



CITY COUNCIL AGENDA
March 2, 2015

6:00 p.m. – 7:00 p.m.

Closed session as provided by Section 2.2-3712 of the Virginia Code
Second Floor Conference Room (Consultation with legal counsel regarding litigation related to panhandling and a construction contract.)

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

Council Chambers

**AWARDS/RECOGNITIONS
ANNOUNCEMENTS**

Government Finance Officers Association Award

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 February 17
 - b. APPROPRIATION: Fire Station Donations – \$1,500 (2nd of 2 readings)
 - c. APPROPRIATION: Virginia Department of Social Services (VDSS) Supplemental, Nutrition, Assistance, Employment & Training (SNAPET) Grant – \$45,000 (1st of 2 readings)
 - d. RESOLUTION: Waterhouse Investors, LLC and Charlottesville Economic Development Authority Performance Agreement Appropriation – \$84,054.10 (1st of 1 reading)
 - e. RESOLUTION: Cherry Avenue Streetscape Improvements – Transfer of Funds – \$40,000 (1st of 1 reading)
 - f. RESOLUTION: Carlton Views – LITEC Support Change of Non-Profit Partner/Owner Payment Schedule (1st of 1 reading)
 - g. RESOLUTION: Parking Management Study – \$120,000 (1st of 1 reading)
 - h. ORDINANCE: Lee Jackson Day Observance (2nd of 2 readings)
- 2. PUBLIC HEARING / ORDINANCE*** Closing Portions of Stonehenge Avenue and Castalia Street (1st of 2 readings)
- 3. REPORT** School Board's Adopted FY 2016 Budget
- 4. REPORT** City Manager's Proposed FY 2016 Budget
- 5. REPORT** Proposed Downtown Charlottesville Community Improvement District
- 6. RESOLUTION*** Community Development Block Grant Repayment for Charlottesville Redevelopment and Housing Authority (CRHA) property at 405 Avon St. (1st of 1 reading)
- 7. RESOLUTION*** Charlottesville Affordable Housing Fund (CAHF) Assistance for the Albemarle Housing Improvement Program (AHIP) Block-by-Block Charlottesville (BXBC) Planning & Emergency Repair Program — \$97,029 (1st of 1 reading)
- 8. RESOLUTION*** Charlottesville Affordable Housing Fund (CAHF) Assistance for Comprehensive Housing Analysis & Policy Recommendations Professional Services – \$62,000 (1st of 1 reading)

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

*ACTION NEEDED

GUIDELINES FOR PUBLIC COMMENT

**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.**



Agenda Date:	February 17, 2015
Action Required:	Appropriation of Donations to Charlottesville Fire Department
Presenter:	Emily Pelliccia – Deputy Chief; Charlottesville Fire Department
Staff Contacts:	Emily Pelliccia – Deputy Chief; Charlottesville Fire Department
Title:	Donations Appropriation: \$1,500 1) Ms. Elizabeth Tankard - \$200 2) Virginia Diodes, Inc. - \$1,000 3) Charlottesville Area Community Foundation - \$300

Background: On occasion, the Charlottesville Fire Department may receive unsolicited donations from companies and/or individuals. The department has received three (3) donations as outlined below that require appropriation:

- 1) Ms. Elizabeth Tankard (\$200)
- 2) Virginia Diodes, Inc. (\$1,000)
- 3) Charlottesville Area Community Foundation (\$300)

Discussion: These funds will be utilized for training and safety initiatives for fire department personnel.

Alignment with Council Vision Areas and Strategic Plan: N/A

Community Engagement: N/A

Budgetary Impact: The funds will be appropriated into the Fire Department's operating budget in the General Fund.

Recommendation: Staff recommends approval of this appropriation.

Alternatives: The purpose of these donations is for the fire department to have benefit of these funds. The alternative to appropriating these funds is to return the funds to the individuals

Attachments: N/A

APPROPRIATION
Donation Appropriations: \$1,500

- 1) Ms. Elizabeth Tankard - \$200**
- 2) Virginia Diodes, Inc. - \$1,000**
- 3) Charlottesville Area Community Foundation - \$300**

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$1,500, to be received as donations from the above donors, be appropriated in the following manner:

Revenues

\$1,500	Fund: 105	Internal Order: 2000115	G/L Account: 451999
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Expenditures - \$84,194

\$1,500	Fund: 105	Internal Order: 2000115	G/L Account: 599999
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**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



Agenda Date:	March 2, 2015
Action Required:	Appropriation of Grant Funds
Presenter:	Hollie Lee, Chief of Workforce Development Strategies
Staff Contacts:	Hollie Lee, Chief of Workforce Development Strategies Sue Moffett, Assistant Director of Social Services
Title:	Virginia Department of Social Services (VDSS) Supplemental, Nutrition, Assistance, Employment & Training (SNAPET) grant to the Office of Economic Development (OED) for Workforce Development Training Programs - \$45,000

Background:

The City of Charlottesville, through the Office of Economic Development and in partnership with the Charlottesville Department of Social Services (CDSS), has received a matching grant up to \$22,500 from the Virginia Department of Social Services in order to provide workforce development training to SNAP recipients residing in the City of Charlottesville. The grant requires a 1:1 match of local dollars, with funding being used for workplace readiness/productivity skills training, specific technical training, and/or supportive services required for employment (e.g., childcare, transportation, uniforms, etc.). Funds must be expended between February 1, 2015 and September 30, 2015. It is proposed that funding from the Workforce Investment Fund (P-00385) be used to provide the local match up to \$22,500.

Discussion:

In July 2013, the City's Strategic Action Team on Workforce Development (SAT) issued a report to City Council entitled, *Growing Opportunity: A Path to Self-Sufficiency*. The report, which was subsequently endorsed by Council, examines the barriers to employment for low-income City residents and makes recommendations on how to address these barriers. One of the recommendations is to "work to ensure that training programs align with the needs of new and existing businesses."

In an effort to make progress towards this recommendation, the SAT has been actively engaged in developing jobs-driven workforce development training programs in partnership with local employers. The GO Driver program, which involved the training of City residents to become Relief Transit Bus Operators with Charlottesville Area Transit (CAT), is an example of such a training program. As part of this program, individuals who successfully completed four weeks of workplace readiness, customer service, and commercial driver's license instruction were hired by CAT as bus drivers at a rate of \$15.18 per hour. This pilot is now serving as a foundation upon which several

new programs, all with jobs at the end of training, are being designed including: GO Office, GO Green, and GO CNA. (See attached VDSS work plan for details about each of these programs.)

In order to make these planned programs a reality, the SAT is exploring creative funding partnerships that will help the City leverage local dollars and serve a broader population of low-income, underemployed City residents who do not qualify for traditional social services assistance (e.g., Virginia Initiative for Employment Not Welfare (VIEW), Workforce Investment Act funding (WIA), etc.). With the help of CDSS, SNAPET was identified as an additional resource to subsidize the cost of training. A work plan and budget was submitted to VDSS and approved for funding.

Alignment with Council Vision Areas and Strategic Plan:

This effort supports City Council’s “Economic Sustainability” vision and aligns directly with the SAT’s *Growing Opportunity* report that was approved by City Council in 2013.

It also contributes to the following goals and objectives in the City’s Strategic Plan:

Goal 3: Have a strong diversified economy

- Objective 3.1: Develop a quality workforce
 - Initiative A: Prepare residents for employment in high demand industries through workforce development programs

Goal 1: Enhance the self-sufficiency of our residents

- Objective 1.1: Promote education and training
 - Initiative A: Support vocational education workforce development plan

It aligns with Chapter 3 on Economic Sustainability in the Comprehensive Plan, and more specifically Goal 6, which focuses on workforce development and being an effective partner in creating a well-prepared and successful workforce.

Community Engagement:

Like practically all of the City’s workforce development efforts, its employment training programs are supported by numerous community agencies and organizations. Examples include: Piedmont Virginia Community College, Piedmont Workforce Network/Goodwill Industries of the Valleys, the Virginia Workforce Center – Charlottesville, Charlottesville Works Initiative, and employer partners. None of the work that is currently being done could be possible without this strong community engagement.

Budgetary Impact:

The required match of \$22,500 will come from already appropriated funds in the Workforce Investment Fund (P-00385).

Recommendation:

Staff recommends approval and appropriation of grant funds.

Alternatives:

If grant funds are not appropriated, more local dollars will have to be used for training or fewer low-income, underemployed City residents will be able to be trained.

Attachments:

- VDSS & OED Memorandum of Agreement
- Attachment A: City of Charlottesville OED Work Plan for VDSS
- Attachment B: City of Charlottesville Budget

APPROPRIATION
Virginia Department of Social Services (VDSS) Supplemental, Nutrition, Assistance,
Employment & Training (SNAPET) Grant
\$45,000

WHEREAS, the City of Charlottesville has received funds from the Virginia Department of Social Services in the amount of \$22,500 requiring a \$22,500 in local in-kind match provided by the Office of Economic Development through the Workforce Investment Fund; and

WHEREAS, the funds will be used to support workforce development training programs provided by the Office of Economic Development; and

WHEREAS, the grant award covers the period from February 1, 2015 and September 30, 2015;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$45,000 is hereby appropriated in the following manner:

Revenue – \$45,000

\$22,500	Fund: 209	IO: 1900240	G/L: 430120 State/Fed pass thru
\$22,500	Fund: 209	IO: 1900240	G/L: 498010 Transfers from Other Funds

Expenditures - \$45,000

\$45,000	Fund: 209	IO: 1900240	G/L: 599999 Lump Sum
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Transfer To - \$22,500

\$22,500	Fund: 245	WBS: P-00385	G/L: 561209 Transfer to State Grants
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BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$22,500 from the Virginia Department of Social Services and the matching in-kind funds from the Office of Economic Development through the Workforce Investment Fund.

**COMMONWEALTH OF VIRGINIA
CONTRACT NO. BEN-15-067**

MEMORANDUM OF AGREEMENT

Between

Virginia Department of Social Services
Division of Benefit Programs
801 East Main Street
Richmond, VA 23219-2901

And

City of Charlottesville
Office of Economic Development
P.O. Box 911
Charlottesville, Virginia 22902

In as much as the Virginia Department of Social Services (VDSS) requires certain services and the City of Charlottesville's Office of Economic Development (OED) has agreed to provide such services, by result of negotiation between the parties, and for and in consideration of the respective undertakings of the parties to this document, the following agreements are made:

1.0 PURPOSE

The purpose of this Agreement is for the City of Charlottesville, through its OED to assist the local Department of Social Services' (LDSS) Supplemental Nutrition Assistance Program (SNAP) participants obtain employment through high quality workforce services leading to self sufficiency.

2.0 PERIOD OF AGREEMENT

This Agreement shall become effective February 1, 2015, and shall terminate September 30, 2015. This Agreement may be renewed for up to two (2) successive one-year periods upon written agreement by both parties. Upon renewal, a new budget and work plan is required.

- 2.1 VDSS reserves the right to cancel and terminate this Agreement, in part or in whole, without penalty, upon thirty (30) days written notice to OED.
- 2.2 If this Agreement is terminated, VDSS shall be liable only for payment of services rendered before the effective date of termination.

**COMMONWEALTH OF VIRGINIA
CONTRACT NO. BEN-15-067**

3.0 SCOPE OF WORK and DELIVERABLES

OED shall provide training to - SNAP participants, in accordance with the Work Plan (Attachment A) and its Budget (Attachment B), hereby incorporated within, and thus will perform the following functions in accordance with this Agreement:

- 3.1 Work Readiness/productivity skills training;
- 3.2 Specific training; and
- 3.3 Supportive Services required for employment to include: childcare, transportation, clothing assistance, licensing and bond feeds, uniforms, work shoes, tools and equipment, fingerprinting, medical services such as a TB test if needed for a job, personal safety items, books, course registration fees, drug testing, eye exam and vision correction, minor dental work, minor auto repairs, test fees, and housing and/or utility assistance not to exceed \$500 per occurrence and no more than two times in a 12 month period. The OED will continue to offer job retention services to participants for a period not to exceed 90 days after employment.

4.0 REPORTING REQUIREMENTS

OED shall submit reports to address all activities conducted and all outcomes achieved as follows:

- 4.1 By May 16, 2015, a report covering the period from February 1, 2015, through April 30, 2015, and by August 16, 2015, a report covering the period May 1, 2015, through July 31, 2015. A final report for the first eight (8) months is due on October 16, 2015. The reports shall include, at a minimum:
 - a. title of project(s), contract number, period covered by the Agreement, date of report, name of program director/coordinator, and name and signature of person submitting the report;
 - b. summary of the activities, outputs and outcomes accomplished during the period of the Agreement;
 - c. comprehensive evaluation of the effectiveness of the project(s) and whether the anticipated outcomes were achieved;
 - d. any barriers that were encountered and how they were addressed;
 - e. lessons learned; and
 - f. recommendations for future activities to meet the needs of those unmet by the services offered under this Agreement.
- 4.2 Programmatic reports shall be emailed to Faye Palmer at faye.palmer@dss.virginia.gov or as otherwise specified by VDSS.

**COMMONWEALTH OF VIRGINIA
CONTRACT NO. BEN-15-067**

5.0 COMPENSATION and METHOD OF PAYMENT

The total remuneration for carrying out the projects described in this Agreement shall not exceed \$22,500.00 in federal match. OED shall provide training to at least nine (9) SNAP participants if expending this entire amount. All expenses must be allowable under federal and state regulations, must be reasonable and necessary, and must apply directly to the project(s) as stipulated in the Agreement.

- 5.1 OED shall invoice VDSS monthly by the 16th of the month following the month the services are performed.
- 5.2 Invoices shall be sent to the following address or as otherwise specified by VDSS:

Virginia Department of Social Services
Attn: Faye Palmer, 9th Floor
801 East Main Street
Richmond, VA 23219-2901
- 5.3 OED should allow thirty (30) days from the time invoices are received by VDSS until payment is received. If errors are found in the invoices or reports, the thirty (30) days will be from the date errors are corrected.

6.0 TERMS and CONDITIONS

- 6.1 Audit: OED agrees to retain all books, records, and other documents relative to this Agreement for five (5) years or until audited by the Commonwealth of Virginia, whichever is sooner. VDSS, its authorized agent, and/or state/federal auditors shall have full access to and the right to examine any said materials during said period.
- 6.2 Authorities: Nothing in this Agreement shall be construed as authority for either party to make commitments that will bind the other party beyond the scope of services contained herein. Furthermore, OED shall not assign, sublet, or subcontract any work related to this agreement or any interest it may have herein without the prior written consent of VDSS.
- 6.3 Availability of Funds: It is understood and agreed between the parties herein that VDSS shall be bound hereunder only to the extent of the funds available or which may become available for the purpose of this Agreement.
- 6.4 Cancellation of Agreement: Either party reserves the right to cancel and terminate this Agreement, in part or in whole, without penalty, upon thirty (30) days written notice to the other party. Upon any cancellation, however, VDSS will pay for any costs that have been incurred for "in-progress" participants (i.e. those who have started training).

**COMMONWEALTH OF VIRGINIA
CONTRACT NO. BEN-15-067**

- 6.5 Confidentiality, Records, and Reporting: OED agrees to maintain confidentiality of all data in strict compliance with federal and state laws and regulations, and agrees that any information and data obtained related to clients as to personal facts and circumstances will be collected and held confidential in accordance with such laws and regulations, during and following the term of this Agreement. OED shall present any findings to VDSS in written reports and briefings in aggregated form without providing identifying information for any individual.

- 6.6 Modification of Agreement: VDSS may issue written modifications to this Agreement upon mutual agreement with OED. All modifications to this Agreement shall be in writing and signed by both parties.

- 6.7 Renewal of Agreement: This Agreement may be renewed at a reasonable time (approximately 60 days) prior to the expiration date for up to two (2) one-year periods. Upon any renewal OED must submit a new budget and work plan.

EXECUTION: IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

City of Charlottesville

Virginia Department of Social Services

Signature

Signature

By: _____
Aubrey V. Watts, Jr.

By: _____

Title: _____
CEO/CFO

Title: _____

Date: _____

Date: _____

ATTACHMENT A

City of Charlottesville Office of Economic Development Work Plan

In July 2013, the City of Charlottesville Strategic Action Team (SAT) on workforce development, led by the Office of Economic Development (OED), presented a report to City Council entitled, *Growing Opportunity: A Path to Self-Sufficiency in Charlottesville*. This report provided an overview of the local workforce climate and examined barriers to employment for low-income City residents including: job creation, basic literacy, education and training, workplace readiness skills, transportation, childcare, criminal history, and housing. The report proposed numerous strategies for addressing these barriers. Since July 2013, significant effort has been made by the SAT to plan, develop, and/or implement many of these strategies, especially those pertaining to the barrier of job creation.

Specifically, a lot of attention has been focused on the job creation goal of working to ensure that training programs align with the needs of new and existing businesses in the Charlottesville area. It is important to note that in developing these training programs, a strategy of involving employers at the ground level is being utilized in order to ensure that their exact workforce needs are being addressed during training, thus producing a highly qualified, competitive job candidate.

For example, in June 2014, members of the Charlottesville Area Transit (CAT) Advisory Board expressed a need to SAT staff for bus drivers. Based on this need and an evaluation of stated knowledge, skills, and abilities, the SAT, in partnership with CAT and Piedmont Virginia Community College (PVCC), developed Growing Opportunity Driver (GO Driver), a pre-employment training program consisting of four weeks of intensive customer service and commercial driver's license (CDL) instruction. In November 2014, 12 students graduated from the program (12 were originally enrolled), which began in early October. Eight students were hired by CAT immediately after graduation as a Relief Transit Bus Operators at a rate of \$15.18 per hour. It is anticipated that the four remaining GO Driver students will be hired in February 2015. Due to the program's success, a second cohort is being planned for Spring 2015. Several new training programs based on GO Driver are also in development.

Four job-driven training programs are planned for implementation before the end of the federal fiscal year. A brief overview of each is below. We are requesting SNAPET funds to support participation of SNAPET eligible Charlottesville residents in these targeted employment training programs.

1. **GO Green**—Growing Opportunity Green (GO Green) is City of Charlottesville pre-employment training program conducted in partnership with the Local Energy Alliance Program (LEAP), which expressed difficulty finding qualified candidates for its Energy Coach positions. The anticipated cohort size is five. After successful completion of training, at least three participants will be hired by LEAP as an Energy Coach. This is a full-time position that pays approximately \$30,000 annually. If all five individuals complete the training, LEAP will consider employing two additional Energy Coaches and/or assist with finding other similar job placement opportunities with partnering green industry agencies/organizations and/or private sector businesses.

Recruitment (4 weeks)

Monday, February 2nd to Friday, February 27th

- Applications
- Interviews

- Pre-acceptance screening (background check, basic literacy, personality test, WIA eligibility/screening, etc.)
- Selection of participants

Training in Partnership w/ Piedmont Virginia Community College (~ 84 Hours – 4 weeks (5 days a week w/ 4 4-hour days and 1 5-hour day))

Monday, March 9th to Friday, April 3rd

1. Customer service and problem solving – 12 hours
2. Workplace readiness (to include LEAP tours/job shadowing, mock interviewing, etc.) – 12 hours
3. Public speaking/communication – 8 hours
4. Basic computer literacy (Word, Excel, and Outlook) – 12 hours
5. Basic math for construction field – 12 hours
6. Career Readiness Certification – 8 hours
7. BPI Building Science Principles Certificate (to include training with a LEAP instructor and testing) – 20 hours

Employment

Monday, April 13th

Estimated Costs

PVCC Training Costs - \$2,200/participant

Participant Contingencies – \$400/participant

Employer Subsidy - \$1,200/participant

For training costs and participant contingencies, SNAPET funds, matched by the City of Charlottesville, will be used. The employer subsidy will be paid by the City of Charlottesville.

2. **GO Office**—Growing Opportunity Office (GO Office), will assist the University of Virginia Health System in hiring qualified candidates for various administrative positions within the Medical Center. All of these positions will be similar in nature, but perform slightly different tasks and functions or are assigned to different departments within the Medical Center. The cohort will consist of 10 low-income City residents. Candidates for the program will be screened using an application process with a formal interview and literacy testing to ensure that they are at least reading and writing at a 9th grade level.

GO Office will consist of six weeks of intensive pre-employment training (120 hours), conducted in partnership with Piedmont Virginia Community College (PVCC), whereby participants will receive training in Intermediate Microsoft Office Computer Training, General Office Administration, Workplace Essential Skills Training, PVCC Customer Service Training Certificate, and Career Readiness Certificate (CRC). Throughout the entire training period, City staff will work closely with the staff from the UVA Medical Center to provide GO Office participants with tours of the facility, job shadowing, mock interviewing with feedback, and assistance with the online employment application.

After successfully completing GO Office, participants will then apply for full-time employment with the UVA Health System for various positions. Some of the positions that can be filled by participants who successfully complete GO Office are Greeter, Information Desk & Reception, Office Services Assistant, Access Associate, Patient Access Specialist, Call Center Resource Specialist Associate, Administrative Assistant, and Patient Access Coordinator. The pay range for

these positions is \$11.53 - \$19.55/hourly. While there are other employment opportunities at UVA, these positions represent job opportunities with constant recruitment due to a defined career path at UVA with opportunities for advancement. Once hired at UVA, each new employee will receive on-the-job training, which will allow for advancement within the Medical Center.

Recruitment, Screening, and Pre-testing

Early February 2015 to mid-March 2015

- City OED staff and DJC staff conduct recruitment for program candidates via an information session at the Jefferson-Madison Regional Library and also through workforce service provider partners such as the Charlottesville Department of Social Services, City of Promise, the City's Partnership of Peer Networks, Charlottesville Works Initiative Pioneering Pathways Program, the Virginia Workforce Center, etc.
- Candidates apply for the GO Office program
- Candidates are interviewed by the OED and CDSS staff
- Selected candidates undergo the following pre-testing to determine program fit: criminal background check, reference check, literacy testing to ensure that reading level is at least 9th grade level, Workforce Investment Act (WIA) eligibility and testing, and employment barrier checklist
- Selected candidates are formally accepted into the program

Training in Partnership w/ PVCC

Mid-March 2015 to end of April 2015

- Participants are enrolled in the program and visit UVA and receive a tour of the Medical Center to better understand the work environment
- 30 hours of Intermediate Microsoft Office Computer Training
- 40 hours of General Office Administration Training
- 16 hours of Workplace Essential Skills
- 16 hours of training to prepare for the Career Readiness Certificate exam

Hiring

May 2015 to June 2015

- Participants apply for a position with the UVA Medical Center with the assistance of UVA staff, OED staff, and CDSS staff
- Participants interview with UVA Medical Center
- If selected, participants undergo pre-employment processes (e.g., physical, drug test, criminal background check, etc.)
- Participants are hired and begin work

Estimated Costs

PVCC Training Costs - \$1,400/participant

Participant Contingencies – \$500/participant

3. **GO Driver**—A second version of the highly successful pilot which prepared participants for the requirements of employment with the Charlottesville Area Transit. At this time, eight of the twelve graduates have obtained employment with CAT earning \$15.18 per hour and are now completing paid, on-the-job training. It is anticipated that the remaining four graduates will be employed by mid-February 2015.

The *Growing Opportunities* (GO) Driver Program is a five week training program that prepares City residents for a career as a Transit Bus Operator with Charlottesville Area Transit (CAT). The program, entirely free for eligible participants, is a partnership among the City's Office of Economic Development, CAT, and Piedmont Virginia Community College to offer one full month of training that will equip residents with a National Retail Federation Customer Service Certificate, Career Readiness Certificate, workplace essential skills, and a Commercial Driver's License (CDL). After successful completion of this program, participants are considered for employment with CAT as a relief Transit Bus Operator. Once hired, participants receive an additional two months of training with CAT to earn their permanent Commercial Driver's License (CDL).

Recruitment, Screening, and Pre-testing

Early May 2015 to Early June 2015

- City OED staff conduct recruitment for program candidates
- Candidates apply for the GO Driver program
- Applications are reviewed by GO Driver Staff
- Candidates are interviewed by the OED and GO Driver staff
- Selected candidates complete and submit required documentation
- Selected candidates are formally accepted into the program

Training in Partnership w/ PVCC, CAT, and Possible 3rd Party CDL Trainer *(During the pilot not enough time was dedicated to CDL preparation. CAT trainers were eventually pulled in to offer extra instruction, and a 3rd party CDL trainer certified by the DMV was hired at a later date to train four remaining GO Driver participants did not pass the CDL by the end of the program.)*

Late June 2015 through Mid-July 2015

- 40 hours of training for the Commercial Driver's License (CDL) Learners Permit Test preparation (participants will take and receive their Learners CDL prior to employment with CAT)
- 40 hours of training for the National Retail Federation Certificate in Customer Service and high level soft skills
- 16 hours of training for the Career Readiness Certificate
- 1 hour per week of mentoring

Hiring

Late July 2015 to Early August 2015

- Apply for a CAT relief bus driver position
- Participants interview with CAT staff
- If selected, participants undergo pre-employment processes (e.g., physical, drug test, criminal background check, etc.)
- Participants are hired and complete two months of CDL training with CAT

Estimated Costs

PVCC Training Costs – \$1,500/participant

CDL Training Costs – \$500/participant

Participant Contingencies – \$400/participant

For training costs and participant contingencies, SNAPET funds, matched by the City of Charlottesville, will be used. WIA funds will be utilized to the fullest extent possible. For the pilot, six participants were funded by the City of Charlottesville and six were funded through WIA.

4. **GO CNA**— The Growing Opportunity CNA program (GO CNA) will assist UVA Health System with its need for Patient Care Assistants (PCAs) by helping 10 low-income City residents obtain the CNA certification (and other workplace readiness skills) required for this position. GO CNA will consist of nine weeks of intensive pre-employment training, conducted in partnership with Piedmont Virginia Community College, whereby participants will earn their CNA certificates, complete customer service and workplace readiness training, and obtain their Career Readiness Certificates. After successfully completing training, participants will then apply for a full-time with benefits Patient Care Assistant position at UVA. The City of Charlottesville OED has applied for Community Development Block Grant funding in the amount of \$17,500 to fund the program. The City will work with Goodwill to fund the remaining \$17,500 through WIA funding.

Recruitment, Screening, and Pre-testing

July 2015 to early September 2015

- City OED and DJC staff conduct recruitment for program candidates done through workforce service provider partners such as the Charlottesville Department of Social Services, City of Promise, the City's Partnership of Peer Networks, Charlottesville Works Initiative Pioneering Pathways Program, the Virginia Workforce Center, etc.
- Candidates apply for the GO CNA program
- Candidates are interviewed by the OED and DJC staff
- Selected candidates undergo the following pre-testing to determine program fit: criminal background check, reference check, literacy testing to ensure that reading level is at least 9th grade level, WIA eligibility and testing, and employment barrier checklist
- Selected candidates are formally accepted into the program

Training in Partnership w/ PVCC

September 2015 to mid-November 2015

- Participants are enrolled in the program and visit UVA and receive a tour of the facility to better understand the work environment
- 136 hours (approximately 7 weeks) of CNA Training
- 24 hours (one week) of customer service and workplace readiness training (resume writing, mock interviewing, and job shadowing)
- 16 hours (one week) of career readiness training and will take the Career Readiness Certificate Exam

Hiring

End of November 2015 to End of January 2016

- Participants apply for a Patient Care Assistant position at UVA with assistance of UVA Human Resources staff
- Participants interview with UVA for a Patient Care Assistant position
- If selected, participants undergo pre-employment processes (e.g., physical, drug test, criminal background check, etc.)
- Participants are hired and begin work
- UVA matches each new employee with a UVA Health System employee mentor who will work with the new hires on life management skills to ensure job retention

Estimated Costs

PVCC Training Costs – \$2,900/participant

Participant Contingencies – \$500/participant

ATTACHMENT B*City of Charlottesville Office of Economic Development GO Programs Budget*

March 1, 2014 – September 30, 2014

For training costs and supportive services, SNAPET funds, will supplement City of Charlottesville local funds.

GO Green

Expense	Number of Participants	Cost
Piedmont Virginia Community College Training	5	\$11,000
Supportive Services	5	\$2,000
Employer Subsidy	5	\$6,000
	Total	\$19,000

GO Office

Expense	Number of Participants	Cost
Piedmont Virginia Community College Training	5	\$14,000
Supportive Services	5	\$5,000
	Total	\$19,000

GO Driver

Expense	Number of Participants	Cost
Piedmont Virginia Community College Training	10	\$15,000
Supportive Services	10	\$5,000
CDL Training Costs	10	\$4,000
	Total	\$24,000

GO CNA

Expense	Number of Participants	Cost
Piedmont Virginia Community College Training	10	\$29,000
Supportive Services	10	\$5,000
	Total	\$34,000

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



Agenda Date:	March 2, 2015
Action Required:	Approval of Resolution
Presenter:	Chris Engel, CEcD, Director of Economic Development
Staff Contacts:	Chris Engel, CEcD, Director of Economic Development Leslie Beauregard, Director, Budget and Performance Management
Title:	Waterhouse Investors, LLC and Charlottesville Economic Development Authority Performance Agreement Resolution - \$84,054.10

Background: In September 2010, the city council approved a resolution authorizing a performance agreement by and between the Economic Development Authority and Waterhouse Investors, LLC., to build and cause significant employment to occur in a new structure in the city at 218 Water Street. The agreement requires specific performance by the developer in terms of investment and job creation after which 50% of the incremental increase in real estate taxes is to be granted to the developer for a period of five years. The performance agreement does not impact the budget as the grant is generated solely from the increase in real estate revenue received from the project and only for the first five years.

Discussion: The project is now complete and the developer has exceeded the requirements of the agreement which included a minimum real property value of \$20 million and the creation of 215 jobs at an average salary of \$45,000. Prior to the project, the assessed value of property was \$2,822,400 and there were fewer than 20 employees associated with businesses on the site. As of January 1, 2015, the current property value is over \$20 million and there are 365 employees in the building with an average salary of \$65,000. This capital investment and the employment generation created by this project, along with the additional sales and meals taxes will benefit the city for many years to come.

A letter requesting initiation of the five year grant period has been received. Staff concurs that all performance criteria of the agreement have been met. Pursuant to the agreement; council needs to appropriate the necessary funds to the Economic Development Authority. The Authority will then transmit those funds to Waterhouse Investors, LLC. All future disbursements related to this agreement will occur as part of the annual budget approved by the Council.

Community Engagement: N/A

Alignment with City Council’s Vision and Strategic Plan: This agenda item aligns with Council’s vision for Economic Sustainability. It also addresses a goal in the City’s Strategic Plan Goal 3: Have a strong and diversified economy.

Budgetary Impact: The performance agreement does not impact the budget as the grant is generated solely from the increase in real estate revenue received from the project. For the current fiscal year, the grant will come from already appropriated funds in the Citywide Reserve Account in the General Fund.

Recommendation: Staff recommends approval of the resolution

Alternatives: N/A

RESOLUTION
Waterhouse Investors, LLC and Charlottesville Economic Development Authority
Performance Agreement
\$84,054.10

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia that the sum of \$84,054.10 is hereby transferred to the Charlottesville Economic Development Authority from currently appropriated funds in the Citywide Reserve Account in the General Fund in accordance with a performance agreement approved by City Council in September 2010.

\$84,054.10

Fund: 105

Cost Center: 1631001000

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



Agenda Date:	March 2, 2015
Action Required:	Adoption of Resolution
Presenter:	Melissa Thackston – Grants Coordinator
Staff Contacts:	Melissa Thackston – Grants Coordinator Donovan Branche- Traffic Engineer
Title:	Cherry Avenue Streetscape Improvements – Transfer of Funds – \$40,000

Background:

As part of the FY 13-14 Annual Action Plan, Council approved pedestrian and street improvements as recommended by the Fifeville CDBG Task Force to utilize Community Development Block Grant Priority Neighborhood Funding for a project known as Cherry Ave. Improvements Phase 2. Phase 1 of the Cherry Ave. Improvements was completed in December 2013.

On September 30, 2014, bids to complete the project were opened and Vess Excavating was awarded the contract. In November 2014, additional funds from stormwater management, traffic, and bicycle and pedestrian funds were transferred into this project in order to complete the work. This agenda item requests that an additional \$40,000 be transferred into the Cherry Ave. capital projects account to complete Phase II. Additional funding has been identified as available and applicable to be applied towards this project from the City's traffic improvements capital projects fund.

Discussion:

Phase 2 of the project makes pedestrian improvements along Cherry Ave. between 7 ½ St. SW and 5th St. SW; this includes wider sidewalks, ADA compliant intersection ramps, improved crossings, tree plantings and bio-swales. Work on the project began in January and unforeseen site conditions with topography and off site grades caused construction limits and scope of work to expand. These concerns have resulted in change orders that exceed the current funding allocated to this project.

Alignment with Council Vision Areas and Strategic Plan:

The project supports City Council's "Green City", "America's Healthiest City", and "A Connected Community" vision. It contributes to Goal 2 of the Strategic Plan, Be a safe, equitable, thriving, and beautiful community, and objectives 2.3. Provide reliable and high quality infrastructure, and 2.5, to provide natural and historic resources stewardship.

Community Engagement:

This project has gone through extensive community engagement through the Fifeville CDBG Task Force and Annual Action Plan process and subsequent public hearings.

Budgetary Impact:

The funds to be transferred to the project account have already been appropriated as part of the Traffic Improvements FY15 budget. Council will just be allocating and transferring these funds into this project account.

Recommendation:

Staff recommends approval of this resolution.

Alternatives:

If the additional funds are not added to the project, the project scope will have to be revised.

Attachments:

Not Applicable

RESOLUTION

**Transfer of Funds
Cherry Avenue Streetscape Improvements
\$40,000**

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the following is hereby transferred in the following manner:

Transfer From

\$40,000 Fund: 426 WBS: SS-010 (P-00697) G/L Account:
599999

Transfer To

\$40,000 Fund: 426 WBS: P-00837 G/L Account: 599999

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



Agenda Date:	March 2, 2015
Action Required:	Approval of Resolution
Presenter:	Kathy McHugh, Housing Development Specialist Neighborhood Development Services (NDS)
Staff Contacts:	Kathy McHugh, NDS Housing Development Specialist
Title:	Carlton Views – Low Income Housing Tax Credit Support Change of Non Profit Partner/Owner & Payment Schedule

Background:

On October 6, 2014, Council approved Charlottesville Affordable Housing Fund (CAHF) assistance in the amount of \$950,000 for Carlton Views, a 54 unit Low Income Housing Tax Credit (LIHTC) project to be located adjacent to the PACE center on Carlton Avenue.

As approved, funding was contingent on the award of tax credits from the Virginia Housing Development Authority (VHDA). Further, CAHF assistance was to be paid to a non-profit partner, which was to be an affiliate of one of the owners of Blue Ridge PACE with funds available within Fiscal Year 2015-2016.

Discussion:

Fountainhead has subsequently received its reservation letter from VHDA approving tax credits as of December 16, 2014. Applications for construction and permanent financing have been made and commitments should be in place by April 1, 2015. Given these factors, Fountainhead anticipates being able to move forward more quickly than initially anticipated. To this end, they have asked if the City can provide half (\$425,000) of the approved funding in advance of the July 1, 2015 timeline.

Further, while Blue Ridge PACE and its partners will continue to support the project with a memorandum of understanding to provide rental subsidy, the nonprofit partners in Blue Ridge PACE have decided not to be involved as an owner of the Carlton Views project. These nonprofits pursue a service driven mission and have indicated that they are unwilling to pursue project development activities. As such, Fountainhead identified Piedmont Housing Authority (PHA) as a partner, and PHA has agreed to become the non-profit owner in Carlton Views. PHA is potentially a strong partner in the project given its affordable housing mission, its local presence in Charlottesville and its experience in tax credit development.

Alignment with Council Vision Areas and Strategic Plan:

Approval of this agenda items aligns directly with Council's vision for Charlottesville to provide Quality Housing Opportunities for All. In addition, it will further efforts to increase supported affordable housing to meet 2025 adopted goals of 15% supported affordable housing city-wide.

Community Engagement:

The proposed project has previously been reviewed by the Housing Advisory Committee's LIHTC subcommittee and received unanimous support. Approval of funding was approved by City Council at its October 6, 2014 meeting.

Budgetary Impact:

\$950,000 has been previously approved on October 6, 2014. \$425,000 is available under the current fiscal year to provide partial funding this fiscal year as requested. There would be no budgetary impact.

Recommendation:

Approve release of \$425,000 in CAHF during the current fiscal year and allow PHA to serve and the non-profit partner/owner and accept the CAHF assistance to develop Carlton Views.

Alternatives:

Council could deny the request for release of funds in the current fiscal year; however, this would require Fountainhead to wait until July 1, 2015, to have access to approved funds. Providing funding now will allow the tax credit partnership to acquire the property and begin the necessary site demolition on a timeframe that fits the required tax credit and investor timelines. Given the existing use of the site, demolition and site work are expected to take considerably longer to complete than on a site without these challenges.

Council could also elect not to approve PHA as the non-profit partner/owner; however, having a local non-profit with which the City is already familiar has many positive implications over the initial (approved) proposal.

Attachments:

Letter from Fountainhead
Resolution

RESOLUTION
Charlottesville Affordable Housing Fund Assistance for
Blue Ridge Homes at Carlton Avenue

BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia that the Piedmont Housing Alliance is approved as the non-profit partner/owner of Blue Ridge Homes for the purposes of receiving Charlottesville Affordable Housing Fund assistance.

BE IT FURTHER RESOLVED, that the sum of \$425,000 be paid to Piedmont Housing Alliance from the \$950,000 approved previously by the City on October 6, 2014. The remaining \$425,000 will be paid after July 1, 2015, as previously approved.



January 13, 2015

Kathy McHugh
Neighborhood Development Services
610 East Market Street
P.O. Box 911
Charlottesville, VA 22902

Dear Kathy:

The purpose of this letter is to provide an update on the Carlton Views I project and to request City Council approval for the items described below.

I. PROJECT UPDATE:

Carlton Views I has received formal reservation of the needed LIHTC from VHDA. Additionally, Bank of America has provided a commitment to be both the LIHTC Investor and bridge loan lender. The final items needed are the permanent loan (which will be provided by VHDA) and City Council approval for funding the \$950,000 grant to Piedmont Housing Alliance. Fountainhead would like to proceed with construction as soon as possible. Our target date is April 1, 2015.

II. REQUESTED CITY COUNCIL ACTION:

A. Approve Piedmont Housing Authority As Non-Profit Partner. As you have heard from Kevin, Piedmont Housing Alliance has agreed to participate in the project. This change is a result of recent decisions by JABA and Riverside Hospital to focus on services and not directly participate in the ownership of new housing projects. Blue Ridge PACE will continue to support the project with on-going rental subsidy and services. Given Piedmont Housing Authority's affordable housing mission, excellent reputation in the community and extensive experience in affordable housing, we view Piedmont Housing Alliance as the perfect non-profit partner for Carlton Views I.

Neighborhood Development Services

January 13, 2015

Page 2

B. Funding of the \$950,000 CHF Grant: As discussed above, most of the financing is complete and April 1, 2015, has been targeted to close the financial transactions and start construction. With this aggressive (but achievable) schedule, Carlton Views I is requesting City Council to fund the first \$425,000 of the CHF Grant as soon as possible, with the remainder to be funded July 1, 2015.

Please let me know what additional information you need to submit these requests to City Council. As always, your assistance is greatly appreciated.

Sincerely,



Richard W. Gregory

cc via email:

Frank Grosch

John Gregory

Tom Papa

Kevin Wood

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



Agenda Date:	March 2, 2015
Action Required:	Approval of Resolution
Presenter:	Chris Engel, CEcD, Director of Economic Development
Staff Contacts:	Chris Engel, CEcD, Director of Economic Development Leslie Beauregard, Director, Budget and Performance Management
Title:	Parking Management Study Resolution – \$120,000

Background/Discussion: At its January 5, 2015 meeting the City Council indicated its desire to further pursue a comprehensive parking management strategy with the understanding that this will very likely mean a significant policy change with regard to on-street parking.

Staff recommended a specific scope of work in order to best leverage the efforts of previous parking studies. The primary focus will be to update the existing data and provide an implementation plan for a parking management strategy.

Staff has received pricing and phasing information from our on-call parking consultant. The project is expected to take 1060 hours and is estimated to cost \$120,000.

Community Engagement: Significant public engagement including stakeholder’s surveys and public meetings are envisioned as part of this effort. In addition, the Downtown Business Association of Charlottesville has indicated support for this effort and has been engaging their members and several major property owners.

Alignment with City Council’s Vision and Strategic Plan: Approval of this agenda item aligns with Council’s vision for Economic Sustainability and for a Connected Community.

Budgetary Impact: This analysis will be completed in phases. Should the entire scope be fully completed as envisioned the budgetary impact will be up to \$120,000. Staff recommends setting up a sub-account within the Strategic Investment Fund and transferring the funds to it to carry out the work.

Recommendation: Staff recommends moving forward with the necessary data gathering and analysis to inform a comprehensive parking management strategy.

Alternatives: Council may choose not to move forward with the parking management study.

RESOLUTION
Parking Management Study
\$120,000

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the following is hereby transferred in the following manner:

Transfer From

\$ 120,000 Fund: 425 WBS: P-00167 G/L Account: 561426

Transfer To

\$ 120,000 Fund: 426 WBS: P-00855 G/L Account: 498010

\$ 120,000 Fund: 426 WBS: P-00855 G/L Account: 599999

BE IT FURTHER RESOLVED that any funds not expended at the conclusion of the study shall be transferred back to the Strategic Investment fund.

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



Agenda Date:	February 17, 2015
Action Required:	Motion/Vote Ordinance Change
Presenter:	Maurice Jones, City Manager
Staff Contacts:	Maurice Jones, City Manager
Title:	Ending the Observance of Robert E. Lee/Thomas “Stonewall” Jackson Holiday

Background:

There is a long and complex history associated with the observance of the birthdays of former Confederate Generals Robert E. Lee and Thomas “Stonewall” Jackson in the state of Virginia. The Commonwealth first commemorated Lee’s birthday (January 19) in 1889. Fifteen years later in 1904, Jackson was added to the holiday.

In 1983, Dr. Martin Luther King, Jr. Day became an official federal holiday to honor the life and achievements of the Civil Rights leader. Here in Virginia, there was a successful movement in the legislature to combine the Dr. King holiday with Lee-Jackson Day. It remained that way until 2000, when Governor Jim Gilmore requested splitting the holidays by moving Lee/Jackson Day to the Friday before Dr. King Day.

The City of Charlottesville continues to observe both holidays.

Discussion:

A request has been made of City Council to end the City’s observance of Lee-Jackson Day. There is a growing concern that commemoration of the lives of two Confederate generals is offensive to many in our community, especially people of color.

Many cities around the state have elected not to observe Lee-Jackson Day, including Alexandria, Danville, Fairfax, Fredericksburg, Galax, Hampton, Lynchburg, Norfolk, Richmond, Roanoke, Staunton, Virginia Beach, Waynesboro and Winchester.

Alignment with Council Vision Areas and Strategic Plan:

Community of Mutual Respect

In all endeavors, the City of Charlottesville is committed to racial and cultural diversity, inclusion, racial reconciliation, economic justice, and equity. As a result, every citizen is respected. Interactions among city leaders, city employees and the public are respectful, unbiased, and without prejudice.

Citizen Engagement:

City Council held a public hearing to gather input from the public on this issue. In addition, scores of people have sent emails to Council or posted on social media sites encouraging the Council to end the observance of Lee-Jackson Day. Twenty-one members of the public spoke during the hearing.

Recommendation:

If City Council decides to end the observance of Lee-Jackson Day, staff recommends adding another holiday to the City's official holidays list. There are several options for replacing the holiday:

- Observance of Veterans Day, a federal holiday that is observed on November 11.
- Adding the day before Thanksgiving as a holiday.
- Adding December 26th as an official holiday.

Council may also offer up other alternatives or simply end the observance without an additional holiday. Council does not need to make a decision about a new holiday immediately.

Budgetary Impact:

There is no budgetary impact.

Alternatives:

The City Council could decide to continue observing Lee-Jackson Day.

**AN ORDINANCE
AMENDING AND REORDAINING SECTION 2-6 OF THE CODE
OF THE CITY OF CHARLOTTESVILLE, 1990, AS AMENDED,
TO REMOVE LEE-JACKSON DAY AS A LEGAL HOLIDAY**

BE IT ORDAINED by the Council for the City of Charlottesville, Virginia, that Section 2-6 of Article I (In General) of Chapter 2 (Administration) of the Charlottesville City Code, 1990, as amended, is hereby amended and reordained as follows:

Sec. 2-6. Legal holidays.

In each year, the first day of January (New Year's Day), ~~the Friday preceding the third Monday in January (Lee Jackson Day)~~, the third Monday in January (Martin Luther King, Jr. Day), the third Monday in February (George Washington Day), the thirteenth day of April (Jefferson's Birthday), the last Monday in May (Memorial Day), the fourth day of July (Independence Day), the first Monday in September (Labor Day), the fourth Thursday in November (Thanksgiving Day), the Friday after the fourth Thursday in November, the twenty-fifth day of December (Christmas Day) or, whenever any of such days shall fall on Saturday, the preceding Friday shall be a legal holiday, and whenever such days shall fall on Sunday, the Monday next following such day shall be a legal holiday.

[Replacement holiday to be added for CY 2016.]

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CITY OF CHARLOTTESVILLE, VIRGINIA CITY COUNCIL AGENDA



Agenda Date: March 2, 2015

Action Required: Yes (First Reading of Ordinance)

Presenter: S. Craig Brown, City Attorney

Staff Contacts: S. Craig Brown, City Attorney

Title: **Closing Portions of Stonehenge Avenue and Castalia Street**

Background:

In May 2013 City Council adopted a rezoning ordinance that created the Stonehenge Avenue Planned Unit Development. The Plan of Development for the PUD includes new residential lots accessed by a relocated Stonehenge Avenue Extended. The Plan also requires the vacation of the unaccepted and unimproved portions of Stonehenge Avenue and Castalia Street, as originally platted. Vulcan Development Company, LLC, the owner of the property, and Simeon Investments, LLC, the contract purchaser of multiple parcels in the PUD, have now petitioned to close these streets in accordance with the plan of development. Originally, the Street Closing Petition included the 12' wide alley between Rockland Avenue and Stonehenge Avenue as a right-of-way to be closed, but Simeon Investments has since decided that this alley closing is not necessary to complete the project (See Exhibit Drawing attached). The public hearing has been advertised as required by law, and the owners of properties adjoining Stonehenge Avenue have been notified by letter of the public hearing. The properties adjoining Castalia Street are all under contract to be purchased by Simeon Investments, LLC.

The subject streets were created in 1891 under the Belmont Subdivision plat, and have never been accepted by the City into the City street system.

Discussion:

There are public utilities located in Stonehenge Avenue and Castalia Street, but they will either be relocated or the City has an existing easement for them. Closing the subject streets will offer the adjoining property owners clear title to the center line of the closed portions of Stonehenge Avenue and Castalia Street, and will not impede or alter access to

any other lot owners.

The adopted City Council policy for the closing and vacating of streets and alleys states that City Council should consider the following in making their decision as to whether a particular street should be closed:

1. *Will vacating the street or alley impede any person's access to his property, or otherwise cause irreparable damage to the owner of any lot shown on the original subdivision plat?*

The requested street vacations will not impede access to any parcel, nor result in any parcel becoming "landlocked". The approved PUD allows for the creation of new residential parcels that will have direct access to a relocated Stonehenge Avenue extended.

2. *Are there any public utilities located in the area to be vacated?*

There are sewer line utilities located in Stonehenge Avenue and Castalia Street, but they will be relocated or left in place, with easements, as part of the development plan.

3. *Will vacation of the street or alley result in an adverse impact on traffic on nearby public streets, or result in undesirable circulation conditions for vehicular movements in and through the subdivision?*

Since the streets have never been accepted into the City street system for vehicular travel, there will be no adverse impact on traffic as a result of the street vacations.

Alignment with City Council's Vision and Priority Areas:

When the PUD was proposed to City Council in 2013 the staff agenda memo stated that it was "aligned with City Council's vision for encouraging pedestrian connections with recreation facilities, parks, trails, and services." The vacation of these unimproved streets is merely one step in the implementation of that approved PUD.

Budgetary Impact: None.

Recommendation: Staff recommends approval of the ordinance.

Attachments: Petition; Exhibit Drawing; Tax Map
Proposed Ordinance to Close the Rights-of-Way

PETITION TO CLOSE A STREET OR ALLEY

Please Return To: Department of Neighborhood Development Services
PO Box 911, City Hall, Charlottesville, Virginia 22902
Telephone (434) 970-3182 Fax (434) 970-3359

RECEIVED

NOV 18 2014



FEE: A filing fee of \$100.00 made payable to the City of Charlottesville.

A. PETITIONER INFORMATION

Petitioner Name: Vulcan Development Company, LLC

Petitioner Mailing Address: c/o BBRSS, 420 Park Street, Charlottesville, VA 22902

Does Petitioner currently own property adjacent to the area requested to be closed? yes If no, please explain _____

Petitioner Phone Number(s):

Work: 434.977.6158

Fax: 434.977.3298

Home: _____

Email: _____

B. ADDRESSES OF PROPERTY OWNERS ADJACENT TO THE STREET/ALLEY (use back of form if necessary)

Property Owner Name	Mailing Address	City Tax Map and Parcel #
<u>Vulcan Development Company, LLC</u>	_____	<u>see attached</u>
_____	_____	_____
_____	_____	_____

C. PETITIONER'S REQUEST

1. That, pursuant to the provisions of Section 15.2-2006 of the Code of Virginia (1950), as amended, the said Petitioner(s) apply for the vacating, closing and discontinuance of a certain street or alley, situated in the City of Charlottesville, Virginia, as described below as follows: (Provide name, right-of-way width and length of streets or alleys being closed)
see attached
2. Confirm that no inconvenience will result to any person by reason of said closing, vacation and discontinuance of the said street or alley. Include details in narrative.
3. That land owners along and adjacent to said street or alley desire and request the street or alley to be closed. Attach letters of approval or signatures of approval from adjacent property owners.
4. Attach a copy of the city real property tax map showing the portion of the street or alley to be vacated with the square footage clearly indicated.
5. Applicant must provide copies of a title search and opinion performed by an attorney or licensed title company of the property in question and the alley to the original dedication of the alley or street. Highlight on the deed when the street or alley was created. The deed information is available at the City Circuit Courthouse (315 E. High Street).
6. Applicant must review the attached closing policy prior to submission of this form and attach a narrative which addresses the objectives outlined in that policy to include specific information as to why an alley closing is being requested.

Respectfully Submitted,

[Signature]
Signature of Petitioner(s)

Joe L Kerley
Print

The review process typically takes two months. Following the review, valid applications will be forwarded to a joint Planning Commission and City Council Public Hearing and then to City Council for two readings.

FOR OFFICE USE ONLY (Sign Posting)

I certify that the sign(s) as required by Section 31-271 of the City Code (Zoning Ordinance) as amended has been posted on the following date:

May 9, 2014

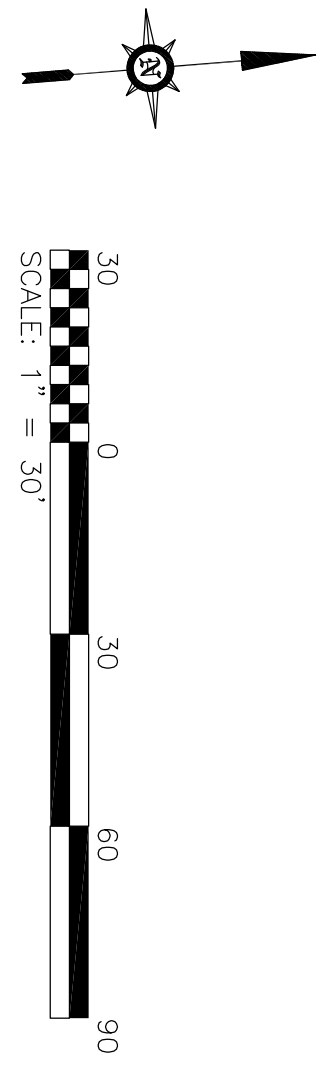
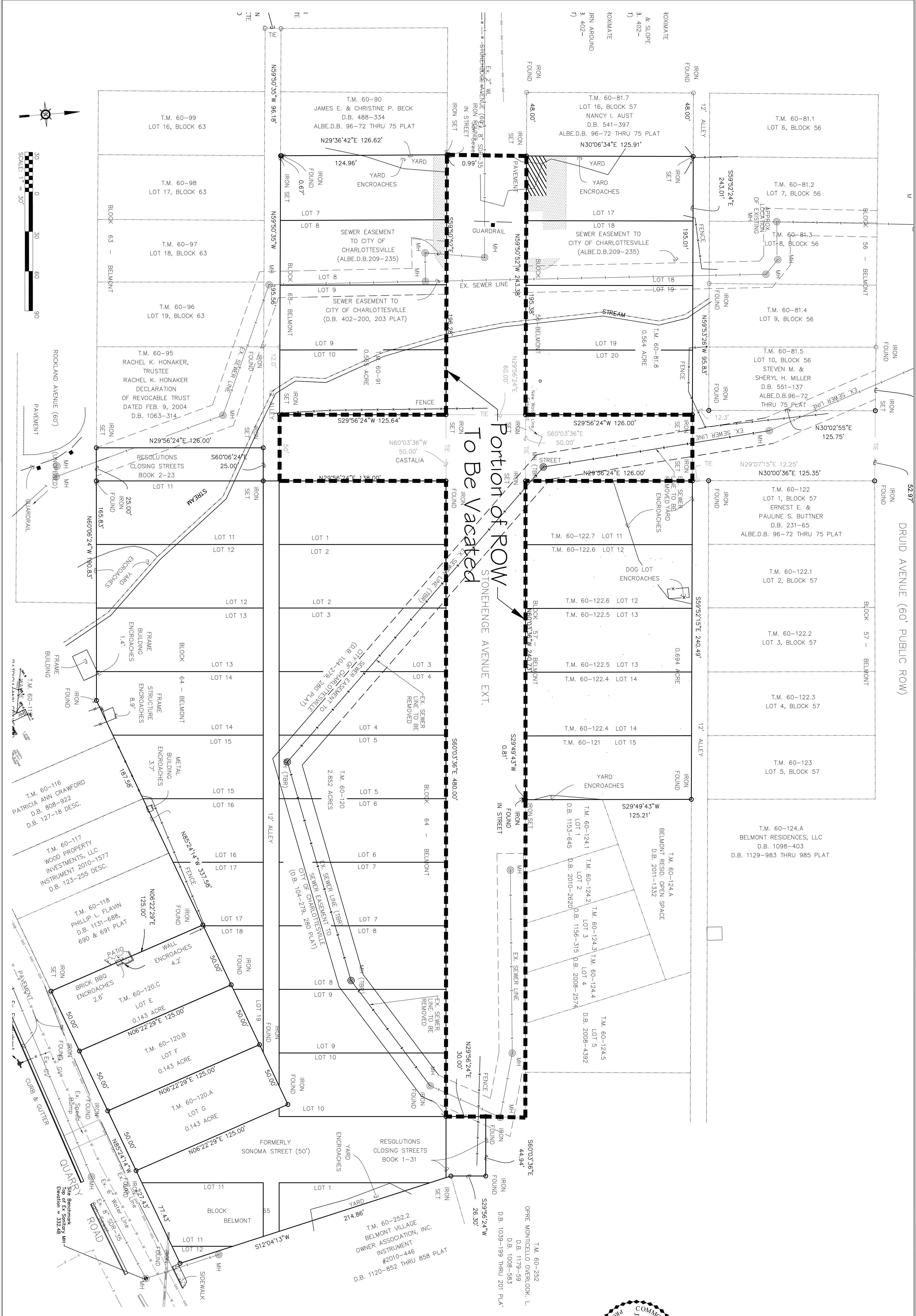
Signature Ben J Hatton

Date Paid: 11/18/14

Amt. Paid: 100.00

Check #: 36747

Recorded by: _____



FINAL SITE DEVELOPMENT PLAN FOR
STONEHENGE AVE EXT.
 CITY OF CHARLOTTESVILLE, VIRGINIA

SITE OVERVIEW / EXISTING BOUNDARY

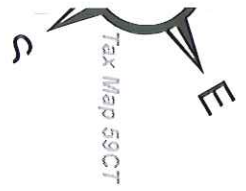
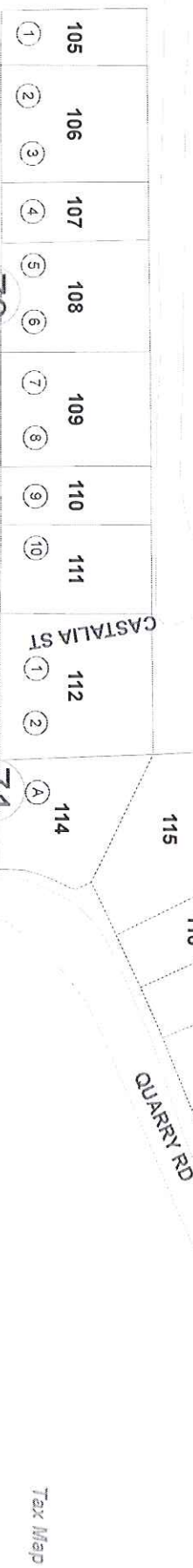
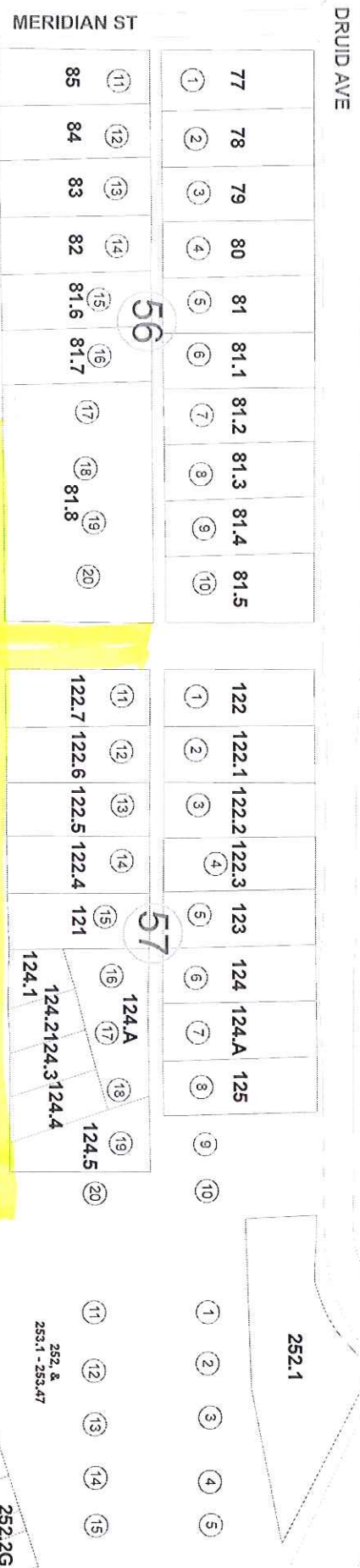
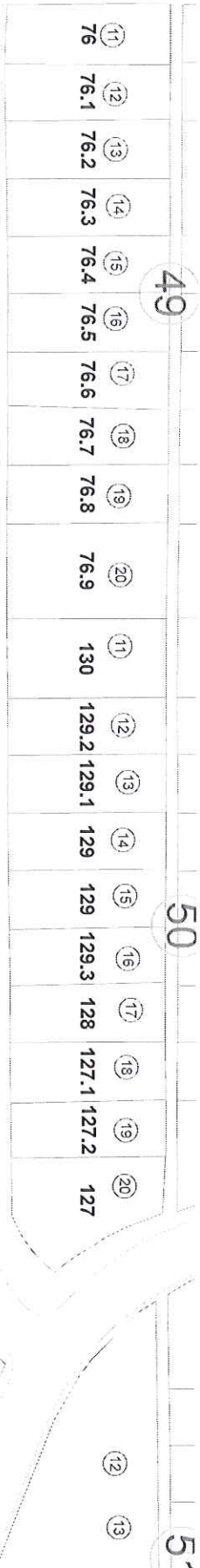
Rev #	Date	Description
1	7/30/14	Changes per City Comments
2	08/12/2014	Revised Landscape Buffer
3	12/30/2014	Revised Stormwater and Retaining Wall



SHIMP ENGINEERING, P.C.
 ENGINEERING - LAND PLANNING - PROJECT MANAGEMENT

201 E. MAIN ST. SUITE M CHARLOTTESVILLE, VA 22902 PHONE: (434) 207-8086 JUSTIN@SHIMP-ENGINEERING.COM

Date: 04/18/14
 Scale: 1" = 30'
 Sheet No: C2 OF 18
 File No: 11.007



**AN ORDINANCE
CLOSING, VACATING AND DISCONTINUING
UNACCEPTED PORTIONS OF THE STONEHENGE AVENUE RIGHT OF WAY,
AND CASTALIA STREET RIGHT OF WAY**

WHEREAS, Simeon Investments, LLC, contract purchaser of properties owned by Vulcan Development Company, LLC, initiated a petition seeking to close the following described rights of way:

- (1) A portion of unaccepted Stonehenge Avenue right-of-way from the paved, accepted portion of Stonehenge Avenue in an easterly direction approximately 680 feet to its terminus; and,
- (2) A portion of unaccepted Castalia Street right-of-way, adjacent to Parcels 81.8, 91, 120 and 122.7 on City Real Estate Tax Map 60, approximately 264 feet in length.;

(hereinafter “Subject Rights of Way”), located adjacent to Petitioner’s properties; and,

WHEREAS, the Subject Rights of Way were platted in 1891 as part of the Belmont Subdivision, but were never formally accepted by the City as part of the City’s public street system; and,

WHEREAS, owners along the Subject Rights of Way to be closed have been duly notified; and,

WHEREAS, following notice to the public pursuant to Virginia Code §15.2-2272, a public hearing by the City Council was held on March 2, 2015, and comments from City staff and the public were made and heard; and,

WHEREAS, after consideration of the factors set forth within the City Street Closing Policy, adopted by Council on February 7, 2005, this Council finds and determines that the petitioner’s request should be granted.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Charlottesville, Virginia that the City hereby closes, vacates and discontinues the Rights-of-Way described as follows:

- (1) A portion of unaccepted Stonehenge Avenue right-of-way from the paved, accepted portion of Stonehenge Avenue in an easterly direction approximately 680 feet to its terminus; and,
- (2) A portion of unaccepted Castalia Street right-of-way, adjacent to Parcels 81.8, 91, 120 and 122.7 on City Real Estate Tax Map 60, approximately 264 feet in length.

BE IT FURTHER ORDAINED that unless an appeal from Council’s enactment of this ordinance is made to the Charlottesville Circuit Court within thirty (30) days of the date of adoption, the Clerk of the Council shall send a certified copy of this ordinance to the Clerk of the Circuit Court for recordation in the current street closing book.

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



Agenda Date:	March 2, 2015
Action Required:	None
Presenter:	Maurice Jones, City Manager
Staff Contacts:	Leslie Beauregard, Director, Budget and Performance Management Ryan Davidson, Budget and Management Analyst
Title:	Presentation – City Manager’s Proposed F.Y. 2016 Budget

Background:

At the first meeting in March of each year, the City Manager formally presents the proposed budget to City Council and the public. This is followed by a series of public hearings, worksessions, a community budget forum and a final vote on the budget no later than April 15th. This item begins the F.Y. 2016 budget discussions and deliberations.

Discussion:

The total General Fund Budget for F.Y. 2016 is proposed to be **\$155,977,269**, a **3.47%** increase over F.Y. 2015. The proposed budget also includes a \$15.87 million Capital Improvement Program budget in F.Y. 2016.

Community Engagement:

There are several opportunities for the community to provide input into the budget. In addition, a few minutes are reserved at the end of each Budget Worksession for public comment:

Council Budget Worksession	March 5, 2015 – 5:00PM City Space Meeting Room
Council Budget Worksession	March 12, 2015 – 5:00PM City Space Meeting Room
First Public Hearing on Proposed Tax Levy and Budget	March 16, 2015 – 7:00PM Council Chambers
Community Budget Forum	March 18, 2015 – 7:00PM City Space Meeting Room
Council Budget Worksession	March 26, 2015 – 5:00PM City Space Meeting Room

Second Public Hearing and First Budget Reading	April 6, 2015 – 7:00PM Council Chambers
Council Budget Worksession	April 9, 2015 – 5:00PM City Space Meeting Room
Second Reading and Budget Adoption	April 14, 2015 – 5:30PM City Hall - Second Floor Conference Room

Alignment with City Council’s Vision and Strategic Plan:

The proposed budget aligns with Council’s Vision and the Strategic Plan, detailed in the budget document and supplemental material.

Budgetary Impact:

The presentation alone has no budgetary impact.

Recommendation:

N/A

Alternatives:

N/A

Attachments:

The City’s proposed budget document and materials for the budget worksessions are posted at www.charlottesville.org/budget.

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



Agenda Date:	March 2, 2015
Action Required:	None
Presenter:	Bob Stroh & Members of the Downtown Business Association
Staff Contacts:	Maurice Jones, City Manager Chris Engel, Director of Economic Development
Title:	Proposed Downtown Charlottesville Community Improvement District

Background/Discussion:

Following an April 2013 City Council work session on the downtown mall an economic development work group was formed and charged with exploring funding options to ensure the long-term viability of the mall. Following considerable research the establishment of a business improvement district (BID) was identified as the most appropriate solution. Since that time the Downtown Business Association of Charlottesville (DBAC) has been leading an effort to create a district in the downtown area.

A business improvement district (BID), or community improvement district (CID) as they are also known, is a mechanism to fund physical improvements and create a stream of funding for a marketing effort for a specific geographic area – typically a downtown area. Districts can be found in cities of all sizes throughout the United States and have been increasing in numbers and popularity over the past 30 years. The basic premise of a district is to assess an additional tax on a designated area and use the proceeds to enhance the area from which the funds are drawn.

In Virginia, the state code (Sections 15.2-2400 and 15.2403.4) allows localities to establish a district through adoption of a local ordinance by the City Council. Projects which can be funded include: 1) Public improvement projects such as lighting, paving, seating, landscaping and building or improving parking facilities, 2) Street cleaning and security services, 3) Transportation plans and enhancement of transportation corridors, 4) Business development, marketing and promotion services, 5) Cultural and recreational activities, 6) Non-profit management of the entity charge with providing the services.

A number of these districts currently exist in Virginia including Richmond, Culpeper, Staunton and Roanoke.

Critical to the success of any district is the support of a significant majority of the property and business owners of the affected area. The DBAC has been working with a consultant with expertise in developing support and programing for districts.

The City Council agreed to hear an informational presentation from DBAC at its March 2nd meeting and to hold a public hearing on the proposed ordinance at its March 16th meeting.

Community Engagement:

This effort is being led by members of the Downtown Business Association of Charlottesville and several major property owners. A number of efforts to engage property owners and merchants in the proposed district were made and will be detailed in the presentation.

Alignment with City Council's Vision and Strategic Plan:

This agenda item aligns directly with Council's vision for Economic Sustainability for the City of Charlottesville.

Budgetary Impact:

This item does not impact the City budget.

Attachments:

Proposed ordinance and supporting information

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**AN ORDINANCE
AMENDING ARTICLE XVI OF CHAPTER 2
OF THE CHARLOTTESVILLE CITY CODE, 1990 AS AMENDED
RELATING TO ADMINISTRATION BY CREATING
THE DOWNTOWN CHARLOTTESVILLE COMMUNITY
IMPROVEMENT DISTRICT
AND
AMENDING ARTICLE XIX OF CHAPTER 30
OF THE CHARLOTTESVILLE CITY CODE, 1990 AS AMENDED
RELATING TO TAXATION BY IMPOSING A DOWNTOWN
CHARLOTTESVILLE COMMUNITY IMPROVEMENT DISTRICT TAX**

WHEREAS, the downtown business community and property owners have expressed a desire that this council form a Community Improvement District to provide additional and enhanced governmental services not being offered uniformly throughout the entire City of Charlottesville to generally enhance public use and enjoyment of the Downtown area of the City of Charlottesville; and

WHEREAS, the authority and procedure for establishment of such a Community Improvement District is contained in Code of Virginia (1950), as amended, sections 15.2-2400, 15.2-2403.4 and other sections referenced therein; and

WHEREAS, the council determines that it is in the best interests of the public, the business community, the local property owners and the economic betterment and revitalization of the Downtown Charlottesville area to establish such a Community Improvement District.

NOW, THEREFORE, BE IT ORDAINED by the Council for the City of Charlottesville that the Code of the City of Charlottesville (1990), as amended, is amended and reordained by the addition of a new Article XVI, entitled "Downtown Charlottesville Community Improvement District" consisting of new sections 2-450, 2-451, 2-452, 2-453, 2-454, 2-455, and 2-456, and a new Article XIX, entitled "Downtown Charlottesville Community Improvement District Tax" consisting of new sections 30-500, 30-501, and 30-502, to read and provide as follows:

**ARTICLE XVI. DOWNTOWN CHARLOTTESVILLE COMMUNITY
IMPROVEMENT DISTRICT**

Sec. 2-450. Downtown Charlottesville Community Improvement District created.

Pursuant to Code of Virginia sections 15.2-2400, 15.2-2403.4 and other sections as referenced therein, a community improvement district is hereby designated and created for the purposes set forth herein to be named the Downtown Charlottesville Community Improvement District.

Sec. 2-451. Downtown Charlottesville Community Improvement District defined.

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- (a) The boundaries of the Downtown Charlottesville Community Improvement District shall be defined to include the following area:

Generally, the area west of 9th Street that borders both sides of Market Street, Old Preston Avenue, West and West Main Street and Water Street. More particularly: (I) the area bordered by Ridge McIntire Road on the west, Preston Avenue/West Market Street on the north, Old Preston Avenue on the east, West Main Street on the east, and West Water Street on the south; (II) the area bordered by Old Preston Avenue on the west, West Market Street and East Market Street on the north, 9th Street N.E. on the east, and East Main Street on the south; (III) the area bordered by West Main Street on the west, West Main Street and East Main Street on the north, 9th Street N.E. on the east, and East Water Street and West Water Street on the south; (IV) the area bordered by 2nd Street S.E. on the west, East Water Street on the north, 9th Street S.E. on the east and the currently existing railroad track line on the south; (V) the area bordered by 2nd Street S.W. on the west, West Water Street and East Water Street on the north, 2nd Street S.E. on the east and East South Street and West South Street on the south; (VI) that portion of the area bordered by West Main Street on the west, West Water Street on the north, 2nd Street S.W. on the east and West South Street on the south, which excludes a portion of the area adjacent to 2nd Street S.W. as more particularly shown on the Downtown Charlottesville Community Improvement District Map as defined in Section 2-451(b) of this article; (VII) that portion of the area bordered by 2nd Street N.W. on the west, West Jefferson Street on the north, 1st Street N. on the west and West Market Street on the south, which excludes a portion of the area adjacent to West Jefferson Street as more particularly shown on the Downtown Charlottesville Community Improvement District Map as defined in Section 2-451(b) of this article; (VIII) the area bordered by 1st Street N. on the west, East Jefferson Street on the north, 2d Street N.E. on the west and East Market Street on the south (i.e., Lee Park); (IX) that portion of the area bordered by 2nd Street N.E. on the west, East Jefferson Street on the north, 9th Street N.E. on the west and East Market Street on the south, which excludes a portion of the area adjacent to East Jefferson Street as more particularly shown on the Downtown Charlottesville Community Improvement District Map as defined in Section 2-451(b) of this article.

- (b) References to street names set out in subsection (a) of this section are based upon and fully shown on a map dated January 12, 2015, entitled “Downtown Charlottesville Community Improvement District” produced by the City of Charlottesville and incorporated by reference herein, a copy of which is on file and available for public inspection in the Office of the Clerk of Council, City Hall, 605 East Main Street, Charlottesville, Virginia (the “Downtown Charlottesville Community Improvement District Map”). In addition to the Downtown Charlottesville Community Improvement District Map, a list all parcels included within the Downtown Charlottesville Community

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Improvement District, identified by the city tax map number and street address of each parcel, shall be maintained Office of Economic Development of the City of Charlottesville, and shall be kept on file and available for public viewing in the Office of the Clerk of Council.

- (c) Public utility facilities in or above the public right-of-way, such as poles, lights, wires, cable, conduit and piping shall not be included in the Downtown Charlottesville Community Improvement District or subject to the tax imposed by chapter 30, article XIX, section 500.
- (d) All parcels of land that are bisected by the Downtown Charlottesville Community Improvement District, as set forth in subsection (a) of this section, are to be considered wholly included within the boundaries of said district and will be subject in their entirety to the tax imposed by chapter 30, article XIX, section 500.
- (e) All real property located within the Downtown Charlottesville Community Improvement District as set out in subsection (a) of this section that is otherwise exempt from the payment of real estate taxes shall not be subject to the tax imposed by chapter 30, article XIX, section 500.

Sec. 2-452. Purposes, facilities and services.

The facilities and services provided within the Downtown Charlottesville Community Improvement District shall be additional, more complete and more timely governmental facilities and services than those offered uniformly throughout the city, including but not limited to area marketing and promotions; business recruitment, development and retention; cleaning and beautification; parking facilities and management; physical improvements; infrastructure improvements; visitor informational services; public safety and security; and other facilities, events and activities as set forth in Code of Virginia section 15.2-2403, to enhance the public use and enjoyment of and the public safety, convenience and well-being within the Downtown Charlottesville Community Improvement District.

Sec. 2-453. Proposed city plan for providing facilities and services.

- (a) The plan for providing facilities and services under this article shall be for the city to enter into an agreement with a non-profit corporation formed for the purposes of this article, a majority of whose board members own property in the community improvement district and meeting all requirements of Code of Virginia section 15.2-2403.4 (B), which may include the program set forth in subsection (b). The agreement shall include provisions for presentment to and approval by the city, on the same schedule as all other city departments, of (i) an annual budget and work program, (ii) quarterly requests for the

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disbursements of funds, (iii) quarterly financial statements and reports on activities, and (iv) books, records and audit reports.

- (b) Provision of the facilities and services proposed by section 2-452 may include, but not be limited to, the implementation of a program encompassing the following components: (1) employment of staff as appropriate for implementation of the program; (2) enhanced signage, including banners, improved street signs and maps; (3) creation and maintenance of a district website; (4) marketing, promotions and advertising; (5) enhanced lighting, security, safety and cleanliness measures, and (6) enhanced furniture, trashcans and beautification measures.
- (c) This article shall be in full force and effect on and after July 1, 2015 and shall expire on June 30, 2020, with the exception that all delinquent taxes owed to the city as a result of the Downtown Charlottesville Community Improvement District tax shall continue to be due and collectable by the city and that all applicable penalties and interest shall apply as set forth in chapter 30, article XIX, section 500 of this Code.
- (d) No later than one hundred eighty (180) days prior to the expiration of this ordinance, with said date being June 30, 2020, the council shall initiate a review of the Downtown Charlottesville Community Improvement District created by this article, and, based upon the findings of the review, decide whether to continue the Downtown Charlottesville Community Improvement District.

Sec. 2-454. Benefits which can be expected.

The creation of the Downtown Charlottesville Community Improvement District is expected to result in the following economic, residential and community benefits: increased market traffic downtown, recruitment of new businesses, expansion and profitability of existing businesses, increased property values, increased conditions for safety, enhanced cleanliness and beautification, increased tourism and increased business and community allegiance to the Downtown area.

Sec. 2-455. Conformity with all applicable zoning and land use regulations.

All construction, renovation, improvements, enhancements or any other actions taken pursuant to this article shall be consistent with all applicable zoning and land use regulations, as determined by the city.

Sec. 2-456. Other powers and duties.

The city and the council have all those powers and duties with respect to the Downtown Charlottesville Community Improvement District as set forth in Code of Virginia section 15.2-2403.

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ARTICLE XIX. DOWNTOWN CHARLOTTESVILLE COMMUNITY IMPROVEMENT DISTRICT TAX

Sec. 30-500. Levied; purpose; amount; tax additional to other taxes.

- (a) To provide for additional and enhanced government services in the Downtown Charlottesville Community Improvement District beyond those currently offered uniformly throughout the city, there is hereby imposed and levied an additional tax on taxable real property and improvements subject to local taxation located in the Downtown Charlottesville Community Improvement District as defined in chapter 2, article XVI, section 451 of this Code, which tax is to be paid by the owner of such real property and improvements and is in addition to all other taxes and fees as may be imposed by law. The tax is imposed and levied as follows:

For the period from July 1, 2015 to June 30, 2020, an additional tax at an annual rate of thirteen cents (\$0.13) for every one hundred dollars (\$100.00) of assessed value on taxable real property and improvements in the Downtown Charlottesville Community Improvement District.

- (b) This article shall be in full force and effect on and after July 1, 2015 and shall expire on June 30, 2020, with the exception that all delinquent taxes owed to the city as a result of the Downtown Charlottesville Community Improvement District tax shall continue to be due and collectable by the city and that all applicable penalties and interest shall apply.
- (c) No later than one hundred eighty (180) days prior to the expiration of this article, with said date being June 30, 2020, the council shall initiate a review of the Downtown Charlottesville Community Improvement District as set forth in Chapter 2, Article XVI, section 453. If council elects to continue the Downtown Charlottesville Community Improvement District, then council shall establish the appropriate rate of taxation.

Sec. 30-501. Assessment; collection; payment.

- (a) Valuation and assessment of real property, timing with respect to valuation, assessment and payment, penalties and interest on delinquencies, assessment of new construction, and all other procedures for and details of assessment, administration and collection of the tax imposed by this section shall be the same as provided by this Code for real estate taxes generally. Costs of collection, accounting for and administering the tax shall be a charge against revenues from the tax.
- (b) Amounts assessed and billed to a property owner which remain unpaid for thirty (30) days shall constitute an automatic lien against such property

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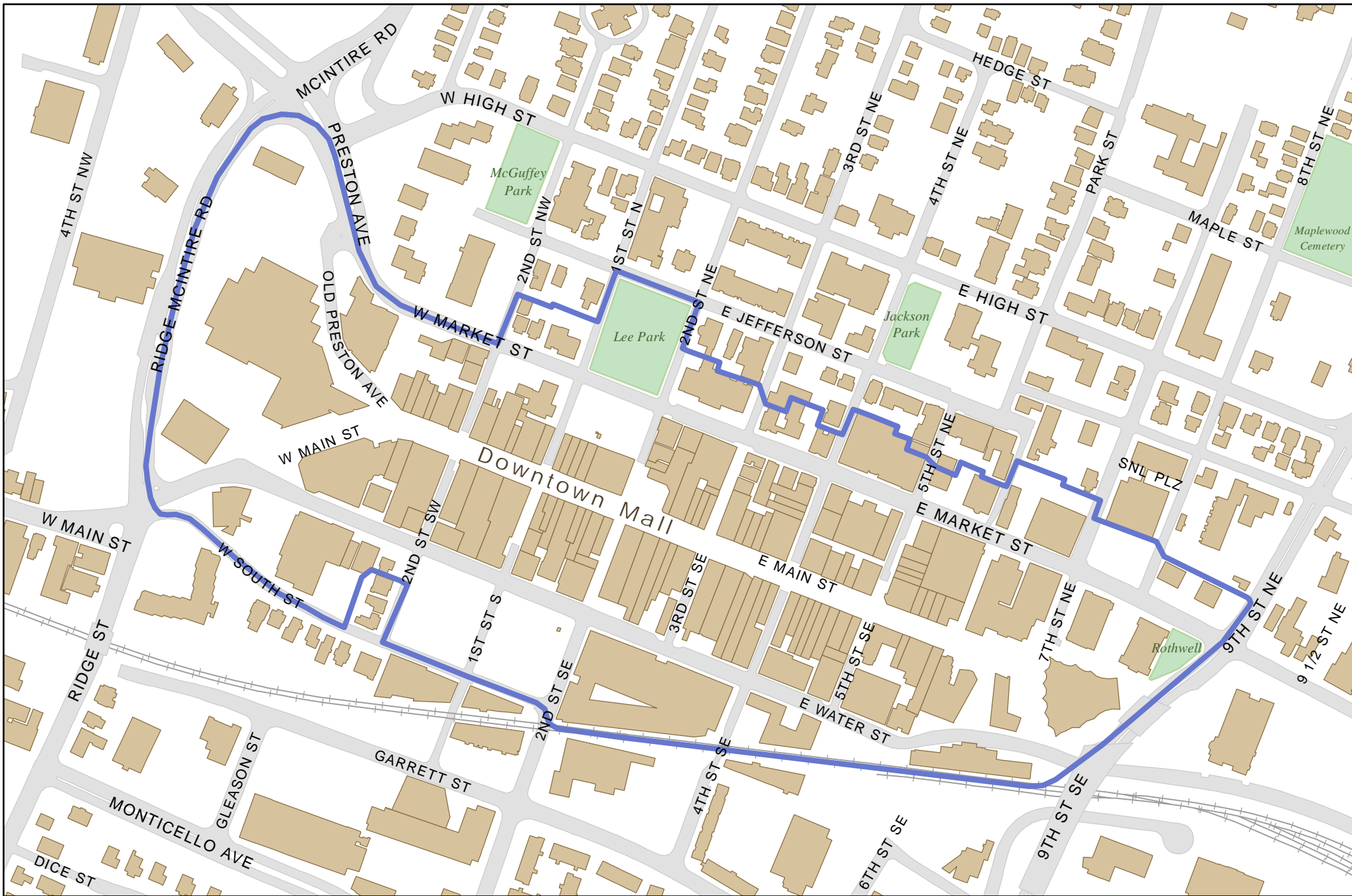
ranking on a priority with liens for unpaid local taxes and enforceable in the same manner as provided in Code of Virginia sections 58.1-3910 et seq., 58.1-3940 et seq., and 58.1-3965 et seq. All such liens shall remain a personal obligation of the owner of the property at the time liens were imposed.

Sec. 30-502. Receipt and disbursement by city treasurer.

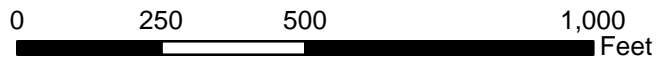
The tax collected is appropriated solely for the Downtown Charlottesville Community Improvement District, and the city treasurer shall deposit all taxes collected into the Downtown Charlottesville Community Improvement District fund with a separate accounting of such funds to be used solely for the purposes authorized by this article and chapter 2, article XVI, sections 450-456.

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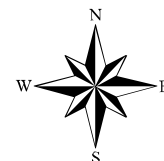
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Downtown Charlottesville Community Improvement District



January 12, 2015



List of Parcels included in Proposed Community Improvement District by Property ID and Address
(2/9/15)

PROPERTY ID	ADDRESS
280001000	230 W MAIN ST
280009000	215 W WATER ST
280009100	218-220 W MAIN ST
280010000	210-212 W MAIN ST
280012000	201 W WATER ST
280013000	109-111 W WATER ST
280016000	118-120 W MAIN ST
280016100	108 2ND ST SW
280018000	112 W MAIN ST
280019000	100-106 W MAIN ST
280020000	100 E MAIN ST
280020100	101 E WATER ST
280021000	102 E MAIN ST
280022000	104-106 E MAIN ST
280023000	110-112 E MAIN ST
280024000	114 E MAIN ST
280025000	118 E MAIN ST
280026000	120 E MAIN ST
280026100	109 2ND ST SE
280027000	122 E MAIN ST
280028000	115 E WATER ST
280031000	201 E WATER ST
280034000	208 E MAIN ST
280035000	212 E MAIN ST
280036000	214 E MAIN ST
280036200	215-217 E WATER ST
280036300	3RD ST SE
2800371A0	111 3RD ST SE A
2800371B0	113 3RD ST SE B
2800371C0	221 E WATER ST C
280037A00	222 E MAIN ST A
280037A10	220 E MAIN ST A1
280037B00	109 3RD ST SE B
280037C00	109 3RD ST SE C
280038000	300 E MAIN ST
280040000	306-308 E MAIN ST
280041000	310-312 E MAIN ST
280042000	316 E MAIN ST
280043000	320 E MAIN ST
280044000	322 E MAIN ST

List of Parcels included in Proposed Community Improvement District by Property ID and Address
(2/9/15)

280045000	400 E MAIN ST
280046000	404 E MAIN ST
280047000	406 E MAIN ST
280048000	410 E MAIN ST
280049000	414 E MAIN ST
280050000	416-418 E MAIN ST
280051000	420 E MAIN ST
280051A00	103-105 5TH ST SE
280051B00	107-119 5TH ST SE
280052000	422 E MAIN ST
280058000	401-407 E WATER ST
280060000	4TH ST SE
2800601A0	410 E WATER ST #100
2800601B0	410 E WATER ST #200
2800601C0	410 E WATER ST #300
2800601D0	410 E WATER ST #400
2800601E0	410 E WATER ST #404
2800601F0	410 E WATER ST #406
2800601G0	414 E WATER ST
2800601H0	410 E WATER ST #500
2800601I0	410 E WATER ST #600
2800601J0	410 E WATER ST #700
2800601K0	418 E WATER ST #800
280060200	400 E WATER ST A-B
280061000	200 E WATER ST
280061100	E WATER ST
280061101	200 E WATER ST C-15
280061200	200 E WATER ST
280061300	200 E WATER ST
280061400	200 EAST WATER ST
280061500	200 EAST WATER ST C216
280061600	300 E WATER ST C300
280061700	200 E WATER ST
280061800	200 E WATER ST
280061900	200 E WATER ST C-1
280061A00	200 E WATER ST
280062000	100 E WATER ST
280069000	101 W SOUTH ST
280071000	207 1ST ST S
280072000	200 2ND ST SW
280073000	2ND ST SW

List of Parcels included in Proposed Community Improvement District by Property ID and Address
(2/9/15)

280074000	210 2ND ST SW
280075000	212 2ND ST SW
280079000	200 WEST WATER ST
280080000	210 WEST WATER ST
280080100	214 WEST WATER ST
280080A00	214 WEST WATER ST 100
280080B00	214 W WATER ST 200
280080C00	214 WEST WATER ST 300
280084000	216-218 W WATER ST
280084100	250 WEST MAIN ST 101
280084101	250 W MAIN ST 501
280084110	250 W MAIN ST 503
280084120	250 W MAIN ST 504
280084130	250 W MAIN ST 505
280084140	250 W MAIN ST 602
280084150	250 W MAIN ST 601
280084160	250 W MAIN ST 603
280084170	250 W MAIN ST 604
280084180	250 W MAIN ST 702
280084190	250 W MAIN ST 701
2800841A0	250 W MAIN ST 102
2800841B0	250 W MAIN ST 103
2800841C0	250 W MAIN ST 104
280084200	250 W MAIN ST 201
280084201	250 W MAIN ST #703
280084210	250 W MAIN ST 704
280084220	250 W MAIN ST 802
280084230	250 W MAIN ST 801
280084240	250 W MAIN ST 803
280084250	250 W MAIN ST 804
280084260	250 W MAIN ST 901
280084270	250 W MAIN ST 902
2800842A0	250 W MAIN ST 202
2800842B0	250 W MAIN ST 203
280084300	250 W MAIN ST 300
280084400	250 W MAIN ST 402
280084500	250 W MAIN ST 401
280084600	250 W MAIN ST 403
280084700	250 W MAIN ST 404
280084800	250 W MAIN ST 405
280084900	250 W MAIN ST 502

List of Parcels included in Proposed Community Improvement District by Property ID and Address
(2/9/15)

280084A00	216 W WATER ST C-101
280084B00	216 W WATER ST C-102
280084C00	216 W WATER ST C-103
280084D00	216 W WATER ST C-104
280084E00	218 W WATER ST EH-2
280084F00	218 W WATER ST C-300
280084G00	218 W WATER ST C-400
280084H00	218 W WATER ST C-500
280084I00	218 W WATER ST 601
280084J00	218 W WATER ST 602
280084K00	218 W WATER ST 604
280084L00	218 W WATER ST 605
280084M00	218 W WATER ST 606
280084N00	218 W WATER ST 608
280084O00	218 W WATER ST 701
280084P00	218 W WATER ST 703
280084Q00	218 W WATER ST 704
280084R00	218 W WATER ST 705
280084S00	218 W WATER ST 706
280084T00	218 W WATER ST 708
280084U00	218 W WATER ST 801
280084V00	218 W WATER ST 802
280084W00	218 W WATER ST 803
280089000	250 W MAIN ST
330155100	300 PRESTON AVE
330155300	255 W MAIN ST
330155L00	212 RIDGE MCINTIRE RD
330175000	113 W MARKET ST
330176000	107-109 W MARKET ST
330178000	201 1ST ST N
330195000	101 E MARKET ST
330196000	201 E MARKET ST
330215000	301 E MARKET ST
330216000	307 E MARKET ST
330218000	313 E MARKET ST
330219000	121-123 4TH ST NE
330220000	310 E MARKET ST
330221000	300 E MARKET ST
330222000	114 3RD ST NE
330223000	308 E MARKET ST
330224000	113 4TH ST NE

List of Parcels included in Proposed Community Improvement District by Property ID and Address
(2/9/15)

330225000	111 4TH ST NE
330226000	321 E MAIN ST
330227000	319 E MAIN ST
330228000	317 E MAIN ST
330229000	313 E MAIN ST
330230000	309-311 E MAIN ST
330231000	301 E MAIN ST
330232000	105 3RD ST NE
330233000	225 E MAIN ST
330234000	223 E MAIN ST
330235000	221 E MAIN ST
330237000	215 E MAIN ST
330238000	204-206 E MARKET ST
330240000	204-206 E MAIN ST
330240100	201 E MAIN ST
330241000	108 2ND ST NE
330242000	110-112 2ND ST NE
330243000	200 E MARKET ST
330244000	102-104 1ST ST N
330245000	119-123 E MAIN ST
330245100	E MARKET ST
330248000	101-111 E MAIN ST
330254000	112 W MARKET ST
330255000	101 W MAIN ST
330256000	105 W MAIN ST
330257100	107 W MAIN ST 2
330257200	107 W MAIN ST 2
330257300	107 W MAIN ST
330257400	107 W MAIN ST
330258000	109 W MAIN ST
330259000	113 W MAIN ST
330260000	117-119 W MAIN ST
330261000	121 W MAIN ST
330262000	W MARKET ST & 2ND ST NW
330263000	200 W MARKET ST
330265000	115 2ND ST NW
330266000	201-207 W MAIN ST
330268000	211 W MAIN ST
330269000	213 W MAIN ST
330270000	206 W MARKET ST
330271000	210-216 W MARKET ST

List of Parcels included in Proposed Community Improvement District by Property ID and Address
(2/9/15)

330272000	219-221 W MAIN ST
330273000	223 W MAIN ST
330274000	225-227 W MAIN ST
330276000	218 W MARKET ST
330277000	220 W MARKET ST
330278000	114 OLD PRESTON AVE
530051000	401 E MARKET ST
530053000	415 E MARKET ST
530054000	414 E MARKET ST
530054101	404 E MARKET ST 101
530054102	406 E MARKET ST 102A
530054104	408 E MARKET ST 104A
530054105	408 E MARKET ST 105
530054106	408 E MARKET ST 106
530054107	408 E MARKET ST 107
530054108	408 E MARKET ST 104B
530054200	408 E MARKET ST 201A
530054201	408 E MARKET ST 201B
530054202	408 E MARKET ST 202
530054203	408 E MARKET ST 203
530054204	408 E MARKET ST 204
530054205	408 E MARKET ST 205
530054206	408 E MARKET ST 206
530054207	408 E MARKET ST 207
530054208	408 E MARKET ST 208
530054301	408 E MARKET ST 301
530054302	408 E MARKET ST 302
530054303	408 E MARKET ST 303
530054304	408 E MARKET ST 304
530054305	408 E MARKET ST 305
530054306	408 E MARKET ST 306
530054307	408 E MARKET ST 307
530054308	408 E MARKET ST 308
530054A00	410 E MARKET ST 103A
530054AA0	408 E MARKET ST
530054B02	406 E MARKET ST 102B
530055000	400-402 E MARKET ST
530056000	112-114 4TH ST NE
530057000	110 4TH ST NE
530058000	108 4TH ST NE
530059000	401-07 E MAIN ST

List of Parcels included in Proposed Community Improvement District by Property ID and Address
(2/9/15)

530060000	411-13 E MAIN ST
530061000	415-417 E MAIN ST
530062000	419-421 E MAIN ST
530064000	425-427 E MAIN ST
530064A00	423 E MAIN ST
530065000	508 E MAIN ST
530065200	506 E MAIN ST
530065300	100 5TH ST SE
530065400	102 5TH ST SE
530065500	104 5TH ST SE
530065600	106 5TH ST SE
530065700	108 5TH ST SE
530067000	510 E MAIN ST
530068000	512-520 E MAIN ST
530070000	524 E MAIN ST
530072000	112 5TH ST SE
530072A00	110 5TH ST SE A
530072B00	501 E WATER ST
530072C00	503 E WATER ST
530072D00	505 E WATER ST
530072E00	507 E WATER ST
530072F00	509 E WATER ST
530072G00	112 5TH ST SE 3A
530072H00	112 5TH ST SE 3B
530072I00	112 5TH ST SE 3C
530072J00	112 5TH ST SE 3D
530072K00	112 5TH ST SE 3E
530072L00	112 5TH ST SE 3F
530072M00	112 5TH ST SE 4A
530072N00	112 5TH ST SE 4B
530072O00	112 5TH ST SE 4C
530072P00	112 5TH ST SE 4D
530072Q00	112 5TH ST SE 4E
530072R00	112 5TH ST SE 4F
530072S00	112 5TH ST SE 5A
530072T00	112 5TH ST SE 5B
530072U00	112 5TH ST SE 5C
530072V00	112 5TH ST SE 5D
530074000	511 E WATER ST
530075000	515 E WATER ST
530077A00	530 E MAIN ST A

List of Parcels included in Proposed Community Improvement District by Property ID and Address
(2/9/15)

530077B00	534 E MAIN ST B
530077C00	534 E MAIN ST C&D
530080000	605 E MAIN ST& 7TH ST NE
530091000	E MAIN ST & E MARKET ST
530091L00	500 E MARKET ST
530091LA0	106 5TH STREET NE
530091LB0	102 5TH ST NE
530091LC0	110 5TH ST NE
530091LD0	503 E MAIN ST
530091LE0	505 E MAIN ST
530091LF0	507 E MAIN ST
530091LG0	513 E MAIN ST
530091LH1	100 5TH ST NE
530091LH2	100 5TH ST NE
530091LH3	100 5TH ST NE
530091LI0	500 E MARKET ST
530091LJ0	500 E MARKET ST
530091LK1	500 E MARKET ST
530093000	206 5TH ST NE
530097000	503 E MARKET ST
530100000	601-617 E MARKET ST
530159000	701 E MARKET ST
530160000	120 7TH ST NE
530162100	600 E WATER ST
530162300	550 E WATER ST
530164000	830 E MARKET ST
530169000	801-805 E MARKET ST
530170000	9TH ST & E MARKET ST

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



Agenda Date:	March 2, 2015
Action Required:	Approval
Staff Contacts:	Melissa Thackston, Grants Coordinator Kathy McHugh, Housing Development Specialist
Presenter:	Melissa Thackston, Grants Coordinator
Title:	Community Development Block Grant (CDBG) repayment for Charlottesville Redevelopment and Housing Authority (CRHA) property at 405 Avon St.

Background:

On June 7, 2010, City Council approved the Charlottesville Redevelopment and Housing Authority (CRHA) to use previously allocated funding amounting to \$430,851 Community Development Block Grant (CDBG) and \$50,000 HOME Investment Partnership (HOME) funds to purchase 405 Avon St. (also known as Avon Garage, Belmont Garage, Walker's Garage or Walker's Auto Repair) for the purposes of new housing construction as part of a larger redevelopment project planned for CRHA owned properties. In September 2014, Council approved repaying the HOME funds based on an upcoming project completion deadline with the Department of Housing and Urban Development (HUD). Those funds were approved from the Charlottesville Affordable Housing Fund.

Discussion:

While HUD regulations do not require that CDBG projects must report beneficiaries within a set time period, projects are not allowed to remain open in their online reporting system (IDIS) indefinitely. Pursuant to recent HUD guidance specific to this project, the City must show that this project has been completed in IDIS by the end of 2015. Completion would require the construction and occupancy of affordable units on the site. It is neither feasible nor possible for CRHA to complete this project by the deadline; therefore, the \$430,851 will need to be repaid to the City's CDBG program. Contingent upon repayment, these CDBG funds would be available to be applied to future projects and would be included in the upcoming FY 15-16 Annual Action Plan.

While repayment is not required until the December 2015 deadline passes, repaying these funds now will allow the funds to be included in the upcoming Action Plan and help safe guard the City from failing to meet its annual timeliness test that occurs each May. Contingent upon Council approval, the

funds would be repaid to HUD after the May 2105 timeliness test to ensure the City remains in good standing with HUD.

Given that CRHA does not have funds available to repay the CDBG funds, it has been determined that the \$430,851 in CDBG funds could be repaid from the Charlottesville Strategic Investment Fund for Affordable Housing. Funds from this account would be loaned to CRHA which would then use the funds to repay the City's CDBG budget \$430,851. The terms of the loan to CRHA are a) the loaned funds shall be used for the sole purpose of prompt repayment to the City the CDBG funds used to purchase the Property, b) the Property shall be pledged as security for the loan, c) said loan will be due and payable in full at the conclusion of a 5 year term, and d) if the Property is sold, transferred, devised, or otherwise disposed of, the loan amount shall immediately become due and payable. On their January 26, 2015 meeting, the CRHA board approved these terms.

Community Engagement:

The expenditure of the \$430,851 CDBG funds will go through the FY 15-16 Action Plan public process. Members with the CDBG Task Force along with City staff will make funding recommendations.

Alignment with City Council's Vision and Strategic Plan

This agenda item aligns directly with Council's vision for Charlottesville to have **Quality Housing Opportunities for All**. Projects also have the potential to meet many of the objectives listed in the first three goals of the City's Strategic Plan.

Budgetary Impact:

\$430,851 would come from the Charlottesville Strategic Investment Fund for Affordable Housing to CRHA and from CRHA the funds would return to the City's CDBG budget. These funds could then be applied to CDBG eligible projects for housing and public improvements.

Recommendations:

Staff recommends approving the resolution and appropriation.

Alternatives:

A different source of funding could be reused to repay the CDBG funds; however, the funds must be repaid in order to remain in good standing with HUD.

Attachments:

Resolution
Appropriation
CRHA Resolution
Draft Deed of Trust and Promissory Note

RESOLUTION
Charlottesville Strategic Investment Fund Assistance for
CRHA 405 Avon St.
\$430,851

NOW, THEREFORE, BE IT RESOLVED that the sum of \$430,851 be allocated from previously appropriated funds in the Charlottesville Strategic Investment Fund in the following manner for use by the Charlottesville Redevelopment and Housing Authority, and

Expenditure:

\$430,851 Fund: 426 Project: P-00574 G/L Account: 599999

BE IT FURTHER RESOLVED that the terms of this allocation to the Charlottesville Redevelopment and Housing Authority are as follows: a) the loaned funds shall be used for the sole purpose of prompt repayment to the City the CDBG funds used to purchase the Property, b) the Property shall be pledged as security for the loan, c) said loan will be due and payable in full at the conclusion of a 5 year term, and d) if the Property is sold, transferred, devised, or otherwise disposed of, the loan amount shall immediately become due and payable. The City Attorney is hereby authorized to take whatever steps are necessary to effect the closing of this loan transaction.

**APPROPRIATION
FOR
COMMUNITY DEVELOPMENT BLOCK GRANT - \$430,851**

WHEREAS, the City of Charlottesville previously awarded \$430,851 Community Development Block Grant (CDBG) funding to the Charlottesville Redevelopment and Housing Authority; and

WHEREAS, the Charlottesville Redevelopment and Housing Authority was not able to meet the requirements of the CDBG program and needs to repay the City of Charlottesville;

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.

REVENUE:

\$430,851 Fund: 218 Project: P-00001-05-05 G/L Account: 451050

EXPENDITURE:

\$430,851 Fund: 218 Project: P-00001-05-05 G/L Account: 540368

BE IT FURTHER RESOLVED that this appropriation is conditioned upon the receipt of \$430,851 from the Charlottesville Redevelopment and Housing Authority.

DEED OF TRUST

THIS DEED OF TRUST made this _____ day of _____, 2015, by and between the **CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY**, hereinafter Grantor, and **S. CRAIG BROWN**, P.O. Box 911, Charlottesville, Virginia 22902, and **ANDREW GORE**, P.O. Box 911, Charlottesville, Virginia 22902, the Trustees;

WITNESSETH:

THAT FOR AND IN CONSIDERATION of the provisions of this Deed of Trust and the sum of Ten Dollars (\$10.00), cash in hand paid by the Trustees to the Grantor, the receipt of which is hereby acknowledged, the Grantor does hereby **GRANT** and **CONVEY** with **GENERAL WARRANTY** and **ENGLISH COVENANTS OF TITLE**, unto the Trustees, in trust, the following described real property:

All those certain lots or parcels of land situated in the City of Charlottesville, Virginia, described as: (1) Beginning at an iron at the west corner of the intersection of Levy Avenue and Avon Street (formerly Monticello Avenue), thence with the west margin of Avon Street S 16° 24' W 81.50 feet to an iron, thence N 54° 21' W 57.29 feet to an iron, thence S 34° 17' W 50.00 feet to an iron in the north margin of the twelve foot alley, thence N 55° 43' W 33.50 feet to an iron in a corner with Lot No. 11, thence with Lot No. 11 N 34° 17' E 126.00 feet to the south margin of Levy Avenue S 55° 43' E 65.83 feet to the beginning; and (2) Beginning at the southeastern corner of Lot 14 at the intersection of a twelve foot alley, thence along Avon Street (formerly Monticello Avenue) N 15° 49' E 50 feet, thence N 54° 21' W 57.29 feet through Lots 14 and 13 to an alley 3½ feet wide, thence along said alley S 34° 17' W 50 feet to an alley 12 feet wide, thence along the northerly margin of said alley S 56° 48' E 73.00 feet to Avon Street, the point of beginning; and being the same property conveyed to CRHA by deed of CIT Small Business Lending Corporation dated September 14, 2010, of record in the Charlottesville Circuit Court Clerk's Office as Instrument #2010003579.

TOGETHER with all improvements now or hereafter erected on the property and all easements, rights, appurtenances and rents, and all fixtures now or hereafter attached to the property, all of which, including replacements and additions thereto shall be deemed to be and remain a part of the property covered by this Deed of Trust (herein the "Property").

As further security, the Grantor hereby sells, transfers, and assigns unto the Trustees the rents, issues, royalties, income, and other accruing benefits arising from the use of said Property; and all condemnation proceeds and proceeds of any insurance policy due in connection with the Property.

IN TRUST NEVERTHELESS, to secure the payment of a certain debt of Grantor to the City of Charlottesville in the original principal amount of **FOUR HUNDRED THOUSAND and EIGHT HUNDRED and FIFTY ONE and 00/100 DOLLARS (\$430,851.00)** as evidenced by a Note of even date herewith ("Note").

The terms of the Note are incorporated herein and made a part hereof by reference. No interest shall be charged on the Note.

All liens, claims or encumbrances of the Grantor made after this date shall be subordinate to this Deed of Trust. The obligation secured by this Deed of Trust shall become immediately due and payable upon any event of default or foreclosure under any prior note and deed of trust. The Grantor shall promptly pay when due all taxes, assessments, governmental or municipal charges, fines and impositions attributable to the property which may attain priority over this Deed of Trust.

The Grantor shall keep the improvements now existing or hereafter erected upon the Property adequately insured against loss by fire, hazards included within the term "extended coverage," and such other risks as the Noteholder may reasonably require. The Grantor shall keep the Property in good repair, and shall not permit waste or permit the impairment or deterioration of the Property.

This Deed of Trust shall be construed to confer and impose upon the parties hereto, and the beneficiaries hereunder, the rights, duties and obligations set forth in Virginia Code sections 55-59 et seq., 1950, as amended and in effect as of the date of acknowledgment hereof, and further to incorporate herein the following provisions, by short term reference below pursuant to the provisions of Virginia Code section 55-60:

- (1) Identified by Trustee's signature.
- (2) Exemptions waived.
- (3) Subject to call upon default.
- (4) Renewal or extension permitted.
- (5) Reinstatement permitted.
- (6) Right of anticipation reserved.
- (7) Priority in direct order of maturity.
- (8) Substitution of Trustee permitted.
- (9) Any Trustee may act.
- (10) Advertisement required: Sale to be cash on the property or on such other terms as

the Trustees shall select after first advertising the time, place and terms of sale once a week for two consecutive weeks in a newspaper having general circulation in the City of Charlottesville and Albemarle County, Virginia.

(11) A bidder's deposit of five (5) percent or any larger sum not exceeding five (5) percent of the original amount hereby secured may be required.

The Trustees shall be under no duty to take any action hereunder except as expressly required, or to perform any act which would involve them in expense liability or to institute or defend any suit in respect hereof, unless properly indemnified to their satisfaction. All reasonable expenses, charges, counsel fees and other disbursements incurred with the Trustees in and about the administration and execution of the trust hereby created, and the performance of their duties hereunder shall be secured by this Deed of Trust prior to the indebtedness represented by the Note.

In the event of default in the payment of this obligation or in the performance of any of the agreements contained in the Note or in this Deed of Trust, the Trustees, if and as directed by the Noteholder, shall enter, take possession of and sell, lease or otherwise transfer all or any part of the Property. Any sale of any or all of the Property subject to the lien of this Deed of Trust shall be pursuant to and in accordance with Sections 55-59.1, -59.2, -59.3 and -59.4 of the Code of Virginia of 1950, as amended, and in effect as of the date of acknowledgment hereof, and the Trustees shall have all rights, powers and duties conferred thereby.

It is **COVENANTED** and **AGREED** that in addition to any other remedies, the Trustees, in the event of default hereunder, shall have the right to take immediate possession of the Property, and to rent out the same to such persons and at such rentals as they may deem proper; to make such expenditures for maintenance and repairs as they may deem advisable; and, after deducting the costs thereof and a commission of five percent (5%) to themselves upon the gross amount of rents collected, to apply the residue to the fulfillment of the obligation.

If the obligation hereby secured shall be fully paid without resort to the security hereby afforded, the Grantor shall be entitled to a good and sufficient release at its own cost. The covenants herein contained shall bind the respective heirs, executors, administrators, successors and assigns of the parties hereto. Whenever used, the singular number shall include the plural and the plural the singular, and the use of any gender shall be applicable to all genders.

NOTICE -- THE DEBT SECURED HEREBY IS SUBJECT TO CALL IN FULL OR THE TERMS THEREOF BEING MODIFIED IN THE EVENT OF SALE OR CONVEYANCE OF THE PROPERTY. The Noteholder may, at its option, declare all obligations of the Grantor which are secured by this Deed of Trust to be immediately due and payable if, without the prior written consent of the Noteholder, all or part of this Property or any interest therein is sold or transferred (including by lease) or made the subject of any land contract or other type of conditional sales agreement. Any delay in the enforcement of this provision does not constitute a waiver of the Noteholder's rights hereunder.

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WITNESS the following signatures and seals

**CHARLOTTESVILLE REDEVELOPMENT
AND HOUSING AUTHORITY**

By: _____ (Seal)

Title: _____

COMMONWEALTH OF VIRGINIA
CITY OF CHARLOTTESVILLE

The foregoing instrument was acknowledged before me by _____
on this _____ day of _____, 20____.

My commission expires: _____ .

Notary Public

Registration #: _____

**CHARLOTTESVILLE REDEVELOPMENT
AND HOUSING AUTHORITY**

By: _____ (Seal)

Title: _____

COMMONWEALTH OF VIRGINIA
CITY OF CHARLOTTESVILLE

The foregoing instrument was acknowledged before me by _____
on this _____ day of _____, 20____.

My commission expires: _____ .

Notary Public

Registration #: _____

PROMISSORY NOTE

WHEREAS, by Resolution approved March 2, 2015, the Charlottesville City Council authorized a loan of \$430,851.00 to the Charlottesville Redevelopment and Housing Authority; and

WHEREAS, the Charlottesville Redevelopment and Housing Authority is a public body corporate and politic, duly created and organized pursuant to and in accordance with the provisions of the laws or ordinances of the Commonwealth of Virginia, the City of Charlottesville and the United States of America; and

WHEREAS, the loan of said funds is for the purpose of repayment to the City of Charlottesville certain Community Development Block Grant funds previously provided to the Charlottesville Redevelopment Housing authority for the acquisition of the property known as 405 Avon Street, now, therefore

For Value Received, the CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY, hereinafter the "Borrower," promises to pay to the order of the City of Charlottesville, 605 E. Main St., Charlottesville, Virginia 22902 (the "Noteholder"), the principal sum of **FOUR HUNDRED THOUSAND and EIGHT HUNDRED and FIFTY ONE and 00/100 DOLLARS (\$430,851.00)**.

No interest on this loan shall be charged to the Borrower. The unpaid balance of the original principal amount of this Note is due and payable on or before May __, 2020, unless extension of the term of this loan is approved by formal action of the City Council of the City of Charlottesville. When and if the property securing this Note is sold, transferred, devised, or otherwise disposed of, the Borrower shall repay the unpaid balance of the original principal amount of this loan.

Borrower covenants and agrees that the full original principal amount of this loan shall be used solely for immediate repayment to the City of Charlottesville the Community Development Block Grant ("CDBG") funds used to purchase the property know as 405 Avon Street. Promptly upon receipt of the loan amount, but in any event no earlier than May 5, 2015, nor later than June 22, 2015, Borrower shall pay to the City of Charlottesville, without deduction or demand, same amount, as repayment for the CDBG funds previously granted to Borrower by the City of Charlottesville.

Each person liable hereon, in any capacity, (i) waives homestead exemption, presentment, demand, protest and notice of all kinds respecting this Note; (ii) agrees that the Noteholder, at any time, without notice or further consent, may grant extensions of time, without limit, for the payment hereof; (iii) agrees that in the event of default hereunder, the Noteholder shall have the right to apply any deposit or any assets it holds belonging to any such person to the payment of this Note; (iv) waives the benefit of any law or rule of law providing for release or discharge from circumstances other than full payment of all amounts due hereunder including,

but not limited to, any statute giving a person the right to require (or providing for discharge in the absence of) the institution of any suit hereon, and (v) agrees to pay any and all costs of collection, if incurred, including reasonable attorney's fees.

In the event:

(a) of any default hereunder or under any instrument, document, or agreement which secures this Note;

(b) Borrower in any capacity shall be or become insolvent or make an assignment for the benefit of creditors;

(c) a petition is filed or any other proceeding is commenced under the Federal Bankruptcy Act or any state insolvency statute by or against the Borrower; or

(d) A receiver is appointed for, or a writ or order of attachment, levy or garnishment is issued against the Borrower or the property, assets or income of it,

this Note shall become immediately due and payable in full, at the option of the Noteholder, without any notice or demand.

This Note shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia.

This Note is secured by a Deed of Trust of even date herewith conveying real property and other security, which real property is briefly described as 405 Avon Street located in the City of Charlottesville, Virginia, and more fully described in said Deed of Trust, in which the Trustees are S. Craig Brown and Andrew Gore.

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Witness the following signatures and seals.

**CHARLOTTESVILLE REDEVELOPMENT
AND HOUSING AUTHORITY**

By: _____ (Seal)

Title: _____

COMMONWEALTH OF VIRGINIA
CITY OF CHARLOTTESVILLE

The foregoing instrument was acknowledged before me by _____
on this _____ day of _____, 20____.

My commission expires: _____.

Notary Public

Registration #: _____

**CHARLOTTESVILLE REDEVELOPMENT
AND HOUSING AUTHORITY**

By: _____ (Seal)

Title: _____

COMMONWEALTH OF VIRGINIA
CITY OF CHARLOTTESVILLE:

This Note was acknowledged before me by Keith O. Woodard, Managing Member, on
behalf of Dogwood Properties of Charlottesville LLC, on this _____ day of
_____, 2013.

Notary Public
Registration #: _____
My commission expires: _____

RESOLUTION NO. #1341

RESOLUTION AUTHORIZING ACCEPTANCE OF LOAN FROM THE CITY OF CHARLOTTESVILLE FOR REPAYMENT OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS USED TO PURCHASE 405 AVON STREET PROPERTY

WHEREAS, the Charlottesville Redevelopment and Housing Authority (“CRHA”), owns the property known as 405 Avon Street, City Tax Map Parcel 580114000, (the “Property”) in the City of Charlottesville; and

WHEREAS, the Property was purchased by CRHA in 2010, primarily with Community Development Block Grant (“CDBG”) funds provided by the City of Charlottesville (the “City”) in the amount of \$430,851 on the condition that the Property be redeveloped as low-moderate income housing; and

WHEREAS, the Property has not yet been redeveloped, and CRHA desires to retain ownership of the Property for the purpose of furthering of CRHA’s mission and goals; and

WHEREAS, repayment of the CDBG funds to the City will permit CRHA to retain ownership of the Property, allow additional time for redevelopment of the Property, and resolve all CRHA obligations associated with the CDBG funding originally used to purchase the Property; and

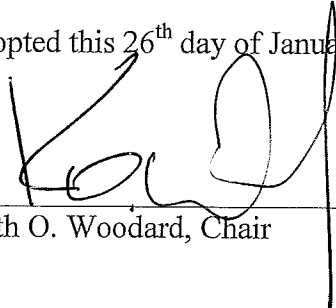
WHEREAS, CRHA desires to request and accept a loan in the amount of \$430,851 from the City of Charlottesville subject to the following terms: a) the loaned funds shall be used for the sole purpose of prompt repayment to the City the CDBG funds used to purchase the Property, b) the Property shall be pledged as security for the loan, c) said loan will be due and payable in full at the conclusion of a 5 year term, and d) if the Property is sold, transferred, devised, or otherwise disposed of, the loan amount shall immediately become due and payable; and

WHEREAS, the Property is subject to the Declaration of Trust dated November 4, 2014, pertaining to CHRA’s obligations to United States Department of Housing and Urban Development (“HUD”) regarding the encumbrance of the Property,

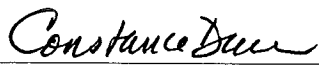
NOW, THEREFORE BE IT RESOLVED by the Commissioners of the Charlottesville Redevelopment and Housing Authority hereby

- 1) Formally request a loan from the City of Charlottesville in the amount of \$430,851 substantially conforming to the above stated terms; and
- 2) Authorizes the Executive Director to take all steps necessary to obtain any required authorization from HUD to encumber the Property, including the execution all necessary documents; and
- 3) Authorizes the Executive Director and Chairman of the Board of Commissioners to execute any and all documents necessary to accept such a loan in the amount of \$430,851, including a promissory note and deed of trust, substantially conforming to the above stated terms and in a form approved by CRHA counsel.

Adopted this 26th day of January, 2015.



Keith O. Woodard, Chair



Constance Dunn, Secretary

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	March 2, 2015
Action Required:	Approval of Resolution
Presenter:	Kathy McHugh, Housing Development Specialist Neighborhood Development Services (NDS)
Staff Contacts:	Kathy McHugh, NDS Housing Development Specialist
Title:	Charlottesville Affordable Housing Fund (CAHF) Assistance for the Albemarle Housing Improvement Program (AHIP) Block-by-Block Charlottesville (BXBC) Planning & Emergency Repair Program -- \$97,029

Background: AHIP has requested CAHF assistance for additional Block by Block Planning (as discussed / suggested by City staff) and for their Emergency Repair program. Specifically, AHIP is seeking planning grant assistance to lay the groundwork for the next phase of the Block-by-Block Charlottesville initiative, focusing on the Orangedale and Prospect (O&P) neighborhood as well as a portion of the 10th and Page neighborhood that is east of 10th Street N.W. (to expand the initial BXBC project boundaries). Planning assistance to support this effort is being sought for a total request of \$22,029 (see AHIP Proposal for BXBC Planning dated January 5, 2015) to include both Orangedale and Prospect, as well as the expanded 10th and Page project area. In addition, current funding through CAHF for emergency repairs is virtually exhausted given on-going and planned projects. Accordingly, AHIP has requested additional funding to undertake 29 more jobs to complete their goal of assisting 50 households by the end of FY15. The average for the first 21 jobs was \$3,531.41, which is a little higher than anticipated (i.e., \$2,500); however, job complications from one expensive roofing job skewed these figures. In order to do 29 more jobs based on the higher average would require about \$100,000; however, AHIP still has \$27,282 on hand, so the amount needed is about \$75,000. The total request between planning assistance and emergency repairs is \$97,029.

Discussion: Possible interest in an Orangedale and Prospect focused project was first discussed at the July 17, 2014 City Council housing work session with the Housing Advisory Committee as a possible area to consider for a pilot homeownership initiative. City staff committed to look at the project and come back to Council with recommendations. To this end, staff held a focus group on September 24, 2014 (see attached); however, only limited feedback and expressed interest from non-profits and others have made it difficult to identify a way to undertake a homeownership program without additional information and identification of a viable non-profit partner. To this end, staff believes that AHIP's involvement would be very helpful to identify information on property conditions (including potential for rehab and energy upgrades), current ownership, demographics, and potential interest in selling/ buying properties in the area. To facilitate information collection and to enable City staff additional time to identify possible non-profit partners for the O&P BXBC effort, as well as incorporate aspects of an asset based community development approach (to the extent

feasible), the proposed planning study is a necessary next step. Further, expansion of the 10th & Page BXBC project area was initially envisioned and there has been much interest in the neighborhood for doing this based on the success of the initial phase. To this end, inclusion of information gathering to inform a possible expansion of the area is necessary to help Council make future funding determinations.

Further, the support of the on-going Emergency Repair program is essential to meet current demand and to allow AHIP to provide assistance to income qualified families who are in desperate need of financial assistance to repair their homes. Cold and wet winter conditions only exacerbate the situation and reinforce the need to put funding in place to make sure that these needs are met.

Alignment with Council Vision Areas and Strategic Plan: Approval of this agenda items aligns directly with the City Council Vision for Charlottesville to provide quality housing opportunities for all. The proposed action also aligns with the Strategic Plan at goal 1.3 which speaks to increasing affordable housing options. The Emergency Repair program is also supported by objective 2.1 of the Comprehensive Plan - *Preserve and improve the quality and quantity of the existing housing stock through the renovation, rehabilitation and/ or expansion of existing units as a means of enhancing neighborhood stability.*

Community Engagement: As noted in the discussion section above, there have been at least two public meetings where the proposed Orangedale and Prospect project were discussed. These occurred on July 17, 2014 and September 24, 2014. The BXBC 10th & Page effort and Emergency Repair Program are both on-going efforts which have been previously discussed with the community/public on a variety of occasions. Both efforts have received strong support by both the community and Council in the past.

Budgetary Impact: The proposed project will require \$97,029 from the CAHF. No cost share is being requested from AHIP for the planning aspects of this effort as their involvement with Orangedale & Prospect planning is vital to City staff's ability to make informed decisions about future possible efforts.

Recommendation: Staff recommends approval of the attached resolution.

Alternatives: Council could elect not to fund this request and/or to reduce funding; however, both actions would negatively impact BXBC planning efforts and/or the ability to provide Emergency Repair services.

Attachments:

- AHIP Proposal for BXBC Planning dated January 5, 2015
- O&P Focus Group Meeting Notes dated September 24, 2014
- City Council Resolution

RESOLUTION
Charlottesville Affordable Housing Fund Assistance for
Albemarle Housing Improvement Program – BXBC Planning & Emergency Repair
\$97,029

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia that the sum of \$97,029 be allocated from previously appropriated funds in the Charlottesville Affordable Housing Fund to the Albemarle Housing Improvement Program for the purpose of providing planning and emergency home repair services in the following manner:

Fund: 426

Project: CP-084

G/L Account: 599999

Albemarle Housing Improvement Program \$97,029

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AHIP

Proposal to City of Charlottesville Neighborhood Development Services

Block-by-Block Charlottesville Planning

January 5, 2015

REQUEST OVERVIEW

AHIP is requesting a planning grant of \$22,029 to lay the groundwork for the next phase of the Block-by-Block Charlottesville initiative, focusing on the Orangedale & Prospect (O&P) neighborhood and the portion of the 10th & Page neighborhood that is east of 10th Street.

The main objective of this planning initiative is to determine the extent of need for rehab and repair activity in these targeted areas and to devise a plan to meet those needs in the coming one to four years.

BACKGROUND

In 2011, the City awarded AHIP a planning grant to study the feasibility of a neighborhood-focused rehab approach in the City. That study led to the funding and implementation of the first phase of the Block-By-Block Charlottesville (BXBC) initiative, which got underway in spring of 2013.

The initial phase—focused on a subsection of the 10th & Page neighborhood (west of 10th Street to 11th Street between Page and Grady streets)—will ultimately serve 24 homeowners with rehabs, repairs, and energy-efficiency upgrades.

Partners have included Neighborhood Development Services, the UVA School of Architecture ecoREMOD Program, LEAP, Preservation Piedmont, Building Goodness Foundation, Wells Fargo Bank, dozens of volunteer groups (including Madison House, UVA's Batten School, the Charlottesville Area Association of Realtors, and the Blue Ridge Home Builders Association, among others), and a cadre of dedicated local funders. Year 1 funders included Oak Hill Fund, J&E Berkley Foundation, Bank of America Charitable Foundation, Wells Fargo Bank, the Charlottesville Area Community Foundation, Bama Works Fund of Dave Matthews Band, Twentieth Century Merchants Fund, and Perry Foundation.

The mission of Block-by-Block is to eliminate substandard housing conditions while preserving affordable housing in targeted areas to enable existing residents to stay in their homes. Eighteen months into Phase I of this effort, AHIP and its partners and supporters have been hugely successful in delivering on this mission. Both outreach and construction efforts have been thorough. And thanks to the enormous investment brought by the City—and the subsequent private funds and volunteer hours that that investment leveraged—these efforts have produced extensive and impressive results.

PHASE II OPPORTUNITIES

The targeted-neighborhood approach yields impressive results, and AHIP aims to continue to pair Block-by-Block efforts with our ongoing scattered-site rehab and emergency repair efforts. We are proposing planning efforts in two Charlottesville neighborhoods, with the goal of beginning one or two concurrent Block-by-Block efforts by the start of the FY15 fiscal year (July 1, 2015).

1: 10th & Page (East of 10th Street)

AHIP chose the currently targeted area of the 10th & Page neighborhood because of the slightly higher concentration of homes in need and interested homeowners. The other side of the neighborhood (east side of 10th Street NW to 7th Street NW, from Preston Street to Page Street) has 16 families currently on the waiting list and 10 others who responded to the original survey. Given the visibility and success of the first phase, additional outreach will likely yield additional interested homeowners. We field frequent calls from homeowners in this area who ask if we will be extending the target-area project to include their side of the community.

The 10th & Page neighborhood is currently the City's CDBG Priority Neighborhood. Additional investment in the housing stock would extend the impact of all 2014-15 CDBG-funded activities.

Much of the data collection and analysis for the 10th and Page neighborhood was completed during our initial Phase I planning. Phase II planning work will include sending out a new notice to this area of the neighborhood and following up with those we already have in our database.

2: Orangedale & Prospect

AHIP works extensively in the Orangedale & Prospect neighborhood. From 2009 through September 2014, AHIP worked on 50 houses in the neighborhood, covering a range of emergency repairs, housing rehabs, and energy-efficiency upgrades. Currently, we have 25 Orangedale/Prospect households on our waiting list for critical home repairs.

There has been interest from City leadership and non-profit stakeholders in focusing neighborhood improvement and capacity-building efforts in Orangedale & Prospect. In

September of 2014, Neighborhood Development Services hosted a focus group meeting on with residents and representatives of current and potential stakeholders to begin talking about assessing housing and community needs, exploring homeownership opportunities, and identifying potential partners.

PROPOSED WORKPLAN

AHIP proposes to identify existing conditions and assess housing needs in the east side of the 10th & Page neighborhood and Orangedale & Prospect neighborhood. We will also seek to identify potential partners who could collaborate with a potential Block-by-Block effort in order to make long-lasting improvements for the neighborhoods and residents beyond critical home repairs.

Proposed activities: 10th & Page

1. AHIP will re-survey homeowners on the east side of 10th & Page to gauge interest and identify current needs and eligibility. AHIP will follow up with those homeowners who are already in our database to update interest and information. Contact methods will include mail, phone calls, and home visits.
2. AHIP will produce a dashboard of prospective clients to show the queue of prospective clients, including demographic information; this will serve as our waiting list of repairs/rehabs/energy upgrades that will be ready to go once project funding is secured.
3. AHIP will define the scope, goals, and benchmarks for the project, as well as a proposed mapped target area and draft budget based on averages from Phase I, sample estimates, and general assessment of housing needs.
4. AHIP will identify and begin cultivating potential partners who can help us increase our impact on the construction side, as well as partners who could help meet residents' and greater neighborhood needs. AHIP will outline roles and responsibilities of AHIP and our partners, as they come on board.

Proposed activities: Orangedale & Prospect

AHIP will collect demographic information on housing units and existing O&P neighborhood conditions in preparation for upcoming housing rehab, repair, and energy-efficiency upgrade tasks.

1. AHIP will meet with Carmelita Wood, who is currently running the Orangedale neighborhood association, and solicit her help and the help of key neighbors as our liaisons

in the neighborhood in order to communicate AHIP's planning activities, answer questions, address concerns, and recruit homeowners.

2. AHIP will design and mail a resident questionnaire in order to collect the following information:
 - Owner- vs. renter-occupied units
 - Household demographics (number, elderly, children, income level)
 - Current mortgage / rent payments
 - Current utility costs (need for energy improvements)
 - Condition of existing housing
 - Home owners interested in rehab, repair, or energy improvements
 - Exterior conditions – landscaping, lighting, infrastructure
3. In addition to assessing owner-occupied units, we will collect information on owned vs. rented units, as well as housing conditions of rental units. We will contact landlords about their interest in participating in rental rehab/energy upgrade initiatives and/or a homebuyer initiative that could help turn long-term current tenants into first-time homebuyers. Part of this effort will be to identify a partner willing to work with tenants interested in becoming home buyers to determine if neighborhood tenants are prepared to become homeowners. Possible partners for this activity include Piedmont Housing Alliance, Community Housing Partners, or Habitat.

The questionnaire will also collect information from renters and landlords, asking about:

- Renters' interest in buying a unit
 - Property owners' interest in selling a unit or units
 - Property owners' interest in repair, rehab, and/or energy upgrades
 - Ability of renters to buy a home
4. AHIP will follow up with survey respondents individually to familiarize them with AHIP's programs and our process and to get to know them and any specific concerns, potential obstacles, and thoughts about the greater neighborhood. We will also determine eligibility, ownership status, financial capacity, and willingness to participate.
 5. For interested homeowners and property owners, AHIP will assess housing units to determine general needs and estimated cost ranges.
 6. AHIP will meet with Neighborhood Development Services staff to discuss housing needs and demand for AHIP's services, and solicit feedback on the process so far. At this point, we may decide to hold a neighborhood-wide meeting to invite discussion and questions about the

Block-by-Block effort, and to listen to residents and get to know them. This will depend on feedback from our neighborhood liaison and also the likelihood of funding for the project.

7. AHIP will define the scope, goals, and benchmarks for the project, as well as a proposed mapped target area and draft budget.
8. AHIP will identify and begin cultivating potential partners who can help us increase our impact on the construction side, as well as partners who could help meet residents' and greater neighborhood needs. AHIP will outline roles and responsibilities of AHIP and our partners, as they come on board.
9. AHIP will draft a dashboard of prospective clients to show the potential queue of clients, including demographic information; this will serve as our waiting list of repairs/rehabs/energy upgrades that will be ready to go once project funding is secured.

Deliverables:

Map of 10th & Page Phase II target area

The map will identify potential homes to be rehabbed in the subsection of 10th & Page east of 10th Street

Map of Orangedale & Prospect proposed target area(s)

The map will identify potential homes to be rehabbed in the Orangedale & Prospect neighborhood, as well as proposed target area(s) within the greater Orangedale & Prospect neighborhood if a phased approach is recommended

Prospective client dashboard – 10th & Page

This document will show the potential cache of clients in the east side of 10th & Page, with addresses, demographic information, and an overview of housing needs

Prospective client dashboard – O&P

This document will show the potential cache of clients in the Orangedale & Prospect neighborhood, with addresses, demographic information, and an overview of housing needs

Summary of survey results – O&P

AHIP will summarize results of its resident survey, presenting relevant data that outlines the needs and characteristics of the neighborhood

Report on potential partnerships [draft] – 10th & Page and O&P

AHIP will summarize client and neighborhood needs and identify prospective partners, either by name or by function, who could provide support for residents, boost capacity, and make broader neighborhood improvements. This will not be a complete report, since we will just be in the beginning of getting to know the neighborhood and residents.

Proposed project budget [draft] – 10th & Page

AHIP will draft a proposed budget for a second-phase 10th & Page Block-by-Block effort, based on typical averages for Phase 1, general housing assessments, and the number of interested households.

Proposed project budget [draft] – O&P

AHIP will draft a proposed budget for an Orangedale & Prospect Block-by-Block effort, based on typical averages for Phase 1 10th & Page Block-by-Block and the scattered-site rehab projects in Orangedale & Prospect, general housing assessments, and the number of interested households.

PLANNING BUDGET

AHIP	
Proposal to Neighborhood Development Services	
Block-by-Block Charlottesville Planning Grant	
December 15, 2014	
EXPENSES	
PERSONNEL	
BXBC Project Manager - Joyce Dudek	18,559
50% of time for six months	
Project Assistant - Jessica Barrett	3,470
15% of time for six months	
TOTAL EXPENSES	<u>22,029</u>

IMPLEMENTATION

Once initial funding is in place to begin the Block-by-Block O&P and/or Block-by-Block 10th & Page Phase 2 projects, AHIP staff will begin putting together the first year's queue, working with each family and NDS to secure necessary funds to complete their projects. We expect this to be

a one- to two-year initiative depending on the number of eligible applicants, other concurrent Block-by-Block and scattered-site efforts, and available funding.

This process will include:

- Verification of income and program eligibility
- Estimating, arranging specialty and City inspections, and determining scope of work based on available funding
- Finalizing contracts/agreements/deeds of trust
- Soliciting private funds, in-kind contributions, and volunteers
- Continuing to recruit partners
- Project scheduling, subcontracting, permitting, and overall supervision of each job

KEY STAFF: PLANNING

Joyce Dudek will be the Project Manager for the planning phase and will coordinate the implementation of the program once funding is secured. Joyce has 25 years of housing experience, a Master of Planning degree, and extensive background in client coordination and rehab project management.

Jessica Barrett is AHIP's Program and Administrative Assistant and will assist Ms. Dudek with all planning efforts, including clerical work, materials, and client outreach.

KEY STAFF: IMPLEMENTATION

As Project Manager, **Joyce Dudek** will continue to work with rehab staff to coordinate implementation and recruit homeowners once funding is secured.

Lee Miller and **Len Wishart**, AHIP's two Rehab Specialists, will inspect properties and prepare an estimated rehab and energy upgrade cost for a select number of properties during the planning grant period. Once project funding is in place, they will continue to inspect properties, arrange for specialty and City inspections, and write up estimates and scopes of work. Energy improvements consistent with LEAP specifications will be included in all projects.

George Herring, AHIP's construction supervisor, is in charge of managing all rehab and repair projects, including scheduling, subcontractor bids, crew management, and quality control.

Corbin Breaud, AHIP's volunteer coordinator, manages volunteer recruitment and onsite volunteer management. Estimated projects will include potential volunteer tasks in order to build community involvement, attract private financial investment, and stretch funding dollars by replacing paid labor with volunteer labor.

Jane Andrews, AHIP's Associate Director for Rehab and Repair, is responsible for overseeing all construction activities. She manages the financing and homeowner coordination for all projects, working closely with Joyce to ensure the project's smooth operation.

ORANGEDALE & PROSPECT AVENUE FOCUS GROUP

September 24, 2014 @ 12:00 Noon
Basement Conference Room, City Hall

Meeting Notes

Kathy McHugh welcomed everyone and thanked them for attending. She then requested that everyone introduce themselves. Those in attendance included the following (alphabetical by first name and not order of introductions):

Name	Representing
Bob Adams	Thomas Jefferson Community Land Trust
Byron Harris	Charlottesville Abundant Life Ministries
Carmelita Wood	Orangedale Neighborhood/HAC
Courtney Polk	Building Goodness Foundation
Dan Rosensweig	Habitat for Humanity/Planning Commission
Dede Smith	City Councilor
Edith Good	PHAR Advisory Board
Frank Grosh	Piedmont Housing Alliance
Harriet Kuhr	International Rescue Committee
Heather Walker	Johnson Village
Jen Jacobs	Albemarle Housing Improvement Program
Kathy McHugh	City - NDS
Keith O. Woodard	Woodard Properties
Kelly Eplee	Building Goodness Foundation
Kristel Riddervold	City Environmental
Lesley Fore	Local Energy Alliance Program
Mark Watson	Piedmont Housing Alliance
Melissa Thackston	City - NDS
Michael Swanberg	UVa School of Nursing
Nancy Kidd	MACAA/Hope House
Nancy Takahashi	UVa School of Architecture
Phil d'Oronzio	Pilot Mortgage / HAC Banker
Rydell Payne (by phone)	Charlottesville Abundant Life Ministries
Susan Elliott	City Environmental
Tim Leroux	Local Energy Alliance Program
Tina Washington	PHAR / Prospect Avenue
Wendy M. Lewis	Charlottesville Police Department

Ms. McHugh then provided a brief history of the City's interest in examining this neighborhood, explaining that City Council first discussed this matter at their July 17, 2014 work session as a possible area to consider for a pilot homeownership initiative. In order to consider the neighborhood in a more comprehensive fashion, City staff opted to utilize a focus group. The purpose of the focus group is to help identify relevant issues and potential non-profit partners to facilitate one or more projects within the Orangedale/Prospect Avenue neighborhood to be funded through the Charlottesville Affordable Housing Fund.

A handout was provided which describes the City’s interest and neighborhood demographics (attached). Ms. McHugh provided brief highlights from the handout and explained to the group that this information was being provided simply for reference as it provides general information about housing tenure, pricing, former City assistance, and known rehabilitation needs.

Although limited in terms of staff and resources that can be used to focus on this neighborhood, City staff acknowledged that the Asset Based Community Development approach is worthwhile to help inform the mindset of those involved in the focus group discussion about Orangedale & Prospect Avenue. Accordingly, the group then watched a video entitled: “You Can’t Build on Broken” by Angela Blanchard. Following is the link to this video <http://www.youtube.com/watch?v=TaX5DUGC1CU>.

The group then undertook a discussion to identify assets and barriers within the Orangedale & Prospect Avenue neighborhood. The purpose of this exercise was to focus on what’s working, what’s strong and what’s right, as well as to have a discussion about current conditions and needs within the area.

Assets	Barriers
Located in the Shadow of UVA Medical Center	Lots of Cut Through Traffic on Prospect
Excellent access to transportation	Violence
Location is Convenient to Nearby Schools, Boys & Girls Club, Parks	Mistrust of Healthcare System & Medical Center
Charlottesville Abundant Life Ministries (CALM)	Gaps in Street Tree Network
Presence of Existing Street Trees	Not Enough Front Porches or Livable Front Yards
Building Form & Layout includes Front Yards and Sidewalks (i.e. Jane Jacobs)	Lots of Housing Rehabilitation Needs
Historic Assets - Antoinette Avenue	"Behind the Door" Folks
The People (inclusive of aspirations & potential)	Stigma & Fear

Assets	Barriers
Existing Contingent of Long Term Owners Provides Stability (some over a decade)	Out of Town / Out of Neighborhood Landlords
Long Term Renters are Present as Well	Yards without any Grass
Core Community Intact	One Block looks Much Different from the Others with Need for Owner Occupation
Evidence of Home Improvements Including Home Additions, Sheds, Fencing	
Potential for Energy Efficiency Upgrades (all electric and uniformity)	
Strong Affordability for Owners & Renters	
Many Units have Fireplaces	
Cultural Diversity - many languages & many voices	
Community Garden in Place	
CALM is undertaking a door to door survey/neighborhood assessment	
Presence of Faith Based Organizations & Churches	
Strong Identity with Place & Allegiance of Those Who Grew Up in the Neighborhood	
18 Acres of Vacant Undeveloped Land	
Existing Homeowners Have Access to a Number of Programs that Provide Assistance	
Open Land Enhances Ecosystem	

Assets	Barriers
Neighborhood Day Care & Access to Barrett Early Learning Center	
Multigenerational & Interrelated Neighbors	

While there was additional conversation regarding various methodologies and experiences related to asset based community development; community organizing; planning / program determination; leadership and internal reliance; as well as dealing with various cultural issues, there were no discussion relative to specific next steps. Further, while community input will need to be sought, there was no recommendation as to what form this might take other than to look into participation with the CALM survey/neighborhood assessment.

As the two hour time for the meeting was at an end, Ms. McHugh advised everyone that she would compile the list of assets and barriers to send out along with a request for individuals and organizations to suggest potential ways that they might help and/or become involved through specific project ideas. She thanked everyone for coming and told them that she hoped that they would continue to be interested and become involved moving forward.

Prepared by: Kathy McHugh

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



Agenda Date:	March 2, 2015
Action Required:	Approve Resolution
Presenter:	Kathy McHugh, Housing Development Specialist Neighborhood Development Services (NDS)
Staff Contacts:	Kathy McHugh, NDS Housing Development Specialist
Title:	Charlottesville Affordable Housing Fund (CAHF) Assistance for the Professional Services Related to a Comprehensive Housing Analysis & Policy Recommendations -- \$62,000

Background:

City staff is seeking Charlottesville Affordable Housing Fund (CAFH) assistance, in the amount of \$62,000, to fund a Comprehensive Housing Analysis and Policy Recommendations. This study is most important as it will examine housing market dynamics, housing demand and demographics as well as supply/demand reconciliation. It will also incorporate an examination of workforce housing consumer research and commuting analysis with policy recommendations.

Discussion:

The potential for examining both student and workforce housing issues was originally proposed on May 5, 2014, during the presentation of the annual Housing Report to City Council. Initially staff suggested looking at these issues to determine the following: 1) the effect of off campus student housing on local housing affordability issues, 2) potential impact on the local housing market as a result of new student housing focused developments (such as the Flats at West Village), and 3) the need for workforce housing to accommodate City employees, School Board and UVA employees.

A discussion of the proposed studies was taken up by the Housing Advisory Committee (HAC) on July 16, 2014. The group had general consensus over the following relative to undertaking the housing studies: 1) that the studies should be done using a combined approach, 2) that there is a need to further delineate scope and outcome objectives, 3) that there is a need to further consider housing stock that is affordable but not supported, 4) that the impact on the 2025 housing goal should be considered, 5) that forming a scoping committee would be helpful, and 6) that implications for land use and other policies will need to be considered.

On July 17, 2014, City Council held a work session to discuss various housing issues and they invited the HAC to participate. During that meeting, there was a discussion about the proposed studies as previously presented by staff. The following is a brief overview of what was discussed regarding each proposed study:

Workforce

- There are lots of reasons for looking at both the demand and supply of workforce housing.
- Having workers live near where they work has many advantages and benefits including (but not limited to): decreased auto emissions, reduced traffic, reduced need for commuter parking, increased familiarity with the City neighborhoods, reduced reliance on automobile transportation, and potential increased rates of homeownership.
- Such a study will require outside assistance from a consultant, as this level of work exceeds staff capacity.
- Concern over CAHF being used to fund a workforce housing study that examines policies for all income levels and not just those impacting affordable housing (i.e., $\leq 80\%$ AMI).
- While the HAC is focused on affordable housing issues, any future housing study should include all income levels and include policy recommendations differentiated by income tier.
- Future funding of recommended policies/projects would potentially need to identify difference sources (other than CAHF) depending on the income level/tier.
- A study is needed to determine the need for a separate workforce housing policy/ordinance as we need to identify and better understand the issues and dynamics involved.
- The reasons why employees live where they do is as varied as the people themselves, but understanding these issues is vital to policy development.
- The cost to live in Charlottesville is becoming increasingly expensive and public sector involvement may be required to create incentives to enable workers to move into the City.
- The study will help us target and inform the future use of resources to support workforce housing.
- An assessment of non-supported affordable housing units is needed to better understand the local housing market overall.

Student

- Albemarle County is also interested in the impact of students living off campus on the housing market and might be interested in cost sharing.
- That a scoping exercise is needed to provide a broader overview of both the student and workforce studies and that this effort should include Albemarle County and UVA.

City staff reached out to the HAC to ask for volunteers to serve on a “Housing Studies Scoping Sub-Committee”. The group met on August 20, 2014 and decided that they needed additional assistance to examine the following topics: 1) What housing do we have? 2) What are the gaps between people (income, work location, personal limitations, personal preferences, etc...) and the current housing stock (affordability, availability, location, desirability, etc...)? 3) What can / should we do about addressing the gaps? To help facilitate looking into these questions, staff requested that Rhodeside and Harwell (an on-call consultant with the City) provide assistance. They recommended use of one of their sub-consultants - Robert Charles Lessor Company (RCLCO). RCLCO provides multidisciplinary expertise in a variety of real estate related matters, from market, economic, financial, and impact analyses to strategic planning and litigation support.

RCLCO representatives came to meet with the Housing Studies Scoping Sub-Committee on October 15, 2014. Using feedback from this meeting and direction from staff, RCLCO drafted a proposed scope of work. This scope of work has been reviewed by City staff as well as the sub-committee and full HAC On November 19, 2014. The Director of Economic Development was also asked to provide input and his comments/suggestions have been included. As a result of this review process and comments received, revisions have been incorporated into the final proposal (attached).

Alignment with Council Vision Areas and Strategic Plan:

Approval of this agenda items aligns directly with the City Council Vision for Charlottesville to provide quality housing opportunities for all. The proposed action also aligns with the Strategic Plan at goal 1.3 which speaks to increasing affordable housing options. A final report and presentation will be made to City staff and the Housing Advisory Committee, along with a report summarizing findings, conclusion, and recommendations. An analytical appendix providing all data, analysis, and summary findings will also be provided.

Community Engagement:

As noted in the **Discussion** section, there has been citizen engagement throughout this project, with the meetings held on:

- July 16, 2014 – initial discussion with the HAC
- July 17, 2014 – joint meeting with City Council and the HAC
- August 20, 2014 – initial meeting of HAC Scoping Subcommittee
- October 15, 2014 – meeting between HAC Scoping Subcommittee & RCLCO
- November 19, 2014 – presentation of RCLCO proposal to the HAC

After the most recent meeting, staff sought clarification from RCLCO on data sources, proposed methodologies and ease of future updates. Information was distributed to the HAC and they were asked to provide comments to the Housing Development Specialist. With no further comments, the proposal was finalized for Council consideration.

Budgetary Impact:

The proposed project will require approximately \$62,000 from the CAHF. While the proposal is for \$53,361, staff would like to have the ability to make modifications to the scope of work as may be determined necessary during implementation. Accordingly, the additional funds are requested to provide the ability to negotiate change orders as may be determined to be helpful to this comprehensive housing study. Additional funds will only be used as necessary.

Recommendation:

Staff recommends approval of the attached resolution. Further, as approved by City Council on October 20, 2014, the CAHF can be used for data collection to better understand housing issues/needs and to study Affordable Housing stock and Supported Affordable Unit issues as they relate to accomplishment of the 2025 housing goal. Funding should be limited to no more than 10% of the annual amount awarded to CAHF through the CIP process and this request of \$62,000 is only 3.95% of the \$1,569,322.00 approved for FY 14-15.

Alternatives:

Council could elect not to fund this request and/or to reduce funding with the understanding that the scope of work would have to be renegotiated and reduced.

Attachments: City Council Resolution and Rhodeside & Harwell Proposal dated January 7, 2015

RESOLUTION
Charlottesville Affordable Housing Fund Assistance for
Professional Services to Provide a Comprehensive Housing Analysis and Policy
Recommendations
\$62,000

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia that the sum of \$62,000 be allocated from previously appropriated funds in the Charlottesville Affordable Housing Fund for the purpose of contracting for professional services with Rhodeside & Harwell for a Comprehensive Housing Analysis and Policy Recommendations in the following manner:

Fund: 426

Project: CP-084

G/L Account: 599999

Comprehensive Housing Analysis and Policy Recommendations \$62,000



RHODESIDE & HARWELL

January 7, 2015

Kathy McHugh
Housing Development Specialist
City of Charlottesville
Neighborhood Development Services
610 E. Market Street
P.O. Box 911
Charlottesville, Virginia 22902

RE: Agreement for A & E Urban Design and Streetscape Services; Proposal for Task Order #1: Comprehensive Housing Analysis and Policy Recommendations

RHI#: 41221

Dear Ms. McHugh,

Rhodeside & Harwell is pleased to submit the attached proposal to complete a Comprehensive Housing Analysis and Policy Recommendations study for the City. This proposal is being submitted as Task 1 under Rhodeside & Harwell's agreement with the City of Charlottesville for "A & E Urban Design and Streetscape Services", dated July 2, 2014.

The majority of the services under Task Order #1 will be fulfilled by the firm of RCLCO, a member of the Rhodeside & Harwell team under the above referenced Agreement with the City. We have attached a proposal for services, as well as a fee proposal for completing the task as described in the proposed scope of work.

We look forward to working with you and your staff on this very significant project.

Sincerely,

Rhodeside & Harwell

Deana Rhodeside, PhD
Director

Attachments: Proposal

510 King Street
Suite 300
Alexandria, VA 22314

703-683-7447 **ph**
703-683-7449 **fx**

www.rhodeside-harwell.com

LANDSCAPE ARCHITECTURE & PLANNING

Comprehensive Housing Analysis and Policy Recommendations; Charlottesville, Virginia

BACKGROUND AND OBJECTIVES

It is our understanding that the City of Charlottesville seeks a better understanding of its overall housing market, an in-depth understanding of the market barriers and other issues that limit the attainment or provision of workforce and affordable housing, and policy recommendations that would help the City achieve these goals. A secondary goal for this study is to better understand the commuting and housing preferences of City, County, and UVA employees to refine the City's understanding of the potential market audience for new workforce housing and how it might affect change. Ultimately, this analysis will also provide guidance on how the City should analyze future new housing development proposals when they are brought to City staff.

When discrete data is available, the analysis will distinguish between City of Charlottesville and Albemarle County data to help inform the City's course of action relative to the above goals.

With the above in mind, the key questions that will guide this engagement include:

- What housing stock does the City of Charlottesville currently have and how can it be characterized? Based on units available for-sale or for-rent, what are the price, quality, and housing type of options available to consumers if they were currently seeking housing?
- What new housing, both for-rent and for-sale, is being provided by the open market?
- How is housing demand from current City residents segmented according to household type, income, age, and tenure (own/rent)?
- Where might there be a supply-demand mismatch between City/County households and available quality housing supply? What is the need from the existing population and what housing would be needed to attract additional workforce households?
- If the City were to pursue a workforce housing strategy, who is the likely customer, how deep is the market, and what type of housing would compel these households to choose this housing over their current residence?
- Based on the quantifiable and "qualifiable" findings resulting from answering the above questions, what market barriers and other issues (e.g., deferred maintenance, energy efficiency, lack of access to credit, etc.) limit the attainment or provision of affordable housing today? What strategies could the public or non-profit sector undertake that may narrow these gaps?

SCOPE OF WORK

The analytical tasks leading to the fulfillment of the above objectives are outlined below.

Project Kickoff

1. Conduct a kick-off meeting with the client and relevant project team members to review and refine the assignment objectives and our approach and to obtain a complete debriefing from the client about the project and any relevant information from prior work completed relative to the assignment.
2. Visit the City and tour relevant submarkets to inform a global understanding of its neighborhoods, housing stock, and market conditions. Evaluate submarkets based on

factors that influence their marketability such as location, access, visibility, zoning and planning status, current and/or proposed neighboring uses, topography, views, vegetation, other natural and/or man-made features, on-site improvements (if any), and other pertinent factors.

Housing Market Dynamics in City of Charlottesville and Albemarle County

1. Collect historical statistics to quantify recent trends in the local housing market (both County and City)
 - a. For-Sale: Price Distribution, Annual Sales, Median Price
 - b. For-Rent: Average Rent, Vacancy Rate, Absorption, Deliveries
2. Examine the distribution of existing housing units, using both Census data and local property GIS/CAMA files, according to:
 - a. For-Rent vs. For-Sale
 - b. Price/Rent
 - c. Type (Single-family, townhome, plex, multifamily)
 - Accessory dwelling units can be an additional source of affordable housing and will be identified if property-level data allows
 - d. Size (One-bedroom, two-bedroom, etc.)
 - e. Age/Year built
 - f. Geographic distribution of the above
3. Characterize the quantity, type, and price point of new housing that has been provided in the City and County over the past five to seven years, including:
 - a. For-Rent vs. For-Sale units
 - b. Multifamily vs. Single-family
 - c. Product Targeted to a Niche Market: Student housing, Age-restricted, Affordable
 - d. Location of new units (perhaps at the Census tract or zipcode level, or by project if that data is available from the City)
 - e. Minimum price point or monthly rent for new housing by type and location
4. Analyze housing units listed as available for-sale or for-rent at the time of analysis, using both formal and informal listing services, to determine the available housing supply in as much detail as possible from available secondary sources.
5. Identify hidden housing expenses given the age/condition/location of housing stock that affect its desirability and affordability beyond the advertised price or rent at the property. These factors will primarily be based on qualitative data such as interviews and field surveys as it not feasible to obtain reliable quantitative data on such a granular property-by-property basis.
6. Analyze the availability and cost of land for development, as land scarcity is a key consideration for affordable housing in the City of Charlottesville given its small size and relatively developed character

Housing Demand and Demographics

1. Analyze demographic information on City and County households to understand how they segment in terms of:
 - a. Age
 - b. Income
 - c. Household size
 - d. Unit type

- e. Tenure (own/rent)
 - f. Geographic distribution of the above within the City and County
2. Using a proprietary RCLCO demand model, segment households according to lifestage (student, young professional, family, empty nester, senior) and economic potential (affordable, workforce, market-rate, luxury).
 3. Based on income and household size, quantify the total non-student households that fall into the Affordable (>30%; 31% to 50%; and 51% to 80% AMI), Workforce (80 to 120%) and Market-Rate (>120% AMI) categories.
 4. Identify housing stock within the City that is considered to be “supported affordable” and determine the percentage of such units in the City.
 5. Analyze commuting patterns by income cohort (as available in the Census LODS dataset) to understand at a more micro-level where households of different incomes live and work today.
 6. Analyze students (both undergraduate and graduate) to understand demand for off-campus student housing, current housing type and living situation, and distribution of rents paid (by person and by unit).

Supply/Demand Reconciliation

1. Student Housing: Compare students living off-campus to purpose-built and other student-occupied housing to identify whether there is a gap between supply and demand. Delineation between graduate students, postdocs/research assistants, and undergraduate students will be provided if reliable data is available from UVA.
 - a. Project the impact of proposed student housing development on the supply/demand conditions for student housing.
 - b. Analyze the impact to the broader housing market if more purpose-built student housing is provided.
2. Affordable and Workforce Housing: Compare demand for affordable and workforce housing by AMI category to existing supply by price range.
 - a. Qualify type, age, and location of units available to each of these income bands relative to likely need based on household composition.
 - b. Quantify the housing shortage or surplus as it exists for particular consumer groups or housing types/price points.
 - c. Identify the location, type, and price point of housing which could be provided to address a deficit of workforce and affordable housing units (if any) in the City of Charlottesville.
3. Consumer Trade-Offs: Based on the results of the Affordable and Workforce housing reconciliation above, identify the likely trade-offs being made by lower-income households relative to housing and transportation. These might include, but are not limited to:
 - a. Sacrificing housing quality or unit size for proximity to public transportation
 - b. Living in outlying areas to maximize their housing relative to price/rent
 - c. “Doubling up” – multiple households sharing one housing unit
 - d. Settling for temporary housing solutions, such as extended stay hotels, if unable to find or rent a permanent housing unit
4. Synthesis: Outline the range of housing consumers in the City of Charlottesville market, their housing preferences and affordable price/rent point, the adequacy of current

housing stock to meet their needs, and the market/physical constraints to serving each consumer segment in their ideal housing within the City of Charlottesville.

Workforce Housing Consumer Research and Commuting Analysis

1. Create an online survey to better understand the commuting and housing preferences of City/School Board/UVA employees who qualify as affordable or workforce households.¹ This survey will include:
 - a. Qualifying questions to determine which consumer group a respondent best fits (affordable, workforce, market rate)
 - b. Current residential location of employees/faculty, and preferred residential location if they were to move.
 - c. Factors impacting recent and/or upcoming housing decisions.
 - d. Whether moving into the City of Charlottesville (for those who live in Albemarle or other outlying counties) would be an appealing option and what type and price point of housing would motivate them to do this.
 - e. Incentives that would make moving into the City a feasible option.
 - f. For statistical purposes, the demographics of household responses and an email address to send an incentive (if desired) for participating in the survey. This personal information will never be used to identify individual records or released publicly.
2. With help of key organizations (City, School Board, UVA), disseminate online survey to target population. Provide an incentive in the form of an online gift card to the first 250 complete responses. Alternatively, participation could be encouraged by entering each respondent who completes the survey an entry for a raffle prize.
3. If data is made available by relevant institutions, analyze the commuting patterns of employees at each organization to understand where they live relative to where they work. Commute data is published by the Census at an aggregate level for different income levels and locations and can be used as a substitute if more detailed information cannot be obtained for the specific interest groups in the survey.
4. Analyze commute and survey results and reconcile with “synthesis” from supply-demand reconciliation. Create a target market matrix to better understand which consumer groups comprise the target market(s) for new workforce or mixed-income housing in the City of Charlottesville, what type of housing they demand at what price point, and how the City might affect change.

Policy Recommendations

1. Using the target market matrix created using the above analyses and consumer research, identify those housing consumers that can be served in the City of Charlottesville, recommend those groups which likely require public sector involvement to achieve the desired outcomes, and outline the policy goals that would need to be in place to achieve these housing solutions.
2. Identify and compile any recent research or analysis surrounding workforce housing policy that might be applicable to the City of Charlottesville, including information on enabling legislation in other Virginia communities, particularly those with similar housing markets (as applicable).

¹ Select private sector employers or higher-income households may be included at the City’s discretion.

3. Identify the primary barriers for affordable and workforce households to obtaining “ideal” housing situations in the City of Charlottesville and region, and possible ways the public or non-profit sectors could effectively help to bridge the gap.
4. Recommend incentives, investments, or policy changes that would help the City achieve its affordable and workforce housing goals.
5. Recommend incentives or policy changes that would help the City achieve its geographical and mixed-income housing goals.
6. Provide guidance on how the City should analyze future new housing development proposals when they are brought to City staff.

Meetings and Final Report

1. Conduct an interim conference call or working session with City staff upon completion of the consumer research task to discuss draft findings. Supporting documentation will be provided to support the interim findings, with the goal of agreeing to a “road map” to guide the formation of policy goals and recommendations.
2. Upon completion of the draft policy recommendations, conduct an in person working session (or via telephone call) to present the findings, conclusions, and recommendations to the full Housing Advisory Committee. Supporting documentation in the form of exhibits, tables, and charts will be made available at the working session.
3. Prepare an Executive Report summarizing our key findings, conclusions, and recommendations under this engagement.
 - a. The final deliverable in pdf format will include an analytical appendix that provides all data, analysis, and summary findings completed for the City during this engagement.



Fee Proposal

	Subtotal by Phase:
A. Project Kick-off	\$4,580
B. Market Dynamics	\$5,165
C. Demand and Demographics	\$5,725
D. Supply/Demand Reconciliation	\$5,725
E. Consumer Research	\$6,245
F. Policy Recommendations	\$5,660
G. Meetings and Final Report	\$10,800
H. RHI Management (10%)	\$4,397
I. Expenses (Itemization attached)	\$5,064
	<hr/> <hr/>
TOTAL FEE	\$53,361

Direct Expenses will be invoiced as incurred, plus a 10% handling fee.

AGREEMENT FOR A & E URBAN DESIGN AND STREETScape SERVICES

TASK ORDER #1: COMPREHENSIVE HOUSING ANALYSIS AND POLICY RECOMMENDATIONS

FEE PROPOSAL: ITEMIZATION OF EXPENSES

RCLCO Estimated Data and Production Expenses					\$1,500
<i>Reis, Costar, ESRI, Realquest, Moodys</i>					
RCLCO Consumer Research Expense					\$2,500
<i>Survey Incentives (\$10 incentive for up to 250 participants; alternatively, the incentive could be conducted as a raffle)</i>					
RCLCO Estimated Travel Expenses					\$1,064
<i>3 Roundtrips to Charlottesville</i>	3 trips	240 miles per trip	\$0.56 per mile		\$403
<i>Fieldwork Mileage Driving in Charlottesville</i>		20 miles	\$0.56 per mile		\$11
<i>2 Hotel Nights</i>	2 nts.		\$125 per night		\$250
<i><u>Meals and Incidentals</u></i>	<u>8 days</u>		<u>\$50 per day</u>		<u>\$400</u>
TOTAL EXPENSES =					\$5,064

RCLCO Fee Details

1/7/2015

Task Order #1: Comprehensive Housing Analysis and Policy Recommendations

Staff Title	Sobel Principal 1	Talkington Vice President 2	Associate TBD Associate 1		
Rate	\$325	\$280	\$130		
Task					
Project Kickoff	4	8	8		\$4,580
Market Dynamics	1	8	20		\$5,165
Demand and Demographics	1	10	20		\$5,725
Supply/Demand Reconciliation	1	10	20		\$5,725
Consumer Research	1	10	24		\$6,245
Policy Recommendations	4	10	12		\$5,660
Meetings and Final Report	8	20	20		\$10,800
Total Hours	20	76	124		\$43,900

RCLCO Estimated Data and Production Expenses **\$1,500***Reis, Costar, ESRI, Realquest, Moodys*RCLCO Consumer Research Expense **\$2,500***Survey Incentives (\$10 incentive for up to 250 participants; alternatively, the incentive could be conducted as*RCLCO Estimated Travel Expenses **\$1,064**

<i>3 Roundtrips to Charlottesville</i>	3 trips	240 miles per trip	\$0.56 per mile	\$403
<i>Fieldwork Mileage Driving in Charlottesville</i>		20 miles	\$0.56 per mile	\$11
<i>2 Hotel Nights</i>	2 nights		\$125 per night	\$250
<i>Meals and Incidentals</i>	8 days		\$50 per day	\$400

Roll-up

RCLCO Consulting Fee	\$43,900
Estimated Data and Production Expenses	\$1,500
Consumer Research Expense	\$2,500
Estimated Travel Expenses	\$1,064
Total Cost	\$48,964

Comprehensive Housing Analysis and Policy Recommendations

Fee Proposal Breakdown
Rhodeside & Harwell

RHI #41221
January 7, 2015
RHI FEE PROPOSAL

		Principal	Assoc. Prin.	Senior Admin
A	RHI Management			
1.	Project Support	5	4	34.2
	Total Labor Hours	5	4	34
	Hourly Rate	\$190	\$135	\$85
	Labor Fee	\$950	\$540	\$2,907
	Direct Expenses			\$0
	Subtotal			\$4,397