

FINANCE COMMITTEE AGENDA

Tuesday, September 24, 2019
11:30 a.m. – Bidder's Room

GENERAL BUSINESS

11:30 a.m.

1. Approval of the Draft Finance Committee Meeting Notes from August 13, 2019.

Contact: Donna Witt, Chief Financial Officer 455-3968

11:35 a.m.

2. Report on the General Fund Reserve for Contingencies.

Contact: Donna Witt, Chief Financial Officer 455-3968

11:40 a.m.

3. Adopt a resolution to amend the FY 2020 City/Federal/State Aid Fund budget and appropriate \$55,335 with resources of \$36,890 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$15,767, and \$2,678 transferred from the FY 2020 General Fund Police Department budget to provide selective enforcement activities and attend related training.

Contact: Chief Ryan M. Zuidema 455-6171

11:45 a.m.

4. Adopt a resolution to amend the FY 2020 City/Federal/State Aid Fund budget and appropriate \$22,575 with resources of \$15,050 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$6,374, and \$1,151 transferred from the FY 2020 General Fund Police Department budget to provide funds for speed enforcement activities.

Contact: Chief Ryan M. Zuidema 455-6171

11:50 a.m.

5. Consider a request to adopt a resolution authorizing the submittal of an application for the 2019 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$34,930 to purchase law enforcement equipment for the Lynchburg Police Department, Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

Contact: Chief Ryan M. Zuidema 455-6171

11:55 a.m.

6. Approve the submittal of an application for the 2019 State Homeland Security Program (SHSP) Grant through the Virginia Department of Emergency Management (VDEM) in the amount of \$24,517 to purchase law enforcement equipment for the Lynchburg Police Department.

Contact: Chief Ryan M. Zuidema 455-6171

12:00 p.m.

7. Adopt a resolution to amend the FY 2019 Detention Home Fund budget to appropriate \$17,995 for a welding simulator, and \$5,000 for additional supplies for CPP (Community Placement Program) juveniles with resources from the Virginia Department of Juvenile Justice Community Placement Program.

Contact: Tamara Rosser, Director of Human Services 455-5794

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 \$103,953 with resources of \$83,162 from the RSAF grant, \$20,791 from the FY 2020 General Fund Fire Department budget to purchase (3) LifePak 15 cardiac monitors for the Fire Department.

Contact: Fire Chief Greg Wormser

455-6340

12:10 p.m.

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

Contact: Donna Witt, Chief Financial Officer

455-3968

12:15 p.m.

10. Roll Call

The next Finance Committee meeting is Tuesday, October 22, 2019, at 11:30 a.m.

FINANCE COMMITTEE NOTES-- DRAFT
Tuesday, August 13, 2019

GENERAL BUSINESS

Meeting commenced at 11:30 a.m.

ATTENDEES

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

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

1. Approval of the Draft Finance Committee Meeting Notes from May 28, 2019.

The meeting notes from May 28, 2019 were approved as submitted.

2. Report on the General Fund Reserve for Contingencies.

Donna Witt noted the report reflects a new fiscal year. There have been no requests, leaving a full balance of \$1.2 million in the FY 2020 Reserve for Contingencies.

3. Consider a request to adopt a resolution to amend the FY 2019 City/Federal/State Aid Fund budget to appropriate \$21,293 with resources from the Virginia Wireless E-911 Services Board FY19 Public Safety Answering Point (PSAP) Grant Program which will be used to replace aging computer equipment for 12 Computer Aided Dispatch (CAD) workstations.

The Committee approved this item and is scheduled to be considered by full Council at their August 13, 2019 meeting.

4. Consider a request to adopt a resolution to amend the FY 2020 City/Federal/State Aid Fund budget and appropriate \$15,213 with resources from a grant from the Library of Virginia to preserve Deed Book JJ, 1884, Marriage Bonds A – L, 1835 – 1840, and Marriage Bonds J – Z, 1825 – 1834 at the Lynchburg Circuit Court Clerk's Office.

The Committee approved this item and is scheduled to be considered by full Council at their August 13, 2019 meeting.

5. Consider a request to adopt a resolution to amend the FY 2020 City/Federal/State Aid Fund budget and appropriate \$103,920 with resources of \$51,960 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) and \$47,297 from the FY 2020 General Fund Fire Department budget and \$4,663 from the General Fund Fire Equipment Assigned Fund Balance to purchase (3) LifePak 15 cardiac monitors for the Fire Department.

The Committee approved this item and is scheduled to be considered by full Council at their August 13, 2019 meeting.

6. Approve the submittal of a grant application to the U.S. Department of Homeland Security (DHS) - 2019 State Homeland Security Program (SHSP) for \$44,550 to fund equipment for the Fire Department Hazardous Materials Team.

The Committee approved this item.

7. Approve the submittal of a grant application in the amount of \$400,000, for a Virginia Department of Conservation & Recreation, 2019 Recreational Trails Grant to replace one bridge and rehabilitate approximately two (2) miles of destroyed and severely eroded trail within the James River Heritage Trail System.

The Committee approved this item.

8. Support the application for the Temporary Assistance to Needy Families (TANF) Employment Advancement for TANF Participants Grant (#BEN-19-113) managed by the Virginia Department of Social Services (VDSS) for the estimated amount of \$322,939 to further advance work associated with poverty-reduction initiatives within the City of Lynchburg.

The Committee approved this item.

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

Donna Witt reported on the status of five revenues received for the month ending May 2019. She noted revenues overall were strong in May due to several area graduations. Sales and Use Tax revenue is \$700,000 above budget. Consumer Utility Tax- Electric is almost \$100,000 more compared to the Adopted Budget; however, is less than received in FY 2018. Communications Sales & Use Tax continues to decline as expected. Meals Tax is above overall budgeted by \$182,000 and Lodging Tax is up \$147,000 from Adopted Budget.

10. Roll Call

There were no items for roll call.

Meeting adjourned at 11:58 a.m.

FY 2020 GENERAL FUND RESERVE FOR CONTINGENCIES

	<u>Reserve for Contingencies</u>	<u>City Manager's Discretionary Funding</u>
BEGINNING BALANCE, JULY 1, 2019	\$1,150,000	\$50,000
Carryforward to FY 2020 Reserve for Contingencies - FY 2020Adopted Budget	0	
BALANCE	<u>\$1,150,000</u>	<u>\$50,000</u>
APPROPRIATIONS (Second Reading)		
 TOTAL APPROPRIATIONS	<u>\$0</u>	<u>\$0</u>
REMAINING BALANCE	<u>\$1,150,000</u>	<u>\$50,000</u>
ITEMS INTRODUCED		
 TOTAL INTRODUCED ITEMS	<u>\$0</u>	<u>\$0</u>
REMAINING BALANCE	<u>\$1,150,000</u>	<u>\$50,000</u>
PENDING ITEMS		
 TOTAL PENDING ITEMS	<u>\$0</u>	<u>\$0</u>
PROJECTED BALANCE, JUNE 30, 2020	<u>\$1,150,000</u>	<u>\$50,000</u>

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **3**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2019 DMV Highway Safety Grant – DUI (Alcohol) Enforcement

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2020 City/Federal/State Aid Fund budget and appropriate \$55,335 with resources of \$36,890 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$15,767 and \$2,678 transferred from the FY 2020 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 \$36,890 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 \$2,678 is available for transfer from the FY 2020 Police Department budget to cover this expense.

An in-kind match of \$15,767 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): Finance Committee September 24, 2019

FISCAL IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; \$2,678 from the FY 2020 General Fund Police Department budget will be used to cover this expense.

CONTACT(S):

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 2020 City/Federal/State Aid Fund budget is amended and \$55,335 is appropriated with resources of \$36,890 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$15,767, and \$2,678 transferred from the FY 2020 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 24, 2019**

AGENDA ITEM #: **4**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2020 DMV Highway Safety Grant – Speed Enforcement

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2020 City/Federal/State Aid Fund budget and appropriate \$22,575 with resources of \$15,050 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$6,374 and \$1,151 transferred from the FY 2020 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 \$15,050 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 2020 Police Department budget to cover this expense.

An in-kind match of \$6,374 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): Finance Committee September 24, 2019

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 2020 General Fund Police Department budget will be used to cover this expense.

CONTACT(S):

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 2020 City/Federal/State Aid Fund budget is amended and \$22,575 is appropriated with resources of \$15,050 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$6,374 and \$1,151 transferred from the FY 2020 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 24, 2019**

AGENDA ITEM #: **5**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2019 Edward Byrne Memorial Justice Assistance Grant (JAG)

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution authorizing the submittal of an application for the 2019 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$34,930 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 applying to receive \$34,930 in Edward Byrne Memorial Justice Assistance Grant (JAG) funding. Funding will be utilized by the Lynchburg Police Department to purchase cameras for electronic surveillance, one digital camera for the Community Relations Coordinator position, and accessories for Tactical Unit firearms (\$27,541). The Lynchburg Sheriff's Office will utilize funds to upgrade their voice recording system (\$3,762). The Office of the Commonwealth's Attorney will utilize funds to purchase two (2) computers (\$3,627). Total equipment cost is \$34,930 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 24, 2019

FISCAL IMPACT: None, no local match is required

CONTACT(S): 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 2019 Edward Byrne Memorial Justice Assistance Grant in the amount of \$34,930 to purchase law enforcement equipment for the Lynchburg Police Department, Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

Introduced:

Adopted:

Certified:

Clerk of Council

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **6**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2019 State Homeland Security Program (SHSP) Grant

KEY ELEMENTS:

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

RECOMMENDATION: Approve the submittal of an application for the 2019 State Homeland Security Program (SHSP) Grant through the Virginia Department of Emergency Management (VDEM) in the amount of \$24,517 to purchase law enforcement equipment for the Lynchburg Police Department.

SUMMARY: The City of Lynchburg Police Department is applying to receive \$24,517 through a competitive grant process with the Virginia Department of Emergency Management (VDEM) State Homeland Security Program (SHSP) to purchase two Long Range Acoustic Devices that will be used in critical incidents that require communication between law enforcement and other persons in crises where traditional communication may not be effective. The equipment will also be used to communicate lifesaving information to citizens during natural disasters. The total equipment cost is \$24,517 which is fully reimbursable by the grant; no local matching funds are required.

PRIOR ACTION(S): None

FISCAL IMPACT: None, no local match is required

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

ATTACHMENT(S): None

REVIEWED BY:

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **7**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: FY 2019 Appropriation for a Welding Simulator at the Juvenile Detention Home

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2019 Detention Home Fund budget to appropriate \$17,995 for a welding simulator, and \$5,000 for additional supplies for CPP (Community Placement Program) juveniles with resources from the Virginia Department of Juvenile Justice Community Placement Program.

SUMMARY: The Welding Simulator Program is designed to teach students basic welding skills and techniques. Students will receive a certificate from CVCC (Central Virginia Community College) when they have completed the course. The program is designed to enhance skills and employability in the workforce when students re-enter the community. The additional supplies are needed to provide uniforms and personal care items for the CPP residents.

PRIOR ACTION(S): September 24, 2019 Finance Committee

FISCAL IMPACT: None, no local match required

CONTACT(S): Tamara Rosser, Director of Human Services, 455-5794

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION: BE IT RESOLVED that FY 2019 Detention Fund budget is amended and \$22,995 is appropriated with resources from the Virginia Department of Juvenile Justice for the welding simulator and supplies for the Community Placement Program.

Introduced: September 24, 2019

Adopted:

Certified:

Clerk of Council

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **8**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase three LifePak 15.

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 \$103,953 with resources of \$83,162 from the RSAF grant, \$20,791 from the FY 2020 General Fund Fire Department budget to purchase (3) LifePak 15 cardiac monitors for the Fire Department.

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

The Fire Department would like to submit a grant request for \$103,953 in Rescue Squad Assistance funding to purchase (3) LifePak 15 cardiac monitors. The LifePak 15 cardiac monitors will replace three LifePak 12 in-service units purchased in 2008 and 2009. The monitors have remained in service through a preventative maintenance contract; however, have significantly exceeded the useful life recommended by the manufacturer. LifePak 12 is no longer supported.

We plan to apply for the grant under an 80/20 match; however, we typically receive a 50/50 match. With a total cost of \$103,953, the maximum required local match is \$51,977. Grants will be awarded in January 2020; therefore, if awarded, the match will be funded from the FY 2020 General Fund Fire Department budget.

PRIOR ACTION(S): None

FISCAL IMPACT: \$20,791 in matching funds will be provided from the Fire Department's FY 2020 budget if awarded under an 80/20 match; \$51,977 if awarded under a 50/50 match; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment.

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

ATTACHMENT(S): None

REVIEWED BY:

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **9**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

ACTION:

INFORMATION: **X**

(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 revenue sources.

SUMMARY: Five of the City's major revenue sources are taxes collected on a monthly basis: Local Sales and Use Tax, Consumer Utility Tax – Electric, Meals Tax, Lodging Tax, and Amusement Tax. Since the last Finance Committee meeting, revenue information through July 2019 has been posted for these five revenue streams.

PRIOR ACTION(S):

This information is provided monthly to the Finance Committee.

FISCAL IMPACT:

None

CONTACT(S):

Donna Witt, Chief Financial Officer, 455-3968

ATTACHMENT(S):

Comparison of Collections Budget to Actual FY 2018 – FY 2019

Comparison of Collections Budget to Actual FY 2019 – FY 2020

REVIEWED BY:

**Comparison of Collections
Budget to Actual FY 2018 - FY 2019**

	Actual FY 2015	Actual FY 2016	Actual FY 2017	Actual FY 2018	Adopted FY 2019	Actual FY 2019	Actual FY 2019 to Adopted FY 2019	Actual FY 2019 to Actual FY 2018
SALES & USE TAX								
ADOPTED FY 2019 BUDGET - \$15,351,347								
JULY	\$1,131,485	\$1,207,589	\$1,152,527	\$1,134,520	\$1,138,514	\$1,361,089	\$222,575	\$226,569
AUGUST	1,299,763	1,198,772	1,267,330	1,248,275	1,252,669	1,287,868	35,199	39,593
SEPTEMBER	1,204,336	1,269,930	1,275,989	1,289,489	1,294,028	1,305,048	11,020	15,559
OCTOBER	1,185,608	1,231,666	1,253,143	1,210,820	1,215,082	1,304,503	89,421	93,683
NOVEMBER	1,241,898	1,227,636	1,254,548	1,348,270	1,353,016	1,370,625	17,609	22,355
DECEMBER	1,669,810	1,600,507	1,695,286	1,601,584	1,607,222	1,597,108	(10,114)	(4,476)
JANUARY	1,073,237	1,055,364	1,070,830	1,122,715	1,126,667	1,144,052	17,385	21,337
FEBRUARY	1,131,392	1,161,810	1,148,155	1,117,839	1,121,774	1,180,302	58,528	62,463
MARCH	1,282,807	1,323,375	1,409,096	1,361,602	1,366,395	1,412,888	46,493	51,286
APRIL	1,311,297	1,202,186	1,236,313	1,217,305	1,221,590	1,313,440	91,850	96,135
MAY	1,213,149	1,222,060	1,271,113	1,305,292	1,309,887	1,427,324	117,437	122,032
JUNE	1,261,544	1,294,236	1,317,201	1,339,785	1,344,501	1,271,948	(72,553)	(67,837)
TOTAL	\$15,006,326	\$14,995,131	\$15,351,531	\$15,297,496	\$15,351,347	\$15,976,195	\$624,848	\$678,699
CONSUMER UTILITY TAX - ELECTRIC								
ADOPTED FY 2019 BUDGET - \$3,775,650								
JULY	\$321,596	\$332,876	\$328,501	\$335,326	\$325,420	\$343,448	\$18,028	\$8,122
AUGUST	305,012	333,953	355,434	327,959	318,270	332,393	14,123	4,434
SEPTEMBER	317,947	328,411	351,627	314,864	305,562	324,940	19,378	10,076
OCTOBER	273,264	281,514	294,038	297,177	288,398	318,779	30,381	21,602
NOVEMBER	273,353	270,434	274,145	284,069	275,677	282,758	7,081	(1,311)
DECEMBER	346,565	321,380	337,930	348,578	338,280	346,515	8,235	(2,063)
JANUARY	365,859	346,212	358,976	407,036	395,011	344,673	(50,338)	(62,363)
FEBRUARY	381,844	361,670	316,871	348,114	337,830	369,067	31,237	20,953
MARCH	339,965	312,928	304,309	313,399	304,140	309,674	5,534	(3,725)
APRIL	288,704	282,659	279,887	306,179	297,134	301,879	4,745	(4,300)
MAY	277,296	267,796	270,454	277,472	269,275	272,818	3,543	(4,654)
JUNE	310,184	301,340	303,480	330,415	320,654	304,873	(15,781)	(25,542)
TOTAL	\$3,801,589	\$3,741,173	\$3,775,652	\$3,890,588	\$3,775,650	\$3,851,817	\$76,167	(\$38,771)
COMMUNICATIONS SALES & USE TAX								
ADOPTED FY 2019 BUDGET - \$3,045,315								
JULY	\$283,594	\$276,750	\$265,192	\$255,279	\$253,776	\$249,150	(4,626)	(\$6,129)
AUGUST	281,957	270,038	269,212	263,011	253,776	239,664	(14,112)	(23,347)
SEPTEMBER	283,441	273,974	266,593	258,291	253,776	248,251	(5,525)	(10,040)
OCTOBER	287,702	277,686	274,702	273,952	253,776	244,684	(9,092)	(29,268)
NOVEMBER	279,441	271,470	270,909	259,546	253,776	240,685	(13,091)	(18,861)
DECEMBER	282,491	276,524	268,968	258,380	253,776	244,857	(8,919)	(13,523)
JANUARY	275,361	271,160	265,710	286,194	253,776	241,543	(12,233)	(44,651)
FEBRUARY	291,186	275,887	260,551	244,102	253,776	233,413	(20,363)	(10,689)
MARCH	285,971	282,470	271,925	257,969	253,776	246,383	(7,393)	(11,586)
APRIL	276,473	270,594	261,889	247,120	253,776	229,772	(24,004)	(17,348)
MAY	285,053	271,168	266,571	248,137	253,776	238,803	(14,973)	(9,334)
JUNE	270,246	265,047	259,854	249,994	253,776	220,510	(33,266)	(29,484)
TOTAL	\$3,382,916	\$3,282,768	\$3,202,076	\$3,101,975	\$3,045,315	\$2,877,715	(\$167,600)	(\$224,260)

**Comparison of Collections
Budget to Actual FY 2018 - FY 2019**

	Actual Collected FY 2016 ²	Actual Collected FY 2017 ²	Actual Collected FY 2018 ²	Adopted FY 2019	Actual Assessed FY 2019	Actual Assessed FY 2019 to Adopted FY 2019	Actual Collected FY 2019 ²	Actual Collected FY 2019 to Adopted FY 2019	Actual Collected FY 2019 to Assessed FY 2019
MEALS TAX									
ADOPTED FY 2019 BUDGET - \$14,932,800									
JULY ¹	\$1,046,770	\$1,088,474	\$1,109,545	\$1,169,904	\$1,175,950	\$6,046	\$1,157,381	(\$12,523)	(\$18,569)
AUGUST	1,213,559	1,098,748	1,140,836	1,177,711	1,251,404	73,693	1,208,215	30,504	(43,189)
SEPTEMBER	1,167,356	1,243,540	1,295,882	1,250,626	1,266,118	15,492	1,301,166	50,540	35,048
OCTOBER	1,152,017	996,549	1,249,486	1,313,873	1,325,735	11,862	1,321,368	7,495	(4,367)
NOVEMBER	1,156,651	1,382,308	1,170,367	1,186,761	1,201,826	15,065	1,178,554	(8,207)	(23,272)
DECEMBER	1,224,108	1,238,056	1,261,816	1,306,726	1,256,651	(50,075)	1,265,209	(41,517)	8,558
JANUARY	908,712	1,112,427	1,088,584	1,106,796	1,154,191	47,395	1,146,583	39,787	(7,608)
FEBRUARY	1,154,457	1,165,660	1,197,425	1,195,663	1,209,144	13,481	1,197,647	1,984	(11,497)
MARCH	1,393,915	1,303,383	1,339,823	1,362,580	1,393,087	30,507	1,372,343	9,763	(20,744)
APRIL	1,244,722	1,254,823	1,336,111	1,323,791	1,321,778	(2,013)	1,325,531	1,740	3,753
MAY ¹	1,242,988	1,269,830	1,284,582	1,310,553	1,365,270	54,717	1,413,059	102,506	47,789
JUNE ¹	1,203,793	1,227,869	1,245,454	1,227,816	1,221,347	(6,469)	1,224,814	(3,002)	3,467
TOTAL	\$14,109,048	\$14,381,667	\$14,719,911	\$14,932,800	\$15,142,501	\$209,701	\$15,111,870	\$179,070	(\$30,631)

LODGING TAX
ADOPTED FY 2019 BUDGET - \$2,700,000

JULY ¹	\$180,808	\$207,361	\$248,422	\$256,064	\$292,053	\$35,989	\$291,530	\$35,466	(\$523)
AUGUST	202,217	167,929	224,761	230,006	266,118	36,112	266,637	36,631	519
SEPTEMBER	206,009	215,545	222,577	228,214	241,823	13,609	242,417	14,203	594
OCTOBER	160,131	214,418	245,408	252,305	303,525	51,220	293,555	41,250	(9,970)
NOVEMBER	177,048	222,988	206,772	213,412	203,885	(9,527)	203,731	(9,681)	(154)
DECEMBER	130,150	150,743	144,969	148,898	146,504	(2,394)	145,951	(2,947)	(553)
JANUARY	109,217	116,370	178,239	182,226	197,026	14,800	197,294	15,068	268
FEBRUARY	140,716	154,651	167,362	172,553	225,279	52,726	194,605	22,052	(30,674)
MARCH	222,261	192,388	225,836	242,390	234,221	(8,169)	261,044	18,654	26,823
APRIL	175,590	173,405	225,456	228,790	220,408	(8,382)	218,347	(10,443)	(2,061)
MAY ¹	216,253	222,573	286,419	293,312	311,609	18,297	280,530	(12,782)	(31,079)
JUNE ¹	181,884	188,180	251,107	251,828	219,226	(32,602)	251,856	28	32,630
TOTAL	\$2,102,284	\$2,226,551	\$2,627,328	\$2,700,000	\$2,861,677	\$161,677	\$2,847,497	\$147,497	(\$14,180)

¹ 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.

² 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.

**Comparison of Collections
Budget to Actual FY 2019 - FY 2020**

		Actual FY 2017	Actual FY 2018	Actual FY 2019	Adopted FY 2020	Actual FY 2020	Actual FY 2020 to Adopted FY 2020	Actual FY 2020 to Actual FY 2019		
SALES & USE TAX										
<i>ADOPTED FY 2020 BUDGET - \$15,673,983</i>										
	JULY	\$1,152,527	\$1,134,520	\$1,361,089	\$1,335,342	\$1,306,000	(\$29,342)	(\$55,089)		
	TOTAL	\$1,152,527	\$1,134,520	\$1,361,089	\$1,335,342	\$1,306,000	(\$29,342)	(\$55,089)		
CONSUMER UTILITY TAX - ELECTRIC										
<i>ADOPTED FY 2020 BUDGET - \$3,800,000</i>										
	JULY	\$328,501	\$335,326	\$343,448	\$338,828	\$323,666	(\$15,162)	(\$19,782)		
	TOTAL	\$328,501	\$335,326	\$343,448	\$338,828	\$323,666	(\$15,162)	(\$19,782)		
		Actual Collected FY 2017 ²	Actual Collected FY 2018 ²	Actual Collected FY 2019 ²	Adopted FY 2020	Actual Assessed FY 2020	Actual FY 2020 to Assessed FY 2020	Actual Collected FY 2020 ²	Actual Collected FY 2020 to Adopted FY 2020	Actual Collected FY 2020 to Assessed FY 2020
MEALS TAX										
<i>ADOPTED FY 2020 BUDGET - \$15,500,000</i>										
	JULY ¹	\$1,088,474	\$1,109,545	\$1,157,381	\$1,203,713	\$1,192,588	(\$11,125)	\$1,167,412	(\$36,301)	(\$25,176)
	TOTAL	\$1,088,474	\$1,109,545	\$1,157,381	\$1,203,713	\$1,192,588	(\$11,125)	\$1,167,412	(\$36,301)	(\$25,176)
LODGING TAX										
<i>ADOPTED FY 2020 BUDGET - \$2,950,000</i>										
	JULY ¹	\$207,361	\$248,422	\$291,530	\$301,067	\$238,068	(\$62,999)	\$235,865	(\$65,202)	(\$2,203)
	TOTAL	\$207,361	\$248,422	\$291,530	\$301,067	\$238,068	(\$62,999)	\$235,865	(\$65,202)	(\$2,203)
AMUSEMENT TAX										
<i>ADOPTED FY 2020 BUDGET - \$850,000</i>										
	JULY ¹	\$72,413	\$66,786	\$72,761	\$75,349	\$92,901	\$17,552	\$90,398	\$15,049	(\$2,503)
	TOTAL	\$72,413	\$66,786	\$72,761	\$75,349	\$92,901	\$17,552	\$90,398	\$15,049	(\$2,503)

¹ Due to year end accounting activities, a portion of revenues associated with May and June were posted in June and July.

² "Actual Collected" includes all revenue received per month regardless of whether the payment is current or delinquent.

A G E N D A
City Council Meeting of September 24, 2019

4:00 P.M. – Work Session
City Council Agenda Items

- #1. Capital Improvement Plan Rating System
- #2 Thriving City Update
- #3. Fire Department Standard of Cover Community Risk Reduction
- #4 Continuation of the discussion regarding Short-term Rental Ordinance
- #5 Roll Call

7:30 P.M.
City Council Agenda Items

COUNCILMEMBER PERROW WILL GIVE THE INVOCATION

GENERAL POLICY REGARDING PUBLIC PARTICIPATION AT CITY COUNCIL MEETINGS

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

The City Council agenda is divided into four sections.

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

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

Procedure:

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

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

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

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

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

CITY COUNCIL 455-3995

MAYOR 455-3995

CITY MANAGER 455-3990

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

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

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

CONSENT AGENDA

- #5. Consideration of approving the minutes of the September 10, 2019 meeting
- #6. * Consideration of adopting Resolution #R-19-068 to amend the FY 2019 General Fund budget and appropriate \$1,415,217 with resources from the Assigned Fund Balance Health Insurance Reserve.
- #7. * Consideration of adopting Resolution #R-19-066 to amend the Fiscal Year (FY) 2019 CSA Fund budget to appropriate \$75,000 in additional funding for increases in the CSA program, specifically increases in special education placements in private day schools and residential special education facilities with resources from the CSA fund balance and the Virginia Department of Education
-

RECOGNITIONS

- Mayor Dwayne Tuggle of the Town of Amherst and Chair of the Central Virginia Planning District Commission will make a brief appearance to invite Council to attend the Central Virginia Planning District Strategic Direction Roundtable 2019. At this strategic planning meeting, elected officials and local government officials from throughout the region will discuss and decide the next priority initiative for the Central Virginia Planning District.
-

PUBLIC HEARINGS

- #8. Public hearing for the purpose of amending the Fiscal Year 2020 Budget to reflect the carry forward of appropriations for ongoing activities not expended in FY 2019, and appropriating supplemental funds and rescinding appropriations for both the Capital and Operating Budgets for the twelve month period beginning July 1, 2019 and ending June 30, 2020
(File: Budget) #R-19-070
- #9. Public hearing to receive comments regarding the Program Year 2018 (FY 2019) 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-19-071
-

GENERAL BUSINESS

- #10. Continuation of the discussion regarding the petition of Lynchburg Renting, LLC to rezone approximately eight (8) acres at 710 and 714 Leesville Road from R-1, Low Density Residential District and R-3, Medium Density Residential District to R-3C, Medium Density Residential District (Conditional) and for a conditional use permit to allow the construction of an eighty-seven (87)-unit townhome community
(File: Community Development) #O-19-042
#O-19-072
- #11. Review transportation projects and consider them for additions to the City's Capital Improvement Program (CIP) Program and approve a resolution authorizing the submission of an application to VDOT to include these projects in the FY 2020 and FY 2021 Revenue Sharing (RS) program.
(File: Budget: Capital Improvement Program) #R-19-073
- #12. Consideration of adopting a resolution to amend the FY 2019 Detention Home Fund budget to appropriate \$17,995 for a welding simulator, and \$5,000 for additional supplies for CPP (Community Placement Program) juveniles with resources from the Virginia Department of Juvenile Justice Community Placement Program.
(File: Budget: Detention Home Fund) #R-19-074

- #13. Consideration of adopting a resolution authorizing the submittal of an application for the 2019 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$34,930 to purchase law enforcement equipment for the Lynchburg Police Department, Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.
(File: Budget: Police Department) #R-19-075
- #14. Consideration of adopting a resolution to amend the FY 2020 City/Federal/State Aid Fund budget and appropriating \$55,335 with resources of \$36,890 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$15,767 and \$2,678 transferred from the FY 2020 General Fund Police Department budget to provide selective enforcement activities and attend related training.
(File: Budget: Police Department) #R-19-076
- #15. Consideration of adopting a resolution to amend the FY 2020 City/Federal/State Aid Fund budget and appropriating \$22,575 with resources of \$15,050 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$6,374 and \$1,151 transferred from the FY 2020 General Fund Police Department budget to provide funds for speed enforcement activities.
(File: Budget: Police Department) #R-19-077
- #16. Consideration of authorizing staff to expend \$2,600 of the available FY 2020 General Fund Non-Departmental Poverty Initiative Budget to support the training and community awareness facets of the City's ongoing poverty reduction effort. Funding is requested for Bridges Out of Poverty facilitator training for two persons scheduled to begin October 9, 2019 (online).
(File: Budget: General Fund) #R-19-078

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **1**

CONSENT:
ACTION:

REGULAR:
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Capital Improvement Prioritization Rating System

KEY ELEMENTS:

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

RECOMMENDATION: Review information on the City's capital improvement program selection criteria and weighting.

SUMMARY: At the request of City Council, Department of Public Works staff has developed a capital improvement project rating system for transportation and building maintenance projects. This presentation will primarily focus on the transportation project criteria. This rating system was presented to the Physical Development Committee (PDC) on July 9, 2019. PDC made suggestions on the selection criteria, weighting, and the potential to add a cost benefit analysis to this process. The following are changes to the selection process recommended by PDC:

1. Include Parks and Recreation trail projects and ensure that the rating criteria sufficiently address the role that trails play in our transportation system.
2. Delete a second cost-benefit analysis method option (PDC considered two options and recommended the option presented in the attached presentation).
3. Add notation on the scoring sheet to identify projects that are critical needs, but may not have a high score, allowing for subjectivity in the final funding decisions.
4. Provide notation on the scoring sheet noting whether or not that project was included in a Council-approved planning document.
5. Provide clear definitions of rating criteria.

PDC also recommended that the rating system be presented to full City Council for information.

In the process of developing the City's rating system, in addition to developing a system based on staff's own professional expertise, staff also researched capital improvement rating systems from other organizations for suggestions on how this process can work. In addition to the weighted rating system, during the presentation staff will discuss other factors that are taken into account while developing the capital improvement program submission.

PRIOR ACTION:

July 9, 2019:

Physical Development Committee Review

FISCAL IMPACT:

No direct impact; however, this system will affect capital project funding decisions in the future

CONTACT(S):

Gaynelle Hart, Director of Public Works – 455-4406

ATTACHMENT(S):

Powerpoint – Capital Improvement Prioritization
Sample Capital Improvement Project Rating Sheet

REVIEWED BY: raw



Capital Improvement Prioritization

City Council Work Session
September 24, 2019



Objectives

- Purpose: Provide an overview of the City's Capital Improvement Program (CIP) transportation projects prioritization method
 - Discuss long-range planning guiding documents
 - Review the City's capital project selection criteria
 - Review examples of other organizations' methods of prioritization
 - Explain additional considerations which impact prioritization



Long Range Planning Documents

- Referencing Document examples:
 - Virginia Department of Transportation (VDOT) Studies
 - Strategically Targeted Affordable Roadway Solutions (STARS) Program
 - Various Corridor Studies



Long Range Planning Documents *(continued)*

- Referencing Document examples:
 - Central Virginia Metropolitan Planning Organization (CVMPO) Studies
 - 2040 Long Range Transportation Plan
 - Atlanta Avenue Corridor Study
 - Wards Ferry Road Corridor Study



Long Range Planning Documents *(continued)*

- Referencing Document examples:
 - City Studies
 - Tinbridge Hill Neighborhood Plan
 - Downtown 2040
 - Bridge Condition Assessment
 - Pavement Condition Index
 - Parks and Recreation Trail Plans
 - City Comprehensive Plan, Chapter 12



Lynchburg Selection Criteria and Weighting

Selection Criteria	Weighting
1. Safety and Structural Deficiency	21%
2. Congestion	15%
3. Maintenance and Rehabilitation	15%
4. Community Impact	13%
5. Economic Development	11%
6. Better Streets, Multi-modal, Trails and Accessibility	6%
7. Environmental Issues and Beautification	6%
8. Functionally Obsolete – Improvements	8%
9. Functional Roadway Classification	5%



Lynchburg Selection Criteria and Weighting (*continued*)

Selection Criteria:

1. **Safety and Structural Deficiency** – 21%; the rating is a reflection of the impact the project will have on improving safety and/or correcting structural deficiencies.
2. **Congestion** – 15%; congestion most often relates to an excess of vehicles on a portion of roadway at a particular time resulting in speeds that are slower than normal and often means stopped or stop-and-go traffic. The rating reflects the extent to which the project reduces congestion.
3. **Maintenance and Rehabilitation** – 15%; the rating indicates the degree to which the project addresses preserving, maintaining, and/or extending the life of the transportation infrastructure.
4. **Community Impact** – 13%; this criterion factors in the impact a project has beyond the transportation element. The rating is a reflection of the transformative nature of the project, taking into consideration the number of citizens/businesses affected, improved livability, partnerships, community engagement/empowerment, community cohesion, building civic pride.
5. **Economic Development** – 11%; this criterion assesses the effect of the completed project on economic development.



Lynchburg Selection Criteria and Weighting (*continued*)

Selection Criteria (continued):

- 6. **Better Streets, Multimodal, Trails & Accessibility** – 6%; the rating gauges the impact the project will have on all users including drivers, pedestrians, bicyclists, public transportation riders, etc.
- 7. **Environmental Issues & Beautification** – 6%; this criterion takes into account the degree to which the project addresses stormwater requirements, stream impacts, green infrastructure, added/improved landscaping, street trees, etc.

Criteria 1-7 are rated based on the following sliding scale:

- 1: Little to no problem; small impact; good to excellent condition; routine improvement
- 5: Somewhat of a problem; medium impact; fair to good condition; needing maintenance and repair
- 10: Major/significant problem; huge impact; badly needing repair/rehabilitation; transformative



Lynchburg Selection Criteria and Weighting (*continued*)

Selection Criteria (continued):

8. **Functionally Obsolete – Improvements** – 8%; the rating reflects the condition of the infrastructure/asset, if it is at the end of its useful life, and whether it meets current design and technology standards.
9. **Functional Roadway Classification** – 5%; this criterion is determined based on the federal, State, and local designation of roadways.

Criterion 8 is rated based on the following:

Higher ratings are given to projects that include adding sidewalk, eliminating span wire, widening lanes, and/or widening sidewalk.

Criterion 9 is rated based on the following:

- 2: Non-road
- 4: Residential
- 6: Collector
- 8: Arterial
- 10: Primary Arterial/National Highway System



Example – Bedford Water Authority

CAPITAL IMPROVEMENTS RATING SHEET

Project / Purchase: _____
Estimated Cost: _____

Considerations	Examples	Score Range	Score
Priority Classification			
Mandatory	Protection of life or public health & safety, or legally required	10	
Maintenance	Continuation of services, or finishing of partially completed projects	7	
Improve Efficiency	Replacement of obsolete facilities or improvement of facilities	5	
New Service	Expansion of services / provision of new services	2	
Priority Ranking			
Very High	0 - 2 years	10	
High	2 - 3 years	7	
Medium	3 - 5 years	5	
Low	5 years and beyond	2	
Expected Useful Life			
20+ years	Estimated life of the project and/or equipment	10	
10-19 Years		5	
5-9 Years		2	
<5 years		0	
Failure Potential			
High	Failures experienced; clay pipe; exceeding capacity	10	
Medium	Functioning but problematic; AC pipe; at or near capacity	5	
Low	Beginning to show potential for problems, but problems not experienced yet	2	
N/A		0	
Benefit Potential / Effect of Failure			
High	Critical customers, businesses, and/or many customers affected if failure	10	
Medium	Some customers and/or small businesses affected	5	
Low	Few customers possibly affected, no businesses	2	
N/A		0	
Effect on Operating & Maintenance Costs			
Reduce Cost	Reduced personnel time, material/chemical costs, reporting requirements, etc.	10	
Cost Unchanged		5	
Increase Cost	Additional time, material/chemical costs, flushing, etc.	2	
Effect on Revenue			
Increase Revenue		10	
Unchanged		5	
Decrease Revenues		2	
Environmental Impact			
High	Overflows travel to waterways; loss of water service experienced	10	
Medium	Overflows to grass	5	
Low / None		0	
Total Score:		0	



Example – City of Martinsville

CIP Funding Request		FY19	New Project Form	
Section A				
Project Name:		Date:		
Department/Division:		Prepared by:		
Project Manager:		☐ New	☐ Replacement	
Section B				
Goal/Initiative:	☐ Economy	☐ Effective Gov't.	☐ Infrastructure	
Dept's Ranking*:		Committee Ranking:		
Project Description:				
# of years replacement has been requested:		Quantity:		Projected Start/Finish Dates:
Purpose/Justification:				
Project's relation to Goal/Initiative as indicated above:				
Effects on Future Operational Budgets:				
Coordination with Other Capital Projects:				

Section C	
Total Estimated Project Costs & Funding Sources	
Capital Expenditures	Non-Capital Expenditures
Project Management:	Professional Services:
Land Acquisition:	Repairs:
Site Development:	Other:
Construction:	Total Estimated Costs:
Consult/Arch/Engineer:	
Permits & Inspections:	Project Funding Sources:
Communication:	A. Capital Funds:
Utilities/Infrastructure:	B. Debt Proceeds:
Equip/Furn/Fixtures:	C. State Aid:
Contingency:	D. Federal Aid:
Other:	E. Other:
Total Estimated Costs:	Total Funding Req'd:
Proposed line time to use: (name & number)	
Department Ranking Criteria and Codes:	
1. Protection of life	A. Urgent
2. Maintenance of public health	B. Necessary
3. Protection of property	C. Desirable
4. Maintenance of physical prope	D. Deferrable
5. Provision of public services	
6. Replacement of obsolete facilities	
7. Reduction of operating costs	
8. Public convenience and comfort	
9. Promotion of econ. Development	
*Please rank this project by choosing the most appropriate numbered item and the most appropriate lettered item to form your ranking. For example, if the project is for the protection of property (3.) and the need is urgent (A.), your ranking would be "3 A.". (see box above "Dept's Ranking")	

FORMS MUST BE ACCOMPANIED BY A REASONABLY ACCURATE QUOTE.
REQUESTS SUBMITTED WITHOUT A QUOTE WILL NOT BE ACCEPTED.



Example – SMART SCALE



Purpose

SMART SCALE is a statewide program that distributes funding based on a transparent and objective evaluation of projects that will determine how effectively they help the state achieve its transportation goals.

Funding

There are two main pathways to funding within the SMART SCALE process—the Construction District Grant Program (DGP) and the High Priority Projects Program (HPPP). A project applying for funds from the DGP is evaluated against other projects within the same construction district. A project applying for funds from the HPPP is evaluated against projects statewide. The Commonwealth Transportation Board (CTB) then makes a final decision on which projects to fund.

Eligible Projects

Projects must address improvements to a Corridor of Statewide Significance, Regional Network, or Urban Development Area (UDA) that meet a need identified in the statewide multimodal long-range transportation plan, VTrans. Project types can include highway improvements such as widening, operational improvements, access management, intelligent transportation systems, transit and rail capacity expansion, and transportation demand management, including park and ride facilities. Projects may also address a documented safety need.

Eligible Applicants

Applications may be submitted through the SMART SCALE regional entities including Metropolitan Planning Organizations (MPOs) and Planning District Commissions (PDCs), along with public transit agencies, and counties, cities, and towns that maintain their own infrastructure. Projects pertaining to UDAs and safety needs can only be submitted by localities. Applications may be for eligible project types only and sufficiently developed such that benefits can be calculated.

Evaluation Criteria

There are five factors evaluated for all projects: Safety, Congestion Mitigation, Accessibility, Environmental Quality, and Economic Development. Projects in MPOs with a population greater than 200,000 are also evaluated by a land use factor.

Funding Cycle

Beginning with the FY2018-FY2023 SYIP Update, the application cycle will alternate every other year with funding generally applied to projects in the last two years of the SYIP. Applications are generally accepted beginning in the Spring through July. Approximately \$500-600 million in each program is expected to be available per cycle. Funding includes both state and federal sources. Projects that can be developed as federal projects will follow the federal process.

Website

<http://www.vasmartscale.org/>



Example – Central Virginia Planning District Long Range Transportation Plan

Theme	Goals	Weight
Mobility and Accessibility: Provide a transportation system that facilitates the efficient movement of people and goods	Make it Flow, Make it Accessible	20%
Safety: Provide a safe and secure transportation system	Make it Safe	25%
Economy: Retain and increase business and employment opportunities	Promote Vitality, Make it Efficient	25%
Community and Nature: Improve the quality of life and protect the environment	Sustain Quality	15%
Efficiency: Preserve the existing transportation system and promote efficient system management	Make it Function, Coordinate Investments, Balance Priorities	15%
Total		100%

Theme	Performance Factors	Weight Relative to Goal
Mobility and Accessibility: Provide a transportation system that facilitates the efficient movement of people and goods	A. Congestion	37%
	B. Traffic Volume	23%
	C. Freight	20%
	D. Alternative Transportation	20%
	Total	100%
Safety: Provide a safe and secure transportation system	A. Accident Rate	61%
	B. Safety Features	39%
	Total	100%
Economy: Retain and increase business and employment opportunities	A. Economic Development Plans	25%
	B. Commuter Travel	44%
	C. Surrounding Employment Density	31%
	Total	100%
Community and Nature: Improve the quality of life and protect the environment	A. Cultural and Environmental Resources	30%
	B. Corridor Beautification	30%
	C. Right of Way Sufficiency	40%
	Total	100%
Efficiency: Preserve the existing transportation system and promote efficient system management	A. VDOT Functional Roadway Classification	20%
	B. Plan Coordination	38%
	C. Distribution of Benefits	42%
	Total	100%



Grant Funding Considerations

- Very little local funding available for transportation projects
- Engineering staff strives to maximize federal and State funding opportunities
 - SMART SCALE
 - Revenue Sharing
 - Transportation Alternatives Program
 - Highway Safety Improvement Program
 - State of Good Repair



Grant Funding Considerations (continued)

- Federal and State grant funding criteria change with frequency
- Need to rely on federal and state funds for large projects, supplemented by local funds
- Need to plan for local match to Revenue Sharing as well as other grants



Financing Considerations

- Prior and future large projects (ex: Heritage High School, College Lake Dam, Police Headquarters) limit funds available for debt service
- Spread large projects out unless largely funded by an outside source
- To spread out fiscal impact, need to schedule small, medium, and large projects that include trails, bridges, and culvert projects



Additional Considerations

- Some subjective decision making is required – the weighted total is a guideline
 - Scoring is part of the planning process; there will be times when events or situations occur that create a critical need, i.e. College Lake Dam, Indian Hill Bridge
- Limited staff to manage projects
- A cost-benefit factor is included as part of the analysis



Cost-Benefit Factor

- Use a multiplier based on the percent of local funding needed

If the percent of required local funding is:	Multiplier:
0%	1.0
1% - 25%	0.9
26% - 50%	0.8
51% - 75%	0.7
74% - 99%	0.6
100%	0.5

- For example, a project with a weighted total of 100.0 requiring 25% local funding would drop to a Final Cost-Benefit Score of 90.0 (*Final Score = 100.0 x 0.9*)



QUESTIONS or COMMENTS?

Project Name	Description/Notes	Planning Level Budget	Referencing Document	Council Approved Guidance Document (Yes or No)	Potential Funding Source									Selection Criteria													
					Smart Scale (prev. HB2)	Revenue Sharing	Transprt. Alternat. Program (TAP)	Highway Safety Improvmt Program (HSIP)	State of Good Repair	CDBG	Local Highway Maint.	Local Funding - Pay-As-You-Go/Bonds	Private	Weight %	1. Safety & Structural Deficiency	2. Congestion	3. Maintenance & Rehabilitation	4. Community Impact	5. Economic Development	6. Better Streets, Multimodal, Trails & Accessibility	7. Environmental Issues & Beautification	8. Functionally Obsolete - Improvements	9. Functional Roadway Classification	Weighted Total (100%)	Required Local Funding Multiplier	Cost-Benefit Score (Weighted Total x Local Funding Multiplier)	Critical Need
Rt 501/221 One Way Pair	Existing Rt 501 S of 221 to Northwest Expressway (One Way Pair). Application submitted for SMART SCALE for FY 2018.	\$22,425,000	MPO, Comp. Plan	Yes	✓							✓		9	10	0	10	10	7	5	9	10	77.3	0.9	69.6		
Downtown Streetscape	Waterline replacement & streetscape	\$5,000,000	Downtown Master Plan	Yes		✓				✓		✓		10	6	10	10	10	8	6	8	8	87.8	0.7	61.5		
College Lake Dam Improvements	Remove dam, replace with bridge	\$28,500,000	Comprehensive Plan	Yes		✓						✓		10	4	10	5	0	5	8	10	10	69.3	0.8	55.4	✓	
Indian Hill Bridge	Replacement	\$3,500,000	Comprehensive Plan	Yes		✓						✓		10	0	10	4	0	3	2	10	6	55.2	0.8	44.2	✓	
Old Forest Road (US-501 to Link Road)	Pedestrian improvements & possible access management - Kings Dr. to bridge over railroad; railroad bridge to Fresh Market with One Way Pair)	\$1,100,000	Staff Recommendation	No				✓				✓		7	2	0	7	2	5	2	4	8	40.4	0.9	36.4		
Bikeway Bridge to Linkhorne Schools	Build walkway/deck, trail to Linkhorne parking lot	\$1,200,000	Comprehensive Plan	Yes			✓					✓		6	3	2	6	2	6	2	4	0	38.1	0.8	30.5		
John Capron Road	Construct new roadway to Odd Fellows Road	\$3,500,000	Comprehensive Plan	Yes		✓						✓		0	6	0	3	7	5	3	2	6	30.0	0.8	24.0		

The Required Local Funding Multiplier is determined as follows:

If the percent of Required Local Funding is:	Multiplier:
0%	1
1% - 25%	0.9
26% - 50%	0.8
51% - 75%	0.7
74% - 99%	0.6
100%	0.5

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **2**

CONSENT:
ACTION:

REGULAR:
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Thriving City Update

KEY ELEMENTS:

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

RECOMMENDATION: Hear a report on the City's Thriving City initiatives.

SUMMARY: On November 7, 2017 Council discussed the poverty initiative as a portion of their annual retreat. Council heard information related to the From Poverty to Progress (P2P) initiative and among other items, requested that staff periodically update Council on progress of Lynchburg's poverty initiative in Council Work Sessions.

On January 23, 2018, Council also agreed upon the Thriving City concept that collapsed several City plans under a comprehensive umbrella, and approved an application for P2P workgroups to access carve-out funding through the Community Development Advisory Committee. A report to Council on June 12, 2018 comprised updates on the Thriving City concept and included From Poverty to Progress, Economic Development Plan, Downtown 2040, and Reimagining Neighborhood Centers.

At the Community Gathering of June 28, 2018 it was announced that "From Poverty to Progress" and "Bridges of Central Virginia" would combine to tackle the poverty issue in Lynchburg. This meshing is now known as "Bridges to Progress."

The report to Council this evening includes an update on Lynchburg's Poverty Reduction efforts, the Economic Development Blueprint for Opportunity, the Downtown 2040 Master Plan, and Reimagining Neighborhood Centers per Council's request.

PRIOR ACTION(S):

September 12, 2017: Council requested periodic updates from staff on the poverty initiative.

January 23, 2018: Update to Council on From Poverty to Progress, Thriving City and Poverty Data, as well as approval of application for \$25,000 carve-out for grants toward From Poverty to Progress Action Items.

May 8, 2018: Poverty Reduction Update to Council

June 12, 2018: Thriving City Update to Council

November 27, 2018: Thriving City Update to Council

April 23, 2018: Thriving City Update to Council

FISCAL IMPACT: None

CONTACT(S): John H. Hughes, IV, Assistant City Manager, 434-455-3990

ATTACHMENT(S):
Thriving City Update PowerPoint

Reviewed by: bms



Thriving City Presentation

Poverty Reduction

Reimagining Neighborhood Centers

Economic Development Blueprint

Downtown 2040 Master Plan

City Council

September 24, 2019



Poverty Reduction City Council Work Session September 24, 2019





Agenda

- Poverty Reduction in Lynchburg
 - Bridges to Progress
 - Temporary Assistance for Needy Families/Community Wealth Building (TANF/CWB) grant programming
- Reimagining Neighborhood Centers
- Economic Development Blueprint
- Downtown 2040 Master Plan



Photo Credit: John Hughes, IV



Bridges to Progress



- Faith
- Early Childhood Care and Education
- Workforce
- Legal
- Education
- Housing
- Food Disparity
- Transportation
- Community
- Health/Mental Health



Bridges to Progress

- Faith: galvanizing the Faith community to address poverty
 - Developed Bridges training for faith communities
 - Created mentoring programs & drafted resource guides, hosted a poverty simulation, participated in Juneteenth, hosted a community dinner at neighborhood centers
 - Held educational forums for the faith community on various subjects: poverty statistics, community policing, workforce development, Legal Aid presentation, etc.



Bridges to Progress

- Early Childhood Care and Education: Strategic Plan drafted and Task Force moving forward in discussion on quality child care
 - Evaluated enrollment of Headstart and Virginia Preschool Initiative programs in the area
 - Collaborating with neighborhood centers on distribution of preschool information
 - Developing interactive data map of childcare providers and preschool programs



Bridges to Progress

- Workforce: Virginia Career Works (VCW) is serving as primary back bone of workforce-related interventions
 - Working closely with community partners focused on employment
 - 6,738 VCW visits in 2018-2019 (3,432 in City)
 - Developing a Career Essentials Program in collaboration with multiple agencies



Bridges to Progress

- Legal: primarily assisting persons reentering the community from incarceration
 - Welcome Backpack project
 - First Steps Reentry Guide
 - Community programs such as “The Law and Our Community” held at Jubilee.
 - Creating partnership with local adult detention centers



Bridges to Progress

- Education: Initial goal was to provide coordinated tutor assistance and training to tutors in organizations throughout the City
 - Channeled through the University of Lynchburg's Center for Education and Leadership
 - Created modules on asset assessment, relationships and positive behavior intervention
 - Successful pilot program with 3.5 hour training of 15 City neighborhood center staff
 - Plan to offer full-day training with 5 modules



Bridges to Progress

- Housing: Joint efforts with the Housing Collaborative and City related to affordable housing and home ownership
 - Participated in the Collaborative on Homelessness at the University of Lynchburg
 - LynCAG First Time Homebuyer program had 15 individuals complete the program
 - Six of these are prequalified or have purchased a home. (Three in the City)



Bridges to Progress

- Transportation: Greater transportation survey, goal implementation and assessment continues along with development of the Move Up Application
 - Expanded the Transportation Task Force
 - Identified six goals for progress and ongoing transportation needs
 - Researching data associated with closing transportation gaps in Lynchburg



Bridges to Progress

- Community: sponsored “The Listening” and facilitated Community Dialogue sessions on poverty
 - Rebuilding a team of partners with representatives from Open Table, the City, Virginia Career Works, Interfaith Outreach, and the Central Virginia Health District
 - Goal is to provide a pathway for participants to excel through the continuum of services available with these partners



Bridges to Progress

- Food: Most recently supported the OASIS group in reducing food deserts in Lynchburg.
 - Education on food desert implementation
 - Currently reassessing the available alternatives to brick and mortar grocery
 - Continued collective work through local agencies, Blue Ridge Area Food Bank, Lynchburg Feeds, and others



Bridges to Progress

- Health/Mental Health: Managing goals of improved access to care, community awareness, Medicaid expansion-related services, Holistic treatment, and implementation of Crisis Intervention Training
 - Focused on partnering with other B2P Task Forces
 - Planning health/mental health-related outreach on trauma, substance abuse, and family issues



Temporary Assistance for Needy Families (TANF) Grant

- Employment for TANF/CWB Participants Grants
- Prioritized to support Lynchburg Initiatives:
 - Getting Ahead In A Just Getting By World classes
 - TechHire Initiative





Getting Ahead

- New Cohort started in September 2019
 - 13 participants
 - Two eight-week sessions at Park View Mission
 - Case management follow-up of previous graduates
 - Monthly support groups for graduates
 - Referral to TechHire, educational programs and other progressive services focused on resiliency



TechHire

- Two graduates from the Riverviews Sparks Lab pilot program.
 - (One student and one Department for Aging and Rehabilitative Services (DARS) participant who went to the Growth Through Opportunity (GTO) Academy)
- High School Entrepreneurship program began on September 18, 2019
 - In partnership with the Empowerment Academy, Riverviews Artspace, and Vector Space



TechHire

- One placement in May; seven (7) referrals found employment with assistance from partner agencies
- Currently have eight (8) active participants with four (4) new referrals
- “Listening Lunches” planned with community partners, participants, and businesses
- Launching <http://www.hirelynchburg.org/>



TANF Collaboration

- The City is actively working on TANF/CWB collaborative programming that supports soft-skill development with a pathway to employment
 - Home Essentials at Park View Community Mission
 - Career coaching/mentoring
 - Targeted outreach into urban core
 - Contracting with Employment Service Organizations (ESOs)
 - Internships



Next Steps

- Continue community outreach and support of Bridges to Progress Task Force work
- Direct all program initiative graduates toward specific empowerment pathways
 - Ex: Getting Ahead to Career Essentials and employment
- Keep post-secondary education, family dynamics and career objectives relevant



Next Steps

- Consider the impact of all programming to affect the bottom line goals to:
 - Raise median household income
 - Lower the poverty rate



<https://www.lynchburg.edu/student-life/multicultural-services/multicultural-students/>



Reimagining Neighborhood Centers

Charlotte Lester, Coordinator
Neighborhood Centers



Neighborhood Centers – 2020 Goals

Renew Six Neighborhood Center Facilities

Invest in Staff and Partnerships

Feature Programs and Services which support:

- FAMILY
- WORK
- EDUCATION





Facility Renewal Projects

Through Community Development Block Grants

College Hill Center, 811 Jackson ST

Status: Project Completed Fall 2018

Daniels Hill Center, 314 Norwood ST

Status: Project Completed Fall 2018





Facility Renewal Projects

Through Community Development Block Grants

Diamond Hill Center, 1005 Seventeenth ST

Status: Completed September 2019

Jefferson Park Center, 405 York ST

Status: In Progress – Slated for Completion by December





Facility Renewal Projects

Through Community Development Block Grants

Fairview Heights Center, 3621 Campbell AVE

Design & Construction – Spring & Summer 2020

Yoder Center, 109 Jackson ST

Design & Construction – Spring & Summer 2020





Invest in Staff and Partnerships

Bolster Staff Development Around Safety
Enhance Staff Training Around Key Services
Deepen Partnerships to Meet Community Needs





Featured Programs and Services

Support for Family

- Increase access to effective parenting education
- Explore Stronger Families, Brighter Futures Program
- Provide relevant workshops and classes





Featured Programs and Services

Support for Work

- Connect youth/young adults with Beacon of Hope
- Connect youth/young adults with Youth Futures Coordinator
- Connect youth/young adults with Virginia Career Works Services





Featured Programs and Services

Support for Education

- Expand Preschool Playgroup Programs
- Support Social Emotional Learning
- Create a Culture of Reading





Reimagining Neighborhood Centers

Renew Six Neighborhood Center Facilities

Invest in Staff and Partnerships

Featured Programs and Services which support:

- FAMILY
- WORK
- EDUCATION





Economic Development & Tourism

September 24, 2019





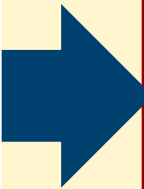
Blueprint for Opportunity

Final Economic
Development
Strategic
Action Plan
September 2018
September 2018
Adopted by EDA
Presented to
Public

Blueprint
Implementation
Plan + Staffing
Strategy
December –
April 2019

Year One Action
Items
Implementation
July 2019-June
2020

Anchor Strategy
Kick-Off
June 2019





Building Tomorrow's City of Lynchburg

Vision Statement

The City of Lynchburg, Virginia, is one of the best small cities in the country. Driven by innovative businesses and forward-thinking organizations, Lynchburg is a community that values history, natural beauty and healthy, inclusive neighborhoods. Every resident has the opportunity to thrive in the City of Lynchburg.



Blueprint Goals

- GOAL 1** Expand and support Lynchburg's existing company foundation
- GOAL 2** Engage and collaborate with city anchor institutions
- GOAL 3** Support talent and in-demand skill development for Lynchburg's target industry clusters
- GOAL 4** Create, embrace and promote community
- GOAL 5** Tell the City of Lynchburg's story



Accomplishments

Goal 1

- 20 in person/on site business visits with City employers in our industry clusters (May-September)
- Headquarter visit to Pacific Life (June)
- Hosted Senator Warner for Opportunity Zone roundtable (August)
- Enterprise Zone Annual Report (July)
- Edison Welding Institute + BWXT working groups (August)
- Audit and revisions to Local Enterprise Zone Redevelopment Program (September)
- Planning for Create Virginia 2020 (August)
- Fall 2020 CO.STARTERS Cohort Started (September)



Goal 1



"The Big Whale" at headquarters visit to Pacific Life on June 4.



Senator Mark Warner met with local developers at a roundtable event at the Miller Center on August 26. The discussion centered around Opportunity Zones.



Accomplishments

Goal 2

- Anchor Kickoff Event (June)
- State Games of America 2019 (July)
- Anchor Working Group (August)
- Entrepreneurship program finalized with Empowerment Academy, Riverviews and Vector Space for Fall 2019 (August)
- Staff appointed to Mechatronics Advisory Board for CVCC (August)



Goal 2



Anchor Strategy kick-off and presentation at the Lynchburg Regional Business Alliance on June 26.



Medal-winning girl athletes competing at the State Games of America, August 1-4.



Accomplishments

Goal 3

- Rapid response for LSC Communications (March)
- New TechHire Navigator hired (May)
- Supporting Vector Space in a Women in Machining program (July)
- Supported statewide Level Up Summit for young professionals (September)
- KDC/One Community Employer Event (September)



Goal 3

The City of Lynchburg
and neighborhood employer
kdc / one
invites you to a
Neighborhood Fair

kdc / one currently has 200 open positions. Representatives
will be on site providing application support, interviews
and the opportunity to share feedback.

WHEN: Saturday, September 14
TIME: 11:00 a.m. to 2:00 p.m.
WHERE: Jubilee Center
1512 Florida Ave, Lynchburg

3 Point Basketball Competition | Door Prizes
Kids Activities and Games | Lunch Provided



kdc / one



#HIRELYNCHBURG



The Office of Economic Development & Tourism moderated a panel of Lynchburg CEOs at the Level Up Summit for young professionals on September 5.



Accomplishments

Goal 4

- Sports Strategic Plan (April)
- Visitor Center renovation and reopening (June)
- New City Gateway signs (July)
- Presentation at Virginia Brownfields Conference (July)
- Air Service survey sent in partnership with LRBA (September)
- Partnering on Downtown 2040 implementation (ongoing)



Goal 4



Grand opening of the remodeled Visitor Center on June 16.



New gateway sign on Wards Road installed before the State Games of America in July. Other blue gateway signs were refreshed around the City.



Accomplishments

Goal 5

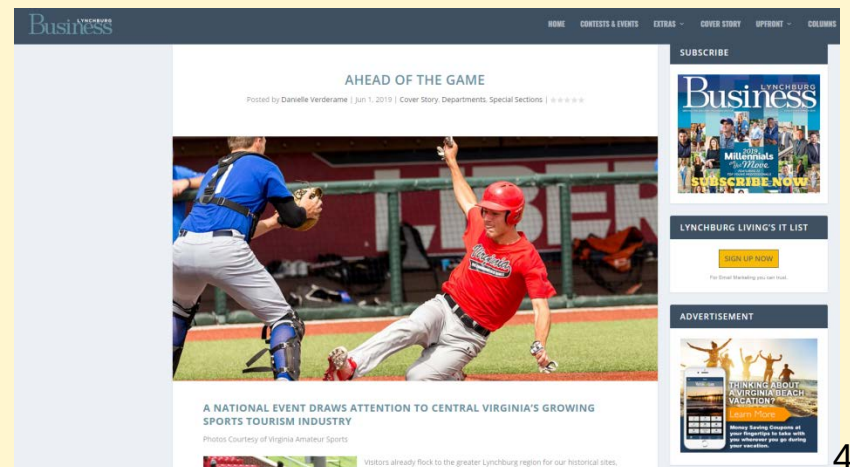
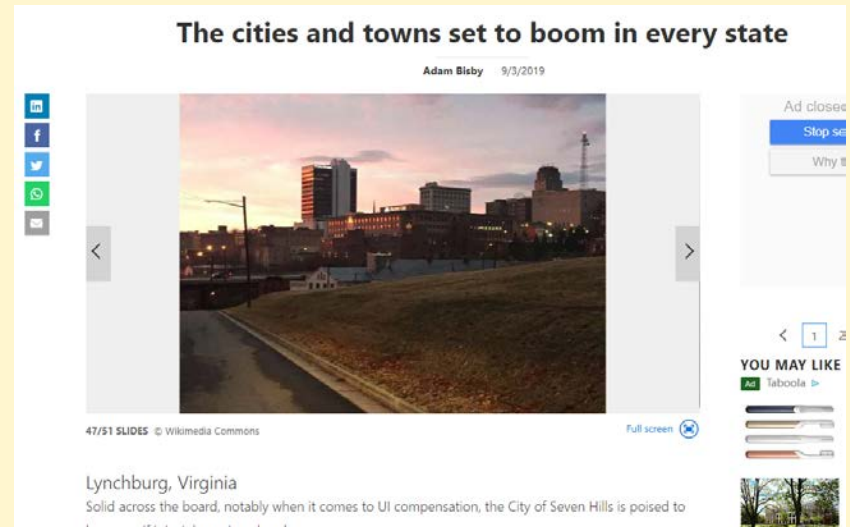
- Hired Lynchburg Experience Manager and Visitor Center staff (April)
- Lynchburg Business coverage of sports strategic plan (June/July)
- Presented at City Nation Place Americas Conference (June)
- Updated advertising at Lynchburg Regional Airport (July)
- Implementing annual tourism and economic development advertising strategy (July)
- Lynchburg listed as Virginia set “set to boom” on MSN (September)



Goal 5



Newly skinned wall and screens at the LYH Airport





Downtown 2040

Kent White, Director of
Community Development



Since Our Last Update ...

- Donna Park
- Midtown Parking Maintenance
- Storefront Occupancy Count
- Visitor Center Re-Opening
- Main Street Renewal



Photo Credits: Downtown Lynchburg Association;
Office of Economic Development & Tourism



Since Our Last Update ...

- Wayfinding Signage
- Business Meet Ups & Classes
- Virginia Main Street Conference
- Events – Great & Small
- Lynchburg Community Market





Downtown
LYNCHBURG
— association —

Looking Ahead ...

- Loading Zone Pilot
- Construction Signage & Art
- Fall Events
- Riverfront Park Playground
- “First Sundays” at the Market





Intersections of Thriving City Elements

- Talent Development & Entrepreneurship
- Collaborate with Anchor Institutions
- Connecting & Enriching Neighborhoods

A diagram consisting of four overlapping circles arranged horizontally. From left to right, the circles are: a light olive green circle, a dark red circle, a dark brown circle, and a medium red circle. Each circle contains white text. The circles overlap in a way that creates a continuous path through their centers.

A Blueprint
for Opportunity

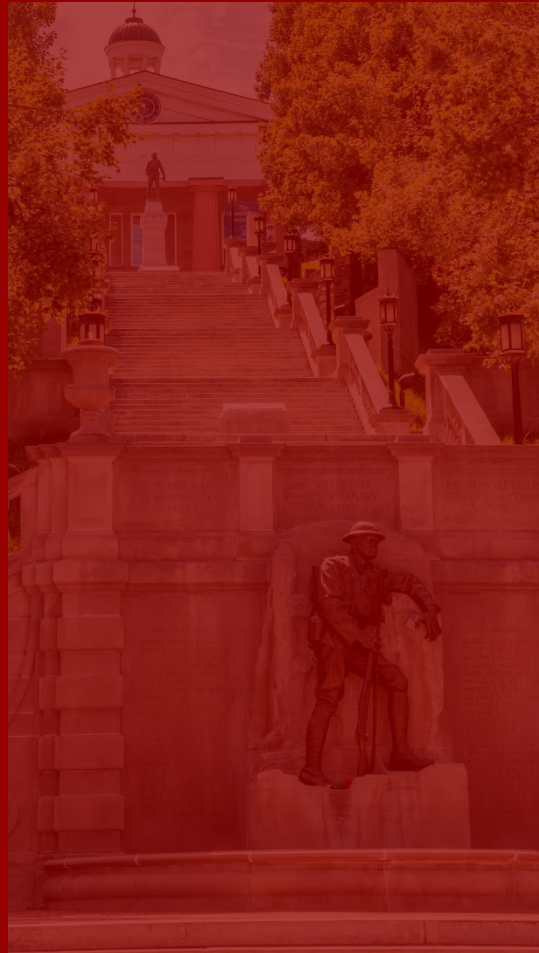
Poverty
Reduction

Downtown
2040

Reimagining
Community
Centers



Questions?
Comments?
Observations?



LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **3**

CONSENT:
ACTION: X

REGULAR:
INFORMATION:

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Fire Department Standards of Cover Community Risk Reduction

KEY ELEMENTS:

___Economic Development ___Excellent Government ___Natural and Built Environment XSafe Community ___Vibrant Community

RECOMMENDATION: Approve the Standards of Cover Community Risk Reduction (SOC-CRR) document.

SUMMARY: The SOC-CRR provides a documented and transparent view into the service delivery capabilities of the Lynchburg Fire Department, including but not limited to; response times, service delivery methodology, fire station locations, resource allocation (apparatus and staffing), hazard classification, and critical task analysis. In addition, the SOC-CRR is the summation of wide-ranging analysis that is used for department accreditation by the Commission on Public Safety Excellence (CPSE) and the Commission on Fire Accreditation International (CFAI). The SOC-CRR represents a robust analysis of fire and emergency medical response data, providing trend analysis to document and anticipate present and future needs of the community. The result of project will be used to ensure the long-term timeliness of appropriate service delivery throughout the City.

This document coupled with the Fire Department Strategic Plan and the Fire Department Facilities Plan, represents the current and future efforts of the Department as it relates to its stated service delivery methodology, goals, and planning for the future of our community. The totality of this work is one of the many required steps for accreditation of the Fire Department.

The purpose of this presentation is to provide City Council with an opportunity to review the Fire Department's current response methodology and service delivery metrics. Council's approval of this document is a step forward in the Fire Department's accreditation process.

PRIOR ACTION(S): None

FISCAL IMPACT: To be determined

CONTACT(S): Fire Chief Greg Wormser, 455-6345
Deputy Fire Chief Robert Lipscomb, 455-6352
Deputy Fire Chief Jonathan Wright, 455-6353

ATTACHMENT(S):

Resolution
Powerpoint Presentation
Standards of Cover Community Risk Reduction
Document Strategic Plan
Facilities Plan

REVIEWED BY: raw

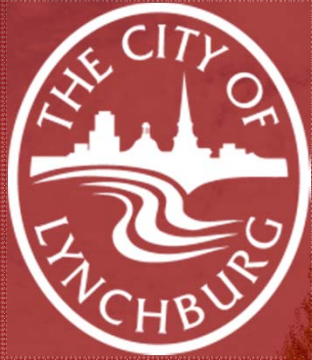
RESOLUTION:

BE IT RESOLVED that the Standard of Cover Community Risk Assessment (SOC-CRR) produced by the Fire Department is approved as written and will be reviewed by City Council annually.

Adopted: September 24, 2019

Certified: _____
Clerk of Council

126R



Fire Department Standard of Cover

City Council Work Session
September 24, 2019



Purpose and Outline

- Purpose: Provide City Council an overview of the Fire Department's Standard of Cover (SOC) and seek approval
- Outline:
 - Standard of Cover History and Recent Changes
 - Relationship to Accreditation
 - Selected Findings of SOC Data Analysis
 - Next Steps



Standard of Cover Background

- First approved by City Council in 2006
- Documents the standard by which we deliver service
 - Data based and service driven methodology
- Evaluates our system measured against baselines and benchmarks
 - Fire Station locations
 - Community Demographics
 - Responses
 - Response Times



Benchmarks and Baselines Fire Responses

- Benchmarks
 - NFPA 1710
 - Call processing 64 seconds (1 minute 4 seconds)
 - Turnout time 80 seconds (1 minute 20 seconds)
 - Travel time for first arriving unit 240 seconds (4 minutes 0 seconds)
 - Travel time for Effective Response Force (ERF): 480 seconds (8 minutes 0 seconds)
- Baselines
 - Call processing 150 seconds (2 minutes 30 seconds)
 - Turnout 120 seconds (2 minutes 0 seconds)
 - Travel time for first arriving unit 270 seconds (4 minutes 30 seconds)
 - Travel time for Effective Response Force (ERF) 480 seconds (8 minutes 0 seconds)



Baselines and Benchmarks

EMS Responses

- Benchmarks
 - NFPA 1710
 - Call processing 90 seconds (1 minute 30 seconds)
 - Turnout time 60 seconds (1 minute 0 seconds)
 - Travel time for first arriving unit 240 seconds (4 minutes 0 seconds)
 - Travel time for Effective Response Force (ERF): 480 seconds (8 minutes 0 seconds)
- Baselines
 - Call processing 150 seconds (2 minutes 30 seconds)
 - Turnout 150 seconds (2 minutes 30 seconds)
 - Travel time for first arriving unit 420 seconds (7 minutes 0 seconds)
 - Travel time for Effective Response Force (ERF) 480 seconds (8 minutes 0 seconds)



Recent Changes in the Document

- Community Risk Reduction (CRR) component
 - Provides a factual look at our community
 - Demographics
 - Engagement
 - Response statistics
- Combined with the Standard of Cover (SOC)
 - Provide a fact based data driven look at services
 - Provide a fact based resource allocation model
 - Provide a sustainable thoughtful plan for the future

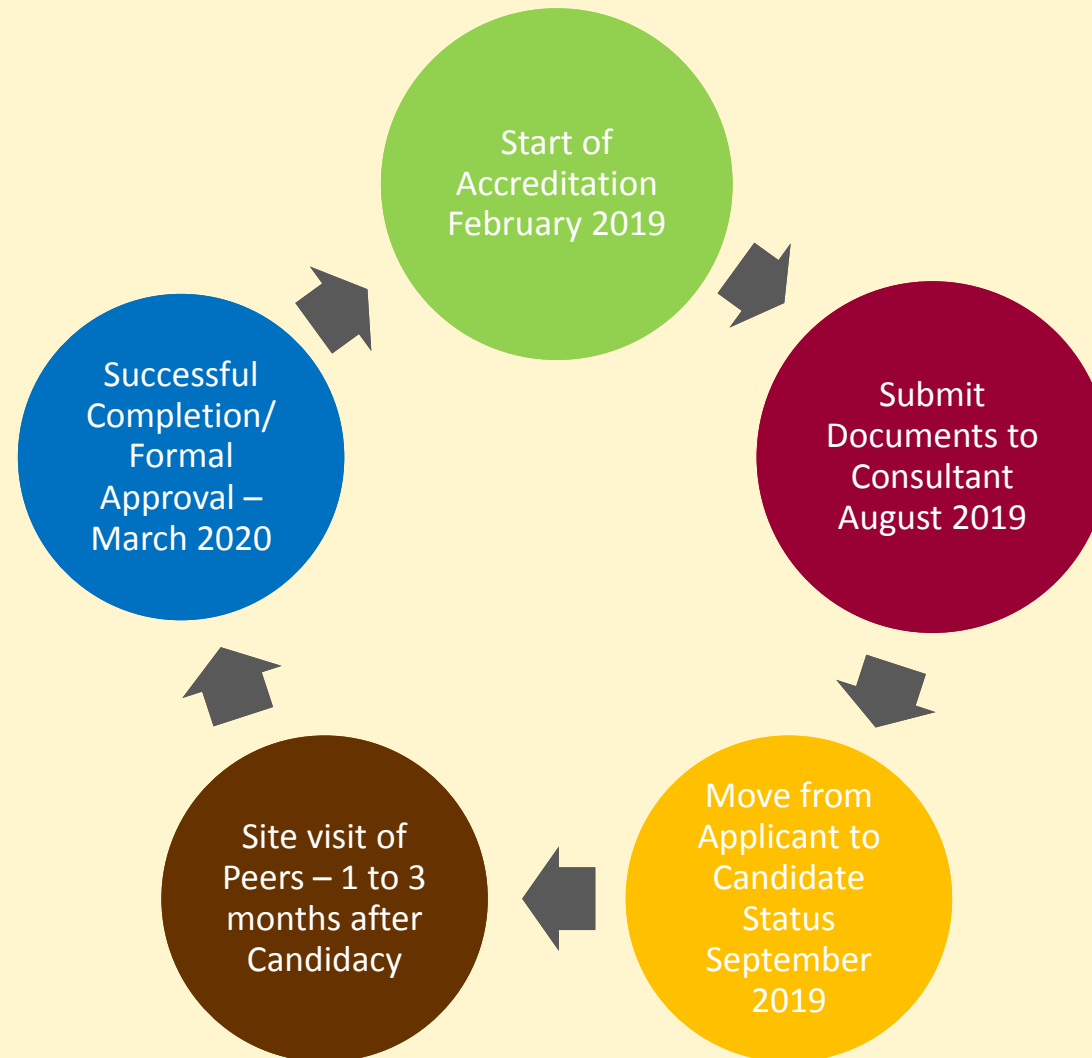


Supporting the Accreditation Process

- We are providing outstanding services, but we are using the accreditation process to make our service even better
- These documents provide validation, and identify areas for improvement
- Planning for the future
- Moving forward, we are constantly owning what we do through continual internal reassessment, not just during the re-accreditation period



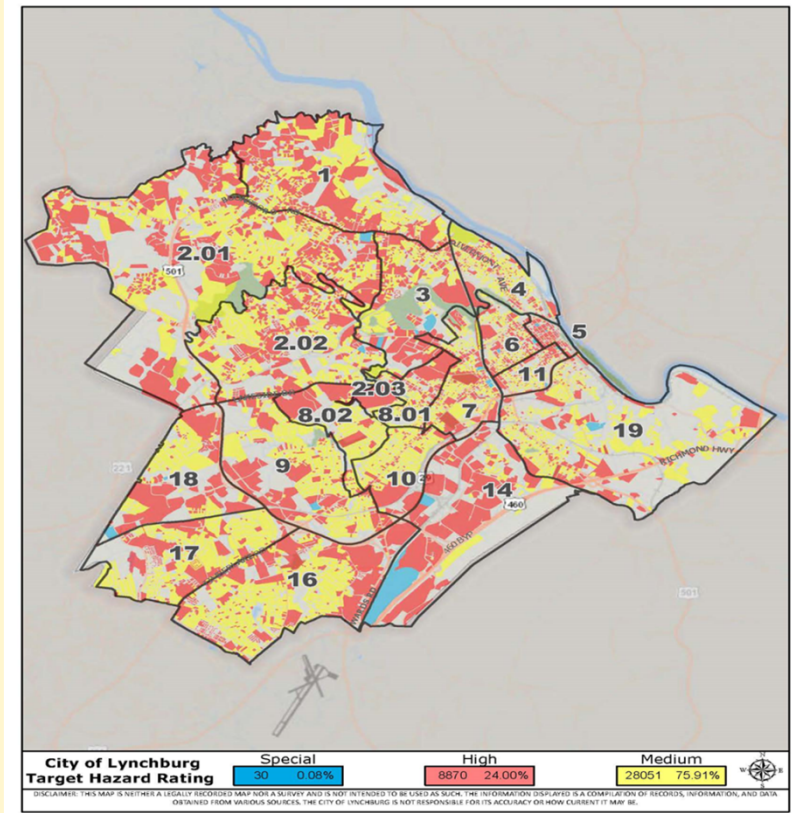
The Timeline of Events





Risk Assessment Methodology

- Target Hazard Classification
 - Low, Moderate, High, and Special Risk
 - Used the same methodology for EMS responses
 - Occupancy Type
 - Construction Type
 - Economic Impact
- Critical Tasking
 - Critical assignment based on call type
- Data Analysis by Census Tract
 - More than 4 million data points over three years
 - Evaluating Response Times from Call Processing to Transport
 - Evaluation of Nature Codes and Responses





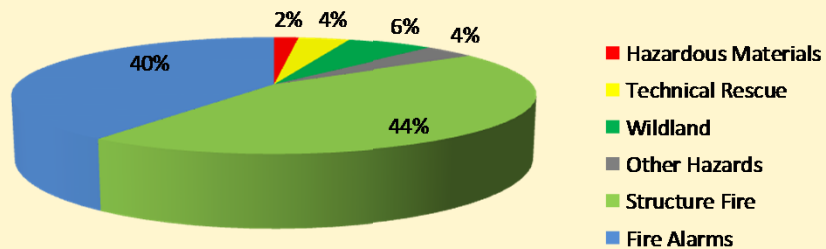
Highlights of the Analysis

- We are providing an incredibly prompt, skilled, and efficient service
 - Call volume is trending up
 - Response times are generally trending down
 - Service Delivery Outcomes remain strong

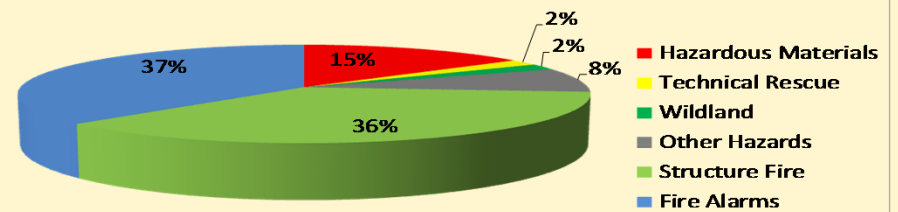


Fire Responses

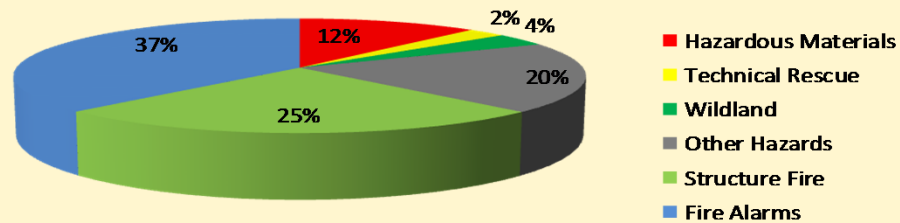
2016



2017



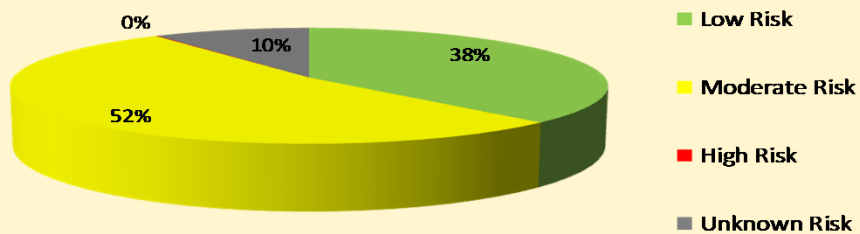
2018



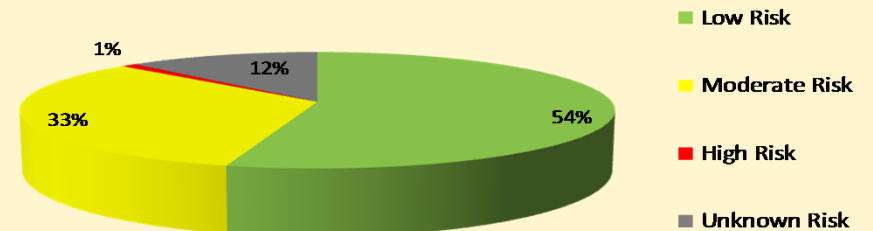


EMS Responses

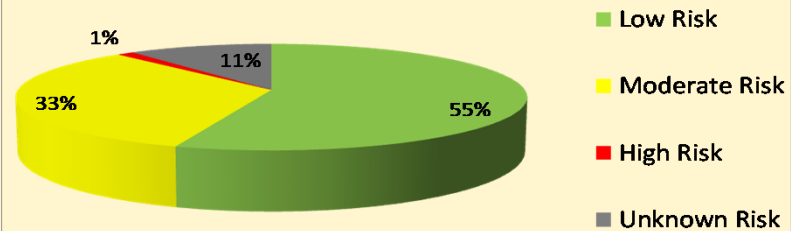
2016



2017

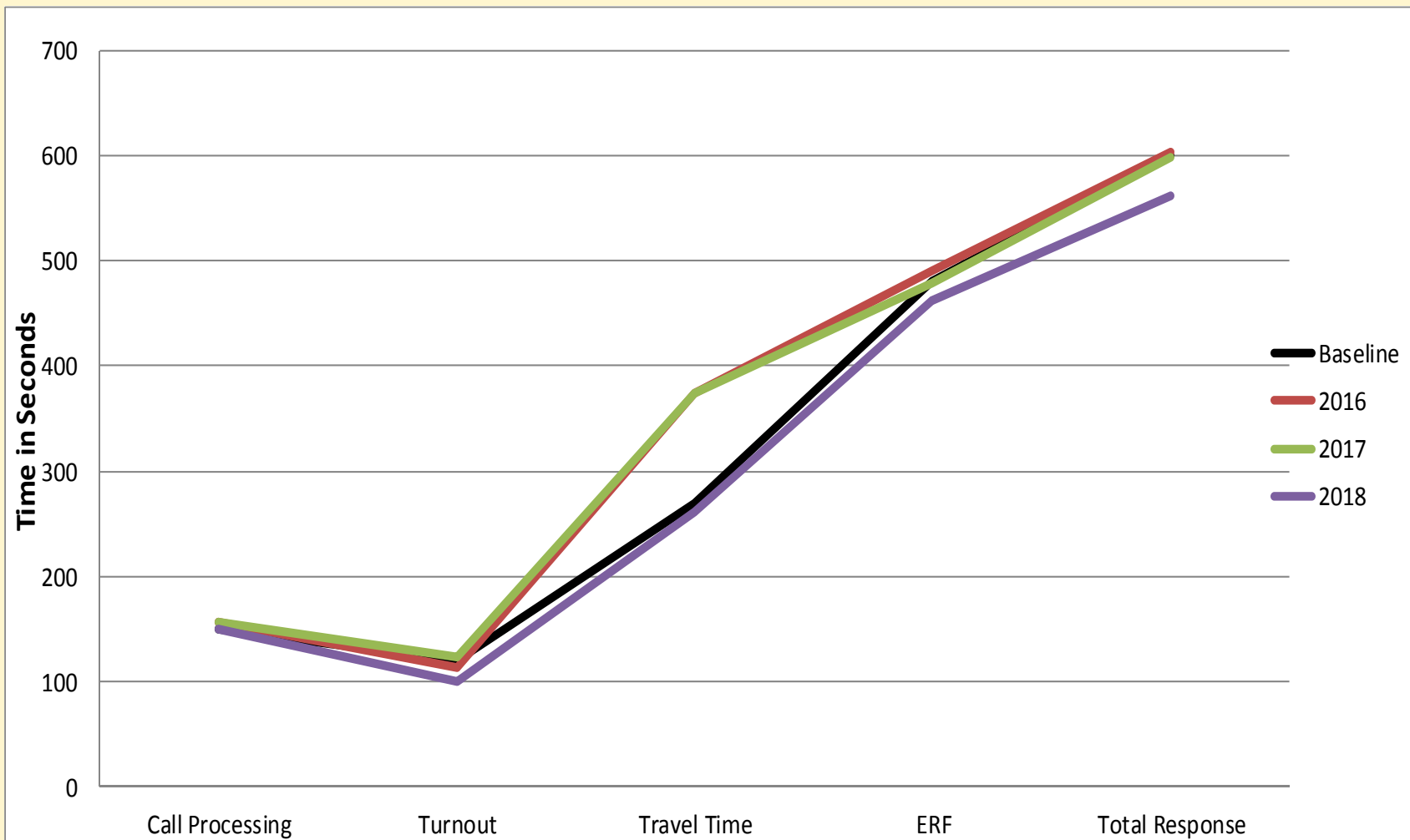


2018



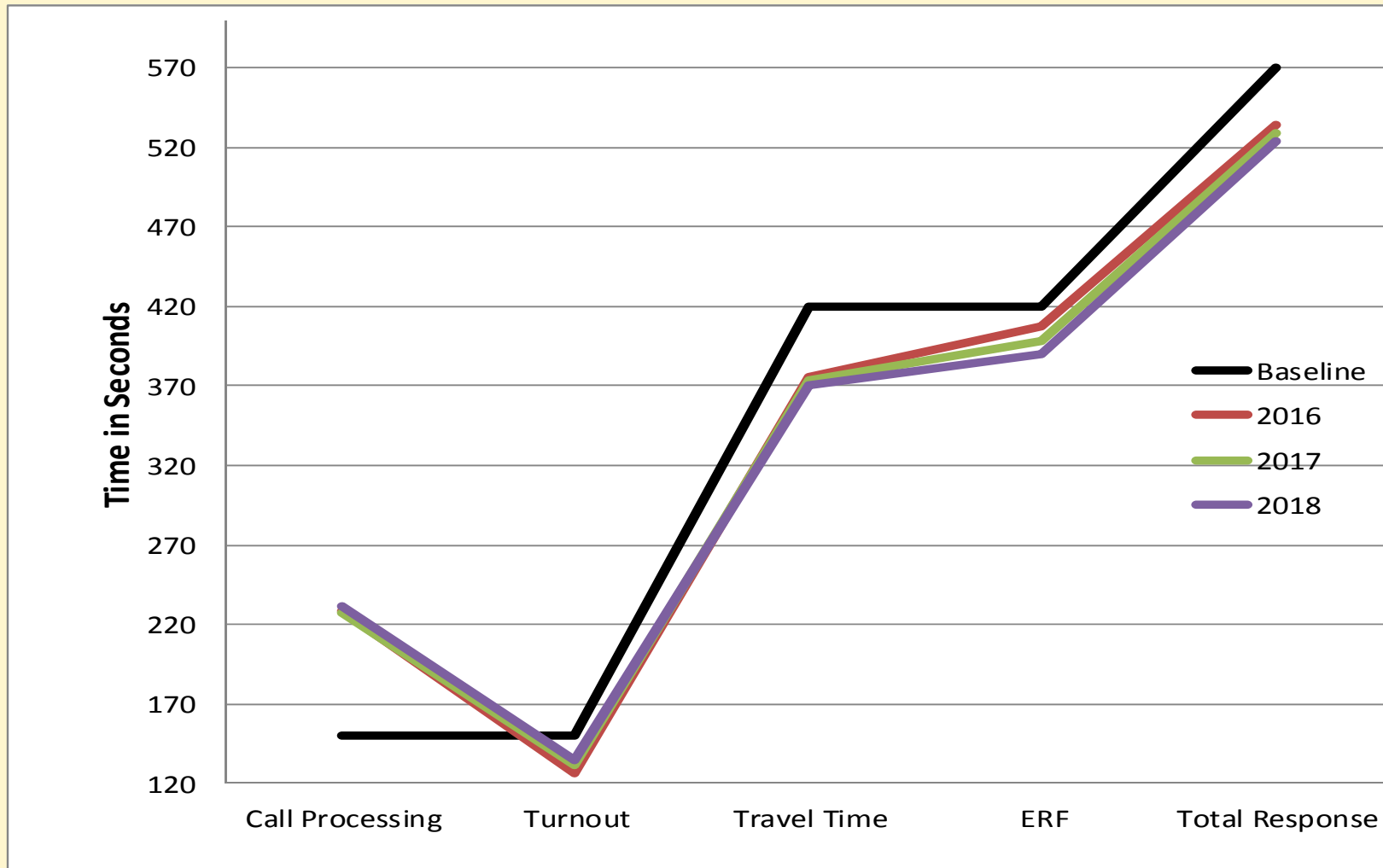


Fire Response Times





EMS Response Times





Response Time Impacts

PROPERTY LOSS

Property loss is an estimate of damage in dollars to a structure that is recorded at the City Assessor's Office.

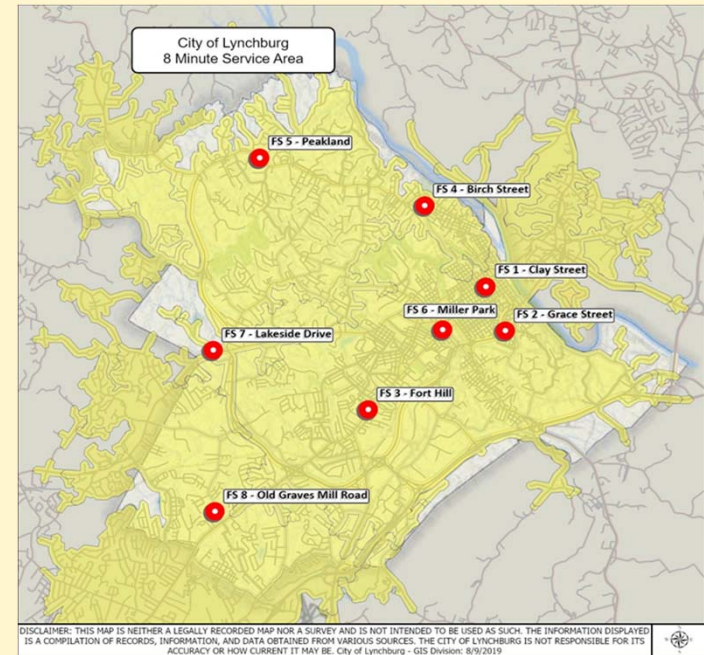
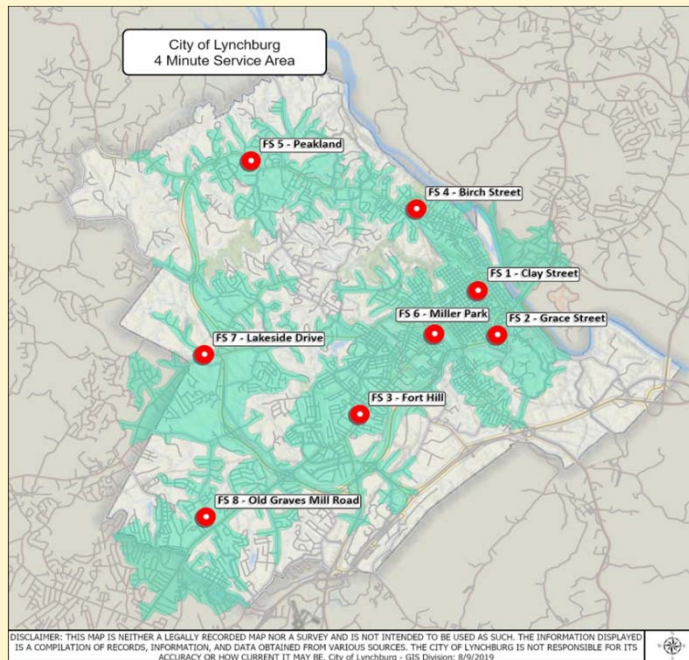
ROSC

These percentages reflect the ROSC prior to arrival at the Emergency Department and include all cardiac arrest patients as confirmed by the responder.

*Includes a fire that partially destroyed a business

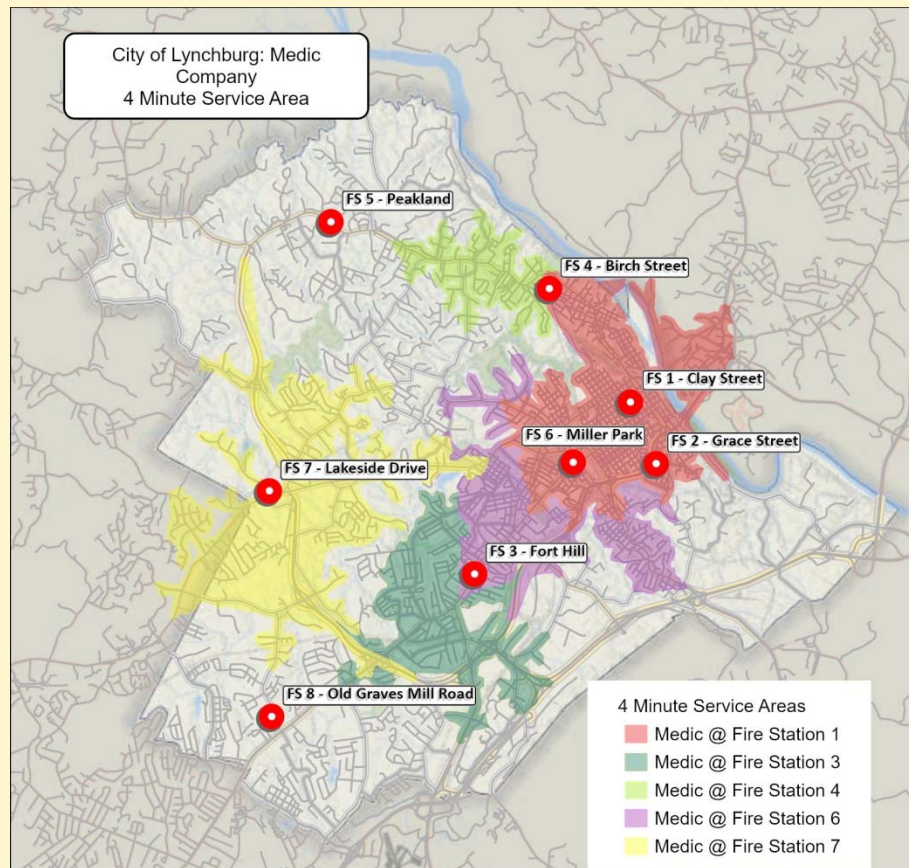
**Significant increase due to changes in reporting methodology, changes in software, and three (3) significant fire losses

CY 2016	\$789,150*	CY 2016	50%
CY 2017	\$356,100	CY 2017	50%
CY 2018	\$996,050**	CY 2018	51%
CY 2019 January - June	\$275,000	CY 2019	52%

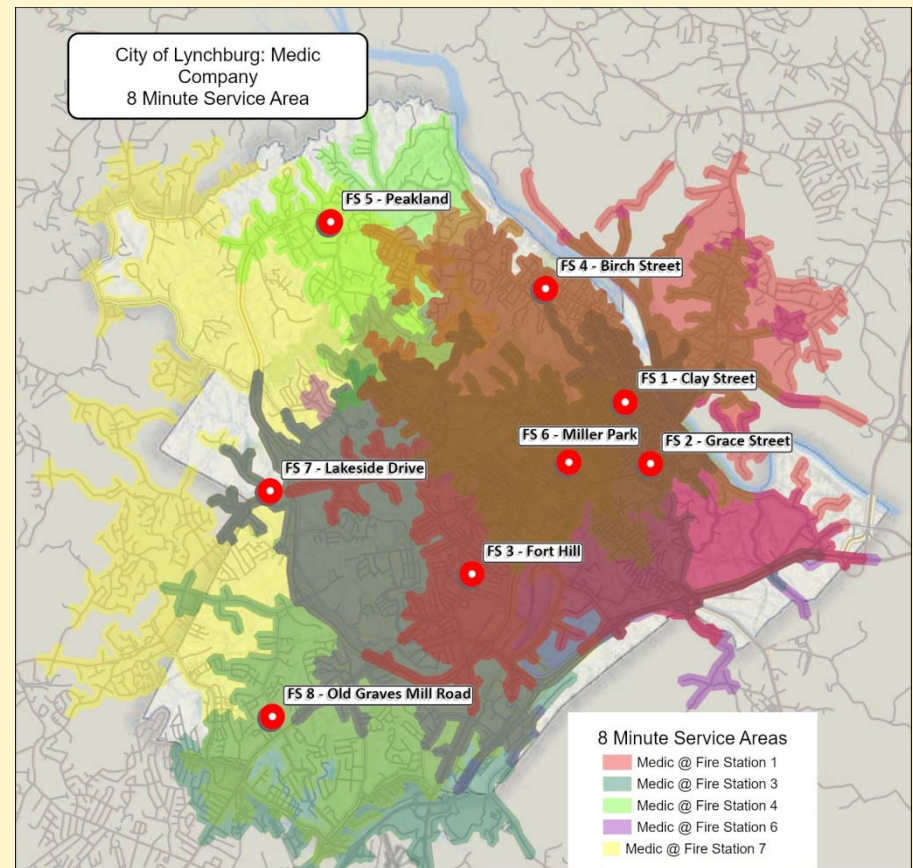




Medic Unit Service Area



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Census Tract Facts

- Least busy
 - Census Tract 2.03 (University of Lynchburg <100 calls/year)
 - Rarely if ever is there a fire related response
- Most change over time
 - Census Tract 14 (Liberty University and portions of Wards Road)
 - 41% increase in call volume over 3 years (only 714 calls in 2018)
 - Census Tract 2.02 (Old Forest Road)
 - 20% increase in call volume over 3 years
- Census Tract 19 (Tyreanna, Campbell and Florida Avenues)
 - 1,570 calls in 2018 (second busiest tract behind the city center)



Moving Forward

- Approval by Council
- Successful Completion
- Living Planning Documents – living the standards every day, not just during re-accreditation period
- Questions?

LYNCHBURG
FIRE DEPARTMENT



Community Risk Assessment
Standards of Cover
2019



First in Safety • First In Service • First In Community



LYNCHBURG FIRE DEPARTMENT

Standard of Cover and Community Risk Reduction Assessment

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Introduction

This document serves as the Lynchburg Fire Department's (LFD) combined Standard of Cover and Community Risk Assessment. This document created by the LFD has been approved by City Council and City Manager staff as guide for service delivery and community dynamics which drive our commitment to mitigate risks.

The Standard of Cover is designed to articulate benchmarks and baselines of response for an "all hazards" response system based on the following tenet; delivery of effective and efficient service based on the needs of the community recognizing the financial and geographic challenges of the city.

The Community Risk Assessment provides the community and our organization with a transparent view of our city based on a variety of factors including but not limited to; Target Hazard Classification, risk based on population demographics, service delivery based on resource allocation needs, continual analysis of system capability in concert with known variables such as topography and citizen needs.

Our goal is to use this document to analyze our system history based on call type, risk, and population to articulate baselines of performance. Moving forward we will use this analysis, along with our values and the established benchmarks, to help drive our future resource allocation model.



Acknowledgements

The Lynchburg Fire Department would like to thank the many fire department members and other City of Lynchburg staff members for their assistance in the collection of data and in the preparation of this document.

Lynchburg Fire Department Leadership

Senior Staff

Captain Matt Millner, Accreditation Manager
Fire Chief Greg Wormser
Deputy Fire Chief Robert Lipscomb
Deputy Fire Chief Jonathan Wright
Tammy Jones, Executive Assistant
Annette Pettyjohn, Fire Administrative Manager

Operations Staff

Battalion Chief Ricky Bomar
Battalion Chief Allen Carwile
Battalion Chief Thomas Goode, Fire Marshal
Battalion Chief David Jackson
Battalion Chief Mike Reeves
Battalion Chief Sean Regan, Technical Rescue
Battalion Chief Kenny Turner
Battalion Chief Danny Williams, Training Chief and Hazardous Materials

City Leadership

City Manager, Bonnie Svrcek
Deputy City Manager, Dr. Reid Wodicka
Kent White; Director Community Planning and Development
Tommy Doss; Data Analyst
Taylor Bowen; GIS

External Leadership

CFAI Consultant, Chief Steve Lambert
David Wright; CPA Retired (Citizen Academy Graduate)

Vision

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

Purpose/Mission

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

Values

Honesty – Integrity – Trust – Compassion



Executive Summary

Since 1883 the LFD has been serving the City of Lynchburg and has grown into a 189 member department that serves more than 80,000 night time residents and more than 130,000 daytime citizens over 50 square miles. The LFD vision is; “To be a leading public safety agency in the Commonwealth, providing superior services that promote life safety and minimize property damage.” As an “All Hazards” Department the LFD provides fire suppression, emergency medical services, technical rescue, hazardous materials response, fire investigations and inspections, and public education.

This comprehensive document contains information about risk assessment, system performance, established baselines and future benchmarks to ensure transparent and effective service delivery for all citizens in our community. The data collected and presented herein will provide our department with a thoughtful and sustainable approach to our service delivery methodology recognizing strengths, while improving on identified challenges.





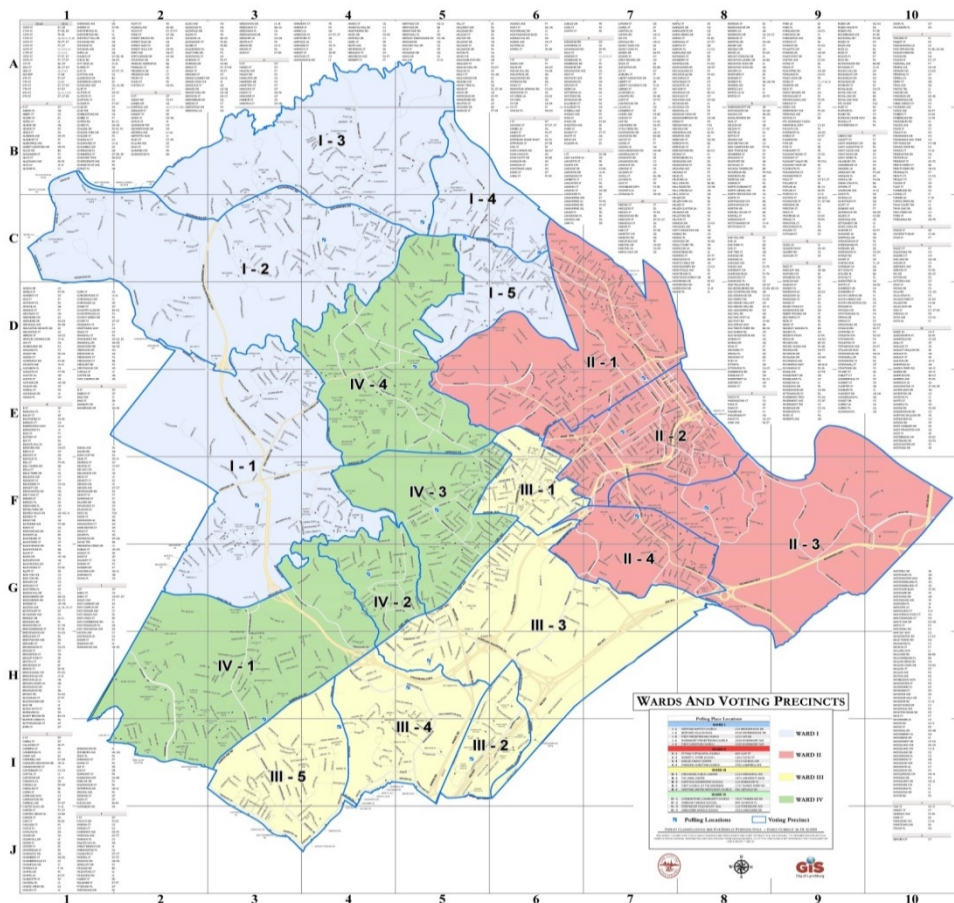
1.1 Community Risk Assessment

Community Characteristics

The City of Lynchburg operates under a council/manager form of government. The City Council develops and adopts legislation and policies to direct the City organization, but employs a City Manager to manage and oversee all City personnel and operations to carry forward council's direction.

Through popular elections on even numbered years, Lynchburg citizens regularly choose the seven members of City Council. Elected to staggered four-year terms of office, City Council is elected on either an at-large (3 members) or ward (4 members) representational basis. From among their group, the elected City Council members, in turn, choose by simple majority vote a Mayor and Vice-Mayor, each of whom serves a two-year term.

Ward Map





Appointed by the City Council, the City Manager serves as the Chief Executive Officer of the municipal corporation. The duties of this office are prescribed by the Charter of the City of Lynchburg, and include the following responsibilities: appointment of department directors; daily execution of contracts on behalf of the City Government; preparation of an annual budget; reporting to City Council concerning the financial condition of City; and all other duties as prescribed by law, ordinance, or resolution of City Council.

The City Manager is responsible to the City Council for the effective operation of all government functions. Since the early 2000's, the City has been actively engaged in high-performance development, which has resulted in innovative community/city partnerships; customer service improvements; regional visioning; and the increased use of technology in service delivery. A direct outcome of this work has been the development of a results-oriented strategy form of government that can translate the vision and goals of City Council into an internal strategic plan that provides focus and direction for the organization.

The City Manager appoints the Fire Chief, who is responsible for organizing and administering the department. The department consists of 189 full-time equivalent (FTE) positions, including 180 uniformed and 9 civilian personnel.



Lynchburg City Council
Front Row (L-R): Vice Mayor Mary Jane Dolan, Mayor Treney
Tweedy, Council Member Jeff Helgeson
Back Row (L-R): Council Members Beau Wright, Sterling Wilder,
Turner Perrow, and Randy Nelson



(L-R): John H. Hughes, IV, Assistant City Manager
Bonnie Svrcek, City Manager
Reid Wodicka, Deputy City Manager



Community History

Lynchburg, Virginia is a city which remembers its past while focusing on the future - a vibrant central city fostering a strong sense of community, economic opportunity for all our citizens and responsive, results-oriented local government.

Located in Central Virginia, Lynchburg was named for its founder, John Lynch, who at the age of 17 started a ferry service across the James River in 1757. In October 1786, the Virginia General Assembly granted John Lynch a charter for a town. The 45 acres granted for the town was his land. Lynchburg was incorporated as a town in 1805 and as a city in 1852. From April 6 to 10, 1865, Lynchburg served as the capital of Virginia. Under Governor William Smith, the executive and legislative branches of the Commonwealth moved to Lynchburg for the few days between the fall of Richmond and the fall of the Confederacy.

The current charter for the City of Lynchburg is derived from Chapter 343 of the Acts of Assembly of 1928, approved by the General Assembly on March 28, 1928 and has been amended numerous times since then. It can be found on the City's website at www.lynchburgva.gov.

Topography

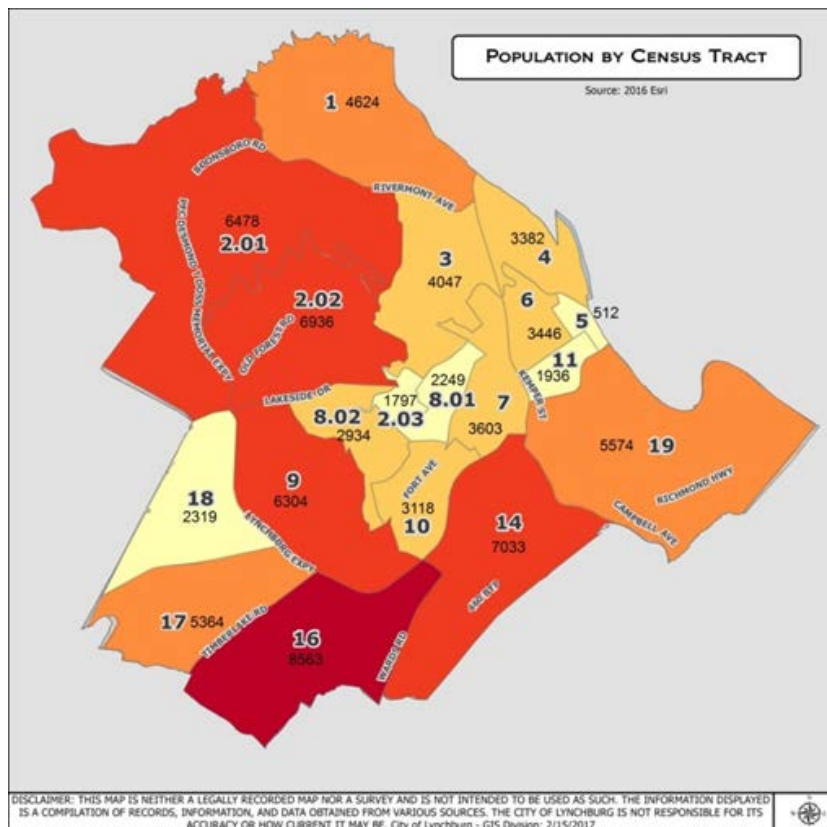
Lynchburg is known as the "Hill City" because of the seven original communities built on the rolling terrain of the City. The downtown business district is, in fact, built on a steep incline with the James River at its base. The natural features of Lynchburg have a significant impact on the suitability of the land for development. The variable rock types underlying the City have formed the hills and steep ravines of the central city, Candler's Mountain runs along the City's southern border, and the foothills of the Blue Ridge Mountains, including the Reusens area along the northwest border. Those areas of the City that feature a highly dissected landscape of narrow ridges and steep-sided valleys can present a challenge to the supporting infrastructure of the City and also to developers. Some areas of the City are so steep that they remain wooded and in their relatively natural states even today. Of the almost 32,000 acres of land in the City, nearly 31 percent, or 10,000 acres, of the total land area inside the limits is identified as vacant. However, a large portion of the vacant land is affected by environmental constraints, such as the steep slopes, floodplains, or soils unsuitable for septic systems.



Development and Population Growth

The City of Lynchburg grew rapidly during its early years as an important economic hub for Central Virginia. The City experienced steady population growth during the 19th and 20th centuries, except during the Civil War era, the national economic downturn of the 1890s, and World War I. After 1960, however, Lynchburg matured as a city, with periods of decreasing population then periods of dramatic increases primarily due to multiple land annexations.

The Central Virginia region has continued to grow, but the growth has shifted to surrounding counties of Amherst, Bedford, and Campbell with growth rates ranging from 1.4 percent to 13.8 percent during the first decade of the 21st century. During that same period, the City of Lynchburg population increased by 15.8 percent.





Community Demographics

The median household income in Lynchburg for 2017 was \$41,971, compared to \$68,766 for the Commonwealth of Virginia. The estimated per capita income was \$22,439 for 2017. The cost of living index in Lynchburg is 91 and 108 for Virginia, compared to a cost of living index of 100 for the nation. Translated, this means the overall cost of living index for Lynchburg is 17% lower than the Virginia average and 9% lower than the average cost of living in the United States. The City of Lynchburg has a Real Estate Tax Rate of \$1.11 per \$100 assessed value and a Personal Property Tax Rate of \$3.80 per \$100 assessed value. The city has a wide range of occupancies including high-rise, commercial/industrial and residences. It has real property with an assessed valuation estimated at nearly \$5.2 billion dollars.

53.1% of Lynchburg's residents are female, 46.9 are male. The median age of Lynchburg residents is 28.6 years old. Today, based on population, the City of Lynchburg is the eleventh largest city in the Commonwealth of Virginia with a population of slightly more than 80,000. It is the eighth largest city in land area with an incorporated area of 50.25 square miles. The daytime population increases significantly during regular business hours of 8:00 a.m. to 6:00 p.m., Monday through Friday, regularly reaching 130,000 people. Additionally, as the home to three residential colleges and universities, an additional 18,000 people inhabit the City during the academic year.

City of Lynchburg	
Population	80,212
Area	50.25
Real Property Value	\$5,188,284,800



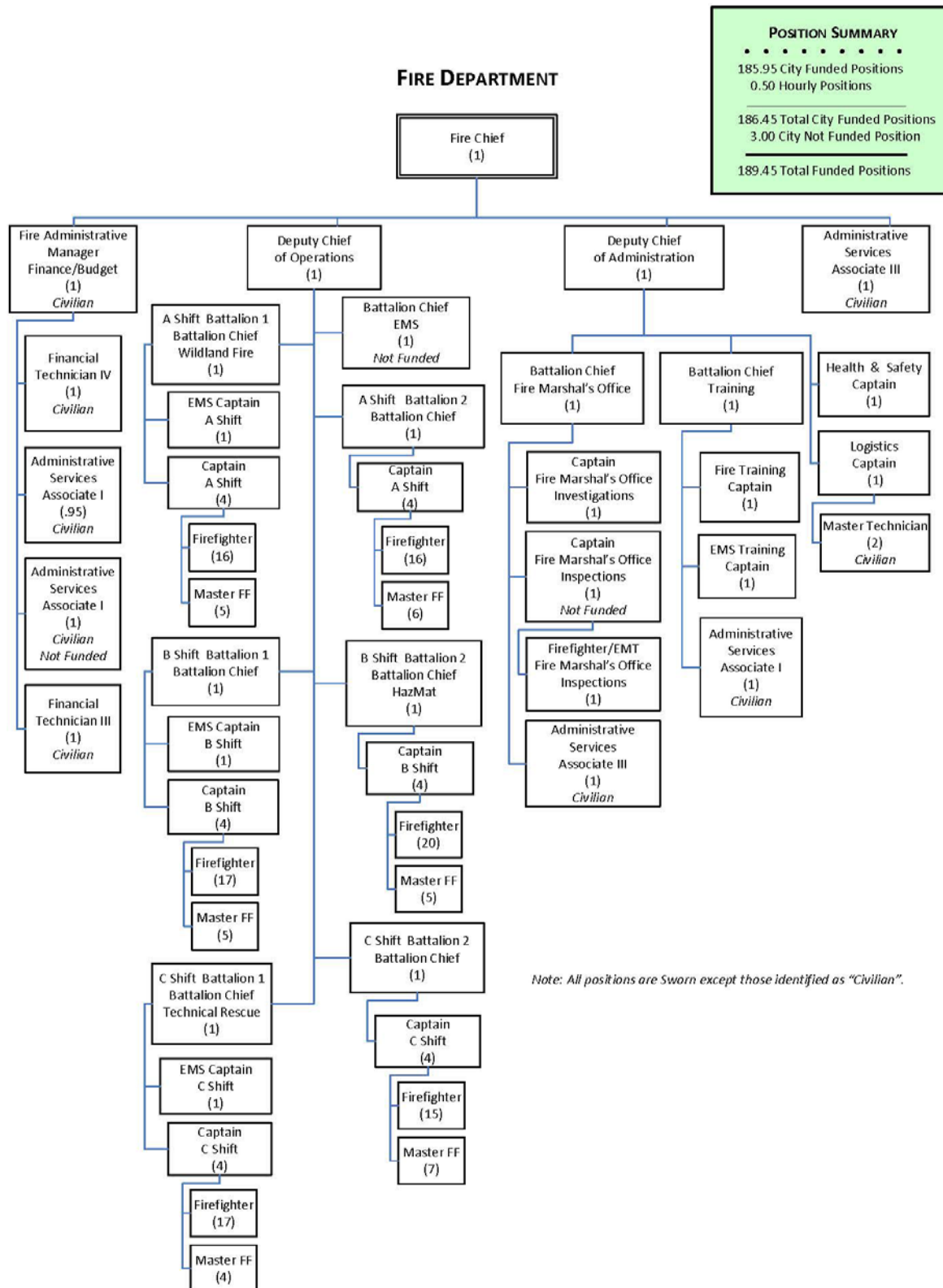
Department History

Since 1799 there has been a fire department associated with the City of Lynchburg. The City of Lynchburg Fire Department (LFD) as we now know it was organized in April 1883. Since that time the department has evolved, providing much more to our community than fire protection. Throughout its history, the LFD has found itself on the forefront of public safety within the city boundaries as well as the Central Virginia area. There were 29 Firefighters hired in 1883 at a salary of \$30 a month, which is a far cry from where we are today. Although the city was growing through the years it was not until 1913 the department purchased its first motorized apparatus. It was in 1914 that the department opened a third fire station at Miller Park due to growth that was occurring to the West. In 1975 the city annexed several large areas of Bedford and Campbell Counties to create the City of Lynchburg that we know today. As a result of that annexation, the department built three new stations and hired an additional 30 members to become a department that provided service across three shifts. It was also in 1975 when the department began providing Emergency Medical Services and two years later the first Advanced Life Support providers completed their training, some of the first in the Commonwealth. In 1983 the department established its own apparatus maintenance facility in an effort to provide more efficient service to its fleet at a time when out of service time for vehicles was not tolerated. The late 1970s saw the establishment of a Fire Marshal's Office and in 1985 a formal 9-1-1 center was established linking all of public safety in the City of Lynchburg. In October 1997, the department's Technical Rescue Team, now a state-funded asset, was officially established and in the latter part of 1999, the department's Hazardous Materials Team was officially established.

In 2018, the LFD responded to more than 13,500 calls or service operating eight fire stations and one apparatus maintenance shop. All of our fire stations are staffed around the clock by full-time members. The department is committed to its delivery of an all hazards response and provides a variety of services such as; fire suppression, EMS delivery, specialty operations (water rescue, rope rescue, confined space rescue, trench rescue, structural collapse, extrication, and bicycle response team), and hazardous materials response. The Fire Marshal's Office provides fire investigation, fire inspections, and public education opportunities to our community. The LFD is the lead agency in the Central Virginia Regional Training Center which is also where our Recruit Academy is based. This partnership brings together our partner agencies in the counties of Amherst, Bedford, and Campbell, providing Fire and EMS responders from around the area a one-stop shop for training. The LFD manages the property and contents that includes; a burn building, high rise tower, flashover simulator, Mayday simulator, confined space simulator, extrication platform, trench rescue simulator, and a roof simulator that is under construction.



As a department we are actively engaged with our community and collaborate with our internal and external partners regardless of boundaries. These collaborations ensure that our citizens receive the best possible service providing opportunities for positive outcomes. Additionally, these partnerships create a proactive approach to community health, wellness, and safety long before the call to 9-1-1 is necessary. LFD is committed to be a leading public safety agency in the Commonwealth of Virginia by providing our community with sustainable, thoughtful approaches to public safety that is based on best practices. As our community continues to grow and prosper, the LFD stands ready to meet the challenges and promote wellness by working collaboratively with our partners. We recognize that staffing and budget constraints will shape our delivery methodology but not our strategy and tactics. It is through economies of scale that we will foster the financial foundation of our future.





Service Area

The City of Lynchburg is an independent city located 3 hours South West of Washington D.C., 2 hours West of Richmond, and 1 hour North East of Roanoke. The City has natural and manmade boundaries including the James River to the North and East, the foothills of the Blue Ridge Mountains to the North and West, and Route 460 to the South. The population density for the city is slightly more than 1,500 people per square mile.

As mentioned previously, the population of Lynchburg is vastly different depending on the time of year and time of day. Lynchburg is the dynamic hub for the region's business, commercial, industrial, cultural and social activities. The daytime population for the city grows to approximately 130,000.

Lynchburg City Schools (LCS) has a total enrollment of more than 8,000 students across two high schools, three middle schools, and eleven elementary schools. It's also very important to recognize the importance of the City's higher educational institutions including; Central Virginia Community College, The University of Lynchburg, Randolph College, Virginia University of Lynchburg, Liberty University and a host of smaller technical and trade schools. The three residential institutions bring an additional 18,000 temporary residents to Lynchburg during the academic year.

As identified by the Weldon Cooper and the United States Census Bureau the city of Lynchburg will continue growing at a moderate a pace with an additional 2,000 full time residents by 2020 and a population of 90,000 by 2030. Additionally it should be noted that the number of aged citizens (60 and over) will increase by approximately 25 percent when compared to the 2010 population for this same age group.

Lynchburg has a robust Downtown which has seen significant development in the last 5 years including; shopping, several multi-level studio apartment complexes, and numerous restaurants and entertainment venues. The age demographic in the Downtown area primarily consists of a younger population between the ages of 21 and 32. Additionally, the City has experienced growth to the Southeast including the planned communities of Wyndhurst and Cornerstone, with a number of single and multi-family housing coupled with mixed use property. The City's Comprehensive Plan also designates the areas of Boonsboro Road (at Cheese Creek Road) and Tyreeanna Road for this type of development (all on the periphery of the City). Developments of this nature often attract a considerable number of residents across all demographics due to their convenience, walkability, and reduced maintenance of individual lots.



Lynchburg also recognizes the opportunity to connect the Downtown development with development to the South and the vision for the City's Midtown, which includes the areas around Miller Park, The Plaza, EC Glass High School, Lynchburg General Hospital, and University of Lynchburg. Expected public investment in the infrastructure near the university over the next 5 years and opportunities for infill housing in the adjacent neighborhoods have the potential to increase property values and density.

Aging neighborhoods in the City's urban core and in the West End (i.e. Fort Hill, Sandusky, Richland Hills, etc.) have significant potential for housing revitalization and infill development. Many of these neighborhoods currently have some of the oldest housing in the City as well as the highest occurrences of converted single-family homes to multi-family apartments. Approximately one quarter of the housing in the neighborhoods around Downtown is over 60 years old. This, coupled with the concentration of vacant buildings, may contribute to increased requests for fire suppression. 2010 Census data also indicates clusters of residents experiencing poverty in our aging neighborhoods which will likely result in increased EMS responses due to a lack of fiscal resources to obtain preventative medical care.

Undeveloped areas on the fringes of the City (Boonsboro Road/Route 501 Bypass, Timberlake Road, Graves Mill Road, Tyreeanna areas), are very likely to generate a considerable amount of residential housing construction and a resulting population shift. The downtown area of the City is now experiencing (and will continue to experience) considerable development and rehabilitation of former commercial/industrial property for residential use. Development of this magnitude often creates a situation where fire damage could be more catastrophic than in single family homes.

Political factors, some beyond the direct control of area public safety agencies, can have considerable impact on how well, and to what degree jurisdictions and public safety organizations participate in joint regional ventures. Cultural differences and biases between career and volunteer public safety agencies can have a considerable negative impact on agency interaction if efforts to minimize such problems aren't addressed in a comprehensive, timely manner. Increasing populations in the neighboring counties along with legislative mandates are translating to higher call volumes that lead to counties supplementing volunteer workers with paid personnel, and subsequently to joint cooperative ventures such as regional purchasing, grant activities, and automatic and mutual aid agreements



Demographics at a Glance

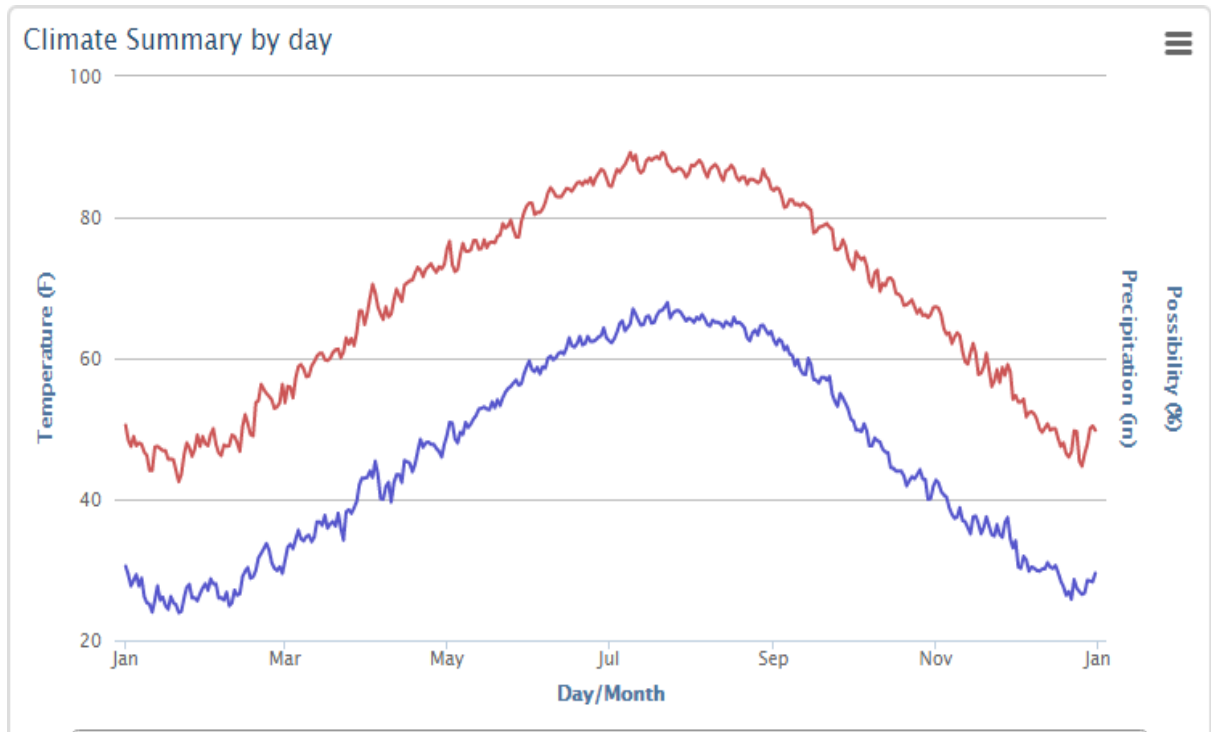
Summary		Amount
Number of businesses		More than 2,700
Jobs		More than 57,209
Median Housing Value		\$145,069
Average Monthly Rent		\$835
Total Housing Units		32,828
Unemployment		3.4%
Household Units By Type		Amount
Single Family		19,005
Multi-Family (Townhomes/Duplexes)		6,055
Multi-Family (Apartments three or more stories)		7,093
People		Amount
Population		80,212
Gender		
Female		53.1%
Male		46.9%
Age		
18 years and younger		25.6%
19-64		60%
65 years and older		14.4%
Race		
White		66%
African American		28%
Asian		2%
Hispanic		4%
Top Employers		Education
Liberty University		High School Graduates 88%
Centra		Bachelor's Degree or Higher 33.6%
City of Lynchburg		
Framatome		
BWXT		
Genworth		
Pacific Life		



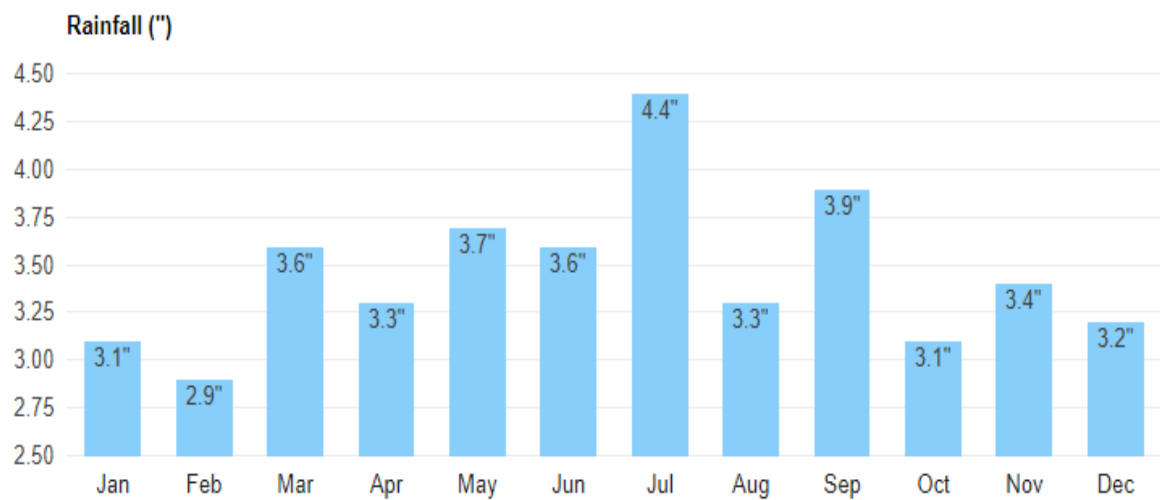
Average Household Income	#	%
Average Household Income	\$56,198	100%
Median Household Income	\$38,394	100%
Per Capita Income	\$22,937	100%
Household Income Intervals		
Less than \$15,000	6,061	19.93%
\$15,000-\$24,999Unemployment	4,038	13.28%
\$25,000-\$34,999	3,727	12.26%
\$35,000-\$49,999	4,712	15.50%
\$50,000-\$74,999	4,911	16.15%
\$75,000-\$99,999	2,745	9.03%
\$100,000-\$149,999	2,425	7.97%
\$150,000-\$199,999	831	2.73%
\$200,000 or greater	958	3.15%
Households with Income Below Poverty Level		
Households	6,274	22.07%
Married Couple Family	685	2.41%
Other Family with Male Householder	188	0.66%
Other Family with Female Householder	1,919	6.75%
Non-family with Male Householder	1,327	4.67%
Non-family with Female Householder	2,155	7.58%



Weather



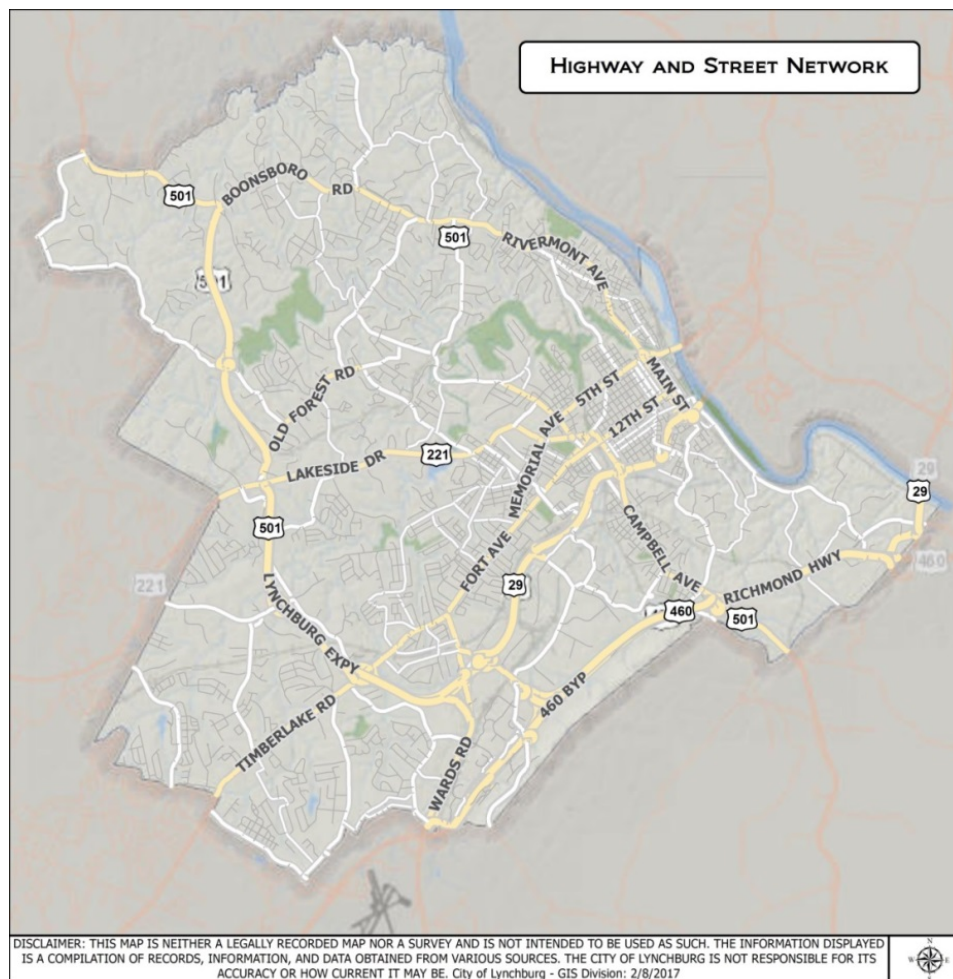
Average rainfall Lynchburg, VA





Transportation

Roadways - The City of Lynchburg lies at a significant crossroads of major traffic corridors within the Commonwealth of Virginia. Primary highways to the City include US Route 29, US Route 460 and US Route 501. Historically, these traffic conditions have been focused on routing traffic through the City rather than around it. Such traffic patterns and trends can have profound impact on neighborhoods, access corridors, and the economic vitality of the city.



The City's Public Works Department maintains more than 850 lane miles of roadway and more than 187 miles of sidewalks. Although improvements to roadways primarily address capacity, safety, or efficiency issues, they are also an opportunity to create roadways that are of quality design. The City's planning department encourages the development of a Transportation Master Plan (TMP), including design elements such as on-street parking, landscaping, medians, traffic calming measures, narrow lanes, sidewalks, and other features as appropriate. In the last ten years, the City has added many of these elements. Examples include the roundabout at 5th/ Federal Streets, the roundabout at Park/Langhorne Road, new overpasses at Odd Fellows Road and



Liberty University, major renovation projects on 5th Street, Memorial Avenue, Park Avenue, Kemper Street and the Kemper Street Bridge. LFD is an active participant in discussions and planning of infrastructure enhancement programs to ensure that public safety concerns were given appropriate attention.

Waterways

The James River borders the City of Lynchburg to the North and East. The river head begins in the Appalachian Mountains terminating into the Chesapeake Bay. There are three main dams along the river; one is a moderately sized hydroelectric dam that has recently undergone rehabilitation and two low head dams. In addition to the river there are several other small bodies of water that impact city and fire department operations; College Lake, Lakewood, Ivy Lake, and Summit Lake. There is several boat ramps along the James River and each of the smaller bodies of water are watercraft accessible.

Rail

The city is transected by two Class I railroads; CSX and Norfolk Southern. There is a significant amount of commodities moving through the city by in addition to the switching yard located near Liberty University. Additionally, Amtrak maintains rail service through the City of Lynchburg with two trains a day; the Northeast Regional which operates between Lynchburg and New York, and the Southern Crescent which operates between New Orleans, Louisiana, and Boston Massachusetts.

Air

Although there is not a municipal airport located within the city limits, the City of Lynchburg owns land in Campbell County to the South where you will find Lynchburg Regional Airport. This airport has been on this site for more than 50 years and is currently served by American Airlines and two Fixed Base Operators (FBO's). Additionally there is a small privately owned airfield within the city limits, Falwell Airport, with one FBO.

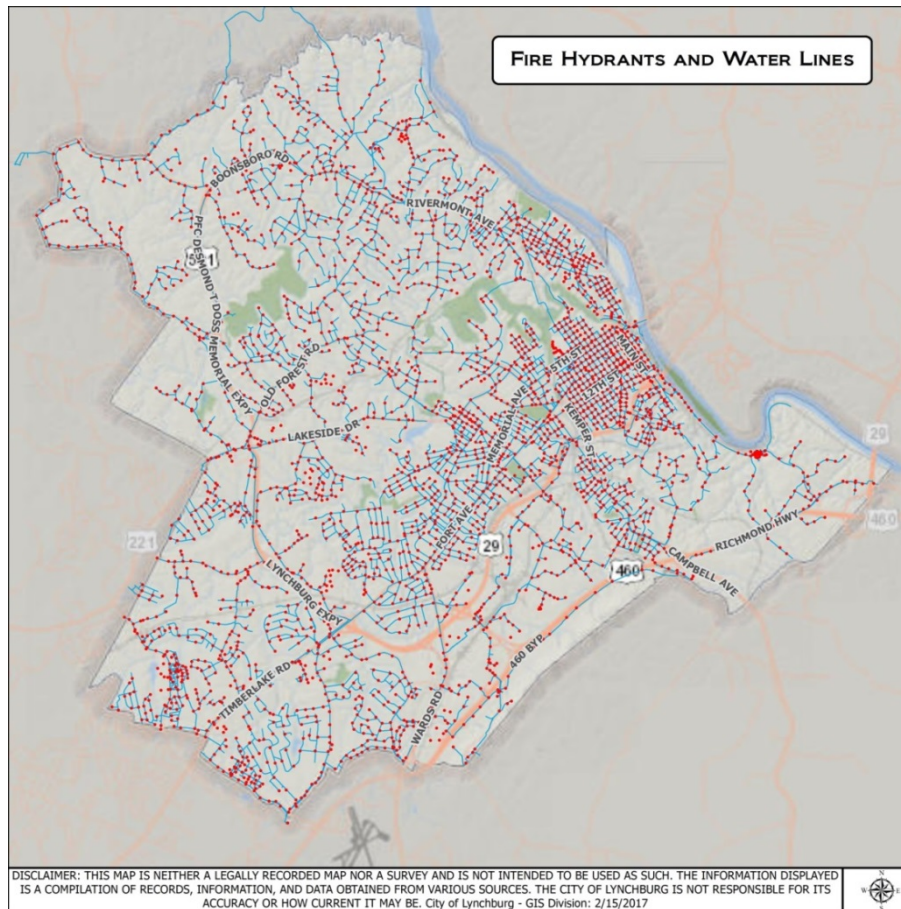


Additional Infrastructure

Water

The City of Lynchburg has one of the oldest municipal water systems in the nation with the water rights dating back to a Crown Grant. The City has a complex water distribution system because of its hilly terrain. Potable and firefighting water comes from the Pedlar Reservoir which has a capacity of one billion gallons. This is a protected watershed located twenty-one miles to the North in Amherst County and water is brought to the city through a thirty-six inch diameter pipe. The water is processed in two treatment/filtration plants that work independently of each other making the system redundant in the event of a failure. These treatment/filtration plants have a capacity of producing 26 million gallons of water per day with an average daily production of 11.6 million gallons per day. From the filtration plants, water is stored in twelve water storage tanks across the city. Water is fed across the city through five pump stations into nine primary pressure zones through more than 455 miles of underground water lines. In October 2016 the Water Resources Department initiated a Valve Crew Program to ensure water valves throughout the system are maintained and operating properly. Should the reservoir water levels drop or delivery of water from the reservoir be interrupted, the city has the ability to pull water straight from the James River which provides the city with a nearly drought proof water source. This water is pumped from two different pump stations working independently on two different parts of the river.

Each filtration/treatment plant and each pump station are equipped with a generator that allows for continuous operation of the system for at least seven days without power and without re-fueling. There is staff on-duty around the clock that monitors flow throughout the system via electronically monitored pressure reducing valves. Should there be a change in pressure key city staff is alerted so that emergencies can be mitigated quickly. Additionally a water system computer model is maintained and can be utilized during water emergencies to help isolate and identify water line breaks, pressure and/or contamination issues.



The system provides adequate densities of fire hydrant availability throughout most of its service area. There is an established small water main replacement program within the CIP that focuses on replacing any water lines that are 4 inches in diameter or smaller with an 8 inch ductile iron pipe. There are some open spaces and forested areas that are unpopulated which are without a piped water supply.

The City of Lynchburg has an extensive network of hydrants, making water supply available across the City. For firefighting purposes there are more than 3100 public fire hydrants and more than 150 private hydrants. Fire hydrants are serviced and maintained by personnel from Water Resources on an eighteen month rotation. Additionally, private hydrants are serviced in accordance with regulations set forth by the Virginia Statewide Fire Prevention Code. The maintenance of the private hydrants are validated where applicable by the Fire Marshal's Office. Public fire hydrants are painted to American Water Works Association (AWWA) standards. All City streets have hydrants that can be reached with a supply line on each fire engine. These hydrants are installed and placed in accordance with the Virginia Statewide Fire Prevention Code. As areas of City are developed, fire hydrants are installed in accordance with City standards and the requirements set forth in the Virginia Statewide Fire Prevention Code.



Solid Waste

The City of Lynchburg operates several convenience centers across the city with the main center located at the old city landfill site near the waste water treatment facility. The city is a managing partner in Region 2000 collaborating with the counties of; Amherst, Appomattox, Bedford, and Campbell to operate a solid waste landfill. The landfill is located just south of the city in Campbell County. Solid waste from the City of Lynchburg is collected in the city and transferred to the landfill. The city has a desire to expand solid waste collection in the future to include recycling.

Electric

All residents in the City of Lynchburg are served by American Electric Power (AEP). AEP provides all residential and business services in addition to the providing power to city maintained streetscape.

Natural Gas

All residents and businesses utilizing natural gas in the City of Lynchburg are served by Columbia Gas of Virginia. A large gas line traverses Census Tract 4.0.



1.2 Risk Assessment Methodology

The LFD community risk assessment identifies the unique characteristics that exist in the following occupancy types; single-family dwelling, multiple-family dwelling, large industrial occupancy or commercial campus, and a high-rise residential or commercial structure. Distinguishing between these occupancies assists the LFD in developing its service delivery model and risk-based response matrix. Fire stations and emergency resources may be distributed uniformly throughout the community to provide prompt initial response to all types of incidents. In addition, resources may be concentrated in high-consequence areas to enable a large-scale response to an unlikely but high consequential event. Even when resources are distributed relatively evenly throughout the community, they may be deployed differently to different types of incidents, based on the response needs of each particular incident type, or in response to seasonal changes, special situations or events.

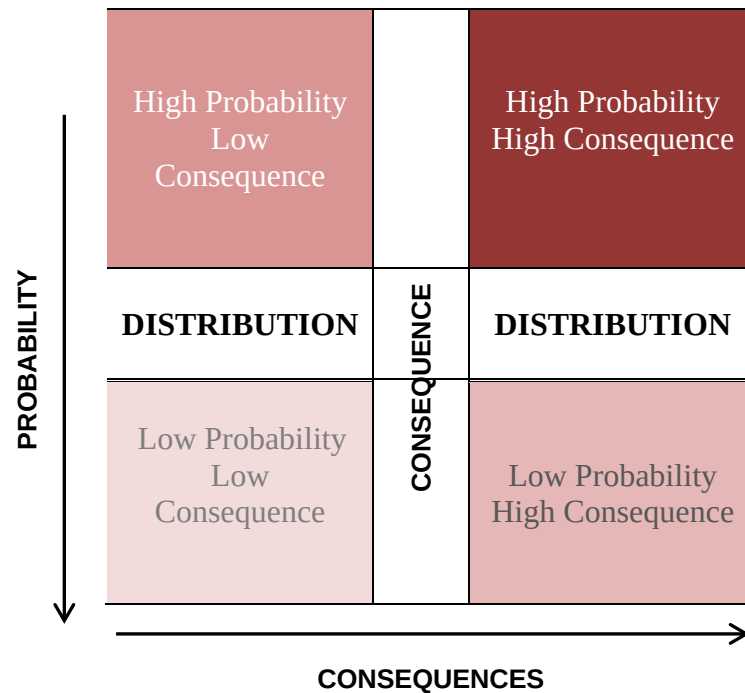
The LFD acknowledges that the hazards within our community bring a variety of risks to all citizens regardless of their cultural or socioeconomic status. Additionally, these same hazards impact property and the livability of our community. The level of service provided by the LFD for hazard mitigation is based on the ability of the department to respond to known or perceived risks. The approach to hazard mitigation and risk assessment requires a thoughtful, sustainable, and flexible approach that is consistent in methodology across the city regardless of the risk or socio-economic status. Risks identified by the LFD are categorized into the following hazards; Fire Non-Wildland, Fire Alarms, Wildland, Other Hazardous Incidents, Emergency Medical Services (EMS) Low (Omega, Alpha, and Bravo level calls), Moderate (Charlie and Delta level calls), and High risk (Echo level calls), Unknown Risk EMS, Hazardous Materials, Technical Rescue.

Risk-Based Response Matrix

An essential component of LFD's Risk Assessment strategy is the evaluation process. As events are always possible, LFD's risk management identification process places emphasis on frequency and the consequence (see figure 4.1). Low frequency, high risk evaluations increase the probability for significant exposure.



Figure 4.1 Risk-Based Response Matrix



Each quadrant shows the probability of occurrence and the consequence of occurrence for each event included in the risk assessment. This defines four possible relationships between structures or conditions and the distribution and concentration of resources:

- Low probability, low consequence
- Low probability, high consequence
- High probability, low consequence
- High probability, high consequence

Each quadrant of the chart therefore creates different requirements in the community for the commitment of resources. Fire departments must have a distribution of resources to be able to reach a very large number of events, regardless of how insignificant they are, over most of the jurisdiction it protects. This is an equity issue between neighborhoods. For example, low-income neighborhoods should not have any less protection than high-income neighborhoods, and high-income neighborhoods should not have any better level of service than low income ones.



This concept is reflected in the distribution of fire companies to assure a specific response time performance goal for a certain percentage of the calls for service. In a perfect world, 100 percent of the community would have a fire company on scene within the response travel time goal. In the real world the distribution of fire companies is very good if the fire companies can arrive at least 90 percent of the time within the stated time goal.

To ensure a consistent method for risk assessment that is measurable, the LFD uses Census tract information along with Census block data from the United States Census Bureau. Additionally the City of Lynchburg Geographic Information System (GIS) provides historical data that is used in conjunction with Census information to provide information related to population, responses, and future demands for service. While strategy for risk management is gleaned from the data collected, the tactics for risk assessment is provided at the Station Level or what the LFD calls Response Zones.

The LFD utilizes three primary factors when assessing risk: probability, consequence, and impact.

Probability – the likelihood that a particular event will occur within a given period of time. Probability is an estimate of how often an event will occur, based on local historical data. The LFD gathered data through Computer Aided Dispatch (CAD) from January 1, 2016 through December 31, 2018. The data represents calls for service that occurred in specified Census Tracts based on call type measured against demographics. The end result produces a prediction of the types of future incidents in a specified tract based on the heat map produced.

Consequence – the outcome of a particular type of incident on the community. Consequence is measured in terms of life safety (risk to the lives of occupants and responders from life-threatening situations that include fire, rescue, hazardous substance and emergency medical events).

- EMS – Low, Moderate, High Risk, or Unknown risk as identified through the established procedures and protocols. The assigned level predicts the level of consequence.
 - The levels are determined by ProQA National Standards.
 - Unknown Risk – Responses where the LFD is not the primary responding agency. These types of calls are generated from an already established 9-1-1 call that was made to law enforcement as an example, and has become a fire/EMS related incident.



- Fire – Risk of death and or injuries based on socioeconomic or cultural status in conjunction with occupancy and construction type.
 - Through ESRI and GIS the LFD has established Hazard Classification based on occupancy and construction type in addition to economic inputs. These classifications are; Low Risk, Medium Risk, High Risk, and Special Risk.
- Haz-Mat – Property loss reported through NIFRS
- Rescue – Patient Transport through NIFRS

Impact – The impact is measured as both the effect on the department’s current and future resource allocation.

- The LFD currently uses ESRI ArcGis analysis to provide response modeling based on data gleaned from CAD. The LFD identifies its 4 minute and 8 minute response capability by station.
- The LFD establishes baselines for responses based on performance at the 90th percentile.
- Although the LFD baselines meet the needs of the organization, the LFD also recognizes the industry best practice benchmarks of NFPA 1710 and will strive to meet that standard

LFD has conducted its risk assessment using both objective and subjective risk information. Through a methodical analysis of the risk dynamics present in a given community, a risk assessment makes it possible to develop logical resource deployment strategies to meet identified needs. The goal of the risk assessment process is to determine the probability of an event occurring, as well as the potential consequences of that event. From this analysis, the department defines its level of response to these events.

Risk Assessment Data

The following data sets and applications were used as part of the risk assessment methodology.

- Census tract demographic data
- Computer Aid Dispatch (CAD)
- Infrastructure
- National Fire Incident Reporting System (NIFRS)
- NFPA Annual Report
- Parcel data
 - Building footprint, with building type



1.3 Life Safety and Public Education

The LFD has transitioned from a primarily reactive service delivery model to a proactive model and continues to work toward more effective and inclusive delivery methodology. The LFD Fire Marshal's Office and the Training Division collaborate in providing life safety and public education initiatives. Some of the initiatives include; Fire extinguisher training, smoke alarm installations, carbon monoxide alarm installations, After the Fire Program, Juvenile Fire Setter Program, Car Seat Program, pamphlet distribution, adult and children fire safety programs, and Community CPR.

ANNUAL REQUIRED INSPECTIONS					
Care Facilities		Schools and Centers		Assemblies	
Type of Facility	Quantity	Type of School/Center	Quantity	Occupancies	Quantity
Adult Care Facilities	34	Public Schools	19	Hotels	25
Childcare Facilities	29	Private Schools	12	River Ridge Mall	61 (businesses)
Detention Centers	5	Higher Education	6**	Restaurants	272
Behavioral Health Centers	15	Community Centers	13		
		** more than 160 individual buildings			

Additionally the Fire Marshal's Office is a member of the Technical Review Committee (TRC) for the city. TRC brings together city departments along with engineers, developers, and builders to collaborate on new development to ensure the safety of our community and citizens. The Fire Marshal's Office members are also certified to enforce fire and building code regulations. Although the FMO is staffed during daylight hours, there is a Fire Marshal on-call that will respond as needed after regular business hours.



ADDITIONAL SERVICES 2018					
Permits		Fire Prevention Services		Public Education Activity	
Type of Permit	Quantity	Type of Service	Quantity	Type of Activity	Quantity
Fireworks	16	Plans Reviews	125	Juvenile Fire Setters	2
Tank Removal	24	Smoke Alarm Installations	36	Station Tours/Visits	388 Children 93 Adults
Bonfire	2	Water Bill Insert	5,000	Engine Company Visit	9,755 Children 5,365 Adults
Open Flame	17			Medic Unit Visit	24 Children 3 Adults
Blasting	1			Fire Safety Trailer	75 Children 35 Adults
				Fire Extinguisher Class	152 Children 285 Adults
				Safety Presentations	62 Children 162 Adults



1.4 Community Weather Risk

One appealing factor is the four distinct seasons that Lynchburg enjoys. Lynchburg is not immune to severe weather, especially those that are sudden as opposed to predicted; the LFD has the flexibility to alter its service delivery model based on known or predicted severe weather events. These modifications to the service delivery are coordinated by the Deputy Chief of Operations in conjunction with field Battalion Chief(s) and the LDES Supervisor or their appropriate designee.

Flooding

Lynchburg has seen its share of flooding which is typically as a result of flash flooding that occurs with limited notice. There are a few storms to note; 1968, 1985, and 2018. The storm in 2018 caused damage to College Lake Dam when it was overtopped and was in danger of a complete failure. There have also been several occasions where flooding has occurred as a result of a Hurricane; Camille (1969), Agnes (1972), David (1979), Fran (1996), Floyd (1999). Because of the city's topographical challenges, flood waters recede fairly quickly.

Winter Weather

On average Lynchburg receives 14-20 inches of snowfall a year. Additionally because the city is located at the foothills of the Blue Ridge Mountains, we also encounter rapidly changing conditions that bring sleet and freezing rain. Typically winter storms that come from the south, bring snow whereas storms that come from the west bring other frozen precipitation.

Wind and Thunder Storms

Due to high humidity and day-time heating, thunderstorms are common in the spring and summer. Additionally, we have had several instances where an unstable atmosphere has brought straight line winds. One event occurred in 1993 moving across the city leaving more than \$35 million in damage. We also encountered a Derecho in 2012 which left the city with more than \$5.5 million in damage and many residents across the city without power for as long as 9 days.

Tornados

Lynchburg had not seen a tornado until April of 2018 when an EF2 twister touched down in three separate areas of the city as it moved from the southwest to the north. This event caused just under \$5 million dollars in damage.



1.5 Community Loss and Save Data

There are many metrics that can be used to measure the effectiveness of services delivery. Three outcomes that the LFD reports to City Council as part of our budget submission are: Cardiac Arrest Return of Circulation (ROSC) Rates, Property Fire Loss, and Injuries/death as a result of fire.

PROPERTY LOSS		ROSC	
Property loss is an estimate of damage in dollars to a structure that is recorded at the City Assessor's Office.		These percentages reflect the ROSC prior to arrival at the Emergency Department and include all cardiac arrest patients as confirmed by the responder.	
CY 2016	\$789,150*	CY 2016	50%
CY 2017	\$356,100	CY 2017	50%
CY 2018	\$996,050**	CY 2018	51%
CY 2019 January - June	\$275,000	CY 2019	52%

*Includes a fire that partially destroyed a business

**Significant increase due to changes in reporting methodology, changes in software, and three (3) significant fire losses

Fire Injuries & Deaths				
	2016	2017	2018	2019 January - June
Injuries	7	6	1	1***
Deaths	1	0	0	0

***Firefighter injury



1.6 Census Tracts

CENSUS TRACT 1

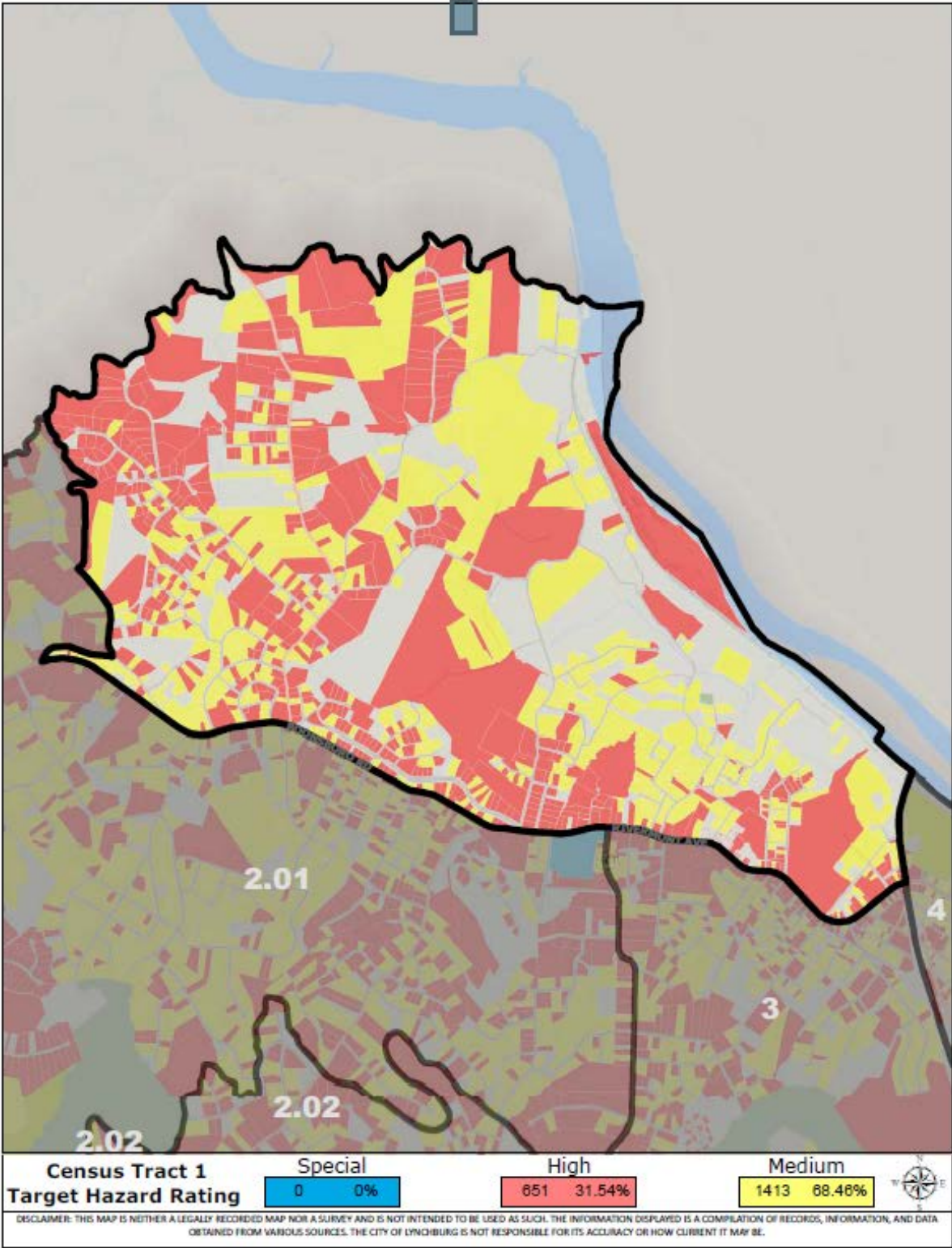


Area Description:

Primarily comprised of Type III and Type V residential structures. Home of Westminster-Canterbury, one of the city's largest skilled nursing/assisted living/independent living facilities. Rivermont Avenue boasts outdoor dining and walkability to local shops. Undeveloped areas of this tract create a Wildland Urban Interface buffer as a result of challenging topography.



POPULATION DEMOGRAPHICS	
Total Population	4,490
Growth Since 2010	134
Population Density (per mi ²)	1,189
Population Density Class	Rural
Median Household Income	\$57,939
Per Capita Income	\$43,898
Owner Occupied	1055
Renter Occupied	820
Vacant	186
SEX	
Male	1,965
Female	2,525
AGE GROUP	
Age 0-4	223
Age 5-9	252
Age 10-14	234
Age 15-19	388
Age 20-24	506
Age 25-29	241
Age 30-34	228
Age 35-39	172
Age 40-44	185
Age 45-49	213
Age 50-54	249
Age 55-59	294
Age 60-64	293
Age 65-69	250
Age 70-74	215
Age 75-79	186
Age 80-84	152
Age 85+	343
Median Age	42





Census Tract 1	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	583	+ < % 0.005	7.26
2017	585	- 14%	7.29
2016	687		8.69

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	253	3.23%	246	3.23%	149	2.92%
EMS Moderate	197	4.22%	208	4.53%	323	4.53%
EMS High	5	2.87%	2	1.46%	-	-
EMS Unknown	23	1.57%	39	2.32%	17	1.29%
Fire (Non-Wildland)	15	3.50%	16	3.21%	19	3.57%
Fire Alarms	30	4.67%	23	4.53%	14	2.87%
Wildland	2	3.28%	1	0.93%	2	2.56%
Other Hazards	24	7.06%	1	0.80%	3	2.75%
Technical Rescue	4	9.30%	3	11.54%	3	6.52%
Haz-Mat	8	4.00%	11	5.45%	8	3.60%



Infrastructure and Highlights of Significance	
Major Transportation	• Rivermont Avenue/Route 501 Business connect the Northwest portion of the City to Downtown and Virginia Baptist Hospital. • Norfolk & Southern and CSX Mainlines run through the zone. These main line tracks are also used by Amtrak for the Southern Crescent and Northwest Regional (Boston to New Orleans) trains.
Major Services and Utilities	• Natural gas mainline runs under Peakland Place • Reusens Dam • Electrical substations at the Reusens Dam and Old Trents Ferry Road • High tension power lines run through this tract
Medical Facilities	• Westminster Canterbury, a combination skilled nursing, assisted living and independent living facility.
Schools	• Paul Munro Elementary (public) • Virginia Episcopal School, (private boarding school) • Randolph College (private 4 year college)
Government Facilities	• None
Frequent Call Types	• Motor vehicle crashes on Rivermont Avenue • Medical calls at Westminster Canterbury
Primary Hazard-Fire	• Maple Ridge, a large garden style apartment complex (Section 8 housing) • Appalachian Tank Car
Primary Hazard-Non-Fire	• Appalachian Tank Car presents hazards from hazardous materials and confined spaces.



Census Tracts

CENSUS TRACT 2.01

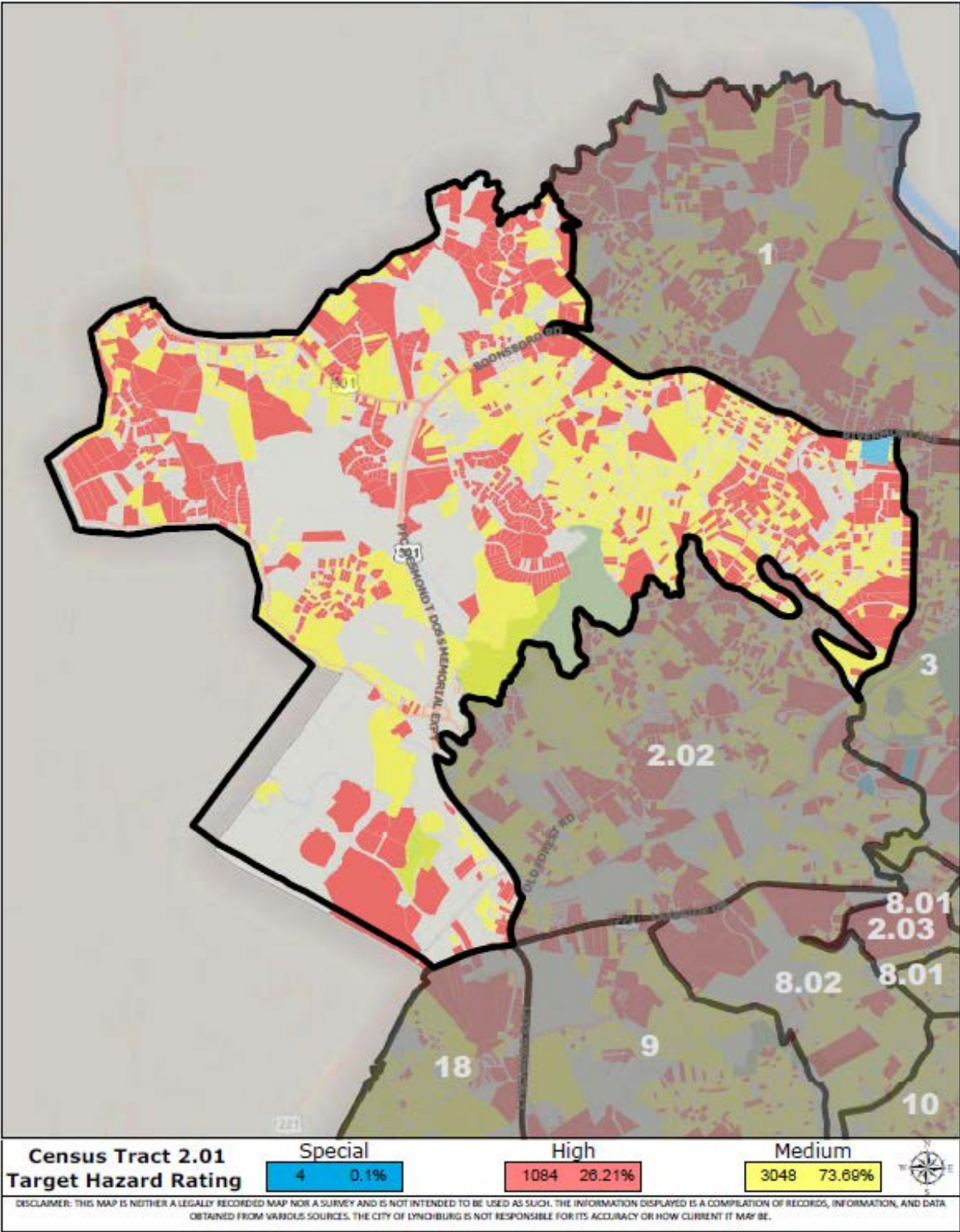


Area Description:

Primarily comprised of Type III and Type V residential structures, two small strip malls, few commercial occupancies, Peaks View Park (largest city owned park), Nearly 50% of the census tract by acreage is wildland-urban interface in the undeveloped areas near the county line.



POPULATION DEMOGRAPHICS	
Total Population	6,181
Growth Since 2010	297
Population Density (per mi ²)	676
Population Density Class	Rural
Median Household Income	\$85,804
Per Capita Income	\$45,226
Owner Occupied	2,074
Renter Occupied	561
Vacant	192
SEX	
Male	2,928
Female	3,253
AGE GROUP	
Age 0-4	338
Age 5-9	382
Age 10-14	473
Age 15-19	427
Age 20-24	291
Age 25-29	266
Age 30-34	310
Age 35-39	316
Age 40-44	390
Age 45-49	430
Age 50-54	512
Age 55-59	551
Age 60-64	488
Age 65-69	405
Age 70-74	315
Age 75-79	235
Age 80-84	165
Age 85+	184
Median Age	45





Census Tract 2.01	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	749	+ 6%	9.33
2017	706	+ 9%	8.80
2016	647		8.18

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	308	3.94%	307	4.04%	210	4.12%
EMS Moderate	164	3.51%	166	3.62%	251	3.52%
EMS High	6	3.45%	7	5.11%	-	-
EMS Unknown	65	4.43%	72	4.29%	83	6.29%
Fire (Non-Wildland)	27	6.29%	31	6.22%	31	5.83%
Fire Alarms	57	8.88%	55	10.83%	48	9.84%
Wildland	6	9.84%	7	6.48%	3	3.85%
Other Hazards	27	7.94%	9	7.20%	8	7.34%
Technical Rescue	-	-	-	-	2	4.35%
Haz-Mat	19	9.50%	13	6.44%	11	4.95%



Infrastructure and Highlights of Significance

Major Transportation	• Boonsboro Road/Route 501 Business connects the Northwest portion of the City to Downtown and Virginia Baptist Hospital. • The Lynchburg Expressway/Route 501 connects the Northwest section of the city to the Southern section of the city via one of the busiest intersections at Lakeside Drive/Route 221.
Major Services and Utilities	• Power substation off of Irvington Springs Road • Water storage tanks adjacent to 501 North • High tension power lines traverse this tract
Medical Facilities	• None
Schools	• Bedford Hills Elementary (public) • James River Day School (private)
Government Facilities	• None
Frequent Call Types	• Motor vehicle crashes on Route 501 • Motor vehicle crashes on Lakeside Drive/Route 221 interchange
Primary Hazard-Fire	• New construction homes with >3000 sq. ft
Primary Hazard-Non Fire	• Motor vehicle crashes



Census Tracts

CENSUS TRACT 2.02

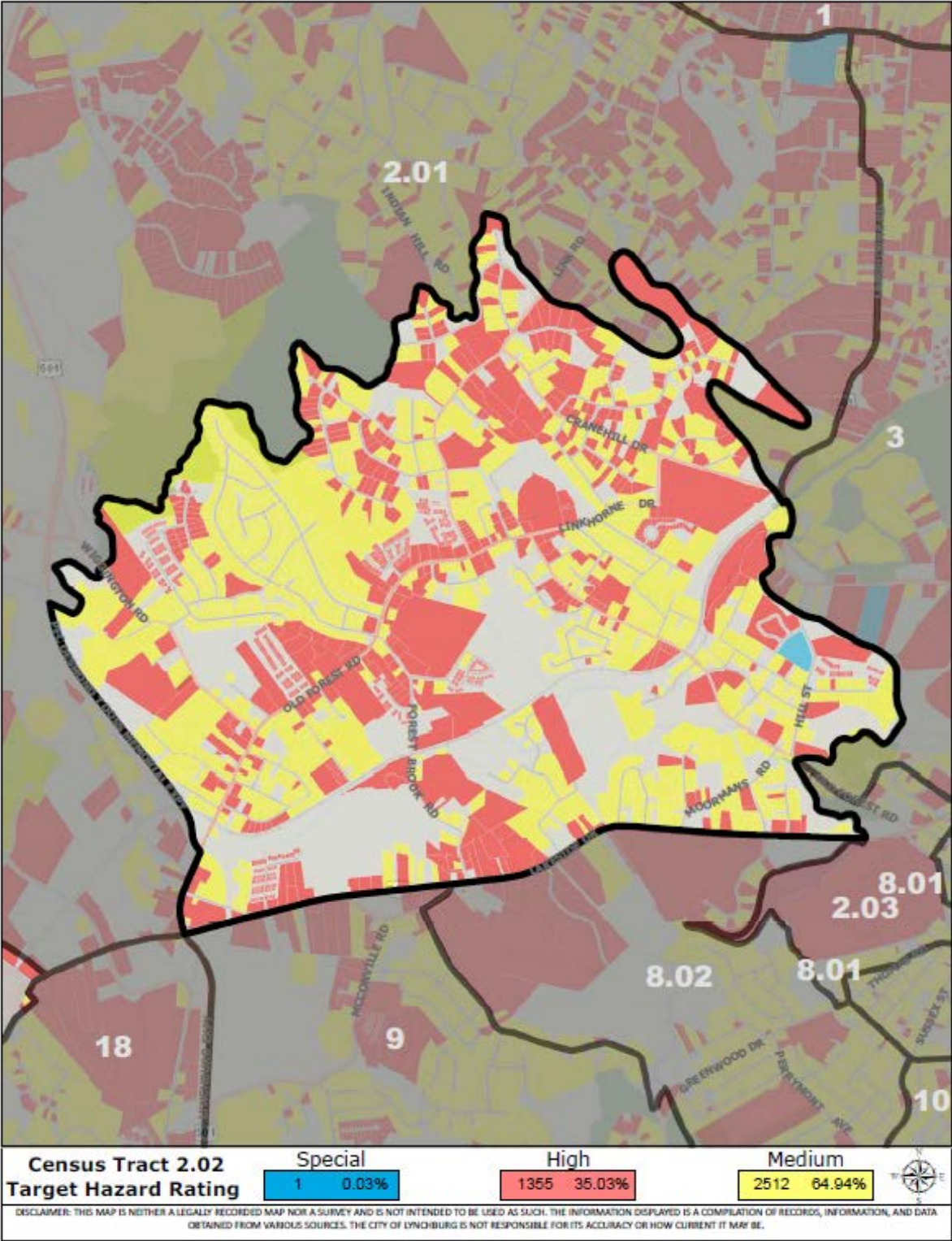


Area Description:

This tract is primarily comprised of Type III and Type V residential structures. There are two strip malls along with a number of commercial occupancies. This tract is the location of one of the city's major employers, Framatome, an international nuclear engineering company.



POPULATION DEMOGRAPHICS	
Total Population	6,783
Growth Since 2010	153
Population Density (per mi ²)	1,878
Population Density Class	Rural
Median Household Income	\$44,235
Per Capita Income	\$25,468
Owner Occupied	1571
Renter Occupied	1471
Vacant	228
SEX	
Male	3,167
Female	3,616
AGE GROUP	
Age 0-4	456
Age 5-9	427
Age 10-14	386
Age 15-19	399
Age 20-24	538
Age 25-29	642
Age 30-34	531
Age 35-39	389
Age 40-44	385
Age 45-49	362
Age 50-54	428
Age 55-59	447
Age 60-64	407
Age 65-69	342
Age 70-74	323
Age 75-79	199
Age 80-84	144
Age 85+	131
Median Age	34





Census Tract 2.02	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	1,328	+ 16%	16.55
2017	1,145	+3.5%	14.27
2016	1,105		13.98

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	667	8.52%	566	7.44%	399	7.82%
EMS Moderate	385	8.24%	324	7.06%	511	7.17%
EMS High	11	6.32%	11	8.03%	1	8.33%
EMS Unknown	103	7.02%	111	6.62%	98	7.43%
Fire (Non-Wildland)	41	9.56%	38	7.63%	44	8.27%
Fire Alarms	24	3.74%	15	2.95%	20	4.10%
Wildland	7	11.48%	9	8.33%	13	16.67%
Other Hazards	42	12.35%	12	9.60%	7	6.42%
Technical Rescue	2	4.65%	-	-	-	-
Haz-Mat	18	9.00%	17	8.42%	12	5.41%



Infrastructure and Highlights of Significance

Major Transportation	• A secondary Norfolk & Southern rail line • Lakeside Drive/Route 221 is the direct connection point to the Mid-Town area and the main hospital from the North and West • Old Forest Road connects the commercial area with the residences to the North and West. • College Lake Dam-needs repair. • Linkhorne Road Bridge connecting residential areas to mid-town and medical district
Major Services and Utilities	• None
Medical Facilities	• Veterans Outpatient Clinic on Lakeside Drive • Doctors' Office • Immediate Care Centers on Lakeside Drive
Schools	• Linkhorne Elementary (public) • Linkhorne Middle School (public)
Government Facilities	• Armed Forces Recruiting Offices • Child Support Enforcement Office
Frequent Call Types	• Motor vehicle crashes on Lakeside Drive/221 • Motor vehicle crashes on Old Forest Road
Primary Hazard-Fire	• Single family residences
Primary Hazard-Non Fire	• College Lake Dam • Motor vehicle collisions



Census Tract

CENSUS TRACT 2.03

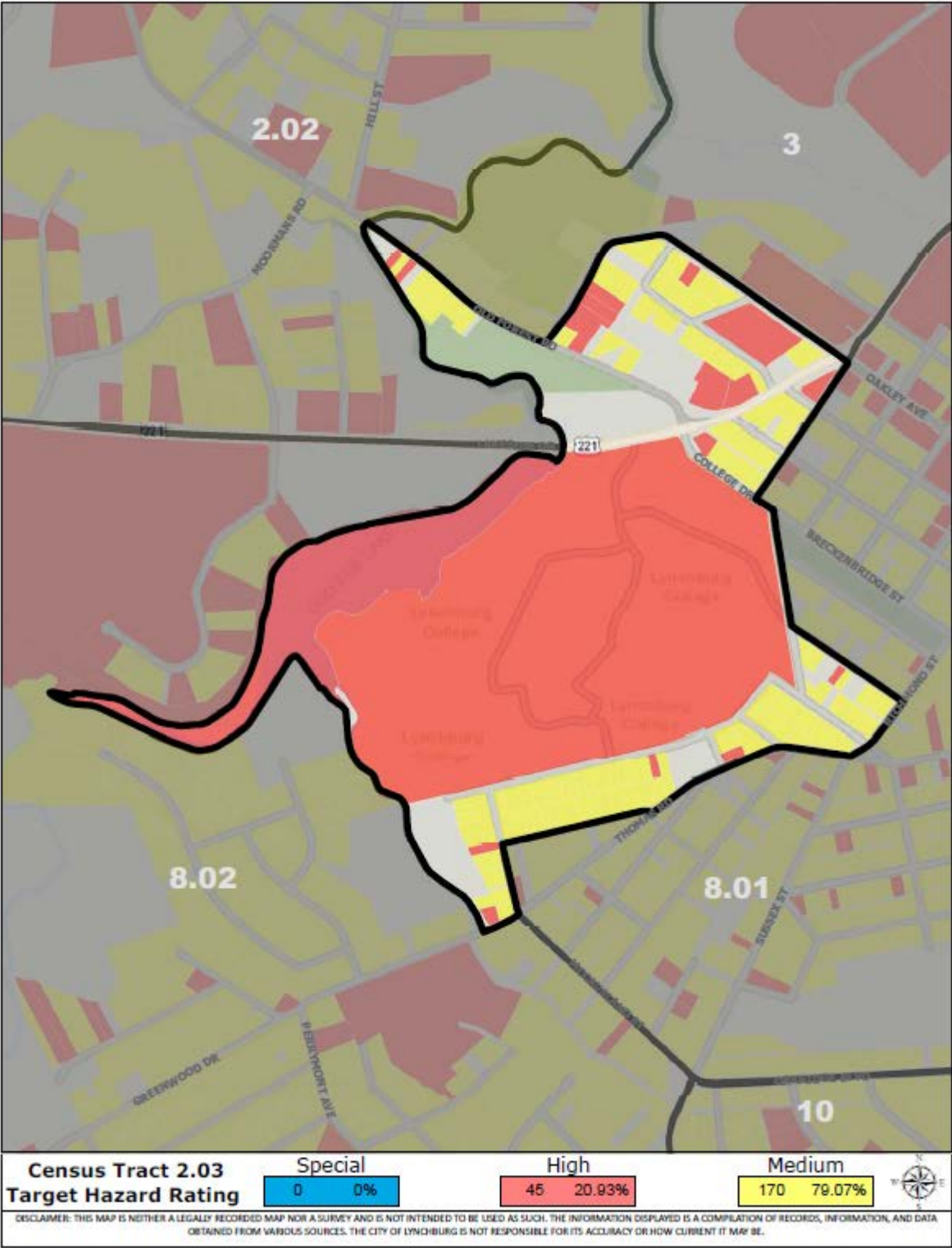


Area Description:

This tract is primarily comprised of the University of Lynchburg. Most buildings on campus are Type I and Type II. The university is situated among neighborhoods of single-family residences that are Type V construction.



POPULATION DEMOGRAPHICS	
Total Population	1,783
Growth Since 2010	14
Population Density (per mi ²)	6,741
Population Density Class	Urban
Median Household Income	\$30,883
Per Capita Income	\$17,363
Owner Occupied	39
Renter Occupied	74
Vacant	9
SEX	
Male	749
Female	1,034
AGE GROUP	
Age 0-4	13
Age 5-9	6
Age 10-14	12
Age 15-19	662
Age 20-24	953
Age 25-29	37
Age 30-34	21
Age 35-39	15
Age 40-44	10
Age 45-49	13
Age 50-54	11
Age 55-59	10
Age 60-64	12
Age 65-69	6
Age 70-74	9
Age 75-79	3
Age 80-84	3
Age 85+	1
Median Age	21





Census Tract 2.03	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	72	- 25%	0.89
2017	97	+15%	1.20
2016	82		1.03

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	30	0.38%	34	0.45%	26	0.51%
EMS Moderate	23	0.49%	26	0.57%	37	0.52%
EMS High	2	1.15%	2	1.46%	-	-
EMS Unknown	10	0.68%	22	1.31%	15	1.14%
Fire (Non-Wildland)	-	-	4	0.80%	3	0.56%
Fire Alarms	3	0.47%	-	-	-	-
Wildland	-	-	1	0.93%	-	-
Other Hazards	2	0.59%	2	1.60%	-	-
Technical Rescue	-	-	-	-	-	-
Haz-Mat	-	-	2	0.99%	1	0.45%



Infrastructure and Highlights of Significance	
Major Transportation	• Lakeside Drive/Route 221 is heavily traveled on a daily basis, and the main route to Lynchburg General Hospital from the North and West. • Old Forest Road connects the commercial area with the residences to the North and West.
Major Services and Utilities	• College Lake Dam; it needs repair. It was compromised during a flood event in August of 2018 • 36 inch water and sewer line from the University of Lynchburg runs alongside College Lake
Medical Facilities	• None
Schools	• The University of Lynchburg
Government Facilities	• None
Frequent Call Types	• Motor vehicle crashes on Lakeside Drive/Rt 221, Old Forest Road, and Lakeside Drive/Route 221 interchange.
Primary Hazard-Fire	• The University of Lynchburg
Primary Hazard-Non Fire	• College Lake Dam • Motor vehicle collisions



CENSUS TRACT 3

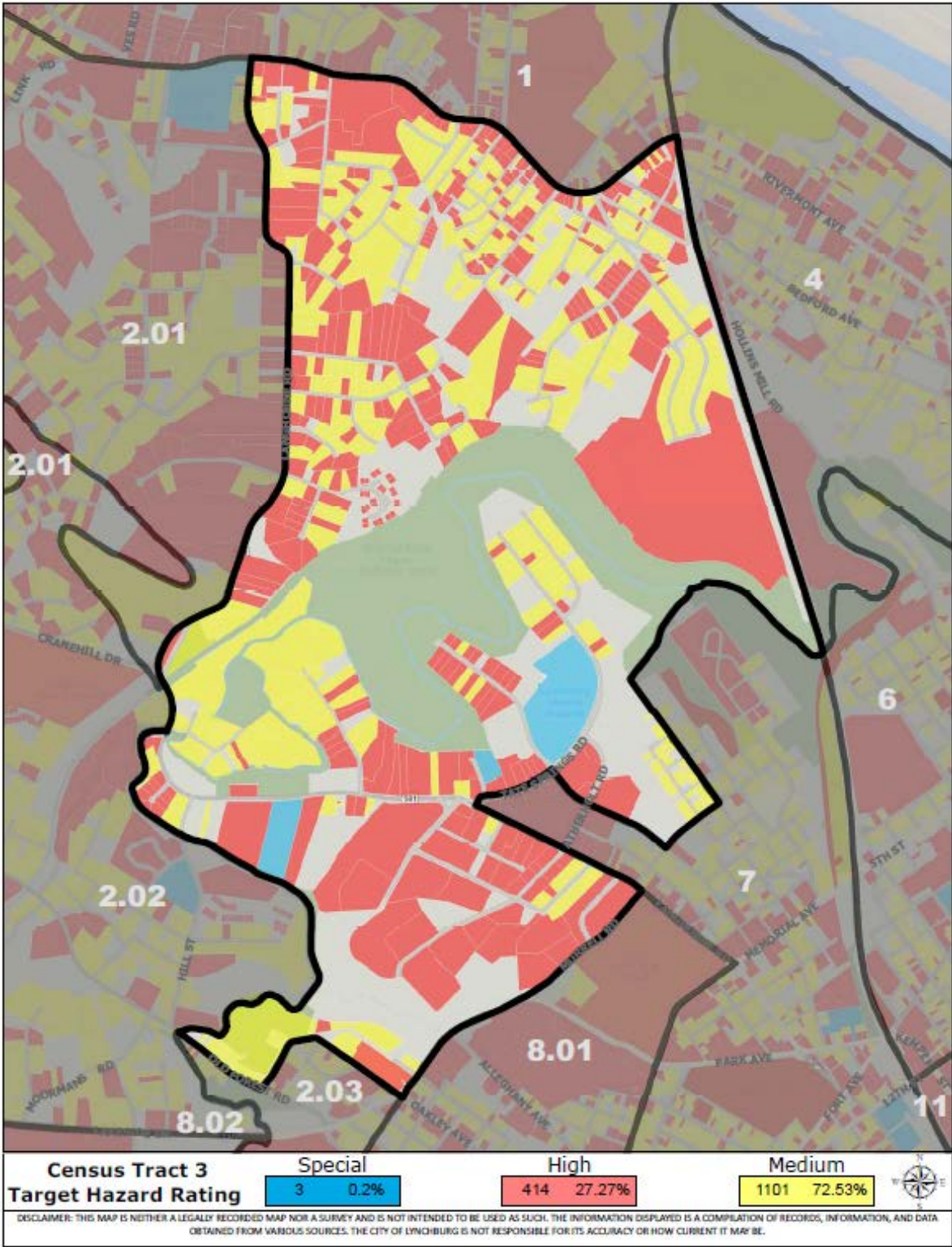


Area Description:

This tract is primarily comprised of Type III and Type V residential structures. Lynchburg General Hospital is scored as a Special Target Hazard. There is a large strip mall and various businesses and commercial occupancies in the tract. Central Medical District is located within the tract. Home to the city's largest natural area frequented by many visitors and outdoor enthusiasts.



POPULATION DEMOGRAPHICS	
Total Population	3,934
Growth Since 2010	114
Population Density (per mi ²)	1,732
Population Density Class	Rural
Median Household Income	\$28,840
Per Capita Income	\$26,638
Owner Occupied	717
Renter Occupied	1140
Vacant	203
SEX	
Male	1,686
Female	2,247
AGE GROUP	
Age 0-4	239
Age 5-9	227
Age 10-14	215
Age 15-19	185
Age 20-24	232
Age 25-29	299
Age 30-34	247
Age 35-39	219
Age 40-44	184
Age 45-49	173
Age 50-54	224
Age 55-59	246
Age 60-64	269
Age 65-69	266
Age 70-74	180
Age 75-79	167
Age 80-84	159
Age 85+	316
Median Age	43





Census Tract 3	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	1,791	+ 9%	22.32
2017	1,624	+5.75%	20.24
2016	1,530		19.36

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	852	10.89%	728	9.57%	405	7.94
EMS Moderate	698	14.94%	666	14.51%	905	12.70%
EMS High	27	15.52%	20	14.60%	2	16.67%
EMS Unknown	50	3.41%	73	4.35%	70	5.13%
Fire (Non-Wildland)	26	6.06%	30	6.02%	43	8.08%
Fire Alarms	65	10.12%	56	11.02%	74	15.16%
Wildland	1	1.64%	6	5.56%	7	8.97%
Other Hazards	17	5.00%	1	0.80%	5	4.59%
Technical Rescue	-	-	1	3.85%	1	2.17%
Haz-Mat	12	6.00%	25	12.38%	18	8.11%



Infrastructure and Highlights of Significance

Major Transportation	• Norfolk & Southern Main Line, Amtrak Northeast Regional and Amtrak Crescent. • Langhorne Road connects the central medical district with the North and South ends of the city. • Rivermont Avenue connects to downtown and the Northwest end of the city.
Major Services and Utilities	• Main water and sewer lines run through this tract. • Power substation located off of Langhorne Road near EC Glass High School. • Major telecommunications vault below ground at Langhorne/Murrell Roads
Medical Facilities	• Lynchburg General Hospital • Multiple Skilled Nursing Facilities • Outpatient Surgery Center • Dialysis Center • Multiple medical practices
Schools	• The Laurel School (public alternative school) • Holy Cross Regional (private)
Government Facilities	• None
Frequent Call Types	• Motor vehicle crashes on Langhorne Road and Rivermont Avenue.
Primary Hazard-Fire	• Central Medical District, schools, commercial properties, business and assembly occupancies. Single family residences. • Multi-family residences including three apartment complexes, and a town home complex. • Several nursing homes and assisted living facilities.
Primary Hazard-Non Fire	• EMS related calls along the trail system • Motor vehicle crashes



CENSUS TRACT 4



Area Description:

Primarily comprised of Type V balloon-frame, single family homes. Riverside Park and natural area are located within this tract.



POPULATION DEMOGRAPHICS	
Total Population	3,099
Growth Since 2010	283
Population Density (per mi ²)	2,761
Population Density Class	Rural
Median Household Income	23,456
Per Capita Income	15,144
Owner Occupied	615
Renter Occupied	776
Vacant	279
SEX	
Male	1,482
Female	1,617
AGE GROUP	
Age 0-4	218
Age 5-9	193
Age 10-14	195
Age 15-19	226
Age 20-24	252
Age 25-29	261
Age 30-34	212
Age 35-39	199
Age 40-44	222
Age 45-49	218
Age 50-54	240
Age 55-59	243
Age 60-64	216
Age 65-69	170
Age 70-74	133
Age 75-79	89
Age 80-84	49
Age 85+	46
Median Age	38





Census Tract 4	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	919	+6.5%	11.45
2017	861	+11.75%	10.73
2016	759		9.60

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	438	5.60%	445	5.85%	269	5.27%
EMS Moderate	231	4.94%	210	4.57%	342	4.80%
EMS High	8	4.60%	6	4.38%	-	-
EMS Unknown	81	5.52%	100	5.96%	78	5.91%
Fire (Non-Wildland)	34	7.93%	23	4.62%	35	6.58%
Fire Alarms	18	2.80%	12	2.36%	13	2.66%
Wildland	4	6.56%	4	3.70%	2	2.56%
Other Hazards	19	5.59%	4	3.20%	6	5.50%
Technical Rescue	-	-	-	-	2	4.35%
Haz-Mat	6	3.00%	7	3.47%	12	5.41%



Infrastructure and Highlights of Significance	
Major Transportation	• CSX Railroad mainline runs along the northern border adjacent to the James River. • Rivermont Avenue/Route 501 Business connects the Northwest portion of the City to Downtown and Virginia Baptist Hospital.
Major Services and Utilities	• John Lynch Bridge • AEP substation on Birch Street
Medical Facilities	• None
Schools	• None
Government Facilities	• Fire Station #4
Frequent Call Types	• Motor vehicle crashes
Primary Target Hazard-Fire	• US Pipe foundry
Primary Target Hazard-Non Fire	• Motor vehicle crashes • Water Rescue(s)



CENSUS TRACT 5

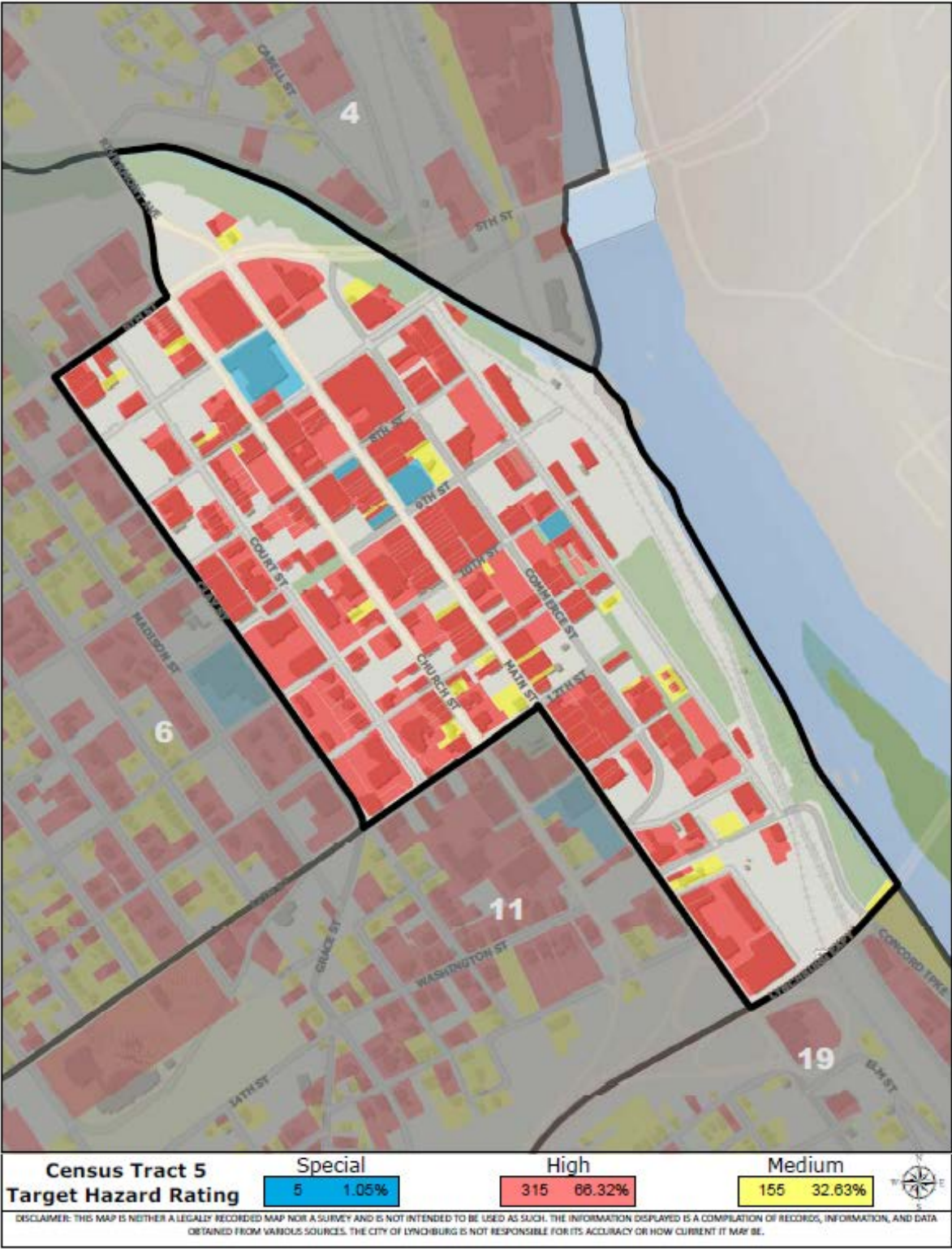


Area Description:

This is the urban core of the city and is primarily comprised of Type III and Type IV construction. The area is mixed use with businesses and residences often located within the same footprint. Additionally the majority of government functions; local, state, and federal are also located within this tract.



POPULATION DEMOGRAPHICS	
Total Population	367
Growth Since 2010	145
Population Density (per mi ²)	2132
Population Density Class	Rural
Median Household Income	\$18,374
Per Capita Income	\$19,649
Owner Occupied	21
Renter Occupied	312
Vacant	97
SEX	
Male	195
Female	172
AGE GROUP	
Age 0-4	35
Age 5-9	10
Age 10-14	9
Age 15-19	13
Age 20-24	59
Age 25-29	54
Age 30-34	22
Age 35-39	25
Age 40-44	33
Age 45-49	36
Age 50-54	51
Age 55-59	73
Age 60-64	38
Age 65-69	20
Age 70-74	17
Age 75-79	6
Age 80-84	7
Age 85+	4
Median Age	44





Census Tract 5	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	455	+ < .005%	5.67
2017	450	+17.5%	5.61
2016	372		4.70

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	167	2.13%	144	1.89%	91	1.78%
EMS Moderate	87	1.86%	90	1.96%	130	1.82%
EMS High	2	1.15%	1	0.73%	-	-
EMS Unknown	67	4.57%	86	5.13%	65	4.93%
Fire (Non-Wildland)	11	2.56%	21	4.22%	11	2.07%
Fire Alarms	55	8.57%	49	9.65%	32	6.56%
Wildland	2	3.28%	2	1.85%	5	3.85%
Other Hazards	4	1.18%	1	0.80%	-	-
Technical Rescue	20	46.51%	15	57.69%	27	58.70%
Haz-Mat	6	3.00%	8	3.96%	11	4.95%



Infrastructure and Highlights of Significance

Major Transportation	• CSX Railroad mainline runs along the northern border adjacent to the James River
Major Services and Utilities	• Verizon Communications Center at 700 Church Street
Medical Facilities	• None
Schools	• None
Government Facilities	• Lynchburg City Hall • United States Federal Courthouse • Lynchburg Circuit Court • Lynchburg General District Court • Lynchburg Juvenile and Domestic Relations Court • Lynchburg Police Department • Lynchburg City Schools • Lynchburg Social Services • Lynchburg Museum
Frequent Call Types	• Medical calls
Primary Target Hazard-Fire	• Bank of the James • Allied Arts Building • Concentration of government offices and courthouses
Primary Target Hazard-Non Fire	• Riverfront park which also serves as a concert and festival venue



CENSUS TRACT 6

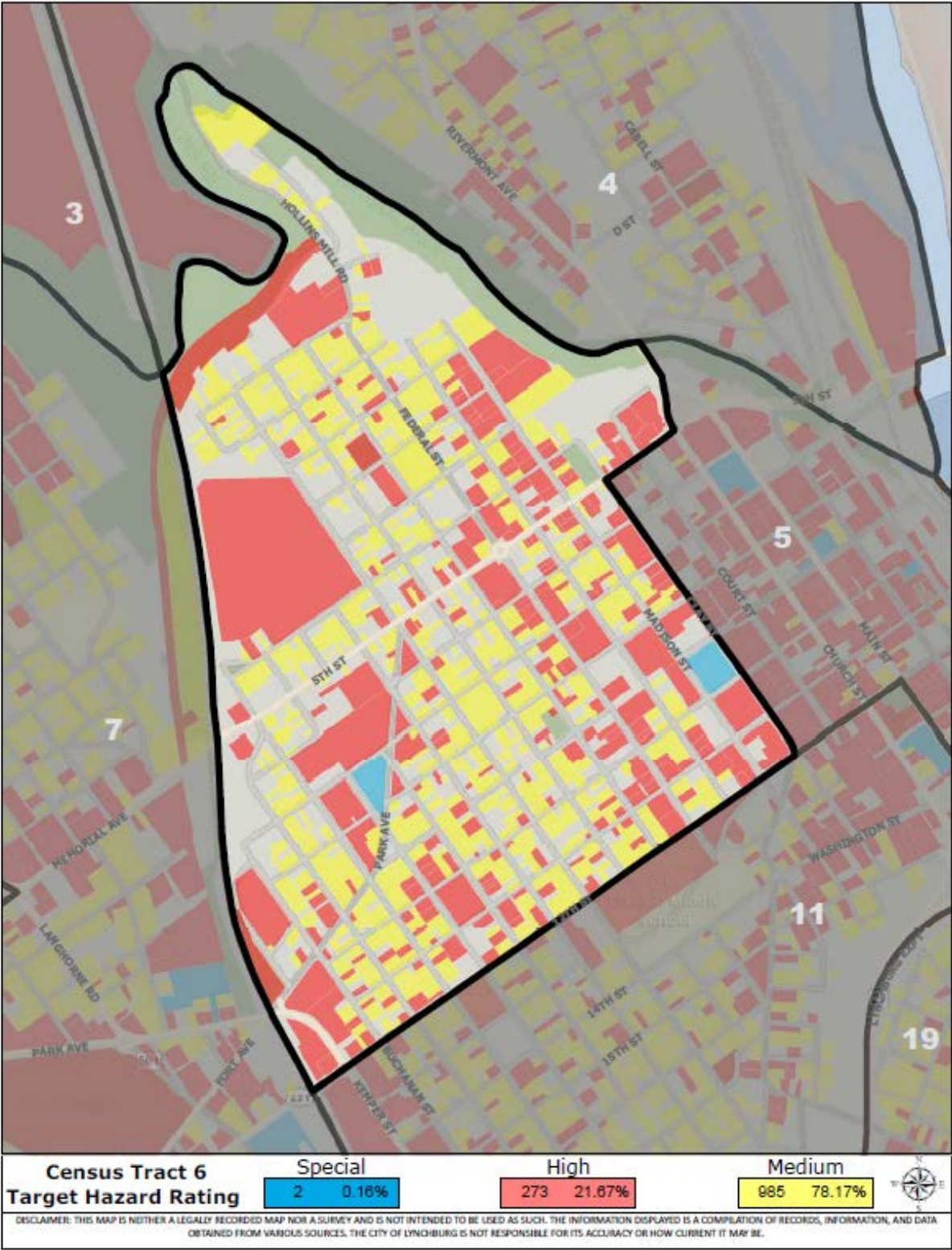


Area Description:

Primarily comprised of Type III and IV residential structures, there are a few local government facilities in this tract including and it is the border of the urban core with a moderate amount of residential and business traffic. A portion of the Blackwater Creek Trail System runs along the James River at the edge of the City.



POPULATION DEMOGRAPHICS	
Total Population	3,220
Growth Since 2010	226
Population Density (per mi ²)	4,651
Population Density Class	Urban
Median Household Income	20,075
Per Capita Income	12,864
Owner Occupied	458
Renter Occupied	739
Vacant	323
SEX	
Male	1,728
Female	1,492
AGE GROUP	
Age 0-4	229
Age 5-9	203
Age 10-14	199
Age 15-19	213
Age 20-24	322
Age 25-29	291
Age 30-34	254
Age 35-39	208
Age 40-44	209
Age 45-49	235
Age 50-54	218
Age 55-59	207
Age 60-64	208
Age 65-69	163
Age 70-74	116
Age 75-79	88
Age 80-84	41
Age 85+	42
Median Age	35





Census Tract 6	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	1,221	+ 7%	15.22
2017	1,138	+3%	14.18
2016	1,118		14.15

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	601	7.68%	535	7.03%	394	7.72%
EMS Moderate	329	7.04%	307	3.69%	491	6.89%
EMS High	15	8.62%	11	8.03%	2	16.67%
EMS Unknown	127	8.66%	138	8.22%	145	10.99%
Fire (Non-Wildland)	26	6.06%	36	7.23%	34	6.39%
Fire Alarms	27	4.21%	14	2.76%	13	2.66%
Wildland	1	1.64%	7	6.48%	3	3.85%
Other Hazards	14	4.12%	6	4.80%	9	8.26%
Technical Rescue	6	13.95%	2	7.69%	7	15.22%
Haz-Mat	10	5.00%	6	2.97%	20	9.01%



Infrastructure and Highlights of Significance	
Major Transportation	• Kemper Street Amtrak station • Greater Lynchburg Transit Company bus depot on Kemper Street • 5th Street is a major transportation corridor that runs from the Northeast corner of the city from Amherst County towards mid-town.
Major Infrastructure	• City of Lynchburg Water Resources and Water storage facility
Major Services and Utilities	• City of Lynchburg Water Resources and Water Storage facility
Medical Facilities	• Centra Health Community Access Center • Johnson Health Center • Centra Program of All-Inclusive Care for the Elderly (PACE)
Schools	• None
Government Facilities	• Fire Station #1 • Fire Administration • Blue Ridge Regional Jail • City of Lynchburg Water Resources
Frequent Call Types	• Medical Calls
Primary Hazard-Fire	• Residential structures from late 19th and early 20th centuries • Section 8 housing complexes
Primary Hazard-Non-Fire	• Water Treatment Facility • EMS responses



CENSUS TRACT 7



Area Description:

Mixed use area consisting of residential properties with some light commercial occupancies and moderately sized industrial properties. A portion of Route 29 (a major highway) runs through this tract along with several main thoroughfares that connect the city to the Medical Center. Additionally the Amtrak Station and Greyhound Terminal are also located in this tract.



POPULATION DEMOGRAPHICS

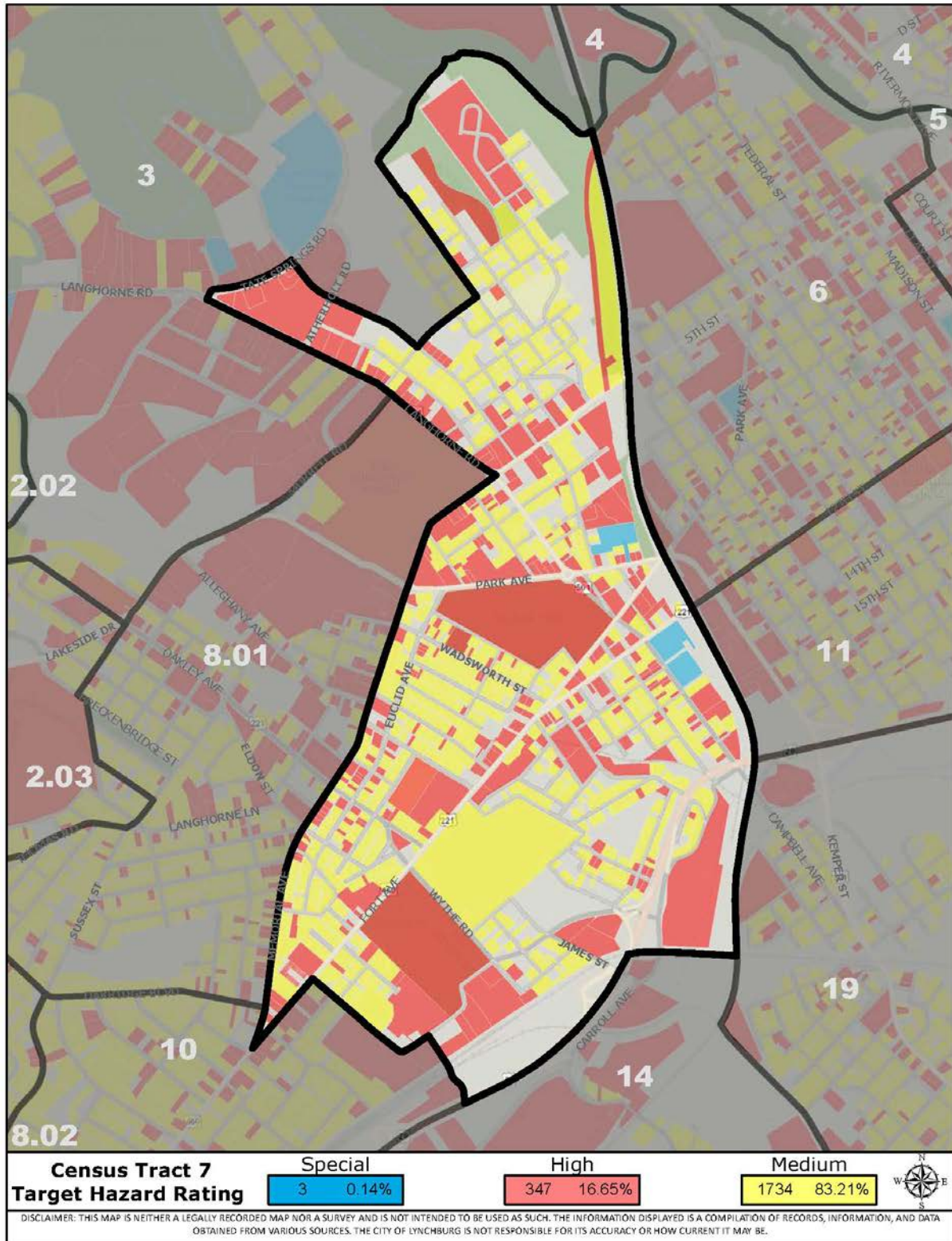
Total Population	3,483
Growth Since 2010	140
Population Density (per mi ²)	2,649
Population Density Class	Urban
Median Household Income	24,876
Per Capita Income	12,570
Owner Occupied	602
Renter Occupied	878
Vacant	190

SEX

Male	1,661
Female	1,822

AGE GROUP

Age 0-4	229
Age 5-9	203
Age 10-14	199
Age 15-19	213
Age 20-24	322
Age 25-29	291
Age 30-34	254
Age 35-39	208
Age 40-44	209
Age 45-49	235
Age 50-54	218
Age 55-59	207
Age 60-64	208
Age 65-69	163
Age 70-74	116
Age 75-79	88
Age 80-84	41
Age 85+	42
Median Age	33





Census Tract 7	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	1,205	- 6.5%	15.02
2017	1,293	+11%	16.11
2016	1,151		14.56

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	566	7.23%	624	8.20%	430	8.43%
EMS Moderate	326	6.98%	316	6.88%	513	7.20%
EMS High	13	7.47%	8	5.84%	1	8.33%
EMS Unknown	128	8.73%	197	11.74%	132	10.01%
Fire (Non-Wildland)	27	6.29%	34	6.83%	31	5.83%
Fire Alarms	37	5.76%	20	3.94%	16	3.28%
Wildland	4	6.56%	8	7.41%	2	2.56%
Other Hazards	23	6.76%	16	12.80%	6	5.5%
Technical Rescue	2	4.65%	1	3.85%	1	2.17%
Haz-Mat	11	5.50%	11	5.45%	19	8.56%



Infrastructure and Highlights of Significance	
Major Transportation	• Norfolk Southern rail line • Amtrak station • Fort Avenue is a major conduit through the City • US Route 29 • Portions of Langhorne Road and Campbell Avenue which serve as a primary East to West transportation corridor through the city
Major Services and Utilities	• None
Medical Facilities	• None
Schools	• TC Miller Elementary (public) • Dearington Elementary (public)
Government Facilities	• Fire Station #6 • Lynchburg City Stadium • City of Lynchburg Public Works and Fleet Services
Frequent Call Types	• Motor vehicle crashes on Campbell Avenue, Langhorne Road and US Route 29.
Primary Hazard-Fire	• Lynchburg City Stadium, a venue for high school football games and minor league baseball games.
Primary Hazard-Non-Fire	• Motor Vehicle crashes



CENSUS TRACT 8.01



Area Description:

Mixed use area consisting of residential properties with some light commercial occupancies. Occupancy types vary from assembly use to mixed use to residential. Construction type also varies from Type II to Type V. This tract is heavily traveled as it transitions to and from the Medical Center.

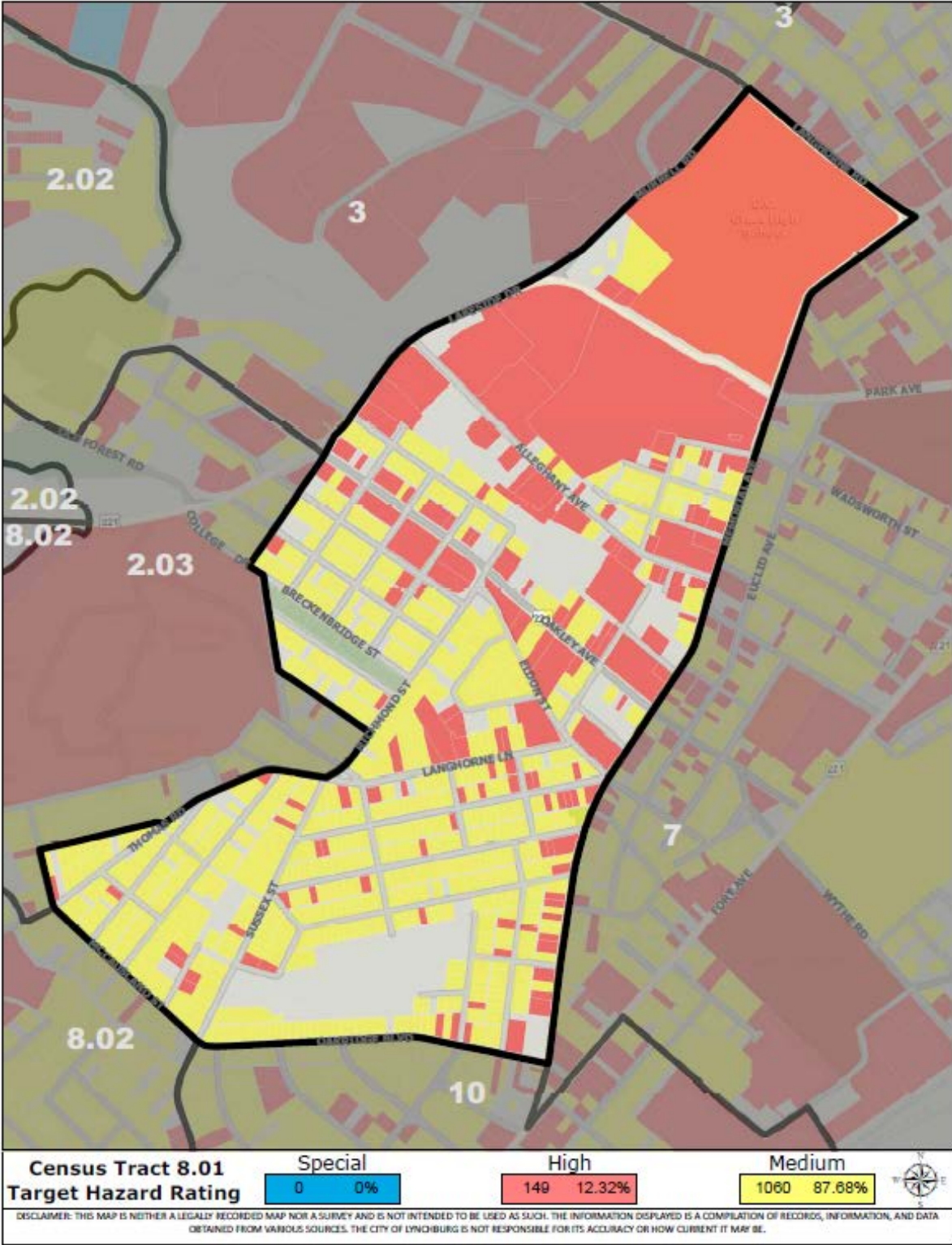


POPULATION DEMOGRAPHICS	
Total Population	2,115
Growth Since 2010	134
Population Density (per mi ²)	3,383
Population Density Class	Urban
Median Household Income	35,415
Per Capita Income	16,310
Owner Occupied	483
Renter Occupied	392
Vacant	105
SEX	
Male	1,002
Female	1,113
AGE GROUP	
Age 0-4	229
Age 5-9	203
Age 10-14	199
Age 15-19	213
Age 20-24	322
Age 25-29	291
Age 30-34	254
Age 35-39	208
Age 40-44	209
Age 45-49	235
Age 50-54	218
Age 55-59	207
Age 60-64	208
Age 65-69	163
Age 70-74	116
Age 75-79	88
Age 80-84	41
Age 85+	42



Median Age

29





Census Tract 8.01	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	460	+ 7%	5.73
2017	429	-2.5%	5.34
2016	440		5.56

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	212	2.71%	187	2.46%	128	2.51%
EMS Moderate	119	2.55%	114	2.48%	218	3.06%
EMS High	6	3.45%	2	1.46%	-	-
EMS Unknown	57	3.89%	57	3.40%	45	3.41%
Fire (Non-Wildland)	12	2.80%	23	4.62%	22	4.14%
Fire Alarms	16	2.49%	7	1.38%	10	2.05%
Wildland	5	8.20%	2	1.85%	-	-
Other Hazards	13	3.82%	6	4.80%	9	8.26%
Technical Rescue	-	-	-	-	-	-
Haz-Mat	4	2.00%	5	2.48%	8	3.60%



Infrastructure and Highlights of Significance	
Major Transportation	• Memorial Avenue is an extension of 5th street and transitions to Fort Avenue • Oakley Avenue which serves as a minor transportation route between Lynchburg City Stadium and area adjacent to University of Lynchburg • Lakeside Drive is the Mid-Town Connector
Major Services and Utilities	• Power substation
Medical Facilities	• Lynchburg Family Practice
Schools	• E.C. Glass High (public) • Centra College of Nursing
Government Facilities	• Lynchburg Health Department
Frequent Call Types	• EMS Responses
Primary Hazard-Fire	• Mixed use census tract with large number of commercial structures as well as residential structures
Primary Hazard-Non-Fire	• Traffic congestion along transportation corridors



CENSUS TRACT 8.02

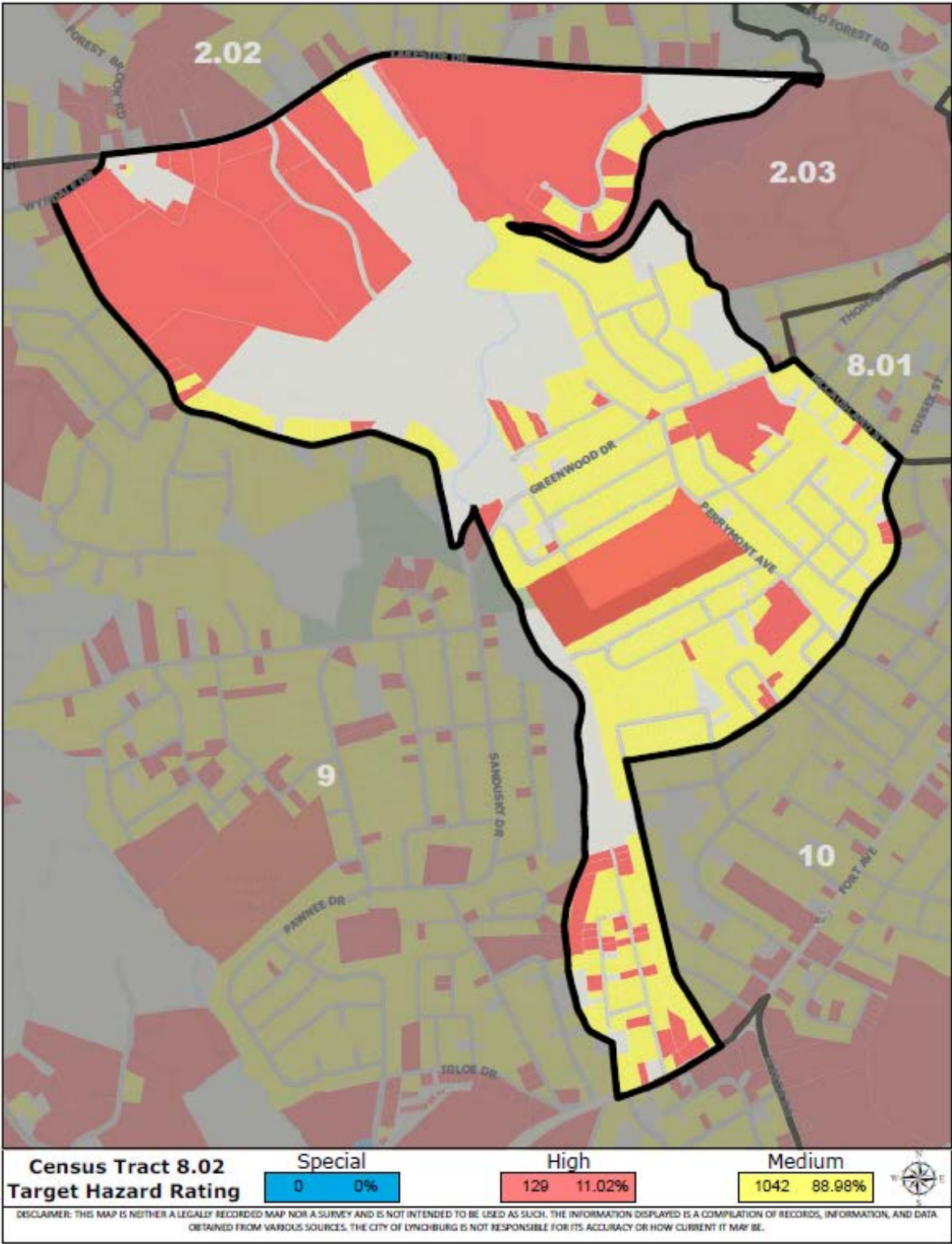


Area Description:

This area includes a blend of residential and commercial properties, in addition to large tracts of undeveloped acres with challenging access routes. The construction type is primarily Type III and Type V. There are a number of Multi-family residences in this tract along with mixed use and business occupancies.



POPULATION DEMOGRAPHICS	
Total Population	2,870
Growth Since 2010	64
Population Density (per mi ²)	2,458
Population Density Class	Urban
Median Household Income	48,724
Per Capita Income	23,215
Owner Occupied	575
Renter Occupied	780
Vacant	155
SEX	
Male	1,391
Female	1,479
AGE GROUP	
Age 0-4	175
Age 5-9	156
Age 10-14	122
Age 15-19	130
Age 20-24	423
Age 25-29	419
Age 30-34	257
Age 35-39	183
Age 40-44	137
Age 45-49	133
Age 50-54	144
Age 55-59	154
Age 60-64	109
Age 65-69	120
Age 70-74	88
Age 75-79	76
Age 80-84	64
Age 85+	44
Median Age	28





Census Tract 8.02	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	305	- 19%	3.80
2017	379	+8%	4.72
2016	349		4.41

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	137	1.75%	211	2.77%	104	2.04%
EMS Moderate	100	2.14%	111	2.42%	198	2.78%
EMS High	5	2.87%	3	2.19%	-	-
EMS Unknown	15	1.02%	17	1.01%	17	1.29%
Fire (Non-Wildland)	9	2.10%	16	3.21%	13	2.44%
Fire Alarms	8	1.25%	4	0.79%	2	0.41%
Wildland	2	3.28%	6	5.56%	-	-
Other Hazards	11	3.24%	4	3.20%	5	4.59%
Technical Rescue	-	-	-	-	-	-
Haz-Mat	13	6.50%	6	2.97%	10	4.50%



Infrastructure and Highlights of Significance	
Major Transportation	• Lakeside Drive
Major Infrastructure	• Tributaries feeding College Lake
Major Services and Utilities	• None
Medical Facilities	• Two doctors' offices
Schools	• Perrymont Elementary School (public) • New Covenant Secondary School (private)
Government Facilities	• None
Frequent Call Types	• EMS responses
Primary Hazard-Fire	• Walden Pond Apartments • Wildland Urban Interface
Primary Hazard-Non-Fire	• Houses of worship • News and Advance Newspaper Office



CENSUS TRACT 9

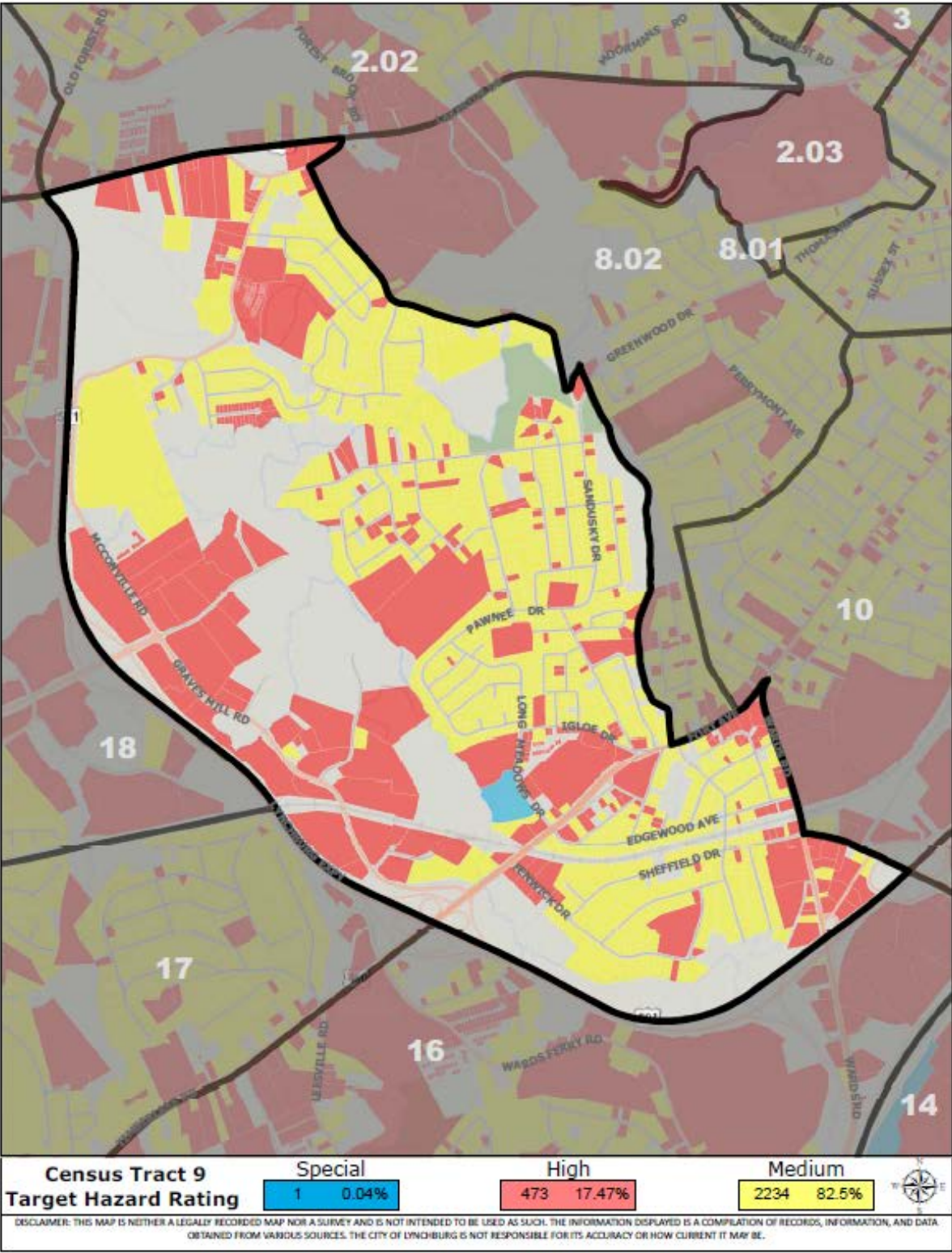


Area Description:

This tract features a mix of residential and commercial properties and includes several strip mall occupancies. Many occupancies in this tract are Type III and Type V although there are a few Type II commercial and business occupancies as well. Single family residences in this tract are Type V older legacy homes.



POPULATION DEMOGRAPHICS	
Total Population	6,140
Growth Since 2010	164
Population Density (per mi ²)	1,899
Population Density Class	Rural
Median Household Income	36,763
Per Capita Income	21,646
Owner Occupied	1171
Renter Occupied	1456
Vacant	243
SEX	
Male	2,877
Female	3,263
AGE GROUP	
Age 0-4	489
Age 5-9	287
Age 10-14	262
Age 15-19	331
Age 20-24	1006
Age 25-29	606
Age 30-34	428
Age 35-39	298
Age 40-44	267
Age 45-49	285
Age 50-54	299
Age 55-59	283
Age 60-64	309
Age 65-69	226
Age 70-74	207
Age 75-79	238
Age 80-84	204
Age 85+	279
Median Age	31





Census Tract 9	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	1,328	+ 16%	16.55
2017	1,145	-15.5%	14.27
2016	1,355		17.15

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	727	9.29%	715	9.40%	465	9.12%
EMS Moderate	447	9.57%	398	8.67%	731	10.26%
EMS High	15	8.62%	16	11.68%	2	16.67%
EMS Unknown	97	6.61%	75	4.47%	61	4.62%
Fire (Non-Wildland)	33	7.69%	23	4.62%	40	7.52%
Fire Alarms	23	3.58%	40	7.87%	34	6.97%
Wildland	3	4.92%	9	8.33%	7	8.97%
Other Hazards	14	4.12%	8	6.40%	3	2.75%
Technical Rescue	-	-	-	-	-	-
Haz-Mat	15	7.50%	15	7.43%	12	5.41%



Infrastructure and Highlights of Significance	
Major Transportation	• Fort Ave, Lakeside drive, US Route 501 • N&S rail line crosses US Route 501
Major Services and Utilities	• Electrical substation off of Nationwide Drive
Medical Facilities	• Cluster of medical facilities/offices on Nationwide Drive
Schools	• Sandusky Elementary (public) • Sandusky Middle (public) • Sheffield Elementary (public)
Government Facilities	• Army/Marine National Guard Reserve Center • Child Support Enforcement Office • US Post Office
Frequent Call Types	• EMS responses
Primary Hazard-Fire	• Several large garden style apartment complexes and townhome developments, Valleyview Retirement Home is a classified as Special Target Hazard.
Primary Hazard-Non-Fire	• Motor vehicle accidents on Fort Ave, Lakeside Drive • Wesley apartments and Valley View Retirement Home generate a large number of medical calls



CENSUS TRACT 10

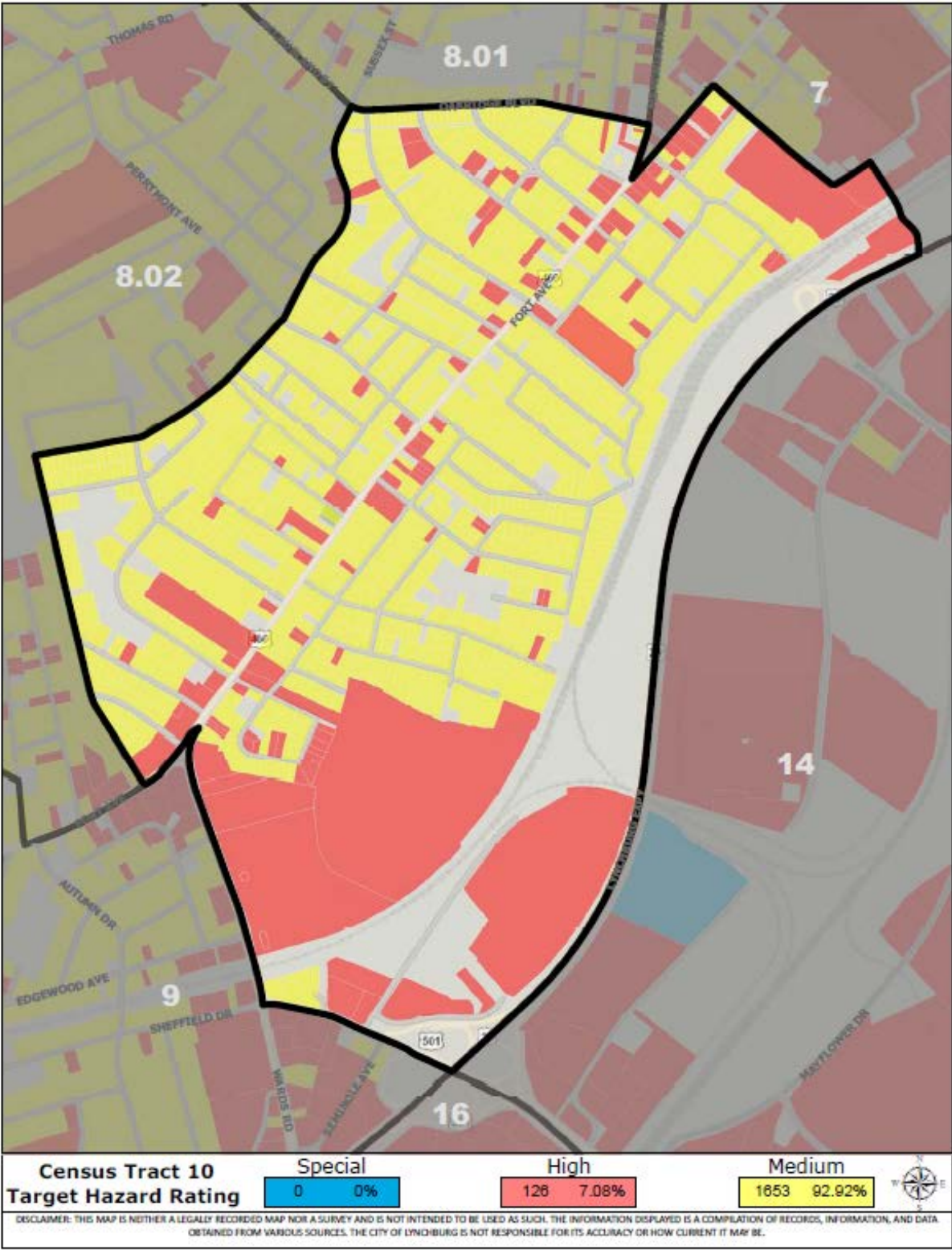


Area Description:

This area features provides major transportation connectors to the heart of Lynchburg's center city including portions of Lynchburg Expressway, Candler's Mountain Road, Fort Avenue and Wards Road. The combination of the transportation infrastructure, moderate Mixed-Use (retail, business, and residential), and moderate industrial use occupancies provides the organization with plenty of activity. Residences in this tract are Type V older legacy homes.



POPULATION DEMOGRAPHICS	
Total Population	3,070
Growth Since 2010	48
Population Density (per mi ²)	2,591
Population Density Class	Urban
Median Household Income	40,645
Per Capita Income	21,840
Owner Occupied	575
Renter Occupied	780
Vacant	155
SEX	
Male	1,440
Female	1,630
AGE GROUP	
Age 0-4	201
Age 5-9	176
Age 10-14	146
Age 15-19	133
Age 20-24	232
Age 25-29	316
Age 30-34	249
Age 35-39	206
Age 40-44	164
Age 45-49	173
Age 50-54	200
Age 55-59	200
Age 60-64	173
Age 65-69	164
Age 70-74	142
Age 75-79	78
Age 80-84	69
Age 85+	96
Median Age	37





Census Tract 10	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	576	+ 4.5%	7.18
2017	521	-10%	6.49
2016	579		7.32

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	240	3.07%	223	2.93%	167	3.27%
EMS Moderate	155	3.32%	140	3.05%	270	3.79%
EMS High	6	3.45%	3	2.19%	-	-
EMS Unknown	79	5.39%	79	4.71%	80	6.07%
Fire (Non-Wildland)	20	4.66%	21	1.22%	25	4.70%
Fire Alarms	8	1.25%	4	0.79%	9	1.84%
Wildland	1	1.64%	4	3.70%	1	1.28%
Other Hazards	21	6.18%	3	2.40%	12	11.01%
Technical Rescue	3	6.98%	-	-	-	-
Haz-Mat	10	5.00%	13	6.44%	15	6.76%



Infrastructure and Highlights of Significance	
Major Transportation	• US 501 • Candler's Mountain Road • Fort Avenue • Wards Road
Major Services and Utilities	• Water storage off of Fort Avenue • Norfolk Southern Railway Switch Station
Medical Facilities	• Two doctors' offices
Schools	• Fort Hill Community School (alternative public school)
Government Facilities	• Fire Station #3
Frequent Call Types	• EMS responses • Motor Vehicle Crashes
Primary Hazard-Fire	• Wide rise industrial buildings • Multiple hotels • Railyard
Primary Hazard-Non-Fire	• Motor Vehicle crashes



CENSUS TRACT 11

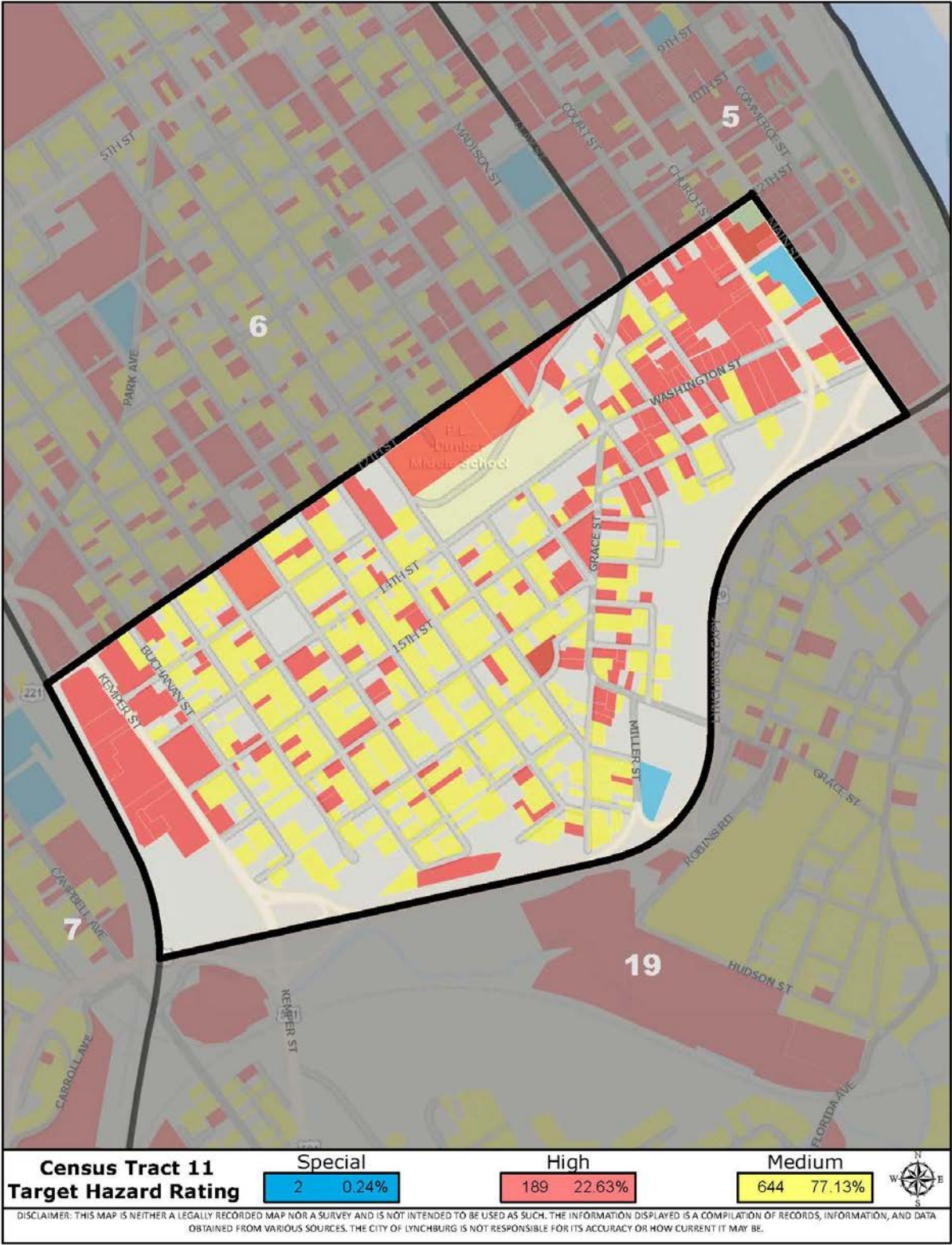


Area Description:

This tract has a historic urban feel with a mixture of older legacy style balloon frame Type III and Type V construction. This area features unique arts and culture treasures including the Anne Spencer House and Garden Museum, Lynchburg Community Market (one of Virginia's oldest community market venues) , and the Lynchburg Armory (home of the Central Virginia Criminal Justice Academy).



POPULATION DEMOGRAPHICS	
Total Population	1,752
Growth Since 2010	184
Population Density (per mi ²)	4111
Population Density Class	Urban
Median Household Income	\$23,723
Per Capita Income	\$15,950
Owner Occupied	324
Renter Occupied	443
Vacant	287
SEX	
Male	816
Female	936
AGE GROUP	
Age 0-4	115
Age 5-9	115
Age 10-14	94
Age 15-19	96
Age 20-24	125
Age 25-29	125
Age 30-34	110
Age 35-39	92
Age 40-44	93
Age 45-49	115
Age 50-54	126
Age 55-59	113
Age 60-64	159
Age 65-69	117
Age 70-74	102
Age 75-79	77
Age 80-84	71
Age 85+	91
Median Age	44





Census Tract 11	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	649	- 11%	8.09
2017	735	+2.75%	9.16
2016	714		9.03

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	281	3.59%	342	4.50%	250	4.90%
EMS Moderate	203	4.34%	221	4.81%	341	4.78%
EMS High	4	2.30%	6	4.38%	1	8.33%
EMS Unknown	74	5.04%	79	4.71%	67	5.08%
Fire (Non-Wildland)	17	3.96%	29	5.82%	25	4.70%
Fire Alarms	18	2.80%	13	2.56%	14	2.87%
Wildland	1	1.64%	4	3.70%	3	3.85%
Other Hazards	15	4.41%	9	7.20%	5	4.59%
Technical Rescue	2	4.65%	1	3.85%	-	-
Haz-Mat	8	4.00%	4	1.98%	8	3.60%



Infrastructure and Highlights of Significance	
Major Transportation	• US 29 (Lynchburg Expressway) • 12th Street • Main Street • Campbell Avenue
Major Services and Utilities	• Power substation off of Main Street
Medical Facilities	• None
Schools	• Robert S. Payne Elementary (public) • Dunbar Middle School for Innovation (public)
Government Facilities	• Diamond Hill Recreation Center (formerly Marce T. Jones School) • Lynchburg Community Market and Lynchburg Armory • Future site of Lynchburg Police Department at 12th Street and Campbell Avenue (a current CIP project)
Frequent Call Types	• EMS responses
Primary Hazard-Fire	• Single family residential fires with balloon construction.
Primary Hazard-Non-Fire	• Motor Vehicle Accidents on US 29 Lynchburg Expressway.



CENSUS TRACT 14

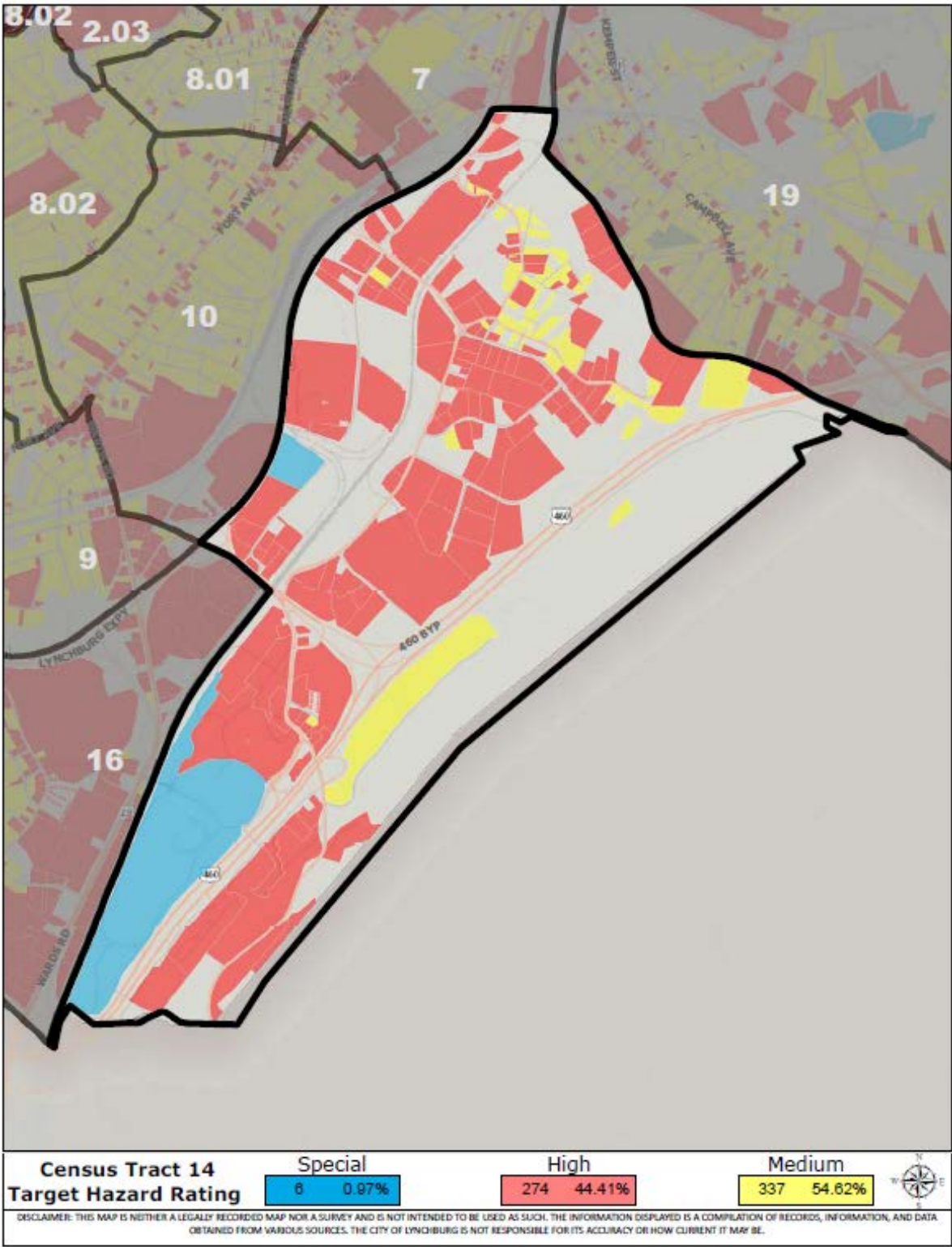


Area Description:

This tract features a dynamic blend of properties including commercial, industrial, educational, and entertainment. This is one of the most diverse census tracts in the City of Lynchburg, in terms of terrain and topography, and includes nearly 3,500 acres of forest. The tract will continue to experience growth as a result of being the home to one of the largest and fastest growing religious based universities in the nation, Liberty University (LU). Founded in 1971, LU, a private university, now has over 13,500 students; 2,500 employees; 7,000 acres; 380 buildings; and over 200 classrooms. There is a significant commercial presence including, but not limited to: Aerofin, CB Fleet, Genworth Financial Capital. There are also a variety of hotels and restaurant venues. Finally, this tract is home to City of Lynchburg Communications (Lyn-Comm) 9-1-1 dispatch center and the City of Lynchburg Information Technology facility and infrastructure.



POPULATION DEMOGRAPHICS	
Total Population	6,970
Growth Since 2010	63
Population Density (per mi ²)	1645
Population Density Class	Rural
Median Household Income	\$15,634
Per Capita Income	\$8,636
Owner Occupied	324
Renter Occupied	443
Vacant	287
SEX	
Male	3,373
Female	3,597
AGE GROUP	
Age 0-4	15
Age 5-9	13
Age 10-14	6
Age 15-19	3392
Age 20-24	3340
Age 25-29	147
Age 30-34	13
Age 35-39	9
Age 40-44	9
Age 45-49	14
Age 50-54	11
Age 55-59	14
Age 60-64	13
Age 65-69	9
Age 70-74	13
Age 75-79	8
Age 80-84	4
Age 85+	3
Median Age	20





Census Tract 14	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	714	+ 14%	8.90
2017	616	+27%	7.67
2016	454		5.74

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	332	4.24%	257	3.38%	175	3.43%
EMS Moderate	146	3.12%	146	3.18%	187	2.62%
EMS High	6	3.45%	4	2.92%	1	8.33%
EMS Unknown	45	3.07%	105	6.26%	28	2.12%
Fire (Non-Wildland)	23	5.36%	12	2.41%	15	2.82%
Fire Alarms	43	6.70%	32	6.30%	35	7.17%
Wildland	4	6.56%	4	3.70%	4	5.13%
Other Hazards	4	1.18%	2	1.60%	1	0.92%
Technical Rescue	2	4.65%	2	7.69%	2	4.35%
Haz-Mat	10	5.00%	12	5.94%	6	2.70%



Infrastructure and Highlights of Significance	
Major Transportation	• Candler's Mountain Road, • Route 460 • Lynchburg Expressway
Major Services and Utilities	• Lynchburg Department of Water Resources Water Storage Tanks (2) • High tension power lines
Medical Facilities	• None
Schools	• Liberty University
Government Facilities	• City of Lynchburg Department of Emergency Services (9-1-1 Center) • City of Lynchburg Information & Technology Headquarters • Lynchburg City Schools Maintenance Facility • United States Post Office • Virginia Employment Commission
Frequent Call Types	• EMS Response
Primary Hazard-Fire	• Agrium US • Bartlett Grain Co. • International Paper • Wildland Urban Interface Fires • Slocum Adhesives Corporation
Primary Hazard-Non-Fire	• MVA on US460 or Lynchburg Expressway • Liberty University (EMS) • LaHaye Ice Center • Liberty Mountain Snowflex Ski and Snowboarding year-around complex • Vines Center Multi-Purpose Arena 9,547 Seating Capacity • Williams Stadium (Football) 25,000 seat stadium



CENSUS TRACT 16



Area Description:

This area contains the heaviest shopping area in the City with both a Walmart and Target. There are a number of shopping areas and restaurants in the Wards Road corridor that contribute to traffic congestion on a daily basis. A walking bridge to the area provides students from nearby Liberty University easy access to the shopping and dining options. There are several apartment complexes that provide housing to students from both Liberty University and Central Virginia Community College. Several apartment complexes were recently constructed, with more in the planning phases. Construction type primarily includes Type II and Type III. Timberlake Road is undergoing significant change and development, with plans for both commercial and residential construction. Timberlake Road is a major conduit from Campbell County into the City. The Planned Community of Cornerstone is also located in this tract. This development is mixed used primarily Type II and Type V construction.

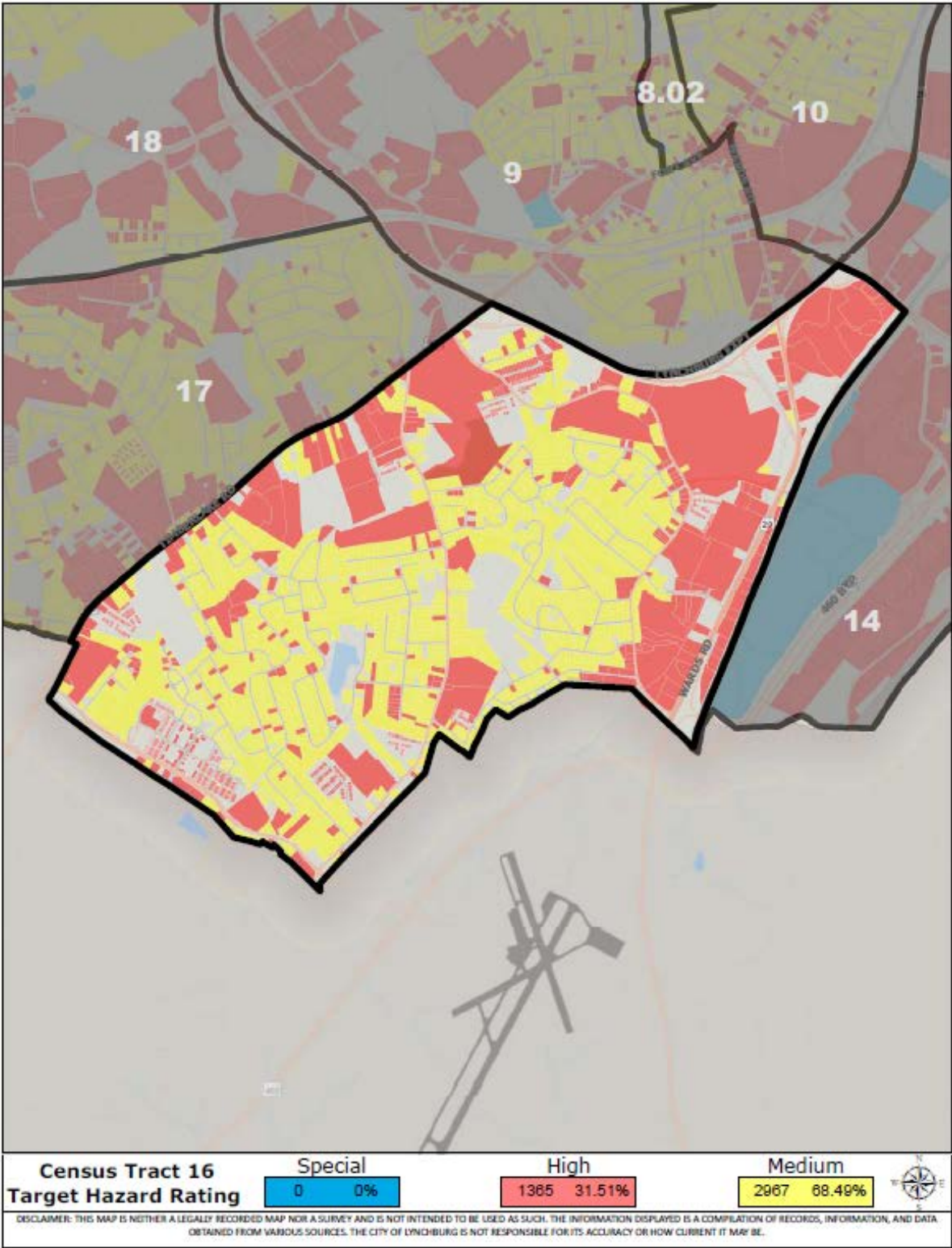


POPULATION DEMOGRAPHICS	
Total Population	7,097
Growth Since 2010	1,468
Population Density (per mi ²)	2,158
Population Density Class	Rural
Median Household Income	38,396
Per Capita Income	22,100
Owner Occupied	1610
Renter Occupied	2081
Vacant	388
SEX	
Male	3,311
Female	3,786
AGE GROUP	
Age 0-4	175
Age 5-9	156
Age 10-14	122
Age 15-19	130
Age 20-24	423
Age 25-29	419
Age 30-34	257
Age 35-39	183
Age 40-44	137
Age 45-49	133
Age 50-54	144
Age 55-59	154
Age 60-64	109
Age 65-69	120
Age 70-74	88
Age 75-79	76
Age 80-84	64
Age 85+	44



Median Age

29





Census Tract 16	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	1,282	+ 14.5%	15.98
2017	1,100	+1.5%	13.71
2016	1,084		13.72

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	562	7.18%	445	5.85%	361	7.08%
EMS Moderate	306	6.55%	281	6.12%	442	6.20%
EMS High	14	8.05%	6	4.38%	1	8.33%
EMS Unknown	146	9.95%	107	6.38%	115	8.72%
Fire (Non-Wildland)	34	7.93%	39	7.83%	42	7.89%
Fire Alarms	110	17.13%	76	14.96%	79	16.19%
Wildland	7	11.48%	17	15.74%	13	16.67%
Other Hazards	32	9.41%	17	13.60%	9	8.26%
Technical Rescue	-	-	1	3.85%	1	2.17%
Haz-Mat	23	11.50%	19	9.41%	21	9.46%



Infrastructure and Highlights of Significance	
Major Transportation	• Wards Road
Major Services and Utilities	• Main power substation
Medical Facilities	• Lynchburg Health and Rehabilitation
Schools	• Central Virginia Community College
Government Facilities	• None
Frequent Call Types	• EMS Responses • Motor Vehicle Crashes
Primary Hazard-Fire	• Restaurants on Wards Road and residential structure fires.
Primary Hazard-Non-Fire	• Motor vehicle crashes on Wards Road are the single largest non-fire hazard in this area



CENSUS TRACT 17



Area Description:

Many of those residents live in Wyndhurst, a planned community. Wyndhurst is home to restaurants, the YMCA of Central Virginia, medical offices, shopping, and business offices. The Summit, a large combination skilled nursing, assisted living, and independent living facility is located on Enterprise Drive. The zone is bordered by Timberlake Road, a major thoroughfare through the City. Timberlake Road is undergoing significant commercial and residential development. Construction type is primarily Type V.



POPULATION DEMOGRAPHICS

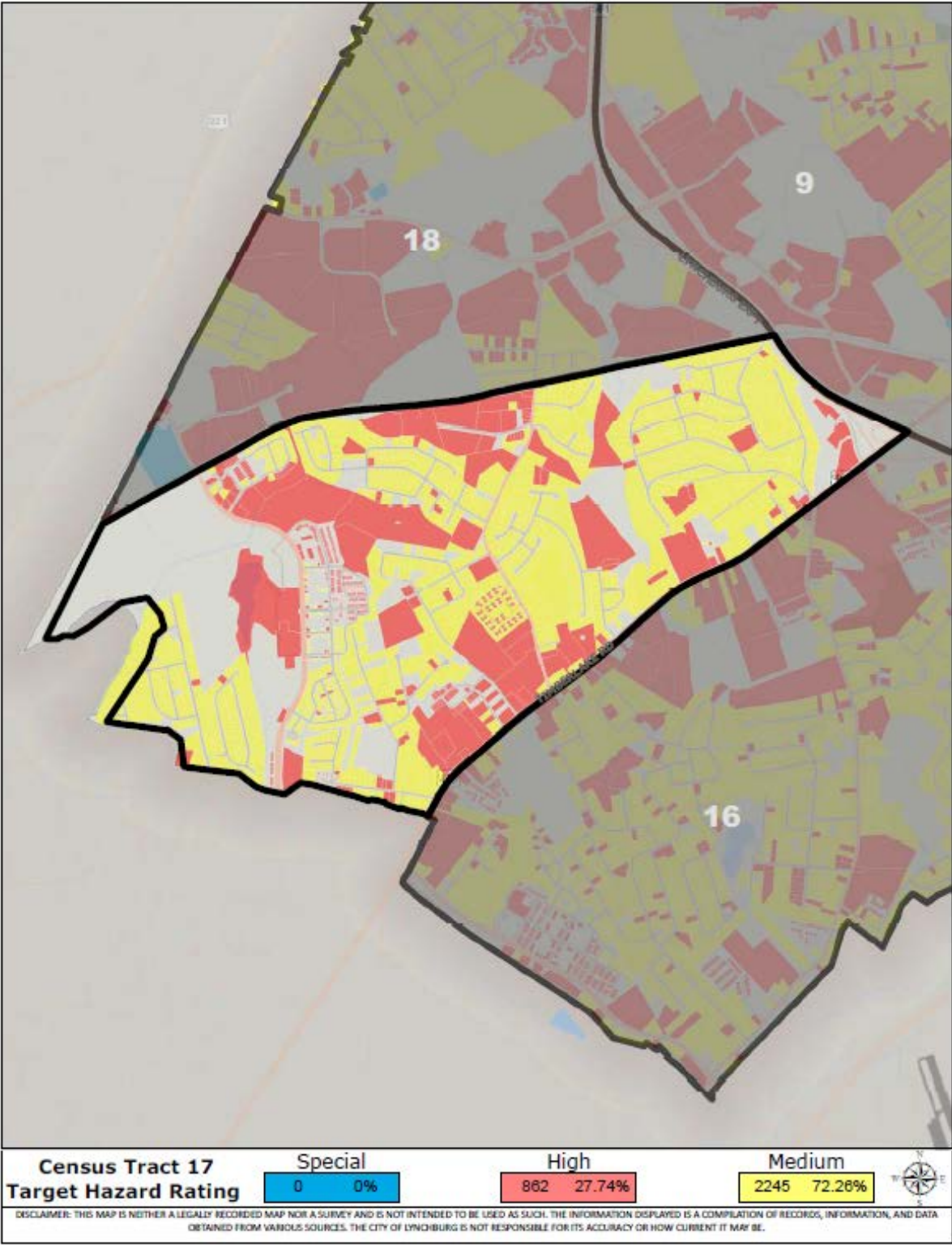
Total Population	4,871
Growth Since 2010	64
Population Density (per mi ²)	2,057
Population Density Class	Rural
Median Household Income	52,820
Per Capita Income	27,260
Owner Occupied	1509
Renter Occupied	769
Vacant	183

SEX

Male	2,271
Female	2,600

AGE GROUP

Age 0-4	324
Age 5-9	331
Age 10-14	286
Age 15-19	221
Age 20-24	254
Age 25-29	493
Age 30-34	461
Age 35-39	374
Age 40-44	333
Age 45-49	327
Age 50-54	303
Age 55-59	319
Age 60-64	290
Age 65-69	250
Age 70-74	221
Age 75-79	184
Age 80-84	149
Age 85+	244
Median Age	39





Census Tract 17	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	671	- 2 %	8.36
2017	687	+5.25%	8.56
2016	649		8.21

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	319	4.08%	319	4.19%	211	4.14%
EMS Moderate	170	3.64%	201	4.38%	304	4.26%
EMS High	4	2.30%	3	2.19%	1	8.33%
EMS Unknown	48	3.27%	57	3.40%	41	3.11%
Fire (Non-Wildland)	23	5.36%	24	4.82%	36	6.77%
Fire Alarms	48	7.48%	50	9.84%	34	6.97%
Wildland	6	9.84%	5	4.63%	9	11.54%
Other Hazards	15	4.41%	4	3.20%	5	4.59%
Technical Rescue	2	4.65%	-	-	-	-
Haz-Mat	6	3.00%	4	1.98%	7	3.15%



Infrastructure and Highlights of Significance	
Major Transportation	• Timberlake Road is the major transportation route and borders Census Tract 16. • Enterprise Drive in the Wyndhurst community is heavily traveled and borders both Campbell and Bedford Counties.
Major Services and Utilities	• None
Medical Facilities	• The Summit, which provides skilled nursing, assisted living, and independent living. • Wyndhurst has several physician practices.
Schools	• Heritage Elementary (public) • Heritage High School (public)
Government Facilities	• Fire Station #8
Frequent Call Types	• EMS response
Primary Hazard-Fire	• Wyndhurst, a planned community has residential, commercial, and mixed occupancies
Primary Hazard-Non-Fire	• Medical calls from the Summit, Motor vehicle crashes on Timberlake Road



CENSUS TRACT 18

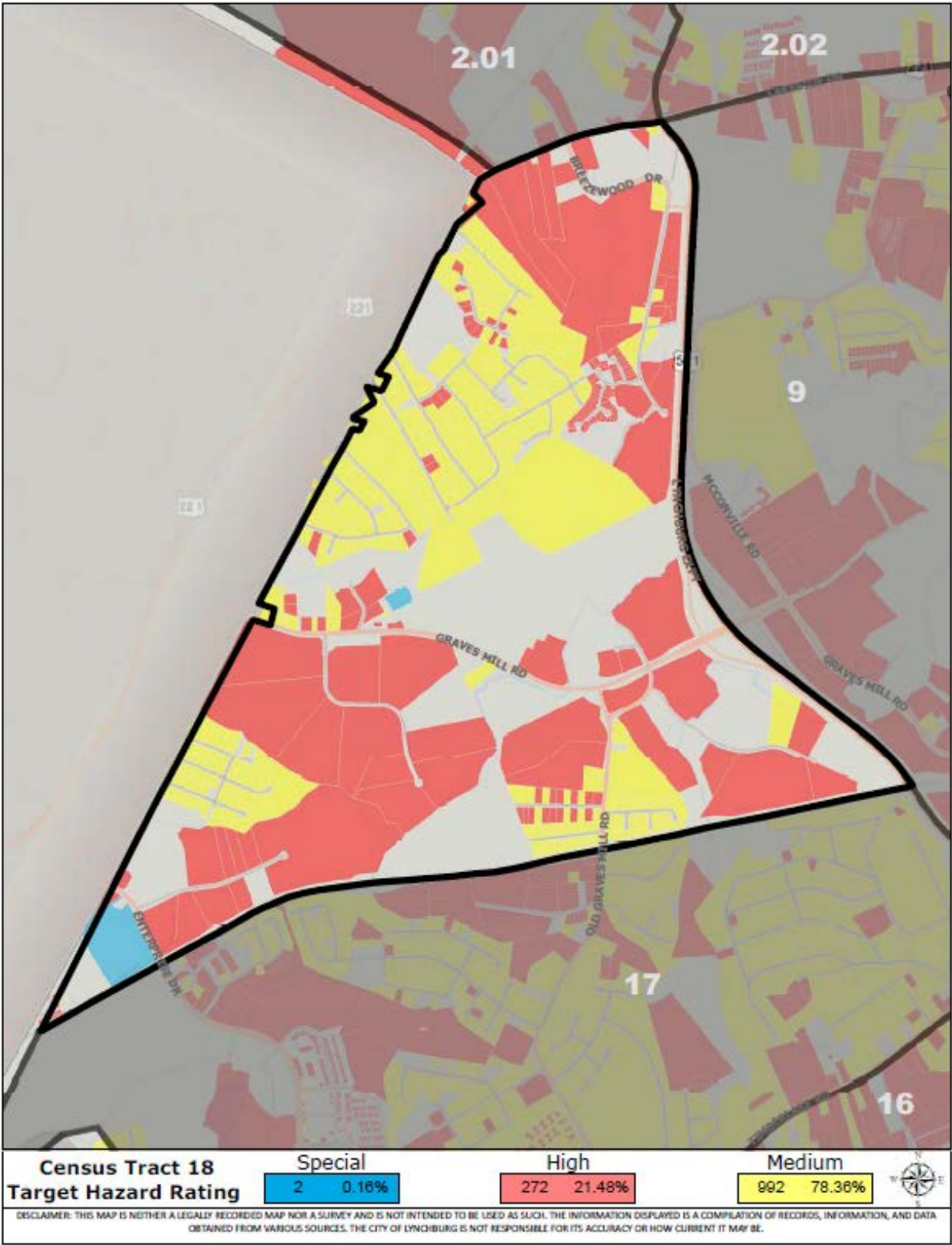


Area Description:

There is currently mixed occupancies that range from residential to moderate industrial along with large distribution wide rises. Construction type is primarily Type V with some Type III and Type II.



POPULATION DEMOGRAPHICS	
Total Population	2,003
Growth Since 2010	235
Population Density (per mi ²)	1,023
Population Density Class	Rural
Median Household Income	47,355
Per Capita Income	27,052
Owner Occupied	554
Renter Occupied	535
Vacant	162
SEX	
Male	952
Female	1,051
AGE GROUP	
Age 0-4	324
Age 5-9	110
Age 10-14	82
Age 15-19	89
Age 20-24	101
Age 25-29	250
Age 30-34	207
Age 35-39	141
Age 40-44	121
Age 45-49	93
Age 50-54	99
Age 55-59	156
Age 60-64	180
Age 65-69	156
Age 70-74	137
Age 75-79	112
Age 80-84	94
Age 85+	79
Median Age	41





Census Tract 18	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	701	+ 14.5%	8.73
2017	674	+3%	8.40
2016	654		8.27

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	415	5.30%	430	5.65%	311	6.10%
EMS Moderate	183	3.92%	171	3.72%	275	3.86%
EMS High	5	2.87%	2	1.46%	-	-
EMS Unknown	27	1.84%	26	1.55%	23	1.74%
Fire (Non-Wildland)	13	3.03%	13	2.61%	11	2.07%
Fire Alarms	28	4.36%	10	1.97%	23	4.71%
Wildland	4	6.56%	3	2.78%	-	-
Other Hazards	7	2.06%	3	2.40%	3	2.75%
Technical Rescue	-	-	-	-	-	-
Haz-Mat	7	3.50%	3	1.49%	8	3.60%



Infrastructure and Highlights of Significance	
Major Transportation	• Timberlake Road is the most traveled road in the response zone. Additionally Graves Mill Road serves as a main connector for commuter traffic to and from Bedford County
Major Services and Utilities	• None
Medical Facilities	• Three (3) large assisted living facilities
Schools	• Centra Rivermont School (private)
Government Facilities	• None
Frequent Call Types	• EMS response to the assisted living facilities
Primary Hazard-Fire	• Azdel Corporation on Enterprise Drive manufactures plastic molds and has been the location of a number of fires. • Several light to moderate industrial complexes
Primary Hazard-Non-Fire	• EMS responses • Traffic collisions



CENSUS TRACT 19

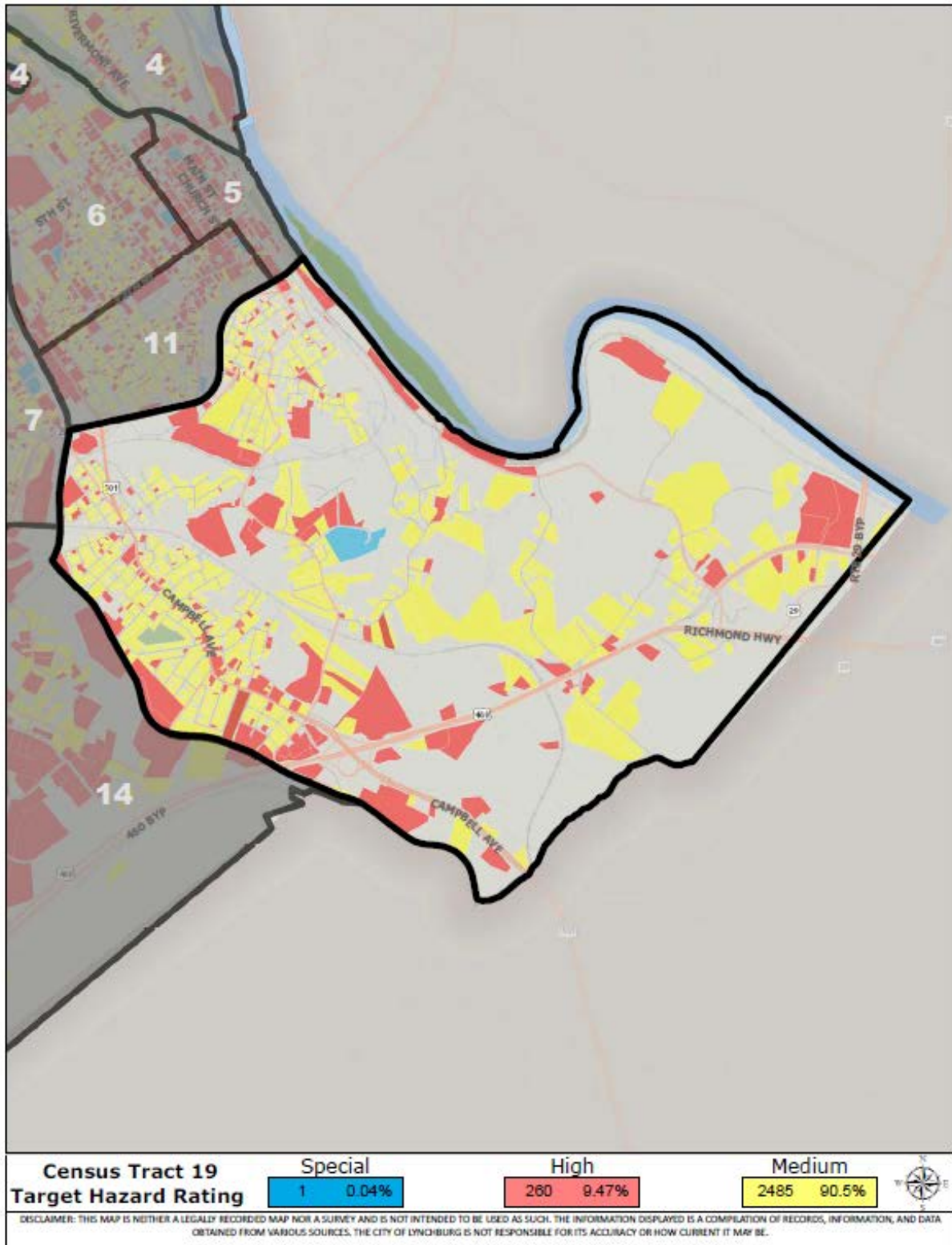


Area Description:

Campbell Avenue is the main thoroughfare through the area for traffic from Route 460 to the Midtown Medical District and Memorial Avenue businesses. The border of the census tract is the County line with Campbell County. Construction type is primarily Type III and Type V. There is also a significant amount of undeveloped areas in this tract where we have Wildland Urban Interface.



POPULATION DEMOGRAPHICS	
Total Population	5,341
Growth Since 2010	233
Population Density (per mi ²)	957
Population Density Class	Rural
Median Household Income	25,637
Per Capita Income	14,042
Owner Occupied	1166
Renter Occupied	1029
Vacant	316
SEX	
Male	2,480
Female	2,861
AGE GROUP	
Age 0-4	480
Age 5-9	405
Age 10-14	352
Age 15-19	376
Age 20-24	437
Age 25-29	393
Age 30-34	341
Age 35-39	311
Age 40-44	298
Age 45-49	313
Age 50-54	351
Age 55-59	363
Age 60-64	343
Age 65-69	292
Age 70-74	189
Age 75-79	140
Age 80-84	98
Age 85+	92
Median Age	33





Lynchburg Fire Department Standard of Cover and Community Risk Reduction Assessment

Census Tract 19	Total Response	Percent of Change	Incident Rate per 1,000 population
2018	1,578	(-) < 1%	19.67
2017	1,591	+9.75%	19.83
2016	1,440		18.22

Event Type	2018		2017		2016	
	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract	Number of Calls	Percent of Calls by Type by Census Tract
EMS Low	714	9.12%	726	9.55%	551	10.80%
EMS Moderate	403	8.62%	404	8.60%	654	9.19%
EMS High	20	11.49%	16	11.68%	-	-
EMS Unknown	174	11.86%	167	9.95%	133	10.08%
Fire (Non-Wildland)	38	8.86%	58	11.65%	50	9.40%
Fire Alarms	23	3.58%	24	4.72%	18	3.69%
Wildland	1	1.64%	5	4.63%	6	7.69%
Other Hazards	36	10.59%	15	12.00%	13	11.93%
Technical Rescue	-	-	-	-	-	-
Haz-Mat	13	6.50%	20	9.90%	15	6.76%



Infrastructure and Highlights of Significance	
Major Transportation	• Campbell Avenue is the main thoroughfare • Route 460(Richmond Highway) runs through the center of the area.
Major Services and Utilities	• High Tension Power Lines • Power substation off of Main Street • Landfill Convenience Center • Carter Glass Bridge that connects the city to Amherst County
Medical Facilities	• None
Schools	• W.M. Bass Elementary (public) • Virginia University of Lynchburg (Higher Education)
Government Facilities	• Juvenile Detention Center
Frequent Call Types	• EMS response • Motor vehicle collisions
Primary Hazard-Fire	• Single Family residential fires • Juvenile Detention Center
Primary Hazard-Non-Fire	• EMS calls from the aging residentially population • Motor vehicle crashes on Campbell Avenue and Route 460 • Percival's Island Recreation Center



2.0 Standards of Cover

2.1 Resource Deployment

The Lynchburg Fire Department (LFD) enjoys a Class 2 fire suppression rating from the Insurance Services Office, Inc. (ISO), as last rated in 2014. LFD operates out of eight fire stations divided into two geographically defined districts: Battalion 1 (north) and Battalion 2 (south). Based on 50.25 square miles, the average area protected by initial attack companies equals 6.3 square miles. Fire suppression activities are provided daily by eight engine companies, two truck companies, one rescue company, five medic units, a field EMS supervisor and two battalion chiefs. Every employee in the Lynchburg Fire Department is certified at a minimum with the following fire-related certifications; Virginia Department of Fire Programs Firefighter II, Hazardous Materials Operations, Mayday Firefighter Down, Emergency Vehicle Operations, and Vehicle Extrication Awareness.

Because there is an ALS provider assigned to each apparatus, Emergency Medical Services (EMS) is delivered at the Advanced Life Support Level (ALS) on every call. Medical care is provided by five 24-hour medic units, ALS engine companies and an EMS Field Supervisor. With an overwhelming percentage of the Department's calls being EMS, each Lynchburg Fire Department member is certified, at a minimum, as an EMT-Basic. The department has a significant number of employees who practice at the ALS level. As of September 1, 2019 there are currently 78 EMT-Basic, 20 Advanced EMT, 17 EMT-Intermediate, and 64 Paramedics in the Department.

LFD has three specialty teams; Technical Rescue, Hazardous Materials, and Bicycle Emergency Response Team (BERT). The Technical Rescue Teams is located at Station 1. As a certified state asset, this team is self-sustaining for up to 72 hours and is subject state-wide deployment. Additionally this team can be utilized as a back-up team to FEMA. The Hazardous Material Team (HMRT) is housed at Station 7 and is designated as a regional team. As part of their planning, the HMRT is a member of the Lynchburg Emergency Planning Committee (LEPC) a Virginia Department of Emergency Management (VDEM) required collaboration of several local and regional partners.



Apparatus Types

Fire Engines

The department currently staffs eight NFPA-designated 'triple combination' pumpers. These are apparatus equipped with a fire pump, hose complement, and water tank. Lynchburg's fire engines are also given a Class-A designation by the Insurance Services Office (ISO). All units are compliant with and licensed by the Virginia Office of EMS

The units are always staffed with at least three firefighters: a Captain, who functions as the lead worker in charge of the company and two firefighters one of which may be a Master Firefighter. As part of this three-person complement, Lynchburg's engines are staffed with at least one Advanced Life Support (ALS) Provider, allowing each company to operate as both a fire suppression and first response advanced life support (ALS) unit. The role of the engine company during fire suppression efforts varies and includes but is not limited to; water supply, fire attack, search and rescue, ventilation, Rapid Intervention Team (RIT), and overhaul. The department maintains three (3) reserve engines that meet the same specifications as front line units.

Ladder Trucks

The department currently staffs two NFPA compliant ladder trucks. The first type is a 105' straight ladder, carried on a single chassis with all-steer capability. The second type is a 100' elevating platform carried on a straight chassis without all-steer capability. The department also maintains an NFPA complaint reserve ladder truck with a 105' straight ladder carried on straight chassis with all steer capability. The units are always staffed with at least three firefighters: a Captain, who functions as the lead worker in charge of the company and two firefighters one of which may be a Master Firefighter. The primary role(s) of the truck-company during fire suppression efforts include but are not limited to; vertical and positive pressure ventilation, search and rescue, overhaul; elevated work above ground level on ladders; and/or elevated master streams for defensive firefighting operations. All units are compliant with and licensed by the Virginia Office of EMS

Heavy Rescue

The department currently staffs an NFPA complaint heavy rescue unit, assigned to Station 3 (Fort Hill). The rescue is staffed by a Master Firefighter and two other firefighters. The firefighters assigned to *Rescue 1* are a minimum of EMT-Basic certified. At least one is trained as a technical rescue specialist and at least one is trained as a hazardous materials technician. The primary role of the rescue includes but is not limited to; for



performing extrication at motor vehicle crashes, search and rescue at fire scenes, and supplementing the technical rescue and hazardous materials specialty teams. All units are compliant with and licensed by the Virginia Office of EMS.

Medic Units (Ambulances)

The department currently deploys five 24-hour dual- role (firefighter/ALS) Type I medium-duty ambulances normally staffed with at least one ALS Provider and one EMT-Basic. The LFD also has five additional medic units that are in reserve status. These additional units meet the same standards/specifications as the front line units and are fully equipped to respond to calls. These units are staffed on an as-needed basis by engine company firefighters when determined necessary by a shift Battalion Chief. All medic units are compliant with and licensed by the Virginia Office of EMS.

Brush Truck

The department maintains an NFPA complaint brush truck that responds from Station 5. This unit is cross staffed as needed for wildland urban interface calls.

Chief(s) Car

The department deploys two Battalion Chief's vehicles, staffed by Battalion Chiefs. The department utilizes sport utility vehicles fully equipped with emergency response equipment and a command and control station/board. Each Battalion Chief is responsible for coordinating the activities and incident responses within each Battalion. Each Battalion is comprised of four fire stations and represents approximately half of the city. Battalion Chiefs are also a minimum of EMT-Basic certified and have the necessary equipment to provide BLS first response. All units are compliant with and licensed by the Virginia Office of EMS



Resources and Staffing

BATTALION 1			
Station	Apparatus	Full Staffing	Minimum Staffing
Station 1	Engine 1	3 FF/EMTs and 1 FF/EMT-ALS	2 FF/EMTs and 1 FF/EMT-ALS
	Truck 1	4FF/EMTs	3 FF/EMT's
	Medic 1	1 FF/EMT and 1 FF/EMT-ALS	1 FF/EMT/1 FF/EMT-ALS
	Battalion 1	1 FF/EMT	1 FF/EMT
	USAR 1	Cross Staffed	Cross Staffed
	USAR 2	Cross Staffed	Cross Staffed
	Utility	Cross Staffed	Cross Staffed
Station 2	Engine 2	3 FF/EMTs and 1 FF/EMT-ALS	2 FF/EMTs and 1 FF/EMT-ALS
	Medic 2	Reserve	Reserve
	EMS 2	1 FF/EMT-P Advanced Practice Paramedic (APP)	1 FF/EMT-P Advanced Practice Paramedic (APP)
Station 4	Engine 4	3 FF/EMTs and 1 FF/EMT-ALS	2 FF/EMTs and 1 FF/EMT-ALS
	Medic 4	1 FF/EMT and 1 FF/EMT-ALS	1 FF/EMT and 1 FF/EMT-ALS
	Truck 3	Reserve	Reserve
	Medic 9	Reserve	Reserve
Station 6	Engine 6	3 FF/EMT and 1 FF/EMT-ALS	2 FF/EMTs and 1 FF/EMT-ALS
	Medic 6	1 FF/EMT and 1 FF/EMT-ALS	1 FF/EMT and 1 FF/EMT-ALS



BATTALION 2			
Station	Apparatus	Full Staffing	Minimum Staffing
Station 3	Engine 3	3 FF/EMT and 1 FF/EMT-ALS	2 FF/EMT and 1 FF/EMT-ALS
	Medic 3	1 FF/EMT and 1 FF/EMT-ALS	1 FF/EMT and 1 FF/EMT-ALS
	Rescue 1	2 FF/EMTs and 1 FF/EMT-ALS	3 FF/EMTs
Station 5	Engine 5	3 FF/EMTs 1 FF/EMT-ALS	2 FF/EMTs and 1 FF/EMT-ALS
	Medic 5	Reserve	Reserve
	Brush 1	Cross Staffed	Cross Staffed
Station 7	Engine 7	3 FF/EMTs and 1 FF/EMT-ALS	2 FF/EMTs and 1 FF/EMT-ALS
	Truck 2	3FF/EMTs and 1 FF/EMT-ALS	3 FF/EMTs
	Battalion 2	1 FF/EMT	1 FF/EMT
	Medic 7	1 FF/EMT and 1 FF/EMT-ALS	1 FF/EMT and 1 FF/EMT-ALS
	Haz-Mat 1	Cross Staffed	Cross Staffed
	Medic 10 Engine 10	Reserve	Reserve
Station 8	Engine 8	3 FF/EMT and 1 FF/EMT-ALS	2 FF/EMTs and 1 FF/EMT-ALS
	Mobile Command Unit	Cross Staffed	Cross Staffed
	Medic 8 Engine 9 Engine 11	Reserve	Reserve

Staffing minimums are shown above as the minimum number of personnel assigned to each company or unit per shift. Specialized apparatus for the technical rescue and hazardous materials teams that are not staffed on a daily basis, but are cross-staffed as needed. The teams are staff by the personnel assigned to Stations 1 and 7. Minimum daily staffing is 46 personnel.



ADDITIONAL APPARATUS

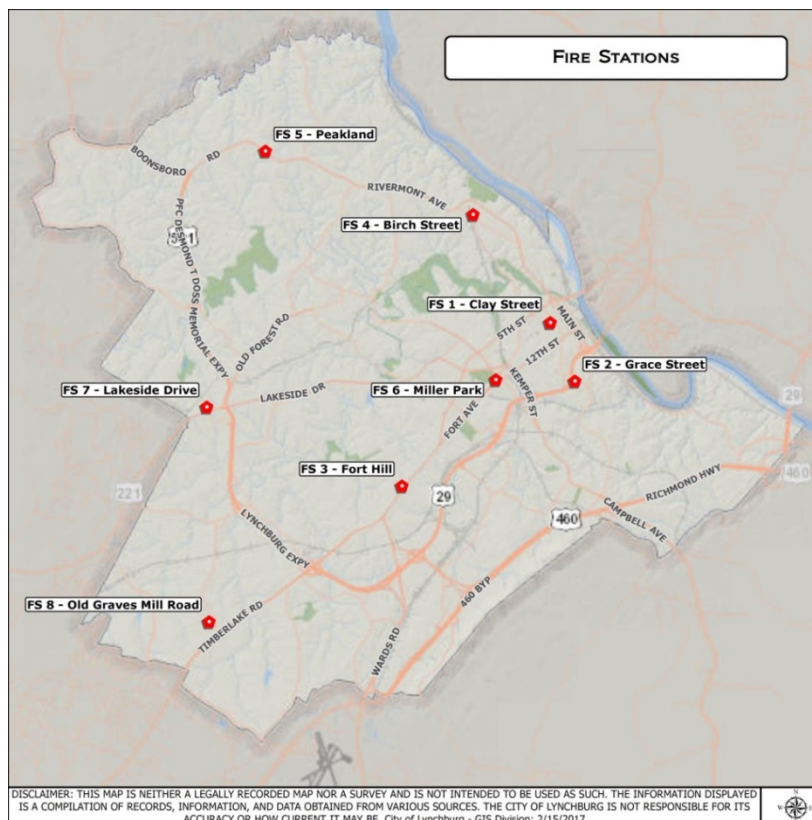
Kubota	Used for Special Events
Bobcat	Used for Special Events
Three (3) boats	
Rehab Unit	Used for time intensive incidents where members or citizens can seek shelter
Sustainability Trailer	Used to transport Technical Rescue equipment; shelters, cots, heating and air, etc.
Investigations Trailer	Used to transport equipment for the FMO



Fire Stations

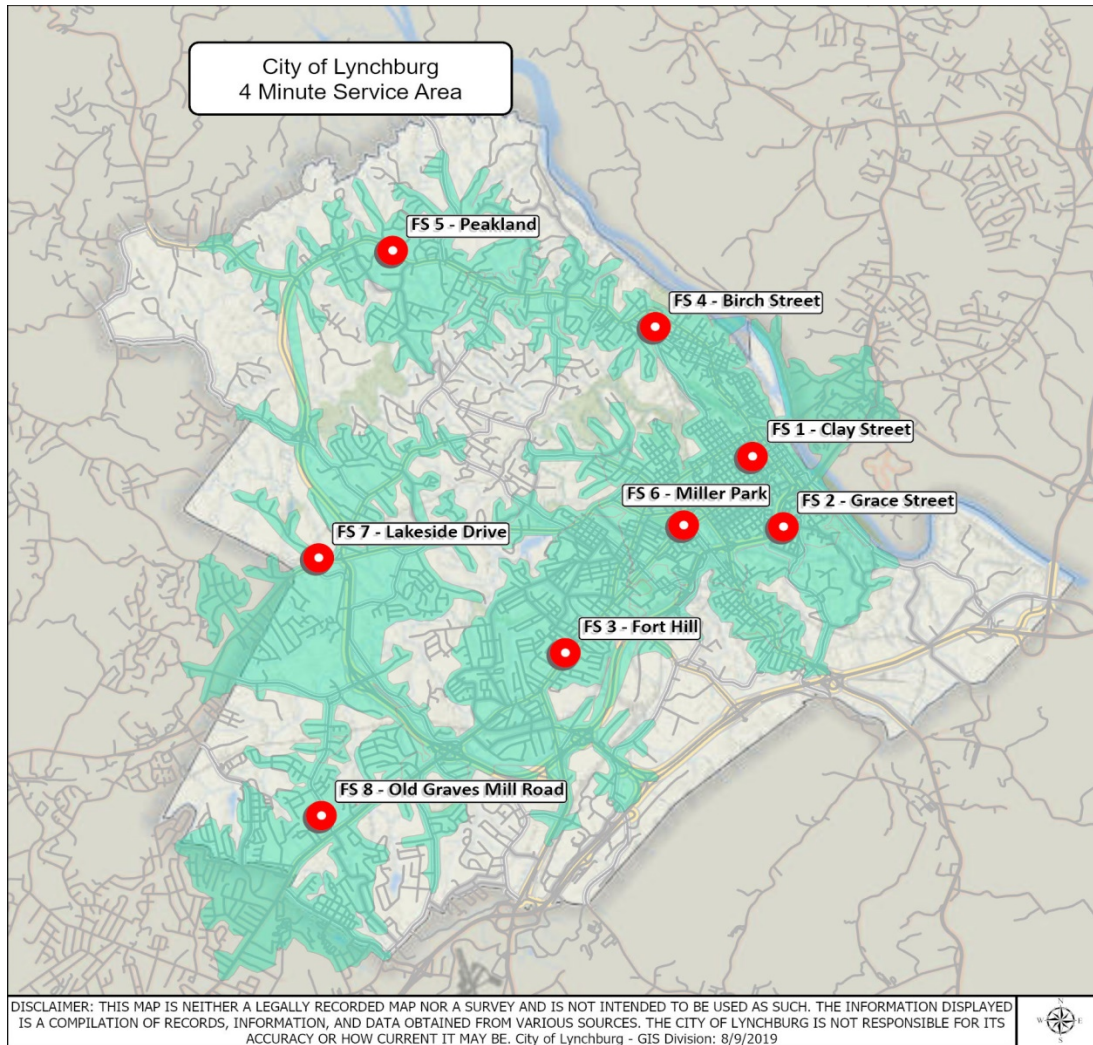
LFD uses a variety of factors to determine optimal site locations for its fire stations. These factors include pertinent national standards, including NFPA, the Insurance Services Organization (ISO), and the American Heart Association with regard to cardiac arrest, covering both response time (how fast) and deployment standards (how many and what type of resources on scene).

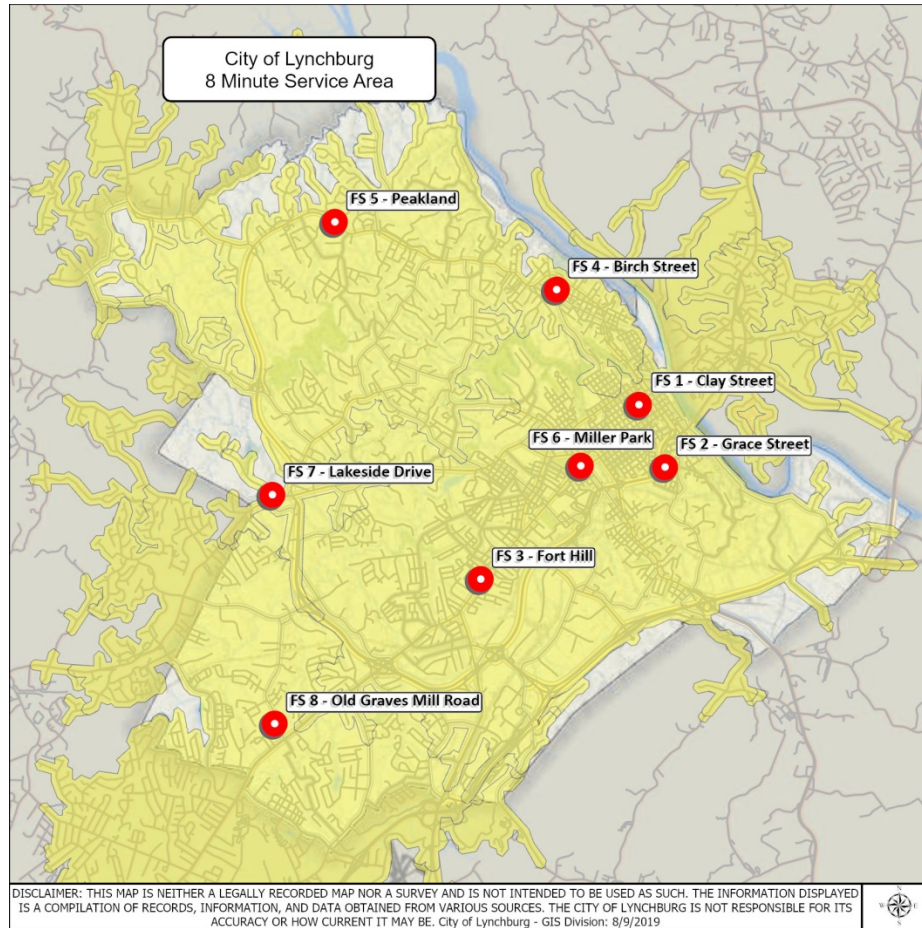
Lynchburg's current fire station positioning does not provide a completely efficient distribution of the available emergency response resources. Two current fire stations are located within close proximity of one another and other surrounding stations. Fire Station 2, located at 2006 Grace Street, was built in 1958 and is located only about one and one-half miles from Fire Station 1 on Clay Street. The Clay Street Fire Station was built in 1980 and the primary reason that it was constructed at the current location was because the City already owned the property. Fire Station 6, located at 2084 Fort Avenue (Miller Park) was built in 1912 and is only about two miles from Fire Station 2 (Grace Street) and three miles from Fire Station 1 (801 Clay Street). When looking at the four-minute response zones for each of these three stations there is significant overlap. However, when considering the locations of current stations one, two, and six the most consideration was given to the fact that nearly all of the structure fires that occurred were within close proximity to these station locations, providing more than adequate concentration of resources.





The map below shows that 75.7 percent of all roads and 82.7 percent of all properties within the response area are predicted to be reached by at least one engine company from current stations within a four (4) minute travel time. The areas that are beyond the four (4)-minute engine company travel time objective include portions of Wiggington Road (including the Boxwood subdivision), Hawkins Mill Road, Enterprise Drive (including most of Wyndhurst), the area behind Target in the Wards Crossing Shopping Center (including Chesterfield Drive, Windsor Terrace, Melinda Drive, and Alta Lane), and the Tyreeanna area, from Rockwell Road and points east.

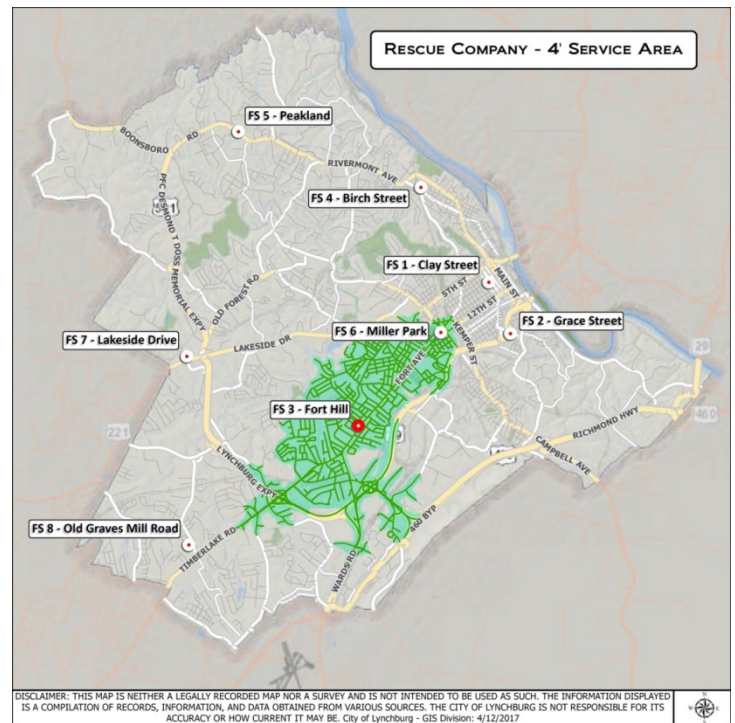




The above map shows those areas that are predicted to be covered within eight (8) minutes travel time from all fire stations. Apparatus may reach 99.4 percent of roads and 100 percent of properties within the eight (8)-minute travel time objective. Structure fires occurring at the farthest reaches of the eight (8)-minute polygons indicated in the above map are likely to burn up to and beyond the point of flashover, which does present significant risks to firefighters operating within the structure. This is especially true in structures which have no automatic suppression or detection systems in place.

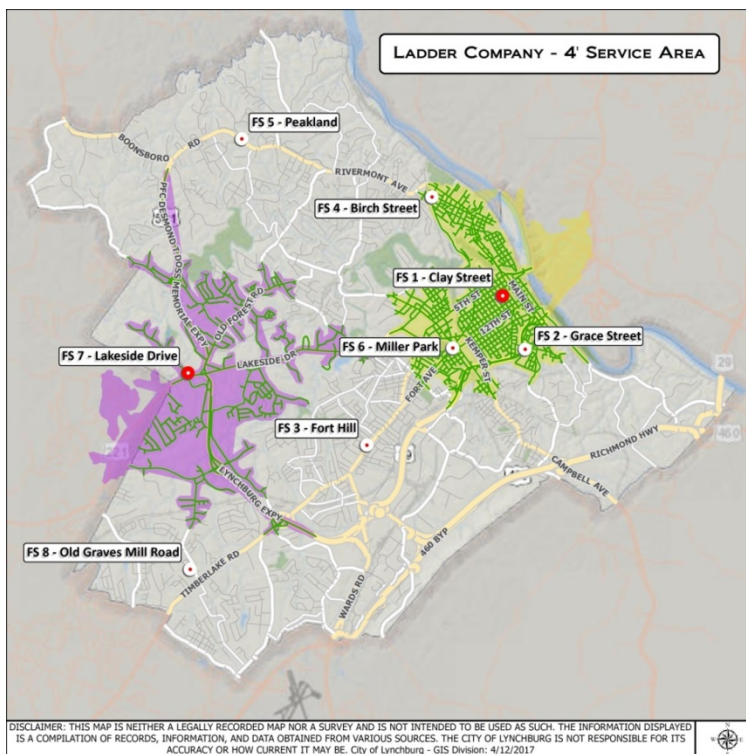


Lynchburg Fire Department Standard of Cover and Community Risk Reduction Assessment



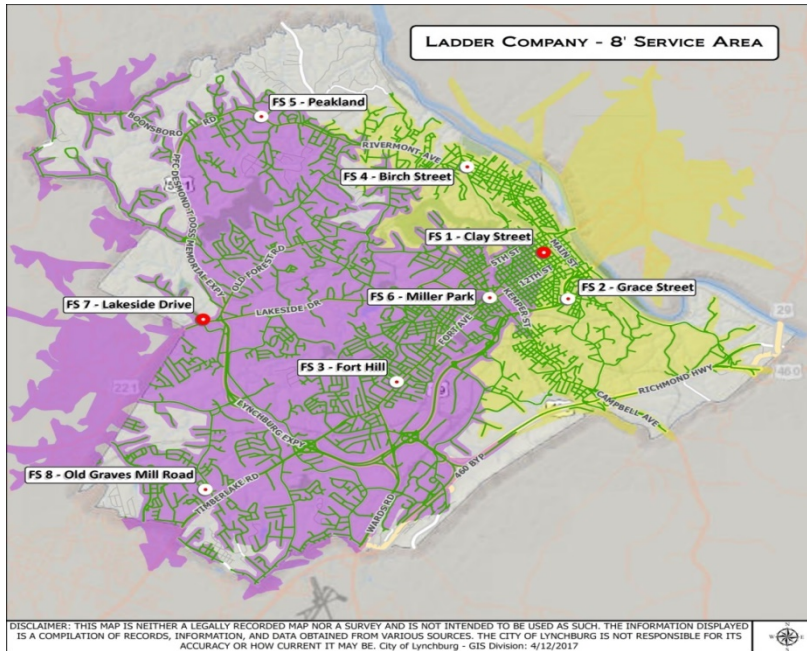
The map below illustrates that 32.1 percent of all roads are predicted to be reached by a truck company within a four (4)-minute travel time.

The above map illustrates that only 19.5 percent of all roads are predicted to be reached by a rescue company within a four (4)-minute travel time.

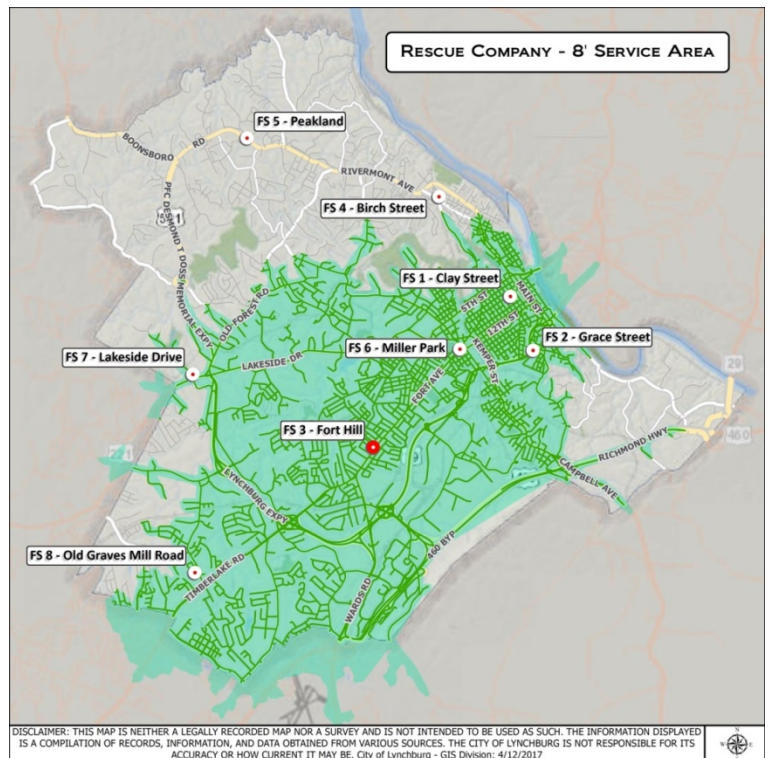




Lynchburg Fire Department Standard of Cover and Community Risk Reduction Assessment



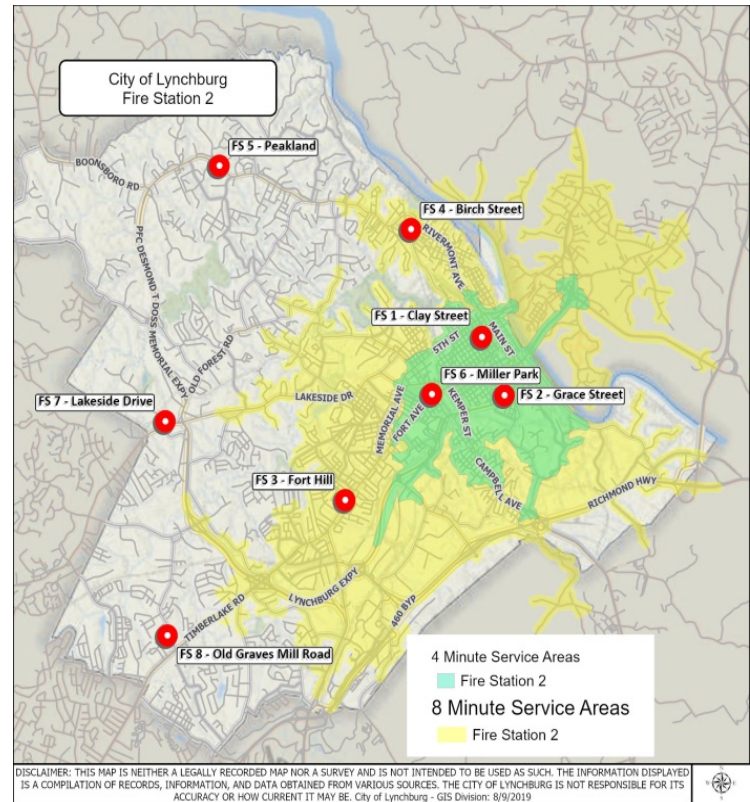
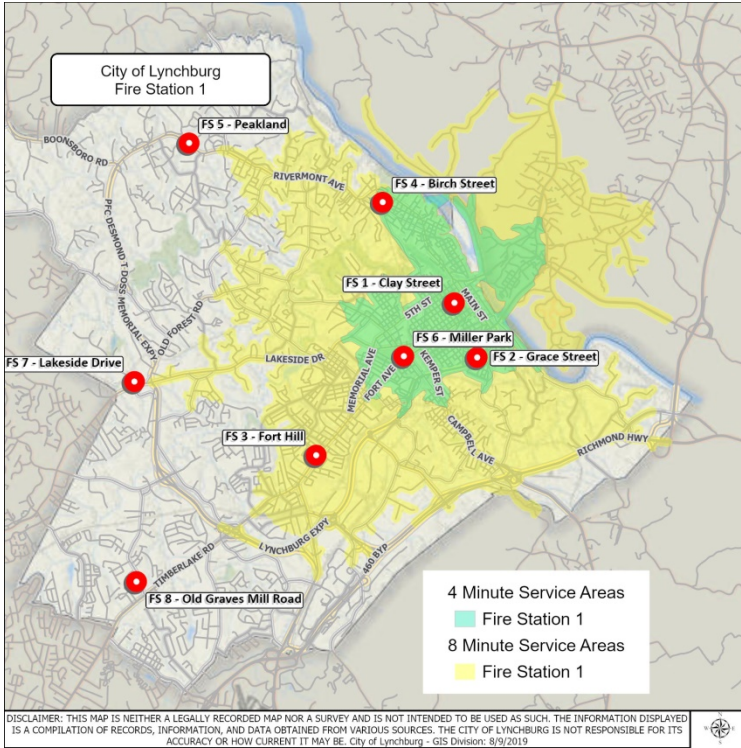
The map above indicates the predicted eight (8)-minute response capabilities of the Ladder Trucks assuming all units are available to respond immediately upon dispatch.



The above map illustrates that the rescue company is predicted to reach 78.0 percent of all roads in the City within the eight (8)-minute response time objective.

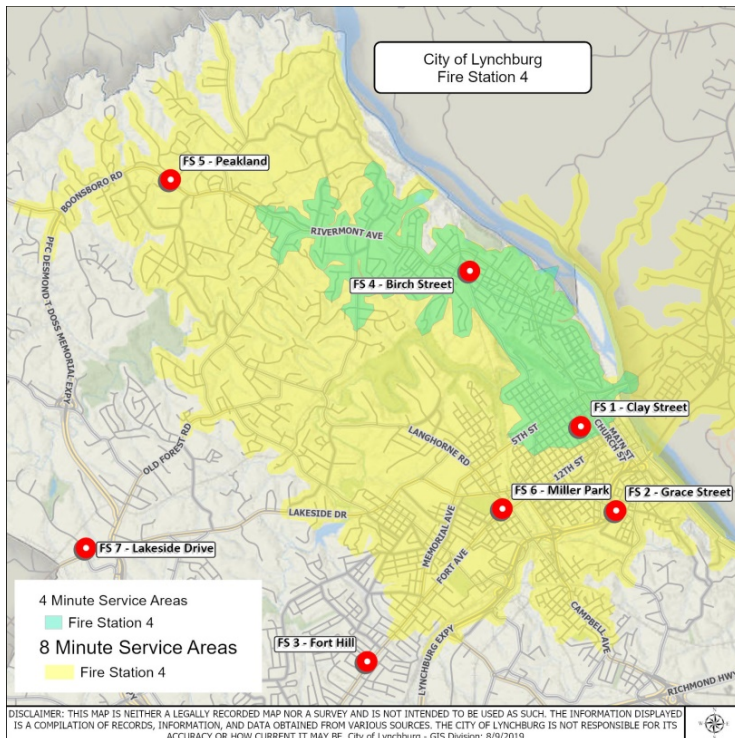
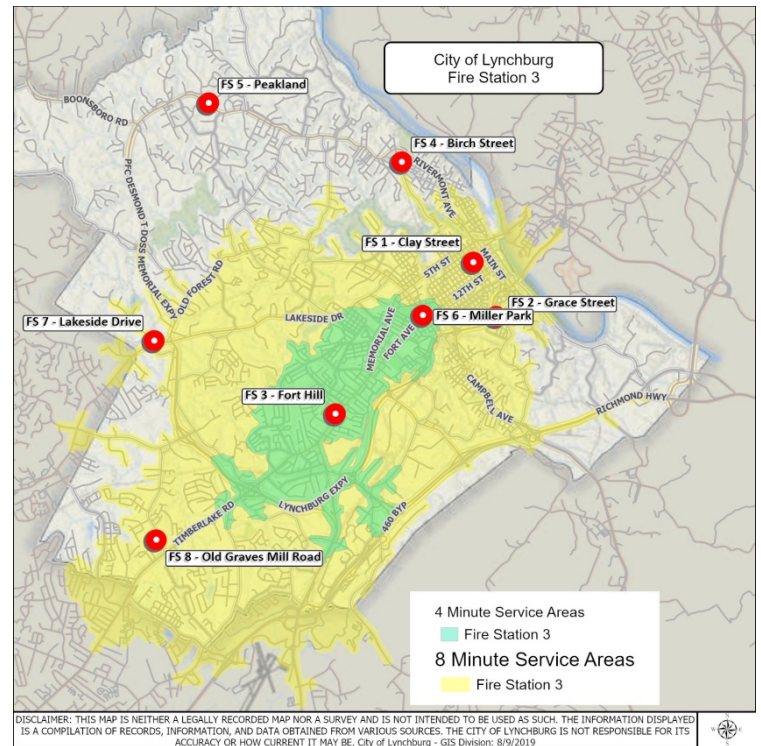


Lynchburg Fire Department Standard of Cover and Community Risk Reduction Assessment



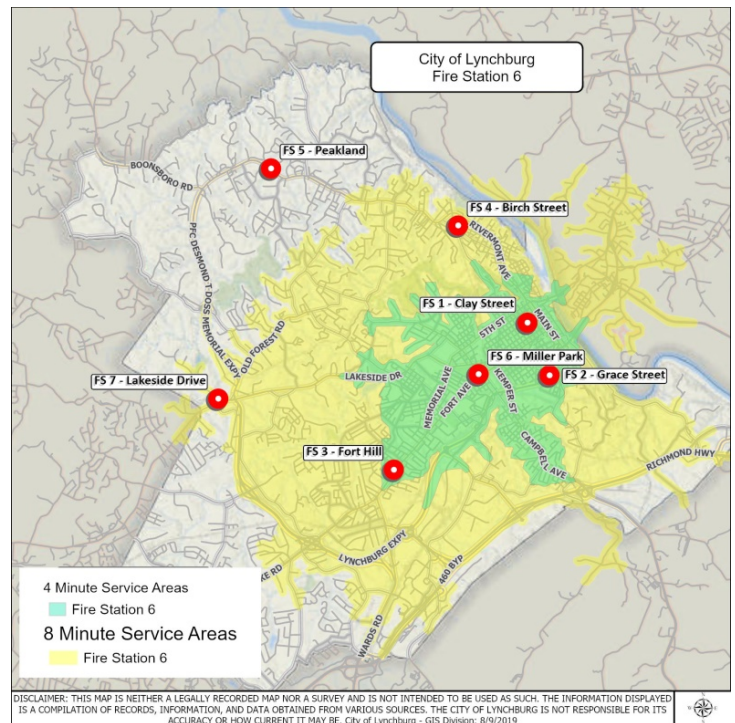
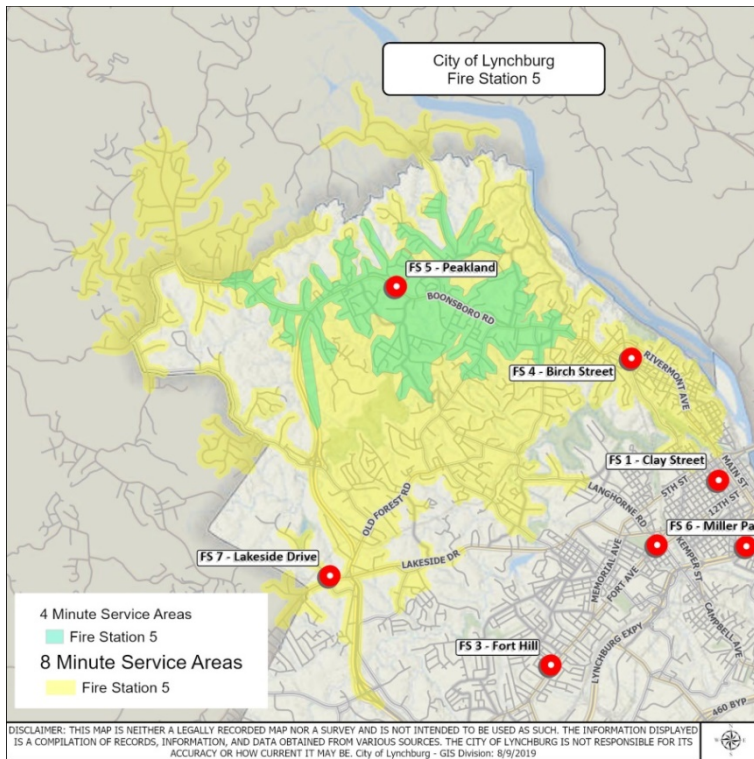


Lynchburg Fire Department Standard of Cover and Community Risk Reduction Assessment



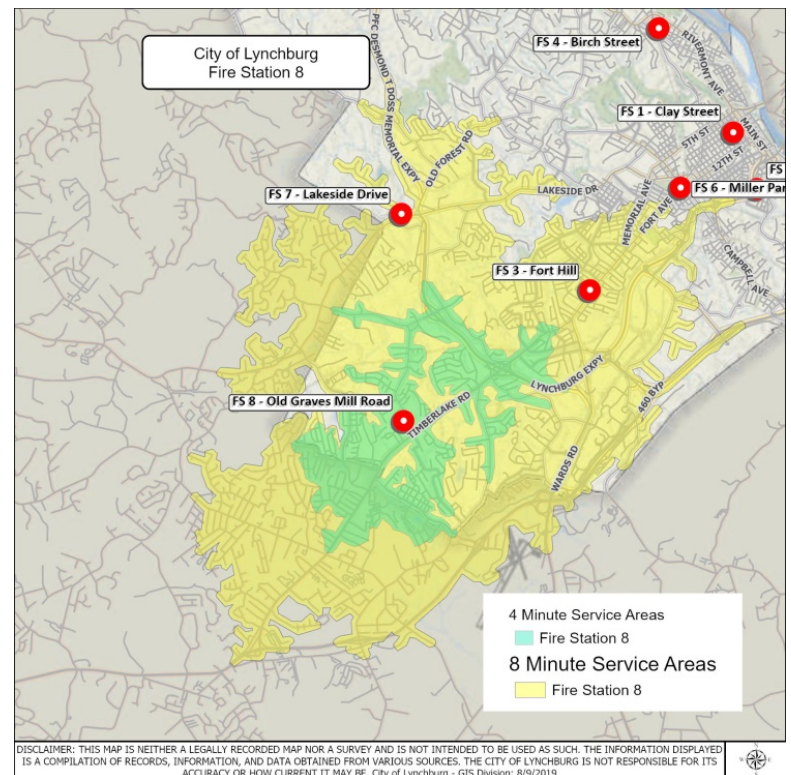
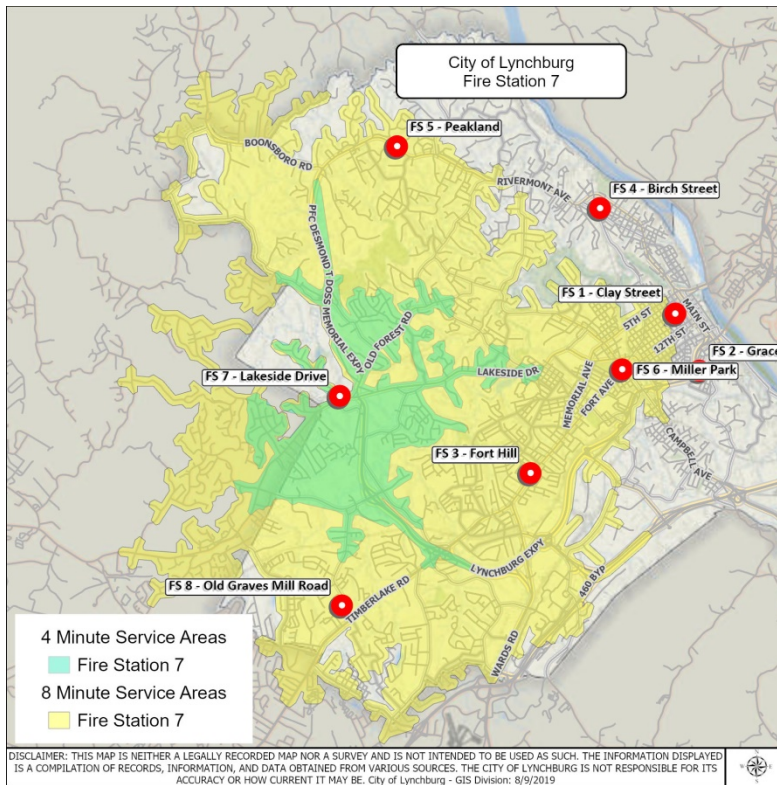


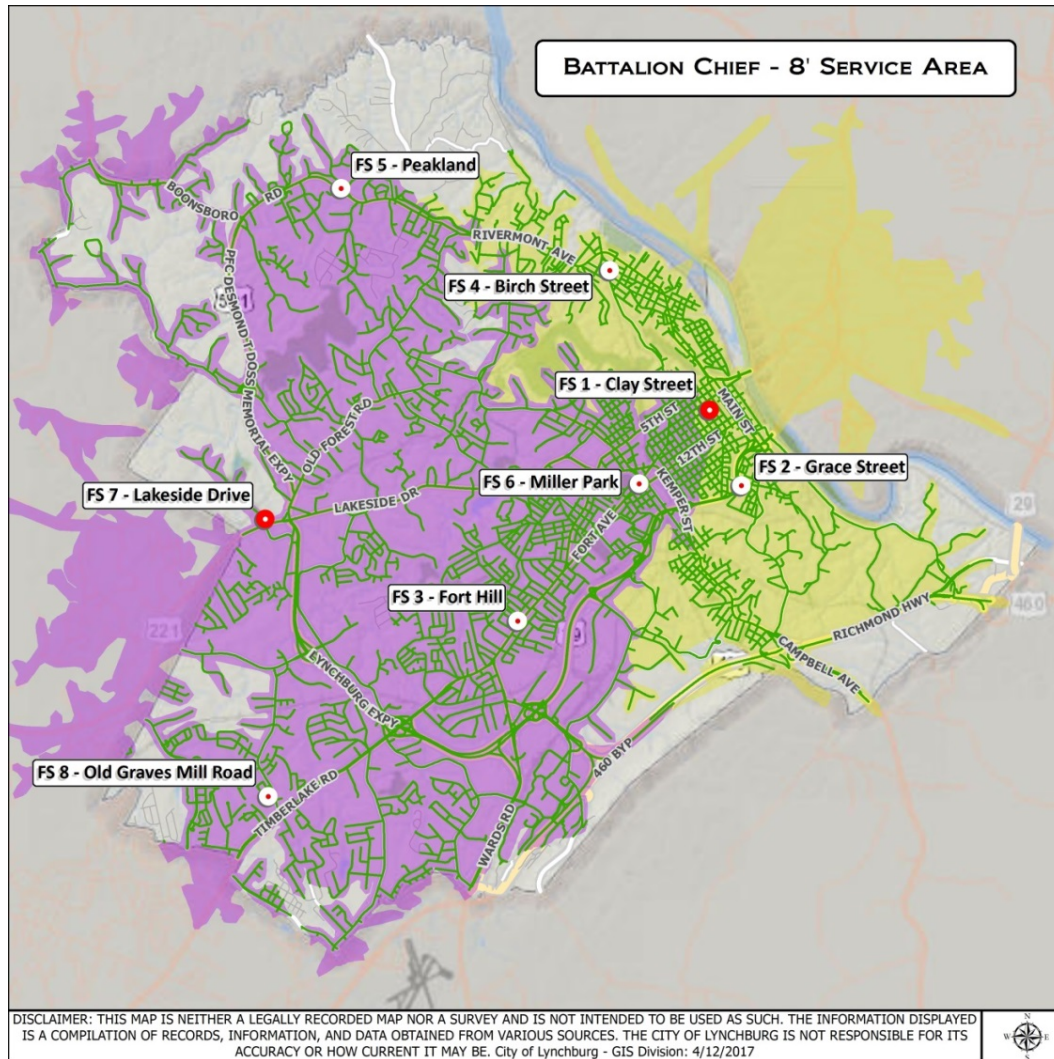
Lynchburg Fire Department Standard of Cover and Community Risk Reduction Assessment





Lynchburg Fire Department Standard of Cover and Community Risk Reduction Assessment





The map indicates that 90.9 percent of all roads and 93.3 percent of all properties are predicted to be reached by the Battalion Chief within eight (8) minutes.



2.2 Service Delivery

The Lynchburg Fire Department (LFD) has established performance baselines to ensure that the community receives the highest quality service. Our current baselines meet some but not all of the response time standards set forth in NFPA 1710 however; the LFD understands the need to continue working toward improving response times. As a component of the Risk Assessment, the LFD categorizes and classifies risks within its service area and specific demand zones. The methodology for establishing baseline performance measured against benchmark metrics is as follows;

- Conducting an analysis of each service type
- Measure baseline performance based on service type
- Establish consistent benchmarks for each service type
- Compare baseline versus benchmark for each service type
- Guidelines for short-term and long-term policy decisions dealing with resource procurement and allocation



2.3 Deployment

Computer Aided Dispatch (CAD)

Lynchburg Department of Emergency Services (LDES) utilizes Computer Aided Dispatching (CAD) from call processing and dispatching to mobile data terminal integration. When an emergency call is received at LDES, the call is processed, run through Emergency Medical Dispatching (EMD) if necessary, and then dispatched over the air/radio to the respective units/stations. This notification activates the station lights and audible alert that is station specific. The dispatch information is simultaneously sent digitally to the appropriate data terminal. When received by the terminal, the dispatch information can be seen by the end user/responder in real time as information about the call is gathered. Additionally supervisors are able to see all dispatch and current response status from their respective data terminals.

Automatic Vehicle Locator (AVL)

Units are dispatched based on their GPS location as it relates to the proximity of the call. AVL uses an algorithm calculating variables of response including but not limited to; speed, traffic, time of day, and road construction as it relates to the overall response from a specified location to the incident. When a unit is in the station, the GPS coordinates become the default apparatus location as opposed to when the apparatus is mobile the actual location of the apparatus is used.

Response Zones

A redundant feature to AVL is Response Zone Dispatching (RZD). This dispatching feature assigns each station a specific response zone associated with the station. These thirty-two (32) zones are organized and divided by natural and man-made boundaries.

Traffic Signals

In an effort to provide a safe and efficient apparatus response, each apparatus is equipped with a traffic signal preemption device. Additionally, every signalized intersection in the city is equipped with a traffic control device that when activated by the apparatus, provides control of the intersection by the responding apparatus.

Response Levels

The LFD uses ProQA to determine call type. This call type is entered by the call taker and information is



gathered that determines a pre-determined response that has been reviewed by LDES and LFD Operations staff. Although many event types fit into three main categories, the system is robust enough that individual event responses can be altered to be more effective. Regardless of response (EMS or Fire) the level assigned can be changed post-dispatch.

Single Unit – Typically a Basic Life Support (BLS) Omega, Alpha, or Bravo level call. These calls can also be a public service call, investigation of a situation, outside hazard, smoke or carbon monoxide alarm malfunctions, elevator entrapment without medical need, or complaint. This response level is typically low risk and involves 2-3 providers.

Dual Unit Response – This response can include a variety of nature codes and is typically a combination of engine and medic unit or engine and ladder truck. For EMS related calls this response will typically be of moderate risk and is a Charlie or Delta Level call. For fire responses this is typically a fire alarm in a low or moderate risk occupancy and traffic collisions. The response level involves 5-6 providers depending on call type.

Multi-Unit Response Highway – This response is for fire and EMS calls on limited access highways and surface streets where vehicles travel at greater than 45 miles per hour posted speed limit. The response is typically moderate risk and involves 6-12 providers depending on the nature.

Multi-Unit Response – This response is for incidents of a significant magnitude where multiple resources may be necessary in order to mitigate an incident and or provide support. These responses can develop from several different call types. A structural response, depending on the hazard classification, will be 3-4 Engines, 1-2 Ladder Trucks, 1 Heavy Rescue, 1 Medic Unit, and 2 Chief Officers. The totality of the response will bring 19 – 25 providers.

Multi-Alarm Response – The LFD is fortunate to rarely have a multi-unit response that escalates to a multi-alarm level. Under normal circumstances the second alarm provides the following units; 1 ladder truck (if there are not two already on the scene) an engine (two engines if the second ladder truck is already on scene), a second medic unit, the EMS Supervisor, and a Chief Officer.



Resiliency

Resiliency as defined by CPSE in the FESSAM 9th edition: “an organization’s ability to quickly recover from an incident or events, or to adjust easily to changing needs or requirements.” Greater resiliency can be achieved by constant review and analysis of the response system. The analysis of the response system and needs assessment is consistently measured throughout the shift and encompasses staffing to response.

The LFD recognizes the importance of resiliency to the overall positive outcome and service delivery provided to the citizens. Changes to response as it relates to significant events occur through our limited response policy which identifies events during times of focused high call volume. When limited response protocol is active, one of the on-duty Battalion Chiefs or a member of the Command Staff responds to LDES to assist with the triage of calls. Additionally units have the capacity to self-initiate a call through the Mobile Data Terminal (MDT) from calls that are in holding and can be mitigate quickly.

In the event that daily operations in a particular response zone or census tract deplete adequate coverage, it is the responsibility of one of the on-duty Battalion Chiefs or EMS Supervisor to shift resources as necessary to ensure effective and efficient responses to incidents. Should it become necessary to call in off-duty personnel, the on-duty Battalion Chief will request a call-back of personnel through Senior Staff.



2.4 Critical Tasking

Emergency Medical Services

The LFD is responsible for all EMS responses within the city. This section describes all EMS calls for service excluding Hazardous Materials and Technical Rescue Calls. The LFD maintains five (5) licensed Advanced Life Support Units that are staffed 24/7. In addition to providing EMS delivery through our first responding Engine Companies that are staffed with an ALS provider. For the purposes of consistency, like fire responses, EMS responses have been categorized as low, moderate, high, and special risk. This effort provides the organization and its member partners the ability to efficiently understand response parameters in a concise manner.

Low Risk and Undetermined EMS

These risks typically require minimal intervention and need no more than 2-3 personnel. The response code for this risk type includes; Omega, Alpha, and Bravo. Although the LFD responses are outlined in ProQA, non-transport low risk calls are handled by the first due engine whereas the ALS medic unit handles low risk EMS calls that may necessitate transport.

Critical Task	Minimum Personnel	Units Dispatched		Staffing
Command	1	1	Medic	2
Treatment/Transport	1			
			Total ERF	2

Moderate Risk EMS

These risks typically require some ALS intervention which may be more provider intensive than a low risk EMS call. The response code for this risk type includes; Charlie and Delta. The responses to these risks are more clearly defined as the need for additional resources is likely. Generally, a response of up to five (5) personnel (two of which are ALS) to these risks is sufficient although an EMS supervisor may respond to certain specific injury/illness where an Advanced Practice Paramedic (APP) may be needed as outlined in standing protocols.



Critical Task	Minimum Personnel	Units Dispatched		Staffing
Command	1	1	Suppression	3
ALS	2	1	Medic	2
BLS	2			
Transport	2			
			Total ERF	5

High Risk EMS

These risks typically include a severely injured or ill patient or a situation where there may be multiple patients. The response code for this risk type is Echo. Multiple ALS interventions are likely needed and as such more than one ALS provider would be required. Generally a minimum response of six (6) personnel (three of which are ALS) to these risks are sufficient to initiate care. However in the case of multiple patients, triage will be necessary and additional resources will be requested.

Critical Task	Minimum Personnel	Units Dispatched		Staffing
Command	1	1	Suppression	3
ALS	3	1	Medic Unit	2
BLS	2	1	EMS Supervisor	1
Triage	1			
Transport	2			
			Total ERF	6



Fire Suppression

The LFD is responsible for all fire responses within the city. This section describes all fire calls for service excluding Hazardous Materials and Technical Rescue Calls. The LFD maintains eight (8) engine companies, two (2) ladder trucks, (1) heavy rescue, and two (2) Battalion Chiefs. These units are staffed 24/7. For the purposes of consistency, like EMS responses, fire responses have been categorized as low, moderate, high, and special risk. This effort provides the organization and its member partners the ability to efficiently understand response parameters in a concise manner.

Low Risk Fire Responses

Low risk fire responses are typically residential fire alarms and other calls of minor intensity and minor scope that can be mitigated by a single unit. These incidents include but are not limited to trash fires, dumpster fires, brush fires, and other fires that do not threaten a structure. These responses receive up to six (6) responders.

Critical Task	Minimum Personnel	Units Dispatched		Staffing
Command	1	1	Engine	3
Pump Operator	1	1	Ladder Truck or Rescue	3
Attack Line	4	1		
			Total ERF	6

Moderate Risk Fire Responses

These fire responses are typically suspected or confirmed fires in a single residential structure or single business with a square footage less than 3,000 square feet. There is little risk of extension or exposure to other structures and these responses are what are called a full alarm assignment. These responses receive up to nineteen (19) responders.

Critical Task	Minimum Personnel	Units Dispatched		Staffing
Command	1	2	Battalion Chiefs	2
Water Supply	1	3	Engines	9
Pump Operator	1	1	Ladder Truck	3
Attack Line(s)	4	1	Heavy Rescue	3



Utilities Control	3	1	Medic Unit	2
Search and Rescue	3			
RIT	3			
Safety	1			
EMS	2			
			Total ERF	19

High Risk Fire Responses

These responses typically involve larger residential structures, large businesses, and multi-family dwellings where fire spread can cause damage to exposures. The response to these incidents include up to twenty-four (24) responders.

Critical Task	Minimum Personnel	Units Dispatched		Staffing
Command	1	2	Battalion Chiefs	2
Water Supply	2	3	Engines	6
Pump Operator	2	2	Ladder Trucks	6
Attack Line(s)	6	1	Heavy Rescue	3
Utilities Control	3	2	Medic Units	4
Search and Rescue	4			
RIT	3			
Safety	1			
EMS	2			
			Total ERF	24

Special Risk Fire Responses

These responses involve structures that have special hazards, high occupancies, and are either high rise or wide rise. In these responses, exposure to other structures or floors within the affected building is possible. Additionally, occupants are likely to need assistance in evacuation. The response to these incidents include up to twenty-eight (28) responders.

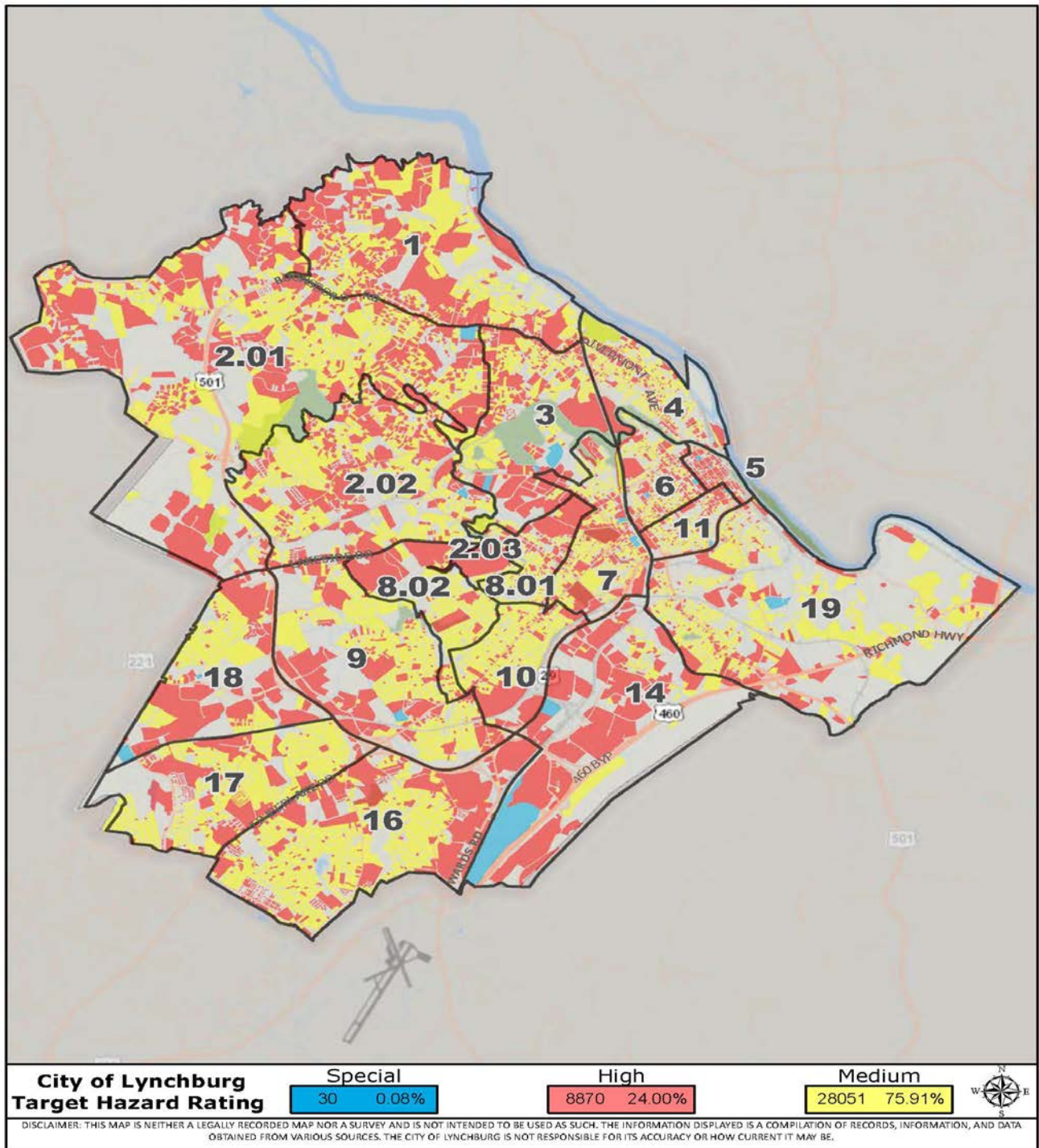


Lynchburg Fire Department Standard of Cover and Community Risk Reduction Assessment

Critical Task	Minimum Personnel	Units Dispatched		Staffing
Command	1	2	Battalion Chiefs	2
Water Supply	2	1	EMS Supervisor	1
		4	Engines	12
Pump Operator	2	2	Ladder Trucks	6
Attack Line(s)	6	1	Heavy Rescue	3
Utilities Control	3	2	Medic Units	4
Search and Rescue	4			
RIT	3			
Safety	1			
EMS	2			
			Total ERF	28



The map below represents the Target Hazard Classification by Census Tract for the entirety of the City.





Technical Rescue

The LFD is responsible for all Technical Rescue Responses within the city. Although Station 1 is the home to the Technical Rescue Team, all department members are trained to the level of all department members are trained to the level of Technical Rescue Awareness and / or HTR Module I & II through the Virginia Department of Fire Programs (VDFFP). Responses to technical rescue incidents are available 24/7. For the purposes of consistency, like fire and EMS responses, technical rescue responses have been categorized as low, moderate, and high. This effort provides the organization and its member partners the ability to efficiently understand response parameters in a concise manner.

Low Risk Technical Rescue

This response is typically one that can be handled by a single unit. Call types are predominately elevator rescue and investigations. Depending on the type of call would depend on the apparatus responding. These call types are predetermined in ProQA and are dispatched accordingly. Responses to this risk category is three (3) responders.

Critical Task	Minimum Personnel	Units Dispatched		Staffing
Command	1	1	Ladder Truck or Heavy Rescue	3
Rescue	2			
			Total ERF	3

Moderate Risk Technical Rescue

This response is typically one where several units are needed and a specialized team of responders is necessary to mitigate the emergency. Call types may include, motor vehicle crashes with entrapment or potential for entrapment, vehicles that have struck a structure, and low angle rope rescue. The response to these incidents includes up to thirteen (13) responders and may include cross staffed units as necessary.

Critical Task	Minimum Personnel	Units Dispatched		Staffing
Command	1	1	Engine	3
Safety	1	1	Ladder Truck	3
ALS	3	1	Heavy Rescue	3
BLS	2	1	Medic Unit	2
Extrication	4	1	EMS Supervisor	1
Suppression	2	1	Battalion Chief	1
			Total ERF	13



High Risk Technical Rescue

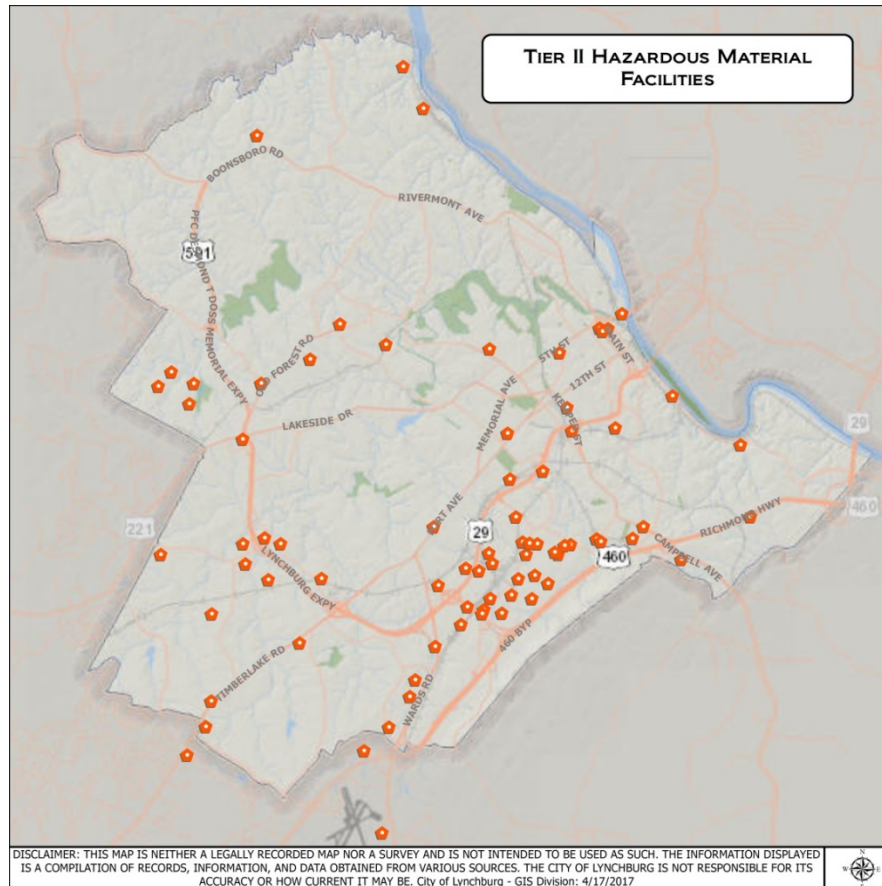
This response is typically one where the on-duty technical rescue team, in its entirety, is deployed. Examples include but are not limited to; confined space rescue, search and rescue, collapse rescue, swift water rescue, trench rescue, and high angle rope rescue. This risk type may also necessitate a call-back of personnel as the length and complexity of the incident is understood. The response to these incidents includes up to eighteen (18) responders and may include cross staffed units.

Critical Task	Minimum Personnel	Units Dispatched		Staffing
Command	1	1	Engine	3
Safety	1	2	US&R	6
ALS	4	1	Heavy Rescue	3
Entry Team	2	1	Medic Unit	4
Back-up Team	2	1	EMS Supervisor	1
Suppression	2	1	Battalion Chief	1
Extrication	3			
Rope/Shoring	3			
			Total ERF	18



Hazardous Materials

The LFD is responsible for all Hazardous Materials responses within the City. Although Station 7 is the home to the Hazardous Materials Team, all department members are trained to the level of Hazardous Materials Operations. Responses to Hazardous Materials incidents are available 24/7. For the purposes of consistency, like fire and EMS responses, Hazardous Materials responses have been categorized as low, moderate, and high,. This effort provides the organization and its member partners the ability to efficiently understand response parameters in a concise manner.





Low Risk Hazardous Materials

This response is typically one that can be handled by a single unit. Call types involve situations requiring investigation, or malfunctioning alarms/systems. The incident will not require specialized personal protective equipment (PPE) or hazardous materials specific equipment. These call types are predetermined in ProQA and are dispatched accordingly. Responses to this risk category is three (3) responders.

Critical Task	Minimum Personnel	Units Dispatched		Staffing
Command	1	1	Ladder Truck or Heavy Rescue	3
Rescue	2			
			Total ERF	3

Moderate Risk Hazardous Materials

This response is typically one where several units are needed and a specialized team of responders is necessary to mitigate the emergency. Call types may include; uncontrolled leaks, or multiple alarm activations. The response to these incidents include up to thirteen (13) responders.

Critical Task	Minimum Personnel	Units Dispatched		Staffing
Command	1	1	Engine	3
Safety	1	1	Ladder Truck	3
Detection and	3	1	Heavy Rescue	3
ALS	2	1	Medic Unit	2
BLS	4	1	EMS Supervisor	1
Suppression	2	1	Battalion Chief	1
			Total ERF	13



High Risk Hazardous Materials

This response is typically one where the on-duty Hazardous Materials Team, in its entirety, is deployed. Specialized equipment and PPE is almost always needed. Evacuation of the area is also likely. This risk type may also necessitate a call-back of personnel as the length and complexity of the incident is understood. The response to these incidents include up to eighteen (18) responders.

Critical Task	Minimum Personnel	Units Dispatched		Staffing
Command	1	1	Engine	3
Safety	1	1	Haz-Mat Unit	6
Research	1	1	Heavy Rescue	3
Entry Team	3	1	Medic Unit	4
Back-up Team	3	1	EMS Supervisor	1
Suppression	2	1	Battalion Chief	1
Decontamination	3			
ALS	4			
			Total ERF	18



2.5 Baseline Performance

Performance Methodology

Response Metrics

Understanding the importance of measuring time in an objective manner is vital to the success of a particular methodology. When articulating time, having a defined start and defined end allows for the transparent measurement of time to both the analysis team and the end user. There are several points in time that provide an organization with the ability to measure itself against a standard or benchmark. The standard or benchmark is typically recognized as the goal that should be reached and also depicts measurement based on fact and comparison and not supposition and subjectivity. Although there are many time intervals that can be measured, there are a few that specifically identify key points in the emergency response, they are; Call Processing Time , Turn-out Time, First Unit Travel Time, and Effective Response Force (ERF).

Call Processing Time – the elapsed time between the first ring of the 9-1-1 telephone at the dispatch center and the time the dispatcher activates station, company, and/or individual alerting devices. This interval can also be broken down into two additional sub-intervals: “*call-taker interval*,” which is the time from the first ring of the 9-1-1 telephone until the call-taker subsequently transfers the call information to the dispatcher; and “*dispatcher interval*,” which is the elapsed time from when the call-taker transfers the call to the dispatcher until the dispatcher activates all applicable alerting devices for responders.

Turnout Time – the elapsed time between the activation of station and/or company alerting devices (plus the delivery of specific dispatch information to emergency personnel), and the time when the responding crew(s) notifies the dispatch center that the company is en-route. The en-route notification to dispatch is typically made when all personnel are aboard the apparatus, and the vehicle begins moving.

First Unit Travel Time – the elapsed time that begins when the first unit marks en-route and ends when the first arriving unit notifies dispatch that they have arrived on the scene. It is important to understand that the emphasis is placed on first en-route and first arriving.

Effective Response Force (ERF) - measures the time of the accumulation of personnel and resources to meet the effective response force defined in the Critical Task Analysis (CTA) documented in this Standards of Cover. It should be noted that ERF may not be met in every circumstance as indicated by the CTA primarily in the situation where units are cleared prior to arrival because the incident circumstances have changed.



NFPA 1710 outlines staffing, deployment, and response time standards for career fire departments. While LFD has not adopted the response times in NFPA 1710 as a local standard, it will regularly measure its response time performance against those times.

NFPA 1710 states that fire departments shall establish a performance objective of not less than 90% for each of the following response time objectives:

- One minute twenty seconds (80 seconds) call processing time (non-EMD)
- One minute thirty seconds (90 seconds) call processing time (EMD)
- One minute (60 seconds) for turnout time.
- Four minutes (240 seconds) or less for the arrival of the first-arriving engine company at a fire suppression incident and/or eight minutes (480 seconds) or less for the arrival of a full alarm assignment at a fire suppression incident (including one individual for incident command outside of the hazard area).
- Four minutes (240 seconds) or less for the arrival of a unit with first responder, or higher level of capability at an emergency medical incident.
- Eight minutes (480 seconds) or less for the arrival of an advanced life support unit at an emergency medical incident, where this service is provided by the fire department.



Hazard Types

The LFD evaluates emergency response performance in the following categories; Emergency Medical Services (EMS), Fire Suppression Non-Wildland, Hazardous Materials, Technical Rescue, Wildland, Fire Alarms, and Other Hazards. Each response is categorized by dispatch not disposition, and the risk levels are assigned as indicated in this document.

Total Fire Responses

	2018	2017	2016
Fire (Non-Wildland)	429	498	532
Fire Alarms	642	508	488
Hazardous Materials	200	202	222
Technical Rescue	43	26	46
Wildland	61	108	78
Other Hazards	340	125	46
TOTAL	1,715	1,467	1,412



Fire Suppression

For 90 percent of all fire suppression incidents, the travel time for the arrival of the first due unit, staffed with minimum of three (3) personnel, shall be 270 seconds (4 minutes 30 seconds). For 90 percent of all moderate risk fire suppression incidents, the total response time for the arrival of the effective response force (ERF), staffed with minimum of nineteen (19) personnel, is 8 minutes. For 90 percent of all high risk fire suppression incidents, the total response time for the arrival of the ERF, staffed with minimum of twenty-four (24) personnel, is 10 minutes. For 90 percent of special risk fire suppression response incidents the total response time for the arrival of the ERF, staffed with minimum of twenty-eight (28) personnel, is 12 minutes.

(Moderate Risk) Fire (Non-Wildland) – 90 th Percentile Baseline				2018	2017	2016
Alarm Processing	Pick-up to Dispatch	Urban	150 seconds 0:02:30	149 seconds 0:02:29	156 seconds 0:02:36	157 seconds 0:02:37
		Rural				
Turnout Time	Turnout Time 1 st Unit	Urban	120 seconds 0:02:00	100 seconds 0:01:40	124 seconds 0:02:04	113 seconds 0:01:53
		Rural				
Travel Time	Travel Time 1st Unit Distribution	Urban	270 seconds 0:04:30	261 seconds 0:04:21	374 seconds 0:06:14	374 seconds 0:06:14
		Rural				
	Travel Time ERF Concentration	Urban	480 seconds 0:08:00	462 seconds 0:07:42	478 seconds 0:07:58	491 seconds 0:08:11
		Rural				
Total Response Time	Total Response Time 1 st Unit on Scene Distribution	Urban	390 seconds 0:06:30	361 seconds 0:06:01	498 seconds 0:08:18	487 seconds 0:08:07
		Rural		n=429	n=498	n=532
	Total Response Time ERF Concentration	Urban	600 seconds 0:10:00	562 seconds 0:09:22	599 seconds 0:09:59	604 seconds 0:10:05
		Rural		n=429	n= 498	n=532



(Low Risk) Fire Alarms – 90 th Percentile			2018	2017	2016
Alarm Processing	Pick-up to Dispatch	Urban	150 seconds	131 seconds	147 seconds
		Rural			
Turnout Time	Turnout Time 1 st Unit	Urban	138 seconds	140 seconds	134 seconds
		Rural			
Travel Time	Travel Time 1st Unit Distribution	Urban	409 seconds	379 seconds	619 seconds
		Rural			
	Travel Time ERF Concentration	Urban	510 seconds	507 seconds	632 seconds
		Rural			
Total Response Time	Total Response Time 1 st Unit on Scene Distribution	Urban	547 seconds	519 seconds	753 seconds
		Rural	n=642	n=508	n=488
	Total Response Time ERF Concentration	Urban	510 seconds	507 seconds	Null
		Rural	n=642	n=508	n=488



Lynchburg Fire Department Standard of Cover and Community Risk Reduction Assessment

(Low Risk) Wildland Response Time– 90 th Percentile			2018	2017	2016
Alarm Processing	Pick-up to Dispatch	Urban	235 seconds	148 seconds	133 seconds
		Rural			
Turnout Time	Turnout Time 1 st Unit	Urban	120 seconds	139 seconds	127 seconds
		Rural			
Travel Time	Travel Time 1st Unit Distribution	Urban	409 seconds	460 seconds	603 seconds
		Rural			
	Travel Time ERF Concentration	Urban	513 seconds	540 seconds	null
		Rural			
Total Response Time	Total Response Time 1 st Unit on Scene Distribution	Urban	529 seconds	599 seconds	730 seconds
		Rural	n=61	n=108	n=78
	Total Response Time ERF Concentration	Urban	513 seconds	540 seconds	null
		Rural	n=61	n=108	n=78



(Low Risk) Other Hazards – 90 th Percentile			2018	2017	2016
Alarm Processing	Pick-up to Dispatch	Urban	256 seconds	219 seconds	213 seconds
		Rural			
Turnout Time	Turnout Time 1 st Unit	Urban	148 seconds	153 seconds	128 seconds
		Rural			
Travel Time	Travel Time 1st Unit Distribution	Urban	566 seconds	541 seconds	486 seconds
		Rural			
	Travel Time ERF Concentration	Urban	null	null	null
		Rural			
Total Response Time	Total Response Time 1 st Unit on Scene Distribution	Urban	714 seconds	694 seconds	614 seconds
		Rural	n=340	n=125	n=46
	Total Response Time ERF Concentration	Urban	null	null	null
		Rural	n=340	n=125	n=46



Total EMS Responses

	2018	2017	2016
EMS Low	7,827	7,606	5,101
EMS Moderate	4,673	4,591	7,128
EMS High	174	137	12
EMS Unknown	1,467	1,678	1,319
TOTAL	13,984	14,012	13,560

Emergency Medical Services (EMS)

For 90 percent of all EMS incidents, the response time for the arrival of the first due unit, staffed with minimum of two (2) personnel, shall be 420 seconds (7 minutes). For 90 percent of all moderate risk EMS incidents, the total response time for the arrival of the effective response force (ERF), staffed with minimum of five (5) personnel, is 420 seconds (7 minutes). For 90 percent of all high risk EMS incidents, the total response time for the arrival of the ERF, staffed with minimum of six (6) personnel, is 8 minutes 24 seconds. For 90 percent of special risk EMS response incidents the total response time for the arrival of the ERF, staffed with minimum of twelve (12) personnel, is 10 minutes.



Lynchburg Fire Department Standard of Cover and Community Risk Reduction Assessment

(Low Risk) EMS Response Time– 90 th Percentile			2018	2017	2016
Alarm Processing	Pick-up to Dispatch	Urban	369 seconds	257 seconds	248 seconds
		Rural			
Turnout Time	Turnout Time 1 st Unit	Urban	186 seconds	193 seconds	200 seconds
		Rural			
Travel Time	Travel Time 1st Unit Distribution	Urban	633 seconds	654 seconds	773 seconds
		Rural			
	Travel Time ERF Concentration	Urban	null	null	null
		Rural			
Total Response Time	Total Response Time 1 st Unit on Scene Distribution	Urban Rural	819 seconds	847 seconds	973 seconds
			n=7,827	n=7,606	n=5,101
	Total Response Time ERF Concentration	Urban Rural	null	null	null
			n=7,827	n=7,606	n=5,101



Lynchburg Fire Department Standard of Cover and Community Risk Reduction Assessment

(Moderate Risk) EMS Response Time– 90 th Percentile Baseline				2018	2017	2016
Alarm Processing	Pick-up to Dispatch	Urban	150 seconds	231 seconds	227 seconds	228 seconds
		Rural	0:02:30	0:03:51	0:03:47	0:03:48
Turnout Time	Turnout Time 1 st Unit	Urban	150 seconds	134 seconds	131 seconds	126 seconds
		Rural	0:02:30	0:02:14	0:02:11	0:02:06
Travel Time	Travel Time 1st Unit Distribution	Urban	420 seconds	370 seconds	374 seconds	376 seconds
		Rural	0:07:00	0:06:10	0:06:14	0:06:16
	Travel Time ERF Concentration	Urban	420 seconds	390 Seconds	398 seconds	408 Seconds
		Rural	0:07:00	0:06:30	0:06:38	0:06:48
Total Response Time	Total Response Time 1 st Unit on Scene Distribution	Urban	570 seconds	504 seconds	505 seconds	502 seconds
		Rural		n=4,673	n=4,591	n=7,128
	Total Response Time ERF Concentration	Urban	570 seconds	524 seconds	529 seconds	534 seconds
		Rural	0:09:30	n=4,673	n=4,591	n=7,128



Lynchburg Fire Department Standard of Cover and Community Risk Reduction Assessment

(High Risk) EMS Response Time– 90 th Percentile			2018	2017	2016
Alarm Processing	Pick-up to Dispatch	Urban	171 seconds	166 seconds	153 seconds
		Rural			
Turnout Time	Turnout Time 1 st Unit	Urban	121 seconds	90 seconds	91 seconds
		Rural			
Travel Time	Travel Time 1st Unit Distribution	Urban	303 seconds	322 seconds	338 seconds
		Rural			
	Travel Time ERF Concentration	Urban	326 seconds	340 seconds	null
		Rural			
Total Response Time	Total Response Time 1 st Unit on Scene Distribution	Urban	424 seconds	412 seconds	429 seconds
		Rural	n=174	n=137	n=12
	Total Response Time ERF Concentration	Urban	447 seconds	430 seconds	null
		Rural	n=174	n=137	n=12



Technical Rescue Incidents

For 90 percent of all technical rescue incidents, the response time for the arrival of the first due unit, staffed with minimum of three (3) personnel, shall be 600 seconds (10 minutes). For 90 percent of all moderate risk technical rescue incidents, the total response time for the arrival of the effective response force (ERF), staffed with minimum of thirteen (13) personnel, is 600 seconds (10 minutes). For 90 percent of all high risk technical rescue incidents, the total response time for the arrival of the ERF, staffed with minimum of eighteen (18) personnel, shall be 600 seconds (10 minutes).

(Moderate Risk) Technical Rescue Response Time– 90 th Percentile			2018	2017	2016
Alarm Processing	Pick-up to Dispatch	Urban	217 seconds	188 seconds	145 seconds
		Rural			
Turnout Time	Turnout Time 1 st Unit	Urban	146 seconds	116 seconds	129 seconds
		Rural			
Travel Time	Travel Time 1st Unit Distribution	Urban	296 seconds	270 seconds	407 seconds
		Rural			
	Travel Time ERF Concentration	Urban	598 seconds	602 seconds	null
		Rural			
Total Response Time	Total Response Time 1 st Unit on Scene Distribution	Urban	442 seconds	386 seconds	536 seconds
		Rural	n=200	n=202	n=222
	Total Response Time ERF Concentration	Urban	606 seconds	718 seconds	null
		Rural	n=200	n=202	n=222



Hazardous Material Incidents

For 90 percent of all Hazardous Materials incidents, the response time for the arrival of the first unit, staffed with minimum of three (3) personnel, shall be 600 seconds (10 minutes). For 90 percent of all moderate risk hazardous materials incidents, the total response time for the arrival of the effective response force (ERF), staffed with minimum of thirteen (13) personnel, shall be 600 seconds (10 minutes). For 90 percent of all high risk hazardous materials incidents, the total response time for the arrival of the ERF, staffed with minimum of eighteen (18) personnel, shall be 600 seconds (10 minutes).

(Moderate Risk) Hazardous Materials Response Time— 90th Percentile			2018	2017	2016
Alarm Processing	Pick-up to Dispatch	Urban	259 seconds	222 seconds	284 seconds
		Rural			
Turnout Time	Turnout Time 1 st Unit	Urban	150 seconds	150 seconds	147 seconds
		Rural			
Travel Time	Travel Time 1st Unit Distribution	Urban	600 seconds	573 seconds	572 seconds
		Rural			
	Travel Time ERF Concentration	Urban	600 seconds	573 seconds	null
		Rural			
Total Response Time	Total Response Time 1 st Unit on Scene Distribution	Urban	750 seconds	723 seconds	null
		Rural	n=43	n=26	n=46
	Total Response Time ERF Concentration	Urban	750 seconds	723 seconds	null
		Rural	n=43	n=26	n=46



2.6 Benchmarks

The Lynchburg Fire Department (LFD) recognizes that as an all hazards department, benchmarks such as those articulated in NFPA 1710. We are committed to providing the community with an effective baseline response that is measured against a national standard assisting our organization with achieving our vision of being; “a leading public safety agency in the Commonwealth of Virginia.” The LFD understands that baseline performance represents current and historical response capabilities; however, the LFD aspires to meet the benchmarks as identified in NFPA 1710.

Call Processing Time (CPT) – NFPA 1710 states that the first alarm should be dispatched within 64 seconds, 90 percent of the time. Incidents that require Emergency Medical Dispatching will be completed within 90 seconds, 90 percent of the time. For the LFD, Lynchburg Department of Emergency Services (LDES) is responsible for call processing and dispatching for all incident types.

Turn-out Time (TOT) – NFPA 1710 states that responding units shall be enroute within 80 seconds of dispatch, 90 percent of the time for all emergency dispatches with the exception of EMS. For EMS responses, units will be enroute within 60 seconds of dispatch, 90 percent of the time.

Fire Suppression Responses

The first arriving unit will perform a size-up and follow department policy with regard to establishing command and requesting additional resources. The first due Engine Company is capable of; performing a size-up, providing 750 gallons of water, a minimum of 40 gallons of Class B Foam and 1500 gallons per minute (gpm) pump. This unit making an attack or perform a search as indicated, and complete all other tasks where applicable in accordance with department policy. For 90 percent of all fire suppression incidents, the total response time for the arrival of the first unit with a minimum of three (3) personnel shall be 270 seconds (4 minutes 30 seconds).

Effective Response Force (ERF) for moderate fire suppression responses staffed with a minimum of nineteen (19) personnel shall be 8 minutes. The ERF shall be capable of establishing command, provide uninterrupted water supply, fire control, search and rescue, rapid intervention team (RIT), utility control, and overhaul.



Emergency Medical Service (EMS) Responses

For 90 percent of EMS responses, the response time for the first arriving unit with a minimum of two (2) personnel one of whom is Advanced Life Support (ALS) trained shall be 420 seconds (7 minutes). The first arriving unit is capable of scene size-up, patient assessment, and any other medical service as indicated by protocol.

Effective Response Force (ERF) for moderate EMD responses staffed with a minimum of five (5) personnel, two (2) of which are ALS shall have a total response time of 420 seconds (7 minutes), 90 percent of the time.

Technical Rescue Responses

The first due unit is capable of; performing a size-up, requesting resources, take command, evacuate, and complete all other tasks where applicable in accordance with department policy. For 90 percent of all technical rescue incidents, the total response time for the arrival of the first unit shall be 600 seconds (10 minutes).

Effective Response Force (ERF) for moderate technical rescue responses staffed with a minimum of thirteen (13) personnel shall be 10 minutes. The ERF shall be capable of establishing command, performing rescues including but not limited to; entrapment, water, rope, confined space, trench, and collapse all within the Standard Operating Guidelines and Policies of the LFD.

Hazardous Materials Responses

The first due unit is capable of; performing a size-up, requesting resources, take command, evacuation, and complete all other tasks where applicable in accordance with department policy. For 90 percent of all hazardous materials incidents, the total response time for the arrival of the first unit shall be 600 seconds (10 minutes).

The first due unit is capable of; performing a size-up, requesting resources, take command, evacuation, and complete all other tasks where applicable in accordance with department policy.

Effective Response Force (ERF) for moderate hazardous materials responses are staffed with a minimum of nineteen (13) personnel shall be 10 minutes. The ERF shall be capable of establishing command, performing rescues, leak and spill mitigation, evacuation and other operations as indicated within the Standard Operating Guidelines and Policies of the LFD.



Other Hazards

Although most of the responses performed by the LFD fit into a defined category, there are other responses for service captured that are non-emergent in nature. In the interest of transparency the LFD captures the data to report on these responses. Often times these responses involve situations including but not limited to; lock-out, power outages, power lines down or arcing, car seat installations, smoke alarm installations, investigations of the smell of smoke outside.

2.7 Evaluation of Performance

There are quantifiable performance measures that can be used by the fire department to objectively and quantitatively analyze the relationship between existing or new fire station locations and the department's capability. This document serves as a concerted effort to provide an outlet for the department to perform a transparent self-evaluation which in turn will provide opportunities for continuous improvement. Coupled with the Strategic Plan, this document will assist with budget development and provide our community with a validated process for our present and future service delivery.

LFD will utilize this analysis to more comprehensively address a number of issues. This SOC plan will provide:

- A baseline tool for defining emergency response performance standards and goals
- A summary of community risk (life safety, economic and environmental)
- An analysis of critical emergency scene tasks, which should assume maximum utilization of all personnel under a "worst case" scenario [This analysis should be consistent with the department's risk analysis, staffing levels and goals]
- A basis for continually measuring performance over time
- Guidelines for short-term and long-term policy decisions dealing with resource procurement and allocation.

Methodology

The LFD has a history of being responsive to the needs of the community and provide an excellent response to citizen requests. The challenge has been, until recently the department has not been effective at data analysis only data collection. The LFD now enjoys a robust partnership with Geographic Information Systems (GIS) and they assist the department with data analysis through appropriate data input. Leadership of the LFD is committed to working collaboratively with stakeholders to gather and report on information including but not limited to; response activity, annual reports, department goals, and staffing concerns. Additionally the LFD will provide consistent reports to City Council and the City Management Staff.



In late 2018 as part of this large undertaking, the LFD began to use hazard classification for fire responses to provide a more consistent methodology for pre-planning and resource allocation. These hazard classifications were easily transferable to EMS responses as provided in this document. The result, we are improving our service delivery which is measured through; improved response times, improved resource allocation, and an improved culture of continuous evaluation of performance and needs of the greater community. These improvements are executed in a sustainable and thoughtful manner with metrics through;

- Data collection and organization – Identifying data to be analyzed and organizing collected data into defined parameters for consistent and transparent analysis.
- Operations review – is the established service delivery model consistent with the data that we are receiving?
- Sustainability – is the established service delivery sustainable? If it needs to be changed based on data analysis will the change be sustainable and fiscally responsible?
- Review and implementation – Once identified, a review of changes with appropriate stakeholders is necessary. Additionally implementation will require a coordinated effort.

LFD conducted a significant revision to its long-term comprehensive planning efforts during the 2001 fiscal year. It was then that the department adopted its five-year strategic plan. The strategic plan is further implemented through recurring meetings and continuous evaluation. The strategic plan was updated in 2018 to reflect community and organizational changes since the last update. The department linked its strategic plan with the adopted vision of City Council and citizen expectations. This was accomplished by surveying citizens, customer groups and City Council as well as analyzing council's Lynchburg 2020 Vision Statement. The department's strategic plan was based on alignment with council's desired outcome to be "A Great Place to Live, Work, and Play".

As a part of the City's 2020 planning process, participants developed a number of broad statements relating to factors that might influence community needs for departmental services by the year 2020. The ramifications suggested by these statements were then researched and analyzed to determine what areas of the department's community service components will require modification in order to meet changing needs.

The department used information from this planning process to identify the three areas of the Strategic Plan. The goals and objectives under the three areas also stemmed from these discussions. Subsequent revisions to the Strategic Plan have modified some of the goals and objectives to reflect changing departmental needs, employee needs, and the changes in the community.



Other Factors to Consider

Studying the performance of an emergency response the LFD must address many circumstances based on the following questions;

- What type of emergency response apparatus, with what staffing levels, should be stationed in what locations?
- What is the expected workload of each company?
- What does the demand for service in each area look like, and what are projected demands?
- What levels of service should LFD provide within each emergency discipline?
- Are station response goals appropriate for service delivery capabilities?

Other factors that affect response include;

- Topography challenges
- On-duty training
 - Having a robust, highly skilled workforce also means we have a significant amount of high quality training opportunities that occur while on-duty. These opportunities require careful planning to ensure minimal impact to service delivery.

Desired Outcome Statements

- **People:** The Lynchburg Fire Department will promote a highly skilled, accountable and resilient workforce that is united in our common vision.
- **Service Delivery:** The Lynchburg Fire Department's service delivery model is centered on continuous improvement. All services are focused on our vision and are sustainable through a range of economic environments
- **Resources:** The Lynchburg Fire Department will create and maintain an infrastructure that supports existing and emerging technologies, recognizing fiscal and practical limitations.



2.8 Future Needs, Recommendations and Service Improvement

Every quality organization must engage in continuous self-examination and must seize opportunities for improvement as they are identified. The LFD has several established ancillary services including but not limited to; a Training Division that coordinates department training along with the LFD Recruit Academy, a Logistics Section, an apparatus maintenance shop, a Health and Safety Officer, and a Public Educator. Moving forward the LFD will continuously evaluate response baselines in an effort to approach established benchmarks. During this evaluation as trends are identified, they will be addressed to ensure the best possible outcome for the citizen. Community demographics will be evaluated to determine the level of need based on known community factors. LFD has identified several opportunities for improvement as a result of the CFAI accreditation process and the development of this SOC document, which includes the following:

1. Annually conduct a **comprehensive environmental analysis** of the projected demands that will be placed on the organization by continued growth, greater density, shifting demographics, and other risks.
2. **Consider alternative methods** for delivering fire suppression and emergency medical services based on peak hours for demand. Conduct temporal and geographic analyses to inform these decisions.
3. Continue to work with other City departments and management to **ensure that Lynchburg maintains a firefighting/emergency medical force adequately matched to the identified risks, hazards, and demands** of the community.
4. **Enhance the uses of the fire and EMS data reporting systems** to collect more detailed information on unit operational performance. For example, LFD knows how many incidents a unit was dispatched on and arrived on the scene, but not how often the units performed a specific task – such as how often an aerial device actually deployed a master stream.
5. **Maintain the regular revision of the Facilities Plan** to help budget, prioritize capital needs, and forecast. There could also be an effort by the city to review each department's facility plan to determine if there are possible cross-functional purposes. Recent examples include police substations at Fire Station 7 and Fire Station 8. Additionally the LFD recognizes that station upgrades are necessary.



6. Explore **additional data analysis capabilities** to project deployment needs and system performance through computer applications and models.
7. **Implement reporting procedures** to begin collecting data about the amount of property saved in addition to the amount lost, which is already captured.
8. Research information on the various methods of delivering training programs to the companies to **reduce the amount of time that units are out of the first-due response zones for training**.
9. **Consider alternative training delivery options**, including the feasibility of a centralized emergency services training center, to limit the *out of service* time or to limit the deviation from the established total response time goals while conducting on-duty training.
10. **Continue to develop the relationship between LFD and LDES**, including additional fire and emergency medical dispatching training and monitoring of performance measures, especially call processing time. **Efforts to reduce the call processing time within the adopted standard need to be initiated.**
11. **Work with surrounding jurisdictions to study the feasibility of automatic aid agreements or contract service areas** to prevent the duplication of services in *overlapping* of station service areas. The growth of public safety agencies in the neighboring counties now makes this option more feasible than ever before.



STRATEGIC PLAN

Lynchburg Fire Department
2018



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Executive Summary



Planning is essential for the success of any public or private undertaking. Strategic planning provides organizations with a collaborative, comprehensive and consistent guide to ensure the best possible outcomes for the organization and the community it serves. This document will provide the Lynchburg Fire Department with the necessary guideposts that pave the path toward the future growth and success of the department.

The Lynchburg Fire Department has conducted a revision of its Strategic Plan, which was first adopted in 2001. A core team of department members worked collaboratively to refresh the organization's commitment to excellence and has furnished a path toward future success. The commitment of the members of the Lynchburg Fire Department to produce this document is commendable.

The process does not end with the production of this document or by simply establishing goals and objectives. The plan will require constant review to assure continued relevance and focus. Additionally, the Strategic Plan is the foundation that our organization and community will use to build its future through engagement at all levels. Each stakeholder must function in concert to effectively execute the plan while assuring relevance and focus.

The Strategic Plan has been constructed using three main focus areas: People, Services, and Resources. Each of the focus areas contain goals, for which objectives and tasks have been defined to assist in achieving the stated goals.

The Lynchburg Fire Department recognizes the tremendous support from City Council, the City Manager's Office, and the community. We are confident that our continued engagement with our community partners and stakeholders will be instrumental in achieving success ensuring the City of Lynchburg will be a great place to live, work and play.



Greg Wormser
Fire Chief



Process and Acknowledgements



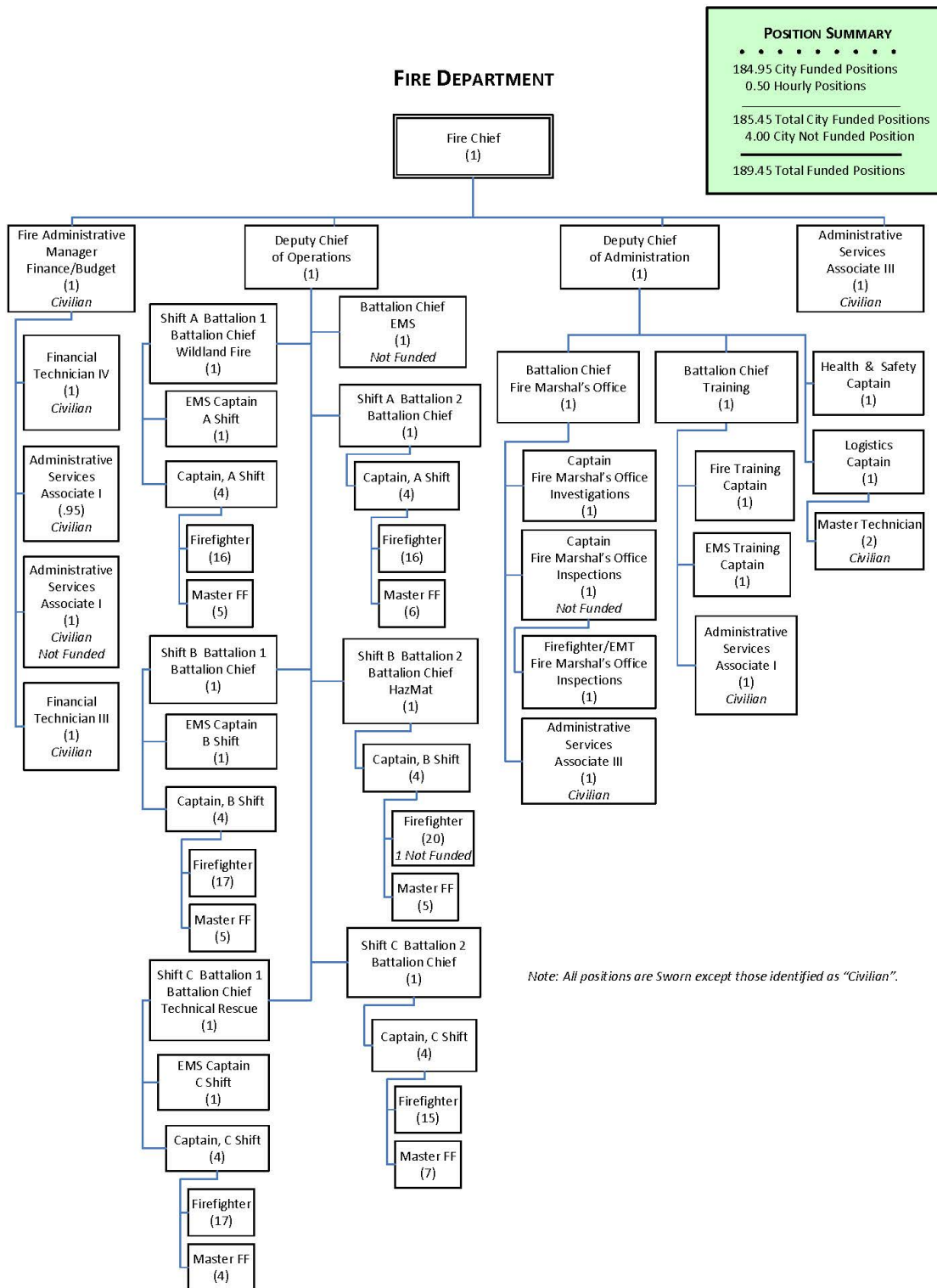
The Lynchburg Fire Department would like to acknowledge all of the members of the organization who participated in the creation of this comprehensive strategic plan revision. Additionally we recognize our engaged citizens at our various community events throughout the year that share with us their desires with regard to service delivery.

As part of a larger initiative in community engagement the Lynchburg Fire Department has been engaged with our community through several activities around the city at community centers, parks, and other public and private spaces. These opportunities afforded our members to not only share

our message of service delivery, but to also be proactive in our approach to understanding the neighborhood and community needs. The dialogue which ranged from budget to resources and from capabilities to uniforms has proved to be invaluable as we move forward together like never before. There were three top expectations that were identified; provide the most efficient state-of-the-art emergency service possible, be engaged with other city departments and resources to ensure effective fiscal management, and grow our approach to being proactive to the needs of our community.



Our Organization



Programs and Services

In an effort to maintain continuity in our program and service delivery model, the Lynchburg Fire Department has identified the following Core and Support/Ancillary programs:

Core

- Emergency Medical Services
- Fire Suppression
- Technical Rescue
- Wildland Urban Interface
- Fire Prevention
- Public Education
- Hazardous Material Mitigation
- Fire Investigation
- Domestic Preparedness Planning and Response



Support/Ancillary Services

- Training
- Health & Wellness
- Logistics
- Dispatch Services
- Automatic/Mutual Aid
- Car Seat Technicians
- Apparatus Maintenance

VISION

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

Mission

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

Values

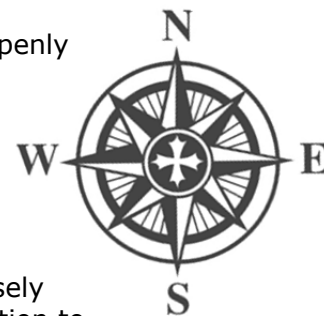
Honesty
Integrity
Trust
Compassion



Lynchburg Fire Department

Guiding Principles

- **Open communication:** All members of the department are encouraged to openly share their thoughts in a professional manner. Open communication is a catalyst for effective succession planning, objective review of operations, and consistent execution of overall job performance. Poor communication can lead to poor performance and lack of morale through all levels of the organization.
- **Recognition of Interdependence:** Officers of the department will work closely with members to accomplish the desired results in all aspects of the organization to ensure effective succession planning.
- **Problem-centered work:** Energy will be spent where the greatest results can be realized, working on the most important problems facing the department. Integrate work so that the efforts of the various groups are coordinated rather than conflicting.
- **Management by Objectives:** Performance is measured by the results achieved for planned actions. The members of the organization accept and adopt the directions and objectives that have been set for the organization. Systematic assessment and revision of the current plan is done in a collaborative manner with involvement at all levels of the organization.
- **Effective Decision Making:** Decisions are made at the appropriate level by those who have the information, knowledge, skills, and ability to achieve effective results. Decision makers must have the responsibility, accountability, and authority to act.
- **Each Person has a Responsibility to Act:** Work is organized and distributed so that each member of the department has a meaningful job that is related to the organization's vision, purpose/mission, and goals. Each is held accountable for achieving the desired results.
- **Encouragement of Individual Growth:** The department recognizes that it is essential to provide opportunities for each member of the organization to grow and develop so that both the individual's goals and the department's goals can be met.
- **Differences are Addressed Openly:** Conflict is addressed openly, fairly, constructively, and timely.
- **Striving for New Ideas:** The members of the department are encouraged to use their creativity and imagination to find new ways to solve problems, enhance services, and create excellence within the organization.
- **Appropriate Recognition:** The members of the department will be recognized for doing these things, as well as for achievement of the desired results and for creating excellence.



Conduct Standards

The following list of directives represents the conduct standards for members of the Lynchburg Fire Department. The basis for these regulations is the following policy:

Every member of the Lynchburg Fire Department is expected to operate in a highly self-disciplined manner and is responsible to regulate his/her own conduct in a positive, productive, and mature way. Failure to do so will result in disciplinary action ranging from warning to dismissal.

ALL MEMBERS SHALL:

1. Follow policies, standard operating guidelines and other written directives of both the Lynchburg Fire Department and the City of Lynchburg.
2. Use their training and capabilities to protect the public at all times.
3. Work competently in their positions to cause all department programs to operate effectively.
4. Always conduct themselves to reflect credit on the department.
5. Supervisors: Will manage in an effective, considerate manner.
6. Subordinates: Will follow instructions in a positive, cooperative manner.
7. Always conduct themselves in a manner that creates good order inside the department.
8. Keep themselves informed to do their jobs effectively.
9. Be concerned and protective of each member's safety and welfare.
10. Operate safely and use good judgment.
11. Keep themselves physically fit.
12. Observe the work hours of their position.
13. Obey the law.
14. Be careful of department equipment and property.





PEOPLE

The Lynchburg Fire Department will promote a highly skilled, accountable and resilient workforce that is united in our common vision.

GOAL 1: Create and implement a comprehensive workforce development plan.

Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Maintain competency-based job descriptions and performance criteria for all positions in the department to clarify roles and expectations and provide for proper performance evaluation.	a. Review job descriptions annually to ensure they reflect current best practices and job specific responsibilities.	Deputy Chief of Administration Annually in February	Revision date on job descriptions	No funding requirements
2. Ensure departmental promotional policies and career path objectives align with the knowledge, skills, abilities, and competencies for each position to maintain a skilled workforce.	a. Define pathways of career development.	Deputy Chief of Administration Annually in February	IAFC Guidelines	No funding requirements
	b. Develop guiding principles for professional development.	Deputy Chief of Administration Annually in February	Professional Development Plan	No funding requirements
	c. Identify appropriate length of service, educational requirements, and knowledge, skills, and abilities/competencies needed for each level.	Deputy Chief of Administration & Training Chief Annually in February	IAFC Guidelines	No funding requirements
3. Evaluate formal educational requirements that align with the knowledge, skills, abilities, and competencies required of each position in the organization.	a. Provide opportunities for employees to obtain a formal education/degree. (Resources available through Fire Programs.)	Deputy Chief of Administration & Training Chief Ongoing	Employee Survey (annually)	Funding required for tuition and books (already included in budget consideration)
	b. Define educational programs that will be supported.	Deputy Chief of Administration & Training Chief Annually in March		
4. Conduct a firefighter recruit academy to create a highly-skilled, well-trained workforce and maintain adequate staffing.	a. Forecast vacancies created by retirements to allow for the appropriate number of recruits in the academy.	Fire Chief & Deputy Chief of Administration Annually, timing of academy is variable	Have open communication with employees eligible for retirement	Funding required to conduct the basic school
	b. Develop the recruit academy curriculum with a focus on KSA's needed to safely and effectively handle calls for service.	Deputy Chief of Administration & Training Chief Annually in January	Survey officers annually to evaluate areas of strength/weakness in recruits	No funding requirements
5. Provide leadership and management training for all employees eligible for promotion.	a. Require employees on promotional lists to complete officer development training for that position.	Deputy Chief of Administration & Training Annually in March and August	Rosters and development plan	May require funding to pay speakers
	b. Create additional opportunities for leadership and management training.	Training Chief Ongoing	Rosters from classes/training announcements	Some funding may be required to pay speakers
6. Encourage participation for all Chief Officers and other key leadership positions, in established leadership programs (Executive Fire Officer, PELS, etc.)	a. Increase the number of eligible department chief officers that participate at the National Fire Academy in the Executive Fire Officer program.	Training Chief Monthly Review at Ops Meetings	Number of employees who participate in the training	Potentially funding needed for tuition and lodging fees
	b. Encourage all officers to participate in NFA's Command and Control series and career development.	Training Chief Ongoing	Number of officers completing this training	No funding requirements
7. Maintain policies and procedures that reflect best practices, organizational priorities, and employee safety.	a. Review all department policies annually to ensure they are applicable and are consistently applied.	Fire Chief, Deputy Chiefs, and Battalion Chiefs Annually throughout the year	On-line Policy Database, Policy Committee Meeting Minutes, and Operations Meeting Minutes	No funding requirements
	b. Provide officer training of policies/procedures to ensure an understanding, the expectation of enforcement, and accountability.	Deputy Chief of Administration Annually in March	Training Division records and rosters	No funding requirements

GOAL 1: Create and implement a comprehensive workforce development plan (Continued).				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
8. Establish and promote diversity initiatives to ensure the department is representative of our community.	a. Increase the total number of minority applicants in the department to be reflective of the community.	Fire Chief & Deputy Chief of Administration/HR Annually	Number of minority applicants using Title VII definitions	Recruitment efforts may require funding
	b. Provide annual diversity training.	Deputy Chief of Administration & Training Chief Annually	Electronic Training Records	No funding requirements
9. Provide annual continuing education for officers.	c. Identify training needs for new officers.	Deputy Chief of Administration & Training Chief Annually in March	Agenda and rosters from training	Funding for outside speakers, may be offset by collaborating with partner agencies
	b. Identify areas in which established officers need refresher training.	Chief of Training Annually in March	Survey and rosters from training	
	c. Implement training to prepare current officers for future upper level leadership roles.	Training Chief Annually in February or March	Agenda and rosters from training	
10. Provide and promote competency-based training at all skill levels.	a. Identify primary skills for each level (Fire/EMS)	Training Chief Annually in May	Job descriptions	No funding considerations
	b. Establish benchmarks for evaluation of skills.	Training Chief Before semi-annual training occurs	Evaluation tool/checklist	No funding considerations
	c. Establish remediation plans to ensure proper training at all levels.	Training Chief Before semi-annual training occurs	Document listing guidelines for remediation	No funding considerations
11. Establish and maintain minimum training requirements and competencies for job specific assignments (i.e.: engine/driver/operators, aerial driver/operators, rescue personnel, aerial personnel).	a. Define minimum training requirements for specialized apparatus.	Training Chief Conducted at time new apparatus is placed in service	Document with requirements listed	No funding considerations
	b. Provide department training for specialized apparatus.	Training Chief Conducted when new apparatus is placed in service, based on identified requirements.	Training Records	No funding considerations
12. Improve the quality of written and verbal communication skills.	a. Conduct needs assessment of department members relating to communication skills.	Training Chief Annually in January	Department-wide Survey	No funding considerations
	b. Provide annual training on written and verbal communication, including NFIRS and EMS report writing.	Training Chief Annually in October	Training Records	No funding considerations
13. Increase and maintain the role of the Training Division daily training, as well as department-wide training.	a. Establish a consistent schedule of short- and long-term training objectives for the department.	Training Chief April	Document outlining short- and long-term objectives	No funding considerations
	b. Conduct an annual training needs assessment.	Training Chief April	Survey	No funding considerations

GOAL 2: Develop a comprehensive planning and analysis process in order to provide the most efficient and effective customer service.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Achieve accreditation to demonstrate organizational management of equipment and personnel to maximize customer services and commitment to the community.	a. Pursue reaccreditation in 2019.	Fire Chief & Deputy Chief of Admin. Ongoing	Submission of Annual Compliance Reports and successful re-accreditation every 5 years	Funding required for peer review team, annual fee to CFAI, travel for Accreditation Manager training
	b. Implement strategic and specific recommendations of peer assessment team.	Fire Chief & Deputy Chief of Admin. Ongoing		
2. Provide periodic review of the Strategic Plan to ensure progress and make adjustments based on a changing fiscal, political, and operational environment.	a. Annually review performance measures for appropriateness.	Senior Staff Annually in July Annually in July	Utilized annually to assist with budget planning	No funding considerations
3. Analyze department statistical data to assess service delivery.	a. Generate monthly, quarterly, and yearly reports to quantify departmental statistical data.	Information Technology Analyst Ongoing	Measured annually with ImageTrend, Fire Info, and Officers' Reports	No funding considerations

GOAL 3: Communicate among and between all members of the department and other related entities.				
Objectives	Tasks	Accountability/ Timeframe	Measurement Tool	Funding Considerations
1. Improve communications between department members.	a. Develop and maintain an effective method of communicating through all levels of the department.	Fire Chief and Deputy Chief of Administration	Annual Survey to Department Members	No funding consideration
		Annually in August		
	b. Provide multiple ways to share as much information as possible to every department member.	Fire Chief and Deputy Chief of Administration	Annual Survey to Department Members	No funding consideration
		Annually in August		
2. Improve communication with other City departments and agencies about department services.	a. Develop and maintain a continuing dialogue with other City departments and related outside agencies after identifying those that would provide benefit to departmental objectives.	Fire Chief and both Deputy Chiefs	Number of Fire Department employees involved in city-wide communication	No funding consideration
		Ongoing		
3. Improve communication of departmental services and successes with City Council.	a. Provide annual report to City Council	Fire Chief and both Deputy Chiefs	Information in the State of the City address	No funding consideration
		Annually in February		
	b. Prepare year end information for the State of the City address	Fire Chief and both Deputy Chiefs	Information in the State of the City address	No funding consideration
		Annually in February		

GOAL 4: Develop a comprehensive compensation and benefit program to attract and retain quality employees with long-term commitment in mind.				
Objectives	Tasks	Accountability/ Timeframe	Measurement Tool	Funding Considerations
1. Develop a comprehensive compensation package for all employees.	a. Partner with City of Lynchburg Human Resources to research alternative models of employee compensation.	Fire Chief & Deputy Chief of Administration	Comprehensive Study	Potentially impact operating budget
		One time		
	b. Explore options to provide monetary incentive to compensate employees staffing ambulances.	Fire Chief & Deputy Chief of Administration	N/A	Potentially impact operating budget
		One time		
2. Maintain certification pay program to compensate enhanced service delivery providers.	a. Identify enhanced services outside of primary services that warrant additional compensation.	Deputy Chief of Administration	List of certifications in program	Funding in operating budget for current program
		Annually in May		
	b. Research trends of additional compensation packages provided by similar departments.	Deputy Chief of Administration	N/A	
		Annually in May		
3. Assist employees with financial planning.	a. Emphasize retirement planning early in a member’s career.	Deputy Chief of Administration & Training Chief	Emails and training dates and times	No funding requirements
		Ongoing		
	b. Encourage employees to prepare for catastrophic injury/death and provide potential resources.	Deputy Chief of Administration & Training Chief	Provide Training	
		Ongoing		

GOAL 5: Develop a culture that promotes the health and well-being of employees.				
	Tasks	Accountability/ Timeframe	Measurement Tool	Funding Considerations
1. Develop and implement policies and procedures that promote the health and well-being of employees and to ensure that all Fire Department personnel are physically and mentally prepared to perform assigned duties.	a. Explore the development of a departmental wellness-fitness program utilizing resources such as the IAFF/IAFC Joint Labor Management Wellness-Fitness Initiative (WFI).	Deputy Chief of Administration, Training Chief & Health & Safety Officer	IAFF/IAFC guidelines	Potential impact on operating budget for grant matches
		Ongoing		
	b. Update our current annual employee physical to meet NFPA standards/recommendations.	Deputy Chief of Administration, Training Chief & Health & Safety Officer	NFPA Standard and LFD Physical procedures	Potentially impact operating budget
		Annually in December		
	c. Explore grant opportunities to fund components of a departmental wellness-fitness program.	Deputy Chief of Administration, Training Chief & Health & Safety Officer	Grant application	Potentially impact operating budget
		Continuous		
	d. Increase awareness of services provided by Fire Department Chaplain.	Deputy Chief of Administration, Training Chief & Health & Safety Officer	Emails and information	No funding requirements
		Continuous		
	e. Provide equipment and training to minimize department injury leave usage for work related injuries yearly.	Training Chief & Health & Safety Officer	Equipment purchases/training rosters	No funding requirements
		Continuous		
	f. Provide the opportunity for one hour of physical fitness training per line employee each work shift.	Fire Chief	Number of employees exercising for one hour	No funding requirements
		Continuous		
2. Expand the role of the Mental Wellness Committee.	a. Educate employees about mental wellness and risks associated with the job.	Deputy Chief of Administration, Training Chief & Health & Safety Officer	Emails and information about services, folder on G Drive	No funding requirements
		Annually in January and throughout the year		
	b. Provide employees with resources and ways to get assistance if needed.	Deputy Chief of Administration & Health & Safety Officer	Website information, folder on G Drive	No funding requirements
		Annually in January and throughout the year		

GOAL 6: Develop a hiring process which produces great employees.				
Objectives	Tasks	Accountability/ Timeframe	Measurement Tool	Funding Considerations
1. Structure the hiring process in such a way that the department hires energetic, capable, diverse employees.	a. Identify opportunities for improvement in the hiring process.	Deputy Chief of Administration	N/A	No funding requirements
		Annually before starting hiring process		
	b. Explore collaborative relationships with local institutions of higher learning to increase awareness of career opportunities with the Lynchburg Fire Department.	Deputy Chief of Administration	Number of partnerships created with local institutions of higher learning	No funding requirements
		Continuous		
	c. Continue to collaborate with the Public Safety Recruiter to reach more potential applicants.	Deputy Chief of Administration	Number of applicants recruited from events	No funding requirements
		Continuous		
	d. Create opportunities to increase the pool of potential applicants by working collaboratively with Lynchburg Police Department and Emergency Services.	Deputy Chief of Administration	Total number of applicants from recruiting events	No funding requirements
		Continuous		

GOAL 7: Develop promotional processes that produce effective leaders for the department.				
Objectives	Tasks	Accountability/ Timeframe	Measurement Tool	Funding Considerations
1. Develop and maintain promotional processes to include validation tools that align with skills needed for the position.	a. Identify opportunities for improvement in the promotional process.	Deputy Chief of Administration	N/A	No funding requirements
		Before process begins		
	b. Research industry standards for fire service-validated promotional components for the process to include testing, evaluation, and elimination.	Deputy Chief of Administration	N/A	No funding requirements
		Before process begins		
2. Define eligibility requirements for promotion.	a. Ensure appropriate prerequisites for promotion for each rank based on knowledge, skills, and ability required for the job.	Deputy Chief of Administration	N/A	No funding requirements
		Before process begins		



GOAL 8: Provide educational opportunities to enhance service delivery and develop the workforce for current and future roles.				
Objectives	Tasks	Accountability/ Timeframe	Measurement Tool	Funding Considerations
1. Provide training to all employees to enhance service delivery while emphasizing employee safety.	a. Produce at least 190 hours of company school training annually for every field employee.	Training Chief and Captains	Target Solutions Electronic Training Records	Annual maintenance fee for electronic records
		Annually in December		
	b. Support internal and external partnerships to provide training opportunities for civilian employees.	Deputy Chief of Administration & Training Chief	Target Solutions Electronic Training Records	
		Annually in December		
	c. Produce 12 hours of facilities training annually.	Training Chief & Fire Training Captain	Training Rosters and Target Solutions Reports	Overtime for Facilities Training Committee
		Annually in December		
	d. Track annual skills drills for every employee.	Deputy Chief of Administration & Training Chief	Training Rosters and Target Solutions Reports	Overtime for EMTAG & Facilities Training Committee
		Annually in December		





SERVICE DELIVERY

The Lynchburg Fire Department's service delivery model is centered on continuous improvement. All services are focused on our vision and are sustainable through a range of economic environments.

GOAL 1: Support a post-incident program to assist citizens.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Support a post incident program that assists the Lynchburg Fire Department in the procurement of resources necessary to assist the community with ancillary needs.	a. Assist The Fire Foundation with fund raising and promotion.	Fire Chief & Foundation Board	Annual activity/financial report from the Foundation.	Community Provided
		Incident Specific		
2. Maintain a restoration program to assist customers with post-incident needs	a. Ensure restoration connectivity at incidents when there are concerns for the welfare and well-being of the citizen.	Deputy Chief of Operations	Monthly reports from Restorative Services	Absorbed in the operating budget
		Incident Specific		
	b. Provide follow-up to restorative services through personnel visits with the citizen.	Deputy Chief of Operations	Monthly reports from Restorative Services	Absorbed in the operating budget
		Incident Specific		
	c. Establish "after the fire" surveys and EMS surveys.	Deputy Chief of Operations	Monthly reports from Restorative Services	Absorbed in the operating budget
		Incident Specific		

GOAL 2: Encourage a comprehensive community wellness plan for citizens to foster improved community health practices.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Develop and maintain information about citizens with special needs to address specific customer care requirements.	a. Maintain a special needs database yearly.	Deputy Chief of Administration & Fire Marshal	Database that is readily available	Absorbed in the operating budget
		Annual		
2. Promote community health practices to reduce dependence on emergency services.	a. Educate the citizens about available community health and wellness opportunities through partnerships with internal and external stakeholders.	Operations Staff	Work collaboratively with community partners to develop tool	Absorbed in the operating budget
		Annual		
	b. Provide training to ensure personnel are aware of programs available.	Operations Staff	Work collaboratively with community partners to develop tool	Absorbed in the operating budget
		Annual		
3. Promote Public Access CPR training to include a defibrillator program to support timely intervention in heart-related incidents.	a. Encourage external stakeholder involvement in providing and maintaining an Automated External Defibrillator with CPR trained staff	Training Chief & Operations Staff	Ensure notification of device with LFD or DES	Grant money
		Ongoing		
	b. Identify what city-owned facilities maintain an AED and encourage the purchase of an AED when applicable.	Operations Staff	Repository of information entered into premise	Absorbed in the budget
		Ongoing		
	c. Promote the community cardiac arrest program (PulsePoint) to empower Citizens the opportunity to respond to nearby cardiac events in public places.	Training Chief	Utilization of software to improve response and follow-up	\$75,000
		Ongoing		
	d. Provide quarterly public CPR training sessions.	Ongoing	Course rosters	Absorbed in the budget and RSAF grant funding.
4. Maintain a campaign to install residential smoke detectors and carbon monoxide alarms.	a. Increase the number of working smoke detectors and/or carbon monoxide detectors in City residences each year.	Fire Marshal	Report developed and tracked through the FMO	Foundation, grants, private community donors
		Ongoing		

GOAL 3: Provide the community with efficient and appropriate emergency fire responses.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Develop and maintain operational SOP's and SOG's as a foundation for appropriate service delivery.	a. Review departmental SOP's and SOG's annually for appropriateness and applicability.	Deputy Chief of Operations Quarterly/Annually	Operations Meetings	None
2. Maintain and communicate performance measures through annual evaluation and trends of operational services and programs delivered by the department.	a. Review the Standard of Cover and compare it to our performance as an organization annually.	Deputy Chief of Operations Annually	Standard of Cover based on actual response time data	None
	b. Analyze response times and compare those against the Standard of Cover document.	Deputy Chief of Operations Annually		
	c. Review apparatus placement and type using current response model and community needs.	Deputy Chief of Operations Annually	Standard of Cover based on actual response time data	None
3. Develop a post-incident analysis program utilizing best practices, SOP's, and SOG's as the framework for identifying outcomes.	a. Create a department wide post-incident analysis plan (PIAP).	Operational BC As needed	Electronic PIAP	None
	b. Provide incident analysis report (lessons learned) department-wide with redacted information.	Operational BC As needed	Annual Report PIAP	None
4. Evaluate the need to permanently staff a third ladder truck based on community assessment and projected growth.	a. Engage internal city stakeholders to evaluate projected community growth (GIS and Community Planning Development).	Deputy Chief of Operations December of 2018	Response Data	Absorbed in the operating budget
	b. Establish a location for apparatus based on the community needs	Deputy Chief of Operations December of 2018	Response Data	Absorbed in the operating budget
	c. Ensure alignment with ISO and accreditation organizations.	Deputy Chief of Operations December of 2018	Response Data	Absorbed in the operating budget



GOAL 4: Establish relationships and partnerships to ensure effective delivery of public safety education.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Establish and maintain a relationship with area media outlets to help develop public service announcements and/or stories for broadcasts and publication.	a. Actively seek opportunities to engage the media in public safety events, stories, and public service announcements.	Fire Chief & Fire Marshal Annually	Numbers of reports through bi-annual report	None
	b. Utilize Lynchburg Television Station (LTV) for interviews to explain our services and how we deliver them.	Fire Chief & Deputy Chiefs Annually	Numbers of reports	Absorbed in the budget
2. Cultivate opportunities for enhanced partnerships within the city's public safety system (PD/Sheriff/Lyn-Comm/Emergency Management).	a. Implement and encourage intra-departmental training including classroom and live evolutions.	Fire Chief & Deputy Chiefs Training Chief Annually	Evaluation of current and potential programs and needs	None
	b. Support programming that is developed by noted partners to ensure effective delivery to the community.	Fire Marshal Annually	Annual evaluation of programs and opportunities	None
3. Support participation in education programming at public and private schools	a. Identify schools that do not have current partnerships with the fire department and encourage participation.	Fire Marshal Annually	Annual Report	None
	b. Encourage each station and shift to visit a school once a month.	Fire Marshal Annually	Annual Report	None
	c. Work with individual school administrative staff to ensure partnership is mutually beneficial.	Fire Marshal Annually	Annual Report	None
4. Continue Child Safety Seat Program	a. Provide proper training to new and current employees.	Training Chief Annually	Annual Report	Absorbed in the operating budget and grant funding
	b. Maintain an effective record management system regarding training, installation, and follow-up.	Training Chief Annually	Annual Report	Absorbed in the operating budget
	c. Evaluate ways to engage the public in the services offered and information provided.	Training Chief Annually	Community Engagement	Absorbed in the operating budget
5. Establish relationships with youth facilities including but not limited to; alternative schools, public and private city schools, detention home, community recreations centers, etc. to increase community wellness	a. Maintain relationships with established partner schools.	Deputy Chief of Administration & Fire Marshal Ongoing	Partner reports from each school	None
	b. Encourage development of new partnerships with alternative community based facilities.	Deputy Chief of Administration & Fire Marshal Ongoing	Known partner development	None
6. Promote public safety education programs in local businesses to cultivate a safe community.	a. Provide public safety education programs in local businesses yearly.	Deputy Chief of Administration & Fire Marshal	Creation of business partnerships	None
		Ongoing		

GOAL 5: Work collaboratively with our regional emergency management partners to enhance public safety				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Provide mutual and or automatic aid in areas or bordering jurisdictions, to ensure effective and efficient service delivery.	a. Provide assistance in implementing operational activities upon request from neighboring jurisdictions.	Deputy Chief of Operations	Define jurisdictions and boundaries that meet the criteria	None
		Ongoing/Annually	Mutual Aid Agreements	
	b. Identify local stakeholders from our neighboring agencies.	Deputy Chief of Operations	Define jurisdictions and boundaries that meet the criteria	None
		Ongoing/Annually	Mutual Aid Agreements	
	c. Discuss response/purchasing possibilities with our neighboring agencies.	Deputy Chief of Operations	Define jurisdictions and boundaries that meet the criteria	None
		Ongoing/Annually	Mutual Aid Agreements	
	d. Promote automatic aid with neighboring jurisdictions.	Deputy Chief of Operations	Define jurisdictions and boundaries that meet the criteria	None
		Ongoing/Annually	Mutual Aid Agreements	
	e. Update/develop written mutual aid agreements with our neighboring agencies.	Deputy Chief of Operations	Define jurisdictions and boundaries that meet the criteria	None
		Ongoing/Annually	Mutual Aid Agreements	
2. Develop regional training opportunities where other agencies and jurisdictions can train and learn collaboratively.	a. Pursue the development of a regional planning team to coordinate and identify training opportunities with partner agencies.	Both Deputy Chiefs	Needs assessment	Based on needs assessment
		Ongoing		
	b. Identify and address current and future public safety organizational training needs to maximize the effective use of area training resources.	Both Deputy Chiefs	Needs assessment	Based on needs assessment
		Ongoing		
3. Partner with agencies to develop public safety operational initiatives. These agencies include but are not limited to; LPD, Lynchburg Sheriff, Lyn-Comm, Lynchburg Emergency Management, Blue Ridge Regional Jail, Higher education public safety staff.	a. Provide assistance in implementing operational activities with area and city public safety agencies.	Deputy Chief of Operations	Needs assessment	Based on needs assessment
		Ongoing		
	b. Pursue regular meetings between fire command staff and partner agencies.	Deputy Chief of Operations	Needs assessment	Based on needs assessment
		Ongoing		

GOAL 6: Provide progressive EMS service delivery.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Continue to evaluate the appropriate "scope of practice" to be delivered based on best practice and industry standards.	a. Regional and department specific protocol review and development.	Training Chief & Operations Staff	Annual review	None
		Ongoing	Continuous Quality Improvement (CQI)	
	b. Ensure effective service delivery based on historical data.	Training Chief & Operations Staff	Response Data	None
		Annually		
2. Ensure response objectives are met through appropriate deployment of resources.	a. Ensure standard of cover is being met.	Operations Staff	Response Data	None
		Bi-Annually		
	b. Review Automated Vehicle Locator (AVL) status for appropriate response.	Operations Staff	Response Data	None
		Quarterly		
	c. Continue the evaluation of Emergency Medical Dispatch (EMD).	Operations Staff	Quarterly Reporting through Lyn-Comm	None
		Quarterly		
3. Evaluate alternative EMS delivery models/methods to enhance service delivery.	a. Identify alternative delivery models for call types.	Training Chief & Operations	Best practice standards	Driven by changes that may need to be made
		Quarterly		
	b. Amend department specific SOP's and SOG'S to reflect alternative delivery models.	Operations Staff	Best practice standards	Driven by changes that may need to be made
		Annually		
4. Gather and evaluate outcome data to improve service delivery.	a. Identify which information/data is needed to improve service delivery.	Operations Staff	Data obtained	None
		Bi-Annually		
	b. Determine methods for contacting prior patients to obtain feedback.	Operations Staff	Survey patient and hospital follow-up	Cost of survey and personnel utilized during follow-up
		Quarterly		
5. Expand and improve the delivery of Advanced Practice Paramedic Program(s).	a. Encourage participation through personnel engagement.	Operations Staff/OMD	Number of trained personnel	None
		Annually		
	b. Increase training opportunities for personnel.	Training Chief & OMD	Needs Assessment	Overtime or other compensation
		Annually		
	c. Incentivize personnel who are Advanced Practice Paramedics.	Fire Chief & Operations Staff	Compensation Review Annually	Salary based and market driven
		Annually		
	d. Determine appropriate equipment and pharmacological needs of the program.	Operations Staff & OMD	Standards of Practice Review	Undetermined
		Annually		

GOAL 7: Provide effective life safety initiatives through the use of fire investigations and fire inspections to minimize fire loss and personal injury.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Ensure efficient and effective delivery of service based on known and perceived needs of the community.	a. Determine efficiency of delivery models and methods through stakeholder engagement.	Fire Marshal	Stakeholder engagement through surveys and evaluations	Cost of engagement
		Annually		
	b. Maintain service delivery based on the needs of the community.	Fire Marshal	Response Data	Operating Budget
		Annually		
2. Explore alternatives to the current delivery model of fire and life safety initiatives.	a. Consider staffing alternatives.	Fire Marshal	Response Data	None
		As needed, Every other year		
	b. Consider partnerships, both internal and external, that may enhance service delivery.	Fire Marshal	Community Engagement	Absorbed in the Operating Budget
		As needed		
3. Develop a comprehensive performance measurement tool to effectively evaluate service delivery.	a. Measure performance based on known models and service delivery methods, using best practices	Fire Marshal	Tool	None
		Annually		
	b. Develop an appropriate method for tracking information and using that information for data analysis.	Fire Marshal	Response Data	Cost of software and or program development
		Annually		

GOAL 8: Provide safe and efficient technical rescue and haz-mat response services.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Determine the scope, level, and method of specialty programs/services that should be delivered by LFD.	a. Determine the effectiveness of the current delivery method.	TRT Coordinator & Haz-Mat Coordinator	Response Data	Absorbed in the Operating Budget and or cost recovery methods
		Annually		
	b. Identify standards that are mandated based on the type of service offered.	TRT Coordinator & Haz-Mat Coordinator	Standards of Practice (NFPA, OSHA, NIOSH, DEM, DEQ)	Absorbed in the Operating Budget and or cost recovery methods
		Annually		
	c. Ensure that service delivery aligns with the standard of cover.	TRT Coordinator & Haz-Mat Coordinator	Standard of Cover	Absorbed in the Operating Budget and or cost recovery methods
		Annually		
	d. Explore and evaluate funding and revenue streams for special team programs.	TRT Coordinator & Haz-Mat Coordinator	Grant Opportunities	Grant/PIER
		Annually		
2. Explore alternatives to the current delivery model.	a. Determine effective staffing guidelines that affect service delivery.	TRT Coordinator & Haz-Mat Coordinator	Response Data and Standard of Cover	Absorbed in the Operating Budget and or cost recovery methods
		Annually		
	b. Determine partnerships that can assist and/or enhance service delivery.	TRT Coordinator & Haz-Mat Coordinator	Community Engagement	None
		Annually		



RESOURCES

The Lynchburg Fire Department will create and maintain an infrastructure that supports existing and emerging technologies, recognizing fiscal and practical limitations.

GOAL 1: Develop a program that ensures consistent replacement schedules, distribution methods, and funding strategies to support non-personnel resources.

Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Develop a plan to enhance equipment and supply funding, acquisition, and distribution to ensure departmental personnel are allocated the proper resources necessary to accomplish duties and responsibilities.	a. Fill departmental requests for in-stock supplies while maintaining appropriate inventory in stations.	Logistics & Battalion Chiefs	Survey of station officers	Operating budget
		Ongoing		
	b. Process all orders for non-stocked supplies and materials within 72 hours. (Vendor or outside contractor.) Maintain appropriate inventory at stations.	Logistics & Battalion Chiefs	Survey of station officers	Operating budget
		Ongoing		
2. Maintain a Grant Committee to explore alternative funding, and seek funding from all available grants.	a. Continually increase department pursuit of competitive grants.	Fire Administrative Manager	Annual grant totals	N/A
		Ongoing		
3. Appropriately allocate entitlement funds (Fire Programs and Four for Life) to supplement equipment and supplies.	a. Meet annually with department employees to develop spending plan for entitlement funds.	Fire Administrative Manager	Fund Totals	N/A
		Ongoing		

GOAL 2: Develop a Facilities Plan to ensure existing and future buildings meet code requirements and have adequate space and furnishings and allow for future service delivery.

Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Develop and maintain facilities plan and work with city staff to prioritize items to meet Facilities Plan.	a. Perform an assessment of all Fire Department facilities. Determine code issues, safety issues, building health, maintenance issues, historical issues, growth issues, and energy efficiency of buildings. Ensure the future construction/renovation of fire department facilities includes separate male and female facilities. Include station officers, facility managers, FMO, City Inspections, Engineering, Buildings and Grounds in the assessment process.	Logistics	N/A	Operating budget/ CIP Grants
		Ongoing		
	b. Explore alternative funding options.	Deputy Chief of Administration	Grant Fund obtained	N/A
		Ongoing		
	c. Submit budget requests per priorities and CIP requests.	Fire Chief	Money in CIP	CIP
		Ongoing		

GOAL 2: Develop a Facilities Plan to ensure existing and future buildings meet code requirements and have adequate space and furnishings and allow for future service delivery, (Continued).

Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
2. Determine where and when growth in business and residential areas will occur.	a. Analyze call volume and look for changing trends in specific areas of town (ex.: Greenview Dr., Wyndhurst, Wards Rd., and Liberty University/460 corridor).	Deputy Chief of Operations	Annual	N/A
		Ongoing		
	b. Partner with Departments of Economic Development and Community Development, Region 2000 and colleges/universities (Liberty) to predict/determine future growth in student population and facilities.	Deputy Chief of Operations	Bi-Annual	N/A
		Ongoing		
	c. Re-evaluate current Standard of Cover document to determine if it meets current and projected response needs.	Accreditation Manager	Completed every two years	N/A
		Ongoing		
	d. Analyze need to relocate station/apparatus.	Deputy Chief of Operations	Completed every two years	CIP for construction
		Ongoing		

GOAL 3: Re-evaluate our information technology management system to ensure operational efficiency.

Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Continually evaluate the department's records management system.	a. Ensure ImageTrend software is the latest version.	Deputy Chief of Operations	Annual Calendar	Operating Budget
		Annual		
	b. Ensure CrewSense and Target Solutions software is up-to-date and staff is properly trained.	Deputy Chief of Operations & Training Chief	Annual Calendar	Operating Budget
		Annual		
	c. Ensure that all software programs work in concert.	Deputy Chief of Operations	Annual Calendar	Operating Budget
		Annual		
2. Explore alternative connectivity options and hardware platforms.	a. Continually seek to identify alternatives that promote more efficient, reliable, and cost-effective solutions for connectivity.	Fire Chief and Information Technology	Annual Calendar	Operating Budget
		Ongoing		
	b. Once identified, test, implement, and evaluate new connectivity solutions.	Fire Chief and Information Technology	Annual Calendar	Operating Budget
		Ongoing		
	c. Explore/evaluate new and faster connectivity options (Wifi, Wimax, etc.)	Fire Chief and Information Technology	Annual Calendar	Operating Budget
		Ongoing		
3. Explore records management software for staffing.	a. Identify key components of software.	Fire Chief and Information Technology	N/A	Operating Budget
		One Year		
	b. Evaluate proposals from vendors and make selection.	Fire Chief and Information Technology	N/A	Operating Budget
		One Year		

GOAL 3: Re-evaluate our information technology management system to ensure operational efficiency, (Continued).				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
4. Maintain records management software for training.	a. Identify key components of software.	Senior Staff	Training Records Completion	Operating Budget
		Annual		
	b. Evaluate software operation to ensure department needs are met including but not limited to ISO requirements.	Senior Staff and Operations Staff	Training Records Completion	Operating Budget
		Annual		
5. Explore records management software for equipment and supplies inventory contract.	a. Identify key components of software.	Deputy Chief of Administration & Logistics Captain	Completion of Project	Operating Budget
		Annually		
	b. Evaluate proposals from vendors and make selection.	Deputy Chief of Administration Logistics Captain	Completion of Project	Operating Budget
		Annually		

GOAL 4: Continue providing the highest level of emergency response from the most modern & dependable equipment.				
Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
1. Maintain the fleet replacement plan.	a. Monitor and evaluate vehicle replacement schedule.	Deputy Chief of Administration and Logistics	Fleet Services Procurement Schedule/Policy	Fleet Board Funding
		Ongoing		
	b. Monitor mileage, condition, and repair history of vehicles.	Deputy Chief of Administration and Logistics	Fleet Services Procurement Schedule/Policy	Fleet Board Funding
		Ongoing		
	c. Constantly evaluate replacement criteria for relevance.	Deputy Chief of Administration and Logistics	Fleet Services Procurement Schedule/Policy	Fleet Board Funding
		Ongoing		
2. Work with city staff to prioritize items in Fleet Plan.	a. Use condition and replacement criteria to adjust items in plan.	Deputy Chief of Administration and Logistics	N/A	Fleet Board
		Ongoing		
	b. Obtain feedback from emergency vehicle technicians and field personnel to prioritize vehicle replacements.	Deputy Chief of Administration and Logistics	N/A	Fleet Board
		Ongoing		
	c. Maintain close contact with Fleet Board during plan development.	Deputy Chief of Administration and Logistics	N/A	Fleet Board
		Ongoing		
3. Determine if fleet meets demands of service delivery.	a. Ensure Apparatus Committee is representative of entire department.	Deputy Chiefs of Administration and Operations	N/A	N/A
		Ongoing		
	b. Obtain feedback and suggestions from field personnel on apparatus features that would improve safety and service delivery.	Deputy Chiefs of Administration and Operations	Department Survey	N/A
		Completed every two years		
	c. Maintain up-to-date knowledge in apparatus trends.	Deputy Chiefs of Administration and Operations	N/A	N/A
		Ongoing		

GOAL 4: Continue providing the highest level of emergency response from the most modern & dependable equipment, (Continued).

Objectives	Tasks	Accountability & Timeframe	Measurement Tool	Funding Considerations
4. Develop replacement plans/schedules for capital equipment (cardiac monitor/defibrillators, chest compression devices, stretchers, fire prevention trailer, wellness equipment, and PPE (turnout gear and SCBA)	a. Budget for replacement of three (3) monitor/defibrillators per year.	Operations Staff	N/A	Operating Budget/Grants (Equipment Fund)
		Ongoing		
	b. Budget for replacement of a chest compression device each year.	Operations Staff	N/A	Operating Budget/Grants (Equipment Fund)
		Ongoing		
	c. Establish a schedule and funding source for replacement of SCBAs and PPEs (turn-out gear).	Deputy Chief of Operations and Logistics Officer	N/A	Establish reserve fund (Equipment Fund)
		Ongoing		
	d. Order a new Powerload stretcher with each new medic unit or rechassis.	Logistics Officer/ Deputy Chief of Administration	N/A	Operations Fleet Funding
		Ongoing		
	e. Develop a strategy to replace wellness equipment (one station per year).	Logistics Officers/ Health & Safety Officer	N/A	Grant/ Operations
		Ongoing		
5. Develop and maintain procurement strategies for purchasing additional/new capital equipment.	a. Develop a schedule for purchase and replacement of PPE extractors and dryers.	Deputy Chief of Operations and Logistics Officer	N/A	Operating Budget/Grants
		Ongoing		
	b. Develop a schedule for purchase of a second set of PPE over a period of time for all uniformed staff.	Deputy Chief of Operations and Logistics Officer	N/A	Operating Budget/Grants
		Ongoing		
	c. Develop a schedule for purchase and replacement of thermal imaging cameras.	Logistics and Haz-Mat Coordinator	N/A	Operating Budget/Grants (Equipment Fund)
		Ongoing		
	d. Develop a schedule for purchase of ballistic vests.	Deputy Chief of Operations and Logistics Officer	N/A	Operating Budget/Grants (Equipment Fund)
		Ongoing		
	e. Develop a schedule for purchase and replacement of gas monitors.	Logistics and Haz-Mat Coordinator	N/A	Operating Budget/Grants (Equipment Fund)
		Ongoing		
	f. Develop a schedule for purchase and replacement of SCBA.	Deputy Chief of Operations and Logistics Officer	N/A	Grant Funding
		Ongoing		

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**First in Safety, First in Service,
First in Community!**



*800 Madison Street
Lynchburg, VA 24504
www.lynchburgva.gov/fire*

Lynchburg Fire Department Facilities Plan

Executive Summary

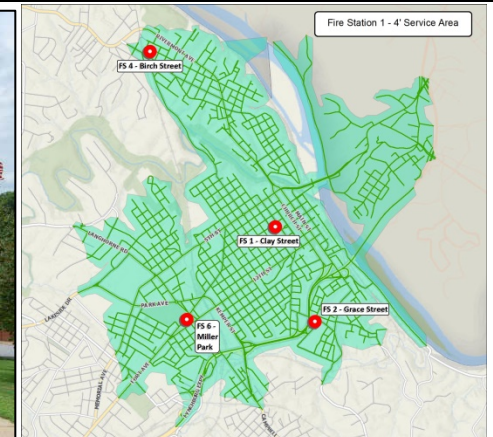
The plan is organized by station with the address and 4 minute response area illustrated on a map. Each apparatus assigned to the station is identified along with staffing information and an overview of the property. Each facility is organized into the following main categories; structural, electrical, mechanical, plumbing, and miscellaneous. This method of organization is in an effort to properly articulate CIP needs from operational budget needs. Each item listed is organized by; description, time frame, action needed or taken, and funding source.

Although our people are our most important resource, the Lynchburg Fire Department recognizes that planning for the future is also invaluable. Every member of our team is committed to making certain we maintain our facilities in a manner that ensures we are fully prepared and equipped to meet our Mission, realize our Vision, and operate daily. The Facilities Plan creates a road map of needs and affords the department a transparent opportunity to share with the community and internal stakeholders. It is incumbent upon the organization to articulate those needs in a succinct measurable manner to more effectively plan for future expenses in a responsible and sustainable way.

This document like the Strategic Plan will be updated as needed and reviewed annually to reflect the needs of the organization when compared to the availability of competing funding and the desires of the community. We recognize that our facilities are aged however, we are proud of our efforts to maintain their functionality and are planning for the future with discussion around the construction of a new station and remodeling of tenured facilities. As our community continues to grow so will our service delivery needs. As our service delivery model changes and grows, this plan will align with our Strategic Plan to create an organization that is responsible, sustainable, and executes best practices in every facet of our operation.



FIRE STATION 1:
801 CLAY STREET
LYNCHBURG, VA 24504

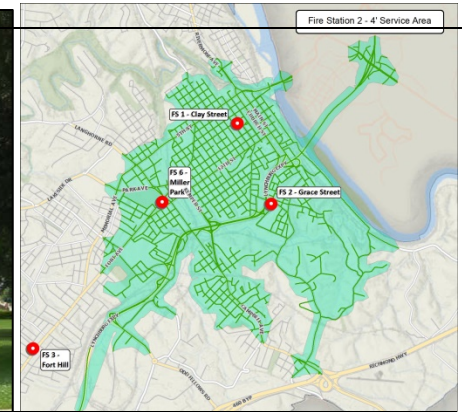


OVERVIEW		PERSONNEL	APPARATUS		
Fire Station 1 was built and occupied in 1980. Station 1 sits on 0.931 acres and has a total square footage of 25,676 square feet including Fire Administration. It has four bays and is a back-in only station. The bays are deep enough to accommodate two full-size apparatus each, although total weight must be considered. Apparatus height is limited by 12-foot high bay doors. There is no off-street parking. Members must utilize a parking deck across the street. The location of Station 1 being land locked creates challenges including, but not limited to, inability to have drive-through access, inability to increase the footprint, inability to house all non-fixed assets at the station. The apparatus floor requires continuous evaluation and study by engineering and design professionals to ensure it can handle the weight of modern fire apparatus. All personnel assigned to Station 1 face challenges daily with parking their vehicles. Additionally, Station 1 personnel must store their PPE in the locker room area which is directly connected to the living quarters.		Number of Personnel Currently Assigned:	Apparatus Currently Assigned: - Truck 1 - Medic 1 - Engine 1 - Battalion 1 - Utility 1 2 Boats - USAR 1 - USAR 2		
		Maximum Number of Personnel/Capacity:			
STRUCTURAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Roof	A rubber membrane type roof was added less than ten years ago and is in good condition	Minor leak found near the front tower, noticed when it snowed	Evaluate for replacement in 10 to 15 years.	Ongoing	CIP
Siding/Brick	The exterior masonry has been developing large separations over the past 20 years.	Cracks are noted in several places throughout the structure on the exterior as a result of foundation settling.	Continuous evaluation	Ongoing	Operating Budget/ Public Works
Parking/Apron	Generally good condition	Small areas of spalling	Patching needed		Operating Budget
Floor coverings	There are floors that need to be replaced in the station including the kitchen recreation areas, hallways, and locker rooms.	Office and foyer area have been renovated with an epoxy coating.	Replace the remainder of the floors with similar limited maintenance flooring.	Ongoing	CIP

MECHANICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Overhead Doors	Continuous preventative maintenance as required. Some doors and associated operating equipment is original to the station.		Continuous maintenance. Evaluate opportunities for replacement and upgrade of original equipment.	N/A	Maintenance Contract
Ductwork	Appears to be in proper working order for its age.	Good condition	Regularly scheduled cleaning and preventative maintenance	Ongoing	CIP
HVAC	Station 1 shares a HVAC system with Fire Administration. The building's main chiller was replaced in the 2012 and the boilers were replaced in 2014. Other HVAC systems include various heat pumps for the dormitory areas. The HVAC system continues to be a challenge because one main system heats and cools two completely different occupancies.	System continues to be a challenge to effectively heat and cool the building.	Controls have been replaced and there is a maintenance agreement in place.	2018	CIP
ELECTRICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Exterior Lighting	Exterior lighting is original to the station and is in working order.	Replace as needed.	Exterior column lights need to be replaced. LED lighting added to living areas.	Ongoing	Operating Budget/ Public Works
Lighting	Apparatus bay lighting has been recently replaced with LED lighting. .	The living areas of the station are in need of more energy efficient lighting	Change lighting in the living areas to LED lighting	Ongoing	Operating Budget/CIP
Electrical	Much of the electrical components and systems are aging and require routine repair and maintenance	Maintenance as required	Extended repairs and replacement of electrical equipment and systems should be considered	Ongoing	CIP
Generator	New generator installed	Replaced	Completed	2016	CIP
PLUMBING		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Plumbing	Major plumbing components appear in good condition. Toilets, sinks, showers, and drain lines are in need of repair and or replacement. This is due to the age of the equipment coupled with periodic leaks throughout the building and the desire to modernize the fixtures.	One bathroom shower area has been renovated the remaining bathrooms, drains, and fixtures are in need of repair and or replacement.	Conduct routine annual maintenance and replace plumbing components as necessary.	Ongoing	CIP
Water/ Water Heater	Good condition	Good	Monitor	Ongoing	Operating Budget

MISCELLANEOUS		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Stove/Oven	The kitchen was completely renovated in 2002.	Good	Install range hood	Ongoing	CIP
		Cabinet doors/hardware need replacing	Replace cabinet doors/hardware	Ongoing	CIP/Public Works
Refrigerator(s)	Good	Good	Monitor	Ongoing	Operating Budget
Kitchen Table/Chairs	Table and chairs are in good condition.	Two new tables have been added	Monitor	Ongoing	Operating Budget
Kitchen Countertops	Good condition	Kitchen cabinets need to be refaced	Reface cabinets	2018	Operating Budget
Living Area Furniture	Furniture in the general living area in the TV room is aging.	Needs replacing	Replace with new furniture	2018	Operating Budget
Beds/Bed Frames	Good condition	Good	Monitor	Ongoing	Operating Budget
Mattresses	Good condition	Good	Monitor	Ongoing	Operating Budget
Gym Equipment	Generally in good condition.	Good	Maintain	Ongoing	Contract
Personal Lockers	Generally in good condition.	Good	Maintain	Ongoing	Operating Budget
PPE Lockers	Generally in good condition.	Good	Maintain	Ongoing	Operating Budget

FIRE STATION 2:
2006 GRACE STREET
LYNCHBURG, VA 24504

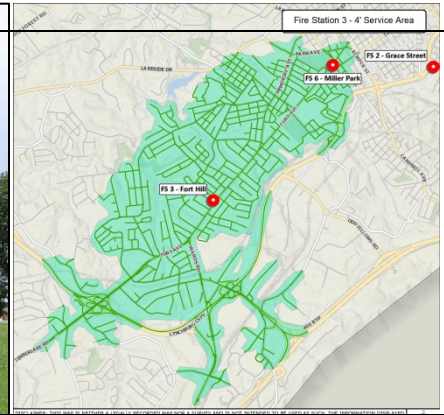


OVERVIEW			PERSONNEL	APPARATUS	
Station 2 was built in 1957 and occupied in 1958. Station 2 sits on 0.481 acres and has a footprint of 5,522 square feet. The station has been renovated and or upgraded twice to include the addition of a workout area, generator services, separation of living spaces, and renovating existing space to accommodate EMS Supervisor and department EMS supply room.			Number of Personnel Currently Assigned: 4-5 per shift	Apparatus Currently Assigned: - Engine 2 - Medic 2 (Reserve) - EMS 2	
			Maximum Number of Personnel/Capacity: 8 per shift		
STRUCTURAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Roof	The roof was replaced in 2008.	Aside from discoloration, the roof appears in good condition.	N/A	Continue to evaluate	CIP/ Operating Budget
Siding and brick	The exterior trim was repaired and painted and is in good condition.	Good	N/A	Continue to evaluate	CIP
Gutters/Soffits	Gutter covers/guards are installed.	Good	Monitor	Ongoing	CIP/ Operating Budget
Parking/Apron	Needs repair – employee parking area should be paved.	Due to the proximity of the current parking lot, employee vehicle security is an issue.	Install lighting	2018	CIP/ Operating Budget
Floor coverings	Replaced with station upgrade.	Good condition	Monitor	Ongoing	CIP

MECHANICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Overhead Doors	Continue with preventative maintenance schedule	Generally good condition.	Maintenance	Ongoing	CIP/ Operating Budget
Ductwork	Continue with preventative maintenance and regularly scheduled cleaning		Clean	Yearly	Operating Budget
HVAC	The boilers were replaced in the last 10 years with more efficient models.	Boilers are operable and heating fine; however the HVAC controlling the bay floor is in need of repair	Repair HVAC controlling bay floor.	2018	Operating Budget
		Black stains are on the duct vents and ceiling.	Clean the duct work and place on a regular cleaning schedule.	2018	Operating Budget/ Public Works
ELECTRICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Exterior Lighting	Poor lighting in parking area	Parking area is in need of additional lighting	Improve lighting	2019	CIP
Lighting	Updated in 2017	Good condition	N/A	Ongoing	Operating Budget
Electrical	The electrical system is in need of repair – will be changed with generator installation.	The lights in the bedroom do not activate when the station is toned.	Routine maintenance should continue to be performed.	Currently Pending	CIP
Generator	Stationary generator present and in proper working order.	Generator installed in 2017	Routine maintenance	Ongoing	Operating Budget/Public Works
PLUMBING		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Plumbing	Good condition	Good	Routine maintenance should be performed on plumbing fixtures.	N/A	N/A
Water/ Water Heater	Good	There is a delay in hot water.	Maintenance needed.	Ongoing	CIP
Toilets/Sinks/ Counters	The toilet on the sink side needs repaired/replaced.	Fair	Repair or replace the toilet on the sink side.	2018	Operating Budget
	Shower	Good condition	Consider replacing with one large shower and keeping one for a maintenance closet.	2018	CIP
	Faucets leaking	Fair	Replace faucets	2017	Public Works

MISCELLANEOUS		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Interior Painting	Apparatus bay was painted with an epoxy paint some years ago. The living area of the station was painted as part of the last renovation.	Apparatus bay needs painting.	Apply a washable, long lasting type covering to walls.	2019-2020	CIP
Stove/Oven	Recently replaced	New stove was installed	Replace appliances if the station is still occupied	2018	Operating Budget
Refrigerator(s)	Old and in need of replacement	Refrigerator needs replacing	Replace refrigerator	2018	Operating Budget
Kitchen Table/ Chairs	Table and chairs in dining area in good condition.	Good condition.	Monitor	N/A	N/A
Living Area Furniture	Living furniture in great condition	Furniture is fairly new and is great condition	None, recently replaced	Ongoing	Operating Budget
Kitchen Countertops	Countertop in fair condition.	Countertop needs replacing in the future	Replace existing countertops with stainless steel countertops.	2018	CIP/ Operating Budget
Mattresses	Good condition	Good	Replace as needed	Ongoing	CIP/ Operating Budget
Gym Equipment	Good	Good	Monitor	Ongoing	Operating Budget
Personal Lockers	Good condition (locks broken)	Good	Fix or replace locks	2018	Operating Budget
PPE Lockers	Good condition	Good	Monitor	Ongoing	Operating Budget

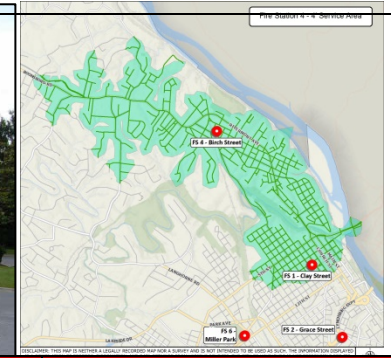
FIRE STATION 3:
4701 FORT AVENUE
LYNCHBURG, VA 24502



OVERVIEW		PERSONNEL	APPARATUS			
Fire Station 3 was built and occupied in 1968. It is a more modern building with two drive-through bays and it is one of the busiest stations in the city. Station 3 sits on 0.965 acres and has a footprint of 4,962 square feet. . The station is small by today's standards, with all living areas offering minimal space. The station can accommodate eight personnel per shift, and up to four vehicles, if two of them are small. Apparatus size is limited by 12-foot high bay doors.		Number of Personnel Currently Assigned: 9-10 per shift	Apparatus Currently Assigned: - Engine 3 - Medic 3 - Rescue 1			
		Maximum Number of Personnel/Capacity: 8 per shift				
STRUCTURAL		ACTION SUMMARY				
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source	
Roof	The roof is in good condition	Good Condition	Evaluate roof at 20 years of age.	Ongoing	CIP	
Siding/Brick	The exterior brick is in good condition	Good Condition	Monitor	Ongoing	CIP	
Parking/Apron	Parking and vehicle access is a concern for this station. Parking was increased in 2015.	Areas are in good condition, space is limited.	N/A	N/A	N/A	
Floor coverings	Floor covering in the kitchen is being replaced with a high traffic limited maintenance product	The newest floor covering warn	Replacement is ongoing	2019	CIP/Operating Budget	
MECHANICAL		ACTION SUMMARY				
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source	
Overhead Doors	Preventative maintenance program	Good	Preventative maintenance	Preventative maintenance	Maintenance contract	
Ductwork	Good condition.	Good condition	Clean ductwork. Add to preventative maintenance.	Ongoing	Operating Budget	
HVAC	Heating and cooling equipment was replaced recently and should require maintenance only for approximately 20 years.	Great condition	Monitor	Annually	Operating Budget	

ELECTRICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Exterior Lighting	Lighting is appropriate for the station and neighborhood.	Good condition	Monitor	Ongoing	Operating Budget
Lighting	Lighting upgrades have occurred in the apparatus bay. Further upgrades for the living areas will be evaluated as needed..	Good condition	Replace as needed.	Ongoing	Operating Budget
Electrical	All components are in good condition. Overhead door operators and controls should be replaced in the next five years.	Good condition	Monitor	Annually	Operating Budget
Generator	New- Stationary/installed	New	Monitor	N/A	Maintenance contract
PLUMBING		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Plumbing	Area of concerns include the bathroom floor drains and fixtures	Good condition	Monitor	Annually	Operating Budget
Water/Water Heater	Water heater is dated but works well.	Good condition	Monitor	Ongoing	Operating Budget
Toilets/Sinks/ Counters	Sinks are dated but work well.	Good condition	Monitor	Ongoing	Operating Budget
MISCELLANEOUS		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Interior Painting	There are areas in the station where paint is peeling which needs to be addressed.	The station interior is in need of fresh paint..	Paint station.	2019	Operating Budget
Stove/Oven	The kitchen was renovated and is in good condition. Appliances are in good condition. New 2016-2017	Good	Monitor	Ongoing	Operating Budget
Refrigerator(s)	New	Good	Monitor	Ongoing	Operating Budget
Kitchen Table and Chairs	All furniture is in good condition at this time.	Kitchen chairs need to be recovered.	Recover chairs	2018	Operating Budget
Living Area Furniture	Starting to age but is still useable	Fair	Consider replacement.	2018	Operating Budget
Office Cabinets	Three years old; in good condition.	Good	Monitor	Ongoing	Operating Budget
Office Desks/ Chairs	Replaced three years ago.	Good	Monitor	Ongoing	Operating Budget
Kitchen Countertops	Good	N/A	N/A	N/A	CIP
Beds/Bed Frames	Good	Good	Monitor	Ongoing	Operating Budget
Mattresses	Good	Good	Annual evaluation	Ongoing	Operating Budget
Gym Equipment	Good	Good	Maintenance contract	Ongoing	Operating Budget
Personal Lockers	Good condition	Good	N/A	N/A	N/A
PPE Lockers	Replaced three years ago; good condition.	Good	N/A	N/A	N/A

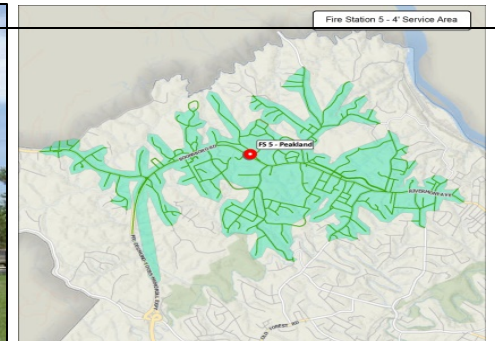
FIRE STATION 4:
410 BIRCH STREET
LYNCHBURG, VA 24503



OVERVIEW			PERSONNEL	APPARATUS	
Fire Station 4 was built and occupied in 1991. It sits on 1.277 acres and has a footprint of 8,285 square feet. It is a three bay drive-through design with 14-foot doors and deep bays. The station is in generally good condition due to its maintenance free exterior. Recent upgrades include a new kitchen and lighting.			Number of Personnel Currently Assigned: 6 per shift	Apparatus Currently Assigned: - Engine 4 - Medic 4 - Truck 3 - UTV	
			Maximum Number of Personnel/Capacity: 11 per shift		
STRUCTURAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Roof	The station roof is metal and should be maintenance-free for years, other than cosmetic repairs	Great condition	Monitor	Ongoing	CIP
Siding/Brick	Masonry is in great condition.	Great condition	Monitor	Ongoing	Operating Budget
Gutters/Soffits	Good condition.	Good	Monitor	Ongoing	CIP
Parking/Apron	Pavement and concrete could be sealed and remarked to preserve the condition into the future.	Generally good condition	Seal parking area	2019	CIP
Floor coverings	In general the interior floor is in good condition thanks in large part to the staff at the station who provide proper maintenance.	Carpet in the Captain’s quarters and main bunk room should be replaced.	Replace with appropriate floor covering.	2019-2020	Operating Budget
		Floor tiles are in generally adequate condition.	Consider epoxy floor covering consistent with other stations.	2019-2020	CIP
Ceiling	Overall the ceiling is in good condition.	The ceiling cover (joint compound) over the bay floor is flaking and falling. This should be addressed.	Rehab the ceiling in the apparatus bay.	2019	CIP
MECHANICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Overhead Doors	Consider remote control for front and rear doors (all bays).	Good	Maintenance contract	Ongoing	Operating Budget
Ductwork	Good condition	Ductwork needs cleaning and scheduled for preventative maintenance	Continued preventative maintenance	Ongoing	CIP
HVAC	This station has been equipped with an oversized HVAC system. Apparatus bay heaters are in need of replacement due to their age and serviceability.	HVAC is in good condition.	Perform regular maintenance. Replace apparatus bay heaters	2019-2020	CIP

ELECTRICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Exterior Lighting	New LED installed	Good condition	Maintenance	Ongoing	Operating Budget
Lighting	Lighting is in great condition and appropriate for the station	Great condition	None	Ongoing	Operating Budget
Electrical	The electrical system is in good condition.	A generator and electrical maintenance/ repair schedule are provided in CIP.	Generator is scheduled to be replaced.	2018	CIP
Generator	Excellent working condition, recently installed	Excellent	Installed in 2018	None	CIP
PLUMBING		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Plumbing	All components are in good condition.	Floor drains and oil water separator need regular maintenance.	Perform regular maintenance and repair as necessary.	Ongoing	CIP
Water/Water Heater	Good	Good condition	Monitor	Ongoing	CIP
MISCELLANEOUS		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Interior Painting	Apparatus bay is in need of a fresh paint application.	There are several areas where the paint is peeling an worn	Paint the apparatus bay	2019	CIP
Stove/Oven	New	New	None	Ongoing	Operating Budget
Refrigerator(s)	New	New	None	Ongoing	Operating Budget
Kitchen Table and Chairs	New	New	None	Ongoing	Operating Budget
Kitchen Countertops	New.	New	None	Ongoing	CIP
Living Area Furniture	Excellent, replaced less than two years ago	Excellent	None	Ongoing	Operating Budget
Beds/Bed Frames	Good condition	Good	Monitor	Ongoing	Operating Budget
Mattresses	Serviceable	Fair	Replace when possible	2018/2019	Operating Budget
Gym Equipment	Good condition	Good	Monitor/evaluate	Ongoing	Operating Budget
Personal Lockers	Good condition	Good	Monitor/evaluate	Ongoing	Operating Budget
PPE Lockers	Good condition	Good	Monitor/evaluate	Ongoing	Operating Budget
Toilets/Sinks	Good condition	Good	Monitor/evaluate	Ongoing	Operating Budget

FIRE STATION 5:
4800 BOONSBORO ROAD
LYNCHBURG, VA 24503



OVERVIEW			PERSONNEL	APPARATUS	
Fire Station 5 was built and occupied in 1971. It sits on 0.634 acres and has a footprint of 5,484 square feet. It is a two bay drive-through with 12-foot high bay doors. Station 5 is in a suburban sprawl area of the city and is located on a primary road. For its age the station is in generally good condition.			Number of Personnel Currently Assigned: 3-4 per shift	Apparatus Currently Assigned: - Engine 5 - Medic 5 (reserve)	
			Maximum Number of Personnel/Capacity: 8 per shift		
STRUCTURAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Roof	The roof is in need of repair due to its age.	There are a few areas on the roof which will be prone to leaking if not repaired.	Repair/replace the roof	2019	CIP
Siding/Brick	Masonry/brick in good condition	Good condition	None	Ongoing	N/A
Gutters/Soffits	Good condition	Good condition	Monitor	Ongoing	Operating Budget
Parking/Apron	The front ramp could use asphalt sealer to prolong its life. The concrete received an overlay in the last five years.	Good condition	Seal the front apron	2019-2020	CIP
Floor coverings	Primarily tile that is in generally good condition for its age.	Good condition	Monitor/evaluate need for epoxy floor similar to that found in other stations	Ongoing	CIP

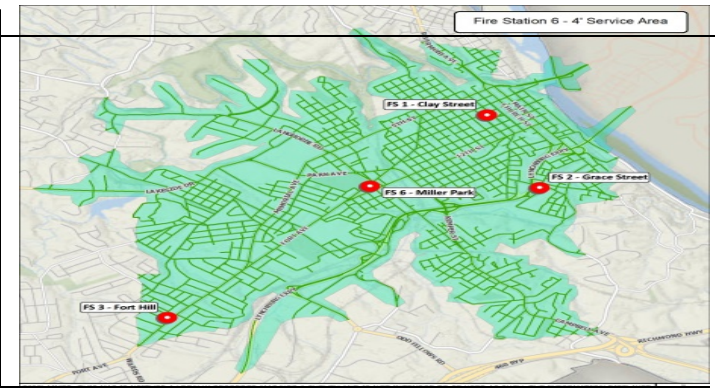
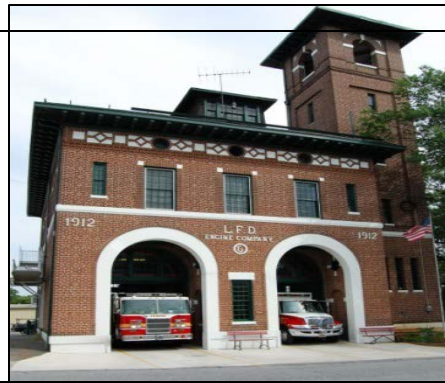
MECHANICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Overhead Doors	Regular preventative maintenance	Good condition	Maintain	Ongoing	Maintenance Contract
Ductwork	Needs cleaning and added to regular maintenance program	Good condition	Clean every two years	Ongoing	CIP
HVAC	There are multiple HVAC units in the building. They all appear in good condition. The electric heat system, is in working order				
		The Captain bedroom might benefit from a mini split ducted system instead of the window AC unit and separate heat.	Monitor	Ongoing	CIP
		The heaters and controls in the bay could use updating. They are currently electric and gas models would be more efficient and likely provide cost saving opportunities for the future.	Monitor/evaluate	Ongoing	CIP
ELECTRICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Exterior Lighting	New – Good condition (recently replaced)	New	None	Ongoing	Operating Budget
Lighting	New LED installed in bay area	Excellent condition	None	Ongoing	Operating Budget
Electrical	The electrical system is in need of some maintenance and repair. Light fixtures and receptacles should be evaluated for replacement. A generator and electrical maintenance and repair schedule were provided in the FY18 CIP but have been removed..	Adequate for its age.	Electrical issues to be addressed with generator installation.	2019	CIP/Operating Budget
Generator	Recommend a stationary generator be installed to provide emergency power to the entire station. Follow through with stationary generator	The portable generator is adequate. A permanent solution is needed.	Seek funding for a permanent generator.	2020	CIP/Grant Funding
PLUMBING		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Plumbing	Plumbing appears to be in proper working order.	Good condition	Maintenance as needed	Ongoing	Operating Budget/ Public Works
Water/Water Heater	Good condition.	Good condition	Monitor	Ongoing	Operating Budget
Toilets/Sinks	Are aging and should be considered for updating – currently in good condition.	Good condition	Replace prior to failure	Ongoing	Operating Budget

MISCELLANEOUS	ACTION SUMMARY
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Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Interior Painting	Bay area has new paint. Bedroom in good condition.	Good	Paint living area	Ongoing	Operating Budget
Stove/Oven	Move toward replacing cook top with a standard stove. Items are functional however the cooktop is expensive to repair and or replace.	Works well, can be costly to repair.	Replace oven	Ongoing	Operating Budget
		Replace	Replace when funding is available.	2018	Operating Budget
Microwave	Good condition	Good condition	Monitor	Ongoing	Operating Budget
Refrigerator(s)	Good condition	Good condition	Monitor	Ongoing	Operating Budget
Kitchen Table and Chairs	Excellent, recently replaced	Excellent condition	None		
Kitchen Countertops	Great condition	Great condition	None	Ongoing	CIP
Living Area Furniture	Excellent, less than two years old	Excellent condition	Monitor	Ongoing	Operating Budget
Beds/Bed Frames	Good condition	Good condition	Monitor	Ongoing	Operating Budget
Mattresses	Good condition	Good condition	Monitor	Ongoing	Operating Budget
Gym Equipment	Good condition	Good condition	Monitor	Ongoing	Operating Budget
Personal Lockers	Good condition	Good condition	Monitor/evaluate	Ongoing	Operating Budget
PPE Lockers	Good condition	Good condition	Monitor/evaluate	Ongoing	Operating Budget

FIRE STATION 6:

**2084 FORT AVENUE
LYNCHBURG, VA 24501**



OVERVIEW

Fire Station 6 was built in 1912 and occupied in 1914. It sits on 0.258 acres and has 5,279 square feet across three levels. It is a two bay station with one drive-through and one back-in bay. It can accommodate two vehicles, but none larger than a standard engine. The bay doors are only 10' 6" wide and less than 12' high, and are recessed in alcoves that make it difficult for long or wide apparatus to clear the opening. This is a two-story building with an attic, a narrow spiral staircase, and slide pole. It can accommodate up to six firefighters per shift.

A complete renovation of this station was completed less than 3 years ago. The entire interior was completely remodeled and additional classroom space was added to the third floor. A new staircase was placed in the hose tower to provide better access to the living area.

We reoccupied the station in December 2016. All interior issues were addressed and corrected. This station will be monitored for maintenance issues and any problems will be corrected.

PERSONNEL

**Number of Personnel
Currently Assigned:**

5 per shift

**Maximum Number of
Personnel/Capacity:**

6 per shift

APPARATUS

**Apparatus
Currently Assigned:**

- Engine 6
- Medic 6

STRUCTURAL

Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Roof	Great condition	Great condition	Monitor	Ongoing	CIP
Siding/Brick	Masonry exterior in good condition for its age.	Good condition	Monitor	Ongoing	CIP
Gutters/Soffits	Good condition	Good condition	Monitor	Ongoing	CIP
Parking/Apron	Recently upgraded due to drainage issues from storm water run-off.	Great condition	Monitor	Ongoing	CIP
Floor coverings	New	New	Monitor	Ongoing	CIP/Operating Budget

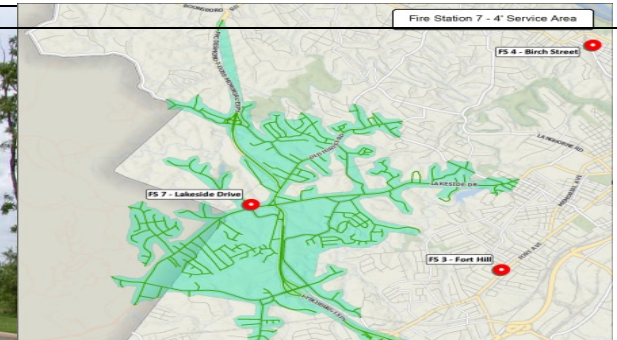
MECHANICAL

Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Overhead Doors	Good condition	Good condition	Monitor/Preventative Maintenance	Preventative Maintenance	Operating Budget
Ductwork	New	New	Monitor	Ongoing	CIP/Operating Budget
HVAC	New	New	Monitor	Ongoing	CIP/Operating Budget

ELECTRICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Exterior Lighting	Excellent	Excellent condition	Monitor	Ongoing	CIP
Lighting	New	New	Monitor	Ongoing	CIP/Operating Budget
Electrical	New	New	Monitor	Ongoing	CIP/Operating Budget
Generator	New	New	Monitor	Ongoing	CIP/Operating Budget
PLUMBING		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Plumbing	New	New	Monitor	Ongoing	CIP/Operating Budget
Water/Water Heater	New	New	Monitor	Ongoing	CIP/Operating Budget
Toilets/Sinks	New	New	Monitor	Ongoing	CIP/Operating Budget
MISCELLANEOUS		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Interior Painting	New	New	Monitor	Ongoing	CIP/Operating Budget
Stove/Oven	New	New	Monitor	Ongoing	CIP/Operating Budget
Microwave	New	New	Monitor	Ongoing	CIP/Operating Budget
Refrigerator(s)	New	New	Monitor	Ongoing	CIP/Operating Budget
Kitchen Countertops	New	New	Monitor	Ongoing	CIP/Operating Budget
Living Area Furniture	New	New	Monitor	Ongoing	CIP/Operating Budget
Mattresses	New	New	Monitor	Ongoing	CIP/Operating Budget
Gym Equipment	Good	Good condition	Monitor	Ongoing	CIP/Operating Budget
Personal Lockers	New	New	Monitor	Ongoing	CIP/Operating Budget
PPE Lockers	New	New	Monitor	Ongoing	CIP/Operating Budget

FIRE STATION 7:

2624 LAKESIDE DRIVE
LYNCHBURG, VA 24501

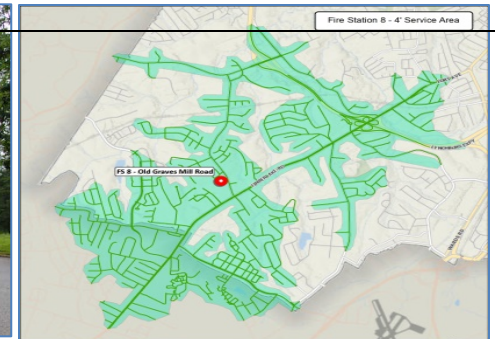


OVERVIEW		PERSONNEL		APPARATUS	
Fire Station 7 was built and occupied in 1980. It shares acreage with the shop for total aggregate of 6.17 acres. Its footprint is 9,275 square feet. It has three drive-through bays that can accommodate any apparatus.. The station is in a good location, visible to the public, with direct access to major roads in its response area. One opportunity for improvement would be to have painted lines on lakeside drive indicating not to block the apron of Station 7.		Number of Personnel Currently Assigned:		Apparatus Currently Assigned: - Battalion 2 - Engine 7 - Medic 7 - Truck 2 - Haz-Mat	
		11-13 per shift			
		Maximum Number of Personnel/Capacity:			
		12 per shift			
STRUCTURAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Roof	Replaced within the past year.	Excellent	Monitor	Ongoing	CIP
Siding/Brick	The brick exterior is in good condition.	Generally good condition	Monitor	Ongoing	N/A
Gutters/Soffits	Good condition	Good condition	Monitor	Ongoing	CIP/ Public Works
Parking/Apron	Curbing in parking lot is deteriorating. Certain areas require new base and asphalt meeting DOT spec. It is recommended that reinforced concrete apron be added behind Station 7 and in front of the fire department shop meeting new asphalt. This would allow for heavier traffic and parked apparatus to receive maintenance or repair.	Repair as funds become available.	Repair/repave parking area	2019	CIP
Floor coverings	Carpeting in the dormitory and Chief’s quarters is worn,.	The carpet has been cleaned but is in need of replacement.	Replace the carpet with an appropriate floor covering the bedroom(s)	2019	Operating Budget
	Epoxy surface flooring in main areas of station will require maintenance by outside vendor to prolong the surface shine and condition in the next five years.	Good	Monitor	Ongoing	Operating Budget

MECHANICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Overhead Doors	Doors are in proper working condition	Good condition	Preventative maintenance	Ongoing	Maintenance Contract
Ductwork	Cleaned 2015/2016	Good	Add to a regular maintenance schedule	Ongoing	Operating Budget
HVAC	The heating, ventilation, and air conditioning systems were replaced within the last 15 years.	Issues with moisture retention, particularly in the firefighter bedroom. It is anticipated that a system, if adequately sized, could last for an additional 3-5 years.	Monitor the situation. A dehumidifier has been added to the main bedroom,	Ongoing	CIP/ Public Works
ELECTRICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Exterior Lighting	Good condition	Good condition	Monitor	Ongoing	Operating Budget
Lighting	2016 New LED lights installed in the bay	Good	Monitor	Ongoing	CIP
Electrical	The electrical system is in good condition.	Good condition	Perform regular maintenance with the replacement of light fixtures, switches, and receptacles as necessary.	Ongoing	Operating Budget
Generator	New generator installed in 2016.	Great condition	Monitor	Ongoing	CIP
PLUMBING		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Plumbing	The plumbing is in overall good condition.	Good	Consider fixture updates in bathrooms and remodeling in the next 3-5 years.	Ongoing	Operating Budget
		Regular maintenance should be performed	Perform regular maintenance and replace pipe and fixtures as necessary.	Ongoing	Operating Budget
		Floor drains and oil water separator need regular maintenance.	Intervals should be established and maintained by B&G.	Ongoing	CIP/ Public Works
Water/Water Heater	Good condition	The water heater was replaced within the last five years.	Monitor	Ongoing	Operating Budget
Toilets/Sinks	New fixtures are needed in the main bathroom.	Generally good	Monitor	Ongoing	Operating Budget

MISCELLANEOUS		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Interior Painting	Ceiling tiles were replaced within the past five years. Bay walls and interior need to be painted.	Good condition	Paint interior walls	2018	Operating Budget
Stove/Oven	Cooktop and ovens are in good condition. The kitchen cabinets will need new facing and hardware in the near future.	Good condition	Monitor	Ongoing	Operating Budget
Microwave	Good condition	Good condition	Monitor	Ongoing	Operating Budget
Refrigerator(s)	Good condition	Good condition	Monitor	Ongoing	Operating Budget
Kitchen Table and Chairs	Table is new; chairs are in good condition.	Good condition	Monitor	Ongoing	Operating Budget
Living Area Furniture	Good condition	Good condition	Monitor	Ongoing	Operating Budget
Office Cabinets	Good condition	Good condition	Monitor	Ongoing	Operating Budget
Office Desks/ Chairs	Good condition	Good condition	Monitor	Ongoing	Operating Budget
Kitchen Countertops	Stainless steel; good condition.	Good condition	Repair doors on cabinets	2018	Operating Budget
Mattresses	Good condition	Good condition	Monitor	Ongoing	Operating Budget
Gym Equipment	Recumbent bike is not working and rust is showing on the elliptical and treadmill.	Repair/replace	Replace recumbent bike, elliptical, and treadmill.	2018	Operating Budget
Personal Lockers	Good condition	Good condition	Monitor	Ongoing	Operating Budget
PPE Lockers	Good condition	Good condition	Monitor	Ongoing	Operating Budget

FIRE STATION 8:
213 OLD GRAVES MILL ROAD
LYNCHBURG, VA 24502



OVERVIEW			PERSONNEL	APPARATUS	
Fire Station 8 was built and occupied in 1980. It sits on 3.844 acres and has a footprint of 9,275 square feet. The pavement and walkways are in good condition. It is a three bay, drive-through station with no apparatus restrictions. The station has immediate access to primary roadways.			Number of Personnel Currently Assigned: 3-4 per shift	Apparatus Currently Assigned: - Engine 8 - Medic 8 (Reserve) - Command Post - Rehab Unit	
			Maximum Number of Personnel/Capacity: 12 per shift		
STRUCTURAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Roof	The roof is in good condition and no reported leaks.	Membrane was replaced in 2013	Monitor	Ongoing	CIP
Siding/Brick	The brick is in good condition. The front right side bay door structural wall has separated from the bay floor.	Good condition	Monitor wall	Ongoing	CIP
Gutters/Soffits	Soffits have been covered with aluminum trim. Trim is in good condition.	Good condition	Monitor/evaluate	Ongoing	CIP
Parking/Apron	Good condition	Good condition	Monitor	Ongoing	CIP
Floor coverings	Floor tile covering could be replaced with epoxy flooring consistent with other stations. . Carpet in dormitory and Captain quarters should be replaced with tile or vinyl floor covering.	Generally good condition	Replace when possible	Evaluate annually	CIP
MECHANICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Overhead Doors	Good condition	Good condition	Regular preventative maintenance	Preventative Maintenance	Maintenance contract
Ductwork	Needs to be cleaned and added to a regular maintenance schedule	Good	Clean every two years	Bi-annual	2018 Operating Budget
HVAC	The HVAC is in good condition.	Good	Monitor	Ongoing	Operating Budget

ELECTRICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Exterior Lighting	Replacement is in progress and needs to be completed	Good condition	Monitor	Ongoing	Public Works
Lighting	Interior lighting in good condition	Good	Monitor/evaluate	Ongoing	Operating Budget
Electrical	The electrical system is in good condition. Generator has been installed.	Good	Routine maintenance & repair.	Ongoing	Operating Budget
Generator	Project complete – new generator installed in 2016.	New	Preventative maintenance	Ongoing	PM Contract
PLUMBING		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Plumbing	Plumbing is in good condition with no reported issues.	Floor drains and oil water separator need regular maintenance	Maintain	Interval TBD by B&G	Operating Budget
Water/Water Heater	Replaced in 2016	Good	Monitor	Ongoing	CIP/Public Works
Toilets/Sinks	Good condition	Good	Monitor	Ongoing	Operating Budget
MISCELLANEOUS		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Interior Painting	Generally good condition	Good	Monitor	Ongoing	Operating Budget
Stove/Oven	New condition	New	Monitor	Ongoing	Operating Budget
Microwave	Good condition	Good	Monitor	Ongoing	Operating Budget
Refrigerator(s)	On refrigerator needs replacement	Replace unit	Replace one unit	2017	Operating Budget
Living Area Furniture	New	Excellent condition	N/A	Ongoing	Operating Budget
Kitchen Countertops	The cabinets and countertops are structurally sound.	Stainless steel countertops should replace existing countertops in the future for a more durable finish and easier to maintain.	Monitor	Ongoing	Operating Budget/CIP
Mattresses	Project completed 2016	Good	Monitor	Ongoing	Operating Budget
Gym Equipment	Good condition	Good	Maintenance	Ongoing	PM Contract
Personal Lockers	Good condition	Good	Monitor	Ongoing	Operating Budget
PPE Lockers	Good condition	Good	Monitor	Ongoing	Operating Budget

FIRE DEPARTMENT APPARATUS SHOP:

2624 LAKESIDE DRIVE
LYNCHBURG, VA 24501
(Behind Station 7)



OVERVIEW	PERSONNEL	APPARATUS
The fire department shop is located behind station 7 and includes an eight bay drive through shop area where the department's emergency and non-emergency vehicles have regularly scheduled preventative maintenance performed. The shop shares acreage with Station 7 having a total aggregate of 6.17 acres and 9,000 square feet. The lower floor plan offers an office, break room, bathroom and storage areas in addition to the bay floor work areas whereas the mezzanine offers storage space for the Logistics Officer, and two offices that are currently occupied by The Captain of Logistics and the Department's PPE repair technician.	Number of Personnel Currently Assigned: 4 (Logistics Captain, PPE repair technician, two Emergency Vehicle Technicians)	Apparatus Currently Assigned: - Logistics - Shop Truck - Reserve Equipment - Utility 2
	Maximum Number of Personnel/Capacity: N/A	

STRUCTURAL	ACTION SUMMARY				
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Roof	The roof is in good condition and has no reported leaks.	Good	Monitor	Ongoing	Operating Budget
Siding	Metal siding in good condition.	Good	Monitor	Ongoing	CIP
Gutters/Soffits	In good condition.	Good	Monitor	Ongoing	Operating Budget/ Public Works
Parking/Apron	Deteriorated. Needs to be addressed and repaired.	Poor condition	Repair/replace	2019	CIP
Lighting	Good condition	Additional lighting needed for exterior security with emphasis on the rear of the building	Install when possible	2019	CIP/Public Works
Floor coverings	Bathroom floor needs upgrading.	Clean and refinish	Clean	2018	Operating Budget
MECHANICAL	ACTION SUMMARY				
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Overhead Doors	Generally good condition	Good	Schedule preventative and regular maintenance.	Ongoing	PM Contract
Ductwork	Needs to be placed on regular maintenance schedule for cleaning.	Good	Preventative maintenance	Ongoing	Operating Budget
HVAC	Window unit on first level needs replacing.	Working	Replace when funding is available	2018	Operating Budget

ELECTRICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Exterior Lighting	Recently updated	Good	Monitor	Ongoing	Operating Budget
Electrical	Good	Good	Monitor	Ongoing	CIP
Generator	Good condition	Good	Monitor	Ongoing	Operating Budget
PLUMBING		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Plumbing	Upgrade first floor bathroom.	Good	Monitor	Ongoing	Operating Budget
Water/Water Heater	Good condition	Good	Monitor	Ongoing	Operating Budget
Toilets/Sinks	Bathroom needs total renovation. Bathroom is all original fixtures from when it was built.	Good	Monitor	Ongoing	Operating Budget
MISCELLANEOUS		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Interior Painting	In need of interior painting on the first floor.	Good	Monitor	Ongoing	N/A
Microwave	Good condition	Good	Monitor	Ongoing	Operating Budget
Refrigerator(s)	Good	Working	Monitor	Ongoing	Operating Budget
Kitchen Table/Chairs	Good	Good	Monitor	Ongoing	Operating Budget
Office Cabinets	Fair condition	Fair	Monitor	Ongoing	Operating Budget
Office Desks/Chairs	Fair condition	Fair	Monitor	Ongoing	Operating Budget
Personal Lockers	Need replacement when bathroom is updated.	Good	Monitor	Ongoing	Operating Budget

FIRE ADMINISTRATION:

800 MADISON STREET
LYNCHBURG, VA 2450
(Lower level of Fire Station 1)



OVERVIEW		PERSONNEL		APPARATUS	
The fire administrative offices occupy the lower level of Station 1. Approximately 19 personnel work here during normal business hours. There is some excess capacity with the recent elimination of a four-person office. The building is in good condition with some minor settling issues that have resulted in cracks in walls. The entrance should be changed to limit public access to the remainder of the building.		Number of Personnel Currently Assigned:		Apparatus Currently Assigned: 10 staff vehicles - Administration employees' vehicles	
		17			
Maximum Number of Personnel/Capacity:					
STRUCTURAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Siding/Brick	There is no significant exterior maintenance for this location.	Several exterior doors subjected to weather should be refinished.	Refinish doors.	Ongoing	Operating Budget
Parking/Apron	Renovated with new pavement and new markings in 2016.				
Walls and Floor coverings	Walls are in good condition. Much of the interior is metal panels with permanent finish that only require cleaning.	Masonry walls should be painted and maintained		10 year interval	Operating Budget
		Cracks in outside walls should be repaired.		Ongoing	CIP
		Schedule carpet replacement for the Training Division. The remaining carpet will need replacement.	Replace carpet	2019	CIP
MECHANICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Ductwork	Semi annual				
HVAC	Project complete and needs to have regular preventative maintenance performed				
ELECTRICAL		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Exterior Lighting	Parking lot lighting	Replace as needed	Maintain	Ongoing	Operating Budget
Lighting	Being changed to new LED lighting	Good condition	Replace as needed	Ongoing	CIP
Electrical	The electrical system is in good condition.				
Generator	Shared with Station 1				

PLUMBING		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Plumbing	The drain lines in restrooms have given problems in recent years.		Regular maintenance and repair should be sufficient.		
Water/Water Heater					
MISCELLANEOUS		ACTION SUMMARY			
Item	Details/Description	Finding(s)	Action(s) Needed	Timeframe	Budget Source
Interior Painting	Needs painting				
Refrigerator(s)	In kitchen area	Good condition	None	Ongoing	Operating Budget
Table and Chairs	The break room area was recently constructed with new fixtures.	Good condition	The cabinets should receive a polyurethane finish to protect them and extend their life.	Ongoing	Operating Budget
			New chairs are needed.		
Office Desks/ Chairs	Office furniture must be replaced as necessary to maintain functionality and appearance.	A schedule should be developed to insure that all office furniture is in good condition.	Replace as needed.		
Gym Equipment	Various equipment in good condition for its age.	Good condition	Ongoing maintenance.	Ongoing	Operating Budget

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **4**

CONSENT:
ACTION: **X**

REGULAR:
INFORMATION:

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Ordinance Amendments for Short-term Rental

KEY ELEMENTS:

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

RECOMMENDATION: Adopt the *Zoning Ordinance* amendments for short-term rental uses.

SUMMARY: A short-term rental is defined by State Code as “the provision of a room or space for dwelling or lodging purposes for a period of fewer than 30 consecutive days, in exchange for a charge.” Popular online platforms for this service include Airbnb, VRBO, and Flipkey, among many others. Like many other cities, there has been a significant expansion of the availability and use of short-term rentals in the City. At the direction of City Council, Planning Commission and staff have been working for almost a year to provide recommendations on ordinance changes that seek to address concerns raised about short-term rentals in the City.

On May 14, 2019, City Council conducted a public hearing on proposed amendments to the *Zoning Ordinance* that would clarify the rules under which short-term rentals may operate and require that operators register their short-term rental units. At the August 13th work session, Council directed staff to revise the ordinance to (i) remove the requirement for one (1) parking space per short-term rental unit, (ii) remove the provision for owner occupancy in the R-2, Low-Medium Residential Zoning District, and (iii) clarify the provision for three (3) violations of local or state code that would prohibit a short-term rental unit applies only to the use (i.e. noise, trash, occupancy, etc.) and not the general condition of the property (i.e. tall grass). Staff was also asked to add a provision to “grandfather” existing operators that have non-owner occupied units in lower density residential zoning districts and provide Council with options to determine the number of guests that may stay in a short-term rental as well as a registration fee to help offset program administration costs.

After additional consideration during the September 10th work session, Council (i) removed the requirement for owner occupancy in all zoning districts, (ii) established a maximum of four (4) unrelated guests that can stay in the short-term rental, and (iii) set a one-time registration fee of one hundred fifty (\$150) dollars per owner. If the proposed ordinance is adopted, staff would enter into a voluntary collection agreement with Airbnb and contract with a vendor to identify short-term rental locations that would need to register by July 1, 2020.

An excerpt of the revised ordinance is provided as the first attachment. This is so that the actual policy changes are easier for City Council to identify. The complete ordinance, which includes the use table for each zoning district where short-term rentals are permitted, the definition for a short-term rental, and a listing of short-term rentals in the Table of Authorized Land Uses, is included as a separate attachment.

PRIOR ACTION(S):

January 9, 2018: Staff presented an overview of local government’s authority to regulate short-term rental uses to City Council.

October 23, 2018: City Council discussed proposals to regulate short-term rental uses and concurred with staff’s recommendation to bring *Zoning Ordinance* amendments, including a registration fee proposal, for short-term rental uses before the Planning Commission.

- January 23, 2019: Planning Commission conducted a public hearing concerning the *Zoning Ordinance* amendments for short-term rental uses.
- February 13, 2019: Planning Commission conducted a work session concerning the *Zoning Ordinance* amendments for short-term rental uses.
- February 27, 2019: Planning Commission conducted a work session concerning the *Zoning Ordinance* amendments for short-term rental uses and directed staff to advertise the draft ordinance for an additional public hearing.
- March 27, 2019: Planning Commission conducted a public hearing concerning the *Zoning Ordinance* amendments for short-term rental uses and recommended approval (5-2) of the proposed changes.
- May 14, 2019: City Council conducted a public hearing on the *Zoning Ordinance* amendments for short-term rental uses and requested this be discussed at their August 13th work session.
- August 13, 2019: City Council conducted a work session concerning the *Zoning Ordinance* amendments for short-term rental uses.
- September 10, 2019: City Council conducted a work session concerning the *Zoning Ordinance* amendments for short-term rental uses.

FISCAL IMPACT: The City would enter into a voluntary collection agreement with Airbnb for lodging tax collection. Staff initially projects this would generate \$84,000 in annual revenue, although first month sales tax numbers suggest this revenue could be even higher. Owners would also pay a one-time registration fee of \$150. The net first year revenue from the registration fee is undetermined since multiple units may be owned by a single entity.

CONTACT(S): Reid Wodicka, Deputy City Manager – 455-3990; Kent White, Director of Community Development – 455-3900; Mitch Nuckles, Commissioner of the Revenue – 455-3870; Tom Martin, City Planner – 455-3900; Kevin Henry, Zoning Administrator – 455-3900

ATTACHMENTS:

- Excerpt from Revised Short-Term Rental Ordinance (Section 35.2-71.16)
- Presentation Slides – September 24, 2019
- Ordinance – September 24, 2019 (separate attachment due to file size)
- Short-Term Rental Agenda Summary – September 10, 2019 (separate attachment due to file size)
 - Ordinance
 - Presentation Slides – May 14, 2019
 - Planning Commission Minutes – March 27, 2019
 - Speaker Signup Sheet – March 27, 2019
 - Planning Commission Memorandum – March 27, 2019
 - Planning Commission Minutes – February 27, 2019
 - Planning Commission Memorandum – February 27, 2019
 - Planning Commission Minutes – February 13, 2019
 - Planning Commission Memorandum – February 13, 2019
 - Planning Commission Minutes – January 23, 2019
 - Planning Commission Report – January 23, 2019
 - Speaker Signup Sheet – January 23, 2019

REVIEWED BY: raw

35.2-71.16 Short Term Rental

Short Term Rentals as defined in Section 35.2-113 of this Ordinance shall be ~~an accessory use~~ to a use permitted by right in the R-C, R-1, R-2, R-3, R-4, B-1, B-3, B-4, B-5 & IN-2 Districts subject to the following provisions:

- (a) On or before July 1 of each year, the owner or managing agent, or a duly authorized representative acting on behalf of the owner or managing agent, shall register the address of any dwelling unit to be used for short term rental. **The form used for registration may include multiple addresses under single ownership.**

Every person filing registration forms with the Zoning Administrator shall pay ~~an annual~~ **a one-time** registration fee of one hundred and fifty dollars (\$150) **per form** to defray the cost of processing the registration.

On or before July 1 of each year, the owner or managing agent or a duly authorized representative of a dwelling previously and continuing to be used as a short term rental shall provide the City with updated contact information.

- (b) Any person who fails to register a building to be used as a short term rental by the July 1 deadline shall be subject to a penalty of five hundred dollars (\$500).
- (c) The maximum number of occupants in a dwelling unit offered for short term rental shall not exceed four (4) unrelated individuals. Where two or more related individuals occupy a short term rental unit, only one person unrelated to the related people may occupy the short term rental unit. The number of dwelling units shall not exceed that which is permitted in the underlying zoning district.
- ~~(d) In addition to all parking requirements of Section 35.2-62, Parking and Loading of the Zoning Ordinance, one (1) parking space shall be provided per short term rental. This requirement shall not apply to short term rentals located within the B-4, Urban Commercial District. Short-term rentals shall be exempt from Section 35.2-62, Parking and Loading~~
- (d) All buildings offered for use as a short term rental shall meet the requirements of the Uniform Statewide Building Code.

~~(e) Short term rentals in an R-C, R-1, & R-2, Districts shall meet the following additional requirements:~~

- ~~1. Properties shall be owner occupied; however, the property owner does not have to be present while a property is used as a short term rental.~~
- ~~2. Short term rentals located within the principle structure shall use a common entrance so that the principal structure retains the appearance of a single-household residence~~

~~(f) Three (3) violations of state or local laws, ordinances or regulations as relating to the for a property offered for short term rental and directly related to the short term rental use within a three (3) year period, shall result in the City revoking approval for the subject property to be used or offered as a short term rental.~~

- ~~1. Prior to revoking approval for a property to be used or offered as a short term rental, the Zoning Administrator shall give written notice to the host owner describing the violations constituting the basis of the revocation.~~
- ~~2. Notice shall be given to the host owner by:~~
 - ~~a. Posting a copy of the notice in a conspicuous place on the premises.~~
 - ~~b. First Class mail or e-mail to the addresses listed in the registration form.~~

~~(g) Short term rentals located in an R-C, R-1 & R-2 Districts prior to September 10, 2019 shall be considered a legal nonconforming use and shall be exempt from Section 35.2-71.16 (f) of this Ordinance.~~



Short-Term Rental Ordinance Review

Kent White

Community Development Director

September 24, 2019



Outline

- Purpose: Adopt revised Short Term Rental (STR) ordinance
- Outline
 - Review changes from September 10th work session. For items you have previously discussed/voted or that are already required by code, a notation is provided in parentheses.
 - Discuss Council questions/concerns



Short- Term Rental Ordinance as revised by City Council – September 10th

- STRs permitted “by right” in all zoning districts except Institutional-1 and Industrial (I-1/I-2/I-3). (*consensus*)
- Owner occupancy (requirement for building to be owner’s primary residence) would not be required in any zoning district. (*owner occupancy in R-C/R-1 originally approved 5-2; motion to reconsider approved 5-2; approved 4-3*)
- In R-C, R-1, and R-2 zoning districts, the STR would retain the appearance of a single household dwelling. (*required by underlying zoning district*)



Short- Term Rental Ordinance as revised by City Council – September 10th

- Buildings used as STRs must meet building code. (*required by state code*)
- A maximum of 4 unrelated individuals would be allowed to stay in an STR. (*approved 6-1*) An unlimited number of related individuals would be allowed. Where two or more related individuals occupy a short term rental unit, only one person unrelated to the related people may occupy the short term rental unit.
- No additional parking spaces would be required. (*consensus*)



Short- Term Rental Ordinance as revised by City Council – September 10th

- City will sign a voluntary collection agreement with Airbnb for lodging tax, estimated to generate \$150,000 in City revenue annually.
- Commissioner of Revenue will work with hosts that list on other platforms to remit taxes.
- Operators must register their STRs by July 1 and pay a one-time registration fee of \$150.
(approved 5-2) Operators are required to notify the City when their contact information changes.



Short- Term Rental Ordinance as revised by City Council – September 10th

- Owners of multiple STR properties must register all their properties but are only required to pay a single, one-time \$150 registration fee. (***approved 5-2***)
- Operators that do not register by July 1 charged a \$500 penalty.
- The City may revoke unit approval for three ordinance violations related specifically to the STR use (trash, noise, occupancy) in three years. (***consensus for staff to clarify ordinance to provide that this only applies to STR use***)



Staff Follow-up

- STRs become permitted uses when the ordinance is adopted. Future “more restrictive” code changes would not apply to existing STRs.
 - Would be considered a legal nonconforming use. Nonconforming uses allowed if the property is sold, transferred, or owner is deceased, unless it ceases to operate for 2 years.
 - Nonconforming uses have staying power.
 - This is different than “grandfathering” the existing use where the current owner can operate but the exemption goes away if the property is sold, etc.



Staff Follow-up

- Accessory units (i.e. garage apartments) can be used as STRs.
 - In R-1 or R-2 zoning districts, the dwelling must be owner occupied in order to have an accessory unit. If the main dwelling is owner occupied, the accessory unit can be used as an STR.
 - In R-C, R-3, and R-4 zoning districts, owner occupancy is not required to have the accessory unit. The underlying density of the zoning district applies.



Staff Follow-up

- Staff cannot track exemptions for STR hosts to operate a limited number of times without registering or paying lodging tax.
 - Staff's intent is to determine if operators intend to operate their STR annually.
 - If an exemption is set, the default would be for staff to assume non-registered units are operating with an exemption; proving otherwise would be difficult.
 - The Airbnb collection agreement does not provide for exemptions. This would create inequity among hosts that list on different platforms.



Staff Follow-up

- The registration program streamlines enforcement.
 - Registry provides contact information for owner so staff can follow-up as needed.
 - 3 code violations related to a STR in 3 years would prohibit that rental; provides due process without requiring staff to take individual violations to court.
 - Would apply to unrelated guests, noise, trash, and those who don't maintain their registry info.
 - Unrelated guests and noise still difficult to prove.
 - Staff costs for tax collection on STRs that do not list on Airbnb would significantly increase without the registry (i.e. estimated \$63,000 vs \$51,000).



Questions?
Comments?
Observations?



// A regular meeting of the Council of the City of Lynchburg was held on the 10th day of September, 2019 at 4:00 p.m. in the Council Chamber, City Hall, Treney Tweedy, President, presiding. The following Members were present:

Present: Mary Jane Dolan, Jeff Helgeson, J. Randy Nelson, E. J. Turner Perrow, Sterling A. Wilder,	
Beau Wright, Treney Tweedy	7
Absent:	0

// In the matter of Community Development, Zoning Amendments, Short-term Rentals, Agenda Item #1, Mr. Kent White summarized where Council has reached agreement to this point. Short-term rentals (STRs) are permitted by right in all zoning districts except Institutional 1 and Industrial 1, 2 and 3. Buildings used as STRs must meet building code. Owner occupancy is required in R-C and R-1 zoning districts. Existing non-owner occupied units would be grandfathered. Details will follow. Buildings used as STRs in R-C and R-1 must retain the appearance of a home and no additional parking spaces are required.

The City will sign a voluntary collection agreement with Airbnb for lodging tax, which is estimated to generate \$84,000 in City revenue annually. The Commissioner of Revenue will work with hosts that list on other platforms to remit taxes. Operators must register STRs by July 1, 2020. Those that do not register will be charged a \$500 penalty. The City may revoke unit approval for three ordinance violations related specifically to the STR use (trash, occupancy, etc.) within a three-year period.

Mr. Tom Martin commented that at its August 13th meeting, Council had directed staff to remove the owner occupancy requirement from the R-2, Low-Medium Density Single-Family District. He clarified for Council that there are three single-family districts. R-C, which are single-household detached dwelling on a minimum 10-acre lot, R-1, same on 15,000 square foot minimum lots and R-2, same on 10,000 square foot minimum lots. If R-2 is removed, neighborhoods such as Wildwind, Blue Ridge Farms, Phillips Circle, Willow Bend, Woodland, Riverside, Perrymont, Fort Hill and Tyreeanna would not have the owner occupancy requirement. Staff wanted to clarify that is Council's intent to not have the owner occupancy requirement apply to the R-2 district. Councilmember Nelson said he did not have any objection and Councilmember Perrow indicated he thought it was Council's intent.

Councilmember Wright asked the other councilmembers why R-2 would be excluded and not also R-1. He is not sure fundamentally what the difference would be and the reason for treating them differently. Councilmember Helgeson thought that was a change in Councilmember Wright's position from the last meeting. Councilmember Helgeson does not see the benefit in the owner occupancy requirement even in the R-1 district. There is no requirement for owner occupancy when a unit is rented long term. When a unit is rented long term, there is more of a possibility for trouble.

Vice Mayor Dolan thinks they voted on this last time and wondered if it is going to be rehashed. Councilmember Helgeson said this is when the rubber meets the road. Mr. Martin indicated staff wanted to be sure they understood what they voted on at their last meeting. The districts can get confusing and staff wanted Council to understand that R-2 is a single-household district and not to get confused that the 2 means duplex. Mayor Tweedy said it was her understanding that the owner occupancy requirement was for all single-family districts. Vice Mayor said in a perfect world she would have included R-2 but she acquiesced and removed it because otherwise she did

not think it would have passed. Councilmember Perrow noted that Council has already voted on this item. Mayor Tweedy would like to discuss it again and made a motion to reconsider. The motion was seconded by Councilmember Nelson. The motion passed by the following vote:

AYES:	Dolan, Nelson, Tweedy, Wilder, Wright	5
NOES:	Helgeson, Perrow	2

Councilmember Nelson was originally glad to see R-2 pulled out but now acknowledges the only difference between it and R-1 is the lot size. He cannot identify anything tangible or theoretical that would make a smaller lot have some different qualifications than a larger lot. We are looking at keeping the density lower and the traffic count lower and keeping the number of persons coming and going lower when a district is zoned exclusively for residential purposes. They are preventing the districts from having a commercial character so there is peace and tranquility. The lot size is somewhat irrelevant to the things that would qualify why we want to have residential neighborhoods and not inject commercial activities into those places. He does not see any reason to differentiate between the three single-household districts when requiring the property to be the primary residential dwelling of the owner if it is going to be used as an STR.

Mayor Tweedy noted that when she looks at property values and turnover of properties, some of these are more affordable properties that could potentially be used for commercial use more so than the larger lots. She does not think it is fair to those neighborhoods that they might be turned into “hotel” neighborhoods. She does not like the idea that some communities would have this thrust upon them just because of their lot size. She thinks that more affordable properties for this type of business would be in the neighborhoods where they have excluded owner occupancy. She would like to include R-2 for the sake of those neighborhoods.

Councilmember Wright noted that if R-2 is included that those owners that are already operating STRs would be grandfathered in. There was consensus that they would be included.

Councilmember Helgeson noted that years ago there was another topic dealing with digital billboards and Council was told they needed to enact a sign ordinance right away. Fear was put out there that they would be a distraction and would cause accidents and the City would look like Las Vegas. Later people realized that it was totally bogus and all the pushed concerns were actually fictitious and inflated. Council realized they were duped and he is seeing this lived out again. He reminded them there were only 11 complaints over the entire City of 23,000 to 25,000 housing units. They are looking at adopting something before they understand it rather than looking at how this could be beneficial. Councilmember Helgeson noted that people had come to stay in Lynchburg at Airbnbs during Hurricane Dorian. He thinks they are going to look back on this and say is this something that we really wanted to squash or did we really want to fan that flame? He likes the idea of getting \$84,000 in revenue without doing anything and without micromanaging. He thinks they should be encouraging more people to come to Lynchburg and spend more money in our businesses. The people that stayed here during the hurricane were delighted that we had options and they had options. Let’s be a welcoming City and figure out how we can do this while protecting neighborhoods.

Councilmember Perrow noted he is familiar with Fort Hill and Wyndhurst. There is a lot of rental property in those neighborhoods. It seems conflicting to him that owners can rent out their properties long term in these areas

but we are going to require owner occupancy if it is rented short term. He met someone in the Fort Hill neighborhood who told him the problem in neighborhoods is the long-term rentals because there is no incentive for the owner to keep the property up. If it is a short-term rental, there is a constant pressure for upkeep and making it look better. This man argued that STRs are better for the aesthetics of a neighborhood. Councilmember Perrow does not think we should burden this because it sends a conflicting message. There is no prohibition on long-term rentals anywhere in the City and he does not think we should prohibit STRs. He would rather err on the side of liberty than restrict it too tightly. They can always revisit the issue if the need arises.

Councilmember Perrow made a motion to strike the owner occupancy requirement in all districts. The motion was seconded by Councilmember Helgeson. Councilmember Helgeson gave an example of an older couple that is renting out a property in the Cornerstone area for some additional income. They rented it long term and had trouble with trash, noise, neighbors and upkeep. They found they could rent it for ten nights a month and make the same amount of money. Their neighbors are happier because there is no one there on the other days of the month.

Councilmember Nelson said he does not disagree with much of what Councilmembers Helgeson and Perrow are saying with regard to liberty and the benefits of STRs. Councilmember Helgeson is focused on how we are restricting them but we are not restricting them. We are just restricting how they are conducted in certain areas where we will permit them but with some greater limitations than in other places. He asked if there is language in the ordinance that will allow infrequent use. Mr. Martin said that is not in the current draft. Mr. White explained that when Council made the motion to do the collection agreement it was regulated through whether or not someone offered that provision or not. Council will be discussing whether or not to have a registration process but for now the thought process was to just collect lodging tax when someone used Airbnb. That self regulates the whole infrequent need. Councilmember Nelson said he is referring to someone that only wants to rent out their home for a weekend and does not want to have to pay the registration fee. Mr. White said they will be discussing that later and if Council wants to provide an exemption, they can certainly discuss it.

Councilmember Nelson reiterated that we have to acknowledge that we designate certain neighborhoods as single-household districts for a reason. His understanding through the decades is that there are certain amenities and benefits that we want to prevail and exist in those residential areas. There is the frequency of persons who are not residents of that neighborhood coming and going and the volume of traffic that otherwise do not have any reason or investment in that neighborhood. He is concerned with the noise that might be caused by larger volumes of people coming and going and the absence of tranquility and peace and quiet where people want to be able to retreat and be with their families. Zoning ordinances have developed over the past century and that is why we see the benefits of residential neighborhoods having certain higher restrictions for an owner. To say that we should not restrict an owner's use of his property—we do it all the time and there are good public purpose reasons for doing it. STRs are commercial activities. If the owner does not live there, it is to generate revenue pure and simple. For those reasons, it is totally contrary to why we want to establish residential neighborhoods. He thinks they are on good and solid ground to reasonably require the residence to be the owner's principal residence in R-1, R-2 and R-C.

Councilmember Helgeson thinks the end result is the same whether a person rents out his home for a year to one person or 365 days a year to 365 different people. If they forbid long-term rentals in R-1 districts, all else being

equal, it would be the same whether you rented it long-term or short-term. If we are going to say it is a commercial enterprise, we need to be consistent.

Councilmember Nelson does not agree that a long-term rental is a commercial enterprise. He thinks it is a revenue generating activity. It does not have all the other elements of a commercial activity such as volume of non-residents or persons from outside the neighborhood frequently coming and going on a regular basis. With a long-term rental, you have one family there for a long period of time and in all respects appears to be the same sort of activity as an owner who lives there. He thinks that is a significant distinction.

Vice Mayor Dolan said it is about three things—maintaining the integrity of neighborhoods, not destroying the fabric of the neighborhoods and the security of families who bought homes in neighborhoods hoping to raise their families in a secure environment. She thinks it is a very important factor that they are missing that families should be able to know who is living in their neighborhoods in order to feel secure to have their children playing outside.

Councilmember Wright said this is complicated and really challenging. He agrees they should require owner occupancy in R-2 if they are going to require it in R-C and R-1. He acknowledged Vice Mayor's Dolan point that people are worried about transiency in their neighborhoods. Some people view owner occupancy as a bulwark to mitigate the risk posed by transiency. We have long-term rentals in neighborhoods and we really have no assurances when we move into a neighborhood as to who our neighbors are going to be. He thinks that there are other risks to neighborhoods that are probably far greater than STRs. He thinks the owner has a big incentive to keep the property nice and the renter has an incentive as well to be a good guest because they are also being reviewed. He thinks that right now their touch should remain as light as possible and they should not overregulate until and if we see real problems emerge. He worries that it might be too much too soon before we really know what the effect might be.

Councilmember Wilder noted that he has received comments on both sides in emails. He agrees with Councilmember Wright's point that we should not overregulate them. He is a little torn and could go either way. He agrees with Vice Mayor Dolan that a person wants to know who is in their neighborhood and you want to feel safe. There is not a lot of parking in his neighborhood and there was a parking issue when someone had an Airbnb down the street. He has not heard complaints about long-term rentals on his street but has heard them about STRs due to the lack of parking on his street.

Mayor Tweedy wanted to have the discussion because she thinks it is an equity issue between neighborhoods. People that have the larger lots can have the better quality of life. This is the latest greatest revenue generating opportunity in our social society. Are we going to have a conversation on long-term renting as well. Long-term rentals that are not being kept up in a neighborhood are making it difficult for homeowners to sell their homes. If we are going to hold one set accountable, we need to hold others accountable. Owners not keeping up their long-term rentals is a problem, particularly in some R-2 communities. Homeowners that want to turn over their properties are being affected because we are not having the conversation about long-term rentals. The issue is coming into this debate and for her, it is about equity. It can be brought back in the future if we see that it is not growing as much as we thought or there is compliance and there are people that really want to expand. For now, she thinks we owe it to the people that did buy into a quality of life equity across the City.

Councilmember Helgeson noted that a lot of this is theoretical and this polices itself both in terms of the host and the renter. Everyone cares about themselves and their property. When we are looking at how we can really improve and build wealth in the community we need to remember the house in Daniels Hill that was \$22,000 and 14 complaints was bought and fixed up. There have been no complaints since and its value went over to over \$210,000. We really have to pull out what is fictitious versus what is factual. If we have trouble later, we can always bring the issue back again. He thinks that we are shooting ourselves in the foot by not allowing the growth to happen. If it can be rented out long-term without owner occupancy, he does not see how you can say it has to be owner occupied to rent it out short-term.

Councilmember Perrow does not think there are really any politics on this issue. It is really about how one feels about the issue. He is very concerned about the integrity of our neighborhoods and has certainly taken that into consideration. When Councilmember Nelson was talking about the exceptions, it will be terribly complicated to write that into the ordinance. Let's keep it simple and open and flexible and if we have problems, we can react and tighten it up over time instead of trying to anticipate all the problems. Regarding Mayor Tweedy's point about equity, taking out the owner occupancy requirement will be treating everyone the same. A person already has the right to rent their property long term and this will make it all the same by allowing them the option of renting it out short term. It would make it consistent and consistency is important.

With regard to R-C, he has interpreted it as some highly cherished and protected area that is maybe more restrictive than R-1. For him, R-C is actually the optimum place for STRs because it is a minimum ten acre lot. It is highly appealing to people that just want to get away. He would approve the Airbnb revenue idea and just let it go at that, see what happens and respond as needed. It is completely unrelated now and he would like to let it go and react to problems and tighten it up as needed.

Councilmember Nelson commented that if we take the approach that we are going to adopt a "hands off" attitude and not impose higher restrictions and come back and impose higher restrictions, that is going to inevitably mean that everyone who is doing it now will be grandfathered in. He thinks that is a great problem than to put the restriction on now and take them off later. No one can complain about restrictions being relaxed but they certainly complain about them being imposed if we do not have them at an earlier stage.

With regard to the infrequent use, he thinks that only goes to whether or not they register. The provision would be if a person uses it for STR less than ten days, let's say, then the City is not going to pursue any enforcement against them because they do not need to register at all. If lodging tax is collected from Airbnb, that is separate from the registration fee. That is a fairly easy solution to the low level infrequent use.

Councilmember Helgeson noted that people in R-2 were not given notice and did not see this coming. That would be the worst thing they could do because there would be no advertisement or notice to those in R-2 that will have a right taken away from them. Mr. White clarified that it was advertised as owner occupancy in R-C, R-1 and R-2 originally. Councilmember Helgeson noted that it was removed at Council's last meeting. Mayor Tweedy would think that anyone who is operating one is watching the conversation. Mr. Martin clarified for them that their last meeting was not a public hearing. If it is changed, it is based on Council's discussion and not input from anyone.

The vote on Councilmember Perrow's motion to remove the owner occupancy requirement in all districts passed by the following vote:

AYES:	Helgeson, Perrow, Wilder, Wright	4
NOES:	Dolan, Nelson, Tweedy	3

Mr. Martin wished to clarify for Council that when staff comes back with clarification on an issue that it not to be seen as duping them. Staff wanted to be sure Council understood the issue and what it was voting on.

Mayor Tweedy reiterated that she would like to see the issue of long-term rentals and the issues we are having with them to be brought back for discussion.

Mr. Martin noted that if they have removed all the owner occupancy requirements, there is really no reason to have a grandfathering clause in the ordinance.

Mr. Martin explained that they have given Council three options regarding occupancy standards. Option #1 (Planning Commission's recommendation) is no more than four unrelated individuals. If the occupants are all related, one unrelated person may occupy the unit. Option #2 (current occupancy standard) would be the same as above but with only three unrelated individuals allowed to occupy a unit. Option #3 (bed and breakfast standard) would be no more than three rooms with not more than two person per room in R-1, R-2 and R-C. In all other districts, the standard is not to exceed five rooms with no more than four persons per room. Mr. Martin noted that if Council goes with Option #3, conditional use permits for bed and breakfasts would no longer be necessary. There also may be parking issues which staff would have no way to address.

Councilmember Nelson asked Mr. Martin to substitute the word "owner" for "host" throughout the document to make the document less confusing. There was discussion about whether it should be the owner's representative that is given notice of violations. Councilmember Nelson said this can be covered during the registration process. The owner can designate a representative or managing agent to receive the notices but it is the owner that is in jeopardy and the notice needs to be directed to them in one way or another.

Councilmember Nelson had a question about the transferability of ownership in paragraph h. Mr. Martin said that since they have done away with the owner occupancy requirement, there is no need for grandfathering and this paragraph will be struck from the ordinance.

Councilmember Nelson likes Option #1 for the occupancy standards. Option #2 could be problematic for the reasons Mr. Martin stated. Option #2 does not allow for two couples to stay in a STR together.

Councilmember Helgeson noted it is difficult to anticipate every nuance and allow for it. These options make assumptions of how many rooms are in a house and treats them the same whether it is a 1,200 square foot bungalow or a 10,000 square foot estate. If he were renting out his property short term, he would make sure they are not bringing a family of ten people that will destroy his house because it is his property. He would like to err on the side of freedom and the free market can decide. If there is a problem with noise, we have a noise ordinance. He does not how they can prospectively come with language that satisfies every nuance. By the time the Zoning Administrator can investigate an occupancy complaint, the people will have left.

Councilmember Perrow asked how vacation communities handle this issue and Mr. Martin said it is all over the place. Mr. Martin said they looked at 27 localities, including First Cities. 17 currently have STR ordinance

requirements. 15 of those limit occupancy; three limit by number of bedrooms. The maximum number of guests varies by locality. Seven is the average; six is the median and six is the mode. Councilmember Perrow is specifically interested in vacation communities' ordinances because they are really talking about vacation visitors primarily or people escaping natural disasters. Councilmember Perrow remembers when they used to get multiple bed and breakfast conditional use permit requests a year. Airbnb is really taking over that business and he agrees that if they use Option #3 they will not need the conditional use permit requirement for a bed and breakfast. He would think that Option #1 is the minimum standard they should be considering so it will allow for two couples to travel and rent a STR together. Councilmember Perrow wondered what is driving the STR market in Lynchburg. Hopefully once we enter into the agreement with Airbnb we can see the volumes and correlate the volumes to what is happening during that period. He would lean toward more freedom and Option #3 but could be convinced to go with Option #1.

Mr. Martin noted that prior to the 1990s, the City allowed more than three unrelated people. A previous Council changed that because of the number of college students in residences. Mr. Martin noted that while there were 11 complaints reference for STRs, the number one complaint that the Zoning Administrator receives is still regarding the number of unrelated occupants in a unit. He would ask them to be hesitant about increasing it much beyond the four that staff and the Planning Commission are recommending, especially with no parking requirements. Councilmember Perrow pointed out that can be required under the conditional use permit process and Mr. Martin said that is the reason for the conditional use permit process plus the neighborhood gets a chance to come and speak to Council.

Vice Mayor said they are not a beach or golf destination and Lynchburg does not want to be that. She thinks Option #1 gives them some protection.

Councilmember Wright agreed with Vice Mayor Dolan and made the motion to approve Option #1. The motion was seconded by Councilmember Nelson. Councilmember Wright thinks it has been amply covered and he is loath to lift that restriction right now.

Councilmember Helgeson pointed out that allowing more people in a seven-bedroom house, for example, would mean that it could rent for more money and generate more lodging tax revenue for the City. Restricting the number of people will restrict the amount of lodging tax generated for the City. He thinks they will be short changing themselves and they is not what they want to do. They want to generate as much revenue as they can from tourism and outsiders coming to the City to spend money.

Councilmember Nelson would agree that this is to some degree a "cookie cutter" approach. He does not think he is in a position to try and come up with a formula that is geared to the square footage and all of the nuances of all the dwellings in Lynchburg. He thinks they have to have a standard and do the best with it. He pointed out that this is only referring to unrelated persons. There could be twenty people in a seven-bedroom house if they are all related. They will be the big houses that were built in a different era for single families or newer large suburban homes that will most likely get rented by an entire family for a wedding or other event.

Councilmember Perrow thinks this provision will be largely ignored just like it is across the City but it does give the Zoning Administrator something that he can enforce if there is a problem. He just does not have a better

option to present so he is going to rely on the work of the Planning Commission. If four is too restrictive or not restrictive enough, he would be open to revisiting the issue.

Councilmember Helgeson thinks the related issue will come down to how far back you want to go to prove that you are related. He does not know how they will be able to enforce something that says you have to have your birth certificate or DNA testing or a marriage license. He does not know how this can be enforced and he would like to have laws that are enforceable and clear. He does not think it is appropriate to have something out there just so they can be heavy handed on someone if the need arises. Councilmember Nelson noted there were only 11 complaints on STRs and does not think it is going to be a big problem. Councilmember Helgeson would like them to say they are open for business and think about unintended consequences. He would like to see more people improving properties.

Mr. Martin thinks people will find a way to do long-term rentals and classify them as STRs. That will create a very big issue but staff will have to deal with it if it happens. Mr. Martin thinks owners will try to enter into short-term contracts with students in order to get more people into a unit. Councilmember Helgeson pointed out that there is currently zero lodging tax for a long-term renter. If they want to enter into short-term leases, there will be lodging tax generated for the City. Mr. Martin said there will be nothing dictated as to how much a person has to charge a night in order to get the extra person. Staff will go forward and see how it works out.

Councilmember Wright's motion to approve Option #1 occupancy standard passed by the following vote:

AYES:	Dolan, Nelson, Perrow, Tweedy, Wilder, Wright	6
NOES:	Helgeson	1

Mayor Tweedy did not want to cut anyone off but hoped Council could be a little more expedient so they could get to Items #2 and #3 on the agenda.

Mr. Mitch Nuckles came forward to discuss the registration fee. He thanked Council and staff for the diligence they have shown to this topic. With regard to vacation rentals, most of those are done by management companies. Virginia Beach and Smith Mountain Lake are two examples and those management companies were already collecting and remitting the lodging tax. If the City signs an agreement with Airbnb, Airbnb will remit the lodging tax to the City and the Commissioner of Revenue will be left with the other operations that are operating under different platforms. The registry will be there to support staff to ensure we have fairness and equity among all the rental units. He went over the table showing the amounts they estimate they will collect with a \$50, \$100 or \$150 registration fee. This is based on an estimated 63 percent collection rate suggested by the third party. Mr. Nuckles said this is the first month that Airbnb has remitted the sales tax to the Department of Taxation. There were approximately 3,600 rooms in Lynchburg rented through Airbnb alone for the month of July. The City would receive between \$21,000 and \$22,00 for the month of July.

Councilmember Helgeson thinks this is the easiest solution and with a registration program there will be a lot of staff time involved. We would then not have to worry about who they are going to exempt people who do it infrequently. At \$77 a night, someone will not make any money if they have to pay a \$150 registration fee and they only rent out their unit for a weekend once a year. He does not know why they would put a fixed rate on someone for something that is beneficial to the community and the City. Collecting the lodging tax from Airbnb should be

enough to cover any extra staff costs. There will be costs associated with the registration process that the City will not incur if they just collect the lodging tax from Airbnb. Councilmember Helgeson reminded them that Alexandria thought it was going to get \$100,000 in lodging tax in a year and received \$350,000. He would like them to let this thrive and let as many people do it as possible. Councilmember Helgeson made a motion to enter into an agreement with Airbnb to collect lodging tax but require no registration fee. The motion was seconded by Councilmember Perrow.

Councilmember Perrow does not know why they would impose a registration fee that will not even cover the cost of staff time. They would have to increase the fee over \$150 to recoup what Mr. Nuckles is estimating to be staff costs. He realizes this may mean some lost lodging tax revenue but it will take a lot of work to collect lodging tax from someone who rents out their home a few times a year on a different platform.

Mr. Nuckles indicated that the main purpose for a registry program was to be able to enforce the occupancy requirement. Mr. White explained that state code allows a locality, if it has a registration program, to enforce the “three strikes” rule that has moved forward from Council’s last discussion. We need the third party program to identify the locations of the rentals. Councilmember Perrow would still like to have no registration program or fee and if they need to enforce the “three strikes” rule later on, a registration program can be implemented later. Councilmember Helgeson noted they will be collecting enough lodging tax from Airbnb to cover the cost of a third party monitoring program.

Councilmember Helgeson noted they do not want to discourage people from using Airbnb. If there is a registration fee, they might choose to use a different platform to avoid the registration program and the City will collect no lodging tax from the other platform. Vice Mayor Dolan wondered why someone would use Airbnb and Councilmember Helgeson said because most of them are using it already and they like the service.

Councilmember Nelson asked if this is meant to be a one-time registration process or will it have to be renewed every year. Staff is recommending an annual registration. Mr. Nuckles asked Mr. White to speak to that and indicated that his purpose in getting the third party monitoring service is to have fairness and equity among everyone doing STRs. Mr. White said the annual registration process will give them a point in time snapshot of who is doing STR. The registration fee was to offset staff costs. Councilmember Nelson does not know why the City would charge a fee each year if nothing about the unit changed. Mr. White gave them staff costs to start up the program and they do think staff costs will go down over time. Maintaining the registration program does require staff time but it is difficult to tell how much until we see the overall volume. Councilmember Nelson would suggest they have a one-time registration fee and it only has to be paid if the owner changes or some other piece of critical information changes. For him, the registration process is important in order for them to know who is operating STRs for the safety of the guests as well as the need to contact a responsible host or owner or managing party if there is a problem with the property. If they have not registered, that is guesswork for the fire department or the police department or first responders.

Mr. White noted that they were asked to try and provide staff costs. Collecting an annual fee or a one-time fee or no fee at all are certainly all options for Council to consider. The registry does not require that you do a registration fee. Mr. Nuckles said it is very important to his office that they be able to keep up with whether or not a

person is still doing the activity. Councilmember Nelson noted that if there is a one-time registration process and nothing changes, his staff can presume that they are still doing the activity year in and year out. Mr. Nuckles said that would be correct.

Councilmember Wilder asked if staff had a recommendation. Mr. White said they had initially suggested collecting lodging tax and a no fee registry program. Councilmember Helgeson noted that is the motion on the table. Councilmember Wilder asked Mr. Nuckles if that will give him the information he needs. He said as long as the numbers reported to the Department of Taxation match up with what they can see from the third party monitoring service, they should be in pretty good shape.

Councilmember Wright asked if this fee will be for one structure or for multiple units at a property. For example, someone could rent out the top floor as an STR and the bottom floor as an STR. Mr. Martin indicated that in order to do multiple units (an auxiliary dwelling), the property would have to be owner occupied. Mr. Martin indicated that the importance of having the host compliance list is to know where all the STRs are located. Only Airbnb remits the lodging tax to a locality. In order to be equitable, which Council has mentioned, they need the list to contact the ones that use a different platform such as VRBO or Craigslist and get them to remit the lodging tax. Councilmember Wright asked for clarification that they are talking about one structure. Mr. White said they would like to say it is for one structure but they will have to look at how removing the owner occupancy requirement has affected accessory dwellings. No matter what they decide to do in terms of a registration program or fee or any combination, they still need the third party service. Councilmember Wright favors what Councilmember Nelson has suggested—a one-time registration fee. There could be an annual registration process but not a fee. He is in favor of a one-time \$150 registration fee.

Councilmember Wilder asked for clarification from Mr. Nuckles as to whether or not his office needs the registration program. Mr. Nuckles said he needs the information from the third party. Councilmember Helgeson suggested the \$13,000 for the third party program can come from the lodging tax collected from Airbnb. Mr. Nuckles said there is also the \$10,000 in staff costs that has been included in the City's \$51,000 estimated annual costs. Councilmember Perrow asked if they have the \$51,000 cost even if no fee is collected. Mr. White indicated yes.

Councilmember Nelson noted that Airbnb might remit the taxes but does not remit the identity of the owner or the property location. Mr. Nuckles said that is correct. The host compliance agency will let them know who is operating in the City and what platform they are using. Mr. Nuckles gave the example of Alexandria. The third party is telling them they have 500 units but Alexandria has only 280 reporting through Airbnb. The Commissioner there is looking at the other 220 and has 70 of them remitting taxes of less than \$10,000. It is a ton of effort but fairness and equity means a lot to most of us.

Councilmember Helgeson thinks the cleanest way without a lot of burden on our staff is to only collect the lodging tax through Airbnb and collecting no registration fee. Councilmember Helgeson restated that as his motion, which had previously been seconded by Councilmember Perrow. Mayor Tweedy clarified that there would also be no registry and called for a vote. The motion failed by the following vote:

AYES:	Helgeson, Perrow	2
NOES:	Dolan, Nelson, Tweedy, Wilder, Wright	5

Councilmember Nelson made a motion that there be a registry program implemented and a one-time registration fee of \$150. The registration fee only needs to be paid again if there is a change in ownership or some other circumstance of significance. The motion was seconded by Councilmember Wright.

Councilmember Helgeson noted that a person's first two nights (at \$77 a night) will be paid to the City and there is no de minimis exception as Councilmember Nelson had previously suggested. There will also be staff time to keep up with the registry. A person does not have to pay any fees when they rent their property out long term so he does not understand how this is equitable. He knows they try to generate revenue by collecting fees but he thinks they should be thankful of the revenue that will be coming in every month in additional lodging tax.

Vice Mayor Dolan suggested an amendment to the motion which would allow a person to register multiple properties for one \$150 registration fee. Councilmember Nelson said he had wanted to recognize the infrequent exemption and that would be seven days or less a year would require no registration at all. He modified his motion to include that exemption. Mr. White indicated that staff would have no idea how many nights a person rents a unit. Councilmember Nelson indicated the neighbors will know and it would come into failure to register rather than billing for registration. If there is such an innocuous activity associated with the activity, the City has no reason to go after that owner. Mr. White said they will have no way of knowing how many nights a person rents their unit without doing some pretty extensive research. Councilmember Nelson said if there is a problem and someone is renting their unit more than seven days a year, someone is going to bring that information to staff. He said it is the same of someone who has more than two yard sales a year. We do not go after them for sales tax. Mr. White would caution them because it will be very difficult. Their default would be that they would have to assume everyone is doing it seven days or less. They would have to tell us they are doing more or their neighbors would have to complain. It could also change year to year. Councilmember Nelson asked him if they feel it would be an enticement for fraud. Mr. White said if they start adding in exemptions that change every year, they will have no way to know how many nights a particular owner rented out a unit. Councilmember Nelson said if staff feels it is problematic, he is not going to include it but it does bother him. He thinks the City needs to be tolerant for circumstances such as accommodating someone during a natural disaster. Mr. White suggested they could reduce the fee or do a no fee registration. Councilmember Nelson would not want to reduce the fee because that puts the burden on all the taxpayers. He wants it to be equitable and those that play pay.

Mr. White suggested if a person is doing it infrequently and does not wish to pay the registration fee, they could just come off the list when billed.

Councilmember Nelson did like Vice Mayor Dolan's suggestion to have an owner register all their properties under one registration fee since the point is mainly to get the contact information and find out the locations.

Mayor Tweedy asked the Councilmembers left who wished to comment to keep their comments to a minimum because she would like to get through the entire agenda because staff has been sitting there for two hours already. She would like to get through all the items even if it means there is no break between the work session and the

regular session.

Councilmember Perrow noted that Airbnb has 90 percent of Lynchburg's market. He asked Mr. Nuckles if his office will be attempting to collect the lodging tax from the other 10 percent. Mr. Nuckles said they will set them up as any other transient provider and that person is really required to remit the lodging tax on a monthly basis.

Commissioner Perrow said the registration fee needs to be annual then to offset the cost of staff time. It will take a bunch of effort to keep up with all these STRs and where else is the money going to come from.

Mr. Nuckles asked for clarification on the seven-day exemption and Councilmember Nelson said he had withdrawn that provision because of staff's concerns. The second part addressing Vice Mayor Dolan's suggestion is part of the motion.

Councilmember Helgeson asked how staff will handle someone who decides to rent out their home to someone for a weekend for a hurricane even for instance. Mr. White said they will get a bill on July 1 because staff has been alerted that there was some activity. The host can decide to continue doing STR and pay the registration fee or they can decide not to do it again and not pay the registration fee. As long as staff sees that there is no more activity, there would be no issue. Councilmember Helgeson asked for clarification that they would not be in violation and Mr. White said they would not be if they decided not to continue being an STR host.

Councilmember Helgeson asked what the staff costs would be if they just cashed the check that Airbnb sends them each month and there is no registration program. Mr. White said there would be the cost for the Commissioner of Revenue staff time, the host compliance agency cost and the cost of any enforcement and costs for followup monitoring. He reminded them that if they do not do a registry program, they cannot enforce the "three strikes" rule. He thinks staff costs would still be around \$30,000 a year but that is a bit of a rough guess. Mr. White explained that it has always been staff's recommendation that the City would bear some of the cost because of the additional neighborhood protection the registry could provide. Councilmember Helgeson noted they have not even gotten to the discussion about the "three strikes" rule so they cannot adopt this ordinance today. Mr. White and Mayor Tweedy reminded him that they moved that item forward at their last meeting. Councilmember Helgeson noted that staff was asked to come back with some different language and there have been changes to the ordinance since the last meeting.

Mayor Tweedy would suggest they take a vote on the registration fee item and then come back for a discussion on the violations rule. She would like to get to the other two items on the agenda today and called for a vote on the motion on the table:

YES:	Dolan, Nelson, Tweedy, Wilder, Wright	5
NOES:	Helgeson, Perrow	2

Mayor Tweedy asked staff to bring back the "three strikes" violation piece to the next meeting and reiterated that she would like to discuss what they can do regarding long-term rentals and owners that are not keeping up their rental properties. Councilmember Perrow would like the City Attorney to participate in that conversation and be versed in what the City's statutory authority is on the matter.

// In the matter of Social Services Dashboard Presentation, Agenda Item #3, Council was in consensus to hear this item next and save the Capital Improvement Program item until last. Ms. Tamara Rosser was present to give a

presentation. The Virginia Department of Social Services (VDSS) operates under a state supervised, locally administered model. The state provides guidance and monitors local Department of Social Services performance. VDSS developed the dashboard for each Local Department of Social Services (LDSS). Lynchburg is in the Piedmont region and is classified as a level 3 (large) agency based on the number of employees. We are also considered a fully deviating agency, which means that its employees are City employees not State employees. Our local board is an advisory board appointed by City Council that is not considered an administrative board. The state has developed this dashboard and the information will be presented quarterly. The presentation is to provide City Council an over of the dashboard and identify some gaps in staffing that are key to meeting the mandated measures.

The data is divided into four areas: public assistance which are the benefits provided, family services measures, human resources and finance. The data also provides a trend analysis, as well as a snapshot in time. The dashboard is a work in progress and they are constantly looking at information to include and tweaking it but it was developed with input from lots of different people. The first thing she discussed was Medicaid assistance and the timeliness in which applications were processed. Their benchmark is timeliness of applications at least 97 percent of the time, which they did not meet. Another item they are measured on is the processing of Supplemental Nutrition Assistance Program (SNAP) applications both expedited and non expedited. They met the goal for those applications, fell just a little short on Temporary Assistance for Needy Families (TANF) and met the benchmark for child care applications.

Ms. Rosser commented that they are under constant review for errors and they had zero errors on SNAP applications for the period of time evaluated. The Medicaid error rate is in progress.

Ms. Rosser noted that the monthly percentages in red are where they did not meet their benchmarks. They are certainly challenged to meet the Medicaid application deadline. She commented that Virginia just expanded Medicaid a couple of years ago and that has challenged their timeliness. She mentioned that when the Virginia Case Management System (VCMS) is down, they cannot process applications but are still held to the same timeliness standards. Councilmember Perrow asked how often the system goes down and Mr. Preston Sellers, the Program Manager, indicated it goes down weekly and it varies from an hour to an entire day. They are at the mercy of the State to get it running again when it does go down.

Ms. Rosser noted that the SNAP requirement is a federal requirement. Mayor Tweedy asked if they have the staff to do the extra input when the system does come back on line. Ms. Rosser said she will get to the point of staffing. Councilmember Perrow said they can challenge it because it is a Virginia system. Councilmember Helgeson commented that there could be a bunch of people sitting there not doing work because they cannot, we don't want to hire more people. Having flex time might be a good solution. Ms. Rosser assured them that there is no downtime where staff has no work to do. When the system is down, they spend time getting files in order and scanning documents. Councilmember Helgeson thought the system being down is irrelevant then but she assured him it is still relevant because they are unable to input applications but still have to meet the requirements. Mr. Sellers noted that people are still coming into the office to fill out applications and there are many documents to scan because they are going to a paperless system.

Mayor Tweedy asked if there is a consequence of not meeting the standards. Ms. Rosser noted that the State of

Virginia is under federal sanction for SNAP errors for a point in time from 2018 to the tune of approximately \$3.6 million. Lynchburg had more errors than allowed and they are in correction mode. They had to submit a corrective action plan to the State. Although they had zero errors recently, the federal government is always behind and the sanction goes back to a point approximately a year ago.

She then discussed the foster care and child protective services dashboard. They did meet their goal for the first contact made after a call. Congregate care placements are really outside of their control. A slide showing the number of children in foster care shows that the number of children in foster care is growing but the number is very fluid. Vice Mayor Dolan asked about the number of foster care children over the age of 18 and Ms. Rosser said they can stay in foster care until they are 21.

Ms. Rosser said the reason they cannot meet the goal for first contact goes back to not having enough staff. They do really well with the mandated foster care visits. Councilmember Helgeson asked about the private companies such as the Patrick Henry Home. Ms. Rosser said they provide the home but staff is still responsible for making the foster care visits. Councilmember Helgeson said if staff did less, the private companies could do more. Ms. Rosser said the children are in the custody of the local DSS are staff is still responsible for making the monthly visit. Ms. Rosser said it does not matter if they are in a home or a private agency, DSS is their legal custodian. The private agencies are providing the homes and making sure they get to all their appointments and counseling sessions and everything else. Councilmember Helgeson asked if their requirements go down if someone else is providing the home and Ms. Rosser indicated the requirements do not go down. Mayor Tweedy clarified that the City may shirk its responsibility and go toward privatizing these visits or removing children from the home. Ms. Rosser said only the local DSS in conjunction with the courts to make those removals.

The benchmark for congregate care is to have less than 16 percent of your foster care children in congregate care but whether or not they go into congregate care is based on the child's needs. With regard to all the family services benchmarks, Ms. Rosser said there are a lot in the red but that is for third quarter. She has received preliminary fourth quarter numbers and can see where they are making some progress. However, they are going to be very challenged to meet the minimum standards with current staff.

With regard to Human Resources, they have 175 targeted positions identified in the state's local employee tracking system (LETS) and that is based on a number of statistical pieces of data for the City. As of August 2018, they had 141 filled positions. Councilmember Perrow noted that is a 20 percent vacancy rate and Ms. Rosser said that is correct and that is according to what is in the LETS system. Currently they have approximately 142 positions approved through the local budget process. Councilmember Perrow said he understands now that this is the state's idea of our vacancy rate. Councilmember Wright asked how many of the 142 budgeted positions are currently vacant and Ms. Rosser thought it was around four or five. Councilmember Helgeson would like to know what is the actual budgeted positions versus the budgeted positions that are vacant. He thinks that would be much more helpful to them in deciphering a nineteen percent vacancy rate.

Dr. Reid Wodicka said he can get them that information; however, the LETS system is telling them how many people they need in order to run the department efficiently versus the number of budgeted positions they have and we are probably lower than the LETS number. Councilmember Perrow noted that if our internal vacancy rate is de

minimis then our metrics should be a whole better too. Ms. Rosser said they can recruit because they do pretty well in terms of pay relative to the region but acknowledged that the work is hard. People also leave for any number of reasons. Mayor Tweedy said she hears that it is overworking a lot of people and they leave for other opportunities that may have less workload. If there is a difference of 30 positions at what point does the state hold us accountable to where we are short based on we have not funded the necessary positions. Councilmember Wright noted that if the state is saying we need an additional thirty positions to do the work, then it is no wonder people are stressed. He is glad to hear that we paying competitive wages.

Ms. Rosser explained that the dashboard data is only a piece of a very large puzzle of data, mandates, standards and reviews. Over the past years, positions have been eliminated while the responsibilities and mandates have increased. While we are making some progress, we will be challenged to meet the minimum standards with current staff. The consequences of not meeting standards may result in not receiving full reimbursement of funds or having to repay funds. They are paying overtime to meet these requirements and there is a physical and emotional toll on staff. It is not sustainable for the department to meet the minimum standards with the amount of staff they currently have. At some point the lack of meeting these requirements will hit the City in its pocketbook because it will result in penalties. The state is currently under sanction for not meeting these requirements and that trickles down to the localities.

Ms. Rosser thanked Council and mentioned that she had run through the information very quickly. She would welcome the opportunity to come back. She thanked her staff and said they are dedicated to keeping children safe and making sure citizens have the benefits to which they are entitled. She commends the staff for the work they do against some very tough situations. Mayor Tweedy would like her to come back and asked staff to get her on a future agenda. Councilmember Wilder noted that he has been a foster parent for 20 years and has seen the hard work of the social workers and case workers and thanked them for their dedication.

Councilmember Wilder noted that he has heard that people move to the City from the counties in order to get benefits. Ms. Rosser said every locality has its own DSS and they can get the same benefits in Campbell County or Bedford County as they can get in Lynchburg.

Dr. Wodicka said that there are 146 authorized positions, including public assistance. Ms. Rosser noted that if they hire a benefits program employee, they will not be given a full caseload for twelve months because of all the required training and details that come into making a determination for benefits. Mayor Tweedy asked where is the opportunity for innovation in the work of social services and how are we addressing our expectations of third party agencies. Ms. Rosser said there is a lot of innovative work being discussed as a result of the state being under this sanction. They are part of the state's process to develop a performance improvement plan to look at how we can do business differently and how we can partner differently. She is excited about the school task force because she is hoping that as a result of people coming together and looking at things differently that we can talk about how they can best partner with some of the high risk families and children that we all see. She is optimistic that they can have those conversations. They are always trying to do the work as efficiently as possible with the resources they have. Ms. Rosser said they took a look at the high risk areas and mapped it out and it seemed that these children were attending a couple of certain elementary schools. They would love to engage in a conversation on meaningful

collaboration with some of our partners where we are sharing everything and everyone has a little bit of skin in the game. Mayor Tweedy thanked her for her presentation and said they look forward to her coming back.

Councilmember Helgeson suggested they get to the Capital Improvement Program item at a later date. He thinks they should have meaningful discussion about the item. The other councilmembers seemed to favor that idea and it was decided to have roll call. Mayor Tweedy asked if delaying this item will affect anyone and Dr. Wodicka said it was an informational item only.

// In the matter of Roll Call, Councilmember Wright did not have any items. Councilmember Wilder announced a partnership with Economic Development and KDC 1, an employer on Florida Avenue. They are holding a job fair at the Jubilee Center on Saturday, September 14 from 11:00 a.m. to 2:00 p.m. There are 200 open positions. There will be activities for the family and a free lunch. Mayor Tweedy mentioned it is #hirelynchburg. Vice Mayor Dolan had no items. Councilmember Nelson commended Police Chief Ryan Zuidema for being only one of 23 fellows of the inaugural class of members of the Civil Society Fellowship. It is a three-year term and he is clearly being recognized for his skill set and leadership to solve community problems in America. Councilmember Perrow wished to recognize the Rotary Club of Forest who set up the Field of Honor at Automated Conveyor Systems. There are 1,200 flags representing a service member and it runs from September 1 through September 14. It was a very nice and well attended event and it is remarkable to see when you drive by it on Old Graves Mill Road. They play taps every night at 7:00 p.m. Councilmember Helgeson noted that the library for World War I and II veterans is recording and scanning documents to put in the archives. Mayor Tweedy mentioned that there was a tour of two apartment buildings on Rivermont Avenue today, the former Seven Hills School and the former Garland Rodes School. She thanked all of the staff and community organizations for the Get Downtown event. Main Street Renewal will begin Monday, September 16. Please understand that we are going through change but we are trying to make it as the least inconvenience as possible. She thanked staff for working with our businesses and residents.

// The meeting was recessed at 7:06 p.m.

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

// The following members were present:

Present:	Mary Jane Dolan, Jeff Helgeson, J. Randy Nelson, E. J. Turner Perrow, Sterling Wilder, Beau Wright, Treney Tweedy	7
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Absent:		0
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// Vice Mayor Dolan gave the Invocation, followed by the Pledge of Allegiance.

// In the matter of Recognitions, Mayor Tweedy, along with Chief Zuidema, recognized the following officers for receiving the Valor Award for an occurrence event that happened on August 27, 2019: Officers Miles Davis, Nathan Godsie., Nick Kirby, Thomas Sawyer, Roy Young and K9 Arko. She read a statement of what happened on that day and thanked them for their service. She said Council is honored to recognize them this evening.

Councilmember Perrow commented that the officers never cease to amaze him. He thanked them from the bottom of his heart for all they have done and will continue to do for the City.

// Copies of the minutes of the August 13, 2019 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Councilmember Perrow, seconded by Councilmember Wilder, by the following

recorded vote approved the minutes as presented.

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

Noes: 0

// In the matter of Budget, Resolution #R-19-060, laid over from the August 13, 2019 meeting, was again presented and read, on motion of Councilmember Perrow and seconded by Councilmember Wilder, the FY 2019 City/Federal/State Aid Fund Budget was amended and \$21,293 was appropriated with resources from the Virginia Wireless E-911 Services Board FY 2019 Public Safety Answering Point (PSAP) Grant Program, which was used to replace aging computer equipment for 12 Computer Aided Dispatch (CAD)

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

Noes: 0

// In the matter of Budget, Resolution #R-19-061, laid over from the August 13, 2019 meeting, was again presented and read, on motion of Councilmember Perrow and seconded by Councilmember Wilder, the FY 2019 City/Federal/State Aid Fund Budget was amended and \$103,920 was appropriated with resources of \$51,960 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (FSAF) and \$47,297 from the FY 2020 General Fund Fire Department Budget and \$4,666 from the General Fund Fire Equipment Assigned Fund Balance to purchase three LifePak 15 cardiac monitors for the Fire Department.

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

Noes: 0

// In the matter of Budget, Resolution #R-19-061, laid over from the August 13, 2019 meeting, was again presented and read, on motion of Councilmember Perrow and seconded by Councilmember Wilder, the FY 2019 City/Federal/State Aid Fund Budget was amended and \$103,920 was appropriated with resources of \$51,960 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (FSAF) and \$47,297 from the FY 2020 General Fund Fire Department Budget and \$4,666 from the General Fund Fire Equipment Assigned Fund Balance to purchase three LifePak 15 cardiac monitors for the Fire Department.

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

Noes: 0

// In the matter of Budget, Resolution #R-19-062, laid over from the August 13, 2019 meeting, was again presented and read, on motion of Councilmember Perrow and seconded by Councilmember Wilder, the FY 2019 City/Federal/State Aid Fund Budget was amended and \$15,1213 was appropriated with resources from a grant from the Library of Virginia to preserve Deed Book JJ, 1884, Marriage Bonds A – L, 1835 – 1840 and Marriage Bonds J – Z, 1825 – 1834 at the Lynchburg Circuit Court Clerk's Office.

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

Noes: 0

// In the matter of Community Development, Conditional Use Permits, Agenda Item #9, a public hearing was held regarding the petition of BHC Rhodes for a conditional use permit at 128 Old Courthouse Turnpike to allow the construction of a utility equipment shelter to support a fiber optic network in an R-4, High Density Residential District. Mr. Tom Martin gave a summary of the report. There was no one to make a presentation or to speak in

favor or against the petition. Mayor Tweedy closed the public hearing portion of the petition. Councilmember Perrow wanted to know what it meant to support long haul equipment. Mr. Martin said it is a building and the fiber optics will boost a signal. Councilmember Perrow thinks it is a good use for a pretty unattractive space and it will generate some communications and real estate taxes. They cannot consider that in the conditional use permit but it is nice to know. He made the motion to approve the conditional use permit, which was seconded by Vice Mayor Dolan and passed by the following vote:

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

// In the matter of Community Development – Zoning Amendments, Agenda Item #10, a public hearing was held regarding the petition of JB Property Group, LLC to rezone approximately sixty-nine thousandths (0.069) of an acre located at 1004 Court Street from B-1, Limited Business District to B-4C, Urban Commercial District (Conditional) to allow uses permitted in the B-1, Limited Business District, and/or up to four (4) residential units in the existing building.

Councilmember Nelson commented that he represented the owner in the purchase of this property and will be abstaining from the discussion and vote. Mr. Tom Martin summarized the report for Council. Ms. Amy Seipp of Accupoint Surveying came forward to represent the petitioner. She explained the petition is pretty straightforward and commends Mr. Baker for saving this structure from dilapidation. He has started some exterior repairs and it is already seeing improvement. He would like to start with two residential units and may add two more units later. It fits the adjacent properties and is a good use for the structure. There was no one who wished to speak either in favor or in opposition to the petition and the public hearing portion of the petition was closed.

Vice Mayor Dolan and Councilmember Wright both felt it is a good use of the property. Councilmember Wright made a motion to approve the rezoning. The motion was seconded by Vice Mayor Dolan. Councilmember Perrow asked if it is a conditional rezoning because of the one proffer. Mr. Martin said that is correct and it limits the commercial uses to B-1, which is what the property is currently zoned. Councilmember Perrow he has property interest on Court Street but thinks this is a further indication of the changing use of Court Street. He believes the City should consider looking at the zoning of Court Street. He will not say anymore because he feels it would be improper.

Ayes:	Dolan, Helgeson, Perrow, Tweedy, Wilder, Wright	6
Nyes:		0
Abstentions:	Nelson	1

// In the matter of City Code, Zoning Amendments, Agenda Item #11, a public hearing was conducted regarding the consideration of amending Zoning Ordinance Section 35.2-11.3, Applications concerning proffers. Amendments will conform to the provision of Va. Code Ann. Section 15.2-2303.4, effective July 1, 2019. Mr. Tom Martin explained this will keep our code in line with the state code. The language was drafted by the City Attorney. The language gives more protection to the City in that when the proffers are signed and submitted that is evidence that they are reasonable and appropriate. There was no one who wished to speak in favor or opposition to the petition and the public hearing portion of the petition was closed. Councilmember Perrow made a motion to approve the

amendment. The motion was seconded by Councilmember Nelson. Councilmember Perrow said he is not surprised Mr. Erwin wrote this and it does give the City more protection. When the developer or whomever signs off on the proffer, they cannot contest it in the future, which was a risk that was posed earlier. The motion passed by the following vote:

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

// In the matter of Public Works, Agenda Item #12, a public hearing was held regarding the consideration of an amended lease of City owner property at 901 Church Street to Community Appointed Special Advocate of Central Virginia (CASA) to increase the leased space. Ms. Gaynelle summarized the request. CASA started leasing space on the first floor in 2012 and made \$20,000 in improvements to the building. The City waived the \$12,000 in annual rent in lieu of a \$12,000 annual contribution. They are requesting 880 additional square feet that was formerly occupied by the City health nurse. She checked with City staff to see if there was any use for this space. This building has some very sensitive occupation on the 2nd and 3rd floors so we will be very picky as to who we put in this building. This is a perfect fit.

Ms. Allison Stronza, the Exective Director of CASA was present to represent the request. She thanked the City for its support over the years. They have increased their staff and are overcrowded. This space would be very helpful to them. They have served more than 4,700 children in the past 30 years. All the counties they serve are supporting them financially with the exception of Appomattox. They will be requesting funding from them. Many of the counties support them with free rent or office space, phone and internet. Lynchburg is their headquarters and where most of their staff is located. There was no one who wished to speak in favor or in opposition to the petition and the public hearing portion of the petition was closed.

Councilmember Wright made a motion to approve the request. The motion was seconded by Councilmember Nelson. Councilmember Wright said CASA is an incredible organization doing really important work. He likes the idea of offering them additional support, especially since Ms. Hart has said they are a perfect fit for the space. Mayor Tweedy noted this was reviewed by the Physical Development Committee (PDC). Councilmember Perrow noted that PDC did recommend approval of this request. This is a government services building that has sensitive components to the tenants that occupy the space. We would not rent out the space to just anyone and we are only talking about 800 square feet, which would be hard to rent out anyway. You cannot isolate this space by utilities so it is a cost we are already carrying. They provide a great service to the City and it seemed to be just and worthwhile and fair.

Councilmember Nelson noted that his second was not required but CASA certainly provides a very strategic, positive and critically needed service to the courts, DSS, children and our families. That location is right next to the courthouses, so it is a perfect site.

Councilmember Helgeson asked Ms. Stronza what percentage of the children served are from Lynchburg. Ms. Stronza provided some numbers from last fiscal year that indicated Lynchburg has the second highest number of children served after Bedford County. In response to a question from Councilmember Helgeson, Ms. Stronza said they receive \$12,000 a year from Bedford County and free office space.

The motion passed by the following vote:

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

// In the matter of City owned property (Lynchburg Regional Airport), Agenda Item #13, a public hearing was conducted regarding the request of Virginia Department of Transportation (VDOT) for easements and additional right-of-way and Appalachian Power Company for agreements for utility poles along Route 29 on City owned property (Lynchburg Regional Airport) in Campbell County. Mr. Mark Courtney summarized the request for Council. The easements and right-of-way are necessary in order to accommodate a new bridge that VDOT will be constructing on northbound Route 29. Most of it is located on a 0.96 acre parcel owned by the City and used for the detention basin for half of the terminal parking lot. There will be a pole relocated and one that is added and another right-of-way in order to accommodate a wider road for VDOT as part of a new bridge. The airport has worked with VDOT and City staff and has no objection to it and has negotiated an acceptable offer. They need one more FAA approval; most of them have already been accomplished. There was no one who wished to speak in favor or in opposition to the petition and the public hearing portion of the petition was closed.

Councilmember Perrow noted that PDC reviewed this request this morning. This is a de minimis amount of land associated with this transfer, however, he commended the director and staff for negotiating a decent compensation for this acquisition. It took a significant amount of staff time and the amount they negotiated seems commiserate with that time. Councilmember Perrow on behalf of the PDC made a motion to approve the request. The motion passed by the following vote:

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

// In the matter of Budget, General Fund, Agenda Item #14, consideration of introducing a resolution to amend the FY 2019 General Fund budget and appropriate \$1,415,217 with resources from the Assigned Fund Balance Health Insurance Reserve, Mr. James Lowe provided a summary of the request. He said this is the second year in which we have come up short in our estimated expenditures for the health fund. Last year the rates for the cost share for employees were increased. One of the challenges is that the health care is a calendar year and is not in sync with our fiscal year. They have met and come up with a strategy to remedy that but for the time being, we do come up short.

Councilmember Helgeson is sure there are things that could be implemented instead of waiting another year or a fiscal year. This is not good news by any means when we see our reserves being depleted and there will still be a shortfall. He has brought this up before that when we have emergencies we need to plan as best we can and not spend everything. As a Council, he hopes they will recognize that when they have reserve funds, there is always something that comes up.

Councilmember Perrow asked what the budgeted amount was for health insurance. Ms. Donna Witt said it was approximately \$13 million. Ms. Svrcek indicated that we have had two bad claims years in a row, which is very unusual. They had a conference call yesterday with our health consultant to talk about how we can remedy this in the future. Ms. Svrcek asked him to find a third party auditor to audit our claims because we know there have been billing issues. She also wants to educate the employees to be health advocates for themselves. She is challenged by

seeing medical bills and explanations of benefits coming daily and she is confident many of the City's employees are as well.

Councilmember Perrow thinks they should have a longer term conversation about the level of reserve that we hold. Ms. Svrcek agreed. Councilmember Perrow noted we are tapping everything here and this is very bad news. Ms. Svrcek said it is very difficult to predict. Councilmember Perrow noted their back is against the wall and clarified they are dumping the entire reserve into the general fund. Councilmember Perrow moved the resolution and it was seconded by Councilmember Wilder. Councilmember Wilder asked if it is normal for them to use their reserve. Ms. Svrcek said it is unusual for them to have had two bad claims years in a row. She wants them to dig deeper into what is going on behind all of this. Ms. Svrcek projects increases for January 2020 and January 2021 to help build the reserves and there will be additional costs to the employees and to the City.

Councilmember Nelson asked if there is any indication at this point in the fiscal year as to whether we are going to have another bad year. Mr. Lowe said that the national trend has been about a ten percent increase per year. Our trend for the past three years since we have been with Anthem has been around 4.6 percent. We do not anticipate a bad year but there is always a lag behind us as to what claims you have and data and history. It is early in the fiscal year and he cannot assure them it will be a better year at this point. Councilmember Nelson said it should be interesting to see what the consultant has to say.

Councilmember Helgeson asked if Ms. Svrcek thinks claims have been paid that should not have been paid. Ms. Svrcek said she thinks it is worth a second look by a professional auditor. He asked if Anthem does the administration of claims and Ms. Svrcek said yes. He asked if we pay the claims because we are self insured and Ms. Svrcek said that is correct. Mr. Lowe said we pay an administrative fee each month whether or not that contract member has any expenses incurred or not. Anthem does the processing of claims and we pay the claims. Councilmember Helgeson doubts that Anthem is asking for payment of claims that they should not. Mr. Lowe said they would like to think that Anthem is very reputable and professional in the adjudication of the claims. We have had personal experiences where it causes us to question the appropriate adjudication of the claims. Councilmember Helgeson asked if there is anything they could regarding the design of the plan. Mr. Lowe said they have tweaked the plan significantly in the past few years but do not plan on doing that in the coming year. Councilmember Helgeson thinks they should do some kind of tertiary analysis of the plan in light of spending all the reserve money.

Councilmember Wilder thinks they can look at some of that during the audit. He asked when they review to see if they are on target for the year. Mr. Lowe said that during the sixth month of the plan year they look at that claims experience to start projecting toward the next year.

Short of having some competition for health care, which Councilmember Helgeson strongly encourages, he did note that UVA had seen where more claims were being paid than should have been paid. Hopefully we can look at the providers as far as the charges because he hopes we are not being overbilled. He is glad they are looking at it.

The motion passed by the following vote:

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

7

Noes:

0

// In the matter of City Code, Agenda Item #15, Solid Waste Collection and Disposal, Council considers adopting an ordinance to amend Section 212.3.31 of the City Code to reflect the decal fees approved by City Council as part of the Adopted FY 2020 Operating Budget. Ms. Hart explained the increase in the fees from \$40 to \$55 for a 32-gallon can and from \$80 to \$110 for a 64-gallon can. The City Code needs to be changed to reflect these fees.

Councilmember Wilder made a motion to approve the ordinance, which was seconded by Vice Mayor Dolan. Councilmember Helgeson thought this was rolled pretty quickly. People got notices that prices went up 37 percent and only have 15 days to pay it. He received a lot of calls. Ms. Hart explained the notices went out the end of August and they are due on September 18. That is in order to receive them by October 1. You can buy them on line, which is actually the department's preferred way of people buying them. They started a public relations campaign in July and there was a water bill insert as well.

The motion passed by the following vote:

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

// In the matter of Public Works, Agenda Item #16, Council considered a resolution to approve a change order for \$45,378 for the completion of the demolition phase of the Police Department Headquarters project. They have found an additional 4,200 cubic yards of contaminated soil and found three more underground storage tanks. They had unit prices in the contract to protect the City from additional costs.

On behalf of the Physical Development Committee, Councilmember Perrow noted they are disappointed to see it exceeding the 25 percent threshold but staff did a good job when they bid the work to include the unit prices. If that were not the case, this change order would likely have been a whole lot more. Whenever you are dealing with remediation and underground tanks and demolition of a building that has been there for decades, you do not know what you are going to find. PDC recommended approval and the good news is the rest will be new construction and the unknowns are out of the way. Councilmember Perrow made the motion on behalf of PDC to approve the change order. Councilmember Helgeson asked about the additional approximately \$250,000 left over from the Bluffwalk money that he suggested be put toward this building. Ms. Svrcek said that is still coming back to them for consideration. He thinks that is good that they will have that money to help pay for this change order. The motion passed by the following vote:

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

// In the matter of Budget, CSA Fund, Council considered a resolution to amend the FY 2019 CSA Fund budget to appropriate \$75,000 in additional funding for increases in the CSA program, specifically increases in special education placements in private day schools and residential special education facilities with resources from the CSA fund balance and the Virginia Department of Education. Ms. Rosser explained they saw a 22 percent increase in the special education day placements from 2018 to 2019. No additional general fund dollars are required. She explained CSA funds are state funds with a local match. Our match would be \$20,000 coming from the CSA fund balance.

Councilmember Wright made a motion to approve the resolution, which was seconded by Vice Mayor Dolan. He thanked Ms. Rosser and her team again for their hard work and the motion passed by the following vote:

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

// On motion of Councilmember Wilder, seconded by Councilmember Perrow, Council by the following recorded vote elected to hold a closed meeting to discuss appointments to the Building Code Appeals Board, Business Development Center Board, Economic Development Authority, Redevelopment & Housing Authority and Social Services Advisory Board and for discussion and consideration of the City Manager's and the City Attorney's performance evaluations, pursuant to Section 2.2-3711(A.) (1) of the Code of Virginia.

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

On nomination of Councilmember Perrow, seconded by Councilmember Helgeson, Council by the following recorded vote reappointed Mark Smith to serve on the Building Code Appeals Board for a term ending September 30, 2023:

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

On nomination of Councilmember Perrow, seconded by Councilmember Helgeson, Council by the following recorded vote reappointed Brandon Baber, Michael Forren and Maurice Preston and appointed Kamal Darden, Corey Davis, Pavlina Dirom, Graham Evans, Samuel Howe, Daniel Lee and Cheryl Valentine to the Business Development Centre Board for terms to expire September 30, 2022.

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

On nomination of Councilmember Perrow, seconded by Councilmember Helgeson, Council by the following recorded vote appointed Andrew Mueller to serve on the Economic Development Authority to fill an unexpired term to end June 30, 2021:

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

On nomination of Councilmember Perrow, seconded by Councilmember Helgeson, Council by the following recorded vote reappointed Sarah Ploch to serve on the Redevelopment and Housing Authority with a term to expire September 30, 2022:

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

On nomination of Councilmember Perrow, seconded by Councilmember Helgeson, Council by the following recorded vote reappointed James Polk, Jr. and Timothy Griffin and appointed Joan Rowe to serve on the Social Services Advisory Board with terms to expire September 30, 2022:

September 10, 2019

AGENDA ITEM #: 5

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

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

Councilmember Perrow 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 Councilmember Helgeson, and Council by the following recorded vote adopted the motion:

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

// The meeting was adjourned at 10:00 P.M.

Clerk of Council

LYNCHBURG CITY COUNCIL
Agenda Item Summary

For reference for
Items #6 and 7

MEETING DATE: **September 10, 2019**

AGENDA ITEM #: **14**

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

ACTION: **X**

INFORMATION:

(Confidential)

ITEM TITLE: Appropriation of Assigned Fund Balance Health Insurance Reserve

KEY ELEMENTS:

___Economic Development __X_Excellent Government ___Natural and Built Environment ___Safe Community ___Vibrant Community

RECOMMENDATION: Adopt a resolution to amend the FY 2019 General Fund budget and appropriate \$1,415,217 with resources from the Assigned Fund Balance Health Insurance Reserve.

SUMMARY: In FY 2018 and FY 2019, health benefit claims exceeded the funds available, through City and employee contributions, to pay the claims. The Health Insurance Reserve was replenished at the end of FY 2018 from Unassigned Fund Balance and employee contributions were increased as of January 2019. In order to help mitigate the impact, City contributions increased for FY 2020.

The FY 2018 shortfall was about \$1,100,000. While claims are still being received for FY 2019, the estimated shortfall is about \$1,700,000. With this estimate, even after the use of the Health Insurance Reserve, FY 2020 begins with a negative balance.

Use of the Health Insurance Reserve will also require funds from the FY 2019 Unassigned Fund Balance, of no less than \$1,500,000, to be assigned by the City Manager. This will reestablish the Health Insurance Reserve for FY 2020.

City staff is working with the City's health benefits consultant, Matt Smith, to analyze the claims but the national trend shows an increase of 10% or more year over year especially in prescription costs. Additional analysis is also being completed to determine employee and City contributions required for FY 2021.

PRIOR ACTION(S): Employee contributions increased January 2019
City contribution increases were included in the Adopted FY 2020 Budget

FISCAL IMPACT: Depletion of the Health Insurance Reserve

CONTACT(S): James Lowe, Director of Human Resources, 455-4405
Reid Lanham, Accounting Manager, 455-4231

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2019 General Fund budget is amended and \$1,415,217 is appropriated with resources from the Assigned Fund Balance Health Insurance Reserve.

Introduced: September 10, 2019

Adopted: September 24, 2019

Certified:

Clerk of Council

105R

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: September 10, 2019

AGENDA ITEM #: 17

CONSENT:

REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

ACTION: **X**

INFORMATION:

(Confidential)

ITEM TITLE: **FY 2019 Children Services Act (CSA) Appropriation**

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the Fiscal Year (FY) 2019 CSA Fund budget to appropriate \$75,000 in additional funding for increases in the CSA program, specifically increases in special education placements in private day schools and residential special education facilities, with resources from the CSA fund balance and the Virginia Department of Education.

SUMMARY: CSA provides funding for placements in private day schools and private residential special education facilities for children who meet the criteria for special education placement services. These requirements are mandated by federal as well as state law. Lynchburg's CSA Special Education expenditures increased by 22% in FY 2019 compared to the previous year.

PRIOR ACTION(S): None

FISCAL IMPACT: Reimbursement from the VA Department of Education of \$54,270; local match of \$20,730 from CSA fund balance. No additional General Fund match is required.

CONTACT(S): Tamara Rosser, Director of Human Services, 455-5794

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION: BE IT RESOLVED that the FY 2019 CSA Fund budget is amended and \$75,000 is appropriated with resources from the Virginia Department of Education (\$54,270) and the CSA Fund balance (\$20,730) for additional funding for increased expenses related to the CSA Program.

Introduced:: September 10, 2019.

Adopted: September 24, 2019

Certified: _____
Clerk of Council

103R

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **8**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: FY 2020 First Quarter Adjustments

KEY ELEMENTS:

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

RECOMMENDATION: Following a public hearing, adopt a resolution amending the FY 2020 Operating and Capital Budgets and appropriating or rescinding funds to reflect the FY 2020 First Quarter Adjustments as listed in Attachment A.

SUMMARY: The General, City/Federal/State Aid, Community Development Block Grant (CDBG), Forfeited Assets, Home Investment Trust, Regional Juvenile Detention Home, Technology, Fleet, Water as well as the City Capital Projects, Stormwater Capital Projects, and Schools Capital Projects Fund are amended to reflect the FY 2020 First Quarter Adjustments.

PRIOR ACTION(S): Adoption of the FY 2020 Operating and Capital Budgets: May 28, 2019

FISCAL IMPACT: As noted on Attachment A.

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

ATTACHMENT(S):

Resolutions

FY 2020 First Quarter Adjustments – Summary and Detail (Attachment A)

REVIEWED BY: bms

RESOLUTION: BE IT RESOLVED That the FY 2020 Adopted Budget is amended and funds are appropriated or rescinded to reflect the First Quarter Adjustments in the General, City/Federal/State Aid, Community Development Block Grant (CDBG), Forfeited Assets, Home Investment Trust, Regional Juvenile Detention Home, Technology, Fleet, Water as well as the City Capital Projects, Stormwater Capital Projects, and Schools Capital Projects Fund as reflected in Attachment A.

And, BE IT RESOLVED that the funds shall be used as identified in Attachment A.

Introduced: September 24, 2019

Adopted:

Certified:

Clerk of Council

117R

Department/Division	Amount	Source of Funding			Purpose
		Additional Revenues	Use of Unassigned Fund Balance	Transfer or Use of Committed/Assigned Fund Balance	
GENERAL FUND					
City Assessor	11,000		11,000		Carry forward and appropriate remaining funds to upgrade to a new version of the current Computer-Assisted Mass Appraisal (CAMA) system ProVal.
Community Development	15,000		15,000		Carry forward and appropriate remaining funds to replenish demolition budget as a result of expenditures for an emergency demolition in FY 2020.
Council/Manager Offices	4,007		4,007		Carry forward and appropriate remaining funds to purchase chairs for the Second Floor Training Room.
Emergency Services	20,000		20,000		Carryforward and appropriate remaining funds to replace the current access control system (locks) at the Emergency Services building.
Financial Services	15,000		15,000		Carry forward and appropriate remaining funds for training and succession planning.
Fire	30,000		30,000		Carry forward and appropriate remaining funds for Fiber at Station 4. This is the only station that is not on the City's fiber network for internet access.
Fire	25,000		25,000		Carry forward and appropriate remaining funds for ballistic vests. We need to protect our most valuable asset; our employees. In light of the increasingly frequent active assailant events, the LFD, like many other departments throughout the nation, is beginning an initiative to provide a ballistic vest to every riding position in the department. This equipment further advances our partnership with law enforcement allowing us to work collaboratively to help prevent violent threats and death.
Human Resources - Non-Departmental	2,173		2,173		Carry forward and appropriate donated funds for the International Festival.
Library	4,998	4,998			Appropriate additional State Aid from the Library of Virginia.
Non-Departmental - Medical Benefit	260,000		260,000		Appropriate funds for additional medical benefits costs projected for FY 2020.
Parks and Recreation	24,369		24,369		Carry forward and appropriate remaining funds to purchase new furniture and kitchen equipment for Jefferson Park and Diamond Hill neighborhood centers following their renovation with CDBG funds.
Parks and Recreation	2,500		2,500		Carry forward and appropriate remaining funds for transportation for the neighborhood centers summer camp programs (via an LCS school bus and driver).

Department/Division	Amount	Source of Funding			Purpose
		Additional Revenues	Use of Unassigned Fund Balance	Transfer or Use of Committed/Assigned Fund Balance	
Police	71,557		71,557		Carry forward and appropriate remaining funds to purchase FireArms Training Simulator System (F.A.T.S). The F.A.T.S system will accommodate both safe and real time use of force training in essentially any environment. Additionally, the direct feedback from the system provides an assessment of the officer's performance. This information is critical in providing the officer with constructive feedback and remediation as necessary to ensure proper development. The total cost of the system is \$96,557 offset with \$25,000 of State Asset Forfeiture funding.
Police	85,000		85,000		Carry forward and appropriate remaining funds to purchase scheduling/payroll software. A cloud-based scheduling system will optimize the scheduling, communication and deployment of police personnel. Also, better ability to track personnel costs and manage limited resources by creating and updating schedules in a more streamlined and efficient manner.
Police - Range	2,173		2,173		Carry forward and appropriate remaining funds and revenues received over adopted budget to be used for firing range purposes in FY 2020.
Poverty Initiative	121,001		121,001		Carry forward and appropriate remaining FY 2019 Poverty Initiative Funds.
Public Works	31,000		31,000		Carry forward and appropriate remaining funds for SCS Engineers, the consultants hired by the City to examine the current solid waste management program and services, advised coupling a routing study with the current scope of work would provide significant benefit.
Public Works	5,600		5,600		Carry forward and appropriate remaining funds for 7 computer/monitor setups and 2 desktop printers. Public Works has employees in the Grounds, Streets, and Building Maintenance divisions who do not have access to a computer work station. With the implementation of NeoGov as the new performance and learn tool, it is imperative computer work stations be added to these areas for employees to use. There are approximately 60 employees primarily located in 4 different areas needing access to these stations.
Public Works	124,000		124,000		Appropriate funds for the lift currently in use at the Refuse Maintenance Shop needs to be replaced.

Department/Division	Amount	Source of Funding			Purpose
		Additional Revenues	Use of Unassigned Fund Balance	Transfer or Use of Committed/Assigned Fund Balance	
TRANSFERS					
Transfer to City/Federal/State Aid Fund from General Fund Operating Budget	54,705		54,705		Transfer from General Fund to City/Federal State Aid Fund to appropriate the amount collected from a percentage of Amusement Tax in the Arts and Cultural District that relates to the Arts Grant.
Transfer to City/Federal/State Aid Fund from General Fund Operating Budget	50,000		50,000		Transfer from General Fund to City/Federal State Aid Fund to carry forward and appropriate funds to establish the Local Drug Court Grant.
Transfer to Technology Fund from Information Technology General Fund Operating Budget	62,851			62,851	Transfer from General Fund to Technology Fund of non-personnel unexpended funds to the Technology Fund per June 2000 Council approved Information Technology Policy.

GENERAL FUND

Additional Revenues	\$ 4,998
Amount Funded with Use of FY 2019 Unassigned Year End Fund Balance	954,085
Amount Funded with a Transfer of Use of Committed or Assigned Fund Balance	62,851
GENERAL FUND Appropriation Total	\$ 1,021,934

Department/Division	Amount	Source of Funding			Purpose
		Additional Revenues	Use of Unassigned Fund Balance	Transfer or Use of Committed/Assigned Fund Balance	
CITY/FEDERAL/STATE AID FUND					
Circuit Court Clerk	50,000	50,000			Transfer to City/Federal State Aid Fund from General Fund Operating Fund to carry forward and appropriate funds to establish the Local Drug Court Grant.
Economic Development	54,705	54,705			Transfer to City/Federal State Aid Fund from General Fund Operating Fund to appropriate the amount collected from a percentage of Amusement Tax in the Arts and Cultural District that relates to the Arts Grant true up FY 2019.
Emergency Services	3,000	3,000			Appropriate grant funds with resources from the Virginia Wireless E-911 Services Board FY20 Public Safety Answering Point (PSAP) Education Grant Program for training opportunities.
Fire	1,708	1,708			True-up the Fire Program Grant (4-for-Life) FY 2019 funding allocation.
Fire	10,326	10,326			True-up the Fire Program Grant funding (Fire Funding) FY 2020 funding allocation.
CITY/FEDERAL/STATE AID FUND Total		\$ 119,739			
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND					
Community Development	(401)	(401)			True-up the FY 2020 grant award; during the City budget process \$733,913 was appropriated, \$733,512 was awarded in June 2019.
CDBG FUND Total		\$ (401)			
FORFEITED ASSETS FUND					
Commonwealth's Attorney Office	37,706			37,706	Appropriate Asset Forfeiture revenues received.
Police Department	22,168			22,168	Appropriate Asset Forfeiture revenues received.
FORFEITED ASSETS FUND Total		\$ 59,874			

Department/Division	Amount	Source of Funding			Purpose
		Additional Revenues	Use of Unassigned Fund Balance	Transfer or Use of Committed/Assigned Fund Balance	
HOME INVESTMENT TRUST FUND					
Community Development	(45,908)	(45,908)			True-up the FY 2020 grant award; during the City budget process \$438,772 was appropriated, \$392,864 was awarded in June 2019.

HOME INVESTMENT TRUST FUND Total	\$ (45,908)
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REGIONAL JUVENILE DETENTION HOME FUND

Detention Home	76,158	76,158			Appropriate funds to fund the full year of the Phase I Salary Study.
Detention Home	19,724	19,724			Appropriate funds for a hydroponics unit, class fees for welding and other college courses, and a driving simulator; fully funded by the Virginia Department of Juvenile Justice (DJJ).
Transfer to City Capital Fund from the Regional Juvenile Detention Home Fund	100,000			100,000	<i>Appropriate funds and Transfer to City Capital Projects Fund from the Regional Juvenile Detention Home Fund to help fund the heating, ventilation, and air conditioning (HVAC) replacement.</i>

REGIONAL JUVENILE DETENTION HOME FUND	\$ 195,882
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TECHNOLOGY FUND

Information Technology	15,000			15,000	Appropriate funds for Cloud Disaster Recovery storage.
Information Technology	15,000			15,000	Appropriate funds for active directory/security/ network engineering consulting assistance.
Information Technology	7,000			7,000	Appropriate funds for Fortinet firewall support one year renewal.
Information Technology	40,000			40,000	Appropriate funds for custom programming - New World Systems.
Information Technology	50,000			50,000	Appropriate funds for Payment Card Industry (PCI)/Royal Bank of Scotland (RBS) upgrade.
Information Technology	125,000	62,851		62,149	Appropriate funds to support further implementation of Cherwell modules (IT service management system). <i>Transfer from General Fund to Technology Fund of non-personnel unexpended funds to the Technology Fund per June 2000 Council approved Information Technology Policy.</i>
Information Technology	10,765			10,765	Appropriate funds for interns or apprentices to support PC and GIS work.

Additional Revenues	\$ 62,851
Amount Funded with a Transfer of Use of Committed or Assigned Fund Balance	199,914
TECHNOLOGY FUND Total	\$ 262,765

Department/Division	Amount	Source of Funding			Purpose
		Additional Revenues	Use of Unassigned Fund Balance	Transfer or Use of Committed/Assigned Fund Balance	
CITY CAPITAL PROJECTS FUND					
Parks and Recreation	1,000,000	1,000,000			Appropriate additional funding awarded by the Virginia Department of Transportation (VDOT) via the Transportation Alternative Program grant for the Langhorne Road trestle renovation and trail extension project. This funding is being realigned to the project by VDOT from other projects that have been deferred.
Public Works	25,000	25,000			Appropriate funds provided by the Lynchburg Garden Club to assist the City with updating and refurbishing the Gateway signs.
Public Works - Engineering	81,739	81,739			Appropriate the amount of VDOT Revenue Share funding in the Route 501/221 One Way Pairs project between original request of \$2,000,000 and the amount awarded by VDOT in FY 2019 of \$1,918,261.
Public Works - Engineering	61,304	61,304			Appropriate the amount of VDOT Revenue Share funding in the Link Road Bridge project between original request of \$750,000 and the amount awarded by VDOT in FY 2019 (for FY 2020) of \$688,696.
Public Works - Engineering	183,913	183,913			Appropriate the amount of VDOT Revenue Share funding in the Florida Avenue Sidewalk project between original request of \$2,250,000 and the amount awarded by VDOT in FY 2019 (for FY 2020) of \$2,066,087.
Public Works - Engineering	163,478	163,478			Appropriate the amount of VDOT Revenue Share funding in the 5th Street improvements, Phase IV project between original request of \$2,000,000 and the amount awarded by VDOT in FY 2019 (for FY 2020) of \$2,066,087.
Public Works - Engineering	143,043	143,043			Appropriate the amount of VDOT Revenue Share funding in the John Capron Road Extension project between original request of \$1,750,000 and the amount awarded by VDOT in FY 2019 of \$1,606,957.
Public Works - Engineering	102,174	102,174			Appropriate the amount of VDOT Revenue Share funding in the Downtown Streetscapes, Phase III project between original request of \$1,250,000 and the amount awarded by VDOT in FY 2019 of \$1,147,826.
Public Works - Engineering	302,126	302,126			Appropriate Unallocated Urban Formula funds to Urban Construction Initiative (UCI).
Public Works - Engineering	(15,317)	(15,317)			Rescind unused funds in the VDOT Federal Highway Plan program in the Safe Routes to School (SRTS) Bass and Linkhorne Elementary project.
Public Works - Engineering	(78,307)	(78,307)			Rescind unused funds in the VDOT Federal Highway Plan program in the SRTS Stoneridge at Dearington Elementary project.
Transfer to City Capital Fund from the Regional Juvenile Detention Home Fund	100,000	100,000			Transfer to City Capital Projects Fund from the Regional Juvenile Detention Home Fund and appropriate funds to help fund the heating, ventilation, and air conditioning (HVAC) replacement.
CITY CAPITAL PROJECTS FUND Total			\$	2,069,153	

Department/Division	Amount	Source of Funding			Purpose
		Additional Revenues	Use of Unassigned Fund Balance	Transfer or Use of Committed/Assigned Fund Balance	
SCHOOLS CAPITAL PROJECTS FUND					
Schools	9,600	9,600			Appropriate funds received from the Rooftop Lease agreement for a cell tower on top of Dunbar Middle School.

SCHOOLS CAPITAL PROJECTS FUND Total	\$ 9,600
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WATER FUND

Water	8,987	8,987			Appropriate funds received due to a class action lawsuit involving price fixing and bid rigging by chemical companies selling aluminum sulfate (chemical) used to treat water between the period 1997 - 2011. This is the second company settlement. We anticipate at least two other chemical company settlements in the future.
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WATER FUND Total	\$ 8,987
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STORMWATER CAPITAL PROJECTS FUND

Stormwater	81,582	81,582			Appropriate funds from Stormwater Local Assistance Fund (SLAF) Grant awarded by Department of Environmental Quality (DEQ). The original SLAF Grant funding was appropriated February, 2017 in the amount of \$1,705,275. These additional grant funds allow the Rock Castle Stream Project to be funded without using pay-go funds from the Stormwater Capital Fund. This project restores approximately 2,700 linear feet of the Rock Castle Creek Stream and will improve local water quality and help meet requirements of the Chesapeake Bay Total Maximum Daily Load (TMDL) pollution reduction goals of City of Lynchburg's (Municipal Separate Storm Sewer) MS4 permit.
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STORMWATER CAPITAL PROJECTS FUND Total	\$ 81,582
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FLEET SERVICES FUND

Fleet Services	70,000			70,000	Appropriate funds to replace the Sherriff Department's van.
Fleet Services	289,287			289,287	Appropriate FY 2019 auction proceeds for fleet purchases including Automatic Vehicle Location (AVL) Software, Fleet Management Information System software and hardware and other fleet equipment.
Fleet Services	21,190			21,190	Appropriate insurance proceeds received late in FY 2019 for totaled Fire department vehicle (EMIS 3528).

FLEET SERVICES FUND Total	\$ 380,477
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LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **9**

CONSENT:
ACTION: X

REGULAR: X
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(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 ☒ Natural and Built Environment ☐ Safe Community ☒ Vibrant Community

RECOMMENDATION: Hold a public hearing to receive comments regarding the Program Year 2018 (PY 2018) Fiscal Year 2019 (FY 2019) 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 2018 (FY 2019) Annual Action Plan. This CAPER is for the period of July 1, 2018 through June 30, 2019. 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 9, 2018: Approval of the Community Development Block Grant (CDBG) and HOME Program housing and non-housing goals for the Program Year 2018 (FY 2019) Annual Action Plan.
July 10, 2018: Approval of the Program Year 2018 (FY 2019) 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 2018 (FY 2019) Consolidated Annual Performance and Evaluation (CAPER) Report
PowerPoint Presentation – FY 2019 Annual Action Plan CDBG and HOME Program CAPER Accomplishments

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that City Council approves the submission of the Program Year 2018 (FY 2019) Consolidated Annual Performance and Evaluation Report (CAPER) to the U.S. Department of Housing and Urban Development (HUD).

Adopted: September 24, 2019

Certified: _____
Clerk of Council

118R



**Consolidated Annual
Performance and Evaluation
Report (CAPER)-
Program Year 2018 (PY 2018)
Fiscal Year 2019 (FY 2019)
(July 1, 2018 - June 30, 2019)**

**CITY COUNCIL PUBLIC HEARING
September 24, 2019**





FY 2019 Annual Action Plan-CAPER

- **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 Subrecipients and City departments for the Community Development Block Grant (CDBG) and HOME Program funds that have been expended in Program Year (PY) 2018/ Fiscal Year (FY) 2019.**



FY 2019 Annual Action Plan-CAPER

- **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 (FY) 2019.**



FY 2019 Annual Action Plan-CAPER Resources and Investments

Source of Funds	Resources Made Available	Amount Expended During Program Year
CDBG	\$737,147*	\$744,468**
HOME	\$474,412*	\$308,394**

* Includes entitlement, reprogram, and program income funds

**Includes prior years' funding

- In Fiscal Year 2019, of the CDBG activities categorized for benefitting low-to-moderate (LMI) persons, approximately 99.8% (\$543,658) was expended on these activities. 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 7.18% (\$102,598) 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 14.73% (\$108,373) 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).



FY 2019 Annual Action Plan-CAPER Performance Accomplishments

2015-2020 Consolidated Plan Goals Housing Ownership, Rehabilitation, and Rental

PROGRAM	FIVE-YEAR GOALS					ANNUAL ACTUAL ACCOMPLISHMENTS				
	(PY)2015 (FY2016)	(PY)2016 (FY2017)	(PY)2017 (FY2018)	(PY)2018 (FY2019)	(PY)2019 (FY2020)	(PY)2015 (FY2016)	(PY)2016 (FY2017)	(PY)2017 (FY18)	(PY)2018 (FY2019)	(PY)2019 (FY)2020)
Homeownership- Owner-occupied (CHDO)	1	1	1	5	1	1	0	1	0	
Homeownership- Homebuyer	5	6	6	9	6	5	6	6	6	
Rehabilitate Substandard Housing Units (Homeownership)	8	10	7	10	6	3	7	3	4	
Rental Units – Rehabilitation	5	35	4	10	3	38	3	35	3	
Rental Units – New Construction	28	0	28	0	7	28	0	0	28	



FY 2019 Annual Action Plan-CAPER Performance Accomplishments

Housing Ownership, Rehabilitation and Rental – Continued

- A total of \$102,473 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 \$260,424 for the construction of the HOME-assisted housing units. This match was accrued through volunteer labor and construction material costs.
- Lyn-CAG expended \$116,802 of HOME Program funds and completed the rehabilitation of four (4) 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.



FY 2019 Annual Action Plan-CAPER Performance Accomplishments

Housing Ownership, Rehabilitation and Rental – Continued

- **Rush Homes completed the construction of Old Forest Village Apartments. There are 28 new housing units for persons with disabilities.**
- **There was \$150,000 of HOME funds invested to assist with gap financing for this project. The total project costs were \$6,068,374.**



FY 2019 Annual Action Plan-CAPER Performance Accomplishments

Housing Ownership, Rehabilitation and Rental – Continued

- **Lynchburg Redevelopment and Housing Authority (LRHA) expended CDBG Program funds in the amount of \$41,842 for the rehabilitation of one (1) public housing unit with ADA accessible amenities. This housing unit is located at Langview Apartments and provided affordable, accessible rental housing for one (1) person.**
- **LRHA through its Rental Rehabilitation Program expended \$7,412 of CDBG funds for the rehabilitation of two (2) housing units. These rehabilitations were completed by private landlords and the housing units are occupied by low-income persons.**



FY 2019 Annual Action Plan-CAPER Performance Accomplishments

Public Facilities (Neighborhood Centers)

- **College Hill Neighborhood Center Rehabilitation - There was \$148,025 CDBG funds expended for the design fees and rehabilitation contract.**
- **Daniel's Hill Neighborhood Center Rehabilitation - There was \$176,945 CDBG funds expended for the design fees and rehabilitation contract.**
- **Each of these Neighborhood Center rehabilitations included upgrades to the kitchen, computer/work room, bathroom, flooring, ceiling, walls, and site amenities.**



FY 2019 Annual Action Plan-CAPER 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.
- Through CHIA in this program year, there were 517 persons assisted which included 222 families and 197 children. The clients served were potentially homeless and/or homeless persons seeking affordable housing.
- LRHA expended \$60,165 of CDBG funds for program support.



FY 2019 Annual Action Plan-CAPER Performance Accomplishments

Public Service – Affordable Housing Resource Center

- CDBG funds were expended by LRHA for the operation of the Affordable Housing Resource Center (AHRC). The AHRC is staffed with a Housing Navigator to provide a centralized access point to all affordable housing resources and programs available in the City of Lynchburg.
- This project is a collaboration of the Lynchburg Housing Collaborative, the Central Virginia Continuum of Care (CVCoC), the City of Lynchburg, and LRHA.
- During this program year the staff has assisted approximately 415 persons through visits to the AHRC, telephone calls and email. There was \$41,343 expended on salaries, benefits, and operations for the staff at LRHA.



FY 2019 Annual Action Plan-CAPER Performance Accomplishments

Public Service Activities – Housing Counseling/Fair Housing

- Lynchburg Community Action Group (Lyn-CAG) continued its Housing Counseling program and provided assistance to 206 clients.
- This program provides housing and fair housing counseling to clients seeking to finance, maintain, rent, or own a home.
- There were \$1,182 of CDBG funds expended during this program year for the distribution of a fair housing flyer to 24,000 households and businesses through the City's April 2019 water bill inserts.



FY 2019 Annual Action Plan-CAPER Performance Accomplishments

Public Service Activities – Poverty to Progress Accountability and Analysis

- **Lynchburg Community Action Group (Lyn-CAG) purchased EmpowOR Software**
- **The software tracks clients served by Lyn-CAG and agencies in the Bridges to Progress Initiative**
- **Data Tracked – Demographics, services, and housing assistance**
- **There was 1,626 persons served and \$18,064 of CDBG funds expended for the activity.**



FY 2019 Annual Action Plan-CAPER Performance Accomplishments

Racial, Ethnic, & Income Data (CDBG & HOME) (persons served within 661 households)

			CDBG	HOME
White	427	7		
Black or African American			476	22
Asian	0	0		
American Indian or American Native			3	0
Native Hawaiian or Other Pacific Islander			1	0
Total	935	29		
Hispanic	7	0		
Not Hispanic			928	29

Of the households assisted, 559 were within 0-30% of Area Median Income (AMI); 94 were within 30 to 50% of AMI; 5 were within 50-60% AMI; and 3 were within 60 to 80% of AMI

AMI = \$63,600 (Program Year 2018)



FY 2019 Annual Action Plan-CAPER Public Hearing

- **Public comment period began on September 6th and ends with tonight's public hearing.**
- **City staff has not received any public comments.**

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **10**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

**ITEM TITLE: Rezoning & Conditional Use Permit (CUP): R-1, Low Density Residential District and R-3, Medium Density Residential District to R-3C, Medium Density Residential District (Conditional)
Wyndors View Townhomes – 710 & 714 Leesville Road**

KEY ELEMENTS:

___Economic Development ___Excellent Government **X**Natural and Built Environment ___Safe Community **X**Vibrant Community

RECOMMENDATION: Approval of the rezoning and conditional use permit to allow the construction of eighty-seven (87) townhomes.

SUMMARY: On July 9, 2019, City Council conducted a public hearing concerning the petition of Lynchburg Renting, LLC, to rezone approximately eight (8) acres from R-1, Low Density Residential District and R-3, Medium Density Residential District to R-3C, Medium Density Residential District (Conditional) and for a conditional use permit at 710 & 714 Leesville Road to allow the construction of eighty-seven (87) townhomes.

The proposed townhomes align with the *Future Land Use Map (FLUM)* recommendation for Medium Density Residential use on this property.

After closing the public hearing, City Council postponed action on the petitions citing concerns with stormwater. In order to address these concerns the petitioner has revised the voluntarily submitted proffers to indicate a thirty-percent (30%) run-off improvement factor instead of the required twenty percent (20%) required under current regulations. Previously the petitioner had proffered a twenty-five percent (25%) reduction.

PRIOR ACTION(S):

July 9, 2019: City Council conducted a public hearing and postponed action on the petitions.
May 8, 2019: The Planning Division recommended approval of the rezoning and CUP petitions.
The Planning Commission recommended approval of the rezoning and CUP petitions. (7-0)
September 8, 2015: City Council denied a similar petition for sixty-eight (68) townhomes.
November 13, 2007: City Council denied a similar petition for seventy-six (76) townhomes.

FISCAL IMPACT: Increase in real estate value will be determined upon completion of construction.

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

ATTACHMENT(S):

- Ordinance
- Resolution
- Evaluation of Leesville Road Stormwater Management - September 13, 2019
- July 9, 2019 City Council Minutes
- July 9, 2019 City Council Agenda Summary
- Planning Commission Minutes – May 8, 2019
- Planning Commission Packet – May 8, 2019
 - Planning Commission Report
 - Zoning Map with Adjoining Owners

- Future Land Use Map
- Watershed Map
- Planimetric and Topographic Map
- Concept Plan
- Narrative
- Traffic Study
- Property Photograph
- Speaker Signup Sheet

REVIEWED BY: raw

119R

UNCODIFIED ORDINANCE:

AN ORDINANCE CHANGING A CERTAIN AREA LOCATED AT 710 & 714 LEESVILLE ROAD FROM R-1, LOW DENSITY RESIDENTIAL DISTRICT & R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT TO R-3C, MEDIUM DENSITY RESIDENTIAL DISTRICT (CONDITIONAL).

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

Section 35.2-54.____. Change of a certain area located at 710 and 714 Leesville Road from R-1, Low Density Residential District and R-3, Medium Density Residential District to R-3C, Medium Density Residential District (Conditional).

The area embraced within the following boundaries:

ALL THOSE CERTAIN TRACTS OR PARCELS OF LAND SITUATE ON THE WESTERLY RIGHT-OF-WAY LINE OF LEESVILLE ROAD IN THE CITY OF LYNCHBURG, VIRGINIA AT #710 & #714 LEESVILLE ROAD AND FURTHER DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT, WHICH POINT IS A COMMON CORNER WITH THE PROPERTY OF ELBERT J PARKER, JR, AND WHICH POINT IS LOCATED ON SAID WESTERLY LINE OF LEESVILLE ROAD,

THENCE, WITH SAID LINE OF LEESVILLE ROAD, SOUTH 21 DEGREES 14 MINUTES 09 SECONDS WEST FOR A DISTANCE OF 231.99 FEET TO A POINT, WHICH POINT IS A COMMON CORNER WITH THE PROPERTY OF WYNDSOR PLACE TOWNHOMES ASSOCIATION, INC.; THENCE, WITH SAID WYNDSOR PLACE TOWNHOMES, NORTH 72 DEGREES 19 MINUTES 08 SECONDS WEST FOR A DISTANCE OF 1114.72 FEET TO A POINT, WHICH POINT IS A COMMON CORNER WITH SAID WYNDSOR PLACE TOWNHOMES AND WITH THE PROPERTY OF GEORGIA B MASON; THENCE, WITH SAID MASON, NORTH 40 DEGREES 28 MINUTES 44 SECONDS WEST FOR A DISTANCE OF 260.00 FEET TO A POINT, WHICH POINT IS A COMMON CORNER WITH SAID MASON AND WITH THE PROPERTY OF LP APARTMENTS, LLC; THENCE, WITH SAID LP APARTMENTS, NORTH 49 DEGREES 24 MINUTES 33 SECONDS EAST FOR A DISTANCE OF 258.00 FEET TO A POINT, WHICH POINT IS A COMMON CORNER WITH SAID LP APARTMENTS AND WITH THE PROPERTY OF RALF GRABHOFFER; THENCE, WITH SAID GRABHOFFER AND OTHERS, SOUTH 61 DEGREES 35 MINUTES 30 SECONDS EAST FOR A DISTANCE OF 658.97 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF MIDDLE STREET AT THE SOUTHERLY END OF DEDICATION OF MIDDLE STREET; THENCE, WITH SAID EASTERLY LINE OF MIDDLE STREET, NORTH 08 DEGREES 29 MINUTES 30 SECONDS EAST FOR A DISTANCE OF 33.80 FEET TO A POINT, WHICH POINT IS A COMMON CORNER WITH THE PROPERTY OF JAMES E & HELEN GOFF; THENCE, WITH SAID GOFF AND SAID PARKER, SOUTH 68 DEGREES 44 MINUTES 31 SECONDS EAST FOR A DISTANCE OF 573.36 FEET TO THE POINT OF BEGINNING;

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

SAID PROPERTY CONTAINS 8.018 ACRES MORE OR LESS.

.. is hereby changed from R-1, Low Density Residential District and R-3, Medium Density Residential District to R-3C, Medium Density Residential District (Conditional) subject to the conditions set out herein below which were voluntarily proffered in writing by the petitioner, Bruce Gallier of Lynchburg Renting, LLC, to wit:

1. The project will be constructed in substantial compliance with the approved site plan.
2. A connection to Middle Street will be constructed along with improvements to Leesville Road as suggested in the accompanying Traffic Report.

3. Stormwater Management facilities will be designed to provide a 30% run-off improvement factor instead of the 20% required under current regulations.
4. The green space and park area shown on 710 Leesville Road will contain a Tot Lot with appropriate playground equipment.

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

Adopted:

Certified: _____
Clerk of Council

RESOLUTION:

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO LYNCHBURG RENTING, LLC, IN AN R-3C, MEDIUM DENSITY RESIDENTIAL DISTRICT (CONDITIONAL) AT 710 AND 714 LEESVILLE ROAD TO ALLOW THE CONSTRUCTION OF EIGHTY-SEVEN (87) TOWNHOMES.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the petition of Lynchburg Renting, LLC for a conditional use permit at 710 and 714 Leesville Road to allow the construction of eighty-seven (87) townhomes in an R-3C, Medium Density Residential District (Conditional) is hereby approved subject to the following condition:

1. The property shall be developed in substantial compliance with the concept plan titled "WyndSOR View Townhomes" as prepared by Berkley Howell & Associates, P.C. (Cardinal Surveying), dated April 29, 2019.

Adopted:

Certified: _____
Clerk of Council



Memorandum

Community Development

900 Church Street

Lynchburg, Virginia 24504

P 434-455-3900

To: City Council

From: Kent White, Community Development Director; Tim Mitchell, Water Resources Director; Tom Martin, City Planner; Erin Hawkins, Water Quality Manager; Kevin Henry, Zoning/Stormwater Administrator

C: Bonnie Svrcek, City Manager; Walter Erwin, City Attorney; Reid Wodicka, Deputy City Manager; John Hughes, Assistant City Manager; Greg Poff, Water Resources Deputy Director; Kate Miller, Environmental Reviewer; Tonya Petrie, Environmental Compliance Inspector; Scott Sablack, Stormwater Technician

Date: September 13, 2019

Re: Evaluation of Leesville Road Stormwater Management

During the July 9, 2019 City Council meeting, Council directed staff to assess stormwater runoff impacts on the residents of the Lakeland subdivision from the drainage area that includes the Wyndsor Place and Wexford townhouse developments on Leesville Road. As part of our review, staff evaluated (i) the condition of the public drainage structure that receives runoff from the area, (ii) the condition of the existing private stormwater management facilities, and (iii) the variables within the watershed that affect the amount and type of drainage. Staff will provide a separate memo with our assessment of State Code § 15.2-2114.01 which authorizes local government to issue grants to private property owners or common interest communities for stormwater management and erosion prevention.

The drainage area that includes the two (2) existing townhouse developments encompasses approximately ninety-two (92) acres. In general, runoff follows one of four drainage paths. Those channels converge and are ultimately routed through a City drainage pipe that flows under Lakeland Drive before entering the lake. In 2014, the City replaced the corrugated metal pipe that passed under the road with a 60" reinforced concrete pipe. Staff verified that no concerns have been reported about this pipe since its replacement. Drainage pipes are required by code to contain (i.e. not overtop) the 10-year design storm. The 10-year storm is based on the mathematical probability that a designated amount of rain will fall in a certain time frame (i.e. storm intensity). The 10-year storm equates to a rainfall of 3 inches/hour which would generate 168 cubic feet per second of runoff at this location in the drainage area. For context,



rainfall gage data from the August 1, 2019 storm at Fire Station #8 (Old Graves Mill Road) and Wards Ferry Road weather stations ranged from 1.48 to 1.93 inches of total rainfall over a couple of hours, respectively. A site inspection on August 2, 2019 verified that the pipe remains in good condition and passed the runoff from that storm.

This drainage area also includes five (5) private stormwater ponds; two (2) ponds constructed with the Wexford townhouse development; two (2) ponds constructed with the Calvary Chapel church development; and one (1) pond constructed with the Wyndors Place townhouse development. As previously discussed at the July 9th Council meeting, the stormwater requirements for each development varies based on the ordinances that were in effect at the time of construction. Four (4) of the five (5) ponds are currently maintained to manage the runoff from the 10-year design storm. Each of those ponds is designed to slow down the rate of runoff that leaves the development so that it reduces downstream flooding and erosion during that storm event. The fifth pond was constructed prior to the adoption of the City's stormwater ordinance and was only recently discovered. City Code § 16.2-61(s) requires "any property owner that has a stormwater management facility on his property, shall maintain such facility in a good operating condition." Department of Water Resources staff is currently working with the owner to bring this pond into compliance with the code that was in effect at the time it was built.

The drainage area is primarily forested and there is over one hundred feet of elevation change from Leesville Road to Lakeview Drive. While the predominant slopes average 5-10% (i.e. gentle slopes), some slopes change as much as 20-25% (i.e. steep slopes). In addition, a number of other factors influence the amount and associated impacts of runoff in this watershed. First, both surface flow (i.e. above ground) and subsurface flow (i.e. below ground) contributes to the lake's drainage area. This not only includes runoff that flows overland and in the channels, but seeps, springs, and the elevation of the water table underground. Some neighbors have reported issues from water seeping into their basements rather than flowing over their property. The amount of upstream development (i.e. runoff) would not likely be a primary contributor to those subsurface flows. Second, the potential for localized flooding based on individual rain events varies significantly throughout the City. For example, the August 2, 2018 storm that overtopped College Lake dam is estimated to have delivered 4 to 8 inches of localized rain over a few hours throughout the City even though the National Oceanic and Atmospheric Administration (NOAA) weather station at the Lynchburg Regional Airport only recorded 1.35 inches of precipitation. Third, the saturation of the ground at the time of a rain event impacts the ability for water to infiltrate. Last year, Lynchburg experienced the wettest year on record, resulting in a significant number of drainage complaints due to more runoff City-wide.

Staff offers the following summary of our findings –

- Stormwater management facilities can help mitigate the impacts of runoff from development. State Code sets the capacity and quality requirements the City can adopt for stormwater facilities and drainage pipes. The majority of the development in this watershed meets the codes in effect at the time they were built. Staff is currently working with one property owner to bring an existing stormwater management facility into

compliance. The newer facilities, such as the one proposed for Wyndson View townhouses, are designed to manage the volume of runoff better than previous iterations that were presented to Council in past petitions.

- The public drainage culvert under Lakeview Drive is in good condition and has handled runoff from recent storms. Residents have not reported instances of overtopping.
- Other factors that contribute to localized flooding include the existing topographic conditions of the watershed, the frequency of high-intensity storm events, and subsurface drainage (i.e. seeps, springs, high water table) attributed to leaking basements. These factors are not exclusive to Lakeland and there are similar instances of flooding throughout the City. It is extremely difficult to determine where subsurface drainage originates or how it enters the basements. As such, there is little to nothing the City can do about this and it would be infeasible to try to address these issues City-wide. Many residents in this watershed (and throughout the City) have installed sump pumps or invested in waterproofing as a result.

In conclusion, staff does not believe the additional proposed development will have an appreciable impact on the downstream conditions in this drainage area and will continue to work with owners to maintain their existing detention facilities.

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Vice Mayor Dolan will be supporting this as she thinks it is a great project. In response to a question about his market, he replied that he has a good mix of people living there and some of them have been there since day one. It is a community and people respect that they want it to look nice. They will be working on making the exterior look nicer with paint and covered walkways.

The motion on the table passed by the following vote:

Ayes:	Dolan, Perrow, Tweedy, Wilder, Wright	5
Noes:	Helgeson	1
Absent:	Nelson	1

// In the matter of Community Development – Zoning Amendments, a public hearing was conducted regarding the petition of Lynchburg Renting, LLC to rezone approximately eight (8) acres at 710 and 714 Leesville Road from R-1, Low Density Residential District and R-3, Medium Density Residential District to R-3C, Medium Density Residential District (Conditional) and for a conditional use permit to allow the construction of an eighty-seven (87)-unit townhome community. Mr. Tom Martin gave Council a summary of the report.

Mr. Bill Berkeley of Cardinal Design was present to represent the petition. They have been working on this project since 2007. It is intended to be affordable housing for first-time homebuyers with a price point between \$150,000 and \$180,000. It was turned down previously by Council due to its main concerns regarding stormwater management. They have added an additional stormwater management area in the rear of the property. The petitioners have also proffered to provide a 25 percent runoff improvement factor which is higher than the 20 percent according to state code. They have added a connection to Middle Street, which should improve traffic and the conditions of the whole neighborhood.

Mr. Ted Craddock spoke in favor of the petition. He mentioned that a number of the Planning Commissioners commended the petitioners on making substantial changes since the 2015 petition. The petitioner was able to acquire an additional acre of land, which allows for a fifty foot buffer on the west side of the property. The connection to Middle Street and the improvements to Leesville Road will help with connectivity into the Lakeland neighborhood. The additional land has also allowed the petitioner to add a playground to the project. The *Future Land Use Map* recommends medium residential for this property and this project fits that bill.

Mr. Bruce Gallier, the owner of the property, thanked the councilmembers that met with him for doing so and said they had taken Council's advice from 2015 and made the changes they requested him to do with the project.

Ms. Charlotte McClinton came forward to speak. She is a property manager and owns a unit adjacent to this development at 716 Leesville Road and is on the board of the homeowners association. The owner has always been responsive to her needs and additional townhomes would increase her property value. She likes the playground. She also knows the inventory is very low in inventory for affordable housing.

Mr. Jay Parker of 708 Leesville Road came forward to speak and said he does not oppose the project.

Mr. Dan Utley said he owns four units in the adjacent townhome community and he is in favor of the project.

There was no one else who wished to speak in favor. Mayor Tweedy asked for anyone who wished to speak in opposition.

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Mr. Scott Chewning of 1000 Lakeview Drive spoke in opposition of the petition. No one in the Lakeland neighborhood is going to use the Middle Street connection when they can go down to McVeigh Road. He also would not care for any more traffic in the area. He believes the water runoff when the property is clear cut.

Mr. James Meredith of 1106 Lakeview Drive spoke in opposition of the petition. He has continuous water issues on his property. They owe it to consider the developer's project but they also owe consideration to the Lakeland residents, some of whom have lived there over 30 years. They would like to continue to live there without bigger water problems and in peace.

Mr. David Herb of 1112 and 1114 Lakeview Drive spoke in opposition of the petition. He had pictures to show Council of the water that is coming from the Wexford townhomes. Scott Sablack with Water Resources has met with Mr. Herb and is trying to deal with the issue but his hands are tied. There is also water coming from Wyndors Place. No matter how many retention ponds there are, that water still has to come out of two pipes and is not being dissipated over eight acres. He had some photos for Council showing the water problems.

Mr. Ronald Farringer of 402 Woodland Circle spoke in opposition of the petition. He gets the first water coming from the Wexford townhomes. He has talked to the people at the apartments and the City and nothing has been done in the 12 years he has lived there. He mentioned that they do not want a different pattern and also that the back end of the lake is filling up with silt. He also monitors the Lakeland Dam and it came close to its overflow system a couple of times. They came close to implementing the emergency action plan three times last year. He does not see how they can afford to have additional townhomes until they fix what is there now.

Ms. Rebecca Richardson of 1204 Lakeview Drive spoke in opposition of the petition. They have a long history with the earthen dam and have spent a lot of money on studies that required them to lower the dam 16 inches. More runoff negates that study. We need to do a study to determine what is going to happen with our earthen dam. She feels desperate for the people that live below this proposed development. They will get washed away.

Ms. Helen Goff of 706 Leesville Road spoke in opposition of the petition. She provided Council with a picture showing the water issues. She feels the stormwater issues with this project were addressed five years ago and she does not understand why they are back again. The storms have gotten worse and the water is still flowing in from numerous spots on Leesville Road. She has a gulley next to her property so wide that one could drive a school bus through it. The traffic on Leesville road has also increased tremendously since the intersection with Greenview Drive and Airport Road. She has seen many accidents in front of her home and commented that you cannot have a conversation with someone during certain hours for the traffic noise.

Mr. Chuck Richardson of 1204 Lakeview Drive spoke in opposition of the petition. He said no one has mentioned the apartments downstream from them. They have gone from a private dam to a high hazard dam with the state classification because of the apartments downstream. They are at the max water now. If they allow more water to come in there, it could cause a tragedy.

Mr. Art Taylor of 1029 Lakeview Drive spoke in opposition of the petition. In 2015 some of the councilmembers came to the area but the residents were unable to get any help with the lake because they have not been able to prove how much silt is coming from the Wyndors Place townhomes. He wants to know if the petitioner

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will just have to pay a fine again or will something be done to help clean up their mess. It was already voted down once before and he mentioned there is also a cemetery in the area, which has not been mentioned.

A lady (did not give her name) that lives at 809 Middle Street spoke in opposition of the petition. She cannot imagine any more traffic being on Leesville Road. She cannot imagine Middle Street being open and having more traffic there. She asked the councilmembers to consider if they would like this development next to their home.

Mr. Derek Schmelz of 440 Woodland Circle spoke in opposition of the petition. He does not understand how they can clear cut this land and still control the water. It is going to come out a whole lot faster. He also thinks the chemicals coming from the parking lot will end up in the lake.

Ms. Linda Coley of 1001 Lakeview Drive spoke in opposition of the petition. Her property is the first one below the dam and flooded twice last year. Wyndors Place was also built for townhomes for families to buy but they are predominantly rental properties. She feels like that is going to happen here. She feels they bought their homes and made their investments and Council is changing the rules. It is not fair and they are walking all over the people that have paid taxes for years. She also does not want the access to Middle Street because they have enough traffic. She would like them to think about flooding all these people out that have worked hard and diligently in their community.

Mayor Tweedy called for rebuttal. Mr. Berkley pointed out that Wexford townhomes is a complex to the south of them on Leesville Road. The pictures shown to them is water coming from a different drainage swale than what releases from the property of this petition. He would like to refute that they cannot control the water because that is stormwater management. They have designed to the regulations of the state and the EPA to prevent water from going downstream. They have to trust that the engineering profession can handle that type of design work.

As far as connecting to Middle Street, that is a City requirement and that prompted the traffic study that said we have to have turning lanes. He thinks it is good design to have that connection because it gives a second means of emergency entrance or exit if they needed it.

They have done the things they have been asked to do and worked with the City for almost five years. He would ask for their favorable consideration.

Mayor Tweedy closed the public hearing portion of the petition. Councilmember Perrow hears their concerns and thanked Mr. Meredith for spending time with him because it was eye opening. As far a land use, he thinks it is an appropriate use for this land, barring the stormwater discussion. The City is going to grow even more and we need more housing. He noted that there is some clash of interests between property owners. He asked when the other developments were built. Mr. Martin said Wexford townhomes were built in 1997. The Wyndors Place townhomes were built in 2004 and Lakeland was built in 1965.

Councilmember Perrow asked Mr. Martin what the maintenance requirements are because this sounds like a maintenance issue. Mr. Kent White answered the question and said when the Wexford townhomes were constructed in 2001, the City did not have a stormwater ordinance. It adopted a stormwater ordinance in May of 2001 and adopted revisions to that ordinance in 2007 and 2014. The requirements have become increasingly more stringent with each iteration. The latest provision says the City can require maintenance even if a maintenance agreement was not in place. The City can require them to maintain to the standards that were in place at that time. Current

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regulations say a development has to match the existing runoff and reduce it by 20 percent. Commissioner Perrow noted that applies even if the area is forested and Mr. White said that is correct. Mr. White said the City will require a maintenance agreement, annual inspections and ensure maintenance. In answer to Councilmember Perrow's question about why the City did the stormwater ordinance, it was the growth and the amount of impervious cover. We did not have the stormwater utility fee until 2014 so we did not have the resources to fund the upkeep and maintenance.

Councilmember Wilder asked if the two previous developments' owners have been contacted regarding the residents' concerns. Mr. White cannot speak for Water Resources but the limitation may be that they only have to maintain it to the requirements of the ordinance in place at the time of construction versus current standards. Mr. White is happy to follow up with Water Resources to see what they have done and what was in place at the time of construction.

In answer to Councilmember Wilder's question, Mr. Martin said they could build approximately 2.9 units per acre as the property is currently zoned R-1 but it has been recommended for medium density, which is up to 12 units per acre, since at least 2000. Mr. Martin indicated that the Planning Commission was comfortable with the design and the over detention of the stormwater. Its meeting was not as well attended by citizens in opposition as tonight's meeting.

Councilmember Wilder asked for clarification of how many detention ponds are planned. Mr. Berkeley indicated that there are two planned. He also mentioned that the 2014 stormwater regulations also require them to provide stormwater quality, so there will not be the pollutants running off. These ponds will most likely be enhanced treatment ponds that will remove the nutrients and eliminate the first flush off the parking lot. Mr. Martin indicated that Kate Miller, the Environmental Reviewer, was comfortable with the initial design of the ponds and she will ensure they comply with their proffer to improve runoff by 25 percent. Commissioner Perrow asked if the City will approve any plan that says anything otherwise and Mr. Martin said no it will not. If the Environmental Reviewer does not concur with their calculations, it will not be approved or it will have to come back to Council for an amendment to the proffer.

Councilmember Helgeson asked Mr. White how improving runoff goes from a theoretical concept to the actual downstream reality that people are going to face later. He wanted to know how we can give assurance to the neighbors. Mr. White said that is the practice of administering ordinances. Councilmember Helgeson noted there were a lot of problems during the construction of Cornerstone and things that were not done that were supposed to be done. Mr. White commented that there are projects that go well and a lot of projects do not go well and there a lot of factors that play into that such as weather and those sorts of things. Stormwater management is about post construction. Engineers have to do the calculations and then route the runoff through whatever practice they are going to put in and figure out how much storage they need to make the ultimate reduction. The state uses design storms and those set volumes and rates of water runoff that is allowed. Staff reviews those calculations and makes sure they are correct and manages the project all the way during construction. Then the designer has to show that the stormwater facilities were built per the design and a licensed design professional has to sign off on it before any bond is released. The other enforcement arm is the stormwater maintenance agreement.

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Mr. Berkley said the water will come to the two ponds from a different direction. Each pond will hold water but they do not work in sequence. The nutrients coming off the parking lot are reduced with vegetation and porous filters before the water leaves the pond. The ponds will hold the water and reduce the runoff downstream. The ponds have orifices of different sizes that release the water slowly and can handle water up to a 100-year storm. The silt will get contained in the ponds.

Councilmember Helgeson asked if the other two sites that are causing the neighbors problems could be renovated or retrofitted with ponds. Mr. Berkley said there are essentially no ponds at the Wexford townhomes; however those went in before stormwater regulations were in place. Someone has to make or encourage those people to make improvements. Mr. Berkley said this developer was not involved in the Wexford townhomes.

Councilmember Perrow commented that when the dam analysis was done, they had to take into account the entire watershed. The property they are discussing tonight would have been considered a woodland property. What is the net effect that this development theoretically on the dam and the inundation study? Mr. Berkley said it would be a slight reduction in the peak flows that would reach the dam. If this has been classified as a high hazard dam, then the dam has been designed to handle the maximum flood for this area. Mr. Berkley thinks the last numbers he saw for maximum runoff were 25 and a half inches of runoff over a 24-hour period where normal designs are for five inches over a 24-hour period.

Mayor Tweedy called up a member of the public who had spoken previously. The citizen asked why the developer would be allowed to build another development before he does what is right and takes care of Wyndorsor Place townhomes. If it turns out that he builds this new street and things do not hold the water and silt comes down, is he going to be responsible for repairing it or is the City going to do like last time and he pays a fine and we are stuck with the mess?

Mayor Tweedy noted that all of this property was annexed and change is not acceptable or comfortable all the time. She noted that everyone has invested in their properties. Hearing Mr. White gave her more clarity on what the expectations and requirements were at the time when the other projects were constructed. She asked Mr. Erwin who they could go back to with regard to Wexford townhomes as they are all individually owned. Mr. Erwin said no code can require someone to upgrade or retrofit facilities. You can be required to maintain your facilities to the standards that were in effect at the time the facilities were constructed. It would be the responsibility of the individual owners or the homeowners association to ensure the facilities are properly maintained.

Mayor Tweedy noted there are other neighborhoods where there are water issues when there are heavy rains. This is a unique situation to her because there is a lake involved and the private owners have done what they could in their backyards and have made their home improvements. The owners have proffered to do more than what was expected in 2015 and they are being held to a higher standard of stormwater management. Mayor Tweedy would like to know what the cost is of fixing an issue on property that was held to a lesser standard and is causing an entire neighborhood issues. She would like to know what they can do as a City to assist these people with the water issue. She is not going to say they should stop the development of this property but she thinks they should help do some evaluation and give some assistance to help mitigate the runoff from these other properties.

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Councilmember Helgeson asked Mr. White what kind of money they would be talking for the other two property owners to dig a ditch and run some pipe. Ms. Svrcek said staff does not know and they would have to do some heavy thinking because it involves private property rights. Councilmember Helgeson said if there are problems on other properties, they cannot just blindly trust the engineers. Mr. White said he could not give any kind of estimate because he is not familiar enough with the two properties but staff would be happy to look at the situation. Councilmember Helgeson asked Mr. Gallier to address them. Mr. Gallier said he owns Wyndors Place Townhomes. They are inspected annually by the City and comply with whatever they have to do to address any issues. He is the president of the homeowners association and recalls dredging the pond twice in 12 years. He cannot speak for Wexford Townhomes but his site is not causing the problems in Lakeland.

Councilmember Perrow suggested they explore at a later time some way to use the existing stormwater fund to incentivize property owners that voluntarily want to improve their stormwater maintenance. Ms. Svrcek said they could certainly look into that suggestion.

Mr. Martin wanted to explain to Council that while the owners have proffered to over detain the quantity of the stormwater, they will also have to meet water quality standards as it relates to the Chesapeake Bay. However, state code allows them to do that by purchasing nutrient credits off site. There is a bank left in Buckingham County and the water quality may happen there and not in the City of Lynchburg. Dirty, muddy water should not come off the site if everything is built and implemented correctly. Council cannot push, require or accept a proffer that circumvents state law.

Councilmember Wilder made a motion to approve the petition, which was seconded by Councilmember Perrow. Councilmember Wilder thinks the issues are caused by another property owner that cannot be held to the same standards that exist currently. The developer has owned this property since 2007 and made many changes and improvements to his plan over the years.

Councilmember Perrow thinks this is a rational and reasonable development. Leesville Road can handle the traffic and we have the need for more housing stock. He said he has empathy for the issues the neighbors have brought up. Councilmember Perrow is a professional engineer and Mr. Berkley is a professional engineer. He is guaranteeing that his design will do what he says it will do. To vote against this would mean that Councilmember Perrow does not believe in the integrity of his profession. He does believe in his profession and believes the stormwater will be reduced in the manner Mr. Berkley says it will be. He believes in the integrity of the reviewing agencies that his calculations will be checked.

In answer to a question from Councilmember Helgeson, Mr. Martin said the owners will have to post bonds for erosion and sediment control and stormwater measures. Those bonds are not released until the site has been developed per the plan and everything is working correctly. The maintenance of the facilities is controlled through the stormwater maintenance agreement and annual inspections. The City is in a much better position than it was in 2004 because we did not have the stormwater maintenance agreements. Councilmember Helgeson asked Mr. Martin to address an owner paying a fine for something that goes wrong. The fine goes to the City and not to fixing the problem. Mr. Martin said the best scenario is to ensure that does not happen. The City is in a much better position with the number of environmental inspectors we have now out on site. The building official and building code

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inspectors are trained in environmental inspections so we have more eyes on the site. If sediment did get into the lake, the Department of Environmental Quality (DEQ) would become involved or it could be a civil case.

Mr. Erwin explained that it is simple tort law that an owner can bring a civil law suit against another property owner that damages his property. In addition, DEQ has the authority to enforce the law if they believe there has been a stormwater violation.

Councilmember Helgeson will not be voting for this because he has not seen a compelling reason to change the zoning. He is glad it was not approved in either 2007 or 2015 because it sounds like the stormwater requirements have improved over the years.

Councilmember Wright thinks the plan is a reasonable use of the property and he appreciates that Mr. Gallier has really tried to work with Council. However, listening to citizens here tonight that talk about their quality of life and the impact of this development, he cannot in good conscience vote for this development. He is just not convinced that it would not be to the detriment of the neighbors.

Vice Mayor Dolan appreciates what the developer has done to go above and beyond to solve the challenges of the site. She is not really convinced that there will not be a future of serious water problems for the residents and she thinks they bring up a compelling argument against this project. She feels she cannot support this project either.

Mayor Tweedy asked what happens if there is a tie. Mr. Erwin said that the project is not approved because it takes a majority vote of Council to grant a zoning application. It could not come back to Council for reconsideration for a period of 12 months unless five members of Council vote to bring it back earlier. If the motion does not pass tonight, that is not a denial of the project and it could possibly come back sooner. However, there would have to be a significant change in the application because Council does not have to hear the same petition again for a period of 12 months. Councilmember Perrow asked for clarification that the petitioner would not be restricted in bringing it back if this motion does not pass. Mr. Erwin said he would not be restricted.

Mayor Tweedy said she would be in support of this project because of the additional proffers and requirements that the developer has offered. Mr. Erwin clarified for her that Council's rules of procedure say they will not use a motion to reconsider in a zoning matter. Council could by majority vote say it does not want to follow that rule of procedure and it wants to vote to bring it back if it thought there were issues that need to be addressed. The developer could make changes to the plan and file another application, go through the process again and have it come back to Council. Mr. Gallier attempted to ask a question from the audience and Mayor Tweedy apologized that Council would not be able to address another question.

Councilmember Perrow asked if it would help to make a substitute motion to table this matter for an indefinite period of time. Mr. Erwin indicated that Council would still have to make a decision on the zoning application within 12 months. Councilmember Perrow made a substitute motion to table this matter and give the developer a chance to submit additional information. Mayor Tweedy seconded the motion. She reiterated to staff that she would like them to bring back information to Council as to its options to help the residents. Mayor Tweedy addressed the residents and said she hopes they understand Council wants to help and she likes to create win-win situations where they can. She noted that they have a councilmember absent tonight and that gives him the option to weigh in on this as well.

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Councilmember Wilder asked what the process is for the developer as far as giving notice so that the residents can be aware of any change in his application. Mr. Erwin said there is not a specific process. The developer would let Council know he is ready to come back or Council would request that he come back. The normal advertisements would go out and the citizens would be notified in the normal manner. Mayor Tweedy asked staff when they could come back with the information she has requested and Ms. Svrcek said sometime this fall.

The motion to table the item indefinitely passed by the following vote:

Ayes:	Dolan, Perrow, Tweedy, Wright	4
Noes:	Helgeson, Wilder	2
Absent:	Nelson	1

// In the matter of Community Development – Zoning Amendments, Agenda Item #12, Council continued the consideration of the Petition of Oaklink LLC to rezone approximately thirty-nine (39) acres at 207, 301, 305, 400, 401, 405, 408, 409, 411, 412, 415, 416, 417, 420, 421, 424, 425, 428, 429, 432 and 436 Preserve Drive, 100, 101, 102, 103, 104, 104A, 105, 106, 107, 108, 109, 110, 111 and 112 Clopton Court from R-3C, Medium Density Residential (Conditional) to R-3C, Medium Density Residential (Conditional) to remove a previously approved proffer requiring the construction of a left turn lane from Link Road onto Preserve Drive. Mr. Martin reported that the petitioner has submitted a copy of its contract with and payment to Verizon for the removal of the utility lines which removes any concern that staff has with them being removed.

Councilmember Helgeson made a motion to approve the petition as presented as they now have the assurance that the poles will be removed. He thinks it was a good procedure and feels the proffer can now be removed. The motion was seconded by Councilmember Wright and passed by the following vote:

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

// In the matter of Community Development, Street Renamings, Council considered adopting a resolution to approve the renaming of a portion of Simons Run. Ms. Victoria Glasgow explained that Campbell County is planning on extending a portion of Simons Run to Airport Road. If the portion of Simons Run is not renamed, there would be two prongs to the Simons Run fork with the same street name. To avoid future confusion, the County would like to rename the short segment perpendicular to Leesville Road as Compson Way.

Councilmember Perrow on behalf of the PDC made a motion to approve this resolution. Councilmember Helgeson had suggested previously that there be another way in and out to this retail center. It is much safer and much better ingress and egress. There is no need for a second to this motion and it passed by the following vote:

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

// On motion of Councilmember Perrow, seconded by Vice Mayor Dolan, by the following recorded vote elected to hold a closed meeting to a. consider appointments to the Youth Services Citizens Board b. for consultation with legal counsel concerning the case of Walker T. Sigler v. Edward George Ferron, Jr. and Savannah L. M. Simmons,

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **July 9, 2019**

AGENDA ITEM #: **11**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

**ITEM TITLE: Rezoning & Conditional Use Permit (CUP): R-1, Low Density Residential District and R-3, Medium Density Residential District to R-3C, Medium Density Residential District (Conditional)
Wyndors View Townhomes – 710 & 714 Leesville Road**

KEY ELEMENTS:

___Economic Development ___Excellent Government **X**Natural and Built Environment ___Safe Community **X**Vibrant Community

RECOMMENDATION: Approval of the rezoning and conditional use permit to allow the construction of eighty-seven (87) townhomes.

SUMMARY: Lynchburg Renting, LLC, is petitioning to rezone approximately eight (8) acres from R-1, Low Density Residential District and R-3, Medium Density Residential District to R-3C, Medium Density Residential District (Conditional) and for a conditional use permit at 710 & 714 Leesville Road to allow the construction of eighty-seven (87) townhomes.

The proposed townhomes align with the *Future Land Use Map (FLUM)* recommendation for Medium Density Residential use on this property.

The petitioner has submitted the following voluntary proffers:

1. The project will be constructed in substantial compliance with the approved site plan.
2. A connection to Middle Street will be constructed along with improvements to Leesville Road as suggested in the accompanying Traffic Report
3. Stormwater Management facilities will be designed to provide a 25% run-off improvement factor instead of the 20% required under current regulations.
4. The green space and park area shown on 710 Leesville Road will contain a Tot Lot with appropriate playground equipment

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

“Proffer #1 is included to assure the public that the project that they see is the project that will be built.

Proffer #2 is included as the Middle Street connection provides connectivity for pedestrian and automotive traffic for added safety and convenience.

Proffer #3 provides a 25% reduction in stormwater run-off which is above and beyond the requirements of current regulations in order to protect downstream areas.

Proffer #4 will benefit the young families expected to live in the project by providing a safe recreation area.”

PRIOR ACTION(S):

May 8, 2019: The Planning Division recommended approval of the rezoning and CUP petitions.

The Planning Commission recommended approval of the rezoning and CUP petitions. (7-0)

September 8, 2015: City Council denied a similar petition for sixty-eight (68) townhomes.

November 13, 2007: City Council denied a similar petition for seventy-six (76) townhomes.

FISCAL IMPACT: Fiscal impact to be determined at the completion of construction

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

ATTACHMENT(S):

- Ordinance
- Resolution
- Planning Commission Minutes – May 8, 2019
- Planning Commission Packet – May 8, 2019
 - o Planning Commission Report
 - o Zoning Map with Adjoining Owners
 - o Future Land Use Map
 - o Watershed Map
 - o Planimetric and Topographic Map
 - o Concept Plan
 - o Narrative
 - o Traffic Study
 - o Property Photograph
 - o Speaker Signup Sheet

REVIEWED BY: raw

087R

UNCODIFIED ORDINANCE:

AN ORDINANCE CHANGING A CERTAIN AREA LOCATED AT 710 & 714 LEESVILLE ROAD FROM R-1, LOW DENSITY RESIDENTIAL DISTRICT & R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT TO R-3C, MEDIUM DENSITY RESIDENTIAL DISTRICT (CONDITIONAL).

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

Section 35.2-54. __. Change of a certain area located at 710 and 714 Leesville Road from R-1, Low Density Residential District and R-3, Medium Density Residential District to R-3C, Medium Density Residential District (Conditional).

The area embraced within the following boundaries:

ALL THOSE CERTAIN TRACTS OR PARCELS OF LAND SITUATE ON THE WESTERLY RIGHT-OF-WAY LINE OF LEESVILLE ROAD IN THE CITY OF LYNCHBURG, VIRGINIA AT #710 & #714 LEESVILLE ROAD AND FURTHER DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT, WHICH POINT IS A COMMON CORNER WITH THE PROPERTY OF ELBERT J PARKER, JR, AND WHICH POINT IS LOCATED ON SAID WESTERLY LINE OF LEESVILLE ROAD,

THENCE, WITH SAID LINE OF LEESVILLE ROAD, SOUTH 21 DEGREES 14 MINUTES 09 SECONDS WEST FOR A DISTANCE OF 231.99 FEET TO A POINT, WHICH POINT IS A COMMON CORNER WITH THE PROPERTY OF WYNDSOR PLACE TOWNHOMES ASSOCIATION, INC.; THENCE, WITH SAID WYNDSOR PLACE TOWNHOMES, NORTH 72 DEGREES 19 MINUTES 08 SECONDS WEST FOR A DISTANCE OF 1114.72 FEET TO A POINT, WHICH POINT IS A COMMON CORNER WITH SAID WYNDSOR PLACE TOWNHOMES AND WITH THE PROPERTY OF GEORGIA B MASON; THENCE, WITH SAID MASON, NORTH 40 DEGREES 28 MINUTES 44 SECONDS WEST FOR A DISTANCE OF 260.00 FEET TO A POINT, WHICH POINT IS A COMMON CORNER WITH SAID MASON AND WITH THE PROPERTY OF LP APARTMENTS, LLC; THENCE, WITH SAID LP APARTMENTS, NORTH 49 DEGREES 24 MINUTES 33 SECONDS EAST FOR A DISTANCE OF 258.00 FEET TO A POINT, WHICH POINT IS A COMMON CORNER WITH SAID LP APARTMENTS AND WITH THE PROPERTY OF RALF GRABHOFFER; THENCE, WITH SAID GRABHOFFER AND OTHERS, SOUTH 61 DEGREES 35 MINUTES 30 SECONDS EAST FOR A DISTANCE OF 658.97 FEET TO A POINT ON THE EASTERLY RIGHT-OF-WAY LINE OF MIDDLE STREET AT THE SOUTHERLY END OF DEDICATION OF MIDDLE STREET; THENCE, WITH SAID EASTERLY LINE OF MIDDLE STREET, NORTH 08 DEGREES 29 MINUTES 30 SECONDS EAST FOR A DISTANCE OF 33.80 FEET TO A POINT, WHICH POINT IS A COMMON CORNER WITH THE PROPERTY OF JAMES E & HELEN GOFF; THENCE, WITH SAID GOFF AND SAID PARKER, SOUTH 68 DEGREES 44 MINUTES 31 SECONDS EAST FOR A DISTANCE OF 573.36 FEET TO THE POINT OF BEGINNING; TOGETHER WITH AND SUBJECT TO COVENANTS, EASEMENTS, AND RESTRICTIONS OF RECORD.

SAID PROPERTY CONTAINS 8.018 ACRES MORE OR LESS.

.. is hereby changed from R-1, Low Density Residential District and R-3, Medium Density Residential District to R-3C, Medium Density Residential District (Conditional) subject to the conditions set out herein below which were voluntarily proffered in writing by the petitioner, Bruce Gallier of Lynchburg Renting, LLC, to wit:

1. The project will be constructed in substantial compliance with the approved site plan.
2. A connection to Middle Street will be constructed along with improvements to Leesville Road as suggested in the accompanying Traffic Report

3. Stormwater Management facilities will be designed to provide a 25% run-off improvement factor instead of the 20% required under current regulations.
4. The green space and park area shown on 710 Leesville Road will contain a Tot Lot with appropriate playground equipment

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

Adopted:

Certified: _____
Clerk of Council

RESOLUTION:

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO LYNCHBURG RENTING, LLC, IN AN R-3C, MEDIUM DENSITY RESIDENTIAL DISTRICT (CONDITIONAL) AT 710 AND 714 LEESVILLE ROAD TO ALLOW THE CONSTRUCTION OF EIGHTY-SEVEN (87) TOWNHOMES.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the petition of Lynchburg Renting, LLC for a conditional use permit at 710 and 714 Leesville Road to allow the construction of eighty-seven (87) townhomes in an R-3C, Medium Density Residential District (Conditional) is hereby approved subject to the following condition:

1. The property shall be developed in substantial compliance with the concept plan titled "WyndSOR View Townhomes" as prepared by Berkley Howell & Associates, P.C. (Cardinal Surveying), dated April 29, 2019.

Adopted:

Certified: _____
Clerk of Council

MINUTES OF THE MAY 8, 2019 PLANNING COMMISSION MEETING (MINUTES HAVE BEEN APPROVED):

Petition of Lynchburg Renting, LLC to rezone approximately eight (8) acres at 710 & 714 Leesville Road from R-1, Low Density Residential District and R-3, Medium Density Residential District to R-3C, Medium Density Residential District (Conditional) and for a conditional use permit to allow the construction of an eighty-seven (87) unit townhome development.

Mr. Tom Martin, City Planner provided the following summary to the Commission. The petition proposes the construction of an eighty-seven (87) unit townhome development with one hundred fifty-seven (157) associated parking spaces. The property is recommended for Medium Density Residential uses on the *Future Land Use Map (FLUM)* and has been for some time. These areas are characterized by uses such as single-family homes, duplexes or townhomes with densities of up to twelve (12) units per acre. The property is a little over eight (8) acres which would result in ninety-six (96) units. The proposed eighty-seven (87) units are slightly below the density recommended by the *Comprehensive Plan*. The petitioner had a traffic study completed which was reviewed by the City Engineer. The study indicated that with a connection to Middle Street, a northbound left turn lane and a right turn taper going southbound were slightly above warrants. The petitioner has voluntarily proffered to construct those improvements. Stormwater Management is proposed to be handled by a variety of measures. The most notable measures are two (2) detention areas and the petitioner has proffered to over-detain stormwater in order to reduce downstream flows. The property is directly adjacent to other townhomes and the proposal is in keeping with the City's Future Land Use Map. There should be little to no significant impact with the proffers that have been voluntarily submitted. This petition has been before the Planning Commission and City Council on two (2) different occasions, in which both Planning Commission and City Council denied the petition. Staff has viewed the development as a reasonable use for the property. A citizen has contacted staff concerning a cemetery at the rear of the property which is unable to be confirmed at this time. The cemetery does not show on any surveys, deeds, USGS map or the Department of Historic Resources information. Mr. Bill Berkley, Engineer for the project has indicated that he will go to the site and attempt to locate the cemetery and as required by state law, will not disturb any cemetery. The Planning Division recommends approval of the rezoning and the conditional use permit.

Chair Tom Rogers asked who was present to speak on behalf of the petition.

Mr. Bill Berkley, Cardinal Surveying and Design (formerly Berkley Howell & Associates) addressed the Commission. The project came before the Commission in 2015. Two things have changed the complexity of the project since then. Mr. Gallier acquired the property at 710 Leesville Road, which adds to the property, but also allows the ability to provide a nicer buffer against the existing residences on Leesville Road. It also allows him to move the buildings forward and to provide an additional stormwater management area at the rear of the property. It is his understanding that the reason City Council denied the petition in 2015 was due to stormwater concerns. The stormwater management area has been doubled and they have voluntarily proffered to increase stormwater detention by roughly twenty-five (25) percent above what would normally be required. Under the 2014 Stormwater regulations, the project would be required to provide a twenty (20) percent improvement over the existing conditions. For these eight (8) acres, if a stormwater runoff of 10 cubic feet per second (CFS) (which is probably not a realistic number) was required, when this project is finished only 8 CFS would be allowed as discharge. It has been voluntarily proffered to provide a twenty-five (25) percent reduction in runoff that will hopefully relieve any concerns related to stormwater and the effect to downstream areas. A connection to Middle Street will be provided, even though that is what requires the left turn lane. Voluntary proffers have been submitted to provide those improvements. Recreation areas are shown on the front of the property for a "tot lot" for the kids that will be living here as well as a large amount of greenspace. Hopefully the Commission will find this to be an acceptable plan.

Mr. Bruce Gallier, owner and developer, addressed the Commission. This is the third attempt at developing the property. The first time the Planning Commission was in favor, then the second time the Commission was not. City Council requested that he do a couple of things prior to resubmitting, which he has done. He has acquired the property at 710 Leesville Road at a "hefty" price. He has quite a bit of money tied up on the property trying to make it pleasing to the neighborhood. A fifty (50) foot buffer is being provided to the R-3 property, which is a duplex. The remaining property down Middle Street is R-3, there are a couple of properties that are R-1, and there is one property that is R-1 with six (6) to eight (8) mobile homes on it. He feels as if he has exceeded what City Council asked him to do and hopes the Commission sees that he has tried to improve the development and taken suggestions to get this done. He hopes the Commission will approve this so he can move on. These units that are being built, along with many of the townhomes being built in Lynchburg, Cornerstone, Braxton Park, and other areas are selling between \$180,000 to \$200,000. These will be priced at \$150,000 to \$180,000 so there will be a good market for the first time homebuyers.

Chair Rogers asked if there was anyone present to speak in favor or opposition to the petitions. With no one coming forward, Chair Rogers closed the public hearing for discussion amongst the Commission.

Commissioner Perault asked if the connection to Middle Street was part of the last petition. There was a concern that it was forcing a lot of traffic on and off from Leesville. The Commission did not think the connection was part of the last petition.

Commissioner Lowe stated he was surprised that no one from Lakeview Drive was present to speak in opposition. They were present last time with concern of stormwater runoff into their backyards. The petitioner has negated one of his concerns by purchasing 710 Leesville, so the owner there did not have apartments looking into their bedroom window. That problem was taken away all together.

Commissioner Light stated the developer has been very responsive to the issues that have been raised. He has exceeded the guidelines, rather than just meeting the guidelines. He was pleasantly surprised with the parking situation. He is going to vote in favor of the petition and wished that all the developers were as responsive to the Commissioners' suggestions, because they are indeed suggestions and the Commission cannot require him to do anything. The petitioner has been very responsive and he appreciates it.

Commissioner Lowe stated that he thinks they have seriously addressed the stormwater issue. In light of all the rain that we have had, it is a pretty big issue right now, and they have done a lot in regards to water runoff.

Commissioner Perault inquired about the left turn lane going north on Leesville. Will the four (4) lanes of traffic still be maintained? Is the turn lane going to somehow be "squeezed" in there?

Mr. Berkley stated that they have not done the final design on the turn lane, but he thinks four lanes would be maintained. The northbound lanes will continue as they are. The left turn lane will be where one of the southbound lanes is now and there will be two southbound lanes into the property. One of the ways they will be able to do this is that they believe they will have cooperation from the adjoining property owner to the south, which is Mr. Gallier. He developed that property too and if they need any additional right-of-way, it will probably not require very much - maybe a little corner.

Chair Rogers stated that the turn lane is not yet shown on the concept plan.

Mr. Berkley stated "no."

Commissioner Perault stated that he was here for the second petition and he was not in support of it at that time. He spent a lot of time in the woods near Lakeview looking at the runoff issues and thinks they have been addressed. Traffic was a concern then and it still is, but the big difference is that Leesville has had a stoplight improvement on the south side and they are working on one on the north side. That has already made a huge difference in traffic flow, so he thinks that it can accommodate more. The last thing that he likes to look at is where things fit into the big picture regarding the zoning and the *FLUM*. The snapshot is that there is a lot of R-1 around which concerns him a little bit. If you take a step back, you see the heavier use zoning is there along Leesville, and the R-1 starts to appear as you move away from Leesville. He thinks this is what we are trying to design - transitional zones. He has switched from not being supportive to being supportive. There have been substantial changes. We will always have issues with townhomes and duplexes being surrounded by R-1, but we have not heard any opposition. We did hear a lot in the past.

Chair Rogers stated he was reading the minutes from 2015 and it talked about sidewalks. What has changed about sidewalks? What is the issue with traffic and sidewalks?

Chair Perault stated sidewalks are required now.

Mr. Bill Berkley agreed, sidewalks are required now, but in 2015 sidewalks were probably not shown along Leesville Road at that time. Sidewalks are shown now. Sidewalks are shown along Middle Street up to the property line. It is important to point out that the need for the left turn lane, if we were not connecting to Middle Street, would not be needed. The left turn lane is for people that are turning to go through this property to get to Middle Street and Lakeland, but that is the way the "cookie crumbles" sometimes.

Chair Rogers stated he likes that it connects more.

Mr. Berkley stated that you would not want to do an eighty (80) plus unit residential development where there was only one way in or out. You need to provide that second means of ingress and egress.

Commissioner Perault wanted to highlight that the ingress/egress has changed. In the previous petition, Middle Street was not accessible, so having the connection is a big plus.

Commissioner Johnson asked how the cemetery or the graves will be checked.

Mr. Berkley stated he spoke with Mrs. Knowles, who lives at 805 Middle Street. The first time he has heard of this was this morning. She remembers as a kid playing back there and there may be eight (8) or nine (9) graves back there. The way she remembers, the last person buried there was a McVeigh buried in 1832. McVeigh Street is the next street down. She has promised to go with him to check out the area. She said there were headstones and everything there, fifty (50) years ago, but she said nothing is there now. All the headstones are gone; the only thing you will find are some indentions in the ground. She said she would be happy to take him back there where she remembers they were. That's all we can do.

Commissioner Light stated "look for the Periwinkle."

Mr. Berkley agreed that if there is Periwinkle growing on the property, it likely was a cemetery. (*Periwinkle was historically a common groundcover for grave sites*).

Commissioner Johnson asked if evidence is found, what would happen? Would the graves be moved?

Mr. Berkley stated that if you suspect that there may be a cemetery, you identify it the best you can based on the evidence present on the property.

Commissioner Johnson asked if the development would then be constructed around the cemetery.

Mr. Berkley stated it is possibly located on the back of the property, somewhere near the second stormwater pond, according to what the neighbor described. They can adjust the design however is necessary to accommodate the potential cemetery. It's not where any of the buildings are proposed.

Commissioner Johnson stated, so it may be a non-issue.

Commissioner Marion stated that Planning will stay on top of the cemetery issue.

Mr. Martin stated, yes, but identifying the cemetery, dealing with the cemetery is up to the private developer. It is in their best interest to locate it, fence it, and stay away from it. If during construction, if they find anything, they will have to stop and notify appropriate authorities. The best solution is to identify it and stay away from it. It gets complicated if graves are disturbed.

Mr. Berkley stated it gets expensive, and that he has dealt with this before.

Mr. Gallier stated he was not aware of the cemetery, but if one is found, it will be taken care of in customary fashion. He hopes they can just put a fence around it, and they are not going to do anything that is obviously against the law. He added that he will take care of whatever needs to be done.

Commissioner Light stated he is ready for the petition as drafted to be accepted.

Commissioner Johnson stated second.

Mr. Martin advised the Commission that there should be two motions: one for the rezoning and one for the conditional use permit.

Commissioner Light made the following motion, seconded by Commissioner Bowden:

"That the Planning Commission recommends to City Council approval of the rezoning petition of Lynchburg Renting LLC to rezone approximately eight (8) acres at 710 & 714 Leesville Road from R-1, Low Density Residential District & R-3, Medium Density Residential District to R-3C, Medium Density Residential District (Conditional) subject to the voluntarily submitted proffers offered by the petitioner:

- **The project will be constructed in substantial compliance with the site plan.**
- **A connection to Middle Street will be constructed along with improvements to Leesville Road as suggested in the accompanying Traffic Report.**
- **Stormwater Management facilities will be designed to provide a 25 % run-off improvement factor instead of the 20 % required under current regulations.**
- **The green space and park area shown on 710 Leesville Road will contain a Tot Lot with appropriate playground equipment."**

The motion passed by the following vote:

AYES:	Bowden, Johnson, Light, Lowe, Marion, Perault and Rogers	7
NOES:		0
ABSTENTIONS:		0

Commissioner Perault made the following motion, seconded by Commissioner Lowe:

"That the Planning Commission recommends to City Council approval of the Conditional Use Permit petition of Lynchburg Renting LLC at 710 & 714 Leesville Road to allow the

construction of an eighty-seven (87) unit townhome development subject to the following condition:

- 1. The property shall be developed in substantial compliance with the concept plan entitled “Wyndsor View Townhomes,” dated April 29, 2019.**

The motion passed by the following vote:

AYES:	Bowden, Johnson, Light, Lowe, Marion, Perault and Rogers	7
NOES:		0
ABSTENTIONS:		0

The Department of Community Development
City Hall, Lynchburg, VA 24504 **434-455-3900**

To: Planning Commission
From: Planning Division
Date: May 8, 2019
Re: **REZONING: R-1, Low Density Residential District & R-3, Medium Density Residential District to R-3C, Medium Density Residential District (Conditional) at 710 & 714 Leesville Road.**
CONDITIONAL USE PERMIT (CUP): Wyndsor View Townhomes – 710 & 714 Leesville Road.

I. PETITIONER

Lynchburg Renting, LLC, Bruce & Carol Gallier, 17641 Forest Road, Forest, Virginia 24551

Representative: Mr. William Berkley, Jr. P.E., Cardinal Survey & Design, PLC, 306 Enterprise Drive, Suite D, Forest, Virginia 24551.

Property Owner: Same as Petitioner.

II. LOCATION

The subject property is a tract comprised of two (2) parcels located at 710 & 714 Leesville Road totaling approximately eight (8) acres.

III. PURPOSE

The purpose of the petitions is to rezone the property from R-1, Low Density Residential District and R-3, Medium Density Residential District to R-3C, Medium Density Residential District (Conditional) and for a CUP to allow the construction of an eighty-seven (87) unit townhome development with one hundred fifty-seven (157) parking spaces.

IV. SUMMARY

- Townhome developments are a permitted use in an R-3, Medium Density Residential District upon approval of a CUP by Council.
- The property is recommended for Medium Density Residential uses on the *Future Land Use Map (FLUM)*.
- Voluntarily submitted proffers should adequately address any impacts from the proposed development.

The Planning Division recommends approval of the Rezoning & CUP petitions.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2013-2030* recommends a Medium Density Residential use for the area. These areas are characterized by small lot single-family detached housing, duplexes, and townhouses at densities up to 12 units per acre. Where neighborhoods already exist, infill development should be at a compatible density and housing type. In addition to residential uses, they may include public and institutional uses compatible in scale with single-family residential homes. Private recreation uses, including country clubs, swim and racquet clubs, and private open space are also appropriate. (p.72)

2. **Zoning.** The subject property was annexed into the City in 1976. The existing R-1, Low Density Residential District and R-3, Medium Density Residential District zoning was established in 1978.
3. **Proffers.** The petitioner has voluntarily submitted the following proffers with the rezoning application:

- The project will be constructed in substantial compliance with the site plan.
- A connection to Middle Street will be constructed along with improvements to Leesville Road as suggested in the accompanying Traffic Report.
- Stormwater Management facilities will be designed to provide a 25% run-off improvement factor instead of the 20% required under current regulations.
- The green space and park area shown on 710 Leesville Road will contain a Tot Lot with appropriate playground equipment.

The petitioner has submitted the following proffer statements indicating that the voluntarily submitted proffers are “reasonable” and address impacts or an identifiable portion of and impact that is “specifically” attributable to the development:

- Proffer #1 is indicated to assure the public that the project that they see is the project that will be built.
 - Proffer #2 is included as the Middle Street connection provides connectivity for pedestrian and automotive traffic for added safety and convenience.
 - Proffer #3 provides a 25% reduction in stormwater run-off which is above and beyond the requirements of current regulations in order to protect downstream areas.
 - Proffer #4 will benefit the young families expected to live in the project by providing a safe recreation area.
4. **Board of Zoning Appeals (BZA).** The Zoning Administrator has determined that no variances are needed for the development of the property as proposed.
 5. **Surrounding Area.** There have been several items requiring City Council approval in the immediate area:
 - On May 22nd, 1979, City Council approved the Timberlake Road Study’s Proposed Zoning, rezoning 701 and 713 Leesville Road to B-1, Limited Business District.
 - On July 14th, 1981, City Council approved Phillip Coffey’s petition to rezone sixteen and eight tenths (16.8) acres at 762 Leesville Road from R-1, Low-Density Single-Family Residential District to R-4C, Medium-High Density, Multi-Family Residential District (Conditional) to allow the construction of twenty-seven (27) four (4) and six (6) unit apartments.
 - On May 14th, 1985, City Council approved Virginia Baptist Hospital’s CUP petition for the construction of a residential care center at Leesville Road and Del Ray Circle.
 - On August 13th, 1991, City Council approved Tree of Life Pentecostal Holiness Church’s CUP petition for the construction of a sanctuary and parking lot at 742 Leesville Road.

- On June 13th, 1995, City Council approved Virginia Baptist Hospital's CUP petition for the construction of a dining facility and building additions for Bridges Treatment Center at 693 Leesville Road.
- On April 19th, 1996, City Council approved Virginia Baptist Hospital's CUP petition for cottages and parking areas for Bridges Treatment Center at 693 Leesville Road.
- On August 13th, 1996, City Council approved Tree of Life Ministry's CUP petition for the expansion of existing church facilities at 742 Leesville Road.
- On August 14th, 2001, City Council approved Centra Health's CUP petition for the construction of modular classrooms, additional classrooms, residential cottages and parking for Bridges Treatment Center at 693 Leesville Road.
- On December 11th, 2001, City Council approved Tree of Life Ministry's CUP petition for Master Plan Development of a sanctuary, multi-purpose building, parking and athletic fields.
- On December 10th, 2002, City Council approved Centra Health's CUP petition to retain modular classrooms and construct additional classrooms/residential cottages and a nature walk for Bridges Treatment Center at 693 Leesville Road.
- On February 10th, 2004, City Council approved Luther Shepard's petition to rezone approximately three and eighty-nine hundredths (3.89) acres from R-1, Low-Density Single-Family Residential District to R-3C, Medium-Density, Two-Family Residential District (Conditional) at 800 Middle Street, to allow the construction of five (5) duplexes, in addition to three (3) existing duplexes.
- On November 9th, 2004, City Council approved Joe Gantt's petition to rezone approximately six and one tenth (6.1) acres from R-1, Low-Density Single-Family Residential District to R- 3C, Medium-Density, Two-Family Residential District (Conditional) and for a CUP at 716, 718 and 726 Leesville Road to allow the construction of fifty-nine (59) townhomes and associated parking.
- On November 13th, 2007, City Council denied the petition of Lynchburg Renting, LLC to rezone approximately seven and thirteen hundredths (7.13) acres from R-1, Low-Density Single-Family Residential District to R-3C, Medium-Density, Two-Family Residential District (Conditional) and for a CUP at 714 Leesville Road disallowing the construction of seventy-six (76) townhomes and associated parking.
- On April 13, 2010, City Council approved the Future Land Use Map (FLUM) amendment, Low Density Residential to Office and rezoning from R-1, Low Density Residential to B-2C, Neighborhood Business District (Conditional) (now B-1, Limited Business District) petitions of SFB, LLC at 623 Leesville Road to allow the construction of a business park.
- On September 8, 2015, City Council denied the petition of Lynchburg Renting, LLC to rezone approximately seven and thirteen hundredths (7.13) acres from R-1, Low-Density

Single-Family Residential to R-3C, Medium-Density, Two-Family Residential District (Conditional) and for a CUP at 714 Leesville Road disallowing the construction of a sixty-eight (68) unit townhomes and associated parking.

- On September 13, 2016, City Council approved the petition of Kristie Napier to rezone approximately one (1) acre at 630 & 636 Leesville Road from R-3, Medium Density Residential District to B-1C, Limited Business District (Conditional) to allow the reuse of an existing building as a business.
6. **Site Description.** The subject property is two (2) tracts comprising approximately eight (8) acres. The property contains two (2) structures proposed for demolition as part of this project. The property is bounded to the north by single-household and duplex uses, to the south by a townhome development, to the east (across Leesville Road) by a residential use on commercially zoned land and to the west by single-household and apartment uses.
 7. **Proposed Use of Property.** If the petitions are approved the property would be developed as an eighty-seven (87) unit townhome development with associated parking.
 8. **Traffic, Parking and Public Transit.** The submitted concept plan indicates the construction of an eighty-seven (87) unit townhome development with one hundred fifty-seven (157) parking spaces. The number of parking spaces proposed is above the *Zoning Ordinance* requirement of one (1) space per unit.

The petitioner has voluntarily proffered to provide a connection to Middle Street and provide necessary improvements to Leesville Road, which would include a left turn lane and right turn taper. These improvements are supported by traffic analysis as reviewed by the City Engineer.

The submitted concept plan indicates pedestrian facilities within the development connecting to sidewalk along the frontage of Leesville Road.

The area is served by the Greater Lynchburg Transit Company (GLTC) Route & with bus stops located at Del Ray Circle and at 730 Leesville Road.

Guiding Principles for Transportation in the *Comprehensive Plan* indicate that the City will support the expansion of modal choices for residents with different needs and preferences. This recognizes the importance of coordinating design to provide connectivity between modes and to ensure safety for motorists, transit riders, bicyclists and pedestrians. The City also supports improved connectivity between neighborhoods and the uses served by those neighborhoods to facilitate mobility between the places where residents live, work and play. (p, 128)

The submitted concept plan indicates a development that is meeting the guiding principles for transportation as supported by the *Comprehensive Plan*.

9. **Stormwater Management.** A stormwater management / Erosion & Sediment Control Plan will be required prior to site plan approval. Information submitted by the petitioner indicates that stormwater quantity and quality would be addressed by a variety of measures, including two stormwater management areas. The petitioner has voluntarily proffered to provide additional downstream protection by increasing the improvement factor to 25% instead of the required 20%.
10. **Emergency Services:** The City's Fire Marshal and Police Department had no comments of concern regarding the proposal.

- 11. Impact.** The proposed development should have limited impacts on the surrounding neighborhoods and would fit well within the existing Leesville Road corridor. The concept plan indicates the maintenance of existing vegetation along the perimeter of the development and additional vegetation would be added as needed to soften any impacts from the development. The connection to Middle Street will strengthen the street grid in the area, and improvements to Leesville Road should limit any traffic impacts. Pedestrian connections within the development connecting to Leesville Road and transit service indicate a well-designed project that will provide additional housing opportunities for Lynchburg residents.

A townhome project on the property has been denied by Council on two separate occasions, 2007 and 2015. Denial was due to concerns over erosion and sediment control, stormwater, and the number of townhomes in the City. With the proffer to provide stormwater management beyond the even stricter requirements that were previously in effect, the Planning Division believes environmental issues would be limited. The proposed development is below thresholds as recommended by the Comprehensive Plan for this area and the development would provide housing at desirable densities that reflect good land use principles and responsible use of limited land resources.

- 12. Technical Review Committee.** The Technical Review Committee (TRC) reviewed the petition on April 16, 2019.

VI. PLANNING DIVISION RECOMMENDATION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the rezoning petition of Lynchburg Renting LLC to rezone approximately eight (8) acres at 710 & 714 Leesville Road from R-1, Low Density Residential District & R-3, Medium Density Residential District to R-3C, Medium Density Residential District (Conditional) subject to the voluntarily submitted proffers offered by the petitioner:

- The project will be constructed in substantial compliance with the site plan.
- A connection to Middle Street will be constructed along with improvements to Leesville Road as suggested in the accompanying Traffic Report.
- Stormwater Management facilities will be designed to provide a 25% run-off improvement factor instead of the 20% required under current regulations.
- The green space and park area shown on 710 Leesville Road will contain a Tot Lot with appropriate playground equipment.

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the Conditional Use Permit petition of Lynchburg Renting LLC at 710 & 714 Leesville Road to allow the construction of an eighty-seven (87) unit townhome development subject to the following condition:

- 1. The property shall be developed in substantial compliance with the concept plan entitled “WyndSOR View” Townhomes dated April 29, 2019.**

This matter is respectfully offered for your consideration.



William T. Martin, AICP
City Planner

pc: Ms. Bonnie M. Svrcek, City Manager
Mr. Reid Wodicka, Deputy City Manager
Mr. Walter C. Erwin, City Attorney
Mr. Kent L. White, Director of Community Development
Mr. J. Lee Newland, City Engineer
Ms. Cynthia Kozerow, Lynchburg Police Department
Battalion Chief Thomas Goode, Fire Marshal
Mr. Doug Saunders, Building Official
Mr. Kevin Henry, Zoning Administrator
Mr. Bruce Gallier, Petitioner
Ms. Carol Gallier, Petitioner
Mr. Bill Berkley, Representative

VII. ATTACHMENTS

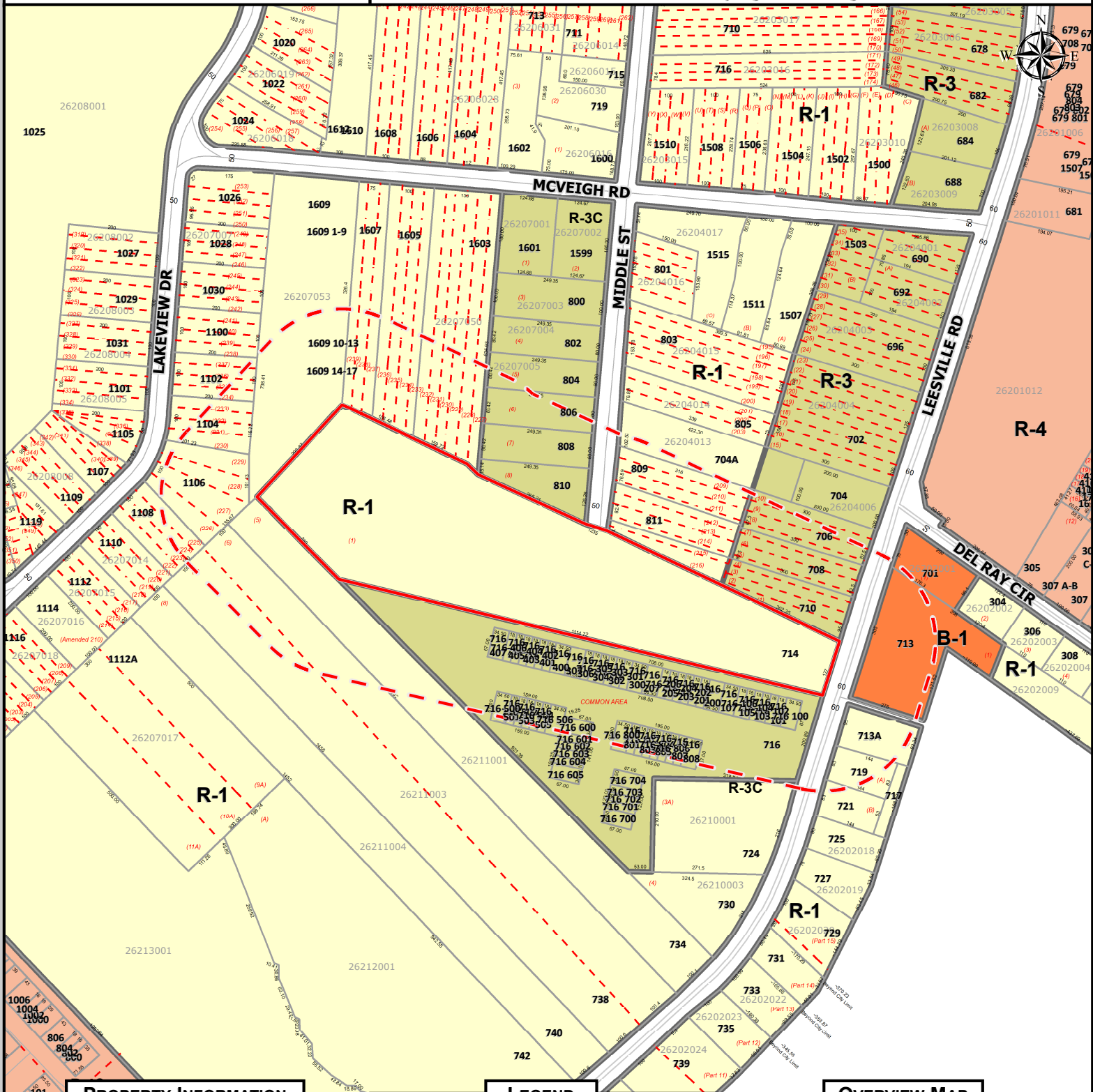
- 1. Zoning Map with Adjoining Property Owners**
- 2. Future Land Use Map**
- 3. Watershed Map**
- 4. Planimetric and Topographic Map**
- 5. Concept Plan**
- 6. Narrative**
- 7. Traffic Study**
- 8. Property Photograph**

Zoning-TRC Map

TRC

714 LEESVILLE ROAD

Cardinal Surveying and Design



PROPERTY INFORMATION

PARCEL ID ADDRESS

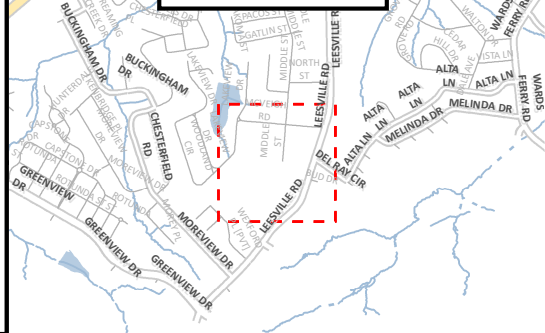
26205001 714 LEESVILLE RD

LEGEND

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

MAP SCALE: 1" to 300' DATE PRINTED: 4/3/2019

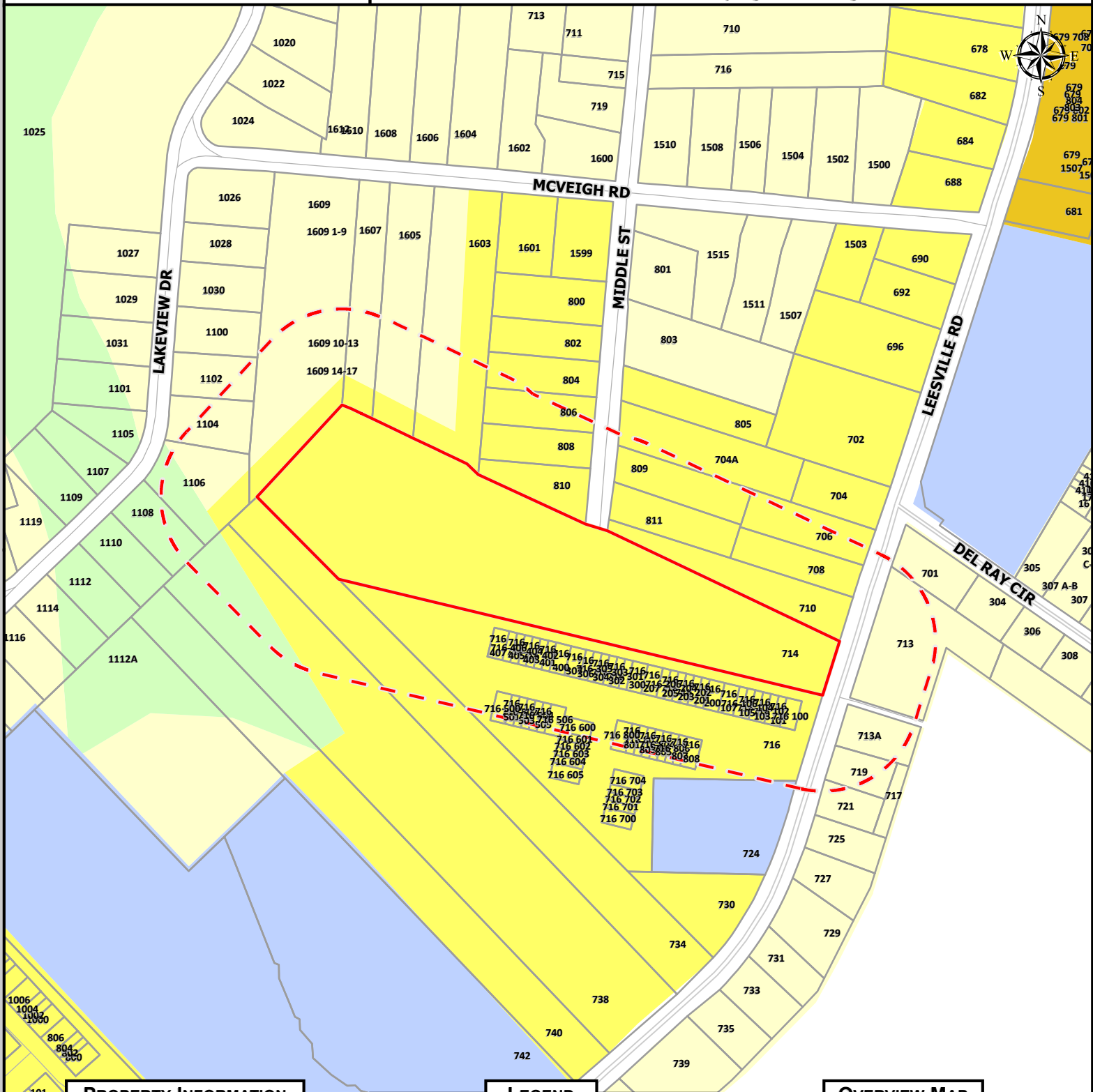
OVERVIEW MAP



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Wyndors View Townhomes		
Parcel ID	Address	Owner
26207054	806 MIDDLE ST	A & S LLC
26205019	716 LEESVILLE RD 300	ARPORNAT, VAN
26207056	810 MIDDLE ST	BALDWIN, EDWIN F
26207005	804 MIDDLE ST	BALDWIN, EDWIN F
26205008	716 LEESVILLE RD 105	BANKS, JON D
26210001	724 LEESVILLE RD	BEULAH BAPTIST CEMETERY
26205055	716 LEESVILLE RD 802	BROADUS, SHELISHIA RENE
26205014	716 LEESVILLE RD 203	BUNCH, KENNETH M
26205059	716 LEESVILLE RD 806	C & L PROPERTIES OF FOREST LLC
26205057	716 LEESVILLE RD 804	C & L PROPERTIES OF FOREST LLC
26202001	701 LEESVILLE RD	C BURKS COMPANY LLC
26205056	716 LEESVILLE RD 803	DANVERS, DANIEL A & RAGHAVAN, SARITA
26202016	721 LEESVILLE RD	ELDER, DONNA W
26205015	716 LEESVILLE RD 204	EUBANK, WILLIAM A III
26205024	716 LEESVILLE RD 305	EVORA, NICHOLAS A & MERLIZA M
26205053	716 LEESVILLE RD 800	FAULCONER, ERCCELL M &
26205042	716 LEESVILLE RD 600	FERRIS, FLINT & BROOKE
26205033	716 LEESVILLE RD 406	GALLIER, BRUCE E & CAROLE T
26205034	716 LEESVILLE RD 407	GALLIER, BRUCE E & CAROLE T
26207010	1102 LAKEVIEW DR	GARRISON, KENNETH L &
26204011	811 MIDDLE ST	GOFF, HELEN
26204007	706 LEESVILLE RD	GOFF, HELEN O
26204012	809 MIDDLE ST	GOFF, HELEN O
26207052	1607 MCVEIGH RD	GRABHOFFER, RALF
26205026	716 LEESVILLE RD 307	HAAN, GREGORY E
26205012	716 LEESVILLE RD 201	HAGER, REBEKAH LEANN
26207050	1603 MCVEIGH RD	HENRY, J GORDON & SUE T &
26205061	716 LEESVILLE RD 808	KANG, SHIN WOO
26207051	1605 MCVEIGH RD	LINDSAY, CHADWICK F & SANDRA C
26205020	716 LEESVILLE RD 301	LOVELL, ELLIOTT T JR & BRYANT, HALEY
26207011	1104 LAKEVIEW DR	LOWER, RICHARD & JANE
26207053	1609 MCVEIGH RD	LP APARTMENTS LLC
26204009	710 LEESVILLE RD	LYNCHBURG RENTING LLC
26205038	716 LEESVILLE RD 503	LYNCHBURG RENTING LLC
26205032	716 LEESVILLE RD 405	LYNCHBURG RENTING LLC
26205040	716 LEESVILLE RD 505	LYNCHBURG RENTING LLC
26205036	716 LEESVILLE RD 501	LYNCHBURG RENTING LLC
26205001	714 LEESVILLE RD	LYNCHBURG RENTING LLC
26205035	716 LEESVILLE RD 500	LYNCHBURG RENTING LLC
26205030	716 LEESVILLE RD 403	LYNCHBURG RENTING LLC
26205039	716 LEESVILLE RD 504	LYNCHBURG RENTING LLC
26205037	716 LEESVILLE RD 502	LYNCHBURG RENTING LLC
26205028	716 LEESVILLE RD 401	LYNCHBURG RENTING LLC
26205031	716 LEESVILLE RD 404	LYNCHBURG RENTING LLC
26205017	716 LEESVILLE RD 206	LYNCHBURG RENTING LLC
26205041	716 LEESVILLE RD 506	LYNCHBURG RENTING LLC
26211003	738 LEESVILLE RD	MASON, GEORGIA B
26211001	734 LEESVILLE RD	MASON, GEORGIA B
26205027	716 LEESVILLE RD 400	MAYHUGH, LEAH SNAVELY
26205018	716 LEESVILLE RD 207	MCLINDEN, PAUL F & CHARLOTTE A

26207013	1108 LAKEVIEW DR	MEREDITH, JAMES R JR & KATHERINE P
26207012	1106 LAKEVIEW DR	MEREDITH, JAMES R JR & KATHERINE P
26207055	808 MIDDLE ST	MOON, JACKIE L
26205016	716 LEESVILLE RD 205	MORGAN, JONATHAN P &
26204006	704 LEESVILLE RD	MOSES, BARBARA A
26202014	713 A LEESVILLE RD	OVERSTREET, PAMELA W
26204008	708 LEESVILLE RD	PARKER, ELBERT J JR
26205060	716 LEESVILLE RD 807	PEAVYHOUSE, MICHAEL R
26205009	716 LEESVILLE RD 106	PEREIRA, DENIZE CARDOSO
26202015	719 LEESVILLE RD	PICKING, BONNIE B & WILLIAM J
26205021	716 LEESVILLE RD 302	POCH, AMANDA L
26205005	716 LEESVILLE RD 102	RADIANCE LLC
26205007	716 LEESVILLE RD 104	RADIANCE LLC
26205004	716 LEESVILLE RD 101	RADIANCE LLC
26205013	716 LEESVILLE RD 202	RADIANCE LLC
26205006	716 LEESVILLE RD 103	RADIANCE LLC
26204013	704 A LEESVILLE RD	RAMSEY, CAROLYN B &
26202010	713 LEESVILLE RD	RILEY, CLARENCE R JR
26205029	716 LEESVILLE RD 402	RYSER, KERI U
26205025	716 LEESVILLE RD 306	SHANER, KAREN L
26205003	716 LEESVILLE RD 100	SHIRO, DEBORA R & TYREE, DENISE R
26205043	716 LEESVILLE RD 601	SMITH, CLYDE A
26205023	716 LEESVILLE RD 304	SMITH, CLYDE A & SMITH, ANGELA R &
26205022	716 LEESVILLE RD 303	SPECK, SHAWN W & SUSAN E
26205058	716 LEESVILLE RD 805	STEPHENS, FORREST CODY
26207009	1100 LAKEVIEW DR	STEWART, JOSHUA W & HOLLI M
26205011	716 LEESVILLE RD 200	WHITLOW, HILLARY G
26205010	716 LEESVILLE RD 107	WINTERS, HEATHER M & ZANE D
26205054	716 LEESVILLE RD 801	WORSHAM, AUDREY C & BELL, GREGORY A
26205002	716 LEESVILLE RD	WYNDSOR PLACE TOWNHOMES ASSOC INC
Frank Rogers and Paul Harvey		Campbell County



PROPERTY INFORMATION

PARCEL ID

ADDRESS

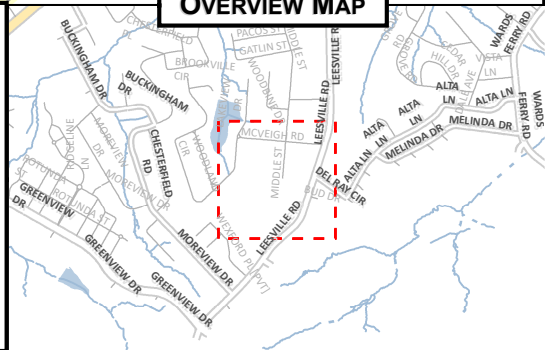
26205001 714 LEESVILLE RD

LEGEND

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

MAP SCALE: 1" to 300' DATE PRINTED: 4/3/2019

OVERVIEW MAP



Watershed Map

TRC

714 LEESVILLE ROAD

Cardinal Surveying and Design



PROPERTY INFORMATION

PARCEL ID	ADDRESS
26205001	714 LEESVILLE RD

LEGEND

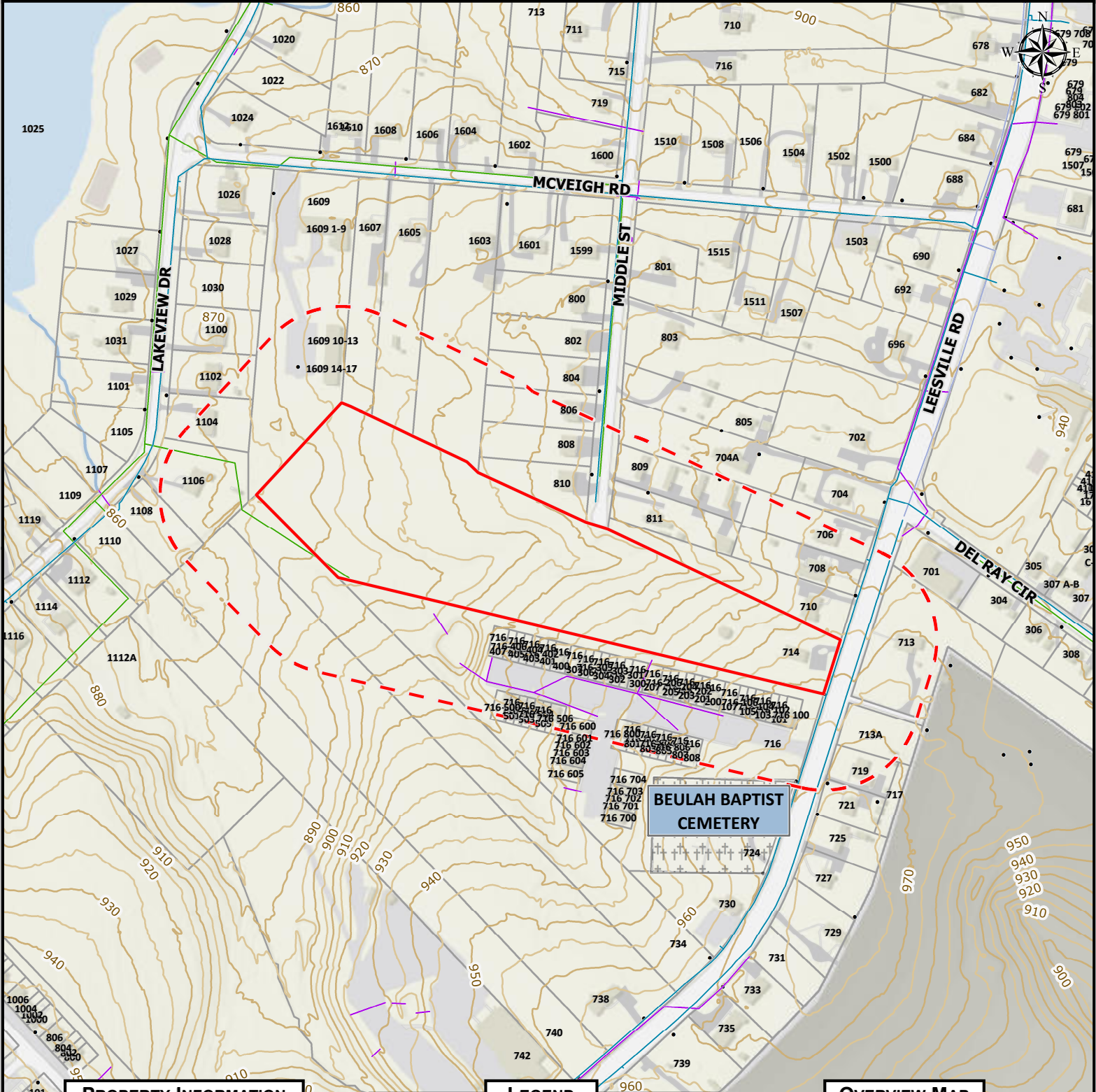
- Subject Property
- Base Flood Elevation
- Floodway
- Floodzone
- River / Lake / Stream

OVERVIEW MAP



MAP SCALE: 1" to 300' DATE PRINTED: 4/3/2019

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PROPERTY INFORMATION

PARCEL ID

ADDRESS

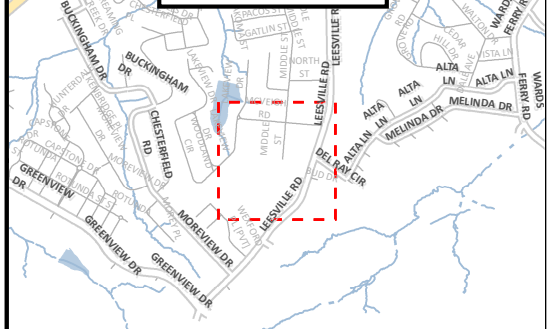
26205001

714 LEESVILLE RD

LEGEND

	Active	Proposed	Abandoned
Utilities	Water (solid blue)	Water (dashed blue)	Water (dotted blue)
	Sanitary (solid green)	Sanitary (dashed green)	Sanitary (dotted green)
	Storm (solid purple)	Storm (dashed purple)	Storm (dotted purple)
Structure	Structure (solid brown)	Structure (dashed brown)	Structure (dotted brown)
Roadway	Roadway (solid grey)	Roadway (dashed grey)	Roadway (dotted grey)
Planimetrics	Parking (solid dark grey)	Parking (dashed dark grey)	Parking (dotted dark grey)
	Sidewalk (solid light grey)	Sidewalk (dashed light grey)	Sidewalk (dotted light grey)
	Driveway (solid very light grey)	Driveway (dashed very light grey)	Driveway (dotted very light grey)
Towers & Trans. Lines	Elec. Trans. (solid yellow)	Elec. Trans. (dashed yellow)	Elec. Trans. (dotted yellow)
	Trans. Tower (solid black square)	Trans. Tower (dashed black square)	Trans. Tower (dotted black square)
	Comm. Tower (solid black circle)	Comm. Tower (dashed black circle)	Comm. Tower (dotted black circle)
	Other (solid black dot)	Other (dashed black dot)	Other (dotted black dot)
	Pole Cemetery (solid black dot)	Pole Cemetery (dashed black dot)	Pole Cemetery (dotted black dot)
	Contours (solid brown line)	Contours (dashed brown line)	Contours (dotted brown line)
	100' (solid brown line)	100' (dashed brown line)	100' (dotted brown line)
	50' (solid brown line)	50' (dashed brown line)	50' (dotted brown line)
	20' (solid brown line)	20' (dashed brown line)	20' (dotted brown line)
	10' (solid brown line)	10' (dashed brown line)	10' (dotted brown line)
	5' (solid brown line)	5' (dashed brown line)	5' (dotted brown line)
	1' (solid brown line)	1' (dashed brown line)	1' (dotted brown line)

OVERVIEW MAP



MAP SCALE: 1" = 300' DATE PRINTED: 4/3/2019

LP APARTMENTS LLC
PIN: 26207053
ZONED R-1
INSTR #080000043
USE - APARTMENT

RALF GRABHOFFER
PIN: 26207052
ZONED R-1
INSTR #030003438
USE - SINGLE FAMILY DETACHED

ADWICK F. & SANDRA C. LINDSAY
PIN: 26207051
890
ZONED R-1
D.B. 737, PG. 823
USE - SINGLE FAMILY DETACHED

J. GORDON & SUE T. HENRY
AND MONA HENRY THOMAS
PIN: 26207050
ZONED R-1
INSTR #140001691
USE - SINGLE FAMILY DETACHEE

NOTE:
- EXISTING VEGETATION TO REMAIN AND SERVE AS VEGETATIVE BUFFER. SUPPLEMENT WITH 4' TALL EVERGREEN TREES AS NECESSARY TO PROVIDE ADEQUATE SCREENING. SPECIES TO BE DETERMINED.

EDWIN F. BALDWIN
PIN: 26207056
ZONED R-3C
INSTR. # 060003904
USE - DUPLEX

JAMES E. & HELEN GOFF
PIN: 26204011
ZONED: R-1
D.B. 722, PG. 348
USE: RESIDENTIAL

ELBERT J. PARKER, JR.
PIN: 26204008
ZONED: R-3
INSTR #060009308
USE: RESIDENTIAL

GEORGIA B. MASON
PIN: 26211001
ZONED R-1
D.B. 563, PG. 709
USE - VACANT

THIS SITE PLAN HAS BEEN
PREPARED FOR THE REZONING OF
PIN: 26205001 & A PORTION OF PIN: 26204009
FROM R-1 TO R-3 CONDITIONAL TO
ALLOW THE CONSTRUCTION OF
87 TOWNHOUSE UNITS

SUBJECT PROPERTY
PIN: 26205001 & PIN: 26204009

SOURCE OF TITLE:	PIN: 26205001	PIN: 26204009
	INSTR #060007734	INSTR #180003869
	LYNCHBURG RENTING, LLC	LYNCHBURG RENTING, LLC

TOTAL ACREAGE: ±8.017 AC.

CURRENT ZONING: R-1
CURRENT USE: SINGLE FAMILY RESIDENCE
PROPOSED ZONING: R-3 CONDITIONAL
PROPOSED USE: TOWNHOMES FOR SALE

NOTES:

1. ALL PROPOSED BUILDINGS WILL BE SERVED BY CITY OF LYNCHBURG WATER AND SANITARY SEWER CONNECTIONS.
2. BY GRAPHIC SCALING ONLY, THIS PROPERTY IS LOCATED IN ZONE "X" (NOT IN A SPECIAL FLOOD HAZARD AREA) ACCORDING TO THE F.E.W.A. FLOOD INSURANCE RATE MAP FOR THE CITY OF LYNCHBURG, VIRGINIA (F090301040) DATED JUNE 3, 2009. NO FIELD SURVEYING WAS PERFORMED TO MAKE THIS DETERMINATION.
3. ELECTRIC, TELEPHONE, & CABLE SERVICE WILL BE UNDERGROUND ON THE SITE.
4. PRIOR TO THE DEMOLITION OF ANY BUILDING, UTILITY DISCONNECT FOR ALL SERVICES MUST BE FURNISHED TO THE CITY OF LYNCHBURG INSPECTION DIVISION. BEFORE ISSUING A DEMOLITION PERMIT, AN ASBESTOS SURVEY IN ACCORDANCE WITH SECTION 36-99.7 OF THE CODE OF VA. IS REQUIRED.
5. ALL EXTERIOR LIGHTING SHALL BE NON-DIRECTIONAL OR GLARE SHIELDED AND DIRECTED AWAY FROM ADJACENT ROADS AND PROPERTY.
6. A SIGN PERMIT MUST BE OBTAINED PRIOR TO THE PLACEMENT OF ANY SIGNS.
7. HANDICAP RAMPS AND SIGNAGE MUST BE INSTALLED PER CODE.
8. THE PROPOSED TOWNHOMES WILL BE CONSTRUCTED WITH AN EXTERIOR COMBINATION OF EITHER BRICK, ROCK, HARDY BOARD AND SOME DECORATIVE VINYL.
9. LANDSCAPING AS SHOWN IS FOR SCHEMATIC PURPOSES ONLY. A DETAILED LANDSCAPING PLAN SHALL BE PREPARED IN ACCORDANCE WITH LANDSCAPING SECTION OF THE CURRENT LYNCHBURG ZONING ORDINANCE.
10. ALL LOADING AREAS, REFUSE AREAS, STORAGE YARDS, STORMWATER MANAGEMENT PONDS, HVAC EQUIPMENT, WATER VALVES, RPZ DEVICES OR OTHER OBSTACLES/ITEMS MUST BE SCREENED FROM VIEW OF ANY PUBLIC OR PRIVATE STREET OR RESIDENTIAL LANDSCAPING MAY BE ACCOMPLISHED BY A COMBINATION OF EXISTING VEGETATION, WALLS, FENCES EARTHEN BERMS AND NEW EVERGREEN VEGETATION APPROPRIATE AND OF SUFFICIENT HEIGHT TO SCREEN THE EQUIPMENT OR ACTIVITY.
11. ANY WALLS VISIBLE FROM ANY PUBLIC OR PRIVATE STREET OR RESIDENTIAL DISTRICT SHALL BE CONSTRUCTED OF SEGMENTAL BLOCK, BRICK, TREATED WOOD, STONE OR STAMPED OR COLORED CONCRETE THAT GIVES THE APPEARANCE OF BRICK OR STONE. RETAINING WALLS OF ANY OTHER MATERIAL MUST BE SUPPLEMENTED WITH LANDSCAPING AT A RATE AS FOLLOWS: WALLS LESS THAN 8 FEET IN HEIGHT, REQUIRE 1 EVERGREEN SHRUB PER 3 LINEAR FEET OF WALL; WALLS 8 FEET IN HEIGHT OR GREATER, REQUIRE 1 EVERGREEN SHRUB PER 3 LINEAR FEET OF WALL AND 1 ORNAMENTAL TREE PER 20 LINEAR FEET OF WALL.
12. TRASH PICK-UP WILL BE MANAGED BY ONSITE DUMPSTER WITH PRIVATE PICK-UP. GREENSPACE CALCULATION: 4.752 AC / 8.018 AC = 59%. THERE FOR THE SITE CAN BE LANDSCAPED TO MEET THE 10% MINIMUM CANOPY REQUIREMENTS.
14. STORMWATER MANAGEMENT TO MEET STATE AND LOCAL REGULATIONS.

MINIMAL LOT REQUIREMENTS

1. LOT AREA: 1.200 SF
2. UNIT WIDTH: 16 FT
3. FRONT YARD: 10 FT
4. SIDE YARD: 16 FT AT EACH END
OF A GROUP OF UNITS
(NOT TO BE SHARED
BETWEEN UNITS)
5. REAR YARD: 25 FT (NOT TO BE
SHARED BETWEEN
UNITS)

PARKING

MINIMUM PARKING
87 UNITS X 1 PER UNIT
87 SPACES REQUIRED
ACTUAL PARKING
87 UNITS X 1.75 PER UNIT
157 SPACES ACTUAL
INCLUDING 11 HANDICAP SPACES

LANDSCAPE LEGEND

- 
- SHADE TREES
-
- 
- MIXTURE OF SHRUBS

EACH 18' X 28' UNIT
IS 2 STORY AND
CONSIST OF 504 SQ.FT.
PER STORY FOR A
TOTAL OF 1008 SQ.FT.
PER UNIT

TOTAL DWELLINGS -	87
TOTAL ACRES -	8.018
DWELLINGS PER ACRE -	10.89

50' 0' 50'

SCALE: 1" = 50'

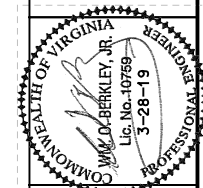
1 : 600

OWNER / DEVELOPER
LYNCHBURG RENTING, LLC
P.O. BOX 351
FOREST, VA 24551
C/O BRUCE GALLIER
PHONE: (434)385-7226

PAMELA W.OVERSTREET
PIN: 26202014
ZONED R-1
WILL #120000044

EXISTING PUBLIC
CITY OF LYNCHBURG
24" WATERLINE

BERKLEY HOWELL & ASSOC., P.C.
ENGINEERS • SURVEYORS • PLANNERS
306 ENTERPRISE DRIVE, SUITE C
FOREST, VIRGINIA 24551
PHONE: (434)385-7548 FAX: (434)385-6178



CONCEPT PLAN FOR REZONING

WYNDSOR VIEW TOWNHOMES
714 LEESVILLE ROAD
CITY OF LYNCHBURG, VIRGINIA

DATE: 3-28-19

DRAWN:

CHECKED:

REVISIONS

REVISIONS	
NO.	DATE
1	04-29-19

SCALES
HORIZ: AS SHOWN
VERT: AS SHOWN

COMM. NO.
070008

SHEET NO.
1 OF 1

REZONING AND CUP NARRATIVE

FOR

WYNDSOR VIEW TOWNHOMES
LYNCHBURG RENTING, LLC
P.O. BOX 351
FOREST, VIRGINIA

PREPARED FOR:
LYNCHBURG RENTING, LLC
P.O. BOX 351
FOREST, VIRGINIA
(C/O BRUCE GALLIER)

BY

CARDINAL SURVEY & DESIGN, PLC
ENGINEERS-SURVEYORS-PLANNERS

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

COMM. NO. 070008

MAY 18, 2015
REVISED JULY 8, 2015
REVISED MARCH 28, 2019

PROJECT DESCRIPTION

Request Rezoning from R-1 to R-3C to allow for 87 Town Homes for sale. The project includes 8.018 acres. The subject area is currently developed with two single family residences. Below are narratives specifically requested by the City of Lynchburg for the Rezoning and CUP application.

WATER/SEWER CAPACITY NARRATIVE:

The property is served by an existing City of Lynchburg Public water via 24" line along Leesville Road. The 24" water line will adequately serve the development.

The property is served by an existing 8" sanitary sewer line near the rear of the property. The 8" sanitary sewer line will adequately serve the development.

STORMWATER NARRATIVE FOR ADEQUATE CHANNEL AND STORMWATER MEASURES

Currently the 8.0-acre property is partially developed with two residential dwellings. The remainder of the property is wooded. The majority of existing onsite storm water runoff converges in a large broad watercourse bisecting the property and drains to the west property corner at a natural watercourse. A smaller broad watercourse on the north western portion of the site converges to the same western corner. Just offsite multiple natural watercourses converge to form a stream which drains to an unnamed tributary to Dreaming Creek.

The proposed development will require storm water management for both water quality and quantity. Due to the size of the project, a variety of storm water management measures will be utilized throughout the project in a combination of both local and regional treatment. The project will be designed to meet state and local codes (Part IIB of the stormwater regulations). Specific designs will be submitted during the site plan phase for City review and approval. After construction, the storm management measures will be inspected by the City of Lynchburg and the design engineer for compliance with the approved plans. A maintenance agreement will be recorded for the project to insure the storm water measures are maintained long term.

Water quality and quantity will be handled by a combination of possible measures such as Rooftop Disconnection, Rainwater Harvesting, Soil Amendments, Permeable Pavement, Grass Channel, Bio-retention, Infiltration, Dry Swale, Sheet Flow to Filter/Open Space, Extended Detention Pond, and Filtering Practice. A combination of these measures will be used to treat and reduce the storm water runoff. To provide channel protection, the project will satisfy the equation $Q_{dev} \leq I.F. * (Q_{predev} * RV_{predev}) / RV_{dev}$ since discharging to an existing natural storm water conveyance. Since the disturbed acreage is greater than 1 acre, the required I.F. or improvement factor will be 0.8 (Q = flow, RV = volume of runoff). The developer intends to provide additional downstream protection by increasing the improvement factor to .75 thus reducing downstream flows by an additional 25 percent. In regard to flood protection, the project will release the post development peak flow rate for a 10-year 24 hr. storm event that is less than the pre development peak flow rate. Compliance with this method of storm water management shall be deemed to satisfy minimum standard 19 of the Va. E & S Manual. While not required by the regulations, the attached calculations show that the existing natural channel is adequate for the 2-year storm.

EROSION AND SEDIMENT CONTROL

Preliminary calculations show that the project will have a disturbed area of approximately 5.5 acres. A Stormwater Pollution Prevention Plan (SWPPP) will be prepared by the design engineer and reviewed by the City of Lynchburg for approval. The SWPPP will propose a combination of measures such as silt fence, inlet/outlet protection, diversions, sediment traps and basins etc., to insure a stabilized site during construction. The SWPPP requires inspections once every 10 days or within 48 hours of a measurable rain event. The SWPPP manager will be required to make any necessary repairs and/or adjustments. The City of Lynchburg will also provide vigorous inspections.

COMPLIANCE WITH PLANNING DOCUMENTS

The Lynchburg Comprehensive Plan recommends Medium Density Residential Development in this area which includes small-lot single family detached housing, duplexes and Townhouses. Maximum densities of up to 12 units per acre are recommended. The proposed development has a density of 10.89 units per acre which is well within the recommended range. No changes to the Future Land Use Map (FLUM) are proposed.

TRAFFIC PLANNING

A Traffic Study was prepared by ECR, PC in January of 2019 for this project. A copy is included in this application. One conclusion of the report is that the combination of anticipated turning movements and traffic volumes on Leesville Road are slightly above the threshold warrants for a left turn lane and right turn taper. This need can be mitigated by restricting access from Middle Street for the short term. The City's long range plan for improving Leesville Road include a "road diet" which would render the turn lanes unnecessary.

MEMORANDUM

TO: WILLIAM O. BERKLEY, JR., P.E.

FROM: BILL WUENSCH, P.E., PTOE; MIKE CALLAHAN, AICP

ORGANIZATION: BERKLEY-HOWELL & ASSOCIATES, PC

DATE: JANUARY 4, 2019

PHONE NUMBER: (434) 385-7548

SENDER'S REFERENCE NUMBER:

RE: WYNDSOR VIEW TOWNHOMES TRAFFIC STUDY

YOUR REFERENCE NUMBER:

☐ URGENT☒ FOR YOUR USE☐ PLEASE COMMENT☐ PLEASE REPLY☐ PLEASE RECYCLE**WyndSOR View Townhomes Traffic Study****1. Introduction**

Berkley-Howell & Associates, PC requested assistance from EPR, P.C. to conduct traffic analysis for the proposed WyndSOR View townhome development on Leesville Road in Lynchburg, Virginia. The townhomes are proposed for the west side of Leesville Road, with access provided just north of Bud Drive. Figure 1 illustrates the site location for the future development. The site is about 6 miles south of downtown Lynchburg and about 1 mile northwest of Lynchburg Regional Airport.



Figure 1 - WyndSOR View Proposed Development Location. Source: City of Lynchburg Parcel Viewer

The anticipated development consists of 87 townhomes. It is proposed to include 157 parking spaces; 11 of these are ADA spaces. The site plan indicates an entrance/egress from Leesville Road and a secondary entrance/egress from Middle Street, which has access to Leesville Road via McVeigh Road. The purpose of this memorandum is to provide a summary of the traffic analysis for the proposed project.

2. Existing Conditions

Land uses on Leesville Road in the vicinity of the site are mostly low to medium density residential. Leesville is classified by VDOT as a major collector, and provides a key north-south connection between Greenview Drive and Timberlake Road. The road consists of two through lanes in each direction frequent curb cuts for access to low and medium residential properties. Leesville has a posted speed limit of 35 miles per hour. The access drive to the proposed WyndSOR View townhomes does not exist. However, it is expected to also connect to Middle Street, which is a local street serving low density residential uses. Middle Street will provide secondary access to Leesville from the townhomes via McVeigh Road.

The average daily weekday traffic volume on Leesville Road between the Lynchburg corporate limits and North Street was 9,500 vehicles per day in 2017. The proposed townhomes are within the limits of this link. The vehicular traffic volume has increased about 19 percent since 2007. VDOT is the source for these counts. The traffic volumes for the AM and PM peak hour are described in the figure below.

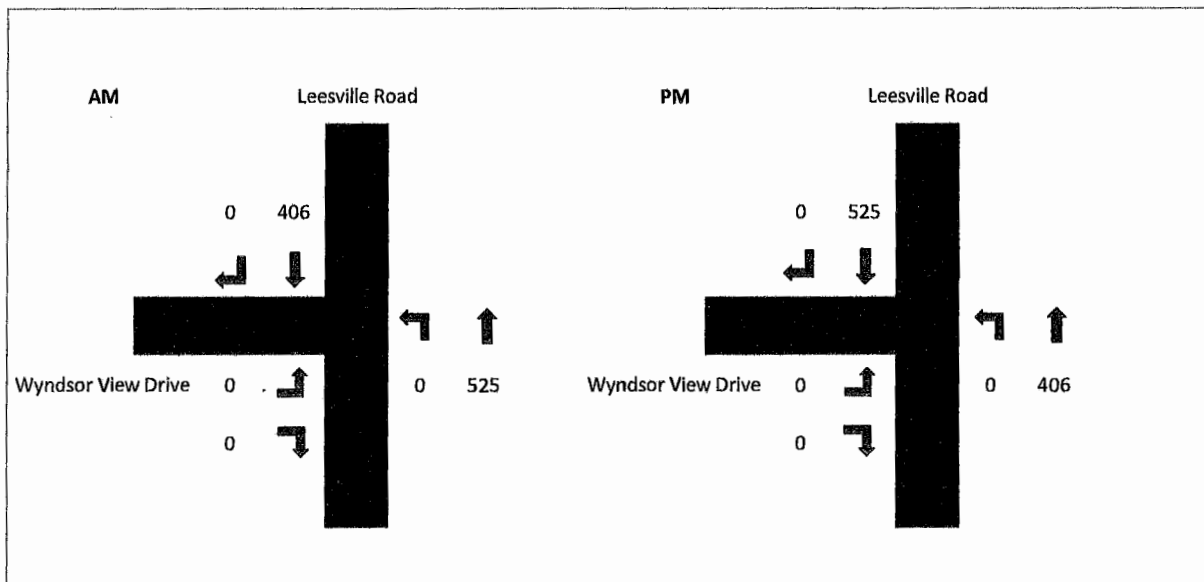


Figure 2 – 2017 Peak Hour Traffic Volumes

3. Development Program

The proposed site use is 87 townhomes. EPR, P.C. used the Institute of Transportation Engineers (ITE) Trip Generation Manual 10th Edition to estimate the number of trips the development will generate each day and during the peak hours. Table 1 contains the land use descriptions, ITE land use code, size, and anticipated trips. The anticipated development is expected to generate about 617 trips per day, with 42 falling in the morning peak hour and 52 in the evening peak hour.

Table 1 - Anticipated Trip Generation

Use	LU Code	Unit	Quantity	Daily		AM		PM	
				In	Out	In	Out	In	Out
Multifamily Housing (low rise)	220	D.U.	87	308	309	10	32	33	19
Total				617		42		52	

4. Future Conditions Analysis

The future conditions analysis used 2021 as the horizon year. EPR, P.C. collected traffic volume data from each year between 2007 and 2017 for Leesville Road to calculate an average annual growth rate over the last 10 years. Traffic volume on Leesville Road between the Lynchburg corporate limits and North Street grew from about 8,000 vehicles per day to 9,500 over this time period. The simple average growth rate was 1.94% per year while the compound growth rate was 1.57%. EPR, P.C. therefore assumed a conservative future growth rate of 1.94% between 2018 and 2021. The future traffic volumes presented in the figure below include the assumed underlying rate of growth.

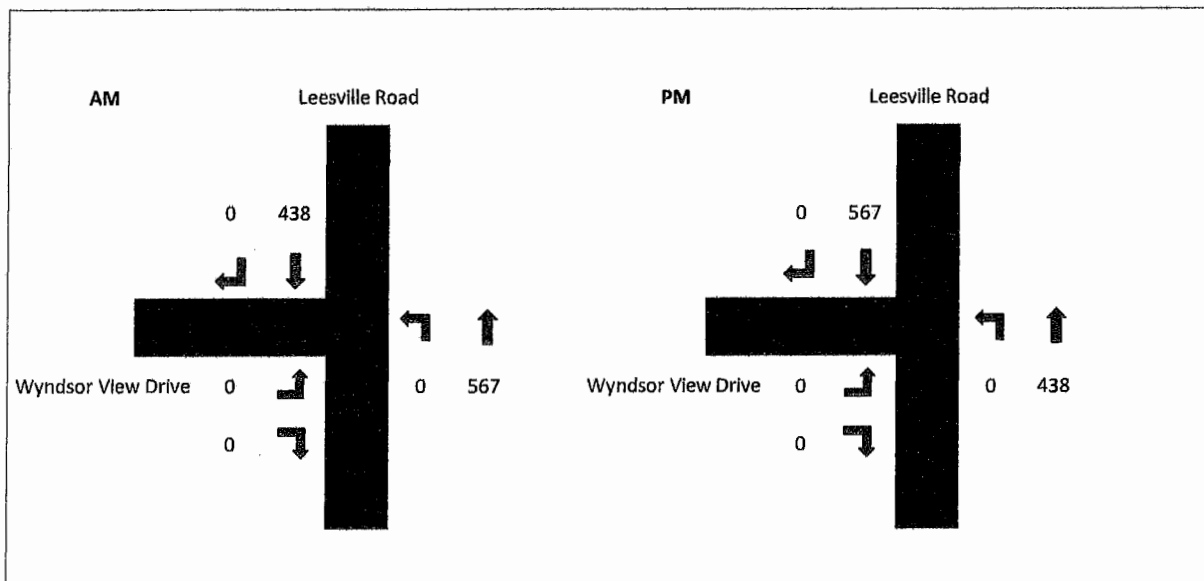


Figure 3 - 2021 No Build Traffic Volumes

Next EPR, P.C. distributed future trips generated by the new townhomes among the intersection movements, based on prevailing traffic patterns on Leesville Road. EPR, P.C. estimated based on traffic count data that about 54 percent of traffic volume heads towards the core of Lynchburg in the morning, and 54 percent heads outbound from Lynchburg in the evening. EPR, P.C. assumed that traffic entering and exiting the Wyndors View driveway would follow the same directional patterns as existing traffic on Leesville Road. The estimated distribution of movements during the AM and PM peak periods are shown in the figure below.

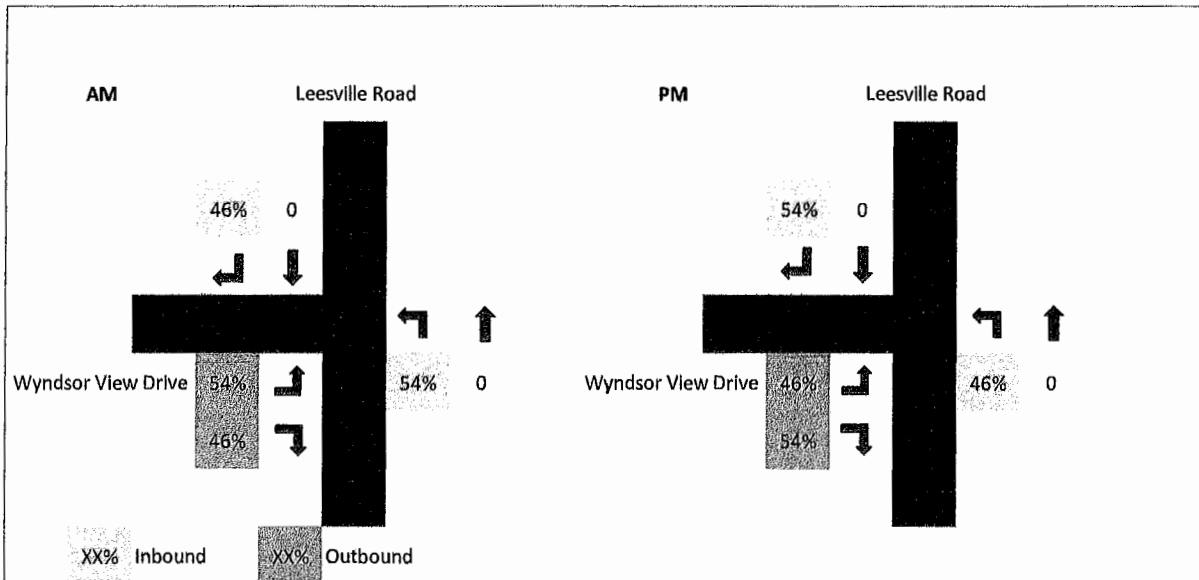


Figure 4 - Anticipated Distribution of Peak Hour Trips to and from Site

One important caveat pertains to traffic from residential land uses on Middle Street that may use the Wyndors View driveway to access Leesville Road. There are 12 housing units with access to Middle Street that appear to have a shorter distance to Leesville Road via the anticipated connection through the townhome development. EPR, P.C. added the peak period trips generated by these houses to the trips generated by the townhome development, in order to obtain a conservative estimate of exits and entries from the driveway during the peak periods. Based on the trip generation for single family detached housing (ITE land use code 210), it is expected that the connection to Middle Street would add 13 trips to the Wyndors View driveway during the AM peak (3 entry/10 exit) and 13 trips during the PM peak (8 entry/5 exit). The next figure shows the number of trips generated by the new townhomes and trips diverted from houses on Middle Street. The turning movements are assumed based on the distribution percentages shown in Figure 4.

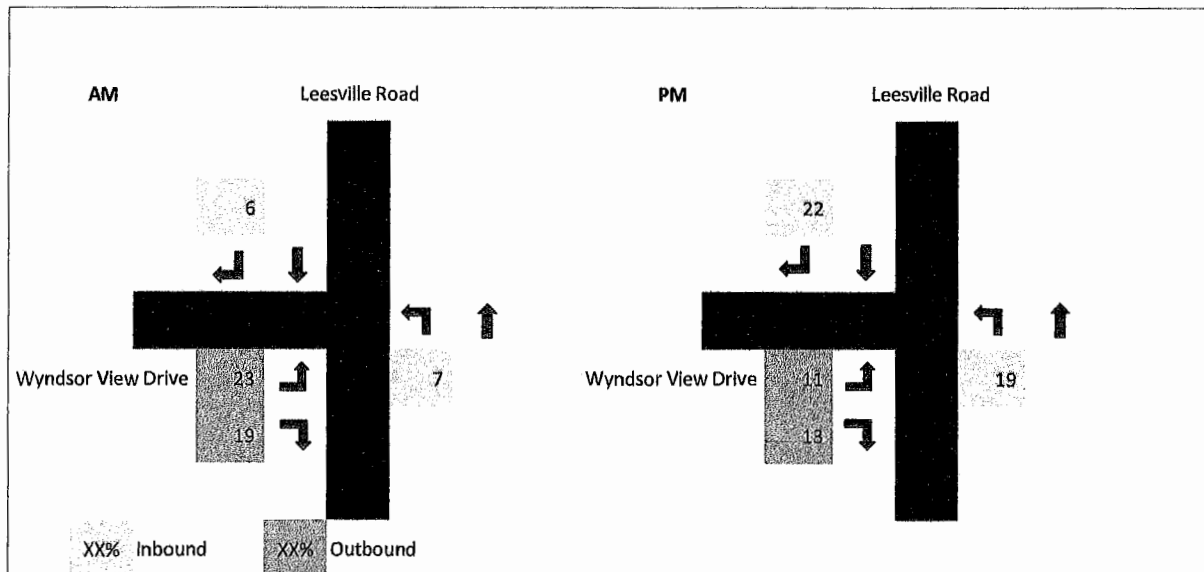


Figure 5 - Assignment of Peak Hour Trips to and from Site and Middle Street

EPR, P.C. then added the estimated trips from new townhomes and trips diverted from Middle Street to the underlying traffic. The assumed future traffic volumes for the morning and evening peak periods are shown below.

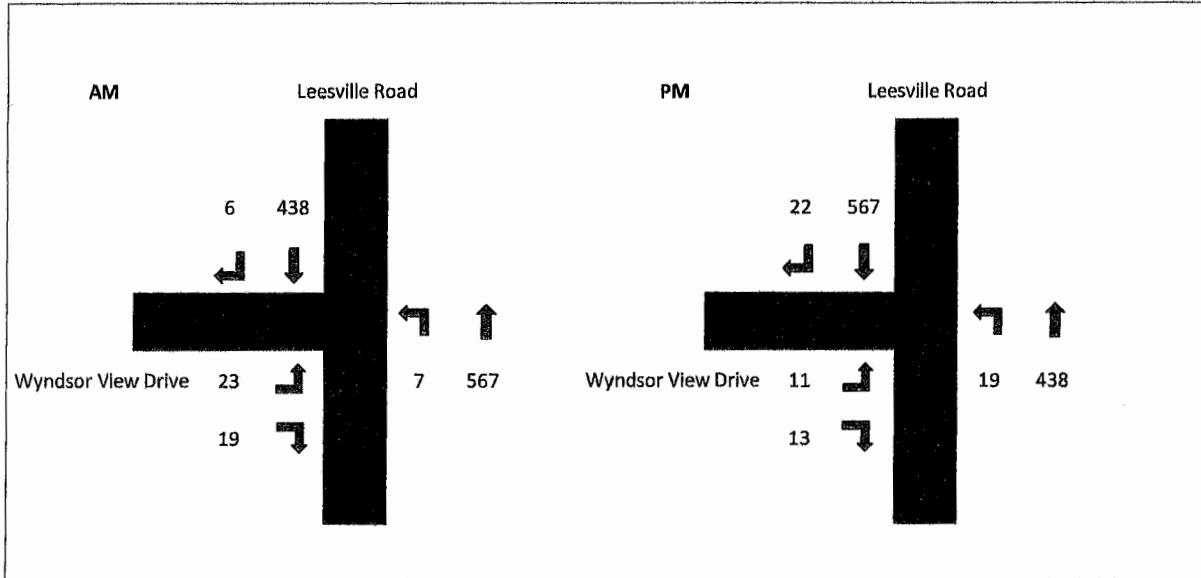


Figure 6 - Estimated 2021 Traffic Volumes for the AM and PM Peak Period

EPR, P.C. then input the future traffic volumes into a Synchro model to analyze the expected level of service and delay at the new intersection after the townhomes are occupied. EPR, P.C. also considered the potential effects of the new development on Bud Drive, which is about 50 feet south of the Wyndors View driveway on the east side of Leesville Road. EPR, P.C. also used SimTraffic to document anticipated future traffic queues at the intersections. The results are described in the table below.

Approach	Movement	Storage	2021 Build AM			2021 Build PM		
			Synchro LOS	Synchro Delay	SimTraffic Queue	Synchro LOS	Synchro Delay	SimTraffic Queue
Leesville NB	Left	50	A	8.4	30'	A	8.9	32'
	Thru	-	A	0	0'	A	0	9'
Leesville SB	Thru/Rt	-	A	0	0'	A	0	2'
Site Driveway	EB Left/Rt	-	B	14.3	59'	B	14.7	39'
Overall			A	0.6		A	0.5	

Figure 7 – Leesville Road/Wyndors View Drive Estimated LOS, Delay, and Queue

Approach	Movement	Storage	2021 Build AM			2021 Build PM		
			Synchro LOS	Synchro Delay	SimTraffic Queue	Synchro LOS	Synchro Delay	SimTraffic Queue
Leesville NB	Thru/Rt	-	A	0	0'	A	0	0'
Leesville SB	Thru/Left	-	A	0	15'	A	0	18'
Bud Drive	WB Left/Rt	-	B	13.4	31'	B	14.3	31'
Overall			A	0.1		A	0	

Figure 8 – Leesville Road/Bud Drive Estimated LOS, Delay, and Queue

5. Turn Warrant & Access Management Analysis

EPR, P.C. in its analysis considered the potential need for turn lanes and compared the proposed driveway spacing with access management standards. EPR, P.C.'s analysis shows that a left turn lane with 50' of storage is warranted on Leesville Road northbound. This finding is based on VDOT's Road Design Manual Appendix F Access Management Design Standards for Entrances and Intersections (Figure 3-3 on Page F-52 and Figure 3-27 on Page F-75). The warrant is met by the combination of peak hour left turns (19) and opposing traffic volume (589) during the evening peak period for a 4-lane road.

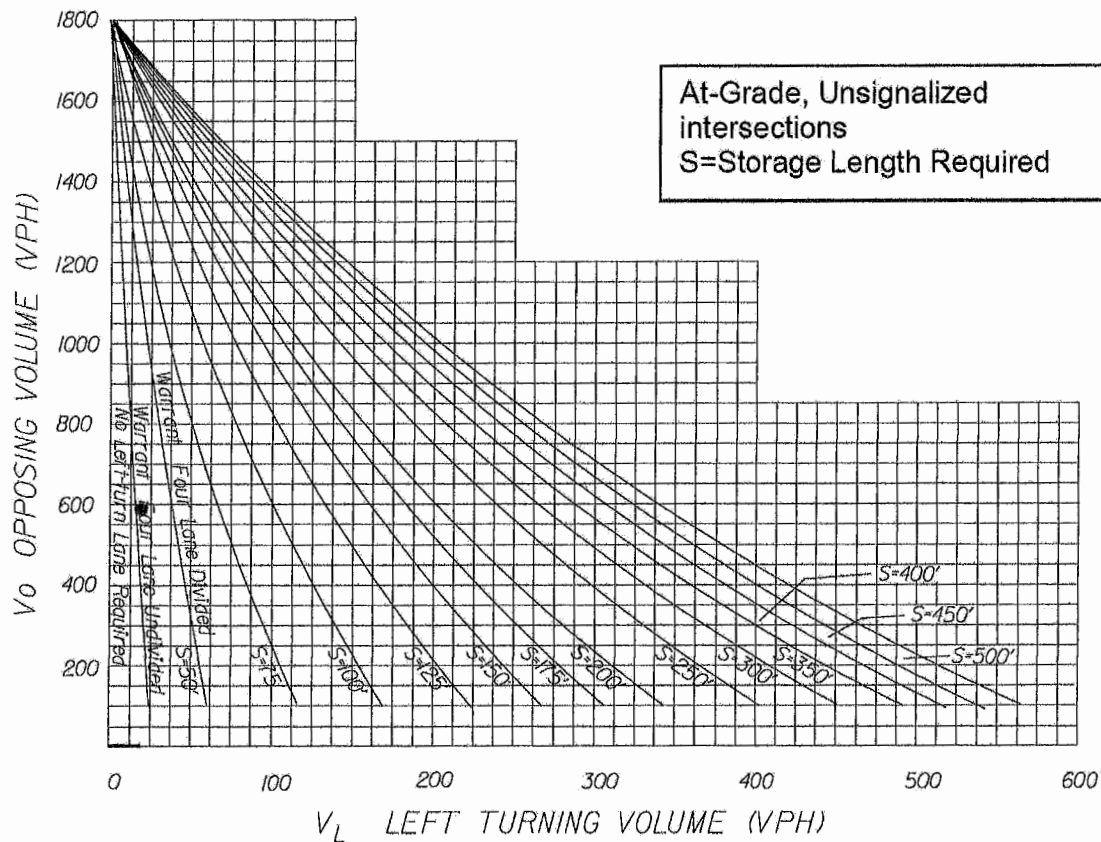


Figure 9 - Warrant Chart for Leesville NB Left Turn, PM Peak Period

The combination of right turns (22) and peak hour traffic (589) for Leesville Road southbound during the PM peak period also met the warrant for a right turn taper.

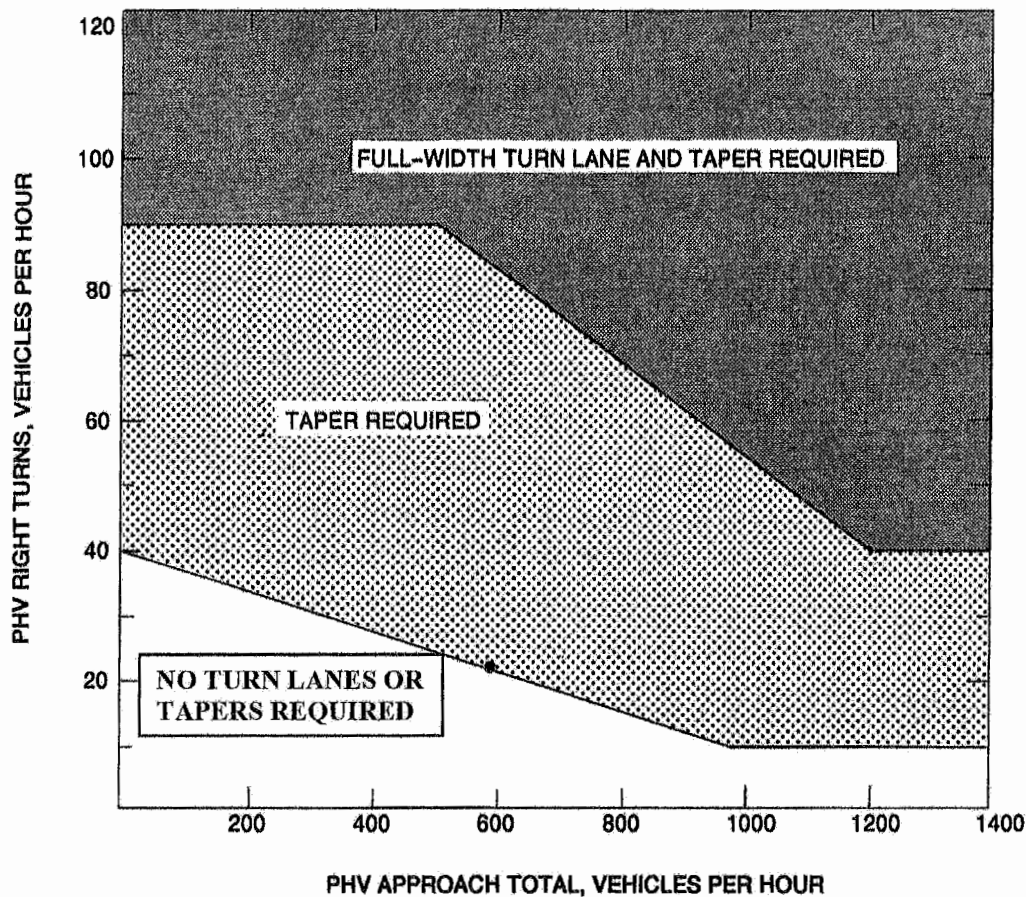


Figure 10 - Warrant Chart for Leesville SB Right Turn, PM Peak Period

Access management is another important consideration along Leesville Road. The road has frequent curb cuts for access to single family homes, townhome developments, and commercial properties. There is a driveway roughly 200 feet south of the proposed driveway to Wyndsor View. This driveway to the south provides access to Wyndsor Place, which is also a medium density residential development. The VDOT spacing standard for full access entrances on a collector road with a speed limit of between 35 and 45 miles per hour is 335 feet. The development is unable to meet this standard within the property that the developer owns.

6. Findings and Conclusions

EPR, P.C.'s analysis of anticipated future traffic conditions led to the following principal findings:

- The level of service for all turning movements is B or better, indicating that the project will cause little delay during peak hours and little to no delay during non-peak hours.
- The combination of anticipated turning movements and traffic volumes on Leesville Road are slightly above the threshold that warrants the addition of a left turn lane for Leesville Road northbound and a right turn taper for Leesville Road southbound into the development site.

- One potential mitigation strategy would be to restrict access between Middle Street and the townhome development. The estimated turning movements include 8 vehicles during the evening peak period that EPR, P.C. estimates would use the driveway as a shortcut to access houses on Middle Street. If the proposed connection between Middle Street and the Wyndsor View driveway were restricted so that vehicles could only enter the development site from Middle Street, it is estimated that evening peak period turning movements would fall beneath the turn lane warrant threshold. While this is an important link for improving overall connectivity in the area, it could be restricted to one-way for vehicles (from Middle Street to the townhome development) in the short-term, and then be opened for two-way traffic upon the implementation of a road diet on Leesville Road (see the following bullet).
- The potential need for a left turn lane into the project site should be considered in the context of the City's long-range plans for improving Leesville Road. The left turn lane would likely be unnecessary if the City were to implement a road diet on Leesville Road. The traffic volumes are well below the typical threshold for implementing a road diet that could reduce Leesville Road from a 4-lane to 3-lane cross section, with a through lane in both directions and a middle left turn lane.

Appendix A – Synchro/SimTraffic Documentation

HCM 2010 TWSC
1: Leesville & Site Entrance

12/13/2018

Intersection						
Int Delay, s/veh	0.6					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	Y		Y	↑↑	↑↑	
Traffic Vol, veh/h	23	19	7	567	438	6
Future Vol, veh/h	23	19	7	567	438	6
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	50	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	25	21	8	616	476	7

Major/Minor	Minor2		Major1		Major2	
Conflicting Flow All	802	241	483	0	-	0
Stage 1	479	-	-	-	-	-
Stage 2	323	-	-	-	-	-
Critical Hdwy	6.84	6.94	4.14	-	-	-
Critical Hdwy Stg 1	5.84	-	-	-	-	-
Critical Hdwy Stg 2	5.84	-	-	-	-	-
Follow-up Hdwy	3.52	3.32	2.22	-	-	-
Pot Cap-1 Maneuver	322	760	1076	-	-	-
Stage 1	589	-	-	-	-	-
Stage 2	706	-	-	-	-	-
Platoon blocked, %				-	-	-
Mov Cap-1 Maneuver	320	760	1076	-	-	-
Mov Cap-2 Maneuver	320	-	-	-	-	-
Stage 1	589	-	-	-	-	-
Stage 2	701	-	-	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	14.3	0.1	0
HCM LOS	B		

Minor Lane/Major Mvmt	NBL	NBT	EBL	EBT	SBT	SBR
Capacity (veh/h)	1076	-	434	-	-	-
HCM Lane V/C Ratio	0.007	-	0.105	-	-	-
HCM Control Delay (s)	8.4	-	14.3	-	-	-
HCM Lane LOS	A	-	B	-	-	-
HCM 95th %tile Q(veh)	0	-	0.4	-	-	-

Intersection	
Int Delay, s/veh	0.1

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations	WT		↑↑			↑↑
Traffic Vol, veh/h	3	4	570	1	1	456
Future Vol, veh/h	3	4	570	1	1	456
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	3	4	620	1	1	496

Major/Minor	Minor1	Major1	Major2
Conflicting Flow All	870	310	0
Stage 1	620	-	-
Stage 2	250	-	-
Critical Hdwy	6.84	6.94	4.14
Critical Hdwy Stg 1	5.84	-	-
Critical Hdwy Stg 2	5.84	-	-
Follow-up Hdwy	3.52	3.32	2.22
Pot Cap-1 Maneuver	291	686	956
Stage 1	499	-	-
Stage 2	768	-	-
Platoon blocked, %	-	-	-
Mov Cap-1 Maneuver	291	686	956
Mov Cap-2 Maneuver	291	-	-
Stage 1	499	-	-
Stage 2	767	-	-

Approach	WB	NB	SB
HCM Control Delay, s	13.4	0	0
HCM LOS	B		

Minor Lane/Major Mvmt	NBT	NBR	WBLn1	SBL	SBT
Capacity (veh/h)	-	-	434	956	-
HCM Lane V/C Ratio	-	-	0.018	0.001	-
HCM Control Delay (s)	-	-	13.4	8.8	0
HCM Lane LOS	-	-	B	A	A
HCM 95th %tile Q(veh)	-	-	0.1	0	-

Queuing and Blocking Report
2021 Build AM

12/13/2018

Intersection: 1: Leesville & Site Entrance

Movement	EB	NB
Directions Served	LR	L
Maximum Queue (ft)	69	30
Average Queue (ft)	25	2
95th Queue (ft)	51	15
Link Distance (ft)	574	
Upstream Blk Time (%)		
Queuing Penalty (veh)		
Storage Bay Dist (ft)		50
Storage Blk Time (%)		0
Queuing Penalty (veh)		0

Intersection: 2: Leesville & Bud

Movement	WB	SB
Directions Served	LR	LT
Maximum Queue (ft)	31	15
Average Queue (ft)	6	1
95th Queue (ft)	25	8
Link Distance (ft)	342	61
Upstream Blk Time (%)		0
Queuing Penalty (veh)		0
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Network Summary

Network wide Queuing Penalty: 0

Intersection						
Int Delay, s/veh	0.5					
Movement	EBL	EBR	NBL	NBT	SBT	SBR
Lane Configurations	Y		Y	↑↑	↑↑	
Traffic Vol, veh/h	11	13	19	438	567	22
Future Vol, veh/h	11	13	19	438	567	22
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	50	-	-	-
Veh in Median Storage, #	0	-	-	0	0	-
Grade, %	0	-	-	0	0	-
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	12	14	21	476	616	24

Major/Minor	Minor2	Major1	Major2			
Conflicting Flow All	907	320	640	0	-	0
Stage 1	628	-	-	-	-	-
Stage 2	279	-	-	-	-	-
Critical Hdwy	6.84	6.94	4.14	-	-	-
Critical Hdwy Stg 1	5.84	-	-	-	-	-
Critical Hdwy Stg 2	5.84	-	-	-	-	-
Follow-up Hdwy	3.52	3.32	2.22	-	-	-
Pot Cap-1 Maneuver	275	676	940	-	-	-
Stage 1	494	-	-	-	-	-
Stage 2	743	-	-	-	-	-
Platoon blocked, %				-	-	-
Mov Cap-1 Maneuver	269	676	940	-	-	-
Mov Cap-2 Maneuver	269	-	-	-	-	-
Stage 1	494	-	-	-	-	-
Stage 2	726	-	-	-	-	-

Approach	EB	NB	SB
HCM Control Delay, s	14.7	0.4	0
HCM LOS	B		

Minor Lane/Major Mvmt	NBL	NBT	EBL	EBT	SBT	SBR
Capacity (veh/h)	940	-	399	-	-	-
HCM Lane V/C Ratio	0.022	-	0.065	-	-	-
HCM Control Delay (s)	8.9	-	14.7	-	-	-
HCM Lane LOS	A	-	B	-	-	-
HCM 95th %tile Q(veh)	0.1	-	0.2	-	-	-

HCM 2010 TWSC
2: Leesville & Bud

12/13/2018

Intersection						
Int Delay, s/veh	0					

Movement	WBL	WBR	NBT	NBR	SBL	SBT
Lane Configurations	Y		↑↑			↑↑
Traffic Vol, veh/h	2	1	456	2	2	578
Future Vol, veh/h	2	1	456	2	2	578
Conflicting Peds, #/hr	0	0	0	0	0	0
Sign Control	Stop	Stop	Free	Free	Free	Free
RT Channelized	-	None	-	None	-	None
Storage Length	0	-	-	-	-	-
Veh in Median Storage, #	0	-	0	-	-	0
Grade, %	0	-	0	-	-	0
Peak Hour Factor	92	92	92	92	92	92
Heavy Vehicles, %	2	2	2	2	2	2
Mvmt Flow	2	1	496	2	2	628

Major/Minor	Minor1	Major1	Major2		
Conflicting Flow All	815	249	0	0	498
Stage 1	497	-	-	-	-
Stage 2	318	-	-	-	-
Critical Hdwy	6.84	6.94	-	-	4.14
Critical Hdwy Stg 1	5.84	-	-	-	-
Critical Hdwy Stg 2	5.84	-	-	-	-
Follow-up Hdwy	3.52	3.32	-	-	2.22
Pot Cap-1 Maneuver	315	751	-	-	1062
Stage 1	577	-	-	-	-
Stage 2	710	-	-	-	-
Platoon blocked, %			-	-	-
Mov Cap-1 Maneuver	314	751	-	-	1062
Mov Cap-2 Maneuver	314	-	-	-	-
Stage 1	577	-	-	-	-
Stage 2	708	-	-	-	-

Approach	WB	NB	SB
HCM Control Delay, s	14.3	0	0
HCM LOS	B		

Minor Lane/Major Mvmt	NBT	NBR	WBL	SBL	SBT
Capacity (veh/h)	-	-	390	1062	-
HCM Lane V/C Ratio	-	-	0.008	0.002	-
HCM Control Delay (s)	-	-	14.3	8.4	0
HCM Lane LOS	-	-	B	A	A
HCM 95th %tile Q(veh)	-	-	0	0	-

Intersection: 1: Leesville & Site Entrance

Movement	EB	NB	NB	SB
Directions Served	LR	L	T	TR
Maximum Queue (ft)	39	32	9	2
Average Queue (ft)	18	7	0	0
95th Queue (ft)	43	28	6	2
Link Distance (ft)	574		61	1028
Upstream Blk Time (%)			0	
Queuing Penalty (veh)			0	
Storage Bay Dist (ft)		50		
Storage Blk Time (%)		0	0	
Queuing Penalty (veh)		0	0	

Intersection: 2: Leesville & Bud

Movement	WB	SB
Directions Served	LR	LT
Maximum Queue (ft)	31	18
Average Queue (ft)	4	1
95th Queue (ft)	20	9
Link Distance (ft)	342	61
Upstream Blk Time (%)		0
Queuing Penalty (veh)		0
Storage Bay Dist (ft)		
Storage Blk Time (%)		
Queuing Penalty (veh)		

Network Summary

Network wide Queuing Penalty: 0

Appendix B – Turn Warrant Documentation

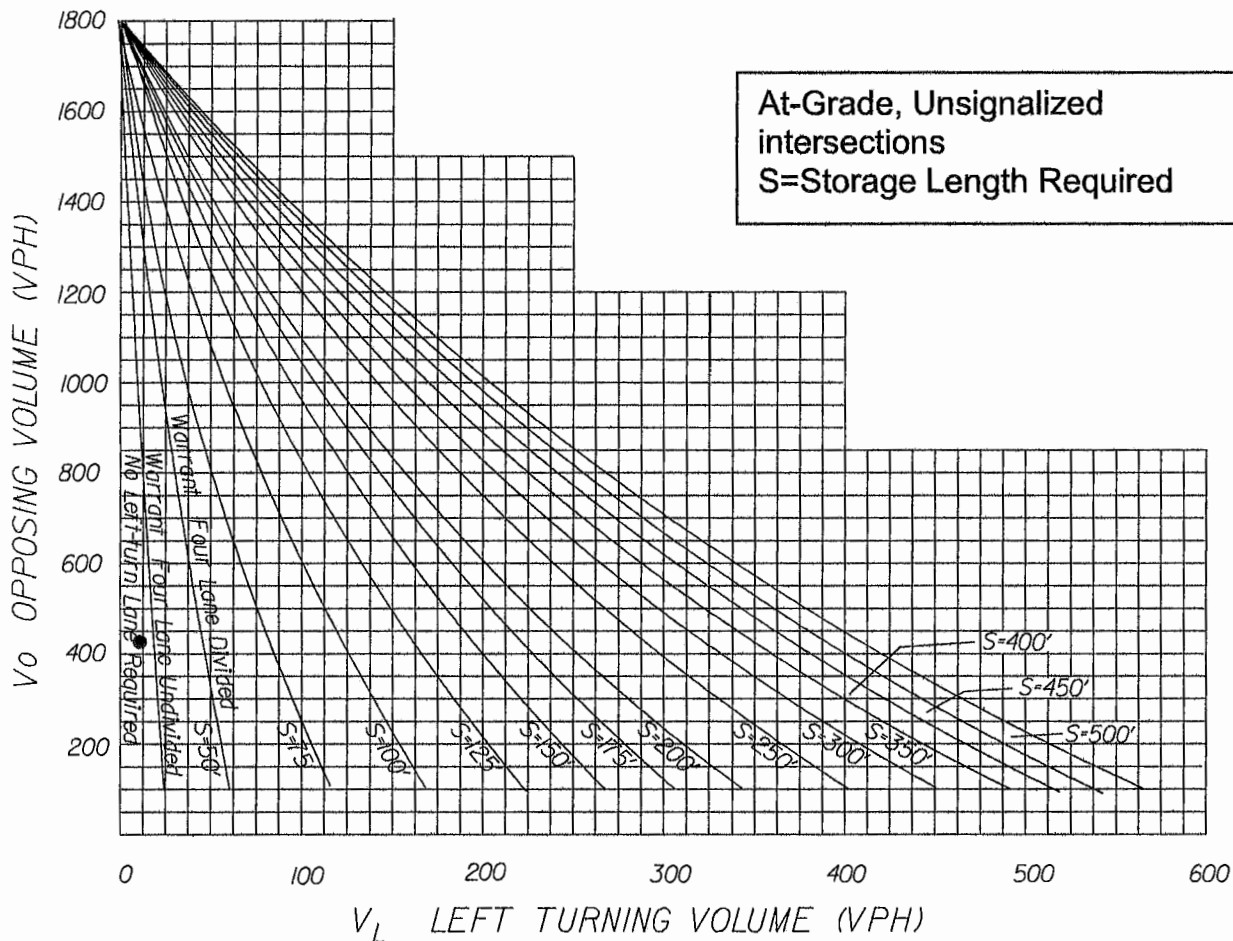
Warrant for Left-Turn Storage Lanes on Four-Lane Highway

Project: Wyndsor View Townhomes
Intersection: Leesville Rd/Site Entrance

Approach Direction: Northbound
Peak Hour: AM

Peak Hour Left Turns (V_L): 7 vph
Opposing Volume (V_O): 444 vph

Conclusion: No Left-turn Lane Required



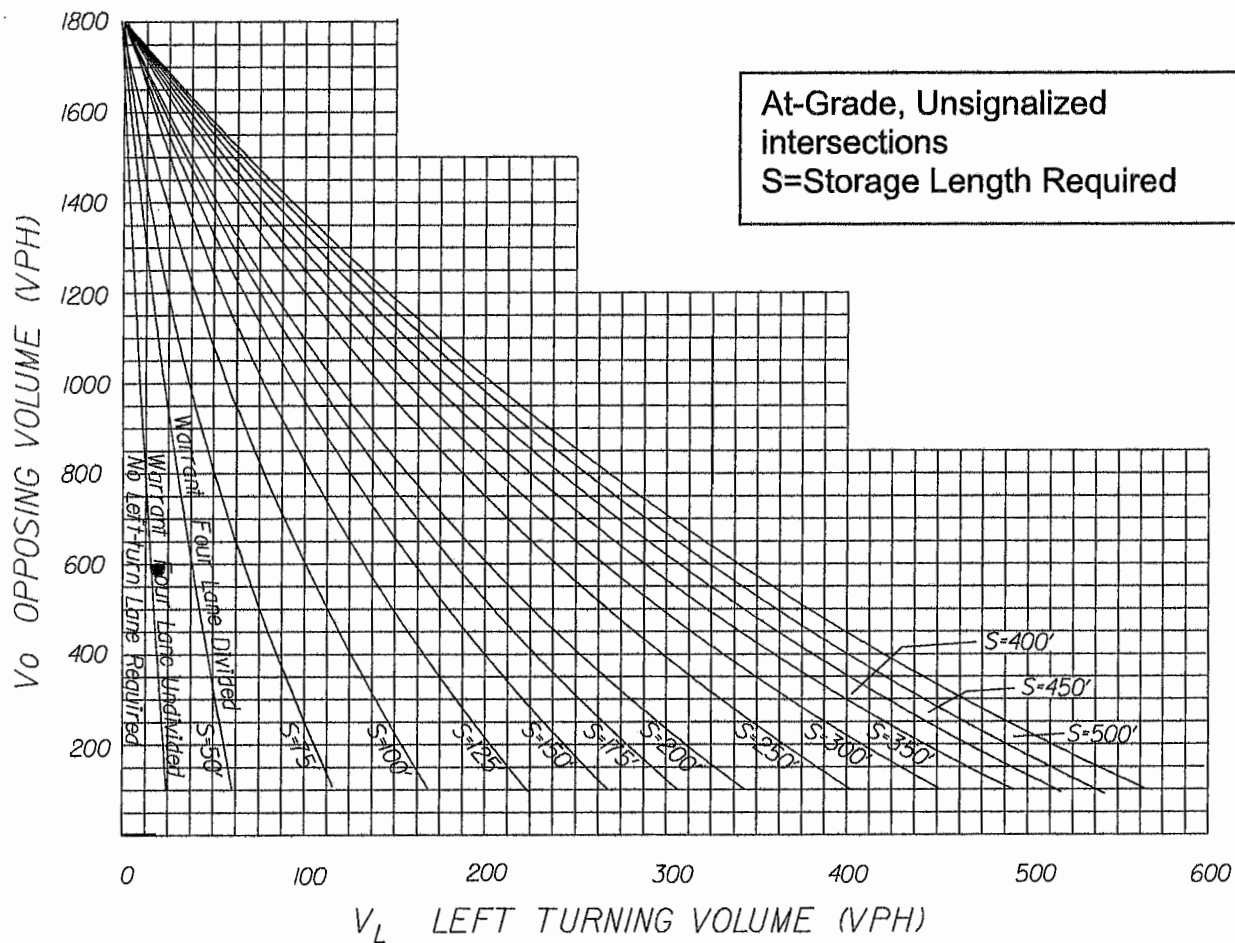
Warrant for Left-Turn Storage Lanes on Four-Lane Highway

Project: WyndSOR View Townhomes
Intersection: Leesville Rd/Site Entrance

Approach Direction: Northbound
Peak Hour: PM

Peak Hour Left Turns (V_L): 19 vph
Opposing Volume (V_O): 589 vph

Conclusion: 50 Feet Left-turn Lane Required



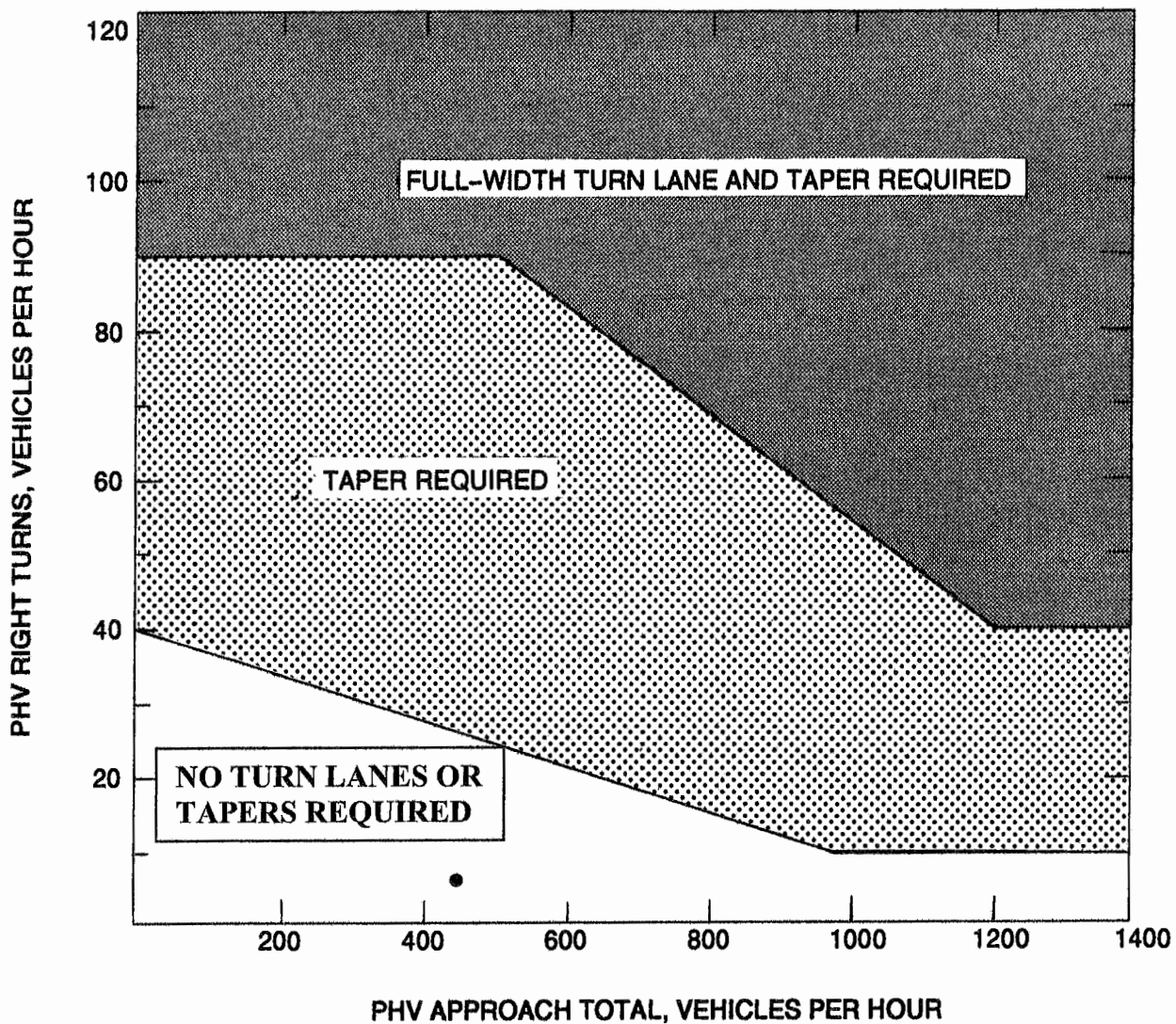
Warrant for Right-Turn Storage Lanes on Four-Lane Highway

Project: Wyndsor View Townhomes
Intersection: Leesville Rd/Site Entrance

Approach Direction: Southbound
Peak Hour: AM

PHV Approach Total: 444 vph
PHV Right Turns: 6 vph

Conclusion: No Turn Lanes or Tapers Required



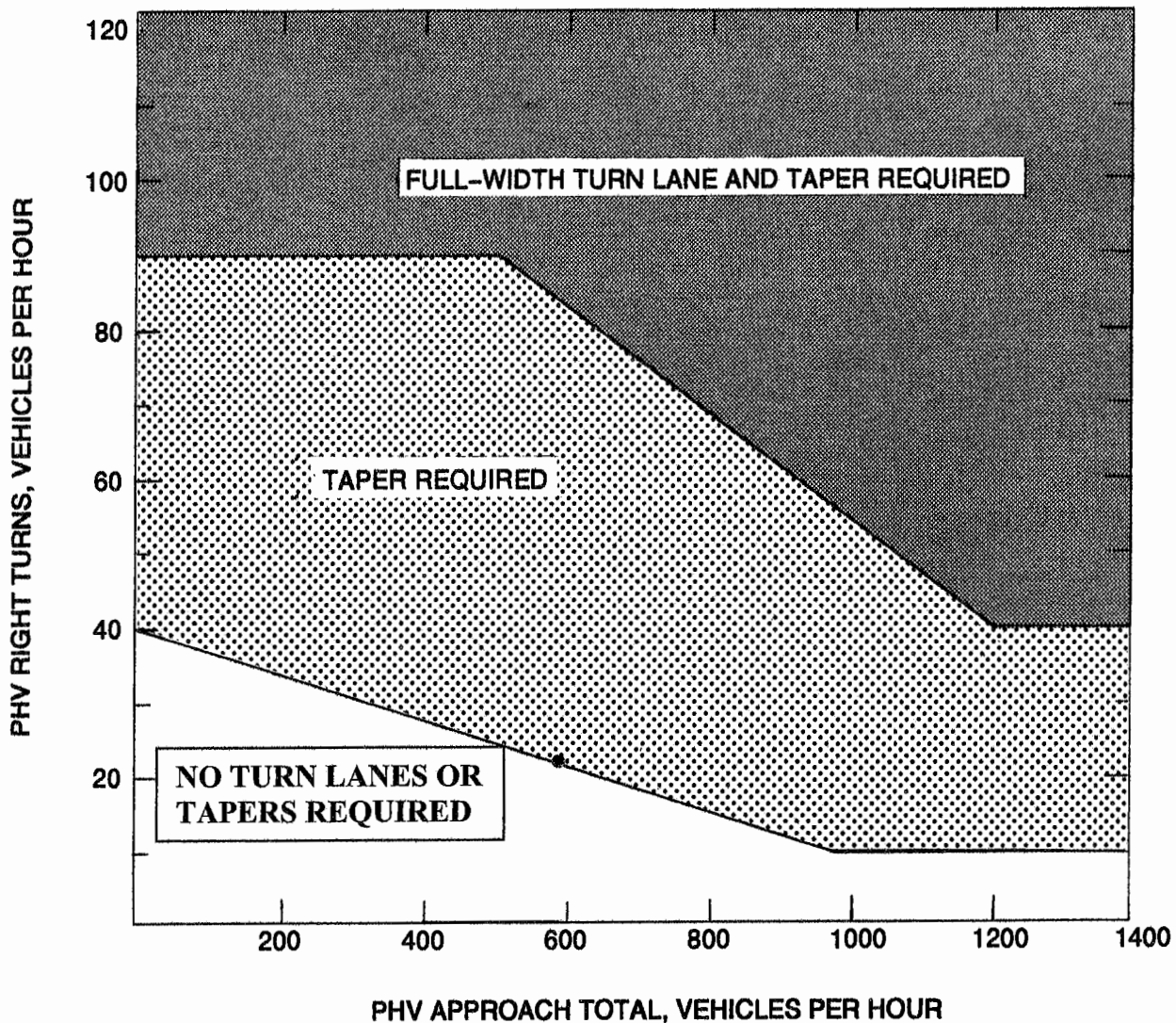
Warrant for Right-Turn Storage Lanes on Four-Lane Highway

Project: Wyndsor View Townhomes
Intersection: Leesville Rd/Site Entrance

Approach Direction: Southbound
Peak Hour: PM

PHV Approach Total: 589 vph
PHV Right Turns: 22 vph

Conclusion: Tapers Required





**710 & 714 Leesville Road
WyndSOR View Townhomes
Rezoning & Conditional Use Permit
May 8, 2019**

PLEASE PRINT

[illegible]

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **11**

CONSENT:
ACTION: X

REGULAR: X
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Virginia Department of Transportation (VDOT) Revenue Sharing Applications

KEY ELEMENTS:

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

RECOMMENDATION: Review the following transportation projects and consider them for additions to the City's CIP Program. Additionally approve a resolution authorizing the submission of an application to VDOT to include these projects in the FY 2020 and FY 2021 Revenue Sharing (R.S.) program.

SUMMARY: The applications for the FY 2021 and FY 2022 Revenue Sharing Program are due October 1, 2019. Staff submitted the following projects for consideration and will have to make the final submissions of the projects with a Resolution from City Council before October 1, 2019. Submitted projects are:

- **Fifth Street Phase 4 additional funding** – This is a request for an additional \$2.0M in FY2021 for the completion of this project. The scope of Phase 4 is from Taylor Street to Fillmore Street. \$4.0M R.S. funds were requested in FY 2020 for design, right of way, and some construction, however there were not enough available R.S. funds for the entire project. These funds will allow a complete reconstruction of this section of Fifth Street to remove the concrete pavement and remedy the Americans with Disabilities Act (ADA) issues with the sidewalks and retaining walls.
- **Breezewood Drive** – This request is for \$6.0M in FY 2022 to complete this project, which started in 2005. The scope of this project is from the connection to the Lynchburg Expressway to Stonemill Drive. Due to lack of funding this project was split into phases, which have not yet been completed.
- **Wards Ferry Turn Lanes at Atlanta Avenue** – This request is for \$1.7M in FY 2021 to install turn lanes on Wards Ferry Road as proposed in the Council approved Wards Ferry Road Corridor Study.
- **Link Road Intersection Improvements** – This request is for \$2.0M in FY 2021 to install a right turn lane from Link Road onto Boonsboro Road to improve the flow of traffic and improve the pedestrian features of the intersection.
- **Lakeside Drive Improvements** – This request is for \$2.5M in FY 2022 to widen Lakeside Drive from the entrance to the Plaza to Murrell Road and install sidewalks and street trees. This will give room for the delivery trucks to back into the loading docks without blocking the street to through movements.

PRIOR ACTIONS: July 9, 2019: Physical Development Committee
September 10, 2019: Physical Development Committee

FISCAL IMPACT: 50% of required funding of projects; the City share is either programmed in the FY 2020 – 2024 Capital Improvement Program or will be programmed in the FY 2021 – FY 2025 Capital Improvement Program.

Project	Total Cost	City Share
Fifth Street Phase 4 **	\$2.0M	\$1.0M
Breezewood Drive	6.0M	3.0M
Wards Ferry Turn Lane	1.7M	0.85M
Link Road Intersection	2.0M	1.0M
Lakeside Drive Improv.	<u>2.5M</u>	<u>1.25M</u>
Total	\$14.2M	\$7.1M

** Additional request for funding. Total project cost is \$6.0M.

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

ATTACHMENT(S):
Resolution

REVIEWED BY: raw

RESOLUTION:

WHEREAS, the Lynchburg City Council desires to submit an application for an allocation of funds of up to fourteen million two hundred thousand dollars (\$14,200,000) through the Virginia Department of Transportation Fiscal Years 2021 & 2022, Revenue Sharing Program; and,

WHEREAS, fourteen million two hundred thousand dollars (\$14,200,000) of these funds are requested to fund various projects throughout the City of Lynchburg; and,

NOW, THEREFORE, BE IT RESOLVED THAT: The Lynchburg City Council hereby supports this application for an allocation of fourteen million two hundred thousand dollars (\$14,200,000) through the Virginia Department of Transportation Revenue Sharing Program.

BE IT FURTHER RESOLVED THAT: Bonnie Svrcek, City Manager, is authorized to execute the City State Agreements and to execute any other documents that may be needed for these projects.

Adopted:

Certified: _____
Clerk of Council

120R

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: September 24, 2019

AGENDA ITEM #: **12**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: FY 2019 Appropriation for a Welding Simulator at the Juvenile Detention Home

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2019 Detention Home Fund budget to appropriate \$17,995 for a welding simulator, and \$5,000 for additional supplies for CPP (Community Placement Program) juveniles with resources from the Virginia Department of Juvenile Justice Community Placement Program.

SUMMARY: The Welding Simulator Program is designed to teach students basic welding skills and techniques. Students will receive a certificate from CVCC (Central Virginia Community College) when they have completed the course. The program is designed to enhance skills and employability in the workforce when students re-enter the community. The additional supplies are needed to provide uniforms and personal care items for the CPP residents.

PRIOR ACTION(S): September 24, 2019 Finance Committee

FISCAL IMPACT: None, no local match required

CONTACT(S): Tamara Rosser, Director of Human Services, 455-5794

ATTACHMENT(S)
Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that FY 2019 Detention Fund budget is amended and \$22,995 is appropriated with resources from the Virginia Department of Juvenile Justice for the welding simulator and supplies for the Community Placement Program.

Introduced: September 24, 2019

Adopted:

Certified:

Clerk of Council

121R

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **13**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2019 Edward Byrne Memorial Justice Assistance Grant (JAG)

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution authorizing the submittal of an application for the 2019 Edward Byrne Memorial Justice Assistance Grant (JAG) in the amount of \$34,930 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 applying to receive \$34,930 in Edward Byrne Memorial Justice Assistance Grant (JAG) funding. Funding will be utilized by the Lynchburg Police Department to purchase cameras for electronic surveillance, one digital camera for the Community Relations Coordinator position, and accessories for Tactical Unit firearms (\$27,541). The Lynchburg Sheriff's Office will utilize funds to upgrade their voice recording system (\$3,762). The Office of the Commonwealth's Attorney will utilize funds to purchase two (2) computers (\$3,627). Total equipment cost is \$34,930 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 24, 2019

FISCAL IMPACT: None, no local match is required

CONTACT(S): 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 2019 Edward Byrne Memorial Justice Assistance Grant in the amount of \$34,930 to purchase law enforcement equipment for the Lynchburg Police Department, Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

Introduced: September 24. 2019

Adopted:

Certified:

Clerk of Council

122R

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **14**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2020 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 2020 City/Federal/State Aid Fund budget and appropriate \$22,575 with resources of \$15,050 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$6,374 and \$1,151 transferred from the FY 2020 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 \$15,050 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 2020 Police Department budget to cover this expense.

An in-kind match of \$6,374 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): Finance Committee September 24, 2019

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 2020 General Fund Police Department budget will be used to cover this expense.

CONTACT(S): 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 2020 City/Federal/State Aid Fund budget is amended and \$22,575 is appropriated with resources of \$15,050 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$6,374 and \$1,151 transferred from the FY 2020 General Fund Police Department budget to provide funds for speed enforcement activities.

Introduced: September 24, 2019

Adopted:

Certified:

Clerk of Council

123R

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **15**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2020 DMV Highway Safety Grant – Speed Enforcement

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2020 City/Federal/State Aid Fund budget and appropriate \$22,575 with resources of \$15,050 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$6,374 and \$1,151 transferred from the FY 2020 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 \$15,050 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 2020 Police Department budget to cover this expense.

An in-kind match of \$6,374 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): Finance Committee September 24, 2019

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 2020 General Fund Police Department budget will be used to cover this expense.

CONTACT(S): 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 2020 City/Federal/State Aid Fund budget is amended and \$22,575 is appropriated with resources of \$15,050 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$6,374 and \$1,151 transferred from the FY 2020 General Fund Police Department budget to provide funds for speed enforcement activities.

Introduced: September 24, 2019

Adopted:

Certified:

Clerk of Council

123R

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **16**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Poverty reduction appropriation request for Bridges Out of Poverty training

KEY ELEMENTS:

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

RECOMMENDATION: Authorize staff to expend \$2,600 of the available FY 2020 General Fund Non-Departmental Poverty Initiative Budget to support the training and community awareness facets of the City's ongoing poverty reduction effort. Funding is requested for Bridges Out of Poverty facilitator training for two persons scheduled to begin October 9, 2019 (online).

SUMMARY: Council determined that any General Fund Non-Departmental Poverty Initiative funds may only be spent upon approval by a majority vote of City Council. Having in-house staff to facilitate the Bridges Out of Poverty trainings will alleviate paying national trainers for these sessions.

Attached is the AhaProcess!, Inc. web page that indicates training dates and budget.

PRIOR ACTION(S): Council adoption of funding for Poverty reduction efforts; current balance is \$146,000.

FISCAL IMPACT: Use of \$2,600 of the FY 2020 allocation for poverty reduction

CONTACT(S): John H. Hughes, IV, Assistant City Manager, 434-455-3990

ATTACHMENT(S):

Resolution
Bridges Out of Poverty training webpage

Reviewed by: bms

RESOLUTION:

BE IT RESOLVED THAT The Lynchburg City Council does hereby authorize staff to expend \$2,600 of the available FY 2020 General Fund Non-Departmental Poverty Initiative Budget. This amount (\$2,600) is allocated to support the training and community awareness facet of the City's ongoing poverty reduction effort. Funding is requested for financing Bridges Out of Poverty facilitator training scheduled to begin October 9, 2019.

Adopted: September 24, 2019

Certified: _____
Clerk of Council

125R



(<https://www.ahaprocess.com>)

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[aha! Process \(https://www.ahaprocess.com\)](https://www.ahaprocess.com) > Bridges Out of Poverty

Bridges Out of Poverty (<https://www.ahaprocess.com/event/bridges-online-1019/>)

Register >

Event Information

- Date: Wednesday, October 09, 2019
- Time: 11:00 a.m. - 2:00 p.m. Central
- Location: Online
- Presenter: Nicole Baptiste, Nathan Mandsager
- Relevant Audience: Community
- Training Prerequisites: Bridges Out of Poverty: Strategies for Professionals and Communities ([See Tab Above](#))
- Lifetime Trainer Certificate: \$1299
- 2-Year Trainer Certification: \$795
- Length: 6 days

Additional reading and activities may be assigned before and during this training. The work outside of the online training will take no more than two hours.

This online event takes place over six separate days (see dates below). Attendance is required at all six sessions to receive a trainer certification.

- October 9, 2019, 11:00 a.m. – 2:00 p.m. Central
- October 16, 2019, 11:00 a.m. – 2:00 p.m. Central
- October 23, 2019, 11:00 a.m. – 2:00 p.m. Central
- October 30, 2019, 11:00 a.m. – 2:00 p.m. Central
- November 6, 2019, 11:00 a.m. – 2:00 p.m. Central
- November 13, 2019, 11:00 a.m. – 2:00 p.m. Central

This certified training prepares you to present the Bridges Out of Poverty workshop to individuals in your organization and partnering organizations. The training includes in-depth work on the Bridges Out of Poverty (Day One) and Applying Bridges Concepts (Day Two) seminars. Comprehensive research and training materials are provided.

Need help meeting your prerequisite? Use the discount code BRIDGESTRAINER to receive 50% OFF the Bridges Audio Workshop Kit. See "Prerequisites" tab above for more details.

As a participant, you will:

- Gain a deeper understanding of the Bridges strategies and processes.
- Develop effective poverty reduction strategies for your organization and community.
- Network with and learn from others passionate about ending poverty.
- Become an agent of change for your organization or community.
- Tailor the Bridges strategies to your organization's needs.

The online training has six sessions of three hours each. There will be activities that you will need to complete before the training begins, as well as each week of the training. Once the six sessions and all activities are completed, a certificate of completion will be sent to you via email.

Lifetime trainer certificate holders will receive one yearly online recertification session for free! Updated training materials are provided when you participate in a three-hour recertification.

Please note that, if you are registering within five business days of this event, you will be charged for expedited shipping of the training materials. Please contact Gail Gibson at ggibson@ahaprocess.com (mailto:ggibson@ahaprocess.com) or (281) 502-3006 to provide payment information for the expedited shipping.

View our [cancellation policy \(https://www.ahaprocess.com/aha-process-training-event-cancellation-policy/\)](https://www.ahaprocess.com/aha-process-training-event-cancellation-policy/).

Register to Attend

<https://www.ahaprocess.com/event/bridges-online-1019/>

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 24, 2019**

AGENDA ITEM #: **14**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2019 DMV Highway Safety Grant – DUI (Alcohol) Enforcement

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2020 City/Federal/State Aid Fund budget and appropriate \$55,335 with resources of \$36,890 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$15,767 and \$2,678 transferred from the FY 2020 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 \$36,890 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 \$2,678 is available for transfer from the FY 2020 Police Department budget to cover this expense.

An in-kind match of \$15,767 in police equipment and services is part of the grant agreement.

PRIOR ACTION(S): Finance Committee; September 24, 2019

FISCAL IMPACT: The grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; \$2,678 from the FY 2020 General Fund Police Department budget will be used to cover this expense.

CONTACT(S): 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 2020 City/Federal/State Aid Fund budget is amended and \$55,335 is appropriated with resources of \$36,890 from the Department of Motor Vehicles Highway Safety Grant, an in-kind service and equipment match of \$15,767, and \$2,678 transferred from the FY 2020 General Fund Police Department budget to provide selective enforcement activities, alcohol testing equipment and attend related training.

Introduced: September 24, 2019

Adopted:

Certified:

Clerk of Council

124R