250,000	\$ 34,950,037 (1)		*	\$ 250,000	\$ 34,950,037 (1)	
Less: Invested in Capital Assets, net of related debt		(34,908,540)		*		(34,982,320)		*		(34,982,320)	
BEGINNING UNRESTRICTED NET ASSETS	\$ 250,000	\$ (601,341)		*	\$ 250,000	\$ (32,284)		*	\$ 250,000	\$ (32,284)	\$ -
USE OF ENCUMBRANCES CARRIED FORWARD	\$ 73,130			*	\$ 490,663			*	\$ 490,663		
TRANSFER OF RESERVES TO CAPITAL FUND				*				*			
REVENUES				*				*			
Airfield	135,000	99,464	74%	*	95,000	91,142	96%	*	95,000	91,142	(3,858)
Terminal	1,598,083	979,982	61%	*	1,284,583	1,405,684	109%	*	1,284,583	1,405,684	121,101
General Aviation	601,500	604,511	101%	*	594,000	690,903	116%	*	594,000	690,903	96,903
Other Leased Property	394,750	400,155	101%	*	402,050	401,574	100%	*	402,050	401,574	(476)
State Airport Aid	200,000	148,404	74%	*	535,000	591,407	111%	*	535,000	591,407	56,407
Federal Security Aid	85,000	87,320	103%	*	87,000	87,350	100%	*	87,000	87,350	350
Federal CARES/CRRSA Grants	2,100,000	2,457,603	117%	*	4,429,578	2,458,159	55%	*	4,429,578	2,458,159	(1,971,419)
Interest & Other	36,000	57,059	158%	*	55,000	71,139	129%	*	55,000	71,139	16,139
TOTAL REVENUES	\$ 5,150,333	\$ 4,834,499		*	\$ 7,482,211	\$ 5,797,358		*	\$ 7,482,211	\$ 5,797,358	\$ (1,684,853)
EXPENSES				*				*			
Airfield Operations	315,154	229,240	73%	*	304,719	278,060	91%	*	304,719	278,060	26,659
Terminal Operations	612,401	557,218	91%	*	664,597	670,377	101%	*	664,597	670,377	(5,780)
General Aviation	150,175	117,805	78%	*	145,815	129,023	88%	*	145,815	129,023	16,792
Administration	914,080	927,794	102%	*	935,744	979,242	105%	*	935,744	979,242	(43,498)
Safety (ARFF & LEO)	454,510	478,058	105%	*	439,510	510,417	116%	*	439,510	510,417	(70,907)
Snow Removal	39,030	37,589	96%	*	24,030	34,541	144%	*	24,030	34,541	(10,511)
Debt Service	103,479	102,674	99%	*	103,312	96,546	93%	*	103,312	102,469	843
Small Projects & Equip. (State/CARES/CRRSA Supported)	874,928	919,924	105%	*	4,089,809	1,193,722	29%	*	4,089,809	1,193,722	2,896,087
Transfers to Other Airport Funds	1,005,000	1,000,000	100%	*	1,000,000	1,000,000	100%	*	1,000,000	1,000,000	0
Other Airport Expenses	81,694	33,634	41%	*	43,532	35,312	81%	*	43,532	35,312	8,220
Year-end GASB68 & GASB75 Retiree Accrual Adjustments	20,000	(136,450)		*	15,000	(209,945)		*	15,000	(209,945)	224,945
TOTAL EXPENSES	\$ 4,570,452	\$ 4,267,486		*	\$ 7,766,068	\$ 4,717,296		*	\$ 7,766,068	\$ 4,723,218	\$ 3,042,850
ENDING UNRESTRICTED NET ASSETS	\$ 903,012	\$ (34,329)		*	\$ 456,806	\$ 1,047,779		*	\$ 456,806	\$ 1,041,856 (2)	

FOOTNOTES:

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

Total Net Assets per CAFR 6/30/21	\$ 44,004,824
Less: Net Assets in Capital & PFC Funds	\$ (9,054,787)
Total Beginning Net Assets	\$ 34,950,037

FY2022 Financial Summary	
Total Revenues	\$ 5,797,358
Total Expenses	\$ 4,723,218
FY2022 Surplus	\$ 1,074,140

2) FY 2022 Ending Unrestricted Net Assets is comprised of the following:

Des. for Maintenance (Rental Car Facility)	\$ 88,132	(\$31,903.03 beginning + or - year end adjustment to/ from reserve)
Reserve for Encumbrances at Year-end	\$ 208,397	(encumbrances carried forward to FY2023)
GASB68 Pension-related Accrual	\$ (1,040,174)	(net liability as of the end of FY2022)
GASB75 Other OPEB Obligations	\$ (762,952)	(net liability as of the end of FY2022)
GASB87 Net Lease Receivables	\$ 1,026	(net receivables as of the end of FY2022)
Undesignated Retained Earnings	\$ 2,547,427	(agrees with "All Funds" Balance Sheet and with 09.06.22 draft CAFR)
	\$ 1,041,856	

October 25, 2022

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: June 30, 2022, 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, 2022, for FY 2022. The financial spreadsheet provides comparative year-to-date data for the same period of FY 2021.

REVENUES

Charges for Services

Revenue in this category for the fourth quarter of FY 2022 is \$1,227,165 or 104.4% 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 2022 are \$1,081,182 or 106.3% of the budget.

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 a seamless transition back into the community. The goal is to place residents in the CPP closest to their home community to increase community connections and family visitation.

Revenues received from the DJJ through the fourth quarter of FY 2022 are \$846,443 or 94.8% of the budget.

As of July 1, 2022, the Community Placement Program will no longer be a part of the Detention Center. The DJJ's direct care population has been steadily decreasing which resulted in funded beds being underutilized. Therefore, DJJ reduced the bed capacity which resulted in DJJ not renewing the MOA with some detention facilities.

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 2022 are \$41,974 or 87.4% of the budget.

EXPENDITURES

Overall expenditures for the fourth quarter of FY 2022 were \$3,080,582 or 95.2% of the 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 2022 is 18.12 as compared to 18.06 in FY 2021. The percentage of Lynchburg City's juveniles through the fourth quarter is 45% of the total juvenile population.

SUMMARY

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

The total revenue through the fourth quarter is \$3,201,064 and the total expenditures are \$3,080,582.

Respectfully submitted,

Preston Sellers
Director, Department of Human Services

c: Wynter Benda, City Manager
Gregory Patrick, Deputy City Manager
John Hughes, IV, Assistant 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, 2022

	FY 2021 Amended Budget	FY 2021 Actual 4th QTR YTD	FY 2021 % of Budget	FY 2022 Amended Budget	FY 2022 Actual 4th QTR YTD	FY 2022 % of Budget	FY 2022 Amended Budget	FY 2022 Actual 4th QTR YTD	FY 2022 Actual to Amended
Beginning Funds at July 1		122,328			201,324			201,324	
Revenues:									
Charges for Services	1,105,125	1,191,638	107.8%	1,175,420	1,227,165	104.4%	1,175,420	1,227,165	(51,745)
Intergovernmental- Department of Juvenile Justice Block Grant	1,000,336	1,039,786	103.9%	1,017,086	1,081,182	106.3%	1,017,086	1,081,182	(64,096)
Intergovernmental- USDA	48,000	34,212	71.3%	48,000	41,974	87.4%	48,000	41,974	6,026
Community Placement Program (CPP)	917,600	846,283	92.2%	892,600	846,443	94.8%	892,600	846,443	46,157
Miscellaneous and State Ward Per Diem	0	1,400	0.0%	0	4,300	0.0%	0	4,300	(4,300)
Refunding Bond Proceeds	72,625	72,625	100.0%	0	0	0.0%	0	0	0
Refunding Bond Proc Prem	15,965	15,965	100.0%	0	0	0.0%	0	0	0
TrfFrmGF-Detention	67,254	67,254	100.0%	0	0	0.0%	0	0	0
Budget Designations	0	0	0.0%	99,489	0	0.0%	99,489	0	(99,489)
Total Revenues	3,226,905	3,269,163	101.3%	3,232,595	3,201,064	99.0%	3,232,595	3,201,064	(167,447)
Expenditures:									
Salaries	1,661,092	1,633,060	98.3%	1,606,101	1,678,154	104.5%	1,606,101	1,678,154	(72,053)
Employee Benefits	751,891	666,386	88.6%	742,529	654,876	88.2%	742,529	654,876	87,653
Contractual Services	39,323	48,849	124.2%	45,098	76,918	170.6%	45,098	76,918	(31,820)
Fleet Services	16,958	13,727	80.9%	16,958	10,195	60.1%	16,958	10,195	6,763
Supplies and Materials	180,877	148,465	82.1%	216,902	180,363	83.2%	216,902	180,363	36,539
Utilities	80,750	68,431	84.7%	80,750	74,251	92.0%	80,750	74,251	6,499
Training and Conferences	4,550	2,250	49.5%	42,550	17,159	40.3%	42,550	17,159	25,391
Telephone Services	4,994	3,537	70.8%	4,993	7,870	157.6%	4,993	7,870	(2,877)
Cable/Satellite TV Service	0	1,348	0.0%	1,460	1,608	110.1%	1,460	1,608	(148)
Postage and Mailing	850	255	30.0%	850	(56)	-6.6%	850	(56)	906
Indirect Costs	285,626	285,626	100.0%	274,936	274,936	100.0%	274,936	274,936	0
Self Insurance	19,402	19,403	100.0%	20,230	20,230	100.0%	20,230	20,230	0
Dues and Memberships	500	759	151.8%	500	490	98.0%	500	490	10
Misc. Other Charges	0	315	0.0%	49,464	8,161	16.5%	49,464	8,161	41,303
Rentals and Leases	345	2,220	643.5%	4,473	3,240	72.4%	4,473	3,240	1,233
Health and Dental Benefits for Retirees	65,856	56,832	86.3%	63,168	56,832	90.0%	63,168	56,832	6,336
Unemployment Compensation	0	4,164	0.0%	1,000	80	8.0%	1,000	80	920
Workers Comp Indemnity Pymt	5,000	0	0.0%	10,000	0	0.0%	10,000	0	10,000
Professional Services	5,010	5,010	100.0%	5,160	5,160	100.0%	5,160	5,160	0
Specific Use Equipment	0	8,600	0.0%	0	0	0.0%	0	0	0
Refunded Bond Principal Retirement	87,500	87,500	100.0%	0	0	0.0%	0	0	0
Refunded Bond Loss on Retirement	926	926	100.0%	0	0	0.0%	0	0	0
Serial Bond Principal	8,575	7,875	91.8%	6,650	6,650	100.0%	6,650	6,650	0
Serial Bond Interest	2,232	2,138	95.8%	3,465	3,465	100.0%	3,465	3,465	0
Fiscal Services	163	163	100.0%	0	0	0.0%	0	0	0
Bud Alc Salary Plan Adj	0	0	0.0%	37,045	0	0.0%	37,045	0	37,045
Total Expenditures	3,222,420	3,067,839	95.2%	3,234,282	3,080,582	95.2%	3,234,282	3,080,582	116,655
TOTAL FUND BALANCE		323,652			321,806			321,806	

****The FY 2022 fund balance includes \$230,665 that is related to the Community Placement Program****

October 25, 2022

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: Children's Services Act (CSA) Fund Financial Report for the period ending June 30, 2022.

The attached CSA Fund Financial Summary outlines the financial activity for through June 30, 2022. Under the State guidelines, CSA prior year obligations are paid through September 30th of each year. However, the annual budget is prepared on a fiscal year (July-June). Because of the State guidelines, expenditures for this fund are unique due to the overlap of grants each fiscal year.

REVENUES

- Public Assistance – Welfare and Administration

The Public Assistance revenue source is the reimbursement received from the State for local expenses incurred under CSA for providing services to 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%.

Administrative funds to assist in administering the grant, (\$35,322) for FY 2022 are provided by the State of Virginia.

The State of Virginia reimbursements for the Children's Services grant expenditures incurred through the fourth quarter of 2022 are \$5,081,091 or 95.5% of the budget.

- 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 2022, local matching funds for programs in the amount of \$2,037,896 or 100.0% of the budget from the General Fund and \$196,541 or 100.0% of the budget from the Schools have been received.

- Miscellaneous Revenue/Budget Designations

Miscellaneous Special Welfare revenues in the amount of \$32,517 or 66.9% of the budget were collected through the fourth quarter of FY 2022. 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 2022 are \$70,060. Actual YTD administrative expenditures through the fourth quarter of FY 2022 are \$61,941 or 88.4% of the budget.

- Sum-Sufficient– 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 2022 totaled \$3,627,790 or 107.3% of the total budget. Expenditures in this category can rise due to an increase in the number of children placed in foster care, and less children being eligible for federal funding.

- Sum-Sufficient– Special Education

Special Education expenses include services for Special Education students from the Lynchburg City Schools. Expenditures through the fourth quarter of FY 2022 total \$2,857,592, or 88.2% 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-Sum Sufficient Services (Non-Mandated)

Non-Sum Sufficient expenditures are for services such as counseling, mentoring, crisis intervention, and foster care prevention services. Non-Sum Sufficient expenditures through the fourth quarter of FY 2022 total \$46,360, or 12.3% of the total budget. Non-Sum Sufficient 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 Base (Sum/Non-Sum Sufficient) 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 2022 total \$673,316, or 85.0% of the total budget.

SUMMARY

While the number of children currently in foster care fluctuates during the year, more children are now classified as “Sum-Sufficient” mandated and can access CSA funds due to the severity of their needs. Other factors can be 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.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Preston Sellers', is written over a large, light-colored oval shape.

Preston Sellers
Director of Human Services

c:

Wynter Benda, City Manager
Gregory Patrick, Deputy City Manager
John Hughes, Assistant City Manager
Donna Witt, Director of Financial Services
Rhonda Allbeck, Assistant Director of Financial Services
Kathy Collins, Financial Professional IV

**Children's Services Act
Special Revenue Fund
Financial Summary
June 30, 2022**

	FY 2021	FY 2021	FY 2021	FY 2022	FY 2022	FY 2022
	Amended Budget	Actual 4 QTR YTD	% of Budget	Amended Budget	Actual 4 QTR YTD	% of Budget
<i>Beginning Fund Balance</i>		207,913		0	281,810	
<i>Revenues:</i>						
Public Assistance - Welfare and Administration	5,156,279	5,321,870	103.2%	5,319,609	5,081,091	95.5%
Transfer from Lynchburg City Schools	196,541	196,541	100.0%	196,541	196,541	100.0%
Transfer from General Fund	2,112,602	2,112,856	100.0%	2,037,813	2,037,896	100.0%
Miscellaneous/Special Welfare	48,600	72,603	149.4%	48,600	32,517	66.9%
Budget Designations	201,830			255,817	0	0.0%
<i>Total Revenues</i>	7,715,852	7,703,870	99.8%	7,858,380	7,348,045	93.5%
<i>Expenses:</i>						
Administrative Expenses	71,421	59,769	83.7%	70,060	61,941	88.4%
Sum-Sufficient - Foster Care	3,861,614	3,801,325	98.4%	3,381,750	3,627,790	107.3%
Sum-Sufficient - Special Education	2,842,968	2,839,748	99.9%	3,238,790	2,857,592	88.2%
Non-Sum Sufficient Services	375,907	202,469	53.9%	375,907	46,360	12.3%
Sum-Sufficient and Non-Sum Sufficient Services	563,942	726,662	128.9%	791,873	673,316	85.0%
Miscellaneous/Budget Designations/Transfer to GF	0	0		0	0	
<i>Total Expenditures</i>	7,715,852	7,629,973	98.9%	7,858,380	7,266,999	92.5%
<i>ENDING FUND BALANCE</i>	0	281,810		0	362,856	

October 25, 2022

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2022 Quarterly Financial Report – Water Operating Fund

The attached Water Operating Fund Financial Summary summarizes the financial activity for this fund through June 30, 2022. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Variances between the FY 2022 Adopted Budget and the Department's year-end actuals are described below.

REVENUES

Following the completion of the fourth quarter, overall revenues for FY 2022 were \$895,997 (5.9%) more than budget. Explanations of this variance follow:

- **Charges for Services:**

Revenue in this category was \$559,367 (4.3%) above budget. This was primarily attributable to higher than expected water consumption from commercial and industrial accounts.

- **Water Contracts:**

This revenue reflects billing activity to the counties of Amherst, Bedford, and Campbell, and to the industries of WestRock and Frito-Lay. Revenue in this category was \$351,933 (16.7%) above budget. This was mostly due to additional water purchases of \$210,226 from the Bedford Regional Water Authority above the contract minimum purchase which was needed to meet their system demands. WestRock and Frito-Lay water purchases were \$146,081 more than estimated.

- **Interest and Other:**

Interest and Other was \$15,303 (33.6%) below budget due to \$42,082 of lower than expected interest earnings on investments. This was partially offset mostly by \$26,779 of miscellaneous revenues that were not budgeted.

EXPENSES

Overall expenses for FY 2022 were \$1,263,671 (7.6%) below budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

Departmental Operation and Maintenance expenses were \$1,085,174 (10%) less than budget. This category includes the Water Treatment Plant, Meter Operations, Water Line Maintenance and Administration. (Water Treatment - \$317,644 savings, Meter Operations - \$84,793 savings, Water Line Maintenance - \$586,595 savings, Administration - \$96,142 savings). This variance is broken down as follows:

➤ Personnel Services and Benefits	\$ 724,035
➤ Supplies and Materials	189,209
➤ Contractual Services	171,731
➤ Chemicals	25,344
➤ Utilities	(34,366)
➤ All Other	9,221
Total	\$1,085,174

Personnel Services and Benefits savings was attributable to unfilled positions and lower than expected health and dental insurance claims. Supplies and Materials was under budget primarily due to vacant positions resulting in a decrease in water line maintenance activities. Contractual Services was under budget due primarily from the following: 1) Emergency water system repairs were not as much as previous years. 2) Water Treatment Plant equipment repairs were less than expected. 3) Fewer than planned cellular meter installations, resulting in less cellular data transmission costs. James River used in the fiscal year was less than 2%. This would normally result in large savings in chemical cost and utility costs. However, chemicals contract renewals incurred substantial price increases. Utilities were above budget as a result of a one-time natural gas bill for a malfunctioning gas meter covering the period of December 2019 through September 2021.

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

Non-Departmental Operation and Maintenance expenses were \$9,095 (3.4%) above budget primarily due to higher than anticipated worker compensation claims.

- **Capital Outlay:**

Purchases in this category are reported to be \$107,000 (100%) 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 was \$63,603.

- **Transfers to Capital:**

Transfers to Capital were \$19,007 greater than budget. This is associated with an engineering services journal entry to record engineering services received on behalf of the Sewer Capital Fund.

- **Debt Service:**

Expenditures in debt service were \$99,598 (2.8%) below budget due to actual interest rates being lower than budgeted interest rates used to calculate interest payments for proceeds from the current line of credit and deferral of several capital projects.

SUMMARY

The fourth quarter report reflects a stable FY 2022 financial position for this fund. Under the Council adopted financial policies, two important financial ratios, debt coverage and fund balance exceeded policy targets. The debt coverage ratio for the fiscal year was 1.69, which is above Council's financial policy minimum target of 1.20. The fund balance ratio for the end of the fiscal year was 56% compared to target range of 25% - 40%.

Respectfully submitted,

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

cc: Wynter Benda, City Manager
Greg Patrick, Deputy City Manager
Donna Witt, Chief Financial Officer

WATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending June 30, 2022

	FY 2021 Adopted Budget	FY 2021 Actual Q4 YTD	FY 2021 % of Budget	FY 2022 Adopted Budget	FY 2022 Actual Q4 YTD	FY 2022 % of Budget	FY 2022 \$ Variance Adopted Budget vs. Actual
REVENUES:							
Charges for Services	\$13,274,755	\$13,066,252	98%	\$13,102,086	\$13,661,453	104%	\$559,367
Water Contracts	2,122,368	2,655,316	125%	2,108,956	2,460,889	117%	351,933
Interest and Other	168,600	191,523	114%	45,500	30,197	66%	(15,303)
	\$15,565,723	15,913,091		\$15,256,542	\$16,152,539		\$895,997
EXPENSES							
Departmental O&M	\$10,896,528	\$9,483,883	87%	\$10,857,787	\$9,772,613	90%	\$1,085,174
Non-Departmental O&M	268,940	589,423	219%	265,564	274,659	103%	(9,095)
Capital Outlay/Purchases	76,000	-	0%	107,000	-	0%	107,000
Transfers to Capital	3,500,000	3,500,000	100%	1,800,000	1,819,007	101%	(19,007)
Debt Service	3,526,688	3,436,665	97%	3,506,937	3,407,338	97%	99,599
	\$18,268,156	17,009,971		\$16,537,288	\$15,273,617		\$1,263,671
Adjustment for Expenses from Capital Projects:		\$0			(\$458,752)		

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%
Unrestricted cash as a % of operating expenses & debt service:	56%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	1.69 (a)

Note (a) Calculation of debt coverage includes \$95,639 of capitalizable costs for internal labor charges applicable to time spent on capital project activities.

October 25, 2022

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2022 Quarterly Financial Report – Sewer Operating Fund

The attached Sewer Operating Fund Financial Summary summarizes the financial activity for this fund through June 30, 2022. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Variances between the FY 2022 Adopted Budget and the Department's year actuals are described below.

REVENUES

Following the completion of the fourth quarter, overall revenues for FY 2022 were \$3,390,396 (14.4%) more than budget. Explanations of this variance follow:

- **Charges for Services:**

Revenue in this category was \$1,629,113 (8.4%) over budget mostly due to the following: 1) Inside City Sewer Sales increased \$1,262,720 that was mostly attributable to commercial and industrial customers. 2) Higher than anticipated Septic Hauler Charges of \$275,806. 3) Combined Availability Fees and Sewer Connection Charges were \$156,090 over budget which was primarily due to one new townhome complex. These increases in revenue were partially offset by \$90,205 less than expected revenues in Industrial Surcharges, Industrial Monitoring, and Sewer Cost Plus charges.

- **Sewer Contracts:**

Revenue in this category reflects billing activity in the counties of Amherst, Bedford, and Campbell and the industries of WestRock and Frito-Lay. Revenue from this source was \$1,677,312 (41.8%) over budget. Higher than expected water consumption and industrial surcharges from WestRock and Frito-Lay increased revenues by \$1,007,987 and \$143,459 respectively. An additional \$501,909 was received from Bedford County for the sale of sewer additional interceptor capacity in the Ivy Creek area. This was associated with a plan to abandon a sewer pump station and reroute sewer flow to another entry point.

- **Interest and Other:**

Revenue in this category was \$83,971 (163.1%) greater than budget primarily due to the following: 1) Stormwater Fund's use of the Water Resources Recovery Facility Grit Station was \$48,500 more than expected. 2) Equipment sales to Stormwater Fund for \$24,000.

EXPENSES

Overall expenses for FY 2022 were \$404,682 (1.6%) less than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

Departmental Operation and Maintenance expenses were \$414,566 (3.3%) more than budget. This category includes the Water Resources Recovery Facility (WRRF) and Sewer Line Maintenance. WRRF was \$607,723 over budget. Sewer Line Maintenance was \$193,157 under budget. These variances are broken down as follows:

➤ Personnel Services and Benefits	\$ 309,106
➤ Chemicals	(335,277)
➤ Contractual Services	(199,767)
➤ Rentals and Leases	(87,035)
➤ Sludge Disposal	(79,135)
➤ Supplies and Materials	(67,682)
➤ Utilities	31,157
➤ All Other	13,067
Total	(\$ 414,566)

Personnel Services and Benefits savings were related to unfilled positions and lower than expected health and dental insurance claims. The increased cost in Chemicals was associated to new contract pricing that became effective January 1, 2022. Contractual Services increase was primarily related to \$167,359 for temporary personnel used to cover vacant operator and grounds crew positions at Water Resources Recovery Facility (WRRF). The overage in Rentals and Leases was mostly a result of driver vacancies. These vacancies were covered by renting over the road equipment with drivers to move sludge trailers on WRRF campus. Sludge Disposal was more than expected due to increased sludge disposals at Region 2000 Landfill. Supplies and Materials increase was primarily related to equipment parts used in WRRF operations.

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

Non-Departmental Operation and Maintenance expenses were \$51,646 (18.9%) over budget primarily due to greater than anticipated worker compensation claims and bad debt expenses charged to Allowance for Doubtful Accounts.

- **Capital Outlay:**

Purchases in this category are reported to be \$795,000 (100%) 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 was \$475,483. Budgeted delivery for four sludge trailers has been deferred to next fiscal year due to supply chain issues.

- **Transfers to Capital:**

Transfers to Capital were \$3,550 (.1%) greater than budget. This is associated with an engineering services journal entry to record engineering services received on behalf of the Sewer Capital Fund.

- **Debt Service:**

Expenditures in debt service were \$79,444 (0.9%) below budget due to lower interest rates than budgeted interest rates used to calculate interest payments for proceeds from current line of credit and deferral of several capital projects.

SUMMARY

This fourth quarter report reflects a stable FY 2022 year-end 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 fiscal year was 1.51 compared to a target range of 1.20 to 1.50. The fund balance ratio for the end of the fiscal year was 45% compared to a target range 25% - 40%.

Respectfully submitted,

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

cc: Wynter Benda, City Manager
Greg Patrick, Deputy City Manager
Donna Witt, Chief Financial Officer

SEWER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending June 30, 2022

	FY 2021 Adopted Budget	FY 2021 Actual Q4 YTD	FY 2021 % of Budget	FY 2022 Adopted Budget	FY 2022 Actual Q4 YTD	FY 2022 % of Budget	FY 2022 \$ Variance Adopted Budget vs. Actual
REVENUES:							
Charges for Services	\$19,519,256	\$20,563,180	105%	\$19,440,774	\$21,069,887	108%	1,629,113
Sewer Contracts	3,683,367	4,725,690	128%	4,017,566	5,694,878	142%	1,677,312
Interest and Other	209,500	137,487	66%	51,500	135,471	263%	83,971
	\$23,412,123	\$25,426,357		\$23,509,840	26,900,236		\$3,390,396
EXPENSES:							
Departmental O&M	\$12,870,111	\$12,880,678	100%	\$12,624,579	\$13,039,145	103%	(414,566)
Non-Departmental O&M	335,716	200,845	60%	272,852	324,498	119%	(51,646)
Capital Outlay/Purchases	450,000	-	0%	795,000	-	0%	795,000
Transfers to Capital	3,200,000	3,200,000	100%	3,500,000	3,503,550	100%	(3,550)
Debt service	8,556,457	8,447,640	99%	8,905,557	8,826,113	99%	79,444
	\$25,412,284	\$24,729,163		\$26,097,988	\$25,693,306		\$404,682
Adjustment for Expenses from Capital Projects		(\$53,437)			(\$397,083)		

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%
Unrestricted cash as a % of operating expenses & debt service:	45%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	1.51 (a)

Note (a) Calculation of debt coverage includes \$147,662 of capitalizable costs for internal labor charges applicable to time spent on capital project activities.

October 25, 2022

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2022 Quarterly Financial Report – Stormwater Operating Fund

The attached Stormwater Operating Fund Financial Summary summarizes the financial activity for this fund through June 30, 2022. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Variances between the FY 2022 Adopted Budget and the Department's year end actuals are described below.

REVENUES

Following the completion of the fourth quarter, the overall revenues for FY 2022 were \$148,088 (4.1%) 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 and delinquent charges on past due accounts. Charges for Services exceeded budget by \$127,818 (3.8%). This is primarily associated with new impervious areas from construction within the City.

- **Interest and Other:**

Interest and Other exceeded budget by \$20,270 (337.8%). This was primarily due to an extension of National Oceanic Atmospheric Administration (NOAA) Grant that was to expire last fiscal year. The extension was given because of the impacts of COVID-19. These grant proceeds do not require a local match and were used for reimbursement of expenses directly associated with elementary student environmental education and engagement. These grant eligible expenses are discussed in the Non-Departmental Operation and Maintenance category.

- **Transfers from Other Funds:**

Transfers from General Fund were at budget.

EXPENSES

Overall expenses for FY 2022 were \$296,152 (7.3%) below budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

Departmental Operation and Maintenance expenses were \$237,864 (7.1%) less than budget. This variance is broken down as follows:

➤ Personnel Services and Benefits	\$ 73,013
➤ Contractual Services	69,995
➤ Supplies and Materials	59,605
➤ Public Works and Community Development	14,896
➤ Internal Service Charges	7,960
➤ All Other	12,395
Total	\$ 237,864

Personnel Services and Benefits savings were related to unfilled positions and lower than expected health and dental insurance claims. Contractual Services were under budget mostly due to DEQ's delay on final decision on proposed new municipal separate storm sewer system (MS4) permit regulations and less than expected repair services. Supplies and Materials savings were primarily the result of less materials used in stormwater repairs. Public Works reimbursable leaf collection costs were less than budget.

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

Non-Departmental Operation and Maintenance expenses were \$3,273 (10.5%) under budget. This was mostly associated with Allowance for Uncollectible Accounts \$12,820 lower than expected. This was partially offset by an unanticipated extension of the NOAA Grant for reimbursable elementary student educational and engagement expenses for \$8,923. Other details on this grant are discussed in the revenue category of Interest and Other.

- **Capital Outlay:**

Purchases in this category are reported to be \$10,000 (100%) under budget. There were no purchases this year. The budgeted paver cleaning machine has been deferred to next fiscal year.

- **Transfers to Capital:**

Transfers to Stormwater Capital Fund were at budget.

- **Debt Service:**

Expenditures in debt service were \$45,015 (24.3%) below budget due to actual interest rates were lower than budgeted interest rates used to calculate interest payments for proceeds from current line of credit and deferral of several capital projects.

SUMMARY

The fourth quarter report reflects a stable FY 2022 financial position for this fund. Under the Council adopted financial policies, two important financial ratios, debt coverage and fund balance exceeded policy targets. The debt coverage ratio for the fiscal year was 4.17, which exceeded Council's financial policy minimum target of 1.20. The fund balance ratio for the end of the fiscal year was 38% compared to the target range of 15%- 20%.

Respectfully submitted,

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

cc: Wynter Benda, City Manager
Greg Patrick, Deputy City Manager
Donna Witt, Chief Financial Officer

STORMWATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending June 30, 2022

	FY 2021 Adopted Budget	FY 2021 Actual Q4 YTD	FY 2021 % of Budget	FY 2022 Adopted Budget	FY 2022 Actual Q4 YTD	FY 2022 % of Budget	FY 2022 \$ Variance Adopted Budget vs. Actual
REVENUES:							
Charges for Services	\$3,155,200	\$3,196,139	101%	\$3,366,400	\$3,494,218	104%	\$127,818
Interest and Other	28,900	16,645	58%	6,000	26,270	438%	20,270
Transfers from Other Funds	275,000	275,000	100%	275,000	275,000	100%	-
	\$3,459,100	3,487,784		\$3,647,400	\$3,795,488		\$148,088
EXPENSES:							
Departmental O&M	\$3,286,245	\$2,889,058	88%	\$3,361,256	\$3,123,392	93%	\$237,864
Non-Departmental O&M	19,760	8,162	41%	31,176	27,903	90%	3,273
Capital Outlay/Purchases	40,000	-	0%	10,000	-	0%	10,000
Transfers to Capital	500,000	500,000	100%	450,000	450,000	100%	-
Debt Service	158,428	131,573	83%	185,655	140,640	76%	45,015
	\$4,004,433	\$3,528,793		\$4,038,087	\$3,741,935		\$296,152
Adjustment for Expenses from Capital Projects		(\$27,691)			(\$88,728)		

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 38%

Financial Policy targeted debt coverage ratio minimum: 1.20
Ending debt coverage ratio: 4.17 (a)

Note (a) Calculation of debt coverage includes \$31,299 of capitalizable costs for internal labor charges applicable to time spent on capital project activities.

October 25, 2022

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: June 30, 2022 Quarterly Report - General Fund

Attached is the Financial Summary for the General Fund (Fund) for the period ending June 30, 2022. This quarterly report provides comparative information for the same period of the prior fiscal year and represents FY 2022 financial postings. This report is preliminary pending completion of the annual audit.

- UNASSIGNED FUND BALANCE

The General Fund ended FY 2022 with an Unassigned Fund balance of \$66.3 million. The City's Fund Balance Policy for General Fund requires budgeting 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 31.2% due to the growth in the year over year Unassigned Fund balance.

- RESTRICTED, COMMITTED, AND ASSIGNED FUND BALANCE

The General Fund ended FY 2022 with Committed and Assigned Fund balances of \$11,684,590 and \$8,476,546, respectively.

- REVENUES

Revenues were \$16.7 million (8.5%) more than the amended budget. City staff monitors the major revenue categories, revising estimates as needed.

NON-DEDICATED REVENUES

- Real Property Tax:

Real Estate Tax revenue of \$67,142,754 was 0.7% or \$469,184 less than the amended budget. Tax relief of \$556,769 and \$1,395,879 was given for the elderly, and rehabilitation, respectively. Economic incentives of \$33,460 were paid during the fiscal year.

- Personal Property Tax:

Personal Property Tax revenue of \$21,728,128 was 10.3% or \$2,028,128 more than the amended budget due to the unavailability of vehicles. Economic incentives of \$19,917 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 2022. This action eliminates the 70% reimbursement. Lynchburg's share is \$5,543,584. During FY 2022 the City received the total reimbursement of \$5,543,584.

- Consumer Utility Taxes:

Consumer Utility Tax (Electric and Gas) revenue of \$4,305,643 was 3.8% or \$158,289 more than the amended budget.

- Communications Sales and Use Tax:

Communications Sales and Use Tax revenue of \$2,424,362 was 30.7% or \$569,362 more than the amended budget due to conservative budgeting.

- Local Sales Tax:

Local Sales Tax revenue of \$20,747,211 was 18.6% or \$3,247,211 more than the amended budget due to increased online sales tax collections and inflation. Economic incentives of \$61,957 were paid during the fiscal year.

- Business License Tax:

Business License Tax revenue of \$9,733,730 was 14.2% or \$1,207,730 more than the amended budget, reflecting the resiliency of the local economy during the pandemic. Economic incentives of \$19,054 were paid during the fiscal year.

- Meals Tax:

Meals Tax revenue of \$18,006,859 was 22.5% or \$3,306,859 more than the amended budget due to the economy opening up and inflation. Economic incentives of \$169,995 were paid during the fiscal year.

- Delinquent Taxes, Penalties and Interest:

Delinquent Taxes, Penalties and Interest revenue of \$4,323,766 was 28.2% or \$951,131 more than the amended budget.

- Other Local Taxes:

Other Local Tax revenue of \$3,493,723 was 43.1% or \$1,051,672 more than the amended budget, primarily due to the increase in Right of Way, Recordation, and Amusement Taxes.

- Motor Vehicle License Tax:

Motor Vehicle License Tax revenue of \$1,595,288 was 0.6%, or \$9,712 less than the amended budget.

- Bank Stock Tax:

Bank Stock Tax revenue \$955,810 was 27.4% or \$205,810 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 \$3,096,832 was 19.1% or \$496,832 more than the amended budget. Economic incentives of \$240,469 were paid during the fiscal year.

- Permits, Fees, and Licenses:

Permits, Fees, and Licenses revenue of \$1,266,228 was 6.5% or \$77,278 more than the amended budget. The majority of revenue in this category comes from permits and fees associated with new construction and/or renovations.

- Fines and Forfeitures:

Fines and forfeitures revenue of \$263,529 was 10.7% or \$31,471 less than the amended budget, primarily due to Parking Fines.

- Interest on Investments:

Interest on Investments revenue of \$226,444 was 52.8 % or \$252,897 less than the amended budget, due to interest rates still being much lower than expected.

- Charges for Services

Charges for Services revenue of \$12,618,849 was 10.4% or \$1,193,114 more than the amended budget.

- Miscellaneous Revenue

Miscellaneous Revenue of \$799,924 was 60.6% or \$301,867 more than the amended budget.

DEDICATED REVENUES

Intergovernmental Revenue consisting of Constitutional Officers, Health and Human Services, and State/Federal subsidies totaled \$39,823,624 and was 0.9% or \$337,691 more than FY 2022 budget projections, due to the timing of receipts.

EXPENDITURES

- Operating Expenditures:

Total operating expenditures for FY 2022 were 95.4% of amended budget, compared to 92.1% for FY 2021. Actual operating expenditures of \$168,940,201 were 4.6% or \$8,223,060 less than the amended budget, which is attributable to extended vacancies.

- 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.

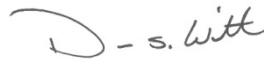
- Transfers

Operating transfers of \$11,849,245 for FY 2022 were consistent with the amended budget, and represented transfers of \$1,947,912 to other funds, \$7,461,837 and \$1,947,403 to City and School capital funds, respectively, and \$492,093 for Fleet debt service.

SUMMARY

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,

A handwritten signature in dark ink, appearing to read "D. S. Witt".

Donna S. Witt
Chief Financial Officer

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

Fiscal Year	Fiscal Calendar 2022
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 6/30/22	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 6/30/21
100 Taxes							
02110.0100 - Current Real Property Tax	65,921,640	-	65,921,640	67,142,754	(1,221,114)	101.9%	62,288,818
02110.0105 - Tax Relief For Elderly	(610,000)	-	(610,000)	(556,769)	(53,231)	91.3%	(491,653)
02110.0110 - Tax Relief-Rehabilitation Real Property	(1,379,466)	-	(1,379,466)	(1,395,879)	16,413	101.2%	(1,247,051)
02110.0200 - Delinquent Real Property Tax	700,000	-	700,000	1,111,823	(411,823)	158.8%	1,091,801
02110.0900 - Real Estate Tax- Economic Development Incentive	(32,200)	-	(32,200)	(33,460)	1,260	103.9%	(44,866)
02120.0100 - Current PSC Tax	2,596,128	-	2,596,128	2,652,828	(56,700)	102.2%	2,738,081
02130.0101 - Current Personal Property Tax PCI	19,109,000	-	19,109,000	21,728,128	(2,619,128)	113.7%	20,249,467
02130.0201 - Delinquent Personal Property Tax PCI	1,300,000	-	1,300,000	1,744,921	(444,921)	134.2%	1,403,696
02130.0205 - Recovery-C/O Personal Property Tax	-	-	-	2,943	(2,943)	0.0%	12
02130.0900 - Personal Property Tax- Economic Development Incentive	(20,039)	-	(20,039)	(19,917)	(122)	99.4%	(34,131)
02170.0100 - Penalty-PSC Tax	-	-	-	3,747	(3,747)	0.0%	8,602
02170.0105 - Penalty-Delinquent Tax	666,958	-	666,958	748,747	(81,789)	112.3%	753,183
02170.0200 - Interest-PSC Tax	-	-	-	342	(342)	0.0%	254
02170.0205 - Interest-Delinquent Tax	369,812	-	369,812	308,918	60,894	83.5%	301,194
02510.0000 - Local Sales And Use Tax	17,500,000	-	17,500,000	20,747,211	(3,247,211)	118.6%	18,618,346
02510.0900 - Local Sales & Use Tax- Economic Development Incentive	(61,913)	-	(61,913)	(61,957)	44	100.1%	(31,991)
02515.0100 - Consumer Utility Tax-Electric	3,500,000	-	3,500,000	3,692,155	(192,155)	105.5%	3,650,828
02515.0105 - Consumer Utility Tax-Gas	647,354	-	647,354	613,488	33,866	94.8%	627,453
02515.0120 - Right of Way Fees	174,426	-	174,426	427,875	(253,449)	245.3%	302,873
02515.0900 - Pen & Int - Consumer Utility Tax, None	-	-	-	3	(3)	0.0%	-
02517.0000 - Communication Sales & Use Tax	1,855,000	-	1,855,000	2,424,362	(569,362)	130.7%	2,497,779
02520.0000 - Business License Tax	8,526,000	-	8,526,000	9,733,730	(1,207,730)	114.2%	8,971,084
02520.0010 - Consumption Tax-Electric	320,779	-	320,779	307,877	12,902	96.0%	305,872
02520.0015 - Consumption Tax-Gas	30,819	-	30,819	26,698	4,121	86.6%	29,541
02520.0030 - Pen & Int-Business License	96,072	-	96,072	115,944	(19,872)	120.7%	109,868
02520.0900 - Business License Tax- Economic Development Incentive	(19,054)	-	(19,054)	(19,054)	-	100.0%	(11,653)
02530.0001 - Motor Vehicle Licenses PCI	1,605,000	-	1,605,000	1,595,288	9,712	99.4%	1,573,242
02530.0201 - Delinquent Motor Vehicle License	190,000	-	190,000	197,647	(7,647)	104.0%	187,735
02535.0000 - Bank Stock Tax	750,000	-	750,000	955,810	(205,810)	127.4%	870,383
02540.0100 - Recordation Tax-City	650,000	-	650,000	1,158,791	(508,791)	178.3%	988,800
02540.0200 - Probate Tax	21,027	-	21,027	19,098	1,929	90.8%	26,847
02545.0000 - Tobacco Tax	825,000	-	825,000	796,786	28,214	96.6%	786,583
02550.0000 - Amusement Tax	420,000	-	420,000	756,599	(336,599)	180.1%	302,249
02550.0005 - Pen & Int - Amusement Tax	-	-	-	481	(481)	0.0%	369
02555.0000 - Lodging Tax	2,600,000	-	2,600,000	3,096,832	(496,832)	119.1%	2,331,743
02555.0005 - Pen & Int - Lodging Tax	-	-	-	12,972	(12,972)	0.0%	7,697
02555.0900 - Lodging Tax- Economic Development Incentive	(240,508)	-	(240,508)	(240,469)	(39)	100.0%	(150,761)
02560.0000 - Meals Tax	14,700,000	-	14,700,000	18,006,859	(3,306,859)	122.5%	15,137,148
02560.0005 - Pen & Int - Meals Tax	49,793	-	49,793	78,221	(28,428)	157.1%	55,585
02560.0900 - Meals Tax- Economic Development Incentive	(169,988)	-	(169,988)	(169,995)	7	100.0%	(24,064)
100 Taxes Total	142,591,640	-	142,591,640	157,712,379	(15,120,739)	110.6%	144,180,960
110 Permits, Fees, & Licenses							
03005.0000 - Animal Licenses	8,000	-	8,000	8,554	(554)	106.9%	6,240
03010.0200 - Permit Parking Fees	200,000	-	200,000	172,902	27,098	86.5%	205,995
03010.0205 - Permit Parking Fees- Lease Agreement, None	-	100,000	100,000	76,808	23,192	76.8%	-
03010.0400 - Land Disturbing Fees	20,000	-	20,000	27,688	(7,688)	138.4%	18,342
03010.0600 - Transfer Fees	1,600	-	1,600	2,741	(1,141)	171.3%	2,672
03010.0700 - Zoning Appeal Fees-Inspc	1,000	-	1,000	875	125	87.5%	1,075
03010.0701 - Letter of Approval-Zoning, None	-	-	-	-	-	0.0%	-
03010.0702 - Zoning Certification Letter	3,000	-	3,000	5,100	(2,100)	170.0%	3,900
03010.0705 - Legal Notice Advertising	12,000	-	12,000	6,709	5,291	55.9%	8,518
03010.0710 - Site Plan Reviews	15,000	-	15,000	16,722	(1,722)	111.5%	14,564
03010.0715 - Conditional Use Permits	4,000	-	4,000	3,231	769	80.8%	1,690
03010.0720 - Re-zoning Fees	8,700	-	8,700	5,726	2,974	65.8%	6,958
03010.0800 - Subdivision Plat Review	10,000	-	10,000	10,365	(365)	103.7%	21,225
03010.0900 - Building Insp Permit Fee	500,600	-	500,600	624,297	(123,697)	124.7%	358,907
03010.0901 - Elevator Inspc Admin Fee	21,000	-	21,000	18,817	2,183	89.6%	19,558
03010.0902 - Elevator Inspc Admin Fee Pen & Int	-	-	-	735	(735)	0.0%	819
03010.0920 - Sign Inspc Permit Fee	6,000	-	6,000	5,125	875	85.4%	4,625
03010.0925 - Demolition Fees	8,000	-	8,000	3,821	4,179	47.8%	5,750
03010.0927 - Building Plan Review	44,000	-	44,000	55,922	(11,922)	127.1%	29,089
03010.0928 - Vacant Building Registration Fee	35,000	-	35,000	26,080	8,921	74.5%	27,356
03010.0929 - Pen & Int-Vacant Building Registration Fee	-	-	-	1,501	(1,501)	0.0%	2,141
03010.0930 - Certificate of Occupancy for Existing Building	-	-	-	4,800	(4,800)	0.0%	4,275
03010.0931 - Temporary Certificate of Occupancy, None	-	-	-	13,200	(13,200)	0.0%	10,350
03010.0932 - Working Without a Building Permit	-	-	-	1,400	(1,400)	0.0%	300
03010.0933 - Short Term Rental Fee, None	24,450	-	24,450	26,064	(1,614)	106.6%	6,750
03010.0934 - Vacant Property Registration- Civil Penalties, None	-	-	-	11,610	(11,610)	0.0%	19,816
03010.0935 - Short Term Rental Program- Civil Penalty, None	-	-	-	45	(45)	0.0%	-
03010.1000 - False Alarm Service Assessment	110,000	-	110,000	91,809	18,191	83.5%	130,138
03010.1100 - Concealed Weapon Permit	30,000	-	30,000	27,731	2,270	92.4%	54,198
03010.2005 - Taxicab Application Fees	3,000	-	3,000	1,400	1,600	46.7%	1,650
03010.2010 - Precious Metal Permits	1,600	-	1,600	400	1,200	25.0%	400
03010.2011 - Rental Reinspect/FollowUp	-	-	-	300	(300)	0.0%	650
03010.2012 - Rental Intial Inspection	-	-	-	1,550	(1,550)	0.0%	600
03010.2013 - Annual/Periodic Inspct Fee	22,000	-	22,000	1,850	20,150	8.4%	750
03010.2014 - Rental Intial Inspct-No Show	-	-	-	150	(150)	0.0%	650
03010.2015 - Rental Inspct- Pre Court	-	-	-	50	(50)	0.0%	750
03010.2016 - Rental Inspct-Annual No Show	-	-	-	100	(100)	0.0%	50
03010.2020 - Mobile Vendor License Fee	-	-	-	840	(840)	0.0%	-
03010.2027 - Right of Way Permit Fees, None	-	-	-	-	-	0.0%	-
03010.2028 - Dumpster Permit Fee , None	-	-	-	360	(360)	0.0%	500
03010.2029 - Dumpster Permit Fee- 30 Day Extension, None	-	-	-	200	(200)	0.0%	1,200
03010.2034 - Road, Water, Sewer (RWS) Site Plan Review- Major , None	-	-	-	250	(250)	0.0%	-
03010.2035 - Road, Water, Sewer (RWS) Site Plan Review- Minor , None	-	-	-	150	(150)	0.0%	-
03010.2050 - Misc Permit Fee & License	-	-	-	8,252	(8,252)	0.0%	8,121
110 Permits, Fees, & Licenses Total	1,088,950	100,000	1,188,950	1,266,228	(77,278)	106.5%	980,572
120 Fines & Forfeitures							
03510.0100 - Court Fines And Forfeitures, None	187,500	-	187,500	182,029	5,471	97.1%	225,440

	Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/22	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 6/30/21
	03510.0105 - Criminal Court Fees	2,500	-	2,500	2,826	(326)	113.0%	2,886
	03510.0200 - Parking Fines	105,000	-	105,000	78,674	26,326	74.9%	90,981
120	Fines & Forfeitures Total	295,000	-	295,000	263,529	31,471	89.3%	319,307
130	Use of Money & Property							
	04010.0100 - Interest on Investment	52,038	-	52,038	288,676	(236,638)	554.7%	252,421
	04010.0101 - Interest-City Capital	13,833	-	13,833	97,789	(83,956)	706.9%	124,934
	04010.0123 - Interest-Health Ins Resrv	-	-	-	12,654	(12,654)	0.0%	20,896
	04010.0124 - Interest-OPEB	-	-	-	5,339	(5,339)	0.0%	5,353
	04010.0131 - Interest Income- ARPA Funds Invested at LGIP, None	-	-	-	45,778	(45,778)	0.0%	-
	04010.0156 - Interst-MktValueGain/Loss	-	-	-	(918,454)	918,454	0.0%	(342,269)
	04010.0157 - Interest-SNAP Income	-	-	-	15,545	(15,545)	0.0%	43,702
	04020.0105 - Gen Govt Property Rental	75,000	-	75,000	96,621	(21,621)	128.8%	137,089
	04020.0115 - Public Safety Prop Rent	36,250	-	36,250	37,316	(1,066)	102.9%	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	-	-	-	-	-	0.0%	3,720
	04020.0135 - Downtown Parking Deck Lease, None	90,000	-	90,000	82,800	7,200	92.0%	75,900
	04020.0200 - Culture & Rec. Prop Rent	15,070	-	15,070	15,070	-	100.0%	18,838
	04020.0201 - Prop Rental-Stadium	3,500	-	3,500	231,302	(227,802)	6608.6%	214,687
	04020.0202 - Prop Rental-Market/Park.	92,000	-	92,000	114,447	(22,447)	124.4%	55,810
	04020.0205 - Market Rent- Pen & Int	650	-	650	1,562	(912)	240.4%	756
	04020.0207 - Rental of Museum Facilities, None	1,000	-	1,000	-	1,000	0.0%	1,873
130	Use of Money & Property Total	479,341	-	479,341	226,444	252,897	47.2%	749,958
140	Charges for Services							
	04510.0900 - Collection & Tax Lien Fees	35,000	-	35,000	41,368	(6,368)	118.2%	44,947
	04510.0901 - DMV Admin Fee	278,000	-	278,000	333,902	(55,902)	120.1%	291,431
	04510.0902 - DMV Select Agency	-	-	-	-	-	0.0%	-
	04510.0915 - Processing Fee - Payroll deduction	5,000	-	5,000	4,315	685	86.3%	4,510
	04510.0916 - Indirect Cost&Svc DetHome	274,936	-	274,936	274,936	-	100.0%	285,626
	04510.0918 - Indirect Cost&Srcv Water	1,037,093	-	1,037,093	1,037,093	-	100.0%	1,088,944
	04510.0919 - Indirect Cost&Srcv Sewer	270,088	-	270,088	270,088	-	100.0%	290,677
	04510.0920 - Indirect Cost&Srcv WWTP	585,557	-	585,557	585,557	-	100.0%	689,142
	04510.0921 - Indirect Cost&Srcv Airprt	181,077	-	181,077	181,077	-	100.0%	171,801
	04510.0922 - Indirect Cost&Srcv Strmwtr	321,580	-	321,580	321,580	-	100.0%	318,073
	04515.0101 - Document Reprod Costs	6,000	-	6,000	7,292	(1,292)	121.5%	5,729
	04515.0200 - Court Room Sheriff Fee, None	60,000	-	60,000	62,742	(2,742)	104.6%	70,007
	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	8,228	5,561	59.7%	9,937
	04515.0304 - Jail Fee, None	14,624	-	14,624	2,381	12,243	16.3%	1,719
	04515.0305 - E-Summons Fee, None	5,300	-	5,300	14,226	(8,926)	268.4%	15,245
	04515.0400 - Commonwealth Atty.Fees	7,000	-	7,000	6,276	724	89.7%	5,247
	04515.0401 - CA Coll Fees- Gen Dist Ct	55,000	-	55,000	19,109	35,891	34.7%	26,577
	04515.0402 - CA Coll Fees- J&D Court	10,050	-	10,050	4,688	5,362	46.6%	5,149
	04515.0403 - CA Coll Fees- Circuit Crt	62,600	-	62,600	54,506	8,094	87.1%	41,244
	04515.0404 - CA Coll Fees- FOIA Requests, None	-	-	-	2,399	(2,399)	0.0%	-
	04520.0300 - Fire Prevention Fees	2,000	-	2,000	3,350	(1,350)	167.5%	2,800
	04520.0301 - Ambulance Service Fees	2,640,000	-	2,640,000	3,173,122	(533,122)	120.2%	2,939,547
	04520.0304 - Delinq Ambulance>120 Days	175,000	-	175,000	249,459	(74,459)	142.5%	286,147
	04520.0305 - LFD Off Duty, None	-	-	-	678	(678)	0.0%	-
	04520.0307 - Lynchburg Fire Dept Charges, None	-	-	-	1,109	(1,109)	0.0%	-
	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	165,188	(25,188)	118.0%	130,354
	04520.0904 - Local Reimb-COL Confined Space	50,000	-	50,000	50,000	-	100.0%	50,000
	04520.0905 - Police Report Sales	2,200	-	2,200	2,415	(215)	109.8%	1,950
	04520.0906 - Range Use Fee	13,800	-	13,800	14,400	(600)	104.3%	13,000
	04520.0908 - DUI Fees, None	-	-	-	3,390	(3,390)	0.0%	4,998
	04520.0909 - LPD Off Duty	1,100,000	-	1,100,000	924,497	175,503	84.0%	748,877
	04525.0103 - Curb & Gutter Charges, None	-	-	-	-	-	0.0%	2,525
	04525.0106 - Downtown Parking Fees	39,811	-	39,811	34,744	5,067	87.3%	39,797
	04525.0107 - PW Admin Stormwater Charges	134,895	-	134,895	125,535	9,360	93.1%	101,843
	04525.0108 - PW Eng Stormwater Charges	14,332	-	14,332	11,975	2,357	83.6%	20,936
	04525.0109 - PW Streets Stormwater Charges	164,132	-	164,132	160,953	3,179	98.1%	101,323
	04525.0206 - Residential Disposal-Decals	-	-	-	-	-	0.0%	935
	04525.0218 - Trash Bag Srcv-Waste Zero	50,000	-	50,000	165,408	(115,408)	330.8%	173,204
	04525.0219 - Landlord Set Out Program , None	3,000	-	3,000	11,522	(8,522)	384.1%	2,255
	04525.0220 - Refuse Disposal Fee, None	1,927,726	-	1,927,726	2,397,288	(469,562)	124.4%	1,589,484
	04525.0221 - Penalty- Refuse Disposal Fee, None	-	-	-	21,496	(21,496)	0.0%	6,576
	04525.0300 - Bldg Maint Charge-Other	-	-	-	17,228	(17,228)	0.0%	12,678
	04530.0409 - Human Services Court Order Fees	-	-	-	576	(576)	0.0%	4,780
	04530.0410 - Lynchburg Youth Group Home Charges	600,000	-	600,000	550,525	49,475	91.8%	296,010
	04530.0412 - Horizon Contribution for Outstationed Benefit Workers, None	-	-	-	-	-	0.0%	-
	04530.0413 - Local Reimb- Other Localities, None	-	-	-	401	(401)	0.0%	-
	04535.0100 - Swimming Pool Fees	25,000	-	25,000	32,849	(7,849)	131.4%	7,805
	04535.0150 - Recreation Program Fees	379,000	-	379,000	524,502	(145,502)	138.4%	296,258
	04535.0151 - Recreation Program- Scholarship Fees , None	-	-	-	6,206	(6,206)	0.0%	1,726
	04535.0200 - Point of Honor Admission Fees	5,000	-	5,000	136	4,864	2.7%	-
	04535.0300 - Library Fines & Fees	20,000	-	20,000	28,148	(8,148)	140.7%	15,290
	04535.0301 - Law Library Fees	30,000	-	30,000	22,147	7,853	73.8%	22,545
	04535.0303 - Lost/Damaged Library Prop	2,500	-	2,500	3,424	(924)	137.0%	2,830
	04535.0304 - Delinq Library Fines & Fees	1,200	-	1,200	1,514	(314)	126.2%	2,388
	04535.0305 - Delinq Library Lost/Damaged	3,200	-	3,200	4,888	(1,688)	152.8%	11,825
	04535.0306 - Delinq Library Pen & Int	1,000	-	1,000	3,248	(2,248)	324.8%	6,172
	04540.0103 - Charges For Demolition	-	-	-	250	(250)	0.0%	600
	04540.0105 - Comm Develop Stormwater Charges	580,501	-	580,501	580,501	-	100.0%	603,501
	04599.0002 - Secure Vacant Stru Reimb	-	-	-	120	(120)	0.0%	2,223
	04599.0004 - Neighborhood Services, None	25,000	-	25,000	19,700	5,300	78.8%	15,400
	04599.0009 - Penalty and Interest- Neighborhood Services Receivables, None	-	-	-	449	(449)	0.0%	215
140	Charges for Services Total	11,425,735	-	11,425,735	12,618,849	(1,193,114)	110.4%	10,958,544
150	Miscellaneous Revenue							
	05030.0105 - Suspense Revenue/Exp Ref	-	-	-	-	-	0.0%	-
	05050.0105 - Pmt In Lieu Tax-WestCntbr	52,900	-	52,900	54,438	(1,538)	102.9%	53,799
	05050.0110 - Pymt In Lieu of Tax-LRHA	25,000	-	25,000	22,641	2,359	90.6%	113,384
	05050.0228 - Recreation Program- Donations, None	-	-	-	4,800	(4,800)	0.0%	-
	05050.0230 - Friends of Lynchburg Library	17,130	-	17,130	16,449	681	96.0%	12,696
	05050.0232 - Digg's Trust Rec-Pt Honor	37,000	-	37,000	37,000	-	100.0%	46,250
	05050.0290 - Gifts And Misc.	-	-	-	-	-	0.0%	-
	05050.0400 - Sale-Salvage/Surplus Prop	-	-	-	24,972	(24,972)	0.0%	4,234

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/22	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 6/30/21
05050.0415 - Proceeds frm PropRoom.com	-	-	-	421	(421)	0.0%	383
05050.0500 - Sale-Real Property	-	-	-	-	-	0.0%	9,500
05050.2001 - Cash Overage And Shortage	-	-	-	(14,426)	14,426	0.0%	(2,542)
05050.2011 - Reimb.POH Carriage House	26,000	-	26,000	28,914	(2,914)	111.2%	34,687
05050.2013 - Photo Reprod And Royalty	50	-	50	900	(850)	1800.0%	10
05050.2016 - Dedicated Misc Rev HumSvc	-	-	-	0	(0)	0.0%	14
05050.2022 - Trash Cart Sales	-	-	-	-	-	0.0%	-
05050.2025 - Credit Card Rebate	110,000	-	110,000	105,565	4,435	96.0%	90,426
05050.2028 - WardsCrossingWestSvcFee	143,277	-	143,277	143,277	-	100.0%	143,277
05050.2034 - P&R Spec Event Sponsorship, None	15,000	-	15,000	10,425	4,575	69.5%	12,792
05050.2037 - RSA Profit Sharing	-	-	-	70,215	(70,215)	0.0%	70,386
05050.2046 - Visitor Ctr Merchandise	5,000	-	5,000	125	4,875	2.5%	115
05050.2049 - Residential Trash Violation, None	5,000	-	5,000	12,597	(7,597)	251.9%	2,120
05050.2052 - Parking Lease Agreement	100,000	(100,000)	-	-	-	0.0%	94,311
05050.2055 - Hillcats - Donation Youth Athletic Programs	10,000	-	10,000	10,000	-	100.0%	-
05050.2056 - Commission on City Vending Machine Sales	-	-	-	4,078	(4,078)	0.0%	2,929
05050.2059 - Court Restitution, None	-	-	-	5,332	(5,332)	0.0%	7,400
05050.2060 - Community Market Retail Sales, None	500	-	500	306	194	61.1%	1,665
05050.2061 - Main St Alt CARES Funding for Project Accounting, None	-	-	-	-	-	0.0%	-
05050.2065 - FOIA Requests, None	-	-	-	200	(200)	0.0%	-
05050.2066 - P&R Special Events- GF Support Revenue, None	-	-	-	10,000	(10,000)	0.0%	-
05050.2090 - Miscellaneous Revenue	51,200	-	51,200	251,697	(200,497)	491.6%	96,934
150 Miscellaneous Revenue Total	598,057	(100,000)	498,057	799,924	(301,867)	160.6%	794,771
300 State Non-Categorical Aid							
06100.0300 - Rolling Stock Taxes	90,000	-	90,000	88,584	1,416	98.4%	88,947
06100.0400 - Mobile Home Titling Taxes	1,000	-	1,000	3,213	(2,213)	321.3%	3,030
06100.0600 - Deeds Of Conveyance	150,000	-	150,000	312,124	(162,124)	208.1%	255,338
06100.0800 - Recordation Taxes-State	150,000	-	150,000	-	150,000	0.0%	-
06100.0900 - Auto Rental Tax-DMV	336,400	-	336,400	452,796	(116,396)	134.6%	415,993
06100.0905 - Peer to Peer Vehicle Sharing Tax, None	-	-	-	2,530	(2,530)	0.0%	255
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	-	-	-	42,624	(42,624)	0.0%	228,672
300 State Non-Categorical Aid Total	6,270,984	-	6,270,984	6,445,454	(174,470)	102.8%	6,535,819
310 State Shared Exp (Cat.)							
06510.0200 - Commissioner of Revenue	201,758	-	201,758	200,604	1,154	99.4%	190,230
06510.0300 - Treasurer	118,690	-	118,690	118,593	97	99.9%	112,040
06510.1000 - Registrar/Electoral Board	95,450	-	95,450	87,962	7,488	92.2%	49,916
06515.0100 - Clerk of Cir Crt-Fringes	601,460	18,728	620,188	655,062	(34,874)	105.6%	590,788
06515.0200 - Sheriff	1,151,716	48,443	1,200,159	1,198,985	1,174	99.9%	1,100,306
06515.0400 - Commonwealth Attorney	1,131,821	-	1,131,821	1,127,653	4,168	99.6%	1,063,746
310 State Shared Exp (Cat.) Total	3,300,895	67,171	3,368,066	3,388,858	(20,792)	100.6%	3,107,026
320 State Categorical Aid							
06820.0200 - Juvenile Correct-Block Gt	247,716	-	247,716	199,798	47,918	80.7%	123,175
06820.0201 - Wireless E911	380,000	-	380,000	503,425	(123,425)	132.5%	415,443
06820.0203 - HB 599 Law Enforc.Assst	3,150,000	-	3,150,000	3,259,744	(109,744)	103.5%	3,259,429
06825.0100 - Street And Highway Maint.	8,842,661	-	8,842,661	9,056,110	(213,449)	102.4%	8,757,028
06830.0412 - Health Department	-	-	-	118,284	(118,284)	0.0%	46,324
06830.0413 - SS State Adm Sub 0901	1,927,460	-	1,927,460	2,181,561	(254,101)	113.2%	1,853,693
06830.0414 - SS State Prog Sub 0902	4,899,698	172,280	5,071,978	4,259,567	812,411	84.0%	4,307,635
06835.0102 - SNAP Program Reimb	15,000	-	15,000	32,899	(17,899)	219.3%	25,899
06835.0300 - Finan Asst-Public Library	180,305	-	180,305	180,175	130	99.9%	181,109
320 State Categorical Aid Total	19,642,840	172,280	19,815,120	19,791,562	23,558	99.9%	18,969,736
330 State Aid in Suspense							
05030.0100 - Suspense Rev-Va EDI Pmts	-	-	-	-	-	0.0%	-
330 State Aid in Suspense Total	-	-	-	-	-	0.0%	-
520 Fed Cat Aid- Pass Thru							
07825.0300 - B&G Chrgs Commerce St Bld	-	-	-	-	-	0.0%	53,908
07830.0420 - Fed Pass Thru:Cost AIIDMG	573,000	-	573,000	601,521	(28,521)	105.0%	581,949
07830.0421 - SS Fed Adm Sub 0901	5,404,691	-	5,404,691	5,144,695	259,996	95.2%	4,789,022
07830.0422 - SS Fed Prog Sub 0902	3,656,050	220,931	3,876,981	4,303,146	(426,165)	111.0%	4,302,008
07830.0430 - USDA Funding - Group Home, None	18,000	-	18,000	18,298	(298)	101.7%	12,245
07875.0003 - Human Service Lease	147,091	-	147,091	76,911	70,180	52.3%	147,091
07875.0021 - FINI Double-Dollars	12,000	-	12,000	29,278	(17,278)	244.0%	16,844
07875.0024 - CARES Act Funding for 2020 Presidential Election, None	-	-	-	13,900	(13,900)	0.0%	76,430
07875.0030 - ARPA Funds from Virginia Office of Atty General for Police Dept, None	-	-	-	9,999	(9,999)	0.0%	-
520 Fed Cat Aid- Pass Thru Total	9,810,832	220,931	10,031,763	10,197,749	(165,986)	101.7%	9,979,497
700 Proceed From Indebtedness							
08510.0005 - Refunding Bond Proceeds	-	-	-	-	-	0.0%	5,235,544
08510.0006 - Refunding Bond Proc Prem	-	-	-	-	-	0.0%	1,150,587
08510.0007 - Refunding Bnd Proceeds Sch	-	-	-	-	-	0.0%	3,888,572
08510.0008 - Refndng Bds Proc Prem Sch	-	-	-	-	-	0.0%	851,518
700 Proceed From Indebtedness Total	-	-	-	-	-	0.0%	11,126,220
710 Operating Transfers In							
09301.0003 - TrfFrmCtyCp-Capital Proj	-	65,000	65,000	65,000	-	100.0%	175,000
710 Operating Transfers In Total	-	65,000	65,000	65,000	-	100.0%	175,000
Grand Total	195,504,274	525,382	196,029,656	212,775,977	(16,746,321)	108.5%	207,877,409

Fiscal Year	Fiscal Calendar 2022
Fiscal Quarter of Year	All
Fund	1001 General Fund
Account Type	Expenses
Process Status	Posted

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/22	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 6/30/21
2022 Communications/Public Engagement							
0021 Public Information	518,284	16,338	534,622	511,468	23,154	95.7%	458,828
0022 Customer Service Center	193,163	6,035	199,198	178,318	20,880	89.5%	142,869
0029 Local Government Channel	178,380	7,292	185,672	177,337	8,335	95.5%	167,227
2022 Communications/Public Engagement Total	889,827	29,665	919,492	867,122	52,369	94.3%	768,923
2023 Council / Manager							
0028 Council / Manager	1,218,640	21,051	1,239,691	1,162,046	77,645	93.7%	847,493
0033 Parking Division	534,811	(534,811)	-	-	-	0.0%	443,556
2023 Council / Manager Total	1,753,451	(513,760)	1,239,691	1,162,046	77,645	93.7%	1,291,048
2030 City Attorney							
0050 City Attorney	854,164	17,496	871,660	801,246	70,414	91.9%	792,531
0051 Risk Management	758,581	-	758,581	758,581	-	100.0%	672,791
2030 City Attorney Total	1,612,745	17,496	1,630,241	1,559,827	70,414	95.7%	1,465,322
2035 State Treasurer							
0060 State Treasurer	178,297	6,290	184,587	174,935	9,652	94.8%	174,546
2035 State Treasurer Total	178,297	6,290	184,587	174,935	9,652	94.8%	174,546
2040 Commissioner Of Revenue							
0070 Com Rev-State/Loc Budget	845,143	31,523	876,666	802,285	74,380	91.5%	821,600
2040 Commissioner Of Revenue Total	845,143	31,523	876,666	802,285	74,380	91.5%	821,600
2045 City Assessor							
0080 City Assessor	786,429	25,795	812,224	746,185	66,039	91.9%	708,754
2045 City Assessor Total	786,429	25,795	812,224	746,185	66,039	91.9%	708,754
2050 Finance							
0090 Office of Management & Budget	693,230	60,031	753,261	743,533	9,728	98.7%	683,204
0093 Billings And Collections	1,425,057	272,882	1,697,939	1,516,499	181,441	89.3%	1,328,213
0094 Procurement	378,892	37,236	416,128	401,885	14,244	96.6%	368,448
0095 Accounting	1,108,590	(6,485)	1,102,105	1,089,235	12,870	98.8%	1,051,566
2050 Finance Total	3,605,769	363,664	3,969,433	3,751,151	218,283	94.5%	3,431,431
2055 Human Resources							
0110 Human Resources	906,401	48,783	955,184	877,641	77,543	91.9%	699,836
0111 Occupational Health Svs	216,440	99,413	315,853	165,551	150,302	52.4%	116,933
2055 Human Resources Total	1,122,841	148,196	1,271,037	1,043,192	227,845	82.1%	816,769
2057 Information Technology							
0115 Application Services	1,388,875	48,919	1,437,794	1,240,054	197,740	86.2%	1,305,902
0116 Network Services	1,705,457	57,398	1,762,855	1,598,362	164,493	90.7%	1,564,754
0117 I T Administration	467,301	10,508	477,809	349,899	127,911	73.2%	464,768
0125 GIS	353,851	22,775	376,626	366,559	10,067	97.3%	337,170
2057 Information Technology Total	3,915,484	139,600	4,055,084	3,554,873	500,211	87.7%	3,672,594
2065 Registrar							
0150 Registrar	226,795	65,787	292,582	283,486	9,096	96.9%	249,201
0151 Electoral Board	129,118	4,200	133,318	100,670	32,648	75.5%	239,664
2065 Registrar Total	355,913	69,987	425,900	384,155	41,745	90.2%	488,865
2090 Education							
0200 Lcl Sch Oper Contribution	39,828,498	400,001	40,228,499	40,228,499	-	100.0%	40,002,658
2090 Education Total	39,828,498	400,001	40,228,499	40,228,499	-	100.0%	40,002,658
2105 Circuit Court-Judge							
0300 Circuit Court-Judge	161,579	4,863	166,442	149,033	17,409	89.5%	146,539
2105 Circuit Court-Judge Total	161,579	4,863	166,442	149,033	17,409	89.5%	146,539
2110 General District Court							
0310 General District Court	65,473	1,529	67,002	35,294	31,707	52.7%	30,693
2110 General District Court Total	65,473	1,529	67,002	35,294	31,707	52.7%	30,693
2115 Juvenile & Dr Dist Court							
0320 Juvenile & Dr Dist Court	20,054	-	20,054	21,762	(1,708)	108.5%	19,544
2115 Juvenile & Dr Dist Court Total	20,054	-	20,054	21,762	(1,708)	108.5%	19,544
2120 24th Court Service Unit							
0330 24th Court Service Unit	1,425	(20)	1,405	927	478	66.0%	1,057
2120 24th Court Service Unit Total	1,425	(20)	1,405	927	478	66.0%	1,057
2125 Commonwealth's Attorney							
0340 Commonwealth Attorney	1,706,182	89,543	1,795,725	1,711,527	84,199	95.3%	1,688,035
0343 Com Atty Fines & Fees Coll	64,295	2,626	66,921	63,796	3,125	95.3%	65,358
2125 Commonwealth's Attorney Total	1,770,477	92,169	1,862,646	1,775,323	87,323	95.3%	1,753,393
2130 Magistrate's Office							
0350 Magistrate's Office	4,140	7	4,147	2,296	1,851	55.4%	3,263
2130 Magistrate's Office Total	4,140	7	4,147	2,296	1,851	55.4%	3,263
2135 Circuit Court-Clerk							
0360 Circuit Court-Clerk	951,570	74,752	1,026,322	993,063	33,259	96.8%	948,935

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/22	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 6/30/21
2135 Circuit Court-Clerk Total	951,570	74,752	1,026,322	993,063	33,259	96.8%	948,935
2200 City Sheriff							
0400 City Sheriff And Jail	2,350,312	196,622	2,546,934	2,489,190	57,744	97.7%	2,281,637
2200 City Sheriff Total	2,350,312	196,622	2,546,934	2,489,190	57,744	97.7%	2,281,637
2240 Police							
0420 Police Operations	18,521,407	703,307	19,224,714	18,410,100	814,614	95.8%	15,129,420
0421 Animal Warden	336,850	11,492	348,342	330,483	17,859	94.9%	311,653
0429 Range Operations	13,800	4,754	18,554	9,712	8,842	52.3%	8,973
0430 Police Off Duty Employmnt	1,026,182	1,875	1,028,057	910,864	117,193	88.6%	768,264
2240 Police Total	19,898,239	721,428	20,619,667	19,661,159	958,508	95.4%	16,218,310
2245 Emergency Services							
0422 Emergency Communications	3,005,817	(188,394)	2,817,423	2,784,234	33,188	98.8%	2,711,562
2245 Emergency Services Total	3,005,817	(188,394)	2,817,423	2,784,234	33,188	98.8%	2,711,562
2270 Fire							
0444 Fire Operations And Ems	17,025,627	666,844	17,692,471	17,514,540	177,931	99.0%	13,423,637
0446 TRT- PIER Program	76,500	14,100	90,600	73,933	16,667	81.6%	109,953
2270 Fire Total	17,102,127	680,944	17,783,071	17,588,473	194,598	98.9%	13,533,590
2400 Public Works							
0600 Public Works Administrat.	993,228	37,023	1,030,251	1,038,855	(8,604)	100.8%	976,324
0605 Engineering	4,165,373	(10,561)	4,154,812	3,813,781	341,031	91.8%	3,817,472
0632 Street Maintenance,II	3,678,644	513,166	4,191,810	2,870,055	1,321,755	68.5%	2,842,881
0635 Snow Removal	312,240	291,167	603,407	580,746	22,661	96.2%	246,653
0640 Refuse Collection	4,088,107	(842,729)	3,245,378	3,891,685	(646,307)	119.9%	4,075,406
0645 Parks/Grounds Maintenance	3,594,814	(136,645)	3,458,169	3,652,829	(194,660)	105.6%	3,136,572
0649 Baseball Stadium Maint	117,823	(1,533)	116,290	159,727	(43,437)	137.4%	104,860
0650 Building Maintenance	3,877,521	26,124	3,903,645	3,499,734	403,910	89.7%	3,427,197
0660 Human Services Maint.	74,590	(2,506)	72,084	38,537	33,547	53.5%	198,753
2400 Public Works Total	20,902,340	(126,493)	20,775,847	19,545,950	1,229,897	94.1%	18,826,116
2555 Health							
0800 Health Operations	785,000	-	785,000	685,870	99,130	87.4%	726,695
2555 Health Total	785,000	-	785,000	685,870	99,130	87.4%	726,695
2561 Juvenile Services							
0904 Juvenile Service Admin.	-	-	-	-	-	0.0%	-
0905 Juvenile Detention Home	518,523	237,100	755,623	554,620	201,003	73.4%	836,727
0906 Juvenile Services	1,802,259	68,212	1,870,471	1,780,020	90,451	95.2%	1,661,917
0915 Csa Service Providers	2,037,713	-	2,037,713	2,037,713	-	100.0%	2,112,602
0929 Lynchburg Outreach Prog	-	-	-	-	-	0.0%	-
2561 Juvenile Services Total	4,358,495	305,312	4,663,807	4,372,353	291,454	93.8%	4,611,246
2562 Social Services							
0901 Social Services Admin.	9,747,358	343,080	10,090,438	9,285,286	805,151	92.0%	8,860,123
0902 Public Assistance	8,745,172	446,886	9,192,058	8,685,776	506,282	94.5%	8,733,797
2562 Social Services Total	18,492,530	789,966	19,282,496	17,971,062	1,311,434	93.2%	17,593,921
2563 Recreation Services							
0116 Network Services	22,385	775	23,160	19,782	3,378	85.4%	10,458
1002 Parks/Rec/Market	418,007	8,132	426,139	382,057	44,081	89.7%	405,155
1010 Recreation, General Admin	672,333	26,138	698,471	679,063	19,408	97.2%	647,570
1011 Recreation Services	147,035	6,364	153,399	149,311	4,088	97.3%	146,735
1013 Recreation, Athletic	157,618	5,075	162,693	158,251	4,442	97.3%	141,657
1015 Recreation, Park Services	738,969	37,767	776,736	775,143	1,593	99.8%	755,562
1022 Recreation, Aquatics	101,114	4,508	105,622	110,169	(4,547)	104.3%	36,930
1023 Recreation, Naturalist	187,597	22,927	210,524	208,602	1,922	99.1%	187,731
1024 Special Events-Cty Sponsr	-	-	-	-	-	0.0%	-
1027 Recreation Programs	506,383	2,929	509,312	513,985	(4,673)	100.9%	359,182
1028 City-wide Centers	279,176	12,233	291,409	275,250	16,159	94.5%	274,099
1029 Neighborhood Centers	817,592	28,980	846,572	746,617	99,955	88.2%	700,737
2563 Recreation Services Total	4,048,209	155,827	4,204,036	4,018,230	185,806	95.6%	3,665,815
2610 Libraries							
1100 Public Library	1,591,242	44,117	1,635,359	1,434,822	200,537	87.7%	1,438,452
1120 Law Library	10,000	-	10,000	10,174	(174)	101.7%	10,451
2610 Libraries Total	1,601,242	44,117	1,645,359	1,444,996	200,363	87.8%	1,448,903
2611 Museum System							
1150 Museum	504,500	16,758	521,258	442,648	78,610	84.9%	370,085
2611 Museum System Total	504,500	16,758	521,258	442,648	78,610	84.9%	370,085
2715 Community Development							
1200 Director-Comm Plan/Dev	311,910	15,122	327,032	317,235	9,797	97.0%	293,288
1201 Planning	350,740	(37,442)	313,298	355,244	(41,946)	113.4%	372,424
1202 Inspections	997,162	59,014	1,056,176	896,920	159,256	84.9%	888,473
1205 Zoning	376,608	12,966	389,574	343,111	46,463	88.1%	385,926
2715 Community Development Total	2,036,420	49,660	2,086,080	1,912,510	173,570	91.7%	1,940,111
2720 Office Of Economic Devel							
1300 Economic Development	1,753,312	(5,206)	1,748,106	1,590,666	157,440	91.0%	1,499,337
2720 Office Of Economic Devel Total	1,753,312	(5,206)	1,748,106	1,590,666	157,440	91.0%	1,499,337

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 6/30/22	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 6/30/21
5000 Nondept Employee Benefits							
1430 Non-allocated Emp Benefit	4,133,501	-	4,133,501	3,431,865	701,636	83.0%	3,647,124
5000 Nondept Employee Benefits Total	4,133,501	-	4,133,501	3,431,865	701,636	83.0%	3,647,124
5050 Non-Departmental							
1506 Water Oper Fund Payments	887,886	-	887,886	887,886	-	100.0%	864,215
1508 Stormwater Fee-City Bldgs	95,000	-	95,000	96,426	(1,426)	101.5%	81,134
1509 Stormwater Fee-School Bld	75,100	-	75,100	75,832	(732)	101.0%	64,165
1512 College Lake Dam Repairs	-	10,875	10,875	4,672	6,203	43.0%	2,961
1513 Stormwater Detention Pond Repair	-	400	400	-	400	0.0%	3,460
1515 Alternative to CARES Funding	-	1,122,525	1,122,525	1,122,525	-	100.0%	1,222,927
1516 COVID Vaccinations	-	-	-	-	-	0.0%	-
1529 Landfill Closure Costs	-	-	-	28,819	(28,819)	0.0%	7,518
1566 Managed Vacancy Program	-	-	-	-	-	0.0%	-
1567 Years of Service Awards	15,000	-	15,000	12,354	2,646	82.4%	15,399
1568 Retirement Recognition	5,000	-	5,000	4,987	13	99.7%	-
1569 Take Your Kids to Work Dy	1,000	-	1,000	945	55	94.5%	500
1570 Emp Appreciation Luncheon	3,000	-	3,000	3,000	-	100.0%	3,000
1573 Payment-Fleet Capital Chg	2,905,365	-	2,905,365	2,882,458	22,907	99.2%	2,645,988
1574 Health Management Program	15,000	-	15,000	12,994	2,006	86.6%	11,308
1575 Employee Committee Funds	8,000	-	8,000	7,851	149	98.1%	8,000
1576 Line of Duty Act	271,500	-	271,500	369,297	(97,797)	136.0%	288,639
1578 Poverty Initiative	-	60,177	60,177	14,807	45,370	24.6%	31,309
1579 Recruitment	50,000	19,000	69,000	67,498	1,502	97.8%	44,318
1580 International Festival	500	7,308	7,808	1,632	6,177	20.9%	51
1581 Workplace Safety & Wellness	60,000	-	60,000	48,263	11,737	80.4%	38,672
1637 City Cemetery Master Plan	166,858	-	166,858	166,858	-	100.0%	132,438
5050 Non-Departmental Total	4,559,209	1,220,285	5,779,494	5,809,102	(29,609)	100.5%	5,466,003
5060 Support Local/State Organ							
1702 V.P.I. Extension Service	44,075	-	44,075	37,800	6,275	85.8%	35,630
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%	574,512
1709 Cvcc Board & Related Oper	1,955	-	1,955	1,955	-	100.0%	1,967
1711 Cent Va Planning Dist Com	47,258	-	47,258	47,258	(0)	100.0%	46,770
1715 Greater Lynch. Transit Co	1,642,346	-	1,642,346	1,642,346	-	100.0%	(125,319)
1721 Blue Ridge Regional Jail	5,543,931	-	5,543,931	4,503,556	1,040,375	81.2%	4,797,183
1724 Legal Aid Society	13,160	-	13,160	13,160	-	100.0%	12,167
1739 Contrib- Amazement Square	369	-	369	-	369	0.0%	-
1743 Central Va Reg Radio Brd	704,670	-	704,670	698,896	5,774	99.2%	684,740
1748 Elizabeth's Early Learn Center	17,594	-	17,594	-	17,594	0.0%	15,854
5060 Support Local/State Organ Total	9,010,310	-	9,010,310	7,939,923	1,070,387	88.1%	6,463,945
7450 Debt Service							
5985 Refunded Debt Payments	-	-	-	-	-	0.0%	11,003,401
5990 Principal Bonds/BANS/LOC	11,131,298	-	11,131,298	11,131,297	1	100.0%	11,250,149
5994 Interest Bonds/BANS/LOC	6,495,424	-	6,495,424	6,417,482	77,942	98.8%	6,655,058
5996 Debt Issuance Costs	-	-	-	-	-	0.0%	118,505
5997 Debt - Misc. Charges	3,875	-	3,875	1,250	2,625	32.3%	3,325
7450 Debt Service Total	17,630,597	-	17,630,597	17,550,029	80,568	99.5%	29,030,438
7570 Other Financing Uses							
9710 Operating Transfers Out	8,229,557	3,579,352	11,808,909	11,849,245	(40,336)	100.3%	8,312,290
7570 Other Financing Uses Total	8,229,557	3,579,352	11,808,909	11,849,245	(40,336)	100.3%	8,312,290
Grand Total	198,270,832	8,331,935	206,602,767	198,339,475	8,263,292	96.0%	194,893,062

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **October 25, 2022**

AGENDA ITEM #: **8**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

ACTION:

INFORMATION: **X**

(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 2022 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 2023

REVIEWED BY:

**Comparison of Collections
Budget to Actual
Fiscal Year 2023**

	Actual FY 2020	Actual FY 2021	Actual FY 2022	Adopted FY 2023	Actual FY 2023	Actual FY 2023 to Adopted FY 2023	Actual FY 2023 to Actual FY 2022
SALES & USE TAX							
ADOPTED FY 2023 BUDGET - \$20,000,000							
JULY	\$1,306,001	\$1,503,837	\$1,595,392	\$1,537,816	\$1,752,857	\$215,041	\$157,465
AUGUST	1,400,949	1,396,989	1,567,107	1,510,552	1,734,950	224,398	167,843
SEPTEMBER	1,423,548	1,531,422	1,702,723	1,641,274	0	(1,641,274)	(1,702,723)
OCTOBER	1,418,032	1,498,945	1,727,124	1,664,794	0	(1,664,794)	(1,727,124)
NOVEMBER	1,413,245	1,516,545	1,705,132	1,643,596	0	(1,643,596)	(1,705,132)
DECEMBER	1,706,366	1,908,243	2,128,639	2,051,819	0	(2,051,819)	(2,128,639)
JANUARY	1,277,127	1,321,858	1,623,094	1,564,518	0	(1,564,518)	(1,623,094)
FEBRUARY	1,233,105	1,283,097	1,496,509	1,442,502	0	(1,442,502)	(1,496,509)
MARCH	1,295,372	1,808,603	1,942,133	1,872,044	0	(1,872,044)	(1,942,133)
APRIL	1,266,401	1,666,552	1,828,313	1,762,331	0	(1,762,331)	(1,828,313)
MAY	1,327,343	1,640,802	1,715,663	1,653,746	0	(1,653,746)	(1,715,663)
JUNE	1,485,941	1,541,453	1,716,972	1,655,008	0	(1,655,008)	(1,716,972)
TOTAL	\$16,553,430	\$18,618,346	\$20,748,801	\$20,000,000	\$3,487,807	(\$16,512,193)	(\$17,260,994)

CONSUMER UTILITY TAX - ELECTRIC
ADOPTED FY 2023 BUDGET - \$3,500,000

JULY	\$323,666	\$329,721	\$320,905	\$304,203	\$26,659	(\$277,544)	(\$294,246)
AUGUST	335,376	331,969	340,374	322,659	27,041	(295,618)	(313,333)
SEPTEMBER	322,201	313,877	321,494	304,762	0	(304,762)	(321,494)
OCTOBER	294,402	260,312	285,740	270,869	0	(270,869)	(285,740)
NOVEMBER	269,899	248,561	265,895	252,057	0	(252,057)	(265,895)
DECEMBER	329,023	309,832	331,167	313,932	0	(313,932)	(331,167)
JANUARY	335,735	362,641	336,155	318,660	0	(318,660)	(336,155)
FEBRUARY	308,797	354,521	361,163	342,367	0	(342,367)	(361,163)
MARCH	299,490	317,734	296,578	281,143	0	(281,143)	(296,578)
APRIL	252,299	274,591	270,831	256,736	0	(256,736)	(270,831)
MAY	242,573	263,295	269,733	255,695	0	(255,695)	(269,733)
JUNE	277,880	283,774	292,120	276,917	0	(276,917)	(292,120)
TOTAL	\$3,591,341	\$3,650,828	\$3,692,155	\$3,500,000	\$53,700	(\$3,446,300)	(\$3,638,455)

	Actual Collected FY 2020 ²	Actual Collected FY 2021 ²	Actual Collected FY 2022 ²	Adopted FY 2023	Actual Assessed FY 2023	Actual Assessed FY 2023 to Adopted FY 2023	Actual Collected FY 2023 ²	Actual Collected FY 2023 to Adopted FY 2023	Actual Collected FY 2023 to Collected FY 2022
MEALS TAX									
ADOPTED FY 2023 BUDGET - \$17,700,000									
JULY ¹	\$1,167,412	\$1,090,332	\$1,381,484	\$1,385,259	\$1,506,198	\$120,939	\$1,450,812	\$65,553	\$69,328
AUGUST	1,327,301	1,186,360	1,506,141	1,458,658	1,592,183	133,525	1,608,171	149,513	102,030
SEPTEMBER	1,348,242	1,203,439	1,457,339	1,446,836		(1,446,836)	0	(1,446,836)	(1,457,339)
OCTOBER	1,327,690	1,283,797	1,537,383	1,540,363		(1,540,363)	0	(1,540,363)	(1,537,383)
NOVEMBER	1,270,798	1,109,005	1,452,953	1,429,830		(1,429,830)	0	(1,429,830)	(1,452,953)
DECEMBER	1,303,873	1,124,410	1,560,912	1,504,916		(1,504,916)	0	(1,504,916)	(1,560,912)
JANUARY	1,229,966	1,044,041	1,277,126	1,255,364		(1,255,364)	0	(1,255,364)	(1,277,126)
FEBRUARY	1,097,969	1,242,188	1,494,478	1,448,035		(1,448,035)	0	(1,448,035)	(1,494,478)
MARCH	935,569	1,527,017	1,608,939	1,593,780		(1,593,780)	0	(1,593,780)	(1,608,939)
APRIL	802,509	1,386,990	1,603,883	1,606,915		(1,606,915)	0	(1,606,915)	(1,603,883)
MAY ¹	883,043	1,527,359	1,664,649	1,587,822		(1,587,822)	0	(1,587,822)	(1,664,649)
JUNE ¹	1,013,966	1,339,741	1,461,572	1,442,222		(1,442,222)	0	(1,442,222)	(1,461,572)
TOTAL	\$13,708,338	\$15,064,679	\$18,006,859	\$17,700,000	\$3,098,381	(\$14,601,619)	\$3,058,983	(\$14,641,017)	(\$14,947,876)
LODGING TAX									
ADOPTED FY 2023 BUDGET - \$3,000,000									
JULY ¹	\$235,865	\$155,637	\$242,273	\$236,852	\$268,176	\$31,324	\$268,473	\$31,621	\$26,200
AUGUST	359,491	213,511	333,446	331,082	335,636	4,554	335,707	4,625	2,261
SEPTEMBER	257,054	257,411	263,845	258,216	0	(258,216)	0	(258,216)	(263,845)
OCTOBER	295,030	226,390	317,407	325,356	0	(325,356)	0	(325,356)	(317,407)
NOVEMBER	221,028	160,421	194,097	217,095	0	(217,095)	0	(217,095)	(194,097)
DECEMBER	144,469	112,888	193,575	175,204	0	(175,204)	0	(175,204)	(193,575)
JANUARY	203,671	108,941	173,332	179,315	0	(179,315)	0	(179,315)	(173,332)
FEBRUARY	174,980	199,008	276,290	241,772	0	(241,772)	0	(241,772)	(276,290)
MARCH	170,886	190,764	233,321	232,455	0	(232,455)	0	(232,455)	(233,321)
APRIL	60,603	222,417	242,337	248,479	0	(248,479)	0	(248,479)	(242,337)
MAY ¹	97,386	260,290	370,919	307,526	0	(307,526)	0	(307,526)	(370,919)
JUNE ¹	125,893	223,035	255,990	246,648	0	(246,648)	0	(246,648)	(255,990)
TOTAL	\$2,346,356	\$2,330,713	\$3,096,832	\$3,000,000	\$603,812	(\$2,396,188)	\$604,180	(\$2,395,820)	(\$2,492,652)
AMUSEMENT TAX									
ADOPTED FY 2023 BUDGET - \$720,000									
JULY ¹	\$90,398	\$13,970	\$59,351	\$56,206	\$91,435	\$35,229	\$46,938	(\$9,268)	(\$12,413)
AUGUST	56,722	19,248	55,160	51,155	57,744	6,589	97,916	46,761	42,756
SEPTEMBER	62,500	19,538	45,639	43,208	0	(43,208)	0	(43,208)	(45,639)
OCTOBER	69,849	18,752	55,688	53,412	0	(53,412)	0	(53,412)	(55,688)
NOVEMBER	78,870	17,830	54,292	50,813	0	(50,813)	0	(50,813)	(54,292)
DECEMBER	87,576	15,570	91,535	86,936	0	(86,936)	0	(86,936)	(91,535)
JANUARY	76,124	19,575	46,525	44,043	0	(44,043)	0	(44,043)	(46,525)
FEBRUARY	61,618	27,526	59,372	56,178	0	(56,178)	0	(56,178)	(59,372)
MARCH	32,690	32,509	74,242	71,501	0	(71,501)	0	(71,501)	(74,242)
APRIL	1,332	38,973	72,760	72,064	0	(72,064)	0	(72,064)	(72,760)
MAY ¹	979	34,658	70,409	65,790	0	(65,790)	0	(65,790)	(70,409)
JUNE ¹	5,772	44,000	71,626	68,695	0	(68,695)	0	(68,695)	(71,626)
TOTAL	\$624,430	\$302,149	\$756,599	\$720,000	\$149,179	(\$570,821)	\$144,854	(\$575,146)	(\$611,745)

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.

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: October 25, 2022

AGENDA ITEM #: 9

CONSENT:

REGULAR: X

WORK SESSION:

CLOSED SESSION:

ACTION: X

INFORMATION:

(Confidential)

ITEM TITLE: November 22, 2022 Finance Committee Meeting Date

RECOMMENDATION: Consider cancellation of Finance Committee meeting scheduled for Tuesday, November 22 to coincide with revised meeting dates of City Council.

SUMMARY: At its July 26, 2022 meeting, City Council revised their meeting schedule for the months of September, October, and November. The November 22nd City Council meeting (week of Thanksgiving Holiday) is cancelled. Staff recommends cancellation of the Finance Committee meeting for the same date. The next Finance Committee meeting is scheduled for Tuesday, December 13, 2022.

PRIOR ACTION(S): None

FISCAL IMPACT: None

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

ATTACHMENT(S): None

REVIEWED BY:

March 29, 2022

// A special called meeting of the Council of the City of Lynchburg was held on the 29th day of March, 2022, at 4:00 P.M. in the 2nd Floor Training Room, 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, City Council continued the reconciliation of the FY 2023 Proposed Budget. City Manager Mr. Wynter C. Benda stated that Lynchburg City Schools (LCS) originally asked for a 5% increase in their budget equating to \$3.1 million dollars. Since then, LCS has revised their request to an 8% increase equating to \$5.1 million dollars. He stated that for LCS to increase their teacher salary to the highest starting salary in close by municipalities, it would take approximately \$6.7 million dollars.

Councilmember Faraldi noted that questions about LCS enrollment and graduation rates will be answered in the reconciliation phase. In regards to total school age children in the City, he asked what the ADM would be if LCS did not offer PreK. In regards to taxes, he stated that the real estate tax rebate can still be done in conjunction with addressing compression and cost of living salary increase.

Councilmember Helgeson stated that they must rectify the real estate rate equalization from last year.

Vice Mayor Wright stated that the tax value went up because City land is more valuable. He asked what it would take to equalize the real estate tax rate. Chief Financial Officer Ms. Donna Witt stated it would cost \$4.8 million dollars. Mr. Benda stated that if Council would like to implement this rebate, he can present different options.

Councilmember Helgeson asked if this is something that Council would like to move forward. Mayor Dolan noted that the public has a right to know what may be cut from the budget in order to fund a real estate tax rebate. Vice Mayor Wright clarified that he is not advocating for the proposal of cutting from the budget but simply wants to have the information as to what could be cut if Council decided to move forward with this. Mayor Dolan stated her agreement.

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Councilmember Helgeson stated that giving raises across all City employees has an impact on the local economy. Mr. Benda responded that the 3% increases are to keep recruitment competitive and are directed at municipal services. He noted that the 3% increase is working against the issue of compression. Councilmember Helgeson asked what the total increase in compensation will be. Mr. Benda replied he will get that information.

Councilmember Wilder stated that in regards to real estate taxes, the rate did not increase but the value of property increased. He asked if the personal property tax rebate was being implemented. Mr. Benda replied yes, it has been voted on. Councilmember Wilder asked what the total amount will be. Ms. Witt replied it will be approximately \$5.5 million that citizens will not pay and will reduce their assessments and this amount will not be coming to the City. Councilmember Wilder stated that the needs of the City outweighed the need to change the tax rate from last year.

Councilmember Nelson stated the tax assessments are going to be reflected in coming years. He would like to rectify the overpayment by lowering the tax rate to equalize or refunding citizens. A complication of doing this through a refund is that wealthy homes will be getting a substantial refund while the average home will get a moderate refund. Councilmember Nelson noted that the impracticality and the cost verses the reward to the taxpayer will not offset. He stated that inflation is going up as well as cost of living and is a burden on taxpayers and he would like to mediate this. He also noted that the City will also suffer from inflation.

Councilmember Tweedy referred to the chart in Council's materials labeled "All Residential Properties" noting the largest amount of single family detached homes would get an average rebate of \$103. The average car rebate would be approximately \$115. Councilmember Tweedy asked if this would be per car; Ms. Witt replied yes, that is correct. She stated that the potential savings of a citizen with several cars could average out to more than the \$103 average real estate rebate. The car tax relief would give more relief to families based on the number of cars in the City. The greater real estate refund would go to those with single family homes ranging from \$850,000 – \$1.7 million, which is approximately 40 homes in the City. These would get the larger average rebate of \$770.96. Those who have more affluent homes will get the greater rebate.

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Vice Mayor Wright noted that if the majority of the tax rebate goes to wealthy people as opposed to the working class, it matters. Presumably, the personal property tax relief would impact more people than would the real estate tax rebate. Vice Mayor Wright replied that the question council should be asking is how they can do the greatest good for the most amount of people. He also noted he would like to discuss additional funds for education.

Mr. Benda replied that Lynchburg City Schools had asked for a 5% increase which is \$3.1 million and subsequently asked for an 8% increase which is \$5.1 million. They also asked for an additional \$1 million to meet the local match that will ensure the 5%. The number to get to the highest paid salary will be approximately \$6 million.

Vice Mayor Wright replied that Lynchburg City Schools have outlined a number of different needs and requested additional funds to accomplish 1) get state money that requires a local match 2) hire more PreK teachers, counselors, and others. He stated that Council is prioritizing real needs in the proposed budget. He noted that Lynchburg has not scaled its City services to meet the growth in the community. He stated that this budget request is an investment in the future of the city and that the schools need funding to meet their needs. He would like to see a comparison of what the City would need to cut to meet the request of the schools. He stated his primary concern is that Lynchburg City Schools not lose the state matched funds. Mr. Benda replied that the school has more employees than the City, to get to living wage for schools there is a larger number by scale. Vice Mayor Wright replied that if Council entertained equalizing the tax rate based on the 2019 assessment which is an ongoing cost to the City, they must also talk about funding schools based on what they need and have requested.

Councilmember Wilder referred to the 2017 school budget and noted the difference in that budget and the current budget is approximately \$1.5 million. He stated that enrollment has declined but the need for services has continued to increase. He would like possible options as to where the money can come from to fund these things.

Councilmember Tweedy stated that she has spoken with individuals in the community and an issue that has been raised is if the City can fund and prioritize certain things but not fund education. She noted that if \$1 million is what it takes to get the education match, she is open to that. She stated she

wants to invest and build in education. She stated she would like to see the options the City Manager will propose.

Mr. Benda replied that the school construction piece will be outside of this budget process. He noted he will have ways in which other municipalities have gotten to the \$1.5 million and will bring in examples of school funding formulas.

Councilmember Faraldi stated that an increase for the fire department would be \$9,000 per individual. The response from previous questions is that every firefighter will receive increase based on their certification level. He asked what an increase looks like for a 20-year employee as opposed to an entry level employee. He would like a bit more information. Mr. Benda replied that to get to the highest starting salary it will equate to be \$9,000 for each person in department. Chief Financial Officer Witt stated that it does not address compression. Councilmember Faraldi asked for a breakdown on specific scenarios and detail on this increase carrying through the ranks. Chief Financial Officer Witt asked for clarification if he means the average for a Captain, Battalion Chief, etc. Councilmember Faraldi noted he is concerned about the 5, 10, 15-year employees. Mr. Benda replied that a piece of this is also compression. He stated that they will get Council those models but it will not address what he is referring to. Councilmember Faraldi stated that more information would be helpful.

Councilmember Faraldi stated that in reference to the Downtown Library data, the data is great but some context on how to interpret the data would be helpful. He stated he is not opposed to closing the downtown library, but if there is a need downtown for public space what does that look like. Mr. Benda replied a physical location is important for people looking to apply and obtain jobs. There is also a workforce development component to this library. He stated he will bring options on at Council's meeting on March 31, 2022. Councilmember Faraldi asked when they were planning to open the downtown branch. Mr. Benda replied that they are holding off until conversations and budget season is done. He noted he has heard quite a bit of support of the downtown branch.

Councilmember Wilder asked what the salary is for library personnel and asked if it was a part-time position. Mr. Benda replied it is a full-time position with approximately \$30,000 for salary and approximately \$50,000 with benefits. Councilmember Wilder asked if the City is utilizing other resources with the library such as resources from the local colleges. He stated that the Liberty University School of

Law library may help support this to offset some of the costs. He also noted that utilizing college interns to support the library may be feasible to offset those salaries.

Councilmember Tweedy asked if personal usage of the main library numbers were received before the pandemic. She stated they received a report from the library that noted there was heavy computer/internet usage. There were talks about upgrading computers in community centers. She stated Council might need to invest in technology in other locations. She stated that the downtown library computers were consistently full before the pandemic.

Vice Mayor Wright asked if there are any downsides to the River Ridge branch library. Mr. Benda responded that a downside may be the closure of one library, provided that is the direction Council decides. He stated there is a quality-of-life component to downtown library. Another downside could be if the venture does not succeed. He stated there is a 5-year option with a leaseholder. Vice – Mayor Wright asked if there is data of other localities undertaking this. Mr. Benda replied that information is forthcoming. Vice Mayor Wright asked for clarification that this would be a 5-year lease with a 5-year option which would mean the City is locked in for 5 years. Mr. Benda replied that this is correct.

Councilmember Helgeson responded that the north end of the City has had a library branch near the plaza. He noted that River Ridge is a bit more of the center of the city. Geographically, the proposed library makes sense. Mr. Benda replied the expectation would be that they would be pulling from other counties and not just for city residents. It would provide more access for more people.

Councilmember Faraldi stated that CIP improvements have totaled approximately \$6.7 million in ARPA dollars. The need of extending sewer line is profound. He asked if there is a direction the City can go in utilizing the \$6.7 million. He stated he would like to see those projects again for sewer and potentially those projects may be able to trade off from projects such as extending trails at Ivy Creek and Riverfront Park improvements. Mr. Benda replied that Ivy Creek is taken care of by the state. If there is interest in offsetting the expense of public safety headquarters, there will be information forthcoming at the next meeting.

Councilmember Nelson stated that restrooms at Riverfront Park is a good improvement. However, other funds for improvements to the park may be directed elsewhere. In a conversation with Parks and Rec, they indicated that connection of Ivy Creek Park and Peaks View will solve a practical

problem for residents who want to use Peaks View but can't get on roads if they do not have a car. This trail may be a huge asset to quality of life for the citizens.

Councilmember Helgeson stated that the increase in Meals Tax can be attributed to inflation on the cost of food. He stated that Council should consider lowering this tax, commenting that this may help other restaurants invest in Lynchburg.

Councilmember Nelson stated that this is an artificially increased revenue source. The meals tax is an optimal tax because it is optional. However, some individuals with more than one job do not have much of an option than to eat out in getting to and from multiple jobs.

Councilmember Faraldi replied if the City eases tax, it may be an incentive for people to continue eating out.

Vice Mayor Wright asked when was the last time the City raised meal tax. Chief Financial Officer Witt stated it went up by a half of a percent in 2005, from 6% to 6.5%. Vice Mayor Wright stated that Council should continuously revisit the tax rates but he has not been hearing concern on meals tax from citizens.

//The meeting was recessed at 6:04pm.

// City Council reconvened the meeting at 7:00 p.m. in Council Chamber, City Hall, 900 Church Street.

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

// In the matter of the FY 2023 Water and Sewer Volume Rates, Sewer Only Rate and Stormwater Fee, a public hearing was held to hear from the public; no vote was requested from City Council at this time.

Deputy City Manager Dr. Reid A. Wodicka provided Council with an overview of the proposed rate and fee changes, which include the following: (1) Water volume rate increase from \$2.68 to \$2.77 (2) Sewer volume rate increase from \$6.14 to \$7.22. (3) Monthly sewer only rate from \$49.35 to \$56.91 (4) Stormwater single family unit (SFU) from \$4.00 per month to \$4.17 per month. Since 2012 when the rate was established, there has not been a stormwater rate increase. The last water rate increase was July 1, 2017. There has been one sewer rate increase in the past 6 years. With these increases, the City will

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increase capital expenditures throughout the funds, replacing approximately half the amount of water line that should be replaced every year. It will also invest in frontline employee's salary increase. The stormwater fund will cover multiple smaller projects within the city.

Councilmember Nelson asked Dr. Wodicka to explain what a consent order is. Deputy City Manager responded that for many years Lynchburg was a combined sewer overflow city which meant stormwater and sewers were combined. Waste was being pumped into the river. In 1994 the city came to an agreement with the Commonwealth to rectify this problem. The city must set its rates so that it has resources to make the repairs.

Mayor Dolan opened the public hearing for citizen input.

Mr. Downs Little stated that he is concerned about the 14 vacancies within the Department of Water Resources. He explained that frontline employees are under paid and leaving for better paying jobs. He is in favor of increasing the budget to fill these vacancies. He noted that other municipalities have adopted tiered water rates which allows low-income households to access affordable water and has higher rates for those who are greater consumers. He also noted that residential and commercial water rates should be separate because industrial businesses have more hardscapes and chemicals to treat and because of this, should pay more or treat their chemicals in house.

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

Councilmember Helgeson asked if the average user increase of \$6.14 is per household or per person. Dr. Wodicka replied that this is the average per account.

// The meeting adjourned at 7:18 p.m.

Clerk of Council

March 31, 2022

// A special called meeting of the Council of the City of Lynchburg was held on the 31st day of March, 2022, at 4:00 P.M. in the 2nd Floor Training Room, City Hall, MaryJane Dolan, President, presiding. The following Members were present:

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

Absent: Treney Tweedy 1

//In the matter of Budget, Agenda Item #1, City Council continued the reconciliation of the FY 2023 Proposed Budget. City Manager Mr. Wynter C. Benda stated he would like to look through the budget and find resources to fund the Real Estate Rebate. He stated it would be a one-time expenditure and the Lynchburg City School funding would be an ongoing expense.

Councilmember Helgeson stated that the \$1.3 million preparation of the Ivy Creek Innovation site could be to hire an engineer to do a study of where infrastructure must be located. Mr. Benda responded that those who may potentially develop in this area expect areas of potential relocation to be built out prior to developing.

Councilmember Nelson asked what category the Riverfront Park improvements fell into. Mr. Benda replied they are in ARPA funds. Councilmember Nelson asked for clarification on the Ivy Creek Innovation parts A and B. He stated he was under the impression that this was also going to be paid for by ARPA funds. Mr. Benda clarified that it is funds for implementation. Councilmember Nelson stated that the Parks and Recreation Needs Assessment Implementation has been done. He asked if this will cost \$250,000 to implement; Mr. Benda replied that it is a start. Councilmember Nelson asked if there is a way to easily describe what is being taken out and what is left to gauge the prioritization of whether or why to cut certain projects. Mr. Benda replied that there were large amounts of money to cut but will follow up with specifics. Councilmember Nelson stated he would like to see this information before voting. Mr. Benda stated that if there is a consensus among Council on whether or not to move forward on the rebate, it would be helpful.

Councilmember Faraldi stated he is interested in pursuing a process of offsetting ARPA funding with key projects that Council has noted are important. He stated he would also like to leave approximately \$1.7 million of ARPA funding to complete some of the smaller impactful projects.

Vice Mayor Wright stated that last year's revenues exceeded projections. He stated the surplus was due to the federal dollars coming to the City, Sales Tax revenues were high, and the Real Estate Uncollectible amount was incorrect. Chief Financial Officer Ms. Donna Witt replied that staff doubled the Real Estate Uncollectible fund from 2.5% to 5% due to the unknown factors of the pandemic but collections actually came in as normal. Vice Mayor Wright replied that there is no real estate surplus, citizens simply paid what they owed and did not pay more than they owe. Ms. Witt confirmed that if a citizen does pay more than they owe, the City issues a refund.

Councilmember Helgeson stated that there was a conservative estimate made and now Council there is a surplus of money that Council should decide what to do with it.

Vice Mayor Wright asked if they are discussing equalizing the rate going forward or discussing a credit.

Councilmember Faraldi replied he is interested in knowing more about using ARPA funding to create a basis for a credit. He would like to demonstrate to the public that they are exploring ways in which they can rectify the situation.

Vice Mayor Wright replied that his concern with the credit is that it will disproportionately benefit the wealthier homeowners. He stated he has not heard from any citizens about rebates but has received feedback about the proposed projects being cut.

Councilmember Nelson stated that the personal property tax rebate will be more impactful. He stated that when Council speaks of a credit it is not in consideration of changing the tax rate.

Councilmember Faraldi stated that a one-time credit is a concern for him. He stated that he is unable to overcome the concern of the tax burden on the citizens.

Mr. Benda replied that there is a finite amount of money that can be manipulated to do different things. He stated he does not know if the City has properly resourced municipal services. The greatest form of revenue that the City has is real estate. He stated that revenues and investments are important to take the City to the next level.

Councilmember Helgeson stated that every year there is more being asked than being spent. He stated there are funds coming in making it easy this year to give a rebate to citizens. He noted that there are policies about tax rates. He stated this is the perfect year to give back to citizens. He noted the

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projects that can be postponed and get the necessary funds for the one-time rebate. Mr. Benda replied that when the gaps are extrapolated the City ends up with less municipal services. He noted that he will get the information for what ARPA funding can be used.

Councilmember Wilder stated he is not in favor of the rebate because of the current needs of the community. He stated that putting projects off will be a worse for the City in the future. He noted that they must trust the City management.

Councilmember Nelson stated that in regards to the Riverfront Park, there should be restrooms constructed to make the park a better asset.

Councilmember Faraldi asked in regards to the Lynchburg Fire Department pay, regardless of what the certification is that employees would receive the associated increase in salary. Mr. Benda replied this is correct.

Councilmember Helgeson asked if they are moving forward with the rebate. Mr. Benda stated that since there is a councilmember absent and there is a question of how ARPA funds can relate, they can postpone that vote/discussion until the next meeting so that the City Manager can obtain this information.

Mayor Dolan stated she is currently not in favor of the credit or rebate due to the needs within the community.

Mr. Benda reviewed the Lynchburg City Schools (LCS) 8% increase in funding which equates to \$5.1 million.

Vice Mayor Wright asked if the \$5.1 million covered the entirety of LCSs request; Mr. Benda replied that was correct. Vice Mayor Wright asked if that would include the amount needed to meet the state match; Mr. Benda replied that was correct. He stated if Council supports meeting the state match, the reserve is where they can pull funds to move forward.

Councilmember Faraldi asked for clarification on ongoing revenues and the Debt Service Reserve. He stated the reserve will be smaller eventually and the additional revenue will be needed for the CIP. Ms. Witt replied that Council will still need to make an effort to put funds into the Debt Service Reserve to address impending debt service increases, depending on how the CIP moves forward. Councilmember Faraldi noted that this would mean it would be earlier in which they would put additional revenue into this reserve. Ms. Witt stated that it depends on which projects move forward first. She stated

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they are funded with recurring revenues and there are one-time additional funds for the Debt Service Reserve.

Councilmember Helgeson stated that eventually they need a funding formula for schools and they should begin with that thought in mind.

Vice Mayor Wright stated that it seems that there is a robust explanation as to how the City would fund the rebate and would like to see the same consideration into fully funding the schools. Mr. Benda replied that in order to fund the schools' full amount, there will be no general wage increase for City employees, there will be no funds to impact compression, and there will be no funds to increase firefighters starting pay. Vice Mayor Wright stated he would like something more concrete.

// The meeting adjourned at 5:55 p.m.

Clerk of Council

April 5, 2022

// A special called meeting meeting of the Council of the City of Lynchburg was held on the 5th day of April, 2022, at 4:00 P.M. at the 2nd Floor Training Room, City Hall, MaryJane Dolan, President, presiding.

The following Members of Council 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, City Council continued the reconciliation of the FY 2023 Proposed Budget. City Manager Mr. Wynter C. Benda noted that the items before Council are the potential Real Estate Tax rebate as well as the potential increase of financial resources to Lynchburg City Schools (LCS).

Vice Mayor Wright asked for clarification if the proposed budget includes the Real Estate Tax rebate as an option or a recommendation. Mr. Benda replied that he obtained this information from one-on-one discussions with Councilmembers and potentially mirroring the rebate that Henrico County implemented. Vice Mayor Wright asked for clarification that the budget was not proposing a Real Estate Tax rebate; Mr. Benda replied that is correct.

Councilmember Wilder stated he is not in favor of the Real Estate Tax rebate but is in favor of Personal Property Tax relief because of the City's competing demands.

Councilmember Faraldi asked if there is any additional revenue coming in from the Personal Property Tax adjustment that is incorporated into this budget; Mr. Benda replied no. Councilmember Faraldi stated that the ratio that was adopted was 75%; staff is projecting that will bring in a net revenue for Personal Property Tax. He asked if this is the same as the previous budget. Chief Financial Officer Ms. Donna Witt replied that it still allows historical growth but there is always additions and subtractions of vehicles throughout the year so it will not remain the same. Councilmember Faraldi stated that because values have gone up, he will be paying approximately the same amount. He asked if this is accurate. Ms. Donna Witt replied yes however, there will be some growth in that revenue. Councilmember Faraldi stated that the adjustment of Personal Property Tax is no net savings for the tax payer right now. He stated he

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believes the budget can offer everything for law enforcement, front line workers, a 3% employee general wage increase, and can incorporate credit that will be utilizing ARPA as a means to do it. He also stated that the funds exist for Lynchburg City Schools to meet the \$1 million need for 5% State match.

Councilmember Helgeson stated that the budget surplus was due to the City taxing more than needed and since there are ARPA funds available for one-time capital improvements, Council can give back something to the citizens.

Mayor Dolan stated she is in favor of giving back to the citizens by way of a Personal Property Tax rebate.

Councilmember Tweedy asked if the Personal Property Tax rebate is eligible per vehicle or per household; Mr. Benda replied per vehicle. Councilmember Tweedy asked for clarification on the average Real Estate Tax credit would be per household; Mr. Benda replied that it depends on the valuation of the house. He stated that in a particular assessment category it would be approximately \$12.80 per household. Councilmember Tweedy stated she wanted to ensure the public is aware of the average of the two and where the best value is.

Councilmember Wilder stated he is in support of Lynchburg City Schools and trail systems as well as the needs in the community. He noted that Council must be fiscally responsible and investing in the community.

Vice Mayor Wright noted \$1.5 million was cut from Major Building Repairs and Improvements category in order to achieve the new proposals. He asked for specifics on the line items that were being cut. Deputy City Manager Dr. Reid A. Wodicka replied that improvements to the Circuit Court, to City Hall for HVAC, fire station improvements, modernization of the service elevator at the Human Services building, etc. had been removed from the budget. Dr. Wodicka noted that these are smaller projects, but are critical. Vice Mayor Wright asked for further explanation on the \$375,000 cut in parking lot repairs. Dr. Wodicka replied these repairs would include City wide lighting and paving in the lot on Court Street as well as light upgrades to the Riverfront Park lot. Vice Mayor Wright stated that they will also be giving up \$400,000 in general street improvements. He asked for further explanation on this item. Dr. Wodicka

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replied this will be paving and street repair work. Vice Mayor Wright stated they will also be giving up \$1.3 million for preparing site pads at Ivy Creek Park. He asked for clarification on the \$50,000 Community Park Investment Fund. Dr. Wodicka replied this fund is when the City matches community organizations that say they would like to improve City parks in various ways. He stated there were recently two projects in this category at Miller Park. Vice Mayor Wright stated that \$75,000 will go to Heritage Park. Dr. Wodicka replied that this park has not been invested in and what was planned for this is the development of a pavilion and playground. Vice Mayor Wright posed the question if a one-time rebate in which 60% of households will receive fewer than \$175, will this money offset the needs? He asked where Council should be investing; returning money to people or investing in these projects. Vice Mayor Wright stated he will not be supporting a rebate.

Councilmember Helgeson stated that getting a site ready in hopes that someone will want it is costing \$1.3 million. He stated Council can spend much less and hire an engineer to document all that must be done to a site if a developer wants it. In reference to the Riverfront Park improvements, \$3.875 million in ARPA funding has been allocated for a new park in the floodplain that is also in the Downtown 2040 plan. He stated this can be put off. He also noted that the existing dog park funding was raised by the Friends of the Dog Park and maintained by City. This year \$200,000 is being proposed for the dog park.

Mayor Dolan replied that businesses are enticed to come when there are site ready pads.

Councilmember Nelson asked if there can there be any credit applied if Council cannot agree on full credit. He asked if it could be done to take the \$1.3 million toward the site readiness of Ivy Creek and move the project to next year. Mr. Benda replied that it can be done but there may not be support in the future from Council as this is an election year. Councilmember Nelson stated he had previously asked if there is there an immediate need being voiced by the constituency that anyone will purchase and build on this site. The answer at that time was that there was not. He noted that this item could be postponed until next year.

Councilmember Tweedy stated she attends Lynchburg Regional Business Alliance meetings as well as attends business, workforce, and job development conferences. Other localities have pad ready

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sites. She stated this conversation started before the pandemic due to Lynchburg losing out on potential jobs and business coming into the City. She also noted she is in support of postponing the dog park funding and investing that money into education. Mr. Benda replied that there is a difference between ongoing expenses and one-time expenses.

Councilmember Wilder thanked the administrative team for their efforts in developing this budget. He stated Lynchburg needs foresight to build a beautiful city.

Councilmember Helgeson stated he is concerned about the citizens right now rather than the future. He noted he is not in favor of spending funds to achieve a pad ready site.

Councilmember Tweedy stated that there is a potential to cut the River Ridge Library as this is a new project. She stated if they are going to be considering cutting pad ready sites as an ongoing expense then the new library should also be on the list.

Councilmember Faraldi posed the idea of using temporary ARPA funding to offset a credit on property taxes in Lynchburg.

Mr. Benda showed the Lynchburg City Schools funding slide. He stated that Lynchburg City Schools has requested an 8% increase which equates to \$5.1 million. The state match of 5% would equate to \$966,423. He noted that they can meet the 5% with their level funding but it will depend on timing of the average rebate.

Councilmember Helgeson stated that he cannot justify supporting an ongoing expense to Lynchburg City Schools if the City cannot support one-time expenses for its own budget.

Councilmember Nelson stated he supports level funding because if not, the City will be jeopardizing critical projects and other areas that Council has noted as important.

Councilmember Wilder asked for clarification of where the Lynchburg City Schools funding is coming from as well as the amount that it would be. Mr. Benda replied that it would come from the proposed increase to the current reserves. Councilmember Wilder stated he is not comfortable with

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funding the 8% pay raise for Lynchburg City Schools employees but is comfortable with the 5% increase. He stated he would like to see a funding formula in the future.

Mayor Dolan asked if the \$966,425 is an ongoing expense. Mr. Benda replied yes. Mayor Dolan stated if they approve this then it would be in next year's budget. Mr. Benda replied that next year they would start at \$39.8 million.

Councilmember Helgeson stated in reference to the increase to current reserves, they probably should not be cutting their fuel reserves. Mr. Benda replied that the remaining funds after the \$966,425 has been taken out, they will be put back into the fuel reserves. He stated they will not be reducing current reserves to zero, simply just not increasing them.

Councilmember Tweedy stated she would also like to see a funding formula for Lynchburg City Schools. Mr. Benda replied there are steps being made in determining the necessary updates needed for Lynchburg City Schools buildings.

Councilmember Nelson asked Mr. Benda in regards to the state match that the city is required to provide, is this amount of investment necessary in order for the State to provide matching funds for Lynchburg City Schools; Mr. Benda replied yes. Councilmember Nelson asked if the City Manager was aware of these contingencies when he formulated the original budget; Mr. Benda replied he did know of the potential match. Councilmember Nelson asked if he would have proposed these cuts if he was aware of the funding requests before; Mr. Benda stated he did consider the year-to-year Return to Fund Balance. He stated in looking to meet the match and the way to do so, this is the way he would do so. Councilmember Nelson noted he is in favor of the adjustment of the original recommendation to the budget.

Councilmember Helgeson stated his concern that if the City cannot give money back to tax payers but can find a way to spend \$1 million each year on salary increases. He stated that the Lynchburg citizens are tired of the taxing. He noted his opposition to the budget not giving back to the citizens.

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Vice Mayor Wright noted his thanks to City staff in preparing this budget. He stated that there are two competing visions amongst Council of what this budget is. Some feel it is lowering the tax burden. Others feel that we must keep tax rates low but also investing in the services and living experience of Lynchburg that will keep people attracted to the City. He stated Lynchburg is growing but the City has underfunded municipal investments, services, and the organization. He stated that Lynchburg City School staff deserves consideration of investment and support.

Councilmember Wilder stated his support of giving more to Lynchburg City Schools. He stated there are challenging in the schools and he regrets not being able to give more to the school system.

Councilmember Helgeson stated that money will not solve the education issue. He stated doing a citizen survey would be beneficial.

Councilmember Faraldi made a motion to adjourn. The motion was seconded by Councilmember Helgeson and the following vote was recorded:

Ayes: Dolan, Wright, Helgeson, Nelson, Tweedy, Wilder, Faraldi	7
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Noes:	0
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// The meeting adjourned at 5:51 p.m.

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 25, 2022**

AGENDA ITEM #: **6**

REGULAR: **X**
ACTION: **X**

WORK SESSION:
INFORMATION:

CLOSED SESSION (Confidential):

ITEM TITLE: *Hill City Bikes, LLC Request for a Lease of City-Owned Property at 1100 Jefferson Street*

RECOMMENDATION: Adopt a Resolution that would authorize a Lease Agreement between the City of Lynchburg and Hill City Bikes, LLC, and authorize the City Manager to execute the same.

SUMMARY: Hill City Bikes, LLC d/b/a Bikes Unlimited, located at **1312 Jefferson Street**, has requested to lease a **portion** of the City Owned Property at **1100 Jefferson Street**. They plan to expand their existing business to include a food and beverage component named "OH! 4 and to create a more engaging and safe space on the City Owned Property surrounding their property. They plan to invest \$100,000 into building a family-friendly space and project \$250,000 annually in net new revenue.

A five-year lease with the opportunity to renew has been drafted by the City Attorney. Hill City Bikes, LLC agrees to pay \$100 per month in rent. All maintenance shall be the responsibility of the lessor. Any work performed on the property must meet the City's requirements and be permitted accordingly.

There is a statutory requirement for a public hearing prior to leasing City property.

PRIOR ACTION(S): N/A

FISCAL IMPACT: Rental rates as defined by the terms of the lease.

CONTACT(S): Marjette G. Upshur – 434-455-4492

ATTACHMENT(S):

- Resolution
- Lease Agreement w/Exhibits

REVIEWED BY: MMB WCB

A RESOLUTION TO AUTHORIZE THE LEASE OF CITY-OWNED REAL ESTATE, LOCATED IN DOWNTOWN LYNCHBURG, VIRGINIA AT 1100 JEFFERSON STREET; SAID LEASE BEING FOR THE PURPOSE OF LETTING APPROXIMATELY 0.1008 ACRES TO HILL CITY BIKES LLC

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

1. That the following described real estate, including any, if any, improvements thereon, may be let by the City of Lynchburg, a Virginia municipal corporation, to Hill City Bikes LLC, a Virginia limited liability company:

That certain property shown as a solid grey shaded area on a plat attached hereto, made by Piedmont Surveyors, entitled "DRAWING SHOWING NEW LEASE AREA ON PROPERTY OF CITY OF LYNCHBURG, VIRGINIA TO SERVE PROPERTY OF BIKES UNLIMITED BUILDING, LLC LYNCHBURG, VIRGINIA", dated 9/16/2022, revised 10/11/2022, and identified by City File No. B-2424, with such property being more particularly described as follows, *to-wit*:

BEGINNING AT A DRILL HOLE FOUND IN CONCRETE WALL ON THE NORTH EASTERLY RIGHT OF WAY LINE OF JEFFERSON STREET, THENCE ALONG SAID LINE NORTH 34 DEGREES 42 MINUTES 45 SECONDS WEST 10.00 FEET TO A POINT; THENCE LEAVING SAID RIGHT OF WAY LINE NORTH 55 DEGREES 10 MINUTES 33 SECONDS EAST 55.94 FEET TO A POINT; THENCE SOUTH 35 DEGREES 02 MINUTES 40 SECONDS EAST 74.47 FEET TO A POINT ON THE LINE OF C&O RAILWAY COMPANY; THENCE ALONG SAID LINE ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 5270.00 FEET A LENGTH OF 175.92 FEET A CHORD LENGTH OF 175.91 FEET A CHORD BEARING OF SOUTH 22 DEGREES 27 MINUTES 22 SECONDS EAST AND A CENTRAL ANGLE OF 01 DEGREE 54 MINUTES 45 SECONDS TO A POINT; THENCE SOUTH 44 DEGREES 49 MINUTES 12 SECONDS WEST 19.34 FEET TO A POINT NEAR BACK OF BRICK WALK; THENCE NORTH 34 DEGREES 42 MINUTES 45 SECONDS WEST 88.50 FEET TO POINT; SAID POINT BEING THE INTERSECTION OF THE NORTH EASTERLY RIGHT OF WAY LINE OF JEFFERSON STREET AND THE SOUTH EASTERLY PROPERTY LINE OF BIKES UNLIMITED BUILDING, LLC; THENCE ALONG PROPERTY LINE OF BIKES UNLIMITED BUILDING, LLC THE FOLLOWING COURSES, NORTH 55 DEGREES 40 MINUTES 15 SECONDS EAST 33.92 FEET TO A POINT; NORTH 34 DEGREES 42 MINUTES 45 SECONDS WEST 35.79 FEET TO A POINT; NORTH 53 DEGREES 29 MINUTES 51 SECONDS EAST 0.94 FEET TO A POINT; NORTH 34 DEGREES 28 MINUTES 30 SECONDS WEST 30.75 FEET TO A CHISEL 'X' FOUND ON FIRST COURSE OF BRICK WALL BEHIND VERIZON JUNCTION BOX BRACKET; NORTH 55 DEGREES 10 MINUTES 33 SECONDS EAST 11.50 FEET TO A POINT, NORTH 35 DEGREES 02 MINUTES 40 SECONDS WEST 85.00 FEET TO A POINT; SOUTH 55 DEGREES 10 MINUTES 33 SECONDS WEST 46.00 FEET TO THE POINT OF BEGINNING AND CONTAINING APPROXIMATELY 4390.21 SQUARE FEET (0.1008 ACRES).

AND BEING a portion of the property conveyed to the City of Lynchburg by a quitclaim deed from CSX Transportation, Inc., a Virginia corporation, dated May 1, 1996, of record in the Clerk's Office of the Circuit Court for the City of Lynchburg, Virginia, in Deed Book 958, at page 590.

2. That the City Manager is authorized to take any and all actions necessary to effectuate the lease of the previously described real estate. The Lease Agreement connected to this matter, between the City of Lynchburg and Hill City Bikes LLC, to take effect on November 1, 2022, is hereby approved and incorporated herein by reference.
3. That any and all documents which may have been signed before the adoption of this Resolution, which are connected to the substance of this Resolution, are ratified.
4. That this Resolution shall become effective upon its adoption.

Adopted:

Certified: _____
Clerk of Council

Site Images of 1312 Jefferson Street



DRAWING SHOWING NEW LEASE AREA ON PROPERTY OF CITY OF LYNCHBURG, VIRGINIA TO SERVE PROPERTY OF BIKES UNLIMITED BUILDING, LLC LYNCHBURG, VIRGINIA

SHEET 1 OF 1

THIS DRAWING WAS PREPARED FROM AN ACTUAL FIELD SURVEY AS PER DATE SHOWN.

THIS DRAWING IS INTENDED ONLY TO SHOW NEW LEASE AREA AS SHOWN.

THIS SURVEY DOES NOT ADDRESS ALL EXISTING FEATURES INCLUDING UNDERGROUND UTILITIES.

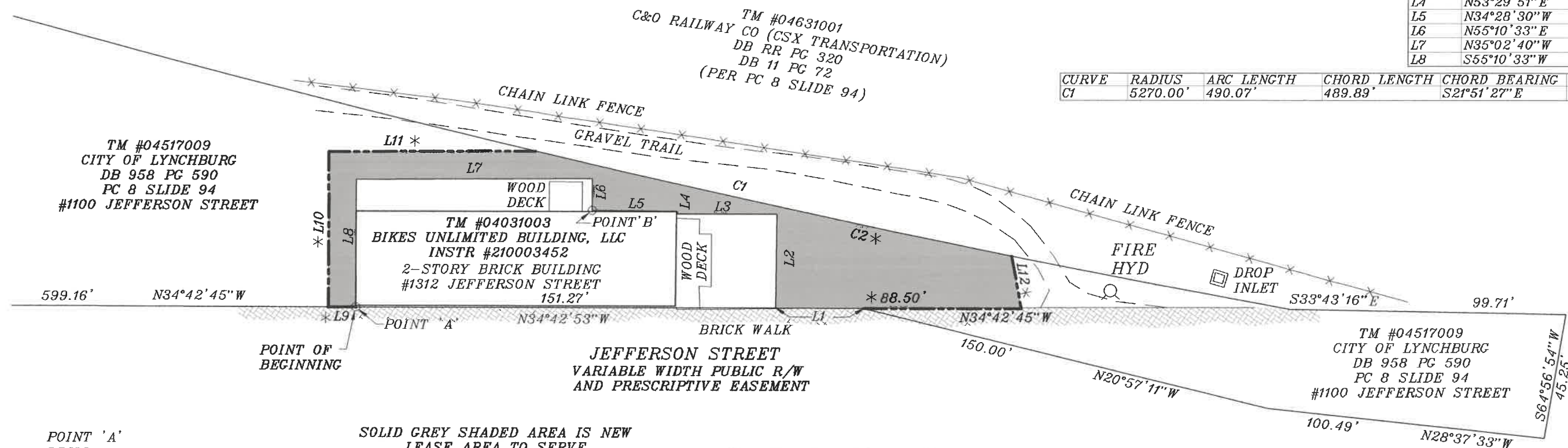
THIS DRAWING IS NOT A BOUNDARY SURVEY. THIS DRAWING HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND THEREFORE DOES NOT INDICATE ALL ENCUMBRANCES ON THE PROPERTY.

THIS DRAWING WAS PREPARED AT THE REQUEST OF CITY OF LYNCHBURG PUBLIC WORKS AND OFFICE OF ECONOMIC DEVELOPMENT AND TOURISM.

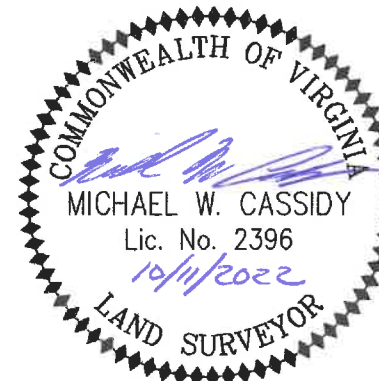
BOUNDARY LINE & CURVE TABLE

LINE	BEARING	DISTANCE
L1	N34°42'45"W	31.70'
L2	N55°40'15"E	33.92'
L3	N34°42'45"W	35.79'
L4	N53°29'51"E	0.94'
L5	N34°28'30"W	30.75'
L6	N55°10'33"E	11.50'
L7	N35°02'40"W	85.00'
L8	S55°10'33"W	46.00'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	5270.00'	490.07'	489.89'	S21°51'27"E	5°19'41"



PLAT ACCEPTED
CITY ENGINEER
DATE 10/12/22



REVISED 10/11/2022
TO CHANGE LIMITS OF LEASE AREA

PROJECT NO. 2021-1289	 PIEDMONT SURVEYORS PLLC 3831 OLD FOREST ROAD SUITE 6 LYNCHBURG, VA 24501 434-426-9510 WWW.PIEDMONTSURVEYORS.COM
DRAWING NO. 2021-1289-2.1	
DATE 9/16/2022	
SCALE 1" = 40'	
SHEET 1 OF 1	
CITY DRAWING # B-2424	

LEASE AGREEMENT

THIS LEASE AGREEMENT (the “Lease”) is made and entered into on this 3rd day of October, 2022, by and between the **CITY OF LYNCHBURG** (“Lessor”), a municipal corporation of the Commonwealth of Virginia, and **HILL CITY BIKES LLC** (“Lessee”), a Virginia limited liability company. Lessor and Lessee are sometimes referred to in this Lease individually as a “Party” and collectively as the “Parties”.

WHEREAS, Lessor is the owner of that certain parcel of land identified as 1100 Jefferson Street in Lynchburg, Virginia 24504, Tax Map No. 04517009, approximately 3.653 acres in area, located in downtown Lynchburg, Virginia, and more specifically described in a certain deed of record in the Clerk’s Office of the Circuit Court in Lynchburg, Virginia as Deed Book 958 at page 590, hereafter the “Property”; and

WHEREAS, Lessee desires to lease a small portion of the Property from the Lessor, particularly illustrated and described on **Attachment A**, attached hereto and incorporated herein by reference, specifically identified as the “Premises”.

NOW, THEREFORE, WITNESSETH: that for and in consideration of the sum of One Dollar (\$1.00), cash in hand paid, and other valuable consideration, the receipt of which is hereby acknowledged, and in consideration of the mutual promises and covenants hereinafter contained, Lessor and Lessee hereto mutually agree as follows:

1. **PREMISES.** Lessor hereby lets to Lessee and Lessee hereby leases from Lessor the Premises as described in this Lease. The Premises shall be used as follows by Lessee: 1) For outdoor seating to help accommodate guests visiting Lessee’s bicycle retail and beer garden establishment; 2) For an expanded space to facilitate Lessee’s growing rental fleet; and 3) To better maintain real estate owned by Lessee.
2. **TERM.** The term of this Lease shall be for a single period of five (5) years. The term of this lease will commence on November 1, 2022 (the “Rent Commencement Date”) and expire on October 31, 2027 at 11:59 p.m. (the “Lease Term”). While this Lease is in effect, Lessor and Lessee shall both have the ongoing option to terminate this Lease at any time by delivering written notice of such election to terminate to the non-terminating party at least ninety (90) days prior to the desired termination date. Until terminated or renewed, this Lease will continue on a month-to-month basis after the Lease Term, but in no event will this Lease continue beyond a total term of six (6) years without a formal renewal.
3. **RENT.** Commencing on the Rent Commencement Date, Lessee shall pay Lessor, without notice or demand, rent of \$100 per month while this Lease is in effect. The first payment shall be made within five (5) days after the Rent Commencement Date, and subsequent installments of rent shall be due and payable on the first day of each month thereafter. Lessor and Lessee shall, as necessary, prior to the Rent Commencement Date, complete, sign, and furnish to one another their W-9. In the event that either Party shall exercise its option to terminate this Lease, any rent which has been prepaid by Lessee that is attributable to a period after the termination date shall be refunded within thirty (30) days after the termination date.

In the event it becomes necessary for Lessor to initiate legal proceedings to collect any rent under this Lease, then Lessee shall pay all expenses incurred by Lessor in such legal proceedings, including court costs and reasonable attorneys' fees.

All rents paid hereunder shall be made payable to and delivered to:

City of Lynchburg, Virginia
Attn: Billings and Collections
900 Church Street
Lynchburg, VA 24504

4. UTILITIES/SERVICES. Lessee, at its sole expense, may arrange for utilities as necessary for the Premises while this Lease is in effect.
5. MAINTENANCE AND REPAIRS. Lessee shall keep the Premises in a clean, neat, maintained, and orderly condition, free of debris and rubbish. At the expiration or termination of this Lease, Lessee shall surrender the Premises to Lessor in the same condition as received, normal wear and tear excepted, remove Lessee's property, improvements, equipment, etc., and repair any and all damage to the Premises. No improvements, additions, or alterations shall be made to the Premises by Lessee without Lessor's prior written approval. Any such improvements, additions, or alterations, will be removed from the Premises by Lessee at the expiration or termination of this Lease, whichever is sooner, unless otherwise agreed in writing by the Parties to this Lease. Additionally, no improvements, additions, or alterations will be made within ten (10) feet of a recreational trail owned or operated by Lessor.
6. INSURANCE. While this Lease is in effect, Lessee, at its own expense, shall maintain the following insurance coverages: (i) Commercial General Liability insurance for bodily injury, property damage, and all risk fire and casualty insurance coverage (multi-peril) in a limit of not less than USD\$1,000,000 (One Million Dollars) per occurrence and USD\$2,000,000 (Two Million Dollars) in the annual aggregate; (ii) a Workers Compensation policy with statutory limits and Employers Liability coverage with at least the following limits: USD\$500,000 per accident, and USD\$500,000 per disease (each employee); and (iii) all-inclusive Liquor Liability Insurance in a limit of not less than USD\$1,000,000 (One Million Dollars) per occurrence and USD\$2,000,000 (Two Million Dollars) in the annual aggregate. Lessor, its officers, directors, employees, agents, and volunteers shall be listed as additional insureds on the Commercial General Liability Insurance and Liquor Liability Insurance policies. Any deductibles or self-insurance retention applicable to the required coverages shall be paid by Lessee, and Lessor shall not be required to participate therewith.

The insurance required of Lessee herein shall be primary and any insurance or self-insurance maintained by Lessor are secondary and apply only in excess of and shall not contribute with the insurance obtained by Lessee. Lessee shall deliver to Lessor's Risk Manager a copy of said insurance policies or certificates of insurance showing the same to be in full force and effect before occupying the Premises, upon any renewal of this Lease, and at other times through the Lease Term when Lessor requests confirmation of insurance coverage.

Lessee must give Lessor ten (10) days prior written notice of any cancellation, nonrenewal, or modification of coverage, and verification of new coverage in accordance with the requirements herein prior to any expiration of the insurance policies required herein, or Lessor may order the required insurance and charge the cost to Lessee, which shall be paid by Lessee within thirty (30) days of a request. Lessee shall, at least sixty (60) days prior to the expiration of the insurance policies required hereunder, furnish Lessor with renewals or "binders" for the policies, or Lessor may order the required insurance and charge the cost to Lessee. All insurance will be obtained by Lessee from insurance companies authorized by Virginia's State Corporation Commission to do business in Virginia. All rights of subrogation shall be waived by Lessee, and such waiver shall be listed as an endorsement on such Certificates of Insurance.

INDEMNIFICATION AND DAMAGE TO PROPERTY. Lessee shall indemnify, defend, and hold harmless Lessor, its officers, employees, agents, and volunteers from all third-party legal liabilities (including reasonable attorneys' fees), including bodily injury, death, and property damage arising from Lessee's operations and/or use of the Premises while this Lease is in effect, but only to the extent such liabilities are not caused by the negligence and/or misconduct of Lessor, its officers, employees, and/or agents. If the Premises are damaged or destroyed by fire, the elements, a public enemy, or by way of any casualty, this Lease shall automatically terminate and Lessee will have no obligation to repair the Premises. However, Lessee shall be responsible for repairing or replacing any damages to the Premises caused by the acts or omissions of Lessee, its employees, representatives, agents, or any other persons Lessee permits on the Premises.

7. DEFAULT AND REMEDIES UPON DEFAULT. Either Party shall have thirty (30) days after receipt (or refusal to accept delivery, which refusal shall be deemed receipt for the purposes hereof) of written notice from the other Party to cure any non-monetary default hereunder. If said default is one that cannot be cured within the thirty (30) day period, so long as the Party charged with the default diligently pursues a remedy during the thirty (30) day period, that Party shall be given additional time reasonably necessary to cure the default. If, subsequent to the foregoing requisite period, there continues to be an event of default, the non-defaulting Party may terminate this Lease.
8. ASSIGNMENT/TRANSFER/SUBLEASE. Lessee shall not assign or sublet all or any portion of the Premises nor any of the rights granted by this Lease without the prior written consent of Lessor, whose consent shall not be unreasonably withheld.
9. ENVIRONMENTAL. Lessee agrees that the Premises will not be used for disposal of hazardous or toxic materials. Lessee shall not dispose of hazardous substances, hazardous waste, hazardous materials, and/or toxic substances as defined under any Federal, State or Local laws and regulations in effect during the Lease Term. Lessee shall indemnify, defend, and hold harmless Lessor, its officers, directors, and employees from all third-party legal liabilities (including reasonable attorneys' fees), penalties, and the like which may arise against Lessor, its officers, directors, employees, and volunteers as a result of violating this section of the Lease.

10. COMPLIANCE WITH LAWS. Lessee, its officers, employees, agents, and contractors shall observe and comply with all laws and regulations promulgated under any Federal, State, or Local laws affecting the use of the Premises and the manner in which the Premises may be used by the Lessee. During the Lease Term, Lessee shall obtain and maintain all required Local, State, and Federal permits, licenses, approvals, and the like concerning its operations and use of the Premises. Lessee shall pay all required taxes, fees, costs, and expenses associated with its operations and use of the Premises.

11. NOTICES. Any notice required by this Lease must be hand delivered, sent by certified mail, return receipt requested, or sent by a reputable overnight delivery service to the appropriate Party at the addresses set out below or to any other address that the Parties designate in writing.

To Lessor:

City of Lynchburg
Attn: City Manager
900 Church Street-3rd Floor
Lynchburg, VA 24504

To Lessee:

Hill City Bikes LLC
Attn: Owner/Manager
312 Jefferson Street
Lynchburg, VA 24504

12. USE OF PREMISES AT LESSEE'S RISK. Lessor shall not be liable for any damage to or loss of any of Lessee's property or the property of its agents, employees, guests, visitors, customers, or the like to the Premises unless such damage or loss occurs as a direct result of Lessor's, its employees', and/or agents' negligence or misconduct. It is agreed Lessee, its agents, employees, guests, visitors, customers, and the like use the Premises at their own risk. Lessee shall be responsible for providing reasonable security and safety measures on the Premises to ensure the safety of property and persons who may access the Premises.

13. ELECTRONIC SIGNATURES. The Parties acknowledge and agree that this Lease may be executed by electronic signature, which shall be considered as an original signature for all intents and purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature. This Lease may also be executed in counterparts.

14. COVENANT OF NON-DISCRIMINATION. Lessee does hereby covenant that no person on the grounds of race, sex, color, national origin, or any other basis prohibited by Federal or Virginia law shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the operation of any of Lessee's services, the Premises, or the like which may be connected to this Lease. Lessee further covenants it will not discriminate against and will make all reasonable efforts to accommodate persons with disabilities as required by the Americans with Disabilities Act.

15. THIRD-PARTY RIGHTS. Nothing in this Lease shall be deemed to create any rights to those who are not expressly made a party to this Lease.

16. INDEPENDENT ENTITIES. Nothing contained in this Lease shall be construed as or deemed to make either Lessor or Lessee the agent, partner, or joint venture of the other, except as may otherwise be provided in this Lease. Unless specifically provided in this Lease, nothing contained in this Lease shall give Lessee any authority to represent Lessor before any court or governmental or regulatory agency without the express prior written authorization of Lessor. Unless otherwise provided in this Lease, neither Lessor nor Lessee shall be responsible or held liable for the acts or omissions of the other. Further, in performing any services or engaging in any actions pursuant to this Lease, Lessee is and shall be acting as an independent contractor, responsible to all parties for its acts and omissions, and Lessor shall not be liable for the same.
17. MODIFICATION. This Lease may be modified by Lessor and Lessee during its existence, but no modification shall be valid or enforceable unless made in writing and signed by both of the aforesaid Parties. Approval of the Lynchburg City Council shall not be necessary for such modifications or amendments.
18. RESERVATION OF RIGHTS. It is distinctively understood that all privileges and uses of the Premises and/or the Property, except to the extent herein demised to Lessee, are expressly reserved by Lessor to use at its discretion.
19. REMEDIES NOT EXCLUSIVE. All rights and remedies described in this Lease shall be cumulative and additional to all other rights and/or remedies available at law or in equity.
20. SEVERABILITY. In the event any provision, or portion thereof, of this Lease shall be construed to be invalid or unenforceable by a court of competent jurisdiction or by the Parties, then the remaining portions of this Lease shall remain in full force and effect.
21. HEADINGS. The headings for the provisions in this Lease are intended solely for the convenience of the Parties and are not intended nor shall they be used to construe, explain, modify, or place any meaning upon any provisions herein.
22. SUCCESSORS. All rights and obligations of this Lease will be binding upon the Parties' successors and permitted assigns.
23. GOVERNING LAW. This Lease shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia, and any legal proceedings related to the same shall be filed in the courts of the City of Lynchburg, Virginia and in no other forum.
24. APPROVAL BY CITY COUNCIL. **It is understood by the Parties that this Lease is conditioned upon the approval of the Lynchburg City Council after a public hearing has been duly advertised and held pursuant to the requirements of § 15.2-1800, Code of Virginia, 1950, as amended.**

25. WAIVER. No rights or obligations of this Lease will be deemed waived except by a specific written waiver executed by the Parties.

26. ENTIRE AGREEMENT. All provisions with respect to this Lease are expressly contained herein. No representative or agent of Lessor or Lessee has made any representation or promise with respect to this Lease not contained herein.

IN WITNESS WHEREOF, the Parties have caused this Lease to be executed by their duly authorized representatives as of the date first above written.

CITY OF LYNCHBURG

By: _____ (SEAL)

Name: Wynter C. Benda

Title: City Manager

(Seal)

Attest: _____
Alicia L. Finney, Clerk of Council

HILL CITY BIKES LLC

By: _____ (SEAL)

Name: _____

Title: _____

(Seal)

Attest: _____
Name: _____
Title: _____

Approved as to Form:

City Attorney/Designee

Attachment A

That certain property shown as a solid grey shaded area on a plat attached hereto, made by Piedmont Surveyors, entitled "DRAWING SHOWING NEW LEASE AREA ON PROPERTY OF CITY OF LYNCHBURG, VIRGINIA TO SERVE PROPERTY OF BIKES UNLIMITED BUILDING, LLC LYNCHBURG, VIRGINIA", dated 9/16/2022, revised 10/11/2022, and identified by City File No. B-2424, with such property being more particularly described as follows, *to-wit*:

BEGINNING AT A DRILL HOLE FOUND IN CONCRETE WALL ON THE NORTH EASTERLY RIGHT OF WAY LINE OF JEFFERSON STREET, THENCE ALONG SAID LINE NORTH 34 DEGREES 42 MINUTES 45 SECONDS WEST 10.00 FEET TO A POINT; THENCE LEAVING SAID RIGHT OF WAY LINE NORTH 55 DEGREES 10 MINUTES 33 SECONDS EAST 55.94 FEET TO A POINT; THENCE SOUTH 35 DEGREES 02 MINUTES 40 SECONDS EAST 74.47 FEET TO A POINT ON THE LINE OF C&O RAILWAY COMPANY; THENCE ALONG SAID LINE ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 5270.00 FEET A LENGTH OF 175.92 FEET A CHORD LENGTH OF 175.91 FEET A CHORD BEARING OF SOUTH 22 DEGREES 27 MINUTES 22 SECONDS EAST AND A CENTRAL ANGLE OF 01 DEGREE 54 MINUTES 45 SECONDS TO A POINT; THENCE SOUTH 44 DEGREES 49 MINUTES 12 SECONDS WEST 19.34 FEET TO A POINT NEAR BACK OF BRICK WALK; THENCE NORTH 34 DEGREES 42 MINUTES 45 SECONDS WEST 88.50 FEET TO POINT; SAID POINT BEING THE INTERSECTION OF THE NORTH EASTERLY RIGHT OF WAY LINE OF JEFFERSON STREET AND THE SOUTH EASTERLY PROPERTY LINE OF BIKES UNLIMITED BUILDING, LLC; THENCE ALONG PROPERTY LINE OF BIKES UNLIMITED BUILDING, LLC THE FOLLOWING COURSES, NORTH 55 DEGREES 40 MINUTES 15 SECONDS EAST 33.92 FEET TO A POINT; NORTH 34 DEGREES 42 MINUTES 45 SECONDS WEST 35.79 FEET TO A POINT; NORTH 53 DEGREES 29 MINUTES 51 SECONDS EAST 0.94 FEET TO A POINT; NORTH 34 DEGREES 28 MINUTES 30 SECONDS WEST 30.75 FEET TO A CHISEL 'X' FOUND ON FIRST COURSE OF BRICK WALL BEHIND VERIZON JUNCTION BOX BRACKET; NORTH 55 DEGREES 10 MINUTES 33 SECONDS EAST 11.50 FEET TO A POINT, NORTH 35 DEGREES 02 MINUTES 40 SECONDS WEST 85.00 FEET TO A POINT; SOUTH 55 DEGREES 10 MINUTES 33 SECONDS WEST 46.00 FEET TO THE POINT OF BEGINNING AND CONTAINING APPROXIMATELY 4390.21 SQUARE FEET (0.1008 ACRES).

AND BEING a portion of the property conveyed to the City of Lynchburg by a quitclaim deed from CSX Transportation, Inc., a Virginia corporation, dated May 1, 1996, of record in the Clerk's Office of the Circuit Court for the City of Lynchburg, Virginia, in Deed Book 958, at page 590.

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The News & Advance

Advertising Affidavit

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Account Number

3658975

Date

October 17, 2022

CITY OF LYNCHBURG ECONOMIC DEVELOPMENT
OFFICE
900 CHURCH STREET, SECOND FLOOR
LYNCHBURG, VA 24504

Date	Category	Description	Ad Size	Total Cost
10/24/2022	Legal Notices	NOTICE IS HEREBY GIVEN that the Council of the City of Lynchburg, Virginia	2 x 0 L	263.20

NOTICE IS HEREBY GIVEN that the Council of the City of Lynchburg, Virginia will hold a public hearing on October 25, 2022, at 7:30 p.m., or as soon thereafter as may be heard, in the Council Chamber of the City Hall of the City of Lynchburg, Virginia, 900 Church Street, Lynchburg, Virginia 24504, to receive input on the proposed adoption of a Lease Agreement which will authorize the use of an approximate 0.1008 acre portion of City-owned property located at 1100 Jefferson Street, Lynchburg, VA 24504 (Tax Map ID No. 04517009) by Hill City Bikes LLC and being between the public right-of-way of Jefferson Street and the property of CSX Transportation (Tax Map ID No. 04631001). Such lease is proposed to become effective November 1, 2022, and terminate on October 31, 2027. The portion of the said City-owned property to be let is meant to accommodate the expansion of an existing business, to include but not be limited to, a food and beverage component, and is illustrated as a solid grey shaded area on a plat, made by Piedmont Surveyors, entitled "DRAWING SHOWING NEW LEASE AREA ON PROPERTY OF CITY OF LYNCHBURG, VIRGINIA TO SERVE PROPERTY OF BIKES UNLIMITED BUILDING, LLC LYNCHBURG, VIRGINIA", dated 9/16/2022, revised 10/11/2022, and identified by City File No. B-2424. The Lease Agreement proposed for adoption and the plat showing the area to be let may be viewed in the office of the Clerk of Council, Council / Manager's Office, 900 Church Street - 3rd Floor, Lynchburg, VA 24504, Monday through Friday, 8:30 a.m. to 5:00 p.m. All interested persons are invited to appear at the said public hearing and present their views. Questions and/or comments may be referred to Alicia Finney, the Clerk of Council for the City of Lynchburg, Virginia, who may be contacted at (434) 455-3990 or at alicia.finney@lynchburgva.gov.

Publisher of the News & Advance

This is to certify that the attached NOTICE IS HEREBY GIVEN that was published by the News & Advance in the city of Lynchburg, in the State of Virginia, on the following dates:

10/15/2022

The First insertion being given ... 10/15/2022

Newspaper reference: 0001373810



Billing Representative

Sworn to and subscribed before me this October 17, 2022



Notary Public

State of Virginia
County of Hanover
My Commission Expires

Richard A. Hundley
Notary Public
Commonwealth of Virginia
Notary Registration No. 7904041
Commission Exp. Jan 31, 2024

THIS IS NOT A BILL. PLEASE PAY FROM INVOICE. THANK YOU

A RESOLUTION TO AUTHORIZE THE LEASE OF CITY-OWNED REAL ESTATE, LOCATED IN DOWNTOWN LYNCHBURG, VIRGINIA AT 1100 JEFFERSON STREET; SAID LEASE BEING FOR THE PURPOSE OF LETTING APPROXIMATELY 0.1008 ACRES TO HILL CITY BIKES LLC

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

1. That the following described real estate, including any, if any, improvements thereon, may be let by the City of Lynchburg, a Virginia municipal corporation, to Hill City Bikes LLC, a Virginia limited liability company:

That certain property shown as a solid grey shaded area on a plat attached hereto, made by Piedmont Surveyors, entitled "DRAWING SHOWING NEW LEASE AREA ON PROPERTY OF CITY OF LYNCHBURG, VIRGINIA TO SERVE PROPERTY OF BIKES UNLIMITED BUILDING, LLC LYNCHBURG, VIRGINIA", dated 9/16/2022, revised 10/11/2022, and identified by City File No. B-2424, with such property being more particularly described as follows, *to-wit*:

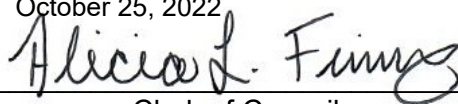
BEGINNING AT A DRILL HOLE FOUND IN CONCRETE WALL ON THE NORTH EASTERLY RIGHT OF WAY LINE OF JEFFERSON STREET, THENCE ALONG SAID LINE NORTH 34 DEGREES 42 MINUTES 45 SECONDS WEST 10.00 FEET TO A POINT; THENCE LEAVING SAID RIGHT OF WAY LINE NORTH 55 DEGREES 10 MINUTES 33 SECONDS EAST 55.94 FEET TO A POINT; THENCE SOUTH 35 DEGREES 02 MINUTES 40 SECONDS EAST 74.47 FEET TO A POINT ON THE LINE OF C&O RAILWAY COMPANY; THENCE ALONG SAID LINE ALONG A CURVE TO THE LEFT HAVING A RADIUS OF 5270.00 FEET A LENGTH OF 175.92 FEET A CHORD LENGTH OF 175.91 FEET A CHORD BEARING OF SOUTH 22 DEGREES 27 MINUTES 22 SECONDS EAST AND A CENTRAL ANGLE OF 01 DEGREE 54 MINUTES 45 SECONDS TO A POINT; THENCE SOUTH 44 DEGREES 49 MINUTES 12 SECONDS WEST 19.34 FEET TO A POINT NEAR BACK OF BRICK WALK; THENCE NORTH 34 DEGREES 42 MINUTES 45 SECONDS WEST 88.50 FEET TO POINT; SAID POINT BEING THE INTERSECTION OF THE NORTH EASTERLY RIGHT OF WAY LINE OF JEFFERSON STREET AND THE SOUTH EASTERLY PROPERTY LINE OF BIKES UNLIMITED BUILDING, LLC; THENCE ALONG PROPERTY LINE OF BIKES UNLIMITED BUILDING, LLC THE FOLLOWING COURSES, NORTH 55 DEGREES 40 MINUTES 15 SECONDS EAST 33.92 FEET TO A POINT; NORTH 34 DEGREES 42 MINUTES 45 SECONDS WEST 35.79 FEET TO A POINT; NORTH 53 DEGREES 29 MINUTES 51 SECONDS EAST 0.94 FEET TO A POINT; NORTH 34 DEGREES 28 MINUTES 30 SECONDS WEST 30.75 FEET TO A CHISEL 'X' FOUND ON FIRST COURSE OF BRICK WALL BEHIND VERIZON JUNCTION BOX BRACKET; NORTH 55 DEGREES 10 MINUTES 33 SECONDS EAST 11.50 FEET TO A POINT, NORTH 35 DEGREES 02 MINUTES 40 SECONDS WEST 85.00 FEET TO A POINT; SOUTH 55 DEGREES 10 MINUTES 33 SECONDS WEST 46.00 FEET TO THE POINT OF BEGINNING AND CONTAINING APPROXIMATELY 4390.21 SQUARE FEET (0.1008 ACRES).

AND BEING a portion of the property conveyed to the City of Lynchburg by a quitclaim deed from CSX Transportation, Inc., a Virginia corporation, dated May 1, 1996, of record in the Clerk's Office of the Circuit Court for the City of Lynchburg, Virginia, in Deed Book 958, at page 590.

2. That the City Manager is authorized to take any and all actions necessary to effectuate the lease of the previously described real estate. The Lease Agreement connected to this matter, between the City of Lynchburg and Hill City Bikes LLC, to take effect on November 1, 2022, is hereby approved and incorporated herein by reference.
3. That any and all documents which may have been signed before the adoption of this Resolution, which are connected to the substance of this Resolution, are ratified.
4. That this Resolution shall become effective upon its adoption.

Adopted: October 25, 2022

Certified: _____


Clerk of Council

DRAWING SHOWING NEW LEASE AREA ON PROPERTY OF CITY OF LYNCHBURG, VIRGINIA TO SERVE PROPERTY OF BIKES UNLIMITED BUILDING, LLC LYNCHBURG, VIRGINIA

SHEET 1 OF 1

THIS DRAWING WAS PREPARED FROM AN ACTUAL FIELD SURVEY AS PER DATE SHOWN.

THIS DRAWING IS INTENDED ONLY TO SHOW NEW LEASE AREA AS SHOWN.

THIS SURVEY DOES NOT ADDRESS ALL EXISTING FEATURES INCLUDING UNDERGROUND UTILITIES.

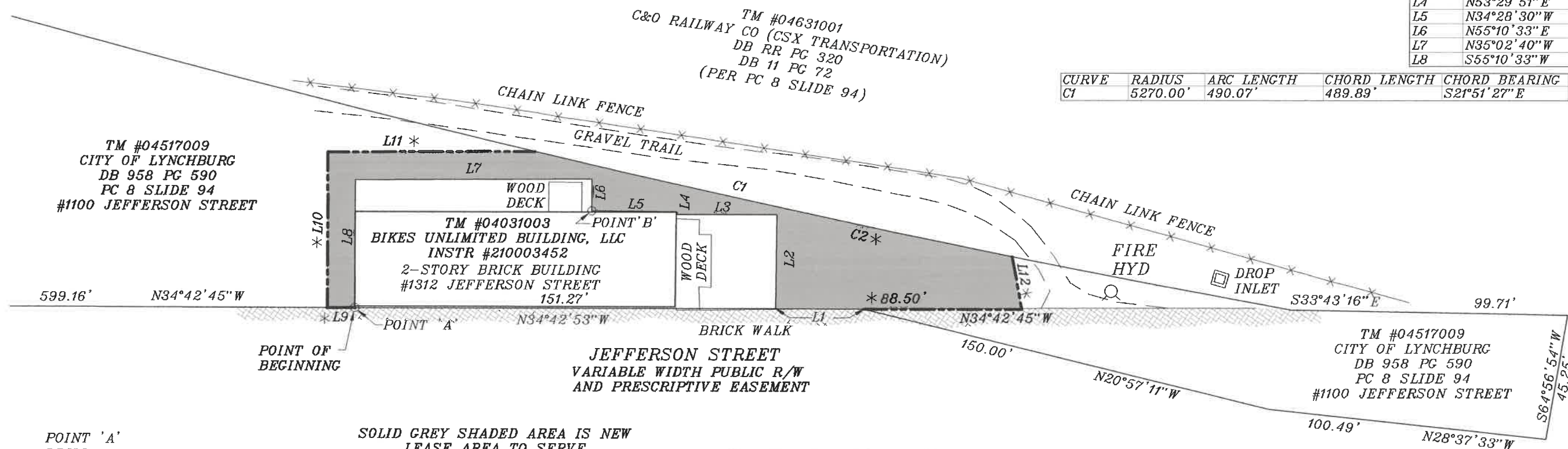
THIS DRAWING IS NOT A BOUNDARY SURVEY. THIS DRAWING HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND THEREFORE DOES NOT INDICATE ALL ENCUMBRANCES ON THE PROPERTY.

THIS DRAWING WAS PREPARED AT THE REQUEST OF CITY OF LYNCHBURG PUBLIC WORKS AND OFFICE OF ECONOMIC DEVELOPMENT AND TOURISM.

BOUNDARY LINE & CURVE TABLE

LINE	BEARING	DISTANCE
L1	N34°42'45"W	31.70'
L2	N55°40'15"E	33.92'
L3	N34°42'45"W	35.79'
L4	N53°29'51"E	0.94'
L5	N34°28'30"W	30.75'
L6	N55°10'33"E	11.50'
L7	N35°02'40"W	85.00'
L8	S55°10'33"W	46.00'

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	5270.00'	490.07'	489.89'	S21°51'27"E	5°19'41"



PLAT ACCEPTED
CITY ENGINEER
DATE 10/12/22



PROJECT NO. 2021-1289
DRAWING NO. 2021-1289-2.1
DATE 9/16/2022
SCALE 1" = 40'
SHEET 1 OF 1
CITY DRAWING # B-2424

REVISED 10/11/2022
TO CHANGE LIMITS OF LEASE AREA

PIEDMONT
SURVEYORS
LLC

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

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 25, 2022**

AGENDA ITEM #: **7**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: College Park Master Plan

RECOMMENDATION: Approval of the plan as part of the *Comprehensive Plan 2013-2030*.

SUMMARY: The College Park Master Plan serves as a roadmap to connect people, water, and community in the College Park neighborhood. Working with the consultant firm Skeo Solutions, the plan uses a Walkable Watershed approach to craft recommendations for passive recreation, improved pedestrian connectivity to the neighborhood and integrated sustainable practices for handling water flow to reduce flooding and improve water quality. Recommendations also include the provision for learning opportunities that serve to enhance the ecology and natural beauty of the park.

This plan is a product of input received from neighborhood residents, citizen members, University of Lynchburg, and City of Lynchburg staff. A Public Open House was held at College Park in Fall 2021 and a survey questionnaire was distributed to the neighborhood by City staff and University of Lynchburg students.

PRIOR ACTION(S):

October 12, 2022: The Planning Commission recommended adoption (4-0, with 2 members absent, Bowden & Light and 1 vacancy) of the College Park Master Plan.

August 23, 2022: City Council held a work session for the College Park Master Plan.

The Planning Division recommended adoption of the College Park Plan.

FISCAL IMPACT: None associated with adoption of the plan. Once adopted, the master plan would provide the potential to leverage a variety of resources to enact the recommendations over time.

CONTACT(S): Erin Hawkins, Water Quality Manager, 455-3869
Susannah Smith, Project Manager, 455-5787
Tom Martin, City Planner – 455-3900

ATTACHMENT(S):

- Resolution
- Presentation Slides
- Planning Commission Minutes – October 12, 2022
- Planning Commission Packet – October 12, 2022
 - Memorandum
 - Resolution
 - Presentation slides
 - College Park Master Plan Draft
- Planning Commission Speaker Sign in Sheet – October 12, 2022

REVIEWED BY: MMB WCB

RESOLUTION:

A RESOLUTION ADOPTING THE COLLEGE PARK MASTER PLAN AS PART OF THE CITY OF LYNCHBURG'S COMPREHENSIVE PLAN 2013-2030.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the College Park Master Plan is hereby approved and adopted as part of the City's *Comprehensive Plan 2013-2030*.

Adopted:

Certified: _____
Clerk of Council



COLLEGE PARK MASTER PLAN

A plan to connect people, water, and community



Walkable Watershed Planning Approach



- Integrates sustainable stormwater management
- Supports recreation opportunities
- Provides safe alternative transportation
- Provides access to natural areas
- Benefits both the watershed and the community's quality of life



Community & Stakeholder Engagement



City departments, University of Lynchburg and community members provided input



Public Open House at College Park Fall 2021



Survey distributed to neighborhood by City and University of Lynchburg students



City of Lynchburg Cross-Departmental Stakeholder Group:

- Communications and Public Engagement
- Community Development
- Parks and Recreation
- Public Works
- Water Resources

College Park Master Plan



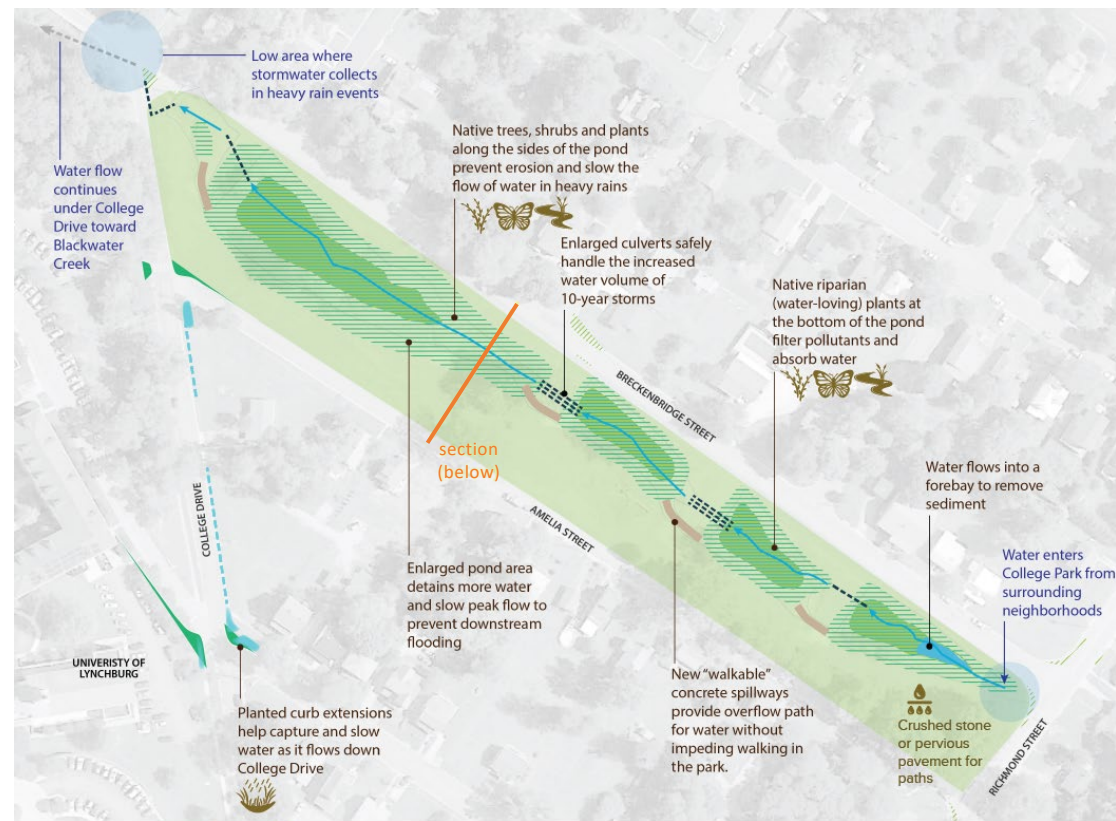
Key Park Features

1. Park Loop and Nature Path
2. Stormwater Basins
3. Observation Areas and Overlooks
4. Recreation, Gathering and Play
5. Sustainable Plantings and Maintenance



Stormwater Management Plan

The proposed design includes sustainable practices and infrastructure improvements to manage the volume, flow, and treatment of stormwater while integrating amenities to improve public spaces and walking safety.

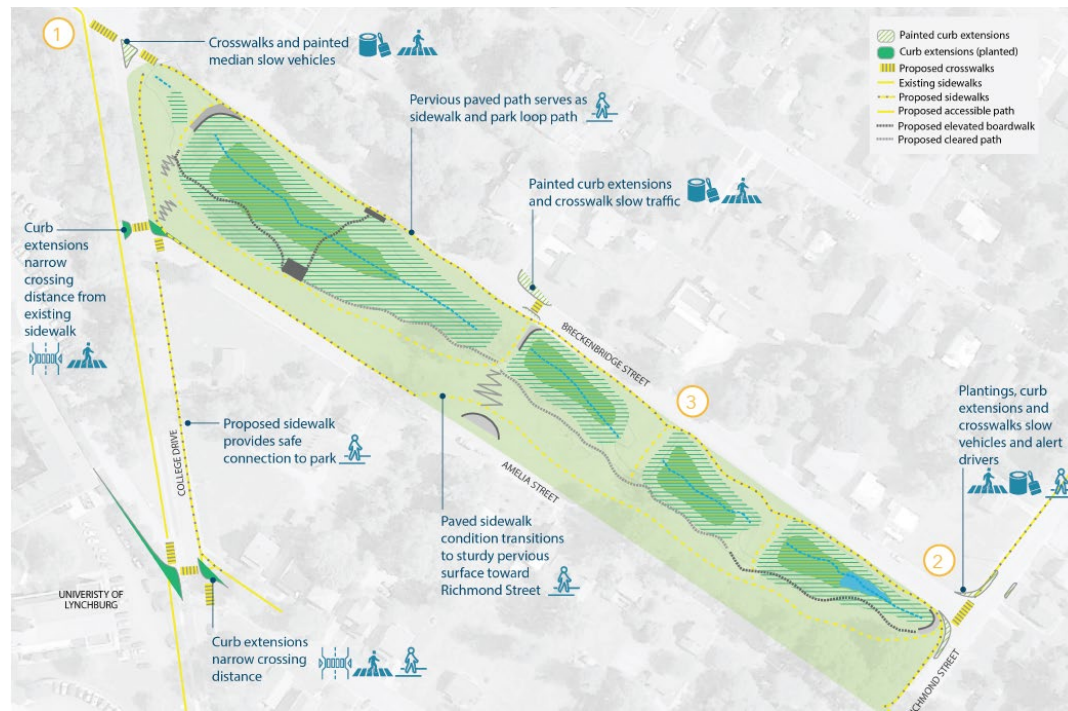


Section illustrating stormwater basin and boardwalk crossing



Improving College Park Connectivity

The plan integrates features along streets and sidewalks to create safe pedestrian connections to the park and improve walkability within the surrounding neighborhood.





LYNCHBURG
WATER
RESOURCES

MINUTES OF THE OCTOBER 12, 2022 PLANNING COMMISSION MEETING (MINUTES HAVE BEEN NOT APPROVED):

Petition of adopting the College Park Master Plan as part of the City's Comprehensive Plan 2013 -2030. College Park is a three-acre linear park located in the vicinity of Breckenridge Street, Richmond Street, Amelia Street, and College Drive, near University of Lynchburg. The proposed plan builds on the 2007 Master Plan to specifically address existing site conditions, stormwater management, and community goals for the park. The plan proposes a Walkable Watershed approach to craft recommendations for passive recreation, improved pedestrian connectivity to the neighborhood, and integrated sustainable practices for handling water flow to reduce flooding and improve water quality. Recommendations also include the provision for learning opportunities that serve to enhance the ecology and natural beauty of the park.

Ms. Rachel Frischeisen, Planner II, provided the following summary to the Commission. Previously, the City has only adopted neighborhood plans and corridor plans as part of the Comprehensive Plan. However, staff feels it will be beneficial to bring plans such as a park master plan to the Planning Commission and then to City Council for approval. This will be beneficial when staff is pursuing grant funding.

Ms. Erin Hawkins, Water Quality Manager with the Department of Water Resources and Ms. Susannah Smith, Construction Coordinator II with Parks & Recreation were present to represent the petition. This is a linear park along Breckenridge Street. Conversations were had on getting stormwater facilities up to do date in maintenance and operations but also doing some maintenance to the park from the flooding that occurred in 2018. She stated that since it is considered a City park she worked collaboratively with Parks and Recreation to create a revised Master Plan for the park. The walkable watershed approach provides a framework to look at things holistically. Community engagement was done both internally and externally and an open house was done at the park to interact with residents and to get feedback on how the park is used. Parks and Recreation also conducted a survey.

Ms. Susannah Smith stated that there was a basic Master Plan that was originally taken to the public to gain feedback. The proposed Master Plan is the product of the feedback given. She stated that a walking loop is included in the plan as well. The water features that will be in place from the stormwater portion of the plan will also be incorporated into outdoor classroom activities and a proposed nature center. Natural playground features will be constructed of logs and stones as well as a hammock garden. There will also be several public gathering areas and overlooks. The outdoor basketball court will also be moved away from its current location to allow for a wetland area. All the vegetation will be low maintenance and low grow.

Ms. Hawkins stated that they looked at the capacities of the facilities that currently exist. There are currently five (5) stormwater ponds that run in the park. She stated that the stormwater ponds carry a two (2) year storm event. They will be increasing the capacities of these facilities and reconfiguring them to a ten (10) year storm event. There will be an observatory over the stormwater features along with a multitude of vegetation that will help with stormwater, uptake, and nutrient removal. The plan also proposes to increase sidewalks and crosswalks in the park. There will be painted features to bring attention to the crossing points but also will allow the flow of traffic to continue in a detour situation. There will also be a new sidewalk and crosswalk near the University of Lynchburg.

Chair Rogers stated that he feels this is a great plan. He stated when seeing land in the City he feels it would be an asset to have a park such as is proposed. He asked if they are proposing sidewalks along Richmond Avenue.

Ms. Smith stated that the Planning division recommended connecting neighborhoods as much as

possible. There will be a connection and crossing at College Drive and Amelia Street. She noted that as they get funded the projects will be built.

Ms. Hawkins stated that the stormwater features will be built first and the design will begin later this fiscal year. She noted that they do have funding available for next fiscal year. Once the stormwater work is done then Parks and Recreation can begin on the design process.

Chair Rogers asked if there will be any impact to Blackwater Creek.

Ms. Hawkins replied that it will have a positive impact on water flows.

Commissioner Marion asked if there is an existing bridge.

Ms. Hawkins replied that there is not currently a bridge but a bridge is part of the proposed loop system.

Commissioner Marion asked where the bridge will be located.

Ms. Hawkins showed the general location on the presentation map as to where the bridge will be located.

Commissioner Johnson stated she is impressed with the thought and effort that has gone into creating this plan. She noted that there seems to have been a great collaborative effort.

Ms. Smith stated that there is funding to begin the work on some of the features. She stated they will also be collaborating with other departments to assist with further funding.

Commissioner Perault stated that it is commendable that they are doing everything they can for the City. He noted that the earlier draft did not include the basketball court and he is glad that it was moved and included. He stated they did a great job of reaching out the community.

Ms. Hawkins stated the kids in the neighborhood were great at asking questions and were heavily involved.

Commissioner Perault noted there are other parcels in the City that something like this could be done.

Ms. Smith noted that they believe they will be doing other projects like this in other areas of the City as well.

Chair Rogers asked if there is also collaboration when working on rights-of-way.

Ms. Smith stated there is a potential to do so and has been discussed recently.

Mr. Chris Higgins noted that increasing collaboration within the departments is what they are looking to expand.

Commissioner Perault stated that they should also add a link to the resolution on the City webpage.

Ms. Hawkins noted that City Council has been briefed on this project.

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

AYES:	Johnson, Marion, Perault and Rogers	4
NOES:		0
ABSTENTIONS:		0
ABSENT:	Bowden, Light	2



Memorandum

Planning Division • Community Development

900 Church Street
Lynchburg, Virginia 24504
P 434-455-3900

To: Planning Commission

From: Rachel Frischiesen, Planner II

CC: Mr. Wynter C. Benda, City Manager; Mr. Kent L. White, Acting Deputy City Manager; Mr. Matthew Freedman, City Attorney; Mr. Tom Martin, Acting Director of Community Development; Mr. J. Lee Newland, City Engineer; Ms. Cynthia Kozarow, Lynchburg Police Department; Battalion Chief Thomas Goode, Fire Marshal; Mr. Doug Saunders, Building Official; Mr. Kevin Henry, Zoning Administrator

Date: October 12, 2022

RE: College Park Master Plan

The College Park Master Plan serves as a roadmap to connect people, water, and community in the College Park neighborhood. Working with the consultant firm Skeo Solutions, the plan uses a Walkable Watershed approach to craft recommendations for passive recreation, improved pedestrian connectivity to the neighborhood and integrated sustainable practices for handling water flow to reduce flooding and improve water quality. Recommendations also include the provision for learning opportunities that serve to enhance the ecology and natural beauty of the park.

This plan is a product of input received from neighborhood residents, citizen members, University of Lynchburg, and City of Lynchburg staff. A Public Open House was held at College Park in Fall 2021 and a survey questionnaire was distributed to the neighborhood by City staff and University of Lynchburg students.

The College Park Master Plan has been developed under the direction established by the *Comprehensive Plan 2013 - 2030* to preserve or enhance natural systems for use and enjoyment of future generations, as well as their environmental benefits; develop and maintain individual parks and recreation facility plans that provide a healthy balance of recreational use and natural resource protection; provide environmental education and interpretative programs; and enhance mobility for all residents through safe and convenient access to transportation choices. To achieve this vision, the College Park Master Plan is to be adopted as a supplement to the *Comprehensive Plan 2013 - 2030*; as such, it reinforces and extends its goals and policies.

At the October 12, 2022 Planning Commission meeting, city staff will present the plan findings/recommendations and answer questions from the Commission.

After discussion, it is the recommendation of the Planning Division that the plan be forwarded to Council for inclusion in the City's *Comprehensive Plan 2013-2030*.

If you have questions, please contact me at (434) 455-3900 or rachel.frischiesen@lynchburgva.gov.

Attachment: Resolution

RESOLUTION OF THE LYNCHBURG PLANNING COMMISSION

WHEREAS: The *College Park Master Plan* has been developed under the direction established by the *Comprehensive Plan 2013 - 2030* to preserve or enhance natural systems for use and enjoyment of future generations, as well as their environmental benefits; develop and maintain individual parks and recreation facility plans that provide a healthy balance of recreational use and natural resource protection; provide environmental education and interpretative programs; and enhance mobility for all residents through safe and convenient access to transportation choices.

WHEREAS: The *Comprehensive Plan 2013-2030* recommends working with residents to develop community-based neighborhood plans that address neighborhood issues.

WHEREAS: The *College Park Master Plan* has been prepared in collaboration with neighborhood residents, city departments, and stakeholders.

WHEREAS: The *College Park Master Plan* reflects the aspirations of the community, sets realistic goals and identifies specific recommendations to achieve those goals.

NOW THEREFORE BE IT RESOLVED by the Lynchburg Planning Commission that in order to promote the public necessity, convenience, general welfare and good zoning practice, the Planning Commission recommends to City Council, adoption of the *College Park Master Plan* for inclusion in and as part of the *City's Comprehensive Plan 2013-2030*.

Adopted: October 12, 2022

Certified: 

Secretary, Lynchburg Planning Commission



COLLEGE PARK MASTER PLAN

A plan to connect people, water, and community



Walkable Watershed Planning Approach



- Integrates sustainable stormwater management
- Supports recreation opportunities
- Provides safe alternative transportation
- Provides access to natural areas
- Benefits both the watershed and the community's quality of life



Community & Stakeholder Engagement



City departments, University of Lynchburg and community members provided input



Public Open House at College Park Fall 2021



Survey distributed to neighborhood by City and University of Lynchburg students



City of Lynchburg Cross-Departmental Stakeholder Group:

- Communications and Public Engagement
- Community Development
- Parks and Recreation
- Public Works
- Water Resources

College Park Master Plan



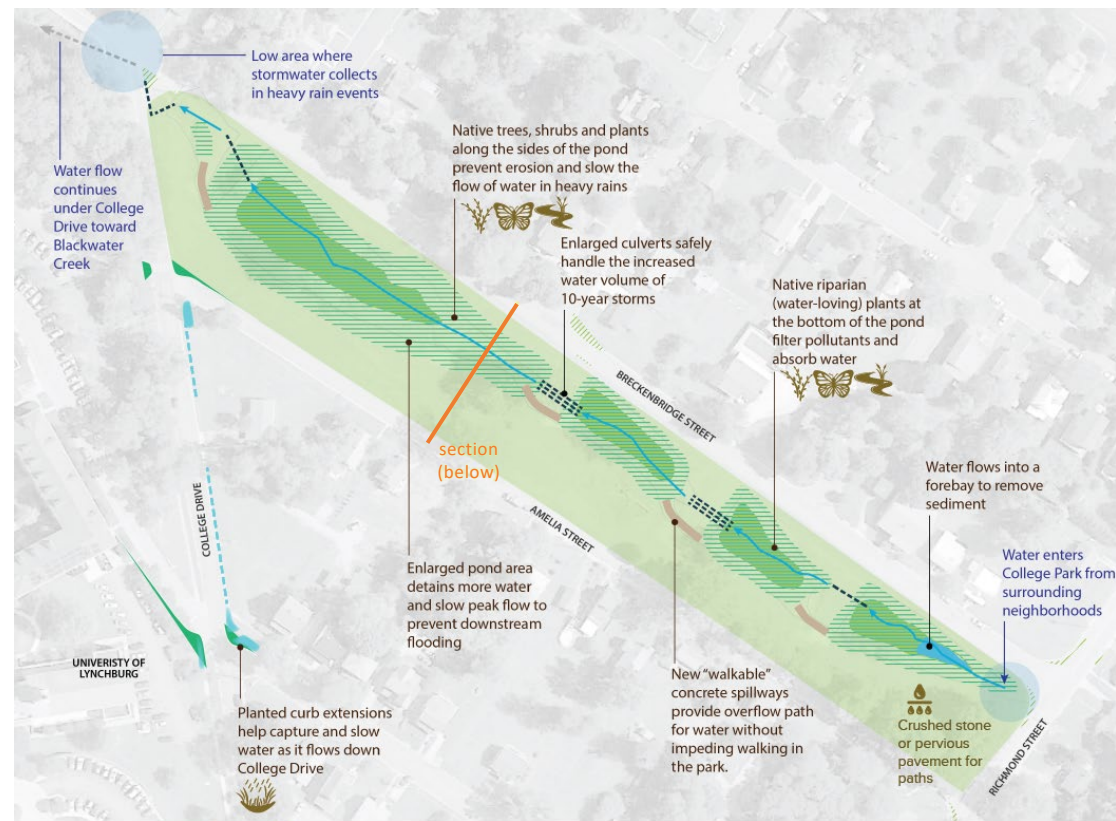
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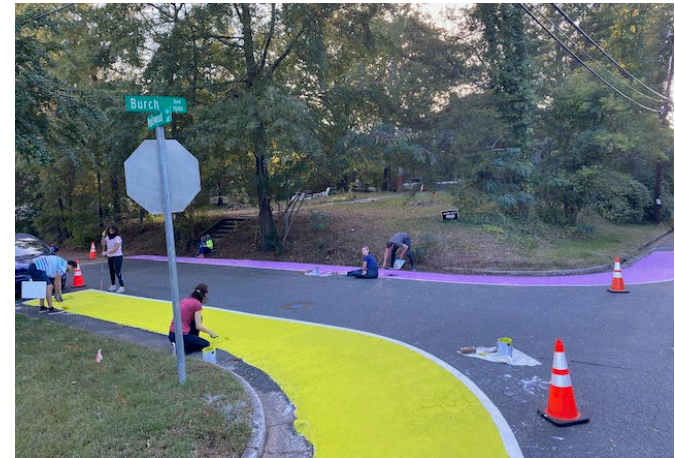
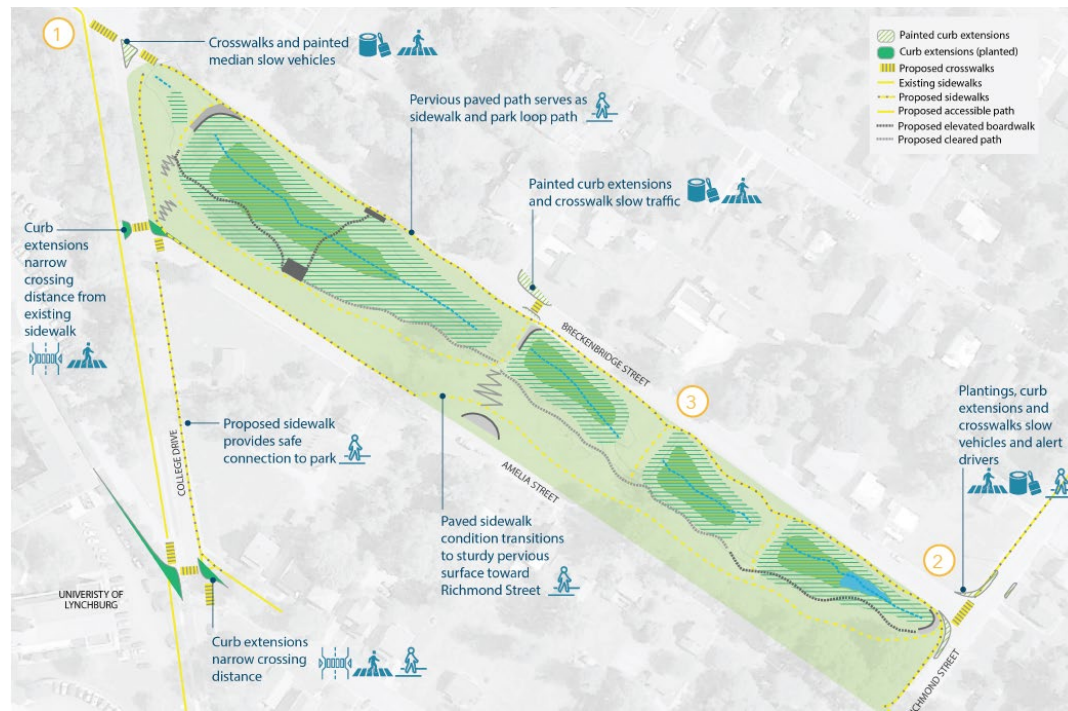


Section illustrating stormwater basin and boardwalk crossing



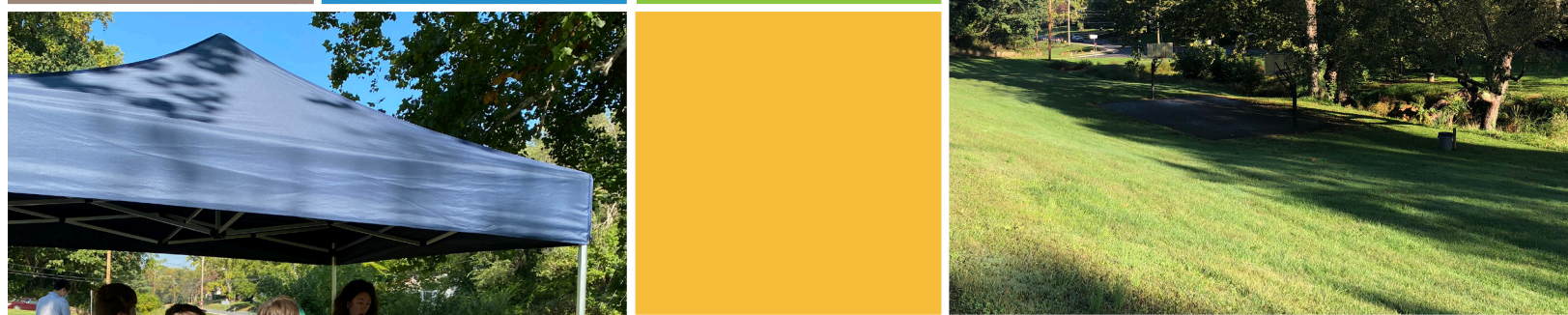
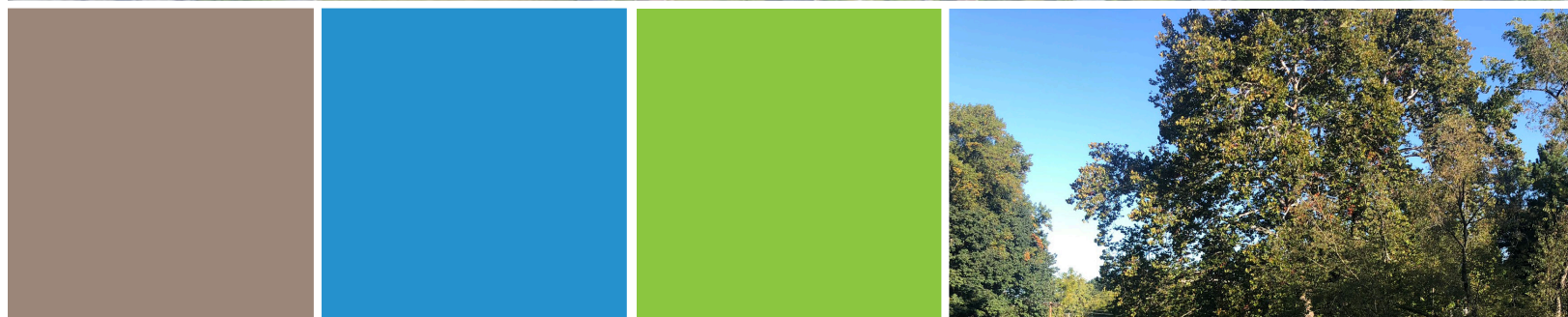
Improving College Park Connectivity

The plan integrates features along streets and sidewalks to create safe pedestrian connections to the park and improve walkability within the surrounding neighborhood.





LYNCHBURG
WATER
RESOURCES



COLLEGE PARK MASTER PLAN

A plan to connect people, water and community

August 2022

Developed by Skeo Solutions and GKY for the City of Lynchburg



CONTENTS

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Community and Stakeholder Input	3
Managing Neighborhood Stormwater	4
College Park Master Plan Update	6
College Park Connectivity	10
Next Steps	12



View of College Park from Amelia Street

Introduction

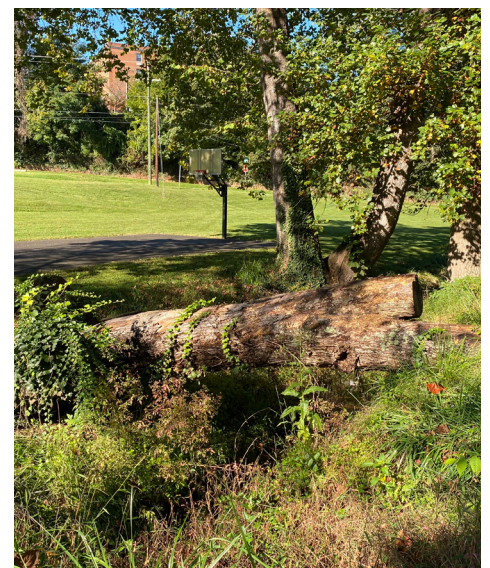
The College Park Master Plan Update reimagines the 60-year old park with new walking paths, contemplative spaces, gathering areas, and plantings intertwined with structural improvements to the park's primary feature, a series of five connected stormwater ponds. This updated plan builds on the College Park Master Plan developed in 2007 to specifically address existing site conditions, stormwater management, and community goals for the park. The City of Lynchburg's multi-pronged goal for the project is to improve water quality and reduce flooding, while enhancing passive recreation and pedestrian connectivity for the three-acre linear College Park and the surrounding area.

Water Flow Through College Park

Water flows from surrounding neighborhoods into the ponds at College Park. Approximately 60 acres drain stormwater into the park, entering at the head of the park on Richmond Street and through culverts from side streets. The stormwater detention system at College Park, constructed in the 1990's, lacks proper storage volume to handle the water entering the park during heavy rain events. A 150-year storm event in August 2018 caused significant flooding and damage in the lower area of the neighborhood surrounding the intersection of College Drive and Breckenbridge Street. Redesigning the pond system and park landscape increases resilience to larger, more frequent storm events, protecting the neighborhood and downstream waterbodies including Blackwater Creek, College Lake and the Chesapeake Bay.



Existing water flow into and through College Park



Erosion along bank of tributary

Community and Stakeholder Input

The City of Lynchburg is committed to creating a sustainable future by protecting and restoring the City's natural assets. Experts and leaders from City departments and organizations participated in the design process for the College Park Master Plan Update to discuss ideas and feedback on the designs, which integrate a range of strategies to serve the community and enhance ecological health.

The City presented the draft master plan update to the community during a public open house at the park in Fall 2021. Residents of all ages from the surrounding neighborhood reviewed the draft master plan and shared thoughts and questions about the design.

A survey was also distributed to gather community input. The City coordinated with students from nearby University of Lynchburg to participate in community engagement.

Key community input:

- Of the proposed features, participants indicated they are most excited about the walking loop and nature path.
- Community members would like to retain a full or half hard surface court for basketball and other activities.
- Participants strongly support new trees and plantings, and reduced frequency of mowing steep hillsides in the park.
- Residents strongly support enhancements to the stormwater pond system to improve water quality.
- Residents would like to retain the peaceful, quiet nature of the neighborhood park.
- Residents indicated that traffic-calming measures and sidewalks on Breckenbridge Street and Richmond Street are very important.

City of Lynchburg Cross Departmental Stakeholder Group

- Communications and Public Engagement
- Community Development
- Parks and Recreation
- Public Works
- Water Resources



City of Lynchburg Water Resources Water Quality Manager discusses the stormwater system with youth during the neighborhood open house.



Participants review concept plans and explore the park during the open house.

MANAGING NEIGHBORHOOD STORMWATER

The College Park Master Plan integrates nature-based features (“green infrastructure”) with traditional infrastructure improvements to handle a large volume of water entering the park from the surrounding neighborhood. The proposed changes increase the park’s stormwater management capacity from handling one-year to ten-year storm events to prevent floods that damage roads, structures, and downstream water bodies.

Key improvements to the stormwater system include:

- Enlarged stormwater ponds to slow the water flow through the park and prevent flooding.
- Native grasses, wildflowers, shrubs, and trees along the pond edges to infiltrate water, stabilize slopes, and enhance the natural beauty.
- Maintained wetland plants that clean water, create new wildlife habitats, and provide opportunities for education and birdwatching.
- Updated pipes and culverts to allow the ponds to drain efficiently, prevent standing water and associated issues such as mosquito breeding.

Water Flow During Rain Events



Typical (base) water flow through College Park during rain event



Temporary water flow level during a 2-year storm event



Temporary water flow level during a 10-year storm event

Best Management Practices

The following nature-based best management practices are integrated in the concept to support sustainable stormwater management.



STREAM RESTORATION

Vegetated buffers on either side of a waterway enhance watershed health by moderating water runoff quantities and improving water quality. The vegetation can intercept, absorb, and infiltrate surface runoff to help moderate the peak runoff rates during rain events, which reduces erosion and sedimentation of the channel.



NATIVE PLANTINGS

Planted curbs and swales along streets can capture and infiltrate stormwater runoff from streets to improve water quality. A swale is proposed along the east side of College Drive to slow water flow toward the low point of the drainage area. These areas can be planted with grasses, perennials, shrubs and trees to increase aesthetic and habitat value.



PLANTED SWALES AND CURB EXTENSIONS

Incorporating vegetation into the landscape is a stormwater management technique that mimics natural drainage. Vegetated areas intercept and infiltrate rainfall to decrease stormwater volumes and can also remove pollutants. Native plants also support pollination and enhance biodiversity.



PERVIOUS SURFACES

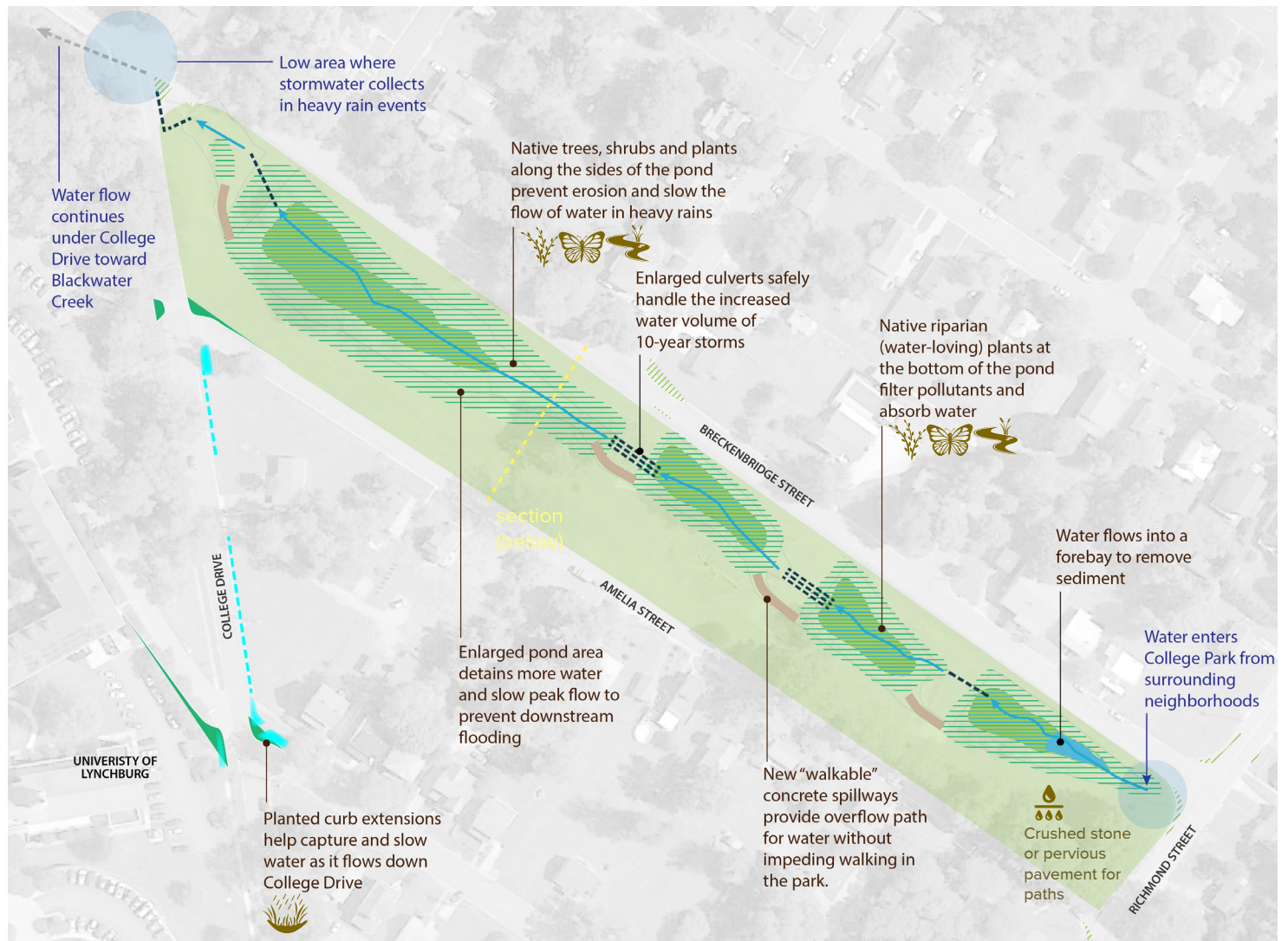
Pervious materials such as pervious asphalt or crushed gravel provide sturdy surfaces for walking and gathering while reducing stormwater runoff volume, rate, and pollutants.

Section illustrating stormwater basin and boardwalk crossing



Amelia Street

The proposed design includes sustainable practices and infrastructure improvements to manage the volume, flow and treatment of stormwater while integrating amenities to improve public spaces and walking safety.



College Park Master Plan stormwater concept highlighting stormwater management features



10-year storm event water level

Breckenbridge Street

COLLEGE PARK MASTER PLAN

Overview

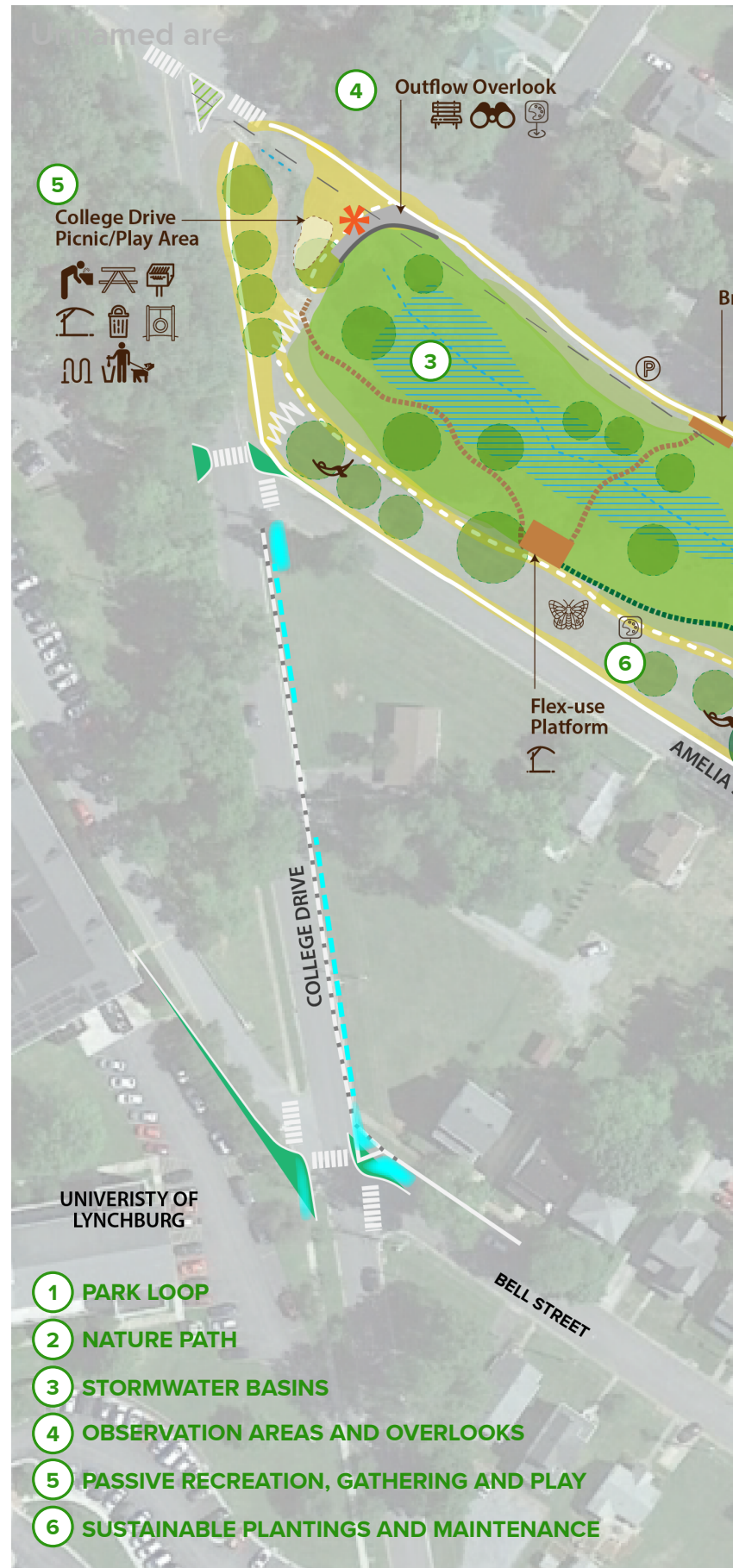
The College Park Master Plan is designed to:

- Enhance passive recreation opportunities and amenities, such as gathering spaces, small play areas, public art, and walking paths for nearby residents.
- Improve pedestrian connectivity to the surrounding neighborhood and the nearby university.
- Integrate sustainable practices for handling water flow through the connected stormwater ponds to reduce flooding and improve water quality.
- Provide learning opportunities by increasing visibility of nature-based stormwater features and installing interpretive signage.
- Enhance the ecology and natural beauty of the park by preserving and protecting the existing mature tree canopy and enhancing stream buffers with native vegetation.

Key Features

Six features are proposed enhance community recreation, natural beauty, water quality, and the ecological health of College Park.

- 1 PARK LOOP
- 2 NATURE PATH
- 3 STORMWATER BASINS
- 4 OBSERVATION AREAS AND OVERLOOKS
- 5 PASSIVE RECREATION, GATHERING AND PLAY
- 6 SUSTAINABLE PLANTINGS AND MAINTENANCE





KEY PARK FEATURES

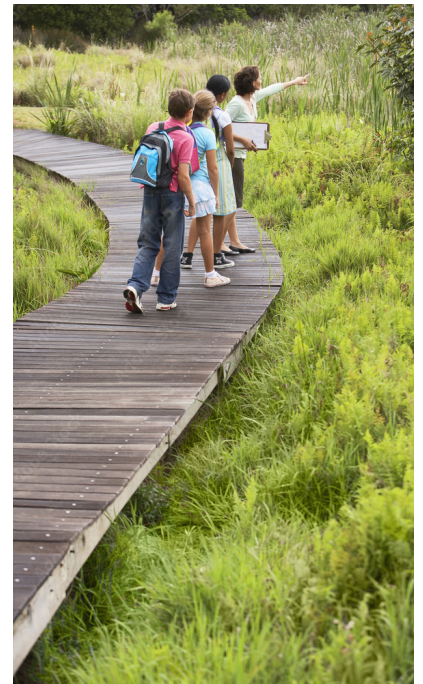
1 PARK LOOP

- A 1/2-mile loop around the park includes paved segments and unpaved segments (see solid and dashed lines on concept plan) that connect to existing and proposed sidewalks.
- Paved segments can be constructed using permeable pavers, and unpaved segments can be constructed with a sturdy material such as crushed stone.
- The majority of the path can be constructed for ADA accessibility.



2 NATURE PATH

- A path of cleared trails and elevated walkways extends along the ponds, giving visitors an up-close view of water flow and native plantings with minimal disturbance to the ecological activity.
- The nature path connects to an elevated platform at the west end that can be used for gathering and education or recreational programming and a smaller platform along Breckenbridge that is accessible from off-street parking.
- Switchbacks or steps traverse steep grades to connect the nature path to the accessible loops.



3 STORMWATER BASINS

- A series of ponds planted with native perennials, shrubs and trees slow the flow of stormwater, infiltrate and clean the runoff, and temporarily retain water to prevent downstream flooding.
- The system's flow rate is designed to prevent standing water, which is associated with insect breeding.
- Plantings, sloped benches, and protected overlook areas ensure visitor safety around deeper areas of the basins.



Source: Big Muddy Workshop

4 OBSERVATION AREAS AND OVERLOOKS

- Observation areas constructed with stone or concrete serve as retaining structures and seating.
- Rails might be necessary for safety.
- Overlooks provide a safe viewing platform to see the park stormwater features from steep slopes.



5 PASSIVE RECREATION, GATHERING AND PLAY

- Picnic tables, grills, water fountains and small play areas for children are located on the gently sloped areas at each end of the park.
- Natural materials on the site, such as logs, tree stumps, boulders and soil (even the slope of the park) can be used to create playground features such as balance beams, stepping stones and slides.
- Temporary shade structures can be installed during the summer months until new planted trees grow large enough to provide natural shade.



6 SUSTAINABLE PLANTINGS AND MAINTENANCE

- High traffic areas such as paths and gathering areas are designated for regular maintenance and mowing.
- Areas not designated for high traffic, wetland plantings or soil stabilization are to be maintained as meadow conditions or low mow zones, which are mowed less frequently to allow native plants and grasses to grow.
- Trees will be planted to replace trees recently lost during storms and trees removed during the construction of basins.



COLLEGE PARK CONNECTIVITY

The plan proposes pedestrian safety features to improve access to College Park from the surrounding neighborhood.

- Curb extensions (or “bump-outs”) along Richmond Street, Breckenbridge Street and College Drive can help slow vehicular traffic at proposed street crossings.
- Proposed sidewalks adjacent to the park can improve safe access to the park; they also create part of a 1/2-mile walking loop.
- Crosswalks are proposed at adjacent intersections.



Planted structural curb extensions can enhance the streetscape and capture street run-off while slowing traffic.



Source: Bike Durham



Source: Seattle Department of Transportation

Painted curb extensions/bump outs slow traffic and narrow pedestrian crossings.

Pedestrian Safety Features

The following features are integrated in the concept to support community connectivity and pedestrian safety within and around College Park.



CURB EXTENSIONS/BUMP OUTS

Curb extensions (or “bump-outs”) narrow the roadway for a short segment to slow traffic and reduce street crossing distance for pedestrians. They can be installed at intersections to tighten the vehicular traffic patterns, or along streets to slow advancing traffic.

Curb extensions can be planted and designed to capture stormwater from the street to improve water quality. These are proposed for College Drive and possibly Breckenbridge Street.



CURB EXTENSIONS (PAINTED)

Pavement painting can be used to create visible, non-structural curb extensions to direct traffic to narrowed lanes. These are useful to increase driver awareness and slow traffic on roads where curbs or physical barriers cannot be installed. These are proposed along Richmond Street and at the median at the intersection of College Drive and possibly Breckenbridge Street.



CROSSWALKS

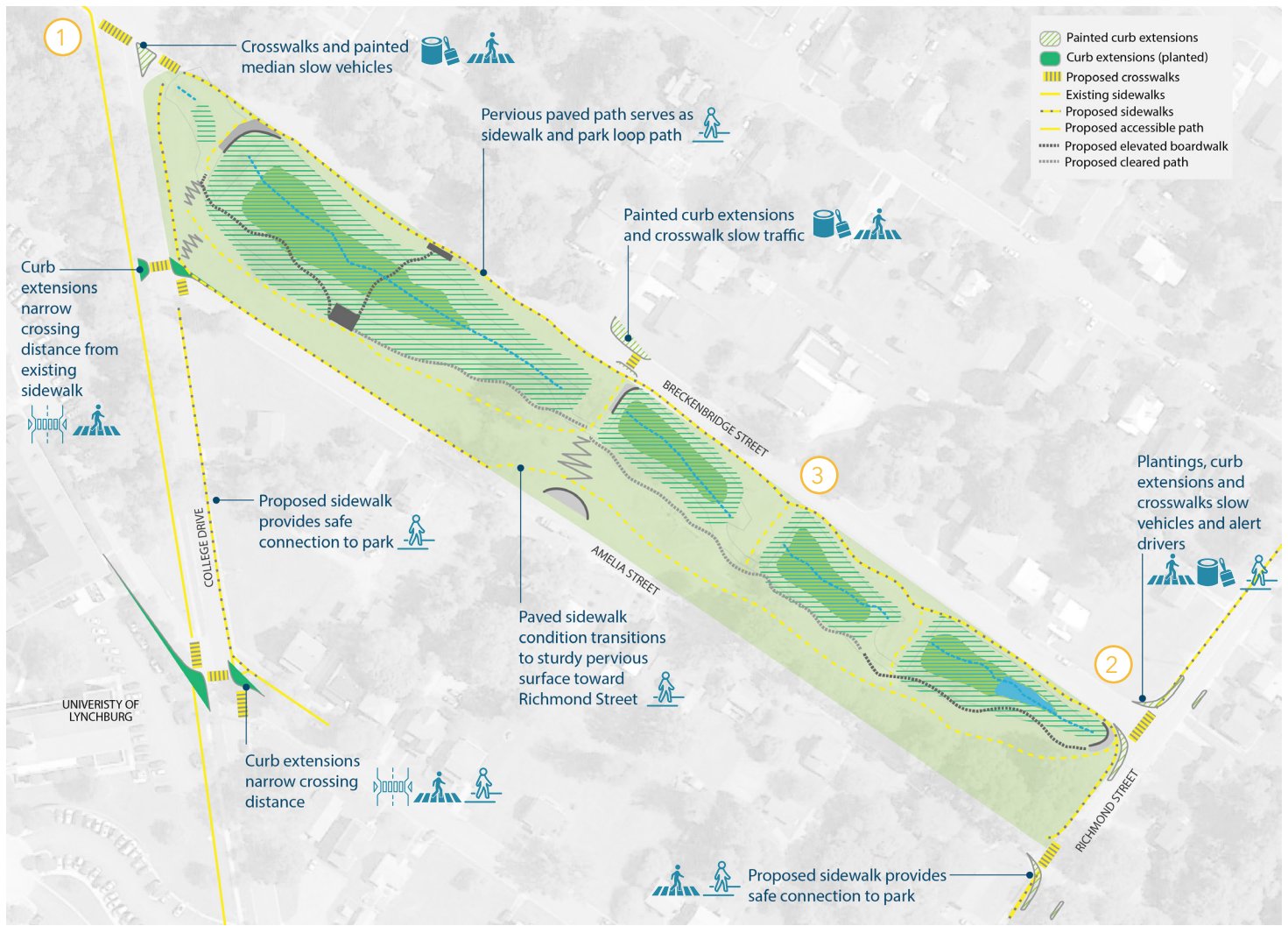
Painted crosswalks are proposed at key intersections adjacent to the park to improve pedestrian safety.



SIDEWALKS AND PATHS

Sidewalks are proposed along Richmond Street and the east side of College Drive. The perimeter park path will serve as a sidewalk along Breckenbridge Street.

Several features are proposed to create safe pedestrian connections to the park and improve walkability within the surrounding neighborhood.



College Park Master Plan connectivity concept highlighting pedestrian safety features



Curb extensions at the intersection of College Drive and Breckenbridge Street can improve vehicular and pedestrian safety at the wide intersection.



Curb extensions and crosswalks at the intersection of Breckenbridge Street and Richmond Street will slow fast-moving vehicles on Richmond Street.



The wide right of way along Breckenbridge Street provides ample area for a sidewalk that also serves as part of the park walking loop.

NEXT STEPS

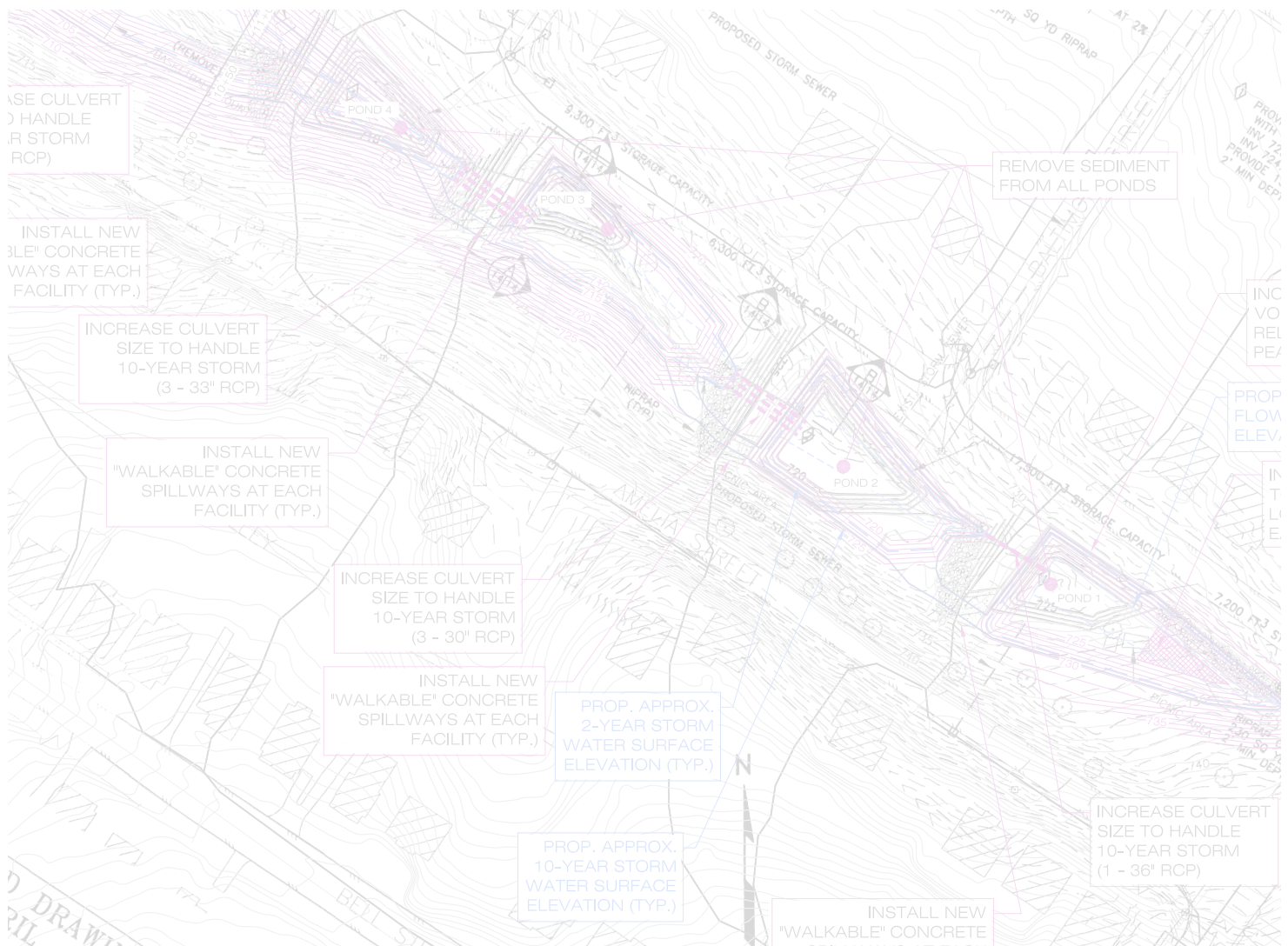
Following adoption of the plan as part of the City's Comprehensive Plan, the design of the stormwater improvements will begin with an expectation for construction in fiscal year 2024. The park improvements will be constructed over time following the completion of the stormwater project.



Contact info

For more information, contact:

City of Lynchburg Parks & Recreation Department
301 Grove Street
Lynchburg, Virginia 24501



College Park Master Plan
October 12, 2022

PLEASE PRINT CLEARLY

[illegible]

RESOLUTION:

#R-22-067

A RESOLUTION ADOPTING THE COLLEGE PARK MASTER PLAN AS PART OF THE CITY OF LYNCHBURG'S COMPREHENSIVE PLAN 2013-2030.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the College Park Master Plan is hereby approved and adopted as part of the City's *Comprehensive Plan 2013-2030*.

Adopted: October 25, 2022

Certified:


Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 25, 2022**

AGENDA ITEM #: **8**

REGULAR: **X**
ACTION: **X**

WORK SESSION:
INFORMATION:

CLOSED SESSION (Confidential):

ITEM TITLE: Support of Campbell County SMARTSCALE Application in Lynchburg

RECOMMENDATION: Adopt the resolution in support of the application.

SUMMARY: VDOT has required and Campbell County have requested the City of Lynchburg to support their participation in a SMARTSCALE Application to construct improvements to Candler's Mountain Road from Campbell County into the City of Lynchburg. These improvements would add a right turn lane at Liberty View Lane. This would extend into the City along Candler's Mountain Road. The Campbell County Board of Supervisors approved their resolution in July.

If the application is successful and the funding awarded, design would begin in August 2025.

PRIOR ACTION(S): Business Item Briefing: October 25, 2022

FISCAL IMPACT: None

CONTACT(S): Gaynelle Hart, Director of Public Works – (434) 455-4450
Lee Newland, City Engineer – (434) 455-3947

ATTACHMENT(S):

- Resolution
- Project Detail Sheet including Sketch

REVIEWED BY: GAP

RESOLUTION:

WHEREAS, the Lynchburg City Council desires to support an application for funds for Campbell County through the Virginia Department of Transportation Fiscal Year 2022-2023, SMARTSCALE Program; and,

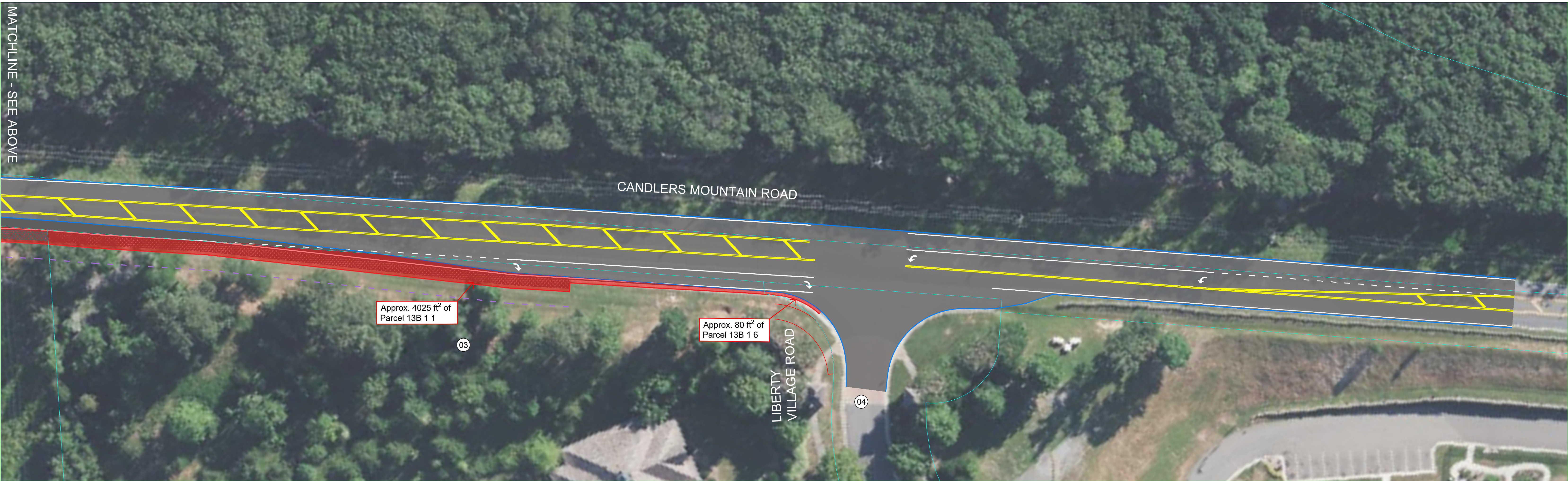
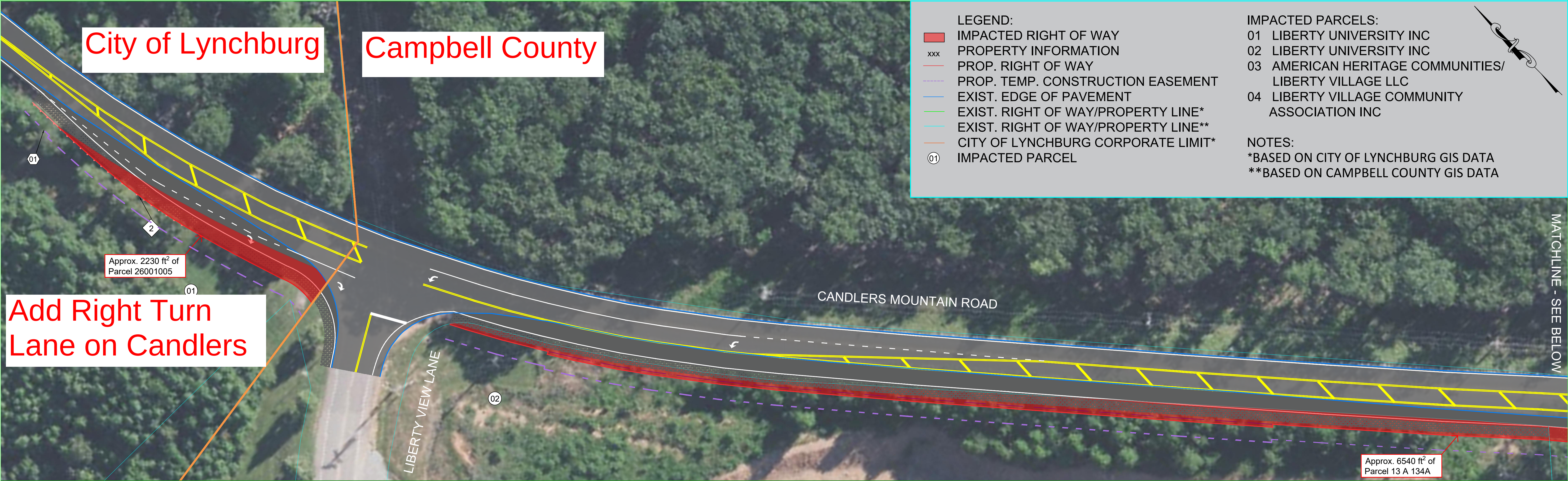
WHEREAS, these funds are requested to fund a project partially within the City of Lynchburg (Candlers Mountain Road Right Turn Lane at Liberty View Lane) that Campbell County will administer; and,

NOW, THEREFORE, BE IT RESOLVED THAT: The Lynchburg City Council hereby supports the application for an allocation to Campbell County through the Virginia Department of Transportation SMARTSCALE Program.

Adopted:

Certified:

Clerk of Council

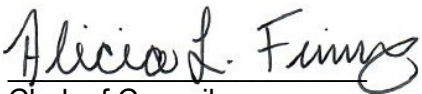


WHEREAS, the Lynchburg City Council desires to support an application for funds for Campbell County through the Virginia Department of Transportation Fiscal Year 2022-2023, SMARTSCALE Program; and,

WHEREAS, these funds are requested to fund a project partially within the City of Lynchburg (Candlers Mountain Road Right Turn Lane at Liberty View Lane) that Campbell County will administer; and,

NOW, THEREFORE, BE IT RESOLVED THAT: The Lynchburg City Council hereby supports the application for an allocation to Campbell County through the Virginia Department of Transportation SMARTSCALE Program.

Adopted: October 25, 2022

Certified: 
Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 25, 2022**

AGENDA ITEM #: **9**

REGULAR: **X**

WORK SESSION:

CLOSED SESSION (Confidential):

ACTION: **X**

INFORMATION:

ITEM TITLE: 2022 Edward Byrne Memorial Justice Assistance Grant (JAG)

RECOMMENDATION: Adopt a resolution to amend the FY 2023 City/Federal/State Aid Fund budget and appropriate \$42,448 with resources from the 2022 Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment for the Lynchburg Police Department and technology equipment for the Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

SUMMARY: The Police Department applies annually for the Justice Assistance Grant through the Office of Justice Programs. For the 2022 Edward Byrne Memorial Justice Assistance Grant, the City was awarded \$42,448. The Lynchburg Police Department will use this funding to purchase eight protective helmets (\$5,354) for drone team members and 23 tactical headsets for crisis negotiators and drone team members (\$25,010) to ensure safe and effective communication during critical incidents. The Lynchburg Police Department will also purchase a ballistic blanket (\$2,559) with a blanket stand and carry bag (\$977). The Lynchburg Sheriff's Office will use funds to purchase an ID data card system (\$4,235) to increase the security of employee identification. The Office of the Commonwealth's Attorney will use the funds to purchase two desktop computers and two double-sided printers (\$4,313) for use by the newly hired investigator and body worn camera assistant. The total equipment cost of \$42,448 is fully reimbursable by the grant. No local matching funds are required.

PRIOR ACTION(S): October 25, 2022: Finance Committee

FISCAL IMPACT: None, no local match is required.

CONTACT(S): Chief Ryan Zuidema, 455-6045
Amy Lowe, Administrative Manager, 455-6128

ATTACHMENT(S):

- Resolution

REVIEWED BY: MMB WCB

RESOLUTION:

BE IT RESOLVED that the FY 2023 City/Federal/State Aid Fund budget is amended and \$42,448 is appropriated with resources from the 2022 Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment for the Lynchburg Police Department and technology equipment for the Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

Introduced:

Adopted:

Certified:

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 25, 2022**

AGENDA ITEM #: **10**

REGULAR: **X**
ACTION: **X**

WORK SESSION:
INFORMATION:

CLOSED SESSION (Confidential):

ITEM TITLE: 2022 Police Bulletproof Vest Partnership Grant Program

RECOMMENDATION: Adopt a resolution to amend the FY 2023 City/Federal/State Aid Fund budget and appropriate \$59,676 with resources of \$29,838 from the Bulletproof Vest Partnership 2022 Grant Program and \$29,838 transferred from the FY 2023 General Fund Police Department (\$26,863) and Sheriff's Office (\$2,975) budgets to purchase 69 replacement ballistic vests for law enforcement officers.

SUMMARY: The Police Department applies annually for the Bulletproof Vest Partnership through the Office of Justice Programs. For the 2022 Police Bulletproof Vest Partnership, the City was awarded funding that covers the cost of replacement ballistic vests for both the Lynchburg Police Department and the Lynchburg Sheriff's Office. The vests provide protection to officers in the line of duty and the life of the vest is five years from the manufacturing date. The total replacement cost for 69 vests is \$59,676. The grant requires a 50% local match; these funds are available in the FY 2023 General Fund Police (\$26,863) and Sheriff's Office (\$2,975) operating budgets.

PRIOR ACTION(S): October 25, 2022: Finance Committee

FISCAL IMPACT: The required local match of \$29,838 is budgeted in the FY 2023 General Fund Police and Sheriff's Office operating budgets; no additional funds are required.

CONTACT(S): Chief Ryan Zuidema, 455-6045
Amy Lowe, Administrative Manager, 455-6128

ATTACHMENT(S):
• Resolution

REVIEWED BY: MMB WCB

RESOLUTION:

BE IT RESOLVED that the FY 2023 City/Federal/State Aid Fund budget is amended and \$59,676 is appropriated with resources of \$29,838 from the Bulletproof Vest Partnership 2022 Grant Program and \$29,838 transferred from the FY 2023 General Fund Police Department (\$26,863) and Sheriff's Office (\$2,975) budgets to purchase 69 replacement bulletproof vests for law enforcement officers.

Introduced:

Adopted:

Certified:

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **October 25, 2022**

AGENDA ITEM #: **11**

REGULAR: **X**
ACTION: **X**

WORK SESSION:
INFORMATION:

CLOSED SESSION (Confidential):

ITEM TITLE: 2022 DMV Highway Safety Grant, Selective Enforcement – Alcohol

RECOMMENDATION: Adopt a resolution to amend the FY 2023 City/Federal/State Aid Fund budget and appropriate \$50,160 with resources of \$33,440 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$14,352, and \$2,368 from the FY 2023 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 \$33,440 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 \$2,368 is available for transfer from the FY 2023 General Fund Police Department budget to cover this expense. The grant agreement includes an in-kind match of \$14,352 in police equipment and services from the department's fuel and vehicle maintenance services budget.

PRIOR ACTION(S): October 25, 2022: Finance Committee

FISCAL IMPACT: \$2,368 from the FY 2023 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: MMB WCB

RESOLUTION:

BE IT RESOLVED that the FY 2023 City/Federal/State Aid Fund budget is amended and \$50,160 is appropriated with resources of \$33,440 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$14,352, and \$2,368 from the FY 2023 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 25, 2022**

AGENDA ITEM #: **12**

REGULAR: **X**
ACTION: **X**

WORK SESSION:
INFORMATION:

CLOSED SESSION (Confidential):

ITEM TITLE: 2022 DMV Highway Safety Grant, Selective Enforcement - Speed

RECOMMENDATION: Adopt a resolution to amend the FY 2023 City/Federal/State Aid Fund budget and appropriate \$46,125 with resources of \$30,750 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$13,022, and \$2,353 from the FY 2023 General Fund Police Department budget to facilitate speed enforcement activities.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City \$30,750 for speed enforcement activities. The grant excludes reimbursement of Medicare and Social Security benefit costs associated with the allotted overtime; however, funding of \$2,353 is available for transfer from the FY 2023 Police Department General Fund budget to cover this expense. The grant agreement includes an in-kind match of \$13,022 in police equipment and services from the department's fuel and vehicle maintenance services budget.

PRIOR ACTION(S): October 25, 2022: Finance Committee

FISCAL IMPACT: \$2,353 from the FY 2023 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: MMB WCB

RESOLUTION:

BE IT RESOLVED that the FY 2023 City/Federal/State Aid Fund budget is amended and \$46,125 is appropriated with resources of \$30,750 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$13,022, and \$2,353 from the FY 2023 General Fund Police Department budget to facilitate speed enforcement activities.

Introduced:

Adopted:

Certified:

Clerk of Council