

FINANCE COMMITTEE AGENDA
Tuesday, April 28, 2015
11:30 a.m.

GENERAL BUSINESS

11:30 a.m.

1. Report on the General Fund Reserve for Contingencies

Contact: Donna Witt, Director of Financial Services

455-3968

11:35 a.m.

2. Consider a request to approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for \$67,424 with resources of \$53,939 from the RSAF grant and \$13,485 from the FY 2016 General Fund Fire Department budget to purchase one (1) Physio LifePak 15 cardiac monitor/defibrillator, one (1) Lucas 2 chest compression device, one (1) Panasonic H2 reporting tablet, and one (1) Stryker Power Pro XT stretcher for the Fire Department.

Contact: Fire Chief Brad Ferguson

455-6340

11:40 a.m.

3. Consider a request to approve the submittal of an application for 2015 Byrne/Justice Assistance Crisis Intervention Team (CIT) Grant funding in the amount of \$33,588 to continue the regional Crisis Intervention Team Program for its fourth (and final grant funded) year. Participating in the fourth year of this grant program is recommended to keep the City in a favorable position to receive additional federal grant funding related to Mental Health Assessment Center support and CIT Program expansion support.

Contact: Police Chief Parks Snead

455-6104

11:45 a.m.

4. Consider a request to approve the submittal of an application for the FY16 DMV Highway Safety Grant – DUI Enforcement for \$45,027; an in-kind service and equipment match of \$22,514 is required.

Contact: Police Chief Parks Snead

455-6104

11:50 a.m.

5. Consider a request to approve the submittal of an application for the FY16 DMV Highway Safety Grant – Speed Enforcement for \$13,500; an in-kind service and equipment match of \$6,750 will be required.

Contact: Police Chief Parks Snead

455-6104

11:55 a.m.

6. Consider a request to adopt a resolution to amend the FY 2015 City/Federal/State Aid Fund budget and appropriate \$98,618 with resources from the U.S. Department of Housing and Urban Development (HUD) to provide at least 10 units of tenant-based rental assistance and associated case management services.

Contact: Bonnie Svrcek, Deputy City Manager

455-3990

12:00 p.m.

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

Contact: Donna Witt, Director of Financial Services

455-3968

12:05 p.m.

8. Roll Call

The next Finance Committee meeting is Tuesday, May 26, 2015, at 11:30 a.m.

FY 2015 GENERAL FUND RESERVE FOR CONTINGENCIES

	Reserve for Contingencies	City Manager's Discretionary Funding
BEGINNING BALANCE, JULY 1, 2014	\$550,000	\$50,000
Carryforward to FY 2015 Reserve for Contingencies - 05/13/14 Council Meeting	600,000	
BALANCE	\$1,150,000	\$50,000
APPROPRIATIONS (Second Reading)		
Police Department Tasers - 06/24/14 Council Meeting	(\$115,713)	
School Resource Officer Grant local match and additional costs - 06/24/14 Council Meeting	(83,765)	
Two Community Centers - 09/09/14 Council Meeting	(139,720)	
State reimbursement of Reverse 911 Grant matching funds - 10/28/14 Council Meeting/1st Quarter Adjustments	17,095	
Insurance settlement for damages to the Holiday Inn Parking Deck - 10/28/14 Council Meeting/1st Quarter Adjustments	100,000	
Use of FY 2014 fund balance for the Two Community Centers - 10/28/14 Council Meeting/1st Quarter Adjustments	139,720	
Community Market Parking Deck Repairs - 01/13/15 Physical Development Committee		(50,000)
TOTAL APPROPRIATIONS	(\$82,383)	(\$50,000)
REMAINING BALANCE	\$1,067,617	\$0
ITEMS INTRODUCED		
TOTAL INTRODUCED ITEMS	\$0	\$0
REMAINING BALANCE	\$1,067,617	\$0
PENDING ITEMS		
Anticipated carryforward to FY 2016 Reserve for Contingencies - Proposed FY 2016 Budget	(\$584,083)	
Third Quarter Adjustments - 04/14/15 Council Meeting	(82,889)	
TOTAL PENDING ITEMS	(\$666,972)	\$0
PROJECTED BALANCE	\$400,645	\$0

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **April 28, 2015**

AGENDA ITEM NO.: **2**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund Grant to purchase cardiac equipment, reporting tablet, and stretcher

RECOMMENDATION:

Approve the submittal of a grant application to the Virginia Office of Emergency Medical Services – Rescue Squad Assistance Fund (RSAF) for \$67,424 with resources of \$53,939 from the RSAF grant and \$13,485 from the FY 2016 General Fund Fire Department budget to purchase one (1) Physio LifePak 15 cardiac monitor/defibrillator, one (1) Lucas 2 chest compression device, one (1) Panasonic H2 reporting tablet, and one (1) Stryker Power Pro XT stretcher for the Fire Department.

SUMMARY:

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

The Fire Department desires to submit a grant request for \$67,424 in Rescue Squad Assistance funding to purchase cardiac equipment, a reporting tablet, and a stretcher.

The requested equipment will be for use on the second Power Shift medic unit. Equipping an additional medic unit to provide EMS services during peak times required removing some equipment from the EMS Supervisor vehicle and has depleted any reserves used while repairing broken or malfunctioning equipment.

This grant requires a local match; the department is applying for these funds under a Hardship Request, which would require the locality to pay 20 percent and RSAF would pay 80 percent. The itemized cost: one LifePak 15 cardiac monitor / defibrillator-\$33,022; one Lucas 2 device-\$13,508; one Panasonic H2 tablet-\$4,370; and one Stryker Power Pro XT stretcher-\$16,524. With a total cost of \$67,424, the required local match is \$13,485. Grants will be awarded in July 2015; therefore, if awarded, the match will be funded from the FY 2016 General Fund Fire Department budget.

PRIOR ACTION(S):

None

FISCAL IMPACT:

The required local match of \$13,485 will be provided from the Fire Department's FY 2016 budget; no additional appropriation is required. Future funds will be needed for periodic maintenance of the equipment purchased.

CONTACT(S):

Battalion Chief Heather Childress, 455-6360

Battalion Chief Greg Wormser, 455-6345

Ellen Davidson-Martin, Fire Administrative Manager, 455-6368

Fire Chief Steven B. Ferguson, 455-6340

ATTACHMENT(S):

None

REVIEWED BY:

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **April 28, 2015**

AGENDA ITEM NO.: **3**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Byrne/JAG – Crisis Intervention Team (CIT) Grant**

RECOMMENDATION:

Approve the submittal of an application for 2015 Byrne/Justice Assistance Crisis Intervention Team (CIT) Grant funding in the amount of \$33,588 to continue the regional Crisis Intervention Team Program for its fourth (and final grant funded) year. Participating in the fourth year of this grant program is recommended to keep the City in a favorable position to receive additional federal grant funding related to Mental Health Assessment Center support and CIT Program expansion support.

SUMMARY:

The Police Department is eligible to apply for \$33,588 in fourth year CIT Program grant funding. This grant award will require a 75% local match in the amount of \$25,191; \$7,838 is available in the FY 2016 City/Federal/State Aid Fund budget, an additional \$17,353 would need to come from the FY 2016 Reserve for Contingencies or another source. Grant funds will be used to continue CIT training and coalition activities within Lynchburg and Region 2000 by continuing to employ a CIT Program Coordinator (a contracted, temporary employee).

In FY 2016 the Police Department has allocated \$10,000 within its General Fund budget to cover additional costs associated with CIT training program operation and supplies. The Department will also utilize \$33,375 remaining in CIT program support funding (provided by the Attorney General's Office in 2013) to cover other CIT Program expenses.

Over the last three years, the Byrne/Justice Assistance CIT Program has provided \$148,103 in grant funding with a required local match of \$57,123. The LPD has also received \$59,147 in CIT Program support funding from the Attorney General's Office (with no funding match required). Overall, the City has received \$207,250 in CIT Program funding.

PRIOR ACTION(S):

None

FISCAL IMPACT:

The grant requires a 75% match; \$7,838 is appropriated in the FY 2016 City/Federal/State Aid Fund budget, an additional \$17,353 is needed from the FY 2016 Reserve for Contingencies or another source.

CONTACT(S):

Police Chief Parks Snead, 455-6104
Captain M.L. Jamison, 455-6168

ATTACHMENT(S):

None

REVIEWED BY:

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **April 28, 2015**

AGENDA ITEM NO.: **4**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Police Department Participation in the DMV Highway Safety Grant – DUI Enforcement**

RECOMMENDATION:

Approve the submittal of an application for the FY16 DMV Highway Safety Grant – DUI Enforcement for \$45,027; an in-kind service and equipment match of \$22,514 is required.

SUMMARY:

The Police Department is applying for \$45,027 from the Department of Motor Vehicles Highway Safety Program. The funds will be used for selective DUI enforcement activities, to attend related training, and to purchase equipment for DUI enforcement.

An in-kind match of \$22,514 in police equipment and services is part of the grant agreement. Additionally the grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; \$2,754 from the FY 2016 General Fund Police Department budget will be used to cover this expense.

PRIOR ACTION(S):

None

BUDGET IMPACT:

The \$2,754 in benefit costs associated with the allotted overtime funds is available in the FY 2016 General Fund Police Department budget.

CONTACT(S):

Police Chief Parks Snead, 455-6104

Captain M.L. Jamison, 455-6168

ATTACHMENT(S):

None

REVIEWED BY:

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **April 28, 2015**

AGENDA ITEM NO.: **5**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Police Department Participation in the DMV Highway Safety Grant – Speed Enforcement**

RECOMMENDATION:

Approve the submittal of an application for the FY16 DMV Highway Safety Grant – Speed Enforcement for \$13,500; an in-kind service and equipment match of \$6,750 will be required.

SUMMARY:

The Police Department is applying for \$13,500 from the Department of Motor Vehicles Highway Safety Program. The funds will be used for selective speed enforcement activities.

An in-kind match of \$6,750 in police equipment and services is part of the grant agreement. Additionally the grant requires the Police Department to pay the FICA (Medicare and Social Security) benefits associated with the allotted overtime funds; \$1,033 from the FY 2016 General Fund Police Department budget will be used to cover this expense.

PRIOR ACTION(S):

None

BUDGET IMPACT:

The \$1,033 in benefit costs associated with the allotted overtime funds is available in the FY 2016 General Fund Police Department budget.

CONTACT(S):

Police Chief Parks Snead, 455-6104

Captain M.L. Jamison, 455-6168

ATTACHMENT(S):

None

REVIEWED BY:

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **April 28, 2015**

AGENDA ITEM NO.: **6**

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Shelter Plus Care Program (Permanent Supportive Housing Program) Grant Renewal**

RECOMMENDATION: Adopt a resolution to amend the Fiscal Year (FY) FY 2015 City/Federal/State Aid Fund budget and appropriate \$98,618 from the U.S. Department of Housing and Urban Development (HUD) to provide at least 10 units of tenant-based rental assistance and associated case management services.

SUMMARY: The Central Virginia Continuum of Care (CoC), on behalf of the City, submitted the renewal grant application for the Shelter Plus Care Program (also known as Permanent Supportive Housing Program). The City has received this renewal grant award in the amount of \$98,618 from HUD. The overall goal of this grant is to identify homeless persons, ready for permanent housing, and offer additional time, financial assistance and services to supplement their own resources, skills and motivation to live independently and achieve self-sufficiency.

With the current renewal grant, Lynchburg Redevelopment and Housing Authority (LRHA) has been coordinating and administering this grant, on behalf of the City, to provide rental assistance to eligible homeless persons and/or households who are prepared to enter into permanent housing. The City, as grant recipient, will continue its housing partnership with Lynchburg Redevelopment and Housing Authority and extend the Memorandum of Agreement with LRHA for the continued administration of this grant. LRHA will provide the supportive services and case management needed, and continue to engage local property owners to work with the program so that appropriate housing is available to the current and eligible new participants in the Program.

The grant period is from June 1, 2015 through May 31, 2016. Beginning in FY 2012 the City has annually contributed \$10,000 toward the match requirements of this grant, which assists in funding the case management services component. The funding is available in the FY 2015 City/Federal/State Aid fund and does not require an additional appropriation.

PRIOR ACTION(S): October 28, 2014; April 28, 2015: Finance Committee

FISCAL IMPACT: Funding of \$10,000 has been previously appropriated in the FY 2015 City/Federal/State Aid fund and does not require an additional appropriation. These funds will be utilized to assist with providing the required case management for the grant; no additional local funding is needed.

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

ATTACHMENT(S): Resolution

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2015 City/Federal/State Aid Fund budget is amended and \$98,618 is appropriated with resources of \$98,618 from the U.S. Department of Housing and Urban Development (HUD) to provide at least 10 units of tenant-based rental assistance and associated case management services.

Introduced:

Adopted:

Certified: _____
Clerk of Council

FINANCE COMMITTEE

Agenda Item Summary

MEETING DATE: **April 28, 2015**

AGENDA ITEM NO.: **7**

CONSENT:

REGULAR:

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION:

INFORMATION: **X**

ITEM TITLE: **Revenue Update**

RECOMMENDATION:

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

SUMMARY:

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

PRIOR ACTION(S):

This information is provided monthly to the Finance Committee.

FISCAL IMPACT:

None

CONTACT(S):

Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S):

Comparison of Collections Budget to Actual FY 2014 – FY 2015

REVIEWED BY:

Comparison of Collections
Budget to Actual FY 2014 - FY 2015

	Actual FY 2011	Actual FY 2012	Actual FY 2013	Actual FY 2014	Adopted FY 2015	Actual FY 2015	Actual FY 2015 to Adopted FY 2015	Actual FY 2015 to Actual FY 2014
SALES & USE TAX								
<i>ADOPTED FY 2015 BUDGET - \$13,600,000</i>								
<i>REVISED FY 2015 BUDGET - \$14,600,000</i>								
JULY	\$979,650	\$1,014,596	\$996,646	\$1,075,816	\$1,056,985	\$1,131,485	\$74,500	\$55,669
AUGUST ¹	1,022,849	1,079,129	1,145,592	1,098,342	1,079,117	1,299,763	220,646	201,421
SEPTEMBER	1,102,964	1,100,698	1,117,209	1,083,199	1,064,239	1,204,336	140,097	121,137
OCTOBER	1,056,307	1,055,941	1,033,859	1,161,965	1,141,625	1,185,608	43,983	23,643
NOVEMBER	1,144,056	1,117,090	1,187,008	1,155,729	1,135,499	1,241,898	106,399	86,169
DECEMBER	1,548,053	1,488,926	1,466,715	1,316,419	1,293,376	1,669,810	376,434	353,391
JANUARY	1,018,798	998,052	1,085,312	1,103,175	1,083,865	1,073,237	(10,628)	(29,938)
FEBRUARY	1,025,671	1,134,434	1,074,819	1,172,252	1,151,733	1,131,392	(20,341)	(40,860)
TOTAL	\$8,898,348	\$8,988,866	\$9,107,160	\$9,166,897	\$9,006,439	\$9,937,529	\$931,090	\$770,632
CONSUMER UTILITY TAX - ELECTRIC								
<i>ADOPTED FY 2015 BUDGET - \$3,700,000</i>								
<i>REVISED FY 2015 BUDGET - \$3,790,000</i>								
JULY	\$352,603	\$341,729	\$323,141	\$325,815	\$314,895	\$321,596	\$6,701	(\$4,219)
AUGUST	345,842	345,615	345,163	318,738	308,056	305,012	(3,044)	(13,726)
SEPTEMBER	329,379	325,754	318,915	317,324	306,689	317,947	11,258	623
OCTOBER	283,250	280,745	279,145	273,646	264,475	273,264	8,789	(382)
NOVEMBER	262,650	281,842	282,035	280,945	271,529	273,353	1,824	(7,592)
DECEMBER	341,053	325,287	330,714	348,750	337,062	346,565	9,503	(2,185)
JANUARY	388,100	344,439	346,399	374,541	361,989	365,859	3,870	(8,682)
FEBRUARY	350,799	322,546	342,839	372,254	359,778	381,844	22,066	9,590
TOTAL	\$2,653,676	\$2,567,957	\$2,568,351	\$2,612,013	\$2,524,473	\$2,585,440	\$60,967	(\$26,573)
COMMUNICATIONS SALES & USE TAX								
<i>ADOPTED FY 2015 BUDGET - \$3,450,000</i>								
<i>REVISED FY 2015 BUDGET - \$3,378,000</i>								
JULY	\$301,373	\$349,339	\$293,358	\$286,999	\$287,500	\$283,594	(\$3,906)	(\$3,405)
AUGUST	344,401	294,910	291,560	284,691	287,500	281,957	(5,543)	(2,734)
SEPTEMBER	274,076	179,549	263,295	284,249	287,500	283,441	(4,059)	(808)
OCTOBER	299,531	309,437	319,011	288,830	287,500	287,702	202	(1,128)
NOVEMBER	292,735	284,123	300,665	284,176	287,500	279,441	(8,059)	(4,735)
DECEMBER	344,423	233,654	297,855	289,726	287,500	282,491	(5,009)	(7,235)
JANUARY	265,736	337,936	282,620	264,960	287,500	275,361	(12,139)	10,401
FEBRUARY	288,629	287,492	287,759	280,480	287,500	291,186	3,686	10,706
TOTAL	\$2,410,904	\$2,276,440	\$2,336,123	\$2,264,111	\$2,300,000	\$2,265,173	(\$34,827)	\$1,062

Comparison of Collections **Budget to Actual FY 2014 - FY 2015**

	Actual Assessed FY 2012	Actual Collected FY 2012 ⁴	Actual Assessed FY 2013	Actual Collected FY 2013 ⁴	Actual Assessed FY 2014	Actual Collected FY 2014 ⁴	Adopted FY 2015	Actual Assessed FY 2015	Actual Assessed FY 2015 to Adopted FY 2015	Actual Collected FY 2015 ⁴	Actual Collected FY 2015 to Adopted FY 2015	Actual Collected FY 2015
MEALS TAX												
<i>ADOPTED FY 2015 BUDGET - \$12,100,000</i>												
<i>REVISED FY 2015 BUDGET - \$13,150,000</i>												
JULY ²	\$889,917	\$889,135	\$943,431	\$1,044,556	\$944,936	\$1,159,786	\$915,132	\$1,005,080	\$89,948	\$970,597	\$55,465	(\$34,483)
AUGUST	960,082	962,761	1,042,850	1,026,544	1,056,177	1,024,718	1,022,863	1,145,447	122,584	1,119,585	96,722	(25,862)
SEPTEMBER	984,785	998,157	1,011,701	1,012,294	1,029,645	1,052,079	997,168	1,109,457	112,289	1,159,391	162,223	49,934
OCTOBER	999,289	994,851	1,006,966	1,003,032	1,045,936	958,359	1,012,945	1,149,788	136,843	1,119,430	106,485	(30,358)
NOVEMBER	916,955	898,157	964,775	868,692	1,018,552	1,064,385	986,425	1,080,797	94,372	1,099,028	112,603	18,231
DECEMBER	1,028,805	986,078	1,044,178	1,083,983	1,061,872	1,035,379	1,028,379	1,127,871	99,492	1,117,510	89,131	(10,361)
JANUARY	931,373	950,784	927,026	889,358	968,137	971,677	937,600	1,087,901	150,301	963,288	25,688	(124,613)
FEBRUARY	988,981	977,100	983,390	995,618	987,205	957,979	956,067	1,034,924	78,857	1,198,810	242,743	163,886
TOTAL	\$7,700,187	\$7,657,023	\$7,924,317	\$7,924,077	\$8,112,460	\$8,224,362	\$7,856,579	\$8,741,265	\$884,686	\$8,747,639	\$891,060	\$6,374
LODGING TAX												
<i>ADOPTED FY 2015 BUDGET - \$1,800,000</i>												
<i>REVISED FY 2015 BUDGET - \$2,000,000</i>												
JULY ²	\$180,074	\$168,386	\$180,074	\$197,072	\$174,759	\$223,419	\$151,714	\$180,417	\$28,703	\$180,395	\$28,681	(\$22)
AUGUST ³	192,759	200,321	163,020	275,903	185,662	185,340	161,179	185,946	24,767	185,402	24,223	(544)
SEPTEMBER	156,383	159,891	160,661	157,680	181,706	204,758	157,745	173,904	16,159	173,875	16,130	(29)
OCTOBER	185,386	185,530	183,064	191,453	184,462	185,014	160,137	209,859	49,722	209,788	49,651	(71)
NOVEMBER	131,053	131,431	131,993	129,941	153,745	148,082	133,471	141,921	8,450	144,988	11,517	3,067
DECEMBER	108,029	92,483	112,277	113,067	141,137	126,077	122,525	115,033	(7,492)	119,891	(2,634)	4,858
JANUARY	122,636	115,790	134,471	129,578	133,071	125,716	115,523	117,665	2,142	108,523	(7,000)	(9,142)
FEBRUARY	136,278	130,805	136,660	136,660	136,497	139,851	118,497	122,585	4,088	133,217	14,720	10,632
TOTAL	\$1,212,598	\$1,184,637	\$1,202,220	\$1,331,354	\$1,291,039	\$1,338,257	\$1,120,791	\$1,247,330	\$126,539	\$1,256,079	\$135,288	\$8,749

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

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

³ The August FY 2013 collection amount includes a one-time, \$140,000 payment in delinquent taxes.

⁴ Meals and Lodging Tax data includes columns titled "Actual Collected ." The figures listed under these columns include all revenue received per month under that description regardless of whether the payment is current or delinquent.

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April 14, 2015

// A regular meeting of the Council of the City of Lynchburg was held on the 14th day of April, 2015, at 4:00 P.M. in the Council Chamber, City Hall, Michael Gillette, President, presiding. The following Members were present:

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

Absent: 0

// City Manager Kimball Payne provided information for balancing the FY 2016 Budget. The questions that had been raised at the March 17th work session have been answered. Mr. Payne reviewed each line item on the Budget balancing sheet starting with the Revenues. The revised balancing sheet reflects the revisions made after April 1, 2015. These revisions included a \$160,000 increase in sales tax, a decrease in business license and lodging tax, and an increase in the meals tax. Mr. Payne stated that an Inter-local agreement with Campbell County for Wards Crossing West offers a revenue generating component. As a result of this agreement, the City will see additional revenue of \$30,000 more than initially budgeted. The local aid to the Commonwealth was removed by the General Assembly and provides additional resources. The State reduced the House Bill 599 funding back to the 2014 level, which impacts the City this fiscal year in the amount of \$123,000. All the Revenue adjustments total \$256,000. Next, Mr. Payne discussed the expenditure side and there are some adjustments: over-hire a position in Emergency Services (Network Administrator – due to retirement), and an additional engineering position in Public Works to establish project management capabilities for the Downtown Streetscape Improvements. More funds have been spent for burial assistance in Human Services, so it has increased. The Libraries personnel cost is correct. Mr. Payne stated that he wanted to move more money from the savings for Local Aid to the Commonwealth to the Market Adjustments in Parks and Recreation and Social Services salaries. The Blue Ridge Regional Jail Authority has approved its budget and the City owes \$2,000 less than anticipated. The Capital Maintenance Reserves will be moved to the Streetscape Improvements Downtown. There will be added money for recruitment expenses to fill department head positions (Parks and Recreation Director and Police Chief). These changes amount to \$234,000 of expenditures, which leaves a balance of \$13,000 out of \$185 million in the General Fund. The following Expenditures were discussed: Council training and travel and the Poverty Initiative. The Clay Street Reservoir and Jefferson Park is listed under the Capital Improvement Program (CIP). Council Member Helgeson proposed four questions about the budget:

1. The need for more Public Works employees (2 extra people could be dispersed to areas outside the Downtown area).
2. School Funding: Requested 60 new employees. He questioned the amount proposed in the budget because property values must be considered in relation to school performance.
3. Tourism budget: Lodging tax is declining. Needs additional information about rewards and results of tourism efforts in Lynchburg.
4. Generalized Salary Increases: Compensation adjustment of \$1.3 million. Asked for clarification on wage increases with no new employees.

Regarding question #4, Mr. Payne clarified the funding differences reflect Human Resources Professional progressions. Council discussed the school funding, tourism budget and salary increases. The majority of Council was not in favor of cutting the proposed school funding listed in the budget because the schools need the proposed monies to address deficiencies in pre-K, Kindergarten, behavioral, and societal issues that arise in the schools impacting student performance. Mr. Payne further stated that the surplus monies could be used in the following way: training for Bridges Out of Poverty, study circle program that addresses poverty, or other activities, but the monies must be endorsed by Council. Additional direction from Council would be needed. Council Members also thought outside consultants may be a possible option.

In conclusion, Mr. Payne reported that the FY 2016 Budget has been balanced and the first reading of the Budget will be presented at the April 28th Council meeting.

// During roll call Council Member Nelson announced that the Lynchburg College soccer team is hosting a fundraising for students in Uganda and ten students from Dunbar Middle School. The Depot Grille has agreed to provide a portion of their proceeds on Wednesday, April 15, 2015 for this event.

// Mayor Gillette announced the following:

- Virginia Department of Transportation will hold a public information meeting on Wednesday, April 15, 2015 from 5-7 p.m. at the Information Technology Building – 3550 Young Place.
- Stormwater Workshop will be held Thursday, April 16, 2015 from 9:00 am to 5:00 pm at the Information Technology Building – 3550 Young Place.

// On motion of Vice Mayor Johnson, seconded by Council Member Perrow, Council by the following recorded vote elected to hold a closed meeting for consultation with legal counsel and staff members about a specific legal matter, the City's interest in the property located at 2007 Memorial Avenue now that the Lynchburg Life Saving Crew is no longer providing emergency services to Lynchburg's citizens, pursuant to Section 2.2-3711(A.)(7), of the Code of Virginia, 1950, as amended:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette

7

Noes:

0

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

// Council Member Perrow made the following motion:

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

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

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

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

The Motion was seconded by Vice Mayor Johnson, and Council by the following recorded vote adopted the motion:

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

Noes: 0

// City Council recessed the meeting at 6:03 p.m.

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

The following Members were present:

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

Absent: 0

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

// Vice Mayor Ceasor Johnson was recognized for receiving the Platinum Certificate – Leadership Statesman from National League of Cities.

// City Attorney Walter Erwin received his 35 Year Service Award from the City.

// A Proclamation on National Public Safety Telecommunicators Week was presented to Director of Emergency Services Melissa Foster and staff.

// Copies of the minutes of the March 17, 2015 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote approved the minutes as presented:

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

Noes: 0

// Copies of the minutes of the March 24, 2015 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote approved the minutes as presented:

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

Noes: 0

// Copies of the minutes of the March 31, 2015 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Foster, seconded by Council Member Nelson, Council by the following recorded vote approved the minutes as presented:

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

Noes: 0

// In the matter of Community Development - Zoning, a public hearing was held regarding City Council Report #7 outlining the petition of New Covenant Schools for a Conditional Use Permit (CUP) at 122 Fleetwood Drive to allow a lighted athletic field associated with the school in an R-1, Low Density, Single-Family Residential District. City Planner Tom Martin gave a summary of the request and stated the Planning Commission recommended approval of the CUP. Mr. John Heaton from New Covenant Schools asked Council for approval of the CUP. There was no one else present who wished to speak to this item,

and the public hearing was closed. On motion of Council Member Helgeson, seconded by Council Member Perrow, Council by the following recorded vote adopted Resolution #R-15-022, as presented, granting the New Covenant Schools a Conditional Use Permit at 122 Fleetwood Drive to allow a lighted athletic field associated with the school in an R-1, Low Density, Single-Family Residential District:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette

7

Noes:

0

// In the matter of Schools - General, a public hearing was held regarding City Council Report #8 regarding a request to enter into a Lease Agreement between the City and Virginia PCS Alliance, L.C., for the installation of telecommunications equipment on the roof of Dunbar Middle School. City Manager Kimball Payne gave a summary of the request for the lease agreement. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Vice Mayor Johnson, seconded by Council Member Nelson, Council by the following recorded vote adopted Resolution #R-15-023, as presented, granting a Lease Agreement between the City and Virginia PCS Alliance, L.C., for the installation of telecommunications equipment on the roof of Dunbar Middle School:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette

7

Noes:

0

// In the matter of City Code/Sewer, a public hearing was held regarding City Council Report #9 regarding the adoption of an Ordinance to amend the City Code relating to Sewer Rates. Water Resources Director Tim Mitchell provided a summary of the FY 2016 Sewer Rate changes that will go into effect July 1, 2015. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Perrow, seconded by Vice Mayor Johnson, Council by the following recorded vote adopted Ordinance #O-15-024, as presented, to amend the City Code relating to Sewer Rates:

Ayes: Foster, Johnson, Nelson, Perrow, Tweedy, Gillette

6

Noes: Helgeson

1

// In the matter of Budget, a public hearing was held regarding City Council Report #10 regarding amending the FY 2015 Third Quarter Adopted Budget and appropriate or rescind funds to adjust revenue, expenditure, and transfer adjustments. Director of Financial Services Donna Witt gave a summary of the FY 2015 Third Quarter Adopted Budget. There was no one else present who wished to speak to this item, and the public hearing was closed. On motion of Council Member Perrow, seconded by Vice Mayor Johnson, Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-15-025, as presented, amending the FY 2015 Third Quarter Adopted Budget and appropriate or rescind funds to adjust revenue, expenditure, and transfer adjustments:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette

7

Noes:

0

// In the matter of City Council - Krista Hartmann with the Mayor's Youth Council announced the Mayor's Youth Council is working to raise awareness about the obesity problem in Lynchburg by hosting the

"Lighten-Up Lynchburg": 5K Run/Walk to Fight Obesity on May 16, 2015 at Peaksview Park. The race will begin at 8 a.m., and she asked the community to come out and support this event.

// In the matter of Parks and Recreation – General, City Council Report #12 was considered. Council Member Helgeson, Chair of the Finance Committee (FC), stated this item came before the FC which recommended approval. This motion does not require a second, and Council by the following recorded vote introduced and laid over to a later meeting for final action Resolution #R-15-026, as presented, amending the FY 2015 City Capital Fund budget and appropriating \$284,960 with resources from the Virginia Department of Historic Resources, State Rehabilitation Tax Credit Program, for improvements to the Miller Center:

Ayes: Foster, Helgeson, Johnson, Nelson, Perrow, Tweedy, Gillette

7

Noes:

0

// Mayor Gillette announced that the Budget Work Session for April 21, 2015 has been cancelled.

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

Clerk of Council

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **April 28, 2015**

AGENDA ITEM NO.: 4

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: Public Hearing Regarding the Fiscal Year (FY) 2016 Allocation of Community Development Block Grant (CDBG) and HOME Program Funds

RECOMMENDATION: Hold a public hearing and adopt a resolution approving the allocation of the Fiscal Year (FY) 2016, Community Development Block Grant (CDBG) and HOME Program funds and incorporating into the FY 2016 General Fund Operating Budget and Program Year 2015 Annual Action Plan.

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 Program Year 2015 (FY 2016).

<u>CDBG AVAILABLE FUNDING/SOURCE</u>	<u>AMOUNT</u>
HUD Allocation	\$686,040.00
Reprogrammed Funds	15,663.51
Program Income	<u>32,779.00</u>
Total CDBG Funding Available	\$734,482.51

<u>HOME AVAILABLE FUNDING</u>	<u>AMOUNT</u>
HUD Allocation	\$305,985.00
Reprogrammed Funds	40,020.58
Program Income	<u>1,920.00</u>
Total HOME Funding Available	\$347,925.58

The public was notified of the public hearing through a public notice advertisement published in *The News and Advance* on April 13 and through various sources of social media.

The Community Development Advisory Committee (CDAC) met on April 7, 2015 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 (CDAC)**

City Administration	\$92,000.00
Lynchburg Redevelopment & Housing Authority (LRHA) Admin & Delivery Costs	\$128,882.00
Coordinated Infrastructure Improvements	\$360,694.51
LRHA Rental Rehabilitation	\$50,000.00
LRHA Centralized Homeless Intake Coordinator	\$50,000.00
LRHA Housing Resource Center	\$45,219.00
Lynchburg Police Dept./Boys & Girls Club Badges and Fun Fridays	\$7,687.00
Total CDBG	\$734,482.51

**HOME PROJECTS RECOMMENDED FOR FUNDING
BY THE COMMUNITY DEVELOPMENT ADVISORY COMMITTEE (CDAC)**

City Administration	\$22,925.58
Lynchburg Community Action Group Homeownership Substantial Rehabilitation	\$100,000.00
Greater Lynchburg Habitat for Humanity- Homeownership	\$75,000.00
Rush Homes- Old Forest Village- Community Housing Development Organization (CHDO)	\$150,000.00
Total HOME	\$347,925.58

All CDBG and HOME funds will be expended in accordance with primary objectives of these programs. The City estimates that over 70 percent of the CDBG FY 2016 funding will benefit low/moderate income persons which comply with HUD regulations.

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

At the conclusion of the public hearing, City Council will review the recommendations of the CDAC and decide on the projects and allocations to be included in the 2015-2020 Consolidated Plan and FY 2016 Annual Action Plan and subsequently submitted to HUD for approval.

PRIOR ACTION(S): Community Development Advisory Committee Meeting – April 7, 2015

FISCAL IMPACT: N/A

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

ATTACHMENT(S): CDAC Meeting Notes – April 7, 2015 – Attachment A
CDAC Funding Recommendations Worksheet – Attachment B
Summary of CDBG and HOME Applications – Attachment C
CDBG and HOME Unexpended Balances – Attachment D

REVIEWED BY: bms

RESOLUTION

BE IT RESOLVED that the Community Development Block Grant (CDBG) and HOME Program FY 2016 funding allocations are hereby approved for incorporation into the FY 2016 General Fund Operating Budget and Program Year 2015 Annual Action Plan.

Adopted:

Certified: _____
Clerk of Council

039V

**Community Development Advisory Committee (CDAC) Meeting
April 7, 2015
City Hall, Second Floor Training Room**

Meeting Notes*

(*MEETING NOTES HAVE BEEN REVIEWED INDIVIDUALLY BY CDAC MEMBERS; WILL NOT BE FORMALLY APPROVED UNTIL THEIR NEXT MEETING DATE SCHEDULED FOR JUNE 8, 2015.)

CDAC Members Present: Council Member Jeff Helgeson, Chair; Council Member Dr. Ceasor T. Johnson, Vice Chair; Mr. Michael Bedsworth (Daniel's Hill representative); Ms. Pamela Brown (Tinbridge Hill representative); Ms. Michelle Jackson (College Hill representative); Mr. Jeffery Schneider (Diamond Hill representative); and Ms. Jimmie Stevens (Diamond Hill- South representative)

City Staff: Melva Walker (Grants Manager); Rhonda Allbeck (Assistant Director of Financial Services); Toni Butler (Grants Accountant); Kevin Henry (Zoning Administrator); Kent White (Director of Community Development); Starlette Early (Community Development Program Coordinator)

Public: Denise Crews, Lynchburg Community Action Group (Lyn-CAG); Davida Wingfield, Zion City Outreach Center; Felicia Willis, Zion City Outreach Center, Pastor Jonathan Willis, Prayer of Faith Temple Church; Mark Jamison, Lynchburg Police Department; Audrey Gallahan, Lynchburg Police Department; Dawn Fagan, Lynchburg Redevelopment and Housing Authority (LRHA); Dani Hottle, Boys & Girls Club; Jeff Smith, Rush Homes; Cindy Sommers; Sarah Quarantotto, Miriam's House

The Committee Chair, Council Member Jeff Helgeson, called the meeting to order at 11:00 a.m. He asked for a motion to approve the meeting notes for the meetings of March 4, 2014 and February 3, 2015. A motion was made by Mr. Bedsworth, and seconded by Mr. Schneider, to approve the notes as submitted. The meeting notes were unanimously approved.

Ms. Walker introduced the CDAC members and City of Lynchburg staff attending the meeting. She then presented a brief overview of the Program Year 2013 (7/1/2013 – 6/30/2014) Consolidated Annual Performance Report (CAPER) submitted to the U. S. Department of Housing and Urban Development (HUD). Programs and accomplishments in the following areas were highlighted:

- Housing Ownership, Rehabilitation and Rental Housing
- Support of Neighborhoods
- Continuum of Care Homeless Assistance
- Economic Development Efforts
- Residential Rental Property Inspections Program and Property Maintenance Inspections
- Demolition and Code Enforcement
- Lynchburg Housing Authority- Spot Blight Acquisitions/Dispositions and Rental Rehabilitation Grants

Ms. Walker summarized the role of CDAC as it relates to the Citizen Participation Plan for CDBG and HOME Programs and noted City Council's direction for Fiscal Year 2016 application funding requests:

- Maximize use of CDBG funds for Capital Improvement Projects;
- Cooperation with the Lynchburg Redevelopment & Housing Authority (LRHA) regarding spot blight, rental rehabilitation and other housing related projects; and
- Focus resources on targeted neighborhood(s) through partnerships with City departments and/or LRHA.

Ms. Walker reviewed the newly adopted 2015-2020 Consolidated Plan goals that provide guidance for the project funding process. Leading up to the adoption of these goals, CDAC held a public meeting on February 3, 2015 to receive input from community stakeholders and develop their recommendation for these goals to present to City Council. A public hearing was then held by City Council on February 24, 2015 to receive citizen comments and the goals were adopted as recommended by CDAC. These goals will also serve as the Fiscal Year 2016 Annual Action Plan goals.

Council Member Helgeson directed the committee's attention to the allocation worksheet to begin the funding recommendation discussion. He noted the total amount requested for all non-public service activities was less than the amount available; therefore, he recommended full funding for these four activities. Moving to the lower portion of the worksheet, Council Member Helgeson asked that a representative from each public service activity requesting funds provide a brief presentation to the committee.

Ms. Fagan, Lynchburg Redevelopment and Housing Authority (LRHA), spoke about the Centralized Homeless Intake Assessment (CHIA) program. She indicated the City is mandated by HUD to provide a central intake point for homeless persons. The position was funded part-time beginning December 2013 in the City's Human Services department and has assisted over 400 persons to date. The goal with this funding request is to move the position to LRHA and increase it to full-time hours to accommodate the need for extended access time. Ms. Fagan also briefed the committee on LRHA's request for funding to establish a Housing Resource Center in order to provide a "one stop shop" for affordable housing. This program would leverage the relationships LRHA already has in the community with housing partners and, combined with the CHIA, would provide services for persons at any stage in their search for affordable housing. Ms. Sarah Quarantotto, Executive Director of Miriam's House and supervisor for the CHIA

position, provided work schedule details regarding the CHIA coordinator position and logistics for the homeless intake process. There was further discussion about the startup costs for the CHIA position at LRHA and efficiencies gained if the position moved to LRHA. In response to questions from the committee, Ms. Fagan and Ms. Quarantotto discussed the immediate service needs that are addressed for a homeless person, how a person is verified to be homeless, an overview of the homeless response program in Lynchburg, and potential long-term funding sources to sustain a full-time position for the CHIA.

Ms. Fagan described the concept of the Housing Resource Center at LRHA as a resource to help others navigate the affordable housing process. Through feedback from citizens in the community, LRHA feels there is a need to provide a central point of contact and resource through which all housing partners and their programs can be referred. There was discussion regarding possible options of combining the CHIA position with the new Housing Resource position, funding the position at less than full-time, and a shared position between the Housing Resource Center and the Continuum of Care program.

Ms. Wingfield and Ms. Willis, Zion City Outreach Center, summarized their request for funding a program entitled “The Family Health and Wellness Program.” Ms. Wingfield indicated the program addresses six risk factors for persons living in public housing: tobacco, alcohol and drug use, physical activity, nutrition, sexual practices, and disease screening. She noted Lynchburg, in recent years, has been identified as one of the top 10 most obese cities in America. This program is strategically crafted to help persons living in public housing to take responsibility for their own lives and targets at-risk behaviors that may lead to poor health, chronic disease, and poverty. She indicated this program would target 308 public housing households within the low-income community, helping to engage and strengthen neighborhood councils.

There were questions regarding Zion City Outreach Center’s proposed budget for the program and the sources for other funds that would support 89 percent of the remaining cost. Ms. Wingfield indicated they are just initiating an annual campaign with a resource development committee having identified more than 21 potential sources for funding. There was also discussion regarding their request to fund the cost to provide local food, an ineligible expense for CDBG grant funds. Ms. Wingfield stated they wished to amend their request to cover staffing costs and educational materials instead of food costs.

Mr. Jamison and Ms. Hottle provided a brief summary of their request for funding to support the Boys and Girls Club “Badges and Fun Fridays” partnership with the Lynchburg Police Department. The program has been provided in the community for 8 years and previously funded through federal sources. It is an opportunity for members of the Boys & Girls Club to have positive interactions with police officers. The children served are ages 6 – 18, and all qualify for free or reduced lunch and reside in subsidized housing. The programs allow for participants to develop good sportsmanship, learn respect for rules, and build personal relationships with police officers. Ms. Hottle indicated the funding requested will offset the cost for the Badges for Baseball program.

The committee followed-up with questions regarding the recognition and diversity of police officers participating in program services and potential sources of other funding.

Following the presentations, the CDAC began their discussion of how to best allocate the available funding. Mr. Bedsworth recommended fully funding the CHIA position and Boys and Girls Club. The committee decided to reduce the Boys and Girls Club funding to \$7,687 in order to offset their request for an ineligible CDBG expenditure. There was discussion regarding the lack of non-profit designation for Zion City Outreach Center and related application requirements that were incomplete. The committee also expressed concerns that the majority of their proposed budget for the program depended on other funding sources that were not yet secured. The committee felt they could not support funding this request for the current program year; however, encouraged Zion City Outreach Center to resubmit a complete application for consideration in a future funding cycle.

Based on the requirements of the City's CDBG Citizen Participation Plan, Ms. Walker reminded the CDAC that if the representatives of Zion City Outreach Center would like to submit a future application, they would need to coordinate submittal of their application with Dawn Fagan at LRHA. The LRHA Board of Commissioners would need to approve the program concept and submit the application as an activity for the public housing residents.

Council Member Helgeson suggested the remaining balance of \$45,219 could be allocated to the Housing Resource Center position. The non-public service activities had a \$10,694 balance of remaining funds to allocate and the committee decided to add this amount to the Coordinated Infrastructure Improvements for a total allocation of \$360,694.51 to this program.

With no further questions or comments from the committee, Council Member Helgeson called for a motion to accept the proposed allocations for CDBG funds. A motion to accept the recommended funding as presented for all CDBG programs was made by Mr. Bedsworth, seconded by Ms. Brown. The funding recommendation for CDBG was unanimously approved 7-0.

Council Member Helgeson directed attention to the projects requesting HOME funds, and suggested the additional amount of \$925.58 be added to City Administration. With a balanced recommendation for HOME funding, Council Member Helgeson asked for additional comments or requested a motion to accept the current HOME allocations as presented. Council Member Johnson motioned to accept the allocations, seconded by Mr. Bedsworth. The committee voted to approve the HOME allocations 7-0.

Ms. Walker reviewed the remaining timeline for the Fiscal Year 2016 Annual Action Plan and the 2015-2020 Five-Year Consolidated Plan:
- City Council Public Hearing & Approval (CDAC Recommendations) – April 28, 2015 @7:30 p.m.

ATTACHMENT A

- Draft 2015-2020 Five-Year Consolidated Plan and FY 2016 Annual Action Plan available for Public Review- May 23, 2015
- CDAC Public Meeting – 2015-2020 Five-year Consolidated Plan and FY 2016 Annual Action Plan – June 8, 2015 @ 6:30 p.m. – Miller Center
- City Council Public Hearing – 2015-2020 Five-Year Consolidated Plan and FY 2016 Annual Action Plan – June 23, 2015 @ 7:30 p.m.
- Annual Action Plan Submittal to HUD – June 25, 2015

With no further business to discuss, Council Member Helgeson thanked everyone attending and adjourned the meeting.

DRAFT

CDBG and HOME Allocations Worksheet 2015 - 2016				
Total CDBG Available for Allocation			\$ 734,482.51	
CDBG Non-Public Service				
Amount to Award FY 2016	\$ 631,576.51			
				City Council
NAME		Amount Requested	CDAC Recommendation	Amount to Award
City Administration		\$ 92,000.00	\$ 92,000.00	\$ -
LRHA Admin & Delivery Costs		128,882.00	128,882.00	-
Coordinated Infrastructure Improvements (City)		350,000.00	360,694.51	-
LRHA Rental Rehabilitation		50,000.00	50,000.00	-
Totals		\$ 620,882.00	\$ 631,576.51	\$ -
Available			\$ 631,576.51	\$ 631,576.51
Balance			\$ -	\$ 631,576.51
CDBG Public Service - 15% Allocation				
Amount to Award FY 2016	\$ 102,906.00			
				City Council
NAME		Amount Requested	CDAC Recommendation	Amount to Award
*LRHA / **CoC- Centralized Homeless Intake Coordinator		\$ 50,000.00	\$ 50,000.00	\$ -
LRHA Housing Resource Center		100,000.00	45,219.00	-
LRHA / Zion City Outreach Center		17,020.00	-	-
Police Dept / Boys & Girls Club Badges & Fun Fridays		9,024.90	7,687.00	-
Totals		\$ 176,044.90	\$ 102,906.00	\$ -
Available			\$ 102,906.00	\$ 102,906.00
Balance			\$ -	\$ 102,906.00
Total CDBG		\$ 796,926.90	\$ 734,482.51	\$ 734,482.51
	FY 2015	FY 2016	Difference	%
CDBG				
Entitlement	\$ 671,454.00	\$ 686,040.00	\$ 14,586.00	2.17%
Reprogrammed Funds	94,182.37	15,663.51	(78,518.86)	-83.37%
Program Income	294,234.19	32,799.00	(261,435.19)	-88.85%
	\$ 1,059,870.56	\$ 734,502.51	\$ (325,368.05)	-30.70%
TOTAL				
Administration CAP	\$ 192,537.64	\$ 143,763.80	\$ (48,773.84)	-25.33%
Public Service CAP	\$ 100,718.10	\$ 102,906.00	\$ 2,187.90	2.17%
*LRHA - Lynchburg Redevelopment and Housing Authority				
**CoC - Continuum of Care				

CDBG and HOME Allocations Worksheet 2015 - 2016				
		CHDO Requirement	\$	45,897.75
HOME Amount to Award FY 2016	\$ 347,925.58			
			CDAC	City Council
		Amount Requested	Amount to Award	Amount to Award
CITY ADMINISTRATION		\$ 22,000.00	\$ 22,925.58	\$ -
*Lyn-CAG - Homeownership Substantial Rehab		100,000.00	100,000.00	-
**Habitat for Humanity - Homeownership		75,000.00	75,000.00	-
Rush Homes (CHDO) - Old Forest Road Village		150,000.00	150,000.00	-
TOTALS		\$ 347,000.00	\$ 347,925.58	\$ -
Available HOME Funding		\$ 347,925.58	\$ 347,925.58	\$ 347,925.58
Remaining Amount to Award		\$ 925.58	\$ -	\$ 347,925.58
	FY 2015	FY 2016	Difference	%
HOME Entitlement	\$ 340,925.00	\$ 305,985.00	\$ (34,940.00)	-10.25%
Reprogrammed Funds	163,727.18	40,020.58	(123,706.60)	-75.56%
Program Income	-	1,920.00	1,920.00	0.00%
	\$ 504,652.18	\$ 347,925.58	\$ (156,726.60)	-31.06%
TOTAL				
Administration CAP	\$ 34,092.50	\$ 30,598.50	\$ (3,494.00)	-10.25%
CHDO Required	\$ 51,138.75	\$ 45,897.75	\$ (5,241.00)	-10.25%
*Lyn-CAG - Lynchburg Community Action Group				
**Habitat - Greater Lynchburg Habitat for Humanity				

Summary of Community Development Block Grant (CDBG) and HOME Program Funding Requests Fiscal Year (FY) 2016

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 Applicants

City Administration

FY 2016 Request	CDAC Recommendation
\$92,000	\$92,000

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

Lynchburg Redevelopment and Housing Authority (LRHA) – Administration & Direct Costs

FY 2016 Request	CDAC Recommendation
\$128,882	\$128,882

These funds enable LRHA staff to undertake Community Development Block Grant financed activities. These include activities which were funded in previous years as well as activities to be undertaken during FY 2016.

Administrative Costs

Payment of pro-rata share of salaries, benefits, travel, communications, etc., attributable to employees' duties for the CDBG program as outlined in the Authority's annual administrative budget.

Direct Costs

- Oversight of the Authority's loan portfolio of amortized and deferred payment residential loans in the College Hill, Daniel's Hill, Diamond Hill, Garland Hill, Grace Street and White Rock neighborhoods; single-family and multi-family rental rehabilitation loans and grants; commercial loans secured by Urban Development Action Grant funds, as well as bond financed loans. Oversight involves the collection of delinquent accounts, monitoring insurance coverage, negotiation of payment plans and participating in foreclosures and deed acquisition in lieu of foreclosure.
- Monitoring the security and maintenance of properties which were acquired under the Spot Blight program.
- Monitoring eight (8) properties under continuing Rehabilitation Agreements.
- Acquiring property and coordinating work with appraisers and legal counsel under the Spot Blight program.
- Disposal and clearance of improved and unimproved properties acquired under the Spot Blight program.
- Identifying and monitoring blighted properties and the coordinating the required renovations with owners to remove the blight.

- Partnering in joint ventures with other local non-profit organizations.
- Determining best use options for the inventory of lots in LRHA inventory and building homes that create opportunities for disabled low to moderate public housing families.
- Continue monitoring the renovation of 4 units at Brookside under to meet ADA / 504 guidelines for disabled persons.

Coordinated Infrastructure Improvements (City)

FY 2016 Request	CDAC Recommendation
\$350,000	\$360,694.51

The Downtown Riverfront Master Plan and the Fifth Street Master Plan were adopted by City Council in 2001 and 2006, respectively. The plans establish the vision for rehabilitated and revitalized corridors that serve the needs of both the surrounding neighborhoods and the City as a whole. The City has committed CDBG and Capital Improvement Program funds to a variety of public infrastructure projects in these areas and is recognizing considerable private development interest as a result. The impetus for many of these efforts has been the replacement of aging water, sewer and stormwater infrastructure.

The City of Lynchburg is in the process of prioritizing its next water line replacement projects and is requesting CDBG funds to supplement the cost of streetscape improvements associated with those efforts. This project furthers the City's Strategic Plan priorities of economic development, healthy and active living, infrastructure, land use and transportation. The work also (i) support(s) efforts for the removal and redevelopment of dilapidated and condemned structures to eliminate neighborhood deterioration, blight and blighting influences and (ii) economic development initiatives that improve the economic base, job skills, and health of the community as identified in the adopted 2015-2020 Consolidated Plan goals.

LRHA – Rental Rehabilitation Program

FY 2016 Request	CDAC Recommendation
\$50,000	\$50,000

The Lynchburg Redevelopment and Housing Authority (LRHA) proposes to continue its Rental Rehabilitation Grant Program that 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, and 19. The grant will be available to owners who are providing accessibility improvements and or energy upgrades which benefit low income tenants. Special consideration will be given to proposals for accessibility improvements, such as installation of ramps, grab bars, widening of doorways, retrofitting showers, kitchen accessibility, and similar improvements. The grant is a fifty percent matching grant with a maximum per unit of \$5,000. This program allows owners to provide improved living conditions, including accessibility features, and lower energy costs for tenants. Additionally, it may help in the elimination of blighted properties; creating improved neighborhood curb appeal. During the coming year LRHA will be working with the Housing Collaborative partners and the City to expand the assistance provided by this program. Our current suggestions are to allow grant increments to landlords for larger rehabilitation projects. This would invoke a longer

compliance period and a possible soft second deed of trust that would allow recapture if the compliance requirements are not met.

LRHA - Continuum of Care (CoC) - Centralized Homeless Intake Coordinator

FY 2016 Request	CDAC Recommendation
\$50,000	\$50,000

The Central Virginia Continuum of Care (CoC) in partnership with Lynchburg Redevelopment and Housing Authority (LRHA) is requesting funding for the position of Homeless Intake Coordinator. This part-time position was previously located in the Department of Human Services for the City of Lynchburg. After several discussions with the homeless response partners as well as the Housing Collaborative and City of Lynchburg staff, it has been agreed that this position would provide greater access to housing services if it was a full time position and be more appropriately housed at LRHA. HUD's CoC Program regulations require a coordinated intake process in order for a community to be eligible for federal grants to assist with homeless response. The CoC has developed the Coordinated Homeless Intake and Assessment (CHIA) to achieve compliance with these requirements. The CoC has worked to develop a uniform intake tool to quickly assess individual and family needs and assure that they are either diverted from the homeless response system or expeditiously placed in the most appropriate housing program. The Homeless Intake Coordinator is currently a Family Services Specialist with Lynchburg Human Services. It is anticipated that the incumbent will move with the program to LRHA.

CHIA's goals are:

- ✓ to divert households from homelessness when safe options are available;
- ✓ to understand the client's need and eligibility for existing programs;
- ✓ to document the client's homelessness, housing history and barriers;
- ✓ to identify needs through consistent use of a uniform assessment tool; and
- ✓ to capture data about area homelessness to better assess and provide for community needs.

Gathering such data enables the Homeless Intake Coordinator to:

- ✓ develop a housing plan for clients;
- ✓ check availability of beds in multiple shelters; and
- ✓ match the client need with existing bed space, resulting in the right program for each individual client.

Use of the HMIS (Homeless Management Information System) data tracking and documentation) system provides:

- ✓ provide real-time knowledge of available beds;
- ✓ allows transfer of client information to the receiving program;
- ✓ provides enrollment status to the Homeless Intake Coordinator; and
- ✓ allows the Homeless Intake Coordinator to monitor the situation to ensure the client is successfully enrolled into the selected program.

LRHA – Housing Resource Center

FY 2016 Request	CDAC Recommendation
\$100,000	\$45,219

This project would create an Affordable Housing Resource Center (AHRC) which would be staffed with a Housing Navigator to provide a centralized access point to all affordable housing resources and programs available in the City. The CHIA Homeless Intake Coordinator would also be located in the AHRC. This project is a collaboration of the Lynchburg Housing Collaborative partners, the Central Virginia Continuum of Care (CoC), the City of Lynchburg and Lynchburg Redevelopment and Housing Authority (LRHA).

The concept of an Affordable Housing Resource Center is a solution that would bring all housing related resources under one roof to provide citizens of Lynchburg a “one stop shop” for accessing resources to address and solve their housing questions and needs. The Lynchburg Housing Collaborative and CoC would be partners in this endeavor. In this inception year, we would search our community for additional partners, as well as resources.

The Center would offer a “Housing Navigator” who would assist citizens in navigating the vast sea of affordable housing challenges and opportunities in the City. Information, education and training programs would be offered to provide a number of learning tools to citizens to be successful in obtaining and maintaining stable housing. These programs would include: Renter Counseling; Homebuyer Counseling; Landlord/Tenant Law Training; Energy-Saving Education; Avoiding Eviction Guidance; Home Maintenance tips, etc.

The Center would work with citizens to understand their need, whether immediate or future, and assist them in determining what program/resource best meets their need. The Center would be an “information hub” which all housing providers would report the status of their existing program information and openings. The Center would track data related to citizens assisted, the needs, the income level and the results.

The Center would provide a computer resource for access to on-line training opportunities, housing location, and a variety of other resources that would assist citizens in obtaining and retaining stable housing.

LRHA, the Housing Collaborative and the CoC are seeking to establish a “Housing First” model program within the City to provide permanent, affordable housing as quickly as possible to persons facing homelessness or assist them in solving challenges they face in their housing status. Diversion programs can prevent eviction and foreclosure when citizens have a central resource that will guide them through the hardships they are facing.

LRHA - Zion City Outreach Center

FY 2016 Request	CDAC Recommendation
\$17,020	\$-0-

Family Health and Wellness is a non-sectarian community outreach in partnership with Lynchburg Redevelopment & Housing Authority (LRHA) that seeks to lower six risk factors for poor health in persons living in public housing. The program addresses these factors:

ATTACHMENT C

tobacco, alcohol/drugs, physical activity, nutrition, sexual practices, and disease screening. Funding is being requested to partially fund a community outreach worker and to purchase food from local growers.

Health illiteracy is a key focus of the program. The food distribution and weekly food supplementation will be distributed with health maintenance goals printed right on the front of the bag! Nutritional booklets and brochures will be published and distributed to each public housing complex and beyond. Zion City Community Outreach, in partnership with the White Rock Education Center, will produce a healthy nutrition show that is fun and engaging for children that will be aired on YouTube, social networks, and hopefully on public access TV.

The need for emotional support is addressed by group counseling sessions facilitated by the Center's program partner, Aunt Gwen's Place, who is a counseling services provider. Group counseling sessions will be mandatory for registered program participants (those receiving free Weekly Food Supplementation, free Summer Camp, free Fitness Memberships), and will be held via teleconference as a way to minimize the stigma associated with counseling and for the convenience of program participants.

Police Department – Boys and Girls Club - Badges and Fun Fridays Program

FY 2016 Request	CDAC Recommendation
\$9,024.90	\$7,687

Badges for Baseball was created in collaboration with the U.S. Department of Justice as a juvenile crime prevention initiative. It's a simple concept: pair cops and kids together to play and learn. Together Club staff and LPD officers work to enhance the relationship between law enforcement and kids in underserved communities across the country using baseball as the hook. The work is not easy, but the results are remarkable. Law enforcement officers become the coaches, using team sports and our Healthy Choices, Healthy Children curriculum to teach important lessons about teamwork, communication, respect, and leadership that can be used both on and off the field.

Many of the youth that are served by the Boys & Girls Club of Greater Lynchburg lack the proper influences in their lives to foster a positive self-esteem, self-confidence and a sense of belonging, competence, and usefulness. Many of our members lack an understanding of and respect for positive and competitive recreational activities. Continuing the Badges for Baseball (including Quick ball and the Healthy Choices/Healthy Children programs) and Fun Fridays with Lynchburg Police Department youth will be further exposed to activities which teach self-discipline, strength (both physical and mental) and well as team work. Club members and other youth will learn the power of leadership as well as the benefits and responsibility of committing to a program or team. Perhaps most importantly, the youth will be interacting with the local police in a positive environment of a sports league. In a time when many minority communities have been inundated with images and news stories of racially charged events, it is imperative that the underserved children of the community see local law enforcement as a positive element.

Funding was requested to assist with the operation of the Badges for Baseball (i.e. wages and supplies).

HOME Program Applicants**City Administration**

FY 2016 Request	CDAC Recommendation
\$22,000	\$22,925

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

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

FY 2016 Request	CDAC Recommendation
\$100,000	\$100,000

The Homeowner Substantial Rehabilitation Program provides rehabilitation services to existing properties. Eligible properties are brought into Code compliance. The program is operated as a forgivable loan program with lien requirements and resale restriction agreements as required by HUD regulators.

Lyn-CAG's rehabilitation program activities provide selective rehabilitation services designed to remove health and safety hazards and code violations from the homes of low-to-moderate income homeowners who live in the City and meet HUD income guidelines for the HOME Program. Typical requests for services include electrical, plumbing, structural and roof repair/replacement. All local contractors who provide the services are licensed and insured. Building materials are purchased from local businesses. The scope of work is developed by a rehabilitation specialist, the work is bid out, and the rehabilitation specialist and City Inspections staff perform a final inspection. The Home Rehabilitation Program anticipates providing services to 8-10 low-to-moderate income households during the Program Year 2015 at an average cost of \$15,000.00 per unit. Lyn-Cag will implement a program policy that clients will now have to contribute to the cost of the project, this can be accomplished in one of three ways: (1) Financial: A client will be expected to pay up to \$500 toward the project; (2) Provide up to \$500 in materials for the project; or (3) Provide labor (volunteer hours) towards the project. Lyn-CAG staff will review each client's situation to determine which method is best on a case-by-case basis.

Greater Lynchburg Habitat for Humanity (GLHFH) – Homeownership Program

FY 2016 Request	CDAC Recommendation
\$75,000	\$75,000

Greater Lynchburg Habitat for Humanity (GLHFH) develops homeownership opportunities for low-income families that would not qualify or be able to afford homeownership through conventional bank mortgages. GLHFH builds good quality, moderately appointed homes and sells them to qualified applicants. The target population for the program is families whose income falls in the range of 40% to 70% of HUD's median family income, adjusted for size of family. To qualify, 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 solicits funding, materials, and volunteer labor from the community and is 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 to offer a no-interest mortgage loan. Families have to provide 300 hours of labor, referred to as “sweat equity,” to the project. The mortgagees must attend GLHFH’s course designed to prepare them for homeownership. The series of classes provide education about financial literacy, budgeting, home maintenance, taxes and insurance, predatory lending, and loss mitigation options.

At mortgage closing, the family is required to pay a processing fee of \$1,000 which is applied to the attorney’s fee and recording costs. GLHFH will use HOME funds to provide down payment assistance which will reduce the principal balance so that the family can afford the monthly mortgage payments. GLHFH defines “payment affordability” as not more than 30% of monthly income.

Rush Homes – Old Forest Village Apartments

FY 2016 Request	CDAC Recommendation
\$150,000	\$150,000*

***The City is required to allocate a minimum of 15% of the entitlement funds to Community Housing Development Organizations (CHDO). Rush Homes is a nonprofit operating as a certified CHDO for receipt of HOME Program funds.**

Old Forest Village, located at 2516 Old Forest Road, Lynchburg, Virginia, is a new construction development for people with disabilities and low incomes. The project will add 28 apartments of housing to the City’s supply of affordable housing specifically for persons with disabilities. Seven (7) of these units will be prioritized to serve a particularly vulnerable segment of the disabled population, those who are now homeless and require supportive services, with the goal of ending their often long-term homelessness and helping them to achieve independence through a home of their own. Additionally, seven (7) units will be prioritized for individuals with intellectual/developmental disabilities. All families/individuals will have incomes less than or equal to 60 percent of the area median income; 50 percent of tenants will have incomes less than or equal to 40 percent of area median income. At least 50 percent of tenants will have rent subsidy through housing choice vouchers issued by Lynchburg Redevelopment and Housing Authority (LRHA).

The HOME funds that are the subject of this application would provide substantial leverage for the project, assuring the 25 percent match required to secure an additional \$600,000 in HOME funds from the Virginia Department of Housing and Community Development.

CDBG Unexpended Balances

updated as of February 28, 2015

ATTACHMENT D

	00036	00037	00038	00039	00040	
Program Description	2010 - 2011	2011 - 2012	2012-2013	2013-2014	2014-2015	Total
City Program Administration	-	-	-	-	48,742.99	48,742.99
Lyn -CAG Fair Housing Ed Initiative	-	-	-	-	6,800.00	6,800.00
Tinbridge Hill Nieghborhood Public Infrastrc	-	-	-	-	409,849.56	409,849.56
Cont of Care - Social Worker	-	-	-	1,600.12	24,585.00	26,185.12
LRHA - Brookside 4 Unit ADA Replcmt	-	-	-	-	142,170.44	142,170.44
LRHA - Dearington Apts Window Replcmt	-	-	-	-	125,000.00	125,000.00
LRHA - Dearington Apts Community Room	-	-	-	-	39,868.79	39,868.79
LRHA - Spot Blight	-	-	90,545.85	-	-	90,545.85
LRHA Delivery Costs - Property Disposition				10,347.49	17,037.00	27,384.49
LRHA Delivery Costs - Acquisition				10,209.30	-	10,209.30
LRHA Delivery - Rehab				6,897.72	46,552.00	53,449.72
Subtotal LRHA Spot Blight Program						181,589.36
LRHA Rental Rehab			-	9,781.78	-	9,781.78
LRHA Property Demolition	10,700.00					10,700.00
LRHA Delivery Costs - Administration				-	56,525.28	56,525.28
Total LRHA						565,635.65
Riverside Park Improvements			125,000.00			125,000.00
Total Unexpended CDBG Funds	10,700.00	-	235,149.41	41,927.36	917,131.06	1,204,907.83

HOME Fund Unexpended Balances

updated as of February 28, 2015

	01016	01017	01018	01019	01020	01021	
Program Description	2009 - 2010	2010 - 2011	2011 - 2012	2012-2013	2013-2014	2014-2015	Total
City Program Administration			-	-	11,866.09	18,000.00	29,866.09
Habitat	-		-	-	29,100.00	90,000.00	119,100.00
LCF - Frank Roane Apartments	-	-	-	-	-	60,000.00	60,000.00
Rush Homes CHDO	-	-	-	-	-	10,500.00	10,500.00
Lyn-CAG CHDO	-		48,273.64	-	46,770.00	45,000.00	140,043.64
Lyn-CAG Substantial Rehab	-	-	-	-	4,948.61	75,000.00	79,948.61
Lyn-CAG Down Paymt/Closing/Educ	-	-	-	-	-	50,000.00	50,000.00
Total Lyn-CAG							269,992.25
LRHA - Homeownership	-	-	-	-	-	146,152.18	146,152.18
Total LRHA							146,152.18
Total HOME Unexpended Funds	10,020.58	-	48,273.64	-	122,684.70	494,652.18	675,631.10

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **April 28, 2015**

AGENDA ITEM NO.: **5**

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: **Shelter Plus Care Program (Permanent Supportive Housing Program) Grant Renewal**

RECOMMENDATION: Adopt a resolution to amend the Fiscal Year (FY) FY 2015 City/Federal/State Aid Fund budget and appropriate \$98,618 from the U.S. Department of Housing and Urban Development (HUD) to provide at least 10 units of tenant-based rental assistance and associated case management services.

SUMMARY: The Central Virginia Continuum of Care (CoC), on behalf of the City, submitted the renewal grant application for the Shelter Plus Care Program (also known as Permanent Supportive Housing Program). The City has received this renewal grant award in the amount of \$98,618 from HUD. The overall goal of this grant is to identify homeless persons, ready for permanent housing, and offer additional time, financial assistance and services to supplement their own resources, skills and motivation to live independently and achieve self-sufficiency.

With the current renewal grant, Lynchburg Redevelopment and Housing Authority (LRHA) has been coordinating and administering this grant, on behalf of the City, to provide rental assistance to eligible homeless persons and/or households who are prepared to enter into permanent housing. The City, as grant recipient, will continue its housing partnership with Lynchburg Redevelopment and Housing Authority and extend the Memorandum of Agreement with LRHA for the continued administration of this grant. LRHA will provide the supportive services and case management needed, and continue to engage local property owners to work with the program so that appropriate housing is available to the current and eligible new participants in the Program.

The grant period is from June 1, 2015 through May 31, 2016. Beginning in FY 2012 the City has annually contributed \$10,000 toward the match requirements of this grant, which assists in funding the case management services component. The funding is available in the FY 2015 City/Federal/State Aid fund and does not require an additional appropriation.

PRIOR ACTION(S): October 28, 2014; April 28, 2015: Finance Committee

FISCAL IMPACT: Funding of \$10,000 has been previously appropriated in the FY 2015 City/Federal/State Aid fund and does not require an additional appropriation. These funds will be utilized to assist with providing the required case management for the grant; no additional local funding is needed.

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

ATTACHMENT(S): Resolution
Shelter Plus Care Grant Award Letter

REVIEWED BY: bms

RESOLUTION:

BE IT RESOLVED that the FY 2015 City/Federal/State Aid Fund budget is amended and \$98,618 is appropriated with resources of \$98,618 from the U.S. Department of Housing and Urban Development (HUD) to provide at least 10 units of tenant-based rental assistance and associated case management services.

Introduced:

Adopted:

Certified: _____
Clerk of Council

035V



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

OFFICE OF ASSISTANT SECRETARY
FOR COMMUNITY PLANNING AND DEVELOPMENT

Mr. L. Kimball Payne, III
City Manager
City of Lynchburg
Grants Administration Office City Hall, 900 Church Street Lynchburg, VA 24504

Dear Mr. Payne, III:

January 26, 2015

Congratulations! I am delighted to inform you that the Fiscal Year (FY) 2014 Continuum of Care (CoC) Program project application(s) your organization submitted was selected for funding in the total amount of \$98,618.

The CoC Program is an important part of HUD's mission. CoCs all over the country continue to improve the lives of homeless men, women, and children through their local planning efforts and through the direct housing and service programs funded under the FY 2014 CoC Program Competition. The programs and CoCs funded through the CoC Program continue to demonstrate their value by improving accountability and performance every year. HUD commends your organization for its work and encourages it to continue to strive for excellence in the fight against homelessness.

The conditionally obligated funds for your award(s) are detailed in the enclosure, which lists: the name(s) of the individual project(s); the project number(s); and the specific amount(s) of the obligation(s) for each conditionally selected application. Your local field office will be sending a letter to provide your organization with more information about finalizing your award(s), including execution of your grant agreement(s). Your organization will not have access to these funds until all conditions are satisfied and the grant agreement is fully executed.

Sincerely,

Clifford Taffet
General Deputy Assistant Secretary
for Community Planning and Development

Enclosure

www.hud.gov

espa.nol.hud.gov

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **April 28, 2015**

AGENDA ITEM NO.: **6**

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:
(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: United States Department of Housing and Urban Development Section 108 Loan Guarantee Program Refunding

RECOMMENDATION: Adopt a resolution authorizing the City to contract a debt in the principal amount not to exceed \$1,580,000 in connection with the refunding of the outstanding principal amount of a promissory note issued by the City to the United States Department of Housing and Urban Development (HUD) to finance costs related to the Bluffwalk Center Riverfront Development Project in the City.

SUMMARY: City staff was contacted by the Financial Management Division of HUD to advise that a new Section 108 Loan Guarantee Program public offering will be available in May 2015. With this new public offering is the opportunity to refinance the Series 2004-A note with an outstanding principal amount of \$1,580,000. This loan was originally issued to finance costs related to the Bluffwalk Center Riverfront Development Project. Consistent with Council's policy, this refunding will net approximately 13.5% savings on an aggregate basis, which is well above the 3% savings required by the policy. The savings equates to approximately \$213,000. The lower interest rate will be passed on to Bluffwalk Center, LLC for future debt service payments.

Issuance costs in the range of ½ of 1% or approximately \$7,900 will be paid from Community Development Block Grant (CDBG) Restricted Fund Balance funds reserved for debt payments as required by HUD.

PRIOR ACTION(S): January 29, 2002 City Council Meeting

FISCAL IMPACT: Anticipated savings are estimated to be approximately \$213,000 or 13.5% over the life of the loan. Issuance costs of approximately \$7,900 will be paid with CDBG Restricted Fund Balance funds reserved for debt payments as required by HUD.

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

ATTACHMENT(S): Appropriation Resolution for Issuance Costs, Refunding Bond Resolution

REVIEWED BY: lkp

A RESOLUTION AUTHORIZING THE CITY OF LYNCHBURG, VIRGINIA, TO CONTRACT A DEBT IN THE PRINCIPAL AMOUNT OF NOT TO EXCEED ONE MILLION FIVE HUNDRED EIGHTY THOUSAND DOLLARS (\$1,580,000) IN CONNECTION WITH THE REFUNDING OF THE OUTSTANDING PRINCIPAL AMOUNT OF A PROMISSORY NOTE ISSUED BY THE CITY TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT TO FINANCE COSTS RELATED TO THE BLUFFWALK CENTER RIVERFRONT DEVELOPMENT PROJECT IN THE CITY

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF LYNCHBURG, VIRGINIA:

SECTION 1. Findings and Determinations. The Council (the "Council") of the City of Lynchburg, Virginia (the "City"), hereby finds and determines as follows:

(a) At the request of Riverfront Development Limited Liability Corporation ("RDLLC"), the Council authorized the City to prepare and to submit to the United States Department of Housing and Urban Development ("HUD") an application for a guarantee of a loan (the "Original Loan") by the City, as Borrower, in the amount of \$3,200,000 pursuant to the Section 108 Loan Guarantee Program to finance costs related to the BluffWalk Center riverfront redevelopment project in the City (the "Project") then being developed by RDLLC.

(b) In connection with the guarantee of the Original Loan by the City in the amount of \$3,200,000 pursuant to the Section 108 Loan Guarantee Program, the City, as Borrower, was required to execute and deliver a Contract for Loan Guarantee Assistance Under Section 108 of the Housing and Community Development Act of 1974, As Amended, 42 U.S.C. §5308 (the "Original Loan Guarantee Contract"), by and between the City, as Borrower, and the Secretary of Housing and Urban Development (the "HUD Secretary"), as guarantor of the Original Loan and a Promissory Note, dated June 30, 2004, in the principal amount of not to exceed \$3,200,000 executed and delivered by the City (the "Original Promissory Note") evidencing the Original Loan.

(c) In accordance with the provisions of the Original Loan Guarantee Contract and the Original Promissory Note, the City pledged as security for the payment of the principal of and interest on the Original Loan and the Original Promissory Note (i) all allocations or grants which have been made or for which the City, as Borrower, may become eligible under Section 106 of the Community Development Act of 1974 (the "Act"), also known as Community Development Block Grants, as well as any grants which are or may become available to the City, as Borrower, pursuant to Section 108(q) of the Act, also known as Economic Development Grants; (ii) program income directly generated from the use of Guaranteed Loan Funds (as such term is defined in the Original Loan Guarantee Contract); (iii) other security as described in Paragraph 15 of the Original Loan Guarantee Contract; (iv) all proceeds (including insurance and condemnation proceeds) from any of the foregoing; and (v) all funds or investments in the accounts established pursuant to Paragraphs 1 and 6 of the Original Loan Guarantee Contract.

(d) Notwithstanding any other provisions of the Original Loan Guarantee Contract, the Fiscal Agency/Trust Agreements (as defined in the Original Loan Guarantee Contract) or the Original Promissory Note, it was provided that any recovery against the City, as Borrower, for any liability for amounts due pursuant to the Original Loan Guarantee Contract, the Fiscal Agency/Trust Agreements or the Original Promissory Note would be limited to the sources of security pledged in Paragraph 5 or any Special Conditions of the Original Loan Guarantee Contract, and neither the general credit nor the taxing power of the City, as Borrower, or of the Commonwealth of Virginia, would be pledged for any payment due under the Original Loan Guarantee Contract, the Fiscal Agency/Trust Agreements or the Original Promissory Note.

(e) In the judgment of the Council, it is necessary and expedient to authorize the City to contract a debt in the principal amount of not to exceed One Million Five Hundred Eighty Thousand Dollars (\$1,580,000) (such debt being defined hereinafter as the "Refunding Loan") in connection with the refunding of the Original Promissory Note issued to finance costs related to the Project and to authorize the City to execute and deliver a Contract for Loan Guarantee Assistance (the "Contract for Loan Guarantee Assistance") to the HUD Secretary and to execute and deliver the Refunding Promissory Note (as defined hereinafter) evidencing the Refunding Loan.

(f) The Refunding Loan evidenced by the Refunding Promissory Note will result in debt service savings to the City.

SECTION 2. Authorization of Refunding Loan. Pursuant to Chapter 26 of Title 15.2 of the Code of Virginia, 1950 (the same being the Public Finance Act of 1991), for the purpose of refunding the outstanding principal amount of the Original Promissory Note issued to finance costs related to the BluffWalk Center riverfront redevelopment project in the City, the City is hereby authorized to contract a debt in the amount of not to exceed One Million Five Hundred Eighty Thousand Dollars (\$1,580,000) (such debt being referred to herein as the "Refunding Loan"). The Loan shall be evidenced by a promissory note in the principal amount of not to exceed \$1,580,000 to be executed and delivered by the City (the "Refunding Promissory Note"), and the Refunding Loan and the Refunding Promissory Note shall be guaranteed by the HUD Secretary, as guarantor pursuant to the Section 108 Loan Guarantee Program and a Contract for Loan Guarantee Assistance Under Section 108 of the Housing and Community Development Act of 1974, As Amended, 42 U.S.C. §5308 (the "Contract for Loan Guarantee Assistance"), by and between the City, as Borrower, and the HUD Secretary, as guarantor of the Refunding Loan and the Refunding Promissory Note evidencing the Refunding Loan. The Director of Financial Services of the City is hereby authorized to determine the principal amount of the Refunding Loan, the rate of interest to be borne by the Refunding Loan and the dates on which such interest shall be payable, the dates on which principal of the Refunding Loan shall be payable and the principal of the Refunding Loan payable on each such principal amount date, the provisions for the redemption or prepayment of the Refunding Loan at the option of the City and the premium, if any, payable upon the redemption or prepayment of the Refunding Loan; *provided, however*, (i) in no event shall the rate of interest borne by the Refunding Loan exceed six per centum (6%) per annum; (ii) in no event shall the final installment of principal of the Refunding Loan be due and payable later than twenty (20) years after the date of the Refunding Loan; and (iii) in no event shall the premium payable upon the redemption or prepayment of the Refunding Loan exceed three per centum (3%).

SECTION 3. Authorization of Execution and Delivery of Refunding Promissory Note. The Refunding Promissory Note shall be in such form, consistent with the provisions of this Resolution, as shall be determined by the Director of Financial Services of the City, and shall be executed, for and on behalf of the City, by the manual signature of the City Manager of the City.

SECTION 4. Authorization of Execution and Delivery of Contract for Loan Guarantee Assistance. The Contract for Loan Guarantee Assistance shall be in such form, consistent with the provisions of this Resolution, as shall be approved by the Director of Financial Services of the City, and the City Manager is hereby authorized to execute and deliver the Contract for Loan Guarantee Assistance on behalf of the City.

SECTION 5. Security for Refunding Loan and Refunding Promissory Note. (a) In accordance with the provisions of the Contract for Loan Guarantee Assistance and the Refunding Promissory Note, the City hereby pledges as security for the payment of the principal of and interest on the Refunding Loan and the Refunding Promissory Note (i) all allocations or grants which have been made or for which the City, as Borrower, may become eligible under Section 106 of the Community Development Act of 1974 (hereinbefore defined as the "Act"), also known as Community Development Block Grants, as well as any grants which are or may become available to the City, as Borrower, pursuant to Section 108(q) of the Act, also known as Economic Development Grants; (ii) program income directly generated from the use of Guaranteed Loan Funds (as such term is defined in the Contract for Loan Guarantee Assistance); (iii) other security as described in Paragraph 15 of the Contract for Loan Guarantee Assistance; (iv) all proceeds (including insurance and condemnation proceeds) from any of the foregoing;

and (v) all funds or investments in the accounts established pursuant to Paragraphs 1 and 6 of the Contract for Loan Guarantee Assistance.

(b) Notwithstanding any other provisions of the Contract for Loan Guarantee Assistance or the Refunding Promissory Note, any recovery against the City, as Borrower, for any liability for amounts due pursuant to the Contract for Loan Guarantee Assistance or the Refunding Promissory Note will be limited to the sources of security pledged in Paragraph 5 or any Special Conditions of the Contract for Loan Guarantee Assistance, and neither the general credit nor the taxing power of the City, as Borrower, or of the Commonwealth of Virginia, shall be pledged for any payment due under the Contract for Loan Guarantee Assistance or the Refunding Promissory Note.

SECTION 6. Further Action. The City Manager, the Director of Financial Services, the Clerk of Council and other officials of the City, together or separately, are hereby authorized to execute from time to time such further documents or take any and all such further action as upon the advice of counsel to the City (including the City Attorney and Bond Counsel to the City) they or any of them shall deem necessary or desirable in order to carry out, give effect to and consummate the transactions contemplated by this Resolution and by the documents referred to in or approved by this Resolution.

SECTION 7. Filing of Resolution with Circuit Court. The City Attorney of the City is directed to file a copy of this Resolution, certified by the Clerk of Council of the City to be a true and correct copy hereof, with the Circuit Court of the City in accordance with Section 15.2-2607 of the Code of Virginia, 1950.

SECTION 8. Repeal of Conflicting Ordinances, Resolutions and Other Proceedings. All ordinances, resolutions and other proceedings in conflict herewith are, to the extent of such conflict, repealed.

SECTION 9. Effectiveness of Resolution. This Resolution shall take effect upon its adoption.

Adopted:

Certified: _____
Clerk of Council

036V

RESOLUTION:

BE IT RESOLVED that the FY 2015 Community Development Block Grant budget is amended and \$7,900 is appropriated with resources from Community Development Block Grant Restricted Fund Balance funds reserved by debt payments as required by HUD for issuance costs related to the refunding of the Series 2004-A note.

Introduced:

Adopted:

Certified: _____
Clerk of Council

037V

LYNCHBURG CITY COUNCIL

Agenda Item Summary

MEETING DATE: **April 28, 2015**

AGENDA ITEM NO.: 7

CONSENT: REGULAR: **X**

WORK SESSION:

CLOSED SESSION:

(Confidential)

ACTION: **X**

INFORMATION:

ITEM TITLE: 1) Adopt and Appropriate the FY 2016 Operating Budget; 2) Adopt the FY 2016-2020 Capital Improvement Program; 3) Adopt and Appropriate the FY 2016 Capital Budget; 4) Adopt a Resolution Authorizing the City Manager to Award Monetary Incentives, Awards, and Bonuses to Employees for Exceptional Services; 5) Adopt a Resolution requiring City Council approval to spend Poverty Initiative funds; and 6) Adopt a Resolution to set the personal property tax relief rate.

RECOMMENDATION: Adopt and appropriate the FY 2016 Operating Budget; adopt the FY 2016-2020 Capital Improvement Program; adopt and appropriate the FY 2016 Capital Budget; adopt a resolution authorizing the City Manager to award monetary incentives, awards, and bonuses to employees for exceptional services; adopt a resolution requiring City Council approval to spend Poverty Initiative funds; and adopt a resolution to set the personal property tax relief rate.

SUMMARY: Following the March 31, 2015 Public Hearing for the FY 2016 Budget, Council adjusted the Proposed FY 2016 General Fund Budget as follows:

General Fund

<u>Revenues and Use of Fund Balance</u>	<u>Proposed Operating Budget</u>	<u>Adjustments</u>	<u>Revised Budget</u>
Revenues	\$174,636,269	\$346,675	\$174,982,944
Use of Fund Balance	10,015,040	(93,134)	9,921,906
Total Revenues and Use of Fund Balance	\$184,651,309	\$253,541	\$184,904,850
 <u>Expenditures</u>			
Operations	\$113,009,617	\$343,541	\$113,353,158
Debt Service	17,211,443		17,211,443
Schools-Operations	41,064,276		41,064,276
Greater Lynchburg Transit Company	1,394,038		1,394,038
Transfers to Other Funds	1,301,196		1,301,196
Reserves	3,572,414	(822,204)	2,750,210
Capital Improvements	7,098,325	732,204	7,830,529
Total Expenditures, Reserves, and Transfers	\$184,651,309	\$253,541	\$184,904,850

Based on City Council's Work Session discussions regarding the FY 2016 budget, staff made the following adjustments:

To Revenues and Use of Fund Balance:

1. Added \$160,000 in Local Sales Tax based on updated revenue projections.
2. Reduced Business License Tax by \$97,200 based on updated revenue projections.
3. Reduced Lodging Tax by \$100,000 based on updated revenue projections.
4. Added \$170,000 in Meals Tax based on updated revenue projections.
5. Reduced Court Fines and Fees by \$40,000 due to the State returning less revenue to the City.
6. Added \$30,000 as a result of the increased value of Campbell County's Wards Crossing West property and the revenue sharing agreement with the City.
7. Eliminated the \$325,447 Local Aid to the Commonwealth.

8. Reduced Local Law Enforcement (HB 599) revenue by \$123,572 to reflect the latest level of funding proposed by the General Assembly.
9. Added \$22,000 to the Indirect Cost federal reimbursement.
10. Reduced the use of fund balance by \$90,000 to fund streetscape design at FY 2015 Third Quarter.
11. Added \$3,134 to unassigned fund balance.

To Expenditures:

1. Added \$55,100 to the Emergency Services budget to overhire a Network Administrator position.
2. Added \$76,794 to the Public Works budget for an Engineer position.
3. Added \$8,545 to the Social Services budget for burial assistance.
4. Added \$20,200 to the Library budget for personnel costs not included in the City Manager's Proposed Budget.
5. Added \$150,000 to Non-departmental for Parks and Recreation and Social Services market adjustments.
6. Reduced the Blue Ridge Regional Jail Authority payment by \$2,098.
7. Eliminated the \$822,204 Capital Maintenance Reserve and increased the transfer to capital by \$732,204 to fund the Streetscape Improvements Downtown project (\$632,204), the Clay Street Reservoir – Adaptive Reuse Design and Feasibility Study (\$50,000), and the Jefferson Park Master Plan (\$50,000).
8. Added \$25,000 to the Non-departmental budget for recruitment costs.
9. Added \$10,000 to the Council/Manager's budget for Council training and travel.

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

Also, State code requires the personal property tax relief rate be set at the time the budget is adopted.

Adopting Resolutions A, B, E, H, I, J, K, L, M, N, O, P, and Q require a majority vote of all of the members of City Council in attendance, said vote to be taken by ayes and noes.

Adopting Resolutions C, D, F, and G require a two-thirds majority vote (i.e. five of seven) among the members elected to City Council, said vote to be taken by ayes and noes.

HOME Fund

The HOME Fund is adjusted by \$34,940 to reflect a decrease based on the actual federal entitlement award.

Community Development Block Grant Fund

The Community Development Block Grant Fund is adjusted by a net amount of \$13,894 to reflect a \$14,586 increase in the actual federal entitlement award offset by a \$692 decrease in program income.

City Capital Projects Fund

The City Capital Projects Fund is adjusted by \$1,163,647 to include: \$50,000 for an adaptive reuse design for Clay Street Reservoir, \$50,000 for Jefferson Park Landfill, \$1,102,952 for Streetscape Improvements Downtown, and a reduction in CDBG funding of (\$39,305) for Fifth Street Phase III based on actual amounts approved by the Community Development Advisory Committee.

Fund Balance

With the adjustments noted above, the General Fund undesignated fund balance as of June 30, 2016 is projected to be \$17,435,725 or 10.0% of revenues. Council's target for undesignated fund balance is 10% of revenues.

PRIOR ACTION(S):

March 10, 17, 24, April 14, 2015 – City Council Work Sessions

March 31, 2015 – Public Hearing on the Proposed FY 2016 Budgets for General Government, Schools, Water, Sewer, Stormwater, Airport, and Other Funds, and the FY 2016 - 2020 Capital Improvement Program

BUDGET IMPACT:

See attached budget resolution.

CONTACT(S):

L. Kimball Payne, III, City Manager, 455-3990

Bonnie Svrcek, Deputy City Manager, 455-3990

Donna Witt, Director of Financial Services, 455-3968

ATTACHMENT(S):

Attachment A: Balancing the FY 2016 General Fund Budget; and Resolutions to 1) adopt and appropriate the FY 2016 Operating Budget; 2) adopt the FY 2016-2020 Capital Improvement Program; 3) adopt and appropriate the FY 2016 Capital Budget; 4) adopt a resolution authorizing the City Manager to award monetary incentives, awards, and bonuses to employees for exceptional services; 5) adopt a resolution requiring City Council approval to spend Poverty Initiative funds, and 6) adopt a resolution to set the personal property tax relief rate.

REVIEWED BY: lkp

038V

ATTACHMENT A

BALANCING THE FY 2016 GENERAL FUND BUDGET

Revenues and Use of Fund Balance

Proposed Revenues (from the FY 2016 Proposed Operating Budget)	\$174,636,269
Use of Fund Balance	10,015,040
Total Proposed Revenues and Use of Fund Balance	\$184,651,309

Adjustments: Revenue Summary

<i>Non-dedicated Revenue Adjustments</i>	<u>Increase/(Decrease)</u>
Local Sales Tax	\$160,000
Business License Tax	(97,200)
Lodging Tax	(100,000)
Meals Tax	170,000
Fines and Fees	(40,000)
Charges for Services	30,000
<i>Dedicated Revenue Adjustments</i>	
Local Aid to the Commonwealth	325,447
Local Law Enforcement (HB599)	(123,572)
Indirect Cost	22,000
<i>Use of Fund Balance Adjustments</i>	
Pay-As-You-Go	(90,000)
Addition to Fund Balance	(3,134)
Revised Revenues and Use of Fund Balance	\$184,904,850

Expenditures, Reserves, and Transfers

Proposed Expenditures, Reserves, and Transfers (from the FY 2016 Proposed Operating Budget)	\$184,651,309
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Adjustments: Expenditures, Reserves, and Transfers

	<u>Increase/(Decrease)</u>
Emergency Services department - Network Administrator overhire	\$55,100
Add an Engineer position in Public Works	76,794
Burial assistance costs in Social Services	8,545
Personnel costs for the Library	20,200
Market adjustments for Parks and Recreation and Social Services	150,000
Blue Ridge Regional Jail Authority	(2,098)
Eliminate Capital Maintenance Reserve	(822,204)
Transfer to Capital for Pay-As-You-Go Projects	732,204
Funds to assist with recruitment expenses	25,000
Council training and travel	10,000
Revised Expenditures	\$184,904,850

Balance of Revised Revenues, Use of Fund Balance, and Expenditures	\$0
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A. BE IT RESOLVED that by majority vote the FY 2016 General Fund Operating Budget (excluding External Service Providers and Component Units expenditures) including the revenues and expenditures proposed by the City Manager and revised by City Council be adopted as the annual operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated:

GENERAL FUND INCOME		GENERAL FUND EXPENDITURES	
Beginning Balance	\$26,992,591	General Government	\$12,546,736
<u>Non-Dedicated Revenues</u>		Judicial Administration	4,826,762
General Property Taxes	77,220,620	Public Safety	35,145,550
Other Local Taxes	51,532,711	Public Works	17,657,871
Permits, Privilege Fees and Licenses	728,133	Health and Welfare	17,920,280
Fines & Forfeitures	442,500	Parks, Recreation and Cultural	5,368,732
Use of Money & Property	314,734	Community Development	4,321,539
Charges for Services	3,326,352	Non-Departmental	7,391,058
Miscellaneous	236,000	Transfer to Other Funds	1,301,196
Revenue from the Commonwealth	6,217,584	General Fund - Debt Service	8,515,623
<u>Dedicated Revenues</u>		Schools - Debt Service	8,695,820
Revenue from Use of Money & Property		Reserves	2,750,210
Charges for Services	4,055,248	Transfer to Capital - City	7,830,529
Recreation Revenue	373,100	Ending Balance	17,435,725
Parking	515,000	Subtotal	\$151,707,631
Miscellaneous	2,329,755		
Revenue from the Commonwealth		External Service Providers ¹	\$8,174,630
Categorical Aid - State Shared Expenditures	3,082,483		
Categorical Aid	17,950,703	Component Units ¹	\$42,458,314
Revenue from the Federal Government	6,658,021		
Use of Reserves and Committed/Assigned Fund Balance	365,040	Total	<u>\$202,340,575</u>
Total	<u>\$202,340,575</u>		

¹ To be considered separately

Introduced: April 28, 2015

Adopted:

Certified:

Clerk of Council

B. BE IT RESOLVED that by majority vote the FY 2016 Mandated and Contractual External Service Providers Budget of \$8,086,819 proposed by the City Manager and revised by City Council be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated:

MANDATED

Blue Ridge Regional Jail Authority.....	\$5,586,635
Horizon Behavioral Health.....	457,323
Health Department	830,977
TOTAL MANDATED	<u>\$6,874,935</u>

CONTRACTUAL

Central Virginia Regional Radio Board.....	\$692,034
Lynchburg Humane Society - Operating	351,697
Southern Memorial Association (Old City Cemetery)	132,438
Virginia Cooperative Extension Service	35,715
TOTAL CONTRACTUAL	<u>\$1,211,884</u>

Introduced: April 28, 2015

Adopted:

Certified:

Clerk of Council

C. BE IT RESOLVED that by two – thirds majority vote (five of seven) the FY 2016 Central Virginia Alliance for Community Living (formerly Central Virginia Area Agency on Aging) Budget of \$15,000 proposed by the City Manager be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated.

Introduced: April 28, 2015

Adopted:

Certified:

Clerk of Council

D. BE IT RESOLVED that by two – thirds majority vote (five of seven) the FY 2016 Central Virginia Community College Board and Related Operations Budget of \$1,900 proposed by the City Manager be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated.

Introduced: April 28, 2015

Adopted:

Certified:

Clerk of Council

E. BE IT RESOLVED that by majority vote the FY 2016 Robert E. Lee Soil & Water Conservation District Budget of \$10,000 proposed by the City Manager be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated.

Introduced: April 28, 2015

Adopted:

Certified:

Clerk of Council

F. BE IT RESOLVED that by two – thirds majority vote (five of seven) the FY 2016 Virginia Legal Aid Society Budget of \$10,816 proposed by the City Manager be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated.

Introduced: April 28, 2015

Adopted:

Certified:

Clerk of Council

G. BE IT RESOLVED that by two – thirds majority vote (five of seven) the FY 2016 Amazement Square Real Estate Tax Refund Budget of \$5,604 proposed by the City Manager be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated.

Introduced: April 28, 2015

Adopted:

Certified:

Clerk of Council

H. BE IT RESOLVED that by majority vote the FY 2016 Region 2000 Local Government Council Budget of \$44,491 proposed by the City Manager be adopted as part of the operating budget of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated.

Introduced: April 28, 2015

Adopted:

Certified: _____

Clerk of Council

I. BE IT RESOLVED that by majority vote the FY 2016 School Operating Budget, including the revenues and expenditures proposed by the City Manager, be adopted for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated:

SCHOOL INCOME		SCHOOL EXPENDITURES	
Beginning Balance	\$0	Operations	\$91,332,123
State	47,984,627	Grant Funded Expenditures	9,237,737
Federal	426,000	Ending Balance	0
Grants	9,237,737	Total	<u>\$100,569,860</u>
Local – Operating	41,064,276		
Miscellaneous	1,857,220		
Total	<u>\$100,569,860</u>		

Introduced: April 28, 2015

Adopted:

Certified: _____

Clerk of Council

J. BE IT RESOLVED that by majority vote the FY 2016 Greater Lynchburg Transit Company Budget including the revenues and expenditures proposed by the City Manager be adopted for the fiscal year beginning July 1, 2015 and ending June 30, 2016 and said funds be appropriated:

GREATER LYNCHBURG TRANSIT COMPANY INCOME		GREATER LYNCHBURG TRANSIT COMPANY EXPENDITURES	
Beginning Balance	\$0	Operations	\$7,747,809
Fares	1,142,171	Ending Balance	0
Contracts	76,000	Total	<u>\$7,747,809</u>
Federal	2,034,000		
State	1,527,690		
Local - Operating	1,394,038		
Partners	1,431,418		
Miscellaneous	142,492		
Total	<u>\$7,747,809</u>		

Introduced: April 28, 2015

Adopted:

Certified: _____

Clerk of Council

K. BE IT RESOLVED that by majority vote the FY 2016 budgets of the funds mentioned herein be adopted for the purposes herein mentioned and said funds be appropriated from the funds and resources of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016:

FLEET SERVICES FUND INCOME		FLEET SERVICES FUND EXPENDITURES	
Beginning Balance	\$1,076,328	Operations	\$6,576,300
Revenues	6,787,691	Debt Service	474,210
Total	<u>\$7,864,019</u>	Ending Balance	813,509
		Total	<u>\$7,864,019</u>
AIRPORT FUND INCOME		AIRPORT FUND EXPENDITURES	
Beginning Balance	\$250,000	Operations	\$2,290,466
Revenue from Cost Centers	2,363,477	Debt Service	140,414
Interest and Other	22,000	Ending Balance	250,000
Use of Reserves	45,403	Total	<u>\$2,680,880</u>
Total	<u>\$2,680,880</u>		
WATER FUND INCOME		WATER FUND EXPENDITURES	
Beginning Balance	\$6,788,248	Operations	\$9,603,246
Charges for Service	11,856,798	Debt Service	4,316,541
Water Contracts (Amherst/Bedford/Campbell/Industrial)	2,683,240	Transfer to Water Capital Fund	1,250,000
Interest and Other	268,231	Ending Balance	6,426,730
Total	<u>\$21,596,517</u>	Total	<u>\$21,596,517</u>
SEWER FUND INCOME		SEWER FUND EXPENDITURES	
Beginning Balance	\$9,644,921	Operations	\$10,494,630
Charges for Services	18,057,456	Debt Service	9,370,351
Sewer Contracts (Amherst/Bedford/Campbell/Industrial)	3,276,767	Transfer to Sewer Capital Fund	1,500,000
Interest and Other	126,727	Ending Balance	9,740,890
Total	<u>\$31,105,871</u>	Total	<u>\$31,105,871</u>
STORMWATER FUND INCOME		STORMWATER FUND EXPENDITURES	
Beginning Balance	\$1,160,974	Operations	\$2,671,239
Charges for Services	3,149,400	Transfer to Capital Fund	1,150,000
State Categorical Aid	275,000	Ending Balance	821,413
Miscellaneous	57,278	Total	<u>\$4,642,652</u>
Total	<u>\$4,642,652</u>		
ASSET FORFEITURE FUND INCOME		ASSET FORFEITURE FUND EXPENDITURES	
Beginning Balance	\$108,943	Operations	\$48,296
Revenue	0	Ending Balance	60,647
Total	<u>\$108,943</u>	Total	<u>\$108,943</u>
COMPREHENSIVE SERVICES ACT FUND INCOME		COMPREHENSIVE SERVICES ACT FUND EXPENDITURES	
Beginning Balance	\$423,103	Operations	\$5,062,797
Miscellaneous	110,000	Ending Balance	423,103
Transfer from General Fund	1,238,852	Total	<u>\$5,485,900</u>
Lynchburg City School Transfer	196,541		
Revenue from the Commonwealth	3,517,404		
Total	<u>\$5,485,900</u>		
HOME FUND INCOME		HOME FUND EXPENDITURES	
Beginning Balance	\$0	Operations	\$305,985
Federal Entitlement	305,985	Ending Balance	0
Total	<u>\$305,985</u>	Total	<u>\$305,985</u>
LYNCHBURG BUSINESS DEVELOPMENT CENTRE INCOME		LYNCHBURG BUSINESS DEVELOPMENT CENTRE EXPENDITURES	
Beginning Balance	\$125,385	Operations	\$0
Revenue	0	Ending Balance	125,385
Total	<u>\$125,385</u>	Total	<u>\$125,385</u>

LEAF FUND INCOME

Beginning Balance	\$191,009
Pledges/Donations	0
Total	<u>\$191,009</u>

REGIONAL JUVENILE DETENTION CENTER FUND INCOME

Beginning Balance	\$100,000
Charges for Services	1,734,159
Intergovernmental	1,119,463
Total	<u>\$2,953,622</u>

RISK MANAGEMENT FUND INCOME

Beginning Balance	\$2,338,290
Charges for Services	972,587
Interest	15,000
Subrogation	0
Total	<u>\$3,325,877</u>

SPECIAL WELFARE FUND INCOME

Beginning Balance	\$76,312
Donations and Restitutions	68,450
Interest	2,000
Revenue from the Commonwealth	8,500
Total	<u>\$155,262</u>

TECHNOLOGY FUND INCOME

Beginning Balance	\$1,868,694
Use of Money & Property	9,000
Transfer from General Fund	622,294
Total	<u>\$2,499,988</u>

CITY/FEDERAL/STATE AID FUND INCOME

Beginning Balance	\$0
Revenue from the Federal Government	1,803,747
Revenue from the Commonwealth	1,007,248
Other	106,160
In-Kind	23,706
Transfer from General Fund	97,121
Total	<u>\$3,037,982</u>

COMMUNITY DEVELOPMENT BLOCK GRANT INCOME

Beginning Balance	\$1,250,888
Federal Entitlement	686,040
Program Income	1,708
Total	<u>\$1,938,636</u>

LEAF FUND EXPENDITURES

Operations	\$0
Ending Balance	191,009
Total	<u>\$191,009</u>

REGIONAL JUVENILE DETENTION CENTER FUND EXPENDITURES

Operations	\$2,723,269
Debt Service	130,353
Ending Balance	100,000
Total	<u>\$2,953,622</u>

RISK MANAGEMENT FUND EXPENDITURES

Operations	\$287,131
Insurance and Claims	689,800
Ending Balance	2,348,946
Total	<u>\$3,325,877</u>

SPECIAL WELFARE FUND EXPENDITURES

Operations	\$104,700
Ending Balance	50,562
Total	<u>\$155,262</u>

TECHNOLOGY FUND EXPENDITURES

Operations	\$844,875
Capital Outlay	102,000
Ending Balance	1,553,113
Total	<u>\$2,499,988</u>

CITY/FEDERAL/STATE AID FUND EXPENDITURES

Operations	\$3,037,982
Ending Balance	0
Total	<u>\$3,037,982</u>

COMMUNITY DEVELOPMENT BLOCK GRANT EXPENDITURES

Operations	\$857,882
Ending Balance	1,080,754
Total	<u>\$1,938,636</u>

Introduced: April 28, 2015

Adopted:

Certified:

Clerk of Council

L. BE IT RESOLVED that by majority vote the revised FY 2016 - 2020 Capital Improvement Program is hereby adopted.

Adopted:

Certified: _____
Clerk of Council

M. BE IT RESOLVED that by majority vote the FY 2016 Capital Budget proposed by the City Manager and revised by City Council is hereby adopted and said funds be appropriated from the funds and resources of the City of Lynchburg for the fiscal year beginning July 1, 2015 and ending June 30, 2016 in the total amount of \$20,229,637 for the City Capital Projects Fund, \$1,400,000 for the Airport Capital Projects Fund, \$3,950,000 for the Water Capital Projects Fund, \$2,320,000 for the Sewer Capital Projects Fund, and \$2,855,275 for the Stormwater Capital Projects Fund.

Introduced: April 28, 2015

Adopted:

Certified: _____
Clerk of Council

N. BE IT RESOLVED that by majority vote in accordance with Section 15.2-1508 of the Code of Virginia, 1950, as amended, City Council authorizes, and subject to the availability of appropriated funds, the payment of monetary incentives, awards, and bonuses to City employees for exceptional services rendered by those employees. Such monetary incentives, awards, or bonuses may not exceed \$5,000 or five percent of the employee's annual salary, whichever is greater. Such incentives, awards, and bonuses may be offered and paid for such exceptional services as defined in the procedural directives issued by the City Manager or his/her designee, including, but not necessarily limited to, any or all of the following purposes:

- (1) Individual incentive awards,
- (2) Special recognition awards,
- (3) Outstanding performance awards, and
- (4) Cost savings or revenue generating suggestion awards.

The Director of Human Resources shall administer the incentive award and bonus program. The types of incentives, awards, and bonuses and the types of exceptional services for which they may be granted; the amount of particular incentives, awards, and bonuses; and the selection criteria and process for particular incentives, awards, and bonuses shall be set forth in the procedural directives issued by the City Manager. The total amount paid in monetary incentives, awards, and bonuses shall not exceed \$60,000 annually.

Adopted:

Certified: _____
Clerk of Council

O. BE IT RESOLVED that FY 2016 General Fund Non-Departmental Poverty Initiative funds of \$50,000 may only be spent upon approval by a majority vote of City Council.

Adopted:

Certified: _____
Clerk of Council

P. BE IT RESOLVED that by majority vote \$50,000 of the FY 2016 Reserve for Contingencies funding is appropriated for use by the City Manager for the fiscal year beginning July 1, 2015 through June 30, 2016.

Introduced: April 28, 2015

Adopted:

Certified: _____
Clerk of Council

Q. BE IT RESOLVED that by majority vote in accordance with Section 14.2 (b) 2 of the Code of Virginia, 1950, as amended, the personal property tax relief rate for the fiscal year beginning July 1, 2015 through June 30, 2016 shall be set at 48.51%.

Adopted:

Certified: _____
Clerk of Council