

**LYNCHBURG CITY COUNCIL
PHYSICAL DEVELOPMENT COMMITTEE**

**Tuesday, May 8, 2018
8:00 a.m.**

Information Items

Recent/Pending Contract Awards: -none

Update on priority projects: -See attached report.

General Business

1. Logans Lane/Leesville Road Turn Lanes
2. Roll Call

Lee Newland

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

Next Meeting: June 12, 2018

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

May 8, 2018

Projects of Interest		Phase	Phase Completion		Notes
Timberlake / Logan's Lane Intersection		Construction	October 2018		Construction Underway - Ramp Closure Moved to Mid-June due to Weather and School
Wards Ferry Road Improvements @ Heritage		Construction	October 2018		Construction Underway
Main Street Bridge		Construction	November 2018		Construction Underway
College Lake Dam		Preliminary	June 2018		Permit Renewed - Reviewing Preliminary Engineering Report
One Way Pairs @ 501/221		Preliminary	June 2019		NEPA Document Underway
Odd Fellows Road - Sections A and B1		Construction	August 2018		Working at Mayflower Drive Intersection
Odd Fellows Road - Section B2		Construction	May 2019		Awarded to English Construction Starting in Spring
Downtown Watermain Replacement & Streetscape 1	*	Construction	September 2017		Complete
Downtown Watermain Replacement & Streetscape 2		Design	May 2019		Survey and Design Underway
Liberty Mountain Drive - Phase 3	*	Bid	April 2018		Bids Received Under Budget
Fifth Street Phase 3	*	Construction	June 2019		Construction Underway
Indian Hill Road Bridge		Design	August 2018		In Design
VDOT Median Barrier Replacement 29 North		Construction	December 2018		Construction Underway
Police Department Headquarters	*	Preliminary	December 2018		Environmental and Demolition RFP's Being Prepared

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **May 8, 2018, Physical Development Committee**

AGENDA ITEM #:

CONSENT:
ACTION:

REGULAR: **X**
INFORMATION: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Logans Lane / Leesville Road Turn Lanes.

KEY ELEMENTS:

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

RECOMMENDATION: Forward to Council after details and amount is received by the June 12 meeting.

SUMMARY: The Logans Lane project started as an area wide improvement that included work from Long Meadows Drive to Leesville Road along Fort Avenue/Timberlake Road. After design was started the improvements planned exceeded the project budget so the last portion, turn lane improvements at Leesville Road, was removed from the project. When the project was awarded, the bid was below the budget and staff decided to pursue adding back the turn lane portion to finish the area improvements. Since this is a Virginia Department of Transportation Revenue Sharing Project, the additional work will need to be added to the current contract. The estimated construction cost could be close to the 25% cap that has to be approved by City Council, so this is to inform PDC and answer any questions before the Agenda Item goes to full council for the June 12, 2018 meeting.

Copies of the proposed improvements are attached to this report. A full size plan will be available for the meeting.

PRIOR ACTION(S): None

FISCAL IMPACT: 50% of total change order to be funded by local funds.

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

ATTACHMENT(S): Location of Project
Plans for Improvement

REVIEWED BY:



**PROJECT AREA
4.0 ACRES**

THRU AND RT TURN

**DUAL LEFT
TURN LANES**

ADD THRU LANE

**EXTEND RIGHT TURN LANE
FROM LEESVILLE TO WARDS
FERRY RD**

**REDESIGN SIGNAL but
COORDINATE WITH SIGNAL
at WARDS FERRY RD**

**MODIFY MIDDLE ISLAND TO
CLOSE LEFT WESTBOUND**

**DUAL THRU LANES
MODIFYING YIELD
ISLAND**

COUNCIL MEMBER PERROW WILL GIVE THE INVOCATION

AGENDA

City Council Meeting of May 8, 2018

NO 4:00 P.M. WORK SESSION

6:00 P.M. - Hill Climbers Reception (Holiday Inn Downtown)

**Council Chamber - 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**

RECOGNITIONS

- Older American's Month
- Brandon Dizon (ROTC) student participating in an event in Normandy, France
- Mayor's Youth Council Students
- 2018 Hill Climbers

CONSENT AGENDA

- #1. Consideration of approving the minutes of the March 20, 2018 meeting.
- #2. Consideration of approving the minutes of the March 27, 2018 meeting.
- #3. Consideration of approving the minutes of the April 9, 2018 meeting.
- #4.* Consideration of adopting a Resolution #R-18-024 to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate \$20,812 with resources of \$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.

- #5.* Consideration of adopting a Resolution #R-18-025 to amend the FY 2018 City/Federal/State Aid Fund budget and appropriate \$50,000 with resources of \$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.
- #6.* Consideration of adopting a Resolution#R-18-026 to amend the FY 2018 Operating and Capital Budgets and appropriate or rescind funds to reflect the Third Quarter Adjustments.

PUBLIC HEARING

- #7. Public hearing to receive input from citizens regarding appointments (or reappointments) to vacancies that will exist June 30, 2018, in School Districts I, II, and III.
(File: Schools)
- #8. Public hearing regarding 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.
(File: Community Development) #R-18-_____
#O-18-_____
- #9. Public hearing regarding 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.
(File: Community Development) #R-18-_____

GENERAL BUSINESS

- #10. Consideration of adopting a Resolution to approve the award of the City's Towing and Vehicle Recovery Contract to Bee Line Transport, Inc.
(File: City Council) #R-18-_____
- #11. First Reading on the Adoption of the FY 2019 Budget Resolutions.
- A: Consideration of introducing a Resolution adopting the FY 2019 General Fund Operating Budget (excluding External Service Providers and Component Units expenditures) and appropriating \$211,152,327 for this budget.
#R-18-_____
- B: Consideration of introducing a Resolution adopting the FY 2019 Mandated and Contractual External Service Providers Budget and appropriating \$8,100,370 for this budget.
#R-18-_____
- C: Consideration of introducing a Resolution adopting the FY 2019 Discretionary External Service Providers Budget and appropriating \$43,841 for this budget.
#R-18-_____
- D: Consideration of introducing a Resolution adopting the FY 2019 School Operating Budget and appropriating \$108,300,949 for this budget.
#R-18-_____
- E: Consideration of introducing a Resolution adopting the FY 2019 Greater Lynchburg Transit Company Budget and appropriating \$8,277,373 for this budget.
#R-18-_____
- F: Consideration of introducing a Resolution adopting FY 2019 Operating Fund Budgets for other funds and appropriating the sums of each fund.
#R-18-_____
- G: Consideration of adopting a Resolution amending the FY 2019 – 2023 Capital Improvement Program Budget.
#R-18-_____
- H: Consideration of introducing a Resolution adopting the FY 2019 Capital Budget and appropriating \$30,001,938 for the City Capital Projects Fund, \$4,195,000 for the Schools Capital Projects Fund, \$3,200,000 for the Airport Capital Projects Fund, \$7,902,000 for the Water Capital Projects Fund, \$4,476,000 for the Sewer Capital Projects Fund, and \$3,320,000 for the Stormwater Capital Projects Fund.
#R-18-_____
- I: Consideration of adopting a Resolution of 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.
#R-18-_____
- J: Consideration of introducing a Resolution appropriating \$50,000 of the FY 2019 Reserve for Contingencies funding for use by the City Manager for the fiscal year beginning July 1, 2018 through June 30, 2019.
#R-18-_____
- K: Consideration of adopting a Resolution 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%.
#R-18-_____
- (File: FY 2019 Budget/CIP/City Code)

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// A special meeting of the Council of the City of Lynchburg was held on the 20th day of March, 2018, at 4:00 P.M. in the Council Chamber, City Hall, Joan Foster, President, presiding. The purpose of the meeting was to conduct a work session regarding the FY 2019 Budget. The following Members were present:

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

Absent: Helgeson 1

// Mayor Foster made the following announcement from the Governor's office: Governor Ralph Northam announces 34 new jobs in the City of Lynchburg at Tessy Plastics. Tessy Plastics to invest \$9.2 million to expand plastics manufacturing operations here in Lynchburg.

// Mayor Foster mentioned that Dr. Massie will be leaving at the end of the month as Interim Superintendent of Lynchburg City Schools and stated "we can't thank you enough for what you have done in your role as interim superintendent. You are a friend to all of us, students and teachers, you are just a friend to Lynchburg and we cannot thank you enough for your service and friendship."

// Interim Superintendent of Schools Dr. Larry Massie presented the Lynchburg City Schools FY 2019 Operating Budget. Dr. Massie thanked City Council, City Manager Bonnie Svrcek and Chief Financial Officer Donna Witt for the many hours they have spent in meetings to discuss the FY 2019 Schools Funding request. He mentioned and appreciated very much the dedication of Deputy City Attorney Nora Dunn, who handles legal matters for the Schools. Dr. Massie stated that he had been asked three questions by City Manager Bonnie Svrcek on behalf of City Council. The questions are as follows:

1. Provide a history of positions, and a breakdown from FY 2010 – FY 2018 as follows:
 - Total increase in positions year-to-year broken down by
 - Instructional – Mandated
 - Instructional – Non-Mandated
 - Non-Instructional
2. Explain any restrictions on the \$2 million in additional State Funding in FY 2019.
3. How many positions were added in FY 2018 that were not funded in the FY 2018 Adopted Budget?

He responded to question one (1) by providing the following information on the history of positions from School Year 2010-2011 through School Year 2017-2018.

<u>School Year</u>	<u>Instructional Non-Mandatory</u>	<u>Instructional Mandatory</u>	<u>Non-Instructional</u>
2010-2011	-3.5	-6.5	-3.5
2011-2012	+2.5	-13	+5
2012-2013	-4	+13	+6.5

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2013-2014	Level Staffing	+15	+18.5
2014-2015	+4	+9.5	+8
2015-2016	+50	+27	+6.5
2016-2017	+32.5	+27	+24
2017-2018	-4.5	+13	+15
Total	+77	+85	+80

The staffing numbers that were provided have risen over the period of FY 2010 – FY 2018 (Instructional Non-Mandatory +77 positions, Instructional Mandatory +85 position and Non-Instructional +80 positions). There have been some questions about overstaffing in Schools administration. After investigating this concern, we have begun the process of analyzing every department as to what functions need to be done and what numbers of personnel are needed to perform those functions.

The answer to question two (2) is there were no restrictions placed on the \$2,000,000 in additional State Funding.

The answer to question three (3) was six positions added in 2017-2018 which were not in the original budget. There were five teachers and two Instructional Assistants. One of the teachers and the two Instructional Assistants were for behavioral issues. One position was a Math teacher for Heritage High School. Two positions were elementary teachers to satisfy the K-3 class size initiative and one was a teacher to reduce the pupil-teacher ratio in a fourth grade to help with behavior issues. Dr. Massie went on to say that the Schools are requesting level funding for FY 2019 that would amount to \$42,028,498. In addition we are requesting the City to purchase eight (8) school buses totaling \$713,000. It is imperative that we replace our buses on a 15-year replacement cycle. As the buses age, maintenance costs rise and student safety issues rise as well. Dr. Massie further stated if level funding and funding for the eight school buses are approved, they still have to pare \$750,000 from their Budget to balance. The question was asked about the approximately \$2 million in State Funding for next year. It was asked if there were any restrictions on the approximately \$2 million from the State and there are none. Listed below is the Schedule for Tier 1 Budget Funding requests for FY 2018 to FY 2019 Operating Budget:

• FY 2019 State Additional Funding	\$2,028,408
o Less: Reduction in LCS Miscellaneous Revenue	(\$28,500)
o Reduction in City of Lynchburg Funding	-0-
o Add: FY 2018 Budget Savings	<u>\$516,476</u>
• Net Increase in FY 2019 Funding	\$2,516,384
o Less: Total Tier 1 Budget Requests	(\$2,888,448)
o Elimination of Title II Part A Federal Funding	<u>(\$377,130)</u>
FY 2019 Budget Funding Gap	<u>(\$749,194)</u>

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The information below reflects the Total Tier 1 Budget Funding requests from FY 2018 to FY 2019

Operating Budget Summary:

<u>Item Description</u>	<u>FTE</u>	<u>Total</u>
Medical cost increase		\$1,603,850
SPED Teachers	7	\$393,816
SPED Instructional Assistants	8	\$200,002
Transportation Bus Assistants	6	\$173,466
Regular Instructional Teachers	4	\$211,160
Regular Instructional Assistants	2	\$47,754
Operational Items		<u>\$258,400</u>
Total	27	\$2,888,448

Dr. Massie went on to say the teachers and staff are no doubt concerned about salaries. Our teachers and staff deserve a salary increase. Lynchburg City Schools (LCS) should strive to be the highest paid school district in the area in order to attract and retain the best and brightest teachers and staff. He stated he noticed that the surrounding localities are proposing salary increases but Lynchburg City Schools are not. The funding for a salary increase is not present but even a modest 1% salary increase would require a \$710,000 increase in local funding. To implement a salary increase it will require additional funding. He suggested the scenario of a \$1.1 million cut of local funding.

Listed below is the Schedule of Tier 1 Budget Funding requests for FY 2018 to FY 2019

Operating Budget:

• FY 2019 State Additional Funding	\$2,028,408
o Less: Reduction in LCS Miscellaneous Revenue	(\$28,500)
o Reduction in City of Lynchburg Funding	(\$1,100,000)
o Add: FY 2018 Budget Savings	<u>\$516,476</u>
• Net Increase in FY 2019 Funding	\$1,416,384
o Less: Total Tier 1 Budget Requests	(\$2,888,448)
o Elimination of Title II Part A Federal Funding	<u>(\$377,130)</u>
FY 2019 Budget Funding Gap	<u>(\$1,849,194)</u>

The personnel cuts required by level funding can be made through attrition of staff and personnel transfers. To balance a Budget with a reduction in local funding of \$1,100,000 means a reduction in personnel amounting to \$1,849,194. This is a severe cut, and it cannot be guaranteed that attrition and personnel transfers will cover that amount. Dr. Massie requested the opportunity to make the substantial cuts that will be required by level funding, and not the draconian cuts that will be required by the reduction in local funding of \$1,100,000.

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After the presentation of the Schools Budget Council had the following questions and concerns:

- Tier 1 Budget request, regarding the medical cost (\$1,603,850) is that an additional cost over the cost from last year and the Transportation cost (\$173,466) is that also an additional cost over last year? 1% increase going to the Schools for FY 2018 to FY 2019.
- What cuts the Schools will do in order to meet the gap?
- What impact will be seen in services and programs to meet the gap?
- The possibility of dramatically rethinking Lynchburg's education system in order to do more with less.
- How to deal more effectively with increased reports of problems with behavior and mental health crises in students.
- ADM (Average Daily Membership) has declined.
- In regard to the additional \$2 million coming from the State, are those funds already allocated?
- What percent of the School's budget is contributed to poverty with the poverty rate in the City at 24%?
- What amount of the Schools budget is for unfunded mandates?
- Special education Student needs are being met on services and programs.
- Since FY 2017 the cost per Student has increased.
- How many children in private schools are receiving special education services provided by Lynchburg City Schools?
- What are the alternative programs at each level (elementary, middle, high school) and the cost of each?
- How much is spent on parent engagement?

In conclusion, Dr. Massie was asked to respond with a memorandum to the questions and concerns that were proposed by City Council.

// City Manager Bonnie Svrcek continued reviewing the FY 2019 Proposed Operating Budget and began this work session with Human Resources.

- Human Resources – The Department Submitted FY 2019 Human Resources and

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- Occupational Health budget of \$915,718 represents a 3.1% decrease of \$28,884 compared to the Adopted FY 2018 budget of \$944,602.
- Registrar – The Department Submitted FY 2019 Registrar budget of \$186,968 represents a 2.2% decrease of \$4,125 compared to the Adopted FY 2018 budget of \$191,093. The Submitted FY 2019 Electoral Board budget of \$103,061 represents a 2.0% decrease of \$2,063 compared to the Adopted FY 2018 budget of \$105,124. (The Registrar and Electoral Board Budgets are the same as the prior year).
- State Treasurer – The Department Submitted FY 2019 State Treasurer budget of \$169,985 represents a 1.2% decrease of \$2,063 compared to the Adopted 2018 budget of \$172,048. (Budget is the same as the prior year).
- Circuit Court Clerk (24th Judicial District) – The Department Submitted FY 2019 Circuit Court Clerk budget of \$867,404 represents a 1.2% decrease of \$10,837 compared to the Adopted FY 2018 budget of \$878,241.
- Circuit Court Judges (24th Judicial District) – The Department Submitted FY 2019 Circuit Court Judges budget of \$159,917 represents a 2.5% decrease of \$4,125 compared to the Adopted FY 2018 budget of \$164,042.
- Office of the Commonwealth's Attorney – The Department Submitted FY 2019 Office of the Commonwealth's Attorney budget of \$1,674,222 represents a 1.1% decrease of \$18,564 compared to the Adopted FY 2018 budget of \$1,692,786.
- General District Court – The Department Submitted FY 2019 General District Court budget of \$58,173 represents a 14.9% decrease of \$10,150 compared to the Adopted FY 2018 budget of \$68,323.
- Juvenile and Domestic Relations (J&DR) District Court – The Department Submitted FY 2019 Juvenile and Domestic Relations (J&DR) District Court budget of \$15,024 represents no change compared to the Adopted FY 2018 budget.
- Magistrate – The Department Submitted FY 2019 Magistrate budget of \$3,977 represents no change compared to the Adopted FY 2018 budget.
- Sheriff's Office – The Department Submitted FY 2019 Sheriff's Office budget of \$2,069,370 represents a 0.2% increase of \$3,186 as compared to the Adopted FY 2018 budget of \$2,066,184.
- Police Department including Range Operations, Off-Duty, and Animal Control Unit Budget - The Department Submitted FY 2019 Police Department budget of \$17,508,903 represents a 1.8% decrease of \$328,627 compared to the Adopted FY 2018 budget of \$17,837,530. The City Manager stated in response to her request for each department to submit a 2% reduction the Police Department submission included the following:

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- o Community Action Team (CAT) unit
- o Crisis Intervention Team (CIT) Coordinator hourly position
- o two full-time Animal Control Officers, one part-time Animal Control officer and two hourly wildlife management positions and animal control overtime funding in the Animal Control Division
- o \$22,304 increase in Contractual Services
- o \$44,981 increase in Internal Service Charges reflecting Fleet Services
- o \$4,375 increase in Other Charges reflecting historical costs and laptops for the School Resource Officers
- o \$2,970 increase in Rentals and Leases reflecting a new contract for the asset forfeiture storage facility in the Police Division
- o \$88,910 increase in Capital Outlay reflecting the replacement of the in-car camera system and network and storage servers in the Police Division

Ms. Svrcek stated in her Proposed Budget the following items were restored back to the Police Department:

- Restored the Community Action Team and the positions in the Animal Control Division
- Funded the reclassified Police Administrative Manager position
- Increase of \$10,512 in Internal Service Charges due to restoring the positions in the Animal Control Division
- Increase of \$12,860 in Other Charges due to restoring the positions in the Animal Control Division
- Decrease of \$79,710 in Capital Outlay due to not funding the replacement of the in-car camera system in the Police Division

After Council's discussion regarding the Police Department it was asked to put the In-Car Camera Replacement on "The List".

- Emergency Services – The Department Submitted FY 2019 Emergency Services budget of \$2,618,695 represents a 2.8% decrease of \$74,255 compared to the Adopted FY 2018 budget of \$2,692,950.
- Fire Department including Technical Rescue Team/Partners in Emergency Response Program – The Department Submitted FY 2019 Fire Department budget of \$15,412,914 represents a 3.0% decrease of \$480,598 compared to the Adopted FY 2018 budget of \$15,893,512. The Manager's Proposed budget includes the following changes from the Department submission:
 - Restore the eight (8) Firefighter/EMT positions and fund a recruit school in FY 2019.
 - \$6,515 increase in Internal Service Charges to restore funding to Fleet Services estimates.

// Due to time constraints Council will continue the review of the FY 2019 Proposed Operating Budget on March 27, 2018 beginning with Public Works.

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// During roll call Council Member Nelson mentioned he received a concern about the rerouting of the HOPPER that mainly serves downtown. Since there will be work in the area of 5th and Federal Streets and there are several businesses in that area, could the HOPPER make a loop in that area because the businesses stated the work that will be happening there will hurt their business.

Would it be possible to have the HOPPER travel to the roundabout that is located on 5th and Federal Streets and then return to Downtown?

// Council Member Wilder mentioned he had a water break in front of his residence and he wanted to thank the employees of Water Resources. He mentioned how kind and polite they were keeping him informed of what was going on with the water situation and he went on to say they worked long into the night until the water situation was resolved. He appreciates the extra efforts that City employees go to on a daily basis.

// Vice Mayor Tweedy thanked City Staff for hosting the meeting at Fifth Street Baptist Church last evening, and mentioned people seemed engaged in asking questions.

// The meeting was adjourned at 6:18 P.M.

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// A regular meeting of the Council of the City of Lynchburg was held on the 27th day of March, 2018, at 4:00 P.M. in the Council Chamber, City Hall, Joan Foster, President, presiding. The following Members were present:

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

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Absent:

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// City Manager Bonnie Svrcek continued reviewing the Proposed FY 2019 Operating Budget.

// The City Manager stated two items have been added to "The List":

- Funding for the Liaison position in the City Manager's Office for \$30,000
- Funding for the In-Car Camera System in the Police Department for \$80,000

Council Member Perrow asked to put on the list to remove the \$2 million (1.1%) in Reserve and add on the list on the balance side the \$2 million Reserve for State Funding gaps.

Mayor Foster asked to put several items on "The List" which include to provide clarification on impact of reduction in School funding and provide the number of veteran teachers that have not received a pay increase in the last two or three years.

The City Manager continued reviewing the FY 2019 Proposed Operating Budget and began this work session with Public Works.

- Public Works – The Department Submitted FY 2019 Public Works budget of \$18,290,782 represents a 0.5% decrease of \$89,407 compared to the Adopted FY 2018 budget of \$18,380,189. The Manager's Proposed budget includes the following change from the Department submission: \$200,000 increase in Contractual Services to restore funding for the seven recycling drop off sites and \$40,000 decrease in the Payment to Region 2000 Services Authority to eliminate additional tipping fees for trash disposal due to restoring drop off recycling.

- **Human Services – The Department Submitted FY 2019 Human Services - Juvenile Services budget of \$4,103,924 represents a 2.6% decrease of \$110,962 from the Adopted FY 2018 budget of \$4,214,886.**
- **Human Services – The Department Submitted FY 2019 Human Services - Social Services budget of \$17,035,786 represents a 0.6% increase of \$95,572 from the Adopted FY 2018 budget of \$16,940,214.**
- **Public Library – The Department Submitted FY 2019 Public Library budget of \$1,434,597 represents a 2.8% decrease of \$40,928 compared to the Adopted FY 2018 budget of \$1,475,525.**
- **Parks and Recreation, Recreation Services and Community Market Budget – The Department Submitted FY 2019 Parks and Recreation budget of \$3,745,200 represents a 2.0% decrease of \$76,228 compared to the Adopted FY 2018 budget of \$3,821,428.**

// Council Member Helgeson left the meeting (5:10 p.m.).

- **Community Development – The Department Submitted FY 2019 Community Development budget of \$1,779,861 represents a 1.2% decrease of \$21,190 compared to the Adopted FY 2018 budget of \$1,801,051.**
- **Office of Economic Development and Tourism – The Department Submitted FY 2019 Office of Economic Development and Tourism budget of \$1,636,401 represents a 2.8% decrease of \$47,873 compared to the Adopted FY 2018 budget of \$1,684,274. The Manager's Proposed budget includes the following change from the Department submission: \$2,071 decrease in Other Charges reflecting funding the Lynchburg Regional Business Alliance at the same amount as in the FY 2018 Adopted Budget.**
- **Museums Budget – The Department Submitted FY 2019 Museums budget of \$473,673 represents a 0.1% increase of \$702 compared to the Adopted FY 2018 budget of \$472,971.**
- **Parking Management Budget – The Department Submitted FY 2019 Parking Management budget of \$532,774 represents a 6.0% increase of \$30,314 compared to the Adopted FY 2018 budget of \$502,460.**
- **Communications and Marketing Budget – The Department Submitted FY 2019 Communications and Marketing budget of \$789,838 represent a 3.0% decrease of \$24,752 compared to the Adopted FY 2018 budget of \$814,590.**

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// Council Member Helgeson returned to the meeting (5:35 p.m.).

Director of Financial Services Donna Witt provided an overview of the External Service Providers. Ms. Witt stated the City provides funding to external organizations that provide various mandated, contractual, or discretionary services to the community. After the review of the External Services Providers several items were put on "The List"; Elizabeth's Early Learning Center and Virginia Legal Aid Society.

- **Fleet Services Budget – The Department Submitted FY 2019 Fleet Services budget of \$6,699,157 represents a 7.9% decrease of \$577,770 compared to the Adopted FY 2018 budget of \$7,276,927.**
- **Airport Fund Budget – The Department Submitted FY 2019 Airport Fund budget of \$2,566,168 represents a 3.5% increase of \$87,101 as compared with the Adopted FY 2018 budget of \$2,479,067.**

// Water Resources Director Tim Mitchell provided the FY 2019 Water Resources Budget Overview. The Highlights of the overview include the following for the Water Fund, Sewer Fund and Stormwater Fund:

Water Fund

- **Water Resources is a 24/7 Operation**
- **We provide one of, if not the most essential service in the City of Lynchburg. Our services are essential for life, economic vitality, fire protection, and environmental protection**
- **Every person and every business depends on our services every single day**
- **Failure to deliver these services continuously in a safe, affordable manner is not an option**
- **FY 2019 Total Revenues for the Water Fund, Sewer Fund and Stormwater Fund will total \$40,920,764**
- **FY 2019 Total Expenses for the Water Fund, Sewer Fund and Stormwater Fund will total \$44,304,325**
- **FY 2019 Water Fund Revenues - expecting only minimal changes and not proposing any rate increases in the three funds. (Highlights are: Water sales are flat; \$147,000 increase from industrial contracts; and \$68,000 decrease from counties)**

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- **Water Fund Revenues for FY 2018 Adopted Budget - \$14,899,338; FY 2019 Proposed Budget - \$14,978,258; a difference of \$78,920 with a change of 0.5%**
- **Water Fund Expenses for FY 2018 Adopted Budget - \$15,849,176; FY 2019 Proposed Budget - \$17,137,410; a difference of \$1,288,234 with a change of 8.1%**

Sewer Fund Revenues

- **Sewer Fund Revenues for FY 2018 Adopted Budget total \$22,367,190; FY 2019 Proposed Budget total \$22,451,706; a difference of \$84,516 with a change of 0.4%. The highlights of the Sewer Fund Revenues include:**
 - **Sewer projected to be flat**
 - **\$118,750 increase from industrial contracts**
 - **\$7,128 decrease from counties**
- **Sewer Fund Expenses for FY 2018 Adopted Budget - \$22,469,725; FY 2019 Proposed Budget - \$23,465,802; a difference of \$996,077 with a change of 4.4%**

Stormwater Fund

- **Stormwater Fund Revenues for FY 2018 Adopted Budget - \$3,476,120; FY 2019 Proposed Budget - \$3,490,800; a difference of \$14,680 with a change of 0.4%.**
- **Stormwater Fund Expenses for FY 2018 Adopted Budget - \$3,670,581; FY 2019 Proposed Budget - \$,701,113; a difference of \$30,532 with a change of 0.8%**

Mr. Mitchell stated he is proposing six (6) new positions in the Water Resources Department.

- **Two new Utility Line Locators (one in the Water Fund and one in the Sewer Fund)**
- **Three new Utility Line Technicians (one in each of the three funds)**
- **One new Wastewater Plant Mechanic (Sewer Fund)**

Pay Challenges

- **Included an equivalent of a 2% pay increase in our budgets for compensation adjustments pending the outcome of the salary study**
-

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- Have a number of very unique positions that are hard to fill and require years of training to achieve the proper certification
- Neighboring Utilities in Amherst, Bedford, and Campbell Counties are including a 3% pay increase in their proposed budgets
- Our Wastewater Operators are already significantly lower than those working for the Bedford Regional Water Authority (BRWA) at a far less complex treatment plant
- One Industrial Monitoring Coordinator recently accepted an offer from BRWA with a 25% pay increase
- Water Resources was not included in recent pay adjustments in other departments even with similar positions
- Over the last 2 years the Field, Water Plant and Wastewater Plant Operations has experienced 23%, 12.5%, and 13% turnover respectively

In conclusion, Mr. Mitchell included the following summary items in the Water Resources Department:

- Water, Sewer and Stormwater Budgets developed with no rate increases
- Workload, failing infrastructure, employee pay and retention are our most significant challenges
- Budgets primarily increase due to capital transfers – needed to bring fund balances within Council's Financial Policies
- All financial targets met except Debt Coverage ratio in the Sewer Fund at 1.18 but ratio 1.28 the following year
- Six new positions proposed,
 - Two will result in a \$100,000 savings the first year and \$200,000 each year thereafter
 - Three will pay for themselves within three years
 - One is needed because of new facilities

The six (6) positions would be funded through on-going revenues.

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// Due to time constraints, Council will continue review of the FY 2019 Proposed Budget on April 10, 2018 beginning with Other Funds .

// During roll call Mayor Foster made the following announcement: A Unity in our Community Gathering will be held on Tuesday, April 3, 2018 at 6:00 P.M. at E. C. Glass High School Auditorium.

// City Council recessed the meeting at 6:55 p.m.

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

The following Members were present:

Present: Dolan, Helgeson, Nelson, Perrow, Tweedy, Wilder, Foster	7
Absent:	0

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

// Mayor Foster presented a Proclamation recognizing the American Red Cross Virginia Region Month. Michelle McCormick, Executive Director of the American Red Cross in Lynchburg accepted the Proclamation.

// Mayor Foster presented a plaque recognizing the Lynchburg Police Department Hero Award from the American Red Cross. Chief Diaz accepted the plaque on behalf of the Lynchburg Police Department.

// In the matter of Public Works, a public hearing was held regarding City Council Report #4 to adopt an Ordinance to amend and reenact Section 25-183.3 of the City Code relating to the operation of Golf Carts and Utility Vehicles on the Public Streets.

Transportation Engineer Don DeBerry provided an overview of the proposed utility vehicle code changes requested by Liberty University.

Richard Hinkley, Chief of Police at Liberty University spoke in favor of the operation of Golf Carts and Utility Vehicles on the Public Streets. There was no one else present who wished to speak to this item, and the public hearing was closed.

Council Member Perrow, Chair of the Physical Development Committee (PDC) stated this matter came before the PDC which recommended approval. This motion does not require a second. Council by the following recorded vote adopted Ordinance #O-18-017, as amended, to amend and

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reenact Section 25-183.3 of the City Code relating to the operation of Golf Carts and Utility Vehicles on the Public Streets:

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

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Noes:

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// In the matter of Public Works, a public hearing was held regarding City Council Report #5 to grant a License Agreement to Level 3 Communications, LLC to install new fiber optic cable and conduit in City-owned rights-of-way along Atherholt Road and Langhorne Road and maintain and operate existing lines under License Agreements previously approved by City Council.

City Engineer Lee Newland provided an overview of the request regarding the Updated License Agreement.

There was no one else present who wished to speak to this item, and the public hearing was closed.

Council Member Perrow, Chair of the Physical Development Committee (PDC) stated this matter came before the PDC which recommended approval. This motion does not require a second. Council by the following recorded vote adopted Resolution #R-18-018, as presented, granting a License Agreement to Level 3 Communications, LLC to install new fiber optic cable and conduit in City-owned rights-of-way along Atherholt Road and Langhorne Road and maintain and operate existing lines under License Agreements previously approved by City Council:

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

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Noes:

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// In the matter of Economic Development, City Council Report #6 was considered. Director of Economic Development Marjette Upshur provided an overview of the request for approving the issuance of up to \$47,000,000 in bonds for Lynchburg College Financing through the Economic Development Authority of the City of Roanoke, Virginia. Ms. Upshur went on to say the bonds will be issued through the Economic Development Authority of the City of Roanoke, Virginia, and regulations require that Lynchburg City Council adopt a resolution supporting the transaction. Mr. Steve Bright, with Lynchburg College explained the details of these Bonds which was very complicated and involved two banks to get these Bonds approved.

Council Member Nelson made a disclosure statement, "I have represented Lynchburg College in the past on real estate matters. That relationship does not rise to the level to activate

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the Virginia Conflict of Interest Act but it could appear to create an appearance of impropriety or conflict. To that instance, I confirm that I can discuss and vote on this without bias or any other prejudice.” On motion of Council Member Perrow, seconded by Council Member Helgeson, Council by the following recorded vote adopted Resolution #R-18-019, as presented, approving the issuance of up to \$47,000,000 in bonds for Lynchburg College through the Economic Development Authority of the City of Roanoke, Virginia:

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

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Noes:

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// In the matter of Parks and Recreation, City Council Report #7 was considered. Community Market Manager Jennifer Kennedy provided an overview of the request. The Lynchburg Community Market (LCM), Virginia Department of Health/Central Virginia Health District (VDH/CVHD), and Virginia Cooperative Extension (VCE) continue to share the common goal of contributing to a healthy and educated community through providing more access to fresh and locally grown food and wellness programming. Ms. Kennedy went on to say with resources from the Virginia Department of Health to fund the second year of the “We Got the Beet” campaign at the Lynchburg Community Market. Council Member Helgeson, Chair of the Finance Committee (FC) stated this matter came before the FC which recommended approval. This motion does not require a second. Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-020, as presented, to amend the FY 2018 General Fund Budget and appropriate \$40,000 to the Parks and Recreation Fees budget with resources from the Virginia Department of Health to fund the second year of the “We Got the Beet” campaign at the Lynchburg Community Market:

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

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Noes:

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// In the matter of Finance and Budget, City Council Report #8 was considered. Director of Financial Services Donna Witt provided an overview of the request that City Council reaffirm the City’s Financial Management Policies. Council Member Helgeson, Chair of the Finance Committee (FC) stated this matter came before the FC which recommended approval. This motion does not require a second. Council by the following recorded vote adopted Resolution #R-18-021, as presented, to reaffirm the City’s Financial Management Policies:

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

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Noes:

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// In the matter of City Code and City Assessor, City Council Report #9 was considered. City Attorney Walter Erwin provided an overview of the Real Estate Tax Refund for News and Advance property located at 101 Wyndale Drive. Council Member Helgeson, Chair of the Finance Committee (FC) stated this matter came before the FC which recommended approval. This motion does not require a second. Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-18-022 as presented, to amend the FY 2018 General Fund budget and appropriate \$171,871 with resources from the General Fund Reserve for Contingencies to refund an overpayment of real estate taxes by the News and Advance for the property at 101 Wyndale Drive for the tax years 2014, 2015, and 2016:

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

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Noes:

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// The meeting was adjourned at 8:15 P.M.

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// A special meeting of the Council of the City of Lynchburg was held on the 9th day of April, 2018, at 7:00 P.M. in the Council Chamber, City Hall, Joan Foster, President, presiding. The following Members were present:

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

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Absent:

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// Mayor Joan Foster welcomed everyone to the public hearing on the FY 2019 Proposed Operating Budget and the Proposed FY 2019 – 2023 Capital Improvement Program for the City of Lynchburg.

// City Manager Bonnie Svrcek provided introductory remarks on the FY 2019 Proposed Operating Budget and the Proposed FY 2019-2023 Capital Improvement Program for the City of Lynchburg. The Proposed FY 2019 Operating Budget and Capital Improvement Program funds include the General, Fleet, Airport, Water, Sewer, Stormwater and other minor funds and totals \$375.4 million, an increase of \$1.1 million or 0.3% over the Adopted FY 2018 Operating Budget. The FY 2019 – 2023 Capital Improvement Program funds total \$383.1 million with a FY 2019 investment of \$57.3 million. The budget proposal was built on the following “Guiding Principles” and fully complies with City Council’s Adopted Financial Management Policies:

- Balance the budget with no new revenue requirements
- Preserve funding for public safety
- Use City Council focus areas (Poverty Reduction, Economic Development, Workforce Infrastructure) as cornerstones for budget development
- Preserve quality of life programs
- Focus on outcomes
- Identify strategic initiatives with long-term outcomes
- Utilize technology to reduce expenditures wherever possible

The General Fund Operating Budget, including Schools, is proposed to be funded with ongoing revenues. The highlights for the General Fund include:

- Maintains current services with no tax increase for services in the General Fund
- \$2.2 million increase in expenditures, reserves and transfers
- Preserves funding for Police Department, Fire Department, Sheriff, Animal Control and Emergency Services

• Reduces Schools Operating fund request by \$748,500; funds replacement of four (4) school buses
Significant changes from the current year in the proposed General Fund budget include the following:

- A decrease in local funding for the operation of Lynchburg City Schools (\$748,465) is proposed. Of this amount, \$1,104,965 is a reduction in the operating budget, which is offset by \$356,500 for school buses. With the end of the General Assembly session, Lynchburg City Schools are slated to receive approximately \$2.0 million in additional funding from the Commonwealth in FY 2019.
- Decrease of \$604,196 in funding for the Blue Ridge Regional Jail Authority based on projected population
- Increase of \$98,577 for Horizon Behavioral Health
- Increase of \$146,000 for a Chief Information Security Officer in Information Technology
- Additional funding for health benefits of \$470,594 based on prior year claims experience
- Additional funding for the Line of Duty Act payments of \$110,000
- Increase in Fleet Vehicle Depreciation of \$344,177
- Increase in Long-Term "On-Time" Financing Reserve of \$500,000 for Capital Improvement Programs
- Decrease of \$175,000 for the Employee Health Clinic offset by \$50,000 for a Workplace Safety and Wellness Program
- Increase of \$548,909 in Debt Service for General Fund and Schools, including the Line of Credit interest.

In Personnel changes there were four (4) additional Full-Time Equivalent (FTE) positions in the General Fund, two (2) FTEs in the Water Fund, three (3) FTEs in the Sewer Fund and one (1) FTE in the Stormwater Fund proposed in Water Resources. There were eight (8) FTE positions in the General Fund proposed to be eliminated. Human Resources Highlights were: no general wage increase proposed, no increase in medical premiums, slight increase in Virginia Retirement System contributions and continued concern with recruitment and retention throughout the City. Pending the results of the Citywide Salary Study and Implementation Plan and due to a lack of available funding, a general wage increase is not proposed in this Proposed Budget. A one-percent (1.0%) general wage increase in the General Fund equals \$623,000. Local funding of \$50.7 million is proposed for Schools Operations (\$41.3 million, including \$356,500 for school bus replacements) and Debt Service (\$9.4 million). The proposed budget includes a decrease of \$748,465 in local funding for Schools Operations. With a projected enrollment of 7,922 students in FY 2019, local per student support for operations would decrease from \$5,265 to \$5,211.

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The Proposed FY 2019 Budget includes new or additional funding for the following major reserves:

- General Fund Reserve for Contingencies
- Other Post-Employment Benefits Reserve
- Long-Term “On-Time” Debt Financing Reserve
- Citywide Salary Study and Implementation Plan Reserve

Ms. Svrcek also mentioned the Airport Fund, Fleet Services Fund, and Water Resources. The Water Fund highlights include: no rate or service charge increase proposed, increased consumption from contract customers, recognizes decreased water sales to Amherst, Bedford and Campbell counties and two new positions, a Utility Line Technician and a Utility Line Locator. The Sewer Fund highlights consists of no change in sewer volume rate or monthly service charge, increase in contract revenues and three new positions, a Utility Line Technician, a Utility Line Locator, and a Plant Mechanic. The Stormwater Fund highlights are: no change in the monthly stormwater management fee, complies with City Council's fund balance policy, investment in stormwater capital projects continue and one new position, a Utility Line Technician. Ms. Svrcek stated in looking ahead, the soon to open Virginian Hotel and the opening of the Academy Center of the Arts are sure to be game-changers for our City. The Main Street Bridge will reopen this calendar year. Design will be completed for Phase II of the Downtown Water Main Replacement and Streetscape Project. Design will be underway for a new Police Department. In closing, Ms. Svrcek stated that with this Budget Proposal she has two major concerns:

- Resources are not available to propose a general wage increase for employees in FY 2019 (a one percent (1.0%) general wage increase in the General Fund equals \$623,000).
- Reducing funding for Lynchburg City Schools was a very difficult decision to make (education is a foundation for future success in life and is a key determinant in whether a person will move towards a life of poverty).

Lastly, while the Proposed FY 2019 Budget is challenging to balance due to constrained revenue sources and the growing list of much need capital projects, we were able to balance our delivery of services with ongoing revenues and generally comply with Council's Guiding Principles.

// Two individuals spoke at the public hearing on the FY 2019 Proposed Operating Budget. The first speaker, Mr. Kevin Smith, spoke on behalf of the Lynchburg City Schools Education Foundation, about the importance of maintaining strong public education to both attract businesses to Lynchburg and to build a quality workforce. He requested continued level funding for Lynchburg City Schools. The second speaker, Mr. Michael Vari, praised the City for its fine public schools but requested programming not be eliminated. Yes, there is room for improvement but if there are programs in the school system that are being used by students and staff, none of these programs should be cut. Mr. Vari stated he was in support of level funding for the Schools.

// The meeting was adjourned at 7:30 P.M.

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **May 8, 2018**

AGENDA ITEM #: **7**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Public Hearing – School Board Appointments

KEY ELEMENTS:

___Economic Development **X**Excellent Government ___Natural and Built Environment ___Safe Community **X**Vibrant Community

RECOMMENDATION: Conduct a public hearing to receive citizen input regarding appointments (or reappointments) to vacancies that will exist June 30, 2018, in School Board Districts I, II and III.

SUMMARY: The Code of Virginia stipulates that Council may appoint only those nominees or applicants whose names have been considered at a public hearing. Following the public hearing City Council may either conclude the public hearing or continue to the next meeting to allow more time for citizen input. The City Code requires that these appointments be made during the month of June; therefore, no action may be taken on this matter except at the June 12 or June 26 meetings.

PRIOR ACTION(S): None

FISCAL IMPACT: None

CONTACT(S): Valeria P. Chambers – 455-3990

ATTACHMENT(S): School Board Appointment List

REVIEWED BY: bms

049K

School Board Appointment List
May 8, 2018

Current School Board Members to be Reappointed/Replaced

Mr. Derek L. Polley, School District 1 (Not willing to serve again)
Ms. Sharon Y. Carter, School District 2 (Willing to serve again)
Ms. Katie Snyder, School District 3 (Willing to serve again)

Current Volunteers

School District 1

Mr. Anthony B. Andrews
Ms. Belle Evans
Mr. Andrew E. Taylor
Mr. Rory P. Lee-Washington

School District 2

Mr. Jeffrey W. Horsley
Mr. Lewis A. Lee, Jr.
Nakesha R. Moore
Consuela M. Mosley

School District 3

Mr. Atul Gupta

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **May 8, 2018**

AGENDA ITEM #: **8**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Future Land Use Map (FLUM) Amendment: Low Density Residential to Community Commercial Rezoning: R-2, Low-Medium Density Residential to B-3, Community Business District – 5001, 5005, 5013 and 5051 Fort Avenue

KEY ELEMENTS:

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

RECOMMENDATION: Approval of the *Future Land Use Map (FLUM)* Amendment from Low Density Residential to Community Commercial. Approval of the rezoning from R-2, Low-Medium Density Residential to B-3, Community Business District

SUMMARY: Shelton & Hailey Holding Company, LLC, is petitioning to amend the *FLUM* from Low Density Residential to Community Commercial and to rezone approximately one and thirty-five hundredths (1.35) acres at 5001, 5005, 5013 and 5051 Fort Avenue from R-2, Low-Medium Density Residential to B-3, Community Business District to bring the existing store into compliance and allow the construction of a parking lot.

The existing store, Ed Hawkins Appliance, has operated at this location for over forty (40) years. The property is located at a signalized intersection and is one of the last remaining R-2, Low-Medium Density Residential zonings in the area. The current zoning does not permit retail sales. The proposed B-3, Community Business District would align with the proposed *FLUM* and allow the business to continue operating and expand its current use.

PRIOR ACTION(S):

April 11, 2018:

The Planning Division recommended approval of the *FLUM* amendment and the rezoning.

The Planning Commission recommended approval (6-0 with 1 absent; Johnson) of the *FLUM* amendment and the rezoning.

FISCAL IMPACT:

N/A

CONTACT(S):

Tom Martin, City Planner – 434-455-3900

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

ATTACHMENT(S):

- Resolution
- Ordinance
- Planning Commission Minutes – April 11, 2018
- Planning Commission Packet – April 11, 2018
 - o Planning Commission Report
 - o Zoning Map with Adjoining Owners List
 - o Future Land Use Map
 - o Watershed Map
 - o Planimetric and Topographic Map
 - o Concept Plan
 - o Narrative
 - o Property Photograph
 - o Speaker Signup Sheet

REVIEWED BY: bms

RESOLUTION:

A RESOLUTION AMENDING THE FUTURE LAND USE MAP OF THE COMPREHENSIVE PLAN 2013-2030 FOR A CERTAIN AREA LOCATED AT 5001, 5005, 5013 AND 5051 FORT AVENUE FROM LOW DENSITY RESIDENTIAL TO COMMUNITY COMMERCIAL.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the petition of Shelton & Hailey Holding Company, LLC, to amend the Future Land Use Map of the Comprehensive Plan 2013-2030 from Low Density Residential to Community Commercial for a certain area located at 5001, 5005, 5013 and 5051 Fort Avenue is hereby approved.

Adopted:

Certified: _____
Clerk of Council

045K

UNCODIFIED ORDINANCE:

AN ORDINANCE CHANGING A CERTAIN AREA LOCATED AT 5001, 5005, 5013 AND 5051 FORT AVENUE FROM R-2, LOW-MEDIUM DENSITY RESIDENTIAL DISTRICT TO B-3, COMMUNITY BUSINESS DISTRICT DISTRICT.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF LYNCHBURG that in order to promote the public necessity, convenience, welfare and good zoning practice that Chapter 35.2 of the Code of the City of Lynchburg, 1981, as amended, be and the same is hereby further amended by adding thereto Section 35.2-54.____ which shall read as follows:

Section 35.2-54.____. Change of a certain area located 5001, 5005, 5013 and 5051 Fort Avenue from R-2, Low-Medium Residential District to B-3, Community Business District District.

The area embraced within the following boundaries:

Legal Description: #5001 Fort Avenue – Tax Map Parcel # 05507034

BEGINNING AT THE POINT OF BEGINNING A POINT AT THE INTERSECTION OF THE NORTHWESTERLY RIGHT OF WAY LINE OF FORT AVENUE AND THE SOUTHWESTERLY RIGHT OF WAY LINE OF TOLEDO AVENUE; THENCE WITH THE RIGHT OF WAY LINE OF FORT AVENUE S 34°57'38" W A DISTANCE OF 50.00' TO A POINT; THENCE N 57°03'02" W A DISTANCE OF 154.88' TO A POINT; THENCE N 32°57'38" E A DISTANCE OF 50.00' TO A POINT ON THE SOUTHWESTERLY RIGHT OF WAY LINE OF TOLEDO AVENUE; THENCE WITH THE RIGHT OF WAY LINE OF TOLEDO AVENUE S 57°02'22" E A DISTANCE OF 156.62' TO THE POINT OF BEGINNING, HAVING AN AREA OF 0.179 ACRES MORE OR LESS.

Legal Description: #5005 Fort Avenue – Tax Map Parcel # 05507036

BEGINNING AT THE POINT OF BEGINNING A POINT ON THE NORTHWESTERLY RIGHT OF WAY LINE OF FORT AVENUE 50.00' SOUTHWEST OF THE INTERSECTION OF FORT AVENUE AND TOLEDO AVENUE; THENCE S 34°57'38" W A DISTANCE OF 83.00' TO A POINT; THENCE N 57°04'12" W A DISTANCE OF 151.98' TO A POINT; THENCE N 32°57'38" E A DISTANCE OF 83.00' TO A POINT; THENCE S 57°03'02" E A DISTANCE OF 154.88'; TO THE POINT OF BEGINNING, HAVING AN AREA OF 0.292 ACRES MORE OR LESS.

Legal Description: #5013 Fort Avenue – Tax Map Parcel # 05507037

BEGINNING AT THE POINT OF BEGINNING A POINT ON THE NORTHWESTERLY RIGHT OF WAY LINE OF FORT AVENUE 133.00' SOUTHWEST OF THE INTERSECTION OF FORT AVENUE AND TOLEDO AVENUE; THENCE S 34°57'38" W A DISTANCE OF 65.00' TO A POINT; THENCE N 57°05'08" W A DISTANCE OF 149.71' TO A POINT; THENCE N 32°57'38" E A DISTANCE OF 65.00' TO A POINT; THENCE S 57°04'12" E A DISTANCE OF 151.98'; TO THE POINT OF BEGINNING, HAVING AN AREA OF 0.225 ACRES MORE OR LESS.

Legal Description: #5051 Fort Avenue – Tax Map Parcel # 05507038

BEGINNING AT THE POINT OF BEGINNING A POINT ON THE NORTHWESTERLY RIGHT OF WAY LINE OF FORT AVENUE 198.00' SOUTHWEST OF THE INTERSECTION OF FORT AVENUE AND TOLEDO AVENUE; THENCE S 34°57'38" W A DISTANCE OF 149.00' TO A POINT; THENCE N 56°04'49" W A DISTANCE OF 194.54' TO A POINT; THENCE N 32°57'38" E A DISTANCE OF 145.49' TO A POINT; THENCE S 57°05'08" E A DISTANCE OF 199.71'; THE POINT OF BEGINNING, HAVING AN AREA OF 0.666 ACRES MORE OR LESS.

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

And the City Planner shall forthwith cause the "Official Zoning Map of Lynchburg, Virginia," referred to in Section 35.2-30 of this chapter to be amended in accordance therewith.

Adopted:

Certified: _____
Clerk of Council

046K

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

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.

Ms. Rachel Frischeisen summarized the report for the commissioners. This property is the Ed Hawkins Appliance store, which has been at this location for over 40 years. The property is currently designated as Low Density Residential on the City's *FLUM*, despite its longtime commercial usage. Low Density Residential areas are characterized by single-family detached housing and some public/institutional uses when appropriate.

The petition proposes to amend the *FLUM* to Community Commercial to bring the existing appliance store into compliance. Community Commercial areas contain retail, personal service, entertainment, and restaurant uses that draw customers from at least several neighborhoods, the entire City or the region. Community Commercial areas contain clusters of businesses, often at major intersections, and shopping centers. The property is zoned R-2, Low-Medium Density Residential in accordance with the current *FLUM* designation, which does not permit retail sales. The proposed B-3, Community Business District, would align with the proposed *FLUM* and allow the business to continue operating and expand its current use.

In summary, the current *FLUM* designation and zoning do not reflect how this block of Fort Avenue has developed over time and how it continues to function today. If the *FLUM* amendment and rezoning are approved, the concept plan shows a small parking lot expansion, the demolition of one of the shed buildings and the removal of a gravel area. The plan also shows the closure of several curb cuts, which is beneficial to this intersection of Fort Avenue. The Planning Division recommends approval of both the rezoning and *FLUM* amendment.

Ms. Amy Seipp of Accupoint Surveying and Mr. Mitch Hailey, the owner of Altavista Appliance and contract purchaser of these properties, were present to represent the petition. Ms. Seipp commented that this store is a Lynchburg icon. It will remain an appliance store with a facelift. These properties are in a redevelopment area and she is glad to see this store being brought into the 21st century. She thinks it will be a great viable business for this area.

Chair Perault asked if there was anyone who wished to speak in favor of the petition. Mr. Rick Read of Coldwell Banker Realty Company came forward to speak. On behalf of the family that owns the current business, he wanted to say how pleased they are to find someone who is going to continue the current use.

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 to the petition. No one came forward. He closed the public hearing portion of the petition.

Commissioner Lowe asked if the business will still be making house calls and Mr. Hailey answered yes. Commissioner Marion is in support of the petition; she asked why this *FLUM* amendment and rezoning is necessary. Ms. Frischeisen explained that the appliance store is considered a nonconforming use and because they would like to expand the parking lot, they need to come into compliance with the Zoning Ordinance.

Commissioner Rogers noticed some food trucks parked in the back. Mr. Hailey explained that the current owner allows them to use the parking lot to store their vehicles and the new owner will continue that practice.

Commissioner Bowden made the following motion, which was seconded by Commissioner Rogers, and passed by the following vote:

“That the Planning Commission recommends to City Council approval of the petition of Shelton & Hailey Holding Company, LLC, to amend the Future Land Use Map from Low Density Residential to Community Commercial at 5001, 5005, 5013 and 5051 Fort Avenue and to rezone the property located at 5001, 5005, 5013 and 5051 Fort Avenue from R-2, Low Density Residential to B-3, Community Business District.”

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

The Department of Community Development

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

To: Planning Commission
From: Planning Division
Date: April 11, 2018
Re: **Future Land Use Map (FLUM) Amendment: Low Density Residential to Community Commercial**
Rezoning: R-2, Low-Medium Density Residential to B-3, Community Business District – 5001, 5005, 5013 and 5051 Fort Avenue

I. PETITIONER

Shelton & Hailey Holding Company, 426 7th Street, Altavista, Virginia 24517

Representative: Ms. Amy Seipp, PE, Accupoint Surveying & Design, LLC, 950 Airport Road, Lynchburg, Virginia 24502

Property Owner(s):

Ed Hawkins, Inc., 5005 Fort Avenue, Lynchburg, Virginia 24502.

II. LOCATION

The subject property is four (4) tracts of approximately one and thirty-five hundredths (1.35) acres located at 5001, 5005, 5013 and 5051 Fort Avenue.

III. PURPOSE

The purpose of the petitions is to amend the *Future Land Use Map (FLUM)* and rezone the property to bring the existing business into compliance with the Zoning Ordinance and allow the construction of a parking lot.

IV. SUMMARY

- The *Comprehensive Plan 2013-2030* recommends Low Density Residential uses for the area.
- The property is located at a signalized intersection along a commercial corridor.
- The property is one of the last remaining Low-Medium Density Residential zonings existing in the area.

The Planning Division recommends approval of the FLUM amendment and rezoning petitions.

V. FINDINGS OF FACT

- 1. Comprehensive Plan.** The *Comprehensive Plan 2013-2030* recommends Low Density Residential uses for the property.

Low Density Residential areas are dominated by single family detached housing at densities of up to four dwelling units per acre. In addition to residential uses, they may include public and institutional uses compatible in scale with single family residential homes. Private recreation uses, including country clubs and swim and racquet clubs, and private open space are also appropriate for Low Density Residential areas. **(p. 72)**

The petition proposes to amend the *FLUM* to Community Commercial for all four (4) properties to bring the existing appliance store into compliance. Community Commercial areas

contain retail, personal service, entertainment, and restaurant uses that draw customers from at least several neighborhoods, the entire City or the region. Community Commercial areas contain clusters of businesses, often at major intersections, and shopping centers. Most community shopping centers range from 100,000 to 200,000 square feet and serve 40,000 to 70,000 people. Regional shopping centers would be at least as large as Community Commercial ones, 100,000 to 200,000 square feet, possibly larger, if parcels of sufficient size can be found or assembled. They are intended to serve 70,000 to 100,000 people. Office, research and development, and technology development uses may be permitted in Community Commercial areas as long as traffic and other impacts to the community are mitigated. In particular, conversion of existing vacant retail space to these uses may be appropriate in areas where there is sufficient retail to serve the community and space for employment uses is needed. Residential uses may be established on the upper floors of commercial structures or as transitional structures between residential and commercial buildings. (*pp. 75-76*)

2. **Zoning.** The subject property was annexed into the City in 1926. The existing R-2, Low-Medium Density Residential District was established in 1978.
3. **Proffers.** The petitioner has not submitted proffers.
4. **Board of Zoning Appeals (BZA).** The Zoning Official has determined that no variances are needed for the development of the property as proposed.
5. **Surrounding Area.** There have been several items requiring City Council approval in the immediate area:
 - On May 8, 1984, Council approved the conditional use permit (CUP) petition of Chestnut Hill United Methodist Church to allow the construction of a parking lot at 1209 and 1211 Radcliff Avenue.
 - On January 13, 1987, Council approved the CUP petition of Chestnut Hill Baptist Church for a parking lot at 1157-1165 Lindsay Street.
 - On July 14, 1987, Council approved the CUP petition of Autolease, Inc. for an automobile leasing agency at 5308 Fort Avenue.
 - On January 1, 1991, Council approved the CUP petition of Chestnut Hill United Methodist Church to allow a childcare center at 4660 Fort Avenue.
 - On July 14, 1992, Council approved the CUP petition of Chestnut Hill Baptist Church for the construction of a church office at 5225 Fort Avenue.
 - On August 10, 1993, Council approved the rezoning request of John Harvey, Claiborne Harvey and Robert Conner to rezone six (6) acres located at Fort Avenue, Wards Road, and Edinboro Avenue from B-3, Community Business District, and R-2, Single-Family Residential District to B-3C, Community Business District (Conditional) to allow the development of a shopping center.
 - On August 8, 1995, Council approved the CUP petition of Chestnut Hill United Methodist Church to construct a building addition and expansion of a play lot at 4660 Fort Avenue.
 - On December 9, 1997, Council approved the CUP petition of Fort Hill Memorial Park for the construction of a columbarium at 5050 Oxford Street.

- On December 9, 1997, Council approved the rezoning request of ZP No. 20, LLC, to rezone 2009 Wards Road from B-3C, Community Business District (Conditional) to B-3C to amend a previously proffered site plan to allow the construction of commercial buildings.
- On May 12, 1998, Council approved the rezoning request of ZP No. 20, LLC, to rezone 5605 Edinboro Avenue from B-3C, Community Business District (Conditional) to B-3C to amend a previously proffered site plan to allow the construction of a parking area.
- On January 12, 1999, Council approved the rezoning request of Mortgage Atlantic, Inc. to rezone 5604 Fort Avenue from R-2, Single Family Residential District, to B-1C, Limited Business District (Conditional) to allow the construction of a building addition and parking lot.
- On December 11, 2001, Council approved the rezoning request of Laird Developers, LLC to rezone 2004 Wards Road from R-2, Single Family Residential District, and B-3, Community Business District, to B-3C, Community Business District (Conditional) to allow the construction of a pharmacy.
- On December 9, 2008, Council approved the rezoning request of Peter Jung to rezone 5210 Fort Avenue from B-3, Community Business District to B-5C, General Business District (Conditional) to allow the use of the building as an automotive shop.
- On December 13, 2016, Council approved the CUP petition of Hi-Tech Automotive to bring a nonconforming auto repair shop into compliance and construct a building addition at 4897 Fort Avenue.

6. **Site Description.** The subject property consists of four (4) tracts of approximately one and thirty-five hundredths (1.35) acres. 5005 Fort Avenue contains a single-story wood frame commercial building, which operates as an appliance sales business. A parking lot extends across 5001 and 5005 Fort Avenue. 5013 Fort Avenue contains a pole frame structure and 5051 Fort Avenue contains a gravel lot, both of which are shown for removal on the concept plan.

The property is bordered to the north and south by commercial uses. The property is bordered to the west and east by single-household residential uses.



Surrounding Area

7. **Proposed Use of Property.** If the petitions are approved, the property will continue to operate as an appliance store and expand the existing parking lot. Five existing curb cuts will be closed as required by the *Zoning Ordinance*.
8. **Traffic, Parking and Public Transit.** The City's Transportation Engineer did not require a traffic study as part of the rezoning petition. The property is located at a signalized intersection with Toledo Avenue.

The area is served by the Greater Lynchburg Transit Company (GLTC) Route 4A and 4B with the closest stop being located at 4915 Fort Avenue.

The required amount of parking has been indicated on the submitted concept plan and meets or exceeds *Zoning Ordinance* requirements.
9. **Stormwater Management.** An Erosion and Sediment Control/Stormwater Management Plan will be required prior to final site plan approval. A Stormwater Management Plan will be submitted if the project exceeds the City's threshold of five thousand (5,000) square feet of land disturbance, which is not anticipated at this time.
10. **Emergency Services:** The City's Fire Marshal and Police Department had no comments of concern regarding the proposed rezoning.
11. **Impact.** The property is currently used as an appliance sales business and is a nonconforming use in the R-2, Low-Medium Density Residential District. The sale of appliances is permitted by right in the proposed B-3, Community Business District. The property is one of the last remaining Low-Medium Density Residential zoned areas fronting Fort Avenue. The proposed use of the property will remain the same as it has been for a number of years. Several curb cuts will be removed, thus improving this block of the corridor by reducing the number of potential conflict points between vehicular traffic and pedestrians. The proposed commercial zoning is reasonable for the property located at a signalized intersection on Fort Avenue and should have little to no impact on the area.
12. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the conditional use permit on March 20, 2018. Comments related to the proposed use have or will be addressed at the final site plan stage.

VI. PLANNING DIVISION RECOMMENDED MOTION:

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of Shelton & Hailey Holding Company, LLC, to:

Amend the Future Land Use Map from Low Density Residential to Community Commercial at 5001, 5005, 5013 and 5051 Fort Avenue.

Rezone the property located at 5001, 5005, 5013 and 5051 Fort Avenue from R-2, Low Density Residential to B-3, Community Business District.

This matter is respectfully offered for your consideration.



William T. Martin, AICP

City Planner

pc: Ms. Bonnie M. Svrcek, City Manager
Mr. Charles Hartgrove, 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
Ms. Amy Seipp, PE, Representative
Mr. Larry Arrington, President, Ed Hawkins, Inc.
Mr. Mitch Hailey, Shelton & Hailey Holding Company, LLC

VII. ATTACHMENTS

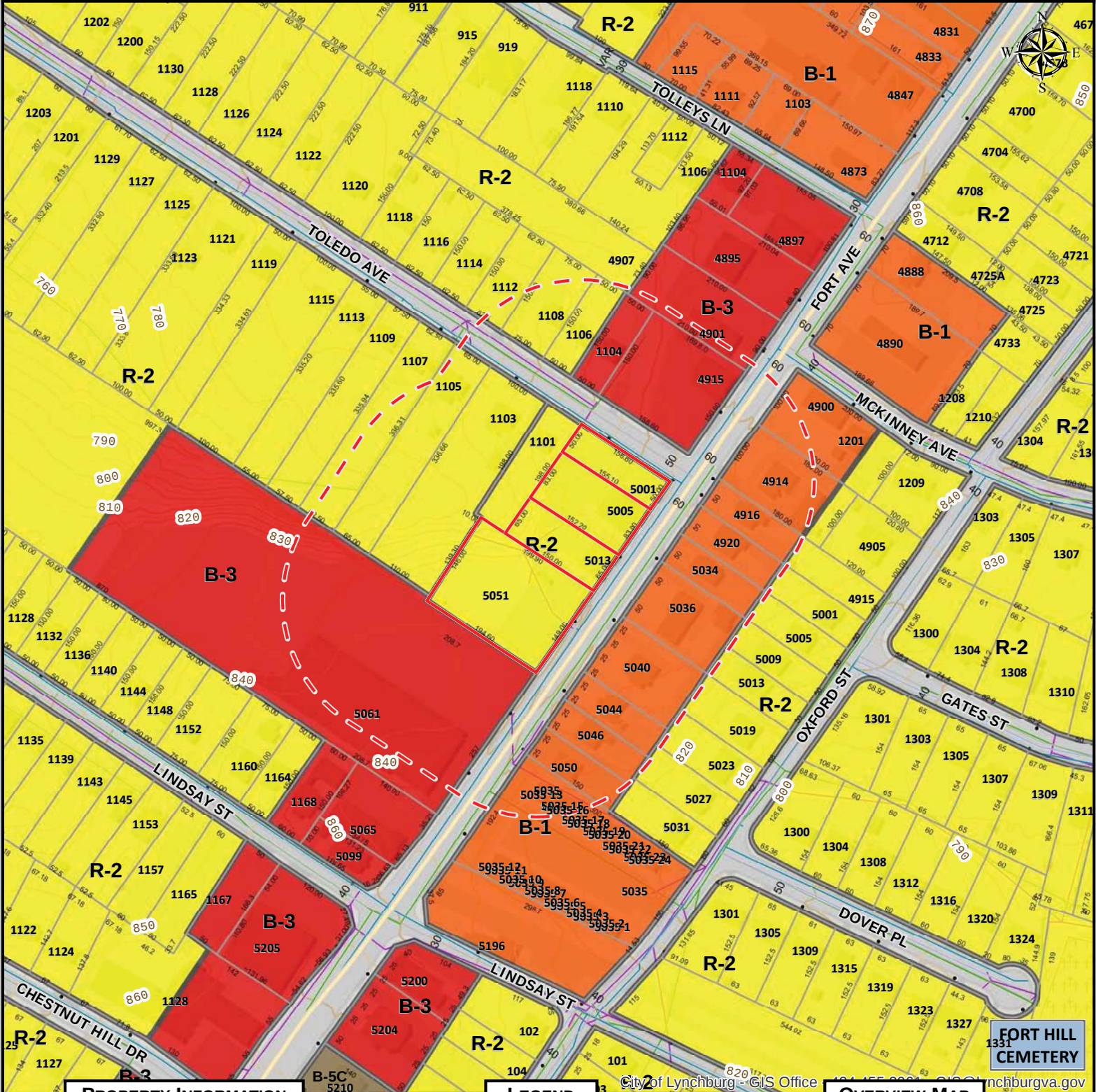
- 1. Zoning Map with Adjoining Owners List**
- 2. Future Land Use Map**
- 3. Watershed Map**
- 4. Planimetric and Topographic Map**
- 5. Concept Plan**
- 6. Narrative**
- 7. Property Photograph**

Zoning Map

Zoning Request

APPLIANCE SALES & SERVICE

Shelton & Hailey Holding Company, LLC



PROPERTY INFORMATION

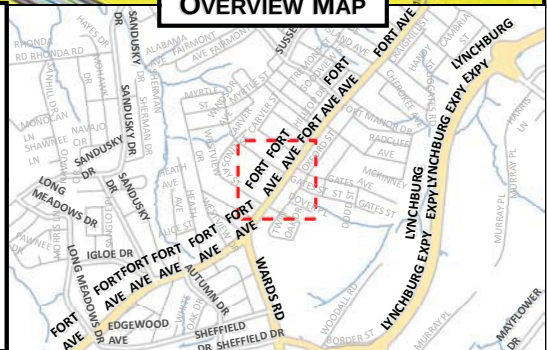
PARCEL ID	ADDRESS
05507034	5001 FORT AVE
05507036	5005 FORT AVE
05507037	5013 FORT AVE
05507038	5051 FORT AVE

LEGEND

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

MAP SCALE: 1" to 200' DATE PRINTED: 3/14/2018

OVERVIEW MAP



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

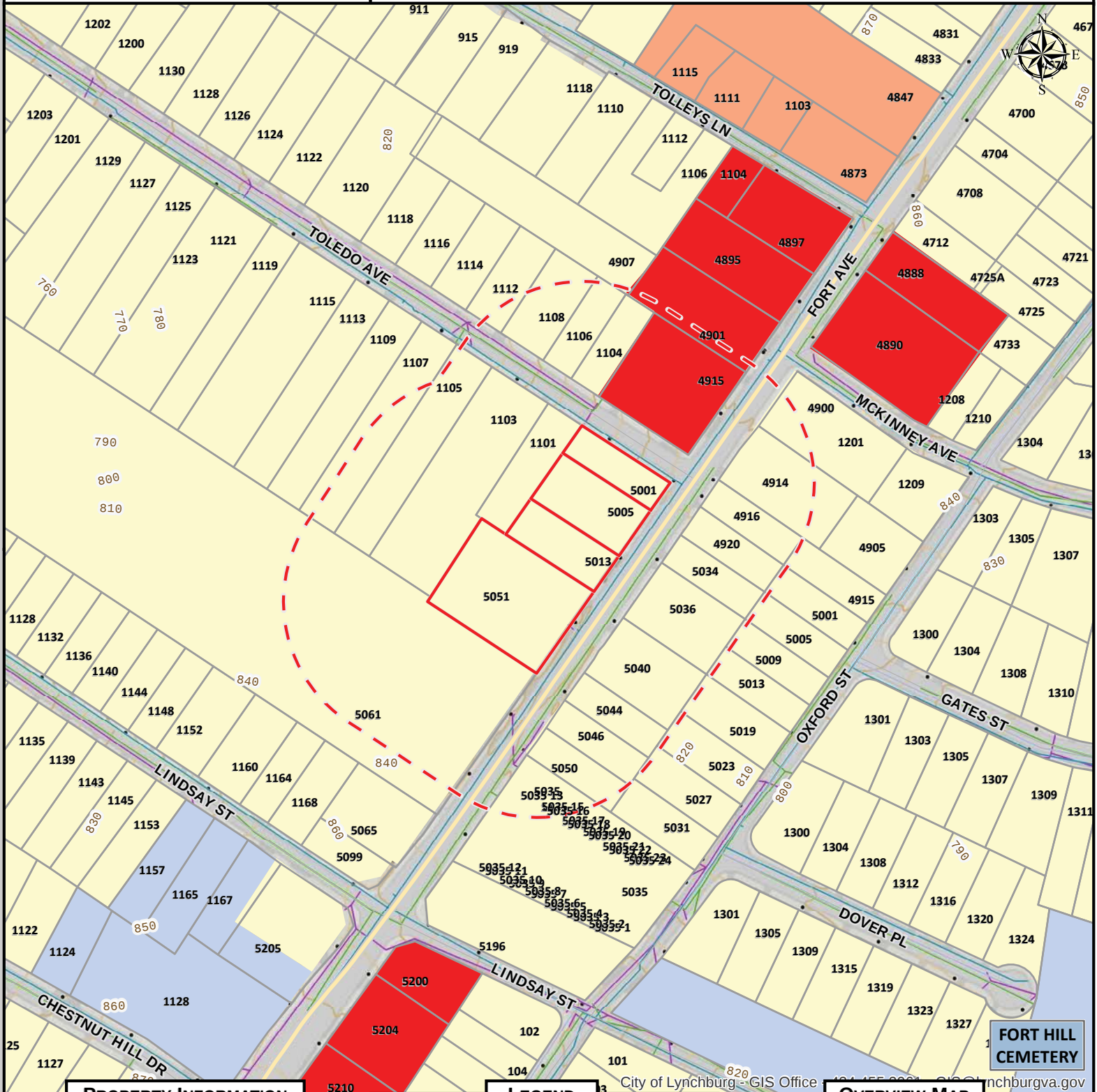
Parcel ID	Address	Owner
05310016	5001 OXFORD ST	BARKER, JEFFREY H & CAROL A
05506005	4915 FORT AVE	BONZ PROPERTIES LLC
05506011	1104 TOLEDO AVE	BONZ PROPERTIES LLC
05310020	5019 OXFORD ST	BROWN, DEBORAH L
05310019	5013 OXFORD ST	CCI PROPERTIES LLC
05310018	5009 OXFORD ST	CCI PROPERTIES LLC
05506004	4901 FORT AVE	CHEUNG, CHOI W & CHEN, WU MING
05507023	1107 TOLEDO AVE	CHRISLER, MEG E
05310043	5046 FORT AVE	DERBYSHIRE PROH ENTERPRISES INC
05310055	4916 FORT AVE	DUNAWAY, ADORACION T
05310015	4915 OXFORD ST	DUNAWAY, ADORACION T
05507036	5005 FORT AVE	ED HAWKINS INC
05507038	5051 FORT AVE	ED HAWKINS INC
05507034	5001 FORT AVE	ED HAWKINS INC
05507037	5013 FORT AVE	ED HAWKINS INC
05310047	5040 FORT AVE	FAITH ASSEMBLY TRS
05310051	5036 FORT AVE	FORTUNE FAMILY LLC
05507032	1101 TOLEDO AVE	GONZALEZ, JONATHAN J & JESSICA A
05310054	4920 FORT AVE	GOODE, WILLIAM S & FANNIE S
05506015	1108 TOLEDO AVE	GOULD, JEFFREY B & LINDA B
05310056	4914 FORT AVE	HAYDENS HOMES LLC
05310001	4900 FORT AVE	HECKMAN, JOHN F & LAURA E
05310069	5035 OXFORD ST	IVY-LYNCHBURG PROPERTIES LLC
05310017	5005 OXFORD ST	JENNINGS, CURTIS C & MAYME C
05310045	5044 FORT AVE	JOHNSON, H JESSE III
05506056	4907 FORT AVE	JUNG, BOOHONG & CHOI, YOUNJUNG
05310025	5027 OXFORD ST	KENNEDY, ALICE H ESTATE
05310027	5031 OXFORD ST	MCFADEN, PATRICIA A
05507025	1105 TOLEDO AVE	POWELL, CLIFTON B JR & BETTY S LIFE
05507039	5061 FORT AVE	REBKEE PARTNERS MARTINSVILLE LLC
05506018	1112 TOLEDO AVE	ROBINSON, JANICE K
05310053	5034 FORT AVE	SMITH, ROBERT G & BARBARA
05310023	5023 OXFORD ST	SNYDER, JASON P
05507028	1103 TOLEDO AVE	THOMPSON, TONI N & THOMPSON, TANYA N
05506013	1106 TOLEDO AVE	UPCHURCH, JASMINE MALIA
05310041	5050 FORT AVE	WESTWOOD CORPORATION

FLUM Map

Zoning Request

APPLIANCE SALES & SERVICE

Shelton & Hailey Holding Company, LLC



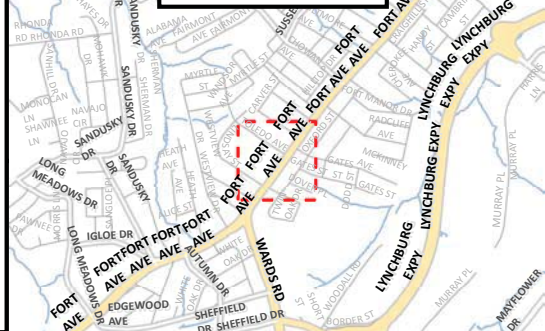
PROPERTY INFORMATION

PARCEL ID	ADDRESS
05507034	5001 FORT AVE
05507036	5005 FORT AVE
05507037	5013 FORT AVE
05507038	5051 FORT AVE

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

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 3/14/2018

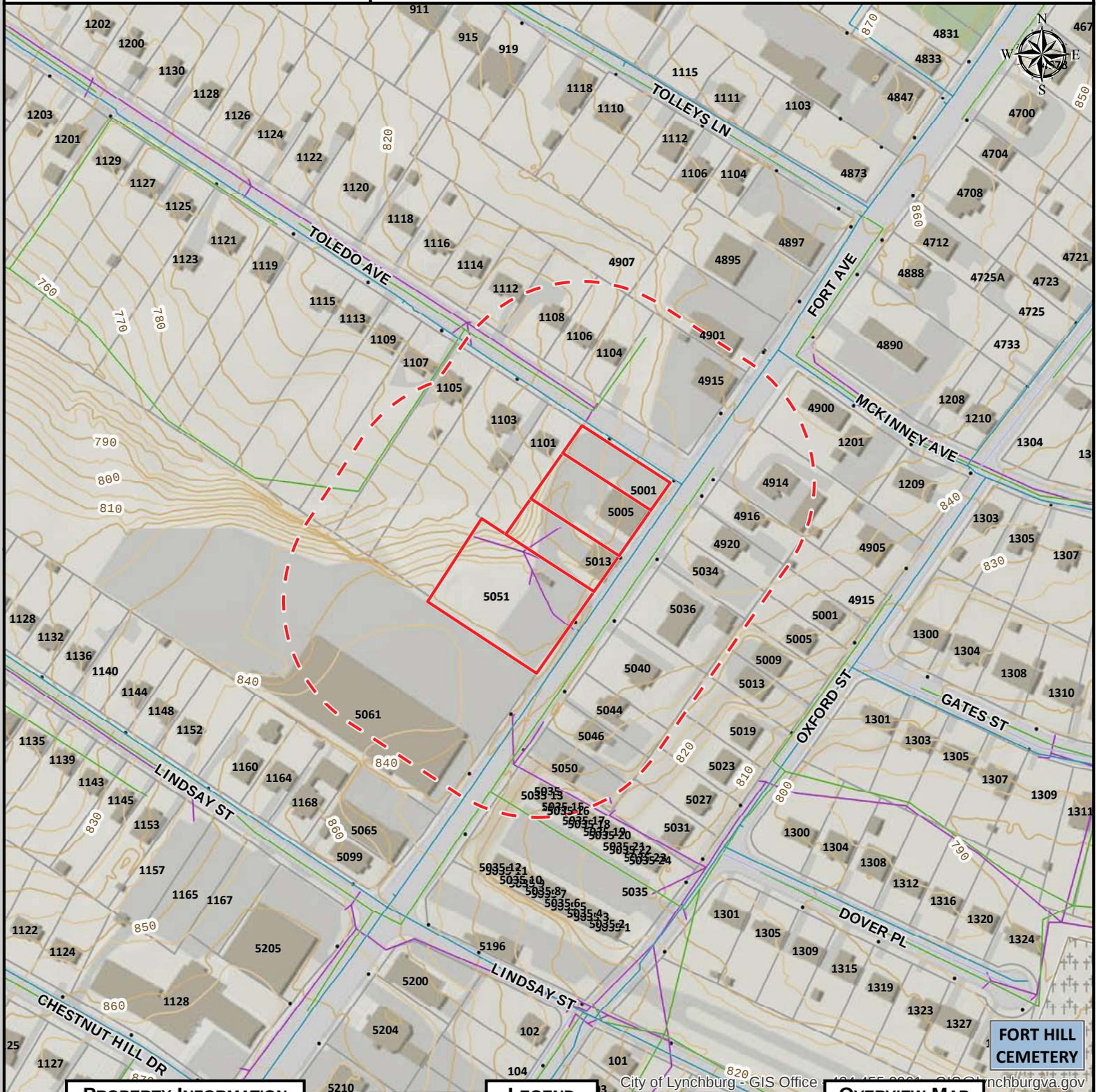
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Watershed Map

Zoning Request

APPLIANCE SALES & SERVICE

Shelton & Hailey Holding Company, LLC



FORT HILL CEMETERY

City of Lynchburg - GIS Office 434-455-2822 GIS@lynchburgva.gov

PROPERTY INFORMATION

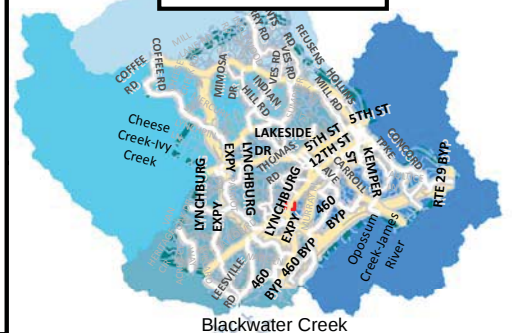
PARCEL ID	ADDRESS
05507034	5001 FORT AVE
05507036	5005 FORT AVE
05507037	5013 FORT AVE
05507038	5051 FORT AVE

LEGEND

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

MAP SCALE: 1" to 200' DATE PRINTED: 3/14/2018

OVERVIEW MAP



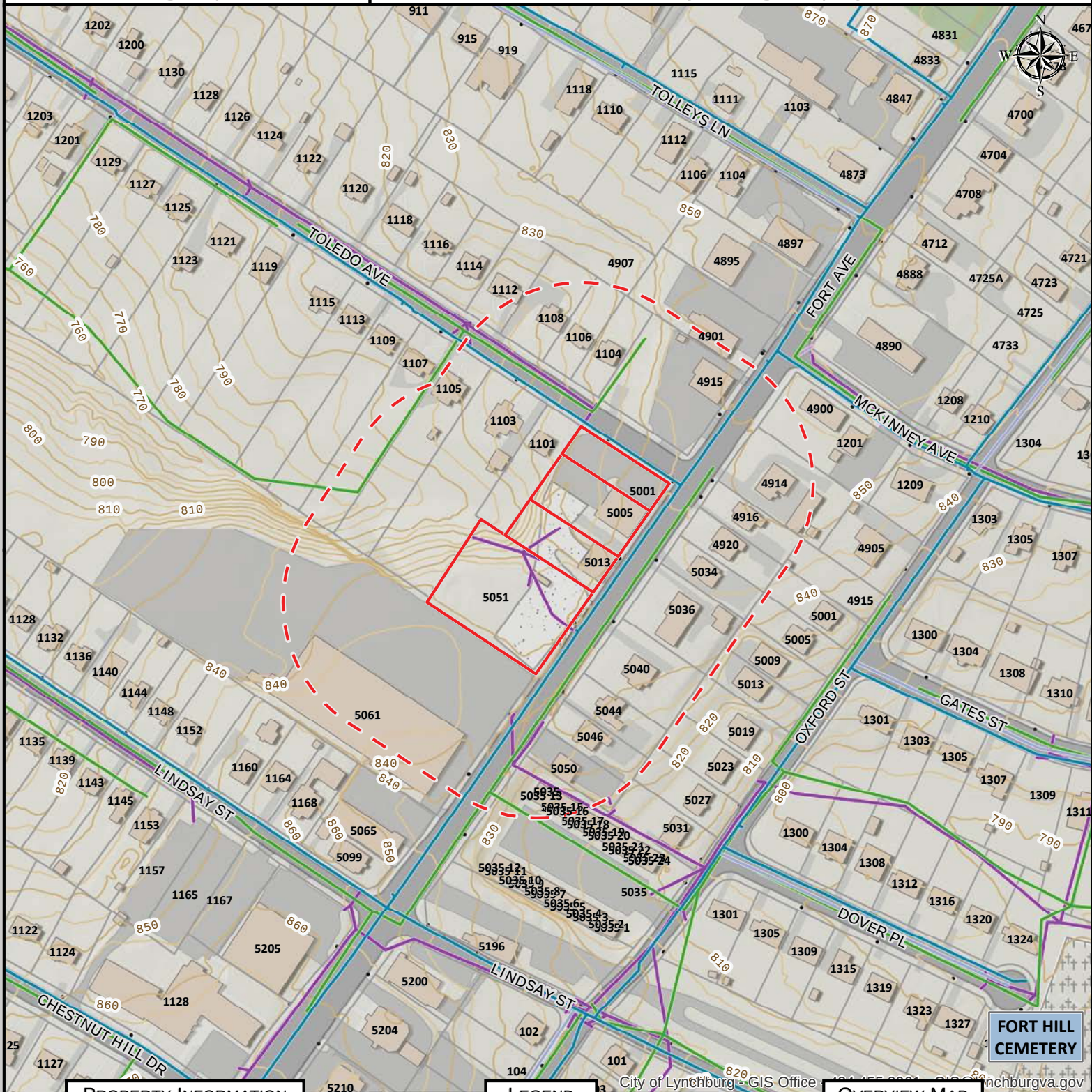
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Planimetric and Topographic Map

Zoning Request

APPLIANCE SALES & SERVICE

Shelton & Hailey Holding Company, LLC



FORT HILL CEMETERY

City of Lynchburg - GIS Office 434.455.2822 GIS@lynchburgva.gov

PROPERTY INFORMATION

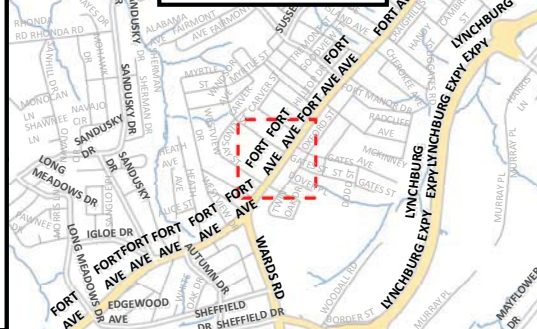
PARCEL ID	ADDRESS
05507034	5001 FORT AVE
05507036	5005 FORT AVE
05507037	5013 FORT AVE
05507038	5051 FORT AVE

LEGEND

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

MAP SCALE: 1" to 200' DATE PRINTED: 3/14/2018

OVERVIEW MAP



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VICINITY MAP

VEGETATIVE BUFFER: 20' WITH DOUBLE STAGGERED ROW OF EVERGREEN TREES.

STREET TREE REQUIREMENTS: (ORNAMENTAL)

TOTAL FRONTAGE: 346.59 LF
BUILDING REDUCTION: 50 LF
DRIVEWAY REDUCTION: 30 LF

TOTAL STREET TREES REQUIRED: 14

$346.59' - 50' - 30' = 266.59' / 20' OC = 13.32$ TREES

PARKING REQUIREMENTS:

BUILDING GROSS SQUARE FOOTAGE: 6000 SF
RETAIL SALES & SERVICE: 2/1000 GSF PLUS 1 SPACE/3 EMP

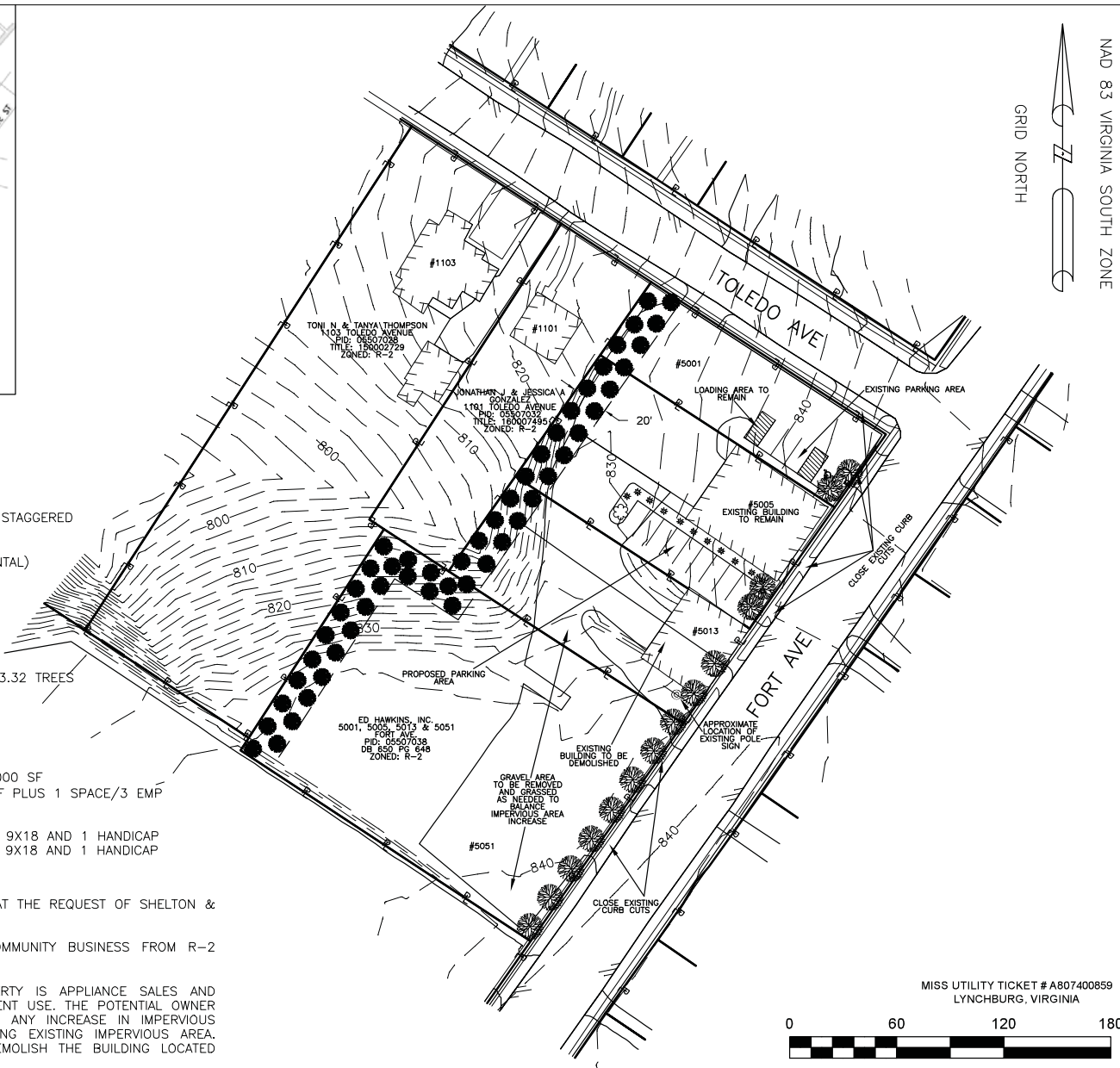
PARKING REQUIRED: 13 SPACES - 12 9X18 AND 1 HANDICAP
PARKING PROVIDED: 13 SPACES - 12 9X18 AND 1 HANDICAP

NARRATIVE:

THIS CONCEPT PLAN WAS PREPARED AT THE REQUEST OF SHELTON & HAILEY HOLDING COMPANY, LLC.

THE REQUESTED ZONING IS B-3 COMMUNITY BUSINESS FROM R-2 LOW/MEDIUM DENSITY RESIDENTIAL.

THE INTENDED USE OF THIS PROPERTY IS APPLIANCE SALES AND SERVICE, VERY SIMILAR TO THE CURRENT USE. THE POTENTIAL OWNER WOULD LIKE TO ADD MORE PARKING. ANY INCREASE IN IMPERVIOUS AREA WOULD BE OFFSET BY REDUCING EXISTING IMPERVIOUS AREA. THE POTENTIAL OWNER PLANS TO DEMOLISH THE BUILDING LOCATED ON THE 5013 PARCEL.



GRID NORTH

NAD 83 VIRGINIA SOUTH ZONE

MISS UTILITY TICKET # A807400859
LYNCHBURG, VIRGINIA

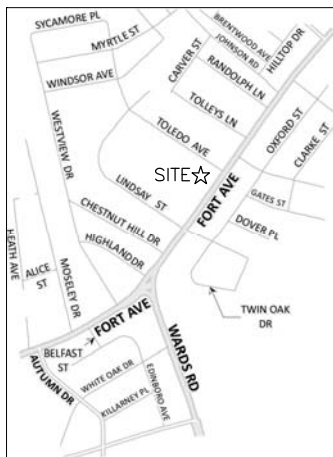


CONCEPT PLAN 5001, 5005, 5013, AND 5051 FORT AVENUE

SHELTON & HAILEY HOLDING COMPANY, LLC
LYNCHBURG, VIRGINIA



SCALE:	1" = 60'
ASD JOB #:	2018-130
FILE #:	2018-130layout.dwg
PARCEL ID:	05507034, 05507036 05507037, 05507038
DATE:	MARCH 29, 2018
SHEET:	3 OF 3



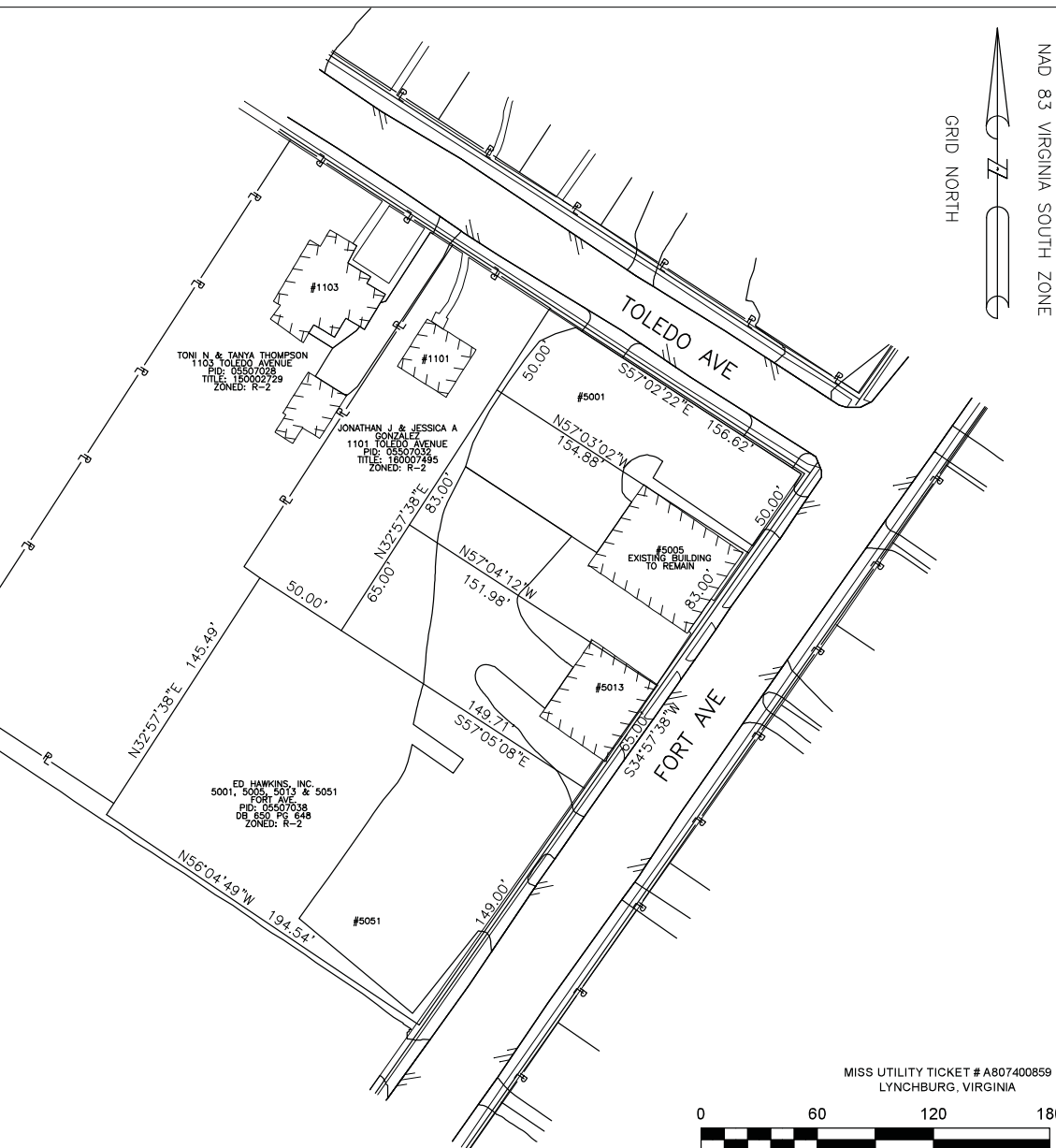
VICINITY MAP

#5001 FORT AVENUE
BEGINNING AT THE POINT OF BEGINNING A POINT AT THE INTERSECTION OF THE NORTHWESTERLY RIGHT OF WAY LINE OF FORT AVENUE AND THE SOUTHWESTERLY RIGHT OF WAY LINE OF TOLEDO AVENUE; THENCE WITH THE RIGHT OF WAY LINE OF FORT AVENUE S 34°57'38" W A DISTANCE OF 50.00' TO A POINT; THENCE N 57°03'02" W A DISTANCE OF 154.88' TO A POINT; THENCE N 32°57'38" E A DISTANCE OF 50.00' TO A POINT ON THE SOUTHWESTERLY RIGHT OF WAY LINE OF TOLEDO AVENUE; THENCE WITH THE RIGHT OF WAY LINE OF TOLEDO AVENUE S 57°02'22" E A DISTANCE OF 156.62' TO THE POINT OF BEGINNING, HAVING AN AREA OF 0.179 ACRES MORE OR LESS.

#5005 FORT AVENUE
BEGINNING AT THE POINT OF BEGINNING A POINT ON THE NORTHWESTERLY RIGHT OF WAY LINE OF FORT AVENUE 65.00' SOUTHWEST OF THE INTERSECTION OF FORT AVENUE AND TOLEDO AVENUE; THENCE S 34°57'38" W A DISTANCE OF 83.00' TO A POINT; THENCE N 57°04'12" W A DISTANCE OF 151.98' TO A POINT; THENCE N 32°57'38" E A DISTANCE OF 83.00' TO A POINT; THENCE S 57°03'02" E A DISTANCE OF 154.88'; TO THE POINT OF BEGINNING, HAVING AN AREA OF 0.292 ACRES MORE OR LESS.

#5013 FORT AVENUE
BEGINNING AT THE POINT OF BEGINNING A POINT ON THE NORTHWESTERLY RIGHT OF WAY LINE OF FORT AVENUE 133.00' SOUTHWEST OF THE INTERSECTION OF FORT AVENUE AND TOLEDO AVENUE; THENCE S 34°57'38" W A DISTANCE OF 65.00' TO A POINT; THENCE N 57°05'08" W A DISTANCE OF 149.71' TO A POINT; THENCE N 32°57'38" E A DISTANCE OF 65.00' TO A POINT; THENCE S 57°04'12" E A DISTANCE OF 151.98'; TO THE POINT OF BEGINNING, HAVING AN AREA OF 0.225 ACRES MORE OR LESS.

#5051 FORT AVENUE
BEGINNING AT THE POINT OF BEGINNING A POINT ON THE NORTHWESTERLY RIGHT OF WAY LINE OF FORT AVENUE 198.00' SOUTHWEST OF THE INTERSECTION OF FORT AVENUE AND TOLEDO AVENUE; THENCE S 34°57'38" W A DISTANCE OF 149.00' TO A POINT; THENCE N 56°04'49" W A DISTANCE OF 194.54' TO A POINT; THENCE N 32°57'38" E A DISTANCE OF 145.49' TO A POINT; THENCE S 57°05'08" E A DISTANCE OF 199.71'; TO THE POINT OF BEGINNING, HAVING AN AREA OF 0.666 ACRES MORE OR LESS.



NAD 83 VIRGINIA SOUTH ZONE
GRID NORTH

LEGAL DESCRIPTIONS
5001, 5005, 5013, AND 5051 FORT AVENUE

SHELTON & HAILEY HOLDING COMPANY, LLC
LYNCHBURG, VIRGINIA



SCALE:	1" = 60'
ASD JOB #:	2018-130
FILE #:	2018-130layout.dwg
PARCEL ID:	05507034, 05507036 05507037, 05507038
DATE:	MARCH 29, 2018
SHEET:	1 of 1



March 29, 2018

Mr. Tom Martin, City Planner
City of Lynchburg
City Hall – 2nd Floor
900 Church Street
Lynchburg, VA 24504

Dear Mr. Martin –

Please find the enclosed information and application for Re-Zoning and Future Land Use Map Amendment. These are submitted to bring a nonconforming use into compliance with the City of Lynchburg Zoning Ordinance. The current use of the property, appliance sales and service, conflicts with the existing zoning (R-2). The contract purchaser of the property plans on maintaining the current use. Therefore, amending the FLUM and Re-Zoning the property to B-3 to conform with the use and the other zonings appropriate for this area along Fort Ave is requested.

Sincerely,

A handwritten signature in black ink that reads 'Amy K. Seipp'. The signature is fluid and cursive, with the first name 'Amy' and last name 'Seipp' clearly legible.

Amy K. Seipp, PE
Principal Engineer – Accupoint Surveying & Design, LLC



PLEASE PRINT

[illegible]

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **May 8, 2018**

AGENDA ITEM #: **9**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Conditional Use Permit: Indoor Training Facility, 127 Tomahawk Industrial Park

KEY ELEMENTS:

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

RECOMMENDATION: Approval of the conditional use permit (CUP) petition to allow the use of a portion of the existing building as an indoor training facility at 127 Tomahawk Industrial Park.

SUMMARY: Jeffrey Carico is petitioning for a conditional use permit (CUP) to allow the use of a portion of the existing building as an indoor training facility at 127 Tomahawk Industrial Park. The property is approximately two and fifty-three hundredths (2.53) acres and is zoned I-2, Light Industrial District. The petition is consistent with the Zoning Ordinance, which permits recreational sports facilities in this district upon approval of a CUP by City Council. The *Comprehensive Plan 2013-2030's Future Land Use Map (FLUM)* recommends Medium Density Residential and Employment 2 uses for the area.

There will be no exterior changes to the property. A portion of the existing industrial building would be used as an indoor training facility for baseball/softball hitting and pitching, and the space could easily be converted back to industrial space as needed.

PRIOR ACTION(S):

April 11, 2018: The Planning Division recommended approval of the CUP petition.
The Planning Commission recommended approval of the CUP petition (6-0, with one absent; Johnson).

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 – April 11, 2018
- Planning Commission Packet – April 11, 2018
 - o Planning Commission Report
 - o Zoning Map with Adjoining Owners
 - o Future Land Use Map
 - o Watershed Map
 - o Planimetric and Topographic Map
 - o Concept Plan
 - o Property Photograph
 - o Speaker Signup Sheet

REVIEWED BY: bms

RESOLUTION:

A RESOLUTION GRANTING A CONDITIONAL USE PERMIT TO JEFFREY CARICO IN AN I-2, LIGHT INDUSTRIAL DISTRICT AT 127 TOMAHAWK INDUSTRIAL PARK TO ALLOW THE USE OF A PORTION OF THE EXISTING BUILDING AS AN INDOOR TRAINING FACILITY.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG that the conditional use permit petition of Jeffrey Carico in an I-2, Light Industrial District at 127 Tomahawk Industrial Park to allow the use of a portion of the existing building as an indoor training facility for the hitting and pitching of baseball and softball is hereby approved.

Adopted:

Certified: _____
Clerk of Council

047K

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

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.

Mr. Tom Martin summarized the report for the commissioners. The property is zoned I-2, Light Industrial District. Recreational uses are allowed in this district by conditional use permit. There would be no changes to the exterior of the property. The petitioner wishes to use the center portion of the existing building for batting practice for softball and baseball.

Mr. Jeffrey Carico was present to represent the petition. He explained that he has lived here for 22 years and has coached for many years. When it rains, there is no place to go to practice. The owner of this facility is excited to have this use in the building. He had letters of support from people that were not able to attend the meeting. He also had some "before" and "after" pictures of the facility. Mr. Carico mentioned that the News & Advance did an article and people seem very excited about the possibility of the opening of this facility.

Mr. Carico showed the commissioner some pictures of what he has done to the interior so far. He mentioned that he also put in a golf simulator.

Chair Perault asked if anyone else was present to speak in favor of the petition. No one came forward. He asked if there was anyone who wished to speak in opposition to the petition. There was no one to speak in opposition to the petition. Chair Perault closed the public hearing portion of the petition.

Commissioner Marion asked Mr. Carico if he has already done the upgrades to the interior. Mr. Carico said he had painted and put down carpet. Everything he has done is completely movable. He has done the improvements in hopes that if the petition is approved, he can open sooner rather than later.

Commissioner Light thinks it is a great use and he is happy to see the space being utilized. Commissioner Lowe is also in support of the petition. He is glad to see positive development being done for the City's youth. Chair Perault visited the facility and was given a tour and took a turn on the golf simulator. He is a big fan of reusing vacant buildings. It is a great use and fits into the area very well.

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

"That the Planning Commission recommends to City Council approval of the petition of Jeffrey Carico for a conditional use permit at 127 Tomahawk Industrial Park to allow the use of a portion of the existing building as an indoor training facility for the hitting and pitching of baseball and softball."

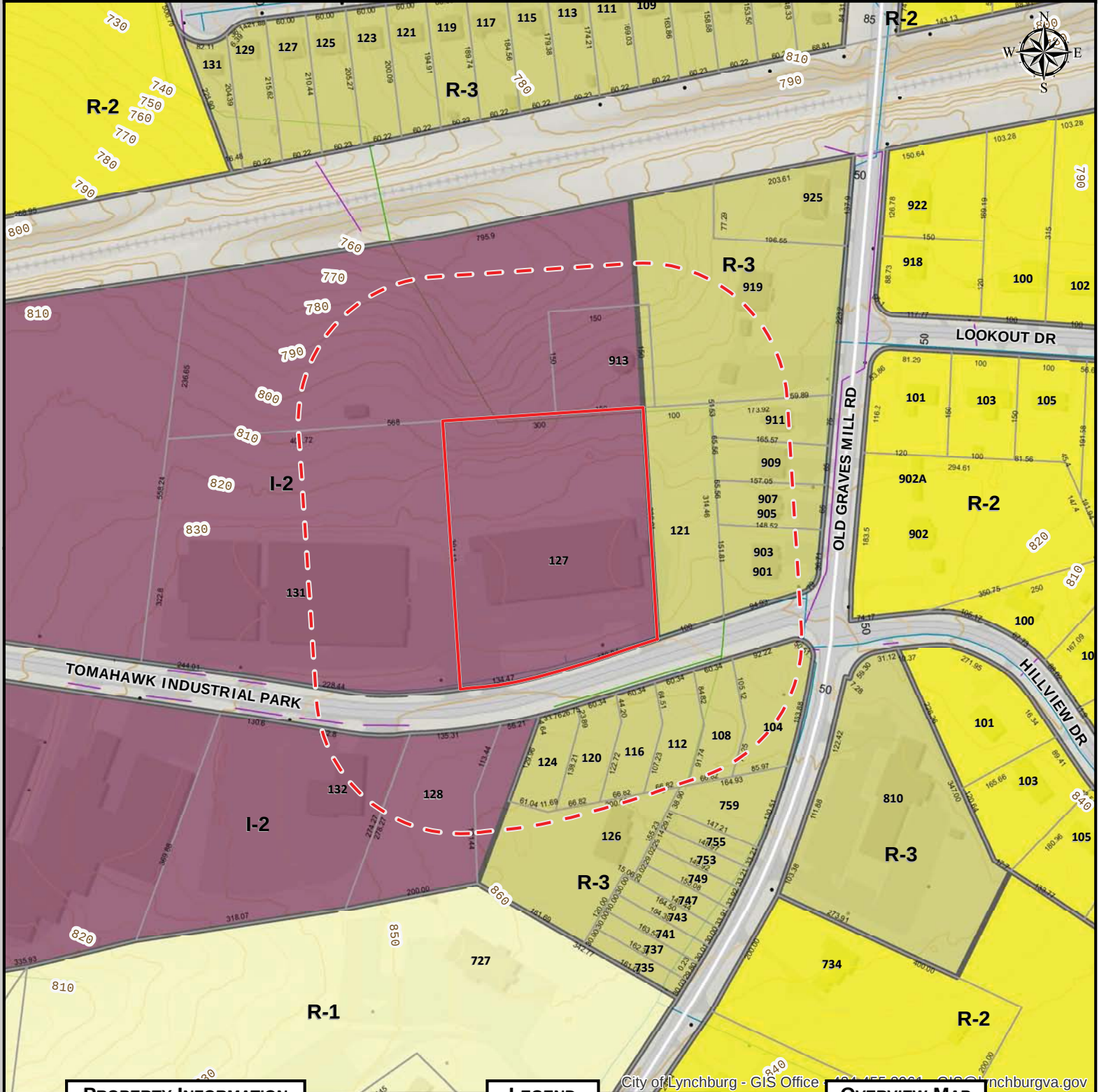
AYES:	Bowden, Light, Lowe, Marion, Perault and Rogers	6
ABSTENTIONS:		0
NOES:		0
ABSENT:	Johnson	1

Zoning Map

INDOOR TRAINING FACILITY

Conditional Use Permit Request

Jeffrey Carico



PROPERTY INFORMATION

PARCEL ID	ADDRESS
24307003	127 TOMAHAWK INDUSTRIAL PARK

LEGEND

Subject Property

215' Buffer

B-1

I-1

R-4

B-2

I-2

R-5

B-3

I-3

R-C

B-4

R-1

IN-1

B-5

R-2

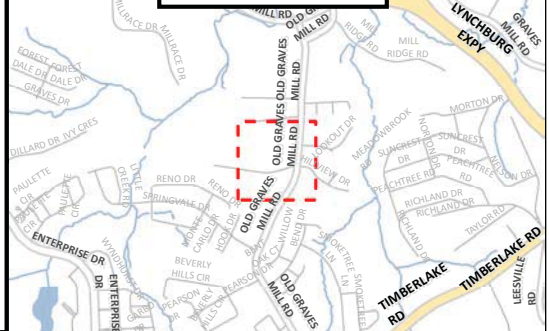
IN-2

B-6

R-3

MAP SCALE: 1" to 200' DATE PRINTED: 3/14/2018

OVERVIEW MAP



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The Department of Community Development

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

To: Planning Commission
From: Planning Division
Date: April 11, 2018
Re: **Conditional Use Permit (CUP) – Indoor Training Facility – 127 Tomahawk Industrial Park**

I. PETITIONER

Jeffrey Carico, 106 Hardwood Court, Forest, VA 24551

Representative: Same as petitioner

II. LOCATION

The subject property is a tract of approximately two and fifty-three hundredths (2.53) acres located at 127 Tomahawk Industrial Park

Property Owner: T/W Properties, C/O Publications Service, 2677 Waterlick Road, Lynchburg, Virginia 24503

III. PURPOSE

The purpose of the petition is to allow the use of a portion of the existing building as an indoor training facility for hitting and pitching.

IV. SUMMARY

- The *Comprehensive Plan 2013-2030's Future Land Use Map (FLUM)* recommends a Medium Density Residential and Employment 2 use for the area.
- The subject property is zoned I-2, Light Industrial District and has been used for industrial purposes since 1982.
- Recreational sports facilities are a permitted use in I-2, Light Industrial Districts upon approval of a conditional use permit by City Council.
- There would be no exterior changes to the existing building.

The Planning Division recommends approval of the CUP petition.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2013-2030* recommends a Medium Density Residential use and Employment 2 use for the area.

Medium Density Residential areas are characterized by “small-lot single-family detached housing, duplexes and townhouses at densities up to 12 units per acre. Where neighborhoods already exist, infill development should be at a compatible density and housing type. In addition to residential uses, they may include public and institutional uses compatible in scale with single family residential homes.” (pg. 72)

Employment 2 uses are intended to include light and heavy manufacturing, research and development, flex space and large-scale office uses. Restaurant, hotel and business service uses are also appropriate, if sized and designed to serve the employment area. (pg. 76)

2. **Zoning.** The subject property was annexed into the City in 1976. The existing zoning I-2, Light Industrial District zoning was established on May 22, 1979 as part of the Timberlake Road Area Study.
3. **Board of Zoning Appeals (BZA).** The Zoning Official has determined that no variances are needed for the development of the property as proposed.
4. **Surrounding Area.** There have been several items requiring Council approval in the immediate area:
 - On May 22, 1979, City Council approved the Timberlake Road Land Use Study, rezoning a number of properties in the area, including the subject parcel at 127 Tomahawk Industrial Park.
 - On March 24, 1981, City Council approved the CUP petition of Seven Hills Church of Christ to allow the construction of a church at 810 Old Graves Mill Road.
 - On October 11, 1983, City Council approved the CUP petition of Believers Fellowship to allow the construction of a church and parking area at 727 Old Graves Mill Road.
 - On August 11, 1987, City Council approved the CUP of Seven Hills Church of Christ to allow building and parking additions for the existing church at 810 Old Graves Mill Road.
 - On December 13, 1994, City Council approved the CUP petition of Believers Fellowship to allow the construction of a ninety (90) space parking area at 727 Old Graves Mill Road.
5. **Site Description.** The subject property is one tract consisting of two and fifty-three hundredths (2.53) acres. The property contains a twenty three thousand, six hundred seventy-five (23,675) square foot, one (1)-story metal building constructed in 1982. Uses currently existing in the building would remain. There would be no exterior changes to the building.

The property is bordered to the north by single-family homes (zoned Industrial), to the east and west by industrial uses and to the south across Tomahawk Industrial Park by duplexes.
6. **Proposed Use of Property.** A portion of the building is proposed to be used as an indoor training facility for hitting and pitching of baseball and softball.
7. **Transportation & Parking.** No traffic study was required as the project is under the threshold of 50 peak hour or 500 daily trips.

Thirty-eight (38) parking spaces exist on the site, which meets or exceeds the Zoning Ordinance requirement for the existing and proposed use.

The site is served by Greater Lynchburg Transit Company (GLTC) Route 7 Loop with a bus stop located at the intersection of Old Graves Mill Road and Tomahawk Industrial Park. A sidewalk extends on the south side of Tomahawk Industrial Park for approximately four hundred and eleven (411) feet.
8. **Stormwater Management.** An Erosion & Sediment Control Plan/Stormwater Management Plan will not be required as there is no land disturbance proposed.
9. **Emergency Services:** The City Fire Marshal and Police Department had no comments of concern with the proposed use of the building.

10. **Impact.** Recreational sports facilities are a permitted use in I-2, Light Industrial Districts upon approval of a conditional use permit by City Council. There is ample parking available on the site. There will be no exterior changes to the property. The use of a portion of the building as an indoor training facility for hitting and pitching of baseball and softball should have little to no negative impact on the surrounding area. The space could easily be converted back to industrial space as needed.
 11. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the conditional use permit on March 20, 2018. Comments have or will be addressed by the petitioner prior to final site plan approval.
-

VI. PLANNING DIVISION RECOMMENDED MOTION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of Jeffrey Carico for a conditional use permit at 127 Tomahawk Industrial Park to allow the use of a portion of the existing building as an indoor training facility for the hitting and pitching of baseball and softball.

This matter is respectfully offered for your consideration.



William T. Martin, AICP
City Planner

pc: Ms. Bonnie M. Svrcek, City Manager
Mr. Charles Hartgrove, Deputy City Manager
Mr. Walter C. Erwin, City Attorney
Mr. Kent L. White, Director of Community Development
Mr. J. Lee Newland, City Engineer
Mr. Don DeBerry, Transportation Engineer
Ms. Cynthia Kozerow, Lynchburg Police Department
Captain Thomas Goode, Fire Marshal
Mr. Doug Saunders, Building Official
Mr. Kevin Henry, Zoning Administrator
Mr. Jeffrey Carico, Petitioner
Mr. Thomas D. Thorton, II, Property Owner

VII. ATTACHMENTS

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

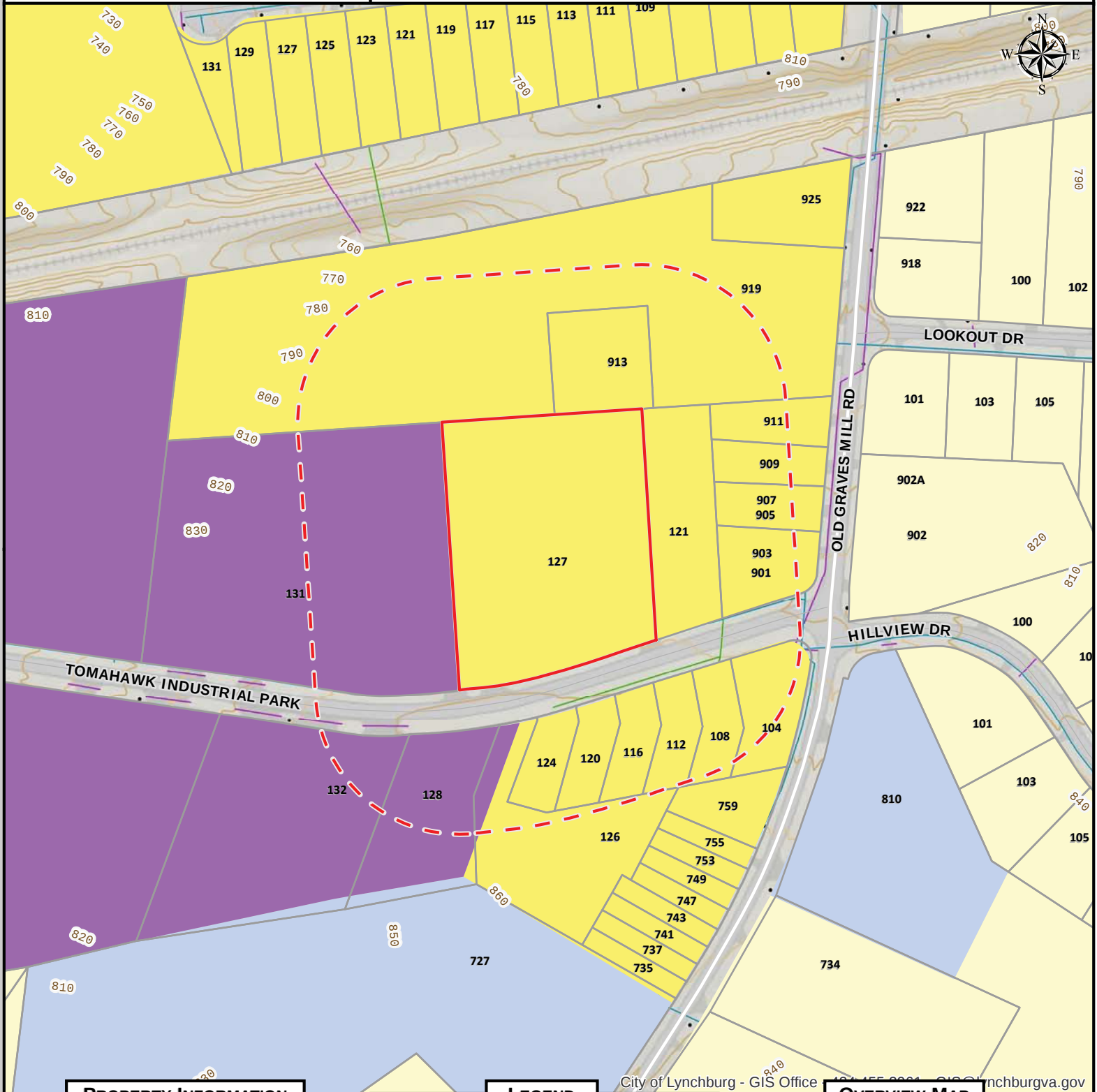
Parcel ID	Address	Owner
24307021	120 TOMAHAWK INDUSTRIAL PARK	DRV CONSTRUCTION LLC
24307024	108 TOMAHAWK INDUSTRIAL PARK	DRV CONSTRUCTION LLC
24307025	104 TOMAHAWK INDUSTRIAL PARK	DRV CONSTRUCTION LLC
24307012	126 TOMAHAWK INDUSTRIAL PARK	DRV CONSTRUCTION LLC
24307022	116 TOMAHAWK INDUSTRIAL PARK	DRV CONSTRUCTION LLC
24307011	128 TOMAHAWK INDUSTRIAL PARK	DRV CONSTRUCTION LLC
24307023	112 TOMAHAWK INDUSTRIAL PARK	DRV CONSTRUCTION LLC
24307020	124 TOMAHAWK INDUSTRIAL PARK	DRV CONSTRUCTION LLC
24307019	911 OLD GRAVES MILL RD	LIPSCOMB, JACK C TRS &
24307014	913 OLD GRAVES MILL RD	MINOR, JEREMY W & TONYA P
24307001	919 OLD GRAVES MILL RD	MINOR, JEREMY W & TONYA P
24307010	132 TOMAHAWK INDUSTRIAL PARK	SERVICE TRUCKING CO
24307018	909 OLD GRAVES MILL RD	SKINNER, GERARD J & RHONDA &
24307017	905 OLD GRAVES MILL RD	SKINNER, GERARD J & RHONDA S
24307002	901 OLD GRAVES MILL RD	SUTTON, JOSHUA A
24307016	121 TOMAHAWK INDUSTRIAL PARK	T/W PROPERTIES
24307004	131 TOMAHAWK INDUSTRIAL PARK	T/W PROPERTIES
24307003	127 TOMAHAWK INDUSTRIAL PARK	T/W PROPERTIES

FLUM Map

INDOOR TRAINING FACILITY

Conditional Use Permit Request

Jeffrey Carico



PROPERTY INFORMATION

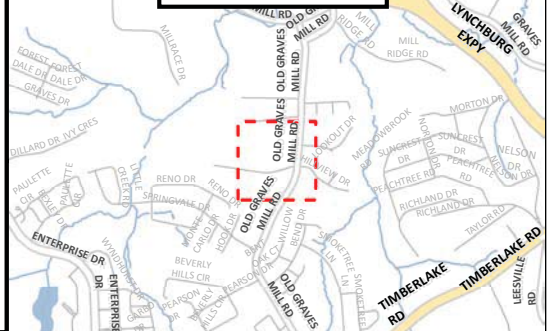
PARCEL ID	ADDRESS
24307003	127 TOMAHAWK INDUSTRIAL PARK

LEGEND

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

MAP SCALE: 1" to 200' DATE PRINTED: 3/14/2018

OVERVIEW MAP



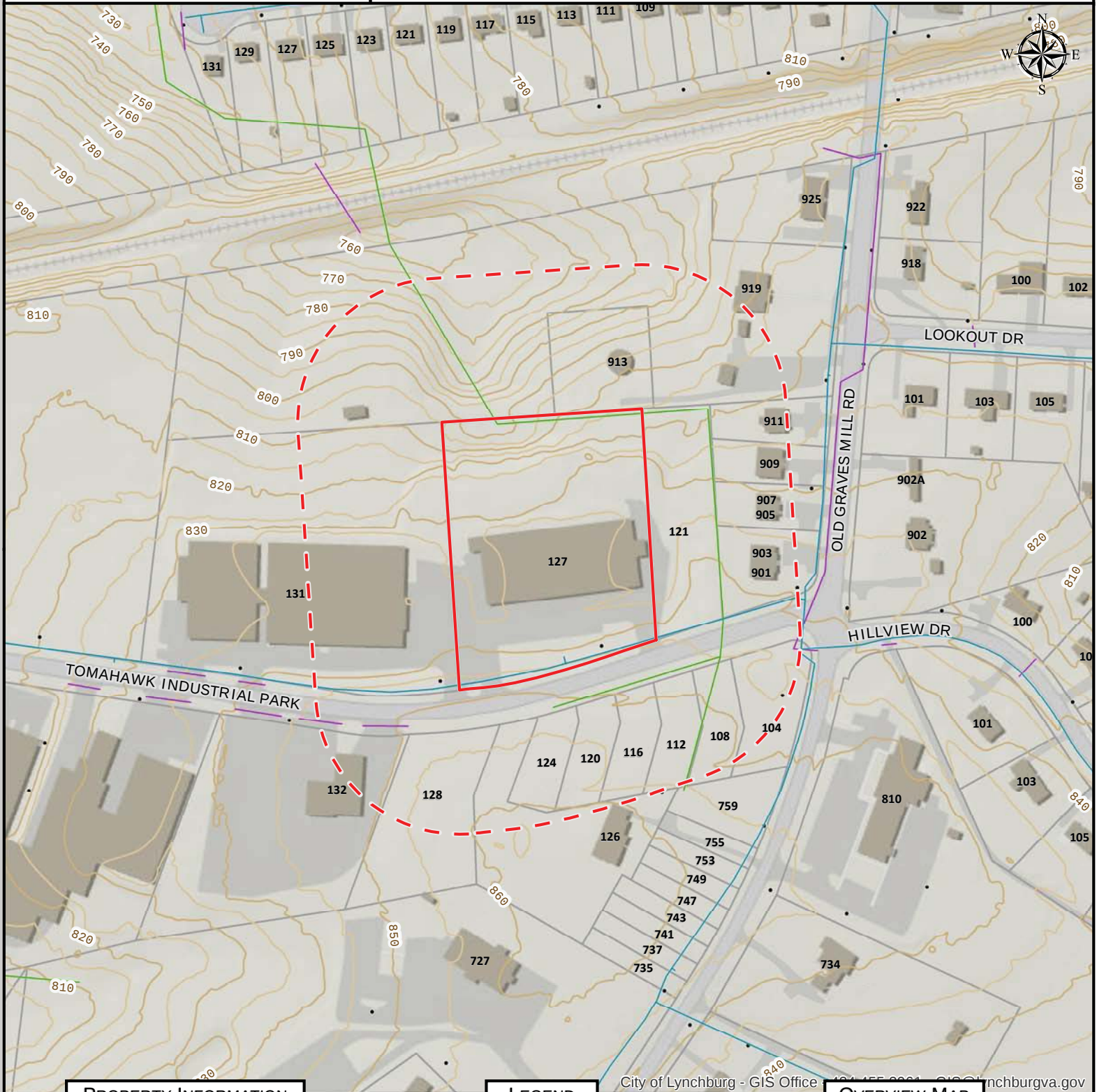
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Watershed Map

INDOOR TRAINING FACILITY

Conditional Use Permit Request

Jeffrey Carico



PROPERTY INFORMATION

PARCEL ID	ADDRESS
24307003	127 TOMAHAWK INDUSTRIAL PARK

LEGEND

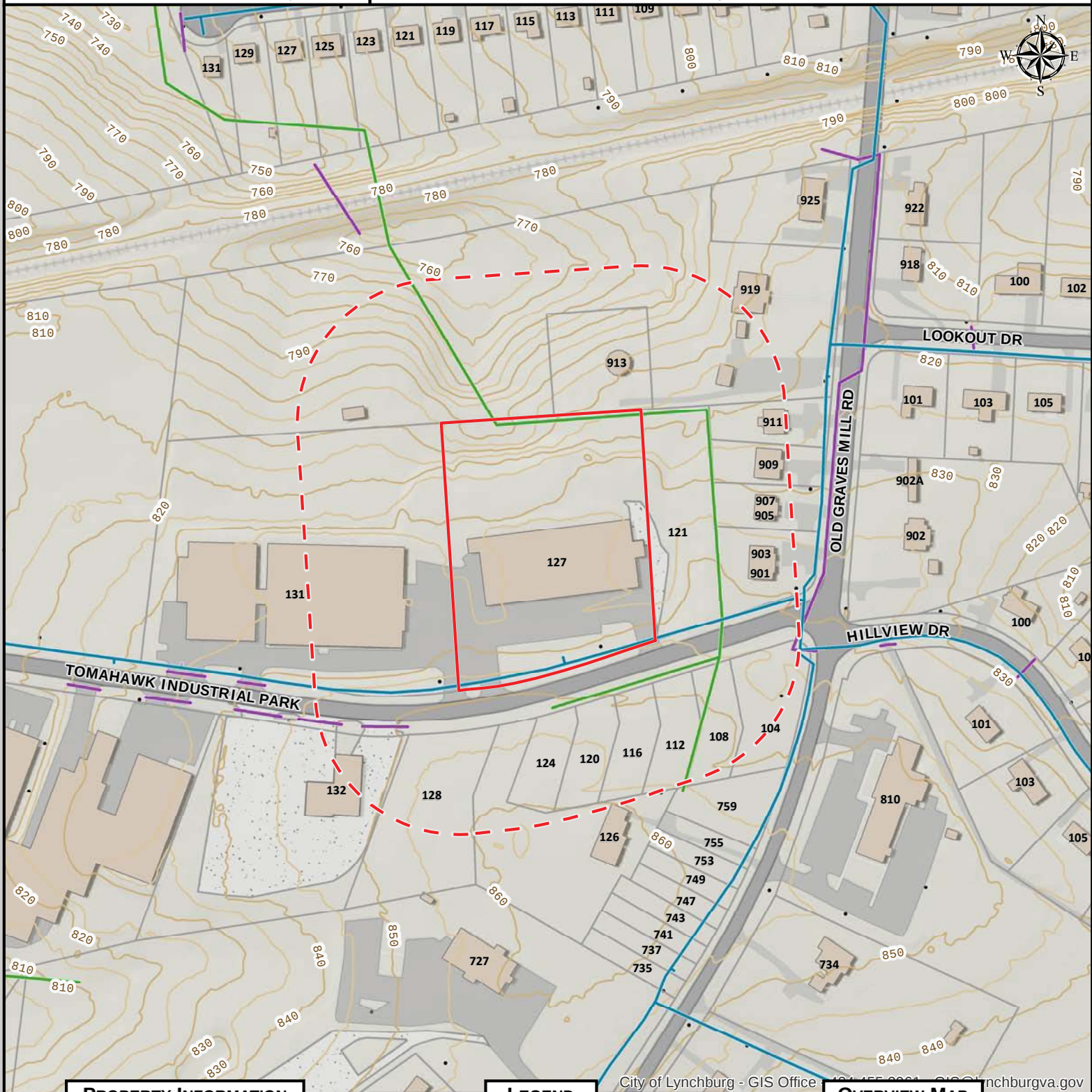
- Subject Property
- Base Flood Elevation
- Floodway
- Floodzone
- River / Lake / Stream

OVERVIEW MAP



MAP SCALE: 1" to 200' DATE PRINTED: 3/14/2018

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PROPERTY INFORMATION

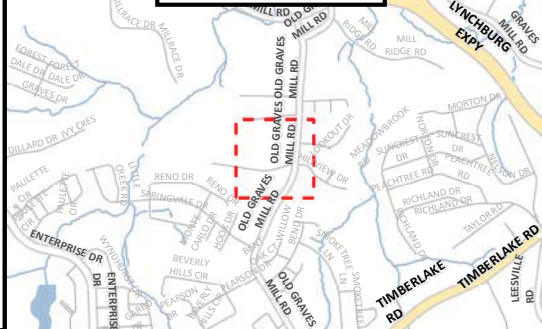
PARCEL ID	ADDRESS
24307003	127 TOMAHAWK INDUSTRIAL PARK

LEGEND

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

MAP SCALE: 1" to 200' DATE PRINTED: 3/14/2018

OVERVIEW MAP



1 Parking Space per 4 customers = 13 total
2 parking spaces per 3 employees = 2 total

15 Total Spaces needed for Occupancy of 49
people including 2 employees with a total of
38 available within the same lot

Fisher Auto Parts





PLEASE PRINT[illegible]

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **May 8, 2018**

AGENDA ITEM #: **10**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: Towing and Vehicle Recovery Services Contract

KEY ELEMENTS:

___Economic Development ___Excellent Government ___Natural and Built Environment **X**Safe Community ___Vibrant Community

RECOMMENDATION: Approve award of the City's Towing and Vehicle Recovery contract to Bee Line Transport, Inc.

SUMMARY: Council considered and approved appointments to the Towing Advisory Board during closed session of the August 8, 2017 meeting. The Board was convened to discuss and approve a scope of services and Request for Proposal solicitation. Procurement issued the Request for Proposals for Towing and Vehicle Recovery Services on January 23, 2018.

Proposals were received on February 15, 2018 from two companies: Bee Line Transport, Inc. and Glenn A. Trent, Inc. An evaluation committee of City staff representing Risk Management, Fleet Services, Police, Fire, Emergency Services, and Procurement reviewed proposals independently then met to discuss. The committee agreed unanimously to recommend award to Bee Line Transport. Notice of Award was posted to Bee Line Transport on March 23, 2018 with no questions, concerns, or protests received.

PRIOR ACTION(S): August 8, 2017 Closed Session to appoint members of the Towing Advisory Board.

FISCAL IMPACT: Annual contract value is dependent on usage. The City's FY17 expenses for towing and vehicle recovery services totaled approximately \$20,000.

CONTACT(S): Bonnie Svrcek, City Manager 455-3990
Stephanie Suter, Procurement Manager, 455-3963

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION

BE IT RESOLVED that the Lynchburg City Council hereby approves the award of the City's Towing and Vehicle Recovery Contract to Bee Line Transport, Inc.

BE IT FURTHER RESOLVED that the City Manager is authorized to execute the contract documents on behalf of the City.

Adopted:

Certified:

Clerk of Council

048K

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **May 8, 2018**

AGENDA ITEM #: **11**

CONSENT:
ACTION: **X**

REGULAR: **X**
INFORMATION:

WORK SESSION:

CLOSED SESSION:
(Confidential)

ITEM TITLE: 1) Adopt and Appropriate the FY 2019 Operating Budget; 2) Adopt the FY 2019-2023 Capital Improvement Program; 3) Adopt and Appropriate the FY 2019 Capital Budget; 4) Adopt a Resolution requiring City Council approval to spend Poverty Initiative funds; 5) Adopt and Appropriate \$50,000 of the FY 2019 Reserve for Contingencies for use by the City Manager; and 6) Adopt a Resolution to set the Personal Property Tax Relief Rate.

KEY ELEMENTS:

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

RECOMMENDATION: Adopt and appropriate the FY 2019 Operating Budget; adopt the FY 2019-2023 Capital Improvement Program; adopt and appropriate the FY 2019 Capital Budget; adopt a resolution requiring City Council approval to spend Poverty Initiative funds; adopt and appropriate \$50,000 of the FY 2019 Reserve for Contingencies for use by the City Manager; and adopt a resolution to set the Personal Property Tax Relief Rate.

SUMMARY: Following the April 9, 2018 Public Hearing and further discussion and deliberation on the FY 2019 Budget, Council adjusted the Proposed FY 2019 General Fund Budget as follows:

General Fund

	Proposed Operating Budget	Adjustments	Revised Budget
Revenues and Use of Fund Balance			
Revenues	\$184,217,927	\$642,376	\$184,860,303
Use of (Additions to) Committed/Assigned Fund Balance	1,168,244		1,168,244
Use of Fund Balance	4,584,709	2,000,000	6,584,709
Total Revenues and Use of Fund Balance	\$189,970,880	\$2,642,376	\$192,613,256
Expenditures			
Operations	\$119,748,514	\$702,324	\$120,450,838
Debt Service	18,199,071	(150,000)	18,049,071
Schools Operations	41,280,033	748,465	42,028,498
Greater Lynchburg Transit Company (GLTC)	1,728,785		1,728,785
Transfers to Other Funds	751,313		751,313
Reserves	2,889,226	1,341,587	4,230,813
Capital Improvements	5,373,938		5,373,938
Total Expenditures, Reserves, and Transfers	\$189,970,880	\$2,642,376	\$192,613,256

Based on City Council's Work Session discussions and decisions regarding the FY 2019 budget, as well as staff adjustments, the following changes have been made to the Proposed FY 2019 Budget:

To Revenues and Use of Fund Balance:

1. Increased Current Public Service Corporation (PSC) by \$50,000 based on updated revenue projections.
2. Increased Current Personal Property - Local portion by \$128,500 based on updated revenue projections.
3. Adjusted Allowance for Uncollectible Personal Property (3.0%) by \$3,855 based on updated revenue projections.
4. Increased Bank Stock Tax by \$50,000 based on updated revenue projections.
5. Reduced Lodging Tax by \$83,000 based on updated revenue projections.
6. Increased Meals Tax \$388,800 based on updated revenue projections.
7. Increased Local Law Enforcement Funding (House Bill 599) by \$111,931 based on proposed allocation - not yet approved by the General Assembly.
8. Increased Use of Fund Balance by \$2,000,000 to add additional funds to the Citywide Salary Study and Implementation Plan Reserve (\$1,309,566) and provide additional funding for City Schools - Operating (\$748,465).

To Expenditures:

1. Reduced funding for the Line of Credit by \$150,000.
2. Added \$79,910 to Police for In-Car Camera Replacements.
3. Added \$32,021 to the Public Safety Building Reserve; amount remaining from the increase in Local Law Enforcement Funding (House Bill 599) after funding In-Car Camera Replacements.
4. Added \$748,465 to City Schools - Operating to maintain funding at the FY 2018 Adopted budget level.
5. Added \$37,957 to Public Works to restore a full-time Building Services Coordinator position.
6. Added \$48,357 to Human Services - Juvenile Services to restore a full-time Prevention Specialist position.
7. Added \$536,100 to Non-Departmental for a One-Time Bonus on 07/01/18; \$500 full-time, \$250 part-time.
8. Added \$1,309,566 to the Citywide Salary Study and Implementation Plan Reserve.

Details of all City Council and staff adjustments can be found in Attachment A.

Also, State code requires the Personal Property Tax Relief Rate be set at the time the budget is adopted.

Adopting all Resolutions except Resolution C, Discretionary External Service Providers, require a majority vote of all of the members of City Council in attendance, said vote to be taken by ayes and noes.

Adopting Resolution C requires a two – thirds majority vote (i.e. five of seven) among the members elected to City Council, said vote to be taken by ayes and noes.

Fund Balance

With the adjustments noted above, the General Fund undesignated fund balance as of June 30, 2019 is projected to be \$18,539,071 or 10.1% of revenues. Council's target for undesignated fund balance is 10% of revenues.

PRIOR ACTION(S): March 13, 20, 27 and April 10, 17, 24, 2018 – City Council Work Sessions
April 9, 2018 – Public Hearing on the Proposed FY 2019 Budgets for General Government, Schools, Water, Sewer, Stormwater, Airport, Fleet, and Other Funds, and the FY 2019 - 2023 Capital Improvement Program

FISCAL IMPACT: See attached budget resolutions

CONTACT(S): Bonnie Svrcek, City Manager, 455-3990
Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S): Attachment A: Balancing the FY 2019 General Fund Budget

Resolutions to:

Adopt and Appropriate the FY 2019 Operating Budget (A-F)

Adopt the FY 2019-2023 Capital Improvement Program (G)

Adopt and Appropriate the FY 2019 Capital Budget (H)

Adopt a Resolution requiring City Council approval to spend Poverty Initiative funds (I)

Adopt and Appropriate \$50,000 of the FY 2019 Reserve for Contingencies for use by the City Manager (J)

Adopt a Resolution to set the Personal Property Tax Relief Rate (K)

REVIEWED BY: bms

ATTACHMENT A

BALANCING THE FY 2019 GENERAL FUND BUDGET

Revenues and Use of Fund Balance

Proposed Revenues (from the FY 2019 Proposed Operating Budget)	\$184,217,927
Use of Fund Balance, Committed/Assigned Fund Balance, and Other	5,752,953
Total Proposed Revenues and Use of Fund Balance	\$189,970,880

Adjustments: Revenue Summary

<i>Non-dedicated Revenue Adjustments</i>	<u>Increase/(Decrease)</u>
Increased Current Public Service Corporation (PSC)	50,000
Increased Current Personal Property - Local portion	128,500
Adjusted Allowance for Uncollectible Personal Property (3.0%)	(3,855)
Increased Bank Stock Tax	50,000
Reduced Lodging Tax	(\$83,000)
Increased Meals Tax	388,800
<i>Dedicated Revenue Adjustments</i>	
Increased Local Law Enforcement Funding (House Bill 599)	111,931
<i>**Proposed Allocation - Not yet approved by the General Assembly**</i>	
Use of Fund Balance	2,000,000
Revenues and Use of Fund Balance	\$192,613,256

Expenditures, Reserves, and Transfers

Proposed Expenditures, Reserves, and Transfers (from the FY 2019 Proposed Operating Budget)	\$189,970,880
--	----------------------

Adjustments: Expenditures, Reserves, and Transfers

	<u>Increase/(Decrease)</u>
Reduced funding for Line of Credit	(150,000)
Added \$79,910 to Police for In-Car Camera Replacements	\$79,910
Added \$32,021 to the Public Safety Building Reserve; amount remaining from the increase in Local Law Enforcement Funding (House Bill 599) after funding In-Car Camera Replacements	32,021
Added \$748,465 to City Schools - Operating to maintain funding at the FY 2018 Adopted budget level	748,465
Added \$37,957 to Public Works to restore a full-time Building Services Coordinator position	37,957
Added \$48,357 to Human Services - Juvenile Services to restore a full-time Prevention Specialist position	48,357
Added \$536,100 to Non-Departmental for a One-Time Bonus on 07/01/18; \$500 full-time, \$250 part-time	536,100
Added \$1,309,566 to the Citywide Salary Study and Implementation Plan Reserve	1,309,566
Expenditures	\$192,613,256

Balance of Revised Revenues, Use of Fund Balance, and Expenditures	\$0
---	------------

- A. BE IT RESOLVED that by majority vote the FY 2019 General Fund Operating Budget (excluding External Service Providers and Component Units expenditures) including the revenues and expenditures proposed by the City Manager and revised by City Council be adopted as the annual operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2018 and ending June 30, 2019 and said funds be appropriated:

GENERAL FUND INCOME		GENERAL FUND EXPENDITURES	
Beginning Balance	\$25,123,780	General Government	\$12,273,417
<u>Non-Dedicated Revenues</u>		Judicial Administration	4,877,905
General Property Taxes	79,919,670	Public Safety	36,924,781
Other Local Taxes	54,094,383	Public Works	18,488,739
Permits, Fees, and Regulatory Licenses	806,700	Health and Welfare	21,188,067
Fines and Forfeitures	242,500	Parks, Recreation and Cultural	5,232,882
Use of Money and Property	504,520	Community Development	5,225,462
Charges for Services	3,314,192	Non-Departmental	8,095,374
Miscellaneous	534,900	Transfer to Other Funds	751,313
Revenue from the Commonwealth	6,189,584	General Fund - Debt Service	8,647,095
<u>Dedicated Revenues</u>		Schools - Debt Service	9,401,976
Revenue from Use of Money & Property		Reserves	4,230,813
Charges for Services	4,554,920	Transfer to Capital - City	4,803,938
Recreation Revenue	486,500	Transfer to Capital - Schools	570,000
Parking	565,000	Ending Balance	18,539,071
Miscellaneous	2,824,186	Subtotal	\$159,250,833
Revenue from the Commonwealth			
Categorical Aid - State Shared Expenditures	3,034,651	External Service Providers ¹	\$8,144,211
Categorical Aid	20,085,701		
Revenue from the Federal Government	7,702,896	Component Units ¹	\$43,757,283
Use of Committed/Assigned Fund Balance and Other	1,168,244		
Total	<u>\$211,152,327</u>	Total	<u>\$211,152,327</u>

¹To be considered separately

Introduced: May 8, 2018

Adopted: May 22, 2018

Certified:

Clerk of Council

- B. BE IT RESOLVED that by majority vote the FY 2019 Mandated and Contractual External Service Providers Budget of \$8,100,370 proposed by the City Manager be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2018 and ending June 30, 2019 and said funds be appropriated:

MANDATED

Blue Ridge Regional Jail Authority	\$5,255,314
Horizon Behavioral Health	555,900
Lynchburg Health Department.....	830,977
Region 2000 Local Government Council	45,731
TOTAL MANDATED	<u>\$6,687,922</u>

CONTRACTUAL

Central Virginia Regional Radio Board (CVRRB).....	\$720,173
Lynchburg Humane Society	351,697
Southern Memorial Association (Old City Cemetery)	132,438
The Virginian	168,250
Virginia Cooperative Extension Service	39,890
TOTAL CONTRACTUAL	<u>\$1,412,448</u>

Introduced: May 8, 2018

Adopted: May 22, 2018

Certified:

Clerk of Council

- C. BE IT RESOLVED that by two – thirds majority vote (five of seven) the FY 2019 Discretionary External Service Providers Budget of \$43,841 proposed by the City Manager be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2018 and ending June 30, 2019 and said funds be appropriated:

DISCRETIONARY

Amazement Square.....	\$200
Central Virginia Alliance for Community Living	15,000
Central Virginia Community College Board (CVCC)	1,942
Elizabeth's Early Learning Center	15,000
Virginia Legal Aid Society	11,699
TOTAL DISCRETIONARY.....	<u>\$43,841</u>

Introduced: May 8, 2018

Adopted: May 22, 2018

Certified: _____

Clerk of Council

- D. BE IT RESOLVED that by majority vote the FY 2019 Schools Operating Budget, including the revenues and expenditures proposed by the City Manager, be adopted for the fiscal year beginning July 1, 2018 and ending June 30, 2019 and said funds be appropriated:

SCHOOLS INCOME

Beginning Balance	\$0
State	52,787,327
Federal	463,500
Grants	10,833,374
Local – Operating	42,028,498
Miscellaneous	2,188,250
Total	<u>\$108,300,949</u>

SCHOOLS EXPENDITURES

Operations	\$97,467,575
Grant Funded Expenditures	10,833,374
Ending Balance	0
Total	<u>\$108,300,949</u>

Introduced: May 8, 2018

Adopted: May 22, 2018

Certified: _____

Clerk of Council

- E. BE IT RESOLVED that by majority vote the FY 2019 Greater Lynchburg Transit Company Budget including the revenues and expenditures proposed by the City Manager be adopted for the fiscal year beginning July 1, 2018 and ending June 30, 2019 and said funds be appropriated:

GREATER LYNCHBURG TRANSIT COMPANY INCOME

Beginning Balance	\$0
Fares	723,000
Contracts	80,232
Federal	2,274,007
State	1,686,606
Local - Operating	1,728,785
Partners	1,567,450
Miscellaneous	217,293
Total	<u>\$8,277,373</u>

GREATER LYNCHBURG TRANSIT COMPANY EXPENDITURES

Operations	\$8,277,373
Ending Balance	0
Total	<u>\$8,277,373</u>

Introduced: May 8, 2018

Adopted: May 22, 2018

Certified: _____

Clerk of Council

F. BE IT RESOLVED that by majority vote the FY 2019 budgets of the funds mentioned herein be adopted for the purposes herein mentioned and said funds be appropriated from the funds and resources of the City of Lynchburg for the fiscal year beginning July 1, 2018 and ending June 30, 2019:

FLEET SERVICES FUND INCOME		FLEET SERVICES FUND EXPENDITURES	
Beginning Balance	\$0	Operations	\$6,318,604
Revenues	6,800,157	Debt Service	481,553
Total	<u>\$6,800,157</u>	Ending Balance	0
		Total	<u>\$6,800,157</u>
AIRPORT FUND INCOME		AIRPORT FUND EXPENDITURES	
Beginning Balance	\$250,000	Operations	\$2,426,600
Revenue from Cost Centers	2,697,440	Debt Service	139,568
Interest and Other	33,000	Ending Balance	414,272
Total	<u>\$2,980,440</u>	Total	<u>\$2,980,440</u>
WATER FUND INCOME		WATER FUND EXPENDITURES	
Beginning Balance	\$4,194,059	Operations	\$10,407,132
Charges for Service	12,716,935	Debt Service	4,330,278
Water Contracts (Amherst/Bedford/Campbell/Industrial)	1,971,330	Transfer to Water Capital Fund	2,400,000
Interest and Other	289,993	Ending Balance	2,034,907
Total	<u>\$19,172,317</u>	Total	<u>\$19,172,317</u>
SEWER FUND INCOME		SEWER FUND EXPENDITURES	
Beginning Balance	\$9,484,293	Operations	\$12,269,396
Charges for Services	18,459,183	Debt Service	9,196,406
Sewer Contracts (Amherst/Bedford/Campbell/Industrial)	3,859,965	Transfer to Sewer Capital Fund	2,000,000
Interest and Other	132,558	Ending Balance	8,470,197
Total	<u>\$31,935,999</u>	Total	<u>\$31,935,999</u>
STORMWATER FUND INCOME		STORMWATER FUND EXPENDITURES	
Beginning Balance	\$498,004	Operations	2,937,485
Charges for Services	3,205,800	Debt Service	88,628
State Categorical Aid	275,000	Transfer to Capital Fund	675,000
Interest and Other	10,000	Ending Balance	287,691
Total	<u>\$3,988,804</u>	Total	<u>\$3,988,804</u>
CITY/FEDERAL/STATE AID FUND INCOME		CITY/FEDERAL/STATE AID FUND EXPENDITURES	
Beginning Balance	\$0	Operations	\$3,119,214
Revenue from the Federal Government	1,963,353	Ending Balance	0
Revenue from the Commonwealth	975,541	Total	<u>\$3,119,214</u>
Other	57,594		
In-Kind	23,706		
Transfer from General Fund	99,020		
Total	<u>\$3,119,214</u>		
COMMUNITY DEVELOPMENT BLOCK GRANT INCOME		COMMUNITY DEVELOPMENT BLOCK GRANT EXPENDITURES	
Beginning Balance	\$859,020	Operations	\$768,099
Federal Entitlement	662,564	Ending Balance	756,719
Program Income	3,234	Total	<u>\$1,524,818</u>
Total	<u>\$1,524,818</u>		
CHILDREN'S SERVICES ACT FUND INCOME		CHILDREN'S SERVICES ACT FUND EXPENDITURES	
Beginning Balance	\$5,037	Operations	\$5,999,022
Miscellaneous	39,293	Ending Balance	5,037
Transfer from General Fund	1,980,464	Total	<u>\$6,004,059</u>
Lynchburg City School Transfer	196,541		
Revenue from the Commonwealth	3,782,724		
Total	<u>\$6,004,059</u>		
FORFEITED ASSET'S FUND INCOME		FORFEITED ASSET'S FUND EXPENDITURES	
Beginning Balance	\$26,293	Operations	\$0
Revenue	0	Ending Balance	26,293
Total	<u>\$26,293</u>	Total	<u>\$26,293</u>
HOME INVESTMENT TRUST FUND INCOME		HOME INVESTMENT TRUST FUND EXPENDITURES	
Beginning Balance	\$0	Operations	\$336,591
Federal Entitlement	300,951	Ending Balance	0
Program Income	35,640	Total	<u>\$336,591</u>
Total	<u>\$336,591</u>		

LYNCHBURG EXPRESSWAY APPEARANCE FUND (LEAF) INCOME

Beginning Balance	\$166,268
Pledges/Donations	0
Total	<u>\$166,268</u>

REGIONAL JUVENILE DETENTION CENTER FUND INCOME

Beginning Balance	\$100,000
Charges for Services	970,350
Intergovernmental	1,767,536
Total	<u>\$2,837,886</u>

RISK MANAGEMENT FUND INCOME

Beginning Balance	\$1,644,249
Charges for Services	936,781
Total	<u>\$2,581,030</u>

SPECIAL WELFARE FUND INCOME

Beginning Balance	\$146,350
Donations and Restitutions	127,650
Interest	1,000
Revenue from the Commonwealth	8,500
Total	<u>\$283,500</u>

TECHNOLOGY FUND INCOME

Beginning Balance	\$1,502,116
Use of Money & Property	15,000
Transfer from General Fund	605,298
Total	<u>\$2,122,414</u>

LYNCHBURG BUSINESS DEVELOPMENT CENTRE INCOME

Beginning Balance	\$125,384
Revenue	0
Total	<u>\$125,384</u>

LYNCHBURG EXPRESSWAY APPEARANCE FUND (LEAF) EXPENDITURES

Operations	\$75,000
Ending Balance	91,268
Total	<u>\$166,268</u>

REGIONAL JUVENILE DETENTION CENTER FUND EXPENDITURES

Operations	\$2,704,519
Debt Service	33,367
Ending Balance	100,000
Total	<u>\$2,837,886</u>

RISK MANAGEMENT FUND EXPENDITURES

Operations	\$289,299
Insurance and Claims	647,482
Ending Balance	1,644,249
Total	<u>\$2,581,030</u>

SPECIAL WELFARE FUND EXPENDITURES

Operations	\$136,988
Ending Balance	146,512
Total	<u>\$283,500</u>

TECHNOLOGY FUND EXPENDITURES

Operations	\$765,092
Capital Outlay	60,000
Ending Balance	1,297,322
Total	<u>\$2,122,414</u>

LYNCHBURG BUSINESS DEVELOPMENT CENTRE EXPENDITURES

Operations	\$0
Ending Balance	125,384
Total	<u>\$125,384</u>

Introduced: May 8, 2018

Adopted: May 22, 2018

Certified: _____

Clerk of Council

G. BE IT RESOLVED that by majority vote the FY 2019 - 2023 Capital Improvement Program is hereby adopted.

Adopted: May 8, 2018

Certified: _____

Clerk of Council

H. BE IT RESOLVED that by majority vote the FY 2019 Capital Budget proposed by the City Manager is hereby adopted and said funds be appropriated from the funds and resources of the City of Lynchburg for the fiscal year beginning July 1, 2018 and ending June 30, 2019 in the total amount of \$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.

Introduced: May 8, 2018

Adopted: May 22, 2018

Certified: _____

Clerk of Council

I. BE IT RESOLVED that FY 2019 General Fund Non-Departmental Poverty Initiative funds of \$50,000 may only be spent upon approval by a majority vote of City Council.

Adopted: May 8, 2018

Certified: _____
Clerk of Council

J. BE IT RESOLVED that by majority vote \$50,000 of the FY 2019 Reserve for Contingencies funding is appropriated for use by the City Manager for the fiscal year beginning July 1, 2018 through June 30, 2019.

Introduced: May 8, 2018 Adopted: May 22, 2018

Certified: _____
Clerk of Council

K. BE IT RESOLVED that by majority vote in accordance with Section 58.1-3524 of the Code of Virginia, 1950, as amended, the personal property tax relief rate for the fiscal year beginning July 1, 2018 through June 30, 2019 shall be set at 45.59%.

Adopted: May 8, 2018

Certified: _____
Clerk of Council

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