## The City of Lynchburg, Virginia

**MEMORANDUM**

TO: City Council

FROM: L. Kimball Payne, III, City Manager

DATE: April 21, 2011

SUBJ: Final Budget Decisions

Staff has revised the FY 2012 Budget "List" to reflect the guidance received from Council during its meeting on April 12th. The revised list is consistent with the consensus scenario that developed during Council's discussion. This scenario is not assumed to be a final decision from which to develop the formal budget resolution without further direction from Council.

In addition to the scenario there are several other adjustments in the "List" that are explained below:

- The proposed funding for the LRCVB is adjusted down $17,275 based on 73% of the actual lodging tax revenues received from April 2010 through March 2011 as called for in the contract. The earlier number used in the proposed budget was based on an estimate of revenues.
- There is an expenditure adjustment of $100,000 from the Emergency Services Department Capital Outlay (for the E911 telephone system) to the Capital Projects Fund (for radios) in anticipation of receiving a grant for the E911 telephone system.
- There is an opportunity to convert a part-time Aide II in Social Services to full time at a minimal cost (less then $2000) that can be absorbed in the proposed budget and would help with work load challenges. That change is reflected on the "List" with no cost.
- Two items, Sheriff's protective gear and a contribution to the Fort Early building, are proposed as third quarter adjustments and are removed from the "List".
- The Debt Service Reserve for Heritage High School was used for balancing and increased due to the adjustments mentioned above.

Staff will review the revises "List" with Council on Tuesday with a goal of receiving final direction on the preparation of the adopting resolution for the FY 2012 Budget.

CC: Leadership Team

Attachment

# FY 2012 BUDGET "LIST"

| Staff Recommended Adjustments for General Fund | | *as of April 7, 2011* | *Work Session April 12, 2011* |
|---|---|---|---|
| **Revenues:** | | **Increase/(Decrease)** | **Increase/(Decrease)** |
| Dedicated Revenue | State Aid - Constitutional Officers | ($48,450) | ($48,450) |
| | State Aid - Local Law Enforcement (HB 599) | 210,783 | 210,783 |
| | State Aid - Social Services Administration | (110,597) | (110,597) |
| | Federal Aid - Social Services Administration | 249,662 | 249,662 |
| **Total Staff Revenue Adjustments** | | **$301,398** | **$301,398** |
| | | | |
| **Expenditures:** | | **Increase/(Decrease)** | **Increase/(Decrease)** |
| Public Works/Parks and Recreation | Operations and maintenance of Ivy Creek and Riverfront Parks | $145,417 | $145,417 |
| External Service Providers | Lynchburg Health Department | 37,917 | 37,917 |
| External Service Providers | Lynchburg Regional Convention and Visitors Bureau - contract obligation | | (17,275) |
| Non-departmental | VRS adjustment 5%/5.6% | (816,793) | (816,793) |
| Emergency Services | Remove Capital Outlay funds for the E911 telephone system | | (100,000) |
| Transfers | City Capital Projects Fund - expense for radios | | 100,000 |
| Social Services | Convert a part-time Aide II to full-time [5] | | |
| **Total Staff Expenditure Adjustments** | | **($633,459)** | **($650,734)** |

| City Council - General Fund | | | |
|---|---|---|---|
| **Revenues:** | | **Increase/(Decrease)** | **Increase/(Decrease)** |
| | | | |
| **Total Suggested Revenue Adjustments** | | **$0** | **$0** |
| | | | |
| **Expenditures:** | | **Increase/(Decrease)** | **Increase/(Decrease)** |
| Council/Manager's Office | Legislative Liaison | ~~($84,700)~~ | |
| Council/Manager's Office | Deputy Clerk | ~~(56,368)~~ | |
| Council/Manager's Office | Memberships/Dues | ~~(52,244)~~ | |
| Communications and Marketing | Marketing/Public Relations funds | ~~(50,000)~~ | |
| Parks and Recreation | Community Market [1] | ~~(217,103)~~ | |
| Parking Management | Parking Management [1] | ~~(151,111)~~ | |
| Registrar/Electoral Board | Move May '12 local elections to November '12 | ~~(18,000)~~ | |
| Sheriff | Level fund temporary with FY 2011 Adopted | 32,295 | $32,295 |
| Sheriff | Fund temporary at requested amount | 21,540 | 21,540 |
| Sheriff | Protective wear ($3,250) [2] | ~~3,250~~ | |
| Component Units | GLTC [1] | ~~(200,000)~~ | |
| External Service Providers | Lynchburg Area Center for Independent Living (LACIL) [3] | ~~20,000~~ | |
| External Service Providers | Lynchburg Lifesaving/Rescue Squad | ~~(10,000)~~ | |
| External Service Providers | Virginia Cooperative Extension Service | ~~(29,163)~~ | |
| External Service Providers | Lynchburg Neighborhood Development Foundation (LNDF) [4] | ~~(25,000)~~ | |
| External Service Providers | Region 2000 Economic Development Council | ~~(31,586)~~ | |
| External Service Providers | Rebuilding Together | ~~50,000~~ | 25,000 |
| External Service Providers | Lynchburg Community Action Group (LynCAG) | ~~65,000~~ | 25,000 |
| External Service Providers | Fort Early ($10,000) [2] | | |
| External Service Providers | Lynchburg Regional Convention and Visitors Bureau level fund with FY 2011 | ~~(351,000)~~ | |
| Debt Service | Debt Service Reserve for Heritage High School | ~~1,000,000~~ | 598,297 |
| Non-Departmental | Bonus Reserve | | 250,000 |
| **Total Suggested Expenditure Adjustments** | | **($84,190)** | **$952,132** |

| | **Over/(Under)** | **Over/(Under)** |
|---|---|---|
| **BALANCE** | **($1,019,047)** | **$0** |

[1] Adjustments to these items will require extensive discussion in order to avoid unintended consequences.

[2] These items will be addressed with FY 2011 Third Quarter adjustments.

[3] LACIL submitted a request on March 10, 2011, seeking $20,000 in City support.

[4] LNDF will be moved from a Contractual to a Discretionary Agency.

[5] Based on savings resulting from personnel turnover, converting this position to full-time does not require any increase to the Manager's Proposed budget in FY 2012.

MEMORANDUM

TO: City Council
L. Kimball Payne, III, City Manager

FROM: Donna Witt, Director of Financial Services Donna
Bonnie Svrcek, Deputy City Manager Bonnie

SUBJECT: Response to Question Raised at the March 29, 2011 Budget Work Session

DATE: April 19, 2011

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At the March 29th Work Session on the FY 2012 Proposed Budget, a question was raised about the Lynchburg Lifesaving/Rescue Squad which required staff follow-up. Staff was still gathering information at the time the last memorandum was sent to Council; an answer is now available below.

***What is the City's return on investment in funding the Lynchburg Lifesaving/Rescue Squad? (Gillette)***

In FY 2010 the Lynchburg Lifesaving/Rescue Squad (LLSC) answered 375 calls for service; 302 of those were for ambulance transport services. When LLSC provides transportation, the City is able to bill the user for the service in the same manner it bills for ambulance transport services provided by the Fire Department. The charge for ambulance transport service is between \$325 and \$575 depending upon whether it is classified as non-emergency or emergency and other factors. Revenue the City receives from this billing goes to the General Fund and is included in the Ambulance Service Fees revenue.

c: Valeria Chambers

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

| | | | |
|---|---|---|---|
| MEETING DATE: **April 26, 2011** | | | AGENDA ITEM NO.: 2 |
| CONSENT: | REGULAR: | WORK SESSION: **X** | CLOSED SESSION: (Confidential) |
| ACTION: **X** | | INFORMATION: | |

ITEM TITLE: **Appropriation of Fund Balance from FY 2010 Unexpended School Operating Fund**

RECOMMENDATION:
Adopt a resolution to amend the FY 2011 General Fund Budget and appropriate $1,467,931 for transfer to the School Operating Fund with resources from unexpended FY 2010 School Operating appropriations to fund designated expenditures as identified in the attached letter dated March 29, 2011 from the Schools Superintendent.

SUMMARY:
This item came before City Council at the March 22, 2011 Work Session. Discussion was held by City Council and recommendations were made to the Superintendent and School Board for revisions.

The Superintendent sent a second letter dated March 29, 2011 that includes revisions as directed by the Lynchburg City School Board. The details of this request can be found in the attached letter from the Superintendent.

As noted before, the total fund balance is $2,498,449. An amount of $1,574,054 is included in the FY 2012 Proposed Budget to be used to fund an earlier request from the Schools for their FY 2012 Capital Improvement Program (CIP) projects. The attached letter from the Superintendent requests that only $1,030,518 of the fund balance be used for FY 2012 CIP projects due to the deferral of roof maintenance at Sheffield Elementary School ($350,000) and electrical service maintenance at Heritage Elementary School ($193,536).

PRIOR ACTION(S):
February 22, 2011 Finance Committee
March 22, 2011 Work Session

FISCAL IMPACT:
Transfer of available fund balance to the School Operating Fund

CONTACT(S):
Dr. Paul McKendrick, Ed.D. 522-3700 ext 101

ATTACHMENT(S):
Letter dated March 29, 2011 from Dr. McKendrick
Resolution

REVIEWED BY: lkp

RESOLUTION:

BE IT RESOLVED That the FY 2011 General Fund budget is amended and appropriate $1,467,931 for transfer to the School Operating Fund with resources from unexpended FY 2010 School Operating appropriations to fund designated expenditures as identified in the attached letter dated March 29, 2011 from the Schools Superintendent.

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

058L

LYNCHBURG CITY SCHOOLS

SCHOOL ADMINISTRATION BUILDING

915 Court Street
Post Office Box 2497
Lynchburg, Virginia 24505-2497

March 29, 2011

Mr. L. Kimball Payne, III
City Manager
City of Lynchburg
900 Church Street
Lynchburg, Virginia 24504

Dear Mr. Payne:

At its March 24, 2011, meeting, the Lynchburg City School Board directed me to amend its March 15, 2011, fund balance request to include a $300,000 allocation for the Heritage High School construction/renovation reserve. Thus, this project has been added to the original list that we presented during city council's March 22, 2011, work session.

Also, the school board is requesting that $300,000 be moved from its health care reserve as a third quarter adjustment and be placed in the school division's health insurance accounts payable account to cover the anticipated end of year costs. Further, the $1 million in the textbook reserve should remain intact until such time that the school board sees a need for its use.

The school board therefore has approved the use of the fund balance for the following projects. Please note that the costs are estimates but are close to the final costs as staff could determine.

| Project | Estimated Cost |
|---|---|
| Digital Radios for Buses | |
| • The Federal Communication Commission (FCC) has mandated that school bus radios use a narrower band by 2013. Lynchburg City Schools (LCS) will meet this requirement by purchasing digital radios. | $ 111,431 |
| Fiber Optic Equipment | |
| • LCS is contributing its share of the cost for the fiber optic equipment, costs that it is sharing with the city's technology department. Without this update, internet access for both organizations could be compromised, if not rendered useless. | $ 163,000 |

Energy Costs

- In light of the escalating costs for fuel, including electricity costs, the school division will probably need to amend its allocation for energy for this year. $ 300,000

Advanced Placement Exam Payments

- The Commonwealth's attorney general recently ruled that if school divisions require that students in Advanced Placement courses take the AP exams then the school divisions must pay for the exams. LCS' students are projected to take more than 1,200 exams this year. $ 85,000

Health Insurance Accounts Payable

- Presently, the school division has an allocation of $750,000 for this purpose. However, current health claims by LCS employees exceed that amount, and this is made more urgent because the school division cannot anticipate future claims. Further, at the end of the year, LCS is required to estimate and cover future claim payments for current year expenses. $ 500,000

Heritage High School Reserve

- These funds would be placed in the reserved designated for the future expenses for the construction/renovation of Heritage High School. $ 300,000

-

Eperitus Consulting

- Eperitus Consulting, from Richmond, curre ntly is assessing the school division's attendance zones to determine if capacity could be better used, especially in smaller schools, especially as related to state funding of various positions. $ 8,500

**TOTAL** **$ 1,467,931**

Thank you for your assistance and cooperation on this matter. Should you have questions or should you need further clarification on any of the aforementioned points, please contact me at your convenience at 434-522-3700, extension 101.

Regards,

Paul McKendrick

Paul McKendrick, Ed. D.
Superintendent

PM/wls

cc: Members, Lynchburg City Council
Members, Lynchburg City School Board

# The What, Why, How and When of Stormwater Management

April 26, 2011

Council Work Session

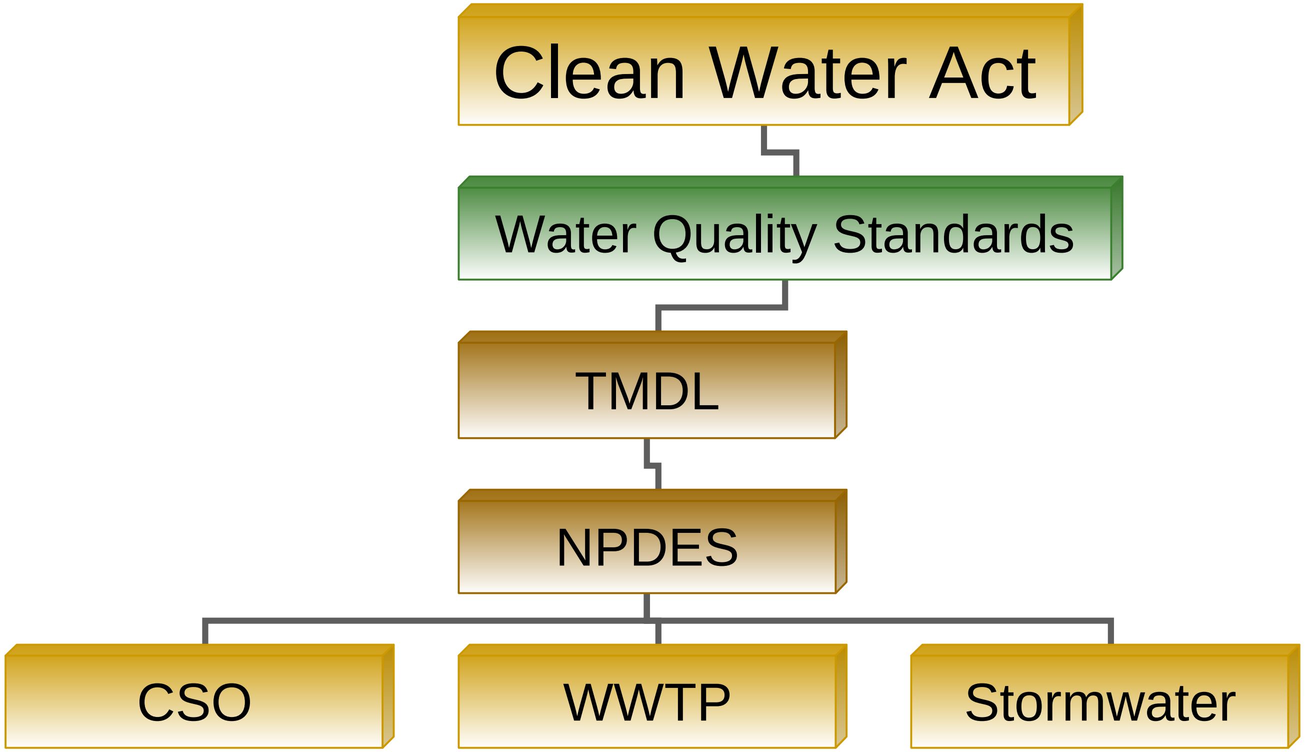
# The What

- Reorganize the **delivery** of stormwater services
- Reorganize the **funding** of stormwater services

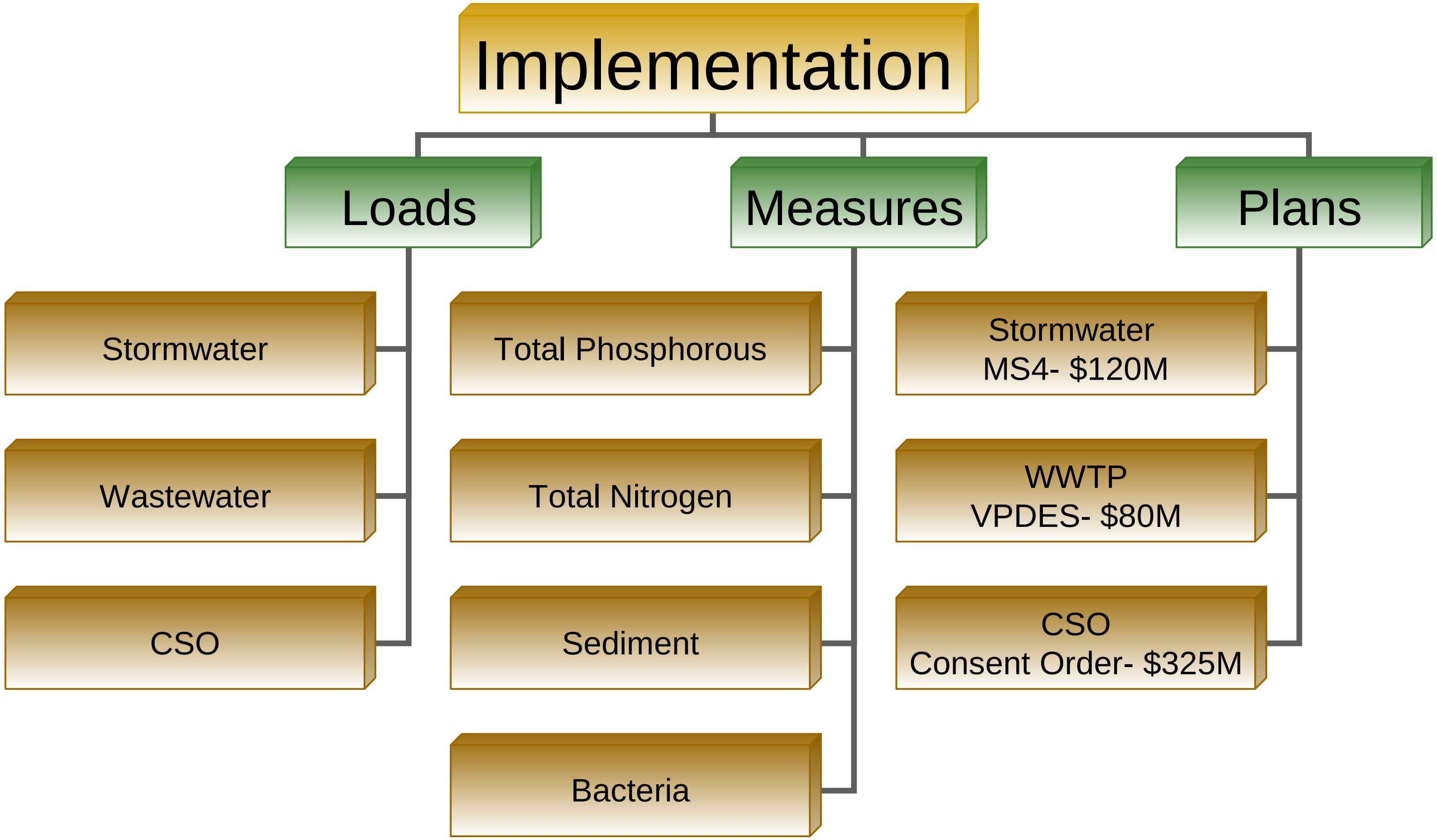
# The Why

- Regulations are increasing
- Stormwater services are increasing
- Organization is fragmented
- Infrastructure needs are unknown
- Funding; questions of fairness and equity

# The Why- Regulations are increasing



# The Why- Regulations are increasing



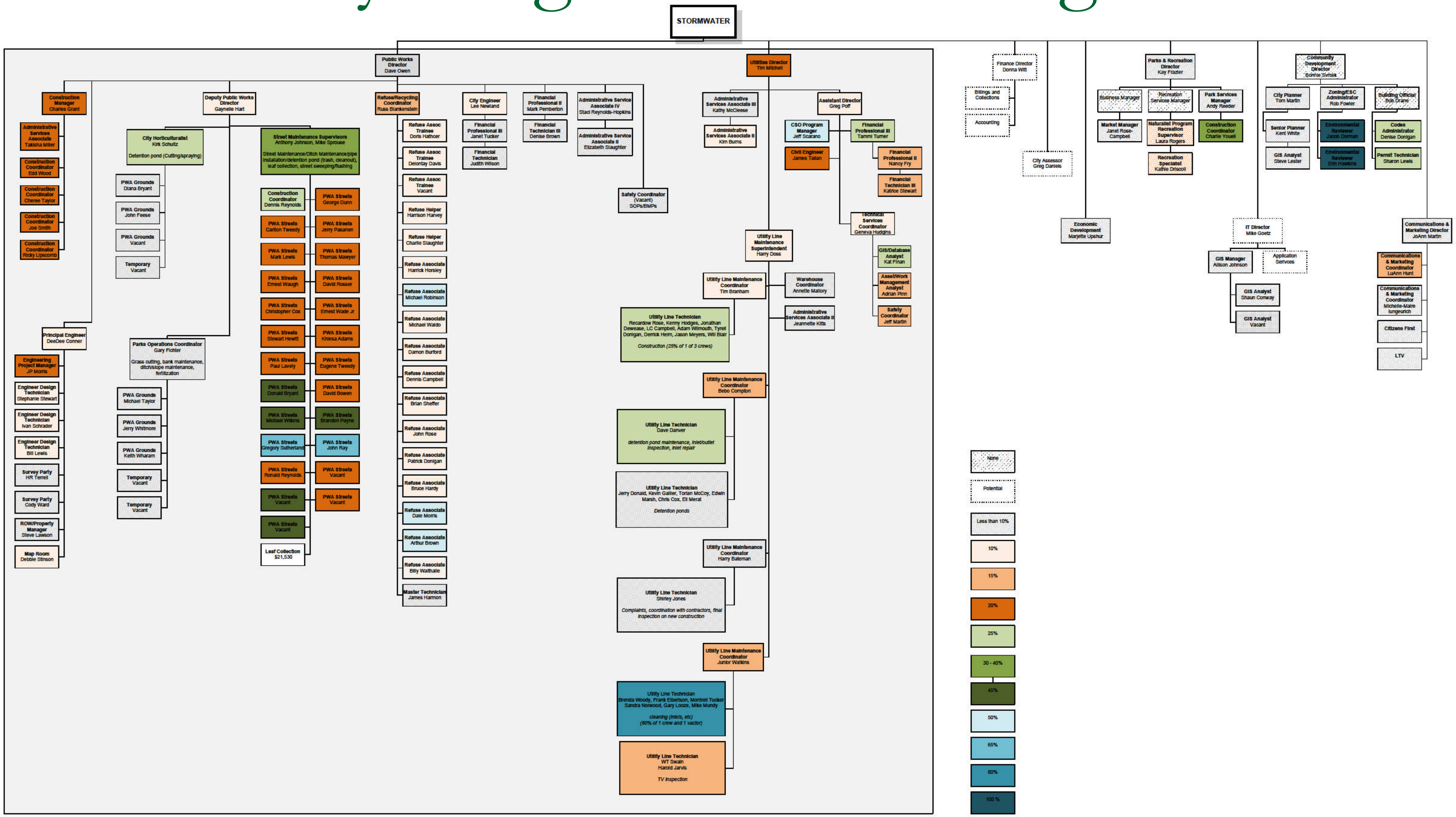
# The When- Regulations are increasing

- What we know:
  - MS4 (2013) and VPDES (2016) Permits
  - CSO Consent Order
  - General Watershed Nutrient Permit (2011)
  - State Stormwater Regulations (<2014)
  - Bacteria TMDL
- What we don't know:
  - Chesapeake Bay TMDL (WIP Ph. 2, Oct/Nov)
  - National Stormwater Regulations (2012)

# The Why- Services are increasing

- CSO adds 2 miles per year of storm pipe
- Public stormwater devices
  - 16 in 2007
  - 40 in 2011
  - 20+ under design
- Private stormwater devices
- Erosion & Sediment Control Program improvements

# The Why- Organization is fragmented



# The Why- Infrastructure needs are unknown

- What we know:
  - 50+ miles of storm pipe
  - 10,000+ inlets and outfalls
  - 100+ road culverts
  - No funding for improvements

- What we don't know:
  - Condition
  - Age
  - Location

# The How

- Organization
  - Stormwater Utility
  - Utilities Dept manages program and below ground
  - Public Works manages above ground
- Funding
  - Implement a fee for service
  - Implement a credit program
  - Alternative: General Fund Subsidy (taxes & fees)

# The When - Moving Forward

- Organization
  - Utility- July 1, 2011
- Funding
  - FY 12 - 100% General Fund
  - FY 13 (July 1, 2012) and beyond
    - fee for service
    - permit fees, etc.
    - GF Subsidy?
- Decisions needed by October 1, 2011
- Public Outreach; Expert Briefing?

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

| | | | |
|---|---|---|---|
| MEETING DATE: **April 26, 2011** | | | AGENDA ITEM NO.: 5 |
| CONSENT: | REGULAR: | WORK SESSION: **X** | CLOSED SESSION: (Confidential) |
| ACTION: **X** | | INFORMATION: | |

ITEM TITLE: **FY 2011 Third Quarter Budget Adjustments**

RECOMMENDATION: Adopt a resolution to amend the FY 2011 Adopted Budget and appropriate funds to implement revenue, expenditure, and transfer adjustments as identified on Attachment A for the General Operating, City/Federal/State Aid, City Capital Projects, Regional Airport Operating, Fleet Services, Asset Forfeiture, Comprehensive Services Act, Sewer Operating, and Sewer Capital Projects Funds.

SUMMARY: In March staff began a review of FY 2011 operating revenues and expenditures of the City's various funds to determine if adjustments were needed prior to the end of the fiscal year. Departments were requested to submit any adjustments that needed to be considered prior to the end of the fiscal year. Attachment A provides a list of proposed expenditure and revenue adjustments based on a third quarter review.

PRIOR ACTION(S): Adoption of the FY 2011 Operating Budget: May 25, 2010

BUDGET IMPACT: As noted on Attachment A, the impact to the General Fund Reserve for Contingencies is $413,418, leaving a balance of $706,768. An amount of $700,000 is included to be carried over to the FY 2012 General Fund Reserve for Contingencies.

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

ATTACHMENT(S): Attachment A: FY 2011 Third Quarter Detail – Revenues and Expenditures

REVIEWED BY: lkp

RESOLUTION:
BE IT RESOLVED that the FY 2011 budget is amended and that there be appropriated from the funds and resources of the City of Lynchburg the sums for the General Fund as identified on the FY 2011 Third Quarter Detail by Fund;

BE IT FURTHER RESOLVED that the FY 2011 budget is amended and that there be appropriated from the funds and resources of the City of Lynchburg the sums for the City/Federal/State Aid Fund as identified on the FY 2011 Third Quarter Detail by Fund;

BE IT FURTHER RESOLVED that the FY 2011 budget is amended and that there be appropriated from the funds and resources of the City of Lynchburg the sums for the City Capital Projects Fund as identified on the FY 2011 Third Quarter Detail by Fund;

BE IT FURTHER RESOLVED that the FY 2011 budget is amended and that there be appropriated from the funds and resources of the City of Lynchburg the sums for the Regional Airport Fund as identified on the FY 2011 Third Quarter Detail by Fund;

BE IT FURTHER RESOLVED that the FY 2011 budget is amended and that there be appropriated from the funds and resources of the City of Lynchburg the sums for the Fleet Services Fund as identified on the FY 2011 Third Quarter Detail by Fund;

BE IT FURTHER RESOLVED that the FY 2011 budget is amended and that there be appropriated from the funds and resources of the City of Lynchburg the sums for the Asset Forfeiture Fund as identified on the FY 2011 Third Quarter Detail by Fund;

BE IT FURTHER RESOLVED that the FY 2011 budget is amended and that there be appropriated from the funds and resources of the City of Lynchburg up to the sums for the Sewer Operating Fund as identified on the FY 2011 Third Quarter Detail by Fund; and

BE IT FURTHER RESOLVED that the FY 2011 budget is amended and that there be appropriated from the funds and resources of the City of Lynchburg up to the sums for the Sewer Capital Projects Fund as identified on the FY 2011 Third Quarter Detail by Fund; and

Introduced: Adopted:

Certified: ______________________________
Clerk of Council

060L

**ATTACHMENT A**

**FY 2011 THIRD QUARTER DETAIL**

**GENERAL FUND**

| DEPARTMENT/DIVISION | REVENUES | EXPENDITUR | PURPOSE |
|---|---|---|---|
| Blue Ridge Regional Jail | | $100,000 | Appropriate up to $100,000 to fund additional City cost for the Blue Ridge Regional Jail due to higher than anticipated occupancy by City residents. |
| Commonwealth Attorney | | $10,538 | Appropriation to replace server that will no longer be under warranty. |
| Emergency Services | $25,718 | $25,718 | Transfer funds from City Capital Projects Fund and appropriate to fund bonus paid to Emergency Services employees in December 2010. |
| Fire | $18,000 | $18,000 | Appropriate revenue from the sale of four defibrillators to purchase equipment and medical supplies. |
| GLTC | $283,000 | $283,000 | Transfer funds from GLTC City Capital Projects Fund and appropriate for operator labor costs ($170,000), and rising fuel costs ($113,000). |
| Police | | $150,000 | Appropriation for unanticipated overtime expenses due to staffing shortages. |
| Police | | $17,500 | Appropriation for increased expenditures related to new polygraph vendor, as well as an increase in narcotics investigative activities. |
| Police | | $10,200 | Appropriation for fuel purchased from external vendors. |
| Police | | $12,800 | Appropriation for public safety network security. |
| Sheriff | $23,156 | $23,156 | Increase in State funding for Master Deputy promotions and part-time hours. |
| Sheriff | | $31,000 | Funding for temporary detention orders. |
| Sheriff | | $3,250 | Appropriation for protective wear. |
| Sheriff | $1,413 | $4,726 | Funding for one year anniversary salary increases for one State funded, and one City funded Deputy. |
| Public Works | $7,000 | $7,000 | Appropriate revenues for Adopt-A-Bed-Program. |
| Social Services | $1,917,983 | $1,917,983 | Appropriate expenditures for ongoing social services programs based upon increased federal and state revenues. No additional local match is required. |
| Various Departments | $55,183 | | Transfer unspent local grant match to General Fund from City/Federal/State Aid Fund. |
| Circuit Court Clerk | | $120,000 | Transfer funds to the City Capital Projects Fund for renovations to the Circuit Court Clerk's office in order to provide a more secure facility for staff. |
| External Service Provider - Fort Early | | $10,000 | Appropriate funds to assist in renovation of the Fort Early Building. |
| Schools | | $300,000 | Appropriate funds from schools health insurance reserve to fund anticipated health care costs. |
| **GENERAL FUND TOTAL** | **$2,331,453** | **$3,044,871** | |
| Reserve for Contingency | | ($713,418) | Net increase in expenditures to be funded with School Health Insurance Reserve ($300,000), and Reserve for Contingency ($413,418). |

**ATTACHMENT A**

**FY 2011 THIRD QUARTER DETAIL**

**CITY/FEDERAL/STATE AID FUND**

| DEPARTMENT/DIVISION | REVENUES | EXPENDITURES | PURPOSE |
|---|---|---|---|
| Commonwealth Attorney - Violence Against Women | $4,570 | $4,570 | Adjustment based on final grant award letter. |
| Public Works - Citizens for a Clean Lynchburg | $1,872 | $1,872 | Adjustment based on final grant award letter. |
| Region 2000 - Workforce Investment Act | $259,325 | $259,325 | Increase in federal revenues for Workforce Investment Act Program. |
| Various Departments | | $55,183 | Transfer unspent local grant match to General Fund. |
| Virginia Wireless E911 Services Board | $56,697 | $56,697 | Appropriate Public Safety Answering Point State grant. |
| Fire - 4 for Life | $8,078 | $8,078 | Adjustment to final award letter. |
| Social Services - Independent Living | $24,312 | $24,312 | Increase in Federal and State revenues for Independent Living grant. |
| Social Services - Education Support | $17,606 | $17,606 | Increase in Federal and State revenues for Education Support grant. |
| **CITY/FEDERAL/STATE AID FUND TOTAL** | **$372,460** | **$427,643** | |

**CITY CAPITAL PROJECTS FUND**

| DEPARTMENT/DIVISION | REVENUES | EXPENDITURES | PURPOSE |
|---|---|---|---|
| Buildings | | ($25,718) | Reduce Fire #6 renovation project budget to fund bonus paid to Emergency Services Employees. |
| Buildings | $120,000 | $120,000 | Transfer from the General Fund for renovations to the Circuit Court Clerks office in order to provide a more secure facility for staff. |
| Transfer to General Fund | | $25,718 | Transfer to General Fund to fund bonus paid to Emergency Services employees. |
| Transfer to General Fund | | $283,000 | Transfer to General Fund to fund operator labor costs ($170,000), and rising fuel costs ($113,000) for GLTC. |
| Transportation | | ($283,000) | Reduce GLTC capital project budget to fund operator labor costs ($170,000), and rising fuel costs ($113,000) for GLTC. |
| Transportation | $438,000 | $438,000 | Appropriate Federal and State funds for pedestrian fencing and landscaping on Wards Road. |
| Transportation | $206,768 | $206,768 | Adjustment to match amount awarded by the Virginia Department of Transportation for Rivermont Bridge. |
| Transportation | $465,904 | $465,904 | Appropriate State Revenue Sharing funds for the Northwest Drainage Improvement project ($300,000), Campbell/Kemper/Price Realignment project ($5,000), Main Street Retaining Wall ($139,904), and Wards Road South at Atlanta Avenue turn lane extension project ($21,000). |
| **CITY CAPITAL PROJECTS FUND TOTAL** | **$1,230,672** | **$1,230,672** | |

ATTACHMENT A

## FY 2011 THIRD QUARTER DETAIL

| FUND | REVENUES | EXPENDITURES | PURPOSE |
|---|---|---|---|
| **REGIONAL AIRPORT FUND** | **$166,932** | **$166,932** | Net increase to multiple revenue categories resulting from receipts that are higher than anticipated. |
| **FLEET SERVICES FUND** | **$255,342** | **$255,342** | Auction revenue used to purchase vehicles ($101,617), and fuel ($153,725). |
| **ASSET FORFEITURE FUND** | **$31,431** | **$31,431** | Appropriate revenue received for Commonwealth Attorney's Office ($5,368), and Police Department ($26,063) expenditures. |
| **SEWER OPERATING FUND** | | **$500,000** | Appropriate up to $500,000 of funds from the Sewer Operating Fund for additional CSO projects to comply with the special order and financial ratio criteria. |

| SEWER CAPITAL PROJECTS FUND | REVENUES | EXPENDITURES | PURPOSE |
|---|---|---|---|
| Utilities - Sewer | $500,000 | $500,000 | Appropriate up to $500,000 of funds from the Sewer Operating Fund for additional CSO projects to comply with the special order and financial ratio criteria. |
| Utilities - Sewer | (5,860,982) | (5,860,982) | Rescind an over appropriation for the James River Interceptor projects. |
| **SEWER CAPITAL PROJECTS FUND TOTAL** | **(5,360,982)** | **(5,360,982)** | |

// A regular meeting of the Council of the City of Lynchburg was held on the 12th day of April, 2011, at 4:00 P.M. in the Council Chamber, City Hall, Joan F. Foster, President, presiding. The following Members were present:

Present: Cary, Helgeson, Johnson, Perrow, Foster 5

Absent: Gillette, Nelson 2

// Council Member Gillette arrived at 4:03 p.m.

// Council Member Nelson arrived at 4:04 p.m.

// Council Member Perrow introduced Caleb Tomlin, Wayne Lee and Luis Durani, representatives of the local chapter of National American Young Generation in Nuclear (NA-YGN). Mr. Durani explained that NA-YGN is a national organization of enthusiastic young professionals with careers in nuclear industry. The local chapter of NA-YGN focuses on four ideas: 1) Nuclear Energy Advocacy, 2) Social Retention of Members, 3) Community Outreach and 4) Professional and Character Development. Mr. Tomlin explained that the chapter organizes local events and activities that reach out to the community, support local education institutions and provide professional development opportunities. Mr. Tomlin went on to say that the chapter also wants to work with community outreach events and in City schools as part of the STEM (Science, Technology, Engineering and Math) effort.

// Jan Barker, Area Leader with the Virginia Cooperative Extension gave a presentation on the activities of the Virginia Extension in Lynchburg and the region. Ms. Barker provided the annual report for 2010 and the first quarter report for 2011.

// Director of Tourism for the Lynchburg Regional Convention and Visitors Bureau (CVB) Beckie Nix gave a presentation on the activities and accomplishments of the Lynchburg Regional Convention and Visitors Bureau in 2010. Ms. Nix also provided previews of the annual report that is due in May.

// City Manager Kimball Payne and City Planner Tom Martin gave a presentation on the 2010 Census Redistricting Data. Mr. Payne stated the Census Data has been received which include growth trends and population by Ward. Mr. Martin explained the “Redistricting Tool” has been created to aid in the redistricting process.

// City Manager Kimball Payne stated that Council has reviewed the entire Proposed FY 2012 Budget and also conducted a public hearing. Mr. Payne stated staff had compiled “The List” for Council’s discussion. During discussion, Council Members considered various items on “The List” and contemplated employee compensation. Council Member Gillette made a motion, seconded by Vice Mayor Johnson, to propose accepting staff recommended adjustments as well as funding the Sheriff’s request for temporary staff, Rebuilding Together, Lynchburg Community Action Group (LynCAG), and a Debt Service Reserve for Heritage High School. Council Member Perrow made a friendly amendment, seconded by Council Member Helgeson, advising he was in agreement with staff recommended adjustments, funding the Sheriff’s request, and a Debt Service Reserve for Heritage High School, but would like further discussion on Rebuilding Together, LynCAG, Lynchburg Neighborhood Development Foundation (LNDF) and to eliminate the Legislation Liaison. After further discussion both motions were withdrawn. Council directed City Manager Kimball Payne to draft a revised plan to include those items which appear to have the support of a majority of Council.

// During Roll Call Council Member Cary stated he had three items 1) 3847 Boonsboro Road (grass is high, trash in the front yard) high traffic area needs to be cleaned up; 2) thanked City Staff on an excellent job presenting Phase II of the 5th Street Water Line Project; and 3) a letter dated March 25 from Katherine R. Hudson, President of Lynchburg Education Association which was sent home with virtually all Lynchburg school students. He received numerous calls from parents very upset regarding the content of the letter. The parents' central concern of the letter is how the School Administration and Lynchburg Education Association would use students as "pawns" in their quest for more funding. Council Member Cary would like to know what steps the School Board would be taking to investigate how this event occurred and to ensure that this does not happen again. Council Member Gillette responded to Council Member Cary regarding the letter from the Lynchburg Education Association that the content of the letter was irrelevant but what is relevant is a breech of professional boundaries from teachers to use the students in this way to deliver their message.

// City Council recessed the meeting at 7:20 p.m.

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

The following Members were present:

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

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

// Mayor Foster introduced a member of the Mayor's Youth Council Kristofer Spinner.

// Mayor Foster and Vice Mayor Johnson presented the Russian Delegation each with a certificate of citizenship from the City of Lynchburg.

// Mayor Foster and Vice Mayor Johnson presented to Dr. Julian Seigle and Dr. Allison Jablonski a proclamation to Lynchburg College for "Undergraduate Research Week".

// Mayor Foster and Vice Mayor Johnson presented to Emergency Communications a proclamation for National Public Safety Telecommunications Week (NPSTW) and thanked them for the fine work that they do.

// Copies of the minutes of the March 15, 2011 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Cary, seconded by Council Member Gillette, Council by the following recorded vote approved the minutes as presented:

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

// Copies of the minutes of the March 22, 2011 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Cary, seconded by Council Member Gillette, Council by the following recorded vote approved the minutes as presented:

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

// Copies of the minutes of the March 29, 2011 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Cary, seconded by Council Member Gillette, Council by the following recorded vote approved the minutes as presented:

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

Noes: 0

// Copies of the minutes of the April 5, 2011 meeting, having been previously furnished Council, reading was dispensed with, and on motion of Council Member Cary, seconded by Council Member Gillette, Council by the following recorded vote approved the minutes as presented:

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

Noes: 0

// In the matter of Community Development – General, Resolution #R-11-029 amending the FY 2011 City/Federal/State Aid Fund budget and appropriating $81,168, fully reimbursable, to provide 10 units of tenant-based rental assistance and associated supportive services, laid over from the March 22, 2011 meeting, was again presented and read, and on motion of Council Member Cary, seconded by Council Member Gillette, Council by the following recorded vote adopted the Resolution:

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

Noes: 0

// In the matter of Community Planning - Zoning, a public hearing was held regarding City Council Report #12 outlining the petition of JBO, LLC for a Conditional Use Permit (CUP) to amend the previously approved Cornerstone Traditional Neighborhood Development (TND) Design, Landscaping & Screening and Architectural Guidelines for 100, 101, 200, 201, 209, 210, 215 and 216 Cornerstone Street, 302, 320, 402, 420 Capstone Drive and 303 and 419 Rotunda Street. City Planner Tom Martin gave a summary of the request and stated that the Planning Commission recommended approval of the CUP petition. Mr. Martin stated that the developer of the Cornerstone Development stated several changes which would make the development even better while allowing it to be more suited to the current market conditions and demands. Mr. Jeffrey Allen and Mr. Marcus Borel representing the petitioner gave an outline of the request and asked for Council approval. One individual spoke in opposition stating he represented the Windsor Hills Neighborhood Association. The neighbors were asked their opinion on the proposed amendment and the overwhelming response was that if the amendment is approved there should be a restriction on the multi family to be specified as condominiums as opposed to apartments. There was no one else present who wished to speak to this item, and the public hearing was closed. During Council discussion, Council Member Gillette and Council Member Helgeson had concerns on the original agreement commitment to neighbors when it approved Cornerstone, undermined the fundamental concept of the project, more mixed use of the property, neighbors would like to see more commercial use than apartment buildings, the commercial use provides tax revenue to the City not apartment buildings. On motion of Council Member Perrow, seconded by Vice Mayor Johnson, Council by the following recorded vote adopted Resolution #R-11-032, as presented, granting the Conditional Use Permit:

Ayes: Cary, Johnson, Nelson, Perrow, Foster 5

Noes: Gillette, Helgeson 2

// In the matter of Community Development - General, City Council Report # 13 was considered. Council Member Helgeson felt that the use of this tool was too heavy handed. On motion of Council Member Cary, seconded by Council Member Gillette, Council by the following recorded vote adopted Resolution #R-11-033, as presented, adopting a Resolution initiating amendment to the Zoning Ordinance regarding Inspection Warrants:

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

Noes: Helgeson 1

// On motion of Council Member Helgeson, seconded by Council Member Cary, Council by the following recorded vote elected to hold a closed meeting for consultation with legal counsel and briefings by staff members concerning the case of Mary Beard Peterson v. Michael Eagle, et als., pursuant to Section 2.2-3711(A.)(7) of the Code of Virginia, 1950, as amended, because discussion in an open meeting would adversely affect the negotiating or litigating posture of the City:

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

Noes: 0

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

// Council Member Helgeson made the following motion:

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

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

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

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

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

Noes: 0

// The meeting was adjourned at 10:07 P.M.

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

MEETING DATE: **April 26, 2011** AGENDA ITEM NO.: 8

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

ACTION: **X** INFORMATION:

ITEM TITLE: Reappointment of City Manager L. Kimball Payne, III, and Public Works Director, David A. Owen to the Region 2000 Services Authority

RECOMMENDATION: Approve the above re-appointment to the Region 2000 Services Authority.

SUMMARY: The current terms of City Manager Kimball Payne and Public Works Director David A. Owen on the Region 2000 Services Authority expired on June 30, 2010. Both individuals are eligible for reappointment to the Board and City Council is being asked to reappoint Mr. Payne as a member of the Board and Mr. Owen as the alternate for such member, each for a term commencing July 1, 2010 and ending June 30, 2014.

PRIOR ACTION(S): Region 2000 Regional Solid Waste Service Authority was established 2007.

FISCAL IMPACT: None

CONTACT(S): Kim Payne and Dave Owen

ATTACHMENT(S): Resolution

REVIEWED BY: lkp

# RESOLUTION

**WHEREAS,** the Region 2000 Services Authority was created by the Boards of Supervisors of Campbell County and Nelson County and the City Councils of Lynchburg and Bedford in 2007 to provide regional solid waste disposal services to the four jurisdictions; and

**WHEREAS,** Appomattox County subsequently became a member of the Authority; and

**WHEREAS,** the Articles of Incorporation creating the Authority indicated that the initial members of the Authority Board be appointed for a term ending June 30, 2010, and that thereafter members would be appointed for four year terms.

**NOW THEREFORE, BE IT RESOLVED** by the Council of the City of Lynchburg that City Manager L. Kimball Payne, III, is hereby appointed as the member of the board of the Region 2000 Services Authority for a term beginning July 1, 2010 and expiring June 30, 2014 and that Public Works Director David A. Owen is appointed as an alternate for the same term.

Adopted:

Certified: ______________________________
Clerk of Council

059L

# LYNCHBURG CITY COUNCIL
## Agenda Item Summary

| | | | |
|---|---|---|---|
| MEETING DATE: **April 26, 2011** | | | AGENDA ITEM NO.: 9 |
| CONSENT: | REGULAR: **X** | WORK SESSION | CLOSED SESSION: (Confidential) |
| ACTION: | | INFORMATION: | |

ITEM TITLE: **PUBLIC HEARING REGARDING THE FISCAL YEAR (FY 2012) ALLOCATION OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND HOME PROGRAM FUNDS**

RECOMMENDATION: Conduct a Public Hearing to receive input regarding the FY 2012 estimated allocation of $968,080.86 in Community Development Block Grant (CDBG) and $442,451.80 in HOME Program funds.

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 FY 2012:

| **CDBG AVAILABLE FUNDING/SOURCE** | **FY 2011 FUNDS** | **FY 2012 ESTIMATED** | **FY 2012 ESTIMATED** | **INCREASE/DECREASE** |
|---|---|---|---|---|
| | **AVAILABLE** | **FUNDS AVAILABLE-** | **FUNDS AVAILABLE** | **FOR FY 2012** |
| | | **APRIL 7 FOR CDAC** | **AMOUNT** | **(CDAC VS.** |
| | | **RECOMMENDATIONS** | **(HUD REVISED)** | **HUD REVISED)** |
| HUD Allocation | $ 904,817.00 | $ 841,480.00 | $ 755,522.00 | $ (85,958.00) |
| Reprogrammed Funds | 142,415.10 | 124,570.86 | 179,406.54 | 54,835.68 |
| Program Income | 2,030.00 | 2,030.00 | 2,030.00 | 0 |
| | | | | |
| **Total CDBG Funding Available** | **$ 1,049,262.10** | **$ 968,080.86** | **$ 936,958.54** | **$ (31,122.32)** |

| **HOME AVAILABLE FUNDING/SOURCE** | **FY 2011 FUNDS** | **FY 2012 ESTIMATED** | **FY 2012 ESTIMATED** | **INCREASE/DECREASE** |
|---|---|---|---|---|
| | **AVAILABLE** | **FUNDS AVAILABLE-** | **FUNDS AVAILABLE** | **FOR FY 2012** |
| | | **APRIL 7 FOR CDAC** | **AMOUNT** | **(CDAC VS.** |
| | | **RECOMMENDATIONS** | **(HUD REVISED)** | **HUD REVISED)** |
| HUD Allocation | $ 467,942.00 | $ 425,827.00 | $ 421,148.00 | $ (4,679.00) |
| Reprogrammed Funds | 0 | 16,624.80 | 16,624.80 | 0 |
| Program Income | (8,425.68) | | 0 | 0 0 |
| | | | | |
| **Total HOME Funding Available** | **$ 459,516.32** | **$ 442,451.80** | **$ 437,772.80** | **$ (4,679.00)** |
| | | | | |

At the time the Community Development Advisory Committee (CDAC) met and completed their funding recommendations, the City had not received the entitlement amounts for CDBG and HOME for FY 2012 from the U. S. Department of Housing and Urban Development (HUD). Early indications from HUD were that FY 2012 allocations would be reduced by the Federal government. As a result, City staff reduced for the CDAC recommendation process, the FY 2011 CDBG entitlement amount by 7%; and the HOME Program entitlement amount by 9% and incorporated these reductions into the worksheet for FY 2012 allocations. These reductions were based on informal information received from HUD staff in Richmond.

In addition, the Business Development Center (BDC), which managed a revolving loan program with CDBG funds had requested that a portion of the approximately $55,000 in the fund be reprogrammed for operating costs with the BDC. Staff advised the BDC that this was not an appropriate use of the CDBG funds. City staff was advised that the Board of Directors for the BDC had decided to return the money to the City for reprogramming. CDAC was made aware at their April 7th meeting of the availability of these funds; however, as the funds had not been received by the City, it was the consensus of the CDAC to not include these funds in the recommended allocations. However, as noted in the attached CDAC meeting notes, there was consensus that these funds should be used to fully fund the Tinbridge Hill Neighborhood Council project.

On April 19th the Business Development Center returned to the City the funds remaining in the CDBG Revolving Loan Program. The total amount of these funds is $54,835.68. These funds are now available for reprogramming into the FY 2012 allocations.

As a result of the recent Congressional budget approval City staff has been advised by HUD representatives that entitlement communities should reduce the FY 2011 CDBG entitlement amount by 16.5% and HOME entitlement amount by 10%. This additional estimated reduction will further reduce the amount of CDBG and HOME funding available for FY 2012 by $85,958 and $4,679 respectively. This additional reduction and any further reductions received from HUD will be considered by City Council at its May 10th work session.

Due to the receipt of funds from the BDC, City Council will need to consider a $31,122.32 reduction in the CDAC recommendations or other recommendations that may be proposed by Council.

The CDAC met on April 7th and reviewed the applications that were submitted for funding consideration. 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 |
|---|---|
| **Agency/Project Name** | **Recommendations** |
| Bluffwalk Section 108 | $ 301,859.00 |
| City Administration | 96,711.00 |
| LRHA Administration | 38,932.00 |
| LRHA Delivery-Acquisition | 86,430.00 |
| LRHA Spot Blight Abatement | 98,500.00 |
| LRHA Delivery-Rehabilitation | 0.00 |
| LRHA Rental Rehab | 0.00 |
| LRHA Delivery - Property Maint. | 13,047.00 |
| 5th Street CDC Phase II - City | 77,000.00 |
| Tinbridge Hill Neighborhood | 171,190.86 |
| The Gateway House, Inc. | 21,102.75 |
| Smart Beginnings | 21,102.75 |
| YWCA DVPC | 21,102.75 |
| Miriam’s House | 21,102.75 |
| | |
| **TOTAL CDBG PROJECTS** | **$ 968,080.86** |

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

| | CDAC |
|---|---|
| **Agency/Project Name** | **Recommendations** |
| | |
| City Administration | $ 28,752.00 |
| Lyn-CAG Substantial Rehab | 100,000.00 |
| Lyn-CAG Homebuyer (CHDO) | 75,000.00 |
| LNDF Homeownership Fund | 75,000.00 |
| Housing 2000 Single Family Dev (CHDO) | 33,699.80 |
| LNDF Hilltop Homes | 80,000.00 |
| Greater Lynch Habitat Humanity | 50,000.00 |
| | |
| **TOTAL HOME PROJECTS** | **$ 442,451.80** |

All CDBG and HOME funds will be expended in accordance with primary objectives of these programs. Further, the City estimates that over 70 percent of the total funds for FY 2012 funding will benefit low/moderate income persons as required by HUD.

A copy of all applications submitted for funding consideration is available in the Department of Community Development, Second Floor, City Hall.

PRIOR ACTION(S): Community Development Advisory Committee – April 7, 2011

FISCAL IMPACT: FY 2012 reduction in CDBG and HOME funding based on best estimates from HUD.

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

ATTACHMENT(S): CDAC Meeting Notes – April 7, 2011 – Attachment A
CDAC Funding Recommendations Worksheet – Attachment B
Summary of CDBG and HOME Applications – Attachment C

REVIEWED BY: bms

061L

**Attachment A**

# Community Development Advisory Committee (CDAC) Meeting

## April 7, 2011

## Meeting Notes

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

| | |
|---|---|
| CDAC Members Present: | Council Member Jeff Helgeson, Chairman; Council Member Dr. Ceasor T. Johnson, Vice Chairman; Dr. Alexander Duncan, Jr.; Mr. Jeffery Schneider; Mr. Michael Bedsworth |
| City Staff: | Bonnie Svrcek (Deputy City Manager); Melva Walker (Grants Manager); Rhonda Allbeck (Assistant Director of Financial Services); Ashley Partridge (Grants Accountant); Sherry Pullum (Administrative Associate); Leslie King (Assistant to City Manager): Tom Martin (City Planner) |
| Guests: | Gayle Lucado (Smart Beginnings); Jane White (Friends of Tinbridge Hill); Edward McCann (LRHA); Bob Vincent (LRHA); Clark Charlton (LNDF); Laura Dupuy (LNDF) Susan Fiesthumel (YWCA); Mary Alex (Miriam's House); Deborah Silverman (GLHFH); Alicia Petska (*News and Advance*-reporter); Lisa Dibble (The Gateway House, Inc.) |

Mr. Helgeson called the meeting to order at 9:05 a.m. Mr. Helgeson and Mr. Bedsworth advised that two minor corrections were needed on the meeting notes from March 1, 2011. Mr. Helgeson then asked for a motion on the minutes. Mr. Bedsworth made the motion to accept the minutes with the corrections and Mr. Schneider seconded. The minutes were approved unanimously (5-0).

Ms. Svrcek suggested that members of the audience introduce themselves for the benefit of the new CDAC members and other members of the audience. The guests noted above introduced themselves.

Ms. Walker stated to the Committee that Ashley Partridge had reviewed all of the audits that had been submitted with the applications and there were no concerns. Ms. Walker then advised CDAC that the Business Development Center (BDC), which managed a revolving loan program with CDBG funds had requested that a portion of the approximately $55,000 in the fund be reprogrammed for operating costs with the BDC.

Staff advised the BDC that this was not an appropriate use of the CDBG funds. BDC staff advised Ms. Walker that their Board had decided to return the money to the City for reprogramming. These funds are expected to be returned to the City within the next week. Mr. Helgeson then asked CDAC if they wished to include that money in the allocations decided today or to wait until the funds have been received by the City. CDAC members decided to wait until the money is in hand.

Ms. Walker explained part of the allocation spreadsheet to CDAC and that two of the HOME applications were Community Housing and Development Organizations (CHDO) and that certain criteria had to be met in order to be a certified CHDO. Both organizations (Lyn-CAG and Housing 2000) have met the criteria and had been certified as CHDO's by the City. A minimum of 15% of the HOME funds must be spent on CHDO's. A maximum of 20% of CDBG funds can be used for program administration and 10% of the HOME funds can be used for program administration. Bluffwalk funds have been designated, in the event the City has to make the payments on that loan. Ms. Walker stated that City Council had recommended a maximum of 10% of CDBG funds be used for public service activities. Ms. Walker also explained that because we do not have the final entitlement allocations from HUD, City staff has reduced 7% from last years CDBG allocation and 9% from last years HOME allocation on advice from our HUD representative.

Mr. Helgeson stated that he thought that was wise and if the numbers are better than expected then the funds can be allocated at a later date. Mr. Helgeson was supportive of planning on the conservative side in preparing the projected HUD allocation. Staff reiterated that a reduction of 7% for CDBG and 9% for HOME was based on the best available information from HUD.

Ms. Svrcek reminded CDAC of City Council's view on the redirection of funds for this year. Council's direction was to allocate funds to City projects, Lynchburg Redevelopment Housing Authority (LRHA) projects and targeted neighborhood redevelopment projects.

Mr. Helgeson then explained to CDAC that they would go through the allocation spreadsheet one section at a time. He stated that all of the project submittals warranted consideration and it was up to the Committee to decide how the money would be allocated.

Mr. Bedsworth suggested that $98,500 be allocated to Spot Blight (LRHA) and $0 to Rental Rehabilitation (LRHA). Dr. Duncan suggested the Tinbridge Hill be funded for $217,710. Dr. Johnson suggested that Fifth Street be funded for $77,000 and LRHA Administration be funded for $38,932. Mr. Bedsworth explained that he felt these funds should be used to help those who are less fortunate and if you have rental property, then his opinion was that you were not less fortunate. Mr. Helgeson stated that City Council's view was that LRHA serves as an arm of the City. Mr. Schneider stated that he felt Spot Blight and Acquisition were critical and should not be reduced. Mr. Schneider stated that he felt Tinbridge Hill could possibly be allocated a less substantial amount.

Mr. McCann was asked to explain some of the direct costs associated with their programs. Dr. Johnson asked Mr. McCann if Spot Blight-Acquisition could do with less in administrative fees. Mr. McCann said no, that these amounts were necessary. Mr. McCann stated that LRHA supported The Tinbridge Hill Neighborhood Council in their efforts.

Mr. Bedsworth suggested that CDAC allocate less money to Tinbridge Hill and when the money comes in from the BDC Development Center, that money could be reprogrammed to Tinbridge Hill.

Ms. Walker noted that the delivery costs for Property Maintenance at LRHA assists with the maintenance costs of the previously acquired properties acquired until disposition is complete.

If all of the recommended projects are funded, it would leave a negative balance of $46,519.14.

Dr. Johnson suggested that approximately $46,510.14 from the BDC be split between Tinbridge Hill and LRHA administrative costs.

Mr. McCann said that the Tinbridge Hill Neighborhood project would benefit from LRHA's Rental Rehabilitation project. The project is intended to repair properties, benefit tenants, improve properties in neighborhoods for homeowners and increase tax revenue.

Mr. McCann also stated that under the Rental Rehabilitation program, qualified property owners have to invest the first $5,000 and then can qualify for assistance to take care of Code violations, provide energy improvements and bring the homes up to minimum housing standards.

Mr. Bedsworth was concerned about paying slumlords for letting their property decay. Dr. Duncan asked about measurement processes, how you verify the work was done other than paperwork submitted. Mr. McCann stated that LRHA has inspectors. Their inspectors go through the same process as City inspectors.

Dr, Duncan asked if Mr. McCann had data on increased tax revenue and assessed values of property. Mr. McCann stated that he did have this information, but not with him.

Dr. Johnson stated that he was comfortable with the level given except for Rental Rehabilitation and the associated delivery costs.

Mr. Bedsworth again suggested that the funds be temporarily taken away from Tinbridge Hill to balance. Dr. Johnson again suggested that the negative balance be split between Tinbridge Hill and LRHA Administration.

Mr. Helgeson stated those were the two choices and the Tinbridge Hill project was new. Mr. Bedsworth stated that he was hesitant to fund Tinbridge Hill because of leveraging concerns. Mr. Schneider stated that he agreed with taking approximately $46,519.14 from Tinbridge Hill.

Dr, Johnson stated that he wanted the money split and then requested Jane White from Friends of Tinbridge Hill approach the Committee. Ms. White stated that Friends of Tinbridge Hill was not brand new and they had been meeting for three years on a monthly basis. She also stated that they are proposing 10% leverage. She stated that are several organizations that are involved in the Friends of Tinbridge Hill: Presbyterian Home, Legacy Museum, LNDF, Randolph College, LRHA, Rebuilding Together, City of Lynchburg Parks & Recreation, St. Johns Episcopal Church and residents of the neighborhood. She stated that the Tinbridge Hill Neighborhood Council was trying to be an example of a sustainable neighborhood. Mr. Bedsworth asked about a time period for this project to be completed. Ms. White stated that she did not know if the project could be completed within three to five years. She stated that there were significant infrastructure needs, including CSO. Dr. Duncan stated that he sees this as a grass roots organization and sees it as a model and it may inspire other neighborhoods to step up.

Dr. Johnson stated that he wants the money split and wanted the money to go back to the people who are moving in a positive direction.

Mr. Helgeson stated this was a continuous effort like the Neighborhoods in Bloom project in Richmond. Ms. Laura Dupuy of LNDF requested to come forward to state that an exit strategy needs to be determined for the Tinbridge Hill project. She stated the problem with the Neighborhood in Bloom project is that there was no exit strategy, and that benchmarks need to be created whether it is for one year or several years.

Dr. Duncan suggested that approximately $46,519.14 be brought back to Tinbridge Hill. Dr. Duncan and Dr. Johnson stated to split the difference.

Dr. Johnson recommends that Tinbridge Hill be fully funded and pointed out that the public service maximum of 10% was recommended by City Council. It does not have to be the full 10%.

Mr. Bedsworth recommended that The Gateway House, Inc. receive $25,000, Amazement Square $15,000 and YWCA $30,000 because of leveraging noted in their applications.

Mr. Helgeson pointed out to CDAC that The Gateway House, Inc. was not recommended for City funding (from the General Fund), but Amazement Square was, for a tax related issue.

Dr, Duncan asked about the success rate for The Gateway House, Inc. Ms. Lisa Dibble, from The Gateway House, Inc. came forward and stated that they have a 70% success rate. Their success rate is much better than the national average. She stated they have a zero tolerance policy and if a resident relapses during the two year program, they must move out, seek treatment and then may be allowed to move back in. Ms. Dibble stated that they try to turn these men into taxpayers. She stated that some of these men come in with a dual-diagnosis: with mental health issues as well as substance abuse issues. Mr. Helgeson mentioned that this program is unique and they are doing a great job with the success ratios. Mr. Helgeson suggested that the money allocated to The Gateway House, Inc. be bolded to indicate full funding for the project.

Mr. Schneider stated that he thought Amazement Square Arts Mentoring Project was a terrific project and did wonderful things but wanted to hear about other programs before he rendered judgment.

Mary Alex with Miriam's House was called forward to explain the funding request for Miriam's House. Ms. Alex stated that their program is now for 6-8 months maximum, instead of the previous program allowance of two years. She stated that they only accept women and children from Region 2000. They do get referrals from as far away as Washington D.C. The funds requested are for an aftercare support group. A needs assessment was done and there is not an aftercare support group in this area, for the demographic served by Miriam's House. Dr. Duncan asked if she had to turn women away. Ms. Alex stated that at any given time, there are 25-30 people on their waitlist. They work in tandem with the YWCA. They have a triage list and try to assist those with the most needs and children.

Dr, Johnson suggested that this block of money be split four ways, between The Gateway House, Inc., Smart Beginnings, YWCA and Miriam's House. Mr. Helgeson asked if the group felt that $0 should go to Amazement Square. Mr. Bedsworth stated he had concerns for funding Amazement Square because of $8,700 in bank service charges identified in their budget.

Dr, Johnson stated that he wanted an even amount, as all four are worthy and touch the City's population by addressing a critical need.

Mr. Bedsworth stated that he had a concern about Smart Beginnings and leveraging of other funds.

Mr. Schneider stated that Smart Beginnings addressed a critical need for our children and their future.

Ms. Gayle Lucado with Smart Beginning was called forward to address questions on Smart Beginnings. She stated that the United Way is the fiscal agent for Smart Beginnings and does not receive any United Way funding. They also have a partnership with Lynchburg City Schools for the last two years and the schools have provided a teacher and an aide. Because of the current budget situation with the Lynchburg City Schools, Ms. Lucado requested funding for the entire program. Ms. Lucado was asked about results from her program and stated that approximately 50 children were involved and only two did not meet their scores. One moved away and one dropped out of the program.

Dr. Duncan stated that perhaps the YWCA may have less of a struggle because they are associated with a national organization unlike Smart Beginnings.

Mr. Bedsworth stated that the YWCA had asked for 4-8% of their budget and Smart Beginnings had requested 100% funding for the program.

Dr. Johnson stated in the past all four organizations had asked for funding from City Council. He stated that Smart Beginnings is working with our highest risk children and still proposes even funding.

Mr. Helgeson stated that next year City Council had decided for 0% to be allocated to public service programs. Dr. Johnson stated this was the last chance to do something like this. Dr. Duncan stated this committee has to do something for our children.

Mr. Schneider stated he would like to see $20,000 allocated to Smart Beginnings. Dr. Johnson asked if we should give men more than women and children? Mr. Bedsworth stated he realized that children are our future but the Committee is giving them 25% of the requested amount. Mr. Helgeson asked if the salaries may still come from Lynchburg City Schools. Ms. Svrcek verified with Ms. Lucado that $78,000 may be covered by Lynchburg City Schools, but gas and the books would not be. Ms. Dibble stated that the men in her program face significant challenges to be employed, unlike homeless women, where that may be their only challenge.

Following discussion, the group agreed to split the funding between the four agencies. .

The Committee then began their review of the HOME Program applications.

Dr. Duncan stated that he was a great supporter of Greater Lynchburg Habitat for Humanity (GLHFH). He stated he would like them to receive $50,000.

Mr. Bedsworth stated he would like to see Lynchburg Community Action Group (Lyn-CAG) receive $75,000 for their Substantial Rehabilitation program and $75,000 for their Homebuyer program.

Ms. Laura Dupuy with LNDF was asked to come forward to speak on her LNDF's requests. She stated that Hilltop Homes was a large project and she has been coming to the City for several years. She stated she keeps coming back because her projects have never been fully funded.

Mr. Bedsworth asked if he was correct in noting that Hilltop Homes was a project that consisted of 24 rental housing units at an approximate cost of $5,000.000. He was concerned that this amount averaged out to over $200,000 for each unit.

Ms. Dupuy stated that this project consisted of 13 structures; some were single family homes and some were multi-unit homes. The buildings had been dilapidated and needed to be rehabilitated. She stated the rents are far below the market rate. The amount spent on the single family homes will be more like $100,000 as opposed to over $200,000.

Dr. Johnson stated he thought that $80,000 should go to Hilltop Homes and Lyn-CAG Substantial Rehabilitation $100,000 and Housing 2000 $33,699.80.

Mr. Bedsworth asked Denise Crews with Lyn-CAG to come forward. He asked about the salaries paid to employees compared to the requests made. Ms. Crews stated she had been with the organization only a short time and was not able to address the salary issue. Ms. Dibble stated she was a former comptroller for Lyn-CAG and offered to explain what she could. She stated that Lyn-CAG runs 27 programs and has two offices in the counties as well as Lynchburg. She stated all of the money requested would go to the rehabilitation projects.

Mr. Bedsworth stated that they were not helping as many people as he would like to see.

Ms. Walker asked Ms. Dupuy if $33,000 would help purchase the homes she had planned with the CHDO? Ms. Dupuy said she had five scheduled and this would only allow one to be purchased.

Mr. Helgeson stated that the worksheet was balanced. Mr. Helgeson then asked for a motion to accept. Dr. Duncan made the motion and Mr. Schneider seconded along with Mr. Bedsworth's footnote of the approximately $55,000 expected to be returned from the BDC, that $46,519.14 would be allocated to Tinbridge Hill. The remainder of the funds from BDC could be reprogrammed at a later date. The Committee voted unanimously to approve the recommendations (5-0),

The City Council public hearing will be on April 26, 2011 at 7:30 p.m. and Council will consider the comments made at their work session on May 10, 2011. City Council will make the final funding allocation at their meeting later that evening.

City staff reminded the Committee members that there will be a public hearing on May 10, 2011 at 7:30 p.m. for the final approval of the 2011-2012 Annual Action Plan. The final plan will be submitted to HUD on May 13, 2011.

There being no further business the meeting was adjourned at 11:12 a.m.

*Prepared by: Sherry Pullum, Administrative Associate, April 11, 2011*

# CDBG and HOME Allocations Worksheet 2011-2012

| | |
|---|---|
| CDAC Total CDBG Available | $968,080.86 |
| HUD Revised CDBG Available | $936,958.54 |

| | |
|---|---|
| CDAC CHDO Requirement | $ 63,874.05 |
| HUD Revised CHDO Requirement | $ 63,172.20 |

## CDBG Non-Public Service

| | |
|---|---|
| CDAC Amount to Award | $883,669.86 |
| HUD Revised Amount to Award | $861,406.54 |

| NAME | NAT. OBJ. | Prior Year 10/11 Award | Amount Requested | CDAC Amount to Award | HUD Revised Amount to Award |
|---|---|---|---|---|---|
| **Bluffwalk Section 108** | | $310,283.00 | $ 301,859.00 | $ 301,859.00 | $ 301,859.00 |
| **City Administration** | | 125,979.00 | 96,711.00 | 96,711.00 | 96,711.00 |
| **LRHA Administration** | | 43,545.00 | 38,932.00 | 38,932.00 | 38,932.00 |
| **LRHA Delivery-Acquisition** | SBA | 96,455.00 | 86,430.00 | 86,430.00 | 86,430.00 |
| **LRHA Spot Blight Abatement** | SBA | 80,000.00 | 98,500.00 | 98,500.00 | 98,500.00 |
| **LRHA Delivery-Rehabilitation** | LMH | 14,479.00 | 47,291.00 | 0.00 | 0.00 |
| **LRHA Rental Rehab** | LMH | 0.00 | 100,000.00 | 0.00 | 0.00 |
| **LRHA Delivery - Property Maint.** | SBA | 0.00 | 13,047.00 | 13,047.00 | 13,047.00 |
| **5th Street CDC Phase II - City** | LMA | 100,000.00 | 77,000.00 | 77,000.00 | 77,000.00 |
| **Tinbridge Hill Neighborhood** | LMA | 0.00 | 217,710.00 | 171,190.86 | 171,190.86 |
| **Totals** | | **$770,741.00** | **$1,077,480.00** | **$ 883,669.86** | **$ 883,669.86** |
| **Available** | | | | **$ 883,669.86** | **$ 861,406.54** |
| **Balance** | | | | **$ -** | **$ (22,263.32)** |

## HOME

| | |
|---|---|
| CDAC HOME Amount to Award | $ 442,451.80 |
| HUD Revised HOME Amount to Award | $ 437,772.80 |

| NAME | NAT. OBJ. | Prior Year 10/11 Award | Amount Requested | CDAC Amount to Award | HUD Revised Amount to Award |
|---|---|---|---|---|---|
| **City Administration** | | $ 16,353.00 | $ 28,752.00 | $ 28,752.00 | $ 28,752.00 |
| **Lyn-CAG Substantial Rehab** | LMH | 150,000.00 | 150,000.00 | 100,000.00 | 100,000.00 |
| **Lyn-CAG Homebuyer (CHDO)** | LMH | 75,000.00 | 75,000.00 | 75,000.00 | 75,000.00 |
| **LNDF Homeownership Fund** | LMH | 0.00 | 75,000.00 | 75,000.00 | 75,000.00 |
| **Housing 2000 Single Family Dev (CHDO)** | LMH | 0.00 | 175,000.00 | 33,699.80 | 33,699.80 |
| **LNDF Hilltop Homes** | LMH | 48,163.32 | 218,000.00 | 80,000.00 | 80,000.00 |
| **Greater Lynch Habitat Humanity** | LMH | 65,000.00 | 50,000.00 | 50,000.00 | 50,000.00 |
| **Totals** | | **$354,516.32** | **$771,752.00** | **$442,451.80** | **$ 442,451.80** |
| **Available** | | | | **$442,451.80** | **$ 437,772.80** |
| **Balance** | | | | **$ -** | **$ (4,679.00)** |
| | **CHDO** | | | | |

| Legend for National Objectives | |
|---|---|
| **LMA** | LOW/MOD Area Benefit |
| **LMC** | LOW/MOD Limited Clientele Activities |
| **LMH** | LOW/MOD Housing Activities |
| **SBA** | SLUMS OR BLIGHTED Area Benefit |

## CDBG Public Service 10% Allocation

| | |
|---|---|
| CDAC Amount to Award | $ 84,411.00 |
| HUD Revised Amount to Award | $ 75,552.00 |

| NAME | NAT. OBJ. | Prior Year 10/11 Award | Amount Requested | Amount to Award | HUD Revised Amount to Award |
|---|---|---|---|---|---|
| **The Gateway House, Inc.** | LMC | $ 25,000.00 | $ 25,000.00 | $ 21,102.75 | $ 21,102.75 |
| **Amazement Square** | LMC | 0.00 | 15,000.00 | 0.00 | 0.00 |
| **Smart Beginnings** | LMC | 10,722.55 | 88,400.00 | 21,102.75 | 21,102.75 |
| **YWCA DVPC** | LMC | 25,000.00 | 30,000.00 | 21,102.75 | 21,102.75 |
| **Miriams House** | LMC | 20,000.00 | 32,151.00 | 21,102.75 | 21,102.75 |
| **Totals** | | **$ 80,722.55** | **$ 190,551.00** | **$ 84,411.00** | **$ 84,411.00** |
| **Available** | | | | **$ 84,411.00** | **$ 75,552.00** |
| **Balance** | | | | **$ -** | **$ (8,859.00)** |
| **Total CDBG** | | **$851,463.55** | **$1,268,031.00** | **$ 968,080.86** | **$ 936,958.54** |

# Summary of CDBG/HOME requests FY 2012

*Following is a brief summary of each of the applications received for consideration of CDBG and HOME funding. Entire applications are available and can be reviewed in the Department of Community Development.*

## Community Development Block Grant Non-Public Service Applicants

### Bluffwalk

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $310,283 | $301,859 | $301,859 |

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

### City Administration

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $125,979 | $96,711 | $96,711 |

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

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $43,545 | $38,932 | $39,932 |

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

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

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $96,455 | $86,430 | $86,430 |

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

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

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $80,000 | $98,500 | $98,500 |

Funding is requested to address five (5) vacant, deteriorated properties within the Tinbridge Hill neighborhood. This is part of a larger collaboration of eight (8) other organizations and the City to concentrate efforts in this area to make a significant impact in the neighborhood. The Spot Blight Abatement Program provides the City with another avenue to address and assist with the enforcement of its housing codes.

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

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $14,479 | $47,291 | $0 |

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

**Lynchburg Redevelopment and Housing Authority (LRHA) – Rental Rehabilitation**

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $0 | $100,000 | $0 |

This program issues grants to owners of rental property that have Code violations cited by a City Property Maintenance Code Inspector or have Housing Quality Standards deficiencies. The grant is a matching grant of 50% or $5,000 whichever is the lesser for the correction of all Code and/or Housing Quality deficiencies. The rental properties are all located within the City's Rental Inspection Area which includes Census Tracts 4, 5, 6, 7, 11, 12, and 13.

**Lynchburg Redevelopment and Housing Authority Delivery (LRHA) – Property Maintenance**

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $0 | $13,047 | $13,047 |

Funding is requested for direct service costs associated with property maintenance and minor repairs to properties previously acquired with CDBG funds.

**Fifth Street Community Development Corporation**

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $100,000 | $77,000 | $77,000 |

Funding is requested to stabilize two buildings located at 702 and 708 Fifth Street which are proposed for demolition by the Lynchburg Redevelopment and Housing Authority (LRHA). The buildings are located in the completed Phase I section, and the ultimate goal is rehabilitation, for sale or lease as retail or mixed use as identified in the Master Plan. Funding is also being requested for Phase II, street furnishings and new identity banners for the entire corridor.

The Fifth Street Master Plan was adopted by City Council on May 23, 2006. The Plan establishes the Vision for a rehabilitated and revitalized corridor that serves the needs of the surrounding neighborhoods. The 2010 Census indicates that 77% of the residents in the immediate study area are African American and the 2000 Census indicated that 40% of the households were below poverty level. The City has committed CDBG, and Capital funds to improve the streetscape with Phase I, being completed in September 2009 and Phase II scheduled start construction in June 2011 in conjunction with a water/sewer line replacement project.

**Tinbridge Hill Neighborhood Council**

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $0 | $217,710 | $171,190.86 |

Funding is requested for implement a Sustainable Neighborhood Program model in Tinbridge Hill. The funds would be used to provide an access to Blackwater Creek Trail, clearing of overgrown lots, preservation of historic paths, housing rehabilitation projects and capacity building within the neighborhood.

The Tinbridge Hill Neighborhood Council (THNC), in partnership with the City of Lynchburg, and supported by the Friends of Tinbridge Hill propose a long-term, targeted investment of CDBG funds into Tinbridge Hill to assist its residents and outside stakeholders accomplish the goals of the 1996 Tinbridge Hill Plan as it is now being updated.

This proposal, therefore, has two purposes: The first is to ask that a Sustainable Neighborhoods Strategy be developed, using Tinbridge Hill as a model, that can be applied in other Lynchburg neighborhoods. The second is to request adequate and significant funding to Tinbridge Hill over a period of five years that is designed to accomplish those activities identified as essential to forming a Sustainable Neighborhood. As a model program, benchmarks will be established in the first year that will guide us through the remainder of the investment period.

Five focus areas are defined in Tinbridge Hill's original Neighborhood Plan and continue to be the issues for discussion and concern today. These areas are Housing, Community Beautification, Infrastructure Improvements, Neighborhood Services, and Safety. As funds are not available in any given year to conduct the work needed to meet these needs, THNC asks that Year One be devoted to obvious and achievable activities such as Blackwater Creek access, overgrowth clearing and housing improvement. In addition to these activities, direct funds to encourage neighborhood participation in the process and build capacity in the neighborhood are essential for long-term sustainability.

The proposal identifies the total first year costs anticipated to initiate the Sustainable Neighborhood Program model in Tinbridge Hill - $241,900. With a reasonable chance that 10% of these costs can be obtained from private sources, $24,190 in leveraged funds will be sought by the neighborhood and its strong stakeholders in the Friends of Tinbridge Hill.

## Community Development Block Grant Public Service Applicants

### The Gateway House, Inc.

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $25,000 | $25,000 | $21,102.75 |

Funding is requested for ongoing operating costs.

The Gateway House, Inc. provides a residential substance abuse recovery program with supportive services to homeless men, age 18 and above, in recovery from drug and/or alcohol addiction. The Gateway's structured program holds residents accountable for their actions as they learn to make better choices and rebuild their lives. The Gateway is in its nineteenth year of operation and serves approximately 45 men per year. This two-year program takes homeless, unemployed, addicted men and primarily gives them the opportunity to focus on their substance abuse recovery and establish a strong network of support that results in long-term recovery. The program secondarily helps clients to obtain a job, learn to budget and save their money, obtain a credit report, pay off past-due debts and fines, get their driver's licenses back, obtain medical care and medications, improve their nutrition, and return to society as tax-paying citizens residing in permanent housing at the end of the program.

### Amazement Square

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $0 | $15,000 | $0 |

Funding is requested for costs associated with the *CityArts Mentoring Program's Mosaic Mural Project,* specifically the materials required to complete the wall as well as the costs to train and mentor the at-risk youth who participate in the project.

Amazement Square's *CityArts Mentoring Program's Mosaic Mural Project*, in existence since 2002, represents an effort to combine the museum's top priorities of enhancing its environment through further neighborhood development and expanding its community outreach initiatives for underserved and at-risk youth. Through the process of creating public art which enhances the surrounding environment of the museum and the downtown riverfront, this program will provide team-building mentoring experiences and job training for these youth. The past success of this program, conducted during the summer of each year, as well as the museum's dedication to bringing hands-on educational opportunities to children of all ages and backgrounds, is a testament to the project's potential for future achievements. The establishment of a structured mentoring program includes: targeting at-risk youth with the help of guidance counselors and art teachers at area middle and high schools, providing each participant with criteria for successful participation, holding workshops for youth participants to learn about public art and the techniques for installing a mosaic, and periodically evaluating each participant's progress during the summer. Through the provision of feedback and positive mentoring experiences, the goal of the program is to encourage youth participants to return to the *CityArts Mentoring Program's Mosaic Mural Project* in the summer of 2012 as mentors to younger participants. An added benefit to this program is the positive educational summer experience which keeps youth focused and safe during their break from school. This experience will demonstrate to them the value of being productive community members, encouraging them to find gainful employment after they graduate from high school and to give back to their city.

**Smart Beginnings Central Virginia - Mobile Preschool Programs**

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $10,722.55 | $88,400 | $21,102.75 |

Funds are requested for a teacher and teacher's aid ($78,400), fuel/maintenance ($5,000), and educational materials ($5,000).

Funding will be used to support two converted school buses, Gus the Learning Bus and Rex the Resource Bus, in visiting at-risk children and parents. Gus the Learning Bus provides a completely furnished preschool classroom that children who are not enrolled in preschool can visit on a weekly basis. Rex the Resource Bus is a parent resource center with educational materials that parents can check out to use in preparation as their child's first teacher.

**YWCA – Domestic Violence Prevention Center (DVPC)**

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $25,000 | $30.000 | $21,102.75 |

Funding is requested to assist in providing direct staff costs to support the Community Advocate Program position and a portion of the DVPC director's salary for outreach services in Lynchburg.

The YWCA has been operating the Domestic Violence Prevention Center (DVPC) Emergency Shelter since 1978. The Shelter provides an essential service to the City and surrounding areas. It meets the urgent community need of protecting women and children in a crisis situation and gives them the opportunity to move on to a home of self-sufficiency and safety.

The DVPC is a partner with the Lynchburg Office of the Commonwealth's Attorney Community Advocate Program to provide Community Advocacy. Funding is provided through an Office on Violence Against Women/US Department of Justice grant for a part-time position. We are requesting funding to complete one year's salary and benefits to make this a full-time position, as well as for our DVPC Director to cover her outreach services in Lynchburg.

The Community Advocacy will provide increased access to community resources and assistance for victims of domestic violence, dating violence, and stalking, empowering victims to get the support and help needed to live violence-free lives. This process requires initiating immediate contact with the aforementioned victims, upon receiving referrals for service from a first responder and/or any other designated service agency, to provide court advocacy, support, and referrals for community assistance. We also provide educational and awareness through speaking engagements and ongoing community activities.

**Miriam's House**

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $20,000 | $32,151 | $21,102.75 |

Funding is requested for direct costs associated with providing an After Care/Case Management Support Group and Night Shift Manager position. Miriam's House is a transitional and supportive housing program with a mission of empowering women to overcome obstacles and move to permanent housing.

An After Care/Case Management Support Group would ameliorate the rate of recidivism and ultimately keep this vulnerable population in their permanent housing upon their discharge from Miriam's House (MH). This is NO OTHER therapeutic group like this in all of Lynchburg and its time has come in staff's professional opinion. This group would help MH "track" the residents after their discharge, and thus ascertain that the progress they made during their time at MH is sustained.

Miriam's House would also hope to receive continued funding for the Night Shift Manager's position. This position is vital to the therapeutic community which provides 24-hour a day, seven day a week and clinical oversight of the program at MH.

<u>**HOME Program Applicants**</u>

**City Administration**

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $16,353 | $28,752 | $28,752 |

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 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $150,000 | $150,000 | $100,000 |

Funding is requested for labor/material ($135,000) and administration ($15,000). Lyn-CAG projects that four (4) low-to-moderate income homeowners will be served with substantial rehabilitation funds from the HOME Program funds and the State Department of Housing and Community Development (DHCD).

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

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

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $75,000 | $75,000 | $75,000 |

Funding is requested for labor/material ($67,500,000) and developer's fee ($7,500) to assist with the acquisition and rehabilitation of one housing structure for a low-to-moderate income family.

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

**Lynchburg Neighborhood Development Foundation (LNDF) – Homeownership Fund**

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
|---|---|---|
| $0 | $75,000 | $75,000 |

Funding is requested to provide affordable mortgage financing assistance for ten (10) low-to-moderate income persons and ultimately homeownership for these persons.

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

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

Through this program, LNDF has brought more than $15 million into the region for this purpose; creating more than 230 new homeowners in the City and throughout the planning district, as well as assisting several hundred others achieve their housing goals through other means.

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

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
| --- | --- | --- |
| $0 | $175,000 | $33,699.80 |

Funding is requested to provide assistance for the development of five housing structures for low-to-moderate income families.

Housing 2000, Inc., the Community Housing Development Organization (CHDO) affiliate of Lynchburg Neighborhood Development Foundation (LNDF), is prepared to engage in development activities in partnership with LNDF. This program is a continuation of the years of single-family development undertaken by LNDF and offers an opportunity for increased production and additional resources through collaboration with Housing 2000, Inc. In the mid 1990s, LNDF became a single-family developer, working primarily in very low-income neighborhoods of Lynchburg where property values are low and overall community revitalization is needed. Since then, LNDF has developed and sold 21 newly renovated or built single family homes, to qualified low- and moderate-income buyers. Last year, LNDF received HOME funds to use as development subsidies in three Tinbridge Hill projects, two of which are in pre-development phases. With this request, LNDF proposes to develop another five houses for resale to HOME-eligible borrowers in the City.

**Lynchburg Neighborhood Development Foundation (LNDF) – Hilltop Homes**

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
| --- | --- | --- |
| $48,163.32 | $218,000 | $80,000 |

Funding is requested for rehabilitation construction costs.

Hilltop Homes is a scattered-site, multi-family rental project that LNDF has been working on for several years. It consists of 12 parcels with 13 buildings that will be completely renovated to create 24 affordable, quality rental units in the downtown neighborhoods of Lynchburg. The total projects costs are approximately $5.1 million. In past funding allocations, the City has awarded HOME funds in the amount of $84,312 (FY 2008) and $48,163 (FY 2011) that was used for predevelopment and soft costs.

**Greater Lynchburg Habitat for Humanity (GLHFH) – Homeownership Program**

| FY 2011 Award | FY 2012 Request | CDAC Recommendation |
| --- | --- | --- |
| $65,000 | $50,000 | $50,000 |

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

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

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

AGENDA ITEM # 10

7 April 2011
WJ Norris
PO Box 4325
LYH VA 24502

To; Clerk of Council
City of Lynchburg, VA

Re: Mr. Norris wishes to petition the local government about theft of taxpayer provided services.

[signature]

H-13, 1201 Longmeadows
LYH, VA, 24502
434-942-5286