// A regular meeting of the Council of the City of Lynchburg was held on the 28th day of February, 2012, at 4:00 P.M. in the Council Chamber, City Hall, Joan F. Foster, President, presiding. The following Members were present:

Present: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Absent: 0

// Water Resources Director Tim Mitchell presented an overview of the FY 2013 Rate Study and Annual Report which includes information on the following:

- Water and Sewer Fund operational expenses, revenues, and capital improvements
- Combined Sewer Overflow (CSO) Program progress
- Stormwater Fund regulatory updates, operational and capital needs, new initiatives, and recommended budget and rate.
- Recommended rate increases
- Rate comparisons
- Water, Sewer and Stormwater Projections
- Statistical data

Mr. Mitchell stated that the utility rate strategy developed for this year continues with the guiding principles of:

- Minimize the impact of rate adjustments on residential and other small customers
- Ensure necessary funding is provided for increases in operating and debt service costs
- Ensure compliance with the Special Order for Combined Sewer Overflow (CSO)
- Ensure compliance with adopted Fund Balance and Debt Management Financial Policies
- Provide an equitable distribution of costs based on actual services provided

Mr. Mitchell further stated that the proposed increase includes a 3% increase in the water volume rate to $2.36 per hcf. and that no increase in the sewer volume rate is proposed. Mr. Mitchell went on to say that it is recommended that the stormwater rate be established at $4.00 per single family unit (sfu) per month and other proposed increase include a 5% increase in industrial surcharges and septic hauler charges to more closely cover the cost of providing those services. It was recommended to proceed to a public hearing regarding the recommendations to increase the water and sewer rates and establish a stormwater fee rate as proposed in the FY 2013 Rate Study and Annual Report.

// Neighborhood Program Manager Keith Wright provided an overview on the Community Code Compliance Team Report. Mr. Wright stated that the City's Community Code Compliance Team (CCCT) was created by City Council to develop and implement "a proactive, coordinated and focused long-term strategy to improve living conditions through consistent code compliance, thereby facilitating a positive impact on the quality of life in Lynchburg." Mr. Wright further stated that the CCCT includes representatives from the neighborhood, as well as the City Manager's Office, Community Development, Billings and Collections, Fire Marshal, Public Services, Police, City Attorney's Office, Social Services, Commissioner of the Revenue, Lynchburg Redevelopment and Housing Authority and City Council. Mr.

Wright went on to say that the Team representatives frequently conduct neighborhood walkthroughs as part of its mission to work proactively with residents to identify concerns and raise awareness of local codes and public maintenance needs. In 2011 the Community Code Compliance Team coordinated six meetings, four of which were conducted in neighborhoods at the request of residents. Mr. Wright explained the new approach and the importance of this process. The Team uses neighborhood walkthroughs to provide information to neighbors about the City's process for Code compliance and whether or not the City can or cannot address the issue; and the establishment of a timeframe for compliance. Mr. Wright went on to say during the reporting period there was a consensus among Team members that the Team should focus on new ways to get information regarding the City Code to the community. Mr. Wright stated that the Team believes that rather than simply citing property owners with a notice for every violation, a better approach is to focus on education regarding applicable Codes. The benefit to citizens and government alike is to gain a well-rounded approach to Code compliance.

// City Planner Tom Martin gave a presentation on the Commercial Electronic Variable Message Signs (CEVMS) (also known as Digital Billboards). Mr. Martin stated that on November 22, 2011, Council Member Helgeson requested that City Council consider allowing billboards with a changeable message within the City. Commercial Electronic Variable Message Signs (CEVMS) or "digital" billboards are those that can display a digital image rather than a static one. Each digital billboard can display multiple advertisements in six (6) second increments as permitted by the Code of Virginia. Mr. Martin further stated that digital billboards eliminate the need for on-site installation of vinyl posters and allow the billboard industry to increase advertisement space (and revenues) without adding additional billboard locations. After Council discussion, Council Member Helgeson made a motion, seconded by Council Member Cary, to proceed with amending the billboard ordinance and the motion passed by the following recorded vote:

Ayes:	Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster	7
Noes:		0

// City Manager Kimball Payne gave a summary of the Procurement of Transit Management Services for Greater Lynchburg Transit Company (GLTC). Mr. Payne stated the GLTC Board of Directors has started a process for the procurement of transit management services. The current vendor, First Transit, has been advised that the Board does not plan on automatically renewing the present contract and that it will seek proposals from qualified transit management companies. Mr. Payne further stated that the anticipated procurement will be completed by the end of the calendar year. First Transit has agreed to a month to month extension of its contract until the procurement process is complete. The GLTC Board has procured the services of a transit consultant to assist with the procurement process. Mr. Payne went on to say that the procurement process will consist of an examination of transit management service options, the selection of an appropriate model, the drafting of a Request For Proposal (RFP) for transit management services, review of the proposals and the negotiation of a contract with the top-ranked vendor. Mr. Payne stated that GLTC does not have funds designated in its operating budget to pay for the services of the consultant. However, there are funds available in GLTC's capital account that the Board plans to use for the consultant. The origin of the funds is a $50,000 appropriation to GLTC as the local match for the purchase of the new transfer center site. It turned out that the cost of that acquisition was covered 100% by Federal and State funding, except for $3000 needed for title insurance. Mr. Payne further stated the GLTC Board intends to use the remaining $47,000 in its capital account to pay for consultant services related to the procurement of transit management services and wanted City Council to be aware of its plans.

// During roll call Council Member Cary stated he had two items, 1) in the Liberty Journal magazine on page 8 there is an article entitled "A new era of community cooperation" which talked about the Amtrak proposal by Liberty to the City and Amtrak and stated that he would like to see the City start some discussion with Liberty and Amtrak about this proposal; and 2) read a statement regarding the Lynchburg Humane Society and the $8 million funding gap in proposed revenue and stated that this request could not have come at a more inopportune time and that his job as a Council Member is to balance the Humane Society's funding request along with other requests.

Vice Mayor Johnson thanked JoAnn Martin, Director of Communications and Marketing along with City staff for a great event at the State of City Address.

Mayor Foster also thanked JoAnn Martin for being so supportive with all the last minute changes and handling it in a timely manner and thanked the citizens for their support with over 400 in attendance, and reminded the citizens about the healthy challenge for FY 2012 and to visit the website at www.livehealthylynchburg.com.

// City Council recessed the meeting at 6:14 p.m.

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

The following Members were present:

Present:	Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster	7
Absent:		0

Council Member Nelson gave the Invocation, Parker Ehlinger, Boy Scout Troop 180 lead the Pledge of Allegiance.

// Mayor Foster presented to Valeria P. Chambers, Clerk of Council a service award for 25 years.

// Public Works Director, Dave Owen and Kelly Hitchcock of Region 2000 Local Government made a presentation regarding Safe Routes to School and Bike Week. Mr. Owen stated in May, 2011 City Council approved the submittal of a grant application to the Virginia Department of Transportation (VDOT) Safe Routes to School (SRTS) program to provide pedestrian improvements around Perrymont, T. C. Miller, and Dearington Elementary Schools for the purpose of promoting safe walking access to the schools for students and families. Mr. Owen further stated the City has been notified by VDOT that it has been awarded $376,796. The grant specifically will allow the following improvements: (1) Perrymont - construct approximately 3,154 feet of new sidewalk, new marked crosswalks, handicap accessible ramps, and upgraded school pavement markings; (2) Dearington - install approximately 2,930 feet of sidewalk, new marked crosswalks around the school and neighborhood, and new school zone markings; and (3) T. C.

Miller - install approximately 1,745 feet of sidewalk, new marked crosswalks, and eight timed pedestrian signals.

Mr. Owen went on to say this award is the result of a partnership among Lynchburg City Schools, Virginia's Region 2000 and the City of Lynchburg to expand pedestrian resources to ensure that Lynchburg residents and students can safely access local school facilities and other resources in the community. The development of these resources supports safe access, increases opportunities for exercise and healthy lifestyles for our residents, and meets several goals in the City's Sustainable Lynchburg Initiative. Ms. Hitchcock stated the Virginia's Region 2000 and the Lynchburg Area Greenway Alliance, in partnership with Lynchburg City, Lynch's Landing, the Greater Lynchburg Greenway Alliance, and local businesses, will host the Greater Lynchburg Bike Week and Greater Lynchburg Clean Commute Challenge during the Week of May $14^{th} - 18^{th}$. Ms. Hitchcock went on to say several events will be held during Bike Week to encourage citizens to get out and ride their bikes. A key event is the Clean Commute Challenge, a week-long event to challenge local individuals and companies to commute to work through biking, walking, carpooling, using transit or any combination of alternative transportation for one or more days during the week.

// Copies of the minutes of the February 14, 2012 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Gillette, seconded by Council Member Nelson, Council by the following recorded vote approved the minutes as amended:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster	7
Noes:	0

// In the matter of Commonwealth – General, Resolution #R-12-015 amending the FY 2012 City/Federal/State Aid Fund budget and appropriating $20,000, fully reimbursable, to support a Family Violence Legal Assistant position and activities related to the Domestic Violence and Intimate Partner Prosecution Unit, laid over from the February 14, 2012 meeting, was again presented and read, and on motion of Council Member Gillette, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster	7
Noes:	0

// In the matter of Fire – General, Resolution #R-12-016 amending the FY 2012 City/Federal/State Aid Fund budget and appropriating $98,175 with resources of $54,417 from the Rescue Squad Assistance Fund and $43,758 from the Fire Department budget to purchase two (2) Physio LifePak 15 cardiac monitor/defibrillators, two (2) Stryker Power Pro ambulance cots, seven (7) video laryngoscopes, and seven (7) airway packs for the Fire Department, laid over from the February 14, 2012 meeting, was again presented and read, and on motion of Council Member Gillette, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster	7
Noes:	0

// In the matter of Fire – General, Resolution #R-12-017 amending the FY 2012 City/Federal/State Aid Fund budget and appropriating $100,000, fully reimbursable, to purchase a trailer for the Fire Department's Technical Rescue Team, laid over from the February 14, 2012 meeting, was again presented and read, and on motion of Council Member Gillette, seconded by Council Member Nelson, Council by the following recorded vote adopted the Resolution:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7
Noes: 0

// In the matter of Public Works – General, City Council Report # 10 was considered. On motion of Council Member Gillette, seconded by Council Member Nelson, Council by the following recorded vote adopted Resolution #R-12-019 for the sale of the City's building located at 1721 Monsview Place (former Armstrong School) to Rush Lifetime Homes, Inc.:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7
Noes: 0

// In the matter of Public Works – General, a public hearing was held regarding City Council Report #11 regarding the consideration of selling approximately six and three hundred seventy-eight thousandths (6.378) acres of City owned property located at 3901 Old Forest Road (Tax Parcel #23102001) and between Whitehall Road and Lakeside Drive to S. J. Collins Enterprises, LLC., for proposed retail development. Economic Development Director Marjette Upshur gave a summary of the report. Mr. Jeffrey DeHart representing S.J. Collins Enterprises gave a presentation regarding the property at 3901 Old Forest Road. Several developers had concerns that they were not aware the property at 3901 Old Forest Road was available and was the City getting a fair price for the land. There was no one else present who wished to speak to this item, and the public hearing was closed. During Council discussion several Council Members felt it was unfair that local developers would never realize it was an option and City maps don't register the property as it is listed simply as right-of-way and others mentioned it was up to the developers to tell the City what they're looking for. When the discussion continued and concern of price was mentioned it was mentioned that this should be discussed in closed session. Vice Mayor Johnson made a motion, seconded by Council Member Nelson to support the request for the selling of the property at 3901 Old Forest Road. Council Member Helgeson made a substitute motion, seconded by Council Member Perrow to table this item until the end of the Council meeting. Vice Mayor Johnson stated he would not support going into closed session as Council should be transparent, and Council by the following recorded vote tabled this item to the end of the agenda:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7
Noes: 0

// Mr. Louis F. Sette spoke before Council regarding a concern with incentive money pledged to Delta Star.

// In the matter of City Council, City Council Report # 13 was considered. On motion of Council Member Cary, seconded by Council Member Helgeson, Council by the following recorded vote adopted Resolution #R-12-022, as presented, supporting efforts to create the "Hill City Classic" Soap Box Derby Race:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7
Noes: 0

// On motion of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote elected to hold a closed meeting for consultation with legal counsel and briefings by staff members about a specific legal matter, the proposed sale of the 6.378 acres located at 3901 Old Forest Road, pursuant to Section 2.2-3711(A.)(7) of the Code of Virginia, 1950, as amended:

Ayes: Cary, Gillette, Helgeson, Nelson, Perrow, Foster 6

Noes: Johnson 1

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

// Council Member Helgeson made the following motion:

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

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

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

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

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

// After the closed session, Vice Mayor Johnson made a motion, seconded by Council Member Gillette, and Council by the following recorded vote introduced and laid over to a later meeting Resolution #R-12-023, as amended, granting the selling of approximately six and three hundred seventy-eight thousandths (6.378) acres of city owned property located at 3901 Old Forest Road (Tax Parcel #23102001) and between Whitehall Road and Lakeside Drive to S. J. Collins Enterprises, LLC., for proposed retail development:

Ayes: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Noes: 0

// The meeting was adjourned at 9:24 P.M.

Clerk of Council

// A special meeting of the Council of the City of Lynchburg was held on the 6th day of March, 2012, at 5:30 P.M. in the Council Chamber, City Hall, Joan F. Foster, President, presiding. The purpose of this meeting was for the City Manager's Proposed FY 2013 Budget Presentation. The following Members were present:

Present: Cary, Gillette, Helgeson, Johnson, Nelson, Perrow, Foster 7

Absent: 0

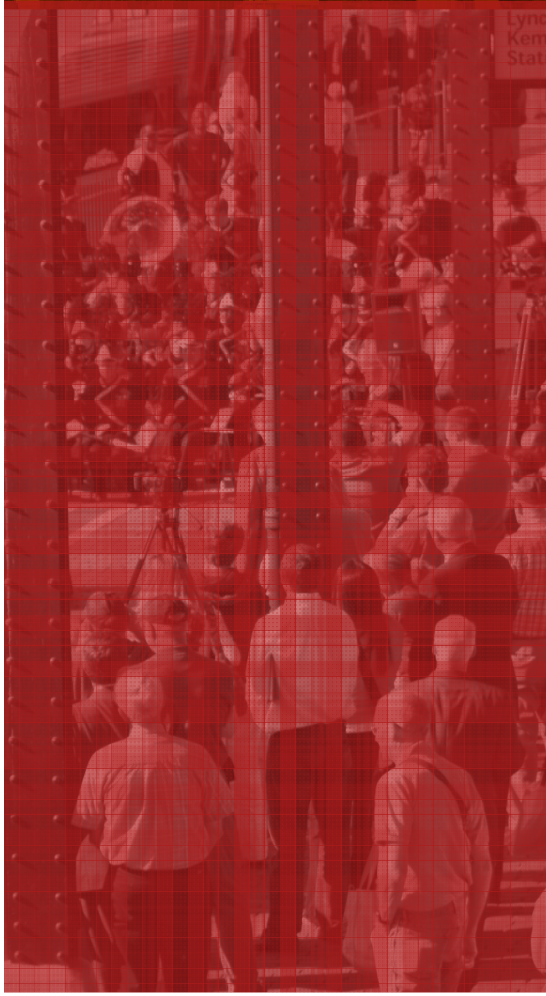
// City Manager Kimball Payne presented an overview regarding the Proposed FY 2013 Budget, stating this year's overall budget totaled $290.7 million. Mr. Payne stated that this year's Budget is characterized by multiple choices and difficult decisions. It reflects a critical juncture in the financing of City services. Mr. Payne further stated that in the three years since the beginning of the "Great Recession" during FY 2009, budget development has been increasingly difficult.

Mr. Payne explained the proposed budget is crafted to provide considerable flexibility so that it can be modified to reflect the priorities of the community which includes proposed revenue increases, provides for the funding of important infrastructure projects, increases school funding to help close a larger deficit, addresses mandates such as stormwater management, funds increased costs for employee benefits, energy and materials, and eliminates thirty-one (31) positions in the General Fund. The Proposed FY 2013 Budget includes an increase in the Meals Tax from 6.5% to 7.5%. This increase is estimated to produce additional revenues of $1.7 million which will be dedicated to debt service for Heritage High School. A ten cent ($0.10) increase in Real Property Tax rate, generating $4.98 million in revenue is included in the Proposed FY 2013 Budget.

Mr. Payne concluded by saying that the Proposed FY 2013 Budget is offered for City Council consideration, deliberation, amendment, and adoption, and that over the next several weeks, Council will have the opportunity to hear from and question the representatives of the various departments and agencies seeking funding in FY 2013.

// The meeting was adjourned at 6:48 P.M.

Clerk of Council



FY 2013
BUDGET PRESENTATIONS

Council/Manager Offices

COUNCIL/MANAGER OFFICES

- Adjustments since FY 2009
  - Reduction in pay for Mayor/Council members from FY 2009 to FY 2010
  - Deputy Clerk of Council, Assistant to the City Manager, and Legislative Liaison positions proposed for elimination in FY 2013
  - Office supplies , subscriptions, retreat expenses, books/publications, etc. reduced by 31%
  - Training and Travel reduced by 65%

COUNCIL/MANAGER OFFICES

- Current Challenges
  - Anticipated retirement of veteran Deputy Clerk of Council in January 2013
  - Resources necessary for the recodification of the City Code

COUNCIL/MANAGER OFFICES

- Service reductions that may be necessary:
  - Eliminate funding for Dues and Memberships
    - Institute of Government ($2,500)
    - Alliance for Innovation ($3,900)
    - National League of Cities ($5,401)
    - Virginia First Cities ($19,975)

    Consequence: Loss of research and/or lobbying resources
  - Eliminate Blackberry Service for City Manager and Deputy City Manager ($900)

    Consequence: Minimal

COUNCIL/MANAGER OFFICES

- Eliminate one Administrative Services Associate ($50,000)

  Consequence: Reduction of administrative/reception support for City Manager, Deputy CM, Clerk of Council, City Council, citizens

- Travel and Lodging for Training and Conferences for City Manager and Deputy City Manager ($3,900)
- Car Allowance for City Manager ($6,000) and Deputy City Manager ($5,200)

City Assessor

CITY ASSESSOR

Adjustments since FY 2009

- Reduced staff 17%, from 12 to 10, by eliminating 1 Appraiser & 1 ASA. Restructured Department.
- Reduced fleet vehicles by 20%.
- Reduced departmental budget $96,000 (12%), from $828,932 in FY2009 to $732,930 Proposed FY2013.
- * No reductions in service and International award winner.

CITY ASSESSOR

Current Challenges

- Compensation for staff is below comparable cities using the same software system.
- Concerns regarding retention and recruitment of qualified staff.
- Maintaining professional standards and good customer service when the real estate market becomes more active as the economy improves.

CITY ASSESSOR

Service Reductions that may be necessary

- Stop Land Use Deferral Program

  Consequence: save $100,000 in tax deferral, no reduction in staff.

- Eliminate Rehab Exemption Program

  Consequence: save $490,000 in tax deferral, no reduction in staff.

City Attorney

ADJUSTMENTS SINCE FY 2009

93% of the budget for the City Attorney's Office is for personnel; the overall personnel budget for the City as a whole is 60.4 %. It is challenge to reduce the budget and maintain sufficient resources to operate the office.

- ●During the past three years the non-personnel budget for the City Attorney's
- Office was cut $11, 529, or 23% of the non-personnel budget, in such
- areas as legal publications, training, equipment, professional memberships,
- etc.

- ●During the past three years the budget in the Risk Management Office was
- cut $170,536.00 which is a little over 10% of the budget by switching a full
- time position to part time and reducing spending in such areas as insurance
- premiums, training, professional memberships, etc.

CURRENT CHALLENGES

- The office is faced with the challenge of trying to provide the same level of services City departments, the School System, citizens, etc. have come to expect with less resources. For example:
  - ● The office has fewer legal publications to consult to research legal issues
  - ● The members of the office do not have the opportunity to take
  - advantage of certain specialized training programs (i.e. environmental
  - law seminars, public employment law workshops, etc.)
  - ● The office cannot acquire certain types of equipment that could improve
  - the efficiency of staff members (i.e. laptop computers, iPads, etc.)

SERVICE REDUCTIONS AND COSTS THAT MAY BE NECESSARY TO BALANCE THE FY 2013 BUDGET

- No further cuts can be made in the operating budgets, additional reductions will result in the loss of personnel which will reduce levels of service

- ● The office will have to reduce the number of child abuse and neglect
- cases it handles for the Department of Social Services
- ● The level of legal services provided to City departments, the School
- System and citizens will be reduced and response times will be delayed
- ● Inspection and training programs that identify safety hazards and help City
- departments comply with OSHA requirements will be eliminated
- ● The investigation of accidents (i.e. those involving motor vehicles, sewer
- backups, water line breaks, etc.) will be delayed, hampering efforts to
- investigate potential claims and respond to citizens in a timely manner

Commissioner of the Revenue

COMMISSIONER OF THE REVENUE

- Adjustments in Department – FY2009 – FY2012
  - Implemented a systematic compliance program for Business License & Meals, Lodging, and Amusement taxes
  - Implemented on-line filing programs for Business License & Meals, Lodging, and Amusement taxes
  - Eliminated 4 full-time positions (28.5% of office staff)
  - Eliminated 50% of part-time budget
  - Eliminated File by Exception program

COMMISSIONER OF THE REVENUE

- Current Challenges
  - Elimination of File by Exception program has added an additional burden to our citizens and has increased staff workload
  - 36.1% of all calls are going to voicemail
  - Customer service delivered in FY2012 is far less than in FY2009
  - Loss of positions has diminished compliance efforts
  - How can I continue to assess $60,000,000 generated from 5 major revenue sources with 10 employees?

COMMISSIONER OF THE REVENUE

- Reductions that may be necessary
  - Further reductions will decimate my ability to ensure taxes are fairly and equitably assessed
  - Further reductions will effectively eliminate compliance efforts
  - Further reductions will lead to less revenue

Communications and Marketing

COMMUNICATIONS AND MARKETING

- Adjustments in Department – FY2009 – FY2012
  - Eliminated one part-time position in Citizens First
  - Reduced funding for contractual workers in LTV
  - Reduced funding designated for Marketing
  - Eliminated funding for Citizens Survey
  - Reduced funding for Citizens Academy

COMMUNICATIONS AND MARKETING

- Adjustments in Department – FY2009 – FY2012
  - Reduced funding for State of the City Address
  - Reduced training and professional memberships to less than $300 per person
  - Increase in out-of-pocket expenditures
  - Use of personal vehicles w/o mileage reimbursement

COMMUNICATIONS AND MARKETING

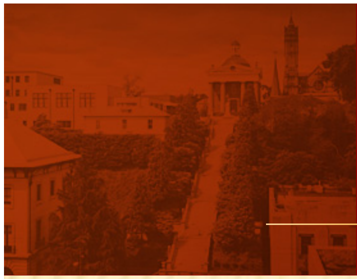
- Current Challenges
  - Maintaining aging/failing equipment
    - Cameras, computers, studio equipment, etc.
  - Difficulty meeting customer service standards
  - Staff working longer hours to provide services

COMMUNICATIONS AND MARKETING

- Reductions that may be necessary:
  - Elimination of all marketing funds
    - $62,000
  - Elimination of Citizens First
    - $129,386/2 full-time & 2 part-time staff members
  - Elimination of LTV
    - $154,638/2 full-time staff members

COMMUNICATIONS AND MARKETING

- Effects of additional reductions
  - Loss of support to special events/tournaments
  - Detrimental impact on individual departments' ability to deliver adequate customer service
  - Number of internal processes would be disrupted
  - Detrimental impact on City's ability to provide information/education opportunities for citizens



Financial Services

DEPARTMENT OF FINANCIAL SERVICES

- Adjustments in Department – FY2009 – FY2012
  - 8.25 FTE Reduction (11 FTE since FY 2007)
  - Implemented e-bills and CASS/NCOA certification to reduce postage costs
  - Implemented automated payment processor and remote deposits to save time and money
  - Implemented use of compensating balances to cover 50% of banking service fees

DEPARTMENT OF FINANCIAL SERVICES

- Adjustments in Department – FY2009 – FY2012
  - Staff preparation of all audit schedules and reports resulting in audit fee reductions
  - Improved delinquent collection processes
  - Implemented on-line payments and also added efficiencies like e-checks
  - Outsourced printing of budget documents and the comprehensive annual financial report
  - Computer system upgrades to add efficiencies

DEPARTMENT OF FINANCIAL SERVICES

- Current Challenges
  - Increased number of water cut-offs and tax delinquencies
  - New GASB standards
  - Proposed stormwater fee implementation
  - Increased use of DMV Select in City Hall
  - Increased Procurement support for Schools
  - Proposed closing of 12^{th} St. Post Office and Lynchburg processing center

DEPARTMENT OF FINANCIAL SERVICES

- Additional reductions identified and implemented since the FY 2013 department submission
- Eliminate 2,600 Final Notices for Utility Billing and add language to Final Bill - $5,000 savings
- Eliminate Delivery of Trash Tags to Vendors - save 10 staff hours a month.

- Other Potential Cost Reductions
  - Use of compensating balances to cover 100% of banking service fees - $36,000 savings. There will be a reduction in interest earnings to offset part of the savings - $24,000.
    - Net savings $12,000

Human Resources

HUMAN RESOURCES

- Adjustments since 2009
  - 20% reduction in staff
  - All City phones and devices eliminated
  - All staff mileage reimbursement eliminated
  - Reduced supplies and materials

HUMAN RESOURCES

- Current Challenges
  - Staff is bearing many normal costs of doing City business, i.e. transportation, professional education, communication and office supplies
  - Maintaining a significantly larger workload than is sustainable
  - Reduced ability to provide applicant assistance and administrative support

HUMAN RESOURCES

- Occupational Health services/supplies cost increases
- Inability to accommodate departmental requests for increased Occupational Health services requests
- Concerns about ability to replace knowledge and skill due to upcoming retirements

HUMAN RESOURCES

- Reductions that may be necessary
  - Eliminate applicant support services and candidate testing
    - $44,000 - .5 FTE
  - Reduce/Delay employee support and internal customer service
    - $54,000 - .5 FTE
  - Reduce/Delay support services to department managers
    - $89,000 - 1 FTE

HUMAN RESOURCES

- Consequences of Additional Reductions
  - Increased exposure/liability
  - Higher organizational risk
  - Citizen dissatisfaction with level of employment support
  - Ultimately, higher costs due to reactive vs proactive stance

Information Technology

INFORMATION TECHNOLOGY

A. What changes have been made in last 3 years given budget reductions?

Within the IT department:

1. Altered vendor relationships
   - Negotiated better pricing on support contracts
   - Dropped annual support on several systems
   - In-sourced some systems support and development
   - Partnered with State (GIS data)
2. Deferred hiring + hired at lower skill levels + eliminated Wage help
3. Deferred work (projects) and purchases (upgrades)
4. Improved data center cost structure
   - Virtualization of servers
   - Partnered with Schools on technology infrastructure
   - Automated internal operational processes

SAVINGS: FY09 – FY11		
	City	Schools
Recurring – Savings	$133K	$15K
Recurring – Cost Avoidance	65K	33K
One-Time Savings	52K	--
One-Time Cost Avoidance	937K	76K

INFORMATION TECHNOLOGY

B. What are our current challenges? (i.e. *"What are we doing today?"*)

Our Business & Mission = Service to other departments; enable their success

<u>Our Major Cost Drivers:</u>

1. The growing number of systems/applications needed by departments
2. The growing number of devices to support + rate of change
3. Increasing complexity: systems, devices, and interfaces
4. Vendor contracts for support and upgrades – especially for software
5. Personnel: obtaining skilled employees, keeping them trained, and retaining them

INFORMATION TECHNOLOGY

B. What are our current challenges? (i.e. *“What are we doing today?”*)

Continuing Actions:

•Deferring hiring (one position in Application Services Division)

•Appealing to vendors for relief on maintenance contracts

•Deferring work and purchases

•Deploying only the highest priority systems and upgrades to enable departments to increase productivity and decrease costs

•Improving internal processes and altering work schedules to support growing technology base (e.g., support of mobile devices, after-hours support requests, etc.)

INFORMATION TECHNOLOGY

C. What are the consequences of additional reductions?
(assumes additional reductions equates to staff reductions)

1. Reduce service levels for operational support

Service	Current Service Level	If Reduce…	Revised Service Level
Help Desk	Respond within 1 hour (M-F 8:30am – 5:00pm) Resolve within 3 days	1 staff member $48K *(fully loaded)*	Respond within 4 hours (M-F 8:30am – 5:00pm) Resolve within 5 days
Application support	Respond within 4 hours Resolve within 3 days	1 staff member $60K *(fully loaded)*	Respond within 2 days Resolve within 5+ days Eliminate after-hours help
Network - PC support	Respond within 4 hours Resolve within 3 days	1 staff member $82K *(fully loaded)*	Respond within 2 days Resolve within 5+ days Eliminate after-hours help

INFORMATION TECHNOLOGY

C. What are the consequences of additional reductions?
(assumes additional reductions equates to staff reductions)

2. Defer or abandon projects for other departments

   Examples:

   - Stormwater billing
   - Digitization of Map Room documents
   - Document Management (eliminating paper)
   - Replacement of end-of-life systems in Social Services and Parks & Recreation
   - Keep-current upgrade to Personal Property Tax System

3. Increase paid support to vendors or contractors to perform "must-do" systems maintenance and repair – at the risk of paying more over the long term
4. Reduce or eliminate technology procurement support to other departments

- Back up…

INFORMATION TECHNOLOGY

A. What changes have been made in last 3 years given budget reductions?

<u>For other departments:</u>

1. Implemented and upgraded systems to increase productivity and reduce costs
2. Developed process improvements to increase productivity and reduce costs
3. Absorbed duties from other departments

INFORMATION TECHNOLOGY

A. What changes have been made in last 3 years given budget reductions?

	FY09	FY10	FY11
Recurring Operating Expense - actual (General & Tech Fund)	$3.049M	$3.201M (merged in GIS at $245K)	$3.182M
Headcount	28	31 (merged in 3 from GIS)	31
Software Maintenance Expense	$226K	$235K + GIS 35K	$224K + GIS 36K
# of Support Requests	5496	5535	5273

Treasurer

TREASURER

- FY 2009- FY 2012
- Training budget was cut to zero funding
- Loss of data plan for mobility
- Reduction in funding for wage worker
- Personal vehicles used for travel without reimbursement

TREASURER

- Current Challenges
- Inability to participate in needed training
- Currently operating without external data plan
- Not enrolled in professional memberships
- No money to replace equipment if needed
- Personal vehicles continue to be used without mileage reimbursement

TREASURER

- Affects of further reduction
- Office can not operate with less than two employees
- Further reductions would affect offices ability to service taxpayer needs, service tax accounts, and train employees
- Further cuts will impede offices ability to deliver reasonable customer service in a timely manner

Office of the Commonwealth's Attorney

Adjustments since FY2009

- Reduction in trial advocacy training impacting prosecutorial efforts and outcomes of drug prosecution and other violent crimes
- Working with antiquated technology and software. Extending equipment beyond its lifecycle and warranty
- Low office morale

Current Challenges

- Decreased budgets impacting court room visual presentations during a period of rising juror expectations
- Static manpower levels in spite of increased workload demands i.e. protective orders
- Continued employee anxiety over stagnant salary and benefits

Service Reductions and Costs that may be Necessary to Balance the FY2013 Budget

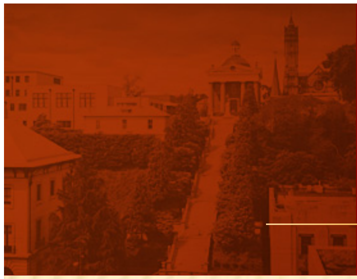
- Reduction or elimination of misdemeanor prosecutions i.e. DUI's and domestic violence
- Lowering or eliminating citizen services such as: collecting fines and costs, victim restitution collection and distribution, and crime prevention programs
- Staff retention and/or reductions

Sheriff's Office

Lynchburg Sheriff's Office

Adjustments since 2009

- Lost 2 state funded positions 09/10
- Lost Funding for operations budget reduced by $95,394 from 2009 to present
  - $203,300 (2009) to $107,906 (FY12 & FY13)
- One City Full-Time position left vacant due to a resignation
- Man power reduced to 24 full-time and 12 part-time employees



Lynchburg Sheriff’s Office

Impact due to reductions

Office strength reduced by 3 full-time positions

- Reduced amount of TDO assistance to LPD due to manpower reduction
- Reduced assistance to city for escorts of money deposits from city hall.
- Reduced assistance with inmate program due to manpower reduction

Lynchburg Sheriff's Office

Solutions

- City Manager approved hiring more part-time deputies (no additional cost to city)
- Approve Sheriff's Office budget as submitted by Sheriff and City Manager
- Allow Sheriff's Office to fill current vacant City Funded full-time position

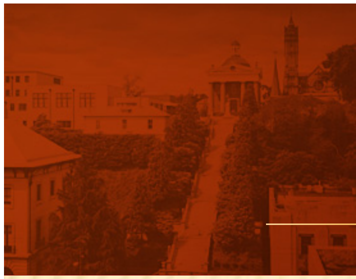
Police

POLICE DEPARTMENT

- Department Adjustments: FY2009-FY2012
  - Operational budget reduced by 6.7% ($970,404) FY09-FY12
  - 2 of 2 school crossing guard positions eliminated
  - 2 of 4 police cadet positions unfunded/unfilled
  - 1 of 5 public safety IT position unfunded/unfilled
  - No recurring salary increase for most employees since July, 2008

POLICE DEPARTMENT

- Department Adjustments: FY2009-FY2012
  - Specialized functions vacated to maintain 24/7 patrol operations in the face of recurring vacancies:
    - Middle school resource officers
    - Elementary school DARE officers
    - Persons and property crime detectives
    - Drug crime detectives
    - Traffic safety unit crash investigation specialists
    - Street crimes team officers
    - Crime prevention specialists



POLICE DEPARTMENT

- Department Adjustments: FY2009-FY2012
  - Reduced funding for officer and cadet recruitment
  - Reduced funding for specialized career development
  - Reduced funding for equipment purchase, maintenance and replacement
  - Reduced funding for advanced technology
  - Reduced funding for necessary facility upkeep, renovation and construction

POLICE DEPARTMENT

- Current challenges:
  - Providing and maintaining resources and facilities adequate to support community policing functions
    - Due to overcrowding, the LPD currently operates out of 4 separate facilities and uses a 5th facility for training
    - Operational communication and effectiveness are hampered by housing components in multiple facilities
    - 4 of these 5 facilities are in need of significant renovation or replacement

POLICE DEPARTMENT

- Current challenges:
  - Maintaining a workforce capable of meeting Lynchburg's diverse and expanding public safety needs
    - LPD employees provide direct community services 24 hours a day, 365 days a year
    - 199 of the LPD's 204 currently authorized positions provide service directly to community members
    - 88% of the LPD's operational budget is dedicated to employee salaries and benefits

POLICE DEPARTMENT

- Current challenges -- Workforce:
  - Current LPD officer compensation is not adequate to consistently attract or retain top quality law enforcement professionals to serve our community
  - 17 of 23 regional agencies in competition with the LPD for law enforcement applicants currently provide higher entry-level compensation than the LPD
  - We must compete more effectively within our law enforcement job market

POLICE DEPARTMENT

- Current challenges -- Workforce:
  - From FY09 to date, 38 LPD officers have resigned or announced intent to resign to accept other public and private sector employment -- a 22% turnover for our 170 officer workforce
  - 25 additional officers were separated during this same period through retirement or other cause.
  - By FY13, the LPD will have lost 63 or more officers within 4 years – a 37+% workforce turnover

POLICE DEPARTMENT

- Current challenges -- Workforce:
  - Our community is losing its investment in trained and experienced police officers at an unacceptably high rate
  - Officers who leave LPD employment take their collective policing experience with them

POLICE DEPARTMENT

- Current challenges – Workforce:
  - Even well trained police officers require 3-5 years on-the-job experience to become generally proficient – the more experience, the better
  - Approximately 31% of the current LPD officer workforce has 4 or less years law enforcement experience
  - Most patrol officers (first responders to emergency situations) currently have 4 or less years experience

POLICE DEPARTMENT

- Contingency service reduction: eliminate the Traffic Safety Unit
- Details:
  - $363,000 personnel cost; $194,000 ancillary cost over a 2-4 year period
  - Eliminate 1 Lieutenant, 6 police officers
  - Eliminate equipment, training and supplies related to specialized crash investigation

POLICE DEPARTMENT

- Contingency service reduction: eliminate the Traffic Safety Unit
- Consequences:
  - Reduce our capability to effectively investigate fatality and other complex vehicle crash incidents
  - Lose coordination of City and regional enforcement, public education and citizen engagement initiatives
  - Eliminate participation in the multi-agency Regional Crash Investigation Team

POLICE DEPARTMENT

- Contingency service reduction: eliminate the Traffic Safety Unit
- Consequences:
  - Reduce police officer staffing
  - Reduce grant funding opportunities
  - Increase patrol officer workload by approximately 5% (4,000+ service calls) per year

POLICE DEPARTMENT

- Contingency service reduction: eliminate the Crime Prevention Unit
- Details:
  - $370,000 personnel cost; $170,000 ancillary cost over a 2-4 year period
  - Eliminate 1 Lieutenant, 4 police officers, 2 civilian specialists
  - Eliminate equipment, specialized training and supplies

POLICE DEPARTMENT

- Contingency service reduction: eliminate the Crime Prevention Unit
- Consequences:
  - Lose high school resource officers
  - Lose direct connection and communication with 52 Neighborhood Watch groups
  - Lose Certified Crime Prevention Community designation for the City

POLICE DEPARTMENT

- Contingency service reduction: eliminate the Crime Prevention Unit
- Consequences:
  - Lose coordinated citizen access to education and engagement opportunities:
    - Personal safety courses
    - Site security assessments
    - Ride-Along program
    - Community presentations and events (such as Night Out Against Crime)
    - Citizens Police Academy

POLICE DEPARTMENT

- Contingency service reduction: eliminate the Crime Prevention Unit
- Consequences:
  - Lose LPD website, Facebook and other social media community education and engagement mechanisms
  - Reduce police officer staffing
  - Significantly increase patrol officer community policing workload

Emergency Services

EMERGENCY SERVICES

- Adjustments Since FY 2009

- Restructured/reduced business telephone lines
- Privatized CrimeStoppers answering services
- Instituted voiceless and limited voice dispatch protocols for non-emergency calls
- Increased use of paging systems instead of personal telephone call notifications

EMERGENCY SERVICES

- Adjustments since FY 2009 (cont'd)

- Used more grant funding to maintain existing services (without additional staff to oversee grants)
- Delayed replacing equipment / maintenance
- Increased employee out of pocket expenditures
- Increased employee work hours

EMERGENCY SERVICES

- Current Challenges

- Maintaining a stable and proficient workforce
  - Unable to recruit enough qualified applicants to keep authorized positions filled
  - Professional standards show our workload requiring three (3) additional positions
- No staff or budget for emergency management functions

EMERGENCY SERVICES

- Reductions that may be necessary

- No specialized service programs to eliminate
- 5% reduction to proposed budget = $128,890
- Reduce dispatcher staffing by 3 or 4 positions
- Results in increased 911 and non-emergency busy signals (reduced incoming lines), increases ring/answering times

Fire and EMS

LYNCHBURG FIRE DEPARTMENT

- Adjustments Since FY2009
  - Non-personnel categories reduced by 24% since 2009
  - Deferred maintenance on stations and equipment
  - Budget overruns in utilities and “maintenance codes”
  - Unfunded positions results in equipment out of service
  - Reduced training resources

LYNCHBURG FIRE DEPARTMENT

- Current Challenges
  - Struggle to keep equipment in service with manpower and relief factor
  - Insufficient resources in utilities and maintenance
  - Unable to replace needed PPE and vehicles
  - Increasing calls for service with decreased resources

LYNCHBURG FIRE DEPARTMENT

- Service reductions and costs that may be necessary to balance the FY2013 budget:

  - Elimination of two Battalion Chiefs and one unfunded Firefighter position
    - $226,000

  - Removal of a piece of response apparatus and associated personnel
    - Reduced resources will result in increased response times
    - $485,000

- Service reductions and costs that may be necessary to balance the FY2013 budget (Continued):
  - Cardiac event to Cardiac Catheterization time will increase…resulting in tissue death
  - Decreased morale in department and general workforce

Public Works

PUBLIC WORKS DEPARTMENT

- Adjustments in Department – FY2009 – FY2012
  - **Use of technology & equipment** to improve efficiency (Smart Phones, Lucity, 1 arm bandits, wing mowers, etc.)
  - **Upgrades** to Building Controls, Traffic & Pedestrian Signals (LEDs)- less energy & maintenance required
  - **Flexible Service Delivery** - Adjusted work crews schedules (i.e. Refuse, Grounds, Parks Mtce. & Custodial)
  - **Cross Training** - Required all employees to do more

PUBLIC WORKS DEPARTMENT

- Adjustments in Department – FY2009 – FY2012
  - **Reduced Operating Budget** by $2,325,800
  - **Reduced # of staff** by 23.05 (13 FTE, 10.05 PT)

    – Eng. = 6.5 FTE + 5.5 PT, Streets = 4 FTE, B&G = 2.5 FTE + 4.55 PT/TEMP
  - **Free Labor** -use of Job Corps employees at no cost to the City (B&G Maintenance)
  - **Other Resource Reductions** – overtime usage, part-time/temp & contractual services (street maint.)
  - **Additional Revenue -** earn interest on monies overseeing transportation projects (UCI)

PUBLIC WORKS DEPARTMENT

- Adjustments in Department – FY2009 – FY2012
- **Sharing of resources between PWD & CD**
  - Finance & Budget
  - Inspections
  - Administration and Support (beginning in FY2013)

PUBLIC WORKS DEPARTMENT

- Current Challenges
  - **Aging infrastructure** (buildings, streets, bridges, equipment & parks)
  - **Unfunded mandates** (stormwater, DOT – safety & signs–new standards, new emissions on equipment)
  - **Lack of State Funding** for new transportation projects (no money for planning, engineering, design or construction)
  - **More work with less resources** (i.e. new buildings, new streets, new parks & upgrades – lights & trails)

PUBLIC WORKS DEPARTMENT

- Current Challenges
  - **High turnover** Department wide (FY09,10, 11 & 12)
  - **Lack of time** to oversee work (planning, design, construction, project management & CIP)
  - **Difficulty meeting customer demands & expectations** w/less resources
  - **Document management** (ability for users to view information via web)
  - **Additional Special Events support** (Approx. 18)

PUBLIC WORKS DEPARTMENT

- Reductions that may be necessary
  - **Elimination of some or all recycling sites**

    * Eliminate five (5) sites - $85,000 & 2 full-time

    * Eliminate all (9) sites - $179,500 & 4 full-time
  - **Elimination of brush collection**

    * 163,300 & 1.25 full-time & 3/8 part-time

    * OR charge a fee for collection
  - **Elimination of bulk collection**

    * 120,600 & 1.25 full-time & 3/8 part-time

    * OR charge a fee for collection

PUBLIC WORKS DEPARTMENT

- Reductions that may be necessary
  - **Elimination of leaf collection**

    * Eliminate 4 FTE Streets Maintenance Technician positions and leaf collection equipment - $275,000

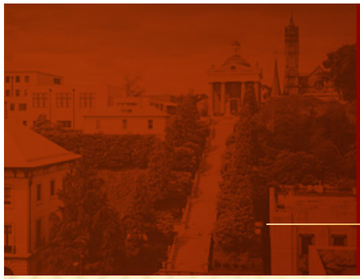
PUBLIC WORKS DEPARTMENT

- **Effects of additional reductions**
  - Detrimental impact to City residents – higher trash disposal costs & increase in illegal dumping sites
  - Erosion of departments’ ability to deliver adequate customer service
  - Reduced level of service for snow removal & street maintenance

PUBLIC WORKS DEPARTMENT

Possibilities

- **Charge users fees** for brush & bulk collection
- **Increase trash tags/decals fee** to pay for recycling, brush or bulk
- **Charge user fee for leaf collection**
- **Re-institute Common Goods Fee**



Social and Juvenile Services

FY 2013 Budget

SOCIAL SERVICES

- Adjustments in Department – 2009 to 2012
  - Instituted cost savings measures in administrative areas.
  - Consolidated and realigned processes to maximize savings.
  - Loss of 11 positions
  - 4 Benefits units were consolidated into 2 units based on the family structure served, i.e., adults or families with children
  - The Child Care and Employment Services units were merged into one unit
  - Every unit rearranged their work to accommodate the increases to the workload and/or the loss of staff

JUVENILE SERVICES

- Adjustments in Department – FY2009-FY2012
  - Eliminated 5.3 positions
  - Eliminated Day Services Program
  - Discontinued Outreach Detention services to the surrounding jurisdictions
  - Increased fees
  - Developed a contractual agreement with City of Roanoke for shelter services
  - Moved JS positions to DSS for reimbursement

JUVENILE SERVICE

- Adjustments in Department – FY2009-FY2012
  - Crossed trained staff, share staff among programs, staff go where greatest needs exist
  - Share administrative assistance between two facilities
  - Partnered with DSS to provide a mandated service without an increase in expenses
  - Increased use of technology (GPS services)

SOCIAL SERVICES

- Current Challenges
  - Increase in citizens applying for Benefits, cases under care in all program areas
    - Applications for Benefits expected to increase 15% from FY 2011
  - Significant changes in information systems and the way we do business each day (Customer Portal, Child Care payment system)
  - Significant changes in policy and practice requirements with no additional funding, creating unfunded mandates (Custody Assistance, Prisoner Re-entry Program)
  - Decrease in the number of children in foster care while the need to serve families through a variety of services continues to grow (services to natural parents and relatives, prevention services)
  - Decrease in funding from federal/state partners for both staffing and services

JUVENILE SERVICES

- Current Challenges
  - Decreased monetary support from State;
  - Continued demand for shelter/residential services from the Courts;
  - Staff moving from a secure environment to a non-secure environment;
  - Youth with more serious mental health and physical problems ; increased caseloads
  - Maintaining three facilities, maintenance of aging facilities

SOCIAL SERVICES/JUVENILE SERVICES

- Where we are going
  - Juvenile Services and Social Services play a part in the public safety of the City
  - Consolidation of Juvenile Services and Social Services will be completed by July 2013
  - Work together to maximize revenue, assist with mandated services, work together with the same population
  - Connect where it makes sense: child welfare, finance, customer service, others

SOCIAL SERVICES/JUVENILE SERVICES

- Where we are going
  - Continuing to maximize resources, provide mandated services
  - Make connections to ensure efficient use of staff and other resources, (prevention, child welfare, customer services and financial); have already identified at least four positions for reimbursement
  - Complete consolidation of Juvenile and Social Services Departments by July 2013

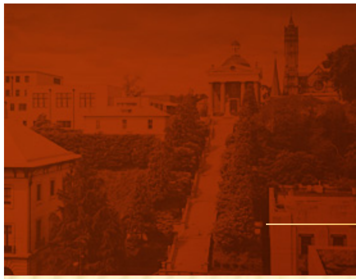
Libraries

ADJUSTMENTS SINCE FY 2009

- Cut Librarian III (head, Adult Services)
- Friends donated $20,000 and self check station
- Administrative office staff reduced by 2PT (1fte)
- Branch hours reduced from 40-23/week
- Positions left vacant: 1 FT Lib. Assistant III; 1 PT Lib. Assistant III; 1 PT Lib. Clerk; 1 PT Computer Instructor
- Initiated a billing system for outstanding library fees with Collections Division

CURRENT CHALLENGES

- Over 1,000 use Main Library daily
- FY2011: 510,000 checkouts
- 200+ PC/Internet adult users daily (75,000 sessions annually): online banking, job applications, online buying, connecting with friends and family; doing work for online classes
- Demand for youth materials is increasing = 55%+ of all checkouts



CURRENT CHALLENGES

- Youth programs: 325 programs/12,000 attendees in FY2011
- Unmet needs: 60% of our youth qualify for Free Lunch. Library needs to do more to reach out to them
- With loss of FT Librarian I position in FY2013 budget, cannot adequately staff Main Library adult service desk

SERVICE REDUCTIONS THAT MAY BE NECESSARY TO BALANCE FY 2013 BUDGET

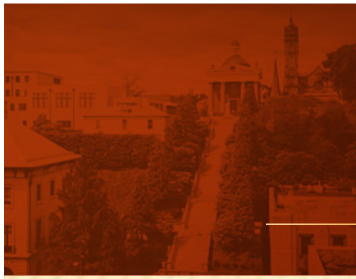
- Factors to be considered:
  - State Aid ($150,000) Requirements must be honored
  - 93% of city funds are used for Personnel
  - What users value
    - Books and materials
    - Youth Programs
    - PC/Internet Access
    - Library as a resource for information

SERVICE REDUCTIONS THAT MAY BE NECESSARY TO BALANCE FY 2013 BUDGET

- CLOSE BRANCH LIBRARY 1.26 FTE $36,000
  - Move Public Law Library to Main Library
  - Branch Librarian transfers to Main Library
  - Loss of service outlet to growing downtown
  - Inconvenience to users who ride bus
- CUT YOUTH PROGRAMMING $36,000
  - 1 FT Library Assistant I
  - Outreach activities end: 100+ programs, 3,000 children

SERVICE REDUCTIONS THAT MAY BE NECESSARY TO BALANCE FY 2013 BUDGET

- CUT MAIN LIBRARY HOURS TO 40/WEEK $45,000
  - 1.5 FTE
    - 1 FT Library Assistant I (Youth)
    - 1 PT Library Clerk
  - Library open 5 days instead of 6
  - Significant inconvenience to 1,000 daily users
  - Loss of 17,000+ PC user sessions
  - Expensive books, etc. will be unavailable and unused



Museums

ADJUSTMENTS SINCE FY 2009

- Increased use of volunteers & interns – In FY 11, 42 volunteers gave 3,171 hours of service - interns from four local colleges
- Reduced rental units at Business Development Center from 4 to 2, cut or eliminated discretionary items, increased earned revenue, received 8 grants and bequests, created online store to sell photos, raised admission fees, installed donation boxes, launching a membership program soon to generate more private donations.

ADJUSTMENTS SINCE 2009

Grew Museum Foundation assets from $124,000 to $280,000. Foundation raised and spent additional $83,000 in support of the Museum System from 2008 through 2011:

- $21,200 to City to support operations in FY11
- Restoration of clock and bell on the Museum
- Installed 60 specialty storm windows for POH
- Funded orientation video and equipment for POH
- Bought artifacts and restored artifacts
- Paid consultant fees and helped fund special events

CURRENT CHALLENGES

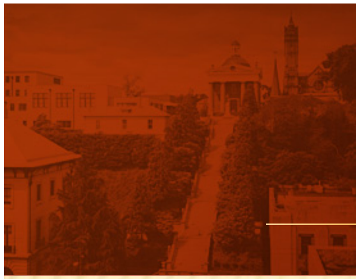
- Absorbed the reopened and expanded Museum in 2008 with essentially the same resources as before - visitation at the Museum and POH up 55% since then. In calendar 2011, served 17, 200 people, most ever. Had visitors from 50 states and 21 countries.
- Offer 12 educational programs, in partnership with LCS, responsible for 5 buildings and staff three 7 days per week. Increasing calls for research, photos, programs from schools, citizens, media. FY11: Had 121 groups/programs with 4,000 attendees plus regular visitors and special events.

SERVICE REDUCTIONS THAT MAY BE NECESSARY TO BALANCE FY 2013 BUDGET

- **MUSEUM:** Closing 1 day per week = savings of $3,500 annually (.2 fte) per day closed
- **Contract issue**: signed contract with Va. Historical Society for multi-million $ Civil War exhibit 2012—2013, liquidated damages for non- performance

POINT OF HONOR: Closing 1 day per week = savings of $7,000 annually, (.4 fte) per day closed

- **Contract issue:** City operates POH via contract with Wells Fargo, requires 1 year notice to cancel: If POH returned to owner at **end of FY 13**, savings of approximately $150,000 annually thereafter, (3.5 fte)

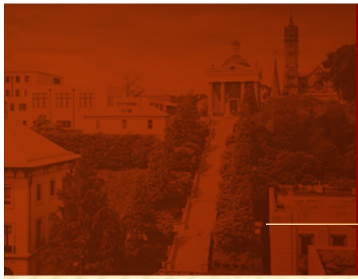


EFFECT OF FUNDING DECREASES

- Museum System budget net cost to City is 1/10 of 1% of total budget. If cut further, cannot maintain current public schedule. Closings would have negative impact on City image, tourism, education programs, and Downtown & Daniels Hill neighborhood revitalization.

- Negative perception by former and potential donors of money and artifacts—potential legal/ethical issues.

Support Option: Museum Foundation may donate (gave $21,200 in FY 11) to help fund operations.



Parks and Recreation

PARKS AND RECREATION

- Adjustments in Department – FY2009 – FY2012
  - Overall decrease of 5%
  - Parks and Recreation budget decreased 4.7 % and decreased FTEs by 3.25
  - Recreation Program budget (fee based) increased 25% and increased FTEs by 4.16
  - City Armory/Community Market budget decreased 8.5 % and decreased FTEs .25

PARKS AND RECREATION

- Adjustments in Department – FY2009 – FY2012
  - Major restructuring of the department
  - Emphasis on strengthening community centers
  - Increased partnerships with LCS, colleges, nonprofits and faith base community
  - Converted administrative position to fulltime volunteer coordinator
  - Increased fee based programming and general increase in fees for programs and services

PARKS AND RECREATION

- Current Challenges
  - Maintaining gains in park, facility and trail improvements
  - Miller Center
  - Staffing level in centers, may have to close a center
  - Absorbing increased costs of utilities and fuel
  - Moving to a “pay to play” culture
  - Minimal marketing dollars
  - Staffing concerns

PARKS AND RECREATION

- Reductions that may be necessary
  - Youth and Adult Athletics and Aquatic Management
    - $163,200 / 4.22 FTEs (2 FT, 4PT, temp)
    - Additional $75,000 in fee-based programs/.48 FTEs (2PT, temp)
  - Aquatics (Miller Pool, Sprayground, Riverfront Park)
    - $97,800 operating expenses - $25,000 in revenues = $72, 800 net operating costs/ 3.33 FTEs (temp)
    - Additional $17,300 in fee-based program/.37 FTEs (temp)

PARKS AND RECREATION

- Reductions that may be necessary
  - City Wide Centers (Miller, Fairview and Templeton)
    - $378,700 / 9.62 FTEs (6 FT, 6PT, temp)
    - Additional $64,120 in fee-based programs/1.57 FTEs (2PT and temp)
  - Neighborhood Centers (Yoder, Daniels Hill, Diamond Hill, College Hill and Jefferson Park)
    - $397,300/ 10.35 FTEs (5 FT, 5 PT, temp)
    - Additional $15,000 in fee-based program/1.66 FTEs (1 PT and temp)

PARKS AND RECREATION

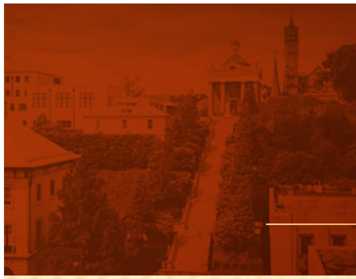
- Reductions that may be necessary
  - Naturalist/Outdoor Education Programs
    - $124,400 / 2.67 FTEs (2 FT, 1PT, temp)
    - Additional $19,000 in fee-based programs/.83 FTEs (2PT and temp)
  - Special Events Support
    - City Sponsored Events
    - $61,600/Overtime for all supporting departments

PARKS AND RECREATION

- Reductions that may be necessary
  - City Armory and Community Market
    - $309,100 operating expenses - $101,300 revenues = $207,800 net operating expenses/5 FTEs (2 FT, 5 PT)
    - Additional $65,700 in fee based program/.25 FTEs
  - Park Services
    - $468,300 / 9.09 FTEs (7FT, 3 PT and temp)
    - Additional $46,000 in fee based services/.95 FTEs (2PT)

PARKS AND RECREATION

- Effects of additional reductions
  - Eliminate youth athletic programs and support for youth athletic partnered groups
  - Eliminate adult athletics
  - Eliminate adult and youth open gym programs
  - Close centers: programs, classes, after-school programs, summer camps, partnership support, community use and rentals
  - Close Miller Park Pool, sprayground and Riverfront Park fountain, no swim lessons



PARKS AND RECREATION

- Effects of additional reductions
  - Eliminate programs for senior adults
  - Eliminate programs for families and children
  - Eliminate outreach programs and support for LCS
  - Eliminate support for City Sponsored events
  - Close the Nature Zone and eliminate all programs
  - Close the City Armory- no use by the Criminal Justice Academy, P&R, rentals and events.

PARKS AND RECREATION

- Effects of additional reductions
  - Close the interior market and outdoor farmers markets – over 100 vendors out of business
  - Eliminate community use and rental of centers, shelters, Aviary, Armory and City Stadium
  - Eliminate all city support for athletic field maintenance, athletic tournaments and rentals
  - Close parks and trails

Community Development

FY 2013 Budget

Community Development
Adjustments since FY 2009

- With proposed FY 2013, 20% budget reduction
  - *Trends: Consistent development; caseloads increasing*
- 26% staff reduction within the Department
  - *Backups and shared staffing with other departments*
- Flexible Service Delivery
  - *Technology/Plan Review and Inspection Options*
- Neighborhood Focused
  - *Proactive, solutions-oriented services and programs*
- Collaboration
  - *Successful partnerships, public and private*

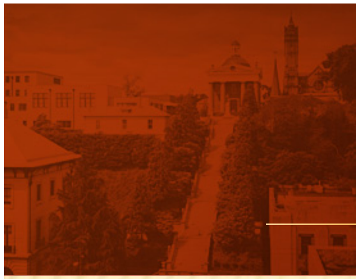
Community Development
Current Challenges

- Responsiveness and "Personal Experience"
  - *Majority of staff out of office delivering services*
- Mandated Services
  - *ALL services required by code or contract*
- Cross-Training and Service Connections
  - *Staff and services dependent on one-another*
- Long range planning/projects
  - *Priority given to immediate needs*
- Communication/Facilitation
  - *Far reaching project impacts*

COMMUNITY DEVELOPMENT

SERVICE REDUCTIONS AND COSTS THAT MAY BE NECESSARY TO BALANCE THE FY 2013 BUDGET

Service	People	Cost	Consequences
Demolition	N/A	$36,650	Structural Collapse/Blight
Neighborhood Services	1 FT 1 PT Wage	$50,300	Blight: Weeds/Cars/Trash Safety: Unsecured Homes Health: Vermin/Waste
Rental and Exterior Compliance	1 FT 1 FT shared	$71,100	Safety: Housing Inspection Blight: Exterior Condition Programs: Traffic/Reviews
Lynch's Landing	1 FT	$73,600	Redevelopment; Tourism; Main Street Program; Leadership/Facilitation



Community Development
Effects of Additional Reductions

- Sanitary/Safety Issues
- Increase number of violations due to lack of enforcement
- Delayed compliance/court cases
- Neighborhood deterioration (property values, appearance)
- Loss of Shared/Backup services (Development/Engineering)

Community Development
Effects of Additional Reductions continued

- Momentum shift during major Downtown investment
- Lost access to alternative funding (Main Street Program)
- Reduced stakeholder coordination/outreach
- Lessened volunteer activities (85,000+ hours over 11 years)
- Fewer “feet on street” (2011: 22 events = 31,000 people)

Community Development






Economic Development

Economic Development

- Adjustments in Department – FY2009 – FY2012
  - 30% reduction in staff / personnel expenses
    - Eliminated one part time Project Manager position
    - Eliminated one full time Business Relations Manager
  - Increase in services offered in direct response to business requests/executing on new opportunities
  - 100% Reduction in Rental Expenses

Economic Development

- Current Challenges
  - Staff work 50-60 hour weeks including evenings and weekends to meet current service demand
  - Increase in services offered with no corresponding increase in staff or budget (note staff hours above)
  - Being outcompeted by “benchmark localities” due to insufficient staff/budget
  - OED staff also serve as staff to the EDA though this is not reflected in department budget or staffing levels
  - Difficulty maintaining high customer service standards/avoiding staff burnout

Economic Development

- Reductions that may be necessary:
  - Elimination of Arts & Cultural District Project Grant
    - $30,000
  - Reduction in business attraction initiatives and existing business support services
    - $12,000
  - Combining/sharing administrative services with other departments
    - $TBD

Economic Development

- Effects of additional reductions
  - Staff struggle to maintain existing levels of service while internal/external demands continue to increase; further reductions will impact service delivery and maintenance of our competitive position
  - Lynchburg’s competitive position will further deteriorate, negatively impacting employment, growth and tax base
  - Competing cities will capture more of the commercial market share lost by Lynchburg, further eroding our competitive position

Fleet

FLEET SERVICES

Adjustments Since 2009

- Allowed fleet to age from 63 months to 71 months by not replacing as many vehicles
- Reduced employee headcount from 12.5 to 11.5
- Promoted reduced driving -- miles driven reduced from 4.2 million to 3.9 million
- Increased outsourcing by outsourcing the small equipment repair functions to a private contractor
- Reduced the size of vehicles we are buying i.e. new police cars will be 6 cyl Taurus from 8 cyl Crown Vic

FLEET SERVICES

Current Challenges

- Rising cost of fuel which cost $2.60 gallon in 2009. We averaged $3 gallon for first 8 months of this fiscal year and the latest purchases are in the $3.25-$3.40 range
- As the cost of fuel rises so does the cost of repair parts such as tires, oils, rubber products, etc. since petroleum is used to make these products
- Highly skilled technicians are jumping ship for higher paying jobs at dealers in the private sector

FLEET SERVICES

Reductions that May be Necessary

Fleet Services makes changes as our customers make adjustments to their core services so it is not possible for us to specifically enumerate changes to our operating cost until we know what changes they plan to make. However, known factors at this time are:

- A hold on fleet replacement will increase fleet operating cost around 6% the first year, 9% the second year and continue to escalate each year replacement is delayed

FLEET SERVICES

Reductions that May be Necessary (Continued)

- Older vehicles will delay repairs impacting the ability of customers to provide timely service to the citizens; reduced technical staff will further delay turnaround time
- Each nickel increase in fuel drives up the city’s cost around $32,000; a dime $64,000; 15 cents $97,000 etc.

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 13, 2012** AGENDA ITEM NO.: **6**

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

ACTION: **X** INFORMATION:

ITEM TITLE: **2011 Virginia Department of Emergency Management – State Homeland Security Grant Program – CBRNE Personal Protective Equipment**

RECOMMENDATION:
Adopt a resolution to amend the FY 2012 City/Federal/State Aid Fund budget and appropriate $10,492 with resources from the Virginia Department of Emergency Management – State Homeland Security Grant to purchase gas masks for use in critical incident response and related fit testing equipment for routine inspection of gas mask reliability.

SUMMARY:
The Lynchburg Police Department is eligible to receive $10,492 in Department of Emergency Management – State Homeland Security Grant funding. This funding would be utilized to purchase gas masks for use in critical incident response and related fit testing equipment for routine inspection of gas mask reliability. Total equipment cost is $10,492, which is fully reimbursable by the grant; no local matching funds are required.

PRIOR ACTION(S):
February 28, 2012 Finance Committee

FISCAL IMPACT:
None, no local match is required.

CONTACT(S):
Police Chief Parks Snead, 455-6104
Captain R.M. Zuidema, 455-6052

ATTACHMENT(S):
Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the FY 2012 City/Federal/State Aid Fund budget is amended and $10,492 is appropriated with resources from the Virginia Department of Emergency Management – State Homeland Security Grant to purchase gas masks for use in critical incident response and related fit testing equipment for routine inspection of gas mask reliability.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

038L

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 13, 2012**			AGENDA ITEM NO.: **7**
CONSENT: **X**	REGULAR:	WORK SESSION:	CLOSED SESSION: (Confidential)
ACTION: **X**	INFORMATION:		
ITEM TITLE: **Virginia Wireless E-911 Services Board Grant**			

RECOMMENDATION:
Adopt a resolution to amend the FY 2012 City/Federal/State Aid Fund budget and appropriate $75,000 with resources from the Virginia Wireless E-911 Services Board FY13 PSAP Grant Program to replace the Computer-Aided Dispatch (CAD) application server located in the Department of Emergency Services Emergency Communications Center.

SUMMARY:
The Computer-Aided Dispatch (CAD) system, which includes critical sub-systems such as Emergency Medical Dispatch (EMD) and mapping software reside on an application server located at the Department of Emergency Services. It is crucial for the operation of the 911 Center that these applications function efficiently and without interruption. A fully redundant server is required for these applications. The current server has been in operation 24/7/365 for 5 years now and it is time to replace it to ensure the continued efficiency and dependability of these services.

The Department applied for a grant through the Virginia Wireless E-911 Services Board to replace the server and received notice on January 18, 2012 that full funding had been awarded. No local match is required for this grant.

PRIOR ACTION(S):
February 28, 2012 Finance Committee

FISCAL IMPACT:
None, no local match is required.

CONTACT(S):
William A. Aldrich, Director of Emergency Services, 455-4285

ATTACHMENT(S):
Resolution

REVIEWED BY: lkp

RESOLUTION

BE IT RESOLVED that the FY 2012 City/Federal/State Aid Fund budget is amended and $75,000 is appropriated with resources from the Virginia Wireless E-911 Services Board FY13 PSAP Grant Program to replace the Computer-Aided Dispatch application server located in the Department of Emergency Services Emergency Communications Center.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

037L

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 13, 2012** AGENDA ITEM NO.: **8**

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

ACTION: **X** INFORMATION:

ITEM TITLE: **Strategic Prevention Framework State Incentive Grant (SPF-SIG)**

RECOMMENDATION:
Adopt a resolution to amend the FY 2012 City/Federal/State Aid Fund budget and appropriate $139,332 with resources from the Virginia Commonwealth University (VCU) Strategic Prevention Framework State Incentive Grant (SPF-SIG) to help reduce the number of alcohol-related vehicle crashes involving drivers who are between 15 and 24 years of age.

SUMMARY:
Due to the number of motor vehicle crashes involving alcohol-impaired drivers between the ages of 15 and 24, the City of Lynchburg, along with 28 other Virginia localities, is eligible to apply for the SPF-SIG. From 2006 – 2008 (the latest available data), within the City of Lynchburg, there were 115 motor vehicle crashes with young alcohol-impaired drivers, making up a little more than one percent of all similar accidents statewide. This grant will provide funding for a full-time Prevention Specialist/Grant Coordinator who will coordinate and/or provide programs, services, and activities to: 1) prevent the onset and reduce the progression of substance abuse, including childhood and underage drinking; 2) reduce substance-related problems in communities; and 3) build prevention capacity and infrastructure at the community level.

PRIOR ACTION(S):
January 24, 2012 Finance Committee

FISCAL IMPACT:
None, no local match is required

CONTACT(S):
Tamara Rosser, Director of Juvenile Services, 455-5794
Dana Wright, Program Planner, 455-5795

ATTACHMENT(S):
Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED that the FY 2012 City/Federal/State Aid Fund budget is amended and $139,332 is appropriated with resources from the Virginia Commonwealth University (VCU) Strategic Prevention Framework State Incentive Grant (SPF-SIG) to help reduce the number of alcohol-related vehicle crashes involving drivers who are between 15 and 24 years of age.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

035L

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 13, 2012** AGENDA ITEM NO.: **9**

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

ACTION: **X** INFORMATION:

ITEM TITLE: **Virginia Brownfields Assistance Fund (VBAF) Grant to Remediate and Stabilize Ten Parcels Along Fifth Street**

RECOMMENDATION: Adopt a resolution to amend the FY 2012 City/Federal/State Aid Fund budget and appropriate $151,200 with resources of $41,200 from the Commonwealth of Virginia's Virginia Brownfields Assistance Fund (VBAF) Grant, $60,000 from a FY 2012 Community Development Block Grant (CDBG) awarded to Phase II of the Fifth Street Master Plan, $25,000 from the Lynchburg Neighborhood Development Foundation (LNDF) in the form of a predevelopment loan, and $25,000 from the General Development Support budget in the FY 2012 Capital Improvement Program (CIP) to assist with environmental site assessments, remediation, and building stabilization of ten parcels along Fifth Street.

SUMMARY: The VBAF Program is a joint initiative of the Department of Environmental Quality and the Virginia Economic Development Partnership, intended to address contaminated or potentially contaminated real property through testing, remediation, removal and stabilization of buildings and sites in order to improve the marketability of those buildings and sites for economic development. The Office of Economic Development will focus the activities funded by this grant on the 5th Street corridor to support ongoing redevelopment and revitalization efforts.

The Office of Economic Development requested $41,200 from the VBAF for environmental site assessments, remediation, and building stabilization for ten parcels along Fifth Street. As part of the Fifth Street Master Plan, this area is undergoing a major streetscape and utilities renovation. Additionally, this corridor is currently under consideration for historic designation. The potential for re-use is strong as the City commitment and previous adaptive re-use projects make this street and area a priority for new mixed-use development.

This grant requires a local match of at least 100 percent; the greater the match, the more favorably the application was regarded. The total match is $110,000 which is comprised of $60,000 from the FY 2012 CDBG program, $25,000 from LNDF in the form of a predevelopment loan, and $25,000 from the General Development Support budget in the FY 2012 CIP.

PRIOR ACTION(S): Fifth Street Master Plan adopted May 23, 2006; Fifth Street Revitalization Corridor Overlay District and B-6 Zoning adopted December 18, 2007; Finance Committee December 13, 2011

FISCAL IMPACT: A 100 percent local match is required. Matching funds of $110,000 will be provided from the FY 2012 CDBG program ($60,000), LNDF in the form of a predevelopment loan ($25,000), and the FY 2012 CIP, General Development Support budget ($25,000)

CONTACT(S): Marjette Upshur, Director of Economic Development, 455-4492; Brian Gleason, Economic Development Coordinator, 455-4493

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED That the FY 2012 City/Federal/State Aid Fund budget is amended and $151,200 is appropriated with resources of $41,200 from the Commonwealth of Virginia's Virginia Brownfields Assistance Fund (VBAF) Grant, $60,000 from a FY 2012 Community Development Block Grant (CDBG) awarded to Phase II of the Fifth Street Master Plan, $25,000 from the Lynchburg Neighborhood Development Foundation (LNDF) in the form of a predevelopment loan, and $25,000 from the General Development Support budget in the FY 2012 Capital Improvement Program (CIP) to assist with environmental site assessments, remediation, and building stabilization of ten parcels along Fifth Street.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

039L

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 13, 2012** AGENDA ITEM NO.: **10**

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

ACTION: **X** INFORMATION:

ITEM TITLE: **Department of Homeland Security Federal Emergency Management Agency's National Preparedness Directorate's Assistance to Firefighters grant for replacement Self-Contained Breathing Apparatus**

RECOMMENDATION:
Adopt a resolution to amend the FY 2012 City/Federal/State Aid Fund budget and appropriate $491,760 with resources from the Department of Homeland Security Federal Emergency Management Agency's (DHS/FEMA) National Preparedness Directorate's FY 2011 Assistance to Firefighters Grant (AFG) to purchase replacement Self-Contained Breathing Apparatus (SCBA) for the Fire Department.

SUMMARY:
DHS/FEMA awards grant funding through the Assistance to Firefighters Grant (AFG) program with the primary goal of meeting the firefighting and emergency response needs of fire departments and other agencies by assisting with the purchase of critically needed equipment, protective gear, emergency vehicles, training, and other resources needed to protect the public and emergency personnel from fire and related hazards.

Ninety-eight (98) of the Fire Department's SCBA are over eleven years old and were built to meet the 1997 edition of the National Fire Protection Association (NFPA) standard 1981. Ten of the SCBA are less than ten years old and were built to the 2002 edition of the NFPA standard 1981. The Department requested to replace both types of SCBA for uniformity, which will allow proposals from multiple SCBA vendors. Funds will be used to replace one hundred eight (108) SCBA, each with a spare cylinder and face-pieces.

The total cost of this project is $614,700. The grant requires 20 percent of the total project cost be provided by the submitting agency; therefore, the required local match is $122,940. Matching funds are already available in the City/Federal/State Aid Fund budget for Fire Programs Aid to Localities; no additional monies need to be appropriated for this grant.

PRIOR ACTION(S):
Finance Committee, September 27, 2011
Finance Committee, February 28, 2012

FISCAL IMPACT:
The Fire Department will provide the required 20 percent local match of $122,940 out of its Fire Programs Aid to Localities allocation. Future funds will be needed for periodic maintenance of the SCBA.

CONTACT(S):
Fire Chief Steven B. Ferguson, 455-6340
Battalion Chief Keith Johnson, 385-6214
Ellen Davidson-Martin, Fire Administrative Manager, 455-6368

ATTACHMENT(S):
Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED That the FY 2012 City/Federal/State Aid Fund budget is amended and $491,760 is appropriated with resources from the Department of Homeland Security Federal Emergency Management Agency's (DHS/FEMA) National Preparedness Directorate's FY 2011 Assistance to Firefighters Grant (AFG) to purchase replacement Self-Contained Breathing Apparatus (SCBA) for the Fire Department.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

036L

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 13, 2012** AGENDA ITEM NO.: **11**

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

ACTION: **X** INFORMATION:

ITEM TITLE: **Rezoning – Clarion Investments, LLC from B-3, Community Business District to B-5, General Business District at 2625 Lakeside Drive**

RECOMMENDATION: Approval of the rezoning petition.

SUMMARY: Clarion Investments, LLC is petitioning to rezone the property at 2625 Lakeside Drive from B-3, Community Business District to B-5, General Business District to allow the use of the property for automobile sales. The subject property is adjacent to and would be used in conjunction with property located at 101 Breezewood Drive which was rezoned by City Council on March 11, 2011 for use as an automobile dealership. The Planning Commission recommended approval of the petition because:

- The petition agrees with the *Comprehensive Plan 2002-2020's Future Land Use Map* which recommends a Community Commercial use for the area.
- The petition agrees with the *Zoning Ordinance* which permits automobile sales and service in a B-5, General Business District.

PRIOR ACTION(S):
February 22, 2012: The Planning Division recommended approval of the rezoning petition.

The Planning Commission recommended approval (5-0, with 1 member absent, Hannon and 1 member abstaining, Swienton) of the rezoning petition.

FISCAL IMPACT: None

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

ATTACHMENT(S):
- Ordinance
- Planning Commission Report – February 22, 2012
- Planning Commission Minutes – February 22, 2012
- Vicinity Zoning Pattern
- Vicinity Proposed Land Use
- Watershed Location Map
- Concept Plan
- Property Photograph
- Speaker Signup Sheet

REVIEWED BY: lkp

ORDINANCE:

AN ORDINANCE CHANGING A CERTAIN AREA LOCATED AT 2625 LAKESIDE DRIVE FROM A B-3, COMMUNITY BUSINESS DISTRICT TO A B-5, GENERAL BUSINESS 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 35.1 of the Code of the City of Lynchburg, 1981, as amended, be and the same is hereby further amended by adding thereto Section 35.1-76.___, which section shall read as follows:

Section 35.1-76.__. Change of a certain area located at 2625 Lakeside Drive from a B-3, Community Business District to a B-5, General Business District.

The area embraced within the following boundaries …

DESCRIPTION of a 1.18 acre parcel of land located in the City of Lynchburg, State of Virginia in accordance with descriptions compiled from plats of record in the City of Lynchburg Clerk's office in Plat Cabinet 5 slide 201 and State Highway Plat Book 3 Page 228, said 1.18 acre parcel being more fully described as follows:

BEGINNING AT A POINT, said point being the intersection of the right-of-way lines for Lakeside Drive and Breezewood Drive, thence S 22°32'09" E, 4.00 feet to a point; thence S 63°23'31" E, 51.21 feet to a point; thence S 23°54'22" E, 103.18 feet to a point; thence S 13°18'15" E, 101.26 feet to a point; thence S 76°47'55" W, 244.53 feet to a point; thence N 09°19'45" W, 202.57 feet to a point; thence N 57°21'00" E, 49.57 feet to a point; thence N 67°21'01" E, 126.49 feet to a point; the POINT OF BEGINNING, CONTAINING 1.18 acres of land, more or less.

… is hereby changed from B-3, Community Business District to B-5, General Business District.

And the Director of Community Development shall forthwith cause the "Official Zoning Map of Lynchburg, Virginia," referred to in Section 35.1-4 of this chapter to be amended in accordance therewith.

Adopted:

Certified: ______________________________
Clerk of Council

034L

The Department of Community Development
City Hall, Lynchburg, VA 24504 **434-455-3900**

To: Planning Commission
From: Planning Division
Date: February 22, 2012
Re: **Rezoning: 2625 Lakeside Drive – B-3, Community Business District to B-5, General Business District**

I. PETITIONER

Clarion Investments, LLC, 3914 Old Forest Road, Lynchburg, VA 24501
Representative: Norman B. Walton, Jr., P.E., Perkins & Orrison, Inc., 27 Green Hill Drive, Forest, VA 24551

II. LOCATION

The subject property includes one (1) tract totaling approximately one and eighteen hundredths of an acre (1.18) located at 2625 Lakeside Drive.
Property Owner: Clarion Investments, LLC, 3914 Old Forest Road, Lynchburg, VA 24501

III. PURPOSE

The purpose of this petition is to allow the use of the property for automobile sales.

IV. SUMMARY

- Petition agrees with the *Zoning Ordinance* which permits automobile sales and service in B-5, General Business Districts.
- Petition agrees with the *Comprehensive Plan 2002-2020* which recommends a Community Commercial use for the property.

The Planning Division recommends approval of the rezoning petition.

V. FINDINGS OF FACT

1. **Comprehensive Plan.** The *Comprehensive Plan 2002-2020* recommends Community Commercial uses in this area. Community Commercial (**pg. 5.5**) areas "contain retail, personal service, entertainment, and restaurant uses that draw customers from at least several neighborhoods up to the entire City. Colored red on the *Future Land Use Map*, 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. 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."
2. **Zoning.** The subject property was annexed into the City in 1976. The existing B-3, Community Business District zoning was established on October 13, 1992 with the adoption of the Graves Mill Road/U.S. 221 Area Land Use Study.
3. **Proffers.** The petitioner is not requesting a proffered rezoning.

4. **Board of Zoning Appeals (BZA).** The Zoning Official has determined that no variances would be 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 September 28, 1982, City Council approved the conditional use permit petition of A.T. Williams Oil Company to allow an auto service station at 2501 Lakeside Drive.
   - On May 10, 1983, City Council approved the conditional use permit petition of Heritage Baptist Church to allow a temporary tent revival at 219 Breezewood Drive.
   - On May 14, 1985, City Council approved the conditional use permit petition of Heritage Baptist Church to allow the construction of an educational wing and offices at 219 Breezewood Drive.
   - On September 20, 1985, City Council approved the petition of Gary F. Woodward to rezone two and seven tenths (2.7) acres from I-2, Light Industrial District and I-3, Heavy Industrial District to B-5, General Business District to allow the establishment of a retail plant nursery and greenhouse at the intersection of Lakeside Drive and Peace Street.
   - On October 14, 1986, City Council approved the petition of Elizabeth T. Hamersley to rezone nine (9) acres from I-2, Light Industrial District and R-3, Two-Family Residential District to B-5, General Business District to allow the establishment of an automobile dealership at 2643 Lakeside Drive.
   - On July 10, 1990, City Council approved the conditional use permit petition of Heritage Baptist Church to allow the construction of a classroom building at 219 Breezewood Drive.
   - On January 14, 1992, City Council approved the conditional use permit petition of Heritage Baptist Church to allow the installation of a modular classroom unit and parking area expansion at 219 Breezewood Drive.
   - On October 13, 1992, City Council adopted the Graves Mill Road/U.S. 221 Area Land Use Study.
   - On February 9, 1993, City Council approved the conditional use permit petition of Heritage Baptist Church to allow an expansion of church facilities at 219 Breezewood Drive.
   - On October 12, 1993, City Council approved the conditional use permit petition of Heritage Baptist Church to allow the installation of two (2) classroom trailers at 219 Breezewood Drive.
   - On April 12, 1994, City Council approved the conditional use permit petition of Heritage Baptist Church to amend the previously approved master plan by adding classroom space at 219 Breezewood Drive.
   - On May 12, 1998, City Council approved the conditional use permit petition of Heritage Baptist Church to amend the previously approved master plan at 219 Breezewood Drive.
   - On May 12, 1998 , City Council approved the petition of Craft Properties, LLC to rezone two tenths (0.2) acres from R-4, Medium-High Density Residential District to B-5, General

Business District (Conditional) to allow the establishment of an automotive shop at 2519 Lakeside Drive.

- On October 13, 1998, City Council approved the conditional use permit petition of Pavilion Development to allow the construction of a single-bay car wash at 2625 Lakeside Drive.
- On April 13, 1999, City Council approved the conditional use permit petition of Heritage Baptist Church to amend the previously approved master plan at 219 Breezewood Drive.
- On September 13, 2005 , City Council approved the petition of Clarion Investments, LLC, to rezone five and three-tenths (5.3) acres from B-3, Community Business District and R-4, Medium-High Density Residential District to B-5, General Business District (Conditional) to allow the establishment of an automobile dealership at 2639 Lakeside Drive.
- On February 14, 2006, City Council approved the conditional use permit petition of Heritage Baptist Church to amend the previously approved master plan at 219 Breezewood Drive.
- On December 14, 2010, City Council approved the conditional use permit petition of Heritage Baptist Church to allow a "comprehensive sign plan" at 219 Breezewood Drive.
- On March 11, 2011, City Council approved the petition of Kendall Craft, Chief Investment, LLC, to rezone approximately four (4) acres from B-3, Community Business District to B-5, General Business District to allow the establishment of an automobile dealership at 101 Breezewood Drive.

6. **Site Description.** The subject property includes one existing structure, formerly a restaurant. The building is now vacant. The land has a gentle slope in a southerly direction. The property is bordered to the north by Lakeside Drive, to the south by vacant land (same property owner – future car dealership), to the east by vacant land and to the west by a commercial use (storage warehouses).
7. **Proposed Use of Property.** The purpose of this petition is to allow the construction of a display area for automobile sales. Landscaping for the project would comply with the requirements of the City's *Zoning Ordinance,* which includes parking area landscaping, buffering and street trees. Section 35.1-25.1.7, Parking area landscaping provides when a property is used for the display and sale of merchandise, the required parking area screening and landscaping may be disbursed in a reasonable manner as not to interfere with display and maintenance.
8. **Traffic, Parking and Public Transit.** The vehicle trip threshold for the proposed use is less than the five hundred (500) daily trips and the fifty (50) peak hour trips that would warrant a traffic study. The submitted site plan indicates a "right turn only" entrance will be permitted along Lakeside Drive. Since the property would be solely used for automobile sales, there is no minimum amount of spaces required for the development.

   The property is not served by public transportation.
9. **Stormwater Management.** Any increase in impervious area will be attenuated by the regional stormwater management facility built with the Breezewood Drive construction. The facility will manage both stormwater quantity and quality and be maintained by the City of Lynchburg.

10. **Emergency Services.** The City's Fire Marshal and City Police Department had no concerns regarding the proposed use of the property.

11. **Impact.** The rezoning petition would facilitate the development of the property for use as a display area for an automobile dealership located on the southern adjacent property. The site is located in a commercial area with other existing automobile dealership and service centers and is designated for commercial use on the City's *Future Land Use Map*. The proposal would meet the required setbacks. The rezoning would allow the development of the property with minimal impact on the surrounding area.

12. **Technical Review Committee.** The Technical Review Committee (TRC) reviewed the concept plan on January 31, 2012. Comments related to the proposed use were minor in nature and have or will be addressed by the petitioner prior to final site plan approval.

VI. PLANNING DIVISION RECOMMENDATION

Based on the preceding Findings of Fact, the Planning Commission recommends to City Council approval of the petition of Clarion Investments, LLC, to rezone one and eighteen hundredths of an acre (1.18) from B-3, Community Business District to B-5, General Business District at 2625 Lakeside Drive.

This matter is respectfully offered for your consideration.

William T. Martin

William T. Martin, AICP
City Planner

pc: Mr. L. Kimball Payne, III, City Manager
Ms. Bonnie M. Svrcek, 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
Captain Thomas Mack, Acting Fire Marshal
Mr. Donald DeBerry, Transportation Engineer
Mr. Doug Saunders, Building Commissioner
Mr. Robert Fowler, Zoning Administrator
Mr. Jacob Dorman, Environmental Reviewer
Mr. Kendall Craft, Clarion Investments, LLC

VII. ATTACHMENTS

1. **Vicinity Zoning Pattern Map**
2. **Vicinity Proposed Land Use Map**
3. **Watershed Location Map**
4. **Concept Plan**
5. **Photo**

MINUTES OF THE FEBRUARY 22, 2012 PLANNING COMMISSION MEETING (MINUTES HAVE NOT BEEN APPROVED):

Commissioner Swienton indicated that he would be abstaining from the petition due to a professional relationship with one of the parties involved.

Mr. Martin had the following comments for the commissioners. He reminded them that there had been a rezoning last year for the parcel to the south and adjacent to this parcel to construct a car dealership. This rezoning would facilitate that car dealership as well. The franchise wants a little more visibility from 221. The site plan indicates that there would be only one entrance to this parcel, a right in/right out, from Lakeside Drive to facilitate safe movement. Full ingress and egress to the dealership will be from Breezewood Drive. There will be 101 display spaces on this parcel.

Landscaping will be provided in compliance with the landscape ordinance. Stormwater management will be provided by the City's regional stormwater detention pond for both quantity and quality. The City's Fire and Police departments had no comments of concern and the Planning Division does recommend approval of the rezoning petition.

Mr. Norm Walton came forward to represent the petition. He added that the building will be relocated to the rear of the property. There has been discussion about vacating the internal lot line, but that decision has not been finalized yet. Even if the property line is not vacated, the front parcel will be used for display of cars only. All other details about the rezoning petition have been covered by Mr. Martin's comments.

Chair Hamilton asked if there was anyone else present to speak in favor of the petition. No one came forward. She asked if there was anyone present to speak in opposition to the petition. No one came forward. She closed the public hearing portion of the petition.

Commissioner Barnes asked about the catchment area of the regional stormwater detention pond. Mr. Martin said it is his understanding that the stormwater detention pond was constructed as part of the Breezewood Drive extension and was adequately sized to serve the road and the four parcels on either side of the Breezewood Drive connector. Part of the agreement for obtaining the right-of-way for that project was to handle the stormwater for these four parcels. Mr. Walton concurred with that explanation.

Commissioner Sale indicated that this petition seems to be consistent with what is around this parcel. He thinks it might build a nice community of common interests in that area.

Commissioner Coleman made the following motion, which was seconded by Commissioner Sale, and passed by the following vote:

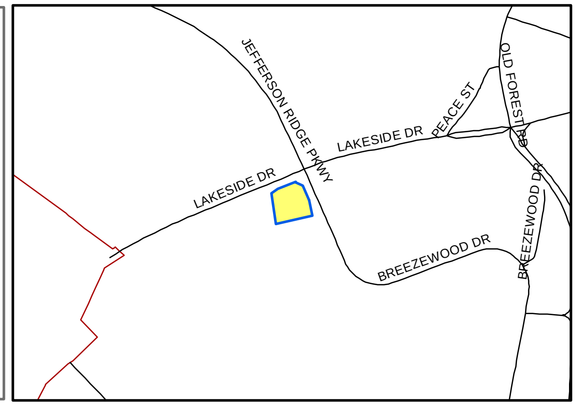
> **"That the Planning Commission recommends to City Council approval of the petition of Clarion Investments, LLC, to rezone one and eighteen hundredths of an acre (1.18) from B-3, Community Business District to B-5, General Business District at 2625 Lakeside Drive."**

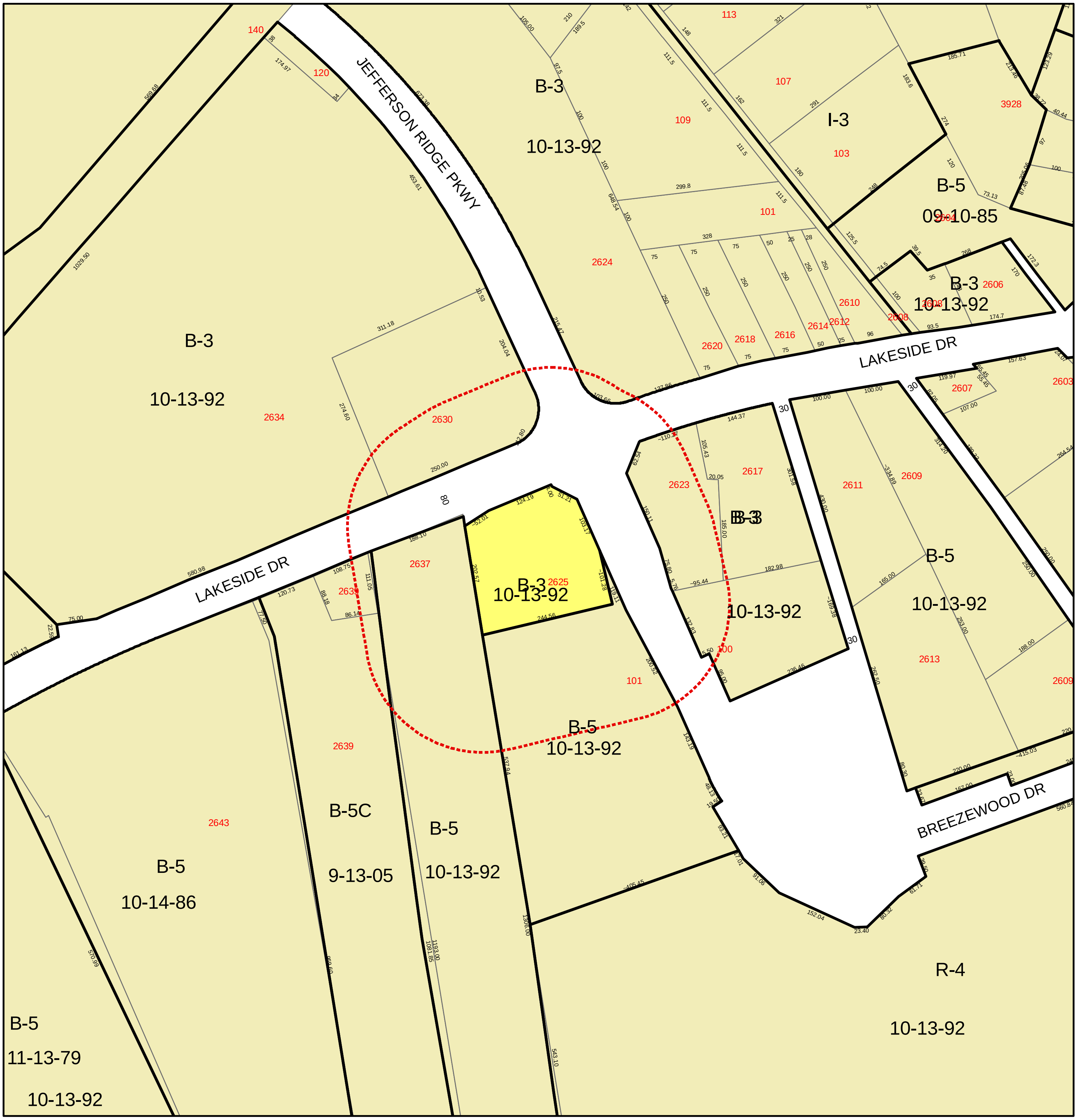
AYES:	Barnes, Coleman, Hamilton, Hooper and Sale	5
NOES:		0
ABSTENTIONS:	Swienton	1
ABSEN:	Hannon	1

CLARION INVESTMENTS
REZONING FROM B-3 TO B-5
2625 LAKESIDE DRIVE
Vicinity Zoning Pattern Map

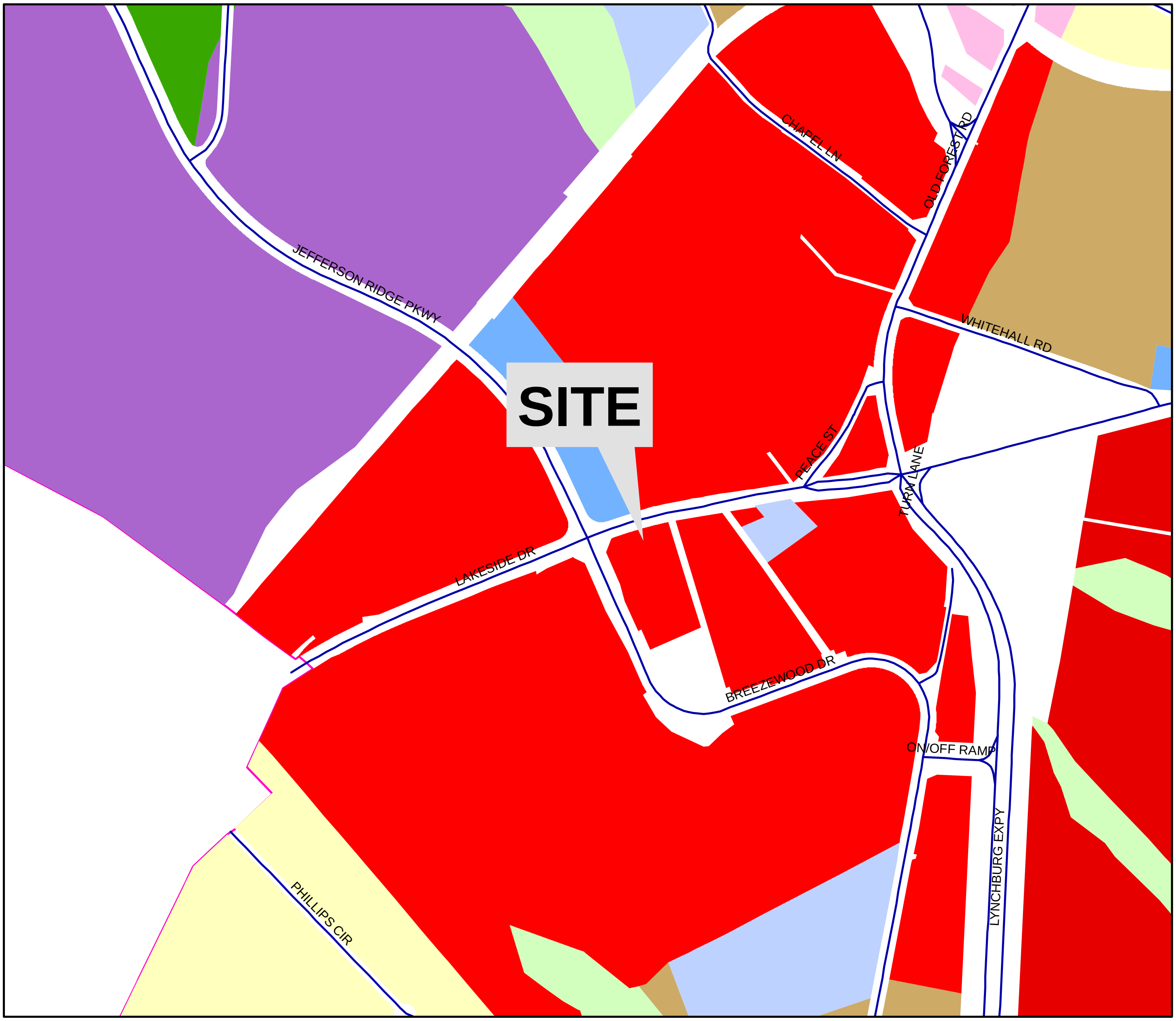
Subject Properties

200 Foot Buffer





PIN	Owner	Local Address
23109009	CHIEF INVESTREETMENTS LLC	101 BREEZEWOOD DRIVE
23111004	CITY OF LYNCHBURG C/O STEVE LAWSON	2624 LAKESIDE DRIVE
23109001	CLARION INVESTREETMENTS LLC	2625 LAKESIDE DRIVE
23110008	CLARION INVESTREETMENTS LLC	2639 A LAKESIDE DRIVE
23110002	CLARION INVESTREETMENTS LLC	2639 LAKESIDE DRIVE
23111002	LAKESIDE LAND LLC C/O LEGACY MANAGEMENT GROUP	2634 LAKESIDE DRIVE
23111001	REGINALD C WALKER ETALS C/O SHEETZ INC #271 ATTN JODY BARTKO	2630 LAKESIDE DRIVE
23110001	SOVRAN ACQUISITION LIMITED PARTNERSHIP	2637 LAKESIDE DRIVE
23109011	WCI LC	100 BREEZEWOOD DRIVE
23109010	WCI LC	2623 LAKESIDE DRIVE
23109008	WCI LC	2617 LAKESIDE DRIVE



- LocalHistoricDistrict
- Traditional Residential
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Neighborhood Commercial
- Community Commercial
- Regional Commercial
- Employment 1
- Employment 2
- Office
- Institution
- Downtown
- Public Use
- Public Parks
- Resource Conservation
- Residential Mixed Use
- General Mixed Use
- Employment Mixed Use

LAND USE MAP
CLARION INVESTMENTS
2625 LAKESIDE DRIVE
REZONING FROM B-3 TO B-5

N

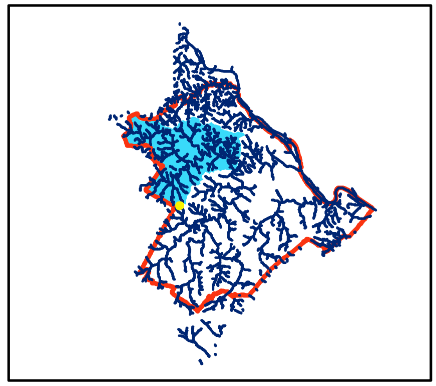
CLARION INVESTMENTS
REZONING B-3 TO B-5
2625 LAKESIDE DRIVE

Watershed Location Map

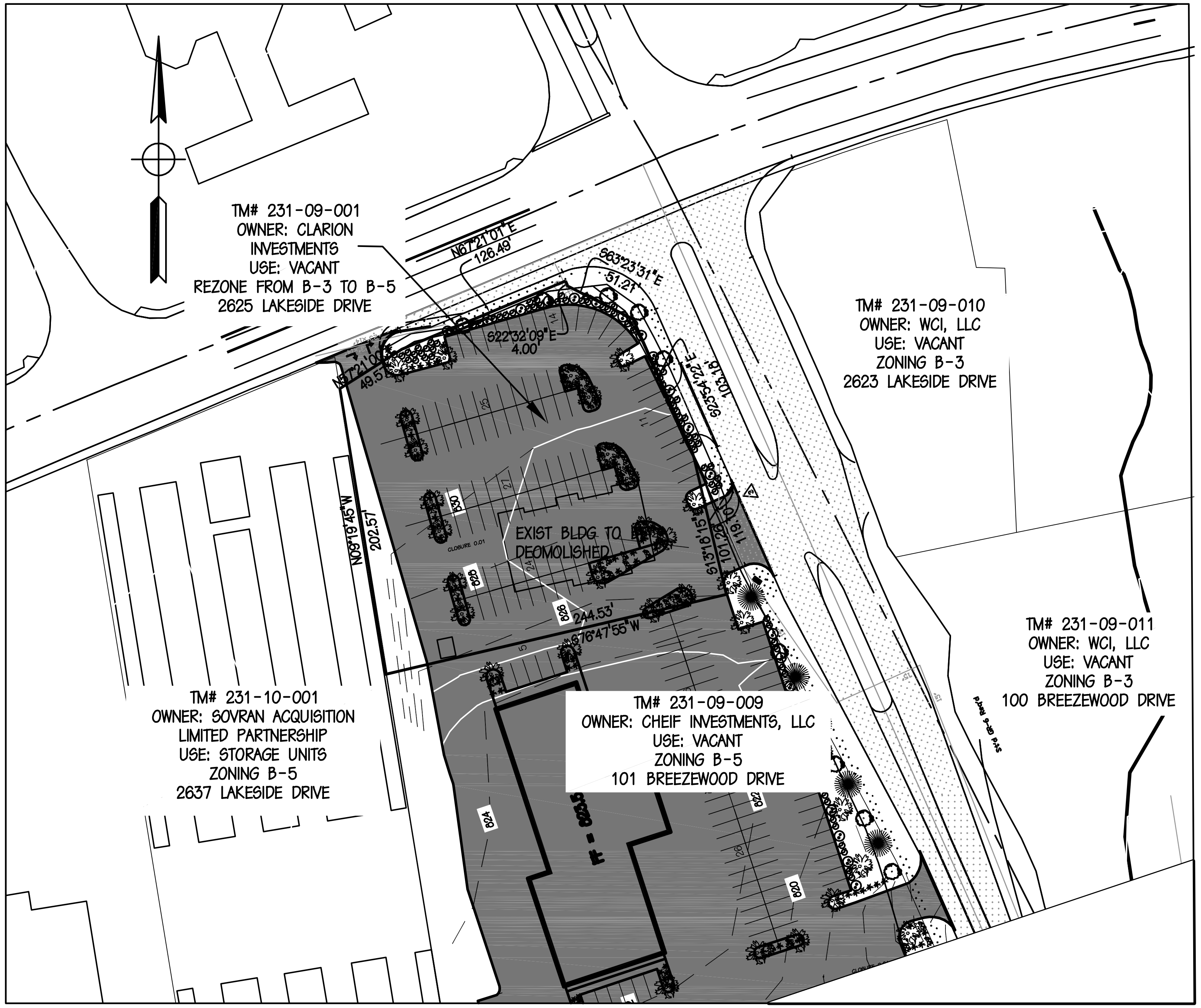
Project Site

Ivy Creek

Corporate Limit



REZONING PLAN FOR 2625 LAKESIDE DRIVE
PARCEL 231-09-001
CITY OF LYNCHBURG, VIRGINIA



REZONING PLAN
SCALE: 1"=100'

LEGEND

PROPOSED PAVED PARKING

PERKINS & ORRISON
ENGINEERS ▲ PLANNERS ▲ SURVEYORS

PROPERTY INFORMATION:

PARCEL ID: 231-09-001

PROPERTY ADDRESS: 2625 LAKESIDE DR.
LYNCHBURG, VA 24502

OWNER/ REZONING APPLICANT: CLARION INVESTMENTS, LLC

TOTAL ACREAGE: APPROXIMATELY 1.183 ACRES

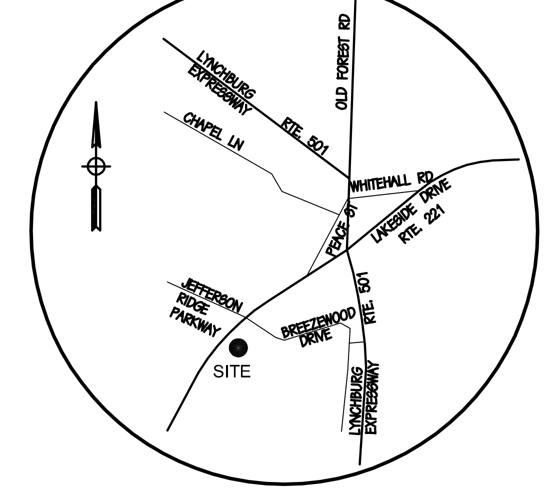
TOTAL AREA TO BE REZONED: 1.183 AC.

CURRENT ZONING: B3 (COMMUNITY BUSINESS)

PROPOSED ZONING: B5 (GENERAL BUSINESS)

CURRENT USE: RESTAURANT

PROPOSED USE: AUTOMOBILE SALES



VICINITY MAP
NO SCALE

NOTES:

1. THE PURPOSE OF THIS PLAN IS TO SHOW A PRELIMINARY LAYOUT FOR THE REZONING PROCESS. THE ACTUAL LAYOUT MAY CHANGE SLIGHTLY WHEN ACTUAL CONSTRUCTION PLANS ARE SUBMITTED TO THE CITY FOR REVIEW, BUT SHALL REMAIN IN GENERAL CONFORMANCE TO THIS PLAN.
2. ANY INCREASE IN IMPERVIOUS AREA WILL BE ATTNEUATED VIA THE REGONAL STORMWATER MANAGEMENT FACITILY, BUILT WITH THE BREEZEWOOD DRIVE CONSTRUCTION.
3. THE PROPERTY SHOWN HEREON IS NOT WITHIN A FEMA 100 YEAR FLOOD PLAIN. SEE PANEL# 5100930038D, ZONE "X", DATED JUNE 3, 2008.
4. IF EXTERIOR LIGHTING IS TO BE INSTALLED BY THE OWNER, SHIELDING SHALL BE USED TO CONTROL THE LIGHT SO THAT NO DIRECT ILLUMINATION WILL OCCUR BEYOND ANY PROPERTY LINE.
5. NO ADDITIONAL ROADWAY ENTRANCES ARE PROPOSED BY THIS PLAN FOR THIS PROPERTY. THE ONE ENTRANCE OFF OF LAKESIDE DRIVE AND THE ONE ENTRANCE OFF OF BREEZEWOOD DRIVE IS INTENDED TO REMAIN OPEN.
6. LANDSCAPING WILL BE PROPOSED PER THE CITY OF LYNCHBURG'S LANDSCAPE ORDINANCE.
7. EROSION AND SEDIMENT CONTROL MEASURES WILL BE USED IN ACCORDANCE WITH THE VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK. E&S MEASURES ARE NOT SHOWN ON THIS PLAN, BUT WILL BE INCLUDED WITH THE ACTUAL SITE PLAN WHEN SUBMITTED.
8. THE DEVELOPER IS RESPONSIBLE FOR OBTAINING ALL NECESSARY STATE, FEDERAL, AND LOCAL PERMITS REQUIRED FOR THE DEVELOPMENT OF THIS SITE.
9. THIS SITE IS SERVED BY PUBLIC WATER AND SEWER.
10. NO STRUCTURE IS PROPOSED FOR THIS PARCEL. THIS PARCEL WILL BE UTIZLIED FOR PARKING. THE DEALERSHIP BUILDING AND OFFICES WILL BE ON THE ADJACENT PARCEL.
11. INFORMATION AND SITE LAYOUT SHOWN ON TM# 231-09-009 IS FOR REFERENCE ONLY. A FORMAL SITE PLAN WILL BE SUBMITTED FOR THE ENTIRE DEVELOPMENT UPON APPROVAL OF THE REZONING.
12. ROUTE 221 ENTRANCE TO BE RIGHT IN, RIGHT OUT. A DIRECTIONAL CONCRETE ISLAND MAY BE REQUIRED AT TIME OF SITE PLAN.

27 Green Hill Drive Forest, Virginia 24551	Office: 434-525-5985 Fax: 434-525-5986 E-Mail: pno@perkins-orrison.com	100 0 100 GRAPHIC SCALE	REV. REV. DATE:	 2/15/12 per trc comments 1/17/12	JOB#: 11396 DWG: C-RZ-11396 DWN: NBW

ID - P:\2010\10251 Foster Builders\dwg\C-RZ-10251.dwg - Wed, 25 Aug 2010 - 14:15

Clarion Investments

Rezoning from B-3 to B-5, 2625 Lakeside Drive

February 22, 2012

PLEASE PRINT

NAME	ADDRESS	PHONE	IN FAVOR	IN OPPOSITION	NEUTRAL
Norm Walton	77 Greenhill Dr Forest 24551 Perkins & Orrisons	525-5985	X		

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 13, 2012**	AGENDA ITEM NO.: 12
CONSENT: REGULAR: X WORK SESSION:	CLOSED SESSION: (Confidential)
ACTION: INFORMATION: **X**	
ITEM TITLE: **PUBLIC HEARING REGARDING THE 2012/13 ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM FUNDS**	

RECOMMENDATION: Conduct a Public Hearing to receive input regarding the Program Year 2012, Fiscal Year (FY) 2013, allocation of $1,026,735.81 in Community Development Block Grant (CDBG) and $329,999.60 in HOME Program funds. No action by Council is requested following the public hearing. This will come back to Council on March 27th for action.

SUMMARY: The U.S. Department of Housing and Urban Development (HUD) funds the CDBG and HOME Programs. The City has available the following funds to use for eligible CDBG and HOME activities during the 2012/13 (FY 2013) program year.

CDBG AVAILABLE FUNDING/SOURCE	**AMOUNT**
HUD Allocation	$639,243.00
Reprogrammed Funds	385,462.81
Anticipated Program Income	2,030.00
Total CDBG Funding Available	**$1,026,735.81**

HOME AVAILABLE FUNDING	**AMOUNT**
HUD Allocation	$283,839.00
Reprogrammed Funds	46,160.60
Total HOME Funding Available	**$329,999.60**

The Community Development Advisory Committee (CDAC) met on February 21 and reviewed the applications that were submitted. The following lists of projects have been recommended for funding by the CDAC.

CDBG PROJECTS RECOMMENDED FOR FUNDING
BY THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Agency/Project Name	**CDAC Recommendations**
Bluffwalk Section 108	$ 290,084.00
City Administration	25,000.00
Analysis of Impediments to Fair Housing - City	30,000.00
5th Street CDC Phase III - City	115,830.81
Tinbridge Hill Neighborhood - City	125,000.00
Riverside Park Improvements - City	125,000.00
Demolition of Substandard Structures - City	12,000.00

Agency/Project Name	CDAC Recommendations
Lynchburg Redevelopment and Housing Authority (LRHA) Administration	32,546.00
LRHA Delivery Costs - Rehabilitation	37,466.00
LRHA Rental Rehabilitation	30,000.00
LRHA Delivery Costs - Acquisition	68,473.00
LRHA Spot Blight Abatement	125,000.00
LRHA Delivery Costs - Disposition	10,336.00
Total	$ 1,026,735.81

HOME PROJECTS RECOMMENDED FOR FUNDING
BY THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Agency/Project Name	CDAC Recommendations
Rush Homes (CHDO) – Armstrong Place Apartments	$ 175,000.00
Habitat for Humanity – Homeownership Program	65,000.00
LNDF Homeownership Fund	14,999.60
Lyn-CAG Homeowner Substantial Rehabilitation	75,000.00
Total HOME	$ 329,999.60

All CDBG and HOME funds will be expended in accordance with primary objectives of these programs. It is important that City Council is aware that HUD is enforcing its' spend down policies and that as funds are allocated, HUD expects funds to be spent at a ratio of 1.5 times the program year grant amount. Further, the City estimates that over 70 percent of the total funds for 2012/13 funding will benefit low/moderate income persons.

All applications submitted for funding consideration are available for review in the Grants Administration Office, Second Floor, City Hall.

PRIOR ACTION(S): N/A

FISCAL IMPACT: N/A

CONTACTS: Bonnie Svrcek, Deputy City Manager, 455-3987
Melva Walker, Grants Manager, 455-3916

ATTACHMENT(S): CDAC Meeting Notes – February 21, 2012 – Attachment A
CDAC Funding Recommendations Worksheet – Attachment B
Summary of CDBG and HOME Applications – Attachment C
CDBG and HOME Reprogrammable Funds – Attachment D
CDBG and HOME Unexpended Balances – Attachment E

REVIEWED BY: lkp

041L

Attachment A

Community Development Advisory Committee (CDAC) Meeting
February 21, 2012
City Hall, Second Floor Training Room

Meeting Notes

The meeting was called to order by the Committee Chair, Council Member Helgeson. Members and persons in attendance included:

CDAC Members Present:	Council Member Jeff Helgeson, Chairman; Council Member Dr. Ceasor T. Johnson, Vice Chairman; Mr. Michael Bedsworth (Daniel's Hill representative); Ms. Mary Culpepper (Tinbridge Hill representative); Dr. Alexander Duncan, Jr. (College Hill representative); Ms. Vicky Paige (At-Large Member); and Mr. Jeffery Schneider (Diamond Hill representative)
City Staff:	Bonnie Svrcek (Deputy City Manager); Melva Walker (Grants Manager); Rhonda Allbeck (Assistant Director of Financial Services); Ashley Partridge (Grants Accountant); Sherry Pullum (Administrative Associate); Leslie King (Assistant to City Manager); Tom Martin (City Planner) ; Kevin Henry (Planner) Kent White (Director of Community Development); Kay Frazier (Director of Parks and Recreation)
Guests:	Shaun Spencer-Hester, Greater Lynchburg Habitat for Humanity (GLHFH); Alicia Petska, The *News and Advance*; Barbara Murrell (GLHFH); Robert Vincent, Lynchburg Redevelopment and Housing Authority (LRHA); Debra Guyot (LRHA); Denise Crews, Lynchburg Community Action Group (Lyn-CAG); Jeff Smith, Rush Homes; Laura Dupuy, Lynchburg Neighborhood Development Foundation (LNDF); John Moorefield (LNDF)

Council Member Helgeson called the meeting to order at 11:00 a.m. Council Member Helgeson asked the two new members of CDAC to introduce themselves. He advised the Committee of the process for making recommendations and reminded CDAC that there are always more requests than funds available and it does not mean that one organization may be more or less deserving than another one. Council Member Helgeson then gave the floor to Melva Walker, Grants Manager.

Ms. Walker shared that the U. S. Department of Housing and Urban Development (HUD) had reviewed the City's Program Year 2010 Consolidated Annual Performance Report

(CAPER) and there were no findings. Staff addressed and resolved initial comments from HUD.

Ms. Walker briefly reviewed the restructuring of the Citizen Participation Plan (CPP) by City Council in March of 2011. The CPP now only requires CDAC to meet one time during the program year unless a consensus cannot be reached for the recommendations to City Council on the application requests that the Committee was reviewing.

Ms. Walker provided an overview of City Council's direction for the Program Year 2012 (FY 2013) application funding requests. She stated that on September 28, 2010 City Council made the decision that Community Development Block Grant (CDBG) funding requests for FY 2013 would be dedicated 100% to City projects, Lynchburg Redevelopment Housing Authority (LRHA) Spot Blight and Rental Rehabilitation Programs and targeted neighborhood redevelopment projects through partnerships with City departments and/or LRHA. This change no longer allowed nonprofit agencies to submit requests for public service activities or direct funding to the nonprofit agencies. There were no changes made for the HOME Program applications.

Ms. Walker stated the 2010-2015 Consolidated Plan goals were displayed on the screen. She stated that City Council conducted a public hearing on January 10, 2012 to review the goals for the Program Year 2012 Annual Action Plan. No one from the public spoke at that public hearing and the goals were approved by City Council with no changes.

Ms. Walker then stated that the CDBG and HOME Allocations Worksheet had been updated from the original one that was provided to the Committee with the application requests. She highlighted the changes which were as follows:

(1) The CDBG and HOME entitlement amounts had been reduced this year and particularly that the HOME entitlement amount was reduced by 31%. She also noted that the Reprogrammed Funds category for the CDBG allocation had been increased to $385,463 as a result of funds being returned to the City from LRHA in the amount of $185,477. She also noted that in the right hand corner of the Worksheet was a comparison of the FY 2012 and FY 2013 funding allocations.

(2) Debra Guyot, Executive Director for Lynchburg Redevelopment and Housing Authority (LRHA), had provided a letter stating that Program Years 2009 and 2010 Spot Blight remaining allocations of funds was being returned to the City for reprogramming. This return of funds was a result of the success of LRHA staff working with the owners of blighted properties to bring their buildings into compliance with both City Code standards as well as Housing Quality Standards (HQS). This in turn allowed LRHA to release funds that had previously been reserved for acquisition of blighted properties. The total amount of these funds is $185,477.26. Ms. Walker further stated that LRHA had submitted an application request for Spot Blight funds as they plan to continue the program on behalf of the City. This return of funds would also allow the City to close prior year funding allocations within the HUD information data system and not have older projects funded for HUD to review and monitor.

(3) Susie Kitchen, Executive Director for Lynchburg Covenant Fellowship (LCF), had provided a letter stating that the plans for the rehabilitation of the Shalom Apartments was not proceeding as previously planned. Therefore, LCF was returning the previously allocated HOME Program funds in the amount of $40,000 to the City for reprogramming. She also stated in the letter that they hope to move forward with this project at a later date.

(4) Laura Dupuy, Executive Director for Lynchburg Neighborhood Development Foundation (LNDF), had also provided a letter to Ms. Walker regarding the Hilltop Homes HOME application request. Ms. Dupuy stated that she was withdrawing the HOME application request for gap financing necessary for this project as LNDF had recently initiated steps to rearrange permanent financing to close the gap of $90,000 that had been requested by LNDF. She also stated that she was aware that requests for HOME funds for this program year were more than funds available for projects and that the City had previously funded the Hilltop Homes project since 2007 for a total award of $212,375.

Ms. Walker finally noted with these changes that the amount of funds available for allocation was as follows: CDBG - $1,026,735.81; HOME $329,000.

Council Member Helgeson then began the recommendation process for the Committee. He explained that the Bluffwalk payment has to be reserved with the CDBG funds to make principal and interest payments on the property in the event the owner cannot make the payment. Ms. Walker noted that in the reprogrammed amounts there is $121,859 which was an interest payment that was made by Bluffwalk in August 2011that is available for funding this year.

Ms. Walker stated that due to reduced HUD allocations and the availability of prior year Administration allocations for CDBG and HOME, the City was able to reduce the amount of the CDBG administration request and eliminate the HOME administration request. However, for FY 2014 the administration amounts requested will return to normal levels as the balances from prior years will have been expended.

Ms. Walker stated that City staff was requesting $30,000 to hire a consultant to conduct an Analysis of Impediments to Fair Housing. The City is required by HUD to have a current Analysis and the last time the City updated the Analysis was in 1996. She stated that she had spoken with several of her colleagues in Virginia and the average consultant cost for conducting this Analysis was $30,000 and, therefore, this was the amount that was being requested.

Council Member Helgeson noted that the LRHA requests were for Administration, Delivery Costs, Spot Blight and Rental Rehabilitation. Council Member Helgeson asked Ms. Walker to explain the difference in the LRHA requests.

Ms. Walker stated that the breakdown for Administration and Delivery Costs, which totaled $148,821, was the amount that LRHA was requesting to provide funds for staff and overhead costs for the administration and delivery of the Spot Blight and Rental Rehabilitation Programs and the continuation of the previously funded years' allocations for these Programs. She noted that the breakdown is provided as the staff costs associated with the acquisition, disposition, and actual rehabilitation of structures is considered by HUD as a portion of the delivery costs.

Council Member Helgeson asked for suggestions from the Committee for a place to start the discussion and asked for an amount to be suggested. Mr. Bedsworth suggested Fifth Street. He stated that he felt that it was a gateway into the City and a project that was visible and beneficial to the citizens of Lynchburg and tourists.

Council Member Helgeson asked Mr. Tom Martin, City Planner, to provide a summary of the project application and the reason why $222,000 was needed for the project. Mr. Martin stated that the funds had been requested to extend streetscape improvements between Jackson and Taylor Streets, continue the stabilization and rehabilitation of 702/708 Fifth Street, and $12,000 had been requested for a consultant to further assist the Fifth Street Community Development Corporation (5^{th} Street CDC) with the rehabilitation of other buildings along the Fifth Street corridor.

Dr. Duncan asked Mr. Martin about the relationship between the timeliness of this request for funds and the completion of Phase II. Mr. Martin stated that the work is being done in conjunction with the water and sewer work along Fifth Street. Phase II is scheduled to be completed in July 2013 and Phase III should begin shortly thereafter.

Council Member Helgeson confirmed that the work on Phase I was done and Phase II is currently in progress. Mr. Martin stated that streetscape was part of this project and the part that people see. Most of the work is what people do not see. Mr. Martin noted that if the money is not approved by this Committee that the current request in the Fiscal Year (FY) 2014 City Capital Improvements (CIP) Program budget would need to be increased for this project. Mr. Bedsworth suggested $75,000 to start for this project.

Council Member Helgeson next chose to discuss the Spot Blight application submitted by LRHA in the amount of $125,000. He asked Mr. Robert Vincent with LRHA to come forward. Mr. Vincent explained that the homes that are not up to City Code and present a serious and immediate threat to public safety are the ones that they address. When acquiring a property before a threat is removed, it can be a timely process. For the last year, owners have done most of the repairs themselves, therefore, the funds previously allocated from two previous years were being returned to the City for reprogramming. Council Member Helgeson clarified that $185,477 was being returned and approximately $204,000 was being requested this year for the acquisition of the properties and the delivery costs associated with the Program. Mr. Vincent explained that the money for acquisition must be set aside even when owners agree to do the needed repairs, until it is done, in the event that LRHA ultimately has to acquire the property due to noncompliance by the owners.

Ms. Paige asked what the timeframe was they give an owner to make repairs. Mr. Vincent said they generally give the property owners 60 days to have a plan in place to make the repairs. The returned money shows that the program is working and the owners are correcting the problems.

Council Member Johnson stated that he was not comfortable with giving LRHA all of the money they asked for since they were returning the large sum of previous years' allocations. Mr. Vincent explained that LRHA chose to return the money for reprogramming rather than carryover for the next year.

Ms. Walker and Ms. Svrcek clarified that the Administration and Delivery Costs funding requests were necessary for LRHA to provide staff and oversight of the CDBG-funded programs at LRHA. Based on this clarification, it was the consensus of the Committee to fund the Administration and Delivery costs as requested by LRHA.

Ms. Paige then recommended that CDAC fund the Spot Blight Program for $125,000, as requested by LRHA.

Council Member Johnson then asked Ms. Kay Frazier, Director of Parks and Recreation, to come up front to discuss the application for Riverside Park Improvements in the amount of $250,000. Ms. Frazier stated that the money requested would be used for substantial improvements to the area near the sprayground and basketball court. They are also going to build a playground using a universal design for families of all abilities to use. There will also be improvement to the parking areas, for pedestrian and vehicular access. She expects this project to take 18-24 months to complete.

Council Member Johnson suggested that CDAC fund $125,000 of the requested amount for the Riverside Park Improvements.

Council Member Helgeson asked Kent White, Director of Community Development, to come to the front to discuss the Demolition of Substandard Structures funding request in the amount of $15,000. Mr. White explained that approximately 12 years ago the City used CDBG funds for demolition of building that were in imminent danger of collapse and the owner could not be contacted or were unable to demolish the structure themselves. There are currently nine (9) properties that are on the City's list for demolition. Mr. White stated that the City was a last resort for demolition of the abandoned structures. The property owners are always encouraged to demolish the structures themselves.

Mr. Bedsworth asked if the City tried to salvage the architectural elements of the buildings. Mr. White stated that the City never takes ownership of the properties unlike our housing partners, such as LRHA who have the legal power to acquire or another housing non-profit who can acquire for rehabilitation. Therefore, the City cannot retain or dispose of any components of the structures.

Ms. Paige asked what the average cost was to demolish a building when necessary. Mr. White stated between $10,000 and $15,000. She then suggested that CDAC fund $12,000 for the Demolition of Substandard Structures.

Council Member Johnson asked Leslie King, Assistant to the City Manager, to come up and provide an overview of the application request in the amount of $145,000 for the Tinbridge Hill Neighborhood Association. Ms. King stated that this was a public/private partnership where resources are used to make the neighborhood sustainable and to organize and plan for development of activities in the neighborhood.

Dr. Duncan mentioned that his neighborhood, College Hill, saw Tinbridge Hill as "What right looks like" for a neighborhood. Dr. Duncan stated that College Hill was inspired by Tinbridge Hill and the College Hill neighborhood residents hoped to model a redevelopment plan similar to Tinbrdige Hill.

Mr. Bedsworth stated that Tinbridge Hill had done a good job of proceeding with redevelopment plans in their neighborhood.

Council Member Helgeson had a question about $10,000 for this request that was going to be used for a youth job training program being a public service project. Ms. Svrcek stated that as long as the project was being sponsored by the neighborhood organization and the City, it would fall under the HUD Public Service guidelines.

Ms. King stated that these funds had been requested as a result of some of the youth attending the Tinbridge Hill Neighborhood Association meetings and the interest showed in the plans for the neighborhood. She stated that providing for job training and basic financial literacy will develop youth leadership to hopefully assist with youth engagement and sustainability in Tinbridge Hill.

Council Member Helgeson asked Ms. King about how much had been spent of the previously approved funds. Ms. King stated that money should be spent shortly. Council Member Helgeson asked about the consultant that was listed in the application. Ms. King stated that a consultant will be used to update the neighborhood plan. Mr. Schneider suggested that $125,000 be used for this project.

Mr. Bedsworth stated that several organizations, including Tinbridge Hill, Lyn-CAG and Habitat for Humanity with their HOME money used leveraging. He stated that the more leveraging, the better.

Ms. Culpepper stated that she supported this project. Ms. Walker advised the Committee members that as Ms. Culpepper lives in Tinbridge Hill she will not be allowed to vote on the recommendation for this project and will need to abstain from voting on this project.

Council Member Helgeson then asked Mr. Vincent from LRHA to come up and explain why the application request for in the amount of $50,000 was needed for the Rental Rehabilitation Program.

Mr. Vincent explained that this Program does not reward landlords who do not keep their property up to Code. It is for property owners who rent to low-income tenants. LRHA would like to create the best living conditions possible for tenants. It may be something like assisting the tenants to pay less for utilities. Funds can be used to upgrade a heat pump and upgrading to energy efficient windows and doors. The property owner must be willing to pay upfront for any repairs/upgrades and a grant can be received for 50% of the rehabilitation costs up to $5,000 per property. This is not used for facade improvements, such as painting, all repairs are for inside rehabilitation or energy efficient upgrades. There are stringent paperwork requirements such as copies of the contracts, receipts and cleared checks that the landlord/property owner has to provide to LRHA before reimbursement is awarded.

Mr. Bedsworth asked if there was a Program in place for Code deficiencies. Mr. White explained that the City has a Rental Inspection Program in place. He stated that the City has inspectors assigned to designated areas, which are closely matched with the targeted Census Tracts that we use for the CDBG and HOME Program. We contact property owners and if their rental property passes initial inspection, there is not another one scheduled for (4) four years. If the property does not pass inspection, the owner must make the needed repairs and the property is inspected annually until it is brought up to code. Ms. Svrcek also pointed out that the City also has a complaint based inspections program. The City responds when we receive complaints from tenants or other citizens.

Mr. Bedsworth stated that he still thought this Program was for slum landlords and that if they were going to own the property and receive rental income then they should make the necessary repairs themselves.

Council Member Helgeson stated that he thought that landlords should be required to make all of the necessary repairs to their property for rent because if they received funding from the Rental Rehabilitation Program this only increased the value of their property and when the owner decides to sell they have received the benefit of this Program by financially increasing the value of the property.

Mr. Vincent stated that the owners cannot sell the property for one year after the rehabilitation is complete and that they must rent to a low-to-moderate income person during that one year period.

Ms. Paige stated that she would like to fund the Rental Rehabilitation Program. Mr. Schneider agreed and $30,000 was recommended for this project.

After having discussed all of the CDBG funding requests, there was $40,830 remaining to be allocated to the CDBG projects. Mr. Bedsworth suggested the remaining portion be placed in the Fifth Street Improvements project.

The other Committee members supported this recommendation. Council Member Helgeson stated that there was now a balanced CDBG budget to present to City Council.

Council Member Helgeson asked Mr. Martin what could be done with the proposed $115,830.81 for the Phase III Fifth Street project. He stated that some work could be done on 702 and 708 Fifth Street as well as paying some of the consultant fees. It would also depend on how City Council votes on the CIP request. Ms. Svrcek pointed out that any money not allocated would need to be funded from the General Fund in the CIP Fifth Street project. Mr. Martin stated that it would cost more to do this work later, he would like to continue to do it in conjunction with the road and sewer work.

Council Member Helgeson then advised the Committee that they would begin the discussion regarding the HOME Program funding requests.

Council Member Helgeson suggested that Rush Homes be awarded their full funding request of $175,000. He stated that City Council had conditionally approved the acquisition of the property located at 1721 Monsview Place by Rush Homes for this project at a recent City Council meeting. Mr. Helgeson asked if anyone was present that represented Rush Homes and could provide an overview of this project.

Jeff Smith from Rush Homes was present and spoke to the Committee. Mr. Smith stated that Rush Homes was in negotiations with the City to purchase the Armstrong Elementary School located at 1721 Monsview Place. He stated this project would provide 28 apartments for people with special needs and low income. He stated that the funding for this project will include Low Income Housing Tax Credits, Virginia and Federal Historic Tax Credits, Virginia Department of Housing and Community Development (DHCD) HOME Program funds, and Virginia Housing Development Authority (VHDA) low interest loan. This funding would be considered match funding.

Council Member Helgeson pointed out that this could be the only Community Housing Development Organization (CHDO) that is funded. With this project, we have met our CHDO requirement that 15% of the Entitlement funds have to be designated to a CHDO organization. This year’s amount is $42,576.

Mr. Bedsworth reiterated a previous statement he had made stating that this proposed project is estimated to cost $5.9 million and as a result 28 housing units will be provided. An investment by the City through the HOME Program funds of $175,000 is a good use of the Program funds.

Council Member Johnson then asked Denise Crews from Lynchburg Community Action Group (Lyn-CAG) to provide an overview of the Substantial Rehabilitation Program funding request of $75,000. She stated that Lyn-CAG works in conjunction with their weatherization program and has a waitlist of about 25 houses at this time need rehabilitation.

Council Member Johnson recommended $75,000 for this Program.

Ms. Paige stated she would like to see Habitat for Humanity receive $65,000. Several other members agreed with this recommendation.

Council Member Johnson asked Laura Dupuy from Lynchburg Neighborhood Development Foundation (LNDF) to talk about the Homeownership Fund application in the amount of $50,000. She stated that the money would be used for development and for financing for buyers. The funds would be to reduce the financing costs for someone who is otherwise ineligible for a mortgage. Council Member Johnson recommended that the remaining balance of $14,999.60 be used for LNDF's Homeownership Program.

Council Member Helgeson summarized the meeting and then asked for a motion for the approval of the CDBG and HOME Program recommended projects with the exception of Tinbridge Hill. Mr. Schneider made the motion to accept. Ms. Paige seconded. It was accepted unanimously.

Council Member Helgeson then asked for a motion on the Tinbridge Hill project. Ms. Paige made the motion to accept and Mr. Schneider seconded. It was accepted unanimously, with the exception of Ms. Culpepper who abstained.

Ms. Walker then asked for specific clarification on the funding for the Tinbridge Hill project that $10,000 be designated for the Job Training Services and Materials. The Committee indicated that the funding did include this activity.

Ms. Walker then advised the Committee of the remaining public meetings for the development of the Program Year 2012 Annual Action Plan. The schedule is as follows:

- City Council Public Hearing (CDAC Recommendations) - March 13, 2012, 7:30 p.m.
- City Council Allocation – Work Session – March 27, 2012, 4:00 p.m.
- Draft Annual Action Plan – Public Review – April 7, 2012
- City Council Public Hearing (Annual Action Plan) – May 8, 2012, 7:30 p.m.
- Annual Action Plan Submittal to HUD – May 15, 2012

There being no further business the meeting was adjourned at 1:00 p.m.

Prepared by: Sherry Pullum, Administrative Associate, February 27, 2012

Attachment B

CDBG and HOME Allocations Worksheet 2012-2013

Total CDBG Available $ 1,026,735.81

CHDO Requirement $ 42,575.85

CDBG Non-Public Service

NAME	Prior Year 11/12 Award	Amount Requested	CDAC Amount Awarded
Bluffwalk Section 108	$ 301,859.00	$ 290,084.00	$ 290,084.00
City Administration*	96,711.00	25,000.00	25,000.00
Analysis of Impediments to Fair Housing	0.00	30,000.00	30,000.00
5th Street CDC Phase III - City	77,000.00	222,000.00	115,830.81
Tinbridge Hill Neighborhood	130,854.00	145,000.00	125,000.00
Riverside Park Improvements	0.00	250,000.00	125,000.00
Demo of Substandard Structures - City	0.00	15,000.00	12,000.00
LRHA Admin & Delivery Costs	38,932.00	32,546.00	32,546.00
LRHA Delivery Costs - Rehabilitation	0.00	37,466.00	37,466.00
LRHA Rental Rehabilitation	0.00	50,000.00	30,000.00
LRHA Delivery Costs - Acquisition	86,430.00	68,473.00	68,473.00
LRHA Spot Blight Abatement	98,500.00	125,000.00	125,000.00
LRHA Delivery Costs - Disposition	13,047.00	10,336.00	10,336.00
Subtotal Non-Public Service	**$ 843,333.00**	**$ 1,300,905.00**	**$ 1,026,735.81**
Available			**$ 1,026,735.81**
Balance			**$ -**

HOME

Amount Available
$ 329,999.60

NAME	Prior Year 11/12 Award	Amount Requested	CDAC Amount Awarded
City Administration*	$ 28,731.00	$ -	$ -
Rush Homes (CHDO)	0.00	175,000.00	175,000.00
Habitat for Humanity	50,000.00	65,000.00	65,000.00
~~LNDF Hilltop Homes~~	80,000.00	0.00	Withdrawn
LNDF Homeownership Fund	68,226.00	50,000.00	14,999.60
Housing 2000 Dev (CHDO)	33,700.00	150,000.00	0.00
Lyn-CAG Substantial Rehab	93,226.00	75,000.00	75,000.00
Lyn-CAG Homebuyer (CHDO	75,000.00	45,000.00	0.00
Total HOME	**$ 428,883.00**	**$ 560,000.00**	**$ 329,999.60**
Available			**$ 329,999.60**
Balance			**$ -**

CDBG Public Service

NAME	Prior Year 11/12 Award	Amount Requested	CDAC Amount Awarded
The Gateway House, Inc.	$ 25,000.00	$ -	$ -
Amazement Square	0.00	0.00	0.00
Smart Beginnings	15,205.50	0.00	0.00
YWCA DVPC	22,102.75	0.00	0.00
Miriams House	22,102.75	0.00	0.00
Subtotal Public Service	**$ 84,411.00**	**$ -**	**$ -**
Total CDBG	**$ 927,744.00**	**$ 1,300,905.00**	**$ 1,026,735.81**

	FY 2012	FY 2013	Difference	%
CDBG				
Entitlement	746,307.00	639,243.00	(107,064.00)	(0.14)
Reprogrammed Funds	179,406.54	385,462.81	206,056.27	1.15
Program Income	2,030.00	2,030.00	0.00	0.00
TOTAL	927,743.54	1,026,735.81	98,992.27	0.11
Administration CAP	149,667.40	127,848.60	(21,818.80)	(0.15)
Public Service CAP	74,630.70	101,100.25	26,469.55	0.35
HOME				
Entitlement	412,258.00	283,839.00	(128,419.00)	(0.31)
Reprogrammed Funds	16,624.80	46,160.60	29,535.80	1.78
Program Income	0.00	0.00	0.00	
TOTAL	428,882.80	329,999.60	(98,883.20)	(0.23)
Administration CAP	41,225.80	28,383.90	(12,841.90)	(0.31)
CHDO Required	61,838.70	42,575.85	(19,262.85)	(0.31)

*Due to reduced HUD allocations and the availability of prior year Administration allocations for CDBG and HOME, the City was able to reduce the amount of the CDBG administration request and eliminate the HOME administration request. However for FY 2014 the administration amounts requested will return to normal levels as the balances from prior years will have been expended.

Summary of Community Development Block Grant (CDBG) and HOME Program Funding Requests FY 2013

Following is a brief summary of each of the applications received for consideration of CDBG and HOME Program funding. Entire applications are available and can be reviewed in the Grants Administration Office.

Community Development Block Grant Non-Public Service Applicants

Bluffwalk

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$301,859	$290,084	$290,084

Funding is reserved to make principal and interest payments on this property in the event the owner cannot make the payment. This is in compliance with a commitment approved by City Council on January 29, 2002.

City Administration

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$96,711	$25,000*	$25,000

Funding is requested to fully fund the personnel, operating, and training costs associated with managing the CDBG program.

*****Due to reduced HUD allocations and the availability of prior year Administration allocations for CDBG and HOME, the City was able to reduce the amount of the CDBG administration request and eliminate the HOME administration request. However for FY 2014 the administration amounts requested will return to normal levels as the balances from prior years will have been expended.

City Administration – Analysis of Impediments to Fair Housing

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$0	$30,000	$30,000

Funding is requested to fund the update of the City's Analysis of Impediments to Fair Housing. The U.S. Department of Housing and Urban Development (HUD) requires all localities that are direct recipients of Community Development Block Grant (CDBG) and HOME Program funds to conduct an assessment of the barriers to housing choice, and to develop a plan for overcoming the impediments that are identified.

Fifth Street Community Development Corporation (CDC)

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$77,000	$222,000	$115,830.81

Funding is requested to extend streetscape improvements south between Jackson and Taylor Streets, and to complete the stabilization of 702 / 708 Fifth Street. Funding is also requested for consultant services to assist in redevelopment activities.

The Fifth Street Master Plan was adopted by City Council on May 23, 2006. The City has committed CDBG, and Capital funds to improve the streetscape over three phases. Phase I was completed in September 2009 and included the construction of water and sewer lines in addition to a modern urban roundabout and complimentary streetscape between Jackson & Harrison Streets. Phase II is currently under construction and will contain the same underground utility upgrades and streetscape improvements as Phase I. Phase II extends from Harrison Street to Church Street. Phase III would extend streetscape improvements south between Jackson and Taylor Streets. Initial stabilization work is near completion at 702/708 Fifth Street.

Tinbridge Hill Neighborhood Council

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$130,854	$145,000	$125,000

Funding is requested for the continued development of the Sustainable Neighborhood Program model in Tinbridge Hill. The funds would be used for housing rehabilitation, consultant services for the implementation of the redevelopment strategies, and youth job training to assist with sustaining youth engagement within the neighborhood.

Riverside Park Improvements

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$0	$250,000	$125,000

Funding is requested for renovations to Riverside Park, including renovations and improvements to the parking area serving the Playcore, basketball and sprayground; the creation of new and improved pedestrian access walkways to the park and Playcore area; resurfacing and lining of the basketball court, new goals for the court, and amenities to the Playcore area including signage, walkways, landscaping, and seating. The parking area renovations will include innovative approaches to stormwater management in order to meet new state and city standards that improve both the quantity and quality of water.

Demolition of Substandard Structures

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$0	$15,000	$12,000

Funding is requested to provide supplemental demolition funding to address the current backlog of condemned homes that pose a risk to the health and safety of the neighborhood. Although Department of Community Development staff explore all other programs and means available to rehabilitate structures prior to demolishing them, these funds are critical to removing hazardous situations from neighborhoods when all other means are exhausted.

Lynchburg Redevelopment and Housing Authority (LRHA) – Administration

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$38,932	$32,546	$32,546

Funding is requested for the payment of the pro-rata share of salaries, benefits, travel and operating costs attributable to employees' duties associated with the CDBG program as outlined in the Authority's annual administrative budget.

Lynchburg Redevelopment and Housing Authority (LRHA): Delivery – Rehabilitation

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$0	$37,466	$37,466

Funding is requested for direct service costs associated with identifying and monitoring spot blight properties and coordinating rehabilitation activities with owners.

Lynchburg Redevelopment and Housing Authority (LRHA) – Rental Rehabilitation

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$0	$50,000	$30,000

This program issues grants to owners of rental properties that are located within the City's Rental Inspection Area. This area includes Census Tracts 4, 5,6,7,11,12 and 13. The property must have property maintenance code violations cited by the City or have Housing Quality Standards deficiencies. The grant will also be available to owners who are providing energy upgrades and or accessibility compliance. The grant is a fifty percent matching grant with a maximum per unit of $5,000. The end result of this program allows owners to provide improved living conditions and lower energy cost to low income families. Additionally, it results in the elimination of blighted properties creating improved living standards for the entire neighborhood.

Lynchburg Redevelopment and Housing Authority Delivery Costs (LRHA) – Acquisition

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$86,430	$68,473	$68,473

Funding is requested for direct service costs associated with acquiring real property and coordinating work with appraisers and legal counsel under contract to LRHA.

Lynchburg Redevelopment and Housing Authority (LRHA) – Spot Blight Abatement

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$98,500	$125,000	$125,000

Funding is requested to address eight (8) vacant, deteriorated properties within the Tinbridge Hill neighborhood. This is part of a larger collaboration of twelve (12) other organizations and the City to concentrate efforts in this area to make a significant impact in the neighborhood. The Spot Blight Abatement Program provides the City with another avenue to address and assist with the enforcement of its housing codes.

Lynchburg Redevelopment and Housing Authority Delivery Costs (LRHA) – Disposition

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$13,047	$13,047	$13,047

Funding is requested for direct service costs associated with the disposition of properties previously acquired with CDBG funds.

<u>HOME Program Applicants</u>

City Administration

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$28,752	$0*	$0

Funding is requested to fully fund the personnel, operating and training costs associated with managing the HOME program.

*****Due to reduced HUD allocations and the availability of prior year Administration allocations for CDBG and HOME, the City was able to reduce the amount of the CDBG administration request and eliminate the HOME administration request. However for FY 2014 the administration amounts requested will return to normal levels as the balances from prior years will have been expended.

Rush Homes – Community Housing Development Organization (CHDO) – Armstrong Place Apartments

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$0	$175,000	$175,000

Funding is requested by Rush Homes for gap financing and to provide the 25 percent match requirement of the Department of Housing and Community Development (DHCD) for this project. HOME funds are necessary for the development of Armstrong Place Apartments, 28 apartments for people with special needs and low incomes, through historic rehabilitation (adaptive reuse) of Armstrong Elementary School located at 1721 Monsview Place. Rush Homes plans to complete this project under their approved CHDO certification with the City.

Funding necessary for the development of this project in addition to City HOME funds includes: Low Income Housing Tax Credits; Virginia and Federal Historic Tax Credits; Virginia Department of Housing and Community Development (DHCD) HOME funds; and a Virginia Housing Development Authority (VHDA) low interest loan.

Greater Lynchburg Habitat for Humanity (GLHFH) – Homeownership Program

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$50,000	$65,000	$65,000

Funding is requested to provide closing costs assistance that is required for mortgage closings for low-to-moderate income persons.

Greater Lynchburg Habitat for Humanity (GLHFH) develops homeownership opportunity for low-income families that would not qualify or be able to afford homeownership through traditional, conventional methods. Families must demonstrate need (residing in poor, unsafe, unhealthy, and/or unaffordable housing); they must have the ability to pay a no-interest mortgage (must have a steady income and low debt to income ratio); and must be willing to partner with GLHFH (provide sweat equity, participate in training, and prepare for the responsibilities of homeownership).

GLHFH is able to solicit funding, materials, and volunteer labor from the community thereby allowing the organization the ability to maintain low construction costs. GLHFH is therefore able to sell the home to the qualified family at cost and offer a no-interest mortgage loan. Families have to provide 300 hours of sweat equity to the project; attend classes preparing them for homeownership; and complete the terms of a case management plan.

Lynchburg Neighborhood Development Foundation (LNDF) – Homeownership Fund

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$68,266	$50,000	$14,999.60

Funding is requested to provide affordable mortgage financing assistance for five (5) low-to-moderate income persons and ultimately homeownership for these persons.

Lynchburg Homeownership Fund is a combination of programs administered by LNDF that seek to create and support homeownership. This philosophy has been an essential part of LNDF's mission and incorporates blended multi-layered financing from City and State sources along with private mortgages from conventional lenders and buyer's cash investment. This application seeks to continue to blend City HOME funds in the mortgages offered to low- and moderate-income borrowers.

LNDF's affordable mortgages consist of a 30-year, fixed rate first mortgage at below-market interest rates and additional subordinate mortgages at low rates or forgiven over time. These mechanisms help with making the mortgage affordable, but most often additional soft loans are needed as well. As the economy has driven conventional mortgage rates down, VHDA, our primary source of first mortgage loans, is rethinking its program in order to let the private sector handle the originating loan.

LNDF has brought more $16 million into the region for this purpose, creating more than 250 new homeowners in the City and throughout the planning district, as well as assisting several hundred others achieve their housing goals through other means.

Housing 2000, Inc., c/o Lynchburg Neighborhood Development Foundation (LNDF-CHDO) – Single Family Development

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$33,700	$150,000	$0

Funding is requested to provide assistance for the development of three (3) housing structures for low-to-moderate income families.

This program is a continuation of the years of single-family development undertaken by LNDF and offers an opportunity for increased production and additional resources through collaboration with Housing 2000, Inc. Last year, Housing 2000, Inc. received HOME funds to use as subsidy in the development of one (1) house (a renovation and resale). Additionally, two (2) new homes were built this year with 2010-2011 HOME funds by LNDF. Since quality housing may cost more to develop than the neighborhood market can support in light of recent economic factors, subsidies are needed to defray costs and make financing accessible for low- and moderate-income borrowers.

Lynchburg Community Action Group (Lyn-CAG) – Homeowner Substantial Rehabilitation

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$93,226	$75,000	$75,000

Funding is requested for the rehabilitation of four (4) low-to-moderate income homeowners who will be served with substantial rehabilitation funds from the HOME Program funds and the State Department of Housing and Community Development (DHCD).

The Homeowner Substantial Rehabilitation Program provides substantial rehabilitation for eligible low-to-moderate income owned properties. The Program is designed to remove health and safety hazards and code violations from the homes of low-income homeowners who live in the City of Lynchburg and meet HUD income guidelines for HOME programs. Typical requests for services include electrical, plumbing, structural and roof repair/replacement. All local contractors who provide the services are licensed and insured. Building materials are purchased from local businesses.

Lynchburg Community Action Group (Lyn-CAG – CHDO) – First-time Homebuyers Program

FY 2012 Award	FY 2013 Request	CDAC Recommendation
$75,000	$45,000	$0

Funding is requested for labor/material ($37,500) and developer’s fee ($7,500) to assist with the acquisition and rehabilitation of one housing structure for a low-to-moderate income family.

The Home/Community Housing Development Organization (CHDO) First Time Homebuyers Program provides for acquisition of vacant properties for rehabilitation or new construction to eligible first time homebuyers. Proceeds from the sale of properties are reinvested in housing program services that benefit eligible low-to-moderate income persons. This program provides a level of subsidy to keep the property affordable for low-to-moderate income families.

CDBG
updated February 9, 2012
Prior Year Appropriations available to Reprogram:

*LRHA Spot Blight 2009-2010 Unexpended Allocation	105,477.26
*LRHA Spot Blight 2010-2011 Unexpended Allocation	80,000.00
LRHA returned funds due to HUD Audit	4,333.00
Hunton Community Center 2008-2009	1,948.83
Mary Bethune Academy 2008-2009	251.74
Business Development Center Funds - Prog. Inc.	54,835.68
LRHA 2009-2010 Spot Blight Returned Funds	13,573.50
Bluffwalk from 2011-2012	121,859.00
Program Income true up from 2010-2011	3,183.80
Total CDBG Funds to Reprogram	385,462.81
HOME	
Program Income True Up	5,222.00
Lynchburg Covenant Fellowship Shalom Rehab	40,000.00
City Administration from 2007-2008	251.90
City Administration from 2008-2009	686.70
Total HOME Funds to Reprogram	46,160.60

*The City will not receive these funds until the LRHA board takes formal action at the March 7, 2012 board meeting.

CDBG Unexpended Balances

updated March 1, 2012

To be reprogrammed for FY 2013

Program Description	2009 - 2010	2010 - 2011	2011 - 2012	Total
City Program Administration	-	94,466.82	71,752.00	166,218.82
Fifth St	-	92,848.85	77,000.00	169,848.85
Gateway	-	-	10,416.68	10,416.68
Hunton-Randolph	25,000.00	-	-	25,000.00
LRHA Spot Blight	**105,477.26**	**80,000.00**	97,600.00	283,077.26
LRHA Spot Blight Loan Program	-	100,000.00	-	100,000.00
LRHA Delivery Costs - Property Disposition	-	-	10,196.24	10,196.24
LRHA Delivery Costs - Acquisition	-	-	67,544.77	67,544.77
LRHA Property Maintenance	-	6,771.91	-	6,771.91
Subtotal LRHA Spot Blight Program				**467,590.18**
LRHA Rental Rehab	30,097.61	-	-	30,097.61
LRHA Minor Property Repairs	-	5,000.00	-	5,000.00
LRHA Property Demolition	-	77,186.54	-	77,186.54
LRHA Delivery Costs - Administration	-	-	31,675.11	31,675.11
Total LRHA				**611,549.44**
Lyn-CAG Housing Improvement	-	19,160.29	-	19,160.29
Miriam's House	-	-	6,453.62	6,453.62
Rebuilding Together	-	56,000.00	-	56,000.00
Smart Beginnings	-	-	15,205.50	15,205.50
Tinbridge Hill Neighborhood Plan	-	-	155,812.54	155,812.54
Virginia University of Lynchburg	-	14,319.55	-	14,319.55
YWCA Town Center Restoration	-	4,000.00	-	4,000.00
YWCA - DVPC	-	-	11,200.84	11,200.84
Total Unexpended CDBG Funds				**1,265,186.13**

HOME Fund Unexpended Balances

updated March 1, 2012

Program Description	2005-2006	2009 - 2010	2010 - 2011	2011 - 2012	Total
City Program Administration	-	24,643.76	16,353.00	28,731.00	69,727.76
Habitat		-	50,000.00	50,000.00	100,000.00
LCF Lynchburg High	40,273.00	-	-	-	40,273.00
LNDF - Homeownership	-	-	-	52,706.58	52,706.58
LNDF - NSP	-	10,020.58	-	-	10,020.58
LNDF - Tinbridge Hill	-	-	2,000.00	-	2,000.00
Total LNDF					**64,727.16**
Lyn-CAG CHDO	-	64,685.69	75,000.00	75,000.00	214,685.69
Lyn-CAG Substantial Rehab	-	-	144,631.75	93,226.00	237,857.75
Total Lyn-CAG					**452,543.44**
Total HOME Unexpended Funds					**727,271.36**

LYNCHBURG CITY COUNCIL
Agenda Item Summary

MEETING DATE: **March 13, 2012**			AGENDA ITEM NO.: 13
CONSENT:	REGULAR: **X**	WORK SESSION:	CLOSED SESSION: (Confidential)
ACTION: **X**		INFORMATION:	
ITEM TITLE: **Vacating Right of Way on Candlers Mountain Road**			

RECOMMENDATION:
Requesting that Council approve the vacation of the excess right-of-way to Thomas Road Baptist Church.

SUMMARY:
Adam Bryant of Hurt & Proffitt, a representative for Thomas Road Baptist Church, has asked to acquire a 0.191 acre piece of excess right of way from the City to allow the existing LCA gym to be expanded.

The Technical Review Committee has reviewed the site plan for this request, and the existing waterline would retain an easement.

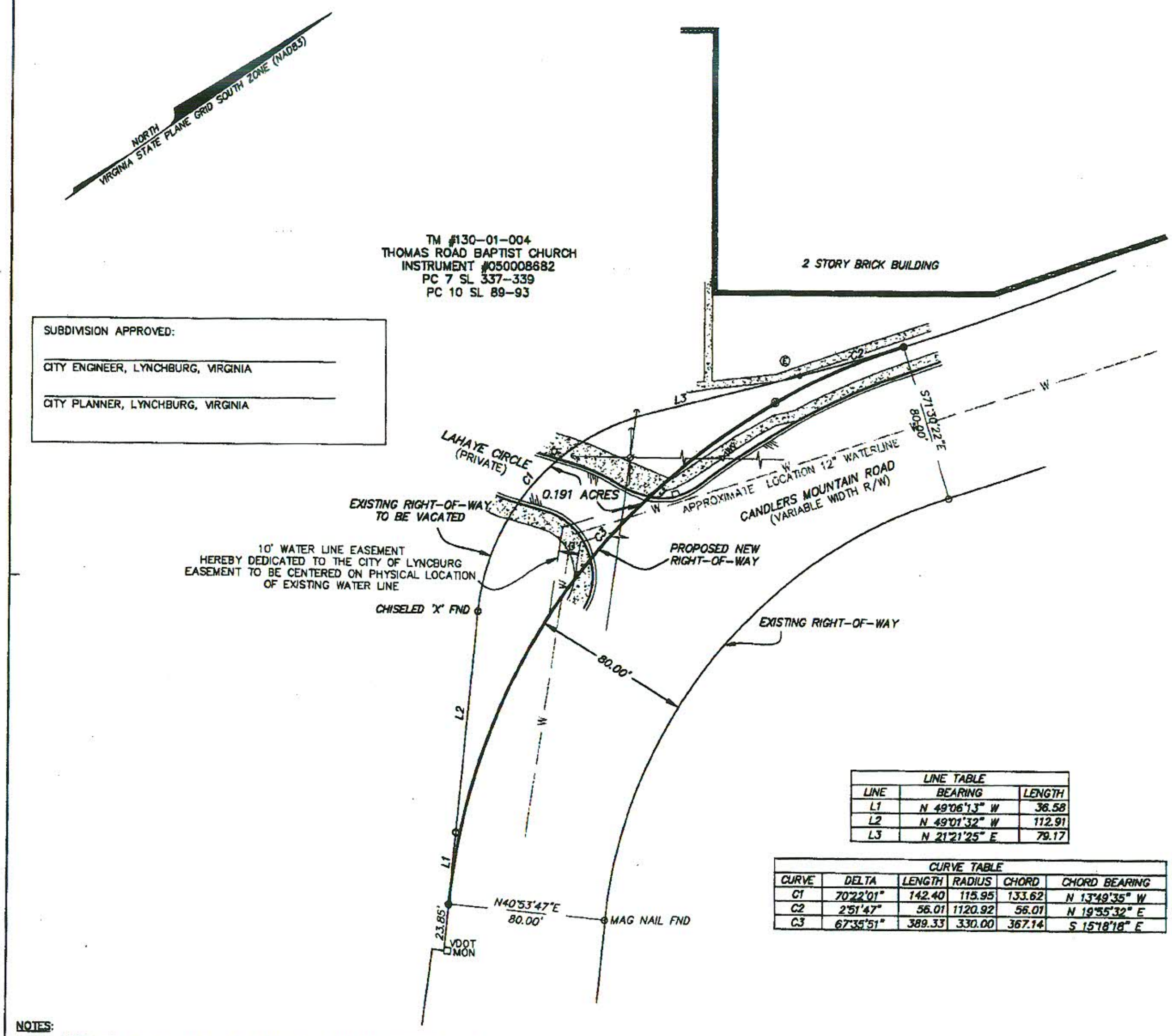
PRIOR ACTION(S):
PDC February 14, 2012

FISCAL IMPACT:
None

CONTACT(S):
Lee Newland, City Engineer. 455-3947
Dave Owen, Public Works Director, 455-4469

ATTACHMENT(S):
- Subdivision Plat
- Aerial Photo
- Letter from Adam Bryant
- Resolution
- Application

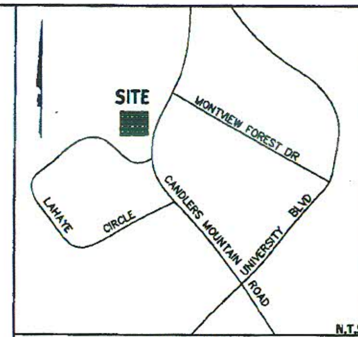
REVIEWED BY: Lkp



SUBDIVISION APPROVED:

CITY ENGINEER, LYNCHBURG, VIRGINIA

CITY PLANNER, LYNCHBURG, VIRGINIA



VICINITY MAP

LEGEND
- REBAR FOUND
- 1/2" REBAR SET
- COMPUTED POINT
- ELECTRIC POLE
- CLEANOUT
- WATER METER
- WATER VALVE
- FIRE HYDRANT
- EDGE OF PAVEMENT
- OVERHEAD ELECTRIC
- UG WATER LINE
- CONCRETE
- ELECTRIC MANHOLE

LINE TABLE

LINE	BEARING	LENGTH
L1	N 49°06'13" W	36.58
L2	N 49°01'32" W	112.91
L3	N 21°21'25" E	79.17

CURVE TABLE

CURVE	DELTA	LENGTH	RADIUS	CHORD	CHORD BEARING
C1	70°22'01"	142.40	115.95	133.62	N 13°49'35" W
C2	2°51'47"	56.01	1120.92	56.01	N 19°55'32" E
C3	67°35'51"	389.33	330.00	367.14	S 15°18'16" E

NOTES:
1. THIS PLAT HAS BEEN PREPARED FROM AN ACTUAL FIELD SURVEY DONE AS PER DATE OF THIS PLAT AND THERE ARE NO VISIBLE EASEMENTS OR ENCROACHMENTS EXCEPT AS SHOWN.
2. THIS PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND DOES NOT, THEREFORE, NECESSARILY INDICATE ALL ENCUMBRANCES ON THE PROPERTY.
3. SHADED UNDERGROUND UTILITIES SHOWN HEREON ARE BASED ON EXISTING PLAN AND SURVEY INFORMATION PROVIDED BY LIBERTY UNIVERSITY AND HAVE NOT BEEN CONFIRMED BY THIS SURVEY.
4. THIS SURVEY HAS BEEN PREPARED AT THE REQUEST OF LIBERTY UNIVERSITY.

40 20 0 40 80
GRAPHIC SCALE IN FEET

PRELIMINARY
COMMONWEALTH OF VIRGINIA
J. A[illegible] BRYANT
LIC. NO. 2863
LAND SURVEYOR

HURT & PROFFITT
ENGINEERING >> SURVEYING >> PLANNING
INCORPORATED
2524 LANGHORNE ROAD
LYNCHBURG VA 24501
800.242.4906 TOLL FREE
434.847.7796 MAIN
434.847.0047 FAX

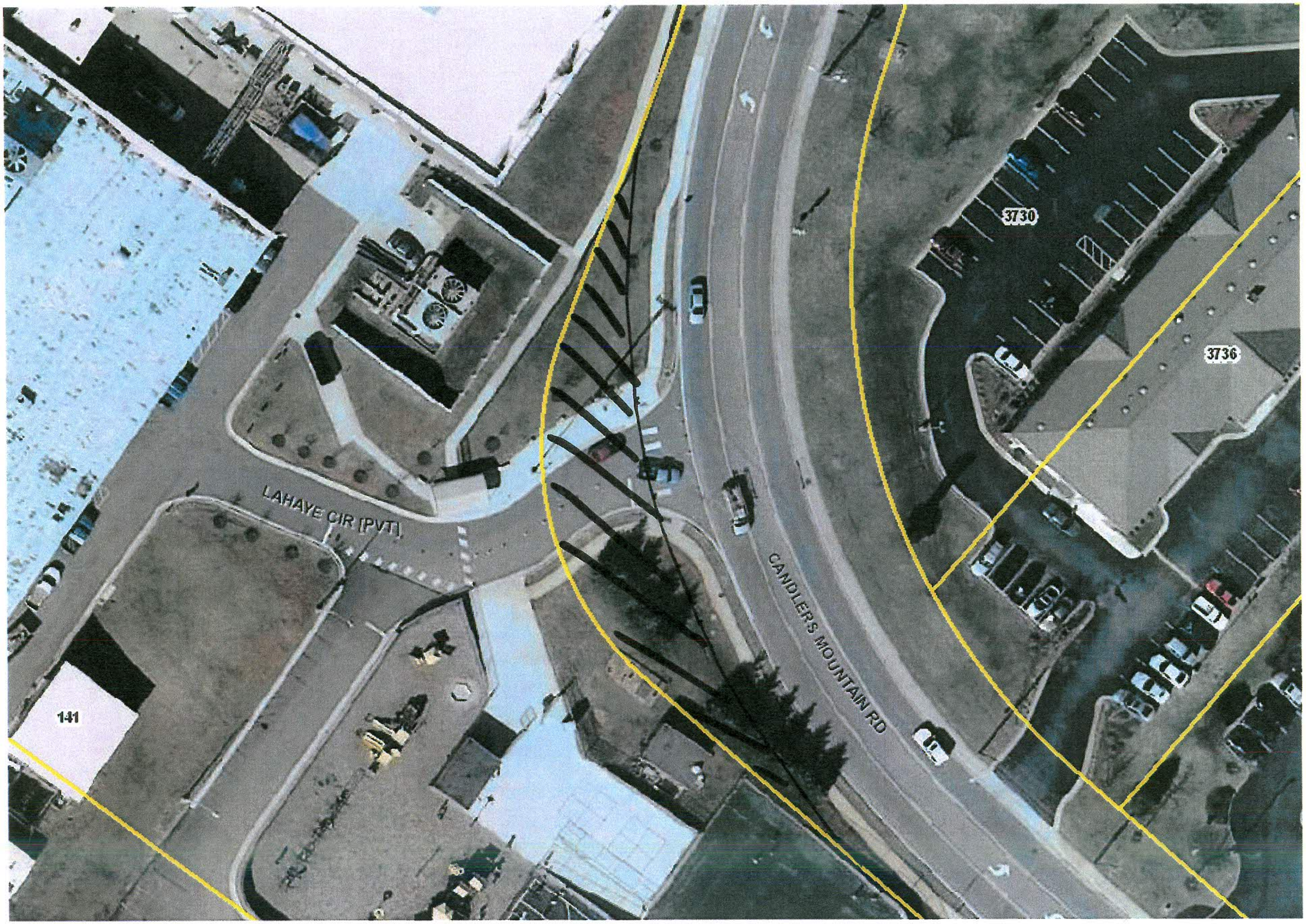
PLAT SHOWING
EXISTING RIGHT-OF-WAY TO BE CONVEYED TO
THOMAS ROAD BAPTIST CHURCH
CITY OF LYNCHBURG, VIRGINIA

PROJECT NO. 20120019
G.L. NO. 264-02-B2.4
FILE NO. SL-13464
DATE: 1/18/12
DRAWN BY: JAB
CHECKED BY: JAB

HURT & PROFFITT

SHEET NO.
1 OF 1

Jan 27, 2012 - 3:04pm \\Data01\CAD\LandProjects\20120019\dwg\SUBD.dwg


3730
3736
CANDLERS MOUNTAIN RD
LAHAYE CIR [PVT]
141

January 27, 2012

HURT & PROFFITT
INCORPORATED

Attn:Lee Newland
City of Lynchburg Engineering Department

Re: Right-of-Way Vacation (LCA Gym Expansion Project)

Lee,

Please include this letter with the previously submitted plat showing the area of right-of-way to be vacated at the intersection of Candlers Mounain Road and Lahaye Circle necessary for the LCA Gym Expansion Project. Please consider this letter coupled the accompanying plat to be a formal request.

Please let me know if there are any immediate questions or concerns.

Thank You,

Adam Bryant

2524 LANGHORNE ROAD
LYNCHBURG, VA 24501
800-242-4906 TOLL FREE
434-847-7796 MAIN
434-847-0047 FAX
www.HandP.com

*ENGINEERING >> SURVEYING >> PLANNING

RESOLUTION

A RESOLUTION TO VACATE 0.191 ACRE OF EXCESS RIGHT OF WAY

WHEREAS, the City owns 0.191 acre of unused, excess right of way that is located along Candlers Mountain Road in the City of Lynchburg, Virginia; and

WHEREAS, Thomas Road Baptist Church is petitioning to vacate the 0.191 acre of unused, excess right of way in order that the area in question can be used for the expansion of the Lynchburg Christian Academy gymnasium; and

WHEREAS, the City is not currently using the 0.191 acre of excess right of way and has no plans to use such right of way in the future; finds that the City's continued ownership of the 0.191 acre of excess right of way is no longer necessary or required for the best interests of the City; and, finds that no public inconvenience will result from vacating the 0.191 acre of excess right of way;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Lynchburg, on its own motion, and in accordance with the provisions of Section 15.2-2006 of the Code of Virginia, 1950, as amended, and Sections 35-71 through 36-77 of the City Code, 1981, as amended, the following described right of way be, and the same hereby is, discontinued and vacated, namely:

> Commencing at a VDOT monument found along the southwestern right-of- way of Candlers Mountain Road; thence North 49 degrees 06 minutes 13 seconds West 23.85 feet to a '/2" rebar set being the true point of beginning; thence along that portion of right-of-way to be vacated North 49 degrees 06 minutes 13 seconds West 36.58 feet to a rebar found; thence North 49 degrees 01 minutes 32 seconds West 112.91 feet to a chiseled 'X' found; thence along a curve to the right having a central angle of 70 degrees 22 minutes 01 seconds, a length of 142.40 feet, a radius of 115.95 feet, a chord of 133.62 feet and a chord bearing of North 13 degrees 49 minutes 35 seconds West to a rebar found (disturbed); thence North 21 degrees 21 minutes 25 seconds East 79.17 feet to a point; thence along a curve to the left having a central angle of 2 degrees 51 minutes 47 seconds, a length of 56.01 feet, a radius of 1120.92 feet, a chord of 56.01 feet and a chord bearing of North 19 degrees 55 minutes 32 seconds East to a '/2" rebar set in the existing right-of-way of Candlers Mountain Road; thence along the proposed new right-of-way of Candlers Mountain Road along a curve to the left having a central angle of 67 degrees 35 minutes 51 seconds, a length of 389.33 feet, a radius of 330.00 feet, a chord of 367.14 feet and a chord bearing of South 15 degrees 18 minutes 18 seconds East to the point of beginning and containing approximately 0.191 acre.

Provided, however, that any easement to locate, relocate, repair, replace, maintain and perpetually operate all utilities currently located therein or needed by the City in the future is hereby reserved unto the City of Lynchburg and the construction of a permanent structure over any utility line without the prior written approval of the City is prohibited.

BE IT FURTHER ORDAINED that the City of Lynchburg relinquishes any interest it may have acquired in the vacated right-of-way to Thomas Road Baptist Church and that the Clerk of Council is hereby authorized and directed to deliver a duly certified copy of this ordinance to the Clerk of the Circuit Court for the City of Lynchburg so that said certified copy of this ordinance may be recorded as deeds are recorded and indexed in the name of the City of Lynchburg.

Introduced:

Adopted:

Certified: __________________________
Clerk of Council

040L

APPLICATION FOR THE VACATION OF A

Right-of-Way

Street/Alley/Right-of-way

LOCATED BETWEEN

Candlers Mountain Road

The undersigned applicant, Thomas Road Baptist Church pursuant to the provisions of Section 51.1-364 of the Code of Virginia, 1950, as amended, and Sections 35-71 to 35-77, both inclusive, of the Lynchburg City Code, 1981, as amended, respectfully makes application to the Lynchburg City Council for the vacation of that certain right-of-way described as follows:

Commencing at a VDOT monument found along the southwestern right-of-way of Candlers Mountain Road; thence North 49 degrees 06 minutes 13 seconds West 23.85 feet to a ½" rebar set being the true point of beginning; thence along that portion of right-of-way to be vacated North 49 degrees 06 minutes 13 seconds West 36.58 feet to a rebar found; thence North 49 degrees 01 minutes 32 seconds West 112.91 feet to a chiseled 'X' found; thence along a curve to the right having a central angle of 70 degrees 22 minutes 01 seconds, a length of 142.40 feet, a radius of 115.95 feet, a chord of 133.62 feet and a chord bearing of North 13 degrees 49 minutes 35 seconds West to a rebar found (disturbed); thence North 21 degrees 21 minutes 25 seconds East 79.17 feet to a point; thence along a curve to the left having a central angle of 2 degrees 51 minutes 47 seconds, a length of 56.01 feet, a radius of 1120.92 feet, a chord of 56.01 feet and a chord bearing of North 19 degrees 55 minutes 32 seconds East to a ½" rebar set in the existing right-of-way of Candlers Mountain Road; thence along the proposed new right-of-way of Candlers Mountain Road along a curve to the left having a central angle of 67 degrees 35 minutes 51 seconds, a length of 389.33 feet, a radius of 330.00 feet, a chord of 367.14 feet and a chord bearing of South 15 degrees 18 minutes 18 seconds East to the point of beginning and containing 0.191 acres.

The applicant further requests the Lynchburg City Council to hold a public hearing on this application at its meeting to be held in the Council Chamber, City Hall, 900 Church Street, Lynchburg, Virginia, on March 13, 2012, at 7:30 p.m., or as soon thereafter as the matter may be heard, and at the conclusion of which hearing to consider whether or not to vacate the above described 0.191 acres.

Given under my hand this 17th day of February, 2012.

Thomas Road Baptist Church
Applicant

1 Mountain View Road
Lynchburg, Virginia 24502
Address
434-239-9281
Telephone Number

WE, THE ADJOINING PROPERTY OWNER(S), ARE IN AGREEMENT TO THE VACATION OF THE ABOVE DESCRIBED PROPERTY.