

**LYNCHBURG CITY COUNCIL
PHYSICAL DEVELOPMENT COMMITTEE**

**Tuesday, August 14, 2018
8:00 a.m.**

Information Items

Recent/Pending Contract Awards: n/a

Update on priority projects: -See attached report.

General Business

- | | |
|--|-------------|
| 1. Follow-up on flooding issues- #1130 Villa Road | Greg Poff |
| 2. Spring Hill Cemetery- Proposed Utility Vehicle Code | Don Deberry |
| 3. Review of PDC guidelines | Don Deberry |
| 4. Roll Call | |

Pc: Bonnie Svrcek, City Manager
Reid Wodicka, Deputy City Manager
John Hughes, Assistant City Manager
Council Members
Gaynelle Hart, Director of Public Works
News & Advance

Next Meeting: September 11, 2018

Lynchburg Capital Projects Greater Than \$1 Million (General Fund)

August 14, 2018

Projects of Interest		Phase	Phase Completion	Sch	Bud	Notes
Timberlake / Logan's Lane Intersection	*	Construction	October 2018			Construction Underway - Ramp Closed Monday July 9; Re-opened 15 days early on July 24 not August 7
Wards Ferry Road Improvements @ Heritage		Construction	October 2018			Construction Underway
Main Street Bridge	*	Construction	November 2018			Construction Underway - Beams set July 5 & 6; Pouring Deck this Week
Fifth Street Phase 3		Construction	June 2019			Construction Underway
Liberty Mountain Drive - Phase 3	*	Construction	August 2019			Construction Underway
Odd Fellows Road - Sections A and B1	*	Construction	August 2018	V	V	Ribbon Cutting July 30th - Opened to Traffic August 8th
Odd Fellows Road - Section B2	*	Construction	May 2019	V	V	Construction Underway - Bridge to Close in September
VDOT Median Barrier Replacement 29 North		Construction	December 2018	V	V	Construction Underway
Downtown Watermain Replacement & Streetscape 2		Design	May 2019			Survey and Design Underway
Main Street Renewal Project		Design	April 2019			Survey and Design Underway and working with AEP
Indian Hill Road Bridge		Design	August 2018			In Design
College Lake Dam		Preliminary	June 2019	**		Environmental Permitting Underway - Update on Condition
One Way Pairs @ 501/221		Preliminary	June 2019			NEPA Document Underway
Police Department Headquarters		Preliminary	December 2018			Environmental and Demolition RFP's Being Prepared - P3 Proposal Received

LEGEND

Schedule -

Green		0-5% Behind
Yellow		5-10% Behind
Red		> 10% Behind
V	V	VDOT Managed

Budget -

Green		0-10% Over
Yellow		10-20% Over
Red		> 20% Over
V	V	VDOT Managed

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 14, 2018, Physical Development Committee**

AGENDA ITEM #:

CONSENT:
ACTION:

REGULAR:
INFORMATION: X

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Follow-up on flooding issues at #1130 Villa Road

KEY ELEMENTS:

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

RECOMMENDATION: This remains a private property drainage issue and should not be addressed by the City.

SUMMARY: At the cost of \$10,690, the Department of Water Resources commissioned a study of the City owned drainage system in the Villa Road/Krise Circle neighborhood, as promised at the June 5, 2018, Physical Development Committee meeting. This study was prompted by the flooding issues on private property belonging to Mr. Paul Strock, #1130 Villa Road and adjacent neighbors.

In summary, the results and recommendations of the study were:

1. The City drainage system was designed to a VDOT/City standard 10 year storm event and functions properly under that condition and does not overtop City street curbing;
2. Two recommendations were made for minor piping improvements to the City's system. Water Resources has looked at both recommendations. Neither of the recommendations would affect the drainage issues being experienced by Mr. Strock and surrounding neighbors. The recommendations address the random, extreme rainfall events that may pond water in the streets. Therefore, Water Resource's recommendation is not to implement them.

PRIOR ACTION(S): June 5, 2018, Physical Development Committee meeting

FISCAL IMPACT: N/A

CONTACT(S): Greg Poff, Deputy Director, Dept. of Water Resources (455-4249)

ATTACHMENT(S): Villa Road and Krise Circle Drainage Analysis Report

REVIEWED BY:

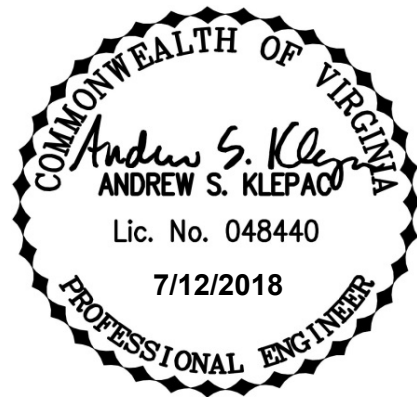
Villa Road and Krise Circle Drainage Analysis

for

Lynchburg Department of Water Resources

City of Lynchburg, Virginia

July 12, 2018



Submitted By:

HURT & PROFFITT

INCORPORATED

ENGINEERING • SURVEYING • ENVIRONMENTAL
MATERIALS TESTING • GEOTECHNICAL • SITE PLANNING
2524 Langhorne Road • Lynchburg, VA 24501
(434) 847-7796 • FAX (434) 847-0047

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Storm System Calculations	III

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Project Description and Summary of Results

for

**Villa Road and Krise Circle Drainage Analysis
City of Lynchburg, Virginia**

Project Description and Summary of Results

It is our understanding that the lower elevations of Villa Road have experienced flooding during heavier storm events. The purpose of this analysis is to determine whether existing City of Lynchburg storm sewer inlets and piping in Villa Road and Krise Circle are adequate to convey runoff from the 10-year storm event.

Analysis Section

The existing storm sewer being studied begins at a sag near 1207 Krise Circle, and flows to the west to the intersection of Krise Circle and Villa Road. The system then flows south in Villa Road to a collection of storm structures at the southern intersection of Villa Road and Krise Circle below 1130 Villa Road. This system discharges to an unnamed tributary of Blackwater Creek.

The primary study areas and potential inadequacies are:

1. The roadway sag north of 1207 Krise Circle. Pipes and/or inlets in this area could potentially be undersized, allowing runoff to overwhelm the storm system and discharge to the south over the curb and onto residential properties.
2. The roadway sag south of 1130 Villa Road. Pipes and/or inlets in this area could potentially be undersized, allowing runoff to overwhelm the storm system and back-up onto adjacent residential properties.

Results

City GIS data was used to complete the drainage area mapping, and the existing storm sewer infrastructure at the two study areas was field-surveyed. Results are summarized as follows:

Krise Circle Study Area: An existing 12" PVC discharges runoff from a drainage area of 6.76 acres. During the 10-year event, this pipe surcharges and stormwater flows over the crest of Krise Circle. However, this excess flow is captured in an inlet on the opposite side of the roadway, and there is sufficient capacity in the receiving pipe to carry the total flow. All runoff for the 10-year event is contained within the right-of-way, and flow does not discharge over the southern curb onto neighboring properties. We spoke with a resident at 1207 Krise Circle, and this is consistent with her observations during heavy rain events. Further, H&P did not observe any evidence of stormwater flowing over the curb and into the adjacent driveway and yard.

Villa Road Study Area: An existing 24" RCP discharges runoff from a drainage area of 7.28 acres, most of which is residential property bounded by Villa Road, Krise Circle, and Rugby Road. During the 10-year event, there is ponding at the receiving curb inlet, but no surcharge of the pipe system. All runoff for the 10-year event is contained within the right-of-way, and flow does not back-up onto adjacent properties. We spoke with the resident at 1130 Villa Road, and this is consistent with his observations during heavy rain events. The majority of the runoff travels through residential backyards, then out into the City right-of-way. Based on a profile of the roadway at the Villa Road and Krise Circle intersection, the elevation of the downstream curb is well below the lowest floor elevation of 1130 Villa Road – this would allow for an overflow for ponding water in the event that the storm system became overwhelmed.

See the Drainage Area Map and Exhibits and supporting calculations for further detail.

Conclusions and Recommendations

All runoff for the 10-year event is contained within the right-of-way, and flows do not discharge onto neighboring properties or contribute to downstream flooding. However, there are two potential improvements that could be made to the City's stormwater infrastructure to provide additional capacity for large storms:

Krise Circle Study Area: The 12" PVC in Krise Circle is undersized based on typical VDOT and City of Lynchburg storm sewer design criteria. If this pipe was replaced with a 15" pipe, the 10-year flow would be contained within the system and there would be no surcharge. Based on the design drawings for this system, an 18" pipe was specified. Water and/or sanitary sewer conflicts could have resulted in the smaller pipe being installed, and further investigation would be necessary if replacement of this pipe run is pursued. Estimated cost for design and construction: \$10,000.

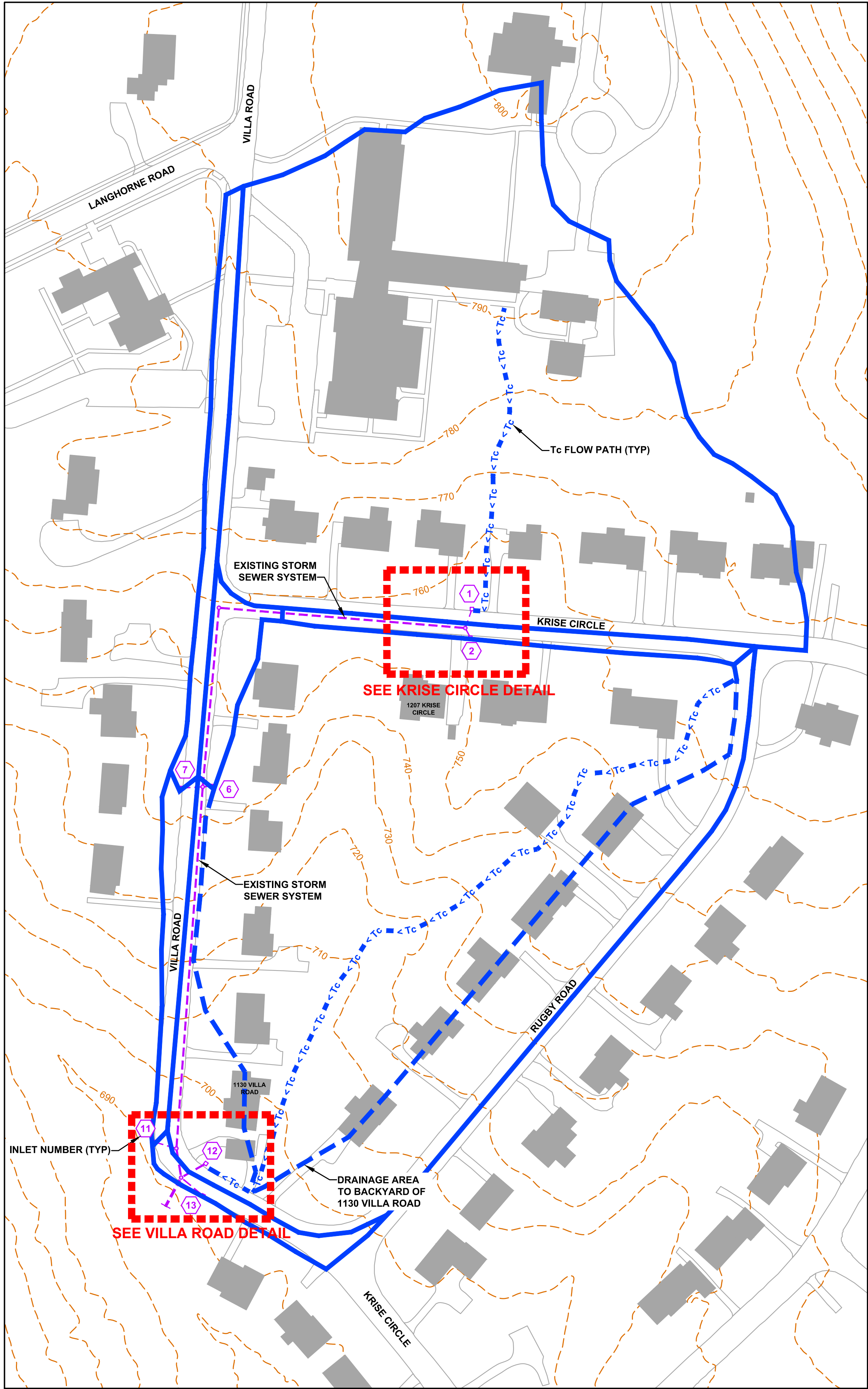
Villa Road Study Area: The curb inlet immediately below 1130 Villa Road receives runoff from a large drainage area, and a significant volume of stormwater runs out onto the street before being collected in the curb inlet. The spread at this inlet exceeds typical VDOT and City of Lynchburg storm sewer design criteria. A potential option to alleviate this would be to run a new 18" pipe approximately 65' to the east of the curb inlet and set a new grated inlet behind the curb. This would capture flow from the residential areas before it enters the right-of-way. Estimated cost for design and construction: \$17,000.

The runoff discharging through the backyard of 1130 Villa Road originates from the residential property bounded by Villa Road, Krise Circle, and Rugby Road. H&P did not complete a survey or assessment of the improvements at 1130 Villa Road, but we noted during our site visit that there is extensive landscaping in the natural drainage way. Over time, backyard home improvements may have potentially constricted flow in the channel behind this residence. H&P analyzed the flow to this area, and we have provided a potential ditch cross section capable of conveying the 10-year flow without flooding (See the Drainage Area Map and Exhibits). This is provided for informational purposes only; this area is private property and is not the responsibility of the City of Lynchburg to improve or maintain.

Drainage Area Map and Exhibits

for

**Villa Road and Krise Circle Drainage Analysis
City of Lynchburg, Virginia**

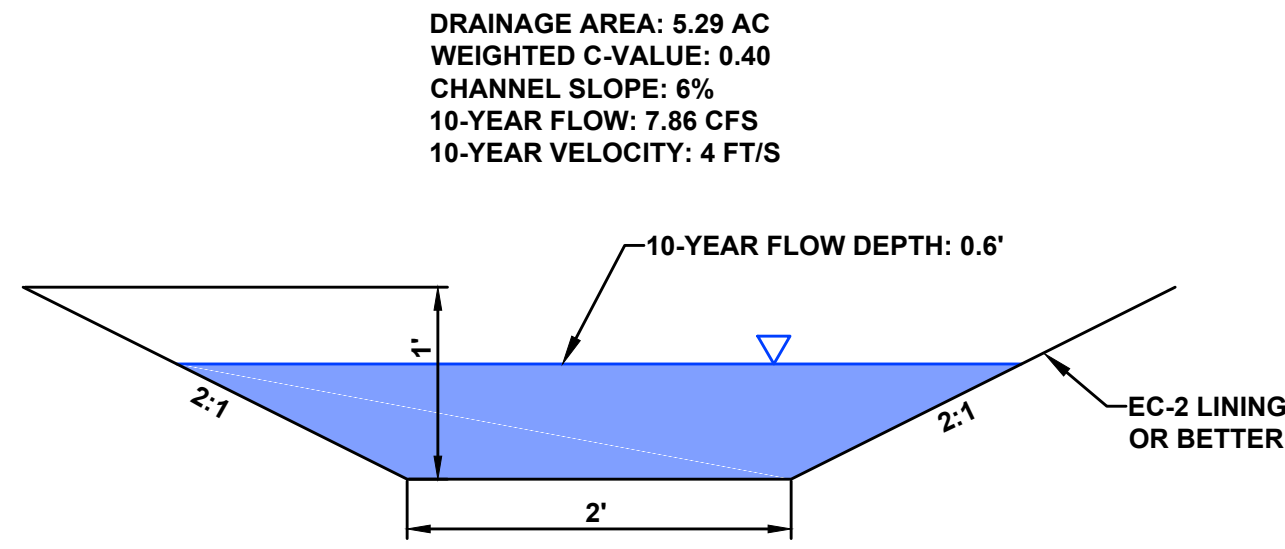


CONTOURS AND EXISTING PLANIMETRICS
OBTAINED FROM CITY OF LYNCHBURG GIS DATA.

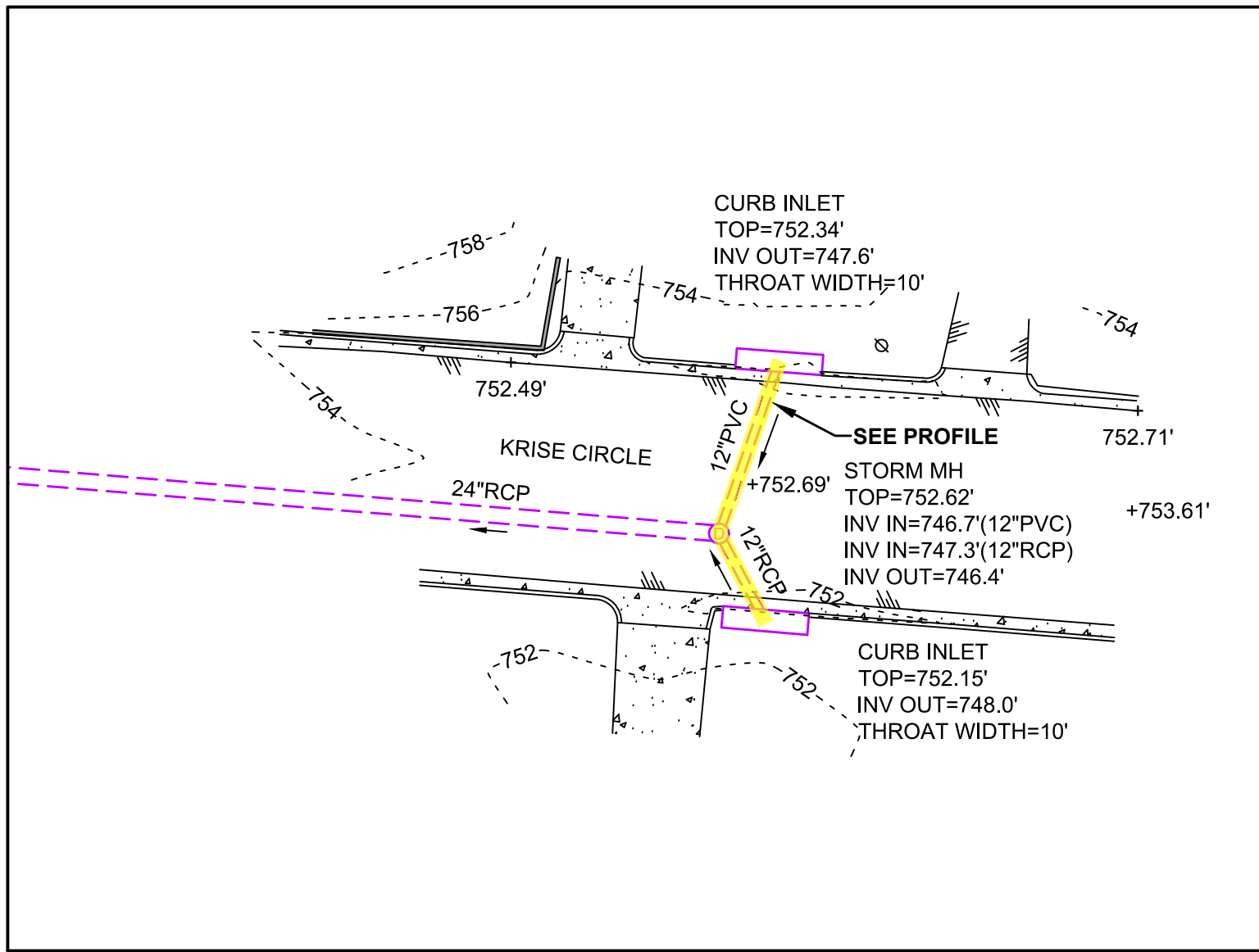
DRAINAGE AREA MAP
1" = 80'

Inlet Drainage Areas								
Inlet ID	Total Area (ac)	Impervious Area (ac)	Pervious Area (ac)	C _w	T _c (min)	i ₁₀ (in/hr)	Q ₁₀ (cfs)	Inlet Ponding Depth (ft)
1	6.76	2.03	4.73	0.48	12	4.2	13.72	1.20
2	0.23	0.20	0.03	0.82	5	5.6	3.42	0.41
6	0.23	0.10	0.13	0.56	5	5.6	0.72	0.28
7	0.33	0.27	0.06	0.79	5	5.6	1.46	0.30
11	0.24	0.16	0.08	0.70	5	5.6	0.94	0.30
12	7.28	1.68	5.60	0.44	16	3.7	11.92	0.67
13	0.15	0.13	0.02	0.82	5	5.6	0.69	0.25

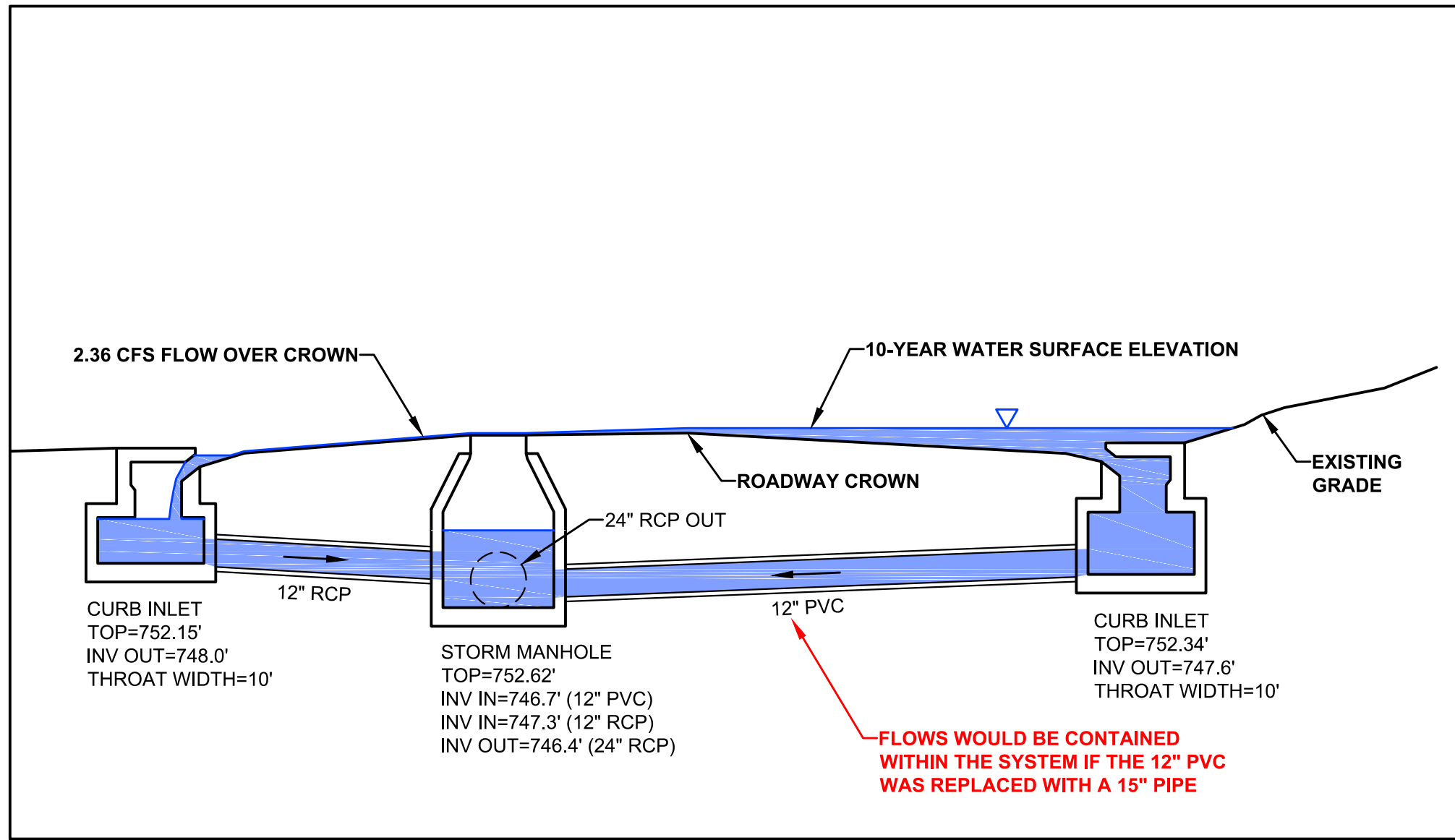
Notes:
1. Inlet #1 ponding depth is controlled by surcharge from 12" PVC outflow pipe.
2. Inlet #2 flow includes excess flow from Inlet #1.



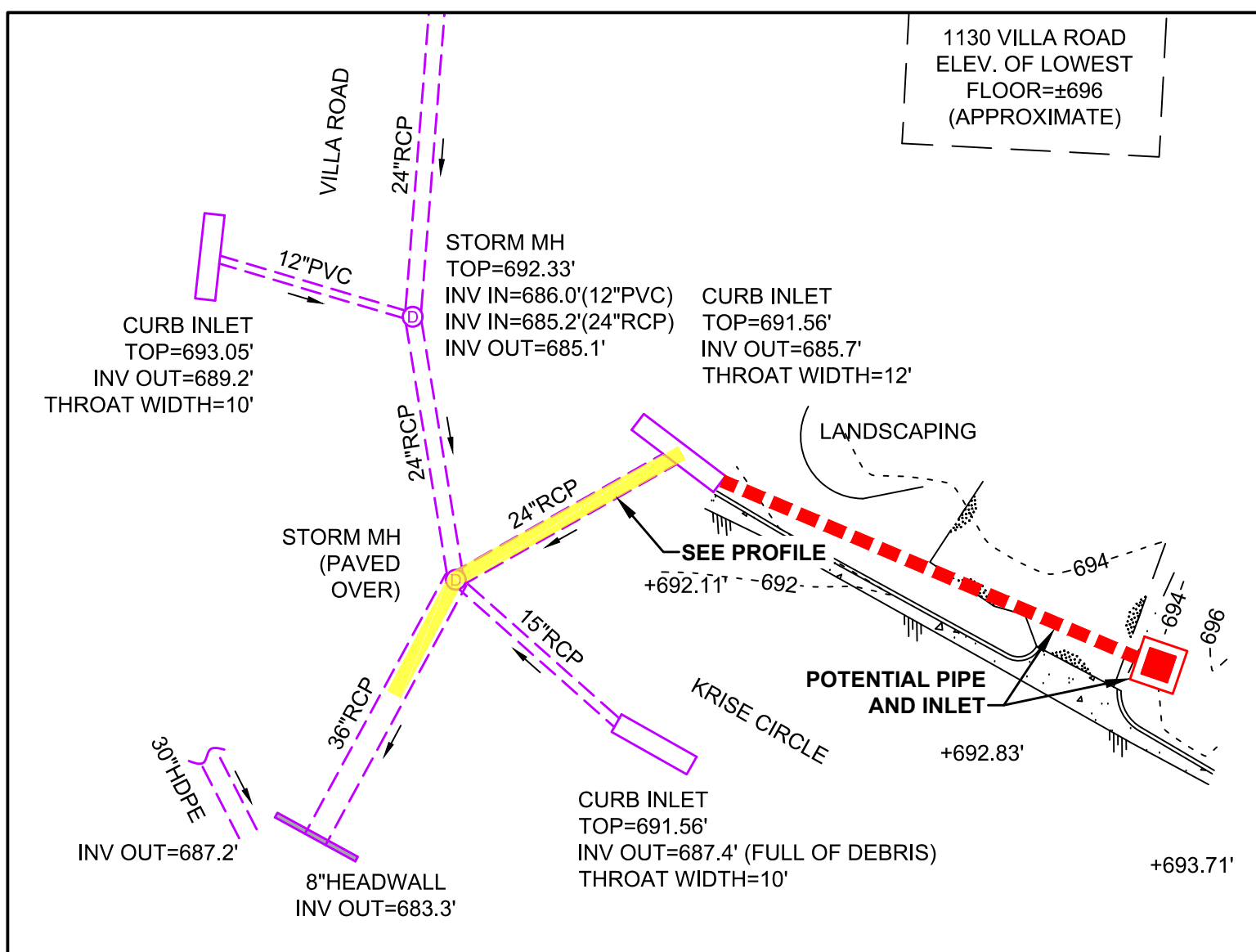
POTENTIAL BACKYARD DITCH CROSS SECTION
1" = 1'



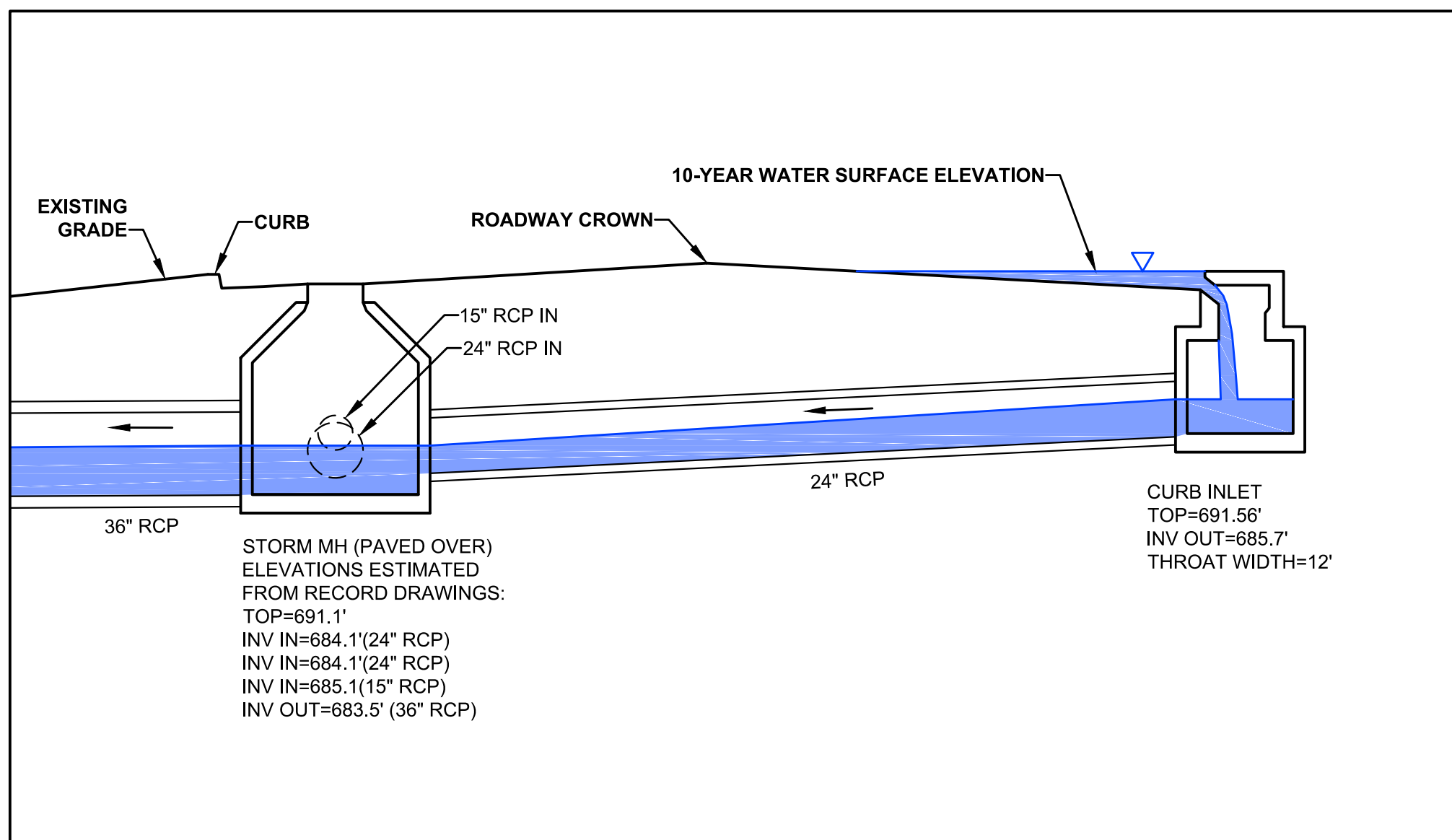
KRISE CIRCLE STORM SEWER DETAIL
1" = 20'



KRISE CIRCLE STORM SEWER PROFILE
1" = 5'



VILLA ROAD STORM SEWER DETAIL
1" = 20'



VILLA ROAD STORM SEWER PROFILE
1" = 5'

DRAINAGE AREA MAP AND EXHIBITS
FOR LYNCHBURG DEPARTMENT OF WATER RESOURCES
VILLA ROAD AND KRISE CIRCLE DRAINAGE ANALYSIS
CITY OF LYNCHBURG, VIRGINIA

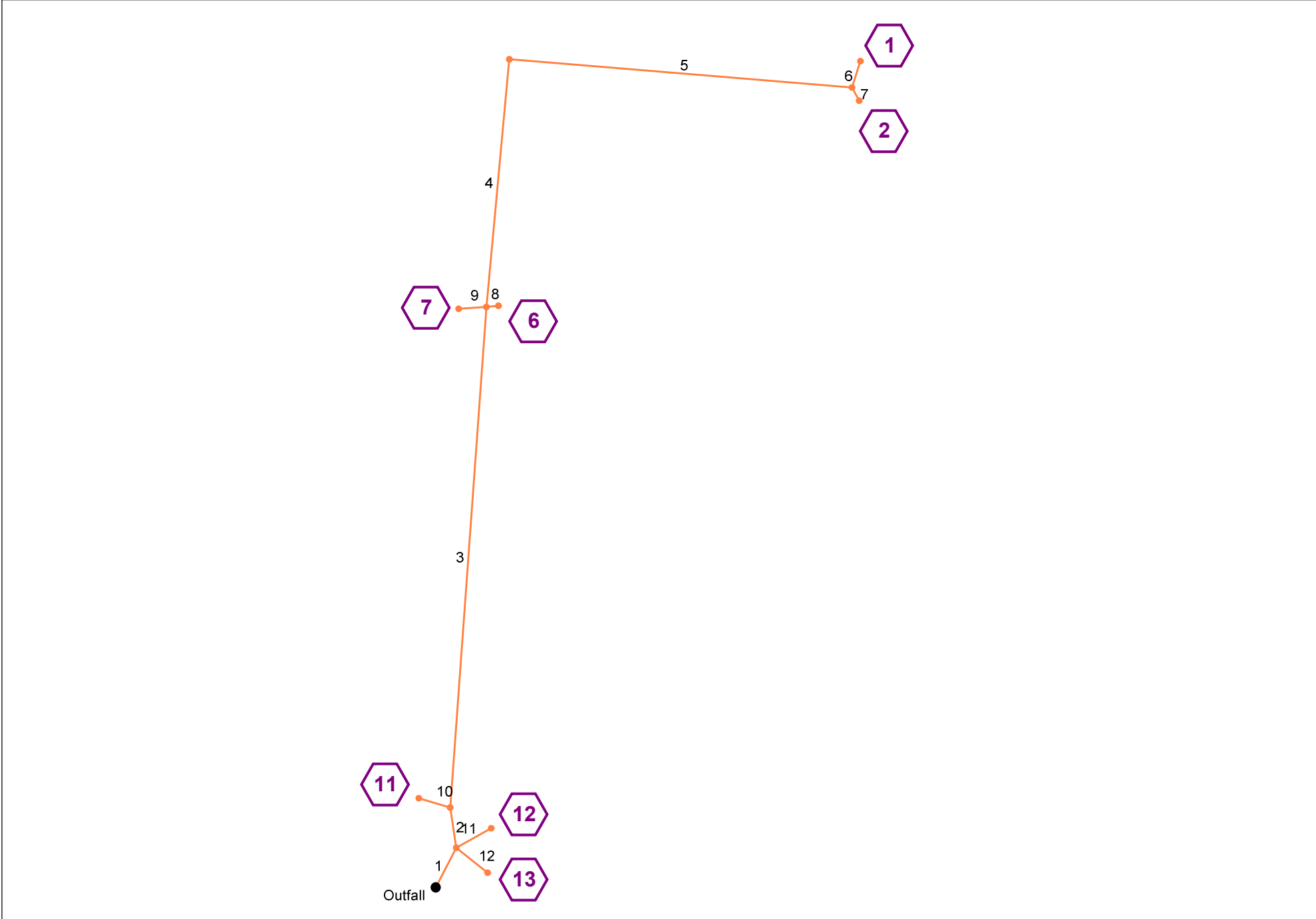
PROJECT NO: 20181016
LATITUDE: N 37° 26' 03"
LONGITUDE: W 79° 10' 55"
DATE: 7/12/2018
DRAWN BY: ASK
CHECKED BY: ASK

Storm System Calculations

for

**Villa Road and Krise Circle Drainage Analysis
City of Lynchburg, Virginia**

Villa Road and Krise Circle



Project File: Krise and Villa Storm System.stm	Number of lines: 12	Date: 7/10/2018
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Storm Sewer Tabulation

Station		Len (ft)	Drng Area		Rnoff coeff (C)	Area x C		Tc		Rain (I) (in/hr)	Total flow (cfs)	Cap full (cfs)	Vel (ft/s)	Pipe		Invert Elev		HGL Elev		Grnd / Rim Elev		Line ID
Line	To Line		Incr (ac)	Total (ac)		Incr (min)	Total (min)	Inlet (min)	Syst (min)					Size (in)	Slope (%)	Dn (ft)	Up (ft)	Dn (ft)	Up (ft)	Dn (ft)	Up (ft)	
1	End	37.12	0.00	15.22	0.00	0.00	7.32	0.0	16.1	3.7	29.58	48.96	7.05	36	0.54	683.30	683.50	684.98	685.26	687.80	691.10	36 in
2	1	33.87	0.00	7.79	0.00	0.00	3.99	0.0	14.9	3.9	17.77	38.86	8.18	24	2.95	684.10	685.10	685.26	686.62	691.10	692.33	24 in
3	2	417.83	0.00	7.55	0.00	0.00	3.82	0.0	13.6	4.0	17.71	77.61	7.19	24	11.78	685.20	734.40	686.62	735.92	692.33	742.60	24 in
4	3	207.12	0.00	6.99	0.00	0.00	3.43	0.0	12.9	4.1	16.44	45.55	10.01	24	4.06	736.60	745.00	737.43	746.46	742.60	759.32	24 in
5	4	284.97	0.00	6.99	0.00	0.00	3.43	0.0	12.0	4.2	16.86	15.28	5.37	24	0.46	745.10	746.40	747.10	748.68	759.32	752.62	24 in
6	5	23.09	6.76	6.76	0.48	3.24	3.24	12.0	12.0	4.2	13.72	7.03	17.46	12	3.90	746.70	747.60	749.12	752.55	752.62	752.34	12 in
7	5	12.53	0.23	0.23	0.82	0.19	0.19	5.0	5.0	5.6	3.42	8.42	4.35	12	5.59	747.30	748.00	749.12	749.24	752.62	752.15	12 in
8	3	10.05	0.23	0.23	0.56	0.13	0.13	5.0	5.0	5.6	0.72	14.40	4.44	15	4.98	737.70	738.20	737.89	738.53	742.60	742.90	15 in
9	3	23.05	0.33	0.33	0.79	0.26	0.26	5.0	5.0	5.6	1.46	7.04	5.34	12	3.90	736.70	737.60	737.01	738.11	742.60	743.30	12 in
10	2	27.13	0.24	0.24	0.70	0.17	0.17	5.0	5.0	5.6	0.94	12.23	2.50	12	11.79	686.00	689.20	686.62	689.61	692.33	693.05	12 in
11	1	33.24	7.28	7.28	0.44	3.20	3.20	16.0	16.0	3.7	11.96	49.62	6.09	24	4.81	684.10	685.70	685.26	686.94	691.10	691.56	24 in
12	1	33.27	0.15	0.15	0.82	0.12	0.12	5.0	5.0	5.6	0.69	16.98	4.75	15	6.91	685.10	687.40	685.27	687.72	691.10	691.56	15 in
Villa Road and Krise Circle																Number of lines: 12				Run Date: 7/12/2018		
NOTES:Intensity = 41.63 / (Inlet time + 10.00) ^ 0.74 ; Return period =Yrs. 10 ; c = cir e = ellip b = box																						

Inlet Report

Line No	Inlet ID	Q = CIA	Q carry	Q capt	Q Byp	Junc Type	Curb Inlet		Grate Inlet			Gutter							Inlet			Byp Line No	
		(cfs)	(cfs)	(cfs)	(cfs)		Ht (in)	L (ft)	Area (sqft)	L (ft)	W (ft)	So (ft/ft)	W (ft)	Sw (ft/ft)	Sx (ft/ft)	n	Depth (ft)	Spread (ft)	Depth (ft)	Spread (ft)	Depr (in)		
1	9	0.00	0.00	0.00	0.00	MH	0.0	0.00	0.00	0.00	0.00	Sag	0.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00	0.0	Off	
2	8	0.00	0.00	0.00	0.00	MH	0.0	0.00	0.00	0.00	0.00	Sag	0.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00	0.0	Off	
3	5	0.00	0.00	0.00	0.00	MH	0.0	0.00	0.00	0.00	0.00	Sag	0.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00	0.0	Off	
4	4	0.00	0.00	0.00	0.00	MH	0.0	0.00	0.00	0.00	0.00	Sag	0.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00	0.0	Off	
5	3	0.00	0.00	0.00	0.00	MH	0.0	0.00	0.00	0.00	0.00	Sag	0.00	0.000	0.000	0.000	0.00	0.00	0.00	0.00	0.0	Off	
6	1	13.72	0.00	13.72	0.00	Curb	6.0	10.00	0.00	0.00	0.00	Sag	1.50	0.040	0.060	0.000	0.60	10.57	0.77	10.57	2.0	Off	
7	2	3.42*	0.00	3.42	0.00	Curb	6.0	10.00	0.00	0.00	0.00	Sag	1.50	0.040	0.050	0.000	0.24	5.08	0.41	5.08	2.0	Off	
8	6	0.72	0.00	0.69	0.03	Curb	6.0	8.00	0.00	0.00	0.00	0.070	1.50	0.040	0.020	0.015	0.11	3.95	0.21	1.00	2.0	11	
9	7	1.46	0.00	1.28	0.18	Curb	6.0	10.00	0.00	0.00	0.00	0.070	1.50	0.040	0.020	0.015	0.14	5.35	0.24	2.00	2.0	10	
10	11	0.94	0.18	1.11	0.02	Curb	6.0	10.00	0.00	0.00	0.00	0.040	1.50	0.040	0.020	0.015	0.14	5.40	0.20	0.75	2.0	12	
11	12	11.96	0.03	12.00	0.00	Curb	6.0	12.00	0.00	0.00	0.00	Sag	1.50	0.040	0.040	0.000	0.50	12.53	0.67	12.53	2.0	Off	
12	13	0.69	0.02	0.71	0.00	Curb	6.0	10.00	0.00	0.00	0.00	Sag	1.50	0.040	0.040	0.000	0.08	2.09	0.25	2.09	2.0	Off	
Villa Road and Krise Circle														Number of lines: 12					Run Date: 7/12/2018				
NOTES: Inlet N-Values = 0.016; Intensity = 41.63 / (Inlet time + 10.00) ^ 0.74; Return period = 10 Yrs. ; * Indicates Known Q added. All curb inlets are Horiz throat.																							

Culvert Report

Hydraflow Express Extension for Autodesk® AutoCAD® Civil 3D® by Autodesk, Inc.

Tuesday, Jul 10 2018

Krise Flow Over Roadway Crown

Note: This calculation was performed to determine the flow overtopping the roadway crown on Krise Circle.

Invert Elev Dn (ft) = 746.70
Pipe Length (ft) = 23.14
Slope (%) = 3.89
Invert Elev Up (ft) = 747.60
Rise (in) = 12.0
Shape = Circular
Span (in) = 12.0
No. Barrels = 1
n-Value = 0.012
Culvert Type = Circular Culvert
Culvert Entrance = Rough tapered inlet throat
Coeff. K,M,c,Y,k = 0.519, 0.64, 0.021, 0.9, 0.5

Embankment

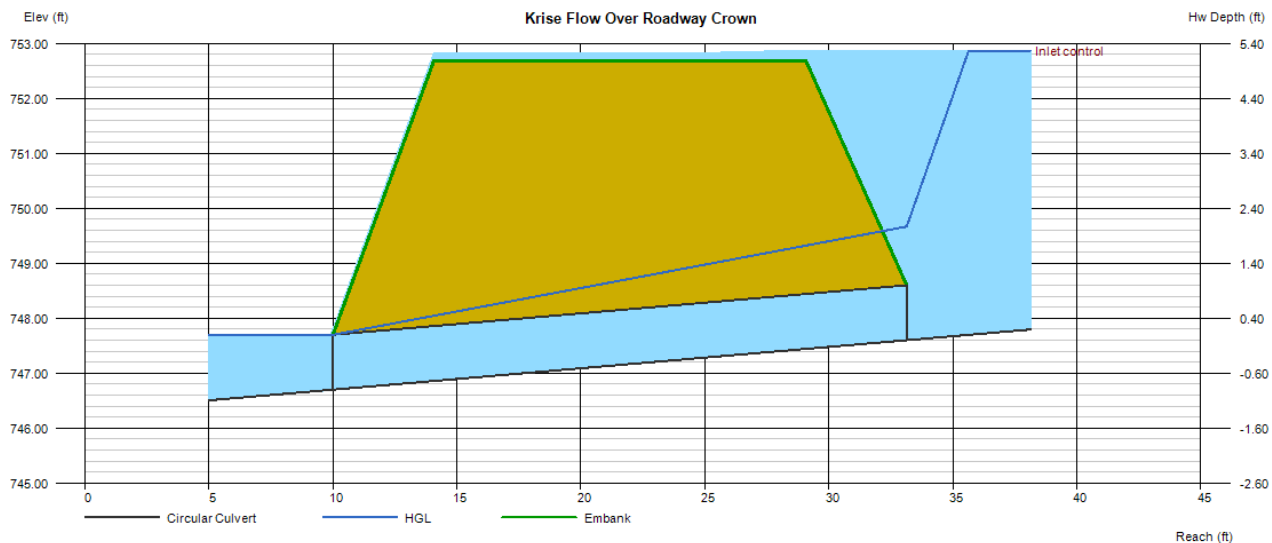
Top Elevation (ft) = 752.69
Top Width (ft) = 15.00
Crest Width (ft) = 10.00

Calculations

Qmin (cfs) = 13.72
Qmax (cfs) = 13.72
Tailwater Elev (ft) = (dc+D)/2

Highlighted

Qtotal (cfs) = 13.72
Qpipe (cfs) = 11.36
Qovertop (cfs) = 2.36
Veloc Dn (ft/s) = 14.46
Veloc Up (ft/s) = 14.46
HGL Dn (ft) = 747.70
HGL Up (ft) = 749.67
Hw Elev (ft) = 752.87
Hw/D (ft) = 5.27
Flow Regime = Inlet Control



LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 14, 2018 Physical Development Committee**

AGENDA ITEM #:

CONSENT:
ACTION: X

REGULAR: X
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Proposed Utility Vehicle Code changes requested by Spring Hill Cemetery

KEY ELEMENTS:

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

RECOMMENDATION: Discuss Spring Hill Cemetery request for use of utility vehicles on roads and sidewalks as shown on attached drawing. Staff recommends against allowing these type vehicles on Stadium Rd. Wythe Rd. and Fort Ave. roadway or sidewalks.

SUMMARY: Spring Hill Cemetery requested revisions and additions to City Code Section 25-188.3 as follows:

Addition of section (5) to the current code to allow utility vehicles use of the following:

(5) In the area of Springhill Cemetery, as follows:

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

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

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

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

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

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

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

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

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

PRIOR ACTION(S): April 12, 2016 City Council; Ord. No. O-16-035, § 1, 4-12-16

FISCAL IMPACT: None.

CONTACT(S): Don DeBerry, City Transportation Engineer – 455-3935
Lee Newland, City Engineer – 455-3947
Gaynelle Hart, Director Public Works – 455-4406

ATTACHMENT(S): Ordinance
Map

REVIEWED BY:

AN ORDINANCE TO AMEND AND REENACT SECTION 25-188.3 OF THE CODE OF THE CITY OF LYNCHBURG, 1981, THE AMENDED SECTION RELATING TO THE OPERATION OF GOLF CARTS AND UTILITY VEHICLES ON THE PUBLIC STREETS.

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

1. That Section 25-188.3 of the Code of the City of Lynchburg, 1981, be and the same is hereby amended and reenacted as follows:

Sec. 25-188.3. - Public highways designated for golf cart and utility vehicle operations.

(a)The city council hereby designates the following public highways within the city upon which golf carts and utility vehicles may be operated in accordance with the provisions of this article.

(1) In the area of Randolph College, as follows:

- a. Rivermont Avenue (sidewalk only; must yield to pedestrians), from North Princeton Circle to 2470 Rivermont Avenue.
- b. The signalized crossing at Rivermont Avenue and North Princeton Circle.
- c. The crosswalk at the intersection of Rivermont Avenue and Norfolk Avenue.
- d. South Princeton Circle, from Rivermont Avenue to 220 South Princeton Circle.
- e. North Princeton Circle, from Rivermont Avenue to 80 North Princeton Circle.
- f. Norfolk Avenue, from the rear driveway at 2601 Rivermont Avenue to Cedar Drive.
- g. Westmoreland Street, from Rivermont Avenue to 227 Westmoreland Street.
- h. Arlington Street, from Rivermont Avenue to the driveway serving 2615 Rivermont Avenue.

(2) In the area of Lynchburg College, as follows:

- a. Faculty Drive, from Lakeside Drive to its end.
- b. Hood Street, from Lakeside Drive to Bristol Street.
- c. Bristol Street, from Hood Street to Monticello Avenue.
- d. Monticello Avenue, from Bristol Street to Lakeside Drive.
- e. The signalized crossing at the intersection of Monticello Avenue, Oakley Avenue and Lakeside Drive.
- f. Jubal Street, from Oakley Avenue to College Street.
- g. Hood Street, from Jubal Street to Lakeside Drive.
- h. Blue Ridge Street, from Jubal Street to Lakeside Drive.
- i. College Drive, from Lakeside Drive to Vernon Street.
- j. Vernon Street, from College Street to Richmond Street.
- k. Brevard Street, from College Street to Thomas Road.
- l. Westwood Avenue, from College Street to Thomas Road.
- m. College Street, from Vernon Street to its end.
- n. McCausland Street, from College Street to Thomas Road.
- o. Lakewood Street, from McCausland Street to Thomas Road.

(3) In the area of Liberty University, as follows:

- a. Candler's Mountain Road (sidewalk only; must yield to pedestrians), from Hershey-Esbenshade to University Boulevard
- b. The signalized crossing at Hershey-Esbenshade and Candler's Mountain Road.
- c. The signalized crossing at Candler's Mountain Road and University Boulevard.
- d. University Boulevard, from Candler's Mountain Road to Liberty Mountain Drive.
- e. Liberty Mountain Drive, from Candler's Mountain Road to the City boundary with Campbell County.
- f. Liberty Mountain Drive, from Candler's Mountain Road to the north at the end of the City right of way.

- g. A crossing of Candler's Mountain Road at the intersection with Liberty Mountain Drive and the hotel driveway.
- h. Regents Parkway from Liberty Mountain Drive to University Boulevard

(4) In the area of Central Virginia Community College, as follows:

- a. Harvard Street (State Route 368), from Wards Road to Wards Ferry Road.

(5) In the area of Springhill Cemetery, as follows:

(5) In the area of Springhill Cemetery, as follows:

- (a) Wythe Road (sidewalk only; must yield to pedestrians), from Fort Avenue to Rives Street;
- (b) Rives Street, from Wythe Road to James Street;
- (c) Blackburn Street, from Rives Street to Stadium Road;
- (d) James Street, from Rives Street to Stadium Road;
- (e) Stadium Road, from Blackburn Street to Gordon Street;
- (f) Gordon Street, from Stadium Road to Rives Street;
- (g) Rives Street, from Gordon Street to Lancaster Street;
- (h) Lancaster Street, from Rives Street to Fort Avenue; and
- (i) Fort Avenue (sidewalk only; must yield to pedestrians), from Wythe Road to Lancaster Street.

Even if the city council has approved the operation of a golf cart or utility vehicle on a designated public highway, if the designated public highway is maintained by the Virginia Department of Transportation, no person shall operate any golf cart or utility vehicle on such public highway until the Virginia Department of Transportation also approves the operation of golf carts and utility vehicles on such public highway.

(b) With regard to each of the public highways listed in subsection (a) above, the city council has considered the factors set forth in subsection 25-188.2(b) above, as required by Section 46.2-916.2 of the Code of Virginia.

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

Adopted:

Certified: _____
Clerk of Council

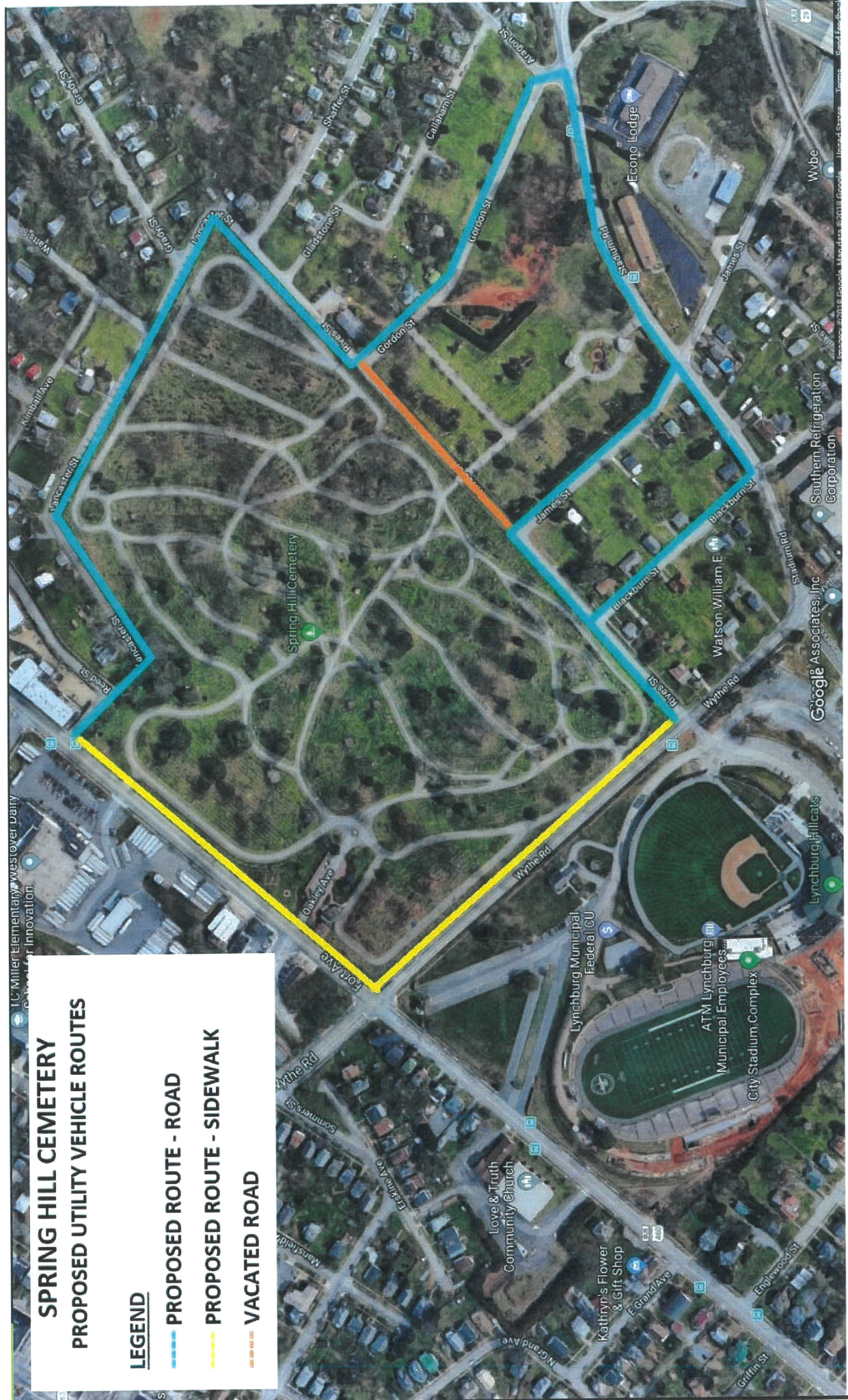
SPRING HILL CEMETERY PROPOSED UTILITY VEHICLE ROUTES

LEGEND

— PROPOSED ROUTE - ROAD

— PROPOSED ROUTE - SIDEWALK

— VACATED ROAD



LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 14, 2018 PDC**

AGENDA ITEM #:

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Physical Development Committee Guidelines

KEY ELEMENTS:

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

RECOMMENDATION:

Review and approve the attached guidelines for the operation of City Council's Physical Development Committee (PDC).

SUMMARY:

The Physical Development Committee (PDC) reviews the guidelines every two years to ensure the committee is organized for a high degree of effectiveness and efficiency.

PRIOR ACTION(S):

FISCAL IMPACT:

None

CONTACT(S):

Lee Newland – City Engineer – 455-3947

ATTACHMENT(S):

Physical Development Committee Guidelines

REVIEWED BY:

Lynchburg City Council
Physical Development Committee Guidelines
2018

General Purpose Statement

To guide the City in the execution of Council-adopted physical development policies; to review and serve as a filter in determining specific physical development actions to be considered by City Council; and, to review reports regarding physical development and capital projects to determine if any adjustments are necessary during the fiscal year.

To better facilitate the Physical Development Committee meetings, there are three types of agenda items: General Business, Other Information and Items to be considered later by the full City Council. Following are examples of items that may be included in each of these sections:

I. Items considered as General Business include:

1. Presentations by and requests from City departments, citizens, outside agencies and private entities including those seeking relief from City Code requirements (preliminary review) and City policies, such as utility connection fees;
2. Petitions for non-routine utility line extensions;
3. Reallocations (greater than \$100,000) of non-project specific Capital Budget appropriations.

II. Items considered as Other Information include:

Items that do not require immediate Committee action, but are to advise the Committee on upcoming items or issues. Examples include: quarterly and special reports regarding the status of the City's physical development including City capital projects and other items relating to the City's water and wastewater systems, including the Combined Sewer Overflow (CSO) program.

III. Items to be considered later by the full City Council at a Regular City Council Meeting or Work Session include:

1. Street vacations and disposition of other real property;
2. Input into the planning and approach for the annual Capital Improvement Program;
3. Review and deliberations regarding the Proposed Capital Improvement Program;
4. Changes to the City Code relating to the physical development of the City;
5. City Council reports relating to the physical development of the City;
6. Demolition of City owned buildings;
7. Waivers of municipal property liens;
8. Leases and terms of leases (renewals will not come to PDC unless terms change);
9. License Agreements for R/W use (setting fees);
10. Grant applications for infrastructure;
11. Contracts that exceed 25% of bid amount.

IV. Committee Procedures Regarding Items from the General Public

In order to make the best use of the Committee's meeting time, requests for new items from the general public should be provided, preferably in writing, to the City Engineer two weeks prior to the Committee's scheduled meeting date. This schedule will provide City staff with adequate time to prepare background information, if necessary, and provide this information to the Committee prior its meeting. Exceptions to this procedure will be made in emergency situations. The Chair of the Committee makes the final decision about which items are on the agenda. If the Chair is not available, the decision will be made by the City Engineer, who will contact the Chair as soon as he or she is available. The Chair of the Committee may require that citizens/petitioners hold their opening statements/remarks to five minutes.

FINANCE COMMITTEE AGENDA

**Tuesday, August 14, 2018
11:30 a.m. – Bidder's Room**

GENERAL BUSINESS

11:30 a.m.

1. Report on the General Fund Reserve for Contingencies.

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

11:35 a.m.

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

Contact: Police Chief Raul Diaz 455-6045

11:40 a.m.

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

Contact: Tamara Rosser, Human Services Director 455-5794

11:45 a.m.

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

Contact: David Malewitz, Parking Manager 455-4240

11:50 a.m.

5. Consider a request to adopt a resolution to amend the FY 2019 General Fund budget and appropriate \$15,000 to the Parks and Recreation Fees budget with resources from a grant dispersed by the Local Environmental Agricultural Project (LEAP) on behalf of Virginia Fresh Match (VFM) as allocated from the United States Department of Agriculture's Food Insecurity Nutrition Incentive (FINI) grant program.

Contact: Jennifer Kennedy, Community Market Manager 455-4486

11:55 a.m.

6. Consider a request to adopt a resolution to amend the FY 2019 Water Fund Operating Budget to add one new full time employee (FTE). This is a result of the need for an engineering project manager to be assigned to manage the Main Street Renewal Project. This is a full-time

commitment and creates a need to fill an engineering project manager to handle current and future workloads in the Department of Water Resources. The engineering project manager assigned to Main Street Renewal Project will be funded through the Water, Sewer, Stormwater, and General Fund Capital Budgets.

Contact: Timothy Mitchell, Department of Water Resources 455-4252

12:00 p.m.

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

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

12:05 p.m.

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

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

12:10 p.m.

9. Roll Call

The next Finance Committee meeting is Tuesday, September 25, 2018, at 11:30 a.m.

FY 2019 GENERAL FUND RESERVE FOR CONTINGENCIES

	<u>Reserve for Contingencies</u>	<u>City Manager's Discretionary Funding</u>
BEGINNING BALANCE, JULY 1, 2018	\$1,150,000	\$50,000
Carryforward to FY 2019 Reserve for Contingencies - FY 2019 Adopted 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, 2019	<u>\$1,150,000</u>	<u>\$50,000</u>

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 14, 2018**

AGENDA ITEM #:

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2017 Edward Byrne Memorial Justice Assistance Grant (JAG)

KEY ELEMENTS:

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

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

SUMMARY: The City of Lynchburg is eligible to receive \$41,936 in Edward Byrne Memorial Justice Assistance Grant (JAG) funding. Funding will be utilized by the Lynchburg Police Department to purchase upgrades to the department's surveillance van (\$33,071). The Lynchburg Sheriff's Office will utilize funds to purchase six (6) M-4 patrol rifles to replace existing older units (\$4,515). The Office of the Commonwealth's Attorney will utilize funds to purchase two laptop computers with docking stations (\$4,350). Total equipment cost is \$41,936, which is fully reimbursable by the grant. No local matching funds are required.

PRIOR ACTION(S): Finance Committee September 12, 2017 (to apply for grant)
Finance Committee, August 14, 2018

FISCAL IMPACT: None, no local match is required

CONTACT(S): Chief Raul Diaz, 455-6045
Amy Lowe, Administrative Manager, Police Dept, 455-6128

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and \$41,936 is appropriated with resources from the 2017 Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase law enforcement equipment for the Lynchburg Police Department, Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

Introduced:

Adopted:

Certified:

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 14, 2018**

AGENDA ITEM #: **3**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Medicaid Expansion (Funding & Additional Positions)

KEY ELEMENTS:

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

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

SUMMARY: On May 30, 2018, the Virginia General Assembly passed a FY 2019 - 2020 biennium budget that included Medicaid expansion. Additional funding to assist with the increased volume of Medicaid applications was provided to localities. These funds can be used for any activity related to Medicaid expansion such as hiring staff, procuring office space and furniture, training, etc. This funding will not require a local match for FY 2019. Beginning in FY 2020 a local match of 15.5% will be required.

PRIOR ACTION(S): Finance Committee, August 14, 2018

FISCAL IMPACT: None for FY 2019. The required 15.5% local match begins in FY 2020.

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

ATTACHMENT(S): Resolution
Notification Memo from Virginia Department of Social Services

REVIEWED BY: raw

RESOLUTION:

BE IT RESOLVED that the FY 2019 General Fund budget is amended and \$196,031 is appropriated with resources of \$178,531 from the State Department of Social Services (DSS) and \$17,500 from Horizon Behavioral Health Services to the Division of Social Services for staff and operations in preparation for the expansion of Medicaid benefits and to approve the addition of three full-time positions for Lynchburg Division of Social Services, to include an out- stationed worker at Horizon Behavioral Health located at 2215 Langhorne Road.

Introduced: August 14, 2018

Adopted:

Certified:

Clerk of Council



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

MEMO

To: Local Department of Social Services

From: Michael Gump, Chief Financial Officer
Ida Witherspoon, Budget Director

Re: Additional Allocations for Local Staff and Operations

Date: June 8, 2018

On May 30, the Virginia General Assembly passed a FY 2019-2020 biennium budget that included Medicaid expansion. Additional administrative funding to assist with the increased volume of Medicaid applications was provided for the equivalent of approximately 300 new local benefit programs specialist positions. With local match, the total to be allocated is approximately \$21.5M.

Local allocations were determined using three equal factors:

- Distribution of current funding versus current workload for benefit programs specialists
- Projected increase in workload due to Medicaid expansion (minimum allocation of \$45,000)
- Historical staff and operations (budget lines 855 and 858) spending

Lynchburg City's FY 2019 share of the total to be allocated is \$178,531.

In FY 2019, Medicaid expansion funding will be available in **budget line 849, Local Staff and Operations – No Local Match**, when LASER opens for June on July 18, 2018. As stated in the guidance memo dated May 2, 2018, **this funding will not require a local match for FY 2019 only.**

These funds are to be used for any activity related to Medicaid expansion such as hiring staff, procuring office space and furniture, training, etc. that would otherwise be reimbursable under budget line 855. This will allow localities time to increase staffing where needed prior to the implementation of Medicaid expansion and to request funding

for local match from their local boards for FY 2020. Medicaid expansion funding will become part of base budget line 855 allocations beginning in FY 2020 and will require a 15.5 percent local match.

If you have any questions, please contact Budget Analysts Kim Conner at kim.conner@dss.virginia.gov or 804-726-7262 or LaTonya Williams at latonya.williams@dss.virginia.gov or 804-726-7260.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 14, 2018**

AGENDA ITEM #: **4**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Appropriation of Reserve Funds for the Parking Management Program

KEY ELEMENTS:

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

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

SUMMARY: The Lynchburg Parking Authority voted unanimously at its June 12, 2018 meeting to proceed with the implementation of paid parking by installing pay stations for pay-by-space paid hourly parking and the sale of monthly parking permits in the following off-street parking lots: Riverfront Lot, Depot Lot, Canal Lot, and Mosaic Lot. Paid parking will take effect only after the identified parking lots have been asphalted which is anticipated by calendar year-end. January 1, 2019 has been set as the start date for paid parking in these lots. Fees and times of enforcement will be consistent with other paid parking lot operations.

The decision to implement paid parking in these lots came after a request in December 2017 from the Lynchburg Parking Authority for a parking management plan for the Jefferson St. area. This was due to lack of parking opportunities for public parking. The plan presented at the February 13, 2018 Lynchburg Parking Authority meeting addressed, evaluated, and provided solutions to alleviate the current lack of parking in the Jefferson St. area parking lots caused by increased residential and commercial development. On April 10, 2018 the Lynchburg Parking Authority discussed the plan further and heard public comments. On April 12, 2018, a public meeting was held for Jefferson St. stakeholders to present the paid parking plan and gather community input. At that time, the Parking Authority determined that there was more support to implement the paid parking plan than opposition. A recommendation was presented to the Lynchburg Parking Authority to proceed with the paid parking plan at their June 12, 2018 meeting.

The Parking Authority voted 6 – 0 at their June 12, 2018 meeting in support of the plan.

PRIOR ACTION(S): Lynchburg Parking Authority Meeting, June 12, 2018
Finance Committee, August 14, 2018

FISCAL IMPACT: The Assigned Fund Balance Reserve for Parking Management is currently \$129,830 and after the \$40,500 appropriation the remaining balance will be \$89,330. Estimated first year revenue generated from the operation of paid parking in these lots is \$38,000.

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

ATTACHMENT(S): Resolution
June 12, 2018 Lynchburg Parking Authority Meeting Minutes
Jefferson St. Parking Facilities Map

REVIEWED BY: raw

RESOLUTION:

BE IT RESOLVED that the FY 2019 General Fund budget is amended and \$40,500 is appropriated from the Assigned Fund Balance Reserve for Parking to allow Parking Management to purchase four (4) parking payment stations for the operation of paid parking as approved by Lynchburg Parking Authority at their regular scheduled meeting on June 12, 2018 in the following off-street lots of Jefferson St.: Riverfront Lot, Depot Lot, Canal Lot, and Mosaic Lot.

Introduced:

Adopted:

Certified:

Clerk of Council

Lynchburg Parking Authority Minutes
Tuesday, June 12, 2018
2:30 P.M. – 4:00 P.M.

City Hall
Second Floor Conference Room
900 Church St., Lynchburg, VA, 24504

Members Present: Brandon Farmer, Chairman
Mary Jane Dolan
Urs Gabathuler
Tobi Jaeger
Thorne McCraw
James Mundy

Members Absent: Carl Matice

Staff Present: Bonnie Svrcek, Phyllis Garlick, Jennifer Jones, Ashley Kershner, David Malewitz, and Tom Martin,

Public Present: Elisa Morton, Todd Swindell, Amanda Fortner, Logan Doneghue, Billy McBratney, and Carrie Dungan

The meeting was called to order at 2:30 p.m. by Chairman, Brandon Farmer.

Approval of Meeting Minutes: Mr. Farmer asked for a motion to approve the minutes from the April 10, 2018 meeting. Mr. Farmer noted that the minutes need to show the correct spelling of Todd Swindell's name from Swindoll to Swindell. He also requested to notate when any Board member arrives late.

Motion: A motion was made by James Mundy to approve the April 10, 2018 minutes with the amended corrections. Motion was seconded by Mary Jane Dolan. Motion carried 6-0.

Old Business: No Old Business

Agenda Items:

Action Items:

- 1. Recommendation to approve the implementation of paid parking by means of installation of pay stations and the sale of parking permits in the following parking lots. Funds for equipment purchase and lot improvements to be allocated from the assigned Fund Balance account in the Parking Management fiscal year 2019 budget.**

Canal Lot (Lot L-behind Amazement Square)
Depot Lot (Lot D-next to Depot Grille Restaurant)
Jefferson St. Lot (Lot O-next to Bikes Unlimited)
Mosaic Lot (Lot N-corner of Jefferson & 9th St)
Riverfront Lot (Lot M-next to splash pad and Water Dog Restaurant)

- 1.1. Paid parking will take effect on January 1, 2019 and be in accordance with all parking fee rate structures approved by the Lynchburg Parking Authority. Paid parking will be enforced Monday through Friday from 8 a.m. to 5 p.m. All other times public parking is free.
- 1.2. Installation of pay station(s) will occur after improvements to the identified parking lot(s) has occurred including parking lot asphaltting, line painting, space number painting, and other enhancements for parking accessibility and management.

Discussion related to the implementation of paid parking to the above mentioned lots:

Mr. Malewitz reviewed comments and discussion points from the previous meetings during the February PA Board Meeting, Downtown 2040 Master Plan public meetings, and the April Parking Authority Stakeholders meeting. There appears to be consensus that it is now time to move forward with the plan of having all City off-street parking facilities operating within consistent manner to each other.

Mr. Farmer reiterated that the condition of the lots were a big issue and that the first phase including the Canal Lot, Depot Lot, and the Riverfront Lot will be brought up to standard before paid parking will be installed. He stated that there will be permits issued for Riverfront and wanted to know if a determination had been made for the number of permits to be sold versus pay by space.

Mr. Malewitz stated that the effective date of January 1, 2019 is to allow the City time to have the lots paved before installing the pay stations. At this time funding for the project is being determined with the majority of the funds coming from Public Works. Additional funding will be coming from the Parking Management reserve fund balance. In reference to how many monthly parking permits would be issued, Mr. Malewitz stated that would determine this allocation by looking at the total usage of the parking lot at the time paid parking begins. He explained that there are 90 spaces in the Riverfront Lot and projects selling permits for approximately half or a little less at this point. If we get to a point where we have a permit waiting list, we will elevate lot utilization and make adjustments accordingly. The Depot Lot will remain as paid hourly lot with the exception of the small parking area that the businesses of the Depot building currently use as a parking permit area.

Mr. McCraw asked when paving of the lots will begin. He wanted to know if the Riverfront Lot will remain open for events at the Riverfront Park.

Mr. Malewitz responded that the Riverfront Lot would be paved starting sometime after July 1st. The Riverfront Lot will remain partially opened if paving conflicts with scheduled events. Everything is currently being planned so that doesn't happen. The Depot and Canal lots will be started sometime in late September beginning of October. Jefferson St. Lot will be placed in the capital improvement project budget for FY20 (July 1, 2019).

Mr. Gabathuler wanted to know the projected revenue for the lots, if more enforcement staff would be needed, and how many pay stations would be placed in the lots.

Mr. Malewitz estimates the revenue to be around \$3,250.00 per month. Increasing enforcement staff is being evaluated at this time. In response to the number of pay stations, there will be two in the Riverfront Lot and one each in the Depot, Canal, Mosaic, and Jefferson St. Lots.

Ms. Jaeger confirmed that the fee schedule will be the same for all the lots. She stated that she had spoken with Jason Cudd and other developers and business owners in the area who have had positive feedback concerning paid parking in these lots.

Mr. Malewitz stated that the fees will be consistent with the fees in the existing paid parking lots. He is setting a meeting with Tony Camm, manager of the Holiday Inn, regarding adjustments of fees the parking deck to match the existing city lots.

There was no Public Comment.

Motion: A motion was made by Ms. Jaeger to approve the recommendation as stated. Motion was seconded by Mr. Gabathuler. Motion carried 6-0.

- 2. Recommendation from the Lynchburg Parking Authority Board supporting the execution of the 2 hour on-street parking time limits on Jefferson St. to take effect in conjunction with the January 1, 2019 implementation of paid parking in the off-street parking lots.**

Discussion related to supporting the execution of the 2 hour on-street parking time limits of Jefferson Street as stated above:

Mr. Malewitz informed the Board that the signage on Jefferson Street will be corrected from the 6 p.m. time frame to 5 p.m. as requested by Mr. Farmer. On-street enforcement will occur as it currently does throughout the rest of the central business district.

There was no Public Comment.

Motion: A motion was made by Mr. Mundy to approve the recommendation as stated. Ms. Jaeger seconded. Motion carried 6-0.

3. **The recommendation to schedule a special Lynchburg Parking Authority meeting in July for review and discussion of the Downtown 2040 Master Plan as it relates to parking management.**

This recommendation was tabled. Tom Martin stated that the 2040 Master Plan would not be ready for review by that time.

Report from the Parking Manager:

Financial Review: Mr. Malewitz stated that the fiscal year is coming to a close. He included the Reserves Report which is at \$130,000. The project cost for the pay stations is at \$35,000. This will come from the reserves. Anything that may come up for the paving of the lots may also come from the reserves.

Wayfinding Parking Lot Signage Update: Phase I of the Wayfinding signage plan, which includes all of Jefferson St, should begin in the next two weeks.

New Business:

1. **Request from Amazement Square for reserved parking accommodations in the Canal Lot in front of the new Genworth Education Center to accommodate museum operations.**

Discussion related to the request from Amazement Square as mentioned above:

Ms. Jaeger asked about enforcement. Also, how would it be monitored to know that people are in Amazement Square?

Mr. Malewitz answered that enforcement would be on an "on call" basis since we wouldn't be able to know who was illegally parked in the reserved parking spaces.

Amanda Fortner with Amazement Square stated that they would be monitoring the parking.

Mr. Farmer questioned the number of spaces across from the front of Amazement Square. He asked if the spaces were used by employees or visitors.

Ms. Fortner stated there are about 20 spaces in the lot and they are used for visitors.

Mr. Gabathuler stated that the board had voted that free parking would not be granted to nonprofits and this request should not be accepted.

Mr. Farmer questioned the number of spaces being requested and what the drive was to ask that they be for free. He confirmed that Amazement Square is requesting the whole area from the entrance to the end of the new building.

Ms. Fortner responded stating the number of spaces would be approximately 7 to 8. The completion of the new education center has the expected number of visitors around 30,000 for the year. In order to accommodate the number of visitors these spots would be provided for easier access.

Mr. Malewitz stated that the number of spaces being requested is closer to 12 or 14 versus 7 to 8, which is all of the parking spaces in front of the education center.

Ms. Jaeger commented that the spaces would need to be paid for just like the Free Clinic currently does and that Amazement Square may want to reconsider the number of requested spaces if payment is required. A new request would need to be submitted.

Mr. Farmer stated that he is concerned of the precedence this would set as parking supply is small. Others could then come forward with requests for designated spaces in other lots.

Mr. Gabathuler asked for a recommendation from Mr. Malewitz. He reminded the Board that this is a decision they need to make. He did state that there are no standards to measure against in determining what non-profit would have over another. There is a higher and higher demand for parking in downtown and our resources need to be protected. It is difficult giving away our resources when there is such a big demand and when those resources can be reinvested in ventures to improve the community.

Mr. Farmer noted that it is an estimated 25 spaces in the Canal Lot, depending on the construction and how the lot is laid out, and the request from Amazement Square is almost 50% of the available spaces. If we are trying to build reserves and maintain consistency, he would leave the Canal Lot as a paid lot.

Public Comment:

Bill McBratney, owner of the Depot Grille building, stated as parking gets more scarce and spaces are more in demand, there will be more organizations, profit and non-profit, trying to wrangle for those spaces. At some point a policy will be needed that makes it clear what the Board's goals are to make sure consistency is being upheld.

Elisa Morton, Consensus Real Estate asked if the lots will include handicap parking and possibly parking for motorcycles.

Mr. Malewitz anticipates there being some handicap designated spaces. Parking spaces for motorcycles has not been a consideration but it is a good idea.

Logan Doneghue, Amazement Square, asked about the paving of the back portion of the Amazement Square Lot.

Mr. Malewitz stated that the paving would stop at the back corner of the building. He pointed out that beyond that point, Amazement Square still has a lot of equipment stored in that portion of the lot. Since there needs to be further discussion concerning this and the cost for paving in this area is not in the budget, there are no plan for it to be paved at this time.

Mr. Mundy stated that in consideration of the request and other requests that may follow, that we stay in the guidelines and comply with the guidelines.

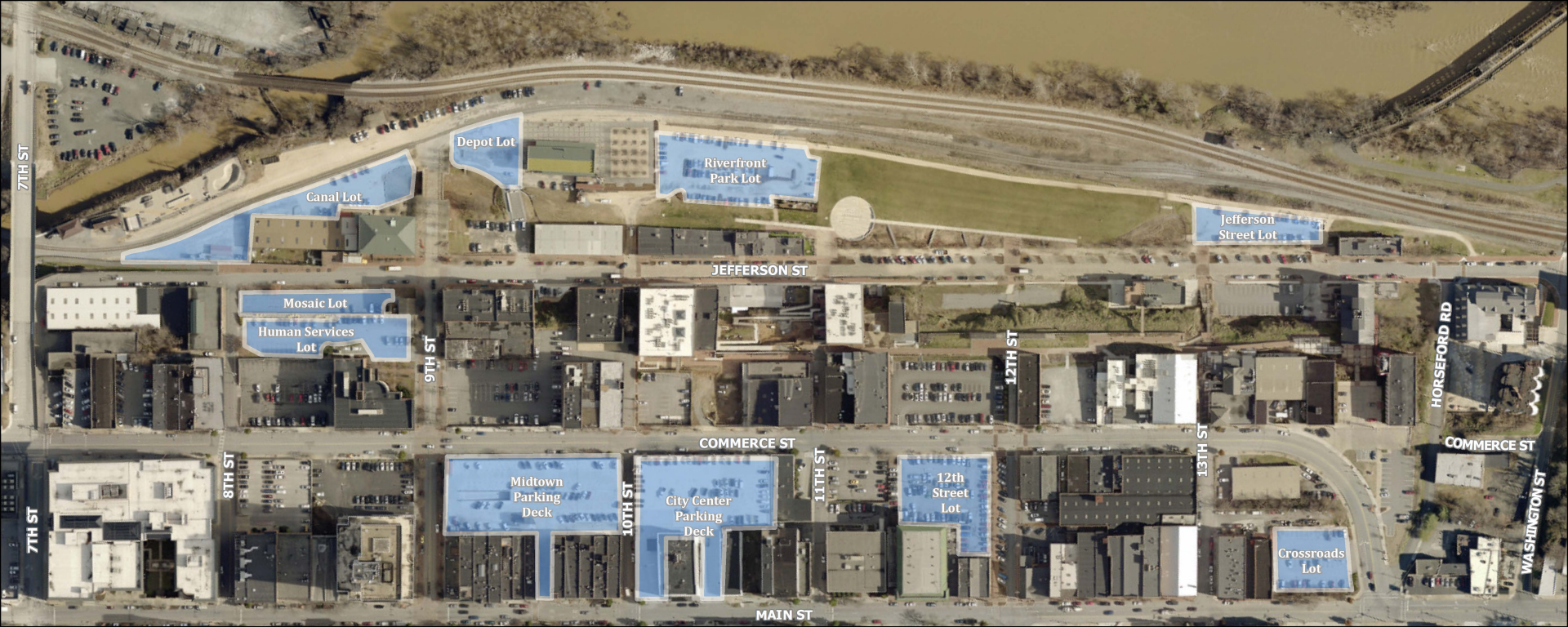
Mr. Farmer stated that the guidelines are that a request has to be made to the Board. There are no guidelines as to what can be requested.

Ms. Jaeger confirmed Dr. Mundy's statement that the Board's guidelines are not giving parking spaces away for free. Amazement Square will need to come back with a request for spaces for which they would pay for.

Motion: Dr. Mundy made a motion not to take any action on the request at this time due to guidelines set by the Board that parking spaces in the City lots will not be free. Amazement Square may present another request after considering this action. Ms. Jaeger seconded. Motion carried 6-0.

Mr. Farmer requested Mr. Malewitz to draft a statement of policy outlining guidelines for parking space requests.

The next meeting will be August 14, 2018 at 2:30 p.m., 2nd floor of City Hall.



LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 14, 2018**

AGENDA ITEM #: **5**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Food Insecurity Nutrition Incentive Grant

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2019 General Fund budget and appropriate \$15,000 to the Parks and Recreation Fees budget with resources from a grant dispersed by the Local Environmental Agricultural Project (LEAP) on behalf of Virginia Fresh Match (VFM) as allocated from the United States Department of Agriculture's Food Insecurity Nutrition Incentive (FINI) grant program.

SUMMARY: The Lynchburg Community Market (LCM) holds high the responsibility of contributing to a healthy community through providing more access to fresh and locally grown food alternatives. Toward this goal, the Lynchburg Community Market has exerted continual effort to maximize the opportunities for our community's greatly under-served Supplemental Nutrition Assistance Program (SNAP) beneficiaries through programming and incentives.

Virginia Fresh Match (VFM), a statewide organization that works on SNAP incentives, was awarded a grant from the USDA FINI program. This grant provides incentives for SNAP users in the form of doubling SNAP purchases of fruits and vegetables at farmers markets. LEAP, a sub-grantee, will work with the LCM as a partner market to support VFM activities including training, reporting, marketing, evaluation, and disbursement of FINI funds. Lynchburg Community Market was one of dozens of Wholesome Wave's sub-awardees from across the country. LEAP has agreed to award \$15,000 to the Lynchburg Community Market to increase SNAP beneficiary participation and access.

All funds will be used to provide incentive capacity on SNAP purchases by doubling tokens issued to be applied specifically to fruits, vegetables, and food producing plants. The intent of this funding is to positively impact our community by benefitting the health of individuals, neighborhoods, and our local economy via access to affordable healthy, fresh, locally grown produce. The funds will be provided through reimbursements administered through LEAP until the \$15,000 is exhausted, with a funding period end of March 31, 2019.

PRIOR ACTION(S): Adopted a Resolution June 27, 2017(#R-17-058) to amend the FY 2017 General Fund Parks and Recreation Budget to appropriate \$12,000 FINI Grant.
Finance Committee, August 14, 2018

FISCAL IMPACT: No Local Match

CONTACT(S): Jennifer Kennedy, Community Market Manager, 455-4486
Jennifer Jones, Director, Parks and Recreation, 455-5868

ATTACHMENT(S): Resolution
Partner Agreement for FINI Virginia Fresh Match

REVIEWED BY: raw

RESOLUTION:

BE IT RESOLVED that the FY 2019 General Fund budget is amended and \$15,000 is appropriated to the Parks and Recreation Fees budget with resources from a grant dispersed by Local Environmental Agricultural Project (LEAP) on behalf of Virginia Fresh Match (VFM) as allocated from the United States Department of Agriculture's Food Insecurity Nutrition Incentive (FINI) grant program to provide a benefit match that incentivizes the purchase of fruits and vegetables for Supplemental Nutrition Assistance Program (SNAP) participants.

Introduced:

Adopted:

Certified:

Clerk of Council

Partner Agreement for FINI Virginia Fresh Match Market
Year 1: Valid from May 1, 2018 through April 30, 2019

The USDA FINI grant program incentivizes purchases of fruits and vegetables for SNAP participants. Local Environmental Agriculture Project (LEAP), on behalf of Virginia Fresh Match (VFM), has been awarded a 3 year FINI grant to develop and grow nutrition incentive programs in Virginia. LEAP, a subgrantee, will work with partner markets in their region to support VFM activities including training, reporting, marketing, evaluation, and disbursement of FINI funds.

Use of Funds

As a partner market with LEAP and Virginia Fresh Match on the FINI grant, the FINI funds for nutrition incentives may only be used to incentivize fruits and vegetables. The partner market has spoken directly with every vendor who sells at the market and clearly explained the parameters of the FINI funding:

- All vendors understand that they can only accept incentive dollars funded through FINI for fruits and vegetables. Tokens used for FINI incentives must be clearly marked as only being able to be used for fruits and vegetables.
- "Fruits and vegetables" are defined as raw, unprocessed fruits and vegetables without added sugar, fat, or salt

Grant Fiscal Year

- The grant fiscal year is from May 1, 2018 - April 30, 2019. No funds will be reimbursed if they were spent before May 1, 2018 or after April 30, 2019.

Key responsibilities for Partner Market

- Maintain accurate records of incentive funds spent, marketing dollars spent (transaction logs, vendor payments, etc.), and in-kind staff/volunteer time (timesheets, paystubs, etc.). Make records available to LEAP for verification, as needed.
- Submit excel sheet and supporting evidence (in-kind funds and/or time) to LEAP on monthly basis for reimbursement of fruit and vegetable incentives redeemed.
- Enter required data into FM Tracks for each market day.
- Complete year-end reporting requirements.
- Collect stories and data to show impact of Virginia Fresh Match (min. 2 stories & 2 pictures per market, with photo release).
- Pay Partner Market Fee to LEAP.
- Participate in evaluation activities by LEAP, Virginia Cooperative Extension (FINI program evaluator), and external FINI evaluator, as needed.

Key activities provided by LEAP

- **FM Tracks training:** Before the start of the FINI grant period, LEAP will meet with all participating markets to review grant requirement guidelines, reporting schedule, and FM Tracks.
- **Annual Budget:** LEAP will provide an annual budget for direct incentives for the three year term. Each year, the budgeted amount will be addressed based on past performance and future plans. **Year one: \$15,000. Year Two: \$17,500. Year three: \$20,000**
- **In-season check-ins:** LEAP staff will check-in with each market by phone at least three times during the season: within the first two weeks of when their incentive program starts for the season, mid-season, and before the final two weeks of the season. LEAP staff will also visit each new incentive program market in person (while in operation) at least once during the market season to provide support and guidance for the SNAP incentive program. In addition, LEAP will also do a quality assurance check on the incentive program to ensure the incentives are being used properly. LEAP will communicate regularly with participating markets via email and will be available as needed.
- **Outreach:** LEAP will work with markets and partner organizations in the region to promote SNAP and Virginia Fresh Match at markets. This will include joint promotional activity and marketing material templates.
- **Stakeholder meeting:** LEAP will spearhead a stakeholder meeting of markets in the region that will focus on future planning and sustainability.
- **Design of Incentive Fund Program:** Using numbers from last year, LEAP calculated an incentive fund budget for each market. All markets will only use incentive funds to incentivize fruit and vegetable consumption.
- **Reimbursement of Incentive Funds:** LEAP will reimburse FINI partner markets for fruit and vegetable incentive funds redeemed by vendors on a timely basis, at least bi-monthly (every other month). Reimbursement is contingent on submittal and verification of required reporting and documentation.

Partner Market Name Lynchburg Community Market

Date 8/2/18

Partner Market Representative:



VFM Representative: Sam Lev

Signature



LYNCHBURG CITY COUNCIL

MEETING DATE: **August 14, 2018**

AGENDA ITEM #:

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION: **6**
(Confidential)

ITEM TITLE: Downtown Engineering Project Manager

KEY ELEMENTS:

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

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

SUMMARY: The Department of Water Resources (DWR) has been tasked with providing project management for the multi-discipline, multi-department Main Street Renewal Project. Recently, Appalachian Power approached the City regarding their plans to upgrade their infrastructure in the Main Street corridor. As a result of the opportunity to coordinate with Appalachian Power, the decision was made to shift Phase II of the downtown work from Commerce Street to Main Street. This collaboration will provide multiple benefits, including impacting Main Street only once and opportunities for cost sharing. The combined project will result in an approximate \$16 million investment in our downtown.

Due to the complexity of coordinating both efforts in the same corridor at the same time, a full time engineering project manager will need to be fully dedicated to the project in order for the project to be successful. Due to current and future workloads of the existing Water Resources' engineering project manager staff, staffing levels will need to be maintained.

A few key facts to be considered regarding the complexity of the Main Street Renewal Project are:

- Multiple owners of the infrastructure instead of only City owned infrastructure;
- Multiple design firms instead of one;
- Multiple contractors instead of one;
- At least 88 impacted businesses in the project area; and
- Complex utility coordination and schedule requirements.

PRIOR ACTION(S): Adoption of the FY 2019 Operating and Capital Improvements Program Budget on May 22, 2018 that included appropriations made to Water Operating Fund, Water Capital Fund, Sewer Capital Fund, Stormwater Capital Fund and General Fund Capital Fund.
Finance Committee, August 14, 2018

FISCAL IMPACT: No fiscal impact to the FY 2019 Operating Budget. The assigned engineering project manager for the Main Street Renewal Project will have salary and benefits estimated to be approximately \$125,000. These costs will be shared by Water, Sewer, Stormwater and General Fund Capital Budgets funded by appropriations included in the FY 2019 Capital Improvements Program.

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

ATTACHMENT(S): Resolution

REVIEWED BY: raw

RESOLUTION

BE IT RESOLVED that the Adopted FY 2019 Water Fund Operating Budget is amended to add one full time engineering project manager.

Adopted:

Certified:

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **September 11, 2018**

AGENDA ITEM #: **7**

CONSENT: **X**
ACTION: **X**

REGULAR:
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Review and Reaffirm the City's Finance Committee Guidelines

KEY ELEMENTS:

___Economic Development XExcellent Government ___Natural and Built Environment ___Safe Community ___Vibrant Community

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

SUMMARY: The Finance Committee Guidelines are reviewed by the Committee for relevance bi-annually with the appointment of the Finance Committee Chairman. The guidelines were reviewed by the Finance Committee on August 14, 2018 and require Council approval.

PRIOR ACTION(S): Finance Committee, August 14, 2018

FISCAL IMPACT: None

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

ATTACHMENT(S): Finance Committee Guidelines (Revised August 9, 2016)

REVIEWED BY:

Finance Committee Guidelines **(Revised, August 2016)**

General Purpose Statement

To guide the City in the execution of Council-adopted financial policies; to review and serve as a filter in determining specific budget/financial actions to be considered by City Council; and, to review financial reports on a quarterly basis to determine if any revenue or expenditure adjustments are necessary during the fiscal year.

To better facilitate the Finance Committee meetings, the agenda format is divided into two sections: General Business and Other Information. Following is a sample of items that may be included in each of these sections:

I. Items considered as General Business

1. A review of the status of the General Fund Reserve for Contingencies
2. Any item requesting an appropriation from:
 - Reserve for Contingencies-All Funds
 - Fund Balance-All Funds
3. Review of grant applications:
Prior to submitting grant applications, the grant application or concept will be reviewed by the Finance Committee if local funding is required during or following the end of the grant period. Departments applying for grants must include a strategy for consideration by the Committee outlining what action will occur when the grant funding expires.
4. Discuss quarterly financial reports for the General, Water, Sewer, Stormwater, Airport, Juvenile Detention Home, Children's Services Act (CSA) Funds, and Greater Lynchburg Transit Company (GLTC).
5. Proposed Amendments to Fiscal Management Policies.
6. The structure and timing of proposed bond sales.
7. Other items deemed appropriate by the City Manager.

II. Items Considered as Other Information

1. Items that do not require immediate Council action but are to advise Council on future items, issues, or simply information sharing. Examples include: reports from bond rating agencies, changes in Virginia Retirement System costs, changes in accounting identified by the Governmental Accounting Standards Board (GASB), grants that are fully reimbursable, requiring no current or local funding.

III. Financial items to be considered by the full City Council

1. Input into the planning and approach for the annual Capital Improvement Program and Operating Budget.
2. Review and deliberations regarding the Proposed Capital Improvement Program and Operating Budget.
3. Requests for funding by outside agencies.
4. First Quarter Adjustments
5. Third Quarter Adjustments
6. Use of Contingency
7. Financial Trend Indicator Reports
8. New programs or changes in programs creating a current or future budget impact, to include both revenue and expenditure impact.

IV. Roll Call Items

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **August 14, 2018**

AGENDA ITEM #.: **8**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: **X**

ITEM TITLE: **Revenue Update**

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

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

PRIOR ACTION(S):

This information is provided monthly to the Finance Committee.

FISCAL IMPACT:

None

CONTACT(S):

Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S):

Comparison of Collections Budget to Actual FY 2017 – FY 2018

REVIEWED BY:

**Comparison of Collections
Budget to Actual FY 2017 - FY 2018**

	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Actual FY 2018	Actual FY 2018 to Adopted FY 2018	Actual FY 2018 to Actual FY 2017
SALES & USE TAX								
<i>ADOPTED FY 2018 BUDGET - \$15,465,700</i>								
JULY	\$1,075,816	\$1,131,485	\$1,207,589	\$1,152,527	\$1,161,098	\$1,134,520	(\$26,578)	(\$18,007)
AUGUST ¹	1,098,342	1,299,763	1,198,772	1,267,330	1,276,755	1,248,275	(28,480)	(\$19,055)
SEPTEMBER	1,083,199	1,204,336	1,269,930	1,275,989	1,285,479	1,289,489	4,010	\$13,500
OCTOBER	1,161,965	1,185,608	1,231,666	1,253,143	1,262,463	1,210,820	(51,643)	(\$42,323)
NOVEMBER	1,155,729	1,241,898	1,227,636	1,254,548	1,263,878	1,348,270	84,392	\$93,722
DECEMBER	1,316,419	1,669,810	1,600,507	1,695,286	1,707,894	1,601,584	(106,310)	(\$93,702)
JANUARY	1,103,175	1,073,237	1,055,364	1,070,830	1,078,794	1,122,715	43,921	\$51,885
FEBRUARY	1,172,252	1,131,392	1,161,810	1,148,155	1,156,694	1,117,839	(38,855)	(\$30,316)
MARCH	1,217,930	1,282,807	1,323,375	1,409,096	1,419,575	1,361,602	(57,973)	(\$47,494)
APRIL	1,183,748	1,311,297	1,202,186	1,236,313	1,245,507	1,217,305	(28,202)	(\$19,008)
MAY	1,112,579	1,213,149	1,222,060	1,271,113	1,280,566	1,305,292	24,726	\$34,179
TOTAL	\$12,681,154	\$13,744,782	\$13,700,895	\$14,034,330	\$14,138,703	\$13,957,711	(\$180,992)	(\$76,619)
CONSUMER UTILITY TAX - ELECTRIC								
<i>ADOPTED FY 2018 BUDGET - \$3,790,000</i>								
JULY	\$325,815	\$321,596	\$332,876	\$328,501	\$329,749	\$335,326	\$5,577	\$6,825
AUGUST	318,738	305,012	333,953	355,434	356,785	327,959	(\$28,826)	(\$27,475)
SEPTEMBER	317,324	317,947	328,411	351,627	352,963	314,864	(\$38,099)	(\$36,763)
OCTOBER	273,646	273,264	281,514	294,038	295,155	297,177	\$2,022	\$3,139
NOVEMBER	280,945	273,353	270,434	274,145	275,187	284,069	\$8,882	\$9,924
DECEMBER	348,750	346,565	321,380	337,930	339,214	348,578	\$9,364	\$10,648
JANUARY	374,541	365,859	346,212	358,976	360,340	407,036	\$46,696	\$48,060
FEBRUARY	372,254	381,844	361,670	316,871	318,075	348,114	\$30,039	\$31,243
MARCH	334,289	339,965	312,928	304,309	305,466	313,399	\$7,933	\$9,090
APRIL	306,485	288,704	282,659	279,887	280,951	306,179	\$25,228	\$26,292
MAY	272,343	277,296	267,796	270,454	271,482	277,472	\$5,990	\$7,018
TOTAL	\$3,525,130	\$3,491,405	\$3,439,833	\$3,472,172	\$3,485,367	\$3,560,173	\$74,806	\$88,001
COMMUNICATIONS SALES & USE TAX								
<i>ADOPTED FY 2018 BUDGET - \$3,123,400</i>								
JULY	\$286,999	\$283,594	\$276,750	\$265,192	\$260,283	\$255,279	(5,004)	(\$9,913)
AUGUST	284,691	281,957	270,038	269,212	260,283	263,011	2,728	(\$6,201)
SEPTEMBER	284,249	283,441	273,974	266,593	260,283	258,291	(1,992)	(\$8,302)
OCTOBER	288,830	287,702	277,686	274,702	260,283	273,952	13,669	(\$750)
NOVEMBER	284,176	279,441	271,470	270,909	260,283	259,546	(737)	(\$11,363)
DECEMBER	289,726	282,491	276,524	268,968	260,283	258,380	(1,903)	(\$10,588)
JANUARY	264,960	275,361	271,160	265,710	260,283	286,194	25,911	\$20,484
FEBRUARY	280,480	291,186	275,887	260,551	260,283	244,102	(16,181)	(\$16,449)
MARCH	288,500	285,971	282,470	271,925	260,283	257,969	(2,314)	(\$13,956)
APRIL	285,052	276,473	270,594	261,889	260,283	247,120	(13,163)	(\$14,769)
MAY	286,178	285,053	271,168	266,571	260,283	248,137	(12,146)	(\$18,434)
TOTAL	\$3,123,841	\$3,112,670	\$3,017,721	\$2,942,222	\$2,863,113	\$2,851,981	(\$11,132)	(\$90,241)

**Comparison of Collections
Budget to Actual FY 2017 - FY 2018**

	Actual Collected FY 2015 ³	Actual Collected FY 2016 ³	Actual Collected FY 2017 ³	Adopted FY 2018	Actual Assessed FY 2018	Actual Assessed FY 2018 to Adopted FY 2018	Actual Collected FY 2018 ³	Actual Collected FY 2018 to Adopted FY 2018	Actual Collected FY 2018 to Assessed FY 2018
MEALS TAX									
ADOPTED FY 2018 BUDGET - \$14,400,000									
JULY ²	\$970,597	\$1,046,770	\$1,088,474	\$1,122,617	\$1,132,444	\$9,827	\$1,109,545	(\$13,072)	(\$22,899)
AUGUST	1,119,585	1,213,559	1,098,748	1,207,908	1,230,475	22,567	1,140,836	(67,072)	(89,639)
SEPTEMBER	1,159,391	1,167,356	1,243,540	1,222,863	1,252,868	30,005	1,295,882	73,019	43,014
OCTOBER	1,119,430	1,152,017	996,549	1,216,067	1,246,579	30,512	1,249,486	33,419	2,907
NOVEMBER	1,099,028	1,156,651	1,382,308	1,136,983	1,172,731	35,748	1,170,367	33,384	(2,364)
DECEMBER	1,117,510	1,224,108	1,238,056	1,261,720	1,275,027	13,307	1,261,816	96	(13,211)
JANUARY	963,288	908,712	1,112,427	1,037,362	1,099,194	61,832	1,088,584	51,222	(10,610)
FEBRUARY	1,198,810	1,154,457	1,165,660	1,177,712	1,175,645	(2,067)	1,197,425	19,713	21,780
MARCH	1,177,822	1,393,915	1,303,383	1,295,456	1,347,124	51,668	1,339,823	44,367	(7,301)
APRIL	978,156	1,244,722	1,254,823	1,277,810	1,306,469	28,659	1,336,111	58,301	29,642
MAY ²	1,303,652	1,242,988	1,269,830	1,267,226	1,327,144	59,918	1,284,582	17,356	(42,562)
TOTAL	\$12,207,269	\$12,905,255	\$13,153,798	\$13,223,724	\$13,565,700	\$341,976	\$13,474,457	\$250,733	(\$91,243)

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

JULY ²	\$180,395	\$180,808	\$207,361	\$231,917	\$249,245	\$17,328	\$248,422	\$16,505	(\$823)
AUGUST	185,402	202,217	167,929	\$231,917	223,881	(8,036)	224,761	(7,156)	880
SEPTEMBER	173,875	206,009	215,545	\$231,917	222,136	(9,781)	222,577	(9,340)	441
OCTOBER	209,788	160,131	214,418	\$231,917	245,586	13,669	245,408	13,491	(178)
NOVEMBER	144,988	177,048	222,988	\$231,917	207,729	(24,188)	206,772	(25,145)	(957)
DECEMBER	119,891	130,150	150,743	\$231,917	144,933	(86,984)	144,969	(86,948)	36
JANUARY	108,523	109,217	116,370	\$231,917	177,373	(54,544)	178,239	(53,678)	866
FEBRUARY	133,217	140,716	154,651	\$231,917	167,958	(63,959)	167,362	(64,555)	(596)
MARCH	178,963	222,261	192,388	\$231,916	235,935	4,019	225,836	(6,080)	(10,099)
APRIL	162,085	175,590	173,405	\$231,916	222,697	(9,219)	225,456	(6,460)	2,759
MAY ²	245,223	216,253	222,573	\$231,916	285,501	53,585	286,419	54,503	918
TOTAL	\$1,842,350	\$1,920,400	\$2,038,371	\$2,551,084	\$2,382,974	(\$168,110)	\$2,376,221	(\$174,863)	(\$6,753)

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

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

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

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 14, 2018**

AGENDA ITEM #: **1**

CONSENT:
ACTION: **X**

REGULAR:
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Adopt a Resolution Declaring and Rescinding a State of Emergency for the College Lake Flood and Dam Event

KEY ELEMENTS:

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

RECOMMENDATION: Adopt the attached resolution confirming the declaration of emergency and rescinding of such declaration. Hear a report on post event actions.

SUMMARY: Section 44-146.21 of the Code of Virginia authorizes the local Director of Emergency Management to declare a local emergency subject to confirmation by the Governing Body at its next regularly scheduled meeting or at a special meeting within fourteen days of the declaration, whichever occurs first. The City Manager, who serves as the Director of Emergency Management declared a local emergency the morning of August 3, 2018 and ended such declaration on Monday, August 6, 2018. The attached resolution is offered for City Council's consideration.

Staff will also be available to update Council on recovery efforts.

PRIOR ACTION(S): Local emergency declared Friday, August 3, 2018.

FISCAL IMPACT: To be determined

CONTACT(S): Bonnie Svrcek, 455-3990

ATTACHMENT(S): Resolution

REVIEWED BY: bms

CONFIRMATION OF CITY MANAGER'S
DECLARATION OF EMERGENCY

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

1. That due to the heavy rains and flooding that occurred on August 2, 2018, the City of Lynchburg was facing dangerous flooding conditions resulting in peril to life and property;
2. That the flooding coupled with the high potential of a compromised College Lake Dam caused residents of approximately 150 homes to be evacuated to higher ground creating conditions of extreme peril to life and property, which necessitated the proclamation of the existence of an emergency;
3. That pursuant to the authority of Section 44-146.21 of the Code of Virginia the City Manager, acting as the Director of Emergency Services for the City of Lynchburg declared a local emergency on August 3, 2018.

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

BE IT FURTHER RESOLVED That the Lynchburg City Council finds that the conditions which caused the City Manager to declare the existence of a local emergency on August 3, 2018, have abated and pursuant to Section 44-146.21 of the Code of Virginia the declaration of emergency conditions is hereby rescinded effective August 6, 2018.

Adopted:

Certified:

Clerk of Council

086K

August 2, 2018 Flood Event

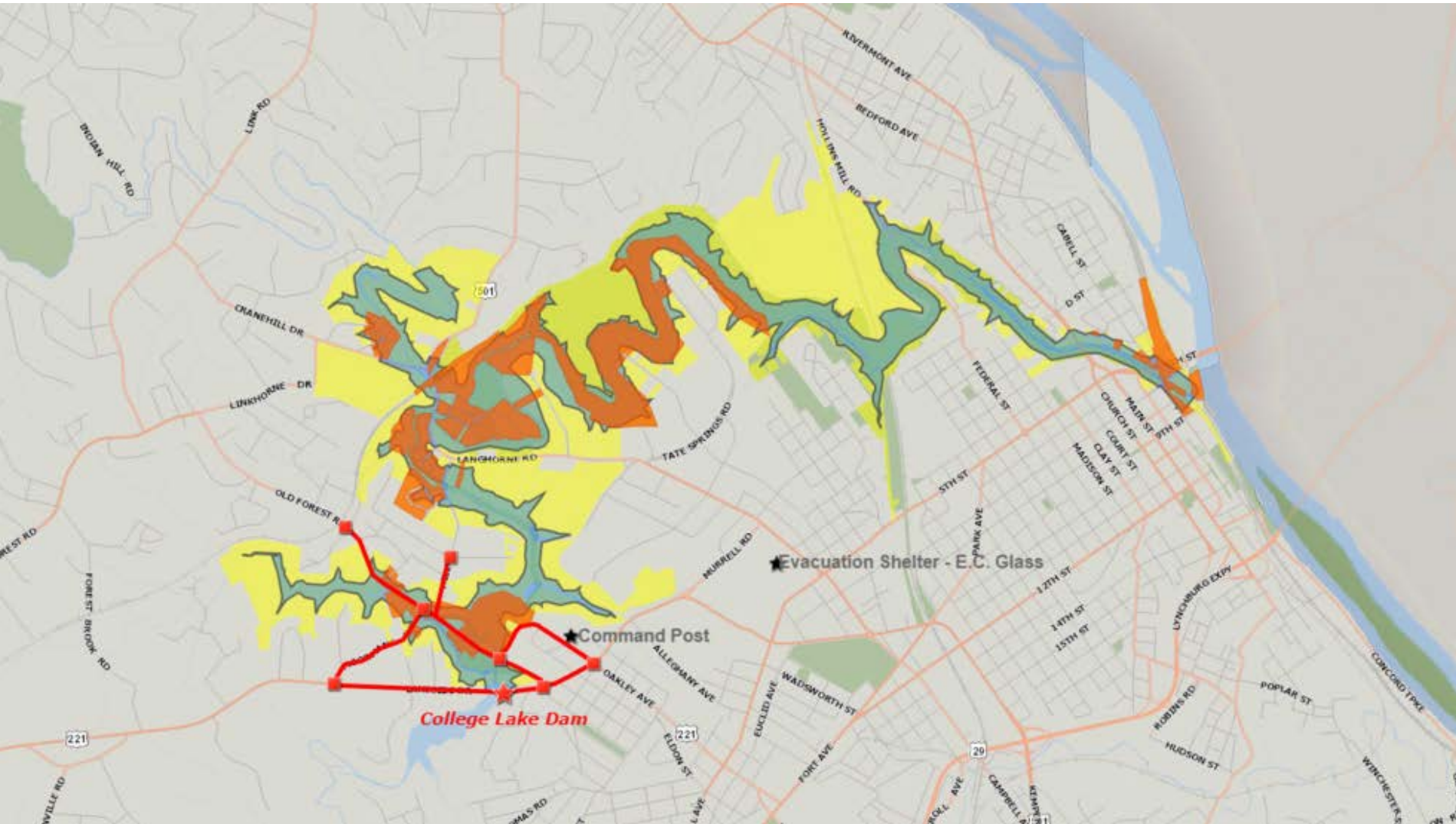


Photo used with permission from WSLS 10

Background

- College Lake Dam – Constructed in the 1930's
- Earthen Dam – 22 Square Mile Drainage Area
- Classified as a High Hazard Dam
- College Lake – 17 Acre Lake
- Operating under a Conditional Dam Safety Permit that expires March 31, 2020
- Emergency Preparedness - Completed a Tabletop Exercise of the Emergency Action Plan (EAP) in April, 2018

Inundation Areas



Thursday, 8-2-18, Flood Event

- **Approximately 6:00 pm – Flash Flood Warning issued for the City of Lynchburg**
- **6:19 pm – Tim Mitchell (EAP Coordinator) activated Stage 1 of the College Lake Emergency Action Plan (EAP)**
 - Visual Inspections every 6 hours
 - Notified Emergency Services and Selected Staff
- **8:34 pm – Lake levels exceeded the Stage 2 threshold – Stage 2 of the EAP activated**
 - Visual Inspections every 2 hours
 - Notified Emergency Services, Selected Staff, National Weather Service (NWS), Department of Conservation and Recreation (DCR), Dam Safety (left message), University of Lynchburg (left message), Wiley|Wilson:
 - Emergency Services notifies Police, Fire, VDEM



Thursday, 8-2-18, Flood Event

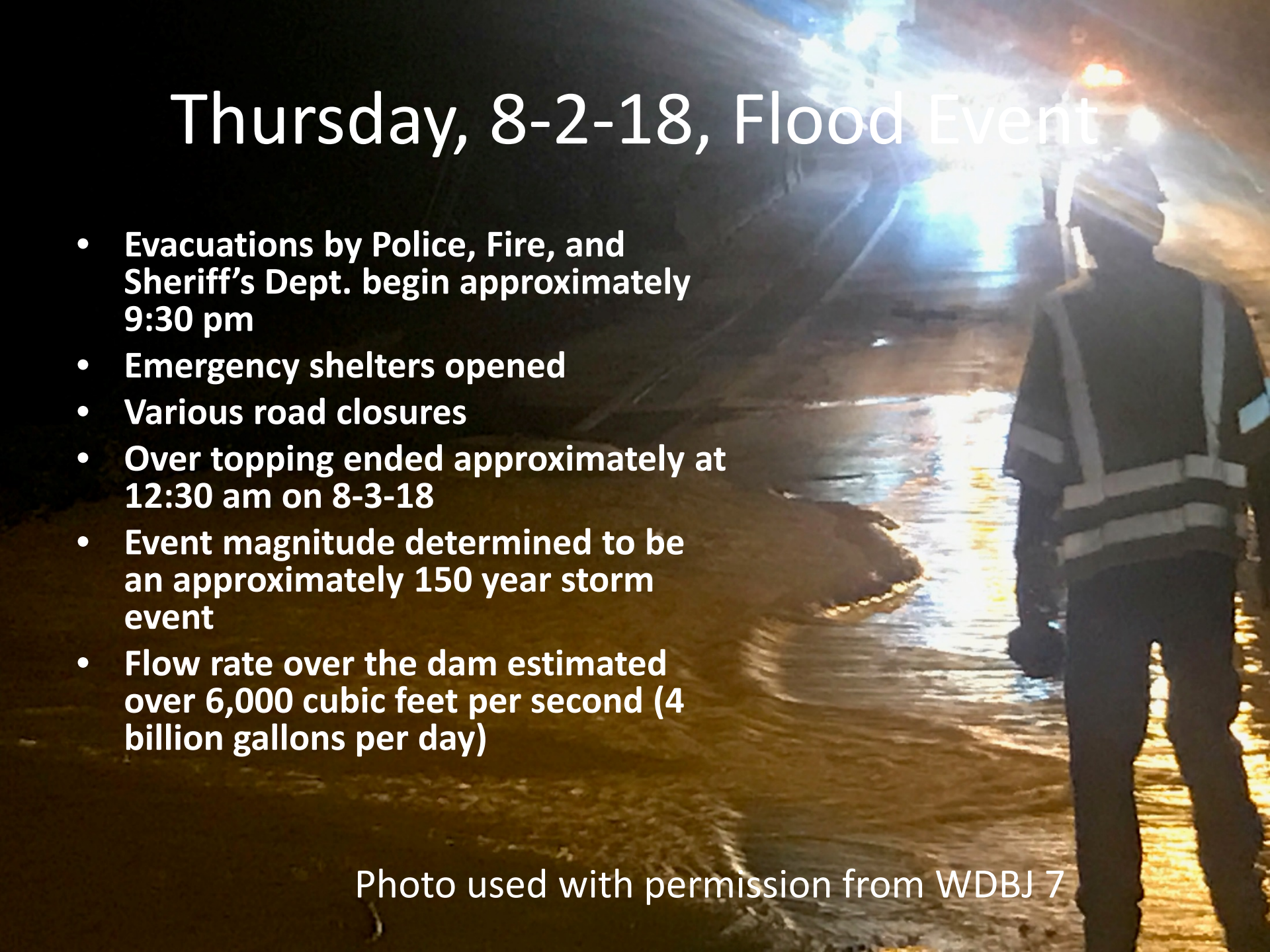
- **9:20 pm – Stage 3 Activated –
Water levels over the roadway –
noted dam breach was possible**
 - Notified Emergency Services, Selected Staff, NWS, DCR Dam Safety (left message), University of Lynchburg (left message), Wiley|Wilson: Emergency Service notifies Police, Fire, VDEM
 - Discussed evacuations with City Manager and Emergency Services



Thursday, 8-2-18, Flood Event

- Evacuations by Police, Fire, and Sheriff's Dept. begin approximately 9:30 pm
- Emergency shelters opened
- Various road closures
- Over topping ended approximately at 12:30 am on 8-3-18
- Event magnitude determined to be an approximately 150 year storm event
- Flow rate over the dam estimated over 6,000 cubic feet per second (4 billion gallons per day)

Photo used with permission from WDBJ 7



Friday, 8-3-18, Emergency Response

- Preliminary discussions with Greg Zamensky of Black & Veatch approximately 8:30 am
- Approximately 9:00 am meeting onsite with Wiley|Wilson and F.L. Showalter to perform dam inspections



Friday, 8-3-18, Emergency Response

- **1:00 pm meeting with:**
 - Keith Thompson, P.E., Wiley|Wilson
 - Robert Draper and Jim Jordan, F.L. Showalter (Contractor)
 - Greg Zamensky, P.E., Black & Veatch (tele-conference)
 - Water Resources staff

(Note: Greg Zamensky is Americas Practice Leader – Dams and Flood Control for Black & Veatch, also performed all hydraulic and hydrology work and prepared Emergency Action Plan and Inundation Mapping for College Lake)



Friday, 8-3-18, Emergency Response

- **Keith Thompson (Wiley|Wilson) reported results of dam inspection**
 - Severe erosion on downstream face of dam resulting in the undercutting and failure of rock wall and roadway, partial collapse of large Class III riprap face
 - Other areas of erosion and slope failure
 - Blockage of low level outlet with debris
- **Immediate concerns included:**
 - Water pressure on a compromised dam
 - Significantly higher risk of failure associated with another overtopping event

Friday, 8-3-18, Emergency Response

- **Greg Zamensky (Black & Veatch) recommended the following:**
 - Immediately remove debris blocking the low level outlet (debris could result in outfall becoming pressurized and further damage to the dam)
 - **Open the sluice gate on the low level outlet to:**
 - Relieve any water pressure being exerted on the dam
 - Provide additional upstream storage for future rain events
 - Monitor downstream for changes and weeps
 - **Evaluate emergency repair vs. temporary repair**
 - Emergency repair could be completed without DCR Dam Safety Alteration Permit - could be completed in 1 to 2 weeks but would only allow one-way traffic
 - Temporary repair requires a DCR Dam Safety Alteration Permit, must include plans for the repair, could be completed in 6 to 8 weeks but potentially allow both lanes to reopen
 - Dam needs to be monitored 24/7 until the lake is dewatered
 - Discuss plan with DCR Dam Safety and arrange an onsite meeting

Friday, 8-3-18, Emergency Response

- Wiley|Wilson to Coordinate with F.L. Showalter to remove debris at low level outlet
- Wiley|Wilson to provide an onsite representative for 24/7 monitoring through the weekend
- Water Resources' staff to consult DCR Dam Safety and describe our emergency actions and coordinate a meeting – DCR concurred with the plan
- Water Resources to mobilize to open low level outlet once low level outlet cleared



Friday, 8-3-18, Key Actions

- Discussed emergency plan with DCR including dewatering lake, they concurred with plan and will meet onsite on Monday (8-6-18)
- Staff left messages for Department of Environmental Quality (DEQ) regarding the emergency and potential associated environmental issues
- 3:00 pm press conference + intense media coverage
- Various planning meetings at Emergency Operation Center (EOC) and with city staff
- Decision made to proceed with temporary repairs to the dam in lieu of emergency repairs to restore two lanes on traffic on Lakeside Drive
- Approximately 7:00 pm confirmed that low level outlet cleared by F.L. Showalter
- Planned to open low level outlet Saturday (8-4-18) beginning at 7:00 am



Decision to Dewater College Lake

- Leading national expert on dam safety and flood control and the most familiar with the hydraulics and hydrology of College Lake stated should be done immediately due to significant public safety risk
- Supported by DCR Dam Safety (later reaffirmed after site visit)
- Public safety had to absolutely be the first priority (Canon 1 – ASCE Code of Ethics – Public Safety must be paramount)
- Dam Safety regulations revised in 2008 requiring all high hazard dams to withstand nearly a probable maximum precipitation (PMP) event (greater than once in 10,000 years) even if only one structure affected
- College Lake could withstand only a once in 25 year storm event – now compromised the risk of failure is much greater in an overtopping event – putting lives at risk
- There are structures, roads, trails, etc. in the Sunny Day Breach inundation zone

Saturday, 8-4-18, Emergency Response

- Water Resource crews on site to open the sluice gate
- Gate opened in increments to allow flow to stabilize, wash debris from low level outlet, and monitor the outfall and dam for signs of seepage or change
- Stem guides on sluice gate broke during operation
- Small weeps noted around outfall



Saturday, 8-4-18, Emergency Response

- Due to the construction of the sluice gate regulation of lake level and draw down rate was not possible but gate was opened incrementally to observe impacts to dam and outlet
- Gate was opened to between 50% and 75% - concern expressed about potential clogging
- Most of the draw down completed by approximately 3:00 pm, essentially only a stream by 8:00 pm
- Fish kill observed
 - Contacted numerous DEQ officials and notified Virginia Department of Emergency Management
- Maintained dam observation by Wiley|Wilson staff 24/7 throughout the weekend

Sunday, 8-5-18, Emergency Response

- Lake levels rose overnight adding to concern about clogging of outlet
- Called in staff to assist with opening the sluice to 100% open
- Sunday, 8-5-18 contacted Wetland Studies and Solutions, Inc. (WSSI) for assistance with environmental response
- Various Water Resources' staff onsite throughout the weekend



Monday, 8-6-18 thru Friday 8-10-18

- Focus Areas
 - Develop plans for temporary dam repairs
 - Environmental recovery
 - Regulatory involvement
 - Collaboration with University of Lynchburg
 - State and Federal assistance
 - Short and long term planning



Monday, 8-6-18 thru Friday 8-10-18,

Key Actions

- Lake levels still elevated – concerns rising about a clogged outlet
- Wetland Studies and Solutions, Inc. (WSSI) onsite Monday at 10:00 am
 - Walked perimeter of lake and mud flats to begin developing scope and plan for initial lake bed stabilization
- Meeting onsite with DCR Dam Safety officials and Wiley|Wilson at 11:30 am
 - Inspected dam and expressed concerns about low level outlet condition – needs inspection inside 3' x 3' outfall through full width of dam
 - Concerns about significance of erosion – need to remove pavement to determine extent of damage
 - Need to control street runoff onto the dam
 - Keep low level outlet clear
 - Needs temporary repair plan and alteration permit from Wiley|Wilson
 - Complete and submit inspection report in 30 days



Monday, 8-6-18 thru Friday 8-10-18, Key Actions

- Contacted Crofton Diving for assistance
 - Crofton understood the urgency and immediately agreed to help. Began demobilizing crew at another location and plan to be onsite Wednesday morning



Monday, 8-6-18 thru Friday 8-10-18,

Key Actions

- Crofton Diving onsite Wednesday morning, gate closed for low level outlet inspection
 - No significant structural issues found.
 - Collapsed barscreen and significant debris clogging in the upstream segment, resulted in jamming of gate partially open– Crofton removed barscreen and debris
 - Met Thursday to discuss next steps and how to control sediment leaving the lake
 - Developed a plan to install a riser section over intake to form shallow pool at lower end of lake
 - 8 foot diameter pipe to be used for riser section located in Dublin, VA



Monday, 8-6-18 thru Friday 8-10-18,

Key Actions

- Contacted Congressman Goodlatte's, Senator Kaine's, and Senator Warner's offices to brief them on situation and potential needs
- Contacted Virginia Secretary of Natural Resources office, spoke with Deputy Secretary Jennings
- Contacted DEQ Director and Director of Water Programs to brief them on situation and seek assistance
- Numerous discussions with various regulatory agencies
- Met with University of Lynchburg President, Dr. Ken Garren and Dr. Laura Henry-Stone to discuss short and long term options and collaboration between the City and University



Monday, 8-6-18 thru Friday 8-10-18, Key Actions

- Contracted CSE Crane Service to pick up pipe at 7:00 am Friday morning and provide cranes for placement of structure and riprap (large stone)
- Developed and submitted plan for installation of riser section to DCR Dam Safety for review and approval including revision to EAP
- Prepared riser pipe for installation
- F.L. Showalter constructed diversion channel on eastern side of the dam



Saturday, 8-11-18 thru Sunday 8-12-18, Key Actions

- Crofton Diving, CSE Crane Service, and City staff worked throughout the weekend to install and secure the riser structure – purpose of riser is to control lake level and minimize sediment transport





Next Steps

Meeting later this week with University of Lynchburg President and Board to discuss and ask approval of the following:

1. Authorize the University to work with the City to develop short and long term options for the lake bed
2. Permit the City to perform the work necessary on the lake bed for short and long term stabilization
3. Agree to collaboratively work with the City and others to develop options and phasing scenarios for wetlands restoration
4. Agreement to ultimately remove the dam and build a bridge over the Lake
5. Collaboratively explore various sources of funding including grants, creation of wetland mitigation banks, etc.
6. Permit the City to spread a wetland seed mixture (most likely by helicopter) to begin stabilization possibly as early as next week including the use the athletic fields at Faculty Drive for staging
7. Assist the City with long term monitoring of the Lake (also great opportunities for staff and students to be involved in the design, regulatory process, construction, various other hands-on opportunities)
8. Agree to a vision of transitioning the Lake to a Wetlands Learning Laboratory and destination for environmental exploration by citizens, students, and tourists; as well as become a model for best practices in the development of Wetlands Stream Restoration.

Next Steps

Wednesday Meeting with the following stakeholders onsite: Department of Environmental Quality, Department of Conservation and Recreation, Army Corps of Engineers, WSSI, Black & Veatch, Wiley|Wilson, University of Lynchburg, and City Staff. Key discussion points include:

- Coordination of all stakeholders: City, permitting agencies, private entities
- Discuss options for lake bed stabilization including: grade control structures, seeding, channel stabilization
- Coordination of short and long term strategies to obtain the most value
- Discuss downstream recover options



Next Steps

The following steps are still very preliminary and may change and evolve as we better understand the challenges associated with each:

1. Begin stabilization of existing lake bed with wetland seed mix – likely to be dispersed by helicopter, possibly next week
2. Continue work and modifications to temporary riser structure
3. Develop a longer term plan for low level outfall – current situation is very temporary
4. Focus projects on upper lake bed first and control erosion through lake bed likely by a combination of stream bed stabilization and grade control structures
5. Look at options to control float debris entering the lake
6. Seek state, federal, and private funding assistance
7. Move forward as quickly as possible with long term solution. Note plans for long term solution must be submitted to DCR by March 31, 2020

Challenges and Decisions

1. Very complex situation with multiple stakeholders
2. Construction in the lake bed is extremely difficult and costly
3. Managing the flow through the lake and particularly the low level outlet
4. Extremely maintenance intensive
5. Look at options to control float debris entering the lake
6. Move forward as quickly as possible with long term solution – hard deadline with DCR
7. Be prepared for a long process
8. Immediate decisions will need to be made regarding level of lake bed restoration, where funding will come from, and long term plans



Questions?

“I hope appropriate congratulations and appreciation have been distributed to your staff and emergency response personnel. Dam emergencies are rare and unusual. The fact that you were able to quickly and calmly evacuate all downstream residents is a testament to your organization.” ~ Greg Zamensky, P.E., Black & Veatch

“This was a text book example of how to execute an E.A.P.” ~ Scott Thomas, DCR Dam Safety

Photo used with permission from WDBJ 7

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 14, 2018**

AGENDA ITEM #: **2**

CONSENT:
ACTION:

REGULAR:
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Lynchburg Police Retention, Recruitment & Right-Sizing

KEY ELEMENTS:

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

RECOMMENDATION: No immediate action required.

SUMMARY: The Lynchburg Police Department will be presenting information on issues in the department related to retention of current officers, recruitment of new officers and right-sizing of staffing levels.

PRIOR ACTION(S): June 27, 2017: Presentation to Council on Lynchburg Police Department retention issues

FISCAL IMPACT: To be determined.

CONTACT(S): Chief Raul Diaz, 455-6104

ATTACHMENT(S): PowerPoint Presentation

REVIEWED BY: bms

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Lynchburg Police Department

RIGHT-SIZING, RETENTION and RECRUITMENT



Presentation to City Council
August 14, 2018

Agenda

- Analysis
 - Brief Review of Last Year's Presentation
 - Continuation of our ongoing Discussion
- Identification of Challenges
- Opportunities
 - Actions Taken
 - Proposed Actions
- Next Steps

Lynchburg Police Department says officers are leaving at an alarming rate

by Chris Hoffman | Tuesday, June 27th 2017



Lynchburg Police Department says officers are leaving at an alarming rate (WSET)

AA

LYNCHBURG, Va. (WSET) -- The Lynchburg Police Department says officers are leaving at an alarming rate.

ADVERTISEMENT



TRENDING

7 HOURS AGO

1 Woman arrested for murdering 1 child and shooting another in Tysons, police say

20 HOURS AGO

2 Environmentalist, city officials disagree over draining of College Lake

Review

- LPD has lost 306 officers since 2002
- 206 were voluntary resignations
- Equates to losing 18.5 officers per year for 16.5 years (12.5 voluntary resignations per year)
- The Department of Justice's Bureau of Justice Statistics indicates a 7.0% yearly turnover rate for similar-sized law enforcement agencies based on most recent 2012 study
- LPD averages since 2002 = 10.6%, since 2007 = 11.5%, over the last five years we are 13.6%

Review

- Operational staffing levels remain far below authorized 174
- Relative inexperience at all ranks
- Always in “training mode”
- Lose valuable relationships within the community whenever we lose an officer

Review

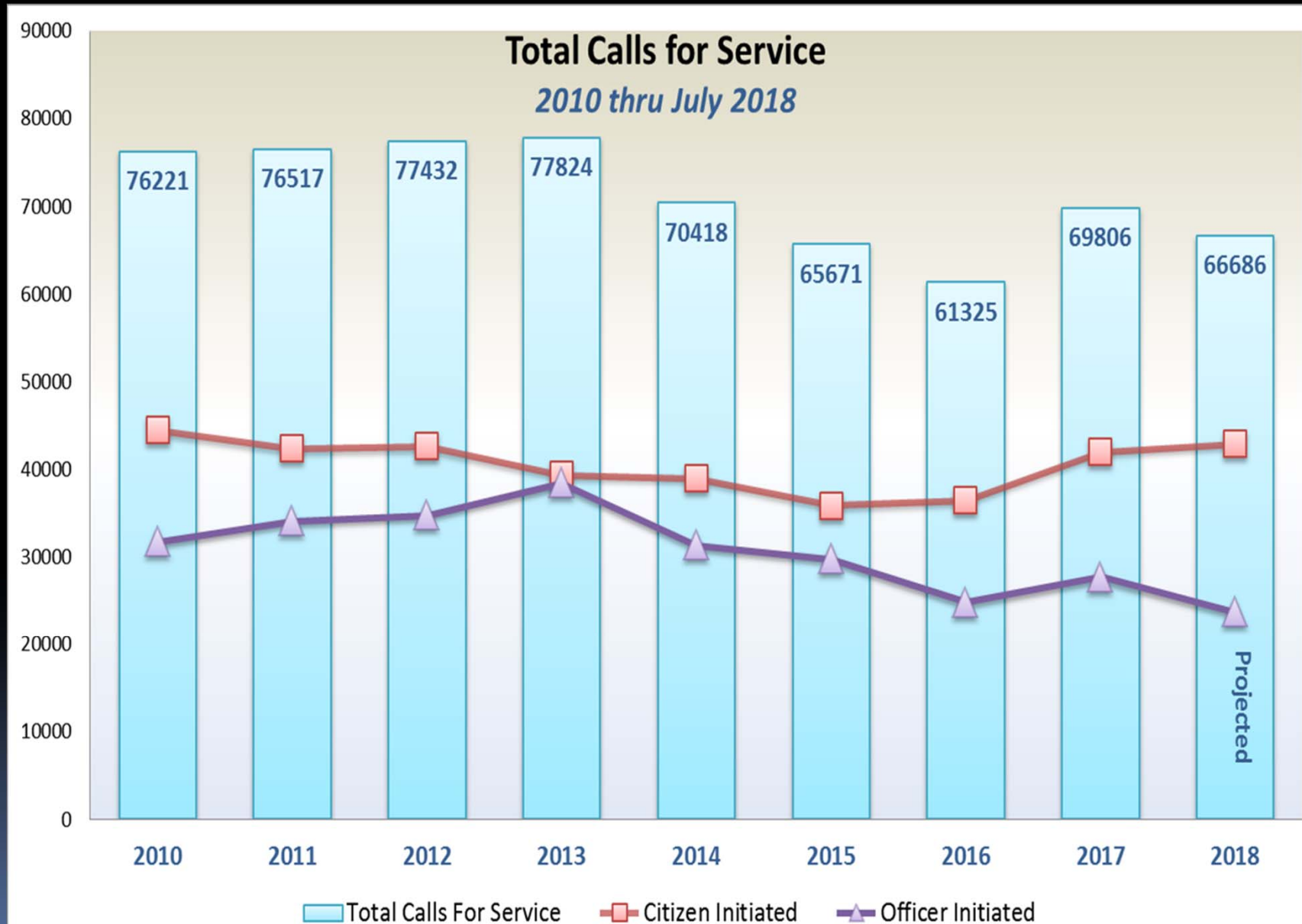
- Obstacles remain with recruitment, retention and right-sizing
- These challenges are not new, but continue to worsen without adequate resources and the changing demands on law enforcement
- Last year's presentation garnered support from Council leading to targeted pay adjustments to address retention
- Incremental step in the right direction still more work to do

Right-Sizing

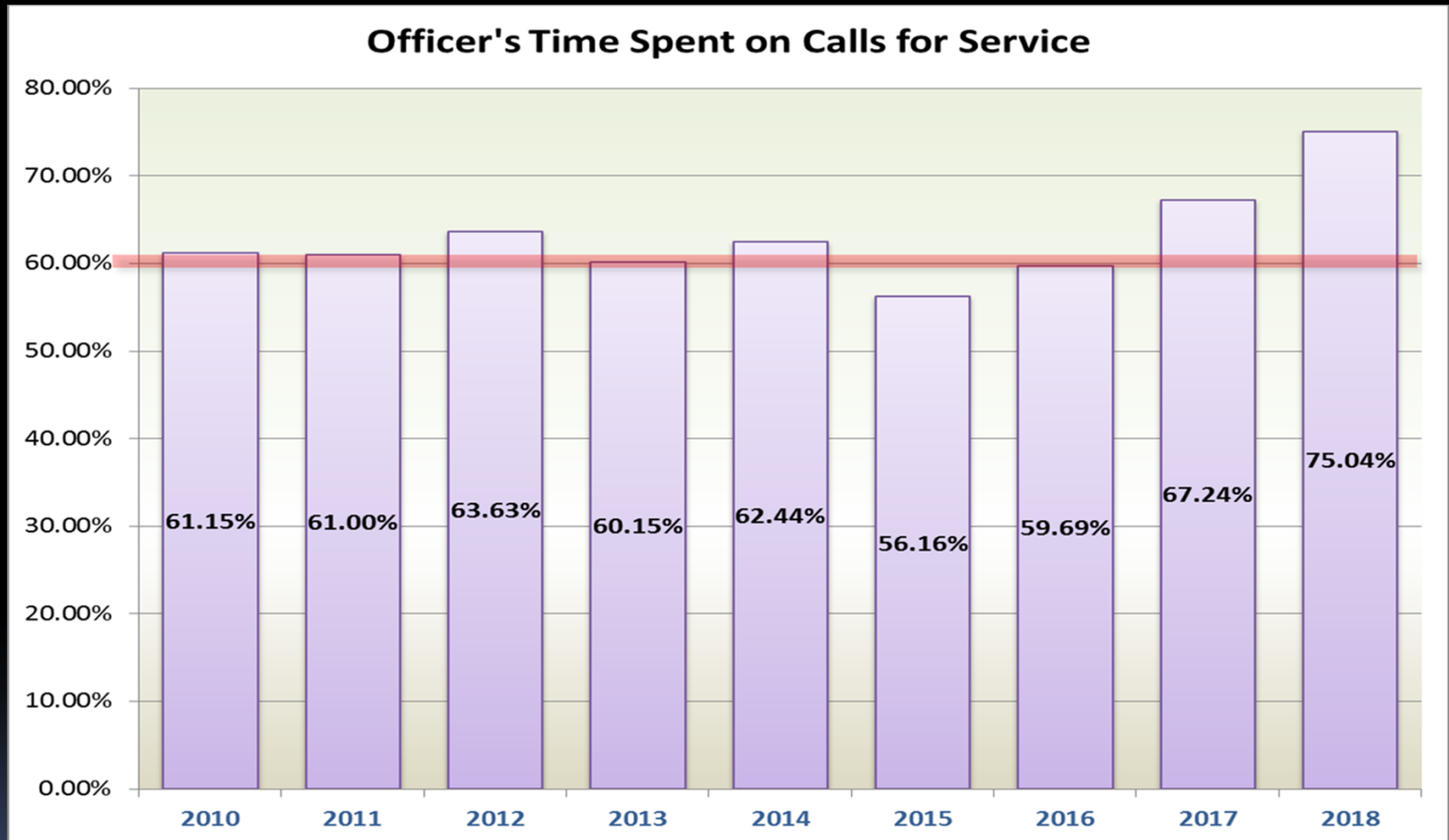
Factors for Right Sizing

- Number of Officers Authorized
 - Average Number and Time Spent on Calls
 - Technology
 - Best Practices
 - Request for More Police Services
 - Per capita #

Right-Sizing



Right-Sizing



- The International City/County Management Association (ICMA) recommends that sworn officer workload should not exceed 60%.
- Workloads above 60% force the Department to be reactive and greatly reduces the officers' ability to conduct proactive patrols.

Right-Sizing

- Technology- Blessing & Curse
 - Body Worn Cameras, Cell phones, Mobile Field Reporting, Electronic tickets, Digital Evidence, Officers Processing for DNA



Right-Sizing

- Best Practices / 21st Century Policing

Six Pillars of Policing / 59 Recommendations

- Building Trust and Legitimacy
- Policy and Oversight
- Technology and Social Media
- Community Policing and Crime Reduction
- Training and Education
- Officer Wellness and Safety



Right-Sizing

Increased demand for and participation in community engagement

- Partnership with the Boys and Girls Club - Badges for Baseball, Badges for Basketball, and Fun Fridays
- Salvation Army Christmas Kettle Campaign
- Citizen's Police Academy
- Neighborhood Watch Program
- Books and Badges; Kids and Cops Reading Program
- Criminology Class at E.C. Glass High School
- School Resource Officers
- Trailblazer Program
- Badges and Barbers
- Community Code Compliance Team
- YOVASO – Youth of Virginia Speak Out
- Fundraising for the Jubilee Center:
- Jubilee Center Benefit “Tug-Of-War”
- Chick Fil-A Safety Night
- R.A.D. – Rape Aggression Defense
- Shop-With-A-Cop
- Fundraising for Special Olympics
- American Cancer Society's Relay for Life
- Fundraising for the United Way
- Assisting Meals On Wheels – Thanksgiving
- Gleaning for the World
- Annual “Moustache for Kids” Fundraiser
- Lynchburg Loss Prevention Association
- Business/Residential Security Assessments

Right-Sizing

We also have LPD Officers on a number of local civic boards to include:

- *CASA Advisory Board*
- *Salvation Army Advisory Board*
- *The Exchange Club of Lynchburg*
- *Mental Health Association of Central Virginia*
- *The Lynchburg Optimist Club*
- *Big Brothers / Big Sisters*
- *Jubilee Center*
- *Commonwealth Autism Board*
- *Community Criminal Justice Board*
- *Horizon Behavioral Health Board*
- *Crisis Intervention Training Advisory Board*
- *Central Va. Traffic Safety Board*
- *Blue Ridge Regional Safety Board*
- *Regional Domestic Violence Coalition*

- *YWCA Advisory Board*
- *FBI National Academy Associates – Virginia Chapter*
- *FBINAA Lynchburg Alumni*

Other programs that the LPD is involved in on a consistent basis:

- *Bicycle Safety Programs*
- *For Kids Sake Safety Day*
- *Day in the Park*
- *Bowl for Kid's Sake*
- *Regional Cop Camp for Kids*
- *Car Seat Safety Checks*

Right-Sizing

Officers per 1,000 population

	Sworn Officers	Population	Officers/1,000
Charlottesville	123	48,019	2.56
Roanoke	258	99,837	2.58
Danville	135	41,130	3.29
Lynchburg	174	81,000	2.15

Retention

Retention Directly Related to Staffing

- Increased Demands with Fewer Officers
 - More with less
 - Robbing Peter to pay Paul for specialized units that are critical to building community – those resources have come from patrol
 - Community Action Team (CAT)
 - Special Investigations Response Team (SIRT)
 - Intelligence Unit
 - FBI Joint Terrorism Task Force (JTTF)
- Less Opportunity for Advancement
- Less Opportunity for Training
- Poor Work Life Balance

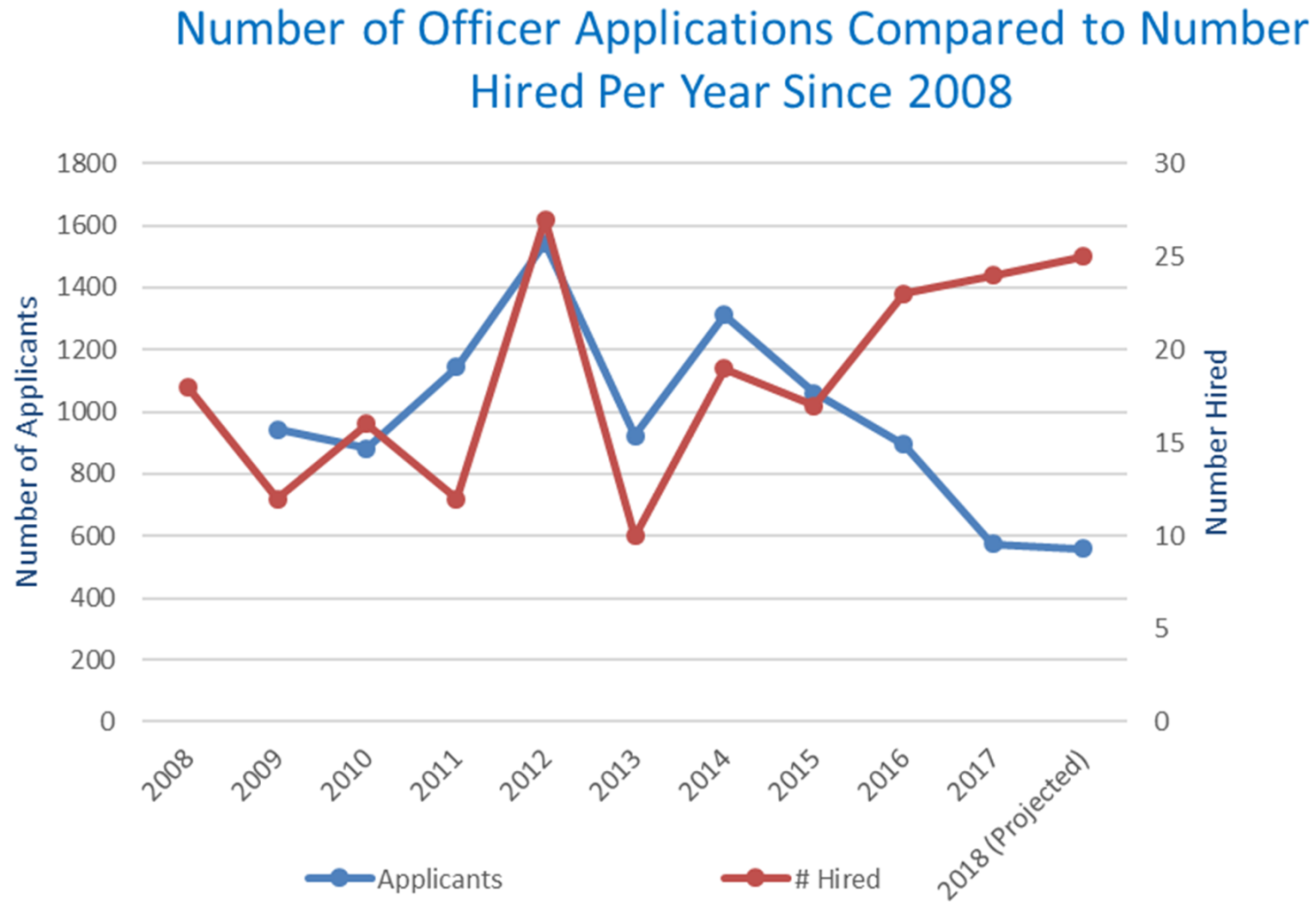
Retention

- National Trends
 - Diminishing Respect for Law Enforcement
 - Increased Violence Against Police Officers
 - Generational Trend of Transferring Job vs Career
 - Improved Economy
 - Compensation
 - Officers being asked to take on more roles

Recruitment

- New officers take approx. 9/10 months before they operate by themselves
 - Takes approx. 3 - 5 years before officers are fairly competent in handling most CFS
 - You can't teach experience, common sense and good judgment
- Cost associated hiring a new officer \$17,000

Recruitment



OPPORTUNITIES

Actions Taken:

- Targeted pay adjustment to address pay issues/compression at the PO II, PO III, Sgt, and Lt. levels
- New LPD building has been approved (3-5 year project)
- LPD has implemented employment contracts for new hires starting in July 2017 (3 years - \$10,000)
- Department has secured a modest clothing allowance for detectives and a boot allowance for patrol officers in the FY2018 budget
- Off-duty pay increase

OPPORTUNITIES

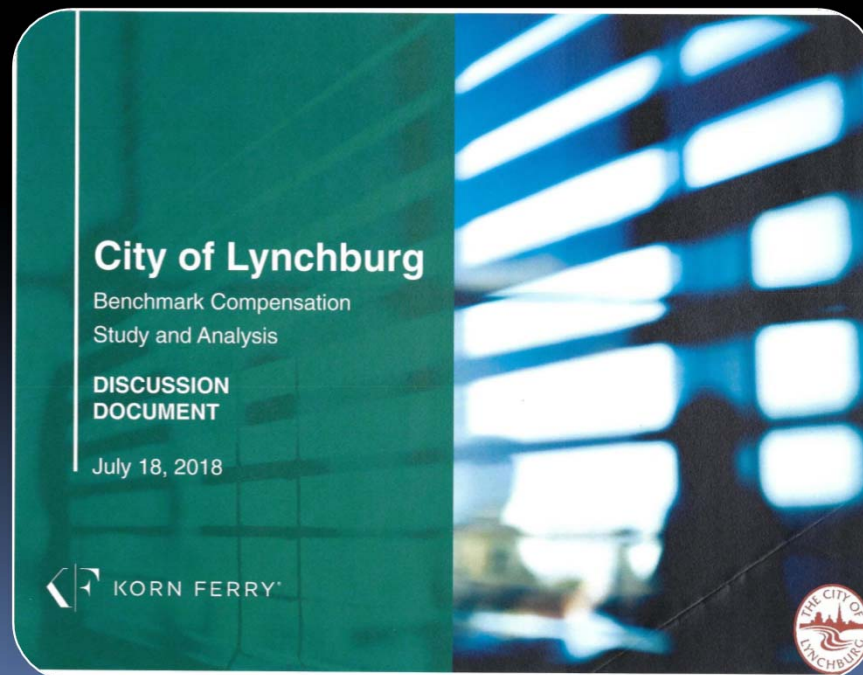
Actions Taken:

- \$5,000, Sign on Bonus for VA Certified Officers
 - Certified VA Officer 3 Years of Experience Minimum
 - Sign a 3-year Contract. \$15,000 Pay out for Breach
- \$1,000 Bonus to LPD employee bringing in a Certified VA Officer
- \$600 Bonus to LPD employee bringing in a Non-Certified VA Officer

OPPORTUNITIES

Actions Taken:

- City Wide Compensation Study
 - Pending Findings



OPPORTUNITIES

Proposed Actions:

- Increase staffing (Incremental)
- Take home car program
- Pay off a maximum of \$5,000 in student loan debt for any officer who stays an additional 5 years beyond their contract with the LPD
- Consider increasing VRS multiplier from 1.70 to 1.85 – currently 80 jurisdictions have adopted the 1.85 multiplier, including several in our region

OPPORTUNITIES

Proposed Action:

- Reinstate retirement health benefits for Officers 25 Years of Service
 - Retain experienced officers / More experienced officers on the road
 - 20 year officers will stay longer to retain insurance
- Based on outcome of City Pay Study, adjust compensation
- Implement a pay scale that includes a set wage progression giving officers an expectation of what their compensation will be during their careers

NEXT STEPS

- Identifying costs associated with proposed actions and prioritize implementation as we move towards FY2020 budget cycle
- Discussion with City Manager
 - Cost benefit analysis of training costs of new officers versus cost of implementing retiree medical benefits
- Time Table Implementation for Increased Staffing
- Outcome of City Pay Study
- Continued Discussion with City Leadership

NEXT STEPS

- Incorporate prioritized recommendations into FY2020 budget proposal (if not sooner)
- Keep City Council apprised of progress

CLOSING

- Thank you for your time and attention
- Ride-a-longs

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 14, 2018**

AGENDA ITEM #: 3

CONSENT:
ACTION:

REGULAR:
INFORMATION: **X**

WORK SESSION: **X**

CLOSED SESSION:
(Confidential)

ITEM TITLE: Code Compliance Programs Overview

KEY ELEMENTS:

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

RECOMMENDATION: Provide an update on Code Compliance activities in the Inspections Division of the Community Development department.

SUMMARY: At the June 5th, Physical Development Committee (PDC) meeting, Council members inquired about neighborhood concerns, blighted properties and what the City does to address the associated issues. Staff will provide an overview to Council on the following:

- **Property Maintenance Program:** Provides for the inspection of residential and commercial structures throughout the City to insure compliance with minimum standards of the building code. Inspections are conducted in response to complaints or as a follow up to an emergency event.
- **Vacant Property Registration Program:** Property owners annually register their derelict buildings, which are vacant for at least twelve (12) months, boarded (or required to be secured) and not connected to public utilities. The program provides resources to help proactively monitor and address exterior issues on the vacant properties, freeing staff to focus on occupied housing issues.
- **Residential Rental Property Inspection Program:** Provides for the systematic inspection of rental units located within the City's six (6) rental inspections districts to insure they meet basic building code requirements. The rental inspection program area includes the highest ratio of rentals in some of oldest housing units in the City.
- **Neighborhood Services Program:** Includes the inspection and enforcement of nuisance issues such as overgrown yards, illegal dumping and abandoned vehicles.

PRIOR ACTION: N/A

FISCAL IMPACT: None

CONTACT(S): Keith Wright, Neighborhood Services Manager/Property Maintenance Official
Kent White, Director of Community Development

ATTACHMENT(S): Presentation Slides

REVIEWED BY: raw

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Code Compliance Program Update

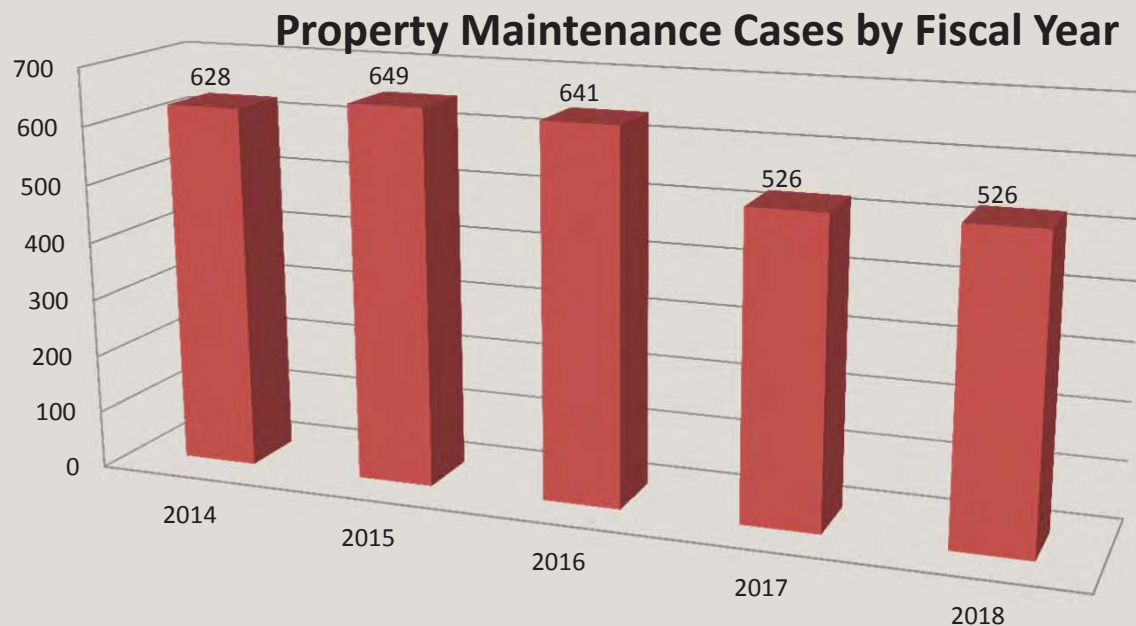
Presentation to City Council
August 14, 2018

PRESENTATION PURPOSE

As requested during the June 5th, Physical Development Committee (PDC) meeting, staff will provide an update on City programs to address concerns about safe housing and blighted properties.

Property Maintenance

- City Code provides for the inspection of residential and commercial structures throughout the City to insure compliance with minimum standards of the building code.
- Inspections are conducted in response to complaints.
- Cases often take significant time to address through the court process.



Property Maintenance - Exterior



- Objective is to work with owners to reach exterior compliance with City Code to prevent further deterioration from outside elements.



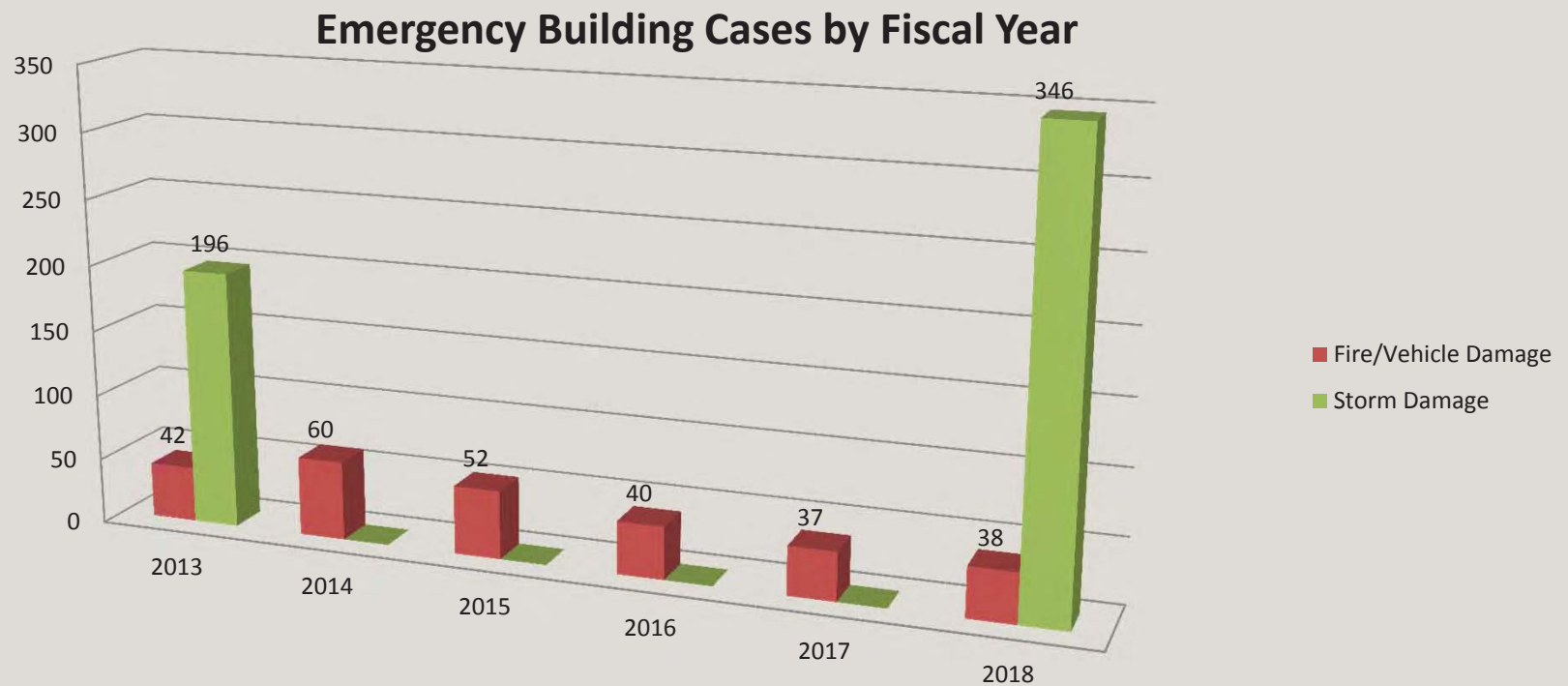
Property Maintenance - Interior

- Includes plumbing, electrical, mechanical and other interior conditions.



Emergency Response

- Staff respond to Emergency Services calls that impact buildings. These typically include vehicle and fire damage.
- In addition, staff assess damage and monitor recovery efforts following disaster events.
- Structures are monitored during the repair process to insure resident safety.



Response to Fire and Police Calls



- Provide damage assessments for structures impacted by emergencies

Tracking Damage Assessments



- Staff tracking progress on over 350 damaged structures from recent emergency events.

Vacant Building Registration

- There are limited regulatory provisions available to local government to address vacant buildings.
- The properties have traditionally been a source of numerous complaints from residents. Prior to registration program, staff responded on a complaint basis.
- The City invests over \$50,000 annually in resources to address issues with vacant and foreclosed buildings.
- In 2017, City Code was reauthorized to require owners to annually register buildings which have been vacant for 12 months and not connected to utilities. The cost of the registration is \$100.
- Staff monitors the properties every quarter to insure the structures are secured and the weeds are maintained. This regular monitoring has reduced resident complaints to our office.
- The program shifts a portion of the City's costs from the taxpayer to the property owner.



Vacant Property Registration By the Numbers

2018 Totals: 392 Vacant Structures billed

\$14,000 collected (to date)

2017 Totals: 209 Vacant Structures billed

\$21,000 collected



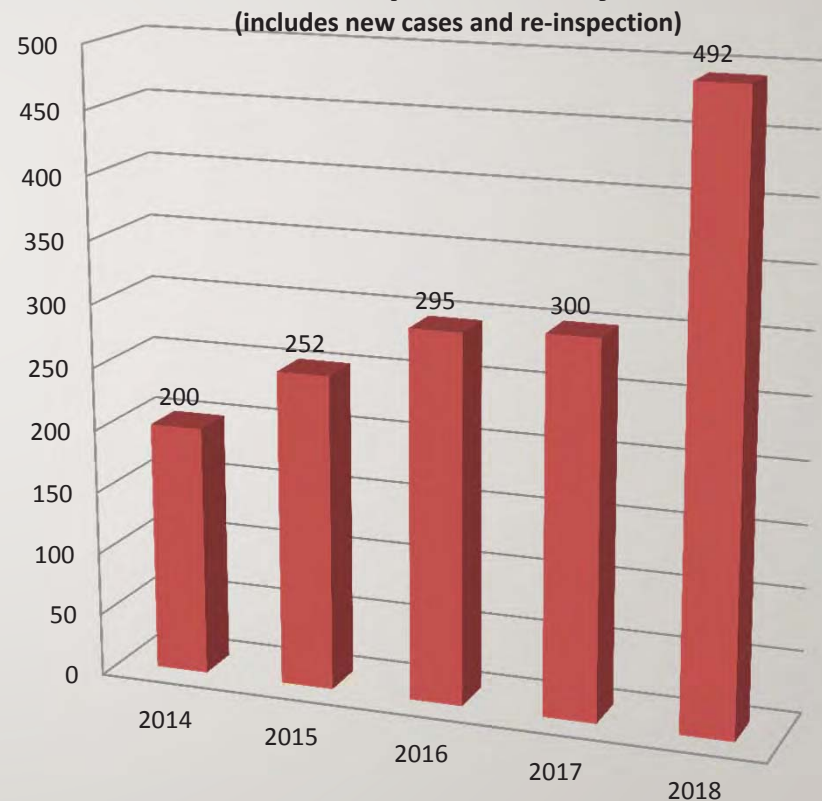
- Additional revenue used to support part time staff to monitor the properties.
- ~ 2% of existing owners have repaired or are currently repairing their properties.
- 40% of the properties that were registered as vacant or being monitored have changed ownership within the last year.



Rental Inspection Program

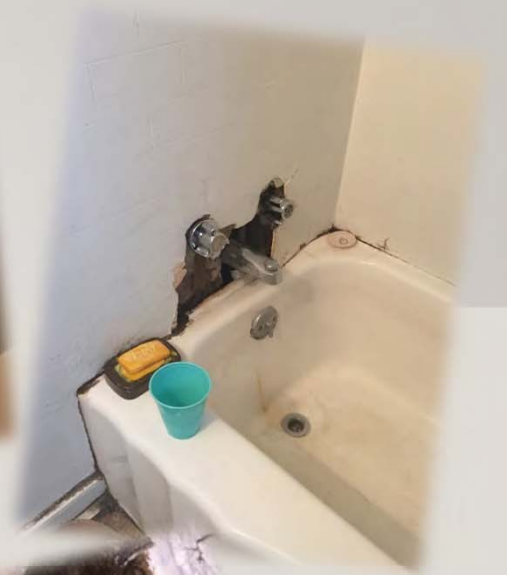
- Residential rental properties in 6 rental inspection districts are inspected periodically to determine if they are being maintained with the City's minimum building code standards.
- The inspection districts include the highest ratios of renters, the oldest housing units and residences and the highest concentrations of converted in single-family homes in the City.
- The rental inspection program is our only proactive code compliance effort. Inspections are scheduled randomly from a list of registered rental properties. There is a \$50 charge for the initial rental inspection. The first follow-up inspection is no charge; subsequent inspections are \$50.
- If no violations are cited or minor violations abated within a reasonable time, a 4-year waiver and a Certificate of Compliance are issued. If violations are not abated within a reasonable period of time or if the repairs performed are likely not to withstand a minimum performance duration, a 1-year Certificate of Compliance is issued.

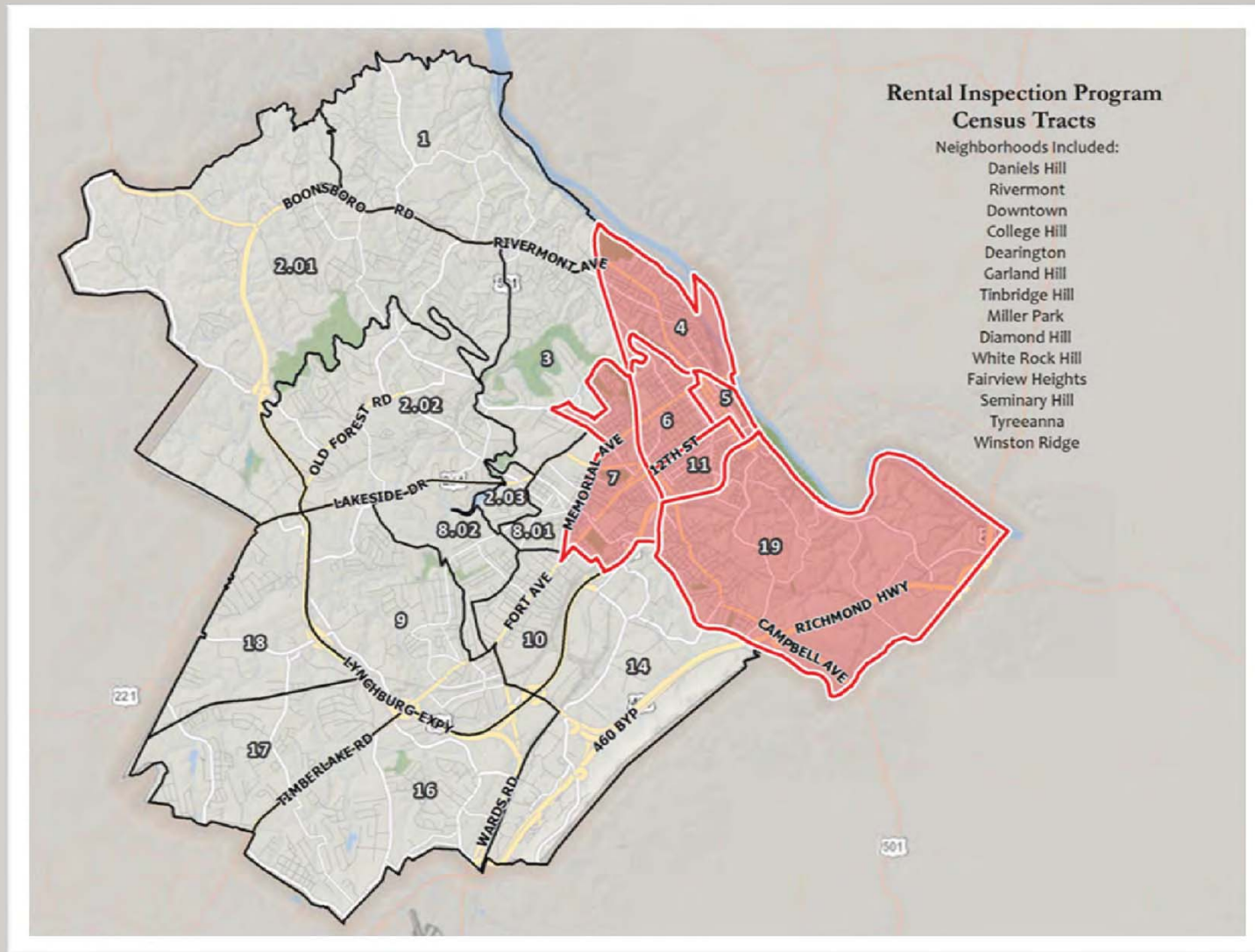
Total Rental Inspections by Fiscal Year



Rental Inspection Program - Why It's Important

- Certified housing inspectors serve as resources to both the landlord and tenant.
- Inspections frequently identify safety issues that often go unnoticed.
- Many of the rental units in this area are often conversions of the oldest and most blighted homes that are repaired enough to meet basic codes and move tenants into the unit.
- Tenants may not complain because:
 - They may not be aware of their rights;
 - Language barriers or disabilities;
 - Fear of landlord retaliation; or
 - They have limited income to relocate.

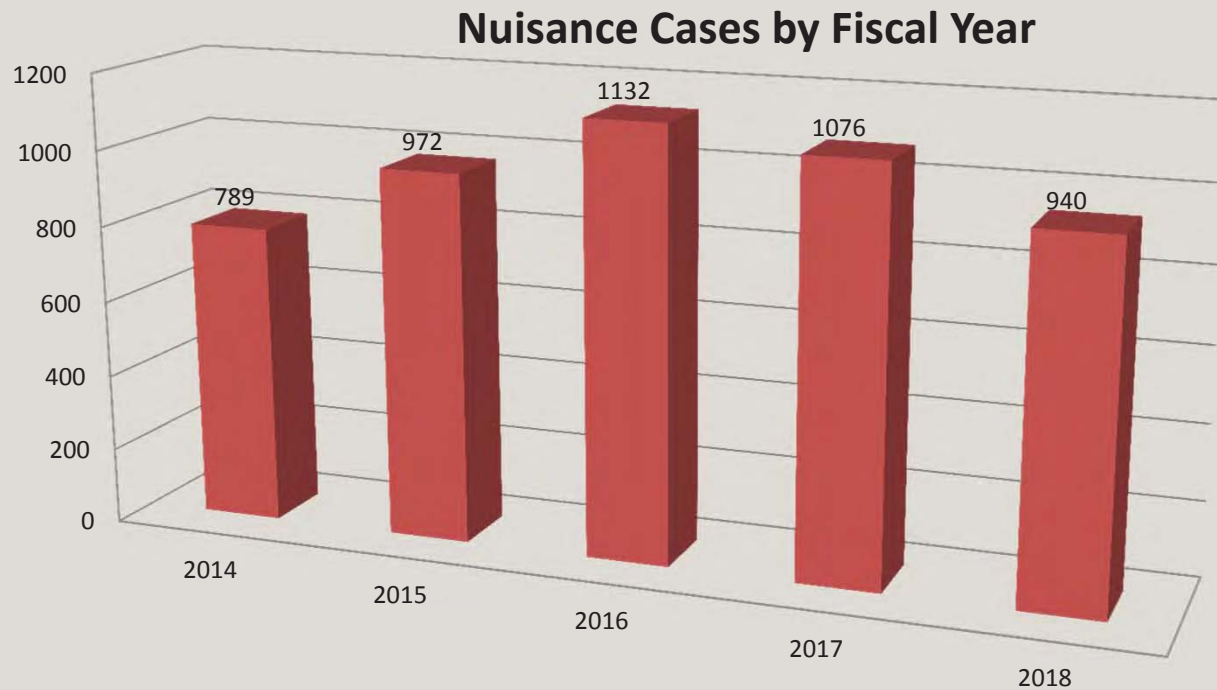




- There are an estimated 3,800 rental units in the rental inspection districts.
- In FY 2018 staff inspected 408 new apartment units, the most in a decade.
- However, even if all units received a 4-year waiver, staff would need to inspect 950 units per year to keep up with the current demand!

Public Nuisances

- Includes tall weeds, inoperable vehicles and trash concerns on private property.
- Inspections are conducted in response to complaints.
- If violations are not addressed within allotted time, the City will abate the issue and bill the owner accordingly.



Overgrown Lots

FY 2018 Cases - 710



- "Weeds" over 12 inches in height, excluding trees, ornamental shrubbery, vegetable and flower gardens purposefully planted and maintained.
- Complaints often coordinated with Public Works for hedges that extend into right-of-way

Abandoned/Inoperative Vehicles

FY18 Cases - 96



Before



After

- Vehicles must be in running order, and have valid/current state tags/inspection.
- The Police Department addresses improperly tagged vehicles on City streets.

Illegal Dumping

FY 2018 Cases - 134



- Includes household trash and abandoned material. Does not include items of a personal nature such as children's toys, bikes, and other similar items.
- Public Works manages illegal dumping issues in City right-of-way and on public property.

Challenges to Achieving Compliance



- Out-of-state or deceased property owners
- “One man’s junk is another’s treasure”
- Violations vs. Aesthetics
- Private trees and private hedges
- Private disputes
- Limited Resources
- Weather

Successes

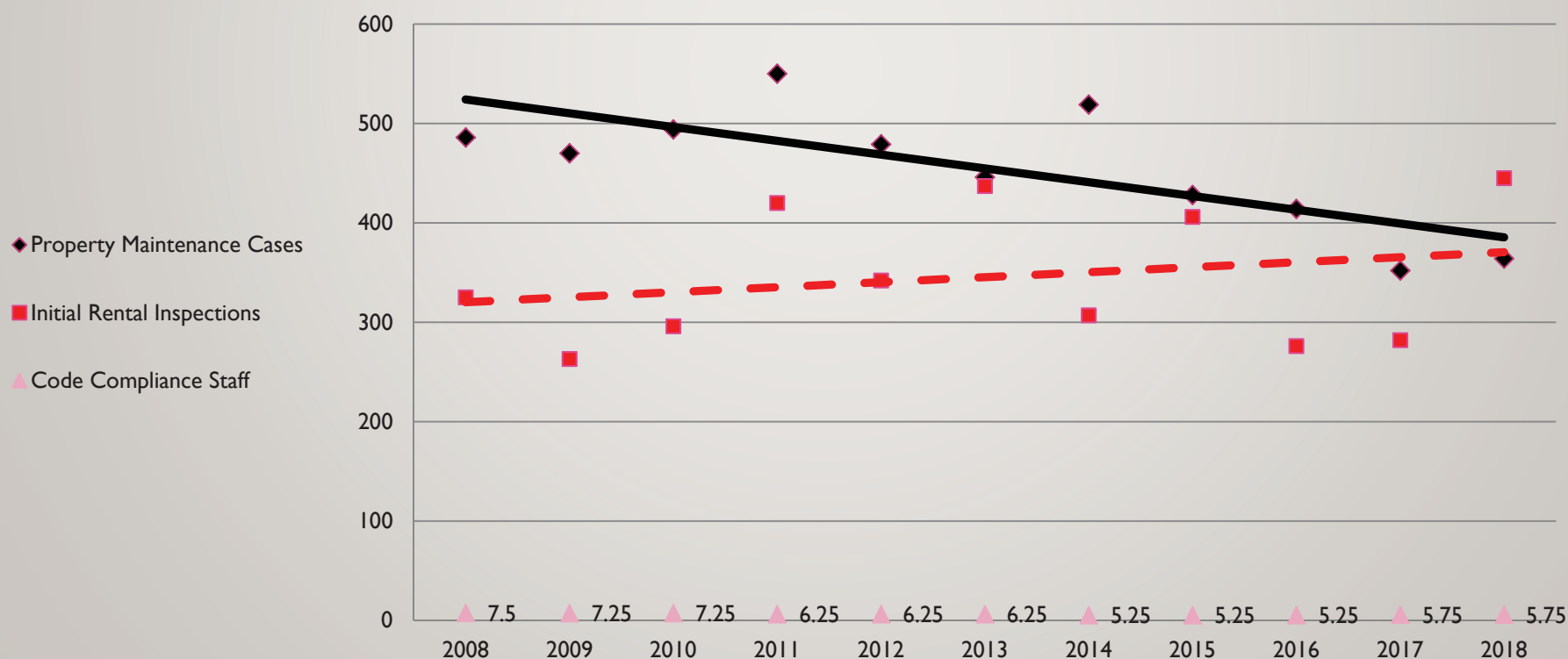
- Code Compliance education/relationship building via neighborhood walk-throughs.
- Last year's vacant building inventory exercise allowed us to also practice for emergency damage assessments.
- Reorganized and cross-trained inspectors to assist with all Code Compliance programs as well as some zoning issues (i.e. occupancy and illegal business) that arise in neighborhoods.



Successes

- The addition of part time staff paid for by vacant building registration fees is helping to reduce some vacant building complaints and increase Rental Inspection Program cases.
- The number of new Property Maintenance cases is trending downward as the number of new Rental Inspection Program cases increase.

10-Year Trend: Rental Inspections to New Property Maintenance Cases



QUESTIONS, COMMENTS, OBSERVATIONS

CODE COMPLIANCE PROGRAM UPDATE



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// A regular meeting of the Council of the City of Lynchburg was held on the 22nd day of May, 2018, at 4:00 P.M. in the Council Chamber, City Hall, Joan Foster, President, presiding. The following Members were present:

Present: MaryJane Dolan, Jeff S. Helgeson, J. Randy Nelson, E. J. Turner Perrow,	7
Treney Tweedy, Sterling A. Wilder, Joan F. Foster	
Absent:	0

// Mayor Foster presented a Proclamation for National Public Works Week to Gaynelle Hart, Director of Public Works and Public Works employees. Mayor Foster stated citizens have been sending emails of thanks for their outstanding services to the City. Ms. Hart stated that the Public Works employees loved their jobs and enjoyed working for the City.

// Ashley Kershner, Executive Director of the Downtown Lynchburg Association provided the Downtown Lynchburg Association (DLA) Annual Report. Ms. Kershner stated during Council's deliberations on the FY 2019 Proposed Budget Council asked for an annual report. Ms. Kershner's presentation highlighted the following:

- Mission – to create a strong, vibrant, and welcoming downtown with a unique and historic character
- Core Values are guiding principles which includes:
 - o Passion for a vibrant and unique downtown
 - o Dedication to inclusivity
 - o Enthusiasm for historic preservation
 - o Integrity in all we do
 - o Foster collaboration in a strong downtown community
- The 2017 Strategic Goals include:
 - A. Establish our organization as the “Champion for Downtown”
 - B. Increase the number of visitors to Downtown Lynchburg and improve visitor experience
 - C. Create a unique, vibrant, refreshed annual program of events that highlight the strengths of today's downtown
 - D. Create a business-friendly environment in Downtown Lynchburg
 - E. Increase sustainable funding to expand organization impact

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Ms. Kershner shared the City of Lynchburg Master Plan results as follows:

- F. Received 913 survey responses
- G. Reached 500+ individuals in-person
- H. There were 2,000 Downtown 2040 website visits
- I. Over 20,000 pieces of usable data

Ms. Kershner stated in looking ahead the downtown 2017 projects will continue and in 2018 the following new projects will be added; 1) Wayfinding and Parking Signage, 2) Downtown Gift Card Program, 3) Adopt-A-Block Program and 4) Business Recruitment.

Council shared comments from the Downtown Lynchburg Association report. Council Member Helgeson mentioned zoning parking requirements for apartments. Also, he stated he did not like the signs to only state when you can park. Ms. Kershner responded this has already been taken care of so the signs will state permit parking only at other times. Council Member Perrow commented that the parking piece is excellent but mentioned he would like the "Hopper" route shown on the parking map as well. Several Council Members stated they would like to be invited to the meetings. Ms. Kershner stated there is not a fee to join and all downtown businesses are welcome into the organization so that everyone is informed of what is going on downtown and all businesses are included in the marketing and media notices. Council Member Nelson thanked Ms. Kershner for the report and the meetings. He also mentioned he would like to include the businesses on Fifth Street as part of the downtown family. Several Council Members commented on the signage and were excited about the Adopt-A-Block Program.

// City Manager Bonnie Svrcek introduced Airport Director Mark Courtney, Airport Commission Chair Bert Dodson and Vice Chair Bob Day. Airport Director Mark Courtney provided information regarding the airport recommendations to consider from the Lynchburg Regional Airport Commission Advisory Board regarding the expiring lease with Aviation Resources, Inc. dba Virginia Aviation. Mr. Courtney provided a brief summary of the history of this lease agreement and the negotiations to date for extending the lease. Mr. Courtney stated that the Airport owns the Fuel Farm. In July 2013 Council approved the Virginia Aviation 5 year option. Mr. Courtney went on to say to ensure that a competitive FBO environment would continue at LYH, new language prohibiting the assignment, sale or transfer was added and a new provision inserted: "in the event that Virginia Aviation is sold, consolidated, merges or is acquired by another entity, this Lease Agreement shall automatically terminate." Mr. Courtney stated that Aviation Resources was created in 2014, when Freedom Aviation LLC purchased Virginia Aviation. Previously, Freedom Aviation and Virginia Aviation operated as separate FBO's at the airport. Freedom Aviation is a subsidiary of Liberty University. Mr. Courtney explained to City Council he began meeting with Freedom Aviation President Andrew Wallace to discuss the lease renewal. This lease was in place until April 2014,

when Freedom Aviation requested Council approval for Virginia Aviation assignment to Freedom Aviation for negotiating the lease.

Airport Commission Chair Bert Dodson and Vice Chair Bob Day spoke to Council about their recommendations. Their concerns are that retail fuel volume is down, excluding fuel used by Liberty University for its aeronautics program and other flights. Mr. Dodson stated the city airport is a public investment by the citizens of Lynchburg.

Mr. Bob Day, Vice Chair, gave the following report on the Airport Commission meeting that was held on April 30, 2018:

- As Is: When you look at the airport, what do you see?
- Should Be: When you think of the airport in 5 years, what do you want to see? You should see Activity, Vitality and Growth
- Do not see competition – We have 2 FBO's but one owner; Fuel prices are high, fuel retail volume is down and FAA encourages action to achieve reasonable prices.
- Lease Renewal has 3 Alternatives
 - A. 5 Year Option Renewal
 - Comfortable with single FBO, may require pricing actions
 - B. Do not renew
 - Favor FBO competition, may require monthly extension
 - C. Renew for less than 5 years
 - Favor FBO competition, but proceed at measured pace
- When you think of the airport in 5 years, what do you want to see?
 - A. Stability and vitality – lean towards the status quo and Alternative "A"
 - B. Growth and competition – lean towards Alternative "B"
 - C. Competition measured pace – lean towards Alternative "C"
- Measured pace:
 - A. Acknowledge business planning (1-5 years out)
 - B. Avoid airfield disruption
 - C. Avoid month-month leases

Mr. Day stated the Airport Commission's unanimous recommendation is as follows:

- Renew the lease for one year - do not disrupt Virginia Aviation's current business plan
- Proceed to an open competitive environment – solicit inquiries about lease and fueling; draft RFP for comment in early FY 2019; release RFP in Spring 2019 and award lease in June 2019.

After explaining the Airport Commission recommendations, Mr. Day stated the Airport Commission determined the business base at the airport was sufficient for a competing FBO. The recommendation is to renew the Virginia Aviation lease for one year and proceed forward with competition for next year.

Council Members had several questions regarding the lease. Council Member Helgeson stated he appreciates the desire for competition, but the Commission was opposed to competition when this matter appeared before Council several years ago. He further stated that he is surprised that information was not provided prior to the meeting. Council Member Wilder asked if we knew the lease was about to expire, why did we not do a bidding process earlier instead of waiting so close to the expiration date?

Council Member Perrow asked who was in charge of the presentation. If this is listed as an RFP, what is the basis of selection in choosing one group over another? Mr. Courtney stated it is based on Virginia Aviation lease from 1999. Council Member Perrow also asked how the process would work if an RFP was chosen.

Vice Mayor Tweedy raised a question about how and why fuel plays such a central role in this presentation given it is a separate entity. She stated she does not understand how fuel prices will be impacted by the proposed plan. Is the business base sufficient to support a competitor? The Commission found that it can support a competitor.

After Council discussion, Council Member Nelson stated he was in favor of the one-year extension recommended by the Airport Commission because he was concerned about deficits in the current lease, such as requiring financial statements and customer surveys. Mr. Courtney responded that he did not recommend the inclusion of customer surveys because they were too difficult to standardize. Council Member Nelson also told his fellow council members he thought an additional FBO would not deter a new airline from expanding to Lynchburg, but would enhance the probability. He went on to say that competition is a good thing. Council Member Nelson made a motion to renew the lease for one year. That motion failed for lack of a second. Council Member Helgeson made a motion, seconded by Council

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Member Perrow to approve Option "A" 5-year option renewal. Council by the following recorded vote approved Option "A" for a 5-year option renewal:

Ayes: Dolan, Helgeson, Perrow, Tweedy, Wilder, Foster 6

Noes: Nelson 1

// Due to time constraints the Update on Thriving City Initiative was postponed until the June 12, 2018 work session.

// During roll call Council Member Helgeson mentioned about Parking for downtown apartments, would like them to have a parking requirement, and he mentioned to allow hunters to hunt the nuisance species like coyotes.

// Vice Mayor Tweedy mentioned her participation in the E.N.O.U.G.H. (Empowering Neighborhoods to Overcome Undesirable behavior Gives us Hope) Initiative program. This meeting is held each Wednesday evening.

// Mayor Foster mentioned how there is still a lot of debris and she knows Public Works is working hard on removing the debris. Citizens have also expressed appreciation for the Public Works staff.

// City Council recessed the meeting at 6:30 p.m.

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

The following Members were present:

Present: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 7

Absent: 0

Council Member Nelson gave the Invocation, followed by the Pledge of Allegiance.

// Mayor Foster and Vice Mayor Tweedy presented Certificates of Recognition to the 2018 Citizens Academy Graduates which consist of 28 graduates. JoAnn Martin, Director of Communications and Marketing explained the program and how much the citizens enjoyed the Citizens Academy.

// In the matter of Budget, Resolution #R-18-033, laid over from the May 8, 2018 meeting, was again presented and read, adopting the FY 2019 Mandated and Contractual External Service Providers Budget and appropriating \$8,100,370 for this budget. On motion of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote adopted the Resolution:

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

Noes: 0

// In the matter of Budget, Resolution #R-18-034, laid over from the May 8, 2018 meeting, was again presented and read, adopting the FY 2019 Discretionary External Service Providers Budget for Amazement Square \$200; Central Virginia Alliance for Community Living \$15,000; and Central Virginia Community College Board (CVCC) \$1,942 for this budget. On motion of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote adopted the Resolution:

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

Noes: 0

// In the matter of Budget, Resolution #R-18-038, laid over from the May 8, 2018 meeting, was again presented and read, adopting the FY 2019 Greater Lynchburg Transit Company Budget and appropriating \$8,277,373 for this budget. On motion of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote adopted the Resolution:

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

Noes: 0

// In the matter of Budget, Resolution #R-18-039, laid over from the May 8, 2018 meeting, was again presented and read, adopting the FY 2019 Operating Fund Budgets for other funds and appropriating the sums of each fund. On motion of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote adopted the Resolution:

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

Noes: 0

// In the matter of Budget, Resolution #R-18-041, laid over from the May 8, 2018 meeting, was again presented and read, adopting the FY 2019 Capital Budget and appropriating \$30,001,938 for the City Capital Projects Fund, \$4,195,000 for the Schools Capital Projects Fund, \$3,200,000 for the Airport Capital Projects Fund, \$7,902,000 for the Water Capital Projects Fund, \$4,476,000 for the Sewer Capital Projects Fund, and \$3,320,000 for the Stormwater Capital Projects Fund. On motion of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote adopted the

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Resolution:

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

Noes: 0

// In the matter of Budget, Resolution #R-18-043, laid over from the May 8, 2018 meeting, was again presented and read appropriating \$50,000 of the FY 2019 Reserve for Contingencies funding for use by the City Manager for the fiscal year beginning July 1, 2018 through June 30, 2019. On motion of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote adopted the Resolution:

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

Noes: 0

// In the matter of Schools, a continuation of public hearing was held regarding City Council Report #12 to receive input from citizens regarding appointments (or reappointments) to vacancies that will exist June 30, 2018, in School Board Districts 1, 2, and 3. Mayor Foster read the school board appointment volunteers list into the record. Current school board members to be reappointed or replaced with two additional volunteers added to School District 1 that spoke at the meeting.

- Mr. Derek L. Polley, School District 1 (Not willing to serve again)
- Ms. Sharon Y. Carter, School District 2 (Willing to serve again) - spoke at May 8th meeting
- Ms. Katie Snyder, School District 3 (Willing to serve again) – spoke at May 8th meeting

School District 1

- Mr. Anthony B. Andrews – spoke at May 8th meeting
- Mr. Belle Evans – sent a letter indicating interest (conflict with another event on May 8th)
- Mr. Andrew E. Taylor – spoke at May 8th meeting
- Mr. Rory P. Lee-Washington – sent a letter indicating interest (conflict with another event on May 8th)
- Mr. Michael Staton - spoke at May 22nd meeting
- Ms. Nigro Rosanayasom - spoke at May 22nd meeting

School District 2

- Mr. Jeffrey W. Horsley
- Mr. Lewis A. Lee, Jr. – sent a letter to withdraw his name

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- Ms. Nakesha R. Moore – spoke at May 8th meeting
- Ms. Consuela M. Mosley – spoke at May 8th meeting

School District 3

- Dr. Atul Gupta – spoke at May 8th meeting

There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Helgeson, seconded by Council Member Nelson, and Council by the following recorded vote agreed to close the public hearing on the School Board appointments and schedule interviews:

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

// In the matter of Community Development - Zoning Amendments, a public hearing was held regarding City Council Report # 13 outlining the petition of Willoughby Properties to amend the Future Land Use Map (FLUM) from Institutional to Traditional Residential and to rezone approximately one and fifty-five hundredths acres from R-3, Medium Density Residential District to R-4, High Density Residential District at 2001 Rivermont Avenue and 211 Hawes Street to allow the conversion of the existing buildings into apartments with associated parking.

City Planner Tom Martin provided a summary of request for rezoning. The property was annexed into the City from Campbell County in 1908. The property is approximately 1.55 acres. The original structure was built in 1909. The property was sold to Seven Hills School in 1959 when it opened. In 1965, a gymnasium and additional classroom spaces were constructed. Seven Hills School operated at this location until June 30, 1995 when it closed. The property was then transferred to the Virginia School of the Arts, which subsequently closed in 2011. The property was then transferred to a private owner in 2011 and later sold to the current petitioner in December 2017.

The property is located in the City's historic district. The Historic Preservation Commission approved the Certificate of Appropriateness on February 27th of this year for parking lot, walkway, lights and dumpster enclosure. . Since the petitioner is proposing to use state and national tax credits, all improvements are subject to the approval of the Virginia Department of Historic Resources. The property is currently zoned as an R-3, medium-density, residential, which allows for the use of this property as 1-2 units. The petitioner is asking for the adaptive reuse of this property as apartments subsequently rezoning to R-4 multi-family residential which would permit for 21.78 units per acre. The city's Transportation Engineer had no comments of concern after reviewing the proposed petition. The submitted concept plan would be one space per unit in addition to 22 off-street and 8 on-street parking spaces.

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The Planning Commission conducted a public hearing on April 11, 2018 and recommended approval of the Future Land Use Map amendment and rezoning. After the public hearing, the petitioner offered to voluntarily proffer that the property would be developed for no more than 20 units and it would also be designed with the site plan in mind. Mr. Martin stated the issues before Council tonight are the Future Land Use Map amendment and the R-4 conditional rezoning.

Mr. Hank Creasy an Attorney with Wood Rogers Edmunds & William spoke on behalf of the applicant Willoughby Properties, LLC. Mr. Creasy stated that the property located on Rivermont Avenue is zoned R-4 and is consistent with the Comprehensive Plan. The project will bring a vacant, blighted property in a local historic district to a new adaptive use that fits with other properties in the neighborhood. He went on to say this is a good project and asked Council for approval of the FLUM and the R-4 Conditional rezoning.

14 individuals spoke in favor of the motion and comments included the following:

- Support for the historical restoration process
- The redevelopment is good for the community and neighborhood property values
- Community members spoke about meeting the building owner to restore the building and create up-scale apartments
- Brings millennials and senior citizens living in the apartments.

15 individuals spoke in opposition to the motion and comments included the following:

- Letter read from Sonya Ingram (Manager of field services of Preservation Virginia) asking Council to postpone rezoning proposed property until all citizen issues are investigated and resolved.
- Single-family residence would be a better choice than multiple apartments
- High density in these historic homes places an impact on these structures
- Rivermont citizens also expressed concerns over privacy, traffic, and peace

Mr. Creasey addressed the following concerns in the rebuttal:

- Renovate and convert the building from Institutional property back to Residential property
- The property is not for sale; it has an owner (Willoughby Properties)
- Letters were sent to neighborhood to explain the condition of the property and the proposal for the property
- No increase in Traffic
- Vacant property attracts crime and gangs; restoring this property would be less of an attraction
- An important historic asset will be preserved and the project will contribute to the stability of the neighborhood and will improve property value.

- R-4 zoning is certainly allowed in Traditional Residential areas. No more than 20 residential units will be built.
- Comprehensive Plan favors adaptive reuse of historic buildings; a multi-family development makes the most sense for this site and encourages this type from Institutional to Traditional Residential.

After Council discussed on this item, Council Member Helgeson stated he would make a motion to adopt the FLUM. On motion of Council Member Helgeson, seconded by Council Member Nelson, Council by the following recorded vote adopted Resolution #R-18-045, as presented, to amend the Future Land Use Map (FLUM) from Institutional to Traditional Residential:

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

7

Noes:

0

After the motion on the FLUM the remaining section is to adopt the rezoning of R-3, Medium Density Residential District to R-4C, High Density Residential District. Council Member Perrow asked about the two voluntary proffers, how it works and relates to this property. Mr. Martin stated that in the State of Virginia, proffers are voluntarily offered by the petitioner that states they will develop the property in a certain way if Council chooses to rezone the property. In this instance, the petitioner has offered to limit the amount of units to 20 and develop the property in compliance with the plan. Council Member Perrow made a motion, seconded by Council Member Helgeson to approve rezoning the property from R-3, Medium Density Residential to R-4C, High Density Residential District with the proffers. He went on to say to have the minutes reflect if other things come up like vacant schools or the re-adaptive use of a school maybe we would go to a R-4 but not just because it's a big house. This property is so unique that we cannot make a law that we will say we cannot do this to a house in the future but if there is a re-adaptive use of a school because schools are challenges. Council Member Helgeson stated he is in favor of the rezoning and appreciates Council Member Perrow's long standing history with this property.

Council Member Nelson identified several aspects of the petitioner's project but noted this is a complex situation. Council Member Nelson stated that the petitioner admits the property was bought as a financial investment and clearly knew to rezone it to R-4 was essential for this project to be economically viable. He went on to say the petitioner understood and willingly assumed the risk that the rezoning might not be granted. He spoke about the practical and policy benefits and harms that might flow from the alternatives that are available to City Council regarding the rezoning of this property. One primary example being the precedence it would set if Council were to rezone property so as to accommodate the financial needs of a developer while harming adjoining property owners who had invested in historic homes. Council Member

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Nelson reminded Council that it had denied an identical request and argument made by a minority businessman who claimed financial hardships if he were not to receive R-4 rezoning of a house on Fillmore Street. As much as he liked the project, Council Member Nelson said he could not support this petition because in doing so, it would deviate from City Council's recent practices and be giving unequal treatment of the law to citizens seeking relief from City Council.

Council Member Dolan thanked all the concerned parties for the meetings, phone calls and emails. She stated, "I feel comfortable in supporting the rezoning because we have a developer that has the resources and commitment to complete this project in a reasonable time frame. It is a reimaging of this property well designed and well thought out. I believe this will enhance the neighborhood and I will be supporting this motion."

Council Member Wilder first thanked the citizens for coming out and being so compassionate about their neighborhood. He had a question regarding if the property was vacant. He stated he would be leaning on the side of the neighbors because he liked the setting of a family neighborhood with no apartments.

Council Member Wilder stated he would not be supporting the motion.

Vice Mayor Tweedy stated she is very passionate about this property, as she only lived two blocks away for 17 years. She stated, "It was personal to me to hear about solicited and unsolicited comments of this property regarding additional apartments, traffic and crime in the neighborhood while other property has sat derelict as single families living on the other side of Rivermont Avenue, where their trash is not being picked up and landlords not coming to check on their property. People think it will be a certain type of folks and certain type of issues (not in my backyard). There are a lot of things going on in the backyards of Rivermont Avenue." Vice Mayor Tweedy went on to say, "I understand there are some concerns from neighbors about traffic and other issues that may be criminal in nature but as a City we are trying to address these issues and will continue to be concerned about all our neighborhoods in the City." We have a responsible property owner who wants to do the right thing since this property has been sitting derelict for many years. I will be supporting this project and know that I have done the responsible thing by approving this property.

Mayor Foster stated she has listened to the neighborhoods and the Willoughby Properties owners

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regarding some of their concerns such as traffic and crime in the area. According to Major Zuidema this area is not considered a high crime area. Transportation Engineer Don Deberry stated this project did not meet the threshold necessary for a traffic study. Rivermont Avenue already has 15,000 vehicles a day and this will not merit a traffic issue. Mayor Foster stated she will be supporting the motion.

On motion of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote adopted Ordinance #0-18-046, as presented, to rezone approximately one and fifty-five hundredths acres from R-3, Medium Density Residential District to R-4, High Density Residential District at 2001 Rivermont Avenue and 211 Hawes Street to allow the conversion of the existing buildings into apartments with associated parking:

Ayes: Dolan, Helgeson, Perrow, Tweedy, Foster 5

Noes: Nelson, Wilder 2

// In the matter of Fire, City Council Report #14 was considered to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate \$50,000 with resources from the 2017 State Homeland Security Program (SHSP) grant from the U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

Fire Chief Wormser provided a summary of the request for the equipment and training for the Fire Department. Council Member Helgeson, Chair of the Finance Committee (FC), stated that the request was considered by the FC and made a motion to approve the request. The motion did not require a second, and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-047, as presented, to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate \$50,000 with resources from the 2017 State Homeland Security Program (SHSP) grant from the U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team. :

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

Noes: 0

// In the matter of Budget, Resolution #R-18-032, laid over from the May 8, 2018 meeting, was again presented and read adopting the FY 2019 General Fund Operating Budget (excluding External Service

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Providers and Component Units expenditures) and appropriating \$211,152,327 for this budget.

Council Member Helgeson stated he would be voting no on the following items #15, #16, #17, and #18, to ensure things are separate as tax dollars are being used excluding the External Service Providers and Component Units, the Elizabeth's Early Learning Center and Virginia Legal Aid Society expenditures. On motion of Council Member Wilder, seconded by Council Member Dolan, Council by the following recorded vote adopted the Resolution:

Ayes: Dolan, Nelson, Perrow, Tweedy, Wilder, Foster 6

Noes: Helgeson 1

// In the matter of Budget, Resolution #R-18-035, laid over from the May 8, 2018 meeting, was again presented and read adopting the FY 2019 Discretionary External Service Providers Budget for Elizabeth's Early Learning Center and appropriating \$15,000 for this budget. On motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote adopted the Resolution:

Ayes: Dolan, Nelson, Tweedy, Wilder, Foster 5

Noes: Helgeson, Perrow 2

// In the matter of Budget, Resolution #R-18-036, laid over from the May 8, 2018 meeting, was again presented and read adopting the FY 2019 Discretionary External Service Providers Budget for Virginia Legal Aid Society and appropriating \$11,699 for this budget. On motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote adopted the Resolution:

Ayes: Dolan, Nelson, Tweedy, Wilder, Foster 5

Noes: Helgeson, Perrow 2

// In the matter of Budget, Resolution #R-18-037, laid over from the May 8, 2018 meeting, was again presented and read adopting the FY 2019 School Operating Budget and appropriating \$108,300,949 for this budget.

Council Member Nelson reconfirmed his statement that he would vote on the school's budget, "my wife is an employee of the Lynchburg City Public Schools and I am the spouse of an employee of the Lynchburg City Schools. I nevertheless am able to participate in discussion and adoption of the school's budget fairly, objectively, and in the public interest."

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Council Member Helgeson stated he would be voting against the school budget because the budget calls for an increase. He further stated that each year more money is allocated to the Schools, which means more burdens on our taxpayers. On motion of Council Member Wilder, seconded by Council Member Dolan, Council by the following recorded vote adopted the Resolution:

Ayes: Dolan, Nelson, Tweedy, Wilder, Foster 5

Noes: Helgeson, Perrow 2

// On motion of Council Member Helgeson, seconded by Council Member Wilder, Council by the following recorded vote elected to hold a closed meeting to consider appointments and scheduling for Lynchburg City School Board interviews pursuant to Section 2.2-3711(A.) of the Code of Virginia:

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

Noes: 0

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

// Council Member Helgeson made the following motion:

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

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

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

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

AGENDA ITEM #6

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

7

Noes:

0

// The meeting was adjourned at 11:00 P.M.

AGENDA ITEM #7

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// An additional scheduled meeting of the Council of the City of Lynchburg was held on the 5th day of June, 2018, at 9:45 a.m. in the Council Chamber, City Hall, Joan Foster, President, presiding. The purpose of the meeting was to interview candidates interested in serving on the Lynchburg School Board.

The following members were present:

Present: MaryJane Dolan, J. Randy Nelson, E. J. Turner Perrow, Treney Tweedy,	
Sterling A. Wilder, Joan F. Foster	6
Absent: Jeff S. Helgeson	1

// On motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote elected to hold a closed meeting to consider appointments to Council-appointed Boards and Commissions, i.e., to interview candidates interested in serving on the Lynchburg School Board, pursuant to Section 2.2-3711(A)(1) of the Code of Virginia, 1950, as amended:

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

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

Council Member Dolan 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.

AGENDA ITEM #7

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

Ayes: Dolan, Nelson, Perrow, Tweedy, Wilder, Foster	6
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Noes:	0
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Absent: Helgeson	1
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// The meeting was adjourned at 3:00 P.M.

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// A regular meeting of the Council of the City of Lynchburg was held on the 12th day of June, 2018, at 4:00 P.M. in the Council Chamber, City Hall, Joan Foster, President, presiding. The following Members were present:

Present: MaryJane Dolan, Jeff S. Helgeson, J. Randy Nelson, Treney Tweedy,

Sterling A. Wilder, Joan F. Foster

6

Absent: E. J. Turner Perrow

1

// City Manager Bonnie Svrcek introduced the new Deputy City Manager, Reid Wodicka.

// Mayor Foster and Vice Mayor Tweedy recognized City employees who won the Beacon of Hope "Corn-a-Thon" Tournament. Two employees from Public Works were the winners: Zachary Marshall and Travis Dawson.

// Mayor Foster and Vice Mayor Tweedy presented to Director of Parks and Recreation Jenny Jones and staff the 2018 Governor's Environmental Excellence Award to Lynchburg Parks and Recreation.

// Mayor Foster and Vice Mayor Tweedy presented a plaque for the Lynchburg 2018 Canstruction "Under the Sea". Maggie Mace with Parks and Recreation was coordinator for the 2018 Canstruction.

// Mayor Foster and Vice Mayor Tweedy presented to Director of Financial Services Donna Witt and staff an award given to the City of Lynchburg for the Government Finance Officers Association (GFOA) Annual Budget Presentation.

// City Manager Bonnie Svrcek stated that the purpose of this presentation to provide City Council with updates on the progress and plans for the four initiatives under the umbrella heading called "Thriving City". The four initiatives are: Poverty to Progress; Reimagining Neighborhood Centers; Economic Development Work Plan and Downtown 2040.

Poverty to Progress (P2P) – Assistant City Manager John Hughes, IV

Mr. Hughes presented the first comprehensive update since January on the City's high-profile Poverty to Progress initiative to address poverty in Lynchburg which includes a three prong approach; intervention, prevention and community engagement. The purpose is to increase the median household income of citizens to more than \$40,728 and decrease the poverty rate of less than 24.3%. Mr. Hughes went on to say several accomplishments of the Poverty to Progress group, including a pilot program to help parents register children for pre-kindergarten, increased access to health care through the Community Health

Center and Community Access Network and hiring a homeless coordinator with the Lynchburg Redevelopment and Housing Authority. Mr. Hughes summarized the funding requests from Poverty to Progress subgroups for grants to implement action plans.

Council Member Helgeson thanked Mr. Hughes for the presentation on the Poverty to Progress initiative, but wants the community to focus also on Lynchburg's assets. Council Member Helgeson went on to say that we have been focusing on poverty rather than what we need to do to get out of poverty. Focus on the wonderful things we have in this country, we have freedom unlike any other country in the entire world. We have a safe community where we don't have gangs rising up over others and overthrowing the government every other week. We have a great community police force and public safety. We have free education. We have citizens who care; obviously it's shown by this, by all the citizens who said, "we want to help." He asked staff what Lynchburg is doing differently to address poverty challenges unique to the city. Council Member Wilder stated he appreciated the efforts the City is doing to address poverty. He went on to say there will be some type of accountability working with these grants and how this information is available to the citizens. Mr. Hughes stated that there will be a community meeting to be held on June 28, 2018 in council chamber to discuss the Poverty to Progress subgroups implementation action plans for these grants. Vice Mayor Tweedy mentioned the Poverty to Progress subgroups are identifying gaps in the city's services and identifying practical solutions, including transportation and child care.

Reimagining Neighborhood Centers – Jenny Jones, Director of Parks and Recreation

Ms. Jones presented the City's vision for reimagining its six neighborhood centers. The primary purpose of reimagining neighborhood centers is to engage the neighborhood in a conversation regarding how to make each center a dynamic environment where people can learn, create and recreate. The six Neighborhood Centers are as follows:

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

Ms. Jones stated the department is working on community engagement and facility improvement for the College Hill and Daniels Hill Centers this summer, and plans are to complete upgrades by September to allow after-school program at the centers. Ms. Jones stated during the summer 2019, the department will engage in the same process with the Diamond Hill and Jefferson Park Centers and plans to address the Fairview Heights and Yoder Centers in the summer of 2020. The attendance at the neighborhood centers has increased 35 percent in the past there years. Ms. Jones stated the community centers annual budget is only \$1,775 for supplies and materials for each center. Mayor Foster and Vice Mayor

Tweedy voiced a need for synergy and a hard look at the city's neighborhood recreation funding after Ms. Jones noted the city last conducted a recreation department-wide needs assessment about 20 years ago. Council Members Helgeson and Nelson expressed support for a collaboration between local community groups, such as the Boy Scouts and the neighborhood centers to provide additional programming.

Economic Development Strategic Action Plan – Marjette Upshur, Director of Economic Development, Tourism and Museum

Ms. Upshur provided an update on the City's Economic Development Strategic Action Plan. She highlighted several recent accomplishment of the department, including new tourism branding launching in July and the relocation of the Miss Virginia pageant to Lynchburg. Ms. Upshur stated the Economic Development Strategic Action Plan has 4 steps which included the following:

- Step 1: Kick-Off and Visioning January 2018 –
 - Establish Baseline Roundtable Discussion
- Step 2: Competitive Analysis March 2018
 - Summarize Baseline Market Research Cluster Analysis
- Step 3: Draft Economic Strategy Objectives May – June 2018
 - Draft Strategy
 - Present to Stakeholders
- Step 4: Final Economic Development Strategic Action Plan July 2018
 - Finalize Action Plan
 - Gain Approval
 - Disseminate to Stakeholders

Downtown 2040 Master Plan – Tom Martin, City Planner for the Department of Community Development

Mr. Martin presented an update on Lynchburg's Downtown 2040 Master Plan, which he expects to release publicly later this month with public meetings to be held in June and July. Mr. Martin stated the Vision for Downtown 2040. "In 2040, Downtown Lynchburg will be a bustling and thriving urban core; the economic, social, and cultural hub of Central Virginia – a destination for visitors and a livable neighborhood for residents. Both locals and tourists alike will enjoy a diverse offering of retail, restaurants, and recreational activities set in a downtown rich with historic architecture, unique topography, and vibrant public spaces. This is the exciting atmosphere that makes Downtown Lynchburg the heart of the region." Mr. Martin went on to say the goal of the master plan updates, which began last year, is to continue the success of downtown as the heart of the region. The department solicited feedback for the plan through several public listening and pop-up sessions, an online survey and design workshop. From the feedback the public wants a drugstore, grocery store and additional entertainment options for downtown. Mr. Martin went on to say this information will be incorporated into the plan, as well as recommendations on how to balance flexibility of on and off-street parking.

Several Council Members questioned the availability of parking downtown and need for parking requirements when approving new businesses downtown. Mr. Martin responded that Downtown is

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roughly 150 acres, of 40 acres, is about 25 percent dedicated to surface lots downtown and the majority are privately owned, but there are ample spaces to support downtown development. Mr. Martin went on to say the Plan will be available in late June or earlier July, then start another public meeting and outreach, bringing the Plan too Council in September 2018 for adoption. The next step of the 2040 Master Plan is to move to the Tyreeanna neighborhood in the Fall of 2018.

// During roll call Council Member Wilder mentioned the Fire Department graduation ceremony and thanked the Fire Department for the service that they provide to the citizens of Lynchburg.

// Vice Mayor Tweedy mentioned the graduation of the Empowerment School graduation that was held at the Miller Center. The Virginia Commonwealth Games to be held July 27-29, 2018. The "We Got the Beet" campaign was held on June 9th at the City Market.

// Mayor Foster mentioned a program that will be sponsored by Parks and Recreation for students at different centers to write a paper entitled "Mayor for a Day". She mentioned whoever wins this contest will serve a Mayor for the Day on July 1, 2018. Mayor Foster mentioned the following announcements:

- JUNE 19, 2018 – 4:00 P.M. - SWEARING IN CEREMONY – Council Chamber
- JULY 2, 2018 – 10:00 A.M. – ORGANIZATIONAL MEETING – Council Chamber

// City Council recessed the meeting at 6:48 p.m.

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

The following Members were present:

Present: Dolan, Helgeson, Nelson, Tweedy, Wilder, Foster

6

Absent: Perrow

1

Council Member Wilder gave the Invocation, followed by the Pledge of Allegiance.

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// Mayor Foster recognized the following 2018 Co-Starters Graduates. Director of Economic Development and Tourism Marjette Upshur provided information on the Co-Starters program.

*Brian Long *Bethany Carson * Sandra Mayberry * Jaylin Randolph * John Parr
* Kristina Ayala * Kathy Kuharski * Tim Nash * Tyree Slaughter * Jocelyn Coles
* Rebecca Frye

// In the matter of Fire, Resolution #R-18-047, laid over from the May 22, 2018 meeting, to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate \$50,000 with resources from the 2017 State Homeland Security Program (SHSP) grant from the U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team was again presented and read, and on motion of Council Member Helgeson, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

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

// In the matter of City Council and in consideration of City Council Report #5, Rodney Hubbard spoke before Council regarding a zoning issue on Monroe Street.

// In the matter of Community Development, a public hearing was held regarding City Council Report #6 regarding to amend and reenact the Code of the City of Lynchburg by amending Zoning Ordinance Section 35.2-64.16 regarding Billboards. City Planner Tom Martin provided a summary of the request to amend the zoning ordinance regarding Billboards. Mr. Martin further stated that the Planning Commission recommended approval of the Zoning Ordinance amendment. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Helgeson, seconded by Council Member Nelson, Council by the following recorded vote adopted Ordinance #O-18-048, as amended, to amend and reenact the Code of the City of Lynchburg by amending Zoning Ordinance Section 35.2-64.16 regarding Billboards:

AGENDA ITEM #8

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

// In the matter of Community Development, a public hearing was held regarding City Council Report #7 regarding an Ordinance to amend and reenact the Code of the City of Lynchburg by amending Zoning Ordinance Section 35.2-13.4, Initiation and Section 35.2-13.11, Appeals to City Council. City Planner Tom Martin provided a summary of the request for Zoning Ordinance Section 35.2-13-4, Initiation and Section 35.2-13.11, Appeals to City Council. Mr. Martin further stated at the request of the Historic Preservation Commission (HPC), the Planning Commission initiated the amendments. The amendments were identified as necessary to improve citizen experience in submitting Certificate of Appropriateness (COA) applications and to provide better notification to the public when a decision on HPC is being appealed to City Council. He went on to say that the Planning Commission recommended approval of the Zoning Ordinance. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Helgeson, seconded by Council Member Nelson, Council by the following recorded vote adopted Ordinance #O-18-049, as presented, to amend and reenact the Code of the City of Lynchburg by amending Zoning Ordinance Section 35.2-13.4, Initiation and Section 35.2-13.11, Appeals to City Council:

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

// In the matter of Bonds, a public hearing was held regarding City Council Report #8 regarding the issuance of up to \$50,000,000 General Obligation Public Improvement Bond Anticipation Notes, and authorizing the City Manager to execute appropriate documents to establish a \$50,000,000 Line of Credit with Bank of America for capital projects and consideration of introducing a Resolution amending the FY 2018 General, Water, Sewer and Stormwater Funds' Adopted Budgets and appropriating \$108,900; \$23,100; \$28,050 and \$4,950 respectively with resources from the Line of Credit Proceeds for a total of \$165,000 for estimated issuance costs. Director of Financial Services Donna Witt provided an overview

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of the proposed bond issuance to provide funds to pay the cost of the Acquisition, Construction, Reconstruction, Improvement, Extension, Enlargement and Equipping of various Public Improvement Projects. There was no one else present who wished to speak to this item, and the public hearing was closed.

On motion of Council Member Dolan, seconded by Council Member Wilder, Council by the following recorded vote adopted Resolution #R-18-050, as presented, authorizing the issuance of up to \$50,000,000 General Obligation Public Improvement Bond Anticipation Notes, and authorizing the City Manager to execute appropriate documents to establish a Line of Credit with Bank of America:

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

On motion of Council Member Dolan, seconded by Council Member Nelson, Council by the following recorded vote adopted Resolution #R-18-051, as presented, amending the FY 2018 General, Water, Sewer and Stormwater Funds' Adopted Budgets and appropriating \$108,900; \$23,100; \$28,050 and \$4,950 respectively with resources from the Line of Credit Proceeds for a total of \$165,000 for estimated issuance costs:

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

// In the matter of Water Resources, a public hearing was held regarding City Council Report #9 regarding the issuance of \$32,000,000 Sewer Revenue Utility Bonds for the construction upgrade of the Lynchburg Regional Wastewater Treatment Plant, and authorizing the City Manager to execute appropriate documents and introduce a Resolution to amend the FY 2018 Capital Improvements Program adopted budget and appropriate \$12,838,419 with Virginia Clean Water Revolving Loan Fund resources to reimburse costs for engineering, design and construction costs for the CSO upgrade to the Lynchburg Regional Wastewater Treatment Plant. Director of Water Resources Tim Mitchell provided an overview of the item regarding the issuance of \$32,000,000 Sewer Revenue Utility Bonds for the construction upgrade of the Lynchburg Regional Wastewater Treatment Plant and to amend the FY 2018 Capital

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Improvements Program adopted budget and appropriate \$12,838,419 with Virginia Clean Water Revolving Loan Fund resources to reimburse costs for engineering, design and construction costs for the CSO upgrade to the Lynchburg Regional Wastewater Treatment Plant. There was no one else present who wished to speak to this item, and the public hearing was closed.

On motion of Council Member Nelson, seconded by Mayor Foster, Council by the following recorded vote adopted Resolution #R-18-052, as presented, regarding the issuance of \$32,000,000 Sewer Revenue Utility Bonds for the construction upgrade of the Lynchburg Regional Wastewater Treatment Plant:

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

On motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote adopted Resolution #R-18-053, as presented, to amend the FY 2018 Capital Improvements Program adopted budget and appropriate \$12,838,419 with Virginia Clean Water Revolving Loan Fund resources to reimburse costs for engineering, design and construction costs for the CSO upgrade to the Lynchburg Regional Wastewater Treatment Plant:

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

// In the matter of Poverty, City Council Report #10 was considered. Assistant City Manager John Hughes provided a summary of the request to expend \$5,000 of the available FY 2018 General Fund Non-Departmental Poverty Initiative Budget to support the community engagement facet of the City's ongoing poverty reduction effort. On motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote adopted Resolution #R-18-054 as presented, to expend \$5,000 of the available FY 2018 General Fund Non-Departmental Poverty Initiative Budget to support the community engagement facet of the City's ongoing poverty reduction effort:

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Ayes: Dolan, Helgeson, Nelson, Tweedy, Wilder, Foster

6

Noes:

0

Absent: Perrow

1

// The meeting was adjourned at 8:33 P.M.

AGENDA ITEM #9

100

// A special meeting of the Council of the City of Lynchburg was held on the 19th day of June, 2018, at 2:30 P.M. in the Council Chamber, City Hall, Joan Foster, President, presiding. The purpose of the meeting was to select members to the Lynchburg School Board. The following Members were present:

Present: MaryJane Dolan, Jeff S. Helgeson, J. Randy Nelson, E. J. Turner Perrow,	
Sterling A. Wilder, Joan F. Foster	6
Absent: Treney Tweedy	1

// Consideration of a closed meeting to consider appointments to Council-appointed Boards and Commissions, i.e. School Board; pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended. On motion of Council Member Helgeson, seconded by Council Member Dolan, Council by the following recorded vote elected to hold a closed meeting for School Board appointments:

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

// Vice Mayor Tweedy arrived for the closed meeting.

// Council Member Helgeson made the following motion:

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

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

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

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

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

Noes: 0

// In the matter of Appointments, and on nomination of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote appointed/re-appointed the following members to serve on the School Board for a term beginning July 1, 2018 and ending June 30, 2021. School District 1 - Ms. Belle Evans; School District 2 - Ms. Sharon Y. Carter; School District 3 - Dr. Atul Gupta:

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

Noes: 0

// The Swearing-in Ceremony took place on the 19th day of June, 2018, at 4:00 P.M. The Honorable Circuit Court Judge Patrick Yeatts presided over the official swearing-in of Lynchburg City Council Members. Randy Nelson (At-Large Representative), Treney Tweedy (At-Large Representative), and Beau Wright (At-Large Representative).

// The special meeting was adjourned at 4:30 P.M.

AGENDA ITEM #9

100

// A regular meeting of the Council of the City of Lynchburg was held on the 26th day of June, 2018, at 6:30 P.M. in the Council Chamber, City Hall, Joan Foster, President, presiding. The following Members were present:

Present: Jeff S. Helgeson, J. Randy Nelson, E. J. Turner Perrow, Treney Tweedy,	
Joan F. Foster	5
Absent: MaryJane Dolan, Sterling A. Wilder	2

// On motion of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote elected to hold a closed meeting to consider appointments to Council-appointed Boards and Commissions, i.e. Youth Services Citizens Board, City Employees Appeal Board, Central Virginia Community College Board, Zoning Appeals Board, Martin Luther King, Jr./Lynchburg Community Council, Economic Development Authority, Museum Advisory Board, and Historic Preservation Commission; pursuant to Section 2.2-3711(A)(1), Code of Virginia (1950), as amended.

Ayes: Helgeson, Nelson, Perrow, Tweedy, Foster	5
Noes:	0
Absent: Dolan, Wilder	2

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

// Council Member Helgeson made the following motion:

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

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

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Lynchburg certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification

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resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by Council.

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

Ayes: Helgeson, Nelson, Perrow, Tweedy, Foster 5

Noes: 0

Absent: Dolan, Wilder 2

// In the matter of Appointments, and on nomination of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote appointed Laura E. Foster and Virginia Whitby to serve on the Youth Services Citizens Board for terms to expire June 30, 2021:

Ayes: Helgeson, Nelson, Perrow, Tweedy, Foster 5

Noes: 0

Absent: Dolan, Wilder 2

On nomination of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote appointed Cecil A. Beckman to serve on the City Employees Appeal Board for a term to expire June 30, 2021:

Ayes: Helgeson, Nelson, Perrow, Tweedy, Foster 5

Noes: 0

Absent: Dolan, Wilder 2

On nomination of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote re-appointed Nathaniel X. Marshall to serve on the Central Virginia Community College Board for a term to expire June 30, 2022:

Ayes: Helgeson, Nelson, Perrow, Tweedy, Foster 5

Noes: 0

Absent: Dolan, Wilder 2

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On nomination of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote re-appointed Royston Jester, IV to serve on the Zoning Appeals Board for a term to expire June 30, 2023:

Ayes: Helgeson, Nelson, Perrow, Tweedy, Foster 5

Noes: 0

Absent: Dolan, Wilder 2

On nomination of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote re-appointed Gloria Preston and Christopher Rhoades to serve on the Dr. Martin Luther King, Jr./Lynchburg Community Council for terms to expire June 30, 2021:

Ayes: Helgeson, Nelson, Perrow, Tweedy, Foster 5

Noes: 0

Absent: Dolan, Wilder 2

On nomination of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote appointed Cedric J. Anderson and Brittany T. Smith to serve on the Dr. Martin Luther King, Jr./Lynchburg Community Council for terms to expire June 30, 2021:

Ayes: Helgeson, Nelson, Perrow, Tweedy, Foster 5

Noes: 0

Absent: Dolan, Wilder 2

On nomination of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote re-appointed William T. Lovern and Mark Strosnider to serve on the Economic Development Authority for terms to expire June 30, 2022:

Ayes: Helgeson, Nelson, Perrow, Tweedy, Foster 5

Noes: 0

Absent: Dolan, Wilder 2

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On nomination of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote re-appointed H. Victor Millner, Jr. and Joseph M. Seiffert to serve on the Museum Advisory Board for terms to expire June 30, 2021:

Ayes: Helgeson, Nelson, Perrow, Tweedy, Foster 5

Noes: 0

Absent: Dolan, Wilder 2

On nomination of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote appointed Ramona Battle to serve on the Museum Advisory Board for a term to expire June 30, 2021:

Ayes: Helgeson, Nelson, Perrow, Tweedy, Foster 5

Noes: 0

Absent: Dolan, Wilder 2

On nomination of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote re-appointed Richard C. Morris to serve on the Historic Preservation Commission for a term to expire June 30, 2021:

Ayes: Helgeson, Nelson, Perrow, Tweedy, Foster 5

Noes: 0

Absent: Dolan, Wilder 2

On nomination of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote appointed Emmett W. Lifsey to serve on the Historic Preservation Commission for a term to expire June 30, 2021:

Ayes: Helgeson, Nelson, Perrow, Tweedy, Foster 5

Noes: 0

Absent: Dolan, Wilder 2

// City Council recessed the meeting at 6:35 p.m.

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

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The following Members were present:

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

Vice Mayor Tweedy gave the Invocation, followed by the Pledge of Allegiance.

// Mayor Foster and Vice Mayor Tweedy presented a plaque to Kyna Thomas, Deputy Clerk of Council for receiving the "Clerk of the Year" award from the Virginia Municipal Clerks Association (VMCA).

// Mayor Foster and Vice Mayor Tweedy recognized the Lynchburg TechHire Graduates. A video was shown on the TechHire Program. Alex Johnston, the TechHire Program Manager introduced the five TechHire Graduates; Makis Johnson, Danielle Porter, Lewis Johnston, Shawn Witcher and Gillian Fisher.

// Mayor Foster and Vice Mayor Tweedy presented certificates of recognition to the E. C. Glass Boys Lacrosse 2018 Virginia 4A State Champions.

// Mayor Foster and Vice Mayor Tweedy presented certificates of recognition to the E. C. Glass Girls 2018 Virginia 4A Outdoor Track and Field State Champions.

// Mayor Foster and Vice Mayor Tweedy presented "If I were Mayor for the Day" certificates to students from the Yoder Center. Charlotte Lester, Neighborhood Centers Coordinator explained the purpose of the contest. The students that were given the privilege of being "Mayor for the Day" (July 1, 2018) were Maya Brophy, Naomi Elizabeth Smith, Cienna Jones, Kailany Hemphil-Younger, Khanyah Hall, Shiann Johnson and Chloe Smith.

// Vice Mayor Tweedy and City Council presented a framed picture to Mayor Joan F. Foster for her 16 years on City Council from 2002 to 2018. Mayor Foster was recognized by the Virginia Association of Planning District Commissions (VAPDC) for her work over the years with the Local Government Council and the City. Mayor Foster was awarded the Gordon N. Dixon Award that is presented to individuals who have provided leadership and made outstanding contributions to promoting the concept of regionalism in the Commonwealth of Virginia.

// Copies of the minutes of the April 10, 2018 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Helgeson, seconded by Council Member Wilder, Council by the following recorded vote approved the minutes as presented:

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Ayes: Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 6

Noes: 0

Absent: Dolan 1

// Copies of the minutes of the April 17, 2018 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Helgeson, seconded by Council Member Wilder, Council by the following recorded vote approved the minutes as presented:

Ayes: Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 6

Noes: 0

Absent: Dolan 1

// In the matter of Bonds, Resolution #R-18-051, laid over from the June 12, 2018 meeting, amending the FY 2018 General, Water, Sewer and Stormwater Funds' Adopted Budgets and appropriating \$108,900; \$23,100; \$28,050 and \$4,950 respectively, with resources from the Line of Credit Proceeds for a total of \$165,000 for estimated issuance costs, was again presented and read, and on motion of Council Member Helgeson, seconded by Council Member Wilder, Council by the following recorded vote adopted the Resolution:

Ayes: Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster 6

Noes: 0

Absent: Dolan 1

// In the matter of Water Resources, Resolution #R-18-053, laid over from the June 12, 2018 meeting, to amend the FY 2018 Capital Improvements Program adopted budget and appropriate \$12,838,419 with Virginia Clean Water Revolving Loan Fund resources to reimburse costs for engineering, design and construction for the CSO upgrade to the Lynchburg Regional Wastewater Treatment Plant, was again presented and read, and on motion of Council Member Helgeson, seconded by Council Member Wilder, Council by the following recorded vote adopted the Resolution:

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

// In the matter of Airport, a public hearing was held regarding City Council Report #6 to approve a lease agreement by and between the City of Lynchburg and Aviation Resources, Inc. (dba Virginia Aviation) for lease of certain parts of the City-owned Fuel Farm facilities and related equipment at Lynchburg Regional Airport.

Airport Director Mark Courtney gave an overview of the request. For the past several months, Mr. Courtney has been involved in negotiating an option extension period for the separate Virginia Aviation Lease of Property. Mr. Courtney further stated the existing Fuel Farm Lease, however, has come to the end of its original five-year option period and will be expiring on June 30, 2018. Virginia Aviation has requested a five-year term for the new lease in order to have its term coincide with the remaining five years on the Virginia Aviation Lease. Mr. Courtney went on to say the new Fuel Farm Lease as negotiated with Virginia Aviation is essentially the same as the current version, except that it will not contain a subsequent five-year option provision. In addition, all previous language requiring the lessee to agree to a Fuel Farm sharing arrangement with any other operator(s) that qualify and are approved to provide fixed base operator (FBO) services at the airport remains in place. Since there is a statutory requirement that any new lease of public property undergo a public hearing process, it was necessary to schedule a public hearing for the June 26, 2018 City Council meeting in order to authorize the City Manager to execute the new Fuel Farm Lease. This will allow for both leases to be executed at the same time with matching expiration dates. Staff is in support of that request and as such developed new leases for both the Virginia Aviation Lease and the Fuel Farm Lease. The Lynchburg Regional Airport Commission has been briefed on the Fuel Farm aspect of the two leases and is in concurrence with the staff recommendation. There was no one else present who wished to speak to this item, and the public hearing was closed.

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On motion of Council Member Helgeson, seconded by Council Member Wilder, Council by the following recorded vote adopted Resolution #R-18-055, as presented, to approve a lease agreement by and between the City of Lynchburg and Aviation Resources, Inc. (dba Virginia Aviation) for lease of certain parts of the City-owned Fuel Farm facilities and related equipment:

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

// In the matter of City Council, John Salmon spoke before Council to gain support in an effort intended to revolutionize transportation for small cities such as the City of Lynchburg by revising the City Code on taxicabs.

// In the matter of Poverty, City Council Report #8 was considered to amend the FY 2019 City Federal State Aid Fund budget and appropriate \$156,391 with resources of \$117,293 from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment for TANF Participants Grant and \$39,098 from In-kind contributions. Assistant City Manager John Hughes provided an overview of the request. Mr. Hughes stated that the City of Lynchburg was awarded an allocation of \$117,293 through the Employment for TANF Participants (Community Wealth Building) grant. The allocation served to, per the grant language, "expand and enhance existing service delivery efforts that address more fully the needs of the target population prior to their entry into work and during employment." Mr. Hughes further stated that the City's focus in this request was to continue enhancement and expansion of the TechHire pilot program and Getting Ahead curriculum classes. The City again included In-kind contributions of \$39,098 to meet this condition consisting of in-kind salaries/benefits, office space/equipment, and vehicle use. Mr. Hughes went on to say the City noted in the original proposal that the locality would reapply for this funding in Fiscal Years 2019 and 2020. The positions and program enhancement focus will be eliminated if funding from this grant is not secured and alternate funding is unavailable.

On motion of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-056, as presented, amending the FY 2019 City Federal State Aid Fund budget and appropriating \$156,391

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with resources of \$117,293 from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment for TANF Participants Grant and \$39,098 from In-kind contributions:

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

// In the matter of Public Works, City Council Report #9 was considered adopting a Resolution to endorse the Virginia Department of Transportation (VDOT) Smart Scale Program applications. City Transportation Engineer Don DeBerry provided an overview of the request. Mr. DeBerry stated the applications are being submitted to VDOT for Smart Scale funding for several projects. The requested funding will be included in the VDOT Six Year Improvement Program (SYIP) for FY 2025:

- 501/221 Intersection Improvements – approximately \$25 Million
- Langhorne/Rivermont Terrace Roundabout – approximately \$3 Million
- CVCC Campus Drive Wards Ferry Rd. Roundabout – approximately \$3 Million
- Bedford Ave./Rivermont Ave. Intersection Improvement – approximately \$1 Million
- Graves Mill Road Diverging Diamond Interchange project – approximately \$20 Million

Council Member Perrow, Chair of the Physical Development Committee (PDC) stated this item came before the PDC for approval. This item does not require a second and Council by the following recorded vote adopted Resolution #R-18-057, as presented, to endorse the Virginia Department of Transportation (VDOT) Smart Scale Program applications:

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

// In the matter of Poverty, City Council Report #10 was considered authorizing the appropriation of \$23,532 of the available FY 2018 General Fund Non-Departmental Poverty Initiative Budget for various mini-grants. This amount is allocated to support the From Poverty to Progress mini-grants as recommended by the Community Development Advisory Committee on May 31, 2018. Assistant City Manager John Hughes provided an overview of the request. Mr. Hughes stated this appropriation of \$23,532 of the available FY 2018 General Fund Non-Departmental Poverty Initiative Budget is allocated

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to support the From Poverty to Progress (P2P) workgroup action items focused on poverty reduction. On motion of Council Member Nelson, seconded by Mayor Foster, Council by the following recorded vote adopted Resolution #R-18-058, as presented, authorizing the appropriation of \$23,532 of the available FY 2018 General Fund Non-Departmental Poverty Initiative Budget for various mini-grants. This amount is allocated to support the From Poverty to Progress mini-grants as recommended by the Community Development Advisory Committee:

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

// There were no roll call items.

// Mayor Foster gave special remarks to each council member and city staff. Mayor Foster thanked everyone for their support and appreciated the opportunity of serving the City of Lynchburg for the past 16 years. She stated, "Diversity is our strength and I have enjoyed my journey and I will miss everyone". In closing, Mayor Foster stated at 12:01 a.m. on June 30, 2018 I will enjoy playing the role of a private citizen. During my time on City Council and as your Mayor, all of you here and members of this community have taught me an important lesson, change only happens when dedicated people come together bonded by a bold vision, "the passion for change must be deep to be successful and compelling enough to carrying them through times of doubt, block out the voices of the nay says and to be encouraged when the outcome is not sure". I leave all of you my heartfelt thanks and the wonderful memories, keep on keeping on to make Lynchburg the best place to Live, Work and Play!

// The meeting was adjourned at 8:55 P.M.

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// A special meeting of the Council of the City of Lynchburg, recessed from June 26, 2018 was held on the 2nd day of July, 2018, at 10:00 A.M. in the Council Chamber, City Hall, Valeria P. Chambers, Clerk of Council, presiding. The purpose of the meeting was to elect City Council officers. The following members were present:

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

// The Clerk of Council declared nominations were in order for the Office of President of Council, who will serve as ex-officio Mayor of the City of Lynchburg for a two-year term ending June 30, 2020. Council Member Nelson made a statement regarding the nomination of Mayor for City Council.

Council Member Nelson nominated Council Member Perrow

Council Member Dolan nominated Council Member Tweedy

There being no further nominations, Council Member Helgeson made a motion that the nominations for President be closed. This motion was seconded by Council Member Wilder and Council by the following recorded vote approved the motion to close the nominations for President:

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

City Council voted by written ballot. Deputy Clerk Kyna Thomas received the written ballots and then read aloud the ballots.

Council Member Dolan voted for Council Member Tweedy

Council Member Helgeson voted for Council Member Perrow

Council Member Nelson voted for Council Member Perrow

Council Member Perrow voted for Council Member Perrow

Council Member Tweedy voted for Council Member Tweedy

Council Member Wilder voted for Council Member Tweedy

Council Member Wright voted for Council Member Tweedy

Clerk of Council Chambers announced that Council Member Tweedy has been elected President of City Council.

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// The Clerk of Council declared nominations were in order for the Office of Vice President of Council, who will serve as ex-officio Vice Mayor of the City of Lynchburg for a two-year term ending June 30, 2020.

Council Member Nelson nominated Council Member Perrow

Council Member Wilder nominated Council Member Dolan

Council Member Perrow nominated Council Member Nelson

There being no further nominations, Council Member Helgeson made a motion that the nominations be closed for Vice President. This motion was seconded by Council Member Perrow and Council by the following recorded vote approved the motion to close the nominations for Vice President.

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

Noes: 0

City Council voted b written ballot. Deputy Clerk Thomas received the written ballots and then read aloud the ballots for Vice President.

Council Member Dolan voted for Council Member Dolan

Council Member Helgeson voted for Council Member Nelson

Council Member Nelson voted for Council Member Perrow

Council Member Perrow voted for Council Member Nelson

Council Member Tweedy voted for Council Member Dolan

Council Member Wilder voted for Council Member Dolan

Council Member Wright voted for Council Member Dolan

Clerk of Council Chambers announced that Council Member Dolan has been elected Vice President of City Council.

// Mayor Tweedy announced that City Council is adjourned until July 10, 2018 at 4:00 P.M. in Council Chamber.

// The meeting was adjourned at 10:32 A.M.

AGENDA ITEM #12

100

// A regular meeting of the Council of the City of Lynchburg was held on the 10th day of July, 2018, at 4:00 P.M. in the Council Chamber, City Hall, Treney Tweedy, President, presiding. The following Members were present:

Present: MaryJane Dolan, J. Randy Nelson, E. J. Turner Perrow, Sterling A. Wilder,

Beau Wright, Treney Tweedy

6

Absent: Jeff S. Helgeson

1

// The readopting Council's Rules of Procedure was presented by City Attorney Walter Erwin. Mr. Erwin stated the state code provides that each year the local governing body shall prescribe by resolution the schedule of meetings for the upcoming year. City Council's schedule of meetings is set forth in City Council's Rules of Procedure, and the Rules of Procedure should be readopted to confirm Council's schedule of regular meetings and work sessions for the upcoming year. Mr. Erwin went on to say that the state code states that City Council will adopt its Rules of Procedure to confirm Council's schedule of regular meetings and work sessions for 2018-2019. Since the meetings are in the Rules of Procedure, if Council just readopts the schedule of meetings that will satisfy the requirement of the State Code.

A motion was made by Council Member Perrow and seconded by Vice Mayor Dolan that Lynchburg City Council does hereby readopt Council's Rules of Procedure to confirm its schedule of regular meetings and work sessions for the upcoming year. Council by the following recorded vote readopted Council's Rules of Procedure:

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

6

Noes:

0

Absent: Helgeson

1

// In the matter of the Final FY 2019 Community Development Block Grant (CDBG) and HOME Program Funds, Grants Manager Melva Walker provided a review of the Final Allocation of the FY 2019 Community Development Block Grant (CDBG) and HOME Program Funds. Ms. Walker stated the U.S. Department of Housing and Urban Development (HUD) funds the CDBG and HOME Programs and City staff has received the final allocations for these entitlements. There is a 10.8% increase in CDBG (final allocation was \$71,349) and a 45.8% increase in HOME Program (final allocation was \$137,821). The Community Development Advisory Committee (CDAC) met on February 22, 2018 and reviewed the applications submitted for the CDBG and HOME Programs. At the time CDAC met and completed their funding recommendations, the City had not received from HUD the final FY 2019 entitlement amounts for the CDBG and HOME Program. As a result, City staff retained the FY 2018 CDBG and HOME Program entitlement amounts for the CDAC recommendation process.

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The CDAC recommendations were presented to City Council at a public hearing on March 13, 2018.

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At this public hearing representatives from three (3) agencies spoke to Council regarding their applications. Each representative gave a brief overview of their respective projects and the benefits that the people they serve receive because of the continued financial support from the CDBG and HOME Program funds. These representatives asked Council to support the recommendations of the CDAC. City Council unanimously approved the CDAC recommendations for incorporation into the FY 2019 General Fund Operating Budget and the Annual Action Plan. The recommendations of CDAC for the increased entitlement amounts were as follows: in the CDBG funding requests to increase the Lynchburg Redevelopment and Housing Authority (LRHA) Coordinated Homeless Intake and Access project to \$60,702.35 and increase the LRHA Vacant Housing Revitalization and Rehabilitation project to \$93,759.75. In the HOME Program the recommendations were to increase the Lynchburg Community Action Group (Lyn-CAG) Homeownership Substantial Rehabilitation project to \$225,000.00 and the Lyn-CAG First-time Homebuyer Down Payment Assistance project to \$60,412.00.

On motion of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote adopted Resolution #R-18-059, as presented, approving the Community Development Block Grant (CDBG) and HOME Program FY 2019 funding allocations and revising for incorporation into the FY 2019 General Fund Operating Budget and Program Year 2019 draft Annual Action Plan:

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

// The Solid Waste Task Force Report was presented by Gaynelle Hart, Director of Public Works who provided the Report for information purposes only. City Manager Bonnie Svrcek spoke briefly regarding the Solid Waste Task Force and where the City has been and where it is going in the solid waste program.

She said Ms. Hart will give you a history of where we have been and where we are going in the solid waste program. Ms. Hart will not discuss the needs, resources or resource requirements but the steps in moving forward in the solid waste program. Ms. Svrcek went on to say in August we will bring a similar report and focus on the Police Department with the police recruitment and retention efforts.

The following is the agenda that Ms. Hart covered during the presentation on Solid Waste Task Force:

- Current Service
- Problem Statement
- Background
- Solid Waste Task Force
- Challenges & Opportunities
- Guiding Principles
- Next Steps

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Ms. Hart stated the presentation is the work of the City staff on the Solid Waste Task Force. In 2017 City staff created a Solid Waste Task Force to consider challenges and opportunities in the solid waste

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collection program throughout the City. Ms. Hart went on to say in the City of Lynchburg, the solid waste program consists of a variety of interconnected functions that require substantial coordination. Throughout discussions with the Task Force, staff members have identified a number of concerns about our present practices. Many of our current practices have become outdated or are no longer feasible due to the growing scale of required services. It has become necessary to consider a comprehensive re-engineering of our solid waste operations. Ms. Hart stated the following guiding principles for future planning for the trash and recycling programs and services:

- Contribute to the success of economic development and tourism
- Are easily understood by citizens
- Are not complex; they are simple to administer
- Are financially sound and self-sustaining
- Create a sense of pride in the appearance of our City
- Are effective and efficient
- Provide education on proper disposal of trash, brush, bulk and recyclable items

Finally, Ms. Hart stated how the next steps will consist of taking a proactive approach to solving critical problems which include:

- Explore use of cross-departmental City teams and Solid Waste industry consultant to review current system efficiency and propose alternate solutions to City Council
- Investigate alternative billing processes

Council Members made several comments on the Solid Waste Report as follows:

- Rental Property Fees
- Policies
- Curb side recycling opportunities
- Decals and trash bags
- Bulk Trash
- Recycle more
- Better understanding of landfill revenue vs. solid waste expenses and how the relationship work between them
- Exempt Subdivision (ex. Wyndhurst)
- Trash pickup
- Expenses and Fees
- Long term objectives, scope of phasing plan and concurrent funding strategy

At the end of the presentation, Ms. Hart restated that this report is for information purposes only and no action is required by Council at this time.

// During roll call Council Member Perrow mentioned several items: 1) Larry Bassett will speak before

Council regarding the November election and asked it that item could be put on a future work session; 2)

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Council Member Perrow mentioned that when you call the City of Lynchburg it rings to his home and asked Mike Goetz to look into that; 3) Police – recruitment and retention; and 4) the passing of Council

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Member Helgeson's Father and that our thoughts and prayers are with him.

// Council Member Wilder expressed thanks for the continued support of the CAT in going out each Wednesday to meet at the Community Centers with the Police Department, Faith Based Community and City staff. He also mentioned that he continues to do a first monthly clean up on Saturdays, and he noticed an article on adopt a street and to possibly publicize those activities more. If we can take more care of our communities, the neighbors will take more interest and ownership in their communities. Also, our prayers go out to Council Member Helgeson in the loss of his Father.

// Vice Mayor Dolan mentioned on last Saturday she attended a community meeting with Mayor Tweedy, Council Member Wilder and Deputy Police Chief Jamison. The group meets the first Saturday of each month to work together on the challenges of poverty and crime in the City.

// Mayor Tweedy mentioned the following announcements:

- A ribbon cutting for Extra Solution Staffing Company on July 17th from 4:00 p.m. to 6:00 p.m.
- Attended a demonstration at Lyn-Cag on data collection for non-profits across the City.
- Lynchburg Public School Division will host a "Back to School" event on Saturday, August 4, 2018 at E. C. Glass High School from 10:00 a.m. until 2:00 p.m.

// City Council recessed the meeting at 5:08 p.m.

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

The following Members were present:

Present: Dolan, Nelson, Perrow, Wilder, Wright, Tweedy

6

Absent: Helgeson

1

Council Member Wilder gave the Invocation, followed by the Pledge of Allegiance.

// Copies of the minutes of the April 24, 2018 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Wilder, seconded by Council Member Perrow, Council by the following recorded vote approved the minutes as amended:

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Ayes: Dolan, Nelson, Perrow, Wilder, Tweedy 5

Noes: 0

Absent: Helgeson 1

Abstain: Wright 1

// Copies of the minutes of the May 8, 2018 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote approved the minutes as presented:

Ayes: Dolan, Nelson, Perrow, Wilder, Tweedy 5

Noes: 0

Absent: Helgeson 1

Abstain: Wright 1

// In the matter of Poverty, Resolution #R-18-056, laid over from the June 26 meeting to amend the FY 2019 City Federal State Aid budget and appropriate \$156,391 with resources of \$117,293 from the Commonwealth of Virginia Department of Social Services (VDSS) through the Employment for TANF Participants Grant and \$39,098 from in-kind contributions was again presented and read, and on motion of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote adopted the Resolution:

Ayes: Dolan, Nelson, Perrow, Wilder, Wright, Tweedy 6

Noes: 0

Absent: Helgeson 1

// In the matter of Community Development, a public hearing was held regarding City Council Report #8 to receive comments regarding the Community Development Block Grant (CDBG) and HOME Program FY 2019 Annual Action Plan to the Department of Housing and Urban Development (HUD). Grants Manager Melva Walker provided a summary of the FY 2019 Annual Action Plan for the Community Development Block Grant and HOME Program. The Department of Housing and Urban Development (HUD) requires local governments, which receive federal Community Planning and Development (CPD) formula block grant funds, prepare an Annual Action Plan as a component of the approved 2015-2020 Five-Year

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Consolidated Plan. This Plan outlines the needs, goals, and objectives for community development including housing and non-housing areas. The FY 2019 Plan includes all the required components and the recommended CDBG and HOME projects approved by Council at the work session this afternoon with the noted adjustments from the HUD final allocations. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Wilder, seconded by Council Member Nelson, Council by the following recorded vote adopted Resolution #R-18-060, as presented, approving the Community Development Block Grant (CDBG) and HOME Program FY 2019 Annual Action Plan to the Department of Housing and Urban Development (HUD):

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

// In the matter of Community Development - Zoning, a public hearing was held regarding City Council Report #9 outlining the petition of Liberty University for a Conditional Use Permit (CUP) at 1971 University Boulevard to allow the construction of an indoor arena in an IN-2, Institutional District 2.

Council Member Perrow stated that from time to time his employer does work with Liberty University, which is not a true legal conflict, but from a propriety standpoint, he asked Council permission to abstain from discussing and voting on this item.

Council Member Nelson made the following statement, "Many years ago I represented the former predecessor of Liberty University by serving as legal counsel on real estate transactions. It does not create a legal conflict of interest; I wish to avoid any appearance of bias or impropriety. I am able to participate in this matter fairly, objectively and in the public interest. Therefore, I will participate in the discussion of and vote on this item."

Rachel Frischeisn, Planner, provided an overview of the request stating that Liberty University, Inc. is petitioning for a Conditional Use Permit (CUP) to allow the construction of a one hundred fifty thousand (150,000) square foot arena with five thousand (5,000) seats at 1971 University Boulevard. The arena would be connected to the existing Vines Center and would allow for smaller sporting events. The petition is consistent with the Zoning Ordinance, which permits arenas within an IN-2, Institutional 2 District upon

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approval of a CUP by City Council. Ms. Frischeisn went on to say that the Planning Commission recommended approval of the CUP petition. Mr. Dan Deter of Liberty University asked Council to approve the CUP for the purpose of a small arena to house the basketball and volleyball sporting events. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Wilder, seconded by Council Member Wright Council by the following recorded vote adopted Resolution #R-18-061, as presented, granting the Conditional Use Permit at 1971 University Boulevard to allow the construction of an indoor arena in an IN-2, Institutional District 2:

Ayes: Dolan, Nelson, Wilder, Wright, Tweedy	5
Noes:	0
Absent: Helgeson	1
Abstain: Perrow	1

// In the matter of City Council, regarding City Council Report #10, Larry Bassett spoke before Council regarding changing the local election from May to November.

// In the matter of Fire, City Council Report #11 was considered to amend the FY 2019 City/Federal/State Aid Fund budget and appropriate \$56,938 with resources of \$28,204 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund, \$25,000 transferred from the FY 2019 General Fund Fire Department budget, and \$3,734 appropriated from the General Fund Fire Equipment Assigned Fund Balance to purchase CPR manikins, (1) LifePak cardiac monitor and (1) Power Pro stretcher for the Fire Department. Fire Battalion Chief Heather Childress provided an overview of the request to purchase CPR manikins, (1) LifePak cardiac monitor and (1) Power Pro stretcher for the Fire Department. On motion of Council Member Nelson, seconded by Council Member Wilder, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-062 as presented, to purchase CPR manikins, (1) LifePak cardiac monitor and (1) Power Pro stretcher for the Fire Department.

:

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

// The meeting was adjourned at 7:52 P.M.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 14, 2018**

AGENDA ITEM #: **14**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Rezoning: R-2, Low-Medium Density Residential District to R-3, Medium Density Residential District, 4259 White Street

KEY ELEMENTS:

___Economic Development ___Excellent Government **X** Natural and Built Environment **X** Safe Community **X** Vibrant Community

RECOMMENDATION: Approval of the rezoning from R-2, Low-Medium Density Residential District to R-3, Medium Density Residential District to allow the use of an existing structure as a duplex.

SUMMARY: Thomas Road Baptist Church is petitioning to rezone approximately twenty-three hundredths (.23) acres at 4259 White Street from R-2, Low-Medium Density Residential District to R-3, Medium Density Residential District to allow the use of an existing structure as a duplex. The petition is consistent with the Zoning Ordinance, which permits duplexes within an R-3, Medium Density Residential District. The *Comprehensive Plan 2013-2030's Future Land Use Map (FLUM)* recommends an Institutional use for the property.

PRIOR ACTION(S):

July 11, 2018:

The Planning Division recommended approval of the rezoning petition.

The Planning Commission recommended approval of the rezoning petition (6-0, with one absent; Lowe).

FISCAL IMPACT:

N/A

CONTACT(S):

Tom Martin, City Planner – 434-455-3900

Kent White, Community Development Director – 434-455-3900

ATTACHMENT(S):

- Ordinance
- Planning Commission Minutes – July 11, 2018
- Planning Commission Packet – July 11, 2018
 - 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 Speaker Signup Sheet

REVIEWED BY: raw

UNCODIFIED ORDINANCE:

AN ORDINANCE CHANGING A CERTAIN AREA LOCATED AT 4259 WHITE STREET FROM R-2, LOW-MEDIUM DENSITY RESIDENTIAL DISTRICT TO R-3, MEDIUM DENSITY RESIDENTIAL DISTRICT.

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 4259 White Street from R-2, Low-Medium Density Residential District to R-3, Medium Density Residential District.

The area embraced within the following boundaries:

Beginning at a point, said point being the corner of tax map numbers 057-07-003 and 057-07-004 Thence, S 50° 46' 32.3" W for a distance of 100.15 feet to a point on a line, Thence, N 42° 22' 53.7" W for a distance of 100.00 feet to a point on a line, Thence, N 50° 46' 32.3" E for a distance of 100.15 feet to a point on a line, Thence S 42° 22' 53.7" E a distance of 100.0000 feet to the point of beginning containing 0.23 acres of land, more or less.

...is hereby changed from R-2, Low-Medium Density Residential District to R-3, Medium Density Residential District.

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

078K

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

Petition of Todd DeCourcy, Thomas Road Baptist Church, to rezone approximately twenty three hundredths (.23) acres at 4259 White Street from R-2, Low-Medium Density Residential to R-3, Medium Density Residential to allow the use of an existing structure as a duplex.

Ms. Rachel Frischeisen had the following summary for the commissioners. The subject property is currently zoned R-2, Low-Medium Density Residential. This zoning district is intended to allow for residential development at low-densities, together with other uses that are in scale with single household residences. The R-2 zoning district does not allow for duplexes.

The subject property is proposed to be rezoned to the R-3, Medium Density Residential District. This zoning district allows for small-lot single-household development and duplexes.

The *Comprehensive Plan 2013-2030* recommends Institutional uses for the subject property and Low-Density Residential for the surrounding area. Institutional areas include religious, educational and other nonprofit entities in the City. Examples include churches, cemeteries, private schools and universities, private nonprofit hospitals, service club and organizations and other nonprofit institutions. Low-Density Residential areas are dominantly single family detached housing at up to four dwelling units per acre. Other uses include public and institutional uses within scale of single family homes, private recreational spaces, and private open spaces.

The purpose of the petition to rezone the property from R-2 to R-3 is to allow for the existing building to be used as a duplex. The duplex will be used to house missionary families. As opposed to typical side-by-side duplexes, the duplexes will be separated by a floor and each will have a separate entrance way. No exterior improvements or renovations will be needed.

The proposed rezoning of the residence at 4259 White Street from R-2 to R-3 to allow for a duplex will have little impact on the surrounding area. The existing parking appears sufficient. No exterior changes are proposed; therefore the existing dwelling will continue to blend with the fabric of the surrounding neighborhood.

The Technical Review Committee (TRC) reviewed the conditional use permit on June 5, 2018 and there were no significant concerns noted. The Planning Division recommends approval of the rezoning petition.

Mr. Norm Walton of Perkins & Orrison was present to represent the petition. Thomas Road Baptist Church owns the property and would like to use it to house missionary families. A typical family would spend a few months in a unit. Mr. Walton reiterated that there is adequate parking and there will be no exterior changes to the house.

Chair Perault asked if there was anyone who wished to speak in favor of the petition. Ms. Linda Poore of 4342 White Street came forward to speak. She stated that she is not sure if she is in favor of the petition. She has some concerns she would like to discuss with the commissioners. She has lived there for 42 years. She has noticed that there are a lot of apartments in the neighborhood but they are still zoned R-2. Ms. Poore is curious about the stewardship of the property. She was wondering how long the families will be staying and also noted that the house does look nice. It did not for a long period before it was owned by the church.

Ms. Poore feels like this is a declining neighborhood, so she wanted to come today to check on what the petitioner has planned for the property. She wants to be sure the church will be good stewards and take care of the property. She is concerned there may be a lot of cars parked there if there are two families. She is surprised more of her neighbors are not there but many of them are elderly and may not have been aware of the petition or the meeting or able to get to the meeting.

Chair Perault asked for anyone else in favor of the petition. Mr. Kenny Craig with Liberty University came forward to speak. Liberty University owns property adjacent to this property and he wanted to voice that Liberty University is in favor of this petition.

Chair Perault asked if there was anyone else who wished to speak in favor of the petition. No one came forward. He asked if there was anyone who wished to speak in opposition of the petition. No one came forward. Chair Perault invited a representative to come back and address Ms. Poore's concerns.

Mr. Todd DeCourcy came forward to address Ms. Poore's concerns. Mr. DeCourcy noted that the church has owned this property for a few years. They have been using it as a single-family home and would like to use it for two families. The families usually stay for a month to a month and a half. At this point, they have not even had a request for a second family. Mr. DeCourcy does not anticipate a great deal of traffic coming in and out of the property.

As far as upkeep, as the owners of the property, they will definitely continue to maintain the property. It will be a high priority for the church to be a good neighbor.

Chair Perault closed the public hearing portion of the petition.

Commissioner Rogers wondered what happens if the church decides to sell the property in the future. He also wondered if this is setting a precedent for the neighborhood. Commissioner Rogers noted that he spoke to several of the neighbors and they were concerned with what happens to the property if it sells as well. The missionaries might be great neighbors but we might not like what follows.

Chair Perault noted that the zoning designation will follow if the property is sold. He asked Ms. Frischeisen if a duplex would be allowed if the property were rezoned to Institutional. Ms. Frischeisen noted that the Institutional zoning districts are for a campus like setting not an individual property. She noted that it is Institutional on the *Future Land Use Map (FLUM)*. Chair Perault asked why this property was designated as Institutional on the *FLUM*. Ms. Frischeisen said that it was probably done because it was owned by the church and it adjoins property owned by Liberty University.

As far as addressing what can happen with the property in the future, Ms. Frischeisen explained that there could not be anything more intense allowed on the property without a further rezoning. Even if the current house were torn down in the future, only a single-family home or a duplex could be rebuilt on the property.

Chair Perault noted that initially when he drove around the neighborhood, he did not think it was a good fit except that they will not be changing the exterior of the existing structure. If the request for a property that were surrounded by R-2 zoning, he would be more hesitant. Because this property is buffering up to an institutional use, he thinks it provides a transitional type of land use. There is both off-street and on-street parking, so he feels that will address Ms. Poore's concern with regard to the number of cars that might be parked on or near the property. Ms. Frischeisen noted that there are two off-street parking spaces provided and this would be the requirement if the petition were for apartments.

Commissioner Rogers noted that all of one side of Biltmore Avenue is zoned R-3 already and the property across the street is owned by Liberty University. Chair Perault noted that there is nothing stopping them from turning it into student housing. Mr. DeCourcy noted that would be something that

the church would have to be in support of and noted that the church has distinct ownership of its properties apart from Liberty University.

Commissioner Johnson asked if this rezoning would set a precedent and other owners of properties on White Street will come in with requests to rezone for a duplex. She asked if this property is getting some special consideration because it is owned by an institution. Ms. Frischeisen noted that this petition may be for a duplex but its use is incidental to the church, and the *FLUM's* designation of Institutional is in line with its requested use. If you look at the *FLUM* for the rest of the area, it is all Low Density Residential. If staff were to support a request for a duplex, they would be looking for a higher density residential use indicated on the *FLUM*.

Commissioner Rogers noted that 4237 White Street is being used a duplex but it is obviously not conforming. Commissioner Rogers wondered what would happen if Liberty University or Thomas Road Baptist Church bought the rest of the properties on White Street and turned them into R-3. Does staff think that still provides a buffer for the rest of the properties in the neighborhood? Ms. Frischeisen noted that staff would look at that very carefully. Ms. Frischeisen noted that Lynchburg College has received conditional use permits for student housing in homes near the college. When it petitioned for a couple of duplexes across the street from the college, planning staff recommended denial because it would significantly change the character of the neighborhood. Ms. Frischeisen thought that if the church decides to buy the rest of the properties on White Street and ask to have them rezoned for duplexes, staff would probably not consider that to be appropriate and would likely not support such petitions.

Commissioner Marion asked why this is not a conditional use permit petition and how is it different from Lynchburg College's requests for conditional use permits for student housing? Ms. Frischeisen noted that a duplex would not be allowed by conditional use permit. Commissioner Bowden thought that the difference is that Lynchburg College mapped out its proposed uses in a strategic plan and designated certain properties that it would like to use for student housing.

Commissioner Rogers thought it could not become student housing without a conditional use permit. Ms. Frischeisen noted that each unit could have up to three unrelated persons and be in conformance with the occupancy limits.

Chair Perault noted that if someone were to come before them with a petition to turn the other four properties on White Street into duplexes, the commission would look at them differently because of their *FLUM* designation. He does not think they are setting a precedent because 4259 White Street is designated as Institutional on the *FLUM*. Commissioner Marion thought that designation was arbitrary because the property was owned by Thomas Road Baptist Church. She is not opposed to the change though. The proposed use sounds benign but she is also concerned with what might happen down the road. She also noted there are not a lot of neighbors here today voicing concern.

Commissioner Rogers stated that he spoke to several neighbors that were very supportive, one right across the street. Commissioner Rogers noted that there were some people that were concerned with what might happen down the road with other properties. Commissioner Rogers noted that the next door neighbor was supportive and stated that she would like to see people in the house more regularly.

There was more discussion about what might happen down the road. Commissioner Bowden noted that if the properties are up for sale in the future, Thomas Road Baptist Church or Liberty University would be likely buyers. Commissioner Bowden is not sure how he feels about that possibility. Commissioner Bowden does like the idea of using the house for missionaries. It fits with the neighborhood and it speaks to diversity. If Commissioner Bowden lived in this neighborhood, he thinks it would be of interest to him and he would be fine with the proposed use. He would not be fine if the other four properties on White Street were rezoned to R-3.

Commissioner Rogers commented that he is more in support of this petition after the discussion and presentation today. There is a nonconforming duplex at the corner and there is R-3 adjacent to 4259 White Street. The property's *FLUM* designation and zoning really do not line up. He feels that the strip of R-3 zoning on Biltmore Avenue, as well as the R-3 zoning for the former Thomas Road Baptist Church property provides a barrier for the rest of the R-2 zoning in the neighborhood.

Chair Perault would agree and does not think this request opens the door wide open for other requests. This use will provide a transition between the institutional use and the R-2 zoning in the neighborhood and establishing smooth transitions between land uses are a main focus of the commission. He would also encourage the neighbors to reach out to their council members before its meeting on August 14 or come to the meeting.

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

“That the Planning Commission recommends to City Council approval of the petition of Thomas Road Baptist Church to rezone the property at 4259 White Street from R-2, Low-Medium Density Residential, to R-3, Medium-Density Residential District.”

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

The Department of Community Development

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

To: Planning Commission

From: Planning Division

Date: July 11, 2018

Re: **Rezoning– R-2, Low-Medium Density Residential, to R-3, Medium-Density Residential District- 4259 White St.**

I. PETITIONER

Todd DeCourcy, Thomas Road Baptist Church, PO Box 4303, Lynchburg, Virginia 24502

Representative: Norman Walton, Perkins & Orrison, Inc., 27 Greenhill Drive, Forest, Virginia 24551

II. LOCATION

The subject property is located at 4259 White Street and is approximately twenty-three hundredths (0.23) of an acre.

Property Owner: Thomas Road Baptist Church, P.O. Box 4304, 701 Mountain View Road, Lynchburg, Virginia 24503

III. PURPOSE

The purpose of the petition is for the rezoning of 4259 White Street from R-2 to R-3 to allow for a duplex.

IV. SUMMARY

- The *Comprehensive Plan 2013-2030's Future Land Use Map (FLUM)* recommends Institutional uses for the subject property and Low-Density Residential for the surrounding area.

The Planning Division recommends approval of the rezoning petition.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2013-2030* recommends Institutional uses for the subject property and Low-Density Residential for the surrounding area. Institutional areas include religious, educational and other nonprofit entities in the City. Examples include churches, cemeteries, private schools and universities, private nonprofit hospitals, service clubs and organizations and other nonprofit institutions. **(p. 76)** Low-Density Residential areas are predominantly single family detached housing at up to four (4) dwelling units per acre. Other uses include public and institutional uses within scale of single family homes, private recreational spaces, and private open spaces. **(pg. 72)**
2. **Zoning.** The subject property is currently zoned R-2, Low-Medium Density Residential. This zoning district is intended to allow for residential development at low-densities, together with public uses, institutional uses and private recreational facilities that are in scale with single-household residences. The R-2 zoning district does not allow for duplexes.

The subject property is proposed to be rezoned to the R-3, Medium Density Residential District. This zoning district allows for small-lot single-household development, and duplexes as desired by the petitioner.

3. **Board of Zoning Appeals (BZA).** The Zoning Official has determined that no variances are needed for the development of the property as proposed.

4. **Surrounding Area.** There have been a several items requiring City Council approval in the immediate area:

- On February 23, 2016, Council approved the petition of Liberty University Inc. to rezone property located on the corner of Perrymont Avenue and Thomas Road (114 Perrymont Avenue and 715 Thomas Road) from B-2, to B-1, Limited Business District.
- On June 9, 1987, Council approved the petition of Mrs. Giles Country Kitchens, Inc., to rezone the 1.8 acres encompassing the 200 block of Oakley Avenue from R-3, Two-Family Residential District, and B-5, General Business District, to B-5 (Conditional), General Business District, to allow the construction of a warehouse and parking lot.
- On October 9, 1984, Council approved the petition of Mr. Richard R. Woody to rezone 1311 and 1315 Lakeside Drive from B-3, Community Business District, to B-5 (Conditional), General Business District, to allow construction of a new and used car dealership and repair shop.
- On May 14, 2002, Council approved the petition of Schaefer Oglesby to rezone about .25 acres at 1401 Lakeside Drive from B-3, Community Business District, to B-5 (Conditional), General Business District, to allow the sale of used cars.
- On September 11, 1990, Council approved the petition of the Lynchburg School Board for a CUP to install modular classroom units at the following elementary schools: Dearington, 120 York Street, Kizer, 401 Monticello Avenue, and Perrymont, 409 Perrymont Avenue.
- On October 8, 1991, Council approved the petition of the Lynchburg School Board for a CUP to retain 3 modular classroom units at the following elementary schools: Dearington, 120 York Street, Kizer, 401 Monticello Avenue, and Perrymont, 409 Perrymont Avenue.
- On May 12, 1987, Council approved the petition of Memorial Christian Church for a CUP to allow the expansion of an existing parking lot at 615 Perrymont Ave.
- On April 10, 2001, Council approved the petition of Memorial Christian Church for a CUP to allow for a Childcare Facility at 615 Perrymont Avenue.
- On November 12, 1991, Council approved the petition of Grace Memorial Episcopal Church for a CUP to allow construction of a building addition/new parking area at 1021 New Hampshire Avenue, subject to certain conditions.
- On May 8, 2001, Council approved the petition of Grace Memorial Episcopal Church for a CUP to allow for the construction of a vestibule addition at 1021 New Hampshire Ave.
- On December 10, 1996, Council approved the petition of Grace Memorial Episcopal Church for a CUP to allow construction of a columbarium at 1021 New Hampshire Ave.
- On April 12, 1988, Council approved the petition of Grace Memorial Episcopal Church for a CUP to allow the use of existing buildings at 1138 Rhode Island Avenue for church offices and activities and to install a parking lot at the rear of the property.
- Between the years of 1988 and 2016, Council approved fifty-four (54) petitions of Lynchburg College for a CUP to allow for student housing within the vicinity of Thomas Road, College Street, McCausland Street, and Vernon Street.

5. **Site Description.** The property at 4259 White Street contains a one and a half (1.5) story, wood frame, brick veneer house consisting of one thousand, eight hundred and forty five (1,845) square feet. The structure was constructed in 1933. It is bound to the south, east, and west by both Low-Density Residential and Medium-Density Residential homes. The property is bound to the north by Liberty University's Theological Seminary (formerly Thomas Road Baptist Church).
6. **Proposed Use of Property** The purpose of the petition to rezone the property from R-2 to R-3 is to allow for the existing building to be used as a duplex. The duplex will be used to house missionaries. As opposed to typical side-by-side duplexes, the duplexes will be separated by floor, each having a separate entrance way. No exterior improvements or renovations will be needed.
7. **Traffic, Parking and Public Transit.** The property at 4259 White Street has one driveway in the front yard of the house, as well as on-street parking. A total of two (2) parking spaces would be required for the proposed duplex.

The Greater Lynchburg Transit Company Bus Route 6/7 has two stops at the intersection of Thomas Road and Brandon Road.
8. **Stormwater Management.** An Erosion & Sediment Control/Stormwater Management Plan is not required because there are no exterior changes proposed.
9. **Emergency Services:** The City's Fire Marshal and Police Department's comments have or will be addressed prior to final site plan approval.
10. **Impact.** The proposed rezoning of the residence at 4259 White Street from R-2 to R-3 to allow for a duplex will have little impact on the surrounding area. The existing parking appears sufficient. No exterior changes are proposed; therefore the existing dwelling will continue to blend with the fabric of the surrounding neighborhood.
11. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the conditional use permit on June 5, 2018. Comments related to the proposed use have or will be addressed at the final site plan stage.

VI. PLANNING DIVISION RECOMMENDATION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of Thomas Road Baptist Church to rezone the property at 4259 White Street from R-2, Low-Medium Density Residential, to R-3, Medium-Density Residential District

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. Don DeBerry, Transportation Engineer
Mr. Doug Saunders, Building Official
Mr. Kevin Henry, Zoning Administrator
Mr. Norman Walton, Representative
Mr. Todd DeCourcy, Petitioner

VII. ATTACHMENTS

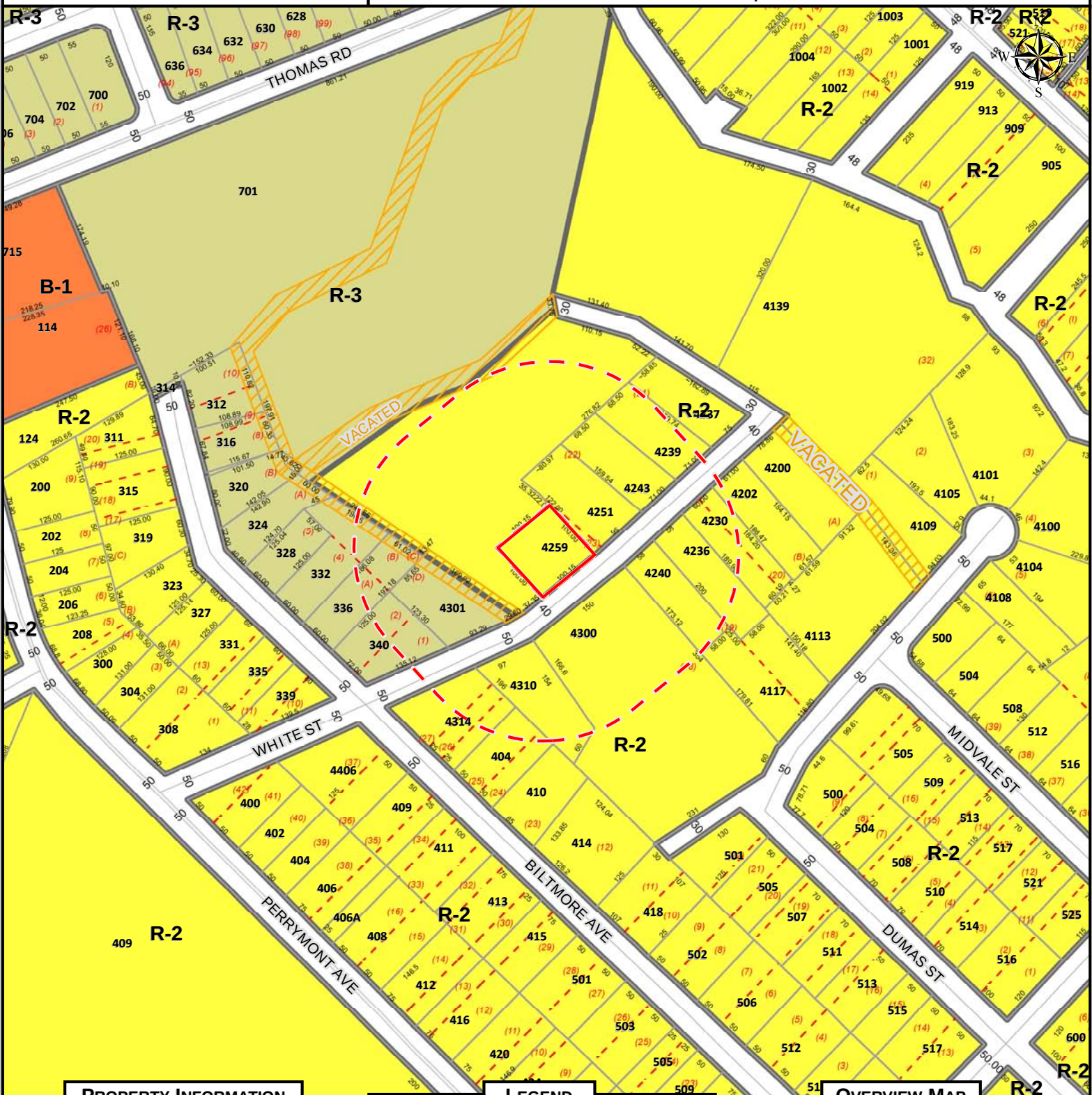
- 1. Zoning Map**
- 2. Future Land Use Map**
- 3. Watershed Map**
- 4. Planimetric and Topographic Map**
- 5. Concept Plan**
- 6. Narrative**
- 7. Property Photograph**

Zoning-TRC Map

REZONING FROM R-2 TO R-3

TRC

Thomas Road Baptist Church



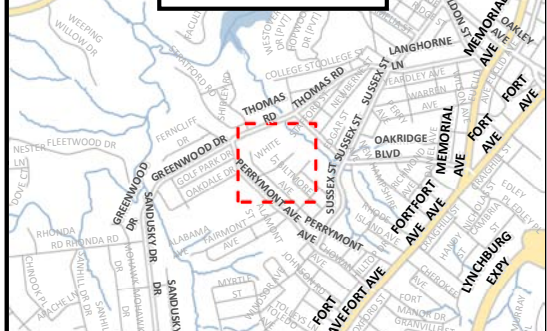
PROPERTY INFORMATION

PARCEL ID	ADDRESS
05707004	4259 WHITE ST

LEGEND

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

OVERVIEW MAP



MAP SCALE: 1" = 4,000' DATE PRINTED: 6/14/2018

DISCLAIMER: THIS MAP IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS SUCH. THE INFORMATION DISPLAYED IS A COMPILATION OF RECORDS, INFORMATION, AND DATA OBTAINED FROM VARIOUS SOURCES. THE CITY OF LYNCHBURG IS NOT RESPONSIBLE FOR ITS ACCURACY OR HOW CURRENT IT MAY BE.

Parcel ID	Address	Owner
05706005	4300 WHITE ST	BROOK, HARRY L
05707009	4239 WHITE ST	DYER, JAMES L & REBECCA R
05708010	4301 WHITE ST	ELLIS, BRIAN P & RHODES, SARAH M
05707002	4243 WHITE ST	FORTH, JUSTIN P M & LYNNE ENGELINA
05709001	4310 WHITE ST	GRUBBS, JEFFREY W & STAPLES, GLORIA
05706007	4202 WHITE ST	HUGHEY, TALEBA K & JACKSON, TODD T
05706003	4236 WHITE ST	KIRNER, ARTHUR R & MARGERY L
05705001	701 THOMAS RD	LIBERTY UNIVERSITY INC
05709005	404 BILTMORE AVE	MANN, DOUGLAS F & MARY S
05708013	336 BILTMORE AVE	MORRIS, HEIDI CARWILE
05707003	4251 WHITE ST	NESBITT, LAVANT A & AMY B
05708014	332 BILTMORE AVE	OVERSTREET, RONALD L
05709002	4314 WHITE ST	POORE, DAVID G & LINDA H
05706002	4230 WHITE ST	RAY, JOYCE L
05708011	340 BILTMORE AVE	SCHWEND, TYLER A
05706004	4240 WHITE ST	SMITH, E THOMASSON & NAOMI BROOKS
05707004	4259 WHITE ST	THOMAS ROAD BAPTIST CHURCH

FLUM Map

TRC

REZONING FROM R-2 TO R-3

Thomas Road Baptist Church



PROPERTY INFORMATION

PARCEL ID

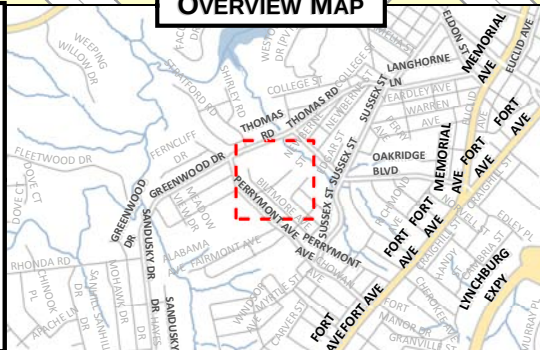
ADDRESS

05707004 4259 WHITE ST

LEGEND

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

OVERVIEW MAP



MAP SCALE: 1" to 4,000' DATE PRINTED: 6/14/2018

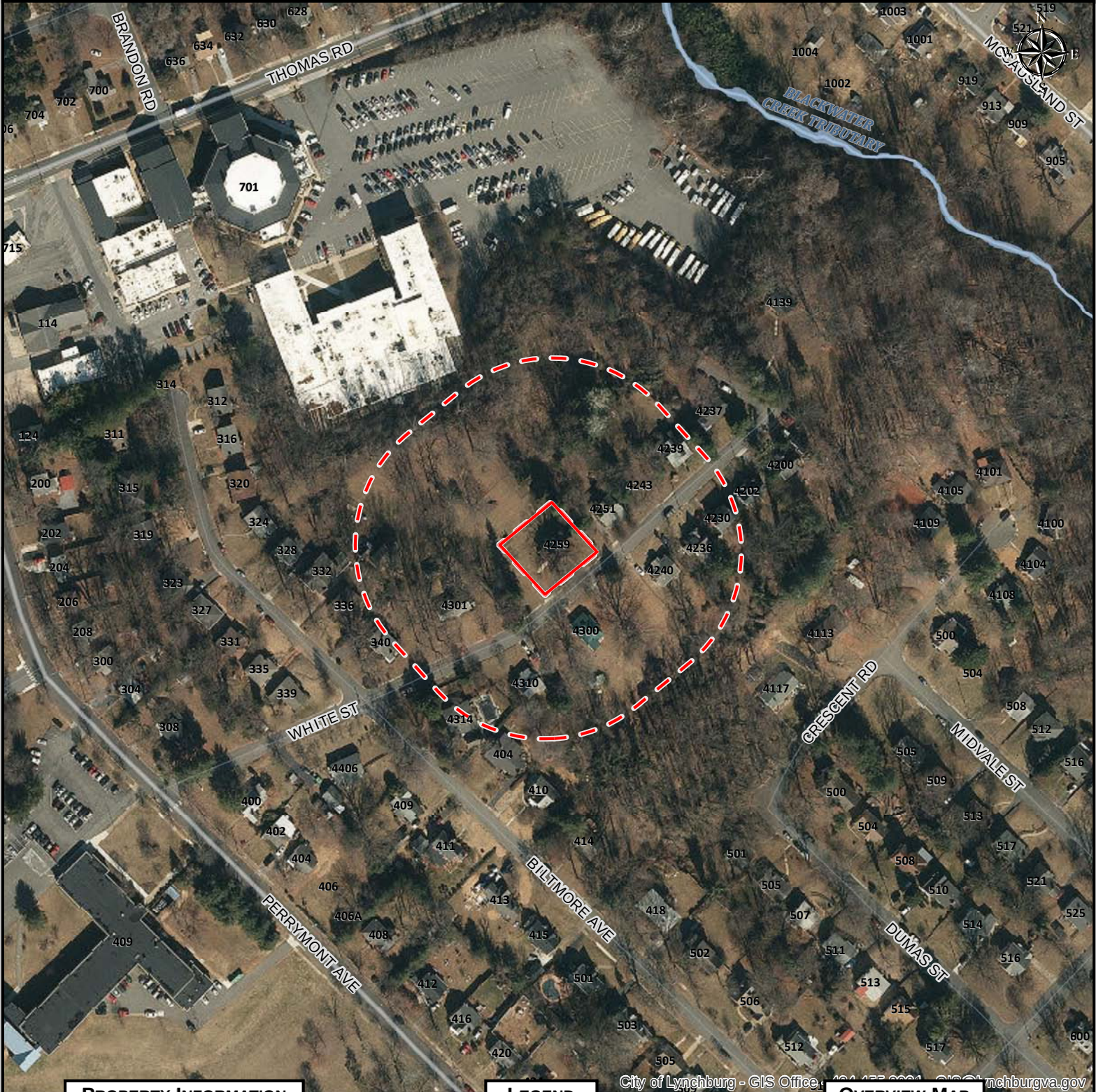
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Watershed Map

TRC

REZONING FROM R-2 TO R-3

Thomas Road Baptist Church



City of Lynchburg - GIS Office | 404.487.6661 | [lynchburgva.gov](http://www.lynchburgva.gov)

PROPERTY INFORMATION

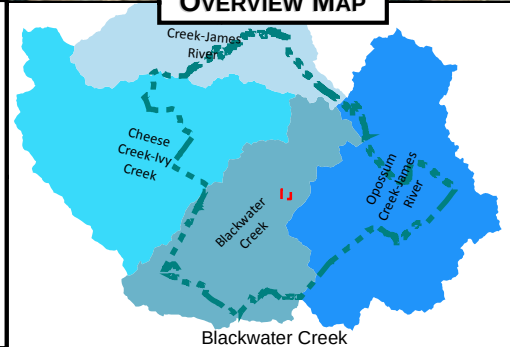
PARCEL ID	ADDRESS
05707004	4259 WHITE ST

LEGEND

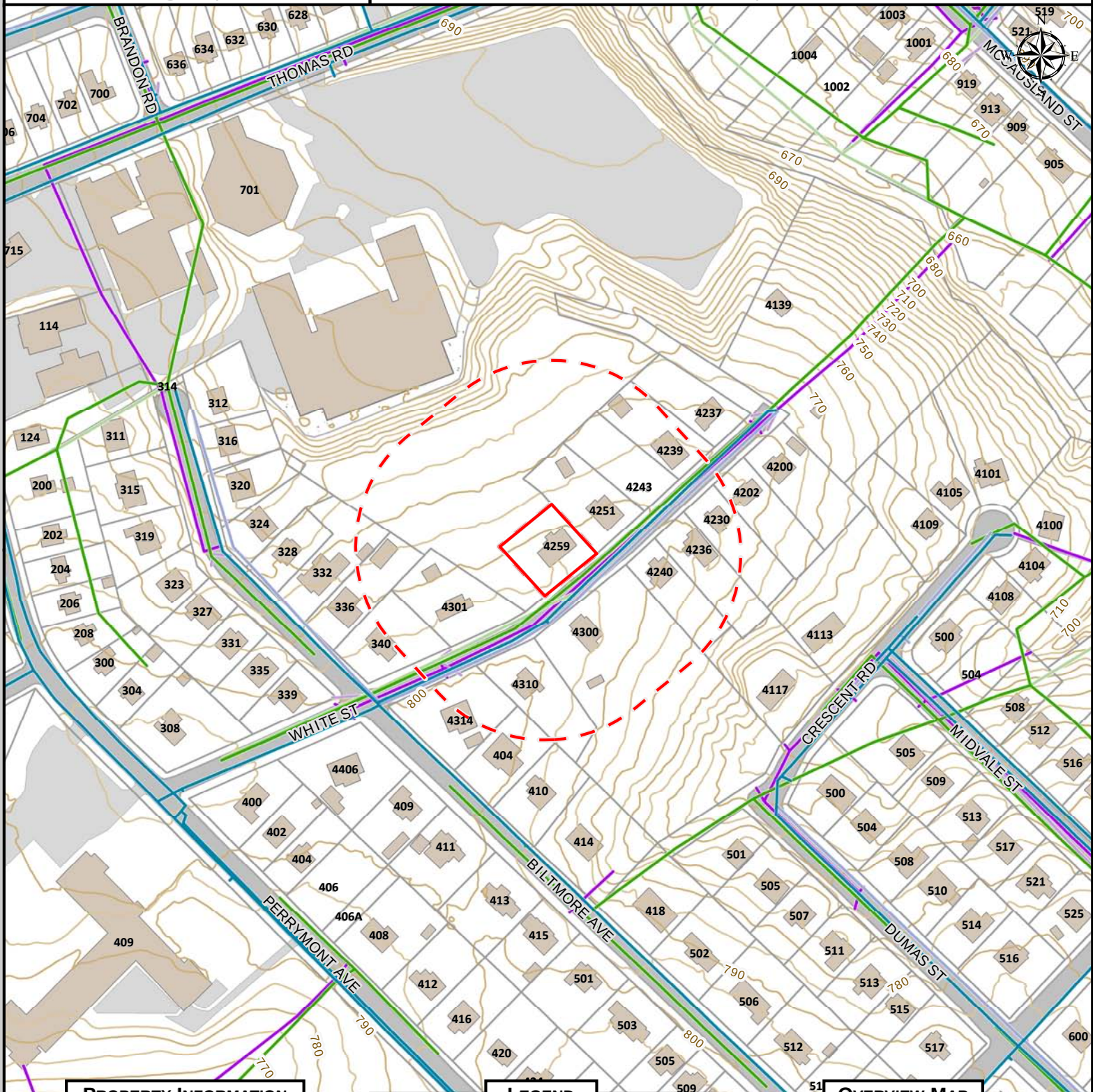
- Subject Property
- Base Flood Elevation
- Floodway
- Floodzone
- River / Lake / Stream

MAP SCALE: 1" to 33,333' DATE PRINTED: 6/14/2018

OVERVIEW MAP



DISCLAIMER: THIS MAP IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS SUCH. THE INFORMATION DISPLAYED IS A COMPILATION OF RECORDS, INFORMATION, AND DATA OBTAINED FROM VARIOUS SOURCES. THE CITY OF LYNCHBURG IS NOT RESPONSIBLE FOR ITS ACCURACY OR HOW CURRENT IT MAY BE.



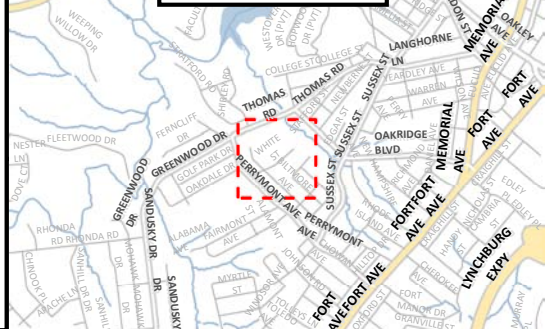
PROPERTY INFORMATION

PARCEL ID	ADDRESS
05707004	4259 WHITE ST

LEGEND

	Active	Proposed	Abandoned
Utilities			
Water			
Sanitary			
Storm			
	Paved	Unpaved	Other
Planimetrics			
Structure			
Roadway			
Parking			
Sidewalk			
Driveway			
Topography	Contour		
	100'	20'	5'
	50'	10'	1'

OVERVIEW MAP



MAP SCALE: 1" to 4,000' DATE PRINTED: 6/14/2018

APPLICANT
THOMAS ROAD BAPTIST CHURCH
TODD DECOURCY
PO BOX 4303
LYNCHBURG VA 24520-0303
PHONE 434-592-5276
EMAIL TODD.DECOURCY@TRBC.ORG

TM# 057-07-004
4259 WHITE ST
ZONING: R-2

NOTES:

1. THE PURPOSE OF THIS PLAN IS TO SHOW THE EXISTING PARCEL LAYOUT AND ADJACENT LANDOWNERS. NO NEW CONSTRUCTION IS PROPOSED WITH THIS REZONING APPLICATION..
2. THE PROPERTY SHOWN HEREON IS NOT WITHIN A FEMA 100 YEAR FLOOD PLAIN. SEE PANEL# 5100930043D, UNSHADED ZONE "X", DATED JUNE 3, 2008..
3. THE DEVELOPER IS RESPONSIBLE FOR OBTAINING ALL NECESSARY STATE, FEDERAL, AND LOCAL PERMITS REQUIRED FOR ANY IMPROVEMENTS TO THE STRUCTURE OR TO THE SITE.
4. THIS SITE IS SERVED BY PUBLIC WATER & SANITARY SEWER.
5. ACREAGE IS 0.23± AC.
6. BEARINGS AND DISTANCES PER PLAT ENTITLED
7. NO LAND DISTURBANCE IS PROPOSED, THEREFORE NO VSMP IS REQUIRED.
8. BEARINGS AND DISTANCES PER PLAT ENTITLED "PLAT SHOWING PARCELS A-E PROPERTY OF THOMAS ROAD BAPTIST CHURCH. LYNCHBURG, VIRGINIA" DATED 10/02/1996 BY ALBERT E. NEIGHBORS, JR.

SITE NOTES:

PROPOSED USE: TWO-HOUSEHOLD (DUPLEX)
SETBACKS:
R-3
FRONT: 30'
SIDE: 5'
REAR: 30'
MIN LOT SIZE: 4,000 SF
MIN STREET FRONTAGE: 30'
MIN LOT WIDTH AT BUILDING LINE: 30'

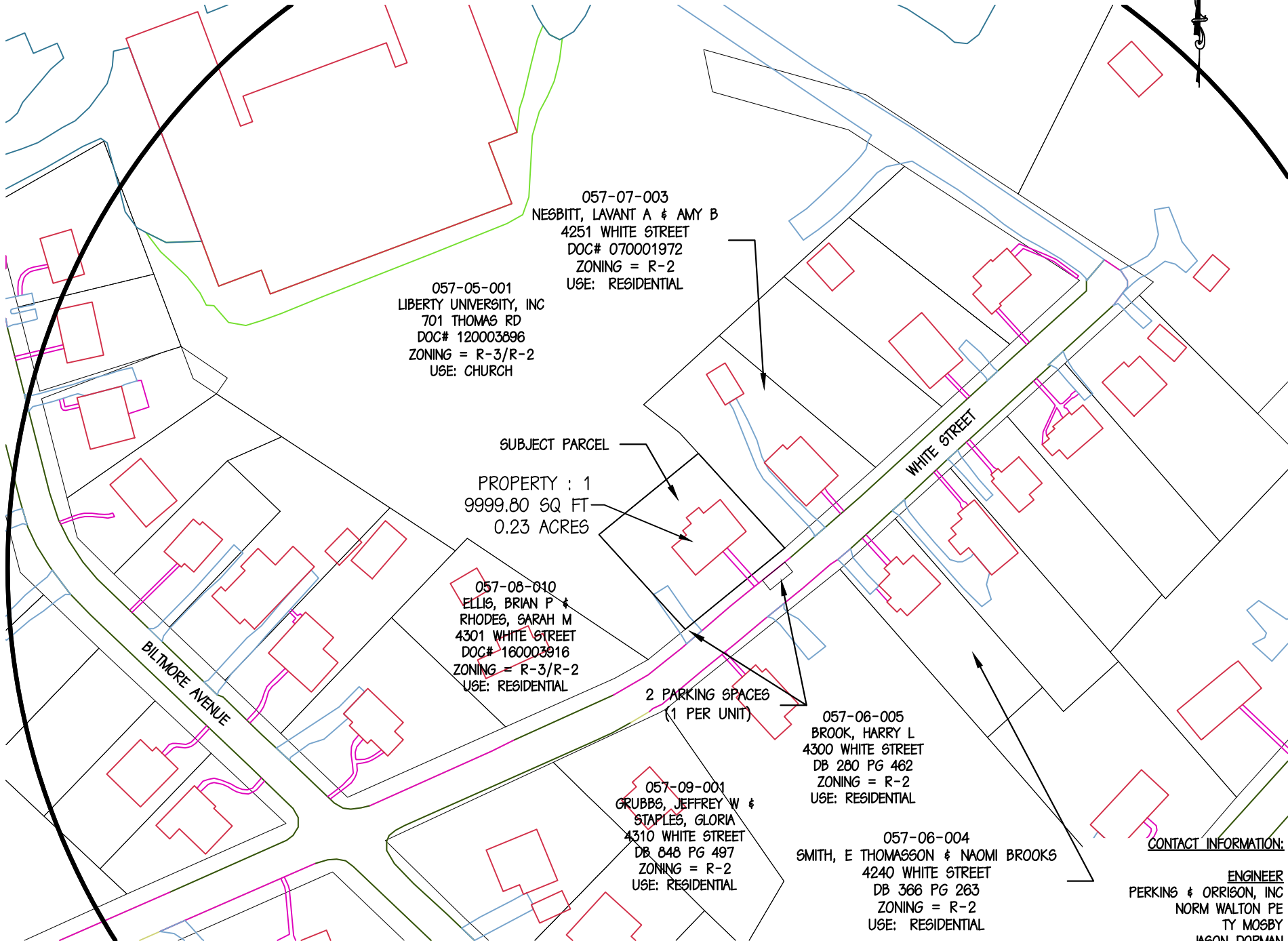
SHEET INDEX:

SHEET	SHEET NO.	SHEET TITLE
C-100	1 OF 2	COVER SHEET
C-101	2 OF 2	PARCEL LAYOUT

4259 WHITE ST REZONING CITY OF LYNCHBURG, VIRGINIA

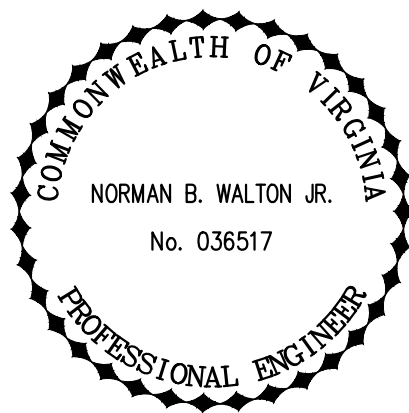


VICINITY MAP
1" = 1000'



PO BOX 1567 17 W. NELSON STREET
LEXINGTON, VIRGINIA 24450
PHONE: 540-464-9001 FAX: 540-464-5009
EMAIL: PNO@PERKINS-ORRISON.COM

27 GREEN HILL DRIVE
FOREST, VIRGINIA 24551
PHONE: 434-525-5985 FAX: 434-525-5986



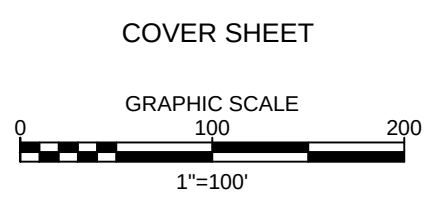
JOB:

4259 WHITE ST
REZONING PLAN

LYNCHBURG, VA

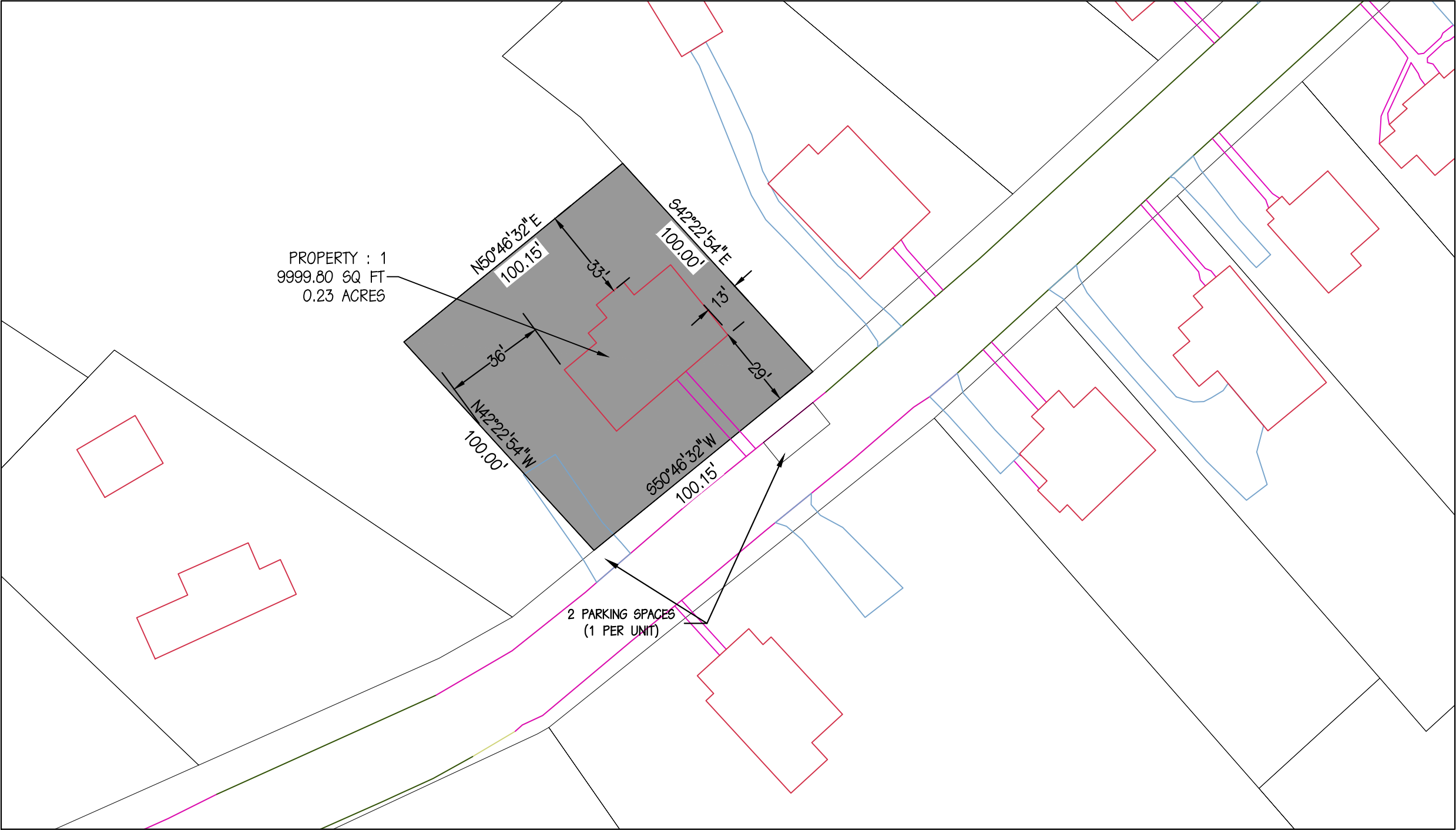
CLIENT:
THOMAS ROAD BAPTIST
CHURCH

MARK	DATE	DESCRIPTION
1	06/14/16	PER CITY COMMENTS
ISSUE: 5/8/16		
CONTOUR INTERVAL: 2'		
DRAWN BY: NBW/MJD		
CHECKED BY: NBW/MJD		



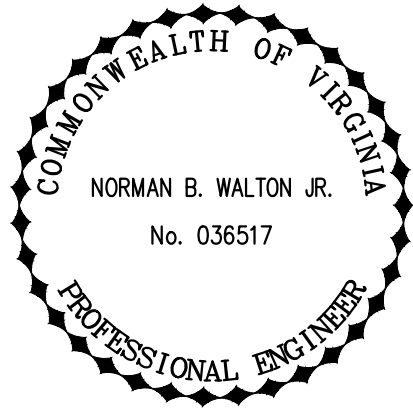
JOB NO 18142 SHEET NO 1 OF 2

ENGINEER
PERKINS & ORRISON, INC
NORM WALTON PE
TY MOSBY
JASON DORMAN
434-525-5985
NWALTON@PERKINS-ORRISON.COM
TMOSBY@PERKINS-ORRISON.COM
JDORMAN@PERKINS-ORRISON.COM



PO BOX 1567 17 W. NELSON STREET
LEXINGTON, VIRGINIA 24450
PHONE: 540-464-9001 FAX: 540-464-5009
EMAIL: PNO@PERKINS-ORRISON.COM

27 GREEN HILL DRIVE
FOREST, VIRGINIA 24551
PHONE: 434-525-5985 FAX: 434-525-5986



JOB:

4259 WHITE ST
REZONING PLAN

LYNCHBURG, VA

CLIENT:
THOMAS ROAD
BAPTIST CHURCH

1	06/14/18	PER CITY COMMENTS
MARK	DATE	DESCRIPTION

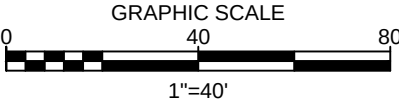
ISSUE: 5/8/18

CONTOUR INTERVAL: 2'

DRAWN BY: NBW/MJD

CHECKED BY: NBW/MJD

SITE LAYOUT



Lexington

Wes Perkins, S
Russ Orrison, PE, LS

Pierson Hotchkiss, LS
Gavin Worley, PE

**Lynchburg**

Norman Walton, PE
Aaron Dooley, LS

June 5, 2016

Tom Martin
City of Lynchburg
900 Church Street
Lynchburg, VA 24502

RE: Rezoning Request Narrative
4259 White St.
Rezoning from R-2 to R3

Dear Mr. Martin

On behalf of owner/developer, Thomas Road Baptist Church (TRBC), I offer this letter as a narrative or description of the project.

The property is desired to be utilized as a duplex, or a two-family residence. The duplex will be separated by floors as opposed to the normal side-by-side duplexes (i.e. the 1st floor is one unit, and the 2nd floor is a second unit). There are separate exterior entry ways to both units. TRBC desires to house missionary families at this residence.

There are no improvements proposed for the property. The existing structure will be utilized, with required renovations.

The owner/developer currently offers no proffers with this request.

Should you have any questions regarding this information, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Norman B. Walton, Jr.", is positioned below the word "Sincerely,".

Norman B. Walton, Jr., P.E.
Perkins & Orrison, Inc.

PERKINS & ORRISON

17 W. Nelson Street · P.O. Box 1567
Lexington, Virginia 24450

27 Green Hill Drive
Forest, Virginia 24551



4259 White Street

July 11, 2018

PLEASE PRINT

[illegible]

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 14, 2018**

AGENDA ITEM #: **15**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 2017 Edward Byrne Memorial Justice Assistance Grant (JAG)

KEY ELEMENTS:

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

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

SUMMARY: The City of Lynchburg is eligible to receive \$41,936 in Edward Byrne Memorial Justice Assistance Grant (JAG) funding. Funding will be utilized by the Lynchburg Police Department to purchase upgrades to the department's surveillance van (\$33,071). The Lynchburg Sheriff's Office will utilize funds to purchase six (6) M-4 patrol rifles to replace existing older units (\$4,515). The Office of the Commonwealth's Attorney will utilize funds to purchase two laptop computers with docking stations (\$4,350). Total equipment cost is \$41,936, which is fully reimbursable by the grant. No local matching funds are required.

PRIOR ACTION(S): Finance Committee September 12, 2017 (to apply for grant)
Finance Committee, August 14, 2018

FISCAL IMPACT: None, no local match is required

CONTACT(S): Chief Raul Diaz, 455-6045
Amy Lowe, Administrative Manager, Police Dept, 455-6128

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and \$41,936 is appropriated with resources from the 2017 Edward Byrne Memorial Justice Assistance Grant (JAG) to purchase law enforcement equipment for the Lynchburg Police Department, Lynchburg Sheriff's Office and the Office of the Commonwealth's Attorney.

Introduced:

Adopted:

Certified:

Clerk of Council

085K

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 14, 2018**

AGENDA ITEM #: **16**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Medicaid Expansion (Funding & Additional Positions)

KEY ELEMENTS:

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

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

SUMMARY: On May 30, 2018, the Virginia General Assembly passed a FY 2019 - 2020 biennium budget that included Medicaid expansion. Additional funding to assist with the increased volume of Medicaid applications was provided to localities. These funds can be used for any activity related to Medicaid expansion such as hiring staff, procuring office space and furniture, training, etc. This funding will not require a local match for FY 2019. Beginning in FY 2020 a local match of 15.5% will be required.

PRIOR ACTION(S): Finance Committee, August 14, 2018

FISCAL IMPACT: None for FY 2019. The required 15.5% local match begins in FY 2020.

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

ATTACHMENT(S): Resolution
Notification Memo from Virginia Department of Social Services

REVIEWED BY: raw

RESOLUTION:

BE IT RESOLVED that the FY 2019 General Fund budget is amended and \$196,031 is appropriated with resources of \$178,531 from the State Department of Social Services (DSS) and \$17,500 from Horizon Behavioral Health Services to the Division of Social Services for staff and operations in preparation for the expansion of Medicaid benefits and to approve the addition of three full-time positions for Lynchburg Division of Social Services, to include an out-stationed worker at Horizon Behavioral Health located at 2215 Langhorne Road.

Introduced:

Adopted:

Certified:

Clerk of Council

084K



COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

MEMO

To: Local Department of Social Services

From: Michael Gump, Chief Financial Officer
Ida Witherspoon, Budget Director

Re: Additional Allocations for Local Staff and Operations

Date: June 8, 2018

On May 30, the Virginia General Assembly passed a FY 2019-2020 biennium budget that included Medicaid expansion. Additional administrative funding to assist with the increased volume of Medicaid applications was provided for the equivalent of approximately 300 new local benefit programs specialist positions. With local match, the total to be allocated is approximately \$21.5M.

Local allocations were determined using three equal factors:

- Distribution of current funding versus current workload for benefit programs specialists
- Projected increase in workload due to Medicaid expansion (minimum allocation of \$45,000)
- Historical staff and operations (budget lines 855 and 858) spending

Lynchburg City's FY 2019 share of the total to be allocated is \$178,531.

In FY 2019, Medicaid expansion funding will be available in **budget line 849, Local Staff and Operations – No Local Match**, when LASER opens for June on July 18, 2018. As stated in the guidance memo dated May 2, 2018, **this funding will not require a local match for FY 2019 only.**

These funds are to be used for any activity related to Medicaid expansion such as hiring staff, procuring office space and furniture, training, etc. that would otherwise be reimbursable under budget line 855. This will allow localities time to increase staffing where needed prior to the implementation of Medicaid expansion and to request funding

for local match from their local boards for FY 2020. Medicaid expansion funding will become part of base budget line 855 allocations beginning in FY 2020 and will require a 15.5 percent local match.

If you have any questions, please contact Budget Analysts Kim Conner at kim.conner@dss.virginia.gov or 804-726-7262 or LaTonya Williams at latonya.williams@dss.virginia.gov or 804-726-7260.

LYNCHBURG CITY COUNCIL

MEETING DATE: **August 14, 2018**

AGENDA ITEM #: **17**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Downtown Engineering Project Manager

KEY ELEMENTS:

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

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

SUMMARY: The Department of Water Resources (DWR) has been tasked with providing project management for the multi-discipline, multi-department Main Street Renewal Project. Recently, Appalachian Power approached the City regarding their plans to upgrade their infrastructure in the Main Street corridor. As a result of the opportunity to coordinate with Appalachian Power, the decision was made to shift Phase II of the downtown work from Commerce Street to Main Street. This collaboration will provide multiple benefits, including impacting Main Street only once and opportunities for cost sharing. The combined project will result in an approximate \$16 million investment in our downtown.

Due to the complexity of coordinating both efforts in the same corridor at the same time, a full time engineering project manager will need to be fully dedicated to the project in order for the project to be successful. Due to current and future workloads of the existing Water Resources' engineering project manager staff, staffing levels will need to be maintained.

A few key facts to be considered regarding the complexity of the Main Street Renewal Project are:

- Multiple owners of the infrastructure instead of only City owned infrastructure;
- Multiple design firms instead of one;
- Multiple contractors instead of one;
- At least 88 impacted businesses in the project area; and
- Complex utility coordination and schedule requirements.

PRIOR ACTION(S): Adoption of the FY 2019 Operating and Capital Improvements Program Budget on May 22, 2018 that included appropriations made to Water Operating Fund, Water Capital Fund, Sewer Capital Fund, Stormwater Capital Fund and General Fund Capital Fund.
Finance Committee, August 14, 2018

FISCAL IMPACT: No fiscal impact to the FY 2019 Operating Budget. The assigned engineering project manager for the Main Street Renewal Project will have salary and benefits estimated to be approximately \$125,000. These costs will be shared by Water, Sewer, Stormwater and General Fund Capital Budgets funded by appropriations included in the FY 2019 Capital Improvements Program.

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

ATTACHMENT(S): Resolution

REVIEWED BY: raw

RESOLUTION

BE IT RESOLVED that the Adopted FY 2019 Water Fund Operating Budget is amended to add one full time engineering project manager.

Adopted:

Certified: _____
Clerk of Council

079K

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 14, 2018**

AGENDA ITEM #: **18**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Appropriation of Reserve Funds for the Parking Management Program

KEY ELEMENTS:

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

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

SUMMARY: The Lynchburg Parking Authority voted unanimously at its June 12, 2018 meeting to proceed with the implementation of paid parking by installing pay stations for pay-by-space paid hourly parking and the sale of monthly parking permits in the following off-street parking lots: Riverfront Lot, Depot Lot, Canal Lot, and Mosaic Lot. Paid parking will take effect only after the identified parking lots have been asphalted which is anticipated by calendar year-end. January 1, 2019 has been set as the start date for paid parking in these lots. Fees and times of enforcement will be consistent with other paid parking lot operations.

The decision to implement paid parking in these lots came after a request in December 2017 from the Lynchburg Parking Authority for a parking management plan for the Jefferson Street area. This was due to lack of parking opportunities for public parking. The plan presented at the February 13, 2018 Lynchburg Parking Authority meeting addressed, evaluated, and provided solutions to alleviate the current lack of parking in the Jefferson Street area parking lots caused by increased residential and commercial development. On April 10, 2018 the Lynchburg Parking Authority discussed the plan further and heard public comments. On April 12, 2018, a public meeting was held for Jefferson Street stakeholders to present the paid parking plan and gather community input. At that time, the Parking Authority determined that there was more support to implement the paid parking plan than opposition. A recommendation was presented to the Lynchburg Parking Authority to proceed with the paid parking plan at their June 12, 2018 meeting.

The Parking Authority voted 6 – 0 at their June 12, 2018 meeting in support of the plan.

PRIOR ACTION(S): Lynchburg Parking Authority Meeting, June 12, 2018
Finance Committee, August 14, 2018

FISCAL IMPACT: The Assigned Fund Balance Reserve for Parking Management is currently \$129,830 and after the \$40,500 appropriation the remaining balance will be \$89,330. Estimated first year revenue generated from the operation of paid parking in these lots is \$38,000.

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

ATTACHMENT(S): Resolution
June 12, 2018 Lynchburg Parking Authority Meeting Minutes
Jefferson Street Parking Facilities Map

REVIEWED BY: raw

RESOLUTION:

BE IT RESOLVED that the FY 2019 General Fund budget is amended and \$40,500 is appropriated from the Assigned Fund Balance Reserve for Parking to allow Parking Management to purchase four (4) parking payment stations for the operation of paid parking as approved by Lynchburg Parking Authority at their regular scheduled meeting on June 12, 2018 in the following off-street lots of Jefferson Street: Riverfront Lot, Depot Lot, Canal Lot, and Mosaic Lot.

Introduced:

Adopted:

Certified:

Clerk of Council

081K

Lynchburg Parking Authority Board Meeting Minutes

Tuesday, June 12, 2018

2:30 P.M. – 4:00 P.M.

City Hall

Second Floor Conference Room

900 Church St., Lynchburg, VA, 24504

Members Present: Brandon Farmer, Chairman
Mary Jane Dolan
Urs Gabathuler
Tobi Jaeger
Thorne McCraw
James Mundy

Members Absent: Carl Matice

Staff Present: Bonnie Svrcek, Phyllis Garlick, Jennifer Jones, Ashley Kershner, David Malewitz, and Tom Martin,

Public Present: Elisa Morton, Todd Swindell, Amanda Fortner, Logan Doneghue, Billy McBratney, and Carrie Dungan

The meeting was called to order at 2:30 p.m. by Chairman, Brandon Farmer.

Approval of Meeting Minutes: Mr. Farmer asked for a motion to approve the minutes from the April 10, 2018 meeting. Mr. Farmer noted that the minutes need to show the correct spelling of Todd Swindell's name from Swindoll to Swindell. He also requested to notate when any Board member arrives late.

Motion: A motion was made by James Mundy to approve the April 10, 2018 minutes with the amended corrections. Motion was seconded by Mary Jane Dolan. Motion carried 6-0.

Old Business: No Old Business

Agenda Items:

Action Items:

- 1. Recommendation to approve the implementation of paid parking by means of installation of pay stations and the sale of parking permits in the following parking lots. Funds for equipment purchase and lot improvements to be allocated from the assigned Fund Balance account in the Parking Management fiscal year 2019 budget.**

Canal Lot (Lot L-behind Amazement Square)
Depot Lot (Lot D-next to Depot Grille Restaurant)
Jefferson St. Lot (Lot O-next to Bikes Unlimited)
Mosaic Lot (Lot N-corner of Jefferson & 9th St)
Riverfront Lot (Lot M-next to splash pad and Water Dog Restaurant)

- 1.1. Paid parking will take effect on January 1, 2019 and be in accordance with all parking fee rate structures approved by the Lynchburg Parking Authority. Paid parking will be enforced Monday through Friday from 8 a.m. to 5 p.m. All other times public parking is free.
- 1.2. Installation of pay station(s) will occur after improvements to the identified parking lot(s) has occurred including parking lot asphaltting, line painting, space number painting, and other enhancements for parking accessibility and management.

Discussion related to the implementation of paid parking to the above mentioned lots:

Mr. Malewitz reviewed comments and discussion points from the previous meetings during the February PA Board Meeting, Downtown 2040 Master Plan public meetings, and the April Parking Authority (PA) Stakeholders meeting. There appears to be consensus that it is now time to move forward with the plan of having all City off-street parking facilities operating within consistent manner to each other.

Mr. Farmer reiterated that the condition of the lots were a big issue and that the first phase including the Canal Lot, Depot Lot, and the Riverfront Lot will be brought up to standard before paid parking will be installed. He stated that there will be permits issued for Riverfront and wanted to know if a determination had been made for the number of permits to be sold versus pay by space.

Mr. Malewitz stated that the effective date of January 1, 2019 is to allow the City time to have the lots paved before installing the pay stations. At this time funding for the project is being determined with the majority of the funds coming from Public Works. Additional funding will be coming from the Parking Management reserve fund balance. In reference to how many monthly parking permits would be issued, Mr. Malewitz stated that would determine this allocation by looking at the total usage of the parking lot at the time paid parking begins. He explained that there are 90 spaces in the Riverfront Lot and projects selling permits for approximately half or a little less at this point. If we get to a point where we have a permit waiting list, we will elevate lot utilization and make adjustments accordingly. The Depot Lot will remain as paid hourly lot with the exception of the small parking area that the businesses of the Depot building currently use as a parking permit area.

Mr. McCraw asked when paving of the lots will begin. He wanted to know if the Riverfront Lot will remain open for events at the Riverfront Park.

Mr. Malewitz responded that the Riverfront Lot would be paved starting sometime after July 1st. The Riverfront Lot will remain partially opened if paving conflicts with scheduled events. Everything is currently being planned so that doesn't happen. The Depot and Canal lots will be started sometime in late September beginning of October. Jefferson St. Lot will be placed in the capital improvement project budget for FY 2020 (July 1, 2019).

Mr. Gabathuler wanted to know the projected revenue for the lots, if more enforcement staff would be needed, and how many pay stations would be placed in the lots.

Mr. Malewitz estimates the revenue to be around \$3,250.00 per month. Increasing enforcement staff is being evaluated at this time. In response to the number of pay stations, there will be two in the Riverfront Lot and one each in the Depot, Canal, Mosaic, and Jefferson St. Lots.

Ms. Jaeger confirmed that the fee schedule will be the same for all the lots. She stated that she had spoken with Jason Cudd and other developers and business owners in the area who have had positive feedback concerning paid parking in these lots.

Mr. Malewitz stated that the fees will be consistent with the fees in the existing paid parking lots. He is setting a meeting with Tony Camm, Manager of the Holiday Inn, regarding adjustments of fees in the Holiday Inn parking deck to match the existing City lots.

There was no Public Comment.

Motion: A motion was made by Ms. Jaeger to approve the recommendation as stated. Motion was seconded by Mr. Gabathuler. Motion carried 6-0.

- 2. Recommendation from the Lynchburg Parking Authority Board supporting the execution of the 2 hour on-street parking time limits on Jefferson St. to take effect in conjunction with the January 1, 2019 implementation of paid parking in the off-street parking lots.**

Discussion related to supporting the execution of the 2 hour on-street parking time limits of Jefferson Street as stated above:

Mr. Malewitz informed the Board that the signage on Jefferson Street will be corrected from the 6 p.m. time frame to 5 p.m. as requested by Mr. Farmer. On-street enforcement will occur as it currently does throughout the rest of the central business district.

There was no Public Comment.

Motion: A motion was made by Dr. Mundy to approve the recommendation as stated. Ms. Jaeger seconded. Motion carried 6-0.

3. **The recommendation to schedule a special Lynchburg Parking Authority meeting in July for review and discussion of the Downtown 2040 Master Plan as it relates to parking management.**

This recommendation was tabled. Tom Martin stated that the 2040 Master Plan would not be ready for review by that time.

Report from the Parking Manager:

Financial Review: Mr. Malewitz stated that the fiscal year is coming to a close. He included the Reserves Report which is at \$130,000. The project cost for the pay stations is at \$35,000. This will come from the reserves. Anything that may come up for the paving of the lots may also come from the reserves.

Wayfinding Parking Lot Signage Update: Phase I of the Wayfinding signage plan, which includes all of Jefferson St, should begin in the next two weeks.

New Business:

1. **Request from Amazement Square for reserved parking accommodations in the Canal Lot in front of the new Genworth Education Center to accommodate museum operations.**

Discussion related to the request from Amazement Square as mentioned above:

Ms. Jaeger asked about enforcement. Also, how would it be monitored to know that people are in Amazement Square?

Mr. Malewitz answered that enforcement would be on an "on call" basis since we wouldn't be able to know who was illegally parked in the reserved parking spaces.

Amanda Fortner with Amazement Square stated that they would be monitoring the parking.

Mr. Farmer questioned the number of spaces across from the front of Amazement Square. He asked if the spaces were used by employees or visitors.

Ms. Fortner stated there are about 20 spaces in the lot and they are used for visitors.

Mr. Gabathuler stated that the board had voted that free parking would not be granted to nonprofits and this request should not be accepted.

Mr. Farmer questioned the number of spaces being requested and what the drive was to ask that they be for free. He confirmed that Amazement Square is requesting the whole area from the entrance to the end of the new building.

Ms. Fortner responded stating the number of spaces would be approximately 7 to 8. The completion of the new education center has the expected number of visitors around 30,000 for the year. In order to accommodate the number of visitors these spots would be provided for easier access.

Mr. Malewitz stated that the number of spaces being requested is closer to 12 or 14 versus 7 to 8, which is all of the parking spaces in front of the education center.

Ms. Jaeger commented that the spaces would need to be paid for just like the Free Clinic currently does and that Amazement Square may want to reconsider the number of requested spaces if payment is required. A new request would need to be submitted.

Mr. Farmer stated that he is concerned of the precedence this would set as parking supply is small. Others could then come forward with requests for designated spaces in other lots.

Mr. Gabathuler asked for a recommendation from Mr. Malewitz. He reminded the Board that this is a decision they need to make. He did state that there are no standards to measure against in determining what non-profit would have over another. There is a higher and higher demand for parking in downtown and our resources need to be protected. It is difficult giving away our resources when there is such a big demand and when those resources can be reinvested in ventures to improve the community.

Mr. Farmer noted that it is an estimated 25 spaces in the Canal Lot, depending on the construction and how the lot is laid out, and the request from Amazement Square is almost 50% of the available spaces. If we are trying to build reserves and maintain consistency, he would leave the Canal Lot as a paid lot.

Public Comment:

Bill McBratney, owner of the Depot Grille building, stated as parking gets more scarce and spaces are more in demand, there will be more organizations, profit and non-profit, trying to wrangle for those spaces. At some point a policy will be needed that makes it clear what the Board's goals are to make sure consistency is being upheld.

Elisa Morton, Consensus Real Estate asked if the lots will include handicap parking and possibly parking for motorcycles.

Mr. Malewitz anticipates there being some handicap designated spaces. Parking spaces for motorcycles has not been a consideration but it is a good idea.

Logan Doneghue, Amazement Square, asked about the paving of the back portion of the Amazement Square Lot.

Mr. Malewitz stated that the paving would stop at the back corner of the building. He pointed out that beyond that point, Amazement Square still has a lot of equipment stored in that portion of the lot. Since there needs to be further discussion concerning this and the cost for paving in this area is not in the budget, there are no plans for it to be paved at this time.

Dr. Mundy stated that in consideration of the request and other requests that may follow, that we stay in the guidelines and comply with the guidelines.

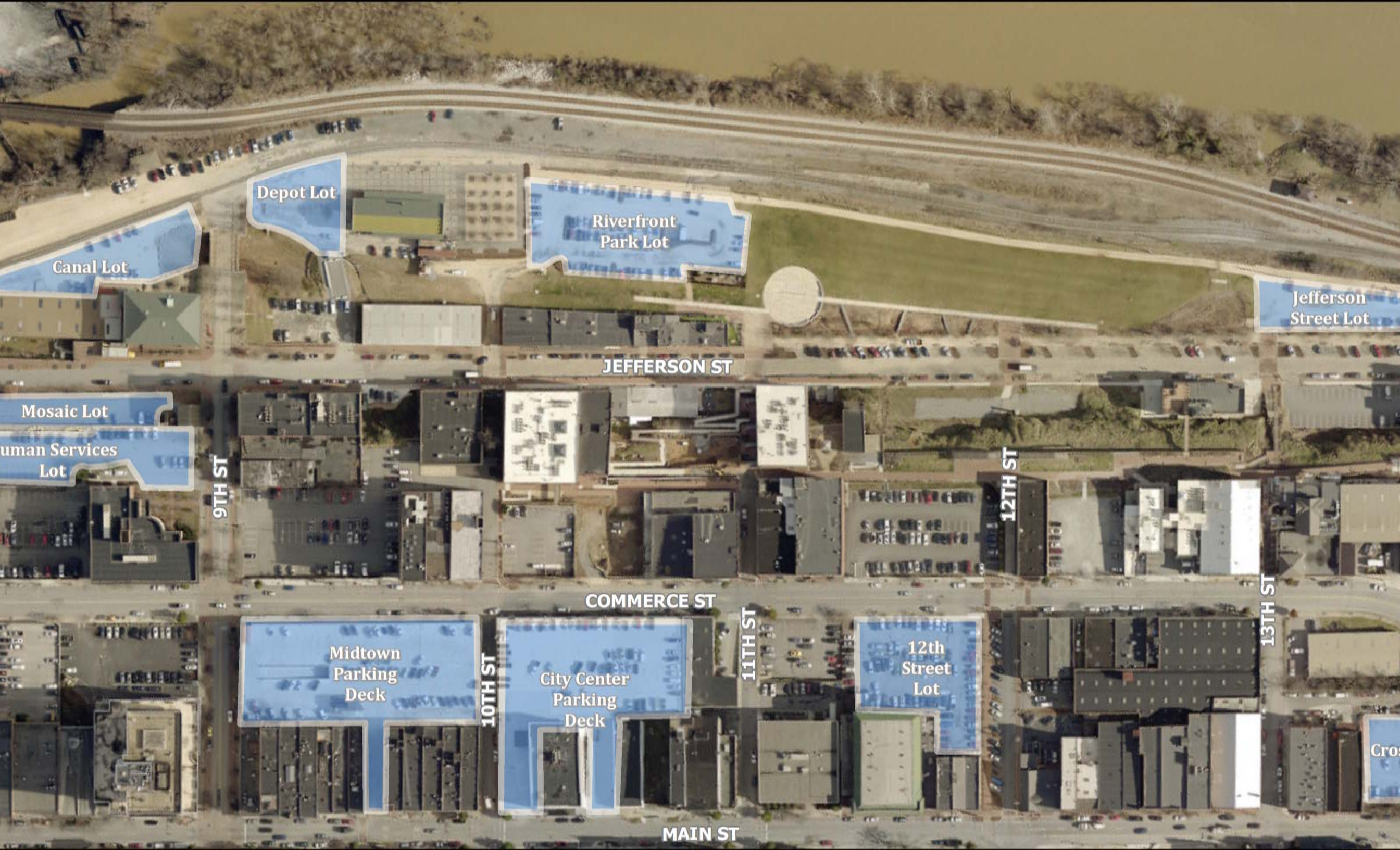
Mr. Farmer stated that the guidelines are that a request has to be made to the Board. There are no guidelines as to what can be requested.

Ms. Jaeger confirmed Dr. Mundy's statement that the Board's guidelines are not giving parking spaces away for free. Amazement Square will need to come back with a request for spaces for which they would pay for.

Motion: Dr. Mundy made a motion not to take any action on the request at this time due to guidelines set by the Board that parking spaces in the City lots will not be free. Amazement Square may present another request after considering this action. Ms. Jaeger seconded. Motion carried 6-0.

Mr. Farmer requested Mr. Malewitz to draft a statement of policy outlining guidelines for parking space requests.

The next meeting will be August 14, 2018 at 2:30 p.m., 2nd floor of City Hall.



Canal Lot

Depot Lot

Riverfront
Park Lot

Jefferson
Street Lot

JEFFERSON ST

Mosaic Lot

Human Services
Lot

9TH ST

12TH ST

COMMERCE ST

13TH ST

Midtown
Parking
Deck

10TH ST

City Center
Parking
Deck

11TH ST

12th
Street
Lot

MAIN ST

Cro

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **August 14, 2018**

AGENDA ITEM #: **19**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Food Insecurity Nutrition Incentive Grant

KEY ELEMENTS:

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

RECOMMENDATION: Adopt a resolution to amend the FY 2019 General Fund budget and appropriate \$15,000 to the Parks and Recreation Fees budget with resources from a grant dispersed by the Local Environmental Agricultural Project (LEAP) on behalf of Virginia Fresh Match (VFM) as allocated from the United States Department of Agriculture's Food Insecurity Nutrition Incentive (FINI) grant program.

SUMMARY: The Lynchburg Community Market (LCM) holds high the responsibility of contributing to a healthy community through providing more access to fresh and locally grown food alternatives. Toward this goal, the Lynchburg Community Market has exerted continual effort to maximize the opportunities for our community's greatly under-served Supplemental Nutrition Assistance Program (SNAP) beneficiaries through programming and incentives.

Virginia Fresh Match (VFM), a statewide organization that works on SNAP incentives, was awarded a grant from the USDA FINI program. This grant provides incentives for SNAP users in the form of doubling SNAP purchases of fruits and vegetables at farmers markets. LEAP, a sub-grantee, will work with the LCM as a partner market to support VFM activities including training, reporting, marketing, evaluation, and disbursement of FINI funds. Lynchburg Community Market was one of dozens of Wholesome Wave's sub-awardees from across the country. LEAP has agreed to award \$15,000 to the Lynchburg Community Market to increase SNAP beneficiary participation and access.

All funds will be used to provide incentive capacity on SNAP purchases by doubling tokens issued to be applied specifically to fruits, vegetables, and food producing plants. The intent of this funding is to positively impact our community by benefitting the health of individuals, neighborhoods, and our local economy via access to affordable healthy, fresh, locally grown produce. The funds will be provided through reimbursements administered through LEAP until the \$15,000 is exhausted, with a funding period end of March 31, 2019.

PRIOR ACTION(S): Adopted a Resolution June 27, 2017(#R-17-058) to amend the FY 2017 General Fund Parks and Recreation Budget to appropriate \$12,000 FINI Grant.
Finance Committee, August 14, 2018

FISCAL IMPACT: No Local Match

CONTACT(S): Jennifer Kennedy, Community Market Manager, 455-4486
Jennifer Jones, Director, Parks and Recreation, 455-5868

ATTACHMENT(S): Resolution
Partner Agreement for FINI Virginia Fresh Match

REVIEWED BY: raw

RESOLUTION:

BE IT RESOLVED that the FY 2019 General Fund budget is amended and \$15,000 is appropriated to the Parks and Recreation Fees budget with resources from a grant dispersed by Local Environmental Agricultural Project (LEAP) on behalf of Virginia Fresh Match (VFM) as allocated from the United States Department of Agriculture's Food Insecurity Nutrition Incentive (FINI) grant program to provide a benefit match that incentivizes the purchase of fruits and vegetables for Supplemental Nutrition Assistance Program (SNAP) participants.

Introduced:

Adopted:

Certified:

Clerk of Council

080K

Partner Agreement for FINI Virginia Fresh Match Market
Year 1: Valid from May 1, 2018 through April 30, 2019

The USDA FINI grant program incentivizes purchases of fruits and vegetables for SNAP participants. Local Environmental Agriculture Project (LEAP), on behalf of Virginia Fresh Match (VFM), has been awarded a 3 year FINI grant to develop and grow nutrition incentive programs in Virginia. LEAP, a subgrantee, will work with partner markets in their region to support VFM activities including training, reporting, marketing, evaluation, and disbursement of FINI funds.

Use of Funds

As a partner market with LEAP and Virginia Fresh Match on the FINI grant, the FINI funds for nutrition incentives may only be used to incentivize fruits and vegetables. The partner market has spoken directly with every vendor who sells at the market and clearly explained the parameters of the FINI funding:

- All vendors understand that they can only accept incentive dollars funded through FINI for fruits and vegetables. Tokens used for FINI incentives must be clearly marked as only being able to be used for fruits and vegetables.
- "Fruits and vegetables" are defined as raw, unprocessed fruits and vegetables without added sugar, fat, or salt

Grant Fiscal Year

- The grant fiscal year is from May 1, 2018 - April 30, 2019. No funds will be reimbursed if they were spent before May 1, 2018 or after April 30, 2019.

Key responsibilities for Partner Market

- Maintain accurate records of incentive funds spent, marketing dollars spent (transaction logs, vendor payments, etc.), and in-kind staff/volunteer time (timesheets, paystubs, etc.). Make records available to LEAP for verification, as needed.
- Submit excel sheet and supporting evidence (in-kind funds and/or time) to LEAP on monthly basis for reimbursement of fruit and vegetable incentives redeemed.
- Enter required data into FM Tracks for each market day.
- Complete year-end reporting requirements.
- Collect stories and data to show impact of Virginia Fresh Match (min. 2 stories & 2 pictures per market, with photo release).
- Pay Partner Market Fee to LEAP.
- Participate in evaluation activities by LEAP, Virginia Cooperative Extension (FINI program evaluator), and external FINI evaluator, as needed.

Key activities provided by LEAP

- **FM Tracks training:** Before the start of the FINI grant period, LEAP will meet with all participating markets to review grant requirement guidelines, reporting schedule, and FM Tracks.
- **Annual Budget:** LEAP will provide an annual budget for direct incentives for the three year term. Each year, the budgeted amount will be addressed based on past performance and future plans. **Year one: \$15,000. Year Two: \$17,500. Year three: \$20,000**
- **In-season check-ins:** LEAP staff will check-in with each market by phone at least three times during the season: within the first two weeks of when their incentive program starts for the season, mid-season, and before the final two weeks of the season. LEAP staff will also visit each new incentive program market in person (while in operation) at least once during the market season to provide support and guidance for the SNAP incentive program. In addition, LEAP will also do a quality assurance check on the incentive program to ensure the incentives are being used properly. LEAP will communicate regularly with participating markets via email and will be available as needed.
- **Outreach:** LEAP will work with markets and partner organizations in the region to promote SNAP and Virginia Fresh Match at markets. This will include joint promotional activity and marketing material templates.
- **Stakeholder meeting:** LEAP will spearhead a stakeholder meeting of markets in the region that will focus on future planning and sustainability.
- **Design of Incentive Fund Program:** Using numbers from last year, LEAP calculated an incentive fund budget for each market. All markets will only use incentive funds to incentivize fruit and vegetable consumption.
- **Reimbursement of Incentive Funds:** LEAP will reimburse FINI partner markets for fruit and vegetable incentive funds redeemed by vendors on a timely basis, at least bi-monthly (every other month). Reimbursement is contingent on submittal and verification of required reporting and documentation.

Partner Market Name Lynchburg Community Market

Date 8/2/18

Partner Market Representative:



VFM Representative: Sam Lev

Signature

