FINANCE COMMITTEE AGENDA

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

GENERAL BUSINESS

11:30 a.m.

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

    Contact: Donna Witt, Chief Financial Officer 455-3968

11:35 a.m.

2. Report on the General Fund Reserve for Contingencies.

    Contact: Donna Witt, Chief Financial Officer 455-3968

11:40 a.m.

3. Consider a request to adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate $67,200 with resources of $33,600 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and $33,600 from the FY 2021 General Fund Fire Department budget to purchase eighteen (18) Pharm Guard Temperature Controls systems for pharmacy drug boxes carried on fire and EMS apparatus for the Fire Department.

    Contact: Fire Chief Greg Wormser 455-6340

11:45 a.m.

4. Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for $72,326 with resources of $36,163 from the RSAF grant and $36,163 from the FY 2022 General Fund Fire Department budget to purchase thirty (30) CAPS Active Air Purifiers to be installed in the emergency vehicle fleet.

    Contact: Fire Chief Greg Wormser 455-6340

11:50 a.m.

5. Approve the submission of an application for the Virginia Department of Criminal Justice Services (DCJS) 2021 Body-Worn Camera Grant Solicitation in the amount of $100,000 to purchase Axon Performance and Respond services for the Lynchburg Police Department's (LPD) current Body-Worn Camera (BWC) System.

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

11:55 a.m.

6. Review highlights of attached quarterly financial reports for the Lynchburg Regional Juvenile Detention Center and Children's Services for the quarter ending December 31, 2020.

    Contact: Preston Sellers, Acting Director of Human Services 455-5656

12:00 p.m.

7. Roll Call

The next Finance Committee meeting is Tuesday, April 27, 2021, at 11:30 a.m.

FINANCE COMMITTEE NOTES-- DRAFT
Tuesday, February 23, 2021

GENERAL BUSINESS

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

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

1. Report on the General Fund Reserve for Contingencies.

   Donna Witt reported there were no new items; the FY 2021 General Fund Reserve for Contingencies has a balance of $1,162,265 including $22,210 in the Manager's Discretionary Fund.

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

   This item was approved by the Committee and will be considered by Council at the February 23, 2021 meeting.

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

   This item was approved by the Finance Committee.

4. Review highlights of attached quarterly financial reports for the Greater Lynchburg Transit Company (GLTC) as well as the Regional Airport, Lynchburg Regional Juvenile Detention Center, Children's Services Act, Water Operating, Sewer Operating, Stormwater Operating, and General Funds for the quarter ending December 31, 2020.

   GLTC: Brian Booth reported total revenues for the second quarter is approximately 5% below budget for the quarter and 7% below budget year-to-date due primarily to lower passenger revenues and Access Contracts reflecting service fare free until November 16th. Advertising revenue was up 2% for the quarter and down 4% year-to-date due to management's projection of how advertising would recover following shut-down during spring 2020. Expenditures overall were under budget 5% for the second quarter and 15% year-to-date. Salaries are down 13% due to vacant positions, Fringe Benefits are 10% under budget, and overtime is over budget 19% due to additional coverage needed with vacancies. Maintenance expenses are under budget 20% for the *quarter, due to fuel expenses less during the pandemic. GLTC anticipates closing the second quarter with a surplus of $319,860, with adjustments still to be determined based on accrual of CARES Act funds.*

Airport: Andrew LaGala reported the Airport's operating revenues reflect a gradual but steady recovery from the COVID-19 pandemic, with flights being added back as demand warrants and CARES funding providing replacement revenue. Terminal Revenue is down significantly by $490,000 due to negative impacts of COVID-19 on parking and rental car revenue. Expenses are being held to $1.55 million less than budgeted to offset the estimated $555,00 revenue loss and allow for a transfer to the capital fund for a planned revenue-producing corporate hanger project. The Airport anticipates an operating surplus for FY 2021 at $162,349.

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

*Children's Services Act (CSA): *Note: Due to staff transition, this report will be presented at the next meeting of the Finance Committee.*

Water: Tim Mitchell reported revenue in the Water Fund was under the amount budgeted by $417,000, primarily due to Charges for Services: $296,950 less than expected water consumption from commercial and industrial customers, water purchases associated with the Combined Sewer Overflow Upgrade project, and $151,000 loss related to utility disconnection moratorium. Overall expenses were $524,600 less than budget due to vacancies and debt service was $66,000 less than budgeted due to less usage of line of credit and refinancing of 2010 and 2015 bond issues. Debt coverage ratio for the end of the fiscal year is projected at 1.30 (above Council's minimum target of 1.20) and the fund balance ratio for year end is projected at 40% compared to a target range of 25% - 40%.

Sewer: Tim Mitchell reported sewer fund overall revenues exceeded budget by $152,000 with Charges for Services under budget by $265,000 and loss of revenue of $90,000 due to disconnection moratorium offset by Septic Hauler Charges at $600,000 higher than projected. Sewer Contracts are also $516,000 above budget, and Interest earnings less than expected by $99,000. Expenses overall are projected to be $455,700 less than budget for FY 2021 due primarily to vacant positions and less than anticipated debt service. Debt coverage ratio is projected to be 1.24 compared to a target range of 1.20 to 1.50, and the fund balance ratio is projected at 42% compared to a target range of 25% - 40%.

Stormwater: Tim Mitchell reported overall revenues for the Stormwater Fund are projected to exceed budget by $16,900 increases in Charges for Services above budget by $38,800 offset by less than anticipated refunds due to property owners due to revised measurements of impervious areas using updated technology and current ownership of property as of June 30, 2020. Expenses are projected to be $89,700 less than budget. The debt coverage ratio for end of the fiscal year is projected to be 1.96, more than the Council's minimum target of 1.20, and the fund balance ratio is projected at 27% compared to the target range of 15% - 20%.

General Fund: Donna Witt reported there were no changes or updates from the General Fund report provided to Council at their meeting on Tuesday, February 9, 2021. Mrs. Witt responded to *questions regarding the economic development incentive program, Personal Property Tax schedule of payments, and Real Estate billing.*

5. Roll Call.

   There were no items for roll call.

Meeting adjourned at 12:17 p.m.

FY 2021 GENERAL FUND RESERVE FOR CONTINGENCIES

	Reserve for Contingencies	City Manager's Discretionary Funding
BEGINNING BALANCE, JULY 1, 2020	$1,150,000	$50,000
Carryforward to FY 2021 Reserve for Contingencies - FY 2021 Adopted Budget	0	0
BALANCE	**$1,150,000**	**$50,000**
APPROPRIATIONS (Second Reading)		
City Manager's Discretionary Fund - Communications and Public Engagement - Everbridge Module Mass Notification Pro		($6,609)
City Manager's Discretionary Fund - Police - Rentals for Lynchburg Police Department (LPD) Listening Sessions		($1,181)
City Manager's Discretionary Fund - Council/Manager's Office - Training for Action for Change (A4C) Committee		($20,000)
TOTAL APPROPRIATIONS	**$0**	**($27,790)**
REMAINING BALANCE	**$1,150,000**	**$22,210**
ITEMS INTRODUCED		
~~Sherriff's Office - Portable Radio Replacement Accessories ($9,945)~~		
TOTAL INTRODUCED ITEMS	**$0**	**$0**
REMAINING BALANCE	**$1,150,000**	**$22,210**
PENDING ITEMS		
TOTAL PENDING ITEMS	**$0**	**$0**
PROJECTED BALANCE, JUNE 30, 2021	**$1,150,000**	**$22,210**

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 23, 2021** AGENDA ITEM #: **3**

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

ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase eighteen (18) Pharm Guard Temperature Control Systems Drug Boxes.

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

RECOMMENDATION: Adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate $67,200 with resources of $33,600 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and $33,600 from the FY 2021 General Fund Fire Department budget to purchase eighteen (18) Pharm Guard Temperature Controls systems for pharmacy drug boxes carried on fire and EMS apparatus for the Fire Department.

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

The Fire Department has been awarded RSAF grant funds to purchase eighteen (18) Pharm Guard Temperature Controls Systems for pharmacy boxes carried on fire and EMS apparatus. These devices are designed to provide climate control for the medications on each of our apparatus. The medications we carry must be climate controlled in accordance with Virginia Office of EMS regulations to ensure efficacy.

The grant requires a local match. The Fire Department applied for these funds under a Hardship Request, which would have required the locality to pay 20 percent and RSAF would have paid 80 percent. However, the RSAF funds were awarded with a required 50 percent match. With a total cost of $67,200, the required local match is $33,600. The match will be funded from the FY 2021 General Fund Fire Department budget.

PRIOR ACTION(S): Finance Committee, September 22, 2020 (Approval of Grant Application)
Finance Committee, March 23, 2021

FISCAL IMPACT: $33,600 in matching funds will be provided from the Fire Department's FY 2021 budget; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment.

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

ATTACHMENT(S): Resolution

REVIEWED BY: raw

RESOLUTION:

BE IT RESOLVED that the FY 2021 City/Federal/State Aid Fund budget is amended and $67,200 is appropriated with resources of $33,600 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and $33,600 from the FY 2021 General Fund Fire Department budget to purchase eighteen (18) Pharm Guard Temperature Controls systems for pharmacy drug boxes carried on fire and EMS apparatus for the Fire Department.

Introduced: Adopted:

Certified: ______________________________

Finance Committee
Agenda Item Summary

MEETING DATE: **March 23, 2021** AGENDA ITEM #: **4**

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

ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase thirty (30) air purification systems for the emergency vehicle fleet.

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

RECOMMENDATION: Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for $72,326 with resources of $36,163 from the RSAF grant and $36,163 from the FY 2022 General Fund Fire Department budget to purchase thirty (30) CAPS Active Air Purifiers to be installed in the emergency vehicle fleet.

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

The Fire Department will apply for RSAF grant funds to purchase thirty (30) CAPS Active Air Purifiers to be installed in the emergency vehicle fleet. The installation of these devices will reduce the likelihood that patients and EMS providers will be exposed to contaminated air.

The Fire Department plans to apply for the grant under a 50/50 match. With a total cost of $72,326, the maximum required local match is $36,163. Grants will be awarded in July 2021; therefore, if awarded, the match will be funded from the FY 2022 General Fund Fire Department budget.

PRIOR ACTION(S): None

FISCAL IMPACT: $36,163 in matching funds will be provided from the Fire Department's FY 2022 budget; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment.

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

ATTACHMENT(S): None

REVIEWED BY:

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **March 23, 2021** AGENDA ITEM #: **5**

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

ITEM TITLE: 2021 Virginia Department of Criminal Justice Services (DCJS) Body-Worn Camera Grant Solicitation

KEY ELEMENTS:
___Economic Development ___Excellent Government ___Natural and Built Environment _X_Safe Community __Vibrant Community

RECOMMENDATION: Approve the submission of an application for the Virginia Department of Criminal Justice Services (DCJS) 2021 Body-Worn Camera Grant Solicitation in the amount of $100,000 to purchase Axon Performance and Respond services for the Lynchburg Police Department's (LPD) current Body-Worn Camera (BWC) System.

SUMMARY: The LPD requests approval to apply for a $100,000 grant through a competitive process with DCJS to purchase Axon Performance and Respond services. The LPD will use these two services as additional tools to enhance officer and community safety. Axon Respond integrates location data and video feeds to provide situational awareness for officers and supervisors. This service also notifies supervisors of weapon and light bar activation so they can view live-streamed video of critical incidents efficiently. It also has real-time GPS location capability allowing members of the department to immediately determine an officer's location. Axon Performance streamlines the supervisor BWC review process and reduces the time it takes to confirm officers are operating within agency policies. These services are imperative and provide critical information so supervisors can determine necessary actions to protect officers and the public.

The total cost of the BWC add-on services is $129,536.

The grant solicitation allows for a total project cost of $100,000 with the grant covering $50,000 and a 50% match of $50,000 required from the locality. The LPD plans to apply for the full $100,000 grant with the $50,000 required match funding from the City. This $50,000 will come from the LPD's FY21 General Fund Budget.

The remaining cost of the two add-on services that exceeds the grant funding is $29,536. These funds will also come from the LPD's FY21 General Fund Budget and will be tracked separately from the grant.

Total Grant funding: $50,000
Total LPD FY21 General Fund Budget funding: $50,000 and $29,536 (total $79,536)
Total Cost of Project: $129,536

PRIOR ACTION(S): None

FISCAL IMPACT: $79,536: $50,000 required local match and an additional $29,536 as described above.

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

ATTACHMENT(S): None

REVIEWED BY:

Agenda Item #: 6

February 23, 2021

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: December 31, 2020 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 December 31, 2020 for FY 2021. The financial spreadsheet provides comparative year-to-date data for the same period of FY 2020.

REVENUES

Charges for Services

Revenue in this category for the second quarter of FY 2021 is $399,681 or 36.2% of the budget. The COVID-19 pandemic continues to cause utilization of the Detention Center to be low.

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 second quarter of FY 2021 are $514,910.

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 second quarter of FY 2021 are $422,643 or 46.1% of the budget.

United States Department of Agriculture (USDA)

This revenue category consists of reimbursements for meals served to juveniles at the Detention Center. Year-to-date revenues from USDA for FY 2021 are $14,320.

EXPENDITURES

Overall expenditures for the second quarter of FY 2021 were $1,554,593 and are within budget. The costs are allocated between the Community Placement Program and the contracting localities.

Juvenile Population

The average number of juveniles being served per day through the second quarter of FY 2021 is 19.91 as compared to 24.93 in FY 2020. The percentage of Lynchburg City's juveniles through the second quarter is 44% of the total juvenile population.

SUMMARY

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

Respectfully submitted,

Preston Sellers
Acting Director of Human Services

c: Reid Wodicka, Interim 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
Second Quarter: As of December 31, 2020

	FY 2020 Amended Budget	FY 2020 Actual 2nd QTR YTD	FY 2020 % of Budget	FY 2021 Amended Budget	FY 2021 Actual 2nd QTR YTD	FY 2021 % of Budget	FY 2021 Amended Budget	FY 2021 Actual 2nd QTR YTD	FY 2021 Actual to Amended
Beginning Funds at July 1		122,328			0			0	
Revenues:									
Charges for Services	1,179,941	503,813	42.7%	1,105,125	399,681	36.2%	1,105,125	399,681	705,444
Intergovernmental- Department of Juvenile Justice Block Grant	1,000,336	497,772	49.8%	1,000,336	514,910	51.5%	1,000,336	514,910	485,426
Intergovernmental- USDA	45,000	22,818	50.7%	48,000	14,320	29.8%	48,000	14,320	33,680
Community Placement Program (CPP)	937,478	649,604	69.3%	917,600	422,643	46.1%	917,600	422,643	494,957
Miscellaneous and State Ward Per Diem	0	1,550	0.0%	0	900	0.0%	0	900	(900)
Refunding Bond Proceeds	0	0		72,625	72,625	0.0%	72,625	72,625	0
Refunding Bond Proc Prem	0	0		15,965	15,965	0.0%	15,965	15,965	0
TrfFrmGF-Detention	0	0		67,254	67,254	0.0%	67,254	67,254	0
Budget Designations	125,000	0	0.0%	0	0	0.0%	0	0	0
Total Revenues	3,287,755	1,675,557	51.0%	3,226,905	1,508,298	46.7%	3,226,905	1,508,298	1,718,607.00
Expenditures:									
Salaries	1,707,130	735,438	43.1%	1,661,092	820,739	49.4%	1,661,092	820,739	840,353
Employee Benefits	678,471	291,312	42.9%	751,891	305,471	40.6%	751,891	305,471	446,420
Contractual Services	82,819	19,663	23.7%	42,595	28,172	66.1%	42,595	28,172	14,423
Fleet Services	16,958	6,838	40.3%	16,958	6,085	35.9%	16,958	6,085	10,873
Supplies and Materials	208,917	93,611	44.8%	180,877	68,135	37.7%	180,877	68,135	112,742
Utilities	80,750	30,441	37.7%	80,750	27,970	34.6%	80,750	27,970	52,780
Training and Conferences	4,550	212	4.7%	4,550	786	17.3%	4,550	786	3,764
Telephone Services	4,200	1,218	29.0%	4,994	1,609	32.2%	4,994	1,609	3,385
Cable/Satellite TV Service	0	0	0.0%	0	608	0.0%	0	608	(608)
Postage and Mailing	850	165	19.4%	850	227	26.6%	850	227	624
Indirect Costs	246,102	123,051	50.0%	285,626	142,813	50.0%	285,626	142,813	142,813
Self Insurance	16,961	8,481	50.0%	19,402	9,701	50.0%	19,402	9,701	9,701
Dues and Memberships and Miscellaneous	500	394	78.8%	500	481	96.2%	500	481	19
Rentals and Leases	2,718	832	30.6%	2,409	1,165	48.4%	2,409	1,165	1,244
Health and Dental Benefits for Retirees	74,580	28,416	38.1%	65,856	28,416	43.1%	65,856	28,416	37,440
Unemployment Compensation	1,000	0	0.0%	0	2,579	0.0%	0	2,579	(2,579)
Workers Comp Indemnity Pymt	12,161	0	0.0%	5,000	0	0.0%	5,000	0	5,000
Professional Services	5,301	4,863	91.7%	12,558	4,572	36.4%	12,558	4,572	7,986
Specific Use Equipment	18,700	0	0.0%	0	8,600	0.0%	0	8,600	(8,600)
Refunded Bond Principal Retirement	0	0		87,500	87,500	0.0%	87,500	87,500	0
Refunded Bond Loss on Retirement	0	0		926	926	0.0%	926	926	0
Serial Bond Principal	30,555	0	0.0%	8,575	7,875	91.8%	8,575	7,875	700
Serial Bond Interest	2,771	1,385	50.0%	2,232	0	0.0%	2,232	0	2,232
Fiscal Services	0	0		163	163	100.0%	163	163	0
Transfer to General Fund for HVAC Replacement	100,000	100,000	0.0%	0	0	0.0%	0	0	0
Total Expenditures	3,295,994	1,446,320	43.9%	3,235,304	1,554,593	48.1%	3,235,304	1,554,593	1,680,712
TOTAL ASSIGNED FUND BALANCE/Purchase Orders carried forward		**351,565**			**(46,295)**			**(46,295)**	

February 23, 2021

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: Children's Services Act (CSA) Fund Financial Report for the period ending December 31, 2020.

The attached CSA Fund Financial Summary summarizes the financial activity for this Fund through December 31, 2020. Under the State guidelines, CSA prior year obligations are paid through September 30th of each year. However, the annual budget is prepared on a fiscal year (July-June). Because of the State guidelines, expenditures for this fund are unique due to the overlap of grants each fiscal year.

REVENUES

- Public Assistance – Welfare and Administration

  The Public Assistance revenue source is the reimbursement received from the State for local expenses incurred under CSA for providing services to troubled and at-risk youth and their families. The current rate of reimbursement for community-based services is 86.32%, residential services is 65.8%, and for all other services, 72.64%. Funds to assist in administering the grant, ($35,322) for FY 2021 are provided by the State. Reimbursements for expenditures incurred through the second quarter of 2021 are $2,005,538.

- CSA Contribution – General Fund and Schools

  These revenue sources are comprised of the required local match for all State funds received for the Children Services Act. Through the second quarter of FY 2021, local matching funds for programs in the amount of $921,824 from the General Fund and $98,270 from the Schools have been received.

- Miscellaneous Revenue/Budget Designations

  Miscellaneous Special Welfare revenues in the amount of $25,915 were collected through the second quarter of FY 2021. These revenues are mainly comprised of recoupments from children's social security payments for expenditures incurred on their behalf, and registered billings for CSA parental co-payments.

EXPENSES

- Administrative expenses

  CSA Administrative funds are used for salaries, supplies, and materials. Budgeted funds for FY 2021 are $69,591. Actual YTD administrative expenditures through the second quarter of FY 2021 are $29,092 or 40.7% of the budget.

- Mandated – Foster Care

  Foster care expenses include funds for residential facilities, day care, maintenance payments to foster parents, enhanced maintenance payments to foster parents and foster care prevention services. Year-to-date foster care expenditures through the second quarter of FY 2021 totaled $1,556,716 or 57.4% of the total budget. Expenditures in this category have risen due to an increase in the number of children placed in foster care.

- Mandated – Special Education

  Special Education expenses include services for Special Education students from the Lynchburg City Schools. Expenditures through the second quarter of FY 2021 total $921,895, or 37.6% of the total 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 second quarter of FY 2021 total $99,427, or 26.4% of the total budget. Non-mandated services are provided almost exclusively to youth involved in the court system. Decreases compared to budget for this category are attributed to the Court Services Unit accessing alternate funding for court-involved youth.

- Community Based Services

  This category includes services to children while they are living at home, in the home of an extended family, in a regular foster family home, or in an independent living arrangement. Community services may include assessment, crisis stabilization, therapy, or intervention services provided in the child's home. Community Based Services through the second quarter of FY 2021 total $281,978, or 72.5% of the total budget. The rise in costs is attributed to more youth accessing Community Based support services in FY 2021.

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

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

Respectfully submitted,

Preston Sellers
Acting Director of Human Services

c:
Reid Wodicka, Interim City Manager
Ken White, Interim Deputy City Manager
Donna Witt, Chief Financial Officer
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
December 31, 2020

	FY 2020 Amended Budget	FY 2020 Actual 2 QTR YTD	FY 2020 % of Budget	FY 2021 Amended Budget	FY 2021 Actual 2 QTR YTD		FY 2021 % of Budget
Beginning Fund Balance		593,734		0	207,913		
Revenues:							
Public Assistance - Welfare and Administration	3,910,234	1,569,871	40.1%	3,910,234	2,005,538	*	51.3%
Transfer from Lynchburg City Schools	196,541	98,270	50.0%	196,541	98,270		50.0%
Transfer from General Fund	1,843,647	921,824	50.0%	1,843,647	921,824		50.0%
Miscellaneous/Budget Designations/Special Welfare	48,600	23,326	48.0%	50,430	25,915		51.4%
Total Revenues	5,999,022	2,613,291	43.6%	6,000,852	3,051,547		50.9%
Expenses:							
Administrative Expenses	67,931	27,016	39.8%	71,421	29,092		40.7%
Mandated - Foster Care	2,713,128	937,809	34.6%	2,711,614	1,556,716		57.4%
Mandated - Special Education	2,452,968	977,534	39.9%	2,452,968	921,895		37.6%
Non-Mandated Services	375,907	111,793	29.7%	375,907	99,427		26.4%
Community Based	389,088	295,748	76.0%	388,942	281,978		72.5%
Miscellaneous/Budget Designations/Transfer to GF	0	0		0	0		
Total Expenditures	5,999,022	2,349,900	39.2%	6,000,852	2,889,108		48.1%
ENDING FUND BALANCE	0	857,125		(0)	370,352		

*'December 2020 Reimbursement of $389,963 was received on January 31, 2021

March 23, 2021

Finance Committee Meeting – 11:30 a.m. – Council Chamber

A G E N D A

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

4:00 P.M.

WORK SESSION

#1. BUDGET - Review FY 2022 Projected Revenues

#2. BUDGET - Review Proposed FY 2022 – FY 2026 Capital Improvement Program

#3. Roll Call

7:30 P.M.
City Council Agenda Items

COUNCILMEMBER FARALDI WILL GIVE THE INVOCATION

GENERAL POLICY REGARDING PUBLIC PARTICIPATION AT CITY COUNCIL MEETINGS

Each speaker shall clearly state his or her name and locality of residence.

The City Council agenda is divided into four sections.

CONSENT AGENDA: This section includes routine items. All items may be approved by one vote.

PUBLIC HEARINGS: This section includes all public hearings as required by law or as Council may direct.

Procedure:

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

During the public hearing, there shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify that group at the beginning of his or her remarks. A group may have only one spokesperson. After public comments have been received, for zoning petitions, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5)-minute time limit for rebuttal. Upon the conclusion of public comments or the applicant's rebuttal, the public hearing will be closed and the matter referred to Council for deliberation.

PUBLIC COMMENT: Public comment shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council. Individuals may speak up to three (3) minutes; or group spokesperson up to five (5) minutes. Once Council has heard a presentation from a citizen or organization on a particular subject, the citizen or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of Council present and voting.

GENERAL BUSINESS: This section includes items of a general nature to be considered by Council.

City Council may make exceptions to these rules at its discretion. Prior to a meeting, any questions which citizens may have regarding any item on the agenda may be addressed to City Council or the City Administration. The following numbers are provided for the convenience of the citizens:

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

A reasonable charge may be made for copying and other activities related to responding to long and involved inquiries.

CITIZENS OFTEN EXPRESS CONFLICTING AND DIVERSE POSITIONS REGARDING SPECIFIC ISSUES UNDER CONSIDERATION. TO ENCOURAGE CITIZEN PARTICIPATION AND TO AVOID INTIMIDATION TO PERSONS WHO MAY EXPRESS SOMETIMES UNPOPULAR OPINIONS, APPLAUSE, CHEERS, OR JEERS FROM THE AUDIENCE ARE NOT PERMITTED. WHEN APPEARING BEFORE CITY COUNCIL, CITIZENS MAY NOT ENGAGE IN BEHAVIOR THAT INTIMIDATES OR INSULTS OTHERS, ENGAGE IN DISRUPTIVE BEHAVIOR, USE PROFANITY OR VULGAR LANGUAGE, PROMOTE PRIVATE BUSINESS VENTURES OR CAMPAIGN FOR PUBLIC OFFICE.

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

CONSENT AGENDA

#4. Consideration of adopting minutes from the March 9, 2021 Meeting.

PUBLIC HEARING

#5. Consideration of adopting a resolution approving the allocation of the FY 2022 Community Development Block Grant (CDBG) and HOME Program funds and incorporating into the FY 2022 CDBG Fund and HOME Fund Budgets and Program Year 2021 Annual Action Plan.

#R-21-___

PUBLIC COMMENT

#6. Hear from a citizen regarding a concern (Andrew Glover).

GENERAL BUSINESS

#7. Consideration of adopting an ordinance amending Chapter 25; Division 3 – Permit Parking of the City Code.

#O-21-___

#8. Consideration of adopting a resolution amending the FY 2021 City/Federal/State Aid Fund budget and appropriate $67,200 with resources to purchase eighteen (18) Pharm Guard Temperature Controls systems for pharmacy drug boxes carried on fire and EMS apparatus for the Fire Department.

#R-21-___

#9. Consideration of a closed meeting for discussion and consideration of information provided to the City by a private entity under the provisions of the Public-Private Transportation Act relating to the possible construction of a Police Headquarters Facility, pursuant to Sections 2.2-3711(A.) (28) and 2.2-3705.6(11) of the Code of Virginia.

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

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

Absent: 0

// In the matter of Budget, Agenda Item #1, Dr. Reid Wodicka, Interim City Manager, introduced the Proposed FY 2022 Operating Budget and Capital Improvement Program – All Funds which included the General, Fleet, Airport, Water, Sewer, Stormwater and other minor funds as well as Component Units. The budget totals $421.5 million which is an increase of $54 million compared to the FY 2021 Operating Budget and Capital Improvement Program – All Funds. Dr. Wodicka explained that this increase is primarily due to increased federal and State funding for capital projects and additional CARES Act funding for Schools.

City Council previously identified five Priority Budget Strategic Initiatives that staff were directed to recommend funding proposals for each priority: Strategic Initiative 1 – Improvements to Public Safety Staffing; Strategic Initiative 2 – Public Education Funding; Strategic Initiative 3 – Continued Implementation of the City-Wide Salary Study, Particularly for the lowest paid employees in the organization; Strategic Initiative 4 – Refuse Collection Staffing and Fleet; Strategic Initiative 5 – Diversity, Equity, and Inclusion. Dr. Wodicka briefly reviewed staff recommendations for each.

Dr. Wodicka, in conjunction with Mr. Kent White, Interim Deputy City Manager, and Mr. John Hughes, Interim Assistant City Manager for Human Development, began walking through the Operating Budget. Councilmember Faraldi added the following items to The List: Virginia Legal Aid; he asked to know if the lowest paid fire department employees would be making less than or equal to the lowest paid employee being addressed in the City-Wide salary study.

The budget complies with all Financial Management Policies that Council reaffirmed in December 2019. This budget is passed on not equalizing the Real Property Tax rate; by truly equalizing the tax rate, this would create approximately a $5 million gap in funding needs.

Councilmember Helgeson stated that before Council begins going through the budget, line by line, now is the best time to let citizens know where Council stands with whether or not to raise taxes. He made a motion to not set the Real Property Tax rate to anything higher than the equalized rate of $1.03, commenting that if Council does not equalize the tax rate, the burden will be placed on citizens who are dealing with the financial effects of the pandemic.

Councilmember Faraldi seconded the motion stating that he is supportive of the motion because it considers the perspective of the tax payer. Individuals and businesses alike are struggling and at a time when everybody’s budgets are decreasing, the government should not increase the fiscal burden on the tax payer. He continued by stating that Council must advocate for constituents now and upfront so that there will be ample time to go back and figure out what can be done with the budget proposal.

Councilmember Wilder stated that he does not support the motion, but he does support the people of Lynchburg. He is appreciative of City staff bringing forth a budget with very minimal increase. He’s appreciative that people are hurting, but that he is not interested in cutting public safety services or refuse collection services.

Councilmember Nelson commented that at this point, the fact that the assessed values went up is a good thing; it means people want to live in Lynchburg. However, every one of Lynchburg’s citizens is suffering. He agreed that City Council has a duty to protect its citizens. There is the ability to cut within the budget to get the city to a point where the citizens don’t need to carry all of the burden. However, the gap in the budget from equalizing the rate would be about $5 million. That gap cannot be filled by cutting alone, but there may be a compromise. He is hopeful that Council will be able to find about $2.5 million in this budget to cut. He reiterated that he would be looking for that type of solution, and as such, will not be supporting this motion at this time.

With no other discussion, Council denied the motion by the following recorded vote:

Ayes: Helgeson, Faraldi 2

Noes: Dolan, Wright, Nelson, Tweedy, Wilder 5

// In the matter of Roll Call, Agenda Item #2, Councilmember Faraldi had no items. Councilmember Wilder thanked staff for their continued hard work to maintain operations during the pandemic; he also congratulated Mayor Dolan for an upcoming recognition with Centra Health. Councilmember Tweedy said she appreciates what staff have brought forward in regards to the budget, commenting that she chooses to live in the City of Lynchburg because of the services offered. Councilmember Nelson had no items. Councilmember Helgeson asked staff to look into a buzzard problem in Windsor Hills that a constituent brought forward. Mayor Dolan had the following items and announcements:

- Over the weekend, the City, in partnership with the Lynchburg City Schools, vaccinated more than 1,500 people at the Mass Vaccination Site. We continue to vaccinate more than 600 people a week. We are hopeful that vaccines will become more readily available as supply chains continue to grow.
- The Parks & Recreation Needs Assessment kicks off Monday, March 15th. The last time Lynchburg conducted a Comprehensive Park Master Planning Process was 24 years ago. The work being conducted now in collaboration with the Lynchburg community will help design Lynchburg's parks, trails, and facilities of the future.
- Yesterday, March 8 was International Women's Day is a global day celebrating the social, economic, cultural, and political achievements of women. The day also marks a call to action for accelerating women's equality. This year's theme was Choose to Challenge." A challenged world is an alert world. Individually, we're all responsible for our own thoughts and actions - all day, every day. We can all choose to challenge and call out gender bias and inequality. We can all choose to seek out and celebrate women's achievements. Collectively, we can all help create an inclusive world.
  From challenge comes change, so let's all choose to challenge.
- One final announcement, pursuant to Section 2.2-3712(B.) of the Code of Virginia, the Executive Search Committee will be holding closed meetings at an undisclosed location within the following fifteen days for the purpose of interviewing candidates for the position of City Manager.

// The meeting was recessed at 5:52 p.m.

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

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

Absent: 0

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

// In the matter of Recognitions, Mayor Dolan congratulated Dr. Reid Wodicka for his third year as a credentialed manager through the International City/County Management Association (ICMA) Credentialing Program.

// In the matter of the Consent Agenda Item #3, copies of the minutes of the February 23, 2021 meeting have been previously furnished to Council, and on motion of Councilmember Wilder, seconded by Councilmember Tweedy, Council by the following recorded vote approved the minutes as presented:

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

Noes: 0

// In the matter of the Consent Agenda Item #4, Council conducted a second reading and adopted Resolution #R-21-015 amending the FY 2021 City/Federal/State Aid Fund Budget and appropriating $64,840 for the Lynchburg Adult Drug Court with resources from the Supreme Court of Virginia Drug Treatment Court Docket Grant. On motion of Councilmember Wilder, seconded by Councilmember Tweedy, Council by the following recorded vote approved the motion:

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

Noes: 0

// In the matter of Community Development - Planning, Agenda Item #5, a public hearing was held and Council considered adopting Ordinance #O-21-018 approving a rezoning of approximately thirty-nine hundredths (.39) acres to allow for the redevelopment of the property at 400, 404, & 406 12th Street for commercial and residential purposes. Mr. Tom Martin, City Planner provided Council with a brief summary of the request. AC Capital, LLC is petitioning to rezone the property from B-5, General Business District to B-4, Urban Commercial District to allow the redevelopment of the property for commercial and residential purposes. If approved, the first floor of the building would be renovated for commercial uses, the basement would be renovated for a residential use and future plans would include adding one to three floors above the existing building for residential space. Twelve (12) parking spaces are available on the property with additional parking spaces available for lease on an adjacent property. The Planning Commission previously reviewed the request and recommended approval.

Mr. Will Andrews and Mr. William Cook, co-owners of the building, were in attendance and made a presentation. The request to rezone the property stems from the intended residential use of the property. Also, rezoning to a B-4, Urban Commercial District would be in lockstep with the rest of downtown.

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

Councilmember Wilder made the motion to approve the ordinance, seconded by Councilmember Nelson. With no discussion from Council, the following vote was recorded approving #O-21-018:

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

// In the matter of Community Development – Planning, Agenda Item #6, a public hearing was held and Council considered adopting Resolution #R-21-019 approving a Conditional Use Permit (CUP) to allow for the expansion of the “Reusens Substation” at 200 Old Trents Ferry Road. Mr. Tom Martin, City Planner, provided Council with a brief summary of the request. Appalachian Power Company is petitioning for the CUP to allow the expansion of an electric substation in an R-1, Low Density Residential District and an R-3, Medium Density Residential District. The expansion would involve forty-eight hundredths (.48) of an acre and include a one hundred fifty (150) foot by fifty (50) foot gravel pad with stormwater facilities. A substation has existed on the property since the 1940’s. The Planning Commission previously reviewed the item and recommended approval.

Mr. Jim Lovell, a consultant to the Appalachian Power Company, was in attendance and made a presentation. The expansion will allow for one additional transformer, three voltage regulators, and additional circuits to serve the Peakland and Boonsboro area. This substation also provides the primary backup to Virginia Baptist Hospital. The one change from the site plan is the existing pond may or may not be needed for stormwater management, but the developer will follow the Department of Environment Quality (DEQ) regulations.

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

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

Councilmember Helgeson stated that a part of the approval is the property should be developed with substantial compliance with the site plan. He explained that the petitioner just said they may do something different with the site plan in terms of stormwater management, if it is allowed. Mr. Martin responded that the change in the stormwater management came after the Council report was written. The city cannot require a different stormwater approach from what DEQ approves. Councilmember Helgeson asked Councilmembers Faraldi and Wilder to accept a friendly amendment to the motion to approve the resolution with the addition of the language, "with the exception of the Stormwater Facilities Management". Councilmembers Faraldi and Wilder accepted the friendly amendment.

With no other discussion from Council, the following vote was recorded approving #R-21-019:

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

// In the matter of Public Comment, Agenda Item #7, Ms. Letitia Lowery, a resident of Ward IV, asked Council to consider not raising Real Property Tax rates, stating that Lynchburg is a small community and not a large metropolis with great funds lying around. She continued by stating that COVID has hurt everyone, but Council needs to work with the community to come up with a better solution. There are ways to work with the community to come up with creative solutions for service delivery. If Council does raise taxes they will be punishing the working middle class homeowners. She also stated that utility bills such as power rates and trash rates have also gone up.

// In the matter of Public Comment, Agenda Item #8, Mr. Andrew Glover withdrew from speaking.

// In the matter of Public Safety, Agenda Item #9, Council considered adopting a resolution affirming the Central Virginia Planning District Commission (CVPDC) Hazard Mitigation Plan. Ms. Melissa Foster, Director of Emergency Services, and Ms. Kelly Hitchcock, Planning and Development Director of CVPDC, presented Council with a brief summary of the request. The Disaster Mitigation Act of 2000 requires local governments, as a condition for eligibility to receive federal mitigation funds, establish a plan to identify hazards, risks, vulnerabilities, and strategies to address disaster events. The CVPDC, in partnership with its member localities, state and local agencies, and public stakeholders, have completed a planning process to develop a regional pre-disaster plan or Hazard Mitigation Plan. The regional mitigation plan was developed through grant funding and under the guidance of Virginia Department of Emergency Management (VDEM) and the Federal Emergency Management Agency (FEMA). The regional pre-disaster plan identifies hazards, including flooding, severe weather and wildfires, area vulnerabilities, establishes goals and objectives, and presents regional and locality-specific mitigation strategies. The CVPDC Hazard Mitigation Plan website, www.cvhmp.org, is a comprehensive and interactive website that in addition to Plan access, provides vulnerability, risk, and historic data, interactive maps, and a review of the regional and locality identified mitigation strategies. Locality adoption of the regional mitigation plan allows the local government to apply for funding through FEMA's Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure Communities (BRIC), Flood Mitigation Assistance (FMA), and Rehabilitation of High Hazard Potential Dam (HHPD) grant programs. The original Multi-Jurisdiction Hazard Mitigation Plan was adopted by Lynchburg City Council on May 23, 2006, and a subsequent update was adopted in 2013.

Given the size of the document and since passing the resolution isn't a time sensitive matter, Councilmember Helgeson suggested to table the item until the March 23, 2021 meeting, giving Council more time to review the plan. There was a consensus among Council.

// In the matter of City Code, Agenda Item #10, Council considered adopting Ordinance #O-21-020 amending Section § 28-40 of the City Code to revise the usage fees schedule structure and amounts for the football and baseball stadiums. This item was previously considered by Council at the February 23, 2021 City Council Meeting where Council asked staff to revise the ordinance with the following statement; "When the City Manager or designee determines that it is in the City's best interest to do so, it may reduce or waive the rates and fees set forth above for nonprofit and community service organizations."

Councilmember Helgeson stated that it is arbitrary and capricious to state that the City Manager can decide if and when the fee is waived. Interim City Manager Dr. Wodicka stated that if Council would like to further define the parameters of the ordinance, staff would be happy to include the additional language.

Councilmember Nelson suggested the following additional language to the ordinance so that the City Manager would have clearer guidelines when assessing each request; "..when it is reasonably demonstrated that the use of the facilities will directly promote the interests of the general public". Councilmember Nelson brought this forward as a motion; Vice Mayor Wright seconded the motion. With no further discussion from Council, the following vote was recorded approving #O-21-020:

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

// In the matter of the Fire Department, Agenda Item #11, Fire Chief Greg Wormser reviewed the department's Annual Report. The report highlighted four main areas of focus:

- Calls for Service – There were 16,160 calls for service. Total responses included 15,727 calls for service. Of those 13,583 were medical calls and 1,692 were fire calls.
- Community Engagement – Continue to inspect code required structures; permits have decreased; in-person programming and visits are down; virtual programming has increased
- Training – Recruit Academy 2019 is completed; Recruit Academy 2020 has just began; Officer Development Program; Career Development for all employees; Task book for every riding position
- COVID – Videos; policies and SOG's; 1/3 of the department workforce tested positive for COVID since March 2020; approximately 1/3 of department personnel have been vaccinated.

He also reviewed the department's Strategic Plan which has three focus areas; People, Service Delivery, and Resources. Each focus area is divided into goals and each goal is further divided into several objectives. Chief Wormser reviewed the following highlights from the plan:

- Recently completed Tasks: facilities plan, fleet management plan, accreditation, community CPR program, and post incident action program.
- Strengths: accountability, measurable outcomes, living road map.
- Weaknesses: lack of community input and again infrastructure.
- Revisions of the Strategic Plan should include both citizen and rank and file stakeholders.
- Plan to integrate and align with the Lynchburg Plan.
- Seek opportunities for improvements related to mental fitness.
- Updates will come in 2022.

Councilmember Faraldi asked Chief Wormser to explain what the impact of having one-third of the workforce contract the coronavirus has on the department. Chief Wormser explained that sometimes there would be about 20 or 30 employees out at one time, but everyone stepped up and worked the extra hours to make sure their colleagues were taken care of. Councilmember Faraldi stated that in the proposed budget, the fire department is requesting additional staffing to increase the ranks. He asked if there was a level that needed to be reached from a staffing perspective similar to what the police department is doing. Chief Wormser replied that there is a need of about 20 uniformed personnel in order to obtain a point of a proper relief factor. The department, in conjunction with the City Manager's Office, is working to develop a staffing plan. Also, currently there are only nine administrative support staff in the department so there is a definite need for additional support. Councilmember Faraldi asked if the staffing plan attempts to address compression issues. Chief Wormser replied that discussion addressing compression issues are ongoing and that they need to be addressed throughout the entire organization.

// In the matter of Economic Development, Agenda Item #12, Council received a presentation regarding the CARES Business Recovery Program from the Office of Economic Development & Tourism. The CARES Business Recovery Program was a one-time fund that offered financial assistance to businesses whose operations were either closed or restricted by the Commonwealth of Virginia in response to the novel coronavirus. City Council approved a portion of the City's allocation of the Coronavirus Relief Funds provided through the federal CARES Act. The program was administered by the Office of Economic Development & Tourism and the Economic Development Authority (EDA). On July 23, 2020 and August,11, 2020 respectively City Council approved the use of CARES Act funding to assist with business support initiatives. $3,232,640 in awards, heaters and administration of the CARES Business Recovery and Winterization programs was provided to businesses in the City.

Councilmember Wilder thanked staff for initiating the winterization program and for ensuring that it was a diverse group that received help.

Councilmember Tweedy thanked staff for pulling all of the partners together to make this program work and that the statistic of 64% of minority-owned, women-owned, and veteran-owned businesses that were supported during these efforts was not a number happening in every community. She wants to continue serving the community with this type of intentionality and attention to these underserved groups.

Vice Mayor Wright thanked staff for the thoughtful comprehensive communication, wraparound services, and responsive programs that are tailored to the needs of the business community.

Councilmember Faraldi thanked staff for their hard work, but expressed his sentiments that he would like to see the economy open back up.

Councilmember Tweedy stated that she is appreciative that these businesses are adhering to the regulations, policies, and requests that will keep customers alive.

// The meeting adjourned at 9:15 p.m.

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Clerk of Council

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 23, 2021** AGENDA ITEM #: **5**

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

ITEM TITLE: Public Hearing Regarding the Fiscal Year (FY) 2022 Allocation of Community Development Block Grant (CDBG) and HOME Program Funds

KEY ELEMENTS:
___Economic Development ___Excellent Government _X_ Natural and Built Environment ___Safe Community _X_ Vibrant Community

RECOMMENDATION: Hold a public hearing and adopt a resolution approving the allocation of the Fiscal Year (FY) 2022, Community Development Block Grant (CDBG) and HOME Program funds and incorporating into the FY 2022 CDBG Fund and HOME Fund Budgets and Program Year (PY) 2021 Annual Action Plan.

SUMMARY: The U.S. Department of Housing and Urban Development (HUD) funds the CDBG and HOME Programs. The City has available the following funds to use for eligible CDBG and HOME activities during FY 2022 (PY 2021).

CDBG AVAILABLE FUNDING/SOURCE	**AMOUNT**
HUD Entitlement Allocation	$718,593.00
Reprogrammed Funds	22,712.47
Total CDBG Funding Available	**$741,305.47**

HOME AVAILABLE FUNDING	**AMOUNT**
HUD Entitlement Allocation	$413,856.00
Reprogrammed Funds	54,568.87
Total HOME Funding Available	**$468,424.87**

The public was notified of the public hearing through a public notice advertisement published in *The News and Advance* on March 6 and through various sources of social media. The Community Development Advisory Committee (CDAC) met on February 25, 2021 and reviewed the applications that were submitted. The following lists of projects have been recommended for funding by the CDAC.

CDBG PROJECTS RECOMMENDED FOR FUNDING BY CDAC:

City Administration	$126,500.00
Jefferson Park Revitalization Improvements	$507,017.47
Lynchburg Redevelopment and Housing Authority (LRHA) Centralized Homeless Intake Coordinator	$65,000.00
LRHA Affordable Housing Resource Center	$42,788.00
Total CDBG	$741,305.47

HOME PROGRAM PROJECTS RECOMMENDED FOR FUNDING BY CDAC:

City Administration	$33,000.00
Rush Lifetime Homes- Florida Terrace Rental Housing (CHDO)	$150,000.00
Greater Lynchburg Habitat for Humanity Knott Street Development	$208,424.87
Lynchburg Community Action Group (Lyn-CAG)- Down Payment Assistance	$77,000.00
Total HOME	$468,424.87

All CDBG and HOME funds will be expended in accordance with primary objectives of these programs. The City estimates that over 70 percent of the CDBG FY 2022 funding will benefit low/moderate income persons which complies with HUD regulations.

All applications submitted for funding consideration are available for review in the Grants Administration Office, Second Floor, City Hall.

At the conclusion of the public hearing, City Council will review the recommendations of the CDAC and approve the funding allocations to be included in the FY 2022 CDBG Fund and HOME Fund Budgets and PY 2021 CDBG and HOME Program Annual Action Plan. The Annual Action Plan will subsequently be submitted to HUD for approval.

PRIOR ACTION(S): February 25, 2021: Community Development Advisory Committee Meeting

FISCAL IMPACT: FY 2022 Final Entitlements vs. FY 2021 Final Entitlements:
CDBG Increase-$3,728;
HOME Program-Decrease-$10,432

CONTACT(S): Melva Walker, Grants Manager, 455-3916
Kent White, Interim Deputy City Manager 455-3919

ATTACHMENT(S):
- CDAC Meeting Notes – February 25, 2021 – Attachment A
- CDAC Funding Recommendations Worksheet – Attachment B
- Summary of CDBG and HOME Applications – Attachment C

REVIEWED BY: raw

038A

RESOLUTION

BE IT RESOLVED that the Community Development Block Grant (CDBG) and HOME Program FY 2022 funding allocations are hereby approved for incorporation into the FY 2022 CDBG Fund and HOME Fund Budgets and PY 2021 CDBG and HOME Program Annual Action Plan.

Adopted:

Certified: ______________________________
Clerk of Council

ATTACHMENT A

Community Development Advisory Committee (CDAC) Meeting
February 25, 2021
City Hall, Council Chambers
Virtual meeting by Microsoft Teams
10:00 a.m.

Meeting Notes

*Note: CDAC members have reviewed and approved these notes

Attendance included:

CDAC Members:	Council Member Beau Wright, Chair; Council Member, Sterling Wilder, Vice Chair; Ms. Mandze Dyke (Daniel's Hill Representative); Mr. John H. Hughes, III (College Hill Representative); Mr. Leonard "Rad" Briley (Diamond Hill-Historic District Representative); Ms. Valerie Harris (Tinbridge Hill Representative) **Note:** Susan Murray- (Garland Hill Representative) did not join the meeting due to a prior commitment. All other members joined the meeting by Microsoft Teams, phone.
City Staff:	Melva Walker (Grants Manager);Angie Shepard (Community Development);Rhonda Allbeck, (Financial Services); Jenny Jones (Parks & Recreation Director); Charlotte Lester (Neighborhood Center Coordinator, Parks & Recreation); Kent White, (Interim Deputy City Manager); Anne Nygaard (Planning); Kevin Henry (Zoning Administrator); Howard Covey (Parks & Recreation); Chris Higgins (Parks & Recreation); Susannah Smith (Parks & Recreation) **Note:** Staff participated in the meeting via Microsoft Teams or phone
Guests/Applicants:	Mary Mayrose (Executive Director, Lynchburg Redevelopment and Housing Authority (LRHA)); April Shepherd (LRHA); Sarah Quarantotto (Central Virginia Continuum of Care-CVCoC); Donna Vincent (Habitat for Humanity); Jeff Smith (Rush Lifetime Homes); Leslie Loucks (Rush Lifetime Homes); Reverend William Coleman (Executive Director, Lynchburg Community Action Group (Lyn-CAG);Olyvia Brown-Coles (Lyn-CAG)

Note: Applicants participated in the meeting via Microsoft Teams or phone. The meeting was made available to the public on LTV Channel 15 and on the City's Facebook live page.

Ms. Walker began the meeting at 10:11 a.m. She welcomed everyone to the video conference and the public through cable TV and Facebook. She introduced the CDAC members and City staff participants.

She explained that the copy of the Consolidated Annual Performance and Evaluation Report (CAPER) PowerPoint was included in the packet that CDAC members received. Ms. Walker explained she would not be going through the CAPER today, but she would be happy to answer any questions regarding the accomplishments in the report. The CAPER is a report that is required to be submitted to the U. S. Department of Housing and Urban Development (HUD) each year to describe what the accomplishments were for the prior program year.

Ms. Walker reviewed the role of CDAC as it pertains to the Citizen Participation Plan for CDBG and HOME Programs. She stated that CDAC's role is to:

- Review CDBG and HOME applications received by City staff;
- Make project recommendations to City Council;
- City Council will conduct a public hearing, review the recommendations of CDAC, and give final approval for projects to be funded; and
- Public Notices are published for all public meetings.

Ms. Walker noted City Council's direction for Fiscal Year (FY) 2022 application funding is as follows:

- Maximize the use of CDBG funds for Capital Improvements Projects (CIP);
- Partnership with the Lynchburg Redevelopment and Housing Authority (LRHA) for projects such as: Vacant Housing Revitalization & Rehabilitation (formerly Spot Blight Program), Rental Rehabilitation, and other housing related projects; and
- Focus resources on targeted neighborhood(s) through partnerships with City departments and/or LRHA.

.

The annual goals have been provided in the CDAC packets so the participant applications can be related to the goals that are there. Ms. Walker turned the meeting over to the Committee Chair, Council Member Beau Wright.

Council Member Wright welcomed everyone attending the meeting. He thanked CDAC members for serving the community in this way and for their time and attention and engagement in this process. Council Member Wright thanked the programmatic participants for the hard work put into the applications and bringing them forward. Council Member Wright asked Ms. Walker to give a brief overview of the City Administration component and then start with the CDBG application requests, non-public service.

Ms. Walker explained to CDAC that they will notice with the Financial Worksheet they were provided, CDBG Program Administration was increased to $126,500 to hire an additional support staff to allocate all of their time assisting Ms. Walker with CDBG, CDBG CARES funding, and HOME Program to reduce some of the time Ms. Shepard spends on the programs and to have someone dedicated to assisting with those programs. This has been submitted within the City's operating budget and coincides with the City's operations. Ms. Walker stated she would be happy to answer any questions regarding this. These funds will cover program staff and operating expense for the program.

Council Member Wright started with CDBG applicants. He asked Ms. Nygaard to present the application request for the Jefferson Park Revitalization Improvements. Ms. Nygaard began by explaining the requested funding is to kick start the improvements of the Dearington Park and Recreation plan. Jefferson Park is a major component of this plan. It has a significant amount of potential but has been forgotten over the years. It's important to begin improvements in the plan to demonstrate to the neighborhood and to build on the momentum for some of these efforts. The main parts of the improvements focus on the corner of Jefferson Park at the corner of Kirby and Chambers Street. The aim is to bring new life to the somewhat underutilized area of the park. The first main improvement is to relocate the basketball court to the amphitheater side, put a mural in this space, and construct an additional basketball court. The improvements would include making an ADA accessible trail from Kirby Street to connect to the Jefferson Park Neighborhood Center. There is currently no safe and accessible route into the park. This portion would include a small loop trail. Another point is to improve a connector trail to Dearington apartments with lighting and rails. Another improvement is to bring the stairs at the amphitheater all the way down and then converting the tennis courts to an interim plaza. This would include removing the chain-link fence, resurface the courts, add in tables and chains, shading and lighting, and include a new pavilion that would include Wi-Fi and charging stations. This is being called an interim plaza in hopes the City would come back in the next ten years with over upgrades and more finished material, additional programming and possibly even a splash pad. Lastly, the plan would incorporate history and culture with a mural and interpretative signage and marking the old swimming pool. Ms. Nygaard explained a rendering was included in CDAC's information to show where they are headed with the park over twenty years and the enormous potential the park has. All of the work would make the park a major asset to the City. A budget supplement was included in the packets if extra funds are available for allocation.

Council Member Wright invited committee members to make comments or ask questions.

Mr. Hughes stated he understands what the plan is calling for and is in support of going ahead as planned.

Ms. Harris expressed this is very much needed in the community and is pleased with the project.

Ms. Dyke expressed her approval for the project and feels it is a great plan. She would like to see more history and culture and supports the application. She believes this will bring successful turnout in community engagement.

Mr. Briley liked the proposed project, the interpretative signage, and feels the design is nice and will enhance the community quite a bit.

(Ms. Murray did not join the meeting.)

Committee Co-Chair and Council Member Wilder supports the project and appreciate the efforts City staff went through to engage the citizens in the area and appreciates the citizen being involved with the City.

Council Member Wright echoes these sentiments. He appreciates the citizen engagement in Dearington and appreciates Anne and her team for bringing this forward. Council Member Wright asked Ms. Walker to explain the remaining amounts.

Ms. Walker explained that the application requests for public service did not reach the maximum amount allowed (15%) that can be allocated to Public Service projects. The remaining amount can be used toward public service or non-public service in CDBG. Ms. Nygaard did include a supplemental budget and the remaining funds can be allocated to the Jefferson Park project or the Public Service projects.

Council Member Wright asked Lynchburg Redevelopment and Housing Authority (LRHA) to come forth and present their applications. Mary Mayrose, Executive Director for LRHA, introduced Sarah Quaranttoto with Miriam's House and the Central Virginia Continuum of Care (CVCoC). Ms. Quarantotto presented the application for the Coordinated Homeless Intake and Access (CHIA). Miriam's House is the lead agency for the CVoC and CHIA is helping citizens experiencing a housing crisis and is the primary point of contact. The City has funded this program for the last seven years to help with those housing services. From 2015 to 2020, there was a 69% decrease in citizens experiencing homelessness. The CHIA hotline is to help citizens resolve their housing crisis so they do not become homeless. They are connected with other resources, housing prevention, and thousands of households have avoided homelessness because of this service. There are concerns there will be more evictions as the eviction moratorium is lifted on March 31st. This hotline will be even more relevant. The CVCoC appreciates the past funding.

There were no questions from the committee members.

Ms. Mayrose, Executive Director at LRHA, presented the application for the Affordable Housing Resource Center (AHRC). Ms. Mayrose stated this center has experienced great outcomes thanks to funding from the CDBG program. This service has become more virtual now in the current pandemic in order to help citizens and do an amazing outreach. Through the efforts of the Housing Navigator there has been a 33% increase (represents 300 additional families they have been able to house) in housing through the voucher program. LRHA has increased their landlord outreach by over 200 additional landlords in the program. LRHA wants to continue the progress and the program. She stated that LRHA has a clear communication structure for their landlords now and they track that information. This really has become like a one-stop-shop which was the original intention.

Council Member Wright opened the floor for opportunities for questions. The committee did not have any questions.

Ms. Mayrose wanted to thank Ms. Walker and staff for being so helpful in the reporting requirements and she has been very patient.

Ms. Walker suggested to Council Member Wright the committee may want to allocate the CDBG funds before moving to the HOME Program applications.

The committee began discussions on Jefferson Park.

Mr. Briley asked Ms. Nygaard regarding the budget itself, if these are current numbers. Ms. Nygaard explained it is an estimate. She tried to put numbers toward what in-house work the City could provide in order to supplement this project. Mr. Briley inquired at to when was the last time anything was substantially invested in this park. Ms. Nygaard explained that a few years ago the Jefferson Park Neighborhood Center was revitalized. Mr. Higgins, Parks Manager, explained that no big renovations have actually been done to the park itself, other than the center, in a really long time. Ms. Nygaard stated that when viewing aerials of the park, at least not in the last twenty years. The playground or tennis courts may have been, but nothing else.

Mr. Briley inquired as to how much activity is currently at the park. Ms. Nygaard explained at this point, she has seen the use of the basketballs courts as popular, and the Neighborhood Centers are working on their programming, but she has not seen a lot of activity elsewhere. Ms. Lester with the Neighborhood Centers explained that the Jefferson Park Center Revitalization was completed in January of 2020, and then the pandemic hit. They have had a good response with their current programming model. The activity seen in the park is at the basketball courts. The park has a proven history of activity, but people would welcome an investment in the park.

Ms. Jones, Parks and Recreation Director, explained that the City has had funds for park master planning in the Capital Improvements Program (CIP) budget deferred for almost twelve years. There have just been so many demands on the CIP funding.

Mr. Briley expressed the plan is beautiful. The park, murals, trails, etc. all of it. He feels the remaining $23,000 should go in to the recommendation along with the $480,000.

Mr. Hughes agreed with Mr. Briley's sentiment.

Ms. Walker expressed that as long as there is a consensus among the committee members, no motions are needed. All committee members were in agreement to award the remaining funds in the non-public service CDBG category to the Jefferson Park Revitalization Improvements project.

Council Member Wright then directed the committee to the CDBG Public Service activities. There is an extra $17,202 to award.

Ms. Mayrose expressed that they could use extra funding for technology assistance in the Affordable Housing Resource Center and to assist with additional outreach for landlords.

Mr. Briley inquired as to where the extra funding would be most valuable- in CHIA or AHRC.

Ms. Mayrose explained that more families are touched through the Housing Resource Center. They have done a good job with their partners through the CHIA project and often those individuals/families come to the AHRC. She feels the extra funding would be more helpful in AHRC.

Council Member Wright opened it up for any questions or comments.

Council Member Wilder expressed he felt the extra funds should be put where it could be used the most.

Ms. Dyke stated her question had been answered.

By consensus of the committee the extra funds were moved to the AHRC for $42,202.

Council Member Wright then welcomed applicants for the HOME program funds.

Ms. Walker explained that for the HOME Program fund requests, there was $33,000 for Program Administration, then a $150,000 request from Rush, a $150,000 request from Habitat, and a $77,000 request from Lyn-CAG. Those applications did not equal the amount of money available to distribute, and there is a remaining amount of $68,751.87 to allocate.

Council Member Wright asked Mr. Smith with Rush Lifetime Homes to present their funding application for Florida Terrace Rental Housing CHDO. He introduced Leslie Loucks who is supporting housing development with Rush Homes. Mr. Smith stated they are a housing development organization and also provide some residential support on a volunteer basis. The City has provided a significant amount of HOME funding and leverages a lots of funds for them for a 25% match. The Florida Terrace project was brought to CDAC last year. They had planned originally a 48 unit development. They did not receive enough tax credits (timing for funding sources has shifted) and have revamped the project for a 31 unit rental housing project, primarily because the cost of construction is too high. It's an excellent site for affordable housing with a shopping center, grocery store, pharmacy, and public transportation all nearby. The 31 units proposed with have 20 one-bedroom units and 11 two-bedroom with a community room and rental office on site. There will be 8 units set aside for permanent supportive housing (PSH) for individuals with disabilities. Miriam's House will provide case management support by a Memorandum of Understanding (MOU). They will also have project based vouchers that were awarded by the Housing Authority for those 8 PSH units. At least 4 units will be set aside for developmental and intellectual disabilities.

Rush Homes has returned this year for more HOME funding because housing costs have increased. Lumber prices alone have gone up three-fold. Their budget has been increased by $300K to $400K to compensate for the housing costs. The request for $150,000 will go a long way to meet the goals. This $150,000 would help them to get full funding. By schedule they are looking to start construction by the end of the year.

Council Member Wright opened it up to the committee. The committee did not have any questions or comments.

Ms. Vincent with Greater Lynchburg Habitat for Humanity (GLHFH) came forward with the application funding request for the Knott Street Development. Knott Street is a small piece of street in the Fort Hill area, it actually continues on paper through to Latham Street (which is also a paper street; no pavement). Last year CDAC awarded funds to pave 400 feet of Knott Street to have access to eleven lots that Habitat already owns. There is no water system and they will need to connect (need to provide the infrastructure). The request is revising the plan to pave 135 more feet and connect Knott Street up to Radcliffe Avenue (pave a portion of the paper street called Latham). This is a gratuitous route right now. If money is available, they can reduce the route, reduce children's walking distance to the bus stop and provide easy access to the Knott Street homes that Habitat is building. There are four lots available for construction (owned by private owners), Habitat staff plans on approaching these owners for possible acquisition. Ms. Vincent stated that Habitat is requesting the additional funds to make Knott Street more accessible.

Mr. Briley inquired if this would have any problems with easements or right-of-ways?

Ms. Vincent expressed that the two homes on Radcliff have been using the right-of-ways as their driveways, and this would need to be addressed by the City.

Ms. Vincent expressed that there is a remaining $68,000 in HOME funds to distribute. The total cost for the new work is about $170,000. After preliminary review, they could use more. The plan will probably need more storm water work.

Council Member Wright opened the floor for questions or comments by committee members. There were no additional questions/comments.

Ms. Olivia Brown-Coles from Lynchburg Community Action Group (Lyn-CAG) spoke regarding the First-Time Homebuyers project application. Ms. Brown-Coles explained the request for the First-Time Homebuyer program is to provide closing cost assistance to eligible first-time homebuyers. The goal for this year is to serve seven households. For many this is a dream deferred and almost impossible for low-income households. They have had twelve new homeowners in the past five years using previous funds. It is about $10,000 per client. Lyn-CAG provide homeowner education classes and counseling, pre-purchasing and post-purchasing classes. Lyn-CAG offers a 6-hour housing counseling course and has two HUD certified housing counselors on staff. Lyn-CAG works with clients on credit worthiness and spending/savings plans.

Council Member Wilder noted the request is for assistance for seven families. He stated that buying your first home is a challenge. He asked if more people could be helped with additional funds.

Ms. Brown-Coles expressed that based on previous years information, seven families would be about the most they could help that would meet the criteria. Lyn-CAG expects about seven clients to qualify and a client must be “ready” to complete a home purchase.

Council Member Wright reiterated that a max of about $77,000 is expended to be spent. Ms. Brown-Coles confirmed.

Council Member Wright asked Mr. Smith of Rush Homes how that remaining $68,000 could be leveraged for his project.

Mr. Smith expressed they are about $74,000 short of what is needed. They are still compiling funding for the project. He believes Habitat is ready to go on their project. He would support Habitat receiving the funds to get the project going.

Ms. Vincent expressed she believed that if there were any funds left over after this project, they could be reallocated for another need. Ms. Walker confirmed that if funds remained, they could be returned to the City for reallocation into another project.

Mr. Briley was impressed with the level of cooperation between Rush Homes and Habitat. He is in favor of putting the remaining funding toward Habitat’s Knott Street and is excited about the project.

Reverend Coleman, Executive Director-Lyn-CAG, expressed that affordable housing is a critical issue. As Habitat has more homes it provides more inventory for clients of Lyn-CAG. He is supportive of Habitat's project.

Council Member Wright stated the applicants are in support of moving the remaining HOME funds to the Knott Street Development and inquired if there were any additional comments or concerns. There was a consensus among the committee for the remaining HOME funds to be allocated to the Knott Street Development project.

Ms. Walker expressed that the prior year's funding allocations are currently being used because the entitlement amounts for both CDBG and the HOME Program funds have not been received from HUD. Ms. Walker stated should there be increase or decrease in the entitlement amounts, she will need to know where the committee would like these funds to be added to or taken away from should the amounts be different.

Council Member Wright clarified with Ms. Vincent that the additional $68,000 would get them pretty much where they may need to be. Ms. Vincent confirmed.

Mr. Briley confirmed with Lyn-CAG that $77,000 would be a cap for them. Ms. Brown-Coles confirmed.

Council Member Wright expressed that any additional funds should go to Rush, outside of the $68,000 to Habitat. Mr. Smith confirmed.

Should more funds be available for the CDBG program, the additional funds can go to the Jefferson Park Revitalization Improvements project and additional could go to the public service activities up to the 15% cap. CDAC members by consensus agreed that if more funds or even less funds available in CDBG, these would be given to or taken away from the Jefferson Park project, with any additional to reach the 15% public service cap to be given to the Affordable Housing Resource Center. Any additional or decreases in HOME program funds would go to or be taken away from the Habitat Knott Street Development.

Ms. Walker stated that the City anticipates receiving the final entitlement amounts from HUD prior to the March 23rd City Council public hearing for the CDAC recommendations on the proposed CDBG and HOME Program funds allocations. If the final entitlement amounts are received prior to the City Council public hearing meeting, the CDAC recommendations will be given to City Council with the noted adjustments. If the entitlement amounts are not received prior to the City Council public hearing, City staff will present the CDAC recommendations with the noted adjustments to be incorporated with the final allocations in the Annual Action Plan.

Ms. Walker completed the meeting noting these recommendations will go before City Council on March 23, 2021, with the Annual Action Plan tentatively planned to go before Council on May 11, 2021.

Council Member Wright thanked the City staff and its partners for their work and taking their time today to attend the meeting.

ATTACHMENT B

CDBG and HOME Allocations Worksheet 2021-2022

Fiscal Year (FY) 2022

Total CDBG Available $ 741,305.47

CDBG - Non-Public Service
Amount to Award FY 2022 $ 633,517.47

NAME	Prior Year FY2021 Award	Amount Requested FY 2022	CDAC Recommendation FY 2022	City Council Amount Awarded FY 2022
City Administration	$ 80,000.00	$ 126,500.00	$ 126,500.00	
Tinbridge Hill Neighborhood Pedestrian Improvements-Phase 2	$ 417,665.25	$ -		
Biggers Park Improvements & Blackwater Creek Trail Connection	$ 110,000.00	$ -		
Jefferson Park Revitlization Improvements	$ -	$ 480,000.00	507,017.47	
Totals	$ 607,665.25	$ 606,500.00	$ 633,517.47	$ -
Remaining Amount to Award		$ 27,017.47	$ -	$ 633,517.47

CDBG - Public Service 15% Allocation
Amount to Award FY 2022 $ 107,788.00

NAME	Prior Year FY2021 Award	Amount Requested FY 2022	CDAC Recommendation FY 2022	City Council Amount Awarded FY 2022
LRHA / CVCoC -Coordinated Homeless Intake and Access	$ 65,000.00	$ 65,000.00	$ 65,000.00	
LRHA - Affordable Housing Resource Center	16,289.75	25,000.00	42,788.00	
Parks & Rec and Blue Ridge Mountains Council Boy Scouts of America - Scoutreach	25,940.00	-		
Totals	$ 107,229.75	$ 90,000.00	$ 107,788.00	$ -
Available		107,788.00	$ 107,788.00	$ 107,788.00
Balance		$ 17,788.00	$ -	$ 107,788.00
Total CDBG	$ 714,895.00	$ 696,500.00	$ 741,305.47	$ -

LRHA - Lynchburg Redevelopment and Housing Authority
CVCoC - Central Virginia Continuum of Care
Lyn-CAG - Lynchburg Community Action Group
Habitat for Humanity- Greater Lynchburg Habitat for Humanity

CHDO Requirement $ 62,078.40

HOME
Amount Available $ 468,424.87

NAME	Prior Year FY2021 Award	Amount Requested FY 2022	CDAC Recommendation FY 2022	City Council Amount Awarded FY 2022
City Administration	$ 42,000.00	$ 33,000.00	$ 33,000.00	
Rush Lifetime Homes - Florida Terrace Rental Housing CHDO	413,140.11	150,000.00	150,000.00	
Habitat for Humanity - Homeownership	143,140.11	-		
Lyn-CAG Homeownership Substantial Rehab	-	-		
Habitat for Humanity - Knott Street Development	270,000.00	150,000.00	208,424.87	
Lyn-CAG- Down Payment Assistance		77,000.00	77,000.00	
Total HOME	$ 868,280.22	$ 410,000.00	$ 468,424.87	$ -
Remaining Amount to Award		$ 58,424.87	$ -	$ 468,424.87

	FY 2021	FY 2022	Difference	%
CDBG				
Entitlement	$714,865.00	$718,593.00	$3,728.00	0.52%
Reprogrammed Funds	30.00	22,712.47	22,682.47	75608.23%
Program Income	0.00	0.00	0.00	0.00%
TOTAL	$714,895.00	$741,305.47	$26,410.47	3.69%
Administration CAP	$142,973.00	143,719.55	$746.55	0.52%
Public Service CAP	$107,229.75	107,788.00	$558.25	0.52%
HOME				
Entitlement	$424,288.00	$413,856.00	($10,432.00)	-2.46%
Reprogrammed	433,416.22	54,568.87	(378,847.35)	-87.41%
Recaptured Funds	10,576.00	0.00	(10,576.00)	-100.00%
TOTAL	$868,280.22	$468,424.87	($399,855.35)	-46.05%
Administration CAP	$42,428.80	$41,385.60	($1,043.20)	-2.46%
CHDO Required	$63,643.20	$62,078.40	($1,564.80)	-2.46%

ATTACHMENT C

Summary of Community Development Block Grant (CDBG) and HOME Program Funding Requests Fiscal Year (FY) 2022 received from the U. S. Department of Housing and Urban Development (HUD)

Following is a brief summary of each of the applications received for consideration of CDBG and HOME Program funding. Entire applications are available and can be reviewed in the Grants Administration Office. The Community Development Advisory Committee (CDAC) notes for the recommendations are included in Attachment A.

Community Development Block Grant (CDBG) Applicants

City Administration (Grants Administration)

FY 2022 Request	CDAC Recommendation
$126,500	$126,500

Funding is requested to fully fund the personnel, operating and HUD-required training costs associated with managing the CDBG Program.
Note: The funding request is increased from the prior year in order to hire an additional administrative staff person to assist the Grants Manger with the program administration of the CDBG and HOME Program grants along with the CDBG-CV-19 CARES Act funds (Round #1 and #3). The Community Development Program Coordinator's percentage of time devoted to the grant program has been decreased.

Jefferson Park Revitalization Improvements (City-Department of Community Development)

FY 2022 Request	CDAC Recommendation
$480,000	$507,017.47

This request is for CDBG funding to implement an initial wave of improvements in Jefferson Park per the forthcoming Dearington Neighborhood Parks & Recreation Plan. This funding will be leveraged with other City, in-house, efforts to transform the corner of Jefferson Park at Kirby and Chambers Streets into an active and engaging neighborhood asset. Residents of the Dearington Apartments and the larger neighborhood, as well as Lynchburg citizens, will benefit from revitalized park facilities and a new community plaza.
Specific improvements include:

- **One full and one-half new basketball courts to replace the existing, located at the existing amphitheater, to include a community selected mural on the surface;**
- **ADA accessible Trail from Kirby Street into the park (no accessible route is existing);**
- **Improvements (railings, lighting) to connector trail from Dearington Apartments;**
- **An interim public plaza on the tennis courts, with pavilion and Wi-Fi/charging stations;**
- **Historical signage and public art to recognize neighborhood culture/history; and**
- **Amphitheater improvements (repairs, stairs that access all seating rows) as budget allows.**

A supplement to the above requested improvements was included with the application should there be available, additional funds. Below are options that could be accomplished with additional funding:

- **Basketball Court Lighting (would allow the opportunity to extend the hours of operation into the evening);**
- **Enhance the interim plaza space with additional shade structures or lighting or add outdoor fitness equipment or play tables;**
- **Add a chalk walk or other interactive features that allows for self-expression; and**
- **Additional amphitheater improvements.**

Centralized Homeless intake Coordinator - Lynchburg Redevelopment and Housing Authority (LRHA) and Central Virginia Continuum of Care (CVCoC)

FY 2022 Request	CDAC Recommendation
$65,000	$65,000

The CVCoC and LRHA are requesting continued funding for the position of Homeless Intake Coordinator for the Coordinated Homeless Intake and Access (CHIA) program. With this grant funding, the position will continue to be maintained and Lynchburg will have the capacity to continue to meet the requirements set by the U. S. Department of Housing and Urban Development (HUD) to have a coordinated entry process to homeless assistance programs. HUD's vision of the coordinated entry process is coordination and management of a crisis response system's resources that allows users to make consistent decisions from available information to efficiently and effectively connect people to interventions that will rapidly end their homelessness. This vision emphasizes that the process is not just assessment, but also about facilitating entry into the crisis response system and exit into housing.

Affordable Housing Resource Center – Lynchburg Redevelopment and Housing Authority (LRHA)

FY 2022 Request	CDAC Recommendation
$25,000	$42,788

Lynchburg Redevelopment and Housing Authority (LRHA) is applying for funding to continue supporting the Affordable Housing Resource Center (AHRC) which has been created and managed by the LRHA.

The AHRC is led by a full-time Housing Navigator and provides a centralized access point to all the affordable housing resources and supportive services available in the City of Lynchburg and surrounding counties. This project is a collaboration of LRHA, the City of Lynchburg, the Lynchburg Regional Housing Collaborative and the Central Virginia Continuum of Care.

This year there are several goals that LRHA would like to see come to fruition. LRHA completed, and launched, an online tool for landlords to post affordable vacancies

(including Section 8) but we had to pull it due to technical difficulties. The Housing Navigator has since been posting these vacancies on the LRHA website and it is heavily travelled by the public. We are testing a WordPress housing solution that is open source and free of technical glitches. We had to delay the opening of the Affordable Housing Resource Center due to COVID-19 but there are still plans to open the center when it is safe to do so. Once LRHA establishes the new online housing database they will be able to install the kiosk in the lobby so that there is less interaction with the staff. The public will be able to search for housing, fill out application and update information for the Public Housing and Housing Choice Voucher Program.

HOME Program Applicants

City Administration

FY 2022 Request	CDAC Recommendation
$33,000	$33,000

Funding is requested to fund the personnel, operating and training costs associated with managing the HOME Program.

Florida Terrace Rental Housing Development – Rush Lifetime Homes, Inc. (Rush Homes) Certified Community Housing Development Organization (CHDO)

FY 2022 Request	CDAC Recommendation
$150,000	$150,000

NOTE: The City is required to commit 15 percent ($62,078) of its HOME Program entitlement funds to a CHDO. Rush Homes is the only CHDO application submitted for FY 2022. This application is a continuation of the FY 2019, FY 2020, and FY 2021 HOME Program allocations of $578,140 to Rush Homes for the development of this project.

Florida Terrace is a 31-apartment, multi-family development for people with disabilities and/or low incomes. The development will add necessary housing units to the City of Lynchburg's affordable housing stock. Eight apartments will be set aside for permanent supportive housing (PSH) for individuals exiting homelessness and at least an additional four units are prioritized for people with developmental disabilities. Tenants residing at Florida Terrace will have incomes of no greater than 60 percent of the area median income (AMI). At least 50 percent of the tenants living in Florida Terrace will have incomes of 50 percent AMI or lower. No tenant will pay more than allowable HOME rents with a local area utility allowance subtracted from the rent.

The 31 units will consist of three buildings to include one 23-apartment two-story building with an elevator and two additional quadruplexes with ground-level entry apartments. There will be a rental office and community room located in the main building with Wi-Fi connectivity and meeting space. All Florida Terrace apartments will feature EarthCraft energy efficiency, Universal Design, and Energy Star appliances.

Florida Terrace will also promote stable families, communities, and community development through collaboration with community organizations. Through collaboration with the Lynchburg Redevelopment and Housing Authority, Rush Homes will provide affordable and decent housing for 8 households requiring project-based vouchers. Furthermore, Rush Homes will partner with Miriam's House to provide case management and wrap-around services for tenants occupying permanent supportive housing units. Through the Rush Homes Residential Support Program, tenant families will receive eviction prevention and resource support that will stabilize families and support strong communities. All HOME funds allocated will support goals to address affordable housing needs in the Lynchburg area.

Knott Street Development - Greater Lynchburg Habitat for Humanity (GLHFH)

FY 2022 Request	CDAC Recommendation
$150,000	$208,424.87

The Knott Street Development project serves to create eleven buildable lots upon which GLHFH can construct modestly appointed homes and sell to low-income families who qualify for its homeownership program. Currently, GLHFH is struggling to acquire buildable properties in Lynchburg. Its property inventory has been consumed by steady home construction. The Site Selections Committee of the board of directors has been challenged by the lack of availability in its search for properties to acquire. Two realtors diligently monitor the real estate agent's property listings (known as MLS) and one board member has brought several large parcels to the group for consideration; the costs are prohibitive unless GLHFH has a special capital campaign.

Without affordable buildable properties, GLHFH cannot proceed with construction, even though the house construction funding may already be in hand. The home that is currently under construction was delayed due to the time it took to negotiate the purchase of a suitable vacant residential property. Currently there are three more families in the queue for homeownership; one of them has a lot assigned for their home. The others await some good news that desirable properties will be acquired and available when Habitat is ready to start their house.

GLHFH owns four tax parcels on Knott Street but does not have the capital to fund their development into 11 separate lots. HOME funding for the road and infrastructure improvements will enable GLHFH to put its acquired house-specific sponsorship funds toward the construction costs of eleven homes. City staff has acknowledged that these lots can be developed by-right. With the HOME funding availability, GLHFH can quickly proceed to engage a contractor to build the street and improvements.

Down Payment Assistance – Lynchburg Community Action Group (Lyn-CAG)

FY 2022 Request	CDAC Recommendation
$77,000	$77,000

The First Time Homebuyer Down Payment Assistance Program aims to provide seven (7) low-income households (families and individuals) with down payment and closing cost assistance. This gap funding aims to remove economic barriers to obtaining homeownership in the City of Lynchburg.

By providing this program and financial assistance, Lyn-CAG is furthering access to homeownership, housing stability, and economic opportunity. Currently, Lyn-CAG has ten (10) households on its First Time Home-buyer's Club (HBC) waiting list and seven (7) actively participating in our 2020-2021 HBC program. This is significant evidence for the need to provide down payment and closing cost assistance for low-income households that is further noted in the Opportunity Profile: Housing Stability in Lynchburg, VA, in which 29% of low-income households own their homes compared to 71% of moderate to high income households.

RESOLUTION: #R-21-021

BE IT RESOLVED that the Community Development Block Grant (CDBG) and HOME Program FY 2022 funding allocations are hereby approved for incorporation into the FY 2022 CDBG Fund and HOME Fund Budgets and PY 2021 CDBG and HOME Program Annual Action Plan.

Adopted: March 23, 2021

Certified: Alicia L. King
Clerk of Council

Finney, Alicia

From: Andrew Glover <andrew@glover.us>
Sent: Wednesday, March 3, 2021 12:01 PM
To: Finney, Alicia
Subject: Public Comment for March 9th

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: External Sender

Good afternoon Alicia,

I'd like to be placed on the agenda for the City Council's March 9th meeting. I will be speaking as an individual with a concern regarding the events leading up to last week's decision to hold a public hearing on the re-naming of 5th street.

Thanks,

Andrew Glover
1504 Lockwood Dr. Lynchburg VA 24052
Ward IV
andrew@glover.us
(802) 451-9162

034A

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: March 23, 2021 AGENDA ITEM #: **7**

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

ITEM TITLE: Proposed amendments to City Code Chapter 25; Division 3 – Permit Parking

KEY ELEMENTS:
__Economic Development _**X**_Excellent Government _**X**_Natural and Built Environment _**X**_Safe Community __Vibrant Community

RECOMMENDATION: Adopt an ordinance to amend and reenact Division 3 of Chapter 25 of the Code of the City of Lynchburg, 1981, the amended division related to permitted parking in the City of Lynchburg, Virginia.

SUMMARY: At their February 9, 2021 meeting, the Lynchburg Parking Authority (LPA) recommended City Council adopt revisions to City Code Chapter 25 Division 3 – Permit Parking that would modify code language to effectively manage residential parking permits and permitted districts. Highlights of the proposed revisions include (i) allowing the Department of Parking Management to establish rules and fees for visitor permits, (ii) the creation of two distinct residential permit parking districts in the Central Business District, (iii) replace the yearly on-street residential parking permits in the Central Business District with a monthly permit and establish a new monthly parking permit rate for on-street residential parking permits, (iv) institute a $5 late fee after the 5th of the month for monthly permits not renewed by the first of the month, and (v) establish rules to allow the Lynchburg Parking Authority board to set monthly residential parking permit rates for all off-street City-owned or City-managed parking facilities.

The recommendations are consistent with the Lynchburg Parking Authority 2019-2021 Comprehensive Work Plan. The plan is designed to identify parking specific strategies focused on continually maintaining, improving, and increasing parking opportunities in the Central Business District.

PRIOR ACTION(S):

February 9, 2021:	Lynchburg Parking Authority board recommended (4-0-3) revisions to City Code.
December 8, 2020:	Lynchburg Parking Authority board reviews draft of ordinance amendments.
October 20, 2020:	Lynchburg Parking Authority board presented recommendations from Permit Management Committee.
August 13, 2019:	Lynchburg Parking Authority approved the 2019-2021 Comprehensive Work Plan.

FISCAL IMPACT: Approximately $7,000 per year in additional revenue from permit sales and late fees.

CONTACT(S): David Malewitz, Parking Manager – 455-4240

ATTACHMENT(S):
- Proposed Ordinance Amendments to City Code Division 3 – Permit Parking
- Presentation Slides
- Current City Code Chapter 25: Motor Vehicles and Traffic; Division 3 – Permit Parking

REVIEWED BY: klw

037A

AN ORDINANCE TO AMEND AND REENACT THE CODE OF THE CITY OF LYNCHBURG, 1981, BY AMENDING SECTIONS 25-297, 25-302, AND 25-303 OF CHAPTER 25, BY REPEALING SECTIONS 25-304 AND 25-305 OF CHAPTER 25, AND BY ADDING THERETO A NEW DIVISION 3A OF CHAPTER 25, THE AMENDED SECTIONS, REPEALED SECTIONS, AND NEW DIVISION ALL RELATING TO PERMITTED PARKING DISTRICTS WITHIN THE CORPORATE LIMITS OF THE CITY OF LYNCHBURG, VIRGINIA

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

1. That Sections 25-297, 25-302, and 25-303 of Chapter 25 of the Code of the City of Lynchburg, 1981, be and the same are hereby amended and reenacted as follows:

Sec. 25-297. Application for permit.

Permanent residents within a permit parking district may apply to the ~~billings and collections division~~ Department of Parking Management of the city for a permit to park their vehicle(s) upon the streets or public ways of the permit parking district in which such applicant resides.

Sec. 25-302. Visitor passes.

~~Each household shall receive two visitor passes at no additional charge.~~ Visitor passes for permit parking districts may be issued at the discretion of the Department of Parking Management of the city. The Department of Parking Management of the city shall establish written rules, procedures, and reasonable fees for the issuance of such passes.

Sec. 25-303. Signs.

The city manager or his duly designated representative shall cause appropriate signs to be placed upon all streets, public ways, and off-street city-owned or city-managed parking facilities of the permit parking district, such signs to be of such character as to readily inform an ordinarily observant person of the existence of the parking prohibition within said district.

2. That the Code of the City of Lynchburg, 1981, be and the same is hereby amended and reenacted by repealing Sections 25-304 and 25-305 of Chapter 25 as follows:

~~Sec. 25-304. Permit parking in certain designated areas of Church and Court Streets.~~

~~(a) In order to protect residents of certain designated areas of Church and Court Streets that do not have off street parking from unreasonable burdens in gaining access to their residence and in order to promote traffic safety and the peace, good order, comfort, convenience and welfare of the inhabitance of the city, the city finds that it is necessary to establish a system of permit parking for residents of business districts.~~

~~(b) For purposes of this section the term "resident" shall be deemed to mean a person that resides and maintains a place of abode within a business district and does not have off street parking for their vehicle.~~

~~(c) A resident in a business district that does not have off-street parking for their vehicle may apply to the billings and collections division for a parking permit to park their vehicle in the public streets adjoining their residence in the business district in which they live without regard to the normal restrictions on the length of parking time. Two permit(s) shall be issued for each residential lot.~~

~~(d) The parking permit shall be displayed from the rear view mirror of the vehicle in such a manner that it may be viewed from the front and rear of the vehicle. When there is no rear view mirror the permit shall be displayed on the vehicle dashboard. The permit shall not be displayed from the rear view mirror while the vehicle is in motion. If the permit is not properly displayed the normal restrictions on the length of permitted parking time shall apply.~~

~~(e) A fee of $15.00 shall be charged for each permit issued or each replacement permit. The fees will be used by the city to defray the cost of the administration and enforcement of the provisions of this section.~~

~~(f) Permits issued under this section are valid only on the vehicle for which they are issued and shall be valid for a period of one year.~~

~~(g) The person shall not transfer or allow another person to use or possess any parking permit issued to them or continue to use a permit after its termination or expiration or give false information upon application for the permit. Nor shall any person use a permit to park upon the public streets in any business district except for the public streets adjoining their residence.~~

~~(h) Any person violating any of the provisions of this section shall be punished by a fine of not more than $250.00. In addition the parking permit of such person shall be terminated by the billings and collections division.~~

~~Sec. 25-305. Permit parking in the central business district (CBD).~~

~~(a) In order to protect residents of the central business districts who do not have off-street parking from unreasonable burdens in gaining access to their residences and in order to promote traffic safety and the peace, good order, comfort, convenience and welfare of the inhabitance of the city, the city finds that it is necessary to establish a system of permit parking for residents of the central business district.~~

~~(b) Residents who live in the central business district (CBD-designated as that area of downtown from Fifth Street to the Rt. 29 Business Expressway and from Clay Street to the riverfront) or residential property owners may apply for a CBD residential parking permit. The permit will allow residents to park in an assigned city off street parking facility closest to their residence 24 hours per day, seven days per week. Approval will be based on parking spaces availability. The cost for the first permit shall be $25.00 per month. Each additional permit shall cost $50.00 per month. Proof of residence is required and maybe satisfied by a copy of a current lease/mortgage document reflecting the residential address, a valid Virginia driver's license reflecting the residential address or current vehicle registration.~~

~~(c) A resident shall not transfer or allow another person to use or possess any parking permit issued to them or continue to use a permit after its termination or expiration or give false information upon application for the permit. Nor shall any person use a permit to park upon the public streets in the central business district.~~

~~(d) Permits issued under this section are valid only on the vehicle for which they are issued and shall be valid for a period of one year.~~

~~(e) Any person violating any of the provisions of this section shall be punished by a fine of not more than $250.00. In addition the parking permit of such person shall be terminated by the billings and collections division.~~

Secs. 25-304—25-309. Reserved.

3. That the Code of the City of Lynchburg, 1981, be and the same is hereby amended and reenacted by adding thereto a new Division 3A of Chapter 25 as follows:

DIVISION 3A. SPECIAL PERMITTED PARKING DISTRICTS

Sec. 25-309.1. Church and Court Street Permitted Parking District ("CCD").

A permitted parking district on Church Street and Court Street of the city is hereby established, and shall be known as the Church and Court Street Permitted Parking District or "CCD". The CCD shall only include the 500 block of Church Street between Fifth Street and Sixth Street, the 700 block of Court Street between Seventh Street and Eighth Street, and the 1000 block of Court Street between Tenth Street and Eleventh Street.

Residents of the CCD may, subject to availability, apply to the Department of Parking Management of the city for permits to park their vehicles in the city's streets, public ways, or off-street city-owned or city-managed parking facilities without regard to the posted time limit restrictions therein.

The requirements and procedures described under Division 3 of this chapter shall apply to the CCD, except that sections 25-298 and 25-300 shall not apply. Permits to park in the CCD shall be issued and expire on a monthly basis. Renewals for such permits shall be due on the first day of every month. In the event a permit holder fails to pay the applicable monthly parking permit rate owed by the fifth day of a month where renewal is due, then such permit holder shall pay a $5.00 civil penalty to the city. Additionally, any permit holder whose vehicle displays an expired parking permit after the first day of a month where renewal is due may be fined as provided in Division 3 of this chapter.

The Lynchburg Parking Authority shall, by written resolution, and in accordance with the Lynchburg Parking Authority Act, as amended, set the monthly parking permit rates for all off-street city-owned or city-managed parking facilities in the CCD. In the event of a rate adjustment, the Lynchburg Parking Authority shall give notice of such adjustment by i) advertising such rate change in a newspaper of general circulation in the city at least thirty (30) days before such change takes effect and ii) advertising such rate change on its official website at least thirty (30) days before such change takes effect. Until otherwise set by the Lynchburg Parking Authority, the monthly parking permit rates for all off-street city-owned or city-managed parking facilities in the CCD shall be $25.00 per month.

The monthly parking permit rates to park in the city's streets or public ways in the CCD shall be $25.00 per month.

Sec. 25-309.2. Central Business Permitted Parking District ("CBD").

A permitted parking district in the city's downtown area from Fifth Street to the Route 29 Business Expressway and from Clay Street to the front of the James River is hereby established, and shall be known as the Central Business Permitted Parking District or "CBD".

Residents of the CBD may, subject to availability, apply to the Department of Parking Management of the city for permits to park their vehicles in off-street city-owned or city-managed parking facilities without regard to the posted time limit restrictions therein.

Residents of the CBD shall not be permitted to park in the city's streets or public ways outside the posted time limit restrictions therein.

The requirements and procedures described under Division 3 of this chapter shall apply to the CBD, except that sections 25-298 and 25-300 shall not apply. Permits to park in off-street city-owned or city-managed parking facilities in the CBD shall be issued and expire on a monthly basis. Renewals for such permits shall be due on the first day of every month. If a permit holder fails to pay the applicable monthly parking permit rate owed by the fifth day of a month where renewal is due, then such permit holder shall pay a $5.00 civil penalty to the city. Additionally, any person whose vehicle displays an expired parking permit after the first day of a month where renewal is due may be fined as provided in Division 3 of this chapter.

The Lynchburg Parking Authority shall, by written resolution, and in accordance with the Lynchburg Parking Authority Act, as amended, set the monthly parking permit rates for all off-street city-owned or city-managed parking facilities in the CBD. In the event of a rate adjustment, the Lynchburg Parking Authority shall give notice of such adjustment by i) advertising such rate change in a newspaper of general circulation in the city at least thirty (30) days before such change takes effect and ii) advertising such rate change on its official website at least thirty (30) days before such change takes effect. Until otherwise set by the Lynchburg Parking Authority, the monthly parking permit rates for all off-street city-owned or city-managed parking facilities in the CBD shall be $25.00 per month.

Secs. 25-309.3—25-309.10. Reserved.

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

Adopted:

Certified: ______________________________
Clerk of Council


Proposed City Code Amendments: Ch. 25; Division 3 – Permit Parking

City Council Regular Meeting

March 23, 2021

Presenter: David Malewitz, Parking Manager

Purpose

Present City Council with recommendations from the Lynchburg Parking Authority board to amend and update ordinance language related to Ch. 25; Division 3 – Permit Parking and provide supporting documentation for proposal.

Outline

- Overview of discussions from Lynchburg Parking Authority
- Division 3 – Permit Parking review
- Proposed ordinance amendments
- Goals of proposed ordinance amendments
- Recommendation
- Questions / Comments

Overview of Discussions from Lynchburg Parking Authority

- Goal of the Lynchburg Parking Authority 2019-2021 Comprehensive Work Plan.
- Permit Management Committee.
- Original Committee recommendations presented to Lynchburg Parking Authority on August 13,2020.
  - Increase residential permit monthly permit rates
  - Institute a $5 late fee on monthly permit renewals
  - Establish automatic check withdrawal (ACH)
  - Eliminate on-street residential parking permit program in the central business district
  - Designate certain facilities for reduced residential rates

Overview of Discussions from Lynchburg Parking Authority

- Extensive review and discussion at the August, October, December, and February meetings.
- Parking Authority recommendations.
  – No increase in $25 residential off-street monthly permit fees
  – Automatic check withdrawal (ACH)
  – $5 late fee
  – On-street residential parking permit program in the central business district stays, BUT change fee from $15/yr. to $25/month
  – Lynchburg Parking Authority would set monthly residential permit rates in off-street parking facilities

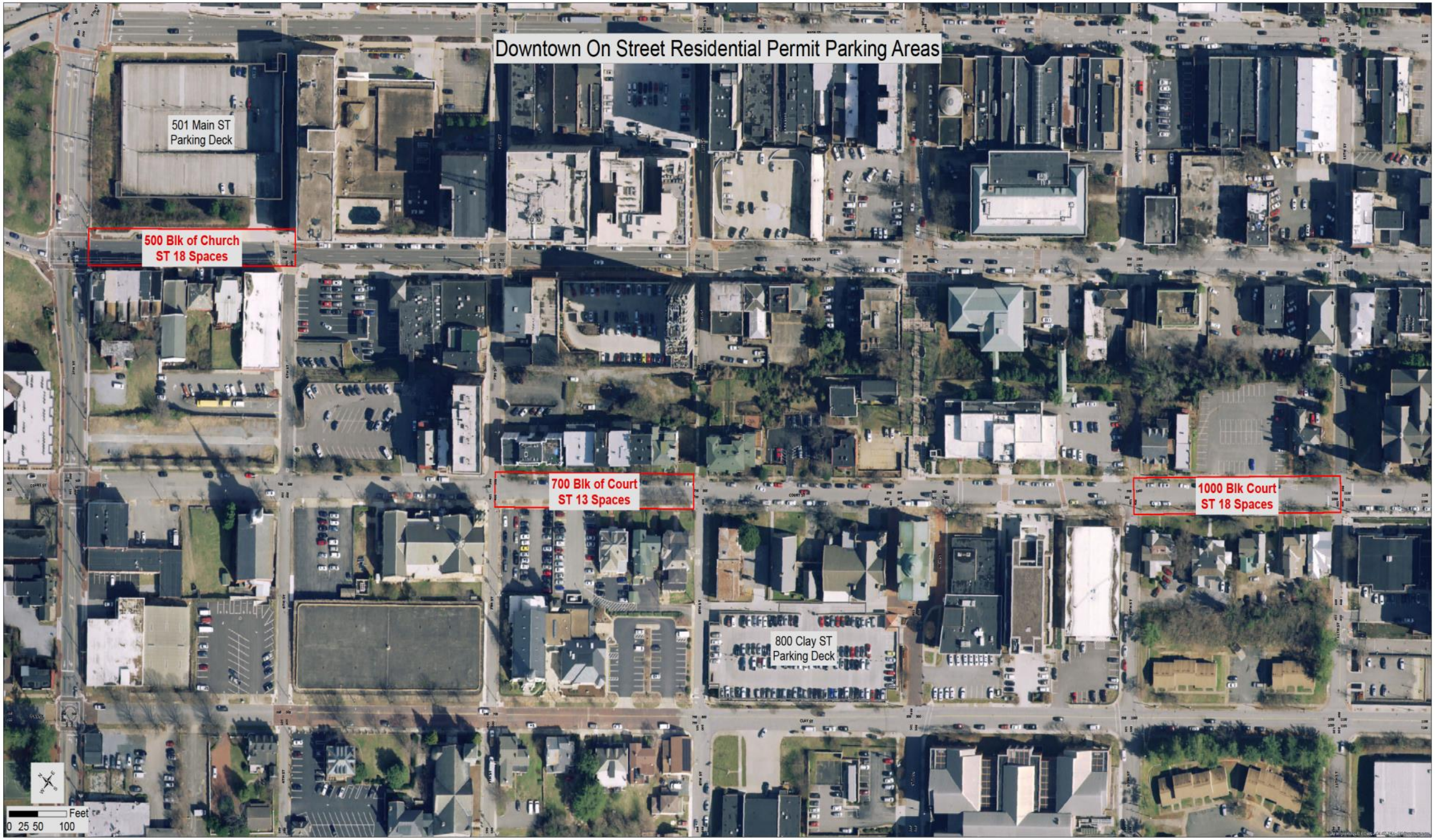
Division 3 – Permit Parking

- Continue to experience growth in residential market.
  - Over 980 lofts/apt units in downtown
- Current ordinance language outdated.
  - Language revisions in 1980 with latest revisions in 2010
- Permit fees.
- Absence of late fees.
  - In line with other City services
- Clearer ordinance meant to meet current operations.

Proposed Ordinance Changes

- Sec. 25 – 297 Application for permit.
- Sec. 25 – 302 Visitor passes.
- Division 3A: Special Permitted Parking Districts.
  - Church and Court St. Permitted Parking District (“CCD”)
  - Central Business District Permitted Parking District (“CBD”)
  - Include $5 late fee.
  - Establish language allowing Lynchburg Parking Authority to set monthly rates in off-street parking facilities.

Map of Church and Court St Permitted Parking District



Goals of Proposed Ordinance Amendments

- Define Department of Parking Management responsibilities.
- Establish late fees.
- Create better distinction between types of residential parking permits.
- Establish clearer rules for the issuance of residential parking permits and define how permit rates are set.
  - Within ordinance and through the Lynchburg Parking Authority

Recommendation

Approve proposed ordinance amendments from the Lynchburg Parking Authority as presented, including changing the on-street residential parking permit fee from $15/yr. to $25/mo.

Alternatives for Council consideration

1. Eliminate Church Street and Court Street. Residential Parking Permit District.
2. Make no changes to current on-street residential parking permit language.

Closing

Thank you!

Questions / Comments

Parking Management
900 Church Street • Lynchburg • Virginia • 24504
www.lynchburgva.gov • P 434-455-4045 • F 434-847-1536

Chapter 25 - MOTOR VEHICLES AND TRAFFIC

ARTICLE VIII. - STOPPING, STANDING AND PARKING

DIVISION 3. - PERMIT PARKING

Sec. 25-290. - Purposes of system.

In order to reduce hazardous traffic conditions resulting from the use of streets within areas zoned for residential uses for the parking of vehicles by persons not residing therein; to protect those areas from polluted air, excessive noise, trash and refuse caused by the entry of such vehicles; to protect the residents of those areas from unreasonable burdens in gaining access to their residences; to preserve the residential character of those areas; to promote efficiency in the maintenance of those streets in a clean and safe condition; to preserve the value of the property in those areas, and to preserve the safety of children and other pedestrians in traffic safety, and the peace, good order, comfort, convenience and welfare of the inhabitants of the city; it is necessary to establish a system of permit parking. (Code 1959, § 20-142.2; Ord. of 3-13-79; Ord. No. O-80-024, § 1 (20-142.2), 1-22-80)

Sec. 25-291. - Definition.

For the purposes of this division, the term "resident" shall be deemed to mean a person who customarily resides and maintains a place of abode within the permit parking district, or who owns realty abutting a street or public way within such a district upon which a dwelling intended for human habitation is located.

(Code 1959, § 20-142.2(b); Ord. of 3-13-79; Ord. No. O-80-024, § 1 (20-142.2(b)), 1-22-80)

Sec. 25-292. - Violations.

(a) Any person violating the provisions of this division shall, upon conviction thereof, be punished by a fine of not less than $10.00, nor more than $50.00 for each offense.

(b) In any prosecution charging a violation of this division, proof that the vehicle described in the complaint, summons or warrant was parked in violation of this ordinance, together with proof that the defendant was at the time of such parking the registered owner of the vehicle, as required by the Code of Virginia, Chapter 3 (Section 46.1-41, et seq.), shall constitute in evidence a prima facie presumption that such registered owner of the vehicle was the person who parked the vehicle at the place where, and for the time during which, such violation occurred.

(c) If any person transfers, or allows others to use or possess any parking permit issued to them, or gives false answers upon application therefor, or uses or continues to use such parking permit after termination or expiration thereof by expiration of time or operation of law or cessation of residence, or violates any of the terms, conditions, rules or regulations applicable to same, such person shall be guilty of a class 4 misdemeanor.

(Code 1959, § 20-142.2(e); Ord. of 3-13-79; Ord. No. O-80-024, § 1 (20-142.2(e)), 1-22-80)

Sec. 25-293. - Designation of area.

Should the city manager, based upon studies conducted by the city traffic engineer, ascertain that parking spaces on the streets within a particular residential area or distinct portion of such residential area, not less than the lesser of 360 feet or one city block, unless the street in such district is abutted by unimproved land, in which case said minimum lengths shall not apply, are used for the consistent parking of vehicles not belonging to the residents of the particular area to such an extent as to create congestion, excessive noise, air pollution, and cause the residents of such areas unreasonable burdens in gaining access to their residences and that through a petition to the city signed by a majority of the contiguous property owners to the streets of such area, or portion thereof, desire the establishment of such area as a permit parking area, then the city manager shall establish such area as a permit parking district. The issuance of a permit does not guarantee an on-street parking space will be available

(Code 1959, § 20-142.2(a); Ord. of 3-13-79; Ord. No. O-80-024, § 1 (20-142.2(a)), 1-22-80; Ord. No. O-81-165, § 1, 8-11-81; Ord. No. O-09-123, 10-13-09, eff. 1-1-10)

Sec. 25-294. - Appeal from designation.

Any resident of a permit parking district area may appeal the decision of the city manager to the city council. Notice of appeal shall be in writing and filed within 30 days after the decision is rendered by the city manager.

(Code 1959, § 142.2(a); Ord. of 3-13-79; Ord. No. O-80-024, § 1 (20-142.2(a)), 1-22-80)

Sec. 25-295. - Exceptions.

The parking prohibitions of this division shall not apply to service or delivery vehicles which are being used to provide services to or make deliveries to residents of the permit parking district.

(Code 1959, § 20-142.2(c); Ord. of 3-13-79; Ord. No. O-80-024, § 1 (20-142.2(c), 1-22-80))

Sec. 25-296. - Permit required.

Unless a parking permit, validly issued pursuant to regulations contained in or adopted pursuant to this division, be properly displayed, no vehicle shall be parked upon any street or public way within a permit district.

(Code 1959, § 20-142.2(b); Ord. of 3-13-79; Ord. No. O-80-024, § 1(20-142.2(b)), 1-22-80)

Sec. 25-297. - Application for permit.

Permanent residents within a permit parking district may apply to the billings and collections division for a permit to park their vehicle(s) upon the streets or public ways of the permit parking district in which such applicant resides.

(Code 1959, § 20-142.2(b); Ord. of 3-13-79; Ord. No. O-80-024, § 1(20-142.2(b)), 1-22-80; Ord.

No. O-09-123, 10-13-09, eff. 1-1-10)

Sec. 25-298. - Permit fees.

A fee of $15.00 shall be charged each resident for the issuance of one parking permit, and a fee of $15.00 shall be charged each resident for each additional or replacement permit, such fee to be used by the city to defray the cost of the administration and enforcement of the provisions of this division.

(Code 1959, § 20-142.2(b); Ord. of 3-13-79; Ord. No. O-80-024, § 1(20-142.2(b)), 1-22-80; Ord. No. O-90-093, 3-27-90, eff. 7-1-90; Ord. No. O-09-123, 10-13-09, eff. 1-1-10)

Sec. 25-299. - Issuance.

Upon proof that the applicant for a permit required by the provisions of this division is a resident of the permit parking district, a parking permit shall be issued for each vehicle owned by such applicant.
(Code 1959, § 20-142.2(b); Ord. of 3-13-79; Ord. No. O-80-024, § 1(20-142.2(b)), 1-22-80)

Sec. 25-300. - Duration.

Permits issued under the provisions of this division shall be valid for a period of one year.

(Code 1959, § 20-142.2(b); Ord. of 3-13-79; Ord. No. O-80-024, § 1(20-142.2(b)), 1-22-80; Ord. No. O-81-165, § 1, 8-11-81)

Sec. 25-301. - Nontransferable.

A permit issued under the provisions of this division shall be personal, nonassignable and nontransferable. Each such permit shall be valid only for a specifically prescribed vehicle. (Code 1959, § 20-142.2(b); Ord. of 3-13-79; Ord. No. O-80-024, § 1(20-142.2(b)), 1-22-80)

Sec. 25-302. - Visitor passes.

Each household shall receive two visitor passes at no additional charge.

(Code 1959, § 20-142.2(b); Ord. of 3-13-79; Ord. No. O-80-024, § 1(20-142.2(b)), 1-22-80; Ord. No. O-96-297, 11-12-96; Ord. No. O-09-123, 10-13-09, eff. 1-1-10)

Sec. 25-303. - Signs.

The city manager or his duly designated representative shall cause appropriate signs to be placed upon all streets of the permit parking district, such signs to be of such character as to readily inform an ordinarily observant person of the existence of the parking prohibition within said district.

(Code 1959, § 20-142.2(d); Ord. of 3-13-79; Ord. No. O-80-024, § 1(20-142.2(d)), 1-22-80)

Sec. 25-304. - Permit parking in certain designated areas of Church and Court Streets.

(a) In order to protect residents of certain designated areas of Church and Court Streets that do not have off street parking from unreasonable burdens in gaining access to their residence and in order to promote traffic safety and the peace, good order, comfort, convenience and welfare of the inhabitance of the city, the city finds that it is necessary to establish a system of permit parking for residents of business districts.

(b) For purposes of this section the term "resident" shall be deemed to mean a person that resides and maintains a place of abode within a business district and does not have off street parking for their vehicle.

(c) A resident in a business district that does not have off street parking for their vehicle may apply to the billings and collections division for a parking permit to park their vehicle in the public streets adjoining their residence in the business district in which they live without regard to the normal restrictions on the length of parking time. Two permit(s) shall be issued for each residential lot.

(d) The parking permit shall be displayed from the rear view mirror of the vehicle in such a manner that it may be viewed from the front and rear of the vehicle. When there is no rear view mirror the permit

shall be displayed on the vehicle dashboard. The permit shall not be displayed from the rear view mirror while the vehicle is in motion. If the permit is not properly displayed the normal restrictions on the length of permitted parking time shall apply.

(e) A fee of $15.00 shall be charged for each permit issued or each replacement permit. The fees will be used by the city to defray the cost of the administration and enforcement of the provisions of this section.

(f) Permits issued under this section are valid only on the vehicle for which they are issued and shall be valid for a period of one year.

(g) The person shall not transfer or allow another person to use or possess any parking permit issued to them or continue to use a permit after its termination or expiration or give false information upon application for the permit. Nor shall any person use a permit to park upon the public streets in any business district except for the public streets adjoining their residence.

(h) Any person violating any of the provisions of this section shall be punished by a fine of not more than $250.00. In addition the parking permit of such person shall be terminated by the billings and collections division.

(Ord. No. O-96-125, 5-14-96; Ord. No. O-09-123, 10-13-09, eff. 1-1-10)

Sec. 25-305. - Permit parking in the central business district (CBD).

(a) In order to protect residents of the central business districts who do not have off-street parking from unreasonable burdens in gaining access to their residences and in order to promote traffic safety and the peace, good order, comfort, convenience and welfare of the inhabitance of the city, the city finds that it is necessary to establish a system of permit parking for residents of the central business district.

(b) Residents who live in the central business district (CBD-designated as that area of downtown from Fifth Street to the Rt. 29 Business Expressway and from Clay Street to the riverfront) or residential property owners may apply for a CBD residential parking permit. The permit will allow residents to park in an assigned city off street parking facility closest to their residence 24 hours per day, seven days per week. Approval will be based on parking spaces availability. The cost for the first permit shall be $25.00 per month. Each additional permit shall cost $50.00 per month. Proof of residence is required and maybe satisfied by a copy of a current lease/mortgage document reflecting the residential address, a valid Virginia driver's license reflecting the residential address or current vehicle registration.

(c) A resident shall not transfer or allow another person to use or possess any parking permit issued to them or continue to use a permit after its termination or expiration or give false information upon application for the permit. Nor shall any person use a permit to park upon the public streets in the central business district.

(d) Permits issued under this section are valid only on the vehicle for which they are issued and shall be valid for a period of one year.

(e) Any person violating any of the provisions of this section shall be punished by a fine of not more than $250.00. In addition the parking permit of such person shall be terminated by the billings and collections division.

(Ord. No. O-09-123, 10-13-09, eff. 1-1-10)

Secs. 25-306—25-309. - Reserved.

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 23, 2021** AGENDA ITEM #: **8**

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

ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase eighteen (18) Pharm Guard Temperature Control Systems Drug Boxes.

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

RECOMMENDATION: Adopt a resolution to amend the FY 2021 City/Federal/State Aid Fund budget and appropriate $67,200 with resources of $33,600 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and $33,600 from the FY 2021 General Fund Fire Department budget to purchase eighteen (18) Pharm Guard Temperature Controls systems for pharmacy drug boxes carried on fire and EMS apparatus for the Fire Department.

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

The Fire Department has been awarded RSAF grant funds to purchase eighteen (18) Pharm Guard Temperature Controls Systems for pharmacy boxes carried on fire and EMS apparatus. These devices are designed to provide climate control for the medications on each of our apparatus. The medications we carry must be climate controlled in accordance with Virginia Office of EMS regulations to ensure efficacy.

The grant requires a local match. The Fire Department applied for these funds under a Hardship Request, which would have required the locality to pay 20 percent and RSAF would have paid 80 percent. However, the RSAF funds were awarded with a required 50 percent match. With a total cost of $67,200, the required local match is $33,600. The match will be funded from the FY 2021 General Fund Fire Department budget.

PRIOR ACTION(S): Finance Committee, September 22, 2020 (Approval of Grant Application)
Finance Committee, March 23, 2021

FISCAL IMPACT: $33,600 in matching funds will be provided from the Fire Department's FY 2021 budget; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment.

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

ATTACHMENT(S): Resolution

REVIEWED BY: raw

039A

RESOLUTION:

BE IT RESOLVED that the FY 2021 City/Federal/State Aid Fund budget is amended and $67,200 is appropriated with resources of $33,600 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and $33,600 from the FY 2021 General Fund Fire Department budget to purchase eighteen (18) Pharm Guard Temperature Controls systems for pharmacy drug boxes carried on fire and EMS apparatus for the Fire Department.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council