FINANCE COMMITTEE AGENDA

Tuesday, September 25, 2018
11:30 a.m. – Bidder's Room

GENERAL BUSINESS

11:30 a.m.

1. Approval of the Draft Finance Committee Meeting Notes from August 14, 2018.

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

11:35 a.m.

2. Report on the General Fund Reserve for Contingencies.

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

11:40 a.m.

3. Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $10,780 with resources from a grant from the Library of Virginia to preserve Marriage Bonds M – Z, 1805 – 1824 and Marriage Bonds A – I, 1825 – 1834 at the Lynchburg Circuit Court Clerk's Office.

   Contact: Eugene Wingfield, Circuit Court Clerk 455-2611

11:45 a.m.

4. Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $61,928 with resources of $41,285 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $17,698 and $2,945 transferred from the FY 2019 General Fund Police Department budget to provide selective enforcement activities and attend related training.

   Contact: Interim Chief Ryan M. Zuidema 455-6171

11:50 a.m.

5. Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $27,225 with resources of $18,150 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $7,924 and $1,151 transferred from the FY 2019 General Fund Police Department budget to provide funds for speed enforcement activities.

   Contact: Interim Chief Ryan M. Zuidema 455-6171

11:55 a.m.

6. Adopt a resolution authorizing the submittal of an application for the 2018 Edward Byrne Memorial Justice Assistance Grant in the amount of $39,954 with resources from a Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment for the Lynchburg Police Department, Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

   Contact: Interim Chief Ryan M. Zuidema 455-6171

12:00 p.m.

7. Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $239,695 with resources of $217,905 from the Department of Homeland Security Federal Emergency Management Agency – Assistance to Firefighter's (AFG) and $21,790 appropriated from the Fire Department General Fund to purchase (179) firefighter self-rescue devices more commonly referred to as Bail-out devices.

   Contact: Fire Chief Greg Wormser 455-6345

12:05 p.m.

8. Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for $98,136 with resources of $49,068 from the RSAF grant, $49,068 from the FY 2019 General Fund Fire Department budget to purchase (1) Power Pro stretcher, (1) LifePak 15, (42) ballistic helmets, and (46) ballistic vests for the Fire Department.

   Contact: Interim Deputy Chief Heather Childress 455-6360

12:10 p.m.

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

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

12:15 p.m.

10. Roll Call

The next Finance Committee meeting is Tuesday, October 23, 2018, at 11:30 a.m.

FINANCE COMMITTEE NOTES-- DRAFT
Tuesday, August 14, 2018

GENERAL BUSINESS

Meeting commenced at 11:30 a.m.

ATTENDEES

Committee Members: *Council Member Jeff S. Helgeson, Chair; Council Member Randy Nelson (present beginning with agenda item #4); Council Member Beau Wright; Mayor Treney Tweedy, Ex-Officio.*

Others: *Bonnie Svrcek, City Manager; Reid Wodicka, Deputy City Manager; Donna Witt, Chief Financial Officer; Rhonda Allbeck, Assistant Director of Financial Services; Starlette Early, Budget Analyst*

1. Report on the General Fund Reserve for Contingencies.

   Donna Witt reported there were no new items to present leaving a full balance of $1.2 million in the FY 2019 Reserve for Contingencies.

2. Consider a request to adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $41,936 with resources from an Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase law enforcement equipment for the Lynchburg Police Department, Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

   The Committee unanimously approved this item. The item will be considered by City Council at their August 14, 2018 meeting.

3. Consider a request to adopt a resolution to amend the FY 2019 General Fund budget and appropriate $196,031 with resources of $178,531 from the State Department of Social Services (DSS) and $17,500 from Horizon Behavioral Health to the Division of Social Services for staff and operations. This is in preparation for the expansion of Medicaid benefits and to approve the addition of three full-time positions for the Lynchburg Division of Social Services, to include an out-stationed worker at Horizon Behavioral Health located at 2215 Langhorne Road.

   The Committee unanimously approved this item. The item will be considered by City Council at their August 14, 2018 meeting.

4. Consider a request to adopt a resolution to amend the FY 2019 General Fund budget and appropriate $40,500 from the Assigned Fund Balance Reserve for Parking for the purchase of four (4) parking payment stations.

   The Committee unanimously approved this item. The item will be considered by City Council at their August 14, 2018 meeting.

5. Consider a request to adopt a resolution to amend the FY 2019 General Fund budget and appropriate $15,000 to the Parks and Recreation Fees budget with resources from a grant dispersed by the Local Environmental Agricultural Project (LEAP) on behalf of Virginia Fresh

Match (VFM) as allocated from the United States Department of Agriculture's Food Insecurity Nutrition Incentive (FINI) grant program.

The Committee unanimously approved this item. The item will be considered by City Council at their August 14, 2018 meeting.

6. Consider a request to adopt a resolution to amend the FY 2019 Water Fund Operating Budget to add one new full time employee (FTE). This is a result of the need for an engineering project manager to be assigned to manage the Main Street Renewal Project. This is a full-time commitment and creates a need to fill an engineering project manager to handle current and future workloads in the Department of Water Resources. The engineering project manager assigned to Main Street Renewal Project will be funded through the Water, Sewer, Stormwater, and General Fund Capital Budgets.

   The Committee unanimously approved this item. The item will be considered by City Council at their August 14, 2018 meeting.

7. Approve the guidelines for the operation of the City Council's Finance Committee.

   The Committee unanimously approved the guidelines as submitted. The item will be considered by City Council at their September 11, 2018 meeting. City Manager Svrcek asked the committee to consider whether the current meeting time suits the members.

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

   Donna Witt reported Local Sales and Use Tax revenue through May 2018 is flat (Actual is $181,000 below Adopted) and continues to reflect similar to what other localities are experiencing statewide. Consumer Utility Tax- Electric revenue is slightly above budget by $75,000, reflecting the weather extremes. The Communication Sales and Use Tax revenue is flat with Budget, but continues to decline from the prior fiscal years as anticipated. Revenues from Meals Tax are looking good (Actual to Adopted is up by $250,000) and are helping to make up for loss in Sales Tax. Actual Collected to Assessed is down $91,000, and the City is taking steps to strengthen collection efforts. Revenues from Lodging Tax has not performed as anticipated due to delays in hotel openings (The Virginian was open 45 Days in FY 2018) and is currently $175,000 below budget.

9. Roll Call

   Council Member Helgeson suggested an item regarding the Krise Building may need to be added to the City Council Work Session agenda in October pending the closing status. Finance Committee members each confirmed their desire to keep the meetings on the 4th Tuesday at 11:30 a.m. in City Hall, 3rd Floor, Bidder's Room.

Meeting adjourned at 12:23 p.m.

FY 2019 GENERAL FUND RESERVE FOR CONTINGENCIES

	Reserve for Contingencies	City Manager's Discretionary Funding
BEGINNING BALANCE, JULY 1, 2018	$1,150,000	$50,000
Carryforward to FY 2019 Reserve for Contingencies - FY 2019 Adopted Budget	0	
BALANCE	**$1,150,000**	**$50,000**
APPROPRIATIONS (Second Reading)		
TOTAL APPROPRIATIONS	**$0**	**$0**
REMAINING BALANCE	**$1,150,000**	**$50,000**
ITEMS INTRODUCED		
TOTAL INTRODUCED ITEMS	**$0**	**$0**
REMAINING BALANCE	**$1,150,000**	**$50,000**
PENDING ITEMS		
TOTAL PENDING ITEMS	**$0**	**$0**
PROJECTED BALANCE, JUNE 30, 2019	**$1,150,000**	**$50,000**

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **September 25, 2018** AGENDA ITEM #: **3**

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

ITEM TITLE: Grant to Preserve Marriage Bonds M - Z, 1805 – 1824 and Marriage Bonds A - I, 1825 – 1834 at the Circuit Court Clerk's Office

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

RECOMMENDATION: Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $10,780 with resources from a grant from the Library of Virginia to preserve Marriage Bonds M – Z, 1805 – 1824 and Marriage Bonds A – I, 1825 – 1834 at the Lynchburg Circuit Court Clerk's Office.

SUMMARY: The Library of Virginia allows Circuit Court Clerks' Offices to submit applications for grant funding. Staff submitted a grant application to The Library of Virginia to preserve records held at the Circuit Court Clerk's Office. The approved grant funding of $10,780 will allow Marriage Bonds M - Z with records dated 1805 – 1824 and Marriage Bonds A – I with records dated 1825 – 1834 to be reformatted and preserved.

The grant covers 100% for total of preservation work; no local match is required of this grant.

PRIOR ACTION(S): Finance Committee, September 25, 2018

FISCAL IMPACT: None – no local match is required.

CONTACT(S): Eugene Wingfield, Circuit Court Clerk, 455-2611

ATTACHMENT(S): Resolution
Library of Virginia Grant Agreement, July 25, 2018

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and $10,780 is appropriated with resources from a grant from the Library of Virginia to preserve Marriage Bonds M - Z, 1805 – 1824 and Marriage Bonds A – I, 1825 – 1834 at the Lynchburg Circuit Court Clerk's Office.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

July 25, 2018

The Honorable Eugene Wingfield
Clerk of the Circuit Court
City of Lynchburg
P.O. Box 4
Lynchburg, VA 24505

Grant Agreement Number: 2019FY-42

Dear Mr. Wingfield,

The Circuit Court Records Preservation Grants Review Board met on Tuesday, July 24th, 2018 to consider eighty-nine applications submitted from eighty-seven localities. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved at a reduced amount of $10,780.00**, due to funding requests for this cycle exceeding the award amount available. The following item(s) have been approved by the Review Board: **Marriage Bonds 1805-1824, M-Z; Marriage Bonds 1825-1834, A-I.** We encourage you to resubmit items that were not approved this cycle during the next grant cycle. This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Application Certification form enclosed. This agreement, along with the original grant application details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it to Michelle Washington at the Library of Virginia in the prepaid envelope included in this mailing. Contact your item conservation vendor representative to make arrangements for them to collect the approved items. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

Please accept our congratulations on the approval of your application. We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project.

Sincerely,

Sandra G. Treadway

Sandra G. Treadway
State Librarian and State Archivist of Virginia

Paul Ferguson

Paul F. Ferguson
President, Virginia Court Clerks' Association

CCRP GRANTS PROGRAM APPLICATION CERTIFICATION

Locality: Lynchburg County | Date: July 31, 2018

Project Type: Item Conservation | Amount of Grant Request: $14,110.00

Signature of Circuit Court Clerk | Typed or Printed Name of Circuit Court Clerk

Statement regarding expenditure of funds:
I will abide by applicable state and local procurement rules and agree that funds granted under the Virginia Circuit Court Records Preservation Program will be spent only in accordance with the plan of work and budget statement presented in this application, and that any changes in the submitted proposal of work and/or budget will be submitted in writing to the grants office for approval in advance. I understand that grant funds will only be released upon receipt of verification form indicating that the proposal of work has been fully completed. I will ensure that any agreements for goods or services to be paid for with grant funds will be consistent with the project requirements set forth in the CCRP Program Manual.

Statement regarding archival and records management policies and procedures:
I agree to comply with all policies and procedures required by the *Code of Virginia*, and the decisions of the Circuit Court Records Preservation Grants Review Board and the Library of Virginia concerning the management, preservation, reproduction, and storage of public records, as well as those pertaining to the official recording of such records in government offices, whether on paper, microfilm, digital image, or any other medium.

Statement regarding project status and financial expenditure reports:
I agree to submit program status and financial expenditure reports as required by the Library of Virginia. I also agree to account for all grant funds, to maintain separate financial and programmatic records on this project, and to retain such source documentation as canceled checks, paid bills, payroll, or other accounting documentation, in conjunction with the fiscal office of this locality, that would facilitate an audit. I understand that failure to submit the status and financial reports will result in grant funds not being released and this office becoming ineligible to receive future grant funding, until such time that the delinquent reports have been successfully submitted.

By signing below I agree to the three statements above as well as the decision of the CCRP Grants Review Board:

Project Number: 2019FY-42 | Amount of Grant Award: $10,780.00

Signature of Circuit Court Clerk | Date:

(CCRP Grants Program Certification Form v. 02/2015)

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **September 25, 2018** AGENDA ITEM #: **4**

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

ITEM TITLE: 2019 Deparmtment of Motor Vehicles (DMV) Highway Safety Grant – Driving Under the Influence (DUI) Enforcement

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

RECOMMENDATION: Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $61,928 with resources of $41,285 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $17,698 and $2,945 transferred from the FY 2019 General Fund Police Department budget to provide selective enforcement activities and attend related training.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City a $41,285 grant. The funds will be used for selective DUI activities, alcohol testing equipment and attendance to related training.

The grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of $2,945 is available for transfer from the FY 2019 Police Department budget to cover this expense.

An in-kind match of $17,698 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): Finance Committee, September 25, 2018

FISCAL IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; $2,945 from the FY 2019 General Fund Police Department budget will be used to cover this expense.

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

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and $61,928 is appropriated with resources of $41,285 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $17,698, and $2,945 transferred from the FY 2018 General Fund Police Department budget to provide selective enforcement activities, alcohol testing equipment and attend related training.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **September 25, 2018** AGENDA ITEM #: **5**

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

ITEM TITLE: 2019 Department of Motor Vehicles (DMV) Highway Safety Grant – Speed Enforcement

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

RECOMMENDATION: Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $27,225 with resources of $18,150 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $7,924 and $1,151 transferred from the FY 2019 General Fund Police Department budget to provide funds for speed enforcement activities.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City a $18,150 grant. The funds will be used for speed enforcement activities.

The grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of $1,151 is available for transfer from the FY 2019 Police Department budget to cover this expense.

An in-kind match of $7,924 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): Finance Committee, September 25, 2018

FISCAL IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; $1,151 from the FY 2019 General Fund Police Department budget will be used to cover this expense.

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

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and $27,225 is appropriated with resources of $18,150 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $7,924 and $1,151 transferred from the FY 2019 General Fund Police Department budget to provide funds for speed enforcement activities.

Introduced: Adopted:

Certified: __________________________________
Clerk of Council

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **September 25, 2018** AGENDA ITEM #: **6**

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

ITEM TITLE: 2018 Edward Byrne Memorial Justice Assistance Grant (JAG)

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

RECOMMENDATION: Adopt a resolution authorizing the submittal of an application for the 2018 Edward Byrne Memorial Justice Assistance Grant in the amount of $39,954 with resources from a Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment for the Lynchburg Police Department, Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

SUMMARY: The City of Lynchburg is eligible to receive $39,954 in Edward Byrne Memorial Justice Assistance Grant (JAG) funding. Funding will be utilized by the Lynchburg Police Department to purchase riot control gear for the patrol division ($31,502). The Lynchburg Sheriff's Office will utilize funds to purchase a replacement file server ($4,303). The Office of the Commonwealth's Attorney will utilize funds to purchase two (2) computers ($4,149). Total equipment cost is $39,954, which is fully reimbursable by the grant. No local matching funds are required. The grant application requires the approval of the governing body prior to submission of the grant request.

PRIOR ACTION(S): Finance Committee, September 25, 2018

FISCAL IMPACT: None, no local match is required

CONTACT(S): Interim Chief Ryan M. Zuidema, 434-455-6171
Amy Lowe, Administrative Manager, Police Department, 455-6128

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the Lynchburg City Council approves the submittal of an application for the 2018 Edward Byrne Memorial Justice Assistance Grant in the amount of $39,954 with resources from a Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment.

Adopted:

Certified: ______________________________
Clerk of Council

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **October 9, 2018** AGENDA ITEM #: **7**

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

ITEM TITLE: Department of Homeland Security Federal Emergency Management Agency's National Preparedness Directorate's Assistance to Firefighters grant to purchase self-rescue devices, otherwise known as Bailout Devices.

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

RECOMMENDATION: Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $239,695 with resources of $217,905 from the Department of Homeland Security Federal Emergency Management Agency – Assistance to Firefighter's (AFG) and $21,790 appropriated from the Fire Department General Fund to purchase (179) firefighter self-rescue devices more commonly referred to as Bail-out devices.

SUMMARY: This is a 90/10 matching grant with the grant providing 90% of the approved funding with the department responsible for $21,790 (10%) of the $217,905 grant. This grant and subsequent equipment is vital to firefighter safety during an incident where self-rescue might be necessary to prevent injury or death. The devices are a harness/rope system that will be issued to each employee and affixed to their turnout gear. The devices will be installed in accordance with manufacturer's recommendations into our already established protective equipment. This equipment will allow firefighters the ability to exit a compromised structure in a safe and effective manner above ground level when normal means of egress are not available. The entirety of the grant includes training for all firefighters.

We have 179 uniformed staff that will receive the device. The cost per unit ($1,339) includes the device, installation costs, and training.

PRIOR ACTION(S): Finance Committee, September 25, 2018

FISCAL IMPACT: $21,790 in matching funds will be provided from the Fire Department's FY 2019 budget. Future funds will be needed for periodic maintenance of the equipment

CONTACT(S):
Fire Chief Greg Wormser, 455-6345
Master Firefighter Patrick Madigan, 847-1680
Fire Administrative Manager, Annette Pettyjohn, 455-6368

ATTACHMENT(S): Resolution

REVIEWED BY:

RESOLUTION: #R-

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and $239,695 is appropriated with resources of $217,905 from the Department of Homeland Security Federal Emergency Management Agency – Assistance to Firefighter's (AFG) and $21,790 appropriated from the Fire Department General Fund to purchase (179) firefighter self-rescue devices more commonly referred to as Bail-out devices.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **September 25, 2018** AGENDA ITEM #: **8**

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

ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase one stretcher, LifePak 15, and ballistic vests and helmets.

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

RECOMMENDATION: Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for $98,136 with resources of $49,068 from the RSAF grant, $49,068 from the FY 2019 General Fund Fire Department budget to purchase (1) Power Pro stretcher, (1) LifePak 15, (42) ballistic helmets, and (46) ballistic vests for the Fire Department.

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

The Fire Department would like to submit a grant request for $98,136 in Rescue Squad Assistance funding to purchase (1) Power Pro stretcher, (1) LifePak 15, (42) ballistic helmets, and (46) ballistic vests. The stretcher would replace one in-service stretcher, which has exceeded the manufacturer's recommended useful life. The LifePak 15 cardiac monitor will replace one in-service unit purchased in 2008. The monitor has remained in service through a preventative maintenance contract; however, it has significantly exceeded the useful life recommended by the manufacturer. LifePak 12 is no longer supported. The Fire Department is actively preparing and training for active shooter situations. If successful, this grant would provide a ballistic helmet and vest for each riding position in the department.

We plan to apply for the grant under an 80/20 match; however, we typically receive a 50/50 match. The itemized cost: one Power Pro stretchers--$18,496, one LifePak 15--$34,640, 42 ballistic helmets--$10,500, and 46 ballistic vests--$34,500. With a total cost of $98,136, the maximum required local match is $49,068. Grants will be awarded in January 2019; therefore, if awarded, the match will be funded from the FY 2019 General Fund Fire Department budget.

PRIOR ACTION(S): None

FISCAL IMPACT: $49,068 in matching funds will be provided from the Fire Department's FY 2019 budget and the General Fund Fire Equipment Assigned Fund Balance; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment.

CONTACT(S): Interim Deputy Chief Heather Childress, 455-6360
Fire Chief Greg Wormser, 455-6340
Annette Pettyjohn, Fire Administrative Manager, 455-6368

ATTACHMENT(S): None

REVIEWED BY:

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **September 25, 2018**			AGENDA ITEM #: **9**
CONSENT: ACTION**:**	REGULAR: **X** INFORMATION: **X**	WORK SESSION:	CLOSED SESSION: (Confidential)

ITEM TITLE: Revenue Update

KEY ELEMENTS:
___Economic Development _X__Excellent Government ___Natural and Built Environment ___Safe Community __Vibrant Community

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

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

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

FISCAL IMPACT:
None

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

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

REVIEWED BY:

Comparison of Collections
Budget to Actual FY 2017 - FY 2018

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

	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Actual FY 2018	Actual FY 2018 to Adopted FY 2018	Actual FY 2018 to Actual FY 2017
JULY	$1,075,816	$1,131,485	$1,207,589	$1,152,527	$1,161,098	$1,134,520	($26,578)	($18,007)
AUGUST[1]	1,098,342	1,299,763	1,198,772	1,267,330	1,276,755	1,248,275	(28,480)	($19,055)
SEPTEMBER	1,083,199	1,204,336	1,269,930	1,275,989	1,285,479	1,289,489	4,010	$13,500
OCTOBER	1,161,965	1,185,608	1,231,666	1,253,143	1,262,463	1,210,820	(51,643)	($42,323)
NOVEMBER	1,155,729	1,241,898	1,227,636	1,254,548	1,263,878	1,348,270	84,392	$93,722
DECEMBER	1,316,419	1,669,810	1,600,507	1,695,286	1,707,894	1,601,584	(106,310)	($93,702)
JANUARY	1,103,175	1,073,237	1,055,364	1,070,830	1,078,794	1,122,715	43,921	$51,885
FEBRUARY	1,172,252	1,131,392	1,161,810	1,148,155	1,156,694	1,117,839	(38,855)	($30,316)
MARCH	1,217,930	1,282,807	1,323,375	1,409,096	1,419,575	1,361,602	(57,973)	($47,494)
APRIL	1,183,748	1,311,297	1,202,186	1,236,313	1,245,507	1,217,305	(28,202)	($19,008)
MAY	1,112,579	1,213,149	1,222,060	1,271,113	1,280,566	1,305,292	24,726	$34,179
JUNE	1,161,140	1,261,544	1,294,236	1,317,201	1,326,997	1,339,785	12,788	$22,584
TOTAL	**$13,842,294**	**$15,006,326**	**$14,995,131**	**$15,351,531**	**$15,465,700**	**$15,297,496**	**($168,204)**	**($54,035)**

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

	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Actual FY 2018	Actual FY 2018 to Adopted FY 2018	Actual FY 2018 to Actual FY 2017
JULY	$325,815	$321,596	$332,876	$328,501	$329,749	$335,326	$5,577	$6,825
AUGUST	318,738	305,012	333,953	355,434	356,785	327,959	($28,826)	($27,475)
SEPTEMBER	317,324	317,947	328,411	351,627	352,963	314,864	($38,099)	($36,763)
OCTOBER	273,646	273,264	281,514	294,038	295,155	297,177	$2,022	$3,139
NOVEMBER	280,945	273,353	270,434	274,145	275,187	284,069	$8,882	$9,924
DECEMBER	348,750	346,565	321,380	337,930	339,214	348,578	$9,364	$10,648
JANUARY	374,541	365,859	346,212	358,976	360,340	407,036	$46,696	$48,060
FEBRUARY	372,254	381,844	361,670	316,871	318,075	348,114	$30,039	$31,243
MARCH	334,289	339,965	312,928	304,309	305,466	313,399	$7,933	$9,090
APRIL	306,485	288,704	282,659	279,887	280,951	306,179	$25,228	$26,292
MAY	272,343	277,296	267,796	270,454	271,482	277,472	$5,990	$7,018
JUNE	303,173	310,184	301,340	303,480	304,633	330,415	$25,782	$26,935
TOTAL	**$3,828,303**	**$3,801,589**	**$3,741,173**	**$3,775,652**	**$3,790,000**	**$3,890,588**	**$100,588**	**$114,936**

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

	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Actual FY 2018	Actual FY 2018 to Adopted FY 2018	Actual FY 2018 to Actual FY 2017
JULY	$286,999	$283,594	$276,750	$265,192	$260,283	$255,279	(5,004)	($9,913)
AUGUST	284,691	281,957	270,038	269,212	260,283	263,011	2,728	($6,201)
SEPTEMBER	284,249	283,441	273,974	266,593	260,283	258,291	(1,992)	($8,302)
OCTOBER	288,830	287,702	277,686	274,702	260,283	273,952	13,669	($750)
NOVEMBER	284,176	279,441	271,470	270,909	260,283	259,546	(737)	($11,363)
DECEMBER	289,726	282,491	276,524	268,968	260,283	258,380	(1,903)	($10,588)
JANUARY	264,960	275,361	271,160	265,710	260,283	286,194	25,911	$20,484
FEBRUARY	280,480	291,186	275,887	260,551	260,283	244,102	(16,181)	($16,449)
MARCH	288,500	285,971	282,470	271,925	260,283	257,969	(2,314)	($13,956)
APRIL	285,052	276,473	270,594	261,889	260,283	247,120	(13,163)	($14,769)
MAY	286,178	285,053	271,168	266,571	260,283	248,137	(12,146)	($18,434)
JUNE	288,892	270,246	265,047	259,854	260,287	249,994	(10,293)	($9,860)
TOTAL	**$3,412,733**	**$3,382,916**	**$3,282,768**	**$3,202,076**	**$3,123,400**	**$3,101,975**	**($21,425)**	**($100,101)**

Comparison of Collections
Budget to Actual FY 2017 - FY 2018

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

	Actual Collected FY 2015 [3]	Actual Collected FY 2016 [3]	Actual Collected FY 2017 [3]	Adopted FY 2018	Actual Assessed FY 2018	Actual Assessed FY 2018 to Adopted FY 2018	Actual Collected FY 2018 [3]	Actual Collected FY 2018 to Adopted FY 2018	Actual Collected FY 2018 to Assessed FY 2018
JULY [2]	$970,597	$1,046,770	$1,088,474	$1,122,617	$1,132,444	$9,827	$1,109,545	($13,072)	($22,899)
AUGUST	1,119,585	1,213,559	1,098,748	1,207,908	1,230,475	22,567	1,140,836	(67,072)	(89,639)
SEPTEMBER	1,159,391	1,167,356	1,243,540	1,222,863	1,252,868	30,005	1,295,882	73,019	43,014
OCTOBER	1,119,430	1,152,017	996,549	1,216,067	1,246,579	30,512	1,249,486	33,419	2,907
NOVEMBER	1,099,028	1,156,651	1,382,308	1,136,983	1,172,731	35,748	1,170,367	33,384	(2,364)
DECEMBER	1,117,510	1,224,108	1,238,056	1,261,720	1,275,027	13,307	1,261,816	96	(13,211)
JANUARY	963,288	908,712	1,112,427	1,037,362	1,099,194	61,832	1,088,584	51,222	(10,610)
FEBRUARY	1,198,810	1,154,457	1,165,660	1,177,712	1,175,645	(2,067)	1,197,425	19,713	21,780
MARCH	1,177,822	1,393,915	1,303,383	1,295,456	1,347,124	51,668	1,339,823	44,367	(7,301)
APRIL	978,156	1,244,722	1,254,823	1,277,810	1,306,469	28,659	1,336,111	58,301	29,642
MAY [2]	1,303,652	1,242,988	1,269,830	1,267,226	1,327,144	59,918	1,284,582	17,356	(42,562)
JUNE [2]	1,228,487	1,203,793	1,227,869	1,168,994	1,216,370	47,376	1,245,454	76,460	29,084
TOTAL	**$13,435,756**	**$14,109,048**	**$14,381,667**	**$14,392,718**	**$14,782,070**	**$389,352**	**$14,719,911**	**$327,193**	**($62,159)**

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

	Actual Collected FY 2015 [3]	Actual Collected FY 2016 [3]	Actual Collected FY 2017 [3]	Adopted FY 2018	Actual Assessed FY 2018	Actual Assessed FY 2018 to Adopted FY 2018	Actual Collected FY 2018 [3]	Actual Collected FY 2018 to Adopted FY 2018	Actual Collected FY 2018 to Assessed FY 2018
JULY [2]	$180,395	$180,808	$207,361	$231,917	$249,245	$17,328	$248,422	$16,505	($823)
AUGUST	185,402	202,217	167,929	$231,917	223,881	(8,036)	224,761	(7,156)	880
SEPTEMBER	173,875	206,009	215,545	$231,917	222,136	(9,781)	222,577	(9,340)	441
OCTOBER	209,788	160,131	214,418	$231,917	245,586	13,669	245,408	13,491	(178)
NOVEMBER	144,988	177,048	222,988	$231,917	207,729	(24,188)	206,772	(25,145)	(957)
DECEMBER	119,891	130,150	150,743	$231,917	144,933	(86,984)	144,969	(86,948)	36
JANUARY	108,523	109,217	116,370	$231,917	177,373	(54,544)	178,239	(53,678)	866
FEBRUARY	133,217	140,716	154,651	$231,917	167,958	(63,959)	167,362	(64,555)	(596)
MARCH	178,963	222,261	192,388	$231,916	235,935	4,019	225,836	(6,080)	(10,099)
APRIL	162,085	175,590	173,405	$231,916	222,697	(9,219)	225,456	(6,460)	2,759
MAY [2]	245,223	216,253	222,573	$231,916	285,501	53,585	286,419	54,503	918
JUNE [2]	223,849	181,884	188,180	$231,916	245,122	13,206	251,107	19,191	5,985
TOTAL	**$2,066,199**	**$2,102,284**	**$2,226,551**	**$2,783,000**	**$2,628,096**	**($154,904)**	**$2,627,328**	**($155,672)**	**($768)**

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

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

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

Finance Committee – 11:30 a.m.

COUNCIL MEMBER NELSON WILL GIVE THE INVOCATION

A G E N D A

City Council Meeting of September 25, 2018

4:00 P.M.

1. Update Regarding the Status of College Lake Dam
2. Report on City-wide Salary Study by the Korn Ferry Hay Group
3. Roll Call

7:30 P.M.
City Council Agenda Items

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

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

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

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

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

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

C0NSENT AGENDA

#4. Consideration of approving the minutes of the September 11, 2018 meeting.

*#5. Consideration of adopting a Resolution #R-18-073 to amend the FY 2018 Adopted Budget to reflect the Fourth Quarter Adjustments in the General, City/Federal/State Aid and Detention Operating Budgets.

*#6. Consideration of adopting a Resolution #R-18-074 to amend the FY 2019 Operating and Capital Budgets and appropriate or rescind funds to reflect the FY 2019 First Quarter Adjustments.

PUBLIC HEARING

#7. Public hearing to receive comments regarding the Program Year 2017 (FY 2018) Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) and HOME Program and adopt a Resolution approving the CAPER for submission to the U. S. Department of Housing and Urban Development.
(File: Community Development) #R-18-_____

#8. Public hearing regarding the petition of Valvoline, LLC for a conditional use permit at 3031 and 3033 Old Forest Road to allow the operation of an automobile oil change facility in a B-3, Community Business District.
(File: Community Development) #R-18-_____

#9. Public hearing regarding the Blanket License Agreement to install Fiber Optic Cable and Conduit on City Streets and Maintain Current Lines.
(File: Public Works) #R-18-_____

GENERAL BUSINESS

#10. Consideration of introducing a Resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $10,780 with resources from a grant from the Library of Virginia to preserve Marriage Bonds M-Z, 1805 – 1824 and Marriage Bonds A-I, 1825-1834 at the Lynchburg Circuit Court Clerk's Office.
(File: Circuit Court) #R-18-_____

#11. Consideration of introducing a Resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $27,225 with resources of $18,150 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $7,924 and $1,151 transferred from the FY 2019 General Fund Police Department budget to provide funds for speed enforcement activities.
(File: Police) #R-18-_____

#12. Consideration of adopting a Resolution to approve the submittal of an application for the 2018 Edward Byrne Memorial Justice Assistance Grant in the amount of $39,954 with resources from a Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment.
(File: Police) #R-18-_____

#13. Consideration of introducing a Resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $61,928 with resources of $41,285 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $17,698 and $2,945 transferred from the FY 2018 General Fund Police Department budget to provide selective enforcement activities, alcohol testing equipment and attend related training.
(File: Police) #R-18-_____

#14. Consideration of adopting a Resolution Declaring and Rescinding a Local State of Emergency Relating to Hurricane Florence.
(File: City Council) #R-18-_____

#15. Consideration of a closed meeting to consider appointments to Council-appointed Boards and Commissions, i.e. Social Services Advisory Board, Board of Building Code Appeals, Redevelopment & Housing Authority and Lynchburg Business Development Centre; and, for consultation with legal counsel and staff members regarding a legal matter requiring the provision of legal advice, specifically, the case of the City of Lynchburg v. the Lynchburg Life Saving and First Aid Crew dealing with the ownership of the property located at 2007 Memorial Avenue; pursuant to Section 2.2-3711(A)(1) and (7), of the Code of Virginia (1950), as amended.

LYNCHBURG CITY COUNCIL

MEETING DATE: **September 25, 2018** AGENDA ITEM #: **1**

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

ITEM TITLE: Update Regarding the Status of College Lake Dam

KEY ELEMENTS:
__Economic Development ___Excellent Government X__Natural and Built Environment ___Safe Community ___Vibrant Community

RECOMMENDATION: The Department of Water Resources will provide a verbal update on the status of College Lake.

SUMMARY: Tim Mitchell, Director of Water Resources, will provide a verbal update on the status of College Lake Dam. He will give an overview of the following items related to this project.

- Summary of activities since the last update, including expenses to date
- Current status of the dam and lake bed
- Collaboration with the University of Lynchburg
- Efforts to secure funding
- Plan moving forward

PRIOR ACTION(S): August 14, 2018, College Lake Dam Flood Update presentation to City Council

FISCAL IMPACT: Unknown at this time.

CONTACT(S): Timothy Mitchell, P.E., Director, Department of Water Resources, 455-4252.

ATTACHMENT(S): None

REVIEWED BY: raw

100K

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **September 25, 2018** AGENDA ITEM #: **2**

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

ITEM TITLE: Report on City-wide Salary Study by the Korn Ferry Hay Group

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

RECOMMENDATION: Hear a presentation regarding the City-wide Salary Study.

SUMMARY: During Council deliberations on the FY 2018 Budget, the City Manager requested funding for a City-wide Salary Study. It was noted that recent practice had been that different work groups were being awarded market adjustments without regard to looking at all job positions relative to market and a foundation for where different job classifications were relative to market needed to be completed. Such a comprehensive study has not been completed in over twenty-five years.

Korn Ferry Hay Group (Korn Ferry) was awarded the contract to conduct a comprehensive salary study for the City. Korn Ferry has now completed the study and Myriam Michael, Senior Principal with the group, will present a report of the findings.

PRIOR ACTION(S): May, 2017: Council appropriated funding in the amount of $100,000 for a City-wide Salary Study
May 2017: Council appropriated $450,000 for the first phase of implementing the results of the Salary Study
May 2018: Council appropriated $1,759,566 in additional funding for implementation of Salary Study results

FISCAL IMPACT: To be determined. Total funding available for implementation in the General Fund is $2,209,566. Funding in the amount of $262,828 is available for implementation in Water Resources Fund (Water, Sewer and Stormwater Funds).

CONTACT(S): James Lowe, Director of Human Resources, 455-4205
Bonnie Svrcek, City Manager, 455-3990

ATTACHMENT(S): Powerpoint presentation prepared by the Korn Ferry Hay Group.

REVIEWED BY: bms

109K

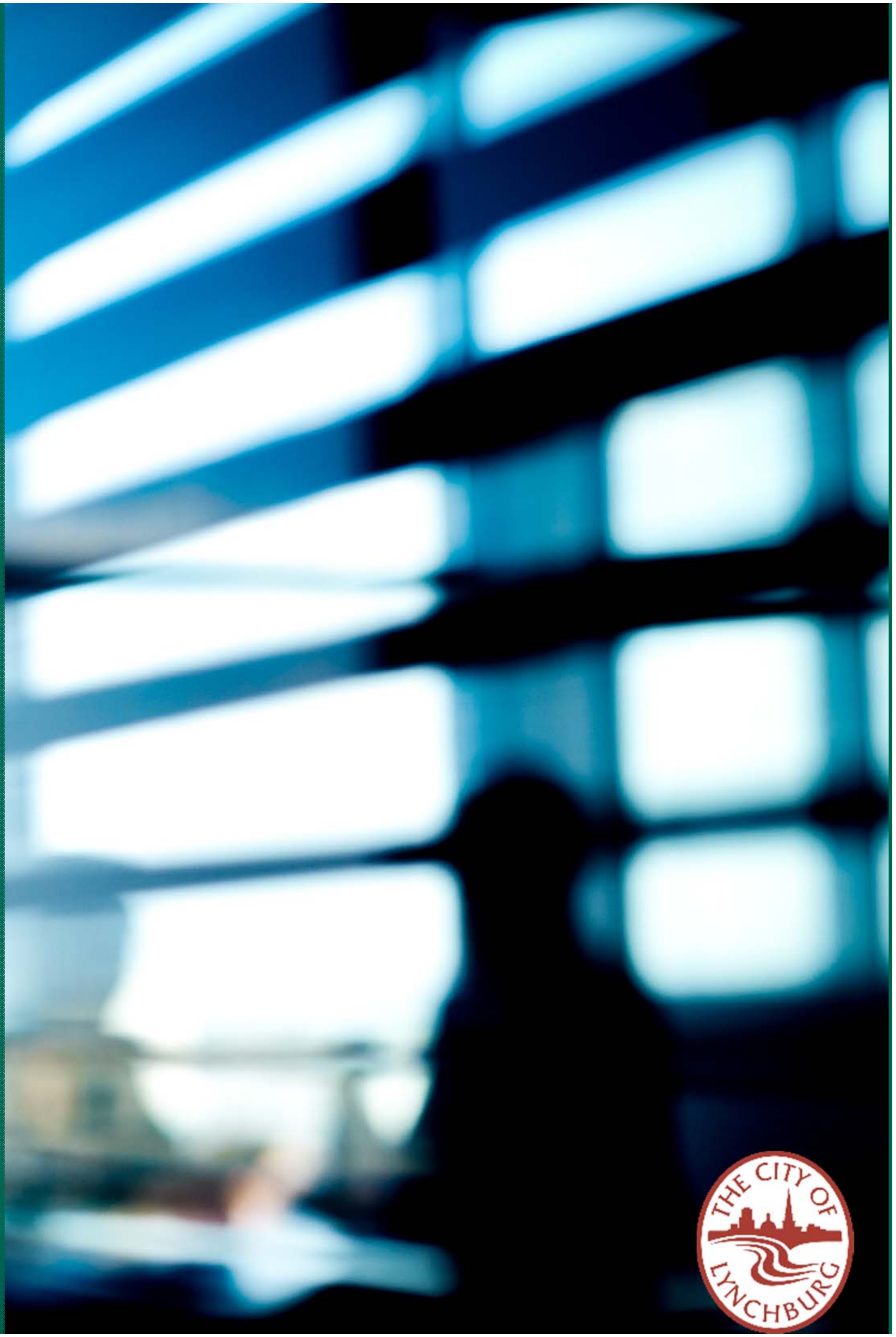
City of Lynchburg

Compensation
Study and Analysis

Presentation to
Lynchburg City Council

September 25, 2018

KORN FERRY



Contents

About Korn Ferry

Who We Are

Myriam Michaels, Senior Principal, Korn Ferry

Myriam has over 25 years of consulting experience in the non-profit, public and private sectors. Her key areas of expertise are executive compensation, market research, job evaluation using point factor methodologies, performance management, compensation and benefits studies, survey research, organizational culture and attitude surveys, classification audits, customized market surveys and complex analytical studies. Myriam also has considerable experience in competency modeling and strategy execution. Myriam is a member of WorldatWork and the Society for Human Resource Management.

The right team - a strong local team backed by tools and methodologies

Project Manger and Consulting Team Member	Consulting Team Member	Consulting Team Member	Consulting Team Member	Consulting Team Member
Shareen Jolly, Principal	Matt Shirley, Analyst	Munis Lukman, Analyst	Kathryn Sherman, Associate Consultant	Shrina Patel, Analyst

Korn Ferry and Hay Group came together on December 1, 2015

KORN FERRY

Korn Ferry Executive Search helps you attract the best executive talent for moving your company in the right direction.

KORN FERRY | HayGroup

Korn Ferry Hay Group helps you align your organization to your people – developing, engaging, and rewarding them to reach new heights.

KORN FERRY | Futurestep

Korn Ferry Futurestep delivers professional talent that builds up leadership.

A powerful and unique combination.

Korn Ferry now has an unrivalled ability to address the entire talent continuum, through two distinct but related lenses that when aligned, have a positive and lasting impact on performance.

The power to transform.

How we deliver client impact.

Assessment and compensation data on **20M+** professionals

7,000 colleagues

Management data in **114** countries

118 years of combined experience

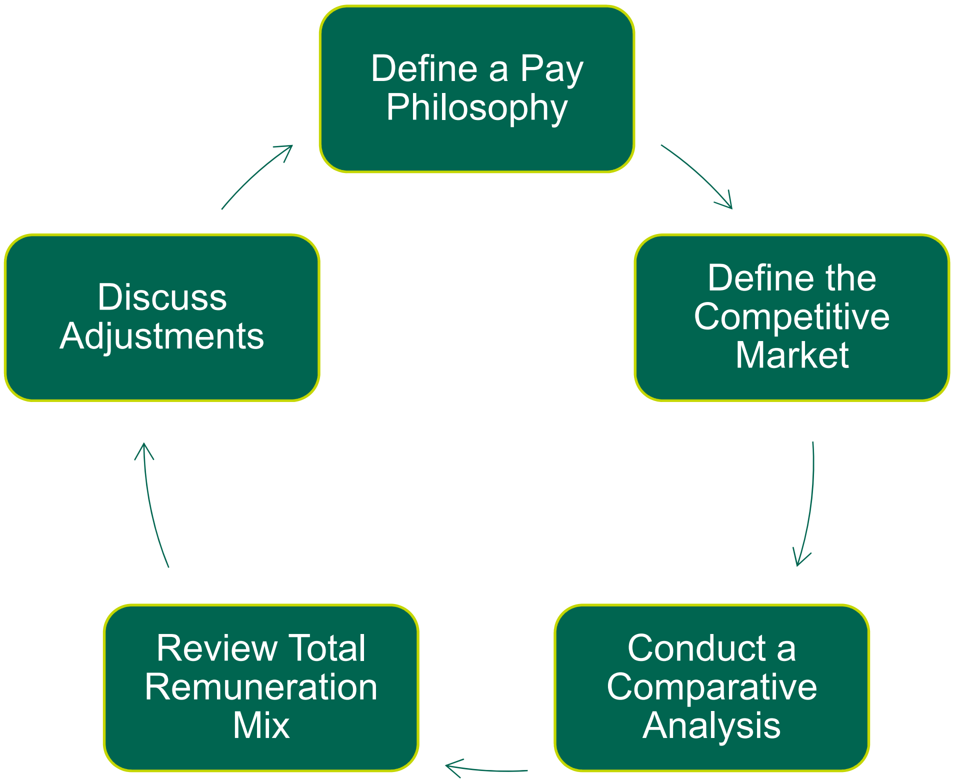
About Korn Ferry

Korn Ferry is the preeminent global people and organizational advisory firm. We help leaders, organizations and societies succeed by releasing the full power and potential of people. Our nearly 7,000 colleagues deliver services through Korn Ferry and our Hay Group and Futurestep divisions. Visit **kornferry.com** for more information.

Project Process & Interview Themes

Pay Philosophy

- At Korn Ferry, all of our work flows from a central focus on good and informed governance. Through rigorous analyses and documented processes, we have provided COL with appropriate information and guidance to make the important decisions around personnel policies, compensation philosophy and pay for performance expectations.



Compensation Study - Objectives

- To **establish a credible and consistent hierarchy** of job values to the organization
- To **facilitate the development of a pay structure** and programs that are scalable and accommodates COL's current and future growth and organizational changes
- To **review and revise, as needed, base salary ranges** to ensure that COL is managing its payroll spend effectively and encouraging the right behaviors
- To **enable comparisons to be made to assess internal pay equity** based on measured job content
- To **facilitate making pay comparison competitiveness to the external labor market**
- To enable COL to **effectively maintain compensation programs** internally going forward
- To **work with the City to establish a communications strategy** to implement the new pay programs/processes and maintain the system over time

Project Process & Methodology

Here is a broad overview of the process and methodology we followed for our project

Oct

1.Kick Off

- KF finalized project plan, key deliverables and timelines in partnership with the City project team

Oct-Jan

2. Data Gathering & Leadership Interviews

- KF conducted leadership interviews
- City provided KF the employee roster, org charts and job descriptions

Jan

3. Job Evaluation Training & Survey

- KF conducted an on-site job evaluation training for the City HR team to familiarize them with our methodology
- KF also launched a custom compensation survey

Jan-Feb

4. Benchmark Evaluations & Review

- KF job evaluated 133 benchmark jobs using the proprietary job evaluation methodology
- City project team reviewed the resulting job matrix and provided feedback

Mar-April

5. Non-Benchmark slotting by COL HR

- After finalizing the benchmark job levels, City HR team slotted the non-benchmark jobs
- the City provided multiple levels of feedback on the resulting job matrix

April-June

6. Leadership Reviews

- KF conducted review sessions with division leaders to discuss each leader's job level matrix and seek their feedback on the leveling
- - KF made a final round of changes to the matrix based on the suggestions

June-July

7. Market Analysis

- KF examined City's internal pay practices to determine the relationship between pay and job size
- - KF also conducted analysis to determine competitiveness of City's current pay practices vs. the market
- - KF developed salary structures based on industry best practices

July

8. Draft Report

- KF presented the analysis, and observations to the City project team in a draft report

KFHG Job Evaluation Methodology

- KFHG was the first organization in the world to develop an approach to **understand and compare job content**
- The **most consistent and widely used technique in the world today**, KFHG's job evaluation methodology is **used by eight of the world's largest 10 organizations and two-thirds of the top 50**
- One of the fundamental factors that contributes to the success of this methodology is that this method **measures job-related factors exclusively**, independent of incumbent characteristics, current salary, or other non-job content factors
- **Federal and State courts rely on this methodology** as a reasonable and objective way to measure job content and link to market data (typically used in union negotiations)
- Enables **comparison of work based on content, not title**
- Enables each position to be **compared to each other and the market, even if the job design is unique**
- Enables the **comparison of compensation data across companies and even across industries**
- **Can recognize unique market practices for functions or industries**

Job Evaluation

A means of determining the relative importance of jobs in an organization within a structured, orderly and consistent manner, which takes account of job content and organizational context

Key Factors of Job Evaluation

Know-How

- Practical/Technical Knowledge
- Planning, Organizing and Integrating (Managerial) Knowledge
- Communicating and Influencing Skills

Problem Solving

- Thinking Environment
- Thinking Challenge

Accountability

- Freedom to Act
- Nature of Impact
- Area of Impact (Magnitude)

Total job size

Basic Assumptions

- Jobs **not** people
- At **fully acceptable performance** level
- As is **not as *"will be"***
- **Ignore current status, title or salary**

Market Peer Group Data Sources

- Given the diversity of roles in a city government such as COL, we have benchmarked roles utilizing multiple data sources that are relevant to your talent recruitment and retention strategy
  - We conducted a comprehensive custom survey reaching out to similar organizations that were cited as competitors
  - We also utilized relevant existing data sources, including Korn Ferry's own proprietary database which is comprised of public, private and not-for-profit organizations
  - We utilized a market blending approach for the peer group where weightings are applied to the market data to create an aggregate point-based market value

Primary Sources

Survey Data Source	
2018 Korn Ferry Public Sector Database	2018 Local Government Compensation Survey
Korn Ferry General Market Database (Private and NFP Sector)	Bedford Water Authority Compensation Survey
2018 Custom Survey conducted on behalf of COL	2018 Rivanna Authority Salary Survey
2018 Salary Survey of Engineers - Zweig Group	City of Lynchburg Chamber Salary Report
	Bedford County Market Salary Survey

- All data has been aged with an annual aging factor of 3.0% and a geographic differential has been applied appropriately to reflect labor and living costs for Lynchburg, Virginia

Interview Themes

- Korn Ferry consultants had candid and constructive discussions with executives
  - Most executives generally aligned on major points

Perceived Areas of Strength

- Culture is collegial and collaborative – employees often go out of their way to help peers and create a common sense of purpose
- All recognize trade-offs of working here – change of pace, work/life balance, mission-driven
- Retention is not a big issue in most areas, some pockets or areas of concern such as Public Safety

Perceived Improvement Opportunities

- Employees often wear multiple hats given the organization operates lean
- More difficulty attracting than retaining employees
- Inconsistent job titling and need to better align job content to job titles and to align with external market titles
- Static organization in terms of career opportunities – need more performance- oriented culture to identify/create leadership and advancement opportunities
- Need to better align roles to job grades

Compensation and Benefits

- Internal pay equity challenges throughout the organization – e.g., hiring externally vs. developing internal talent
- Benefits are perceived as competitive to other local county governments and private sector – from health benefits, VRS and deferred compensation plan, to paid time off, etc.

Internal Equity Analysis

Internal equity

Internal equity examines the relationship of actual pay to job size (points) and is an analysis of how jobs and employees are paid relative to each other based on the grade level assigned

- On the following slide, each "◇" represents the current salary of an employee in comparison to the points assigned to each role
- Patterns in salary dispersion aid in identifying potential salary equity issues
  - Variation in pay is expected because of such factors as time in job, tenure with the organization, experience brought to the job at time of hire, individual performance, past salary administration practices and organizational success
- The City's current practice line is the line of central tendency or average pay "practice" based on linear regression analysis
  - Parameters (+/- 20%) have been set above and below this practice line to reflect the dispersion expected in a salary program; the range associated with it is also called the 'range of reasonableness'

Internal equity

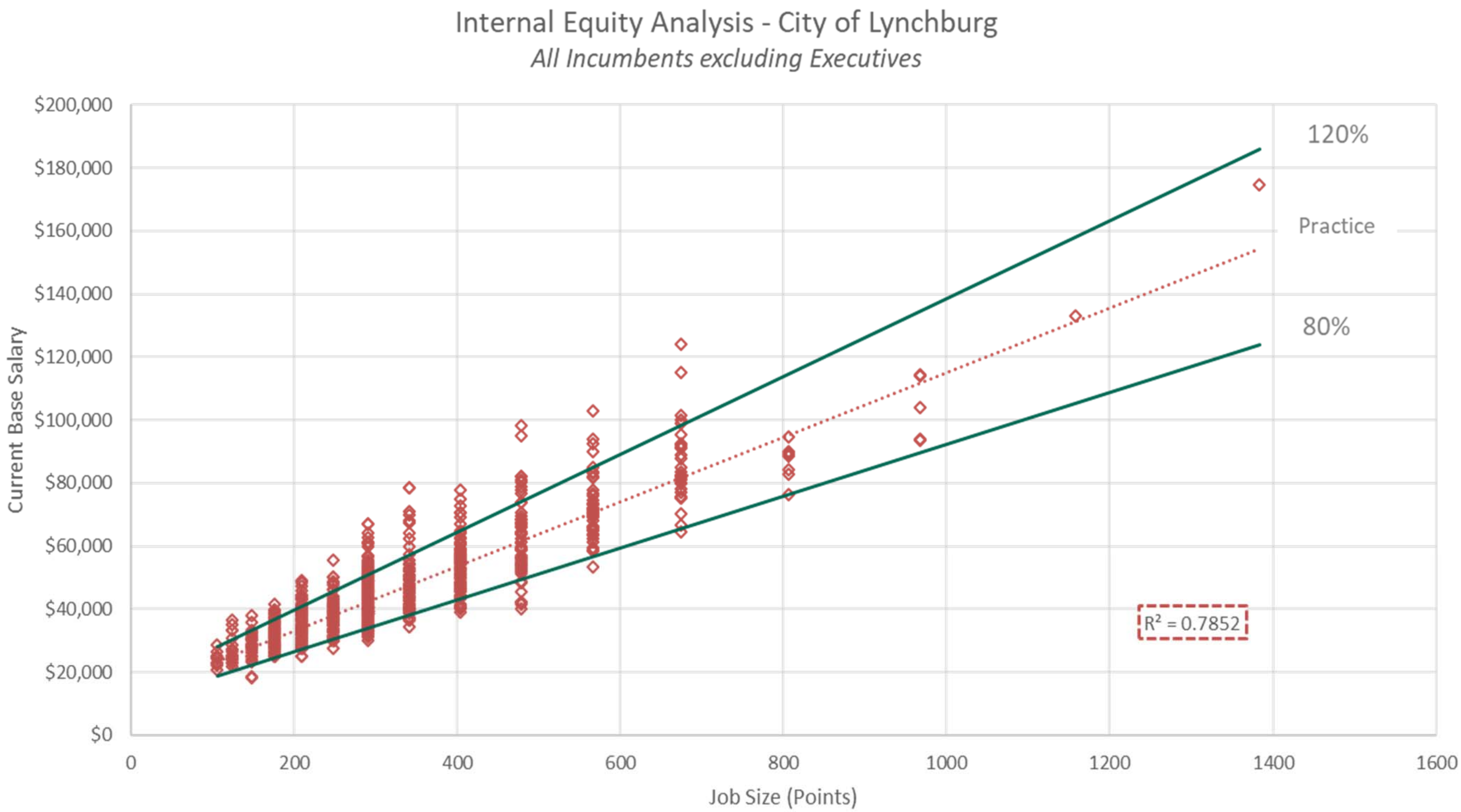
The chart on the following page reflects the internal relationship of actual pay with typical limits of dispersion for the 1,045 employees included in the study

- On the following slide, the internal equity analysis represent a range of reasonableness around your current pay practice
- Overall there is a relatively strong relationship between job size and current salaries
- Those positions that are seen as higher paid compared to their peers can be attributed to factors such as seniority, performance and market pressures and/or premiums for highly technical positions

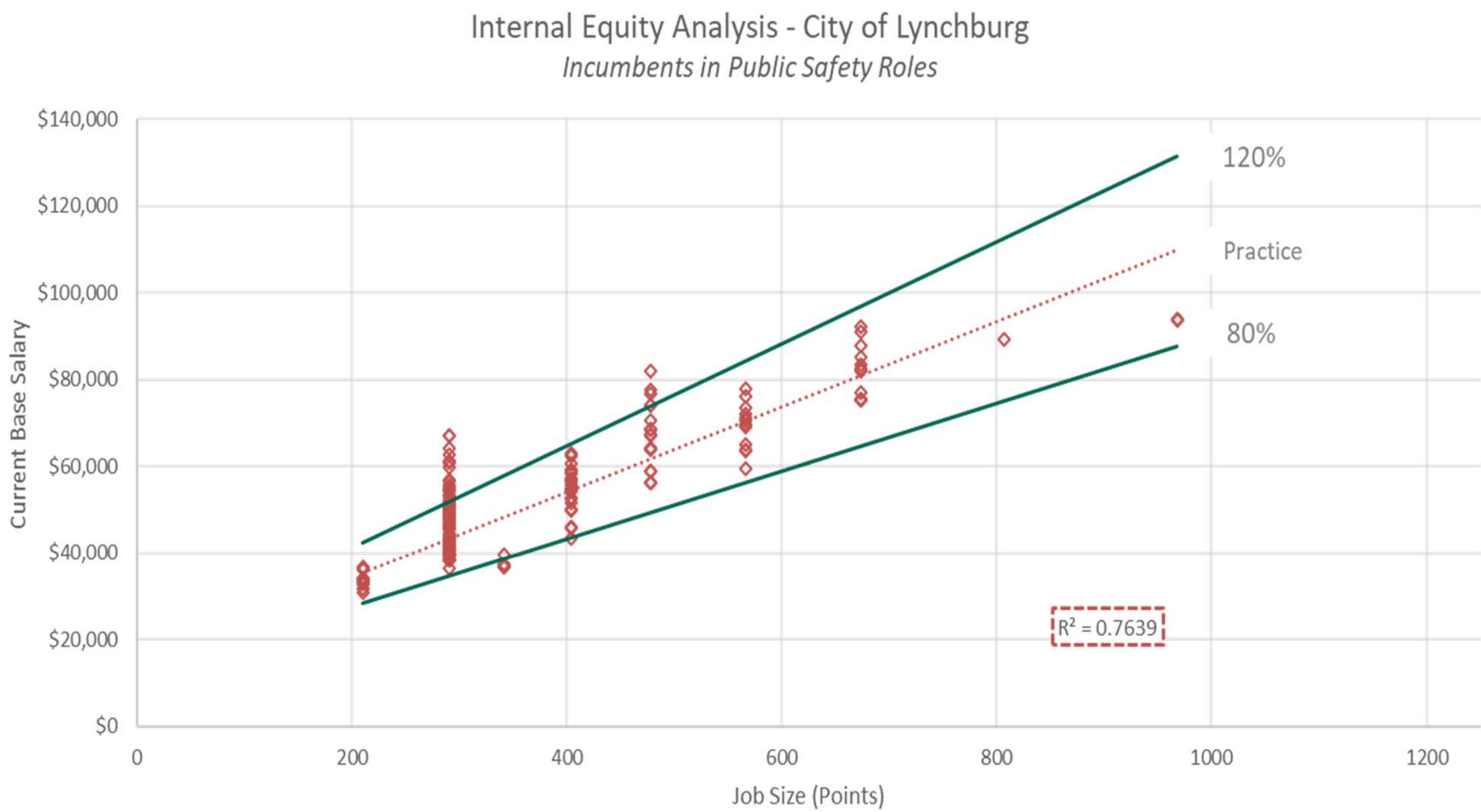
We have also provided internal equity analysis charts for the following sub-groups

- All Incumbents including Public Safety *(78% R- square)*
- *Public Safety* Incumbents Only (76% R-square)
- Executive Level Incumbents Only *(58% R- square)*

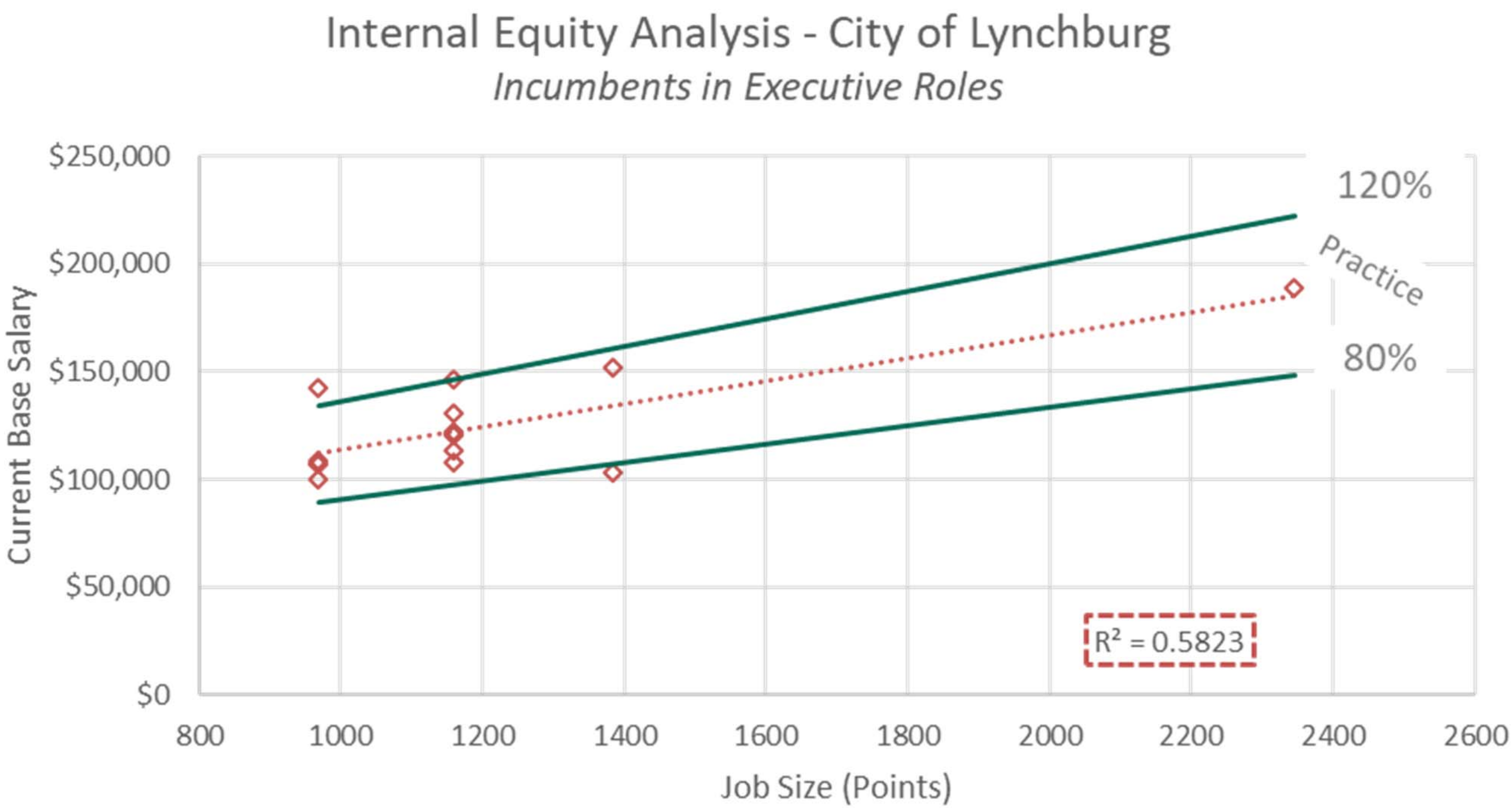
Internal equity – All Incumbents (excluding Executives)



Internal equity –Incumbents in Public Safety Roles



Internal equity –Incumbents in Executive Roles

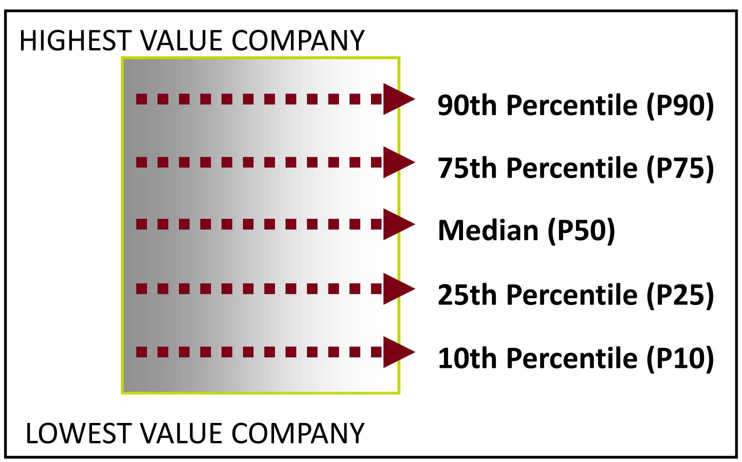


External Competitiveness Analysis

External Competitiveness

External competitiveness examines the aggregate position of an employee’s pay compared to certain percentile levels of the external market

- To determine the City of Lynchburg’s position relative to the market, KF conducted the market analysis using several sources of data
  - We should note that data is not the answer. Data is ‘information’ that is used to make decisions. Because of this, the more data (information) you have, the more equipped you are to make a decision and for COL, this is a pay philosophy
- The market analysis is a deeper dive than the preliminary analysis and examines each individual employee’s pay against the 25th, 50th and 75th percentile of the chosen market
  - By looking at the market position down to the employee level, you can begin to make critical compensation decisions on an individual basis using an organizational philosophy



- **75% and 90% are “high-end” measures**
- **10% and 25% are “low-end” measures**
- **Median (P50) is a mid-market measure**

Market Analysis Methodology

- With the average pay vs. market positioning from the preliminary analysis in mind, KF and the City collectively assigned ‘weightings’ to chosen ‘market buckets’
  - The market buckets reflect chosen groupings of like-jobs, based on the consultants methodology, experience and professional expertise

Market Buckets & Data Weightings	P50 KFHG Public Sector	P50 Custom Survey	P50 Compensation Survey	P50 KFHG General Market	P50 Rivanna Survey
Public Safety		**50%**	**50%**		
Corporate Functions	**50%**	**50%**			
IT		**50%**		**50%**	
Rest	**33%**	**33%**	**34%**		
Executive	**25%**	**25%**	**25%**	**25%**	
Water	**50%**				**50%**

- Once the weightings are applied to the data, the base salary of each employee in a benchmark job is compared to the 25th, 50th and 75th percentile of the market
- The results are examined in two ways. First, positions to market can be seen as a percent above or below the particular percentile. Second, with a 75% to 125% minimum/maximum on either side of the P50 market midpoint, the total number of dollars below the minimum and above the maximum are calculated
  - The dollars below minimum can also be seen as the ‘total impact’ in the hypothetical event that all employees are brought to, at least, the minimum salary level for their grade

Market Analysis Findings

- **Variance to Market by Market Bucket**
  - The table illustrated below displays how the market buckets compare to the various market percentiles:
    - P25: 25th percentile of the aggregate market
    - P50: 50th percentile or median of the aggregate market
    - P75: 75h percentile or median of the aggregate market

Market Bucket	Variance to P25	Variance to P50	Variance to P75
Corporate Functions	9%	-6%	-20%
Executive	-6%	-19%	-31%
IT	9%	-6%	-19%
Public Safety	-1%	-13%	-22%
Rest	-3%	-17%	-27%
Water	-2%	-16%	-29%
Total	-2%	-14%	-25%

Follow-up Analysis Findings

- **Variance to Market by Department Cluster (as defined by City of Lynchburg)**

Department Cluster	Variance to P25	Variance to P50	Variance to P75
Airport	12%	-3%	-15%
Circuit Court Clerk	25%	7%	-10%
City Assessor	2%	-12%	-24%
City Attorney	11%	-4%	-18%
City Manager	-4%	-17%	-28%
Commissioner of Revenue	-7%	-19%	-30%
Commonwealth Attorney	40%	22%	2%
Communications & Marketing	1%	-12%	-24%
Community Corrections & Pre Trial Services	-9%	-22%	-31%
Community Development	-4%	-17%	-27%
Economic Development	2%	-12%	-23%
Emergency Services	-11%	-22%	-30%
Finance	4%	-11%	-24%
Fire	1%	-11%	-20%
Fleet	15%	-1%	-13%
Human Resources	9%	-6%	-20%
Human Services	-12%	-24%	-33%
Information Technology	10%	-5%	-17%
Juvenille Services	-11%	-24%	-33%
Library	-11%	-24%	-33%
Parks and Recreation	-7%	-20%	-30%
Police	-1%	-13%	-22%
Public Works	3%	-11%	-22%
Registrar	9%	-6%	-17%
Sheriff	-31%	-41%	-50%
Treasurer	-26%	-36%	-44%
Water Resources	-1%	-16%	-28%
Grand Total	**-2%**	**-14%**	**-25%**

Summary Statistics – “Bring to Minimum” cost

- **Total cost to “Bring to Minimum” across all Department Clusters is $587,169**

Pay adjustments could be done over time (considering individual performance and time in position)

Department Cluster	"Bring to Min"
Airport	$7,276
Circuit Court Clerk	$0
City Assessor	$4,318
City Attorney	$0
City Manager	$24,671
Commissioner of Revenue	$9,310
Commonwealth Attorney	$0
Communications & Marketing	$5,270
Community Corrections & Pre Trial Services	$0
Community Development	$23,076
Economic Development	$3,805
Emergency Services	$31,881
Finance	$23,520
Fire	$0
Fleet	$0
Human Resources	$0
Human Services	$111,142
Information Technology	$8,497
Juvenille Services	$78,462
Library	$46,326
Parks and Recreation	$12,932
Police	$13,454
Public Works	$33,540
Registrar	$0
Sheriff	$27,978
Treasurer	$5,859
Water Resources	$115,852
Grand Total	**$587,169**

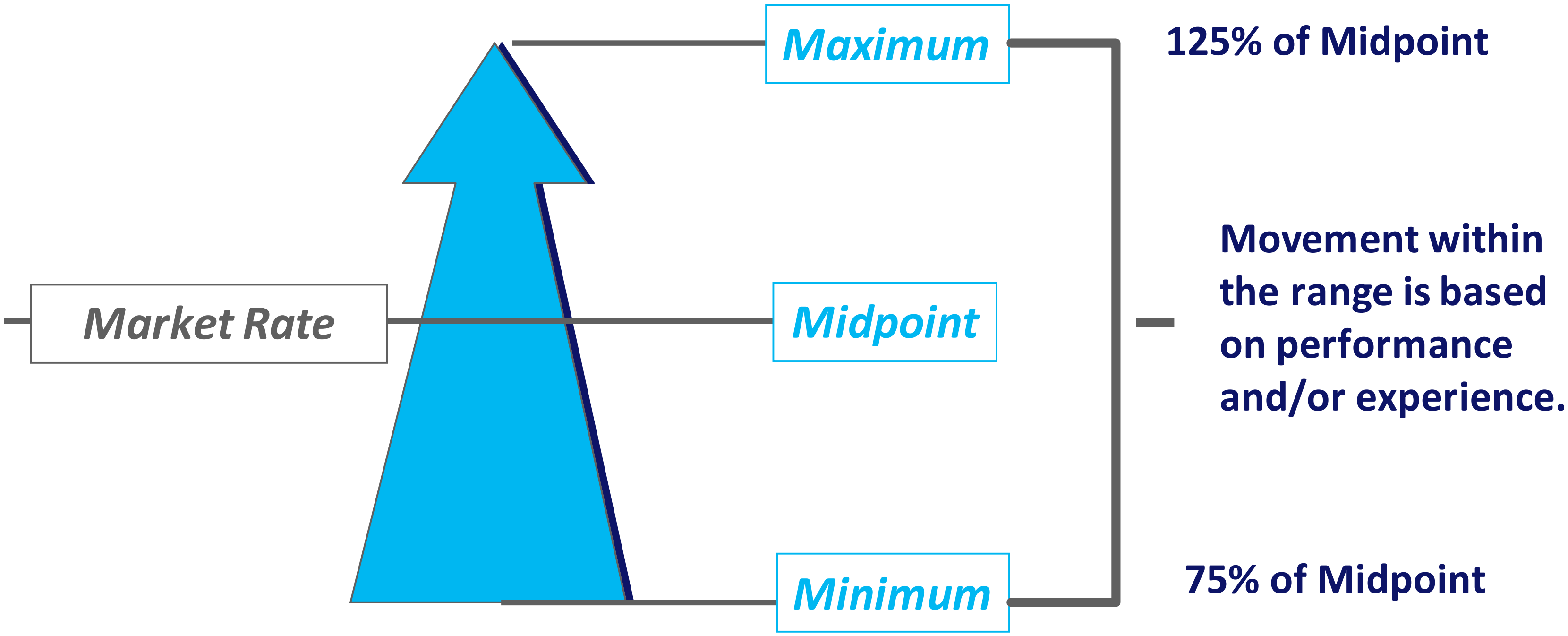
Recommended Grade Structure

The preferred method of developing a grading structure is to apply appropriate breaks in the hierarchy which separate clusters of similar jobs. We suggest a salary range structure with the following parameters:

Proposed Structure
Minimum of Band set at 75% **Maximum of Band set at 125%** **A grade structure that is wider than a typical grade structure (typical is 80 & 120%). This allows for individuals to move over time in their respective pay grade, providing progression in early and mid career.**

Recommended Grade Structure

The salary range is a function of the job - its job evaluation and market value



The midpoint of the salary range serves as the basis for external market comparison and is associated with performance and/or experience that *Meets Job Performance Standards*

Summary Statistics – All Incumbents Including Public Safety

Summary Statistics including #/$ below minimum and above maximum:

- **‘Minimum’ represents 75% of the P50 Market Median**
- **‘Maximum’ represents 125% of the P50 Market Median**

Tenure Cost Analysis	Minimum Compa-Ratio	Incumbents per Bucket	Incumbents Below Threshold	Cost to Threshold Compa-Ratio
0-1 Years of Service	80%	0	0	$0
1-3 Years of Service	85%	312	218	$851,519
3-5 Years of Service	90%	155	98	$532,399
5-10 Years of Service	95%	194	154	$996,193
10+ Years of Service	100%	211	157	$1,056,492
	Totals	872	627	$3,436,603

Summary Statistics - All Incumbents Including Public Safety

"Bring to Min" Cost	*$587,169*
"Bring to Compa-Ratio Threshold" Cost	*$3,436,603*
Total Cost of Implementation	***$4,023,772***

Analysis Population Data			
Incumbents Above Maximum	5	Cases Read From File	1,045
Sum of $ Above Maximum	$20,874	Total Cases in Statistics	1,045
Incumbents Between Mid and Max	119	Vacant Positions	0
Incumbents Between Min and Mid	683	Total Points	347,876
Incumbents Below Minimum	238	Total Payroll	$48,620,916
Sum of $ Below Minimum	$587,169	Sum of Midpoint $	$56,859,781
		Overall Compa-Ratio	**85.5%**

Compa-Ratio Distribution	**# of Incumbents**	**%**	**Total Points**	**Sum of Midpoint $**	**Sum of Midpoint %**	**Sum of Payroll $**	**Sum of Payroll %**
Under Minimum	238	22.8%	69,315	11,896,461	20.9%	8,335,160	17.1%
75.0% - 85.0%	371	35.5%	116,770	19,582,074	34.4%	15,597,309	32.1%
85.0% - 95.0%	232	22.2%	82,889	13,185,397	23.2%	11,879,138	24.4%
95.0% - 105.0%	126	12.1%	46,606	7,283,741	12.8%	7,204,998	14.8%
105.0% - 115.0%	47	4.5%	19,397	2,993,421	5.3%	3,262,497	6.7%
115.0% - 125.0%	26	2.5%	10,786	1,609,366	2.8%	1,934,287	4.0%
Over Maximum	5	0.5%	2,113	309,321	0.5%	407,526	0.8%
Totals	1045	100.0%	347,876	$56,859,781	100.0%	$48,620,916	100.0%

Follow-up Analysis Findings

- **Variance to Market by Department Cluster (as defined by City of Lynchburg)**

Department Cluster	"Bring to Min"	"Bring to Compa-Ratio"	**Total Cost**
Airport	$7,276	$35,379	**$42,655**
Circuit Court Clerk	$0	$0	**$0**
City Assessor	$4,318	$33,374	**$37,692**
City Attorney	$0	$37,195	**$37,195**
City Manager	$24,671	$36,183	**$60,854**
Commissioner of Revenue	$9,310	$29,203	**$38,513**
Commonwealth Attorney	$0	$0	**$0**
Communications & Marketing	$5,270	$37,915	**$43,185**
Community Corrections & Pre Trial Services	$0	$2,641	**$2,641**
Community Development	$23,076	$76,365	**$99,441**
Economic Development	$3,805	$45,196	**$49,001**
Emergency Services	$31,881	$147,054	**$178,935**
Finance	$23,520	$159,464	**$182,984**
Fire	$0	$680,795	**$680,795**
Fleet	$0	$11,748	**$11,748**
Human Resources	$0	$1,430	**$1,430**
Human Services	$111,142	$660,395	**$771,537**
Information Technology	$8,497	$81,599	**$90,096**
Juvenille Services	$78,462	$236,967	**$315,429**
Library	$46,326	$73,819	**$120,145**
Parks and Recreation	$12,932	$175,040	**$187,972**
Police	$13,454	$283,470	**$296,924**
Public Works	$33,540	$296,839	**$330,379**
Registrar	$0	$2,782	**$2,782**
Sheriff	$27,978	$17,453	**$45,431**
Treasurer	$5,859	$10,745	**$16,604**
Water Resources	$115,852	$263,550	**$379,402**
Grand Total	**$587,169**	**$3,436,603**	**$4,023,772**

Observations/ Recommendations

Observations

Internal Equity

The strongest correlation between job size and pay is found when Public Safety and Executive incumbents are removed from the population. The low pay at the upper end (executives and senior management) is causing pay compression issues (job size related to current pay).

Market Competitiveness

In aggregate, the studied population falls 2% below the P25 level of the market. All 'bucket' groups are below P25 with the exception of Corporate Functions and IT. By grade, the market position varies between P25 and P50. The lowest and highest grades fall below P25, while the (Grade16-G21) are the closest to P50.

Observations

Summary Statistics
If the salary structure were to be adopted using the P50 of the market data, the overall compa-ratio for the total population is 85.5%. The ‘bring to Minimum’ of the grade cost is $587,169. No incumbent should be below minimum. Because the City of Lynchburg is consistently at or below the P25 of the market and the dispersion in pay is wider in some levels, the 75%-125% spread is recommended to provide more flexibility as new pay standards are administered over the coming years Consideration for certain job families (such as Public Safety, Public Works, Water Resources) where recruitment and retention has been challenging, may be considered using the time in position analysis.

Observations

Pay Philosophy and Market Positioning:

- Many organizations follow the general guidelines below for targeted positioning against respective markets:

Market Percentile	Market Position	Rationale
75^{th} Percentile	High End of the Market	Talent in short supply, vulnerable to competition
50^{th} Percentile	Median/Average	Normal market conditions (reasonable turnover)
25^{th} Percentile	Conservative/Cost Conscious	Talent easily replaced/turnover not critical to operational effectiveness

- COL's pay philosophy should be supportive of the talent strategy – this can be interpreted as recruiting best talent from the surrounding competitive market

Implementation and Communication

Salary Structure Implementation – working with the COL project team (October 2018 – December 2018 and Beyond)

- Following the work from the study, we will work to model the impact of adopting the new structure and assisting with a smooth implementation
- Each department will review incumbents new salary range and make recommendations based on performance
- Parameters will be set for appropriate increases and budget considerations
- We will create an impact analysis for moving employees onto new salary structure
- We will discuss guidelines for communication, training, salary administration guidelines and pay philosophy documentation
- We will discuss the process for introducing new job classifications to the structure (forms, process, protocols)

We view communication and change management as a dynamic process and a critical driver of success for this initiative. It is essential that stakeholders of COL understand the work within the larger context of career management, how it will impact them and their staff, opportunities for participating in developing the tools and what may be required of them.

We approach change management in a systematic manner, beginning with awareness building and moving to communications focused on building commitment.

In Summary

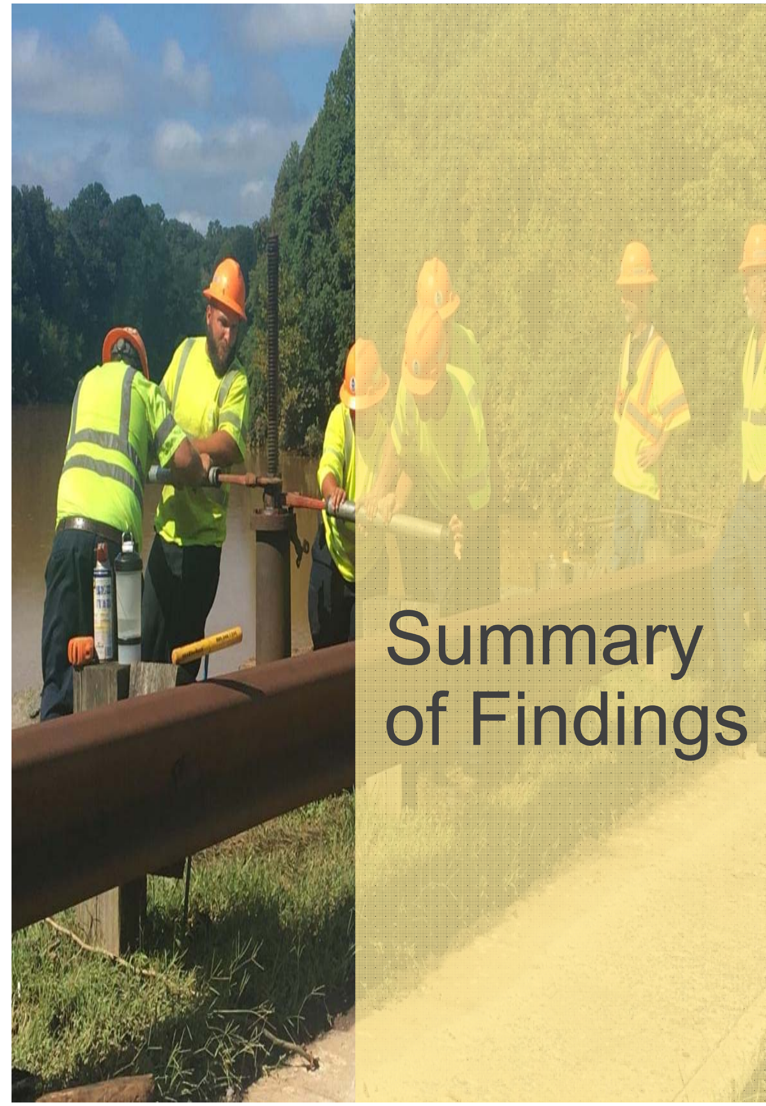
- COL overall has a good level internal equity as **82%** of the difference in pay is a function of job content and size for all non-management employees. For the executive team internal equity is **58%.**

- COL is below **market competitive** for most positions on average against the market data. We have provided a department level breakdown for external competitiveness

- COL should establish a formal pay philosophy targeting the **50th percentile** of the public sector market and strive to achieve market competitiveness over the next few years

- COL should establish a formal career framework going forward which would benefit employees and the organization, and is consistent with the talent recruitment strategy

- Additionally, we have looked at COL's retention rate over the last 2 years (turnover statistics average at 7.1% in 2017) and the average turnover for COL is comparable to the market



Final Observations

- Based on Korn Ferry's analysis, we believe we have compared compensation of the COL staff with like services by like enterprises under like circumstances.
- To the extent that the suggestions are accepted and are able to be implemented, COL will strengthen its strategically-driven compensation system that:
    - Is internally fair and equitable as well as flexible;
    - Is reasonably externally competitive in a constantly changing marketplace;
    - Moving toward a pay for performance culture;
    - Fosters collegiality, teamwork, and consensus;
    - Focuses on recruitment and retention of qualified and valued staff;
    - Is appropriate and affordable for the nature and size of the organization; and
    - Assists the organization in achieving its mission.

We appreciate the trust you have placed in Korn Ferry to conduct this study.

Total Cost Impact

Action	Cost Impact
Base Salary Impact: Bringing To Minimum & Position in Range	$4,023,772
Benefits Impact on the Above: FICA, VRS, Life Insurance	$1,140,337
TOTAL IMPACT	**$5,164,109**

Next Steps

- Decide best way to use allocated funds
- Develop a strategy to address:
  - *Bringing employees to the minimum of pay ranges*
  - *Prioritize salary adjustments with remaining funds available based on recruitment, retention and compression*
- Report Phase I Implementation to Council in January 2019 and request appropriation of funds
- Identify future funding to fully implement Study recommendations

KORN FERRY®

// A regular meeting of the Council of the City of Lynchburg was held on the 11th day of September, 2018, at 4:00 P.M. in the Council Chamber, City Hall, Treney Tweedy, President, presiding. The following Members were present:

Present: MaryJane Dolan, J. Randolph Nelson, E. J. Turner Perrow, Sterling A. Wilder, Beau Wright, Treney Tweedy 6

Absent: Jeff S. Helgeson 1

// Council Member Helgeson arrived at 4:06 p.m.

// Mayor Tweedy and Vice Mayor Dolan recognized the City of Lynchburg Disaster Recovery Group (CLDRG). Melissa Foster, Director of the Emergency Communications Department introduced group members and expressed appreciation for their efforts. The CLDRG is a cooperative body made up of representatives from faith-based, non-profit, government, business and other organizations working within the City of Lynchburg to assist individuals and families as they recover from community disasters. The group's goal is to unite recovery resources with community needs in order to ensure that even the most vulnerable in the community recover from disasters. The group was formed after the April 15, 2018, tornado that occurred in Lynchburg. Joan Phelps of the United Way of Central Virginia serves as chair of the group along with an executive committee.

// Mayor Tweedy and Vice Mayor Dolan recognized the Police Department for a third place finish in the 2018 Virginia Law Enforcement Challenge Recognition Award for localities with 126-225 Officers. Lieutenant Mark Jamison spoke on behalf of the Lynchburg Police Department.

// Mayor Tweedy and Vice Mayor Dolan recognized the Templeton Senior Center, winner of the Our Health Magazine Gold Award for Senior Community Centers. The Templeton Center has been an award-winning location for eight years. Lynn Fox, Senior Recreation Specialist at the Templeton Senior Center spoke on behalf of the Center. Parks and Recreation Department Director Jenny Jones acknowledged

// In the matter of Community Development, Keith Wright provided a Code Compliance Programs Update, which included information on:

- Property Maintenance Program: Provides for the inspection of residential and commercial structures throughout the City to insure compliance with minimum standards of the building code. Inspections are conducted in response to complaints or as a follow up to an emergency event.

- Vacant Property Registration Program: Property owners annually register their derelict buildings, which are vacant for at least twelve (12) months, boarded (or required to be secured) and not connected to public utilities. The program provides resources to help proactively monitor and address exterior issues on the vacant properties, freeing staff to focus on occupied housing issues.

- Residential Rental Property Inspection Program: Provides for the systematic inspection of rental units located within the City's six (6) rental inspections districts to insure they meet basic building code requirements. The rental inspection program area includes the highest ratio of rentals in some of oldest housing units in the City.
- Neighborhood Services Program: Includes the inspection and enforcement of nuisance issues such as overgrown yards, illegal dumping and abandoned vehicles. Council members asked questions and commended the team for the work done following the tornado in April.

// In the matter of Community Development, City Planner Tom Martin introduced the Downtown 2040 Master Plan. Mr. Martin stated that the Plan was prepared in partnership with Hill Studio, Arnett Muldrow and Associates, Alta Planning and Design, Hurt and Proffitt, Cella Molnar and Associates, a vast amount of citizen input and input from other City departments: Economic Development, Public Works, Parks and Recreation, Communications and Marketing, Police Department, as well as the Downtown Lynchburg Association. Mr. Martin asked City Council to reimagine Downtown Lynchburg revitalization and to think about what has and can be accomplished through good planning and establishing a vision. Rachel Frischeisen, Planner II, discussed components of the Downtown 2040 Master Plan such as parking, mobility, and creating a welcoming entry into the City. Ms. Frischeisen introduced G. Wade Walker, P.E., of Alta Planning and Design, who gave a presentation on One Way Street Restorations and answered questions from Council members. Council Member Perrow asked City Manager Bonnie Svrcek to clarify the goal for this agenda item. Ms. Svrcek advised that the goal for today is to have a conversation about the content of the Downtown 2040 Master Plan, then conduct a public hearing in October.

// Council Member Wilder left the meeting at 6:13 p.m.

// During Roll there were no items from Council Members Nelson, Perrow, Helgeson, Wright or Dolan. Mayor Tweedy announced that a press conference on Hurricane Florence was held earlier in the day. She reiterated that emergency teams are prepared and continuing to meet in the event that services are needed. She advised residents get prepared and to take heed to all emergency advice and warnings and to sign up for Lynchburg Alerts. Mayor Tweedy also acknowledged the recent grand opening of the Virginian Hotel.

// City Council recessed the meeting at 6:34 p.m.

// City Council reconvened the meeting at 7:30 p.m.

The following Members were present:

Present: Dolan, Helgeson, Nelson, Perrow, Wright, Tweedy 6
Absent: Wilder 1

// Council Member Perrow gave the Invocation, followed by the Pledge of Allegiance. A moment of silence was held in remembrance of the events of September 11, 2001.
// Copies of the minutes of the August 14, 2018 meeting, having been previously furnished to Council, reading was dispensed with, and on motion of Vice Mayor Dolan, seconded by Council Member Perrow, Council by the following recorded vote approved the minutes as presented:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wright, Tweedy 6
Noes: 0
Absent: Wilder 1

// Copies of the minutes of the August 28, 2018 meeting, having been previously furnished to Council, reading was dispensed with, and on motion of Vice Mayor Dolan, seconded by Council Member Perrow, Council by the following recorded vote approved the minutes as presented:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wright, Tweedy 6
Noes: 0
Absent: Wilder 1

// In the matter of Police, Resolution #R-18-065, to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $41,936 with resources from the 2017 Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase law enforcement equipment for the Lynchburg Police Department, Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney, laid over from the August 14, 2018 meeting, was again presented and read, and on motion of Vice Mayor Dolan, seconded by Council Member Perrow, Council by the following recorded vote adopted the Resolution:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wright, Tweedy 6
Noes: 0
Absent: Wilder 1

// In the matter of Human Services, Resolution #R-18-066 to amend the FY 2019 General Fund budget and appropriate $196,031 with resources of $178,531 from the State Department of Social Services and $17,500 from Horizon Behavioral Health Services to the Division of Social Services for staff and operations in preparation for the expansion of Medicaid benefits and to approve the addition of three full-time positions for the Lynchburg Division of Social Services, laid over from the August 14, 2018 meeting, was again presented and read, and on motion of Vice Mayor Dolan, seconded by Council Member Perrow, Council by the following recorded vote adopted the Resolution:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wright, Tweedy	6
Noes:	0
Absent: Wilder	1

// In the matter of Parking, Consideration of adopting Resolution #R-18-068 to amend the FY 2019 General Fund budget and appropriate $40,500 from the Assigned Fund Balance Reserve for Parking to purchase four (4) parking payment stations laid over from the August 14, 2018 meeting, was again presented and read, and on motion of Vice Mayor Dolan, seconded by Council Member Perrow, Council by the following recorded vote adopted the Resolution:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wright, Tweedy	6
Noes:	0
Absent: Wilder	1

// In the matter of Parks and Recreation, Consideration of adopting Resolution #R-18-069 to amend the FY 2019 General Fund budget and appropriate $15,000 to the Parks and Recreation Fees budget to provide a benefit match that incentivizes the purchase of fruits and vegetables for Supplemental Nutrition Assistance Program (SNAP) participants laid over from the August 14, 2018 meeting, was again presented and read, and on motion of Vice Mayor Dolan, seconded by Council Member Perrow, Council by the following recorded vote adopted the Resolution:

Ayes: Dolan, Helgeson, Nelson, Perrow, Wright, Tweedy	6
Noes:	0
Absent: Wilder	1

// In the matter of Community Development, a public hearing was held in reference to City Council Report #11 regarding the petition of the City of Lynchburg to adopt the Graves Mill Corridor Improvement Study as part of the City's Comprehensive Plan 2013-2030. Mr. Scott Smith, Transportation Planning Director for Region 2000 Local Government Council, gave a brief summary and introduced Bill Wuensch, Transportation Engineer from EPR Consulting, who gave a presentation on the Graves Mill Corridor Improvement Study. Projects proposed within the City are as follows:

<u>Short Term Recommendations</u>

- Convert the protected westbound left turn lane to a protected-permissive left using a flashing yellow arrow from Graves Mill Road to Old Graves Mill Road.
- Implement coordinated and adaptive control measures for all signals.
- Extend eastbound and westbound left turn lanes for the 501 ramp intersections by 75'.

<u>Priority 1 Projects</u>

- Widen Graves Mill Road to accommodate a single westbound turn lane with protected-permissive left using a flashing yellow arrow.
- Improved 501 southbound ramps with lane widening, lane reconfiguration and study implementation of flashing yellow arrows to mitigate angle crashes.

<u>Priority II Projects</u>

- Widen the connector at Creekside Drive to accommodate dual northbound right turn lanes and install pedestrian crossings.
- Install a single-lane roundabout with eastbound slip lane, sidewalks and pedestrian crossings at McConville Road.
- Provide eastbound right turn lane and modify access points at Millrace Drive.
- Provide landscaped median with left turn lanes at key intersections from Millrace Drive to City limits. Include multi-use path or sidewalk.

<u>Priority III Projects</u>

- Provide an additional eastbound thru lane and sidewalks from Old Graves Mill Road to Creekside Drive.
- Widen Graves Mill Road at Graves Mill Road to accommodate dual westbound left turn lanes.
- Construct a "Diverging Diamond Interchange" (DDI) at Graves Mill Road and 501.

<u>Development Driven Projects</u>

- Complete sidewalks along Graves Mill Road as part of the Rosedale mixed use development.
- As an alternative to sidewalks consider (with public input) a multi-use path that would extend to each end of Graves Mill Road.
- Improve roadway lighting from Millside Drive to McConville Road.
- Prioritize transit stops along Graves Mill Road.
- Rosedale site entrance should consist of dual eastbound left turn lanes and dual southbound left turn lanes, with single westbound and southbound right turn lanes. Install pedestrian crossings.
- Roundabout at McConville Road could be programmed as additional development occurs along Nationwide Drive.

There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Perrow, seconded by Council Member Wright, Council by the following recorded vote adopted Resolution #R-18-070, as presented, approving Graves Mill Road Corridor Improvement Study as part of the Comprehensive Plan 2013-2030**:**

Ayes: Dolan, Helgeson, Nelson, Perrow, Wright, Tweedy	6
Noes:	0
Absent: Wilder	1

// Council Member Wilder arrived to the meeting at 7:54 p.m.

// In the matter of City Council, Dr. Thomas Shahady, representing several groups, spoke about concerns regarding College Lake.

// In the matter of City Council, Melinda Tennis, a downtown resident and business owner spoke in opposition to the two-way traffic and on-street paid parking proposal in the Downtown 2040 Master Plan.

// In the matter of Finance, City Council Report #14 was considered to review and reaffirm the City's Finance Committee Guidelines. Donna Witt, Director of Financial Services, provided a summary. After review of the guidelines at its August 14, 2018, meeting the Finance Committee had no recommended changes and voted unanimously to move the item to City Council for vote. On motion from Council Member Helgeson, Chair of the Finance Committee, this item requiring no second, Council by the following recorded vote reaffirmed the Finance Committee Guidelines:

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

// In the matter of Public Works, City Council Report #15 was considered to review and reaffirm the City's Physical Development Committee Guidelines. Lee Newland, City Engineer, advised that the Physical Development Committee met on August 14, 2018, and discussed the guidelines. He deferred to Council Member Perrow, Chair of the Physical Development Committee, who confirmed that after review of the guidelines, there were no changes to the existing guidelines and the Physical Development Committee recommends moving the item to City Council for consideration with unanimous consent. Council by the following recorded vote reaffirmed the guidelines for the Physical Development Committee:

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

// In the matter of Region 2000, City Council Report #16 was considered for adopting a Resolution to approve the renaming of the Region 2000 Local Government Council to the Central Virginia Planning District Commission; the Region 2000 Workforce Development Area Council to the Central Virginia Workforce Development Area Council; the Region 2000 Workforce Development Board to the Central

Virginia Workforce Development Board; and the Region 2000 Radio Communications Board to the Central Virginia Radio Communications Board and approving the changes or amendment to the documents that govern each of these organizations. Gary Christie, Region 2000 Local Government Council Executive Director, gave a summary of the request along with a brief annual report for the Region 2000 Local Government Council. Mr. Christie introduced Ben Bowman who provided an annual report for the Region 2000 Workforce Development Board and discussed the name change.

On motion of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote adopted Resolution #R-18-071, approving the request to change the names of the Region 2000 Local Government Council, Region 2000 Workforce Development Area Council, the Region 2000 Workforce Development Board and Region 2000 Radio Communications Board:

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

// In the matter of Public Works, City Council Report #17 was considered to amend and reenact Section 25-188.3 of the Code of the City of Lynchburg relating to the operation of Golf Carts and Utility Vehicles on the Public Streets in the area of Springhill Cemetery as follows:

(a) Wythe Road (sidewalk only; must yield to pedestrians), from Fort Avenue to Rives Street;

(b) Rives Street, from Wythe Road to James Street;

(c) Blackburn Street, from Rives Street to Stadium Road;

(d) James Street, from Rives Street to Stadium Road;

(e) Gordon Street, from Stadium Road to Rives Street;

(f) Rives Street, from Gordon Street to Lancaster Street;

(g) Lancaster Street, from Rives Street to Fort Avenue; and

(h) Fort Avenue (sidewalk only; must yield to pedestrians), from Wythe Road to Lancaster Street.

On motion of Council Member Perrow, this motion requiring no second as a unanimous recommendation from the Physical Development Committee on August 14, 2018, Council by the following recorded vote approved Ordinance #O-18-072, as presented, to amend and reenact Section 25-188.3 of the Code of the City of Lynchburg relating to the operation of Golf Carts and Utility Vehicles on the Public Streets:

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

// In the matter of Budget, City Council Report #18 was considered, introducing A) Resolution #R-18-073 to amend the FY 2018 Adopted Budget to reflect the Fourth Quarter Adjustments in the General, City/Federal/State Aid and Detention Operating Budgets, and B) Resolution #R-18-074 to amend the FY 2019 Operating and Capital Budgets and appropriate or rescinding funds to reflect the FY 2019 First Quarter Adjustments. Donna Witt, Director of Financial Services, provided a summary of the request and noted that each fiscal year requires a separate resolution. On motion of Council Member Helgeson and seconded by Council Member Perrow, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-073, as presented, amending the FY 2018 Adopted Budget to reflect the Fourth Quarter Adjustments in the General, City/Federal/State Aid and Detention Operating Budgets:

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

Noes: 0

Council Member Nelson began discussion regarding the performance agreement between The Virginian Hotel and the City of Lynchburg, with financial reports indicating significantly positive results to date. Following discussion, on motion from Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-074, as presented, amending the FY 2019 Operating and Capital Budgets and appropriating or rescinding funds to reflect the FY 2019 First Quarter Adjustments:

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

Noes: 0

// On motion of Council Member Wilder, seconded by Council Member Wright, Council by the following recorded vote elected to hold a closed meeting for consultation with legal counsel and briefings by staff concerning a specific legal matter requiring the provision of legal advice, specifically the discussion of the August 28, 2018, decision of the Lynchburg Board of Zoning Appeals involving the lighting of the Liberty University Monogram, pursuant to Section 2.2-3711(A)(7) of the Code of Virginia.

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

Noes: 0

// The meeting was re-opened to the public.

// Council Member Helgeson made the following motion:

WHEREAS, the Council of the City of Lynchburg has convened a closed meeting on this date, pursuant to an affirmative recorded vote and in accordance with the provisions of The Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by City Council that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Lynchburg certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by Council.

The Motion was seconded by Council Member Wilder, and Council by the following recorded vote adopted the motion:

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

// The meeting was adjourned at 9:11 P.M.

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **September 25, 2018** AGENDA ITEM #: **7**

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

ITEM TITLE: Public Hearing and Approval of the *2017 (FY 2018) Consolidated Annual Performance and Evaluation Report (CAPER)* for the Community Development Block Grant (CDBG) and HOME Programs

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

RECOMMENDATION: Hold a public hearing to receive comments regarding the Program Year 2017 (FY 2018) Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) and HOME Program and adopt a resolution approving the CAPER for submission to the U.S. Department of Housing and Urban Development.

SUMMARY: The U.S. Department of Housing and Urban Development (HUD) requires each jurisdiction receiving HUD-administered grants (CDBG and HOME) to draft a CAPER and submit it for public review and comment. The CAPER describes the City's progress towards the housing and community development goals established within the 2015-2020 Consolidated Plan and the Program Year 2017 (FY 2018) Annual Action Plan. This CAPER is for the period of July 1, 2017 through June 30, 2018. With City Council's approval, the CAPER, including a summary of any public comments, will be submitted to the HUD Richmond Field Office for review and to meet compliance regulations for the CDBG and HOME Program.

PRIOR ACTION(S): January 10, 2017: Approval of the Community Development Block Grant (CDBG) and HOME Program housing and non-housing goals for the Program Year 2017 (FY 2018) Annual Action Plan.
August 8, 2017: Approval of the Program Year 2017 (FY 2018) Annual Action Plan

FISCAL IMPACT: None

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

ATTACHMENT(S): Resolution
Draft Program Year 2017 (FY 2018) Consolidated Annual Performance and Evaluation (CAPER) Report
PowerPoint Presentation – FY 2018 CDBG and HOME Program Accomplishments

REVIEWED BY: bms

RESOLUTION

BE IT RESOLVED that City Council approves the submission of the Program Year 2017 (FY 2018) Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD).

Adopted:

Certified: ______________________________

Clerk of Council

101K

DRAFT

CAPER

Consolidated Annual Performance and Evaluation Report

Grants Administration Office: Program Year 2017

July 1, 2017- June 30, 2018

Executive Summary

The City receives formula grants from the U.S. Department of Housing and Urban Development ("HUD") for housing and community development activities, specifically the Community Development Block Grant (CDBG) and HOME Program. Federal law requires that the CDBG and HOME Program grant funds primarily benefit low-and moderate-income persons in accordance with the following HUD goals:

Provide a suitable living environment
This includes improving the safety and livability of neighborhoods; increasing access to quality facilities and services; reducing the isolation of income groups within areas by de-concentrating housing opportunities and revitalizing deteriorating neighborhoods; restoring and preserving natural and physical features of special value for historic, architectural, or aesthetic reasons; and conserving energy resources.

Provide decent housing
Included within this broad goal are the following: assist homeless persons in obtaining affordable housing; retain the affordable housing stock; increase the availability of permanent housing that is affordable to low- and moderate-income Americans without discrimination; and increase supportive housing that includes structural features and services to enable persons with special needs to live with dignity.

Expand economic opportunities
These goals encompass creating jobs accessible to low- and very low-income persons; providing access to credit for community development that promotes long-term economic and social viability; and empowering low-income persons in federally assisted and public housing to achieve self- sufficiency.

The City of Lynchburg is required by law every five years to prepare a Consolidated Plan to receive federal funds from HUD. The Consolidated Plan combines in one report important information about Lynchburg's demographics and economic activity as well as detailed information on the housing and job needs of its residents. The Plan also includes comments from the public received during public hearings, stakeholder meetings and in writing.

As a recipient of federal funds from HUD, the City of Lynchburg is required to publish an annual performance report, Consolidated Annual Performance Report (CAPER), detailing activities that took place during the most recent program year. The purpose of this report is to measure Lynchburg's success in meeting the priority needs, goals, and strategies described in Lynchburg's 2015-2020 Five-Year Consolidated Plan.

This report covers the Fiscal Year (FY) 2018/Program Year (PY) 2017 Annual Action Plan and is for the period from July 1, 2017 through June 30, 2018.* The CAPER is presented in a format that is prescribed by HUD. Data and narratives are entered into a federal database system called the Integrated Disbursement and Information System (IDIS) and the CAPER report is then downloaded into a Word format. The CAPER template in IDIS has a series of prescribed questions that align with the CDBG and HOME Program Consolidated Plan program regulations. The report you are reviewing is the result of that data entry process and is the prescribed and recommended format by HUD.

Citizen Participation

HUD requires the City to provide the public an opportunity for input. The City will provide this opportunity to comment on the CAPER at a public hearing scheduled before City Council on September 25, 2018 at 7:30 p.m. in the City Council Chambers at City Hall, 900 Church Street, Lynchburg, VA. A copy of the draft CAPER is available for public review at the following locations in and throughout the City:

- Grants Administration Office, Second Floor, City Hall, 900 Church Street, Lynchburg, Virginia 24504
- Lynchburg Public Library, 2311 Memorial Avenue, Lynchburg, Virginia 24501
- Downtown Branch Library, City Hall, Basement Floor, 900 Church Street, Lynchburg, Virginia 24504
- City website at http://www.lynchburgva.gov/grants-administration

For More Information

Contact the Grants Administration Office with any questions about this report or the funded programs/activities.

Melva Walker, Grants Manager
Office of Grants Administration
City Hall
Second Floor
900 Church Street
Lynchburg, VA 24504
melva.walker@lynchburgva.gov

***Fiscal Year (FY) 2018 and/or Program Year (PY) 2017 refer to the City's fiscal year and HUD's program year of July 1, 2017 through June 30, 2018. Fiscal Year (FY) 2017 and/or Program Year (PY) 2016 refer to the City's fiscal year and HUD's program year of July 1, 2016 through June 30, 2017. Fiscal Year (FY) 2016 and/or Program Year (PY) 2015 refer to the City's fiscal year and HUD's program year of July 1, 2015 through June 30, 2016. These references are made throughout the CAPER for Program Year's (PY) 2017, 2016, and 2015.**

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The primary objective of the CDBG and HOME Program is to continue to develop viable urban communities through decent housing, suitable living environments and expanded economic opportunities for low- and moderate-income persons; the City of Lynchburg supports assisting individuals with disabilities, substance abuse or addiction, persons with AIDS, persons that are homeless, and elderly persons.

Within the City of Lynchburg's Five-Year Consolidated Plan and Program Year (PY) 2017 Annual Action Plan, the City committed to the overarching goal of undertaking activities that would result in substantial public benefit through the revitalization of depressed areas and in assistance to low and moderate-income residents. These are the central City neighborhoods that surround the downtown business district and are the six contiguous census tracts that comprise the CDBG target area: Census Tracts 4, 5, 6, 7, 11, and 19. Population, demographics, and surveys of the target areas show that these neighborhoods have the highest degree of housing need and are where many of the City's very low and low-to-moderate- income persons reside.

CDBG and HOME funds were allocated City-wide providing persons and/or households with assistance who met the eligibility criteria of the applicable program. These funds were allocated to projects and activities classified as housing (homeownership, rental and homeowner rehabilitation), public facilities improvements (infrastructure), public housing rehabilitation, and public services (community and homeless service organizations). The project accomplishments, as well as an analysis of expenditures are provided throughout the Consolidated Annual Performance and Evaluation Report (CAPER).

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Table 1- Accomplishments – Program year & Strategic Plan to Date

Goal	Category	Source/Amount (Funding totals for the 2015-2020 Consolidated Plan)	Indicator	Unit of Measure	Expected- 2015-2020 Consolidated Plan	Expected- Program Year 2017	Actual- Program Year 2017*
Improve the City's Infrastructure	Non-Housing Community Development	CDBG: $1,803,472.55 (funding for all	Public Facility or Infrastructure Activities Other than Low/Moderate Income Housing Benefit	Persons Assisted	4000	11,523	3,125
Increase the Affordable Rental Units	Affordable Housing	HOME:$750,000	Rental Units	Household Housing Unit	50	0	0
Increase the Owner-Occupied Units	Affordable Housing	HOME: $600,000 (funding for all	Homeowner Housing Added	Household Housing Unit	5	0	1
Increase the Owner-Occupied Units	Affordable Housing		Direct Financial Homebuyers	Households Assisted	30	6	6
Promote Public Service Activities	Public Services	CDBG: $264,530 (funding for all	Public service activities other than Low/Moderate Income Housing Benefit	Persons assisted	150	200	301
Promote Public Service Activities	Public Services		Public service activities for Low/Moderate Income Housing Benefit	Households assisted		300	0
Promote Public Service Activities	Public Services		Homelessness Prevention	Persons assisted	2000	1,200	1,384
Provide Homeless Services	Homeless	CDBG: $250,000	Homelessness Prevention	Persons assisted	2875	0	0
Rehabilitate Substandard Housing Units	Affordable Housing	CDBG: $150,000 HOME: $500,000	Rental Units Rehabilitated	Household Housing Unit	15	35	35
Rehabilitate Substandard Housing Units	Affordable Housing		Homeowner Housing Rehabilitated	Household Housing Unit	30	10	3

***See Narrative regarding accomplishments on pages 3-7 and goals not achieved**

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

This section of the CAPER examines the similarities and differences in the proposed and actual accomplishments of the goals identified in Table 1 within the 2015-2020 Consolidated Plan for the Community Development Block Grant (CDBG) and HOME program. These goals helped to form the priorities identified in the City's Fiscal Year (FY) 2018 Consolidated Annual Action Plan and the strategies to be used or implemented in order to achieve the stated goals. To provide this comparison, City staff has narrated the actual achievements for each program/activity in which funds were expended during the Program Year (PY) 2017/Fiscal Year (FY) 2018, which is the third reporting period of the 2015-2020 Consolidated Plan.

The Goals within the 2015-2020 Consolidated Plan and 2017 Annual Action Plan included: increasing the number of owner occupied housing units; rehabilitation of substandard housing units; improve the City's Infrastructure; increasing the number of affordable rental units; providing homeless services; and promoting public service activities. Below is an assessment of the use of funds for PY 2017 and the projects underway or completed from prior years' allocations.

Planning and Administration: There was $98,000 in CDBG funds allocated for Planning and Administration for PY 2017 and during this reporting period $94,170 of PY 2017 and prior year funding was expended for administration of the CDBG program. Within the HOME Program there was $24,000 allocated for administration and $20,170 was expended with PY 2017 and prior year funding. Staff continues to utilize these funds for administration and oversight of the CDBG and HOME Programs.

Lynchburg Redevelopment and Housing Authority (LRHA) was allocated $84,634 of CDBG funds in PY 2015 for administration and delivery costs. These funds are utilized to provide project oversight and administration for the various CDBG-funded projects/activities at LRHA. During this reporting period there was $25,002 of CDBG funds expended for administration and delivery costs associated with property dispositions, and rental and public housing rehabilitations.

LRHA maintains a CDBG Property Inventory that includes properties acquired with the use of CDBG funds. During PY 2017 there were four (4) properties disposed; with a remaining balance of seven (7) properties on the CDBG Property Inventory. LRHA staff continues to monitor the disposition of these properties through the delivery costs funds allocated for property disposition.

Improve the City's Infrastructure: The City has committed CDBG and Capital Improvement funds to a variety of public infrastructure projects in the targeted neighborhood areas and is recognizing considerable private development interest as a result.

The City is in the process of replacing deteriorating streetscape elements in conjunction with planned water/sewer/storm line upgrades for the Fifth Street Improvements project. The design work for the Fifth Street Improvements project is being completed with City funds from the Capital Improvements Program (CIP). The Fifth Street Master Plan continues the efforts in the replacement of aging water, sewer, and stormwater infrastructure. The CDBG funds from the Downtown Street Improvements project are being redirected to the Downtown Infrastructure Improvements-Fifth Street Phase III project. The design work has been completed and construction began in April 2018. The activity benefits the area of Census Tracts 5 and 6 with a population of approximately 3,125 people with 75.68% in the low to moderate income range. During this program year there was $263,868 of Program Year (PY) 2016 CDBG funds expended for mobilization and general condition requirements for this project. While the construction continues for this project, the planned CDBG activity for this project has been completed. The project is scheduled to be completed in July 2019.

The design work for the Downtown Utility and Streetscape Improvements Project-Phase II has been completed during this program year. City funds from the Capital Improvements Program (CIP) and CDBG funds are being used for the design work. This project consists of replacement of all water lines within the project area and selective replacement or rehabilitation of storm and sanitary sewer lines based on need determined by televised investigations. All streets in the project area will be replaced, and all sidewalks, except for those recently replaced with a building project, will be replaced and upgraded with pedestrian amenities. Pedestrian amenities will consist of benches, trash cans, light fixtures, street trees, crosswalks, pedestrian signals where appropriate, and a variety of sidewalk materials. This activity is located within Census Tract 5 with a population of approximately 512 people with 65% in the low to moderate income range. During this program year there was $135,854 of CDBG funds expended to assist with the design of the project. The construction of this project has been delayed and is expected to begin in July 2021.

To date, eight city blocks in Phase 1 have been upgraded at a design cost of $1.3 million and a construction cost of $6.6 million. An additional ten city blocks are under design with design costs to date of $320,000 and estimated design budget of $1.9 million. On Main Street, the local electric utility, Appalachian Electric Power, will be coordinating major electric upgrades with the Downtown Utility and Streetscape Project- Phase II.

Increase the Number of Affordable Rental Units: The City recognizes the need to increase the availability of affordable housing for renters; especially housing that meets the varied needs of the City's lower-income population. The City continues to support and partner with housing and public service providers to meet the needs of low-to-moderate income persons, homeless persons and families, and persons with disabilities or other special needs. In PY 2015 there was $150,000 in HOME Program funds allocated to the Old Forest Village Apartments project for the new construction of 28 housing units of which 11 units will be completed with the use of the HOME Program funds. These units will be accessible units for persons with disabilities. The design and development have been completed. Construction of the project will be completed in PY 2018. In PY 2017 there was $10,000 of HOME Program funds expended for this project. The remaining funds ($5,000) will be provided to Rush Homes upon completion of the project.

Increase the number of owner occupied units: To the degree that predominance of rental units in a neighborhood is seen as destabilizing, the City wants to provide incentives for qualified persons and low- and moderate-income to consider the benefits of homeownership, especially if it is more cost-effective than renting and if it builds wealth for the individual household. Several programs are supported by the City that incorporates these elements.

The City increased the number of owner occupied units by seven (7) during PY 2017. The City's partnership with Greater Lynchburg Habitat for Humanity (GLHFH) provided Homebuyer Homeownership for three (3) units through its Down Payment Assistance project to eligible clients for the purchase of homes constructed at 218 Federal Street, 3217 Maryland Avenue, and 1907 Ridge Avenue. In PY 2017 there was $96,193 in HOME Program funds allocated to GLHFH. During this reporting period GLHFH expended $53,320 for down payment assistance to these home buyers. Lynchburg Community Action Group (Lyn-CAG) received $60,000 in PY 2014 HOME Program funds for its Down Payment Assistance project. During this reporting period three (3) units were provided assistance at 2114 Mayflower Drive, 6108 Edgewood Avenue, and 101 Bright Star Court. Lyn-CAG expended $26,098 of HOME Program funds on these three (3) units.

Lynchburg Redevelopment and Housing Authority (LRHA) received Program Year 2014 HOME Program funds in the amount of $146,152 for the development of a Section 504 of the Rehabilitation Act of 1973/American with Disabilities Act (ADA) accessible housing unit. Additional funds in the amount of $17,059 were designated for this project from the LRHA 4(h) Homeownership Program. The property at 219 Wadsworth Street was selected for this new construction, Section 504/ADA accessible housing unit. The housing unit has been completed and is occupied by an eligible HOME Program client.

In addition, LRHA and Greater Lynchburg Habitat for Humanity (GLHFH), in partnership, completed an additional new construction Section 504/ADA accessible unit. LRHA had previously acquired the property at 70 Federal Street with CDBG funds. The structure on the property was demolished by LRHA and had remained vacant for a number of years. This partnership provided the opportunity for an affordable, accessible housing unit to be constructed and occupied by a low income person.

Lyn-CAG received $100,000 of PY 2017 HOME Program funds for its Community Housing Development Organization (CHDO) project. These funds were allocated for the acquisition and rehabilitation of a housing unit. Lyn-CAG's staff is in the process of identifying an eligible client and selecting a property for acquisition and rehabilitation. There were no funds expended during this reporting period.

Promote Public Service Activities: In PY 2017, Lynchburg Community Action Group's (Lyn-CAG) Housing Counseling Initiative project was provided $10,000 for housing counseling to consumers on seeking financing, maintaining, renting, or owning a home to 206 clients. There were 143 African-Americans and 60 White persons assisted in the program. The program enabled those who wanted to rent or own housing to get the counseling they need to make their rent or mortgage payments and to be a responsible tenant or owner in other ways. Lyn-CAG staff also provided counseling in the areas of predatory lending, homeless prevention, and foreclosure. During this reporting period, Lyn-CAG expended $2,394 of these funds for housing counseling services.

The Affordable Housing Resource Center (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 project is a collaboration of the Lynchburg Housing Collaborative partners, the Central Virginia Continuum of Care (CVCoC), the City of Lynchburg, and the Lynchburg Redevelopment and Housing Authority (LRHA). It will be designed as a “one stop shop” for accessing housing resources.

During this reporting period the Housing Navigator begun developing and identifying housing lists that include senior housing, income based housing (apartment communities with project based rental assistance), accessible housing providers for people with mobility impairments and a list of landlords willing to accept tenant based rental assistance (primarily Housing Choice Vouchers but could also include Rapid Rehousing and Permanent Supportive Housing programs). The Housing Navigator met with some of the people and organizations concerned about housing in Lynchburg to discuss challenges of housing quality standards. A recent meeting included representatives from Virginia Legal Aid, Lynchburg Community Action Group, Miriam's House, Central Virginia Continuum of Care and the City of Lynchburg’s Community Development Department.

This project was allocated $45,219 and $37,633 of Program Year 2015 and Program Year 2017, respectively, CDBG funds. During this program year there was $4,133 expended for the operation of the Housing Resource Center.

Provide Homeless Services: The City supports 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. Through the Coordinated Homeless Intake and Assessment (CHIA) Coordinator at the LRHA a uniform intake tool have been developed to quickly assess individual and family needs and assure they are diverted from the homeless response system or expeditiously placed in the most appropriate housing program. CHIA diverts households from homelessness, understands client’s need and eligibility for existing programs and identifies the needs through the consistent use of a uniform assessment tool. CHIA assisted 1,384 people during Program Year 2017 to include 348 families and 293 children. LRHA was allocated $65,000 in PY 2017 for CHIA and during this reporting period expended $53,327 of PY’s 2016 and 2017 CDBG funds for this project. This activity has greatly enhanced the coordination of housing and services for the homeless.

Rehabilitate substandard housing units: To achieve the objective of making all housing units safe, decent, and affordable it is necessary to extend assistance to private property owners, particularly low and moderate-income homeowners. This goal also provides the opportunity for the homeowners to have their homes rehabilitated and retain ownership. The City is accomplishing this goal by investing in existing housing stock through renovations and rehabilitation of properties in the target neighborhoods. As a direct result of these improvements, the neighborhoods retain and attract residents thereby positively affecting the stability of the neighborhood and increasing property values. Specific housing characteristics of the target area support the need for rehabilitation and revitalization.

In PY 2017, three (3) homeowner units were rehabilitated by Lyn-CAG through its HOME Program Homeowner Substantial Rehabilitation project. In PY 2017, there was $75,000 of HOME Program funds allocated for this project. Lyn-CAG expended $91,192 on the rehabilitation of these three (3) housing units. While the goal of ten (10) housing units was not accomplished due to the delay in completing the environmental review process, Lyn-CAG staff has issued contracts for the rehabilitation of two (2) housing units and waiting the issuance of two (2) additional rehabilitation contracts.

During this reporting period, one (1) rental unit was rehabilitated. Lynchburg Redevelopment and Housing Authority (LRHA) completed the rehabilitation of a public housing unit at Langview Apartments in order to meet Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act (ADA) accessible compliance. In Program Year 2017 LRHA was allocated $85,000 of CDBG funds for the rehabilitation of public housing units. During this reporting period LRHA expended $14,670 to complete the rehabilitation of this housing unit.

In PY 2016 there was $150,000 of CDBG funds allocated to LRHA for the Phase II Dearington window replacements project. During this reporting period, LRHA expended all of these allocated funds to remove old substandard windows currently installed in the Dearington Apartments and replace them with new Energy Star vinyl frame/sash, Low-E insulated glass with warm-edge spacer. The original metal door frames were removed and replaced with new door unit assemblies; door frames, sills, compression weather strip, and fiberglass insulated door slab. All windows and exterior doors in 34 apartments were replaced, resulting in a decrease in utility costs and enhanced comfort for tenants.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG	HOME
White	656	4
Black or African American	804	26
Asian	0	0
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	0	0
Total	**1,460**	**30**
Hispanic	19	0
Not Hispanic	1,441	30

Table 1 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The Table above provides a total racial and ethnic summary of the number of **persons** in the households served with the CDBG and HOME Program funds. The **households** served were as follows: Lynchburg Redevelopment and Housing Authority (LRHA) assisted 348 households (1,384 people) through the Coordinated Homeless Intake and Access (CHIA) program. LRHA assisted one (1) household (1 person) through a rental rehabilitation within public housing at Langview Apartments and thirty-four households (34 people) assisted with window/door replacements at Dearington Apartments. The Boys and Girls Club served 95 households (95 people) through the Badges for Baseball/Basketball program and Lynchburg Community Action Group's (Lyn-CAG) Housing Counseling Initiative assisted 166 households (206 people) as public service activities.

LRHA assisted one (1) household (1 person) in the Homeownership Program. Greater Lynchburg Habitat for Humanity (GLHFH) assisted three (3) households (4 people) through its Homebuyer Down Payment Assistance project; Lyn-CAG assisted three (3) households (6 people) through the Down Payment Assistance project, and three (3) households (3 people) through the Homeowner Housing Rehabilitation project. A total of 654 households were assisted; and 1,734 persons were assisted.

Of the households assisted, six hundred thirteen (613) of the households were within 0 to 30% of area median income (AMI); thirty-one (31) were within 30 to 50% of AMI; six (6) were within 50 to 60% of AMI; and four (4) were within 60 to 80% of AMI.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	753,064	868,829
HOME	HOME	300,951	189,633

Table2-Resources Made Available

Narrative

In Program Year2017/Fiscal Year (FY) 2018, 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 and program income of $25,000 and $65,500, respectively, in the CDBG and HOME Program were allocated to eligible projects. The total amount of CDBG and HOME funds the City allocated for projects and activities in PY 2017 was $1,054,015. This represented a total of $753,064 in CDBG and $300,951 in HOME Program dollars.

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 Section 24 Code of Federal Regulations (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 Section 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 Section 24 CFR 570.201(e).

In FY 2018, there was $868,829 of CDBG funds and $189,633 of HOME Program funds expensed for projects and activities. Narratives for the various projects and activities during PY 2017 have been included in Goals and Outcomes Section of the CAPER (See Pages 3 – 7).

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
CENSUS TRACTS 4,5,6,7, 11, and 19 (CDBG)	70	77	Housing services, public service, Infrastructure,
Citywide (HOME)	100	100	Homebuyer, Rehabilitation

Table3–Identify the geographic distribution and location of investments

Narrative

The City invested 83% of CDBG project funds (77% of CDBG allocations) for PY 2017 (FY18) in the Census Tracts 4, 5, 6, 7,11 and 19 for Downtown Utility and Streetscape Improvements, College Hill Neighborhood Center and Daniels Hill Neighborhood Center Rehabilitations, Rental Rehabilitation, and Public Service activities. The City invested 17% of CDBG funds in services Citywide for the Centralized Homeless Intake services to assist those in need of homelessness prevention, in Housing Counseling services to consumers seeking to rent, own and maintain housing for eligible persons and youth services. All of the HOME Program funds were allocated for housing related projects (i.e. Acquisition and rehabilitation, homebuyer assistance, and homeowner rehabilitation).

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The utilization of CDBG, HOME Program, and other federal grant funds has had a substantial impact on the City's ability to leverage other resources to redevelop economically distressed neighborhoods and provide renewed opportunities for our residents.

The City of Lynchburg, particularly through the Lynchburg Economic Development Authority (LEDA), offers various incentives at the local level, and a vast array of other public and private resources are available to address the needs of our community. The section below provides a summary of this leverage from the Lynchburg Economic Development Authority (LEDA), local, state, and federal resources.

- Received the Virginia Brownfields Restoration and Economic Redevelopment Assistance fund Program (VBAF) - Site Assessment and Planning Grant- July 2017. Recognizing the implications of Lynchburg's industrial past, the Office of Economic Development and the Authority have actively pursued testing, remediation and redevelopment opportunities for commercial brownfield sites. The City has leveraged an additional $81,000 in 2017 in state support from the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund to support brownfields project assessment.

- In-Fill Development Incentive- January 2018, collaboration between Community Development, City Assessor's Office & Economic Development

- American Evolution and CRUSH Friday Grants received by Economic Development in January/February2018

- During this reporting period, a TechHire Office opened in the Monument Terrace building in the City; the Museums Department moved under the office of Economic Development; Tessy Plastics expanded in the area

- The fully restored Virginian Hotel opened in May 2018 under Hilton's Curio Collection. Since 2015, the space has undergone a $30 million renovation.

- The Fifth Street Community Health Center, collaboration with the Free Clinic of Central Virginia, the Community Access Network and CENTRA Health opened in June 2018. CENTRA Health invested $8 million to open the clinic to increase residents' access to healthcare. The facility is expected to serve about 3,000 patients annually and act as a second location for the Free Clinic of Central Virginia on Main Street, which serves the uninsured, underinsured and individuals with an income less than 200 percent of the Federal Poverty Level.

- The Water Resources Department operates the Combined Sewer Overflow (CSO) Program, the largest of all the City's CIP programs. This program reduces the volume and frequency of overflows from the City's combined sewer system. During this program year there was $248 million of federal, state and local funds expended on this project.

- The City's Division of Social Services provides: Child Care Services, Prevention Services, Employment Services, Services to Adults, Energy Assistance Program, Supplemental Nutrition Assistance Program (SNAP), Medicaid, Temporary Assistance for Needy Families (TANF), Virginia Initiative for Employment not Welfare (VIEW), Protective Services to Children, and Foster Care/Adoption.

- The City's Department of Community Development operates and enforces the Virginia Maintenance Code of the Uniform Statewide Building Code (USBC), in which the Rental

- Inspections Program is operated. This program provides protection for citizens and neighborhoods by ensuring sub-standard living conditions are reduced in order to produce thriving, attractive, safe neighborhoods and enhance citizen's quality of life. There were 1,152 rental inspections conducted during this program year.

- Numerous non-profit subrecipients and community partners used resources, both public and private to complement the investments from the entitlement allocations.

The HOME program specifically requires that participating jurisdictions (PJs) provide match funds in amounts equal to no less than 25% of the total HOME funds drawn down from the jurisdiction's HOME program account for project costs. Allowable reductions are made for PJs that experience fiscal distress or major disasters in accordance with the Stafford Act.

Fiscal distress can be categorized by the following criteria: 1) the family poverty rate is 125% or more of the national poverty rate; and 2) the per-capita income is less than 75% of the national average. When a PJ meets one of these distress criteria, it is determined to be in fiscal distress average and thereby receives a 50% reduction of its match requirement. If a local jurisdiction satisfies both of the distress criteria, it is determined to be in severe fiscal distress and receives a 100% reduction of its match requirement. The City does not meet the criteria to be classified as severely distressed but has been determined to be in fiscal distress and received the 50% reduction of its match requirement for PY 2017.

With respect to the match requirements for the HOME Program funds, the City began the PY 2017 period with $3,039,073 in excess match carried over from the prior years. During PY 2017, the City accrued $219,416 in additional match credit from Greater Lynchburg Habitat for Humanity (GLHFH) HOME- assisted units that were constructed by Habitat. This match was accrued through volunteer labor and construction material costs. Based on the HOME Matching Liability Report (PR33) from the HUD from the HUD Integrated Disbursement and Information System (IDIS), a total of $574,151 in HOME funds were disbursed requiring a match liability from July 1, 2017 to June 30, 2018 of $553,359 that was subject to the 12.5% match requirement applied to the City. The match requirement was $69,170. As depicted in the chart below, a balance of $3,189,319 in excess match is available to be carried over to PY 2018 and remains available for future years.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	3,039,073
2. Match contributed during current Federal fiscal year	219,416
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	3,258,489
4. Match liability for current Federal fiscal year	69,170
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	3,189,319

Table4–Fiscal Year Summary–HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match
1907 Ridge	12/20/2017	0	0	0	0	$ 81,815	0	$ 81,815
218 Federal	11/20/2017	0	0	0	0	77,611	0	77,611
3217 Maryland	05/18/2018	0	0	0	0	59,990	0	59,990
Total						$219,416		$219,416

Table5–Match Contribution for the Federal Fiscal Year

HOME-Program Income

As the Table below indicates, there was no program income receipted for the HOME Program during PY 2017.

Program Income – Enter the program amounts for the reporting period				
Balance on hand at beginning of reporting period	Amount received during reporting period	Total amount expended during reporting period	Amount expended for TBRA	Balance on hand at end of reporting period
$-0-	$-0-	$-0-	$-0-	$-0-

Table6–Program Income

Minority Business Enterprise (MBE)/Women-owned Business Enterprise (WBE) Report

The Table below provides the number and amount of contracts that were issued for the three homeowner rehabilitation projects completed by Lyn-CAG. There were no other construction contracts issued during PY 17 within the HOME program

Minority Business Enterprises and Women Business Enterprises - Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	White Non-Hispanic
Contracts: Number	3			3		
Dollar Amount	$83,912			$83,912		
Sub-Contracts: Number	0					
Dollar Amount	0					
	Total	Women Business Enterprises	Male			
Contracts: Number	0					
Dollar Amount	0					
Sub-Contracts: Number	0					
Dollar Amount	0					

Table7–Minority Business and Women Business Enterprises

The following tables were not applicable to projects funded in the City's HOME program.

Minority Owners of Rental Property - Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted

	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0					
Dollar Amount	0					

Table 8-Minority Owners of Rental Property

Relocation and Real Property Acquisition - Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition

	Number	Cost
Parcels Acquired		
Businesses Displaced		
Nonprofit Organizations Displaced		
Households Temporarily Relocated, not Displaced		

Households Displaced	**Total**	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number	0					
Cost	0					

Table 9-Relocation and Real Property

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

This section includes an evaluation of the City's progress in meeting its specific goals of providing affordable housing, including the number and types of families served by income level and the number of homeless, non-homeless persons assisted. HUD funding received for HOME is used to provide a range of housing for a wide variety of under-served populations throughout the City. The CDBG program does not fund affordable housing development projects. However, the City's CDBG program did fund public housing rehabilitations. Projects funded with CDBG funds are mainly to serve the low and moderate- income persons in the targeted census tracts. HOME Program funds are allocated to affordable housing projects Citywide and within the targeted census tracts.

In PY 2017, the Tables below lists the goals and actual number of persons and households served by the CDBG and HOME Program for each type of population.

	One-Year Goal	Actual
Number of Homeless persons to be assisted through CDBG activities (CHIA)	1200	1384
Number of Non-Homeless persons assisted through CDBG activities (Housing Resource Center and Housing Counseling Initiative)	300	206
Number of Special-Needs persons to be provided affordable housing units(Langview Apartments ADA Renovation)	0	1
Total	**1500**	**1591**

Table10–Number of Persons Assisted

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	1
Number of households supported through The Production of New Units	5	7
Number of households supported through Rehab of Existing Units	10	37
Number of households supported through Acquisition of Existing Units	1	0
Total	**16**	44

Table11–Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Number of homeless to be provided assistance: The Coordinated Homeless Access Intake (CHIA) CDBG project exceeded its goal of 1,200 persons to be served during this reporting period. The CHIA Coordinator served one thousand three hundred eighty-four (1,384) persons in diverting homelessness and providing resources. This goal was achieved as a result of the CHIA staff being trained on diversion strategies, addressing the needs of domestic violence victims, and the coordinated entry process. Persons presenting for assistance are provided with consistent and standard assessment tools - safety screening, diversion screening, and basic assessment of housing barriers and vulnerability.

Number of Non-Homeless persons assisted through CDBG activities (Housing Counseling Initiative): The goal of 300 persons was not met. Lynchburg Community Action Group (Lyn-CAG) staff experienced some staff turnover during this reporting period which prevented the agency from serving a broader range of persons needing housing counseling. However, Lyn-CAG staff did provide housing counseling to two hundred six (206) individuals who were seeking financing, maintaining, renting or owning a home. The program enabled those who wanted to rent or own housing to get the counseling they need to make their rent or mortgage payments and be a responsible tenant or owner in other ways.

In addition, Lynchburg Redevelopment and Housing Authority (LRHA) has implemented the Affordable Housing Resource Center (AHRC) and has staffed it with a Housing Navigator to provide a centralized access point to all affordable housing resources and programs available in the City. The project is a collaboration of the Lynchburg Housing Collaborative partners, the Central Virginia Continuum of Care (CVCoC), the City of Lynchburg, and the Lynchburg Redevelopment and Housing Authority (LRHA). It will be designed as a “one stop shop” for accessing housing resources.

Number of special-needs to be provided affordable housing units (number of persons served): There was no targeted goal in the Annual Action Plan for this reporting period to provide additional special needs affordable housing. However, within the 2015-2020 Five-Year Consolidated Plan, there is an overall goal of increasing rental housing units for special needs persons by fifty (50) housing units. Through this reporting period there has been twenty-eight (28) special needs affordable housing units provided by Rush Homes. Rush Homes is constructing an additional twenty-eight (28) units that will serve thirty-eight (38) special needs persons with the Old Forest Village project. This project is scheduled to be completed in Program Year 2018.

Number of households supported through Rental Assistance: While there was no specific annual targeted goal for this reporting period, Lynchburg Redevelopment and Housing Authority (LRHA) renovated one (1) public housing rental unit at Langview Apartments. This apartment was rehabilitated to meet Section 504 Rehabilitation Act of 1973/American with Disabilities (ADA) compliance.

Number of persons supported through the production of new units: This goal was attained in PY 2017. There were seven (7) households assisted through direct homebuyer assistance and the construction of an affordable housing unit. Ten (10) persons were supported through the production of new units: Greater Lynchburg Habitat for Humanity (GLHFH) supported four (4) people through direct financial assistance for three (3) units and Lynchburg Community Action Group (Lyn-CAG) supported six (6) people through direct financial assistance for three (3) units. Lynchburg Redevelopment and Housing Authority (LRHA) constructed an affordable, accessible housing unit and this unit is occupied by one person.

Number of persons supported through rehabilitation of existing units: During PY 2017, the goal of supporting ten (10) persons was exceeded. There were thirty- seven (37) persons supported through the rehabilitation of existing units. Lyn-CAG supported three (3) households (3 people) through the HOME Program Homeowner Substantial Rehabilitation project. LRHA's Dearington Windows and Door Replacement Phase II project was completed in PY 2017 and supported 34 households.

Discuss how these outcomes will impact future annual action plans.

The completion of these projects/activities will assist the City in meeting the goals established in the 2015-2020 Consolidated Plan and future Annual Action Plans. City Council will continue to allocate CDBG and HOME Program funds to cooperative ventures that will assist in addressing barriers to affordable housing and meeting community public and private neighborhood and infrastructure needs.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	519	1
Low-income	30	5
Moderate-income	0	4
Total	549	10

Table12–Number of Households Served

Narrative Information

Using CDBG funds, 549 households were served. The Coordinated Homeless Intake and Access (CHIA) Coordinator assisted three hundred forty-eight (348) households that were extremely low-income in assessing the household's needs and providing available information and resources to divert homelessness. LRHA assisted thirty-five (35) extremely low-income families through the Rental Rehabilitation project for public housing units.

Lyn-CAG's Housing Counseling Initiative assisted one hundred sixty-six (166) households in counseling services to assist them in renting, owning and maintaining a home with the use of CDBG funds.

Ten (10) households were assisted with the use of HOME Program funds. Lyn-CAG's Substantial Rehabilitation project assisted three (3) households: two (2) that were low-income and one (1) that was moderate-income. Lyn-CAG's Down Payment Assistance project assisted three (3) moderate-income households and Greater Lynchburg Habitat for Humanity (GLHFH)'s Down Payment Assistance project provided assistance to three (3) low-income households. LRHA's Homeownership project assisted one (1) extremely low household.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

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

The Central Virginia Continuum of Care (CVCoC) operates a primary access point for homeless persons with satellite access points for off-hours or special populations. The primary access point for the homeless response system is Coordinated Homeless Intake and Access (CHIA). CHIA provides both in-person and phone-based assessment and referral to diversion, prevention, shelter and appropriate housing interventions and services. This access point covers the entirety of the CVCoC's geographic region (Lynchburg and the surrounding counties) by providing assessment and referral through a phone-based system. CHIA operates during normal business hours and funding has recently been secured by the CVCoC to expand this capacity to off-hours and holidays. Coordinated entry staff is trained on diversion strategies, addressing the needs of domestic violence victims and the coordinated entry process. Persons presenting for assistance are provided with consistent and standard assessment tools - safety screening, diversion screening, and basic assessment of housing barriers and vulnerability.

An additional access point to the homeless response services is through Homeless Outreach and Mobile Engagement (HOME), the CVCoC's street outreach program. This program, operated through a partnership between Miriam's House and Community Access Network, provides a dedicated part-time staff person to identify and build rapport with unsheltered persons and conduct the CVCoC's standard assessments in order to ensure unsheltered clients receive the same access to the homeless response system and are quickly connected with housing resources.

Intake staff at CHIA sites and through street outreach uses the CVCoC initial assessments to review clients' needs and determine eligibility for services. Initial assessment includes an immediate safety screening, diversion and prevention screening, homelessness verification, basic assessment for shelter intake and release of information for Homeless Management Information System (HMIS) and Community Case Review (case conferencing). After the initial assessment, there is a prioritization assessment which uses the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) as the common assessment tool for individuals experiencing literal homelessness, who have been unable to be prevented or diverted from shelter or a place not meant for human habitation. The VI-SPDAT and the CVCoC Housing Barrier Assessment are completed by trained assessors after initial assessment identifies a household as literally homeless. A Priority Subpopulation Checklist is also used to identify whether the household belongs to one (or more) of the four subpopulations prioritized by the CVCoC: veterans, chronically homeless, households with children and youth (24 and under).

All households belonging to a priority subpopulation and scoring a four or higher on their VI-SPDAT are placed on the By-name list, maintained through the Community Case Review team, for prioritization and referral to rapid re-housing and permanent supportive housing. The agency completing the assessment notifies the CVCoC Lead Agency, Miriam's House, through either faxing or emailing the Priority Sub-Population Checklist form for the assessed household. The CVCoC Lead maintains the by-name list and through Community Case Review each household is matched with the appropriate housing and service intervention. Homeless households that do not belong to a priority subpopulation and/or households that score a three or lower on VI-SPDAT are provided with housing focused case management and linkages to mainstream resources to promote self-resolution directly from shelter.

Addressing the emergency shelter and transitional housing needs of homeless persons

Over the course of 2017, 819 households entered domestic violence and emergency shelters within the Central Virginia Continuum of Care (CVCoC). Despite a growing demand for shelter beds, as demonstrated by Annual Homeless Assessment Report (AHAR) over the past 10 years, the CVCoC currently has sufficient capacity to serve households seeking shelter as demonstrated by a 66% bed utilization for families and 88% bed utilization for singles. The CVCoC anticipates this demand for shelter beds remaining steady or decreasing as the CVCoC expands its focus on diversion and homeless prevention. The CVCoC assisted shelters in reducing their barriers to program entry and maintenance in 2013. The subsequent AHAR numbers in 2014 showed a 31% increase in persons entering shelter. This trend continued through 2016, with an increase of 52% since the reduction of barriers. The slight 1.5% increase in AHAR numbers between 2016 and 2017 are a better reflection of the CVCoC's current baseline now that low barrier admission policies have been in place for several years. The CVCoC anticipates that the current shelter resources are sufficient to meet the need as utilization rates have remained below 100% even with low barrier admission policies.

The Homeless and Housing Services (HHS) Committee of the CVCoC meets monthly to discuss improvements to the homeless response system, including ensuring all persons needing shelter or other homeless interventions are able to access them. This committee reviews gaps in services and specifically addresses any barriers to services. Coordinated Homeless Intake and Access (CHIA) provides a monthly report out regarding any households who were unable to be served and the reason for service denial. Using this data, the HHS Committee recommended to the CVCoC Board that access to the homeless response system during evening and weekend hours be moved from Salvation Army to Lynchburg Community Action Group (Lyn-CAG) in order to provide a low-barrier option for those needing shelter and coordinated entry services during non-business hours. The HHS Committee regularly reviews eligibility guidelines for each program to ensure that there are no barriers to program admission or maintenance. The Committee identifies barriers to access that are contained in program rules and eligibility criteria and makes recommendations to the CVCoC Board regarding how those barriers can be reduced. For example, in the past, the Committee made recommendations to remove rental and eviction history restrictions from a CVCoC-funded permanent supportive housing project. At this time, all CVCoC-funded programs have instituted low-barrier admission policies. Funded projects removed all admission requirements related to drug testing, income, criminal history, identification, custody or family composition restrictions, treatment compliance, medication compliance, or any other barrier to access.

The Community Case Review team also addresses barriers to services. The cases that are brought to that team to staff are often individuals who are the hardest to serve and who may be experiencing barriers to services or housing. This team can help to identify those barriers and make recommendations to reduce them. An example would be an unsheltered woman who was staffed at CCR this year. Because of past violent behaviors, she had been discharged from all area shelters. The CCR team identified several service providers who could offer her wrap around services while she was being assisted to locate a Permanent Supportive Housing (PSH) unit. This provision of services provided the support necessary for the client to remain in shelter successfully prior to obtaining permanent housing.

An additional way that the CVCoC ensures that services are offered without barriers is through regular training on Housing First, harm reduction, motivational interviewing, and other best practices. The CVCoC participated in the Department of Housing and Community Development's (DHCD) Emergency Shelter Clinic, which assisted local providers in identifying and removing any additional barriers to shelter admission or maintenance. The Monitoring and Evaluation Committee of the CVCoC performs an annual site audit of each CVCoC- funded project to ensure adherence to the CVCoC policies and procedures, which require no barriers to project admission or maintenance.

The CVCoC provides annual training for homeless service providers on the Prohibition Against Involuntary Family Separation, Equal Access, and Prohibited Inquiries requirements. This training includes building capacity for shelter staff around creating spaces and providing services that promote inclusive policy standards, provide safety for shelter residents, respect diversity and protect the rights of all homeless individuals and families. The CVCoC monitors projects' nondiscrimination policies to ensure that family composition, gender identity and gender expression are included in the language. Projects are also expected to maintain confidentiality standards that protect sex assigned at birth information. Eligibility criteria are reviewed to address any exclusionary criteria such as requirement of a marriage license or restrictions regarding the ages of children. The CVCoC partners with Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) advocates such as Lynchburg Diversity Center to ensure that appropriate training is provided to frontline staff and that transgender inclusive language is used in conversations and written materials. The CVCoC also provides sample documents that can be publicly posted or handed out to inform clients of their rights under the Equal Access rule. To further ensure compliance, the CVCoC has instituted regular consumer surveying which allows for program participants to report any discrimination. The CVCoC policies require all projects to have a grievance policy which they provide to all program participants at intake.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-

income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

All unstably housed households assessed through Coordinated Homeless Intake and Access (CHIA) are referred to the CVCoC's targeted homeless prevention program if a diversion screen demonstrates that the household cannot be diverted from homelessness and that more intensive homeless prevention services are needed. All households referred to the targeted prevention program are screened with the CVCoC Targeted Prevention Screening Tool. The targeting screening was developed through research conducted by Veteran Affairs as well as peer reviewed research which demonstrates that specific household characteristics make a household more likely to become literally homeless. Some of these characteristics include frequent moves, history of homelessness, fleeing domestic violence, youth, youth identifying as LGBTQ, persons with disabilities and others. Households scoring a ten or above on this screen are served through housing focused case management and possibly rental assistance, rental arrears and housing stabilization financial assistance. The CVCoC's Targeted Prevention Tool has been in use since late 2017 and has ensured that services are provided to those most likely to become homeless but for intervention.

The CVCoC Policies and Procedures require that systems of care and correctional institutions conduct discharge preparation in order to prevent households exiting their programs from becoming homeless. These policies ensure that the burden on discharge planning that does not include discharges to homelessness is on other systems of care rather than primarily on the homeless response system.

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 implementation of the coordinated entry system provides a framework that assists households in moving quickly into permanent housing. Housing-focused conversations are built into initial assessment and incorporated into shelter case management from the point of intake. Momentum toward housing is maintained by setting timeframes within which housing plans are developed and prioritization assessment should be completed. For households not prioritized for permanent housing interventions, the CVCoC works in partnership with the Lynchburg Redevelopment and Housing Authority (LRHA) to offer an Affordable Housing Resource Center, which provides housing navigation services. In addition, shelter case managers offer each household housing-focused case management and housing location services, including assistance with employment, benefits access, referrals to wrap-around services and affordable or subsidized housing identification. Efforts to recruit landlords and share landlord network information across the CVCoC has expedited housing attainment for all program participants.

For households that are prioritized for permanent housing interventions, there is a warm hand-off between the shelter case manager and the assigned Rapid Re-housing (RRH) or Permanent Supportive Housing (PSH) case manager, who spearheads housing location alongside the referred household. This hand-off allows shelter case managers to focus on providing housing focused case management to households that are not prioritized for RRH or PSH. Expanding permanent housing interventions such as RRH and PSH, as the CVCoC has done in the last year, also ensures that households becoming homeless can be re-housed quickly.

Data and reports, such as the Emergency Shelter Metrics Reports, allows the CVCoC to identify households with long lengths of homelessness. These households are staffed at Community Case Review in order to expedite their permanent housing placement. The CVCoC's written standards prioritize households with long episodes of homelessness (identified through VI-SPDAT) for permanent housing interventions.

Once housed, in-home housing stabilization case management is provided to rapid re-housing and permanent supportive housing clients to prevent returns to homelessness. Housing stabilization case management services include tenancy skills, budgeting and financial literacy education, referrals to employment and training opportunities and coordination with long-term service providers such as mental health skill building services, home-based family strengthening programs, recovery resources or other services that will address stability needs.

Through extensive training on and implementation of Housing First strategies and housing focused case management best practices, the CVCoC has equipped homeless service providers to serve and house homeless households rapidly without predicating services on housing readiness.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

During the past year the Lynchburg Redevelopment & Housing Authority (LRHA) has completed several capital fund projects. Two (2) public housing units were renovated to meet Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act (ADA) accessible compliance, bringing the total public housing ADA units to eight (8) that have been rehabilitated. LRHA is approximately 50% complete in providing the U.S. Department of Housing and Urban Development (HUD) required number of accessible units. LRHA completed Phase II and III of the replacement of doors and windows at the Dearington Apartment complex.

LRHA began a Strategic Planning process revising the vision, mission and goals of the agency. LRHA is ready to move forward with creating additional affordable housing opportunities. LRHAS will partner with Rush Homes and Greater Lynchburg Habitat for Humanity (GLHFH) to make this vision a reality.

LRHA continues performing the Bi-Annual Inspection/Housekeeping Inspection process that looks at each unit from:

- an "asset" perspective – generating work orders for unit repair needs;
- the "lease" perspective – generating counseling discussions and subsequent action for lease violations;
- the "tenant" perspective – positively impacting tenant living conditions and attitudes;
- the "HUD" perspective – increasing our Real Estate Assessment Center (REAC) Physical Inspection Score

Inspecting each unit twice a year has resulted in better REAC Physical Inspection scores as well as the number of failed inspections. Maintenance issues are being addressed in a more efficient and timely manner.

LRHA completed building and sold two homes to low-income families. The third is expected to be done in the fall of 2018.

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

LRHA sent letters to all Public Housing residents advising them of opportunities for homeownership and encouraged them to contact Greater Lynchburg Habitat for Humanity (GLHFH) to participate in their Homeownership program and apply to purchase the third home being built and scheduled to be completed in the fall of 2018.

With the HUD mandated implementation of Smoke Free Public Housing, LRHA started conducting bi-weekly meetings for residents to meet with LRHA staff, ask questions, and prepare for the live implementation. There was no participation by residents in these meetings. LRHA continues to encourage residents to contact LRHA staff for assistance in adhering to the new policy.

Actions taken to provide assistance to troubled PHAs

N/A- Lynchburg Redevelopment and Housing Authority is not a troubled PHA.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

A primary barrier to affordable housing in the target area is the very low property values in the targeted census tracts. This is a large disincentive to development through renovation because the cost of repair typically exceeds the value of the renovated property. Therefore, only non-profit organizations that can access soft costs funds (i.e. finance and construction related costs) and grant funds are able to conduct rehabilitation projects in these areas. The for-profit developers are unable to conduct the extensive renovations necessary to make the houses in the target market amenable to modern housing demands. However, the City did allocate CDBG and HOME Program funds to non-profit entities to address the needs of extremely low and low-income families and persons.

Lynchburg is a City of relatively low housing costs. Therefore, average income and cost-of-living reflect these somewhat lower housing costs. Development in the CDBG target areas remain limited to non-profit and subsidized activity. This is due in part to the very low property values in these census tracts and a greater value being placed on improvements to property than to the land itself. In the target areas, this high value on improvements, or buildings, had the effect of costing more than clearing land outside of the target areas, and thereby, negating the opportunities of redevelopment. This is also a large disincentive to development through renovation because the cost of repair typically exceeds the value of the renovated property.

The usual barriers, zoning, building code, and density issues for the targeted census tracts have been interpreted to encourage appropriate development in these areas. This is especially true in the development by non-profit housing providers where the City has waived or offset utility and other fees for making the project more affordable for the very low and low-income residents.

The Lynchburg Zoning Ordinance was adopted in February 2016. The Zoning Ordinance promotes higher density development, more flexibility in the development of smaller urban lots and reduced setbacks in higher density residential zoning districts. The Ordinance also allows for more opportunities for mixed-use development, helping promote transit oriented development in lower income neighborhoods. Finally, one major principle carried on throughout the Ordinance is greater connectivity amongst neighborhoods, especially through the requirement of sidewalks in all high density residential zoning and commercial districts.

In order to assist in addressing barriers to affordable housing, City Council has taken the appropriate role of supporting cooperative ventures and initiates cooperation where it is needed. City Council has also exercised this coordinating role in its allocation of CDBG and HOME Program funds to nonprofit organizations and Lynchburg Redevelopment and Housing Authority for housing related projects. All of homeownership programs funded with federal dollars include an educational component for potential homebuyers about mortgage financing, credit and budgeting issues, and the responsibilities of homeownership.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

To assist in addressing the housing and community development needs of underserved citizens, the City of Lynchburg focused a significant amount of federal resources on rehabilitation, homebuyer activities, and public infrastructure in the CDBG targeted areas. Several non-profit agencies were funded with CDBG and HOME Program funds to undertake rehabilitation and homeownership activities. Financing availability continues to be one of the main obstacles in addressing underserved needs of the City's residents. With declining government program support, the private sector will have to play a key role in making up for this loss.

The City, particularly through its partnership with local non-profits, has continued to promote the involvement of private citizens, banks, corporations, and others in community development activities. As more people become involved the proper and effective coordination of this involvement will become even more challenging.

Shared responsibility also implies the open exchange of information and the combination of scarce resources. The City maintains a leadership role in this regard, while opening the process to all interested parties, including low- and moderate-income citizens.

The City continues to seek reduction in the number of households with incomes below the poverty line by 10% each year through long-term solutions such as education (including adult education and job skill training), economic development, coordinated supportive services, and Bridges Out of Poverty support program. These areas are traditionally within the local government's sphere of influence and the City Council has placed significant emphasis and funding in these areas through the allocation of CDBG and HOME Program funds.

The City through Lynchburg Redevelopment and Housing Authority (LRHA) developed 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 will be offered to provide a number of learning tools to citizens to be successful in obtaining and maintaining stable housing.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

In Lynchburg, approximately 85% of the homes built prior to 1978 contain some lead. Children, particularly those under the age of six, are at risk of lead poisoning if living or repeatedly being in a housing unit containing lead-based paint. Research suggests that lead poisoning has societal costs that include, medical care, special education, behavioral problems, reduced long-term educational attainment, reduced long-term income attainment, increased criminal behavior, and increased hypertension in adolescents and adults.

In accordance with applicable requirements, lead-paint assessments, treatments and/or clearances are conducted on each structure built prior to 1978 in which CDBG and HOME Program funds are expended. City staff provides each subrecipient, through the written agreements, a copy of the lead-based paint regulations and forms that are to be completed according to the scope of work for the various activities.

To protect against this risk, on April 22, 2008, EPA issued a rule requiring the use of lead-safe practices and other actions aimed at preventing lead poisoning. Under the rule, beginning April 22, 2010, contractors performing renovation, repair and painting projects that disturb lead-based paint in homes, child care facilities, and schools built before 1978 must be certified and must follow specific work practices to prevent lead contamination. Contractors are certified through the U. S. Environmental Protection Agency (EPA). This agency provides training programs across the State of Virginia and allows for contractors to submit their application for certification online. A list of the training programs offered and the application are found on the EPA website: EPA Lead Training Programs.

Subrecipients are required to ensure that all contractors obtain the proper certification prior to completing a renovation or repair project utilizing CDBG and HOME Program funds. During this reporting period Lyn-CAG utilized two (2) contractors and both had current certifications to conduct lead-based paint renovation, repair, and painting activities pursuant to 40 CFR Part for the homeowner rehabilitation projects.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City continued its initiative, Poverty to Progress (P2P). This initiative spurred from the efforts made under the Bridges Out of Poverty model. In Program Year 2017, City Council continued its focus on reducing poverty. As a result, they endorsed a model and created a goal to help facilitate moving households out of poverty and into self-sufficiency. Some of the local community agencies that have partnered to assist in this effort include: Lynchburg Beacon of Hope, Bridges of Central Virginia, Central Virginia Community College, Goodwill Industries of the Valleys, Old Dominion Job Corps, Lynchburg City Schools, Lynchburg Community Action Group, Lynchburg Office of Economic Development, Region 2000 Workforce Center, Lynchburg Division of Social and Juvenile Services and "211". In addition, the City created a website, www.EmpowerLynchburg.com , which connects citizens with opportunities to take action toward the City's goal of reducing poverty.

City Council included in its FY 2018 General Fund Operating Budget $50,000 to support actions that may be identified to address poverty in the City. Both P2P and Bridges out of Poverty are working now to join their efforts and merge programs. Both programs continue to work to help under-resourced citizens gain self-sufficiency.

People from the area communities, businesses, schools, and local government agencies have attended trainings to learn the concepts of the Bridges Out of Poverty model and the Poverty to Progress Initiative. Both teach how to think about changes that can be made to break down barriers that are sustaining poverty. Not having enough money is only one aspect of poverty. Poverty is a lack of resources in many areas. People in poverty are often in survival mode, driven by the tyranny of the moment, where the future holds no promise, and support systems taken for granted in middle class and wealth are non-existent. A deeper understanding of their challenges and strengths are helping us partner with them to create opportunities for understanding and success. The merging of the programs will pull together resources and continue to focus on the core areas of: Education, Workforce, Legal, Housing, Faith, Childcare, Transportation, Food Disparity, Mental Health/Health, and Government/Poverty 101.

Other anti-poverty strategies and activities include:

- Creation of Subcommittees to focus on core areas
- Bridges trainings provided to Lynchburg Police Department to improve their understanding of poverty.
- More than 370 people were trained in the Bridges model in 2017 and 2018, including the staff of the new Community Health Center.
- A *Next Steps* document was created by the Government Subcommittee for organizations receiving Bridges training. The document gives companies ten concrete actions that can immediately be taken to implement the Bridges constructs.

- Three trainings were conducted on trauma-informed care for Lynchburg schools.
- Funding was secured to purchase two films- *Resilience* and *Paper Tigers* and held several free screenings to educate the community on ways to break the cycle of violence, addiction, and disease in communities.
- Partnered with Region 2000 Workforce and Lynchburg Regional Business Alliance to pilot training programs with local businesses with immediate employment with livable wages. Region 2000 hired a full-time staff member to serve as the single point of contact for businesses.
- A poverty simulation has been scheduled with the Virginia Cooperative Extension
- A Faith Community Resource Guide has been created
- Wrote, initiated, and was awarded a community impact grant with the Virginia Housing Development Authority (VHDA) to build more affordable and safe housing in the region.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

To minimize gaps and to ensure coordination of the Federal CDBG and HOME Program funds, as well as the City's General Fund, these funds continue to be overseen by several City committees, commissions, and City departments. The City Council, as the governing body of the City of Lynchburg, is responsible for all policy decisions and approves all City funding recommendations. Ultimately funding for housing and non-profit providers is coordinated through City Council.

The City and surrounding counties are a part of an initiative called Bridges of Central Virginia that uses the Bridges Out of Poverty model to help under-resourced citizens gain self-sufficiency and well as the City's implementation of the initiative, Poverty to Progress (P2P). The implementation of the Bridges Out of Poverty provides a new lens through which individuals can view themselves, their clients, and the community. It teaches how to think about changes that can be made to break down barriers that are sustaining poverty. P2P focuses on ways to change policy/procedures on a business and local government level.

The coordinated entry system for the homeless used by the Central Virginia Continuum of Care (CVCoC) provides communication between area service providers to ensure people applying for services are not caught in gaps in program and funding limitations. Use of standard assessment tools helped align appropriate services with resources to fit personal needs. Through a network of case management, community based support systems, financial and rent assistance, and Self-sufficiency opportunities, CDBG staff, and CVCoC service providers worked intensely with recipients and their sub-grantees to assure compliance.

City staff regularly attended HUD trainings and webinars, and provided grant management, labor standards, environmental reviews, and project administration assistance to subrecipients to strengthen the overall performance and accomplishments for the CDBG and HOME Program.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k);91.320(j)

City staff uses its network of housing non-profit and community service organizations to deliver both homeless and anti-poverty services. This network provides strong coordination at the local level with multiple federal, state and local housing and social service programs. These agencies provide direct service for key programs such as: child care, community and economic development, employment training, energy and weatherization assistance, food assistance, Head Start, housing, self-sufficiency programs and training, transportation, veteran's services, and senior and youth services.

A number of the non-profits and social service organizations/agencies are active participants in the Central Virginia Homeless Continuums of Care (CVCoC). This strong engagement with the CVCoC provides another avenue for developing strong partnerships with homeless and housing providers including, the public housing authority, domestic violence providers, and state, county and local social, health and education service providers.

Lyn-CAG's Housing Opportunities for People with Aids (HOPWA) program addresses poverty by providing decent, affordable housing to its clients, a major first step in financial stability. The HOPWA program staff provides educational counseling, needs assessment, case management, supportive services, and facilitates the support group for the HIV/AIDS clients. Staff maintains a partnership with the Infectious Disease Physicians in Lynchburg to provide the much needed health and medical services for the HIV/AIDS clients. Lyn-CAG receives funding from the State Department of Housing and Community Development (DHCD), through its Virginia Housing Solutions Program (VHSP) to financially support this program.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

The City works to affirmatively further fair housing for Lynchburg's populations. In 2014, the City developed and finalized an Analysis of Impediments to Fair Housing Choice (AI). Based on the AI, the City developed a Fair Housing Action Plan (FHAP) that identified the impediments Lynchburg would focus on over the 2015-2020 Consolidated Plan period. Addressing the impediments is a joint effort between the City and its housing and community organizations/agencies. Below are highlights of the impediments identified and the actions taken by the City and various non-profits during PY 2017 to address these impediments.

Highlights of these actions include:

- Allocated the entire HOME Program funding ($300,951) for affordable housing projects within the targeted Census tracts and City-wide based on eligibility criteria.
- Greater Lynchburg Habitat for Humanity (GLHFH) provided down payment assistance to three (3) families in which they were able to write down their mortgage so that the housing units assisted would be affordable.
- GLHFH conducted two (2) different home buyer counseling classes (two series/ six sessions each) for persons seeking to purchase a home. Lynchburg Community Action Group (Lyn-CAG) conducted ten (10) home buyer education classes.
- The City's Rental Inspection Program staff completed 1,152 cases (homeowner, rental, and neighborhood services) in which the properties were brought up to the Virginia Maintenance Code of the Uniform Statewide Building Code (USBC) standards.
- Lyn-CAG conducted one (1) Fair Housing Workshop in which educational materials regarding fair housing and hoarding rights/laws were provided to the participants.
- The Housing Collaborative organization, consisting of City and Lynchburg Redevelopment and Housing Authority (LRHA) staff, representatives from Greater Lynchburg Habitat for Humanity (GLHFH), Lyn-CAG, Rush Homes, Lynchburg Covenant Fellowship (LCF), and Central Virginia Continuum of Care (CVCoC), met throughout the year and discussed proposed housing projects and providing housing for the homeless.
- The Lynchburg Zoning Ordinance was adopted in February 2016. The Zoning Ordinance promotes higher density development, more flexibility in the development of smaller urban lots and reduced setbacks in higher density residential zoning districts. The Ordinance also allows for more opportunities for mixed-use development, helping promote transit oriented development in lower income neighborhoods. Finally, one major principle carried on throughout the ordinance is greater connectivity amongst neighborhoods, especially through the requirement of sidewalks in all high density residential zoning and commercial districts.
- LRHA completed renovations of one (1) housing units to bring them into Section 504 of the Rehabilitation Act of 1973/American with Disabilities Act (ADA) compliance. The total is now eight (8) public housing units that are Section 504 compliant.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The Grants Administration Office is responsible for monitoring programs that receive CDBG and HOME Program funds. A subrecipient agreement is prepared for all agencies outside of the local government. This agreement contains the required HUD applicable statutory and regulatory requirements.

Monitoring of projects is done in several ways. First, subrecipients are typically reimbursed for expenses, rather than provided funds in advance. The City requires receipts, time sheets, and other relevant documentation with the reimbursement request. Also, subrecipients are required to submit quarterly performance reports, which are reviewed for consistency with the City's programs and financial records.

During this reporting period, the City’s Monitoring Policy was to conduct at least four annual subrecipient on-site monitoring visits. These monitoring visits were conducted by the Grants Administration and Finance Department staff. At the on-site monitoring visits for the housing and acquisition projects, a random selection of address files were reviewed for program compliance. For all other projects a visual inspection was made of the various accomplishments completed with program funds and a narrative submitted on the benefits for low and low-to-moderate-income persons. There is a monitoring checklist that is completed at the time of the review and then summarized. The financial reviews include a selection of reimbursements from the City. The reimbursements are traced through receipt and disbursement of funds. When all staff has completed their reviews the monitoring comments are compiled and a letter written to the agencies advising them of the results of the monitoring reviews and if any corrective action is needed. Technical assistance is provided as needed, or requested.

In addition, the various CDBG and HOME Program activities are monitored remotely through quarterly performance reports and information provided with reimbursement requests.

The City has conducted on-site monitoring visits at the following agencies for PY 2017 CDBG and HOME funded projects:

1) Greater Lynchburg Habitat for Humanity;
2) Lynchburg Redevelopment and Housing Authority;
3) Lynchburg Community Action Group;
4) Rush Homes;
5) Lynchburg Covenant Fellowship and;
6) The Boys and Girls Club of Greater Lynchburg.

City staff reviewed written agreements, agency procedures and client records with each monitoring source. The written monitoring reports will be provided to the agencies upon completion by City staff. Overall, each agency was in compliance with the CDBG and HOME program regulations and guidelines for the various programs/activities completed.

Citizen Participation Plan 91.105(d);91.115(d)
Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

On September 10, 2018 a public notice was published in the *News and Advance* stating that a draft of the proposed Program Year 2017 Consolidated Annual Performance Report (CAPER) was available for public review for a 15-day public comment period. The advertisement stated that City Council would be conducting a public hearing on September 25, 2018 to receive public comments regarding the draft CAPER.

In addition to the 15-day public comment period and the public hearing held by City Council, copies of the draft CAPER were made available for public review at the following locations in and throughout the City:

- Grants Administration Office, Second Floor, City Hall, 900 Church Street, Lynchburg, Virginia 24504
- Lynchburg Public Library, 2311 Memorial Avenue, Lynchburg, Virginia 24501
- Downtown Branch Library, City Hall, Basement Floor, 900 Church Street, Lynchburg, Virginia 24504
- City website at http://www.lynchburgva.gov/grants-administration

The draft report provided citizens with details concerning the federal funds made available to the City for furthering the objectives of the Consolidated Plan. The report also identified the total amount of funds available (including program income), the total amount of funds expended during the reporting period, and the geographic distribution of expenditure of funds within the various census tracts.

Citizen Comments- Any citizen comments received during the public comment period and/or at the City Council public hearing will be incorporated in to the CAPER prior to submittal to HUD.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There were no changes in the City's program goals and objectives during the program year. Activities were consistent with the goals specified in the 2015-2020 Consolidated Plan.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?	Yes

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

Recognizing the implications of Lynchburg's industrial past the Office of Economic Development (LOED) and the Economic Development Authority (EDA) have actively pursued testing, remediation and redevelopment opportunities for commercial brownfield sites. Building upon recent successes on Fifth Street, the EDA was awarded $400,000 in Community-Wide Brownfields Assessment grants from the Environmental Protection Agency (EPA) in June 2015. This funding is dedicated to the assessment of sites potentially impacted by hazardous substances and petroleum and will be used to prepare a site inventory and database, conduct Phase I and Phase II Environmental Site Assessments, and conduct clean-up and redevelopment planning and community engagement activities in the Midtown neighborhood. Total budget for the EPA Hazardous Materials Brownfield grant was $200,000. Total spending for FY 2018 for Hazardous Materials was $45,738.33. Total budget for the EPA Brownfield Petroleum grant is $200,000. Total spending for FY 2018 for Petroleum was $57,484.05. To date seven (7) commercial property owners have taken advantage of the grants.

The City has leveraged an additional $43,585 in FY 2018 in state support from the Virginia Brownfields Restoration and Economic Redevelopment Assistance Fund (VBAF) to support local brownfields project assessments. Combined with $81,000 received in 2017 and an additional $58,100 approved for FY 2019, total leveraged funds from VBAF total $183,389. For FY 2018 $83,287.25 of these grant funds have been used for properties located at Twelfth and Church Street, Carroll Avenue and Greene Street.

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

In PY 2017 there were 101 inspections completed by Community Housing Partners (CHP), for the Hilltop Homes, Central City, College Hill, Cornerstone (908 and 915 Floyd Street) rental units and 714 Madison Street. In addition to these annual inspections, exterminations are done to each rental unit which allows for an additional opportunity for inspection.

Rush Homes conducted annual inspections on all of its 52 rental units at Victoria Ridge and Armstrong Place Apartments. In addition, as clients vacate properties, inspections are conducted prior to new clients occupying the units.

Lynchburg Covenant Fellowship conducted annual inspections in both of the HOME-assisted rental units at Lynchburg High and Frank Roane Apartments.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

The City of Lynchburg requires HOME Program recipients, who develop more than five rental housing units, to submit affirmative marketing plans. The City monitors HOME rental housing projects annually to ensure that projects are in compliance with affirmative marketing policies and meet minimum housing quality standards. Those agencies that submitted affirmative marketing plans included: Rush Homes for Victoria Ridge and Armstrong Place Apartments and Lynchburg Covenant Fellowship for Lynchburg High and Frank Roane Apartments. Each of these plans was in compliance with HUD guidelines for affirmative marketing plans.

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

There wasn't any program income for the HOME Program in PY 2017.

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

Housing Choice Voucher funds: The Lynchburg Redevelopment and Housing Authority (LRHA) administers the U.S. Department of Housing and Urban Development (HUD) Housing Choice Voucher Program (HCV) for the City of Lynchburg jurisdiction and may provide rent subsidies for up to 979 households. LRHA will receive approximately $4,092,299 in HCV funding for Calendar (CY) 2018. The HCV is the Federal government's major program for assisting very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing in the private market.
Since housing assistance is provided on behalf of the family or individual, participants are able to find their own housing, including single-family homes, townhouses and apartments.

Low-Income Housing Tax Credits (LIHTC): The federal 4% and 9% LIHTC is the principal source of funding for affordable rental housing units that are constructed or rehabilitated. They are a dollar-for-dollar credit against federal tax liability. In Program Year 2017 Rush Homes utilized this federal resource for the development and design, which consists of 28 rental housing units for persons with disabilities and the elderly.

HUD VASH: LRHA currently administers two (2) Veterans Affairs Supportive Housing (HUD-VASH) housing vouchers from the Roanoke Redevelopment and Housing Authority (RRHA) in order to house homeless veterans in Lynchburg. LRHA is not a direct recipient of HUD-VASH vouchers. These vouchers were issued to Roanoke Redevelopment and Housing Authority (RRHA) from the U. S. Department of Veterans Affairs, who determines when veterans may be assisted and provides them a choice of where they wish to live. The HUD-VASH program combines housing choice voucher rental assistance for homeless veterans with case management and clinical services provided by the Virginia Department of Veterans Affairs (VA). The Roanoke Regional VA Office provides these services for participating veterans within the Lynchburg area.

Consolidated Annual Performance and Evaluation Report (CAPER)-
Program Year 2017
(July 1, 2017 - June 30, 2018)

CITY COUNCIL PUBLIC HEARING

September 25, 2018

CAPER Accomplishments

- The CAPER is an annual performance report that is submitted to the U. S. Department of Housing and Urban Development (HUD).
- This report provides the accomplishments that have been made by the various sub-recipients and City departments for the Community Development Block Grant (CDBG) and HOME Program funds that have been expended in Fiscal Year 2018.

CAPER Accomplishments

- As a component of the City's Citizen Participation Plan (CPP) City staff is required to provide an overview of these accomplishments to City Council and the public on an annual basis.
- All accomplishments are provided in the CAPER document. The following are highlights of the City's accomplishments for Fiscal Year 2018.

Resources and Investments

Source of Funds	Resources Made Available	Amount Expended During Program Year
CDBG	$753,064	$868,829*
HOME	$300,951	$189,633*

*Includes prior years' funding

- 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 Section 24 Code of Federal Regulations (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 Section 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 Section 24 CFR 570.201(e).

Performance Accomplishments

Housing Ownership, Rehabilitation and Rental

PROGRAM	FIVE-YEAR GOALS					ANNUAL ACTUAL ACCOMPLISHMENTS				
	2015 (FY16)	2016 (FY17)	2017 (FY18)	2018 (FY19)	2019 (FY20)	2015 (FY16)	2016 (FY17)	2017 (FY18)	2018 (FY19)	2019 (FY20)
Homeownership-Owner-occupied	1	1	1	1	1	1	0	1		
Homeownership-Homebuyer	5	5	5	5	5	5	6	6		
Homeownership-Retention/ Housing Rehabilitation	45	9	9	9	9	41	10	3		
Rental Units - Rehabiilitation	28	30	1	1	1	28	0	35		

Performance Accomplishments

Housing Ownership, Rehabilitation and Rental - Continued

- A total of $79,418 in HOME funds was expended by Greater Lynchburg Habitat for Humanity (GLHFH) and Lynchburg Community Action Group (Lyn-CAG) for Homeownership Homebuyer projects this program year by providing down payment assistance and gap financing assistance to six (6) households .
  - This included match credit from GLHFH of $219,416 for the construction of the HOME-assisted housing units. This match was accrued through volunteer labor and construction material costs.
- Lyn-CAG expended $91,192 of HOME Program funds and completed the rehabilitation of three (3) homeowner units. As a direct result of these improvements, the neighborhoods retain and attract residents thereby positively affecting the stability of the neighborhood and increasing the property values.
- Lynchburg Redevelopment and Housing Authority (LRHA) expended HOME Program funds in the amount of $146,152 for the development of an American with Disabilities (ADA)/Section 504 accessible housing unit. This housing unit provided affordable, accessible homeownership housing for one (1) person.

Performance Accomplishments

- LRHA expended $14,670 of CDBG funds and completed the rehabilitation of one (1) public housing unit with ADA accessible amenities. This housing unit is located at Langview Apartments.

- LRHA expended $150,000 and completed the Dearington Apartments Window Replacement-Phase II project. This project included removing old substandard windows at the Apartments and replaced them with new Energy Star vinyl frame, insulated glass windows. This resulted in the decrease of utility costs and safer, decent affordable housing for the residents.

Performance Accomplishments

Public Service - Continuum of Care – Homeless Assistance

- Coordinated Homeless Intake and Access (CHIA) Homeless Response System
  - CHIA diverts households from homelessness through the use of a uniform assessment tool. This tool helps determine the client’s need and eligibility for the various housing and service programs. LRHA provides office space and oversees the CHIA Coordinator

Performance Accomplishments

Public Service - Continuum of Care – Homeless Assistance - Continued

– Through CHIA in this program year, there were 1,384 persons assisted which included 348 families and 293 children. The clients served were potentially homeless and/or homeless persons seeking affordable housing.
– LRHA expended $53,327 of CDBG funds for program support.

Performance Accomplishments

- Public Service Activities - Continued
  – Lynchburg Community Action Group (Lyn-CAG) continued its Housing Counseling program and provided assistance to 206 clients.
  – This program provides housing counseling guidance to clients seeking to finance, maintain, rent, or own a home.
  – There were $2,394 of CDBG funds expended for this program.

Performance Accomplishments

- Public Service Activities – Continued
- The Affordable Housing Resource Center (AHRC) – Centralized access point to all affordable housing resources and programs available in the City. Center is housed at Lynchburg Redevelopment and Housing Authority (LRHA).
- Housing Navigator has been hired to staff the Center
- Development of housing availability lists
- Organizations met to discuss challenges of housing quality standards

Performance Accomplishments

- Some ongoing projects that have been funded but not completed include:
  - Old Forest Village – 28 rental housing units (Rush Homes)(Construction completion anticipated in October 2018)
  - Coordinated Infrastructure Improvements- Fifth Street – Phase III – Underway (City)
  - Downtown Utility and Streetscape Improvements Project – Phase II (City)– Design has been completed (Construction delayed)

Public Hearing

- Public comment period began on September 10th and ends with tonight's public hearing.
- City staff has not received any public comments.

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **September 25, 2018** AGENDA ITEM #: **8**

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

ITEM TITLE: Conditional Use Permit: Valvoline, LLC – 3031 and 3033 Old Forest Road

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

RECOMMENDATION: Approval of the conditional use permit (CUP) petition to allow the construction of an oil change facility at 3031 and 3033 Old Forest Road.

SUMMARY: Valvoline, LLC is petitioning for a CUP at 3031 and 3033 Old Forest Road to allow the construction of an oil change facility. The petition is consistent with the *Zoning Ordinance,* which permits oil change facilities in the B-3, Community Business District upon approval of a conditional use permit; however the proposed use is not entirely compatible with the Neighborhood Commercial land use recommended by the *Comprehensive Plan 2013-2030*. Neighborhood Commercial areas are intended to consist primarily of office, retail, personal service and restaurant uses that are scaled and designed to be compatible with and serve their immediate neighborhood. The proposed facility would have a small building footprint, improve access management conditions along Old Forest Road and enhance landscaping that would allow the facility to blend into the area.

PRIOR ACTION(S):
August 8, 2018: The Planning Division recommended approval of the CUP petition.

The Planning Commission recommended approval (5-0 with two absent, Light and Perault) of the CUP petition.

FISCAL IMPACT: N/A

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

ATTACHMENT(S):
- Resolution
- Planning Commission Minutes – August 8, 2018
- Planning Commission Packet – August 8, 2018
  - Planning Commission Report
  - Zoning Map with Adjoining Owners
  - Future Land Use Map
  - Watershed Map
  - Planimetric and Topographic Map
  - Concept Plan and Rendering
  - Narrative
  - Property Photograph
  - Speaker Signup Sheet

REVIEWED BY: raw

RESOLUTION:

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO VALVOLINE, LLC IN A B-3, COMMUNITY BUSINESS DISTRICT AT 3031 AND 3033 OLD FOREST ROAD TO CONSTRUCT AN OIL CHANGE FACILITY.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the petition of Valvoline, LLC to construct an oil change facility at 3031 and 3033 Old Forest Road is approved subject to the following conditions:

1. The property will be developed in substantial compliance with the concept plan entitled “Valvoline Instant Oil Change” as prepared by CESO dated June 20, 2018 and revised July 30, 2018.

Adopted:

Certified: ______________________________
Clerk of Council

102K

MINUTES OF THE AUGUST 8, 2018 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

Petition of Valvoline, LLC for a conditional use permit at 3031 and 3033 Old Forest Road to allow the operation of an automobile oil change facility in a B-3, Community Business District.

Mr. Tom Martin summarized the report for the commission. The petition involves two tracts of land containing approximately seventy-nine hundredths (0.79) of an acre. One contains a Dairy Queen restaurant and one contains Betty Brite Cleaners. The properties are zoned B-3, Community Business District. Oil change facilities are allowed in a B-3 district by conditional use permit. The properties are recommended for Neighborhood Commercial uses on the City's *Future Land Use Map (FLUM).* These areas are intended to consist primarily of restaurant, offices and retail uses scaled and designed to be accessible and compatible with surrounding neighborhoods.

While the proposed use is not entirely compatible with the proposed use recommended for this area, its small footprint, substantial landscaping and the fact that three curb cuts on to Old Forest Road will be closed should greatly improve conditions in this area and help it blend in very well. The Planning Division does recommend approval of the conditional use permit.

Mr. Jason Hunt representing Valvoline Instant Oil Change came forward to speak. He indicated that the company is asking for a conditional use permit to be allowed to build a two-bay, one thousand six hundred sixty-four (1,664) square foot oil change facility. He indicated that the company would really like to be located in Lynchburg and he is happy to answer any questions for the commission.

Commissioner Rogers asked if there was anyone who wished to speak in favor of the petition. No one came forward. He asked if there was anyone who wished to speak in opposition to the petition. No one came forward. He closed the public hearing portion of the petition.

Commissioner Lowe said he was concerned with cars making a left hand turn into this property while people are trying to make a left hand turn into McDonalds. He is concerned with this traffic pattern during peak traffic hours. Commissioner Marion pointed out that three entrances to the properties will be closed. There should also be less traffic from this one business than the traffic that was going into the two businesses. Commissioner Bowden agreed that traffic does seem to bottleneck there but having fewer entrances into the properties and one business instead of two should help with that problem. Commissioner Johnson mentioned that she works in the area and travels this road at many different times of the day. She does not see any negative impact on the traffic being caused by this business change.

Commissioner Johnson noted that Jiffy Lube is located very nearby and she wondered if they had considered if there is enough need to support both businesses so close together. Mr. Hunt indicated that they have analyzed the market. They like to create brand loyalty and he would like to think that Valvoline has their customers and Jiffy Lube has their own customers. They do not want to intrude; they want to contribute to the community and do a good job. He does not see the two as direct competitors.

Commissioner Rogers noted that his concern is with traffic; he has seen an accident right here with someone turning into Dairy Queen. However, he thinks Valvoline will create less traffic spread over time as opposed to a Dairy Queen restaurant that is very active at certain times of the day and on weekends. He thinks it is a good business addition. Commissioner Lowe noted that he likes the landscaping that will be a part of this project.

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

"That the Planning Commission recommends to City Council approval of the petition of Valvoline LLC for a conditional use permit at 3031/3033 Old Forest Road to allow the construction of an oil change facility subject to the following condition.

1. **The property shall be developed in substantial compliance with the concept plan entitled "Valvoline Instant Oil Change" as prepared by CESO dated June 20, 2018 and revised July 30, 2018.**

AYES:	Bowden, Johnson, Lowe, Marion and Rogers	5
NOES:		0
ABSTENTIONS:		0
ABSENT:	Light and Perault	2

The Department of Community Development

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

To: Planning Commission
From: Planning Division
Date: August 8, 2018
Re: **Conditional Use Permit (CUP) – Valvoline Instant Oil Change, 3031 and 3033 Old Forest Road**

I. PETITIONER

Valvoline, LLC, 100 Valvoline Way, Lexington, KY 40509
Representative: Mr. Jason Hunt, Valvoline, LLC, 100 Valvoline Way, Lexington, KY 40509

II. LOCATION

The subject property consists of two (2) tracts of approximately seventy-nine hundredths (0.79) of an acre located at 3031 and 3033 Old Forest Road.
Property Owners: Mr. Kendall Moore, 3031 Old Forest Road, Lynchburg, VA 24501
Mr. Bryan Wright, 3033 Old Forest Road, Lynchburg, VA 24501

III. PURPOSE

The purpose of the petition is to allow the construction of a one thousand six hundred sixty-four (1,664) square foot commercial building for use as an oil change facility.

IV. SUMMARY

- The *Comprehensive Plan 2013-2030's Future Land Use Map* (*FLUM*) recommends a Neighborhood Commercial use for the area.
- The subject property is zoned B-3, Community Business District. Oil change facilities are permitted in the B-3, Community Business District upon approval of a conditional use permit by City Council.
- The proposed facility would consolidate four (4) existing entrances into one (1) which would improve access management conditions on Old Forest Road.

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

V. FINDINGS OF FACT

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

   Neighborhood Commercial areas are intended to consist primarily of office, retail, personal service and restaurant uses that are scaled and designed to be compatible with and serve their immediate neighborhood. Patrons can walk, bike or take a short drive to reach them. They are comprised of individual businesses, cluster of businesses, or small shopping centers. (**p. 75**)

   While the proposed use is not entirely compatible with the proposed Neighborhood Commercial use recommended for the area, its small footprint, improving access management conditions and landscaping should help it blend into the area.

2. **Zoning.** The subject property is bisected by the annexation line. A portion of the property was annexed into the City in 1958 with the remainder in 1976. The existing B-3, Community Business District was established on May 22, 1979 with the adoption of the Old Forest Road Study.
3. **Board of Zoning Appeals (BZA).** The Zoning Official has determined that no variances are needed for the development of the property as proposed.
4. **Surrounding Area.** There have been several items requiring Council approval in the immediate area:
    - On May 22, 1979, City Council approved the Old Forest Road Study which rezoned several parcels along the Old Forest Road Corridor.
    - On November 10, 1981, City Council approved the petition of Lynchburg Investment Company to rezone the property located at 2820 Linkhorne Drive from R-3 to B-3C to allow the construction of a shopping center.
    - On March 8, 1983, City Council approved the petition of Hammer Gay to amend previously approved proffers for the property located at 2820 Linkhorne Drive.
    - On November 12, 1985, City Council approved the petition of Lynchburg Investment Company to rezone the property located at Linkhorne Drive and Fulton Street from B-3 to B-5C to allow the operation of a television studio with a transmitting tower.
    - On January 14, 1992, City Council approved the conditional use permit petition of Monro Muffler, Inc. to allow the construction of a facility for minor auto repairs at 3201 Old Forest Road.
    - On February 14, 1996, City Council approved the petition of Ivy Lake Properties, Inc. to rezone the property at 3112-3132 Link Road, from R-3 to R-4 to allow the construction of apartments.
    - On April 9, 1996, City Council approved the conditional use permit petition of Robert Brammer to allow the addition of a service bay to an existing service station at 3020 Old Forest Road.
    - On March 9, 2013, City Council approved the petition of BoJo, Inc. to amend the Future Land Use Map to Community Commercial and to rezone from R-2 and R-3 to B-3C to allow the construction of a restaurant at 1001 and 1003 Dandridge Drive and 1000 and 1002 Ardmore Drive.
    - On August 8, 2017, City Council approved the petition of Tacoma, Inc. to amend the Future Land Use Map to Community Commercial and to rezone the property from R-2 and R-3 to B-3C to allow the construction of a restaurant at 1000, 1002 and 1004 Dandridge Drive.
5. **Site Description.** The subject property is two tracts consisting of approximately seventy-nine hundredths (.79) acres. The property contains two (2) buildings and parking areas which would be demolished.

    The property is bordered to the north (across Old Forest Road) by restaurant uses, to the south by vacant land and a single-household residence, to the east by an office use and to the west by a restaurant.

6. **Proposed Use of Property.** The property is proposed to be used as a two (2) bay oil change facility.

7. **Transportation & Parking.** A traffic study was not required for the use as proposed. The City's Transportation Engineer commented that where entrances are proposed to be closed, curb and sidewalk will need to be installed.

   The redevelopment of the site will consolidate four (4) curb cuts into one (1) which will improve access management conditions along Old Forest Road.

   The property is served by Greater Lynchburg Transit Company (GLTC) Route 8A. A bus stop is currently located in front of the subject property.

8. **Stormwater Management.** An Erosion & Sediment Control Plan/Stormwater Management Plan will be required for the development of the property as proposed. The submitted narrative indicates that stormwater management quantity and quality would be addressed by the addition of landscaping and the overall reduction of impervious area. Stormwater would ultimately be discharged into an existing inlet on Old Forest Road.

9. **Emergency Services:** The City Fire Marshal commented that fire flow calculations are required, underground storage tanks would require permitting and to identify a fire department turnaround. These comments will be addressed prior to final site plan approval. The City's Police Department had no comments of concern with the proposed petition.

10. **Impact.** Oil Change facilities are permitted in a B-3, Community Business District upon approval of a conditional use permit by City Council. The proposed use will consolidate entrances improving traffic safety, and reduce impervious area. The proposed use will also result in a more continuous sidewalk along the property frontage. Development of the site as proposed should have little to no impact on the surrounding area.

11. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the conditional use permit on July 17, 2018. Comments have or will be addressed by the petitioner prior to final site plan approval.

VI. PLANNING DIVISION RECOMMENDED MOTION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of Valvoline LLC for a conditional use permit at 3031 and 3033 Old Forest Road to allow the construction of an oil change facility subject to the following condition.

1. **The property shall be developed in substantial compliance with the concept plan entitled "Valvoline Instant Oil Change" as prepared by CESO dated June 20, 2018 and revised July 30, 2018.**

This matter is respectfully offered for your consideration.

William T. Martin

William T. Martin, AICP

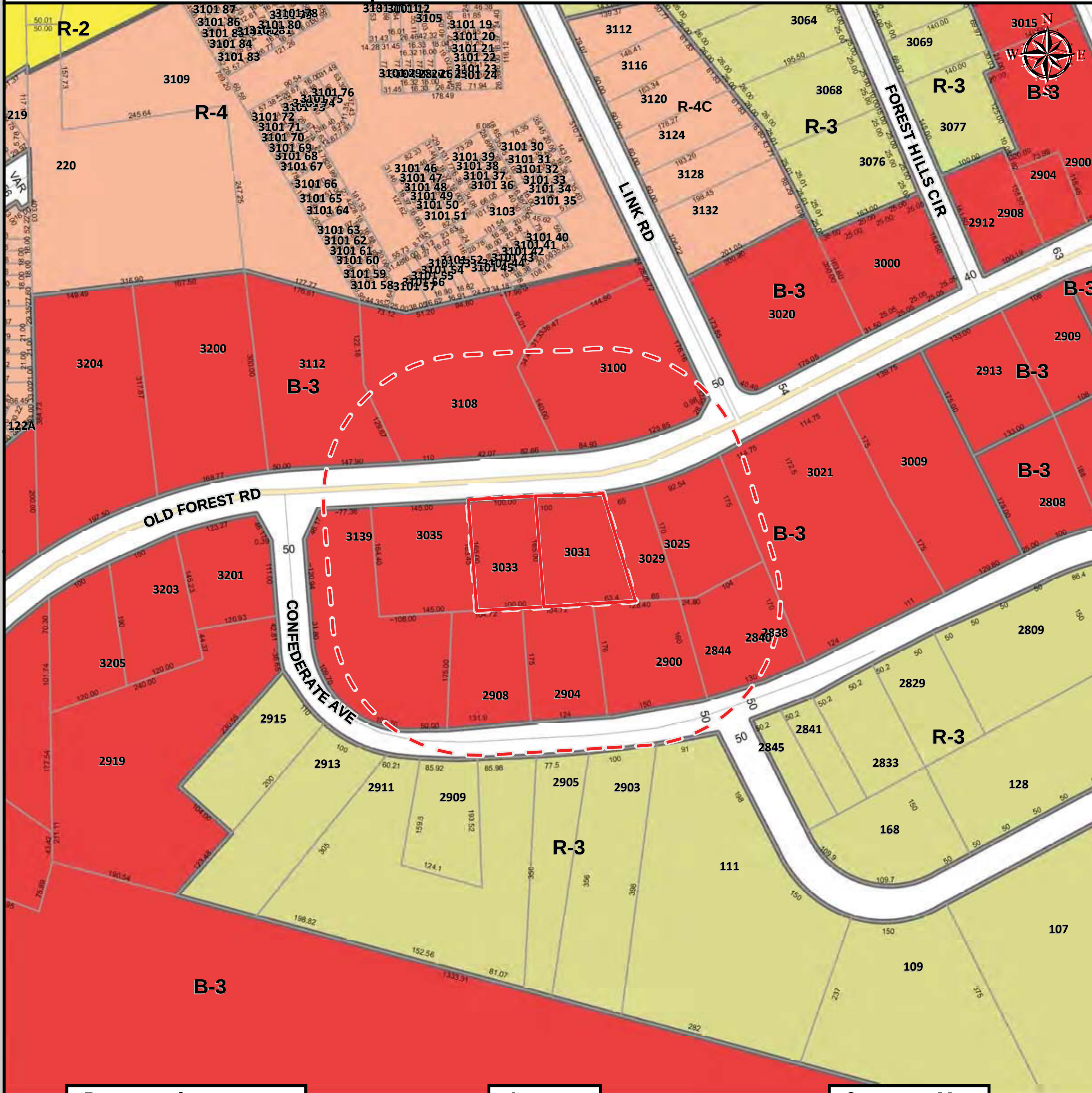
City Planner

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
Mr. Don DeBerry, Transportation Engineer
Ms. Cynthia Kozerow, Lynchburg Police Department
Captain Thomas Goode, Fire Marshal
Mr. Doug Saunders, Building Official
Mr. Kevin Henry, Zoning Administrator
Mr. Jason Hunt, Petitioner

VII. ATTACHMENTS

1. **Zoning Map with Adjoining Property Owners**
2. **Future Land Use Map**
3. **Watershed Map**
4. **Planimetric and Topographic Map**
5. **Concept Plan and Rendering**
6. **Narrative**
7. **Property Photograph**

Zoning Map	VALVOLINE OIL CHANGE
Conditional Use Permit Request	Valvoline, LLC



Property Information

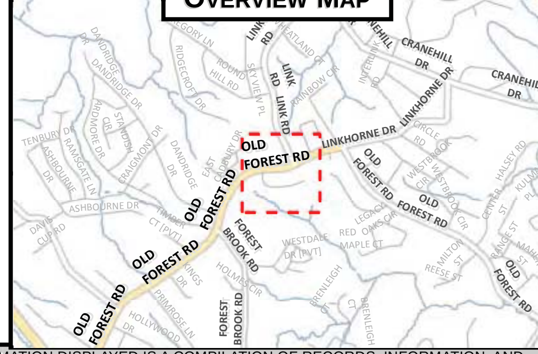
Parcel ID	Address
16601001	3031 OLD FOREST RD
22002007	3033 OLD FOREST RD

Legend

- Subject Property
- 215' Buffer
- B-1
- B-2
- B-3
- B-4
- B-5
- B-6
- I-1
- I-2
- I-3
- R-1
- R-2
- R-3
- R-4
- R-5
- R-C
- IN-1
- IN-2

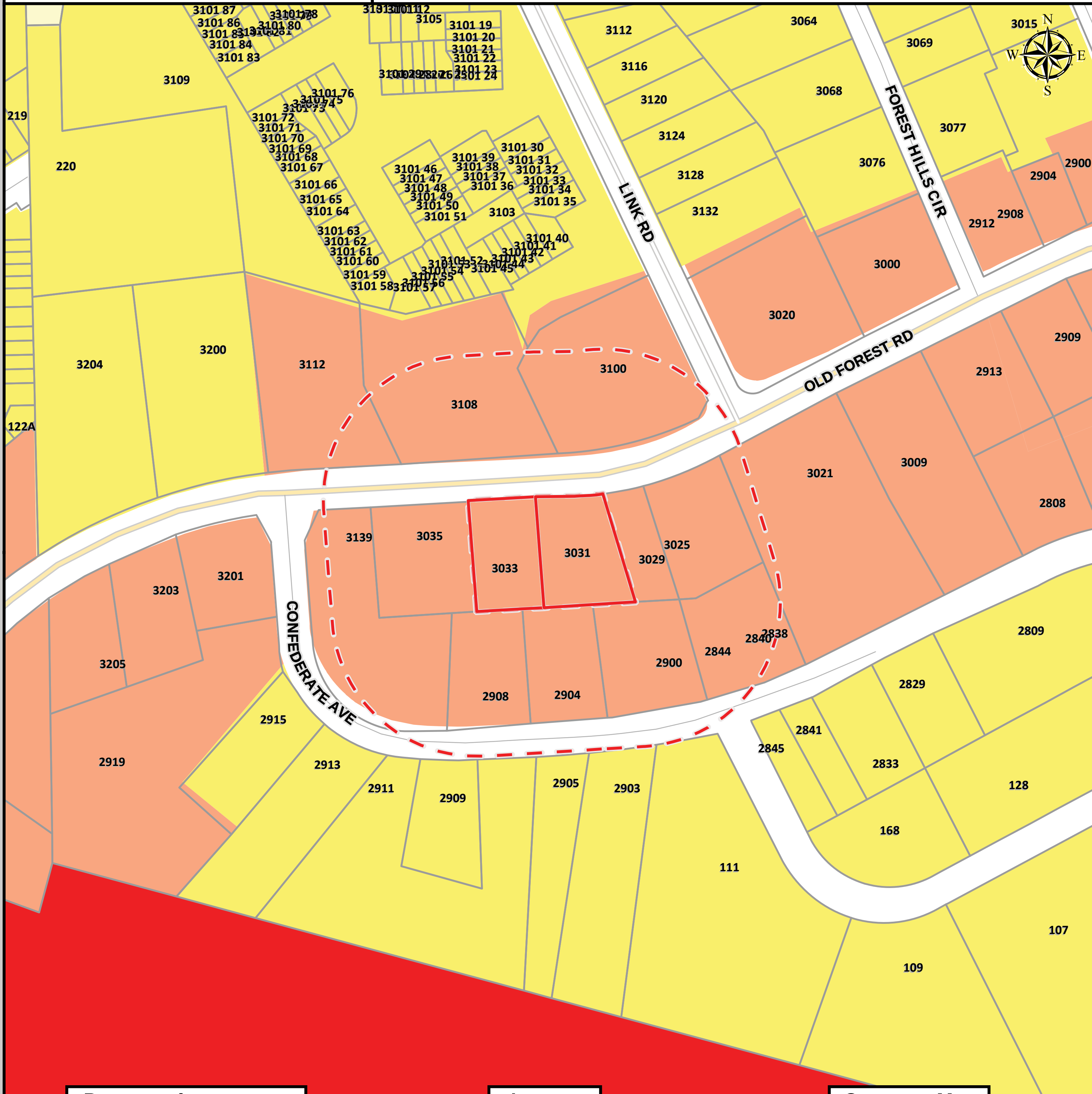
Map Scale: 1 " to 200 ' Date Printed: 7/24/2018

Overview Map



Parcel ID	Address	Owner
22001004	3112 OLD FOREST RD	ALISAN LLC
22003001	111 MANASSAS ST	BOBBITT, JESSE L C ESTATE
22002005	3139 OLD FOREST RD	CLAGAR PARTNERS
22002006	3035 OLD FOREST RD	DOUBLE E CORP
16601004	3021 OLD FOREST RD	FIRST CITIZENS BANK & TRUST CO
16901001	3108 OLD FOREST RD	FRANCHISE REALTY INTERSTATE CO
16601002	3029 OLD FOREST RD	HEADS OR TAILS INVESTMENT
22003002	2903 CONFEDERATE AVE	HONIG, PATRICIA M
16901002	3100 OLD FOREST RD	LYNCHBURG DEVELOPMENT CORP
22002001	2904 CONFEDERATE AVE	MOORE, KENDALL S
22002002	2908 CONFEDERATE AVE	MOORE, KENDALL S
16601001	3031 OLD FOREST RD	MOORE, KENDALL S
16601003	3025 OLD FOREST RD	PANCHOS FOOD INC
16601011	2900 CONFEDERATE AVE	TOMLIN, MARY S
16601010	2840 CONFEDERATE AVE	TOMLIN, MARY S
22002007	3033 OLD FOREST RD	WRIGHT, BRYAN A

FLUM Map	VALVOLINE OIL CHANGE
Conditional Use Permit Request	Valvoline, LLC



Property Information

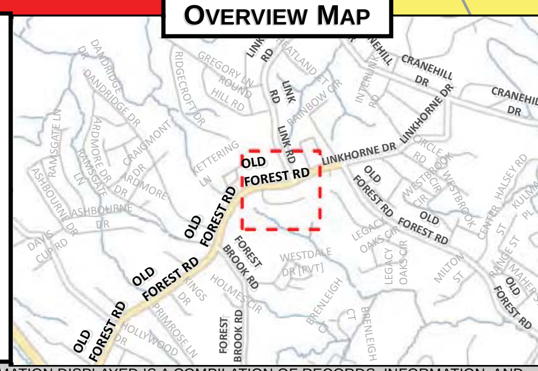
Parcel ID	Address
16601001	3031 OLD FOREST RD
22002007	3033 OLD FOREST RD

Legend

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

Map Scale: 1 " to 200 ' **Date Printed:** 7/24/2018

Overview Map



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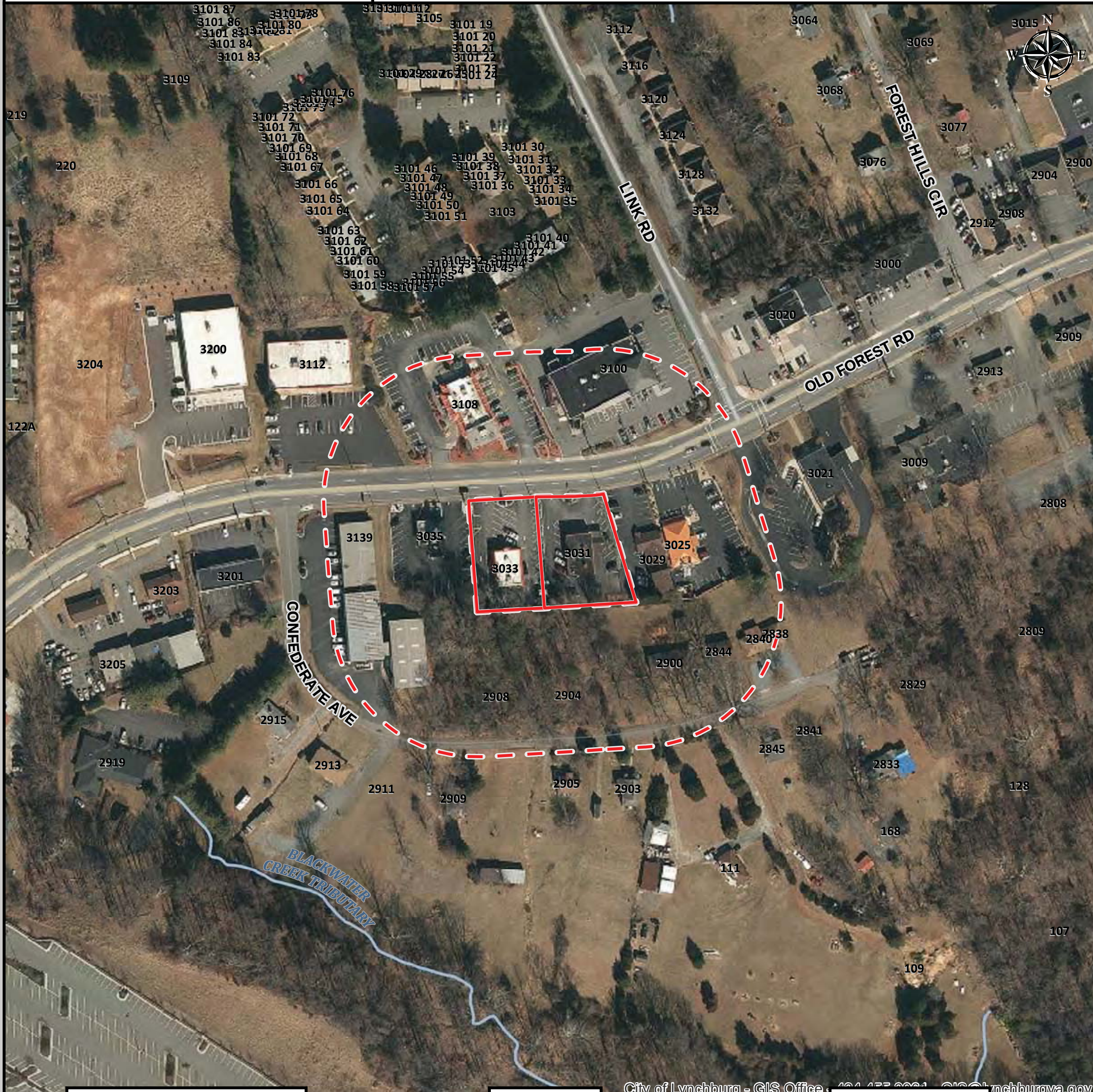
Watershed Map	VALVOLINE OIL CHANGE
Conditional Use Permit Request	Valvoline, LLC



Property Information

Parcel ID	Address
16601001	3031 OLD FOREST RD
22002007	3033 OLD FOREST RD

Legend

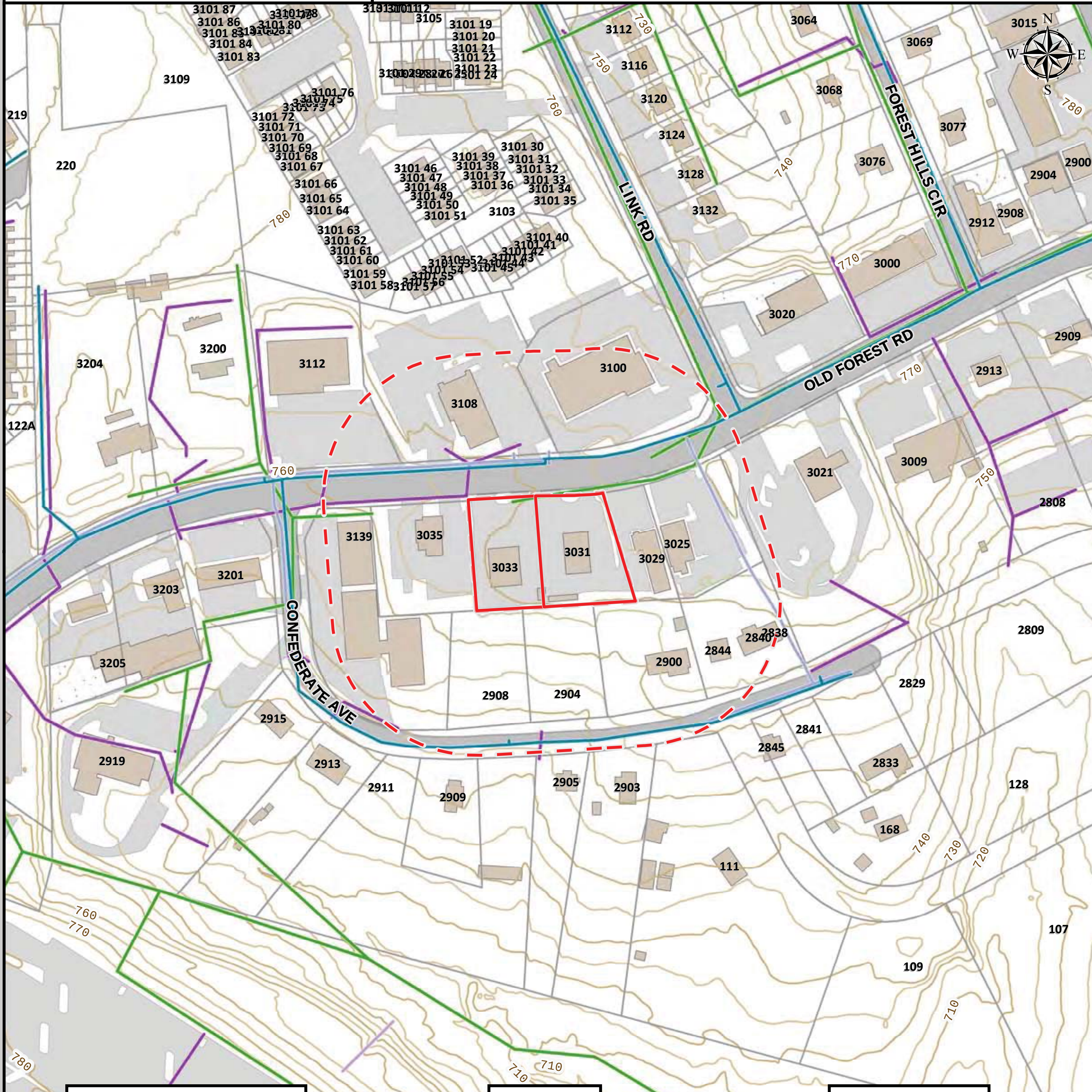
- Subject Property
- Base Flood Elevation
- Floodway
- Floodzone
- River / Lake / Stream

Map Scale: 1 " to 200 ' **Date Printed:** 7/24/2018

Overview Map

Blackwater Creek

Planimetric and Topographic Map	VALVOLINE OIL CHANGE
Conditional Use Permit Request	Valvoline, LLC



Property Information

Parcel ID	Address
16601001	3031 OLD FOREST RD
22002007	3033 OLD FOREST RD

Legend

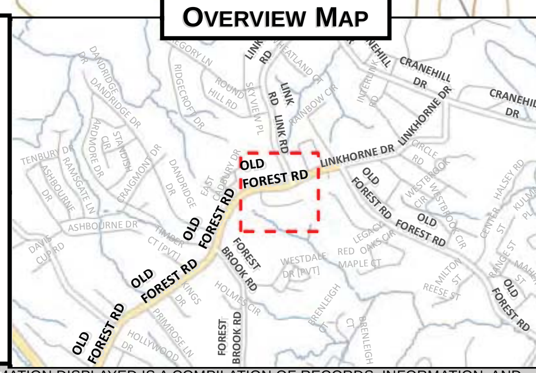
		Active	Proposed	Abandoned
Utilities	Water			
	Sanitary			
	Storm			

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

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

Map Scale: 1 " to 200 ' **Date Printed:** 7/24/2018

Overview Map



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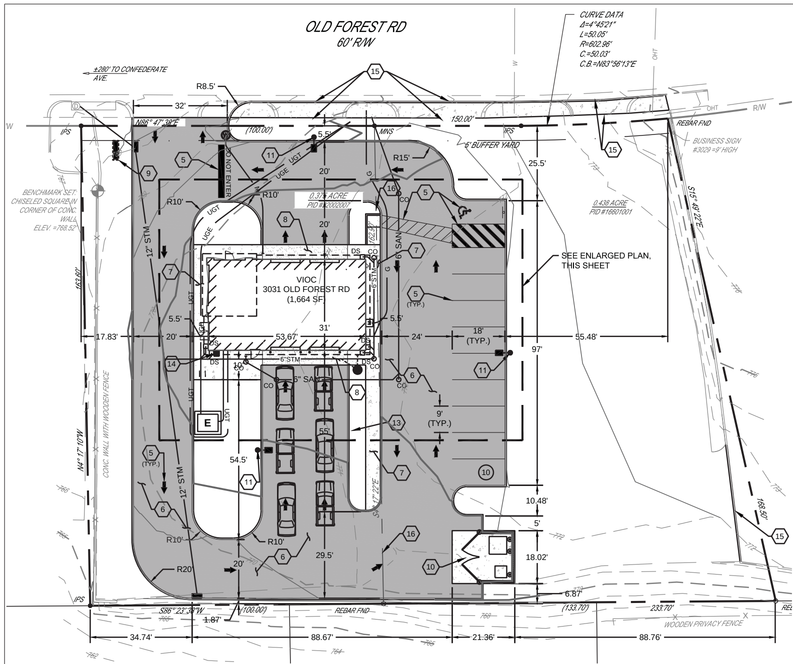


OWNER/DEVELOPER:
VALVOLINE INSTANT OIL CHANGE
100 VALVOLINE WAY
LEXINGTON, KY 40509
CONTACT: JASON HUNT
PHONE: (859) 357-7188

CONSTRUCTION MANAGER:
VALVOLINE INSTANT OIL CHANGE
100 VALVOLINE WAY
LEXINGTON, KY 40509
CONTACT: JERETT VANCE
PHONE: (859) 357-2198

ENGINEER:
CESO, INC.
2800 CORPORATE EXCHANGE DR.
SUITE 160
COLUMBUS, OH 43231
CONTACT: JEFF LONCHOR
PHONE (614) 942-3017
EMAIL: LONCHOR@CESOINC.COM

ARCHITECT:
CESO, INC.
175 MONTROSE WEST AVE.
SUITE 400
AKRON, OH 44321
CONTACT: BEN RIHA
PHONE (330) 396-5669
EMAIL: RIHA@CESOINC.COM

GOVERNING AGENCIES AND UTILITY COMPANIES:
VARIOUS UTILITIES THAT DO WORK WITHIN VARIOUS PARTS OF THE CITY/COUNTY ARE LISTED BELOW AS AN INITIAL AID TO THE ENGINEER. PLEASE VERIFY LOCAL UTILITIES IN THE VICINITY OF THE SITE AND INCLUDE THEIR CONTACT INFORMATION ON THE PLANS ACCORDING TO THE FOLLOWING FORMAT:

SEWER:
CITY OF LYNCHBURG
525 TAYLOR STREET
LYNCHBURG, VA 24501
PHONE: (434) 485-8310
CONTACT: JEANETTE KITTS

GAS SERVICE:
COLUMBIA GAS
CUSTOMER SERVICE: (800) 837-4966

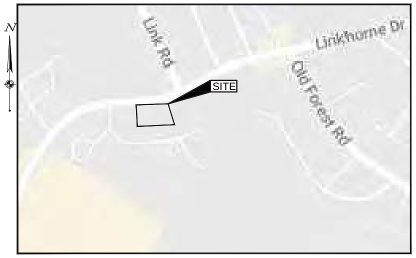
WATER:
CITY OF LYNCHBURG
525 TAYLOR STREET
LYNCHBURG, VA 24501
PHONE: (434)-485-8310
CONTACT: JEANETTE KITTS

ELECTRIC:
APPALACHIAN POWER
CUSTOMER SERVICE: (888) 710-4237

STORMWATER:
CITY OF LYNCHBURG ENV. DEPT.
900 CHURCH STREET
LYNCHBURG, VA 24504
PHONE: (434) 455-3892
CONTACT: KATE MILLER

COMMUNICATIONS:
COMCAST
CUSTOMER SERVICE: (603) 628-3756

ZONING:
CITY OF LYNCHBURG
900 CHURCH STREET
LYNCHBURG, VA 24504
PHONE: (434) 455-3915
CONTACT: KEVIN HENRY



VICINITY MAP
NTS

PROPERTY DATA:

PARCEL OWNER:	KENDALL S. MOORE	BRYAN A. WRIGHT
PARCEL ID:	PID #16601001	PID #22002007
ADDRESS:	3031 OLD FOREST ROAD LYNCHBURG, VA 24501	
PROPERTY AREA:	35,414.3 SQ. FT. (0.813 AC.)	
ZONING:	B-3, COMMUNITY BUSINESS DISTRICT	
EXISTING USE:	BETTY BRITE CLEANERS AND DAIRY QUEEN	
PROPOSED USE:	VALVOLINE INSTANT OIL CHANGE	
	REQUIRED	PROPOSED
BUILDING SETBACKS		
FRONT:	0'	45.5'
SIDE:	0'	42' (WEST) ; 111' (EAST)
REAR:	0'	86.6'
PARKING SETBACKS/REQUIREMENTS		
FRONT:	0'	25.5'
SIDE:	0'	125.4' (WEST) ; 60.25' (EAST)
REAR:	0'	40'
STALL DIMENSIONS:	9' X 18'	9' X 18'
MAXIMUM BUILDING HEIGHT:	40'	22.5'
MAXIMUM LOT COVERAGE:	N/A	50%
PARKING CALCULATION:		
TOTAL PARKING SPACES:	8	10
ADA PARKING SPACES:	1	1

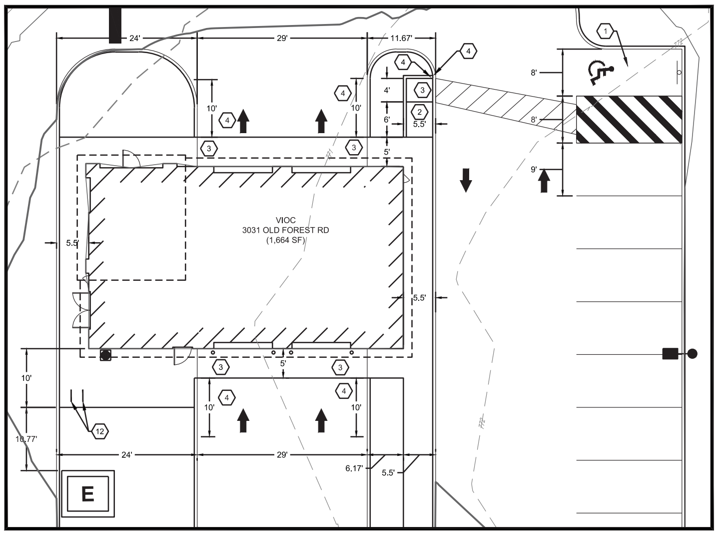
(2) PER BAY + (2) PER EVERY 3 EMPLOYEES ON MAIN SHIFT
(2 x 2) + 6 X 2 / 3 = 8

LEGEND

EXISTING FEATURES LEGEND
- RIGHT OF WAY LINE
- PARCEL LINE
- PROPERTY BOUNDARY LINE
- EASEMENT LINE
- CURB
- EDGE OF PAVEMENT
- EDGE OF WALK
- PAVEMENT MARKINGS
- STORM SEWER
- SANITARY SEWER
- WATER LINE
- GAS LINE
- OVHD ELECTRIC LINE
- UGND ELECTRIC LINE
- UGND TELECOMM LINE
- MAJOR CONTOUR
- MINOR CONTOUR
- WATER METER
- WATER VALVE
- POWER/TELEPHONE POLE
- POWER POLE
- AIR CONDITIONER
- ELECTRIC BOX
- LIGHT POLE
- GAS VALVE
- GAS METER
- STORM CATCH BASIN
- STORM INLET BASIN
- STORM MANHOLE
- STORM CLEAN OUT
- SANITARY MANHOLE
- SANITARY CLEAN OUT
- TRAFFIC/ SIGNAL POLE
- TRAFFIC MANHOLE
- SIGN

PROPOSED
- BUILDING
- CONCRETE CURB
- PAVEMENT/WALK
- CONCRETE PAVEMENT/WALK
- BLACK INTEGRAL CONCRETE PAVEMENT
- ASPHALT PAVEMENT
- PARKING SPACE COUNT
- ADA PARKING SIGN
- ELECTRIC POLE
- CONCRETE BOLLARD

GRAPHIC SCALE (IN FEET)
20 0 20 40



ENLARGED PLAN: ACCESSIBLE PARKING AREA
1" = 10'

CODED NOTES:
1. ADA ACCESSIBLE PARKING SPACE WITH SIGNAGE. REFER TO CONSTRUCTION DETAILS.
2. ADA ACCESSIBLE RAMP. REFER TO CONSTRUCTION DETAILS.
3. FLUSH CURB
4. TRANSITION CURB FROM FLUSH TO FULL HEIGHT IN 12" (UNLESS TAPER LENGTH NOTED IN PLAN)
5. PROPOSED PAVEMENT MARKINGS.
6. ASPHALT PAVEMENT, PER CONSTRUCTION DETAILS
7. CONCRETE WALK, PER CONSTRUCTION DETAILS
8. BLACK DYED INTEGRAL CONCRETE PAVEMENT
9. PROPOSED PYLON SIGN, PER CONSTRUCTION DETAILS
10. DUMPSTER & PAD. REFER TO CONSTRUCTION DETAILS FOR PAVEMENT SECTION AND REFER TO ARCHITECTURAL PLANS FOR ENCLOSURE DETAILS.
11. LIGHT POLE BASE, PER CONSTRUCTION DETAILS.
12. PROPOSED BIKE RACK, PER CONSTRUCTION DETAILS.
13. GENERAL CONTRACTOR TO PROVIDE A 1 $\frac{1}{2}$" CONDUIT FOR BELL RINGER HOSE.
14. CONDENSING UNIT. REFER TO MECHANICAL PLANS.
15. EXISTING DRIVEWAYS TO BE REMOVED. CURBING AND SIDEWALK TO BE REPAIRED & REPLACED WHERE NEEDED.
16. INTERIOR LOT LINE TO BE VACATED.

SITE PLAN GENERAL NOTES:
1. ALL WORK AND MATERIALS SHALL COMPLY WITH ALL APPLICABLE LOCAL, STATE, AND FEDERAL HEALTH AND SAFETY STANDARDS, INCLUDING BUT NOT LIMITED TO O.S.H.A. STANDARDS.
2. THE CONTRACTOR SHALL OBTAIN FINAL APPROVALS/PERMITTING AND INSPECTION AS NECESSARY PRIOR TO CONSTRUCTION.
3. CONTRACTOR SHALL REFER TO THE ARCHITECTURAL PLANS FOR EXACT LOCATIONS AND DIMENSIONS OF DUMPSTER ENCLOSURE, PRECISE BUILDING DIMENSIONS, EXACT BUILDING UTILITY ENTRANCE LOCATIONS AND SITE LIGHTING ELECTRICAL LAYOUT.
4. REFER TO CONSTRUCTION DETAILS / GEOTECHNICAL REPORT FOR PAVEMENT SECTION RECOMMENDATIONS.
5. CONTRACTOR IS RESPONSIBLE FOR PROVIDING TRAFFIC CONTROL. ALL TRAFFIC CONTROL MEASURES SHALL BE IN ACCORDANCE WITH THE STATE SUPPLEMENT TO THE NATIONAL MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES (LATEST EDITION). MOT PLAN AND PERMIT APPLICATION TO BE SUBMITTED THE CITY OF LYNCHBURG ENGINEERING DEPARTMENT 2 WEEKS PRIOR TO CONSTRUCTION.
6. CONTRACTOR IS RESPONSIBLE FOR PLACING AND MAINTAINING CONSTRUCTION FENCE, SIGNS, ETC. TO WARN AND KEEP UNAUTHORIZED PEOPLE OFF SITE FOR THE DURATION OF THE PROJECT.
7. CONTRACTOR IS RESPONSIBLE FOR PROVIDING JOB SITE SAFETY PER OSHA REQUIREMENTS. AT ALL TIMES DURING DEMOLITION AND CONSTRUCTION, CONTRACTOR SHALL PROVIDE SAFETY RAILINGS AT ALL AREAS WHERE FALL PROTECTION IS REQUIRED.
8. ALL SIGNAGE SHALL COMPLY WITH THE STATE SUPPLEMENT TO THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
9. ALL PAVEMENT MARKINGS AND STRIPING SHALL COMPLY WITH THE STATE DOT AND THE STATE SUPPLEMENT TO THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.
   a.
   b.
   c.
   d. CROSSWALKS: TRANSVERSE LINES WITH DIAGONAL MARKINGS (GAP BETWEEN TRANSVERSE LINES SHALL BE 4') ALL PAINTED WHITE.
   e. HANDICAPPED STALLS: 4" YELLOW OUTLINE, WITH 4" BLUE INTERIOR AND BLUE HANDICAPPED SYMBOLS
10. BOLLARDS SHALL BE PLACED TO PROTECT GAS METER, ELECTRICAL AND TELEPHONE EQUIPMENT, AND DUMPSTER ENCLOSURE.
11. PROPOSED CURB TO BE 6" HIGH UNLESS OTHERWISE NOTED.
12. ALL LIGHT POLES TO BE LOCATED 2' FROM BACK OF CURB AS MEASURED FROM THE FACE OF POLE FOUNDATIONS, UNLESS OTHERWISE NOTED ON PLANS.
13. ALL CURB RADII TO BE 5', UNLESS OTHERWISE NOTED.
14. BOND WILL BE REQUIRED FOR WORK WITHIN PUBLIC RIGHT-OF-WAY.

FORTY-EIGHT (48) HOURS BEFORE DIGGING IS TO COMMENCE, THE CONTRACTORS SHALL NOTIFY THE FOLLOWING AGENCIES: VIRGINIA ONE CALL AT 811 OR (800) 552-7001 AND ALL OTHER AGENCIES WHICH MIGHT HAVE UNDERGROUND UTILITIES INVOLVING THIS PROJECT AND ARE NONMEMBERS OF VIRGINIA ONE CALL.

va811.com Dig With CARE

DISTURBED AREA = 0.815 ACRES

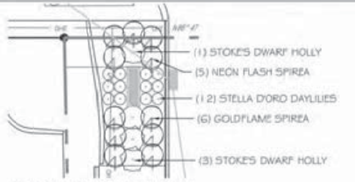
CESO
WWW.CESOINC.COM

No.	Revisions/Submissions	Date
	ISSUED FOR OWNER REVIEW	06.20.18

VALVOLINE INSTANT OIL CHANGE
3031 OLD FOREST ROAD
LYNCHBURG, VA 24501

Project No.	755254
Scale	AS NOTED
Drawn	JJL
Checked	JTF
Date	06/20/2018
Drawing Title	CUP LAYOUT
Drawing No.	EX-1

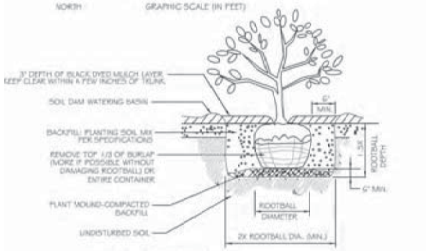
W:\PROJECTS\VALVOLINE\755254-LYNCHBURG, VA\03-CIVIL\PLAN_Exhibits\755254_CUP Exhibit, 7/30/2018 9:31:18 AM, LONCHOR



SIGN LANDSCAPE PLAN

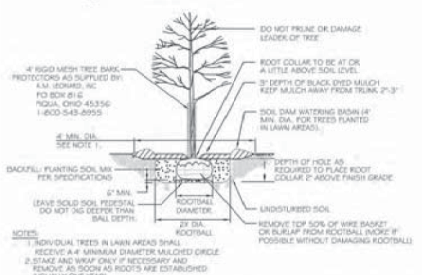
SCALE: 1" = 10'

NORTH GRAPHIC SCALE (IN FEET)



SHRUB PLANTING DETAIL

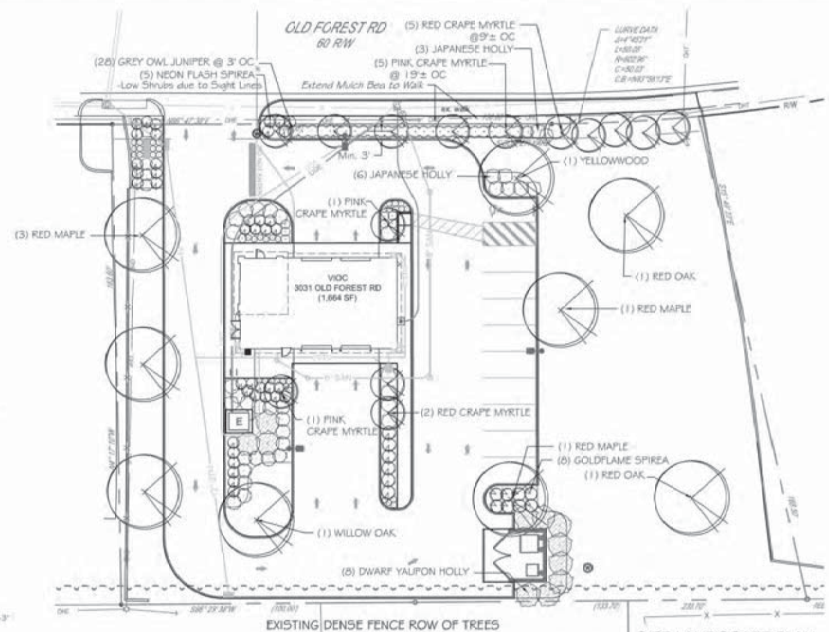
NTS



SHADE TREE PLANTING DETAIL

NTS

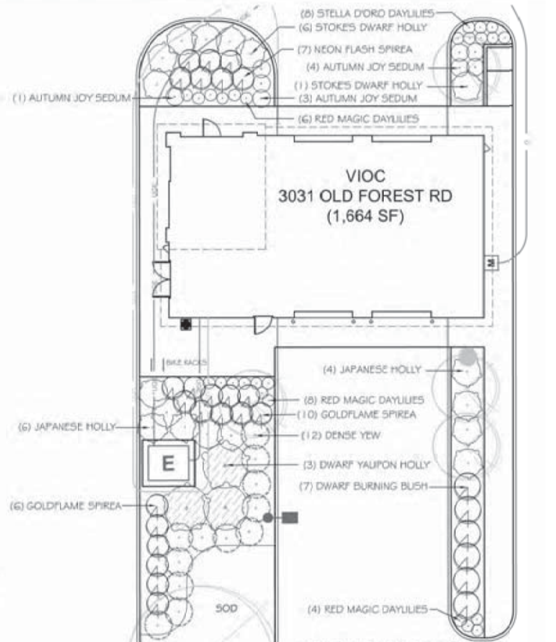
PLANT INSTALLATION DETAILS



SITE LANDSCAPE PLAN

SCALE: 1" = 20'

NORTH GRAPHIC SCALE (IN FEET)



BUILDING LANDSCAPE PLAN

SCALE: 1" = 10'

NORTH GRAPHIC SCALE (IN FEET)

PLANT MATERIALS LIST

QTY.	PLANT NAME	MINIMUM INSTALLED SIZE	MATURE CANOPY SIZE**	TOTAL CANOPY
	LARGE TREES			
5	RED MAPLE - Acer rubrum* 'October Glory'	1-1/2" cal. B/B	1256.63 SF	6283.32 SF
1	YELLOWWOOD - Cladrastis kentukea*	1-1/2" cal. B/B	1256.63 SF	1256.63 SF
1	WILLOW OAK - Quercus phellos*	1-1/2" cal. B/B	1256.63 SF	1256.63 SF
2	RED OAK - Quercus rubra*	1-1/2" cal. B/B	2627.43 SF	5654.86 SF
	ORNAMENTAL TREES			
7	PINK CRAPE MYRTLE - Lagerstroemia indica x fauriei 'Muskogee'	1-1/2" cal. B/B	176.6 SF	1236.2 SF
7	RED CRAPE MYRTLE - Lagerstroemia indica x fauriei 'Tuscarora'	1-1/2" cal. B/B	176.6 SF	1236.2 SF
				16,923.84 SF
	LARGE SHRUBS		Mature Coverage: 16,923.84 or 47.8%	
7	DWARF BURNING BUSH - Euonymus alatus 'Compacta'	36" ht. B/B or cont.		
19	JAPANESE HOLLY - Ilex crenata 'Helleri'	36" ht. B/B or cont.		
12	DWARF YAUPON HOLLY - Ilex vomitoria 'Nana'	36" ht. B/B or cont.		
28	GREY OWL JUNIPER - Juniperus virginiana 'Grey Owl'	36" ht. B/B or cont.		
	MEDIUM SHRUBS			
11	STOKES DWARF HOLLY - Ilex vomitoria 'Stoke's Dwarf'	# 5 cont.		
12	DENSE YEW - Taxus media densiformis	24" Spread B/B		
	SMALL SHRUBS			
17	NEON SPLASH SPIREA - Spirea bumalda 'Neon Splash'	# 3 cont.		
30	GOLDLFAME SPIREA - Spirea bumalda 'Goldflame'	# 3 cont.		
	PERENNIALS			
20	STELLA D' ORO DAYLILIES - Hemerocallis x 'Stella d' Oro'	# 1 cont.		
18	RED MAGIC DAYLILIES - Hemerocallis x 'Red Magic'	# 1 cont.		
8	AUTUMN JOY SEDUM - Sedum telephium 'Autumn Joy'	# 2 cont.		
	* Denotes Virginia Native Tree			

** "TREE CANOPY" SHALL INCLUDE ALL AREAS OF COVERAGE BY EXISTING PLANT MATERIAL EXCEEDING FIVE FEET IN HEIGHT, AND THE EXTENT OF PLANTED TREE CANOPY AT MATURITY SHALL BE BASED ON THE PUBLISHED REFERENCE TEXT, Manual of Woody Landscape Plants', Fifth Edition, 1998, by Michael A. Dirr.

GENERAL LANDSCAPE REQUIREMENTS

1. ALL PLANT MATERIALS SHALL BE NURSERY GROWN AND SHALL BE PLANTED IN ACCORDANCE WITH THE LANDSCAPE SPECIFICATIONS ADOPTED JOINTLY BY THE VIRGINIA NURSERYMEN'S ASSOCIATION, THE VIRGINIA SOCIETY OF LANDSCAPE DESIGNERS AND THE VIRGINIA CHAPTER F THE AMERICAN SOCIETY OF LANDSCAPE ARCHITECTS.
2. DIAMETERS OF PLANT MATERIALS AS DRAWN ARE REPRESENTATIVE OF PLANTS AT OR NEAR MATURITY RATHER THAN AT INITIAL PLANTING.
3. THE PLANT LIST IS INTENDED AS A GUIDE FOR THE LANDSCAPE CONTRACTOR. IN THE EVENT OF DISCREPANCY BETWEEN THE NUMBER OF PLANTS ON THE PLANT LIST AND ON THE DRAWING, THE GREATER NUMBER SHALL APPLY.
4. *LANDSCAPE CONTRACTOR SHALL COORDINATE PLANT INSTALLATION SEQUENCE WITH IRRIGATION CONTRACTOR.*
5. ADJUSTMENTS IN LOCATIONS OF PLANT MATERIALS MAY BE NECESSARY DUE TO NEW OR EXISTING UTILITIES OR SITE OBSTRUCTIONS. SET NEW TREES A MIN. 8' FROM NEW OR EXISTING STORMSEWER LINES. ADVISE PROJECT MANAGER BEFORE THE ADJUSTMENTS ARE MADE.
6. ALL SHRUBS OCCURRING IN CONTINUOUS ROW OR FORMAL ARRANGEMENT SHALL HAVE UNIFORM HEIGHT, SPREAD AND HABIT OF GROWTH. FOR PERENNIAL LOCATIONS, FILL AREA WITH QUANTITY OF PLANTS DESIGNATED; EVENLY SPACED.
7. A MINIMUM OF 8" DEPTH OF NEW TOPSOIL SHALL BE PLACED IN ALL BED AREAS BY LANDSCAPE CONTRACTOR PRIOR TO PLANT INSTALLATION. BACKFILL ALL SHRUBS AND TREES WITH BACKFILL MIX OF ONE PART COMPOST TO THREE PARTS TOPSOIL.
8. MULCH TREES AND SHRUBS WITH MIN. 3" DEPTH OF "BLACK GOLD" OR APPROVED EQUAL, BLACK DYED SHREDDED HARDWOOD MULCH. MULCH PERENNIALS WITH 2" DEPTH OF MULCH. MULCH SHALL EXTEND IN A CONTINUOUS LAYER WITHIN PLANTING BEDS FROM FACE TO FACE OF SITE STRUCTURES - WALKS, BUILDING, CURBS, OR OTHER PLANT BED LIMITS.
9. ALL BED EDGES SHALL BE SPADE-CUT AND CLOSELY ALIGN AS POSSIBLE WITH EDGES AS SHOWN ON DRAWING. KEEP MULCH A MIN. 1/2" BELOW ADJACENT PAVED SURFACES.
10. SOD ALL LAWN DISTURBED AREAS WITHIN PROJECT LIMITS AS NOTED ON CIVIL DRAWINGS; INCLUDING OUT TO PAVEMENT EDGES. REFER TO CIVIL DRAWINGS AND VERIFY EXTENT WITH PROJECT MANAGER.
11. MAINTENANCE. SEC. 35.2-63.13.
    (A) AFTER THE ZONING ADMINISTRATOR DETERMINES THAT ALL LANDSCAPING REQUIRED BY THIS ARTICLE IS COMPLETE AND IN HEALTHY CONDITION, THE PROPERTY OWNER SHALL BE RESPONSIBLE FOR THE ONGOING PROTECTION AND MAINTENANCE OF ALL REQUIRED LANDSCAPING IN A MANNER CONSISTENT WITH THE APPROVED SITE PLAN.
    (B) IN THE EVENT REQUIRED LANDSCAPING AS SHOWN ON THE APPROVED SITE PLAN IS DEAD OR DAMAGED, IT SHALL BE REPLACED BY THE PROPERTY OWNER AFTER NOTIFICATION BY THE ZONING ADMINISTRATOR.
    (C) ALL REQUIRED TREES AND SHRUBS AS SHOWN ON THE APPROVED SITE PLAN SHALL BE ALLOWED TO GROW UNTIL MATURITY AND SHALL NOT BE REMOVED, UNLESS A SUITABLE REPLACEMENT IS PROVIDED THAT MEETS THE STANDARDS OF THIS ORDINANCE AND SHOWN ON AN APPROVED LANDSCAPING PLAN. PRUNING TECHNIQUES SHALL BE DONE IN ACCORDANCE WITH THE STANDARDS ADOPTED BY THE AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI); A300, PART 1, STANDARD 1 AND THE INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA). TOPPING OF TREES IS INAPPROPRIATE. ANY TREE THAT DIES AS THE RESULT OF TOPPING SHALL BE REPLACED BY THE PROPERTY OWNER.

LANDSCAPE CODE REQUIREMENTS

STREET TREES - SEC. 35.2-63.6.
1. FOR ALL MULTI-HOUSEHOLD, COMMERCIAL, INSTITUTIONAL AND INDUSTRIAL DEVELOPMENTS, STREET TREES ARE REQUIRED AT THE RATE OF ONE SHADE TREE FOR EACH 40 FEET OF STREET FRONTAGE OR IN THE CASE WHERE OVERHEAD UTILITY LINES PROHIBIT THE PLANTING OF SHADE TREES ONE ORNAMENTAL TREE FOR EACH 20 FEET OF STREET FRONTAGE.
2. REQUIRED STREET TREES SHALL BE PLANTED ALONG THE PROPERTY LINE THAT FRONTS THE STREET AND SHALL NOT BE PLANTED WITHIN THE PUBLIC RIGHT-OF-WAY OR WITHIN ANY UTILITY EASEMENTS UNLESS OTHERWISE APPROVED BY THE CITY.

200.05 LF FRONTAGE/20 = 10 SMALL, ORNAMENTAL TREES REQUIRED
With overhead lines 10 ORNAMENTAL TREES AS SHOWN

PARKING AREA LANDSCAPING -SEC. 35.2-63.7. REQUIREMENTS FOR ALL PARKING AREAS. ALL PARKING AREAS ARE SUBJECT TO THE FOLLOWING LANDSCAPING STANDARDS:
1. ALL PARKING ROWS AND PARKING BAYS SHALL BE CAPPED WITH A LANDSCAPED ISLAND CONTAINING A REQUIRED SHADE TREE AND MEDIUM HEIGHT SHRUBS.
2. ONE SHADE TYPE TREE FOR EVERY EIGHT PARKING SPACES, PLANTED WITHIN LANDSCAPE ISLANDS, REASONABLY DISPERSED WITHIN THE PARKING AREA SO THAT NO MORE THAN 20 PARKING SPACES EXIST BETWEEN LANDSCAPE ISLANDS.
3. ONE MEDIUM SHRUB FOR EVERY ONE PARKING SPACE SHALL BE PLANTED WITHIN LANDSCAPE ISLANDS CONTANING REQUIRED TREES.

11 PARKING SPACES = 2 TREES & 11 SHRUBS REQUIRED,
2 SHADE TREES AS SHOWN
14 SHRUBS AS SHOWN

PARKING AREA SCREENING.
1. IN ALL INSTANCES WHERE PARKING AREAS ARE ADJACENT TO PUBLIC OR PRIVATE STREETS, A SCREEN WITH A MINIMUM HEIGHT OF THREE FEET AT TIME OF INSTALLATION SHALL BE PROVIDED ALONG THE ENTIRE LENGTH OF THE PARKING AREA EXCLUSIVE OF DRIVEWAYS AND ENTRANCES. THE MINIMUM PLANTING WIDTH FOR THE SCREEN SHALL BE SIX FEET AND SUCH SCREEN SHALL NOT BE LOCATED IN THE STREET RIGHT-OF-WAY.
2. FOR THE PURPOSES OF THIS SECTION, ONE LARGE SHRUB PER THREE FEET OF STREET FRONTAGE.

PARKING AREA LENGTH: 94 LF / 3' = 32 SHRUBS REQUIRED
36 SHRUBS AS SHOWN

UTILITY SCREENING - SEC. 35.2-63.9.
1. LOADING AREAS, REFUSE AREAS, STORAGE YARDS, STORMWATER MANAGEMENT PONDS, WATER VAULTS, REDUCED PRESSURE ZONE (RPZ) DEVICES OR OTHER OBJECTIONABLE ITEMS SHALL BE SCREENED FROM VIEW OF ANY PUBLIC OR PRIVATE STREET, OR ANY ADJACENT RESIDENTIAL DISTRICT.
2. DUMPSTERS SHALL BE SEPARATED FROM ADJACENT PARKING STALLS BY A MINIMUM THREE FEET WIDE (INTERIOR CLEAR DIMENSION) PLANTING STRIP,

MEETS OR EXCEEDS REQUIREMENTS.

MINIMUM MATURE TREE CANOPY REQUIRED

ZONING DISTRICT	MINIMUM TREE CANOPY REQUIRED
B-1, B-3, B-4, B-5, IN-1, IN-2, I-1, I-2, I-3	**10% OF ENTIRE DEVELOPMENT SITE**

TOTAL SITE: 0.813 AC or 35,414.28 SF @10% = **3541.42 SF REQUIRED**

EXCEEDS REQUIREMENT AS LISTED ON PLANT MATERIALS LIST CALCULATIONS

FOUNDATION PLANTINGS. SEC. 35.2-63.8.
ALL SIDES OF MULTI-HOUSEHOLD, COMMERCIAL, INSTITUTIONAL OR INDUSTRIAL BUILDINGS, WHICH FRONT ON A PUBLIC OR PRIVATE STREET OR ARE VISIBLE FROM AN ADJACENT RESIDENTIAL DISTRICT, SHALL BE LANDSCAPED WITH FOUNDATION PLANTINGS THAT INCLUDE ONE ORNAMENTAL TREE PER 50 LINEAR FEET OF BUILDING, AND:
1. ONE LARGE SHRUB PER TEN LINEAR FEET OF BUILDING;
2. ONE MEDIUM SHRUB AND ONE SMALL SHRUB PER TEN LINEAR FEET OF BUILDING;
3. THREE SMALL SHRUBS PER TEN LINEAR FEET OF BUILDING;
or 4. ANY COMBINATION OF PARAGRAPHS (1), (2) AND (3) ABOVE.

TOTAL BUILDING PERIMETER = 183.59+/- LF
183.59/50 = 3.67 TREES REQUIRED **4 ORNAMENTAL TREES AS SHOWN**
183.59/10 = 18.4 or 19 LARGE SHRUBS REQUIRED
20 LARGE SHRUBS AS SHOWN
183.59/10 = 15.4 or 19 SMALL SHRUBS REQUIRED
23 SMALL SHRUBS AS SHOWN
183.59/10 = 15.4 or 19 MEDIUM SHRUBS REQUIRED
19 MEDIUM SHRUBS AS SHOWN

LANDSCAPE ARCHITECT:
YELLOW SPRINGS DESIGN
PO Box 472 205 PARK MEADOWS DR
YELLOW SPRINGS, OHIO 45387
937.767.8199
yellowspringsdesign@bizwoh.rr.com

CESO
WWW.CESOINC.COM

No.	Revisions/Submissions	Date
	OWNER/LL REVIEW SET	6.20.18
	REVISED PER CITY COMMENTS	7.30.18

VALVOLINE INSTANT OIL CHANGE
3031 OLD FOREST RD.
LYNCHBURG, VA 24504

COMMONWEALTH OF VIRGINIA
ROGER E. BEAL
1955
LANDSCAPE ARCHITECT

Project No.	755074
Scale	AS NOTED
Drawn	REB
Checked	JL
Date	06.20.18

Drawing Title: LANDSCAPE PLAN

Drawing No. L-1.0

EXTERIOR FINISHES

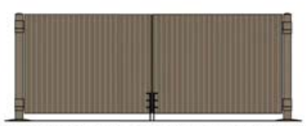
EXTERIOR INSULATED FINISH SYSTEM :	DRYVIT (SANDPEBBLE FINE) COLOR: EIFS 1 = #113 AMARILLO WHITE
BRICK WAINSCOT: (GRADE TO PRECAST SILL)	BELDEN – "MODULAR MIDLAND BLEND A"
MORTAR:	LEHIGH - "LIGHT BEIGE"
MASONRY SEALER:	ALL BRICK/STONE SURFACES SHALL BE TREATED W/SEALER REFER TO SPECIFICATIONS.
STANDING SEAM AWNING:	*FIRESTONE UNA-CLAD KYNAR 500 / HYLAR METAL 5000* FLUOROCARBON STEEL **MATTE BLACK**
ROOF SHINGLES:	OWENS CORNING DURATION SERIES "DRIFTWOOD"
GUTTER, DOWNSPOUTS, FASCIA & EXPOSED TRIM:	MASTIC HOME EXTERIORS BY PLY GEM – DESERT SAND
STOREFRONT SYSTEM:	2x4 1/2" KAWNEER TRIFAB VG 451T SERIES CLEAR ANODIZED ALUMINUM STOREFRONT SYSTEM W/1" INSULATED GLAZING.
DUMPSTER WALLS:	MATCH BUILDING
H.M. DOORS & FRAMES:	FIELD PAINT w/SHERWIN-WILLIAMS B66-310 PRO-CYRL PRIMER FOLLOWED BY (2) FINISH COATS OF B66-300 SHER-CYRL HPA. COLOR SHALL BE SW-7515 "HOMESTEAD BROWN". PROVIDE MOCK-UP AND VERIFY COLOR W/OWNER.
BOLLARDS/GUARD POSTS:	FIELD PAINT W/SHERWIN-WILLIAMS B66-310 PRO-CYRL PRIMER FOLLOWED BY (2) FINISH COATS OF B66-300 SHER-CYRL HPA. COLOR SHALL BE "VALVOLINE RED"
DUMPSTER ENCLOSURE GATE AND POSTS:	FIELD PAINT W/SHERWIN-WILLIAMS B66-310 PRO-CYRL PRIMER FOLLOWED BY (2) FINISH COATS OF SHERWIN WILLIAMS 7515 "HOMESTEAD BROWN". SEMI-GLOSS DTM ACRYLIC B66-200.
PARKING LOT STRIPING:	SHERWIN-WILLIAMS #TM226 SETFAST TM PAINT. COLOR SHALL BE "WHITE".
HANDICAP STALL STRIPING:	SHERWIN-WILLIAMS #TM2133 SETFAST TM PAINT. COLOR SHALL BE "ADA BLUE".

1 LEFT ELEVATION
BRICK / EIFS

2 RIGHT ELEVATION
BRICK / EIFS

3 FRONT ELEVATION
BRICK / EIFS

4 REAR ELEVATION
BRICK / EIFS



5 DUMPSTER FRONT ELEVATION
BRICK / EIFS

6 DUMPSTER SIDE ELEVATION
BRICK / EIFS

CESO
WWW.CESOINC.COM

VALVOLINE INSTANT OIL CHANGE
TWO BAY RIGHT HAND PROTOTYPE DESIGN

Project No.	753737.01
Scale	AS NOTED
Drawn	CESO
Checked	BWH
Date	06.20.17

Drawing Title

EXTERIOR ELEVATIONS

Drawing No.

Valvoline Instant Oil Change Project Narrative

Valvoline Instant Oil Change is proposing a new commercial site construction, consisting of a 2-Bay, Right Hand (tower is on the right-hand side when facing the front of the building) building that is 1,664 SF, a dumpster enclosure, associated parking lot required, as well required landscaping per the City of Lynchburg. The project site is located at 3031 & 3033 Old Forest Road in Lynchburg, Virginia. Both parcels are currently developed, consisting of a vacant Dairy Queen and a Betty Brite Dry Cleaners. Once the lots have been acquired by Valvoline, they will be consolidated into one during the Site Plan Review phase. The proposed site is situated such that the proposed building is set approximately 46' off the Old Forest Road right-of-way, centered along the right side of the 3033 lot. The associated parking drives are north, west, and east of the proposed building, with 10 parking spaces on the east side including 1 Handicap Accessible space (per ADA requirements). Three (3) of the existing drive accesses to Old Forest are to be closed upon demolition of the existing site, with one (1) proposed drive entrance located at the northwest corner of the site. Site circulation goes as follows; a customer will enter the proposed Valvoline site from Old Forest Road, follow the straight drive to the rear of the site, and do one of the three things:

- They will pull into the queue for an oil change
- Continue on to park in the provided spaces
- Forego an oil change and continue bypassing through the site looping back to the Old Forest Road entrance drive.

The existing Dairy Queen (3033) and Betty Brite Dry Cleaners (3031) both have existing utilities on-site. The proposed Valvoline intends to re-use the existing utility laterals and stubs on-site where possible but final utility coordination has not yet been completed, this will be handled during the Site Plan Approval process. If the utilities cannot be reused they will be properly abandoned, capped or removed where necessary.

Stormwater runoff from the proposed construction surfaces will be directed towards two (2) storm sewer curb inlets on-site and routed to connect to the existing drainage inlet along Old Forest Road, at the Northwest part of the site. One curb inlet is located at the south of the proposed site, while the other is located near the drive entrance at the northwest corner of the site. Roof drainage will be collected by downspouts and will be conveyed to the on-site system as well. Since the existing site is almost all impervious area, the proposed site improvements will vastly reduce impervious coverage by providing landscaping and large amounts of pervious area. Due to the proposed site improvements, the stormwater quantity & quality requirements will be met through the decrease in impervious area.

Valvoline looks forward to working with the City of Lynchburg even more throughout this process and appreciates your consideration for this site.

Please feel free to contact me if you have any further questions.

Jeff Lonchor, E.I.
Project Engineer
Office: 614.942.3017
Mobile: 440.773.3461

lonchor@cesoinc.com


3031 Old Forest Rd
Lynchburg, Virginia
Google, Inc.
Street View - Jun 2017
Betty Brite
DQ
Rd
King's Isla

Valvoline Oil Change
3031 and 3033 Old Forest Road
August 8, 2018

PLEASE PRINT

NAME	ADDRESS	PHONE	IN FAVOR	IN OPPOSITION	NEUTRAL
Jason [illegible]	100 Valvoline Way	[illegible]			

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **September 25, 2018** AGENDA ITEM #: **9**

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

ITEM TITLE: Blanket License Agreement to Install Fiber Optic Cable and Conduit on City Streets and Maintain Current Lines.

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

RECOMMENDATION: After Public Hearing, adopt a resolution granting Level 3 Communications, LLC a blanket License Agreement to 1) install new fiber optic cable and conduit in City owned rights-of-way and property and 2) to maintain and operate existing lines under License Agreements previously approved by City Council.

SUMMARY: Level 3 Communications, LLC has submitted multiple requests to install aerial fiber optic cable and underground conduit in City owned rights-of-way and property throughout the City of Lynchburg. Level 3 has installed and/or purchased installations throughout the City, but did not have agreements for all of their facilities. In an attempt to help them into compliance, staff has been working with Level 3 to get up to date mapping of the facilities. With the blanket agreement, Level 3 will have to submit a new map and go through the Technical Review Committee for review and follow all requirements of the City Code before any new facilities can be installed.

PRIOR ACTION(S): Technical Review Committee (TRC) - February, 2018
Physical Development Committee – September 11, 2018

FISCAL IMPACT: None

CONTACT(S): Lee Newland, City Engineer-455-3947
Gaynelle Hart, Director of Public Works-455-4406

ATTACHMENT(S): Resolution
Citywide Route Map

REVIEWED BY: raw

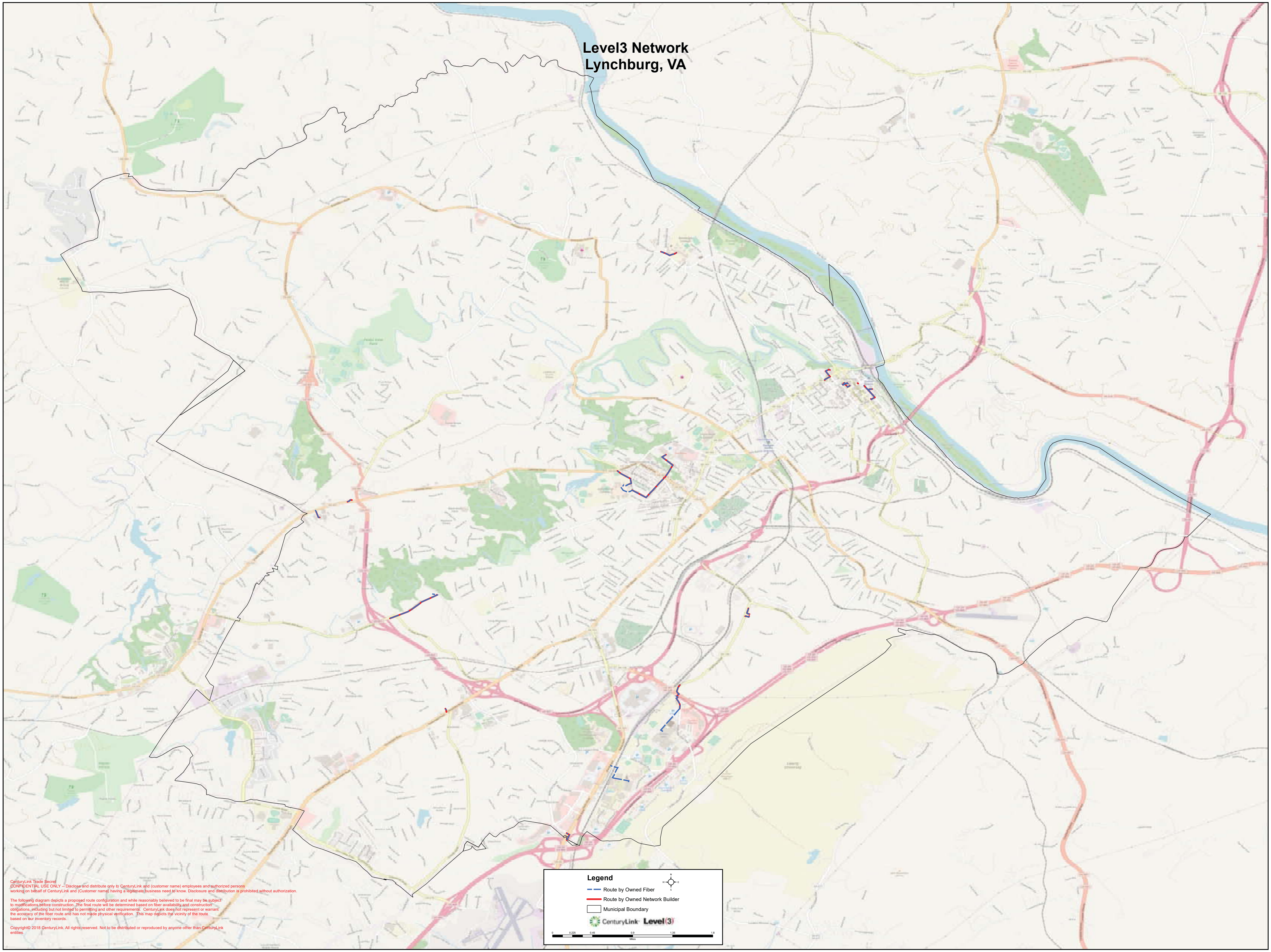
Resolution

BE IT RESOLVED That the City Manager is hereby authorized to execute a nonexclusive license agreement with Level 3 Communications, LLC for the installation, maintenance, and operation of aerial fiber optic cable and underground conduit in the City right-of-way and City property and to include previously installations under license agreements approved by City Council. Level 3 Communications, LLC's authority to install maintain, and operate fiber optic cable in the City's public right-of-way and property is subject to applicable law.

Adopted:

Certified: ____________________________
Clerk of Council

103K



The following diagram depicts a proposed route configuration and while reasonably believed to be final may be subject to modifications before construction. The final route will be determined based on fiber availability and construction obligations, including but not limited to permitting and other requirements. CenturyLink does not represent or warrant the accuracy of the fiber route and has not made physical verification. This map depicts the vicinity of the route based on our inventory records.

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **September 25, 2018** AGENDA ITEM #: **10**

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

ITEM TITLE: Grant to Preserve Marriage Bonds M - Z, 1805 – 1824 and Marriage Bonds A - I, 1825 – 1834 at the Circuit Court Clerk's Office

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

RECOMMENDATION: Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $10,780 with resources from a grant from the Library of Virginia to preserve Marriage Bonds M – Z, 1805 – 1824 and Marriage Bonds A – I, 1825 – 1834 at the Lynchburg Circuit Court Clerk's Office.

SUMMARY: The Library of Virginia allows Circuit Court Clerks' Offices to submit applications for grant funding. Staff submitted a grant application to The Library of Virginia to preserve records held at the Circuit Court Clerk's Office. The approved grant funding of $10,780 will allow Marriage Bonds M - Z with records dated 1805 – 1824 and Marriage Bonds A – I with records dated 1825 – 1834 to be reformatted and preserved.

The grant covers 100% for total of preservation work; no local match is required of this grant.

PRIOR ACTION(S): Finance Committee, September 25, 2018

FISCAL IMPACT: None – no local match is required.

CONTACT(S): Eugene Wingfield, Circuit Court Clerk, 455-2611

ATTACHMENT(S): Resolution
Library of Virginia Grant Agreement, July 25, 2018

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and $10,780 is appropriated with resources from a grant from the Library of Virginia to preserve Marriage Bonds M - Z, 1805 – 1824 and Marriage Bonds A – I, 1825 – 1834 at the Lynchburg Circuit Court Clerk's Office.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

104K

LIBRARY OF VIRGINIA

Sandra Gioia Treadway
Librarian of Virginia

July 25, 2018

The Honorable Eugene Wingfield
Clerk of the Circuit Court
City of Lynchburg
P.O. Box 4
Lynchburg, VA 24505

Grant Agreement Number: 2019FY-42

Dear Mr. Wingfield,

The Circuit Court Records Preservation Grants Review Board met on Tuesday, July 24th, 2018 to consider eighty-nine applications submitted from eighty-seven localities. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved at a reduced amount of $10,780.00**, due to funding requests for this cycle exceeding the award amount available. The following item(s) have been approved by the Review Board: **Marriage Bonds 1805-1824, M-Z; Marriage Bonds 1825-1834, A-I.** We encourage you to resubmit items that were not approved this cycle during the next grant cycle. This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Application Certification form enclosed. This agreement, along with the original grant application details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it to Michelle Washington at the Library of Virginia in the prepaid envelope included in this mailing. Contact your item conservation vendor representative to make arrangements for them to collect the approved items. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

Please accept our congratulations on the approval of your application. We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project.

Sincerely,

Sandra G. Treadway

Sandra G. Treadway
State Librarian and State Archivist of Virginia

Paul Ferguson

Paul F. Ferguson
President, Virginia Court Clerks' Association

CCRP GRANTS PROGRAM APPLICATION CERTIFICATION

Locality: Lynchburg County

Date: July 31, 2018

Project Type: Item Conservation

Amount of Grant Request: $14,110.00

____

Signature of Circuit Court Clerk

____

Typed or Printed Name of Circuit Court Clerk

Statement regarding expenditure of funds:
I will abide by applicable state and local procurement rules and agree that funds granted under the Virginia Circuit Court Records Preservation Program will be spent only in accordance with the plan of work and budget statement presented in this application, and that any changes in the submitted proposal of work and/or budget will be submitted in writing to the grants office for approval in advance. I understand that grant funds will only be released upon receipt of verification form indicating that the proposal of work has been fully completed. I will ensure that any agreements for goods or services to be paid for with grant funds will be consistent with the project requirements set forth in the CCRP Program Manual.

Statement regarding archival and records management policies and procedures:
I agree to comply with all policies and procedures required by the *Code of Virginia*, and the decisions of the Circuit Court Records Preservation Grants Review Board and the Library of Virginia concerning the management, preservation, reproduction, and storage of public records, as well as those pertaining to the official recording of such records in government offices, whether on paper, microfilm, digital image, or any other medium.

Statement regarding project status and financial expenditure reports:
I agree to submit program status and financial expenditure reports as required by the Library of Virginia. I also agree to account for all grant funds, to maintain separate financial and programmatic records on this project, and to retain such source documentation as canceled checks, paid bills, payroll, or other accounting documentation, in conjunction with the fiscal office of this locality, that would facilitate an audit. I understand that failure to submit the status and financial reports will result in grant funds not being released and this office becoming ineligible to receive future grant funding, until such time that the delinquent reports have been successfully submitted.

By signing below I agree to the three statements above as well as the decision of the CCRP Grants Review Board:

Project Number: 2019FY-42

Amount of Grant Award: $10,780.00

____

Date:______________________

Signature of Circuit Court Clerk

(CCRP Grants Program Certification Form v. 02/2015)

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **September 25, 2018** AGENDA ITEM #: **11**

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

ITEM TITLE: 2019 Department of Motor Vehicles (DMV) Highway Safety Grant – Speed Enforcement

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

RECOMMENDATION: Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $27,225 with resources of $18,150 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $7,924 and $1,151 transferred from the FY 2019 General Fund Police Department budget to provide funds for speed enforcement activities.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City a $18,150 grant. The funds will be used for speed enforcement activities.

The grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of $1,151 is available for transfer from the FY 2019 Police Department budget to cover this expense.

An in-kind match of $7,924 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): Finance Committee, September 25, 2018

FISCAL IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; $1,151 from the FY 2019 General Fund Police Department budget will be used to cover this expense.

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

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and $27,225 is appropriated with resources of $18,150 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $7,924 and $1,151 transferred from the FY 2019 General Fund Police Department budget to provide funds for speed enforcement activities.

Introduced: Adopted:

Certified: ________________________________
Clerk of Council

106K

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **September 25, 2018** AGENDA ITEM #: **12**

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

ITEM TITLE: 2018 Edward Byrne Memorial Justice Assistance Grant (JAG)

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

RECOMMENDATION: Adopt a resolution authorizing the submittal of an application for the 2018 Edward Byrne Memorial Justice Assistance Grant in the amount of $39,954 with resources from a Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment for the Lynchburg Police Department, Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

SUMMARY: The City of Lynchburg is eligible to receive $39,954 in Edward Byrne Memorial Justice Assistance Grant (JAG) funding. Funding will be utilized by the Lynchburg Police Department to purchase riot control gear for the patrol division ($31,502). The Lynchburg Sheriff's Office will utilize funds to purchase a replacement file server ($4,303). The Office of the Commonwealth's Attorney will utilize funds to purchase two (2) computers ($4,149). Total equipment cost is $39,954, which is fully reimbursable by the grant. No local matching funds are required. The grant application requires the approval of the governing body prior to submission of the grant request.

PRIOR ACTION(S): Finance Committee, September 25, 2018

FISCAL IMPACT: None, no local match is required

CONTACT(S): Interim Chief Ryan M. Zuidema, 434-455-6171
Amy Lowe, Administrative Manager, Police Department, 455-6128

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the Lynchburg City Council approves the submittal of an application for the 2018 Edward Byrne Memorial Justice Assistance Grant in the amount of $39,954 with resources from a Edward Byrne Memorial Justice Assistance Grant to purchase law enforcement equipment.

Adopted:

Certified: ______________________________

Clerk of Council

107K

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **September 25, 2018** AGENDA ITEM #: **13**

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

ITEM TITLE: 2019 Deparmtment of Motor Vehicles (DMV) Highway Safety Grant – Driving Under the Influence (DUI) Enforcement

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

RECOMMENDATION: Adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate $61,928 with resources of $41,285 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $17,698 and $2,945 transferred from the FY 2019 General Fund Police Department budget to provide selective enforcement activities and attend related training.

SUMMARY: The Department of Motor Vehicles Highway Safety Program has awarded the City a $41,285 grant. The funds will be used for selective DUI activities, alcohol testing equipment and attendance to related training.

The grant excludes reimbursement of FICA (Medicare and Social Security) benefit costs associated with the allotted overtime; however, funding of $2,945 is available for transfer from the FY 2019 Police Department budget to cover this expense.

An in-kind match of $17,698 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): Finance Committee, September 25, 2018

FISCAL IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; $2,945 from the FY 2019 General Fund Police Department budget will be used to cover this expense.

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

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and $61,928 is appropriated with resources of $41,285 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of $17,698, and $2,945 transferred from the FY 2018 General Fund Police Department budget to provide selective enforcement activities, alcohol testing equipment and attend related training.

Introduced: Adopted:

Certified: ______________________________

Clerk of Council

105K

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **September 25, 2018** AGENDA ITEM #: **14**

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

ITEM TITLE: Adopt a Resolution Declaring and Rescinding a Local State of Emergency Relating to Hurricane Florence

KEY ELEMENTS:
_ _Economic Development _X_Excellent Government _X_Natural and Built Environment _X_Safe Community _ Vibrant Community

RECOMMENDATION: Adopt the attached resolution confirming the declaration of a local emergency and rescinding of such declaration.

SUMMARY: Section 44-146.21 of the Code of Virginia authorizes the local Director of Emergency Management to declare a local emergency subject to confirmation by the Governing Body at its next regularly scheduled meeting or at a special meeting within fourteen days of the declaration, whichever occurs first. The City Manager, who serves as the Director of Emergency Management declared a local emergency the morning of September 11, 2018 and ended such declaration on Tuesday, September 18, 2018. The attached resolution is offered for City Council's consideration.

PRIOR ACTION(S): None

FISCAL IMPACT: None

CONTACT(S): Bonnie Svrcek, City Manager - 455-3990

ATTACHMENT(S): Resolution
Declaration of a Local Emergency

REVIEWED BY: bms

CONFIRMATION OF CITY MANAGER'S
DECLARATION OF EMERGENCY

WHEREAS, the City Council of City of Lynchburg, Virginia does hereby find:

1. That due to the forecast of a Category 4 Hurricane (Florence), the City of Lynchburg was potentially facing dangerous conditions resulting in peril to life and property;

2. That the Governor of the Commonwealth and the Virginia Department of Emergency Management noted that the impending Hurricane was likely to create catastrophic and deadly conditions;

3. That pursuant to the authority of Section 44-146.21 of the Code of Virginia the City Manager, acting as the Director of Emergency Services for the City of Lynchburg declared a local emergency on September 11, 2018.

NOW THEREFORE, IT IS HEREBY PROCLAIMED that the Lynchburg City Council consents to the declaration of emergency by the City Manager, does confirm all emergency actions taken by the City Manager and City officials, employees and agents pursuant to the declaration of emergency by the City Manager; and

BE IT FURTHER RESOLVED That the Lynchburg City Council finds that the conditions which caused the City Manager to declare the existence of a local emergency on September 11, 2018 have abated and pursuant to Section 44-146.21 of the Code of Virginia the declaration of emergency conditions is hereby rescinded effective September 18, 2018.

Adopted:

Certified: ______________________________
Clerk of Council

108K

DECLARATION OF A LOCAL EMERGENCY

I, Bonnie Svrcek, the City Manager and Director of Emergency Services of the City of Lynchburg does hereby find:

1. That Hurricane Florence is approaching the Central Virginia area and the City of Lynchburg is facing the prospect of damaging winds, heavy rains and flood conditions;

2. That due to the possibility of damaging winds and flooding, a condition of peril to life and property necessitates the proclamation of the existence of a local emergency in order that the City can properly prepare for the threat posed by Hurricane Florence;

NOW, THEREFORE, pursuant to the provisions of Section 44-146.21 of the Code of Virginia, it is hereby PROCLAIMED that a local emergency now exists throughout said City; and,

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency the powers, functions, and duties of the City Manager and the City Council of the City of Lynchburg shall be those prescribed by State law and the ordinances, resolutions, and approved plans of the City of Lynchburg in order to prepare for and mitigate the effects of said emergency.

Dated: 9/11/18

Bonnie Svrcek

Bonnie Svrcek, City Manager & Director of Emergency Services