



**CITY COUNCIL AGENDA**  
**April 20, 2015**

**5:30 p.m. – 7:00 p.m.**

**Closed session as provided by Section 2.2-3712 of the Virginia Code**  
*Second Floor Conference Room* (Consideration of the sale of City real property on Water Street; annual performance evaluation of the Clerk of Council; discussion of the performance of a specific City Council appointee; and consultation with legal counsel regarding operations at the Ivy Landfill.)

**CALL TO ORDER  
PLEDGE OF ALLEGIANCE  
ROLL CALL**

*Council Chambers*

**AWARDS/RECOGNITIONS  
ANNOUNCEMENTS**

Earth Day; Arbor Day; Mr. Kite; Meadowbrook Hardware; Constitutional Officers; Friends of the Library; Fair Housing Month

**MATTERS BY THE PUBLIC**

Public comment permitted for the first 12 speakers who sign up before the meeting (limit 3 minutes per speaker) and at the end of the meeting on any item, provided that a public hearing is not planned or has not previously been held on the matter.

**COUNCIL RESPONSE TO MATTERS BY THE PUBLIC**

**1. CONSENT AGENDA\***

(Items removed from consent agenda will be considered at the end of the regular agenda.)

- a. Minutes for April 6
- b. APPROPRIATION:

CDBG & HOME Funds for FY 2015-2016:

Fund Appropriation for 2015-16 CDBG Block Grant – \$884,059.82 (2<sup>nd</sup> of 2 readings)

Fund Appropriation for 2015-16 HOME Funds – \$59,652 (2<sup>nd</sup> of 2 readings)

Amendment to CDBG Account: Reprogramming Funds for FY 15-16 (2<sup>nd</sup> of 2 readings)

Amendment to HOME Account: Reprogramming Funds for FY 15-16 (2<sup>nd</sup> of 2 readings)

- c. APPROPRIATION:

Appropriation of Funds - \$7,714.10 (Jenkins Loan Payoff) and \$50,000 (Longwood Drive PUD) to the Charlottesville Affordable Housing Fund (CP-084) (1<sup>st</sup> of 2 readings)

- d. APPROPRIATION:

DollarWise Summer Youth Campaign Grant - \$4,000 (1<sup>st</sup> of 2 readings)

- e. RESOLUTION:

Chief Local Elected Officials Agreement (1<sup>st</sup> of 1 reading)

**2. PUBLIC HEARING /  
ORDINANCE\***

10<sup>th</sup> / Page and Fifeville Neighborhood Permit Parking Zone Expansion (1<sup>st</sup> of 2 readings)

**3. PUBLIC HEARING /  
ORDINANCE\***

Grant of Easements for Steam Tunnel and Electric Duct Bank under Emmett Street to the University of Virginia (1<sup>st</sup> of 2 readings)

**4. PUBLIC HEARING /  
ORDINANCE\***

Grant of Easements for Electric Duct Bank under Eleventh Street to the University of Virginia (1<sup>st</sup> of 2 readings)

**5. RESOLUTION\***

Integrated Pest Management Policy (1<sup>st</sup> of 1 reading)

**6. ORDINANCE\***

Homeowner Tax Relief Grant – 2015 (1<sup>st</sup> of 2 readings)

**7. REPORT**

TJACH Plan to End Homelessness

**8. REPORT**

State of the Forest

**OTHER BUSINESS  
MATTERS BY THE PUBLIC  
COUNCIL RESPONSE TO MATTERS BY THE PUBLIC**

\*ACTION NEEDED

# GUIDELINES FOR PUBLIC COMMENT

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**We welcome public comment;  
it is an important part of our meeting.**

**Time is reserved near the beginning and at the end of each regular City Council meeting for Matters by the Public.**

**Please follow these guidelines for public comment:**

- If you are here to speak for a **Public Hearing**, please wait to speak on the matter until the report for that item has been presented and the Public Hearing has been opened.
- Each speaker has **3 minutes** to speak. Please give your name and address before beginning your remarks.
- Please **do not interrupt speakers**, whether or not you agree with them.
- Please **refrain from using obscenities**.
- If you cannot follow these guidelines, you will be escorted from City Council Chambers and not permitted to reenter.

**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



<b>Agenda Date:</b>	April 6, 2015
<b>Action Required:</b>	Appropriation and Approval
<b>Presenter:</b>	Melissa Thackston, Grants Coordinator
<b>Staff Contacts:</b>	Melissa Thackston, Grants Coordinator
<b>Title:</b>	Approval and Appropriation of CDBG & HOME funds for FY 2015-2016

**Background:** This agenda item includes project recommendations and appropriations for the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) funds to be received by the City of Charlottesville from the U.S. Department of Housing and Urban Development (HUD).

**Discussion:** In Fall 2014, the City of Charlottesville advertised a Request for Proposals (RFP) based on the priorities set by Council on August 18, 2014 for Economic Development; Workforce Development and Training, Childcare; and Neighborhood Stabilization (to include Homeowner Rehabilitation and Homeownership Assistance). An additional RFP for Housing and Facilities projects was advertised in February for surplus CDBG entitlement funding available as a result of a canceled project. The City received 12 applications totaling \$1,650,000 for housing projects; 10 applications totaling over \$168,000 for social projects; 4 applications for facility improvements totaling \$375,000; and 6 applications totaling over \$200,000 for economic development projects. A summary of applications received is included in this packet.

In February 2015, the CDBG Task Force reviewed and recommended housing and social projects for funding; the Strategic Action Team on Economic and Workforce Development reviewed and recommended economic development projects for funding. A subcommittee of the CDBG Task Force and staff reviewed and recommended applications for the surplus CDBG entitlement funding. The 10<sup>th</sup> and Page Priority Task Force met over the course of 2014 and made recommendations for neighborhood improvements.

On March 10, 2015, these items came before the Planning Commission and Council for a joint public hearing. The Planning Commission accepted the report and unanimously recommended the proposed budget for approval by City Council.

CDBG and HOME Project Recommendations for FY 15-16: The CDBG program has \$884,059.82 for the 2015-2016 program year; the HOME program has \$126,449.91 for the 2015-2016 program year. The CDBG total reflects the \$376,098 Entitlement Grant, \$4,362.50 in Reprogramming, and \$72,748.32 in previous years' entitlement available after program income has been applied. The CDBG amount also includes \$430,851 in previous entitlement funding

that is available as a result of a cancelled activity. The HOME total consists of \$59,652, which is the City's portion of the Consortium's appropriation, in addition to \$14,243 for the City's 25% required match, \$8,947.91 in Reprogramming and \$6,182 in program income. Minutes from the meetings are attached which outline the recommendations made. It is important to note that all projects went through an extensive review as a result of an RFP process.

Housing Projects: The CDBG Task Force has recommended housing programs that are consistent with those from prior years. The main areas of focus are based on Council's priority for homeowner rehabilitation and homeownership assistance.

Projects recommended for funding include:

- Habitat for Humanity, Downpayment Assistance
- Piedmont Housing Alliance, Downpayment Assistance
- AHIP, funds to provide small homeowner rehabs and repairs
- TJCLT, land acquisition of existing home
- MACAA, Hope House unit acquisition

Estimated benefits include 6 small homeowner rehabs and downpayment assistance to 6 households, 1 unit for permanently affordable homeownership, 1 unit for homeless families.

Facility Projects – A subcommittee of the CDBG Task Force reviewed applications to utilize the entitlement funds that have become available as a result of a canceled activity. Of the applications received and recommended for funding, three are for public facility improvements.

Projects recommended for funding include:

- ReadyKids, roof replacement
- ARC of the Piedmont- Jefferson Park Circle improvements
- On Our Own- energy efficiency improvements

Estimated benefits include facility improvements to one facility serving adults with mental health needs, one facility serving disabled adults, and one facility serving child and families. Beneficiaries to be reported to HUD will be any client that receives services from any of these three facilities in FY 15-16.

Priority Neighborhood: The FY 2015-2016 Priority Neighborhood is the area of 10th and Page. The 10th and Page Priority Neighborhood Task Force has made the following prioritized recommendations for funding: 1. Street crossing improvements on 10th St, particularly at 10th and Page and 10th and West to include possible installation of a lighted crosswalk at 10th and Page if deemed necessary by City staff; 2. Pedestrian and Accessibility Improvements on 10th St., specifically relocating utility poles out of sidewalk and into curb extensions; 3. Accessibility Improvements/Ramps at all crosswalks; 4. Crosswalk Improvements at 10 ½ St. and West; and 5. Crosswalk Improvements at 8th and Preston. Projects will be completed in order of priority until funding is no longer available.

Economic Development: Council set aside FY 15-16 CDBG funds for Economic Development activities. The Strategic Action Team reviewed proposals for funding.

Projects recommended for funding include:

- Community Investment Collaborative, scholarships to low-income entrepreneurs
- Seedplanters, technical assistance and grants to women entrepreneurs
- Office of Economic Development Small Business Development

Funds are proposed to be used to provide scholarships, technical assistance, and capital to at least 10 qualified Charlottesville businesses and at least 15 entrepreneurs hoping to launch their own new micro-enterprises

Public Service Projects: The CDBG Task Force has recommended several public service programs. Programs were evaluated based on Council's priority for workforce development and on the job training. Programs were also evaluated based on the number of beneficiaries served and the capacity of the agency. Funding will enable the organizations to provide increased levels of service to the community. Further, this year agencies will be targeting program beneficiaries to those who reside within the City of Promise footprint.

Projects recommended for funding include:

- City of Promise, Dual Generation program
- Office of Economic Development, GO CNA
- United Way, Childcare subsidies
- OAR, funds to help recently released offenders transition
- Department Social Services, VIEW Career Training

Estimated benefits include helping 30 adults gain workforce readiness skills, helping at least 5 adults with direct employment training, providing childcare subsidies for up to 6 families and helping 75 recently released offenders will receive support services to help reduce recidivism.

Administration and Planning: To pay for the costs of staff working with CDBG projects, citizen participation, and other costs directly related to CDBG funds, \$75,219 is budgeted. An additional \$2,684 in HOME admin and planning funding is available.

Program Income/Reprogramming: For FY 2015-2016, the City has \$72,748.32 in previous CDBG EN that has been made available through the application of received Program Income (PI) to be circulated back into the CDBG budget. The City has \$6,182 in HOME PI to be circulated back into the HOME budget. There are also completed CDBG and HOME projects that have remaining funds to be reprogrammed amounting to \$4,362.50 CDBG and \$8,947.91 HOME. These are outlined in the attached materials.

Community Engagement: A request for proposals was held for housing, economic development, facilities and social programs. Applications received were reviewed by the CDBG Task Force or SAT. Priority Neighborhood recommendations were made by the 10<sup>th</sup> and Page CDBG Task Force.

Alignment with City Council's Vision and Strategic Plan: Approval of this agenda item aligns directly with Council's vision for Charlottesville to have **Economic Sustainability** and **Quality Housing Opportunities for All**.

**Budgetary Impact:** Proposed CDBG projects will be carried out using only the City's CDBG funds. The HOME program requires the City to provide a 25% match. The sum necessary to meet the FY 2015-2016 match is \$14,243, which will need to be appropriated out of the Charlottesville Housing Fund (CP-0084) at a future date.

**Recommendation:** Staff recommends approval of the CDBG and HOME projects as well as the reprogramming of funds. Planning Commission recommended approval of the proposed budget with any percent changes to the estimated amounts being applied equally to all programs on March 10, 2015. All Planning Commissioners present at the meeting voted. (Commissioners Rosensweig and Santoski recused) Staff also recommends approval of the appropriations. Funds will not be available or eligible to be spent until HUD releases funds on July 1, 2015. If the funds are not released on that date, funds included in this budget will not be spent until HUD releases the entitlement.

**Alternatives:** No alternatives are proposed.

**Attachments:** 2015-2016 Proposed CDBG and HOME Budget  
Summary of RFPs submitted  
Appropriation Resolutions for CDBG & HOME and reprogrammed funds  
Minutes from CDBG Task Force meetings

**RECOMMENDED BY CDBG TASK FORCE and SAT: 1/23/14, 2/7/14, and 2/23/15**  
**RECOMMENDED BY PLANNING COMMISSION: 3/10/14**  
**APPROVED BY CITY COUNCIL:**

**2015-2016 CDBG BUDGET ALLOCATIONS**

<b>I.</b>	<b>PRIORITY NEIGHBORHOOD</b>		
	A. 10 <sup>th</sup> and Page –		<b>\$258,879.82*</b>
<b>II.</b>	<b>ECONOMIC DEVELOPMENT</b>		
	A. Community Investment Collaborative Scholarships		\$12,500
	B. Seedplanters Women Entrepreneur Academy		\$25,000
	C. Office of Economic Development Small Business Development		\$25,200
	<b>ECONOMIC DEVELOPMENT TOTAL:</b>		<b>\$62,700</b>
<b>III.</b>	<b>PUBLIC SERVICE PROJECTS</b>		
	A. City of Promise – Dual Generation		\$ 6,890
	B. OAR – Reentry Services		\$ 6,890
	C. Office Economic Development – GO CNA		\$ 6,890
	D. Department of Social Services – PACE		\$ 6,890
	E. United Way – Child Care Subsidies		\$28,850
	<b>PUBLIC SERVICE TOTAL:</b>		<b>\$56,410 (15% EN)</b>
<b>IV.</b>	<b>ADMINISTRATION AND PLANNING:</b>		
	A. Admin and Planning		<b>\$75,219 (20% EN)</b>
<b>V.</b>	<b>BONUS REPAYMENT SURPLUS</b>		
	A. MACAA- Hope House		\$200,000
	B. On Our Own- Facility Improvements		\$ 26,850
	C. ReadyKids- Facility Improvements		\$ 72,300
	D. ARC of the Piedmont- Facility Improvements		\$ 76,900
	E. TJCLT- Existing Home Land Acquisition		\$ 54,801
	<b>SURPLUS TOTAL</b>		<b>\$430,851</b>
	<b>GRAND TOTAL:</b>		<b>\$884,059.82</b>
	<b>ESTIMATED NEW ENTITLEMENT AMOUNT:</b>		<b>\$376,098.00</b>
	<b>ESTIMATED EN AVAILABLE AFTER PI APPLIED:</b>		<b>\$ 72,748.32</b>
	<b>REPROGRAMMING:</b>		<b>\$ 4,362.50</b>
	<b>REPAYMENT OF PROJECTS:</b>		<b>\$430,851.00</b>

**2015-2016 HOME BUDGET ALLOCATIONS**

A.	AHIP – Homeowner Rehabs	\$55,645.91*
B.	Habitat for Humanity – Downpayment Assistance	\$34,060
C.	PHA – Downpayment Assistance	\$34,060
D.	Administration and Planning – funds from the Planning District	\$ 2,684
	<b>GRAND TOTAL:</b>	<b>\$126,449.91</b>
	<b>ESTIMATED NEW ENTITLEMENT AMOUNT:</b>	<b>\$ 59,652.00</b>
	<b>ESTIMATED EN AVAILABLE AFTER PI APPLIED:</b>	<b>\$ 6,182.00</b>
	<b>REPROGRAMMING:</b>	<b>\$ 8,947.91</b>
	<b>REPAYMENT OF PROJECTS:</b>	<b>\$ 37,425.00</b>
	<b>LOCAL MATCH:</b>	<b>\$ 14,243.00**</b>

\* Funding includes program income/reprogrammed funds

\*\* Only Entitlement funds (except Admin and Planning amount) require local match

**A RESOLUTION  
 APPROPRIATING FUNDS FOR  
 THE CITY OF CHARLOTTESVILLE'S 2015-2016  
 COMMUNITY DEVELOPMENT BLOCK GRANT - \$884,059.82**

**WHEREAS**, the City of Charlottesville has been advised of the approval by the U.S. Department of Housing and Urban Development of a Community Development Block Grant (CDBG) for the 2015-2016 fiscal year in the total amount of \$884,059.82 that includes new entitlement from HUD amounting to \$376,098.00, previous entitlement made available through program income of \$72,748.32, previous entitlement made available through canceled activities of \$430,851, and reprogramming of \$4,362.50.

**WHEREAS**, City Council has received recommendations for the expenditure of funds from the CDBG Task Force, the SAT, the 10<sup>th</sup> and Page Priority Neighborhood Task Force and the City Planning Commission; and has conducted a public hearing thereon as provided by law; now, therefore

**BE IT RESOLVED** by the City Council of Charlottesville, Virginia, that the sums hereinafter set forth are hereby appropriated from funds received from the aforesaid grant to the following individual expenditure accounts in the Community Development Block Grant Fund for the respective purposes set forth; provided, however, that the City Manager is hereby authorized to transfer funds between and among such individual accounts as circumstances may require, to the extent permitted by applicable federal grant regulations.

**PRIORITY NEIGHBORHOOD**

10<sup>th</sup> and Page – Pedestrian safety and accessibility improvements \$258,879.82

**ECONOMIC DEVELOPMENT**

Community Investment Collaborative Scholarships \$12,500  
 Seedplanters Women Entrepreneur Academy \$25,000  
 Office of Economic Development Small Business Development \$25,200

**SOCIAL PROGRAMS**

City of Promise – Dual Generation \$ 6,890  
 Office of Economic Development – GO CNA \$ 6,890  
 OAR- Reentry Program \$ 6,890  
 DSS- VIEW Career Training \$ 6,890  
 United Way – Childcare Subsidies \$28,850

**BONUS ENTITLEMENT FROM CANCELED ACTIVITY**

MACAA – Hope House \$200,000  
 On Our Own – Facility Improvements \$ 26,850  
 ReadyKids – Facility Improvements \$ 72,300  
 ARC of the Piedmont – Facility Improvements \$ 76,900  
 TJCLT – Existing Home Land Acquisition \$ 54,801

**ADMINISTRATION AND PLANNING:**

Admin and Planning \$75,219

**TOTAL \$884,059.82**



**BE IT FURTHER RESOLVED** that this appropriation is conditioned upon the receipt of \$376,098 from the Department of Housing and Urban Development.

The amounts so appropriated as grants to other public agencies and private non-profit, charitable organizations (subrecipients) are for the sole purpose stated. The City Manager is authorized to enter into agreements with those agencies and organizations as he may deem advisable to ensure that the grants are expended for the intended purposes, and in accordance with applicable federal and state laws and regulations; and

The City Manager, the Directors of Finance or Neighborhood Development Services, and staff are authorized to establish administrative procedures and provide for mutual assistance in the execution of the programs.

**A RESOLUTION  
 APPROPRIATING FUNDS FOR  
 THE CITY OF CHARLOTTESVILLE'S 2015-2016  
 HOME FUNDS – \$59,652**

**WHEREAS**, the City of Charlottesville has been advised of the approval by the U.S. Department of Housing and Urban Development of HOME Investment Partnership (HOME) funding for the 2015-2016 fiscal year;

**WHEREAS**, the region is receiving an award for HOME funds for fiscal year 15-16 of which the City will receive \$59,652 to be expended on affordable housing initiatives such as homeowner rehab and downpayment assistance.

**WHEREAS**, it is a requirement of this grant that projects funded with HOME initiatives money be matched with local funding in varying degrees;

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the local match for the above listed programs will be covered by the Charlottesville Housing Fund (account CP-0084 in SAP system) in the amount of \$14,243; the resolution for this appropriation will come forward after July 1, 2015. Project totals also include previous entitlement made available through program income of \$6,182, previous entitlement made available through canceled activities of \$37,425, and reprogramming of \$8,947.91. The total of the HUD money, program income, reprogramming, and the local match, equals \$126,449.91 and will be distributed as shown below. Administrative funds for the year total \$2,684, which do not require a City match.

<b>PROJECTS</b>	<b>HOME EN</b>	<b>% MATCH</b>	<b>MATCH</b>	<b>OTHER*</b>	<b>TOTAL</b>
AHIP, Small Rehabs	\$28,484	25	\$7,121	\$20,040.91	\$55,645.91
Habitat for Humanity, DP	\$14,242	25	\$3,561	\$16,257	\$34,060.00
PHA, DP	\$14,242	25	\$3,561	\$16,257	\$34,060.00
Admin and Planning	\$2,684	0	\$0	\$0	\$ 2,684.00

\* includes Program Income and Reprogramming which does not require local match.

**BE IT FURTHER RESOLVED** that this appropriation is conditioned upon the receipt of \$59,652 from the Department of Housing and Urban Development.

The amounts so appropriated as grants to other public agencies and private non-profit, charitable organizations (subrecipients) are for the sole purpose stated. The City Manager is authorized to enter into agreements with those agencies and organizations as he may deem advisable to ensure that the grants are expended for the intended purposes, and in accordance with applicable federal and state laws and regulations; and

The City Manager, the Directors of Finance or Neighborhood Development Services, and staff are authorized to establish administrative procedures and provide for mutual assistance in the execution of the programs.

**APPROPRIATION  
 AMENDMENT TO COMMUNITY DEVELOPMENT BLOCK GRANT ACCOUNT  
 Reprogramming of Funds for FY 15-16**

**WHEREAS**, Council has previously approved the appropriation of certain sums of federal grant receipts to specific accounts in the Community Development Block Grant (CDBG) funds; and

**WHEREAS**, it now appears that these funds have not been spent and need to be reprogrammed, and therefore,

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that appropriations made to the following expenditure accounts in the CDBG fund are hereby reduced or increased by the respective amounts shown, and the balance accumulated in the Fund as a result of these adjustments is hereby reappropriated to the respective accounts shown as follows:

<b>Program Year</b>	<b>Account Code</b>	<b>Purpose</b>	<b>Proposed Revised Reduction</b>	<b>Proposed Revised Addition</b>	<b>Proposed Revised Appropriation</b>
13-14	P-00001-02-61	CALM IDA Match	\$4,362.50		\$4,362.50
15-16	P-00001-04-01	Applied to new programs		\$4,362.50	\$4,362.50
		<b>TOTALS:</b>	<b>\$4,362.50</b>	<b>\$4,362.50</b>	<b>\$4,362.50</b>

**APPROPRIATION  
 AMENDMENT TO HOME INVESTMENT PARTNERSHIP ACCOUNT  
 Reprogramming of Funds for FY 15-16**

**WHEREAS**, Council has previously approved the appropriation of certain sums of federal grant receipts to specific accounts in the HOME Investment Partnership (HOME) funds; and

**WHEREAS**, it now appears that these funds have not been spent and need to be reprogrammed, and therefore,

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that appropriations made to the following expenditure accounts in the HOME fund are hereby reduced or increased by the respective amounts shown, and the balance accumulated in the Fund as a result of these adjustments is hereby reappropriated to the respective accounts shown as follows:

<b>Program Year</b>	<b>Account Code</b>	<b>Purpose</b>	<b>Proposed Revised Reduction</b>	<b>Proposed Revised Addition</b>	<b>Proposed Revised Appropriation</b>
09-10	19000139	Abundant Life Planning	\$92.34		\$0
10-11	19000149	CRHA Avon Acquisition	\$75.00		\$0
11-12	19000168	Tenant Based Rental	\$8,780.57		\$0
15-16		Applied to new programs		\$8,947.91	\$8,947.91
		<b>TOTALS:</b>	<b>\$8,947.91</b>	<b>\$8,947.91</b>	<b>\$8,947.91</b>

## CDBG RFP SUBMISSIONS - FY 2015-16

Organization, (Program Title)	Applicant	Program Description	Funding Requested
AHIP	Jen Jacobs	Small Homeowner Rehabs	\$80,000
Building Goodness in April	Brian Gooch	Homeowner Rehabs	\$20,000
Habitat for Humanity	Dan Rosensweig	Downpayment Assistance	\$80,000
PHA	Karen Reifenberger	Downpayment Assistance	\$40,000
TJCLT	Bob Adams	Land Acquisition	\$40,000

**\$260,000**

80000 -\$180,000

Organization, (Program Title)	Applicant	Program Description	Funding Requested
City of Promise	Sarad Davenport	Adult Career Readiness	\$25,000
Community Attention	Rory Carpenter	Youth Internship Program in health care	\$10,000
Common Ground	Elliott Brown	Complementary Health Services	\$8,000
C4K	Michaela Muttom	Computer Clubhouse	\$25,000
Mediation Center of Charlottesville	Van Parker	Mediator Training	\$2,500
OAR	Pat Smith	Reentry Program	\$20,000
OED	Hollie Lee	GO CNA workforce training	\$17,000
PHAR	Karen Shepard	Career Readiness Program	\$15,000
Social Services	Kelly Logan	VIEW workforce development	\$15,558
United Way	Barbara Hutchinson	Child Care Scholarships	\$30,000
			<b>\$168,058</b>

60000 -\$108,058

Organization, (Program Title)	Applicant	Program Description	Funding Requested
Better World Better	Teri Kent	Mini-grant program	\$20,000
Community Invest. Collob	Stephen Davis	Entrepreneurship-training	\$12,500
C4K	Michaela Muttom	Online Entrepreneurship Program	\$25,938
OED	Jason Ness	ACE program	\$25,200
Seedplanters	Kaye Monroe	DreamBuilders Women Entrepreneurs	\$50,000
Small Steps Collective	Kathy Zentgraf	Rentable Commercial Kitchen Space	\$70,000
			<b>\$203,638</b>
<b>Housing Programs</b>	<b>Public Facilities</b>	<b>Economic Development</b>	<b>Social</b>

125000 -\$78,638

## CDBG Bonus RFP SUBMISSIONS - FY 2015-16

Organization, (Program Title)	Applicant	Funding Requested
AHIP	Jen Jacobs	\$275,000
MACAA	Nancy Kidd	\$200,000
Habitat for Humanity	Dan Rosensweig	\$280,000
PHA	Frank Grosch	\$215,000
TJCLT	Bob Adams	\$80,000
Oasis Village	Karen Beiber	\$150,000
LEAP	Cynthia Adams	\$190,000
ARC of the Piedmont	John Santoski	\$76,900
Ready Kids	Allison Henderson	\$72,300
On Our Own	Erin Tucker	\$26,850
Building Goodness Foundation	Kelly Eplee	\$200,000
		<b>\$1,766,050</b>
<b>Housing Programs</b>	<b>Public Facility</b>	

**CDBG Task Force Meeting Notes**  
**February 4, 2015**  
**10:00**  
**NDS Conference Room**

Members Present:  
Kathy Harris  
Jennifer McKeever  
Taneaia Dowell  
Kelly Logan  
Mary Alex  
Hollie Lee

Staff:  
Melissa Thackston  
Kathy McHugh

1. Staff Updates
  - a. Special EN and Review Committee

Staff made the task force aware that a previously funded project is going to be canceled and \$430,851 in CDBG Entitlement funding will be made available for new projects. A special RFP is being held for these funds given the short timeframe needed to award and spend them down. There will be a separate Task Force subcommittee meeting on February 23, 2015 at 2:00 for any interested member to attend to help make funding recommendations.

Staff went over the new score sheet process and explained the implementation of a scoring sheet was based on new HUD guidance staff received at an intensive CDBG training last October. Members were encouraged to provide staff comments on the new process so that next year's process can be improved from the lessons learned this first year of implementation.

2. Complete Score Sheets

Members finished scoring any remaining applications they previously had not scored.

3. Tally Program Scores

Members reported their scores for each application. The application scores were then averaged together into one final group score. These group scores formed the basis of the funding recommendations.

Scores were as follows:

AHIP:	89
Building Goodness in April:	76
Habitat for Humanity:	95
PHA	95
TJCLT:	77

City of Promise:	80
Community Attention:	84
Common Ground:	59
Computers4Kids:	80
Mediation Center:	48
OAR:	91
OED Go CNA:	87
PHAR:	62
DSS PACE:	91
United Way:	86

#### 4. Funding Recommendations

Members decided not to consider any application that received less than 80 points.

The housing applications were discussed first and there was a motion to fund AHIP at \$40,000, Habitat at \$23,000 and PHA at \$23,000. There was a discussion about funding AHIP so much more than the other two applications. Some members argued that the motion could be seen as funding Rehab at \$40,000 and funding Down Payment Assistance at \$46,000. There was also a discussion about how closely the funding recommendation should align with the scores. Most members felt that the scores give a good starting point but a difference of 6 points shouldn't make that much of a difference. It was also pointed out that the down payment applications are able to count the mortgages they leverage, which helped boost their overall scores. After the discussion the motion was called for again, seconded, and the motion passed 5-1-0.

Social applications were discussed next. Members said they were pleased Council took their recommendation to prioritize childcare and were glad to see an agency respond. They were further glad to see the United Way commit to work with City of Promise families. There was a brief discussion of at what level to fund the United Way, but members quickly agreed that this application should receive full funding as many previous task force discussions so heavily focused on the need for childcare.

Members discussed how to recommend funding for the remaining applications. With \$30,000 left to fund, members felt that dividing that amount among too many agencies would greatly lessen the impact of the funding. In light of Council's priorities, the Consolidated Plan, and the Growing Opportunities report, members decided to funding should be targeted at programs that benefit adults. This left City of Promise, OAR, Go CNA, and DSS PACE. It was recommended that each of these agencies receive equal funding of \$7,500 and that to the greatest extent feasible, participants of the programs benefit City of Promise families. A motion was made, seconded, and approved 4-0-2 (with Kelly Logan and Hollie Lee abstaining).

#### 5. Other Business and Public Comment (if any)



CDBG Economic Development Task Force (Strategic Action Team)

Tuesday, January 13, 2015 8:30

Members Present:

Kelly Logan	Cory Demchack
Diane Kuknyo	Chris Engel
Gretchen Ellis	Sue Moffet
Hollie Lee	Jason Ness
Mike Murphy	Melissa Thackston (staff)

Members reviewed applications for funding. Members decided to score only applications they wanted to see funded.

Better World Betty: Score: 43. There was concern that this project really couldn't be shown to either create or retain jobs. It was felt that the need and the outcomes were not strong enough to warrant funding. It was suggested that this project could somehow work as a consultant for OED ACE businesses as just one of many needs businesses may have, but not as a standalone need that should be funded.

CIC: Score: 84 Members liked this proposal, but noted that there were typos and errors and the application seemed boilerplate and poorly written. Members would like to see CIC partner with Kathy Zentgraft and Small Steps if she would be interested.

C4K: Not scored. Members were hesitant to reinvest in this program until outcomes and results from current FY funding were known. They would encourage C4K to reapply in the future once they are able to show outcomes.

Seedplanters: Score: 67. Some members felt that they did not receive satisfactory answers to their follow-up questions and had some concerns about the outcomes of the program. Others pointed out that the clients served require a much more intensive one on one experience. Some members questioned if this application was more life coaching versus economic development. Members asked for additional information about the current success and stability of the businesses created in prior years.

Office of Economic Development: (OED Staff not present during discussion). Score: 90. Members felt that this program has been showing strong outcomes and feel the revised program structure will give increased outcomes with more cost effectiveness.

Small Steps: Not scored. Members were supportive of this idea, but thought the project was not quite ready for CDBG funding. Some members felt that through churches and other non-profits there are commercial kitchen facilities available for use in the community already. Members thought participation with CIC could be very beneficial. All project funding would need to be secured/committed. It would need to be clearer how many jobs would be created/retained either as direct hires to Small Steps or through the other businesses that would rent the space.

Members Recommended funding CIC and OED ACE fully. Members recommended funding Seedplanters in part based on follow up information.

\* Follow up information provided to members with a recommendation of funding at \$25,000. Voting members supported this amount 3-2.

**CDBG Task Force Bonus EN Subcommittee Meeting Notes**  
**February 23, 2015**  
**2:00**  
**NDS Conference Room**

Members Present:

Marnie Allen

Mary Alex

Staff:

Melissa Thackston

Kathy McHugh

1. Discuss and recommend funding for bonus entitlement money available

Applications were discussed and reviewed based on timeliness, ability to easily and fully comply with federal regulations, and impact. The group also indicated a preference to fund applicants and/or projects which do not routinely receive CDBG assistance from the City.

AHIP: Concern about whether they could complete 10 major rehabs within the timeframe. Even with these funds given priority in their spending, AHIP has already received a lot of City investment and has funds available to spend.

MACAA: It was felt that MACAA would be able to identify and purchase a duplex for their HOPE House program within the timeline proposed. Further, the City's Consolidated Plan prioritizes addressing homelessness and the HOPE House provides transitional housing for the homeless. It was suggested that if funds are awarded they be conditioned as follow: Participant selection must follow utilize a housing first approach using HUD best practices in line with TJACH recommendations, and the home will need to be secured with a 15 year deed of trust to insure long-term affordability.

Habitat for Humanity: There were general concerns about the timing of all three proposals. Specifically, 1) Harmony Ridge does not yet have an approved site plan and has not broken ground, 2) acquisition and development of four new opportunities is contingent upon participation by various partners with no firm indication that any are ready to go, and 3) Burnet 2 is underway; however Burnet 3 and Harmony Ridge units are either not yet under construction and/or are subject to site plan approval. The complexities and variables involved are of concern, as are general issues associated with capacity to be able to handle new and on-going projects and meet such a firm deadline.

PHA: This project has already received \$950,000 of City investment. The addition of CDBG funds into this project, only serves to complicate the project for no additional affordable housing units to the City. Further, the project timeline assumes the ability to purchase land in March, 2015 when CDBG funds will not be available until July/August. If funds are not used for acquisition, then demolition and construction would have to be delayed from April 2015 and there are concerns over the time and effort involved with Davis Bacon compliance and ability to close out the project in time.

TJCLT: There were some concerns about the ability to spend the funds in time given the complexities involved with the land trust model. Members really liked the long term affordability that the land trust provides. Any awarded funds would have to be applied to an existing house as the timeline is cleaner.

Oasis Village: This proposal was well received as a concept and members would love to see such a model take off in Charlottesville; however, not yet having site plan approval or a pool of potential buyers already lined up creates too much uncertainty in the timeliness of this application.

LEAP: The City has already invested significant CAHF resources into the Dogwood Housing portfolio. Further, there are concerns about being able to properly document housing affordability for beneficiaries and ascertain compliance with CDBG requirements to principally benefit persons of low-mod income.

ARC of the Piedmont: Project will have to receive appropriate BAR and environmental approvals as well as compliance with Davis Bacon. Generally, the project was well received with clear benefit to low-mod persons.

Ready Kids: Project will have to receive appropriate environmental approvals as well as compliance with Davis Bacon. ReadyKids will be required to collect demographic information on all clients served during the fiscal year to document benefit to low-mod persons.

On Our Own: Project will have to receive appropriate BAR and environmental approvals as well as compliance with Davis Bacon. Generally, the project was well received with clear benefit to low-mod persons.

Building Goodness Foundation: There was much discussion about this application. Ultimately, it was felt that documenting beneficiaries associated with various agencies to be assisted (most of whom are not yet identified at this point) would be too burdensome and murky with HUD and that the project timeline indicates a need to start construction in advance of when CDBG funds will be available. It was suggested that BGF apply in partnership with specific agencies they will work with for future RFPs of funding.

Based on a discussion and review of all proposals, the group recommended approving the following proposals with full funding: MACAA (\$200,000); ARC of the Piedmont (\$76,900); Ready Kids (\$72,300); and On Our Own (\$26,850). TJCLT was recommended to be partially funded with the remaining funds (\$54,801). Specific conditions, as recommended by the group, are included above.

**CITY OF CHARLOTTESVILLE, VIRGINIA.  
CITY COUNCIL AGENDA**



<b>Agenda Date:</b>	April 20, 2015
<b>Action Required:</b>	Approval of Appropriation
<b>Staff Contacts:</b>	Kathy McHugh, Housing Development Specialist
<b>Presenter:</b>	Kathy McHugh, Housing Development Specialist
<b>Title:</b>	<b>Appropriation of Funds - \$7,714.10 (Jenkins Loan Payoff) and \$50,000 (Longwood Drive PUD) to the Charlottesville Affordable Housing Fund (CP-084)</b>

**Background:**

The City has received funds that staff is recommending be appropriated into the Charlottesville Affordable Housing Fund. Specifically, James Jenkins, 2209 N. Berkshire Road, received a substantial rehab loan in 2012 through the Albemarle Housing Improvement Program (AHIP). Mr. Jenkins died in 2014 and the primary lender foreclosed on the property, with funds still owed to the City under our deed of trust. As a result of the foreclosure sale, the City received \$7,714.10.

Further, the City has received \$50,000 as a result of a payment made pursuant to the Longwood Drive Planned Unit Development (PUD) proffer made on March 20, 2009 (i.e., condition #6).

**Discussion:**

Funds from both the Jenkins loan payoff and the Longwood Drive PUD will be appropriated to the Charlottesville Affordable Housing Fund (CP-084).

**Community Engagement:**

There has been no direct community engagement on this issue.

**Alignment with City Council Vision and Strategic Plan:**

Approval of this agenda item aligns directly with Council's vision for Charlottesville to provide *Quality Housing Opportunities for All* and Goal 1, Objective 1.3 of the Strategic Plan to *increase affordable housing options*.

**Budgetary Impact:**

The funds will be appropriated into the Charlottesville Affordable Housing Fund, which is a part of the City's Capital Improvement Program Fund, and will be allocated later as determined by City Council.

**Recommendation**

Staff recommends approval of the appropriation.

**Alternatives:**

There are no alternatives for appropriation of the funds received from the payment of the proffer for the Longwood Drive PUD, as these are specified for the Charlottesville Affordable Housing Fund. Further, funds received from satisfaction of the Jenkins deed of trust should also be returned to their original source which is the Charlottesville Affordable Housing Fund.

**Attachments:** N/A

**APPROPRIATION**  
**Charlottesville Affordable Housing Fund**  
**James Jenkins Deed of Trust Payoff (\$7,714.10)**  
**and Longwood Drive Planned Unit Development (\$50,000)**  
**\$57,714.10**

**WHEREAS**, the City of Charlottesville has received funding from the payoff received for the James Jenkins Deed of Trust (\$7,714.10) and from proceeds associated with the proffer statement for the Longwood Drive Planned Unit Development (\$50,000); and

**WHEREAS**, these should be paid into the Charlottesville Affordable Housing Fund; and

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$57,714.10 is appropriated as follows:

**Revenues**

\$50,000	Fund: 426	Project: CP-084	G/L Code: 434675
\$7,714.10	Fund: 426	Project: CP-084	G/L Code: 451160

**Expenditures**

\$57,714.10	Fund: 426	Project: CP-084	G/L Code: 599999
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CITY OF CHARLOTTESVILLE, VIRGINIA.  
CITY COUNCIL AGENDA.



<b>Agenda Date:</b>	April 20, 2015
<b>Action Required:</b>	Appropriation
<b>Presenter:</b>	Rory Carpenter, Community Attention
<b>Staff Contacts:</b>	Mike Murphy, Rory Carpenter, Community Attention Leslie Beauregard, Director, Budget and Performance Management
<b>Title:</b>	<b>DollarWise Summer Youth Campaign Grant - \$4,000</b>

**Background:** Community Attention applied for and received the DollarWise Summer Youth Campaign Grant from the United States Conference of Mayors for \$4,000 to provide financial literacy training and incentives to the participants of the 2015 Community Attention Summer Youth Employment Program.

**Discussion:** The grants of \$4,000 each were awarded to five cities with exceptional summer youth programs that incorporate robust financial literacy components into their initiatives. Mayor Huja accepted the grant award at the U.S. Conference of Mayor's meeting in Washington D.C. on January 23<sup>rd</sup>. The grant funds will be used to provide incentives for the 2015 C.A.Y.I.P. Summer Youth Employment Program (S.Y.E.P.) participants to open checking accounts; or if they already have an account for saving 20% of their internship stipend. Currently S.Y.E.P. utilizes a partnership with the U.V.A. Credit Union to help facilitate financial literacy.

**Alignment with City Council's Vision Areas and Strategic Plan:** Approval of this agenda item supports City Council's vision of **Economic Sustainability** and it aligns with the goals and objectives of the City's Strategic Plan:

**Goal 1: Enhance the Self-Sufficiency of Our Residents**

- **1.1.** Promote education and training

Community Attention's Summer Youth Employment Program (S.Y.E.P.) provides City youth with the opportunity to be exposed to job settings, learn workplace readiness skills, and earn a performance based stipend.

**Goal 3: Have a Strong, Diversified Economy**

- **3.1.** Develop a quality workforce

The S.Y.E.P. assists in the development of a quality workforce by teaching youth workplace readiness skills to prepare them for future employment.

**Community Engagement:** The Summer Youth Employment Program engages community youth and their families through internship opportunities and engages local businesses and organization as internship sites.

**Budgetary Impact:** The funds will be expensed and reimbursed to a Grants Fund.

**Recommendation:** Staff recommends approval and appropriation of funds.

**Alternatives:** If the funds are not appropriated, the grant would not be received and the additional financial literacy services would not be provided.

**Attachments:** N/A

**APPROPRIATION**  
**DollarWise Summer Youth Campaign Grant**  
**\$4,000**

**WHEREAS**, the City of Charlottesville has been awarded \$4,000 from the United States Conference of Mayors to provide financial literacy incentives for the 2015 C.A.Y.I.P. Summer Youth Employment Program (S.Y.E.P.) participants; and

**WHEREAS**, the grant award covers the period from June 1, 2015 through August 31, 2015;

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the City of Charlottesville, Virginia, that the sum of \$4,000 is hereby appropriated in the following manner:

**Revenue – \$4,000**

\$4,000 Fund: 213      Internal Order: 1900244      G/L Account: 451020

**Expenditures - \$4,000**

\$4,000 Fund: 213      Internal Order: 1900244      G/L Account: 540170

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$4,000 from the U. S. Conference of Mayors.

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**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



Agenda Date:	April 20, 2015
Action Required:	Approve resolution
Presenter:	Morgan Romeo, Assistant Director of PWN
Staff Contacts:	Lisa Robertson, Maurice Jones
<b>Title:</b>	<b>Chief Local Elected Officials Agreement for the Piedmont Workforce Network (PWN)</b>

**Background:**

The Piedmont Workforce Network (PWN) is the local workforce development board serving ten counties plus the City of Charlottesville, including the counties of Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Nelson, Orange, and Rappahannock. Pursuant to the federal government's reauthorization of the Workforce Investment Act (WIA) in July 2014, all agreements, policies, and procedures currently being followed by the PWN must be amended to reflect the new act.

The first agreement that needs to be amended is the Chief Local Elected Officials (CLEO) Agreement, which forms the local workforce development area and must be signed by all eleven jurisdictions.

Approval of the revised CLEO Agreement will provide Councilor Galvin, Council's representative to the PWN, with the authority to sign for Council.

A copy of the revised CLEO Agreement is attached. It is scheduled to go into effect July 1, 2015.

It is worth noting that the City of Charlottesville has been designated by the PWN Council as the grant recipient of funds allocated to our Local Workforce Development Area.

**Recommendation:**

Staff has worked with Morgan Romeo, Assistant Director of PWN, and recommends approval of the revised CLEO Agreement.

**Attachments:**

PWN Letter from Chair  
CLEO Agreement

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March 27, 2015

City of Charlottesville  
City Attorney's Office  
605 E. Main Street  
Charlottesville, VA 22902

Dear Sir/Madam,

The Piedmont Workforce Network is the local workforce development board serving ten (10) counties plus the City of Charlottesville, including the counties of Albemarle, Culpeper, Fauquier, Fluvanna, Greene, Louisa, Madison, Nelson, Orange, and Rappahannock. The Piedmont Workforce Network has been implementing the Workforce Investment Act (WIA) since 1998, which was formerly known as the Job Training and Partnership Act (JTPA). In July 2014, the federal government reauthorized the Workforce Investment Act (WIA), creating the Workforce Innovation and Opportunity Act (WIOA).

This new legislation takes effect on July 1, 2015. In that regard, all agreements, policies, and procedures that are currently being followed by the Piedmont Workforce Network have to be amended to reflect the new act. The first agreement that needs to be amended is the Chief Local Elected Officials Agreement, or Interlocal Agreement, as it is titled today for the Piedmont Workforce Network. This agreement forms the local workforce development area and must be signed by all eleven (11) jurisdictions. The agreement spells out the responsibilities of the Chief Local Elected Officials, or the Piedmont Workforce Network Council, which is comprised of eleven (11) members, one from each jurisdiction. It also outlines the process for forming the Workforce Development Board and the process that the Council will use to appoint members.

The current members of the Piedmont Workforce Network Council, which include your representative, have been working diligently to derive the appropriate language for this new Chief Local Elected Officials Agreement. We have used many different sources to draft language which includes state policy, the federal legislation from the Workforce Innovation and Opportunity Act, and input from local county attorneys.

You will find behind this letter two documents:

- A copy of the Chief Local Elected Officials Agreement to go into effect July 1, 2015.
- A draft of the state policy that includes language for Chief Local Elected Official Agreements that will be finalized on April 16, 2015.

Please review the new Chief Local Elected Officials Agreement. If approved, please provide your Council representative with the authority to sign for your Board. Please call Morgan Romeo, Assistant Director for the Piedmont Workforce Network, at 434-979-5610 x 21 should you have any questions or concerns. We look forward to continuing to provide workforce development services to the region's job seekers and employers.

Thanks,



Steve Nixon  
Chair, Piedmont Workforce Network Council



**PIEDMONT**  
Workforce Network

**A Partner of Elevate Virginia**



**Chief Local Elected Officials Agreement**

Piedmont Workforce Network

Local Workforce Development Area 6 (LWDA 6)

Effective Date: July 1, 2015



# **CHIEF LOCAL ELECTED OFFICIALS AGREEMENT**

**AMONG LOCAL GOVERNMENTS IN LWDA 6:**

**ALBEMARLE COUNTY  
CITY OF CHARLOTTESVILLE  
CULPEPER COUNTY  
FAUQUIER COUNTY  
FLUVANNA COUNTY  
GREENE COUNTY  
LOUISA COUNTY  
MADISON COUNTY  
NELSON COUNTY  
ORANGE COUNTY  
RAPPAHANNOCK COUNTY**

## **Area Designation**

The localities named above agree to operate as Local Workforce Development Area 6 (LWDA 6) in the Commonwealth of Virginia, also known as the Piedmont Workforce Network (PWN). Each of the localities named above is a party to this Agreement.

## **Purpose**

The purpose of this agreement is to create a Consortium of Chief Local Elected Officials (CLEOs) of the above-named local governments, and to set forth the process, procedures, and responsibilities for implementing the Workforce Innovation and Opportunity Act (WIOA) for Local Workforce Development Area 6 (LWDA 6). The WIOA requires Chief Local Elected Officials (CLEOs) to take certain responsibilities and actions which are enumerated in this document and to appoint and form a working relationship with a local Workforce Development Board.

## **Consortium of CLEOs formed**

By this agreement, the consortium created by this Agreement shall be known as the Piedmont Workforce Network Council (Council) for the purpose of implementing the tasks and performing the continuous oversight responsibilities set forth in the WIOA. Each party to this Agreement authorizes its CLEO to participate in the consortium and designates its CLEO as its authorized representative for purposes of this Agreement.

## **Grant Recipient**

The City of Charlottesville has been designated by the Council as the Grant Recipient of WIOA funds allocated to LWDA 6.

### **Fiscal and Administrative Agent**

The Council has designated the Central Virginia Partnership for Economic Development as the Fiscal and Administrative Agent (“Agent”) for WIOA funds allocated to LWDA 6. The Council shall require the Agent to make quarterly financial reports to the Council, in writing. An annual financial audit will be conducted in coordination with the Partnership’s audit, according to the requirements of all OMB and federal regulations. Further duties and responsibilities of the Agent will be outlined in the Piedmont Workforce Network Fiscal and Administrative Agent Agreement.

From time to time hereafter, the Council may designate a different agent, by affirmative majority vote of the Council. In the event a different agent is designated, the Council shall enter into a written Fiscal and Administrative Agent Agreement with the new agent. Once approved as set forth in this paragraph, the new designation and new Agreement shall supersede the designation referenced within this document, without the need for an amendment hereof.

### **Responsibility for use of funds and implementation of the Workforce Innovation and Opportunity Act:**

Under the WIOA, the final responsibility for use of the federal funds and for carrying out the tasks set forth in the Workforce Innovation and Opportunity Act rests with the CLEOs. The CLEOs, through the Council, shall enter into a contract with the Agent designated herein above, to perform certain tasks on behalf of the Consortium. Liability insurance will be provided by the Agent, with costs of such insurance to be paid out of the WIOA Administrative funds. The Council shall require that, prior to distribution of any funds under the WIOA, the Agent will obtain liability insurance satisfactory to the Council, providing coverage for each of the local governments and CLEOs forming the Consortium as additional insureds. Coverage shall be no less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

### **Piedmont Workforce Network Council Organization**

- The term “Chief Local Elected Official” means the mayor of a city or the chair of the Board of Supervisors of a county or another elected official from the Board or Council, as designated by the Board or Council. Documentation of the appointment to the PWN Council will be collected from each City Council or Board of Supervisors’ record clerk.
- The Council shall elect a Chair and Vice-Chair from its members. One officer shall be from each Planning District.
- The Chair shall serve on the PWN Board Executive Committee.
- The Vice-Chair shall serve on the PWN Board WIOA Committee.
- The Council will meet as a body, at least quarterly during each fiscal year.
- A quorum of at least 30% will be required for any action to be taken. No action shall be taken by the Council except at a meeting at which a quorum is present.
- Council members shall communicate the activities of the Council and Workforce Development Board to their respective governing bodies.

## **Piedmont Workforce Network Council Responsibilities**

In partnership with the Workforce Development Board, the Council's responsibilities include, but are not limited to the following:

- Developing a vision and goals for the local workforce development system that are aligned with both the economic development mission(s) for the local area and Virginia Board of Workforce Development's goals
- Development of the 4-year local strategic plan;
- Selection of One-Stop Operator(s) and locations;
- Selection of training providers;
- Approval of the local One-Stop Operation(s) budget;
- Program oversight;
- Development of a Memorandum of Understanding for each comprehensive One Stop Center in the region;
- Negotiations with the Governor to reach agreement on local performance accountability measures;
- Any other activities as required by the Workforce Innovation and Opportunity Act, Section 107(d), or by the Governor;
- Designation of an Administrative and Fiscal Agent to act on its behalf relative to the WIOA funds allocated to LWDA 6;
- Any other functions, responsibilities or actions referred to within this Agreement as requiring action by the Council.

## **Establishment of the Workforce Development Board**

The Council hereby establishes the Workforce Development Board for LWDA 6, which will be known as the Piedmont Workforce Network Board (PWN Board). The activities of the WIOA in LWDA 6 shall be carried out by the PWN Board. The membership of the PWN Board shall be determined and appointed by the Council, in accordance with the requirements of WIOA Section 107(b)(2) and in an effort to ensure the most effective, regional participation in the WIOA implementation for LWDA 6 by all participating jurisdictions, partners, and businesses.

### **1. Composition of the Workforce Development Board**

#### **A. Mandatory Members**

- The PWN Board will be composed of at least 51% private sector business and industry representatives that are located in the local area that represent a broad range of in-demand occupations available in the local labor market. This includes organizations representing businesses that provide employment opportunities, that at a minimum, include high-quality, work relevant training and development in in-demand industry sectors or occupations in the local area.

- Not less than 20% of the members of the PWN Board must be made up of representatives of labor organizations, apprenticeship programs, or community based organizations. At least two (2) representatives must be from labor organizations. This includes representatives that have been nominated by local labor federations and representatives from apprenticeship programs. Community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including veterans, persons with disabilities, and “out of school” youth can be included in this mix, as long as the aforementioned labor organization representatives are appointed to the local Board.
- At least one representative from the Virginia Employment Commission who administers WIOA Title III activities for the local area.
- At least one representative of eligible providers administering WIOA Title II Adult Education and Literacy activities locally. This includes a local representative from a secondary public school’s Career and Technical Education program.
- At least one representative from a local community college providing WIOA training services.
- At least one representative from a local economic and community development entity.
- At least one representative from the Department of Aging and Rehabilitative Services who administers WIOA Title VI activities for the local area.
- The approved composition of the PWN Board shall be as listed on *Attachment A: Piedmont Workforce Network Board Composition*.

B. Executive Committee

- The PWN Board will elect a Chair from among the private sector representatives. The Chair will serve as the Executive Committee Chair and selects the chairs for all standing committees and taskforces of the local Board. If the PWN Board elects Co-Chairs, both Planning Districts must be represented.
- The PWN Board will elect a Vice-Chair from among the private sector representatives. The Vice-Chair will sit on the Executive Committee as well as represent the PWN Board on the WIOA Committee.
- The Executive Committee will consist of the following members:
  - Chair (or Co-Chairs)
  - Vice-Chair
  - Immediate Past Chair
  - PWN Council Chair
  - All committee chairs

- One At-Large Member (can be private sector or non-business representatives)

#### C. Membership Terms

- All PWN Board members will have three (3) year terms, with the exception of Economic Development and Chambers of Commerce representatives, which will have one (1) year terms.
- Members of the PWN Board must be individuals with optimum policy making authority within the organizations, agencies, or entities they represent.
- Members of the PWN Board should be appointed for staggered terms.
- Private sector representatives should be an appropriate mix of small, medium, and large employers that reflect the local labor market, i.e. the business representation should reflect the industry mix in the local labor market.
- Individuals serving on the PWN Board who subsequently retire or no longer hold the position that made them eligible Board members may not continue to serve on the PWN Board. The entity affiliated with the vacating PWN Board member may provide a new representative to the PWN Board.
- Vacancies resulting from resignations or removal of mandatory members must be filled within 90 days.

## 2. Appointments to PWN Board

**The PWN Council shall appoint members to the PWN Board from private sector businesses and industry.**

**Private Sector Business and Industry Representatives:** Private sector representatives can include owners of businesses, chief executives or operating officers of businesses, and other business executives with optimum policy making or hiring authority (ex. Vice Presidents of Human Resources).

1. On behalf of the PWN Council, PWN staff will send correspondence to business and industry organizations (Chambers of Commerce, Economic Development Representatives, etc.) soliciting nominations to the Board.
2. An advertisement will be placed on the PWN website as well as distributed to local partners. PWN staff will also place a notice in a newspaper of general circulation in LWDA 6. The notice will include information on how to access a nomination form. Persons may nominate themselves.
3. Completed nomination forms will be sent to PWN staff for distribution to the PWN Council. The PWN Council must select from those nominated.
4. The PWN Council will select the number of business and industry appointments and their distribution throughout the member localities based on the composition of the PWN Board as outlined in *Attachment A: Piedmont Workforce Network Board Composition*.

**The PWN Council shall appoint members to the PWN Board from local educational entities.**

**Local educational entity representatives** must be selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities including local school boards, entities providing vocational education, entities providing secondary adult education and literacy activities, and postsecondary educational institutions (including representatives of community colleges, where such entities exist).

1. On behalf of the PWN Council, PWN staff will send correspondence to the appropriate educational entities soliciting nominations to fill the vacancies on the PWN Board.
2. Completed nomination forms will be sent to PWN staff for distribution to the PWN Council. The PWN Council must select from those nominated.
3. The PWN Council will select the number of local educational entity appointments and their distribution throughout the member localities based on the composition of the PWN Board as outlined in *Attachment A: Piedmont Workforce Network Board Composition*.

**The PWN Council shall appoint members to the PWN Board from local labor organizations, apprenticeships, or community based organizations.**

**Labor representatives** must be selected from among individuals nominated by local labor federations (or in a local area in which no employees are represented by such organizations, other representatives of employees, such as employee organizations and/or the state AFL-CIO).

Apprenticeship Program Representatives must be selected from among individuals nominated by local economic development representatives or the Department of Labor and Industry.

Community Based Organizations must be selected from among individuals nominated for these PWN Board appointments.

1. On behalf of the PWN Council, PWN staff will send correspondence to the appropriate organizations soliciting nominations to fill the vacancies on the PWN Board.
2. Completed nomination forms will be sent to PWN staff for distribution to the PWN Council. The PWN Council must select from those nominated.
3. The PWN Council will select the number of appointments and their distribution throughout the member localities based on the composition of the local Board as outlined in *Attachment A: Piedmont Workforce Network Board Composition*.

**The PWN Council may appoint other members to the PWN Board.**

**For all other members**, individual CLEOs should consult with the appropriate groups in the local area for possible individuals to serve including:

- Representatives of community-based organizations, including organizations representing individuals with disabilities and veterans where such organizations exist in the area.

- Representatives of local economic development agencies, including private sector economic development entities.
1. On behalf of the PWN Council, PWN staff will send correspondence to the appropriate organizations soliciting nominations to fill the vacancies on the PWN Board.
  2. Completed nomination forms will be sent to PWN staff for distribution to the PWN Council. By law, the PWN Council must select from those nominated.
  3. The PWN Council will select the number of appointments and their distribution throughout the member localities based on the composition of the local Board as outlined in *Attachment A: Piedmont Workforce Network Board Composition*.

**Vacancies** will be filled using the same procedure as for original appointments.

#### **Shared Responsibility among Members of LWDA 6**

While the City of Charlottesville is the Grant Recipient for LWDA 6, all of the local governments named in this Agreement hereby agree to share any and all responsibility for administration and implementation of the WIOA. Nothing herein shall be construed as a waiver of sovereign immunity of or by any participating member locality.

#### **Effective Dates of this Agreement**

This agreement shall take effect on July 1, 2015 and shall remain in effect until the WIOA is no longer in effect.

#### **Amendment of the Agreement**

This agreement may be modified by a written amendment approved by a majority vote of all members of the Council, following notice of (i) the specific language of the proposed amendment, and (ii) of the date, time and location of the meeting at which the amendment will be presented to Council for a vote. Notice shall be given in writing to the CLEO of each party to this Agreement.

**SIGNATURES**

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County of Albemarle

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City of Charlottesville

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County of Culpeper

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County of Fauquier

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County of Fluvanna

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County of Greene

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County of Louisa

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County of Madison

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County of Nelson

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County of Orange

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County of Rappahannock

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Fiscal and Administrative Agent  
Central Virginia Partnership for Economic Development



**ATTACHMENT A: Piedmont Workforce Network Board Composition  
Workforce Innovation and Opportunity Act**

<b>Business Representatives</b>		<b>Non-Business Representatives</b>	
Albemarle County	2	VEC	1
City of Charlottesville	2	DARS	1
Culpeper County	2	Adult Education	1
Fauquier County	2	Career and Technical Education (K-12)	1
Fluvanna County	1	Community College	2
Greene County	1	Economic Development	2
Louisa County	1	Labor Organizations	2
Madison County	1	Apprenticeship Program	1
Nelson County	1	Community Based Organizations	2
Orange County	1	Job Corps	1
Rappahannock County	1		
At Large Members	4		
<b>TOTAL</b>	<b>19</b>	<b>TOTAL</b>	<b>14</b>

**Business Representatives:**

Private sector representatives representing a broad range of in-demand occupations available in the local labor market. This includes organizations representing businesses that provide employment opportunities that at a minimum, include high-quality, work relevant training and development in in-demand industry sectors or occupations in the local area. All appointments are three (3) year terms.

**Locality Representatives:**

- Locality representatives are nominated by the local Economic Development Entity in the area and appointed by the Board of Supervisors or City Council in each locality.
- Local Chambers of Commerce
- Representatives must represent employers based on the above definition.

**At Large Members:**

- 2 Representatives must be from PD-9
- 2 Representatives must be from PD-10
- Nominations will be solicited to all local business and industry organizations (including Economic Development representatives and Chambers of Commerce) in the Planning District and approved by the PWN Council.

**Non-Business Representatives:**

Representatives of One Stop Partners, Educational Partners, and Labor Organizations. All appointments are three (3) year terms with the exception of Economic Development and Community Based Organization representatives, which will have one (1) year terms.

Virginia Employment Commission (VEC) – local manager from office of the Virginia Employment Commission.

Department for Aging and Rehabilitative Services (DARS) – local manager from the office of the Department for Aging and Rehabilitative Services. Appointments must rotate between PD-9 and PD-10 local managers.

Adult Education – coordinator or manager or their designee of Adult Education services in LWDA6. Appointments must rotate between PD-9 and PD-10.

Career and Technical Education Representative – representative from a K-12 school system with an established Career and Technical Education Program. Appointments must rotate between PD-9 and PD-10.

Community College – President or VP of Workforce Development or their designee from two (2) of the three (3) community colleges in LWDA6 (Lord Fairfax Community College, Piedmont Virginia Community College, and Germanna Community College). Appointment must rotate between the three colleges.

Economic Development – Two (2) Local Economic Development Representatives from the region, one from PD-9 and one from PD-10. Appointments must rotate between the localities.

Labor Organizations – Two (2) Labor Organization representatives.

Apprenticeship Program – Apprenticeship Program representative from a registered apprenticeship program as designated by the Commonwealth of Virginia.

Community Based Organizations – Two (2) representatives of Community Based Organizations in LWDA6, one from PD-9 and one from PD-10. These are organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including veterans, persons with disabilities, and “out of school” youth. This does include Chambers of Commerce that have demonstrated experience and expertise in addressing the populations listed above.

Job Corps – One (1) representative from the regional Job Corps program.



**COMMONWEALTH OF VIRGINIA  
VIRGINIA BOARD OF WORKFORCE DEVELOPMENT**

**Policy Number \_\_\_\_\_**

**Effective Date: July 1, 2015**

**Title: State Certification of Local Workforce Development Boards**

**PURPOSE**

To describe the purpose of and criteria for establishing and certifying a local Workforce Development Board under the Workforce Innovation and Opportunity Act (WIOA).

**REFERENCES**

P.L. 113-128, Workforce Innovation and Opportunity Act, Section 107

[Place CFR Here When Published]

**POLICY**

Virginia Board of Workforce Development (VBWD) serves as the Governor's WIOA State Workforce Development Board. VBWD's goal is to assist and advise the Governor through recommendation of policies and strategies to increase coordination and thus efficiencies of operation between all workforce development programs.

Each WIOA local workforce area serving the Commonwealth is required to establish and maintain a Workforce Development Board. The chief local elected officials appoint the local Board, which is certified every 2 years by the Governor.

The local Board is part of a statewide workforce system which is business-driven, customer-centric, streamlined, and outcome oriented. The local Board is expected to carry out strategies and policies that support both the economic development mission(s) for the local area and VBWD's goals. The local Board sets policy for the local area, in the context of broader state policy, and is the regional strategic leader, or acts in partnership with a designated regional leader, in addressing workforce development issues, including but not limited to WIOA activities.

The local Board must be led by committed business leaders who can ensure that the local workforce system is responsive to current and projected labor market demand, will contain a broad range of partners needed to develop a comprehensive vision for the local workforce system, and will focus on strategic decisions, not operational management.

The local Board has responsibility for making the following critical decisions:

- How best to organize the regional workforce system to most effectively serve the needs of current and emerging private sector employers and job seekers.
- How best to provide comprehensive services to regional private sector employers;
- How best to deploy available resources to achieve negotiated local performance

- accountability measures and build capacity for continuous improvement;
- How to expand the resource base and service capability through the development of strategic partnerships, an integrated service delivery system, and generation of additional public and private funding.

The local Board carries out their responsibilities in partnership with local chief elected officials. The joint responsibilities include, but are not limited to the following:

- Developing a vision and goals for the local workforce development system that are aligned with both the economic development mission(s) for the local area and VBWD's goals.
- Development of the 4-year local strategic plan;
- In coordination with the Virginia Employment Commission, selection of one-stop operator(s) and locations;
- Selection of training providers;
- Approval of the local one-stop operation(s) budget;
- Program oversight;
- Negotiations with the Governor to reach agreement on local performance accountability measures; and
- Any other activities as required by the Workforce Innovation and Opportunity Act, Section 107 (d), or by the Governor.

A Chief Local Elected Official Agreement to deliver these responsibilities is required where a local area includes more than one unit of local government. The term "Chief Local Elected Official" means the mayor of a city or the chair of the board of supervisors of a county or another elected official from the Board or Council, as designated by the Board or Council. This agreement must specify which jurisdiction will serve as the fiscal and administrative agent, as well as the roles of the individual chief elected officials in regard to local Board nominations and appointments and carrying out all other responsibilities assigned to the Chief Local Elected Officials under WIOA.

An agreement between the Chief Local Elected Officials and the local Board is also required, and must be executed no later than June 30, 2015. This agreement must specify the roles of the Chief Local Elected Officials and the local Board and how each will carry out their partnership responsibilities under WIOA.

The attached guidelines for establishment of the local Board includes the following sections:

1. Composition of the Local Board
2. Local Board Appointment Process
3. Functions of the Local Board
4. Conflict of Interest
5. Certification of the Local Board

For technical assistance, please contact [VBWD@VCCS.edu](mailto:VBWD@VCCS.edu).

**APPROVED** \_\_\_\_\_  
Chair, Virginia Board of Workforce Development

**APPROVED**

Secretary, Commerce and Trade, Office of Governor Terence R. McAuliffe

**DATE: January 6, 2015**

**ATTACHMENT: Guidelines for Establishment of a Local Board**

**1. Composition of the Local Board**

A complete list of mandatory and optional local Workforce Development Board members can be found in Section 107 (b) of the Workforce Innovation and Opportunity Act. Please note there is no limit to the number of members that the local Board may have on its roster, but it must include all mandatory members.

**A. Mandatory Members**

- At least 51% of the members must be made up of private sector representatives located in the local area that represent a broad range of in-demand occupations available in the local labor market. This includes organizations representing businesses that provide employment opportunities, that at a minimum, include high-quality, work relevant training and development in in-demand industry sectors or occupations in the local area.
- Not less than 20% of the members of the local Board must be made up of representatives of labor organizations. This includes representatives who have been nominated by local labor federations and representatives from apprenticeship programs. Community-based organizations that have demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including veterans, persons with disabilities, and “out of school” youth can be included in this mix, as long as the aforementioned labor organization representatives are appointed to the local Board.
- At least one representative from the Virginia Employment Commission who administers WIOA Title III activities for the local area.
- At least one representative of eligible providers administering WIOA Title II Adult Education and Literacy activities locally. This includes a local representative from a secondary public school’s Career and Technical Education program.
- At least one representative from a local community college providing WIOA training services.
- At least one representative from a local economic and community development entity.
- At least one representative from the Department of Aging and Rehabilitative Services who administers WIOA Title IV activities for the local area.

**B. Optional Members**

- A representative from a regional planning entity.
- A representative of eligible providers administering WIOA Title I Adult and Dislocated Workers Employment and Training activities.
- A representative of eligible providers administering WIOA Title I Youth Workforce Investment activities.
- A representative of eligible providers administering the Social Security Act Title IV (Part A) activities.
- A representative of eligible providers administering employment and training activities carried out through the U.S. Department of Health & Human Services’ Community

#### Services Block Grant.

- A representative of eligible providers administering employment and training activities carried out through the U.S. Department of Housing and Urban Development's Community Development Block Grant.
- A representative of eligible providers administering Title V of the Older Americans Act programs for engaging low-income senior citizens in community service, employment, and volunteer opportunities.
- A representative of eligible providers administering Section 212 of the Second Chance Act offender reintegration activities.
- A representative of eligible providers administering Supplemental Nutrient Assistance Program Employment and Training activities.
- A representative of eligible providers administering Social Security Ticket to Work, Disability Employment Initiative, and other self-sufficiency programs.
- A representative of eligible providers administering Small Business Association Employment and Training activities.
- A representative of an entity that administers programs serving the local area relating to transportation, housing, and public assistance.
- A superintendent, or designated representative, of a local public school system (other than a representative from a local Career and Technical Education program).
- A representative of higher education providing WIOA activities.
- A representative of a philanthropic organization.
- Any other individual or representative of an entity as the chief elected officials in the local area may determine to be appropriate.

#### C. Chairperson

The members of the local Board will elect a chairperson from among the private sector representatives. The chairperson serves as the Executive Committee Chair and selects the chairs for all standing committees and taskforces of the local Board.

#### D. Membership Terms

- Members of the board must be individuals with optimum policy making authority within the organizations, agencies, or entities they represent.
- Members of the board should be appointed for staggered terms.
- Private sector representatives should be an appropriate mix of small, medium and large employers that reflect the local labor market, i.e., the business representation should reflect the industry mix in the local labor market.
- Individuals serving on the local Board who subsequently retire or no longer hold the position that made them eligible board members may not continue to serve on the local Board. The entity affiliated with the vacating board member may provide a new representative to the local Board.
- Vacancies resulting from resignations or removal of mandatory members must be filled within 90 days.

## **2. Local Board Appointment Process**

### A. Nominations & Selection

The Chief Local Elected Officials must contact the appropriate entities in the local area for nominations to appoint members and/or to fill vacancies on the local Board from business, local

educational entities, and labor representatives. Chief Local Elected Officials may also design a process for nominations of individuals and other types of representation the officials would like to include on the local Board. Vacancies subsequent to the establishment of the local Board must be filled in the same manner as the original appointments.

Private sector representatives are to be selected from among individuals nominated by local business organizations (ex. business trade associations, chamber of commerce, economic development agencies). Individual businesses may also nominate themselves or provide nominations of other businesses to the Chief Local Elected Officials. Private sector representatives can include owners of businesses, chief executives or operating officers of businesses, and other business executives with optimum policy making or hiring authority (ex. Vice Presidents of Human Resources).

Local educational entity representatives must be selected from among individuals nominated by regional or local educational agencies, institutions, or organizations representing such local educational entities including local school boards, entities providing vocational education, entities providing secondary adult education and literacy activities, and postsecondary educational institutions (including representatives of community colleges, where such entities exist).

Labor representatives must be selected from among individuals nominated by local labor federations (or in a local area in which no employees are represented by such organizations, other representatives of employees, such as employee organizations and/or the state AFL-CIO).

For all other members, local chief elected officials should consult with the appropriate groups in the local area for possible individuals to serve including:

- Representatives of community-based organizations, including organizations representing individuals with disabilities and veterans where such organizations exist in the area.
- Representatives of local economic development agencies, including private sector economic development entities.

#### B. Public Participation

Chief Local Elected Officials must provide public notice of the intent to solicit nominations for local Board membership, including the process to be used for nominations and selection.

### **3. Functions of the Local Board**

#### A. Responsibilities

- The local Board shall enter into an agreement with the Chief Local Elected Officials clearly detailing the partnership between the two entities for the governance and oversight of activities under the WIOA.
- The local Board shall develop a budget for the purpose of carrying out the duties of the local Board. The Chief Local Elected Officials must approve the budget.
- The local Board may solicit and accept grants and donations from sources other than Federal funds made available under WIOA assuming it has organized itself in a manner to do so.

- The local Board, in partnership with Chief Local Elected Officials, shall develop the vision, goals, objectives, and policies for the local workforce development area. The vision should be aligned with both the economic development mission(s) for the local area and VBWD's goal.
- The local Board, in partnership with the Chief Local Elected Officials, shall develop and submit to the Governor, a local strategic plan that meets the requirements in Section 108 of the Workforce Innovation and Opportunity Act.
- In collaboration with the Virginia Employment Commission, the local Board, with the agreement of the Chief Local Elected Officials, shall designate or certify one-stop operator(s) and may terminate for cause the eligibility of one-stop operators.
- The local Board shall select eligible providers of youth activities by awarding grants or contracts on a competitive basis.
- The local Board shall identify eligible providers of training services for adults and dislocated workers.
- The local Board, in partnership with the Chief Local Elected Officials, shall conduct oversight with respect to local programs of youth, adult, and dislocated worker activities authorized under the WIOA.
- The local Board, in partnership with the Chief Local Elected Officials, will negotiate and reach agreement with the Virginia Board of Workforce Development on behalf of the Governor on local performance accountability measures.
- The local Board shall assist the Governor in developing a statewide employment statistics system.
- The local Board shall coordinate the workforce activities authorized under WIOA with local economic development strategies, and develop employer linkages with those activities.
- The local Board shall promote the participation of local private sector employers through the statewide workforce development system.
- The local Board may employ staff and/or utilize other options for carrying out these responsibilities.
- The local Board is responsible for any other activity as required by the Workforce Innovation and Opportunity Act, Section 107 (d) or by the Governor.

#### B. Restrictions

- The local Board may not provide training services unless granted a waiver by the Governor due to an insufficient number of eligible providers of training services to meet the local area demand. The waiver shall apply for not more than 1 year and may be renewed for not more than 1 additional year.
- The local Board may not mandate curricula for schools.
- The local Board may not be designated or certified as a one-stop operator unless an agreement is reached with the chief elected officials and the Governor.

#### C. Local Board Meetings

- Sunshine Provisions:
  - a. The local Board shall share information regarding its meetings and activities with the public subject to the provisions of the Virginia Freedom of Information Act.
  - b. The local Board shall make available to the public, on a regular basis through open meetings, information regarding the activities of the local Board, including



information regarding the local plan prior to submission of the plan, and regarding membership, the designation and certification of one-stop operator(s) consistent with the State plan, and the award of grants or contracts to eligible providers of youth activities, and minutes of formal meetings of the local Board.

- c. In order to comply with the Sunshine Provisions, each local Board and any subcommittee authorized to take official action on behalf of the local Board must do the following:
  - Take official action and engage in deliberations only at meetings open to the public. "Official action" includes making recommendations, establishing policy, making decisions, and/or voting on matters of local Board business. "Deliberations" are discussions of local Board business necessary in order to reach decisions.
  - Ensure that all meetings are held in an accessible location for the disabled and that all information is provided in accessible and alternate formats.
  - Give public notice of meetings in accordance with applicable state code provisions, including public notice in advance of any special meeting or rescheduled regular meeting. No public notice need be given of an emergency meeting called to deal with a real or potential emergency involving a clear and present danger to life or property.
  - Insure that votes of local Board members be publicly cast and, in the case of roll call votes, recorded.
  - Keep written minutes of all public meetings, including date, time and place of the meeting, members present, the substance of all official actions, a record of roll call votes, and the names of any citizens who appeared and gave testimony.
- d. Closed executive sessions may be used according to the provisions of the Virginia Freedom of Information Act. Such session may be held during or after an open meeting, or may be announced for a future time. If closed session is not announced for a specific time, local Board members must be notified 24 hours in advance of the date, time, location and purpose of the session. The reason for holding an executive session must be announced at the open meeting either immediately prior or subsequent to the executive session.
- e. Official action on any matter discussed at an executive session must be taken at an open meeting.

#### **4. Conflict of Interest**

- A. All members of the local Board serve a public interest and trust role and have a clear obligation to conduct all affairs in a manner consistent with this concept. All decisions of the Board are to be based on promoting the best interest of the state and the public good. Accordingly:
  - All members of the Local Board are subject to the provisions of the State and Local Government Conflict of Interest Act.
  - The local Board shall adopt in its bylaws a conflict of interest policy meeting the minimum standards set forth in the State and Local Government Conflict of Interest Act. The conflict of interest standards shall apply to all board members (voting and non-voting).
  - A member of a local Board must neither cast a vote on, nor participate in, any decision-making capacity on the provision of services by such member (or by an organization that such member directly represents); nor on any matter that would provide any direct

benefit to such member or the immediate family of such member. Immediate family means (1) a spouse and (2) any other person residing in the same household as the member, who is a dependent of the member or of whom the member is a dependent. Dependent means any person, whether or not related by blood or marriage, which receives from the member, or provides to the member, more than one-half of his financial support.

- Any Board member (or specific entity represented by that member) who participates in the development of contract specifications or standards is prohibited from receiving any direct financial benefit from any resulting contract.
- Any Board member who participates in a Board decision relating to specific terms of a contract, the determination of specific standards for performance of a contract, the development of Invitations for Bid or Requests for Proposals or other such bid processes leading to a contract, or any similar decisions is prohibited from receiving any direct financial benefit from any resulting contract. In addition, no corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust, foundation or other entity shall receive the contract if it would create a conflict of interest for the Board member who participated in this manner.
- Each local Board member shall file a statement of economic interest with the Local Workforce Development Board, as a condition of assuming membership and then, annually while serving as a Board member. The Chief Local Elected Officials shall determine the composition of the statement of economic interest.
- Any Board member with a potential or actual conflict of interest must disclose that fact to the local Board as soon as the potential conflict is discovered and, to the extent possible, before the agenda for the meeting involving the matter at issue is prepared. If it should be determined during a meeting that a conflict of interest exists, the member must verbally declare such conflict of interest, such declaration must be clearly noted in the minutes, and such member must excuse himself from the remainder of the discussion and voting on that item. Each Board member is responsible for determining whether any potential or actual conflict of interest exists or arises for him or herself during his tenure on the Board.
- If a contract or purchase is made by the local Board involving its own member with a conflict of interest, the local Board shall justify the terms and conditions of the contract or purchase and document that the contract or purchase was adequately bid or negotiated and that the terms of the contract or price of the purchase are fair and reasonable.
- Local Board members who are also one-stop center operators shall not serve on any committees that deal with oversight of the one-stop system or allocation of resources that would potentially be allocated to that member's program.
- All members of the Local Board are subject to all other provisions of the State and Local Government Conflict of Interest Act not outlined above.

## **5. Certification of the Local Board**

### **A. Local Level Responsibilities**

- The Chief Local Elected Officials must submit local Board Membership Nomination Forms for each Board member. Information to be included on the forms include the names of the individuals initially appointed as members of the local Board, their title, company or agency name, address, E-mail address, telephone, and fax numbers,

nominating entity (where applicable), appointment/term expiration date, and sector representation. For private sector representatives, the industry sector, whether the business is small or large, and whether the business is minority or female owned must be identified. The Nomination Forms, which are provided by the staff of the Virginia Board of Workforce Development, must be submitted to LWDB@VCCS.edu by April 30, 2015.

- The Chief Local Elected Officials must submit a local Board Membership Certification Form that lists the names of the individuals appointed as members of the local Board, their title, company or entity name, appointment/term expiration dates, and sector representation. The Certification Form, which is provided by the staff of the Virginia Board of Workforce Development, must be submitted to LWDB@VCCS.edu by April 30, 2015.
- The completed Nomination and Certification Forms must be kept on file at the local level.
- The Local Board must meet within 30 days after the Governor's notification of certification approval to elect a chairperson.
- The name and contact information for the chairperson, as well as any subsequent changes in the chairperson designation, must be submitted to LWDB@VCCS.edu within 10 days of the vote.
- The Chief Local Elected Officials must submit to the Virginia Board of Workforce Development every 2 years its updated local Board membership information.

#### B. Governor's Responsibility

- The Virginia Board of Workforce Development will recommend the certification of the local Board to the Governor upon its determination that the composition of the Board and the appointment of the individuals to the Board are consistent with the criteria established in Section 107 of the Workforce Innovation and Opportunity Act and this policy. The Governor will provide the certification to the local Board by June 30, 2015.
- Subsequent certification of the local Board is required once every 2 years by the Governor with the recommendation from the Virginia Board of Workforce Development.
- The Governor will notify the Chief Local Elected Officials within 30 days after the submission of the listing of the local Board members and supporting documents of the certification or denial of the proposed local Board. The criteria for initial certification or denial of certification will be based on the relevant composition requirements in Workforce Innovation and Opportunity Act, Section 107 and this policy.
- All initial certification requirements for local Boards must be met by July 1, 2015.
- If after a reasonable effort, the Chief Local Elected Officials in a multiple units of local government local area are unable to reach an agreement as described above, the Governor will appoint the members of the local Board from individuals nominated as described above.
- For subsequent certifications of the local Board, in addition to compliance with composition requirements, the Governor will consider the extent to which the local Board has ensured that workforce development activities carried out in the local area have enabled the local area to meet the local performance measures and the Board's success in carrying out the functions listed in these Guidelines.
- If a local Board fails to achieve certification, the Chief Local Elected Officials will be

required to reappoint and submit a membership listing following the procedures outlined above.



## **CITY OF CHARLOTTESVILLE, VIRGINIA CITY COUNCIL AGENDA**

**Agenda Date:** April 20, 2015

**Action Required:** Approval of Ordinance: Expand Permit Parking Zone 7

**Presenter:** Christy Fisher, Assistant Traffic Engineer

**Staff Contacts:** Christy Fisher, Assistant Traffic Engineer  
Donovan Branche, City Traffic Engineer

**Title:** **10<sup>th</sup>/Page and Fifeville Neighborhood Permit Parking**

### **Background:**

For many years, residents and leaders of the 10<sup>th</sup>/Page and Fifeville neighborhoods have been concerned about commuter and construction parking on their streets. City staff partnered with the University of Virginia to assess the issue.

In January 2014, City Council passed a resolution to create a pilot permit parking program on certain streets in the Fifeville and 10<sup>th</sup> and Page neighborhoods.

In September 2014, City Council chose to extend the trial period for 6 more months in an effort to obtain neighborhood consensus.

Pine Street and Elm Street are not included in Permit Parking Zone 7. In order to be considered now or in the future as a permit parking block, these streets will need to be added to a permit parking zone. Sec. 15-204. – Designation of permit parking zones

### **Discussion:**

City Staff hand-delivered letters to all affected streets. Of the 188 addresses, 29 letters were given to a person and the rest were left at a door. The letter instructed residents to use the 2 ½ week period from April 1<sup>st</sup> to April 17<sup>th</sup> to either call, email, or come by City Hall and register their vote on whether they would like for the trial to become permanent or go away. The letter also noted that City Council would be hearing the results of this vote on April 20th. During the deliver, some community members said that their vote was no but if the program were completely free they would vote yes.

Additionally, City Staff was in attendance at the 10<sup>th</sup>/Page and Fifeville Neighborhood Meetings to explain that the trial was ending. ,

The affected streets were:

Page Street, Paoli Street, 10½ Street NW, 9<sup>th</sup> Street (Page Street to Preston Avenue), King Street, Elm Street and Pine Street

The results of the ballot are not in this memo because we wanted to give the neighborhood the maximum time possible to respond. The results will be shared on the night of April 20<sup>th</sup>.

**Budgetary Impact:** The cost to convert the streets to permanent permit parking areas is minimal and can be absorbed by City resources.

**Alignment with City Council’s Vision and Priority Areas:**

This item aligns with Council’s priority of a “Smart, Citizen-Focused Government”. Establishing this trial addresses citizen concern as well as takes a pro-active approach to addressing anticipated issues related to construction related traffic.

**Community Engagement:** City staff hand-delivered letters and attended two neighborhood meetings.

**Recommendation:**

Staff recommends approval of the ordinance to expand Permit Parking Zone 7 to include Elm Street and Pine Street. Adding these streets to the zone does not add them to the permit parking program.

At the time of this writing, several people have spoken in favor of the permit parking program for their block that is in place. Full recommendation for the resolution will be presented on April 20<sup>th</sup>.

**Alternative:** Discontinue the trial and do not add these streets to the Permit Parking Program.

**Attachments:**

Draft ordinance

Map of area

Letter to residents

**AN ORDINANCE**  
**AMENDING AND REORDAINING SECTION 15-204 OF ARTICLE V (STOPPING,**  
**STANDING AND PARKING) OF CHAPTER 15 (MOTOR VEHICLES)**  
**OF THE CODE OF THE CITY OF CHARLOTTESVILLE, 1990, AS AMENDED**  
**EXPANDING PERMIT PARKING ZONE 7.**

**BE IT ORDAINED** by the Council for the City of Charlottesville, Virginia, that Section 15-204 of Article V of Chapter 15 of the Charlottesville City Code, 1990, as amended, is hereby amended and reordained, as follows:

**Sec. 15-204. Designation of permit parking zones.**

The following areas of the city are hereby designated as permit parking zones, and any streets referenced as boundaries shall be deemed included as part of such zones:

*Zone 1.* That area bounded on the north by Ivy Road, from the city limits to Emmett Street, then along Emmett Street to Barracks Road, then along Barracks Road to Rugby Road; bounded on the east by Rugby Road to Cabell Avenue, then along Cabell Avenue to Grady Avenue, then along Grady Avenue to 10th Street, then along 10th Street to West Street, then along West Street in a line extending to the Southern Railroad tracks; bounded on the south by the Southern Railroad tracks; and bounded on the west by the city limits.

*[Zones 2 and 3 repealed May 20, 2002]*

*Zone 4.* That area bounded on the north by Perry Drive, Park Lane East, and Poplar Street, on the east by Locust Avenue, on the south by East High Street, and on the west by Altamont Street and McIntire Road and including Altamont Circle and Walker Street.

*Zone 6.* That area bounded on the east by 5th Street, N.W., on the north by the southern property line of the city maintenance yard, on the west by 7½ Street, N.W., on the south by Elsom Street, the 100 block of 7th Street, N.W. and Commerce Street.

*Zone 7.* That area bounded on the north by Grove Street, Estes Street and the CSX Railroad, on the west by Baker Street and North Baker Street, on the south by Forest Hills Avenue, and on the east by ~~9th Street, S.W.~~ 7½ Street, S.W. and 5th Street, S.W.

*Zone 8.* That area consisting of South Street from Ridge Street to its terminus at Second Street, S.E.

*Zone 9.* That area bounded on the north by Hazel Street, on the east by Meade Avenue, on the south by East Market Street, and on the west by 10th Street, N.E and Locust Avenue.







CITY OF CHARLOTTESVILLE  
"A World Class City"

Department of Neighborhood Development Services

City Hall P.O. Box 911  
Charlottesville, Virginia 22902  
Telephone 434-970-3182  
Fax 434-970-3359  
www.charlottesville.org



March 24, 2015

Dear residents of the 10th and Page and Fifeville neighborhoods,

On Monday, September 15, 2014, City Council voted in favor of a resolution to extend the trial permit parking program on your street based on testimony from neighbors about the amount of non-residential parking in the neighborhood. City Code Section 15-207 explains the authority by which this trial can be established.

City Staff would like to hear your feedback about the trial permit parking program and whether you wish for the program to continue or end. City Staff will present the results of this feedback to City Council on April 20, 2015. Council will decide whether to convert the trial to permanent permit parking or remove the permit parking restrictions. They may make their decision on a block-by-block basis.

Your current permit has an expiration date of March 31, 2015 but will remain valid until after Council makes a decision. If City Council decides to convert to permanent permit parking, you will keep this permit until August 2015. At that point, you will need to obtain a new one from the City Treasurer's office. If they decide to remove the trial and all permit parking restrictions, you will need to do nothing.

Please contact Neighborhood Development Services Traffic Engineering by April 17, 2015. You may contact us by email, phone, or in person at our office in City Hall, 610 E. Market Street. I will attend the 10<sup>th</sup> and Page Neighborhood Association meeting on April 14<sup>th</sup> and the Fifeville Neighborhood Association meeting on April 9<sup>th</sup> to answer any questions and also to solicit neighborhood feedback.

Do not hesitate to contact me if you have any questions or concerns at (434) 970-3329 or [fisherch@charlottesville.org](mailto:fisherch@charlottesville.org). Thank you.

Sincerely,

Christina Fisher  
Assistant Traffic Engineer

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**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



**Agenda Date:** April 20, 2015

**Action Required:** Yes (First Reading of Ordinance)

**Presenter:** Craig Brown, City Attorney

**Staff Contacts:** Craig Brown, City Attorney

**Title:** **Grant of Easements for Steam Tunnel and Electric Duct Bank under Emmett Street to the University of Virginia**

**Background and Discussion:**

The University of Virginia is requesting a permanent (40 year) easement from the City in order to maintain a steam tunnel and an electric duct bank and related facilities within the Emmet Street right of way. The University is undertaking maintenance on existing utility tunnels under and along Emmet Street from McCormick Road north to Memorial Gym, and has constructed a new electrical duct bank in the vicinity of the existing steam tunnel.

The proposed easement has been reviewed and approved by the City Engineer. At the request of the University, a License Agreement dated April 10, 2012 was executed by the City and UVA, allowing UVA to make repairs on the steam tunnel and construct the electrical duct bank prior to obtaining a formal easement.

**Alignment with Council Vision Areas and Strategic Plan:** Not applicable.

**Community Engagement:** A public hearing is required by law to give the public an opportunity to comment on the proposed conveyance of a property interest. Notice of such public hearing was advertised in the local newspaper at least 7 days in advance of the public hearing.

**Alternatives:** City Council can propose different terms and conditions for the conveyance of the easement.

**Budgetary Impact:** None. All costs of installation and future maintenance of the facilities within the easement will be the responsibility of the University of Virginia.

**Recommendation:** Approval of the attached ordinance authorizing the grant of the requested easement.

**Attachments:** Letter Request from UVA; Ordinance; Deed and Plat



# UNIVERSITY of VIRGINIA

One Boar's Head Pointe • P.O. Box 400884  
Charlottesville, VA 22904-4884  
434-982-5844

OFFICE OF MANAGEMENT AND BUDGET  
Real Estate & Leasing Services

March 25, 2015

Mr. Craig Brown  
City Attorney  
City of Charlottesville  
P.O. Box 911  
Charlottesville, Virginia 22902

Re: Request for easement along Emmet Street

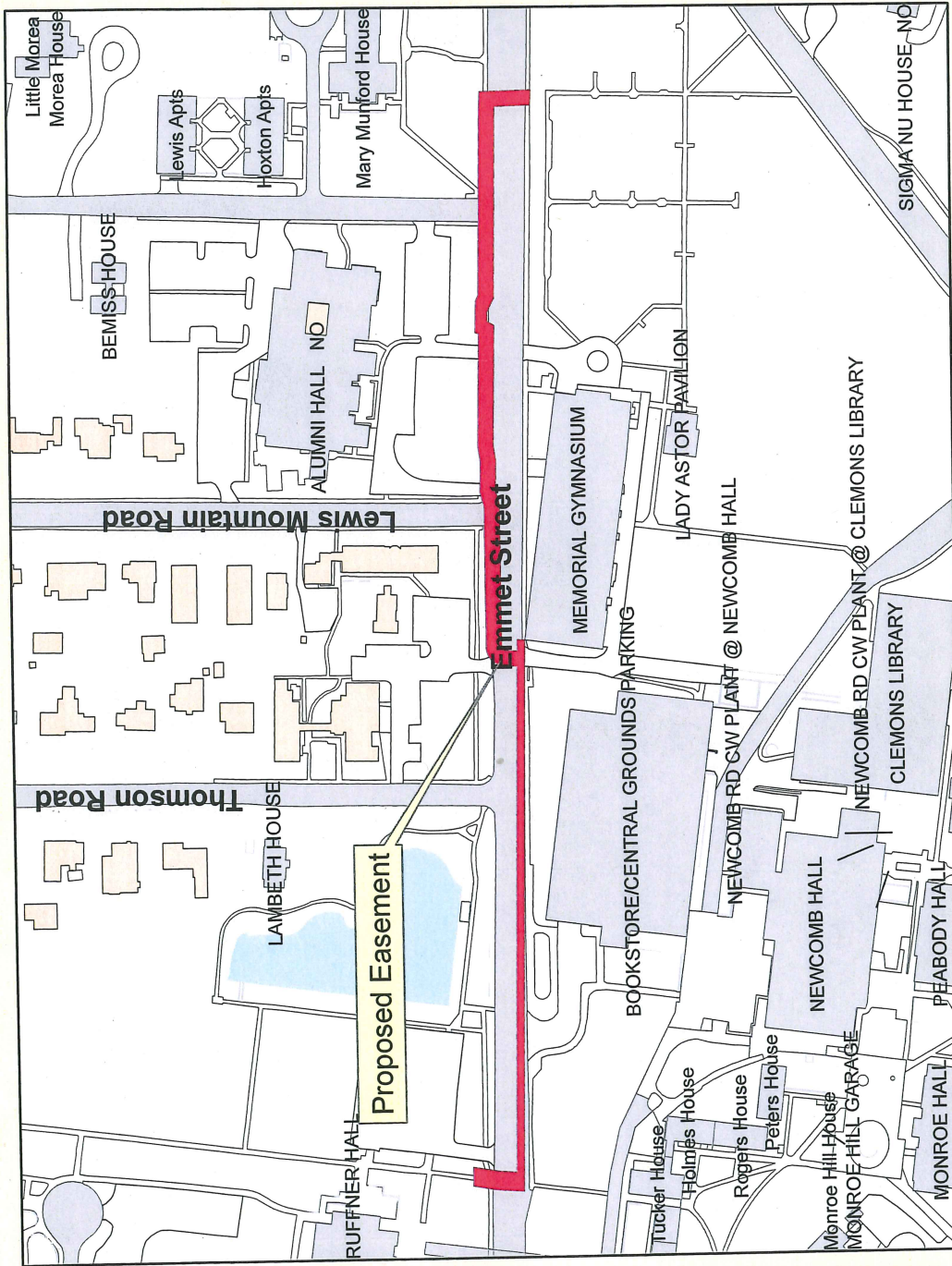
Dear Mr. Brown:

The University of Virginia requests the conveyance of an easement along Emmet Street in the area of Memorial Gymnasium north to Mary Munford Hall. The easement will memorialize an electrical duct bank and steam tunnels. The Board of Visitors approved the acquisition of this easement and we look forward to working with the City to complete the approval process.

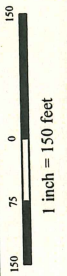
Sincerely,

Charles Hurt, Jr.  
Director  
Real Estate and Leasing Services

Enclosures:  
Right of Entry Agreement  
Location Map  
BOV Approval

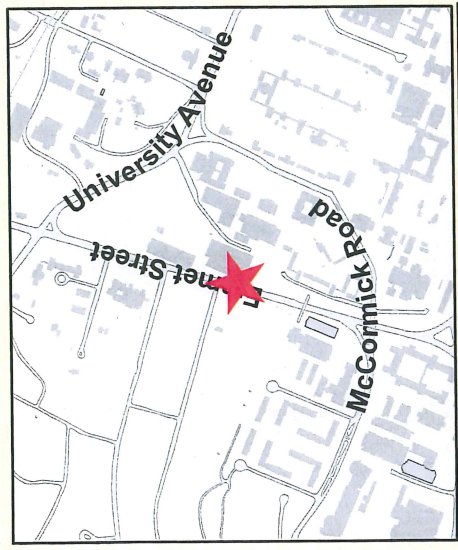


**Proposed Easement**



This mapping has been compiled in accordance with procedures that have been demonstrated to comply with the National Standard for Spatial Data Accuracy (NSSDA), for target horizontal mapping scale of 1 inch = 30 feet and a specified contour interval of 2 feet.

This map compiled by photogrammetric methods from aerial photography dated March 7, 2000. Grid is based on Virginia State Plane Coordinate System, South Zone, NAD 1983/94. Vertical datum is based on NAVD 1988.



Vicinity Map



Aerial Map

03/2012

University of Virginia  
 Space & Real Estate Management  
 515 S. Main Street  
 Charlottesville, VA 22903  
 (644) 243-3587  
 Specialties Administrator

# Proposed Utility Tunnel and Duct Bank Easement - Emmet Street





**AN ORDINANCE  
AUTHORIZING THE GRANT OF A UTILITY EASEMENT  
UNDER EMMET STREET TO  
THE RECTOR AND VISITORS OF THE UNIVERSITY OF VIRGINIA**

**WHEREAS**, the Rector and Visitors of the University of Virginia desire an easement for repair and maintenance of underground utility facilities (steam tunnel and electrical duct bank) which are located partially within the Emmet Street right-of-way in the City; and

**WHEREAS**, the City Engineer has reviewed and approved the request for the easement pursuant to the terms contained in the attached Deed of Easement; and,

**WHEREAS**, in accordance with Virginia Code section 15.2-1800, a public hearing was held before City Council to give the public an opportunity to comment on the grant of said easement; now, therefore

**BE IT ORDAINED** by the Council of the City of Charlottesville, Virginia that the Mayor is hereby authorized to execute a Deed of Easement, in form approved by the City Attorney, to grant the Rector and Visitors of the University of Virginia the easement shown on the attached plat made by Dewberry and Davis, LLC, dated March 15, 2012.

Prepared by S. Craig Brown (VSB #19286)  
Charlottesville City Attorney's Office  
P.O. Box 911, Charlottesville, VA 22902

Tax Map 12 (Emmet Street Right of Way)

**This deed is exempt from state recordation taxes pursuant to  
Virginia Code §§ 58.1-811(A)(1) and 58.1-811(C)(3).**

**THIS DEED** made this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the **CITY OF CHARLOTTESVILLE, VIRGINIA**, a municipal corporation and political subdivision of the Commonwealth of Virginia, hereinafter called Grantor, and **THE RECTOR AND VISITORS OF THE UNIVERSITY OF VIRGINIA**, an educational institution of the Commonwealth of Virginia, P.O. Box 400884, Charlottesville, Virginia 22904-0884, hereinafter called Grantee;

**WITNESSETH:**

That for the sum of One Dollar (\$1.00) and other valuable consideration, receipt of which is hereby acknowledged, Grantor does hereby grant unto Grantee a use easement for a steam tunnel and an electric duct bank, and such piping, conduit, electrical and related facilities as Grantee desires to place in such duct bank, located within the right-of-way of Emmet Street and as shown on a plat prepared by Dewberry & Davis LLC, entitled "EXHIBIT PLAT FOR A [sic] VARIABLE WIDTH EASEMENTS ALONG EMMET STREET CITY OF CHARLOTTESVILLE, VIRGINIA," and dated March 15, 2012, which is attached hereto and made a part of this deed.

The facilities constructed by Grantee shall remain the property of Grantee. Grantee shall have the right to inspect, rebuild, repair, improve and make such changes, alterations, additions to or extensions of its facilities within the boundaries of said easement which are consistent with the purposes expressed herein. All construction, maintenance, equipment and facilities shall comply with any applicable laws, regulations or codes.

Grantee shall restore Grantor's premises, including the right-of-way, as nearly to their original condition as possible, including backfilling of trenches, reconstruction of sidewalks, curbs or roads, reseeded of lands, removal of trash and debris, and removal of any of Grantee's equipment, accessories or appurtenances not consistent with the construction, maintenance or operation of said facilities or the exercise of any rights or privileges expressed herein. Grantee shall maintain said right-of-way and facilities in such repair as not to endanger or otherwise limit the enjoyment and use of adjacent properties.

Grantee shall have the right of ingress to and egress from said easement over the lands of the Grantor. Grantee shall exercise such right in such manner as shall not occasion injury or unreasonable inconvenience to the Grantor or the public. Grantee shall at Grantor's election pay for or repair any injury to any of Grantor's land, structures, roads, fences, sidewalks, curbs and other improvements caused by Grantee, its employees, agents or contractors. Grantee shall notify Grantor immediately of any such injury, and shall make said payment or repair as soon as reasonably possible but not to exceed thirty (30) days after such injury occurs. Grantee shall be responsible for the payment of those claims for personal injury or death arising out of any act or omission of its employees or agents in connection with the exercise of its rights hereunder for

which it is held liable under applicable law. Nothing contained herein shall be deemed an express or implied waiver of the sovereign immunity of Grantee.

Grantor, its successors and assigns may use said right-of-way for any purpose not inconsistent with the rights hereby granted, provided such use does not interfere with the safe and efficient construction, operation or maintenance of Grantee's facilities. Grantor's use of the right-of-way as a public road shall not in any way be construed to constitute interference with the construction, operation or maintenance of Grantee's facilities.

This easement shall be in effect for a period of forty (40) years; however, if Grantee at any time discontinues use of all or any portion of the easement herein conveyed for a period of one (1) year, all of Grantee's rights and interest in said easement or portion thereof shall terminate and revert to Grantor, its successors and assigns, and Grantee shall at its expense remove any facilities and restore Grantor's property as nearly to its original condition as practicable, and on written request by Grantor, Grantee shall quitclaim and release same.

If either party at any time deems it necessary or advisable to relocate for convenience any of Grantee's facilities installed and used pursuant to this deed of easement, Grantee shall relocate such facilities to a route or place mutually agreed upon between Grantor and Grantee; provided Grantor, for no additional consideration, shall grant unto Grantee such easements as may be necessary to effect such relocation, subject to the same rights, privileges and conditions, as hereinabove set forth. If such relocation is for the convenience of Grantee, Grantee shall pay the costs of such relocation and restoration of Grantor's property. If such relocation is for the convenience of Grantor, Grantor shall reimburse Grantee the costs of such relocation and restoration of Grantor's property. Upon relocation of any of the facilities from any portion of the easement hereby granted, that portion of the easement shall automatically terminate and all rights, title and interest therein shall revert to Grantor. Upon receipt of written request from Grantor, Grantee shall execute a deed of quitclaim to evidence such reversion to Grantor.

Both Grantor and Grantee agree and attest that no other agreement, either written or implied, has been entered into by either or both parties except as expressed hereinabove.

Grantor covenants that it is seized of and has the right to convey this easement, that Grantee shall have quiet possession, use and enjoyment of this easement, and that Grantor shall execute such further assurances thereof as may be required.

*[This space intentionally left blank]*



**IN TESTIMONY WHEREOF**, the City of Charlottesville, Virginia, pursuant to an ordinance adopted by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2015, has authorized this deed to be executed by Satyendra Singh Huja, its Mayor.

**WITNESS** the following signatures and seals:

GRANTEE:

THE RECTOR AND VISITORS OF  
THE UNIVERSITY OF VIRGINIA

\_\_\_\_\_  
Patrick D. Hogan  
Executive Vice President &  
Chief Operating Officer

STATE OF VIRGINIA

COUNTY/CITY OF \_\_\_\_\_, to wit:

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 2015, by Patrick D. Hogan, Executive Vice President & Chief Operating Officer, for The Rector and Visitors of the University of Virginia.

My commission expires: \_\_\_\_\_.

Registration Number: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

Reviewed and Approved as to  
Form and Legal Sufficiency:

\_\_\_\_\_  
Pamela H. Sellers  
Associate University Counsel and  
Special Assistant Attorney General

GRANTOR:

CITY OF CHARLOTTESVILLE,  
VIRGINIA

\_\_\_\_\_  
Satyendra Singh Huja  
Mayor

STATE OF VIRGINIA  
CITY OF CHARLOTTESVILLE, to wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 2015, by Satyendra Singh Huja, Mayor of the City of Charlottesville.

My commission expires:\_\_\_\_\_.

Registration Number \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

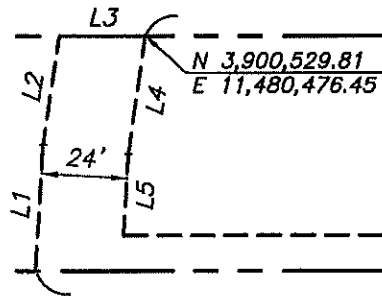
F:\PROJECTS\04-PROJ\04-040\2011.08.03 EMMET ST\2-L-04 Exhibit Plat for RM Xing.dwg

VIRGINIA STATE GRID NORTH  
SOUTH ZONE 1983

PARCEL ID 120024000  
THE RECTOR AND VISITORS OF  
THE UNIVERSITY OF VIRGINIA  
DB 140 PG 478 (PLAT)  
DB 77 PG 194  
REF. DB 214 PG 506 CO. (PLAT)

THOMSON STREET  
40' WIDE

464'±



PROPOSED VARIABLE WIDTH  
EASEMENT FOR AN EXISTING  
PRIVATE STEAM TUNNEL

EMMET STREET S  
(66' R/W)

N 16°27'33" E 654.13'

10'

S 16°27'33" W 678.76'

MATCHLINE  
SHEET 2

EXHIBIT PLAT FOR  
A VARIABLE WIDTH EASEMENTS  
ALONG EMMET STREET  
CITY OF CHARLOTTESVILLE, VIRGINIA

THE RECTOR AND VISITORS OF THE  
UNIVERSITY OF VIRGINIA  
PARCEL ID 076A0-00-00-00000

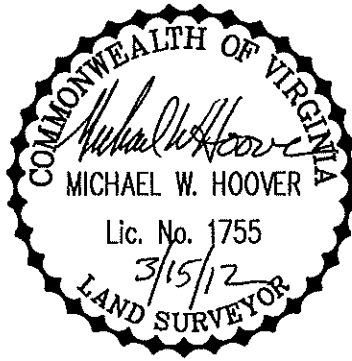
SCALE: 1"=50'

DATE: 03/15/2012

 **Dewberry**

Dewberry &  
Davis LLC

4180 INNSLAKE DRIVE  
GLEN ALLEN, VA 23060  
PHONE: 804.290.7957  
FAX: 804.290.7928



**NOTES:**

1. NO TITLE REPORT WAS FURNISHED. THIS SURVEY DOES NOT PURPORT TO REFLECT ALL EASEMENTS, ENCUMBRANCES OR OTHER CONDITIONS THAT AFFECT THE TITLE TO THE SUBJECT PROPERTY.
2. PROPERTY LINES SHOWN BASED ON COMPILED DEED INFORMATION.

SHEET 1 OF 3

DRAWN BY: MTR

CHECKED BY: MWH

F:\PROJECTS\04-PROJ\04-040\2011.08.03 EMMET ST\12-L-04 Exhibit Plat for RW King.dwg

VIRGINIA STATE GRID NORTH  
SOUTH ZONE 1983

PARCEL ID 120023000  
TRUSTEES OF  
WESLEY MEMORIAL  
METHODIST CHURCH  
DB 389 PG 213  
DB 179 PG 19

PARCEL ID 120002000  
TRUSTEES OF WESLEY MEMORIAL  
METHODIST CHURCH  
DB 389 PG 213  
DB 284 PG 148

PARCEL ID 120001000  
WESLEY FOUNDATION OF THE VIRGINIA  
ANNUAL CONFERENCE OF  
THE METHODIST CHURCH, INC  
DB 389 PG 213  
DB 204 PG 233

PARCEL ID 080045000  
ALUMNI ASSOCIATION OF THE  
UNIVERSITY OF VIRGINIA  
DB 410 PG 537  
DB 407 PG 721

CURVE	RADIUS	ARC LENGTH	DELTA ANGLE	TANGENT	CHORD BEARING	CHORD LENGTH
C1	25.00'	38.70'	88°41'14"	24.43'	N 28°55'39" W	34.95'
C2	5.00'	7.74'	88°41'14"	4.89'	S 28°55'39" E	6.99'

PROPOSED VARIABLE WIDTH EASEMENT  
FOR A PROPOSED PRIVATE  
ELECTRIC DUCT BANK

LEWIS MOUNTAIN ROAD  
40' WIDE

PROPOSED VARIABLE WIDTH  
EASEMENT FOR AN EXISTING  
PRIVATE STEAM TUNNEL

EXHIBIT PLAT FOR  
A VARIABLE WIDTH EASEMENTS  
ALONG EMMET STREET  
CITY OF CHARLOTTESVILLE, VIRGINIA

EMMET STREET S  
(66' R/W)

THE RECTOR AND VISITORS OF THE  
UNIVERSITY OF VIRGINIA  
PARCEL ID 076A0-00-00-000D0

MEMORIAL GYMNASIUM

SCALE: 1"=50'

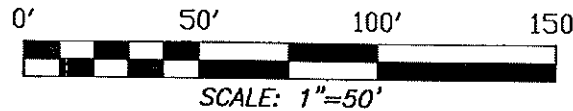
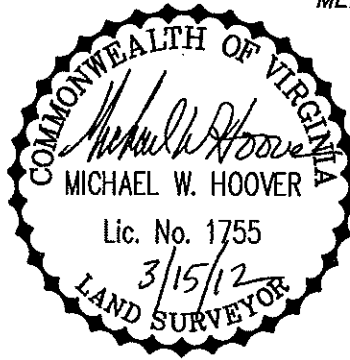
DATE: 03/15/2012



**Dewberry**

Dewberry &  
Davis LLC

4180 INNSLAKE DRIVE  
GLEN ALLEN, VA 23060  
PHONE: 804.290.7957  
FAX: 804.290.7928



**NOTES:**

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2. PROPERTY LINES SHOWN BASED ON COMPILED DEED INFORMATION.

SHEET 2 OF 3

DRAWN BY: MTR

CHECKED BY: MWH

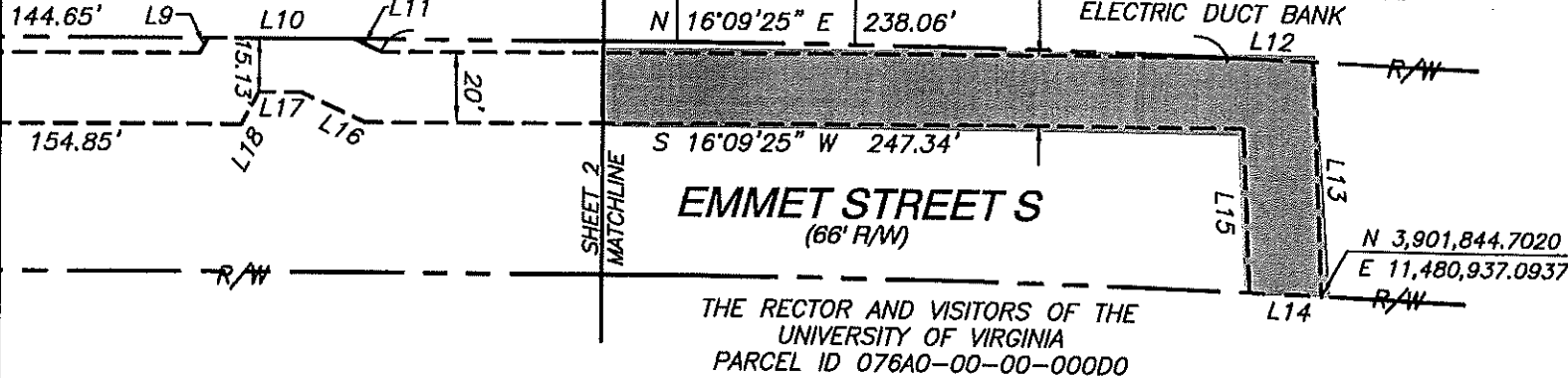
F:\PROJECTS\104-PROJ\104-04\2011.08.03 EMMET ST\12-L-04 Exhibit Plat for RM King.dwg

VIRGINIA STATE GRID NORTH  
SOUTH ZONE 1983

PARCEL ID 080045000  
ALUMNI ASSOCIATION OF THE  
UNIVERSITY OF VIRGINIA  
DB 410 PG 537  
DB 407 PG 721

PARCEL ID 080027000  
THE RECTOR AND VISITORS OF  
THE UNIVERSITY OF VIRGINIA  
DB 148 PG 392  
L\ E DB 105 PG 192  
L\ E DB 220 PG 148 CO.  
DB 177 PG 573 CO. (PLAT)

PROPOSED VARIABLE WIDTH EASEMENT  
FOR A PROPOSED PRIVATE  
ELECTRIC DUCT BANK



LINE	BEARING	DISTANCE
L1	N 70°10'03" W	35.39'
L2	N 65°14'26" W	31.00'
L3	N 16°27'33" E	24.18'
L4	S 65°22'30" E	33.57'
L5	S 70°10'03" E	22.81'
L6	N 00°57'11" W	19.14'
L7	N 16°50'38" E	39.55'
L8	N 06°50'07" E	20.06'
L9	N 44°57'33" W	4.97'
L10	N 16°27'33" E	40.86'
L11	N 41°48'24" E	8.39'
L12	N 18°12'32" E	23.87'
L13	S 76°32'35" E	66.24'
L14	S 18°17'00" W	20.07'
L15	N 76°32'35" W	46.33'
L16	S 41°48'24" W	19.70'
L17	S 16°43'44" W	11.67'
L18	S 44°57'33" E	10.53'
L19	S 06°50'07" W	20.13'
L20	S 16°50'38" W	38.17'
L21	S 00°57'11" E	18.89'
L22	S 73°16'16" E	14.63'
L23	N 16°27'33" E	14.12'
L24	S 73°32'27" E	10.00'
L25	N73°16'16"W	14.73'
L26	N16°27'33"E	20.00'
L27	S73°32'27"E	10.00'
L28	N73°32'27"W	10.00'
L29	S16°27'33"W	14.12'
L30	S16°27'33"W	20.00'

EXHIBIT PLAT FOR  
A VARIABLE WIDTH EASEMENTS  
ALONG EMMET STREET  
CITY OF CHARLOTTESVILLE, VIRGINIA

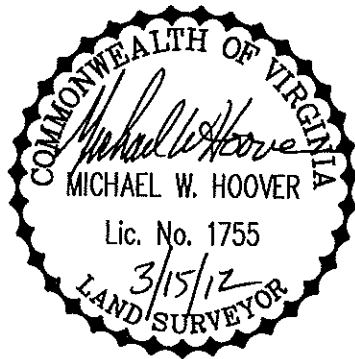
SCALE: 1"=50'

DATE: 03/15/2012

 **Dewberry**

Dewberry &  
Davis LLC

4180 INNSLAKE DRIVE  
GLEN ALLEN, VA 23060  
PHONE: 804.290.7957  
FAX: 804.290.7928



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1. NO TITLE REPORT WAS FURNISHED. THIS SURVEY DOES NOT PURPORT TO REFLECT ALL EASEMENTS, ENCUMBRANCES OR OTHER CONDITIONS THAT AFFECT THE TITLE TO THE SUBJECT PROPERTY.
2. PROPERTY LINES SHOWN BASED ON COMPILED DEED INFORMATION.

SHEET 3 OF 3

DRAWN BY: MTR

CHECKED BY: MWH

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**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



**Agenda Date:** April 20, 2015

**Action Required:** Yes (First Reading of Ordinance)

**Presenter:** Craig Brown, City Attorney

**Staff Contacts:** Craig Brown, City Attorney

**Title:** **Grant of Easements for Electric Duct Bank under Eleventh Street to the University of Virginia**

**Background and Discussion:**

The University of Virginia is requesting a permanent (40 year) easement from the City in order to maintain an electric duct bank for fiberoptic lines and related facilities within the 11<sup>th</sup> Street right of way. The University constructed the duct bank under a License Agreement with the City dated December 30, 2010. The proposed easement, reviewed and approved by the City Engineer, will allow UVA to maintain the electric duct bank and facilities, which serve various UVA buildings in that area.

**Alignment with Council Vision Areas and Strategic Plan:** Not applicable.

**Community Engagement:** A public hearing is required by law to give the public an opportunity to comment on the proposed conveyance of a property interest. Notice of such public hearing was advertised in the local newspaper at least 7 days in advance of the public hearing.

**Alternatives:** City Council can propose different terms and conditions for the conveyance of the easement.

**Budgetary Impact:** None. All costs of installation and future maintenance of the facilities within the easement will be the responsibility of the University of Virginia.

**Recommendation:** Approval of the attached ordinance authorizing the grant of the requested easement.

**Attachments:** Letter Request from UVA; Ordinance; Deed and Plat



One Boar's Head Pointe • P.O. Box 400884  
Charlottesville, VA 22904-4884  
434-982-5844

OFFICE OF MANAGEMENT AND BUDGET  
Real Estate & Leasing Services

March 24, 2015

Mr. Craig Brown  
City Attorney  
City of Charlottesville  
P.O. Box 911  
Charlottesville, Virginia 22902

Re: Request for easement across 11th Street

Dear Mr. Brown:

The University of Virginia requests the conveyance of an easement across 11th Street just north of its intersection with the railroad tracks. The easement will provide for the permanent installation of an electrical duct bank serving medical center facilities. The Board of Visitors approved the acquisition of this easement and we look forward to working with the City to complete the approval process.

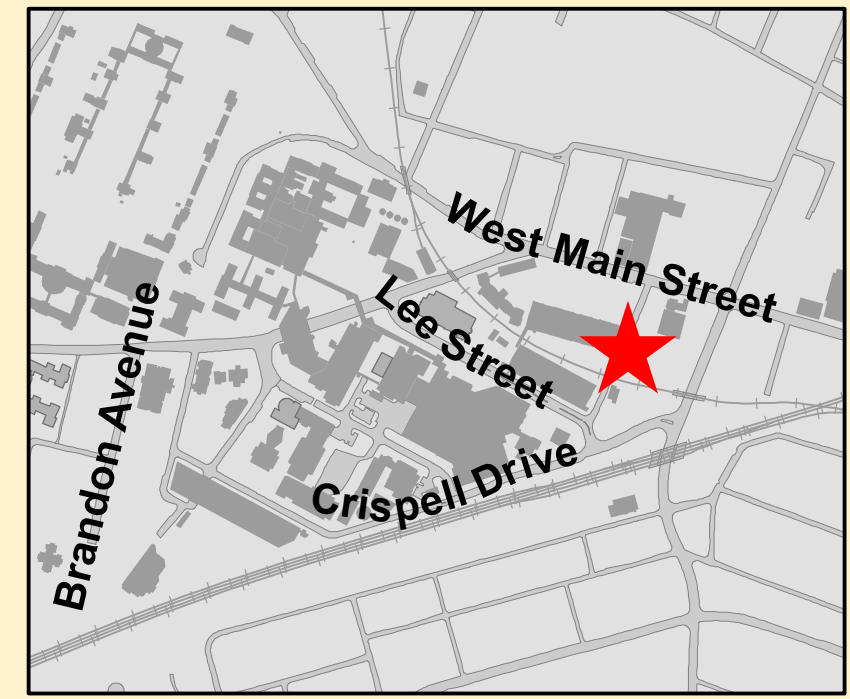
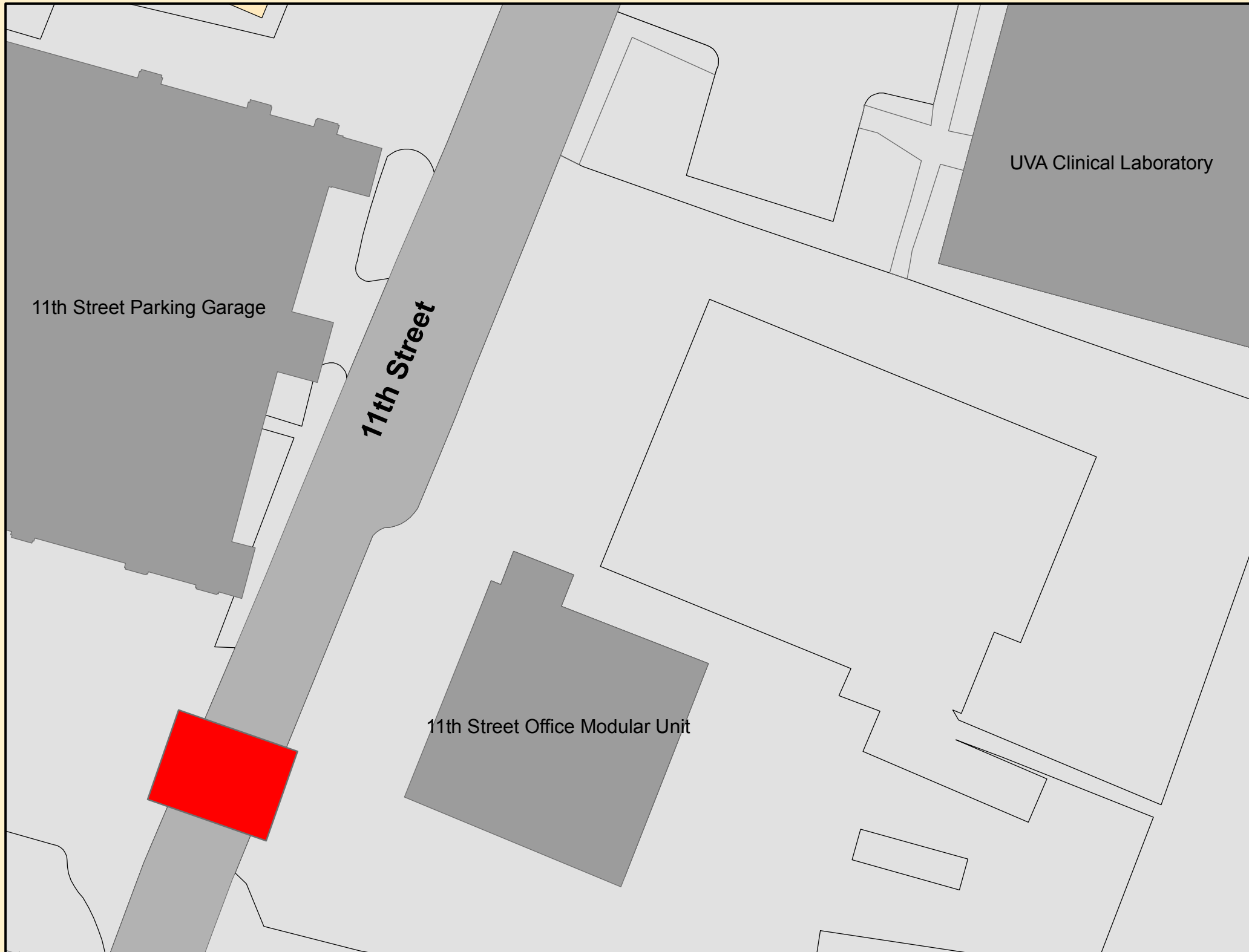
Sincerely,

A handwritten signature in cursive script, appearing to read "CH Hurt".

Charles Hurt, Jr.  
Director  
Real Estate and Leasing Services

Enclosures:  
Right of Entry Agreement  
Location Map

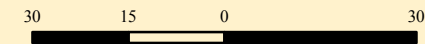




↑ Vicinity Map



↑ Aerial Map



1 inch = 30 feet



This mapping has been compiled in accordance with procedures that have been demonstrated to comply with the National Standard for Spatial Data Accuracy (NSSDA), for target horizontal mapping scale of 1 inch = 50 feet and a specified contour interval of 2 feet

This map compiled by photogrammetric methods from aerial photography dated March 7, 2000. Grid is based on Virginia State Plane Coordinate System, South Zone, NAD 1983/94. Vertical datum is based on NAVD 1988.



# University Requests Easement From City of Charlottesville

*University of Virginia*  
Space & Real Estate Management  
575 Alderman Road  
Charlottesville, VA 22903  
(434) 243-3587  
Nicholas Bartley  
Space/GIS Administrator

**AN ORDINANCE  
AUTHORIZING THE GRANT OF AN ELECTRIC DUCT BANK EASEMENT  
UNDER ELEVENTH STREET TO  
THE RECTOR AND VISITORS OF THE UNIVERSITY OF VIRGINIA**

**WHEREAS**, the Rector and Visitors of the University of Virginia desire an easement for repair and maintenance of underground utility facilities (electrical duct bank for fiberoptic lines) which are located partially within the Eleventh Street right-of-way in the City; and

**WHEREAS**, the City Engineer has reviewed and approved the request for the easement pursuant to the terms contained in the attached Deed of Easement; and,

**WHEREAS**, in accordance with Virginia Code section 15.2-1800, a public hearing was held before City Council to give the public an opportunity to comment on the grant of said easement; now, therefore

**BE IT ORDAINED** by the Council of the City of Charlottesville, Virginia that the Mayor is hereby authorized to execute a Deed of Easement, in form approved by the City Attorney, to grant the Rector and Visitors of the University of Virginia the easement shown on the attached plat made by Timmons Group, dated November 22, 2010.

*Prepared by: S. Craig Brown (VSB #19286)  
Charlottesville City Attorney's Office  
P.O. Box 911, Charlottesville, VA 22902*

*City Tax Map 10 (11<sup>th</sup> Street Right of Way)*

**This deed is exempt from state recordation taxes  
pursuant to Virginia Code §§ 58.1-811(A)(1) and 58.1-811(C)(4).**

**THIS DEED** made this \_\_\_\_\_ day of \_\_\_\_\_, 2015, by and between the **CITY OF CHARLOTTESVILLE, VIRGINIA**, a municipal corporation and political subdivision of the Commonwealth of Virginia, hereinafter called Grantor, and **THE RECTOR AND VISITORS OF THE UNIVERSITY OF VIRGINIA**, an educational institution of the Commonwealth of Virginia, P.O. Box 400884, Charlottesville, Virginia 22904-0884, hereinafter called Grantee;

**WITNESSETH:**

That for the sum of One Dollar (\$1.00) and other valuable consideration, receipt of which is hereby acknowledged, Grantor does hereby grant unto Grantee a use easement for an electric duct bank, and such piping, conduit, electrical and related facilities as Grantee desires to place in such duct bank, located within, under and on the right-of way of Eleventh Street and as shown on a plat prepared by Timmons Group, entitled Plat Showing A Variable Width Utility Easement Over 11<sup>th</sup> Street and dated November 22, 2010, which is attached hereto and made a part of this deed.

The facilities constructed by Grantee shall remain the property of Grantee. Grantee shall have the right to inspect, rebuild, repair, improve, and make such changes, alterations, additions to or extensions of its facilities within the boundaries of said easement, which are consistent with the purposes expressed herein. All construction, maintenance, equipment, and facilities shall comply with any applicable laws, regulations, or codes.

Grantee shall restore Grantor's premises, including the right-of-way, as nearly to their original condition as possible, including backfilling of trenches, reconstruction of sidewalks, curbs or roads, reseeding of lands, removal of trash and debris, and removal of any of Grantee's equipment, accessories or appurtenances not consistent with the construction, maintenance or operation of said facilities or the exercise of any rights or privileges expressed herein. Grantee shall maintain said right-of-way and facilities in such repair as not to endanger or otherwise limit the enjoyment and use of adjacent properties.

Grantee shall have the right of ingress to and egress from said easement over the lands of the Grantor. Grantee shall exercise such right in such manner as shall not occasion injury or unreasonable inconvenience to the Grantor or the public. Grantee shall at Grantor's election pay for or repair any injury to any of Grantor's land, structures, roads, fences, sidewalks, curbs and other improvements caused by Grantee, its employees, agents or contractors. Grantee shall notify Grantor immediately of any such injury, and shall make said payment or repair as soon as reasonably possible but not to exceed thirty (30) days after such injury occurs. Grantee shall be responsible for the payment of those claims for personal injury or death arising out of any act or omission of its employees or agents in connection with the exercise of its rights hereunder for

which it is held liable under applicable law. Nothing contained herein shall be deemed an express or implied waiver of the sovereign immunity of Grantee.

Grantor, its successors and assigns may use said right-of-way for any purpose not inconsistent with the rights hereby granted, provided such use does not interfere with the safe and efficient construction, operation or maintenance of Grantee's facilities. Grantor's use of the right-of-way as a public road shall not in any way be construed to constitute interference with the construction, operation or maintenance of Grantee's facilities.

This easement shall be in effect for a period of forty (40) years; however, if Grantee at any time discontinues use of all or any portion of the easement herein conveyed for a period of one (1) year, all of Grantee's rights and interest in said easement or portion thereof shall terminate and revert to Grantor, its successors and assigns, and Grantee shall at its expense remove any facilities and restore Grantor's property as nearly to its original condition as practicable, and on written request by Grantor, Grantee shall quitclaim and release same.

If either party at any time deems it necessary or advisable to relocate for convenience any of Grantee's facilities installed and used pursuant to this deed of easement, Grantee shall relocate such facilities to a route or place mutually agreed upon between Grantor and Grantee; provided Grantor, for no additional consideration, shall grant unto Grantee such easements as may be necessary to effect such relocation, subject to the same rights, privileges and conditions, as hereinabove set forth. If such relocation is for the convenience of Grantee, Grantee shall pay the costs of such relocation and restoration of Grantor's property. If such relocation is for the convenience of Grantor, Grantor shall reimburse Grantee the costs of such relocation and restoration of Grantor's property. Upon relocation of any of the facilities from any portion of the easement hereby granted, that portion of the easement shall automatically terminate and all rights, title and interest therein shall revert to Grantor. Upon receipt of written request from Grantor, Grantee shall execute a deed of quitclaim to evidence such reversion to Grantor.

Both Grantor and Grantee agree and attest that no other agreement, either written or implied, has been entered into by either or both parties except as expressed hereinabove.

Grantor covenants that it is seized of and has the right to convey this easement, that Grantee shall have quiet possession, use and enjoyment of this easement, and that Grantor shall execute such further assurances thereof as may be required.

*[This space intentionally left blank]*

**IN TESTIMONY WHEREOF**, the City of Charlottesville, Virginia, pursuant to an ordinance adopted by the Council on the \_\_\_\_\_ day of \_\_\_\_\_, 2015, has authorized this deed to be executed by Satyendra Singh Huja, its Mayor.

**WITNESS** the following signatures and seals:

THE RECTOR AND VISITORS OF  
THE UNIVERSITY OF VIRGINIA

\_\_\_\_\_  
Patrick D. Hogan  
Executive Vice President &  
Chief Operating Officer

STATE OF VIRGINIA  
COUNTY/CITY OF \_\_\_\_\_, to wit:

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 2015, by Patrick D. Hogan, Executive Vice President & Chief Operating Officer, for The Rector and Visitors of the University of Virginia.

My commission expires: \_\_\_\_\_.

Registration Number: \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC

Reviewed and Approved as to  
Form and Legal Sufficiency:

\_\_\_\_\_  
Pamela H. Sellers  
Associate University Counsel and  
Special Assistant Attorney General

CITY OF CHARLOTTESVILLE,  
VIRGINIA

\_\_\_\_\_  
Satyendra Singh Huja  
Mayor

STATE OF VIRGINIA  
CITY OF CHARLOTTESVILLE, to wit:

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 2015, by Satyendra Singh Huja, Mayor, on behalf of the City of Charlottesville.

My commission expires:\_\_\_\_\_.

Registration Number \_\_\_\_\_

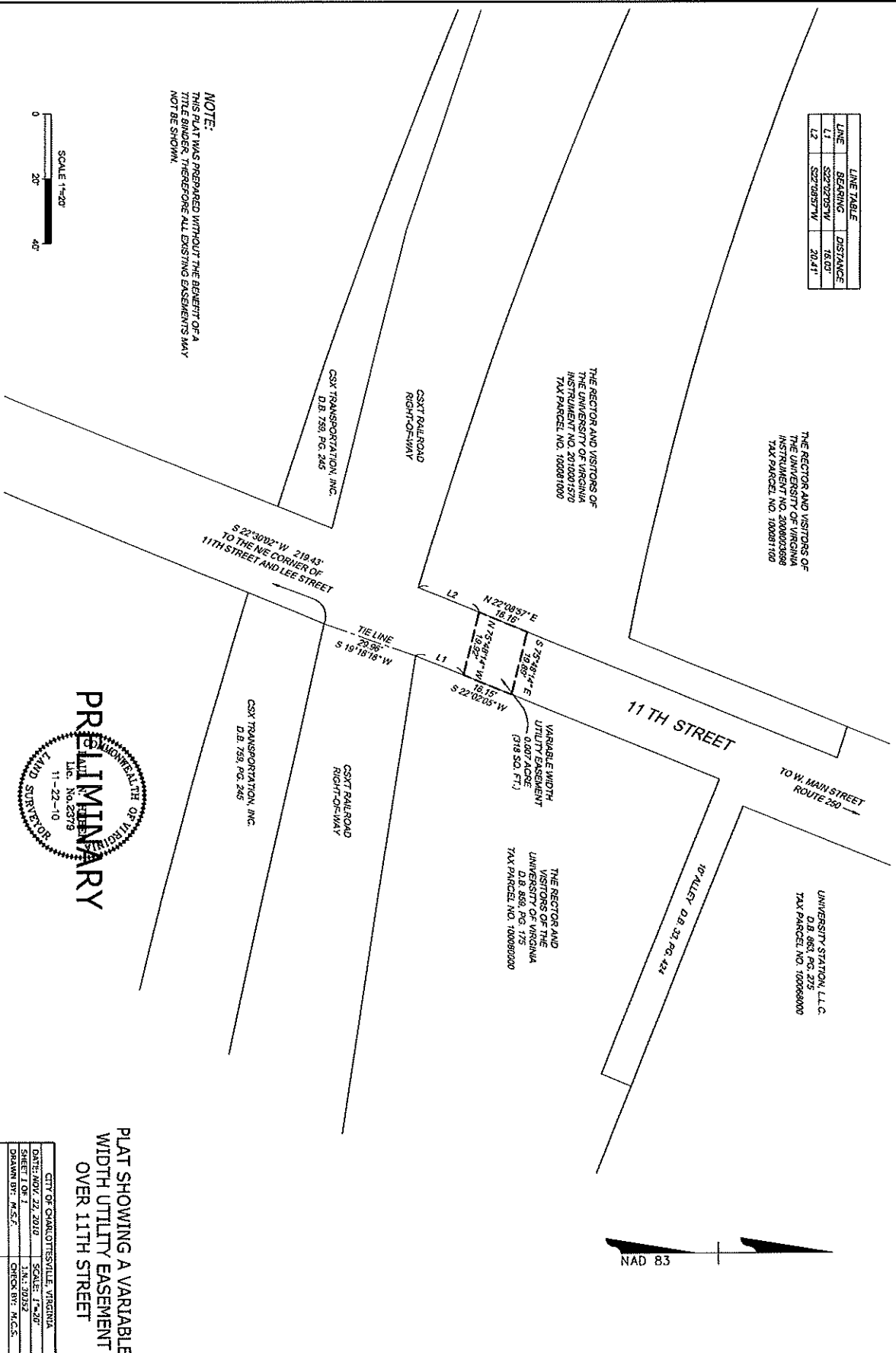
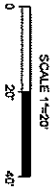
\_\_\_\_\_  
NOTARY PUBLIC

Approved as to Form:

\_\_\_\_\_  
S. Craig Brown, City Attorney

LINE	BEARING	DISTANCE
L1	S22°02'05"W	18.07'
L2	S22°09'57"W	20.41'

**NOTE:**  
THIS PLAT WAS PREPARED WITHOUT THE BENEFIT OF A TITLE BINDER. THEREFORE ALL EXISTING EASEMENTS MAY NOT BE SHOWN.



**PRELIMINARY**

UNIONBROTHER OF VIRGINIA  
LAND SURVEYOR  
LIC. No. 2379  
11-22-10

PLAT SHOWING A VARIABLE WIDTH UTILITY EASEMENT OVER 11TH STREET

CITY OF CHARLOTTESVILLE, VIRGINIA	DATE: 2010.22.2010	SCALE: 1"=20'
DRAWN BY: M.S.F.	CHECK BY: M.C.S.	

**TIMMONS GROUP**

1-CAD DRAWING PREPARED AT THE CORPORATE OFFICE  
1001 Boulder Parkway, Suite 200 | Ashburn, VA 20126  
TEL: 864.200.6500 FAX: 864.260.1514 www.timmons.com

YOUR DESIGN ACHIEVED THROUGH OURS.

Site Development | Residential | Infrastructure | Technology

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**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



Agenda Date:	April 20, 2015
Action Required:	Action
Presenter:	Brian Daly, Director, Parks and Recreation Doug Ehman, Manager, Parks Division John Mann, Landscape Manager
Staff Contacts:	Brian Daly, Director, Parks and Recreation Doug Ehman, Manger, Parks Division John Mann, Landscape Manager
<b>Title:</b>	<b>Integrated Pest Management Policy</b>

**Background:**

Integrated Pest Management (IPM) is a methodology that establishes an effective and environmentally sensitive response to pests, (insects, weeds, pathogens, rodent and other vertebrates). IPM establishes an environmentally sustainable, systematic, approach to managing pests by combining biological, cultural, physical and, if necessary, chemical tools in a way that minimizes economic, health, and environmental risks.

**Discussion:**

For ten (10) years, the Charlottesville Parks and Recreation Department has utilized Integrated Pest Management landscape maintenance principles on City property that the Parks Division maintains. This plan outlines procedures to be formalized that when followed will protect the health and safety of staff and visitors from pest and pesticide hazards. Pests are organisms that damage plants, structures, infrastructure, or that impact human or animal health. Pesticides are any substance or mixture of substances intended for preventing, repelling, destroying, or mitigating any pest and can be synthetic, organic or natural compounds. This plan is in compliance with all policies and regulations mandated by US Environmental Protection Agency (EPA), US Department of Agriculture (USDA), and Virginia Department of Agriculture and Consumer Services Pesticide Services Division (VDACS).

**Alignment with Council Vision Areas and Strategic Plan:**

The initiative supports City Council's "Green City" vision. It contributes to Goal 2 of the Strategic Plan: Be a safe, equitable, thriving, and beautiful community, and objective 2.5, to provide natural and historic resources stewardship.

### **Community Engagement:**

In 2014, Parks and Recreation began providing voluntary notification of pesticide applications on certain park locations. Specifics on current practices can be found in the Draft IPM Policy. Additionally, interested citizens may add their names to an e-mail notification list for pesticide applications. Notification is made via e-mail to these parties in advance of applications at the downtown parks, McGuffey, Lee and Jackson parks. Currently five individuals are on this notification list and beginning this spring a posting protocol will begin to be utilized on these properties. Applications are made at school sites when school is not in session such as the recently completed spring break.

For the 2015 season, Parks and Recreation staff have taken several new initiatives as part of the ongoing IPM program:

- Procurement and use of small propane torches that can be used in spot treatment of weeds and other plants within paved areas, sidewalks and within the right-of-way where appropriate
- Reduction of chemical usage in the three downtown parks (McGuffey, Lee and Jackson Parks); including not using pre-emergent herbicides in the interior planting beds of the three parks
- Establishment of two new Adopt-A-Spot locations and the re-establishment of three other Adopt-A-Spot locations (New: Short 18<sup>th</sup> Street and Herndon Circle; Re-Established: 2<sup>nd</sup> Street NE, McGuffey Park and Valley Road)

### **Budgetary Impact:**

There is no fiscal impact to the adoption of this policy as it codifies existing maintenance practices and resource levels. A move to a different mix of products other than those currently in use, such as increasing the use of organic or natural products or a reduction in the use of pesticides, will have substantial budgetary impacts.

### **Recommendation:**

Staff recommends Council approve the Policy.

### **Alternatives:**

Council may choose another direction.

### **Attachments:**

Attachment 1	Draft Integrated Pest Management Policy
Attachment 2	Albemarle County - Safer Chemical Management Procedure

**City of Charlottesville**  
**Parks and Recreation Department**  
**INTEGRATED PEST MANAGEMENT POLICY**  
**DRAFT April 12, 2014**

INTRODUCTION: Integrated Pest Management (IPM) is a methodology that establishes an effective and environmentally sensitive response to pests, (insects, weeds, pathogens, rodent and other vertebrates). IPM establishes a sustainable approach to managing pests by combining biological, cultural, physical and, if necessary, chemical tools in a way that minimizes health, environmental and economic risks.

For ten (10) years, the Charlottesville Parks and Recreation Department has utilized Integrated Pest Management landscape maintenance principles on City property that the Parks Division maintains. This plan outlines procedures to be formalized that when followed will protect the health and safety of the public and staff from pest and pesticide hazards. Pests are organisms that damage plants, structures, infrastructure, or that impact human or animal health. Pesticides are any substance or mixture of substances intended for preventing, repelling, destroying, or mitigating any pest. This plan is in compliance with all policies and regulations mandated by US Environmental Protection Agency (EPA), US Department of Agriculture (USDA), and Virginia Department of Agriculture and Consumer Services Pesticide Services Division (VDACS).

Objectives of this IPM plan include:

- Elimination of significant threats caused by pests to the health and safety of staff and the public.
- Prevention of loss or damage to City owned assets or property by pests.
- Protection of environmental quality.
- A progressive move over time to reduce chemical pest controls.

This IPM plan will be stored in the office of the IPM Coordinator.

IPM COORDINATOR: The City of Charlottesville Landscape Manager or their designee shall be the Parks and Recreation Department IPM Coordinator and be responsible to implement the IPM plan and to coordinate pest management-related communications between Parks and Recreation Department, its service providers, staff and visitors. The Landscape Manager and Parks Manager shall designate an employee of the Horticulture staff of Parks and Recreation Department to serve as the IPM Program Manager for the Parks Division.

IPM COMMITTEE: The Parks and Recreation Department will maintain an IPM or other safety-related committee with responsibility for annual review of the IPM program and for assisting the IPM Coordinator in resolving pest-related issues. The committee will meet annually in January for program review, and may meet more frequently if required to determine shifts in approaches.

Minutes will be taken of committee meetings and kept on file by the IPM Coordinator. Membership will include the IPM Coordinator, IPM Program Manager, City Environmental Administrator, Parks Division

## ATTACHMENT 1

Manager, Parks and Recreation Director, and a member from both the Parks and Recreation Advisory Board and the Tree Commission. Both the Advisory Board and Tree Commission shall nominate a member to the IPM committee who has a background in landscape management, horticulture or related field. An IPM Annual Report will be prepared by the committee and presented to the Parks and Recreation Advisory Board each March and subsequently forwarded to City Council each April. The Annual Report will contain a summary of activity and initiatives of the preceding year, and a plan for the following year for the IPM program.

**POSTING AND NOTIFICATION OF PESTICIDE APPLICATIONS:** The IPM Coordinator shall be responsible to conduct annual staff training on the proper procedures for posting and notification of planned and emergency applications of pesticides on facility grounds.

When pesticide applications are scheduled on City property maintained by the Parks Division, staff and service providers shall provide notification in accordance with the law, including specifically:

1. Posting a pest control information sign at a prominent place that is in or adjacent to the location of application. All signs will include the date(s), product(s) applied, and staff contact information.
2. Application area shall be marked with small yellow flag markers placed along the pedestrian sidewalk perimeter, spaced eight (8) feet apart on contiguous application areas exceeding twenty five (25) square feet (5X5). Individually treated plants may be marked with a flag. Large application areas may need to be closed to the public during and immediately following application.
3. Application areas shall remain posted for twenty-four (24) hours after application or following regulations for posting required under law by VDACS.
4. Providing pesticide application information to the school administration a minimum of twenty-four (24) hours in advance of any application.

**RECORD KEEPING & PUBLIC ACCESS TO INFORMATION:** The Parks and Recreation Department, Parks Division will maintain records of all pesticide applications, and pesticide applicator licenses, as required by VDACS. All IPM related records will be maintained for at least three (3) years. Information regarding pest management activities will be made available to the public, by appointment, at the Parks Division administrative office at Pen Park.

**TRAINING:** Parks and Recreation, Parks Division staff will be provided with training on the IPM policy at the time of hire and during annual update training. Training will include the rationale for the IPM policy and program elements including use of pest scouting and prohibition on pesticide applications by non-certified individuals.

Additionally, designated staff including the IPM Coordinator and IPM Program Manager will provide advance training and directives to on-site Service Providers using pest control strategies. This training will improve the ability of Parks and Recreation staff to oversee Service Providers in compliance with Parks and Recreation's IPM policy and plan.

## ATTACHMENT 1

GENERAL IPM STRATEGIES: IPM decision-making strategies shall use current, professional and comprehensive information regarding pest management. These strategies may include education, exclusion, sanitation, maintenance, biological and mechanical controls, and with pre-approval by the IPM Coordinator, site-appropriate pesticides.

All Integrated Pest Management decisions at Parks and Recreation, Parks Division shall consist of the following steps:

1. Identification of pest species.
2. Estimate pest populations and compare to established action thresholds.
3. Select the appropriate management tactics based on current on-site information and available financial and human resources with the following procedure:
  - Structural and procedural modifications to reduce food, water, harborage and access used by pests. (site modifications, pruning, native plants, use of goats to control vegetation, irrigation, mulch, soil health)
  - Non-pesticide technologies such as trapping and monitoring devices, use of appropriate biological controls. (barriers, natural predators, beneficial microorganisms)
  - Appropriate pesticide compounds, formulations and application methods that present the lowest potential hazard to humans and the environment in the most effective manner.
  - Where appropriate non-synthetic pesticide products shall be evaluated and considered for use.
4. Assess effectiveness of pest management.
5. Keep appropriate records and documentation.

Decisions concerning whether or not pesticides should be applied in a given situation will be based on a review of all available options. Efforts will be made to minimize the use of pesticides by good sanitation practices, selection of pest-resistant plant materials, and appropriate horticultural practices.

All pesticide storage, transportation, and application will be conducted in accordance with the requirement of the Federal Insecticide, Fungicide, and Rodenticide Act; EPA regulations; OSHA regulations; VDACS Pesticide regulations. No person shall apply, store, or dispose of any pesticide on Parks and Recreation managed property without an appropriate Pesticide Applicators License from VDACS. All pesticide applicators will be trained in the principles and practices of IPM and the use of pesticides. All applicators must comply with the IPM policy and follow appropriate regulations and label precautions when using pesticides in or around Parks Division managed properties. Pesticide Service Providers must also comply with these requirements.

PARKS AND RECREATION STAFF ROLES: Parks and Recreation administration will provide support to assist the IPM Coordinator in maintaining an IPM program that moves toward pesticide reductions. Such support will include efforts to promptly address any structural, horticultural, or sanitation changes recommended by the Coordinator to reduce or prevent pest problems. Furthermore, Parks and Recreation administration will assist the Coordinator in budget development, staffing, and delivering

ATTACHMENT 1

materials and programs for staff, and the public to educate them about the importance of safe pest control.

DRAFT

## **DRAFT RESOLUTION ADOPTING INTEGRATED PEST MANAGEMENT POLICY**

WHEREAS; It shall be the policy of the City of Charlottesville to adopt and fully implement a grounds management policy embodying the principles of Integrated Pest Management (IPM) on City property maintained by the Parks and Recreation Department; and

WHEREAS, IPM is the coordinated use of pest and environmental information with available methods to prevent unacceptable levels of pest damage with the least possible hazard to people, property, and the environment within available resources; and

WHEREAS, IPM uses a progressive and sustainable approach using professional research based multi-faceted strategies that minimize health, environmental risks and economic risks; and

WHEREAS, Pests are potential threats to public health, community values, and ecological balance, and IPM sets parameters for a balanced approach to addressing pest control issues; and

WHEREAS, IPM addresses the directives of the City of Charlottesville Environmental Sustainability Policy; and

WHEREAS, the Charlottesville Parks and Recreation Department has successfully used an IPM approach in grounds management for ten (10) years having effectively managed pests and reduced pesticide use; and

WHEREAS, Charlottesville Parks and Recreation's environmental efforts received the highest State designation for Environmental Excellence, and has been recognized as an environmental leader statewide; and

NOW THEREFORE BE IT RESOLVED by the City Council of Charlottesville, that this Integrated Pest Management Policy is hereby adopted as the policy of the City of Charlottesville.

## **APPENDIX 4**

# **SAFER CHEMICAL MANAGEMENT PROCEDURE**



## 1.0 PURPOSE

The purpose of this procedure is to ensure a safer approach to the selection and application of custodial, grounds and pest control operations within the County of Albemarle, as the County aims to minimize chemical usage to the greatest extent practicable in its day-to-day operations and activities. This procedure is intended to be implemented as part of the County's and Schools' respective Environmental Management Policies.

## 2.0 DEFINITIONS

A. *Carcinogens* refer to any substance or agent that can cause cancer. Compound listed in the latest edition of the Annual Report on Carcinogens, U.S. Department of Health and Human Services, National Toxicology Program as known or reasonably anticipated to be carcinogenic.

B. A *disinfectant* is used on hard inanimate surfaces and its objective is to destroy or irreversibly inactivate infectious fungi and bacteria but not necessarily their spores. Disinfectant products are divided into two major types: hospital and general use. Hospital type disinfectants are the most critical to infection control and are used on medical and dental instruments, floors, walls, bed linens, toilet seats, and other surfaces. General disinfectants are the major source of products used in households, swimming pools, and water purifiers. (EPA: Pesticides – Antimicrobial Pesticide Products Factsheet; <http://www.epa.gov/pesticides/factsheets/antimic.htm>)

C. *Endocrine disruptors* are exogenous substances that act like hormones in the endocrine system and disrupt the physiologic function of endogenous hormones.

D. *Integrated Pest Management (IPM)* is a pest control strategy that promotes the use of a variety of tactics including pest-resistant cultivars and biological, cultural, and physical controls. Pesticides are a control tactic employed in IPM, but are only used when needed. When a pest problem is identified and non-chemical means are exhausted, only the least toxic and most effective pesticide is used.

E. A *mutagen* is a physical or chemical agent that changes the genetic information (usually DNA) of an organism and thus increases the frequency of mutations above the natural background level.

F. A *neurotoxin* is a substance that is poisonous to nerve tissue (i.e., lead, mercury).

G. A *teratogen* is any medication, chemical, infectious disease, or environmental agent that might interfere with the normal development of a fetus and result in the loss of a pregnancy, a birth defect, or a pregnancy complication.

H. A *sanitizer* is used to reduce, but not necessarily eliminate, microorganisms from the inanimate environment to levels considered safe as determined by public health codes or regulations. Sanitizers include food contact and non-food contact products. Sanitizing rinses for surfaces such as dishes and cooking utensils, as well as equipment and utensils found in dairies, food-processing plants, and eating and drinking establishments comprise the food contact Sanitizers. These products are important because they are used on sites where consumable food products are placed and stored. Non-food contact surface sanitizers include carpet sanitizers, air sanitizers, laundry additives, and in-tank toilet bowl sanitizers. (EPA: Pesticides – Antimicrobial Pesticide Products Factsheet; <http://www.epa.gov/pesticides/factsheets/antimic.htm>)

I. *Volatile organic compounds (VOCs)* are gases emitted from certain solids or liquids, which may have adverse health effects (i.e., paints, varnishes, pesticides, cleaning supplies).

## 3.0 PROCEDURES

### A. Custodial Operations

Custodial categories include multipurpose cleaners (e.g. surface cleaners, floor cleaners), specialty cleaners (e.g., floor strippers, floor finishes and glass cleaners) and disinfectants.

#### 1. Multipurpose and Specialty Cleaners

- a. Products used shall be certified by Green Seal, Green Guard, Environmental Choice, or Design for the Environment (DfE).
- b. If a product does not have such certification, the product shall not contain carcinogens, mutagens, teratogens, endocrine disruptors, or neurotoxins, and contain low or no volatile organic compounds (VOC).

## 2. Sanitization and Disinfection

- a. High-touch areas will be routinely cleaned or sanitized as deemed appropriate by the manager overseeing custodial operations for the facility.
  - b. Disinfectants shall be used in response to blood-borne pathogen or bodily fluid incidents, in response to viral outbreaks, or as directed by the Virginia Department of Health (VDH).
- ### B. Grounds Care

“Grounds care” includes both the management of grounds and outdoor pests.

1. Grounds care departments will continually evaluate the feasibility of changing traditional practices in the interest of eliminating chemical usage (e.g., manually pulling weeds).
2. If it is determined that a chemical application is necessary, then organic or biologically-based alternatives shall be used, with the following exceptions:
  - a. Treatment of stumps of woody invasive species and poison ivy
  - b. Use of non-selective herbicides for spot-treatments of skinned areas of baseball infields and warning tracks as needed
  - c. One-time application of broad-leaf pre-emergent herbicide to reduce broadleaf weeds, so that Bermuda grass can compete with crabgrass for establishment of a new field
  - d. Emergency spot treatment for grub worms
  - e. Spot treatment of parking lots, along rip-rap and in ditches
3. Any County employee or contractor applying pesticides on County or School Board-owned property must hold a current Registered Technician or Commercial Applicator License as issued by Virginia Department of Agriculture and Consumer Services (VDACS).
4. Each application of pesticide or herbicide must be documented on the “Pesticide/Herbicide Tracking Log” (Appendix A), including the amount applied, active ingredient and application location. Tracking logs will be maintained by the Environmental Compliance Managers.

### C. Indoor Pest Management

A formal Integrated Pest Management (IPM) program for each school and local government building will be completed by August 2008. IPM procedures will be incorporated as a separate procedure of the Environmental Management Policy. Until a separate IPM Procedure is completed, the following steps will be used to make a decision regarding each indoor pest management need:

1. Physical means of preventing pests will be implemented first.
2. When pesticides are used, only the least toxic with the most effective outcome shall be used.
3. Records of all pesticide applications indicating the amount of pesticide, active ingredient and affected area will be maintained by the Environmental Compliance Managers.

### D. Employee Safety

1. County employees will have access to Material Safety Data Sheets (MSDS) for all products used. Employees shall follow all guidelines and instructions listed on MSDS, including personal protective equipment (PPE) recommendations.
2. Hazard Communication (HAZCOM) training shall be provided to all employees before use of any product requiring a MSDS.

#### E. Annual Audit

An annual audit of this procedure will be conducted by the Environmental Compliance Managers. An audit report will be presented to the Board annually for review.

#### F. Waiver Process

If a situation arises requiring the use of a product that does not meet the above specifications (e.g., not Green Seal certified), then a waiver must be applied for and approved before a product may be purchased or used:

1. The Waiver Request (Appendix B) shall be submitted to the Environmental Compliance Manager for the schools or local government, as appropriate, and shall include: the purpose of the requested chemical, the MSDS, the area where the chemical will be used, the anticipated frequency and duration of use, application technique, and anticipated usage amount.
2. If a waiver is granted, the written waiver will include an expiration date, and alternatives consistent with the procedure must be explored when the waiver expires. All granted waivers will be presented with the annual audit results to the Board.
3. Any Waiver Requests granted will be provided to the Board on a quarterly basis.

#### G. Exemptions

Exemptions to the waiver process include (1) emergency situations that could impact human health or safety, and (2) practices required in order to maintain insurance policies. If an emergency situation requiring chemical use arises that is not identified in this section, the request for use of a product or practice must go through the Waiver Process, as described in Section F. The following are exemptions to Sections A, B, and C of this procedure:

1. Treatment of bees, wasps or hornets
2. Periodic termite treatment or other insurance-related pest control requirements



<b>County of Albemarle – Local Government</b>			<b>Subject: Safer Chemical Management Procedure</b>		
Document No.: SOP-CHEM-01	Issue Date:	Last Revised: 07-28-2008	Page: 5 of 5	Prepared By: SET/LAC	Approved By:

**Appendix B – Waiver Request Form**

Safer Chemical Management Procedure  
County of Albemarle, VA

*Please attach MSDS for all requested products.*

**General Information:**

**Date:** \_\_\_\_\_

**Name of Requester:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Details of Request:**

**Purpose of Application (be specific about what is being treated):** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Name of Product(s):** \_\_\_\_\_

**Name of Manufacturer(s):** \_\_\_\_\_

**Active Ingredient(s):** \_\_\_\_\_

**Anticipated Amount (provide units):** \_\_\_\_\_

**Anticipated Duration and Frequency of Application:** \_\_\_\_\_

**Application Technique:** \_\_\_\_\_

**Waiver Request Reviewer(s):**

Local Government ECM

School Division ECM

**Request Granted:**

Yes       No

**If No, Reason:** \_\_\_\_\_

**Date Granted:** \_\_\_\_\_      **EM Signature(s):** \_\_\_\_\_  
 \_\_\_\_\_

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**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**



<b>Agenda Date:</b>	April 20, 2015
<b>Action Required:</b>	Approval of Homeowner Tax Relief Grant Program
<b>Presenter:</b>	Todd D. Divers, Commissioner of the Revenue
<b>Staff Contacts:</b>	Todd D. Divers, Commissioner of the Revenue
<b>Title:</b>	<b>Homeowner Tax Relief Grant - 2015</b>

**Background:**

Attached is an ordinance for Council’s consideration for the Homeowner Tax Relief grant program for Calendar Year 2015, for certain low-and moderate-income homeowners. The program allows the owners of eligible homeowner-occupied properties grant amounts to be applied to real estate taxes due on the property for the second half of calendar year 2015.

**Discussion:**

Grant amount is tied to the adjusted gross income of the applicant. An applicant with a household income of \$0 - \$25,000 may receive a grant of \$525. An applicant with a household income of \$25,001- \$50,000 may receive a grant amount of \$375.

**Alignment with City Council’s Vision and Priority Areas:**

This aligns with the City Council’s Vision “...to be flexible and progressive in anticipating and responding to the needs of our citizens.”

**Budgetary Impact:**

Cost of this program is funded with the annual budget appropriation for Fiscal Year 2016 approved by Council.

**Recommendation:**

Approve proposed ordinance

**AN ORDINANCE TO ESTABLISH A GRANT PROGRAM TO PROMOTE AND PRESERVE HOMEOWNERSHIP BY LOW- AND MODERATE-INCOME PERSONS WITHIN THE CITY OF CHARLOTTESVILLE**

**WHEREAS**, effective July 1, 2006, §50.7 of the Charter of the City of Charlottesville authorizes City Council to make grants and loans of funds to low- or moderate-income persons to aid in the purchase of a dwelling within the City; and

**WHEREAS**, this City Council desires to offer a monetary grant for Fiscal Year 2016, to aid low- and moderate-income citizens with one of the ongoing expenses associated with the purchase of a dwelling, *i.e.* real estate taxes; and

**WHEREAS**, public funding is available for the proposed grant;

**NOW, THEREFORE**, effective July 1, 2015 and for calendar year 2015, the Charlottesville City Council hereby ordains:

**Grant—provided.**

(a) There is hereby provided to any natural person, at such person's election, a grant in aid of payment of the taxes owed for the taxable year on real property in the city which is owned, in whole or in part, and is occupied by such person as his or her sole dwelling. The grant provided within this section shall be subject to the restrictions, limitations and conditions prescribed herein following.

(b) If, after audit and investigation, the commissioner of revenue determines that an applicant is eligible for a grant, the commissioner of revenue shall so certify to the city treasurer, who shall implement the grant as a prepayment on the applicant's real estate tax bill due on December 7, 2015.

(c) The amount of each grant made pursuant to this ordinance shall be \$525 for taxpayers with a household income of \$0-25,000, and shall be \$375 for taxpayers with a household income from \$25,001-\$50,000, to be applied against the amount of the real estate tax bill due on December 7, 2015.

**Definitions.**

The following words and phrases shall, for the purposes of this division, have the following respective meanings, except where the context clearly indicates a different meaning:

(1) *Applicant* means any natural person who applies for a grant authorized by this ordinance.

(2) *Dwelling* means a residential building, or portion such building, which is owned, at least in part, by an applicant, which is the sole residence of the applicant and which is a part of the real estate for which a grant is sought pursuant to this ordinance.

(3) *Grant* means a monetary grant in aid of payment of taxes owed for the taxable year, as provided by this ordinance.

(4) *Spouse* means the husband or wife of any applicant who resides in the applicant's dwelling.



(5)*Real estate* means a city tax map parcel containing a dwelling that is the subject of an grant application made pursuant to this ordinance.

(6)*Taxes owed for the current tax year* refers to the amount of real estate taxes levied on the dwelling for the taxable year.

(7)*Taxable year* means the calendar year beginning January 1, 2015.

(8)*Household income* means (i) the adjusted gross income, as shown on the federal income tax return as of December 31 of the calendar year immediately preceding the taxable year, or (ii) for applicants for whom no federal tax return is required to be filed, the income for the calendar year immediately preceding the taxable year: of the applicant, of the applicant's spouse, and of any other person who is an owner of and resides in the applicant's dwelling. The commissioner of revenue shall establish the household income of persons for whom no federal tax return is required through documentation satisfactory for audit purposes.

**Eligibility and restrictions, generally.**

A grant awarded pursuant to this ordinance shall be subject to the following restrictions and conditions:

(1)The household income of the applicant shall not exceed \$50,000.

(2)The assessed value of the real estate owned by the applicant shall not exceed \$365,000.

(3)The applicant shall own an interest in the real estate that is the subject of the application (either personally or by virtue of the applicant's status as a beneficiary or trustee of a trust of which the real estate is an asset) and the applicant shall not own an interest in any other real estate (either personally or by virtue of the applicant's status as a beneficiary or trustee of a trust of which the real estate is an asset).

(4)As of January 1 of the taxable year and on the date a grant application is submitted, the applicant must occupy the real estate for which the grant is sought as his or her sole residence and must intend to occupy the real estate throughout the remainder of the taxable year. An applicant who is residing in a hospital, nursing home, convalescent home or other facility for physical or mental care shall be deemed to meet this condition so long as the real estate is not being used by or leased to another for consideration.

(5)An applicant for a grant provided under this ordinance shall not participate in the real estate tax exemption or deferral program provided under Chapter 30, Article IV of the City Code (Real Estate Tax Relief for the Elderly and Disabled Persons) for the taxable year, and no grant shall be applied to real estate taxes on property subject to such program.

(6)An applicant for a grant provided under this division shall not be delinquent on any portion of the real estate taxes to which the grant is to be applied.

(7)Only one grant shall be made per household.

**Procedure for application.**

(a) Between July 1 and September 1 of the taxable year, an applicant for a grant under this ordinance shall file with the commissioner of revenue, in such manner as the commissioner shall prescribe and on forms to be supplied by the city, the following information:

(1) the name of the applicant, the name of the applicant's spouse, and the name of any other person who is an owner of and resides in the dwelling.

(2) the address of the real estate for which the grant is sought;

(3) the household income;

(4) such additional information as the commissioner of revenue reasonably determines to be necessary to determine eligibility for a grant pursuant to this ordinance.

(b) Changes in household income, ownership of property or other eligibility factors occurring after September 1, but before the end of the taxable year, shall not affect a grant once it has been certified by the commissioner of the revenue, in which case such certified grant shall be applied to the subject real estate.

(c) Any person who willfully makes any false statement in applying for a grant under this division shall be guilty of a misdemeanor and, upon conviction thereof, shall be fined not less than \$25 nor more than \$500 for each offense.



**CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA**

Agenda Date:	April 20, 2015
Action Required:	Acceptance of Report
Presenter:	Mike Murphy, Director, Human Services; Acting Assistant City Manager Kaki Dimock, Executive Director, TJACH
Staff Contacts:	Mike Murphy, Director, Human Services
Title:	<b>Thomas Jefferson Area Coalition for the Homeless(TJACH) Plan to End Homelessness</b>

**Background:**

The Thomas Jefferson Area Coalition for the Homeless (TJACH) seeks to make homelessness in our region rare, brief and nonrecurring. To that end, TJACH is responsible for implementing a community plan to end homelessness, identifying best practice strategies, and monitoring federal, state and local government contracts for homelessness services. The initial community plan to end homelessness for the region was adopted by the Thomas Jefferson Planning District Commission in May 2009 and revised internally in 2012. Through a competitive request for proposals, the City of Charlottesville and Albemarle County awarded a grant to TJACH in 2013 in support of overall coordination of the homelessness system of care which required a revised community plan to end homelessness. This new plan was formally adopted by the TJACH Governance Board on March 25, 2015 and is being presented to the City of Charlottesville for acceptance.

**Discussion:**

The Community Plan to End Homelessness in Our Region is a strategic plan covering 2015-2018 and includes specific annual outcomes. The plan is guided by seven primary principles:

- 1) A focus on serving hardest to serve/highest risk homeless population
- 2) Adopting and implementing housing first strategies
- 3) Using best practice approaches where possible
- 4) Making decisions based on data
- 5) Advocating for the availability of effective community support services outside the homelessness system of care
- 6) Increasing housing options for the very poor and people with barriers
- 7) Providing strong leadership with focus on funding and advocacy activities

The new plan provides discussion and a status update for each goal included in previous iterations of the plan and describes the rapidly changing context for homelessness services in the areas of governance, the current service array, coordination, collaboration, emerging concerns, and evolving funded requirements and expectations. Finally, the plan outlines specific annual goals and the methods for measuring our community's progress towards them.

**Community Engagement:**

TJACH developed this plan with the input of service providers, community leaders and content experts including discussions with federal and state funding agency staff. An ad hoc committee of the TJACH Governance Board was established to provide guidance to staff on process, structure and process. Staff consulted with University of Virginia undergraduate and graduate level students in early phases of the process to inform plan development and engagement of local service providers. Staff consulted with other lead agencies on homelessness in Virginia to identify effective methods of plan revision implemented in other areas. Finally, the committee reviewed community plans developed in Seattle, Denver, Columbus and Richmond before completing its work. Small focus groups were held with local service providers in the areas of outreach, emergency shelter, coordinated assessment, transitional housing and permanent supportive housing to assess concerns, needs, success and gaps in the current system of care. An additional focus group was held with representatives from City of Charlottesville and Albemarle County Departments of Social Services. A draft plan was provided to committee members for revision and editing first, then to selected community leaders, and finally to the full TJACH board for review.

**Alignment with City Council’s Vision and Strategic Plan:**

The plan is aligned with City of Charlottesville Strategic Plan Goal 1.3 – increasing housing options, Goal 2.4 – ensuring families and individuals are safe and stable, and Goal 5.2 – engaging in collaborative partnerships. TJACH’s plan is consistent with City of Charlottesville organization values and vision through a shared commitment to solution-focused problem-solving, transparent communication and decision-making, strong performance expectations, community engagement and best practice approaches.

**Budgetary Impact:** There is no budgetary impact at this time.

**Recommendation:**

Staff recommends that Council accept the plan and support the strategies to end homelessness in our community.

**Alternatives:**

Council may elect to not accept the plan.

**Attachments:**

Community Plan to End Homelessness in Our Region: A Three Year Strategic Plan



## **Community Plan to End Homelessness in Our Region:**

### *A Three Year Strategic Plan 2015-2018*

#### **Executive Summary**

##### **Vision**

TJACH seeks to make homelessness rare, brief and nonrecurring in the city of Charlottesville and counties of Albemarle, Louisa, Fluvanna, Nelson and Greene.

##### **Guiding Principles**

- 1) Focus on serving hardest to serve/highest risk homeless population
- 2) Adopt and implement housing first strategies
- 3) Use best practice approaches where possible
- 4) Make decisions based on data
- 5) Advocate for the availability of effective community support services outside the homelessness system of care
- 6) Increase housing options for the very poor and people with barriers
- 7) Provide strong leadership with focus on funding and advocacy activities

#### **Background and History of the Community Plan**

After a community-wide conference on homelessness in 2008, the Thomas Jefferson Area Coalition for the Homeless (TJACH) created a Community Plan to End Homelessness to guide the broad system of care in responding to and reducing homelessness. This plan was formally adopted by the Thomas Jefferson Planning District Commission in March 2009. In response to a changing context for homelessness service providers, this plan was revisited in 2012. This process resulted in the following additional activities to meet the original broad goals of the plan, which remained the same:

- **Lead Organization on Homelessness:** Strengthen TJACH's role as the lead organization to implement and market this Community Plan to End Homelessness.

***Status:*** *TJACH now serves as a local funder and monitor for state and federal grants and contracts, has re-tooled its governance structure significantly and adopted a new charter and operational guidelines.*

- **Common Intake:** Establish an intake protocol and utilize The Haven as a physical location for intake to: enroll clients, enter demographic information, and assign a case manager.

***Status:*** *A coordinated assessment process has been implemented. Access is available every day at The Haven and assessment tools are available on the TJACH website. Providers outside the homeless system of care have access to community-wide homelessness and housing problem-solving teams.*

- **Early Intervention and Prevention:** Create a Local Housing Options Team as a TJACH program to coordinate prevention activities and provide crisis stabilization and/or mediation for those at risk of or experiencing homelessness.

***Status:*** *TJACH supports a housing navigator position at The Haven. The navigator meets weekly in housing planning sessions with stabilization case managers and rapid re-housing program staff, in addition to serving as a mediator for landlord/tenant concerns. A homelessness prevention program is funded by TJACH with funds from the Virginia Department of Housing and Community Development and implemented by The Haven.*

- **Increase housing options:** Pursue development of a variety of housing types for individuals and families by working with Community Housing Development Organizations, establishing housing trust funds, creating public-private partnerships, and developing incentives to connect under-utilized housing stock with case management support.

***Status:*** *Virginia Supportive Housing opened The Crossings, which is a single-room occupancy building providing 30 units for chronically homeless individuals and 30 very low-income units. In addition, TJACH has been successful in marshalling funding for rapid re-housing efforts using state and local dollars. Further, the Charlottesville Redevelopment Authority has re-established a preference for homelessness as part of its application process, which will open additional housing resources for families experiencing homelessness. The City of Charlottesville has made a commitment to develop self-sufficiency programming to assist families in moving out of subsidized housing into fair market housing, which we result in improved availability of subsidized units to people experiencing a housing crisis.*

- **Supportive Services:** Provide case management for individuals and families. Provide a tenancy protection program to prevent evictions and difficulties leading to evictions.

***Status:*** *While case management services are available at many local service providers, there remains a gap in this area, particularly for those individuals housed through rapid re-housing programs. A Housing Navigator, funded*

*through TJACH with funds from local governments and the Virginia Department of Housing and Community Development provides eviction mitigation and mediation services. Additionally, state funds may be used flexibly to increase deposit amounts for local landlords concerned about providing housing for people with negative rental histories.*

- **Secure stable, sustainable funding:** Seek funding from localities, private donations, and government and private grants. For long-term stability, TJACH should consider building an endowment.

***Status:*** *TJACH has been successful in securing supporting funds through state and local public sources, as well as private grants; however, these sources are not permanent.*

In 2014, TJACH determined that a significant plan revision and update was required to 1) respond to the evolving federal and state policy context for homelessness services, 2) incorporate emerging research and best practice approaches, and 3) identify specific and quantifiable community goals for the system of care.

## **The Changing Context**

### **Changes in governance:**

TJACH underwent a major reorganization in early 2013, resulting in a new, representative governance board membership and a new governance charter guiding TJACH's work. These changes led to improved and dedicated coordination of the system of care and connection to state and federal expertise. Five elected representatives of the Service Provider Council and five representatives of local government, content experts and at-large members provide the leadership of TJACH.

### **Changes in continuum of care:**

A more comprehensive array of services now exists in the region including street outreach, day shelter, prevention, emergency shelter, transitional housing, rapid re-housing, housing navigation, permanent supportive housing, and housing stabilization.

### **Changes in coordination and collaboration:**

The existing system of care has evolved in the last two years to include meaningfully improved coordination and collaboration. A coordinated assessment process has been adopted to provide ease of access for people experiencing homelessness and operationalize system wide data collection. A community case review committee meets every other week to jointly problem-solve particularly difficult cases and assign lead case managers to implement housing plans. Providers regularly team up together to jointly apply for federal, state and local funding. Memoranda of Agreement are in place for the provision of services under federal, state and local grants between the City of Charlottesville and TJACH, and between TJACH and Families in Crisis, an Albemarle

County Public Schools program that provides case management and emergency hotel stays to unsheltered families; MACAA which provides transitional housing to families, The Haven which provides a low barrier day shelter, coordinated entry into the homelessness system of care, housing navigation and homelessness prevention programming; PACEM which provides a low barrier seasonal overnight shelter; and Thrive which provide rapid re-housing and permanent supportive housing.

Conflicting expectations & emerging concerns:

Community concerns about the housing stability of families with children are increasing. Families seek community services when they are at risk of eviction and when they experience literal homelessness but do not, in general, enter the formal emergency shelter system. Providers and community members expect, however, that these families' needs are being assessed and met, despite limits on the use of public funds that require a focus on a more chronically homeless population. Families are regularly assessed for use of prevention funds and services but make up a very small percentage of guests in emergency shelters.

Changes in funder requirements and expectations:

Federal and state funders have shifted funding priorities and expectations. Both the U.S. Department of Housing and Urban Development (HUD) and Virginia Department of Housing and Community Development (DHCD) require that homelessness coalitions adopt a housing first approach to service delivery<sup>i</sup>. Housing first, a philosophy incorporated into the original Community Plan to End Homelessness in 2009, asserts that homelessness is, at its most basic, a housing crisis, and that providers should address the housing crisis first, without unnecessary barriers to eligibility or performance expectations. While initially a suggested focus for providers, funding from state and federal agencies is now contingent on implementation of this approach. As a result, agencies that are focused on long-term outcomes for individuals and families, such as self-sufficiency, may not be eligible for funding. In addition, federal and state funders expect that local coalitions take a lead role in monitoring service providers for agency performance, serving as local funding distribution agencies, and not simply as technical assistance providers. This shift in expectations has considerable implications for coalition governance activities and the role of TJACH staff.

**Vision**

TJACH seeks to make homelessness rare, brief and nonrecurring in the city of Charlottesville and counties of Albemarle, Louisa, Fluvanna, Nelson and Greene.

**Guiding Principles for 2015-2018**

- 1) Focus on serving hardest to serve/highest risk homeless population**



TJACH will continue to use federal, state and local resources strategically by focusing on people with the highest level of vulnerability. This is good financial policy and a compassionate approach. By addressing the needs of those at highest risk, TJACH responds to those households most likely to become or remain homeless. This ensures that funding is used for those households who need it most. This also maximizes potential cost-saving for the community by preventing additional expenses in the health care, criminal justice and safety net systems. <sup>ii</sup>

TJACH encourages and incentivizes the use of standardized screening and prioritization tools by partner agencies where possible. These tools help service providers identify the best candidates for available programs, based on research. At a minimum, these tools include:

- A coordinated entry point for accessing homelessness services which serves as the front door for the system of care<sup>iii</sup>
- A pre-screening tool to identify clients for prevention services based on likelihood of becoming literally homeless<sup>iv</sup>
- A triage tool to identify clients for rapid re-housing based on number of housing barriers<sup>v</sup>
- A vulnerability index to identify clients for permanent supportive housing based on chronic homelessness and medical vulnerability<sup>vi</sup>

While the use of standardized tools to target and prioritize households for services will eliminate intuitive decision-making, there remains considerable nuance and complexity in the case management for people experiencing homelessness. TJACH seeks to respond to this complexity by supporting structures and methods for interagency problem-solving and conversation. This collaborative decision-making leads to improved outcomes for program participants and for the system as a whole. Existing methods for community discussion include:

- A community case review process for homelessness service providers to jointly problem-solve particularly challenging cases, including access to agencies that do not traditionally care for clients experiencing homelessness
- Ad hoc multi-disciplinary teams to establish housing plans for high-needs individuals and families not well-served by existing system of care
- Weekly housing planning meetings between rapid re-housing staff, housing stabilization staff, and the housing navigator
- Adjustment of tools and processes based on evaluation and experience with implementation

As TJACH seeks to target and prioritize households for the right intervention, in the right amount, at the right time, it is clear that more than one programmatic response is required. One size certainly does not fit all. To that end, TJACH supports five program strategies designed to meet the needs of people experiencing homelessness. This continuum includes:

- Flexible, client-focused street outreach and day shelter services for literally homeless individuals and families to provide information on and engage them in available services, in order to meet basic needs
- Prevention services to help households avoid literal homelessness
- Low-barrier emergency shelter programs for households with no access to safe housing
- Rapid re-housing<sup>vii</sup> services and subsidies for literally homeless households
- Permanent supportive housing<sup>viii</sup> units for chronically homeless households that need ongoing services and support to maintain stable housing

## **2) Adopt and implement housing first strategies**

Housing First is a philosophical approach to service delivery that focuses on connecting people experiencing homelessness to housing resources quickly and without unnecessary barriers to service. The underlying assumption of housing first is that people experiencing homelessness are in the midst of a housing crisis. Housing is provided to serve as the foundation from which individuals and families can focus on long-term stability. This approach is contrary to earlier service approaches aimed at selecting those program participants most likely to succeed or 'ready' for housing resources. Research and experience has revealed that these earlier approaches led to a focus on clients with relatively few needs while people with significant needs remained on the streets, in perpetual housing crises.

TJACH supports the following housing first components:

- Maintain and expand low barrier shelter approach so that no one must sleep outside because they cannot meet basic eligibility requirements for emergency shelter
- Promote client choice in services and housing options as a source of empowerment for program participants and to ensure that a variety of types of services and housing options are available
- Eliminate client performance eligibility requirements to ensure that programs continue to serve those with the highest need

## **3) Use best practice approaches where possible**

TJACH supports the use of approaches that work by providing practice tools and information on proven programming to area providers and by distributing funds to programs that implement them. To this end, TJACH has published a Community Level Outcome and Program Strategy Chart which identifies five broad program strategies, including homelessness prevention, homelessness outreach, emergency shelter and transitional housing, rapid re-housing, and permanent supportive housing. Each strategy is described with recommended best practice approaches. This chart is attached as an appendix to the plan.

- Best practice approaches for homelessness prevention include:
  - Access to services is made through the community-wide coordinated entry process
  - Prioritization of candidates is determined using structured decision-making tools to ensure services to those households most likely to enter shelter
  - Fast and flexible provision of financial assistance to stabilize households as quickly as possible
  - Housing navigation assistance
  - Referrals to mainstream resources
  - Progressive case management that matches the level of need with the level of case management services
- Best practice approaches for homelessness outreach include:
  - Access to services is made through the community-wide coordinated entry process
  - Prioritization of candidates that are unsheltered or living in emergency shelters
  - Community Case Review and other multi-disciplinary teams to problem-solve difficult cases collaboratively
  - Housing-focused, low-barrier approach
- Best practice approaches for emergency shelter and transitional housing
  - Access to services is made through the community-wide coordinated entry process
  - Short-term, housing-focused approach
  - Low barrier eligibility and access requirements
  - Housing first approach with no requirements for service participation
  - Community Case Review and other multi-disciplinary teams to problem-solve difficult cases collaboratively
  - Focus on unaccompanied youth 16-24, victims of domestic violence, people struggling with chronic substance abuse, and individuals

with very high housing barriers (such as sex offenders), for transitional housing resources<sup>ix</sup>

- Best practice approaches for rapid re-housing
  - Access through to services is made through community-wide coordinated entry process
  - Prioritization of candidates using structured decision-making tools to ensure services to literally homeless households
  - Fast and flexible provision of financial assistance to stabilize households as quickly as possible
  - Housing navigation assistance
  - Referrals to mainstream resources
  - Progressive case management that matches the level of need with the level of case management services
  - Community Case Review and other multi-disciplinary teams to problem-solve difficult cases collaboratively
  - Housing first approach with no pre-conditions or service participation requirements
- Best practice approaches for permanent supportive housing
  - Access to services is made through the community-wide coordinated entry process
  - Prioritization of candidates using structured decision-making tools to ensure services to most vulnerable, chronically homeless households
  - Referrals to mainstream resources
  - Progressive case management that matches the level of need with the level of case management services
  - Community Case Review and other multi-disciplinary teams to problem-solve difficult cases collaboratively
  - Housing first approach with no pre-conditions or service participation requirements

#### **4) Make decisions based on data**

TJACH is committed to collecting and analyzing data on individuals, programs and systems to better understand the needs and housing barriers of people experiencing homelessness and evaluate our efforts at solving housing crises. This data is gathered on a regular basis to assess the system response to homelessness and the performance of service provider agencies. Coalition providers are required by the U.S. Department of Housing and Urban Development to collect and maintain data on a set of required data elements for every participating client and to collect and maintain data on a set of outcome measurements for every program. While funding through TJACH can facilitate

this data collection effort, HUD requires that all providers, regardless of funding status collect and maintain such data. It is TJACH's intention to ensure that every local homeless provider contributes data through the Homelessness Management Information System in real time.

- Assessment of agency-level data collection

TJACH has established a monitoring protocol for collaboratively-funded projects which includes assessment of agency-level data collection process and agency-level performance. Agencies are monitored on a yearly basis with subsequent reports made to TJACH Governance Board. This monitoring tool may be found as an appendix to this plan. Collaboratively funded service providers will be assessed on:

- Quality of data entered into the Homelessness Management Information System(HMIS) based on extent of missing or incomplete data profiles for individuals served by the program
- Regularity of data entry into HMIS so that data pools are as current and complete as possible
- Average length of stay of participants in program
- Number and percentage of exits from program into permanent housing situations
- Number and percentage of program participants that increase their household income between entry to exit
- Number and percentage of program participants that gain employment between entry to exit

- Collection and use of system-wide data

TJACH collects and reviews data on a community-level on a yearly basis, at a minimum. Data is collected in the following processes:

- Annual Point in Time Homelessness Census<sup>x</sup>, traditionally conducted in late January with required data collection elements determined by HUD, report submitted in April
  - Sheltered count collected through survey of service providers of emergency shelter, transitional housing, rapid re-housing and permanent supportive housing
  - Unsheltered count conducted through street outreach with volunteers and in consultation with service providers, departments of social services, and police departments throughout region
  - Needs and usage data conducted through survey administration to people experiencing homelessness using volunteers over two day period

- School data collected through survey of area school districts
- Annual Homelessness Assessment Report<sup>xi</sup>, traditionally due in late October, based on data solely found in HMIS for a one-year period, generally October – September, to follow federal fiscal year
- Virginia Homelessness Solutions Program<sup>xii</sup> quarterly reports submitted to Virginia Department of Housing and Community Development (DHCD), based solely on data found in HMIS
- Yearly reports to local Agency Budget Review Teams<sup>xiii</sup> for previously funded programs, using data found in HMIS

**5) Advocate for the availability of effective community support services outside the homelessness system of care**

TJACH will advocate for the development of an improved, comprehensive system of care for people in crisis, with an emphasis on practices, policies and programs for people experiencing a housing crisis. Without a robust system of care, TJACH's efforts to meet the basic needs of people experiencing homelessness and move them quickly into permanent housing situations will not be successful. It is clear that people experiencing homelessness need access to ongoing mainstream services to achieve or sustain self-sufficiency. Solving the housing crisis addresses homelessness but may not address exacerbating issues such as chronic mental health, substance abuse, dental or physical health concerns, unemployment/underemployment, and/or victimization. The following improvements are of particular interest to TJACH:

- Improve and expand emergency financial assistance services for people who are not in immediate risk of becoming literally homeless
- Improve and expand services for non-Medicaid eligible households so that they may access community-based mental health and substance abuse treatment and supportive services
- Improve discharge planning from institutions so that people do not exit such care into a housing crisis; coordinate with the Re-Entry Council<sup>xiv</sup> where possible; encourage criminal justice institutions to release people with valid identification cards; coordinate care with local health and mental health systems
- Train and support case managers in homeless system of care so that provider staff are engaged in timely and effective interventions; provide community-wide training on Critical Time Intervention<sup>xv</sup> and Motivational Interviewing<sup>xvi</sup>; develop case manager orientation curriculum; and establish clinical supervision group for area providers
- Engage providers and agencies in rural counties for improved coordination of care and data collection
- Collaborate with school systems to respond to families in need

- Advocate for improved understanding of and response to the needs of youth aging out of foster care
- Advocate for ways to access housing stabilization case management and self-sufficiency programming for people transitioning into housing from a housing crisis
- Support a variety of types of programs that serve families and individuals in need to match the diverse needs, barriers and strengths of people experiencing homelessness
- Establish and support a regional SOAR<sup>xvii</sup> project so that people experiencing homelessness have streamlined access to Social Security Insurance and Social Security Disability Insurance

**6) Increase housing options for very poor and people with barriers**

TJACH relies on a robust supply of low-income and supportive housing in order to move people out of a housing crisis. To that end, TJACH will engage in activities designed to create more flexible access to existing units and to develop additional units including:

- Participate on the Charlottesville Housing Advisory Committee, and other regional housing councils
- Support the Charlottesville Redevelopment Housing Authority's offer of a preference for people experiencing literal homelessness in the application process by verifying homelessness and providing housing stabilization services as necessary
- Hold an annual Housing and Homelessness Symposium to share data and connect housing solutions to homelessness service providers
- Sustain a housing navigator to provide individual housing assistance to people seeking housing and systemic advocacy with existing landlords to improve access to housing for people with substantial barriers to traditional housing
- Advocate for maintenance and creation of new affordable housing
- Advocate for increased provision of rental assistance/subsidies
- Advocate for maintenance and creation of new permanent supportive housing

**7) Strong leadership with focus on backbone activities**

TJACH will seek to provide strong and effective leadership for this community's efforts to address homelessness. A strong 'backbone' organization will ensure that funding is secured from federal, state and local funders and is used in effective collaboration. TJACH will develop or maintain:

- Paid staff so that service providers are not called upon to accomplish the responsibilities of the continuum of care in addition to existing duties
- An effective Governance Board responsible for supervising staff, implementing the community plan, monitoring the use of funds, and establishing local policy with active committees on board development, data and evaluation, and service providers. The board's activities will be directed by a written governance charter with established guidelines for coalition membership. The board will engage in transparent decision-making including:
  - Annual funding priorities
  - Monitoring protocol and tools
  - Service Provider Council representation
  - Public meetings open to all
  - Web posting of minutes
- TJACH will solicit, prepare and submit collaborative funding proposals on behalf of the homelessness system of care to facilitate support for prioritized program activities. Collaborative proposals may include the HUD Continuum of Care, DHCD Virginia Homelessness Solutions Program, Charlottesville Affordable Housing Fund, local governments, Charlottesville Area Community Foundation, and United Way, among others.
- TJACH Governance Board will review progress made towards annual goals identified in this plan on a quarterly basis, revising the guiding principles and establishing new outcomes and subsequent year goals as necessary, through 2018. A new plan will be created to reflect any changes in policy and practice no later than 2019.

### **Summary**

TJACH is optimistic about this community's ability to end homelessness. Dramatic shifts in operations and collaboration have been implemented and the dividends of this cooperation are evident. There is clearly more to do, but this community benefits from the financial resources, strong leadership, and brainpower needed to meet TJACH's goals. TJACH seeks to create an effective and efficient system of care that moves people experiencing a housing crisis into a permanent housing solution quickly and flexibly. Using best and proven practices ensures we will use public and private dollars strategically and wisely. TJACH seeks to make homelessness in our region rare, brief and nonrecurring.



## **Annual Goals: 2015-2018**

**1) Reduce the number of people experiencing homelessness by 20%**

*Measurement tools: Annual point in time count, HMIS annual homelessness assessment report, number of coordinated assessments conducted in a given period of time*

**2) Reduce the amount of time people experience homelessness by 20%**

*Measurement tools: average length of stay- HMIS*

**3) Increase the number of people exiting homeless service programs to permanent housing by 40%**

*Measurement tools: agency and community performance data – HMIS*

**4) Increase the number of people exiting homelessness service programs with improved sources of income by 25%**

*Measurement tool: annual performance report data - HMIS*

**5) Decrease the number of people that return to homelessness within 12 months of program exit by 20%**

*Measurement tool: HMIS service records, new HUD performance measure*

**6) Increase the number of people that remain in housing for six months or longer to 80% or more**

*Measurement tool: HMIS annual performance report*

## APPENDIX

TJACH Governance Charter

Community-level Outcome and Program Strategy Chart

TJACH Monitoring Protocol for Collaboratively-Funded Projects

2015 Point in Time Annual Census Data

Changes in Homelessness Over Time Line Chart



## **Thomas Jefferson Area Coalition for the Homeless (TJACH)**

### **TJACH Continuum of Care Charter – ADOPTED 11-26-13**

This charter sets out the composition, governance, roles, responsibilities and structure of the Thomas Jefferson Area Coalition for the Homeless.

#### **Purpose of the Thomas Jefferson Area Coalition for the Homeless**

The Thomas Jefferson Area Coalition for the Homeless is responsible for developing and implementing the Community Plan to End Homelessness to end and alleviate the impact of homelessness in our community. TJACH serves as the Lead Agency for the HUD Continuum of Care process. TJACH operates through a collaborative and inclusive community-based process and approach to planning for and managing homeless assistance resources and programs to most effectively end homelessness in our community. Our region includes the City of Charlottesville and counties of Albemarle, Louisa, Nelson, Greene, and Fluvanna.

#### **Membership & Structure of the Coalition**

- I. The Thomas Jefferson Area Coalition for the Homeless is a formal 501(c)3 as determined by the IRS March 2009.
- II. TJACH is governed by a formal Governance Board of no fewer than 9 and no more than 19 members responsible for fiduciary oversight, development of and implementation of the Community Plan to End Homelessness, and supervision of the Executive Director. Five members of the Governance Board are appointed by county and city executive leadership to represent the jurisdictions in the planning district. Of these five appointed members, no fewer than 1 member will represent the City of Charlottesville and no fewer than 1 member will represent Albemarle County. Five members are elected to represent service providers by members of the Service Providers Council. The remaining eight members represent the faith community, general public and include housing developers, landlords, funders, business owners, attorneys, accountants, and others with skills or experience needed by the coalition. The

Governance Board meets no less frequently than bi-monthly. Meeting times and locations are published and meetings are open to the public.

- a. In June, an election shall be held to determine who will serve as Chair, Vice Chair and Treasurer of the TJACH Governance Board. These three officers, and any other board members designated by the board, will constitute the Executive Committee of the TJACH Governance Board. The Executive Committee shall represent members from more than one sector on the board.
- b. The Executive Committee shall meet monthly to determine the agenda for the regular meeting, review financial statements, and address any emergent issues. At least quarterly, the Treasurer will review agency financial statements with the full board.
- c. The Chair shall facilitate the regular meetings using Roberts Rules of Order. The Vice Chair shall do so in the event of The Chair's absence.
- d. The Executive Director shall serve as Secretary, but will not have voting rights or responsibilities.
- e. Terms will be three years in length with staggered terms for the first board to avoid significant turnover in any one year. Board members may serve no more than two three-year terms.

III. Committees of the TJACH Governance Board include a Consumer Advisory Board and A Service Provider Council.

- a. The Service Provider Council meets monthly to share information, problem-solve, develop collaborations, and implement specific aspects of the Community Plan to End Homelessness. Meeting times and locations are published and meetings are open to the public. Bylaws, membership requirements and operating guidelines will be adopted by the TJACH Governance Board.
- b. A Consumer Advisory Committee, populated by people who are currently or formerly homeless, provides ongoing feedback, engages in local advocacy efforts and operates a speaker's bureau.

IV. Subcommittees of the Service Provider Council include standing committees: Community Case Review Subcommittee, Single Room Occupancy/Crossings Application Subcommittee, Point in Time Count Subcommittee, Homeless Management Information System (HMIS), Data Quality Subcommittee, Coordinated Assessment Process Subcommittee, and Ad Hoc subcommittees as necessary.

V. Staff to the coalition include an Executive Director. Job responsibilities are available upon request.

- VI. A quorum of 51% of the TJACH Governance Board will be required to adopt or approve an item on the action agenda.
- VII. Members that fail to attend regularly shall be subject to removal from the TJACH Governance Board if they attend less than 75% of the regularly scheduled meetings annually following the agency's fiscal year calendar (July 1 – June 30).
- VIII. The TJACH Governance Board will establish a Nominating Committee to select and present new members of the board to populate seats reserved for members of the general public. The Executive Committee may serve as the Nominating Committee.
- IX. Meetings will be formally documented in the form of minutes adopted by the TJACH Governance Board.
- X. The coalition adheres to a formal Conflict of Interest Policy: No TJACH Board Member shall vote on a matter for which s/he or his/her member organization has a vested interest. Members of the TJACH Board and its Committees shall comply with federal, state and local laws.
- In general, a conflict of interest occurs when Member takes an action, which results or has the appearance of resulting in personal organizational or professional gain. No Member of the TJACH Board or its Committees shall knowingly take action to influence the conduct of TJACH in such a way as to confer any financial benefit on such Member, his or her family members, spouse or partner, or any organization in which the Member, his or her family members, spouse or partner serves in an official capacity. Service in an official capacity shall include service as an employee, owner, stockholder, director, board member, consultant, or officer that represents any such entity or organization which is seeking or receiving funding, but shall not include service solely as a volunteer (that do not serve as board members or consultants) or recipient of services.
  - On issues in which a TJACH Board Member has a conflict of interest as described above, the Member may not vote. The Member may participate in discussion upon declaring a conflict of interest. The Board Chair will be responsible for monitoring the disclosure of Members' conflicts of interest.
  - In the event that a matter which raises a potential conflict of interest comes before the TJACH Board or its Committees for consideration, recommendation and decision, the Member shall disclose the conflict of

interest as soon as he or she becomes aware of it, and the disclosure shall be recorded in the minutes of the meeting.

## **XI. Homeless Management Information System**

The Thomas Jefferson Area Coalition for the Homeless will serve as the HMIS Administrator for this community. TJACH will select and provide an HMIS software provider for use by coalition members. This provider is currently Pathways Community Networks, Inc. (PCNI).

### TJACH Responsibilities

- TJACH staff will serve as a liaison between HMIS users and the provider, arranging for onsite training when appropriate and addressing community-level concerns with the provider.
- TJACH staff will regularly review data entered into HMIS to assess regularity of contributions and data quality levels.
- TJACH staff will generate community and agency-level data quality reports for discussion at the HMIS Data Quality Subcommittee.
- TJACH staff will provide reports to HUD and DHCD based on data contributed to HMIS including, but not limited to, the Point in Time, Housing Inventory Assessment, and AHAR.

### Agency/End User Responsibilities

- All agencies receiving housing and homelessness funding through TJACH, HUD, DHCD-ESG, DHCD-HSG, ABRT and other collaborative proposals will contribute data on individuals served by their agency to HMIS.
- Data will be entered at least weekly to ensure that reports reflect up-to-date information.
- Agencies using HMIS will participate in data quality reviews and exercises to ensure that community level data meets the highest HMIS quality standards.
- Agencies using HMIS will contribute financially to the cost of the software provider and staff engaged to coordinate HMIS activities at a rate to be determined during contract negotiation or collaborative proposal development.

<b>Community-level outcomes:</b> Reduce the number of people experiencing homelessness, the amount of time people experience homelessness and the number of people returning to homelessness.				
<b>Program Strategy:</b> Homelessness Prevention	<b>Program Strategy:</b> Homelessness Outreach	<b>Program Strategy:</b> Emergency Shelter & Transitional Housing	<b>Program Strategy:</b> Rapid Re-Housing	<b>Program Strategy:</b> Permanent Supportive Housing
<p><b>Recommended Practice Approaches:</b></p> <ul style="list-style-type: none"> <li>• Provide financial assistance services to quickly stabilize households at risk of homelessness</li> <li>• Prioritize those households at the highest risk of homelessness using structured decision-making tools</li> <li>• Intake through coordinated assessment</li> <li>• Provide housing search assistance through information, tools and referrals to housing navigator as needed</li> <li>• Link households to appropriate support services as needed, including mainstream benefit programs</li> <li>• Establish progressive engagement case management to maximize resources</li> </ul>	<p><b>Recommended Practice Approaches:</b></p> <ul style="list-style-type: none"> <li>• Engage households experiencing homelessness in available basic needs and other supportive services</li> <li>• Prioritize unsheltered households and people living in emergency shelter</li> <li>• Intake through coordinated assessment</li> <li>• Participate in Community Case Review team and assume lead status on appropriate cases</li> <li>• Establish multi-disciplinary teams to problem-solve difficult cases</li> <li>• Engage in housing-focused activities adopting housing first, low-barrier approach</li> </ul>	<p><b>Recommended Practice Approaches:</b></p> <ul style="list-style-type: none"> <li>• Provide short-term, housing-focused interventions aimed at moving households into permanent housing as quickly as possible</li> <li>• Intake through coordinated assessment</li> <li>• Provide shelter based on need only, adopting a low-barrier, housing first approach</li> <li>• Participate in Community Case Review team and assume lead status on appropriate cases</li> <li>• Establish multi-disciplinary teams to problem-solve difficult cases</li> </ul>	<p><b>Recommended Practice Approaches:</b></p> <ul style="list-style-type: none"> <li>• Provide financial assistance to quickly stabilize households experiencing homelessness</li> <li>• Prioritize those households with the highest needs using structured decision-making tools</li> <li>• Refer qualified households to permanent supportive housing</li> <li>• Intake through coordinated assessment</li> <li>• Provide housing search assistance through information, tools and referrals to housing navigator as needed</li> <li>• Link households to appropriate support services as needed, including mainstream benefit programs</li> <li>• Establish progressive engagement case management to maximize resources</li> <li>• Participate in Community Case Review team and assume lead status on appropriate cases</li> <li>• Establish multi-disciplinary teams to problem-solve difficult cases</li> <li>• Provide services adopting a housing first approach, with no preconditions or service participation requirements</li> </ul>	<p><b>Recommended Practice Approaches:</b></p> <ul style="list-style-type: none"> <li>• Provide households experiencing homelessness with safe, decent, affordable housing and supportive services aimed at keeping people housed</li> <li>• Prioritize those households that meet the definition of chronically homeless</li> <li>• Intake through coordinated assessment</li> <li>• Establish progressive engagement case management to maximize resources</li> <li>• Participate in Community Case Review team and assume lead status on appropriate cases</li> <li>• Provide services adopting a housing first approach, with no preconditions or service participation requirements</li> </ul>
<p><b>Program Outcome (HMIS):</b> Increase # of people maintaining housing for 6 &amp; 12 months after services</p>	<p><b>Program Outcome (HMIS):</b> Decrease length of time people experience homelessness</p>	<p><b>Program Outcome (HMIS):</b> Increase exits to permanent housing, reduce lengths of stay, decrease length of time of homelessness</p>	<p><b>Program Outcome (HMIS):</b> Increase # of people maintaining housing for 6 &amp; 12 months after services, increase exits to permanent housing, increase or maintain income or benefits</p>	<p><b>Program Outcome (HMIS):</b> Increase # of people maintaining housing for 6 &amp; 12 months after services, increase exits to permanent housing, increase or maintain income or benefits</p>

## **TJACH Monitoring Protocol for Collaboratively Funded Projects**

### **Adopted 11-19-14**

TJACH submits collaborative funding requests to HUD for Continuum of Care funding, to Virginia DHCD for Virginia Homelessness Solutions Program funding, and to the Charlottesville/Albemarle Agency Budget Review Team for program support each year. TJACH is responsible, via the contracts established between the funding organization and TJACH, and the memoranda of understanding established between TJACH and the service provider organization, for regular monitoring of program performance. This document details the annual review, selection and monitoring of programs included in TJACH collaborative funding requests.

The TJACH Governance Board has tasked the Data & Evaluation Committee of the board with establishing a written protocol for monitoring and implementing it. Data & Evaluation Committee members are Janette Kawachi, committee chair, Paul Martin, and Erin Briggs Yates. TJACH executive director, Kaki Dimock, supports this committee and contributes to monitoring activities. Non-board members may be asked to join the Data & Evaluation Committee as standing members or for specific activities.

### **Protocols and Timeline**

Each TJACH funded service provider will be formally monitored annually. Additional, interim monitoring visits may be conducted, if needed and appropriate. The Data & Evaluation Committee will prepare a written report at the conclusion of each monitoring visit and present it to the full TJACH Governance Board.

- Agencies funded through the DHCD Virginia Homelessness Solutions Program will be monitored in January of each year, in preparation for a spring application.
- Agencies funded through the HUD CoC program will be monitored in July of each year, in preparation for a fall application.
- Agencies funded through the Charlottesville/Albemarle ABRT process will be monitored in August of each year, in preparation for a fall application.
- Agencies funded through one-time granting opportunities will be monitored in advance of any required reporting. Timelines for such monitoring will be included in memoranda of understanding established between TJACH and the service provider agency.

### **Process**

Monitoring visits will be scheduled in advance. A list of required documents and data to be available during the visit will be provided with ample time to prepare. Monitoring visits will include at least two members of the Data & Evaluation Committee and the



TJACH executive director. The tool used by the Data & Evaluation Committee follows this document.

TJACH funded service provider agencies are expected to meet all required elements determined by the original funder and all conditions outlined in the memoranda of understanding with TJACH. These elements and conditions can be found in the program guidelines provided by HUD, DHCD or ABRT; the TJACH collaborative grant request; the memoranda of understanding; and/or the TJACH Governance Board written guidelines. All of these documents may be found online at the TJACH website.

Documentation will be reviewed in the following categories:

Program

- Community need met by program
- Use of best practices
- Number of households served
- Description of program process & strategy
- Description of program changes in last 12 months
- Barriers to implementation
- Written program or policies and procedures manual
- Grievance policy for program participants
- Program files

Data

- Recent HMIS Data Quality report
- List of staff who enter data and proof of participation in user and confidentiality training
- Evidence of weekly data entry to HMIS
- Outcomes for required performance measures
  - Average length of stay in program
  - Number & percentage of program participants exiting to permanent housing
  - Number & percentage of program participants who are employed at program exit
  - Number & percentage of program participants who increase their income between program entry and program exit

Financial Capacity

- Executed contracts or memoranda of understanding
- Organizational audit completed in last 12 months
- Clear fiscal capacity to implement program, including cash flow management processes for first program quarter

- Regular draw down of HUD funds, at least quarterly
- Timely and complete invoices
- Internal controls
  - Written financial policy manual detailing financial authority
  - Chart of accounts and accounting manual
  - Separation of duties
  - Grant budget expenses consistent with award
- History, if any, of unexpended grant funds at end of program year
- Written procurement procedures

#### Organizational Capacity

- List of current board of directors
- Employee manual
- Organizational chart
- Anti-discrimination policy
- Confidentiality policy
- Conflict of interest policy
- Staff development & training opportunities provided in last 12 months

#### **Reporting**

The Data & Evaluation Committee will produce a written report summarizing the monitoring visit and identifying any strengths or concerns noted. This report will be presented to the TJACH Governance Board and provided to the service provider agency within 30 days of the monitoring visit.

Significant failure to meet program outcomes may result in additional conditions in the memoranda of understanding, funding reduction, or termination of agreement.



Written program/policies manual	Excellent	Satisfactory	Minor Concerns	Major Concerns
Grievance policy for program participants	Excellent	Satisfactory	Minor Concerns	Major Concerns
Program/client files	Excellent	Satisfactory	Minor Concerns	Major Concerns
<b>Section 2: DATA</b>				
Recent HMIS Data Quality Report	Excellent	Satisfactory	Minor Concerns	Major Concerns
List of staff who enter data & proof of participation in new user & confidentiality trg.	Excellent	Satisfactory	Minor Concerns	Major Concerns
Evidence of weekly data entry into HMIS	Excellent	Satisfactory	Minor Concerns	Major Concerns
Outcome: average length of stay	Excellent	Satisfactory	Minor Concerns	Major Concerns
Outcome: number & percentage of participants exiting to permanent housing	Excellent	Satisfactory	Minor Concerns	Major Concerns

Outcome: number & percentage of participants employed at program exit	Excellent	Satisfactory	Minor Concerns	Major Concerns
Outcome: number & percentage of participants increasing income from entry to exit	Excellent	Satisfactory	Minor Concerns	Major Concerns
Outcome:	Excellent	Satisfactory	Minor Concerns	Major Concerns
Outcome:	Excellent	Satisfactory	Minor Concerns	Major Concerns
<b>Section 3: FINANCIAL CAPACITY</b>				
Executed contracts & MOUs	Excellent	Satisfactory	Minor Concerns	Major Concerns
Organization audit	Excellent	Satisfactory	Minor Concerns	Major Concerns
Fiscal capacity to administer grant	Excellent	Satisfactory	Minor Concerns	Major Concerns
Quarterly draw downs of HUD funds OR Timely & complete invoices to TJACH	Excellent	Satisfactory	Minor Concerns	Major Concerns
Internal controls: financial policy manual	Excellent	Satisfactory	Minor Concerns	Major Concerns
Internal controls: chart of accounts & manual	Excellent	Satisfactory	Minor Concerns	Major Concerns

Internal controls: separation of duties	Excellent	Satisfactory	Minor Concerns	Major Concerns
Internal controls: budget expenses are consistent with approved grant budget	Excellent	Satisfactory	Minor Concerns	Major Concerns
History of unexpended grant funds	Excellent	Satisfactory	Minor Concerns	Major Concerns
Written procurement procedures	Excellent	Satisfactory	Minor Concerns	Major Concerns
<b>Section 4: ORGANIZATIONAL CAPACITY</b>				
List of board of directors	Excellent	Satisfactory	Minor Concerns	Major Concerns
Employee manual	Excellent	Satisfactory	Minor Concerns	Major Concerns
Organizational chart	Excellent	Satisfactory	Minor Concerns	Major Concerns
Anti-discrimination policy	Excellent	Satisfactory	Minor Concerns	Major Concerns
Confidentiality policy	Excellent	Satisfactory	Minor Concerns	Major Concerns
Conflict of interest policy	Excellent	Satisfactory	Minor Concerns	Major Concerns

<b>Staff development opportunities &amp; training</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Minor Concerns</b>	<b>Major Concerns</b>
<b>Participates in TJACH coalition activities: governance board, SPC, CCR, etc</b>	<b>Excellent</b>	<b>Satisfactory</b>	<b>Minor Concerns</b>	<b>Major Concerns</b>
<b>NOTES:</b>				

**Preliminary Data from 2015 Point in Time Homeless Census – February 24, 2015**

	Emergency Shelter					Transitional Housing *			Permanent Housing					Unsheltered
	PACEM	SA	SHE	CA	MC	MACAA	SA	SHE	R10 DRC	R10 S+C	PP	VSH	RRH	
2015	48	50	15	0	0	10/4	27/9	10/3	13	19	8	29	37	25
2014	54	57	11	1	5	11/4	28/9	11/3	10	20	13	28	23	26
2013	55	57	10	1	5	10/4	32/9	8/3	9	25	2	29	0	28
2012	54	58	7	1	5	11/3	18/7	5/3	9	18	11	0	0	27
2011	57	54	18	1	5	12/4	18/9	7/3	8	19	19	0	0	18

*\*Individuals/units, usage rate should be determined by units in use, not numbers of individuals*

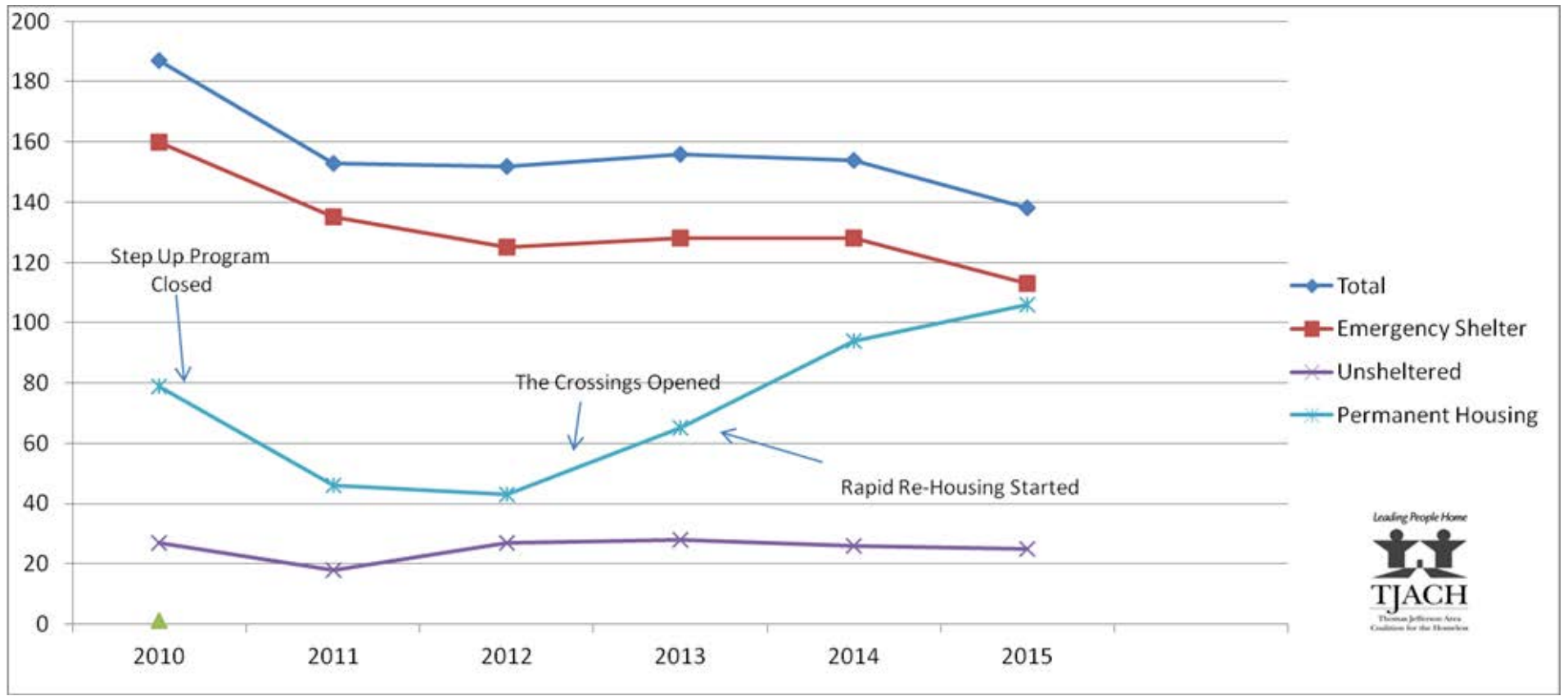
<b>HUD-Designated Subpopulation Data for People in Emergency Shelter or Transitional Housing and Unsheltered People</b>									
	Chronically Homeless Individuals	Chronically Homeless Families	Veterans	Severely Mentally Ill	Chronic Substance Abuse	Persons with HIV/AIDS	Victims of Domestic Violence	Unaccompanied Child	History of Foster Care
2015	32	1	11	24	48	3	46	0	10
2014	32	0	12	37	54	1	48	1	-
2013	61	2	16	35	63	1	32	1	-
2012	76	0	12	22	34	1	23	1	-
2011	60	0	13	0	62	2	26	1	-
2010	117	0	17	90	99	11	16	1	-

<b>2015</b>	<b>Emergency Shelter</b>	<b>Transitional Housing</b>	<b>Permanent Housing</b>	<b>Unsheltered</b>
<b>Households without children</b>	100	1	94	25
<b>Households with children</b>	5	15	4	0
<b># of individuals in households with children</b>	13	45	10	0
<b>Total under 18 years old</b>	11	28	5	0
<b>Total aged 18-24 years old</b>	5	1	1	0
<b>Total over 24 years old</b>	96	18	100	25

<b>School data</b>	<b>Doubled up &amp; at risk</b>	<b>Unsheltered*</b>	<b># kids of concern</b>	<b>Displaced &amp; temporarily doubled up</b>	<b>Migrant Camps</b>
# of kids	74	33	107	192	59 adults, 7 (16-24y.o.)

*\*Unsheltered=severely overcrowded, severely substandard housing, tent, car, camper*





## REFERENCES

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<sup>i</sup> National Alliance to End Homelessness fact sheet on Housing First:

[http://www.endhomelessness.org/pages/housing\\_first](http://www.endhomelessness.org/pages/housing_first)

United State Interagency Council on Homelessness fact sheet on Housing First:

[http://usich.gov/usich\\_resources/fact\\_sheets/the\\_housing\\_first\\_checklist\\_a\\_practical\\_tool\\_for\\_assessing\\_housing\\_first\\_in](http://usich.gov/usich_resources/fact_sheets/the_housing_first_checklist_a_practical_tool_for_assessing_housing_first_in)

Mental Health Commission of Canada's Housing First webpage link: <http://www.housingfirsttoolkit.ca/overview>

<sup>ii</sup> HUD estimates that it costs \$40,000 a year to maintain someone in a state of homelessness. Expenses are aggregated from the emergency shelter systems, soup kitchens, local social service departments, police departments, emergency response systems, health care, behavioral health treatment programs, jail, and criminal justice systems. A local examination of these costs revealed that this community spends approximately \$26,000 in these costs per person per year.

<sup>iii</sup> A coordinated assessment process is considered best practice and is required by federal and state funders. It ensures that people are connected to the right services, in the right amount, at the right time based on their individual strengths and barriers. A discussion of coordinated assessment by the National Alliance to End Homelessness: <http://www.endhomelessness.org/library/entry/coordinated-assessment-toolkit>

<sup>iv</sup> The current tool is based on research conducted by Andrew Shinn and Marybeth Greer:

<http://www.slideshare.net/naehomelessness/24-andrew-greer-and-marybeth-shinn>

<sup>v</sup> The current tool is based on a triage tool created by Hennepin County and promoted by the National Alliance to End Homelessness: <http://www.endhomelessness.org/library/entry/rapid-re-housing-triage-tool>

<sup>vi</sup> The current tool assesses vulnerability as a measure of the likelihood of a person dying on the street:

<http://www.jedc.org/forms/Vulnerability%20Index.pdf>

<sup>vii</sup> Rapid re-housing is an approach to ending homelessness by providing short-term rental assistance to literally homeless individuals. While this approach is relatively new, preliminary research demonstrates that it can be an effective strategy. HUD provided a brief round-up of available research here:

<https://www.hudexchange.info/resources/documents/PreventionRRHResearch.pdf> and the National Alliance to End Homelessness provided the same here: <http://www.endhomelessness.org/library/entry/3.1-research-on-rapid-re-housing>

<sup>viii</sup> Definition of permanent supportive housing by Corporation for Supportive Housing:

<http://www.csh.org/supportive-housing-facts/introduction-to-supportive-housing/>

<sup>ix</sup> The Interagency Council on Homelessness has issued guidance on the role of congregate transitional housing in ending homelessness here: <http://usich.gov/population/families/role-of-long-term-congregate-transitional-housing-in-ending-homelessness>

<sup>x</sup> HUD required Point in Time Count described here: <https://www.hudexchange.info/hdx/guides/pit-hic/>

<sup>xi</sup> HUD required Annual Homelessness Assessment Report described here:

<https://www.hudexchange.info/resource/1247/annual-homeless-assessment-report-101/>

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<sup>xii</sup> The DHCD Virginia Homelessness Solutions Program is a consolidated funding program supporting multiple community-based homelessness programs: <http://www.dhcd.virginia.gov/index.php/housing-programs-and-assistance/housing-programs/226-virginia-homeless-solutions-program-vhsp.html>

<sup>xiii</sup> Information on the consolidated social services funding process managed by the City of Charlottesville and Albemarle County can be found here: <http://www.albemarle.org/department.asp?department=budget>

<sup>xiv</sup> The Re-Entry Council is a group of area service providers that coordinate services for people exiting from prison or jail to ensure the highest likelihood of success and reduce the likelihood of recidivism. Information about the national council: <http://csgjusticecenter.org/reentry>

<sup>xv</sup> Critical Time Intervention is a best practice case management approach created to maximize positive outcomes for people in crisis in a limited period of time. <http://evidencebasedprograms.org/1366-2/critical-time-intervention-top-tier>

<sup>xvi</sup> Motivational Interviewing is a best practice case management approach created to improve case management engagement. <http://motivationalinterviewing.org>

<sup>xvii</sup> SOAR is a best practice approach to applying and securing Social Security Insurance and Social Security Disability Insurance. It offers a specialized training and streamlined approach to applications. <http://soarworks.prainc.com/>

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CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	April 20, 2015
Action Required:	None
Presenter:	Maynard Sipe, Chair, Tree Commission
Staff Contacts:	Doug Ehman, Parks Division Manager
<b>Title:</b>	<b>Annual State of the Forest Report</b>

**Background:**

The Tree Commission chair will provide an update on activities over the past year and some thoughts on issues the Commission intends to work on in the coming year.

**Discussion:**

The Tree Commission has continued to be the City's advocacy voice for trees and the urban forest, responding to citizen inquiries/concerns and weighing in when tree related issues arose in the community. Highlights this year include implementation of the tree conservation ordinance and a utility friendly arboretum as well as continuing to represent the need for trees in larger citywide efforts such as the code audit and the West Main Street design project.

**Alignment with City Council's Vision and Strategic Plan:**

The Tree Commission activities support the City Council's "Green City" vision.

**Charlottesville City Council Vision 2025: A Green City :**

"Charlottesville citizens live in a community with a vibrant urban forest, tree-lined streets, and lush green neighborhoods. We have an extensive natural trail system, along with healthy rivers and streams. We have clean air and water, we emphasize recycling and reuse, and we minimize stormwater runoff. Our homes and buildings are sustainably designed and energy efficient."

**Community Engagement:**

Tree Commission meetings are open to the public.

**Budgetary Impact:**

This report has no impact on the General Fund.

**Recommendation:**

Report only

**Attachments:**

Tree Commission Activities for past year

## **Tree Commission Activities/Accomplishments During the Past Year**

Here are activities/accomplishments of the Tree Commission since our last State of the Forest report in April of last year

- Continued to be the City's advocacy voice for trees, responding to citizen inquiries/concerns and weighing in when tree related issues arose in the community.
- Developed criteria and a nominating process for trees under the newly adopted Tree Conservation Ordinance and successfully nominated the first two trees to receive this protection.
- Served as active participants in the ongoing West Main St. planning process, the Streets that Work Initiative, the City's code audit and the PLACE Design Task Force.
- Completed designation of a utility friendly arboretum in the median of JPA extended in collaboration with the JPA neighborhood, including planting additional appropriate species, developing identification signs and on-line links to tree information, and stopping inappropriate pruning on existing trees by the powerline company.
- Reviewed initial landscaping plants for the new Schenks Branch Sewer Interceptor and suggested an approach for handling conflicts between underground utilities and street trees.
- Commented on tree planting in connection with several major public and private development projects including the Market Square development on Water St., the multi-use trail on Water St. extended, and the expansion of the Best Buy Ramp at the US 29/250 Bypass Interchange.
- Advocated for additional funding for tree planting and maintenance as part of the City's current budget process.

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