

AGENDA

City Council Meeting of February 25, 2020

4:00 P.M. – Work Session – Council Chamber

- #1. Consideration of a resolution to proceed with conversion of Main and Church Streets to two-way traffic, as recommended in the *Downtown 2040 Master Plan*

#R-20-018

- #2. Receive the Fire Department's Annual Report for calendar year 2019

- #3. Roll Call

**7:30 P.M.
City Council Agenda Items**

COUNCILMEMBER WILDER WILL GIVE THE INVOCATION

GENERAL POLICY REGARDING PUBLIC PARTICIPATION AT CITY COUNCIL MEETINGS

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

The City Council agenda is divided into four sections.

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

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

Procedure:

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

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

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

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

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

CITY COUNCIL 455-3995

MAYOR 455-3995

CITY MANAGER 455-3990

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

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

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

Recognitions:

- Mayor's Youth Council Attendee – Maya Lewis

CONSENT AGENDA

- #4. * Consideration of adopting Resolution #R-20-016 to amend the FY 2020 General Fund budget and appropriate \$178,837 with resources from the General Fund Reserve for Contingencies to refund overpayment of real estate taxes for tax years 2017, 2018 and 2019 by LSC Communications Printing Company for property(s) located at 4201 Murray Place

PUBLIC HEARINGS

- #5. Public hearing to consider adopting a resolution approving the submission of Substantial Amendments to the Fiscal Years (FYs) 2019 and FY 2020 (Program Years [PYs] 2018 and 2019) Annual Action Plans for the Community Development Block Grant (CDBG) and HOME Program to the U. S. Department of Housing and Urban Development (HUD); and reallocate \$95,000 from the PY 2018 HOME Program project, James River Housing Development, into the PY 2018 Florida Terrace Apartment HOME project within the FY 2019 CDBG and HOME Program Annual Action Plan; and reallocate \$70,000 from the PY 2019 HOME Program project, James River Housing Development, into the PY 2019 Florida Terrace Rental Housing project within the FY 2020 CDBG and HOME Program Annual Action Plan.
(File: Community Development) #R-20-019

PUBLIC COMMENT

- #6. Hear from a citizen regarding a concern (Gary Taylor)

GENERAL BUSINESS

- #7. Continuation of the discussion to rezone approximately two and two hundredths (2.02) acres located at 5010 Boonsboro Road from R-1, Low Density Residential District to B-1C, Limited Business District (Conditional) to allow the construction of a four thousand five hundred (4,500) square foot bank building with associated parking
(File: Community Development) #O-20-005
- #8. Consideration of adopting a resolution approving the use of \$16,500 Capital Improvement Program Community Park Investment Fund to match funding for a half-pipe feature at Rotary Centennial Riverfront Skatepark located at 11 9th Street, Lynchburg. The funds were appropriated in a previous fiscal year.
(File: Budget) #R-20-020
- #9. Consideration of a closed meeting for:
- a) consideration of appointments to the Transit Company Board of Directors pursuant to Section 2.2-3711(A.) of the Code of Virginia.
 - b) consultation with legal counsel and briefings by staff members regarding specific legal matters requiring the provision of legal advice: (i) legal matters relating to the Region 2000 Services Authority Member Use Agreement for the disposal of solid waste, and (ii) legal matters relating to the City's Stormwater Management Ordinance, pursuant to Section 2.2-3711(A.)(7) of the Code of Virginia."

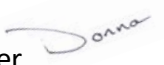


The City of Lynchburg, Virginia

CITY HALL, 900 CHURCH STREET, LYNCHBURG, VIRGINIA 24504
(434) 455-3968
FAX (434) 845-0711

FINANCIAL SERVICES
OFFICE OF THE DIRECTOR

To: City Council

From: Donna Witt, Chief Financial Officer 

cc: Bonnie Svrcek, City Manager
Reid Wodicka, Deputy City Manager
John H. Hughes, IV, Assistant City Manager

Date: February 18, 2020

Re: February 25, 2020 Finance Committee meeting- CANCELED

Please be advised the February 25, 2020 Finance Committee meeting is canceled. Please find attached the Quarterly Financial Reports, for the quarter ending December 31, 2019.

The next Finance Committee meeting is Tuesday, March 24, 2020 at 11:30 a.m.

Thank you.



GREATER LYNCHBURG TRANSIT COMPANY

We're Here To Get You There!

Finance Committee
City Council
City of Lynchburg

February 11th, 2020

RE: December 31st, 2019 (2nd Quarter – FY 2020) Financial Report – Greater Lynchburg Transit Company

The attached Greater Lynchburg Transit Company Quarterly Income Statement summarizes the financial activities for the second quarter of FY20 and year-to-date financials for the fiscal year.

REVENUE

Total revenue for the second quarter is coming in approximately 1 % under budget for the quarter and year-to-date. This is mainly due to Passenger Revenue coming in approximately 7 % under budget year-to-date, Advertising Revenue being approximately 6 % under budget, and Other Contract Revenue reflecting no income. The Other Contract Revenue is budgeted based on previous years' experience and isn't a steady/reliable revenue stream. There is \$ 6,363 reflected as income for State-Assistance-Demo & Technical. This income is from an internship grant and is recorded separate from the State Operating Assistance for reporting purposes and makes up the 1 % difference of State Operating Assistance being under budget.

EXPENDITURES

On the expense side, total expenses were under budget 6 % for the second quarter and 5 % year-to-date. Salaries are under budget approximately 6 % as a whole and overtime is under budget approximately 14 % companywide. The savings in labor is mainly from operators being furloughed during the summer, a few vacant positions experienced during the quarter, and anticipated wage adjustments not yet applied pending the renegotiation of the union contract. The savings from overtime is from being fully staffed with operators. We did experience maintenance overtime over budget, which was due to a vacant position and increased overtime required to cover during the vacancy.

Maintenance expenses (less wages and benefits) are under budget as a whole approximately 1 % and is due to some savings in fuel expenses during the second quarter and less than expected tire utilization during this quarter. Other Materials and Supplies is about 7 % over budget year-to-date and is due to larger repairs during the first quarter. Administrative expenses are under budget approximately 8 % and is mainly due to the timing of expenses for Utilities, Information Technology, and Other Materials and Supplies.

SUMMARY

The start of the year has been fairly smooth financially and currently reflects a surplus of \$ 162,530. We expect finances to come closer to budget figures as we progress through the remainder of the year due to the timing of expenditures such as utilities as well as retro payment of any wage adjustments related to the renegotiated union contract. We will continue to monitor the budget and make adjustments where possible to adhere to our financial constraints to ensure we remain in compliance with the approved budget.

Respectfully submitted,

Brian Booth
General Manager



CENTRAL VIRGINIA TRANSIT MANAGEMENT CO INC.

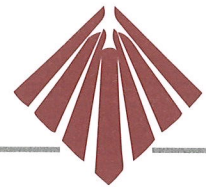
QUARTERLY INCOME STATEMENT

AS OF DECEMBER 31, 2019

	QTR TO DATE						
	FY2020	FY2020	%	FY2020	FY2020	%	
	QTD	QTD	VAR	YTD	YTD	of	
	ACTUAL	BUDGET		ACTUAL	BUDGET	Budget	
REVENUE							
FRT Passenger Revenue	\$ 121,499	\$ 136,230	-11%	\$ 254,130	\$ 272,460	93%	
DRT Passenger Revenue	15,187	15,663	-3%	31,223	31,326	100%	
Contracts (LU Access)	50,400	50,400	0%	84,000	84,000	100%	
Contracts (CVCC Access)	14,076	14,076	0%	28,152	28,152	100%	
Liberty University Revenue	100,920	100,170	1%	168,200	166,950	101%	
Other Contract Revenue	-	1,503	-100%	-	3,007	0%	
Non-Operating Revenue	2,849	3,249	-12%	8,678	6,498	134%	
Advertising Revenue	19,670	22,500	-13%	42,141	45,000	94%	
City Operating Assistance	432,196	432,196	0%	864,392	864,393	100%	
County Operating Assistance	19,069	19,069	0%	38,138	38,138	100%	
State Operating Assistance	509,088	515,875	-1%	1,024,646	1,031,749	99%	
State Assistance-Demo & Techni	6,363	-	100%	6,363	-	#DIV/0!	
Federal Operating Assistance	589,406	589,408	0%	1,178,813	1,178,817	100%	
TOTAL REVENUE	\$ 1,880,722	\$ 1,900,339	-1%	\$ 3,728,875	\$ 3,750,488	99%	
EXPENSES							
FIXED ROUTE							
Operator Labor	\$ 331,580	\$ 359,141	-8%	\$ 672,096	\$ 718,282	94%	
Operator-Overtime	47,934	48,254	-1%	70,632	96,509	73%	
Other Salaries & Wages	71,456	75,563	-5%	148,219	151,126	98%	
Supervisors-Overtime	3,342	3,688	-9%	5,543	7,376	75%	
Fringe Benefits	260,102	251,481	3%	494,565	502,962	98%	
TOTAL FIXED ROUTE	\$ 714,412	\$ 738,127	-3%	\$ 1,391,055	\$ 1,476,254	94%	
DEMAND RESPONSE							
Operator Labor	\$ 62,136	\$ 70,226	-12%	\$ 127,794	\$ 140,451	91%	
Operator-Overtime-PTS	1,264	2,444	-48%	2,180	4,888	45%	
Other Salaries & Wages	15,773	16,632	-5%	33,178	33,265	100%	
Fringe Benefits	45,476	46,310	-2%	90,005	92,620	97%	
TOTAL DEMAND RESPONSE	\$ 124,649	\$ 135,611	-8%	\$ 253,157	\$ 271,223	93%	
MAINTENANCE							
Other Salaries & Wages	\$ 132,271	\$ 149,832	-12%	\$ 276,988	\$ 299,663	92%	
Inspection&Maint,Srvc-Overtime	11,918	6,608	80%	25,957	13,217	196%	
Fringe Benefits	82,945	81,126	2%	167,125	162,253	103%	
Fuel & Lubricants	143,704	152,511	-6%	298,523	305,021	98%	
Tires & Tubes	17,873	30,657	-42%	41,743	61,314	68%	
Other Materials & Supplies	120,975	128,821	-6%	276,839	257,642	107%	
TOTAL MAINTENANCE	\$ 509,685	\$ 549,554	-7%	\$ 1,087,175	\$ 1,099,109	99%	
ADMINISTRATION							
Other Salaries & Wages	\$ 83,936	\$ 94,979	-12%	\$ 175,896	\$ 189,958	93%	
Fringe Benefits	48,275	49,254	-2%	97,036	98,508	99%	
Services	119,747	112,902	6%	231,043	225,803	102%	
Utilities	44,299	48,874	-9%	80,788	97,747	83%	
Casualty & Liability Expenses	67,238	78,882	-15%	146,689	157,764	93%	
Information Technology	28,529	44,329	-36%	61,506	88,658	69%	
Other Materials & Supplies	4,587	6,375	-28%	7,379	12,750	58%	
Miscellaneous	21,379	16,358	31%	34,621	32,715	106%	
TOTAL ADMINISTRATION	\$ 417,990	\$ 451,951	-8%	\$ 834,958	\$ 903,903	92%	
TOTAL EXPENSES	\$ 1,766,736	\$ 1,875,244	-6%	\$ 3,566,346	\$ 3,750,488	95%	
NET INCOME/(LOSS)	\$ 113,986	\$ 25,095		\$ 162,530	\$ -		

Lynchburg Regional Airport

A City of Lynchburg Enterprise Fund



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Lynchburg, Virginia 24502
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www.lynchburgva.gov/airport

February 12, 2020

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2019 – Quarterly Financial Summary - Lynchburg Regional Airport

REGIONAL AIRPORT FUND

The attached Lynchburg Regional Airport Operating Fund Financial Summary reflects the financial activity through the FY2020 second quarter ending December 31, 2019. I am pleased to report that operating revenues are projected to be modestly higher than budgeted, and expense projections (other than those items mentioned in the Expense Highlights) are largely in line with budget estimates. Continuing our recent history, the Airport is projecting a FY2020 surplus of \$196,792 which is \$39,700 more than our adopted FY2020 budget.

REVENUE HIGHLIGHTS

- Airfield Revenue: Revenue is projected to be \$15,000 more than budget due to increased landing fees from an additional 7th daily flight now scheduled at LYH most days.
- Terminal Revenue: Revenue is projected to be \$71,300 more than budget due primarily to continued growth in parking and rental car concession revenues.
- General Aviation: Revenue is projected to be \$35,000 more than budget due to increased revenue from fuel flowage & through-put fees on aviation fuel sales.
- Other Leased Property: Revenue is projected to be \$3,500 more than budget due to additional rent for scheduled rent increases.
- State Airport Aid: Revenue is projected to be \$155,000 more than budget due to having more state-supported small projects and equipment purchases than originally expected.

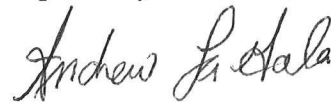
EXPENSE HIGHLIGHTS

- Airfield Operations: Expenses are projected to be \$41,000 less than budget due to not filling a vacant budgeted airfield maintenance position.
- Administration: Expenses are projected to be \$131,100 more than budget due to a \$70,000 increase in marketing and air service development expenses to promote additional seat capacity from the added 7th daily flight and additional consulting services to assist with continuing efforts to attract additional airline service (50% state-supported), and a \$61,100 net increase in Salaries and Benefits for a second newly created Assistant Airport Director position.
- Small Projects & Equipment: Expenses are projected to be \$150,000 more than budget due to having more state-supported non-recurring small projects and equipment purchases than originally expected (80% state-supported).

SUMMARY

At this point, revenues for the year are projected to be modestly higher than budgeted while departmental expenses (other than those previously mentioned) are projected to be consistent with the budget. Based on increased air service levels, competitive airfares, and anticipated passenger demand resulting in continuing revenue increases, the airport is projecting an operating surplus for FY2020 of approximately \$196,792 which is \$39,700 more than budget.

Respectfully submitted,



Andrew LaGala, A.A.E.
Airport Director

cc: Bonnie Svrcek, City Manager
Reid Wodicka, Deputy City Manager
Donna Witt, Director of Financial Services

LYNCHBURG REGIONAL AIRPORT
OPERATING FUND FINANCIAL SUMMARY
December 31, 2019

	FY 2019 Amended Budget	FY 2019 Actual (thru 12/31/18)	FY 2019 % of Budget	*	FY 2020 Amended Budget	FY 2020 Actual (thru 12/31/19)	FY 2020 % of Budget	*	FY 2020 Amended Budget	FY 2020 Projected (as of 12/31/19)	FY 2020 \$ Variance Projected vs. Amended Budget
BEGINNING NET ASSETS	\$ 250,000	\$ 36,037,844		*	\$ 250,000	\$ 34,170,038 (1)		*	\$ 250,000	\$ 34,170,038 (1)	
Less: Invested in Capital Assets, net of related debt		(36,959,451)		*		(34,864,543)		*		(34,864,543)	
BEGINNING UNRESTRICTED NET ASSETS	\$ 250,000	\$ (921,607)		*	\$ 250,000	\$ (694,504)		*	\$ 250,000	\$ (694,505)	\$ -
USE OF ENCUMBRANCES CARRIED FORWARD	\$ 103,481			*	\$ 31,927	\$ 31,927		*	\$ 31,927	\$ 31,927	
TRANSFER OF RESERVES TO CAPITAL FUND				*				*			
REVENUES				*				*			
Airfield	110,000	39,864	36%	*	110,000	58,995	54%	*	110,000	125,000	15,000
Terminal	1,544,333	836,340	54%	*	1,512,783	805,528	53%	*	1,512,783	1,584,083	71,300
General Aviation	567,857	313,679	55%	*	562,500	322,536	57%	*	562,500	597,500	35,000
Other Leased Property	382,400	199,489	52%	*	386,400	204,369	53%	*	386,400	389,900	3,500
State Airport Aid	200,000	0	0%	*	122,500	47,697	39%	*	122,500	277,500	155,000
Federal Security Aid	85,000	21,970	26%	*	85,000	29,520	35%	*	85,000	85,000	0
General Fund Subsidy	0	0	0%	*	0	0	0%	*	0	0	0
Interest & Other	80,832	15,970	20%	*	36,000	20,380	57%	*	36,000	36,000	0
TOTAL REVENUES	\$ 2,970,422	\$ 1,427,312		*	\$ 2,815,183	\$ 1,489,025		*	\$ 2,815,183	\$ 3,094,983	\$ 279,800
EXPENSES				*				*			
Airfield Operations	309,254	150,245	49%	*	311,812	123,798	40%	*	311,812	270,812	41,000
Terminal Operations	572,091	244,603	43%	*	591,862	302,082	51%	*	591,862	591,862	0
General Aviation	137,524	53,888	39%	*	137,517	62,190	45%	*	137,517	137,517	0
Administration	799,767	338,456	42%	*	810,751	477,825	59%	*	810,751	941,851	(131,100)
Safety (ARFF & LEO)	424,939	191,375	45%	*	428,647	212,051	49%	*	428,647	428,647	0
Snow Removal	22,930	13,026	57%	*	22,930	1,051	5%	*	22,930	22,930	0
Debt Service	139,568	8,866	6%	*	103,205	7,850	8%	*	103,205	103,205	0
Small Projects & Equipment (State-Supported)	338,658	103,315	31%	*	175,000	198,338	113%	*	175,000	325,000	(150,000)
Transfers to Other Airport Funds	5,000	0	0%	*	5,000	0	0%	*	5,000	5,000	0
Other Airport Expenses	127,974	21,190	17%	*	103,294	23,624	23%	*	103,294	103,294	0
TOTAL EXPENSES	\$ 2,877,704	\$ 1,124,964		*	\$ 2,690,018	\$ 1,408,808		*	\$ 2,690,018	\$ 2,930,118	\$ (240,100)
ENDING UNRESTRICTED NET ASSETS	\$ 446,199	\$ (619,259)		*	\$ 407,092	\$ (582,360)		*	\$ 407,092	\$ (497,713) (3)	

FOOTNOTES:

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

Total Net Assets per CAFR 6/30/19	\$ 38,576,673
Less: Net Assets in Capital & PFC Funds	\$ (4,406,635)
Total Beginning Net Assets	\$ 34,170,038

FY2020 Financial Summary	
Total Revenues	\$ 3,126,910
Total Expenses	\$ 2,930,118
FY2020 Surplus	\$ 196,792 (projected)

2) FY 2020 Projected Ending Unrestricted Net Assets is comprised of the following:

Des. for Maintenance (Rental Car Facility)	\$ 115,176	(\$115,176.21 + or - year-end change)
Reserve for Encumbrances at Year-end	\$ 31,927	(encumbrances carried forward to FY2020)
GASB68 Pension-related Accrual	\$ (987,821)	(net liability as of the end of FY2019)
GASB75 Other OPEB Obligations	\$ (1,111,472)	(net liability as of the end of FY2019)
Undesignated Retained Earnings	\$ 1,454,476	
	\$ (497,713)	

February 25, 2020

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

RE: December 31, 2019 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, 2019 for FY 2020. The financial spreadsheet provides comparative year-to-date data for the same period of FY 2019.

REVENUES

Charges for Services

Revenue in this category for the second quarter of FY 2020 is \$503,813 or 44.1% of the budget.

Department of Juvenile Justice Block Grant

This revenue category represents allocations from the Virginia Department of Juvenile Justice (DJJ) for operational expenses of the Detention Center. Revenues received from the DJJ through the second quarter of FY 2020 are \$497,772.

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 2020 are \$649,604 or 82.2% of the budget. The third quarter CPP payment was received in December.

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 2020 are \$22,818 or 50.7% of the budget.

EXPENDITURES

Overall expenditures for the second quarter of FY 2020 were \$1,446,320 and are within budget. The costs are allocated between the Community Placement Program and the contracting localities. A \$100,000 contribution towards the HVAC replacement was transferred to Public Works.

Juvenile Population

The average number of juveniles being served per day through the second quarter of FY 2020 is 24.93 as compared to 21.45 in FY 2019. 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,

Tamara Rosser
Director, Department of Juvenile Services

c: Bonnie Svrcek, City Manager
Reid Wodicka, Deputy 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	
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Financial Summary	
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Second Quarter: As of December 31, 2019

[illegible]

February 25, 2020

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: Children's Services Act (CSA) Fund Financial Report for the period ending December 31, 2019.

The attached CSA Fund Financial Summary summarizes the financial activity for this Fund through December 31, 2019. 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 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, (\$38,287) for FY 2020 are provided by the State. Reimbursements for expenditures incurred through the second quarter of 2020 are \$1,569,871.

- 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. For the second quarter of FY 2020, local matching funds for programs in the amount of \$921,824 for the General Fund and \$98,270 for the Schools have been received.

- Miscellaneous Revenue

Miscellaneous revenues in the amount of \$23,326 were collected through the second quarter of FY 2020. 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 2020 are \$67,931. Actual YTD administrative expenditures through the second quarter of FY 2020 are \$27,016 or 39.8% of the budget.

- Mandated – Foster Care

Foster care expenses include funds for residential facilities, day care, maintenance payments to foster parents, enhanced maintenance payments to foster parents and foster care prevention. Year-to-date foster care expenditures through the second quarter of FY 2020 totaled \$937,809 or 34.6% of the budget. Expenditures in this category can rise with 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 2020 total \$977,534 or 39.9% of the budget. Expenditures for this budget line will rise due to increased enrollments at private day placements such as Rivermont School, Bridges and New Vistas School, in addition to students attending for longer periods of time.

- Non-Mandated Services

Non-mandated expenditures are for services such as counseling, mentoring, crisis intervention, and foster care prevention services. Non-mandated expenditures through the second quarter of FY 2020 are \$111,793 or 29.7% of the budget. Non-mandated services are provided almost exclusively to youth involved in the court system. Decreases in this budget line 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 2020 are \$295,748 or 76.0% of the budget.

SUMMARY

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

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



Tamara T. Rosser
Director of Human Services

C:

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

**Children's Services Act
Special Revenue Fund
Financial Summary
December 31, 2019**

	FY 2019	FY 2019	FY 2019	FY 2020	FY 2020	FY 2020
	Amended Budget	Actual 2 QTR YTD	% of Budget	Amended Budget	Actual 2 QTR YTD	% of Budget
<i>Beginning Fund Balance</i>		335,312		0	593,734	
<i>Revenues:</i>						
Public Assistance - Welfare and Administration	3,836,994	1,506,027	39.3%	3,910,234	1,569,871 *	40.1%
Transfer from Lynchburg City Schools	196,541	98,271	50.0%	196,541	98,270	50.0%
Transfer from General Fund	2,001,194	990,232	49.5%	1,843,647	921,824	50.0%
Miscellaneous	39,293	20,301	51.7%	48,600	23,326	48.0%
<i>Total Revenues</i>	6,074,022	2,614,830	43.0%	5,999,022	2,613,291	43.6%
<i>Expenses:</i>						
Administrative Expenses	66,670	25,955	38.9%	67,931	27,016	39.8%
Mandated - Foster Care	2,995,628	869,845	29.0%	2,713,128	937,809	34.6%
Mandated - Special Education	2,218,500	1,001,967	45.2%	2,452,968	977,534	39.9%
Non-Mandated Services	356,636	71,670	20.1%	375,907	111,793	29.7%
Community Based	436,588	174,356	39.9%	389,088	295,748	76.0%
Miscellaneous/Budget Designations	0					
<i>Total Expenditures</i>	6,074,022	2,143,793	35.3%	5,999,022	2,349,900	39.2%
<i>ENDING FUND BALANCE</i>	0	806,349		0	857,125	

*Received \$432,341 on 01/31/20 for expenses in December'19

February 25, 2020

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2019 Quarterly Financial Report – Water Operating Fund

The attached Water Operating Fund Financial Summary summarizes the financial activity for this fund through December 31, 2019. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2020 Budget and the Department's year end projections are described below.

REVENUES

Following the completion of the second quarter, overall revenues for FY 2020 are projected to exceed budget by \$649,900 (4.2%). Explanations of this variance follow:

- **Charges for Services:**

Revenue in this category is expected to be \$265,400 (2%) over budget. \$190,600 is attributable to higher than expected water consumption in customer categories of domestic, industrial and institutional. An additional \$43,000 is related to Water Cost Plus Charges associated with new downtown commercial developments.

- **Water Contracts:**

This revenue account reflects billing activity to counties of Amherst, Bedford, and Campbell, and the industries of WestRock and Frito-Lay. The net revenue in this category is projected to be \$43,000 (2.1%) higher than budget mostly due to higher than anticipated water consumption by WestRock of \$95,000 offset by Campbell County's FY 2019 water settlement credit of \$29,000 and decreased water consumption.

- **Interest and Other:**

Interest and Other is projected to be \$340,600 (101.8%) more than budget. \$199,000 is attributable to higher than expected interest earnings on investments. \$134,400 was received (and unbudgeted) for an antitrust lawsuit settlement for liquid aluminum sulfate pricing fixing.

EXPENSES

Overall expenses for FY 2020 are projected to be \$34,400 (0.2%) less than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

This category includes the Water Treatment Plant, Meter Operations, Water Line Maintenance and Administration. Expenses in this category are expected to be \$305,400 (2.9%) less than the FY 2020 budget (Water Treatment - \$26,500 increase, Meter Operations - \$422,500 savings, Water Line Maintenance - \$85,000 increase, Administration - \$5,600 increase). This variance is broken down as follows:

➤ Personnel Services and Benefits	\$12,000
➤ Contractual Services	(96,200)
➤ Chemicals	(20,000)
➤ Supplies and Materials	419,900
➤ All Other	<u>(10,300)</u>
Total	\$305,400

Increased costs to Contractual Services are mostly attributable to two large water line breaks totaling over \$42,000 and increased activity for new service connections in the City's downtown area that are billed to customers as Water Cost Plus Charges. Increased cost of chemicals is associated with using James River heavily during the months of September and October. Savings in Materials and Supplies are associated with application of generally accepted accounting principles that allow for the capitalization of new cellular meter installations in FY 2020. \$425,000 of projected expenditures for new cellular meter installations is currently being recognized in the Capital Outlay category.

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

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

- **Capital Outlay**

Purchases in this category are expected to be \$374,000 (9.5%) over budget mostly due to \$425,000 of projected expenditures for new meter cellular installations originally budgeted as Supplies and Materials in the Departmental Operation and Maintenance Category offset by savings in other budgeted equipment purchases.

- **Transfers to Capital**

Transfers to Capital are expected to be at budget.

- **Debt Service:**

Expenditures for debt service is \$103,000 (2.7%) less than budget due the fact that actual interest rates were less than the line of credit interest rates used in the FY 2020 budget for financing new construction projects.

SUMMARY

The second quarter report reflects a stable FY 2020 financial position for this fund. Under the Council financial policies, two important financial ratios, debt coverage and fund balance are above policy targets. The projected debt coverage ratio for the end of the fiscal year is 1.50 which is above Council's financial policy minimum target of 1.20. The fund balance ratio projected for the end of the fiscal year is 52% compared to target range of 25% - 40%.

Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager
Reid Wodicka, Deputy City Manager
Donna Witt, Director of Financial Services

**WATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending December 31, 2019**

	FY 2019 Adopted Budget	FY 2019 Actual Q2 YTD	FY 2019 % of Budget	FY 2020 Adopted Budget	FY 2020 Actual Q2 YTD	FY 2020 % of Budget	FY 2020 Adopted Budget	FY 2020 Revised Estimate	FY 2020 \$ Variance Adopted Budget vs. Projected
REVENUES:									
Charges for Services	\$12,718,935	\$5,860,896	46%	\$13,202,040	\$6,245,465	47%	\$13,202,040	\$13,467,440	\$265,400
Water Contracts	1,971,330	1,081,674	55%	2,067,484	969,290	47%	2,067,484	2,110,484	43,000
Interest and Other	287,993	356,216	124%	334,496	561,898	168%	334,496	675,096	340,600
	\$14,978,258	\$7,298,786		\$15,604,020	7,776,653		\$15,604,020	\$16,253,020	\$649,000
EXPENSES									
Departmental O&M	\$9,976,654	\$4,283,575	43%	\$10,706,269	\$4,857,246	45%	\$10,706,269	\$10,400,869	\$305,400
Non-Departmental O&M	334,477	84,569	25%	261,341	93,416	36%	261,341	261,341	0
Capital Outlay/Purchases	96,000	73,215	0%	133,500	27,750	21%	133,500	507,500	(374,000)
Transfers to Capital	2,400,000	1,200,000	50%	3,800,000	1,900,000	50%	3,800,000	3,800,000	0
Debt Service	3,914,943	1,978,456	51%	3,870,240	1,800,588	47%	3,870,240	3,767,240	103,000
	\$16,722,074	\$7,619,815		\$18,771,350	\$8,679,001		\$18,771,350	\$18,736,950	\$34,400
Adjustment for Expenses from Capital Projects		\$0			\$0			\$0	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service:	25% - 40%
Unrestricted cash as a % of operating expenses & debt service:	52%
Financial Policy targeted debt coverage ratio minimum:	1.20
Ending debt coverage ratio:	1.50 (a)

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

February 25, 2020

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2019 Quarterly Financial Report – Sewer Operating Fund

The attached Sewer Operating Fund Financial Summary summarizes the financial activity for this fund through December 31, 2019. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2020 Budget and the Department's year end projections are described below.

REVENUES

Following the completion of the second quarter, overall revenues for FY 2020 are projected to exceed budget by \$918,700 (4.0%). Explanations of this variance follow:

- **Charges for Services:**

Revenue in this category is expected to be \$700,800 (3.8%) over budget. \$493,000 is attributable to higher than expected water consumption and corresponding sewer use in customer categories of domestic, industrial and institutional. In addition, Septic Hauler Charges are projected to be \$150,000 higher than budget.

- **Sewer Contracts:**

Revenue in this category reflects billing activity in counties of Amherst, Bedford, and Campbell and industries of WestRock and Frito-Lay. Revenue is projected to be \$121,400 (2.8%) higher than budget. \$200,000 is attributable to West-Rock's higher than expected water consumption and industrial surcharges offset by FY 2019 sewer operating cost settlement credits with each of the three counties.

- **Interest and Other:**

Revenue in this category is expected to exceed budget by \$96,500 (46.1%) due to higher than expected interest earnings.

EXPENSES

Overall expenses for FY 2020 are projected to be \$101,400 (.4%) higher than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

This category includes the Wastewater Treatment Plant and Sewer Line Maintenance. Expenses in this category are expected to be \$59,900 (.5%) over budget (Wastewater Treatment Plant - \$87,500 increase and Sewer Line Maintenance - \$27,600 savings). This variance is broken down as follows:

➤ Personnel Services and Benefits	\$131,300
➤ Chemicals	15,000
➤ Utilities	(223,700)
➤ All Other	<u>17,500</u>
Total	(\$59,900)

The savings in Personnel Services and Benefits is related to vacant positions. The increase cost in Utilities is mostly related to the construction of the Wastewater Treatment Plant Combined Sewer Overflow (CSO) Upgrade Project. Original construction schedule planned potable water to be used at one million gallons a day for a four month period beginning in June, 2019. The revised construction schedule shifted the same volume of potable water per day to a five month period beginning in February, 2020.

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

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

- **Capital Outlay:**

Purchases in Capital Outlay are expected to be within budget.

- **Transfers to Capital:**

Transfers to Capital are expected to be at budget.

- **Debt Service:**

Expenditures in debt service is \$161,300 (1.9%) less than budget due to actual interest rates were less than line of credit interest rates used in FY 2020 budget for financing new construction projects.

SUMMARY

This second quarter report reflects a stable FY 2020 financial position for this fund. Under the Council adopted financial policies, the two important financial ratios, debt coverage and fund balance exceeds or is within policy targets. The debt coverage ratio projected for the end of the fiscal year is 1.41 compared to a target range of 1.20 to 1.50. The fund balance ratio projected for the end of the fiscal year is 44% compared to a target range 25% - 40%.

Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager
Reid Wodicka, Deputy City Manager
Donna Witt, Director of Financial Services

SEWER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending December 31, 2019

	FY 2019 Adopted Budget	FY 2019 Actual Q2 YTD	FY 2019 % of Budget	FY 2020 Adopted Budget	FY 2020 Actual Q2 YTD	FY 2020 % of Budget	FY 2020 Adopted Budget	FY 2020 Revised Estimate	FY 2020 \$ Variance Adopted Budget vs. Projected
REVENUES:									
Charges for Services	\$18,451,183	\$8,816,606	48%	\$18,585,064	\$8,822,682	47%	\$18,585,064	\$19,285,864	\$700,800
Sewer Contracts	3,893,603	1,624,587	42%	4,400,670	1,731,643	39%	4,400,670	4,522,070	121,400
Interest and Other	106,920	195,535	183%	209,460	219,380	105%	209,460	305,960	96,500
	\$22,451,706	\$10,636,728		\$23,195,194	\$10,773,704		\$23,195,194	\$24,113,894	\$918,700
EXPENSES:									
Departmental O&M	\$11,431,281	\$5,246,797	46%	\$12,382,634	5,122,422	41%	\$12,382,634	\$12,442,534	(\$59,900)
Non-Departmental O&M	373,579	81,648	22%	245,861	95,665	39%	245,861	245,861	0
Capital Outlay/Purchases	464,535	200,562	43%	545,000	203,831	37%	545,000	545,000	0
Transfers to Capital	2,000,000	1,000,000	50%	2,500,000	1,250,000	50%	2,500,000	2,500,000	0
Debt service	9,122,808	4,624,941	51%	8,355,088	4,192,990	50%	8,355,088	8,193,788	161,300
	\$23,392,203	\$11,153,948		\$24,028,583	10,864,908		\$24,028,583	\$23,927,183	\$101,400
Adjustment for Expenses from Capital Projects		\$0			-			\$0	

KEY RATIOS:

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

25% - 40%

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

44%

Financial Policy targeted debt coverage ratio minimum:

1.20

Ending debt coverage ratio:

1.41 (a)

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

February 25, 2020

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2019 Quarterly Financial Report – Stormwater Operating Fund

The attached Stormwater Operating Fund Financial Summary summarizes the financial activity for this fund through December 31, 2019. This quarterly report provides comparative financial information for the same period of the prior fiscal year. Projected variances between the FY 2020 Budget and the Department's year end projections are described below.

REVENUES

Following the completion of the second quarter, the overall revenues for FY 2020 are projected to exceed budget by \$67,000 (1.9%). Explanations of this variance follow:

- **Charges for Services:**

Revenue in this category reflects billing activity for all known impervious areas, Virginia Stormwater Management Program (VSMP) permits, delinquent charges on past due accounts, and cost plus charges for installing new stormwater systems. Charges for services are projected to exceed budget by \$34,500 (1.1%) mostly due to installation of new stormwater system for a downtown customer.

- **Interest and Other:**

Interest and Other is expected to be at \$32,500 (216.7%) more than budget due to interest earnings are higher than anticipated.

- **Transfers from Other Funds:**

Transfers from General Fund are expected to be at budget.

EXPENSES

Overall expenses for FY 2020 are expected to be \$155,940 (4.4%) less than budget. Explanations of this variance follow:

- **Departmental Operation and Maintenance:**

Departmental Operation and Maintenance are expected to less than budget by \$129,300 (4.2%). This variance is broken down as follows:

➤ Personnel Services and Benefits	\$52,300
➤ Contractual Services	74,800
➤ Other	<u>2,200</u>
Total	\$129,300

The savings in Personnel Services and Benefits is attributable to vacant positions. Contractual Services savings are related to Municipal Separate Storm Sewer (MS4) permit work planned for start and completion in FY 2020 will not be completed until FY 2021. In addition, outreach activities involving third party assistance will be performed by current staff.

Non-Departmental Operation and Maintenance:

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

- **Capital Outlay:**

Purchases in Capital Outlay are expected to exceed budget by \$4,700 (1.4%) due to a vehicle purchase cost was more than expected.

- **Transfers to Capital:**

Transfers to Capital are expected to be at budget.

- **Debt Service:**

Debt Service expenditures have projected savings of \$31,340 (29.1%) mostly due the following: 1) Deferred closing (to 1st quarter of FY 2020) of Virginia Resource Authority loan for approximately \$990,000 that is used with Stormwater Local Assistance Fund (SLAF) Grant for the Rock Castle Creek Tributary Stream Restoration Project. 2) Deferred start-up of several infrastructure projects that will be starting early Spring of FY 2020.

SUMMARY

The second quarter report reflects a stable FY 2020 financial position for this fund. Under the Council financial policies, two important financial ratios, debt coverage and fund balance are above policy targets. The projected debt coverage ratio for end of the fiscal year is 8.22 which is above Council's financial policy minimum target of 1.20. The fund balance ratio projected for the end of the fiscal year is 40% compared to target range of 15%- 20%.

Respectfully submitted,

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

cc: Bonnie Svrcek, City Manager
Reid Wodicka, Deputy City Manager
Donna Witt, Director of Financial Services

**STORMWATER OPERATING FUND
FINANCIAL SUMMARY
Quarter Ending December 31, 2019**

	FY 2019 Adopted Budget	FY 2019 Actual Q2YTD	FY 2019 % of Budget	FY 2020 Adopted Budget	FY 2020 Actual Q2YTD	FY 2020 % of Budget	FY 2020 Adopted Budget	FY 2020 Revised Estimate	FY 2020 \$ Variance Adopted Budget vs. Projected
REVENUES:									
Charges for Services	\$3,205,800	\$1,389,524	43%	\$3,209,536	\$1,424,758	44%	\$3,209,536	\$3,244,036	\$34,500
Interest and Other	10,000	27,547	275%	15,000	24,409	163%	15,000	47,500	32,500
Transfers from Other Funds	275,000	137,500	50%	275,000	137,500	50%	275,000	275,000	0
	\$3,490,800	\$1,554,571		\$3,499,536	1,586,667		\$3,499,536	\$3,566,536	\$67,000
EXPENSES:									
Departmental O&M	\$2,831,293	\$1,319,328	47%	\$3,069,006	\$1,414,551	46%	\$3,069,006	\$2,939,706	\$129,300
Non-Departmental O&M	51,656	16,856	33%	34,368	12,968	38%	34,368	34,368	0
Capital Outlay/Purchases	54,535	27,430	50%	35,000	0	0%	35,000	39,700	(4,700)
Transfers to Capital	675,000	337,500	50%	300,000	150,000	50%	300,000	300,000	0
Debt Service	88,628	52		107,675	50	0%	107,675	76,335	31,340
	\$3,701,112	\$1,701,166		\$3,546,049	\$1,577,569		\$3,546,049	\$3,390,109	\$155,940
Adjustment for Expenses from Capital Projects		\$0			\$0			\$0	

KEY RATIOS:

Unrestricted cash target range as a % of operating expenses & debt service
Projected unrestricted cash as a % of operating expenses at year end

15% - 20%
40%

Financial Policy targeted debt coverage ratio minimum:
Ending debt coverage ratio:

1.20
8.22 (a)

Note (a) Calculation of debt coverage includes \$35,000 of estimated capitalizable costs for internal labor charges applicable to time spent on capital project activities.

February 25, 2020

Finance Committee
City Council
City of Lynchburg
Lynchburg, Virginia

Re: December 31, 2019 Quarterly Report - General Fund

Please find attached the Financial Summary for the City's General Fund (Fund) for the period ending December 31, 2019.

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

NON-DEDICATED REVENUES

- Real Estate Taxes:

Real Estate taxes are due in four quarterly installments on November 15, January 15, March 15, and May 15. As of the date of this report, only the first installment billings for FY 2020 have been billed, and revenue (less tax relief) of \$27,278,022 has been collected. The amount collected includes payments made for the entire year. Economic Development tax incentive payments totaling \$11,589 have been paid during the fiscal year.

- Personal Property Taxes:

Personal Property tax revenue for FY 2020 is \$880,625 more than the amount collected through the second quarter of FY 2019, and remains on track with \$10,381,161, or 57.5% collected. Personal property taxes are payable in two equal installments on June 5 and December 5. Additional billings for personal property acquisitions are due March 5 and September 5. Economic Development tax incentive payments totaling \$19,600 have been paid during the fiscal year.

In 1998, the Virginia General Assembly enacted the Personal Property Tax Relief Act (PPTRA) to reimburse citizens for a portion of the local personal property tax. In the 2004 Virginia General Assembly, the State capped the amount reimbursed to localities at \$950 million for FY 2020. This action eliminates the 70% reimbursement. Lynchburg's share is \$5,543,584. During the second quarter of FY 2020, the State reimbursed the City \$4,157,688 (75%), as scheduled. Future payments will be received in February 2020 (15%), and May 2020 (5%).

- Consumer Utility Tax - Electric:

The second quarter FY 2020 revenue is slightly behind budget projections by \$35,218, based on collections for 5 months. Staff is monitoring this revenue, which is slightly behind FY 2019 collections, and providing the Finance Committee with monthly updates related to Consumer Utility Taxes for Electric.

- Communication Sales and Use Taxes:

Communication Sales and Use tax revenue is slightly ahead of the FY 2020 budget projection with \$946,898, or 65.3% collected.

- Local Sales Tax:

Sales tax revenue is ahead of the FY 2020 budget projection by \$387,622, or 7.5% based on collections for 4 months. Economic Development tax incentive payments totaling \$74,256 have been paid during the fiscal year.

- Business License

Business License revenue collected through the second quarter of FY 2020 is \$72,901. Since this tax is due May 1, the collection percentage is currently only a small part of the annual budget. The majority of the tax will be collected from March to May. Economic Development tax incentive payments totaling \$21,729 have been paid during the fiscal year.

- Meals Tax

Meals tax revenue is slightly ahead of FY 2020 budget projections by \$73,538 with \$6,441,443 collected, based on collections for 5 months. Staff is monitoring this revenue and providing the Finance Committee with monthly updates. Economic Development tax incentive payments totaling \$250,085 have been paid during the fiscal year.

- Lodging Tax

Lodging tax revenue is ahead of FY 2020 budget projections by \$20,712 with \$1,368,468 collected, based on collections for 5 months. Economic Development tax incentive payments totaling \$245,946 have been paid during the fiscal year.

- Permit, Fees, and Licenses:

Permit, Fees, and Licenses is on pace with the FY 2020 budget projection with \$526,077, or 48.6% collected.

- Fines and Forfeitures:

Fines and Forfeitures revenue is behind the budget projection for FY 2020 by 27.8%, or \$51,788. Timing of reimbursements is a factor, and staff will continue to keep a close watch on this revenue to see if an adjustment in projected revenue is needed.

- Interest on Investments:

Investment income is ahead of the budget projection for FY 2020 by \$157,402, or 29.3%, primarily due to conservative budgeting.

- Charges for Services

Charges for Services revenue is on pace with the budget projection for FY 2020 with \$5,772,788, or 51.9% collected.

DEDICATED REVENUES

Intergovernmental Revenues consisting of Constitutional Officers, Health and Human Services, and State and Federal subsidies total \$18,434,635 and are 2.8%, or \$540,133 less than the FY 2020 budget projection. This is due to the timing of submitting and receiving reimbursements for constitutional offices.

EXPENDITURES

- Operating Expenditures:

The percentage of operating expenditures spent through the second quarter of FY 2020, 47.0%, is on target with budget projections.

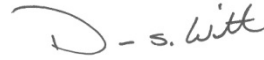
- Debt Service

Debt Service expenditures are on pace with FY 2020 budget projections.

SUMMARY

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

Respectfully submitted,

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

Donna S. Witt
Chief Financial Officer

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

Fiscal Year	Fiscal Calendar 2020
Fiscal Quarter of Year	(Multiple Items)
Fiscal Month of Year	(Multiple Items)
Fund	1001 General Fund
Account Type	Revenue
Process Status	Posted

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/19	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 12/31/18
100 Taxes							
02110.0100 - Current Real Property Tax	60,572,074	-	60,572,074	28,805,876	31,766,198	47.6%	26,897,099
02110.0105 - Tax Relief For Elderly	(650,000)	-	(650,000)	(552,794)	(97,206)	85.0%	(602,248)
02110.0110 - Tax Relief-Rehabilitation Real Property	(955,495)	-	(955,495)	(975,059)	19,564	102.0%	(963,300)
02110.0200 - Delinquent Real Property Tax	1,500,000	-	1,500,000	581,351	918,649	38.8%	653,353
02110.0900 - Real Estate Tax- Economic Development Incentive	(12,043)	-	(12,043)	(11,589)	(454)	96.2%	-
02120.0100 - Current PSC Tax	2,522,219	-	2,522,219	2,608,376	(86,157)	103.4%	2,534,569
02130.0101 - Current Personal Property Tax PCI	18,066,250	-	18,066,250	10,381,161	7,685,089	57.5%	9,500,537
02130.0201 - Delinquent Personal Property Tax PCI	1,200,000	-	1,200,000	283,028	916,972	23.6%	150,758
02130.0205 - Recovery-C/O Personal Property Tax	-	-	-	113	(113)	0.0%	235
02130.0900 - Personal Property Tax- Economic Development Incentive	(20,050)	-	(20,050)	(19,600)	(450)	97.8%	(17,815)
02170.0100 - Penalty-PSC Tax	-	-	-	3,582	(3,582)	0.0%	7,344
02170.0105 - Penalty-Delinquent Tax	674,599	-	674,599	311,546	363,053	46.2%	289,678
02170.0200 - Interest-PSC Tax	-	-	-	11	(11)	0.0%	0
02170.0205 - Interest-Delinquent Tax	426,858	-	426,858	138,698	288,160	32.5%	165,482
02510.0000 - Local Sales And Use Tax	15,673,983	-	15,673,983	5,548,530	10,125,453	35.4%	5,258,508
02510.0900 - Local Sales & Use Tax- Economic Development Incentive	(75,246)	-	(75,246)	(74,256)	(990)	98.7%	(52,676)
02515.0100 - Consumer Utility Tax-Electric	3,800,000	-	3,800,000	1,545,545	2,254,455	40.7%	1,602,319
02515.0105 - Consumer Utility Tax-Gas	652,095	-	652,095	105,542	546,553	16.2%	152,369
02515.0120 - Right of Way Fees	226,288	-	226,288	72,804	153,484	32.2%	47,780
02515.0900 - Pen & Int - Consumer Utility Tax, None	-	-	-	106	(106)	0.0%	658
02517.0000 - Communication Sales & Use Tax	1,450,004	-	1,450,004	946,898	503,106	65.3%	981,750
02520.0000 - Business License Tax	8,610,351	-	8,610,351	72,901	8,537,450	0.8%	118,309
02520.0010 - Consumption Tax-Electric	323,676	-	323,676	126,792	196,884	39.2%	130,675
02520.0015 - Consumption Tax-Gas	31,988	-	31,988	4,003	27,985	12.5%	6,081
02520.0030 - Pen & Int-Business License	107,328	-	107,328	30,161	77,167	28.1%	11,089
02520.0900 - Business License Tax- Economic Development Incentive	(21,779)	-	(21,779)	(21,729)	(50)	99.8%	(16,272)
02530.0001 - Motor Vehicle Licenses PCI	1,582,555	-	1,582,555	219,385	1,363,170	13.9%	210,929
02530.0201 - Delinquent Motor Vehicle License	190,000	-	190,000	26,912	163,088	14.2%	21,603
02535.0000 - Bank Stock Tax	800,000	-	800,000	-	800,000	0.0%	(65)
02540.0100 - Recordation Tax-City	600,000	-	600,000	203,024	396,976	33.8%	188,510
02540.0200 - Probate Tax	20,000	-	20,000	10,182	9,818	50.9%	7,860
02545.0000 - Tobacco Tax	825,000	-	825,000	397,632	427,368	48.2%	413,451
02550.0000 - Amusement Tax	850,000	-	850,000	358,338	491,662	42.2%	320,177
02550.0005 - Pen & Int - Amusement Tax	-	-	-	4,201	(4,201)	0.0%	119
02555.0000 - Lodging Tax	2,950,000	-	2,950,000	1,368,468	1,581,532	46.4%	1,297,869
02555.0005 - Pen & Int - Lodging Tax	-	-	-	1,725	(1,725)	0.0%	280
02555.0900 - Lodging Tax- Economic Development Incentive	(246,941)	-	(246,941)	(245,946)	(995)	99.6%	(150,165)
02560.0000 - Meals Tax	15,500,000	-	15,500,000	6,441,443	9,058,557	41.6%	6,166,684
02560.0005 - Pen & Int - Meals Tax	49,793	-	49,793	32,827	16,966	65.9%	29,905
02560.0900 - Meals Tax- Economic Development Incentive	(255,251)	-	(255,251)	(250,085)	(5,166)	98.0%	(213,892)
100 Taxes Total	136,968,256	-	136,968,256	58,480,106	78,488,150	42.7%	55,149,547
110 Permits, Fees, & Licenses							
03005.0000 - Animal Licenses	8,000	-	8,000	3,302	4,698	41.3%	2,991
03010.0100 - Bicycle Licenses, None	-	-	-	-	-	0.0%	-
03010.0200 - Permit Parking Fees	200,000	-	200,000	113,342	86,658	56.7%	107,372
03010.0400 - Land Disturbing Fees	18,000	-	18,000	19,135	(1,135)	106.3%	3,726
03010.0600 - Transfer Fees	1,600	-	1,600	1,150	450	71.9%	1,106
03010.0700 - Zoning Appeal Fees-Inspc	1,000	-	1,000	400	600	40.0%	575
03010.0701 - Letter of Approval-Zoning, None	4,500	-	4,500	-	4,500	0.0%	-
03010.0702 - Zoning Certification Letter	-	-	-	1,000	(1,000)	0.0%	1,800
03010.0705 - Legal Notice Advertising	12,000	-	12,000	11,690	310	97.4%	3,487
03010.0710 - Site Plan Reviews	15,000	-	15,000	6,977	8,023	46.5%	6,135
03010.0715 - Conditional Use Permits	6,000	-	6,000	1,729	4,271	28.8%	2,995
03010.0720 - Re-zoning Fees	6,000	-	6,000	3,268	2,732	54.5%	8,811
03010.0800 - Subdivision Plat Review	5,000	-	5,000	6,225	(1,225)	124.5%	3,585
03010.0900 - Building Insp Permit Fee	500,000	-	500,000	249,110	250,890	49.8%	196,807
03010.0901 - Elevator Inspect Admin Fee	21,000	-	21,000	8,918	12,082	42.5%	9,250
03010.0902 - Elevator Inspect Admin Fee Pen & Int	-	-	-	47	(47)	0.0%	250
03010.0920 - Sign Inspect Permit Fee	6,000	-	6,000	1,827	4,173	30.5%	3,775
03010.0925 - Demolition Fees	6,000	-	6,000	1,950	4,050	32.5%	4,650
03010.0927 - Building Plan Review	40,000	-	40,000	19,597	20,403	49.0%	16,650
03010.0928 - Vacant Building Registration Fee	35,000	-	35,000	15,371	19,629	43.9%	22,544
03010.0929 - Pen & Int-Vacant Building Registration Fee	-	-	-	661	(661)	0.0%	634
03010.0930 - Certificate of Occupancy for Existing Building	-	-	-	2,025	(2,025)	0.0%	1,575
03010.0931 - Temporary Certificate of Occupancy, None	-	-	-	3,300	(3,300)	0.0%	1,800
03010.0932 - Working Without a Building Permit	-	-	-	600	(600)	0.0%	200
03010.0933 - Short Term Rental Fee, None	13,000	-	13,000	-	13,000	0.0%	-
03010.0934 - Vacant Property Registration- Civil Penalties, None	-	-	-	2,600	(2,600)	0.0%	-
03010.1000 - False Alarm Service Assessment	125,000	-	125,000	16,519	108,481	13.2%	19,572
03010.1100 - Concealed Weapon Permit	30,000	-	30,000	12,502	17,498	41.7%	13,832
03010.2005 - Taxicab Application Fees	4,500	-	4,500	1,700	2,800	37.8%	1,170
03010.2010 - Precious Metal Premits	1,600	-	1,600	1,000	600	62.5%	600
03010.2011 - Rental Reinspect/FollowUp	-	-	-	1,500	(1,500)	0.0%	200
03010.2012 - Rental Intial Inspection	-	-	-	6,700	(6,700)	0.0%	250
03010.2013 - Annual/Periodic Inspect Fee	22,000	-	22,000	2,450	19,550	11.1%	3,600
03010.2014 - Rental Intial Inspect-No Show	-	-	-	1,160	(1,160)	0.0%	100
03010.2016 - Rental Inspect-Annual No Show	-	-	-	600	(600)	0.0%	100
03010.2028 - Dumpster Permit Fee , None	-	-	-	150	(150)	0.0%	-
03010.2029 - Dumpster Permit Fee- 30 Day Extension, None	-	-	-	300	(300)	0.0%	-
03010.2050 - Misc Permit Fee & License	2,000	-	2,000	7,273	(5,273)	363.6%	5,041
110 Permits, Fees, & Licenses Total	1,083,200	-	1,083,200	526,077	557,123	48.6%	445,181
120 Fines & Forfeitures							
03510.0100 - Court Fines And Forfeitures, None	250,000	-	250,000	90,124	159,876	36.0%	74,810

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/19	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 12/31/18
03510.0105 - Criminal Court Fees	2,500	-	2,500	943	1,557	37.7%	1,094
03510.0200 - Parking Fines	120,000	-	120,000	43,395	76,605	36.2%	30,032
120 Fines & Forfeitures Total	372,500	-	372,500	134,462	238,038	36.1%	105,936
130 Use of Money & Property							
04010.0100 - Interest on Investment	332,814	150,000	482,814	323,055	159,759	66.9%	223,850
04010.0101 - Interest-City Capital	150,000	-	150,000	129,548	20,452	86.4%	133,483
04010.0123 - Interest-Health Ins Resrv	2,000	-	2,000	12,869	(10,869)	643.5%	9,600
04010.0124 - Interest-OPEB	15,000	-	15,000	61,513	(46,513)	410.1%	10,063
04010.0129 - Interest Income- US Bank Escrow (Crossover Refunding)	-	-	-	4,524	(4,524)	0.0%	94,945
04010.0156 - Interst-MktValueGain/Loss	-	-	-	(41,929)	41,929	0.0%	61,405
04010.0157 - Interest-SNAP Income	175,000	(150,000)	25,000	11,351	13,649	45.4%	81,145
04020.0105 - Gen Govt Property Rental	75,000	-	75,000	38,523	36,477	51.4%	28,936
04020.0115 - Public Safety Prop Rent	36,250	-	36,250	-	36,250	0.0%	-
04020.0125 - Human Services Prop Rent	100,000	-	100,000	50,000	50,000	50.0%	50,000
04020.0135 - Dwntwn Parking Deck Lease	76,070	-	76,070	41,462	34,608	54.5%	41,803
04020.0200 - Culture & Rec. Prop Rent	15,070	-	15,070	7,535	7,535	50.0%	7,535
04020.0201 - Prop Rental-Stadium	5,000	-	5,000	1,673	3,328	33.5%	3,908
04020.0202 - Prop Rental-Market/Park.	92,000	-	92,000	54,609	37,391	59.4%	49,946
04020.0205 - Market Rent- Pen & Int	650	-	650	97	553	14.9%	315
130 Use of Money & Property Total	1,074,854	-	1,074,854	694,829	380,025	64.6%	796,933
140 Charges for Services							
04510.0900 - Collection & Tax Lien Fees	35,000	-	35,000	28,515	6,485	81.5%	26,066
04510.0901 - DMV Admin Fee	265,000	-	265,000	146,790	118,210	55.4%	130,400
04510.0902 - DMV Select Agency	35,000	-	35,000	24,269	10,731	69.3%	22,564
04510.0911 - Sale of GIS Maps & Data	150	-	150	20	130	13.3%	43
04510.0915 - Processng Fee - Payroll deduction	5,000	-	5,000	2,575	2,425	51.5%	2,510
04510.0916 - Indirect Cost&Svc DetHome	246,102	-	246,102	123,051	123,051	50.0%	116,524
04510.0918 - Indirect Cost&Srvs Water	1,108,711	-	1,108,711	554,356	554,355	50.0%	561,681
04510.0919 - Indirect Cost&Srvs Sewer	273,479	-	273,479	136,739	136,740	50.0%	138,044
04510.0920 - Indirect Cost&Srvs WWTP	592,908	-	592,908	296,454	296,454	50.0%	316,433
04510.0921 - Indirect Cost&Srvs Airprt	162,582	-	162,582	81,291	81,291	50.0%	80,566
04510.0922 - Indirect Cost&Svc Strmwtr	281,295	-	281,295	140,648	140,648	50.0%	91,391
04510.0924 - Indirect Cost & Svc- Community Corrections	-	-	-	-	-	0.0%	5,022
04515.0101 - Document Reprod Costs	8,000	-	8,000	3,078	4,922	38.5%	3,467
04515.0200 - Court Rm Sheriff Fee \$10, None	70,000	-	70,000	23,823	46,177	34.0%	27,047
04515.0300 - Fees For Court Officers	7,244	-	7,244	7,244	(0)	100.0%	7,244
04515.0301 - Legal Service Charges	40,000	-	40,000	-	40,000	0.0%	-
04515.0303 - Probation Supervisor Fee	13,789	-	13,789	4,442	9,347	32.2%	4,457
04515.0400 - Commonwealth Atty.Fees	7,000	-	7,000	2,755	4,245	39.4%	4,304
04515.0401 - CA Coll Fees- Gen Dist Ct	23,250	-	23,250	10,568	12,682	45.5%	(19,488)
04515.0402 - CA Coll Fees- J&D Court	9,350	-	9,350	1,191	8,159	12.7%	4,215
04515.0403 - CA Coll Fees- Circuit Crt	72,040	-	72,040	18,844	53,196	26.2%	36,918
04520.0300 - Fire Prevention Fees	3,100	-	3,100	2,125	975	68.5%	1,825
04520.0301 - Ambulance Service Fees	2,500,000	-	2,500,000	1,200,935	1,299,065	48.0%	1,097,890
04520.0304 - Delinq Ambulance>120 Days	150,000	-	150,000	109,661	40,339	73.1%	91,671
04520.0901 - PIER Contract Payments	26,500	-	26,500	26,500	-	100.0%	19,500
04520.0903 - Police-Schools Resource Officer (SRO) Prog	135,904	-	135,904	62,294	73,610	45.8%	61,331
04520.0904 - Local Reimb-COL Confined Space	50,000	-	50,000	25,000	25,000	50.0%	25,000
04520.0905 - Police Report Sales	1,425	-	1,425	1,370	55	96.1%	7,020
04520.0906 - Range Use Fee	13,800	-	13,800	13,000	800	94.2%	13,600
04520.0908 - \$250 DUI Fees	-	-	-	3,457	(3,457)	0.0%	4,900
04520.0909 - LPD Off Duty	1,270,000	-	1,270,000	503,493	766,507	39.6%	520,499
04525.0106 - Downtown Parking Fees	43,565	-	43,565	20,710	22,855	47.5%	14,580
04525.0107 - PW Admin Stormwater Charges	101,116	-	101,116	76,675	24,441	75.8%	52,489
04525.0108 - PW Eng Stormwater Charges	9,801	-	9,801	5,406	4,395	55.2%	2,761
04525.0109 - PW Streets Stormwater Charges	147,974	-	147,974	98,842	49,132	66.8%	81,371
04525.0206 - Residential Disposal-Decals	1,126,336	-	1,126,336	1,146,772	(20,436)	101.8%	812,526
04525.0218 - Trash Bag Srvs-Waste Zero	278,240	-	278,240	83,785	194,455	30.1%	68,785
04525.0219 - Landlord Set Out Program , None	4,450	-	4,450	-	4,450	0.0%	-
04525.0300 - Bldg Maint Charge-Other	10,142	-	10,142	5,071	5,071	50.0%	5,071
04530.0401 - CSA Service Providers	54,000	-	54,000	-	54,000	0.0%	13,317
04530.0409 - Human Services Court Order Fees	-	-	-	1,521	(1,521)	0.0%	1,424
04530.0410 - Lynchburg Youth Group Home Charges	796,290	-	796,290	225,722	570,568	28.3%	215,303
04530.0412 - Horizon Contribution for Outstationed Benefit Workers, None	17,500	-	17,500	-	17,500	0.0%	-
04535.0100 - Swimming Pool Fees	28,000	-	28,000	18,192	9,808	65.0%	14,952
04535.0150 - Recreation Program Fees	458,000	-	458,000	219,266	238,734	47.9%	210,259
04535.0200 - Point of Honor Admission Fees	9,350	-	9,350	8,757	593	93.7%	4,639
04535.0300 - Library Fines & Fees	50,000	-	50,000	18,390	31,610	36.8%	25,082
04535.0301 - Law Library Fees	30,000	-	30,000	18,625	11,375	62.1%	18,510
04535.0303 - Lost/Damaged Library Prop	5,000	-	5,000	1,729	3,271	34.6%	3,033
04535.0304 - Delinq Library Fines & Fees	2,400	-	2,400	1,097	1,303	45.7%	821
04535.0305 - Delinq Library Lost/Damaged	4,500	-	4,500	1,428	3,072	31.7%	1,065
04535.0306 - Delinq Library Pen & Int	1,500	-	1,500	497	1,003	33.1%	305
04540.0105 - Comm Develop Stormwater Charges	511,913	-	511,913	255,956	255,957	50.0%	247,796
04599.0002 - Secure Vacant Stru Reimb	-	-	-	-	-	0.0%	1,558
04599.0004 - Weed Ordinance Program	28,000	-	28,000	9,861	18,139	35.2%	9,785
140 Charges for Services Total	11,124,706	-	11,124,706	5,772,788	5,351,918	51.9%	5,208,077
150 Miscellaneous Revenue							
05030.0105 - Suspense Revenue/Exp Ref	-	-	-	-	-	0.0%	-
05050.0105 - Pmt In Lieu Tax-WestCntbr	52,900	-	52,900	-	52,900	0.0%	-
05050.0110 - Pymt In Lieu of Tax-LRHA	25,000	-	25,000	-	25,000	0.0%	35,847
05050.0230 - Friends of Lynchburg Library	9,467	-	9,467	5,842	3,625	61.7%	5,842
05050.0232 - Digg's Trust Rec-Pt Honor	36,900	-	36,900	18,500	18,400	50.1%	-
05050.0251 - Contributions-Adopt-A-Bed	-	-	-	705	(705)	0.0%	-
05050.0278 - Donations for Rotary Centennial Skate Park, None	-	-	-	1,700	(1,700)	0.0%	9,054
05050.0290 - Gifts And Misc.	1,700	-	1,700	100	1,600	5.9%	2,091
05050.0400 - Sale-Salvage/Surplus Prop	-	-	-	1,579	(1,579)	0.0%	816
05050.0415 - Proceeds frm PropRoom.com	-	-	-	139	(139)	0.0%	0
05050.2001 - Cash Overage And Shortage	-	-	-	(207)	207	0.0%	266
05050.2011 - Reimb.POH Carriage House	26,300	-	26,300	13,875	12,425	52.8%	-
05050.2013 - Photo Reprod And Royalty	200	-	200	40	160	20.0%	60

Revenues	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/19	Remaining Budget w/o Encumbrances	Percentage of Amended Budget	Actual Amount 12/31/18
05050.2016 - Dedicated Misc Rev HumSvc	-	-	-	-	-	0.0%	-
05050.2022 - Trash Cart Sales	3,000	-	3,000	2,323	678	77.4%	2,250
05050.2025 - Credit Card Rebate	110,000	-	110,000	-	110,000	0.0%	-
05050.2028 - WardsCrossingWestSvcFee	135,923	-	135,923	143,277	(7,354)	105.4%	135,923
05050.2033 - PointOfHonr-GiftShopSales	850	-	850	-	850	0.0%	-
05050.2034 - P&R Spec Event Sponsorship, None	12,000	-	12,000	7,450	4,550	62.1%	4,880
05050.2037 - RSA Profit Sharing	-	-	-	-	-	0.0%	-
05050.2046 - Visitor Ctr Merchandise	21,000	-	21,000	3,632	17,368	17.3%	5,454
05050.2049 - Trash Bag&Decal Violation	5,000	-	5,000	246	4,754	4.9%	50
05050.2052 - Parking Lease Agreement	90,000	-	90,000	49,666	40,334	55.2%	52,826
05050.2055 - Hillcats - Donation Youth Athletic Programs	10,000	-	10,000	10,000	-	100.0%	-
05050.2056 - Commission on City Vending Machine Sales	-	-	-	1,920	(1,920)	0.0%	1,914
05050.2059 - Court Restitution, None	-	-	-	207	(207)	0.0%	-
05050.2090 - Miscellaneous Revenue	157,247	-	157,247	23,346	133,901	14.8%	34,690
150 Miscellaneous Revenue Total	697,487	-	697,487	284,341	413,146	40.8%	291,964
300 State Non-Categorical Aid							
06100.0300 - Rolling Stock Taxes	90,000	-	90,000	90,863	(863)	101.0%	90,734
06100.0400 - Mobile Home Titling Taxes	1,000	-	1,000	1,380	(380)	138.0%	1,488
06100.0600 - Deeds Of Conveyance	150,000	-	150,000	60,341	89,659	40.2%	52,448
06100.0800 - Recordation Taxes-State	150,000	-	150,000	54,833	95,167	36.6%	46,094
06100.0900 - Auto Rental Tax-DMV	336,400	-	336,400	206,339	130,061	61.3%	206,454
06100.1108 - Personal Prop Tax Relief	5,543,584	-	5,543,584	4,434,867	1,108,717	80.0%	4,434,867
300 State Non-Categorical Aid Total	6,270,984	-	6,270,984	4,848,622	1,422,362	77.3%	4,832,086
310 State Shared Exp (Cat.)							
06510.0200 - Commissioner of Revenue	190,338	-	190,338	73,073	117,265	38.4%	71,213
06510.0300 - Treasurer	115,644	-	115,644	47,283	68,361	40.9%	42,820
06510.1000 - Registrar/Electoral Board	47,000	-	47,000	-	47,000	0.0%	-
06515.0100 - Clerk of Cir Crt-Fringes	577,961	9,429	587,390	240,831	346,559	41.0%	235,578
06515.0200 - Sheriff	1,121,764	-	1,121,764	462,137	659,627	41.2%	450,031
06515.0400 - Commonwealth Attorney	1,079,116	-	1,079,116	428,253	650,863	39.7%	424,151
310 State Shared Exp (Cat.) Total	3,131,823	9,429	3,141,252	1,251,576	1,889,676	39.8%	1,223,793
320 State Categorical Aid							
06820.0200 - Juvenile Correct-Block Gt	247,716	-	247,716	123,858	123,858	50.0%	123,858
06820.0201 - Wireless E911	372,000	-	372,000	163,412	208,588	43.9%	158,645
06820.0203 - HB 599 Law Enforc.Asst	3,137,083	-	3,137,083	1,629,714	1,507,369	51.9%	1,568,542
06825.0100 - Street And Highway Maint.	8,559,816	-	8,559,816	4,279,939	4,279,877	50.0%	4,279,908
06830.0412 - Health Department	-	-	-	32,605	(32,605)	0.0%	34,320
06830.0413 - SS State Adm Sub 0901	2,461,758	-	2,461,758	823,455	1,638,303	33.4%	775,508
06830.0414 - SS State Prog Sub 0902	5,128,759	-	5,128,759	1,641,498	3,487,261	32.0%	1,500,797
06835.0101 - SNAP Benefit Prog Grant, None	-	-	-	-	-	0.0%	10
06835.0102 - SNAP Program Reimb	15,000	-	15,000	6,581	8,419	43.9%	6,123
06835.0103 - SNAP Prog-Double Dollar	-	-	-	-	-	0.0%	250
06835.0104 - VDH- We Got the Beet Campaign	-	-	-	450	(450)	0.0%	13,332
06835.0300 - Finan Asst-Public Library	160,386	4,998	165,384	82,692	82,692	50.0%	78,782
320 State Categorical Aid Total	20,082,518	4,998	20,087,516	8,784,203	11,303,313	43.7%	8,540,075
330 State Aid in Suspende							
05030.0100 - Suspende Rev-Va EDI Pmts	-	-	-	-	-	0.0%	400
330 State Aid in Suspende Total	-	-	-	-	-	0.0%	400
510 Federal Direct Cat. Aid							
07540.1001 - IRS Int Subsidy 8/09 BABs	40,900	-	40,900	40,838	62	99.8%	40,664
07540.1002 - IRS Int Subs 8/09 BABsSCH	97,000	-	97,000	96,898	102	99.9%	96,484
510 Federal Direct Cat. Aid Total	137,900	-	137,900	137,736	164	99.9%	137,148
520 Fed Cat Aid- Pass Thru							
07825.0300 - B&G Chrgs Commerce St Bld	55,000	-	55,000	23,688	31,312	43.1%	14,004
07830.0420 - Fed Pass Thru:Cost AlIDMG	515,000	-	515,000	-	515,000	0.0%	-
07830.0421 - SS Fed Adm Sub 0901	4,002,889	-	4,002,889	2,034,165	1,968,724	50.8%	1,867,965
07830.0422 - SS Fed Prog Sub 0902	3,576,904	-	3,576,904	1,282,160	2,294,744	35.8%	1,171,198
07830.0430 - USDA Funding - Group Home, None	15,000	-	15,000	8,766	6,234	58.4%	8,165
07875.0003 - Human Service Lease	147,091	-	147,091	56,962	90,129	38.7%	54,077
07875.0021 - FINI Double-Dollars	-	-	-	6,758	(6,758)	0.0%	2,583
520 Fed Cat Aid- Pass Thru Total	8,311,884	-	8,311,884	3,412,498	4,899,386	41.1%	3,117,992
710 Operating Transfers In							
09225.0015 - Transfer from Tech Fund to General Fund, None	-	-	-	-	-	0.0%	50,000
09301.0003 - TrfFrmCtyCp-Capital Proj	-	-	-	-	-	0.0%	56,314
710 Operating Transfers In Total	-	-	-	-	-	0.0%	106,314
Grand Total	189,256,112	14,427	189,270,539	84,327,239	104,943,300	44.6%	79,955,445

Fiscal Year	Fiscal Calendar 2020
Fiscal Quarter of Year	(Multiple Items)
Fund	1001 General Fund
Account Type	Expenses
Process Status	Posted

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/19	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 12/31/18
2022 Communications/Public Engagement							
0021 Public Information	478,976	29,646	508,622	252,280	254,983	49.9%	235,051
0022 Customer Service Center	132,548	20,449	152,997	64,370	80,127	47.6%	58,413
0029 Local Government Channel	166,212	10,165	176,377	81,215	95,162	46.0%	67,416
2022 Communications/Public Engagement Total	777,736	60,260	837,996	397,865	430,273	48.7%	360,881
2023 Council / Manager							
0028 Council / Manager	968,558	256,551	1,225,109	527,430	697,678	43.1%	495,357
0033 Parking Division	529,635	11,065	540,700	207,236	333,463	38.3%	220,619
2023 Council / Manager Total	1,498,193	267,615	1,765,808	734,666	1,031,142	41.6%	715,976
2027 Tourism							
0044 Tourism	-	-	-	-	-	0.0%	562,102
0045 Visitors Center	-	-	-	-	-	0.0%	49,751
2027 Tourism Total	-	-	-	-	-	0.0%	611,853
2030 City Attorney							
0050 City Attorney	814,224	25,805	840,029	345,591	494,438	41.1%	338,798
0051 Risk Management	608,114	-	608,114	304,057	304,057	50.0%	294,179
2030 City Attorney Total	1,422,338	25,805	1,448,143	649,648	798,495	44.9%	632,976
2035 State Treasurer							
0060 State Treasurer	172,514	25,340	197,854	86,670	111,184	43.8%	75,612
2035 State Treasurer Total	172,514	25,340	197,854	86,670	111,184	43.8%	75,612
2040 Commissioner Of Revenue							
0070 Com Rev-State/Loc Budget	737,683	53,001	790,684	334,238	452,036	42.8%	306,816
2040 Commissioner Of Revenue Total	737,683	53,001	790,684	334,238	452,036	42.8%	306,816
2045 City Assessor							
0080 City Assessor	723,244	42,521	765,765	353,486	409,633	46.5%	344,475
2045 City Assessor Total	723,244	42,521	765,765	353,486	409,633	46.5%	344,475
2050 Finance							
0090 Office of Management & Budget	618,447	76,899	695,346	320,609	359,233	48.3%	310,261
0093 Billings And Collections	1,255,856	144,448	1,400,304	431,430	693,447	50.5%	574,983
0094 Procurement	340,394	28,151	368,545	166,776	198,335	46.2%	119,011
0095 Accounting	918,651	90,761	1,009,412	438,630	495,658	50.9%	479,622
2050 Finance Total	3,133,348	340,259	3,473,607	1,357,446	1,746,673	49.7%	1,483,877
2055 Human Resources							
0110 Human Resources	817,432	(41,541)	775,891	331,278	431,613	44.4%	390,403
0111 Occupational Health Svs	175,000	-	175,000	74,665	100,335	42.7%	82,673
0112 Health Management Program	-	-	-	-	-	0.0%	21,765
2055 Human Resources Total	992,432	(41,541)	950,891	405,944	531,947	44.1%	494,840
2057 Information Technology							
0115 Application Services	1,336,183	60,397	1,396,580	591,681	804,899	42.4%	566,628
0116 Network Services	1,651,021	54,368	1,705,389	748,428	956,961	43.9%	743,908
0117 IT Administration	450,413	8,815	459,228	201,221	245,619	46.5%	175,271
0125 GIS	311,248	33,706	344,954	160,343	176,462	48.8%	159,034
2057 Information Technology Total	3,748,865	157,286	3,906,151	1,701,673	2,183,941	44.1%	1,644,840
2065 Registrar							
0150 Registrar	184,437	2,277	186,714	81,413	104,185	44.2%	85,429
0151 Electoral Board	99,597	-	99,597	47,694	51,903	47.9%	60,437
2065 Registrar Total	284,034	2,277	286,311	129,107	156,087	45.5%	145,866
2090 Education							
0200 Lcl Sch Oper Contribution	42,890,498	(862,000)	42,028,498	14,550,000	27,478,498	34.6%	13,400,000
2090 Education Total	42,890,498	(862,000)	42,028,498	14,550,000	27,478,498	34.6%	13,400,000
2105 Circuit Court-Judge							
0300 Circuit Court-Judge	154,417	2,265	156,682	60,999	87,487	44.2%	65,073
2105 Circuit Court-Judge Total	154,417	2,265	156,682	60,999	87,487	44.2%	65,073
2110 General District Court							
0310 General District Court	55,073	1,907	56,980	17,295	36,348	36.2%	15,539
2110 General District Court Total	55,073	1,907	56,980	17,295	36,348	36.2%	15,539
2115 Juvenile & Dr Dist Court							
0320 Juvenile & Dr Dist Court	14,273	-	14,273	7,309	4,765	66.6%	5,718
2115 Juvenile & Dr Dist Court Total	14,273	-	14,273	7,309	4,765	66.6%	5,718
2120 24th Court Service Unit							
0330 24th Court Service Unit	1,472	-	1,472	117	1,355	7.9%	1,557
2120 24th Court Service Unit Total	1,472	-	1,472	117	1,355	7.9%	1,557
2125 Commonwealth's Attorney							
0340 Commonwealth Attorney	1,629,342	56,927	1,686,269	731,046	953,000	43.5%	732,043
0343 Com Aty Fines & Fees Coll	63,186	253	63,439	28,222	34,372	45.8%	27,329

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/19	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 12/31/18
2125 Commonwealth's Attorney Total	1,692,528	57,180	1,749,708	759,268	987,373	43.6%	759,372
2130 Magistrate's Office							
0350 Magistrate's Office	3,782	49	3,831	1,628	2,182	43.0%	1,602
2130 Magistrate's Office Total	3,782	49	3,831	1,628	2,182	43.0%	1,602
2135 Circuit Court-Clerk							
0360 Circuit Court-Clerk	899,610	57,184	956,794	415,011	541,783	43.4%	387,447
2135 Circuit Court-Clerk Total	899,610	57,184	956,794	415,011	541,783	43.4%	387,447
2200 City Sheriff							
0400 City Sheriff And Jail	2,255,619	46,112	2,301,731	1,033,183	1,268,548	44.9%	1,050,841
2200 City Sheriff Total	2,255,619	46,112	2,301,731	1,033,183	1,268,548	44.9%	1,050,841
2240 Police							
0420 Police Operations	17,147,895	901,045	18,048,940	8,195,440	9,721,624	46.1%	7,997,438
0421 Animal Warden	337,222	11,757	348,979	132,297	216,682	37.9%	134,443
0429 Range Operations	13,800	2,173	15,973	10,544	4,649	70.9%	6,795
0430 Police Off Duty Employmnt	1,151,894	737	1,152,631	445,419	707,212	38.6%	494,687
2240 Police Total	18,650,811	915,712	19,566,523	8,783,699	10,650,168	45.6%	8,633,363
2245 Emergency Services							
0422 Emergency Communications	2,693,488	197,604	2,891,092	1,232,392	1,630,972	43.6%	1,230,557
2245 Emergency Services Total	2,693,488	197,604	2,891,092	1,232,392	1,630,972	43.6%	1,230,557
2270 Fire							
0444 Fire Operations And Ems	15,920,814	481,577	16,402,391	7,473,260	8,892,748	45.8%	7,177,779
0446 TRT- PIER Program	76,500	32,517	109,017	94,856	14,162	87.0%	50,011
2270 Fire Total	15,997,314	514,094	16,511,408	7,568,116	8,906,910	46.1%	7,227,790
2400 Public Works							
0600 Public Works Administrat.	939,884	40,342	980,226	442,624	499,457	49.0%	434,139
0605 Engineering	3,997,263	94,996	4,092,259	1,658,803	2,348,260	42.6%	1,745,524
0632 Street Maintenance,II	3,449,449	1,692,545	5,141,994	1,302,831	2,460,683	52.1%	1,197,923
0635 Snow Removal	297,570	179,141	476,711	165,689	245,951	48.4%	386,454
0640 Refuse Collection	3,086,694	355,216	3,441,910	1,462,552	935,067	72.8%	1,419,977
0645 Parks/Grounds Maintenance	3,254,523	437,351	3,691,874	1,635,919	1,847,405	50.0%	1,499,330
0649 Baseball Stadium Maint	117,823	-	117,823	47,084	69,696	40.8%	50,635
0650 Building Maintenance	3,795,831	153,215	3,949,046	1,688,053	2,111,516	46.5%	1,727,658
0660 Human Services Maint.	243,090	6,923	250,013	119,729	113,891	54.4%	118,751
2400 Public Works Total	19,182,127	2,959,729	22,141,856	8,523,284	10,631,927	52.0%	8,580,392
2555 Health							
0800 Health Operations	747,685	-	747,685	373,843	-	100.0%	581,587
2555 Health Total	747,685	-	747,685	373,843	-	100.0%	581,587
2561 Juvenile Services							
0904 Juvenile Service Admin.	255,955	(45,943)	210,012	86,042	123,970	41.0%	89,298
0905 Juvenile Detention Home	400,000	-	400,000	344,079	55,921	86.0%	282,968
0906 Lynchburg Youth Group Home	1,232,087	35,551	1,267,638	549,049	709,858	44.0%	506,812
0915 Csa Service Providers	1,912,171	1,484	1,913,655	953,418	960,237	49.8%	1,040,678
0929 Lynchburg Outreach Prog	196,369	5,564	201,933	90,374	110,442	45.3%	94,373
2561 Juvenile Services Total	3,996,582	(3,344)	3,993,238	2,022,962	1,960,429	50.9%	2,014,129
2562 Social Services							
0901 Social Services Admin.	8,529,191	493,476	9,022,667	4,027,857	4,983,530	44.8%	3,688,132
0902 Public Assistance	8,869,737	18,225	8,887,962	4,348,770	4,520,967	49.1%	3,434,896
2562 Social Services Total	17,398,928	511,701	17,910,629	8,376,627	9,504,498	46.9%	7,123,027
2563 Recreation Services							
0116 Network Services	77,656	1,408	79,064	34,463	44,601	43.6%	33,355
1002 Parks/Rec/Market	401,685	18,797	420,482	180,626	233,790	44.4%	194,780
1010 Recreation, General Admin	566,221	52,752	618,973	251,530	366,109	40.9%	239,804
1011 Recreation Services	142,107	2,995	145,102	64,182	80,920	44.2%	62,921
1013 Recreation, Athletic	148,716	7,236	155,952	71,539	84,413	45.9%	67,174
1015 Recreation, Park Services	717,793	51,229	769,022	344,349	424,674	44.8%	356,470
1022 Recreation, Aquatics	93,313	927	94,240	38,319	55,921	40.7%	42,470
1023 Recreation, Naturalist	178,358	11,815	190,173	60,131	130,042	31.6%	64,974
1024 Special Events-Cty Sponsr	30,000	-	30,000	19,126	10,874	63.8%	43,721
1027 Recreation Programs	537,760	4,609	542,369	222,498	319,871	41.0%	237,025
1028 City-wide Centers	281,512	8,726	290,238	122,864	167,374	42.3%	122,386
1029 Neighborhood Centers	651,238	42,134	693,372	299,103	394,269	43.1%	251,157
2563 Recreation Services Total	3,826,359	202,628	4,028,987	1,708,730	2,312,858	42.6%	1,716,237
2610 Libraries							
1100 Public Library	1,430,886	142,952	1,573,838	686,242	864,514	45.1%	626,196
1120 Law Library	8,200	-	8,200	5,314	2,886	64.8%	3,841
2610 Libraries Total	1,439,086	142,952	1,582,038	691,557	867,400	45.2%	630,037
2611 Museum System							
1150 Museum	472,867	13,363	486,230	219,524	265,991	45.3%	222,355
2611 Museum System Total	472,867	13,363	486,230	219,524	265,991	45.3%	222,355
2715 Community Development							
1200 Director-Comm Plan/Dev	287,928	16,067	303,995	134,449	169,546	44.2%	131,289

Expenditures	Adopted Budget	Budget Amendment	Amended Budget	Actual Amount 12/31/19	Remaining Budget w/ Encumbrances	Percentage Used w/ Encumbrances	Actual Amount 12/31/18
1201 Planning	331,202	15,627	346,829	162,011	184,807	46.7%	138,527
1202 Inspections	930,014	61,975	991,989	407,356	584,158	41.1%	382,368
1205 Zoning	295,375	16,729	312,104	131,048	181,056	42.0%	114,544
2715 Community Development Total	1,844,519	110,398	1,954,917	834,864	1,119,567	42.7%	766,728
2720 Office Of Economic Devel							
1300 Economic Development	1,589,369	47,868	1,637,237	972,911	702,081	57.1%	256,260
2720 Office Of Economic Devel Total	1,589,369	47,868	1,637,237	972,911	702,081	57.1%	256,260
5000 Nondept Employee Benefits							
1430 Non-allocated Emp Benefit	4,109,884	-	4,109,884	1,948,836	2,161,048	47.4%	1,624,978
5000 Nondept Employee Benefits Total	4,109,884	-	4,109,884	1,948,836	2,161,048	47.4%	1,624,978
5050 Non-Departmental							
1506 Water Oper Fund Payments	836,390	-	836,390	418,196	418,194	50.0%	407,665
1508 Stormwater Fee-City Bldgs	88,500	-	88,500	36,709	51,791	41.5%	44,027
1509 Stormwater Fee-School Bld	70,200	-	70,200	29,132	41,068	41.5%	34,903
1512 College Lake Dam Repairs	-	81,908	81,908	115,140	(155,150)	289.4%	640,623
1567 Years of Service Awards	14,500	-	14,500	6,628	7,872	45.7%	7,771
1568 Retirement Recognition	4,600	-	4,600	-	4,600	0.0%	-
1569 Take Your Kids to Work Dy	1,000	-	1,000	-	1,000	0.0%	(500)
1570 Emp Appreciation Luncheon	3,000	-	3,000	1,087	1,913	36.2%	1,083
1573 Payment-Fleet Capital Chg	2,651,242	-	2,651,242	1,243,164	1,408,078	46.9%	1,184,111
1574 Health Management Program	15,000	-	15,000	1,761	13,239	11.7%	37,436
1575 Employee Committee Funds	8,000	-	8,000	328	7,672	4.1%	150
1576 Line of Duty Act	248,314	-	248,314	102,204	146,110	41.2%	141,565
1578 Poverty Initiative	25,000	121,001	146,001	3,211	142,790	2.2%	11,695
1579 Recruitment	10,000	-	10,000	5,857	4,143	58.6%	298
1580 International Festival	500	2,173	2,673	(500)	3,173	-18.7%	-
1581 Workplace Safety & Wellness	75,000	-	75,000	29,705	45,295	39.6%	-
1637 City Cemetery Master Plan	132,438	-	132,438	87,642	-	100.0%	87,642
5050 Non-Departmental Total	4,183,684	205,082	4,388,766	2,080,264	2,141,788	51.2%	2,598,470
5060 Support Local/State Organ							
1702 V.P.I. Extension Service	40,685	-	40,685	9,853	(55)	100.1%	10,623
1705 Lynchburg Humane Society	405,440	-	405,440	405,440	0	100.0%	351,697
1707 Cent Va Area Agc On Aging	15,000	-	15,000	15,000	-	100.0%	15,000
1708 Horizon Behavioral Health	567,000	-	567,000	330,750	-	100.0%	324,275
1709 Cvcc Board & Related Oper	1,955	-	1,955	1,955	-	100.0%	1,942
1711 Cent Va Planning Dist Com	46,219	-	46,219	46,219	1	100.0%	45,730
1715 Greater Lynch. Transit Co	1,728,785	-	1,728,785	1,728,785	-	100.0%	1,728,785
1721 Blue Ridge Regional Jail	5,263,707	-	5,263,707	2,542,607	89,247	98.3%	2,627,657
1724 Legal Aid Society	12,167	-	12,167	12,167	-	100.0%	11,699
1739 Contrib- Amazement Square	267	-	267	-	267	0.0%	-
1743 Central Va Reg Radio Brd	684,854	-	684,854	389,090	295,764	56.8%	428,703
1747 The Virginian	-	-	-	-	-	0.0%	-
1748 Elizabeth's Early Learn Center	15,854	-	15,854	15,854	(0)	100.0%	11,066
5060 Support Local/State Organ Total	8,781,933	-	8,781,933	5,497,719	385,223	95.6%	5,557,177
7450 Debt Service							
5985 Refunded Debt Payments	-	13,850,000	13,850,000	13,850,000	-	100.0%	-
5990 Principal Bonds/BANS/LOC	10,897,502	-	10,897,502	4,774,467	6,123,035	43.8%	5,118,534
5994 Interest Bonds/BANS/LOC	6,754,206	-	6,754,206	3,513,028	3,241,178	52.0%	3,696,335
5996 Debt Issuance Costs	-	-	-	1,933	(1,933)	0.0%	-
5997 Debt - Misc. Charges	6,765	-	6,765	3,042	3,723	45.0%	4,038
7450 Debt Service Total	17,658,473	13,850,000	31,508,473	22,142,471	9,366,002	70.3%	8,818,906
7570 Other Financing Uses							
9710 Operating Transfers Out	6,134,662	250,836	6,385,498	3,118,039	3,267,459	48.8%	3,154,475
7570 Other Financing Uses Total	6,134,662	250,836	6,385,498	3,118,039	3,267,459	48.8%	3,154,475
Grand Total	190,165,430	20,154,142	210,319,572	99,091,390	104,134,071	50.5%	83,241,628

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 25, 2020**

AGENDA ITEM #: **1**

CONSENT:
ACTION: **X**

REGULAR:
INFORMATION:

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Two-Way Traffic Conversion of Main Street and Church Street

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to proceed with conversion of Main and Church Streets to two-way, as recommended in the *Downtown 2040 Master Plan*.

SUMMARY: In 1954, Council voted (4-3) to change the direction of travel for Main and Church Streets to a one-way configuration. This decision was done under the premise of combating automobile congestion and followed the nationwide trend of favoring the automobile and suburban shopping experience. This decision aided in eroding the pedestrian environment of downtown and focused on moving traffic “through” and “around” Downtown.

The conversion of Main and Church Streets to a two-way configuration has been recommended by staff since the adoption of the *Downtown & Riverfront Master Plan 2000*. This recommendation and the benefits of converting to two-way have been reaffirmed with the explicit recommendation for conversion in the *Downtown 2040 Master Plan*. The conversion to two-way is supported by citizens, business owners, past and present City Transportation Engineers, multiple outside engineering studies, Lynchburg Police Department, Lynchburg Fire Department and the Downtown Lynchburg Association. Staff is certainly aware that two-way traffic on Main and Church Streets is not supported by all stakeholders; however, staff believes that there is more compelling interest and evidence for the conversion from one-way to two-way traffic on Church and Main Streets. Specific reasons for converting Downtown’s travel direction from a one-way configuration to a two-way include:

- One-way streets increase the creation of a through-way rather than creating a downtown destination opportunity;
- One-way streets create unnecessary turning movements, increasing traffic volumes;
- One-way streets require extra travel routes in order to reach a specific destination;
- One-way streets with multiple lanes enable aggressive motorists to speed;
- One-way streets create driver “tunnel vision” where they see little around them and are unlikely to stop at businesses;
- Two-lane, one-way streets with stop signs create undesirable crossing environments for pedestrians;
- During construction one-Way streets are more difficult to detour traffic and provide the same business accessibility, as there are fewer options for traffic;
- Two-way streets promote transit use;
- Two-way streets are better for the economy as each and every business has equal ability of its frontage to be seen by passing traffic.

Resolution #R-18-094 was passed by City Council on November 13, 2018 to adopt the *Downtown 2040 Master Plan*. The Resolution states:

“WHEREAS: The Downtown 2040 Master Plan recommends the implementation of two-way traffic on Church and Main Streets as a means to improve walkability, slow traffic, promote economic development and improve circulation and promote Downtown as a destination to go ‘to’ and not ‘through.’”

“WHEREAS: The implementation of two-way traffic on Church and Main Streets shall occur after the effective designation, use and enforcement of timed and permanent loading zones for deliveries.”

On May 14, 2019, City Council adopted amendments to City Code related to Loading Zones. These amendments updated the language related to the use of loading zones, made it illegal for vehicles to block a lane of travel while engaged in loading or unloading activities on one-way streets and increased fine amounts related to violations. The Code changes allowed for the implementation of a Loading Zone Pilot Program.

On October 22, 2019, City staff reported to City Council the positive changes in the manner and use of loading zones as a result of the ordinance and loading zone changes. Deliveries were still capable of being made to businesses within designated loading zones. Delivery vehicles were no longer parking in a lane of travel, allowing for safer vehicular and pedestrian travel.

As a result of the Main Street Renewal construction, many blocks of Main Street have no parking and no loading zones. During construction, deliveries are still being made effectively with alternate loading zones such as the “all day” loading zone on Commerce Street and loading zones on 9th and 10th Streets. The Loading Zone Pilot Program and effective deliveries during construction indicate the “effective designation, use and enforcement of timed and permanent loading zones for deliveries.”

City staff recommends implementing the conversion of Church and Main Streets to two-way as part of the Main Street renewal construction. As part of the construction, signal poles and mast arms must be replaced. There is a minimum of a ten (10)-month lead time on ordering these materials. If signals are not replaced in the configuration necessary for the two-way conversion, the work would need to be completed a second time at an increased cost.

Following review by the City’s Physical Development Committee, staff was asked to prepare metrics that could be evaluated in coming years to verify the two-way traffic conversion was accomplishing the goals for Downtown. Staff proposes ongoing monitoring of (1) assessed values, (2) storefront occupancy, (3) compliance with loading zones, (4) traffic volumes and (5) traffic accidents as measures of success. Each metric would be refined specifically to include only Main Street and Church Street corridor data. Should City staff or a future City Council deem the conversion unsuccessful, the estimated cost to revert to one-way is estimated to be \$75,000.

PRIOR ACTION(S):

May 22, 2001:	City Council adopted <i>Downtown & Riverfront Master Plan 2000</i> .
November 13, 2018:	City Council adopted the <i>Downtown 2040 Master Plan</i> .
May 14, 2019:	City Council adopted amendments to Loading Zone Ordinance.
May 14, 2019:	City staff implemented the Loading Zone Pilot Program.
September 16, 2019:	Main Street Renewal construction begins.
October 22, 2019:	City Council heard a presentation on the success of Loading Zone Pilot program and left the May 14, 2019 amendments to Loading Zone Ordinance intact.
February 11, 2020:	The Physical Development Committee supported forwarding the staff recommendation to City Council with the addition of metrics to gauge successful implementation and a methodology to revert to one-way traffic if the conversion was not successful.

FISCAL IMPACT: Funding for two-way conversion is included in the Fiscal Year 2020 CIP.

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

ATTACHMENT(S):

- Resolution
- Presentation Slides
- Two-way Traffic Agenda Item Summary – March 28, 2017

REVIEWED BY: raw

RESOLUTION:

#R-20-018

WHEREAS, two-way traffic conversion will promote the further development of Downtown businesses by increasing exposure and enhancing the pedestrian and bicycling experience;

WHEREAS, two-way traffic will strengthen the vibrancy of Downtown Lynchburg as a destination for residents and visitors alike to enjoy the culture, recreation and history of a Downtown environment;

WHEREAS, two-way traffic studies of the conversion show speed is reduced and adequate road capacity is maintained;

WHEREAS, Lynch's Landing Foundation (renamed Downtown Lynchburg Association on April 25, 2017), Lynchburg's Downtown advocacy organization, approved a Resolution on March 9, 2017 in support of two-way traffic on Main Street;

WHEREAS, the success of the Loading Zone Pilot Program and effective deliveries during the Main Street Renewal project indicate the effective designation, use and enforcement of timed and permanent loading zones for deliveries;

NOW, THEREFORE, BE IT RESOLVED that the Lynchburg City Council hereby supports the conversion of Main and Church Streets to a two-way traffic pattern as currently designed and planned for implementation during the Main Street Renewal project.

Adopted:

Certified: _____
Clerk of Council

027R



Two-Way Traffic Conversion

Tom Martin, AICP, City Planner

City Council Work Session
February 25, 2020



Purpose and Outline

Purpose: Review Staff Recommendation for Implementing Two-Way Traffic on Main Street and Church Street.

Outline:

- 1. Timeline**
- 2. Benefits of Implementing**
- 3. Loading Zones**
- 4. Why Now?**
- 5. Recommendation and Metrics of Success**
- 6. Discussion**



History

Text

LYNCHBURG, 1954

Main Street and Church Street were converted to one direction travel in June of 1954. City Council had decided in February of that year, in a 4-3 vote, to conduct a 90-day trial of one-way streets. It was one of three proposals to combat automobile congestion on Downtown streets, but not the one narrowly favored (316-302 votes) by the public according to a survey conducted by the Lynchburg News just before City Council's vote. This decision was one of many that followed the nationwide trend of the era to facilitate automobile use and suburban retail shopping experiences. The construction of the Lynchburg Expressway and the John Lynch Bridge, the removal of parking on 5th Street and the Rivermont Bridge, the routine widening of streets like Memorial Avenue and Langhorne Road, the replacement of time actuated signals with vehicle actuated ones, the increase of curb radii to facilitate quicker turning movements and the conversion of previously two-way streets to one direction all helped decentralize the city and unforgivingly eroded the pedestrian environment in Downtown.

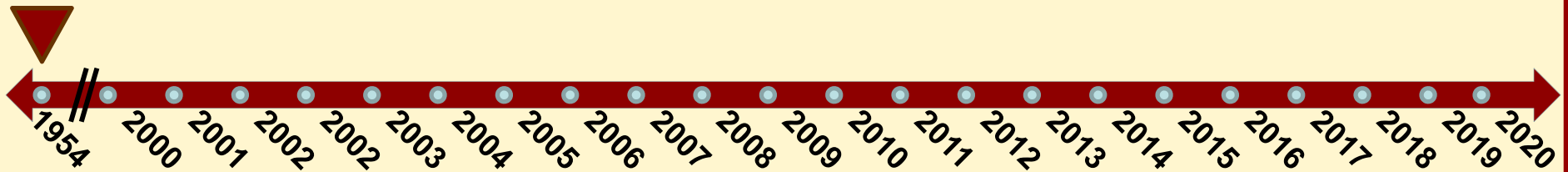




Two-Way Traffic Timeline

1954

- **Council votes (4-3) to change direction of travel for Main & Church Streets to one-way**
 - Premise of combating automobile congestion
 - Followed nationwide trend of favoring automobiles and suburban shopping experience
 - Eroded pedestrian environment
 - Helped decentralize the City

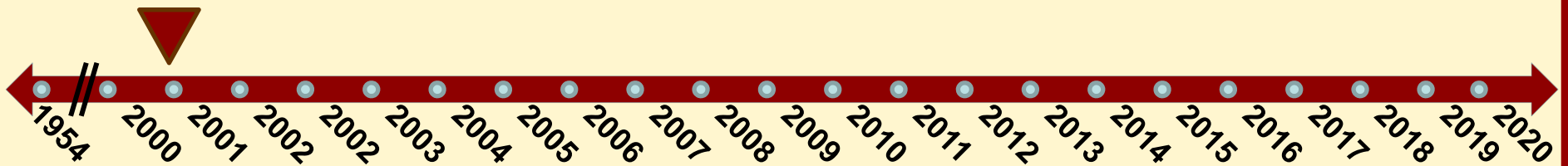




Two-Way Traffic Timeline

2001

- **Downtown & Riverfront Master Plan Adopted**
 - Two-way traffic was requested by retail merchants
 - Slow traffic & double exposure
 - Stop signs in lieu of traffic lights
 - Future decisions to be made by City staff in conjunction with businesses and citizens

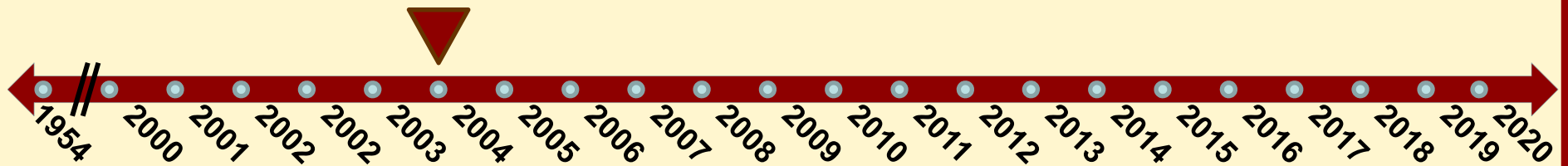




Two-Way Traffic Timeline

2004

- Council Review of Two-Way Traffic Study – 2/24/2004
- City Council directs and funds further study of Two-Way Traffic – 7/13/2004

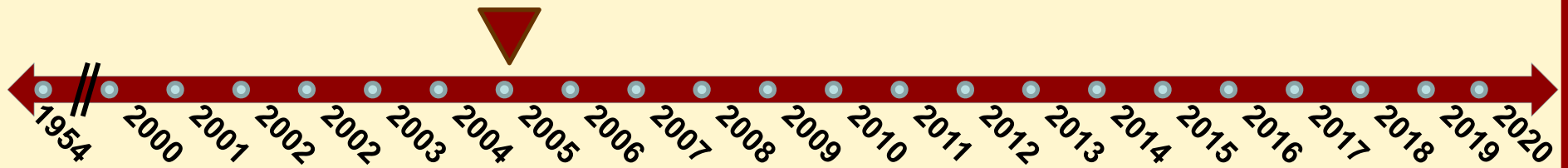




Two-Way Traffic Timeline

2005

- **Two-Way Traffic Study indicates conversion works – 08/23/2005**

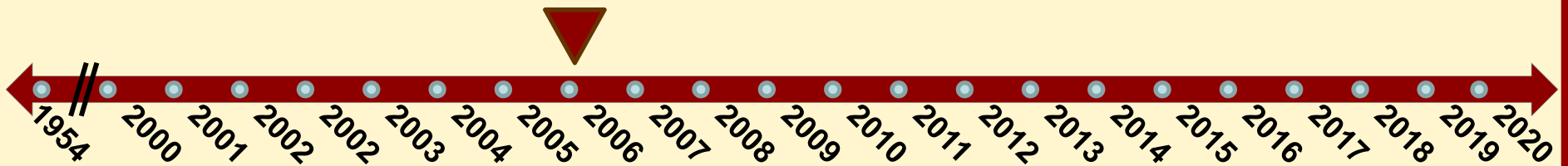




Two-Way Traffic Timeline

2006

- Downtown merchants support Two-Way Traffic to City Council – 03/28/2006

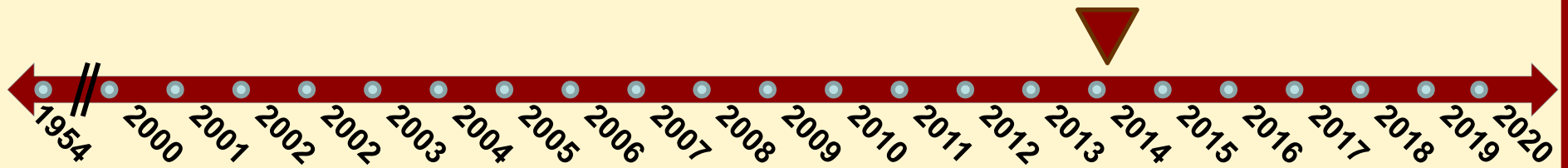




Two-Way Traffic Timeline

2014

- **PDC Meeting on Downtown Improvements / Two-Way – 10/14/2014**

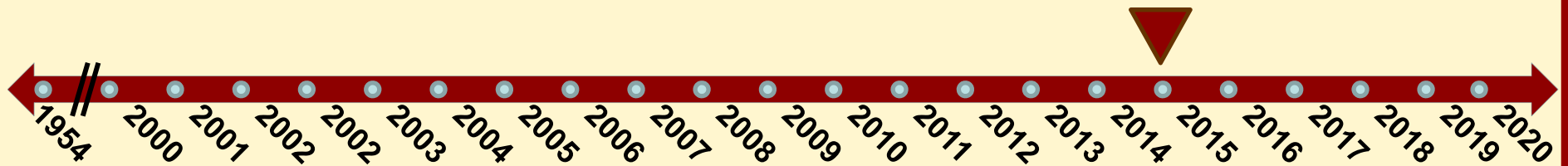




Two-Way Traffic Timeline

2015

- PDC Meeting on Downtown Improvements / Two-Way – 07/14/2015
- Public Meeting on Downtown Improvements – 07/16/2015
- EPR Study of Rivermont Intersection – 11/16/2015
- Public Meeting – Utility / Streetscape – 11/17/2015

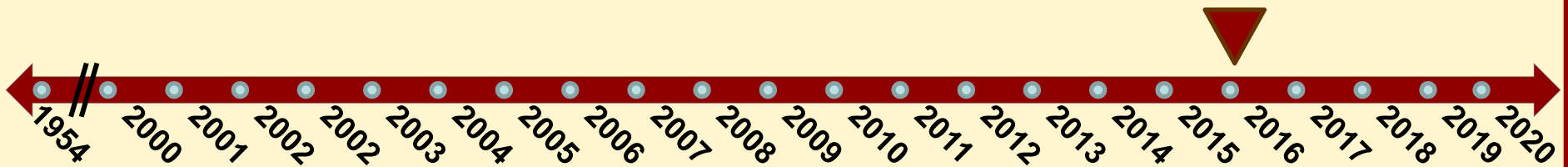




Two-Way Traffic Timeline

2016

- Loading Zone research begins – 02/23/2016
- WRA Study of Loading Zone & turning movements – 04/01/2016
- EPR Study of Rivermont Intersection update – 04/22/2016
- Press release for Two-Way Public Meeting – 05/18/2016
- News Advance Article – 05/18/2016
- City Council Briefing – 06/14/2016
- Public Meeting for Downtown Projects

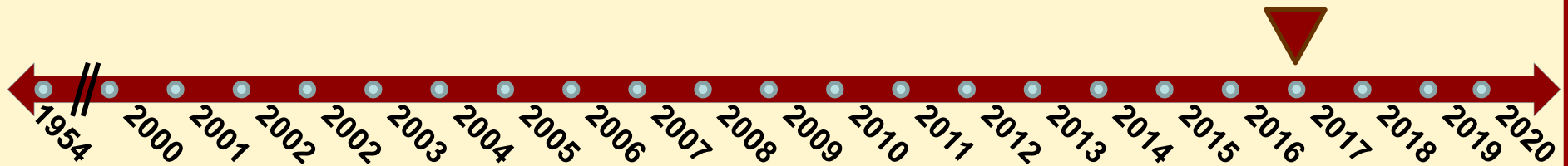




Two-Way Traffic Timeline

2017

- Implementation Plan Draft for Two-Way Conversion – 01/31/2017
- Invitation to Bid – 02/01/2017
- Conversion outreach to businesses begins – 02/13/2017
- Delivery Company outreach beings – 03/01/2017

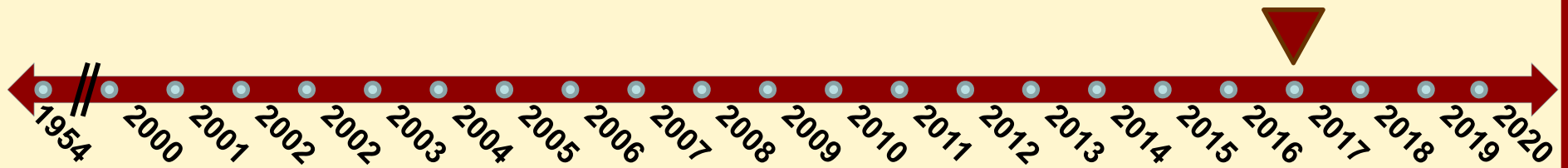




Two-Way Traffic Timeline

2017

- Council votes against Two-Way Conversion – 03/28/2017
- Citizens speak in favor of Two-Way Conversion – 04/11/2017
- Council defers further action on two-way pending outcome of Downtown 2040 Plan – 04/25/2017

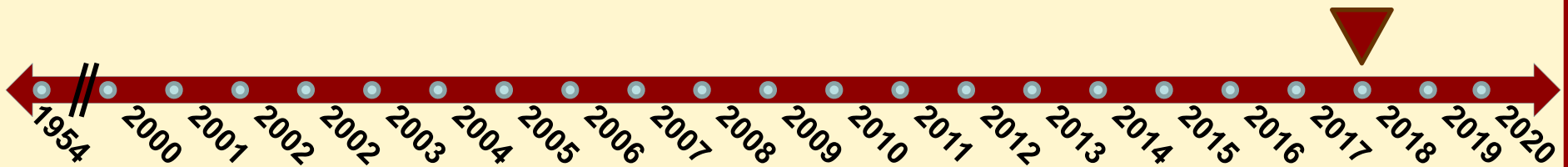




Two-Way Traffic Timeline

2018

- City Council update on Downtown 2040 Master Plan – 06/12/2018
- City Council Work Session Downtown 2040 Master Plan – 09/11/2018
- City Council Public Hearing Downtown 2040 Master Plan – 10/08/2018
- Downtown 2040 Master Plan Adopted – 11/13/2018



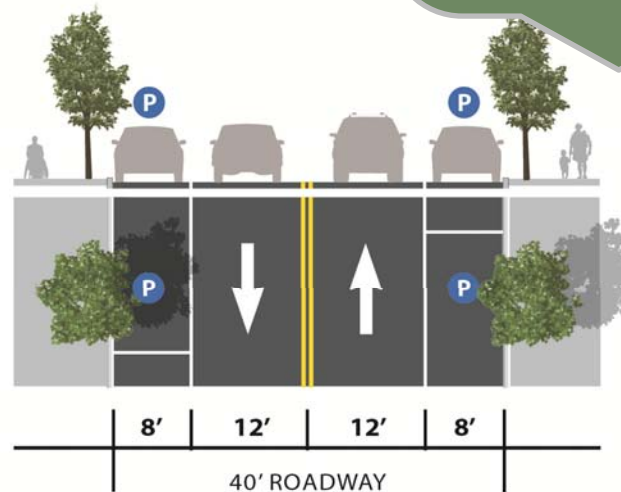


Downtown 2040 Master Plan

MOBILITY & ACCESSIBILITY Short Term Strategies p. 152

- **Convert Main and Church Street from One-way to Two-way**

“Current state of Business Downtown...Parking and access to businesses is a challenge... Time spent trying to find parking. Circling block...Perception is businesses are closed. Hard to get to businesses, and therefore, a decline in business.”



PROPOSED MAX CIRCULATION



Downtown 2040 Master Plan

Specific Reasons to convert Downtown's travel direction

- One-way streets increase the creation of a through-way rather than creating a downtown destination opportunity.
- One-way streets create unnecessary turning movements, increasing traffic volumes.
- One-way streets require extra travel routes in order to reach a specific destination.
- One-way streets with multiple lanes enable aggressive motorists to speed.
- One-way streets create driver “tunnel vision” where they see little around them and are unlikely to stop at businesses.



Downtown 2040 Master Plan

Specific Reasons to convert Downtown's travel direction

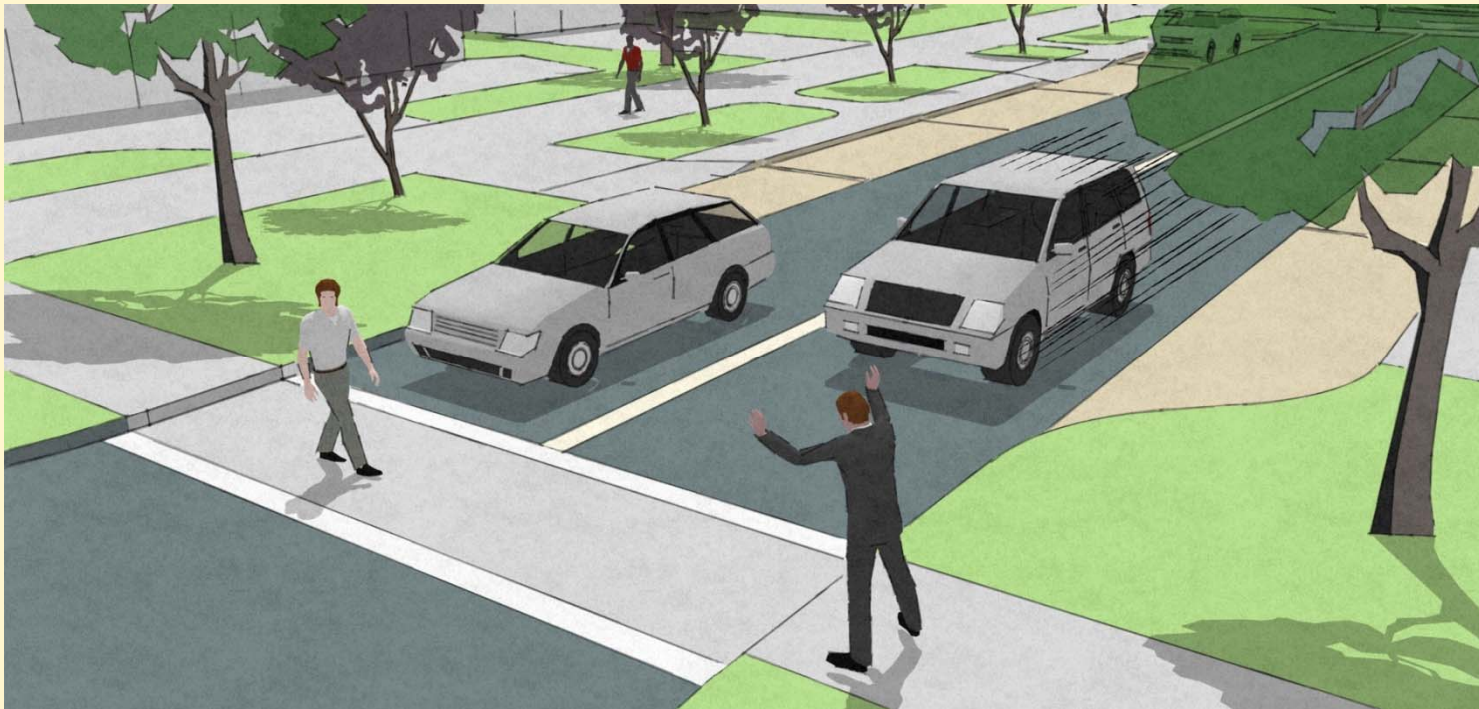
- **Two-lane, one-way streets with stop signs create undesirable crossing environments for pedestrians.**
- **During construction one-way streets are more difficult to detour traffic and provide the same business accessibility as there are fewer options for traffic.**
- **Two-way streets promote transit use.**
- **Two-way streets are better for the economy as each and every business has equal ability of its frontage to be seen by passing traffic**



Downtown 2040 Master Plan

Specific Reasons to convert Downtown's travel direction

- Two-lane, one-way streets with stop signs create undesirable crossing environments for pedestrians.



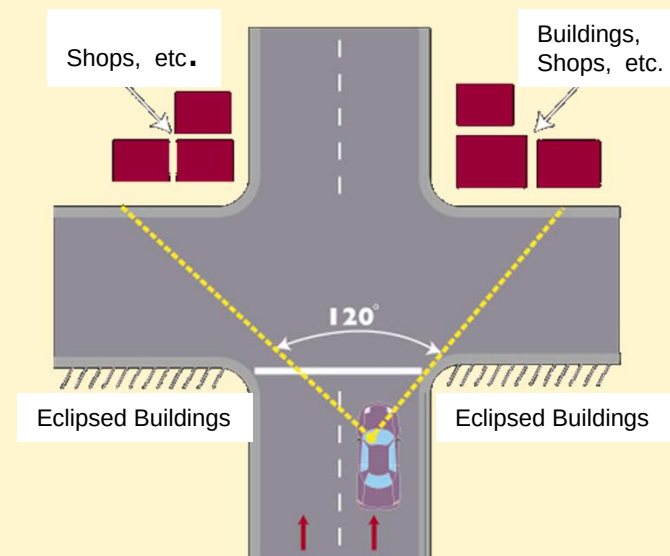
The “Multiple Threat” Pedestrian Conflict



Downtown 2040 Master Plan

Specific Reasons to convert Downtown's travel direction

- **Speeding encouraged on one-way streets creates driver “tunnel vision” where they see little around them and are unlikely to stop at adjacent businesses.**
- **Two-way streets are better for the economy as each and every business has equal ability of its frontage to be seen by passing traffic.**





Downtown 2040 Master Plan

Specific Reasons to convert Downtown's travel direction

- During construction one-way streets are more difficult to detour traffic and provide the same business accessibility as there are fewer options for traffic.



Downtown 2040 Master Plan

Supported by:

- **Citizens**
- **Business Owners**
- **2000 Downtown & Riverfront Master Plan**
- **Past & Present City Transportation Engineers**
- **Several Outside Engineering Studies**
- **Lynchburg Police Department**
- **Lynchburg Fire Department**
- **Downtown Lynchburg Association**



Downtown 2040 Master Plan

Adopted November 13, 2018

WHEREAS: The Downtown 2040 Master Plan recommends the implementation of 2-Way traffic on Church & Main Streets as a means to improve walkability, slow traffic, promote economic development and improve circulation and promote Downtown as a destination to go “to” and not “through”.

WHEREAS: The implementation of 2-Way traffic on Church & Main Streets shall occur after the effective designation, use and enforcement of timed and permanent loading zones for deliveries.

RESOLUTION

#R-18-094

WHEREAS: The Lynchburg *Downtown & Riverfront Master Plan 2000* was adopted by City Council May 22, 2001.

WHEREAS: The Vision established by the Lynchburg *Downtown & Riverfront Master Plan 2000* has led to the successful revitalization of the Downtown with significant public and private investment.

WHEREAS: The Planning Commission initiated amendments to the *Downtown & Riverfront Master Plan 2000* on April 26, 2017.

WHEREAS: The *Downtown 2040 Master Plan* establishes a new Vision, higher goals, integrates previous planning efforts and significant public engagement to ensure the continued success of the Downtown for the next twenty (20) years.

WHEREAS: The Planning Commission recommended adoption of the *Downtown 2040 Master Plan* after a work session on August 8, 2018 and a public hearing on August 22, 2018.

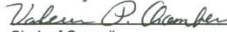
WHEREAS: The *Downtown 2040 Master Plan* recommends the implementation of 2-Way traffic on Church & Main Streets as a means to improve walkability, slow traffic, promote economic development and improve circulation and promote Downtown as a destination to go “to” and not “through”.

WHEREAS: The implementation of 2-Way traffic on Church & Main Streets shall occur after the effective designation, use and enforcement of timed and permanent loading zones for deliveries.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that in order to promote the public necessity, convenience, general welfare and good zoning practice as is required by the *Code of Virginia*, the City Council adopts the *Downtown 2040 Master Plan* to replace the *Downtown & Riverfront Master Plan 2000* as part of the City of Lynchburg *Comprehensive Plan 2013-2030*, including amending the *Future Land Use Map (FLUM)* as shown on page 39 of the *Downtown 2040 Master Plan*.

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that in order to promote the public necessity, convenience and general welfare, the City Council does hereby direct City Staff to prepare amendments to Sections 25-249, 25-250 and Section 25-265 of the City Code to ensure the effective designation, use and enforcement of timed and permanent loading zones for deliveries outside of travel lanes.

Adopted: November 13, 2018

Certified: 
Clerk of Council

132K



Loading Zones

Loading Zones

- 02/26/19 – Loading Zone Ordinance changes discussed with PDC
- 03/12/19 – Business and delivery company outreach discussed with PDC
- 04/09/19 – Business and delivery company outreach discussed with PDC
- 04/23/19 – City Council directs City Staff to amend Loading Zone Ordinance
- 05/14/19 – City Council adopts amendments to Loading Zone Ordinance
- 05/14/19 – City Staff proceeds with Loading Zone Pilot Program
- 09/13/19 – Loading Zone Pilot Program ends
- 9/16/2019 – Main Street Renewal Project Begins
- 10/22/19 – City Staff reports success with Loading Zone Pilot Program and City Council leaves Loading Zone Ordinance in Place



Loading Zones

Loading Zones

- **Loading Zones working well during construction**
 - Indicates as previously stated that delivery companies can and will adapt
 - Permanent Loading Zone on Commerce Street is working particularly well





Why Now?

Why Now?

- 20 years of discussion, multiple plans and studies indicating benefits of 2-Way Conversion
- Loading Zones have been proven to work
- Time to move Downtown forward
- Main Street Renewal Construction is ahead of schedule
 - Continuing to try and shorten construction duration
 - Lead time for ordering signals is 10 months
 - If signals are not replaced with appropriate configuration they would have to be replaced a 2nd time



Recommendation

Recommendation

Proceed with implementation of 2-Way traffic conversion on Main Street and Church Street as recommended by the Downtown 2040 Master Plan.

Metrics to affirm successful implementation (multiple years)

- **Increased assessed value of property along Main and Church Streets**
- **Increased storefront occupancy along Main and Church Streets**
- **Loading zone compliance along Main and Church Streets**
- **Increased traffic volume along Main and Church Streets**
- **Decreased traffic crashes along Main and Church Streets**



Discussion

Discussion

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **March 28, 2017**

AGENDA ITEM #: **9**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: **Conversion to Two-Way Traffic on Main and Church Streets**

Strategic Pillar(s) Impacted:

☐ Arts & Culture	☐ Citizen Engagement & Social Capital	☒ Economic Development	☒ Healthy & Active Living
☒ Infrastructure	☐ Land Use	☐ Lifelong Learning	☐ Natural Resources
☒ Neighborhoods	☒ Safe Community	☐ Social Equity	☒ Transportation
			☐ Administrative

RECOMMENDATION: Adopt a resolution supporting the conversion of Main and Church Streets to a two-way traffic pattern following a presentation on the history and timeline regarding two-way traffic.

SUMMARY: The conversion of Church and Main Streets from one-way to two-way traffic has been an item of discussion since the adoption of the Downtown and Riverfront Master Plan in 2001. The Master Plan recommends two-way traffic conversion in order to slow traffic and increase retail exposure. As noted below in "Prior Actions" there has been significant discussion and outreach with Downtown stakeholders and City Council on the matter of conversion to two-way traffic Downtown.

On July 13, 2004 City Council voted to hire a traffic consultant to study the possible conversion of Main and Church Streets to two-way traffic.

On March 28, 2006 downtown stakeholders submitted a petition to the City Manager requesting the City reestablish two-way traffic on Church and Main Streets.

As the former City Manager stated in his report to you on June 14, 2016 (see attached minutes and Council Agenda Item), one of the responsibilities and authority of the City Manager is to manage traffic in the City. Section 25-37 of the *City Code* states "The city manager shall have general supervision and control of the management and direction of all vehicular and pedestrian traffic and of the parking and routing of vehicles in the interest of public safety, comfort and convenience not inconsistent with the provisions of *Code of Virginia, Title 46.2*."

At Council's June 14, 2016 meeting, following the presentation on two-way traffic, there was no concern voiced by City Council regarding the implementation of two-way traffic as reported by the former City Manager. As a result, staff has been proceeding down the path of implementing two-way traffic.

Following concerns from four Council members regarding the implementation of two-way traffic on Church and Main Streets, the City Manager reported during Roll Call on February 28, 2017 that she would review with City Council on March 28, 2017 how we got to where we are today and discuss a path forward. To bring closure to the debate regarding two-way traffic, the City Manager recommends that City Council adopt a resolution supporting the implementation of two-way traffic.

It should be noted that the Board of Directors of the Lynch's Landing Foundation passed a Resolution (copy attached) on March 9, 2017 supporting two-way traffic on Main Street.

The attachments provide further information regarding the planned two-way conversion. Staff will discuss this information and be prepared to answer any questions during the Council meeting.

PRIOR ACTION(S):

- May 22, 2001, Adoption of the Downtown and Riverfront Master Plan
- July 13, 2004 Council Meeting, two-way traffic study approved
- March 28, 2006 Council meeting, petition for two-way traffic discussed
- June 14, 2016 Council Meeting, two-way traffic briefing
- October 14, 2014, Physical Development Committee Meeting

PRIOR ACTION(S) - continued:

- July 14, 2015, Physical Development Committee Meeting
- July 16, 2015, Public Meeting of Downtown Stakeholders
- November 16, 2015, Public Meeting of Downtown Stakeholders
- May 23, 2016 Public Meeting of Downtown Stakeholders
- December 12, 2016 Public Meeting of Downtown Stakeholders
- March 20, 2017 Two-Way Traffic Stakeholder Briefing at Market at Main Restaurant

FISCAL IMPACT: Responses to a Request for Proposals for the implementation of two-way traffic including signage, striping and the addition of traffic signals have been received. The apparent low bid is \$572,900. Funding in the amount of \$2.0 million was budgeted for this component of the Downtown Water Main Replacement and Streetscape Project. After further analysis, the \$1.4 million balance will be reallocated to other critical transportation projects.

CONTACT(S):

- Bonnie Svrcek, City Manager, 455-3990
- Charles Hartgrove, Deputy City Manager, 455-3990
- Gaynelle Hart, Director of Public Works, 455-4406
- Lee Newland, City Engineer, 455-3947
- Maggie Cossman, Traffic Engineer, 455-3935

ATTACHMENT(S):

- Resolution
- July 13, 2004 City Council Minutes and Agenda Summary
- March 28, 2006 City Council Minutes and Agenda Summary
- June 14, 2016 Minutes of the Proceedings of Agenda Item regarding Conversion to Two-Way Traffic on Church and Main Streets and Agenda Item Summary (without attachments)
- *City Code* Sec.25-37 Regarding Powers of City Manager (related to managing traffic in the City)
- Downtown Two-Way Traffic Conversion Timeline
- Two-way Street Conversion as a Downtown Revitalization Tool
- Two-Way Traffic Stakeholder Briefing, March 20, 2017 (Powerpoint Presentation)
- Streetscape and Two-Way Traffic Plan Design
- Resolution from the Board of Directors of Lynch's Landing Foundation

REVIEWED BY: bms

RESOLUTION:

WHEREAS, two-way traffic conversion will promote the further development of Downtown businesses by increasing exposure and enhancing the pedestrian and bicycling experience;

WHEREAS, two-way traffic will strengthen the vibrancy of Downtown Lynchburg as a destination for residents and visitors alike to enjoy the culture, recreation and history of a Downtown environment;

WHEREAS, two-way traffic studies of the conversion show speed is reduced and adequate road capacity is maintained;

WHEREAS, Lynch's Landing Foundation, Lynchburg's Downtown advocacy organization approved a Resolution on March 9, 2017 in support of two-way traffic on Main Street;

NOW, THEREFORE, BE IT RESOLVED that the Lynchburg City Council hereby supports the conversion of Main and Church Streets to a two-way traffic pattern as currently designed and planned for implementation in Phase I of the Downtown Water Main Replacement and Streetscape project.

Adopted:

Certified:

Clerk of Council

044K

FORM B AGENDA ITEM #4

CITY COUNCIL MEETING OF July 13, 2004

// City Manager Kimball Payne along with Lynch's Landing Executive Director Terri Proffitt and Community Planning Director Rachel Flynn provided an overview regarding the possible conversion of Main and Church Streets to two-way traffic. Mr. Payne explained that Downtown merchants are interested in converting Main and Church Streets to two-way traffic because they believe that it would maximize their exposure to motorists, slow down traffic, reduce confusion and travel distance, and improve access. Mr. Payne went on to say that support for the conversion is mixed, but that everyone agrees that further information is needed before an informed decision can be made regarding the conversion of Main and Church Streets to two-way traffic. Mr. Payne informed that traffic consultant Walter Kulash has submitted a proposal for a conceptual plan and technical support for the conversion of one-way traffic flow to two-way flow on Main and Church Streets at a cost of \$15,000. Mr. Payne asked for City Council approval to contract with Mr. Kulash to conduct the first phase of study at a cost of \$15,000, to be funded from the capital appropriation for downtown improvements. Several Council Members agreed with the need for further information before making a decision regarding the conversion to two-way traffic on Main and Church Streets. On motion of Council Member Dodson, seconded by Council Member Seiffert, Council by the following recorded vote authorized the hiring of a traffic consultant to study the possible conversion of Main and Church Streets to two-way traffic at a cost of \$15,000, to be funded from the capital appropriation for downtown improvements:

Ayes: Dodson, Gillette, Seiffert, Hutcherson	4
Noes: Helgeson	1
Absent: Foster, Johnson	2

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **July 13, 2004, Work Session**

AGENDA ITEM NO.: **BT**

CONSENT:

REGULAR: **X**

CLOSED SESSION:

ACTION: **X**

INFORMATION:

ITEM TITLE: **Proposed Conversion to Two-way Traffic Downtown**

RECOMMENDATION:

Authorize the hiring of a traffic consultant to study the possible conversion of Main Street and Church Street to two-way traffic.

SUMMARY:

Downtown merchants are interested in converting Main Street and Church Street to two-way traffic. They believe that this conversion will maximize their exposure to motorists, slow down traffic, reduce confusion and travel distance, and improve access. The City and Lynch's Landing began researching the issue and found several other cities that converted their downtown streets to two-way. Gerry Harter, City Traffic Engineer, made a presentation at a Lynch's Landing Quarterly Forum on 12/02/03 to explain the process of a conversion. In addition, Mayor Carl Hutcherson and Rachel Flynn contacted the former Mayor of Albuquerque, Jim Baca. He was instrumental in successfully converting certain streets in their downtown to two-way traffic. Mayor Baca credited their success to their traffic consultant, Walter Kulash, with Glatting Jackson Engineers in Orlando, Florida.

The City contacted Mr. Kulash and invited him to meet with City staff/Lynch's Landing and assess downtown Lynchburg's situation. Mr. Kulash concluded that our downtown would be a good candidate for a two-way conversion given our traffic volumes and street widths. In addition to City staff and the Lynch's Landing Director, he also met with the public at a Quarterly Forum to discuss his experiences with two-way conversion in several other downtowns. Lynch's Landing also formed a Citizen's Steering Committee that will focus on the matter and advise accordingly. The committee includes representatives from Genworth, Main Street Eatery, Bowen Jewelry, the YMCA, Oppleman's, and the Allied Arts Building.

Support for the conversion is mixed, with some strongly supportive and others raising concerns. All agree that further information is needed before an informed decision can be made. Given that, City staff, Lynch's Landing, and the Citizen's Steering Committee recommend proceeding to the next step. This involves a traffic study prior to any physical changes. Mr. Kulash's cost estimates range from \$15,000 to \$40,000 depending on the level of analysis required. It is anticipated that the scope of work would include turning movement analysis the development of a traffic movement simulation, an analysis of parking impacts and opportunities, and an estimate of the cost to make the necessary physical changes to accommodate two-way traffic.

PRIOR ACTIONS:

c. 1955: Main Street and Church Street are converted to one-way traffic.

November 2003: Downtown merchants submit petition to the City requesting conversion of Main Street and Church Street back to two-way traffic.

December 2, 2003: Lynch's Landing Quarterly Forum and discussion with Gerry Harter.

December 19, 2003: Mayor Hutcherson and Rachel Flynn discuss two-way conversion of Albuquerque's downtown streets with the former Mayor, Jim Baca. He recommends traffic consultant, Walter Kulash, with Glatting Jackson.

June 14, 2004: Walter Kulash meets with City staff/Lynch's Landing, and makes presentation at Quarterly Forum.

June 15, 2004: Mr. Kulash meets with Citizen's Steering Committee.

July 1, 2004: Lynch's Landing Board votes to endorse the next steps for further study of the two-way conversion.

FISCAL IMPACT: It is anticipated that the cost of the study would be approximately \$40,000. Funds for the study would come from the capital appropriation for downtown improvements.

CONTACTS: Rachel Flynn – 455-3902 Terri Proffitt – 528-3950, Gerry Harter – 455-3935

ATTACHMENTS: None

REVIEWED BY: lkp

December 17, 2003

Mr. Bruce McNabb, P.E., Director of Public Works
Ms. Rachel O'Dwyer Flynn, AIA, Director
Community Planning & Development
City of Lynchburg
900 Church Street
Lynchburg, VA 24504

RE: Main Street/Church Street One-Way Pair
GJ#18095.00

Dear Bruce and Rachel:

Glatting Jackson is pleased to submit this proposal for a conceptual plan and technical support for the conversion of one-way traffic flow to two-way flow, on Main Street between 5th Street and 12th Street and Church Street between 5th Street and Washington Street, in downtown Lynchburg, Virginia.

National Context

Beginning with a few pioneering examples in the early 1990's, the conversions of one-way streets to two-way traffic flow in the U.S. have become too numerous to easily catalog. We estimate that in the last ten years, at least 200 cities have converted no less than 1,000 streets from one-way to two-way operation. Typically, converted streets are in downtowns, were formerly two-ways converted to one-way prior to the Interstate program (1950's-1960's), being advocated for conversion by a combination of local business owners and national retailers, and initiated by elected officials (Mayor, City Council) often in the face of skepticism or opposition traffic specialists. Despite concerns, however, we know of no instances in which streets converted from one-way to two-way operations have been reverted to their previous one-way traffic flow.

Glatting Jackson Experience and Qualifications in One-Way Street Conversion

Glatting Jackson provided traffic engineer support and conceptual design for these one-way street conversions, all of which have been accomplished or are in the process of implementation:

- **Lakeland, Florida** – Main/Lemon pair; 16 blocks in center of downtown.
- **Chattanooga, Tennessee** – Bailey/McCallie pair; 44 blocks, from downtown Chattanooga through adjacent residential neighborhoods.
- **Albuquerque, New Mexico** – Copper/Gold pair; 18 blocks in center of downtown.
- **New Haven, Connecticut** – 12 blocks in and around the Yale Campus.
- **West Palm Beach, Florida** – Dixie/Olive pair; 30 blocks in center of downtown.
- **Toledo, Ohio** – Adams/Monroe pair; 24 blocks in center of downtown.
- **St. Paul, Minnesota** – Wabasha Avenue; 11 blocks in center of downtown.

Glatting Jackson has also conducted the technical analysis for a number of one-way street conversions that are in the process of approval and adoption. Cities with projects at these stages include Columbus, Ohio, Baltimore, Cleveland, Norfolk, Pensacola, Florida and Lexington, Kentucky.

Scope of Services

Task 1: Site Visit, Reconnaissance and Methodology Meeting

In a two-day visit to Lynchburg:

- Meet with City staff to review the scope of the one-way street conversion, and to establish the methodology for the traffic analysis supporting the conversion.
- As directed by the City, meet with stakeholders (property owners, business owners, etc.) with interest and concern regarding the conversion of the streets.
- Make a detailed walking and driving tour of Main Street between 5th and 12th Street and Church Street between 5th Street and Washington Street.
- Obtain further traffic and cost estimating materials.
- Obtain base map materials.

Product: Brief memorandum confirming methodology and identifying additional data needs.

Task 2: Traffic Analysis

Following the methodology developed at the initial meeting, analyze the traffic flow for the one-way conversion through the following steps:

- Reassign the existing traffic, according to the methodology established in Task 1.
- Apply traffic growth factors, as established in Task 1.
- Perform capacity analysis of all intersections involved in the conversion. Methods will be established in Task 1.
- Identify changes in traffic signal phasing, offset and cycle length.

- Establish need and sizing of any auxiliary (left turn) lanes required due to the conversion.
- Compute the change in on-street parking space supply due to the conversion.
- Identify changes in accessibility for large trucks (WB-50).

Task 3: Conceptual Plan

On a base map provided by the City, prepare a conceptual plan of the conversion, showing the following features on Church and Main Streets between 5th and 12th Streets:

- Lane and auxiliary lane configuration.
- Location of parking spaces.
- Location of traffic signal heads.
- Pavement striping.
- Traffic control signs, type and placement.

Task 4: Cost Estimate

Using unit costs as provided by the City, prepare a cost estimate for the conversion. Cost elements will include:

- Traffic signal modifications.
- Pavement striping.
- Other traffic control devices (signs).

Task 5: Final Report

Combine, into a brief final report, the summary of the preceding tasks as follows:

- Traffic analysis.
- Cost analysis.
- Recommendations for implementation.

Task 6: Final Meeting and Presentation (Optional)

In a one-day visit to Lynchburg, meet with City staff, elected officials and others, as directed by the City, to summarize the conclusions of the conversion study, and to respond to questions and concerns.

Compensation

We estimate a direct labor cost of \$14,165.00 for all tasks excluding a final presentation, and a total of \$16,255.00 for all tasks including a final presentation. Tasks are budgeted as follows:

Task 1	\$ 5,700.00
Task 2	1,800.00
Task 3	2,520.00
Task 4	1,185.00
Task 5	<u>2,960.00</u>
Subtotal (no final presentation)	\$14,165.00
Total (with final presentation)	\$16,255.00

We suggest that the project be billed on the basis of time charges, at the rates and conditions shown in the attached Hourly Rate Schedule and Supplemental Terms of Agreement. We proposed that expenses be billed as incurred, also in accordance with the attached Hourly Rate Schedule.

Staffing

Proposed staffing for this project will include:

Principal-in-Charge and Project Manager:

Walter M. Kulash, P.E.

Associate level staff support to be selected from:

Raj Mohabeer, Transportation/Urban Designer

Jane Lim, Transportation/Urban Designer

Schedule

The initial meeting would be scheduled to occur within two weeks of a notice to proceed. The analysis, conceptual plan, cost estimate and report (Tasks 2, 3, 4 and 5) would be completed within four weeks of the City's delivery of required data and background information. A final meeting, if necessary, would be scheduled at a mutually acceptable time.

Next Steps

Please review the proposed scope of work and budget. Feel free to modify our proposed approach, or request that we do so. To proceed with a contract for this project, we could

incorporate the proposed scope, budget and schedule in our standard contracting format, or, if you prefer, could provide those items for your inclusion in the City's standard format.

Please feel free to call with any comments or questions you may have.

Sincerely,

Walter M. Kulash, P.E.

WMK/pae

Project Name: City of Lynchburg, VA
Project Number: 18095.00

GLATTING JACKSON KERCHER ANGLIN LOPEZ RINEHART, INC.

HOURLY RATE SCHEDULE

Principal 4	\$225	Ecologist 4	\$125
Principal 3	\$200	Ecologist 3	\$105
Principal 2	\$175	Ecologist 2	\$85
Principal 1	\$150	Ecologist 1	\$65
Planner 5	\$150	Landscape Architect 5	\$150
Planner 4	\$125	Landscape Architect 4	\$125
Planner 3	\$105	Landscape Architect 3	\$105
Planner 2	\$85	Landscape Architect 2	\$85
Planner 1	\$75	Landscape Designer 3	\$85
Transportation Engineer 6	\$175	Landscape Designer 2	\$75
Transportation Engineer 5	\$150	Landscape Designer 1	\$65
Transportation Engineer 4	\$125	Public Relations 2	\$85
Transportation Engineer 3	\$105	Public Relations 1	\$65
Transportation Engineer 2	\$85	GIS Specialist 2	\$85
Transportation Engineer 1	\$65	GIS Specialist 1	\$65
Transportation Planner 5	\$150	Graphic Artist 3	\$85
Transportation Planner 4	\$125	Graphic Artist 2	\$75
Transportation Planner 3	\$105	Graphic Artist 1	\$65
Transportation Planner 2	\$85	Administrative Assistant	\$50
Transportation Planner 1	\$65	Technician	\$50

Increase In Hourly Rates - Glatting Jackson shall conduct a review of hourly rates on an annual basis and may, upon notification to the Client, increase such rates in our sole discretion.

Other Direct Costs – Other direct costs incurred in completing the scope of services shall be billed to the Client at a multiple of 1.15 times cost. These costs are in addition to the fees for each part of the Scope of Services detailed in the Agreement. Other direct costs may include, but are not limited to, costs for reproduction, printing, photocopying, photography, courier services, automobile mileage and other expenses. Personal automobile mileage shall be charged at the current IRS regulation limit. Field vehicle mileage shall be charged at a rate of \$0.50 per mile.

Application Fees – All application, filing, and permit fees, including, without limitation, all fees to local, regional and state governments and agencies, shall be paid by the Client directly to the appropriate agency at the required time.

Client Initials _____

Glatting Jackson Initials _____

Petition for Two Way Traffic on Main Street

We, the Merchants of Main Street, request the City of Lynchburg to change the traffic pattern of Main Street from One Way to Two Way. We feel this would slow the traffic down enough to afford people more time to notice what Downtown Main Street has to offer. It would slow down traffic enough to allow people to find parking spaces, without being intimidated by the faster traffic flow produced by One Way traffic.

Thank you for your consideration.

Name of Business

Owner/Manager

GOWEN JEWELRY CO 845-3495	BRIAN GOWEN, SR
More Fresh Air 845-7311	Cathy McLaughlin & Alva Pick
MA. JIMMY THURMAN SHOP	Wall Thurman Jr.
Dee's House of Fashion	Sharon E. Deere
IRS, MAIN ST EATERY	U. Wood
L. OPPELMAN INC 909 MAIN ST	Don
GRAND PIANO BLD. 805 MAIN	Don
1021 MAIN ST REL LOAN CO. (FMA)	Don
RESURCE 845-4489	Kerriely Milam
3465 F&T THE COLLECTORS LAIR	Paul Haly
Lynchburg CAMERA	Bill Fickert
ROBERTS PIANO CO.	W. Whit
Schemel's Furniture	Cal Stitt
L. JAMES P. JAMES	Modern Body Shop
Josephine's Store	Josephine Smith
Chris's Workshop	The Light Barber Shop
The Wig Center	Harley
MAIN ST MARKET Deli	Jackie
Fashion plus, 906 Main St	Wanda Chis
CVS Pharmacy	L. Kay Christian
Cable Metals	Bill Devere
BANK OF THE JAMES	Debra Day
Pamela L. Baldwin	Baley B's
Baldwin	Paul Balder

FORM B AGENDA ITEM #5

CITY COUNCIL MEETING OF March 28, 2006

// City Manager Kimball Payne stated that a petition signed by a number of downtown stakeholders was recently received requesting that the City reestablish two-way traffic on Church and Main Streets.

Mr. Payne asked for direction from City Council with regard to this request. Council Member Gillette expressed concern regarding the accuracy of the names on the petition and stated that he would like to see developed a more accurate way to ascertain exactly what the downtown stakeholders really want and also that any conversion be coordinated with the Lynchburg Parking Authority. Other Council Members also expressed interest in developing a mechanism that would more accurately gather input from the downtown stakeholders regarding the conversion from one-way to two-way traffic. City Manager Payne stated that he would contact Lynch's Landing Executive Director regarding this matter. Council Member Helgeson asked to receive a copy of the consultant's report regarding the proposed conversion.

The undersigned property and business owners on Main and Church streets are petitioning Lynchburg's City council to open the roads to two-way traffic

Received 1/30/06

ROONEY TAYLOR 929 MAIN STREET LYNCHBURG, VA 24504	846-5223 ext. 106
GARY BURNS 828 MAIN ST LYNCHBURG, VA	846-2333
GEORGE ZIPPEL 700 MAIN ST LYNCHBURG VA	948-5473
W.D. HARDWICK 828 MAIN ST. LYNCHBURG, VA	845-7500
TRACY SIFAN 828 MAIN ST LYNCHBURG, VA 24504	434-455-9112
J.C. Baldwin 828 Main St	846-9000
Phong Q. Q. Robert R. Chapman, III 828 Main Street	455-7510
Bruce Chapman 203 Church St LYNCHBURG, VA 24504	848 3011
1000 MAIN ST. MARRIS BURNERS -	202-4159495
Sum Stone 209 N. 4th ST.	845-3232
BRIAN BOWEN, JR. 929 + 825 + 823 MAIN STREET LYNCHBURG, VA 24504	845-3495
Anthony Robinson Anthony & Co. 701 Church St. Lynchburg VA 24504	846-2232
Ralph Wilson 400 Main St. CHOPPER'S	400-110-108 Ninth St Lynchburg Va 24504
Emmett Lefay 1030 Main Calm	846-7400
Randy Gault 1024 Main St	846-0196

The undersigned property and business owners on Main and Church streets are petitioning Lynchburg's City council to open the roads to two-way traffic

John R. Ferris FERRIS BAKER WATTS 725 CHURCH STREET	846-3442
BARBARA B. TEMPLES FERRIS BAKER WATTS INC 725 CHURCH ST.	846-3442
ROBERT E EVANS, PAMELA H. EVANS EVANS LAW OFFICE 725 CHURCH ST	845-4551
Mort Sajadin Amazement Square	845-1888
Debra Grant (Debra Grant) 725 Church St. (employed downtown)	947-2200
Jon T Travis - ANA 725 Church St.	845-5668
Petty Livingston Newton & Richards 725 Church St. Jenn R. Little	846-2768
DAVID MASS 715 Church St	508-2300
Pollye Alterations 725 Church St	846-2775
James F. Antorch, Esq. 725 Church St.	847-1000
Downtown Salon 725 Church St Lynch	846-0557
Bowman & Schmitt Richard Bryant	846-6822
Therbert Sales Co 1417 Church St Therbert Therbert	845-0977
Tim Proffitt 210 8th St	528-3950

The undersigned property and business owners on Main and Church streets are petitioning Lynchburg's City council to open the roads to two-way traffic

DELORES JONES Delores Jones
815 Main St.
D & G'S HOUSE OF FASHION

Minutes (June 14, 2016, Item #14: Two-Way Traffic)

Mayor Gillette began by stating the presentation on Two-Way Traffic conversion on Church and Main Streets from one-way to two-way traffic. Council is not voting on this issue tonight, but to receive a briefing from the City Manager, Mr. Payne.

Mr. Payne gave a presentation on Two-Way Traffic conversion on Church and Main Streets from one-way to two-way traffic. **One of the responsibilities and authority of the City Manager is to manage traffic in the city.** The conversion of Church and Main Streets has been an item of discussion since the Downtown and Riverfront Master Plan was adopted in 2001. The Downtown area was the hub of shopping before the Plaza and the Mall were built and there was two-way traffic downtown. (Several images of two-way traffic in the 1950s, were shown.) The Downtown Master Plan of 2000 acknowledged the concern and suggested that two-way traffic was requested by retail merchants to slow traffic down and to increase exposure of their properties.

Subsequently, at least two petitions were submitted to the City calling for two-way traffic on Main Street. At the Council's meeting in March 2006, they discussed one such petition and asked for more information. Subsequently, Lynch's Landing reached out to Downtown stakeholders in 2007 to offer a summary report (provided in information to current Council) **that stated 50%-55% of the stakeholders responded with support for two-way traffic downtown. However, this was not a tipping point for multiple reasons that action was never taken.** Now that the utility line has been replaced and the streetscape improvement projects, I believe it is now time to take some action. Some of the information provided to Council in the form of articles and documents made the connection between the opportunities of the streetscape project and make the conversion to allow two-way traffic, which would more of an impact than just the conversion alone. These two taken together can have a significant impact on economic development.

One of the priorities of the Downtown Master Plan was to encourage economic development and comments that the City has been very successful in doing this. The assessed property value has more than doubled, multiple building have been converted, new businesses open up downtown, and yet there is still a large amount of vacant space

in Downtown particularly at the street level out of empty storefronts. The development Downtown and the potential is increasingly becoming a destination for residents and visitors, Mr. Payne argues it is important that the City continues doing what it has done for 15 years to continue to put the public structure and processes in place to support the private sector in continuing to develop the private property that is Downtown. And the City has done that with a million dollar yearly investment for infrastructure, what happens on the streets, and parking to further develop private property downtown. Despite the progress made in the last 15 years, one-way streets that limit storefront exposure, that facilitate high traffic speeds, are detrimental to pedestrians and customers, and they have hindered further development.

Why convert to two-way traffic. (Shows slide) These are the areas that will show improvement according to the literature: increased property values, slower pedestrian traffic, and storefront exposure. Travelers see more when they are moving at a slower speed. We no longer have major storefronts like a Leggett's or Sear's Downtown. Those are not coming back downtown, but we do have a lot of small businesses. Safety demonstrated in the literature states that crime has gone down. More activity on the street reduces crime.

This information was also shared at the Community Outreach meeting on May 23rd with Downtown stakeholders at the Holiday Inn. Council Member Nelson was in attendance when the following benefits were stated: I don't remember seeing any other Council Member at that meeting.

- Traffic calming
- Less confusing for visitors and tourists
- Easier to navigate Downtown
- Downtown is a destination, not a thru-way
- Improved access to Downtown businesses
- Improved businesses visibility and storefront exposure
- Reduced vacancy rates

Due to factors such as the suburbanization of America (the sprawl), the Downtown area served primarily as a place where people come to work, not a destination, and then they leave to shop, recreate, and explore cultural events elsewhere. Now that Downtowns are becoming more of a destination, a place where people want to live and enjoy the amenities of Downtown, we need to provide a destination. City Manager commented on the number of residential lofts that are open, yet they are still having a difficult time filling the storefronts. I believe it is the City's responsibility to provide the proper environment for the storefronts to be successful.

Mr. Payne challenged his staff to find an article that explores how the situation worsened after a two-way traffic conversion was created. The available literature has favorably stated the positive benefits of such changes. (three links provided) There will be challenges that arise:

- Managing and enforcing delivery times may be challenging
- Increased need for loading zones for peak deliveries
- Cost
- Learning curve for downtown drivers
- Alternate routes through downtown from Rivermont to 29
- Increased time to move across downtown?

Changing people's habits is very difficult. We have buildings without alleys, which makes it difficult to load and unload goods and schedule deliveries. Also, allowing people to park to patronize businesses and changing the loading zone times so as not to disrupt business peak hours. There are costs, primarily stoplights that must be included (5th Street, 12th Street, etc.).

We have completed travel studies (2005 and one more recently) and found that creating a two-way street will increase travel times by 20 second when traveling from 5th Street to 12th Street. These studies and images show the blind spots that get erased without two-way traffic patterns which Maggie Cossman showed a slide of the two-way traffic on Church and Main Streets, not having two-way traffic patterns is really a detriment to these storefronts, which is also preventing future developments.

They also completed studies of both Church Street and Main Street to make sure they put in these ideas. When this proposed plan was shown to the stakeholders at the Holiday Inn meeting, business owners could identify their property, parking spaces, and loading zones to see how the two-way traffic plan would help. The streetscape and Phase I also keep these ideas in mind. **The earliest it could be implemented is September of 2017.** with consideration for the utility line project underway now. A two-way traffic pattern will appear on Church Street tomorrow because we must find a way to get the traffic back into the parking lot at the Allied Arts building (traffic moving in the opposite direction) As part of our plan, such changes will occur.

Mayor Gillette asked City Manager Mr. Payne, how can one enter and leave downtown given the split coming down Rivermont. He suggested there are several options (shorter and longer) to address this issue. Switching the traffic so that each leg will have two-way traffic patterns, also, the roundabout on Rivermont, on both 5th Street and Church Street. The analysis showed the best option is to keep the split two-way traffic pattern at the Morrison Garden. **The final recommendation is to implement two-way traffic on Church Street and Main Street to keep the traffic by the Morrison Garden area as it is and to observe how traffic is flowing once we make the conversion. Phase II could be a roundabout at the Rivermont Bridge end and the Morrison Garden.**

Council Member Perrow thanked Mr. Payne on his level of study and expertise that was done on this project. He expressed concern over the loading zones and concerns over other factors such as emergency vehicles and disabled vehicles. I don't know if it was included but if staff has any recommendations specially addressing loading zones they could refer the articles also.

The emergency vehicles are a different matter because they show up in an emergency and they are taking this into consideration even though this is a temporary situation. He is aware the uses of the buildings could change on the ground floor. Removing parking spaces to add a loading area or vice versa are also parts of the discussion. There are lots of ways to get creative with the streetscape changes as the building use changes. The

Downtown will no longer be stagnant. We want to promote a positive business environment at the street level.

Two comments: You may be aware the Tiger grant is an innovation way for loading zones, to use the loading zones especially in the 900 block of Main Street, utilizing the Midtown Parking deck, constructing a freight elevator on Commerce Street at the end of the Midtown parking deck and then putting a permanent ament loading zone on Commerce Street where they could unload. I wanted to know how this works in Charlottesville, (there is no parking on the downtown mall) they are not equipped to handle tractor trailers on the side streets, they use side streets and don't have allies behind their buildings. They made great use of the carts to roll their goods and trash out of the building.

We are allowing parking in front of the businesses and I think that is an enhancement than what they are doing in Charlottesville and by any stretch the store fronts in Charlottesville ae knocking it out of the park.

Mayor Gillette said we need to move on and this was just an information briefing on two-way traffic, an opportunity (you all) in 2017 and beyond.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **June 14, 2016**

AGENDA ITEM NO.: 14

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: **X**

ITEM TITLE: **Conversion to Two-Way Traffic on Church and Main Streets**

RECOMMENDATION: No action required.

SUMMARY: Staff will provide an overview of the plan to convert Church and Main Streets from one-way to two-way traffic.

The conversion of Church and Main Streets from one-way to two way traffic has been an item of discussion since the development of the Downtown and Riverfront Master Plan at the beginning of the millennium. The master plan indicated an interest in two-way traffic on the part of downtown retail merchants in order to slow traffic and increase exposure. Subsequently, at least two petitions were submitted calling for two-way traffic on Main Street. At its meeting of March 28, 2006, City Council discussed one such petition and asked for more information. Subsequently, Lynch's Landing conducted outreach to downtown stakeholders and in 2007 provided a summary report on support for the two-way conversion (copy attached). For multiple reasons, although interest in the conversion has continued, a tipping point to take action was never achieved. Now, with the utility line replacement and streetscape improvement project, it is time to act.

One of the priorities of the downtown master plan was to promote economic development and significant success has been realized. Multiple buildings have been converted to loft apartments and new businesses have moved downtown. Most noteworthy, the assessed value of downtown properties has more than doubled since the plan's adoption in 2001. Yet, there is still a large amount of vacant space in downtown buildings, particularly at the street level. An adage of economic development that "retail follows rooftops" is also applicable to downtown revitalization. Furthermore, as downtown increasingly becomes a destination for residents and visitors there is an opportunity for further retail development. It is contingent upon the City to manage its infrastructure, especially its streets, parking and traffic patterns, to promote the further development of the private property downtown. Despite, the success of the last fifteen years, an argument can be made that further retail development is hindered by one-way streets that limit storefront exposure, facilitate high traffic speeds, and are detrimental to customer and pedestrian comfort and convenience.

The overriding goal of the two-way traffic conversion is to promote the further development of downtown businesses by increasing exposure, enhancing the pedestrian experience, and strengthening the image of downtown Lynchburg as a destination for residents and visitors alike to enjoy the culture, recreation and history of a downtown environment. As pointed out in some of the literature on two-way traffic conversion, doing so in concert with a major streetscape improvement project presents an opportunity that may increase the benefits.

If the plan proceeds, the earliest that conversion would occur is Fall 2017, concurrent with the completion of the first phase of the utility line replacement and streetscape improvements.

The attachments provide further information on the planned two-way conversion. Staff will discuss this information and be prepared to answer any questions during the Council meeting.

PRIOR ACTION(S): May 22, 2001, Adoption of the Downtown and Riverfront Master Plan; March 28, 2006 Council meeting, petition for two-way traffic discussed; October 14, 2014, Physical Development Committee Meeting; May 23, 2016 meeting of downtown stakeholders.

FISCAL IMPACT: Still being determined; preliminary estimate is \$1-1.5 million. The main costs will be related to signage, striping and the replacement of traffic signals.

CONTACT(S): Kimball Payne, City Manager, 455-3990; Gaynelle Hart, Director of Public Works, 455-4406; Lee Newland, City Engineer, 455-3947; Maggie Cossman, Traffic Engineer, 455-3935.

ATTACHMENT(S): Presentation on Two-Way Traffic Conversion; Lynch's Landing Report, 2007; Streetscape and Two-Way Traffic Plan; Three articles on two-way conversions; Traffic studies (2);

REVIEWED BY: lkp

086K

Sec. 25-37. - Powers of city manager—Generally.

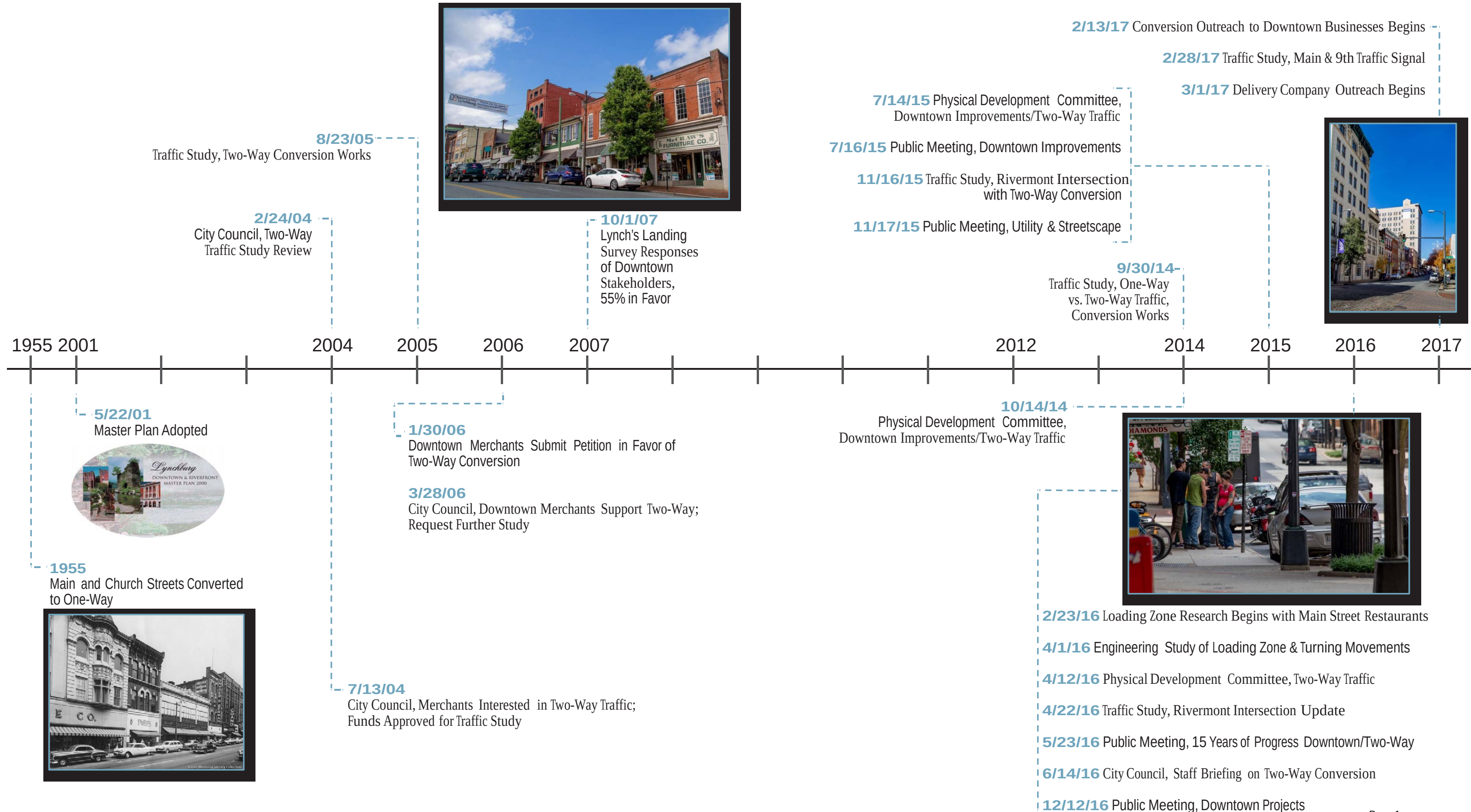
The city manager shall have general supervision and control of the management and direction of all vehicular and pedestrian traffic and of the parking and routing of vehicles in the interest of the public safety, comfort and convenience not inconsistent with the provisions of Code of Virginia, Title 46.2. The city manager may cause appropriate signs to be erected and maintained, designating residence and business districts, school, hospital and safety zones, highways and railway crossings, arterial streets, arterial stops, turns at intersections, traffic lanes and such other signs as may be necessary to carry out the provisions of this chapter. The city manager shall have power to regulate the traffic by means of traffic officers or semaphores or other signaling devices on any portion of the highway where traffic is heavy or continuous, or where in his judgment conditions may require, and may prohibit other than one-way traffic upon certain highways, and may regulate the use of the highways by processions and assemblages. The city manager shall have the power to regulate the parking and stopping of vehicles on the public streets including the power to establish restricted parking areas. The city manager may adopt any such regulations not inconsistent with the provisions of this chapter which shall be deemed advisable and necessary, including the repeal, amendment or modification of any such regulations; provided, however, that such regulations, laws or rules shall not be deemed to be violated, if at the time of the alleged violation any sign or designation required under the terms of this chapter is missing, effaced, mutilated or defaced so that an ordinarily observant person under the same circumstances would not be apprised of or aware of the existence of such rule.

(Code 1959, § 20-3; Ord. No. O-95-242, 12-12-95)

Cross reference— Manager, § 2-96 et seq.

State Law reference— Powers of local authorities generally, Code of Virginia, § 46.2-1300 et seq.

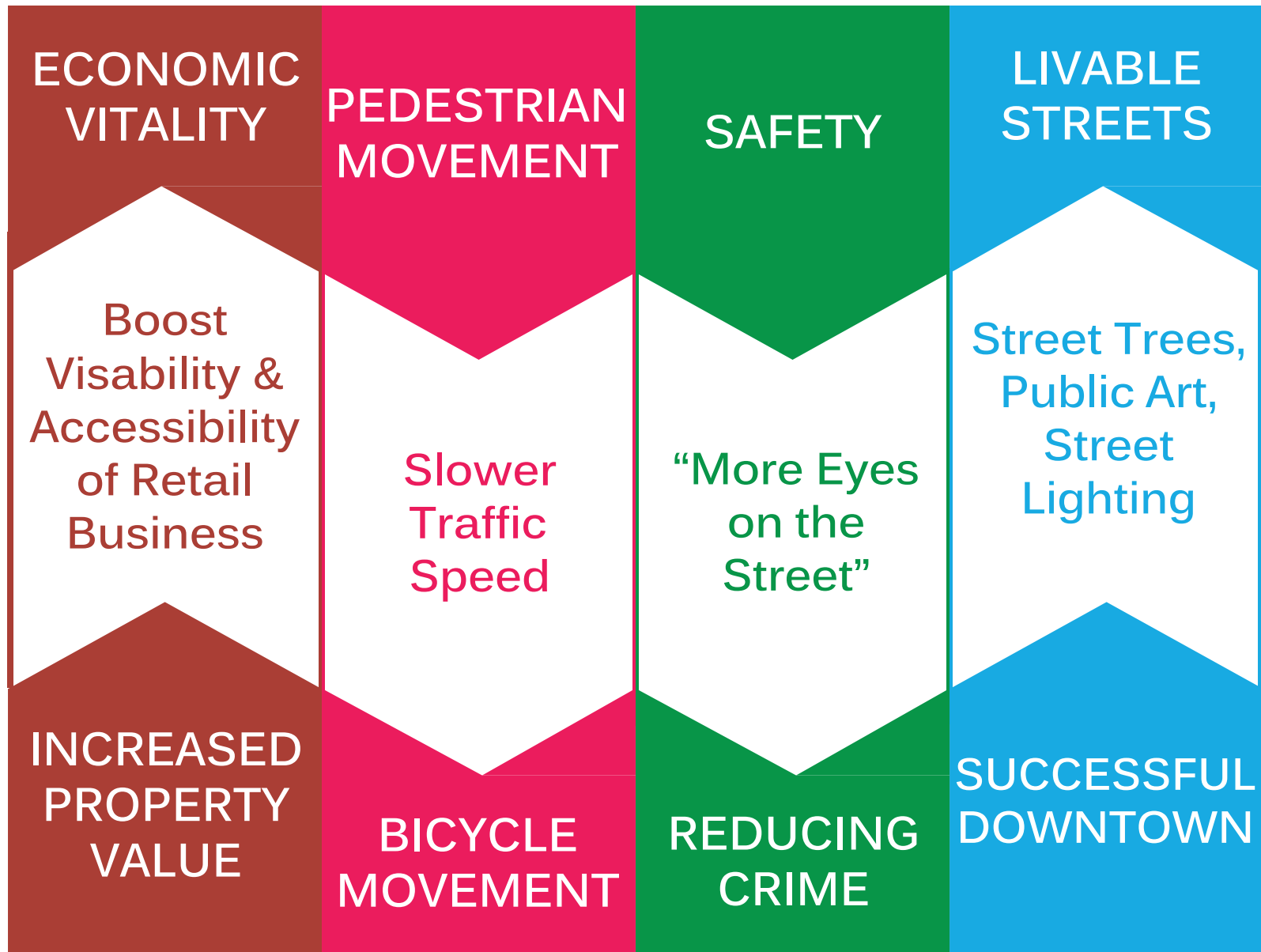
DOWNTOWN TWO-WAY TRAFFIC CONVERSION TIMELINE



Downtown Two-Way Traffic Conversion Timeline

DATE	ACTION
1955	Main and Church Streets converted to one-way
5/22/2001	Master Plan Adopted
2/24/2004	CC 2Way Traffic Study Review
7/13/2004	CC Merchants interested in 2Way traffic; proceed with further study
7/13/2004	CC Agenda Item, Funds approved for traffic study
7/13/2004	CC Minutes on merchant interest; study funds approved
8/23/2005	2Way Study, Conversion Works
8/23/2005	Memo from Enginnering Consultant on Traffic Analysis, conversion works
3/28/2006	CC Downtown Merchants support 2Way; request further study
3/28/2006	CC Agenda Summary; Determine approach to consider a petition to re-establish 2Way
3/28/2006	Downtown Merchant Petition
3/28/2006	CC Minutes on LL merchant petition
7/1/2007	Lynch's Landing Report in support of 2Way
10/1/2007	LL Survey Responses to Downtown Stakeholders
9/30/2014	EPR Study of One-Way vs 2Way Traffic
10/14/2014	PDC Downtown Improvements/2Way Traffic
7/14/2015	PDC Downtown Improvements/2Way Traffic
7/16/2015	Public Meeting, Downtown Improvements
11/16/2015	EPR Study of Rivermont Intersection
11/17/2015	Public Meeting, Utility & Streetscape
2/23/2016	Loading Zone Research begins with Main St. restaurants
4/1/2016	WRA Study of Loading Zone & Turning Movements
4/12/2016	PDC 2Way Traffic
4/22/2016	EPR Study of Rivermont Intersection Update
5/18/2016	Press Release for 2Way Public Meeting
5/18/2016	News & Advance Article on 2Way Public Meeting
5/20/2016	2Way tab added to Utility & Streetscape website
5/23/2016	Public Meeting, 15 Years of Progress Downtown/2Way
5/23/2016	News & Advance Article on 2Way Public Meeting recap
6/14/2016	CC Agenda Item, Staff Briefing
6/14/2016	Powerpoint Presentation
11/28/2016	Press Release for Downtown Projects Public Meeting
11/29/2016	News & Advance Ad for Downtown Projects Public Meeting
12/5/2016	Press Release Reminder for Downtown Projects Public Meeting
12/6/2016	News & Advance Ad for Downtown Projects Public Meeting
12/12/2016	Public Meeting, Downtown Projects
1/5/2017	Engineering and LPD 2Way Update meeting
1/17/2017	Communications/Marketing and LPD 2Way Update meeting
1/31/2017	Implementation Plan Draft for 2Way Conversion
2/1/2017	Invitation to Bid Issued
2/13/2017	Conversion outreach to downtown businesses begins
2/22/2017	Engineering and LPD 2Way Update meeting
3/1/2017	Delivery company outreach begins

TWO-WAY STREET CONVERSION



Two-Way Street Conversion as a Downtown Revitalization Tool

Traffic Engineers have evaluated the conversion of streets from one to two-way and it will work on a practical level. Staff and consultants have identified and modeled turning movements, traffic flow, loading zones, and on-street parking on Church and Main Streets.

One-way streets allow for greater traffic and higher automobile speeds, while two-way streets provide the same functionality, while also increasing pedestrian safety and business visibility, essentials for successful downtowns.

According to research, over 100 cities in America have converted to two-way as a method of traffic calming in their downtown core.

Economic Vitality

The most important reason for changing the traffic flow of a downtown is to improve the economic well-being of the commercial district and, more specifically, to boost the visibility and accessibility of the retail segment. In this regard making the circulation system more “customer friendly” is a prerequisite in increasing the retail of downtown and appealing to investors and merchants who are interested in coming to main street.

Safety

Two-way conversion improves the livability of a neighborhood by significantly reducing crime due in part to more “eyes on street”. A study in the City of Louisville found three years after the conversion crime dropped 23%. Auto theft dropped 36% while robberies dropped 42%.

Increased Property Value

Due to overall economic vitality and crime reduction, property values in the downtown area see an increase. Property owners take pride in ownership and neighbors demand property cleanliness and upgrades to building facades. Livable streets equal neighborhood prosperity especially when coupled with proven infrastructure improvements, such as street trees, public art, and street lighting.

Pedestrian Movement

Changing the downtown environment better serves pedestrian movement for residents and visitors. Two way streets are perceived to be narrower thereby slowing traffic which allows for more visibility to drivers. For instance, at 30 mph, the driver begins to see things at the road's edge; and at 20 mph the foreground comes into focus. At 15 mph, motorists see pedestrians and other elements on adjacent buildings. This translates into safer streets for pedestrians.

Bicycle Movement

Two-way traffic also reduces conflicts between autos and bicycles as traffic speeds are slower and allow for bicyclists to remain with the flow of traffic. All-way stops further the decrease in conflicts as driver awareness is elevated when they look to the left and right before proceeding.

Loading Zones

Loading zones will be identified on a per block basis to serve deliveries to the businesses. These zones will be designated with signs and enforced by Parking Management staff. An all-day loading zone is proposed on Commerce St. where drivers can then access the elevator in the midtown deck.



Two-Way Traffic Stakeholder Briefing

March 20, 2017



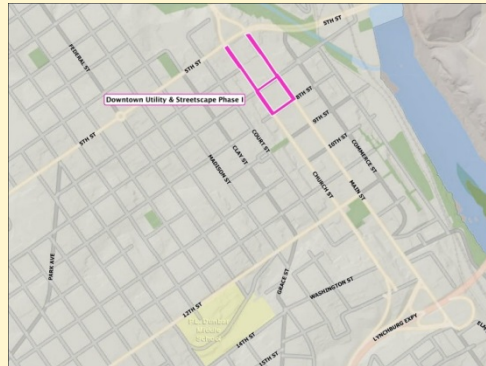
Projects

- Downtown Utility and Streetscape – Phase 1
- Community Market Deck Replacement
- Two-Way Street Conversion
- Main Street Bridge Replacement
- Fifth Street Improvements – Phase III
- Downtown Water and Streetscape – Future



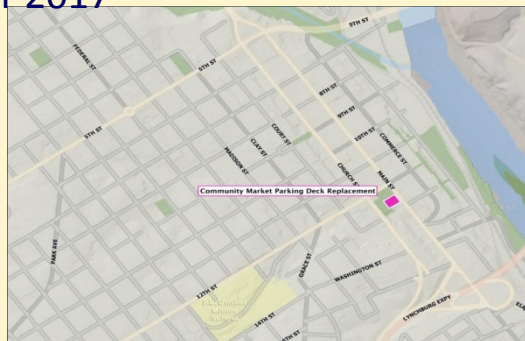
Downtown Utility and Streetscape

- Driven by aging water infrastructure
- Also includes improved streetscape appearance
- Complete Fall 2017



Community Market Deck

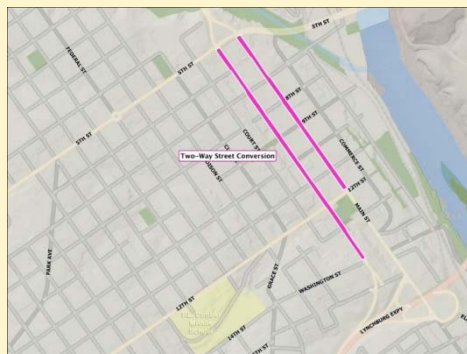
- Driven by aging infrastructure
- Also includes minor plaza improvements
- Complete Summer 2017





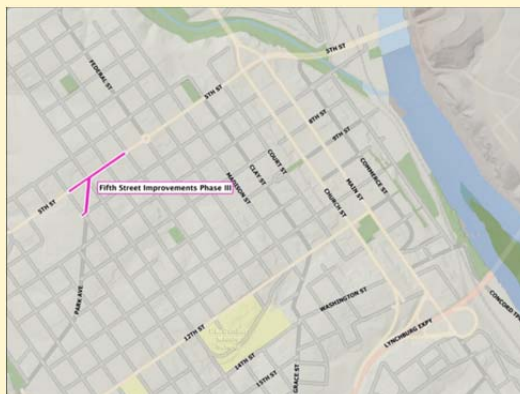
Two-Way Street Conversion

- Driven by improved:
 - business visibility
 - traffic safety
 - pedestrian access
 - less through traffic



Fifth Street Improvements

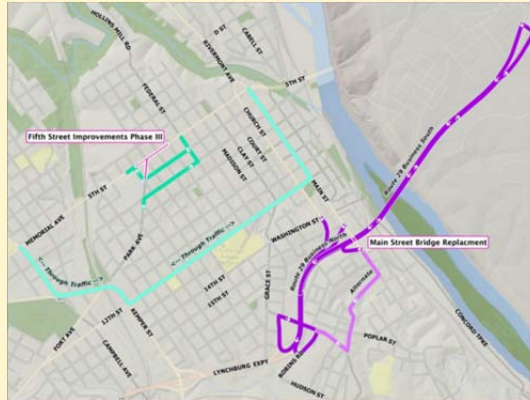
- Driven by aging water infrastructure
- Also includes improved streetscape appearance
- Schedule – Begins October/November 2017





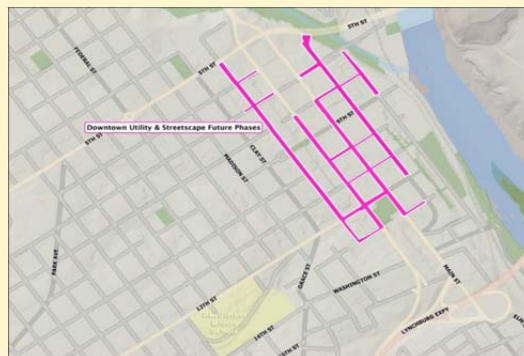
Main Street Bridge Replacement

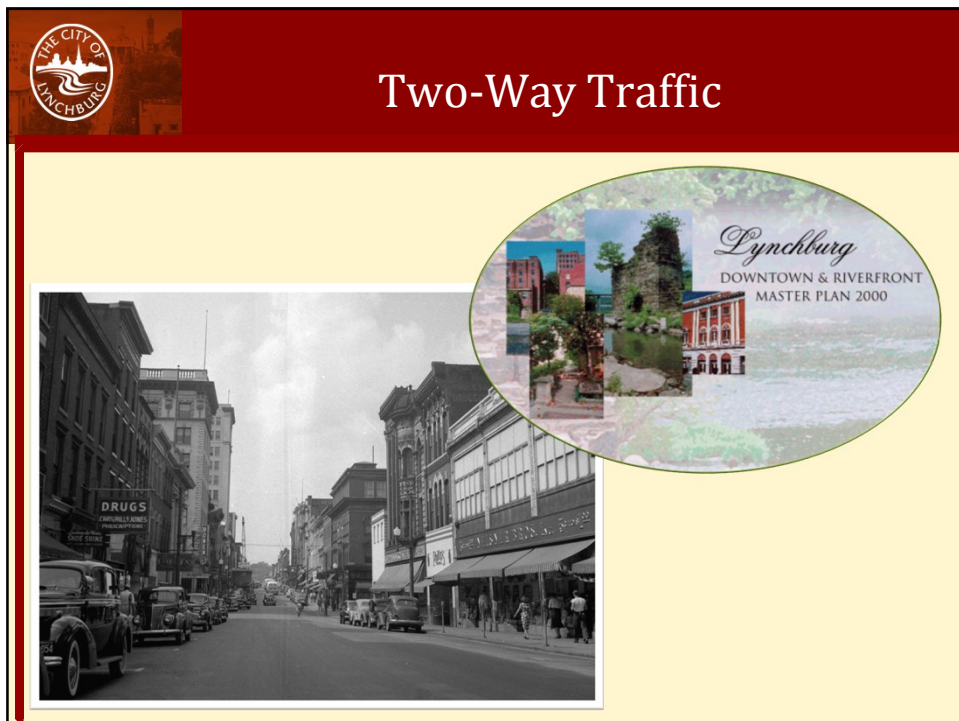
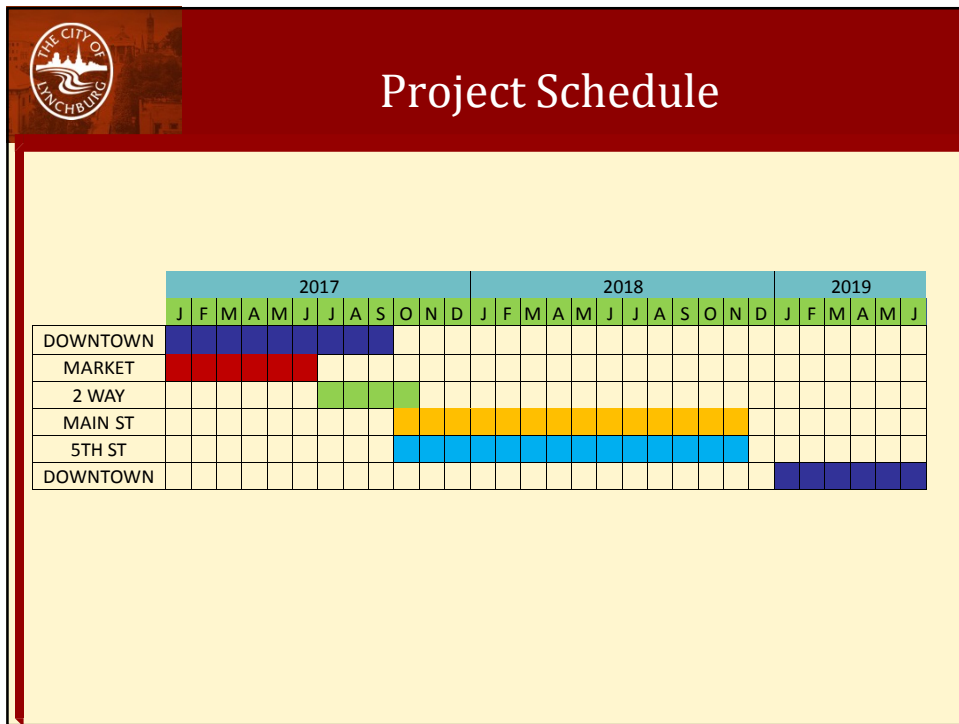
- Driven by structural concerns
- Also includes improved gateway appearance
- Schedule –
Begins October/
November 2017



Downtown Utility and Streetscape

- Master Plan Update to determine next phase
- Driven by aging water infrastructure
- Improved streetscape appearance
- Schedule –
Begins Winter
2019







Two-Way Traffic Conversion

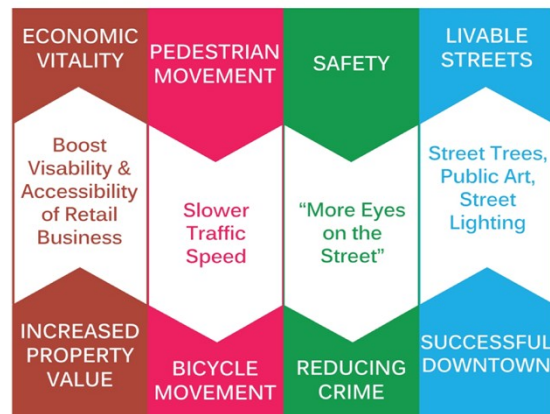
- **Four Public Meetings**
 - 7/16/2015, 11/17/2015, 5/23/2016, 12/12/2016
- **Three City Council Briefings**
 - 7/13/2004, 3/28/2006, 6/14/2016
- **Three City Council Physical Development Committee Meetings**
 - 10/14/2014, 7/14/2015, 4/12/2016
- **Six Traffic Engineering Studies**
 - 8/23/2005, 9/30/2012, 11/16/2015, 4/1/2016, 4/22/2016, 2/28/2017
- **Thirty Individual Outreach Meetings since 2/1/2017**



Why Two-Way Traffic?



TWO-WAY STREET CONVERSION





Benefits

- Improved business visibility and storefront exposure
- Traffic Calming
 - Slower-paced streets offer better shopping and dining experiences
 - Improved pedestrian environment
- Less confusing for visitors and tourists
- Easier to navigate downtown
- Improves road network and access to downtown business
- Downtown is a destination – not a thru way



Benefits

- Reduced vacancy rates
 - A 2001 study for Hyannis Main Street studied 22 cities that had converted from one-way to two-way and found that as a result of the change in traffic flow, the number of businesses located in the downtown increased.
 - Popular business locations benefit from two-way traffic:
12th & Main, Jefferson & Commerce Streets
- Opportunity with utility construction
- Improved access during construction



How Challenges Have Been

- Loading zones
 - Location: One per block
 - Enforcement: Lynchburg Police Department & Parking Management
- Emergency vehicle access
- GLTC bus stops
- Cost
- Learning curve for downtown drivers
- Alternate routes through downtown from Rivermont to 29



Detailed Implementation Plan

- One loading zone provided per block
- All-way stops at all intersections between 5th and 12th
- Outreach: Businesses, residents, delivery companies, emergency services, GLTC, City schools, general public
- Enforce loading zones: Police Department and Parking Management
- Convert Church Street, Summer 2017
- Convert Main Street, Fall 2017
- Monitor & adjust as needed



Closing

Questions?

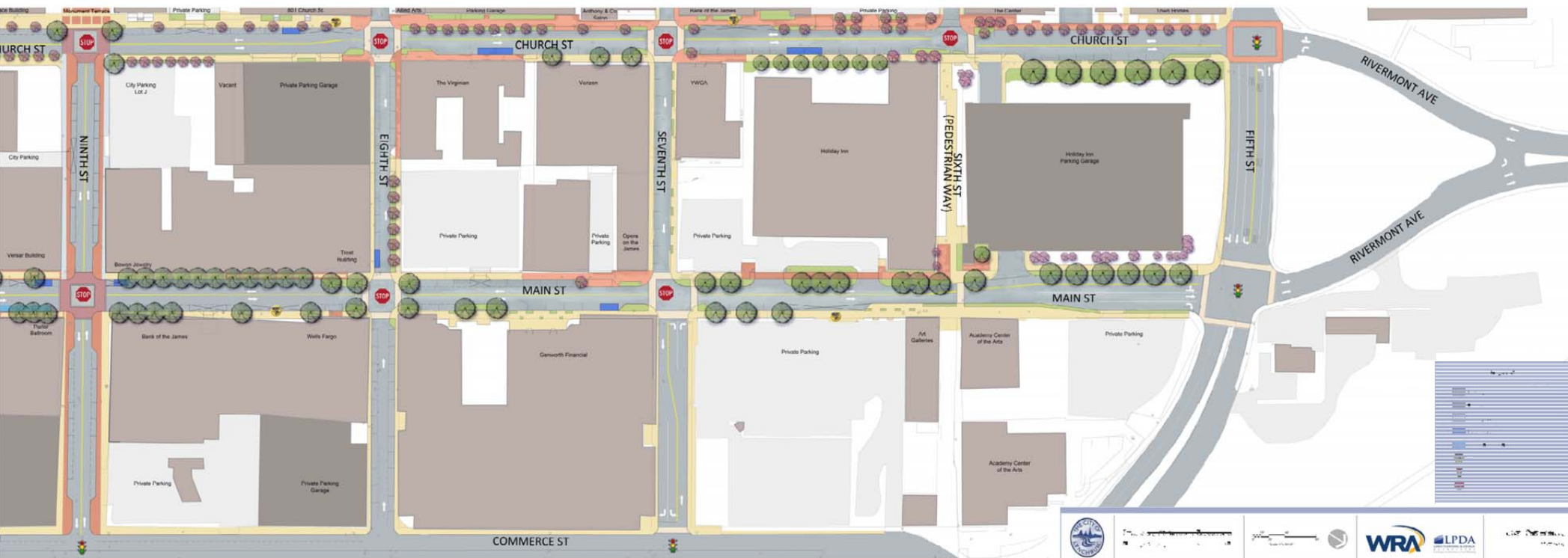
For individual outreach meetings regarding
Two-Way Traffic contact:

Heather Kennedy

(434) 528-3041

hkennedy@cella.cc

www.lynchburgva.gov/tuningupdowntown



**RESOLUTION OF THE BOARD OF DIRECTORS OF
LYNCH'S LANDING FOUNDATION
IN SUPPORT OF TWO-WAY TRAFFIC
ON MAIN STREET IN LYNCHBURG, VIRGINIA**

At a regular meeting of the Board of Directors of Lynch's Landing Foundation (the "Board") held on March 9, 2017, at which a quorum was present, the following preambles and resolutions were proposed and adopted:

WHEREAS, the City of Lynchburg (the "City") adopted the Downtown & Riverfront Master Plan 2000 in May 2001 (the "Master Plan") in order to guide revitalization in Downtown Lynchburg, and has devoted significant resources to execution of the Master Plan;

WHEREAS, stakeholder input was sought and received by the City for the Master Plan that included recommendations from Main Street retail merchants to "...implement two-way traffic to (1) slow traffic, and (2) double their exposure";

WHEREAS, numerous studies have recommended conversion of Main Street to two-way traffic patterns in downtown areas as a means to increase pedestrian safety, increase retail visibility, slow vehicular traffic speeds, increase bike-ability, and support residential living;

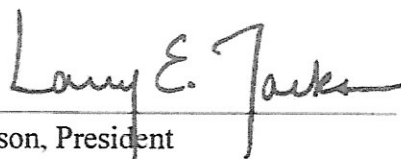
WHEREAS, implementation of the Streetscape project provides an excellent opportunity to create the infrastructure necessary to support two-way traffic patterns; and

WHEREAS, the Lynch's Landing Foundation, Lynchburg's downtown advocacy organization, supports the continued revitalization of Lynchburg's downtown; now therefore, be it

RESOLVED, that the Board of Directors of Lynch's Landing Foundation supports execution of the two-way traffic pattern provisions of the Master Plan as part of the current Streetscape project; and be it further

RESOLVED, that the Board supports the City's continued outreach to and interaction with downtown stakeholders to ensure a smooth return to two-way traffic in Downtown Lynchburg.

Given under my hand this 9th day of March 2017.



Larry E. Jackson, President

Attest:



Victoria Bartholomew, Secretary

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 25, 2020**

AGENDA ITEM #: **2**

CONSENT:
ACTION:

REGULAR:
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2019 Fire Department Annual Report

KEY ELEMENTS:

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

RECOMMENDATION: Receive the Fire Department's Annual Report for calendar year 2019.

SUMMARY: A part of the Fire Department's continued commitment to our community and in alignment with the Department's Strategic Plan, the Fire Department has created an Annual Report for calendar year 2019. This report will be summarized during a brief presentation and will subsequently be made available to the public.

PRIOR ACTION(S): None

FISCAL IMPACT: Not Applicable

CONTACT(S): Fire Chief Greg Wormser, 455-6340
Deputy Chief Robert Lipscomb, 455-6353

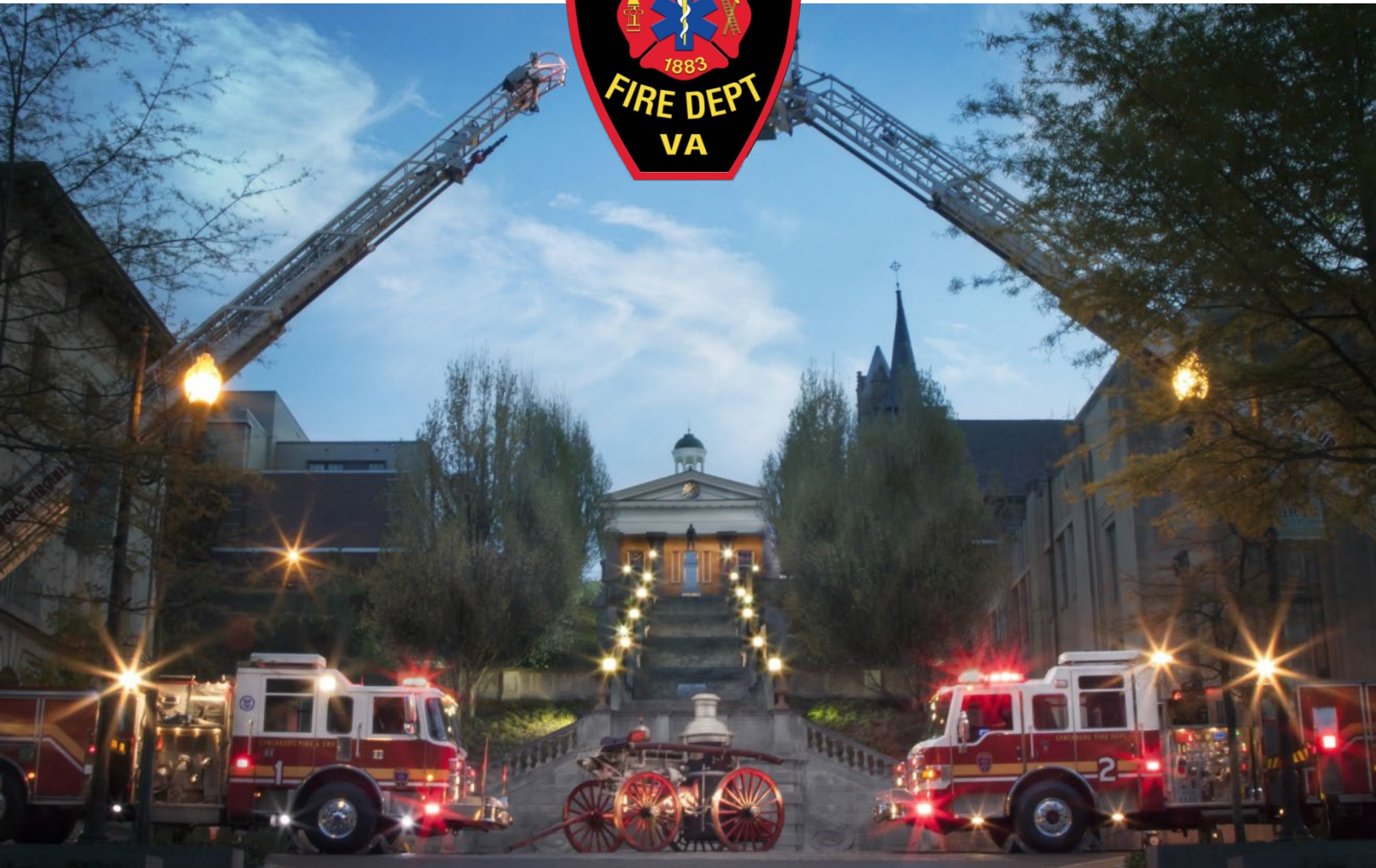
ATTACHMENT(S):
2019 Fire Department Annual Report

REVIEWED BY: raw

028R

City of Lynchburg

Fire Department



2019 ANNUAL REPORT

A Year In Review...

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A Message from our Fire Chief...

Greetings,

On behalf of the men and women of the Lynchburg Fire Department, I am proud to present you the 2019 Annual Report. As an organization we remain committed to providing our community the best possible response with the resources afforded to us. As you review this report, it is my hope that you learn about what we do as an organization while creating a better understanding of how we collaborate with our partners. Most importantly we want to engage with you in ways that will be mutually beneficial for the health and well-being of our community.



In addition to the citizens we serve, our team of Firefighters, Paramedics, Emergency Medical Technicians, and civilians are what we value the most. They provide around the clock services using world class equipment. Our department is structured into three (3) shifts with our staff working a 24/48 schedule which means they work 24 hours at a time and are off for 48 hours.

We remain committed to ensuring exceptional service through innovative initiatives and consistent analysis of outcomes. Like many in the field of public service, we are predicated on service above self, while recognizing that the physical and mental health of our colleagues is a top priority for our organization.

Our efforts as a department would not be as successful without the support of the City Manager and her staff, other city department leaders, City Council, and the support we receive from the community. Thank you!

Fire Chief Greg Wormser

A handwritten signature in black ink that reads "Greg Wormser".

VISION

To be a leading public safety agency in the Commonwealth, providing superior services that promote life safety and minimize property damage.

MISSION

First in Safety. First in Service. First in Community.

VALUES

Honesty • Integrity • Trust • Compassion





OPERATIONS





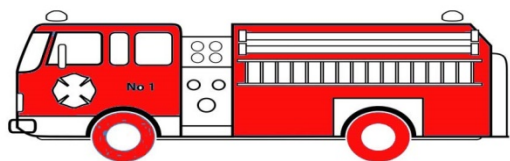
Over 14,000 Responses

WHILE SERVING A POPULATION OF APPROXIMATELY

80,000 Night-time Residents & 110,000 Daytime Citizens

OCCUPYING APPROXIMATELY

51 SQ. MILES



EMERGENCY RESPONSE VEHICLES

- 8 Engines
- 1 EMS Supervisor
- 1 Heavy Rescue
- 1 Hazmat Tractor Trailer
- 1 Rescue Tractor Trailer
- 1 Mobile Command Unit
- 2 Ladder Trucks
- 5 Medic Units
- 2 Chief Cars
- 4 Boats
- 1 Light duty rescue



PERSONNEL

THE LYNCHBURG FIRE DEPARTMENT CURRENTLY EMPLOYS:

- 1 Chief Officer
- 2 Deputy Chiefs
- 6 Field Battalion Chiefs
- 2 Division Battalion Chiefs
- 166 Firefighters/MFF/Captains
- 10 Civilians

RESPONSES	
Incident Type	Number of Responses
Fires in Private Dwellings (1 or 2 Family)	56
Fires in Private Dwellings (3 or more families)	33
Fires in places of Assembly	6
Fires in Health Care and Penal Institutions	4
Fires in stores offices and businesses	4
Fires in Industrial and Manufacturing	1
Fires in places of storage	1
Fires in other structures	7
Vehicle Fires	32
Brush/Grass Fires	37
Trash/Dumpster Fires	30
All other fires	75
Alarms	482
Hazardous Materials Response	112
Other Hazards	197
Other Responses (smoke scare, animal rescues, lock-outs)	1,076
Total Fire Suppression Related Responses	2,153
Emergency Medical Services (EMS) Including Car Crashes	12,144
Total Calls	14,297

2019 Structure Fire Losses and Injuries	\$896,050
This includes two significant total losses. The LFD provides this performance measurement information during its annual budget presentation to City Council. There were four fire related injuries in 2019, one of which was a firefighter. There were no deaths in the city as a result of fire.	
2019 Return of Circulation (ROSC)	51%
In the event someone in the city experiences a Cardiac Arrest, the likelihood of survival is twice the national average. The LFD provides this performance measurement information during its annual budget presentation to City Council.	

SPECIAL TEAMS



Technical Rescue Team

The Technical Rescue Team is comprised of more than 30 individuals that are specially trained in rope rescue, confined space rescue, human and large animal extrication, collapse rescue, swift and open water rescue, and search. This team has additional duties as part of the Statewide Rescue Team that is capable of deployment throughout the Mid-Atlantic Region.



Wildland Team

The Wildland Team is comprised of more than 20 individuals that are specially trained in the mitigation of fires involving areas of our community that are undeveloped. These responses necessitate specialized equipment and certifications that enhance our departments' response capabilities to undeveloped areas.



Hazardous Materials Team

The Hazardous Materials Team is comprised of more than 20 individuals that are specially trained in spill and leak containment, chemistry, and hazardous gasses. This team has capability of deployment to our neighboring jurisdictions as needed and they work very closely with the Virginia Department of Emergency Management.



Bicycle Emergency Response Team (BERT)

This team of specially trained responders provides Emergency Medical Services at events throughout our community where attendance is high and access via vehicles is challenging. These events include: commencements, running and road race events, and events hosted at Riverfront Park.



FIRE MARSHAL'S OFFICE



The Fire Marshal's Office (FMO) is involved in several initiatives to ensure the safety of our community through engagement with Technical Review Committee, Fire Inspections and Investigations.

TECHNICAL REVIEW COMMITTEE

The purpose of the Technical Review Committee (TRC) is to review site plans and subdivision plats for compliance with the City Zoning Ordinance and City Code. The TRC provides its comments in writing to the developer in order to ensure compliance with the Virginia Statewide Fire Prevention Code. The TRC is comprised of several partner stakeholders including city departments; Community Planning and Development, City Engineering, Public Works, Water Resources, and local utility companies. The TRC meets with developers once a month at a minimum. In 2019, 160 projects were reviewed which translates to approximately 3,200 work hours including: site plans, subdivision plats, rezoning, street vacations, pre-technical reviews, projects, conditional use, government projects and road/water/sewage plans.

INSPECTIONS & PERMITTING

Fire and Life Safety Inspections are coordinated by the Assistant Fire Marshal. In 2019 the Fire Marshals completed all of the required annual inspections in accordance with the Virginia Statewide Fire Prevention Code. Seventy-five percent of the completed inspections required a re-inspection as a result of violations that were discovered. To provide an organized approach to inspections, the FMO utilizes both the permit model and the hazard classification model. The permit model organizes inspections based on permit issued. Where applicable, when a permit is issued, an inspection is initiated. The hazard classification model prioritizes inspections based on several factors including but limited to; occupancy, construction type, hazard type, and economic impact. The table below illustrates the schedule for inspections when combining these two models.

Month(s) Inspected	Occupancy Type Inspected
January – February	Hotels
March – April	Child Care Facilities
May – June	Adult Care Facilities
July – September	All Schools, Colleges and Universities
October – November	Restaurants and Fire Stations
December	All others

During the 2019 calendar year, the FMO issued 103 permits, which are illustrated in the following chart. Each of the permits issued by the FMO requires an on-site inspection prior to and in some cases after the permit is issued.

Permit Type	Permits Issued	Permit Type	Permits Issued
Assembly	4	Open Burn	7
Blasting	3 + 3 extensions	Open Flame	7
Bonfire	4	Tank Fill-in	5
Fireworks	44	Tank Removal	19
Flame Effect	4	Tent	6

INVESTIGATIONS

Throughout the Field Operations Division of the department there are trained Fire Cause and Origin Investigators. These individuals are not assigned to the FMO; they are assigned to our stations and provide our community with an immediate investigative role. In the event these field investigators cannot determine cause and origin or the fire is suspected as arson, a Fire Marshal (who is on-call 24/7) is notified to respond to the scene. The following table illustrates the outcomes of investigations performed by the FMO (not field investigators).

Accidental	Arson	Incendiary
17	8	7



COMMUNITY ENGAGEMENT & RISK REDUCTION



COMMUNITY ENGAGEMENT

The Lynchburg Fire Department recognizes the need to be more proactive in its approach to public safety and the health and well-being of our community. There are a number of ways that the department actively participates in and gives back to our community. The officers at our eight (8) fire stations are encouraged to participate in neighborhood events and other programs throughout the city to engage with our citizens. Some of the many programs we are involved in are listed here.



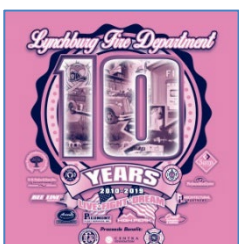
ONE COMMUNITY ONE VOICE (OCOV) is an inclusive faith-based organization that has several partners including the Lynchburg Fire Department, Lynchburg Police Department, Lynchburg Sheriff's Office, and the Commonwealth Attorney's Office. This program provides several initiatives throughout our community to promote health safe lifestyles in a meaningful proactive way.

- **Wednesday Walk Through** is a program where we go door-to-door in a selected neighborhood to connect with the community. This is conducted every other Wednesday during the summer months in conjunction with a cook-out on the opposite Wednesdays at neighborhood centers.
- **The BIKE (Believing in Kids Excelling)** is a program where we raise money to provide at-risk youth in the city school system with a bike based on school attendance, grades, and good behavior.
- **Hanging with Heroes** is an event where our faith-based community selects families in our community to shop with firefighters during the holiday season in an effort to provide gifts to those that may not have resources. Additionally, many of our fire stations partner with their neighborhood public school to provide gifts to families in need.
- **Feeding 100 Program** - Our department participated in the Feeding 100 Program where we provided a free holiday meal to 100 deserving families in our city along with feeding more than 30 families during Thanksgiving.



NEIGHBORHOOD WATCH AND NATIONAL NIGHT OUT are events that our department regularly attends to better understand the needs of the community we serve. If you have a neighborhood watch program or other similar activity and are interested in having your neighborhood fire station participate, please contact us. We have recently been working in the Dearington Neighborhood to promote renovations to the neighborhood recreation center and other features important to improving the quality of life in Dearington.

We created a recent partnership with City Parks and Recreation to provide free CPR training to our community at the neighborhood centers. Additionally, we have asked Centra Health and the Department of Emergency Services (DES) to join us in this partnership. Centra provides Stop the Bleed training and DES provides Emergency Preparedness training.



CANCER AWARENESS CAMPAIGN — In 2019 the department celebrated its tenth year of our pink t-shirt campaign supporting local cancer initiatives and programs through the Centra Foundation. This campaign has raised more than \$100,000 over ten years for cancer support programs at the Pearson Cancer Center including providing free mammograms and family support programs.



GUNS N' HOSES

The department continued its tradition of raising money for MDA and other local charities participating in two events; the annual Guns N' Hoses softball game at Lynchburg City Stadium in August and our annual basketball game Battle of the Badges at the Lynchburg Armory in November. In both of these events the Lynchburg Fire Department and the Lynchburg Police Department compete for bragging rights and to raise money for several charities. The softball game was never completed due to weather and the Guns won the Battle of the Badges.

MUSCULAR DYSTROPHY ASSOCIATION (MDA) FILL-THE-BOOT

In October our firefighters participated in the annual Fill-the-Boot Campaign collecting just over \$50,000 in one week. Firefighters have a longstanding tradition of giving to the MDA and this year was extra meaningful as we have a former firefighter and a family member of a current firefighter who are fighting this disease.



The PulsePoint application continues to be a great way to connect with our department and our community. This crowd sourcing application is available for all major mobile platforms and provides the citizen with the ability to be the first responder. In the event someone is in cardiac arrest in a public location within

0.10 mile of you, the app will notify you of the incident and the location of the nearest Automated External Defibrillator (AED). The app is free and whether or not you respond is your choice and is anonymous.



The Lynchburg Fire Department remains a sponsor of Relay-For-Life which is a primary fundraiser for the American Cancer Society. This is annual event that is meaningful to our department as many of our colleagues and or their families have been affected by cancer.

PUBLIC EDUCATION

Public education is provided by many of our uniformed operations staff coordinated by our Administrative Assistant for the Fire Marshal's Office who is also our part-time Public Educator. The locations of the public education events include: primary and secondary schools, higher education, institutions, businesses and other locations at the requested site. The number of public education combined attendance was 17,230 citizens (see the table below).



Fire Station Tours		Fire Truck Visit at Your Site		Medic Unit Visit at Your Site		Fire Extinguisher Classes		Safety Presentations	
Children	Adults	Children	Adults	Children	Adults	Children	Adults	Children	Adults
687	165	8,580	6,367	24	7	24	78	877	140
852		14,947		312		102		1,017	

FIRE STATIONS

STATIONS

FIRE ADMINISTRATION

800 Madison Street
Lynchburg, VA 24504

Station # 1

801 Clay Street
Lynchburg, VA 24504

Station # 2

2006 Grace Street
Lynchburg, VA 24504

Station # 3

4701 Fort Avenue
Lynchburg, VA 24502

Station # 4

410 Birch Street
Lynchburg, VA 24503

Station # 5

4800 Boonsboro Rd.
Lynchburg, VA 24503

Station # 6

2084 Fort Avenue
Lynchburg, VA 24501

Station # 7

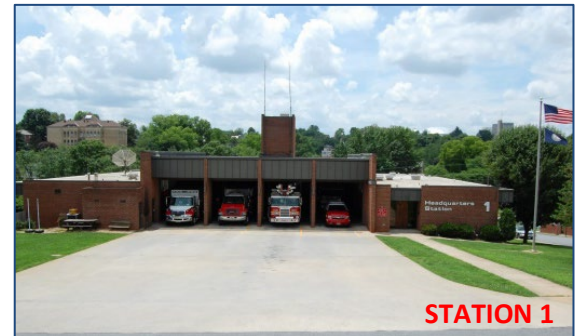
2624 Lakeside Drive
Lynchburg, VA 24501

Station # 8

213 Old Graves Mill Rd.
Lynchburg, VA 24502

Maintenance Shop

2624 Lakeside Drive
Lynchburg, VA 24501





Homeland
Security

RSAF 
Virginia Rescue Squads Assistance Fund



GRANTS/FINANCE



The Lynchburg Fire Department budget is funded through taxes including but not limited to; real estate tax, lodging tax, and sales/meals tax and is divided into two main categories, operating and personnel. As part of the department's commitment to be fiscally responsible, we actively seek grant opportunities to defray some of the operating costs within the department. A few of the more notable grants we have received in 2019 are listed in the table below.

<i>Commonwealth of Virginia Department of Fire Programs</i>	<i>\$285,161</i>
• Turnout gear (personal protective equipment worn by our employees) • Jackets for Wildland Team • Ballistic vests • Miscellaneous equipment and supplies used to support and expand the support of fire services operations as well as to support the health and safety initiatives for fire service personnel. Equipment includes, but is not limited to, thermal imaging cameras, multi-force lift bag, extractors, and miscellaneous minor tools and equipment. • Continuing education for fire service personnel	
<i>Virginia Department of Health EMS Four for Life</i>	<i>\$51,080</i>
• Continuing education and textbooks for EMS providers • EMS supplies and equipment	
<i>Virginia Department of Health Rescue Squads Assistance Funds (RSAF); 50/50 match</i>	<i>\$78,527</i>
• (4) LifePak 15 cardiac monitors • Power stretcher for a medic unit	
<i>Department of Homeland Security Grant administered through the Virginia Department of Emergency Management State Homeland Security Grant (SHSP)</i>	<i>\$87,019</i>
The Lynchburg Fire Department Technical Rescue Team (TRT) was awarded funds to purchase shoring equipment to assist in the stabilization of structures, vehicles, trenches, and/or confined space.	
<i>Department of Homeland Security Grant administered through the Virginia Department of Emergency Management State Homeland Security Grant (SHSP)</i>	<i>\$50,000</i>
The Lynchburg Fire Department Technical Rescue Team (TRT) was awarded funds to be used for replacement of aged equipment including, but not limited to; rope rescue and water rescue equipment. The grant also provided continuing education funding for water rescue training.	
<i>US Department of Homeland Security FEMA Assistance to Firefighters Grant; 90/10 match</i>	<i>\$214,025</i>
Grant funds were used to purchase firefighter self-rescue devices (bailout devices) to be used in incidents where self-rescue may be necessary to prevent injury or death. The grant funds included training of the devices for all fire personnel.	



STAFFING



RECRUIT ACADEMY

At the Lynchburg Fire Department we “hire for attitude and train for skill.” This means that although we may seek individuals with needed training, it is more important that we seek the right individuals that fit our organization and community. In 2019, the Lynchburg Fire Department conducted two recruit academies.

Our traditional recruit academy typically begins in January and lasts 19-21 weeks. During this academy our instructors will provide the necessary training in fire and EMS certifications for the individual to graduate.

Our non-traditional recruit school is comprised of individuals with some or all of the requisite training to work in our department. The length of this school is dependent on the level of training and experience of the individual.



- **2019 NEW RECRUITS**

Firefighter Jonathan Bryant
Firefighter Claire Gilliland
Firefighter Jerome Johnson
Firefighter Daniel Lee
Firefighter Will Lucy
Firefighter Payden Ludwick
Firefighter Bryce Morcom
Firefighter Kendall Moyer
Firefighter Brittany Muraco
Firefighter Christopher Wilmouth
Firefighter Megan Harrison
Firefighter Matthew Orchel
Firefighter Les Powell
Firefighter Michael Trump



PROMOTIONS



Deputy Chiefs



Robert Lipscomb

Jonathan Wright



Battalion Chiefs



David Jackson

Danny Williams

Allen Carwile



Captains

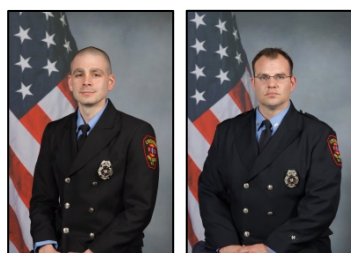


Anthony Andrews

Earl Copes



Captains



Ryan Lee

Marty Misjuns



Master Firefighters



Travis Guthrie

Holly Shackelford

Sam Young

Mary Shumate

Ricky Davis

Derik Hudson

RETIREMENTS

2019 RETIREMENTS



Battalion Chief

Michael Thomas

Retired May 1, 2019

30 years, 8 months of service



Master Firefighter

Maurice Bruce

Retired November 1, 2019

24 years, 1 month of service



Master Firefighter

Tim Staton

Retired December 1, 2019

28 years, 9 months of service

The fire service is comprised of a group of individuals sharing a passion for public service. After years of working long hours together and sharing life's joys and disappointments, naturally this brings us closer together and forms a family atmosphere.

Many of the retirees of the Lynchburg Fire Department meet regularly to share stories and stay connected. This includes a monthly breakfast for a time of fellowship and keeping up with each other's activities. The retirees continue to give back to the community they served for so many years by collecting a small offering at each meeting, and from this, they make contributions to organizations such as the Salvation Army and the Daily Bread.

Each year, the Fire Department hosts an Annual Retirees' Social. At this event, recent retirees are recognized and former retirees are able to engage with current employees, sharing their experiences. This event is also an opportunity for former retirees to stay updated on the latest methods and technology being used by the department. Even though they are no longer actively employed by the department, most retirees reflect on their experiences in the fire service as a source of pride.



TRAINING



OVERVIEW

It is with great pride that the Lynchburg Fire Department's Training Division presents the training report for 2019. This detailed report proves how the department continues to strive to be a leading agency within the Commonwealth, setting training as a high standard for the organization and its members.

It is no secret that the LFD has grounded its training program in practicing skills needed to proficiently and effectively respond to the City's ever-changing environment and community needs. The success of the department's training program is due to the dedication and service provided by the Fire and EMS Training Captains, the instructors who serve on the Facility and EMTAG instructor groups, as well as the field Battalion Chiefs assistance with scheduling apparatus and members to attend training sessions.

The LFD will continue to strive to meet the training requirements for an ISO 1 rating that is set forth by the Insurance Services Office. Those requirements are as follows:

Company Training	16 hours/month
Hazardous Materials	6 hours/annually
Driver Training	12 hours/annually
New Driver Training	60 hours/annually
Officer Training	12 hours/annually
Recruit Training	240 hours
Facility Training	18 hours/annually

Officer Development training seminars are provided annually in order to enhance the effectiveness of those serving at the Chief Officer, Company Officer, and Assistant Supervisor (Master Firefighter) level within the organization. Topics usually are surrounding leadership in the fire service, incident management, problem solving, dealing with personnel matters, and anything else that will focus on the collaborative creation of individual development plans tailored to meet the unique needs and goals of each officer that relates to their positions. This year, there were several instructors who

I AM NOT HERE FOR ME.

I AM HERE FOR WE.

WE ARE HERE FOR THEM.

provided training to our officers over a three-day period focusing on topics that included buddy to boss, incident management and making tactical decisions on the fire ground. Several outside speakers not only provided an opportunity to learn but also a network to become better leaders within the fire service. Most, if not all, of our officers received the required amount of training to fulfill the above requirement with this seminar alone.

RECRUIT ACADEMY

During the spring of 2019, Recruit Academy #18 successfully completed all the components of the academy training. During this 21 week academy, the recruits were provided a foundational skill set to prepare them for a successful career with the Lynchburg Fire Department. Each member participated in training that encompassed Emergency Medical Technician, Firefighter I and II, Hazardous Materials Operations, Mayday Firefighter Down, Heavy Technical Rescue (HTR) Vehicle Rescue I, HTR Module II and much more. Numerous Instructors from the department provided over 800 training hours producing a 100% pass rate; proving the value and success of the instructors that participated in the development and growth of these recruits.

FACILITY DRILLS

Facility drills focus on allowing members to practice Firefighter I and II skills in a training atmosphere. At the beginning of the year, the Fire Training Officer and facility group instructors develop a training schedule outlining the objectives that are to be practiced in order to keep the delivery of training consistent on all three shifts. The drills/skills offered this year included two live burn scenarios, advanced hose deployment, firefighter survival, standpipe operations, power tools, and the roll out of the bailout devices. The facility instructor group along with the Fire Training Officer delivered a total of 2912.5 hours to our department members which equates to approximately 16 hours per member. Without the instructors, members of the organization and its leadership, this wouldn't have been possible.



EMTAG

The Emergency Medical Training Advisory Group (EMTAG) drills are designed to assist each individual in meeting the time and topic refresher requirements for their re-certification as an Emergency Medical Technician and Paramedic for the State of Virginia. In 2019, EMTAG training was conducted on five (5) different occasions and offered six (6) days of training during those months with four (4) classes conducted each day; allowing our members to participate in both didactic and practical training. This roughly equates to 250 teaching hours delivered to our members of the organization. The topics offered through 2019's EMTAG instructors included: the roll out of the i-gel airway, allergic reaction with an orthopedic injury, drowning, competency reviews that targeted pregnancy, childbirth and care of the newborn, and an escape room that focused on four operational topics. Along with EMTAG drills, the department continues to utilize Target Solutions (a training software platform) to deliver additional training to its members. This process allows all members to receive their needed recertification hours to maintain their current status as well as provide an opportunity to prepare for the EMTAG drills that follow.

ALERRT — ACTIVE ATTACK INTEGRATED RESPONSE (AAIR)

The department continues to strive in certifying all members with an Active Attack Integrated Response certificate. This training is designed to improve integration between our department members and the Lynchburg Police Department, Lynchburg Department of Emergency Services, and other neighboring law enforcement and EMS agencies in active attack/shooter events. These courses are designed to improve the safety and survivability of victims of active attack situations by teaching how to operate within a rescue task force and providing tactical emergency casualty care.



CONFERENCES

The Lynchburg Fire Department is fortunate for the opportunity for its members to attend conferences and training on a regular basis. Over 200 training requests were submitted in 2019 and more than 95% were approved. Having the ability to attend these outside sessions allow our members to develop their knowledge, skills and abilities exceedingly past their minimal expectations. Some of the conferences included Fire Department Instructors Conference (FDIC), EMS Symposium, International Hazardous Materials Response Team Conference, Rescue Challenge, Journeyman Fire Conference, Virginia Association of Hazardous Materials Specialist Conference, Smithfield and Walker Sisk Truck Company Schools, Perfecting the Craft, Making the Stretch, and the Irons Academy, to name a few.



WHAT'S NEW?

FIRE TRAINING CAPTAIN



The Training Division has recently welcomed in January 2020, Captain Earl Copes as the next Fire Training Captain. Captain Copes has been with the Department for 19 years and demonstrates a passion and desire to share his knowledge and experiences with others. He has been involved with different levels of training within the department that includes assisting with recruit schools, providing instruction as a facility instructor, leading the departments “Through the Lock” training and building numerous props for the Training Division. Captain Copes also brings many strengths and innovative ideas that will assist the department in developing training programs that will meet the needs of our members.

TRAINING PLAN

The Lynchburg Fire Department continues to recognize the need for continuous training in order to maintain proficiency in providing emergency services to those within the Lynchburg community and surrounding areas. For this, the Training Division has created a training plan that outlines a comprehensive training program for the Lynchburg Fire Department. The structure and content of this plan has been developed to meet the dynamic needs of the organization and its personnel. The cumulative goal of this plan is to provide personnel with the best possible preparatory knowledge, skills, and abilities while subsequently establishing the Lynchburg Fire Department as a recognized authority on the safe, efficient, and effective delivery of all-hazards emergency responses.

CENTRA PARTNERSHIP — SIMULATION LAB



The LFD continues to work towards strengthening its partnership with Centra Health’s Simulation lab. This partnership will provide our department the opportunity for state of the art Emergency Medical Simulation training as well as mobile training capabilities. A draft Memorandum of Understanding (MOU) has been created and once the department completes the purchase of a simulation mannequin, fulfilling the MOU, our emergency medical training will reach the next level. This training will continually demonstrate how our organization continues to be a leading agency within the Commonwealth.





HEALTH & SAFETY



HEALTH & SAFETY

While we focus on the health, safety, and well-being of our community as a top priority, we are also committed to ensuring that our employees are physically fit and can provide a safe and effective service to our citizens. There are many ways that we promote healthy lifestyles and safe operations in our department and our city, some of these are listed below.

- Thanks to a contribution from the City's Risk Management Office, each engine company is now equipped with a portable speed bump. This device provides a safe manner for our responders to slow traffic at an incident.
- A partnership has been formed with the YMCA of Central Virginia to provide our Recruit Academy with the use of the YMCA facilities and a Personal Trainer.
- A plan was developed for the purchase of new exercise equipment to be distributed to all the stations that will include instruction in its use.
- A Health and Safety Advisory Committee was formed and the following goals identified:
 - Develop a Health and Safety Plan for the department
 - Evaluate our current department physical program
 - Begin a program of reporting/training on Near Miss Incidents, etc.
- Cancer is a leading cause of illness and death in the fire service. As a result, the department has several initiatives that will minimize long term spread of carcinogens.
 - Each fire apparatus is equipped with decontamination buckets with specialized equipment to decontaminate firefighters on a fire scene.
 - Completed the purchase and installation of two (2) specialized turnout gear washing machines (extractors), bringing the total number of machines to six (6) across the department.
 - Created a decontamination procedure for all personnel and a subsequent exposure form for consistent reporting.
 - Completed the purchase of a second set of turnout gear for every employee.
- Assisted in giving approximately 700 flu shots to city employees.
- Coordinated Chaplain Services for the two volunteer chaplains who serve our department employees and their families.





**MISSION:
LIFELINE**

AWARDS & NEWS

Congratulations to

CAPTAIN CHRIS ADAMS

for being nominated as a Healthcare Hero by *Lynchburg Living Magazine*! Chris has made a tremendous impact in the delivery of emergency medical services in our community, helping make Lynchburg a great place to live, work, and play.

We are proud of all of the outstanding providers with the Lynchburg Fire Department.



**YOU, TOO, CAN BE A HEALTHCARE HERO!
DOWNLOAD THE PULSEPOINT APP TODAY. SAVE A LIFE TOMORROW.**

Sudden Cardiac Arrest is one of the leading causes of preventable deaths. The PulsePoint app alerts CPR-trained bystanders, like you, to a cardiac emergency in your immediate vicinity. You can now get to the scene and start CPR in the critical lifesaving minutes before EMS teams arrive.

PulsePoint

Provided by the Lynchburg Fire Department
and The Fire Foundation



Patriot's Award

The Lynchburg Fire Department and Station 2B Shift received the Patriot's Award in 2019. This award is given by Employer Support of the Guard and Reserve (ESGR) and reflect efforts made to support citizen warriors through a wide-range of measures including flexible schedules, time off prior to and after deployment, caring for families, and granting leaves of absence.



Mission Lifeline (May 2019)



The department received the American Heart Association Mission Lifeline Silver Award. This award is part of a national initiative to advance the system of care for patients with acute, high-risk time sensitive life and/or quality of life threatening disease states, such as ST Elevation Myocardial Infarction (STEMI Heart Attack), Non-ST Elevation Myocardial Infarction (NSTEMI Heart Attack) and Stroke and Out of Hospital Cardiac Arrest. The Lynchburg Fire Department is proud to partner with Centra Health and Blue Ridge EMS to provide the best cardiac care to our citizens. We provide 12 lead ECG with transmission capability and specialized pharmacological care, amongst other initiatives.

Excellence in EMS in Central Virginia — Retired Fire Chief Brad Ferguson

Brad was recognized by the regional EMS Council for Excellence in EMS in Central Virginia. Brad has been a long supporter of EMS in Central Virginia and was one for the first Advanced Life Support EMS providers at the Lynchburg Fire Department more than forty years ago.



EMS Provider of the Year in Virginia — Captain Chris Adams

Chris was recognized as the Commonwealth of Virginia EMS provider of the year. Chris is an outstanding role model and impeccable provider who exemplifies what it means to be a public servant. Chris was recognized by his peers and subject matter experts across the state for this honor.

Red Cross Heroes Award

The Lynchburg Fire Department was recognized as Red Cross Heroes at the annual Red Cross Awards Ceremony. The department was recognized for their outstanding response during a tornado that came through the center of the city and the subsequent work that our department participated in during clean-up of several neighborhoods.



Hurricane Deployment

The department Technical Rescue Team was deployed during Hurricane Dorian to the Tidewater area of the Commonwealth. The team maintains expertise in swift water rescue, structural collapse rescue, and confined space rescue amongst other disciplines that are necessary for these types of responses and deployments.



Emergency Preparedness

As part of an ongoing commitment to preparedness and being an all hazards department, the LFD participated in several large scale exercises in 2019. These events are designed to provide our responders with opportunities to enhance response capabilities, improve communication, and engage in both statewide and local partnerships. The events this year included: hazard mitigation, technical rescue, and active assailant.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

For reference for
Agenda Item #4

MEETING DATE: **February 11, 2020**

AGENDA ITEM #: **17**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Real Estate Tax Refund for LSC Communications Printing Company

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2020 General Fund budget and appropriate \$178,837 with resources from the General Fund Reserve for Contingencies to refund overpayment of real estate taxes for tax years 2017, 2018 and 2019 by LSC Communications Printing Company for property(s) located at 4201 Murray Place.

SUMMARY: As provided by State Code 58.1-3980, LSC Communications Printing Company filed a grievance with Lynchburg Circuit Court regarding real estate assessments for tax years 2017, 2018 and 2019 at their property located at 4201 Murray Place. The City Assessor performed a property inspection, and considered comparable sales data along with and a broker's opinion of value from CBRE Group who is marketing the property for sale. The Assessor concluded the real estate assessments in question were erroneous and proffered a reduction in the 2017, 2018 and 2019 real estate assessments. The 2019 real estate assessment will be revised from \$16,060,800 to \$7,657,100 and an updated statement will be issued reflecting the amount due for remaining installments being paid in 2020. The 2018 real estate assessment will be revised from \$16,060,800 to \$7,886,800. The 2017 real estate assessment will be revised from \$16,060,800 to \$8,123,400. LSC Communications Printing Company agreed to withdraw their court case based on these changes and forego any interest owed by the City.

The settlement allows the City to avoid the uncertainty of litigation by: saving (i) attorney fees and expenses associated with a trial and possible appeals and (ii) maintaining a good working relationship with LSC Communications Printing Company.

PRIOR ACTION(S): January 28, 2020: Finance Committee recommended approval of the refund

FISCAL IMPACT: \$178,837 with resources from the FY 2020 General Fund Reserve for Contingencies.

CONTACT(S): Jeff Bandy, City Assessor – 455-3821
Walter Erwin, City Attorney – 455-3973

ATTACHMENT(S):
Resolution

REVIEWED BY: raw

023R

RESOLUTION:

#R-20-016

BE IT RESOLVED that the FY 2020 General Fund budget is amended and \$178,837 is appropriated with resources from the General Fund Reserve for Contingencies to refund overpayment of real estate taxes for tax years 2017, 2018, and 2019 by LSC Communications Printing Company for property(s) located at 4201 Murray Place.

Introduced:

Adopted:

Certified:

Clerk of Council

As required by Section 58.1-3981 of the Code of Virginia, the proposed refund to LSC Communications Printing Company for the overpayment of real estate taxes has been reviewed and approved by the City Attorney.

Date

City Attorney

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 25, 2020**

AGENDA ITEM #: **5**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Public Hearing Regarding Substantial Amendments to the Fiscal Years (FYs) 2018 and 2019 Annual Action Plans for the Community Development Block Grant Program and HOME Program

KEY ELEMENTS:

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

RECOMMENDATION: Hold a public hearing and adopt a resolution approving the submission of Substantial Amendments to the Fiscal Years (FYs) 2019 and FY 2020 (Program Years [PYs] 2018 and 2019) Annual Action Plans for the Community Development Block Grant (CDBG) and HOME Program to the U. S. Department of Housing and Urban Development (HUD); and reallocate \$95,000 from the PY 2018 HOME Program project, James River Housing Development, into the PY 2018 Florida Terrace Apartment HOME project within the FY 2019 CDBG and HOME Program Annual Action Plan; and reallocate \$70,000 from the PY 2019 HOME Program project, James River Housing Development, into the PY 2019 Florida Terrace Rental Housing project within the FY 2020 CDBG and HOME Program Annual Action Plan.

SUMMARY: The Annual Action Plan sets forth the projected uses of federal entitlement funds, including CDBG and HOME Program funds for the coming program year, and addresses the available resources for program implementation, activities to be undertaken, program guidelines, and monitoring. The Plan addresses the efforts made toward accomplishing the goals and objectives included in the City's Five-Year Consolidated Plan (2015-2019). On July 10, 2018 and June 25, 2019, respectively, City Council convened public hearings approving the projects and submission of the FYs 2019 and 2020 Annual Action Plans to HUD.

The proposed funding modifications described below require that the Fiscal Years 2019 and 2020 Annual Action Plans be amended in accordance with HUD regulations by a "Substantial Amendment" (term used by HUD). The subject Substantial Amendments were issued for public review on January 25, 2020 in *The News and Advance*, at the Lynchburg Public Library, and through social media. To date no public comments have been received regarding the Substantial Amendments.

The FYs 2019 and 2020 Annual Action Plans' Substantial Amendments propose to reallocate HOME funds in the amount of \$95,000 and \$70,000, respectively, from the Rush Homes rental housing development project, James River Housing, to the Rush Homes Florida Terrace Rental Housing project. The Florida Terrace project will be located at 2117 Florida Avenue. The project will provide low-income housing for persons with and without disabilities and Permanent Supportive Housing for people exiting homelessness who also have disabilities.

Rush Homes has submitted a request to reallocate the HOME Program funds from the planned James River Housing development project as a result of the need for affordable housing as shown in the *2018 Opportunity Profile: Housing Stability in Lynchburg, VA* conducted by Enterprise Housing Community Partners on behalf of the Lynchburg Regional Housing Collaborative (LRHC). In addition, the reallocation of these funds will provide a higher match for the Low Income Housing Tax Credit (LIHTC) application that Rush Homes is planning to submit for the Florida Terrace Rental Housing project.

City Council at its February 11 meeting approved a Conditional Use Permit for the construction of these apartments.

PRIOR ACTION(S): Approval of FYs 2019 and 2020 CDBG and HOME Program Annual Action Plan – July 10, 2018 and June 25, 2019

FISCAL IMPACT: None – The funds will be reallocated from one project to another within each of the respective PYs 2018 and 2019 HOME Fund.

CONTACT(S): Melva Walker, Grants Manager, 455-3916
Bonnie Svrcek, City Manager, 455-3987

ATTACHMENT(S):
Draft FYs 2019 and 2020 Substantial Amendment Annual Action Plans for the CDBG and HOME Program
Rush Homes Letter of Request for Reallocation of HOME Program funds

REVIEWED BY: bms

RESOLUTION:

#R-20-019

BE IT RESOLVED that the FY 2019 and FY 2020 Community Development Block Grant (CDBG) and HOME Program Annual Action Plan Substantial Amendments are hereby approved for submittal to the U. S. Department of Housing and Urban Development (HUD) and the PY 2018 HOME Fund is amended to reallocate \$95,000 from the James River Housing Development project to the Florida Terrace Rental Housing project; and the PY 2019 HOME fund is amended to reallocate \$70,000 from the James River Housing Development project to the Florida Terrace Rental Housing project.

Adopted:

Certified: _____
Clerk of Council

031R



SUBSTANTIAL AMENDMENT- No. 2

Community Development Block Grant (CDBG) and HOME Program Application

Fiscal Year 2019

Annual Action Plan • July 1, 2018 – June 30, 2019

Substantial Amendment #1 - The AAP 2018 is being revised to incorporate a new project utilizing unspent Bluffwalk Section 108 Loan proceeds for the design of the new Lynchburg Police Department headquarters.

Substantial Amendment #2 - The AAP 2018 is being revised to reallocate \$95,000 of HOME Community Housing Development Organization (CHDO) funds from the James River Housing rental development project to the Florida Terrace CHDO rental development project.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Lynchburg receives an annual entitlement allocation of funding from the U. S. Department of Housing and Urban Development (HUD) to be used for the benefit of low-income persons or neighborhoods. The funding is based on a formula and a number of community development factors including population, the extent of poverty, housing overcrowding, and slower population growth in relationship to other metropolitan areas.

The City of Lynchburg receives two different entitlement grants from HUD, the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Program Grant. The City uses these funds to leverage other public and private funding towards community development and housing projects.

The City of Lynchburg, as an entitlement jurisdiction in the CDBG and HOME Programs, is required by HUD to submit a consolidated plan every five years. The Consolidated Plan defines a specific course of action to meet the community development and housing needs for the citizens of Lynchburg. It integrates economic, physical, environmental, community and human development in a comprehensive and coordinated fashion so that the City, Lynchburg Redevelopment and Housing Authority (LRHA), and nonprofit organizations can work together to assist in meeting the needs of families and/or individuals. The strategic plan in this document also sets forth program goals, specific objectives, annual goals, and benchmarks for measuring progress. In so doing, it helps the City and citizens keep track of results and learn what works in the community.

This Consolidated Plan corresponds to the City's five fiscal years, which began July 1, 2015 and ends June 30, 2020. Once a year, City staff writes an Action Plan. The Action Plan outlines projects and the amount of funding that will go towards the goals outlined in the Consolidated Plan. At the conclusion of each

fiscal year, City staff writes a final report, called the Consolidated Annual Performance and Evaluation Report (CAPER), to report the progress towards the Consolidated Plan goals and accomplishments by project.

The CDBG and HOME funding allocations have been trending downwards and that trend is expected to continue. However, this Plan takes into account the increasing importance of identifying and prioritizing the most critical needs to be addressed with CDBG and HOME Program funds.

Structure of the Plan

The Consolidated Plan consists of three major sections: a housing and community development needs assessment, a housing market analysis, and a strategic plan which identifies those priority housing and community development needs and strategies that the City plans to address with the available HUD resources over the next five years. This plan was formulated using HUD's eConPlan tool, which dictates the plan's structure and provides a series of pre-populated tables.

Data in the three major sections was drawn primarily from HUD's Comprehensive Housing Affordability Strategy (CHAS) data set, which is a special tabulation of 2007-2011 American Community Survey (ACS) data from the Census Bureau. The CHAS data is a fixed set of data in pre-populated tables. The CHAS data describes housing problems, such as overcrowding or incomplete kitchen and/or plumbing facilities, as well as cost burden, which occurs when a household pays more than 30% of its gross income on housing costs. Extreme cost burden occurs when a household pays more than 50% of its gross income on housing costs.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Strategic Plan within the 2015-2020 Consolidated Plan provides a framework to address the needs of the City for the five years using CDBG and HOME funds. The three overarching objectives guiding the proposed activities are:

- Providing Decent Affordable Housing
- Creating Suitable Living Environments
- Creating Economic Opportunities

Outcomes show how programs and activities benefit a community or the people served. The three outcomes that will illustrate the benefits of each activity funded by the CDBG and HOME programs are:

- Improve Availability/Accessibility

- Improve Affordability
- Improve Sustainability

Activities funded in the five year plan and the Program Year 2018 Annual Action Plan will support at least one objective and one outcome. The City's framework for realizing the objectives and outcomes include the following goals:

- Provide Decent, Affordable Housing
- Provide a Suitable Living Environment
- Increase Homeownership
- End Chronic Homelessness

The goals listed below are intended to provide broad guidance in the allocation of CDBG and HOME Program funds granted to the City by HUD for the five years that began on July 1, 2015 and ends on June 30, 2020. The Community Development Advisory Committee (CDAC) supports the allocation of funds to achieve measurable results for both housing and non-housing goals. These goals were reviewed and reaffirmed by City Council on January 9, 2018 for the Fiscal Year (FY) 2019 (Program Year 2018) Annual Action Plan.

Housing Goals

- Increase the number of owner-occupied units.
- Rehabilitate substandard housing units. Emphasis is to be placed on programs that require an investment of funds and/or labor on the part of the owner commensurate with the owner's resources.
- Support initiatives to increase permanent affordable rental and housing ownership opportunities.
- Promote programs that assist eligible individuals in retaining their homes.

Non-Housing Goals

- Support efforts for the removal and redevelopment of dilapidated and condemned structures to eliminate neighborhood deterioration, blight and blighting influences.
- Support neighborhood partnerships that facilitate self-sufficiency and enable families and individuals to maintain their housing, remain in their neighborhoods, and age in place.
- Support economic development initiatives that improve the economic base, job skills, and health of the community.
- Promote public service activities which support the healthy development of the City's at-risk youth, adults, and families.

- Support efforts to develop, sustain, and coordinate a comprehensive, seamless system of services for homeless citizens in order to move the homeless population toward obtaining permanent housing.
- Support efforts to remove barriers to escape poverty and strengthen low-income households and families.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

In Program Year 2017 (FY18), the City received \$662,564 in CDBG entitlement funds and \$300,951 in HOME Program entitlement funds. Along with these entitlement funds, reprogrammed prior year funds of \$25,000 and previously receipted program income of \$65,500, respectively, in the CDBG Program was allocated to eligible projects. The total amount of CDBG and HOME funds the City allocated for projects and activities during the Program Year 2017 was \$1,054,015.01. This represented a total of \$753,064.01 in CDBG and \$300,951 in HOME Program dollars. The City allocated the majority of its CDBG and HOME Program funds for projects and activities classified as housing, public facilities and infrastructure, and public services.

The following is a summary of the City's past performance as reported to HUD in the Consolidated Annual Performance Report (CAPER) for overall performance in Program Year 2016 (FY 2017). The CAPER noted that the City's performance in Program Year 2016 (FY 2017) met the regulatory expectations in regard to the following:

CDBG Program- In Program Year 2016 approximately 77% (\$439,888) of the CDBG allocation was expended on activities that benefited low-to-moderate (LMI) persons within the City. With this amount the City was above the minimum threshold of 70% set in 24 CFR 570.901(a).

There was 13% (\$95,094) of Lynchburg's CDBG allocation and prior years' funding expended on planning and administration, which was under the maximum of 20% allowed according to 24 CFR 570.206(g).

There was 9.00% (\$60,510.63) of Lynchburg's CDBG allocation and prior years' funding expended for public service activities; therefore, the City was under the maximum of 15% mandated by 2 4CFR 570.201(e).

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The planning process for the preparation of the Five-Year Consolidated Plan and FY 2019 Annual Action Plan included the following distinct elements:

- Focus group sessions with representatives from City government (staff), non-profit organizations, and other service providers to gain stakeholder input on the identification of City needs.
- Additional meetings and telephone interviews with City departmental staff and other provider agencies and stakeholders throughout the planning process to understand the current scope of programs, issues, and concerns. The one-on-one conversations helped to develop strategies to address the community needs that were identified in the focus group sessions.
- Review of existing community development-related planning documents, including the City of Lynchburg's 2030 Comprehensive Plan (2013)
- There were two public meetings conducted by the Community Development Advisory Committee (CDAC) and three public hearings conducted by City Council for the FY 2019 Annual Action Plan to review the housing and non-housing goals and the proposed project applications. Public notices were published in the local newspaper, *The News and Advance*, along with notifying community organizations through electronic mail and social media.

SUBSTANTIAL AMENDMENT - 30-DAY COMMENT PERIOD AND PUBLIC HEARING

In accordance with the City's Citizen Participation Plan, a 30-day public comments period for the City of Lynchburg's Substantial Amendment No. 1 to the Community Development Block Grant (CDBG) Program Year 2018/Fiscal Year (FY) 2019 Annual Action Plan commenced on Saturday, May 11, 2019 to solicit citizen input regarding the substantial amendment.

City Council conducted a public hearing on Tuesday, June 11, 2019 at 7:30 p.m. in City Hall, Council Chambers, 900 Church Street, Lynchburg, Virginia, for the purpose of soliciting citizen input regarding the proposed substantial amendment. There was no one present to speak to this Amendment. City Council approved the final appropriation of these funds at its June 25, 2019 meeting.

SUBSTANTIAL AMENDMENT #2- 30-DAY COMMENT PERIOD AND PUBLIC HEARING

In accordance with the City's Citizen Participation Plan, a 30-day public comments period for the City of Lynchburg's Substantial Amendment No. 2 to the Community Development Block Grant (CDBG) Program Year 2018/Fiscal Year (FY) 2019 Annual Action Plan commenced on Saturday, January 25, 2020 to solicit citizen input regarding this Substantial Amendment.

City Council will conduct a public hearing on Tuesday, February 25, 2020 at 7:30 p.m. in City Hall, Council Chambers, 900 Church Street, Lynchburg, Virginia, for the purpose of soliciting citizen input regarding the proposed Substantial Amendment No. 2.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

On January 9, 2018 City Council conducted a public hearing to receive citizens' comments concerning the Community Development Block Grant (CDBG) and HOME Program housing and non-housing goals for the FY 2019 Annual Action Plan. At the public hearing, City staff gave a summary of the proposed goals. There was no one else present who wished to speak to this item, and the public hearing was closed. City Council approved the goals.

On February 22, 2018 the Community Development Advisory Committee (CDAC) held a public meeting to review submitted CDBG and HOME Program applications and formulate recommendations for consideration by City Council regarding the anticipated allocation of \$665,797.70 in CDBG entitlement, program income and reprogrammable funds and \$336,591 in HOME Program entitlement funds. There were representatives from the various agencies that had submitted project applications present at this meeting. CDAC members reviewed each application and asked questions of the respective agency representatives for clarifications. At the conclusion of the meeting, the Committee unanimously agreed on the recommended projects for the CDBG and HOME Program that would be submitted to City Council for approval. At the time of the CDAC meeting the City had not received final entitlement allocations from HUD. Therefore, CDAC included in their recommendations increase/decrease adjustments to the recommended projects based on the final allocations from HUD.

On March 13, 2018 City Council conducted a public hearing to receive public input and adopt the proposed FY 2019 CDBG and HOME Program projects. There were agency representatives, who had submitted applications for funding present and spoke to City Council regarding the CDAC recommendations for the projects. The representatives asked for City Council's support of the CDAC recommendations. City Council unanimously approved the CDAC recommendations for projects to be funded.

On May 2, 2018, the City received final entitlement allocation amounts for the CDBG and HOME Programs. Due to increases in the funding amounts, staff elected to reconvene the CDAC members according to our Citizen Participation Plan to make final determinations for allocations of the additional funds. On May 31, 2018 CDAC held a public meeting to formulate recommendations for the additional funds for consideration by City Council with the final CDBG entitlement, program income and reprogrammable funds of \$737,146.70 and \$474,412 in HOME Program entitlement and reprogrammed funds.

On July 10, 2018 City Council conducted a public meeting to accept comments regarding the draft FY 2019 Annual Action Plan. See AP-12 Participation for comments.

On June 11, 2019 City Council conducted a public meeting to accept comments regarding the proposed Substantial Amendment #1. There was no one present to speak to this Amendment. City Council approved the final appropriation of these funds at its June 25, 2019 meeting.

For additional information on public comments and public outreach efforts, including public hearing notices and minutes, please see the attachment in AD-25, Administration, Citizen Participation Comments.

6. Summary of comments or views not accepted and the reasons for not accepting them

There were no public comments received during the public comment period or at the City Council public hearing.

FY 2020 Annual Action Plan - Substantial Amendment No 2 - Any public comments received will be incorporated into the Amendment at the conclusion of the City Council public hearing.

7. Summary

The public participation in the 2015-2020 Consolidated Plan, FY 2019 Annual Action Plan, and FY 2019 Substantial Amendments No. 1 and No. 2 Annual Action Plan carried general themes of the need for goals that would provide for programs and activities that serve the homeless and persons in poverty; provide education awareness activities to guide persons in securing homeownership through pre and post-counseling and maintaining/retaining their homes; and provide affordable rental housing for low-to-moderate income persons and persons with disabilities. public improvements and facilities.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator			Community Development/Grants Administration
HOME Administrator			Community Development/Grants Administration

Table 1 – Responsible Agencies

Narrative (optional)

The City of Lynchburg's Community Development Grants Administration Office is the lead agency for the preparation of the Consolidated Plan.

Consolidated Plan Public Contact Information

City of Lynchburg Department of Community Development
Grants Administration Office
900 Church Street
Lynchburg, VA 24504
Contact: Melva C. Walker, Grants Manager
Phone: 434.455.3916
Email: melva.walker@lynchburgva.gov
Website: www.lynchburgva.gov

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Lynchburg utilized an outreach effort to maximize input from stakeholders. This outreach effort included the Community Development Advisory Committee (CDAC) meeting, public meetings, and published meeting notices.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

To ensure the participation of and coordination between public and private agencies, the Grants Administration staff sent informational material and written communication to community organizations for preliminary discussions on the Plan and the needs of the citizens of Lynchburg. Some of the agencies contacted included: Lynchburg Redevelopment and Housing Authority (LRHA), Lynchburg Health Department, Johnson Health Center, Lynchburg Department of Human Services, Miriam's House, The Gateway, Inc., Rush Homes, Central Virginia Continuum of Care, City of Lynchburg Office of Economic Development, Lynchburg Community Action Group, United Way of Central Virginia, Region 2000, and Divisions of Neighborhood Services/Code Enforcement and Inspections within the Department of Community Development.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Lynchburg is a member of the Central Virginia Continuum of Care (CVCoC), which is a regional group of agencies that focuses on issues pertaining to homelessness. Through the participation of the members of the CVCoC the agency can more effectively address the needs of homeless individuals and families, including the following: homelessness prevention; outreach/assessment (i.e. case management); emergency services; transitional housing; and permanent supportive housing. In addition, the City along with the CVCoC has a partnership with Lynchburg Redevelopment and Housing Authority (LRHA) to fund a Homeless Intake Coordinator position to provide a coordinated intake process for homeless persons. This position and the coordinated intake process at LRHA provide a higher level of coordination with the CVCoC to address the needs of homeless persons.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Lynchburg does not receive Emergency Solutions Grant (ESG) funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities- (See Pages 12-20)

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	LYNCHBURG REDEVELOPMENT AND HOUSING AUTHORITY (LRHA)
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lynchburg Redevelopment and Housing Authority (LRHA), the Public Housing Authority (PHA), was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include: improved access to affordable housing for low-to-moderate income persons.
2	Agency/Group/Organization	Rush Homes
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Housing needs- persons with disabilities
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Rush Homes was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include: improved access to affordable housing for disabled, low-to-moderate income persons.
3	Agency/Group/Organization	GREATER LYNCHBURG HABITAT FOR HUMANITY
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy Low-to-moderate income families

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Greater Lynchburg Habitat for Humanity (GLHFH) was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include: improved access to affordable housing for low-to-moderate income persons.
4	Agency/Group/Organization	LYNCHBURG COMMUNITY ACTION GROUP, INC. (LYN-CAG)
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with HIV/AIDS Services-homeless Services-Education Services-Employment Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Anti-poverty Strategy Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lyn-CAG was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include: improved access to affordable housing, rehabilitation to owner-occupied housing, and the availability of community and housing services for low-to-moderate income persons.
5	Agency/Group/Organization	LYNCHBURG COVENANT FELLOWSHIP
	Agency/Group/Organization Type	Housing Services - Housing Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lynchburg Covenant Fellowship (LCF) was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include: improved access to affordable housing and the availability of housing for low-to-moderate income persons and the elderly.
6	Agency/Group/Organization	BOYS AND GIRLS CLUB OF GREATER LYNCHBURG
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Boys and Girls Club of Greater Lynchburg was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the partnership with the Lynchburg Police Department improves neighborhood organizations and the relationship with youth in the community.

8	Agency/Group/Organization	LYNCHBURG POLICE DEPARTMENT
	Agency/Group/Organization Type	Other government - Local Collaborate with Boys and Girls Club programs
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lynchburg Police Department was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with the Lynchburg Police Department improves the neighborhood organizations and watches that the officers participate in for prevention of crime and provide safety to the neighborhoods and in its collaboration with the Boys and Girls Club working with youth.
9	Agency/Group/Organization	Lynchburg Parks and Recreation
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy Recreational Activities
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City's Parks and Recreation Department was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan include the consultation with this agency should include: access to recreational activities for youth and adults in the low-moderate income population. Public facility improvements for the Neighborhood Centers.
10	Agency/Group/Organization	FREE CLINIC OF CENTRAL VIRGINIA
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Free Clinic of Central Virginia was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency will include health and wellness services to offer low-moderate income persons to increase healthy living.
11	Agency/Group/Organization	Central Virginia Health Department
	Agency/Group/Organization Type	Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Central Virginia Health Department was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency will include health and wellness services to offer low-moderate income persons to increase healthy living.
12	Agency/Group/Organization	Johnson Health Center
	Agency/Group/Organization Type	Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Johnson Health Center was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency will include health and wellness services to offer low-moderate income persons to increase healthy living.

13	Agency/Group/Organization	Centra Foundation
	Agency/Group/Organization Type	Services-Health Regional organization Foundation
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy Community health needs of those in poverty
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Centra Foundation was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency will include funding opportunities to the community to increase health and wellness opportunities.
14	Agency/Group/Organization	VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Virginia's Region 2000 Local Government Council was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include improved regional partnerships to achieve the goals and objectives of the Annual Action Plan.
15	Agency/Group/Organization	LYNCHBURG ASSOCIATION OF REALTORS
	Agency/Group/Organization Type	Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lynchburg Association of Realtors was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include enhancing the opportunities for low-moderate income persons to purchase affordable housing.
16	Agency/Group/Organization	UNITED WAY OF CENTRAL VIRGINIA, INC.
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The United Way of Central Virginia was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include improved regional partnerships to achieve the goals and objectives for the Annual Action Plan.
17	Agency/Group/Organization	LYNCHBURG CITY SCHOOLS
	Agency/Group/Organization Type	Services-Children Services-Education Other government - Local
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lynchburg City Schools was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency will include improved educational opportunities and partnerships to explore programs to offer for low-moderate income persons to obtain housing and life skills stability.

18	Agency/Group/Organization	Miriam's House
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy Shelter
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Miriam's House was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency will expand affordable housing opportunities for homeless women and children and assist in providing improved public services.
19	Agency/Group/Organization	Lynchburg Area Center for Independent Living
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lynchburg Area Center for Independent Living (LACIL) was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include: improved access to affordable housing for disabled, low-to-moderate income persons.
20	Agency/Group/Organization	City of Lynchburg Department of Social Services
	Agency/Group/Organization Type	Services - Housing Services-Children Child Welfare Agency Other government - Local

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City's Division of Social Services was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include enhancing availability of services for low-moderate persons to enhance opportunities to bridge out of poverty.

Identify any Agency Types not consulted and provide rationale for not consulting

City staff is not aware of any agencies that were not contacted to participate in relation to the housing and community development needs for the City.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Central Virginia CoC	Information from the application provided a framework for the homeless needs section.
Analysis of Impediments to Fair Housing (AI)	City of Lynchburg	The Fair Housing Action Plan implementation recommendations from the AI were reviewed for the Annual Action Plan.
The City of Lynchburg Comprehensive Plan 2013	City of Lynchburg	The Comprehensive Plan was reviewed to match the Annual Action Plan goals.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

On January 9, 2018 City Council conducted a public hearing to receive comments on the housing and non-housing community development goals adopted in the Consolidated Plan for 2015-2020 by City Council on February 24, 2015 regarding the needs common to low and moderate income persons and individuals with mental illness, intellectual and physical disabilities, substance abuse or addiction, persons with HIV-Aids, persons that are homeless, and elderly persons. No public comments were received about the goals. City Council adopted the goals for the FY 2019 Annual Action Plan at the public hearing.

CDAC conducted a public meeting on February 22, 2018 to review CDBG/HOME allocations and make recommendations for allocations. In accordance with the process outlined in the City's Citizen Participation Plan, a notice was published in The News and Advance on February 5, 2018 stating the purpose of this meeting was to review submitted CDBG and HOME Program applications and formulate recommendations for consideration by City Council regarding the allocation of entitlement and reprogrammable funds.

CDAC reviewed the applications, summary allocation worksheet, and the various requirements/regulations for the allocation of the CDBG and HOME Program funds. CDAC members discussed and developed their recommendations for CDBG and HOME Program projects for Program Year 2018 (FY 2019). CDAC made recommendations to City Council for projects that they concluded would be most beneficial to the low and moderate income persons within the targeted neighborhoods and within the broad national goals established by HUD of providing decent housing, a suitable living environment, and expanding economic opportunities.

CDAC and the public were informed that City Council would hold a public hearing on March 13, 2018 on the project recommendations of the CDAC. In addition, a timetable was provided that noted the remaining public meetings that would be held to complete the allocation process and submittal of the Annual Action Plan. There were agency representatives who had submitted applications for funding present and spoke to City Council regarding the CDAC recommendations for the projects. The representatives asked for City Council's support of the CDAC recommendations. City Council unanimously approved the CDAC recommendations for projects to be funded.

Due to increases in the funding amounts, staff elected to reconvene the CDAC members according to our Citizen Participation Plan to make final determinations for allocations of the additional funds. On May 31, 2018 CDAC held a public meeting to formulate recommendations for the additional funds for consideration by City Council with the final CDBG entitlement, program income and reprogrammable funds of \$737,146.70 and \$474,412 in HOME Program entitlement and reprogrammed funds.

On July 10, 2018 City Council conducted a public meeting to accept comments regarding the draft FY 2019 Annual Action Plan. City Council adopted the FY 2019 Annual Action Plan at this meeting. See AD-25 Administration under Citizen Participation Comments for the full text.

On February 25, 2020 City Council will conduct a public meeting to accept comments regarding the Substantial Amendment No. 2 to the FY 2019 Annual Action Plan. The Amendment will incorporate a new HOME project, Florida Terrace Apartments in the amount of \$95,000. This project will provide 48 apartment units for persons with and without disabilities.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	January 9, 2018 City Council public hearing. No comments were received.	No comments were received.	There were no public comments that were not considered by City Council in the approval of the goals for the Annual Action Plan.	www.lynchburgva.gov/city-council-meetings

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	Non-targeted/broad community	March 13, 2018 City Council public hearing. There were three persons present representing the housing providers who had submitted CDBG and HOME Program applications from Lyn-CAG, LRHA and Rush Homes asking for support of the CDBG and HOME Program requests. Annual Action Plan 2018	A representative from Lynchburg Community Action Group (Lyn-CAG) spoke to City Council and requested their support of the CDAC recommendations for their CDBG and HOME Program applications. A representative of the Lynchburg Redevelopment and Housing Authority (LRHA) asked that they support the CDAC recommendations for their CDBG applications- Rental Rehabilitation, Vacant Housing Revitalization & Rehabilitation program, CHIA, Affordable Housing Resource	There were no public comments that were not considered by City Council.	www.lynchburgva.gov/city-council-meetings 23

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	July 10, 2018 City Council public hearing.	No public comments were received.	There were no public comments that were not considered by City Council.	
4	Internet Outreach	Minorities Non-English Speaking - Specify other language: All Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Public notices were posted on the Grants Administration webpage and the City's front webpage for the January 9, 2018 City Council public hearing; for the March 13, 2018 City Council public hearing; and for the July 10, 2018 City Council public hearing.			www.lynchburgva.gov/grants-administration

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

See the Priority Table below for the anticipated resources for Fiscal Year 2019 that will be used to address housing and non-housing goals within the 2015-2020 Consolidated Plan.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	733,913	3,234	0	737,147	591,839	CDBG funds will support housing and non-housing community development in the City of Lynchburg.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	438,772	0	35,640	474,412	210,522	HOME Program funds will continue to support housing rehabilitation and development in the City of Lynchburg.
Other	public - federal	Public Improvements	1,250,000	0	0	1,250,000	0	These funds are from the Section 108 Loan Proceeds and will be used for architectural and engineering services for the design of the Lynchburg Police Department new headquarters.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied - The City of Lynchburg will continue to partner with other public agencies and nonprofit organizations, when feasible, to leverage resources and maximize outcomes in housing and community development. The City plans to meet the HOME Program match requirements by utilizing the volunteer labor and construction material costs accrued from the construction of homes completed by Greater Lynchburg Habitat for Humanity.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Non Applicable

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase the Number of Affordable Rental Units	2015	2020	Affordable Housing	Citywide	Increase homeownership and Affordable Housing for Special Needs Populations	HOME: \$130,412	Rental units constructed: 48 Household Housing Unit Direct Financial Assistance to Homebuyers: 9 Households Assisted
2	Rehabilitate Substandard Housing Units	2015	2020	Affordable Housing	CENSUS TRACTS 4,5,6,7, 11, and 19	Housing Rehabilitation Affordable Housing for Special Needs Populations	CDBG: \$178,760 HOME: \$320,000	Rental units rehabilitated: 5 Household Housing Unit Homeowner Housing Added: 5 Household Housing Unit Homeowner Housing Rehabilitated: 15 Household Housing Unit
3	Improve the City's Infrastructure	2015	2020	Non-Housing Community Development	CENSUS TRACTS 4,5,6,7, 11, and 19	Public Facility Improvements	CDBG: \$350,000 Section 108 Loan Proceeds: \$1,250,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 4087 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Promote Public Service Activities	2015	2019	Public Services	Citywide	Homeless Housing and Services Public Services	CDBG: \$110,387	Public service activities other than Low/Moderate Income Housing Benefit: 500 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 500 Households Assisted Homelessness Prevention: 800 Persons Assisted
7	City Planning and Administration	2015	2020	Planning and Administration	Citywide	City Planning and Administration	CDBG: \$98,000 HOME: \$24,000	Other: 0 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Increase the Number of Affordable Rental Units
	Goal Description	Develop affordable rental housing and assist persons with and without disabilities who are low-income.
2	Goal Name	Rehabilitate Substandard Housing Units
	Goal Description	Emphasis to be placed on programs that require an investment of funds and/or labor on the part of the owner commensurate with the owner's resources, revitalize and/or rehabilitate vacant properties, and rehabilitation of public housing units.

3	Goal Name	Improve the City's Infrastructure
	Goal Description	Support economic development initiatives that improve the economic base, job skills, and health of the community.
6	Goal Name	Promote Public Service Activities
	Goal Description	Promote public service activities which support the homeless persons and healthy development of the City's at risk youth, adults, and families.
7	Goal Name	City Planning and Administration
	Goal Description	Provide staff for the administration and oversight of the Community Development Block Grant (CDBG) and HOME Program.

Projects

AP-35 Projects – 91.220(d)

Introduction

The City's FY 2019 planned actions will address the City's priority housing and community development needs. The projects are outlined below.

Projects

#	Project Name
1	City Administration
2	Lynchburg Community Action Group Homeownership Substantial Rehabilitation
3	LRHA Rental Rehabilitation Program
4	LRHA/CVCoC Centralized Homeless Intake Coordinator
5	Lynchburg Community Action Group First-time Homebuyer Down Payment Assistance
6	LRHA Affordable Housing Resource Center
7	Greater Lynchburg Habitat for Humanity (GLHFH) Homeownership Program
8	Diamond Hill Neighborhood Center Rehabilitation
9	Jefferson Park Neighborhood Center Rehabilitation
10	LRHA Vacant Housing Revitalization & Rehabilitation
11	Lyn-CAG Thriving Cities: Poverty to Progress Accountability & Analysis
13	Lynchburg Police Department Headquarters - Design
14	Florida Terrace - Rush Homes - CHDO Rental Development

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The City will invest the majority of CDBG and HOME Program funds City-wide. Investing in affordable housing projects city-wide will also assist the City in affirmatively furthering fair housing and avoiding the concentration of low income populations. The City will target its CDBG

infrastructure and public improvement activities to census tracts with 51% of its residents at 80% or below the Area Median Income (AMI). Code enforcement efforts will also be targeted to the census tracts adjacent to the City's Central Business District, where there is a higher concentration of poverty.

AP-38 Project Summary

Project Summary Information (See Pages 33-42)

1	Project Name	City Administration
	Target Area	Citywide
	Goals Supported	City Planning and Administration
	Needs Addressed	City Planning and Administration
	Funding	CDBG: \$98,000 HOME: \$24,000
	Description	Funding to be used for personnel, operating, and training costs associated with managing the CDBG and HOME Programs.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Administration of the CDBG and HOME Program
2	Project Name	Lynchburg Community Action Group Homeownership Substantial Rehabilitation
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	Rehabilitate Substandard Housing Units
	Needs Addressed	Housing Rehabilitation
	Funding	HOME: \$225,000
	Description	Lyn-CAG's Homeowner Rehabilitation Program provides rehabilitation services to existing properties. Eligible properties are brought into Building Code compliance. The program is operated as a forgivable loan program with lien requirements and recapture restriction agreements as required by U.S. Department of Housing and Urban Development (HUD) regulations.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	

	Location Description	
	Planned Activities	The rehabilitation program activities provide selective rehabilitation services designed to remove health and safety hazards and Building Code violations from the homes of low-income homeowners who live in the City of Lynchburg and meet HUD income guidelines for the HOME Program. Typical requests for services include electrical, plumbing, structural, and roof repair/replacement. All local contractors who provide the services are licensed and insured. Building materials are purchased from local businesses. Lyn-CAG anticipates providing services to ten (10) low-income households during the FY 2019 program year at an approximate cost of \$11,000 per unit. In addition, Lyn-CAG staff will be coordinating resources from its Weatherization Program to ensure that homes are energy efficient. The will also make the home more affordable.
3	Project Name	LRHA Rental Rehabilitation Program
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	Rehabilitate Substandard Housing Units
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$85,000
	Description	The program provides funding to owners of rental properties who are providing accessibility improvements and or energy upgrades which benefit low income tenants. The program encourages and assists owners to provide improved living conditions when they might otherwise be unable to. LRHA maintains records of compliance for each owner based on the terms of their agreement.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	

	Planned Activities	The program improves the quality of rental housing for the tenants, as well as improve substandards housing stock in the inner city. The Rental Rehabilitation Program is a resource to assist showers in coorrecting the deficiencies to their property. First consideration is given to proposals for accessibility improvements, such as installation of ramps, grab bars, widening of doorways, retrofitting whoers, kitchen accessibility and similiar improvements. Additional repairs that may be considered include energy upgrades such as replacement of gas or oil furnace with an energy efficient heat pump, new windows and installation of exterior coverings.
4	Project Name	LRHA/CVCoC Centralized Homeless Intake Coordinator
	Target Area	Citywide
	Goals Supported	Promote Public Service Activities
	Needs Addressed	Homeless Housing and Services
	Funding	CDBG: \$60,702
	Description	This project will provide the funding for the Homeless Intake Coordinator. This staff person will assist the Continuum of Care (CVCoc) organizations by operating the Coordinated Homeless Intake and Access (CHIA) system. This centralized system provides services to households who are experiencing a housing crisis. The services include either diversion, domestic violence assistance, or emergency shelter placement. Homeless assistance programs participating in CHIA receive 100% of their referrals through CHIA to ensure that there is a fair and transparent means to access services.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	The CDBG funds will provide for continuation of a full-time staff person to conduct the assessment/intake of homeless persons and coordinate the referrals to the appropriate homeless providers/agencies.
5	Project Name	Lynchburg Community Action Group First-time Homebuyer Down Payment Assistance
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19

	Goals Supported	Increase the Number of Affordable Rental Units
	Needs Addressed	Increase homeownership
	Funding	HOME: \$60,412
	Description	HOME funds will be used to help residents become first-time homebuyers. These funds for down payment and closing costs assistance to assist low-moderate income individuals and families purchase a home within the City of Lynchburg.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Low-to-moderate income families and individuals who are attempting to purchase their first home do not have the resources to provide the 3% to 10% required for down payment based on the mortgage they are receiving. The program serves as gap financing to bridge the loan and needed resources. This ensures the loan remains affordable and the client can be successful.
6	Project Name	LRHA Affordable Housing Resource Center
	Target Area	Citywide
	Goals Supported	Promote Public Service Activities
	Needs Addressed	Public Services Affordable Housing for Special Needs Populations
	Funding	CDBG: \$24,684
	Description	This project would provide for the continued funding of the Affordable Housing Resource Center (AHRC). The AHRC is staffed with a Housing Navigator to provide a centralized access point to all affordable housing resources and programs available in the City. The CHIA Homeless Intake Coordinator who assists homeless persons would also be located in the AHRC. This project is a collaboration of the Lynchburg Housing Collaborative partners, the Central Virginia Continuum of Care (CVCoc), the City of Lynchburg and Lynchburg Redevelopment and Housing Authority (LRHA).
	Target Date	6/30/2019

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	This CDBG activity will provide the funds for staff, benefits, and operating costs for the AHRC. The Center provides a "Housing Navigator" who assists citizens in navigating the vast sea of affordable housing challenges, as well as opportunities, in the City.
7	Project Name	Greater Lynchburg Habitat for Humanity (GLHFH) Homeownership Program
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	Increase the Number of Affordable Rental Units
	Needs Addressed	Increase homeownership
	Funding	HOME: \$70,000
	Description	GLHFH develops homeownership opportunities for low-income families that would not qualify or be able to afford homeownership through conventional bank mortgages. GLHFH builds good quality, moderately appointed homes and sells them to qualified applicants.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	GLHFH will use HOME funds to pay for down-payment assistance which will reduce the principal balance so that the family can afford the monthly mortgage payments. GLHFH defines "payment affordability" as not more than 30% of monthly income, though GLHFH strives for 25% when possible as to make our homes affordable for families in the lower tiers of HUD AMI income.
8	Project Name	Diamond Hill Neighborhood Center Rehabilitation
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19

	Goals Supported	Improve the City's Infrastructure
	Needs Addressed	Public Facility Improvements
	Funding	CDBG: \$175,000
	Description	After decades of constant use, the facility is in desperate need of basic infrastructure reinvestments. The core facility is in need of basic improvements. Plans include kitchen and bathroom renovations and general facility upgrades to flooring, ceiling, walls and window treatments. The Center provide services to the community through a variety of essential year-round programs. Reinvestment in the Fairview Heights Neighborhood Center will not only rejuvenate the facility, but also provide an economic spillover to the surrounding neighborhood where it serves as a much needed socio-economic anchor to the neighborhood.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	The CDBG funds will provide funds for the renovations of the kitchen and bathroom areas and general facility upgrades to flooring, ceiling and walls. Improvements will also be completed on exterior elements such as park fencing, signage and lighting elements; and for amenities as picnic tables, bicycle racks, grills, benches and trash cans.
9	Project Name	Jefferson Park Neighborhood Center Rehabilitation
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	Improve the City's Infrastructure
	Needs Addressed	Public Facility Improvements
	Funding	CDBG: \$175,000

	Description	Over the years, the Center has served as a safe place for the community to engage in day-to-day programs, with a focus on education, wellness, culture, and community. The Center has served as a hub for citizen engagement and has hosted community celebrations. Plans include kitchen and bathroom renovations and general facility upgrades to flooring, ceiling, walls and window treatments; and additional site amenities are needed such as picnic tables, bicycle racks, a grill, and benches.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	The CDBG funds will provide funds for the renovations of the kitchen and bathroom areas and general facility upgrades to flooring, ceilings, and walls.
10	Project Name	LRHA Vacant Housing Revitalization & Rehabilitation
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	Rehabilitate Substandard Housing Units
	Needs Addressed	Housing Rehabilitation
	Funding	CDBG: \$93,760
	Description	Lynchburg Redevelopment and Housing Authority (LRHA) plans to acquire and rehabilitate or demolish blighted properties that have vacant structures on them. LRHA plans to use some of the properties to rehabilitate the existing structures and then rent the properties as affordable housing. Other properties will be identified for demolition and new construction building. LRHA will partner with other housing providers in the City to determine the best locations and end use of blighted properties.
	Target Date	6/30/2019

	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	LRHA will target units that can be rehabilitated within a short period of time as well as units that need to be demolished and replaced with new construction opportunities. A combination of both types of properties will provide a balanced result. The CDBG funds will be used for acquisition, demolition, and construction costs for rehabilitation.
11	Project Name	Lyn-CAG Thriving Cities: Poverty to Progress Accountability & Analysis
	Target Area	Citywide
	Goals Supported	Promote Public Service Activities
	Needs Addressed	Public Services
	Funding	CDBG: \$25,000
	Description	Funding will support the purchase of EmpowOR, an agency-wide client data base software system that will allow Lyn-CAG to input and track the Poverty to Progress Initiative; specifically, client demographics; case management; progress and status; outcomes and accomplishments. It will also allow Lyn-CAG to track which community partners have provided individual services to clients and their demographics. The funding will support a portion of the salary for a part-time staff person to serve as data entry/clerical support. The information gathered from these reports, on a quarterly basis, will provide the Mayor's office, as well as participating community partners, much needed information in order to pursue future grant research and funding towards benefitting and support of the Poverty to Progress Initiative.
	Target Date	6/30/2019
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	

	Planned Activities	EmpowOR will be the key instrument by which each participating community partner will provide information to Lyn-CAG to be entered into the system. Lyn-CAG staff will be able to input data regarding a client's demographics; client case management notes; the status and progress of each client, as related to work with each of the Poverty to Progress nine (9) major target elements; the activities and involvement from participating community partners; and the formulation of supporting material and data for potential funders. EmpowOR is a state-of-the-art, user friendly, web-based participant/client services and results tracking software. EmpowOR's innovative and customizable work templates and built-in data quality reports make it easy to get accurate information in the system.
12	Project Name	Lynchburg Police Department Headquarters - Design
	Target Area	Citywide
	Goals Supported	Improve the City's Infrastructure
	Needs Addressed	Public Facility Improvements
	Funding	Section 108 Loan Proceeds: \$1,250,000
	Description	This project will include using Section 108 Loan proceeds to assist with the design of the new Lynchburg Police Department headquarters. The new headquarters will be located at 1301 and 1305 Kemper Street and will consolidate all functions of the Police Department into one facility/location. The properties are located in CDBG targeted Census Tract 7 which contains approximately 70% low and moderate income level persons; however, the service area is Citywide which contains 51.01% low and moderate income level persons. The funds will be expended on architectural and engineering services.
	Target Date	12/31/2019
	Estimate the number and type of families that will benefit from the proposed activities	The headquarter will be located in CDBG targeted Census Tract 7 which contains approximately 70% low and moderate income level persons; however, the service area is Citywide which contains 51.01% low and moderate income level persons.
	Location Description	The new headquarters will be located at 1301 Kemper Street and will consolidate all functions of the Police Department into one facility/location.

	Planned Activities	The substantial amendment is to add a new project utilizing unspent Bluffwalk Section 108 Loan proceeds totaling \$1,250,000 for the design of the new Lynchburg Police Department headquarters. The funds will be expended on architectural and engineering services
13	Project Name	Florida Terrace - Rush Homes - CHDO Rental Development
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	
	Needs Addressed	Affordable Housing for Special Needs Populations
	Funding	HOME: \$95,000
	Description	This development will consist of 48 apartment units located at 2117 Florida Avenue. The plans are to provide housing for persons with and without disabilities, all with low incomes. At least 25 percent of tenants will have disabilities. There will be a set aside of seven (7) units for Permanent Supportive Housing (persons who are exiting homelessness who also have disabilities).
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	There will be 48 households that will benefit from this project. The Florida Terrace project is designed for people with and without disabilities, all with low incomes. At least 25 percent of tenants will have disabilities. There will be a minimum of seven (7) additional apartments for Permanent Supportive Housing (people who are exiting homelessness who also have disabilities).
	Location Description	The location of this project is at 2117 Florida Avenue, Lynchburg, VA
	Planned Activities	The planned activity is for the new construction development of 48 rental housing units.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Areas of racial/ ethnic concentration are defined as census block groups where the percentage of a minority group is 10 percentage points above the Citywide average. All references to census block groups hereafter will simply be referred to as “block groups” for brevity.

Across Lynchburg in 2013, Blacks comprised 28.2% of the population, Hispanics 3.1%, and Asians 2.7%. Therefore, an area of Black concentration would include any block group where the percentage of Black residents is 38.2% or higher, a Hispanic concentration would include a block group percentage of 13.1% or higher, and an Asian concentration would include a block group percentage of 12.7% or higher.

In order to locate racially/ethnically concentrated areas that are also areas of poverty, low and moderate income (LMI) data were layered on top of racially and ethnically concentrated areas. This created racially and ethnically concentrated areas of poverty (RCAPs and ECAPs). The identified RCAPs and ECAPs are displayed in block groups. These maps are in the Unique Appendices.

Geographic Distribution

Target Area	Percentage of Funds
CENSUS TRACTS 4,5,6,7, 11, and 19	81
Citywide	51

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City will invest the majority of CDBG and HOME Program funds Citywide. Investing in affordable housing projects Citywide will also assist the City in affirmatively furthering fair housing and avoiding the concentration of low income populations. The City will target its public housing, public services and CDBG infrastructure and public improvement activities to census tracts with 51% of its residents at 80% or below the Area Median Income (AMI). In addition to the CDBG and HOME Program planned activities, the City continues to target its Code enforcement efforts in the census tracts adjacent to the City's Central Business District, where there is a higher concentration of poverty.

Discussion

In FY 2019 the project/activities allocations for the designated geographic locations are as follows:

Census Tracts 4, 5, 6, 7, 11, and 19 - 60% (CDBG Program)

Citywide - 40% (HOME Program)

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The following are the affordable housing goals in the City of Lynchburg for this Annual Action Plan.

One Year Goals for the Number of Households to be Supported	
Homeless	800
Non-Homeless	500
Special-Needs	0
Total	1,300

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	52
Rehab of Existing Units	25
Acquisition of Existing Units	5
Total	82

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The Coordinated Homeless Intake Access (CHIA) worker plans on serving approximately 800 persons through diversion or placement in transitional or permanent housing. The Affordable Housing Resource Center at Lynchburg Redevelopment and Housing Authority (LRHA) plans on serving 500 people and 150 housing units during this program period. This service will be provided through a Housing Navigator who will assist citizens in navigating the vast sea of affordable housing challenges, as well as opportunities, in the City.

Greater Lynchburg Habitat for Humanity (GLHFH) is providing down-payment assistance for the production of 4 new units for low to moderate income homebuyers and Lyn-CAG is providing First-time Homebuyer Down Payment Assistance for the acquisition of 5 units for low to moderate income homebuyers.

There are 25 planned housing rehabilitation activities for this program period. These rehabilitations will be completed by Lyn-CAG, Lynchburg Redevelopment and Housing Authority (LRHA), and Rush Lifetime Homes. When these rehabilitations are completed the housing units will be safer by having Code violations corrected, and vacant properties will be rehabilitated and revitalized in to affordable, safe

housing options. Lyn-CAG will rehabilitate ten (10) units for homeowners. Rush Lifetime Homes will acquire five (5) vacant properties for rehabilitation for an eligible, disabled homebuyers through its Community Housing Development Organization (CHDO) program. LRHA will acquire five (5) properties and rehabilitated these properties for homeownership and will rehabilitate five (5) properties for rental units.

Rush Homes, a certified CHDO, will develop 48 rental housing units. These units will provide affordable housing for persons with and without disabilities.

AP-60 Public Housing – 91.220(h)

Introduction

Lynchburg Redevelopment and Housing Authority (LRHA) owns and manages 328 public housing units located throughout the City. The publicly-owned rental housing units are in four different locations: Dearington, Birchwood, Langview, and Brookside. Female-headed households represent 88.82% of all households compared to 11.18% of male-headed households. Also, non-White households comprised 89.44% of all tenant households, nearly all of which are Black households.

Actions planned during the next year to address the needs to public housing

LRHA plans to begin the predevelopment process for the 103 units at the Birchwood Complex, specifically determining options for redevelopment, and financing that property, etc. LRHA has another new development opportunity that we are going to explore to create new affordable housing opportunities as well. LRHA will also be continuing to partner with Rush Homes and Habitat for Humanity to provide neighborhood revitalization in certain areas of the city.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

LRHA encourages and supports programs and activities to improve the quality of life for public housing residents. These programs address needs in the following areas: drug prevention, resident participation in community organizations and activities, employment resources, housing counseling classes, homeownership opportunities, economic development, and self-sufficiency. The Authority also sponsors National Night Out using LRHA's funds to encourage residents to report crime.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

LRHA is not designated as troubled.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Central Virginia Continuum of Care (CVCoC) operates the homeless response system within Lynchburg and has a strategic plan to end homelessness. One of the identified goals is to develop access points for sheltered and unsheltered individuals. The CVCoC has developed a coordinated assessment process for homeless response services, Coordinated Homeless Intake and Access (CHIA). CHIA assesses households experiencing a housing crisis to divert, prevent homelessness, and refer to emergency assistance in an accessible manner through phone conversations or in person. Households fleeing domestic violence are identified and connected with victim service providers. Initial screening occurs for diversion and prevention. Eligible households receive prevention services; including landlord mediation, eviction payment, relocation, housing stabilization. If no other housing options exist, the household is referred to an emergency shelter that fits their needs and honors client choice (geographic location, accessibility). A Housing Barrier Assessment, Vulnerability Index (VI)-Service Prioritization Decision Assistance Tool (SPDAT) and a priority subpopulation checklist are used by CHIA and the Community Case Review Team (case conferencing) to determine severity of housing barriers and vulnerability and to connect to the appropriate level of intervention. One CVCoC goal for the upcoming year is to increase access to unsheltered persons by launching a street outreach program.

Addressing the emergency shelter and transitional housing needs of homeless persons

Once homeless households are placed in emergency shelter or domestic violence shelters through CHIA, the household's housing barriers and needs are assessed in order to make appropriate referrals for services such as rapid re-housing and permanent supportive housing. Shelter staff provide targeted housing focused case management to locate safe and affordable housing as quickly as possible. In 2017, the CVCoC's average length of time homeless persons were in emergency shelter was 43 days. This is anticipated to be reduced in 2018 through increased landlord recruitment, increased rapid re-housing and permanent supportive housing capacity, and ongoing case conferencing with homeless response providers in order to collaboratively serve households with high housing barriers. The two-year recidivism rate indicates 81% maintain housing after CVCoC discharge. This will increase through expanded housing stabilization services and use of best practices (critical time intervention and landlord/tenant mediation). Prior to discharge, staff ensures households have wraparound services in substance recovery, mental health, employment, education, healthcare, legal services, and childcare to strengthen stability. Discharged households are connected with aftercare support groups, the Affordable Housing Resource Center, and rental counseling. The Housing Barrier Assessment and VI-SPDAT assess previous homelessness to identify returns and strategically target resources. The Housing

Management Information System (HMIS) Committee is analyzing aggregate HMIS data to determine risk factors for recidivism and target resources. The CVCoc collaborates with the local federally qualified health center (Johnson Health Center), Community Service Board (Horizon Behavioral Health) and the City's Division of Social Services to assess eligibility for healthcare coverage. The local Division of Social Services assesses Medicaid eligibility and enrolls clients. Johnson Health Center employs enrollment specialists who are members of the CVCoc and facilitates site visits to meet with homeless households and screen for coverage under the Affordable Care Act (ACA). Horizon Behavioral Health facilitates assessments for the Governor's Access Plan insurance which provides mental health coverage for uninsured, Medicaid ineligible adults in Virginia. For persons ineligible for health insurance, the Free Clinic of Central Virginia partners with the CVCoc to provide low barrier, free medical care to homeless persons.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The CVCoc has identified four priority subpopulations which are chronically homeless individuals, families with children, veterans and their families and unaccompanied youth. There has been a 67% decrease in chronically homeless persons from 2015 to 2018 through concerted efforts to increase services for this population. In the past several years, HUD-VA Supportive Housing (HUD-VASH), Supportive Services for Veteran Families (SSVF), and a veteran Rapid Re-housing (RRH) project have targeted chronically homeless veterans and provided housing and supportive services. The CVCoc has added an additional 11 units for chronically homeless individuals. The permanent supportive housing projects have reduced barriers to entry and accept referrals so that chronically homeless are prioritized for vacancies. The Homeless and Housing Services (HHS) Committee continues to work with projects to lower admission criteria thus ensuring that households are sheltered and housed in a rapid manner. Case conferencing has allowed CVCoc partners to present unsheltered households to the CVCoc to develop effective and efficient interventions which decrease the length of time homeless. CVCoc projects follow a "Housing First" approach to minimize the time households experience homelessness by lowering barriers to project entry, decreasing involuntary discharge and not predicated services on housing readiness. A priority population within the CVCoc is households with children which ensures quick admittance to rapid re-housing projects to begin housing search and placement. The CVCoc's current largest rapid re-housing project is dedicated to households with children. From 2015 to 2018 family homelessness in our CVCoc decreased by 68% according to Point-In-Time (PIT) data. The CVCoc expects to continue this progress through continued rapid re-housing expansion. The CVCoc set as a goal to have shared landlord lists across the CVCoc and to increase landlord recruitment. The CVCoc will target resources to unaccompanied youth in the coming year with the goal of decreasing youth homelessness.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The CVCoC operates a homeless prevention program that targets households imminently at risk of homelessness. The program uses a targeting tool that identifies households who will become homeless but for intervention. This program offers rental assistance, landlord mediation, housing relocation and housing stabilization services.

In relation to youth aging out of foster care, patients released from medical facilities, patients released from mental health institutions, and prisoners released from correctional institutions, the CVCoC continues to work in cooperation with individuals from local law enforcement agencies, supportive service agencies, and other interested parties to coordinate discharge.

Discussion

Foster Care (Youth Aging Out): The City's Division of Social Services meets with youth in foster care at least 90 days prior to discharge in order to plan for the impending discharge. Family partnership meetings are held to develop a transitional plan with each youth that focuses on housing. The vast majority of youth leaving the foster care system return to their families of origin and many of them remain with their foster families despite being discharged from the system.

Health Care: The CVCoC policies require coordination with healthcare institutions for discharge planning and prevent, when possible, discharges to homelessness. The CVCoC coordinates with the local healthcare system, CENTRA, for discharge planning. The staff at CENTRA manages discharge planning with area housing agencies, providers, and organizations in the CVCoC to ensure safe and adequate placement of those being released from the hospital system.

Mental Health: Horizon Behavioral Health is an active member and board member of the CVCoC. The CVCoC has provided ongoing training to its members with regards to accessing services from Horizon Behavioral Health. Horizon Behavioral Health has received from the CVCoC information about current and new referral options in the area through organization presentations and announcements.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City of Lynchburg completed an Analysis of Impediments to Fair Housing (AI) in 2013. The AI, in addition to identifying fair housing issues, also identified potential barriers to affordable housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City's AI indicated that the City had a few areas that could be barriers to affordable housing. The AI suggests that HOME Program funding, which is currently tied to those census tracts which qualify as Low-Moderate Income (LMI), be used throughout the City helping offer more opportunity across the City.

The City is proceeding with the development of an Affordable Housing Resource Center (AHRC), which is designed as a "one stop shop" for accessing resources and to address and solve people's housing questions and needs. The Center would offer a "Housing Navigator" who would assist citizens in navigating the vast sea of affordable housing challenges and opportunities in the City. Information, education and training programs would be offered to provide a number of learning tools to citizens to be successful in obtaining and maintaining stable housing. These programs would include: Renter Counseling; Homebuyer Counseling; Landlord/Tenant Law Training; Energy-Saving Education; Avoiding Eviction Guidance; Home Maintenance tips, etc. Lynchburg Redevelopment and Housing Authority has hired a Housing Navigator to operate the AHRC.

AP-85 Other Actions – 91.220(k)

Introduction:

In FY 2019, the City of Lynchburg plans the following actions to help address the housing and community development needs of City residents, especially low/moderate income residents.

Actions planned to address obstacles to meeting underserved needs

Inadequate resources is the chief obstacle to meeting underserved needs ---both financial and human (staffing). The Central Virginia Continuum of Care (CVCoC) received \$277,622 in Program Year 2017 funding to continue its efforts in providing Permanent Supportive Housing and Rapid Re-housing for homeless persons. The City allocated a total of \$125,702 of Community Development Block Grant (CDBG) funds in Program Years 2017 and 2018 to support the Coordinated Homeless Intake Access (CHIA) system for persons who are homeless or about to be homeless. CHIA provides the support for these persons to access the necessary resources needed to find shelter, services, and/or permanent housing. The City of Lynchburg will continue to collaborate with human and social service agencies and the CVCoC to identify potential resources for meeting the service needs of City residents. The City will continue to support the efforts of service agencies to maximize the use of available resources and to obtain additional resources whenever possible.

Actions planned to foster and maintain affordable housing

The City of Lynchburg allocated FY 2019 HOME Program funds to rehabilitate ten (10) homeowner-occupied units; encourage eight (8) potential homeowners to purchase homes; and revitalize five (5) vacant properties. In addition, FY 2019 CDBG funds will be used to rehabilitate five (5) rental units and rehabilitate five (5) vacant homes.

Actions planned to reduce lead-based paint hazards

All City written agreements with CDBG and/or HOME Subrecipients contain provisions requiring compliance with lead-based paint rules, and are subject to procedures developed by the Grants Administration Office to ensure appropriate stages of due diligence are complete and of record prior to CDBG and/or HOME funds being disbursed. The Subrecipients and contract providers of housing rehabilitation program services will conduct risk assessments and clearance inspections for applicable rehabilitation projects, as required. All properties purchased with financial assistance provided by the CDBG and HOME Program must be inspected for lead-based paint hazards, if constructed prior to 1978, prior to final approval of application for assistance. Payment of subsidies is only issued after receipt of the inspection report revealing no lead-based paint hazard present at time of purchase.

Actions planned to reduce the number of poverty-level families

In 2016 City Council began an initiative named “Poverty to Progress”. This initiative includes a goal of facilitating the moving of 50, willing and able, hopeful, and motivated households out of poverty annually for the FY 2018-2022 period. This approach will include engaging the community through its academic institutions, continuum of care, workforce development, community centers, faith-based community, government, business and non-profits to reach this goal and others related to poverty. The Poverty to Progress Initiatives is based on community awareness and citizen engagement. City Council has allocated \$150,000 over the past three years in the FY 2017, 2018 and 2019 General Fund Operating Budgets to provide financial resources to assist with the facilitation of these activities.

Actions planned to develop institutional structure

The City’s Grants Administration Office is responsible for carrying out the provisions of this Consolidated Plan. Working in conjunction with its public and private partners, City staff distributes, monitors, and executes the functions of the plan and reports on its progress. Coordination with other departments within City administration is essential to smooth delivery of services, and the achievement of desired outcomes.

Primarily, the City’s strategies will be conducted in the various partnerships the City enjoys with the public and private housing developers and service providers operating in the City and in the region. These include public partners, such as the LRHA, and several private non-profits such as Lyn-CAG and Rush Homes; and the various Central Virginia Continuum of Care organizations/non-profits. These and others work separately and collectively, along with City staff, on projects that achieve the goals stated by City Council.

Actions planned to enhance coordination between public and private housing and social service agencies

As discussed in the Consolidated Plan, the City of Lynchburg actively works to coordinate community development efforts between public and private housing and social service agencies. The strategies to address the gaps include the following:

- Strengthen the intake process and procedures for CHIA to provide a clearer understanding to the partnering agencies and homeless persons;
- Creation of the Affordable Housing Resource Center to provide a centralized access point to all affordable housing resources and programs available in the City of Lynchburg; and
- Relocation of the CHIA Homeless Intake Coordinator to the Affordable Housing Resource Center.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	3,234
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	1,250,000
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	1,253,234

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	78.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

- 1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

The City of Lynchburg does not intend to use other forms of investment.

- 2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

In accordance with HOME Program regulations at 24 CFR Part 92, properties assisted must remain affordable during the affordability period. Under recapture provisions, this period is based on the direct HOME subsidy to the homebuyer and includes down payment assistance, “gap” financing, and interest rate buy downs, as available.

The HOME affordability periods are as follows:

HOME-assisted units are subject to affordability for the entirety of the affordability period. These HOME-assisted units are subject to a recapture provision in order to assure that the units either remain affordable (i.e. housing eligible clients) or that the City recovers its investment based on the terms of the agreement. Funds are recaptured only from the net proceeds of the sale or foreclosure.

In accordance with HOME CPD 12-003 Notice “Guidance on Resale and Recapture Provision Requirements under the HOME Program” the City has submitted to the HUD Richmond Field Office the “Recapture Restriction Agreement” used by the City for homebuyer projects. This document includes the basic requirements for recapture provisions in HOME Investment Partnerships (HOME) program homebuyer projects. The document was reviewed by the HUD Richmond Field Office staff and was found to be acceptable for compliance with §92.254(a) (5) of the HOME Program regulations.

- 3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:**

The City of Lynchburg currently uses the recapture provision option outlined in Section 24 CFR Part 92.254 (a)(5)(ii)(A)(2) to ensure the affordability requirements for the HOME Investment Partnership (HOME) Program. The recapture provision will be used to recover the direct subsidy to the homebuyer which includes down payment, closing cost assistance, interest subsidies and any difference between fair market value and purchase price. The recapture provision will be limited to net proceeds available from the sale of the HOME assistance unit. The amount of direct subsidy subject to recapture is based on the pro-rata share of the remaining affordability period. The affordability period is determined by the amount of direct subsidy included in the deed or land

covenant, which will be defined in the terms of the loan. The affordability period will apply as follows:

- Project under \$15,000 are five-year term
- Projects from \$15,001 - \$40,000 are ten-year term
- Projects over \$40,000 are fifteen-year term

The City will enforce the recapture provision requirement in its contractual agreement with its sub-recipients and CHDOs. This recapture provision must be used by all subrecipients, and CHDOs when transactions are sale of property using HOME Investment Partnership Program. Therefore, all the sub-recipients or CHDOs will be responsible for passing the recapture provision requirement to the purchaser of the HOME assisted unit in the form of a "Recapture Restriction Agreement", deed or land covenant that runs concurrently with the affordability period.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Not applicable. During Program Year 2018 (FY 2019), the City of Lynchburg does not anticipate using HOME Program funds to finance or refinance debt secured by multi-family housing that is being rehabilitated with HOME funds.

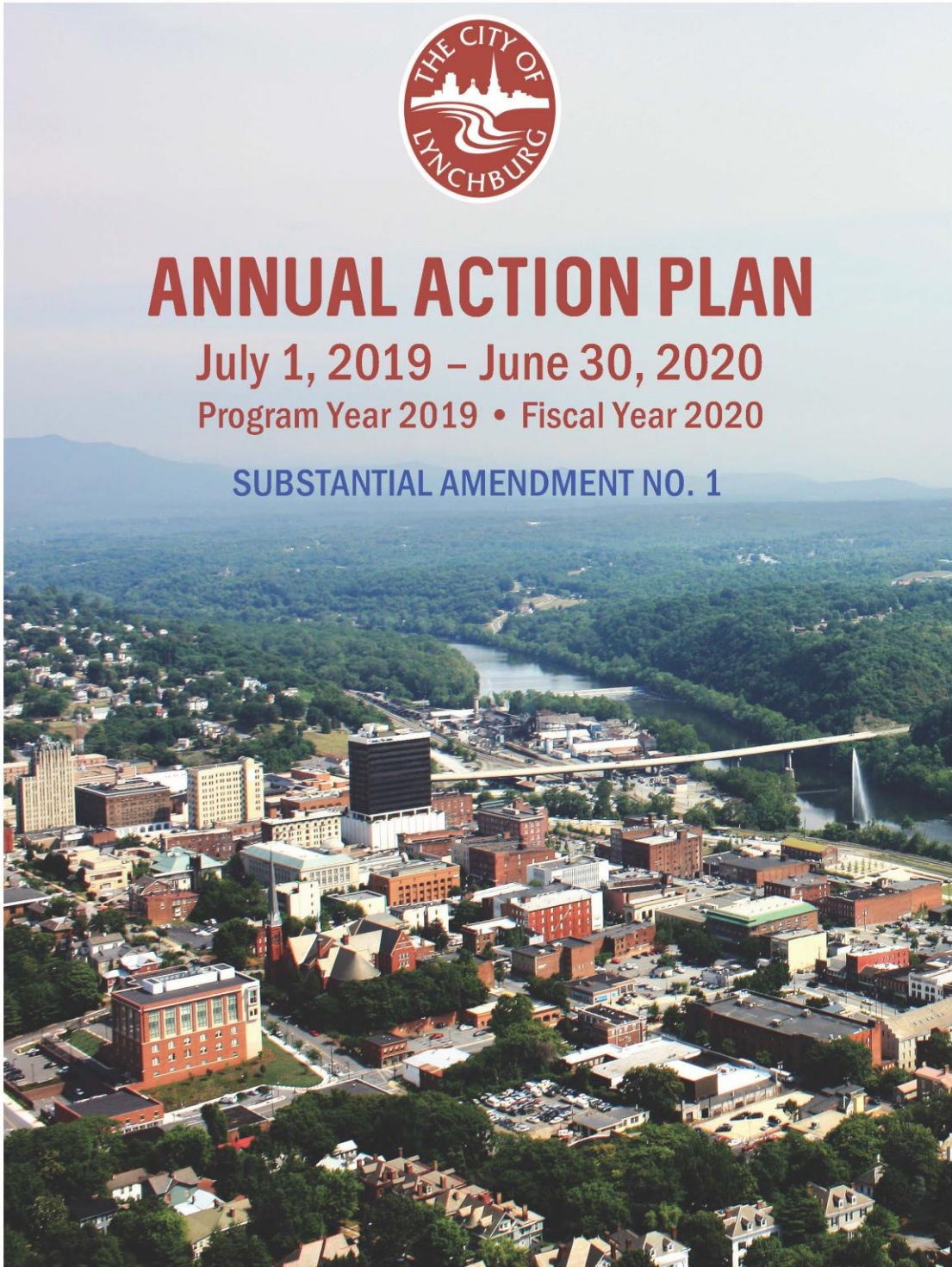


ANNUAL ACTION PLAN

July 1, 2019 – June 30, 2020

Program Year 2019 • Fiscal Year 2020

SUBSTANTIAL AMENDMENT NO. 1



Substantial Amendment #1 - HOME Program-The Annual Action Plan (AAP) Fiscal Year (FY) 2019 is being amended to delete a CHDO HOME Project, James River Housing Development and adding a CHDO HOME project, Florida Terrace project.

Executive Summary

AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Lynchburg receives an annual entitlement allocation of funding from the U. S. Department of Housing and Urban Development (HUD) to be used for the benefit of low-income persons or neighborhoods. The funding is based on a formula and a number of community development factors including population, the extent of poverty, housing overcrowding, and slower population growth in relationship to other metropolitan areas.

The City of Lynchburg receives two different entitlement grants from HUD, the Community Development Block Grant (CDBG) and the HOME Investment Partnerships Program Grant. The City uses these funds to leverage other public and private funding towards community development and housing projects.

The City of Lynchburg, as an entitlement jurisdiction in the CDBG and HOME Programs, is required by HUD to submit a consolidated plan every five years. The Consolidated Plan defines a specific course of action to meet the community development and housing needs for the citizens of Lynchburg. It integrates economic, physical, environmental, community and human development in a comprehensive and coordinated fashion so that the City, Lynchburg Redevelopment and Housing Authority (LRHA), and nonprofit organizations can work together to assist in meeting the needs of families and/or individuals. The strategic plan in this document also sets forth program goals, specific objectives, annual goals, and benchmarks for measuring progress. In so doing, it helps the City and citizens keep track of results and learn what works in the community.

This Consolidated Plan corresponds to the City's five fiscal years, which began July 1, 2015 and ends June 30, 2020. Once a year, City staff writes an Action Plan. The Action Plan outlines projects and the amount of funding that will go towards the goals outlined in the Consolidated Plan. At the conclusion of each fiscal year, City staff writes a final report, called the Consolidated Annual Performance and Evaluation Report (CAPER), to report the progress towards the Consolidated Plan goals and accomplishments by project.

The CDBG and HOME funding allocations have been trending downwards and that trend is expected to continue. However, this Plan takes into account the increasing importance of identifying and prioritizing the most critical needs to be addressed with CDBG and HOME Program funds.

Structure of the Plan

The Consolidated Plan consists of three major sections: a housing and community development needs assessment, a housing market analysis, and a strategic plan which identifies those priority housing and community development needs and strategies that the City plans to address with the available HUD resources over the next five years. This plan was formulated using HUD's eConPlan tool, which dictates the plan's structure and provides a series of pre-populated tables.

Data in the three major sections was drawn primarily from HUD's Comprehensive Housing Affordability Strategy (CHAS) data set, which is a special tabulation of 2007-2011 American Community Survey (ACS) data from the Census Bureau. The CHAS data is a fixed set of data in pre-populated tables. The CHAS data describes housing problems, such as overcrowding or incomplete kitchen and/or plumbing facilities, as well as cost burden, which occurs when a household pays more than 30% of its gross income on housing costs. Extreme cost burden occurs when a household pays more than 50% of its gross income on housing costs.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Strategic Plan within the 2015-2020 Consolidated Plan provides a framework to address the needs of the City for the five years using CDBG and HOME funds. The three overarching objectives guiding the proposed activities are:

- Providing Decent Affordable Housing
- Creating Suitable Living Environments
- Creating Economic Opportunities

Outcomes show how programs and activities benefit a community or the people served. The three outcomes that will illustrate the benefits of each activity funded by the CDBG and HOME programs are:

- Improve Availability/Accessibility
- Improve Affordability
- Improve Sustainability

Activities funded in the five year plan and the Program Year 2019 Annual Action Plan will support at least one objective and one outcome. The City's framework for realizing the objectives and outcomes include the following goals:

- Provide Decent, Affordable Housing
- Provide a Suitable Living Environment
- Increase Homeownership
- End Chronic Homelessness

The goals listed below are intended to provide broad guidance in the allocation of CDBG and HOME Program funds granted to the City by HUD for the five years that began on July 1, 2015 and ends on June 30, 2020. The Community Development Advisory Committee (CDAC) supports the allocation of funds to achieve measurable results for both housing and non-housing goals. These goals were reviewed and reaffirmed by City Council on January 8, 2019 for the Fiscal Year (FY) 2020 (Program Year 2019) Annual Action Plan.

Housing Goals

- Increase the number of owner-occupied units.
- Rehabilitate substandard housing units. Emphasis is to be placed on programs that require an investment of funds and/or labor on the part of the owner commensurate with the owner's resources.
- Support initiatives to increase permanent affordable rental and housing ownership opportunities.
- Promote programs that assist eligible individuals in retaining their homes.

Non-Housing Goals

- Support efforts for the removal and redevelopment of dilapidated and condemned structures to eliminate neighborhood deterioration, blight and blighting influences.
- Support neighborhood partnerships that facilitate self-sufficiency and enable families and individuals to maintain their housing, remain in their neighborhoods, and age in place.
- Support economic development initiatives that improve the economic base, job skills, and health of the community.
- Promote public service activities which support the healthy development of the City's at-risk youth, adults, and families.
- Support efforts to develop, sustain, and coordinate a comprehensive, seamless system of services for homeless citizens in order to move the homeless population toward obtaining permanent housing.
- Support efforts to remove barriers to escape poverty and strengthen low-income households and families.

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

In Program Year 2018 (FY19), the City received \$733,913 in CDBG entitlement funds and \$438,772 in HOME Program entitlement funds. Along with these entitlement funds, are previously receipted program income of \$3,233.70, respectively, in the CDBG Program was allocated to eligible projects and \$35,640 in reprogrammed funds in the HOME Program was allocated to eligible projects. The total amount of CDBG and HOME funds the City allocated for projects and activities during the Program Year 2018 was \$1,211,558.70. This represented a total of \$737,146.70 in CDBG and \$474,412 in HOME Program dollars. The City allocated the majority of its CDBG and HOME Program funds for projects and activities classified as housing, public facilities and infrastructure, and public services.

The following is a summary of the City's past performance as reported to HUD in the Consolidated Annual Performance Report (CAPER) for overall performance in Program Year 2017 (FY 2018). The CAPER noted that the City's performance in Program Year 2017 (FY 2018) met the regulatory expectations in regard to the following:

CDBG Program- In Program Year 2017 approximately 77% (\$506,660) of the CDBG allocation was expended on activities that benefited low-to-moderate (LMI) persons within the City. With this amount the City was above the minimum threshold of 70% set in 24 CFR 570.901(a).

There was 15.9% (\$105,391) of Lynchburg's CDBG allocation and prior years' funding expended on planning and administration, which was under the maximum of 20% allowed according to 24 CFR 570.206(g).

There was 10.00% (\$66,462) of Lynchburg's CDBG allocation and prior years' funding expended for public service activities; therefore, the City was under the maximum of 15% mandated by 24 CFR 570.201(e).

HOME & CDBG Program- Housing

HOME funds were used to achieve the goals of increasing the number of affordable rental units, increase the number of owner occupied units and to rehabilitate substandard housing units.

The City increased the number of owner occupied units by seven (7) during PY 2017. Greater Lynchburg's Habitat for Humanity (GLHFH) provided Homebuyer Homeownership for three (3) units through its Down Payment Assistance Project to eligible clients and Lynchburg Community Action Group (Lyn-CAG) through its Down Payment Assistance project rehabilitated three (3) housing units for a low-moderate income first-time homebuyer. Lyn-CAG completed three (3) owner-occupied rehabilitations on substandard housing units. There was \$170,610 of the City's HOME entitlement funds expended on these units.

Using CDBG funds, one (1) rental units was rehabilitated at a public housing unit. LRHA expended \$14,670 for the rehabilitation of the unit at Langview Apartments in order to meet Section 504 of the Rehabilitation Act of 1973 accessible compliance/Americans with Disabilities Act (ADA).

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The planning process for the preparation of the Five-Year Consolidated Plan and FY 2020 Annual Action Plan included the following distinct elements:

- Focus group sessions with representatives from City government (staff), non-profit organizations, and other service providers to gain stakeholder input on the identification of City needs.
- Additional meetings and telephone interviews with City departmental staff and other provider agencies and stakeholders throughout the planning process to understand the current scope of programs, issues, and concerns. The one-on-one conversations helped to develop strategies to address the community needs that were identified in the focus group sessions.
- Review of existing community development-related planning documents, including the City of Lynchburg's 2030 Comprehensive Plan (2013)
- There were two public meetings conducted by the Community Development Advisory Committee (CDAC) and three public hearings conducted by City Council for the FY 2020 Annual Action Plan to review the housing and non-housing goals and the proposed project applications. Public notices were published in the local newspaper, *The News and Advance*, along with notifying community organizations through electronic mail and social media.

SUBSTANTIAL AMENDMENT - 30-DAY COMMENT PERIOD AND PUBLIC HEARING

In accordance with the City's Citizen Participation Plan, a 30-day public comments period for the City of Lynchburg's Substantial Amendment No. 1 to the Community Development Block Grant (CDBG) and HOME Program Year 2019/Fiscal Year (FY) 2020 Annual Action Plan commenced on Saturday, January 25, 2020 to solicit citizen input regarding this Substantial Amendment.

City Council will conduct a public hearing on Tuesday, February 25, 2020 at 7:30 p.m. in City Hall, Council Chambers, 900 Church Street, Lynchburg, Virginia, for the purpose of soliciting citizen input regarding the proposed Substantial Amendment No. 1.

5. Summary of public comments

On January 8, 2019 City Council conducted a public hearing to receive citizens' comments concerning the Community Development Block Grant (CDBG) and HOME Program housing and non-housing goals
Annual Action Plan

2019

for the FY 2020 Annual Action Plan. At the public hearing, City staff gave a summary of the proposed goals. There was no one else present who wished to speak to this item, and the public hearing was closed. City Council approved the goals.

On March 20, 2019 the Community Development Advisory Committee (CDAC) held a public meeting to review submitted CDBG and HOME Program applications and formulate recommendations for consideration by City Council regarding the anticipated allocation of \$737,146.70 in CDBG entitlement, program income and reprogrammable funds and \$474,412 in HOME Program entitlement and reprogrammable funds. There were representatives from the various agencies that had submitted project applications present at this meeting. CDAC members reviewed each application and asked questions of the respective agency representatives for clarifications. At the conclusion of the meeting, the Committee unanimously agreed on the recommended projects for the CDBG and HOME Program

that would be submitted to City Council for approval. At the time of the CDAC meeting the City had not received final entitlement allocations from HUD. Therefore, CDAC included in their recommendations increase/decrease adjustments to the recommended projects based on the final allocations from HUD.

On April 15, 2019, the City received final entitlement allocation amounts for the CDBG and HOME Programs. Due to decrease in the funding amounts, staff made adjustments to the CDAC recommended allocations by directive of CDAC and according to HUD guidelines for the public service activity guidelines and project eligibility. The final CDBG entitlement, program income and reprogrammable funds are \$796,341.80 and \$392,864 in HOME Program entitlement funds.

On May 14, 2019 City Council conducted a public hearing to receive public input and adopt the proposed FY 2020 CDBG and HOME Program projects. There were three (3) agency representatives, who had submitted applications for funding present and spoke to City Council regarding the CDAC recommendations for the projects. The representatives asked for City Council's support of the CDAC recommendations. City Council unanimously approved the CDAC recommendations for projects to be funded.

On June 25, 2019 City Council will conduct a public meeting to accept comments regarding the draft FY 2020 Annual Action Plan. See AP-12 Participation for comments.

Any public comments received during the public comments period will be incorporated into the Substantial Amendment No. 1.

6. Summary of comments or views not accepted and the reasons for not accepting them

Any comments received during the public comment period will be reviewed and incorporated.

7. Summary

The public participation in the 2015-2020 Consolidated Plan and FY 2020 Annual Action Plan, and FY 2020 Substantial Amendment No. 1 Annual Action Plan carried general themes of the need for goals that would provide for programs and activities that serve the homeless and persons in poverty; provide education awareness activities to guide persons in securing homeownership through pre and post-counseling and maintaining/retaining their homes; and provide affordable rental housing for low-to-moderate income persons and persons with disabilities.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator			Community Development/Grants Administration
HOME Administrator			Community Development/Grants Administration

Table 1 – Responsible Agencies

Narrative (optional)

The City of Lynchburg's Community Development Grants Administration Office is the lead agency for the preparation of the Consolidated Plan.

Consolidated Plan Public Contact Information

City of Lynchburg Department of Community Development
Grants Administration Office
900 Church Street
Lynchburg, VA 24504
Contact: Melva C. Walker, Grants Manager
Phone: 434.455.3916
Email: melva.walker@lynchburgva.gov
Website: www.lynchburgva.gov

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

The City of Lynchburg utilized an outreach effort to maximize input from stakeholders. This outreach effort included the Community Development Advisory Committee (CDAC) meeting, public meetings, and published meeting notices and social media avenues (City's website and Grants Administration website).

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

To ensure the participation of and coordination between public and private agencies, the Grants Administration staff sent informational material and written communication to community organizations for preliminary discussions on the Plan and the needs of the citizens of Lynchburg. Some of the agencies contacted included: Lynchburg Redevelopment and Housing Authority (LRHA), Lynchburg Health Department, Johnson Health Center, Lynchburg Department of Human Services, Miriam's House, The Gateway, Inc., Rush Homes, Central Virginia Continuum of Care, City of Lynchburg Office of Economic Development, Lynchburg Community Action Group, United Way of Central Virginia, Region 2000, and Divisions of Neighborhood Services/Code Enforcement and Inspections within the Department of Community Development.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The City of Lynchburg is a member of the Central Virginia Continuum of Care (CVCoC), which is a regional group of agencies that focuses on issues pertaining to homelessness. Through the participation of the members of the CVCoC the agency can more effectively address the needs of homeless individuals and families, including the following: homelessness prevention; outreach/assessment (i.e. case management); emergency services; transitional housing; and permanent supportive housing. In addition, the City along with the CVCoC has a partnership with Lynchburg Redevelopment and Housing Authority (LRHA) to fund a Homeless Intake Coordinator position to provide a coordinated intake process for homeless persons. This position and the coordinated intake process at LRHA provides a higher level of coordination with the CVCoC to address the needs of homeless persons.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate

outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

The City of Lynchburg does not receive Emergency Solutions Grant (ESG) funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

See Pages 12-20

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	LYNCHBURG REDEVELOPMENT AND HOUSING AUTHORITY (LRHA)
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lynchburg Redevelopment and Housing Authority (LRHA), the Public Housing Authority (PHA), was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include: improved access to affordable housing for low-to-moderate income persons.
2	Agency/Group/Organization	Rush Homes
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Housing needs- persons with disabilities
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Rush Homes was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include: improved access to affordable housing for disabled, low-to-moderate income persons.
3	Agency/Group/Organization	GREATER LYNCHBURG HABITAT FOR HUMANITY
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy Low-to-moderate income families

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Greater Lynchburg Habitat for Humanity (GLHFFH) was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include: improved access to affordable housing for low-to-moderate income persons.
4	Agency/Group/Organization	LYNCHBURG COMMUNITY ACTION GROUP, INC. (LYN-CAG)
	Agency/Group/Organization Type	Housing Services - Housing Services-Persons with HIV/AIDS Services-homeless Services-Education Services-Employment Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Anti-poverty Strategy Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lyn-CAG was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include: improved access to affordable housing, rehabilitation to owner-occupied housing, and the availability of community and housing services for low-to-moderate income persons.
5	Agency/Group/Organization	LYNCHBURG COVENANT FELLOWSHIP
	Agency/Group/Organization Type	Housing Services - Housing Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lynchburg Covenant Fellowship (LCF) was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include: improved access to affordable housing and the availability of housing for low-to-moderate income persons and the elderly.
6	Agency/Group/Organization	BOYS AND GIRLS CLUB OF GREATER LYNCHBURG
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Boys and Girls Club of Greater Lynchburg was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the partnership with the Lynchburg Police Department improves neighborhood organizations and the relationship with youth in the community.

8	Agency/Group/Organization	LYNCHBURG POLICE DEPARTMENT
	Agency/Group/Organization Type	Other government - Local Collaborate with Boys and Girls Club programs
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lynchburg Police Department was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with the Lynchburg Police Department improves the neighborhood organizations and watches that the officers participate in for prevention of crime and provide safety to the neighborhoods and in its collaboration with the Boys and Girls Club working with youth.
9	Agency/Group/Organization	Lynchburg Parks and Recreation
	Agency/Group/Organization Type	Other government – Local
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy Recreational Activities
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City's Parks and Recreation Department was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan include the consultation with this agency should include: access to recreational activities for youth and adults in the low-moderate income population. Public facility improvements for the Neighborhood Centers.
10	Agency/Group/Organization	FREE CLINIC OF CENTRAL VIRGINIA
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Free Clinic of Central Virginia was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency will include health and wellness services to offer low-moderate income persons to increase healthy living.
11	Agency/Group/Organization	Central Virginia Health Department
	Agency/Group/Organization Type	Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Central Virginia Health Department was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency will include health and wellness services to offer low-moderate income persons to increase healthy living.
12	Agency/Group/Organization	Johnson Health Center
	Agency/Group/Organization Type	Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Johnson Health Center was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency will include health and wellness services to offer low-moderate income persons to increase healthy living.

13	Agency/Group/Organization	Centra Foundation
	Agency/Group/Organization Type	Services-Health Regional organization Foundation
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy Community health needs of those in poverty
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Centra Foundation was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency will include funding opportunities to the community to increase health and wellness opportunities.
14	Agency/Group/Organization	VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Virginia's Region 2000 Local Government Council was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include improved regional partnerships to achieve the goals and objectives of the Annual Action Plan.
15	Agency/Group/Organization	LYNCHBURG ASSOCIATION OF REALTORS
	Agency/Group/Organization Type	Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lynchburg Association of Realtors was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include enhancing the opportunities for low-moderate income persons to purchase affordable housing.
16	Agency/Group/Organization	UNITED WAY OF CENTRAL VIRGINIA, INC.
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The United Way of Central Virginia was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include improved regional partnerships to achieve the goals and objectives for the Annual Action Plan.
17	Agency/Group/Organization	LYNCHBURG CITY SCHOOLS
	Agency/Group/Organization Type	Services-Children Services-Education Other government – Local
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lynchburg City Schools was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency will include improved educational opportunities and partnerships to explore programs to offer for low-moderate income persons to obtain housing and life skills stability.

18	Agency/Group/Organization	Miriam's House
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services – Victims
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy Shelter
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Miriam's House was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency will expand affordable housing opportunities for homeless women and children and assist in providing improved public services.
19	Agency/Group/Organization	Lynchburg Area Center for Independent Living
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lynchburg Area Center for Independent Living (LACIL) was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include: improved access to affordable housing for disabled, low-to-moderate income persons.
20	Agency/Group/Organization	City of Lynchburg Department of Social Services
	Agency/Group/Organization Type	Services - Housing Services-Children Child Welfare Agency Other government – Local

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City's Division of Social Services was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include enhancing availability of services for low-moderate persons to enhance opportunities to bridge out of poverty.

Identify any Agency Types not consulted and provide rationale for not consulting

City staff is not aware of any agencies that were not contacted to participate in relation to the housing and community development needs for the City.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Central Virginia CoC	Information from the application provided a framework for the homeless needs section.
Analysis of Impediments to Fair Housing (AI)	City of Lynchburg	The Fair Housing Action Plan implementation recommendations from the AI were reviewed for the Annual Action Plan.
The City of Lynchburg Comprehensive Plan 2013	City of Lynchburg	The Comprehensive Plan was reviewed to match the Annual Action Plan goals.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

On January 8, 2019 City Council conducted a public hearing to receive comments on the housing and non-housing community development goals adopted in the Consolidated Plan for 2015-2020 by City Council on February 24, 2015 regarding the needs common to low and moderate income persons and individuals with mental illness, intellectual and physical disabilities, substance abuse or addiction, persons with HIV-Aids, persons that are homeless, and elderly persons. No public comments were received about the goals. City Council adopted the goals for the FY 2020 Annual Action Plan at the public hearing.

CDAC conducted a public meeting on March 20, 2019 to review CDBG/HOME allocations and make recommendations for allocations. In accordance with the process outlined in the City's Citizen Participation Plan, a notice was published in The News and Advance on March 5, 2019 stating the purpose of this meeting was to review submitted CDBG and HOME Program applications and formulate recommendations for consideration by City Council regarding the allocation of entitlement and reprogrammable funds.

On April 15, 2019, the City received final entitlement allocation amounts for the CDBG and HOME Programs. Due to a decrease in the funding amounts, staff made adjustments to the CDAC recommended allocations by directive of CDAC and according to HUD guidelines for the public service activity guidelines and project eligibility. The final CDBG entitlement, program income and reprogrammable funds are \$796,341.80 and \$392,864 in HOME Program entitlement funds.

CDAC and the public were informed that City Council would hold a public hearing on May 14, 2019 on the project recommendations of the CDAC. In addition, a timetable was provided that noted the remaining public meetings that would be held to complete the allocation process and submittal of the Annual Action Plan. There were three (3) agency representatives who had submitted applications for funding present and spoke to City Council regarding the CDAC recommendations for the projects. The representatives asked for City Council's support of the CDAC recommendations. City Council unanimously approved the CDAC recommendations for projects to be funded.

On June 25, 2019 City Council conducted a public meeting to accept comments regarding the draft FY 2020 Annual Action Plan. Hearing no comments the Annual Action Plan was approved for submittal to HUD.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	January 8, 2019 City Council public hearing. No comments were received.	No comments were received.	There were no public comments that were not considered by City Council in the approval of the goals for the Annual Action Plan.	www.lynchburgva.gov/city-council-meetings

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	Non-targeted/broad community	May 14, 2019 City Council public hearing. There were three persons present representing the housing providers who had submitted CDBG and HOME Program applications from Lyn-CAG, LRHA and Rush Homes asking for support of the CDBG and HOME Program requests.	A representative from Lynchburg Community Action Group (Lyn-CAG) spoke to City Council and requested their support of the CDAC recommendation s for their CDBG and HOME Program applications. A representative of the Lynchburg Redevelopment and Housing Authority (LRHA) asked that they support the CDAC recommendation s for their CDBG applications-CHIA & Affordable Housing Resource Center and HOME application for Vacant Housing Revitalization & Rehabilitation. A	There were no public comments that were not considered by City Council.	www.lynchburgva.gov/city-council-meetings 23

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	June 25, 2019 City Council public hearing.	No public comments were received.	There were no public comments that were not considered by City Council.	
4	Internet Outreach	Minorities Non-English Speaking - Specify other language: All Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Public notices were posted on the Grants Administration webpage and the City's front webpage for the January 8, 2019 City Council public hearing; for the May 14, 2019 City Council public hearing; and for the June 25, 2019 City Council public hearing.			www.lynchburgva.gov/grants-administration

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

See the Priority Table below for the anticipated resources for Fiscal Year 2020 that will be used to address housing and non-housing goals within the 2015-2020 Consolidated Plan.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	733,512	2,100	60,730	796,342	0	CDBG funds will support housing and non-housing community development in the City of Lynchburg.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	392,864	0	0	392,864	0	HOME Program funds will continue to support housing rehabilitation and development in the City of Lynchburg.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City of Lynchburg will continue to partner with other public agencies and nonprofit organizations, when feasible, to leverage resources and maximize outcomes in housing and community development. The City plans to meet the HOME Program match requirements by utilizing the volunteer labor and construction material costs accrued from the construction of homes completed by Greater Lynchburg Habitat for Humanity.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

Non Applicable

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase the Number of Owner-Occupied Units	2015	2020	Affordable Housing	Citywide	Increase homeownership Affordable Housing for Special Needs Populations	HOME: \$60,000	Direct Financial Assistance to Homebuyers: 3 Households Assisted
2	Rehabilitate Substandard Housing Units	2015	2020	Affordable Housing	CENSUS TRACTS 4,5,6,7, 11, and 19	Housing Rehabilitation Affordable Housing for Special Needs Populations	CDBG: \$0 HOME: \$308,864	Rental units rehabilitated: 7 Household Housing Unit Homeowner Housing Rehabilitated: 6 Household Housing Unit
3	Improve the City's Infrastructure	2015	2020	Non-Housing Community Development	CENSUS TRACTS 4,5,6,7, 11, and 19	Infrastructure Improvements Public Facility Improvements	CDBG: \$540,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 3844 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Promote Public Service Activities	2015	2019	Public Services	Citywide	Homeless Housing and Services Public Services	CDBG: \$110,342	Public service activities for Low/Moderate Income Housing Benefit: 500 Households Assisted Homelessness Prevention: 800 Persons Assisted
5	City Planning and Administration	2015	2020	Planning and Administration	Citywide	City Planning and Administration	CDBG: \$146,000 HOME: \$24,000	Other: 0 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Increase the Number of Rental and Owner-Occupied Units
	Goal Description	Develop affordable rental housing and assist first-time homebuyers who are below 80% of the Area Median Income (AMI) opportunities to purchase affordable housing units.
2	Goal Name	Rehabilitate Substandard Housing Units
	Goal Description	Emphasis to be placed on programs that require an investment of funds and/or labor on the part of the owner commensurate with the owner's resources, revitalize and/or rehabilitate vacant properties, and rehabilitation of public housing units.

3	Goal Name	Improve the City's Infrastructure
	Goal Description	Support economic development initiatives that improve the economic base, job skills, and health of the community.
4	Goal Name	Promote Public Service Activities
	Goal Description	Promote public service activities which support the homeless persons and healthy development of the City's at risk youth, adults, and families.
5	Goal Name	City Planning and Administration
	Goal Description	Provide staff for the administration and oversight of the Community Development Block Grant (CDBG) and HOME Program, Neighborhood Plan and the Analysis of Impediments to Fair Housing.

Projects

AP-35 Projects – 91.220(d)

Introduction

The City's FY 2020 planned actions will address the City's priority housing and community development needs. The projects are outlined below.

Projects

#	Project Name
1	LRHA Vacant Housing Revitalization & Rehabilitation
2	Dearington Neighborhood Plan
3	Dearington Neighborhood Improvements
4	Analysis of Impediments to Fair Housing
5	Greater Lynchburg Habitat for Humanity (GLHFH) Homebuyer Program
6	City Administration
7	Lynchburg Community Action Group Homeownership Substantial Rehabilitation
8	LRHA/CVCoC Centralized Homeless Intake Coordinator
9	LRHA/Affordable Housing Resource Center
10	Fairview Heights Neighborhood Center Rehabilitation
11	Yoder Neighborhood Center Rehabilitaiton
12	Florida Terrace - Rush Homes - CHDO Rental Development

Table 7 - Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary

Project Summary Information- (Pages 30-38)

1	Project Name	LRHA Vacant Housing Revitalization & Rehabilitation
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	Rehabilitate Substandard Housing Units
	Needs Addressed	Housing Rehabilitation
	Funding	HOME: \$38,864
	Description	Lynchburg Redevelopment and Housing Authority (LRHA) plans to acquire and rehabilitate or demolish blighted properties that have vacant structures on them. LRHA plans to use some of the properties to rehabilitate the existing structures and then rent the properties as affordable housing. Other properties will be identified for demolition and new construction building. LRHA will partner with other housing providers in the City to determine the best locations and end use of blighted properties.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	2 units/6 people
	Location Description	Scattered sites
	Planned Activities	LRHA will target units that can be rehabilitated within a short period of time. The HOME funds will be used for acquisition and rehabilitation costs to then rent the properties as affordable housing.
2	Project Name	Dearington Neighborhood Plan
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	City Planning and Administration
	Needs Addressed	City Planning and Administration
	Funding	CDBG: \$23,000
	Description	Funding will provide City staff the opportunity to develop a neighborhood plan to address vacant housing and vacant lots, historic landfills, park programming and development, infrastructure needs, and other neighborhood needs as identified in the planning process. This funding would be leveraged with other City funding and grants to complete a comprehensive neighborhood plan.

	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	832 people (372 housing units/ 5 public facilities)
	Location Description	City Hall, 900 Church Street, Lynchburg, VA
	Planned Activities	City staff to complete this plan by working with the neighborhood to gather input throughout the planning process; performing a neighborhood assessment with available data and field observations to inform the plan; completing environmental assessments for the neighborhood as needed; designing a reimagined Jefferson Park; developing programming desired by the neighborhood for the currently vacant neighborhood center; projecting and prioritizing infrastructure needs to address safety, capacity, and livability; tackling environmental justice issues of historic landfills; addressing other concerns discovered in the planning process; and establishing a neighborhood group to help carry the plan forward.
3	Project Name	Dearington Neighborhood Improvements
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	Improve the City's Infrastructure
	Needs Addressed	Infrastructure Improvements
	Funding	CDBG: \$100,000
	Description	This project is for neighborhood improvements in conjunction with the Dearington Neighborhood Plan. Proposed improvements would level recreation areas to address subsidence and may also include betterments such as safety handrails, gateway improvements and other basic facility renovations. This project would help build on the momentum from the current Dearington Neighborhood Center renewal effort and provide a foundation for future improvements in conjunction with the planning efforts.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	832 people (372 housing units/ 5 public facilities)
	Location Description	Dearington Neighborhood (Chambers Street)

	Planned Activities	Funding would be allocated for neighborhood improvements in the Dearington Neighborhood. This would be leverage with other City resources to stabilize existing recreational areas in the neighborhood. Two of the recreational areas are located on former debris disposal areas which have settled over time. The result is an uneven surface that is challenging for both active and passive recreational uses. Additional public walkway (handrails, etc.) and/or gateway improvements may be included in the project as funding permits.
4	Project Name	Analysis of Impediments to Fair Housing
	Target Area	Citywide
	Goals Supported	City Planning and Administration
	Needs Addressed	City Planning and Administration
	Funding	CDBG: \$25,000
	Description	Funding is to complete the Analysis of Impediments to Fair Housing. As a recipient of CDBG and HOME Program funds, the City is required to update its Analysis of Impediments to Fair Housing every five (5) years and prior to the submittal of its 2020-2025 Five-year Consolidated Plan. The current Analysis was completed in Program Year 2013.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	N/A - Planning and Administration activity.
	Location Description	City Hall, 900 Church Street, Lynchburg, VA
5	Planned Activities	The Analysis provides a review of the City's laws, regulations and administrative policies, procedures and practices affecting the location, availability and accessibility of housing, as well as assessment of conditions, both public and private, affecting fair housing choice.
	Project Name	Greater Lynchburg Habitat for Humanity (GLHFH) Homebuyer Program
	Target Area	Citywide
	Goals Supported	
	Needs Addressed	Increase homeownership
	Funding	HOME: \$60,000

	Description	GLHFH develops homeownership opportunities for low-income families that would not qualify or be able to afford homeownership through conventional bank mortgages. GLHFH builds good quality, moderately appointed homes and sells them to qualified applicants.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	This project estimates to provide homeownership assistance to three (3) households.
	Location Description	Scattered sites
	Planned Activities	Provide down payment and gap financial assistance to homebuyers.
6	Project Name	City Administration
	Target Area	Citywide
	Goals Supported	City Planning and Administration
	Needs Addressed	
	Funding	CDBG: \$98,000 HOME: \$24,000
	Description	Funding used for the general oversight, monitoring, administration and personnel costs associated with the programs.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	N/A - Planning and Administration project.
	Location Description	City Hall, 900 Church Street, Lynchburg, VA
7	Planned Activities	Administration of the CDBG and HOME Program
	Project Name	Lynchburg Community Action Group Homeownership Substantial Rehabilitation
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	Rehabilitate Substandard Housing Units
	Needs Addressed	Housing Rehabilitation
	Funding	HOME: \$200,000

	Description	Lyn-CAG's Homeowner Rehabilitation Program provides rehabilitation services to existing properties. Eligible properties are brought into Building Code compliance. The program is operated as a forgivable loan program with lien requirements and recapture restriction agreements as required by U.S. Department of Housing and Urban Development (HUD) regulations.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	Six (6) low-to-moderate income homeownership household units will be rehabilitated
	Location Description	Scattered sites
	Planned Activities	The rehabilitation program activities provide selective rehabilitation services designed to remove health and safety hazards and Building Code violations from the homes of low-income homeowners who live in the City of Lynchburg and meet HUD income guidelines for the HOME Program. Typical requests for services include electrical, plumbing, structural, and roof repair/replacement. All local contractors who provide the services are licensed and insured. Building materials are purchased from local businesses. Lyn-CAG anticipates providing services to six (6) low-income households during the FY 2020 program year at an approximate cost of \$28,750 per unit plus soft costs. In addition, Lyn-CAG staff will be coordinating resources from its Weatherization Program to ensure that homes are energy efficient. This will also make the home more affordable.
8	Project Name	LRHA/CVCoC Centralized Homeless Intake Coordinator
	Target Area	Citywide
	Goals Supported	Promote Public Service Activities
	Needs Addressed	Public Services
	Funding	CDBG: \$65,000

	Description	This project will provide the funding for the Homeless Intake Coordinator. This staff person will assist the Continuum of Care (CVCOC) organizations by operating the Coordinated Homeless Intake and Access (CHIA) system. This centralized system provides services to households who are experiencing a housing crisis. The services include either diversion, domestic violence assistance, or emergency shelter placement. Homeless assistance programs participating in CHIA receive 100% of their referrals through CHIA to ensure that there is a fair and transparent means to access services.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	800 persons
	Location Description	918 Commerce Street, Lynchburg, Va
	Planned Activities	The CDBG funds will provide for the continuation of a full-time person to conduct the assessment/intake of homeless persons and coordinate the referrals to the appropriate homeless providers/agencies.
9	Project Name	LRHA/Affordable Housing Resource Center
	Target Area	Citywide
	Goals Supported	Promote Public Service Activities
	Needs Addressed	Public Services
	Funding	CDBG: \$45,341
	Description	This project would provide for the continued funding of the Affordable Housing Resource Center (AHRC). The AHRC is staffed with a Housing Navigator to provide a centralized access point to all affordable housing resources and programs available in the City. The CHIA Homeless Intake Coordinator who assists homeless persons is also located in the AHRC. This project is a collaboration of the Lynchburg Housing Collaborative partners, the Central Virginia Continuum of Care (CVCOC), the City of Lynchburg and Lynchburg Redevelopment and Housing Authority (LRHA).
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	500 people (150 housing units)

	Location Description	918 Commerce Street, Lynchburg, VA
	Planned Activities	This CDBG activity will provide the funds for staff, benefits, and operating costs for the AHRC. The Center provides a "Housing Navigator" who assists citizens in navigating the vast sea of affordable housing challenges, as well as opportunities, in the City.
10	Project Name	Fairview Heights Neighborhood Center Rehabilitation
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	Improve the City's Infrastructure
	Needs Addressed	Public Facility Improvements
	Funding	CDBG: \$240,000
	Description	After decades of constant use, the facility is in desperate need of basic infrastructure reinvestments. The core facility is in need of basic improvements. Plans include kitchen and bathroom renovations and general facility upgrades to flooring, ceiling, walls and window treatments. The Center provide services to the community through a variety of essential year-round programs. Reinvestment in the Fairview Heights Neighborhood Center will not only rejuvenate the facility, but also provide an economic spillover to the surrounding neighborhood where it serves as a much needed socio-economic anchor to the community.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	2,526 people (1,156 households)
	Location Description	3621 Campbell Avenue, Lynchburg, VA
	Planned Activities	The CDBG funds will provide funds for the renovations of the kitchen and bathroom areas and general facility upgrades to flooring, ceiling and walls. Improvements will also be completed on exterior elements such as park fencing, signage and lighting elements; and for amenities as picnic tables, bicycle racks, grills, benches and trash cans.
11	Project Name	Yoder Neighborhood Center Rehabilitaiton
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	Improve the City's Infrastructure
	Needs Addressed	Public Facility Improvements

	Funding	CDBG: \$200,000
	Description	Over the years, the Center has served as a safe place for the community to engage in day-to-day programs, with a focus on education, wellness, culture, and community. The Center has served as a hub for citizen engagement and has hosted community celebrations. Plans include kitchen and bathroom renovations and general facility upgrades to flooring, ceiling, walls and window treatments; and additional site amenities are needed such as picnic tables, bicycle racks, a grill, and benches.
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	486 people (69 households)
	Location Description	109 Jackson Street, Lynchburg, VA
	Planned Activities	The CDBG funds will provide funds for the renovations of the kitchen and bathroom areas and general facility upgrades to flooring, ceilings, and walls.
12	Project Name	Florida Terrace - Rush Homes - CHDO Rental Development
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	
	Needs Addressed	Affordable Housing for Special Needs Populations
	Funding	HOME: \$70,000
	Description	This development will consist of 48 apartment units located at 2117 Florida Avenue. The plans are to provide housing for persons with and without disabilities, all with low incomes. At least 25 percent of tenants will have disabilities. There will be a set aside of seven (7) units for Permanent Supportive Housing (persons who are exiting homelessness who also have disabilities).
	Target Date	6/30/2020
	Estimate the number and type of families that will benefit from the proposed activities	There will be 48 households that will benefit from this project. The Florida Terrace project is designed for people with and without disabilities, all with low incomes. At least 25 percent of tenants will have disabilities. There will be a minimum of seven (7) additional apartments for Permanent Supportive Housing (people who are exiting homelessness who also have disabilities).

	Location Description	The location of this project is at 2117 Florida Avenue, Lynchburg, VA
	Planned Activities	The planned activity is for the new construction development of 48 rental housing units.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

Areas of racial/ ethnic concentration are defined as census block groups where the percentage of a minority group is 10 percentage points above the Citywide average. All references to census block groups hereafter will simply be referred to as “block groups” for brevity.

Across Lynchburg in 2013, Blacks comprised 28.2% of the population, Hispanics 3.1%, and Asians 2.7%. Therefore, an area of Black concentration would include any block group where the percentage of Black residents is 38.2% or higher, a Hispanic concentration would include a block group percentage of 13.1% or higher, and an Asian concentration would include a block group percentage of 12.7% or higher.

In order to locate racially/ethnically concentrated areas that are also areas of poverty, low and moderate income (LMI) data were layered on top of racially and ethnically concentrated areas. This created racially and ethnically concentrated areas of poverty (RCAPs and ECAPs). The identified RCAPs and ECAPs are displayed in block groups. These maps are in the Unique Appendices.

Geographic Distribution

Target Area	Percentage of Funds
CENSUS TRACTS 4,5,6,7, 11, and 19	90
Citywide	10

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The City will invest CDBG and HOME Program funds Citywide. Investing in affordable housing projects Citywide will also assist the City in affirmatively furthering fair housing and avoiding the concentration of low income populations. The City will target its public housing, public services and CDBG infrastructure and public improvement activities to census tracts with 51% of its residents at 80% or below the Area Median Income (AMI). In addition to the CDBG and HOME Program planned activities, the City continues to target its Code enforcement efforts in the census tracts adjacent to the City’s Central Business District, where there is a higher concentration of poverty.

Discussion

In FY 2020 the project/activities allocations for the designated geographic locations are as follows:

Census Tracts 4, 5, 6, 7, 11, and 19 - 64% (CDBG Program)

Citywide - 36% (HOME Program)

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The following are the affordable housing goals in the City of Lynchburg for this Annual Action Plan.

One Year Goals for the Number of Households to be Supported	
Homeless	800
Non-Homeless	500
Special-Needs	0
Total	1,300

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	3
Rehab of Existing Units	13
Acquisition of Existing Units	0
Total	16

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

The Coordinated Homeless Intake Access (CHIA) worker plans on serving approximately 800 persons through diversion or placement in transitional or permanent housing. The Affordable Housing Resource Center at Lynchburg Redevelopment and Housing Authority (LRHA) plans on serving 500 people and 150 housing units during this program period. This service will be provided through a Housing Navigator who will assist citizens in navigating the vast sea of affordable housing challenges, as well as opportunities, in the City.

Greater Lynchburg Habitat for Humanity (GLHFH) is providing down-payment assistance for the production of 3 new units for low to moderate income homebuyers.

There are 13 planned housing rehabilitation activities for this program period. These rehabilitations will be completed by Lyn-CAG, Lynchburg Redevelopment and Housing Authority (LRHA), and Rush Lifetime Homes. When these rehabilitations are completed the housing units will be safer by having Code violations corrected, and vacant properties will be rehabilitated and revitalized in to affordable, safe housing options. Lyn-CAG will rehabilitate six (6) units for homeowners. Rush Lifetime Homes will acquire three (3) vacant properties for rehabilitation and construct one (1) duplex for eligible, disabled

individuals through its Community Housing Development Organization (CHDO) program. LRHA will acquire two (2) properties and rehabilitate these properties for rental units.

AP-60 Public Housing – 91.220(h)

Introduction

Lynchburg Redevelopment and Housing Authority (LRHA) owns and manages 328 public housing units located throughout the City. The publicly-owned rental housing units are in four different locations: Dearington, Birchwood, Langview, and Brookside. Female-headed households represent 88.82% of all households compared to 11.18% of male-headed households. Also, non-White households comprised 89.44% of all tenant households, nearly all of which are Black households.

Actions planned during the next year to address the needs to public housing

LRHA plans to begin the predevelopment process for the 103 units at the Birchwood complex, specifically determining options for redevelopment, and financing that property, etc. We have another new development opportunity that we are going to explore to create new affordable housing opportunities as well. We will also be continuing to partner with Rush Homes and Habitat for Humanity to provide neighborhood revitalization in certain areas of the city.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

LRHA encourages and supports programs and activities to improve the quality of life for public housing residents. These programs address needs in the following areas: drug prevention, resident participation in community organizations and activities, employment resources, housing counseling classes, homeownership opportunities, economic development, and self-sufficiency. The Authority also sponsors National Night Out using LRHA's funds to encourage residents to report crime.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

LRHA is not designated as troubled.

Discussion

N/A

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Central Virginia Continuum of Care (CVCoc) operates the homeless response system within Lynchburg and has a strategic plan to end homelessness. One of the identified goals is to develop access points for sheltered and unsheltered individuals. The CVCoc has developed a coordinated assessment process for homeless response services, Coordinated Homeless Intake and Access (CHIA). CHIA assesses households experiencing a housing crisis to divert, prevent homelessness, and refer to emergency assistance in an accessible manner through phone conversations or in person. Households fleeing domestic violence are identified and connected with victim service providers. Initial screening occurs for diversion and prevention. Eligible households receive prevention services; including landlord mediation, eviction payment, relocation, housing stabilization. If no other housing options exist, the household is referred to an emergency shelter that fits their needs and honors client choice (geographic location, accessibility). A Housing Barrier Assessment, Vulnerability Index (VI)-Service Prioritization Decision Assistance Tool (SPDAT) and a priority subpopulation checklist are used by CHIA and the Community Case Review Team (case conferencing) to determine severity of housing barriers and vulnerability and to connect to the appropriate level of intervention. One CVCoc goal for the upcoming year is to increase access to unsheltered persons by launching a street outreach program.

Addressing the emergency shelter and transitional housing needs of homeless persons

As soon as someone is experiencing a crisis impacting their housing stability, they are assessed through CHIA. The CHIA Coordinator first has a conversation with the household in efforts to divert them from entering into homelessness. If diversion is unsuccessful, a household is referred to an emergency shelter, as available. Households needing special attention due to a domestic violence situation will be referred to our domestic violence hotline through the YWCA of Central Virginia. Once in shelter, the household's housing barriers and needs are assessed for shelter case-management. Households belonging to a priority subpopulation (families, youth, veterans, and chronically homeless) are additionally assessed using the CVCoc By-Name List Reporting Form and the Vulnerability Index (VI)-Service Prioritization Decision Assistance Tool (SPDAT) to be used by the Community Case Review Team (case conferencing) in order to make appropriate referrals for services such as rapid re-housing and permanent supportive housing. Shelter staff provide targeted housing focused case management to locate safe and affordable housing as quickly as possible. In 2018, the CVCoc's average length of time homeless persons were in emergency shelter was 37 days. This is anticipated to be reduced in 2019 through increased landlord recruitment, increased rapid re-housing and permanent supportive housing

capacity, and ongoing case conferencing with homeless response providers in order to collaboratively serve households with high housing barriers. The two- year recidivism rate indicates 89% maintain housing after CVCoC discharge. This will continue and increase through expanded housing stabilization services and use of best practices (critical time intervention and landlord/tenant mediation). Prior to discharge, staff ensure households have wraparound services in substance recovery, mental health, employment, education, healthcare, legal services, and childcare to strengthen stability. Discharged households are connected with aftercare support groups, the Affordable Housing Resource Center, and rental counseling. The Housing Barriers Assessment and VI-SPDAT assess previous homelessness to identify returns and strategically target resources. The Housing Management Information System (HMIS) Committee is analyzing aggregate HMIS data to determine risk factors for recidivism and target resources. The CVCoC collaborates with the local federally qualified health center (Johnson Health Center), Community Service Board (Horizon Behavioral Health) and the City's Division of Social Services to assess eligibility for healthcare coverage. The local Division of Social Services assesses Medicaid eligibility and enrolls clients. Johnson Health Center employs enrollment specialists who are members of the CVCoC and facilitates site visits to meet with homeless households and screen for coverage under the Affordable Care Act (ACA). For persons ineligible for health insurance, the Free Clinic of Central Virginia partners with the CVCoC to provide low barrier, free medical care to homeless persons.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The CVCoC has identified four priority subpopulations which are chronically homeless individuals, families with children, veterans and their families and unaccompanied youth. In 2018, the CVCoC was invited to join Community Solutions' Built for Zero (BFZ) campaign. The campaign is a national change effort working to help communities end homelessness amongst specific populations through developing real time data on homelessness, optimizing local housing resources, tracking progress toward monthly goals, and accelerating proven strategies. Through these efforts, in October of 2018, the CVCoC launched a By-Name List, a real time list of all people within them CVCoC priority subpopulations experiencing homelessness in our geographic location. It includes a robust set of data points that support coordinated access and prioritization at a household level and an understanding of homeless inflow and outflow at a system level. Since the launch of the By-Name List, there have been 177 priority subpopulation homeless households identified.

In the past several years, HUD-VA Supportive Housing (HUD-VASH) and Supportive Services for Veteran Families (SSVF) have targeted homeless veterans and provided housing and supportive services. Recently they started entering client-level data into the CVCoC Homeless Management

Information System (HMIS) allowing more visibility into the flow of next step interventions for veterans. The Homeless and Housing Services (HHS) Committee continues to work on strategies to prevent and end homelessness in the Central Virginia region. Currently, the three top goals of focus are to prevent people from losing their housing and divert people from entering the homeless services system, to quickly connect people experiencing homelessness to housing assistance and services tailored to their unique needs and strengths to help them achieve and maintain stable housing, and to increase employment and income growth for homeless persons.

Case conferencing has allowed CVCoc partners to present households experiencing homelessness to the CVCoc to develop effective and efficient interventions which decrease the length of time homeless. CVCoc projects follow a “Housing First” approach to minimize the time households experience homelessness by lowering barriers to project entry, decreasing involuntary discharge and not predicating services on housing readiness. A priority subpopulation within the CVCoc is households with children which ensures quick admittance to rapid re-housing projects to begin housing search and placement. The CVCoc’s current largest rapid re-housing project is dedicated to households with children. From 2015 to 2019 family homelessness in our CVCoc decreased by 72% according to Point-In-Time (PIT) data. Of the households with children experiencing homelessness since the launch of the BNL, 86% are now housed.

In the 2018 PIT Count, unaccompanied youth experiencing homelessness increased from years past. The CVCoc expanding rapid re-housing resources to include unaccompanied youth ages 18-24. As a result, the 2019 PIT Count reported a 72% decrease from the prior year. Of the unaccompanied youth households experiencing homelessness since the launch of the BNL, 64% are now housed.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The CVCoc operates a homeless prevention program that targets households imminently at risk of homelessness. The program uses a targeting tool that identifies households who will become homeless but for intervention. This program offers rental assistance, landlord mediation, housing relocation and housing stabilization services.

In relation to youth aging out of foster care, patients released from medical facilities, patients released from mental health institutions, and prisoners released from correctional institutions, the CVCoc continues to work in cooperation with individuals from local law enforcement agencies, supportive service agencies, and other interested parties to coordinate discharge.

Discussion

Foster Care (Youth Aging Out): The City's Division of Social Services meets with youth in foster care at least 90 days prior to discharge in order to plan for the impending discharge. Family partnership meetings are held to develop a transitional plan with each youth that focuses on housing. The vast majority of youth leaving the foster care system return to their families of origin and many of them remain with their foster families despite being discharged from the system.

Health Care: The CVCoC policies require coordination with healthcare institutions for discharge planning and prevent, when possible, discharges to homelessness. The CVCoC coordinates with the local healthcare system, CENTRA, for discharge planning. The staff at CENTRA manages discharge planning with area housing agencies, providers, and organizations in the CVCoC to ensure safe and adequate placement of those being released from the hospital system.

Mental Health: Horizon Behavioral Health is an active member and board member of the CVCoC. The CVCoC has provided ongoing training to its members with regards to accessing services from Horizon Behavioral Health. Horizon Behavioral Health has received from the CVCoC information about current and new referral options in the area through organization presentations and announcements.

Corrections: The CVCoC participates on the Blue Ridge Re-entry Council to ensure that persons exiting correctional facilities are not discharged to homelessness.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City of Lynchburg completed an Analysis of Impediments to Fair Housing (AI) in 2013. The AI, in addition to identifying fair housing issues, also identified potential barriers to affordable housing.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The City's AI indicated that the City had a few areas that could be barriers to affordable housing. The AI suggests that HOME Program funding, which is currently tied to those census tracts which qualify as Low-Moderate Income (LMI), be used throughout the City helping offer more opportunity across the City.

The City proceeded with the development of an Affordable Housing Resource Center (AHRC), which is designed as a "one stop shop" for accessing resources and to address and solve people's housing questions and needs. The Center offers a "Housing Navigator" who assist citizens in navigating the vast sea of affordable housing challenges and opportunities in the City. Information, education and training programs are offered to provide a number of learning tools to citizens to be successful in obtaining and maintaining stable housing. These programs include: Renter Counseling; Homebuyer Counseling; Landlord/Tenant Law Training; Energy-Saving Education; Avoiding Eviction Guidance; Home Maintenance tips, etc. Lynchburg Redevelopment and Housing Authority has hired a Housing Navigator to operate the AHRC.

Discussion:

N/A

AP-85 Other Actions – 91.220(k)

Introduction:

In FY 2020, the City of Lynchburg plans the following actions to help address the housing and community development needs of City residents, especially low/moderate income residents.

Actions planned to address obstacles to meeting underserved needs

Inadequate resources is the chief obstacle to meeting underserved needs ---both financial and human (staffing). The Central Virginia Continuum of Care (CVCoC) received \$277,622 in Program Year 2018 funding to continue its efforts in providing Permanent Supportive Housing and Rapid Re-housing for homeless persons. The City allocated a total of \$125,702 of Community Development Block Grant (CDBG) funds in Program Years 2018 and 2019 to support the Coordinated Homeless Intake Access (CHIA) system for persons who are homeless or about to be homeless. CHIA provides the support for these persons to access the necessary resources needed to find shelter, services, and/or permanent housing. The City of Lynchburg will continue to collaborate with human and social service agencies and the CVCoC to identify potential resources for meeting the service needs of City residents. The City will continue to support the efforts of service agencies to maximize the use of available resources and to obtain additional resources whenever possible.

Actions planned to foster and maintain affordable housing

The City of Lynchburg allocated FY 2020 HOME Program funds to rehabilitate six (6) homeowner-occupied units; encourage three (3) potential homeowners to purchase homes; and rehabilitate five (5) vacant homes for rental use.

Actions planned to reduce lead-based paint hazards

All City written agreements with CDBG and/or HOME Subrecipients contain provisions requiring compliance with lead-based paint rules, and are subject to procedures developed by the Grants Administration Office to ensure appropriate stages of due diligence are complete and of record prior to CDBG and/or HOME funds being disbursed. The Subrecipients and contract providers of housing rehabilitation program services will conduct risk assessments and clearance inspections for applicable rehabilitation projects, as required. All properties purchased with financial assistance provided by the CDBG and HOME Program must be inspected for lead-based paint hazards, if constructed prior to 1978, prior to final approval of application for assistance. Payment of subsidies is only issued after receipt of the inspection report revealing no lead-based paint hazard present at time of purchase.

Actions planned to reduce the number of poverty-level families

In 2016 City Council began an initiative named “Poverty to Progress”. In 2018, Bridges of Central Virginia and Poverty to Progress merged to form “Bridges to Progress” to better coordinate efforts and resources in the City. In 2019, Lynchburg will continue to strive toward the mark of poverty reduction and increased median household income through civic engagement. The task force groups are:

1. Child Development
2. Community
3. Education
4. Faith
5. Food Disparity
6. Health/Mental Health
7. Housing
8. Legal
9. Transportation
10. Workforce

In Program Year 2019, the Bridges to Progress organization has established the following task force groups and goals to aid in the reduction of poverty-level families:

Child Development - The Child Development Taskforce (formerly Childcare) seeks the establishment of a community alliance to increase availability of quality, affordable childcare in Lynchburg.

Goals

- Considering merging with Education Pre-K workgroup
- Research successful Child Care Alliances

Community – The Community Taskforce is the result of joining the Poverty to Progress’s Poverty 101 group with the Bridges of Central Virginia’s Getting Ahead Graduates, Government, and Community committees. This group provides opportunities for structured community dialogues and an open mic event to raise awareness of the impacts of poverty in Lynchburg, and to develop a tool for risk assessment for the nine Poverty to Progress categories

Goals

- Gather information on the City’s Division of Social Services (DSS) services, including benefits, policies, enrollment qualification criteria, and income cut-off points
- Distribute the wage gap video to Bridges to Progress members
- Research locations for a Bridges training

Education - The Education Taskforce has three workgroups working in different areas: Pre-K, Tutoring, and Trauma. The Pre-K Workgroup’s goal is to improve kindergarten readiness by increasing access to

quality Pre-K programs and promoting preschool literacy. The Tutoring Workgroup's goal is to have a positive impact on achievement, attendance, discipline and character in Lynchburg City School students. The Trauma Workgroup's goal is to have a trauma informed care perspective in area schools and agencies.

Goals

- Pre-K workgroup considering merging with Child Development Taskforce
- K-12 workgroup meeting with Parks and Rec to provide staff and volunteer training in September for community centers on Social and Emotional Learning
- Trauma Informed Group is examining integration with other two groups rather than remaining its own workgroup

Faith Taskforce The Faith Taskforce is committed to educating faith communities about poverty and partnering with them to implement ways to reduce poverty and build community.-

Goals

- Hold Community Dinner
- Speaker Series in September with Director of Human Services
- Garner Bridges to Progress participation in Juneteenth Event

Food Disparity - The Food Disparity taskforce is engaging the community in the Oasis project, the creation of a non-profit grocery store located in a food desert. Goals

- Support the Red Truck
- Gather Market Research for Oasis Project

Health/Mental Health - The Health/Mental Health Taskforce's goal is to improve both awareness and access to health and mental health resources.

Goals

- Develop Prevention and Intervention Information
- Develop Outreach campaign on MH/Healthcare, Medicaid Expansion, addiction/Opioid crisis to citizens
- Focus on youth and families with all of our outreach and awareness
- Work and partner with other Taskforces

Housing - The Housing Taskforce's goal was to determine the actual state of housing in Lynchburg and provide the momentum to eliminate housing insecurity.

Goals

- Review Comprehensive plan from the City of Lynchburg
- Review the Housing Study to understand the Gap in Housing
- Review the HUD Homebuyers Club

Legal - This area had representation in both Bridges of Central Virginia and Poverty to Progress. The BOCV's subcommittee was called Courts/Law Enforcement. This group implemented (with the chief's

permission) a warning citation initiative for officers to use at their discretion instead of issuing tickets, developed a DMV checklist to be used in court to help folks navigate the steps of getting their license back, and created a professional clothes closet organized for newly released inmates for job interviews and/or court appearances.

Goals

- Complete the 100-backpack pilot program
- Create plan to manage month-to-month backpack program
- Report on pathways to restorative justice in Lynchburg
- Create a plan for a reentry clinic

Transportation - The Transportation Taskforce is currently working on a cooperative city transportation application called Move UP. The software for this application is still being developed.

Goals

- Meet with citizen coordinating transportation software application to discuss the application and other transportation issues
- Review and research how the route changes are going and get testimonies
- Search for grant funding
- Partner with the Central Virginia Planning District Commission (CVPDC) about a van pool feasibility study that is being completed by the CVPDC.
- Engage key stakeholders to join the taskforce

Workforce - The Workforce Taskforce's goal is to facilitate the coordination of all the existing workforce programs in the area.

Goals

- Organizing resource fair for employees and staff of local business who hires people who struggle with some of the typical obstacles people face when trying to work their way out of poverty.

As these goals are addressed, each task force group will evaluate the accomplishments and establish new goals to further the reduction of poverty-level families within the City.

Actions planned to develop institutional structure

The City's Grants Administration Office is responsible for carrying out the provisions of this Consolidated Plan. Working in conjunction with its public and private partners, City staff distributes, monitors, and executes the functions of the plan and reports on its progress. Coordination with other departments within City administration is essential to smooth delivery of services, and the achievement of desired outcomes.

Primarily, the City's strategies will be conducted in the various partnerships the City enjoys with the public and private housing developers and service providers operating in the City and in the region. These include public partners, such as the LRHA, and several private non-profits such as Lyn-

CAG and Rush Homes; and the various Central Virginia Continuum of Care organizations/non-profits. These and others work separately and collectively, along with City staff, on projects that achieve the goals stated by City Council.

Actions planned to enhance coordination between public and private housing and social service agencies

As discussed in the Consolidated Plan, the City of Lynchburg actively works to coordinate community development efforts between public and private housing and social service agencies. The strategies to address the gaps include the following:

- Strengthen the intake process and procedures for CHIA to provide a clearer understanding to the partnering agencies and homeless persons;
- Creation of the Affordable Housing Resource Center to provide a centralized access point to all affordable housing resources and programs available in the City of Lynchburg; and
- Relocation of the CHIA Homeless Intake Coordinator to the Affordable Housing Resource Center.

Discussion:

N/A

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	2,100
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	2,100

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(l)(2)

- 1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:**

The City of Lynchburg does not intend to use other forms of investment.

- 2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:**

In accordance with HOME Program regulations at 24 CFR Part 92, properties assisted must remain affordable during the affordability period. Under recapture provisions, this period is based on the direct HOME subsidy to the homebuyer and includes down payment assistance, “gap” financing, and interest rate buy downs, as available.

The HOME affordability periods are as follows:

HOME-assisted units are subject to affordability for the entirety of the affordability period. These HOME-assisted units are subject to a recapture provision in order to assure that the units either remain affordable (i.e. housing eligible clients) or that the City recovers its investment based on the terms of the agreement. Funds are recaptured only from the net proceeds of the sale or foreclosure.

In accordance with HOME CPD 12-003 Notice “Guidance on Resale and Recapture Provision Requirements under the HOME Program” the City has submitted to the HUD Richmond Field Office the “Recapture Restriction Agreement” used by the City for homebuyer projects. This document includes the basic requirements for recapture provisions in HOME Investment Partnerships (HOME) program homebuyer projects. The document was reviewed by the HUD Richmond Field Office staff and was found to be acceptable for compliance with §92.254(a) (5) of the HOME Program regulations.

- 3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:**

The City of Lynchburg currently uses the recapture provision option outlined in Section 24 CFR Part 92.254 (a)(5)(ii)(A)(2) to ensure the affordability requirements for the HOME Investment Partnership (HOME) Program. The recapture provision will be used to recover the direct subsidy to the homebuyer which includes down payment, closing cost assistance, interest subsidies and any difference between fair market value and purchase price. The recapture provision will be limited to net proceeds available from the sale of the HOME assistance unit. The amount of direct subsidy subject to recapture is based on the pro-rata share of the remaining affordability period. The affordability period is determined by the amount of direct subsidy included in the deed or land

covenant, which will be defined in the terms of the loan. The affordability period will apply as follows:

- Project under \$15,000 are five-year term
- Projects from \$15,001 - \$40,000 are ten-year term
- Projects over \$40,000 are fifteen-year term

The City will enforce the recapture provision requirement in its contractual agreement with its sub-recipients and CHDOs. This recapture provision must be used by all subrecipients, and CHDOs when transactions are sale of property using HOME Investment Partnership Program. Therefore, all the sub-recipients or CHDOs will be responsible for passing the recapture provision requirement to the purchaser of the HOME assisted unit in the form of a “Recapture Restriction Agreement”, deed or land covenant that runs concurrently with the affordability period.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

Not applicable. During Program Year 2019 (FY 2020), the City of Lynchburg does not anticipate using HOME Program funds to finance or refinance debt secured by multi-family housing that is being rehabilitated with HOME funds.



P. O. Box 3305
Lynchburg, VA 24503
434-455-2120
rushhomes.org

January 10, 2020

Ms. Melva Walker
Grants Administrator
City of Lynchburg
900 Court Street
Lynchburg, VA 24504

Dear Ms. Walker:

I request the reallocation of City HOME funds from those awarded to Rush Homes in 2018 and 2019 for the development of James River Housing to the development of a 48 apartments at 2117 Florida Avenue, tentatively known as Florida Terrace. Rush Homes is working in partnership with Lynchburg Redevelopment and Housing Authority to create this development. Following is a description of the project and my request rationale.

Florida Terrace arose out of the need for affordable housing as shown in 2018 Lynchburg Housing Study. LRHA and Rush Homes, working with a local real estate broker, evaluated ten possible sites in Lynchburg before settling on the 2117 Florida Avenue site. Rush Homes has site control via a purchase contract signed in late August this year. We also contracted with CJMW Architects in late September to develop architectural plans and cost estimates necessary to meet the March 2020 Low Income Housing Tax Credit (LIHTC) application deadline.

Florida Terrace is designed for people both with and without disabilities, all with low incomes. At least 25 percent of tenants will have disabilities. Further, in our current design, we will set aside a minimum of seven additional apartments for Permanent Supportive Housing (people who are exiting homelessness who also have disabilities). Funding sources will include Low Income Housing Tax Credits, HOME funding from Virginia DHCD, possibly Virginia Housing Trust funds and National Housing Trust funds and, potentially, a VHDA REACH fund (or other fund) low interest loan. The site is currently zoned B-3 and we are pursuing a CUP zoning for the site, successfully achieving an approval from the Lynchburg Planning Commission yesterday.

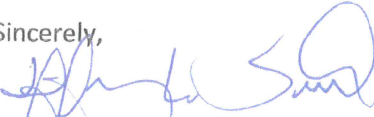
I request the reallocation of City HOME funds for two reasons. First, the funds will cause a higher score on the LIHTC application. Second, the City HOME funds provide the required 25 percent match for Virginia DHCD HOME funds. If I am correct, James River Housing awards in both 2018 and 2019 total \$165,000. This would adequately provide a match for \$600,000 in DHCD funds.

I am fully cognizant of the issues the City might have with this request. Florida Terrace came to the forefront well after the 2019 City HOME application process and, due to the timing of the LIHTC application deadline, both LRHA and Rush Homes understood the need to move with this request now.

We consider Florida Terrace as the priority project due both to the location of the site and the number of needed apartments. I am quite willing to meet with City Staff, CDAC, or any other entity you so desire as well as provide information to support reallocation of City HOME funds.

Thank you for your service in this matter.

Sincerely,



Jeffrey L. Smith
Executive Director, Rush Homes

cc/WJ Sydnor, LRHA

AGENDA ITEM #5

From:
To: [Craig, Robin](#)
Cc:
Subject: Re: Public comment section of council meetings speaking on Bridges to Progress
Date: Wednesday, February 5, 2020 4:41:54 PM

CAUTION: External Sender

I work with John on Bridges To Progress, mainly under the Food category. But I am wanting to speak in general with some observations from recent city council meetings. I will be doing so as a private citizen. Thanks, Gary Taylor

029R

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 25, 2020**

AGENDA ITEM #: **7**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Rezoning: R-1, Low Density Residential to B-1C, Limited Business District (Conditional) – 5010 Boonsboro Road

KEY ELEMENTS:

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

RECOMMENDATION: Consider the rezoning to allow the construction of a bank building with proffer amendments as noted in the Ordinance in italics.

SUMMARY: FNB Property Corp. is petitioning to rezone property at 5010 Boonsboro Road from R-1, Low Density Residential to B-1C, Limited Business District (Conditional). The purpose of the petition is to allow the construction of a bank with a drive-thru and associated parking. The existing single family home would be demolished.

The Planning Commission recommended denial of the *FLUM* amendment and rezoning, due to concerns including: 1) the ongoing reduction of available land for single household residential development; 2) the existing *FLUM* designation, which has been closely followed in the area, does not support the proposed use; and 3) the precedent of approving such a use may expand the existing commercial areas along the corridor.

Following the Planning Commission meeting, the petitioner proffered to reduce the area that would be rezoned to two and twenty-four thousandths (2.024) acres. At the February 11, 2020 City Council meeting, a public hearing was held and the *Future Land Use Map (FLUM)* amendment from Low Density Residential to Neighborhood Commercial was approved. During the public hearing the petitioner offered an amendment to the previously offered proffers to clarify that the three and two ninety-four thousandths (3.294) acre residue area would remain forested. However, since the petitioner chose to amend the proffers during the meeting, the rezoning petition was postponed in accordance with the state code to give the petitioner an opportunity to submit the proposed amendment to the City in writing and to give citizens an opportunity to review and comment on the amended proffers.

PRIOR ACTION(S):

February 11, 2020: City Council held a public hearing and approved the *FLUM* amendment. (6-0-1, with one abstention; Perrow)

December 11, 2019: The Planning Division recommended denial of the *FLUM* amendment and rezoning petition.

The Planning Commission recommended denial of the *FLUM* amendment and rezoning petition. (7-0)

FISCAL IMPACT:

The increase in real estate valuation will be determined after construction.

CONTACT(S):

Tom Martin, City Planner – 455-3900
Kent White, Community Development Director – 455-3900

ATTACHMENT(S):

- Ordinance
- City Council Packet – February 11, 2020

REVIEWED BY: raw

AN ORDINANCE CHANGING A CERTAIN AREA LOCATED AT 5010 BOONSBORO ROAD FROM R-1, LOW DENSITY RESIDENTIAL DISTRICT TO B-1C, LIMITED BUSINESS DISTRICT (CONDITIONAL).

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG that in order to promote the public necessity, convenience, welfare and good zoning practice that Chapter 35.2 of the Code of the City of Lynchburg, 1981, as amended, be and the same is hereby further amended by adding thereto Section 35.2-54.35, which shall read as follows:

Section 35.2-54.35. Change of a certain area located at 5010 Boonsboro Road from R-1, Low Density Residential District to B-1C, Limited Business District (Conditional).

The area embraced within the following boundaries:

ALL THAT TRACT OF LAND LYING AND BEING IN THE CITY OF LYNCHBURG, COMMONWEALTH OF VIRGINIA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF BOONSBORO ROAD (VARIABLE WIDTH PUBLIC RIGHT-OF-WAY); THENCE FOLLOWING SAID RIGHT-OF-WAY LINE THE FOLLOWING COURSES: SOUTH 70°36'41" WEST 107.97' TO A POINT; THENCE SOUTH 55°15'44" WEST 151.60' TO A POINT; THENCE SOUTH 63°36'22" WEST 220.79' TO A POINT; THENCE LEAVING SAID RIGHT-OF-WAY NORTH 13°07'19" WEST 212.50' TO A POINT; THENCE NORTH 63°32'08" EAST 404.65' TO A POINT; THENCE SOUTH 33°26'11" EAST 200.00' TO THE POINT OF BEGINNING CONTAINING 2.024 ACRES

...is hereby changed from R-1, Low Density Residential District to B-1C, Limited Business District (Conditional) subject to the conditions set out herein below which were voluntarily proffered in writing by the petitioner FNB Property Corp., to wit:

1. The site will be developed in substantial compliance with the conceptual site plan
2. The following B-1 uses will be permissible: #2210 Banks and Credit Unions; 2221 Credit card and Other financing; 2230-2250 Investment Banking; 2310 Real Estate Services; 2411-2414 Professional Offices; 2415 Consulting Services; 2416 Scientific Research and Development; 2419,6810,6820 Other professional Offices; 2421 Office Administrative Services; 2430 Travel Arrangement & Reservation Services
3. All other B-1 uses will not be allowed.
4. *The area outside of the limits of disturbance line as shown on the Conceptual Plan and including the entire 3.294 acre residue area will remain in a forested condition henceforth.*

And the City Planner shall forthwith cause the "Official Zoning Map of the City of Lynchburg, Virginia" referred to in Section 35.2-32 of this chapter to be amended in accordance therewith.

Adopted:

Certified: _____
Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 11, 2020**

AGENDA ITEM #: **14**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: *Future Land Use Map (FLUM)* Amendment – Low Density Residential to Neighborhood Commercial Rezoning: R-1, Low Density Residential to B-1C, Limited Business District (Conditional) – 5010 Boonsboro Road

KEY ELEMENTS:

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

RECOMMENDATION: Denial of the *Future Land Use Map (FLUM)* amendment and rezoning to allow the construction of a bank building.

SUMMARY: FNB Property Corp. is petitioning to amend the *FLUM* from Low Density Residential to Neighborhood Commercial and rezone property at 5010 Boonsboro Road from R-1, Low Density Residential to B-1C, Limited Business District (Conditional). The purpose of the petition is to allow the construction of a bank with a drive-thru and associated parking. The existing single family home would be demolished.

The Planning Commission recommended denial of the *FLUM* amendment and rezoning, due to concerns including: 1) the ongoing reduction of available land for single household residential development; 2) the existing *FLUM* designation, which has been closely followed in the area, does not support the proposed use; and 3) the precedent approving such a use may expand the existing commercial areas along the corridor.

Since the Planning Commission meeting, the petitioner has reduced the area to be rezoned, from the original petition of five and three tenths (5.3) acres down to two and two hundredths (2.02) acres. The residue area would remain R-1, Low Density Residential.

PRIOR ACTION(S):

December 11, 2019: The Planning Division recommended denial of the *FLUM* amendment and rezoning petition.

The Planning Commission recommended denial of the *FLUM* amendment and rezoning petition. (7-0)

FISCAL IMPACT: The increase in real estate valuation will be determined after construction.

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

ATTACHMENT(S):

- Resolution
- Ordinance
- Planning Commission Minutes – December 11, 2019
- Planning Commission Packet – December 11, 2019
 - o Planning Commission Report
 - o Zoning Map with Adjoining Owners
 - o Future Land Use Map
 - o Watershed Map
 - o Planimetric and Topographic Map
 - o Concept Plan
 - o Property Photograph
- Speaker Signup Sheet

REVIEWED BY: raw

RESOLUTION:

#R-20-014

A RESOLUTION AMENDING THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN 2013-2030 FOR A CERTAIN AREA LOCATED AT 5010 BOONSBORO ROAD FROM LOW DENSITY RESIDENTIAL TO NEIGHBORHOOD COMMERCIAL.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the petition of FNB Property Corp., to amend the Future Land Use Map of the Comprehensive Plan 2013-2030 from Low Density Residential to Neighborhood Commercial for a certain area located 5010 Boonsboro Road is hereby approved.

Adopted:

Certified: _____
Clerk of Council

020R

AN ORDINANCE CHANGING A CERTAIN AREA LOCATED AT 5010 BOONSBORO ROAD FROM R-1, LOW DENSITY RESIDENTIAL DISTRICT TO B-1C, LIMITED BUSINESS DISTRICT (CONDITIONAL).

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

Section 35.2-54. __. Change of a certain area located at 5010 Boonsboro Road from R-1, Low Density Residential District to B-1C, Limited Business District (Conditional).

The area embraced within the following boundaries:

ALL THAT TRACT OF LAND LYING AND BEING IN THE CITY OF LYNCHBURG, COMMONWEALTH OF VIRGINIA, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT ON THE NORTHERLY RIGHT-OF-WAY LINE OF BOONSBORO ROAD (VARIABLE WIDTH PUBLIC RIGHT-OF-WAY); THENCE FOLLOWING SAID RIGHT-OF-WAY LINE THE FOLLOWING COURSES: SOUTH 70°36'41" WEST 107.97' TO A POINT; THENCE SOUTH 55°15'44" WEST 151.60' TO A POINT; THENCE SOUTH 63°36'22" WEST 220.79' TO A POINT; THENCE LEAVING SAID RIGHT-OF-WAY NORTH 13°07'19" WEST 212.50' TO A POINT; THENCE NORTH 63°32'08" EAST 404.65' TO A POINT; THENCE SOUTH 33°26'11" EAST 200.00' TO THE POINT OF BEGINNING CONTAINING 2.024 ACRES

...is hereby changed from R-1, Low Density Residential District to B-1C, Limited Business District (Conditional) subject to the conditions set out herein below which were voluntarily proffered in writing by the petitioner FNB Property Corp., to wit:

1. The site will be developed in substantial compliance with the conceptual site plan.
2. The following B-1 uses will be permissible: #2210 Banks and Credit Unions; 2221 Credit card and other financing; 2230-2250 Investment Banking; 2310 Real Estate Services; 2411-2414 Professional Offices; 2415 Consulting Services; 2416 Scientific Research and Development; 2419, 6810, 6820 Other professional offices; 2421 Office Administrative Services; 2430 Travel Arrangement & Reservation Services.
3. All other B-1 uses will not be allowed.

And the City Planner shall forthwith cause the "Official Zoning Map of the City of Lynchburg, Virginia" referred to in Section 35.2-32 of this chapter to be amended in accordance therewith.

Adopted:

Certified: _____
Clerk of Council

MINUTES OF THE DECEMBER 11, 2019 PLANNING COMMISSION MEETING (MINUTES HAVE BEEN APPROVED):

Petition of FNB Property Corp. to amend the Future Land Use Map from Low Density Residential to Neighborhood Commercial and to rezone approximately five and thirty-one hundredth (5.31) acres located at 5010 Boonsboro Road from R-1, Low Density Residential District to B-1C, Limited Business District (Conditional) to allow the construction of a four thousand five hundred (4,500) square foot bank building with associated parking.

Ms. Rachel Frischeisen, Planner II provided the following summary to the Commission. The property at 5010 Boonsboro Road has been zoned R-1, Low Density Residential, since the annexation of this area in 1978 and contains a single-family home. The City's Future Land Use Map (FLUM), which staff consult to guide zoning decisions, recommends the same use as the current zoning of low density residential. These areas are dominated by single-family detached housing at densities of up to four units per acre. Additional public, institutional, and recreational uses may be compatible as appropriate. The petitioner has requested to amend the Future Land Use Map (FLUM) from low density residential to neighborhood commercial and to rezone from R-1, Low Density Residential, to B-1C, Limited Business District (Conditional) to allow the construction of a bank building with drive-through and associated parking. Boonsboro Road has several pockets of neighborhood commercial throughout the corridor. These nodes of commercial uses are appropriate as they provide needed goods and services to the nearby neighborhoods. This means people don't have to travel far for everyday essential trips to grocery stores, small-scale retail, specialty shops, etc. However, planning staff is concerned with the expansion of these retail nodes and the precedent that approving this rezoning may set. The City's Comprehensive Plan places high value on the City's residential neighborhoods. The existing large low density residential property serves as a transition from the residential area to the existing commercial at Walgreens. While the proposed use would be in close proximity to other commercial uses, the zoning for these uses has been in place since 1978 with the exception of rezoning 4835 Boonsboro Road in 1987. The Planning Commission and Council have consistently followed the recommendations of the Comprehensive Plan in the Boonsboro Road area. Planning staff does not see a significant need to alter the Future Land Use Map Future Land Use Map (FLUM) and zoning. Given the guidance of the Comprehensive Plan regarding the preservation of existing neighborhoods, the Future Land Use Map (FLUM) recommendation of low density residential, and the potential to open the door for other commercial rezoning in the area, staff recommends denial of the petition.

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

Mr. Doyle Allen, of Hurt & Proffitt, addressed the Commission. He is representing First National Bank as well as Sam and Carolyn Hubbard. The property is currently owned by Samuel Hubbard and his sister Carolyn. They inherited the property from their parents who built the house in the 1950s. It was there prior to annexation. It is currently one house that fronts onto 501 Business. There are five and three tenths (5.3) acres associated with it. The current house has been vacant for about twelve (12) years. First National Bank is a local, community bank and they have been looking for a site for a branch bank in the Boonsboro Road area for a number of years. They are a community, neighborhood type business. They are a good fit for that neighborhood. They are the type of business that should be in a walkable area and that directly serves the immediate neighborhood. That is their business plan for that branch location. They have looked at a number of locations in that proximity and their first preference would be an existing branch bank that has gone out of business for some reason or another. There are none available nor are there a lot of sites that they could build on. The desirability of this site is that it is close to the existing neighborhood businesses, it is at a stoplight as seen on the concept plan (it was clarified later in the meeting that there is no traffic light at this location), it is oriented so that the drive-through is in the rear, which is a requirement for this area, and the parking is located to the side rather than in the front of the building. The conceptual plan, as presented, is approvable without any types of variances or special exceptions being needed. One and six tenths (1.6) acres of the total five and three tenths (5.3)

acres will be disturbed. Three and seven tenths (3.7) acres will remain wooded and as is. A neighborhood meeting was held last night and one (1) resident showed up. His name is Graham Evans and he lives on Royal Oak. His lot backs up to this site and once he saw the proposal, he was very much in favor of it. He is not currently present and work may have kept him from attending the Planning Commission meeting but he was encouraged to attend. He stated that he was in favor of the petition. The other neighbors have also been reached out to. There is a neighbor who owns three (3) lots that back up to the property and then there's one (1) other occupied house. Preserving the three and seven tenths (3.7) acres will be very beneficial to the neighbors in general and especially the neighbors on Royal Oak Drive. The neighbor on the South side is Walgreens, a current business. There are businesses across the street, including a branch bank. There are also apartments in there as well. He does not buy the argument that this is going to open "Pandora's box" for rezoning because this is basically a business site that is presently zoned incorrectly. It is one (1) house on a large tract of land fronting on the road that is surrounded by businesses on all but one side. If you look at the terrain of the site, going to the North there is a natural ravine that adjoins the lots that back up from Royal Oak Circle. The ravine provides a natural topographic barrier to any zoning. Royal Oak Circle itself and the lots that front on Royal Oak Circle also provide a natural break and are already developed. For those reasons, this will not open "Pandora's box" for rezoning. The R-1 development potential for this property, based on the terrain, topography, and elevation change of seventy (70) feet, which is about seven (7) stories of elevation change, would be about four (4) or five (5) lots. All of these lots would need to front Boonsboro road and would need to be set within forty (40) feet of Boonsboro Road. The entire five (5) acres would also need to be disturbed to get the material to move it up to build a frontage up to where a house could be built on it. The business use is a more natural use for this piece of property. The Planning Division has recommended denial based on the Comprehensive Plan but at least seventy five (75) percent of the rezoning petitions that come before the Planning Commission have to change the Comprehensive Plan so that should not be an obstacle or cause to deny the rezoning.

Chair Rogers asked if there was anyone present who wished to speak in favor of the petition.

Mr. William "Billy" Flint addressed the Commission. His firm is the listing firm on the property at 5010 Boonsboro Road. He received an email late in the afternoon from Mr. Evans, the neighbor who attended the neighborhood meeting and who owns an adjoining property on Royal Oak Circle. The email says, "Billy and Jane, thank you for your time last night. I will not be able to attend the meeting this afternoon but I, as a neighbor, have no problem with the proposed project that was presented last night. Thank you, Graham Evans."

Mr. Al Sears addressed the Commission. He is a facilities manager for First National Bank. They have been looking for a place over in this area for a number of years. First National Bank is a community bank that gives back and has set up a foundation that donates to charities in the localities that they operate in. All of the bank's buildings are maintained in a very professional manner. This bank would look similar to the one on Old Forest Road but would be smaller. All facilities are landscaped and kept up to date. First National Bank is always looking to be a good neighbor and looking for more growth in the Lynchburg area.

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

Ms. Ellwyn Andrusky addressed the Commission. Her property is to the left of 5010 Boonsboro Road and will be the most impacted by this rezoning. Her address is 2116 Royal Oak Circle. This matter of rezoning is a serious matter. She opposes the B-1C rezoning and will not back down. She requests that it remain R-1 since the Future Land Use Map (FLUM) shows that is what the City has in mind as well. A realtor and a banker have a whim that a bank should be built there. It is nothing but a covert, commercial land grab by the two (2) of them. The B-1C designation in this case tells the story. The bank is looking to be sold out to a larger bank, which leaves the entire property, five (5) plus acres, as B-1C,

which will never again revert to R-1. The uses of possible businesses are ones that presently exist along Boonsboro Road. A number of the types of businesses they suggest could just as easily be done out of the trunk of their car using an adding machine and briefcase. A better use of the land is for it to remain R-1, add in several attractive homes, and keep the home that already exists. That is what has been done at Oakwood Country Club and further up Boonsboro Road at Cottage Hill, to good effect and substantial financial gain. Further, there is a vacant bank in Big Island and at the corner of Memorial Avenue and Wadsworth Street next to McDonalds, but this may not be in the financial zip code that First National Bank would prefer. There is also a pad of space in the Boonsboro shopping center where Wells Fargo has an ATM. That pad would put a new bank squarely in a commercial zone with parking already provided. A bank next to her property will bring down her property's value if she ever decides to sell. She is against this rezoning.

Mr. Maynard Jones addressed the Commission. He lives at 5320 Inglewood Road in Lynchburg, about a mile from 5010 Boonsboro Road. He represents, and is a member of, the Boonsboro Peakland Neighborhood Association. They support the Planning Division's recommendation of denial of this petition. The Planning report was done well and includes points based on fact and based on the general plan. The general plan said the property should be residential and that's what the Planning Division recommends. Back in the late 1980s and the early 1990s, this area was studied by the Planning Division, Planning Commission, and Council. They realized that the 501 Boonsboro corridor was the only scenic corridor going into the City. Part of the plan was to address this and to keep the zoning residential to keep commercial out of that area. What the plan finally recommended was to concentrate commercial at the Coffee Road and Boonsboro Road intersection, the Boonsboro shopping center, and the Village Court shopping center. This plan has lasted about thirty (30) years and has been supported by the City. The Neighborhood Association is asking that the City continue to support this precedent and not allow commercial intrusion into the neighborhood. From the Wells Fargo Bank to the Bank of the James is a mile and two tenths and there are four (4) banks and an ATM drive up kiosk in the area. There is also a bank building that was repurposed for a realtors' office. He hasn't done any market research but it would seem there are enough banks in the area at this time.

Commissioner Light asked Mr. Jones if he was previously on the Planning Commission.

Mr. Jones responded that he was a member of the Planning Commission when the plan for the Boonsboro area was done.

Commissioner Light noted that he read Mr. Jones' letter to the editor a few weeks ago and thought that he recalled that Mr. Jones had been a member of the Commission.

Mr. Jones responded that he was a member of the Commission for seven (7) years in the late 1980s and early 1990s.

Mr. Rick Klein addressed the Commission. He noted that he doesn't have a "dog in this fight" other than the fact that he has lived in Boonsboro for the last forty (40) years and has raised his children there. He has come to realize what a beautiful, unique place it is and is so proud when people come to visit. The reason that Boonsboro has stayed the way that it is is because there is a plan. If spot-zoning starts, the zoning will not revert. Due diligence has been done by Mr. Jones and many other people over the years to make sure Boonsboro stays the way it is and so people can be proud of the way it looks. Another important topic is the traffic on Boonsboro Road. People might sit waiting for a while at an intersection and particularly if that is the intersection with Walgreens and Moore's. It is contentious and there have been a lot of accidents. The western facing road is almost blinding for much of the day right in the area where the bank is proposed. There are some buildable lots between there and Royal Oak that could potentially fall to sprawl. He works in the pharmaceutical business for almost forty (40) years and he has the privilege of dealing with a lot of the people moving to town in the medical world, which includes doctors. To have a Boonsboro for them to come and fall in love with, many times is the tipping

point between whether their families decide to be here or Richmond or Raleigh or Charlottesville or somewhere else. Boonsboro is a treasure and should be preserved.

Commissioner Light noted that Mr. Klein said he lives in the Boonsboro area. He asked how close his property is to 5010 Boonsboro Road.

Mr. Klein responded that he is not an adjoining property but is across from the James River Day School. When he first moved to town, he rented the house right next to Starbucks for quite a while. He has been in the neighborhood for quite a while and his kids have grown up right there.

Chair Rogers asked if there was anyone else present who wished to speak in opposition of the petition. When no one came forward, he invited Mr. Allen to come forward and address the comments.

Mr. Allen addressed the Commission. To address the traffic concern, he reiterated that the property is at a signalized intersection. The signal will operate to allow traffic in and out of this location. That is the best situation you can hope for.

Chair Rogers asked Mr. Allen which intersection he was referencing because he did not recall there being a signal at the Burnt Bridge Road and Boonsboro Road intersection.

Mr. Allen responded that he was referencing the intersection of Burnt Bridge Road and business 501.

Chair Rogers noted that Mr. Allen had mentioned that before but there is no signal there. It is a free intersection.

Mr. Allen responded that he stands corrected but banks are not big creators of traffic. Their traffic is not created around peak time and as part of the plan, a right turn taper and right turn lane would be created if needed. As to this opening "Pandora's box" for rezoning, that is not the case. This is one piece of property, adjoining on two (2) sides the zoning that is proposed. It is simply another neighborhood business. This property is not desirable for residential purposes. The houses would be forty (40) feet off of the road with lights coming off of Burnt Bridge Road shining in the windows.

Mr. Flint addressed the Commission. The people who have spoken are fine, intelligent people. By right, with the creation of a City street, there is a very good chance that eleven (11) single-family residences could potentially go on this site. He lives, works, and plays in Boonsboro and if he didn't "have a horse in this race" he would not be in opposition to this usage. Hurt & Proffitt was wise to put the ingress/egress right across from Burnt Bridge Road. The house hasn't been occupied in a very long time. There are six (6) occupied single-family houses facing 501. That is not a lot of residential despite what the zoning is. There will someday be a traffic signal at the top of Burnt Bridge Road because, even without adding much business in Boonsboro in recent decades, the traffic numbers have increased dramatically. He lives on Hurdle Hill Road, two (2) miles from the property, and a property sold about three (3) months ago to an LLC. The neighbors next to the property that sold are a retired Lynchburg police officer and his wife and they reached out to him worried that their property value would drop. His response was that group homes are allowed in R-1 districts and there's nothing to be done about it. This is not scare tactics but information about what could be developed on that property. Group homes or single-family residences with barking dogs and spotlights could be developed instead of a bank, which is a nine (9) to five (5) business. Banks are good neighbors.

Chair Rogers closed the public hearing for discussion amongst the Commission.

Chair Rogers stated that the property seems to have a natural boundary between the residential area and commercial area because of the creeks and ravine. The use seems more limited. It may not be possible to build in a ravine like that. He then asked what other opportunities there are in a space like

this, how they make sense in the Future Land Use Map (FLUM), and if this piece of land should be locked up.

Mr. Tom Martin responded that it is quite simple. This area has been recommended for low-density residential uses since it was annexed into the City. There is no compelling reason to change it other than the applicant wants to build a bank and to expand a commercial use on it. He just gave a presentation to Council about their concerns with the lack of single-family homes being built in the City. The City has three thousand (3,000) acres left of vacant R-1 and R-2 land, which is not a lot. If the Commission wants to maintain the possibility to construct single-family residences then the single-family land needs to stop being rezoned. This area was looked at in the late 1980s and there were commercial nodes put in place for a reason. Royal Oak Circle might be a natural stopping point going to the West but what about the East? Maybe there is some other land fronting on Boonsboro Road. Again, this is probably one of the only areas of the City that there has been very conscious efforts made to maintain the land use plan. Staff would rather err on the side of the plan than on the side of speculative commercial development.

Commissioner Lowe stated that he and his wife came back to Lynchburg around 1995. He also grew up in Lynchburg and is very familiar with the area. He used to ride his bicycle on Boonsboro Road when it was safe to do so. There is a piece of property across the road from the James River Day School that caused uproar when discussions about putting in a commercial development came up. It was a big to-do and was denied. There needs to be consistency with that decision in this area. There is a limited amount of land for R-1 and the reason the commercial proposal was denied back then was because the property could be used for houses or other non-commercial developments. Twenty five (25) or twenty four (24) years ago the City said "no" and now the decision needs to be consistent especially since this new petition is only a quarter mile away.

Chair Rogers stated that he remembers that and it was very contentious.

Commissioner Perault stated that the key distinction here is that this property is starting out as R-1 but the previous petition, heard at this meeting, started out as R-4. That is a much less dramatic change than what is proposed for this property. He is curious about the proffers. They list a lot of other uses and there are no restrictions on the rest of the property down the road.

Ms. Frischeisen responded that the concept plan was proffered and so any major deviation in the footprint of the building or the parking would require rezoning.

Commissioner Light noted that there are other possible uses but they are limited.

Chair Rogers asked if the undisturbed land was proffered as well.

Ms. Frischeisen responded that it doesn't explicitly say that on the concept plan but there also isn't any development shown on the plan so they wouldn't be able to build in it. They could still log it or clear it though that may not be feasible.

Chair Rogers noted that this piece of land might be hard to use and that what the Commission thinks is the best use for the community might not be the best use.

Commissioner Johnson stated that knowing there is an extreme shortage of R-1 property to build on, and experiencing it all the time she is more inclined to follow what has always been protected in Boonsboro, to follow the Future Land Use Map, and to maintain the R-1 zoning. Eleven (11) new R-1 building places would be appealing.

Chair Rogers clarified his previous statement. While it might seem that a bank is the best use, it might be the best for tax purposes, it might not be the best in that area. It is uncertain if anyone will go

in and build eleven (11) houses but maybe that isn't desirable either. Maybe four (4) houses fronting in some way would be better.

Commissioner Marion stated that she has been torn by this petition. A bank is a pretty good transition building. It is a community use and is not a big shopping center. It is a relatively low traffic kind of operation. This bank being centered in the middle of five (5) acres of land won't negatively affect the property owners on Royal Oak Circle. This petition could contribute to commercial creep. The City has the plan and the spaces that are to be used for commercial uses and this is not one of them even though there is a bank right across the street. The proximity of the other bank is one of the reasons she is torn. She would err on the side of the plan as well though. Council may make a different determination.

Commissioner Perault stated that the two (2) biggest complaints from the public are traffic and loss of R-1. He applauds Council and Planning for addressing this issue. If Council supports denial of the petition, he will be using this as an example whenever R-1 requests come up elsewhere in the City. He plans on voting in support of denial of the petition.

Mr. Allen asked the Commission to table the petition. He would like to explain the petition more fully to Ms. Andrusky and get her support. There is also some confusion on the undisturbed area. The intention is that the undisturbed area will remain the same under any business owner.

Commissioner Light asked for guidance from Mr. Martin on how to proceed.

Mr. Martin responded that it is up to the Commission whether or not they would like to table the petition. It seemed like the Commission was almost ready to take a vote. The submitted proffers say in "substantial compliance with the conceptual site plan". In general, the area around the bank would not be developed. They could still come in and clear trees and those types of things. They could submit a proffer today that says they will leave that area undisturbed. That still does not change that it goes against the Comprehensive Plan and the Future Land Use Map (FLUM). There is only one (1) house on the five (5) acres but that is desirable land for potential buyers in Lynchburg. For him, it still comes down to the Future Land Use Map (FLUM) and if the City is serious about protecting single-family neighborhoods. In the past year, that has sometimes been debatable with past actions. The Commission has the choice to table it, see if they'd like to submit another proffer, or continue on.

Chair Rogers stated that the bigger question is if the Commission will go against the Future Land Use Map (FLUM). Tabling the petition will not change that factor.

Commissioner Lowe stated that his concern is if the Commission approves this there will be no consistency with past decisions. That is the next logical argument for developers now and in the future. It will also add to the commercial development of the north side of Boonsboro and detract from the scenic entry to the City. There is only one (1) scenic entry into the City.

Commissioner Light stated that as much as he'd like to accommodate Mr. Allen in his request for the Commission to table the petition, tabling won't change anything from the perspective of what has been discussed about the current R-1 status. Mr. Allen might be able to work something out in terms of opposition and other issues between now and when the petition goes to City Council. The Commission's decision though will not change if the petition is tabled and returns to Commission in January. He then stated that he has the highest respect for Mr. Allen and Mr. Allen always does a professional job. He would not support a motion to table the petition and is ready to vote.

Commissioner Lowe shared his agreement and stated that it should be resolved this evening.

Chair Rogers stated that even if a proffer were submitted to preserve the green space, it would not change the way he leans regarding the petition. City Council may vote on the petition differently but for

the Commission it is important to follow the plan. There is an issue of creep as well and consistency with past decisions.

Commissioner Marion made the following motions, seconded by Commissioner Bowden, and passed by the following vote:

“Based on the preceding Findings of Fact, the Planning Commission recommends to City Council denial of the petition of FNB Properties to amend the Future Land Use Map (FLUM) from Low Density Residential to Neighborhood Commercial at 5010 Boonsboro Road.

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council denial of the petition of FNB Properties to rezone the property at 5010 Boonsboro Road from R-1, Low Density Residential to B-1C, Limited Business District (Conditional) with the following voluntarily submitted proffers:

- 1. The site will be developed in substantial compliance with the conceptual site plan.**
- 2. The following B-1 uses will be permissible: #2210 Banks and Credit Unions; 2221 Credit card and other financing; 2230-2250 Investment Banking; 2310 Real Estate Services; 2411-2414 Professional Offices; 2415 Consulting Services; 2416 Scientific Research and Development; 2419, 6810, 6820 Other professional offices; 2421 Office Administrative Services; 2430 Travel Arrangement & Reservation Services.**
- 3. All other B-1 uses will not be allowed.”**

AYES:	Bowden, Johnson, Light, Lowe, Marion, Perault, and Rogers	7
NOES:		0
ABSTENTIONS:		0
ABSENT:		0

The Department of Community Development
City Hall, Lynchburg, VA 24504 **434-455-3900**

To: Planning Commission
From: Planning Division
Date: December 11, 2019
Re: *Future Land Use Map Amendment* – Low Density Residential to Neighborhood Commercial
Rezoning – R-1, Low Density Residential to B-1C, Limited Business District (Conditional)
5010 Boonsboro Road – First National Bank

I. PETITIONER

FNB Property Corp. P. O. Box 29, AltaVista, Virginia 24517

Representative: Mr. Doyle Allen, Hurt & Proffitt, Inc., 2524 Langhorne Road, Lynchburg, Virginia 24502

Property Owner:

Samuel M. Hubbard, Jr & Carolyn Hubbard Pettyjohn, 5059 Boonsboro Road, Lynchburg, Virginia 24503

II. LOCATION

The subject Property is a tract of approximately five and three tenths (5.3) acres located at 5010 Boonsboro Road.

III. PURPOSE

The purpose of the petition is to amend the *Future Land Use Map* from Low Density Residential to Neighborhood Commercial and rezone from R-1, Low Density Residential to B-1C, Limited Business District (Conditional) to allow the construction of a bank building with drive-thru and associated parking.

IV. SUMMARY

- The City's *Comprehensive Plan 2013-2030* recommends a Low Density Residential Use for the property.
- The property is currently zoned R-1, Low Density Residential.
- The property consists of approximately five and three tenths (5.3) acres and contains a one story house with basement constructed in 1951.
- The property is at a commercial node consisting of a major shopping center, office use and pharmacy.

The Planning Division recommends denial of the *Future Land Use Map Amendment* and rezoning petition.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2013-2030* recommends a "Low Density Residential" use for the property. Low Density Residential areas are dominated by single family detached housing at densities of up to four dwelling units per acre. These areas are colored light yellow on the Future Land Use Map. In addition to residential uses, they may include public and institutional uses compatible in scale with single family residential homes. Private recreation

uses, including country clubs and swim and racquet clubs, and private open space are also appropriate for Low Density Residential areas.

2. **Zoning.** The subject property was annexed into the City in 1976 from Bedford County. The existing R-1, Low Density Residential was established in 1978.
3. **Board of Zoning Appeals (BZA).** The Zoning Administrator has determined that no variances are needed for the development of the property as proposed.
4. **Surrounding Area.** There have been several items requiring City Council approval in the immediate area:
 - On September 8, 1981 City Council approved the Conditional Use Permit (CUP) petition of D. L. Benning to operate a game room at 4925 Boonsboro Road.
 - On May 8, 1984, City Council approved the Conditional Use Permit (CUP) petition of Carriage Associates at 5051 Boonsboro Road to allow the construction of a Planned Unit Development (PUD) (Carriage Square).
 - On April 12, 1987, City Council approved the petition of James B. Forehand, Jr. to rezone 4835 Boonsboro Road from R-4, Multi-Family Residential to B-1C, Limited Business District (Conditional) to allow the construction of a professional office building.
 - On September 12, 1989, City Council adopted the “Northwest Expressway Land Use Study”, which amended the zoning along the corridor and extended the Scenic Corridor overlay district to include Boonsboro Road.
 - On June 12, 1990, City Council approved the Conditional Use Permit (CUP) petition of Dr. Samuel Baum and Dr. Albert Henry to operate a veterinary hospital at 5006 Boonsboro Road. (This is the current site of Walgreens Pharmacy)
 - On June 6, 1998, City Council denied the Conditional Use Permit (CUP) petition of Manorhouse Retirement Centers to construct an assisted living retirement center at 5040 Boonsboro Road.
 - On September 11, 2007, City Council denied the Future Land Use Map amendment, Rezoning and Conditional Use Permit (CUP) request of McKenna Farms, LLC to allow the construction of an office park at 5040 Boonsboro Road.
 - On September 13, 2016, City Council approved the Conditional Use Permit (CUP) request of James River Day School to allow the construction of a building addition and athletic fields at 5039 Boonsboro Road and 110 Bon Ton Circle. (There have been several CUP’s approved for James River Day School starting on March 10, 1987.)
5. **Site Description.** The subject property consists of approximately five and three tenths (5.3) acres located at 5010 Boonsboro Road. The subject property contains approximately five hundred and seventy-five (575) feet of frontage on Boonsboro Road. The property slopes to the north / northwest towards tributaries of Judith Creek. The property contains a single story house with basement constructed in 1951.

6. **Proposed Use of Property.** If the rezoning petition is approved, the existing dwelling would be demolished and a four thousand five hundred square foot bank with drive thru facilities and associated parking would be constructed

7. **Traffic, Parking and Public Transit.** The City Engineer did not require a traffic study for the proposed use.

The submitted concept plan indicates a full access ingress / egress point across from Burnt Bridge Road. As recommended by the City Engineer, the submitted concept plan indicates a fifty (50) foot right turn taper into the proposed entrance. The submitted concept plan indicates a six (6) foot sidewalk across the property frontage as would be required by the City's *Zoning Ordinance*.

Parking spaces indicated on the concept plan exceeds that which would be required by the *Zoning Ordinance*.

The property is not served by the Greater Lynchburg Transit Company (GLTC).

8. **Stormwater Management.** A stormwater management / water quality plan would be required prior to final site plan approval. The submitted concept plan indicates stormwater quantity to be addressed by the use of a stormwater management facility on the eastern side of the proposed development and above a tributary to Judith Creek. Stormwater quality is proposed to be addressed by the purchase of off-site nutrient credits.

9. **Emergency Services:** The City's Police and Fire Departments had no comments of concern regarding the proposed use.

10. **Impact.** The original submittal of the concept plan did not meet the *Zoning Ordinance* development standards for a B-1, Limited Business District. After the City Technical Review Committee (TRC) meeting the concept plan was redesigned indicating the proposed drive thru to the rear and parking to the sides of the proposed building. While the proposed use would be in close proximity to other commercial uses, the zoning for these uses have been in place since 1978. With the exception of rezoning 4835 Boonsboro Road in 1987, the Planning Commission and Council have consistently followed the recommendations of the *Comprehensive Plan* in the Boonsboro Road area.

The City's *Comprehensive Plan* places a high value on the City's residential neighborhoods. While the Royal Oak Subdivision to the west of the proposed development could serve as a natural break of commercial development, this large lot low density zoned property could also serve to ease the transition to residential from commercial. City Council has expressed interest in maintaining single-household development and will hear a presentation from staff on December 10, 2019 concerning the state of R-1, Low Density and R-2, Low-Medium Density Residential Development in the City. Planning staff does not see any significant need to amend the *Future Land Use Map (FLUM)* or to rezone the property to allow a commercial bank.

11. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the petition on November 19, 2019. Comments have or will be addressed prior to final site plan approval.

VI. PLANNING DIVISION RECOMMENDATION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council denial of the petition of FNB Properties to amend the *Future Land Use Map (FLUM)* from Low Density Residential to Neighborhood Commercial at 5010 Boonsboro Road.

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council denial of the petition of FNB Properties to rezone the property at 5010 Boonsboro Road from R-1, Low Density Residential to B-1C, Limited Business District (Conditional) with the following voluntarily submitted proffers:

- 1. The site will be developed in substantial compliance with the conceptual site plan.**
- 2. The following B-1 uses will be permissible: #2210 Banks and Credit Unions; 2221 Credit card and other financing; 2230-2250 Investment Banking; 2310 Real Estate Services; 2411-2414 Professional Offices; 2415 Consulting Services; 2416 Scientific Research and Development; 2419, 6810, 6820 Other professional offices; 2421 Office Administrative Services; 2430 Travel Arrangement & Reservation Services.**
- 3. All other B-1 uses will not be allowed.**

This matter is respectfully offered for your consideration.



William T. Martin, AICP
City Planner

pc: Ms. Bonnie M. Svrcek, City Manager
Mr. Reid Wodicka, Deputy City Manager
Mr. Walter C. Erwin, City Attorney
Mr. Kent L. White, Director of Community Development
Mr. J. Lee Newland, City Engineer
Ms. Cynthia Kozarow, Lynchburg Police Department
Battalion Chief Thomas Goode, Fire Marshal
Mr. Doug Saunders, Building Official
Mr. Kevin Henry, Zoning Administrator
FNB Property Group, Petitioner
Mr. Samuel Hubbard & Ms. Carolyn Hubbard, Property Owners
Mr. Doyle Allen, Representative

VII. ATTACHMENTS

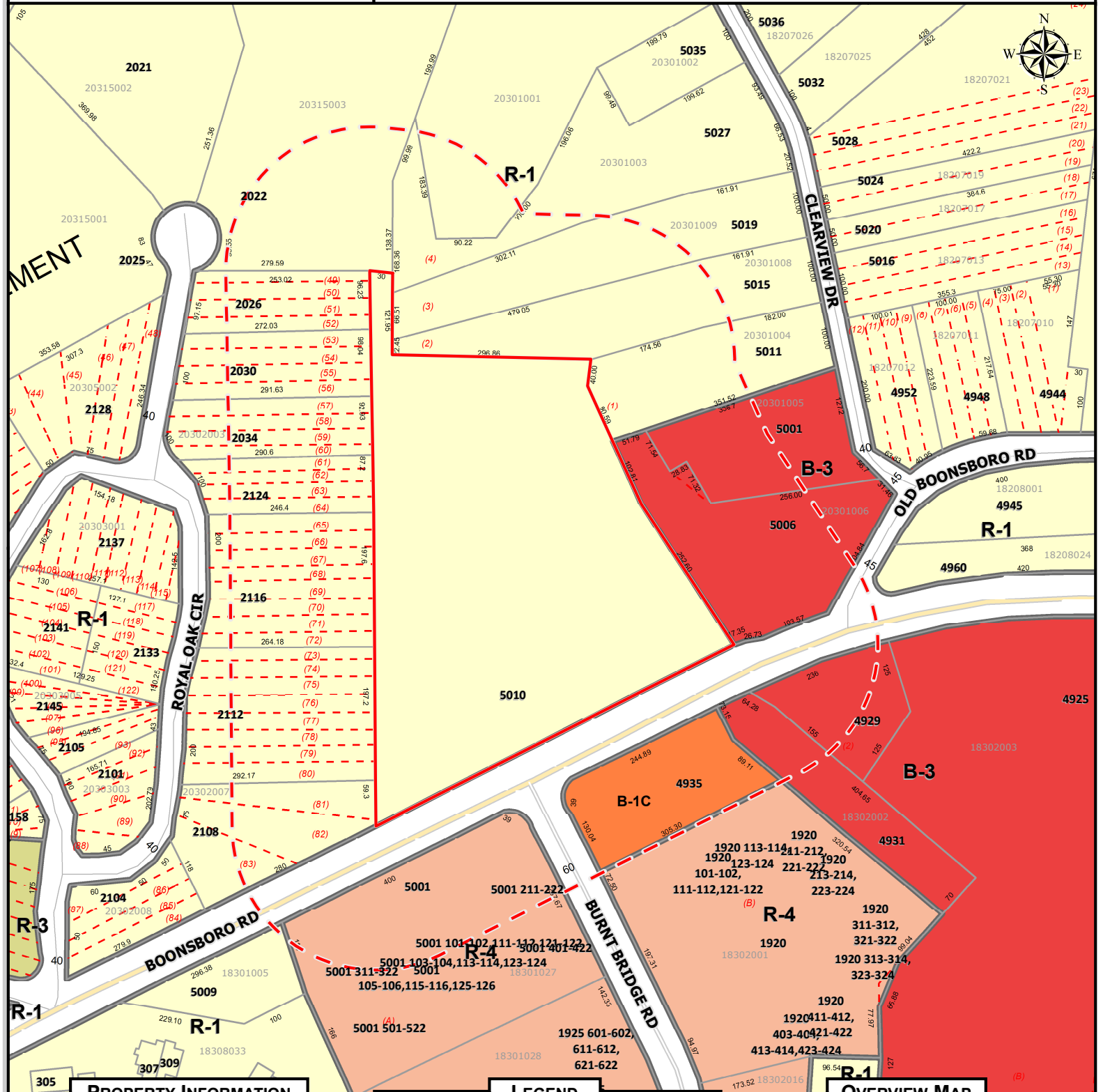
- 1. Zoning Map with Adjoining Property Owners**
- 2. Future Land Use Map**
- 3. Watershed Map**
- 4. Planimetric and Topographic Map**
- 5. Concept Plan**
- 6. Property Photographs**

Zoning-TRC Map

TRC

5010 BOONSBORO ROAD

FNB Property Corp.



PROPERTY INFORMATION

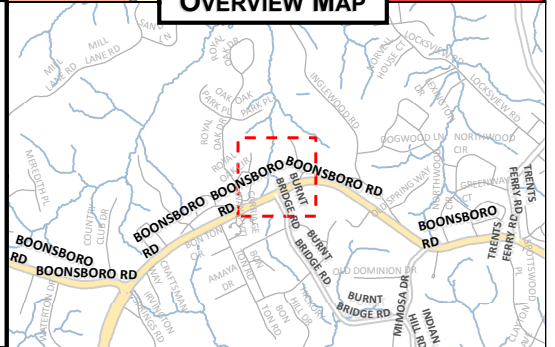
PARCEL ID	ADDRESS
20301007	5010 BOONSBORO RD

LEGEND

- Subject Property
- 215' Buffer
- B-1
- B-3
- B-4
- B-5
- R-C
- I-1
- I-2
- I-3
- IN-1
- IN-2
- R-1
- R-2
- R-3
- R-4

MAP SCALE: 1" to 200' DATE PRINTED: 10/8/2019

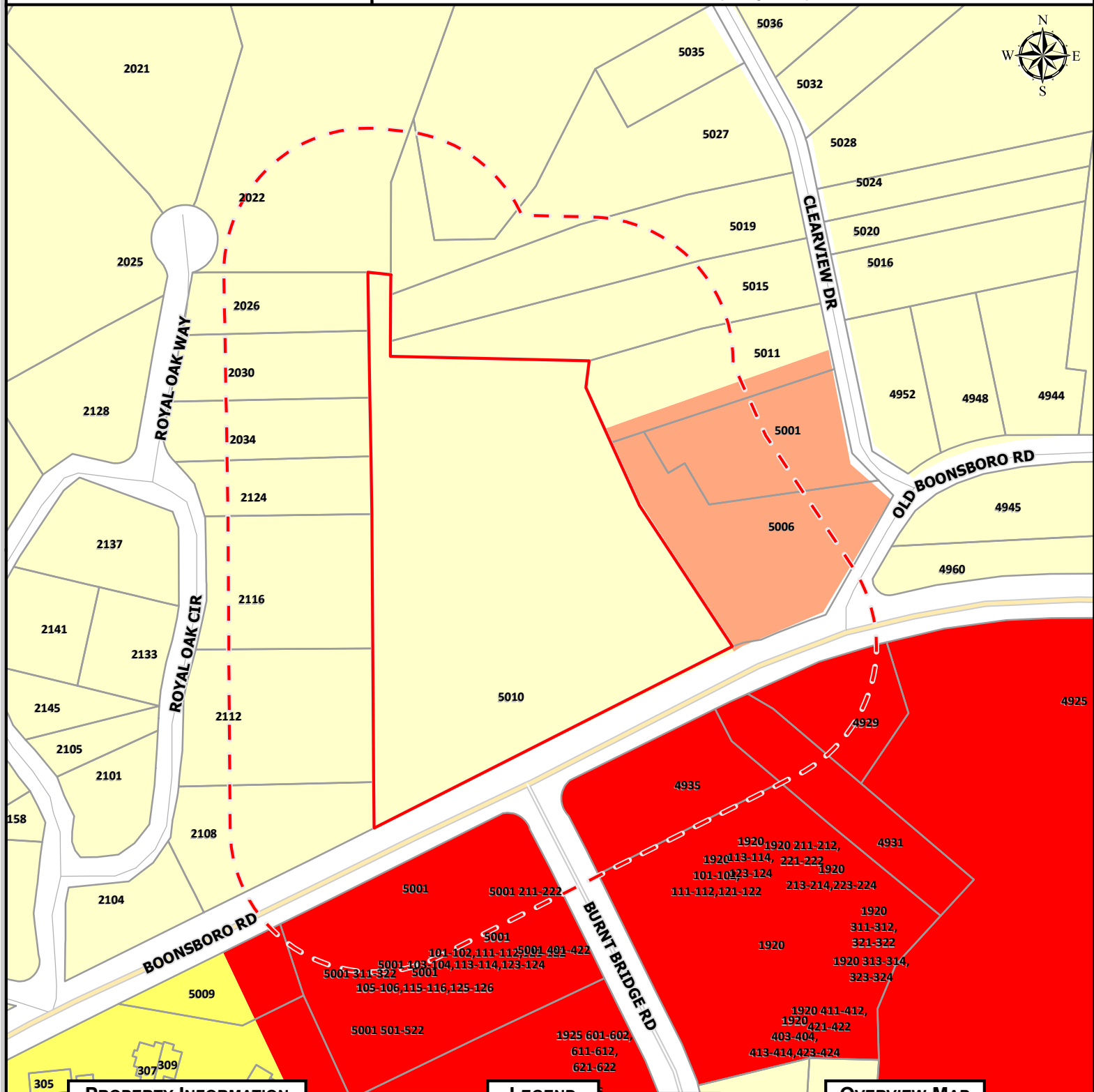
OVERVIEW MAP



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5010 Boonsboro Road

Parcel ID	Address	Owner
20302001	2026 ROYAL OAK WAY	ANDERSON, WILLIAM A
20302005	2116 ROYAL OAK CIR	ANDRUSKY, ELLWYN J
20302007	2108 ROYAL OAK CIR	ANDRUSKY, ELLWYN J
20302006	2112 ROYAL OAK CIR	ANDRUSKY, ELLWYN J
18302002	4931 BOONSBORO RD	AVR LLC
20302004	2124 ROYAL OAK CIR	BARUTI, MWAMVUA F
20301005	5001 CLEARVIEW DR	C & P TELEPHONE C/O ENGIE INSIGHT MS 3699
20302003	2034 ROYAL OAK WAY	EVANS, GRAHAM P
18302001	1920 BURNT BRIDGE RD	FOREHAND FAMILY LIMITED PARTNERSHIP
18302015	4935 BOONSBORO RD	FOREHAND FAMILY LIMITED PARTNERSHIP
18301027	5001 BOONSBORO RD	FOREHAND FAMILY LIMITED PARTNERSHIP
18301005	5009 BOONSBORO RD	FOREHAND, JAMES B JR
20301006	5006 BOONSBORO RD	GAC LYNCHBURG VA LLC
20301007	5010 BOONSBORO RD	HUBBARD, SAMUEL M JR &
18302013	4929 BOONSBORO RD	J B FOREHAND & CO INC
20315003	2022 ROYAL OAK WAY	KIRK, JOSHUA & REBECCA
20302002	2030 ROYAL OAK WAY	MASON, HAROLD W & BETTY C
20301009	5019 CLEARVIEW DR	MUHORU, WANJEMA
20301008	5015 CLEARVIEW DR	MUHORU, WANJEMA
20301004	5011 CLEARVIEW DR	MUHORU, WANJEMA
20301001	5042 CLEARVIEW DR	WILSON, JOHN R & EUGENIA D
20301003	5027 CLEARVIEW DR	WILSON, JOHN R & EUGENIA D



PROPERTY INFORMATION

PARCEL ID

ADDRESS

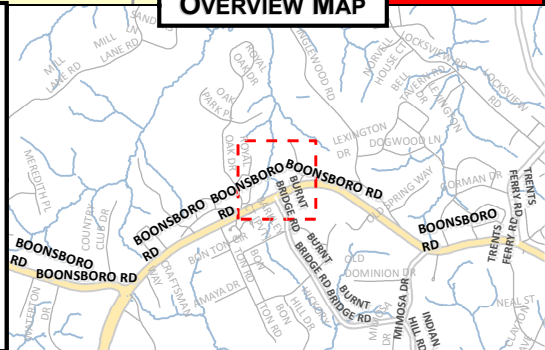
20301007 5010 BOONSBORO RD

LEGEND

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

MAP SCALE: 1" to 200' DATE PRINTED: 10/8/2019

OVERVIEW MAP



Watershed Map

5010 BOONSBORO ROAD

TRC

FNB Property Corp.



PROPERTY INFORMATION

PARCEL ID

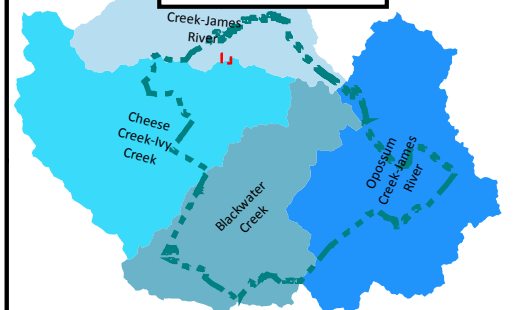
ADDRESS

20301007 5010 BOONSBORO RD

LEGEND

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

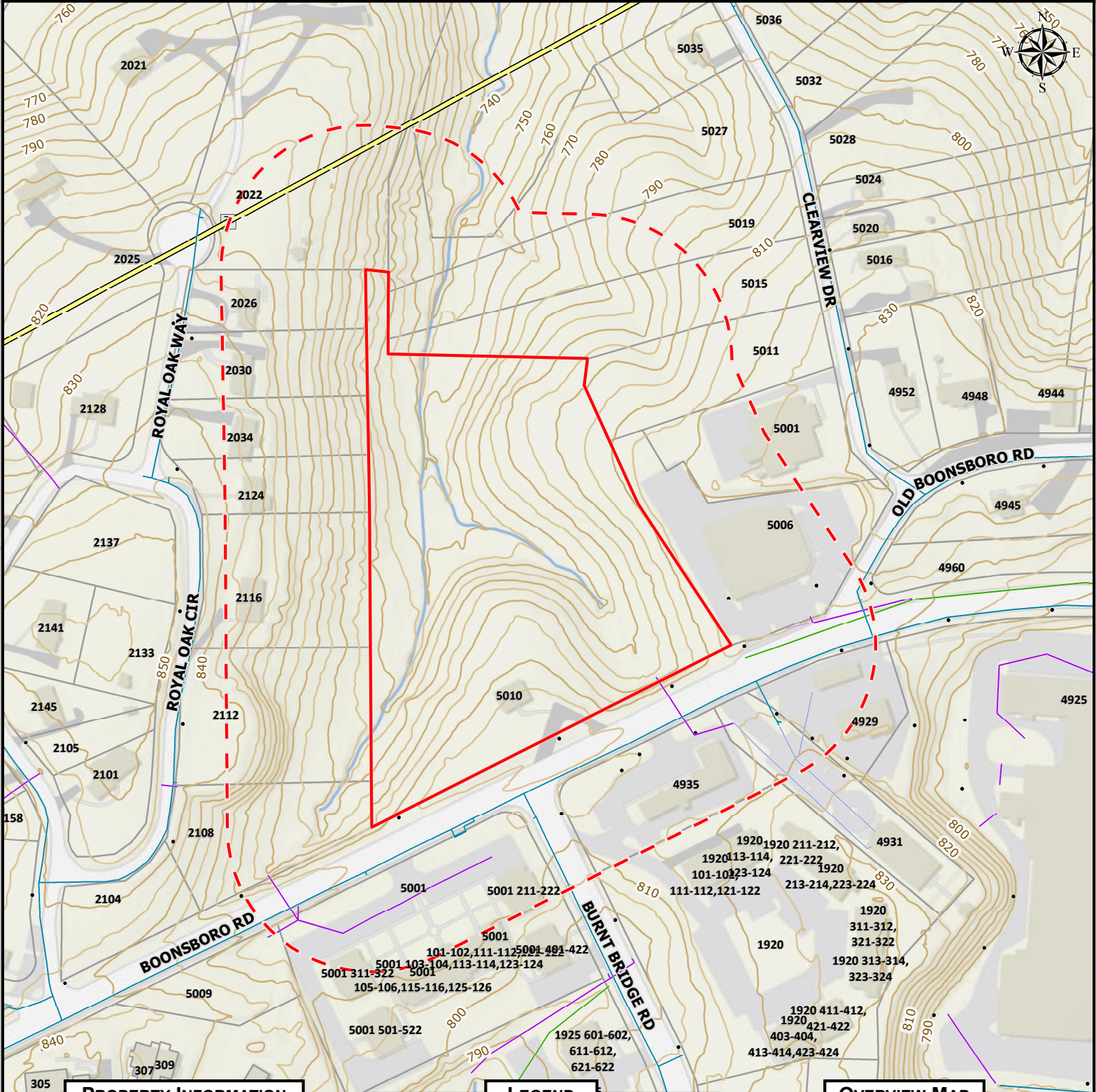
OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 10/8/2019

Judith Creek-James River

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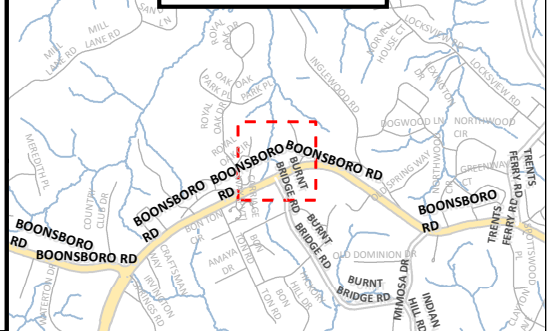
PROPERTY INFORMATION

PARCEL ID	ADDRESS
20301007	5010 BOONSBORO RD

LEGEND

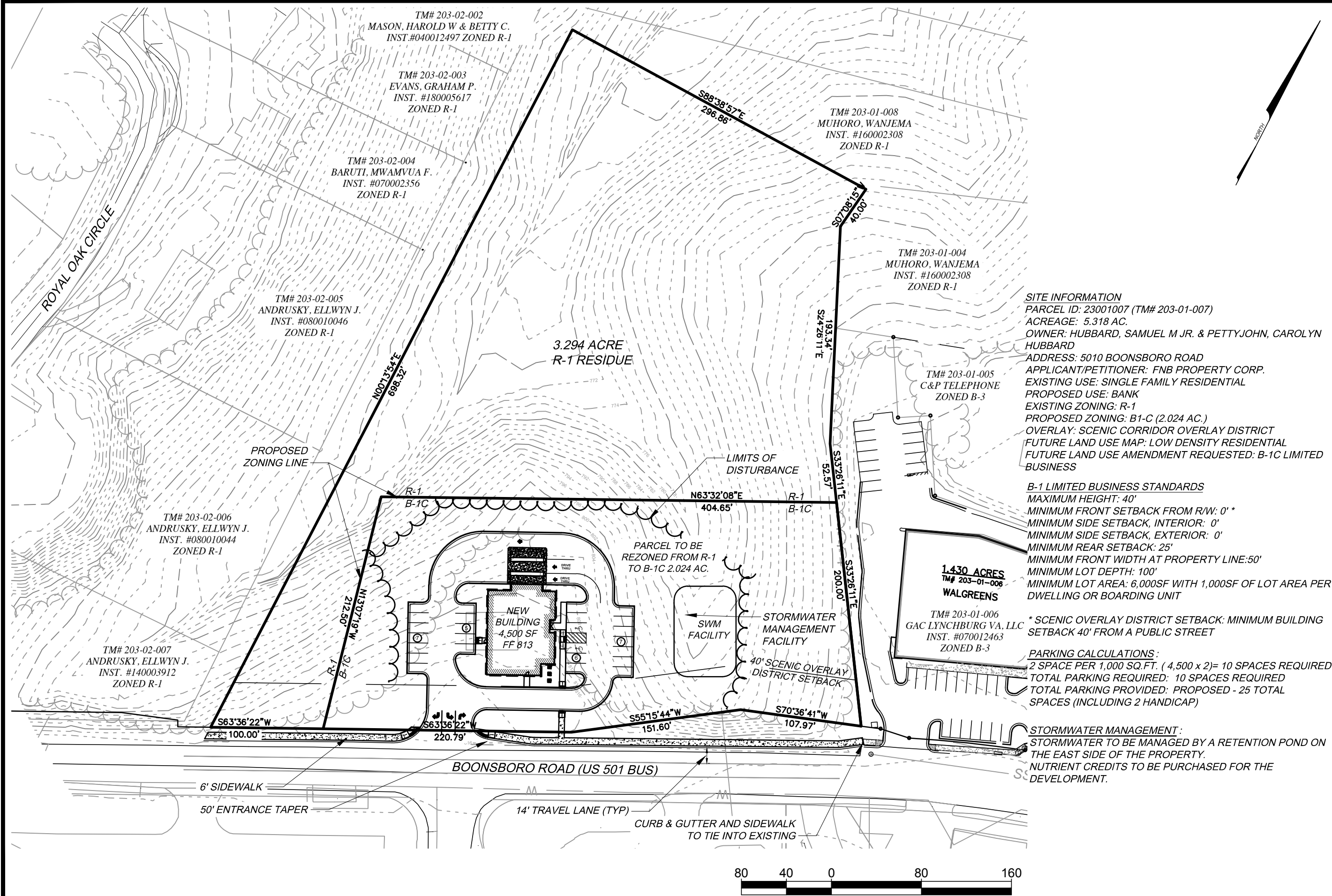
	Active	Proposed	Abandoned
Utilities	Water (solid blue)	Sanitary (dashed blue)	Storm (dotted blue)
Structure	Roadway (solid grey)	Parking (dashed grey)	Sidewalk (dotted grey)
Planimetrics	Driveway (solid light grey)	Contours (dashed brown)	100' (solid brown)
Towers & Trans. Lines	Elec. Trans (solid yellow)	Trans. Tower (solid black)	Comm. Tower (solid red)
		Other (solid black)	Pole Cemetery (solid black)

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 10/8/2019

Jan 15, 2020 - 3:44pm \\DATA01\Projects\2019\20191229\Engineering\CAD\TRC PLAN.dwg



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LYNCHBURG VA 24501
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CONCEPTUAL PLAN

FOR

FIRST NATIONAL BANK

CITY OF LYNCHBURG, VIRGINIA

PROJECT NO.	20191229
LAT.	37.447940°
LONG.	-79.222650°
DATE:	11/05/19
DRAWN BY:	ELC
CHECKED BY:	DAB

SITE INFORMATION
PARCEL ID: 23001007 (TM# 203-01-007)
ACREAGE: 5.318 AC.
OWNER: HUBBARD, SAMUEL M JR. & PETTYJOHN, CAROLYN HUBBARD
ADDRESS: 5010 BOONSBORO ROAD
APPLICANT/PETITIONER: FNB PROPERTY CORP.
EXISTING USE: SINGLE FAMILY RESIDENTIAL
PROPOSED USE: BANK
EXISTING ZONING: R-1
PROPOSED ZONING: B1-C (2.024 AC.)
OVERLAY: SCENIC CORRIDOR OVERLAY DISTRICT
FUTURE LAND USE MAP: LOW DENSITY RESIDENTIAL
FUTURE LAND USE AMENDMENT REQUESTED: B-1C LIMITED BUSINESS

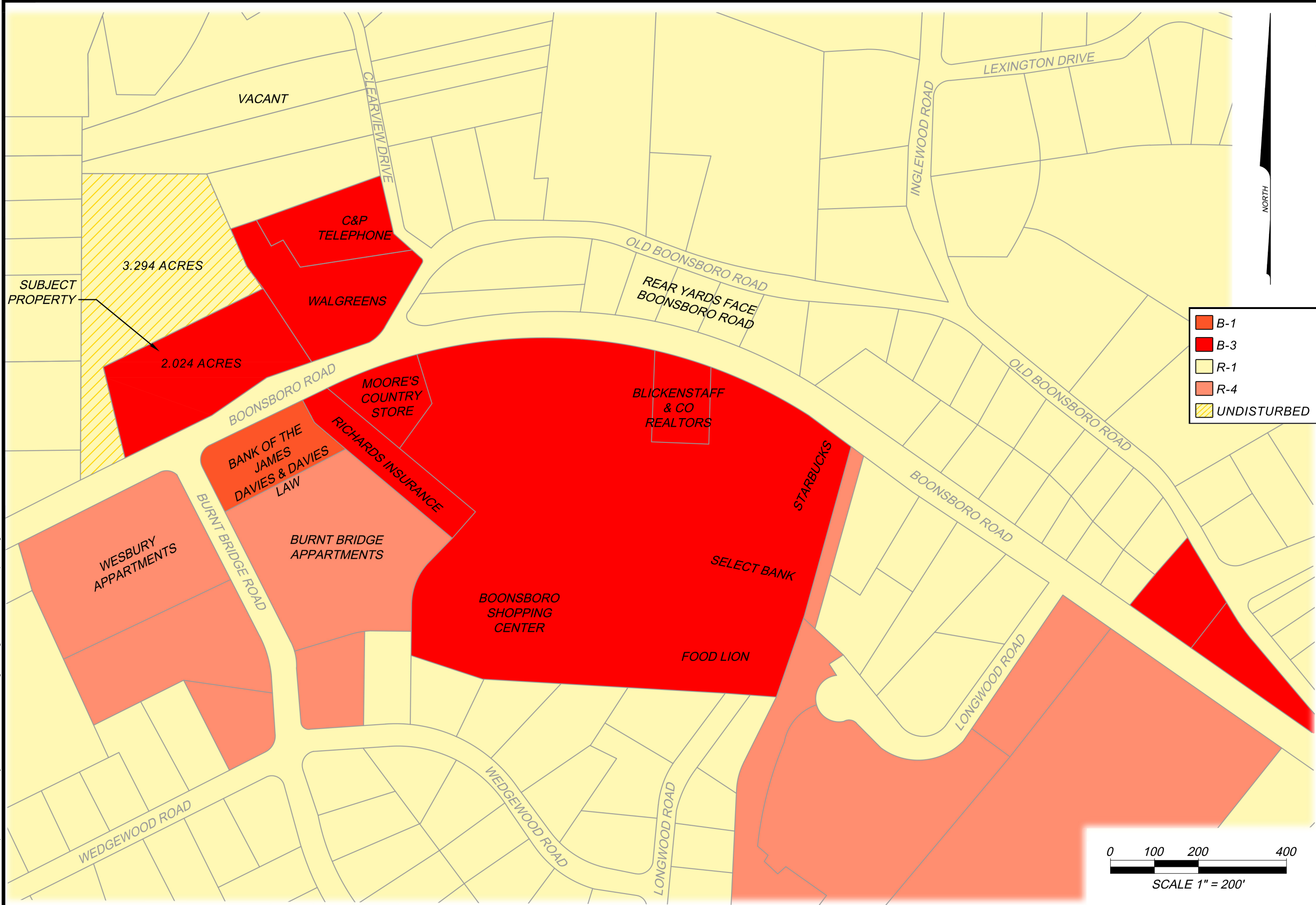
B-1 LIMITED BUSINESS STANDARDS
MAXIMUM HEIGHT: 40'
MINIMUM FRONT SETBACK FROM R/W: 0' *
MINIMUM SIDE SETBACK, INTERIOR: 0'
MINIMUM SIDE SETBACK, EXTERIOR: 0'
MINIMUM REAR SETBACK: 25'
MINIMUM FRONT WIDTH AT PROPERTY LINE: 50'
MINIMUM LOT DEPTH: 100'
MINIMUM LOT AREA: 6,000SF WITH 1,000SF OF LOT AREA PER DWELLING OR BOARDING UNIT

* SCENIC OVERLAY DISTRICT SETBACK: MINIMUM BUILDING SETBACK 40' FROM A PUBLIC STREET

PARKING CALCULATIONS:
2 SPACE PER 1,000 SQ. FT. (4,500 x 2)= 10 SPACES REQUIRED
TOTAL PARKING REQUIRED: 10 SPACES REQUIRED
TOTAL PARKING PROVIDED: PROPOSED - 25 TOTAL SPACES (INCLUDING 2 HANDICAP)

STORMWATER MANAGEMENT:
STORMWATER TO BE MANAGED BY A RETENTION POND ON THE EAST SIDE OF THE PROPERTY.
NUTRIENT CREDITS TO BE PURCHASED FOR THE DEVELOPMENT.

Jan 15, 2020 - 3:54pm I:\DATA\01\Projects\2019\20191229\Engineering\CAD\ITRC - Concept 5.dwg



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CONCEPTUAL PLAN

FOR

FIRST NATIONAL BANK

CITY OF LYNCHBURG, VIRGINIA

PROJECT NO.	20191229
LAT.	37.447940°
LONG.	-79.222650°
DATE:	12/10/19
DRAWN BY:	ELC
CHECKED BY:	DAB

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02/04/2017



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December 11, 2019

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LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **February 25, 2020**

AGENDA ITEM NO.: **8**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION: CLOSED SESSION:(Confidential)

ITEM TITLE: Use of Community Park Investment Fund for a Half-Pipe Feature at Rotary Centennial Riverfront Skatepark

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution approving the use of \$16,500 Capital Improvement Program Community Park Investment Fund to match funding for a half-pipe feature at Rotary Centennial Riverfront Skatepark located at 11 9th Street, Lynchburg. The funds were appropriated in a previous fiscal year.

SUMMARY: Parks and Recreation is requesting City Council's approval for \$16,500 in Community Park Investment Funds from the Capital Improvement Program (CIP) for a half-pipe skating feature to be added to the Rotary Centennial Riverfront Skatepark. The Community Park Investment is a fund in the CIP budget that was established to match funds raised by individuals and organizations for park and trail projects in the City of Lynchburg. Each project requires Council approval for use of the funds.

The intent is to replace a popular skate feature self-built and installed by the previous owners. Since the City acquired the park in early 2018, the top request from skatepark users was to restore the rotted half-pipe. The City did not have funding to install a durable, high quality product in the park that would withstand long-term public use.

In July of 2018, the City lost a beloved member of the Lynchburg skate community when Ryan Massie was tragically killed by a car crossing Rivermont Avenue. Ryan's mother, Salena Blankenship, approached the Department of Parks and Recreation desiring to do something for the Skatepark in Ryan's memory. After discussing the needs of the park, she felt a fitting memorial would be to replace the half-pipe skatepark feature. Ms. Blankenship personally funded and operated numerous fund raising events. In addition, other contributions made directly to the Department of Parks and Recreation for this purpose, in-kind contributions in the form of manufacturers discounts and personal money spent on fund raising efforts, half of the funds required to purchase and install the half-pipe have been raised.

The half-pipe equipment will be fabricated and installed by a licensed, certified manufacturer of skate park equipment and listed as an approved skatepark contractor by The Skatepark Association of the United States (SPAUSA). All ramp frames will consist of steel construction, no wood will be used to ensure equipment longevity.

PRIOR ACTION(S): FY 2019 – 2023 Capital Improvement Program adopted by City Council, May 22, 2018

FISCAL IMPACT: \$16,500 in matching funds with resources from the Capital Improvement Program Community Park Investment Fund. These funds were appropriated in a previous fiscal year.

CONTACT(S): Jenny Jones, Director of Parks and Recreation, 455-5868
Howard Covey, Park Facility Supervisor, 455-5875

ATTACHMENT(S):
Resolution

REVIEWED BY: bms

RESOLUTION:

#R-20-020

BE IT RESOLVED THAT the Lynchburg City Council approves the use of \$16,500 of the Capital Improvement Program Community Park Investment Fund to match funding raised in the community for a half-pipe feature at the Rotary Centennial Riverfront Skatepark.

Introduced:

Adopted:

Certified: _____
Clerk of Council

032R