FINANCE COMMITTEE AGENDA

Tuesday, May 22, 2018
11:30 a.m. – Bidder's Room

GENERAL BUSINESS

11:30 a.m.

1. Approval of the Draft Finance Committee Meeting Notes from March 27, 2018.

   Contact: Donna Witt, Director of Financial Services 455-3968

11:35 a.m.

2. Report on the General Fund Reserve for Contingencies.

   Contact: Donna Witt, Director of Financial Services 455-3968

11:40 a.m.

3. Consider a request to adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $50,000 with resources from the 2017 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

   Contact: Fire Chief Greg Wormser 455-6345

11:45 a.m.

4. Review highlights of attached quarterly financial reports for the Greater Lynchburg Transit Company (GLTC) as well as the Regional Airport, Lynchburg Regional Juvenile Detention Center, Children's Services Act, Water Operating, Sewer Operating, Stormwater Operating, and General Funds for the quarter ending March 31, 2018.

Fund	Preparer
GLTC	Brian Booth
Regional Airport Fund	Mark Courtney
Lynchburg Regional Juvenile Detention Center	Robin Mamola for Tamara Rosser
Children's Services Act Fund (CSA)	Robin Mamola for Tamara Rosser
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, Director of Financial Services

12:25 p.m.

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

   Contact: Donna Witt, Director of Financial Services 455-3968

12:30 p.m.

6. Roll Call

The next Finance Committee meeting is Tuesday, June 26, 2018, at 11:30 a.m.

FINANCE COMMITTEE NOTES-- DRAFT
Tuesday, March 27, 2018

GENERAL BUSINESS

Meeting commenced at 11:30 a.m.

ATTENDEES

Committee Members: *Council Member Jeff S. Helgeson, Chair; Council Member Randy Nelson; Council Member Mary Jane Dolan; Mayor Joan Foster, Ex-Officio.*

Others: *Bonnie Svrcek, City Manager; Charles Hartgrove, Deputy City Manager; Donna Witt, Director of Financial Services; Rhonda Allbeck, Assistant Director of Financial Services; Starlette Early, Budget Analyst*

1. Approval of the Draft Finance Committee Meeting Notes from February 27, 2018.

   The February 27, 2018 Finance Committee meeting notes were approved as submitted.

2. Report on the General Fund Reserve for Contingencies.

   Donna Witt reported one new item was being introduced for the Reserve for Contingencies: $171, 871 for a real estate assessment refund to News & Advance related to property at 101 Wyndale Drive. If approved, the current balance in the General Fund Reserve for Contingencies is $978,129.

3. Consider a request to adopt a resolution to amend the FY 2018 General Fund budget and appropriate $171,871 with resources from the General Fund Reserve for Contingencies to refund an overpayment of real estate taxes by News & Advance for the property at 101 Wyndale Drive for the tax years 2014, 2015, and 2016.

   The Committee unanimously approved this item. The item will be considered by City Council at their March 27, 2018 meeting.

4. Consider a request to adopt a resolution to amend the FY 2018 General Fund Budget, appropriating $40,000 to the Parks and Recreation Fees budget with resources from the Virginia Department of Health to fund the second year of the "We Got the Beet" campaign at the Lynchburg Community Market.

   The Committee unanimously approved this item. The item will be considered by City Council at their March 27, 2018 meeting.

5. Consider a request to adopt a resolution reaffirming City Council's Financial Management Policies (Fund Balance, Debt, Budget, and Investments).

   The Committee unanimously approved this item. The item will be considered by City Council at their March 27, 2018 meeting.

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

Donna Witt reported the January Sales and Use Tax revenue is up a little and early February numbers are looking good. The January revenue from Consumer Utility Tax- Electric is above budget with the frigid weather during the month, with overall revenue flat to budget. Communication Sales and Use Tax revenue was up in January, but overall continues to decline as anticipated. Revenues from Meals Tax are $111,000 above budget overall from adopted, and Lodging revenues continue to trend less than adopted due to delayed opening in hotels. She noted The Virginian is expected to open before the end of May.

7. Roll Call

There were no items for Roll Call.

Meeting adjourned at 12:19 p.m.

FY 2018 GENERAL FUND RESERVE FOR CONTINGENCIES

	Reserve for Contingencies	City Manager's Discretionary Funding
BEGINNING BALANCE, JULY 1, 2017	$1,150,000	$50,000
Carryforward to FY 2018 Reserve for Contingencies - FY 2018 Adopted Budget	0	
BALANCE	**$1,150,000**	**$50,000**
APPROPRIATIONS (Second Reading)		
City Manager's Discretionary Fund - City-wide Compensation and Implementation Study		(50,000)
Real Estate Assessment Refund to News & Advance (101 Wyndale Drive)	($171,871)	
TOTAL APPROPRIATIONS	**($171,871)**	**($50,000)**
REMAINING BALANCE	**$978,129**	**$0**
ITEMS INTRODUCED		
TOTAL INTRODUCED ITEMS	**$0**	**$0**
REMAINING BALANCE	**$978,129**	**$0**
PENDING ITEMS		
~~2017 (FY 2018) Byrne/Justice Assistance Smart Policing Program Development Grant ($12,500)~~ - Not Approved	$0	
Proposed Carryforward to FY 2019 Reserve for Contingencies - Proposed FY 2019 Budget	($400,000)	
TOTAL PENDING ITEMS	**($400,000)**	**$0**
PROJECTED BALANCE, JUNE 30, 2018	**$578,129**	**$0**

May 2018

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **May 22, 2018** AGENDA ITEM #: **3**

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

ITEM TITLE: **2017 State Homeland Security Program (SHSP) grant: $50,000 for Lynchburg Fire Department's Technical Rescue Team**

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X__Safe Community ___Vibrant Community

RECOMMENDATION:
Adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $50,000 with resources from the 2017 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

SUMMARY:
The Virginia Department of Emergency Management is administering this grant from the Department of Homeland Security (DHS) through the State Homeland Security Program (SHSP) grant. The Fire Department was awarded $50,000 to be utilized by Technical Rescue Teams. The funds will be used for replacement of aged equipment including but not limited to: rope rescue equipment, water rescue training, and water rescue equipment.

This grant is 100% reimbursable; no local match is required.

PRIOR ACTION(S): Finance Committee, May 22, 2018

FISCAL IMPACT: No local match is required. Future funds may be needed for periodic maintenance of the equipment purchased.

CONTACT(S):
Fire Chief Greg Wormser, 455-6345
Battalion Chief Sean Regan, 455-6370
Interim Deputy Chief Heather Childress, 455-6360

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2018 City/Federal/State Aid Fund budget is amended and $50,000 is appropriated with resources from the 2017 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

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

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

May 9th, 2018

RE: March 31st, 2018 (3rd Quarter – FY 2018) Financial Report – Greater Lynchburg Transit Company

The attached Greater Lynchburg Transit Company Quarterly Income Statement summarizes the financial activities for the third quarter of FY18 and YTD data for the fiscal year.

REVENUE

Total revenue for the third quarter is running about 2 % underbudget for the year, with Passenger Revenue down approximately 15 % and Federal Assistance down approximately 2 % year to date. Despite Passenger Revenue being under what's budgeted for the quarter, we have seen an increase in ridership on City routes beyond what was experienced earlier in the year as well as last year during the same timeframe. The decline in revenue from Federal Assistance is due to FTA withholding funds from all transit agencies in Virginia, until the State is able to get their Safety and Security Plan authorized and certified by FTA. Once the plan is certified FTA will release withheld funds to all transit agencies in Virginia. Other Contract and Non-Operating Revenues are below what was projected and is due to how this budget was written differently. These discrepancies have been corrected for the FY 2019 submitted.

EXPENDITURES

On the expense side, total expenses are down about 6% for the third quarter. Fixed Route and Demand Response expenses are below budget due to staff vacancy from general turnover and furloughs during Liberty University breaks. General Admin Salaries and Overtime are over budget due to staff assisting with coverage from vacancies in operations due to position vacancies and extended medical leave. Tires and Tubes shows a credit for the third quarter and is due to receiving reimbursement from a Capital Preventative Maintenance grant which will cover tire purchases previously covered through operating. Other Materials and Supplies are overbudget due to more costly repairs from an aging fleet. Casualty and Liability Expenses are over budget due to an increase in vehicle insurance rolling over from FY 2017 and Utilities are over budget due to maintaining service to the old 1301 Kemper St. property until transfer to the city occurred, as well as a lack of historical data to base the budget for utilities at the new operations and maintenance facility.

SUMMARY

Despite GLTC experiencing some variability in actual versus budgeted figures throughout the year, we have been able to maintain a positive financial situation. We have done this through closely monitoring expenses to offset deficits in revenue not received. We feel confident that we will be able to close out the year in a positive manner with actual expenses being 4 % under actual revenues.

Respectfully submitted,

Brian Booth

Brian Booth
General Manager

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

CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.
QUARTERLY INCOME STATEMENT
AS OF MARCH 31, 2018

	QTR TO DATE FY2018 QTD ACTUAL	FY2018 QTD BUDGET	% VAR	FY2018 YTD ACTUAL	FY2018 YTD BUDGET	% of Budget
REVENUE						
FRT Passenger Revenue	$ 138,441	$ 170,000	-19%	$ 434,967	$ 510,000	85%
DRT Passenger Revenue	16,507	20,250	-18%	52,412	60,750	86%
Contracts (LU Access)	18,018	18,018	0%	48,048	48,048	100%
Contracts (LC Access)	6,135	6,135	0%	18,405	18,404	100%
Contracts (CVCC Access)	13,526	13,527	0%	40,579	40,580	100%
Liberty University Revenue	499,163	499,163	0%	1,331,100	1,331,100	100%
Other Contract Revenue	393	5,362	-93%	5,812	16,085	36%
Non-Operating Revenue	1,688	4,465	-62%	6,284	13,394	47%
Advertising Revenue	24,123	16,251	48%	86,688	48,753	178%
City Operating Assistance	443,951	443,951	0%	1,331,854	1,331,854	100%
County Operating Assistance	18,328	17,969	2%	54,985	53,906	102%
State Operating Assistance	421,540	420,527	0%	1,268,371	1,261,580	101%
Federal Operating Assistance	540,077	549,275	-2%	1,620,230	1,647,824	98%
TOTAL REVENUE	**$ 2,141,889**	**$ 2,184,890**	**-2%**	**$ 6,299,735**	**$ 6,382,276**	**99%**
EXPENSES						
FIXED ROUTE						
Operator Labor	$ 399,129	$ 490,943	-19%	$ 1,234,975	$ 1,472,828	84%
Operator-Overtime	50,268	43,338	16%	198,335	130,013	153%
Other Salaries & Wages	67,629	82,273	-18%	215,844	246,818	87%
Supervisors-Overtime	3,241	2,942	10%	13,203	8,825	150%
Fringe Benefits	308,131	295,215	4%	843,599	885,644	95%
TOTAL FIXED ROUTE	**$ 828,397**	**$ 914,709**	**-9%**	**$ 2,505,957**	**$ 2,744,128**	**91%**
DEMAND RESPONSE						
Operator Labor	$ 67,656	$ 86,366	-22%	$ 217,579	$ 259,098	84%
Operator-Overtime-PTS	1,704	5,157	-67%	5,556	15,472	36%
Other Salaries & Wages	12,199	15,786	-23%	37,760	47,358	80%
Fringe Benefits	48,315	51,927	-7%	132,397	155,780	85%
TOTAL DEMAND RESPONSE	**$ 129,875**	**$ 159,236**	**-18%**	**$ 393,293**	**$ 477,707**	**82%**
MAINTENANCE						
Other Salaries & Wages	$ 140,537	$ 189,167	-26%	$ 459,674	$ 567,500	81%
Inspection&Maint,Srvc-Overtim	16,969	8,124	109%	34,976	24,371	144%
Fringe Benefits	92,951	95,468	-3%	251,021	286,403	88%
Fuel & Lubricants	127,505	155,841	-18%	398,726	467,522	85%
Tires & Tubes	(27,434)	22,651	-221%	28,825	67,953	42%
Other Materials & Supplies	161,016	115,463	39%	463,566	346,388	134%
TOTAL MAINTENANCE	**$ 511,544**	**$ 586,712**	**-13%**	**$ 1,636,787**	**$ 1,760,135**	**93%**
ADMINISTRATION						
Other Salaries & Wages	$ 101,538	$ 90,330	12%	$ 312,678	$ 270,989	115%
Fringe Benefits	59,682	43,710	37%	158,675	131,130	121%
Services	119,204	114,432	4%	328,468	343,295	96%
Utilities	58,630	39,826	47%	146,297	119,479	122%
Casualty & Liability Expenses	82,199	68,945	19%	246,596	206,835	119%
Information Technology	37,272	43,076	-13%	115,062	129,228	89%
Other Materials & Supplies	6,977	7,925	-12%	17,323	23,775	73%
Miscellaneous	27,919	29,793	-6%	59,532	89,379	67%
TOTAL ADMINISTRATION	**$ 493,421**	**$ 438,037**	**13%**	**$ 1,384,631**	**$ 1,314,110**	**105%**
TOTAL EXPENSES	**$ 1,963,237**	**$ 2,098,693**	**-6%**	**$ 5,920,668**	**$ 6,296,079**	**94%**
NET INCOME/(LOSS)	**$ 178,652**	**$ 86,197**		**$ 379,067**	**$ 86,197**	

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www.lynchburgva.gov/airport

May 10, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

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

REGIONAL AIRPORT FUND

The attached Lynchburg Regional Airport Operating Fund Financial Summary reflects the financial activity through the FY 2018 third quarter ending March 31, 2018. Third quarter operating revenue and expense projections are largely in line with budget estimates. Aside from a one-time $500,000 transfer from Unrestricted Net Assets to the Airport Capital Fund to partially fund a new hangar being constructed, the Airport is expecting an approximately $141,160 surplus this fiscal year and is expected to remain self-sufficient for the foreseeable future.

REVENUE HIGHLIGHTS

- Terminal Revenue: Revenue is projected to be $27,556 more than budget due to increases in expected parking lot and rental car concession revenue.
- General Aviation: Revenue is projected to be $17,050 more than budget mostly due to projecting more than previous estimates for aircraft parking fees.
- State Airport Aid: Revenue is projected to be $140,000 more than budget due to projecting more 80% state funded small capital and equipment projects.
- Federal Security Aid: Revenue is projected to be $10,000 less than budget due to a decrease in the allowed daily hours eligible for federal reimbursement.
- Interest & Other: Revenue is projected to be $79,792 more than budget due mostly to receiving unexpected revenue from sale of an easement/ROW to American Electric Power and increased interest earnings on investments.

EXPENSE HIGHLIGHTS

- Airfield Operations: Expenses are projected to exceed their budget by $10,000 primarily for meeting new stormwater managing and quarterly reporting requirements.
- Terminal Operations: Expenses are projected to exceed their budget by $15,000 primarily for refurbishment expenses for the rental car service facility.
- Snow Removal: Expenses are projected to exceed their budget by $12,500 for a planned bulk purchase of snow melting chemicals to replenish inventory used.
- Small Projects and Equipment: Expenses are projected to exceed their budget by $175,000 (but are mostly 80% reimbursed by state aviation entitlements funds).
- Transfers: Expenses are projected to exceed their budget by $495,000 for an approved transfer to the Airport Capital Fund to provide partial funding for a new hangar being constructed for lease to a corporate tenant.

SUMMARY

All items mentioned above that are expected to exceed their budgets were addressed in the recently approved "3rd Quarter Budget Adjustments" process. Based on improving air service levels, competitive airfares, and anticipated passenger demand, the airport is expecting a surplus this fiscal year and is expected to remain self-sufficient for the foreseeable future.

Respectfully submitted,

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

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

LYNCHBURG REGIONAL AIRPORT
OPERATING FUND FINANCIAL SUMMARY
March 31, 2018

	FY 2017 Amended Budget	FY 2017 Actual (thru 3/31/17)	FY 2017 % of Budget	*	FY 2018 Amended Budget	FY 2018 Actual (thru 3/31/18)	FY 2018 % of Budget	*	FY 2018 Amended Budget	FY 2018 Projected (as of 3/31/18)		FY 2018 $ Variance Actual vs. Amended Budget
				*				*				
BEGINNING NET ASSETS	$ 250,000	$ 33,651,691		*	$ 250,000	$ 36,977,478 **(1)**		*	$ 250,000	$ 36,977,478	**(1)**	
Less: Invested in Capital Assets, net of related debt		(33,640,389)		*		(36,717,501)		*		(36,717,501)		
Less: GASB68 Prior Period Adjustment-Pension Accrual												
BEGINNING UNRESTRICTED NET ASSETS	$ 250,000	$ 11,302		*	$ 250,000	$ 259,977		*	$ 250,000	$ 259,977		$ -
				*				*				
USE OF ENCUMBRANCES CARRIEDFORWARD	$ 160,369				$ 21,155				$ 21,155			
BOND REFUNDING PROCEEDS				*				*	$ -			
USE OF RESERVES - DEBT SERVICE	$ 39,876			*	$ 32,597			*	$ 32,597			
				*				*				
REVENUES				*				*				
Airfield	96,000	78,802	82%	*	98,000	71,418	73%	*	98,000	98,000		0
Terminal	1,450,827	1,091,954	75%	*	1,475,827	1,032,213	70%	*	1,475,827	1,503,383		27,556
General Aviation	514,557	406,834	79%	*	518,557	371,651	72%	*	518,557	535,607		17,050
Other Leased Property	260,400	231,100	89%	*	261,900	194,613	74%	*	261,900	260,200		(1,700)
State Airport Aid	288,750	0	0%	*	120,000	0	0%	*	120,000	260,000		140,000
Federal Security Aid	107,500	39,438	37%	*	95,000	51,260	54%	*	95,000	85,000		(10,000)
General Fund Subsidy	0	0	0%	*	0	0	0%	*	0	0		0
Interest & Other	72,000	79,159	110%	*	28,250	82,359	292%	*	28,250	108,042		79,792
	$ 2,790,034	$ 1,927,287		*	$ 2,597,534	$ 1,803,513		*	$ 2,597,534	$ 2,850,232		$ 252,698
				*				*				
EXPENSES				*				*				
Airfield Operations	304,098	232,691	77%	*	306,181	228,282	75%	*	306,181	316,181		(10,000)
Terminal Operations	544,277	401,221	74%	*	546,407	399,958	73%	*	546,407	561,407		(15,000)
General Aviation	126,409	99,347	79%	*	141,454	97,205	69%	*	141,454	141,454		0
Administration	683,976	486,237	71%	*	723,431	522,298	72%	*	723,431	723,431		0
Safety (ARFF & LEO)	418,543	326,329	78%	*	423,125	329,341	78%	*	423,125	423,125		0
Snow Removal	21,930	10,359	47%	*	22,430	30,047	134%	*	22,430	34,930		(12,500)
Debt Service	126,139	10,888	9%	*	117,244	9,577	8%	*	117,244	117,244		0
Small Projects & Equipment (State-Supported)	491,819	380,174	77%	*	154,528	172,994	112%	*	154,528	329,528		(175,000)
Transfers to Other Airport Funds	10,000	0	0%	*	5,000	0	0%	*	5,000	500,000		(495,000)
Other Airport Expenses	62,732	23,424	37%	*	60,422	26,259	43%	*	60,422	60,422		0
	$ 2,789,923	$ 1,970,670		*	$ 2,500,222	$ 1,815,961		*	$ 2,500,222	$ 3,207,722		$ (707,500)
ENDING UNRESTRICTED NET ASSETS	$ 450,356	$ (32,081)		*	$ 401,064	$ 247,529		*	$ 401,064	$ (97,513)	**(2)**	

FOOTNOTES:

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

Total Net Assets per CAFR 6/30/17	$ 38,765,606
Less: Net Assets in Capital & PFC Funds	$ (1,788,128)
Total Beginning Net Assets	$ 36,977,478

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

Des. for Debt Service (Rental Car Facility)	$ -	($30,935.52 -$30,935.52 reserve use in FY18 = $0)
Des. for Maintenance (Rental Car Facility)	$ 124,223	($124,222.54 + or - year-end change)
Reserve for Encumbrances		($????? encumbrances carried forward to FY19)
GASB68 Pension-related Accrual	$ (1,147,614)	(net liability as of the end of FY17)
Undesignated Retained Earnings	$ 925,879	
	$ (97,513)	

May 22, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

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

Lynchburg Regional Juvenile Detention Center

The attached Lynchburg Regional Juvenile Detention Center (Detention Center) financial report summarizes the financial activities through March 31, 2018 for FY 2018. The financial spreadsheet provides comparative year-to-date data for the same period of FY 2017.

REVENUES

Charges for Services

Revenue in this category for the third quarter of FY 2018 is $763,601 or 83% 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 third quarter of FY 2018 are $766,797.

Community Placement Program

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

Revenues received from the DJJ through the third quarter of FY 2018 are $547,215 or 83.3% of the budget.

United States Department of Agriculture (USDA)

This revenue category consists of reimbursements for meals served to juveniles at the Detention Center. Year-to-date revenues from USDA for FY 2018 are $34,673 or 77.1% of the budget.

EXPENDITURES

Overall expenditures for the third quarter of FY 2018 were $2,048,466 and are within budget. The allocated cost for the Community Placement Program and the contracting localities through the third quarter of FY 2018 is approximately 59%; Lynchburg's allocated share is approximately 41%.

Juvenile Population

The average number of juveniles being served per day through the third quarter of FY 2018 is 25.77 as compared to 19.86 in FY 2017. The percentage of Lynchburg City's juveniles through the third quarter is 29% of the total juvenile population.

SUMMARY

The third quarter report reflects a continuing upward trend in the juvenile population at the Lynchburg Regional Detention Center because of the addition of the Community Placement Program. The Lynchburg Regional Detention Center is an outstanding facility recognized by the juvenile judicial system for providing educational services, mental health services, physical health services, and partnerships with local area businesses.

Respectfully submitted,

Tamara Rosser
Director, Department of Juvenile Services

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

Lynchburg Regional Juvenile Detention Center
Special Revenue Fund
Financial Summary
Third Quarter: As of March, 2018

	FY 2017 Amended Budget	FY 2017 Actual 3 QTR YTD	FY 2017 % of Budget	FY 2018 Amended Budget	FY 2018 Actual 3 QTR YTD	FY 2018 % of Budget	FY 2018 Amended Budget	FY 2018 Revised Estimates	FY 2018 Actual to Amended
Beginning Funds at July 1									
Revenues:									
Charges for Services	889,012	628,312	70.7%	919,704	763,601	83.0%	919,704		-
Intergovernmental- Department of Juvenile Justice Block Grant	1,063,886	770,615	72.4%	1,063,886	766,797	72.1%	1,063,886		-
Intergovernmental- USDA	45,000	26,303	58.5%	45,000	34,673	77.1%	45,000		-
Community Placement Program (CPP)	657,000	445,387	67.8%	657,000	547,215	83.3%	657,000		-
Department of Criminal Justice Services (DCJS)	0	8,712	0.0%	0	0	0.0%	0		-
Miscellaneous and State Ward Per Diem	0	1,016	0.0%	1,650	94	5.7%	1,650		-
Budget Designations/Purchase Orders	102,390	0	0.0%	105,251	0	0.0%	105,251		-
Total Revenues	2,757,288	1,880,345	68.2%	2,792,491	2,112,380	75.6%	2,792,491		
Expenditures:									
Salaries	1,353,844	983,216	72.6%	1,357,686	1,101,564	81.1%	1,357,686		-
Employee Benefits	565,186	364,731	64.5%	579,444	423,746	73.1%	579,444		-
Contractual Services	41,672	45,458	109.1%	43,551	48,502	111.4%	43,551		-
Internal Services	14,704	10,459	71.1%	14,014	10,277	73.3%	14,014		-
Supplies and Materials	130,170	87,540	67.3%	131,670	115,892	88.0%	131,670		-
Utilities	85,800	55,639	64.8%	80,750	56,578	70.1%	80,750		-
Training and Conferences	3,050	4,877	159.9%	4,550	4,725	103.8%	4,550		-
Telecommunications	4,500	2,119	47.1%	4,200	1,713	40.8%	4,200		-
Postage and Mailing	850	160	18.8%	850	219	25.8%	850		-
Indirect Costs	218,938	164,203	75.0%	259,063	194,297	75.0%	259,063		-
Self Insurance	18,752	14,064	75.0%	16,937	12,703	75.0%	16,937		-
Dues and Memberships	500	410	82.0%	500	339	67.8%	500		-
Rentals and Leases	1,855	2,168	116.9%	2,964	1,654	55.8%	2,964		-
Health and Dental Benefits for Retirees	51,388	35,127	68.4%	53,704	35,136	65.4%	53,704		-
Professional Services	4,172	3,844	92.1%	9,649	4,121	42.7%	9,649		-
SpecialUseEquipment	2,000	0	0.0%	2,000	0	0.0%	2,000		-
Computer Equipment	0	0	0.0%	0	0	0.0%	0		-
Serial Bond Interest	6,442	3,221	50.0%	4,654	2,327	50.0%	4,654		-
Debt Service	108,465	0	0.0%	81,305	0	0.0%	81,305		-
USDA Grant	45,000	26,304	58.5%	45,000	34,673	77.1%	45,000		-
Capital Outlay	0	0	0.0%	0	0	0.0%	0		-
Budget Designations	100,000	0	0.0%	100,000	0	0.0%	100,000		-
Contingency	0	0	0.0%	0	0	0.0%	0		-
Total Expenditures	2,757,288	1,803,540	65.4%	2,792,491	2,048,466	73.4%	2,792,491		
TOTAL FUND BALANCE/Purchase Orders carried forward	0	76,805		0	63,914		0	0	
TOTAL ASSIGNED FUND BALANCE Maint./Equipment	100,000	100,011		100,000	100,012		100,000		

May 22, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

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

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

<u>REVENUES</u>

- Public Assistance – Welfare and Administration

  The Public Assistance revenue source is the reimbursement received from the State for local expenses incurred under CSA for providing services to troubled 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%. State funds to assist in administering the grant, ($38,437) for FY 2018 are provided by the State. Reimbursements for expenditures incurred through the third quarter of 2018 are $2,548,973.

- CSA Contribution – General Fund and Schools

  These revenue sources are comprised of the required local match for all State funds received for the Comprehensive Services Act. For the third quarter of FY 2018, local matching funds for programs in the amount of $1,485,348 for the General Fund and $147,406 for the Schools have been received.

- Miscellaneous Revenue

  Miscellaneous revenues in the amount of $40,771 were collected through the third quarter of FY 2018. 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 2018 are $65,475. Actual YTD administrative expenditures through the third quarter of FY 2018 are $42,233 or 64.5% of the budget.

- Mandated – Foster Care

  Foster care expenses include funds for residential facilities, day care, maintenance payments to foster parents, enhanced maintenance payments to foster parents and foster care prevention. Year-to-date foster care expenditures through the third quarter of FY 2018 totaled $1,735,351 or 57.9% of the budget. Expenditures in this category can rise with an increase in the mandated population.

- Mandated – Special Education

  Special Education expenses include services for Special Education students from the Lynchburg City Schools. Expenditures through the third quarter of FY 2018 total $1,622,147 or 75.7% of the budget. Expenditures for this budget line will rise due to increased enrollments at private day placements such as Rivermont School, Bridges and New Vistas School, in addition to students attending for longer periods of time.

- Non-Mandated Services

  Non-mandated expenditures are for services such as counseling, mentoring, crisis intervention, and foster care prevention services. Non-mandated expenditures through the third quarter of FY 2018 are $184,471 or 51.7%% of the budget. Non-mandated services are provided almost exclusively to youth involved in the court system. It’s anticipated that this budget line will be fully expended.

- Community Based Services

  This category includes services to children while they are living at home, in the home of an extended family, in a regular foster family home, or in an independent living arrangement. Community services may include assessment, crisis stabilization, therapy, or intervention services provided in the child’s home. Community Based Services through the third quarter of FY 2018 are $258,049 or 59.1% of the budget.

SUMMARY

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

While the number of children currently in foster care fluctuates during the year, the number of children receiving CSA services has increased; more children are now classified as mandated due to the severity of their issues and needs. Other factors continue to impact this budget. These factors include an increased number of children receiving more intensive services for longer periods of time, increased vendor rates as well as an increase in the number of services provided by the vendors, parental agreements, and an increase in special educational services.

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

Respectfully submitted,

Tamara T. Rosser

Tamara T. Rosser
Director of Human Services

c:

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

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

	FY 2017 Amended Budget	FY 2017 Actual 3 QTR YTD	FY 2017 % of Budget	FY 2018 Amended Budget	FY 2018 Actual 3 QTR YTD	FY 2018 % of Budget
Beginning Fund Balance	0	0		0	0	
Revenues:						
Public Assistance - Welfare and Administration	4,295,165	1,839,971	42.8%	3,774,017	2,548,973	67.5%
Transfer from Lynchburg City Schools	196,541	147,406	75.0%	196,541	147,406	75.0%
Transfer from General Fund	1,766,816	1,212,612	68.6%	1,980,464	1,485,348	75.0%
Miscellaneous	55,500	18,776	33.8%	48,000	40,771	84.9%
Total Revenues	6,314,022	3,218,765	51.0%	5,999,022	4,222,498	70.4%
Expenses:						
Administrative Expenses	64,816	38,697	59.7%	65,475	42,233	64.5%
Mandated - Foster Care	3,215,150	1,692,268	52.6%	2,996,823	1,735,351	57.9%
Mandated - Special Education	2,229,973	1,584,711	71.1%	2,143,500	1,622,147	75.7%
Non-Mandated Services	375,836	282,086	75.1%	356,636	184,471	51.7%
Community Based	428,247	235,423	55.0%	436,588	258,049	59.1%
Total Expenditures	6,314,022	3,833,186	60.7%	5,999,022	3,842,251	64.0%
ENDING FUND BALANCE	0	(614,421)		0	380,247	

May 22, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

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

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

REVENUES

Following the completion of the third quarter, overall revenues for FY 2018 are projected to exceed budget by $550,000 (3.7%). Explanations follow:

- **Charges for Services:**

  Revenue in this category is expected to be $183,000 (1.4%) over budget mostly due to higher than anticipated revenues for Inside City – Water Sales and Availability Fees.

- **Water Contracts:**

  This revenue account reflects billing activity to counties of Amherst, Bedford, and Campbell, and the industries of WestRock and Frito-Lay. The net revenue in this category is projected to be $178,000 (9.4%) higher than budget mostly due to WestRock's increased water consumption. County revenues are expected to be slightly under budget resulting from year end water settlements for FY 2017.

- **Interest and Other:**

  Interest and Other is projected to be $189,000 (67.8%) more than budget mostly due to higher than anticipated interest earnings.

EXPENSES

Overall expenses for FY 2018 are projected to be $179,700 (1.1%) less than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance Expenses:**

  This category includes the Water Treatment Plant, Meter Operations, Water Line Maintenance and Administration. Expenses in this category are expected to be $259,900 (2.7%) less than the FY 2018 budget (Water Treatment - $125,100 savings, Meter Operations - $65,400 savings, Water Line Maintenance - $38,500 savings, Administration - $30,900 savings). This variance is broken down as follows:

➢ Personal Services and Benefits	$119,050
➢ Chemicals	34,650
➢ Utilities	28,000
➢ Contractual Services	44,780
➢ Materials and Supplies	18,050
➢ Other	15,370
Total	**$259,900**

  The most significant variance is savings in Personal Services and Benefits related to unfilled positions through the end of the third quarter. Savings in Chemicals is largely due to decreased federal dosage requirements for fluoride. Additional savings in Contractual Services is mostly associated with grounds and equipment maintenance services, and financial services.

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

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

- **Capital Outlay:**

  Purchases in this category are expected to be within budget. This is associated with an unplanned purchase of a vehicle for both the Water and Sewer Fund for two new utility line locator positions included in the FY 2019 budget. The projected cost of the new vehicle in the Water Fund is offset by less than expected equipment replacements in the Water Treatment Plants.

  Transfers to Capital:

  Transfers to Other Funds are expected to be at budget.

- **Debt Service:**

  Expenditures in debt service are expected to be $80,200 (1.9%) over budget due to a September 26, 2017 bond refunding. Charges for fiscal services associated with the bond refunding were approximately $92,000 offset by the FY 2018 projected interest savings of $11,800. Additional interest savings in future years will occur during the new bond issuance term ending in FY 2046.

SUMMARY

The third quarter report reflects a stable FY 2018 financial position for this fund. Under the Council financial policies, two important financial ratios, debt coverage and fund balance are above policy targets. The projected debt coverage ratio for end of the fiscal year is 1.31 which is above Council's financial policy minimum target of 1.20. The fund balance ratio projected for the end of the fiscal year is 66% compared to target range of 25% - 40%.

Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager
Mike Goetz, Acting Deputy City Manager
Donna Witt, Director of Financial Services

WATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending March 31, 2018

	FY 2017 Adopted Budget	FY 2017 Actual Q3 YTD	FY 2017 % of Budget	FY 2018 Adopted Budget	FY 2018 Actual Q3 YTD	FY 2018 % of Budget	FY 2018 Adopted Budget	FY 2018 Revised Estimate	FY 2018 $ Variance Adopted Budget vs. Actual
BEGINNING NET ASSETS	$29,609,547	$29,609,547		$28,183,364	$28,183,364		$28,183,364	$28,183,364	
Less: Invested in Capital Assets, net of related debt	(26,205,779)	(26,205,779)		(24,648,961)	(24,648,961)		(24,648,961)	(24,648,961)	
BEGINNING UNRESTRICTED NET ASSETS	**3,403,768**	**$3,403,768**		**$3,534,403**	**$3,534,403**		**$3,534,403**	**$3,534,403**	
REVENUES:									
Charges for Services	$12,260,891	$8,792,220	72%	$12,728,131	$9,262,345	73%	$12,728,131	$12,911,131	$183,000
Water Contracts	2,213,440	1,818,496	82%	1,892,470	1,593,488	84%	1,892,470	2,070,470	178,000
Interest and Other	261,119	313,263	120%	278,737	444,659	160%	278,737	467,737	189,000
	$14,735,450	**$10,923,979**		**$14,899,338**	**11,300,492**		**$14,899,338**	**$15,449,338**	**$550,000**
EXPENSES									
Departmental O&M	$9,490,614	$6,216,290	65%	$9,799,941	$6,673,890	68%	$9,799,941	$9,540,041	$259,900
Non-Departmental O&M	263,925	106,069	40%	325,585	133,371	41%	325,585	325,585	0
Capital Outlay/Purchases	131,000	124,610	95%	66,500	28,922	43%	66,500	66,500	0
Transfers to Capital	1,750,000	1,312,500	75%	1,500,000	1,125,000	75%	1,500,000	1,500,000	0
Debt Service	4,382,244	2,994,503	68%	4,157,150	3,249,631	78%	4,157,150	4,237,350	(80,200)
	$16,017,783	**$10,753,972**		**$15,849,176**	**$11,210,814**		**$15,849,176**	**$15,669,476**	**$179,700**
Adjustment for Expenses from Capital Projects		**$0**			**$0**			**($115,000)**	
ENDING NET ASSETS	**$2,121,435**	**$3,573,775**		**$2,584,565**	**$3,624,081**		**$2,584,565**	**$3,199,265**	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%	
Unrestricted cash as a % of operating expenses & debt service:	66%	
Financial Policy targeted debt coverage ratio minimum:	1.20	
Ending debt coverage ratio:	1.31	(a)

Note (a) Calculation of debt coverage includes $70,500 of projected capitalizable costs for internal labor charges applicable to time spent on capital project activities.

May 22, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

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

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

REVENUES

Following the completion of the third quarter, overall revenues for FY 2018 are projected to exceed budget by $637,500 (2.85%). Explanations of this variance follow:

- **Charges for Services:**

  Revenue in this category is expected to be $541,800 (2.9%) over budget mostly attributable to higher than anticipated Septic Hauler Charges of $400,000, Sewer Sales – Inside City of $150,000 and Availability Fees of $60,000. This additional revenue is offset by less than expected Industrial Surcharges of $77,750 primarily due to one industrial customer's decreased loadings.

- **Sewer Contracts:**

  Revenue in this category reflects billing activity in counties of Amherst, Bedford, and Campbell and industries of WestRock and Frito-Lay. Revenue from this source is projected to be $90,800 (2.4%) less than budget. This is primarily due to FY 2017 Wastewater Treatment Plant settlement credits for each of the three counties.

- **Interest and Other:**

  Revenue is projected to be $186,500 (228.6%) over budget mostly due to higher than anticipated interest earnings.

EXPENSES

Overall expenses for FY 2018 are projected to be $319,800 (1.4%) less than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

  This category includes the Wastewater Treatment Plant and Sewer Line Maintenance. Expenses in this category are expected to be $374,100 (3.4%) less budget (Wastewater Treatment Plant - $373,100 savings and Sewer Line Maintenance - $1,000 savings). This variance is broken down as follows:

➢ Personnel and Benefits	$25,000
➢ Chemicals	179,000
➢ Contractual Services	88,100
➢ Utilities	53,900
➢ Supplies and Materials	69,600
➢ All Other	(41,500)
Total	**$374,100**

The savings in Chemicals are mostly attributable to lesser wet weather flows, improved pricing and higher than normal chemical inventory at end of last fiscal year. Contractual Services projected costs is less than anticipated mostly due to savings in Engineering Services, Laboratory Testing, and Refuse Disposal to Amelia County as more loads of sludge are currently going to Region 2000 using City staff and equipment. Additional savings in Supplies and Materials is mostly related to less than expected part replacements at the Waste Water Treatment Plant. The All Other category includes Internal Service Charges and Rentals. Much higher than expected repairs are being experienced from both combination sewer cleaning trucks in this fund. Due to the extensive down time on these trucks, rented combination sewer cleaning trucks are needed to provide necessary and uninterrupted cleaning of the City's sewer system. These rentals are resulting in a much higher than anticipated rental costs.

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

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

- **Capital Outlay**

  Purchases in Capital Outlay are expected to be $91,800 (5.4%) over budget. Planned equipment purchases of $106,800 that were budgeted in FY 2017 that were not delivered will be delivered in FY 2018. These equipment items include a closed circuit television (CCTV), off road sewer line inspection vehicle, and CCTV system retro fit of an off road inspection vehicle in our current equipment inventory. Additional purchases in FY 2018 include an unplanned purchase of a vehicle for both the Water and Sewer Fund for two new utility line locator positions included in the FY 2019 budget. The projected cost of the new vehicle in the Sewer Fund is $25,000. These higher than planned capital outlay expenditures are offset by an expected $40,000 savings at the Waste Water Treatment Plant due to less than anticipated equipment replacements.

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- **Transfers to Capital**

  Transfers to Capital are expected to be at budget.

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- **Debt Service**

  Expenditures in debt service are expected to be $37,500 (.4%) under budget. Savings of $52,500 are primarily a result of not needing to use the line of credit for capital project financing. This savings is offset by $18,400 of charges for fiscal services associated with the September 26, 2017 bond refunding. Additional interest savings in future years will occur during the new bond issuance term ending in FY 2046.

SUMMARY

This third quarter report reflects a stable FY 2018 financial position for this fund. Under the Council adopted financial policies, the two important financial ratios, debt coverage and fund balance, are above policy targets or within policy targets. The debt coverage ratio projected for the end of the fiscal year is 1.31 compared to a target minimum of 1.20. The fund balance ratio projected for the end of the fiscal year is 39% compared to a target range 25% to 40%.

Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager
Mike Goetz, Acting Deputy City Manager
Donna Witt, Director of Financial Services

SEWER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending March 31, 2018

	FY 2017 Adopted Budget	FY 2017 Actual Q3 YTD	FY 2017 % of Budget	FY 2018 Adopted Budget	FY 2018 Actual Q3 YTD	FY 2018 % of Budget	FY 2018 Adopted Budget	FY 2018 Revised Estimate	FY 2018 $ Variance Adopted Budget vs. Projected
BEGINNING NET ASSETS (1)	$145,484,847	$145,484,847		$144,586,798	$144,586,798		$144,586,798	$144,586,798	
Less: Invested in Capital Assets, net of related debt	(141,495,886)	(141,495,886)		(138,722,083)	(138,722,083)		(138,722,083)	(138,722,083)	
BEGINNING UNRESTRICTED NET ASSETS	**$3,988,961**	**$3,988,961**		**$5,864,715**	**$5,864,715**		**$5,864,715**	**$5,864,715**	
REVENUES:									
Charges for Services	$18,446,728	$13,212,228	72%	$18,494,475	$13,552,699	73%	$18,494,475	$19,036,275	$541,800
Sewer Contracts	3,687,687	2,422,224	66%	3,791,116	$2,179,263	57%	3,791,116	3,700,316	(90,800)
Interest and Other	66,599	142,463	214%	81,599	$242,928	298%	81,599	268,099	186,500
	$22,201,014	**$15,776,915**		**$22,367,190**	**$15,974,890**		**$22,367,190**	**$23,004,690**	**$637,500**
EXPENSES:									
Departmental O&M	$10,669,574	$7,541,095	71%	$11,100,918	$7,451,854	67%	$11,100,918	$10,726,818	$374,100
Non-Departmental O&M	305,750	112,559	37%	353,874	115,083	33%	353,874	353,874	0
Capital Outlay/Purchases	647,000	235,156	36%	612,500	353,524	58%	612,500	704,300	(91,800)
Transfers - Capital	1,300,000	975,000	75%	1,100,000	825,000	75%	1,100,000	1,100,000	0
Debt service	9,432,752	5,844,900	62%	9,301,933	5,848,716	63%	9,301,933	9,264,433	37,500
	$22,355,076	**$14,708,710**		**$22,469,225**	**$14,594,177**		**$22,469,225**	**$22,149,425**	**$319,800**
Adjustment for Expenses from Capital Projects		**$0**			**-**			**$0**	
ENDING NET ASSETS	**$3,834,899**	**$5,057,166**		**$5,762,680**	**7,245,428**		**$5,762,680**	**$6,719,980**	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%
Unrestricted cash as a % of operating expenses & debt service:	39%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	1.31 (a)

Note (a) Calculation of debt coverage includes $169,000 of projected capitalizable costs for internal labor charges applicable to time spent on capital project activities.

May 22, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

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

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

REVENUES

Following the completion of the third quarter, the overall revenues for FY 2018 are projected to be $28,000 (.8%) more than the FY 2018 budget. Explanations follow:

- **Charges for Services:**

  Revenue in this category reflects billing activity for all known impervious areas, Virginia Stormwater Management Program (VSMP) permits and delinquent charges on past due accounts. Charges for services are projected to exceed budget by $3,000 (.1%) primarily due to billing associated with new impervious areas.

- **Interest and Other:**

  Interest and Other is expected to be at $25,000 (1,250%) more than budget mostly due to interest earnings are higher than anticipated.

- **Transfers from Other Funds:**

  The transfer from the General Fund is expected to be at budget.

EXPENSES

Overall expenses for FY 2018 are expected to be $27,785 (.8%) under budget. A breakdown and explanations of this variance follow:

- **Departmental Operation and Maintenance:**

  Departmental Operation and Maintenance expenses are projected to be $32,000 (1.2%) less than budget. Explanations of this variance follow:

➢ Supplies and Materials	$7,400
➢ Gasoline and Fuel	9,900
➢ Internal Service Charges	(10,000)
➢ Rentals and Leases	(12,000)
➢ Contractual Services	22,000
➢ Public Works Engineering	10,000
➢ Other	$4,700
Total	**$32,000**

  The most significant variance in savings is Contractual Services. This is related to deferring several City detention pond evaluations for operations and maintenance due to the current workload. Internal Service Charges and Rentals and Leases are higher than expected due to a combination of a sewer cleaning truck incurring higher than expected repairs and rental costs that were directly related to occurrences when this truck was being repaired for an extended period of time.

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

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

- **Capital Outlay**

  Purchases in Capital Outlay are expected to be at budget.

- **Transfers to Capital**

  Transfers to Capital are expected to be at budget.

- **Transfers to City/Fed/State Aid Fund**

  Transfers to City/Fed/State Aid Fund are expected to be $4,215 higher than budget due to an unanticipated Hazardous Materials Emergency Planning (HMEP) Grant award. The HMEP Grant funded analysis of hazardous materials that are transported through the city. A 20% local match was transferred from the Stormwater Fund to the City/Federal/State Aid Fund to pay for its share of costs charged to City.

SUMMARY

This third quarter report reflects a stable FY 2018 financial position for the fund at this time. The fund balance ratio projected for the end of the fiscal year is 28% compared to the target balance of 15% - 20%. Currently, there is no debt service in the Stormwater Fund.

Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager
Mike Goetz, Acting Deputy City Manager
Donna Witt, Director of Financial Services

STORMWATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending March 31, 2018

	FY 2017 Adopted Budget	FY 2017 Actual Q3YTD	FY 2017 % of Budget	FY 2018 Adopted Budget	FY 2018 Actual Q3YTD	FY 2018 % of Budget	FY 2018 Adopted Budget	FY 2018 Revised Estimate	FY 2018 $ Variance Adopted Budget vs. Actual
BEGINNING NET ASSETS	$1,518,205	$1,518,205		$1,548,772	$1,548,772		$1,548,772	$1,548,772	
Less: Invested in Capital Assets, net of related debt	(803,265)	(803,265)		(702,091)	(702,091)		(702,091)	(702,091)	
BEGINNING UNRESTRICTED NET ASSETS	**$714,940**	**$714,940**		**$846,681**	**$846,681**		**$846,681**	**$846,681**	
REVENUES:									
Charges for Services	$3,187,400	$ 2,186,973	69%	$3,199,120	$2,190,863	68%	$3,199,120	$3,202,120	$3,000
Interest and Other	4,500	6,753	150%	2,000	20,857	1043%	2,000	27,000	25,000
Transfers from Other Funds	275,000	206,250	75%	275,000	206,250	75%	275,000	275,000	0
	$3,466,900	**$2,399,976**		**$3,476,120**	**$2,417,970**		**$3,476,120**	**$3,504,120**	**$28,000**
EXPENSES:									
Departmental O&M	$2,346,698	$1,585,560	68%	$2,769,413	$2,009,848	73%	$2,769,413	$2,737,413	$32,000
Non-Departmental O&M	42,150	6,405	15%	51,168	10,990	21%	51,168	51,168	0
Capital Outlay/Purchases	32,000	45,414	142%	0	0		0	0	0
Transfers to Capital	1,175,000	881,250	75%	850,000	637,500	75%	850,000	850,000	0
Transfers to City/Fed/State Aid Fund	0	0		0	4,215		0	4,215	(4,215)
Debt Service	0	630		0	-		0	0	0
	$3,595,848	**$2,519,259**		**$3,670,581**	**$2,662,553**		**$3,670,581**	**$3,642,796**	**$27,785**
Adjustment for Expenses from Capital Projects		**$0**			**$0**			**$0**	
ENDING NET ASSETS	**$585,992**	**$595,657**		**$652,220**	**$602,098**		**$652,220**	**$708,005**	

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	28%

May 22, 2018

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: March 31, 2018 Quarterly Report - General Fund

Attached is the Financial Summary for the General Fund (Fund) for the period ending March 31, 2018.

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

<u>NON-DEDICATED REVENUES</u>

- Real Estate Taxes:

  Real Estate taxes are due in four quarterly installments on November 15, January 15, March 15, and May 15. As of the date of this report, there have been three installments for FY 2018 billed, and revenue of $44,679,819 (net of tax relief) collected. This revenue is 80.3% of the FY 2018 amended budget of $55,638,183.

- Personal Property Taxes:

  Personal Property tax revenue for FY 2018 is $209,464 more than the amount collected at the end of the third quarter of FY 2017, and remains on track with 52.1% collected. Personal property taxes are payable in two equal installments on June 5 and December 5. Additional billings for personal property acquisitions are due March 5 and September 5.

  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 2018. This action eliminates the 70% reimbursement. Lynchburg's share of this reimbursement is $5,543,584. During the third quarter of FY 2018, the State reimbursed the City $831,538 (15%), as scheduled. The final payment is due in May 2018 (5%).

- Consumer Utility Taxes – Electric:

  The third quarter FY 2018 revenue is slightly ahead of budget projections by $35,655 based on collections for 8 months. Staff is monitoring this revenue and providing the Finance Committee with monthly updates related to Consumer Utility Taxes.

- Communication Sales and Use Taxes:

  Communication Sales and Use tax revenue collected is slightly ahead of FY 2018 budget projections by $32,672 based on collections for 7 months.

- Local Sales Tax:

  Sales tax revenue is behind the FY 2018 budget projection by $119,543 based on collections for 7 months. Staff research reflects this pattern is statewide.

- Business License

  Business License revenue collected through the third quarter of FY 2018 is $1,737,438. Since this tax is due May 1, the collection percentage is currently only a small part of the annual budget. The majority of the tax will be collected from March to May. Collections are slightly behind the amount collected through the third quarter of FY 2017.

- Meals Tax

  Meals tax revenue is ahead of FY 2018 budget projections by $130,709 based on collections for 8 months. Staff is monitoring this revenue and providing the Finance Committee with monthly updates.

- Lodging Tax

  Lodging tax revenue is behind the FY 2018 budget projection by $216,826 based on collections for 8 months. This is primarily due to several new hotels not opening on schedule. Staff is monitoring this revenue and providing the Finance Committee with monthly updates.

- Permit, Fees, and Licenses:

  Permit, Fees, and Licenses is slightly ahead of the FY 2018 budget projection by 11.8% or $82,775 due to slightly increased Community Development related fees.

- Fines and Forfeitures:

  Fines and Forfeitures revenue for parking and court fines is behind the budget projection for FY 2018 by 44.0%, or $187,071, although both are on pace with FY 2017 collections.

- Interest on Investments:

  Investment income is ahead of the budget projection for FY 2018 by $278,239 due to conservative budgeting and investment performance better than expected.

- Charges for Services

  Charges for Services revenue is 4.8%, or $382,572 behind the budget projection for FY 2018, primarily due to ambulance billing collections. The City utilizes a third party contract for collections and staff is working with them to analyze the issue.

DEDICATED REVENUES

Intergovernmental Revenues consisting of Constitutional Officers, Health and Human Services, and State subsidies total $26,231,357 and are 4.1%, or $1,112,389 behind the FY 2018 budget projection. This is due to the timing of submitting and receiving reimbursements for constitutional offices.

EXPENDITURES

- Operating Expenditures:

  The percentage of operating expenditures spent through the third quarter of FY 2018, 70.9%, is on target with budget projections.

- Debt Service

  Debt Service expenditures are on pace with FY 2018 budget projections.

SUMMARY

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

Respectfully submitted,

Donna S. Witt
Director of Financial Services

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

Fiscal Year	Fiscal Calendar 2018
Fiscal Quarter of Year	(Multiple Items)
Fiscal Month of Year	(Multiple Items)
Fund	1001 General Fund
Account Type	Revenue
Process Status	Posted

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 3/31/18	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 3/31/17
100 Taxes							
02110.0100 - Current Real Property Tax	57,013,183	-	57,013,183	46,013,951	10,999,232	80.7%	45,262,563
02110.0105 - Tax Relief For Elderly	(700,000)	-	(700,000)	(634,296)	(65,704)	90.6%	(685,832)
02110.0110 - Tax Relief-Rehabilitation Real Property, None	(675,000)	-	(675,000)	(699,836)	24,836	103.7%	(663,983)
02110.0200 - Delinquent Real Property Tax, None	1,575,000	-	1,575,000	729,649	845,351	46.3%	1,008,818
02120.0100 - Current PSC Tax, None	2,425,000	-	2,425,000	2,518,818	(93,818)	103.9%	2,412,578
02130.0101 - Current Personal Property Tax PCI, None	17,557,000	-	17,557,000	9,152,289	8,404,711	52.1%	8,942,825
02130.0201 - Delinquent Personal Property Tax PCI, None	1,075,000	-	1,075,000	934,432	140,568	86.9%	881,873
02130.0205 - Recovery-C/O Personal Property Tax, None	-	-	-	72,940	(72,940)	0.0%	8,808
02170.0100 - Penalty-PSC Tax, None	-	-	-	10,466	(10,466)	0.0%	(4,306)
02170.0105 - Penalty-Delinquent Tax, None	640,000	-	640,000	450,870	189,130	70.4%	515,646
02170.0200 - Interest-PSC Tax, None	-	-	-	1,026	(1,026)	0.0%	1,187
02170.0205 - Interest-Delinquent Tax, None	395,000	-	395,000	272,097	122,903	68.9%	366,446
02510.0000 - Local Sales And Use Tax, None	15,465,700	-	15,465,700	8,955,673	6,510,027	57.9%	8,969,468
02515.0100 - Consumer Utility Tax-Electric, None	3,790,000	-	3,790,000	2,663,123	1,126,877	70.3%	2,617,521
02515.0105 - Consumer Utility Tax-Gas	600,000	-	600,000	441,522	158,478	73.6%	390,059
02515.0120 - Right of Way Fees	250,000	-	250,000	136,099	113,901	54.4%	109,282
02517.0000 - Communication Sales & Use Tax, None	3,123,400	-	3,123,400	1,854,653	1,268,747	59.4%	1,881,286
02520.0000 - Business License Tax, None	8,283,649	-	8,283,649	1,737,438	6,546,211	21.0%	1,878,889
02520.0010 - Consumption Tax-Electric, None	315,000	-	315,000	222,537	92,463	70.6%	217,549
02520.0015 - Consumption Tax-Gas, None	30,000	-	30,000	22,655	7,345	75.5%	19,572
02520.0030 - Pen & Int-Business License, None	90,000	-	90,000	44,188	45,812	49.1%	40,622
02530.0001 - Motor Vehicle Licenses PCI, None	1,559,440	-	1,559,440	190,941	1,368,499	12.2%	194,671
02530.0201 - Delinquent Motor Vehicle License, None	180,090	-	180,090	125,678	54,412	69.8%	121,036
02535.0000 - Bank Stock Tax, None	775,000	-	775,000	890	774,110	0.1%	661
02540.0100 - Recordation Tax-City, None	475,000	-	475,000	316,808	158,192	66.7%	334,776
02540.0200 - Probate Tax, None	15,000	-	15,000	22,789	(7,789)	151.9%	13,803
02545.0000 - Tobacco Tax, None	850,000	-	850,000	660,734	189,266	77.7%	675,486
02550.0000 - Amusement Tax	700,000	-	700,000	557,714	142,286	79.7%	523,445
02550.0005 - Pen & Int - Amusement Tax, None	-	-	-	1,506	(1,506)	0.0%	855
02555.0000 - Lodging Tax	2,783,000	-	2,783,000	1,638,510	1,144,490	58.9%	1,450,004
02555.0005 - Pen & Int - Lodging Tax, None	-	-	-	3,103	(3,103)	0.0%	846
02560.0000 - Meals Tax	14,400,000	-	14,400,000	9,513,942	4,886,058	66.1%	9,325,762
02560.0005 - Pen & Int - Meals Tax, None	75,000	-	75,000	38,919	36,081	51.9%	50,901
100 Taxes Total	**133,065,462**	**-**	**133,065,462**	**87,971,833**	**45,093,629**	**66.1%**	**86,863,117**
110 Permits, Fees, & Licenses							
03005.0000 - Animal Licenses	10,000	-	10,000	6,471	3,529	64.7%	6,726
03010.0200 - Permit Parking Fees	190,000	-	190,000	151,398	38,602	79.7%	161,818
03010.0300 - Land Use Application Fees	-	-	-	-	-	0.0%	-
03010.0400 - Land Disturbing Fees	20,000	-	20,000	15,204	4,797	76.0%	10,572
03010.0600 - Transfer Fees	1,600	-	1,600	1,598	2	99.9%	1,632
03010.0700 - Zoning Appeal Fees-Inspc	800	-	800	450	350	56.3%	(540)
03010.0705 - Legal Notice Advertising	16,000	-	16,000	10,009	5,991	62.6%	8,369
03010.0710 - Site Plan Reviews	19,500	-	19,500	10,329	9,171	53.0%	13,328
03010.0715 - Conditional Use Permits	2,000	-	2,000	2,269	(269)	113.4%	2,000
03010.0720 - Re-zoning Fees	10,000	-	10,000	7,731	2,269	77.3%	10,067
03010.0800 - Subdivision Plat Review	12,000	-	12,000	4,080	7,920	34.0%	6,927
03010.0900 - Building Insp Permit Fee	438,000	-	438,000	416,540	21,460	95.1%	418,439
03010.0901 - Elevator Inspect Admin Fee, None	20,000	-	20,000	18,984	1,016	94.9%	20,652
03010.0902 - Elevator Inspect Admin Fee Pen & Int, None	-	-	-	277	(277)	0.0%	429
03010.0920 - Sign Inspect Permit Fee, None	5,400	-	5,400	4,075	1,325	75.5%	4,000
03010.0925 - Demolition Fees	5,500	-	5,500	8,350	(2,850)	151.8%	6,250
03010.0927 - Building Plan Review	40,000	-	40,000	38,297	1,703	95.7%	38,370
03010.0928 - Vacant Building Registration Fee	-	-	-	8,910	(8,910)	0.0%	-
03010.0929 - Pen & Int-Vacant Building Registration Fee, None	-	-	-	532	(532)	0.0%	-
03010.1000 - False Alarm Service Assessment, None	100,000	-	100,000	38,406	61,594	38.4%	27,623
03010.1100 - Concealed Weapon Permit, None	25,000	-	25,000	22,145	2,856	88.6%	24,904
03010.2005 - Taxicab Application Fees	5,100	-	5,100	2,875	2,225	56.4%	2,900
03010.2010 - Precious Metal Premits	1,600	-	1,600	600	1,000	37.5%	1,200
03010.2011 - Rental Reinspect/FollowUp	-	-	-	1,500	(1,500)	0.0%	1,150
03010.2012 - Rental Intial Inspection	-	-	-	1,500	(1,500)	0.0%	1,900
03010.2013 - Annual/Periodic Inspect Fee, None	12,500	-	12,500	6,400	6,100	51.2%	4,450
03010.2014 - Rental Intial Inspect-No Show, None	-	-	-	1,000	(1,000)	0.0%	450
03010.2015 - Rental Inspect- Pre Court, None	-	-	-	850	(850)	0.0%	150
03010.2016 - Rental Inspect-Annual No Show, None	-	-	-	700	(700)	0.0%	350
03010.2020 - Mobile Vendor License Fee	-	-	-	400	(400)	0.0%	-
03010.2050 - Misc Permit Fee & License	2,000	-	2,000	3,648	(1,648)	182.4%	3,610
110 Permits, Fees, & Licenses Total	**937,000**	**-**	**937,000**	**785,525**	**151,475**	**83.8%**	**777,726**
120 Fines & Forfeitures							
03510.0100 - Court Fines And Forfeit.	440,000	-	440,000	172,857	267,143	39.3%	251,773
03510.0105 - Criminal Court Fees	2,500	-	2,500	1,821	679	72.8%	2,042
03510.0200 - Parking Fines	125,000	-	125,000	63,876	61,124	51.1%	67,647
120 Fines & Forfeitures Total	**567,500**	**-**	**567,500**	**238,554**	**328,946**	**42.0%**	**321,462**
130 Use of Money & Property							
04010.0100 - Interest on Investment	100,000	-	100,000	150,503	(50,503)	150.5%	82,066
04010.0101 - Interest-City Capital	50,000	-	50,000	98,841	(48,841)	197.7%	40,951
04010.0102 - Interest-School Capital	-	-	-	-	-	0.0%	-
04010.0123 - Interest-Health Ins Resrv	15,000	-	15,000	(2,628)	17,628	-17.5%	13,124
04010.0124 - Interest-OPEB	4,000	-	4,000	19,838	(15,838)	495.9%	5,522
04010.0156 - Interst-MktValueGain/Loss	-	-	-	31,685	(31,685)	0.0%	(26,215)
04010.0157 - Interest-SNAP Income	30,000	-	30,000	140,877	(110,877)	469.6%	101,026
04020.0105 - Gen Govt Property Rental	85,000	-	85,000	60,924	24,076	71.7%	59,625
04020.0115 - Public Safety Prop Rent	36,250	-	36,250	36,250	-	100.0%	72,500
04020.0120 - Public Works Prop Rental	-	-	-	-	-	0.0%	-

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 3/31/18	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 3/31/17
04020.0125 - Human Services Prop Rent	100,000	-	100,000	75,000	25,000	75.0%	75,000
04020.0135 - Dwntwn Parking Deck Lease	90,000	-	90,000	62,293	27,708	69.2%	66,395
04020.0200 - Culture & Rec. Prop Rent	15,070	-	15,070	11,303	3,768	75.0%	18,838
04020.0201 - Prop Rental-Stadium	3,200	-	3,200	3,085	115	96.4%	3,555
04020.0202 - Prop Rental-Market/Park.	105,000	-	105,000	65,503	39,497	62.4%	77,508
04020.0205 - Market Rent- Pen & Int	560	-	560	325	235	58.1%	307
04020.0206 - Rental Miller Center	-	-	-	-	-	0.0%	51,774
130 Use of Money & Property Total	**634,080**	**-**	**634,080**	**753,799**	**(119,719)**	**118.9%**	**641,975**
140 Charges for Services							
04010.0129 - Interest Income- US Bank Escrow (Crossover Refunding), None	-	-	-	65,287	(65,287)	0.0%	-
04510.0900 - Collection & Tax Lien Fees	25,000	-	25,000	23,826	1,174	95.3%	18,865
04510.0901 - DMV Admin Fee	240,100	-	240,100	200,931	39,169	83.7%	209,575
04510.0902 - DMV Select Agency	25,000	-	25,000	26,374	(1,374)	105.5%	23,230
04510.0911 - Sale of GIS Maps & Data	300	-	300	84	216	28.0%	80
04510.0915 - Processng Fee - Payroll deduction	6,500	-	6,500	3,985	2,515	61.3%	4,645
04510.0916 - Indirect Cost&Svc DetHome	259,063	-	259,063	194,297	64,766	75.0%	164,204
04510.0918 - Indirect Cost&Srvc Water	1,045,633	-	1,045,633	784,225	261,408	75.0%	585,918
04510.0919 - Indirect Cost&Srvc Sewer	247,246	-	247,246	185,434	61,812	75.0%	169,535
04510.0920 - Indirect Cost&Srvc WWTP	608,114	-	608,114	456,086	152,028	75.0%	401,936
04510.0921 - Indirect Cost&Srvc Airprt	155,501	-	155,501	116,625	38,876	75.0%	85,581
04510.0922 - Indirect Cost&Svc Strmwtr	235,717	-	235,717	176,788	58,929	75.0%	(56,403)
04510.0924 - Indirect Cost & Svc- Community Corrections	-	-	-	4,968	(4,968)	0.0%	-
04515.0101 - Document Reprod Costs	8,000	-	8,000	5,648	2,352	70.6%	6,210
04515.0200 - Court Rm Sheriff Fee $5	80,000	-	80,000	46,634	33,366	58.3%	52,511
04515.0300 - Fees For Court Officers	7,244	-	7,244	7,244	(0)	100.0%	7,244
04515.0301 - Legal Service Charges	40,000	-	40,000	-	40,000	0.0%	-
04515.0302 - Non Consecutive Jail Fee	-	-	-	63	(63)	0.0%	34
04515.0303 - Probation Supervisor Fee	13,789	-	13,789	10,623	3,166	77.0%	8,017
04515.0400 - Commonwealth Atty.Fees	7,000	-	7,000	5,421	1,579	77.4%	7,267
04515.0401 - CA Coll Fees- Gen Dist Ct	65,000	-	65,000	606	64,394	0.9%	19,206
04515.0402 - CA Coll Fees- J&D Court	10,050	-	10,050	6,858	3,192	68.2%	5,436
04515.0403 - CA Coll Fees- Circuit Crt	62,600	-	62,600	47,094	15,506	75.2%	47,036
04520.0300 - Fire Prevention Fees	3,500	-	3,500	2,325	1,175	66.4%	2,260
04520.0301 - Ambulance Service Fees	2,750,000	-	2,750,000	1,615,739	1,134,261	58.8%	1,670,693
04520.0304 - Delinq Ambulance>120 Days	115,000	-	115,000	133,392	(18,392)	116.0%	72,031
04520.0901 - PIER Contract Payments	32,500	-	32,500	32,500	-	100.0%	32,500
04520.0902 - Criminal Records Check	3,000	-	3,000	-	3,000	0.0%	2,280
04520.0903 - Police-Schools Resource Officer (SRO) Prog	98,300	-	98,300	43,449	54,851	44.2%	42,052
04520.0904 - Local Reimb-COL Confined Space, None	50,000	-	50,000	37,500	12,500	75.0%	37,500
04520.0905 - Police Report Sales	13,500	-	13,500	10,750	2,750	79.6%	10,584
04520.0906 - Range Use Fee	16,000	-	16,000	15,200	800	95.0%	14,300
04520.0908 - $250 DUI Fees	-	-	-	9,625	(9,625)	0.0%	6,812
04520.0909 - LPD Off Duty, None	1,200,000	-	1,200,000	839,020	360,980	69.9%	826,370
04525.0101 - Engineering Service Charges, None	-	-	-	-	-	0.0%	0
04525.0106 - Downtown Parking Fees	30,000	-	30,000	22,864	7,136	76.2%	20,947
04525.0107 - PW Admin Stormwater Charges, None	127,703	-	127,703	111,928	15,775	87.6%	140,258
04525.0108 - PW Eng Stormwater Charges, None	18,211	-	18,211	7,311	10,900	40.1%	12,646
04525.0109 - PW Streets Stormwater Charges, None	144,044	-	144,044	137,676	6,368	95.6%	159,294
04525.0206 - Residential Disposal-Decals, None	790,000	-	790,000	825,544	(35,544)	104.5%	817,497
04525.0218 - Trash Bag Srvc-Waste Zero	170,000	-	170,000	114,460	55,541	67.3%	125,615
04525.0300 - Bldg Maint Charge-Other	20,461	-	20,461	7,607	12,855	37.2%	12,678
04530.0401 - CSA Service Providers	77,980	-	77,980	20,224	57,756	25.9%	29,242
04530.0403 - Local Reimb-Opportunity	381,359	(381,359)	-	-	-	0.0%	(149)
04530.0404 - Local Reimb-Sparc House	420,137	(420,137)	-	-	-	0.0%	-
04530.0409 - Human Services Court Order Fees, None	-	-	-	3,869	(3,869)	0.0%	270
04530.0410 - Lynchburg Youth Group Home Charges	-	801,496	801,496	496,986	304,510	62.0%	422,053
04535.0100 - Swimming Pool Fees	24,000	-	24,000	21,118	2,882	88.0%	13,572
04535.0150 - Recreation Program Fees	461,500	-	461,500	291,907	169,593	63.3%	340,677
04535.0200 - Point of Honor Admission Fees, None	11,000	-	11,000	9,094	1,906	82.7%	8,801
04535.0300 - Library Fines & Fees, None	60,000	-	60,000	40,806	19,194	68.0%	41,080
04535.0301 - Law Library Fees	30,000	-	30,000	24,906	5,094	83.0%	25,271
04535.0303 - Lost/Damaged Library Prop	5,000	-	5,000	4,956	44	99.1%	4,163
04535.0304 - Delinq Library Fines & Fees, None	4,000	-	4,000	1,478	2,522	37.0%	1,401
04535.0305 - Delinq Library Lost/Damaged, None	5,000	-	5,000	2,334	2,666	46.7%	1,688
04535.0306 - Delinq Library Pen & Int	2,000	-	2,000	621	1,379	31.0%	373
04540.0103 - Charges For Demolition	-	-	-	5,449	(5,449)	0.0%	-
04540.0105 - Comm Develop Stormwater Charges, None	495,590	-	495,590	371,693	123,897	75.0%	294,647
04599.0002 - Secure Vacant Stru Reimb	-	-	-	1,114	(1,114)	0.0%	1,339
04599.0004 - Weed Ordinance Program	24,000	-	24,000	29,115	(5,115)	121.3%	18,992
140 Charges for Services Total	**10,725,642**	**-**	**10,725,642**	**7,661,660**	**3,063,982**	**71.4%**	**6,969,861**
150 Miscellaneous Revenue							
05030.0105 - Suspense Revenue/Exp Ref	-	-	-	0	(0)	0.0%	0
05050.0105 - Pmt In Lieu Tax-WestCntbr	52,900	-	52,900	52,901	(1)	100.0%	52,902
05050.0110 - Pymt In Lieu of Tax-LRHA	25,000	-	25,000	-	25,000	0.0%	-
05050.0230 - Friends of Lynchburg Library	7,250	-	7,250	5,438	1,813	75.0%	3,625
05050.0232 - Digg's Trust Rec-Pt Honor	36,900	-	36,900	20,400	16,500	55.3%	30,600
05050.0290 - Gifts And Misc.	2,000	-	2,000	2,991	(991)	149.6%	3,242
05050.0400 - Sale-Salvage/Surplus Prop	-	-	-	1,232	(1,232)	0.0%	8,145
05050.0415 - Proceeds frm PropRoom.com	-	-	-	605	(605)	0.0%	24
05050.0500 - Sale-Real Property, None	-	-	-	307,000	(307,000)	0.0%	19,800
05050.0801 - Miscellaneous Subrogation, None	-	-	-	-	-	0.0%	24,313
05050.2001 - Cash Overage And Shortage	-	-	-	(138)	138	0.0%	(1,169)
05050.2011 - Reimb.POH Carriage House	26,300	-	26,300	13,875	12,425	52.8%	20,813
05050.2013 - Photo Reprod And Royalty	400	-	400	168	232	42.0%	235
05050.2016 - Dedicated Misc Rev HumSvc	-	-	-	(4,819)	4,819	0.0%	-
05050.2022 - Trash Cart Sales	2,500	-	2,500	3,279	(779)	131.2%	3,227
05050.2025 - Credit Card Rebate	100,000	-	100,000	112,953	(12,953)	113.0%	108,599
05050.2028 - WardsCrossingWestSvcFee	135,923	-	135,923	135,923	-	100.0%	135,923
05050.2033 - PointOfHonr-GiftShopSales	1,000	-	1,000	-	1,000	0.0%	2,000
05050.2034 - P&R Spec Evnt Sponsership	-	-	-	4,612	(4,612)	0.0%	10,077
05050.2037 - RSA Profit Sharing	400,000	-	400,000	(42)	400,042	0.0%	-

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 3/31/18	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 3/31/17
05050.2046 - Visitor Ctr Merchandise	23,700	-	23,700	14,446	9,254	61.0%	13,286
05050.2047 - VisitorCtr CoffeeDonation	-	-	-	-	-	0.0%	31
05050.2049 - Trash Bag&Decal Violation	5,000	-	5,000	2,271	2,729	45.4%	3,755
05050.2052 - Parking Lease Agreement	100,000	-	100,000	88,967	11,033	89.0%	87,001
05050.2053 - Tourism Misc Revenue	-	-	-	-	-	0.0%	712
05050.2054 - Community Handbook Ad Sales	-	-	-	-	-	0.0%	-
05050.2056 - Commission on City Vending Machine Sales	-	-	-	2,971	(2,971)	0.0%	-
05050.2090 - Miscellaneous Revenue	57,000	100	57,100	70,745	(13,645)	123.9%	58,429
150 Miscellaneous Revenue Total	**975,873**	**100**	**975,973**	**835,778**	**140,195**	**85.6%**	**585,569**
300 State Non-Categorical Aid							
06100.0300 - Rolling Stock Taxes	93,000	-	93,000	90,544	2,456	97.4%	90,849
06100.0400 - Mobile Home Titling Taxes	1,000	-	1,000	3,788	(2,788)	378.8%	1,275
06100.0600 - Deeds Of Conveyance	125,000	-	125,000	76,318	48,682	61.1%	95,727
06100.0800 - Recordation Taxes-State	150,000	-	150,000	97,254	52,746	64.8%	76,126
06100.0900 - Auto Rental Tax-DMV	280,000	-	280,000	246,300	33,700	88.0%	254,107
06100.1108 - Personal Prop Tax Relief	5,543,584	-	5,543,584	5,266,405	277,179	95.0%	5,266,405
300 State Non-Categorical Aid Total	**6,192,584**	**-**	**6,192,584**	**5,780,608**	**411,976**	**93.3%**	**5,784,489**
310 State Shared Exp (Cat.)							
06510.0200 - Commissioner of Revenue	178,118	-	178,118	118,464	59,654	66.5%	116,465
06510.0300 - Treasurer	100,232	-	100,232	67,568	32,664	67.4%	66,355
06510.1000 - Registrar/Electoral Board	53,455	-	53,455	-	53,455	0.0%	-
06515.0100 - Clerk of Cir Crt-Fringes	540,917	-	540,917	373,067	167,850	69.0%	361,995
06515.0200 - Sheriff	1,137,474	-	1,137,474	740,620	396,854	65.1%	800,667
06515.0400 - Commonwealth Attorney	1,012,685	-	1,012,685	661,894	350,791	65.4%	666,374
310 State Shared Exp (Cat.) Total	**3,022,881**	**-**	**3,022,881**	**1,961,613**	**1,061,268**	**64.9%**	**2,011,855**
320 State Categorical Aid							
06820.0200 - Juvenile Correct-Block Gt	247,716	-	247,716	185,787	61,929	75.0%	185,787
06820.0201 - Wireless E911	258,254	-	258,254	199,804	58,450	77.4%	193,552
06820.0203 - HB 599 Law Enforc.Asst	2,930,790	-	2,930,790	2,268,864	661,926	77.4%	2,268,864
06825.0100 - Street And Highway Maint.	8,026,949	42,606	8,069,555	6,052,166	2,017,389	75.0%	6,130,115
06830.0412 - Health Department	125,000	-	125,000	53,378	71,622	42.7%	71,662
06830.0413 - SS State Adm Sub 0901	2,116,743	-	2,116,743	1,219,766	896,977	57.6%	1,092,230
06830.0414 - SS State Prog Sub 0902	5,685,016	-	5,685,016	2,728,031	2,956,985	48.0%	3,447,411
06830.0428 - Finance-Social Srvc-State	103,769	-	103,769	-	103,769	0.0%	69,686
06835.0102 - SNAP Program Reimb	15,000	-	15,000	9,844	5,156	65.6%	5,716
06835.0103 - SNAP Prog-Double Dollar	2,000	-	2,000	-	2,000	0.0%	2,600
06835.0104 - VDH- We Got the Beet Campaign	-	18,915	18,915	18,915	-	100.0%	-
06835.0300 - Finan Asst-Public Library	156,415	-	156,415	116,765	39,650	74.7%	117,311
320 State Categorical Aid Total	**19,667,652**	**61,521**	**19,729,173**	**12,853,321**	**6,875,852**	**65.1%**	**13,584,934**
330 State Aid in Suspense							
05030.0100 - Suspense Rev-Va EDI Pmts	-	-	-	123	(123)	0.0%	248
330 State Aid in Suspense Total	**-**	**-**	**-**	**123**	**(123)**	**0.0%**	**248**
510 Federal Direct Cat. Aid							
07540.1001 - IRS Int Subsidy 8/09 BABs	60,000	19,890	79,890	81,197	(1,307)	101.6%	61,210
07540.1002 - IRS Int Subs 8/09 BABsSCH	211,000	(19,890)	191,110	192,659	(1,549)	100.8%	212,353
510 Federal Direct Cat. Aid Total	**271,000**	**-**	**271,000**	**273,856**	**(2,856)**	**101.1%**	**273,563**
520 Fed Cat Aid- Pass Thru							
07825.0300 - B&G Chrgs Commerce St Bld	48,000	-	48,000	32,264	15,736	67.2%	27,940
07830.0420 - Fed Pass Thru:Cost AIIDMG	400,000	-	400,000	-	400,000	0.0%	-
07830.0421 - SS Fed Adm Sub 0901	3,477,081	-	3,477,081	3,077,921	399,160	88.5%	2,944,711
07830.0422 - SS Fed Prog Sub 0902	3,024,138	-	3,024,138	2,155,638	868,500	71.3%	2,485,516
07830.0428 - Finance-Social Srvc-Fed	163,685	-	163,685	-	163,685	0.0%	100,987
07875.0003 - Human Service Lease	129,786	-	129,786	86,524	43,262	66.7%	86,524
07875.0021 - FINI Double-Dollars	-	-	-	9,611	(9,611)	0.0%	-
520 Fed Cat Aid- Pass Thru Total	**7,242,690**	**-**	**7,242,690**	**5,361,958**	**1,880,732**	**74.0%**	**5,645,678**
700 Proceed From Indebtedness							
08510.0005 - Refunding Bond Proceeds	-	5,095,489	5,095,489	5,095,489	0	100.0%	-
08510.0006 - Refunding Bond Proc Prem	-	561,020	561,020	561,020	0	100.0%	-
08510.0007 - Refundng Bnd Proceeds Sch	-	10,126,067	10,126,067	10,126,066	1	100.0%	-
08510.0008 - Refndng Bds Proc Prem Sch	-	1,139,743	1,139,743	1,139,743	0	100.0%	-
700 Proceed From Indebtedness Total	**-**	**16,922,319**	**16,922,319**	**16,922,317**	**2**	**100.0%**	**-**
710 Operating Transfers In							
09201.0037 - TrfFrmCFSA-Operating Trfr	-	2,397	2,397	2,397	-	100.0%	-
09301.0003 - TrfFrmCtyCp-Capital Proj, None	-	-	-	-	-	0.0%	150,000
710 Operating Transfers In Total	**-**	**2,397**	**2,397**	**2,397**	**-**	**100.0%**	**150,000**
Grand Total	**183,302,364**	**16,986,337**	**200,288,701**	**141,403,344**	**58,885,357**	**70.6%**	**123,610,477**

Fiscal Year	Fiscal Calendar 2018
Fiscal Quarter of Year	(Multiple Items)
Fund	1001 General Fund
Account Type	Expenses
Process Status	Posted

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 3/31/18	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 3/31/17
2022 Communications/Marketing							
0021 Public Information	509,261	58,791	568,052	409,408	152,090	73.2%	316,209
0022 Customer Service Center	128,776	-	128,776	90,288	38,488	70.1%	90,758
0029 Local Government Channel	176,553	-	176,553	112,149	64,404	63.5%	116,356
2022 Communications/Marketing Total	**814,590**	**58,791**	**873,381**	**611,845**	**254,982**	**70.8%**	**523,322**
2023 Council / Manager							
0028 Council / Manager	1,080,910	35,345	1,116,255	777,476	333,779	70.1%	741,556
0033 Parking Division	502,460	20,531	522,991	343,888	179,103	65.8%	333,695
2023 Council / Manager Total	**1,583,370**	**55,876**	**1,639,246**	**1,121,364**	**512,882**	**68.7%**	**1,075,251**
2027 Tourism							
0044 Tourism	1,086,927	7,174	1,094,101	704,612	356,367	67.4%	594,580
0045 Visitors Center	152,718	-	152,718	76,042	76,255	50.1%	91,200
2027 Tourism Total	**1,239,645**	**7,174**	**1,246,819**	**780,654**	**432,622**	**65.3%**	**685,780**
2030 City Attorney							
0050 City Attorney	761,443	-	761,443	515,282	246,161	67.7%	511,627
0051 Risk Management	601,049	-	601,049	400,699	200,350	66.7%	388,031
2030 City Attorney Total	**1,362,492**	**-**	**1,362,492**	**915,981**	**446,511**	**67.2%**	**899,658**
2035 State Treasurer							
0060 State Treasurer	172,048	-	172,048	119,626	52,422	69.5%	110,248
2035 State Treasurer Total	**172,048**	**-**	**172,048**	**119,626**	**52,422**	**69.5%**	**110,248**
2040 Commissioner Of Revenue							
0070 Com Rev-State/Loc Budget	781,878	294	782,172	495,666	275,627	64.8%	443,548
2040 Commissioner Of Revenue Total	**781,878**	**294**	**782,172**	**495,666**	**275,627**	**64.8%**	**443,548**
2045 City Assessor							
0080 City Assessor	730,041	35,891	765,932	517,293	238,704	68.8%	424,478
2045 City Assessor Total	**730,041**	**35,891**	**765,932**	**517,293**	**238,704**	**68.8%**	**424,478**
2050 Finance							
0090 Director Of Finance	684,171	6,110	690,281	443,431	232,257	66.4%	548,468
0093 Billings And Collections	1,300,055	31,183	1,331,238	868,427	316,901	76.2%	893,616
0094 Procurement	310,299	763	311,062	222,948	85,825	72.4%	225,641
0095 Accounting	969,678	55,380	1,025,058	689,016	264,150	74.2%	687,832
0096 Budget	-	-	-	-	-	0.0%	-
0097 Human Services-Finance	-	-	-	0	(0)	0.0%	200,549
2050 Finance Total	**3,264,203**	**93,436**	**3,357,639**	**2,223,822**	**899,132**	**73.2%**	**2,556,106**
2055 Human Resources							
0110 Human Resources	821,442	112,900	934,342	724,094	142,023	84.8%	574,979
0111 Occupational Health Svs	123,160	14,995	138,155	134,288	(2,633)	101.9%	80,863
2055 Human Resources Total	**944,602**	**127,895**	**1,072,497**	**858,382**	**139,390**	**87.0%**	**655,842**
2057 Information Technology							
0115 Application Services	1,328,078	-	1,328,078	882,788	445,290	66.5%	1,016,166
0116 Network Services	1,692,870	-	1,692,870	1,194,413	498,457	70.6%	1,183,797
0117 I T Administration	358,318	7,807	366,125	269,684	92,204	74.8%	248,082
0125 GIS	300,229	-	300,229	221,013	79,216	73.6%	213,546
2057 Information Technology Total	**3,679,495**	**7,807**	**3,687,302**	**2,567,898**	**1,115,167**	**69.8%**	**2,661,591**
2065 Registrar							
0150 Registrar	191,093	2,209	193,302	134,132	56,672	70.7%	137,699
0151 Electoral Board	105,124	-	105,124	52,389	52,735	49.8%	74,088
2065 Registrar Total	**296,217**	**2,209**	**298,426**	**186,521**	**109,407**	**63.3%**	**211,787**
2090 Education							
0200 Lcl Sch Oper Contribution	42,028,498	-	42,028,498	26,150,000	15,878,498	62.2%	28,242,779
2090 Education Total	**42,028,498**	**-**	**42,028,498**	**26,150,000**	**15,878,498**	**62.2%**	**28,242,779**
2105 Circuit Court-Judge							
0300 Circuit Court-Judge	164,042	-	164,042	94,757	67,624	58.8%	97,131
2105 Circuit Court-Judge Total	**164,042**	**-**	**164,042**	**94,757**	**67,624**	**58.8%**	**97,131**
2110 General District Court							
0310 General District Court	68,323	1,175	69,498	20,865	46,126	33.6%	20,698
2110 General District Court Total	**68,323**	**1,175**	**69,498**	**20,865**	**46,126**	**33.6%**	**20,698**
2115 Juvenile & Dr Dist Court							
0320 Juvenile & Dr Dist Court	15,024	8	15,032	7,739	5,512	63.3%	9,505
2115 Juvenile & Dr Dist Court Total	**15,024**	**8**	**15,032**	**7,739**	**5,512**	**63.3%**	**9,505**
2120 24th Court Service Unit							
0330 24th Court Service Unit	1,550	-	1,550	112	1,438	7.2%	146

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 3/31/18	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 3/31/17
2120 24th Court Service Unit Total	**1,550**	**-**	**1,550**	**112**	**1,438**	**7.2%**	**146**
2125 Commonwealth's Attorney							
0340 Commonwealth Attorney	1,630,711	-	1,630,711	1,164,262	465,740	71.4%	1,205,998
0343 Com Aty Fines & Fees Coll	62,075	-	62,075	42,196	19,310	68.9%	42,223
2125 Commonwealth's Attorney Total	**1,692,786**	**-**	**1,692,786**	**1,206,457**	**485,050**	**71.3%**	**1,248,221**
2130 Magistrate's Office							
0350 Magistrate's Office	3,977	560	4,537	2,161	1,709	62.3%	2,708
2130 Magistrate's Office Total	**3,977**	**560**	**4,537**	**2,161**	**1,709**	**62.3%**	**2,708**
2135 Circuit Court-Clerk							
0360 Circuit Court-Clerk	878,241	-	878,241	619,379	258,862	70.5%	588,103
2135 Circuit Court-Clerk Total	**878,241**	**-**	**878,241**	**619,379**	**258,862**	**70.5%**	**588,103**
2200 City Sheriff							
0400 City Sheriff And Jail	2,066,184	(4,388)	2,061,796	1,536,251	521,013	74.7%	1,507,385
2200 City Sheriff Total	**2,066,184**	**(4,388)**	**2,061,796**	**1,536,251**	**521,013**	**74.7%**	**1,507,385**
2240 Police							
0420 Police Operations	16,313,258	210,110	16,523,368	11,995,554	4,467,529	73.0%	11,492,023
0421 Animal Warden	335,003	-	335,003	194,208	140,795	58.0%	197,546
0429 Range Operations	15,000	3,274	18,274	14,717	3,198	82.5%	7,723
0430 Police Off Duty Employmnt	1,174,269	-	1,174,269	802,406	371,863	68.3%	662,548
2240 Police Total	**17,837,530**	**213,384**	**18,050,914**	**13,006,886**	**4,983,385**	**72.4%**	**12,359,840**
2245 Emergency Services							
0422 Emergency Communications	2,692,950	17,915	2,710,865	1,895,766	803,855	70.3%	1,929,002
2245 Emergency Services Total	**2,692,950**	**17,915**	**2,710,865**	**1,895,766**	**803,855**	**70.3%**	**1,929,002**
2270 Fire							
0444 Fire Operations And Ems	15,811,012	176,396	15,987,408	11,427,632	4,478,866	72.0%	11,236,475
0446 TRT- PIER Program	82,500	-	82,500	61,059	21,441	74.0%	63,928
2270 Fire Total	**15,893,512**	**176,396**	**16,069,908**	**11,488,691**	**4,500,307**	**72.0%**	**11,300,403**
2400 Public Works							
0600 Public Works Administrat.	900,299	42,730	943,029	688,135	244,894	74.0%	656,372
0605 Engineering	3,740,448	198,143	3,938,591	2,638,142	1,192,595	69.7%	2,554,456
0632 Street Maintenance,Ii	3,258,743	454,519	3,713,262	1,706,264	1,370,955	63.1%	2,126,743
0635 Snow Removal	276,437	83,591	360,028	237,399	114,850	68.1%	412,375
0640 Refuse Collection	3,025,556	46,363	3,071,919	2,040,039	550,372	82.1%	1,837,799
0645 Parks/Grounds Maintenance	2,817,224	146,570	2,963,794	2,079,952	627,636	78.8%	2,095,896
0649 Baseball Stadium Maint	112,023	-	112,023	71,765	39,683	64.6%	72,119
0650 Building Maintenance	3,800,184	182,971	3,983,155	2,868,177	1,013,045	74.6%	2,838,061
0660 Human Services Maint.	239,510	19,353	258,863	183,369	57,562	77.8%	170,346
2400 Public Works Total	**18,170,424**	**1,174,240**	**19,344,664**	**12,513,241**	**5,211,591**	**73.1%**	**12,764,167**
2555 Health							
0800 Health Operations	830,977	-	830,977	743,015	87,962	89.4%	566,944
2555 Health Total	**830,977**	**-**	**830,977**	**743,015**	**87,962**	**89.4%**	**566,944**
2561 Juvenile Services							
0904 Juvenile Service Admin.	309,521	-	309,521	145,030	164,491	46.9%	170,993
0905 Juvenile Detention Home	400,000	-	400,000	331,868	68,132	83.0%	311,431
0906 Lynchburg Youth Group Home	1,189,208	29,885	1,219,093	827,414	383,893	68.5%	808,768
0908 Sparc House	-	-	-	-	-	0.0%	(0)
0915 Csa Service Providers	2,093,506	6,853	2,100,359	1,559,983	540,376	74.3%	1,348,262
0929 Lynchburg Outreach Prog	189,712	209	189,921	135,261	53,406	71.9%	134,670
2561 Juvenile Services Total	**4,181,947**	**36,947**	**4,218,894**	**2,999,556**	**1,210,299**	**71.3%**	**2,774,123**
2562 Social Services							
0901 Social Services Admin.	7,946,271	138,669	8,084,940	5,682,458	2,381,215	70.5%	5,338,489
0902 Public Assistance	8,875,981	44,550	8,920,531	5,800,399	3,116,082	65.1%	6,397,374
2562 Social Services Total	**16,822,252**	**183,219**	**17,005,471**	**11,482,857**	**5,497,296**	**67.7%**	**11,735,863**
2563 Recreation Services							
0116 Network Services	84,443	2,206	86,649	26,760	59,889	30.9%	62,044
1002 Parks/Rec/Market	397,927	34,605	432,532	310,374	115,618	73.3%	299,684
1010 Recreation, General Admin	533,097	24,331	557,428	413,157	116,877	79.0%	493,182
1011 Recreation Services	137,553	2,177	139,730	80,567	59,163	57.7%	585
1013 Recreation, Athletic	145,111	1,089	146,200	101,849	44,351	69.7%	102,177
1015 Recreation, Park Services	665,394	35,725	701,119	487,688	203,831	70.9%	551,485
1022 Recreation, Aquatics	99,898	-	99,898	43,650	56,248	43.7%	46,544
1023 Recreation, Naturalist	178,760	1,488	180,248	120,460	59,788	66.8%	110,318
1024 Special Events-Cty Sponsr	77,476	-	77,476	53,309	24,167	68.8%	53,468
1027 Recreation Programs	520,469	5,864	526,333	364,023	154,176	70.7%	332,126
1028 City-wide Centers	276,307	10,174	286,481	191,522	94,959	66.9%	190,626
1029 Neighborhood Centers	620,324	16,356	636,680	404,144	232,536	63.5%	411,704
2563 Recreation Services Total	**3,736,759**	**134,015**	**3,870,774**	**2,597,502**	**1,221,603**	**68.4%**	**2,653,942**
2610 Libraries And Museums							

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 3/31/18	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 3/31/17
1100 Public Library	1,463,525	2,500	1,466,025	1,025,582	436,147	70.2%	1,080,437
1120 Law Library	12,000	-	12,000	5,115	6,885	42.6%	6,450
2610 Libraries And Museums Total	**1,475,525**	**2,500**	**1,478,025**	**1,030,697**	**443,031**	**70.0%**	**1,086,887**
2611 Museum System							
1150 Museum	472,971	-	472,971	281,038	190,899	59.6%	316,560
2611 Museum System Total	**472,971**	**-**	**472,971**	**281,038**	**190,899**	**59.6%**	**316,560**
2715 Community Development							
1200 Director-Comm Plan/Dev	312,567	-	312,567	215,476	95,439	69.5%	213,685
1201 Planning	335,376	-	335,376	231,076	104,300	68.9%	235,901
1202 Inspections	903,969	475	904,444	584,110	319,859	64.6%	592,483
1205 Zoning	249,139	-	249,139	177,790	71,349	71.4%	154,325
2715 Community Development Total	**1,801,051**	**475**	**1,801,526**	**1,208,453**	**590,946**	**67.2%**	**1,196,394**
2720 Office Of Economic Devel							
1300 Economic Development	444,629	-	444,629	352,216	92,413	79.2%	358,084
2720 Office Of Economic Devel Total	**444,629**	**-**	**444,629**	**352,216**	**92,413**	**79.2%**	**358,084**
5000 Nondept Employee Benefits							
1430 Non-allocated Emp Benefit	2,956,736	10,001	2,966,737	2,588,142	369,134	87.6%	3,048,554
5000 Nondept Employee Benefits Total	**2,956,736**	**10,001**	**2,966,737**	**2,588,142**	**369,134**	**87.6%**	**3,048,554**
5050 Non-Departmental							
1506 Water Oper Fund Payments	871,831	-	871,831	653,872	217,959	75.0%	633,892
1508 Stormwater Fee-City Bldgs	87,250	-	87,250	65,257	21,993	74.8%	65,434
1509 Stormwater Fee-School Bld	70,000	-	70,000	52,272	17,728	74.7%	52,348
1566 Managed Vacancy Program	(69,914)	-	(69,914)	-	(69,914)	0.0%	-
1567 Employee Choice Awards	20,700	-	20,700	9,381	11,319	45.3%	11,369
1568 Retirement Recognition	3,000	4,613	7,613	-	7,613	0.0%	-
1569 Take Your Kids to Work Dy	600	-	600	69	531	11.5%	331
1570 Emp Appreciation Luncheon	8,000	3,050	11,050	671	10,379	6.1%	484
1573 Payment-Fleet Capital Chg	2,445,528	-	2,445,528	1,726,851	718,677	70.6%	1,606,552
1574 Health Management Program	177,000	-	177,000	161,693	15,307	91.4%	102,507
1575 Employee Committee Funds	3,000	474	3,474	944	2,530	27.2%	681
1576 Line of Duty Act	140,000	-	140,000	190,875	(50,875)	136.3%	-
1578 Poverty Intiative	50,000	48,671	98,671	1,484	97,187	1.5%	-
1579 Recruitment	15,000	-	15,000	100	14,900	0.7%	891
1580 International Festival	-	-	-	(291)	291	0.0%	(425)
1637 City Cemetery Master Plan	132,438	-	132,438	132,438	-	100.0%	132,438
5050 Non-Departmental Total	**3,954,433**	**56,808**	**4,011,241**	**2,995,615**	**1,015,626**	**74.7%**	**2,606,501**
5060 Support Local/State Organ							
1702 V.P.I. Extension Service	38,397	-	38,397	19,716	(38)	100.1%	18,724
1705 Lynchburg Humane Society	351,697	-	351,697	351,697	-	100.0%	351,697
1707 Cent Va Area Agc On Aging	15,000	-	15,000	15,000	-	100.0%	15,000
1708 Horizon Behavioral Health	457,323	-	457,323	342,992	114,331	75.0%	342,992
1709 Cvcc Board & Related Oper	1,922	-	1,922	1,922	-	100.0%	1,906
1710 R.E.Lee Soil Conserv Dist	-	-	-	-	-	0.0%	10,000
1711 Cent Va Planning Dist Com	45,238	-	45,238	45,238	(0)	100.0%	44,778
1715 Greater Lynch. Transit Co	1,775,805	-	1,775,805	1,775,805	-	100.0%	1,675,805
1721 Blue Ridge Regional Jail	5,859,510	-	5,859,510	4,396,403	(1,770)	100.0%	5,678,523
1724 Legal Aid Society	11,699	-	11,699	11,699	-	100.0%	11,249
1737 Academy Center of the Arts	-	-	-	-	-	0.0%	200,000
1739 Contrib- Amazement Square	5,604	-	5,604	-	5,604	0.0%	-
1743 Central Va Reg Radio Brd	720,393	-	720,393	720,393	0	100.0%	720,375
1747 The Virginian	84,125	-	84,125	-	84,125	0.0%	-
5060 Support Local/State Organ Total	**9,366,713**	**-**	**9,366,713**	**7,680,865**	**202,252**	**97.8%**	**9,071,048**
7450 Debt Service							
5985 Refunded Debt Payments	-	2,160,352	2,160,352	2,160,352	(0)	100.0%	-
5990 Principal Bonds/BANS/LOC	10,418,849	-	10,418,849	6,598,813	3,820,036	63.3%	6,716,323
5994 Interest Bonds/BANS/LOC	7,228,313	177,316	7,405,629	4,948,409	2,457,220	66.8%	4,767,280
5996 Debt Issuance Costs	-	290,884	290,884	242,652	48,232	83.4%	-
5997 Debt - Misc. Charges	3,000	-	3,000	1,678	1,322	55.9%	1,678
7450 Debt Service Total	**17,650,162**	**2,628,552**	**20,278,714**	**13,951,904**	**6,326,810**	**68.8%**	**11,485,280**
7570 Other Financing Uses							
9710 Operating Transfers Out	4,338,452	1,115,391	5,453,843	4,471,597	982,246	82.0%	4,287,585
7570 Other Financing Uses Total	**4,338,452**	**1,115,391**	**5,453,843**	**4,471,597**	**982,246**	**82.0%**	**4,287,585**
Grand Total	**184,414,229**	**6,136,570**	**190,550,799**	**131,324,813**	**55,472,334**	**70.9%**	**131,505,464**

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **May 22, 2018**			AGENDA ITEM #.: **5**
CONSENT:	REGULAR:	WORK SESSION:	CLOSED SESSION: (Confidential)
ACTION:		INFORMATION: **X**	
ITEM TITLE: **Revenue Update**			

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

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

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

FISCAL IMPACT:
None

CONTACT(S):
Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S):
Comparison of Collections Budget to Actual FY 2017 – FY 2018

REVIEWED BY:

Comparison of Collections
Budget to Actual FY 2017 - FY 2018

SALES & USE TAX
ADOPTED FY 2018 BUDGET - $15,465,700

	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Actual FY 2018	Actual FY 2018 to Adopted FY 2018	Actual FY 2018 to Actual FY 2017
JULY	$1,075,816	$1,131,485	$1,207,589	$1,152,527	$1,161,098	$1,134,520	($26,578)	($18,007)
AUGUST[1]	1,098,342	1,299,763	1,198,772	1,267,330	1,276,755	1,248,275	(28,480)	($19,055)
SEPTEMBER	1,083,199	1,204,336	1,269,930	1,275,989	1,285,479	1,289,489	4,010	$13,500
OCTOBER	1,161,965	1,185,608	1,231,666	1,253,143	1,262,463	1,210,820	(51,643)	($42,323)
NOVEMBER	1,155,729	1,241,898	1,227,636	1,254,548	1,263,878	1,348,270	84,392	$93,722
DECEMBER	1,316,419	1,669,810	1,600,507	1,695,286	1,707,894	1,601,584	(106,310)	($93,702)
JANUARY	1,103,175	1,073,237	1,055,364	1,070,830	1,078,794	1,122,715	43,921	$51,885
FEBRUARY	1,172,252	1,131,392	1,161,810	1,148,155	1,156,694	1,117,839	(38,855)	($30,316)
MARCH	1,217,930	1,282,807	1,323,375	1,409,096	1,419,575	1,361,602	(57,973)	($47,494)
TOTAL	**$10,384,827**	**$11,220,336**	**$11,276,649**	**$11,526,904**	**$11,612,630**	**$11,435,114**	**($177,516)**	**($91,790)**

CONSUMER UTILITY TAX - ELECTRIC
ADOPTED FY 2018 BUDGET - $3,790,000

	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Actual FY 2018	Actual FY 2018 to Adopted FY 2018	Actual FY 2018 to Actual FY 2017
JULY	$325,815	$321,596	$332,876	$328,501	$329,749	$335,326	$5,577	$6,825
AUGUST	318,738	305,012	333,953	355,434	356,785	327,959	($28,826)	($27,475)
SEPTEMBER	317,324	317,947	328,411	351,627	352,963	314,864	($38,099)	($36,763)
OCTOBER	273,646	273,264	281,514	294,038	295,155	297,177	$2,022	$3,139
NOVEMBER	280,945	273,353	270,434	274,145	275,187	284,069	$8,882	$9,924
DECEMBER	348,750	346,565	321,380	337,930	339,214	348,578	$9,364	$10,648
JANUARY	374,541	365,859	346,212	358,976	360,340	407,036	$46,696	$48,060
FEBRUARY	372,254	381,844	361,670	316,871	318,075	348,114	$30,039	$31,243
MARCH	334,289	339,965	312,928	304,309	305,466	313,399	$7,933	$9,090
TOTAL	**$2,946,302**	**$2,925,405**	**$2,889,378**	**$2,921,831**	**$2,932,934**	**$2,976,522**	**$43,588**	**$54,691**

COMMUNICATIONS SALES & USE TAX
ADOPTED FY 2018 BUDGET - $3,123,400

	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Actual FY 2018	Actual FY 2018 to Adopted FY 2018	Actual FY 2018 to Actual FY 2017
JULY	$286,999	$283,594	$276,750	$265,192	$260,283	$255,279	(5,004)	($9,913)
AUGUST	284,691	281,957	270,038	269,212	260,283	263,011	2,728	($6,201)
SEPTEMBER	284,249	283,441	273,974	266,593	260,283	258,291	(1,992)	($8,302)
OCTOBER	288,830	287,702	277,686	274,702	260,283	273,952	13,669	($750)
NOVEMBER	284,176	279,441	271,470	270,909	260,283	259,546	(737)	($11,363)
DECEMBER	289,726	282,491	276,524	268,968	260,283	258,380	(1,903)	($10,588)
JANUARY	264,960	275,361	271,160	265,710	260,283	286,194	25,911	$20,484
FEBRUARY	280,480	291,186	275,887	260,551	260,283	244,102	(16,181)	($16,449)
MARCH	288,500	285,971	282,470	271,925	260,283	257,969	(2,314)	($13,956)
TOTAL	**$2,552,611**	**$2,551,144**	**$2,475,959**	**$2,413,762**	**$2,342,547**	**$2,356,724**	**$14,177**	**($57,038)**

Comparison of Collections
Budget to Actual FY 2017 - FY 2018

MEALS TAX
ADOPTED FY 2018 BUDGET - $14,400,000

	Actual Collected FY 2015 [3]	Actual Collected FY 2016 [3]	Actual Collected FY 2017 [3]	Adopted FY 2018	Actual Assessed FY 2018	Actual Assessed FY 2018 to Adopted FY 2018	Actual Collected FY 2018 [3]	Actual Collected FY 2018 to Adopted FY 2018	Actual Collected FY 2018 to Assessed FY 2018
JULY [2]	$970,597	$1,046,770	$1,088,474	$1,122,617	$1,132,444	$9,827	$1,109,545	($13,072)	($22,899)
AUGUST	1,119,585	1,213,559	1,098,748	1,207,908	1,230,475	22,567	1,140,836	(67,072)	(89,639)
SEPTEMBER	1,159,391	1,167,356	1,243,540	1,222,863	1,252,868	30,005	1,295,882	73,019	43,014
OCTOBER	1,119,430	1,152,017	996,549	1,216,067	1,246,579	30,512	1,249,486	33,419	2,907
NOVEMBER	1,099,028	1,156,651	1,382,308	1,136,983	1,172,731	35,748	1,170,367	33,384	(2,364)
DECEMBER	1,117,510	1,224,108	1,238,056	1,261,720	1,275,027	13,307	1,261,816	96	(13,211)
JANUARY	963,288	908,712	1,112,427	1,037,362	1,099,194	61,832	1,088,584	51,222	(10,610)
FEBRUARY	1,198,810	1,154,457	1,165,660	1,177,712	1,175,645	(2,067)	1,197,425	19,713	21,780
MARCH	1,177,822	1,393,915	1,303,383	1,295,456	1,347,124	51,668	1,339,823	44,367	(7,301)
TOTAL	**$9,925,461**	**$10,417,545**	**$10,629,145**	**$10,678,688**	**$10,932,087**	**$253,399**	**$10,853,764**	**$175,076**	**($78,323)**

LODGING TAX
ADOPTED FY 2018 BUDGET - $2,783,000

	Actual Collected FY 2015 [3]	Actual Collected FY 2016 [3]	Actual Collected FY 2017 [3]	Adopted FY 2018	Actual Assessed FY 2018	Actual Assessed FY 2018 to Adopted FY 2018	Actual Collected FY 2018 [3]	Actual Collected FY 2018 to Adopted FY 2018	Actual Collected FY 2018 to Assessed FY 2018
JULY [2]	$180,395	$180,808	$207,361	$231,917	$249,245	$17,328	$248,422	$16,505	($823)
AUGUST	185,402	202,217	167,929	$231,917	223,881	(8,036)	224,761	(7,156)	880
SEPTEMBER	173,875	206,009	215,545	$231,917	222,136	(9,781)	222,577	(9,340)	441
OCTOBER	209,788	160,131	214,418	$231,917	245,586	13,669	245,408	13,491	(178)
NOVEMBER	144,988	177,048	222,988	$231,917	207,729	(24,188)	206,772	(25,145)	(957)
DECEMBER	119,891	130,150	150,743	$231,917	144,933	(86,984)	144,969	(86,948)	36
JANUARY	108,523	109,217	116,370	$231,917	177,373	(54,544)	178,239	(53,678)	866
FEBRUARY	133,217	140,716	154,651	$231,917	167,958	(63,959)	167,362	(64,555)	(596)
MARCH	178,963	222,261	192,388	$231,916	235,935	4,019	225,836	(6,080)	(10,099)
TOTAL	**$1,435,042**	**$1,528,557**	**$1,642,393**	**$2,087,252**	**$1,874,776**	**($212,476)**	**$1,864,346**	**($222,906)**	**($10,430)**

[1] The August FY 2015 Sales & Use Tax Actual amount includes a one-time, $145,000 payment in taxes, which was redistributed to the City from another locality.

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

[3] Meals and Lodging Tax data includes columns titled "Actual Collected ." The amounts in these columns include all revenue received per month regardless of whether the

Finance Committee Meeting - 11:30 a.m.

COUNCIL MEMBER NELSON WILL GIVE THE INVOCATION

A G E N D A

City Council Meeting of May 22, 2018

4:00 P.M. – 6:00 P.M.

Work Session Agenda Items

4:00 - 1. Recognize – National Public Works Week

2. Downtown Lynchburg Association Annual Report

3. Aviation Resources, Inc. Airport Lease Option

4. Thriving Cities Update

   - Poverty to Progress
   - Reimagine Community Centers
   - Economic Development Strategic Action Plan
   - Downtown 2040 Master Plan

5. Roll Call

6:00 P.M.

Citizens Academy Reception – City Hall Lobby

Council Chamber - 7:30 p.m.
City Council Agenda Items

GENERAL POLICY REGARDING PUBLIC PARTICIPATION AT CITY COUNCIL MEETINGS
Each speaker shall clearly state his or her name and locality of residence.
The City Council agenda is divided into three sections.
CONSENT AGENDA: This section includes routine items. All items may be approved by one vote.
PUBLIC HEARINGS: This section includes all public hearings as required by law or as Council may direct.
Procedure:

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

During the public hearing there shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify that group at the beginning of his or her remarks. A group may have only one spokesperson.
After public comments have been received, for zoning petitions the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.
Upon the conclusion of public comments or the applicant's rebuttal the public hearing will be closed and the matter referred to Council for deliberation.
PUBLIC PRESENTATIONS: Public presentations shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council. Individuals may speak up to 3 minutes; or group spokesperson up to 5 minutes. Once Council has heard a presentation from a citizen or organization on a particular subject, the citizen or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of Council present and voting.
GENERAL BUSINESS: This section includes items of a general nature to be considered by Council.
City Council may make exceptions to these rules at its discretion.
Prior to a meeting, any questions which citizens may have regarding any item on the agenda may be addressed to City Council or the City Administration. The following numbers are provided for the convenience of the citizens:

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

A reasonable charge may be made for copying and other activities related to responding to long and involved inquiries.
CITIZENS OFTEN EXPRESS CONFLICTING AND DIVERSE POSITIONS REGARDING SPECIFIC ISSUES UNDER CONSIDERATION. TO ENCOURAGE CITIZEN PARTICIPATION AND TO AVOID INTIMIDATION TO PERSONS WHO MAY EXPRESS SOMETIMES UNPOPULAR OPINIONS, APPLAUSE, CHEERS, OR JEERS FROM THE AUDIENCE ARE NOT PERMITTED. WHEN APPEARING BEFORE CITY COUNCIL CITIZENS MAY NOT ENGAGE IN BEHAVIOR THAT INTIMIDATES OR INSULTS OTHERS, ENGAGE IN DISRUPTIVE BEHAVIOR, USE PROFANITY OR VULGAR LANGUAGE, PROMOTE PRIVATE BUSINESS VENTURES OR CAMPAIGN FOR PUBLIC OFFICE.

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

R E C O G N I T I O N S

- Citizens Academy Graduates 2018

C 0 N S E N T   A G E N D A

#6.* Consideration of adopting Resolution #R-18-033 adopting the FY 2019 Mandated and Contractual External Service Providers Budget and appropriating $8,100,370 for this budget.
(File: FY 2019 Budget)

#7.* Consideration of adopting Resolution #R-18-034 adopting the FY 2019 Discretionary External Service Providers Budget for Amazement Square $200; Central Virginia Alliance for Community Living $15,000 and Central Virginia Community College Board (CVCC) $1,942 for this budget.
(File: FY 2019 Budget)

#8.* Consideration of adopting Resolution #R-18-038 adopting the FY 2019 Greater Lynchburg Transit Company Budget and appropriating $8,277,373 for this budget.
(File: FY 2019 Budget)

#9.* Consideration of adopting Resolution#R-18-039 adopting the FY 2019 Operating Fund Budgets for other funds and appropriating the sums of each fund.
(File: FY 2019 Budget)

#10.* Consideration of adopting Resolution #R-18-041 adopting the FY 2019 Capital Budget and appropriating $30,001,938 for the City Capital Projects Fund, $4,195,000 for the Schools Capital Projects Fund, $3,200,000 for the Airport Capital Projects Fund, $7,902,000 for the Water Capital Projects Fund, $4,476,000 for the Sewer Capital Projects Fund, and $3,320,000 for the Stormwater Capital Projects Fund.
(File: FY 2019 Budget)

#11.* Consideration of adopting Resolution #R-18-043 appropriating $50,000 of the FY 2019 Reserve for Contingencies funding for use by the City Manager for the fiscal year beginning July 1, 2018 through June 30, 2019.
(File: FY 2019 Budget)

P U B L I C   H E A R I N G

#12. Continuation of public hearing to receive input from citizens regarding appointments (or reappointments) to vacancies that will exist June 30, 2018 in School Districts 1, 2 and 3.
(File: School)

#13. Public hearing regarding the petition of Willoughby Properties to amend the Future Land Use Map (FLUM) from Institutional to Traditional Residential and to rezone approximately one and fifty-five hundredths acres from R-3, Medium Density Residential District to R-4, High Density Residential District at 2001 Rivermont Avenue and 211 Hawes Street to allow the conversion of the existing buildings into apartments with associated parking.
(File: Community Development) #R-18-_____
#O-18-_____

G E N E R A L   B U S I N E S S

#14. Consideration of introducing a Resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $50,000 with resources from the 2017 State Homeland Security Program (SHSP) grant from the U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.
(Fire) #R-18-_____

#15.* Consideration of adopting Resolution #R-18-032 adopting the FY 2019 General Fund Operating Budget (excluding External Service Providers and Component Units expenditures) and appropriating $211,152,327 for this budget.
(File: FY 2019 Budget)

#16.* Consideration of adopting Resolution #R-18-035 FY 2019 Discretionary External Service Providers Budget for Elizabeth’s Early Learning Center and appropriating $15,000 for this budget.
(File: FY 2019 Budget)

#17.* Consideration of adopting Resolution #R-18-036 FY 2019 Discretionary External Service Providers Budget for Virginia Legal Aid Society and appropriating $11,699 for this budget.
(File: FY 2019 Budget)

#18.* Consideration of adopting Resolution #R-18-037 adopting the FY 2019 School Operating Budget and appropriating $108,300,949 for this budget.
(File: FY 2019 Budget)

#19. Consideration of a closed meeting to consider appointments and scheduling for Lynchburg City School Board interviews pursuant to Section 2.2-3711(A.) of the Code of Virginia.

PROCLAMATION

PUBLIC WORKS WEEK 2018

WHEREAS, public works services provided in our community are an integral part of continued growth, economic success, and citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as refuse collection, maintenance of streets, bridges, sidewalks, buildings, parks, trees, and streetlights, as well as emergency services including snow removal; and

WHEREAS, the health, safety and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these services are vitally dependent upon the efforts and skill of public works personnel; and

WHEREAS, Public Works employees are proud to be a part of what makes Lynchburg "A Great Place to Live, Work and Play;" and

WHEREAS, most recently, in addition to their regular duties, Lynchburg Public Works employees have worked tirelessly to assist this community and its residents in recovering from the tornado of April 15.

WHEREAS, this year's theme, *The Power of Public Works*, speaks to the dedicated service and effort that public works professionals bring to their jobs and to this community.

NOW, THEREFORE, I, Joan Foster, Mayor of the City of Lynchburg, do hereby proclaim May 20-26, 2018 to be

PUBLIC WORKS WEEK

and encourage residents to take the time to thank Public Works employees for their hard work and dedication to the Lynchburg community.

Joan F. Foster

May 22, 2018

Joan F. Foster, Mayor

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **May 22, 2018** AGENDA ITEM #: **2**

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

ITEM TITLE: Downtown Lynchburg Association 2017 Annual Report Presentation

KEY ELEMENTS:
X Economic Development __Excellent Government __Natural and Built Environment ___Safe Community X Vibrant Community

RECOMMENDATION: Hear a report on the 2017 activities of the Downtown Lynchburg Association (DLA). No action is requested at this time.

SUMMARY: During deliberations on the *FY 2019 Proposed Budget*, City Council asked for a report regarding the Downtown Lynchburg Association (formerly Lynch's Landing). Ashley Kershner, Executive Director of DLA will present DLA's 2017 Annual Report.

PRIOR ACTION: None

FISCAL IMPACT: None

CONTACT(S): Ashley Kershner, Downtown Lynchburg Association Executive Director, 455-7251

ATTACHMENTS: Downtown Lynchburg Association 2017 Annual Report

REVIEWED BY: bms

053K

Downtown LYNCHBURG association

2017 ANNUAL REPORT

MISSION:

To create a strong, vibrant, and welcoming downtown with a unique and historic character.

CORE VALUES:

- Passion for a vibrant and unique downtown
- Dedication to inclusivity
- Enthusiasm for historic preservation
- Integrity in all we do
- Foster collaboration in a strong downtown community

2017 STRATEGIC GOALS

- Establish our organization as the “Champion for Downtown.”
- Increase the number of visitors to Downtown Lynchburg and improve visitor experience.
- Create a unique, vibrant, refreshed annual program of events that highlight the strengths of today’s downtown.
- Create a business-friendly environment in Downtown Lynchburg.
- Increase sustainable funding to expand organizational impact.

REBRANDING

LYNCH'S LANDING

Downtown LYNCHBURG association

PROMOTING AWARENESS & VISITATION

THE NEW DOWNTOWNLYNCHBURG.COM

- Easier navigation
- New content
- Better platform for business promotion

122,858
Page Views

PROMOTING AWARENESS & VISITATION

SOCIAL MEDIA

FACEBOOK

10,049

PAGE FOLLOWERS

32%

INCREASE

INSTAGRAM

3,164

TOTAL FOLLOWERS

187%

INCREASE

PROMOTING AWARENESS & VISITATION

WHERE THE MAKERS ARE

PROMOTING AWARENESS & VISITATION

WHERE THE MAKERS ARE

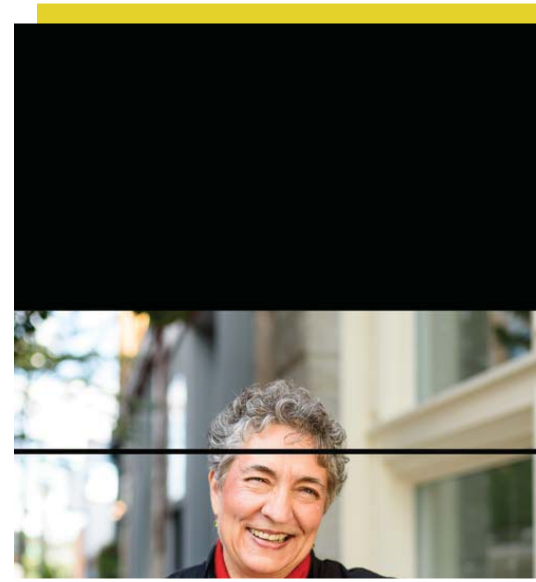
RESULTS

331,737
REACHED

95,176
VIDEO VIEWS

**10,53
6**

"We had people coming in all the way from Northern Virginia and Richmond and two wholesale accounts are in the making...most of all I find it interesting how many people are commenting: "I did not know you were here!" Our thanks are going out to Downtown Lynchburg Association and to everybody who was involved in producing of such a lovely video."



Petra Hackman
Lorriane Bakery

ACTIVATING DOWNTOWN

3,200+
ATTENDEES

ACTIVATING DOWNTOWN

getdowntown!

LYNCHBURG LIVING
THE BEST OF LYNCHBURG 2018

10,000+
ATTENDEES

157
VENDORS

ACTIVATING DOWNTOWN

2,000+
ATTENDEES

ACTIVATING DOWNTOWN

first fridays
LYNCHBURG

8,000+
ATTENDEES

13
VENUES

SUPPORTING DOWNTOWN BUSINESS

115
MEET-UP ATTENDEES

29
EMAIL NEWSLETTERS

CO-OP ADVERTISING

$2,500 → $7,500

CLEANING UP DOWNTOWN

45

VOLUNTEERS

26

BLOCKS CLEANED

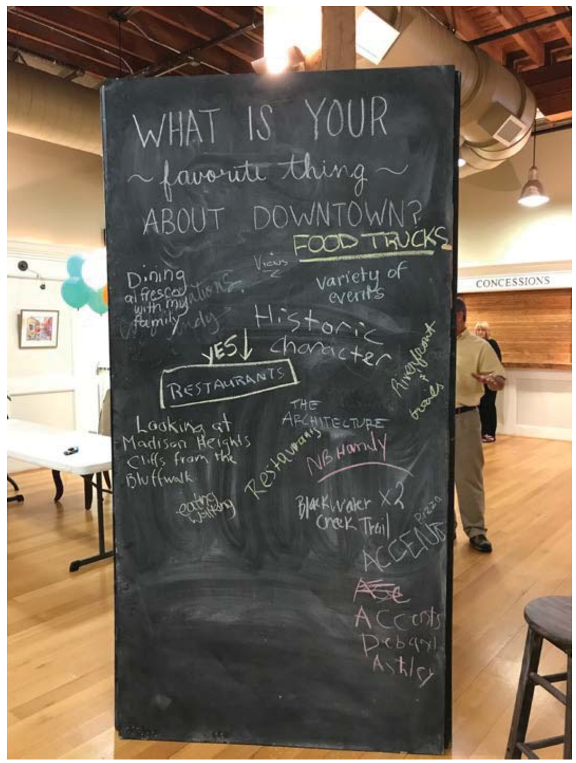
CITY OF LYNCHBURG MASTER PLAN

Downtown 2040

Downtown Lynchburg
Master Plan

CITY OF LYNCHBURG MASTER PLAN

- EVENTS -



CITY OF LYNCHBURG MASTER PLAN

- OUTREACH -

CITY OF LYNCHBURG MASTER PLAN
- RESULTS -

913 Survey responses

500+ Individuals reached in-person

2,000 Downtown2040.com website visits

Over 20,000 pieces of usable data

LOOKING AHEAD

WAYFINDING & PARKING SIGNAGE

Small Parking Directional Sign

Large Parking Directional Sign

WAYFINDING & PARKING SIGNAGE

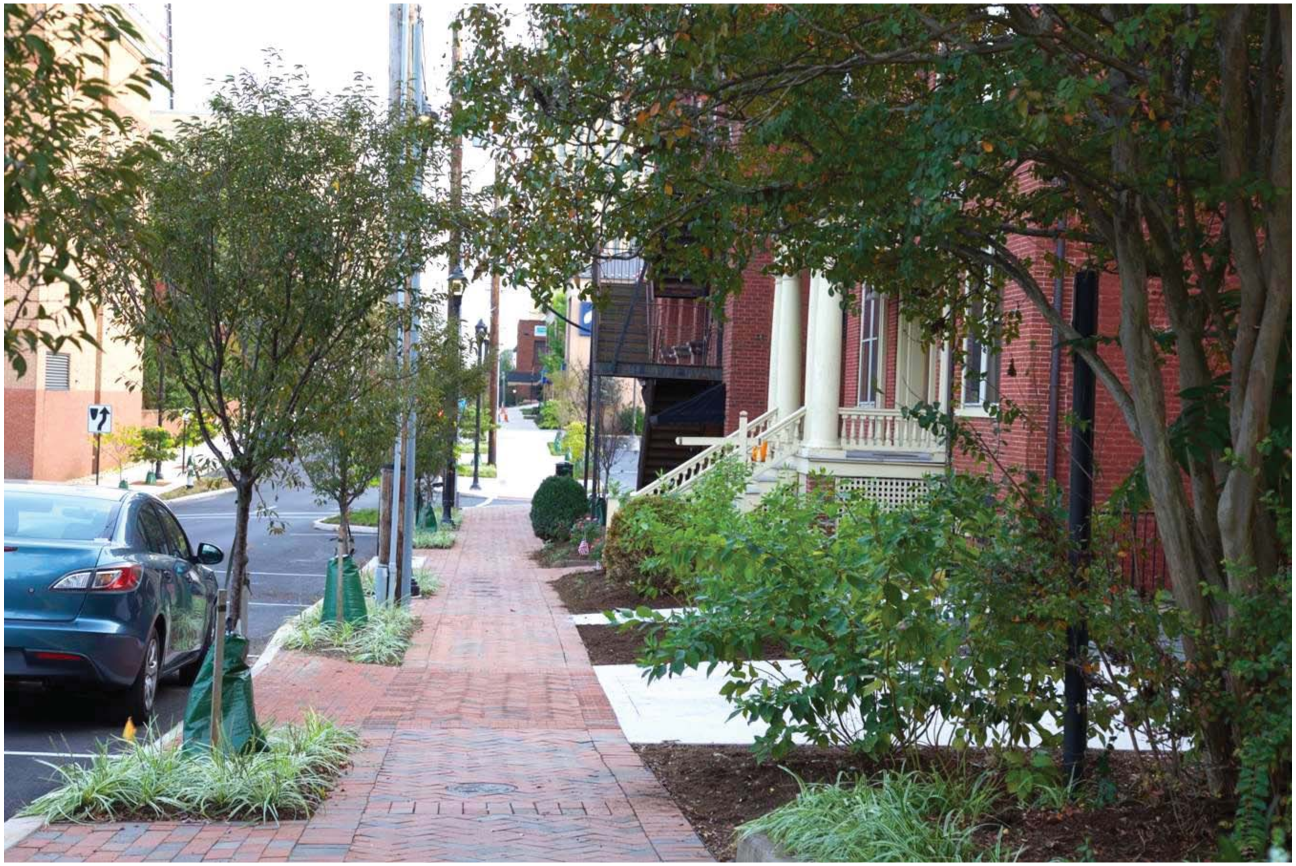
WAYFINDING & PARKING SIGNAGE


P
PUBLIC PARKING
Monday – Friday: 5pm - 8am
Saturday – Sunday: All Day
– FINES AND TOWING ENFORCED –
MOSAIC LOT
DAYTIME PERMITS AVAILABLE
CITY OF LYNCHBURG | (434) 455-4045


PARKING LOT N
THE CITY OF LYNCHBURG
PERMIT PARKING ONLY
MON-FRI 7AM-5PM
FINES AND TOWING ENFORCED
Parking Inquiries : 434-455-4045

DOWNTOWN GIFT CARD PROGRAM

ADOPT-A-BLOCK PROGRAM



BUSINESS RECRUITMENT

THANK YOU

www.DowntownLynchburg.com

Ashley Kershner
ashley@downtownlynchburg.com

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **May 22, 2018** AGENDA ITEM #: **3**

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

ITEM TITLE: Aviation Resources, Inc. Airport Lease Option

KEY ELEMENTS:
_X_Economic Development ___Excellent Government ___Natural and Built Environment ___Safe Community ___Vibrant Community

RECOMMENDATION: Consider the recommendation from the Lynchburg Regional Airport Commission Advisory Board regarding the expiring lease with Aviation Resources, Inc. dba Virginia Aviation.

SUMMARY: The recommendation made by the Airport Commission includes a one year extension of the current lease terms along with a recommendation to solicit proposals during the next year from other Fixed-Base-Operators (FBO) for aviation services at the airport in an effort to promote competition.

The Airport Director will be present to provide a brief summary of the history of this lease agreement and the negotiations to date for extending the lease. The Lynchburg Airport Commission Chairman and Vice-Chairman will also attend to present the recommendation of the Airport Commission adopted at their April 30th special meeting.

PRIOR ACTION(S): September 8, 2015 Council approval of current lease which expires June 30, 2018 but includes a provision for one additional 5 year option upon mutually agreeable terms.

FISCAL IMPACT: To be determined

CONTACT(S): Mark F. Courtney, Airport Director, 455-6089

ATTACHMENT(S): None

REVIEWED BY: bms

055K

Virginia Aviation Lease Renewal

City Council Work Session

May 22, 2018

Lynchburg Regional Airport

Check ☑ Lynchburg First

History of FBO Leases and Franchises

July 2008	**Virginia Aviation - New 5-yr/5-yr option lease awarded to VA by City Council without competitive bid process; approved concurrent with:**
July 2008	**Virginia Aviation/Falwell Aviation/Airport - Unique 3-party lease agreement among Airport/VA/Falwell Aviation for sharing of the fuel farm approved by City Council. Specifically designed to maintain a competitive FBO environment at LYH**
Jan. 2010	**Falwell Aviation - acquired by Liberty University as a subsidiary; d/b/a Freedom Aviation.**
Feb. 2010	**Virginia Aviation – Jim Lampman passed; Steve Cuppy named interim president of VA; pursues sale.**
Feb. 2011	**Virginia Aviation – sold to Jim Walker.**

History of FBO Leases and Franchises

July 2013 **Virginia Aviation 5-yr option exercised.**

1. **Council approves VA 5-yr option.**
2. **To ensure that a competitive FBO environment would continue at LYH, new language prohibiting the assignment, sale or transfer was added and a new provision inserted: "…in the event that Virginia Aviation is sold, consolidated, merges or is acquired by another entity, this Lease Agreement shall automatically terminate."**

City Council – May 22, 2018

History of FBO Leases and Franchises

April 2014

Freedom Aviation requests City Council approval for Virginia Aviation assignment to Freedom

EDMUNDS & WILLIAMS

BANK OF THE JAMES BUILDING
828 Main Street, 19th Floor
Lynchburg, Virginia 24504
Telephone: (434) 846-9000
Facsimile: (434) 846-0337
www.ewlaw.com

RESPOND TO:
P.O. Box 958
Lynchburg, Virginia 24505-0958

April 11, 2014

L. Kimball Payne, III
City Manager
City of Lynchburg, Virginia
900 Church Street
Lynchburg, VA 24504

Re: Lease of Property – Aircraft Hangars, Offices and General Aviation Terminal dated July 1, 2013 by and between City of Lynchburg and Aviation Resources, Inc. dba Virginia Aviation (the "Lease")

Dear Kim:

This firm represents Aviation Resources, Inc., a Virginia corporation doing business as Virginia Aviation ("VA Aviation"), and James R. Walker, the sole shareholder of VA Aviation ("Mr. Walker"). VA Aviation, Mr. Walker and Falwell Aviation, Inc., a Virginia corporation doing business as Freedom Aviation ("Freedom Aviation"), have entered into a Stock Purchase Agreement pursuant to which Freedom Aviation will acquire VA Aviation from Mr. Walker (the "Contemplated Transaction"). Freedom Aviation is represented by Judy Lin Bristow of Williams Mullen.

On behalf of our respective clients, we request that the City of Lynchburg approve the assignment of the Lease from VA Aviation to Freedom Aviation (the "Approval"). The Approval is required by the terms of the Stock Purchase Agreement in order for the parties to close the Contemplated Transaction. **The parties have agreed to close the Contemplated Transaction within 45 days of receiving the Approval.**

L. Kimball Payne, III
April 11, 2014
Page 2

Should you have any questions or require any additional information please do not hesitate to contact either Judy Bristow or me. We thank you in advance for your consideration in this matter.

Sincerely yours,
Edmunds & Williams, P.C.

By: Robert C. Wood, III

RCWIII:mmh
cc: Walter C. Erwin, III, City Attorney
James R. Walker, Virginia Aviation
David L. Young, Freedom Aviation

The foregoing request for the Approval is being made on behalf of Freedom Aviation:

By: Judy Lin Bristow
Williams Mullen, P.C.
200 S. 10th Street, 16th FL
Richmond, VA 23219
Phone: 804-420-6476
Email: jbristow@williamsmullen.com

EDMUNDS & WILLIAMS

City Council – May 22, 2018

History of FBO Leases and Franchises

Various/ Ongoing 2014	**Special Commission Meetings, City Council updates and public hearing, General Aviation Forum, etc.**
Oct. 2014	**Airport-operated limited FBO report completed; Airport Commission recommends airport assume LYH fueling operations utilizing key VA facilities**
Jan. 2015	**City Council update on VA acquisition**
Feb. 2015	**City Council Work Session & Public Hearing on request for assignment & Commission recommendation**

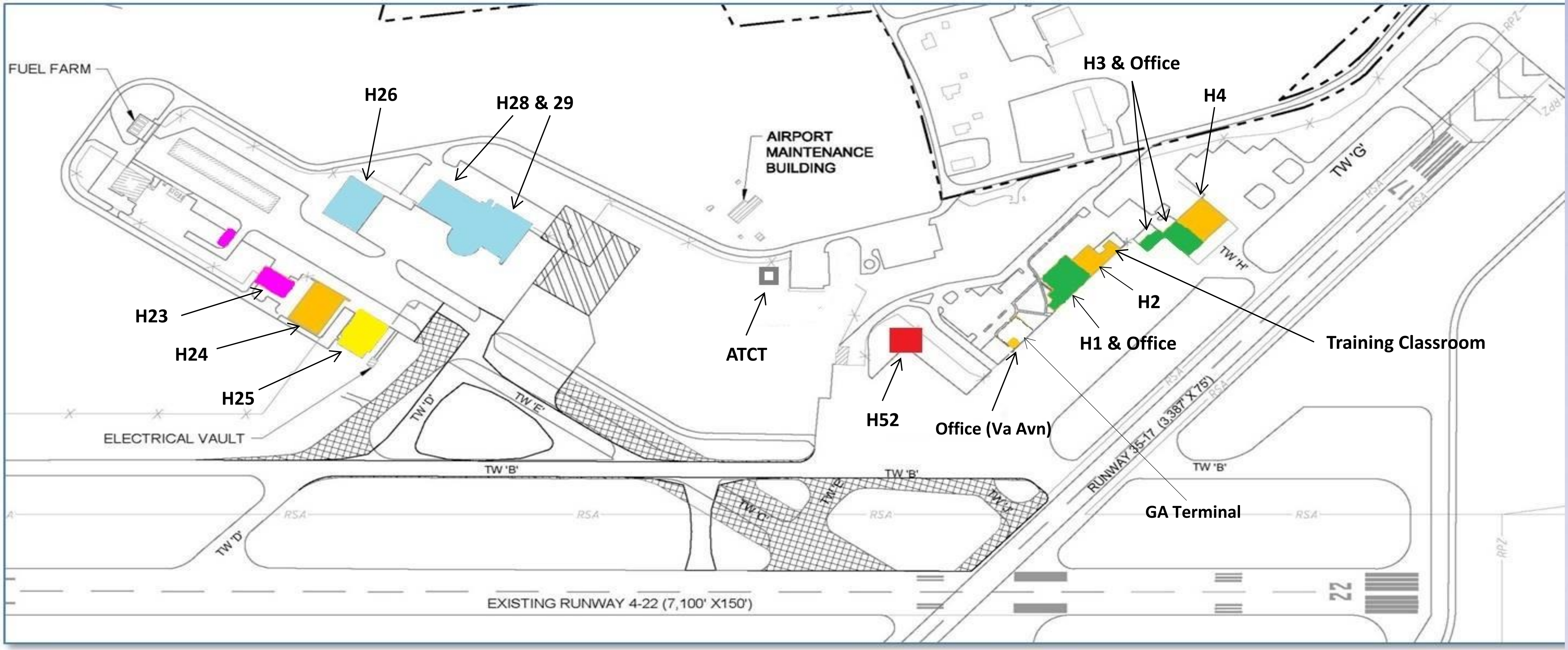
- **City Council conditionally approves assignment**
- **Directs staff to negotiate new lease to include certain performance standards, customer satisfaction, fuel prices, etc.**
- **New lease to be brought back to Council**

Lynchburg Regional Airport
Check ☑ Lynchburg First

History of FBO Leases and Franchises

July 2015	**Council Report for negotiated lease pulled from council agenda over fuel farm issues**
Sep. 2015	**Council authorizes City Manager to execute VA lease**
Oct. 2015	**VA lease executed Oct. 1, 2015; expires 6/30/18 with 5-yr option**

LYH GA Tenant Leaseholds (4/30/18)



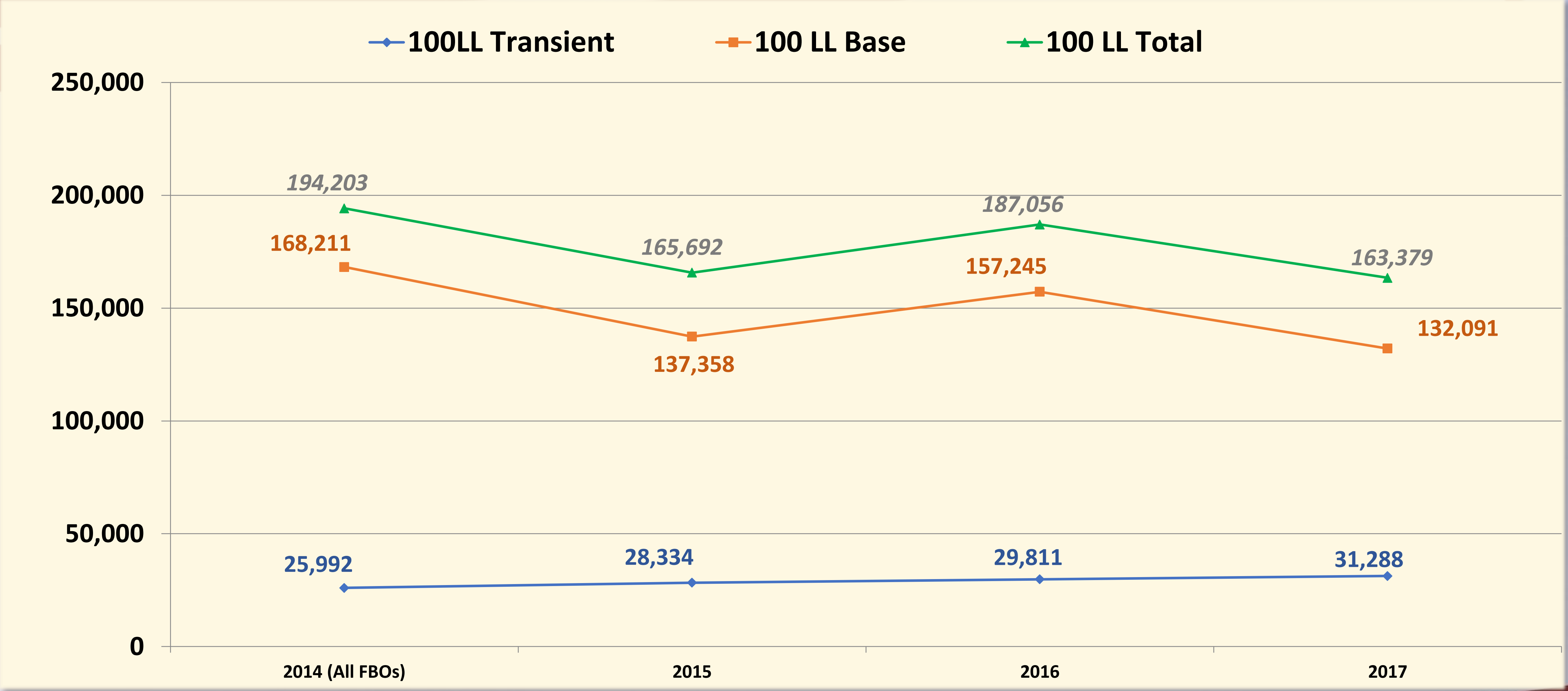
- Virginia Aviation
- Centra
- State Police
- Bon Air
- Freedom Aviation
- Banker Aviation

VA Lease Special Provisions

- Lease to make available for City Review:
  - Customer or sub-tenant volume discount agreements
  - Sub-lease agreements with third parties
  - Jet A & avgas invoices & bills of lading
  - Most current list of retail prices for aeronautical products/services
  - Copies of internal financial statements as submitted to Lessee's parent/controlling organization

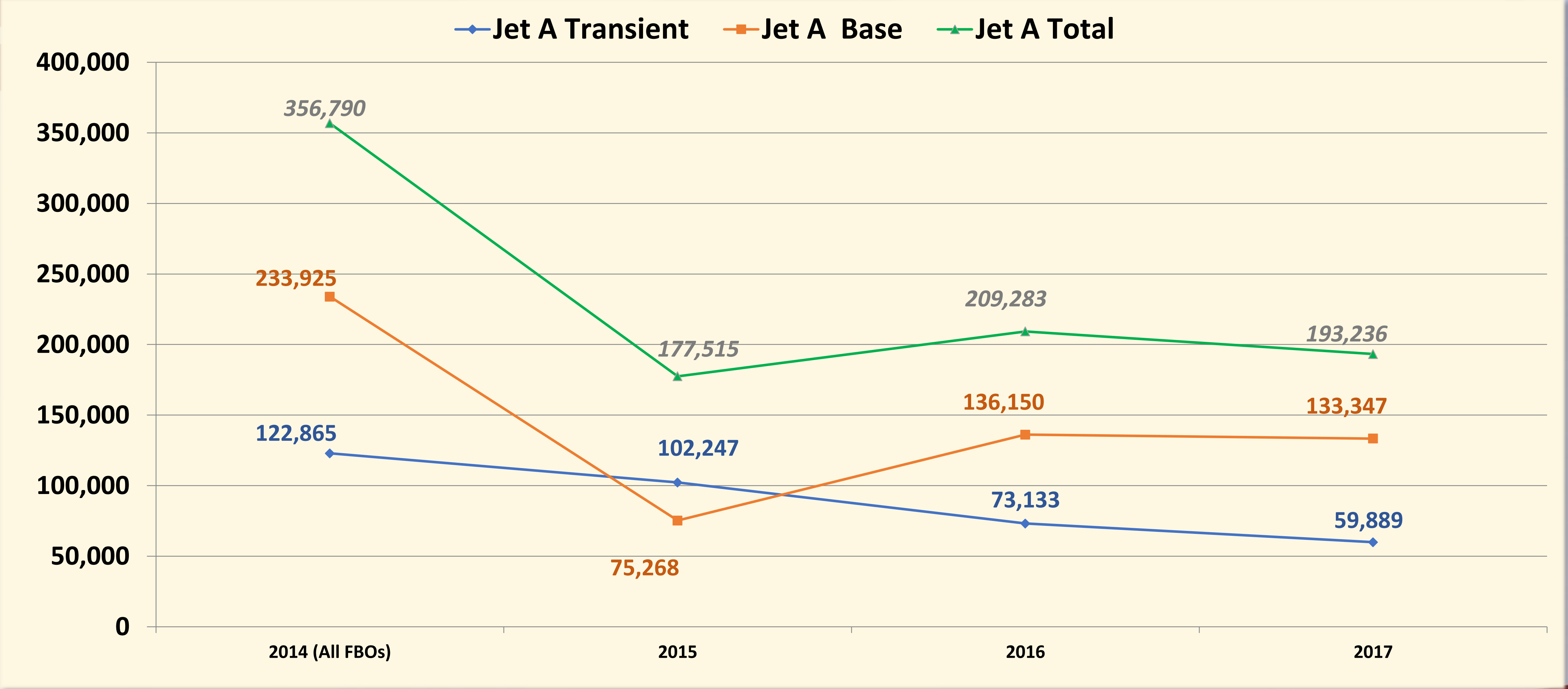
- Lessee to conduct a customer service satisfaction survey using a statistically valid methodology…provide to City prior to any lease extension.

Fuel Sales Consumer Metrics



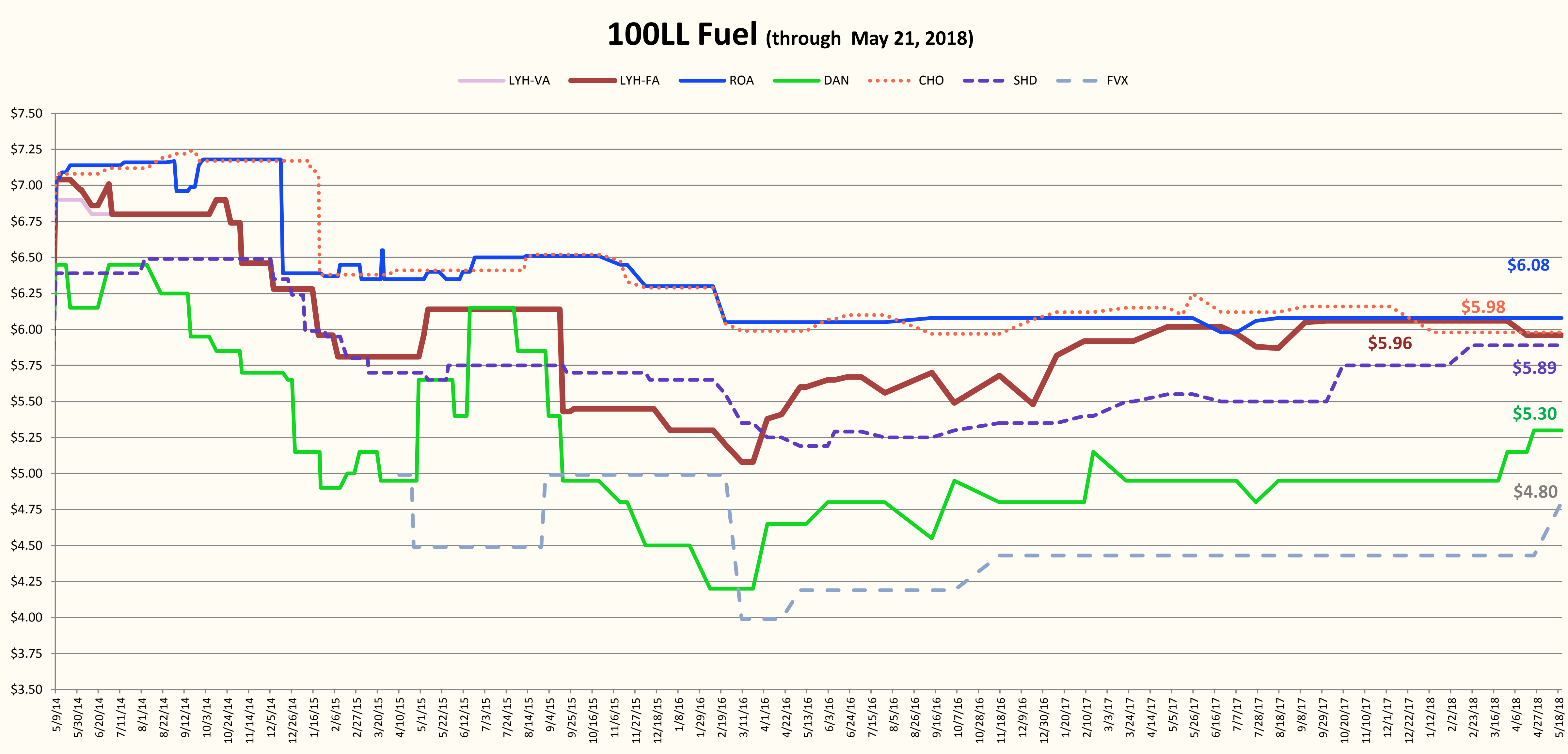
Lynchburg Regional Airport
Check Lynchburg First

Fuel Sales Consumer Metrics



Lynchburg Regional Airport
Check Lynchburg First

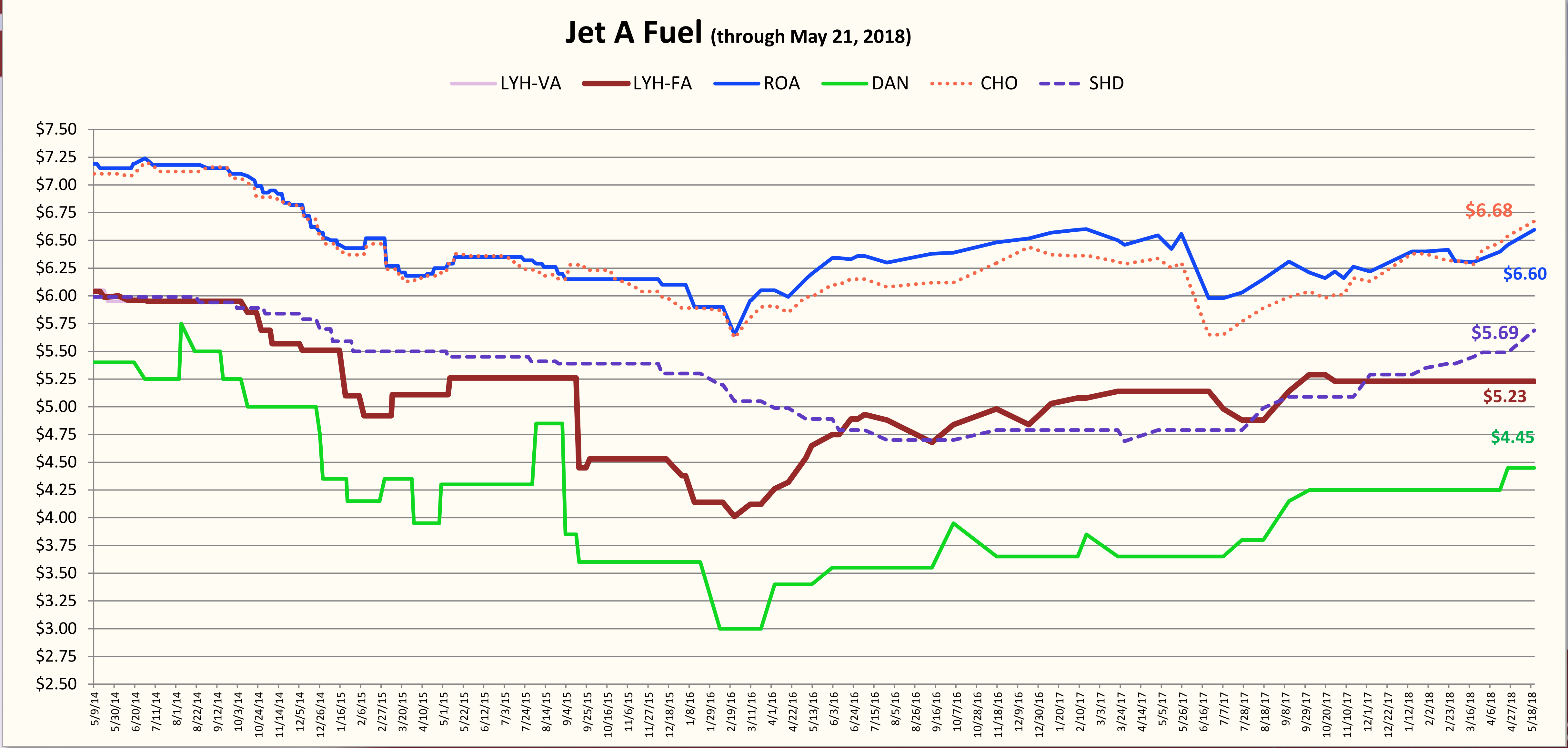
Published Retail Fuel Price Fuel



Source: Airnav.com

Check Lynchburg First

Published Retail Fuel Price Fuel



Source: Airnav.com

Airport Director Lease Renewal-Negotiation Process

Dec. 2017 Initial discussion, negotiating framework & baseline assumptions reviewed with Andrew Wallace, FA president

- Five-year option as contained in lease
- Revenue to airport would not decrease
- Escalator clause to be reinstated
- Separate fuel farm agreement to match term of new lease (contingent upon other FBO new-entrant having right to share)

Feb. 2018 Introduced airport-proposed new rent structure (with escalator)

Mar. 2018 Continued negotiations; explained Airport Commission recommendation process; reminded of deadline for lease required documents/survey

May 2018 Clarified how remaining lease negotiations will proceed once City Council acts

Airport Commission Action Timetable

April 2, 2018	**Provided Commission with VA lease negotiation status; went into closed meeting to discuss** **Commission requested VA/Freedom provide certain additional documentation regarding financial statements & pricing practices by April 16**
April 16, 2018	**VA/Freedom declined to provide additional documentation/information requested by the Commission based on not being required**
April 30, 2018	**Special Airport Commission meeting; Commission voted unanimously to recommend to City Council a one-year lease extension of the VA lease & subsequent RFP process to encourage competition**

Airport Commission Mtg - 30 April 2018

AS IS: When you look at the airport, what do you see?

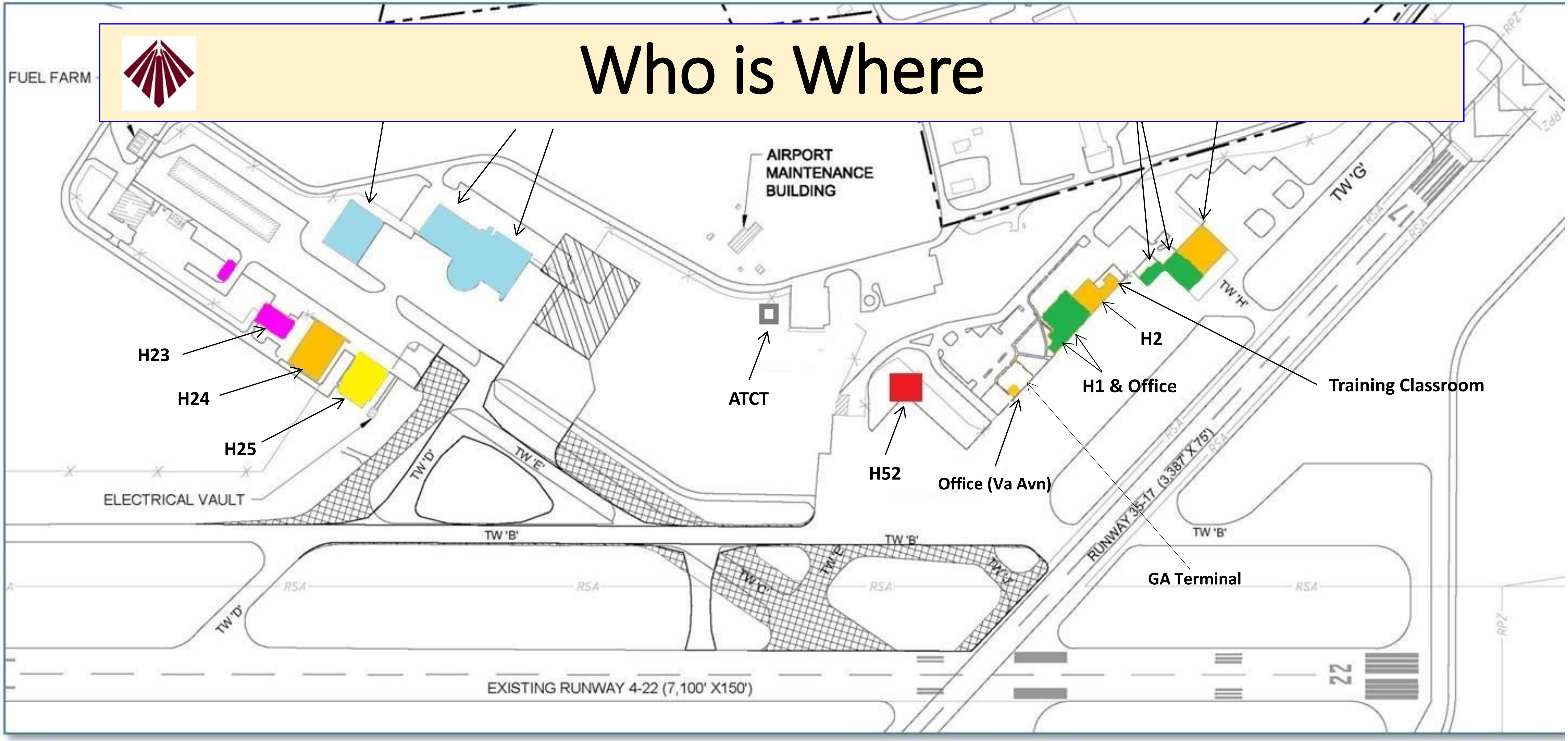
SHOULD BE: When you think of the airport in 5 years, what do you want to see?

AS IS

1st Question: When you look at the airport in 5 years, what do you see?

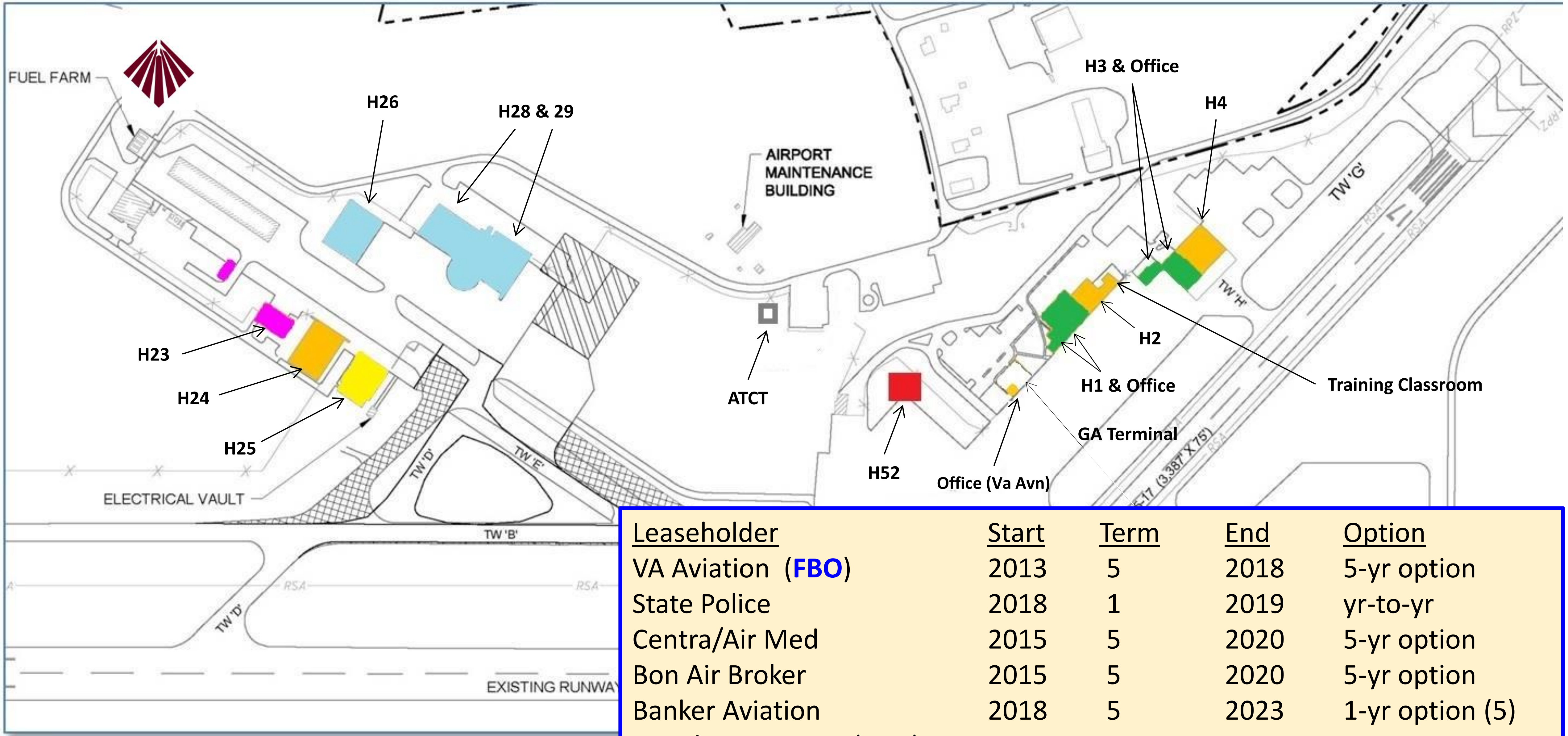
- ✓ Activity
- ✓ Vitality
- ✓ Growth

Who is Where



- Virginia Aviation
- Freedom Aviation
- Centra
- State Police
- Bon Air
- Banker Aviation

LYH Tenant Leaseholds (4/30/18)

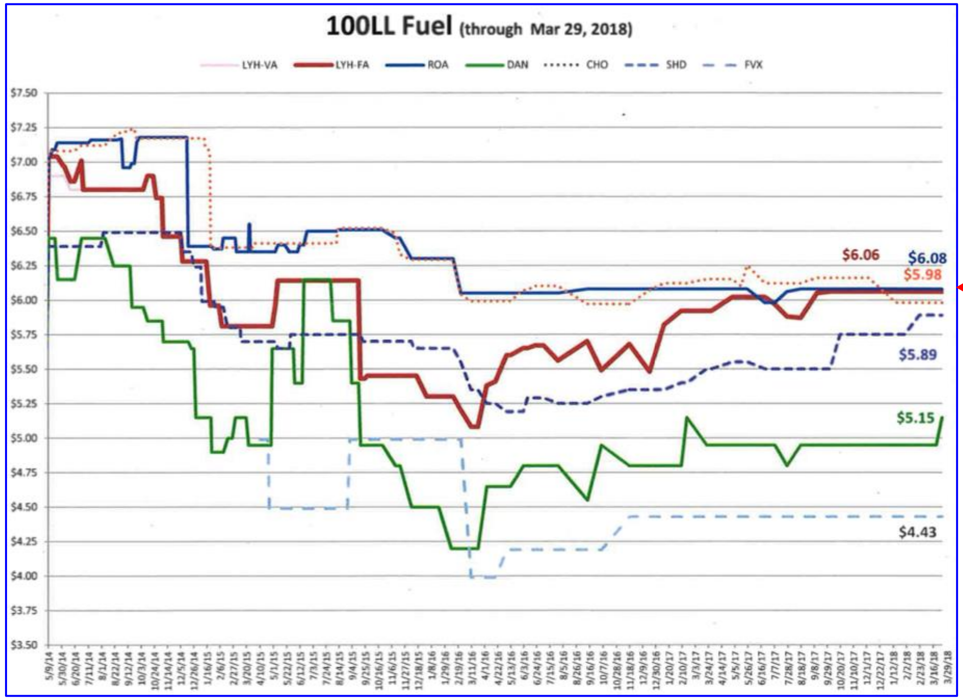


Leaseholder	Start	Term	End	Option
VA Aviation (**FBO**)	2013	5	2018	5-yr option
State Police	2018	1	2019	yr-to-yr
Centra/Air Med	2015	5	2020	5-yr option
Bon Air Broker	2015	5	2020	5-yr option
Banker Aviation	2018	5	2023	1-yr option (5)
Freedom Aviation (**FBO**)	2007	20	2027	

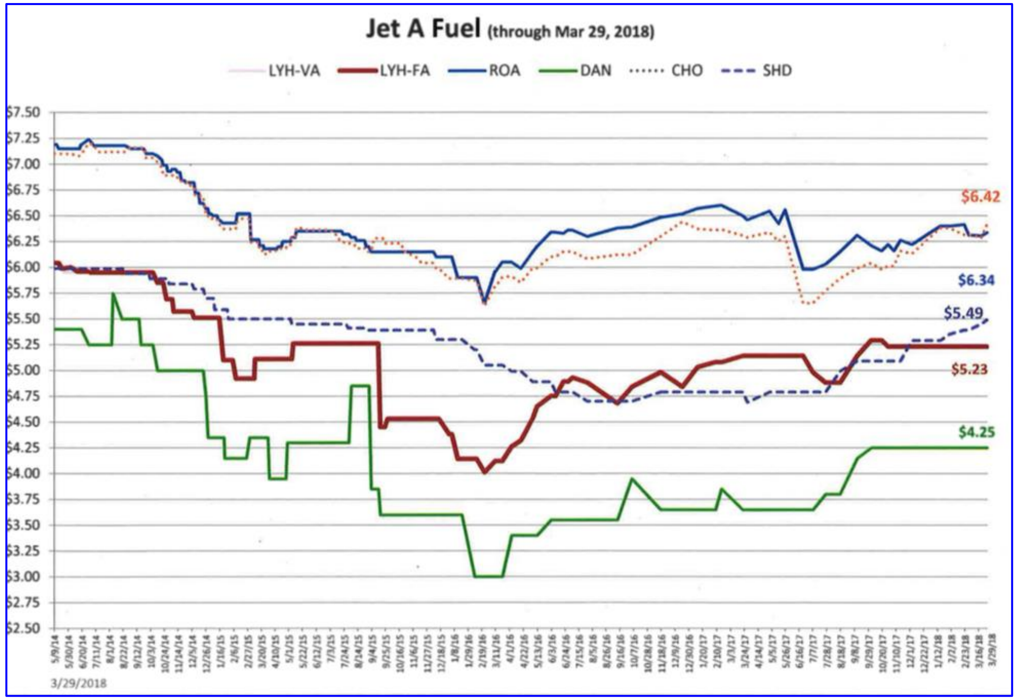
Virginia Aviation
Freedom Aviation
Centra
State Police
Bon Air
Banker Aviation

LYH Tenant Leaseholds (4/30/18)

Do not see competition



LYH



LYH

We have 2 FBO's but one owner

Fuel prices are high – fuel retail volume is down

avgas -21%, base jet fuel -43%, transient jet -51%

FAA encourages action to achieve reasonable prices

Lease Renewal has 3 Alternatives

A. 5 Year Option Renewal

- Comfortable with single FBO, may require pricing actions

B. Do not renew

- Favor FBO competition, may require monthly extension

C. Renew for less than 5 years

- Favor FBO competition, but proceed at measured pace

SHOULD BE

2nd Question: When you think of the airport in 5 years, what do you want to see?

Stability and vitality	**lean towards the status quo and ALT A**
Growth and competition	**lean towards ALT B**
Competition measured pace	**lean towards ALT C**

Measured pace: **acknowledge business planning (1-5 years out)**

avoid airfield disruption

avoid month-month leases

Unanimous Recommendation

- **Renew the lease for one year**
  - **Do not disrupt Virginia Aviation's current business plan**

- **Proceed to an open competitive environment**
  - **Solicit inquiries about lease & fueling**
  - **Draft RFP for comment in early 2019**
  - **Release RFP in spring 2019**
  - **Award lease in June 2019**

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **May 22, 2018** AGENDA ITEM #: **4**

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

ITEM TITLE: Update on Thriving City Initiative

KEY ELEMENTS:
_**X**_ Economic Development ___Excellent Government _**X**_ Natural and Built Environment _**X**_ Safe Community _**X**_ Vibrant Community

RECOMMENDATION: Hear a presentation to provide an update on the Thriving City initiative.

SUMMARY: The purpose of this item and associated presentation is to provide City Council with updates on the progress and plans for the four initiatives under the umbrella heading called "Thriving City". The four initiatives are:

- Poverty To Progress
- Reimagining Neighborhood Centers
- Economic Development Work Plan
- Downtown 2040.

PRIOR ACTION(S): N/A

FISCAL IMPACT: N/A

CONTACT(S): Bonnie Svrcek, City Manager – 455-3987
Mike Goetz, Acting Deputy City Manager – 455-6002
John Hughes, Assistant City Manager – 455-3986
Jenny Jones, Parks and Recreation Director – 455-5868
Marjette Upshur, Economic Development and Tourism Director – 455-4492
Kent White, Community Development Director – 455-3919

ATTACHMENT(S): Thriving City presentation slides

REVIEWED BY: bms

057K

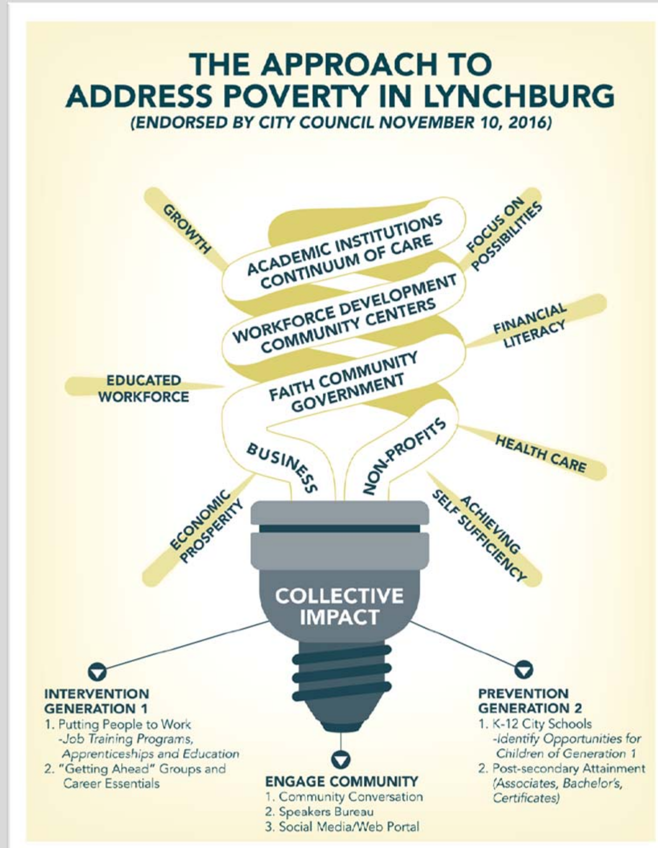

THRIVING CITY
From Poverty to Progress (P2P)
Downtown 2040 Master Plan
Economic Development Strategic Action Plan
Reimagining Neighborhood Centers

From Poverty to Progress (P2P)

John H. Hughes, IV
Assistant City Manager

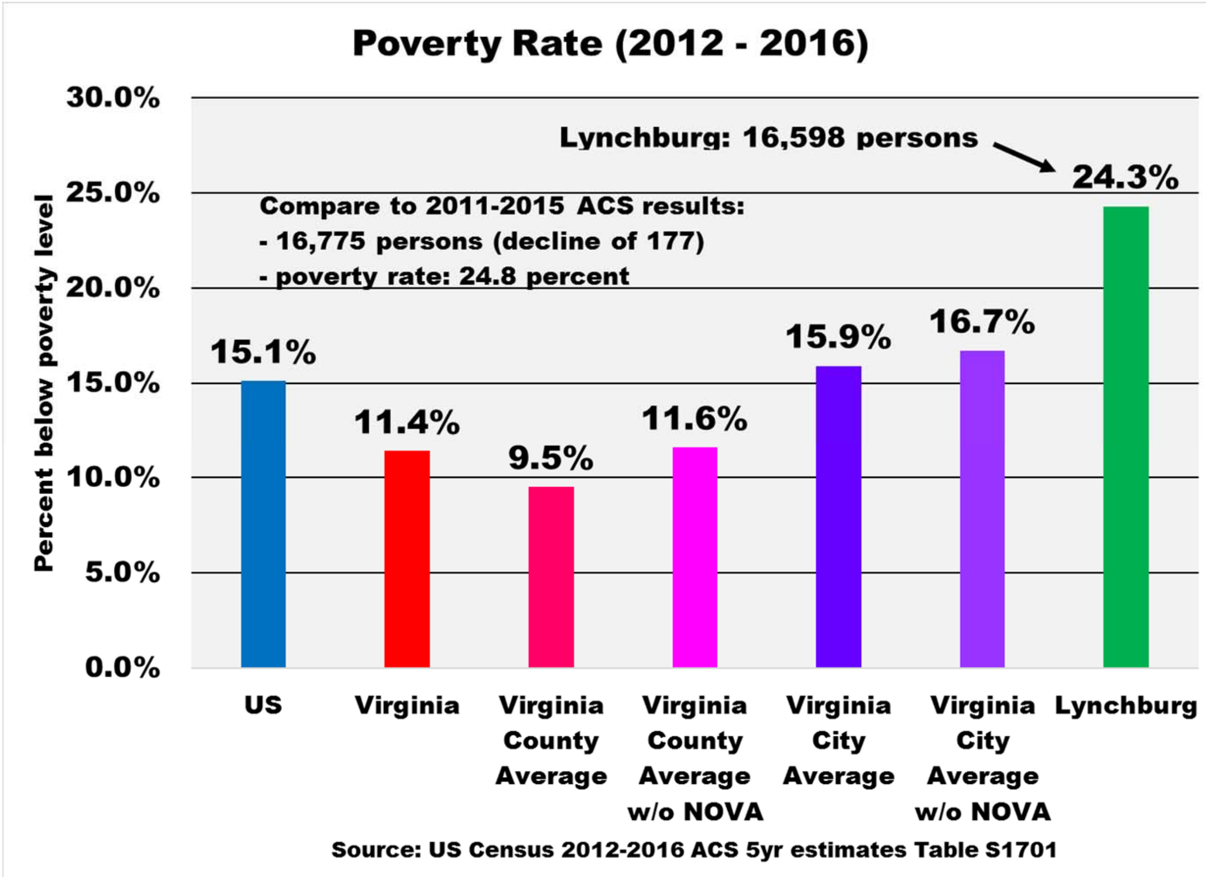
Three Prong Approach

- Intervention
- Prevention
- Community Engagement

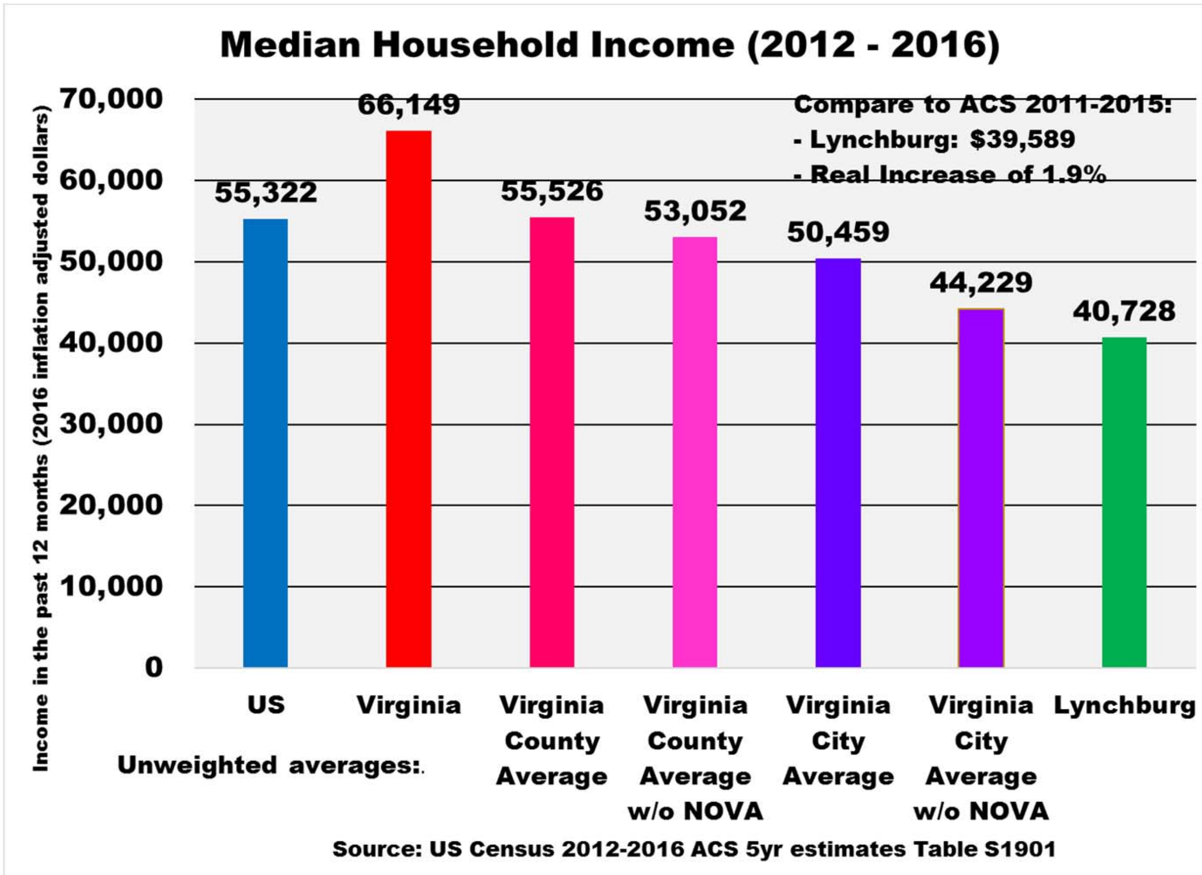


Purpose

- Increase the median household income of citizens to more than $40,728
- Decrease the poverty rate to less than 24.3%



Abell, J. (2018). Presentation to Lynchburg City Council



Abell, J. (2018). Presentation to Lynchburg City Council

Accomplishments

- Pilot program to help parents pre-register children for school
- Key mentoring roles established for re-entry population
- Collaboration with community agencies to develop a universal Pre-K system
- Increased access to health care through the Community Health Center and Community Access Network

Accomplishments

- Project manager and Workforce Navigators leading the TechHire and Getting Ahead programs.
- Two graduates of the Getting Ahead program
  - Receiving follow-up case management and employment assistance
  - Next class set to start in June 2018
- TechHire initiative recruiting, training and matching participants with employment
  - Located on the first floor of 901 Church Street
  - Eight individuals currently participating

Accomplishments

- Project to assist renters with learning housekeeping, cooking and laundry skills
- Homeless Coordinator hired with Lynchburg Redevelopment and Housing Authority
- Faith-based partnership toward poverty reduction
  - City Reach
  - Open Table
  - Inter-faith connections

Challenges

- Time-intensive process – one household at a time
- No magic bullet
- Collaborative effort is subject to fragmentation due to the nature of this work

Steps Forward

- $25,000 of the $50,000 allocated by City Council for the From Poverty to Progress Initiative available to P2P workgroups for implementation of action plans
  - Applications reviewed by the Community Development Advisory Committee (CDAC)
- Collaboration with Bridges of Central Virginia

Steps Forward

- Renewal of the Commonwealth's Temporary Assistance for Needy Families (TANF) Community Wealth Building Grant in FY 2019 in progress
- Poverty reduction and median household income increase
  - U.S. Census American Community Survey update in December 2018
- Connecting with other Thriving City components
  - Downtown 2040 Master Plan
  - Economic Development Strategic Action Plan
  - Reimagining Neighborhood Centers

Reimagining Neighborhood Centers

Jenny Jones, Director
Department of Parks and Recreation

A Vision for the Neighborhood Centers…

The primary purpose of reimagining neighborhood centers is to engage the neighborhood in a conversation regarding how to make each center a dynamic environment where people can learn, create and recreate.

Neighborhood Centers

- College Hill Center, 811 Jackson Street
- Daniel's Hill Center, 314 Norwood Street
- Diamond Hill Center, 1005 17th Street
- Fairview Heights Center, 3621 Campbell Ave
- Jefferson Park Center, 405 York Street
- Yoder Center, 109 Jackson Street

Timeline for Reimagining – Facility Improvements and Programming Plans

Summer 2018
College Hill Center and Daniels Hill Center:

Community Engagement for Program Planning and Facility Improvement

Summer 2019
Diamond Hill Center and Jefferson Park Center:

Community Engagement for Program Planning and Facility Improvement

Summer 2020
Fairview Heights Center and Yoder Center:

Community Engagement for Program Planning and Facility Improvement

AND Neighborhood Plan Development for a to-be-determined neighborhood

Community Development Block Grant Funding

FY18
Funding Awarded

College Hill Facility Improvement Project

Daniels Hill Facility Improvement Project

FY19
Funding Allocation in Process

Diamond Hill Facility Improvement Project

Jefferson Park Facility Improvement Project

FY20
Planning to Submit Applications

Fairview Heights Facility Improvement Project

Yoder Center Facility Improvement Project

Funds for Neighborhood Planning –
One Neighborhood

TEACHING GARDENS

SENIOR PROGRAM

SUMMER CAMPS

PRESCHOOL PLAYGROUP

TEEN PROGRAMS

PARTNERSHIPS

NEIGHBORHOOD ENGAGEMENT

AFTER SCHOOL PROGRAM

Accomplishments

- Key Programs
  - Examples: Preschool Playgroup, Afterschool Programs, Teaching Gardens, and more…
- Partnerships and Collaborations
  - Examples: Lynchburg City Schools, Region 2000 Workforce Development, Blue Ridge Area Food Bank, and more…
- Neighborhood Engagement
  - Examples: Neighborhood door-to-door survey, Neighborhood association meetings, and more…

Increasing Programming Potential

Challenges to Meeting Citizen Needs

- Budget (each center has a budget of $1,775 for supplies and materials)
- Income Level of Customer Base (can only afford free to low-cost programs)
- Staff Levels (One full-time, one part-time staff per center)
- Facility Limitations (current design structure has only one multiuse space)

Plans for the Next 6-12 Months

- Deepen Neighborhood Engagement
- Improve Facilities
- Update Center Programming Plans
- Explore Phased Neighborhood Planning

Economic Development Strategic Action Plan

Marjette Upshur, Director
Economic Development,
Tourism and Museums

Areas of Focus

BUSINESS RETENTION

BUSINESS ATTRACTION

TALENT DEVELOPMENT

INFRASTRUCTURE

ENTREPRENEURSHIP

ECONOMIC EMPOWERMENT

TOURISM SALES & SERVICES

TOURISM MARKETING & PUBLIC RELATIONS

Accomplishments

- Strategic Planning
- Tessy Plastics expansion
- Framatome Headquarters announcement
- $300K Environmental Protection Agency Brownfields Assessment Grant
- Opened TechHire office
- 6th CO.STARTERS class with 50+ graduates to date

Accomplishments

- Tourism Branding
- American Evolution
- CRUSH Friday
- Miss Virginia, Virginia Association of Museums, hosting Virginia Meeting Planners

ECONOMIC PROSPERITY

Economic Development Strategic Action Plan

STEP 1:
Kick-Off and
Visioning
January 2018

Establish
Baseline
Roundtable
Discussions

Economic Development Strategic Action Plan

STEP 1:
Kick-Off and Visioning
January 2018

Establish Baseline
Roundtable Discussions

STEP 2:
Competitive Analysis
March 2018

Summarize Baseline Market Research
Cluster Analysis

Economic Development Strategic Action Plan

STEP 1:
Kick-Off and Visioning
January 2018

Establish Baseline
Roundtable Discussions

STEP 2:
Competitive Analysis
March 2018

Summarize Baseline Market Research
Cluster Analysis

STEP 3:
Draft Economic Strategy Objectives
May-June 2018

Draft Strategy

Present to Stakeholders

Economic Development Strategic Action Plan

STEP 1:
Kick-Off and Visioning
January 2018

Establish Baseline
Roundtable Discussions

STEP 2:
Competitive Analysis
March 2018

Summarize Baseline Market Research
Cluster Analysis

STEP 3:
Draft Economic Strategy Objectives
May-June 2018

Draft Strategy

Present to Stakeholders

STEP 4:
Final Economic Development Strategic Action Plan
July 2018

Finalize Action Plan

Gain Approval

Disseminate to Stakeholders

Strategic Planning: Steering Committee

- Twenty23
- 434 Marketing
- Liberty University
- Randolph College
- Lynchburg College
- NB Handy
- US Pipe
- Fleet/Prestige Brands
- BWXT
- Amazement Square
- Virginia Tourism Corporation
- Central Virginia Community College
- Pacific Life
- Innovative Wireless Technologies
- Centra
- Lynchburg Regional Business Alliance
- Churches for Urban Ministry

Focus groups of more than forty people representing:

- Tourism & Placemaking
- Industrial Center
- Start-ups & Entrepreneurship
- Urban & Neighborhood Renewal
- Brain Gain & Creative Class

Strategic Planning: Work in Progress

- Draft Economic Development Strategies
  - Industry Driven, Existing Businesses First
  - Leverage and Engage Anchor Institutions
  - Talent Development and Skills Matching
  - Maximize Placemaking and Tourism Assets to Drive Growth
  - Tell the Story of Lynchburg's Competitive Identity

Downtown 2040 Master Plan

Kent White, Director
Department of Community Development

A Vision for Downtown 2040...

In 2040, Downtown Lynchburg will be a bustling and thriving urban core; the economic, social, and cultural hub of Central Virginia – a destination for visitors and a livable neighborhood for residents. Both locals and tourists alike will enjoy a diverse offering of retail, restaurants, and recreational activities set in a downtown rich with historic architecture, unique topography, and vibrant public spaces. This is the exciting atmosphere that makes Downtown Lynchburg the heart of the region.

Accomplishments

- Project Website
- Kick-off Event
- Online Survey
- Public Listening Sessions
- “Pop Up” Sessions
- Design Workshop

Common Themes

- Residents value the parks and trails Downtown and desire enhancements.
- Retention and rehabilitation of the historic buildings are important to the future of Downtown.
- Citizens want additional shopping choices and more retail businesses in Downtown.

Common Themes

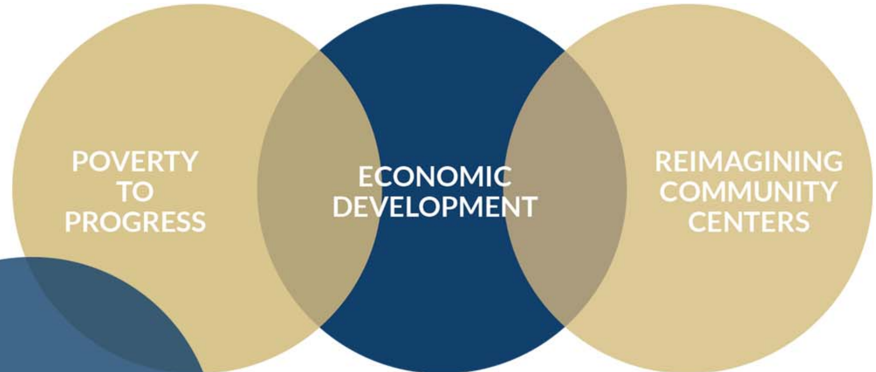
- Additional maintenance is needed for public infrastructure and vacant buildings in Downtown.
- Parking was identified most frequently as the issue needing change and improvement.
- Citizens wanted improved accessibility in Downtown and safe, attractive pedestrian connections.

Upcoming Schedule

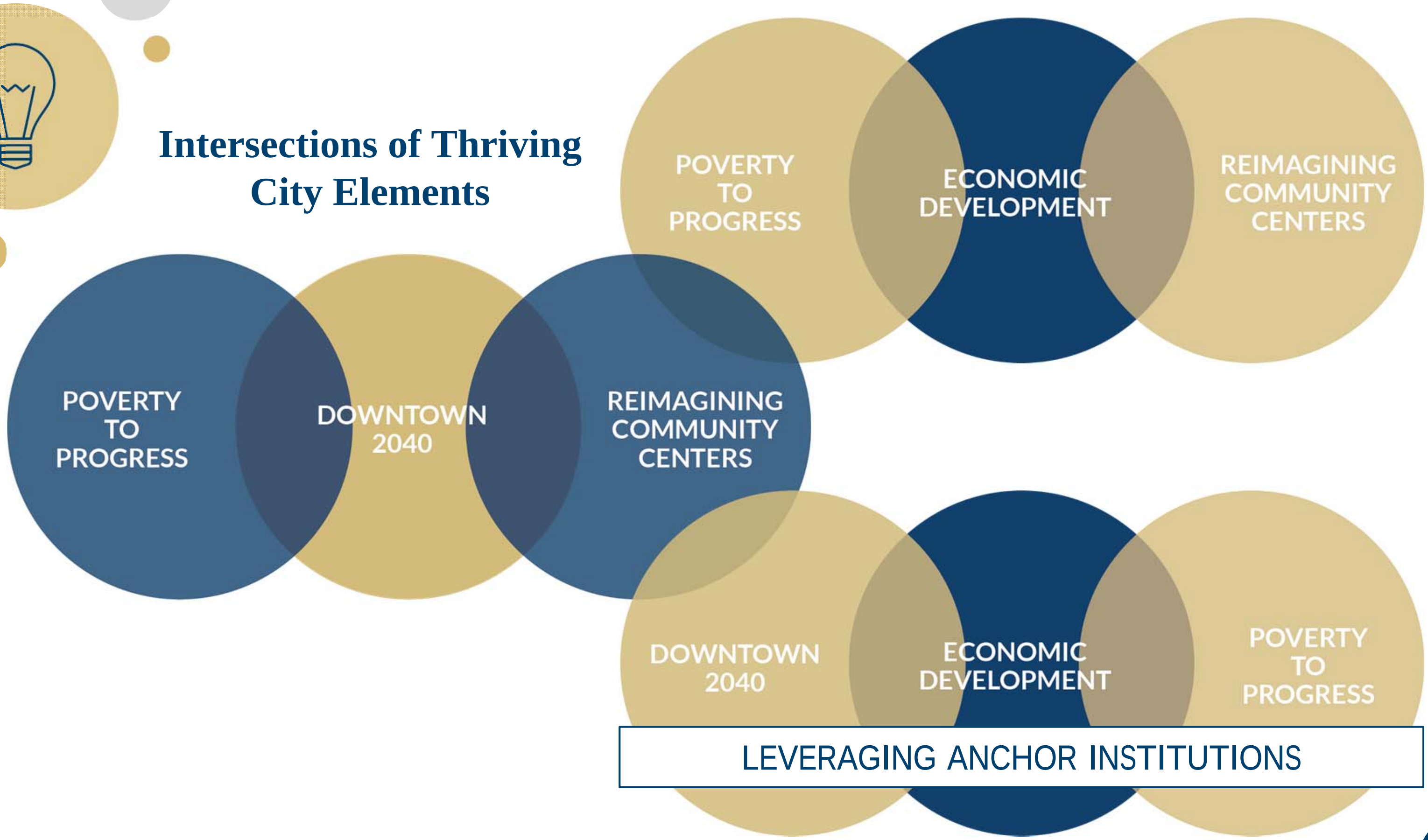
- Public Release of the Plan: Late June
- Public Meetings: June-July
- Planning Commission Meetings: July/August
- Council Review and Adoption: August/September
- Begin Tyreeanna Master Plan Update: Fall 2018

Intersections of Thriving City Elements

Intersections of Thriving City Elements



Intersections of Thriving City Elements



Thriving City Updates

- July-October 2018: *November 13, 2018*
- November 2018-February 2019: *March 6, 2019*
- March 2019-June 2019: *August 13, 2019*

Questions?

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **May 22, 2018** AGENDA ITEM #: **12**

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

ITEM TITLE: Continuation of the Public Hearing Regarding School Board Appointments

KEY ELEMENTS:
___Economic Development _X_Excellent Government ___Natural and Built Environment ___Safe Community ___Vibrant Community

RECOMMENDATION: Continue the public hearing to receive input from citizens regarding appointments (or reappointments) to vacancies that will exist June 30, 2018, in School Board Districts 1, 2, and 3.

SUMMARY: The Code of Virginia stipulates that Council may appoint only those nominees or applicants whose names have been considered at a public hearing. The City Code requires that these appointments be made during the month of June; therefore, no action may be taken on this matter except at the June 12 or June 26 regular Council meetings or at a specially called meeting.

Attached is information indicating which current members are eligible for reappointment and who is willing to continue to serve. The names of the volunteers whose applications have been received to date are also included.

PRIOR ACTION(S): May 8, 2018 – Public Hearing

FISCAL IMPACT: None

CONTACT(S): Valeria P. Chambers – 455-3983

ATTACHMENT(S): List of volunteers

REVIEWED BY: bms

054K

*No New Volunteers since May 8th

School Board Appointment/Volunteer List
May 22, 2018

Current School Board Members to be Reappointed/Replaced

Mr. Derek L. Polley, School District 1 (Not willing to serve again)

Ms. Sharon Y. Carter, School District 2 (Willing to serve again) – spoke at May 8th meeting

Ms. Katie Snyder, School District 3 (Willing to serve again) – spoke at May 8th meeting

Current Volunteers

School District 1

Mr. Anthony B. Andrews – spoke at May 8th meeting

Ms. Belle Evans – sent a letter indicating interest (conflict with another event on May 8th)

Mr. Andrew E. Taylor – spoke at May 8th meeting

Mr. Rory P. Lee-Washington – sent a letter indicating interest (conflict with another event on May 8th)

School District 2

Mr. Jeffrey W. Horsley

Mr. Lewis A. Lee, Jr. - sent a letter to withdraw his name

Nakesha R. Moore – spoke at May 8th meeting

Consuela M. Mosley – spoke at May 8th meeting

School District 3

Mr. Atul Gupta – spoke at May 8th meeting

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **May 22, 2018** AGENDA ITEM #: **13**

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

ITEM TITLE: Future Land Use Map Amendment – Institutional to Traditional Residential Rezoning: R-3, Medium Density Residential District to R-4C, High Density Residential District (Conditional) - 2001 Rivermont Avenue and 211 Hawes Street

KEY ELEMENTS:
___Economic Development __Excellent Government _X_Natural and Built Environment _X_Safe Community _X_Vibrant Community

RECOMMENDATION: Approval of the *Future Land Use Map (FLUM)* Amendment from Institutional to Traditional Residential. Approval of the rezoning from R-3, Medium Density Residential to R-4C, High Density Residential District (Conditional) to allow the conversion of the building into twenty (20) apartments with associated parking.

SUMMARY: Anna Chytla of Willoughby Properties is petitioning to amend the *FLUM* from Institutional to Traditional Residential and to rezone approximately one and fifty five hundredths (1.55) acres located at 2001 Rivermont Avenue and 211 Hawes Street from R-3, Medium Density Residential to R-4C, High Density Residential District (Conditional) to allow the conversion of the existing building into twenty (20) apartments with associated parking.

This building is the former Seven Hills School, and was used more recently used as part of the Virginia School of the Arts. Since the school's closure in 2011, the property has been mostly vacant. The *FLUM* amendment and rezoning would allow for the restoration and adaptive reuse of a vacant historic building. Parking would be available in the proposed lot, which contains twenty-two (22) spaces, in addition to eight (8) on-street spaces.

The petition considered by the Planning Commission proposed to rezone the property to R-4, High Density Residential District to allow twenty-two (22) units. On May 9, 2018, the petitioner voluntarily submitted proffers that would limit the development to twenty (20) units and substantial compliance with the site plan.

As required by Section 35.2-11.3 (d) 3b, or the *Zoning Ordinance,* the petitioner has submitted the following "proffer statement" indicating how the voluntarily submitted proffers address an impact that is specifically attributable to the new residential development:

"These proffers are being made to address any public concerns regarding the rezoning of the parcels in pursuant to Section 35.2-44 of the City of Lynchburg Zoning Ordinance. The change in the Future Land Use Map from Institutional to Traditional Residential is made to align with the prevailing land use of the neighborhood. The 18,050 square foot size of the existing structure directs its residential use to more than two dwellings. Other potential industrial or commercial uses would not align with the current Rivermont Avenue Neighborhood Conservation Area. Repurpose of the former institutional structure is required as it is not practical to rehabilitate and renovate the building to conform to residential uses of the current zoning. The restriction of a maximum of twenty units should alleviate concerns regarding the impact on public parking and traffic congestion. The twenty-two on-site parking spaces and eight on-street public parking spaces provide 150% of the required parking for twenty apartments. The site plan calls for additional landscaping as a buffer for on-site parking as well as additional street trees along Hawes Street; this buffer should mitigate noise concerns regarding the new development. Preservation and enhancement of open spaces on the site provide communal space for residents and improve the consistency with the beautiful landscaping of the neighborhood. Land disturbing activities shall be minimized to allow only for the parking and amenities required for the development; this is anticipated to be 9,600 square feet of disturbed area. The architectural appropriateness of the structure will be enhanced by utilizing landscaping to demarcate the differing building styles of this historic landmark."

PRIOR ACTION(S):
February 26, 2018: The Historic Preservation Commission approved the Certificate of Appropriateness for the parking lot, walkway, lights, and dumpster enclosure (4-1, with 1 abstention, Morris)

April 11, 2018:	The Planning Division recommended approval of the *FLUM* amendment and the rezoning. The Planning Commission recommended approval (6-0, with 1 absent, Johnson) of the *FLUM* amendment and the rezoning.
FISCAL IMPACT:	N/A
CONTACT(S):	Tom Martin, City Planner – 434-455-3900 Kent White, Community Development Director – 434-455-3900

ATTACHMENT(S):

- Resolution
- Ordinance
- Planning Commission Minutes – April 11, 2018
- Planning Commission Packet – April 11, 2018
  - Planning Commission Report
  - Zoning Map with Adjoining Owners List
  - Future Land Use Map
  - Watershed Map
  - Planimetric and Topographic Map
  - Concept Plan
  - Narrative
  - Property Photograph
  - Speaker Signup Sheet

REVIEWED BY: bms

RESOLUTION:

A RESOLUTION AMENDING THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN 2013-2030 FOR A CERTAIN AREA LOCATED AT 2001 RIVERMONT AVENUE AND 211 HAWES STREET FROM INSTITUTIONAL TO TRADITIONAL RESIDENTIAL.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the petition of Willoughby Properties to amend the Future Land Use Map of the Comprehensive Plan 2013-2030 from Institutional to Traditional Residential for a certain area located at 2001 Rivermont Avenue and 211 Hawes Street is hereby approved.

Adopted:

Certified: ______________________________
Clerk of Council

051K

UNCODIFIED ORDINANCE:

AN ORDINANCE CHANGING A CERTAIN AREA LOCATED AT 2001 RIVERMONT AVENUE AND 211 HAWES STREET FROM R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT TO R-4C, HIGH DENSITY RESIDENTIAL DISTRICT (CONDITIONAL).

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

Section 35.2-54.__. Change of a certain area located 2001 Rivermont Avenue and 211 Hawes Street from R-3, Medium Residential District to R-4C, High Density Residential District (Conditional).

The area embraced within the following boundaries:

PID:02109004

ALL THAT CERTAIN TRACT OR PARCEL OF LAND SITUATE AT 211 HAWES STREET IN THE CITY OF LYNCHBURG, VIRGINIA, AND FURTHER DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE WESTERLY RIGHT-OF-WAY LINE OF HAWES STREET, WHICH POINT IS LOCATED APPROXIMATELY 287.91 FFET SOUTH OF THE INTERSECTION OF SAD LINE OF HAWES STREET WITH THE SOUTHERLY RIGHT-OF-WAY LINE OF RIVERMONT AVENUE,

THENCE, WITH SAID LINE OF HAWES STREET, SOUTH 25 DEGREES 47 MINUTES 35 SECONDS WEST FOR A DISTANCE OF 30.00 FEET TO A POINT;
THENCE, LEAVING SAID LINE OF HAWES STREET, NORTH 64 DEGREES 09 MINUTES 16 SECONDS WEST FOR A DISTANCE OF 132.00 FEET TO A POINT;
THENCE NORTH 25 DEGREES 47 MINUTES 35 SECONDS EAST FOR A DISTANCE OF 30.00 FEET TO A POINT;
THENCE SOUTH 64 DEGREES 09 MINUTES 16 SECONDS EAST FOR A DISTANCE OF 132.00 FEET TO THE POINT OF BEGINNING;

TOGETHER WITH AND SUBJECT TO COVENANTS, EASEMENTS, AND RESTRICTIONS OF RECORD.

SAID PROPERTY CONTAINS 0.091 ACRES MORE OR LESS.

PID:02109002

ALL THAT CERTAIN TRACT OR PARCEL OF LAND SITUATE AT 2001 RIVERMONT AVENUE IN THE CITY OF LYNCHBURG, VIRGINIA AND FURTHER DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT AT THE INTERSECTION OF THE SOUTHERLY RIGHT-OF-WAY LINE OF RIVERMONT AVENUE WITH THE WESTERLY RIGHT-OF-WAY LINE OF HAWES STREET,

THENCE, WITH SAID LINE OF HAWES STREET, SOUTH 25 DEGREES 47 MINUTES 35 SECONDS WEST FOR A DISTANCE OF 287.91 FEET TO A PONT;

THENCE, LEAVING SAID LINE OF HAWES STREET, NORTH 64 DEGREES 09 MINUTES 16 SECONDS WEST FOR A DISTANCE OF 165.18 FEET TO A POINT;

THENCE NORTH 25 DEGREES 53 MINUTES 05 SECONDS EAST FOR A DISTANCE OF 140.00 FEET TO A POINT;

THENCE NORTH 64 DEGREES 42 MINUTES 30 SECONDS WEST FOR A DISTANCE OF 89.71 FEET TO A POINT;

THENCE NORTH 34 DEGREES 02 MINUTES 28 SECONDS EAST FOR A DISTANCE OF 189.08 FEET TO A POINT, WHICH POINT IS LOCATED ON SAID SOUTHERLY LINE OF RIVERMONT AVENUE;

THENCE, WITH SAID LINE OF RIVERMONT AVENUE, SOUTH 54 DEGREES 35 MINUTES 02 SECONDS EAST FOR A DISTANCE OF 230.79 FEET TO THE POINT OF BEGINNING;

TOGETHER WITH AND SUBJECT TO COVENANTS, EASEMENTS, AND RESTRICTIONS OF RECORD.

SAID PROPERTY CONTAINS 1.462 ACRES MORE OR LESS.

.. is hereby changed from R-3, Medium Density Residential District to R-4C, High Density Residential District (Conditional) subject to the conditions set out herein below which were voluntarily proffered in writing by the petitioner, Anna Chytla of Willoughby Properties, to wit:

1. The site shall be built in substantial conformance to the site plan revision number 4, dated May 10, 2018 which was submitted for the rezoning.

2. Although the property will be zoned for uses in the R-4 zone, no more than 20 residential units will be permitted.

And the City Planner shall forthwith cause the “Official Zoning Map of Lynchburg, Virginia,” referred to in Section 35.2-30 of this chapter to be amended in accordance therewith.

Adopted:

Certified: ______________________________
Clerk of Council

052K

MINUTES OF THE APRIL 11, 2018 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

Petition of Willoughby Properties to amend the Future Land Use Map (FLUM) from Institutional to Traditional Residential and to rezone approximately one and fifty-five hundredths acres from R-3, Medium Density Residential District to R-4, High Density Residential District at 2001 Rivermont Avenue and 211 Hawes Street to allow the conversion of the existing buildings into apartments with associated parking.

Ms. Lauren Fishbein summarized the report for the commissioners. The house on the property dates back to 1909 with more modern development in the 1950s. In the past, it has been used for institutional purposes when owned by the Seven Hills School and the Virginia School of the Arts. However, the buildings are currently vacant and in poor condition.

The current owner purchased the properties in December 2017 and would like to renovate and convert the buildings into 22 apartments with associated parking. The R-3 zoning does not allow for the construction of apartments. R-4 zoning would align with the proposed *FLUM* designation (Traditional Residential) and has already been granted to a number of properties on Rivermont Avenue.

The *FLUM* recommends an Institutional use because the properties were being used for school purposes but has been vacant for seven years. The *FLUM* amendment would bring the property into character with the surrounding properties. The Planning Division recommends this *FLUM* amendment because it will restore a historic property while maintaining the current residential use.

The property is bound by Hawes Street, Rivermont Avenue and Loudon Street, which all contain single-family homes. If the petition is approved, the existing parking lot will be reconstructed and an entrance will be closed on Hawes Street. The developer has exceeded the requirement for 22 parking spaces by providing 22 off-street parking spaces and eight on-street parking spaces. The parking lot will also be buffered by a generous band of greenery. Additional trees will be planted along Hawes Street, Rivermont Avenue and the parking lot. The asphalt drive near the house will be removed to allow for public space and a return to more of a historic feel to the property.

The City's Transportation Engineer had no comments or concerns. The project did not meet the threshold necessary for a traffic study. The property is well connected to public transportation.

Stormwater management for water quality will be addressed through the purchase of offsite nutrient credits and quantity will be addressed through bioretention. The Planning Division recommends approval of both the *FLUM* amendment and the rezoning petitions. The project will bring a vacant, blighted property in a local historic district to a new adaptive use that fits with other properties in the neighborhood. Staff supports the R-4 zoning, specifically, because there is a need for multi-family housing and Rivermont Avenue is a highly desired location.

Ms. Anna Chytla of Willoughby Properties, Mr. Casey Servis of ADO Design and Mr. Bill Berkley of Berkley Howell & Associates were present to represent the petition. She commented that the original house is one of the best examples of Tudor Revival architecture in Lynchburg. The 1950s part is quite interesting as well. It is not historic yet, but she has no doubt that it will be appreciated as a fine example of Mid-Century Modern style, if not already. That style is becoming quite fashionable. It is important to preserve the entire property as part of the City's historical and cultural heritage.

Unfortunately, the buildings have been vacant for quite some time and not well taken care of since 2011. That has taken its toll and the roof on the main house is leaking and the front portico is unstable. The interior is uninhabitable and the building does not have much time left. She is afraid that the main house will be lost if it is subjected to a couple more years of exposure to the elements. Her timeline is to move quickly and stabilize the main house and begin construction this summer with a goal to complete construction by the summer of 2019.

Ms. Chytla remarked that she considered other options such as commercial or mixed use. They also thought about converting the Tudor house into a single-family residence. Those options are really not viable. Some do not work financially and some would be out of character for the neighborhood. After consulting with architects and real estate experts, she felt that a multi-family development makes the most sense for this site.

Ms. Chytla thinks the *FLUM* amendment and rezoning request are consistent with the views articulated in the City's *Comprehensive Plan.* First and foremost, the proposed development is quite compatible with the neighborhood. Going back to a Traditional Residential use is reverting to the original character of the property. R-4 zoning is certainly allowed in Traditional Residential areas. There are many multi-family units on Rivermont Avenue.

Secondly, the *Comprehensive Plan* favors adaptive reuse of historic buildings. This project is very much in line with that goal. An important historic asset will be preserved and the project will contribute to the stability of the neighborhood. It will undoubtedly improve property values.

Thirdly, she would like to talk about the design and construction. She bought this property because she really likes it and has a personal interest in doing a good job on the renovation. They will comply with the U.S. Department of the Interior standards for rehabilitation of historic buildings. The units will be upscale one and two-bedroom units. The rent will be at market rate. The units will be quite nice, especially in the historic house. In the gymnasium, they are hoping to take advantage of the ceiling height and put in lofts. She thinks the apartments will attract very nice tenants that will contribute to the neighborhood.

Her fourth point is that this is a beautiful neighborhood but this property is very unattractive. It attracts vagrants. She will have the property professionally landscaped. There will be green areas, especially to camouflage the parking lot. They will try to preserve all the mature trees to the extent possible. There will be common spaces and sitting areas for the residents. They have repositioned the parking lot somewhat to maximize the parking spaces.

They submitted the preliminary concept plan to the Historic Preservation Commission to get their approval of the parking lot, lighting and the trash enclosure. They were provided with a Certificate of Appropriateness.

They think this is the type of development that the *Comprehensive Plan* envisions. It makes sense for this type of neighborhood. It very much matches the existing houses. It is a solid project that will be completed quickly and will be well done. The City and the Rivermont historic district will certainly benefit from it. They hope the Planning Commission will look at the application favorably.

Chair Perault noted that Ms. Chytla mentioned rent. He reminded the commission and the audience that by law they are not allowed to consider any concerns about low income housing.

Chair Perault asked for anyone who wished to speak in favor of the petition. Ms. Alicia Bowles of 34 Norfolk Avenue came forward to speak. She commented that she met Ms. Chytla last year. She has talked with Ms. Chytla about this project and has come to realize that Ms. Chytla has a "less is more" approach; the less harsh impact, the better. She has the best interest of the community, the neighborhood and the project at heart. She is impressed by this and is also pleased that this project will have a positive impact on her grandparents' home next door. If not Ms. Chytla, then who? This house really is in very bad shape and not much more time can pass before it may have to be torn down. Ms.

Chytla will maintain the integrity of as many of the architectural features on the inside of the house as possible. She is sure Ms. Chytla will do an excellent and sensitive job rehabilitating the property.

Mr. Brian Myers of 1917 Rivermont Avenue came forward to speak. He has two of the ten children that live within the four houses surrounding this property. This property has always been a sore spot for them. His son and his son's friend unknowingly brought home some drug paraphernalia that they told him they had found on the property. There is a bamboo forest over there that the children are forbidden to go into because of safety issues. He welcomes a project like this one. He thinks it will be good for the neighborhood and safe for the children.

Mr. Harold Wheeler of 2236 Rivermont Avenue came forward to speak. He and his wife have been watching the development of the Virginia School of the Arts (Garland Rhodes) building. There was a delay on that project but they are pleased to see work has started again. Their biggest concern with that project is that there was not enough parking but the plan was modified and some additional parking spaces were added. He and his wife have been watching the 2201 Rivermont Avenue property for quite some time; they love the architectural style of the Tudor house. They have been watching the building go into disrepair and watching vagrants go in and out of the building. They would like to see something done with the facility that would get rid of those problems.

Mr. Wheeler noted there is a lot of property behind the gymnasium. He would like to see the petitioner explore the possibility of additional parking spaces in that area. Mr. Wheeler noted that Ms. Chylta had made herself available to talk to neighbors and take them on a tour of the property but Mr. Wheeler was not available to take her up on that offer due to some personal reasons. He has listened carefully and is impressed with what she is trying to do. Mr. Wheeler also noted that on his drive to City Hall today, he noted that there are many houses on Rivermont Avenue that have parking available in front of them typically. If residents of this apartment complex have two cars, there would be some available on street parking.

Chair Perault asked if there was anyone else who wished to speak in favor of the petition. No one came forward. He asked if there was anyone who wished to speak in opposition of the petition.

Mr. Carl Manfield of 2101 Rivermont Avenue came forward to speak. He and his wife are concerned with the historic preservation of the neighborhood. Restoration is much more expensive than renovation. He wished to stress that their opposition has nothing to do with who the tenants may be. The neighborhood is very heterogeneous. One of their concerns is with parking. Twenty-two spaces are being provided, but most households have two cars and visitors. Hawes Street is a very narrow street. Bedford Avenue has two very high banks making it very difficult to exit Hawes Street on to Bedford Avenue. With more traffic coming out of this site on to Hawes Street, it would increase an already existing traffic concern.

The Garland Rhodes School project will also add more traffic to the 2200 block of Rivermont Avenue. When they first moved in, there was no one parked in front of their house. There is now almost always someone parked in front of their house. The added bicycle lanes have also made traffic a little more crowded in the area.

They are asking the Planning Commission to protect the neighborhood. He knows the current owner is not responsible for tenants that were there a few years ago, but they were anything but good neighbors. There were a lot of parties late into the night and the neighbors do not want to see the same thing happen again from this apartment complex. The neighbors were in favor of the school being converted into dorms but that was because the high school students did not have cars. They were sorry to see the school close. For the people that have put their hearts and souls into this community for decades, they ask the Planning Commission not to approve this petition.

Mr. Ken West of 1 Huron Avenue came forward to speak. He is not opposed to seeing the buildings reused and redeveloped but he is greatly opposed to this plan. When they moved here in 1976, their realtor told them she would not show them a house below the Garland Rhodes School because the place had totally deteriorated. The realtor said there are apartments and duplexes there and it is not where you want to raise children. He thinks the Rivermont historic district designation was the best thing that ever happened to Rivermont Avenue. You began to see changes made.

He would love to see Ms. Chytla do something with these buildings but not 22 units. He would invite them to sit on the corner of Huron and Rivermont Avenues in the morning or afternoon and see what happens when the school busses go down the street and see how long it takes you to turn left. Now you are going to add 44 more cars to this area and he thinks it is going to be a traffic hazard. His fear is that years from now a realtor will say they are not going to show his grandchild anything on Rivermont Avenue because it has become a little Wards Road and it is really not meant for families to raise children. He would like to see Ms. Chylta change her plan to something that fits into their neighborhood; her plan does not.

Ms. Sandra Luse of 202 Huron Avenue came forward to speak. From her house, she can see and hear another high density residential project on Rivermont Avenue. She is concerned that another high density residential project diagonal from her would do the same. She does not think 22 one bedroom apartments will create a safe family area and they have been able to attract families to Huron and Rivermont Avenues. She has been so pleased to see that happen. She thinks this project will change the whole characterization of the neighborhood. From the Greenbriar down to Huron Avenue, we do not have anything like this high density development. She feels it would start to be a detriment to Rivermont Avenue. She thinks this is a good project but not a good place for it.

Ms. Luse also wanted to point out that the person who owned the property before Ms. Chylta (and it has been said that it hasn't been well taken of) is the same person who is developing the Garland Rhodes School. We welcomed this developer to town but are now saying that he was not taking care of 2001 Rivermont Avenue. She does not think that it is impossible to say that it could go back to a single-family residence, if the starting price were right. It has been run down, but it has been run down by developers. It doesn't lend her to trust another developer. They had experience with other singles living there and they were the ones having the parties. They are very concerned and she asks the Planning Commission to be very concerned.

Mr. Mike McLeroy of 2018 Rivermont Avenue came forward to speak. He would like to see the property revitalized but thinks that putting 22 apartments in it is the wrong plan for this property. He is very concerned about traffic and parking. He has concerns about the historic rehabilitation of the interior. Mainly, he is concerned with noise. The previous tenants (the Keep Colony) had a lot of parties and created a lot of noise and he is worried that will happen again. Once this property is rezoned to R-4, the next owner can do what he or she wants to with it.

Mr. McLeroy is also concerned with crime rising not from the tenants but because the area is more densely populated. He feels that putting an R-4 development next to an area that already has some issues with crime right down the street. There are already a lot of R-4 areas designated in the area. He does not think the community needs another R-4 development or high density apartment complex in the area.

Ms. Deidre Saunders and Ms. Veronica Minor of 302 Loudon Street came forward to speak. Ms. Minor indicated that she and her sister were longtime residents of Lynchburg but currently live out of town. They are not totally opposed to this project. They agree it has always been beautiful and is a nice piece of property. From their point of view, there are certain aspects of the plan that need to be noted. They do not feel that the proposed parking lot is enough; they believe 44 parking spaces or more will be needed. They feel the people that will occupy 302 Loudon Street will have very little privacy. The gymnasium is about eight feet from their property line. They would like to see a more permanent barrier be placed between the two properties. They can provide details of what they would like to see done.

Ms. Minor does not think that one dumpster for 22 apartments is enough. The trash that has come to their back yard has been deplorable. Her suggestion would be to lower the number of units and demolish the gymnasium. They would also like to see the parking increased.

Ms. Saunders indicated that they have always had problems with the Seven Hills School and the Virginia School of the Arts dorm as far as with people hanging around it. They always kept a watchful eye; now with it being proposed for a high density residential development, they are very concerned. She understands the economics of getting as many units in there to make it financially viable but to keep it more in character with a family neighborhood, they would like to see less than 22 units. If the rezoning is approved, they would like a more permanent barrier along their fence line. Right now it is proposed for low, medium and high evergreen shrubs in a diagonal pattern. That buffer would not be sufficient to deter noise or trash. Mainly, they would like the barrier just to have privacy.

Mr. Stephen Chester of 2024 Rivermont Avenue came forward to speak. He is an emergency room doctor and can tell them that the high density population on Rivermont Avenue is very active with shootings and other situations due to the opioid crisis. Mr. Chester said he has been working very hard on restoring his house and takes great pride in it. That sense of ownership is not what we are going to see with 22 units. He would disagree vehemently that high density residential development does not affect the value of your home. The high density developments he sees on lower Rivermont Avenue are vacant, for sale and in disrepair. He has lived next door to a multi-family unit for three years that is falling apart.

Ms. Patty West of 1 Huron Avenue came forward to speak. She wanted to emphasize that some of the units will have one bedroom and that creates the potential for 44 cars (two per unit). Some of the units are going to have two bedrooms. If all of them have two bedrooms, there could be 88 cars. The plan shows 30 spaces. Where are the rest of the cars going to park? She counted today. There are 24 adults who have cars or can drive on Huron Avenue. There are 24 adults on Riverview Place that have cars or can drive. There are as many people that can drive or have cars on those two streets as will be in this proposed development (or maybe there will be even more) and that is why they are concerned.

Mr. Bob Luse of 202 Huron Avenue came forward to speak. He went through this property several years ago when New Vistas School was thinking about relocating. It is a very interesting property and he wonders how it will retain that historic flavor with 22 apartments. He reiterated the narrowness of Hawes Street; two cars can sometimes not pass each other, depending on the size of the vehicles. It also has no sidewalks.

Mr. Luse also wanted to comment that zoning is to protect the people in the community. It is zoned R-3 and zoned that way for a reason. We are all here to contemplate changing the zoning. In his opinion, he thinks it would be a detriment to the community to change the zoning.

Mr. Scott Lyng of 200 Huron Avenue came forward to speak. He pointed out that in an R-3 district, one is allowed 10.89 units per acre. What is wrong with doing 11 units and making them upscale instead of 22 marginal units? We would not be here right now if the petitioner would go with the 11 units. He thinks that all the neighbors would go along with that type of development. He would like them to reconsider. It seems they have already decided from what he read in the Planning Commission report, but he would like them to reconsider their vote on this proposal.

Chair Perault wished to clarify that the Planning Division is recommending approval. The Planning Commission makes a recommendation to City Council. Chair Perault assured him they have not decided on its recommendation yet. Mr. Lyng mentioned that he thought a traffic study should be done because Hawes Street is so narrow.

Ms. Marcia McBratney of 1 Riverview Place came forward to speak. Her concern is with renters because they are not going to be taking care of the property like homeowners. Ms. McBratney noted that Ms. Chylta is not a Lynchburg owner. Ms. McBratney is not sure there will be a property management company. If she has owned this since December, they would have hoped that at least the trash would have been removed from the property by now.

Mr. Alex Dirom of 2315 Rivermont Avenue came forward to speak. He has always thought this was a place of community. He noted that some of the multi-family units around him have been converted back to single-family units. He certainly wants something done with 2001 Rivermont Avenue; his parents were married there in 1928. He would like to see her reconsider because R-3 zoning is not a bad deal.

Mr. Jon Carey of 35 Huron Avenue came forward to speak. He commends Ms. Chytla for putting together a proposal for this property. However, he does not think there is any way you can put 22 units into these buildings and it not be detrimental to this neighborhood in terms of the quality of life, the safety of the children and traffic. It gets depressing to see the trash piles on the sidewalk. People treat things they own differently than if they are there for a short time. If you open this property to R-4 zoning and 22 units, it is going to be a detriment to this neighborhood. At the least, he would like to see stop lights and crosswalks and a traffic study.

Ms. Bonnie Worsham of 2305 Memphis Avenue came forward to speak. She lives near the Garland Rhodes School development and pointed out that there could be an additional 30 to 60 cars from that development. She does not think the parking at that apartment complex was thoroughly resolved. She thinks the additional cars from the Garland Rhodes School and the Seven Hills School will affect all of Rivermont Avenue. It has become bumper to bumper traffic in just the past six to seven years. She is in favor of adaptive reuse but does not think it is a particularly good use for these buildings. She would like to see the Tudor building restored back to a home.

Mr. Kevin Brandt of 2021 Rivermont Avenue came forward to speak. He has spoken to some of his neighbors but he has also spoken to realtors and real estate attorneys that have offered some very discouraging advice as far as participating in this process. When they bought their house, they checked the zoning. They relied on the zoning as they made plans to restore their house. Their project to restore their own property is now on hold. They thought the property might be returned to a single-family use or a small number of condos. He acknowledged that Ms. Chytla paints a pretty picture of her project. Maybe that is what happens but maybe not. The numbers for her investment are quite fragile and she might need to create more units. With an R-4 zoning, she could certainly put a lot more units on it. The rezoning would not really constrain an owner from doing other kinds of things.

He is concerned with mixing high density residential development with single-family residential. They are concerned with lighting. When they considered moving to Lynchburg, they rejected other homes because they were next to high density residential. Now high density is coming to them. In his opinion, it comes down to fairness. Is it fair for someone to make a profit at the quality of life expense of their neighbors by changing the rules or in this case, changing the zoning, especially when it is an investment property and not a personal residence?

Mr. John Wills of 196 Huron Avenue came forward to speak. He thinks they would agree that they would like to see something done with property. But if you rezone the property with 22 units, the damage will be very difficult to reverse. He asks them all to consider this and the repercussions it will have on the residences.

Chair Perault asked Ms. Chytla if she would like to rebut the comments presented by those in opposition. Ms. Chytla said that everyone in the room cares very deeply about the neighborhood and that is very heartening. At the same time, she feels terribly deflated because she is very excited about this project and she thought this meeting was going to go more smoothly. She has heard very positive comments from neighbors who did not come today. She did not hear these negative comments and has to say she is a bit unprepared for them.

The concerns are very good and very valid. She had considered restoring the house and tearing the school down but economically that just does not work. She does not think it is in the cards for this home to be restored to its former glory as a single-family home. She looked at converting it into some form of commercial space but commercial space in Lynchburg is abundant and does not rent. She does not think that picture is going to change any time soon. Also, having something commercial in a residential neighborhood did not make sense either. She thought about doing fewer units and staying with the R-3 zoning but could not make those numbers work. The property would be negative for many years. She is not a developer. This will probably be her one and only project; it will be her retirement investment. Mr. Servis pointed out that the R-3 zoning does not allow multi-family; it allows a duplex, so this property would be capped at two units.

Ms. Chytla said they determined that this is the number of units she needs to do to make it financially feasible and even then she will not make a profit for seven years. She will be putting $2.5 to $3 million into this property. She needs to put that much money into it for it to be a well done project. She does not want a project with a lot of choppy, cheap units. If this does not work out, she will probably put the property back on the market. In her opinion, the choices are to let this property sit vacant and continue to deteriorate or to do an apartment complex with around 20 units. That is the only viable use she has been able to come up and she has consulted widely.

As far as what type of community this will be and the type of tenants, she wanted to assure everyone that she is investing so much money into the property that she is not going to let it fall into disrepair. The property will be managed and there will be high quality tenants. These will definitely be upscale apartments and she has every confidence that the residents will blend very well into the neighborhood.

As far as the parking, they configured it so that there would be plenty of green buffering and in order to keep the parking lot from being visible to all the neighbors. As far as lighting, they carefully agonized over the lights. She selected lighting that beams down but still provides sufficient safety. As far as the number of bedrooms, she plans for 20 one-bedroom units and two two-bedroom units. She is looking to attract employees of the medical and collegiate facilities. They are not trying to attract the student population. She thinks they will be high quality tenants that will take pride in where they live and she will certainly take pride in maintaining the property.

Commissioner Light asked her if the units have to be flipped into ownership mode after five years because she is using the historic tax credits. Ms. Chylta said she plans to rent indefinitely and keep the buildings long term.

Chair Perault closed the public hearing portion of the petition. Chair Perault suggested they treat the two petitions separately—the *Future Land Use Map (FLUM)* amendment and the rezoning when it comes time to vote. Chair Perault does not see the purpose in leaving the *FLUM* designation as Institutional unless someone thinks there is going to be a school there again.

Commissioner Bowden thinks the discussion should be larger than what they do with this particular property. There are other properties in the City that come to mind for him that are in such disrepair that they are going to take a significant influx of cash to fix them up. They will either be high density residential or an institutional use. If we change the *FLUM* designation but then then turn down the rezoning, they have shut the door on what someone can do with the property. He does not see this coming back to a single-family residence. Commissioner Bowden does not think this is going to be the last time they come up against a project like this and he is looking for footprints for how they handle it when it comes up again.

Commissioner Marion is not sure the petitioner would want to proceed if the *FLUM* designation is changed but the rezoning is denied. Commissioner Rogers pointed out that the zoning is R-3 already so the change in the *FLUM* would just bring it in line with the property's current zoning.

Mr. Tom Martin explained that if you look at the Traditional Residential use, they are for the older areas of the City developed primarily before World War II. If you look at those areas, they also contain institutions. They might not be called out on the *FLUM* as Institutional uses, but they still exist. If you changed the *FLUM,* that does not preclude this property from becoming a school or a church. They would just have to come through the conditional use permit process. He would suggest they not get hung up on the *FLUM* too much and spend their time discussing if the proposed zoning is appropriate or not. Ms. Chytla said it would be all or nothing for her. She would not go forward to City Council with just a recommendation for the *FLUM* amendment. Commissioner Marion commented that regardless of what they recommend, Commissioner Marion would suggest she still go to City Council because it has the final say. City Council does not always agree with the Planning Commission's recommendation.

Commissioner Rogers made the following motion, which was seconded by Commissioner Light:

"That the Planning Commission recommends to City Council approval of the petition of Willoughby Properties at 2100 Rivermont Avenue and 211 Hawes Street to amend the *Future Land Use Map* from Institutional use to Traditional Residential use."

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

Commissioner Marion did some calculations based on the square footage shown on the City's tax records that the apartments would be approximately 800 square feet. She looked up the average size of an apartment and it is 934 square feet. She knows of an apartment that is approximately 800 square feet and it has a loft, which makes it work a little bit better. Ms. Chytla has indicated that the gymnasium apartments will have lofts, which will give them more square footage. Because these apartments will not be very large, that makes Commissioner Marion think there will not be a lot of double occupancies. The proposal sounds good to her but she does worry about the density.

Ms. Chytla said they will be gaining about 3,000 square feet by putting lofts in the gymnasium apartments. The average size of the apartments will be over 900 square feet. Commissioner Lowe pointed out that she cannot dictate how many people will occupy the apartments. Ms. Chytla said they will be marketing to single, young professionals.

Commissioner Rogers noted that he lives close to this property and has talked to some of his neighbors. He has heard a lot of positive comments. He thinks the biggest safety issue is a misaligned intersection that causes a lot of trouble. But on the other hand, there was a vagrant living on the property that broke into his neighbor's house while she was home. Weighing those two issues out is tough. He is concerned about the future of the property. Commissioner Rogers pointed out that demolishing the gymnasium will cost more than building a house.

Commissioner Rogers has heard a lot of concerns about traffic, the lack of a crosswalk on Rivermont Avenue and the lack of a sidewalk on Hawes Street. Commissioner Rogers noted that there are a lot of children that play around this area. He was hoping he would see something on the plan that addressed walkability on Hawes Street. Commissioner Rogers noted that Hawes Street is one of the few flat areas around the area and there are a lot of children bike riding and doing other recreational activities on this street.

Ms. Chytla said they are still looking at the landscaping. If they exceed the land disturbance limit, they will put in a sidewalk. Chances are high that they will go over the land disturbance threshold and be required to do a sidewalk.

Commissioner Rogers noted that he heard a lot of concerns about density. The size of the apartments is not a big issue for him. He rented an 800 square foot house when he was younger. He is not concerned with parking on Rivermont Avenue; he feels there is plenty of parking available but he is concerned with parking on Hawes Street. Another concern he heard was about construction and debris and dust that will be created during that period.

Commissioner Marion asked if you could build anything close to this in an R-3 district with a conditional use permit. Mr. Martin said the ordinance allows for single-family homes or duplexes. You could probably do something by conditional use permit that is more transient like a boarding or rooming house but not apartments. The apartments require a rezoning to R-4.

Ms. Chytla said she did look at an Airbnb type of concept. That is a viable approach and she would not be surprised if this does not work out if that is not the route someone else will take. She thinks that would be much less desirable.

Commissioner Marion noted that some of the residents have been there long enough to remember when Seven Hills School was open. She wondered if the traffic from 22 units would be worse than the traffic that was there when it was a school. One of the owners of 302 Loudon Street spoke up and said that the traffic from the school was only during a specific period of time. Traffic from this development can come and go at any time not just during operational hours of a school. Commissioner Marion thinks the traffic from this development would be dispersed throughout the day. Commissioner Marion would think that there had to be some traffic jams when it was a school and parents were coming to pick up their children.

Commissioner Marion asked the owners of 302 Loudon Street what other type of buffer they would like to see other than trees. Mr. Servis indicated that the project is still in the design phase. They are willing to talk to neighbors and try and figure out what they would like to see. Commissioner Rogers noted that the owners of 302 Loudon Street are very close to the property and might be able to see the parking lot. One of the owners of 302 Loudon Street said she would like to see a permanent wall added to the project between their property and the development. She would also like to see more than one dumpster. Ms. Chytla said they determined the size of the dumpster based on a formula for 22 units. If it is not sufficient, she will be happy to add another dumpster. She has every interest in making sure this property remains tidy and clean. Ms. Chytla also noted that she will be working with her landscape architect to address their concerns about the type of greenery that will best provide a sufficient buffer.

Commissioner Light would like to commend both sides. It has been very informative and there has been good, civil dialogue. He remarked that the interchange outside of the public hearing is a little out of the ordinary but he likes to see the petitioner talking with the neighbors. He does not think they are trying to demonize Ms. Chytla and everyone is trying to work for a better neighborhood.

Commissioner Light noted that he is very worried about the state of this property and its buildings. He thinks everyone is very concerned about it the future of the house and would agree that it probably only has two to three more years left before it is beyond salvageable. What is weighing on his vote considerably is that stretch of Rivermont Avenue has made remarkable progress with owners improving their homes. He does not think Seven Hills School will go back to a single-family home. What concerns him is from a density viewpoint, we could actually end up taking a step backwards. We have heard from people that have invested recently and people that have been there a long time. They relied on the zoning in that neighborhood and he does not think it is fair to change the rules on them at this point.

With that said, he is as sympathetic as he can be with Ms. Chytla and her trying to figure out a way to save the building. He thinks she is very sincere and well intentioned. He would love to see her continue to work with the neighbors to allay their concerns and continue the forward progress of this section of Rivermont Avenue.

Ms. Chytla said she is a very careful investor. She does not like a lot of debt or partners. This is her project and her finances. She has been through this with a fine tooth comb. She really cannot make it work with less than 22 units. She appreciates everyone's perspective and the concerns of the neighbors. She will probably put it back on the market if the rezoning is not approved and move on to the next project. There are a lot of interesting properties in Lynchburg.

Chair Perault agrees that people buy into an area and they should be able to expect consistency. He thinks they try and do that as much as possible. Even though there are a lot of houses going back to single-family, they are being done under the context of R-3 zoning. Chair Perault pointed out that there is room for higher density with R-3 zoning and commented that some of the properties in the immediate area are already zoned R-4. Just a block away, there is a large chunk of R-4 zoned property. If that was not there, he would probably look at this very differently. It is not a very polite way to put it, but he thinks this project would be one of the nicer R-4 properties in the area. It would improve the overall picture of the neighborhood. He thinks it is a step forward and not as drastic of a change as some previous rezoning petitions they have considered.

Commissioner Light entertained a question from Ms. Chytla. She said she looked at the zoning before she bought the property. She met with City staff and everyone gave her very good guidance. She has structured everything to meet all the City's ordinances and then some. She looked at the whole neighborhood and thought about the Garland Rhodes School being rezoned. She thought her chances were pretty good. This is going to be a very nice development so she felt pretty positive that this would be approved. She sees that she may have misjudged.

Commissioner Light said City Council does not always go with the Planning Commission's recommendation. He has seen City Council go with City's staff recommendation when the Planning Commission recommended denial. He cannot predict what will happen but he would ask her to realize there is another step to this process.

Chair Perault suggested that regardless of their decision, the commission's goal is to find common ground and get both sides to see what is happening and get people on the same page. He thinks they have done some of that today. Ms. Chytla acknowledged it has been a very good conversation.

Commissioner Rogers noted that he hears the narrative a lot that this is going to attract violent and dangerous people because that is what is at the Greenbriar. That is not true as it is. He lives two doors from the Greenbriar. The biggest concern he has heard is with traffic. Commissioner Rogers thinks that the value of the building to the community is strong and that is really important to him. He does not want to see a building like this sitting vacant.

Commissioner Rogers said this project lends itself to sustainability and also pointed out that density is not a bad thing. Being a stakeholder in the community, he thinks this is important. He thinks density lends itself to an interesting fabric. That is something that we might miss out on. With this property being R-3, the chances are so slim that it will go back to a single-family home. He leans toward supporting the petition. People's acceptance of the idea, despite being against it, weighs stronger than some of their arguments. He acknowledges there are traffic issues, but good land use and higher or better use of a property is always good.

Commissioner Bowden is struggling because there is nothing about the project that he dislikes. He does not see their job as just finding common ground. He thinks they need to get away from the idea of "all or nothing." There are a lot of things they have put off in Lynchburg and haven't taken care of because it has been an "all or nothing" thing. There will always be parts of a project that will be difficult or they may not like. He thinks it is a great project but would like help trying to figure out the traffic issue. He cannot make this project work in his mind because all the traffic goes to Rivermont Avenue. There are not just cars on Rivermont Avenue; there are bicyclists and dog walkers and runners. He agrees it is a great use of land but how will they handle the traffic?

Commissioner Rogers noted he drives on Rivermont Avenue daily. He thinks the traffic from this development is manageable. It does not negate the concerns about safety. We can put regulations on it but it will not change how fast people drive on Rivermont Avenue. He hears the neighbors' concerns about 22 additional cars but that will be spread out throughout the day. If the tenants are medical professionals, they will be working different shifts.

Commissioner Marion thinks Rivermont Avenue can handle the traffic and all the cars will not be coming out at the same time. She thinks the issues about noise and trash pertain to past tenants. The most recent tenants were a group of kids that knew each other so they were having parties. If you have 22 small, discrete apartments with different tenants that do not know each other, you are not going to have any large parties. As far as traffic is concerned, the building already exists and someone is going to be in it. She thinks this is a good plan.

The last thing she would like to say is to Ms. Chytla. Commissioner Marion has to have faith that Ms. Chytla will do what she says she is going to do. These look like they will be very nice apartments. Commissioner Marion knows things are cyclical. They could be nice for years and then become seedy. Rivermont Avenue has gone up and down over the years. Right now, it is coming up. Commissioner Marion owns two properties on Rivermont Avenue and is very much in favor of Rivermont Avenue. She has to have faith that Ms. Chytla will do what needs to be done to make this property better.

Commissioner Lowe noted that this has been a wonderful exercise in citizenship. He is really torn. He is very familiar with Seven Hills School and this area. His concerns are with traffic and parking. He hopes people will not try to figure out how to have three people in each unit. He hopes the thirty spaces she has accounted for will be enough. He hopes she puts some life back into that building because it is a beautiful house. He is concerned with safety on Hawes Street with cars going in and out. He thinks there will be some couples occupying these apartments that will generate more cars. He has to trust that her intent to get her investment back sooner than later is there and that the rent will be such that there will not be students occupying them. He leans toward approving it because if it is not this project, then what comes in there. How long do we wait for the building to either fall down or for someone else to come along and put something there? He would lean more toward a professional apartment complex than a tenement house.

Ms. Chytla noted she can reduce the number of apartments but then they are going to be two and three-bedroom units and that attracts a very different type of tenant. A member of the audience was called on by Commissioner Lowe and she noted that they do not know Ms. Chytla. Ms. Chytla is from Charlottesville. This citizen does not think that Ms. Chytla would like this complex across from her 22-acre property in Charlottesville.

Commissioner Rogers would comment that in Charlottesville, this would be a pretty low density property. Charlottesville is packing people in a lot more tightly than we are doing in Lynchburg. Commissioner Rogers also noted that the owner of the Greenbriar is renovating them and raising the rent. There is a trend toward people wanting to live in more dense areas, particularly young professionals. It is a changing trend that some people might be uncomfortable with but he thinks it is the reality. We see it downtown and it is a lot denser downtown.

Chair Perault reminded the public that they are making a recommendation. City Council has the final say. He appreciates everyone's input tonight.

Commissioner Marion made the following motion, which was seconded by Commissioner Rogers, and it passed by the following vote:

"That the Planning Commission recommends to City Council approval of the petition of Willoughby Properties at 2100 Rivermont Avenue and 211 Hawes Street to rezone the property from R-3, Medium Density Residential District to R-4, High Density Residential District."

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

Zoning-TRC Map	REZONING FROM R-3 TO R-4C
TRC	Willoughby Properties, LLC

Property Information

Parcel ID	Address
02109002	2001 RIVERMONT AVE

Legend

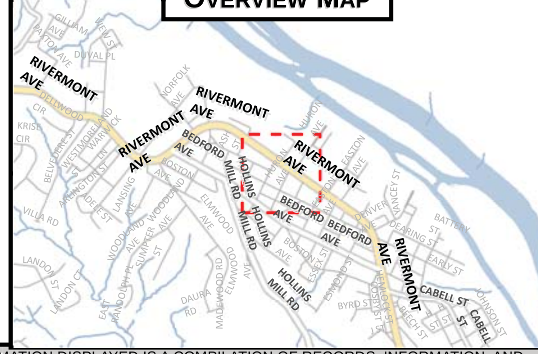
Subject Property

215' Buffer

B-1	I-1	R-4
B-2	I-2	R-5
B-3	I-3	R-C
B-4	R-1	IN-1
B-5	R-2	IN-2
B-6	R-3	

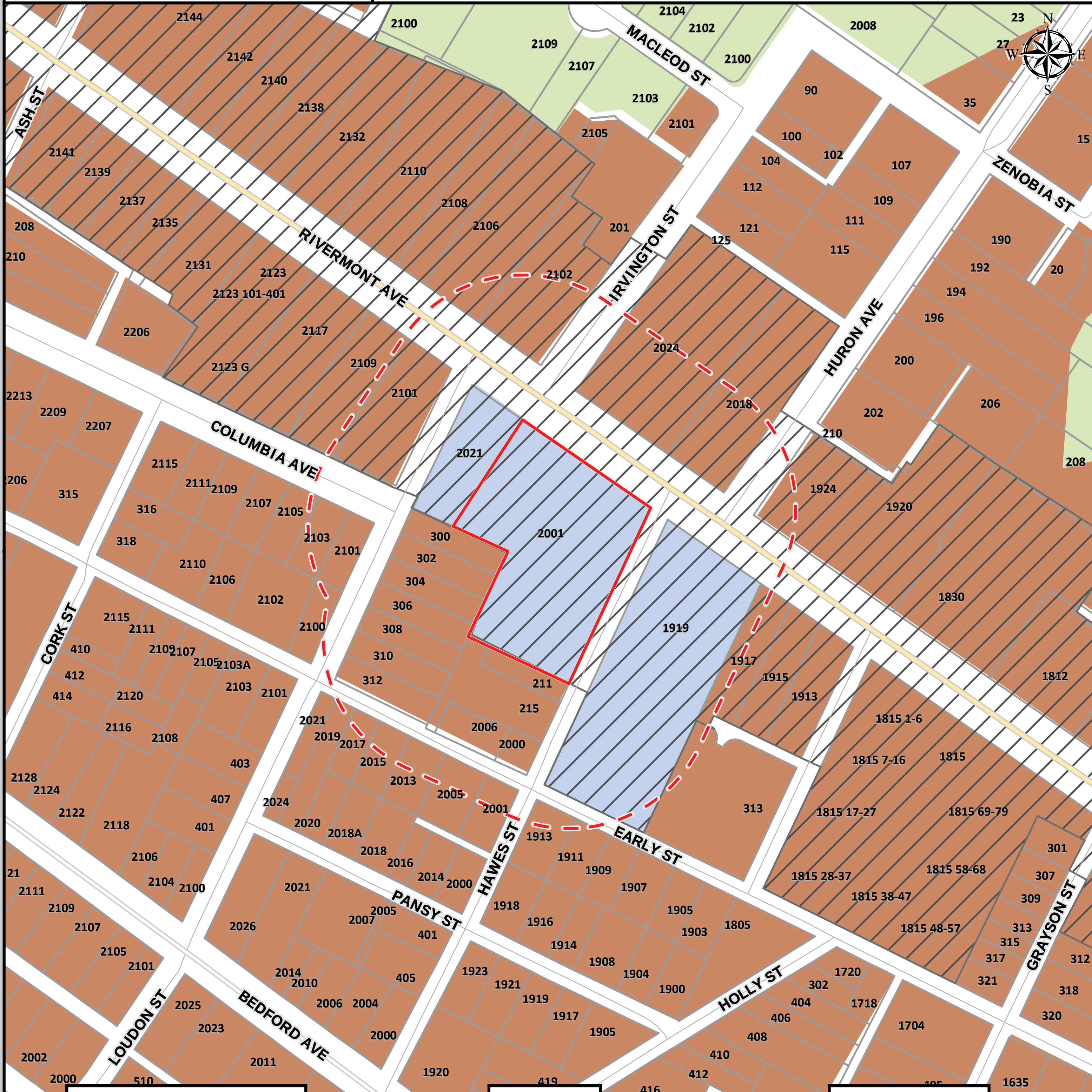
Map Scale: 1 " to 200 ' Date Printed: 5/10/2018

Overview Map



Parcel ID	Address	Owner
02109008	308 LOUDON ST	ADAMS, JERRY L & BRENDA W
02110001	1919 RIVERMONT AVE	BOHN, WILLIAM M & WOOFTER, JENNIFER
02007007	2109 RIVERMONT AVE	BOZOIAN, MICHAEL & KAY C
02109001	2021 RIVERMONT AVE	BRANDT, KEVIN D & NANCY S
02109006	312 LOUDON ST	BROWN, CHARLES H JR &
02109010	304 LOUDON ST	BSMITH PROPERTIES LLC
02121011	2013 EARLY ST	CAMPBELL, WESSELL & JANETTE M
02002008	2106 RIVERMONT AVE	CASEY, THOMAS H III & JEAN L
02108008	2024 RIVERMONT AVE	CHESTER, STEPHEN EARNEST & BOBBI LEE
02121003	2017 EARLY ST	GLOVER, HARMON A III
02109007	310 LOUDON ST	JACKSON, VIRGINIA W LIFE ESTATE
02121005	2005 EARLY ST	JEFFERSON, THOMAS D
02120002	1909 EARLY ST	JOHNSON, WILLIAM A JR
02120012	1911 EARLY ST	JONES, TERESA L
02121004	2015 EARLY ST	LANDRUM, VIRGIE
02007008	2101 RIVERMONT AVE	MANFIELD, CARL D & JOYCE L
02008007	2101 COLUMBIA AVE	MARSHALL, RALPH A
02108007	2018 RIVERMONT AVE	MCLEROY, MICHAEL P & JENNIFER L
02109011	302 LOUDON ST	MINOR, VERONICA S & SAUNDERS, DEIDRE
02110002	1917 RIVERMONT AVE	MYERS-RAMIREZ, AMANDA & MYERS, BRIAN
02102034	1924 RIVERMONT AVE	NELSON, THOMAS P & VIRGINIA A
02109005	2000 EARLY ST	OTEY, RONNIE E & JOE ANN TRS
02109013	215 HAWES ST	OTEY, RONNIE E & JOE ANN TRS
02109014	2006 EARLY ST	OTEY, RONNIE E & JOE ANN TRS
02121006	2001 EARLY ST	PHELPS, DONALD S & ADELLE J
02120001	1913 EARLY ST	RICHESON, KENNETH P
02008006	2103 COLUMBIA AVE	RICHIE, K HENARY
02008005	2105 COLUMBIA AVE	RICHIE, K HENARY
02121002	2019 EARLY ST	ROBERTSON, TINA RENEE
02110005	313 HOLLY ST	ROGERS, THOMAS A & MICHELLE B
02109009	306 LOUDON ST	SIMMONS, CHRISTOPHER L
02002007	2102 RIVERMONT AVE	SMITH, C STEWART
02008008	2100 EARLY ST	WARNER, RICHARD C
02109012	300 LOUDON ST	WILLIAMS, PRISCILLA V
02109004	211 HAWES ST	WILLOUGHBY PROPERTIES LLC
02109002	2001 RIVERMONT AVE	WILLOUGHBY PROPERTIES LLC

FLUM Map	REZONING FROM R-3 TO R-4C
TRC	Willoughby Properties, LLC



Property Information

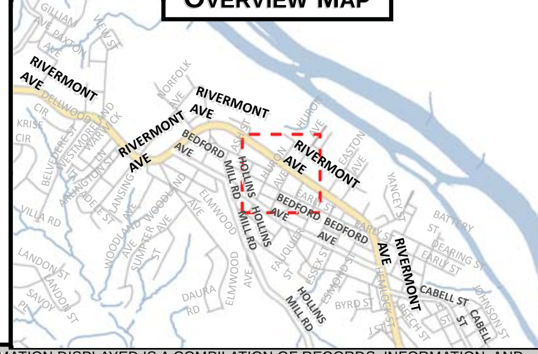
Parcel ID	Address
02109002	2001 RIVERMONT AVE

Legend

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

Map Scale: 1 " to 200 ' Date Printed: 5/10/2018

Overview Map



Watershed Map	REZONING FROM R-3 TO R-4C
TRC	Willoughby Properties, LLC

Property Information

Parcel ID	Address
02109002	2001 RIVERMONT AVE

Legend

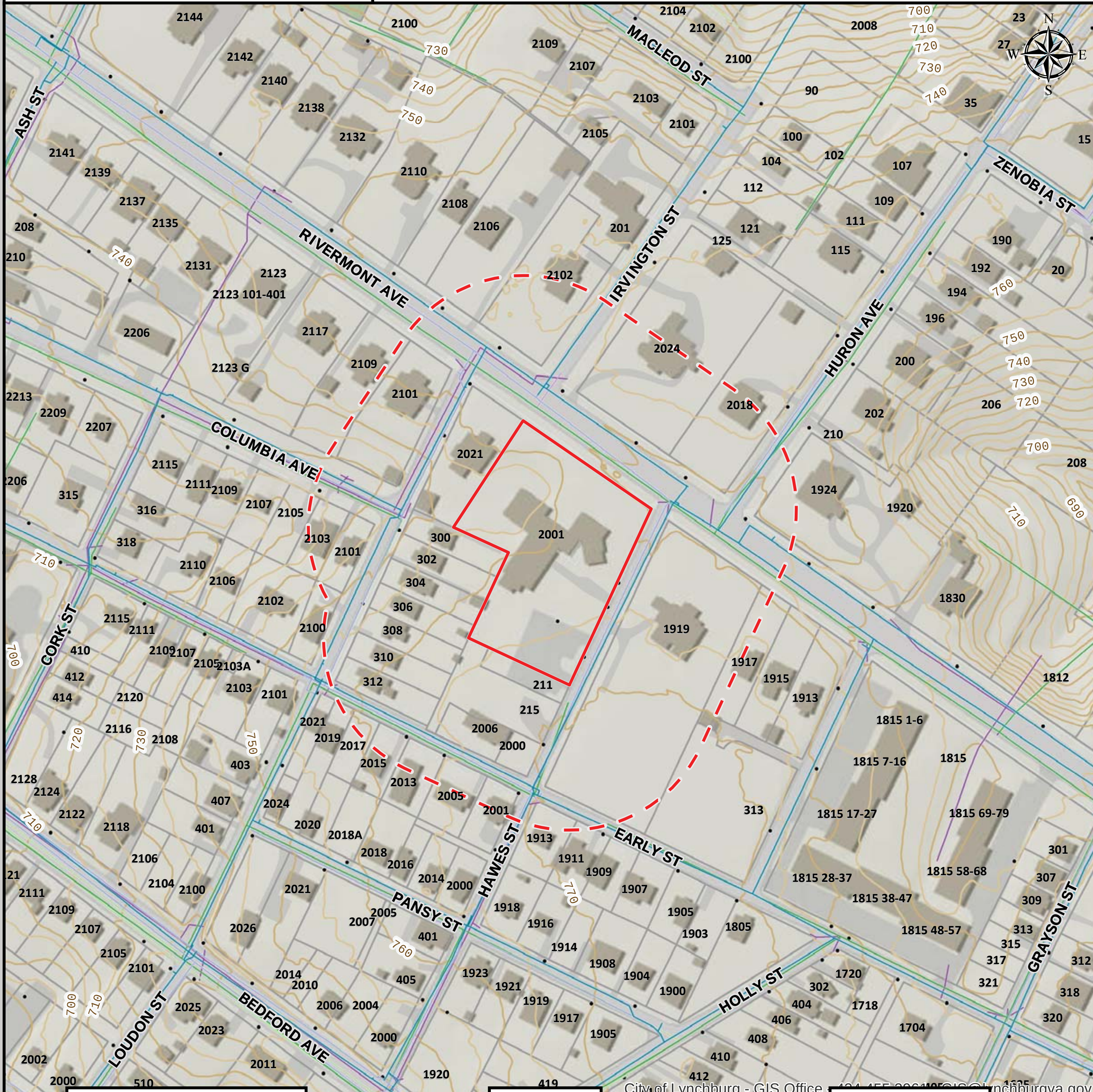
- Subject Property
- Base Flood Elevation
- Floodway
- Floodzone
- River / Lake / Stream

Map Scale: 1 " to 200 ' **Date Printed:** 5/10/2018

Overview Map

Blackwater Creek

Planimetric and Topographic-TRC	REZONING FROM R-3 TO R-4C
TRC	Willoughby Properties, LLC



Property Information

Parcel ID	Address
02109002	2001 RIVERMONT AVE

Legend

		Active	Proposed	Abandoned
Utilities	Water			
	Sanitary			
	Storm			

Planimetrics: Structure, Roadway, Parking, Sidewalk, Driveway

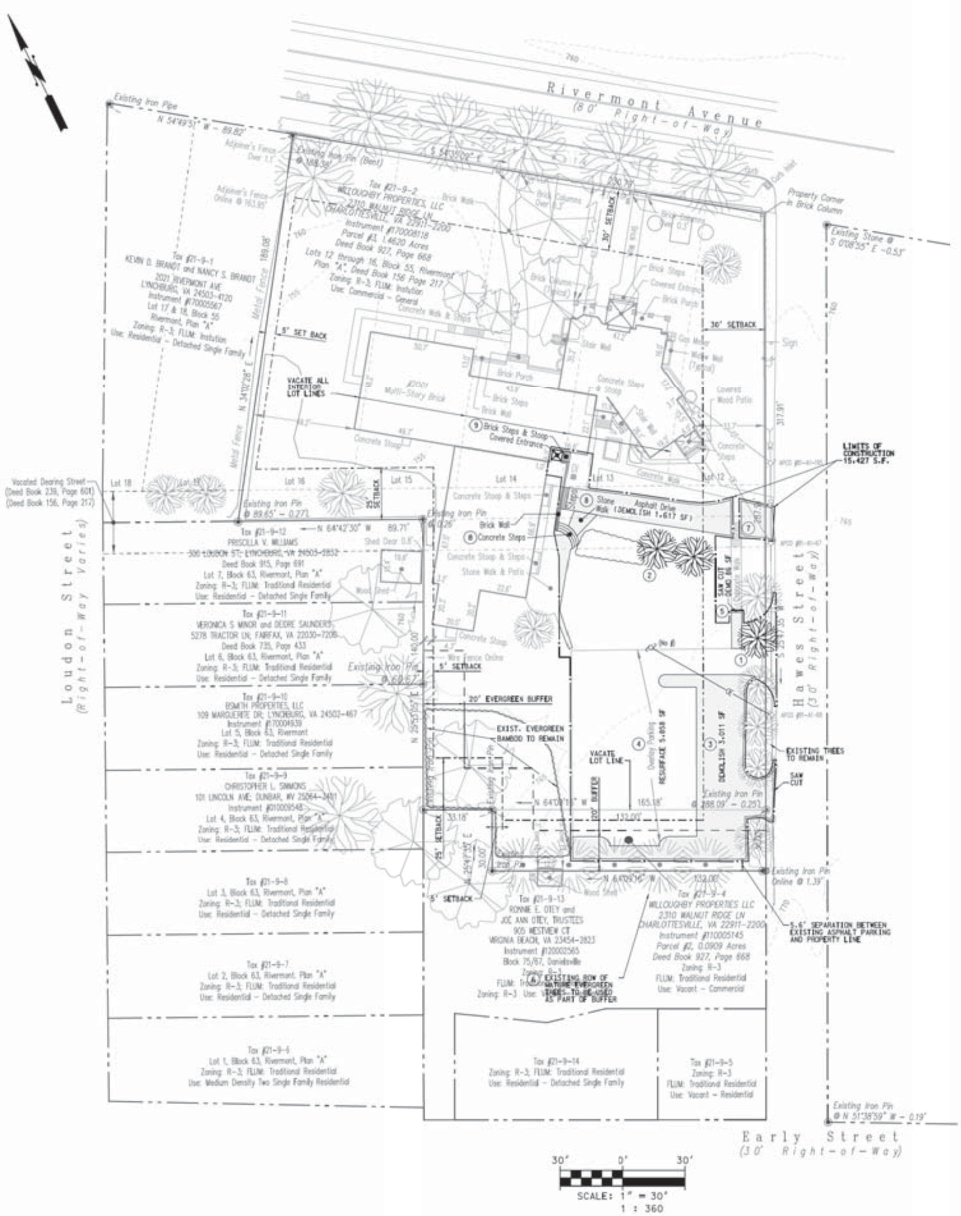
Contours: 100', 50', 20', 10', 5', 1'

Towers & Trans. Lines: Elec. Trans, Trans. Tower, Comm. Tower

Other: Pole, Cemetery

Map Scale: 1 " to 200 ' **Date Printed:** 5/10/2018

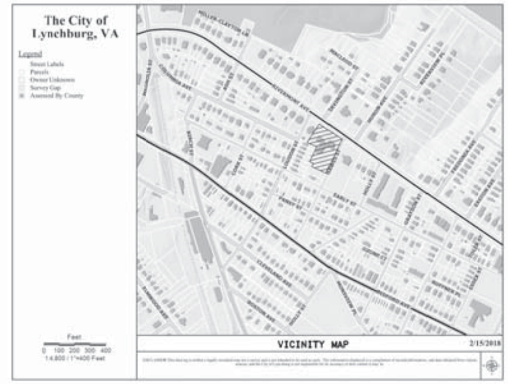
Overview Map



SOURCE OF TITLE: INSTR # 170008118
WILLOUGHBY PROPERTIES, LLC

OWNER / DEVELOPER

WILLOUGHBY PROPERTIES, LLC
2310 WALNUT RIDGE LN
CHARLOTTESVILLE, VA 22911
C/O ANNA CHYTLA
PHONE: (434)872-3015



THIS SITE PLAN HAS BEEN PREPARED FOR:

1. CONCEPTUAL REVIEW OF THE SITE PLAN, PARKING, LANDSCAPING, LIGHTING, AND DUMPSTER LOCATIONS BY THE HISTORICAL PRESERVATION COMMISSION AS PART OF THE INITIAL APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
2. THE REZONING OF PIN: 02109002 & 02109004 FROM R-3 TO R-4 TO ALLOW FOR THE CONSTRUCTION OF 20 APARTMENT UNITS
3. THE AMENDMENT OF THE FUTURE LAND USE MAP FROM INSTITUTIONAL TO TRADTIONAL RESIDENTIAL

NOTES:

1. THIS SITE PLAN IS NOT BASED ON A CURRENT FIELD SURVEY. IT IS BASED ON A PLAT OF THE PROPERTY PREPARED BY LUMSDEN ASSOCIATES DESCRIBED AS "PLAT SHOWING PARCEL #2 AND PARCEL #3 DEED BOOK 927, PAGE 668 PROPERTY OF ANDREW S. NAMROW (INSTRUMENT #110005045) PREPARED FOR WILLOUGHBY PROPERTIES, LLC SITUATED AS #2001 RIVERMONT AVENUE CITY OF LYNCHBURG, VIRGINIA" WHICH IS RECORDED AS INSTR # 170008118 DATED 12-18-07 MADE BY LARRY THOMAS OGLE, JR., LAND SURVEYOR. THIS PLAN IS SUBJECT TO ALL INFORMATION WHICH MIGHT BE DISCLOSED BY A CURRENT FIELD SURVEY. AS PART OF THIS DEVELOPMENT, ALL INTERIOR LOT LINES SHALL BE VACATED.
2. THE BUILDING IS CURRENTLY SERVED BY CITY OF LYNCHBURG WATER AND SANITARY SEWER CONNECTIONS.
3. BY GRAPHIC SCALING ONLY, THIS PROPERTY IS LOCATED IN ZONE "X" (NOT IN A SPECIAL FLOOD HAZARD AREA) ACCORDING TO THE F.E.M.A. FLOOD INSURANCE RATE MAP FOR THE CITY OF LYNCHBURG, VIRGINIA (# 5100930041D), DATED JUNE 3, 2008. NO FIELD SURVEYING WAS PERFORMED TO MAKE THIS DETERMINATION.
4. ELECTRIC, TELEPHONE, & CABLE SERVICE WILL BE UNDERGROUND ON THE SITE.
5. PRIOR TO THE DEMOLITION WITHIN ANY BUILDING, UTILITY DISCONNECT FOR ALL SERVICES MUST BE FURNISHED TO THE CITY OF LYNCHBURG INSPECTION DIVISION. BEFORE ISSUING A DEMOLITION PERMIT, AN ASBESTOS SURVEY IN ACCORDANCE WITH SECTION 36-99.7 OF THE CODE OF VA. IS REQUIRED.
6. ALL EXTERIOR LIGHTING SHALL BE NON-DIRECTIONAL OR GLARE SHIELDED AND DIRECTED AWAY FROM ADJACENT ROADS AND PROPERTY.
7. A SIGN PERMIT MUST BE OBTAINED PRIOR TO THE PLACEMENT OF ANY SIGNS.
8. HANDICAP RAMPS AND SIGNAGE MUST BE INSTALLED PER CODE.
9. ALL LANDSCAPING AS SHOWN IS FOR SCHEMATIC PURPOSES ONLY. A LANDSCAPING PLAN SHALL BE PREPARED IN ACCORDANCE WITH LANDSCAPING SECTION OF THE CURRENT LYNCHBURG ZONING ORDINANCE.
10. ALL LOADING AREAS, REFUSE AREAS, STORAGE YARDS, STORMWATER MANAGEMENT PONDS, HVAC EQUIPMENT, WATER VAULTS, RPZ DEVICES OR OTHER OBJECTIONABLE ITEMS MUST BE SCREENED FROM VIEW OF ANY PUBLIC OR PRIVATE STREET OR RESIDENTIAL. SCREENING MAY BE ACCOMPLISHED BY A COMBINATION OF EXISTING VEGETATION, WALLS, FENCES EARTHEN BERMS AND NEW EVERGREEN VEGETATION APPROPRIATE AND OF SUFFICIENT HEIGHT TO SCREEN THE EQUIPMENT OR ACTIVITY.
11. ANY WALLS VISIBLE FROM ANY PUBLIC OR PRIVATE STREET OR RESIDENTIAL DISTRICT SHALL BE CONSTRUCTED OF SEGMENTAL BLOCK, BRICK, TREATED WOOD, STONE OR STAMPED OR COLORED CONCRETE THAT GIVES THE APPEARANCE OF BRICK OR STONE. RETAINING WALLS OF ANY OTHER MATERIAL MUST BE SUPPLEMENTED WITH LANDSCAPING AT A RATE AS FOLLOWS: WALLS LESS THAN 8 FEET IN HEIGHT, REQUIRE 1 EVERGREEN SHRUB PER 3 LINEAR FEET OF WALL; WALLS 8 FEET IN HEIGHT OR GREATER, REQUIRE 1 EVERGREEN SHRUB PER 3 LINEAR FEET OF WALL AND 1 ORNAMENTAL TREE PER 20 LINEAR FEET OF WALL.
12. TRASH PICK-UP WILL BE MANAGED BY ONSITE DUMPSTER WITH PRIVATE PICK-UP.
13. GREENSPACE CALCULATION: 0.95 AC / 1.55 AC = 61%. THEREFORE THE SITE CAN BE LANDSCAPED TO MEET THE 10% MINIMUM CANOPY REQUIREMENTS.
14. STORMWATER MANAGEMENT TO MEET STATE AND LOCAL REGULATIONS.
15. AN EXISTING BUS STOP IS LOCATED ON THE SOUTHERN CORNER OF THE INTERSECTION OF RIVERMONT AVE. AND HAWES ST.

MATERIALS AND CONSTRUCTION NOTES:

1. EXISTING TREE TO BE REMOVED
2. EXISTING TREES AND SHRUBS TO BE REMOVED
3. DEMOLISH EXISTING ASPHALT OUTSIDE THE LIMITS OF SURFACE OVERLAYEMNT
4. ASPHALT PARKING AREA - THE PROPOSED PARKING LOT REPLACES AN EXISTING ASPHALT LOT: 2" SURFACE OVERLAYMENT OVER EXISTING EXISTING ASPHALT PARKING LOT
5. EXISTING SIDEWALK TO BE DEMOLISHED
6. THE EXISTING ROW OF MATURE EVERGREEN TREES SHALL REMAIN
7. REMOVE EXISTING ASPHALT DRIVEWAY
8. DEMOLISH STONE WALK AND CONCRETE STAIRS
9. DEMOLISH BRICK STEPS AND CONCRETE STOOP

PROJECT DESCRIPTION

REHABILITATION OF AND CHANGE OF USE TO 2001 RIVERMONT AVENUE

TAX CREDIT FOR HISTORIC STRUCTURES DIRECTIVE AND INFORMATION

THE PROJECT OUTLINED IN THESE DOCUMENTS IS BEING UNDERTAKEN AS A TAX-ABATEMENT-ELIGIBLE REHABILITATION AND ADAPTIVE RE-USE OF AN HISTORIC STRUCTURE. SPECIFIC DOCUMENTATION OF THE WORK PROPOSED WITHIN THIS PROJECT HAS BEEN SUBMITTED TO THE VIRGINIA DEPARTMENT OF HISTORIC RESOURCES (VDHR) AND THE NATIONAL PARK SERVICE (USNPS). IT IS THE CONTRACTOR'S RESPONSIBILITY TO REVIEW AND UNDERSTAND THIS DOCUMENTATION AS WELL AS GENERAL GUIDELINES PUBLISHED BY THE VIRGINIA DEPARTMENT OF HISTORIC RESOURCES AND THE NATIONAL PARK SERVICE AND TO WARRANT AND ASSURE THAT ALL WORK BY THE CONTRACTOR'S OWN PEOPLE, SUBCONTRACTORS, MATERIAL AND EQUIPMENT SUPPLIERS, AND ANY AND ALL OTHERS WHO PERFORM WITHIN THE SCOPE OF THE WORK BE FAMILIAR WITH, UNDERSTAND, AND EXECUTE THEIR PORTION OF THE WORK ACCORDING THESE MATERIALS. THIS INCLUDES BUT IS NOT LIMITED TO THE ITEMS EXPRESSLY IDENTIFIED IN THIS DRAWING SET. IF AT ANY TIME, THERE IS A QUESTION PERTAINING TO THE APPROPRIATE EXECUTION OF THE WORK TO MAINTAIN THE PARAMETERS OF THE GUIDELINES, IT IS IMPERATIVE THAT THE CONTRACTOR OR OTHER PARTY CONTACT THE ARCHITECT PRIOR TO COMMENCING THE WORK IN QUESTION OR ORDERING/DELIVERING MATERIALS IN QUESTION. . ALL PUBLISHED GUIDELINES ARE AVAILABLE FOR REVIEW AT:

HTTP://WWW.NPS.GOV/TPS/HOW-TO-PRESERVE/BRIEFS.HTM

AND ESPECIALLY THOSE PERTAINING TO THIS PROJECT;
BRIEF #01: ASSESSING CLEANING AND WATER-REPELLENT TREATMENTS FOR HISTORIC MASONRY BUILDINGS
BRIEF #02: REPOINTING MORTAR JOINTS IN HISTORIC MASONRY BUILDINGS
BRIEF #04: ROOFING FOR HISTORIC BUILDINGS
BRIEF #06: DANGERS OF ABRASIVE CLEANING TO HISTORIC BUILDINGS
BRIEF #09: THE REPAIR OF HISTORIC WOODEN WINDOWS
BRIEF #10: EXTERIOR PAINT PROBLEMS ON HISTORIC WOODWORK
BRIEF #16: THE USE OF SUBSTITUTE MATERIALS ON HISTORIC BUILDING EXTERIORS
BRIEF #18: REHABILITATING INTERIORS IN HISTORIC BUILDINGS: IDENTIFYING AND PRESERVING CHARACTER-DEFINING ELEMENTS
BRIEF #24: HEATING, VENTILATING, AND COOLING HISTORIC BUILDINGS: PROBLEMS AND RECOMMENDED APPROACHES
BRIEF #28: PAINTING HISTORIC INTERIORS
BRIEF #32: MAKING HISTORIC PROPERTIES ACCESSIBLE
BRIEF #39: HOLDING THE LINE: CONTROLLING UNWANTED MOISTURE IN HISTORIC BUILDINGS

CODE INFORMATION

APPLICABLE CODES:	VIRGINIA REHABILITATION CODE (VRC) 2012 - WORK AREA COMPLIANCE METHOD (VRC SECTION 301,1.2 AND CHAPTERS 5 THROUGH 13) REFERENCING INTERNATIONAL BUILDING CODE (IBC) 2012
CONSTRUCTION TYPE:	V-B
USE GROUP:	R-2
FIRE SUPPRESSION:	FULLY SPRINKLERED PER NFPA 13-R (SECTION 903.3.1.2)
ALLOWED HEIGHT:	60' / 3 STORIES ABOVE GRADE PLANE (BASED ON R-2, PER SECTION 504.2)
BUILDING HEIGHT:	±35'-0" / 2,5 STORIES ABOVE GRADE PLANE
ALLOWED AREAS	$A_a = (A_t + (A_t X I_f) + (A_t X I_s))$ = 7000 +7000*2 (SECTION 506.3, SPRINKLER INCREASE) = 21,000 SF
ACTUAL AREAS	TOTAL 18,050 SF (BASEMENT 4,555 SF; 1ST FLOOR 9,860 SF; 2ND FLOOR 2,250 SF; ATTIC 1,385 SF)

ZONING INFORMATION

ZONING DISTRICT:	CURRENT - R-3 PROPOSED REZONING TO R-4
LOT AREA:	67,643 SQUARE FEET / 1.55 ACRES
ALLOWED DENSITY (PER R-4 ZONING):	1 DWELLING UNIT PER 2,000 SQUARE FEET OF LOT AREA 21.78 DWELLING UNITS PER ACRE = 33 DWELLING UNITS ALLOWED
PROPOSED DENSITY	20 DWELLING UNITS = 12.9 DWELLING UNITS PER ACRE 1 DWELLING UNIT PER 3,382 SQUARE FEET OF LOT AREA
SETBACKS:	NO CHANGE, 30' FRONT AND EXTERIOR LOT SIDE SETBACKS 5' INTERIOR SIDE YARD (EXISTING BUILDING ENCROACHS ON THIS SETBACK) 25' REAR YARD SETBACK
HEIGHT:	NO CHANGE / 40 FEET ALLOWED
ECONOMIC ZONES:	RIVERMONT AVENUE NATIONAL HISTORIC DISTRICT MIDDLE RIVERMONT CITY OF LYNCHBURG HISTORIC DISTRICT
PARKING SPACES:	REQUIRED: TOTAL 20 - 1 PER DWELLING UNIT PROPOSED: 30 TOTAL SPACES PROVIDED - 22 OFF-STREET & 8 ON-STREET

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PHONE: (434)385-7548 FAX: (434)385-6178

COMMONWEALTH OF VIRGINIA
WILLIAM D. BERKLEY, JR
Lic. No. 10759
02-22-18
PROFESSIONAL ENGINEER

2001 RIVERMONT AVENUE

CITY OF LYNCHBURG, VIRGINIA

EXISTING CONDITIONS AND DEMOLITION

DATE: 02-19-18
DRAWN:
CHECKED:

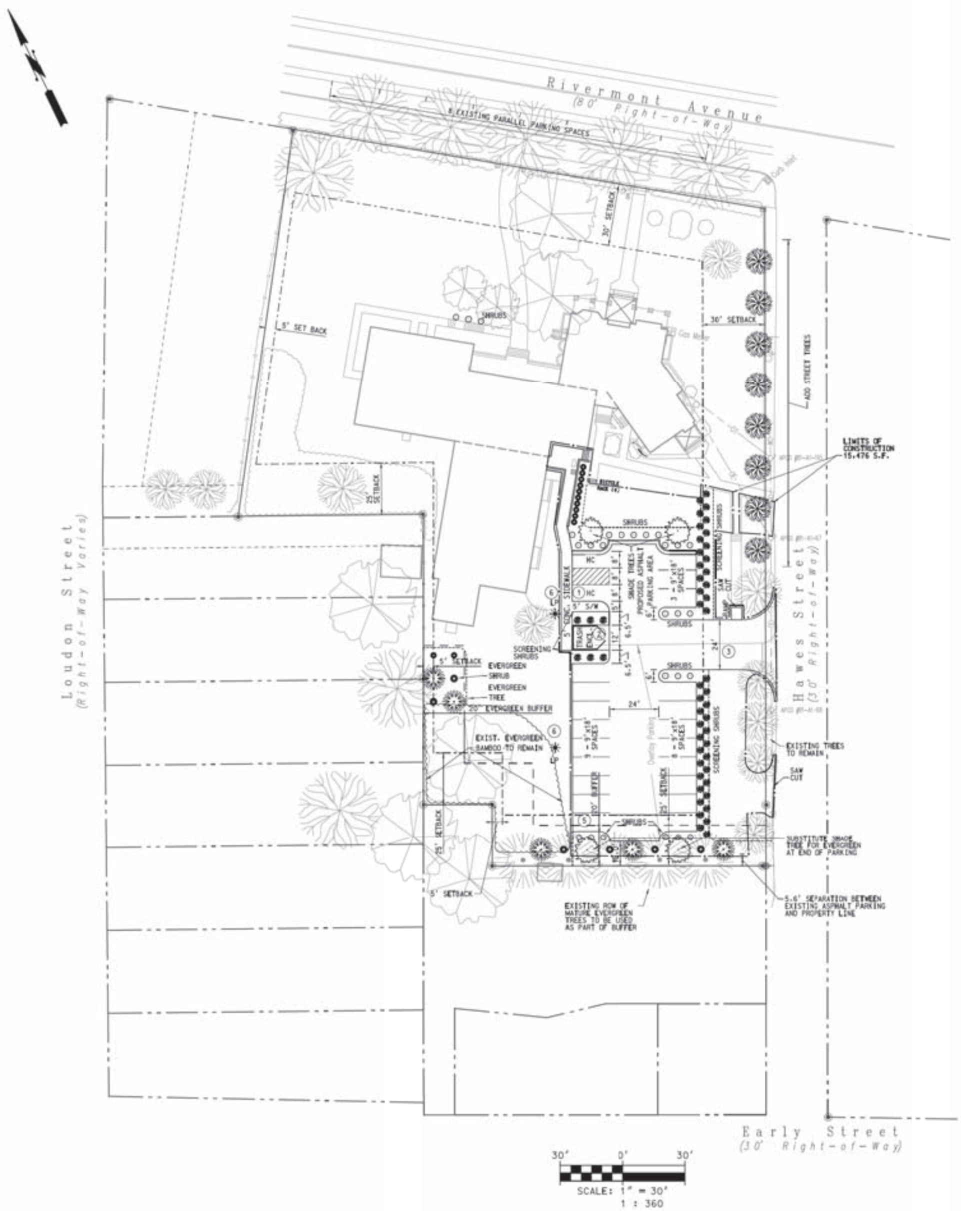
REVISIONS

NO.	DATE
1	02-22-18
2	03-01-18
3	03-30-18
4	05-10-18

SCALES
HORIZ: AS SHOWN
VERT: AS SHOWN

COMM. NO.
180015

SHEET NO.
1 OF 3



Calculation for Development Threshold Requiring Additional Street Sidewalk:
(Sec. 35.2-67.1)

Rivermont Ave Road Frontage	230.79
15000 SF/ 100 LF of frontage	34,619

City of Lynchburg VA - GIS

Parcel ID	2109002
Property Address	2001 RIVERMONT AVE

Feature	SF	SF
School - 2 Stories	17,697	17,697
Open Masonry Porch	130	
Brick Patio	110	
Brick Patio	139	
Masonry Stoop	440	
Open Masonry Porch	87	
Porches Total	906	906
Paving	5,500	5,500
Total Developed Area		24,103
Development Threshold for Disturbed Area Requiring Sidewalk		10,516

Proposed Development: New Buildings, Parking Areas, Land Disturbance

Feature	SF	SF
Limits of Construction		15,427
Existing Parking Overlay		(5,858)
Total New Developed Disturbed Area		9,569

PROPOSED UNIT SCHEDULE

	UNIT #	BR	BA	AREA (CSF)	LOWER AREA	UPPER AREA
BASEMENT LEVEL – HOUSE						
1	B101	1	1	651 SF		
2	B102	1	1	608 SF		
3	B103	1	1	601 SF		
BASEMENT LEVEL – SCHOOL						
4	B104	2	2	896 SF		
5	B105	2	2	982 SF		
1ST/GROUND LEVEL – HOUSE						
6	101	1	1	743 SF		
7	102	1	1	923 SF		
1ST/GROUND LEVEL – SCHOOL						
8	103	1	1	736 SF		
9	104	2	2	858 SF		
10	105	2	2	811 SF		
11	106 ♿	1	1	739 SF		
12	107	1	1.5	827 SF	343 SF	484 SF
13	108	1	1.5	827 SF	343 SF	484 SF
14	109	1	1.5	917 SF	433 SF	484 SF
15	110	1	1.5	917 SF	433 SF	484 SF
16	111	1	1.5	958 SF	474 SF	484 SF
17	112	1	1.5	958 SF	474 SF	484 SF
2ND LEVEL – HOUSE						
18	201	1	1	628 SF		
19	202	2	2	1101 SF		
3RD/ATTIC LEVEL – HOUSE						
20	301	1	1	681 SF		

MATERIALS AND CONSTRUCTION NOTES:

1. ACCESSIBLE PARKING – PARKING TO INCLUDE SIGNS AND WHEEL STOPS; GRADE FLUSH WITH ADJACENT 5' CONCRETE WALKWAY; TAPER 6" CONCRETE CURB FROM FULL HEIGHT AT CURB AND GUTTER TO FLUSH AT SIDEWALK
2. DUMPSTER ENCLOSURE – ENCLOSURE'S FINAL DESIGN AND MATERIALS TO BE DETERMINED; 12'x12' SCREENED ENCLOSURE AND 12'x18' CONCRETE PAD; SEE DETAIL OTHER SHEET
3. 24' WIDE ASPHALT ENTRANCE – THE PROPOSED ENTRANCE REPLACES AN EXISTING 14' ENTRANCE AT THE SAME LOCATION
4. ASPHALT PARKING AREA – THE PROPOSED PARKING LOT REPLACES AN EXISTING ASPHALT LOT; EXISTING ASPHALT TO BE EVALUATED DURING CONSTRUCTION TO DETERMINE IF IT CAN BE OVERLAID; SEE OTHER SHEET FOR PAVEMENT SECTION
5. PARKING BUFFER INFRACTION – THE EXISTING PARKING LOT IS 5.6' FROM THE PROPERTY LINE; THE PROPOSED PARKING IS 12.0' FROM THE PROPERTY LINE; THE EXISTING ROW OF MATURE EVERGREEN TREES SHALL REMAIN AND STAGGERED ROW OF NEW EVERGREEN TREES IS PROPOSED
6. APPROXIMATE LOCATION OF LIGHT POLES; FINAL FIXTURE AND LOCATION TO BE DETERMINED; SEE OTHER SHEET FOR LIGHTING FIXTURE DETAILS

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COMMONWEALTH OF VIRGINIA
WM. D. BERKLEY, JR.
Lic. No. 10759
02-22-18
PROFESSIONAL ENGINEER

2001 RIVERMONT AVENUE
CITY OF LYNCHBURG, VIRGINIA

CONCEPTUAL SITE PLAN

DATE: 02-19-18
DRAWN:
CHECKED:

REVISIONS

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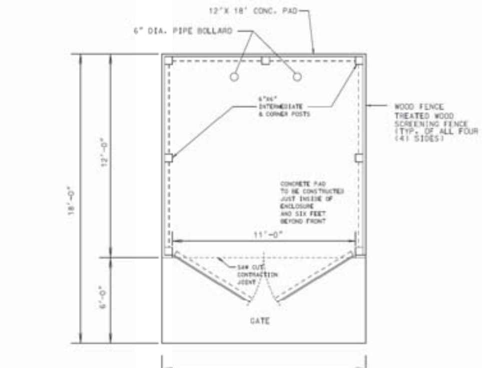
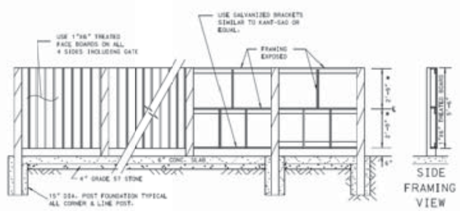


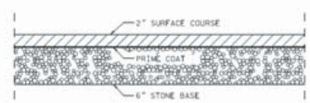
PLAN



SIDE FRAMING VIEW

DUMPSTER ENCLOSURE DETAIL

SCALE : N.T.S.



BASE COAT: 6" VDOT TYPE 1: 21A OR 21B.
PRIME COAT: RC-250 @ 0.4. GAL. PER SQ.YD.
COVER STONE: 15 LBS. PER SQ.YD. # 8 COVER STONE.
SURFACE COURSE: 2" BITUMINOUS CONCRETE
VDOT TYPE SM-9.5A.

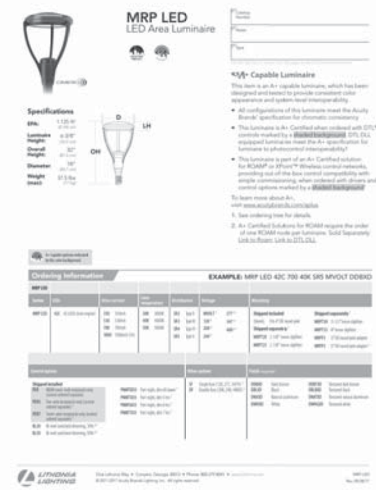
PARKING PAVEMENT SECTION

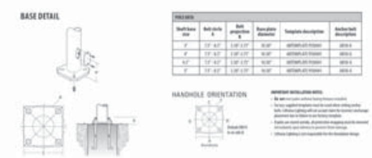
SCALE: N.T.S.

PAVEMENT DESIGN BASED ON ASSUMED CBR VALUES OF 10.
IF ACTUAL CBR TESTS RESULTS SHOW VALUES LESS THAN 10,
THEN CONTACT ENGINEER FOR PAVEMENT REDESIGN.

FIXTURE TYPE SL1

NOT TO SCALE





NOTES:

1. NO SUBSTITUTIONS, ADDITIONS, OR CHANGES MAY BE MADE WITHOUT PRIOR APPROVAL BY THE ZONING ADMINISTRATOR.

2. THE PROPOSED LIGHTING COMPLIES WITH THE LIGHTING STANDARDS OF THE ZONING ORDINANCE.

Note
1. FIXTURES MOUNTED AT 15' AFF.
2. THE VALUES SHOWN ARE MAINTAINED FOOTCANDLES MEASURED AT GRADE AND ARE VALID ONLY FOR THE MFGR'S CATALOG NUMBERS SHOWN IN THIS FIXTURE SCHEDULE.
3. FINAL FIXTURE LOCATIONS SHALL BE DETERMINED BY THE ARCHITECTURAL BUILDING AND CIVIL SITE PLANS AND COORDINATED WITH LOCAL LIGHTING ORDINANCE AND UTILITY EASEMENTS.

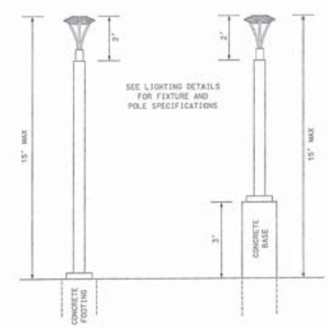
GENERAL REQUIREMENTS

1. THESE DRAWINGS ARE SCHEMATIC IN NATURE AND INDICATE THE GENERAL AND APPROXIMATE LOCATION OF EQUIPMENT AND EXISTING CONSTRUCTION. FIELD-VERIFY ALL DIMENSIONS AND LOCATIONS. INDICATED UNDERGROUND OBSTRUCTIONS WERE DEVELOPED FROM EXISTING RECORDS AND ABOVE-GROUND INSPECTION. ACCURACY OR COMPLETENESS OF LOCATION AND DEPTH OF UNDERGROUND UTILITIES AND STRUCTURES CANNOT BE GUARANTEED. VERIFY LOCATION AND DEPTH OF ALL UNDERGROUND FACILITIES BEFORE STARTING WORK.

2. THESE DRAWINGS MAY NOT INDICATE ALL FITTINGS, PARTS AND ACCESSORIES THAT ARE REQUIRED FOR A COMPLETE AND FUNCTIONAL SYSTEM. NO EXCLUSION FROM OR LIMITATION IN THE SYMBOLISM USED ON THE DRAWINGS FOR THE WORK, OR THE LANGUAGE USED IN THE SPECIFICATIONS FOR THE WORK SHALL BE INTERPRETED AS A REASON FOR OMITTING THE APPURTENANCES OR ACCESSORIES NECESSARY TO COMPLETE AND REQUIRED WORK, SYSTEM, OR ITEM OF EQUIPMENT.

3. ALL ELECTRICAL WORK ON THIS PROJECT SHALL BE INSTALLED IN ACCORDANCE WITH THE 2012 VIRGINIA UNIFORM STATEWIDE BUILDING CODE, NFPA 70-2011 (NATIONAL ELECTRICAL CODE).

4. CONTRACTOR SHALL COORDINATE WITH OWNER FOR EXISTING POLE MOUNTED LIGHT FIXTURE VOLTAGE AND POWER SOURCE. PROVIDE VOLTAGE DROP CALCULATIONS TO MEET EXISTING LENGTH CONDITIONS. TOTAL VOLTAGE DROP IN CIRCUIT SHALL NOT EXCEED 3%.



LIGHTING DESIGN FOR LANDSCAPE/LAWN AREAS

LIGHTING DESIGN FOR PARKING/DRIVE AREAS

Schedule

Symbol	Label	Quantity	Manufacturer	Catalog Number	Description	Lamp	Number Lamps	Filename	Lumens Per Lamp	Light Loss Factor	Wattage
☀	A	2	Lithonia Lighting	MRP LED 42C 1000 50K SR5 MVOLT	MRP POST TOP LIGHT 42 LEDs 1000 mA DRIVE CURRENT 50K COLOR TEMP TYPE 5 DISTRIBUTION	HLM LIGHT ENGINE	1	MRP_LED_42C_1000_50K_SR5_MVOLT.ies	10518	0.95	153

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2001 RIVERMONT AVENUE
CITY OF LYNCHBURG, VIRGINIA

CONCEPTUAL SITE PLAN
MISC. DETAILS

DATE: 02-19-18
DRAWN:
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2 OF 3

REZONING NARRATIVE

FOR THE

REDEVELOPMENT, REUSE,
AND HISTORIC PRESERVATION

OF

2001 RIVERMONT AVENUE

PREPARED FOR:

WILLOUGHBY PROPERTIES
2310 WALNUT RIDGE LANE
CHARLOTTESVILLE, VA. 22911

ANNA CHYTLA, MANAGER

BY

BERKLEY-HOWELL & ASSOCIATES, P.C.
ENGINEERS-SURVEYORS-PLANNERS

306 ENTERPRISE DRIVE, SUITE C.
FOREST, VIRGINIA   24551
(434) 385-7548

COMM. NO. 180015

MARCH 2, 2018

PROJECT SCOPE AND PURPOSE OF CHANGE:

Willoughby Properties requests rezoning of 2001 Rivermont Avenue from R-3, Medium Density Residential to R-4, High Density Residential – Apartment Complex (5+ Units) to allow redevelopment and historic preservation of the existing building. Former uses of the site have been residential, institutional, and most recently commercial. The site is composed of several parcels totaling 1.55 acre, which shall be combined into one parcel during the redevelopment of the facility into 22 apartments. Amendment of the Future Land Use Map (FLUM) for the City Lynchburg (City) from Institutional to Traditional Residential for the property would also be required. The former school facility, situated in the Revitalization Zone and the Rivermont Local Historic District, is planned to be renovated under the City's Real Estate Rehabilitation and Renovation Program.

CONSISTENCY WITH THE COMPREHENSIVE PLAN:

The Property is an important part of Lynchburg's architectural and cultural heritage. It includes a Tudor Revival house built in 1909 and a modern gymnasium and classroom addition constructed in the late 1950s. The 1909 portion is one of the best examples of Tudor Revival architecture in the Rivermont Historic District and in Lynchburg. The 1950s addition is connected to the historic building and an integral part of the structure. The original house was designed by J.M.B. Lewis for George Kerr, a vice president of the Herald Company, and has been owned during different periods by Rosa Barksdale, Phyllis Sims, the Seven Hills School, and the Virginia School of the Arts. Today, the building is vacant and in poor condition, with broken windows and doors, leaking roofs, and debris strewn around the Property.

The current owner, Willoughby Properties, acquired the Property in December 2017, intends to renovate the building, and convert it to 22 apartments. The requested change in zoning and future land use is consistent with the City's 2030 Comprehensive Plan and the FLUM:

- ***Compatibility.*** The Institutional future land use category currently assigned to the Property appears to be a vestige from the years that it served as a school. Return to Traditional Residential use will be more fully in character with properties in the vicinity -- most lots in the immediate area are designated as Traditional Residential. R-4 zoning is permitted in a Traditional Residential district, and has already been granted to a number of properties on Rivermont Avenue to accommodate multi-family apartment complexes.
- ***Adoptive Reuse of a Historic Building.*** The project will preserve an important historical asset, contribute to the stability of the neighborhood, and improve surrounding property values.
- ***Design Quality.*** The owner plans to utilize state and federal historic tax preservation credits and will comply with US Department of the Interior's Standards for Rehabilitation of historic buildings.
- ***Elimination of Vacancy and Blight.*** Due to years of neglect, the Property is an eye sore in a well maintained neighborhood, and on occasion attracts vagrants. The construction will begin in June 2018 and be completed by the end of 2019.
- ***Landscape and Streetscape.*** Setback requirements currently are not met in some areas of the Property and will be established in accordance with applicable City ordinances. All mature trees will be incorporated into future green space. The Tudor Revival portion of the building will be framed with landscaping to preserve its historic character and make it the focus of the Property so the 1950's addition recedes into the background. To help this affect, an asphalt drive in the rear of the Tudor house will be removed and replaced with green space. Landscaping will be added on the west side of the historic building to demark it from the modern classroom wing. The parking lot along Hawes Street will be buffered by a generous band of greenery. Additional trees will be planted along Hawes Street between Rivermont Avenue and the parking lot. Two communal spaces will be created for residents' enjoyment with sitting areas and decorative planting.

- ***Parking.*** The existing parking lot is to be reconstructed and the two entrances will be reconfigured to have one entrance on Hawes Street. This lot will provide all of the required 22 parking spaces and two of these spots will be handicap accessible. The existing asphalt will be reshaped to comply with city setback requirements and resurfaced. An additional 8 parking spaces are available on Rivermont Avenue.
- ***Pedestrian and Bicycle Use.*** A sidewalk exists along Rivermont Avenue. A new sidewalk will be created on the Property from the parking lot to the rear of the building to ensure easy circulation and pedestrian safety. Handicap accessible ramps will be installed at the rear entrances. A bicycle rack will be placed next to the parking lot.
- ***Utilities Capacity.*** The site is currently served by public an 8" public waterline along Hawes Street which is connected to a 12" public waterline on Rivermont Avenue. The existing water service should be adequate to meet the demands for the project. The sewer for the building is connected to a 12" public sewer along Rivermont Avenue, which should have sufficient capacity. The facility will have a dumpster with a screened enclosure and private garbage collection services.
- ***Stormwater Management.*** The site, when developed will require storm water management for both water quality and quantity. Water quality will be handled by the purchase of non-point source nutrient credits. Regarding storm water quantity, the development will most likely utilize sub-surface storage facilities which have a controlled discharge through onsite storm sewer to an existing ditch at Dandridge Drive. To adequately protect downstream channels, the detention facility will be designed utilizing the energy balance with improvement factor for channel protection and maintain pre-conditions or better for flood protection. Under these design conditions, a downstream adequacy study is not required
- ***Historic Preservation Commission Review.*** The preliminary site plan has been reviewed by the HPC on February 26, 2018. A Certificate of Appropriateness was issued approving rehabilitation of the existing asphalt parking lot with a similar asphalt surface, placement and style of parking lot lighting, and placement and materials for the enclosure of the dumpster.

This project is the type of infill residential development encouraged by the City's 2030 Comprehensive Plan and the FLUM in Traditional Residential neighborhoods since it complements the style and type of housing already there. We hope that it will be favorably received by the Technical Review Committee and the Planning Commission, and approved by the City Council.


N
LOUDON ST
COLUMBIA AVE
LOUDON ST
RIVERMONT AVE
IRVINGTON ST
HAWES ST
RIVERMONT AVE
RIVERMONT AVE
02/04/2017
© 2017 Pictometry

Rezoning for Apartments from R-3 to R-4
2001 Rivermont Avenue
April 11, 2018

PLEASE PRINT

NAME	ADDRESS	PHONE	IN FAVOR	IN OPPOSITION	NEUTRAL
Casey Serwi (ACO Apartments)	105 E. Orland St	8043431212	X		
Bill Berkley	Forest. VA 306 Enterprise Dr.	434-385-7548	X		
Anna Chytla	2310 Walnut Ridge Ln. Charlottesville	434 872-3015			
Alvin Bowles	34 Norfolk Ave	846-4398	X		
Brian Myers	1917 Rivermont	941-8656			
Harold Whyte	2236 Rivermont Ave	434-851-5094	X		
Ken Wy	1 Huron Ave				
Sandra Russe	202 Huron	426-8536			
Mike McLeroy	2018 Rivermont Ave	382-1810		X	
Debbie Saunders	302 London St	(202) 494-2695			
Veronica Mixon	302 London St	(703) 380-0644			
[illegible]	2124 [illegible]	703 224 [illegible]		X	
Kathy Wyatt	1 Huron Ave	4348120988		X	
Bob Lee					
Scott Lyns	200 Huron Ave.				
Marcia McGovern	1 Rivermont Pk.	944-2759		X	
Alex Dixon					
Jon Carey					
Bonnie Dorber	2305 Memphis Ave				
Kevin Bandt	2061 Rivermont	311-666 3692		✓	

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **May 22, 2018** AGENDA ITEM #: **14**

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

ITEM TITLE: **2017 State Homeland Security Program (SHSP) grant: $50,000 for Lynchburg Fire Department's Technical Rescue Team**

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X__Safe Community ___Vibrant Community

RECOMMENDATION:
Adopt a resolution to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $50,000 with resources from the 2017 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

SUMMARY:
The Virginia Department of Emergency Management is administering this grant from the Department of Homeland Security (DHS) through the State Homeland Security Program (SHSP) grant. The Fire Department was awarded $50,000 to be utilized by Technical Rescue Teams. The funds will be used for replacement of aged equipment including but not limited to: rope rescue equipment, water rescue training, and water rescue equipment.

This grant is 100% reimbursable; no local match is required.

PRIOR ACTION(S): Finance Committee - May 22, 2018

FISCAL IMPACT: No local match is required. Future funds may be needed for periodic maintenance of the equipment purchased.

CONTACT(S):
Fire Chief Greg Wormser, 455-6345
Battalion Chief Sean Regan, 455-6370
Interim Deputy Chief Heather Childress, 455-6360

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2018 City/Federal/State Aid Fund budget is amended and $50,000 is appropriated with resources from the 2017 State Homeland Security Program (SHSP) grant from U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

056K