LYNCHBURG CITY COUNCIL
PHYSICAL DEVELOPMENT COMMITTEE

Tuesday, July 10, 2018
8:00 a.m.

Information Items

Recent/Pending Contract Awards: n/a

Update on priority projects: **-**See attached report.

General Business

1. Review of PDC guidelines — Lee Newland
2. 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: August 14, 2018

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

July 10, 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; Scheduled to Re-open 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
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 - Open to Traffic August 3
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
Indian Hill Road Bridge		Design	August 2018			In Design
College Lake Dam		Preliminary	June 2018			Permit Renewed - Reviewing Preliminary Engineering Report
One Way Pairs @ 501/221		Preliminary	June 2019			NEPA Document Underway
Police Department Headquarters		Preliminary	December 2018			Environmental and Demolition RFP's Being Prepared

LEGEND

Schedule -	Green		0-5% Behind	Budget -	Green		0-10% Over
	Yellow		5-10% Behind		Yellow		10-20% Over
	Red		> 10% Behind		Red		> 20% Over
	V	V	VDOT Managed		V	V	VDOT Managed

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **July 10, 2018 PDC** AGENDA ITEM #:

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:
ACTION: **X** INFORMATION: (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, July 10, 2018
11:30 a.m. – Bidder's Room

GENERAL BUSINESS

11:30 a.m.

1. Approval of the Draft Finance Committee Meeting Notes from May 22, 2018.

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

11:35 a.m.

2. Report on the General Fund Reserve for Contingencies.

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

11:40 a.m.

3. Consider a request to adopt a resolution 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 (RSAF), $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.

   Contact: Heather Childress, Battalion Chief 455-6360

11:45 a.m.

4. Approve the submittal of an application for a Virginia Department of Environmental Quality (DEQ) Litter Prevention and Recycling Competitive Grant for $16,000 to purchase 4 high-impact solar-powered smart waste compacting bins.

   Contact: Gaynelle Hart, Director of Public Works 455-4406

11:50 a.m.

5. Approve the submittal of a grant application in the amount of $150,000, for a Virginia Department of Conservation & Recreation (DCR) 2018 Recreational Trails Grant to rehabilitate select storm damaged and eroded trails within the James River Heritage Trail System.

   Contact: Jennifer Jones, Director of Parks and Recreation 455-5868

11:55 a.m.

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

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

12:00 p.m.

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

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

12:05 p.m.

8. Roll Call

The next Finance Committee meeting is Tuesday, August 14, 2018, at 11:30 a.m.

FINANCE COMMITTEE NOTES-- DRAFT
Tuesday, May 22, 2018

GENERAL BUSINESS

Meeting commenced at 11:30 a.m.

ATTENDEES

Committee Members: *Council Member Jeff S. Helgeson, Chair; Council Member Randy Nelson; Council Member Mary Jane Dolan; Mayor Joan Foster, Ex-Officio.*
Others: *Bonnie Svrcek, City Manager; Donna Witt, Director of Financial Services; Rhonda Allbeck, Assistant Director of Financial Services; Starlette Early, Budget Analyst*

1. Approval of the Draft Finance Committee Meeting Notes from March 27, 2018.

   The March 27, 2018 Finance Committee meeting notes were approved as submitted.

2. Report on the General Fund Reserve for Contingencies.

   Donna Witt reported one new item was pending for the Reserve for Contingencies: Proposed carryforward of $400,000 to FY 2019 Reserve for Contingencies. This item is included in the Proposed FY 2019 Budget and will have the second reading for adoption at the City Council meeting later tonight (May 22, 2018). If approved, the current balance in the General Fund Reserve for Contingencies is $578,129.

3. Consider a request to adopt a resolution 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 U.S. Department of Homeland Security (DHS) to fund equipment and training for the Fire Department Technical Rescue Team.

   The Committee unanimously approved this item. The item will be considered by City Council at their May 22, 2018 meeting.

4. Review highlights of attached quarterly financial reports for the Greater Lynchburg Transit Company (GLTC) as well as the Regional Airport, Lynchburg Regional Juvenile Detention Center, Children's Services Act, Water Operating, Sewer Operating, Stormwater Operating, and General Funds for the quarter ending March 31, 2018.

   GLTC: A written report was submitted by Brian Booth. Due to a schedule conflict, Mr. Booth was unable to attend the Finance Committee meeting to make a verbal presentation, but offered to present at the next meeting. The Committee agreed to defer until next quarter for a verbal report.

   Airport: Mark Courtney reported revenues are slightly above budget and operations are stable overall in terms of revenue stream and sources. Expenses are tracking as anticipated. A $141,000 surplus is currently projected for this fiscal year.

   Lynchburg Regional Juvenile Detention Center: Robin Mamola (for Tamara Rosser) reported revenues from the Community Placement Program (CPP) are at 83% of budget, with one *additional disbursement from the CPP expected prior to fiscal year-end. Expenditures are within budget, with a current per diem rate of $149/day compared to $175 budgeted.*

Children's Services Act (CSA): Robin Mamola reported revenues are where expected and staff is utilizing the State's system to submit for more timely reimbursements of expenditures. There are currently 112 in foster care, with a focus on prevention services.

Water: Tim Mitchell reported revenues are exceeding budget by $550,000 due to higher than anticipated water usage, increase in contracted water consumption, and interest earnings. Expenses are projected to be $180,000 below budget due primarily to savings in vacant positions and savings in chemicals. Debt Service is expected to exceed budgeted by $80,000 due to a September 26, 2017 bond refunding. The fund balance ratio is projected to be over the target range (66%) and the debt coverage ratio is at 1.31.

Sewer: Tim Mitchell reported revenues are exceeding budget by $638,000 due to leachate, sewer contracts, and interest earnings. Expenses are $320,000 below budget primarily due to chemical savings. Debt coverage ratio is 1.31 compared to target minimum of 1.20. The fund balance ratio is within target (39%).

Stormwater: Tim Mitchell reported revenues are in-line with budget and expenses are $28,000 below budget. The fund balance ratio is projected to be 28% compared to the target balance of 15% - 20% and currently there is no debt service in the Stormwater Fund.

General Fund: Donna Witt reported overall the General Fund is in a good position. She noted Local Sales and Use Tax is not tracking as projected; however, this is reflecting a statewide pattern. Expenses are tracking at 71% of budget.

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

   Donna Witt reported Local Sales and Use Tax revenue is $92,000 below FY 2017 Actual amount for collections through March. This is similar to what other localities are experiencing statewide. Consumer Utility Tax- Electric revenue is slightly above budget reflecting recent weather extremes. The Communication Sales and Use Tax revenue is up in March compared to budget, but continues to decline from the prior fiscal years as anticipated. Revenues from Meals Tax are currently $175,000 above budget, and Lodging revenues are down by $223,000 due to the delayed opening in hotels.

6. Roll Call

   There were no items for Roll Call.

Meeting adjourned at 12:12 p.m.

AGENDA ITEM NO.: 2

FY 2019 GENERAL FUND RESERVE FOR CONTINGENCIES

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

July 2018

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **July 10, 2018** AGENDA ITEM #:

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

ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase CPR Manikins, cardiac monitor, and stretcher

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 $56,938 with resources of $28,204 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF), $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.

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

The Fire Department has been awarded RSAF grant funds to purchase one (1) LifePak 15 cardiac monitor and one (1) Power Pro stretcher.

The CPR manikins will replace and upgrade current manikins to reflect the most recent American Heart Association standards. The manikins will be used for LFD employee training and public CPR classes.

The LifePak 15 cardiac monitor will replace one in-service unit purchased in 2008. The monitor has remained in service through a preventative maintenance contract; however, it has significantly exceeded the useful life recommended by the manufacturer. LifePak 12 is no longer supported.

The Power Pro stretcher will replace one in-service unit purchased in 2008. The stretcher has remained in service through a preventative maintenance contract; however, it has exceeded the manufacturer's recommended useful life not only in age but in the number of lift hours.

This grant requires a local match; the department applied for these funds under a Hardship Request, which would have required the locality to pay 20 percent and RSAF would have paid 80 percent. However, the RSAF funds were awarded with a required 50 percent match. The itemized cost: CPR manikins - $4,857, one LifePak 15 cardiac monitor - $34,036 and one Power Pro stretcher - $18,045. With a total cost of $56,938, the required local match is $28,734. The match will be funded from the FY 2017 General Fund Fire Department budget and the General Fund Fire Equipment Assigned Fund Balance.

PRIOR ACTION(S): Finance Committee, July 10, 2018

FISCAL IMPACT: $28,734 in matching funds will be provided from the Fire Department's FY 2017 budget and the General Fund Fire Equipment Assigned Fund Balance; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment.

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

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION: #R-

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and $56,938 is appropriated with resources of $28,204 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF), $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.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **July 10, 2018**			AGENDA ITEM #: **4**
CONSENT:	REGULAR:	WORK SESSION: **X**	CLOSED SESSION:
ACTION:	INFORMATION: **X**		(Confidential)

ITEM TITLE: Virginia Department of Environmental Quality Litter Prevention and Recycling Competitive Grant Application

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

<u>RECOMMENDATION:</u> Approve the submittal of an application for a Virginia Department of Environmental Quality (DEQ) Litter Prevention and Recycling Competitive Grant for $16,000 to purchase 4 high-impact solar-powered smart waste compacting bins.

<u>SUMMARY:</u> Through its Litter Prevention and Recycling Program DEQ is now offering localities the opportunity to apply for funds through a competitive grant process. These funds are in addition to the annual non-competitive funds the City receives each year.

Public Works is applying for funding to purchase 4 high-impact solar-powered smart waste compacting bins to locate in areas of the city where there is high foot traffic, and therefore, increased litter and waste. In addition to providing a receptacle for waste disposal, which will prevent litter; the aesthetic of the bins encourages use and raises awareness as well. Other beneficial features of the bins are its use of solar power and the compacting mechanism allows a bin to receive 8 times the waste of a standard trash receptacle.

The cost per bin is $4,000; the total grant request is $16,000.

<u>PRIOR ACTION(S):</u> None

<u>FISCAL IMPACT:</u> None, no local match is required.

<u>CONTACT(S):</u> Gaynelle Hart, Director of Public Works, 455-4406

<u>ATTACHMENT(S):</u> None

<u>REVIEWED BY:</u>

FINANCE COMMITTEE
Agenda Item Summary

MEETING DATE: **July 10, 2018** AGENDA ITEM #: **5**

CONSENT: REGULAR: **X** WORK SESSION: CLOSED SESSION:

ACTION: **X** INFORMATION: (Confidential)

ITEM TITLE: Department of Conservation and Recreation Grant – James River Heritage Trail and Creekside Trail Improvements

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

RECOMMENDATION: Approve the submittal of a grant application in the amount of $150,000, for a Virginia Department of Conservation & Recreation (DCR) 2018 Recreational Trails Grant to rehabilitate select storm damaged and eroded trails within the James River Heritage Trail System.

SUMMARY: The Parks and Recreation Department (in conjunction with the Public Works Department), having conducted an assessment of municipal trail damage due to recent severe storms, as well as chronic erosion and subsidence problems caused by previous storms, urban runoff, and heavy trail use has completed a matrix of selected sites to be renovated. In these areas, super-saturated soils resulted from extensive overland sheet flow and general flooding along Lynchburg's stream valley's, culminating in catastrophic erosion and collapse along the Creekside Trail within the Blackwater Creek Natural Area. All the funding requested in this DCR Grant involves trail repairs and renovation, as well as new erosion control measures. This funding does not involve the building of any new trails, other than the rerouting of existing trails around impassable sections of damaged or missing (subsided) treadway. This is a reimbursable (80%), competitive grant, requiring a local match (20%).

Estimated Project Costs	
Preliminary Engineering (PE)	$25,000
Construction	$144,000
Reserve	$18,500
Total Project Funds	$187,500

Funding	
Recreation Trails Program Grant Funds (Award)	$150,000
City Capital Improvement Program (Existing) 20% Match	$37,500
Total Project Funds	$187,500

BACKGROUND: On August 26, 1974, the Commonwealth of Virginia, Commission of Outdoor Recreation approved funding of Phase I of the Blackwater Creek Natural Area (515 Monticello Avenue) Project. Lynchburg City Council accepted the grant on behalf of the City on September 10, 1974, and over the years approximately 17.0 miles of trails were built within the Natural Area, including 6.6 miles of the Creekside Trail; a part of the James River Heritage Trail System (resulting in approximately 40.0 miles of maintained trails within Lynchburg's City Parks). All of the selected mitigation sites are located along the Creekside Trail, a multi-use trail with a surface varying from asphalt, aggregate, wooden walkway, to earthen treadway. The project scope can be divided into three components: Preliminary Engineering (PE); Construction; and Close Out (Grant Reimbursement). Preliminary Engineering costs ($25,000) include state and federal environmental, historical, and other mandatory reporting requirements. Construction costs are budgeted at $144,000, with an additional 10% reserve of $18,500. The Project Close out includes reimbursement of $150,000, which is 80% of the total project costs of $187,500. Matching monies are currently in projects which were previously appropriated in the FY17 and FY18 Capital Improvement Plan (CIP); with additional monies coming from the City Stadium Football Facility Renovation Project balance once closeout is completed.

PRIOR ACTION(S): None

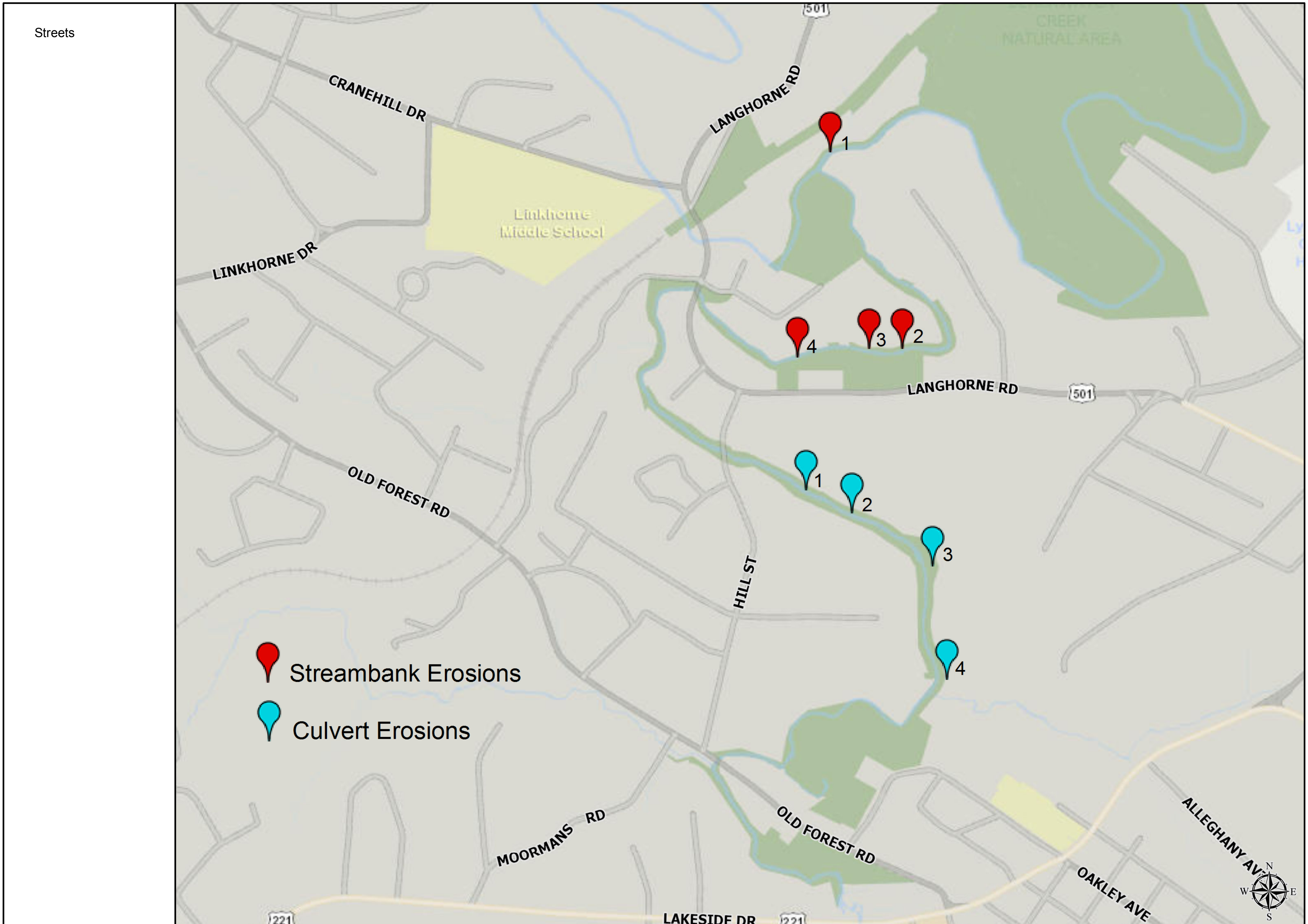
FISCAL IMPACT: $37,500 in local matching funds required

CONTACT(S): Jennifer Jones, Director of Parks and Recreation (434) 455-5868
Andrew Reeder, Park Service Manager (434) 455-5858

ATTACHMENT(S): Map of affected areas and photos of erosion damage.

REVIEWED BY:

Trail Storm Damage - 6/2018



Printed On June 29, 2018


STREET CLOSED


STREET CLOSED
STREETS
CAUTION

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **August 14, 2018** AGENDA ITEM #: **6**

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

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

KEY ELEMENTS:
___Economic Development _X__Excellent 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 July 10, 2018 and require Council approval.

PRIOR ACTION(S): Finance Committee, July 10, 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: **July 10, 2018**			AGENDA ITEM #.: **7**
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 April 2018 has been posted for these five revenue streams.

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

FISCAL IMPACT:
None

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

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

REVIEWED BY:

Comparison of Collections
Budget to Actual FY 2017 - FY 2018

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

	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Actual FY 2018	Actual FY 2018 to Adopted FY 2018	Actual FY 2018 to Actual FY 2017
JULY	$1,075,816	$1,131,485	$1,207,589	$1,152,527	$1,161,098	$1,134,520	($26,578)	($18,007)
AUGUST[1]	1,098,342	1,299,763	1,198,772	1,267,330	1,276,755	1,248,275	(28,480)	($19,055)
SEPTEMBER	1,083,199	1,204,336	1,269,930	1,275,989	1,285,479	1,289,489	4,010	$13,500
OCTOBER	1,161,965	1,185,608	1,231,666	1,253,143	1,262,463	1,210,820	(51,643)	($42,323)
NOVEMBER	1,155,729	1,241,898	1,227,636	1,254,548	1,263,878	1,348,270	84,392	$93,722
DECEMBER	1,316,419	1,669,810	1,600,507	1,695,286	1,707,894	1,601,584	(106,310)	($93,702)
JANUARY	1,103,175	1,073,237	1,055,364	1,070,830	1,078,794	1,122,715	43,921	$51,885
FEBRUARY	1,172,252	1,131,392	1,161,810	1,148,155	1,156,694	1,117,839	(38,855)	($30,316)
MARCH	1,217,930	1,282,807	1,323,375	1,409,096	1,419,575	1,361,602	(57,973)	($47,494)
APRIL	1,183,748	1,311,297	1,202,186	1,236,313	1,245,507	1,217,305	(28,202)	($19,008)
TOTAL	**$11,568,575**	**$12,531,633**	**$12,478,835**	**$12,763,217**	**$12,858,137**	**$12,652,419**	**($205,718)**	**($110,798)**

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

	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Actual FY 2018	Actual FY 2018 to Adopted FY 2018	Actual FY 2018 to Actual FY 2017
JULY	$325,815	$321,596	$332,876	$328,501	$329,749	$335,326	$5,577	$6,825
AUGUST	318,738	305,012	333,953	355,434	356,785	327,959	($28,826)	($27,475)
SEPTEMBER	317,324	317,947	328,411	351,627	352,963	314,864	($38,099)	($36,763)
OCTOBER	273,646	273,264	281,514	294,038	295,155	297,177	$2,022	$3,139
NOVEMBER	280,945	273,353	270,434	274,145	275,187	284,069	$8,882	$9,924
DECEMBER	348,750	346,565	321,380	337,930	339,214	348,578	$9,364	$10,648
JANUARY	374,541	365,859	346,212	358,976	360,340	407,036	$46,696	$48,060
FEBRUARY	372,254	381,844	361,670	316,871	318,075	348,114	$30,039	$31,243
MARCH	334,289	339,965	312,928	304,309	305,466	313,399	$7,933	$9,090
APRIL	306,485	288,704	282,659	279,887	280,951	306,179	$25,228	$26,292
TOTAL	**$3,252,787**	**$3,214,109**	**$3,172,037**	**$3,201,718**	**$3,213,885**	**$3,282,701**	**$68,816**	**$80,983**

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

	Actual FY 2014	Actual FY 2015	Actual FY 2016	Actual FY 2017	Adopted FY 2018	Actual FY 2018	Actual FY 2018 to Adopted FY 2018	Actual FY 2018 to Actual FY 2017
JULY	$286,999	$283,594	$276,750	$265,192	$260,283	$255,279	(5,004)	($9,913)
AUGUST	284,691	281,957	270,038	269,212	260,283	263,011	2,728	($6,201)
SEPTEMBER	284,249	283,441	273,974	266,593	260,283	258,291	(1,992)	($8,302)
OCTOBER	288,830	287,702	277,686	274,702	260,283	273,952	13,669	($750)
NOVEMBER	284,176	279,441	271,470	270,909	260,283	259,546	(737)	($11,363)
DECEMBER	289,726	282,491	276,524	268,968	260,283	258,380	(1,903)	($10,588)
JANUARY	264,960	275,361	271,160	265,710	260,283	286,194	25,911	$20,484
FEBRUARY	280,480	291,186	275,887	260,551	260,283	244,102	(16,181)	($16,449)
MARCH	288,500	285,971	282,470	271,925	260,283	257,969	(2,314)	($13,956)
APRIL	285,052	276,473	270,594	261,889	260,283	247,120	(13,163)	($14,769)
TOTAL	**$2,837,663**	**$2,827,617**	**$2,746,553**	**$2,675,651**	**$2,602,830**	**$2,603,844**	**$1,014**	**($71,807)**

Comparison of Collections
Budget to Actual FY 2017 - FY 2018

MEALS TAX

ADOPTED FY 2018 BUDGET - $14,400,0

	Actual Collected FY 2015 [3]	Actual Collected FY 2016 [3]	Actual Collected FY 2017 [3]	Adopted FY 2018	Actual Assessed FY 2018	Actual Assessed FY 2018 to Adopted FY 2018	Actual Collected FY 2018 [3]	Actual Collected FY 2018 to Adopted FY 2018	Actual Collected FY 2018 to Assessed FY 2018
JULY [2]	$970,597	$1,046,770	$1,088,474	$1,122,617	$1,132,444	$9,827	$1,109,545	($13,072)	($22,899)
AUGUST	1,119,585	1,213,559	1,098,748	1,207,908	1,230,475	22,567	1,140,836	(67,072)	(89,639)
SEPTEMBER	1,159,391	1,167,356	1,243,540	1,222,863	1,252,868	30,005	1,295,882	73,019	43,014
OCTOBER	1,119,430	1,152,017	996,549	1,216,067	1,246,579	30,512	1,249,486	33,419	2,907
NOVEMBER	1,099,028	1,156,651	1,382,308	1,136,983	1,172,731	35,748	1,170,367	33,384	(2,364)
DECEMBER	1,117,510	1,224,108	1,238,056	1,261,720	1,275,027	13,307	1,261,816	96	(13,211)
JANUARY	963,288	908,712	1,112,427	1,037,362	1,099,194	61,832	1,088,584	51,222	(10,610)
FEBRUARY	1,198,810	1,154,457	1,165,660	1,177,712	1,175,645	(2,067)	1,197,425	19,713	21,780
MARCH	1,177,822	1,393,915	1,303,383	1,295,456	1,347,124	51,668	1,339,823	44,367	(7,301)
APRIL	978,156	1,244,722	1,254,823	1,277,810	1,306,469	28,659	1,336,111	58,301	29,642
TOTAL	**$10,903,617**	**$11,662,267**	**$11,883,968**	**$11,956,498**	**$12,238,556**	**$282,058**	**$12,189,875**	**$233,377**	**($48,681)**

LODGING TAX

ADOPTED FY 2018 BUDGET - $2,783,000

	Actual Collected FY 2015 [3]	Actual Collected FY 2016 [3]	Actual Collected FY 2017 [3]	Adopted FY 2018	Actual Assessed FY 2018	Actual Assessed FY 2018 to Adopted FY 2018	Actual Collected FY 2018 [3]	Actual Collected FY 2018 to Adopted FY 2018	Actual Collected FY 2018 to Assessed FY 2018
JULY [2]	$180,395	$180,808	$207,361	$231,917	$249,245	$17,328	$248,422	$16,505	($823)
AUGUST	185,402	202,217	167,929	$231,917	223,881	(8,036)	224,761	(7,156)	880
SEPTEMBER	173,875	206,009	215,545	$231,917	222,136	(9,781)	222,577	(9,340)	441
OCTOBER	209,788	160,131	214,418	$231,917	245,586	13,669	245,408	13,491	(178)
NOVEMBER	144,988	177,048	222,988	$231,917	207,729	(24,188)	206,772	(25,145)	(957)
DECEMBER	119,891	130,150	150,743	$231,917	144,933	(86,984)	144,969	(86,948)	36
JANUARY	108,523	109,217	116,370	$231,917	177,373	(54,544)	178,239	(53,678)	866
FEBRUARY	133,217	140,716	154,651	$231,917	167,958	(63,959)	167,362	(64,555)	(596)
MARCH	178,963	222,261	192,388	$231,916	235,935	4,019	225,836	(6,080)	(10,099)
APRIL	162,085	175,590	173,405	$231,916	222,697	(9,219)	225,456	(6,460)	2,759
TOTAL	**$1,597,127**	**$1,704,147**	**$1,815,798**	**$2,319,168**	**$2,097,473**	**($221,695)**	**$2,089,802**	**($229,366)**	**($7,671)**

[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

Physical Development Committee – 8:00 a.m.
Finance Committee Meeting – 11:30 a.m.

COUNCIL MEMBER WILDER WILL GIVE THE INVOCATION

A G E N D A
City Council Meeting of July 10, 2018

4:00 P.M.

1. Readopting Council's Rules of Procedure

2. Adopt and revise a Resolution approving the Final FY 2019 Community Development Block Grant CDBG) and HOME Program Funds #R-18-_____

3. Solid Waste Task Force Report

4. Roll Call

7:30 P.M.
City Council Agenda Items

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

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

During the public hearing there shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify that group at the beginning of his or her remarks. A group may have only one spokesperson.
After public comments have been received, for zoning petitions the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.
Upon the conclusion of public comments or the applicant's rebuttal the public hearing will be closed and the matter referred to Council for deliberation.
PUBLIC PRESENTATIONS: Public presentations shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council. Individuals may speak up to 3 minutes; or group spokesperson up to 5 minutes. Once Council has heard a presentation from a citizen or organization on a particular subject, the citizen or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of Council present and voting.
GENERAL BUSINESS: This section includes items of a general nature to be considered by Council.
City Council may make exceptions to these rules at its discretion.
Prior to a meeting, any questions which citizens may have regarding any item on the agenda may be addressed to City Council or the City Administration. The following numbers are provided for the convenience of the citizens:
CITY COUNCIL 455-3995 MAYOR 455-3995 CITY MANAGER 455-3990
A reasonable charge may be made for copying and other activities related to responding to long and involved inquiries.
CITIZENS OFTEN EXPRESS CONFLICTING AND DIVERSE POSITIONS REGARDING SPECIFIC ISSUES UNDER CONSIDERATION. TO ENCOURAGE CITIZEN PARTICIPATION AND TO AVOID INTIMIDATION TO PERSONS WHO MAY EXPRESS SOMETIMES UNPOPULAR OPINIONS, APPLAUSE, CHEERS, OR JEERS FROM THE AUDIENCE ARE NOT PERMITTED. WHEN APPEARING BEFORE CITY COUNCIL CITIZENS MAY NOT ENGAGE IN BEHAVIOR THAT INTIMIDATES OR INSULTS OTHERS, ENGAGE IN DISRUPTIVE BEHAVIOR, USE PROFANITY OR VULGAR LANGUAGE, PROMOTE PRIVATE BUSINESS VENTURES OR CAMPAIGN FOR PUBLIC OFFICE.

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

C 0 N S E N T A G E N D A

#5. Consideration of approving the minutes of the April 24, 2018 meeting.

#6. Consideration of approving the minutes of the May 8, 2018 meeting.

*#7. Consideration of adopting Resolution #R-18-056 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.

PUBLIC HEARING

#8. Public hearing to receive comments regarding the FY 2019 Annual Action Plan for the Community Development Block Grant (CDBG) and HOME Program.
(Community Development) #R-18-_____

#9. Public hearing regarding the petition of Liberty University for a Conditional Use Permit at 1971 University Boulevard to allow the construction of an indoor arena in an IN-2, Institutional District 2.
(File: Community Development) #R-18-_____

PUBLIC COMMENT

#10. Hear from a citizen regarding a concern (Larry Bassett).
(File: City Council)

GENERAL BUSINESS

#11. Consideration of introducing a Resolution 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
(File: Fire) #R-18-_____

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **July 10, 2018** AGENDA ITEM #: **1**

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

ITEM TITLE: Readopting Council's Rules of Procedure

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

RECOMMENDATION: Adoption of a resolution readopting City Council's Rules of Procedure which contain Council's schedule of regular meetings and work sessions for the upcoming year.

SUMMARY: 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.

PRIOR ACTION(S): City Council readopted its Rules of Procedure on August 8, 2017, to confirm Council's schedule of regular meetings and work sessions for 2017-2018.

FISCAL IMPACT: None

CONTACT(S): Walter Erwin, City Attorney 455-3973 and Bonnie Svrcek, City Manager 455-3990

ATTACHMENT(S): A Resolution readopting City Council's Rules of Procedure.
Lynchburg City Council Rules of Procedure last amended July 12, 2016

REVIEWED BY: bms

RESOLUTION

NOW, THEREFORE, BE IT RESOLVED that the 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.

This resolution shall become effective upon its adoption.

Adopted:

Certified: ______________________________
Clerk of Council

076K

LYNCHBURG CITY COUNCIL
RULES OF PROCEDURE

(Adopted September 23, 2008;
Amended August 11, 2009, July 9, 2010, July 3, 2012, May 14, 2013 and July 12, 2016)

Introduction

These rules of procedure were designed and adopted for the benefit and convenience of the Lynchburg City Council. Their purpose is to help City Council conduct its affairs in a timely and efficient manner. They incorporate the general principles of parliamentary procedure found in *Robert's Rules of Order Newly Revised* and applicable Virginia laws. The rules of procedure do not create substantive rights for third parties or participants in proceedings before City Council. Further, City Council reserves the right to suspend or amend the rules of procedure whenever a majority of Council decides to do so. When City Council's rules of procedure do not address a procedural issue, Council may consider the most recent edition of *Robert's Rules of Order* for guidance. The failure of City Council to strictly comply with the rules of procedure shall not invalidate any action of City Council.

SECTION 1 - PURPOSE AND BASIC PRINCIPLES

Section 1-1. Purpose of Rules of Procedure

A. To enable the Lynchburg City Council to transact business fully, expeditiously and efficiently while affording every opportunity to citizens to witness the operations of government;

B. To protect the rights of each individual Council member;

C. To preserve a spirit of cooperation among Council members; and

D. To determine the will of City Council on any matter.

Section 1-2. Basic Principles Underlying Rules of Procedure

A. The business of the City Council should proceed in the most efficient manner possible;

B. City Council's rules of procedure must be followed consistently;

C. City Council's actions should be the result of a decision on the merits and not a manipulation of the procedural rules;

D. Only one subject may claim the attention of City Council at one time;

E. Each item presented for consideration is entitled to full and free discussion;

F. Every member has equal rights to participate and vote on all issues;

G. Every member must have equal opportunity to participate in decision making;

H. The will of the majority must be carried out, and the rights of the minority must be preserved; and

I. The Council must act as a body.

SECTION 2 -- MEETINGS

Section 2-1. When and Where Regular Meetings are Held

The time and place of regular meetings of the Lynchburg City Council (hereinafter referred to as the Council) shall be established at each organizational meeting. Meetings shall be held in the City Council Chamber, on the first floor in City Hall, as follows:

> Second and fourth Tuesday of the month, at 4:00 p.m.; except, there will be no regular meeting on the fourth Tuesdays during the months of July, August, and December.

The Council may hold additional meetings at other locations and times, or may change the locations and times of regularly scheduled meetings as it deems appropriate to do so. Notice of such additional meetings or changes to the location or time of regularly scheduled meetings shall be provided to the public and the press as required by State Code. Additional meetings shall be referred to as "additional scheduled meetings" and shall be approved by Council during a regularly scheduled meeting.

Section 2-1.1. Continued Meetings

A regular meeting shall be continued to the immediately following Thursday of that week, or to the next regularly scheduled meeting, at the same time and place as the regular meeting if the Mayor, or Vice Mayor, is unable to act, finds and declares that weather or other conditions are such that it is hazardous for members to attend the regular meeting. Such finding shall be communicated to the Council members and the press as promptly as possible. All hearings and other matters previously advertised shall be conducted at the continued meeting and no further advertisement is required.

Section 2-2. Special Meetings

A. The Council may hold such special meetings, as it deems necessary, at such times and places as it may find convenient; and it may adjourn from time to time. A special meeting of the Council shall be called pursuant to Section 15.2-1417 of the Code of Virginia (1950), as amended, Section 9 of the City Charter and Section 2-19 of the City Code.

B. Special meetings may be called by the Mayor, the City Manager, or any two (2) members of the Council in writing to the Clerk of Council for the purpose stated in the notice of the special meeting. The Clerk of Council shall forthwith notify the members of the Council of the time and place designated and the purpose of the meeting. Written notice of the special meeting shall be delivered to each member of the Council by leaving a copy thereof at his or her place of abode or place of business at least twelve hours before the time scheduled for the special meeting. Only matters specified in the notice of the special meeting shall be considered unless (1) all of the members of the Council are present and (2) the Council determines in good faith at the meeting that it is essential to discuss or act on such additional item(s) immediately.

C. Notice to the public of any special meeting shall be given contemporaneously with the notice provided the members of the Council, the City Attorney, and the City Manager.

Section 2-3. **Legal Holiday**

When a regularly scheduled meeting falls on a legal holiday, the meeting shall be held on the following business day unless the meeting is canceled by a majority vote of the Council.

Section 2-4. **Adjourned or Recessed Meetings**

A. A meeting of the Council is adjourned when the Council has finished its business and is bringing the meeting to a close, with the intention of holding another meeting at a later date. Generally, when a meeting of the Council is adjourned, the next meeting of the Council is preceded by opening ceremonies. A meeting of the Council is recessed when the Council takes a break between sittings and after the recess business is resumed where it left off.

B. A properly called regular, additional scheduled, or special meeting may be recessed or adjourned to a time and place certain by a motion made and adopted by a majority of the Council in open session during the regular, additional scheduled, or special meeting. The motion shall state the time and place when the meeting will reconvene. No further notice need be given of such a recessed or adjourned session of a properly called regular, additional scheduled or special meeting.

Section 2-5. **Cancellation or Rescheduling of Meetings**

A regularly scheduled meeting may be cancelled or rescheduled, in special circumstances and for the convenience of Council, if the change would not impact an advertised public hearing or a scheduled public presentation. The Mayor and Vice Mayor shall agree to any such change and the remaining members of the Council shall be immediately notified of the change and the reason therefore. If any member of the Council objects, the regularly scheduled meeting shall proceed as originally planned. In the event that no member of the Council objects, the public and the media shall be notified promptly of the change.

Section 2-6. Organizational Meeting

A. The first meeting in July of each year in which a Council election is held shall be known as the organizational meeting. The Clerk of Council shall preside during the organizational meeting pending the election of the Mayor.

B. The Mayor shall be elected at the organizational meeting for a term of two years.

C. Following the election of the Mayor, he or she shall preside during the election of the Vice Mayor.

D. Following the election of the Vice Mayor, the Council shall:

1. Establish the dates, times and places for regular meetings; and

2. Adopt its Rules of Procedure.

Section 2-7. Procedure for Election of Mayor and Vice Mayor

A. The Clerk of Council shall preside during the meeting at which the Mayor is elected, pending the election of the Mayor. Following the election of the Mayor, he or she shall preside during the election of the Vice Mayor.

1. The presiding officer shall call for nominations from the membership.

2. Any Council member, after being recognized by the presiding officer, may place one or more names in nomination and discuss his or her opinions on the qualifications of the nominees.

3. After all nominations have been made the presiding officer shall close the nominating process and open the floor for discussion.

4. After discussion the presiding officer shall call for the vote.

5. The membership shall vote by written ballot and the completed ballots shall immediately be passed to the Deputy Clerk who shall collect the ballots, read them aloud, publicly announce how each member of the Council voted and tally the respective votes.

6. Each member shall cast one vote for any one nominee.

7. In the case of three-way race, the candidate receiving the least number of votes will be dropped from the slate of nominees, and another vote will be taken.

8. A majority of those voting shall be required to elect the Mayor or Vice Mayor.

B. The Mayor and Vice Mayor shall serve until replaced.

Section 2-8. **Seating Arrangement**

The Mayor shall occupy the center seat on the dais with the Vice Mayor occupying the seat at his or her immediate right. The remaining members of the Council shall determine their seating arrangement by seniority with the most senior member selecting his or her seat first and the remaining members selecting their respective seats in seniority order based on years served on the Council. In the event that two or more Council members have equal seniority, the selection of seating for those members shall be determined by chance.

SECTION 3 -- OFFICERS

Section 3-1. **Mayor and Vice Mayor**

The Mayor shall preside over all meetings of the Council. The Vice Mayor serves in the absence of the Mayor. In the absence from any meeting of both the Mayor and Vice Mayor, the Council members present shall choose one of their members as temporary presiding officer.

Section 3-2. **Clerk**

The Clerk of Council shall be appointed by the Council. He or she shall prepare the agenda for Council meetings, shall attend all Council meetings, and shall keep an accurate record of the proceedings.

Section 3-3. **Parliamentarian**

The City Attorney shall serve as the Parliamentarian for the purpose of interpreting these Rules of Procedure and the Code of Virginia (1950), as amended, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Council members. If the City Attorney is unavailable, the City Manager shall serve as the Parliamentarian.

Section 3-4. **Preservation of Order**

A. At meetings of the Council, the presiding officer shall preserve order and decorum. The presiding officer shall have the following powers:

1. To rule motions in or out of order, including any motion not germane to the subject under discussion or patently offered for obstructive or dilatory purposes;

2. To determine whether a speaker has gone beyond reasonable standards of courtesy in his or her remarks and to entertain and rule on objections from other members on this ground;

3. To entertain and answer questions of parliamentary law or procedure;

4. To call a brief recess at any time;

5. To adjourn in an emergency.

B. A decision by the presiding officer under any of the first three powers listed above may be appealed to the Council upon motion of any member. Such a motion is in order immediately after a decision under those powers is announced and at no other time. The member making the motion need not be recognized by the presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order. There are two exceptions to this right of appeal. The presiding officer may adjourn without the Council's vote or appeal in an emergency, and he or she may also call a brief recess without a vote at any time, when necessary to "clear the air" and thus reduce friction among the members.

SECTION 4 – AGENDA

Section 4-1. Preparation

A. The Clerk of Council shall prepare an agenda for the regularly scheduled meetings conforming to the order of business specified in Section 5-1 entitled "Order of Business".

B. Any Council member may request that items be placed on a meeting agenda by contacting the Clerk at least seven (7) days prior to the Council meeting for which they wish the item scheduled. The Clerk shall place requested items on the agenda for the next regular meeting following the request.

C. All items which are requested to be placed on the agenda and which have not been submitted within the prescribed deadline shall be placed on the following regular agenda for consideration.

D. Nothing herein prohibits the Council from adding items to the agenda, provided that such a request is in the form of a motion, voted upon by a majority of the Council. Members must use discretion in requesting the addition of items on the agenda. It is considered desirable to have items listed on the published agenda.

E. Unless required by law, no item will be scheduled for a public hearing unless by unanimous consent or the vote of a majority of the Council to hold a public hearing on the item.

F. Any individual or group who wishes to address the Council during a regular meeting on any item of City business shall submit a written request to be on the agenda to the Clerk of Council by noon on the Wednesday preceding the Council meeting.

Section 4-3. **Delivery of Agenda**

The Council meeting package, including the agenda and related materials, shall be delivered to each member of the Council and the City Attorney the Thursday prior to the Tuesday Council meeting. Delivery by electronic means is the preferable method.

Section 4-4. **Public Access to Agenda Materials**

The Clerk of Council shall post the agenda documents for all Council meetings on the Internet for public information as promptly as possible. Copies of the agenda will also be available in the Main and Downtown branches of the Public Library and at the Front Information Desk in City Hall for public inspection. Furthermore, paper copies of agenda documents will be provided upon request in the Council/Manager Office.

SECTION 5 -- ORDER OF BUSINESS FOR COUNCIL MEETINGS

Section 5-1. **Order of Business**

A. At regular meetings of the Council on the 2nd and 4th Tuesdays of the month, the order of business shall generally be as follows:

1. 4:00 p.m. Call to Order
2. Council Work Session
3. Roll Call
4. Recess
5. 7:30 p.m. Call to Order
6. Invocation & Pledge of Allegiance
7. Special Recognitions by the Mayor or Council (if any)
8. Consent Agenda
9. Public Hearings
10. Public Presentations (if requested)
11. General Business
12. Closed Meeting (if necessary)
13. Adjournment

B. The above order of business may be modified by the Clerk of Council to facilitate the business of the Council.

Section 5-2. **Consent Agenda**

A. The consent agenda shall include, by way of illustration but not limitation, the following:

1. Approval of minutes.

2. Ordinances or resolutions that are routine.

3. Final/second readings of appropriations, ordinances or resolutions which received unanimous approval upon introduction at a previous meeting.

4. Any item believed by the Clerk of Council to be routine and not controversial in nature.

B. The consent agenda shall be introduced by a motion "to approve", and shall be considered by the Council as a single item.

C. There may be a short discussion of consent agenda items to answer questions or clarify a matter. There shall be no lengthy debate or discussion of a consent agenda item.

D. Upon request of any Council member, an item shall be removed from the Consent Agenda. The item shall be considered separately after adoption of the Consent Agenda.

Section 5-3. Citizen Participation

A. Every petition, communication or address to the Council shall be in respectful language and is encouraged to be in writing.

B. Public Presentations

1. Individuals or groups wishing to speak at a regular Council meeting shall submit a written request to the Clerk of Council by noon on the Wednesday prior to the regular meeting date.

2. Public presentations shall be for the purpose of allowing members of the public to present any matter, which, in their opinion, deserves the attention of the Council. They shall not serve as a forum for debate with the Council.

3. Remarks shall be addressed directly to the Council and not to staff, the audience, or the media.

4. The presiding officer shall open the Public Presentations.

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

6. There shall be a time limit for each individual speaker of 3 minutes.

7. A representative of a group may have up to five (5) minutes to make a presentation. The representative shall identify the group at the beginning of his or her presentation. A group may have no more than one spokesperson.

8. Speakers are not permitted to donate time to other speakers.

9. There shall be no comment during Public Presentations on a matter for which a public hearing is scheduled during the same meeting.

10. There shall be no comment during Public Presentations on a matter that has already been the subject of a previous public hearing where no final vote has been taken.

11. Any issue raised by the public which the Council wishes to consider may be put on the agenda for a future Council meeting by a majority vote.

12. Council members shall not discuss issues raised by the public except by consent of a majority of the Council members present.

13. Once the Council has heard a presentation from an individual or organization on a particular subject, the individual or organization may not make another presentation on the same subject within three (3) months of the first presentation, except by a majority vote of the members of the Council present and voting.

14. The above rules notwithstanding, members of the public may present written comments to the Council or to individual Council members at any time during the meeting. Such written comments shall be submitted through the Clerk of Council.

C. Other than as stipulated above or during public hearings, no person shall be permitted to address the council orally, except by permission of the Council, and such permission shall not be granted unless with the consent of a majority of the members of the Council present at such meeting.

D. No speaker's time shall be extended except by unanimous consent or a two-thirds (2/3) vote of the Council members present.

E. Any person who desires to submit written statements for forwarding to the Council prior to a Council meeting must submit nine (9) copies to the Clerk of Council by 4:00 p.m. on the Thursday preceding the Council meeting.

Section 5-4. Prohibited Conduct

A. Persons appearing before the Council will not be allowed to:

1. Campaign for public office;

2. Promote private business ventures;

3. Use profanity or vulgar language or gestures;

4. Use language which insults or demeans any person or which, when directed at a public official or employee is not related to his or her official duties, however, citizens have the right to comment on the performance, conduct, and qualifications of public figures;

5. Make non-germane or frivolous statements;

6. Interrupt other speakers or engage in behavior that disrupts the meeting including but not limited to applause, cheers, jeers, etc.;

7. Engage in behavior that intimidates others;

8. Address the Council on issues that do not concern the services, policies or affairs of the city.

B. The presiding officer shall preserve order and decorum at Council meetings. He or she may order the expulsion of any person for violation of these rules, disruptive behavior, or any words or action which incites violence or disorder, subject to appeal to the Council. Any person so expelled shall not be readmitted for the remainder of the meeting from which expelled. Any person who has been so expelled and who at a later meeting again engages in behavior justifying expulsion may also be barred from attendance at future Council meetings for a specified and reasonable period of time not to exceed six months, or upon a still subsequent expulsion a period not to exceed one year either by the presiding officer, subject to appeal to the Council, or by motion passed by the Council.

Section 5-5. <u>Public Hearings</u>

A. This section of the agenda shall be for public hearings as required by City, State, or Federal law, or as the Council may direct.

B. The presiding officer shall conduct all public hearings.

C. The order of public hearings shall be as follows:

1. The presiding officer shall open the public hearing.

2. Hearings shall begin with a brief presentation from a staff member and/or representative from the cognizant board, authority, commission or committee by recognizing the City Manager. The presentation shall summarize the facts about the issue and the staff recommendation. Council members may seek clarification during the presentation.

3. In land use cases (rezoning or conditional use permit) the applicant or his or her representative shall be the first speaker(s). There shall be a time limit of ten (10) minutes for the applicant's or his or her representative's presentation.

4. The presiding officer shall then solicit comments from the public, asking those in favor of the proposal to speak first, and then those opposed to the proposal. Each speaker must clearly state his or her name and locality of residence. There shall be a time limit of three (3) minutes for each individual speaker. If the speaker represents a group, there shall be a time limit of five (5) minutes. A speaker representing a group shall identify the group at the beginning of his or her remarks. A group may have no more than one spokesperson. The Council, by unanimous consent or by a two-thirds (2/3) vote of the members present, may allow any speaker to proceed past the time limit.

5. After public comments have been received, in a land use case, the applicant or the representative of the applicant, at his or her discretion, may respond with a rebuttal. There shall be a five (5) minute time limit for rebuttal.

6. Upon the conclusion of public comments, or the applicant's rebuttal in a land use case, the presiding officer shall close the public hearing.

D. When a public hearing has been closed by the presiding officer, no further public comment shall be permitted. Council members, however, may direct questions to the applicant, the representative of the cognizant board, authority, commission, committee, to a speaker, or to a staff member for clarification prior to taking any vote, if a vote is in order.

E. Following the close of the public hearing, the presiding officer may entertain a motion to dispose of the issue and the Council may debate the merits of the issue.

Section 5-6. **General Business**

This section of the agenda shall include items of a general nature to be considered by the Council. The last items on the agenda shall be adoption of appropriation resolutions introduced at a previous meeting which did not receive unanimous vote upon introduction. After the presiding officer has stated the item for consideration, staff may be asked to provide a brief summary.

Section 5-7. **Items Not on the Agenda**

With the Council's consent, items may be added to the agenda to respond to situations and/or questions of a critical nature which have arisen after the deadline has passed for items to be placed on the agenda.

Section 5-8. **Closed Meetings**

A. Closed Meetings should only be used when the matter to be discussed is too sensitive for discussion in public and only as allowed by law.

B. No meeting shall become a Closed Meeting until the Council takes an affirmative record vote during the open meeting.

1. The motion shall state specifically the purpose or purposes which are the subject of the closed meeting and reasonably identify the substance of the matters to be discussed. The motion shall make specific reference to the applicable exemption(s) under the Freedom of Information Act, which authorizes the Closed Meeting.

2. Members shall request the assistance of the City Attorney when making additions to the published Closed Meeting agenda.

C. No resolution, ordinance, rule, contract, regulation or motion considered in a Closed Meeting shall become effective until the Council reconvenes in an open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation or motion which shall have its substance reasonably identified in the open meeting.

D. At the conclusion of a Closed Meeting, the Council shall reconvene in open meeting immediately thereafter and shall cast a vote certifying that to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements were discussed; and;

2. Only public business matters identified in the motion convening the Closed Meeting were heard, discussed or considered.

3. Any member who believes that there was a departure from the above requirements shall so state prior to the presiding officer's call for the vote, indicating the substance of the departure that, in his or her judgment, has taken place.

E. The failure of the certification to receive the affirmative vote of the majority of the members present during the Closed Meeting shall not affect the validity or confidentiality of the Closed Meeting with respect to matters considered therein in compliance with the Freedom of Information Act.

F. The Council may permit non-members to attend a Closed Meeting if their presence would reasonably aid the Council in its consideration of an issue.

G. Individuals attending a Closed Meeting should respect the Council’s decision that the subject matter is too sensitive for public discussion and should treat the Closed Meeting discussion as confidential.

SECTION 6 – RULES OF PROCEDURE FOR COUNCIL MEETINGS

Section 6-1. Quorum

A. As provided by Section 15.2-1415 of the Code of Virginia, a majority of the members of the Council must be present to conduct business. A quorum is a majority of the entire membership of the Council, including any vacant seats.

B. Quorum refers to the number of members present at a meeting, not the number of members voting on an issue. If no quorum is present or if a quorum is lost, the Council can only (i) adjourn, (ii) recess, or (iii) take steps to obtain a quorum.

C. If a quorum fails to attend any meeting, those attending may adjourn to such other time prior to the next regular meeting as they may determine and the Clerk of Council shall enter such adjournment in the minute book of the Council and shall notify absent members thereof in the same manner as required for special meetings.

D. If the Virginia Conflict of Interests Act prevents some of the members of the Council from participating in an item of business, Sections 2.2-3112 and 15.2-1415 of the Code of Virginia provide that a majority of the remaining members of the Council shall constitute a quorum.

Section 6-2. Priority in Speaking on the Council

When two or more members of the Council wish to speak at the same time, the presiding officer shall name the one to speak.

Section 6-3. Comments, Queries of Council Members

Council members are to observe the following rules during the discussion of agenda items:

A. The presiding officer shall keep discussion germane to the subject. Points of clarification shall be limited to questions only. The presiding officer shall rule other comments out of order.

B. Council members may address questions to the City Manager or staff present at the meeting. Staff members should be at a microphone when answering Council members' questions. All legal questions should be addressed to the City Attorney.

Section 6-4. Action by the Council

A. Items of business will be considered and dealt with one at a time, and a new proposal may not be put forth until action on the preceding one has been concluded.

B. When a proposal is perfectly clear to all present, and the proposal will not obligate the Council in any manner nor finally decide an issue before the Council, action can be taken upon the unanimous consent of the Council members present, without a motion having been introduced. However, unless agreed to by unanimous consent, all proposed actions of the

Council must be approved by vote under these rules. Silence, or the lack of spoken dissent, is taken as consent.

Section 6-5. Motions

A. Informal discussion of a subject is permitted while no motion is pending.

B. Any member, including the presiding officer, may make a motion.

C. Members are required to obtain the floor before making motions or speaking, which they can do while seated.

D. A member may make only one motion at a time.

E. Except for matters recommended by a Council committee, or as otherwise stipulated in these rules of procedure, all motions require a second and a motion dies for lack of a second.

Section 6-6. Substantive Motions

A. A substantive motion is any motion that deals with the merits of an item of business and is within the Council's legal powers, duties and responsibilities.

B. A substantive motion is out of order while another substantive motion is pending.

Section 6-7. Procedural Motions

A. Procedural motions are those motions that the Council may use to "act upon" a substantive motion by amending it, delaying consideration of it, and so forth. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.

B. In addition to substantive proposals, only the following procedural motions, and no others, are in order. Unless otherwise noted, each motion requires the floor and a second, is debatable, may be amended, and requires a majority of the votes cast, a quorum being present, for adoption. Procedural motions are listed below in their order of priority. If a procedural option is not listed below, then it is not available.

1. To Appeal a Procedural Ruling of the Presiding Officer. A decision of the presiding officer ruling a motion in or out of order, determining whether a speaker has gone beyond reasonable standards of courtesy in his remarks, or entertaining and answering a question of parliamentary law or procedure may be appealed to the Council which shall decide the matter by majority decision. Such an appeal is in order immediately after such a decision is announced and at no other time. The member making the motion need not be recognized by the

presiding officer, the motion does not require a second, and the motion, if timely made, may not be ruled out of order.

2. Motion To Adjourn. At a meeting of the Council, a motion to adjourn shall always be in order. The motion may be made only at the conclusion of action on a pending substantive matter; it may not interrupt deliberation of a pending matter. The motion is not debatable and cannot be amended.

3. To Take a Brief Recess. This motion allows the Council to pause briefly in its proceedings. A motion to take a brief recess is in order at any time except when a motion to appeal a procedural ruling of the presiding officer or a motion to adjourn is pending

4. To Suspend the Rules. The Council may suspend provisions of its rules of procedure. The Council may not, however, suspend any provisions of the rules that state requirements imposed by law on the Council. For adoption, a motion to suspend the rules requires unanimous consent or an affirmative vote of two-thirds (2/3) of members present.

5. To Defer Consideration. The Council may defer action on a substantive motion to a more convenient time. The Council may use the following motions to defer consideration of a substantive motion:

(a) The motion to "lay on the table" is used to temporarily set aside an item of business to deal with a more urgent item. Once an item of business has been laid on the table, a motion to "take from the table" is needed to bring the item back before the public body for discussion.

(b) The motion to "postpone" delays debate on an item of business so that it may be considered at a later date. An item of business may be "postponed definitely," when it is continued to a definite time or date or "postponed indefinitely" if no future time or date is specified in the motion. A matter that has been postponed to a certain time or day shall be brought up again automatically when that time arrives. When a matter has been postponed indefinitely it takes an affirmative vote of a majority of the Council to bring the matter back for further discussion.

(c) Section 15.2-2286 of the State Code requires that a zoning petition must be "acted upon" within a "reasonable time," not exceeding one year. The Council may defer action on a zoning petition for consideration at a more convenient time. However, the Council may not dispose of a zoning petition with a motion to postpone indefinitely.

6. Call the Question. The motion to call the question is not in order until every member of the Council has had an opportunity to speak once and the deliberation by the Council on an item of business has exceeded thirty (30) minutes. The motion is not amendable or debatable.

7. To Amend. Any substantive motion properly on the floor may be amended. An amendment to a motion must be pertinent to the subject matter of the motion. An amendment is improper if adoption of the motion with that amendment added would have the same effect as rejection of the original motion. A proposal to substitute completely different wording for a motion or an amendment shall be treated as a substitute motion. A motion may be amended no more than twice. Once a motion has been offered to the Council, it is up to the Council to decide whether or not it should be changed by amendment. It is not necessary for the person making the original motion to approve of any proposed amendment to the motion.

8. Substitute Motion. A substitute motion shall be allowed to replace any motion properly on the floor. It shall have precedence over an existing motion and may be discussed prior to being voted on. If the substitute motion fails, the former motion can then be voted on. If the substitute motion passes, the substitute motion replaces the main motion and the new main motion will be considered and acted upon by Council. No more than one (1) substitute motion may be made. If a substitute motion passes and replaces the main motion, no further substitute motions may be made. (Amended July 9, 2010)

9. Withdrawal of Motion. A motion may be withdrawn by the introducer at any time before it is amended or before the presiding officer puts the motion to a vote, whichever occurs first.

10. Motion to Reconsider. The Council may vote to reconsider its action on a matter. The motion to reconsider must be made no later than the next succeeding regular meeting of the Council and can only be made by a member who voted with the prevailing side. In the event of a tie vote on the original motion any Council member may introduce a motion to reconsider. The motion cannot interrupt deliberation on a pending matter but is in order when action on a pending matter concludes. A motion to reconsider may not be used in a land use decision involving a rezoning or a conditional use permit.

11. Motion to Prevent Reintroduction for Six Months. The motion shall be in order immediately following the defeat of a substantive motion and at no other time. The motion requires for adoption a vote of the majority of the entire membership (4) of the Council. If adopted, the restriction imposed by the motion remains in effect for six months. As with every other procedural motion, the motion to prevent reintroduction may be dissolved by a motion to suspend the rules

Section 6-8. Debate

A. The presiding officer shall state the motion and then open the floor to debate. The presiding officer shall preside over the debate according to the following general principles:

1. The maker of the motion is entitled to speak first;

2. A member who has not spoken on the issue shall be recognized before someone who has already spoken;

3. To the extent possible, the debate shall alternate between proponents and opponents of the measure.

4. A member of the Council may vote against his or her motion, but may not speak against his or her motion.

5. The presiding officer may participate in the debate prior to declaring the matter ready for a vote.

6. Council members shall not engage in electronic communications amongst themselves regarding a motion that is on the floor for debate.

Section 6-9. **Duty to Vote**

A. Each member of the Council who is present at a meeting shall be required to vote upon all issues presented for decision unless prohibited from doing so by the Virginia Conflict of Interests act or unless excused from voting by the other members of the Council. A member who wishes to be excused from voting shall state his or her reasons for abstaining and the presiding officer shall ask if any of the remaining members object. If there are any objections, the Council shall take a vote of the remaining members on the question of whether or not to allow the member to abstain from voting.

B. If there is an abstention, it shall be the responsibility of the Clerk of Council to note the abstention and the reason for abstaining for the record.

Section 6-10. **Method of Voting**

A. After debate, the presiding officer shall ensure that the motion is clear and call for the vote.

B. All questions submitted to the Council shall be determined by a majority vote of the members voting on any such question, unless otherwise required by special or general law. A majority is more than half.

C. An "affirmative vote" by a majority of the Council present being necessary to adopt a motion, a tie vote means that the motion, resolution or issue has been rejected. When a motion fails on a tie vote, the "noes" prevail.

D. In order for a motion in a zoning matter to be adopted, it must be approved by a majority of those voting.

E. All questions submitted to the Council for decision shall be decided by a vote of the Council utilizing the electronic voting board in Council chambers. In the event of a malfunction of the electronic voting board, or if the meeting is held in a space without such a device, the question shall be decided by an oral vote of "aye" or "nay". Any member may request a roll call vote. In any case, the presiding officer shall announce the results of the vote

Section 6-11. **<u>Decisions on Points of Order</u>**

Any Council member may raise a point of order without being recognized by the presiding officer. The presiding officer shall refer any point of order to the Parliamentarian. The Parliamentarian shall advise the presiding officer who shall then make a ruling on the point of order. A Council member may appeal the ruling of the presiding officer to the full Council which shall decide the matter by majority decision.

SECTION 7 -- BOARDS, AUTHORITIES, COMMISSIONS AND COMMITTEES

Section 7-1. **<u>Appointments to Boards, Authorities, Commissions, and Committees</u>**

A. Members of boards, authorities, commissions and committees shall be appointed by an affirmative vote of a majority of the members of the Council to serve specified terms as may be deemed to be appropriate by the Council.

B. The Mayor shall make all appointments to, and select the chairs of, the Council's two standing committees (Finance and Physical Development). Substitutes or alternates may participate on Council committees only if so authorized by the Mayor. Committee members will serve two-year terms.

C. Ad hoc committees, such as special task forces, may be created from time to time, for specific purposes, as determined by the Council.

Section 7-2. **<u>Standing Committees Roles and Guidelines</u>**

A. The roles of and the operating guidelines for the Finance and Physical Development committees shall be as adopted by a majority of the Council.

SECTION 8 -- GENERAL OPERATING POLICY

Section 8-1. **<u>Broadcasting Council Meetings</u>**

Regular meetings of the Council shall be broadcast live on the City Government Channel 15 and the Internet. Copies of the broadcast may be obtained by the public from the Department of Communications and Marketing at cost.

Section 8-2. **Numbering and Indexing of Resolutions and Ordinances**

It shall be the responsibility of the Clerk to number and index all resolutions and ordinances adopted by the Council. The resolutions shall be numbered consecutively, and use the last two digits of the calendar year. Example: for the first resolution in January, 2008, the resolution number would be shown as: #R-08-01. Ordinances shall also be numbered consecutively.

Section 8-3. **Minutes of the Council Meetings**

The minutes of the Council meetings shall reflect the official acts of the Council. They shall provide a summary of discussion and record Council votes. Minutes shall be considered for approval within a reasonable time after the meeting they record.

Section 8-4. **Amending the Rules of Procedure**

These rules may be amended at any regular meeting, or at any properly called special meeting that includes amendment of the rules as one of the stated purposes of the meeting. Adoption of an amendment shall require an affirmative vote of four (4) members of the Council.

Section 8-5. **Special Rules of Procedure**

The Council may adopt its own special rules of procedure to cover any situations that are not adequately addressed in these Rules of Procedure. Adoption of a special rule of procedure shall require an affirmative vote of a majority of a quorum of the Council.

AMENDMENTS:

August 11, 2009: the time of Council meetings was changed to the present schedule.

July 9, 2010: amended Section 6-7, B (8) to stipulate that if a substitute motion passes it becomes the main motion for consideration and action and there may be no additional substitute motions.

July 3, 2012, amended as follows:

- Introduction; added a process to consider when the Rules of Procedure do not address a procedural issue.
- Section 2-1; adjustments reflecting the practice of no longer distinguishing separate “work session” meetings. The work session will be recognized as a part of Council’s regular meeting and that section will be separated from the rest of the meeting by a recess.
- Section 4-3 to 4-4; clarifying language reflecting that agendas are now prepared, delivered, and are available to the public electronically. Section 4-5 was deleted.
- Section 5-1; amended the order of business to reflect current practice.
- Section 5-3, B; added a restriction on speakers donating their time to other speakers.
- Section 6-8, A; added a restriction on electronic communication between Council members regarding an item under debate.
- Section 6-10. D; clarification that action on a zoning matter requires a majority vote of those present for resolution.
- Section 7-1, C; acknowledgement of the Mayor’s responsibility to appoint Council members to the Audit Committee.

May 14, 2013: amended Sections 5-3 and 5-5 to eliminate the requirement that a speaker provide his or her physical address and replace it with the requirement that the speaker identify his or her locality of residence when speaking in a public meeting.

July 12, 2016: amended Section 7-1(C) to eliminate provision providing for the appointment of Council members to serve on the Audit Committee.

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **July 10, 2018** AGENDA ITEM #: **2**

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

ITEM TITLE: **Final Allocation of the Fiscal Year (FY) 2019 Community Development Block Grant (CDBG) and HOME Program Funds**

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

RECOMMENDATION: Adopt and revise a resolution approving the final Fiscal Year (FY) 2019 Community Development Block Grant (CDBG) and HOME Program funds to eligible program activities. The final FY 2019 entitlement allocation is $733,913 in CDBG and $438,772 in HOME Program funds.

SUMMARY: The U.S. Department of Housing and Urban Development (HUD) funds the CDBG and HOME Programs. City staff has received from HUD final allocations for these entitlement programs for FY 2019. There is a 10.8% increase in CDBG and 45.8% increase in HOME Program funds from the entitlement funds received in FY 2018.

The City estimated the FY 2019 entitlement allocations at $662,564 for CDBG and $300,951 for the HOME Program. Final allocations were $71,349 in additional funds for CDBG and $137,821 in additional funds for the HOME Program. However, while there is an increase in the FY 2019 CDBG and HOME Program entitlement funds as indicated in the charts below, due to the decrease in the amount of reprogrammed and program income funds available, the overall total amount of CDBG funds in FY 2019 is 2.1% less than FY 2018. In the HOME Program with the available reprogrammed funds and with the additional entitlement allocation, there is an overall increase of 57.6% of total HOME Program funds in FY 2019 from the amount of funds available in FY 2018.

CDBG AVAILABLE FUNDING/SOURCE	FY 2018 FINAL ENTITLEMENT	FY 2019 FINAL ENTITLEMENT	INCREASE/ DECREASE (FY 2018 vs. FY 2019)	% CHANGE FY 2018 vs. FY 2019
HUD Entitlement	**$ 662,564.00**	**$ 733,913.00**	**$ 71,349.00**	**10.8%**
Reprogrammed Funds	**25,000.00**	**0**	**0**	**-100.0%**
Program Income	**65,500.01**	**3,233.70**	**(62,266)**	**-95.1%**
Total CDBG Funding Available	**$ 753,064.01**	**$ 737,146.70**	**$ 9,082.69**	**-2.1%**

HOME AVAILABLE FUNDING/SOURCE	FY 2018 FINAL ENTITLEMENT	FY 2019 FINAL ENTITLEMENT	INCREASE/ DECREASE (FY 2018 vs. FY 2019)	% CHANGE FY 2018 vs. FY 2019
HUD Entitlement	**$ 300,951.00**	**$ 438,772.00**	**$ 137,821.00**	**45.8%**
Reprogrammed Funds	**0**	**35,640.00**	**$ 35,640.00**	**100.0%**
Program Income	**0**	**0**	**0**	**0.0%**
Total HOME Funding Available	**$ 300,951.00**	**$ 474,412.00**	**$ 173,461.00**	**57.6%**

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.

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

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

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. Attached are the final recommendations of the CDAC.

<u>PRIOR ACTION(S):</u> Community Development Advisory Committee Meeting – February 22, 2018
City Council Public Hearing – March 13, 2018
Community Development Advisory Committee Meeting – May 31, 2018

<u>FISCAL IMPACT:</u> FY 2019 increase in CDBG ($71,349) and increase in HOME Program ($137,821) funding based on final entitlement awards from HUD.

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

<u>ATTACHMENT(S):</u> Resolution
CDAC Meeting Notes – February 22, 2018 – Attachment A
CDAC Meeting Notes – May 31, 2018 – Attachment B
CDAC ***Revised*** Funding Recommendations Worksheet – Attachment C

<u>REVIEWED BY:</u> bms

RESOLUTION:

BE IT RESOLVED that the Community Development Block Grant (CDBG) and HOME Program FY 2019 funding allocations are hereby approved and revised for incorporation into the FY 2019 General Fund Operating Budget and Program Year 2019 draft Annual Action Plan.

Adopted:

Certified: ______________________________
Clerk of Council

073K

ATTACHMENT A

Community Development Advisory Committee (CDAC) Meeting
February 22, 2018
City Hall, Second Floor Training Room
11:00 a.m.

Meeting Notes

*Note: CDAC members have reviewed and approved these notes

Attendance included:

CDAC Members:	Mayor Joan Foster, Chair; Council Member Randy Nelson, Vice Chair; Ms. Valerie Harris (Tinbridge Hill Representative); Ms. Kimberly Dyke-Harsley (Daniel's Hill Representative); Mr. John H. Hughes, III (College Hill Representative); Ms. Susan E. Murray (Garland Hill Representative); Mr. Dennis G. Newton (Diamond Hill-Historic District Representative)
City Staff:	Melva Walker (Grants Manager); Angie Shepard (Community Development Program Coordinator); Rhonda Allbeck (Assistant Director of Financial Services); La'Shonna Ross (Financial Services); Jenny Jones (Parks & Recreation Director); Charlotte Lester (Neighborhood Center Coordinator, Parks & Recreation)
Guests/Applicants:	Dawn Fagan, Lynchburg Redevelopment and Housing Authority (LRHA); April Shepherd, LRHA; Denise Crews, Lynchburg Community Action Group (Lyn-CAG); Allethia Ingram (Lyn-CAG); Reverend William Coleman (Lyn-CAG); Donna Vincent (Habitat); Greg Tyree (Habitat); Jeff Smith (Rush Lifetime Homes); Sandra Acoko (Liberty University student); Margaret Kungie (Liberty University student); Margaret Carmel (The News and Advance)

The Committee Chair, Mayor Joan Foster, called the meeting to order at 11:00 a.m. Mayor Foster welcomed everyone attending the meeting. She thanked the members and audience for being present. She explained that the discussion regarding the Poverty to Progress applications has been cancelled for today. Mayor Foster explained that they received feedback that Poverty to Progress committees needed more time to formulate their Action Plans. Many of the Committees planned to meet the next day to work on this (nine committees) and then to work on potential applications. She stated that CDAC may be asked to meet at a later date to review applications. She appreciates the work of all involved.

Mayor Foster asked members to introduce themselves. Each member introduced themselves and the neighborhood they represented. Mayor Foster turned the meeting over to City staff member, Melva Walker, Grants Manager. Ms. Walker introduced the City staff who were present.

Ms. Walker thanked everyone for being present and presented an overview of the Consolidated Annual Performance and Evaluation Report (CAPER) for Program Year 2016 (7/1/2016-6/30/17) that was submitted to the U.S. Department of Housing and Urban Development (HUD). This Report provides HUD with the accomplishments and activities that were completed with the use of the Community Development Block Grant (CDBG) and HOME Program funds. She summarized the programs and accomplishments in the following areas:

- Housing Ownership, Rehabilitation and Rental
  Greater Lynchburg Habitat for Humanity (GLHFH) and Lynchburg Community Action Group (Lyn-CAG) provided down payment assistance and gap financing for six (6) households. Habitat provides the HOME match. Lyn-CAG used the Homeowner Rehabilitation HOME Program funds and completed seven (7) homeowner units. LRHA used CDBG funds to complete the rehabilitation of one (1) public housing unit to make it ADA accessible and two (2) housing units were rehabilitated by private landlords.
- Promote Public Service Activities: Continuum of Care- Homeless Assistance: Coordinated Homeless Intake and Access (CHIA) Homeless Response System. This is a public service activity that is a point of contact to streamline the process and diverts households from homelessness. CHIA served 926 persons (195 families and 237 children). LRHA oversees the CHIA and operations of the program. Lyn-CAG Housing Counseling assistance provides housing counseling guidance. The Housing Counseling office assisted 166 households.
- There are some ongoing projects that have been funded, but not yet completed: Rush Homes is constructing Old Forest Village with 28 rental housing units; the Dearington Window and Door Replacements- Phase II- with 34 public housing units (LRHA) was completed in September 2017; and the Coordinated Infrastructure Improvements-Fifth Street-Phase III- is currently underway.

The CAPER is a comprehensive document and Ms. Walker stated that she was providing highlights of some of the main accomplishments. Ms. Walker stated that the complete report was available in the Grants Administration Office for anyone who would like to review the document in its entirety.

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

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

Ms. Walker noted City Council's direction for Fiscal Year (FY) 2019 application funding is as follows:

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

Ms. Walker provided a brief overview of the 2015-2020 Consolidated Plan Goals for the Fiscal Year 2019 Annual Action Plan. She noted these goals were adopted by City Council on February 24, 2015 and reviewed/adopted by City Council at a public hearing on January 9, 2018.

Mayor Foster asked applicants for CDBG funding to come forward to give an overview of their funding requests.

Ms. Jenny Jones, Director of Parks and Recreation, and Ms. Charlotte Lester, Neighborhood Center Coordinator with Parks and Recreation, came forward to present the applications for the rehabilitation of the Diamond Hill and Jefferson Park Centers. Ms. Jones explained that normally the Neighborhood Centers would be a part of the City's Capital Improvements Project (CIP). The Center has been deferred for the last several years in the CIP.

Ms. Lester gave a presentation that Parks and Recreation contributes to an active, healthy and educated community. There are five (5) centers. They look at the needs of the community and match resources. Each neighborhood has distinct character. The application requests are for the Diamond Hill and Jefferson Park Centers. The centers were built in 1976 and 1977. They have endured much wear and tear and are in need of basic improvements and upgrades.

The Diamond Hill Neighborhood Center was built in 1977 and has a history of use as a public space. Ms. Lester displayed with a PowerPoint the existing conditions of the centers. The flooring, bathrooms, ceilings, kitchen, walls, doors and trim are all in need of improvements. The center hosts afterschool programs, summer camps and more. The kitchen is a big part of the center life. The Jefferson Park Center has a long history. The campus includes a baseball field. The public can rent the facility. Jefferson Park Center is one of the most popular sites for being rented. It is used at least a few times a month. The Boys and Girls Club operates the Dearington Clubhouse out of this site.

Mayor Foster clarified that both centers are requesting $175,000 each. Ms. Lester confirmed that the request is for $175,000 each.

Ms. Kim Dyke-Harsley inquired about the summer plans for any renovations at Daniel's Hill Center, which was funded last year. Ms. Lester notes they are opening a site at Armstrong gym on Monsview Place. Ms. Dyke-Harsley asked about transportation to and from the centers. Ms. Lester explained a limited amount of transportation could be provided to small groups.

Mr. Dennis Newton was curious as to how the estimate for $175,000 was arrived at. Ms. Lester explained they worked with the staff construction coordinator. This amount covers basic upgrades and they have learned from the awards received last year regarding the cost of durable materials. Mr. Newton inquired if Parks and Recreation have considered purchasing any vacant properties near the Diamond Hill Center. Ms. Jones stated they are aware of other properties adjoining the neighborhood centers; however, there are no funds to purchase or expand the centers.

Mayor Foster inquired about the bidding process. Ms. Jones explained they put the projects out to bid and take the lowest bid. Mayor Foster questioned if they have encountered any asbestos issues with the Daniel's Hill and College Hill centers that were awarded funds last year. Ms. Jones indicated she has not heard of any issues at this point and they are primarily in the design phase. She noted that the funds for last year's projects did not stretch as far as they thought it would. Funds are not earmarked in the Capital Improvements Projects (CIP) for projects and they are coming to CDAC to find other ways to get this funded.

Mayor Foster stated that the neighborhood centers are intricate components of the Poverty to Progress Initiative. She expressed some concern about the numbers data at the Jefferson Park Center and was curious if others were coming through the Center and not renting. Ms. Lester explained that the Boys and Girls Club uses the facility and they are not currently offering additional programs at that site due to a lack of resources. Ms. Jones explained this is a trade off with the Boys and Girls Club for them to use the site. The Club pays $450 in utilities. Ms. Lester informed the Committee that the Club is limited to the number of children it can serve by the Department of Social Services. They are required to have 35 square feet per child.

Mayor Foster suggested that the Poverty to Progress initiative Transportation Committee needs to know about the transportation issues and they may be able to relay this information and get help from the faith based community.

Ms. Susan Murray inquired if the rental fees went back into the facility. Ms. Jones explained that they have fees within the budget. Ms. Murray was curious as to if the materials that are going into the facilities are as durable as the previous materials within the facilities. Ms. Lester said that they are looking at durable and aesthetically pleasing materials for the facility improvements. Ms. Murray questioned if they have reached out to the neighborhood for volunteer help such as painting, etc. that could be taken out of the budget. Ms. Jones explained that they are looking at apprenticeships and shadowing for young people. Ms. Lester said they would work with volunteers for some basic things but for more of the improvements that are needed they are looking to the construction coordinator for these items and have put them in the budget.

Ms. Dyke-Harsley inquired when the land use agreement with the Boys and Girls Club would end. Ms. Lester indicated that it was a two- year agreement with a third year optional and they are approaching the two years. The Boys and Girls Club has stated an interest in a third year.

Council member Randy Nelson feels that these centers are critical but he would like some clarification of the data numbers. On page 4 of the application the number was noted as 128 and then on page 6, as 1,935 people were accommodated at Diamond Hill Center. Ms. Lester believes that represents the Diamond Hill population with the 1,935 people. Mr. Nelson asked if the Boys and Girls Club displaced a pre-existing program. Ms. Lester stated they had tried previous programs but none had been established. The Boys and Girls Club took over the after school program. Mr. Nelson noted that the Poverty to Progress focus is on pre-school aged initiatives. He was curious about any program that may be offered during the day. Ms. Lester responded the five year old and below program was based on High Scope as with the Hutcherson Early Learning Center model. The option is to explore at other sites for this type of program. They're working with GIS on pulling data about pre-school aged children in the area. Ms. Jones said that there is a potential for a pre-school site at the College Hill Neighborhood Center but they need to have resources in place and they are looking at what may be displaced. Mr. Hughes was in agreement with looking at a potential program for pre-school aged children.

Ms. Dawn Fagan, Executive Director with the Lynchburg Redevelopment and Housing Authority (LRHA), came forward to present on the four (4) funding applications submitted by LRHA. The first application Ms. Fagan presented was the Vacant Housing Revitalization and Rehabilitation program, formerly known as Spot Blight. Ms. Fagan stated that they used to have thirty-five (35) properties on their inventory with no end use for those properties. There are currently only six (6) properties that remain, with two planned builds, three (3) lots with a possible build, and one (1) property that is not CDBG, but they do own it and may merge properties. They took a few years off of asking for funding to revamp the program. LRHA takes the City's blighted property list and looks at what properties can be rehabilitated, or some that can be demolished and rebuilt. They have to have funding, clear title and a clear owner. Ms. Fagan explained that they are partnering with Rush Homes and Habitat for Humanity on some projects.

Ms. Fagan then presented the application for the Affordable Housing Resource Center (AHRC). A Housing Navigator will be responsible in this position to assist residents and perspective residents. This will be a type of one stop shop for those in need of housing. Through this resource center they will be able to learn about low income tax credit, subsidized housing, and private landlords. There will be an application process. This will provide an opportunity to create a master application. As well, individuals can receive information and counseling on how to be a good renter, training, financial literacy, and information on landlord- tenant law guidance. This will be a resource for the CHIA (Coordinated Homeless Intake and Access) program and the Housing First Lynchburg program.

Ms. Fagan summarized the application for the Coordinated Homeless Intake and Access (CHIA) program. The request for this position is $65,000. This position is a requirement by the U. S. Department of Housing and Urban Development (HUD). It has been funded by CDBG since 2014. It is a requirement as part of the homeless response system as a first point of contact for the homeless in the Lynchburg area.

Ms. Fagan presented LRHA's application for Rental Rehabilitation at a request of $85,000. This is funding assistance to landlords to update rental housing. Landlords may receive up to $5,000 for a three (3) room renovation or up to $10,000 for a whole home renovation. Landlords must provide a 50% match for these.

Ms. Murray inquired if the Housing Navigator position was a one time thing. Ms. Fagan responded this position has received two (2) years of funding before. They currently have offered the Housing Navigator position to someone to start on March 19th.

Ms. Dyke-Harsley was curious as to how close the Housing Navigator at the AHRC and the CHIA position would work together. Ms. Fagan indicated that the Housing Navigator's responsibility was for outreach. Ms. Dyke-Harsley was curious about the Navigator position handling a lot of responsibility. Ms. Fagan indicated that a receptionist would work with the Housing Navigator as a support staff person. They are looking to have a master application with some basic information across-the-board for housing and services. They want to sit down and figure out what the like information is so that it is used once. With the CHIA position they are leveraging funds; with the Vacant Housing Revitalization and Rehabilitation (VHRR) Program, there are no funds specific for that program; with the AHRC, there are funds available with the Public Housing program; and with the Rental Rehabilitation, there are no other funds to leverage for this.

Council Member Nelson indicated with the VHRR program that there is an acquisition of five (5) properties with about $15,000 per property. Mr. Nelson was concerned that the $15,000 would be used on legal fees to acquire a property. Ms. Fagan indicated the intention is not for the bulk of fees to go to legal fees but there will be some legal fees. Currently there are six (6) properties to be built on.

Mayor Foster inquired if CHIA helps with both the City and surrounding counties homeless population and if the county provides any funding for this position. Ms. Fagan and Ms. Crews indicated that the counties do not provide funds for this position. Ms. Crews indicated that only a small number of individuals are served in the counties and the many of them end up in the City and stay. Ms. Fagan noted that that the goal of the AHRC is to provide guidance and resources. CHIA serves only those who are homeless or potentially homeless.

Mayor Foster questioned if with the Rental Rehabilitation program, were the funds provided upfront or if there were reimbursements for the program and what kind of follow up was done. Ms. Fagan indicated that the program provided reimbursements. The landlords have to provide receipts and a scope of work in order to receive any reimbursement. An inspection is done and must have rental proof of the family before the landlord can be reimbursed. They must be verified each year within the terms of the agreement. They must complete the program within 90 days for a $5,000 reimbursement or a 180 days in order to receive $10,000.

Reverend William Coleman and Althea Ingram presented Lyn-CAG's application for the Empower database system. Ms. Ingram presented that grantors require certain data. This system can aid in putting all information in to one system, with 16 to 18 points of information that would include education, employment, household income, etc. This data can be used for the Poverty to Progress program and can capture data for the nine (9) focus areas. This is an opportunity to see where clients overlap and what services they are being provided. This could help set parameters, not to duplicate individuals and make funding work.

According to Ms. Ingram, the cost will be $12,205 for installation and training on the database system, a $7,000 fee for monthly charges and $12,000 for a part time data entry clerk. Reverend Coleman explained they are not just looking at what services it takes to not just move a person out of a crisis but they are looking at the services it takes to get a person out of poverty to the next level. They are looking to bundle services and track what an individual receives. If they get the data they can measure against national performance standards. Ms. Ingram indicated that the agency would take care of any extra funds that would be needed to fund this project. Mr. Coleman said they will have to come up with that assessment tool. Ms. Ingram indicated that the Empower database is for any community partner that is working with the Poverty to Progress program. She indicated that quarterly data reports can be provided. They are partnering with the Mayor's office and will have Memorandum of Understandings (MOUs) for this project.

Mayor Foster expressed her concerns about some confidentiality and that they may want reporting more than just a quarter. Ms. Ingram indicated that this program is not daily access but they can design a request format to access information that is needed.

Council Member Nelson inquired as to how data is currently processed. Ms. Ingram indicated they have to compare by gathering data on a manual basis and that the Empower program would eliminate this time consuming process. Reverend Coleman noted they can make this work remotely and capture information on site.

Applications were then presented for funding requests from the HOME Program.

Mr. Jeff Smith, Executive Director, for Rush Lifetime Homes presented to CDAC about the application for the James River Housing Project. They provide housing options to those who are disabled and low-income and eliminate barriers to housing. Rush Homes will leverage funds with this project. There are over 500 on the waiting list. Most are below the poverty level. Rush Homes wants to acquire five (5) properties and rehabilitate the homes to make them as accessible as possible. He plans to leverage funds with any HOME Program funds that are received. He is required to provide a 25% match for the funds that Rush Homes applies for with the Virginia Department of Housing and Community Development (VHCD). This is Rush Homes first request for funds since 2015.

Ms. Dyke-Harsley inquired if these homes would be available for individuals who were coming out of the criminal justice system. Mr. Smith indicated this is housing for the disabled.

Ms. Murray asked for confirmation that the homes had not been identified. Mr. Smith confirmed the homes have not been identified and the funding request is a best estimate of cost at this point.

Mr. Newton asked if the tenants for the homes would be residents already in Lynchburg or elsewhere. Mr. Smith explained they are required to follow Fair Housing laws and he cannot guarantee the homeowner would be a resident of Lynchburg, but past history has shown that they are.

Council Member Nelson wanted more information on how the homes are acquired. Mr. Smith explained they work with local realtors and with LRHA. Mr. Nelson noted that page 20 of the application stated $125,000 in land acquisition total at about $25,000 each. Mr. Smith confirmed.

Donna Vincent, Executive Director, and Greg Tyree of Greater Lynchburg Habitat for Humanity (GLHFH) presented to the committee their application for Homeownership Down Payment Assistance. Mr. Vincent indicated that Habitat sells homes and does not give them away. The homeowners buy homes with 0% interest loans. The HOME Program funds subsidize the purchase of the home to make it affordable for the homebuyer. The mortgage is 30% of the family's income. The homes appraise for $120,000. The families must attend financial literacy, predatory lending and counseling.

Mr. Newton asked if Habitat has dealt with many defaults. Ms. Vincent indicated they have dealt with some defaults, but it does not happen very often. They just recently completed their 300th home and are getting ready to celebrate their 30th anniversary.

Ms. Harris remarked that she has worked with children in the volunteering at the Habitat builds and that the children just loved it. It was very rewarding for them.

Mr. Tyree remarked there is a lot of dignity in the program that consists of fellowship and building relationships. They provide a stable home at a stable location.

Mr. Newton asked that if the price of the home is $110,000, what would the cost be without volunteer labor. Ms. Vincent responded that the homes appraise at $120,000 to $125,000 and would probably cost $140,000 or more without volunteer labor. Ms. Fagan notes she thought possibly even more, around $165,000.

Mr. Hughes thanked Habitat for the work that they do and noted he used to serve on the Habitat board.

Denise Crews, Director of Housing and Community Development for Lyn-CAG, summarized the funding request for the Homeownership Substantial Rehabilitation program. They are the only agency in the Lynchburg area that does Substantial Rehabilitation. They have a wait list of twenty-five (25). Ninety-five percent (95%) of the rehabilitations are for the elderly. The program allows them to keep homeowners in their home. The First time Homebuyer Down Payment Assistance (DPA) program provides funds for down payment and closing cost assistance to assist low to moderate income individuals and families purchase a home.

Ms. Murray inquired with the DPA program, if it was to get homes in the affordable range or just a down payment. Ms. Crews indicated it is to get in an affordable range and that homeowners must contribute $500 of their own money.

After a short break, the Committee began their discussions on the CDBG application requests. Ms. Murray had to leave the meeting for another commitment and gave her recommendations to Mayor Foster.

The Committee by consensus agreed to allocate the full request of $98,000 of CDBG funding to Administration to administer and oversee the programs with salaries and benefits, advertising, minimal office supplies, trainings, etc.

The Committee expressed they would like to fund both Neighborhood Centers at $175,000 each, if possible. They would like to explore ways to work even more closely with the centers. Ms. Harris asked if children are chosen for the Boys and Girls Club site at Dearington. Ms. Lester explained they have to register for the program and about 30 of the children that attend at Dearington are from the Dearington are from the Dearington area. The committee expressed some concern about such a small number of children being in attendance from that community.

Discussions were held about the requests by LRHA. Council Member Nelson inquired as to how much of the $100,000 request would be used in this upcoming program year. Ms. Fagan responded maybe $50,000 to $75,000. Mr. Newton inquired as to what Ms. Fagan's recommendations would be with the programs and not having enough money to fund all programs fully. Ms. Fagan asked that she would like the Rental Rehabilitation program to stay closer to the request and to take funding from the Vacant Housing Revitalization & Rehabilitation (VHRR) request. Council Member Nelson stated that the Rental Rehabilitation program actually addressed the house for the person who lives there versus the VHRR program in which no one is in the home yet.

Ms. Dyke-Harsley recommended the full request amount of $85,000 for the Rental Rehabilitation program. She asked for confirmation that the AHRC still had two years of funding, in which Ms. Fagan confirmed.

There was discussion held among CDAC members and present members of the Continuum of Care (CoC) in regards to the CHIA position being a mandated position by HUD. HUD does not fund the position, but requires that localities have the position.

The Committee came to a consensus to allocate $50,000 to the CHIA request; $24,684.60 to the LRHA AHRC; and $25,000 to Lyn-CAG's Poverty to Progress Accountability and Data request.

Committee members began focusing on HOME Program applications. CDAC members were in consensus on funding the Administration portion for $24,000.

Members discussed the Rush Lifetime Homes-James River Housing- Rehabilitation Program (CHDO) project. Ms. Walker indicated there is a 15% requirement by HUD with these funds. A CHDO project must be funded each year for at least 15% of the HOME Program entitlement.

Council Member Nelson asked Mr. Smith how much of the requested $100,000 he thinks he will use in the program year. Mr. Smith noted a match is required and he must show evidence of a match in the year for other applications and he anticipates the use of the $100,000 in order the leverage funds. Mr. Nelson noted these are very valuable dollars.

Mayor Foster asked where the homes would be. Mr. Smith indicated the homes have not been identified yet but they have some potential areas.

Ms. Crews indicated she has ten (10) homes in the pipeline right now. They will use all of the money allocated from 2017-2018. They have served 3 ½ to 4 homes with those funds.

Mr. Newton notes he like the Substantial Rehabilitation program because it keeps people in their homes.

CDAC members agreed by consensus to fund Rush Lifetime Homes-James River Housing Rehabilitation Program (CHDO) for $95,000; GLHFH's Homeownership Program for $70,000; Lyn-CAG's Homeownership Substantial Rehabilitation program for $100,000; and Lyn-CAG's First-time Homebuyer Down Payment Assistance program for $47,591.

Ms. Walker emphasized to CDAC again that HUD allocations have not been received at this point and City staff is working from funding amounts received last year. If allocations were to be increased, members agreed that in the CDBG program, funds should be allocated to LRHA's Centralized Homeless Intake Coordinator (CHIA). As well, if funds were reduced, members were in agreement, reductions should come from the LRHA Affordable Housing Resource Center (AHRC) allocations. If allocations were increased in the HOME program, members agreed those funds should go toward the Lyn-CAG Homeownership Substantial Rehabilitation program. If allocations were decreased in the HOME programs, members agreed to reduce the funding in Lyn-CAG's First-time Homebuyer Down Payment Assistance program.

Ms. Walker reviewed the tentative schedule for the City Council public hearing on recommendations, Annual Action Plan draft and Annual Action Plan submission.

-City Council Public Hearing (CDAC Recommendations) & City Council Allocations- Tentative Date-March 13th @ 7:30 p.m.
-City Council Public Hearing (FY 2019 Annual Action Plan) – Tentative Date*- April 24th @ 7:30 p.m. -2015-2020 Consolidated Plan and FY 2019 Annual Action Plan Submittal to HUD- Tentative Date*- May 15th

Council Member Foster closed the meeting at 3:10 p.m.

*City staff must receive final entitlement allocation from the U.S. Department of Housing and Urban Development (HUD) prior to finalizing the schedule for the remaining public hearing and application submittal for the FY 2019 Annual Action Plan

ATTACHMENT B

Community Development Advisory Committee (CDAC) Meeting
May 31, 2018
City Hall, Second Floor Training Room
10:00 a.m.

Meeting Notes

*Note: CDAC members have reviewed and approved these notes

Attendance included:

CDAC Members:	Mayor Joan Foster, Chair; Council Member Randy Nelson, Vice Chair; Ms. Valerie Harris (Tinbridge Hill Representative); Ms. Kimberly Dyke-Harsley (Daniel's Hill Representative); Mr. John H. Hughes, III (College Hill Representative); Ms. Susan E. Murray (Garland Hill Representative); Mr. Dennis G. Newton (Diamond Hill-Historic District Representative)
City Staff:	Melva Walker (Grants Manager); Angie Shepard (Community Development Program Coordinator); Rhonda Allbeck (Assistant Director of Financial Services); Samantha Morton (Grants Accountant); Jenny Jones (Parks & Recreation Director); John Hughes, IV (Assistant City Manager)
Guests/Applicants:	Denise Crews, Lynchburg Community Action Group (Lyn-CAG); Jeff Smith (Food Disparity workgroup); Dr. Veronica Washington (Legal Workgroup); Laura Hamilton (Education workgroup); Dr. John Salmon (Transportation workgroup); Jane Gerdy (Childcare workgroup); Karen Wesley (Education workgroup); Wyllys Vanderwerker (Education workgroup); Kimberly Mattox (Education Workgroup); Carrie Dungan (The News and Advance)

The Committee Chair, Mayor Joan Foster, called the meeting to order at 10:00 a.m. Mayor Foster welcomed everyone attending the meeting. She thanked the members and applicants for being present. She explained that the Committee met in February to allocate anticipated entitlement funds for the Community Development Block Grant (CDBG) and HOME Entitlement programs. The Committee has reconvened because there are additional funds for both the CDBG and HOME Entitlement programs and to review applications received for the *Poverty to Progress* (P2P) Initiative.

Mayor Foster asked CDAC members and City staff to introduce themselves. Each member introduced themselves to the audience. Mayor Foster turned the meeting over to City staff member, Melva Walker, Grants Manager.

Ms. Walker gave an overview of why CDAC had reconvened. She stated there was an increase in CDBG funds of $71, 349 (10.8%) and $137,821 (45.8%) in HOME program funds. Based on guidance given by the committee in February, any increase in CDBG funds would be allocated to the Lynchburg Redevelopment and Housing Authority's (LRHA) Coordinated Homeless Intake and Access (CHIA) project. The CHIA project is a Public Service activity; therefore, HUD guidelines will only allow 15% of CDBG Entitlement funds to be allocated to Public Service activities. With that being said, the CHIA project can be increased to $60,702.35. That amount along with the funds allocated in February to the Affordable Housing Resource Center ($24,684.60) and the Thriving Cities: Poverty to Progress Accountability and Analysis Program ($25,000) meet the total of $110,386.95, which is 15% of the CDBG Entitlement amount allowed for public service.

Ms. Walker further stated based on the fact that the Committee had recommended full funding for all of the other non-public service CDBG submitted applications the remaining $60,646.75 could be recommended for the Lynchburg Redevelopment and Housing Authority's (LRHA) Vacant Housing Revitalization and Rehabilitation project This would fully fund all of the submitted applications in the non-public service areas. All of the CDAC members were in agreement with this allocation of funding.

Discussions began regarding the increase in the HOME program funds. Mayor Foster indicated she may be in favor of fully funding Lyn-CAG's Substantial Rehabilitation program for the requested amount of $225,000.

Ms. Dyke-Harsley asked Ms. Crews with Lyn-CAG how many homeowners additional funding could help in the Substantial Rehabilitation program. She also inquired how this would assist Rush Homes. Ms. Crews indicated this could help four to eight homeowners Ms. Dyke-Harsley asked Mr. Smith for confirmation that he would receive a 4:1 funding for his project if he received the full $100,000 for his project (he could leverage other funds with the HOME funding). Mr. Smith confirmed. Ms. Dyke-Harsley indicated she was in agreement with fully funding the Substantial Rehabilitation program.

CDAC members agreed to fund Lyn-CAG's Substantial Rehabilitation program for the full request of $225,000. After this allocation, $12,821 remained to be allocated. Several options were discussed as to which program the remaining funds could be allocated to.

Council Member Nelson noted he would be in favor of the remaining funds going to Lyn-CAG's First-time Homebuyer Down Payment Assistance program. These funds help with the financing for ownership of a home. Having the down payment is a critical element and is essential. Ms. Dyke-

Harsley noted she was in favor as well. All members of the committee agreed the remaining $12,821 should be allocated to the Down Payment Assistance program for a total of $60,412.

Ms. Walker explained to the committee that the recommendations of CDAC for the allocation of the CDBG and HOME Program funds will go before City Council on July 10, 2018, at which time a public hearing will be held. A public notice will be issued on June 8, 2018 to notify the public of the public hearing and that the Annual Action Plan (Program Year (PY) 2018 Fiscal Year (FY) 2019) draft will be available for review.

Mayor Foster asked the members of CDAC if they wanted to hear all the overviews of the *Poverty to Progress (*P2P) applications and then make decisions, or to hear each application one at a time and decide. CDAC members all agreed to hear the applications individually and make decisions about funding after each presentation.

Ms. Hamilton came forward to represent the Education workgroup for the Tutoring Impact on Achievement, Attendance, Discipline and Character application. She provided an overview of the project, goals, and planned activities.

Council Member Nelson inquired if all students had releases. Ms. Hamilton indicated they do. Council Member Nelson wanted to know if the tutoring programs were competing with other programs. Ms. Hamilton explained the workgroup is making a conscious effort to not duplicate programs and are trying to discover, measure, replicate and fill in the gaps with the tutoring program.

Mr. Hughes, III, also noted that the Education workgroup was submitting two applications. For clarification, Ms. Hamilton noted that the Education workgroup had divided into two subgroups to better focus on Pre-K aged children and high school aged children.

Mayor Foster noted this seemed to be a collective approach to have more impact.

Ms. Harris noted that the Dearington Club is through the Boys and Girls Club and what would happen to those children. Ms. Hamilton responded that they are working to identify those gaps and see how they can be filled with the resources that are there.

Ms. Dyke-Harsley noted in the application the $400 for copies and research for 200 people. She inquired as to who that 200 people were. Ms. Hamilton explained this was an estimate and the 200 people would be the parents.

Dr. John Salmon noted that they are currently developing a database to assist with this program. Ms. Murray stated she thought the database could make everything more efficient.

CDAC members unanimously voted to fully fund the Tutoring Impact program for the $930 request.

Jane Gerdy with the Childcare workgroup came forward to present the application for the Lynchburg Childcare Alliance. She summarized that there is a childcare shortage in the City. There is an issue with having quality care for children as well as providing a quality education while children are there. They are looking to establish an alliance within certain neighborhoods. The application request is to seek funding to develop a strategic plan, they need to be able to present this to businesses.

Ms. Murray stated that some neighborhoods don't have businesses and churches, so she was not quite sure of the concept. Ms. Gerdy explained they are looking for a pilot site and want to study to see where the need is. It could be a particular area (as an example- Langhorne Road- Centra and their employees who may be in need of childcare).

Mr. Hughes, III, inquired if after that, the group would be looking to open a new child care facility at some point. Ms. Gerdy confirmed and stated that was why there is a need to collect the data for confirmation.

Ms. Dyke- Harsley noted that item #7 of the application, page 3 of 3- "Alliance would provide funding…". What would that look like? Ms. Gerdy stated that the group, businesses, etc. would provide that funding. A church may provide some space for use. The childcare facility would have funds from the fees/tuition charged.

Mayor Foster inquired who the Project Manager would be to gather results. Ms. Gerdy explained that Anthony Andrews has agreed to serve as Project Manager. Mr. Andrews as experience with strategic and business planning.

Mayor Foster questioned if the Smart Beginnings and Success by Six programs didn't do the same thing as this proposal or how was it different. Ms. Wesley explained there is a shortage of childcare and this could work similarly to the state's subsidy dollars. Mayor Foster noted how difficult it is to keep childcare centers going and this may be a hard sale. Ms. Gerdy stated that no one organization seems to be able to do this by themselves. The thought is an alliance is more palatable when each participant in the alliance has to contribute.

Ms. Dyke-Harsley expressed that Anthony was a great choice for project manager. She does feel this is a gamble in the early stages and is a little skeptical.

Mayor Foster asked Mr. Hughes (Assistant City Manager) when or how they will look at the outcomes of these projects and how will it be reported. Mr. Hughes explained that one calendar year for each group to submit a progress report or possibly sooner. The funding date would begin July 1, 2018 with an anticipated completion date of June 30, 2019.

Ms. Gerdy explained that the project at this point is just the study, the business plan. Mr. Hughes explained the study is the actual project that they are requesting funding for. It takes some time to implement and get information back, at least six to nine months.

Council Member Nelson stated this is an excellent model and it is community based. The community investment is essential. There will be greater interest from stakeholders and that is critical. He inquired as to how much parents are expected to get involved. Ms. Gerdy indicated they are looking for quality and have to meet licensing regulations. There will be parent involvement and all will be a part of it.

Council Member Nelson stated he was in favor of funding this application for the full $5,000. All CDAC members agreed to fund the project for the full amount.

Dr. John Salmon represented the Transportation workgroup with the Move Up application. The project began before the P2P Initiative began, but P2P helped formalize the project. Dr. Salmon noted that anytime you develop a system for a subset group, that not everyone will agree with it. He has worked with a company to develop a smart phone app to address transportation needs for every person in the City. The development of this app is to better connect people. They are putting in provisions to help people and trying to set standards of who helps and provides transportation. This is not about making money, this is about connecting people with drivers to get where they want to go.

Ms. Murray inquired if the use of this app is free. Dr. Salmon explained that the connection is free and there may be a charge for the service (the transportation itself). This is about connecting people with drivers to get them where they want to go and trying to fill the gaps. It shows the possibilities of how a person can get somewhere and this is the creation of a platform for this.

Ms. Dyke-Harsley noted there are at least five taxi services in the city, that do background checks on drivers via the Lynchburg Police Department. She is curious about the impact on those services and where Dr. Salmon sees this going. Dr. Salmon indicated this is a tool to connect. It’s the people who are not getting where they need to go and that percentage that is not getting around. They hope to make this easier and can choose the mode. Ms. Dyke-Harsley inquired as to how this will work with bus service. Dr. Salmon noted there are issues with using the bus service and an example being that the bus may only have two bus stops at a certain time, etc. The person may be carrying groceries This app will provide options and help them get around better.

Council Member Nelson stated that in order to be a viable, metro area it includes a good transportation network, otherwise it’s mediocrity. This is an opportunity to actually move in to the 21st century. This will help P2P and will help everyone in the community. He is in favor of funding this application.

Mr. Newton asked what the $5,000 funding request would be used for or was it just to reduce the total cost. Dr. Salmon explained that it would be used to reduce the total cost as about $25,000 is legal fees, and about $100,000is potentially for full development of the smart phone app. He is personally paying for this right now. This is an investment in his community and he is looking to convert in to a nonprofit. Mayor Foster indicated this is an example of private and public working together.

All CDAC members voted to approved the project for $5,000 in funding.

Karen Wesley presented along with Wyllys Vanderwerker and Kimberly Mattox for the Reducing Poverty through Education application from the Education workgroup focused on PreK aged children. Ms. Wesley noted that children are not placed, but could have been and it's hard to reach parents with information. This is a training program of each one, teach one. They are measuring the quality of childcare and making sure children get to school on time. This program will help with summer learning loss and provide books for Kindergarten kids.

Mayor Foster inquired about the number of books, as she saw both 500 and 800 books in the application. Ms. Wesley indicated this was an error on her part with the 500 number on page 4 of the application. They do see about 800 kids and want to supplement with the Going to Kindergarten booklet.

Council Member Nelson noted on page 3, top of the page, paragraph C regarding the birth certificate and inquired if they are making parents aware of the requirements. He sees that immunization can also be a barrier. Ms. Wesley said they are looking at affordable means for immunizations and trying to get that information out. Council Member Nelson is in support of the application for the full funding of $4,903.40. All CDAC members voted in agreement to support the application for full funding.

Jennifer Woofter representing the Poverty 101 workgroup came forward to summarize their application for Poverty 101 Action Plan project. This project will focus on raising awareness of the impacts of poverty through a structured dialogue. She explained that an awareness conversation needs to take place in the number of ways with a number of audiences. There needs to be some kind of tool to simplify what kind of resources are available. The resources can be overwhelming with 211, websites and apps. They are looking to begin a community dialogue with this request.

Ms. Dyke-Harsley noted that one part of the application states 80 booklets and another 500. Jennifer notes they initially want to start with 80 booklets after looking at the expense of printing costs. This request is for the initial run. The first piece they are looking at is to bring awareness to the community as a whole. The purpose is to facilitate the conversation. Ms. Dyke-Harsley inquired about the poverty driven piece of this dialogue. Ms. Woofter explained this was as the 2nd level of the dialogue.

Ms. Murray asked about the open mic event concept and if that could digress quickly. Ms. Woofter responded that a theme would be chosen and a time limit. It would be a mixture of pre-vetted and prefixed. This would be a facilitated process.

CDAC members voted in agreement to fund the application fully for $2,500.

Dr. Veronica Washington represented the Legal workgroup with the application for Re-entry. The request is for three projects. The first project works with the Blue Ridge Regional Jail. They are trying to reduce recidivism. The group is looking to provide a one-page first steps re-entry guide for those being released in three to six months. The committee's focus is those being released in Lynchburg. Inmates are released at 5 a.m. They often don't know where to eat, where to get food from pantries, how to get housing or where to stay. The one-page guide gives them a running start with information on housing, how to get a phone, medical and mental health help and information for second chance employment.

The second project is a welcome backpack. This backpack would include hygiene items and things that would be needed right away upon release.

The third project is a comprehensive packet. This provides more information and other items as to where to get a haircut, etc.

The goal is to reduce recidivism, give a fresh start, get a job and work their way out of poverty.

Mayor Foster expressed this is building a relationship with citizens returning to the community.

Ms. Murry stated she is totally in favor of the project.

Ms. Dyke-Harsley if these one-page guide would also be available to the State's Probation and Parole office. Dr. Washington stated that it could be and it is something to consider. Mr. Hughes stated that it could at least be shared with this office electronically.

CDAC members voted to support this application for the full funding of $3,740.

Jeff Smith represented the Food Disparity workgroup with their application. He indicated this is part of the Oasis project and trying to get a grocery store in the area. This is supported by Randolph College and they did a market feasibility study. They are looking to have a one time event, in which they will serve food before and after. They are seeking input from the community.

Mr. Newton inquired about the accessible grocery store in proximity of downtown and if that meant walking distance. Mr. Smith noted they are trying to centralize as much as possible, some transportation may be needed and likely to be in the 5th Street and 12th Street areas.

Ms. Dyke- Harsley noted in the application that the ad for the event would run for twelve days and she was curious as to why twelve days. Mr. Smith noted he wasn't completely sure, but he thought they were trying to get the word out to the community as much as is possible.

CDAC voted to fund the project fully for $1,450.

Ms. Walker explained that the P2P application recommendations would go to City Council on June 26, 2018. She explained that the City (Grants Administration) would most likely oversee the funding of the applications and the monitoring. There will be some sort of Memo of Understanding put in place with each workgroup, there will be oversight of the projects, and it will be on a reimbursement basis. Grants Administration will notify CDAC and applicants of Council decision after the June 26, 2018 meeting. Full reports of outcomes will likely be within a year of the July 1st date and may depend on the progress and accomplishments achieved by each focus group.

Mayor Foster closed the meeting at 12:15 p.m.

CDBG and HOME Allocations Worksheet 2018 - 2019-REVISED-05/31/2018

Total CDBG Available	$ 737,146.70

CDBG - Non-Public Service

Amount to Award FY 2019: $ 626,759.75

NAME	Prior Year 17 / 18 Award	Amount Requested FY 2019	CDAC Recommendation FY 2019 02/21/2018	CDAC Recommendation FY 2019 05/31/2018	City Council Recommendation FY 2019 07/10/2018
City Administration	$ 98,000.00	$ 98,000.00	$ 98,000.00	$ 98,000.00	
Diamond Hill Neighborhood Center Rehabilitation (Parks & Recreation)	-	175,000.00	175,000.00	175,000.00	
Jefferson Park Neighborhood Center Rehabilitation (Parks & Recreation)	-	175,000.00	175,000.00	175,000.00	
LRHA Rental Rehabilitation Program	-	85,000.00	85,000.00	85,000.00	
LRHA Vacant Housing Revitalization and Rehabilitation	-	100,000.00	33,113.10	93,759.75	
Downtown Utility & Streetscape Improvement - Phase 2	135,854.21	-	-	-	-
College Hill Neighborhood Rehabilitation	150,000.00	-	-	-	-
Daniel's Hill Neighborhood Rehabilitation	175,000.00	-	-	-	-
LRHA Langview Apartment Renovations-Americans with Disabilities Act (ADA)/Section 504 Compliance	85,000.00	-	-	-	-
Totals	$ 643,854.21	$ 633,000.00	$ 566,113.10	$ 626,759.75	$ -
Remaining Amount to Award		$ (6,240.25)	$ 60,646.65	$ -	$ 626,759.75

HOME

CHDO Requirement	$ 65,815.80

Amount Available: $ 474,412.00

NAME	Prior Year 17 / 18 Award	Amount Requested FY 2019	CDAC Recommendation FY 2019 02/21/2018	CDAC Recommendation FY 2019 05/31/2018	City Council Recommendation FY 2019 07/10/2018
City Administration	$ 24,000.00	$ 24,000.00	$ 24,000.00	$ 24,000.00	
Rush Lifetime Homes - James River Housing CHDO	-	100,000.00	95,000.00	95,000.00	
Habitat for Humanity - Homeownership	96,193.00	80,000.00	70,000.00	70,000.00	
Lyn-CAG Homeownership Substantial Rehab	75,000.00	225,000.00	100,000.00	225,000.00	
Lyn-CAG First-time Homebuyer Down Payment (CHDO)	47,700.00	-	-		
LRHA - Vacant Housing Revitalization & Rehabilitation	58,058.00	-	-		
Lyn-CAG First-time Homebuyer Down Payment		77,000.00	47,591.00	60,412.00	
Total HOME	$ 300,951.00	$ 506,000.00	$ 336,591.00	$ 474,412.00	$ -
Remaining Amount to Award		$ (31,588.00)	$ 137,821.00	$ -	$ 474,412.00

CDBG - Public Service 15% Allocation

Amount to Award FY 2019: $ 110,386.95

NAME	Prior Year 17 / 18 Award	Amount Requested FY 2019	CDAC Recommendation FY 2019 02/21/2018	CDAC Recommendation FY 2019 05/31/2018	
LRHA / CoC -Coordinated Homeless Intake and Access	$ 65,000.00	$ 65,000.00	$ 50,000.00	$ 60,702.35	
LRHA - Affordable Housing Resource Center	37,602.30	50,000.00	24,684.60	24,684.60	
Lyn-Cag /Thriving Cities: Poverty to Progress Accountability & Analysis	-	25,000.00	25,000.00	25,000.00	
Police Dept / Boys & Girls Club Badges & Fun Fridays	6,607.50	-	-	-	-
	-	-	-	-	-
Totals	$ 109,209.80	$ 140,000.00	$ 99,684.60	$ 110,386.95	$ -
Available		110,386.95	$ 110,386.95	$ 110,386.95	$ 110,386.95
Balance		$ (29,613.05)	$ 10,702.35	$ -	$ 110,386.95
Total CDBG	$ 753,064.01	$ 773,000.00	$ 665,797.70	$ 737,146.70	$ -

	FY 2018	FY 2019	Difference	%
CDBG				
Entitlement	$662,564.00	$733,913.00	$71,349.00	10.8%
Reprogrammed Funds	25,000.00	0.00	(25,000.00)	-100.0%
Program Income	65,500.01	3,233.70	(62,266.31)	-95.1%
TOTAL	$753,064.01	$737,146.70	($15,917.31)	-2.1%
Administration CAP	$145,612.80	147,182.60	$1,569.80	1.1%
Public Service CAP	$109,209.60	110,386.95	$1,177.35	1.1%
HOME				
Entitlement	$300,951.00	$438,772.00	$137,821.00	45.8%
Reprogrammed / Recaptured Funds	0.00	35,640.00	35,640.00	100.0%
Program Income	0.00	0.00	0.00	0.0%
TOTAL	$300,951.00	$474,412.00	$173,461.00	57.6%
Administration CAP	$30,095.10	$43,877.20	$13,782.10	45.8%
CHDO Required	$45,142.65	$65,815.80	$20,673.15	45.8%

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

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **July 10, 2018** AGENDA ITEM #: **3**

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

ITEM TITLE: Solid Waste Task Force Report

KEY ELEMENTS:
_X_ Economic Development _X_ Excellent Government ___Natural and Built Environment _X_ Safe Community ___ Vibrant Community

RECOMMENDATION: For information only.

SUMMARY: In 2017 City staff created a Solid Waste Task Force to consider challenges and opportunities in the solid waste collection program throughout the City. In the City of Lynchburg, our 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.

City staff will present the work of the Solid Waste Task Force.

PRIOR ACTION(S): None

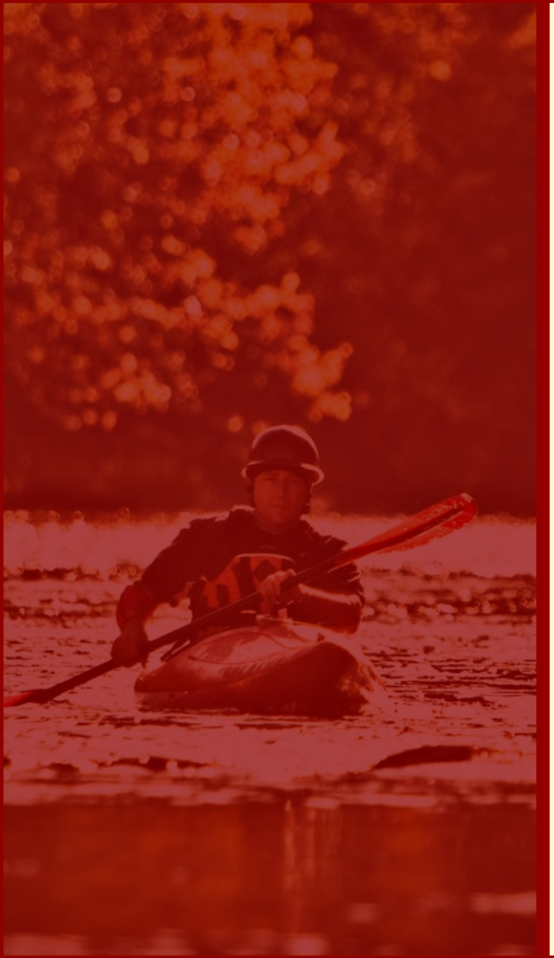
FISCAL IMPACT: The fiscal impact of an effort to re-engineer solid waste collection services will be dependent on the scale of those changes. There may be changes proposed in the Fiscal Year 2020 Operating Budget that result from this effort.

CONTACT(S): Gaynelle Hart, Director of Public Works, 455-4406

ATTACHMENT(S): PowerPoint Presentation

REVIEWED BY: bms

077K



Public Works Solid Waste Task Force Report

City Council Work Session

July 10, 2018

Agenda

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

Lynchburg Solid Waste Services

Citizens & Small Businesses	Public Places	Other
Brush & Bulk	Dead Animals	Education & Enforcement
Refuse	Pedestrian Cans	Citizen’s First/Customer Service
Physical Limitation Door Service	Recycling Sites	Landfill Maintenance
Convenience Center		Adopt-A-Street
Tires		Household Hazardous Waste
Cart Swap/Repair		Decal Sales & Distribution

Problem Statement

The City's current Solid Waste program is:

- Complicated & cumbersome for citizens to understand/implement
- Some services do not meet citizen expectations or best practices
- Often not compliant with current ordinances

Why Now?

- City Council concerns about litter & neighborhood cleanliness
- City Council concerns about landlord set outs
- Recycling hauling costs increasing; contract up for bid in 2019
- Region 2000 Service Authority (RSA) landfill expansion
- Need proactive/holistic review & approach

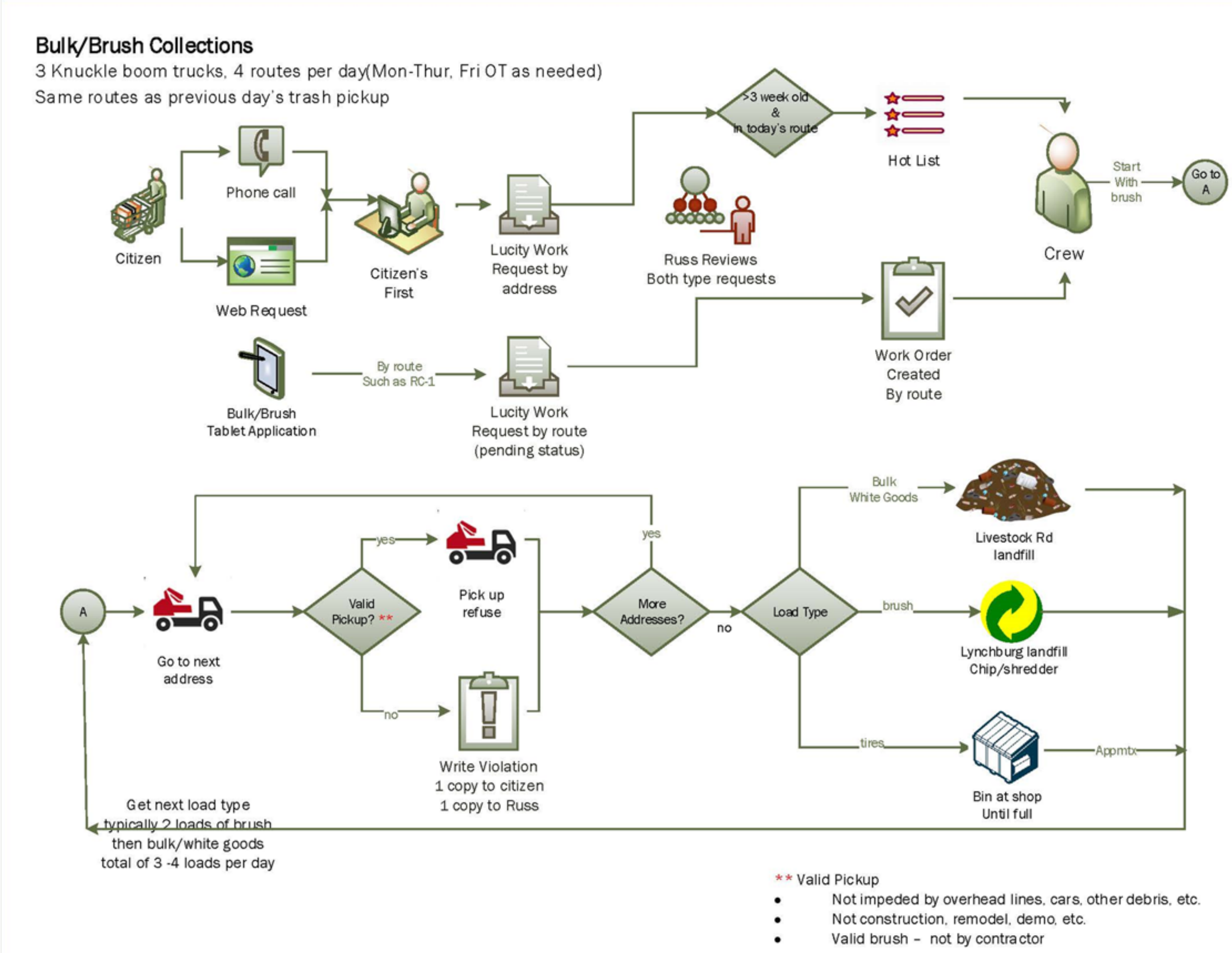
Background

- **1993** – “Pay As You Throw” implemented
- **2000** - Decal sales, distribution & City cart issuance
- **FY 2008** - Solid Waste Enterprise Fund eliminated
- **FY 2009** - Solid Waste collection services became General Fund expense due to formation of the Regional Services Authority
- **FY 2014** - Recycle hauling contracted out

Solid Waste Task Force

- **18-Month analysis**
- **Team members include representatives from:**
  - Citizen's First
  - City Manager's office
  - Finance
  - Information Technology
  - Public Works
- **Process mapping of key components**

Process Map Example



Solid Waste Task Force (Cont'd)

- **Solid Waste workshop with consultants**
  - Many localities treat Solid Waste as an Enterprise Fund
  - Phased approach to improvement
- **Solid Waste benchmarking**
  - First Cities
  - Other localities

First Cities Benchmark

City	Population 2016	Billing Collection Method	Annual Fee	Curbside Recycling
Lynchburg	79,531	32 Gallon Bag 32 & 64 Gallon Decals for Carts	$1.25 $40 & $80	No
Danville	41,967	Monthly fee utility bill	$181 - $200	Yes
Hampton	137,492	Monthly fee utility bill	$300	Yes
Newport News	183,218	Monthly fee utility bill	$293.28 - $366.60	Yes
Staunton	24,453	Monthly fee utility bill	$181 - $200	Yes
Norfolk	247,087	Bi-monthly fee utility bill	$336.00	Yes
Charlottesville	49,071	13 & 32 Gallon Tags 32 & 96 Gallon Decals	$1.05 / $2.10 $94.50 / $283.50	Yes

Other Localities Benchmark

City/County	Population 2016	Billing Collection Method	Annual Fee	Curbside Recycling
Lynchburg	79,531	32 Gallon Bag 32 & 64 Gallon Decals	$1.25 $40 & $80	No
Roanoke	99,644	Real Estate Bill	$96 single $192 multi-dwelling $144 business	Yes
Blacksburg	44,563	Individual Solid Waste Bill	$281.76	Yes
Town of Amherst	2,199	Water/Utility Bill	$81 - $100	Yes
Town of Bedford	6,533	Electric Bill	$216	No
Bedford County	77,960	Not applicable Citizen either takes Trash to Collection Centers or contracts	Private collection Estimate $20-$22/month	No

Challenges

- **Residential collection**
  - Trash
  - Bulk
  - Brush
- **Recycling**
- **Decal sales & distribution**
- **External factors**

Residential Challenges

- One part-time position for citizen education & ordinance enforcement

Residential Challenges (Cont'd)

Overflow

Residential Challenges (Cont’d)

Non-Compliance

Residential Challenges (Cont'd)

- Brush
  - 3 to 4 week pick up schedule cycle
  - 6 daily trash routes & 4 knuckle boom trucks

Residential Challenges (Cont'd)

Bulk

Landlord Set Outs

Recycling Challenges

- **Recycling hauler – restructured rates**
  - Private hauler in FY 2014
  - Fuel adjustment
  - Commodity adjustment
- **Recycling sites not sustainable**
  - Drop-off sites on private property/lease payments
  - Potential loss of sites
  - Illegal dumping

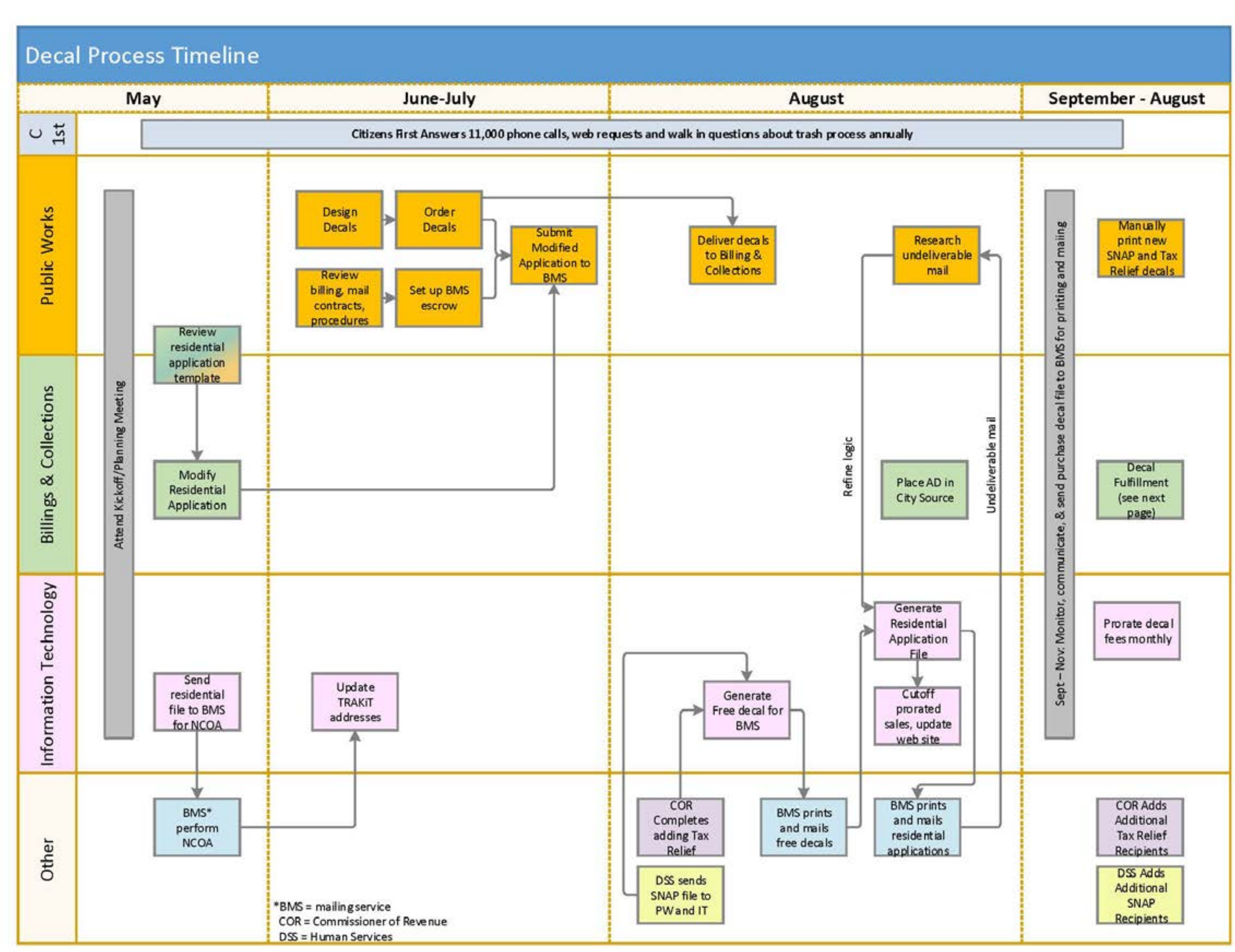
Recycling Site Illegal Dumping

Illegal Dumping

Decal Sales & Distribution

- **Multiple City departments**
  - Billings & Collections
  - Commissioner of Revenue
  - Information Technology
  - Public Works
  - Social Services
  - Private Mail Service
- **Complex for citizens to understand**
- **Free decals for tax relief & supplemental nutrition assistance recipients**

Decal Sales & Distribution



External Factors

- **Population/development predicted to increase**
- **Limited providers for Solid Waste service**
- **Additional work**
  - Pedestrian & pet cans
  - New subdivisions

Sampling of New Subdivisions

- Cottage Hill
- Amaya Way
- Bethel Estates
- Bethel Park
- Wheatland Court
- Preserve Drive
- Legacy Oaks
- Brenley Court
- Creekside
- Seven Oaks
- McKenna Circle
- Beacon Hill

Opportunities

- Recycling hauling contract renewal 2019
- Simplify Solid Waste system/use best practices
- Automatic Vehicle Locators (AVL)
- Improve customer service
- Pride in public places/cleaner city/neighborhoods
- Economic Development/Tourism

Guiding Principles for Future Planning

Trash & recycling programs & services:

- ✓ Contribute to the success of economic development & tourism
- ✓ Are easily understood by citizens
- ✓ Are not complex; they are simple to administer

Guiding Principles for Future Planning

Trash & Recycling Programs & services:

- ✓ Are financially sound & self-sustaining
- ✓ Create a sense of pride in the appearance of our City
- ✓ Are effective & efficient
- ✓ Provide education on proper disposal of trash, brush, bulk & recyclable items

Next steps

Take a proactive approach to solving critical problems

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

// A regular meeting of the Council of the City of Lynchburg was held on the 24th day of April, 2018, at 4:00 P.M. in the Council Chamber, City Hall, Joan Foster, President, presiding. The purpose of the meeting to continue with the FY 2019 Proposed Budget. The following Members were present:

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

// City Manager Bonnie Svrcek stated an update on the recovery efforts from the tornado that hit the City on Sunday, April 15, 2018. A video was shown and Gaynelle Hart, Director of Public Works and Kent White, Director of Community Development, gave a verbal update. The video showed some of the hardest hit areas in the City. Ms. Hart stated work is continuing in the hardest hit neighborhoods in the City: Windsor Hill, Sedgewick Drive, Cranehill Road, Peakland Place, Trent’s Ferry Road, John Scott Drive, and Link Road. The cleanup will start next on the primary streets. Ms. Hart went on to say that it will take another 6 to 8 weeks to work on the brush cleanup in the areas of Boonsboro Road, Link Road and Old Forest Road. Mr. White stated the latest count on private property damage is 337 buildings with 54 classified as major damages and 34 as not livable, 11 were businesses as institutions and non-profits. Permits are being issued at no fee for those impacted by the storm and the numbers will continue to rise. Assessments are ongoing and Council should have a final report in a few weeks. While some worked to clear litter from their neighborhoods, teams of City employees volunteered to help residents with cleanup projects that were too big to tackle themselves. Neighbors helping neighbors and when things were at their worst, Lynchburg was at its best.

// City Manager Bonnie Svrcek stated to continue review of “The List” and Balance the FY 2019 Budget.
// Mayor Foster stated that today’s meeting would start with the remaining of “The List” and Balance the FY 2019 Budget. Mayor Foster stated Council stopped on the “List” with item #7, the School Operating Budget. A motion was made by Council Member Nelson and seconded by Council Member Wilder to restore $300,000 back to the Schools. This motion was tabled due to time constraints and Council to begin with this motion today. Council Member stated he had reflected what was said at the last meeting and what we are facing today, that we should look at the lower hanging fruit. He said it might be prudent that we defer this motion until the end to see what we have to work with. Council Member Nelson said he is just deferring the discussion on the motion not with drawing the motion. Council Member Wilder withdrew his second to the motion. Council agreed to defer that motion until the end of the “List”. Council began discussion with items #9 through #13 and would come back for motions after the entire review of the “List”.

Item #10 on the list - Vice Mayor Tweedy made a motion seconded by Mayor Foster to maintain the funds and to maintain the position in this year’s budget for the Youth Planner position. The dollar amount of this position includes a salary of $33,238 and benefits $15,119 for the Youth Planner position total of $48,357. Council Member Wilder and Council Member Dolan stated they would both support the motion if this position is needed at this time, due to our poverty issues in the City. To be effective, the City needs one dedicated person for this positon and the kids need these programs.

Council Member Helgeson suggested, Council look at things that are critical in the budget and positions that have not been funded for 5 years. What are the implications as we look at the budget? He stated he will not support this position because we have several other things on the list that is more important, especially the last positon discussed. Come back with a better solution for this position and we should objectively and clearly assess what position to fund rather than make a quick reaction.

Council Member Nelson commented that since we have being talking about poverty; we should acknowledge that we are trying to do things in a different way than in the past. The position was voluntarily taken on based on the person’s qualities and talents. It is much better to deal with prevention conduct and misbehavior when children are young rather than when they become adults and develop bad habits. It is an understatement that this work has been done and needs to continue. I would support a position that brings positive support for our City’s youth.

Council Member Perrow commented that this position was funded, but not filled. It was not a priority for the City nor was it a priority to lessen the workload for that person. The focus area of the coordinator seems they will be in meetings all day. I would hate to see the Hill Climbers go away, but I do like the idea of the Mayor's Youth Council headed by the Manager's Office where it can be closed to the administration. Since the department could not justify in filling the position in the past, it is hard for me to justify filling the position now. Council voted on the position of Youth Planner and it will remain in the budget. The motion passed by the following vote.

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

Item #11 on the list to restore pool hours - Vice Mayor stated that previously Council Member Nelson asked about the pool hours and the utilization of the pool. John Ramsey with Parks and Recreation stated this cut was made to comply with the budget instructions of 2% of the budget pertaining to historical expenditures at the pool. This change would not affect our pools unless we see an increase in business across the season so we can be able to rest our lifeguards throughout the day. Or, if we had to increase our lifeguards pay because it is tough finding lifeguards, this would not affect our pools hours. We need additional lifeguards due to the volume of people using the pool and to adjust the pool hours. Council Member Nelson stated that Mr. Ramsey answered my question, whether or not they could adjust their pool hours to comply with reality and the City's demands. It is really about paid lifeguard hours based on the capacity of attendees during the pool hours. Council agreed to leave the budget as is for the proposed for the pool hours. Council voted to leave the budget as proposed for the pool hours to zero:

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

Noes: 0

Item #12 External Service Providers – Discretionary – Elizabeth's Early Learning Center

Council Member Helgeson stated this is a discretionary expense that is not required. Looking at City services such as Planners, Police and Fire are the things we have to do; being a new external service provider, I would remove the $15,000 to possibly help fund the Youth Planner. The appropriation for this item would take 5 votes to pass.

Council Member Nelson stated that the City enters into an agreement with Elizabeth's Early Learning Center and in good faith they relied on that agreement. They are undertaking construction and programs

based on this agreement. I have great hesitation to pull the funding that the City previously stated they would provide for them. In regard to the poverty in our city, Elizabeth's Early Learning Center helps student's preparation to enter public schools. I would support keeping the funding for Elizabeth's Early Learning Center ($15,000) in the budget.

Council Member Perrow stated he agreed with Council Member Nelson, that Elizabeth's Early Learning Center is a good program, but he disagree with the agreement. He raised concern with the other groups who ask for funds from the City like the Boys and Girls Club, Big Brothers and Big Sisters, amongst other groups. He stated if Elizabeth's Early Learning Center is getting $15,000, why can't everyone else come and ask for funds? He is concerned with the potential precedent it may set. I will not be supporting the funding for Elizabeth's Early Learning Center. Council Member Perrow made a motion second by Council Member Helgeson to remove the $15,000 from Elizabeth's Early Learning Center and the funding as a credit to the "List".

Council Member Dolan considering keeping the $15,000 to Elizabeth's Early Learning Center. Vice Mayor Tweedy stated this request is due to their expansion and programs as a service provider. Council Member Wilder stated it is a good program and he will support keeping the $15,000 for Elizabeth's Early Learning Center. Mayor Foster stated she would be voting against the motion to take away the $15,000 from Elizabeth's Early Learning Center. They have already started on their new addition. Mayor Foster restated the motion, made by Council Member Perrow and second by Council Member Helgeson to take out the $15,000 from Elizabeth's Early Learning Center. The motion failed to remove the funding for Elizabeth's Early Learning Center. Council by the following recorded vote:

Ayes: Helgeson Perrow 2

Noes: Dolan, Nelson, Tweedy, Wilder, Foster Helgeson Perrow 5

Item #13 - External Service Providers – Discretionary - Virginia Legal Aid Society – Council Member Perrow made a motion seconded by Council Member Helgeson to remove the Virginia Legal Aid Society funding in the amount of $11,699 from the budget. Council Member Perrow mentioned according to their historical activities, this has been a good entity, but recently activities suggested they are going outside their scope and seeking additional sources of funding. He will not support funding them anymore. Council Member Helgeson stated he agreed with Council Member Perrow that Legal Aid Society have historically exceeded their mission. In the past their mission has been to help those that are poor and in need, but when they exceed that mission that is not beneficial to our taxpayers, we should stop funding them. Council Member Dolan stated she thinks this is a donator gift and is not appropriate at this time. I do believe in the mission of Legal Aid, but due to budget constraints, this is one to take out of the budget and not fund at this time.

Council Member Nelson stated the Legal Aid Society is a significant asset to the community, for citizens that don't know their rights and cannot afford an attorney to represent them on many issues for example, housing issues, to review a contract, child support and employment, is their mission and purpose. I have confident in Legal Aid and don't know if they have any other source of funding. I support keeping the funding in for Legal Aid to continue vibrant and effective legal aid for our citizens who need them.

Vice Mayor Tweedy made several comments regarding Legal Aid. She stated, I believe in the mission and the services they provide and I will support we keep the money and not take funds away from Legal Aid. Mayor Foster was also in favor in keeping the funds in for $11,699 for Legal Aid. They work with citizens in our community that cannot afford an attorney for legal advice. I will be voting against the motion to take out the funding for Legal Aid. Mayor Foster called for the vote to remove the funding for Legal Aid in this year's budget. The motion failed by the following recorded vote to remove the funding for Legal Aid and the funding stays in the budget:

Ayes:	Dolan, Helgeson, Perrow	3
Noes:	Nelson, Tweedy, Wilder, Foster	4

Item #9 – Building Services Coordinator - $37,957 - Council Member Wilder made a motion and seconded by Council Member Nelson to keep the funding in the budget for the Building Services Coordinator. The person in this position maintain the facilities and other buildings keeping it clean and presentable when citizens visit City Hall and maintain some type of security for this building. Council by the following recorded vote agreed to keep the Building Services Coordinator in the budget:

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

Noes: 0

Item #1 – Federal Relations Liaison Services ($30,000) - Council Member Perrow made a suggestion that he was not inclined to put this item back in the budget if the City Manager would pursue for next year's budget. After a discussion, Council agreed to remove this positon for the Federal Relations Liaison Services from the budget. Council Member Perrow made a motion to strike this item from the list as a zero budget item and Council Member Helgeson seconded the motion. Council by the following recorded vote agreed to strike the Federal Relations Liaison Services position from the list:

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

Noes: 0

Item #14 – Departmental – Salary Increase for City employees – Council Member Nelson stated there has been considerable discussion on the market analysis, but no result on that study. There is $900,000 that has been allocated to fund whatever that market study recommends. I would not want to make a salary increase that would antique the report. Council Member Nelson made a motion to approve a bonus for full-time employees ($500) and part-time employees ($250) to become effective beginning in December. That motion failed due to a lack of a second.

Vice Mayor Tweedy made a motion to provide a 2% general wage increases to City employees from the Fund Balance amount of $2,000,000 which equals $1,246,000 effective July 1, 2018. Mayor Foster seconded that motion.

Council Member Perrow made several comments regarding the motion to wait until the market study is complete before making any adjustments. Council Member Helgeson stated he agreed with Council Member Perrow and the decision to wait until the market study is complete. He would not support a 2% increase across the board for City employees to make good prudent financial decisions by keeping it in the Fund Balance. He also stated it would not be rational to give a wage increase at this time, but to wait on the market study. Council Member Dolan also stated that we need to wait until the market study is complete and she will not be supporting a 2% wage increase for City employees. She also stated that a bonus would be appropriate at this time until we receive the market study and it makes more business sense. Council Member Wilder stated he understood waiting on the market study, but he would be in favor of a 2% for City employees. Mayor Foster called for the motion which states a 2% pay increase to City employees. The motion failed by the following recorded vote:

Ayes: Tweedy, Wilder, Foster	3
Noes: Dolan, Helgeson, Nelson, Perrow	4

Council Member Nelson stated he would again make a motion to give a bonus to City employees that will cost $536,100 to the budget effective July 1, 2018 and Council Member Perrow seconded the motion. Council Member Perrow stated he seconded the motion because it gives the employees something sooner than later and funding would potentially come from the gap. Mayor Foster stated she would not support the motion for the bonus to City employees. Mayor Foster called for the motion for City employees to receive a $500 bonus for full-time employees and $250 bonus for part-time employees. The motion passed by the following recorded vote:

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

Item #7 – Schools – Operating - Council Member Helgeson made several comments regarding the Schools budget with 400 less students and an increase of 200 more employees and not give the Schools more funding. Council Member Perrow made a motion to approve $58,031 to City Schools; Council Member Helgeson seconded the motion. Council Member Nelson stated he would support this motion.

Several Council Members stated they would not support the motion because it does not give the City School what was requested. Council Member Wilder stated he would not support the motion. The motion failed by the following recorded vote:

Ayes: Helgeson, Nelson, Perrow,	3
Noes: Dolan, Tweedy, Wilder, Foster	4

Council Member Dolan made a motion to provide level funding for the Schools; Vice Mayor Tweedy seconded this motion. Council Member Dolan further stated that we need to support the new superintendent's request for level funding of $748,465 for the City Schools.

Council Member Helgeson stated he would not be voting for this motion because the $586,000 would be going to administration and not the students. Council Member Perrow stated that without level funding the City the Schools will be receiving a 1.5% increase in their budget where the city departments are looking at a 2% cut from their budget. A .3% increases for the City and Schools and a 1.5% increase for

Schools means we are cutting into the Reserves. Mayor Foster called for the vote on level funding in the amount of $748,465 to the Schools.

Council Member Nelson made a substitute motion to fund the Schools budget with $300,000. That motion was seconded by Council Member Perrow. That motion failed by the following recorded vote:

Ayes: Helgeson, Nelson, Perrow,	3
Noes: Dolan, Tweedy, Wilder, Foster	4

Mayor Foster called for a vote on the original motion to approve funding of $748,465 for the Schools budget. This motion passed by the following recorded vote:

Ayes: Dolan, Tweedy, Wilder, Foster	4
Noes: Helgeson, Nelson, Perrow	3

City Manager Bonnie Svrcek mentioned that Council had suggested earlier possible money be placed in the Reserves for a general wage increase so it will not fall in Fund Balance. The amount left is $1,309,566 from the compensation study for employees and these funds will need to those funds in Reserves prior to June 30, 2018. Ms. Svrcek further suggested that this would be in the Reserves prior to June 30, 2018 and Ms. Svrcek further stated this would be the time to do this.

Mayor Foster made a motion that additional funding reserved for the Citywide Salary Study result for City employees in the amount of $1,309,566 for the Reserves. Vice Mayor Tweedy seconded the motion. The motion passed by Council by the following recorded voted the motion

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

After Council lengthy discussion on many of the items on the budget, Council has balanced the budget for the upcoming fiscal year with no new taxes, no cuts to citizen services and “level funding” for Lynchburg City Schools. (See chart below).

Overview of Items on “The List” including Revenue Updates and Staff Adjustments.

<u>Proposed FY 2019 Revenue Adjustments</u>

- Staff Adjustments to Revenues

1. Current Public Services Corporation (from $2,425,000 to $2,475,000) - $50,000 – increase

2. Current Personal Property – Local portion (from $18,371,500 to $18,500,000) - $128,500 – increase
3. Adjust Allowance for Uncollectible Personal Property (3.0%) (from -$551,145 to -$555,000) ($3,855) decrease
4. Bank Stock Tax (from $775,000 to $825,000) - $50,000 increase
5. Reduce Lodging Tax (from $2,783,000 to $2,700,000) – ($83,000) decrease
6. Meals Tax (from $14,544,000 to $14,932,800) - $388,800 – increase
7. Local Law Enforcement Funding (from $3,025,153 to $3,137,084) - $111,931 – increase
    - Subtotal Staff Adjustments to Revenues - $642,376 increase
    - Total Revised Revenues - $190,613,256

Proposed FY 2019 Expenditure Adjustments - $189,970,880

Proposed FY 2019 Expenditure Adjustments

- Staff Adjustments to Expenditures:

1. Reduce Line of Credit funding - ($150,000)

Subtotal Staff Adjustments to Expenditures: - ($150,000)

Total Revised Expenditures - $189,820,880

GAP - $792,376

109

Items	Budget Proposed	Budget Adjustments to Discuss	Council Decision
1) Council/Manager Office	$ 0	Federal Relation Liaison service ($30.00)	$ 0
2) Police	$ 0	In-Car Camera Replacements ($79,910)	$ 79,910
3) Reserve	$ 0	Add to Police Building Reserve Amount remaining from the increase in Local Law Enforcement Funding (House Bill 599) after funding the In-Car Cameras ($111,931 - $79,910)	$ 32,021
4) External Service	$ 0	Virginia for High Speed Rail (VHRS ($5,000) (Note: This	$ 0
5) Reserve	$ 0	Reserve for Schools State Shortfall (use of 1.1% over 10% - $2,000,000)	$
6) Use of Fund Balance	$ 0	Use of Fund Balance for use of 1.1% over 10%-$2,000,000)	$ (2,000,000)
7) Schools – Operating	$40,923,533	School Operating Request $42,028,98 ($1,104,965)	$ 748,465
8) School – Buses	$ 356,500	School Buses Request $713,000 ($356,500)	$ 0
9) Public Works	$ 0	Building Services Coordinator ($37,957 salary $24,981; benefits $12,976)	$ 37,957
10) Human Services – Juvenile Services	$ 0	Youth Planner ($48,357 – salary $33,238; benefits	$ 48,357
11) Parks & Recreation	$ 63,513	Restore Pool Hours ($49,973)	$ 0
12) External Service Providers Discretionary	$ 15,000	Elizabeth's Early Learning Center ($15,000)	$ 0
13) External Service Providers Discretionary	$ 11,699	Virginia Legal Aid Society ($11,699)	$ 0
14) Departmental	$ 0	Salary Increase for City employees One –Time Bonus = $536,100 (Effective 07/01/18) $500 full time; $250 part time	$ 536,100
15) Reserve		Additional funding reserved for the Citywide Salary Study results ($1,309,566)	$1,309,566
Total Balancing			$ 792,376
GAP			$ 0

// During roll call Vice Mayor Tweedy mentioned the Love Lynchburg hosting the cleanup day on Saturday, April 21, 2018 in the City with citizens coming out to clean up the City.

// Mayor Foster mentioned the wonderful event at Lynchburg College of the unveiling of the historical plaque at Hopewood Hall.

// The meeting was adjourned at 6:50 P.M.

// A regular meeting of the Council of the City of Lynchburg was held on the 8th day of May, 2018, at 7:30 P.M. in the Council Chamber, City Hall, Joan Foster, President, presiding. Council Member Perrow gave the Invocation, followed by the Pledge of Allegiance. The following Members were present:

Present: MaryJane Dolan, Jeff S. Helgeson, J. Randy Nelson, E. J. Turner Perrow,

Treney Tweedy, Sterling A. Wilder, Joan F. Foster 7

Absent: 0

// Mayor Foster and Vice Mayor Tweedy presented a Proclamation for “Older American’s Month” Lynn Fox from Parks and Recreation Department accepted the proclamation to celebrate the entire month of May for “Older American’s Month”

// Mayor Foster and Vice Mayor Tweedy presented a Certificate of Recognition to Brandon Dizon (ROTC), a senior at Heritage High School will be participating in an JROTC Honor Platoon event in Normandy, France.

// Mayor Foster and Vice Mayor Tweedy presented Certificates of Recognition to Mayor’s Youth Council Senior.

Hayden Swisher - Virginia Episcopal School

Paul Skorcz – Virginia Episcopal School

Woods Cook – Virginia Episcopal School

Will Winstead – Virginia Episcopal School

Molly Grahma – Holy Cross School

Jalyn Rosser – E. C Glass High School

Tmerk Cobbs – Heritage High School

Bryson Gerhardt – E. C. Glass High School

Imani West – Heritage High School

Matthew Young – E. C. Glass High School

// Mayor Foster and Vice Mayor Tweedy presented Certificates of Recognition to the 2018 Hill Climbers

Zach Bryant – E. C. Glass

Allayiah Clark – Empowerment Academy

Dakota Clark – E. C. Glass

Deshiya Hill – R. S. Payne

Jasmine House – Linkhorne Middle

Aitor Salazar – Sandusky Elementary

Izzie Smulik – Sandusky Elementary

// Mayor Foster and Vice Mayor Tweedy presented a Proclamation for Municipal Clerks Week beginning May 6 – 12, 2018 to:

Valeria P. Chambers, MMC, Clerk of Council

Kyna Thomas, CMC, Deputy Clerk of Council

// Copies of the minutes of the March 20, 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, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster	7
Noes:	0

// Copies of the minutes of the March 27, 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, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster	7
Noes:	0

// Copies of the minutes of the April 9, 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, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster	7
Noes:	0

// In the matter of Community Development, Resolution #R-18-024 to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $20,812 from the Byrne/Justice Assistance Grant (JAG) Program awarded by the Department of Criminal Justice Services (DCJS) for Systems Notification of Upcoming Court Hearings and Related Matters to implement an automated notification system to remind defendants and probationers of scheduled court dates and related appointments, laid over from the April 10, 2018 meeting, 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, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster	7
Noes:	0

// In the matter of Community Development, Resolution #R-18-025, to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate $50,000 from the Byrne/Justice Assistance Grant (JAG) Program awarded by the Department of Criminal Justice Services (DCJS) for Community Criminal Justice Board (CCJB) Planning, laid over from the April 10, 2016 meeting, 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, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster	7
Noes:	0

// In the matter of Budget, Resolution #R-18-026, to amend the FY 2018 Operating and Capital Budgets and appropriate or rescind funds to reflect the Third Quarter Adjustments, laid over from the April 10, 2016 meeting, 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, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster	7
Noes:	0

103

// In the matter of Schools, a public hearing was held regarding City Council Report #7 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. The following volunteers spoke to City Council regarding their desire to serve on the School Board. Mayor Foster read into the record the names of the current School Board members whose terms will expire on June 30th: District 1, Derek L. Polley, who is not willing to serve again; District 2, Sharon Y. Carter, willing to serve again; and District 3, Katie Snyder, willing to serve again. Mayor Foster then read into the record the name of volunteers who have applied to-date to serve on the School Board:

District 1	District 2	District 3
Anthony B. Andrews	Jeffrey W. Horsley	Atul Gupta
Belle Evans	Lewis A. Lee, Jr.	
Andrew E. Taylor	Nakesha R. Moore	
Roy P. Lee-Washington	Consuela M. Mosley	

The following candidates spoke before City Council to communicate their interest and present their credentials and qualifications to serve on the School Board: Consuela M. Mosley, Katie Snyder, Sharon Carter, Nakesha R. Moore, Atul Gupta, Andrew Taylor, and Anthony B. Andrews. Mayor Foster stated three letters were received for the school board appointments; Belle Evans, Rory Lee-Washington and Lewis Lee, Jr. who asked that his name be removed from the list, There was no one else present who wished to speak to this item, and the public hearing was closed. A motion was made by Council Member Dolan, seconded by Council Member Wilder to close the nominations for school board. Before the vote was taken Council Member Perrow submitted the name of Dr. Michael Gillette, School District 1 into the record. Council Member Helgeson made a suggestion to keep the school board appointments open until the second meeting in May, historically we have always keep the nominations open to the second meeting to allow more time to receive names of volunteers. After a discussion on the options to either continue the public hearing until May 22 to allow more time to receive names of volunteers or close the public hearing and schedule interviews. Council Member Nelson made a substitute motion to continue the public hearing until May 22 to allow more time to receive names of volunteers and Council Member

Helgeson seconded that motion. Council voted to accept the substitute motion by the following recorded vote:

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

Noes: 0

The substitute motion became the main motion and Council by the following recorded vote agreed to continue the public hearing until May 22 to allow more time to receive names of volunteers:

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 # 8 outlining the petition of Shelton & Hailey Holding Company, LLC to amend the Future Land Use Map (FLUM) from Low Density Residential to Community Commercial and to rezone approximately one and thirty-five hundredths (1.35) acres from R-2, Low-Medium Density Residential District to B-3, Community Business District at 5001, 5005, 5013 & 5051 Fort Avenue to allow the continued operation and expansion of appliance sales and service.

Planner Rachel Frischeisen provided an overview of the request to amend the FLUM and to rezone this property from R-2, Low-Medium Density Residential to B-3, Community Business District to allow the continued operation and expansion. Ms. Frischeisen went on to say that the Planning Commission recommended approval of the FLUM amendment and the rezoning.

Amp Seipp, with Accupoint Surveying & Design, LLC representing the petitioner Shelton & Hailey Holding Company asked Council approval on the FLUM and the rezoning. Ms. Seipp stated the store is a Lynchburg icon and it will remain an appliance store with a facelift. Ms. Seipp went on to say that she thinks it will be a great viable business for this area and asked Council for the approval of the FLUM and the rezoning.

Rick Read of Coldwell Banker Realty Company spoke to Council on behalf of the owners (Hawkins Appliance Store) that how pleased they are to find someone who is going to continue the current use of the property and asked Council to approve the FLUM and rezoning. 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 Perrow, Council by the following recorded vote adopted Resolution #R-18-028, as presented, to amend the Future Land Use Map (FLUM) for a certain area located at 5001, 5005, 5013 and 5051 Fort Avenue from Low Density Residential to Community Commercial:

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

Noes: 0

On motion of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote adopted Ordinance #O-18-029, as presented, to rezone approximately one and thirty-five hundredths (1.35) acres from R-2, Low-Medium Density Residential District to B-3, Community Business District at 5001, 5005, 5013 & 5051 Fort Avenue to allow the continued operation and expansion of appliance sales and service.

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

Noes: 0

// In the matter of Community Development - Zoning, a public hearing was held regarding City Council Report #9 outlining the petition of Jeffrey Carico for a Conditional Use Permit at 127 Tomahawk Industrial Park to allow the operation of a recreational sports facility in an I-2, Light Industrial District.

Planner, Rachel Frischeisen provided an overview of the request for the Conditional Use Permit (CUP) stating to allow the operation of a recreational sports facility located at 127 Tomahawk in an I-2 Light Industrial District which is allowed. Ms. Frischeisen went on to say that the Planning Commission recommended approval of the CUP petition.

Jeffrey Carico spoke before Council asking approval of the CUP at 127 Tomahawk Industrial Park to allow the operation of a recreational sports facility. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote adopted Resolution #R-18-030, as presented, granting the Conditional Use Permit to allow the operation of a recreational sports facility in an I-2, Light Industrial District located at 127 Tomahawk Industrial Park:

:

106

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

Noes: 0

// In the matter of City Council, City Council Report #10 was considered to approve the award of the City's Towing and Vehicle Recovery Contract to Bee Line Transport, Inc. City Manager Bonnie Svrcek provided a summary of the request. Ms. Svrcek stated that two proposals were received from two companies: Bee Line Transport, Inc., and Glenn A. Trent, Inc. Ms. Svrcek went on to say an evaluation committee reviewed the proposals independently then met to discuss the proposals. Ms. Svrcek went on to say the committee agreed unanimously to recommend award to Bee Line Transport. The Notice of Award was posted to Bee Line Transport on March 23, 2018 with no questions, concerns, or protests received for my recommendation that Council approve this contract.

On motion of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote adopted Resolution #R-18-031, as presented, to approve the award of the City's Towing and Vehicle Recovery Contract to Bee Line Transport, Inc.

:

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

Noes: 0

// In the matter of FY 2019 Budget/CIP/City Code, City Council Report #11A was considered to adopt the FY 2019 General Fund Operating Budget (excluding External Service Providers and Component Units expenditures) and appropriating $211,152,327 for this budget. Council Member Helgeson comments mentions the recession 10 years ago. In Henrico County, the Deputy Director of Finance developed a plan to ensure they have a long-term approach and fiscal discipline in the Operating budget and Capital budget t build a reserve. He stated that initially he was ready to vote to approve the FY 2019 budget although it does not include any tax cuts, it does promote no new tax increases, it built up the reserve through fiscal discipline and managed reductions in spending. The reserve that was established was spent, positions added and fiscal discipline is gone. Unless Council exhibits leadership and fiscal discipline, we will find ourselves in the same position next year.

On motion of Council Member Wilder, seconded by Council Member Dolan, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-032, as presented, adopting the FY 2019 General Fund Operating Budget (excluding External Service Providers and Component Units expenditures) and appropriating $211,152,327 to this budget:

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

// In the matter of FY 2019 Budget/CIP/City Code, City Council Report #11B was considered to adopt the FY 2019 Mandated and Contractual External Service Providers Budget and appropriating $8,100,370 for this budget. On motion of Council Member Wilder, seconded by Council Member Dolan, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-033, as presented, adopting the FY 2019 Mandated and Contractual External Service Providers Budget and appropriating $8,100,370 for this budget:

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

// In the matter of FY 2019 Budget/CIP/City Code, City Council Report #11C was considered to adopt 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.

Council Member Helgeson suggested that the Discretionary External Budget items be divided into three separate motions:

1) 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) $1,94.

2) The FY 2019 Discretionary External Service Providers Budget for Elizabeth's Early Learning Center and appropriating $15,000.

3) The FY 2019 Discretionary External Service Providers Budget for Virginia Legal Aid Society and appropriating $11,699.

On motion of Council Member Wilder, seconded by Council Member Dolan, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-034 as presented, to adopt 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:

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

Noes: 0

// In the matter of FY 2019 Budget/CIP/City Code, City Council Report #11CA was considered to adopt the FY 2019 Discretionary External Service Providers Budget for Elizabeth's Early Learning Center and appropriating $15,000 for this budget. Council Member Helgeson commented, we need to ensure things are separate as tax dollars are being used to fund Elizabeth's Early Learning Center. Council Member Perrow also stated he believes it is bad precedence to fund Elizabeth's Early Learning Center. On motion of Council Member Wilder, seconded by Vice Mayor Tweedy, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-035 as presented, to adopt the FY 2019 Discretionary External Service Providers Budget for Elizabeth's Early Learning Center and appropriating $15,000 for this budget:

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

Noes: Helgeson, Perrow 2

// In the matter of FY 2019 Budget/CIP/City Code, City Council Report #11CB was considered to adopt the FY 2019 Discretionary External Service Providers Budget for Virginia Legal Aid Society and appropriating $11,699 for this budget. Council Member Helgeson stated that he voted for the Virginia Legal Aid Society because they did good work. The recent actions against the City made by Virginia Legal Aid Society make it hard to support them at this time. Council Member Perrow stated this is a tough decision not to fund Virginia Legal Aid Society regarding their previous actions with the City. 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-18-036 as presented, to adopt the FY 2019 Discretionary External Service Providers Budget for Virginia Legal Aid Society and appropriating $11,699 for this budget:

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

Noes: Helgeson, Perrow 2

// In the matter of 2019 Budget/CIP/City Code, City Council Report #11D was considered to adopt the FY 2019 School Operating Budget and appropriating $100,300,949 for this budget.

Council Member Nelson made the following statement: "As a member of City Council, I am expected to participate in the discussion of, and to vote upon, the adoption of the City's budget, which included the allocation of funds for the Lynchburg City Public Schools. My wife is an employee of the Lynchburg City Public Schools, both of which groups have more than three members. I therefore intend to participate in the discussion of and to vote upon the adopting of the City of Lynchburg's budget, including the allocation of funds for the Lynchburg City Public Schools".

Council Member Helgeson stated he would be voting against the school budget because the budget calls for an increase while there is a decline in enrollment and an increase in school administration. He further stated that each year more money is allocated to the Schools, which means more burdens on our taxpayers. Council Member Perrow stated Schools Operating Fund has grown at least 3%, they received funding from the State and flat funding from Council. He also supports Council Member Nelson's amendment based on facts and reason, but not to arbitrarily level funds. If there was a well-documented reason why, the positions and the specific consequences he could get behind this motion, but at this point, I will not support this motion.

On motion of Council Member Wilder, seconded by Council Member Dolan, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-037, as presented, to adopt the FY 2019 School Operating Budget and appropriating $100,300,949 for this budget:

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

Noes: Helgeson, Perrow 2

// In the matter of 2019 Budget/CIP/City Code, City Council Report #11E was considered to adopt the FY 2019 Greater Lynchburg Transit Company Budget and appropriating $8,277,373 for this budget.

On motion of Council Member Wilder, seconded by Council Member Dolan, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-038, as presented, to adopt the FY 2019 Greater Lynchburg Transit Company Budget and appropriating $8,277,373 for this budget:

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

// In the matter of 2019 Budget/CIP/City Code, City Council Report #11F was considered to adopt 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 Nelson, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-039, as presented, to adopt the FY 2019 Operating Fund Budgets for other funds and appropriating the sums of each fund:

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

// In the matter of 2019 Budget/CIP/City Code, City Council Report #12G was considered to adopt the FY 2019 – 2023 Capital Improvement Program Budget.

On motion of Council Member Perrow, seconded by Council Member Wilder, Council by the following recorded vote adopted Resolution #R-18-040, as presented, to adopt the FY 2019 – 2023 Capital Improvement Program Budget:

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

// In the matter of 2019 Budget/CIP/City Code, City Council Report #12H was considered to adopt 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 introduced and laid over to a later meeting for final action Resolution #R-18-041, as presented, to adopt the FY 2019 Capital Budget:

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

Noes: 0

// In the matter of 2019 Budget/CIP/City Code, City Council Report #12I was considered to adopt the FY 2019 General Fund Non-Departmental Poverty Initiative funds in the amount of $50,000 which may only be spent upon approval by a majority vote of City Council. On motion of Council Member Wilder, seconded by Council Member Dolan, Council by the following recorded vote adopted Resolution #R-18-042, as presented, to adopt the FY 2019 General Fund Non-Departmental Poverty Initiative funds in the amount of $50,000 which may only be spent upon approval by a majority vote of City Council:

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

Noes: 0

// In the matter of 2019 Budget/CIP/City Code, City Council Report #12J was considered to adopt $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 introduced and laid over to a later meeting for final action Resolution #R-18-043, as presented, to adopt $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.

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

Noes: 0

// In the matter of 2019 Budget/CIP/City Code, City Council Report #12K was considered to adopt in accordance with Section 58.1-3524 of the Code of Virginia, 1950, as amended, to set the personal property tax relief rate for the fiscal year beginning July 1, 2018 through June 30, 2019 at 45.59%.
On motion of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote adopted Resolution #R-18-044, as presented, to adopt in accordance with Section 58.1-3524 of the Code of Virginia, 1950, as amended, to set the personal property tax relief rate for the fiscal

year beginning July 1, 2018 through June 30, 2019 at 45.59%:

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

// Council Member Wilder concerned about murders in Ward 2. He wanted to know if these recent murders indicate an increase in crime and what is law enforcement doing to address this problem. Chief Raul Diaz provided information about the concerns of Council Member Wilder. A dual approach (enforcement and community outreach) is currently being used. The CAT Team is providing help within this community trying to resolve these murders. Vice Mayor Tweedy asked for prayers for everyone and to encourage the community to help law enforcement.

// 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 and scheduling for Lynchburg City School Board interviews pursuant to Section 2.2-3711(A.)(1) 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 Perrow, and Council by the following recorded vote adopted the motion:

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

Noes: 0

// The meeting was adjourned at 10:25 P.M.

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **July 10, 2018** AGENDA ITEM #: **8**

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

ITEM TITLE: Public Hearing Regarding the Fiscal Year (FY) 2019 Annual Action Plan for the Community Development Block Grant (CDBG) and HOME Program

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

RECOMMENDATION: Conduct a public hearing to receive comments on the Community Development Block Grant (CDBG) and HOME Program Fiscal Year (FY) 2019 Annual Action Plan and adopt a resolution approving the FY 2019 Annual Action Plan.

SUMMARY: The Department of Housing and Urban Development (HUD) requires local governments, which receive federal Community Planning and Development (CPD) formula block grant funds, to prepare an Annual Action Plan as a component of the approved 2015-2020 Five-Year Consolidated Plan. The Plan outlines the City's needs, goals, and objectives for community development (both housing and non-housing areas). The Plan has been prepared and is comprised of the required components; and the CDBG and HOME projects that will be implemented during the program year to address the identified needs and objectives.

City staff has received from HUD final allocations for these FY 2019 entitlement programs. The City received $733,913 in CDBG and $438,772 in HOME Program funds. This was an increase of $71,349 in CDBG funds and $137,821 in HOME Program funds from the FY 2018 entitlements. This represents a 10.8% increase in CDBG funds and a 45.8% increase in HOME Program funds.

On June 8, 2018 a public notice was published in *The News and Advance* stating that a draft of the proposed Program Year 2018 (FY 2019) Annual Action Plan was available for public review. The 30-day public comment period began on June 8, 2018 and will conclude on July 10, 2018. The advertisement for the Annual Action Plan included the projects recommended by City Council at the March 13, 2018 meeting and the May 31, 2018 meeting of the Community Development Advisory Committee (CDAC). This public notice stated that City Council would be conducting a public hearing on July 10, 2018 to receive public comments regarding the Program Year 2018 (FY 2019) Annual Action Plan.

City staff has not yet received any public comments regarding the draft Plan.

PRIOR ACTION(S): February 22, 2018: Community Development Advisory Committee Meeting
March 13, 2018: Public Hearing to receive comments from the recommendations of the Community Development Advisory Committee and City Council's Project Allocations of the Community Development Block Grant and HOME Program Funds
May 31, 2018: Community Development Advisory Committee meeting final Entitlement recommendations for FY 2019 CDBG & HOME Program projects
July 10, 2018: City Council Work Session approval of Community Development Advisory Committee final recommendations.

FISCAL IMPACT: None

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

ATTACHMENT(S): Resolution; FY 2019 Draft Annual Action Plan Narrative

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the Community Development Block Grant (CDBG) and HOME Program Fiscal Year (FY) 2019 Annual Action Plan is hereby approved for submittal to the Department of Housing and Urban Development (HUD).

Adopted:

Certified: ______________________________
Clerk of Council

074K





THE CITY OF LYNCHBURG

DRAFT

ANNUAL ACTION PLAN

Program Year 2018 - Fiscal Year 2019

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

Executive Summary

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

1. Introduction

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

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

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

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

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

OMB Control No: 2506-0117 (exp. 06/30/2018)

Structure of the Plan

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

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

2. Summarize the objectives and outcomes identified in the Plan

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

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

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

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

- Improve Availability/Accessibility
- Improve Affordability
- Improve Sustainability

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

- Provide Decent, Affordable Housing

OMB Control No: 2506-0117 (exp. 06/30/2018)

- Provide a Suitable Living Environment
- Increase Homeownership
- End Chronic Homelessness

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

Housing Goals

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

Non-Housing Goals

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

3. Evaluation of past performance

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

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

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

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

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

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

HOME & CDBG Program- Housing

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

The City increased the number of owner occupied units by six (6) during PY 2016. Greater Lynchburg's Habitat for Humanity (GLHFH) provided Homebuyer Homeownership for four (4) units through its Down Payment Assistance Project to eligible clients and Lynchburg Community Action Group (Lyn-CAG) through its Down Payment Assistance project rehabilitated two (2) housing units for a low-moderate income first-time homebuyer. Lyn-CAG completed seven (7) owner-occupied rehabilitations on substandard housing units. There was $213,369 of the City's HOME entitlement funds expended on these units.

Using CDBG funds, three (3) rental units were rehabilitated including a public housing unit and two (2) private rental units. LRHA expended $10,000 for the rental rehabilitation of two (2) housing units and

$25,488 for the rehabilitation of a public housing unit at Langview Apartments in order to meet Section 504 of the Rehabilitation Act of 1973 accessible compliance/Americans with Disabilities Act (ADA).

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

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

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

5. Summary of public comments

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

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

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

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

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

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

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

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

Comments received during the public comment period were reviewed and incorporated.

7. Summary

The public participation in the 2015-2020 Consolidated Plan and FY 2019 Annual Action Plan carried general themes of the need for goals that would provide for programs and activities that serve the homeless and persons in poverty; provide education awareness activities to guide persons in securing homeownership through pre and post-counseling and maintaining/retaining their homes; and provide affordable rental housing for low-to-moderate income persons and persons with disabilities.

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

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

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

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

Table 1 – Responsible Agencies

Narrative (optional)

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

Consolidated Plan Public Contact Information

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

OMB Control No: 2506-0117 (exp. 06/30/2018)

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

1. Introduction

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

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

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

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

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

OMB Control No: 2506-0117 (exp. 06/30/2018)

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

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

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

Table 2 – Agencies, groups, organizations who participated

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

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

OMB Control No: 2506-0117 (exp. 06/30/2018)

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

OMB Control No: 2506-0117 (exp. 06/30/2018)

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

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

14	**Agency/Group/Organization**	VIRGINIA'S REGION 2000 LOCAL GOVERNMENT COUNCIL
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Virginia's Region 2000 Local Government Council was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include improved regional partnerships to achieve the goals and objectives of the Annual Action Plan.
15	**Agency/Group/Organization**	LYNCHBURG ASSOCIATION OF REALTORS
	Agency/Group/Organization Type	Service-Fair Housing Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lynchburg Association of Realtors was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include enhancing the opportunities for low-moderate income persons to purchase affordable housing.
16	**Agency/Group/Organization**	UNITED WAY OF CENTRAL VIRGINIA, INC.
	Agency/Group/Organization Type	Regional organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The United Way of Central Virginia was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include improved regional partnerships to achieve the goals and objectives for the Annual Action Plan.

17	**Agency/Group/Organization**	LYNCHBURG CITY SCHOOLS
	Agency/Group/Organization Type	Services-Children Services-Education Other government - Local
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lynchburg City Schools was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency will include improved educational opportunities and partnerships to explore programs to offer for low-moderate income persons to obtain housing and life skills stability.
18	**Agency/Group/Organization**	Miriam's House
	Agency/Group/Organization Type	Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy Shelter
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Miriam's House was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency will expand affordable housing opportunities for homeless women and children and assist in providing improved public services.
19	**Agency/Group/Organization**	Lynchburg Area Center for Independent Living
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy

OMB Control No: 2506-0117 (exp. 06/30/2018)

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lynchburg Area Center for Independent Living (LACIL) was consulted through stakeholder interviews, telephone interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include: improved access to affordable housing for disabled, low-to-moderate income persons.
20	**Agency/Group/Organization**	City of Lynchburg Department of Social Services
	Agency/Group/Organization Type	Services - Housing Services-Children Child Welfare Agency Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City's Division of Social Services was consulted through stakeholder interviews, social media, public meetings and public hearings. The outcomes for the Annual Action Plan including the consultation with this agency should include enhancing availability of services for low-moderate persons to enhance opportunities to bridge out of poverty.

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

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

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

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
The City of Lynchburg Comprehensive Plan 2013	City of Lynchburg	The Comprehensive Plan was reviewed to match the Annual Action Plan goals.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

AP-12 Participation – 91.105, 91.200(c)

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

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

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

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

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

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

OMB Control No: 2506-0117 (exp. 06/30/2018)

reprogrammable funds of $737,146.70 and $474,412 in HOME Program entitlement and reprogrammed funds.

On July 10, 2018 City Council will conduct a public meeting to accept comments regarding the draft FY 2019 Annual Action Plan.

See AD-25 Administration under Citizen Participation Comments for the full text.

Citizen Participation Outreach

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

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

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/ broad community	July 10, 2018 City Council public hearing.	A public hearing will be held on July 10th.	All public comments will be considered by City Council.	www.lynchburgva.gov/city-council-meetings
4	Internet Outreach	Minorities Non-English Speaking - Specify other language: All Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Public notices were posted on the Grants Administration webpage and the City's front webpage for the January 9, 2018 City Council public hearing; for the March 13, 2018 City Council public hearing; and for the July 10, 2018 City Council public hearing.			www.lynchburgva.gov/grants-administration

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

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

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 4				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	733,913	3,234	0	737,147	591,839	CDBG funds will support housing and non-housing community development in the City of Lynchburg.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	438,772	0	35,640	474,412	210,522	HOME Program funds will continue to support housing rehabilitation and development in the City of Lynchburg.

Table 5 - Expected Resources – Priority Table

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

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

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

Non Applicable

Discussion

While the overall CDBG funding was decreased from FY 2018, the entitlement allocation increased by $71,349 (10.8%) from FY 2018. The decrease is in Program Income and no reprogrammed funds.

The HOME Program funding allocation for FY 2019 has an increase of $137,821 (45.8%) from FY 2018. There is an overall increase in the HOME Program funding from the HOME Program entitlement allocation and an increase in Reprogrammed funds.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase the Number of Owner-Occupied Units	2015	2020	Affordable Housing	Citywide	Increase homeownership Affordable Housing for Special Needs Populations	HOME: $130,412	Direct Financial Assistance to Homebuyers: 9 Households Assisted
2	Rehabilitate Substandard Housing Units	2015	2020	Affordable Housing	CENSUS TRACTS 4,5,6,7, 11, and 19	Housing Rehabilitation Affordable Housing for Special Needs Populations	CDBG: $178,760 HOME: $320,000	Rental units rehabilitated: 5 Household Housing Unit Homeowner Housing Added: 5 Household Housing Unit Homeowner Housing Rehabilitated: 15 Household Housing Unit
3	Improve the City's Infrastructure	2015	2020	Non-Housing Community Development	CENSUS TRACTS 4,5,6,7, 11, and 19	Public Facility Improvements	CDBG: $350,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2767 Persons Assisted

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

Table 6 – Goals Summary

Goal Descriptions

1	**Goal Name**	Increase the Number of Owner-Occupied Units
	Goal Description	Develop affordable housing and then assist first-time homebuyers who are below 80% of the Area Median Income (AMI) opportunities to purchase affordable housing units.

2	**Goal Name**	Rehabilitate Substandard Housing Units
	Goal Description	Emphasis to be placed on programs that require an investment of funds and/or labor on the part of the owner commensurate with the owner's resources, revitalize and/or rehabilitate vacant properties, and rehabilitation of public housing units.
3	**Goal Name**	Improve the City's Infrastructure
	Goal Description	Support economic development initiatives that improve the economic base, job skills, and health of the community.
4	**Goal Name**	Promote Public Service Activities
	Goal Description	Promote public service activities which support the homeless persons and healthy development of the City's at risk youth, adults, and families.
5	**Goal Name**	City Planning and Administration
	Goal Description	Provide staff for the administration and oversight of the Community Development Block Grant (CDBG) and HOME Program.

Projects

AP-35 Projects – 91.220(d)

Introduction

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

Projects

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

Table 7 - Project Information

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

AP-38 Project Summary

Project Summary Information

1	**Project Name**	City Administration
	Target Area	Citywide
	Goals Supported	City Planning and Administration
	Needs Addressed	City Planning and Administration
	Funding	$122,000.00
	Description	Funding to be used for personnel, operating, and training costs associated with managing the CDBG and HOME Programs.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Administration of the CDBG and HOME Program
2	**Project Name**	Lynchburg Community Action Group Homeownership Substantial Rehabilitation
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	Rehabilitate Substandard Housing Units
	Needs Addressed	Housing Rehabilitation
	Funding	$225,000.00
	Description	Lyn-CAG's Homeowner Rehabilitation Program provides rehabilitation services to existing properties. Eligible properties are brought into Building Code compliance. The program is operated as a forgivable loan program with lien requirements and recaptures restriction agreements as required by U.S. Department of Housing and Urban Development (HUD) regulations.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	10 units
	Location Description	
	Planned Activities	The rehabilitation program activities provide selective rehabilitation services designed to remove health and safety hazards and Building Code violations from the homes of low-income homeowners who live in the City of Lynchburg and meet HUD income guidelines for the HOME Program. Typical requests for services include electrical, plumbing, structural, and roof repair/replacement. All local contractors who provide the services are licensed and insured. Building materials are purchased from local businesses. Lyn-CAG anticipates providing services to ten (10) low-income households during the FY 2019 program year at an approximate cost of $11,000 per unit. In addition, Lyn-CAG staff will be coordinating resources from its Weatherization Program to ensure that homes are energy efficient. The will also make the home more affordable.
3	**Project Name**	LRHA Rental Rehabilitation Program
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	Rehabilitate Substandard Housing Units
	Needs Addressed	Housing Rehabilitation
	Funding	$85,000.00
	Description	The program provides funding to owners of rental properties who are providing accessibility improvements and or energy upgrades which benefit low income tenants. The program encourages and assists owners to provide improved living conditions when they might otherwise be unable to. LRHA maintains records of compliance for each owner based on the terms of their agreement.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	5 to 15 housing units (5 to 30 people)
	Location Description	

	Planned Activities	The program improves the quality of rental housing for the tenants, as well as improves substandard housing stock in the inner city. The Rental Rehabilitation Program is a resource to assist showers in correcting the deficiencies to their property. First consideration is given to proposals for accessibility improvements, such as installation of ramps, grab bars, widening of doorways, retrofitting doors, kitchen accessibility and similar improvements. Additional repairs that may be considered include energy upgrades such as replacement of gas or oil furnace with an energy efficient heat pump, new windows and installation of exterior coverings.
4	**Project Name**	LRHA/CVCoC Centralized Homeless Intake Coordinator
	Target Area	Citywide
	Goals Supported	Promote Public Service Activities
	Needs Addressed	Homeless Housing and Services
	Funding	$60,702.35
	Description	This project will provide the funding for the Homeless Intake Coordinator. This staff person will assist the Continuum of Care (CVCoC) organizations by operating the Coordinated Homeless Intake and Access (CHIA) system. This centralized system provides services to households who are experiencing a housing crisis. The services include either diversion, domestic violence assistance, or emergency shelter placement. Homeless assistance programs participating in CHIA receive 100% of their referrals through CHIA to ensure that there is a fair and transparent means to access services.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	800 people
	Location Description	
	Planned Activities	The CDBG funds will provide for continuation of a full-time staff person to conduct the assessment/intake of homeless persons and coordinate the referrals to the appropriate homeless providers/agencies.
5	**Project Name**	Lynchburg Community Action Group First-time Homebuyer Down Payment Assistance
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19

	Goals Supported	Increase the Number of Owner-Occupied Units
	Needs Addressed	Increase homeownership
	Funding	$60,412.00
	Description	HOME funds will be used to help residents become first-time homebuyers. These funds for down payment and closing costs assistance to assist low-moderate income individuals and families purchase a home within the City of Lynchburg.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	5 families
	Location Description	
	Planned Activities	Low-to-moderate income families and individuals who are attempting to purchase their first home do not have the resources to provide the 3% to 10% required for down payment based on the mortgage they are receiving. The program serves as gap financing to bridge the loan and needed resources. This ensures the loan remains affordable and the client can be successful.
6	**Project Name**	LRHA Affordable Housing Resource Center
	Target Area	Citywide
	Goals Supported	Promote Public Service Activities
	Needs Addressed	Public Services Affordable Housing for Special Needs Populations
	Funding	$24,684.60
	Description	This project would provide for the continued funding of the Affordable Housing Resource Center (AHRC). The AHRC is staff with a Housing Navigator to provide a centralized access point to all affordable housing resources and programs available in the City. The CHIA Homeless Intake Coordinator who assists homeless persons would also be located in the AHRC. This project is a collaboration of the Lynchburg Housing Collaborative partners, the Central Virginia Continuum of Care (CVCoC), the City of Lynchburg and Lynchburg Redevelopment and Housing Authority (LRHA).
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	500 households assisted/ 150 units
	Location Description	
	Planned Activities	This CDBG activity will provide the funds for staff, benefits, and operating costs for the AHRC. The Center provides a "Housing Navigator" who assists citizens in navigating the vast sea of affordable housing challenges, as well as opportunities, in the City.
7	**Project Name**	Greater Lynchburg Habitat for Humanity (GLHFH) Homeownership Program
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	Increase the Number of Owner-Occupied Units
	Needs Addressed	Increase homeownership
	Funding	$70,000.00
	Description	GLHFH develops homeownership opportunities for low-income families that would not qualify or be able to afford homeownership through conventional bank mortgages. GLHFH builds good quality, moderately appointed homes and sells them to qualified applicants.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	4 units/ 12 people
	Location Description	
	Planned Activities	GLHFH will use HOME funds to pay for down-payment assistance which will reduce the principal balance so that the family can afford the monthly mortgage payments. GLHFH defines "payment affordability" as not more than 30% of monthly income, though GLHFH strives for 25% when possible as to make our homes affordable for families in the lower tiers of HUD AMI income.
8	**Project Name**	Diamond Hill Neighborhood Center Rehabilitation
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19

	Goals Supported	Improve the City's Infrastructure
	Needs Addressed	Public Facility Improvements
	Funding	$175,000.00
	Description	After decades of constant use, the facility is in desperate need of basic infrastructure reinvestments. The core facility is in need of basic improvements. Plans include kitchen and bathroom renovations and general facility upgrades to flooring, ceiling, walls and window treatments. The Center provides services to the community through a variety of essential year-round programs. Reinvestment in the Diamond Hill Neighborhood Center will not only rejuvenate the facility, but also provide an economic spillover to the surrounding neighborhood where it serves as a much needed socio-economic anchor to the neighborhood.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	1 unit/1,935 people
	Location Description	1005 Seventeenth Street
	Planned Activities	The CDBG funds will provide funds for the renovations of the kitchen and bathroom areas and general facility upgrades to flooring, ceiling and walls. Improvements will also be completed on exterior elements such as park fencing, signage and lighting elements; and for amenities as picnic tables, bicycle racks, grills, benches and trash cans.
9	**Project Name**	Jefferson Park Neighborhood Center Rehabilitation
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	Improve the City's Infrastructure
	Needs Addressed	Public Facility Improvements
	Funding	$175,000.00

	Description	Over the years, the Center has served as a safe place for the community to engage in day-to-day programs, with a focus on education, wellness, culture, and community. The Center has served as a hub for citizen engagement and has hosted community celebrations. Plans include kitchen and bathroom renovations and general facility upgrades to flooring, ceiling, walls and window treatments; and additional site amenities are needed such as picnic tables, bicycle racks, a grill, and benches.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	1 unit/ 832 people
	Location Description	405 York Street
	Planned Activities	The CDBG funds will provide funds for the renovations of the kitchen and bathroom areas and general facility upgrades to flooring, ceilings, and walls.
10	**Project Name**	LRHA Vacant Housing Revitalization & Rehabilitation
	Target Area	CENSUS TRACTS 4,5,6,7, 11, and 19
	Goals Supported	Rehabilitate Substandard Housing Units
	Needs Addressed	Housing Rehabilitation
	Funding	$93,759.75
	Description	Lynchburg Redevelopment and Housing Authority (LRHA) plans to acquire and rehabilitate or demolish blighted properties that have vacant structures on them. LRHA plans to use some of the properties to rehabilitate the existing structures and then rent the properties as affordable housing. Other properties will be identified for demolition and new construction building. LRHA will partner with other housing providers in the City to determine the best locations and end use of blighted properties.
	Target Date	

	Estimate the number and type of families that will benefit from the proposed activities	5 units/ 10 people
	Location Description	
	Planned Activities	LRHA will target units that can be rehabilitated within a short period of time as well as units that need to be demolished and replaced with new construction opportunities. A combination of both types of properties will provide a balanced result. The CDBG funds will be used for acquisition, demolition, and construction costs for rehabilitation.
11	**Project Name**	Lyn-CAG Thriving Cities: Poverty to Progress Accountability & Analysis
	Target Area	Citywide
	Goals Supported	Promote Public Service Activities
	Needs Addressed	Public Services
	Funding	$25,000.00
	Description	Funding will support the purchase of EmpowOR, an agency-wide client data base software system that will allow Lyn-CAG to input and track the Poverty to Progress Initiative; specifically, client demographics; case management; progress and status; outcomes and accomplishments. It will also allow Lyn-CAG to track which community partners have provided individual services to clients and their demographics. The funding will support a portion of the salary for a part-time staff person to serve as data entry/clerical support. The information gathered from these reports, on a quarterly basis, will provide the Mayor's office, as well as participating community partners, much needed information in order to pursue future grant research and funding towards benefitting and support of the Poverty to Progress Initiative.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	500 people
	Location Description	

	Planned Activities	EmpowOR will be the key instrument by which each participating community partner will provide information to Lyn-CAG to be entered into the system. Lyn-CAG staff will be able to input data regarding a client's demographics; client case management notes; the status and progress of each client, as related to work with each of the Poverty to Progress nine (9) major target elements; the activities and involvement from participating community partners; and the formulation of supporting material and data for potential funders. EmpowOR is a state-of-the-art, user friendly, web-based participant/client services and results tracking software. EmpowOR's innovative and customizable work templates and built-in data quality reports make it easy to get accurate information in the system.
12	**Project Name**	James River Housing- Rush Lifetime Homes, Inc. (CHDO)
	Target Area	Citywide
	Goals Supported	Rehabilitate Substandard Housing Units
	Needs Addressed	Housing Rehabilitation Affordable Housing for Special Needs Populations
	Funding	$95,000.00
	Description	Rush Lifetime Homes, Inc. is a certified Community Housing Development Organization (CHDO). James River Housing is a house rehabilitation project that will provide cost effective and affordable homes for tenant families with disabilities and low incomes. Rush Lifetime Homes, Inc. (Rush Homes) will engage primarily with Lynchburg Redevelopment and Housing Authority and local realtors to identify appropriate houses in Lynchburg that require rehabilitation and will rehabilitate those houses. Focus will be on adding accessibility/universal design features when possible in order to provide access to people with mobility and/or physical impairments. Rush Homes estimates that approximately 40% of their current tenants have mobility related disabilities; thus, many people with disabilities do not require mobility accessibility features.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	5 units/15 people
	Location Description	

OMB Control No: 2506-0117 (exp. 06/30/2018)

	Planned Activities	By identifying housing in need of rehabilitation and turning the same into pleasing homes, Rush Homes supports community development and stable communities. Further, Rush Homes supports inclusive and diverse communities. Rush Homes' waiting list of families with disabilities needing and wanting affordable housing that meets their needs stands at 491. There is significant evidence of the housing need in Lynchburg.

AP-50 Geographic Distribution – 91.220(f)

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

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

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

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

Geographic Distribution

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

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

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

Discussion

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

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

Citywide - 40% (HOME Program)

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

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

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

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	4
Rehab of Existing Units	25
Acquisition of Existing Units	5
Total	34

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

Discussion

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

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

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

OMB Control No: 2506-0117 (exp. 06/30/2018)

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

AP-60 Public Housing – 91.220(h)

Introduction

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

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

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

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

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

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

LRHA is not designated as troubled.

Discussion

OMB Control No: 2506-0117 (exp. 06/30/2018)

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

Introduction

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

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

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

Addressing the emergency shelter and transitional housing needs of homeless persons

Once homeless households are placed in emergency shelter or domestic violence shelters through CHIA, the household's housing barriers and needs are assessed in order to make appropriate referrals for services such as rapid re-housing and permanent supportive housing. Shelter staff provide targeted housing focused case management to locate safe and affordable housing as quickly as possible. In 2017, the CVCoC's average length of time homeless persons were in emergency shelter was 43 days. This is anticipated to be reduced in 2018 through increased landlord recruitment, increased rapid re-housing and permanent supportive housing capacity, and ongoing case conferencing with homeless response providers in order to collaboratively serve households with high housing barriers. The two- year recidivism rate indicates 81% maintain housing after CVCoC discharge. This will increase through expanded housing stabilization services and use of best practices (critical time intervention and landlord/tenant mediation). Prior to discharge, staff ensure households have wraparound services in substance recovery, mental health, employment, education, healthcare, legal services, and childcare to strengthen stability. Discharged households are connected with aftercare support groups, the Affordable Housing Resource Center, and rental counseling. The Housing Barrier Assessment and VI-SPDAT assess previous homelessness to identify returns and strategically target resources. The Housing Management Information System (HMIS) Committee is analyzing aggregate HMIS data to determine risk factors for recidivism and target resources. The CVCoC collaborates with the local federally qualified health center (Johnson Health Center), Community Service Board (Horizon Behavioral Health) and the City's Division of Social Services to assess eligibility for healthcare coverage. The local Division of Social Services assesses Medicaid eligibility and enrolls clients. Johnson Health Center employs enrollment specialists who are members of the CVCoC and facilitates site visits to meet with homeless households and screen for coverage under the Affordable Care Act (ACA). Horizon Behavioral Health facilitates assessments for the Governor's Access Plan insurance which provides mental health coverage for uninsured, Medicaid ineligible adults in Virginia. For persons ineligible for health insurance, the Free Clinic of Central Virginia partners with the CVCoC to provide low barrier, free medical care to homeless persons.

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

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

OMB Control No: 2506-0117 (exp. 06/30/2018)

expects to continue this progress through continued rapid re-housing expansion. The CVCoC set as a goal to have shared landlord lists across the CVCoC and to increase landlord recruitment. The CVCoC will target resources to unaccompanied youth in the coming year with the goal of decreasing youth homelessness.

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

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

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

Discussion

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

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

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

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

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

Introduction:

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

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

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

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

Discussion:

N/A

AP-85 Other Actions – 91.220(k)

Introduction:

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

Actions planned to address obstacles to meeting underserved needs

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

Actions planned to foster and maintain affordable housing

The City of Lynchburg allocated FY 2019 HOME Program funds to rehabilitate ten (10) homeowner-occupied units; encourage nine (9) potential homeowners to purchase homes; and revitalize five (5) vacant properties. In addition, FY 2019 CDBG funds will be used to rehabilitate five (5) rental units and rehabilitate five (5) vacant homes.

Actions planned to reduce lead-based paint hazards

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

OMB Control No: 2506-0117 (exp. 06/30/2018)

Actions planned to reduce the number of poverty-level families

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

Actions planned to develop institutional structure

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

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

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

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

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

Discussion: N/A

Program Specific Requirements

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

Introduction:

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

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

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

Other CDBG Requirements

1. The amount of urgent need activities		0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	**2017, 2018, and 2019**	78.00%

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

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

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

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

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

   The HOME affordability periods are as follows:

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

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

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

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

• Project under $15,000 are five-year term

• Projects from $15,001 - $40,000 are ten-year term

• Projects over $40,000 are fifteen-year term

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

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

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

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **July 10, 2018** AGENDA ITEM #: **9**

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

ITEM TITLE: Conditional Use Permit: Liberty University Arena, 1971 University Boulevard

KEY ELEMENTS:
_X_ Economic Development __Excellent Government _X_ Natural and Built Environment ___Safe Community __Vibrant Community

RECOMMENDATION: Approval of the conditional use permit (CUP) petition to allow the construction of a five thousand (5,000) seat arena at 1971 University Boulevard.

SUMMARY: 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 approval of a CUP by City Council. The *Comprehensive Plan 2013-2030's Future Land Use Map (FLUM)* recommends an Institutional use for the area.

PRIOR ACTION(S):
June 13, 2018: The Planning Division recommended approval of the CUP petition.

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

FISCAL IMPACT: N/A

CONTACT(S): Tom Martin, City Planner – 434-455-3900
Kent White, Community Development Director – 434-455-3900

ATTACHMENT(S):
- Resolution
- Planning Commission Minutes – June 13, 2018
- Planning Commission Packet – June 13, 2018
  - Planning Commission Report
  - Zoning Map with Adjoining Owners
  - Future Land Use Map
  - Watershed Map
  - Planimetric and Topographic Map
  - Concept Plan
  - Narrative
  - Speaker Signup Sheet

REVIEWED BY: bms

RESOLUTION:

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO LIBERTY UNIVERSITY INC. IN AN IN-2, INSTITUTIONAL 2 DISTRICT AT 1971 UNIVERSITY BOULEVARD TO ALLOW THE CONSTRUCTION OF A ONE HUNDRED FIFTY THOUSAND (150,000) SQUARE FOOT, FIVE THOUSAND (5,000) SEAT ARENA.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the conditional use permit petition of Liberty University Inc. in an IN-2, Institutional 2 District at 1971 University Boulevard to allow the construction of a one hundred fifty thousand (150,000) square foot, five thousand (5,000) seat arena is hereby approved subject to the following conditions:

1. The property shall be developed in substantial compliance with the concept plan entitled Liberty University Liberty Arena as prepared by Perkins and Orrison, and dated May 7, 2018.

2. A traffic study shall be conducted when students return to campus in the Fall of 2018.

3. The traffic study shall be done in accordance with all requirements of the City Transportation Engineer.

4. All improvements necessary to maintain the current traffic levels of service are to be made by Liberty University.

Adopted:

Certified: ______________________________

Clerk of Council

072K

MINUTES OF THE JUNE 13, 2018 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

Petition of Liberty University for a conditional use permit at 1971 University Boulevard to allow the construction of an indoor arena in an IN-2, Institutional District 2.

Ms. Rachel Frischeisen had the following summary for the commission. The site is connected to the existing Vines Center. The purpose of the petition is to allow the construction of a 150,000 square foot arena addition with a seating capacity of 5,000.

The *Comprehensive Plan* recommends Institutional uses for the area. Institutional uses include religious, educational and other nonprofit entities including churches, universities and hospitals. The current Institutional 2 zoning was established on January 12, 2016. The petition agrees with the Zoning Ordinance in that indoor arenas are permitted in IN-2 districts upon approval of a conditional use permit (CUP).

While the upgrade will have some impact on the existing road network, improvements that are already underway, including the new roundabout and the Odd Fellows Road connection, should improve overall traffic congestion. Also, the university recently received a conditional use permit to expand the football stadium, which has a capacity of 25,000. A detailed traffic study was reviewed for that petition. It is not foreseen that both the stadium and the arena would be used on the same day creating excessive traffic. However, as a condition, City staff has recommended that a more conclusive traffic study should be conducted during the fall of 2018 (when most students are on campus) to better understand the effects of additional seating on the Levels of Service. If the study shows deterioration in the Levels of Service (LOS), further traffic improvements will be done by the university to negate that degradation.

The Technical Review Committee reviewed the CUP on May 22, 2018. Comments related to the proposed use have or will be addressed at the final site plan stage. The Planning Division recommends approval of the CUP with the conditions outlined in the report.

Mr. Dan Deter of Liberty University and Mr. Russ Orrison of Perkins & Orrison were present to represent the petition. Through a series of slides, they gave the commission an overview of the project. The proposal is to add an arena to the existing Vines Center. The idea is to not have two separate events going in the two venues at the same time. They would like to get the basketball and volleyball programs out of the Vines Center to improve the fan experience. The seating capacity for the Vines Center is 10,000 and there are not 10,000 people that want to come to the games. They are looking for a more intimate venue for the sporting events. The existing Vines Center will be used for concerts and events and not for athletic events. There may still be some summer camps conducted in the existing Vines Center but all the NCAA events will be held in the new arena. They wanted to keep the new arena in the heart of campus in order to get the student population to attend games.

Mr. Orrison discussed some of the slides with the commission to show them the layout of the new arena and how it connects to the existing Vines Center. There will be a new rotunda that will serve as the main entrance to either venue space. Mr. Deter thinks the new space will be very important for the Commonwealth Games and the state games and summer camps. Last summer there were 93 summer camps and that number is not going down.

Mr. Orrison wanted to discuss the condition regarding the traffic study. His concern is that traffic studies take a global look at everything. The Transportation Engineer could take the opportunity to say that this would all work better if Route 460 were six lanes. Mr. Orrison is concerned that the Transportation Engineer will require that all improvements called for by the traffic study that would improve traffic conditions are the responsibility of Liberty University.

Ms. Frischeisen commented that the ordinance says that if the impact the arena has on traffic conditions degrades the LOS, any improvements will be the responsibility of Liberty University. Mr. Orrison indicated that is fair and agrees that is the wording of the ordinance. Mr. Orrison stated this arena is not an addition to the Vines Center making it a 15,000 seat capacity. What Liberty University plans to do is put smaller groups, for instance, 3,000 people for a basketball game, into the new space to make it a more exciting venue. That is not an additional 3,000 people coming to campus. When both venues are operating, it will be for basketball camps and those do not bring 15,000 people to campus. To a great extent, the impact, as far as increased traffic, is zero. This will allow them to leave the Vines Center set up for convocation or other events and not have to keep redoing it for sporting events. They understand they need to do the traffic study but are hoping it shows that there is no increase in traffic.

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. He closed the public hearing portion of the petition.

Commissioner Marion thought it was obvious that this arena will not generate more traffic. She asked if the traffic study will be done when there is an event in the new arena. Mr. Deter said they will start sampling when they have full student population back on campus and when games are occurring in the new arena. Ms. Frischeisen indicated that the traffic study must be conducted in accordance with the requirements of the City's Transportation Engineer. If the City's Transportation Engineer says it must be conducted when a game is being held, Liberty will be required to do so. Since the new arena will not be finished by this fall, the traffic study will be conducted while there are events being held in the Vines Center.

Commissioner Marion noted that there is nothing preventing Liberty from having events in both spaces and then there may be a problem. Commissioner Marion wondered if a condition could be written that would prevent them from having events in both spaces maybe excepting summer camps. Ms. Frischeisen commented staff discussed putting this condition in but ran into a couple of issues. One issue would be with enforcement of the condition. Another would be whether to restrict all events, regardless of size, or just if both spaces are at full capacity. The Transportation Engineer indicated he would like to see the traffic study done with maximum capacity in both facilities. Mr. Deter said a model will be done showing both spaces at full capacity.

Mr. Orrison mentioned that Liberty has started the design of a 1,600 space parking deck on the other side of the pedestrian tunnel. Much of the event parking will be there keeping the cars on Campus East where Liberty Mountain Drive has been finished all the way through over the railroad back to U.S. 29. The City is working on its part to connect back to Breezewood Drive. Campus East with that large road is going to take a lot of pressure off of campus. Mr. Orrison noted the traffic on campus is not great but there will always be traffic on campus. Traffic can back up to public streets, but it does not back up onto public streets. There is some congestion on Liberty's private streets. When Liberty makes traffic, it makes it for itself. They do not make it for greater Lynchburg. What the traffic study engineer will be looking at--and what the City's Transportation Engineer is very concerned about--is that they continue to look at Wards Road and Candlers Mountain Road.

There was some discussion about graduation weekend but it was acknowledged that graduation weekend is a time when most people understand the traffic will be bad and they stay away from that area. Commissioner Bowden agreed with Mr. Orrison that any traffic snarl will be a Liberty problem. Commissioner Bowden asked for clarification that Odd Fellows Road will be finished in time for the traffic study and Ms. Frischeisen indicated it will not be done. Mr. Deter said there will be assumptions made on that being done.

Commissioner Rogers asked if the study will include the traffic improvements outlined in the stadium CUP petition approved recently. Mr. Orrison indicated it will as those traffic improvements are already being done. Commissioner Rogers indicated that the parking lot is used as a bus terminal now and wondered what will happen with it. Mr. Deter said it is the bus turnaround and a staging area for convocation. The traffic light on campus has really helped the busses. It allows the busses to get the correct loop time to allow the students to get to their classes on time. The light allows traffic to go through Regents Parkway and Liberty University Drive. The road in front of the Vines Center and Liberty Arena will be three lanes. Two lanes are for traffic and one lane, approximately six hundred feet, will be to stage the busses. A couple spaces may be taken up by broadcast vehicles but the rest will be dedicated to busses. They have made a commitment to have the parking garage open before the arena is opened. They will lose approximately 120 parking spaces from the furnace lot during the construction phase, so there will be some shuttling done from Campus East. After the new parking deck is constructed, people will be able to walk through a covered walkway to directly in front of the Vines Center.

Chair Perault acknowledged that Liberty has done a lot to improve traffic conditions over the past few years. He does not see the new arena having a detrimental impact. He pointed out that this is not a rezoning request. It is a conditional use permit request for a use that permitted under the institutional zoning. He thinks it is a sold proposal. He is concerned that they are not doing proffers and the reason being given is because staff is afraid they cannot be enforced.

Commissioner Johnson asked who will ensure that any traffic improvements are done that are recommended by the traffic study to be conducted in the fall. Ms. Frischeisen said the Transportation Engineer works with Liberty's traffic study engineer and will ensure that any recommended improvements are done. Ms. Frischeisen commented that Liberty has acknowledged that any recommended improvements are also in its best interest. She does not have any doubt that Liberty will follow with any recommendations. If it does not follow through, City Council could potentially revoke its conditional use permit. Or the City could hold up a certificate of occupancy. There are many ways for the City to leverage that the improvements are done. Mr. Orrison indicated that the worst case scenario for Liberty would be that if the traffic study indicates improvements that are not economically feasible, Liberty would come back for an amended conditional use permit and outline what it would do to address traffic impacts.

Commissioner Marion made the following motion, which was seconded by Commissioner Rogers:

"That the Planning Commission recommends to City Council approval of the petition of Liberty University to construct a multi-use athletic arena with a seating capacity of five thousand (5,000) at 1971 University Boulevard subject to the following conditions:

1. **The property shall be developed in substantial compliance with the concept plan entitled Liberty University Liberty Arena as prepared by Perkins and Orrison, and dated May 7, 2018.**

2. **A traffic study will be conducted when students return to campus in Fall 2018.**

3. **The traffic study will be done in accordance with all requirements of the City Transportation Engineer.**

4. **All improvements necessary to maintain the current traffic levels of service are to be made by Liberty University."**

The motion passed by the following vote:

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

The Department of Community Development

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

To: Planning Commission
From: Planning Division
Date: June 13, 2018
Re: **Conditional Use Permit (CUP) – Liberty University Arena, 1971 University Boulevard**

I. PETITIONER

Liberty University Inc., 1971 University Boulevard, Lynchburg, VA, 24502
Representative: Russ Orrison, Perkins and Orrison, 17 W. Nelson Street, Lexington, VA, 24450

II. LOCATION

The subject property is connected to the existing Vines Center at 2001 University Boulevard, located on Liberty University's campus at 1971 University Boulevard.

III. PURPOSE

The purpose of the petition is to allow the construction of a one-hundred fifty thousand (150,000) square foot arena addition which will allow for a seating capacity of five thousand (5,000) people.

IV. SUMMARY

- The *Comprehensive Plan 2013-2030's Future Land Use Map* (*FLUM*) recommends Institutional uses for the area.
- The petition agrees with the Zoning Ordinance in that indoor arenas are permitted in IN-2, Institutional 2 Districts upon approval of a Conditional Use Permit by City Council.

The Planning Division recommends approval of the CUP petition.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2013-2030* recommends Institutional uses for the 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**)
2. **Zoning.** The subject property was annexed into the City in 1976. The property's current zoning, IN-2, Institutional District 2, was established on January 12, 2016.
3. **Board of Zoning Appeals (BZA).** The Zoning Official has determined that no variances are needed for the development of the property as proposed.
4. **Surrounding Area.** There have been several items requiring City Council approval in the immediate area:

- On January 11, 1983, Council approved the petition of Old Time Gospel Hour to rezone property located on the eastside of U.S. Route 460 (103, 104 East Campus Drive, 100 Towns Court, 2200 Liberty Mountain Drive and 5001 Candlers Mountain Road) from R-C, Conservation District to R-4C, Medium-High Density, Multi-Family Residential District (Conditional).

- On October 14, 1986, Council approved the petition of Thomas L. Phillips to rezone the 3700 Block of Candlers Mountain Road from I-3, Heavy Industrial District & I-2, Light Industrial District to B-5C, General Business District (Conditional), B-3C, Community Business District (Conditional) & R-4C, Medium-High Density, Multi-Family Residential District (Conditional) to allow the construction of retail businesses and townhomes.
- On February 24, 1988, Council approved the petition of Old Time Gospel Hour to rezone 3765 Candlers Mountain Road (now 135, 143 and 301 South Campus Drive) from I-2, Light Industrial District to B-5C, General Business District (Conditional) to allow for student dormitories.
- On April 14, 1988, Council approved the petition of Liberty University for a CUP at 1971 University Boulevard to allow the construction of dormitories, visitors center, additions to the Demoss Building and parking.
- On October 10, 1988, Council approved the petition of Old Time Gospel Hour to rezone property located on the eastside of U.S. Route 460 (103, 104 East Campus Drive, 100 Towns Court, 2200 Liberty Mountain Drive and 5001 Candlers Mountain Road) from R-4C, Medium-High Density, Multi-Family Residential District (Conditional) & B-3C, Community Business District (Conditional) to B-3C, Community Business District (Conditional).
- On March 14, 1989, Council approved the petition of Old Time Gospel Hour and Liberty University for a CUP at 3765 Candlers Mountain Road to allow the construction of a football stadium and basketball arena.
- On July 11, 1989, Council approved the petition of NW Development Inc., to rezone the 3600 and 3700 blocks of Candlers Mountain Road from I-2, Light Industrial District, B-3C, Community Business District (Conditional), B-5C, General Business District (Conditional) & R-4, Medium-High Density, Multi-Family Residential District to B-3C, Community Business District (Conditional).
- On October 9, 1990, Council approved the petition of Candlers Station Limited Partnership to rezone 3764 Candlers Mountain Road from I-3, Heavy Industrial District to B-3C, Community Business District (Conditional) & B-5C, General Business District (Conditional).
- On September 13, 1994, Council approved the petition of Candlers Mountain Development Company, LC, to rezone property on the east side of Candlers Mountain Road (3786, 3788, 3794, 3802, 4000, 4300, 4520, 4530 Candlers Mountain Road, 218 and 230 Top Ridge Road) from R-C, Conservation District to R-2C, Low-Medium Density, Single-Family Residential District & B-3C, Community Business District and a CUP to allow a planned unit development (PUD) and cluster commercial development (CCD).
- On April 9, 1996, Council approved the petition of T & I Properties, Inc., to rezone 3765 Candlers Mountain Road from R-C, Conservation District to R-1, Low-Density, Single-Family Residential District.
- On September 9, 1997, Council approved the petition of the Inn Group to rezone 1910 University Boulevard from R-C, Conservation District & I-2, Light Industrial District to B-3C, Community Business District.

- On November 13, 2001, Council approved the petition of Liberty University for a CUP at 1971 University Boulevard to allow the construction of two student centers and parking.
- On October 14, 2003, Council approved the petition of Thomas Road Baptist Church, Liberty University Inc., and GDT, CGI, LLC for a CUP at 100 Mountain View Road to allow a community recreational facility.
- On December 16, 2003, Council approved the petition of Thomas Road Baptist Church, Liberty University Inc., Lynchburg Christian Academy, Freedom Liberty Partners, Jerry Falwell Ministries, GDT, CGI, LLC and Bostic Development at Lynchburg, LLC to rezone 100 Mountain View Road, 1971 University Boulevard and Liberty Mountain Drive from B-3C, Community Business District (Conditional) to B-3C, Community Business District (Conditional), from I-2, Light Industrial District to B-5C, General Business District (Conditional) and a conditional use permit to allow university and K-12 uses.
- On November 9, 2004, Council approved the recommendation of city staff to amend conditions of the December 16, 2003 CUP for Jerry Falwell Ministries to allow an additional access point at 100 Mountain View Road.
- On April 10, 2007, Council approved the petition of Cole Bros Circus for a CUP at 100 Mountain View Road to operate a temporary circus.
- On June 12, 2007, Council approved the petition of Central Virginia Indoor Soccer to rezone 3572 and 3576 Young Place from I-3, Heavy Industrial District to I-2C, Light Industrial District (Conditional) and a CUP to allow an indoor soccer facility.
- On November 13, 2007, Council approved the petition of Liberty University at 500 Liberty Mountain Drive for a *Future Land Use Map* Amendment from Institution to Community Commercial, to rezone from R-C, Conservation District to B-3C, Community Business District (Conditional) and a CUP to allow the construction of a building across the City/County corporate limit.
- On June 10, 2008, Council approved the petition of Liberty University at 3794, 3778, 3786, 3802, 4000, 4250, 4300, 5000 and 5001 Candlers Mountain Road, 100 Mountain View Road, 100, 112, 200, 212, 300 Liberty Mountain Drive, 1971 1973, 1975, 1977 University Boulevard & 4013 Wards Road to amend the *Future Land Use Map* from Low Density Residential to Institutional, to rezone from B-3C, Community Business District (Conditional) to B-3C, Community Business District (Conditional) and for a CUP to allow an increase of up to fifteen thousand (15,000) students and a consolidated sign plan.
- On January 12, 2016, Council approved the petition of Liberty University, Thomas Road Baptist Church and Liberty Christian Academy to establish an IN-2, Institutional 2 District for the campus of Liberty University, Thomas Road Baptist Church and Liberty Christian Academy.
- On October 10, 2017 Council approved the petition of Liberty University for a CUP at 1971 University Boulevard for the expansion of Williams Stadium to twenty-five thousand (25,000) seats.

5. **Site Description.** The subject property is a portion of the 186.57 (one hundred eighty-six and fifty-seven hundredths) acre campus located at 1971 University Boulevard. The 150,000 square

foot arena would be connected to the existing Vines Center, which is adjacent to the Jerry Falwell Library, Student Center and Demoss Hall.

6. **Proposed Use of Property.** If the petition is approved, a multi-sport athletic arena will be constructed, which will have the capacity to seat up to forty-five hundred (4,500) people via bleachers and club seating, or five thousand (5,000) including floor seating.

7. **Traffic, Parking and Public Transit.** Liberty University recently completed a traffic study for the expanded Williams Stadium, which will seat 25,000 upon completion. A detailed traffic study was reviewed and approved for that project. It is highly unlikely that both the stadium and arena would be used for significant events on the same day. Liberty University has discussed future traffic study needs with City Staff, and it has been agreed that a more conclusive study can be achieved after the ramp and roundabout project has been completed on US Route 460, as well as the Odd Fellows Road connection. Additionally, traffic is still acclimating to the recently completed Liberty Mountain Drive extension. In light of the traffic study recently completed which took into account 25,000 fans as opposed to a projected 5,000, a study will be completed in Fall 2018, when students have returned and once new traffic patterns have emerged. If there is deterioration in the level of service below "D," the University will construct the required improvements to mitigate these effects.

   The existing University Boulevard will be relocated along US Route 460, aligning with the parking lot. The plans for this relocation have been approved by the City.

   In regards to parking, Liberty University has begun preliminary design work for the construction of a large parking deck on the Campus East side of US Route 460. This parking deck will be in close proximity to the pedestrian tunnel that leads under US Route 460 to the Vines Center.

   The stadium is served by the Greater Lynchburg Transit Company (GLTC) with a bus stop located at Demoss Hall, located directly adjacent the proposed arena.

8. **Stormwater Management.** An Erosion and Sediment (E&S) Control / Stormwater Management Plan will be required prior to final site plan approval. The project is required to meet the part IIC stormwater regulations for both quantity and quality and will do so via existing regional facilities with excess capacity.

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 use of the property as a multi-sport athletic arena should have little negative impact on the area. While this upgrade will have some impact on the existing road network, already planned improvements (new roundabout and Odd Fellows Road connection) should improve the overall traffic congestion.

    Liberty University recently received a Conditional Use Permit for the expanded football stadium, which will seat 25,000. It is not foreseen that both the stadium and proposed arena would be used on the same day, creating abundant traffic. However, as a condition of the CUP, a more conclusive traffic study will be conducted during the Fall of 2018 to better predict the effects of the additional seating on levels of service when most students are on campus. If the study shows deterioration in the level of service, further traffic improvements will be done to negate the degradation.

11. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the conditional use permit on May 22, 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 Liberty University to construct a multi-use athletic arena with a seating capacity of five thousand (5,000) at 1971 University Boulevard subject to the following conditions:

1. **The property shall be developed in substantial compliance with the concept plan entitled Liberty University Liberty Arena as prepared by Perkins and Orrison, and dated May 7, 2018.**
2. **A traffic study will be conducted when students return to campus in Fall 2018.**
3. **The traffic study will be done in accordance with all requirements of the City Transportation Engineer.**
4. **All improvements necessary to maintain the current traffic levels of service are to be made by Liberty University.**

This matter is respectfully offered for your consideration.

William T. Martin

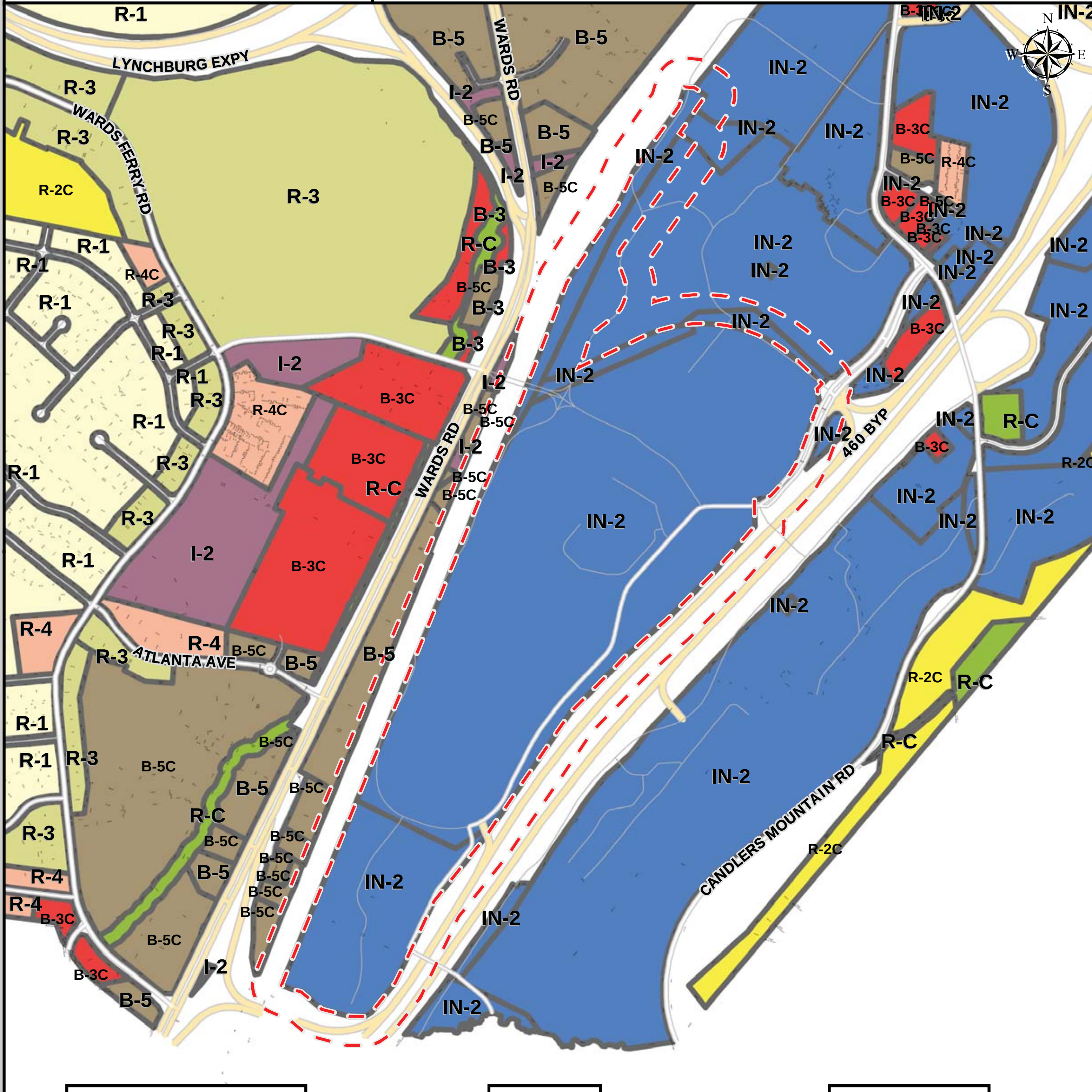
William T. Martin, AICP
City Planner

pc: Ms. Bonnie M. Svrcek, City Manager
Mr. Mike Goetz, Interim 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. Russ Orrison, Representative
Mr. Todd Carroll, Petitioner

VII. ATTACHMENTS

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

Zoning Map	LIBERTY UNIVERSITY LIBERTY ARENA
Conditional Use Permit Request	Liberty University



PROPERTY INFORMATION

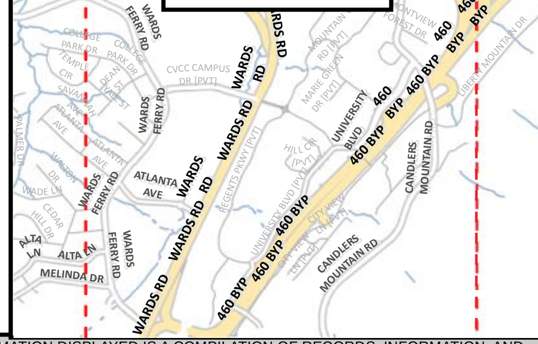
PARCEL ID	ADDRESS
25701001	1971 UNIVERSITY BLVD

LEGEND

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

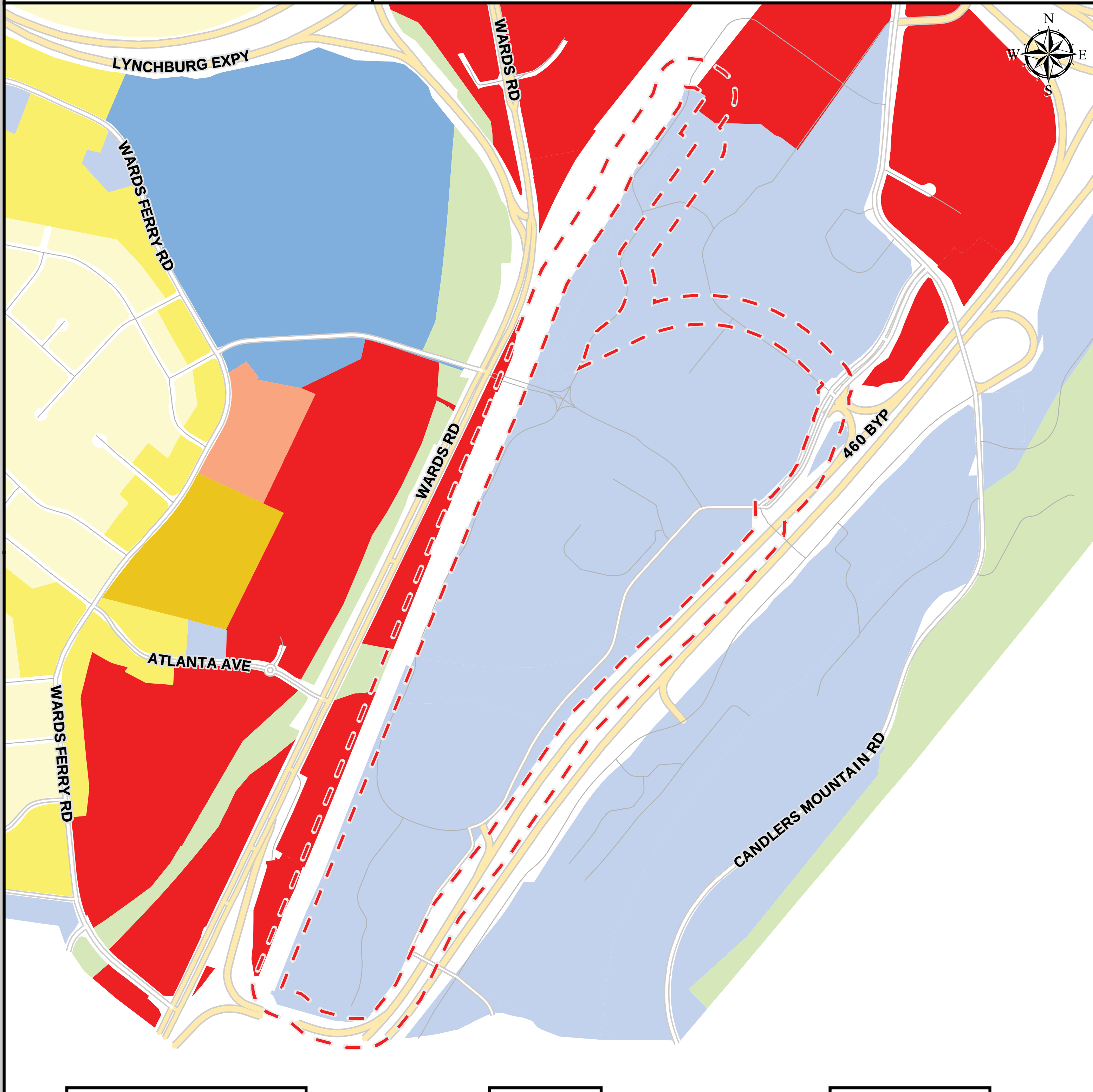
MAP SCALE: 1 " to 4,000 ' DATE PRINTED: 6/4/2018

OVERVIEW MAP



Parcel ID	Address	Owner
26003011	4017 WARDS RD	ABBITT BROTHERS PROPERTIES LLC
26003001	4021 WARDS RD	AMD HOTEL GROUP LLC
25702016	3805 WARDS RD	B & H HOLDINGS LLC
25702003	4003 WARDS RD	CFA-NC TOWNRIDGE SQUARE LLC
25702008	3813 WARDS RD	GACOMB LLC
25702017	3701 WARDS RD	I H MCBRIDE SIGN COMPANY
25702010	3761 WARDS RD	LIBERTY UNIVERSITY INC
13001002	751 MOUNTAIN VIEW RD	LIBERTY UNIVERSITY INC
13001006	1120 HERSHEY-ESBENSHADE DR	LIBERTY UNIVERSITY INC
25701001	1971 UNIVERSITY BLVD	LIBERTY UNIVERSITY INC
25702012	3501 WARDS RD	LIBERTY UNIVERSITY INC
25804001	1530 UNIVERSITY BLVD	LIBERTY UNIVERSITY INC
13005005	1422 UNIVERSITY BLVD	LIBERTY UNIVERSITY INC
26003003	4025 WARDS RD	LYNCHBURG HOTEL GROUP LLC
26003010	4011 WARDS RD	LYNCHBURG SAB LLC
25702006	3919 WARDS RD	MID-ATLANTIC LYNCHBURG LLC
25702011	3725 WARDS RD	SANDROF, NIGEL P & TAMERA Y
25702015	3717 WARDS RD	SANDROF, NIGEL P & TAMERA Y
16231003	3429 CANDLERS MOUNTAIN RD	SOUTHERN RAILWAY
24604005	3301 WARDS RD	SOUTHERN RAILWAY CO
25702001	4005 WARDS RD	SPIRIT MASTER FUNDING VI LLC
25702007	3901 WARDS RD	SWIFT CREEK CAPITOL LLC
25702013	3809 WARDS RD	VAN FIRST LLC
25702005	3927 WARDS RD	WARDS ROAD PROPERTY LLC

FLUM Map	LIBERTY UNIVERSITY LIBERTY ARENA
Conditional Use Permit Request	Liberty University



PROPERTY INFORMATION

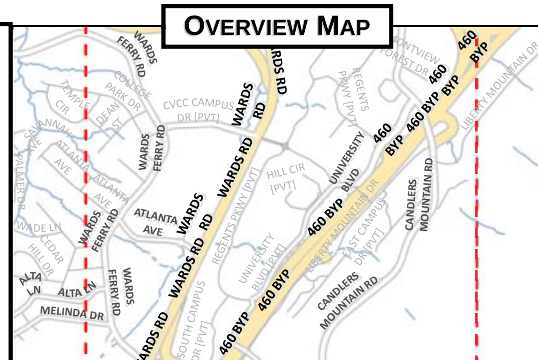
PARCEL ID	ADDRESS
25701001	1971 UNIVERSITY BLVD

LEGEND

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

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

OVERVIEW MAP



Watershed Map	LIBERTY UNIVERSITY LIBERTY ARENA
Conditional Use Permit Request	Liberty University

Property Information

Parcel ID	Address
25701001	1971 UNIVERSITY BLVD

Legend

Subject Property

Base Flood Elevation

Floodway

Floodzone

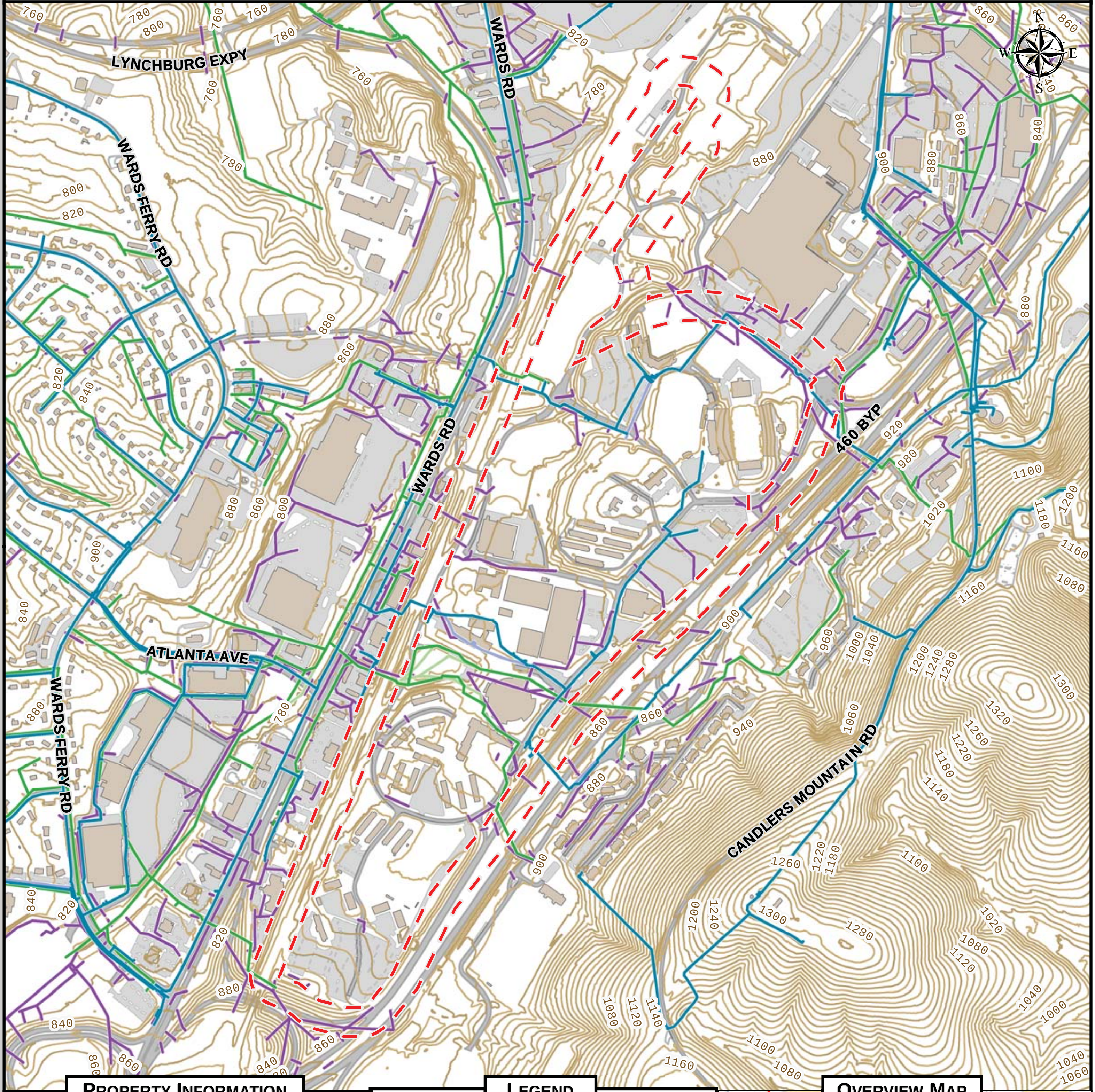
River / Lake / Stream

Map Scale: 1 " to 33,333 **Date Printed:** 6/4/2018

Overview Map

Blackwater Creek

Planimetric and Topographic Map	LIBERTY UNIVERSITY LIBERTY ARENA
Conditional Use Permit Request	Liberty University



PROPERTY INFORMATION

PARCEL ID	ADDRESS
25701001	1971 UNIVERSITY BLVD

LEGEND

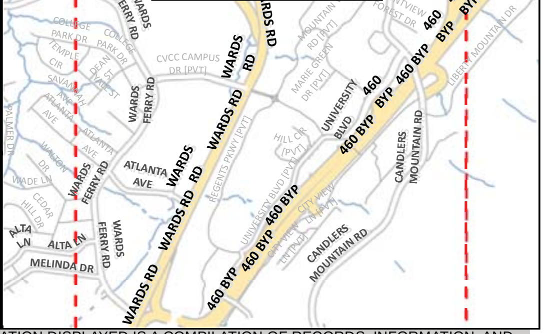
Utilities		Active	Proposed	Abandoned
	Water			
	Sanitary			
	Storm			

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

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

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

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.

LIBERTY UNIVERSITY
LIBERTY ARENA
CONDITIONAL USE PERMIT
CITY OF LYNCHBURG, VIRGINIA
CITY PROJECT NUMBER: CUP1805-0001

SITE INFORMATION:

PARCEL ID: 25701001
DEED BOOK#774 PAGE#350, INST#100008756
OWNER/DEVELOPER: LIBERTY UNIVERSITY INC.
AGENT: RUSS ORRISON
17 W. NELSON STREET
LEXINGTON, VA 24450
ZONING: IN-2
SETBACKS:
FRONT: 0'
REAR: 0'
SIDE: 0'
AREA: 186.57 ACRES
USE: INSTITUTIONAL
DESIGNER: RUSS ORRISON
PERKINS & ORRISON
P.O. BOX 1567 17 W. NELSON STREET
LEXINGTON, VA 24450

ON-CAMPUS STUDENTS = ,700
COMMUTING STUDENTS = 6,100
DATA FROM 2014

GENERAL NOTES:

G1.) THE EXISTING UNDERGROUND UTILITIES SHOWN HEREON ARE BASED UPON AVAILABLE INFORMATION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR DETERMINING THE EXACT LOCATION OF ALL UTILITIES BEFORE COMMENCING WORK AND FOR ANY DAMAGES THAT OCCUR BY HIS/HER FAILURE TO LOCATE OR PRESERVE THESE UTILITIES. IF, DURING CONSTRUCTION, THE CONTRACTOR SHOULD ENCOUNTER UTILITIES OTHER THAN THOSE SHOWN ON THE PLANS HE/SHE SHOULD NOTIFY THE ENGINEER AND TAKE NECESSARY AND PROPER STEPS TO PROTECT THE FACILITY AND ASSURE THE CONTINUANCE OF SERVICE.

G2.) ANY DISCREPANCIES FOUND BETWEEN THE DRAWINGS AND SITE CONDITIONS OR ANY DISCREPANCIES OR AMBIGUITIES IN THE DRAWINGS SHALL BE IMMEDIATELY REPORTED TO THE ENGINEER. WORK DONE BY THE CONTRACTOR WITHOUT DIRECTION AFTER THE DISCOVERY OF SUCH INCONSISTENCIES SHALL BE DONE AT THE CONTRACTOR'S RISK.

G3.) ALL CONSTRUCTION SHALL CONFORM TO CITY OF LYNCHBURG MANUAL OF SPECIFICATIONS AND THE VIRGINIA DEPARTMENT OF TRANSPORTATION STANDARDS AND SPECIFICATIONS. CONSTRUCTION OF SANITARY SEWER AND WATER SERVICES SHALL CONFORM TO CITY OF LYNCHBURG MANUAL OF SPECIFICATIONS AND THE VIRGINIA DEPARTMENT OF HEALTH STANDARDS AND SPECIFICATIONS.

G4.) ALL CONSTRUCTION SHALL COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS & WITH THE 2009 UNIFORM STATEWIDE BUILDING CODE (USBC) AND ICC/ANSI A117.1 2003.

G5.) CONSTRUCTION LIMITS SHALL BE PROPERTY LINES OR AS INDICATED ON THE PLAN.

G6.) ALL FINAL GRADING, SEEDING, SODDING AND/OR PAVING SHALL BE DONE IN SUCH A MANNER TO PRECLUDE PONDING OF WATER ON THE SITE.

G7.) THE CONTRACTOR SHALL BE RESPONSIBLE FOR ACQUIRING ALL NECESSARY PERMITS BEFORE THE START OF CONSTRUCTION.

G8.) THE CONTRACTOR SHALL NOTIFY MISS UTILITY (1-800-552-7001) 48 HOURS PRIOR TO EXCAVATION.

G9.) THE CONTRACTOR SHALL COORDINATE INSTALLATION OF ELECTRICAL, TELEPHONE AND CATV SERVICES.

G10.) DISPOSE OF TREES, STUMPS AND OTHER DEBRIS OFF SITE.

G11.) ALL MATERIALS USED FOR FILL SHALL BE FREE OF UNSUITABLE MATERIALS SUCH AS WOOD, ROOTS, FROZEN MATERIAL, ROCKS OR BOULDERS OF UNACCEPTABLE SIZE OR ANY OTHER NON-COMPACTING SOIL MATERIALS.

G12.) A PERMIT MUST BE SECURED FROM THE VIRGINIA DEPARTMENT OF TRANSPORTATION BEFORE ANY WORK IS PERFORMED IN A STATE RIGHT-OF-WAY.

G13.) THE CONTRACTOR SHALL PROVIDE ADEQUATE MEANS OF CLEANING TRUCKS AND/OR OTHER EQUIPMENT OF MUD PRIOR TO TRAVELING ON A PUBLIC RIGHT-OF-WAY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO CLEAN STREETS AND TO ALLAY DUST AND TAKE ALL MEASURES NECESSARY TO ENSURE THAT THE ROAD IS MAINTAINED IN A CLEAN, MUD AND DUST FREE CONDITION AT ALL TIMES DURING CONSTRUCTION.

G14.) DIMENSIONS ARE FROM THE FACE OF CURB UNLESS OTHER OTHERWISE NOTED.

G15.) PAINT HANDICAPPED SYMBOL ON PARKING SPACES WHERE SHOWN ON DRAWINGS. TRAFFIC MARKINGS FOR HANDICAP PARKING SPACES AND ACCESS AISLES SHALL BE BLUE. TRAFFIC MARKINGS SHALL BE IN CONFORMANCE WITH THE LATEST VIRGINIA DEPARTMENT OF TRANSPORTATION AND THE MANUAL FOR UNIFORM TRAFFIC CONTROL DEVICES STANDARDS AND SPECIFICATIONS.

G16.) TRAFFIC CONTROL SIGNS SHALL BE INSTALLED IN ACCORDANCE WITH THE LATEST EDITIONS OF THE VIRGINIA WORK AREA PROTECTION MANUAL AND THE MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES.

G17.) ALL FILLS TO BE COMPACTED IN 8" LOOSE LIFTS TO 98% STD. PROCTOR.

G18.) EXISTING SLOPES GREATER THAN 4:1 SHALL BE BENCHED PRIOR TO PLACEMENT OF FILL.

G19.) CONTRACTOR WILL COMPLETE ALL SITE WORK: FINAL GRADING, LANDSCAPING, SEEDING, PAVING, AND REMOVAL OF DEBRIS.

G20.) THIS PLAN HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.

G21.) ARCHITECTURAL PLANS, SIGNAGE PLANS, AND LIGHTING PLANS SHALL BE SUBMITTED BY OTHERS UNDER SEPARATE COVER. ALL ARCHITECTURAL, SIGNAGE, AND LIGHTING INFORMATION SHOWN ON THIS PLAN IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY.

G22.) BOUNDARY INFORMATION FROM A FIELD SURVEY BY PERKINS & ORRISON.

G23.) TOPOGRAPHIC INFORMATION FROM A FIELD SURVEY BY PERKINS & ORRISON.

G24.) PIPE BEDDING SHALL BE PER VDOT STANDARDS UNLESS OTHERWISE NOTED.

G25.) HDPE PIPE SHALL BE DOUBLE WALL TYPE "S" WITH SMOOTH INTERIOR AND MEET AASHTO REQUIREMENTS M294. HDPE PIPE BEDDING SHALL BE PER MANUFACTURER'S SPECIFICATION. ALL JOINTS SHALL BE WATER TIGHT.

CONDITIONAL USE PERMIT NARRATIVE

WHILE RECENT ZONING ORDINANCE CHANGES ALLOW LIBERTY UNIVERSITY WIDER LATITUDE WITHIN PERMITTED USES OF THE INSTITUTIONAL ZONING DISTRICT, STADIA AND ARENAS REQUIRE CONDITIONAL USE PERMITS.

THIS PROJECT PROPOSES THE CONSTRUCTION OF A 150,000 SQUARE FOOT ARENA, CONNECTED TO THE EXISTING VINES CENTER. THE NEW ARENA WILL SEAT UP TO 4,500 -- WITH BLEACHER, CLUB, AND LOGE SEATING OPTIONS -- AND UP TO 5,000 WITH FLOOR SEATING. IT WILL HOST MEN'S AND WOMEN'S BASKETBALL GAMES, AS WELL AS WOMEN'S VOLLEYBALL GAMES. (THE VINES CENTER WILL CONTINUE TO BE USED FOR ANY GAMES IN WHICH ATTENDANCE IS EXPECTED TO EXCEED 4,000). THE FACILITY WILL BECOME THE OPERATIONS CENTER FOR THE VOLLEYBALL PROGRAM, WITH EXPANDED LOCKER ROOMS AND OFFICE SPACE. THE ADDITION WILL SAVE COUNTLESS MAN-HOURS CURRENTLY INVOLVED IN THE CONFIGURATION OF VINES FOR CONVOCATION AND SPORTING EVENTS, ALLOWING FOR VINES TO REMAIN IN CONVOCATION SET-UP FOR EXTENDED PERIODS OF TIME. WE DO NOT FORESEE HOLDING EVENTS IN VINES AND THE NEW ARENA AT THE SAME TIME, AND SO WHILE THERE ARE NOW 15,000 SEATS WITHIN THE COMPLEX, THE PEAK OCCUPANCY IS STILL ASSOCIATED WITH A FULL VINES CENTER - ABOUT 10,000 SEATS.

UTILITIES

THE SITE IS SERVED BY PUBLIC WATERLINE AND PUBLIC SANITARY SEWER LINE THAT CURRENTLY CROSS THE SITE, AND WHICH WILL BE UPSIZED AND RECONFIGURED WITH THIS WORK. EARLY PLANS FOR THE WATERLINE RELOCATION HAVE BEEN SUBMITTED AND REVIEWED, AND IF APPROVED, THE EARLY UTILITY RELOCATION PACKAGE WILL BE THE FIRST ITEM OF WORK. A LARGE STORM SEWER LINE ALSO PASSES UNDERNEATH THE EXISTING VINES CENTER, AND THAT AGING CORRUGATED METAL PIPE WILL BE REPLACED WITH A LARGER CONCRETE PIPE WHICH WILL PASS UNDER THE NEW ARENA.

TRAFFIC

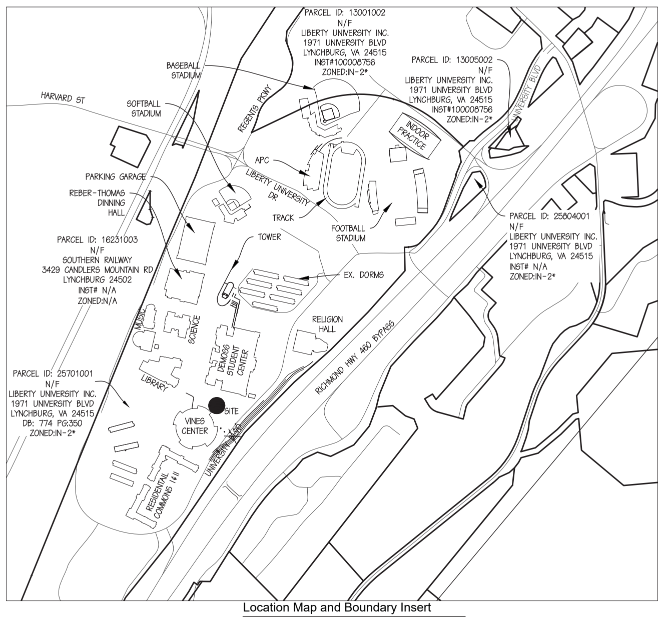
LIBERTY UNIVERSITY RECENTLY RECEIVED A CONDITIONAL USE PERMIT FOR THE EXPANDED FOOTBALL STADIUM, WHICH WHEN COMPLETED WILL SEAT APPROXIMATELY 25,000. A DETAILED TRAFFIC STUDY WAS REVIEWED AND APPROVED FOR THAT WORK. WE DO NOT FORESEE ANY SITUATION WHERE BOTH ATHLETIC FACILITIES WOULD BE USED FOR SIGNIFICANT EVENTS ON THE SAME DAY, AND THE NEW ARENA SEATS A MAXIMUM OF 5000. LIBERTY UNIVERSITY HAS DISCUSSED FUTURE TRAFFIC STUDY NEEDS WITH CITY STAFF, AND IT HAS BEEN AGREED THAT A STUDY WILL BE MORE PRODUCTIVE ONCE THE "RAMP AND ROUNDABOUT" ONTO RTE 460 IS IN OPERATION, AS WELL AS THE ODD FELLOWS ROAD CONNECTION. ADDITIONALLY, TRAFFIC IS STILL ACCLIMATING TO THE LIBERTY MOUNTAIN DRIVE EXTENSION RECENTLY COMPLETED AND PUT INTO SERVICE, CONNECTING RTE 29 AT THE AIRPORT TO CAMPUS EAST WITH A MULTI-LANE ROAD, ALONG WITH THE NEW BRIDGE OVER RTE 460 CONNECTING CAMPUS EAST TO THE MAIN CAMPUS. IN LIGHT OF THE TRAFFIC STUDY RECENTLY COMPLETED WHICH CONTEMPLATED 25,000 FANS AS OPPOSED TO THE 5000 PROPOSED HERE, WE INTEND TO PARTICIPATE WITH THE CITY IN A FUTURE TRAFFIC STUDY ONCE NEW TRAFFIC PATTERNS HAVE BEEN ESTABLISHED.

AS SHOWN ON THE RENDERINGS, THE EXISTING UNIVERSITY BLVD. WILL BE RELOCATED TOWARD RTE 460, ALONG THE ALIGNMENT OF THE EXISTING PARKING LOT, ALLOWING FOR A SUITABLE PLAZA IN FRONT OF VINES AND THE ARENA. THE ROAD PLANS TO ACCOMPLISH THIS RELOCATION HAVE BEEN APPROVED BY THE CITY.

PARKING

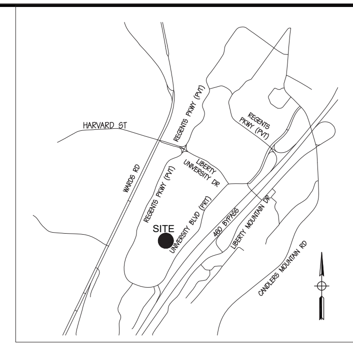
LIBERTY UNIVERSITY HAS BEGUN PRELIMINARY DESIGN WORK FOR A LARGE PARKING DECK TO BE CONSTRUCTED ON THE CAMPUS EAST SIDE OF RTE 460, IN CLOSE PROXIMITY TO THE PEDESTRIAN TUNNEL THAT LEADS UNDER RTE 460 TO THE VINES CENTER.

STORMWATER MANAGEMENT SUMMARY:
THERE IS ONE POINT OF DISCHARGE, POD, ON THIS PROJECT PER THE LIBERTY UNIVERSITY STORMWATER MASTER PLAN, POD 4.
POD 4 IS DA-E, HAS A LARGE REGIONAL STORMWATER QUANTITY MANAGEMENT FACILITY (P-6), AND A 22.34 LBS/YR SURPLUS OF PHOSPHOROUS.



Location Map and Boundary Insert

SHEET INDEX
1 OF 3 COVER SHEET
2 OF 3 CONDITIONAL USE SCHEMATIC SITE PLAN
3 OF 3 EXISTING CONDITIONS & SITE SCHEMATIC SITE PLAN



LEGEND

EXISTING	DESCRIPTION	NEW	FUTURE
	BUILDING WALL		
	CONC. WALKS		
1340	CONTOURS	1340	
× 1350.6	SPOT ELEVATION	+ 19 00/TC	
	STORM SEWER		
8"SS	SANITARY SEWER & MANHOLES	SS	
W	WATER LINE, VALVE & FIRE HYDRANT	W W	
W	WATER METER		
	DUAL WATER METER		
X	FENCE		
UE	UNDERGROUND ELECTRIC LINE	UE	
OE	OVERHEAD ELECTRIC LINE		
G	GAS LINE	UG	
	GAS METER	G	
	EDGE OF PAVEMENT		
	CURB (CG-2)		
	CURB AND GUTTER (CG-6)		
	REVERSE CURB AND GUTTER (CG-6R)		
	TRANSITION CURB		
	PROPERTY LINE		
	TREELINE		
	EXISTING TREES TO BE PROTECTED & PRESERVED		
	DEMOLITION POINT		
10	KEYNOTE		
10	STORM SEWER ID	10	

ABBREVIATIONS

AB	ANCHOR BLOCK	MIN	MINIMUM
BLDG	BUILDING	MON	MONUMENT
BC	BOTTOM FACE OF CURB	N.I.C.	NOT IN CONTRACT
BM	BENCHMARK	OC	ON CENTER
CL	CENTERLINE	PVC	BEGIN VERTICAL CURVE
CL	CLASS	PVC	POLYVINYL CHLORIDE
CMP	CORRUGATED METAL PIPE	PVT	END VERTICAL CURVE
CO	CLEANOUT	RCP	REINFORCED CONCRETE PIPE
CONC	CONCRETE	SD	STORM DRAINAGE
DI	DROP INLET	SF	SQUARE FOOTAGE
DIA	DIAMETER	SHT	SHEET
DIP	DUCTILE IRON PIPE	SSWR	SANITARY SEWER
EA	EACH	STR	STRUCTURE
EC	EROSION CONTROL	STRM	STORM SEWER
ELEV	ELEVATION	SW	SIDEWALK
EP	EDGE OF PAVEMENT	TAN	TANGENT
ES	END SECTION	TB	CONCRETE THRUST BLOCK
EX	EXISTING	TBA	TO BE ABANDONED
FB	FACE OF BUILDING	TBM	TEMPORARY BENCH MARK
FF	FINISHED FLOOR ELEVATION	TBR	TO BE REMOVED
FH	FIRE HYDRANT	TBR*	TO BE REMOVED OR RELOCATED
GSF	GROSS SQUARE FOOTAGE	TO	TOP
GV	GATE VALVE	TOC	TOP OF CURB
HB	HORIZONTAL BEND	TOW	TOP OF WALL
HD	HEAVY DUTY	TP	TELEPHONE POLE
HDPE	HIGH DENSITY POLYETHYLENE PIPE	TR	TOP OF RIM
		TYP	TYPICAL
HPT	HIGH POINT	VB	VERTICAL BEND
HOR	HORIZONTAL	VDOT	VIRGINIA DEPARTMENT OF TRANSPORTATION
INV	INVERT		
IN	INVERT IN	WL	WATER LINE
IO	INVERT OUT	WM	WATER METER
LPT	LOW POINT	WWF	WELDED WIRE FABRIC
MAX	MAXIMUM	WWM	WELDED WIRE MESH
MECH	MECHANICAL	W/	WITH
MH	MANHOLE	WV	WATER VALVE

PERKINS & ORRISON
ENGINEERS ▲ PLANNERS ▲ SURVEYORS

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

CONSULTANTS

SEAL:

COMMONWEALTH OF VIRGINIA
RUSSELL H. ORRISON
Lic. No. 031849
06/11/2018
PROFESSIONAL ENGINEER

JOB:

LIBERTY UNIVERSITY
LIBERTY ARENA
CONDITIONAL USE PERMIT
CITY OF LYNCHBURG, VIRGINIA

CLIENT:
ODELL ARCHITECTS

MARK	DATE	DESCRIPTION
1	06/11/2018	PER COMMENTS

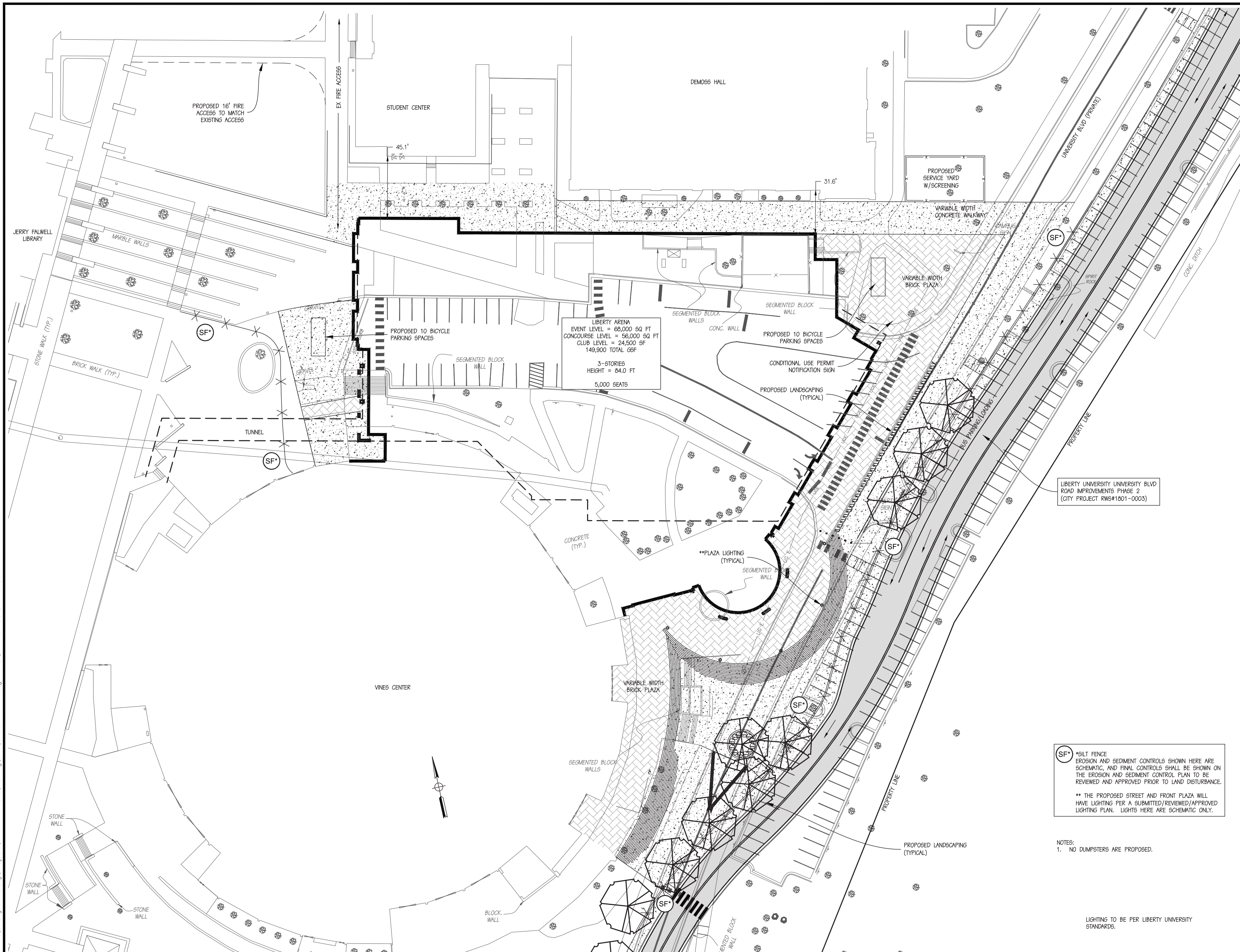
ISSUE: 05/07/2018
CONTOUR INTERVAL: 2'
DESIGNED BY: RHO
DRAWN BY: PWS
CHECKED BY: RHO

SHEET TITLE

COVER SHEET

CITY PROJECT#
CUP1805-0001

JOB NO.: 17177
SHEET NO 1 OF 3



SF* *SILT FENCE
EROSION AND SEDIMENT CONTROLS SHOWN HERE ARE SCHEMATIC, AND FINAL CONTROLS SHALL BE SHOWN ON THE EROSION AND SEDIMENT CONTROL PLAN TO BE REVIEWED AND APPROVED PRIOR TO LAND DISTURBANCE.

** THE PROPOSED STREET AND FRONT PLAZA WILL HAVE LIGHTING PER A SUBMITTED/REVIEWED/APPROVED LIGHTING PLAN. LIGHTS HERE ARE SCHEMATIC ONLY.

NOTES:
1. NO DUMPSTERS ARE PROPOSED.

LIGHTING TO BE PER LIBERTY UNIVERSITY STANDARDS.

ID - P:\Liberty University\Projects\17177 - Arena\Drawing\Civil\C-CUP-17177.dwg - Mon, 11 Jun 2018 - 12:05

PERKINS & ORRISON
ENGINEERS ▲ PLANNERS ▲ SURVEYORS
27 GREEN HILL DRIVE, FOREST, VIRGINIA 24551
PHONE: 434-525-5985 FAX: 434-525-5986
EMAIL: pno@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

CONSULTANTS

SEAL:

COMMONWEALTH OF VIRGINIA
RUSSELL H. ORRISON
Lic. No. 031849
06/11/2018
PROFESSIONAL ENGINEER

JOB:

LIBERTY UNIVERSITY
LIBERTY ARENA
CONDITIONAL USE PERMIT
CITY OF LYNCHBURG, VIRGINIA

CLIENT:
ODELL ARCHITECTS

MARK	DATE	DESCRIPTION
1	06/11/2018	PER COMMENTS

ISSUE:	05/07/2018
CONTOUR INTERVAL:	2'
DESIGNED BY:	RHO
DRAWN BY:	PWS
CHECKED BY:	RHO

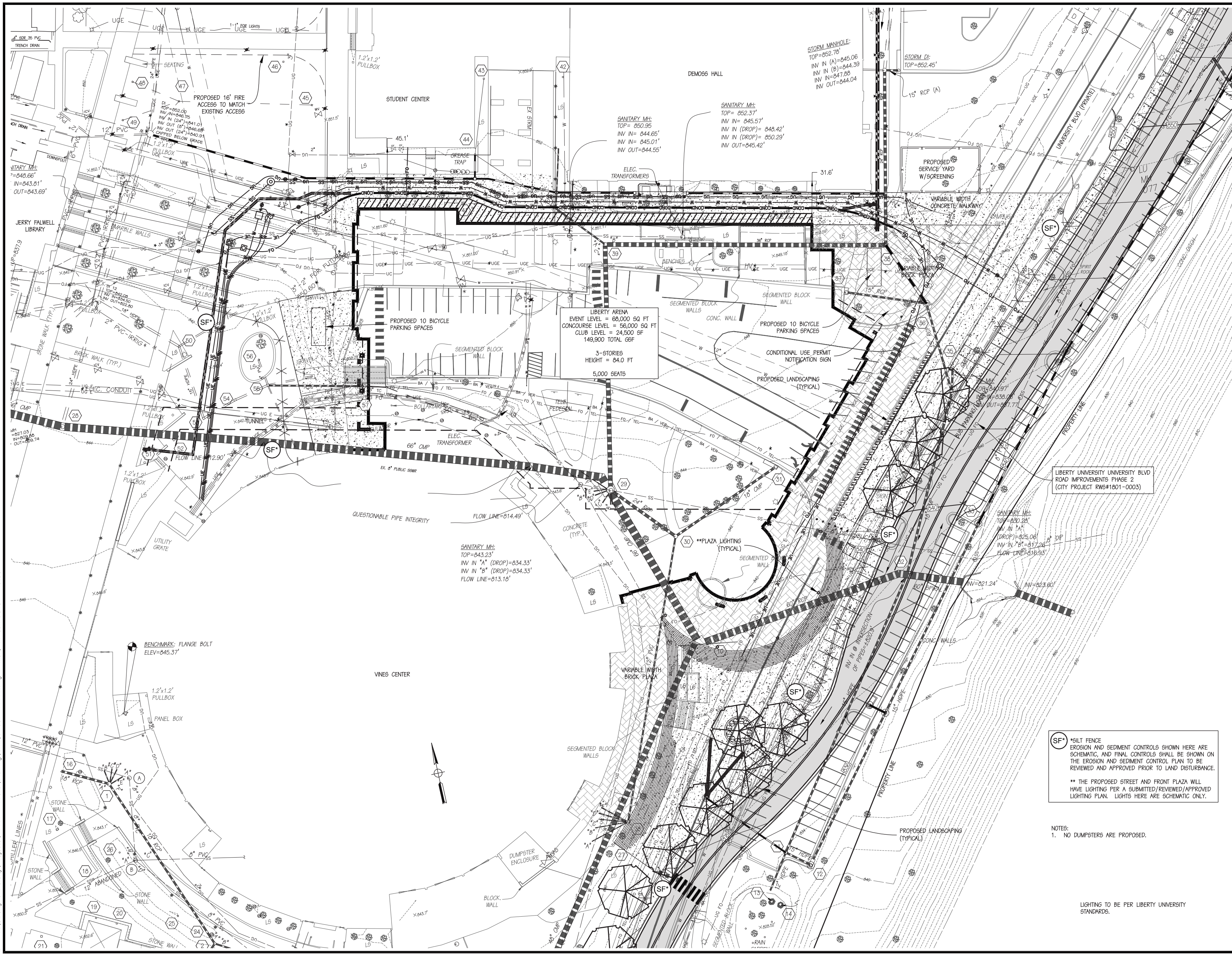
SHEET TITLE

CONDITIONAL USE SCHEMATIC SITE PLAN

GRAPHIC SCALE
0 30 60
1"=30'

CITY PROJECT#
CUP1805-0001

JOB NO.: 17177
SHEET NO. 2 of 3



PERKINS & ORRISON
ENGINEERS ▲ PLANNERS ▲ SURVEYORS
27 GREEN HILL DRIVE, FOREST, VIRGINIA 24551
PHONE: 434-525-5985 FAX: 434-525-5986
EMAIL: pno@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

CONSULTANTS

SEAL:

COMMONWEALTH OF VIRGINIA
RUSSELL H. ORRISON
Lic. No. 031849
06/11/2018
PROFESSIONAL ENGINEER

JOB:

LIBERTY UNIVERSITY
LIBERTY ARENA
CONDITIONAL USE PERMIT
CITY OF LYNCHBURG, VIRGINIA

CLIENT:

ODELL ARCHITECTS

MARK	DATE	DESCRIPTION
1	06/11/2018	PER COMMENTS

ISSUE:	05/07/2018
CONTOUR INTERVAL:	2'
DESIGNED BY:	RHO
DRAWN BY:	PWS
CHECKED BY:	RHO

SHEET TITLE

EXISTING CONDITIONS & SITE SCHMATIC SITE PLAN

GRAPHIC SCALE
0 30 60
1"=30'

CITY PROJECT#
CUP1805-0001

JOB NO.: 17177
SHEET NO. 3 OF 3

ID - P:\Liberty University\Projects\17177 - Arena\Drawing\Civil\C-CUP-17177.dwg - Mon, 11 Jun 2018 - 12:05

Liberty University Conditional Use Permit Plan for Liberty Arena

City of Lynchburg, Virginia

May 7, 2018
Job # 17177

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

27 Green Hill Drive
Forest, Virginia 24551

540-464-9001 Fax: 540-464-5009

434-525-5985 Fax: 434-525-5986

Email: pno@perkins-orrison.com

While recent zoning ordinance changes allow Liberty University wider latitude within permitted uses of the Institutional zoning district, stadia and arenas require Conditional Use Permits.
This project proposes the construction of a 150,000 square foot arena, connected to the existing Vines Center. The new arena will seat up to 4,500 — with bleacher, club, and loge seating options — and up to 5,000 with floor seating. It will host men's and women's basketball games, as well as women's volleyball games. (The Vines Center will continue to be used for any games in which attendance is expected to exceed 4,000). The facility will become the operations center for the volleyball program, with expanded locker rooms and office space. The addition will save countless man-hours currently involved in the configuration of Vines for Convocation and sporting events, allowing for Vines to remain in Convocation set-up for extended periods of time. We do not foresee holding events in Vines and the new arena at the same time, and so while there are now 15,000 seats within the complex, the peak occupancy is still associated with a full Vines Center – about 10,000 seats.

Utilities
The site is served by public waterline and public sanitary sewer line that currently cross the site, and which will be upsized and reconfigured with this work. Early plans for the waterline relocation have been submitted and reviewed, and if approved, the early utility relocation package will be the first item of work. A large storm sewer line also passes underneath the existing Vines Center, and that aging corrugated metal pipe will be replaced with a larger concrete pipe which will pass under the new arena.

Traffic
Liberty University recently received a Conditional Use Permit for the expanded football stadium, which when completed will seat approximately 25,000. A detailed traffic study was reviewed and approved for that work. We do not foresee any situation where both athletic facilities would be used for significant events on the same day, and the new arena seats a maximum of 5000. Liberty University has discussed future traffic study needs with City staff, and it has been agreed that a study will be more productive once the "ramp and roundabout" onto Rte 460 is in operation, as well as the Odd Fellows Road connection. Additionally, traffic is still acclimating to the Liberty Mountain Drive extension recently completed and put into service, connecting Rte 29 at the airport to Campus East with a multi-lane road, along with the new bridge over Rte 460 connecting Campus East to the main campus. In light of the traffic study recently completed which contemplated 25,000 fans as opposed to the 5000 proposed here, we intend to participate with the City in a future traffic study once new traffic patterns have been established.
As shown on the renderings, the existing University Blvd. will be relocated toward Rte 460, along the alignment of the existing parking lot, allowing for a suitable plaza in front of Vines and the arena. The road plans to accomplish this relocation have been approved by the City.

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

27 Green Hill Drive
Forest, Virginia 24551

540-464-9001 Fax: 540-464-5009

434-525-5985 Fax: 434-525-5986

Email: pno@perkins-orrison.com

Parking

Liberty University has begun preliminary design work for a large parking deck to be constructed on the Campus East side of Rte 460, in close proximity to the pedestrian tunnel that leads under Rte 460 to the Vines Center.

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

27 Green Hill Drive
Forest, Virginia 24551

540-464-9001 Fax: 540-464-5009

434-525-5985 Fax**:** 434-525-5986

Email: pno@perkins-orrison.com

Liberty Arena CUP Petition
1971 University Boulevard
June 13, 2018

PLEASE PRINT

NAME	ADDRESS	PHONE	IN FAVOR	IN OPPOSITION	NEUTRAL
RUSS ORRISON	17 W. NELSON ST		√		
DAN DETER	LIBERTY U		√		

From: Larry Bassett [mailto:lhbassett@ntelos.net]
Sent: Monday, July 02, 2018 3:25 PM
To: Chambers, Valeria
Subject: Request appearance before city council during public speaking

I would like to request public time on the city Council agenda at the beginning of the next meeting possible to make a public comment and request of the council Regarding changing the local election from May to November.

LarryBassett
901 Jefferson St #6F
24504

071K

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **July 10, 2018** AGENDA ITEM #: **11**

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

ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase CPR Manikins, cardiac monitor, and stretcher

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 $56,938 with resources of $28,204 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF), $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.

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

The Fire Department has been awarded RSAF grant funds to purchase one (1) LifePak 15 cardiac monitor and one (1) Power Pro stretcher.

The CPR manikins will replace and upgrade current manikins to reflect the most recent American Heart Association standards. The manikins will be used for LFD employee training and public CPR classes.

The LifePak 15 cardiac monitor will replace one in-service unit purchased in 2008. The monitor has remained in service through a preventative maintenance contract; however, it has significantly exceeded the useful life recommended by the manufacturer. LifePak 12 is no longer supported.

The Power Pro stretcher will replace one in-service unit purchased in 2008. The stretcher has remained in service through a preventative maintenance contract; however, it has exceeded the manufacturer's recommended useful life not only in age but in the number of lift hours.

This grant requires a local match; the department applied for these funds under a Hardship Request, which would have required the locality to pay 20 percent and RSAF would have paid 80 percent. However, the RSAF funds were awarded with a required 50 percent match. The itemized cost: CPR manikins - $4,857, one LifePak 15 cardiac monitor - $34,036 and one Power Pro stretcher - $18,045. With a total cost of $56,938, the required local match is $28,734. The match will be funded from the FY 2017 General Fund Fire Department budget and the General Fund Fire Equipment Assigned Fund Balance.

PRIOR ACTION(S): Finance Committee, July 10, 2018

FISCAL IMPACT: $28,734 in matching funds will be provided from the Fire Department's FY 2017 budget and the General Fund Fire Equipment Assigned Fund Balance; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment.

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

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2019 City/Federal/State Aid Fund budget is amended and $56,938 is appropriated with resources of $28,204 from the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF), $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.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

075K