



CITY COUNCIL AGENDA June 5, 2023

J. Lloyd Snook, III, Mayor
Juandiego Wade, Vice Mayor
Michael K. Payne, Councilor
Brian R. Pinkston, Councilor
Leah Puryear, Councilor
Kyna Thomas, Clerk

4:00 PM OPENING SESSION

This is an in-person meeting with an option for the public to participate electronically by registering in advance for the Zoom webinar at www.charlottesville.gov/zoom. The meeting may also be viewed on the City's streaming platforms and local government Channel 10. Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call (434) 970-3182 or submit a request via email to ada@charlottesville.gov. The City of Charlottesville requests that you provide a 48-hour notice so that proper arrangements may be made.

Call to Order/Roll Call

Agenda Approval

Reports

1. Report: Charlottesville Albemarle Convention and Visitors Bureau Update
2. Report: Human Rights Commission 2022 Annual Report
3. Report: ADA (Americans with Disabilities Act) Transition Plan Introduction

5:30 PM CLOSED SESSION pursuant to Sections 2.2-3711 and 2.2-3712 of the Virginia Code (boards and commissions)

6:30 PM BUSINESS SESSION

Moment of Silence

Announcements

Recognitions/Proclamations

Consent Agenda*

The consent agenda consists of routine, non-controversial items whereby all items are passed with a single motion and vote. After the reading of the consent agenda, the mayor will open the floor for comments from the public on the items that were read. Speakers will have up to three minutes each to make comments before City Council votes on the consent agenda. Speakers must state their name and locality for the record.

4. Minutes: April 17 regular meeting; May 12 special meeting; May 19-20 Strategic Planning Work Session
5. Resolution: Appropriating Additional Funding Received from the Virginia Department of Social Services for Adoption Assistance - \$450,000 (2nd reading)
6. Resolution: Appropriating Funds for Virginia Department of State Police (VSP) - Help Eliminate Auto Theft (HEAT) Program - \$4,000 (2nd reading)
7. Resolution: Appropriating additional funding received from the Virginia Department of Social Services for the VIEW Program - \$46,000 (2nd reading)
8. Resolution: Appropriating Additional Funding Received from the Virginia Department of Social Services for Various Programs - \$56,634 (2nd reading)
9. Resolution: Appropriating funding from the COVID Homelessness Emergency Response Program (CHERP) to the City's Department of Human Services for Expenditure - \$14,419.60 (2nd reading)
10. Resolution: Appropriating a grant of public funds for housing assistance to low- and moderate-income homeowners within the City of Charlottesville - \$1,360,000 (2nd reading)

11. Ordinance: Amending and re-ordaining Section 30-254 (Exemptions), Section 14-19 (Class IV: Repair, Personal, Business and Other Services, and All Other Businesses and Occupations Not Specifically Listed, Excepted, Exempted in this Chapter), and Section 34-1200 (Definitions), to update language. (2nd reading)
12. Resolution: Appropriating Insurance Claim Reimbursement for The Avon Fuel Station Replacement Project - \$40,000 (1 of 2 readings)
13. Resolution: Appropriating Virginia Department of Criminal Justice Services (DCJS) American Rescue Plan Act (ARPA) for Law Enforcement Equipment Grant 2023 - \$447,000 (1 of 2 readings)
14. Resolution: Appropriating grant funding from the Virginia Department of Emergency Management (VDEM) Emergency Shelter Upgrade Assistance Fund - \$445,307 (1 of 2 readings)
15. Resolution: Accepting Oak Lawn Court, Oak Lawn Drive, and Porter Avenue into the City street system (1 reading)
16. Resolution: Amending Resolution #R-23-063: Appropriation of Community Development Block Grant Funds Anticipated from the U.S. Department of Housing and Urban Development as part of the City's FY 2023-2024 Annual Action Plan, approximately \$410,468 (1 reading)

City Manager Report

- Report: June 2023 City Manager Report

Community Matters

Public comment for up to 16 speakers (limit 3 minutes per speaker). Preregistration available for first 8 spaces at <https://www.charlottesville.gov/692/Request-to-Speak>; speakers announced by Noon on meeting day (9:00 a.m. sign-up deadline). Additional public comment at end of meeting. Comments on Public Hearing items are heard during the public hearing only.

Action Items

17. Public Hearing/Ord.: Authorizing the conveyance of city-owned sanitary sewerline easement on West Main Street and Water Street for CODE Building project (1 of 2 readings)
18. Public Hearing/Ord.: Amending and reordaining Chapter 31 (Utilities) of the Code of the City of Charlottesville, 1990, as amended, to establish new utility rates and service fees for City gas, water and sanitary sewer (1 of 2 readings)
19. Resolution: Consenting to City Manager's appointment of City Attorney (1 reading)
20. Appeal: Appeal of BAR (Board of Architectural Review) denial of Certificate of Appropriateness for Demolition of an Individually Protected Property at 104 Stadium Road. BAR # 22-02-03. (discussed and deferred on May 15)
21. Resolution: Appropriating Charlottesville Supplemental Rental Assistance program (CSRAP) funding (FY23) for use in acquisition of property - \$137,500 (1 of 2 readings)
22. Resolution: Appropriating supplemental Federal Transit Administration and State Capital Funding - \$7,323,087 (1 of 2 readings)
23. Resolution: Appropriating funding received from UVA donation to Emmet Street and Fontaine Avenue Streetscape Projects - \$5,000,000 (1 of 2 readings)
24. Resolution: Appropriating \$5,300,000 to the Charlottesville City School Board for the Acquisition of CATEC (1 of 2 readings)

General Business

Other Business

Community Matters (2)

Adjournment

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



Agenda Date:	June 5, 2023
Action Required:	No action required. Informational update only.
Presenter:	Courtney Cacatian
Staff Contacts:	Chris Engel, Director of Economic Development
Title:	Charlottesville Albemarle Convention and Visitors Bureau Update

Background

The City of Charlottesville and the County of Albemarle have jointly funded and undertaken the operation of a convention and visitors' bureau for many years and, mostly recently, pursuant to the agreement approved by the parties and effective as of July 1, 2018.

Discussion

Courtney Cacatian, Executive Director of the CACVB will provide an update on current activities.

Alignment with City Council's Vision and Strategic Plan

This action aligns with the Council's Vision for economic sustainability. This action aligns with the City Council's Strategic Plan Goal Four: A Strong Diversified Economy.

Community Engagement

Budgetary Impact

There is no budgetary impact to this presentation.

Recommendation

None.

Alternatives

Attachments

1. CACVB Board Presentation City Council 2023
2. Public Document CACVB FY2024



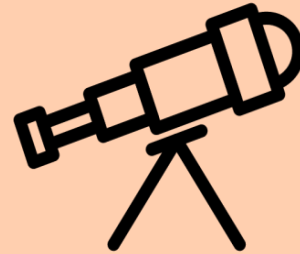
City Council Presentation 2023

As a Destination Marketing Organization, the
Charlottesville Albemarle Convention &
Visitors Bureau (CACVB) is committed to
building a welcoming environment for visitors.
We believe in **tourism for all.**



MISSION

To welcome all visitors,
improve the quality of
life for residents, support
a robust tourism ecosystem,
and drive overnight
visitation through innovation
and collaboration



VISION

To create a better quality of
life for residents by being the
most inclusive, diverse,
welcoming, thriving
destination for visitors in
the Southeast



VALUES

To uphold the values of
resiliency, unity, diversity,
creativity, and responsibility,
and let these ideals lead the
work we do

Strategic Imperatives

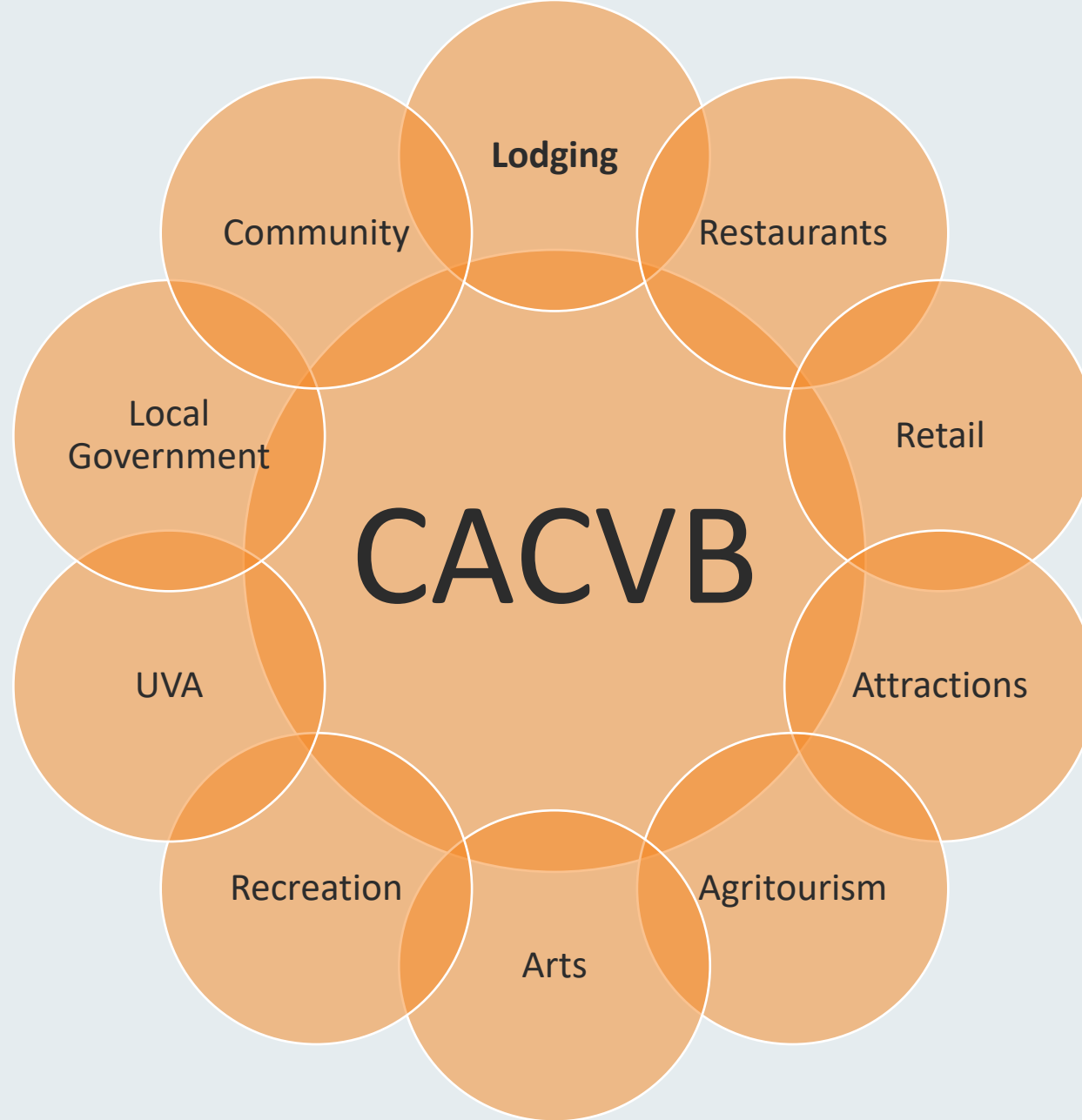
- **Resiliency**: As defined by its mission, the primary function of the CACVB is to **Drive Overnight Visitation**, which fuels the rest of the strategic imperatives.
- **Unity**: This destination is only as strong as the partners it represents and how well those partners work together to **Increase Visitor Spending** as a unified place.
- **Diversity**: Our community has a diverse range of people, places and experiences. The CACVB helps to **Develop New Visitor Opportunities** (tourism product) by fostering strong partnerships with tourism-related businesses and non-profits.
- **Creativity**: Destinations are defined by what makes them unique, and we have the opportunity and responsibility to **Tell Stories that Uplift and Inspire**.
- **Responsibility**: As a governmental body, the CACVB has the responsibility to **Utilize Public Funds with Transparency and Efficiency** to optimize its impact.



The CACVB is an innovative, collaborative and service-oriented destination marketing and management organization that welcomes all visitors to Charlottesville and Albemarle County with the goal of improving the quality of life for residents and supporting a robust tourism ecosystem. This ecosystem is sustained and enhanced through partnerships with all tourism-related businesses and attractions in Charlottesville and Albemarle County.

The CACVB is funded through a portion of the Lodging Tax, generated through overnight stays in our wide variety of accommodations. Therefore, welcoming visitors from all backgrounds to stay overnight is the primary mission of our organization.





11 Full-time staff
15 Board directors

The CACVB Executive Board (15 voting members)

- One member of the Albemarle County Board of Supervisors
- **One member of the Charlottesville City Council**
- The Albemarle County Director of Economic Development or their designee
- **The Charlottesville Director of Economic Development or their designee**
- The Executive Vice President or Chief Executive Officer of the University of Virginia or their designee
- One tourism industry organization representative appointed by the Albemarle County Board of Supervisors
- One accommodations representative appointed by the Albemarle County Board of Supervisors
- One food and beverage representative appointed by the Albemarle County Board of Supervisors
- **One tourism industry organization representative appointed by the Charlottesville City Council**
- **One accommodations representative appointed by the Charlottesville City Council**
- **One food and beverage representative appointed by the Charlottesville City Council**
- The President or Chief Executive Officer of the Charlottesville Regional Chamber of Commerce or their designee
- **One representative of the arts community jointly appointed by designated members of the County Board of Supervisors and the Charlottesville City Council**
- **One representative of the recreation community jointly appointed by designated members of the County Board of Supervisors and the Charlottesville City Council**
- The President or Chief Executive Officer of the Thomas Jefferson Foundation or their designee.



Charlottesville Albemarle Convention & Visitors Bureau

(Steers Action Plan, Provides Free Resources, Marketing and Research Work, Reports Outcomes)



Hospitality Partners

(Provide Input on Experiences, Takes Advantage of TripAdvisor and Wheel the World Resources)



Community Stakeholders

(Develop Community Pledge, Identify Inclusive Experiences)



Destinations International

(Identifies Best Practices and Welcoming Language)



TripAdvisor

(Tracks Destination and Partner Progress through Ratings and Comments)



Wheel the World

(Runs Free Accessibility Assessments & Trainings, Markets Accessible Experiences)



WHO'S INVOLVED?





What Are We Trying to Accomplish?

- Uphold the brand pillars and ensure that they meet or exceed the expectations of our visitors
- Create a welcoming environment by extending the quality of care to everyone, equitably
- Strengthen our inclusive thinking when it comes to frontline interactions
- Build tourism products that appeal to a diverse audience base
- Propose a counter narrative to the one in the national news through real change

Hoping to Accomplish

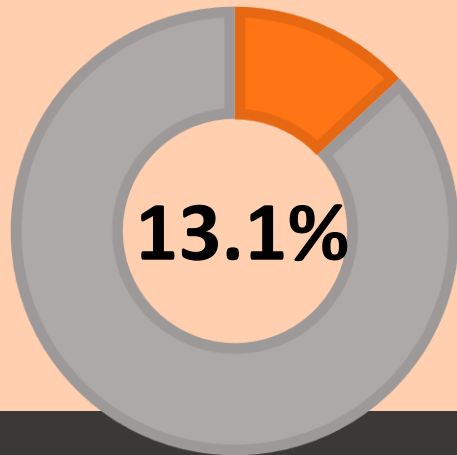
Who is the Audience (A Snapshot)

BLACK TRAVELERS

Black travelers made up 13.1% of the leisure travel population in 2019

They spent \$129.6B

1 in 3 Black travelers will use TripAdvisor for planning

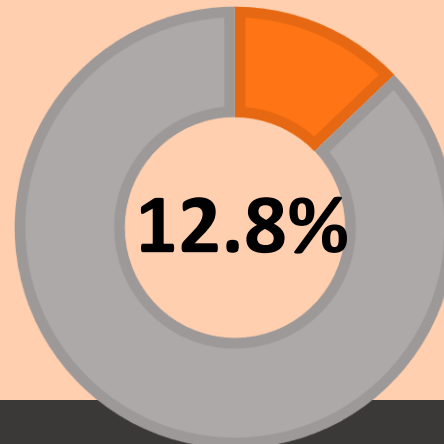


HISPANIC TRAVELERS

Hispanic travelers made up 12.8% of the leisure travel population in 2019

They spent \$113B

1 in 3 Hispanic travelers will use TripAdvisor for planning

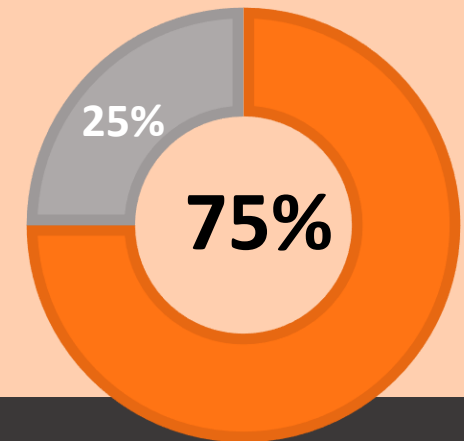


WHEELCHAIR USERS

Of the Wheelchair User population, 75% traveled for leisure in 2019

They spent \$58.2B

35% will use TripAdvisor for planning



In response to the rational and emotional attributes needed by past and prospective visitors:

“Marketing messages that showcase a happy, welcoming vibe while reinforcing safety, affordability, and opportunities to unplug and “be yourself” may help engage both past and prospective visitors and fuel-first time visitation and repeat visitation.”

SIR Research, 2020

Why Should You Care?

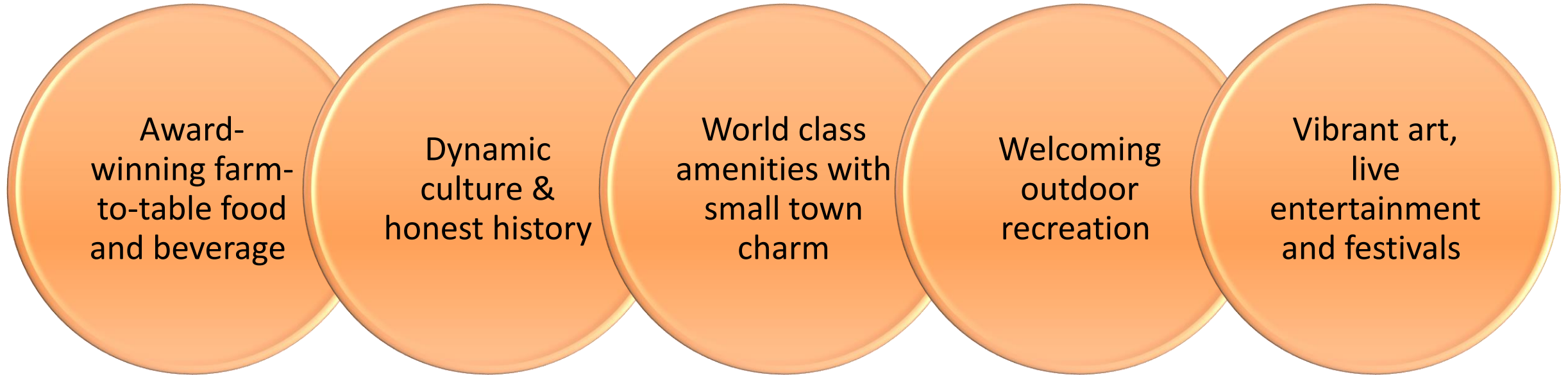
- 54% of Black Travelers are likely to travel to a destination where there is representation in advertising
- 50% of Black Travelers don't feel safe traveling alone
- 57% of Hispanic Travelers are likely to travel to a destination where this is representation in advertising
- 66% of Hispanic Travelers are likely to visit a destination known to be Latinx-friendly
- 82% of Wheelchair users have run into barriers while navigating a destination



Marketing & Public Relations



CACVB Brand Pillars



The brand pillars represent the very best of the Charlottesville-Albemarle area.

Historic Vines



Experience the emerging
palate of our region's wine.



The hook:
Wine

The shelf life:
**History+
Culture**

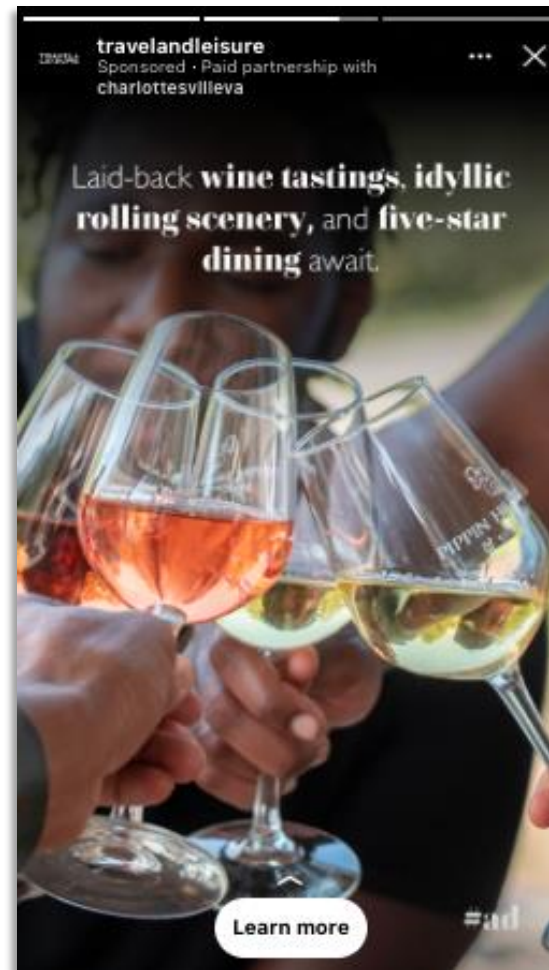
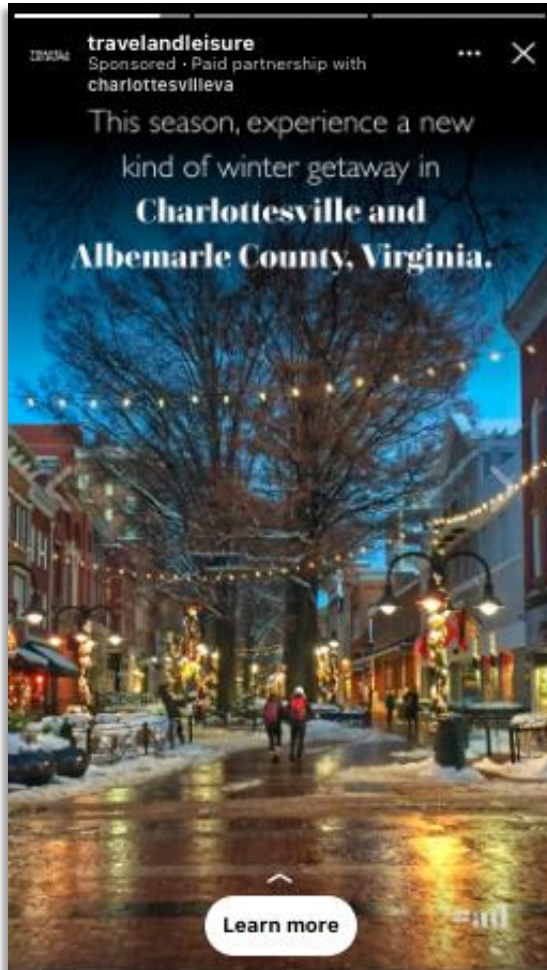
The "back for more":
Belonging





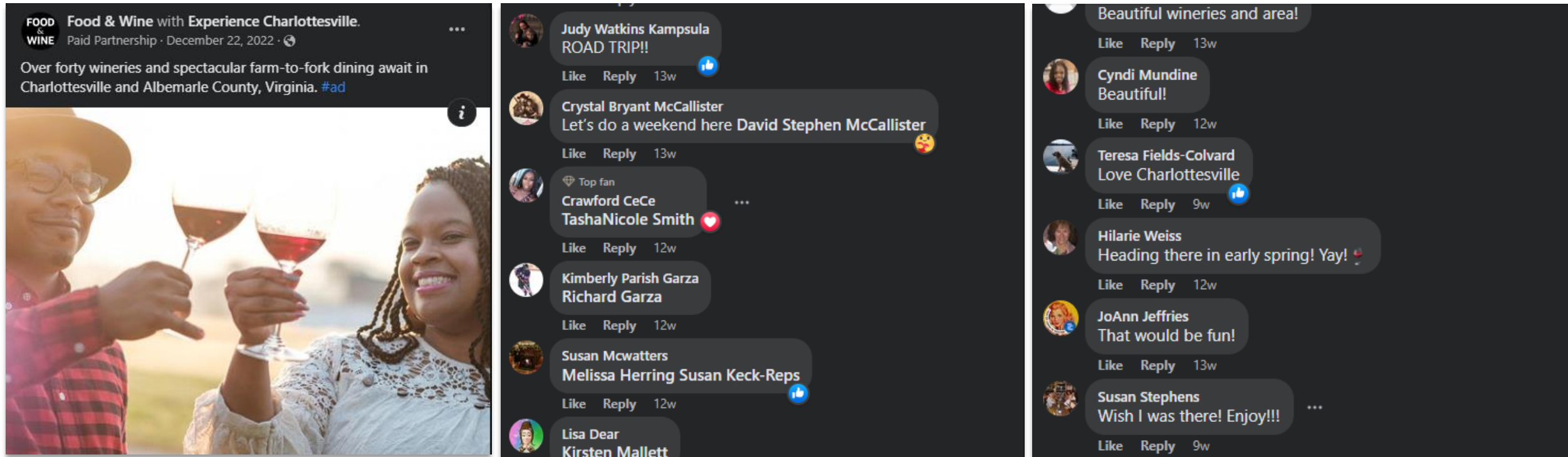
FY23 Advertising Update

National Advertising Success – Food & Wine, Travel + Leisure



- Native article performance on Travel + Leisure and Food & Wine had a total click-through rate (CTR) of 3.7% - **2.6x the benchmark.**
- Banner ads on these outlets had a CTR of 1.13% - **4.2x the benchmark of 0.27%.**
- Average time spent on native articles was 42 seconds, **compared to the benchmark of 31 seconds.**

National Advertising Success – Food & Wine, Travel + Leisure



- *Social media ads received significant engagement, with potential visitors planning their trip in the comments (and tagging their friends), while simultaneously receiving buy-in from locals.*

National Advertising Success – The Local Palate

Patience is a necessity if you're in the mood for fried chicken, as Walker takes no shortcuts: He won't even think about starting the fryer until a guest orders this southern staple. From the fried fish submarine to the bologna and egg sandwich, it's easy to see why Mel's has been consistently named one of the most popular destinations in Charlottesville.

The Pie Guy



- *The CACVB ran a print/digital campaign with **The Local Palate**, including multi-page advertorials, with one focusing solely on Black-owned restaurants in Charlottesville & Albemarle County.*
- The web version of the Black-owned restaurants advertorial received **2.57x more page views than any other element of our campaign**, allowing us to shine a spotlight on these important local businesses.

Target Market Advertising Success – Washington, D.C.



- ***The CACVB ran a winter TV campaign on WJLA-TV (Good Morning Washington) featuring five 4-minute segments pushing winter visitation to Charlottesville and Albemarle County.***
- The CACVB was able to involve nearly a dozen partners in these segments and a TV commercial schedule ran into January.
- ***We saw great success with this outlet in FY22, so we expanded it to a weeklong “Good Morning Washington” takeover in FY23.***

Target Market Advertising Success – Baltimore/Charlotte

4. Charlotte NC	Users	New Users Sessions	
Nov 15, 2022 - Mar 15, 2023	12,624 (4.59%)	12,271 (4.90%)	13,516 (4.37%)
Nov 15, 2021 - Mar 15, 2022	4,146 (2.21%)	3,973 (2.23%)	5,026 (2.20%)
% Change	204.49%	208.86%	168.92%
5. Baltimore MD			
Nov 15, 2022 - Mar 15, 2023	12,370 (4.50%)	11,962 (4.78%)	14,100 (4.56%)
Nov 15, 2021 - Mar 15, 2022	6,156 (3.28%)	5,758 (3.24%)	7,373 (3.23%)
% Change	100.94%	107.75%	91.24%

**Web traffic from November 15, 2022 – March 15, 2023. During our period of heaviest advertising, Charlotte and Baltimore became our 4th and 5th highest markets for web traffic, respectively.*

Target Market Advertising Success – Washington, D.C.

1. Washington DC (Hagerstown MD)	Users	New Users	Sessions
Dec 1, 2022 - Jan 31, 2023	24,710 (19.55%)	23,061 (20.15%)	28,867 (20.28%)
Dec 1, 2021 - Jan 31, 2022	20,751 (22.91%)	20,046 (23.42%)	25,558 (23.47%)
% Change	19.08%	15.04%	12.95%

- ***OKR: Increase website traffic (sessions) by 5% in target markets by measuring year-over-year performance.***



FY23 Content Creation Update

CACVB Content Creation Efforts



20+ Charlottesville Area Wineries to Discover on the 2023 Virginia Governor's Cup Gold Medal Trail

Looking for the best wines in Charlottesville and Albemarle County? The Virginia Governor's Cup wine competition is one of the ways wineries and retailers judge



Jefferson School African American Heritage Center Celebrates 10 Years

Written by Dr. Andrea Douglas,
Executive Director of the
Jefferson School African
American Heritage Center
The Jefferson School African American



Top 5 Reasons to Visit the Virginia Festival of the Book

Written by Kalela Williams,
Director of the Center for
the Book

The Virginia Festival of the Book, the
biggest literary event in
Charlottesville and Albemarle County,
takes place in March each year. In

- From July – March, the CACVB has published 26 blog posts, already exceeding our yearly goal. Blog posts have been created internally, through guest writers, and through partner collaborations.
- ***The average time on page for our blog has increased by 46% year-over-year in FY23 (going from 2:28 to 3:38).***

- ***Most viewed blog content in FY23 has included outdoor recreation, wine, and winter visitation ideas.***

CACVB Content Creation Efforts



- This winter, the CACVB embarked upon a complete overhaul of the visitor guide. This was a teamwide collaboration **and the first time the production of a visitor guide had been completely managed in-house.**
- *The new guide leans heavily on stunning photography, QR codes driving to our website, and encourages shoulder season and midweek visitation.*

New CACVB Visitor Guide



FY23 Public Relations Update

CACVB Public Relations Efforts



- Proactive media outreach to target markets was limited in FY23. A baseline of 12 articles per year, with 5 coming from target markets has been established. Outreach efforts will be increased for the remainder of FY23 and into FY24, with additional staff joining the CACVB.

- *Screenshot of “3-Day Weekend” on ESPN, featuring Charlottesville and Albemarle County.*

CACVB Public Relations Efforts



Monday, May 8: Charlottesville, VA

A visit to Charlottesville, Virginia offers Laurita and Lauren both adventure and meaningful historical explorations.

With delicious food stops at Bodo's Bagels and Angelic's Kitchen, and stays at The Clifton and The Draftsman hotels, the hosts get a new perspective on Laurita's college town. The visit also includes horseback riding with Indian Summer Guide Service, wine-tasting at Veritas Vineyards and a poignant personal tour of Monticello.



TRAVEL

Why Charlottesville's Quirk Hotel Should be the Next Stylish Address for Your Vacation

Late fall is an ideal time to head to Charlottesville, and the Quirk Hotel has a central location from which to explore this vibrant city.

By [Renee Sklarew](#) | November 1, 2022

In a city known for its history, [Quirk Charlottesville](#) is a haven for contemporary design lovers. The hotel's groundbreaking architecture incorporates modern minimalism with historic structures, making it entirely unique in Charlottesville.

- Recent media placements have included outlets in our target markets, including WETA-TV in Washington, D.C. and *Northern Virginia Magazine*.

WETA-TV in Washington, D.C.

Northern Virginia Magazine

CACVB Public Relations Efforts

- Additional FY23 media coverage includes:
 - *AFAR Magazine*: A Changing Narrative at One of America's Most Famous Presidential Homes
 - *Florida Today*: The Wine is Fine in Charlottesville, as is the Rest of the Place
 - *Skift.com*: The Remaking of Tourism in 5 U.S. Cities
 - *Getaway Mavens*: 20+ Surprisingly Romantic Getaways In Virginia
 - *Virginia Living*: Hooked on Charlottesville
 - *The Local Palate*: How to Stencil Bread Like a Professional Baker
 - *Forbes*: Where to Stay, What to Do, When Visiting Second Cities



Visitor Services & Destination Development



2022 Reach

Total Reach with MVCs & Collateral:
+15,000

(includes MVC visitation, special events, phone calls, emails, bulk orders, weekly mailing list)

Items Sent Totals: +100,000

(distributed by the MVCs, special events, sales manager, bulk orders, mailing lists, independent requests)

Welcome Centers: 15,000

(welcome and visitor centers)



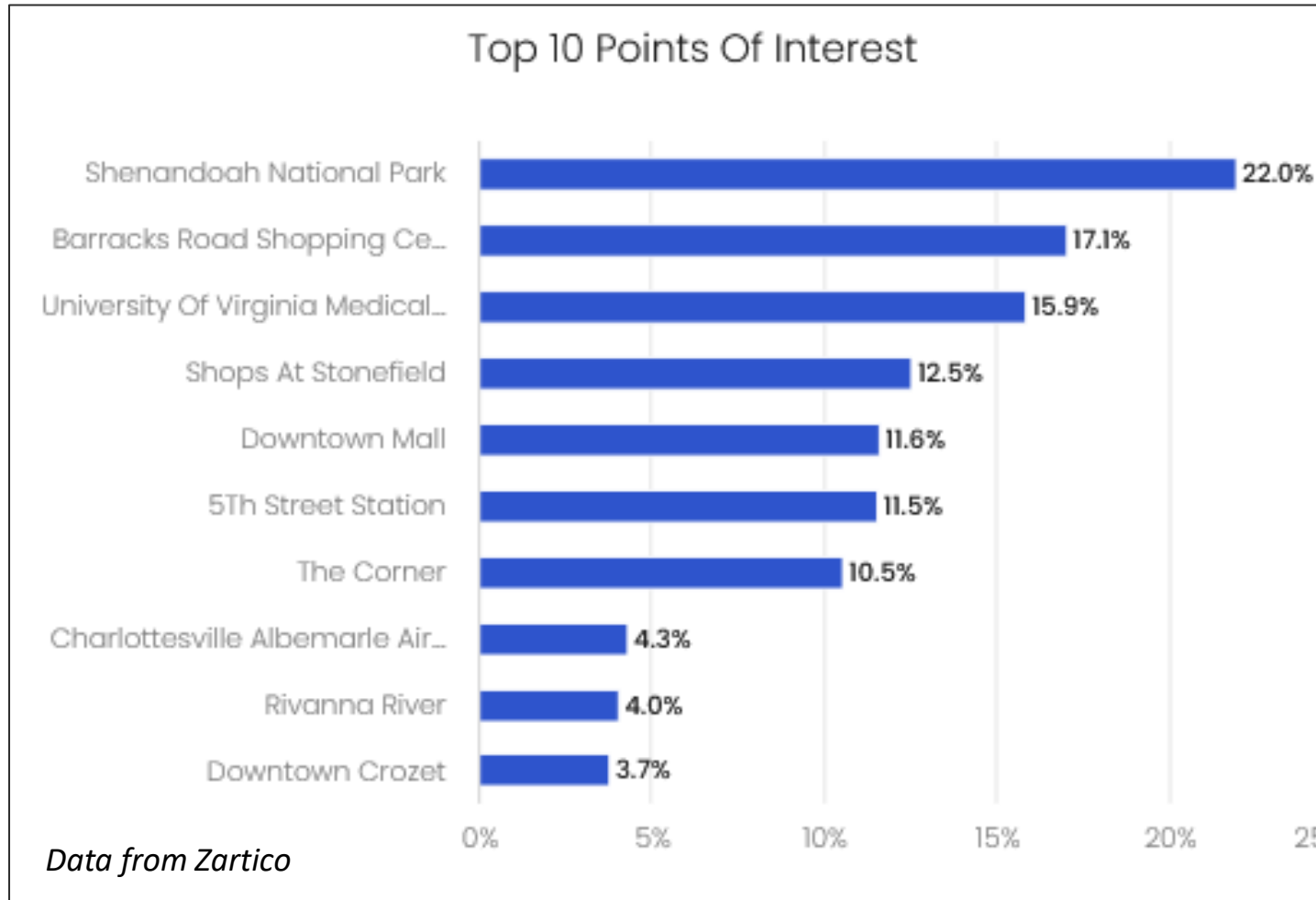
What are Visitors Asking About/Doing?

Information:

- **65% of asked visitors responded that they were staying 1+ nights (-7% from 2021)**
- Travel, Arts, and Drinking and Dining all increased
- Shopping and History stayed pretty much the same
- Decrease in Outdoor Rec. (-21% from 2021), but increase in Special Events (+122% from 2021)
- Visitors were most interested in what to do Downtown and on UVA's campus
- 65% of asked visitors were interested in family-friendly activities



Visitor Interests (As of Jan. 1)



Feedback from MVCs

- Agriculture, Gardening Groups, Historic Garden Week
- Relocation, Newcomers, How to Meet People
- Downtown and UVA
- Trails and Parks, SNP, and Blue Ridge Tunnel
- Family-friendly experiences



Destination Development:

Wheel the World

- 60+ Partners Assessed. All partners have received accessibility reports and access to e-learning platform.
- Charlottesville, VA is now listed on Wheel the World's website.
- Wheel the World and Marketing are in the process of creating a promotional video for our destinations

CACVB + Monticello High School Job Fair

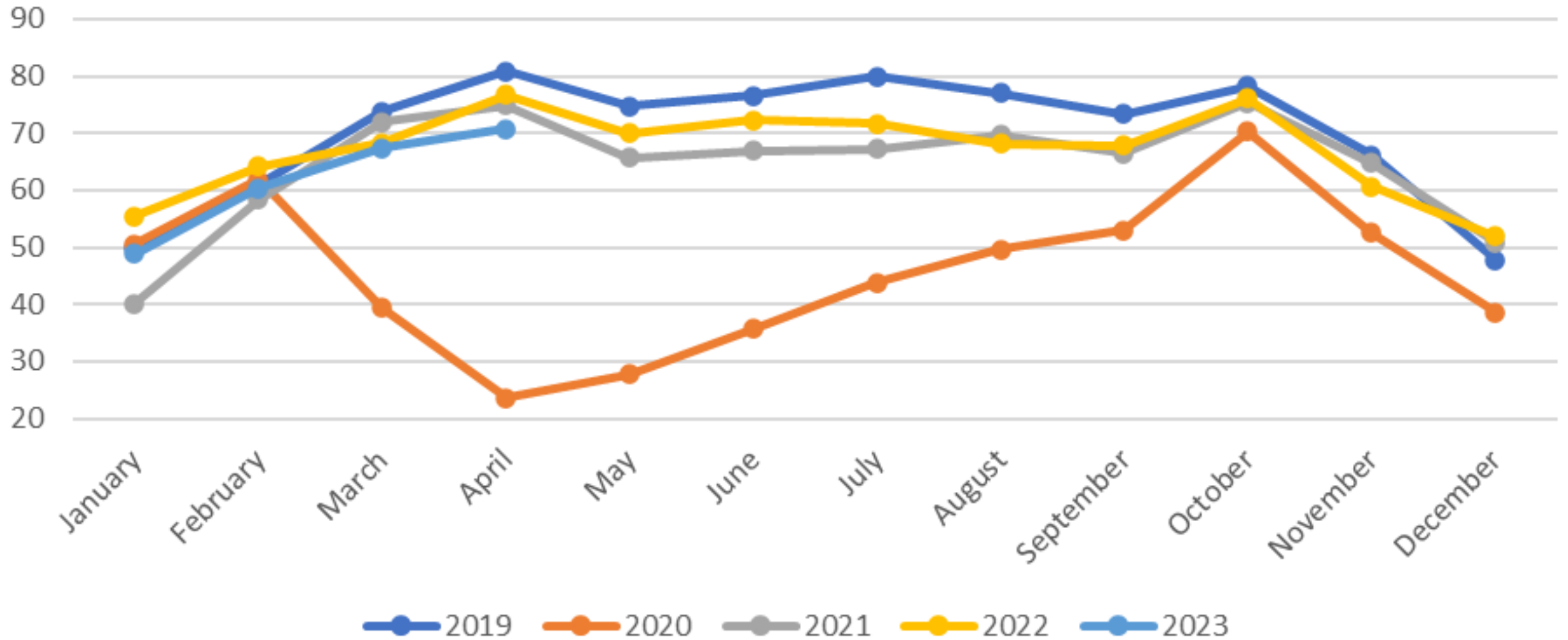
- Job Fair held Wed., Mar. 15 with 18 employers. Partners saw roughly 650 students during lunch periods.



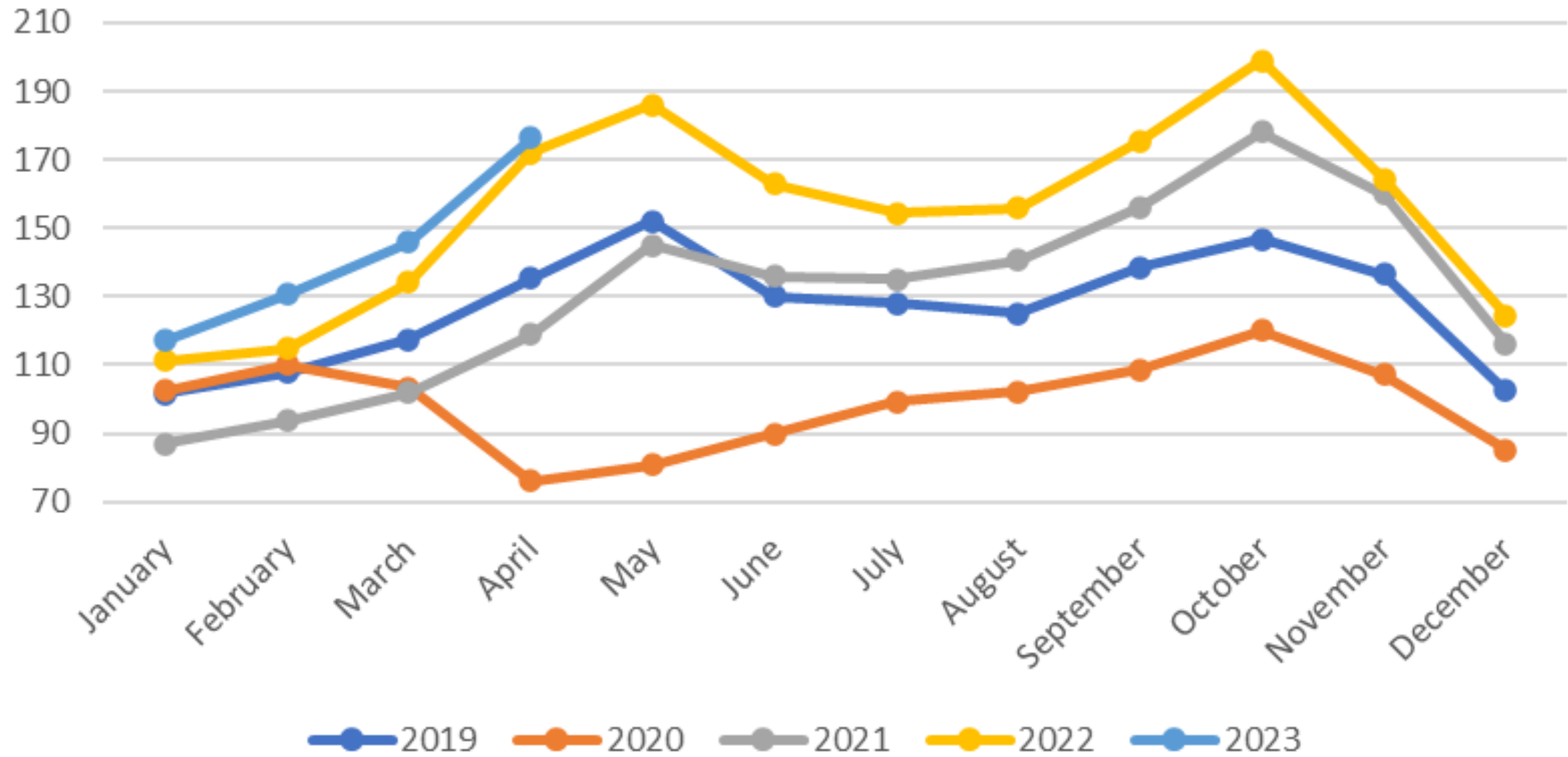
Destination Sales



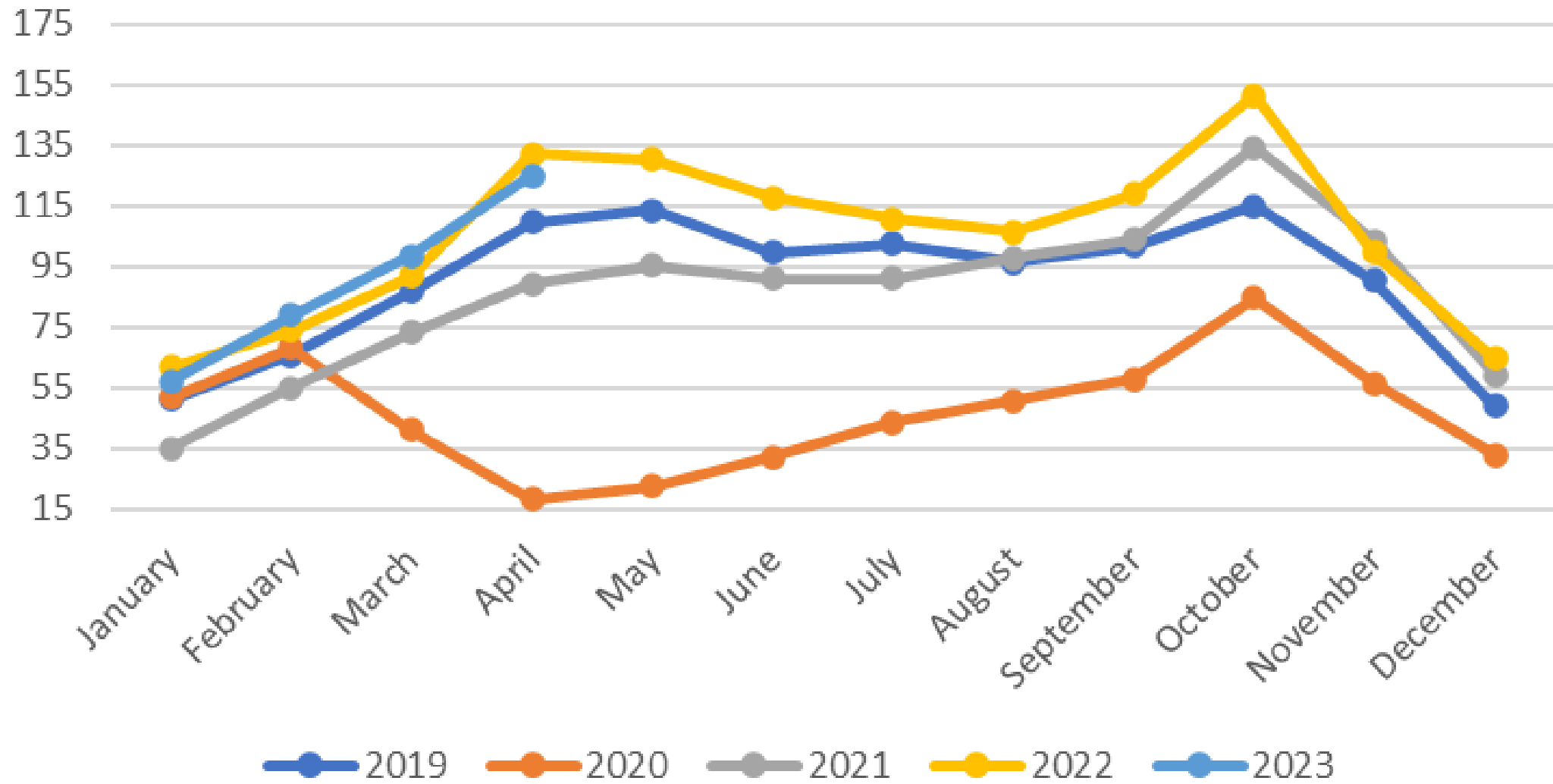
Hotel Occupancy Rates



Average Daily Rate



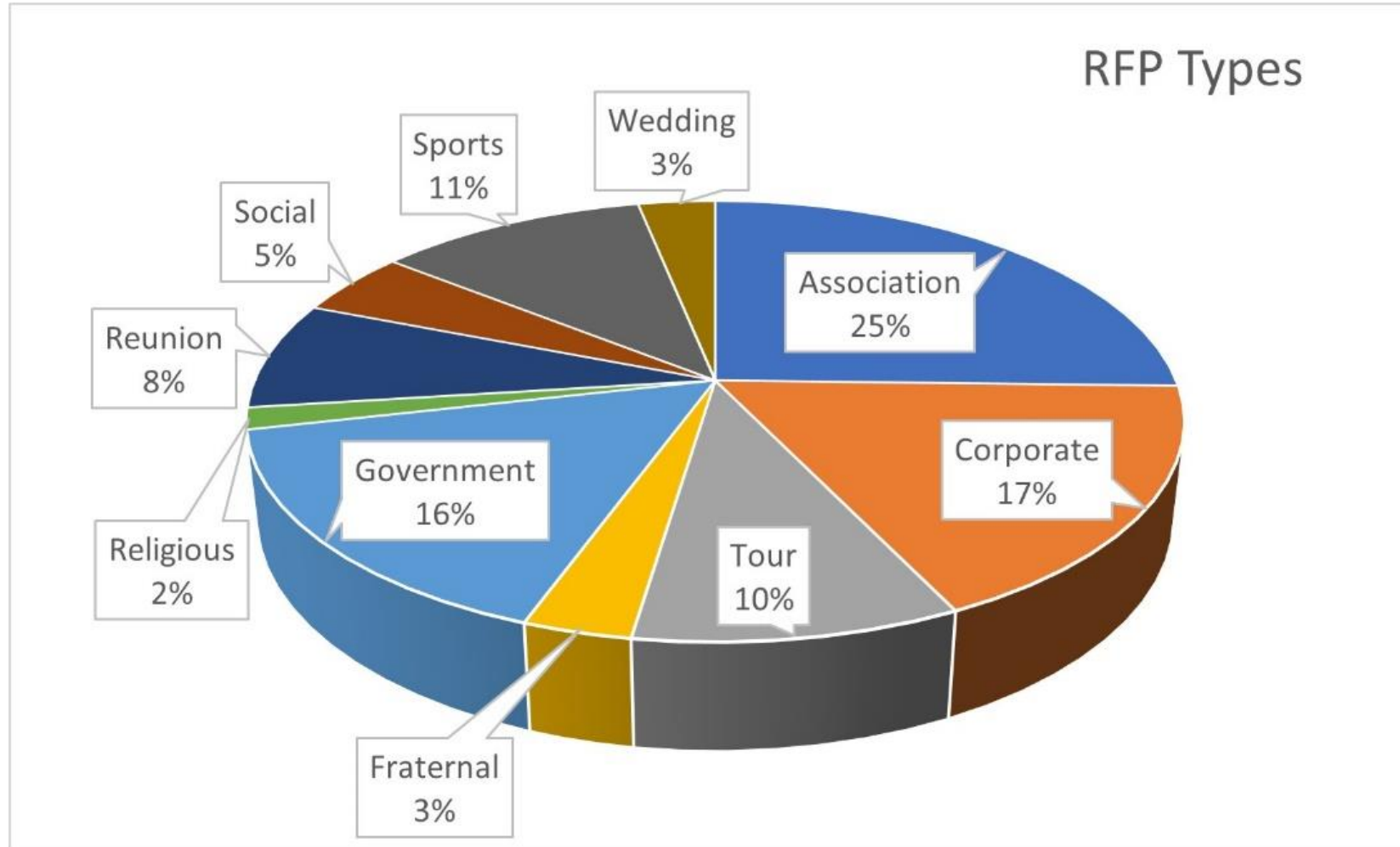
Revenue per Available Room



CACVB Sales Efforts

- Generates group leads for local accommodations and event spaces
- Distributes Requests for Proposals to appropriate partners
- Attends trade shows to build relationships and generate leads representing group tour, reunion, student and youth and military markets
- Hosts familiarization tours with group and event planners to showcase local partners and close business
- Provides materials and occasionally visitor services to groups
- Networks locally to encourage businesses and groups to host conferences and meetings in community
- Hosts Sales Strategy meetings with local hotel partners to educate them on the above process and solicit feedback

CACVB Sales Efforts





Research

KEY INSIGHTS

1

Visitors represented 24% of total retail spending in 2022.

Furthermore, the share of visitor wallet in the retail category was 14.8%, which made it the 3rd-highest spending category for visitors behind food and accommodations.

2

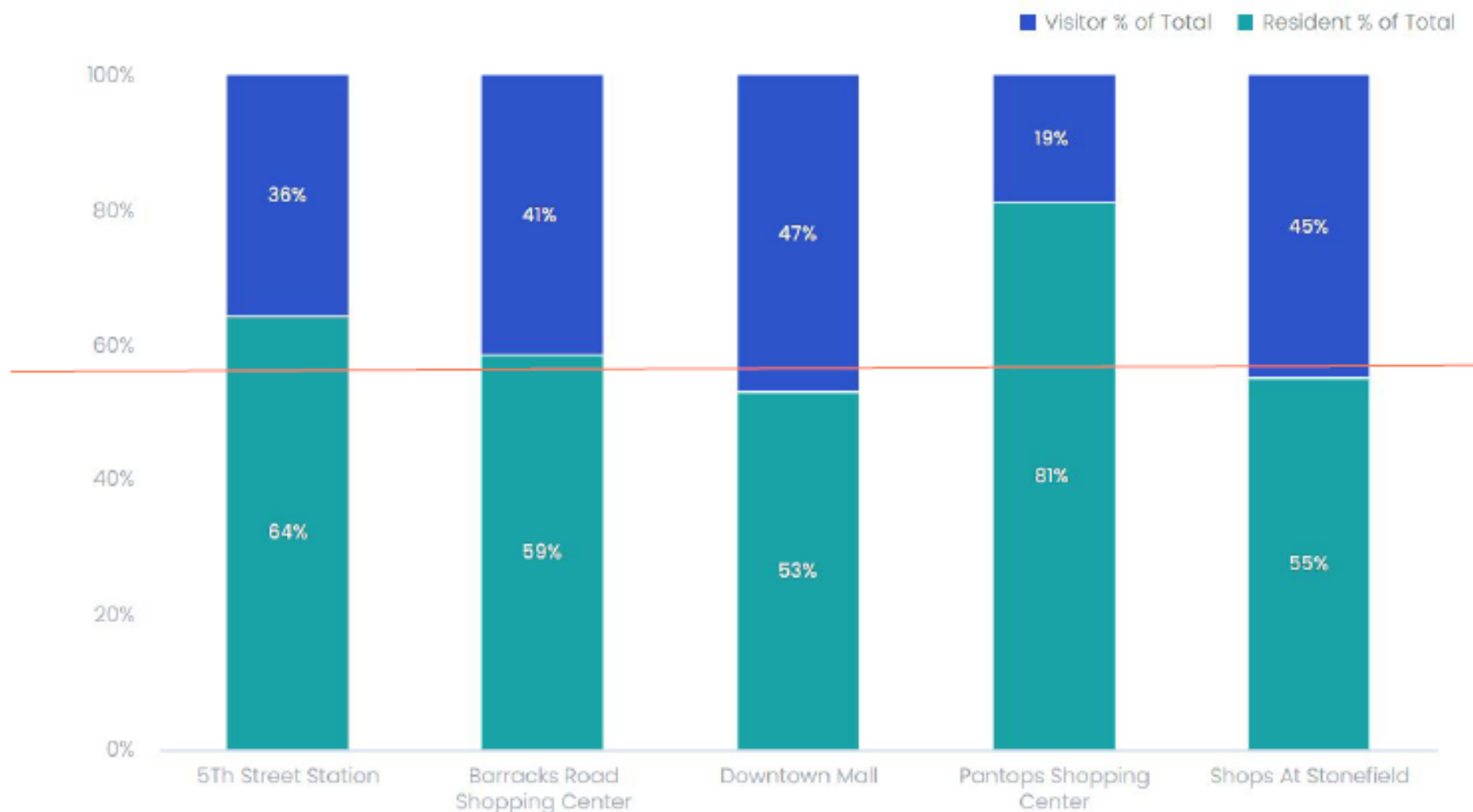
18.9% of all Charlottesville visitors were observed at a retail POI in 2022.

59.4% of visitors to retail POIs were from in-state markets and 59.7% were observed as an overnight trip.

3

There were unique visitor trends in the origin markets of retail visitors, their spending behaviors, as well as their visitation patterns to various points of interest throughout Charlottesville from each primary retail POI studied.

What is the visitor to resident mix at the Charlottesville primary retail POIs?

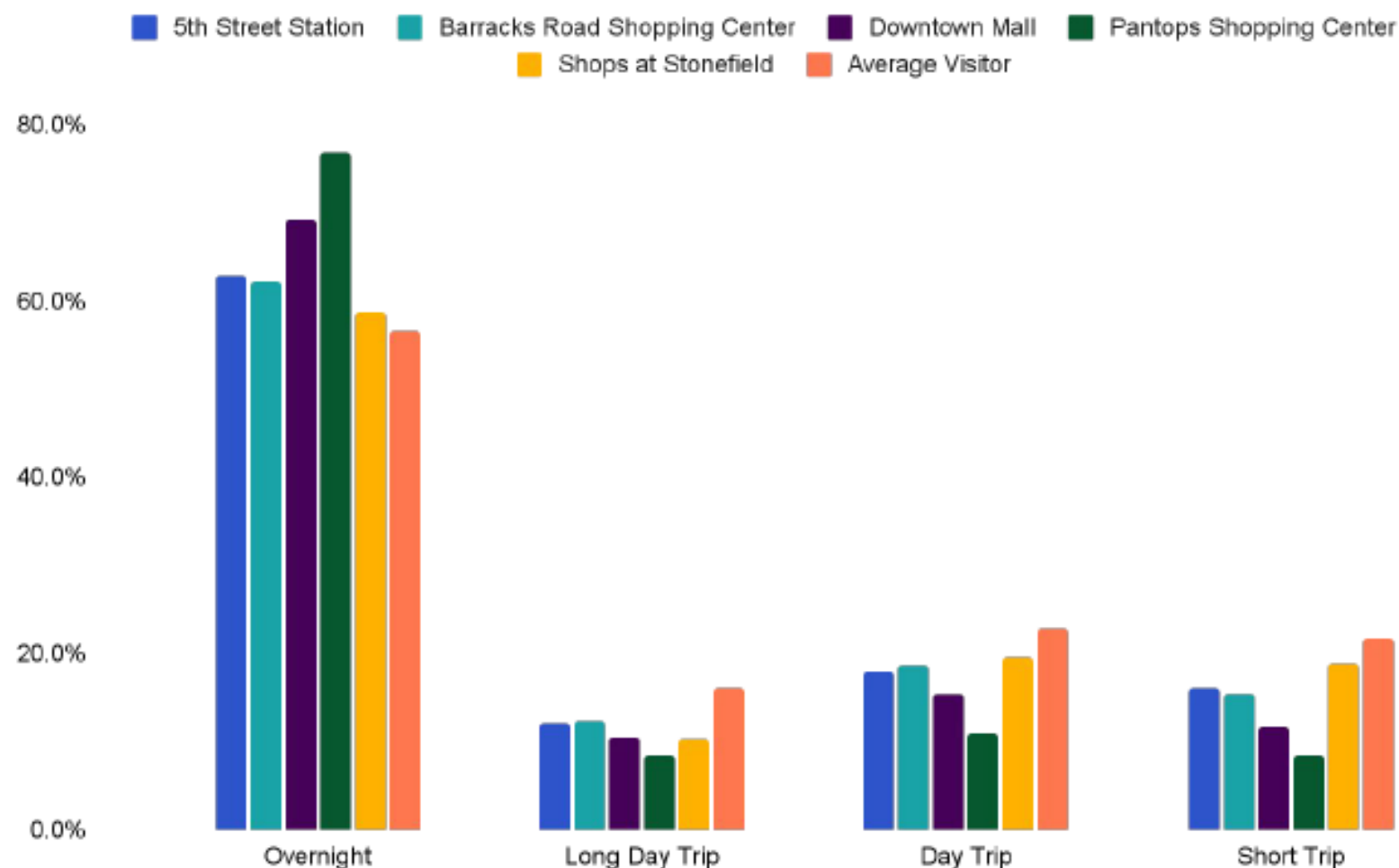


The **Downtown Mall, Shops at Stonefield, and the Barracks Road Shopping Center** have the highest share of **visitors** compared to the other retail POIs.

The Pantops Shopping Center had the highest share of residents compared to other retail POIs.

The average visitor to resident mix at Retail POIs is 56% resident and 44% visitors.

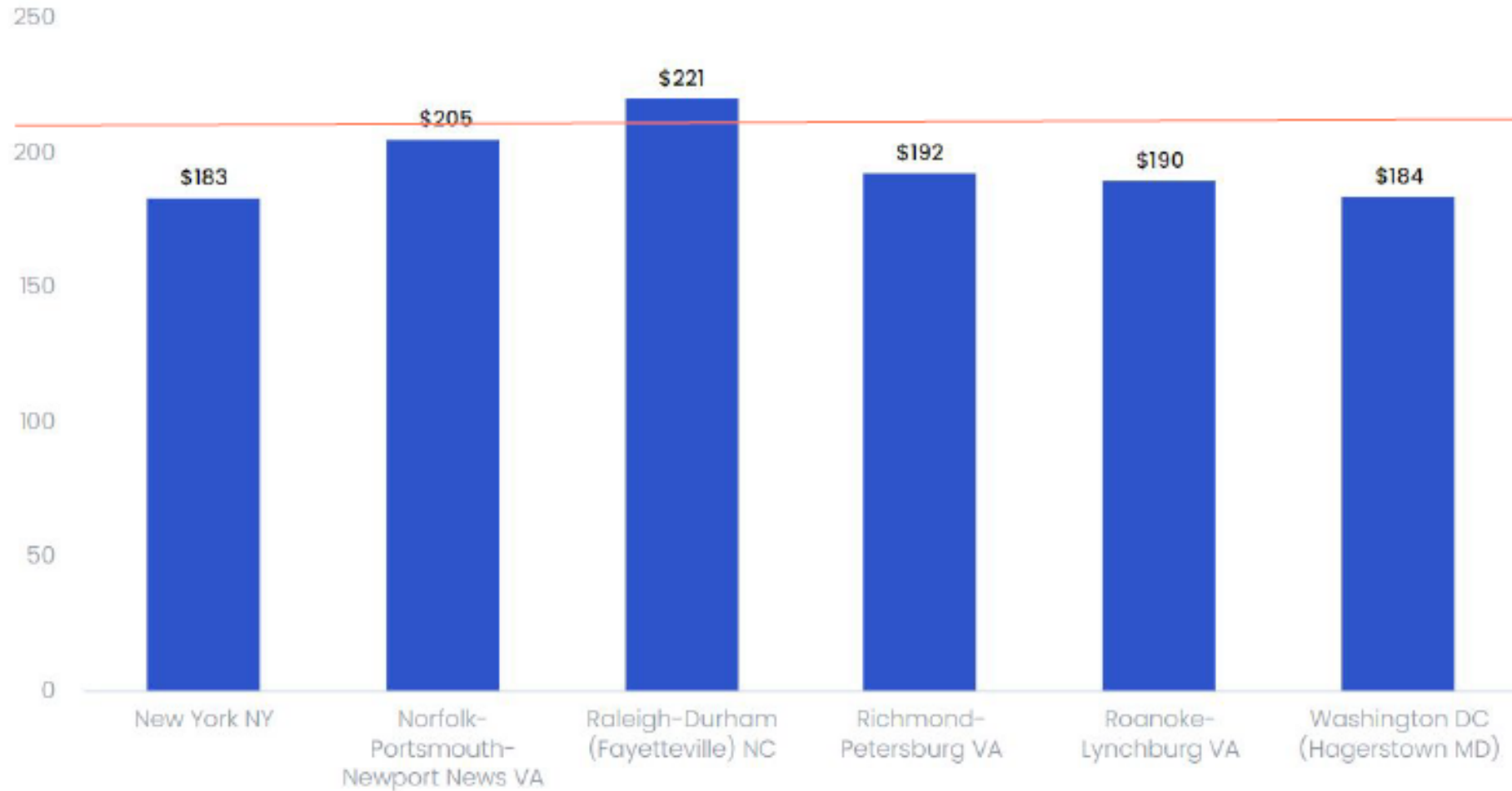
What are the trip types of the visitors to the different retail POIs compared to the average visitor?



Visitors to the **Pantops Shopping Center** and the **Downtown Mall** have the highest share of **overnight visitors** compared to the other retail POIs.

The Shops at Stonefield had the highest share of day trip visitors compared to other retail POIs.

What was the average visitor spending in the retail category from the top visitor markets?



Visitors from the **Raleigh-Durham NC DMA** had the **highest average visitor spending** in the retail category and was higher than the **overall average visitor spending in the retail category, which was \$212.**



Awards

- HSMAI Adrian Award received for Discover Black Cville
- US Travel Association Destiny Award for Discover Black Cville
- US Travel Association Destiny Award Finalist for Monticello Wine Trail



Thank You!



Charlottesville Albemarle
Convention and Visitors Bureau
Operating Plan
Fiscal Year Ending June 30, 2024



Charlottesville Albemarle
Convention and Visitors Bureau

Operating Plan
For the Fiscal Year Ending June 30, 2024

Executive Summary

The Charlottesville-Albemarle Convention and Visitors' Bureau Executive Board (CACVB) is an innovative, collaborative and service-oriented destination marketing and management organization that welcomes all visitors to Charlottesville and Albemarle County with the goal of improving the quality of life for residents and supporting a robust tourism ecosystem. This ecosystem is sustained and enhanced through partnerships with all tourism-related businesses and attractions in Charlottesville and Albemarle County. The CACVB is solely funded through a portion of the Transient Occupancy Tax (TOT), generated through overnight stays in our wide variety of accommodations. As the CACVB grows the TOT tax base, our budget grows. Therefore, welcoming all visitors to stay overnight is the primary mission of our organization.

- **Administrative:** The CACVB staff is the most knowledgeable, approachable and accurate resource for wholistic visitor information in Charlottesville and Albemarle County. The CACVB is a responsible steward of public funds and supports its team internally to work collaboratively, joyfully and effectively.
- **Promotion:** The CACVB promotes our community through inclusive and welcoming Marketing, Public Relations and Sales efforts. These efforts are enhanced by our team's individual passion for telling authentic stories, our destination's wealth of amenities, a diverse array of businesses and attractions, and emphasizing and supporting partnerships.
- **Visitor Services:** The CACVB proactively serves our tourism partners, potential visitors, and visitors by responding to inquiries, providing brochures individually and in bulk, and at our Mobile Visitor Center locations in the City and County. There is visitor information available Monday through Friday at the McIntire County Office Building Visitor Entrance when that building is open, and there will be a future partnership between the CACVB and UVA for visitor services at the UVA Hotel and Conference Center.
- **Community Support & Service:** The CACVB acts as a resource to serve all tourism-related businesses/attractions and the community in Charlottesville and Albemarle County, especially with the goal of fostering collaboration. The CACVB collaborates with hundreds of businesses, attractions and individuals every year providing support in grant writing, connecting partners for the betterment of all involved and educating people on how to access the robust visitor economy.

The report below shares more about the history and specifics of our organization and Executive Board in the **Introduction**. Our **Mission Statement & Value Proposition; Vision, Values & Equity, Organizational Structure**, and **Strategic Plan** illustrate how and why we do our work. Finally, the **Budget Summary** shows our revenue and expenditures, as well as breakdowns in key budget areas with details on how we provide a strong return on investment to our localities. Thank you for your continued investment in our community and our organization.

Introduction

The Charlottesville-Albemarle Convention and Visitors' Bureau Executive Board (CACVB) was established through an Agreement made and entered into on July 1, 2004. The "Charlottesville-Albemarle Agreement for Operation of A Joint Convention And Visitors' Bureau" was authorized by adopted ordinances by both the City of Charlottesville and Albemarle County, with then-City Manager, Gary O'Connell, and then-County Executive Robert Tucker, Jr. This Agreement under Section 1 both established the CACVB and stipulated the functions charged to the CACVB.

This Agreement was reestablished and reauthorized on February 25, 2022 with a third amended operating agreement with an adjusted Executive Board structure, fund balance provisions and diversity, equity and inclusion language. The Executive Board is enabled as a joint exercise of the powers vested in Albemarle County and the City of Charlottesville pursuant to Virginia Code §§15.2-940 and 15.2-1300. The purpose of the CACVB is to promote the resources and advantages of the County, the City and the region pursuant to the terms and conditions of the updated Agreement, including the marketing of tourism, as well as the marketing of initiatives that: attract travelers to the City and the County, increase lodging at properties located within the City and the County, and generate tourism revenues within the City and the County.

The CACVB is funded by a portion of the Transient Occupancy Tax (TOT) generated by guests staying overnight in City and County lodging properties, which equals 30% of the first 5% of the TOT for each locality. (Any amount over 5% of the TOT for each locality goes directly to the general fund with no portion coming to the CACVB.) The FY2024 budget is based on TOT collections from FY2022 and will increase to \$2,358,875, reflecting TOT collected from July 2021 – June 2022 and an initial TOT recovery from COVID.

The CACVB Executive Board is composed of 15 voting members:

1. One member of the Albemarle County Board of Supervisors;
2. One member of the Charlottesville City Council;
3. The Albemarle County Director of Economic Development or their designee;
4. The Charlottesville Director of Economic Development or their designee;
5. The Executive Vice President or Chief Executive Officer of the University of Virginia or their designee;
6. One tourism industry organization representative appointed by the Albemarle County Board of Supervisors;
7. One accommodations representative appointed by the Albemarle County Board of Supervisors;
8. One food and beverage representative appointed by the Albemarle County Board of Supervisors;
9. One tourism industry organization representative appointed by the Charlottesville City

Council;

10. One accommodations representative appointed by the Charlottesville City Council;
11. One food and beverage representative appointed by the Charlottesville City Council;
12. The President or Chief Executive Officer of the Charlottesville Regional Chamber of Commerce or their designee;
13. One representative of the arts community jointly appointed by the Executive Board members of the County Board of Supervisors and the Charlottesville City Council;
14. One representative of the recreation community jointly appointed by the Executive Board members of the County Board of Supervisors and the Charlottesville City Council; and
15. The President or Chief Executive Officer of the Thomas Jefferson Foundation or their designee.

The Board of Directors meets every other month or six times per year.

The CACVB maintains administrative offices at 501 Faulconer Drive, Suite 1A, in Albemarle County, Virginia.

Mission Statement & Value Proposition

Being a non-membership destination marketing and management organization, the CACVB serves the broad interests of the Greater Charlottesville community in many areas beyond lodging, including dining, retail, agritourism, entertainment, heritage, outdoor recreation, arts, festivals, weddings, special events, and transportation.

Annually, the Virginia Tourism Corporation via Tourism Economics (and in coordination with localities) compiles economic impact numbers that provide relevant and quantifiable data for our region. The CACVB's efforts helped to stimulate more than \$768 million dollars of combined direct visitor spending in our community in 2021 (most recently available year). This economic activity sustained local businesses by supporting more than 5,600 people who work for the tourism industry. Below is the tourism industry economic impact data for Charlottesville and Albemarle County in calendar year 2021:

Direct Economic Impact and Spending Shares by Industries, 2021												
Source: Tourism Economics												
Locality	2021 Direct Impacts											
	Direct Visitor Spending, 2021 (in millions)								Employment	Labor Income (in millions)	State Taxes (in millions)	Local Taxes (in millions)
	Lodging*	F&B	Retail	Recreation	Transport* *	Total Spending	Total Spending % Change (2021/2020)	Spending Share of State				
ALBEMARLE	\$92.0	\$125.8	\$45.5	\$71.2	\$87.0	\$421.5	60.0%	1.67%	3,087	\$160.3	\$12.0	\$20.3
CHARLOTTESVILLE CITY	\$81.5	\$135.2	\$44.1	\$52.8	\$33.2	\$346.8	57.0%	1.38%	2,763	\$96.5	\$10.0	\$17.2

*Lodging includes 2nd home spending

**Transportation includes both ground and air transportation


Mission

The mission of the CACVB is to enhance the economic prosperity of City and County by promoting, selling and marketing the City of Charlottesville and County of Albemarle as a destination, in pursuit of the meetings and tourism markets (as defined by the operating agreement).

Value Proposition

For FY2023, the CACVB is operating on a budget of \$2.33 million dollars, including significant one-time funding through County, City and Virginia Tourism Corporation ARPA funding to aid in the recovery of the tourism economy and improve the TOT, Sales and Meals tax bases through the visitor dollar. The CACVB placed more than 25 million advertising impressions through robust digital and print marketing campaigns in calendar year 2022 and served more than 22,000 visitors directly through its mobile visitor centers and direct visitor communications.

In calendar year 2022, the CACVB saw 647,450 users and 1.6 million pageviews on its website, which was redesigned in December 2021, and generated \$44,000 of advertising revenue on www.visitcharlottesville.org in calendar year 2022. The website alone boasted the following economic impact (data collected via ADARA, which only accounts for 39% of trackable website data).

							
35,835	36,079	\$ 7,346,611	6.3	34.6	2.0	2.0	\$ 203.63
Total Travelers	Total Nights	Total Revenue	Avg. Search to Booking	Avg. Advance Purchase	Avg. Length of Stay	Avg. # of Travelers	Avg. Daily Rate (ADR)
Site Impact is tracking an estimated 39.1% of website traffic for the selected website pixel.							

Vision, Values, & Equity

Vision for 2025

Albemarle County and Charlottesville will create a better quality of life for residents by being the most inclusive, diverse, welcoming, thriving destination for visitors in the Southeast.

Values

Creativity, Diversity, Unity, Resiliency, Responsibility

Equity and Inclusivity Statement

Albemarle County and Charlottesville inclusively and equitably welcome visitors, including but not limited to/irrespective of all races, ethnicities, religions, sexual orientations, gender identities, age, mental/physical disability and citizenship. The CACVB pledges to create inclusive content, share diverse local stories and provide equitable opportunities for local partners in its work.

Organizational Structure

The CACVB currently employs 9 full-time staff:

- Executive Director, Courtney Cacatian
- Director of Marketing & Public Relations, Brantley Ussery
- Marketing Manager, Amanda Vierrether
- Sales Manager, Teresa Lamb
- Visitor and Community Relations Manager, Cassie Ivey
- Travel Specialists - Carla Mullen and Teri Burgan
- Finance Administrator, Kathy O’Leary
- Special Projects Coordinator, Christopher Ridder

The CACVB board has approved the addition of two positions for FY2024: a Social Media and Content Manager and a Destination Development Manager to increase capacity for our promotional and collaborative efforts.

Strategic Plan

At the December 2019 CACVB Executive Board meeting, the Board kicked-off a research effort with SIR, a research firm based in Richmond, to determine the current state of the destination with recent and prospective visitors. The Executive Board and the tourism industry attended this meeting and collaborated on performing a SWOT analysis of the destination and gave feedback on the survey topics for SIR.

The results of this survey were presented at the February 2020 Board meeting. Shortly thereafter, COVID-19 derailed our economy, promotional efforts and specifically the CACVB’s strategic planning process. The current strategic action plan (outlined below) is meant to provide interim guidance and a work-plan based on the data collected in the strategic planning process to date and given the current economic and public health situation.

Strategic Imperatives

The CACVB strives to optimize tourism economic impact in Charlottesville and Albemarle County for the betterment of the community. Optimizing the tourism industry bolsters economic development by connecting tourism to the uplifting of people and places that are an integral part of our destination. Leveraging the momentum of improved industry and governmental alignment and community participation, the CACVB promotes this destination through the strength of the entire region. In creating this transitional strategic plan, the CACVB leaned on its values to define the following strategic imperatives, which are detailed in the paragraphs below:

Resiliency

As defined by its mission, the primary function of the CACVB is to Drive Overnight Visitation, which fuels and funds the rest of the strategic imperatives and improves the general fund for each locality through TOT, Sales and Meals tax revenues.

Unity

This destination is only as strong as the partners it represents and how well those partners work together to Increase Visitor Spending as a unified place.

Diversity

Our community has a diverse range of people, places, and experiences. The CACVB helps to Develop New Visitor Opportunities (tourism product) by fostering strong partnerships with tourism-related businesses and non-profits.

Creativity

Destinations are defined by what makes them unique, and we have the opportunity and responsibility to Tell Stories that Uplift and Inspire.

Responsibility

As a governmental body, the CACVB has the responsibility to Utilize Public Funds with Transparency and Efficiency to optimize its impact.

Budget Summary FY23 – FY24 Comparison

Revenue	FY '23 Budget	% of Total Budget	FY '24 Budget	% of Total Budget
Albemarle County	605,771	46.00%	964,617	41.60%
City of Charlottesville	711,092	54.00%	1,354,258	58.40%
Total	\$1,316,863	100%	\$2,318,875	100%

Inclusion of Fund Balance:

Revenue	FY '23 Budget	% of Total Budget	FY '24 Budget	% of Total Budget
Albemarle County	606,281	35.04%	964,617	40.89%
City of Charlottesville	711,092	41.13%	1,354,258	57.41%
Fund Balance	400,000	23.14%	0	
Misc (Website)	12,000	0.69%	40,000	1.70%
Total	\$1,728,863	100%	\$2,358,875	100%

Four areas comprise the operating budget for the CACVB (Administrative, Marketing, Visitor Services and Payroll):

Area of Expenditure	FY '23 Budget	% of Total Budget	FY '24 Budget	% of Total Budget
Administrative	122,1810	9.28%	168,838	7.28%
Marketing	456,638	34.68%	1,147,552	48.63%
Visitor Services	197,409	14.99%	267,620	11.54%
Payroll (-Visitor Svcs)	540,635	41.05%	754,865	32.55%
Total	\$1,316,863	100%	\$2,318,875	100%

Fund Balance Total Pre-Audit \$ 00.00

FY 2024 Financial Plan Summary, Administrative

The administrative functions required for the daily operation of the CACVB and those products and services needed to conduct business are covered in this section. Albemarle County, acting as the fiscal agent for the CACVB, provides key essential services, including human resources, IT, procurement and purchasing, and legal support. This support is reflected in the GF Admin Charges line item and consists of 2% of the CACVB budget annually.

In addition to ensuring the proper and transparent use of funds, the CACVB has become a national leader in equity in destination management and won three national and international awards this past year recognizing its distinction in this space. To bring under resourced businesses into the tourism economy and welcome all people to the community, the CACVB established Tourism for All, in collaboration with Destinations International and TripAdvisor. The first of its kind, Tourism for All is a community building effort that guides tourism businesses into creating a community pledge and action plan to ensure that the community commits to and makes progress towards becoming a welcoming destination. Notable elements of this effort to date include an internal Diversity, Equity and Inclusion plan for the CACVB, Discover Black Cville, accessibility assessments for tourism partners through Wheel the World and initial conversations with LGBTQIA+, Latinx, APIDA and Monacan Nation stakeholders.

Discover Black Cville has been recognized with three awards within the first year since its national launch. The George Washington University's Master of Science in Tourism, Hospitality and Event Management (MSTHEM) program presented the Executive Director with the Outstanding Alumni Award in recognition of her contributions to society. This award specifically recognized the Discover Black Cville tourism community effort. This effort also won a Destiny Award for Community Building through the U.S. Travel Association's ESTO conference for incorporating community building as a major function of its strategy. This award is presented to destination organizations nationally. Finally, in February 2023, the Hospitality Sales and Marketing Association International (HSMAI) presented Discover Black Cville with a Bronze Adrian Award. These awards recognize tourism organizations, including destinations and hotels, for their work internationally with competition spanning country-wide marketing efforts and the efforts of companies such as Marriott International.

Through the late 2022 and into 2023, the CACVB worked with Wheel the World to provide free accessibility assessments for our industry partners. The CACVB partnered with the firm to make the Charlottesville-Albemarle area more accessible and provide accurate listing information for visitors. The CACVB was only one of only two destination organizations to utilize Wheel the World and had an outstanding response from industry partners. More than sixty industry partners completed the assessments and now have access to Wheel the World's e-learning platform. The CACVB and Wheel the World are now in the process of marketing these

experiences.

For Career Education Month (February), the CACVB partnered with Monticello High School and the Global Scholars Program to take students to Boar's Head Resort to hear from industry experts. This pilot program included presentations from hotel management, sports management, culinary, and special events. The program will extend into March with three presentations from the CACVB team and a job fair at Monticello High School on March 15, 2023. Twenty-four industry partners (max capacity) will have the ability to connect with 1,000 students about their organization and hiring needs. This pilot program directly supports the CACVB's 2025 vision of creating a better-quality life for residents and supports Albemarle County Public School's creation of a Hospitality Career Cluster. FY2024 will see a continuation of these efforts and growth into additional schools.

Revenue	FY '24 Budget	% of Total Budget
Albemarle County	70,234	3.03%
City of Charlottesville	98,604	4.25%
Total Income	\$168,838	7.28%
Expenditures - Administration		
Rent	30,000	1.20%
GF Admin Charges	46,378	2.00%
Education & Training	23,460	1.01%
Professional Services	11,000	0.47%
Office Supplies	5,000	0.22%
I.T. Services	15,050	0.65%
Contractual Services	3,000	0.13%
Equipment/Furniture	10,000	0.43%
Local Travel (Mileage)	5,000	0.22%
Meals (Travel)	3,000	0.13%
Software	4,950	0.21%
Insurance Liability	9,000	0.39%
Equipment Rental	3,000	0.13%
Total Expenditures	\$168,838	7.28%

FY 2024 Financial Plan Summary, Marketing

For FY2023, Marketing focused on a robust digital campaign centered on wine, culinary, outdoor recreation and diverse demographic markets. The campaign reached visitors in traditional drive markets like Northern Virginia/Washington, D.C., Raleigh/Durham, Charlotte, Virginia Beach, and the Baltimore metro areas through search engine marketing, paid social media placements, display advertising, print, and programmatic TV, with additional efforts through major national travel publications like Travel & Leisure, Food & Wine, The Local Palate, Wine Enthusiast, Essence, Bon Appetit, Conde Nast Traveler, Hemispheres, the Virginia Travel Guide, Blue Ridge Outdoors, and overseas efforts through Capital Region USA (Germany, France and the UK).

COVID-19 dramatically impacted the Marketing strategies for all destination marketing organizations, but the CACVB remained agile and adapted its strategies continuously throughout the past three years as variants and challenges have come and gone. Through exceptionally strong advertising pushes focused on need times, Charlottesville & Albemarle County lodging properties saw the highest revenue per available room (combination of occupancy and average daily rate) on record in 2022. Promotional efforts are executed through:

1. Owned media (website, social media, e-newsletters, visitor guides, maps)
2. Earned media (public relations, familiarization tours, press release distribution)
3. Paid media (advertising, sponsorships, media and sales missions and shows)
4. Research (insights on hotel performance, visitor information and trends, effectiveness of www.visitcharlottesville.org in booking hotel and air trips)

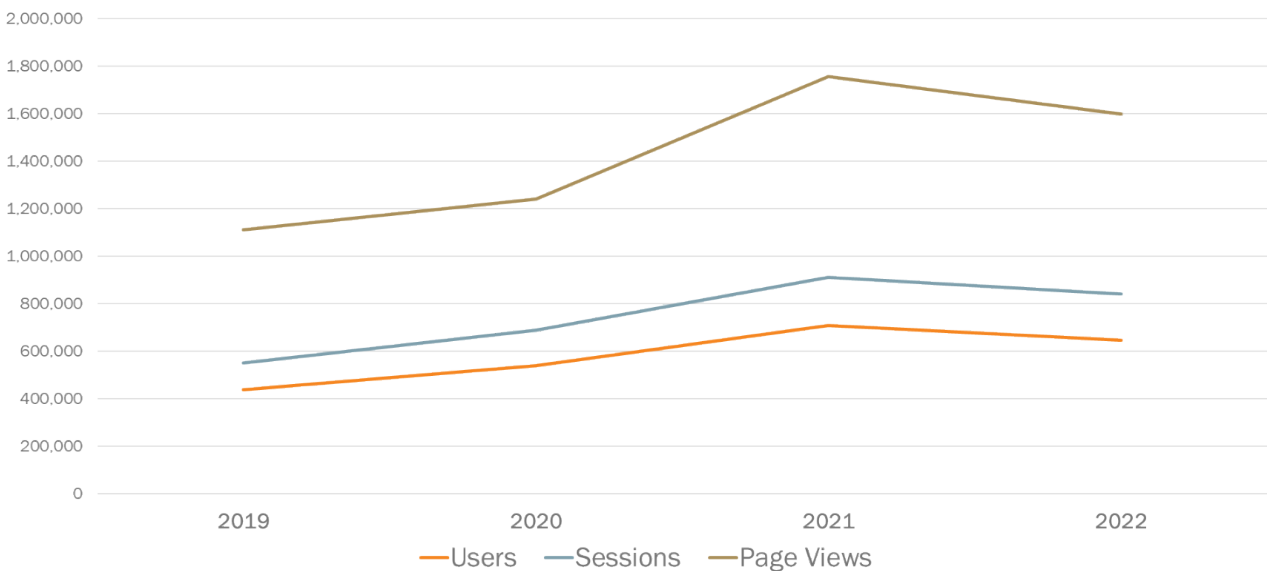
The CACVB launched a wine-centric marketing campaign in the fall of 2021 (Historic Vines. New Roots) and launched the Discover Black Cville brand nationally in March 2022. Both campaigns include significant partner participation, especially through the associated digital passports powered by Bandwango. Marketing plans for FY2024 will continue to leverage the success of these campaigns and showcase the destination as vibrant and inclusive.

Below is sample creative used in a variety of the media placements made in FY23, including many of the CACVB's national media buys:



All paid media placements are directed to www.visitcharlottesville.org. With a greater focus on advertising, website traffic has increased substantially over the past few years. Page views spiked the most, which means that website visitors are exploring more of our website content and are genuinely interested in our destination. Website traffic was down slightly in 2022, in the wake of unprecedented demand for travel information in 2021, following the worst of the COVID-19 pandemic in 2020, and as the new website was read by search engines for relevancy.

Website Visitation Trends (2019 – 2022)

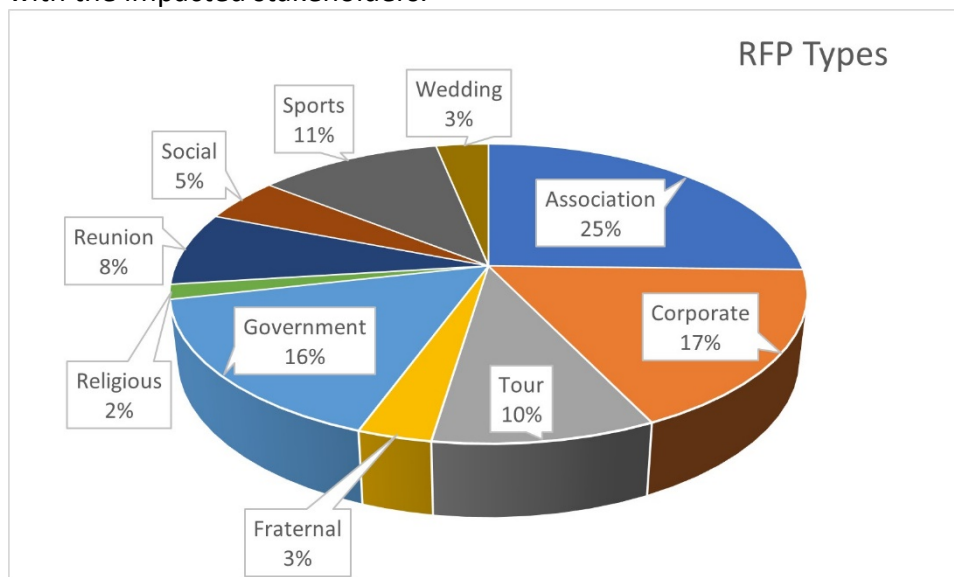


The CACVB continues to maintain robust media relations efforts throughout the year, working with a variety of travel writers, influencers, and content creators. The results of these efforts included major earned media placements in publications such as: Food & Wine, Travel + Leisure, Fodor's Travel, ESPN, AAA World Magazine, and a variety of international publications through media collaborations with Capital Region USA (CRUSA) and the Virginia Tourism Corporation (VTC). A robust media relations strategy is vital to the CACVB's overall marketing success, as earned media placements are essentially free advertising, helping to complement the organization's paid media efforts.

The CACVB also hosted a group media familiarization (FAM) tour in March 2022 to coincide with the national launch of Discover Black Cville. As part of this FAM tour, the CACVB invited seven Black content creators to Charlottesville and Albemarle County to experience the activities involved with the national launch. This FAM tour resulted in several articles being written about the launch of Discover Black Cville, helping raise awareness of these important efforts to new audiences. The relationships made with this group of content creators continues to produce new earned media coverage, even a year later.

A collection of recent earned media coverage generated through the CACVB's media relations efforts can be [found here](#).

The CACVB's Sales opportunities have significantly increased under Sales Manager position. The Sales Manager has attended trade shows, distributed 63 Requests for Proposals (tripled from last year) and secured group room blocks to fill hotel rooms and event venues. These sales efforts seek to attract meetings, reunions, multi-city tours and additional group business, especially during the need times of weekdays year-round, and weekends in the winter and late summer. The investment in different Sales markets are evaluated annually and in coordination with the impacted stakeholders.



FY 2024 Financial Plan Summary, Marketing

MARKETING Operating Financial Plan

Revenue	FY '24 Budget	% of Total Budget
Albemarle County	469,045	19.88%
City of Charlottesville	658,507	27.92%
Fund Balance	0	0%
Misc (Website)	40,000	1.70%
Total Income	\$1,207,552	49.50%
Expenditures - Marketing	FY '24 Budget	% of Total Budget
<u>Marketing</u>		
Marketing & Advertising	919,981	39.00%
Website	30,000	1.27%
Printing	30,000	1.27%
Research	125,000	5.30%
Non-Local Travel	28,000	1.19%
Postage	11,000	0.47%
Dues	15,000	0.64%
Phone (Main Line + Cells)	8,571	0.36%
Marketing Expenditures	\$1,167,552	49.50%

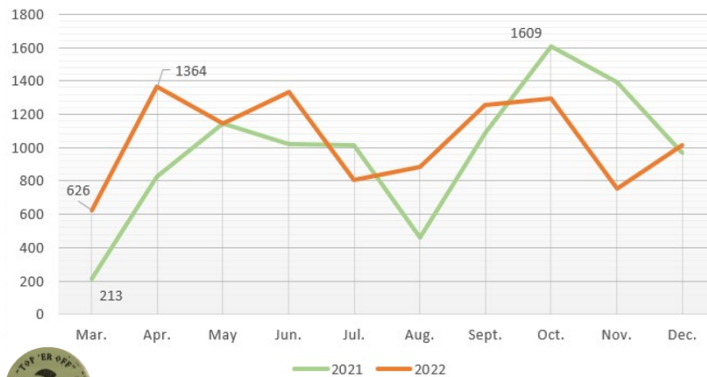
FY 2024 Financial Plan Summary, Visitor Services

The Visitor Services team welcomes visitors to our destination using Mobile Visitors Centers (MVCs), which are stationed throughout the City and County five days a week on a regular schedule and at relevant special events as available. The Visitor Services team provides direct and personal travel assistance during their shifts. Using the Mobile Visitor Centers, Visitor Services reached over 10,500 people during the 2022 run (Mid.-March to Mid.-December). The 2023 Mobile Visitor Center schedule has been finalized, and the MVCs are back at their locations as of March 15, 2023. With additional support from the CACVB team and our partner locations, Visitor Services is working to increase visitation to the Jefferson School City Center and better assist visitors coming through Charlottesville Albemarle Airport (CHO) during non-shift times. The team will increase its presence at special events to reach a higher volume of visitors.

In addition to in-person interactions, Visitor Services fulfilled over 15,000 requests for information about our destination: bringing the total reach to over 100,000 people. As the CACVB is the only certified Visitor Information Center through the Virginia Tourism Corporation in Charlottesville and Albemarle County, the Visitor Services budget supports the improvement and operation of Mobile Visitors Centers and administrative needs of the Visitor Services team. There is visitor information available Monday through Friday at the McIntire County Office Building Visitor Entrance when that building is open, and there will be a future partnership between the CACVB and UVA for visitor services at the UVA Hotel and Conference Center.

With assistance from marketing, the Visitor and Community Relations Manager increased communication with industry partners and enhanced the visibility of the Mobile Visitor Centers through the CACVB's digital presence and marketing materials. Visitor Services upholds the CACVB brand through its distribution of publications, special event listings, and specialized itineraries that adhere to the CACVB style guide. With input from CACVB staff and industry partners, the Visitor and Community Relations Manager will reestablish familiarization tours to educate industry partners and continue a speaker series in FY23. Continuing from FY22, the Visitor Services team has provided support and visitor input to local outdoor recreation and arts organizations to increase awareness of the of these industry sectors to visitors in Charlottesville Albemarle area and bolster partnership opportunities.

2021 vs. 2022 Total Visitation



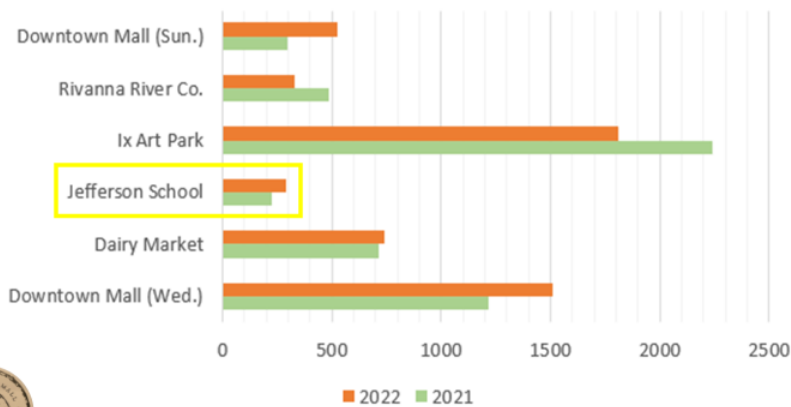
Information:

- Total 2022 Visitation: 10,477
- Increase from 2021: 8%



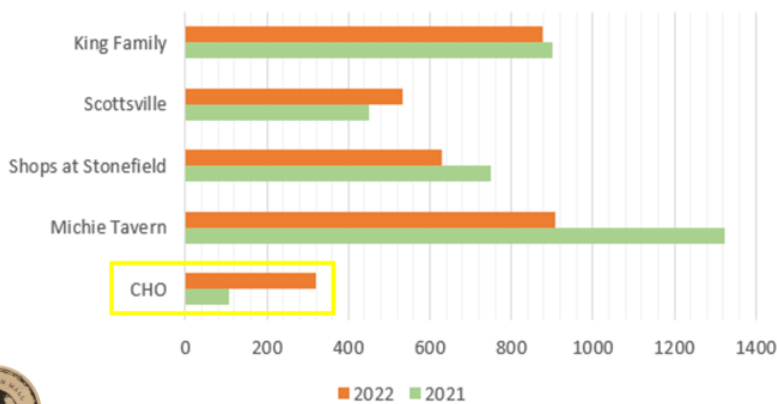
Charlottesville
ALBEMARLE COUNTY VIRGINIA

2021 vs. 2022 MVC Locations: City



Charlottesville
ALBEMARLE COUNTY VIRGINIA

2021 vs. 2022 MVC Locations: County



Charlottesville
ALBEMARLE COUNTY VIRGINIA

Special Events

- 2022 Special Event Visitation: +2,000
- Participated in a good balance of events (in city vs. in county, arts vs. outdoor rec.)
- Visitor Services has a goal of increasing participation in special events
- VS is considering out-of-area events to promote Charlottesville-Albemarle

Events
Cville Marathon Packet Pickup (Apr.)
Cville Bikefest at Dairy Market (Apr.)
Riverfest at RCC (May)
Crozet Arts and Craft Festival (Spring & Winter)
Batteau Festival (Jun.)
UVA Class of 2025 Back-to-School (Aug.)
Festival of the Wheel (Aug.)
Loop de'Ville
UVA Football Games (Fall)
2 Up Wine Down Wine Festival (Oct.)
VA Film Festival (Nov.)
Grand Illumination (Dec.)
Winter Wander (Dec.)



Charlottesville
ALBEMARLE COUNTY, VIRGINIA

VISITOR SERVICES Operating Financial Plan

Revenue	FY '24 Budget	% of Total Budget
Albemarle County	111,326	4.80%
City of Charlottesville	156,294	6.74%
Total Income	\$267,620	11.54%

Expenditures	FY '24 Budget	% of Total Budget
Visitor Services		
Salaries Portioned to Visitor Services	249,891	10.78%
Van - Fuel	5,000	0.21%
Van - Repairs	10,000	0.43%
Cell Phone & Wi-Fi	2,729	0.12%
Visitor Services Expenditure	\$267,620	11.54%

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



Agenda Date: June 5, 2023

Action Required: Review the 2022 Calendar Year City of Charlottesville Human Rights Commission & Office of Human Rights Annual Report

Presenter: Todd Niemeier, Director

Staff Contacts: Todd Niemeier, Director

Title: **Human Rights Commission 2022 Annual Report**

Background

Per the Charlottesville Human Rights Ordinance, Code of the City of Charlottesville, Chapter 2, Article XV, Sec. 2-432.(i), the Commission shall make quarterly reports to the City Council concerning the operation of the Commission and the status of the Commission's performance of the duties, responsibilities and roles set forth within the this article. One of the required quarterly reports shall be an annual report.

Discussion

This report summarizes the work done by the City of Charlottesville Human Rights Commission (HRC) and Office of Human Rights (OHR) during the 2022 Calendar Year (CY202).

Alignment with City Council's Vision and Strategic Plan

The work done by the HRC and OHR aligns with City Council's vision of Charlottesville as a "leader in social and economic justice, and healthy race relations" that is "flexible and progressive in anticipating and responding to the needs of our citizens" and is a "united community that treasures diversity." Adopting the recommendations proposed below helps ensure that Charlottesville moves toward becoming a "Community of Mutual Respect" with a "Smart, Citizen-Focused Government" that supports and protects "Quality Housing Opportunities for All," as well as "Economic Sustainability."

Community Engagement

This report has also been presented to the Human Rights Commission in its agenda packet for its regular meeting on May 18, 2023. This agenda packet is also available to the public.

Budgetary Impact

This report proposes no new budgetary impacts.

Recommendation

Staff recommends that Council continue to support and fully fund the HRC and OHR to fulfill the obligations set forth in the Charlottesville Human Rights Ordinance.

Alternatives

Continued support of the HRC and OHR is required to fulfill the obligations set forth in the Charlottesville Human Rights Ordinance.

Attachments

1. CY2022 HRC and OHR Annual Report (PDF)

City of Charlottesville
Human Rights Commission
&
Office of Human Rights
Calendar Year 2022 Annual Report

Staff Contact: Todd Niemeier, Director, Human Rights Commission

Phone: 434-970-3023

Email: niemeier@charlottesville.gov

OHR Webpage: www.charlottesville.gov/665/Human-Rights

HRC Webpage: www.charlottesville.gov/963/Human-Rights-Commission

**Human Rights Commission & Office of Human Rights
CY2022 Annual Report
Table of Contents**

<u>Section</u>	<u>Title</u>
1.	Introduction
1.1.	Report Structure
1.2.	HRC Overview
1.3.	OHR Overview
2.	Charlottesville Human Rights Ordinance Sec. 2-433. (a)
2.1.	Sec. 2-433. (a) HRC Actions
2.2.	Sec. 2-433. (a) OHR Actions
2.2.1.	Total Incoming Contacts
2.2.2.	Total Inquiries and Complaints by Location
2.2.3.	Total Inquiries and Complaints by Protected Activity
2.2.4.	Total Combined Inquiries and Complaints by Protected Class
2.2.5.	Total Complaints by Protected Activity and Protected Class
2.2.6.	Services Provided Through Individual Contacts
2.2.7.	Referrals to Other Services
2.2.8.	Status of Complaint Cases During the Calendar Year
3.	Charlottesville Human Rights Ordinance Sec. 2-433. (b)
3.1.	Sec. 2-433. (b) HRC Actions
3.2.	Sec. 2-433. (b) OHR Actions
3.2.1.	OHR Community Outreach Activities by Outreach Type
3.2.2.	Collaborative Activities and Engaged Partner Agencies
4.	Charlottesville Human Rights Ordinance Sec. 2-433. (c)
5.	Charlottesville Human Rights Ordinance Sec. 2-433. (d)
5.1.	Sec. 2-433. (d) HRC Actions
5.2.	Sec. 2-433. (d) OHR Actions
6.	Charlottesville Human Rights Ordinance Sec. 2-433. (e)
7.	Charlottesville Human Rights Ordinance Sec. 2-433. (f)
8.	Conclusions
9.	Attachments

1. Introduction

This report will present the goals and strategies identified by the Human Rights Commission and show how the actions taken by the Human Rights Commission and Office of Human Rights in CY2022 align with the roles and responsibilities specified in the Charlottesville Human Rights Ordinance (Code of the City of Charlottesville Chapter 2, Article XV).

The Charlottesville Human Rights Commission (HRC) in partnership with the Office of Human Rights (OHR) acts as a strong advocate for justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights. The Charlottesville Human Rights Ordinance (CHRO) outlines the roles, duties, and responsibilities of the HRC and the OHR. Per Sec. 2-433 of the CHRO, following the passage of the amended Ordinance on February 1, 2021, it is the role of the HRC and OHR to:

- a) Assist individuals who believe they are the victim of an act of unlawful discrimination within the City.*
- b) Collaborate with the public and private sectors for the purpose of providing awareness, education, and guidance on methods to prevent and eliminate discrimination citywide.*
- c) Identify and review policies and practices of the City of Charlottesville and its boards and commissions and other public agencies within the City and advise those bodies on issues related to human rights issues.*
- d) Seek work share agreements with the Equal Employment Opportunity Commission (“FEPA”) and the Department of Housing and Urban Development (“HUD-FHAP”) to conduct investigations of employment and housing discrimination on their behalf, and enter into such agreement(s) subject to approval of City Council upon a finding that the agreement(s) would be in the best interest of the City.*
- e) Make recommendations regarding the City’s annual legislative program, with an emphasis on enabling legislation that may be needed to implement programs and policies that will address discrimination.*
- f) Prepare recommendations to policies and procedures the Commission believes are necessary for the performance of the roles, duties and responsibilities assigned to the Commission within this article, and for modifications or operating procedures approved by City Council.*

As required by Sec. 2-441 of the CHRO, the following report provides details of the work of the HRC and OHR during calendar year 2022 (CY2022).

1.1. Report Structure

This report is organized into sections following each role of the Human Rights Commission as listed in Sec. 2-433. (a-f) of the CHRO. Some sections will feature work from both the HRC and OHR, while other sections will feature the work of only one entity. Although the CHRO was once again amended on November 21, 2022, this report will follow the version of the Ordinance adopted on February 1, 2021.

The HRC and OHR are committed to improving accessibility to information about their work. This report has been made accessible for the visually impaired, and it uses plain language as often as possible to ensure its contents are understandable. Alternative text is included for graphs, charts, and some tables that may not be accessible for the visually impaired. Upon request, the OHR can provide additional information or clarification for graphics that are not accessible. Technical terms used in this report are defined in the attached **CY2022 OHR Data Dictionary (Attachment 1)**.

In previous years, data and information within the annual report was also found in the Human Rights Department Scorecard on the City website. The City is in the process of discontinuing the Department Scorecard system; therefore, the Human Rights scorecard has not been updated with CY2022 data.

City Councilors and members of the public are encouraged to contact OHR staff with any questions about the contents of the report or for more information about the services provided by the HRC and OHR.

1.2. HRC Overview

In January 2022, the HRC elected Jessica Harris as Chair and Ernest Chambers as Vice Chair. Commissioners held their annual retreat on April 23, 2022, during which they identified the focus areas listed below for their work in 2022. This report will reference these focus areas when they align with the actions taken by the HRC in 2022.

- 1) **Housing Equity Assessment** [City Code Article XV. Sec. 2-435, 2-433(a), 2-433(b), & 2-433(d)]
 - a) Assess the state of Emergency, Transitional, and Deeply Affordable housing
 - b) Assess the state of the Continuum of Care for people experiencing homelessness
 - i) Review wrap-around services that support access to housing
 - (1) Mental Health Support
 - (2) Substance Use Recovery Support
 - c) Test Fair Housing compliance within the Charlottesville housing market
 - i) Potentially partner with Housing Opportunities Made Equal (HOME)
 - d) Continue to pursue Fair Housing Assistance Program (FHAP) workshare with HUD
 - i) Coinciding with an increase in OHR staffing (see focus area 4)
 - e) Provide recommendations to Council based on the above assessments
- 2) **Community Engagement** [City Code Article XV. Sec. 2-433(b) & Sec. 2-434]
 - a) Listen to community member concerns
 - i) Town Hall meetings
 - ii) In-person events
 - b) Share information about HRC initiatives with community members
 - i) In-person events
 - ii) Social media
 - c) Collaborate with other groups doing related work
 - i) Commissioners will engage with other City boards and commissions
 - ii) Commissioners will engage local community groups and organizations
 - d) Provide recommendations to Council to improve community access to public meetings
- 3) **Equity in City Government Review** [City Code Article XV. Sec. 2-433(c) & Sec. 2-435]
 - a) Engage with the Charlottesville Police Department and Police Civilian Oversight Board (PCOB)
 - b) Review City Council's equity priorities and encourage accountability and follow-through
 - c) Review City budgeting priorities through an equity lens
 - d) Provide recommendations to Council regarding potential actions resulting from the above.
- 4) **Human Rights Commission (HRC) and Office of Human Rights (OHR) Capacity Expansion** [City Code Article XV. Sec. 2-433(a), 2-433(f), 2-434, & 2-435]
 - a) Advocate for adequate staffing in the OHR
 - i) Demonstrate to City Council the need to add an Investigator and potentially an Intake Counselor to OHR staff, as a pre-requisite for fulfilling City Code Article XV. Sec. 2-433(d)

- b) Explore opportunities for Commissioners to engage in training and workshops that enhance understanding of human rights, equity, diversity, and inclusion

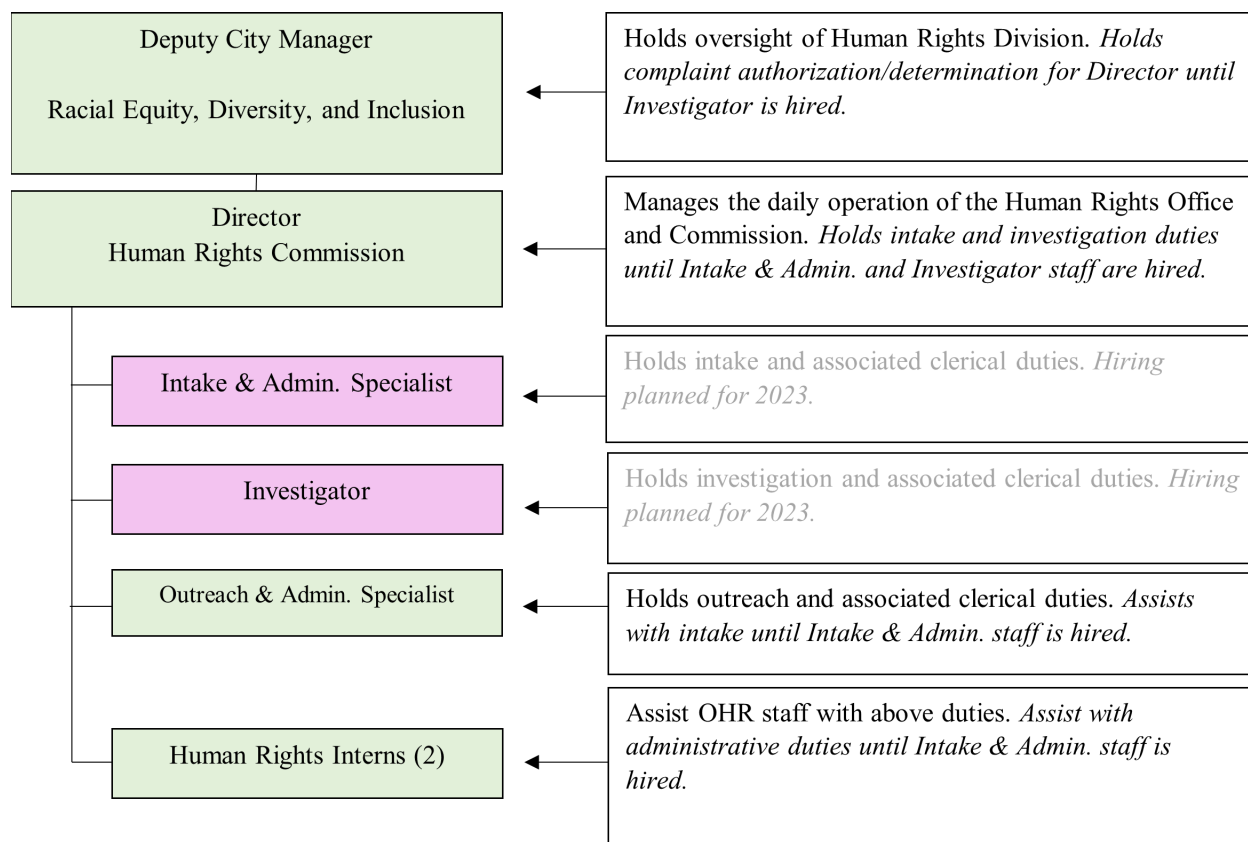
The following is a list of the key actions and takeaways from the work of the HRC during the year.

Key HRC Actions and Takeaways
<ul style="list-style-type: none"> • No cases of discrimination required the HRC to hold a public hearing in CY2022 (report section 2.1.). • The HRC engaged in four actions aligned with Sec. 2-433. (b) of the CHRO including one community event, one public discussion, and two public polls (report section 3.1.). • The HRC engaged in six actions aligned with Sec. 2-433. (c) of the CHRO including two Council recommendations, two HRC resolutions, and two public discussions (report section 4.). • As a further step toward pursuing a FHAP workshare, as set forth by Sec. 2-433. (d) of the CHRO, the HRC adopted amendments to the CHRO for recommendation to City Council. The amendments were adopted by City Council on 11/21/2022 (report section 5.1.). • As directed by Sec. 2-433. (e) of the CHRO, the HRC made legislative recommendations to Council related to housing equity, transportation equity and accessibility, health and food equity, and equity in law enforcement (report section 6.). • Per Sec. 2-433. (f) of the CRHO, the HRC reviewed and amended its internal Rules and Procedures to redefine a quorum as the majority of serving members. The HRC also adopted recommendations for changes to the CRHO that improved the organization of the ordinance and clarified enforcement procedures for all protected activities (report section 7.).

1.3. OHR Overview

During CY2022, the OHR continued to see a significant rise in engagement with community members. Throughout 2022, the OHR remained open to walk-in and in-person appointments. Victoria McCullough began work as the full-time Community Outreach Specialist on March 28, 2022. Victoria managed all community outreach-related activities for the OHR and assisted the HRC Director with daily intake for individual services. Paid interns Lily Gates and Ginny Helmandollar also continued work at the OHR after beginning in the summer of 2021. Contributing a combined average of 12 hours per week, Ginny and Lily perform essential, highly specialized tasks including managing our individual service provision data collection system, preparing minutes for the HRC, and a variety of other writing and editing duties that support the work of both the HRC and OHR.

The chart below shows the organizational structure of the OHR during CY2022, as well as the general responsibilities of each position and intended hires for 2023:



The following is a list of the main takeaways and trends observed from the work data of the OHR during CY2022. Detailed information regarding this work and additional actions are found in the body of this report, and the relevant report sections are noted in parentheses after each bulleted item.

Key OHR Takeaways and Observed Trends
<ul style="list-style-type: none"> • In CY2022, the OHR received 3,253 incoming contacts: more incoming contacts than during any previous year in the OHR’s history and over 60% more incoming contacts than in CY2021 (report section 2.2.1.). • In CY2022, the OHR received 67 new inquiries and complaints originating in Charlottesville (report section 2.2.2.). • Over the past five years, housing was the most often identified protected activity in inquiries and complaints received by the OHR (report section 2.2.3.). • Over the past five years, race was the most frequently identified protected class in combined inquiries and complaints received by the OHR (report section 2.2.4.). • Over the past five years, race was the most often identified protected class in employment discrimination complaints (report section 2.2.5.). • Over the past five years, disability was the most often identified protected class in housing discrimination complaints (report section 2.2.5.). • In CY2022, 2,501 or 58% of total incoming and outgoing contacts were classified as navigation contacts, meaning that the service provided was related to something other than a jurisdictional allegation of discrimination (report section 2.2.6.). • Most referrals to other service providers in CY2021 involving a housing concern did not include an allegation of housing discrimination; more frequently, an individual sought assistance with rent or deposit relief, housing navigation, utility relief, or homelessness (report section 2.2.7.) • During CY2022, the OHR had 15 open complaint cases, 9 of which were opened in 2022 (report section 2.2.8.). • In CY2022, OHR staff engaged in a total of 160 community outreach activities (report section 3.2.1.). • The OHR partnered with 57 collaborators in CY2022 to organize outreach events, develop referral networks for individuals seeking services, and lead discussion in projects that serve people who engage in protected activities and/or are members of protected classes. • Hiring an Intake & Administrative Specialist and an Investigator in CY2023 will be crucial steps toward efficiently and effectively handling the ever-increasing volume of inquiries and complaints received by the OHR.

2. Charlottesville Human Rights Ordinance Sec. 2-433. (a)

Sec. 2-433. (a) Assist individuals who believe they are the victim of an act of unlawful discrimination within the City.

2.1. Sec. 2-433. (a) HRC Actions

Key OHR Takeaways and Observed Trends
No cases of discrimination required the HRC to hold a public hearing in CY2022.

When considering individual complaints of discrimination, the HRC's primary role is to hold public hearings, as explained in *Sec. 2-439.1. Enforcement Authority – The Role of the Commission*. In the history of the HRC, only one complaint has required the HRC to hold a public hearing.

2.2. Sec. 2-433. (a) OHR Actions

Most activities involving individual assistance rest with the OHR under *Sec. 2-437. Duties and responsibilities – Investigation of individual complaints and issuance of findings*. Individual service provision remains the primary function of the OHR. Compared to previous years, the OHR experienced a significant increase in daily contacts assisting individuals seeking services. The following data is an overview of trends in service provision to individuals. Since 2018, the OHR has used a consistent data collection process and classification system. Any referenced data prior to 2018 has been reanalyzed and redistributed into current categories for ease of comparison. The OHR CY2022 Individual **Service Provision Data table (Attachment 2)** provides detailed individual service data by month.

2.2.1. Total Incoming Contacts

Key OHR Takeaways and Observed Trends

In CY2022, the OHR received 3,253 incoming contacts: more incoming contacts than during any previous year in the OHR's history and over 60% more incoming contacts than in CY2021

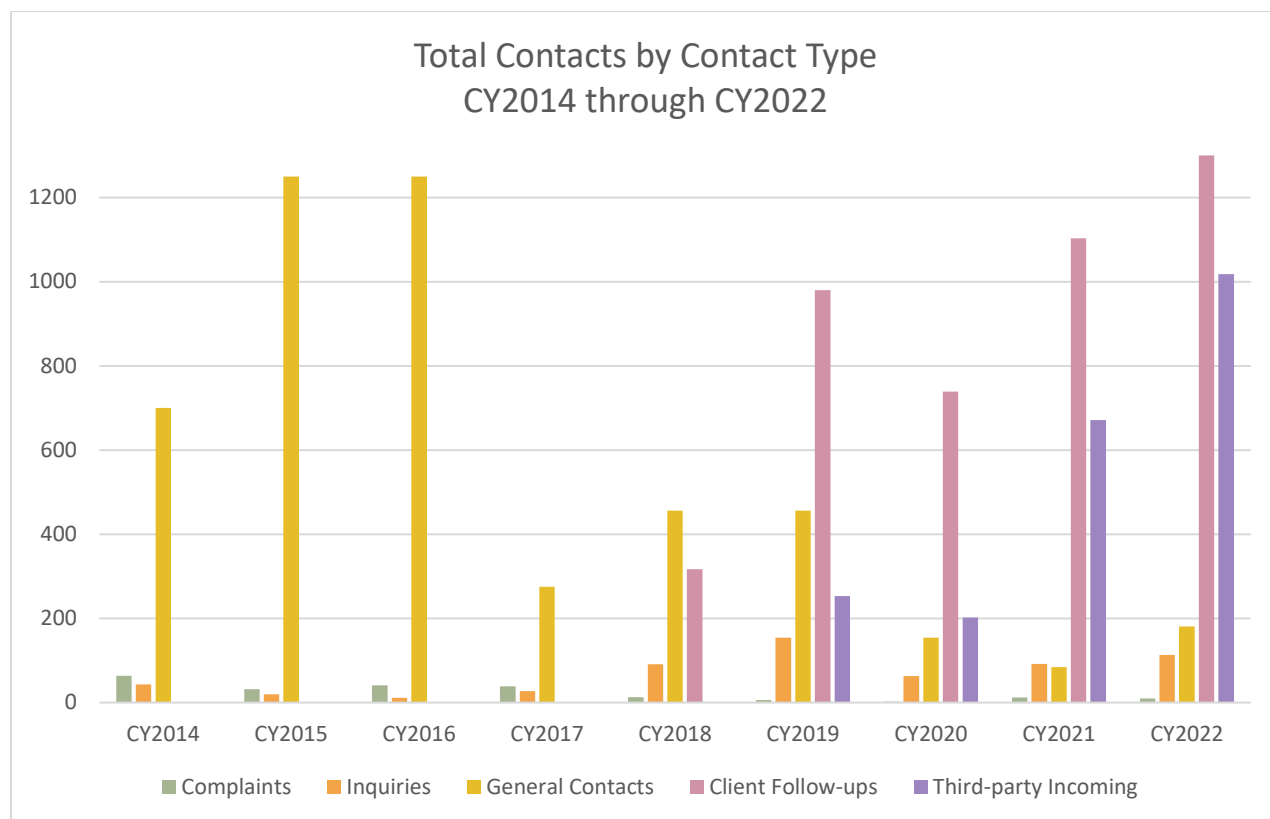
The Office received an average of 13 incoming contacts per day for the full year. During CY2022, the OHR received the following number of incoming contact types:

Contact Type	Total Number
New Complaints	10
New Inquiries	113
Client Follow-ups	1,931
General Contacts	181
Third Party Incoming	1,018
<i>Total Incoming Contacts</i>	<i>3,253</i>

When comparing the total number of incoming contacts for 2022 to previous years, it is significant to note that CY2022 had over 60% more total incoming contacts than the previous year:

Year	Total Incoming Contacts
2014	107
2015	752
2016	1,302
2017	1,316
2018	696
2019	1,849
2020	1,159
2021	1,962
2022	3,253

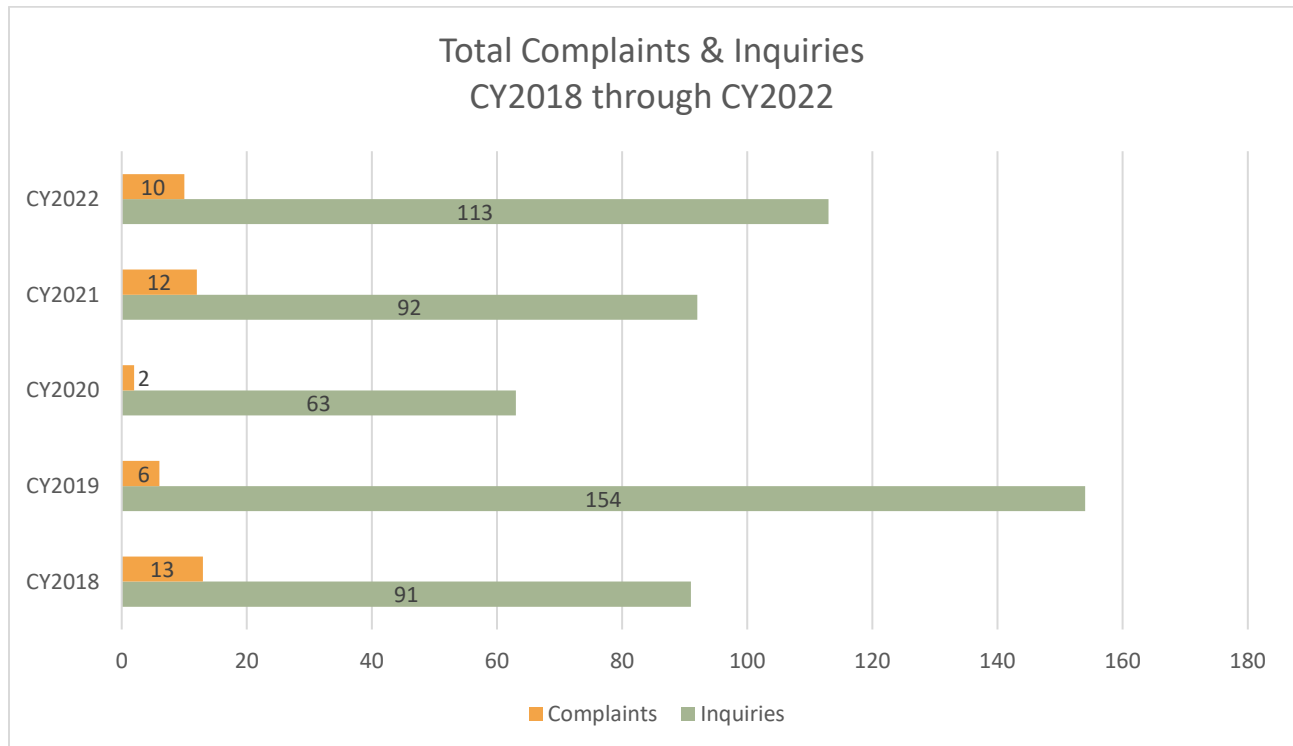
The graph below depicts a breakdown by contact type over the past nine years:



It is important to note the difference between a complaint and an inquiry. A **complaint** is an incoming contact in which an individual wishes to pursue action regarding an allegation of discrimination that falls within the jurisdiction of the OHR, as defined by the CRHO. An **inquiry** is an incoming contact involving services provided to an individual by the OHR *and/or* an individual allegation of discrimination that falls outside the jurisdiction of the OHR, as defined by the CHRO. The **CY2022 OHR Data Dictionary (Attachment 1)** provides detailed definitions for all contact types.

Data pertaining to CY2014 complaints were reviewed by jurisdiction, and contacts listed as complaints that fell outside the jurisdiction of the OHR were reclassified as inquiries. The number of client follow-ups and general contacts is much higher than the number of inquiries and complaints received each year, so inquiries and complaints for some years are not visible in the chart above.

The chart below isolates the number of inquiries and complaints received over the past five years, highlighting that the OHR receives far more inquiries than formal complaints:



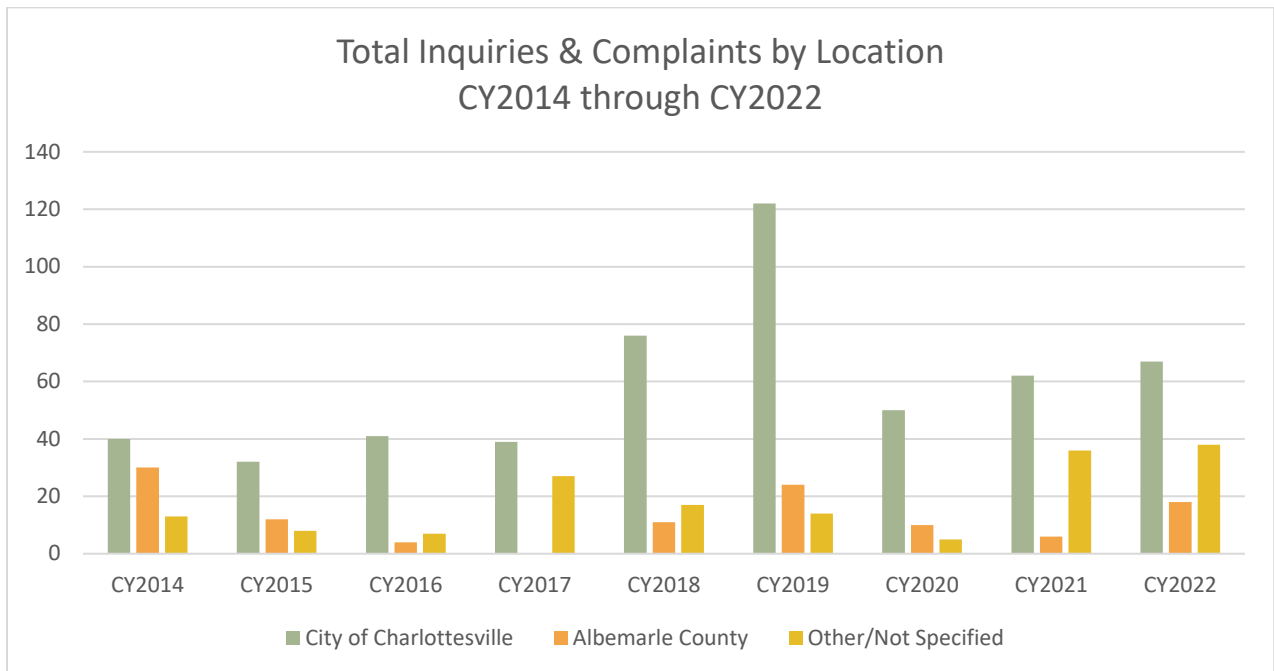
2.2.2. Total Inquiries and Complaints by Location

Key OHR Takeaways and Observed Trends

In CY2022, the OHR received 67 new inquiries and complaints originating in Charlottesville.

Despite fluctuations in the volume of inquiries and complaints, most inquiries and complaints received by the OHR over the last five years involved a concern that occurred in Charlottesville. The CHRO only authorizes the HRC and OHR to process formal complaints of discrimination that originate in Charlottesville. Given that the OHR regularly receives inquiries from Albemarle County and beyond, this may demonstrate an unmet need for services outside of Charlottesville. The OHR refers such inquiries to the appropriate service provider and/or state or federal agency.

The chart below shows the combined number of inquiries and complaints originating in Charlottesville, Albemarle County, or a different or unspecified locality since CY2014:



2.2.3. Total Inquiries and Complaints by Protected Activity

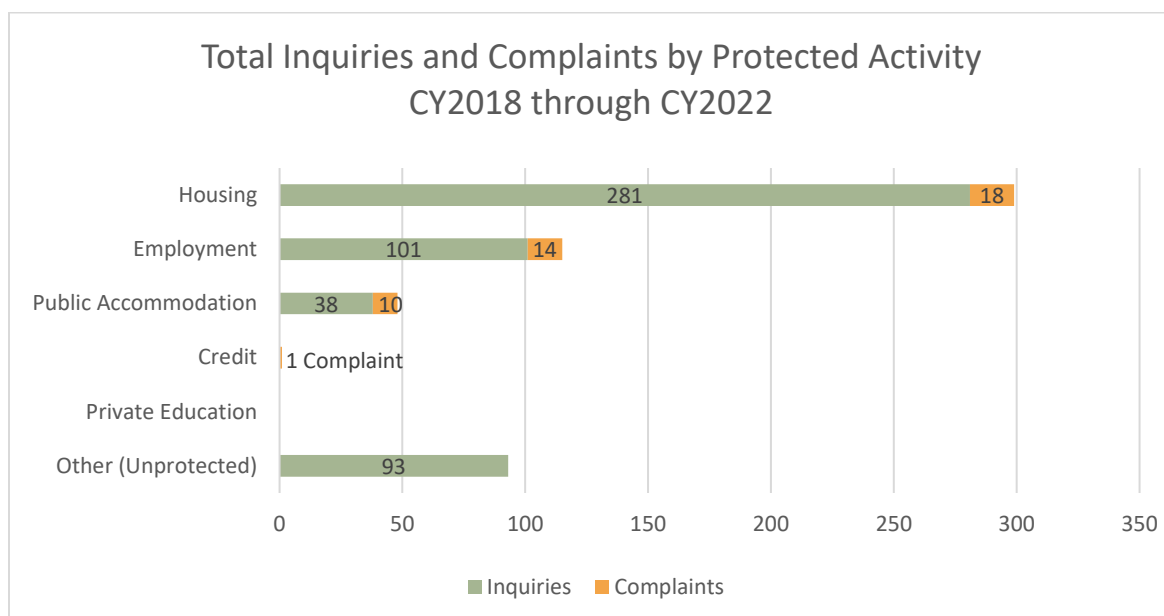
Key OHR Takeaways and Observed Trends

Over the past five years, housing was the most often identified protected activity in inquiries and complaints received by the OHR.

In CY2022, the OHR received a total of 113 contacts classified as inquiries and 10 contacts classified as complaints within the protected activities of Housing, Employment, Public Accommodation, Credit, and Private Education. The table below shows the total number of inquiries and complaints by protected activity in CY2022:

Protected Activity	Total Inquiries	Total Complaints
Housing	59	4
Employment	22	3
Public Accom.	12	3
Credit	0	0
Private Education	0	0
Other (Unprotected)	20	N/A

The chart below shows a summary of the protected activities identified in inquiries and complaints received by the OHR from CY2018 through CY2022. Housing is the most often identified protected activity in inquiries received by the OHR, followed by Employment and Public Accommodation:

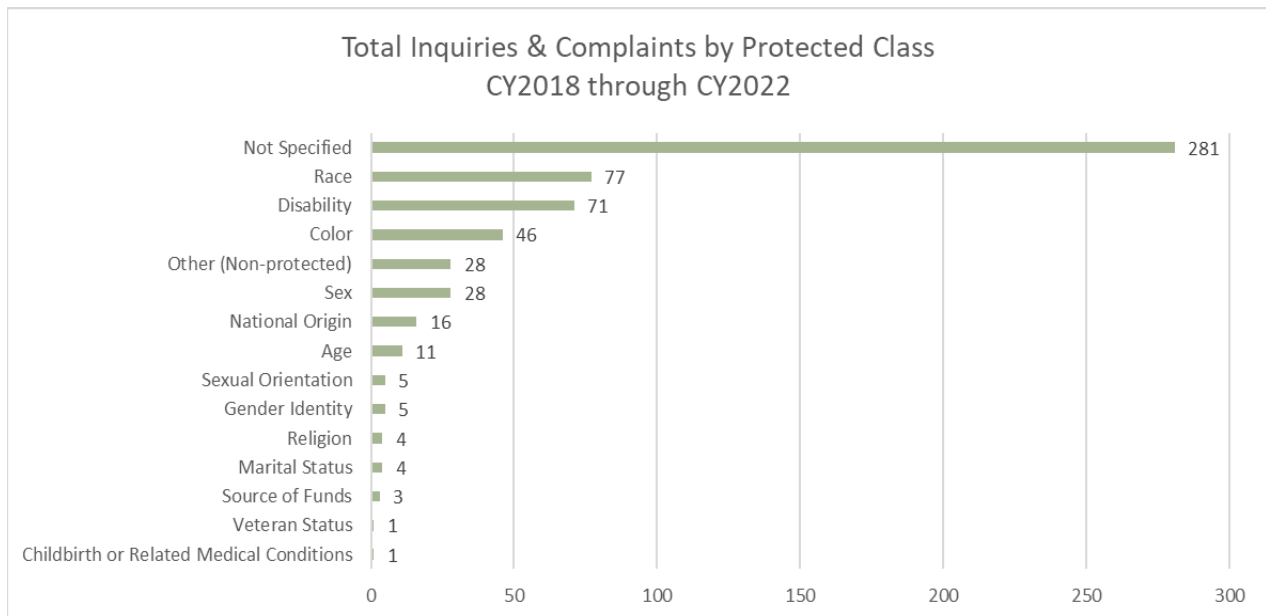


2.2.4. Total Combined Inquiries and Complaints by Protected Class

Key OHR Takeaways and Observed Trends

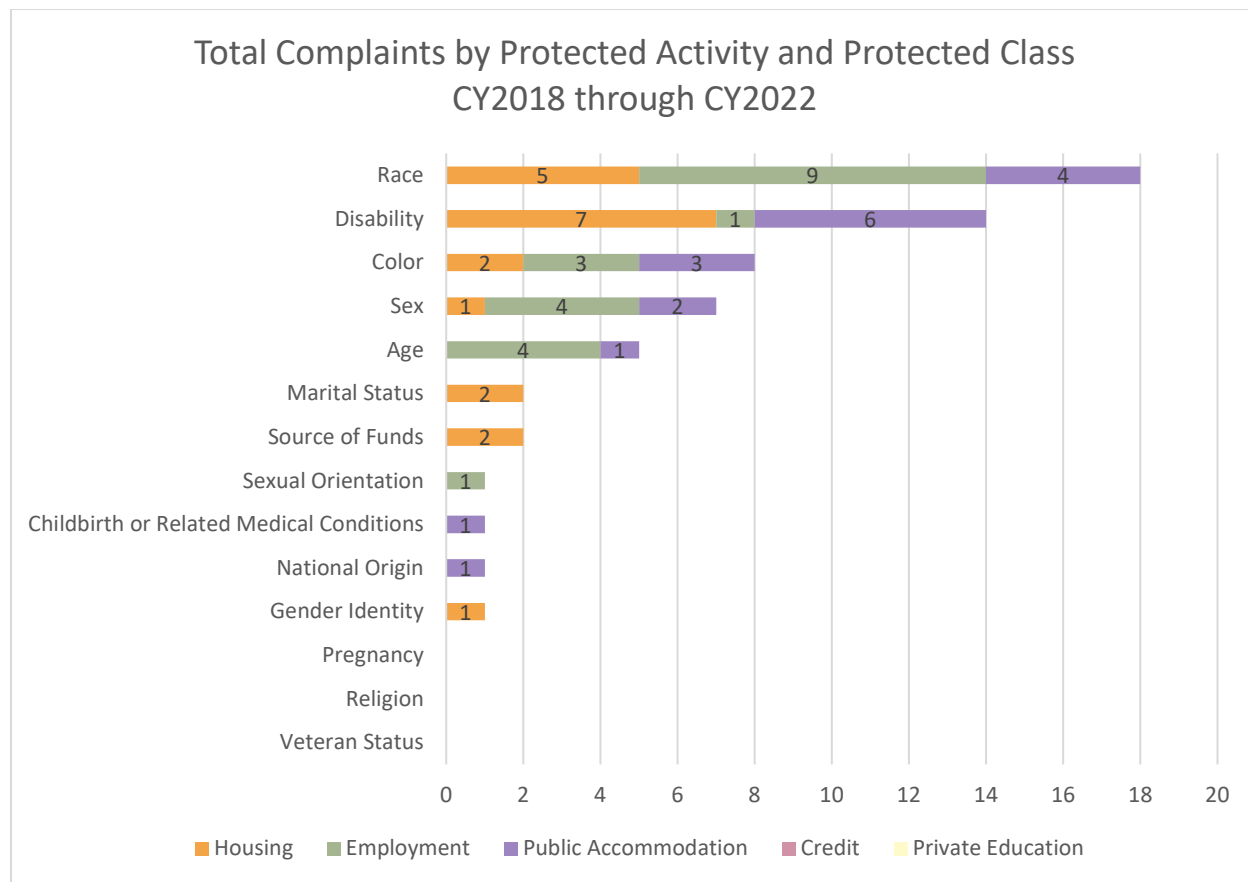
Over the past five years, race was the most frequently identified protected class in all inquiries and complaints received by the OHR.

The chart below shows a summary of the protected classes identified in inquiries and complaints received by the OHR, from CY2018 through CY2022. Race was the most often identified protected activity in inquiries and complaints received by the OHR, followed by disability and color.



2.2.5. Total Complaints by Protected Activity and Protected Class

The following chart isolates total complaints broken down by protected activity and protected class. Race is by far the most often identified protected activity in complaints of employment discrimination received by the OHR. In housing complaints, however, disability is more frequently identified:



In 2022, there were 6 cases of housing discrimination, 2 cases of employment discrimination, and 1 case of public accommodation discrimination. For a summary of case statuses in CY2022, please refer to section 2.2.8. *Status of Complaint Cases During the Calendar Year* of this report.

Note that an individual may identify multiple protected classes when filing a complaint, so the total number of identified protected classes is larger than the total number of complaints.

2.2.6. Services Provided Through Individual Contacts

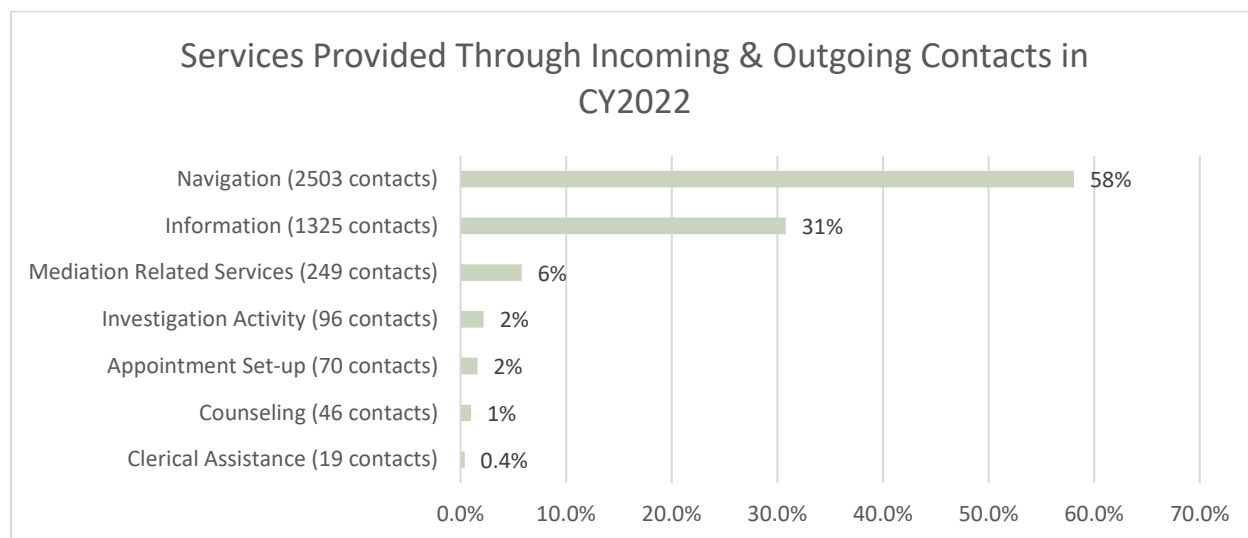
Key OHR Takeaways and Observed Trends

In CY2022, 2,503 or 58% of total incoming and outgoing contacts were classified as navigation contacts, meaning that the service provided was related to something other than a jurisdictional allegation of discrimination.

In CY2022, the OHR provided services through 4,308 incoming and outgoing contacts. Contacts were classified by the primary services of Appointment Set-up, Clerical Assistance, Counseling, Information, Investigation Activity, Mediation-Related Services, and Navigation.

Service provision and community outreach contacts are tracked in separate systems. Community outreach data for CY2022 is examined in Section 3.2. of this report.

The chart below shows the total number of service contacts by type and percentage of total services provided in CY2022:



Navigation is a new service provision classification created this year. Navigation refers to individual service provision which does not involve a jurisdictional complaint of discrimination but may include referrals to other service providers, assistance with accessing services or communicating with other agencies, or clerical support. The high number of Navigation contacts may be indicative of gaps in housing and mental health services available in the community. Many of the people seeking navigational supports present with untreated mental health and substance use challenges coupled with difficulties finding or maintaining housing. In CY2023, the OHR will further refine data collection to track time spent by staff on Navigation contacts and to classify the primary service provided through contacts logged as Navigation.

2.2.7. Referrals to Other Services

Key OHR Takeaways and Observed Trends

Most referrals to other service providers in CY2022 involving a housing concern did not include an allegation of housing discrimination; more frequently, an individual sought assistance with rent or deposit relief, housing navigation, utility relief, or homelessness.

When individuals seek assistance from the OHR for services that the OHR cannot provide, staff attempt to connect the individual to the most appropriate service provider. Listed below are the five primary service providers most closely related to the services provided by the OHR. Most referrals from the OHR are to agencies other than the primary five service providers and are classified as “Other”:

AGOCR (VA Attorney General’s Office of Civil Rights): Individuals are referred to the AGOCR for employment and public accommodations cases that are outside the jurisdiction of the Office of Human Rights, as defined by state and federal law and the CHRO. In some situations, the OHR will refer cases to the AGOCR when the individual seeks a resolution that requires civil action, as the AGOCR partners with the EEOC, which can issue a right to sue letter for civil action in federal court for employment discrimination cases.

EEOC (Equal Employment Opportunity Commission): Individuals are referred to the EEOC for employment discrimination cases that are outside the jurisdiction of the Office of Human Rights, as defined by state and federal law and the CHRO.

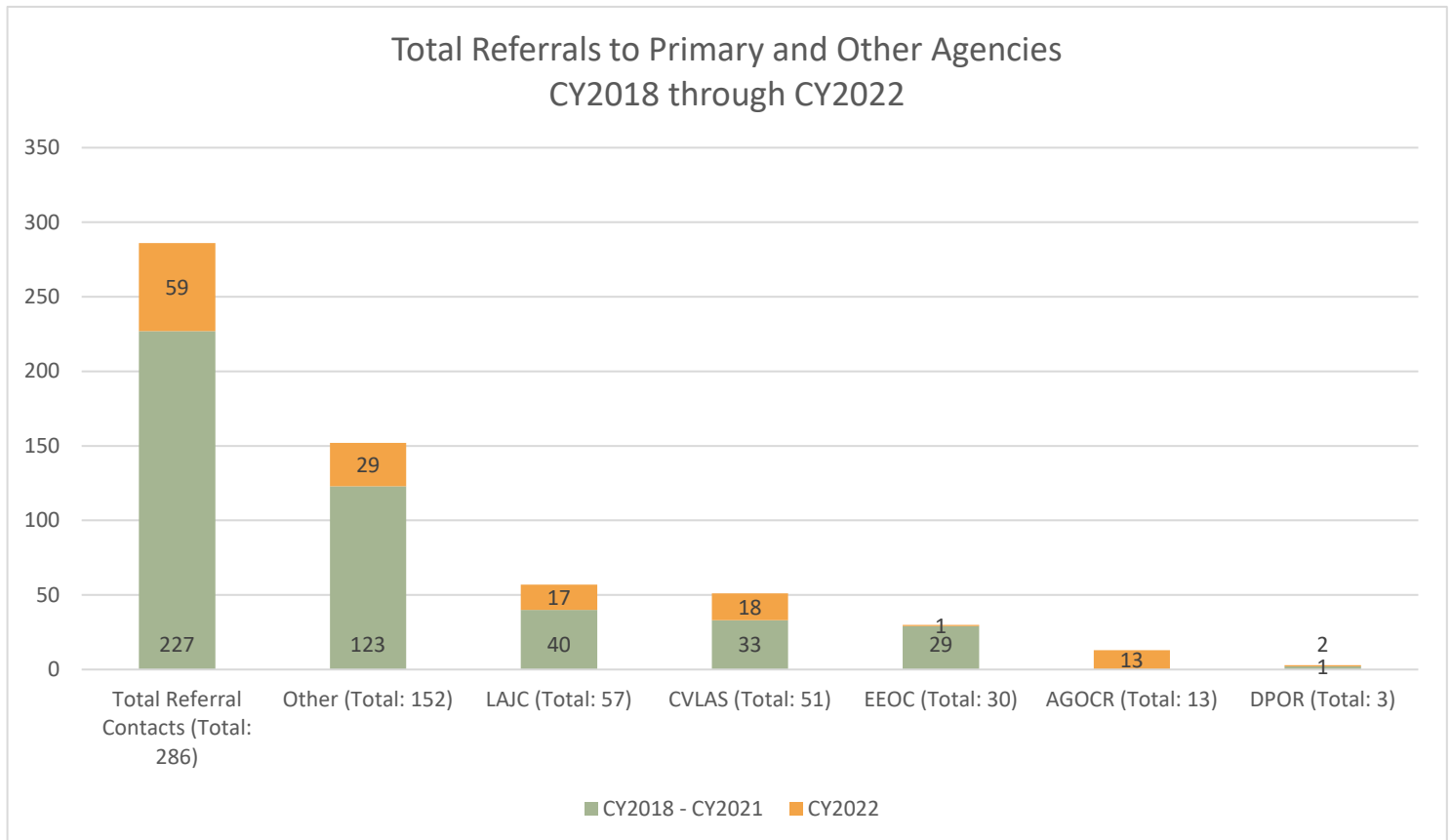
DPOR (Department of Professional and Occupational Regulation): Individuals are referred to DPOR for formal fair housing discrimination investigations when the complainant expressly seeks civil action against the respondent. This is a state government department that includes the Virginia Fair Housing Office.

CVLAS (Central Virginia Legal Aid Society): Individuals are referred to CVLAS for assistance with a variety of legal issues raised during intake, often pertaining to the protected activities identified in the CHRO. In some cases, individuals have simultaneous cases with CVLAS and the Office of Human Rights.

LAJC (Legal Aid Justice Center): Individuals are referred to LAJC for assistance with a variety of legal issues raised during intake, often pertaining to the protected activities identified in the CHRO. In some cases, individuals have simultaneous cases with LAJC and the Office of Human Rights.

Other: The OHR refers individuals to a wide variety of other agencies and offices depending on their specific concerns.

Most referrals over the past five years having been to agencies other than the primary five listed above, as shown in the chart below. Note that some referral contacts resulted in referrals to more than one agency or service provider; therefore, the number of “Total Referral Contacts” is fewer than the sum of all referrals to the five primary agencies and “Other” agencies.



Below is a list of agencies that fall into the "Other" referral category. These agencies were determined by staff during CY2022 to be a viable option for some people seeking assistance. Note that some individuals were referred to several of these organizations following a single contact with the OHR.

The organizations listed below received one or more referrals in CY2022:

- Adult Protective Services
- Alcoholic Beverage Control (ABC) Authority
- Alliance for Interfaith Ministries (AIM)
- Charlottesville Supplemental Rental Assistance Program (CSRAP)
- Community Resource Hotline
- Department of Behavioral Health and Developmental Services (DBHDS) Regional Advocate
- Disability Law Center
- Financial Opportunity Center
- Home to Hope
- Homeless Intake Line
- Housing Hub
- Human Services
- Latinos in VA
- Piedmont Housing Alliance
- ReadyKids
- Region 10 Intake Line
- Sexual Assault Resource Agency (SARA)
- Shelter for Help in Emergency (SHE)
- Sin Barreras
- United Way of Greater Charlottesville
- UVA Innocence Project
- UVA Maxine Platzer Lynn Women's Center Free Legal Clinic
- UVA Office for Equal Opportunity and Civil Rights
- Veterans Rideshare Program
- Virginia Lawyer Referral Service

Most referrals over the past five years were to agencies other than the five identified primary agencies. This is due in part to the number of housing inquiries involving individuals who, rather than alleging housing discrimination, sought assistance with rent or deposit relief, housing navigation, utility relief, or homelessness.

The OHR referred to the AGOCR 13 times during 2022. In previous years, the AGOCR referrals were classified as "Other" and were not counted in the primary service provider referrals. For this reason, the OHR does not have comparative data from CY2018-2021 for the number of referrals to the AGOCR. In recognition of the value of having counts for referrals to all service providers, starting in CY2023, the OHR will report the total number of contacts for all agencies in a year, including those currently listed as "Other."

2.2.8. Status of Complaint Cases During the Calendar Year

Key OHR Takeaways and Observed Trends
During CY2022, the OHR had 15 open complaint cases, 9 of which were opened in 2022.

Since 2021, the OHR has had an active contract with the third-party mediation firm Resolute Mediation and Arbitration, Inc (RMA). Adequate OHR staffing and maintaining an active contract with a third-party licensed mediator are necessary for effective and efficient complaint resolution. In August 2022, City Council approved funding for hiring an Intake & Administrative Specialist and an Investigator. Filling these positions in 2023 will be an important step toward a sustainable organizational structure for the OHR.

The table below shows the year-end status of open complaint cases during CY2022:

Case #	Protected Activity	Protected Class(es)	Year-end Status
2020-2	Housing	Race	Mediation reached impasse.
2021-2	Employment	Race	Resolution reached through mediation.
2021-4	Employment	Sex	Investigation ongoing.
2021-5	Employment	Sexual Orientation, Race	Investigation ongoing.
2021-11	Housing	Disability	Resolution reached through mediation.
2021-12	Housing	Disability	Administratively closed after no response from complainant.
2022-1	Housing	Disability	Resolution reached through mediation.
2022-2	Housing	Race, Skin Color, Disability	Referred to DPOR: complainant seeks civil action.
2022-3	Housing	Disability	Complainant withdrew complaint.
2022-4	Employment	Age, Color, Race	Respondent refused mediation. Case referred to AGOCR for consideration.
2022-5	Housing	Gender Identity, Source of Funds, Disability	Complainant reached informal resolution with landlord and withdrew complaint.
2022-6	Housing	Color, Race	Awaiting response from respondent to offer of mediation.
2022-7	Housing	Color, Race	Awaiting response from respondent to offer of mediation.
2022-8	Public Accommodation	Color, National Origin, Race	Prima facie assessment and fact gathering in process.
2022-9	Employment	Age, Sex	Prima facie assessment and fact gathering in process.

3. Charlottesville Human Rights Ordinance Sec. 2-433. (b)

Sec. 2-433. (b) Collaborate with the public and private sectors for the purpose of providing awareness, education, and guidance on methods to prevent and eliminate discrimination citywide.

This role is shared between the HRC and the OHR. The specific duties and responsibilities of this role are further explained in *Sec. 2-434. Duties and responsibilities – Community dialogue and engagement* and *Sec. 2-435. Duties and responsibilities – Systemic issues*.

3.1. Sec. 2-433. (b) HRC Actions

Key HRC Actions and Takeaways	
The HRC engaged in four actions aligned with Sec. 2-433. (b) related to public awareness, education, and guidance, including one community event, one public discussion, and two public polls.	

Below is a chart summarizing the actions taken by the HRC. This chart indicates how the HRC's actions align with the duties and responsibilities in Sec. 2-434. and Sec. 2-435. in the CHRO and with the focus areas Commissioners identified during their annual retreat. Documents referenced in the action summaries are publicly posted on the "Human Rights Documents" subpage within the "Human Rights" webpage on the City website.

Date	Alignment	Action	Summary
1/20/2022	Duties & Responsibilities: Sec. 2-434 Community dialogue and engagement. Annual Focus Areas: Community Engagement	Public Poll	The HRC created a poll asking the public what topics they would like to see addressed in the Town Hall meeting on 3/24/2022. In 185 survey responses, respondents prioritized emergency housing and quality of affordable public and subsidized housing.

Date	Alignment	Action	Summary
3/24/2022	Duties & Responsibilities: Sec. 2-434 Community dialogue and engagement. Annual Focus Areas: Community Engagement	Public Discussion	The HRC hosted a Town Hall discussion engaging the public on two topics that respondents of a poll deemed most pressing. Members of the public were given the opportunity to speak in three-minute intervals about emergency housing and/or the quality of affordable, public, and subsidized housing. Commissioners took ideas from this town hall into their annual retreat on 4/23/2022.
8/6/2022	Duties & Responsibilities: Sec. 2-434 Community dialogue and engagement. Annual Focus Areas: Community Engagement	Community Event	A Human Rights Commissioner assisted HRC staff with tabling at the annual Charlottesville Westhaven Community Day. Tabling consisted of engaging with the public and providing information about the HRC and its role in the City.
9/16/2022	Duties & Responsibilities: Sec. 2-434 Community dialogue and engagement. Annual Focus Areas: Community Engagement	Public Poll	The HRC planned to publish a poll asking the public what topics they would like to see raised to Council in the HRC's annual legislative recommendations. The poll opened on September 16, 2022, and closed on October 1, 2022. It garnered 101 responses. In addition to the option of writing in suggestions, respondents were given the opportunity to designate a level of lowest to highest priority to several different given topics. The HRC discussed the survey's results during their meeting on 10/20/22 and used them to form legislative recommendations to Council.

3.2. Sec. 2-433. (b) OHR Actions

Community outreach is one of the primary tools used by the OHR to both encourage citizens to report allegations of discrimination and prevent discrimination from happening in the first place. Systemic change requires major shifts in how society operates. Societal shifts start with individual awareness, education, and a willingness to make change.

The OHR categorizes outreach in three ways:

- 1. Service Provision:** related to the work done by the OHR for community members.
- 2. Education & Awareness:** focused on teaching the community about human rights.
- 3. Collaboration & Leadership:** work done in partnership with other agencies.

On March 28, 2022, Victoria McCullough began work as the OHR Community Outreach & Administrative Specialist, increasing the OHR's capacity to engage in outreach efforts. The OHR tracks community outreach activities separately from service provision.

3.2.1. OHR Community Outreach Activities by Outreach Type

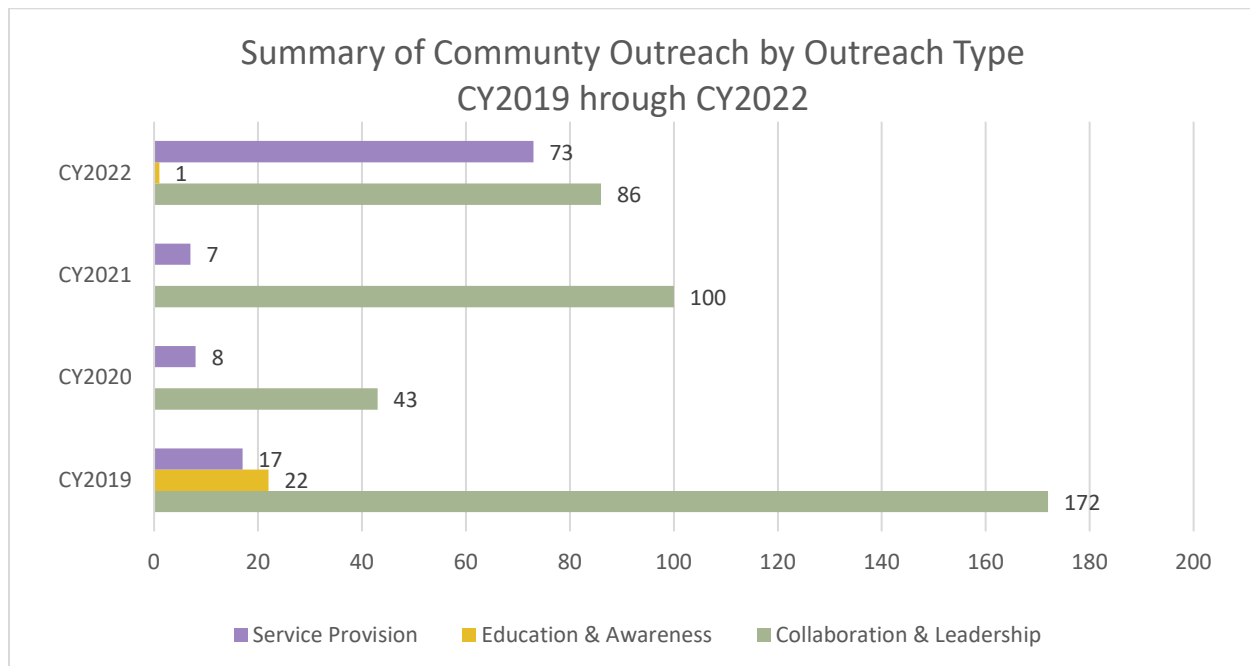
Key OHR Takeaways and Observed Trends

In CY2022, OHR staff engaged in a total of 160 community outreach activities.

The 160 community outreach activities were classified as the following:

Outreach Type	Total Number of Activities
Service Provision	73
Education & Awareness	1
Collaboration & Leadership	86

The **OHR CY2022 Community Outreach Data table (Attachment 3)** provides detailed individual service data by month. The chart below shows a summary of outreach activities conducted by the OHR over the last four years:



Thanks to the efforts of the Community Outreach & Administrative Specialist, Service Provision outreach increased dramatically in CY2022. However, due to the increase in contacts, the Community Outreach & Administrative Specialist also had to split her time between supporting intake and conducting outreach, therefore giving her fewer opportunities to advance Education & Awareness initiatives. Following the hire of the Intake & Administrative Specialist, the Community Outreach & Administrative Specialist may have more opportunities to engage in Education & Awareness work during CY2023.

3.2.2. Collaborative Activities and Engaged Partner Agencies

Key OHR Takeaways and Observed Trends
--

The OHR partnered with 50 collaborators in CY2022 to organize outreach events, develop referral networks for individuals seeking services, and lead discussion in projects that serve people who engage in protected activities and/or are members of protected classes.
--

As in previous years, Collaboration & Leadership comprised most of the OHR's outreach in CY2022. Collaboration & Leadership involves engagement with a variety of community partners to organize outreach events, develop referral networks for individuals seeking services, and lead discussion in projects that serve people who engage in protected activities and/or are members of protected classes.

This year, the Community Outreach & Administrative Specialist also spent significant time networking with other agencies to explore opportunities for planning collaborative Education & Awareness events in CY2023 and beyond. These networking meetings were also recorded as Collaboration & Leadership outreach.

Of the 160 outreach activities conducted by the OHR in CY2022, 86 were in collaboration with other community partners. In CY2022, the OHR worked with the 57 primary collaborators listed below through a variety of meetings and collaborative events:

- Albemarle ESOL
- Blue Ridge Area Coalition for the Homeless
- Blue Ridge Area Food Bank
- Blue Ridge Health District
- Brave Souls on Fire
- Ceindy Doodles, LLC
- Central Virginia Legal Aid Society
- Charlottesville Area Community Foundation
- Charlottesville City School Board
- Charlottesville City Schools
- Charlottesville Low Income Housing Coalition
- Charlottesville Redevelopment and Housing Authority
- Chihamba
- City of Charlottesville
- City of Promise
- Cultivate Charlottesville
- Cville Pride
- DisAbility Law Center
- Families In Crisis: Migrant Adult Education
- Fifeville Neighborhood Association
- Fries Spring Neighborhood Association
- Habitat for Humanity
- Housing Opportunities Made Equal

- Incarnation Church
- Iniciativa de Salud Latina
- Innovage
- International Rescue Committee
- IX Art Park
- Legal Aid Justice Center
- Loaves and Fishes
- Martha Jefferson Neighborhood Association
- Offender Aid and Restoration & The Fountain Fund
- Partner for Mental Health
- Piedmont Environmental Council
- Piedmont Housing Alliance Financial Opportunity Center and Housing Hub
- Police Civilian Review Board
- Public Housing Association of Residents
- ReadyKids
- Region Ten
- Richmond Human Rights Commission
- Sexual Assault Resource Agency
- Shelter for Help in Emergency
- Sin Barreras/ Without Barriers
- Soul of Cville Festival
- The Equity Center
- The Democracy Initiative Center for the Redress of Inequity Through Community-Engaged Scholarship
- The Haven
- The Innocence Project at UVA School of Law
- The Women's Initiative
- Thomas Jefferson Area Planning District
- United Way

4. Charlottesville Human Rights Ordinance Sec. 2-433. (c)

Sec. 2-433. (c) Identify and review policies and practices of the City of Charlottesville and its boards and commissions and other public agencies within the City and advise those bodies on issues related to human rights issues.

Key HRC Actions and Takeaways

The HRC engaged in six actions aligned with Sec. 2-433. (c), related to the review of City policies including two Council recommendations, two HRC resolutions, and two public discussions.

This role falls primarily with the HRC, with the OHR providing administrative support. The specific duties and responsibilities under this role are further explained in *Sec. 2-435. Duties and responsibilities – Systemic issues.*

The chart below shows how the HRC’s actions align with the duties and responsibilities in Sec. 2-433.(c) in the CHRO and with the focus areas Commissioners identified during their annual retreat. Documents referenced in the action summaries are publicly posted on the “Human Rights Documents” subpage within the “Human Rights” webpage on the City website.

Date	Alignment	Action	Summary
1/20/22	Duties & Responsibilities: Sec. 2-434 Community dialogue and engagement. Annual Focus Areas: Equity in City government.	HRC Resolution	In late December of CY2021, the HRC passed Resolution HR21-1 to Establish a Citywide Language Access Plan. In CY2022, the HRC adopted the plain language version of Resolution HR21-1 and two accompanying plain-language flyers in English and Spanish. This resolution codified the Commission's recommendation that the City develop and implement a city-wide Language Access Plan, and the plain-language versions ensured that all residents are able to access and understand it.
1/31/22	Duties & Responsibilities: Sec. 2-435 Systemic Issues. Annual Focus Areas: No direct alignment.	Council Recommendation	The HRC sent a letter to City Council outlining concerns with the treatment of incarcerated people at Albemarle-Charlottesville Regional Jail (ACRJ) who had not been subjected to adequate sanitation and treatment practices during a COVID-19 outbreak.

Date	Alignment	Action	Summary
2/17/22	Duties & Responsibilities: Sec. 2-435 Systemic Issues. Annual Focus Areas: No direct alignment.	Public Discussion	The HRC hosted a public, virtual discussion with Councilor Sena Magill, ACRJ Board Member, and Col. Martin Kumer, Superintendent of the ACRJ, as a follow-up to the letter to Council sent on 1/31/2022 regarding concerns about the ACRJ and the COVID-19 outbreak.
2/22/22	Duties & Responsibilities: Sec. 2-434 Community dialogue and engagement. Annual Focus Areas: Community Engagement.	Public Discussion	The HRC hosted a Public & Subsidized Housing Panel Discussion with speakers Victoria Horrock, attorney with the Legal Aid Justice Center (LAJC) and Shelby Edwards, Executive Director of Charlottesville Public Housing Association of Residents (PHAR). The speakers presented information on behalf of their respective organizations related to availability and conditions in subsidized housing. The panel discussion highlighted zoning, educating the public, and partnerships of power as important topics to pursue as a Commission in the future.
8/18/22	Duties & Responsibilities: Sec. 2-434 Community dialogue and engagement. Annual Focus Areas: Community Engagement.	HRC Resolution	The HRC adopted Resolution A22-1 Community Engagement (in plain language) and two accompanying flyers in English and Spanish to codify the Community Engagement Committee's duties and responsibilities of connecting with the public and supporting the mission of the HRC and OHR.

Date	Alignment	Action	Summary
8/26/22	Duties & Responsibilities: Sec. 2-434 Community dialogue and engagement. Annual Focus Areas: Equity in City Government.	Council Recommendation	The HRC sent a letter to City Council advocating for the creation of a Citywide Language Access Plan and pointing out its adoption of Resolution HR21-1.

5. Charlottesville Human Rights Ordinance Sec. 2-433. (d)

Sec. 2-433. (d) Seek work share agreements with the Equal Employment Opportunity Commission (“FEPA”) and the Department of Housing and Urban Development (“HUD-FHAP”) to conduct investigations of employment and housing discrimination on their behalf, and enter into such agreement(s) subject to approval of City Council upon a finding that the agreement(s) would be in the best interest of the City.

Most of the duties and responsibilities relating to the pursuit of a Fair Employment Practices Agency (FEPA) workshare with the Equal Employment Opportunity Commission (EEOC) and a Fair Housing Assistance Program (FHAP) workshare with the U.S. Department of Housing and Urban Development (HUD) fall to the OHR, with the HRC playing a supporting role. This role, though not further clarified within the ordinance, will have a dramatic effect on the enforcement processes detailed in *Sec. 2-437. Duties and responsibilities – Investigation of individual complaints and issuance of findings* and *Sec. 2-439.1. Enforcement authority – The role of the Commission*.

In CY2021, the HRC prioritized pursuit of the FHAP workshare over the FEPA because simultaneous pursuit of both workshares without additional staff support was not practical. Therefore, work on the FEPA workshare was put on hold for the entirety of CY2022.

5.1. Sec. 2-433. (d) HRC Actions

Key HRC Actions and Takeaways

As a further step toward pursuing a FHAP workshare, as set forth by Sec. 2-433. (d) of the CHRO, the HRC adopted amendments to the CHRO for recommendation to City Council. The amendments were adopted by City Council on November 21, 2022.

Any locality wishing to enter a FHAP workshare with HUD must have enacted a law or ordinance that contains language that is substantially equivalent to federal fair housing law. While the HRC cannot directly amend City policy it has a duty and responsibility to provide recommendations and guidance to City Council pertaining to City policies that affect human rights. The chart below shows the actions the HRC took to progress toward entering a FHAP workshare in CY2022.

Date	Alignment	Action	Summary
9/15/22	Duties & Responsibilities: Sec. 2-433. (d) Federal Workshares Annual Focus Areas: Housing Equity Assessment	Policy Review	The HRC began review of a draft version of the CHRO at its regular meeting on 9/15/22. Commissioners prepared feedback and asked questions ahead of a proposed final review and adoption at the HRC regular meeting on 10/20/22.
10/20/22	Duties & Responsibilities: Sec. 2-433. (d) Federal Workshares Annual Focus Areas: Housing Equity Assessment	Policy Review	The HRC adopted proposed amendments to the CHRO for recommendation to City Council. The most significant proposed amendments made the ordinance substantially equivalent to federal fair housing law, in preparation for the Office of Human Rights entering a Fair Housing Assistance Program (FHAP) workshare. The HRC Director had been working on these revisions since 2021, and they were adopted by City Council on 11/21/22.

5.2. Sec. 2-433. (d) OHR Actions

OHR staff worked in partnership with the City Attorney's Office to draft amendments to the CRHO to include substantially equivalent language to the federal fair housing law. These changes will result in significant differences in the way housing discrimination complaints are processed by the OHR once the FHAP workshare is in effect. A more detailed description of the changes can be found in the two memos presented to City Council during the Council meetings on November 7, 2022, and November 21, 2022. The table below shows the actions taken by the OHR in CY2022 to progress toward a FHAP workshare agreement with HUD.

Step	Summary of Actions
<i>OHR initiates contact with federal agency. (CY2021)</i>	The Director set up the above-mentioned question-and-answer session with the HRC and Erik Steinecker from the HUD Fair Housing Office.
<i>OHR drafts necessary documents for application. (CY2021)</i>	The Director drafted a revised version of the CHRO that included language necessary for substantial equivalence with federal fair housing law.
<i>OHR submits draft documents to federal agency for informal review. (CY2021)</i>	The Director worked with Erik Steinecker at the HUD Fair Housing Office throughout 2021 to edit the initial draft of the revised CHRO.
<i>OHR submits draft documents to City Attorney for review. (CY2021)</i>	The Director met with City Attorney's Office staff for an initial review of the revised CHRO. Following this meeting, the Director contacted the Fairfax County Office of Human Rights to ask questions about the practical implications of some of the duties required by substantial equivalence to federal fair housing law.
<i>OHR revises draft documents based on federal agency and City Attorney feedback. (January – July 2022)</i>	The Director further revised the CHRO, incorporating feedback from the Director of the Fairfax County Human Rights Commission, HUD, and the City Attorney's Office.
<i>OHR prepares draft documents for review by HRC. (August 2022)</i>	The Director met with City Attorney's Office staff for a follow-up review of the CHRO and makes additional revisions.
<i>OHR presents draft documents for HRC and public review and feedback. (September 2022)</i>	The Director included the draft CHRO in the HRC regular meeting agenda packet for September 15, 2022. Commissioners were asked to provide feedback before October 3, 2022. Members of the public were invited to provide feedback to OHR staff or during public comment at HRC meetings.
<i>OHR prepares final draft documents for presentation to HRC for adoption. (September – October 2022)</i>	The Director met with City Attorney's Office staff to review final edits to the CRHO before presentation to the HRC.

Step	Summary of Actions
<i>HRC adopts final draft documents for recommendation to City Council. (October 2022)</i>	At the HRC regular meeting on October 20, 2022, Commissioners voted to adopt the amended CHRO for recommendation to City Council.
<i>HRC and OHR present final draft documents to City Council. (November 2022)</i>	The Director met with Councilors individually to review the changes to the CHRO before a first reading at the November 7, 2022, Council meeting and a second reading followed by a vote to approve on November 21, 2022.
<i>OHR presents the approved documents to HUD for follow-up review and next steps.</i>	<i>Work to be continued in CY2023.</i>

6. Charlottesville Human Rights Ordinance Sec. 2-433. (e)

Sec. 2-433. (e) Make recommendations regarding the City's annual legislative program, with an emphasis on enabling legislation that may be needed to implement programs and policies that will address discrimination.

Key HRC Actions and Takeaways
As directed by Sec. 2-433. (e) of the CHRO, the HRC made legislative recommendations to Council related to housing equity, transportation equity and accessibility, health and food equity, and equity in law enforcement.

This role rests primarily with the HRC with support from the OHR. This role also relates to the HRC's work under *Sec. 2-434. Duties and responsibilities – Community dialogue and engagement* and *Sec. 2-435. Duties and responsibilities – Systemic issues*.

On October 27, 2022, the HRC submitted recommendations to City Council via a letter which can be found on the "Human Rights Documents" subpage on the "Human Rights" webpage on the City of Charlottesville website and is titled, "20221027 Recommendations for 2023 Legislative Agenda." The letter lists the following recommendations:

- 1) Housing Equity
 - a. The City should advocate for enabling legislation to support increasing state assistance for those experiencing homelessness and maintaining stable housing.
 - b. HRC reaffirms our 2021 recommendation to allow localities to bring an action in court for substandard housing conditions.
 - c. The City should advocate for enabling legislation to support state legislation to enable local rent control.
- 2) Transportation Equity & Accessibility
 - a. The City should advocate for enabling legislation to increase frequent and reliable transit in the form of state-wide intercity affordable and accessible public transit options.
 - b. The City should advocate for enabling legislation to increase funding devoted to improving bike and pedestrian infrastructure.
- 3) Health & Food Equity
 - a. The City should advocate for enabling legislation to protect access to reproductive healthcare.
 - b. The City should advocate for opposition to Executive Order No. 1 "On Divisive Concepts."
 - c. The City should advocate for enabling legislation to improved access to health care for minority and disadvantaged communities using evidence-based approaches (i.e., Proposed Model Treatment of Transgender Students in Virginia Public Schools) to evaluate any proposed policies.

- d. The City should advocate for enabling legislation to enact state benefits that address hunger and poor nutrition such as a state-wide universal school meals program.
- 4) Equity in Law Enforcement
 - a. The City should advocate for enabling legislation to reshape policing by enabling alternatives to police response.

These legislative recommendations were guided by results from a poll of the Charlottesville community asking the public what they would like to prioritize in legislation. The poll was a collaborative project between the HRC and OHR Community Outreach & Administrative Specialist. Thanks to publicity generated by the Communications Department through the City website and various social media platforms, the poll garnered 101 responses from community members.

7. Charlottesville Human Rights Ordinance Sec. 2-433. (f)

Sec. 2-433. (f) Prepare recommendations to policies and procedures the Commission believes are necessary for the performance of the roles, duties and responsibilities assigned to the Commission within this article, and for modifications or operating procedures approved by City Council.

Key HRC Actions and Takeaways
Per Sec. 2-433. (f) of the CRHO, the HRC reviewed and amended its internal Rules and Procedures to redefine a quorum as the majority of serving members. The HRC also adopted recommendations for changes to the CRHO that improved the organization of the ordinance and clarified enforcement procedures for all protected activities.

This role is shared by the HRC and OHR and relates to all other duties and responsibilities detailed in the CHRO. The table below summarizes the recommendations the HRC made to Council in CY2022:

Date	Alignment	Action	Summary
1/20/2022	Duties & Responsibilities: Sec. 2-435 Systemic Issues Annual Focus Areas: HRC & OHR Capacity Expansion	Policy Review	The HRC adopted proposed amendments to its Rules & Procedures. The most significant proposed amendment was to change the definition of a quorum from a minimum of seven Commissioners to a majority of serving Commissioners to allow members to conduct business when there are fewer serving Commission members.
10/20/22	Duties & Responsibilities: Sec. 2-435 Systemic Issues Annual Focus Areas: HRC & OHR Capacity Expansion	Policy Review	In addition to the amendments to the CHRO involving substantial equivalence to federal fair housing law, the HRC also adopted recommendations for changes to the CRHO that improved the organization of the ordinance and clarified enforcement procedures for all protected activities.

8. Conclusions

The HRC continues to develop its capacity to fulfill the duties, roles, and responsibilities outlined in the CHRO. As a volunteer body of nine members, all of whom have significant personal and professional commitments outside Commission membership, the HRC struggled to accomplish all the ambitious goals it developed during the annual retreat and strategic planning meeting. However, the HRC did effectively explore various ways to engage the public and gather input to inform its work through public town hall discussions and public polls. This public engagement, coupled with the data provided by the OHR regarding service provision trends, has helped them narrow their focus heading into CY2023. In addition, HRC membership was more stable in CY2022, with fewer members leaving and fewer new members joining. As a result, Commissioners will have the opportunity work together over multiple years, which should improve their ability to delve deeply into complex issues and produce well-informed recommendations to City Council.

As the volume of individual service work by the OHR continues to increase, the need for additional staff and appropriate organizational structure also increases. The OHR benefitted greatly from the hire of Victoria McCullough as Community Outreach & Administrative Specialist. Victoria was able to restart the OHR's outreach efforts. However, a 60% increase in incoming contacts from CY2021 to CY2022 meant that the OHR also relied heavily on Victoria's support for intake and navigation. City Council's funding approval for the hire of an Intake & Administrative Specialist and an Investigator comes at a pivotal point in the OHR's evolution. The immediate need for an Intake & Administrative Specialist is clearly illustrated by the increased volume of contacts in CY2022. The need for an Investigator is evident in the number of complaint cases that remain open over multiple years. Additionally, as the OHR moves toward entering a Fair Housing Assistance Program workshare, the ability to investigate housing complaints efficiently and effectively will become more important.

The OHR Director, Community Outreach & Administrative Specialist, and OHR Interns examined the scope of services provided by the OHR in CY2022. While the CHRO clearly defines the role of the OHR in addressing complaints of discrimination, it does not provide guidance regarding services provided to individuals who present inquiries not directly related to a complaint of discrimination. In CY2022, staff began tracking these services by logging them as "Navigation" contacts. A total of 58% of all incoming and outgoing contacts in CY2022 were classified as "Navigation." While some of these contacts involved a non-jurisdictional allegation of discrimination that was referred to a state or federal agency, many more involved services unrelated to an allegation of discrimination. Often, OHR staff found that individuals came to the OHR after failing to navigate local service systems on their own. OHR staff frequently facilitated individuals' contact with other service providers, serving as a third-party intermediaries or advocates. OHR staff also noted that many people seeking "Navigation" services presented with housing and mental health related challenges, pointing to potential gaps in local services in these areas. In CY2023, OHR staff will further refine data collection on "Navigation" contacts to track trends in the types of services provided. This may shed light on systemic shortcomings and inform decisions regarding service needs in the community.

9. Attachments

- 1) OHR CY2022 Data Dictionary
- 2) OHR CY2022 Individual Service Data
- 3) OHR CY2022 Community Outreach Data

Attachment 1: OHR CY2022 Charlottesville Office of Human Rights Data Dictionary

Term	Definition
Appointment Set-up	A contact involving the scheduling of an appointment with the Office of Human Rights.
Case	A complaint of unlawful discrimination that has been accepted for further action by the Office of Human Rights.
Charlottesville Human Rights Ordinance	A part of the Code of the City of Charlottesville found in Chapter 2, Article XV, that explains the roles and responsibilities of the Human Rights Commission and Office of Human Rights and defines the protected activities, protected classes, and enforcement mechanisms authorized to address unlawful discrimination within the jurisdiction of the City of Charlottesville.
Clerical Assistance	Any activity involving creating documents or other materials on behalf or at the request of the client.
Client Follow-up	An incoming contact from an individual who has an open inquiry or complaint.
Closed Complaint	A complaint that is no longer being addressed by the Office of Human Rights. An inquiry may close due to the case being resolved to the client's satisfaction, the referral of the client to another agency that can better serve them, or because the client chooses not to pursue the case further.
Closed Inquiry	An inquiry that is no longer being addressed by the Office of Human Rights. An inquiry may close due to the case being resolved to the client's satisfaction, the referral of the client to another agency that can better serve them, because the client chooses not to pursue the case further, or because the client has ceased responding to attempted follow-up by staff.
Complaint	An incoming contact in which an individual wishes to pursue action regarding an allegation of discrimination that falls within the jurisdiction of the Office of Human Rights, as defined by the Human Rights Ordinance.
Complainant	An individual or group of individuals who have filed a formal complaint of unlawful discrimination with the Office of Human Rights.
Contact	All walk-ins, appointments, phone calls, text messages, and emails with individuals.
Counseling	Assistance provided to an individual who presents an inquiry or complaint in which staff present various courses of action to address a concern.

Term	Definition
Determination	A decision made by the Director, based on the evidence presented in an investigative report regarding a complaint of unlawful discrimination, whether there is cause to believe that a violation of the Charlottesville Human Rights Ordinance has occurred. This term is used synonymously with “Finding.”
Dismissed Complaint	A complaint that has been closed by staff due to the case being too far outside the jurisdiction of the Office of Human Rights or because the client has ceased responding to attempted follow-up by staff, prior to the complainant providing enough information to decide if the complaint presents a jurisdictional, prima facie case of discrimination.
Finding	A decision made by the Director, based on the evidence presented in an investigative report regarding a complaint of unlawful discrimination, whether there is cause to believe that a violation of the Charlottesville Human Rights Ordinance has occurred. This term is used synonymously with “Determination.”
Further Action	Steps taken to address a complaint of discrimination that may include informal conciliation, mediation, and investigation.
General Contact	An incoming contact that involves outreach coordination, event planning, volunteer coordination, or general information.
Incoming Contact	Any walk-in, appointment, phone call, text message, or email from an individual seeking assistance from the Office of Human Rights.
Informal Conciliation	A method of resolving a complaint of unlawful discrimination in which the Director engages in an informal dialogue with the complaint and respondent and a non-binding agreement is reached that resolves the complaint to the complainant’s satisfaction.
Information	A contact in which staff answers questions of a general nature or provides information regarding services, events, or programs.
Inquiry	An incoming contact involving services provided to an individual by the Office of Human Rights <i>and/or</i> an individual allegation of discrimination that falls outside the jurisdiction of the office, as defined by the Charlottesville Human Rights Ordinance.

Term	Definition
Investigation	The formal process of gathering factual evidence regarding a complaint of discrimination. Fact gathering can include interviewing the complainant, respondent, and witnesses. It may also include gathering other evidence such as documents, audio recordings, video footage, or physical evidence.
Investigation Activity	Any activity associated with the formal investigation of a complaint.
Jurisdiction	The geographic and legal scope of enforcement authority as defined by the <u>Charlottesville Human Rights Ordinance</u> .
Mediation	A method of resolving a complaint of unlawful discrimination in which a third-party, licensed mediator facilitates a formal dialogue and negotiation between the complainant and respondent. If mediation is successful, the resulting settlement agreement is a private, legally binding contract between the complainant and respondent that is enforceable through civil action in the appropriate court.
Mediation Related Services	Any activity associated with the request for or coordination of mediation services, as provided by a licensed third-party mediator, in conjunction with a complaint.
Navigation	Individual service provision which does not involve a jurisdictional complaint of discrimination but may include referrals to other service providers, assistance with accessing services or communicating with other agencies, or clerical support.
Open Complaint	A complaint that is still being addressed by the Office of Human Rights.
Open Inquiry	An inquiry that is still being addressed by the Office of Human Rights.
Outgoing Contact	All service-related contacts initiated by Office of Human Rights staff.
Outreach Coordination	Any service related to community outreach regarding service provision, education & awareness, or facilitation & leadership.
Prima facie	<p>A term used to define whether a complaint presents an actionable allegation of discrimination “on its face.” In a prima facie case, the following criteria must be met:</p> <ul style="list-style-type: none"> • Complainant was engaged in a protected activity. • Complainant either self-identifies or is perceived by Respondent to be a member of a protected class. • There is testimonial or documentary evidence of a practice or policy to exclude or otherwise adversely treat individuals in Complainant’s protected class. • There are specific harms identified by Complainant, resulting from the alleged discrimination.

Term	Definition
Protected Activity	An activity of daily life in which a person who identifies as a member of a protected class can participate without fear of discrimination. The Charlottesville Human Rights Ordinance lists the following activities as protected: housing, employment, public accommodation, credit, and private education.
Protected Class	<p>A grouping of people, as defined by state and federal law, of which an individual either self-identifies as a member or is perceived to be a member, that is protected from discrimination when an individual is participating in a protected activity. The Charlottesville Human Rights Ordinance lists the following classes as protected:</p> <ul style="list-style-type: none"> • Age/Elderliness • Childbirth or related medical conditions • Disability • Familial Status (in housing) • Gender Identity • Marital Status • National Origin • Pregnancy • Race • Religion • Sex • Sexual Orientation • Color • Source of Funds (in housing) • Status as a Veteran
Public Hearing	A service provided by the Human Rights Commission and coordinated by the Office of Human Rights, as specified by the Charlottesville Human Rights Ordinance, involving the recommendation of remedies related to either a determination of probable cause after the formal investigation of a complaint <i>or</i> a review of a determination of no probable cause for which a complainant seeks an appeal.
Referral	A recommendation made by OHR staff for an individual to contact another agency to address a concern raised during an individual contact with the Office of Human Rights.
Respondent	An individual, group of individuals, or agency that is named by the complainant in a formal complaint of unlawful discrimination as responsible for a discriminatory act against the complainant.
Staff Follow-up	An outgoing contact in which staff communicates with an individual who has previously contacted the Office.

Term	Definition
Third-Party Incoming Contact	An incoming contact with a person other than the individual directly involved with an inquiry or complaint being discussed.
Third-Party Outgoing Contact	An outgoing contact with a person other than the individual directly involved with an inquiry or complaint being discussed. The person directly involved must give verbal or written consent for staff to initiate a third-party outgoing contact.
Unlawful Discrimination	The denial of a person's opportunity to engage in a daily life activity that is protected by law, on the basis of their membership or perceived membership in a protected class.

Attachment 2: OHR CY2022 Individual Service Data

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
<i>Open office days in the month</i>	22	20	21	22	23	20	22	22	20	23	19	18	252
<i>Total Incoming & Outgoing Contacts</i>	296	184	217	293	422	430	384	482	547	386	352	315	4,308
<i>Total Incoming Contacts</i>	213	152	173	229	313	307	308	361	414	309	260	216	3,255
<i>Average Incoming & Outgoing Contacts/Day</i>	13	9	10	13	18	22	17	22	27	17	19	18	17
<i>Average Incoming Contacts/Day</i>	10	8	8	10	14	15	14	16	21	13	14	12	13
<i>Referrals from Sin Barreras</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Contacts in Spanish</i>	3	3	1	1	2	7	9	3	3	1	3	0	36
<i>Total Staff Follow-ups (Outgoing)</i>	34	23	28	19	46	47	27	58	50	24	38	38	432
<i>Total Third-Party Contacts (Outgoing)</i>	49	9	16	45	63	76	49	63	83	53	54	61	621
<i>Total Client Follow-ups (Incoming)</i>	145	102	128	128	203	193	161	194	217	198	138	126	1,933
<i>Total Third-Party Contacts (Incoming)</i>	55	29	31	62	94	82	126	140	165	75	92	67	1,018
<i>Total General Contacts (Incoming)</i>	8	17	10	26	6	19	12	13	21	21	20	8	181
<i>Total New Inquiries (Incoming)</i>	4	3	4	11	10	13	7	14	9	15	9	14	113
<i>Total New Complaints (Incoming)</i>	1	1	0	2	0	0	2	0	2	0	1	1	10
<i>Total Incoming & Outgoing Navigation Contacts</i>	93	88	105	153	233	272	262	249	343	281	245	179	2,503
<i>Total Incoming & Outgoing Navigation Contacts (VM)</i>	0	0	11	36	74	96	58	78	25	77	82	58	595
<i>Total Incoming & Outgoing Navigation Contacts (TN)</i>	91	85	90	114	154	175	204	170	316	200	163	120	1,882
<i>Total Incoming & Outgoing Navigation Contacts (LG)</i>	2	3	4	3	5	1	0	1	2	4	0	1	26
<i>Percentage: Navigation out of Total Contacts</i>	31%	48%	48%	52%	55%	63%	68%	52%	63%	73%	70%	57%	58%
<i>Total Allegations (Both I&C)</i>	2	1	2	2	0	0	3	4	6	6	1	1	28
<i>Total I&C: Locality - Cville</i>	4	3	2	6	4	9	9	7	6	5	5	7	67
<i>Total I&C: Locality - Albemarle</i>	0	0	1	2	1	0	0	2	2	8	1	1	18
<i>Total I&C: Locality - Other or Not Specified</i>	1	1	1	5	5	4	0	5	3	2	4	7	38
<i>Total Inquiries: P.A. - Employment</i>	1	2	1	4	1	2	1	2	2	3	1	2	22
<i>Total Inquiries: P.A. - Housing</i>	2	1	2	3	5	8	4	7	4	10	7	6	59
<i>Total Inquiries: P.A. - Public Accommodation</i>	1	0	0	1	2	2	2	1	3	0	0	0	12
<i>Total Inquiries: P.A. - Credit</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Total Inquiries: P.A. - Private Education</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Total Inquiries: P.A. - Other (Unprotected)</i>	0	0	1	3	2	1	0	4	0	2	1	6	20
<i>Total Complaints: P.A. - Employment</i>	0	0	0	0	0	0	1	0	1	0	0	1	3
<i>Total Complaints: P.A. - Housing</i>	1	1	0	1	0	0	1	0	0	0	0	0	4

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Complaints: P.A. - Public Accommodation	0	0	0	1	0	0	0	0	1	0	1	0	3
Total Complaints: P.A. - Credit	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Complaints: P.A. - Private Education	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Complaints: P.A. - Other (Unprotected)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total employment discrimination allegations	0	0	0	0	0	0	2	1	3	2	0	1	9
Employment allegations in Charlottesville	0	0	0	0	0	0	2	0	1	0	0	0	3
Employment allegations in Albemarle Co.	0	0	0	0	0	0	0	1	1	2	0	0	4
Emp. allegations in Cville referred to EEOC	0	0	0	0	0	0	0	0	0	0	0	0	0
Emp. allegations in Alb. Co. ref. to EEOC	0	0	0	0	0	0	0	0	0	0	0	0	0
Total housing discrimination allegations	2	1	2	1	0	0	1	1	0	2	1	0	11
Housing allegations in Charlottesville	2	1	1	1	0	0	1	0	0	1	1	0	8
Housing allegations in Albemarle	0	0	1	0	0	0	0	0	0	1	0	0	2
Total public accommodation discrimination allegations	0	0	0	1	0	0	0	1	3	0	0	0	5
Public accommodation allegations in Cville	0	0	0	0	0	0	0	1	2	0	0	0	3
Total credit discrimination allegations	0	0	0	0	0	0	0	0	0	0	0	0	0
Credit allegations in Charlottesville	0	0	0	0	0	0	0	0	0	0	0	0	0
Total private education discrimination allegations	0	0	0	0	0	0	0	0	0	0	0	0	0
Private education allegations in Charlottesville	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other (Unprotected) activity allegations	0	0	0	0	0	0	0	1	0	2	0	0	3
Total I&C: P.C. - Age	0	0	0	1	0	0	1	0	0	0	0	1	3
Total I&C: P.C. - Disability	2	1	0	4	1	0	1	5	4	3	1	0	22
Total I&C: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	1	0	0	1
Total I&C: P.C. - National Origin	0	0	0	0	0	1	1	1	2	2	0	0	7
Total I&C: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Childbirth or Related Medical Conditions	0	0	0	1	0	0	0	0	0	0	0	0	1
Total I&C: P.C. - Race	0	2	1	1	1	1	2	3	5	4	2	0	22
Total I&C: P.C. - Color	0	0	0	0	0	0	0	0	1	1	0	0	2
Total I&C: P.C. - Religion	0	0	0	1	0	0	0	0	0	0	0	0	1
Total I&C: P.C. - Sex	0	0	0	0	0	0	1	0	1	2	1	2	7
Total I&C: P.C. - Gender Identity	0	1	0	0	0	0	1	0	0	1	1	0	4
Total I&C: P.C. - Sexual Orientation	0	0	0	0	0	0	0	0	0	1	0	0	1
Total I&C: P.C. - Source of Funds	0	0	0	0	0	0	1	0	0	1	0	0	2
Total I&C: P.C. - Veteran Status	0	0	0	0	0	0	0	0	0	0	0	0	0

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total I&C: P.C. - Not specified	3	0	2	6	8	11	5	3	2	5	4	10	59
Total I&C: P.C. - Other (Unprotected)	0	1	1	1	0	0	0	3	1	1	2	3	13
Total Counseling Contacts	3	2	2	3	5	7	2	7	5	3	2	5	46
Total Employment Counseling	0	0	0	0	2	1	0	1	1	2	0	4	11
Total Housing Counseling	3	2	2	3	3	4	2	6	1	1	2	1	30
Total Public Accommodation Counseling	0	0	0	0	0	2	0	0	2	0	0	0	4
Total Credit Counseling	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Private Education Counseling	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Other (Unprotected) Counseling	0	0	0	0	0	0	0	0	1	0	0	0	1
Total Contacts resulting in Referrals	0	0	1	10	6	5	0	8	8	8	8	5	59
Referrals to AG OCR	0	0	1	0	0	2	0	1	3	3	1	2	13
Referrals to LAJC	0	0	0	6	1	2	0	3	2	1	1	1	17
Referrals to CVLAS	0	0	0	6	2	1	0	1	1	2	3	2	18
Referrals to EEOC	0	0	0	0	0	0	0	0	0	1	0	0	1
Referrals to DPOR	0	0	0	1	0	0	0	0	0	0	0	0	1
Referrals to Other	0	0	0	2	4	1	0	6	6	4	4	2	29
Total Employment Complaints: P.C. - Age	0	0	0	0	0	0	1	0	0	0	0	1	2
Total Employment Complaints: P.C. - Disability	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Childbirth or R.M.C.	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Race	0	0	0	0	0	0	1	0	1	0	0	0	2
Total Employment Complaints: P.C. - Color	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Religion	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Sex	0	0	0	0	0	0	0	0	0	0	0	1	1
Total Employment Complaints: P.C. - Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Veteran Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Not specified	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Other (Unprotected)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Age	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Disability	1	1	0	1	0	0	0	0	0	0	0	0	3

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Housing Complaints: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Childbirth or R.M.C.	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Race	0	1	0	0	0	0	0	0	0	0	0	0	1
Total Housing Complaints: P.C. - Color	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Religion	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Sex	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Source of Funds	0	0	0	0	0	0	1	0	0	0	0	0	1
Total Housing Complaints: P.C. - Veteran Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Not specified	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Other (Unprotected)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Age	0	0	0	1	0	0	0	0	0	0	0	0	1
Total Pub. Accom. Comp.: P.C. - Disability	0	0	0	1	0	0	0	0	0	0	0	0	1
Total Pub. Accom. Comp.: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - National Origin	0	0	0	0	0	0	0	0	1	0	0	0	1
Total Pub. Accom. Comp.: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Childbirth or R.M.C.	0	0	0	1	0	0	0	0	0	0	0	0	1
Total Pub. Accom. Comp.: P.C. - Race	0	0	0	0	0	0	0	0	1	0	1	0	2
Total Pub. Accom. Comp.: P.C. - Color	0	0	0	0	0	0	0	0	1	0	0	0	1
Total Pub. Accom. Comp.: P.C. - Religion	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Sex	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Veteran Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Not specified	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Other (Unprotected)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Open Inquiries													6
Total Closed Inquiries													103
Total Dismissed Inquiries													3
Total Open Complaints													3

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Closed Complaints													6
Total Dismissed Complaints													1
Primary Service: Appointment Set-up	3	3	0	3	4	4	4	13	18	14	2	2	70
Primary Service: Clerical Assistance	0	1	1	0	1	2	5	2	2	3	0	2	19
Primary Service: Counseling	3	2	2	3	5	7	2	7	5	3	2	5	46
Primary Service: Event Information	0	0	0	0	0	0	0	0	0	0	0	0	0
Primary Service: Investigation Activity	19	1	9	14	12	1	6	7	12	6	6	3	96
Primary Service: Information	167	83	88	96	148	130	91	173	132	72	81	64	1,325
Primary Service: Mediation Related Services	11	6	12	24	19	14	14	31	35	7	16	60	249
Primary Service: Outreach Coordination	0	0	0	0	0	0	0	0	0	0	0	0	0
Primary Service: Public Hearing	0	0	0	0	0	0	0	0	0	0	0	0	0
Primary Service: Volunteer Coordination	0	0	0	0	0	0	0	0	0	0	0	0	0
Primary Service: Navigation	93	88	105	153	233	272	262	249	343	281	245	179	2,503

Attachment 3: OHR CY2022 Community Outreach Data

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
<i>Open office days in the month</i>	22	20	21	22	23	20	22	22	20	23	19	18	252
<i>Total service provision events</i>	1	0	2	3	14	2	6	14	4	7	16	4	73
<i>Total education & awareness events</i>	0	0	0	0	0	0	0	0	0	0	1	0	1
<i>Total collaboration & leadership events</i>	4	4	6	13	6	15	6	7	15	3	5	2	86
<i>Total outreach activities</i>	5	4	8	16	20	17	12	21	19	10	22	6	160
<i>Total unique primary collaborators</i>	<i>No monthly count only total count</i>												57
<i>Total collaborative activities</i>	5	4	8	16	20	17	12	18	18	10	22	6	156
<i>Total attendees at service provision events</i>	0	0	0	0	0	0	59	69	53	0	0	0	181
<i>Total attendees at education & awareness events</i>	0	0	0	0	0	0	0	0	0	0	20	0	20
<i>OHR-led education & awareness - employment</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - housing</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - public accommodations</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - credit</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - private education</i>	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>OHR-led education & awareness - multiple activities</i>	0	0	0	0	0	0	0	0	0	0	1	0	1

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



Agenda Date:	June 5, 2023
Action Required:	None.
Presenter:	Paul Rudacille
Staff Contacts:	Paul Rudacille Ashley Marshall, Deputy City Manager
Title:	ADA (Americans with Disabilities Act) Transition Plan Introduction

Background

Under the Americans with Disabilities Act (ADA) Title II state and local governments are required to engage in self-evaluation and transition plan creation. In April 2023, the City of Charlottesville awarded a professional services contract to PIM to engage in a self-evaluation and to deliver an updated ADA transition plan to move towards current and full ADA compliance by the City under Title II.

Discussion

Under the Americans with Disabilities Act (ADA) Title II state and local governments are required to engage in self-evaluation and transition plan creation. Specific to a self-evaluation, the self-evaluation is a comprehensive review of all programs, activities, and services operated by the public entity. While the self-evaluation was required to be completed by January 26, 1993, due to changes made to Title II regulations and the ADA Standards for Accessible Design in 2010, an updated self-evaluation is recommended. The Title II regulations and ADA Standards were changed to include recreation areas from play areas to swimming pools, residential facilities, event ticketing policies, policies concerning other power-driven mobility devices, miniature horses as service animals, and specifications for video-remote-interpreting. Further, as all state and local governments now have websites that need to be accessible to people with disabilities, websites need to be evaluated. After conducting a self-evaluation, a public entity can develop a transition plan for structural changes and work with the public entity's departments and agencies to modify policies and procedures. While the City of Charlottesville engaged in a transition plan process and creation in 2013, the plan is due for a much-needed update to ensure that all of our indoor and outdoor city infrastructure is evaluated for ADA deficiencies. A transition plan includes (1) a list of the physical barriers that limit the accessibility of programs, activities, or services; (2) the methods to remove the barriers and make the facilities accessible; (3) the schedule to get the work completed; and (4) the name of the official(s) responsible for the plan's implementation. A transition plan must also include a schedule for providing curb ramps giving priority to walkways serving entities covered by the ADA, including state and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.

The City of Charlottesville began a Request for Proposals process to enter into a professional services agreement with a qualified, experienced firm to provide a comprehensive evaluation of the ADA accessibility compliance of public rights-of-way, parks, City-owned open spaces, and City buildings. The RFP sought a firm that would provide a comprehensive review of the City's website, social media, and online information resources for ADA compliance, including but not limited to digital ordinances, GIS viewer, and Assessor's database, and provide recommendations for changes. Specifically, the City was seeking a firm that would both conduct a self-evaluation and produce the end product of a new formal ADA Transition Plan, including estimated costs for addressing identified barriers, that will be presented to the City for review. After a proper search using procurement standards, in April 2023 the contract was awarded to Precision Infrastructure Management (PIM). PIM's team members have more than a decade of experience in performing components of this self-assessment and have a demonstrated history of delivering accurate and timely data. They come before council and the public today to introduce themselves and quickly review the work the plan to achieve over the next roughly nine (9) months. This project will be managed by the City's ADA Coordinator, Mr. Paul Rudacille, whose office is now housed as a part of the City Manager's Office of Equity and Inclusion.

Alignment with City Council's Vision and Strategic Plan

Community Engagement

N/A at this time.

Budgetary Impact

This professional contract costs will be covered through existing funding.

Recommendation

N/A

Alternatives

N/A

Attachments

None

CHARLOTTESVILLE CITY COUNCIL MEETING

April 17, 2023 at 4:00 p.m.

In person: Council Chamber, 605 E. Main Street

Virtual/electronic: Zoom

The Charlottesville City Council met on Monday, April 17, 2023. The meeting was held in hybrid format with Council members and public seating in Council Chamber, and electronic participation on the Zoom webinar platform. Mayor Lloyd Snook called the meeting to order, and Clerk of Council Kyna Thomas called the roll, noting all councilors present: Mayor Lloyd Snook, Vice Mayor Juandiego Wade and Councilors Michael Payne, Brian Pinkston and Leah Puryear.

On motion by Pinkston, seconded by Payne, Council unanimously ADOPTED the meeting agenda.

REPORTS

1. PRESENTATION: CATEC presentation by Dr. Royal Gurley

Dr. Royal Gurley, Charlottesville City Schools Superintendent, provided an update on the transition plan for CATEC (Charlottesville-Albemarle Technical Education Center).

To ensure a smooth transition, Dr. Gurley stated that he has established regular meetings with Dr. Matthew Haas, Superintendent of Albemarle County Schools, and subcommittees have been formed to work on various components of the transition plan: finance, human resources, instruction and partnership, infrastructure/facilities, information technology, staff transition planning, programming for students, etc. He noted that CATEC Director Stephanie Carter, who is part of the transition team, tendered her resignation on April 14. The plan is to leave the name CATEC and change the "A" to "Area" and the desire is for there to be no disruptions for Albemarle County Public Schools and Charlottesville City Schools students and CATEC staff.

Dr. Gurley answered questions from Council regarding the sequence of events, course offerings, localities served, demand for services, how the situation occurred, and how to move forward should Albemarle County choose to pull their students from programming.

Kim Powell, Chief Operating Officer for Charlottesville City Schools, answered questions about budget projections. She stated that adult programming is self-sustaining.

Mayor Snook expressed concern about the sustainability of student programming at a cost that does not include operational costs. Councilor Pinkston expressed concern about the need to enhance services related to adult CTE (Career Technical Education). Mayor Snook suggested a joint task force made up of various entity representatives. Councilor Puryear stated that the

existing workgroups could address the topics and report periodically.

Mayor Snook invited the following individuals to speak:

- Grant Tate recommended envisioning CATEC as a Charlottesville facility with a main goal of serving Charlottesville city students, allowing bids from others who want seats. He also suggested that CATEC-like buildings should house laboratories and facilities that would not go into today's schools in order to provide learning environments that prepare for the evolving jobs of the future.
- Richard Brewer, CATEC Foundation Board member, suggested investment in business outreach to help fund CATEC programs, noting a significant caregiver shortage in the area.
- James Bryant, School Board Chair, thanked City Council and Mr. Rogers for moving the initiative forward. He emphasized his long-standing advocacy for CATEC programming and providing options for students.

CLOSED SESSION

On motion by Pinkston, seconded by Payne, Council voted 5-0 (Ayes: Payne, Pinkston, Puryear, Snook, Wade; Noes: none) to meet in closed session as authorized by Virginia Code Section 2.2-3711(A)(7), to have consultation with legal counsel pertaining to actual litigation scheduled for trial, and Virginia Code Section 2.2-3711(A)(8) to receive advice of legal counsel related to recent court decisions.

On motion by Pinkston, seconded by Payne, Council certified by a vote of 5-0 (Ayes: Payne, Pinkston, Puryear, Snook, Wade; Noes: none.), that to the best of each Council member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the Motion convening the closed session were heard, discussed or considered in the closed session.

BUSINESS SESSION

City Council began the business session with a moment of silence.

ANNOUNCEMENTS

Mayor Snook announced that the Federal Department of Transportation and the Pipeline and Hazardous Materials Safety Administration presented a grant to Charlottesville in the amount of \$7.1 Million for completing infrastructure repairs and modernization of the existing gas system to enhance its safety.

Vice Mayor Wade announced the upcoming Tom Tom Festival activities.

CONSENT AGENDA*

Clerk of Council Kyna Thomas read the following Consent Agenda items into the record:

2. MINUTES: March 29 Joint work session with the Planning Commission, March 30 budget work session, April 6 budget work session, April 11 special meeting
3. ORDINANCE: Consideration of a Zoning Text Amendment – Planned Unit Developments – Development Size for Urban Corridor Mixed Use District (URB) (2nd reading)

AN ORDINANCE AMENDING AND RE-ENACTING CHAPTER 34 (ZONING) OF THE CODE OF THE CITY OF CHARLOTTESVILLE (1990), AS AMENDED, TO REMOVE A MINIMUM ACREAGE REQUIREMENT FOR PLANNED UNIT DEVELOPMENTS WITHIN PARCELS ZONED URBAN CORRIDOR

4. RESOLUTION: Appropriating funding for the Runaway Emergency Shelter Program Grant - \$209,444 (2nd reading)

**RESOLUTION APPROPRIATING FUNDS for
Runaway Emergency Shelter Program
\$209,444**

WHEREAS, the City of Charlottesville has been awarded \$200,000 from the Department of Health and Human Services Administration for Children and Families with cash match of \$9,444 provided by the Human Services Fund and in-kind match of \$12,778 provided by ReadyKids;

WHEREAS, the funds will be used to operate the Runaway Emergency Shelter Program through a partnership between the Human Services Department and ReadyKids. The grant award covers the period from September 30, 2022 through September 29, 2023;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$209,444 is hereby appropriated in the following manner:

Revenue – \$209,444

\$200,000	Fund: 211	Internal Order: 1900447	G/L Account: 431110
\$ 9,444	Fund: 211	Internal Order: 1900447	G/L Account: 498010

Expenditures - \$209,444

\$ 69,948	Fund: 211	Internal Order: 1900447	G/L Account: 519999
\$125,000	Fund: 211	Internal Order: 1900447	G/L Account: 530010
\$ 14,496	Fund: 211	Internal Order: 1900447	G/L Account: 599999

Transfer - \$9,444

\$ 9,444	Fund: 213	Cost Center: 3413003000	G/L Account: 561211
----------	-----------	-------------------------	---------------------

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$200,000 from the Department of Health and Human Services Administration for Children and Families.

5. RESOLUTION: Appropriating funding from the Batten Family Fund Grant Award - \$40,000 (2nd reading)

**RESOLUTION APPROPRIATING FUNDS for
Batten Family Fund Award
\$40,000**

WHEREAS, the City of Charlottesville has been awarded \$40,000 from the Batten Family Fund;

WHEREAS, the funds will be used to support C.A.Y.I.P., a program operated by the Department of Human Services. The grant award covers the period from November 1st, 2022 through October 31st, 2023;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$40,000 is hereby appropriated in the following manner:

Revenue – \$40,000

Fund: 213	Cost Center: 3413003000	G/L Account: 451020
-----------	-------------------------	---------------------

Expenditures - \$40,000

Fund: 213	Cost Center: 3413003000	G/L Account: 530450
-----------	-------------------------	---------------------

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$40,000 from the Batten Family Fund.

6. ORDINANCE: Adopting a new fee schedule for building permits and related fees (2nd reading)

AN ORDINANCE APPROVING AND ADOPTING A NEW FEE SCHEDULE FOR BUILDING PERMIT AND RELATED FEES ASSOCIATED WITH PERMITS ISSUED UNDER THE VIRGINIA UNIFORM STATEWIDE BUILDING CODE

7. RESOLUTION: Supplemental Appropriation of Federal Transit Operating and State and Federal Capital Grants - \$7,886,856 (2nd reading)

**RESOLUTION APPROPRIATING FUNDS FOR
Federal Transit Operating Grants
\$7,886,856**

WHEREAS, State Operating Grant of **\$3,231,065**, which is **\$656,581** greater than the adopted FY23 for the City of Charlottesville; and

WHEREAS, Federal Operating Grant of **\$4,939,780**, which is **\$938,323** greater than the adopted FY23 for the City of Charlottesville; and

WHEREAS, The FY23 Federal Operating Grant has been awarded to Jaunt in the amount of **\$2,290,495**; these funds must pass through the City of Charlottesville as required; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the following is hereby appropriated in the following manner, contingent upon receipt of the grant funds:

Revenue (Operating)

\$ 656,581	Fund: 245	Cost Center: 2801003000	G/L: 430080 State Assistance
\$ 938,323	Fund: 245	Cost Center: 2801003000	G/L: 431010 Fed Assistance
\$4,001,457	Fund: 245	Internal Order: 2200073	G/L: 431010 Federal Grants

Expenditures (Operating)

\$1,574,904	Fund: 245	Cost Center: 2801003000	G/L: 599999 Lump Sum
\$4,001,457	Fund: 245	Internal Order: 2200073	G/L: 599999 Lump Sum

Revenue (JAUNT)

\$ 956,676	Fund: 245	Cost Center: 2821002000	G/L: 431010 Federal Grants
\$1,333,819	Fund: 245	Internal Order: 2200074	G/L: 431010 Federal Grants

Expenditures (JAUNT)

\$ 956,676	Fund: 245	Cost Center: 2821002000	G/L: 540365 JAUNT Payment
\$1,333,819	Fund:245	Internal Order: 2200074	G/L: 540365 JAUNT Payment

BE IT FURTHER RESOLVED, that this appropriation is conditional upon the receipt of additional **\$7,230,275** from the Federal Transit Administration and additional **\$656,581** from the Virginia Department of Rail and Public Transportation.

8. RESOLUTION: 2023 City Climate Protection Program – Program Support Grant with LEAP - \$78,833 (carried)
9. RESOLUTION: Ratifying Resolution #R-23-042 approved on April 3, 2023, to reflect funding appropriated from the Land and Water Conservation Fund for Moores Creek parkland acquisition, as the resolution included in the meeting materials was a duplicate of the Virginia Land Conservation Fund resolution. Accounting remains the same.

**RESOLUTION APPROPRIATING FUNDS from the
Land and Water Conservation Fund for Moores Creek Land Acquisition
\$175,000**

WHEREAS, the City of Charlottesville, through Parks and Recreation, has been awarded funding from the Land and Water Conservation Fund to acquire land along Moores Creek

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$175,000 is hereby appropriated in the following manner:

REVENUE

\$175,000	Fund: 426	WBS: PR-001	G/L Account: 430080
-----------	-----------	-------------	---------------------

EXPENDITURES

\$175,000	Fund 426	WBS: PR-001	G/L Account: 599999
-----------	----------	-------------	---------------------

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$175,000 from the Virginia Land Conservation Land and Water Conservation Fund.

Mayor Snook opened the floor for speakers on Consent Agenda items. No speakers came forward.

On motion by Wade, seconded by Pinkston, Council by a vote of 5-0 (Ayes: Payne, Pinkston, Puryear, Snook, Wade; Noes: none) **ADOPTED** the Consent Agenda.

CITY MANAGER REPORT

Krisy Hammill, Director of Budget, provided the city's quarterly financial report, stating that revenues are still performing well and there may be expenditure savings.

Treasurer Jason Vandever reviewed investment policy guidelines, monthly cash balance by investment type, managed investments portfolio composition, and managed portfolio maturity distribution and yields.

Deputy City Manager Sam Sanders reported on actions related to the Charlottesville-Albemarle SPCA (Society for the Prevention of Cruelty to Animals), stating that the city and county are aligning efforts.

COMMUNITY MATTERS

Mayor Snook opened the floor for comments from the public.

1. Sarah Lloyd, Albemarle County resident, expressed concerns about animal and staff welfare at the CASPCA. She stated that City Council should have a seat on the SPCA Board of Directors.
2. Traci Griggs, Gordonsville resident and volunteer at CASPCA, expressed concerns about the CASPCA.
3. Juliet Lunka, Albemarle County resident, stated that she created the petition for the removal of the CASPCA CEO. She described concerns about CASPCA operations and transparency.
4. Tracey Missett, Albemarle County resident and volunteer at CSPCA, thanked the city for efforts to address the situation at the SPCA. She stood in support of concerns expressed about the CASPCA.
5. Kathleen Glenn-Matthews, city resident and Deputy Director of the Charlottesville Redevelopment and Housing Authority, spoke in support of city investment in the purchase of Dogwood Properties to benefit the affordable housing initiative.
6. Jessica Durand, UVA, encouraged the city to transition from diesel buses to electric buses without a middle step of transitioning to compressed natural gas.
7. Kate Fraleigh, city resident, spoke in opposition to the planned project for the Albemarle Charlottesville Regional Jail.
8. Josie Drumheller, first year student at UVA and lifelong resident of Albemarle County, spoke about the preservation of the city's tree canopy.
9. Abigail Corish, UVA student, spoke about the reduction of greenhouse gas emissions by encouraging mass electric public transit. She spoke in opposition to converting to compressed natural gas buses, and she suggested using an electric fleet for the school system.
10. Marisa Yamamoto, UVA student, spoke in support of preserving Charlottesville's tree canopy.

11. Nick Kaperday, UVA student, spoke in support of alternative fuel for mass transportation to reduce greenhouse gases, and suggested using an electric fleet for the school system.
12. Leoni Hermann, UVA student, spoke about the creation of a more walkable and bikeable city to have a positive impact on the environment and on the health and wealth of residents.
13. Laura Anderson, county resident, spoke about CASPCA concerns and the value of volunteer support.
14. Dalanda Diallo, UVA student, spoke in support of reforming the gas utility program. She also suggested modifying and incentivizing renewable energy in City Schools.
15. Alice Washington, city resident, spoke about housing issues in the city and housing for the homeless population. She spoke in support of the proposed purchase of Dogwood Properties housing.
16. Joseph Benacio, UVA student, addressed the city's efforts concerning bicycle and pedestrian infrastructure. He requested further action, budgeting, and requests for proposals to meet transportation goals.

ACTION ITEMS

10. RESOLUTION: Resolution to appoint an Executive Director to the Police Civilian Oversight Board

Deputy City Manager Ashley Marshall described the process for hiring an executive director for the Police Civilian Oversight Board (PCOB) and presented the request to hire Inez Gonzalez, with an expected start date of May 1.

PCOB Chairperson Bill Mendez spoke about qualifications that made Ms. Gonzalez the top candidate.

On motion by Pinkston, seconded by Wade, Council APPROVED the hiring of Inez Gonzalez as the Charlottesville PCOB Executive Director by a vote of 5-0 (Ayes: Payne, Pinkston, Puryear, Snook, Wade; Noes: none).

11. ~~ORDINANCE: Resolution to approve the Thomas Jefferson Planning District Commission 2023 Regional Natural Hazard Mitigation Plan update (1 reading; deferred from April 3)~~

This item was pulled to be presented at future meeting

12. RESOLUTION: Resolution to award FY23 Charlottesville Affordable Housing Funds (CAHF) (carried)

Alex Ikefuna, Director of the Department of Community Solutions, introduced the item which recommended allocating \$835,000 in housing funds to five projects, with five separate resolutions:

1. Charlottesville Redevelopment and Housing Authority; Public Housing HVAC Equity Project - \$187,500
2. Community Services Housing, Inc.; Rehabilitation Repairs to Preserve Community Services Housing Properties -\$67,806
3. Habitat for Humanity of Greater Charlottesville; Transitions to Homeownership 2023 - \$225,000
4. Piedmont Housing Alliance; Anti-displacement through Prospect Homeownership - \$167,972
5. Virginia Supportive Housing; Premier Circle PSH - \$186,722, with the condition that all funding be allocated to capital expenses only (no administrative/operating funding)

Council unanimously agreed to carry the resolutions to May 1 for second reading and vote.

13. RESOLUTION: Resolution to Rescind City's Procedures for Restricting Meeting Attendance and the Use of City Facilities in Response to the Coronavirus Pandemic

Mr. Sanders presented a plan to rescind the city's meeting room procedures put in place to mitigate risks associated with coronavirus, as the Biden Administration rolls back Coronavirus protocols on May 11. The resolution would be effective May 1, 2023.

On motion by Pinkston, seconded by Payne, Council APPROVED the resolution by a vote of 5-0 (Ayes: Payne, Pinkston, Puryear, Snook, Wade; Noes: none).

RESOLUTION

Ending the City's Procedures for Restricting Meeting Attendance and the Use of City Facilities in Response to the Coronavirus Pandemic

WHEREAS on March 12, 2020, with the consent of City Council, the City Manager declared a local state of emergency, based on the threat presented by the Coronavirus pandemic ("COVID-19") to the public health and safety of residents in the City of Charlottesville; and

WHEREAS on September 6, 2022, with the consent of the City Council, the City Manager ended the March 12, 2020, local state of emergency and established by Resolution #R- 22-110 that normal governmental authority was resumed in accordance with the provisions of subparagraph C of Virginia Code §2.2-3708.3; and

WHEREAS by Resolution #R-22-110, City Council directed the City Manager to prepare and adopt standard operating procedure("SOP"), setting forth protocols to govern how virtual and hybrid meetings would be handled to mitigate the potential spread of COVID-19; and

WHEREAS the City adopted "COVID-19 Meeting Space Policies" for City Council Chambers and City Space directing the use of such facilities; and

WHEREAS the Center for Disease Control indicates that the Covid-19 community levels in Charlottesville and Albemarle are considered low and it is proper to remove the Covid-19 meeting policies previously adopted and for City Council meetings and other Boards and Commission to return to in-person meetings with hybrid citizen participation as authorized by the City Manager; and

WHEREAS in the judgment of City Council that the previous emergency actions concerning meeting spaces are no longer required and it is right and proper to hold in person meetings in accordance with applicable federal, state and local laws and regulations; now, therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CHARLOTTESVILLE THAT EFFECTIVE MAY 1, 2023:

1. The City Manager is authorized to repeal and/or remove all procedures and protocols adopted to limit in person meetings and the use of City facilities in response to the COVID-19 pandemic; and
2. The City's various Boards and Commission are directed to return to in person meetings which are open to the public in accordance with federal, state and local laws and regulations; and
3. The City Manager is hereby directed and authorized to develop a list of City Public Meetings which are allowed to offer "hybrid" citizen participation both in person and electronically in accordance with City staff capacity and resources.

14. RESOLUTION: Resolution to appropriate \$5,000,000 to Charlottesville Redevelopment and Housing Authority for acquisition of Dogwood Properties (2nd reading)

Deputy City Manager Sanders presented the request for the City to provide \$5 Million capital investment in exchange for a 50% interest in a 74-unit affordable housing portfolio. There will be a mortgage on the property because CRHA is using a \$5 Million interest-free loan from a private party to finance the remainder of the cost and make it possible for this transaction to occur, with monthly payments expected to commence after a three-month grace period.

CRHA will execute an agreement with the City that requires the following:

- An annual report to City Council by January 31 of each calendar year providing details of the ongoing ownership of the portfolio;
- Include with the Dogwood portfolio an update on the Montrose and Coleman properties which were acquired in the Fall;
- Ensure that the Dogwood portfolio will be included for evaluation in the Sustainability Plan that is set to be completed Summer 2023; and

- Cause the separation of this portfolio's financial operations from other CRHA assets with its asset-based management system;
- CRHA will be provided a 10% monthly management fee of rents collected, which is to cover leasing financing, finance services, auditing, and administration charges;
- CRHA will charge the portfolio for monthly water, sewer and trash services versus having those apply to individual units.
- The City will retain the first right of refusal on the half interest held by CRHA, meaning that any changes to the ownership of the portfolio would need to come before City Council; and
- Any physical material changes beyond regular maintenance would be required to come to City Council.

On motion by Payne, seconded by Pinkston, Council APPROVED the resolution by a vote of 5-0 (Ayes: Payne, Pinkston, Puryear, Snook, Wade; Noes: none).

RESOLUTION

Appropriating \$5,000,000 to CRHA to support the acquisition of the Dogwood Properties Portfolio as permanent units of affordable housing

WHEREAS pursuant to Virginia Code §36-19 (2) and (4) the Charlottesville Redevelopment and Housing Authority has the power and authority to acquire real estate for residential use, and to operate buildings for residential occupancy; and

WHEREAS pursuant to Virginia Code §36-6 and §36-7 the City of Charlottesville is authorized to acquire property in partnership with CRHA that enables CRHA to carry out its purposes; and

WHEREAS CRHA is requesting the City Council to provide the amount of \$5,000,000 to fund the acquisition of residential properties within a scattered site portfolio referred to as Dogwood Properties; and

WHEREAS City Council requires the recording of ½ interest in each unit of the portfolio with the funding to be used with other private funding to acquire all the dwelling units that will be permanently reserved for use as affordable dwelling units; and

WHEREAS City Council requires the first right of refusal to acquire the CRHA's half interest in the Dogwood Properties Portfolio before conveyance of any unit to another potential owner; now, therefore

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CHARLOTTESVILLE THAT the amount of \$5,000,000 is hereby appropriated to the Charlottesville Redevelopment and Housing Authority ("CRHA") for use in acquiring the land and buildings (together, "Real Estate") for the Dogwood Properties Portfolio from Woodard Properties. It shall be a condition of this capital investment that, the City of Charlottesville and the CRHA be equal co-owners of

the Real Estate and that the CRHA and the City shall designate the Real Estate exclusively for affordable dwelling units and other contributing residential uses. The City Manager is hereby authorized to develop and execute an agreement with the CRHA, including a first right of refusal to purchase CRHA's interest, if necessary, and to acquire title to the Real Estate for the purposes herein.

Revenues

\$5,000,000 Fund: 426 Project P-00937 G/L Account:: 499010

Expenditures

\$5,000,000 Fund: 426 Project P-00937 G/L Account:: 499010

GENERAL BUSINESS

15. WRITTEN REPORT: Rivanna Authorities Quarterly Report

Mayor Snook acknowledged the quarterly written report submitted by the Rivanna Authorities.

COMMUNITY MATTERS (2)

Mayor Snook opened the floor for comments from the public.

- Dede Smith, city resident, spoke about the RWSA increasing water rates due to the Capital Improvement Program.
- Brandon Collins, city resident and employee of CRHA (Charlottesville Redevelopment and Housing Authority), applauded the city for the investment in Dogwood Properties. He shared information about where CAHF (Charlottesville Affordable Housing Fund) funding will be applied for CRHA. He applauded the CRHA for its leadership and its recognition of resident leadership.
- Joy Johnson, city resident, thanked Council for voting in approval of the acquisition of Dogwood Properties. She spoke in support of CRHA efforts under the leadership of Executive Director John Sales.
- John Sales, Executive Director of the CRHA thanked City Council for their support.

The meeting adjourned at 8:21 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

**CHARLOTTESVILLE CITY COUNCIL
SPECIAL MEETING
May 12, 2023 at 2:30 p.m.
In-person: Council Chamber, 605 E. Main Street
Electronic: Zoom**

The Charlottesville City Council met on Friday, May 12, 2023. The special meeting was called so that Council could convene in closed session to interview candidates for the position of City Attorney.

Mayor Lloyd Snook called the meeting to order at 2:31 p.m. and Deputy Clerk of Council Maxicelia Robinson called the roll, noting all members present: Mayor Lloyd Snook, Vice Mayor Juandiego Wade, and Councilors Michael Payne, Brian Pinkston and Leah Puryear.

On motion by Pinkston, seconded by Wade, Council voted 5-0 (Ayes: Payne, Pinkston, Puryear, Snook, Wade; Noes: none) to convene in closed session as authorized by Virginia Code Sections 2.2-3711 and 2.2- 3712, specifically:

- Section 2.2-3711(A)(1), to conduct interviews with executive search firms in response to the City of Charlottesville Request for Quotes #23-56.

On motion by Pinkston, seconded by Puryear, Council certified by the following vote: 5-0 (Ayes: Payne, Pinkston, Puryear, Snook, Wade; Noes: none), that to the best of each Council member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the Motion convening the closed session were heard, discussed or considered in the closed session.

The meeting adjourned at 4:42 p.m.

BY Order of the Mayor

BY Maxicelia Robinson, Deputy Clerk of Council

Charlottesville City Council Strategic Planning Work Session
Friday, May 19, 2023, at 4:00 p.m. -Part 1
Saturday, May 20, 2023, at 9:00 a.m. – Part 2
Hillsdale Conference Center, 550 Hillsdale Drive, Charlottesville, VA 22901

MINUTES

The Charlottesville City Council held a strategic planning work session on May 19 and May 20, 2023. Part One of the work session began at 4:05 p.m. with all councilors present: Mayor Lloyd Snook, Vice Mayor Juandiego Wade, and Councilors Michael Payne, Brian Pinkston and Leah Puryear.

Michael C. Rogers, Interim City Manager, stated the purpose of the meeting which was to re-examine the city's strategic planning framework to begin laying the foundation for the future of Charlottesville: Vision Statement, Mission Statement, Organizational Mission and Values, and Strategic Plan. He introduced Michelle Ferguson with the consulting firm Raftelis, who served as the meeting facilitator. Other members of the facilitation team were Catherine Carter (co-facilitator) and Julie Gieseke (visual facilitator).

Introductions

The session began with a welcome and agenda review. City Council and the following staff members introduced themselves:

- Interim City Manager Michael C. Rogers
- Deputy City Manager of Operations - Samuel Sanders
- Deputy City Manager for Racial Equity, Diversity, and Inclusion – Ashley Marshall
- Director of Human Services – Misty Graves
- Director of Human Resources – Mary Ann Hardie
- Director of Information Technology – Steve Hawkes
- Chief of Staff/Clerk of Council – Kyna Thomas
- Deputy Clerk of Council – Maxicelia Robinson
- Director of Budget – Krisy Hammill
- Director of Economic Development – Chris Engel
- Deputy Director of Communications – David Dillehunt

Ms. Ferguson reviewed meeting norms and all participants shared their expectations for the workshop.

Ms. Carter led an exercise where members of the City Council was given an opportunity to share their belief statements about the future of Charlottesville, given the prompt “This I believe...”.

Strategic Planning Process

Ms. Ferguson stated that a strategic plan answers three questions:

- ☐ What do we know to be true today?
- ☐ What do we hope will be true in the future?
- ☐ How do we plan to get there?

Governing Body Roles and Effectiveness

Council discussed six key roles common to elected officials like City Council, how each member of the Council relates to each role, and how that contributes to (or detracts from) group effectiveness:

- Strategic/Vision – Big Picture Thinker
- Trustee – Steward
- Representative – Constituent Advocate
- Community Builder – Bringing People Together
- Decision Maker
- Oversight

Councilors ranked their individual comfort level with the six roles, reflecting minimal overlap in rankings and realizing that they lean into each of the roles at different times. They agreed as a Body on the following rank:

1. Representative – Constituent Advocate
2. Community Builder – Bringing People Together
3. Decision Maker
4. Oversight
5. Trustee – Steward
6. Strategic/Vision – Big Picture Thinker

Ms. Ferguson stated that Council should be mindful that the Constituent Advocate role can generate a lot of work for staff because it tends to be focused at the individual level as opposed to a community level, and that staff should respect that advocacy is a part of the Council Member role.

Environmental Scan Overview

Ms. Ferguson shared an overview of the Environmental Scan which included demographic data as well as input received from City Council, the Leadership Team, City employees, and residents. Some key data points were:

- The population of Charlottesville has increased 16% since 2000.
- 78% of community survey respondents positively rated quality the quality of life in Charlottesville.
- Residents appreciate Charlottesville's natural environment and parks and recreation opportunities.
- Residents are concerned about affordability and cost of living.
- Residents report a decline in their overall feeling of safety.
- 90% of residents want to see initiatives focusing on safety and police services in the future.
- 58% of residents possess a bachelor's degree or higher.
- Educational Services, Health Care, and Social Assistance industries make up 39% of the city's employment.
- The unemployment rate has generally remained lower than the State average since 2012.

Stakeholder Engagement

Raftelis did a qualitative data review, which included input from interviews with City Council members, in-person work session with the City's Leadership Team, the employee survey, and the National Community Survey.

Some of the Strengths of the City were commitment to serving the community, dedicated workforce, natural environment, and quality of life.

Opportunities for improvement were reputation, internal communication, external communication, transportation and mobility, public safety, and workplace environment.

Challenges facing the city were: high expectations from the community, financial viability, and affordable housing.

Visioning: True Today – True in Ten Years

Councilors were asked to write responses to the following questions:

- ☐ What is true (precious) about Charlottesville today that you hope will still be true ten years from now?
- ☐ What is not true about Charlottesville (or doesn't exist) today that you hope will be true ten years from now?

At 6:59 p.m. Mayor Snook recessed the meeting until 9:00 a.m. on the following day.

Day Two: Saturday, May 20, 2023, 9:00 AM to 2:00 PM

Mayor Snook called the meeting back to order at 9:10 a.m. with all Council members present. All staff present on Day One returned for Day Two.

Ms. Ferguson stated that the end product for the day would be an outline for Council's Vision and Strategic Outcome Areas – those key things that must go well in the community in order to make the Vision become reality.

Council discussed things that they heard the previous day that they would like to be incorporated into the Vision. Some ideas were to be inclusive of people who are in a lower socioeconomic status, to demonstrate with action that Charlottesville cares, to maintain the notion of unity, and to highlight the city's strengths – recognizing the city's challenging past and present while also acknowledging its assets.

Mayor Snook talked about items such as increasing workforce development efforts and certain transit changes that will require a significant shift versus many smaller issues that could require slight shifts, and he stated that they should be careful about making too many large shifts at once, but rather try to figure which changes would require greater change and then ration the implementation.

Ms. Ferguson agreed that Council would need to prioritize short-term and long-term goals, keeping in mind limited financial and staff capacity.

Strategic Plan Framework

Facilitators listed potential strategic outcome areas using Council's answers to the following questions: What do we know to be true today? What do we hope will be true in the future? How do we plan to get there?

Potential strategic outcomes were listed in the areas of:

- Justice, Equity, Diversity and Inclusion
- Education / Partnerships / Achievement / UVA
- Service Delivery / Organizational Excellence
- Recreation and Amenities / Arts and Culture
- Neighborhoods - Sense of Place / History
- Economic Prosperity
 - Residents and City
 - Businesses
- Affordable Housing
- Transportation / Transit
- Community Relations and Trust / Police / Public Safety
- Environment and Climate

Councilors along with Mr. Rogers and Mr. Sanders were divided into pairs to work on an assignment to draft a Vision statement and directional statement for each Strategic Outcome Area to describe what success would look like in Charlottesville. Other staff worked on refining the Organizational Values and Mission Statement.

During the report-out participants worked to refine the Organizational Vision and Mission Statements, and the Outcome Area directional statements.

Next Steps/Parting Thoughts

The retreat ended with a discussion of next steps in the strategic planning process. Raftelis will work with staff to identify strategies and performance metrics for each Outcome Area, as well as work with Mayor Snook on wordsmithing. Each participant was asked to share a reflection about this strategic planning journey.

The meeting adjourned at 2:07 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

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



Agenda Date:	June 5, 2023
Action Required:	Approve Resolution
Presenter:	Sue Moffett, Director of Social Services
Staff Contacts:	Laura Morris, Chief of Administration
Title:	Appropriating Additional Funding Received from the Virginia Department of Social Services for Adoption Assistance - \$450,000 (2nd reading)

Background

The Charlottesville Department of Social Services (CDSS) has received \$450,000 in additional funding from the Virginia Department of Social Services to provide assistance to adoptive families.

Discussion

The purpose of adoption assistance is to facilitate adoptive placements and ensure permanency for children. Maintenance payments provide support and services for the child and to strengthen the adoptive family.

The department has seen a steady increase in adoptive placements. In Fiscal year 2021, the department served 183 adoptive children. In FY2021, the department served 194 children. 181 adoptive children have received assistance in FY23 through April 26th..

Alignment with City Council's Vision and Strategic Plan

Approval of this agenda item aligns with the City's mission to provide services that promote equity and an excellent quality of life in our community. It is consistent with Strategic Plan Goal 2: A Healthy and Safe City, Objective 2.2, Meet the safety needs of victims and reduce the risk of re-occurrence/re-victimization.

Community Engagement

Adoption staff work directly with families and providers to provide needed services and serve as resources to other department staff and community partners.

Budgetary Impact

All funding is being provided by the Virginia Department of Social Services. No local, general funds are required.

Recommendation

Staff recommends approval and appropriation of these funds.

Alternatives

If the appropriation is not approved, CDSS will require general funds to cover the May and June maintenance payments to adoptive families. These payments are negotiated as part of the adoption agreement and are legally binding.

Attachments

1. Resolution Appropriating Additional Adoption Assistance Funding for FY2023

Resolution

Appropriating Additional Funding Received from the Virginia Department of Social Services for
Adoption Assistance
In the Amount of \$450,000

WHEREAS, the Charlottesville Department of Social Services has received an allocation of \$450,000 in the Fiscal Year 2023 budget from the Virginia Department of Social Services (“VDSS”) to provide assistance to adoptive families.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the allocation of \$450,000, upon receipt by the City from VDSS, is hereby appropriated for expenditure within the FY23 budget in the following manner:

Revenue-\$450,000

Fund 212 Cost Center: 99000000000 G/L Account: 430080 \$450,000

Expenditures-\$450,000

Fund 212 Cost Center: 3311007000 G/L Account: 540060 \$450,000

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



Agenda Date:	June 5, 2023
Action Required:	Appropriation of Funding
Presenter:	Michael Kochis, Police Chief
Staff Contacts:	Holly Bittle, Budget and Management Analyst Taylor Harvey-Ryan, Grants Program Manager
Title:	Appropriating Funds for Virginia Department of State Police (VSP) - Help Eliminate Auto Theft (HEAT) Program - \$4,000 (2nd reading)

Background

The Virginia Department of State Police's (VSP) Help Eliminate Auto Theft (HEAT) program is co-sponsoring the 49th Annual Southeast Chapter of the International Association of Auto Theft Investigators (SEIAATI) Vehicle Crimes Conference in Virginia Beach, held in June 2023. The Virginia State Police HEAT program was established in 1992 to educate citizens and law enforcement about the theft of vehicles and vehicle parts. The Southeast Regional Chapter of the International Association of Auto Theft Investigators' objectives are to provide for the exchange of technical information and new developments and to cooperate with all law enforcement agencies and associations who are engaged in the prevention and suppression of automobile theft and related offenses.

Discussion

These grant funds will reimburse expenses up to \$4,000 for three detectives of the Charlottesville Police Department to attend the 49th Annual Southeast Chapter of the International Association of Auto Theft Investigators (SEIAATI) Vehicle Crimes Conference. These detectives will learn new skills and techniques for the criminal investigation of motor vehicle thefts. Case study seminars and hands-on demonstrations at the conference will highlight current and emerging trends and prevention strategies.

There were 71 reported incidents of motor vehicle theft in 2020. However, reported motor vehicle thefts doubled to 149 in 2021, and rose again to 168 in 2022.

Notification of award approval was received on March 23, 2023, for reimbursement up to \$4,000.

Alignment with City Council's Vision and Strategic Plan

This project supports Goal 2 of the Strategic Plan, to be a Healthy and Safe City.

Community Engagement

Not applicable

Budgetary Impact

This has no impact on the General Fund. No local match is required, and the funds will be expensed and reimbursed to a Grants Fund.

Recommendation

Staff recommends approval and appropriation of grant funds.

Alternatives

If these grants funds are not appropriated, the Police Department will need to use departmental funds to send three officers to the Southeast Chapter of the International Association of Auto Theft Investigators Conference.

Attachments

1. VPS HEAT Grant Appropriation Resolution

RESOLUTION
Help Eliminate Auto Theft (HEAT) Program
\$4,000

WHEREAS, the City of Charlottesville, through the Police Department, has received the Virginia Department of State Police, Help Eliminate Auto Theft (HEAT) Program training grant in the amount of \$4,000 to be used to send auto theft investigators and/or officers who investigate auto theft-related crimes to the 49th Annual Southeast Chapter of the International Association of Auto Theft Investigators (SEIAATI) Vehicle Crimes Conference in Virginia Beach, Virginia held June 4-8, 2023.

WHEREAS, the grant award covers the period from period June 4, 2023 through June 8, 2023.

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

Revenues - \$4,000

Fund: 209	IO: 1900513	CC:3101005000	\$4,000	GL: 430110	State Grant
-----------	-------------	---------------	---------	------------	-------------

Expenditures- \$4,000

Fund: 209	IO: 1900513	CC: 3101005000	\$2,016	GL: 530102	Travel Lodging
-----------	-------------	----------------	---------	------------	----------------

Fund: 209	IO: 1900513	CC: 3101005000	\$709	GL: 530105	Meals
-----------	-------------	----------------	-------	------------	-------

Fund: 209	IO: 1900513	CC: 3101005000	\$1,215	GL: 530140	Registration Fees
-----------	-------------	----------------	---------	------------	-------------------

Fund: 209	IO: 1900513	CC: 3101005000	\$60	GL: 520270	Fuel
-----------	-------------	----------------	------	------------	------

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$4,000 from the Virginia Department of State Police.

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



Agenda Date:	June 5, 2023
Action Required:	Approve Resolution
Presenter:	Sue Moffett, Director of Social Services
Staff Contacts:	Laura Morris, Chief of Administration
Title:	Appropriating additional funding received from the Virginia Department of Social Services for the VIEW Program - \$46,000 (2nd reading)

Background

The Virginia Department of Social Services (VDSS) has provided the Charlottesville Department of Social Services with \$46,000 in additional funding to be used by the Virginia Initiative for Education and Work (VIEW) program in Fiscal Year 2023.

Discussion

The VIEW program promotes economic independence by providing employment, education, and training opportunities as well as needed supportive services such as rental assistance, child care assistance, and transportation assistance to Temporary Assistance to Needy Families (TANF) recipients.

Alignment with City Council's Vision and Strategic Plan

Approval of this agenda item aligns with the City's mission to provide services that promote equity and an excellent quality of life in our community. It is consistent with Strategic Plan Goal1: An inclusive community of self-sufficient residents and Objective 1.2, Prepare residents for the workforce; and Strategic Plan Goal 4: A strong, creative, and diversified economy and objective 4.1, Develop a quality workforce.

Community Engagement

VIEW staff will work directly with program participants to provide supportive services that can help them overcome job-related challenges, as well as personal and family challenges that affect employment.

Budgetary Impact

The Virginia Department of Social Services is providing the additional funding. No local general funds are being requested.

Recommendation

Staff recommends approval and appropriation of these funds.

Suggested Motion: I move to approve the Resolution Appropriating the Additional Funding Received from the Virginia Department of Social Services for the VIEW Program in the amount of \$46,000

Alternatives

Funds that are not appropriated will need to be returned to the Virginia Department of Social Services.

Attachments

1. Resolution Appropriating Additional VIEW Program Funding for FY2023 (1)

Resolution

Appropriating Additional Funding Received from the Virginia Department of Social Services for
the VIEW Program
In the Amount of \$46,000

WHEREAS, the Charlottesville Department of Social Services (“CDSS”) has received an allocation of \$46,000 in the Fiscal Year 2023 budget from the Virginia Department of Social Services (“VDSS”) to provide assistance to clients participating in the Virginia Initiative for Education and Work (“VIEW”) program.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the allocation of \$46,000, upon receipt by the City from VDSS, is hereby appropriated for expenditure within the FY23 budget in the following manner:

Revenue-\$46,000

Fund 212 Cost Center: 9900000000 G/L Account: 451022 \$46,000

Expenditures-\$46,000

Fund 212 Cost Center: 3333002000 G/L Account: 540060 \$46,000

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



Agenda Date:	June 5, 2023
Action Required:	Approve Resolution
Presenter:	Sue Moffett, Director of Social Services
Staff Contacts:	Laura Morris, Chief of Administration
Title:	Appropriating Additional Funding Received from the Virginia Department of Social Services for Various Programs - \$56,634 (2nd reading)

Background

The Virginia Department of Social Services has provided additional funding to localities in fiscal year 2023 to use for their Adult Services, Independent Living, and Promoting Safe and Stable Families (PSSF) Programs in response to the COVID-19 pandemic and public health emergency. The Charlottesville Department of Social Services has received \$56,634 from this additional funding.

Discussion

The Virginia Department of Social Services has provided funding from the American Rescue Plan Act (ARPA) to enhance and improve Adult Services programs provided by local agencies. The funding can be used to expand the ability of Adult Services Staff to investigate allegations of abuse, neglect, and exploitation.

The Pandemic Act of the Consolidated Appropriations Act of 2021 provides additional funding and programming flexibilities to address the critical financial needs of youth/young adults who are or were formerly in foster care during the COVID-19 pandemic. The funding may be used to provide services and assistance to any otherwise eligible youth or young adult who experienced foster care at age 14 or older and has not yet attained age 27.

The Consolidated Appropriations Act of 2021 also provides additional funding for the Promoting Safe and Stable Families (PSSF) Program in response to COVID-19. This funding can be used to meet the needs of children and families in the community.

Alignment with City Council's Vision and Strategic Plan

Approval of this agenda item aligns with the City's mission to provide services that promote equity and an excellent quality of life in our community. It is consistent with Strategic Plan Goal 2: A Healthy and Safe City and Objective 2.2, Meet the safety needs of victims and reduce the risk of re-occurrence/re-victimization and Object 2.3, Improve community health and safety outcomes by connecting residents with effective resources.

Community Engagement

Family Services Staff work directly with eligible clients and families to match them with needed resources and services.

Budgetary Impact

The Virginia Department of Social Services is providing the additional funding. No local general funds are being requested.

Recommendation

Staff recommends approval and appropriation of these funds.

Suggested Motion: I move to approve the Resolution Appropriating the Additional Funding Received from the Virginia Department of Social Services for the Adult Services, Independent Living, and PSSF Programs in the amount of \$56,634

Alternatives

Funds that are not appropriated will need to be returned to the Virginia Department of Social Services.

Attachments

1. Resolution Appropriating Additional ARPA and COVID Funding for FY2023

Resolution

Appropriating Additional Funding Received from the Virginia Department of Social Services from ARPA & COVID Funding to be used for Adult Services, Independent Living, and PSSF Programs

In the Amount of \$56,634

WHEREAS, the Charlottesville Department of Social Services (“CDSS”) has received an allocation of \$56,634 from the American Rescue Plan Act (“ARPA”) & COVID Funding in the Fiscal Year 2023 budget from the Virginia Department of Social Services to provide assistance to clients participating in the Adult Services, Independent Living, and Promoting Safe and Stable Families (“PSSF”) Programs.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$56,634, upon receipt by the City from ARPA and COVID Funding, is hereby appropriated for expenditure within the FY23 budget in the following manner:

Revenue-\$56,634

Fund 212	Cost Center: 9900000000	G/L Account: 430080	\$33,481
Fund 212	Cost Center: 9900000000	G/L Account: 430110	\$23,153

Expenditures-\$56,634

Fund 212	Cost Center: 3333003000	G/L Account: 540060	\$10,142
Fund 212	Cost Center: 3333006000	G/L Account: 540060	\$23,339
Fund 212	Cost Center: 3343008000	G/L Account: 540060	\$23,153

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



Agenda Date:	June 5, 2023
Action Required:	Approval of Resolution (Appropriation, 1st of 2 Readings)
Presenter:	Misty Graves, Director of Human Services
Staff Contacts:	Misty Graves, Director of Human Services
Title:	Appropriating funding from the COVID Homelessness Emergency Response Program (CHERP) to the City's Department of Human Services for Expenditure - \$14,419.60 (2nd reading)

Background

A C.O.V.I.D. Homelessness Emergency Response Program amended grant of an additional \$14,419.60 has been awarded to support non-congregate emergency shelter operations and administrative expenses from July 1, 2021 to June 31, 2023, through reallocation of unused funding from other parts of the state. The Thomas Jefferson Area Coalition for the Homeless plans, designs and coordinates the local homelessness continuum of care and is the provider of record for data collection.

Discussion

The City of Charlottesville has staff from the departments of Human Services and Social Services taking leadership roles in the governance of T.J.A.C.H. This grant supports non-congregate shelter operations for people experiencing homelessness.

Alignment with City Council's Vision and Strategic Plan

This grant advances the City of Charlottesville's Strategic Plan Goal #1 of an inclusive community of self-sufficient residents.

Community Engagement

This grant and plan are the product of extensive engagement of the service provider community for persons experiencing homelessness and are often discussed at reoccurring meetings throughout the month and year.

Budgetary Impact

This grant will be entirely Federal pass-through funds. No local match is required. There is no budget impact for the City of Charlottesville. All funds will be distributed to sub-recipients for service provision.

Recommendation

Staff recommends approval and appropriation of grant funds.

Alternatives

Council may elect to not accept the funds and the community will not have the capacity to administer the following services to persons experiencing a housing crisis: Emergency low-barrier shelter, coordinated assessment, rapid rehousing, H.M.I.S., coalition coordination and administration.

Attachments

1. CHERP Resolution 5.15.23

*Suggested motion: "I move the Resolution Appropriating CHERP funding in the amount of **\$14,419.60** to the City's Department of Human Services for Expenditure*

RESOLUTION

Appropriating COVID Homelessness Emergency Response Program (C.H.E.R.P.) - \$14,419.60

WHEREAS, The City of Charlottesville's Department of Human Services, has received C.H.E.R.P. Grant funding from the Virginia Department of Housing and Community Development, in the amount of **\$14,419.60**.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that, upon receipt of the CHERP Grant funding, the sum of **\$14,419.60** is hereby appropriated for expenditure by the City's Department of Human Services in accordance with grant requirements, in the following manner:

Revenues

\$14,419.60

Fund: 209 IO: 1900448 G/L: 430120 Federal Pass Thru

Expenditures

\$14,419.60

Fund: 209 IO: 1900448 G/L: 530550 Contracted Services

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



Agenda Date:	June 5, 2023
Action Required:	Approval of Homeowner Assistance Grant Program
Presenter:	Todd Divers, Commissioner of the Revenue
Staff Contacts:	Sue Moffett, Director of Social Services
Title:	Appropriating a grant of public funds for housing assistance to low- and moderate-income homeowners within the City of Charlottesville - \$1,360,000 (2nd reading)

Background

Attached is an appropriation resolution for Council's consideration, to provide a public grant to the City's local board of social services, to assist needy persons with ongoing costs of home ownership.

Discussion

For some time, City Council has sought to assist low- and moderate-income persons whose ownership of a home may be in jeopardy due to financial distress associated with the costs of homeownership. In the face of a continuing affordable housing crisis, there are a significant number of persons whose status as homeowners is tenuous due to rising transportation, utility and food costs, rising real estate and personal property taxes, and other circumstances that result in costs of homeownership exceeding reasonable portions of a family's income.

Pursuant to the provisions of Va. Code §63.2-314, the City Council may make a grant of public funds to the City's Director of Social Services, in her capacity as the "local board", for the purpose of aiding needy persons within the City. Eligibility of homeowners to receive disbursements from this grant fund need not be limited to the requirements for any state public assistance programs, or any VHDA program. Upon City Council's appropriation of funds to the Director of DSS, the public funds would be deposited in the local treasury to the credit of the local board. The Director of DSS, in her capacity as the "local board", will be responsible for dispensing the funds in accordance with specific eligibility requirements. The Director will utilize existing staff in the Commissioner of Revenue's office, to assist with processing of applications and determinations of eligibility, using a cooperative agreement.

For 2023, the following income parameters are proposed, with relief calculated as flat amounts:

2023 CHAP - (Public Grant for Housing Assistance)

2023 Grantee Household Income Limits	\$0 - \$35,000	\$35,001 - \$45,000	\$45,000 - \$55,000	\$55,001 - \$60,000
Grant	\$2,500	\$2,000	\$1,500	\$1,000

Proposed Eligibility Criteria for this Public Grant:

1. Grantee must be an individual. No applications will be accepted from any company, corporation, partnership, or other form of legal entity (other than a trust, as referenced below) or awarded to any legal entity.
2. Grantee must be the owner of a home within the City. "Ownership" may be any of the following: (i) individually, or in conjunction with a spouse holding life rights, (ii) individually, or in conjunction with a spouse holding the power of revocation in a revocable inter vivos trust of which the home is an asset, or (iii) alone or in conjunction with a spouse who possesses a life estate, or an estate for joint lives, or a continuing right of use or support under the terms of an irrevocable trust of which the property is an asset.
3. Grantee must reside within the home.
4. Maximum value of the home cannot exceed \$460,000 (this is the average assessed value in 2023 of taxable residential parcels, rounded to the nearest five thousand dollars).
5. Grantee, grantee's spouse, or any other owner residing in the home cannot own any other interest in real estate, within the City or at any other location. This includes any real estate interest as (i) an individual, (ii) as the beneficiary of a trust, (iii) as a member of an LLC, or (iv) by virtue of any other interest in a trust or legal entity.
6. Grantee must demonstrate evidence of household income within the limits established for calendar year 2023.

Alignment with City Council's Vision and Strategic Plan

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

Community Engagement

NA

Budgetary Impact

The cost of this program is funded with the annual budget appropriation for Fiscal Year 2024 approved by Council.

Recommendation

Approval. *Suggested Motion: "I move the RESOLUTION appropriating a grant of public funds for housing assistance to low- and moderate-income homeowners within the City of Charlottesville."*

Alternatives

Reject the resolution, and allow the program to lapse.

Attachments

1. FY24 CHAP Resolution
2. 2023 Real Estate Assessment Memo

RESOLUTION
Appropriating a grant of public funds for housing assistance
to low-and moderate-income homeowners within the City of Charlottesville

WHEREAS pursuant to the provisions of Va. Code §63.2-314 this City Council may offer public grants to its local director of social services, serving in her capacity as the “local board” under the provisions of §63.2-304; and

WHEREAS this City Council desires to offer a grant of public funds during Fiscal Year 2023-2024, to aid low- and moderate-income homeowners within the City who are affected by the rising costs of homeownership (which include mortgage payments, fees and taxes, insurance, utilities, maintenance and repairs; and

WHEREAS the average assessment of a single-family residential property within the City has risen by approximately 11.5 percent over the past year, and with rising inflation, transportation costs, and utility costs, many individuals who have income significantly lower than the Charlottesville area median income will experience significant financial stress and may need financial assistance to remain in their homes; and

WHEREAS City Council hereby finds and determines that it is both necessary and desirable, to promote the general welfare of the City, and to promote the safety, health, comfort and convenience of City inhabitants, to support the affordability of continuing homeownership by low- and moderate-income individuals;

WHEREAS public funding is available and has been appropriated within the City budget for the proposed public grant, in the amounts set forth within this resolution;

NOW, THEREFORE BE IT RESOLVED BY THE Council of the City of Charlottesville, Virginia, THAT effective July 1, 2023 and for calendar year 2023 a grant of public funds is hereby made to the Director of Social Services, in her capacity as the “local board of social services” pursuant to Va. Code §63.2-304, to be used to provide housing assistance to City homeowners in need of such, as follows:

Expenditures

\$1,360,000 Fund: 105 Cost Center: 3343019000 G/L Account: 540065

BE IT FURTHER RESOLVED THAT the Director of Social Services (“Director”) is solely responsible for administration of this assistance fund, pursuant to the provisions of Va. Code §63.2-304 and §63.2-314, provided that the Director may enter into written agreements with the Commissioner of Revenue, Treasurer, and City Manager, as may be necessary to administer the fund. And

BE IT FURTHER RESOLVED THAT it is the desire of City Council that this grant of public funds, hereafter to be referred to as the “Charlottesville Homeownership Assistance Program”, shall be provided to City homeowners in need of assistance due to rising costs of homeownership, in accordance with the following parameters:

2023 CHAP—(Public Grant for Homeownership Assistance)				
Applicant Household Income	\$0 - \$35,000	\$35,001 - \$45,000	\$45,001 - \$55,000	\$55,001 - \$60,000
Grant	\$2,500	\$2,000	\$1,500	\$1,000

- 1) Applicant/ Grantee must be a human being, own a home within the City of Charlottesville, and must reside within the home. As of January 1, 2023 and as of the date an application is submitted, the applicant must occupy that real estate as his or her sole residence and must intend to occupy that real estate throughout the remainder of calendar year 2023. An applicant who is residing in a hospital, nursing home, convalescent home or other facility for physical or mental care shall be deemed to meet this condition so long as the real estate is not being used by or leased to another for consideration. “Ownership” may be any of the following: (i) individually, or in conjunction with a spouse holding life rights, (ii) individually, or in conjunction with a spouse holding the power of revocation in a revocable inter vivos trust of which the home is an asset, or (iii) alone or in conjunction with a spouse who possesses a life estate, or an estate for joint lives, or a continuing right of use or support under the terms of an irrevocable trust of which the property is an asset.
- 2) Maximum value of the home cannot exceed \$460,000 (this is the average assessed value in 2023 of taxable residential parcels).
- 3) Applicant, applicant’s spouse, or any other owner residing in the home cannot own any other interest in real estate, either within the City or at any other location. This includes any real estate interest owned (i) as an individual, (ii) as the beneficiary of a trust, (iii) as a member of an LLC, or (iv) by virtue of any other interest in a legal entity.
- 4) Applicant/ Grantee must demonstrate evidence of Household Income within the limits established for calendar year 2023, as set forth above within this Resolution. *Household Income* means (i) the adjusted gross income, as shown on the federal income tax return as of December 31 of the calendar year immediately preceding the taxable year, or (ii) for applicants/grantees for whom no federal tax return is required to be filed, the income for the calendar year immediately preceding the taxable year: of the applicant and of any other relatives who reside in the applicant’s home, and any other person(s) who (i) owns any interest in the home and (ii) resides in the applicant’s home. The Director shall establish the Household Income of applicants/ grantees for whom no federal tax return is required through documentation satisfactory for audit purposes.
- 5) This public grant shall be used only to assist individuals who are not receiving the real estate tax exemption or deferral program provided under Chapter 30, Article IV of the Charlottesville City Code (Real Estate Tax Relief for the Elderly and Disabled Persons) during 2023.
- 6) Not more than one grant shall be provided to any one (1) address.



City of Charlottesville

MEMO

TO: Michael C. Rogers, Interim City Manager

Cc: Chris Cullinan, Director of Finance
Chris Engel, Director of Economic Development

FROM: Jeffrey S. Davis, City Assessor
RE: 2023 Real Estate Assessment
DATE: January 25, 2023

The Office of Real Estate Assessment is pleased to submit information for the 2023 reassessment.

The goal of the Assessor's Office is to fairly and equitably assess the City's real property. We review property assessments annually, utilizing recent sales data in order to provide current valuations.

All real property owners will receive a notice of their property value regardless of whether the value changed. The notices are to be mailed on January 27, 2023. Our office will be available to meet with property owners to discuss their assessment on or before February 28, 2023. Property owners may also request a hearing with the Board of Equalization following an Administrative Appeal.

Total taxable property increased from \$9,314,220,200 to \$10,460,742,200 which represents a total assessed value increase of \$1,146,522,000 or 12.33%. The reassessment of existing property increased by \$1,097,011,600 or 11.78%.

Exhibit 1 details the changes between residential and commercial property. The exhibit shows that existing residential property increased by a total of 11.52%. Existing commercial property increased by 12.16%

The average assessed value for taxable residential property is \$459,100

I am also enclosing the following exhibits for your review.

REAL ESTATE ASSESSMENT

INFORMATION FOR

2023

I. NEWS RELEASE

II. FREQUENTLY ASKED QUESTIONS

III. EXHIBIT NOTES

IV. ASSESSMENT INFORMATION FROM ASSESSOR

CITY OF
CHARLOTTESVILLE



Office of Real Estate Assessment
PO Box 911, City Hall
Charlottesville, VA 22902
Telephone: 434-970-3136
FAX: 434-970-3232
Website: www.charlottesville.gov

Press Release
January 27, 2023

The City Assessor's Office has completed the 2023 reassessment. Of the 15,148 taxable properties, residential parcels increased by an average of 11.52%. Commercial properties (including apartments, retail, office, industrial, vacant land) increased by an average of 12.16%.

When residential, commercial, new construction are averaged together taxable properties in the City increased by 12.33% in 2023.

Additional details of this year's figures include:

- Residential properties
 - Assessments for existing residential property increased in value by 11.52%
 - 97.97% of residential assessments increased in value, 1.12% decreased, and 0.90% did not change
- Commercial properties
 - Assessments for existing commercial property increased in value by 12.16%
 - 83.62% of commercial assessments increased in value, 3.22% decreased, and 13.16% did not change
- Combined existing residential and commercial property increased in value by 11.78%
- New construction value included for 2023 is 0.56%
- When new construction and reclassifications are added to the value of the existing property, the total value of property in the city increased by 12.33%

General FAQ's about the City Assessor's Office and assessment process can be found under the "City Assessor" homepage link at www.charlottesville.gov. The City Assessor's Office can be contacted via telephone at 434-970-3136, Monday-Friday, 8 a.m. to 5 p.m.

Frequently Asked Questions—2023 Assessments

What if a property owner has not received their notice?

Property owners who have not received a notice by February 9th, or have questions, are encouraged to call the Assessor's Office. Property owners wishing to discuss their assessments for 2023 must do so on or before **February 28, 2023**, to be eligible for a review for 2023. The Assessor's office business hours are from 8 AM to 5 PM. The telephone number is **(434) 970-3136**. The assessments are accessible on the City's website at <http://realestate.Charlottesville.gov> . Appeal forms are online at www.charlottesville.gov/AssessmentAppealProcess

How does a property owner appeal an assessment?

Once the assessments are mailed, you, as a property owner, have 30 days to appeal the assessment. You may speak to an appraiser, review the data used in computing the assessment and, if necessary, schedule an inspection of the property. After this, should a dispute still exist, you may appeal to the Board of Equalization. The three-person board, appointed by the Circuit Court, is composed of City property owners. The board may affirm, reduce or raise the assessment, if in their opinion such adjustments are necessary to equalize the tax burden upon all citizens in the City. Appeal forms are online at www.charlottesville.gov/AssessmentAppealProcess and the Assessor's Office.

If you are dissatisfied with the Board's decision, you may appeal to the Circuit Court.

If you have assessment questions please call the City Assessor's Office at 434-970-3136.

Does the city offer any programs for financial assistance?

Charlottesville residents are encouraged to apply for the Real Estate Tax Relief for the Elderly or Disabled Persons. Anyone 65 years of age and older with an annual income of \$60,000 or less may qualify. Persons under 65 years of age who are permanently and totally disabled may also qualify.

Elderly or disabled renters are encouraged to apply for Rent Relief for the Elderly or Disabled. Renters who are 65 years of age or older or permanently and totally disabled, with an annual income of \$55,000 or less and a net worth of \$125,000 or less, may qualify.

Applicants have until March 1, 2023 to apply for the Real Estate Tax Relief program, and until May 1, 2023 to apply for the Rent Relief program.

Applications for the Charlottesville Housing Affordability Program (CHAP)* are mailed in early July, and applicants have until September 1st to apply. Please contact the Charlottesville Commissioner of Revenue's Office at 434-970-3160 for assistance or visit www.charlottesville.gov/COR.

*CHAP requires yearly reauthorization by City Council.

<u>Elderly and Disabled Tax Relief (RETR)</u>		<u>Chap Program (CHAP)</u>	
(Accepted Applications)		Applicants qualified	Grant Amount
Average property value	304,599	47	1000
Average tax	\$2,912.89	113	1500
Average amount of relief	\$2,309.22	95	2000
Households qualified	279	<u>360</u>	<u>2500</u>
TOTAL		615	

Exhibit Notes:

Exhibit I: Indicates the reassessment change for **TAXABLE** residential and commercial properties.

Exhibit II: Indicates the percentage change in value by neighborhood for **TAXABLE** and **EXEMPT** properties for the current and four proceeding years.

Exhibit III: Reflects the parcel count, percentage change, and average assessed value by neighborhood, of **TAXABLE** and **EXEMPT** properties.

Exhibit IV: Reflects assessments and new construction trends over a ten year period.

Exhibit V: Indicates the total assessed value after building permits and appeals of **TAXABLE** properties, by year for ten years.

Exhibit VI: Reflects residential, commercial and exempt properties stratified by value ranges.

EXHIBIT I
Assessment Changes
Tax Year 2023

	Residential	Commercial	Total
Assessment Values 2022	\$5,486,229,100	\$3,827,991,100	\$9,314,220,200
Adjustments (appeals, corrections, etc.)	(\$29,900)	(\$2,008,300)	(\$2,038,200)
Revised Values 2022	\$5,486,199,200	\$3,825,982,800	\$9,312,182,000
Increases (Decreases) for 2023			
General Reassessment % Change from Reassessment	\$631,834,000 11.52%	\$465,177,600 12.16%	\$1,097,011,600 11.78%
New Construction % Change from New Construction	\$23,588,500 0.43%	\$28,434,900 0.74%	\$52,023,400 0.56%
Total Increase (Decrease) % Change Before Reclassification	\$655,422,500 11.95%	\$493,612,500 12.91%	\$1,149,035,000 12.34%
New Total 2023	\$6,141,621,700	\$4,319,595,300	\$10,461,217,000
Reclassification (Taxable to Non-Taxable) % Change from Reclassification	(\$138,800) 0.00%	(\$336,000) -0.01%	(\$474,800) 0.00%
Total Assessed Values 2023	\$6,141,482,900	\$4,319,259,300	\$10,460,742,200
General Reassessment	11.94%	12.89%	12.33%

Reported percentage change compares taxable 2023 values to revised taxable 2022 values.

EXHIBIT II
Five-Year Assessment History by Neighborhood
Due to General Reassessment
Tax Years 2019-2023

RESIDENTIAL NEIGHBORHOOD	2023 % Change	2022 % Change	2021 % Change	2020 % Change	2019 % Change
1 Angus Road Area	12.01	5.26	8.29	3.30	2.26
2 Birdwood/Hillcrest Road	11.83	28.50	0.24	5.66	1.79
3 Towles/Merryden/Ivy Terrace	14.71	15.72	9.34	0.24	5.19
4 University/Maury Hills	12.67	17.75	3.16	4.14	9.45
5 Fry's Spring	12.83	10.45	4.49	0.74	13.66
6 Azalea Gardens/Green Valley	10.39	9.79	5.37	3.09	13.92
7 JPA/Shamrock Road	17.38	11.48	5.01	1.44	9.87
7H Huntley	8.75	9.25	4.29	1.92	-
8 Johnson Village	14.70	11.05	0.72	1.23	6.03
9 Ridge Street	11.41	10.08	4.88	12.40	14.41
9B Burnet Commons	5.56	13.20	0.32	1.87	8.61
9C Brookwood Carter View	6.60	14.08	3.77	4.08	7.47
10 Fifeville	18.74	9.98	3.42	2.75	10.98
11 Venable/Page/10th Street	13.29	12.64	5.78	0.87	17.80
12 Rugby	13.41	6.39	2.07	4.60	8.98
13 Venable	6.75	7.24	3.62	1.03	4.86
14 Meadowbrook Hills	11.79	5.91	0.89	1.45	3.30
15 Rutledge	15.19	8.40	0.61	12.50	3.67
16 Greenbrier	8.98	16.11	1.95	7.16	5.33
17 Greenleaf Terrace/Rose Hill/Rugby Hills	14.25	14.88	3.12	2.14	13.23
18 Rose Hill/Forrest Street	20.67	18.49	6.93	0.43	-0.35
19 North Downtown	6.56	6.22	7.25	2.45	9.14
20 IX/Belmont	16.19	11.47	2.67	0.74	11.47
21 Carlton/Belmont	20.49	13.58	9.11	2.42	6.17
22 Belmont	4.57	14.53	2.90	4.50	7.02
22S Stonehenge Extended	16.99	1.68	51.94	-	-
23 Little High Street/East Jefferson Street	13.55	4.37	4.17	5.50	7.04
23CT Coal Tower	2.86	2.26	14.06	15.33	4.74
24 Woolen Mills	8.08	12.99	4.46	6.03	2.26
25 Locust Grove	14.92	15.63	2.04	2.06	9.11
26 Locust Grove Extended	13.90	15.35	4.05	5.07	8.07
26C St Charles Place	6.31	5.89	-	-	-
27 Woodhayven	10.23	19.30	3.15	6.84	3.37
28 Holmes/North Avenue Area	8.46	17.16	4.54	2.56	8.74
28AW Ashby Place/Wilder	4.18	7.02	1.23	-	-

EXHIBIT II
Five-Year Assessment History by Neighborhood
Due to General Reassessment
Tax Years 2019-2023

RESIDENTIAL NEIGHBORHOOD CONTINUED	2023 % Change	2022 % Change	2021 % Change	2020 % Change	2019 % Change
29 Orangedale	6.93	24.63	0.18	15.59	4.10
30 Willoughby	4.27	7.83	2.23	2.94	1.84
40 Davis Avenue/Marshall Street Area	10.07	4.96	5.58	-0.04	11.06
43 Forest Hills	13.23	11.88	5.35	4.94	9.86
53 North Belmont	10.20	11.67	0.65	-1.01	11.76
54 North Belmont Condos	11.68	31.21	6.15	3.01	3.66
55 Melbourne Condos	9.06	15.16	0.56	0.36	1.70
56 Old 5th Circle	17.70	11.36	0.94	0.99	5.65
57 Overlook Condos	9.58	7.26	9.98	8.72	12.57
61 Walker Square Condos	15.59	0.00	6.91	6.95	3.76
62 JPA Condos	8.85	9.93	-2.56	7.12	10.67
63 Holsinger Condos	6.25	13.24	4.17	0.04	12.62
64 Cherry Hill	6.72	9.63	1.08	5.52	1.66
65 Downtown Condos	7.20	10.68	4.55	6.82	8.85
66 Johnson Village New Addition	13.66	6.35	0.80	17.95	7.37
70 Rockcreek Condos	5.91	10.69	3.98	-1.58	20.03
71 Lewis & Clark Condos ¹	6.17	11.11	10.39	-0.08	21.20
72 Lochlyn Hills	8.54	4.42	4.45	11.99	3.01
73 Belmont Station	7.99	16.29	0.00	3.07	61.18
74 Druid Avenue Condos	8.83	10.06	9.44	-	-
RESIDENTIAL AVERAGE	10.87	11.50	4.90	4.31	9.00

EXHIBIT II
Five-Year Assessment History by Neighborhood
Due to General Reassessment
Tax Years 2019-2023

COMMERCIAL NEIGHBORHOOD	2023 % Change	2022 % Change	2021 % Change	2020 % Change	2019 % Change
32 Preston Avenue	16.20	0.72	1.96	5.22	2.07
33 Court Square & Central Business District	15.58	2.18	-0.57	10.87	5.24
34A UVA Area Apartments	9.81	3.35	4.85	8.29	1.61
34B West Side Apartments	9.04	8.71	2.67	9.99	2.22
34C East Side Apartments	11.73	8.83	1.36	10.96	1.50
34D Downtown Apartments	18.38	3.44	2.85	8.70	2.10
36 West Main	25.55	4.96	17.45	16.71	3.77
37 29 North & Ivy Road	9.42	2.78	-1.44	7.17	6.92
38 Light Industry & Harris Steet	12.14	0.75	0.65	10.21	8.88
39 UVA Commercial/Residential	17.99	0.62	0.78	0.53	7.02
41 Fraternities	0.00	-1.05	1.08	-1.03	-1.79
44 Cherry Avenue	30.81	1.28	-1.53	13.28	13.10
45 5th Street Extended	8.96	6.46	-4.45	7.37	2.77
46 Belmont Commercial	28.20	7.03	0.94	3.92	3.31
47 River Road	14.93	0.27	0.75	1.32	1.83
48 High Street	15.59	2.43	1.51	15.76	4.11
49 Market Street	10.91	1.92	0.41	12.40	1.46
50 Carlton Commercial	20.52	0.85	0.88	10.92	7.39
51 Rose Hill Commercial	19.55	0.75	0.75	3.04	2.60
52 Fry's Spring Commercial	29.57	3.21	2.18	2.80	4.48
67 Office Condos	26.26	-0.19	1.13	1.80	49.51
COMMERCIAL AVERAGE	16.72	2.82	1.63	7.63	6.19
CITYWIDE AVERAGE	12.48	9.10	3.98	5.21	8.29

Note: Exhibit II includes both taxable and exempt properties.

¹ Neighborhood has both residential and commercial assessment values.

EXHIBIT III - 2023 ASSESSMENT CHANGES

Due to General Reassessment
with Parcel Counts by Neighborhood

RESIDENTIAL NEIGHBORHOOD	PARCEL COUNT	PERCENT CHANGE GENERAL REASSESSMENT	2023 AVERAGE ASSESSED VALUE
1 Angus Road Area	203	12.01	\$314,400
2 Birdwood/Hillcrest Road	57	11.83	\$439,400
3 Towles/Merryden/Ivy Terrace	262	14.71	\$836,000
4 University/Maury Hills	451	12.67	\$456,700
5 Fry's Spring	390	12.83	\$437,500
6 Azalea Gardens/Green Valley	502	10.39	\$393,600
7 JPA/Shamrock Road	540	17.38	\$460,300
7H Huntley	115	8.75	\$494,300
8 Johnson Village	207	14.70	\$444,100
9 Ridge Street	306	11.41	\$284,600
9B Burnet Commons	131	5.56	\$458,500
9C Brookwood Carter View	203	6.60	\$445,700
10 Fifeville	541	18.74	\$350,500
11 Venable/Page/10th Street	493	13.29	\$351,800
12 Rugby	339	13.41	\$1,077,000
13 Venable	244	6.75	\$351,400
14 Meadowbrook Hills	210	11.79	\$1,284,300
15 Rutledge	584	15.19	\$696,800
16 Greenbrier	349	8.98	\$480,400
17 Greenleaf Terrace/Rose Hill/Rugby Hills	737	14.25	\$561,500
18 Rose Hill/Forrest Street	154	20.67	\$246,800
19 North Downtown	724	6.56	\$674,600
20 IX/Belmont	284	16.19	\$353,500
21 Carlton/Belmont	687	20.49	\$288,100
22 Belmont	759	4.57	\$338,800
22S Stonehenge Extended	26	16.99	\$549,600
23 Little High Street/East Jefferson Street	155	13.55	\$434,600
23CT Coal Tower	26	2.86	\$1,353,300
24 Woolen Mills	511	8.08	\$370,100
25 Locust Grove	315	14.92	\$606,000
26 Locust Grove Extended	422	13.90	\$449,200
26C St Charles Place	24	6.31	\$465,600
27 Woodhayven	119	10.23	\$345,200
28 Holmes/North Avenue Area	197	8.46	\$427,300
28AW Ashby Place/Wilder	28	4.18	\$483,000

EXHIBIT III - 2023 ASSESSMENT CHANGES

Due to General Reassessment
with Parcel Counts by Neighborhood

RESIDENTIAL NEIGHBORHOOD CONTINUED	PARCEL COUNT	PERCENT CHANGE GENERAL REASSESSMENT	2023 AVERAGE ASSESSED VALUE
29 Orangedale	298	6.93	\$194,700
30 Willoughby	53	4.27	\$333,600
40 Davis Avenue/Marshall Street Area	106	10.07	\$556,800
43 Forest Hills	324	13.23	\$454,400
53 North Belmont	309	10.20	\$536,800
54 North Belmont Condos	46	11.68	\$605,200
55 Melbourne Condos	53	9.06	\$347,100
56 Old 5th Circle	47	17.70	\$337,800
57 Overlook Condos	48	9.58	\$190,600
61 Walker Square Condos	226	15.59	\$304,500
62 JPA Condos	233	8.85	\$206,100
63 Holsinger Condos	17	6.25	\$1,042,300
64 Cherry Hill	118	6.72	\$447,600
65 Downtown Condos	150	7.20	\$772,400
66 Johnson Village New Addition	37	13.66	\$719,300
70 Rockcreek Condos	25	5.91	\$337,000
71 Lewis & Clark Condos ¹	24	6.17	\$687,000
72 Lochlyn Hills	116	8.54	\$846,500
73 Belmont Station	41	7.99	\$465,800
74 Druid Avenue Condos	19	8.83	\$304,100
TOTAL RESIDENTIAL PARCEL COUNT	13,585		
TOTAL RESIDENTIAL AVERAGE ASSESSED VALUE			\$503,500

EXHIBIT III - 2023 ASSESSMENT CHANGES

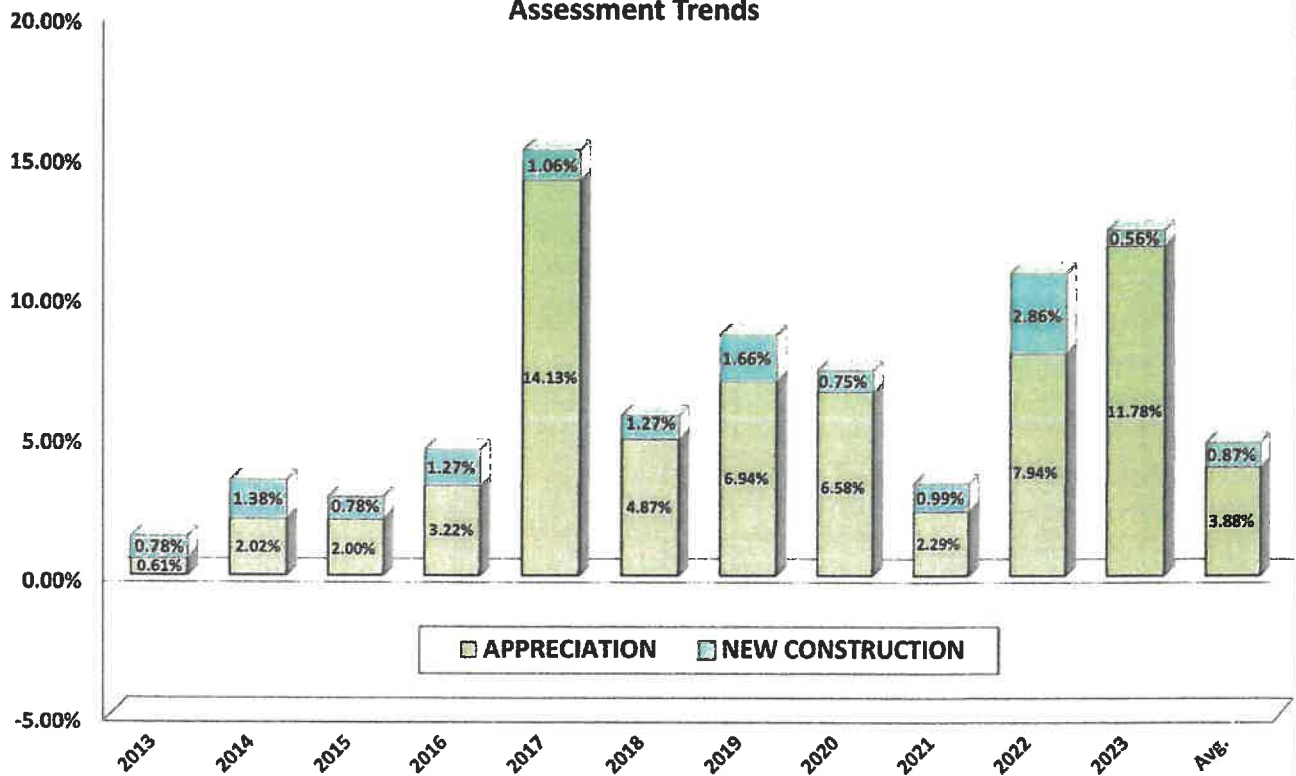
Due to General Reassessment
with Parcel Counts by Neighborhood

COMMERCIAL NEIGHBORHOOD	PARCEL COUNT	PERCENT CHANGE GENERAL REASSESSMENT	2023 AVERAGE ASSESSED VALUE
32 Preston Avenue	107	16.20	\$2,205,800
33 Court Square & Central Business District	426	15.58	\$2,584,700
34A UVA Area Apartments	190	9.81	\$5,308,600
34B West Side Apartments	26	9.04	\$2,227,200
34C East Side Apartments	44	11.73	\$3,107,500
34D Downtown Apartments	23	18.38	\$3,042,500
36 West Main	193	25.55	\$11,391,700
37 29 North & Ivy Road	177	9.42	\$6,253,400
38 Light Industry & Harris Steet	72	12.14	\$1,073,100
39 UVA Commercial/Residential	23	17.99	\$4,674,400
41 Fraternities	49	0.00	\$1,124,900
44 Cherry Avenue	54	30.81	\$2,095,400
45 5th Street Extended	22	8.96	\$1,805,800
46 Belmont Commercial	168	28.20	\$1,115,800
47 River Road	32	14.93	\$1,924,300
48 High Street	222	15.59	\$1,301,800
49 Market Street	88	10.91	\$1,821,600
50 Carlton Commercial	30	20.52	\$1,843,700
51 Rose Hill Commercial	31	19.55	\$1,677,300
52 Fry's Spring Commercial	21	29.57	\$5,115,700
67 Office Condos	19	26.26	\$1,101,900
TOTAL COMMERCIAL PARCEL COUNT	2,017		
TOTAL COMMERCIAL AVERAGE ASSESSED VALUE			\$2,990,300

Note: Exhibit III includes both taxable and exempt properties.

¹ Neighborhood has both residential and commercial assessment values.

EXHIBIT IV **Assessment Trends**



TOTALS 1.39% 3.40% 2.78% 4.49% 15.19% 5.72% 8.60% 7.33% 3.28% 10.80% 12.34% 4.74%

Note: Exhibit IV includes only taxable properties.

Exhibit V
Assessed Real Estate Values
Residential/Commercial
Tax Years 2013 - 2023

Total Assessments

Tax Year	Residential	Commercial	Total	\$ Increase (Decrease)	% Increase
2013 ¹	\$3,319,604,800	\$1,984,149,200	\$5,303,754,000	\$70,596,400	1.35%
2013 ²	\$3,326,069,200	\$2,002,952,800	\$5,329,022,000	\$25,268,000	0.48%
2014 ¹	\$3,420,419,600	\$2,089,648,600	\$5,510,068,200	\$181,046,200	3.40%
2014 ²	\$3,423,812,600	\$2,146,740,800	\$5,570,553,400	\$60,485,200	1.10%
2015 ¹	\$3,484,305,200	\$2,225,470,600	\$5,709,775,800	\$139,222,400	2.50%
2015 ²	\$3,499,915,000	\$2,225,470,600	\$5,725,385,600	\$15,609,800	0.27%
2016 ¹	\$3,622,619,200	\$2,359,873,700	\$5,982,492,900	\$257,107,300	4.49%
2016 ²	\$3,623,090,200	\$2,360,183,100	\$5,983,273,300	\$780,400	0.01%
2017 ¹	\$3,791,491,920	\$3,097,905,000	\$6,889,396,920	\$906,123,620	15.14%
2017 ²	\$3,791,443,320	\$2,927,665,400	\$6,719,108,720	(\$170,288,200)	-2.47%
2018 ¹	\$4,063,363,224	\$3,027,226,000	\$7,090,589,224	\$371,480,504	5.53%
2018 ²	\$4,051,878,124	\$3,015,090,600	\$7,066,968,724	(\$23,620,500)	-0.33%
2019 ¹	\$4,443,561,700	\$3,222,482,700	\$7,666,044,400	\$599,075,676	8.48%
2019 ²	\$4,438,803,300	\$3,211,832,000	\$7,650,635,300	(\$15,409,100)	-0.20%
2020 ¹	\$4,640,040,000	\$3,563,084,000	\$8,203,124,000	\$552,488,700	7.22%
2020 ²	\$4,634,523,500	\$3,550,706,100	\$8,185,229,600	(\$17,894,400)	-0.22%
2021 ¹	\$4,867,058,200	\$3,586,348,400	\$8,453,406,600	\$268,177,000	3.28%
2021 ²	\$4,861,214,400	\$3,547,689,600	\$8,408,904,000	(\$44,502,600)	-0.53%
2022 ¹	\$5,486,229,100	\$3,827,991,100	\$9,314,220,200	\$905,316,200	10.77%
2022 ²	\$5,486,199,200	\$3,825,982,800	\$9,312,182,000	(\$2,038,200)	-0.02%
2023 ¹	\$6,141,482,900	\$4,319,259,300	\$10,460,742,200	\$1,148,560,200	12.33%

Note: Exhibit V includes only taxable properties.

¹ Figures shown reflect values due to general reassessment, new construction and building permits.

² Value changes prior to 2017 include changes in value due to substantially complete building permits, appeals, adjustments, and corrections. Value changes 2017 to present only include changes due to appeals, adjustments, and corrections.

New Construction Only

Tax Year	Residential	Commercial	Total
2013	\$6,985,300	\$33,937,300	\$40,922,600
2014	\$10,923,500	\$62,559,200	\$73,482,700
2015	\$14,874,800	\$28,793,600	\$43,668,400
2016	\$18,120,000	\$54,350,900	\$72,470,900
2017	\$17,950,200	\$45,689,100	\$63,639,300
2018	\$19,974,854	\$36,809,266	\$56,784,120
2019	\$41,209,900	\$76,218,800	\$117,428,700
2020	\$36,088,700	\$21,358,100	\$57,446,800
2021	\$38,235,000	\$42,553,400	\$80,788,400
2022	\$56,562,200	\$183,697,700	\$240,259,900
2023	\$23,588,500	\$28,434,900	\$52,023,400

EXHIBIT VI - 2023
ASSESSMENT INFORMATION
by Value Range
01/31/2023

	RESIDENTIAL						COMMERCIAL						EXEMPT					
	TOTAL ¹		VACANT		IMPROVED		TOTAL ¹		VACANT		IMPROVED		EDUCATIONAL ¹		OTHER ¹		TOTAL ¹	
	#	ASSESSED VALUES	#	ASSESSED VALUES	#	ASSESSED VALUES	#	ASSESSED VALUES	#	ASSESSED VALUES	#	ASSESSED VALUES	#	ASSESSED VALUES	#	ASSESSED VALUES	#	ASSESSED VALUES
< 50K	184	\$3,093,800	181	\$3,004,200	3	\$89,600	17	\$194,500	16	\$160,300	1	\$34,200	0	\$0	34	\$740,100	34	\$740,100
50-99K	149	\$11,871,300	116	\$8,927,900	33	\$2,943,400	14	\$1,058,700	7	\$528,300	7	\$530,400	2	\$195,600	36	\$2,574,300	38	\$2,769,900
100-149K	343	\$42,769,100	177	\$21,809,400	166	\$20,959,700	53	\$6,666,000	35	\$4,350,300	18	\$2,315,700	3	\$401,600	24	\$2,869,400	27	\$3,271,000
150-199K	646	\$117,022,500	45	\$7,489,800	601	\$109,532,700	63	\$10,816,100	26	\$4,375,400	37	\$6,440,700	1	\$172,500	14	\$2,426,000	15	\$2,598,500
200-249K	903	\$204,220,600	16	\$3,537,000	887	\$200,683,600	71	\$16,025,100	22	\$4,997,700	49	\$11,027,400	2	\$460,000	11	\$2,482,000	13	\$2,942,000
250-299K	1189	\$327,471,500	20	\$5,536,800	1,169	\$321,934,700	63	\$17,319,800	8	\$2,158,000	55	\$15,161,800	1	\$296,100	21	\$5,963,700	22	\$6,259,800
300-349K	1476	\$483,234,300	9	\$2,939,400	1,467	\$480,294,900	67	\$21,880,800	4	\$1,278,900	63	\$20,601,900	2	\$636,900	13	\$4,190,200	15	\$4,827,100
350-399K	1867	\$698,556,400	7	\$2,583,300	1,860	\$695,973,100	80	\$29,903,900	8	\$3,031,400	72	\$26,872,500	2	\$730,000	10	\$3,667,800	12	\$4,397,800
400-449K	1495	\$633,916,700	3	\$1,264,800	1,492	\$632,651,900	62	\$26,361,600	2	\$834,800	60	\$25,526,800	0	\$0	9	\$3,815,900	9	\$3,815,900
450-499K	1125	\$533,889,700	1	\$450,800	1,124	\$533,438,900	57	\$27,077,900	5	\$2,329,700	52	\$24,748,200	2	\$955,300	8	\$3,808,200	10	\$4,763,500
500-549K	856	\$448,686,400	0	\$0	856	\$448,686,400	50	\$26,138,900	3	\$1,559,200	47	\$24,579,700	2	\$1,013,200	3	\$1,538,900	5	\$2,552,100
550-599K	654	\$375,408,500	2	\$1,133,000	652	\$374,275,500	39	\$22,491,900	1	\$598,800	38	\$21,893,100	1	\$575,400	4	\$2,264,400	5	\$2,839,800
600-649K	474	\$295,650,400	0	\$0	474	\$295,650,400	58	\$36,177,700	3	\$1,874,200	55	\$34,303,500	1	\$641,900	2	\$1,247,200	3	\$1,889,100
650-699K	349	\$235,077,500	0	\$0	349	\$235,077,500	38	\$25,735,900	1	\$676,900	37	\$25,059,000	2	\$1,329,900	7	\$4,727,400	9	\$6,057,300
700-749K	297	\$215,329,300	0	\$0	297	\$215,329,300	47	\$34,027,000	1	\$732,100	46	\$33,294,900	2	\$1,428,200	0	\$0	2	\$1,428,200
750-799K	209	\$161,881,800	0	\$0	209	\$161,881,800	57	\$43,982,800	2	\$1,562,500	55	\$42,420,300	3	\$2,312,500	4	\$3,044,400	7	\$5,356,900
800-849K	181	\$149,347,500	0	\$0	181	\$149,347,500	44	\$36,376,300	3	\$2,441,800	41	\$33,934,500	3	\$2,428,000	1	\$804,800	4	\$3,232,800
850-899K	129	\$112,882,000	1	\$862,500	128	\$112,019,500	41	\$35,809,100	1	\$895,800	40	\$34,913,300	1	\$867,700	0	\$0	1	\$867,700
900-949K	115	\$106,344,500	1	\$934,600	114	\$105,409,900	44	\$40,734,500	0	\$0	44	\$40,734,500	2	\$1,865,300	1	\$914,200	3	\$2,779,500
950-999K	106	\$103,306,800	0	\$0	106	\$103,306,800	35	\$34,255,700	0	\$0	35	\$34,255,700	1	\$972,200	6	\$5,781,100	7	\$6,753,300
1 Million +	631	\$881,522,300	1	\$1,967,200	630	\$879,555,100	770	\$3,826,225,100	18	\$36,014,900	752	\$3,790,210,200	85	\$1,364,941,300	128	\$1,850,929,800	213	\$3,215,871,100
	13,378	\$6,141,482,900	580	\$62,440,700	12,798	\$6,079,042,200	1,770	\$4,319,259,300	166	\$70,401,000	1,604	\$4,248,858,300	118	\$1,382,223,600	336	\$1,903,789,800	454	\$3,286,013,400

¹ Includes vacant and improved parcels

Taxable Parcels	
Average Assessed Value	
Residential:	\$459,073.32
Commercial:	\$2,440,259.49
Assessed Values	
Residential:	\$6,141,482,900
Commercial:	\$4,319,259,300
Total:	\$10,460,742,200
Parcel Count	
Residential:	13,378
Commercial:	1,770
Total:	15,148

Exempt Parcels	
Average Assessed Value	
Exempt Educational:	\$11,713,759.32
Exempt Other:	\$5,666,041.07
Assessed Values	
Exempt Educational:	\$1,382,223,600
Exempt Other:	\$1,903,789,800
Total:	\$3,286,013,400
Parcel Count	
Exempt Educational:	118
Exempt Other:	336
Total:	454

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



Agenda Date:	June 5, 2023
Action Required:	Ordinance Enactment
Presenter:	Todd Divers, Commissioner of the Revenue, Paul Rudacille, ADA Coordinator
Staff Contacts:	Katrina Callsen, Attorney James Freas, Director of NDS
Title:	Amending and re-ordaining Section 30-254 (Exemptions), Section 14-19 (Class IV: Repair, Personal, Business and Other Services, and All Other Businesses and Occupations Not Specifically Listed, Excepted, Exempted in this Chapter), and Section 34-1200 (Definitions), to update language. (2nd reading)

Background

On March 31, 2023, the Planning Commission received a request to update their terminology to use more inclusive and respectful language in regards to people with intellectual disabilities.

There has been a state movement over the past two decades to move towards more respectful language in laws. In 2009, Virginia changed the name of the Department of Mental Health, Mental Retardation and Substance Abuse Services to the Department of Behavioral Health and Developmental Services. City Code has not been updated to reflect that change.

Discussion

The City Code currently uses an outdated title of a state department and should be amended to reflect the current name.

The City Code has 3 additional uses of the word “retarded”; none of the instances are required legal language and all can be eliminated without substantive change to the purpose or intent of the code sections.

Alignment with City Council's Vision and Strategic Plan

An Inclusive and Self-Sufficient Community

Community Engagement

The review was initiated due to community concern.

Budgetary Impact

N/A

Recommendation

Staff recommends that Council approve the ordinance changes to reflect more inclusive terminology.

Alternatives

Council may reject the amendment.

Attachments

1. Resolution_Ordinance_ Language Update

ORDINANCE
AMENDING AND RE-ORDAINING
SECTION 30-254 (EXEMPTIONS), SECTION 14-19 (CLASS IV: REPAIR, PERSONAL,
BUSINESS AND OTHER SERVICES, AND ALL OTHER BUSINESSES AND
OCCUPATIONS NOT SPECIFICALLY LISTED, EXCEPTED, EXEMPTED IN THIS
CHAPTER), AND SECTION 34-1200 (DEFINITIONS),
TO UPDATE LANGUAGE.

Sec. 30-254. - Exemptions

No tax shall be payable under this article on any charge for lodging in, and during care or treatment in, any hospital, medical clinic, nursing or convalescent home, extended health care facility, sanatorium or sanitorium, home for the aged, infirmed, orphaned, disabled, or ~~mentally retarded or~~ other like facility; or in any dormitory, as that term is defined in chapter 34, section 34-1200 of this Code.

(Code 1976, § 10-67; 6-16-14; Ord. No. O-21-138 , 10-4-21; Ord. No. O-22-136 , § 1, 10-27-22)

Sec. 14-19. - Class IV: Repair, personal, business and other services, and all other businesses and occupations not specifically listed, excepted, exempted in this chapter.

...

(d) *Subclassification C.* Persons engaged in the following types of business shall obtain a city business license and shall pay an annual license tax of thirty cents (\$0.30) per hundred dollars (\$100.00) of gross receipts:

(13) Hospitals, nursing homes, rest homes, homes for the aged, mentally ill or ~~retarded~~ disabled and similar facilities, if operated for profit.

...

Sec. 34-1200. – Definitions.

...

Adult assisted living means a residential facility in which aged, infirm or disabled adults reside, and for which the licensing authority is the Virginia Department of Social Services, or for which no state license is required. The term shall not include the home or residence of an individual who cares only for persons related to them by blood or marriage. The term shall also not include any facility licensed by the State Board of Health or the ~~State Department of Mental Health, Mental Retardation and Substance Abuse Services~~ Behavioral Health and Developmental Services, or any other facility excluded from the definition of "assisted living facility," set forth within Code of Virginia, § 63.2-100.

Adult day care means a facility that provides care and protection to four (4) or more aged, infirm or disabled adults who reside elsewhere, during only a part of the day (a period of less than twenty-four (24) hours). The term shall not include any facility, or portion thereof, that is licensed by the State Board of Health, the State Department of ~~Mental Health, Mental Retardation and Substance Abuse Services~~ Behavioral Health and Developmental Services; or the home or residence of an individual who cares only for persons related to them by blood or marriage.

...

Occupancy, residential for purposes of this zoning ordinance, this term refers to the number of persons who may reside together within one (1) dwelling unit, as a single housekeeping unit. Each of the following shall be deemed a single housekeeping unit: (i) one (1) person; (ii) two (2) or more persons related by blood or marriage, together with any number of their children (including biological children, stepchildren, foster children, or adopted children); (iii) two (2) persons unrelated by blood or marriage, together with any number of the children of either of them (including biological children, stepchildren, foster children, or adopted children); (iv) within certain designated university residential zoning districts: up to three (3) persons unrelated by blood or marriage; (v) within all other residential zoning districts: up to four (4) persons unrelated by blood or marriage; (vi) group homes, residential facilities and assisted living facilities, as defined in the Code of Virginia, § 15.2-2291, which are licensed by the department of social services or the department of behavioral health and developmental services and which are occupied by no more than eight (8) mentally ill, ~~mentally retarded~~, developmentally disabled, aged, infirm, or disabled persons together with one (1) or more resident counselors; or (vii) a group of persons required by law to be treated as a single housekeeping unit, in accordance with the Federal Fair Housing Act, or a similar state law.

...

Residential treatment facility means a residential facility in which no more than eight (8) persons reside, together with one (1) or more resident counselors or other resident staff person(s), and for which either (i) the State Department of ~~Mental Health, Mental Retardation and~~

~~Substance Abuse Services~~Behavioral Health and Developmental Services, or (ii) in the case of a children's residential facility, as defined with Code of Virginia § 63.2-100, the Department of Social Services is the state licensing authority.

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



Agenda Date:	June 5, 2023
Action Required:	Approve Appropriation of Reimbursement
Presenter:	Michael Goddard, Facilities Development Manager
Staff Contacts:	Michael Goddard, Facilities Development Manager Chris Cullinan, Director of Finance Kristel Riddervold, Environmental Sustainability Manager Scott Hendrix Harold Young
Title:	Appropriating Insurance Claim Reimbursement for The Avon Fuel Station Replacement Project - \$40,000 (1 of 2 readings)

Background

Per the Petroleum Underground Storage Tank Financial Responsibility Requirements Regulation, specific annual insurance coverage is required. The City will receive reimbursements for expenses related to the Avon Fuel Station Replacement Project.

Discussion

Appropriation of these funds is necessary to replenish the Facilities Capital Projects Lump Sum Account (P-00980) for project related expenses.

Alignment with City Council's Vision and Strategic Plan

This request supports the City Council's "Green City" vision. It contributes to Goal 3 and 5 of the Strategic Plan, a beautiful and sustainable natural and built environment and a well-managed and responsive organization, and objectives 3.2 provide reliable and high-quality infrastructure, 3.4 be responsible stewards of natural resources, 5.1 integrate effective business practices and strong fiscal policies.

Community Engagement

N/A

Budgetary Impact

Funds have been expensed from the Facilities Capital Projects Lump Sum Account (P-00980) and the reimbursement is intended to replenish the project budget for a portion of those expenses.

Recommendation

Staff recommends approval and appropriation of the reimbursement funds.

Alternatives

If reimbursement funds are not appropriated, the Facilities Capital Projects Lump Sum Account (P-00980) will reflect a deficient balance.

Attachments

1. Avon Fuel Station Resolution

RESOLUTION
Insurance Claim Reimbursement for the Avon Fuel Station Replacement Project.

WHEREAS, the City of Charlottesville (the “City”) designed and bid a project called the Avon Fuel Station Replacement Project (the “Project”) to improve the Avon Fuel Station, and;

WHEREAS, the Project required specific annual insurance coverage, pursuant to the Petroleum Underground Storage Tank Financial Responsibility Requirements Regulation, and;

WHEREAS, funds have been expended from the Facilities Capital Projects Lump Sum Account (P-00980) to support this Project, and;

WHEREAS, the City will receive insurance claim reimbursements in the amount of \$40,000 for a portion of expenses related to the Project, to replenish the Project budget;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that upon receipt of the aforesaid insurance claim reimbursements, they shall hereby be appropriated and transferred in the following manner:

Transfer From

\$40,000 Fund: 426 WBS: P-00980 G/L Account: 451110

Transfer To

\$40,000 Fund: 426 WBS: P-00980 G/L Account: 599999

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



Agenda Date:	June 5, 2023
Action Required:	Appropriation of Funding
Presenter:	Michael Kochis, Police Chief, Holly Bittle, Budget and Management Analyst
Staff Contacts:	Holly Bittle, Budget and Management Analyst Taylor Harvey-Ryan, Grants Program Manager
Title:	Appropriating Virginia Department of Criminal Justice Services (DCJS) American Rescue Plan Act (ARPA) for Law Enforcement Equipment Grant 2023 - \$447,000 (1 of 2 readings)

Background

The Virginia Department of Criminal Justice Services (DCJS) has awarded federal American Rescue Plan Act (ARPA) funds for law enforcement equipment to the Charlottesville Police Department (CPD) to address the dramatic increase in violent crimes that have occurred since the Covid-19 pandemic began.

As of March 20, 2023, the City of Charlottesville has seen a 150% increase in murder and nonnegligent manslaughter offenses in 2023 over the entire calendar year of 2022. Since 2019, annual violent crime offenses in the city have increased steadily year over year by a total of 59.3% from 2019 to the end of 2022. Over the same time period the Charlottesville Police Department's number of sworn staff has declined by 31.9% making it more difficult to prevent and address violent crime. The department currently has 28 vacant sworn positions.

Discussion

These grant funds will be used to address violent crime in at least one of these ways:

1. Analyze crime data to focus patrols in areas which are disproportionately effected by violent crime.
2. Facilitate rapid responses with the correct equipment to reported violent crime incidents and support scenes that include multiple agencies.
3. Provide tools to apprehend those involved in violent crime and secure weapons from violent crimes more quickly to keep them off the streets.
4. Improve the efficiency and accuracy of gathering evidence from violent crimes to build stronger cases for prosecution.
5. Increase the tools available to surveille large-scale events violent crime scenes, and to improve officer and citizen safety.

6. Support community involvement efforts that build trust and confidence between officers and community members which is necessary to interact effectively to prevent and solve violent crimes.

To support the implementation of these strategies, CPD requested funds to purchase the following equipment:

- A. A **total station** that digitally documents large or complex scenes in three dimensions to increase the efficiency of collecting more complete and accurate evidence to build stronger cases for prosecution and reduce the number of officer manhours needed to document crime scenes.
- B. Specialized **crime analysis software** to more efficiently analyze crime data, create heat maps, and other data visualizations to better utilize limited resources within the department and reduce manhours needed for crime analysis. This software will further improve the ability to develop data driven approaches to address emerging crime trends.
- C. An **Axon Cradle Point** and a **generator** to complete the final outfitting and deployment of a federal grant funded logistics trailer with mobile command capabilities (Bureau of Justice Assistance (JAG) Program Grant # 2020-VD-BX-1485) to facilitate quicker responses to major scenes and offer support for extended operations. It will also be used for community engagement activities.
- D. The purchase and outfitting of a **marked pickup truck** to serve as a tow vehicle for the logistics trailer and, alternatively, as a standalone mobile command center.
- E. The **Axon Cradle Point** and the **mobile tethered aerial unit** will support the integration of evidence gathering technologies using CPD's current Axon Evidence System which ensures integrity of evidence throughout the chain of custody.
- F. **Night Vision Systems** for up to 8 officers and mobile tethered aerial unit to increase surveillance capabilities in low light/nighttime situations to prevent crime, aid in the apprehension of suspects, and improve officer and citizen safety.
- G. The purchase and outfitting of a **highly visible marked community response vehicle** for CPD's new Community Involvement Coordinator to enable this Sergeant to build positive relationships with the community and not be perceived as being there for enforcement purposes.
- H. **Axon Virtual Reality System** to allow officers to train for multiple types of scenarios to include deescalation and less lethal use of force scenarios.
- I. Additional **marked patrol bicycles** and **trailer hitch bicycle racks** to enable more certified bicycle patrol officers to patrol the streets, allowing for rapid responses and better maneuverability in the City's urban environment.

Notification of award approval was received on May 11, 2023, to purchase law enforcement equipment totaling \$447,000.

Alignment with City Council's Vision and Strategic Plan

This project supports Goal 2 of the Strategic Plan, to be a Healthy and Safe City. Furthermore, this project supports the mission and vision of the Charlottesville Police Department, which states:

In partnership with our community, we strive to improve the quality of life of those who live, work, and visit our city. We will do this by creating a safe and secure environment through professional, empathetic, relational, and accountable policing practices. With community policing as our foundation, we strive to maintain trust and legitimacy through respectful, transparent, and impartial public safety practices.

Community Engagement

Budgetary Impact

This has no impact on the General Fund. No local match is required, and the funds will be expensed and reimbursed to a Grants Fund.

Recommendation

Staff recommends approval and appropriation of grant funds.

Alternatives

If these grant funds are not appropriated, CPD will not have grant funds to reimburse for the purchase and installation of an Axon Cradle Point, a Truck Vault for its Mobile Aerial Unit and its Axon Virtual Reality System. In addition, if these grant funds are not appropriated, the rest of the equipment will not be purchased.

Attachments

1. Revised Resolution - DCJS ARPA Grant 2023

APPROPRIATION

Virginia Department of Criminal Justice Services (DCJS) American Rescue Plan Act (ARPA) for Law Enforcement Equipment Grant-2023 In the Amount of \$447,000

WHEREAS, the City of Charlottesville Police Department (the “Department”), has been awarded from the Virginia Department of Criminal Justice Services (“DCJS”), American Rescue Plan Act (“ARPA”), Law Enforcement Equipment Grant-2023 (the “Grant”) in the amount \$447,000; and

WHEREAS, the purpose of the Grant is for the purchase of law enforcement equipment; and

WHEREAS, the Grant award covers the period from July 1, 2022, through June 30, 2024.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$447,000, received from the Virginia Department of Criminal Justice Services, American Rescue Plan Act Law Enforcement Equipment Grant, is hereby appropriated in the following manner:

Revenues – \$447,000

\$447,000	Fund: 209	Internal Order: 1900525	G/L Account: 430127
-----------	-----------	-------------------------	---------------------

Expenditures – \$447,000

\$35,353	Fund: 209	Internal Order: 1900525	G/L Account: 520900
\$132,740	Fund: 209	Internal Order: 1900525	G/L Account: 542040
\$248,907	Fund: 209	Internal Order: 1900525	G/L Account: 542090
\$30,000	Fund: 209	Internal Order: 1900525	G/L Account: 542140

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$447,000 from the Virginia Department of Criminal Justice Services, American Rescue Plan Act Grant for Law Enforcement Equipment.

Approved by Council

Kyna Thomas, CMC
Clerk of Council

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



Agenda Date:	June 5, 2023
Action Required:	Appropriation of Funding
Presenter:	Jeremy Evans, Emergency Management Coordinator
Staff Contacts:	Jeremy Evans, Emergency Management Coordinator Taylor Harvey-Ryan, Grants Program Manager
Title:	Appropriating grant funding from the Virginia Department of Emergency Management (VDEM) Emergency Shelter Upgrade Assistance Fund - \$445,307 (1 of 2 readings)

Background

The Virginia Department of Emergency Management (VDEM) Shelter Upgrade Fund allows local governments to secure generators and retrofit shelters for citizens across the commonwealth. The purpose of the Shelter Upgrade Fund is to provide matching funds to localities to install, maintain, or repair infrastructure related to backup energy generation for emergency shelters, including solar energy generators, and to improve the hazard specific integrity (wind retrofit) shelter facilities owned by the locality.

The period of performance is April 15, 2023, through June 30, 2024.

Discussion

This VDEM Shelter Upgrade Grant is a state-funded program that will allow the City of Charlottesville to purchase two larger capacity generators that will replace the older models at Charlottesville High School. The capacity of the new generators is almost triple, (800kw vs 250kw). With the added capacity, it is possible to eventually add other areas of the High School to those generators, moving our City closer to opening an all-hazards disaster shelter.

Notification of award approval was received on May 8, 2023, for the state share amount of \$445,307.

Alignment with City Council's Vision and Strategic Plan

The VDEM Shelter Upgrade Grant meets City Council's Healthiest City vision. Specifically, "Our emergency response systems are among the nation's best", as well as Goal 2 of the City's Strategic Plan, sub-elements 2.1 (Provide an effective and equitable safety system) and 2.4 (Ensure families and individuals are safe and stable).

Community Engagement

N/A

Budgetary Impact

The local share amount is \$200,143 which is currently allocated for generator replacement within Public Works.

Recommendation

Staff recommends the approval and appropriation of grant funds.

Alternatives

If these grant funds are not appropriated, the City will have to purchase smaller generators which will not provide the same level of support for Charlottesville High School at an increased cost.

Attachments

1. VDEM Resolution for Generators

RESOLUTION
Appropriating funds from the Virginia Department of Emergency Management
(VDEM) Emergency Shelter Upgrade Assistance Fund
\$645,450

WHEREAS, the City of Charlottesville through the Department of Emergency Management, has received from the Virginia Department of Emergency Management (VDEM) Fiscal Year 2022 Emergency Shelter Upgrade Assistance Fund an award of up to \$445,307 to be utilized to upgrade the existing two generators at Charlottesville High School to support the City's emergency shelter.

WHEREAS, the period of performance is April 15, 2023, through June 30, 2024.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the sum of \$445,307 received from the Virginia Department of Emergency Management and the local share requirement of \$200,143, is hereby appropriated in the following manner:

Revenues - \$645,450

\$445,307	Fund: 209	Internal Order: 1900526	G/L Code: 430110
\$200,143	Fund: 209	Internal Order: 1900526	G/L Code: 498010

Expenditures - \$645,450

\$645,307	Fund: 209	Internal Order: 1900526	G/L Code: 599999
-----------	-----------	-------------------------	------------------

Transfers - \$200,143

\$200,143	Fund: 426	Funded Program: SH-023	G/L Code: 561209
-----------	-----------	------------------------	------------------

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$445,307 from the Virginia Department of Emergency Management FY 2022 Emergency Shelter Upgrade Assistance Fund.

Approved by Council

Kyna Thomas, CMC
Clerk of Council

CITY OF CHARLOTTESVILLE, VIRGINIA

CITY COUNCIL AGENDA



Agenda Date:	June 5, 2023
Action Required:	Passage of Street Acceptance Resolution
Presenter:	Jack Dawson, City Engineer
Staff Contacts:	Jack Dawson, Public Works Engineering
Title:	Acceptance of Oak Lawn Ct, Oak Lawn Drive, and Porter Avenue

Background: Dickerson Homes and Development LLC submitted a subdivision for “Woodland Drive”, located off the eastern side of Jefferson Park Ave, as shown on the attached plat. Woodland Drive plans were originally approved on April 18, 2016. On June 9th, 2021, City Engineering provided Atlantic Union Bank a letter advising that the developer had failed or refused to complete the work in accordance with the bonded development plans, within the time period specified by the City’s development code. The City collected Letters of Credit totaling \$192,453.98. Public Improvements made by the development team to the site at that time were both incomplete and portions were not in conformance with the approved plans. During the remainder of 2021 Public Works (PW) staff examined previously provided mid- process construction as-builts and conducted extensive field visits and inspections to prepare a list of deficiencies. Plans were prepared to provide public improvement corrections and minimal remedial storm water design to provide a pathway to restore the project to regulatory compliance in as close accordance with the approved plans as possible. These proposed street infrastructure improvements as approved and then amended by the City, have been completed and the Public Services Manager has requested that those new portions of street right of way, referred to in the attached final plat sheets 2 of 5, be accepted for inclusion in the City Street system. At this time, all work required to be completed for road acceptance is done to the satisfaction of all reviewing City Departments.

Discussion: The Woodland Drive development was approved with the requirement that all new streets be built to the City's standards and satisfaction. These streets would be extended from existing city street system with the intent to become a public street.

Budgetary Impact: The Woodland Drive project has resulted in additional property taxes for the City. The City will incur costs to maintain this public street. These include plowing snow, trash collection to eventual resurfacing. While snow plowing could begin in the near future, other roadway maintenance is projected to be several years off. There is also an area beyond the road surface, within the ROW, that is grass and will require maintenance by City staff.

Recommendation: Staff recommend these road improvements be accepted into the City street system as shown on the attached plat sheet 2 of 2. This includes Oak Lawn Drive, Oak Lawn Court, and the improvements made within the ROW to Porter Avenue.

Attachments:

Final Plat, with highlighted street right of way to be accepted on sheet 2 of 2.

THE PLATTING OR DEDICATION OF THE FOLLOWING DESCRIBED LAND [REVISED LOTS 8, 9, 10, & 11, BLOCK B, AND REVISED LOTS 2, 4, 6, 8 & 10, BLOCK C, OAKLAWNS] IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRE OF THE UNDERSIGNED OWNERS, PROPRIETORS AND TRUSTEES, IF ANY.

FOR: AB HOLDINGS OF CHARLOTTESVILLE, LLC

CITY/COUNTY OF Charlottesville
STATE OF VA

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED
BEFORE ME THIS 20 DAY OF MARCH

2015, BY Andrew Baldwin

FOR: AB HOLDINGS OF CHARLOTTESVILLE, LLC

NOTARY PUBLIC Gwendolyn Lacy

REGISTRATION# 187571

MY COMMISSION EXPIRES : 9-30-2018



NOTARY SEAL

APPROVED FOR RECORDATION:

Matthew Olyer SECRETARY DATE 3/24/2015

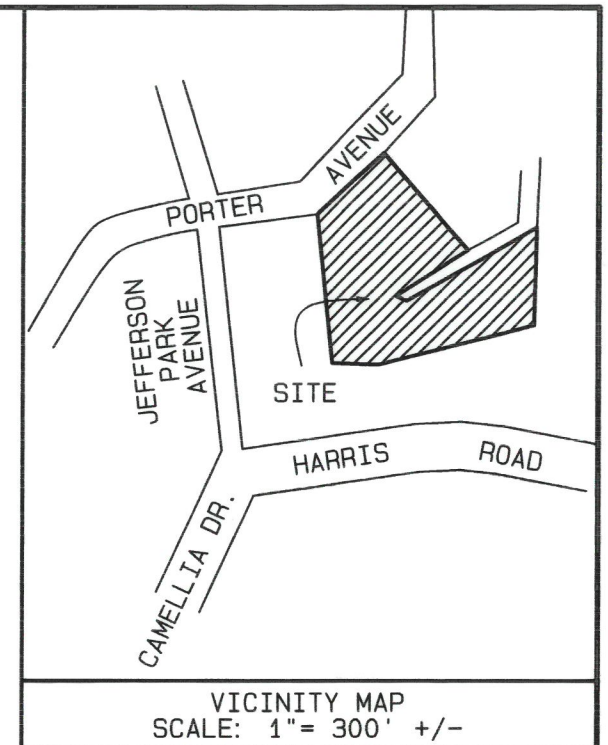
[Signature] CHAIR OF COMMISSION DATE 3/25/15



NOTES:

1. THE BOUNDARY DATA SHOWN HEREON IS BASED ON A CURRENT FIELD SURVEY.
2. NO TITLE REPORT FURNISHED. NO EASEMENTS FOUND. THIS PROPERTY IS SUBJECT TO ANY EASEMENTS, UTILITIES, CONDITIONS, AND/OR COVENANTS THAT MAY EXIST.
3. PROPERTY ZONED R-1S.
4. OWNER & LEGAL REFERENCES:
T.M. 20 PARCELS 21, 22 & 25
AB HOLDING OF CHARLOTTESVILLE, LLC
INSTRUMENT #2013005082,
D.B. 210-133 DESCRIPTION & A.C.D.B. 199-64 PLAT

T.M. 20 PARCELS 23 & 24
AB HOLDINGS OF CHARLOTTESVILLE, LLC
INSTRUMENT #2014004457,
INSTRUMENT #2014002361, PAGE 4 PLAT,
D.B. 210-133, D.B. 110-389 & A.C.DB. 199-64 PLAT
5. SETBACK REQUIREMENTS:
FRONT= 25', SIDE= 5' (20' CORNER), & REAR= 25'
6. HORIZONTAL COORDINATES SHOWN HEREON WERE RELATED TO THE CITY'S GPS BASE STATION (VA-SOUTH, SPC, NAD83)
7. THESE PROPERTIES DO NOT CONTAIN CRITICAL SLOPES ACCORDING TO THE NEIGHBORHOOD DEVELOPMENT SERVICES "PROPERTIES IMPACTED BY CRITICAL SLOPE CRITERIA" MAP.
8. THE REVISED LOTS EACH CONTAIN A BUILDING SITE THAT COMPLIES WITH THE REQUIREMENTS OF THE CITY OF CHARLOTTESVILLE'S ZONING, WATER PROTECTION AND SUBDIVISION ORDINANCES.



RE-DIVISION PLAT
LOTS 8, 9, 10, & 11, BLOCK B
AND
LOTS 2, 4, 6, 8, & 10, BLOCK C
OAKLAWNS
LOCATED ON OAK LAWN DRIVE, OAK LAWN COURT
AND PORTER AVENUE
CITY OF CHARLOTTESVILLE, VIRGINIA
SCALE : 1"= 40'
DATE: AUGUST 5, 2014
REVISED: MARCH 18, 2015
TO UPDATE OWNERSHIP OF
T.M. 20-23 & 24 ONLY

FOR
AB HOLDINGS OF CHARLOTTESVILLE, LLC

ROGER W. RAY & ASSOC., INC.
1717-1B ALLIED STREET
CHARLOTTESVILLE, VA 22903
434.293.3195 TELEPHONE
RWRINC@EARTHLINK.NET

SHEET 1 OF 2 14152E

LINE	BEARING	DISTANCE
L12	S05°03'42"W	17.95
L13	S47°47'51"E	13.51
L14	S42°16'23"W	126.16
L15	N47°47'50"W	20.52
L16	S42°18'17"W	80.12
L17	S02°38'12"W	80.74
L18	S88°38'14"W	6.34
L19	N02°38'12"E	79.70
L20	S47°47'51"E	10.33
L21	S55°28'06"E	1.70
L22	S28°09'45"W	83.99
L23	N61°50'17"W	24.46
L24	S28°09'29"W	6.14
L25	N88°38'14"E	20.05
L26	N42°12'09"E	44.46

LEGEND
 IS = IRON SET
 IF = IRON FOUND
 PF = PIPE FOUND

LINE	BEARING	DISTANCE
L1	S47°47'51"E	7.00
L2	S47°47'51"E	8.32
L3	S47°47'51"E	9.21
L4	S47°47'51"E	9.99
L5	N47°47'51"W	22.32
L6	N47°47'51"W	17.68
L7	N42°12'09"E	10.00
L8	N42°12'09"E	10.00
L9	S00°43'57"W	26.69
L10	S42°12'09"W	25.26
L11	S00°43'57"W	54.12

(A)
 T.M. 20-33.A
 LOT 1B, BLOCK B
 GREEN VALLEYS
 WINSTON H. THOMAS
 INSTR# 2010003697
 INSTR# 2010002814
 D.B. 893-284 PLAT

T.M. 20-36
 LOT 2 (PORTION) & LOT 3, BLOCK B
 EDWARD MALLAN
 INSTR# 2012001505
 D.B. 827-821

T.M. 20-37
 LOT 5, BLOCK B
 MICHAEL R. DIGRUCCIO
 INSTR# 2010003376

T.M. 20-36
 LOT 4, BLOCK B
 ETHEL WHEAT THOMAS ESTATE
 INSTR# 20090006528
 D.B. 164-461

T.M. 20-38
 LOT 6, BLOCK B
 JOHN W. ERICKSON,
 EMILY E. FELTY,
 MARTH FELTY &
 JOHN A. FELTY
 INSTR# 2012002468

T.M. 20-39
 LOT 7, BLOCK B
 HARLIN & BETTY ANN SYKES
 D.B. 1115-152

BRASS DISK
 SET IN
 CONCRETE
 WALK
 ELEV=463.19'
 N3893495.69
 E11479660.63

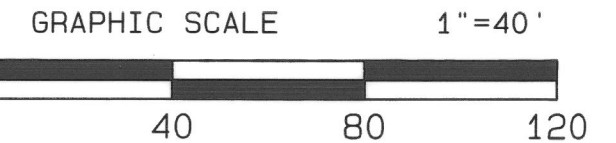
T.M. 20-20
 LOT 12, BLOCK B
 BIG BED INVESTMENTS LLC
 INSTR# 2014000475
 A.C.D.B. 199-4 PLAT

DENOTES NEW
 STORM SEWER
 EASEMENT

DENOTES NEW PEDESTRIAN
 ACCESS EASEMENT

DENOTES EXISTING LOT
 LINE HEREBY REVISED

T.M. 20-19
 LOT 14 & 15, BLOCK B
 RICHARD M. & DORIS J. DAVIS
 D.B. 402-818
 RESOLUTIONS CLOSING STREETS
 BOOK 1-86
 A.C.D.B. 199-4 PLAT



T.M. 21A-55
 LOT 11,
 BLOCK D, SECTION II
 GREEN VALLEYS
 FREDERICO B. DIZON,
 MAURA B. DIZON,
 FROILAN B. DIZON, &
 JESSICA D. DIZON
 INSTR# 2009000575
 D.B. 1136-314
 A.C. D.B. 320-523 PLAT

T.M. 21A-53
 LOT 10,
 BLOCK D, SECTION II
 GREEN VALLEYS
 EDWARD E., JR. &
 FRANCES L. HICKERSON
 A.C. D.B. 333-544
 A.C. D.B. 320-523 PLAT

T.M. 21A-54
 LOT 9, BLOCK C
 DAVED C. WYANT, BRENDA G. WYANT,
 ADAM C. WYANT & MARY L. WYANT
 D.B. 711-777
 D.B. 392-448
 D.B. 317-208 PLAT
 D.B. 177-368 PLAT

T.M. 20-26
 LOT 7, BLOCK C
 TAYLOR A. VON HERBULIS
 INSTR# 2012003018
 D.B. 177-368 PLAT

T.M. 20-29
 LOT B-1
 MEHR A. FAROOQI &
 RICHARD J. COHEN
 D.B. 1093-494
 D.B. 499-76&77 PLAT

T.M. 20-31
 LOT A-1
 JAMES Y. & HILARY P. STERN
 INSTR# 2009001636
 D.B. 499-76&77 PLAT

WOODLAND DRIVE (40')
 A.C.D.B. 199-4 PLAT



SCALE: 1"= 40'
 DATE: AUGUST 5, 2014
 REVISED: MARCH 18, 2015
 TO UPDATE OWNERSHIP OF T.M. 20-23 & 24 ONLY
 ROGER W. RAY & ASSOC., INC.
 1717-1B ALLIED STREET
 CHARLOTTEVILLE, VA 22903
 434.293.3195 TELEPHONE
 RWRINC@EARTHLINK.NET
 SHEET 2 OF 2
 14152E

RESOLUTION
ACCEPTING OAK LAWN COURT, OAK LAWN DRIVE AND
PORTER AVENUE INTO THE CITY STREET SYSTEM FOR
MAINTENANCE

WHEREAS, Dickerson Homes and Development LLC submitted to the City of Charlottesville (the “City”), Department of Public Works (the “Department”) a subdivision plan (“Woodland Drive”) for approval;

WHEREAS, Woodland Drive plans were originally approved by the Department on April 18, 2016, and;

WHEREAS, on June 9th, 2021 the Department notified Atlantic Union Bank that the developer of Woodland Drive had not completed the work in accordance with the bonded development plans, within the time period specified by the City’s development code, and;

WHEREAS, the subdivision plan for Woodland Drive, the new portions of Oak Lawn Court, Oak Lawn Drive, and Porter Avenue (the “Street Sections”), have now been completed by the developer and/or remediated by the City, and;

WHEREAS, the Public Services Manager for the City requested the City accept the Street Sections into the City’s street system for maintenance, and;

WHEREAS, City staff has inspected the Street Sections of the Woodland Drive plan and recommend their acceptance into the City’s street system for maintenance;

WHEREAS, The Street Sections have been built to the specifications and standards required by the city approved plan.

NOW, THEREFORE BE IT RESOLVED, by the Council of the City of Charlottesville, Virginia, on recommendation of the Department that the Street Sections of the Woodland Drive Subdivision, namely, the new portions of Oak Lawn Court, Oak Lawn Drive, and Porter Avenue as shown on the attached drawing, are hereby accepted into the City street system for maintenance.

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



Agenda Date:	June 5, 2023
Action Required:	Approval of the Amended Resolution for CDBG Appropriations Related to the City of Charlottesville One-Year Annual Action Plan (FY2023-2024)
Presenter:	Anthony Warn, Grants Analyst
Staff Contacts:	Anthony Warn, Grants Analyst Alexander Ikefuna, Director of Community Solutions
Title:	Amending Resolution #R-23-063: Appropriation of Community Development Block Grant Funds Anticipated from the U.S. Department of Housing and Urban Development as part of the City's FY 2023-2024 Annual Action Plan, approximately \$410,468 (1 reading)

Background

The City of Charlottesville is designated an Entitlement Community (EN) by the United States Department of Housing and Urban Development (HUD), and as such is a recipient of HUD Community Development Block Grant (CDBG) and Home Investment Partnerships (HOME) funds. A requirement of receipt of this funding is the development of a multi-year Consolidated Housing and Community Development Plan (hereafter Consolidated Plan) to guide the use of federal funds over a five (5) year period and the development of Annual Action Plans, both of which are reviewed by HUD and either approved or returned for revisions.

Upon approval of these plans by HUD, the will be eligible to receive their FY2023-24 CDBG allocation, currently listed by HUD to be \$410,468 for the City's CDBG program. (As noted previously, amounts for any HUD-funded grant program are subject to change at any time at HUD's discretion.)

Discussion

At their public meeting on May 1st, 2023, Council approved the Charlottesville One-Year Annual Action Plan for Fiscal Year 2023-2024. This agenda item proposes a correction to the appropriation for a previously approved subrecipient that had been listed in error in the previously approved resolution.

Alignment with City Council's Vision and Strategic Plan

This agenda item aligns directly with Council's vision for Charlottesville to have Economic Sustainability, Quality Housing Opportunities for All and A Connected Community. Projects also have the potential to many of the objectives and goals listed in the City's Strategic Plan: An Inclusive Community of Self-sufficient Residents; A Beautiful and Sustainable Natural and Built Environment; A Strong, Creative and Diversified Economy; and a Healthy and Safe Community. Further, these

projects address several of the provisions in the 2021 Affordable Housing Plan and the 2021 Comprehensive Plan.

Community Engagement

Meaningful engagement with a broad range of stakeholders is a core goal of this work and has involved multiple avenues of community outreach, as detailed in the draft Consolidated Plan.

To develop the 5-Year Consolidated Plan, the City of Charlottesville and the TJPDC conducted a thorough, multi-layered consultation process and engaged with a variety of government agencies and organizations that provide community services. In addition to providing both formal and informal settings for citizen participation, the City and the TJPDC coordinated the following meetings and outreach with public agencies, private organizations, and the greater public to identify shared housing and community development needs and solutions. The public was given a thirty-day public comments period to provide comments; no comment was received. This process is described in more detail within the body of the Consolidated Plan, notably the section entitled 'PR-10 Consultation.' For more information, please follow this link: <https://tjpd.org/public-notice-2023-2027-home-and-cdbg-consolidated-plan/>

Budgetary Impact

No adverse budget impacts to the city are anticipated as the funding source is from an external grant program. Approval of this agenda item will result in an increase in funding awards to subrecipients of \$24,000 from federal grant funds.

Recommendation

Staff recommends approval by Council of the Amended Resolution for CDBG Appropriations Related to the City of Charlottesville One-Year Annual Action Plan (FY2023-2024).

Suggested motion: "I move the amended RESOLUTION appropriating Community Development Block Grant funds to be received from the U.S. Department of Housing and Urban Development for the FY 2023-2024 Action Plan, in the amount of approximately \$410,468."

Alternatives

Given that the funding source for this agenda item is from a federal grant program and will result in an increase in funding available to subrecipients to engage in programs beneficial to the Charlottesville community, no alternative courses of action are proposed.

Attachments

1. Council (2023-06-05) FY23-24 1-Year Action Plan Amended CDBG Appropriation
2. Council (2023-05-01) Res #R-23-063 Appropriation for FY23-24 CDBG

RESOLUTION

Amended Appropriation of Community Development Block Grant Funds Anticipated from the U.S. Department of Housing and Urban Development as part of the City's FY 2023-2024 Annual Action Plan, in the Amount of Approximately \$410,468

WHEREAS the City of Charlottesville has been advised by the U.S. Department of Housing and Urban Development of an anticipated Community Development Block Grant (CDBG) allocation for the 2023-2024 fiscal year in the approximated amount of \$410,468; and

WHEREAS City Council has received recommendations for the expenditure of funds from the city's CDBG/HOME Task Force, as reviewed and approved by the City Planning Commission, which conducted a public hearing thereon as provided by law; now, therefore

BE IT RESOLVED by the City Council of Charlottesville, Virginia, that upon receipt of anticipated CDBG funding from the U.S. Department of Housing and Urban Development (HUD), said funds are hereby appropriated to the following individual expenditure accounts in the Community Development Block Grant Fund in accordance with 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, as set forth below:

Community Services

<i>Fund</i>	<i>Account Code</i>	<i>Funding Recommendation</i>	<i>Proposed Award</i>
218	1900514	Resident-Centered Redevelopment (Charlottesville Public Housing Association of Residents)	\$40,000.00

Economic Development

<i>Fund</i>	<i>Account Code</i>	<i>Funding Recommendation</i>	<i>Proposed Award</i>
218	1900515	Microenterprise Entrepreneur Programs (Community Investment Collaborative)	\$25,000.00
218	1900516	Beginning Level Workforce Development (Literacy Volunteers of Charlottesville/Albemarle)	\$64,477.89

CDBG Housing

<i>Fund</i>	<i>Account Code</i>	<i>Funding Recommendation</i>	<i>Proposed Award</i>
218	1900517	Charlottesville Critical Rehab Program (Albemarle Housing Improvement Program)	\$64,000.00
218	1900518	Coordinated Entry into Homelessness System of Care (The Haven at First & Market St.)	\$45,000.00

Programmatic Funds

<i>Fund</i>	<i>Account Code</i>	<i>Funding Recommendation</i>	<i>Proposed Award</i>
218	3914001000	Planning & Admin	\$82,093.60

218	1900520	Council Priority: Public Facilities & Improvements	\$89,896.51
-----	---------	--	-------------

Subtotal CDBG Funding Recommendations *\$410,468.00*

In the event that funding received from the U.S. Department of Housing and Urban Development for FY 2023-2024 differs from the amounts referenced above, all appropriated amounts may be administratively increased/reduced at the same prorated percentage of change to actual funding received. No subrecipient's grant may be increased above their initial funding request without further consideration by Council.

BE IT FURTHER RESOLVED that this appropriation is conditioned upon the receipt of not less than \$410,468 in CDBG funds from the Department of Housing and Urban Development for FY 2023-2024, and all subrecipient awards are also conditioned upon receipt of such funds.

BE IT FURTHER RESOLVED that the amounts appropriated above within this resolution will be provided as grants to public agencies or private non-profit, charitable organizations (individually and collectively, "subrecipients") and shall be utilized by the subrecipients solely for the purpose stated within their grant applications. The City Manager is hereby authorized to enter into agreements with each subrecipient as deemed advisable, to ensure that the grants are expended for their intended purposes and in accordance with applicable federal and state laws and regulations. To this end, the City Manager, the Director of Finance, and public officers to whom any responsibility is delegated by the City Manager pursuant to City Code Section 2-147, are authorized to establish administrative procedures and provide for guidance and assistance in the subrecipients' execution of the funded programs.

Approved by Council
June 5, 2023

Kyna Thomas, MMC
Clerk of Council

RESOLUTION
**Appropriation of Community Development Block Grant Funds Anticipated from
the U.S. Department of Housing and Urban Development as part of the City's
FY 2023-2024 Annual Action Plan, in the Amount of Approximately \$410,468**

WHEREAS the City of Charlottesville has been advised by the U.S. Department of Housing and Urban Development of an anticipated Community Development Block Grant (CDBG) allocation for the 2023-2024 fiscal year in the approximated amount of \$410,468; and

WHEREAS City Council has received recommendations for the expenditure of funds from the city's CDBG/HOME Task Force, as reviewed and approved by the City Planning Commission, which conducted a public hearing thereon as provided by law; now, therefore

BE IT RESOLVED by the City Council of Charlottesville, Virginia, that upon receipt of anticipated CDBG funding from the U.S. Department of Housing and Urban Development (HUD), said funds are hereby appropriated to the following individual expenditure accounts in the Community Development Block Grant Fund in accordance with 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, as set forth below:

Community Services

<i>Fund</i>	<i>Account Code</i>	<i>Funding Recommendation</i>	<i>Proposed Award</i>
218	1900514	Resident-Centered Redevelopment (Charlottesville Public Housing Association of Residents)	\$40,000.00

Economic Development

<i>Fund</i>	<i>Account Code</i>	<i>Funding Recommendation</i>	<i>Proposed Award</i>
218	1900515	Microenterprise Entrepreneur Programs (Community Investment Collaborative)	\$25,000.00
218	1900516	Beginning Level Workforce Development (Literacy Volunteers of Charlottesville/Albemarle)	\$64,477.89

CDBG Housing

<i>Fund</i>	<i>Account Code</i>	<i>Funding Recommendation</i>	<i>Proposed Award</i>
218	1900517	Charlottesville Critical Rehab Program (Albemarle Housing Improvement Program)	\$40,000.00
218	1900518	Coordinated Entry into Homelessness System of Care (The Haven at First & Market St.)	\$45,000.00

Programmatic Funds

<i>Fund</i>	<i>Account Code</i>	<i>Funding Recommendation</i>	<i>Proposed Award</i>
218	3914001000	Planning & Admin	\$82,093.60

218	1900520	Council Priority: Public Facilities & Improvements	\$89,896.51
-----	---------	--	-------------

Subtotal CDBG Funding Recommendations *\$410,468.00*

In the event that funding received from the U.S. Department of Housing and Urban Development for FY 2023-2024 differs from the amounts referenced above, all appropriated amounts may be administratively increased/reduced at the same prorated percentage of change to actual funding received. No sub-recipient's grant may be increased above their initial funding request without further consideration by Council.

BE IT FURTHER RESOLVED that this appropriation is conditioned upon the receipt of not less than \$410,468 in CDBG funds from the Department of Housing and Urban Development for FY 2023-2024, and all sub-recipient awards are also conditioned upon receipt of such funds.

BE IT FURTHER RESOLVED that the amounts appropriated above within this resolution will be provided as grants to public agencies or private non-profit, charitable organizations (individually and collectively, "sub-recipients") and shall be utilized by the sub-recipients solely for the purpose stated within their grant applications. The City Manager is hereby authorized to enter into agreements with each sub-recipient as deemed advisable, to ensure that the grants are expended for their intended purposes and in accordance with applicable federal and state laws and regulations. To this end, the City Manager, the Director of Finance, and public officers to whom any responsibility is delegated by the City Manager pursuant to City Code Section 2-147, are authorized to establish administrative procedures and provide for guidance and assistance in the sub-recipients' execution of the funded programs.



CITY MANAGER'S REPORT

June 2023

UPDATES FROM INTERIM CITY MANAGER MICHAEL ROGERS

- **Bond Rating Update:**
 - City finance staff hosted representatives from the Wall Street Rating agencies, Moody's and S&P, for a financial review prior to issuing a Bond Rating pertinent to the Bond Issuance scheduled for June. The City of Charlottesville has again received the highest rating from both S&P Global Ratings and Moody's Investor Services.
 - S&P Global Ratings and Moody's Investor Services have reaffirmed the City of Charlottesville's AAA bond rating. In May 2023, the rating agencies conducted an unbiased and thorough assessment of the City's creditworthiness. Similar to a credit rating, a government's bond rating to confirms the City's ability to repay its debt in full and on time. The AAA bond rating is attractive to investors because it strongly indicates low risk and helps ensure the City incurs the lowest possible borrowing costs. This means the city can spend more of its money on improving infrastructure and less on interest.
 - Both rating agencies cited several key factors in assessing the City's creditworthiness:
 - 1. A strong and growing economy anchored by a stable institutional presence.
 - 2. Strong and comprehensive financial policies and practices.
 - 3. Sound budgetary performance with adequate financial flexibility.
 - 4. Manageable debt burden.
- **Community Walk Attendance**
 - The Interim City Manager participated in Community Walk with Chief Kochis and PCOB Executive Director Inez Gonzalez and met a number of residents there.
- **Rivanna Water and Sewer Authority**
 - The Interim City Manager attended the Rivanna Water and Sewer Authority where the FY 2024 Budget and Capital Improvement Plan were approved. The capital plan finances \$300 million in infrastructure improvement projects designed to assure our water supply is stable and SAFE.
- **CATEC Support**
 - The Interim City Manager is working with Superintendent Gurley and his Colleagues at Charlottesville Public School to develop next steps for CATEC after it is acquired.
- **In-House Gun Violence Taskforce**
 - The Interim City Manager designated Chief Kochis and Misty Graves, Director of Human Services to lead an inhouse task force to galvanize resources to stem gun violence in our community. The group will supplement the more regional gun violence initiative established by the University. It is focused on what programs and policies exist in the city.

UPDATES FROM DEPUTY CITY MANAGER ASHLEY MARSHALL

- **Charlottesville Albemarle Youth Opportunity Center Website**
 - Members from the Department of Human Services, the University of Virginia Equity Center, Region Ten, and the Charlottesville Area Network Dedicated to Youth Development (CANDYD) partnered to launch a developing website that highlights the availability of youth programming in the Charlottesville and Albemarle area. The Charlottesville Albemarle Youth Opportunity Center www.cvillealbyouth.org website aims to provide an accessible, centralized resource to match young people to programs that this community offers.
- **Summer Fun at Our Outdoor Pools**
 - The Onesty Family Aquatic Center and Washington Park Pool offer residents and visitors a fun and safe way to enjoy aquatic experiences and beat the summer heat. Onesty Family Aquatic Center is located at 300 Meade Avenue. Call the Onesty Family Aquatic Center at: (434) 295-7532. Washington Park Pool is located at 1001 Preston Avenue. You can call the Washington Park Pool for information at (434) 977-2607. You can find more information on our pools and their hours on our website at: <https://www.charlottesville.gov/462/Outdoor-Pools-Spray-Grounds>
- **Weekday Farmers Market**
 - Farmers in the Park have begun. Wednesdays, 3 – 7 pm at Meade Park. You can find information on our Markets at: <https://www.charlottesville.gov/619/Charlottesville-Farmers-Markets>
- **Office of Human Rights**
 - The Office of Human Rights was recently featured by Sean Tubbs through his Charlottesville Community Engagement substack and podcast, as well as by Erin O'Hare in the Charlottesville Tomorrow publication and by Bria Stith of NBC29.
 - Current data notes that the total incoming and outgoing contacts entered from January 1, 2023, through May 16, 2023, was 1,187, with some May 2023 data still pending. The total incoming contacts alone for the above timeframe was 798. 890 (75%) of all incoming and outgoing contacts to date were classified as "Navigation & Advocacy." The OHR currently has seven open complaint cases and four new complaints pending assessment or authorization for action

UPDATES FROM DEPUTY CITY MANAGER SAMUEL SANDERS

- **Bus Stops & Shelters**
 - CAT is working with the VA Department of Rail and Public Transportation (DRPT) to expand our bus shelter infrastructure in the region.
 - DRPT will directly support identifying 20 sites in the county and will take this process to construct these new shelters in the community.
 - DRPT will also assist the city with ten city sites, including 100% of the design work, seeking to fill our Sr. Project Manager position with CAT.
 - This results from a \$345,000 funding award made available to CAT for this expansion project.
- **Town Hall Meeting**
 - The City Manager's Office hosted a Town Hall Meeting in Partnership with CRHA &

PHAR

- This community meeting was an extension of the ongoing work of the Project Management Team, established by a grant of CACF aimed at building positive relations between the City, PHAR, and CRHA.
- CRHA's Board of Directors held a special meeting to coincide with this convening, so we had a broad representation of the issues on residents.
- Residents provided questions, and city staff responded in writing with detailed responses, the same as for the City Manager's Quarterly Neighborhood Leaders Meeting.

- **Plastic Bag Tax**

- The city has begun receiving monthly remittances from the State Taxation Department.
- Currently, we are seeing roughly \$5,000 per month
- Initially, the funds will offsite the original allocation of \$16,800 used to purchase reusable bags for distribution to SNAP and WIC-eligible households through the Department of Social Services
- DSS is continuing to distribute bags and will be at the more significant community events over the summer and early fall
- We anticipate another bag purchase later in the year
- Staff will soon begin to consider program activities with the excess funds from the tax collection. Eligible Uses by statute include:
 - Provide reusable bags to SNAP and WIC-eligible households
 - Fund environmental education programs to reduce environmental waste
 - Support environmental cleanup programs
 - Mitigate pollution and litter

CITY MANAGER'S OFFICE UPDATES

- **Office of the City Manager** – Executive Assistant Terry Bentley (she/her)
The Office of the City Manager would like to remind the public that they continue to provide support as the main information line for the community. To reach them, please call 434-970-3333, but also, the public should be aware that the phone tree system is active to ensure quick transfer to the proper departments.
- **Office of Budget and Management** – Director Krisy Hammill (she/her)
The City's AAA bond rating was reaffirmed by both Moody's and S&P! The City has been AAA bond rated by Moody's Investor Service since 1973 and S&P Global since 1964.
- **Office of Communications & Public Engagement** – Deputy Director David Dillehunt (he/him)
Staffing: The search for a new Director of Communications is ongoing. Interested parties may apply at <https://www.charlottesville.gov/695/Employment-with-the-City-of-Charlottesville>

Project Update: The Office of Communications and Public Engagement's Deputy Director, David Dillehunt, managed the live streaming of the City Council Strategic Planning Retreat May 19-20, 2023, and continues to assist area residents with studio productions at the Community Media Center. Remy Trail provided broadcasting support for the Planning Commission and BAR within CitySpace and provided streaming assistance for the recent City Council Special Meetings. Caroline Rice has produced seven "Get to Know Your Government" video vignettes for PEG-TV and City social media channels featuring Commissioner of the Revenue Todd Divers, Chief of Police Michael Kochis, Director of Economic Development Chris Engel, City Treasurer Jason Vandever, Director of Human Services Misty Graves, Director of Information Technology Steve Hawkes, and Sheriff James Brown. She will continue to film these brief segments with other department heads in the coming weeks. Kyle Erving, Public Safety PIO, provided CPD with assistance in developing their annual report and continues to offer his photography skills to CPD and CFD for various departmental endeavors.

- **Office of Community Solutions** – Director Alex Ikefuna (he/him)
Consolidated Housing and Community Development Plan Update: The Thomas Jefferson PDC/City of Charlottesville's Five-Year Consolidated Housing and Community Development Plan that the City Council approved on May 1, 2023, has been submitted to the U.S. Department of Housing and Urban Development for review and approval. The plan will guarantee the City's CDBG/HOME funding for the next five years (2023 - 2027) if approved.

CAHF and HOPS Update: The 2023-2024 allocation process for CAHF and Housing Operations Program Support funds are completed, and related agreements with the successful applicants are currently being executed. Implementation of approved projects/programs will begin effective July 1, 2023.

- **Office of Economic Development** – Director Chris Engel (he/him)

Piedmont Pitch Event: The first-ever Piedmont Pitch event occurred on May 11, 2023, at the Wool Factory. The City of Charlottesville, Office of Economic Development, and Albemarle County Economic Development joined forces to support educational programming leading to a pitch competition for local small businesses. Entrepreneurs and small business owners in Charlottesville and Albemarle applied to participate in the 10-week program, including eight training programs (Business Essentials Training) offered by Central Virginia SBDC. The first-place prize was awarded to Gabriela Romo, owner of Refemme. Refemme is an innovative fashion company that upcycles fabrics and provides alterations. The second-place prize winner was Phillip Rich, owner of Black Roses Landscaping. Black Roses is an eco-friendly landscaping company that wants to expand its electric equipment fleet, ensuring its clients receive top-of-the-line service with limited noise and disruption. Additional pitches were heard from Anne Perkins with Konnect Apps – An innovative app used to help connect and streamline information from families to social services departments; Johnny Epps, Odyssey Chocolates-Global Gourmet Chocolate Company; Christina Martin, Baker no Bakery- Latin baked goods company taking over the baking industry and Kristopher Chain, Season Report-Hunting and Gathering app.

Economic Development Strategic Plan: The City Council recently received an update on the status of the City’s new Economic Development Strategic Planning process. OED staff and members of the Resonance consulting team presented the draft goals and supporting strategies and received feedback from the council during a work session. The following steps include creating an implementation schedule, supporting metrics, and drafting the final report. The final plan is expected to be developed by July 2023.

- **Office of Human Rights** – Director Todd Niemeier (he/him)

OHR Service Provision Overview: Total incoming and outgoing contacts entered from January 1, 2023, through May 16, 2023, was 1,187. Some contact data is still pending entry for May. The total incoming contacts alone for the above timeframe was 798. 890 (75%) of all incoming and outgoing connections to date were classified as “Navigation & Advocacy.” Navigation & Advocacy refers to individual service involving tasks other than those related to addressing a complaint of discrimination. The OHR currently has seven open complaint cases and four new complaints pending assessment or authorization for action.

Administrative Updates: Preparation of the CY2022 Human Rights Commission (HRC) & Office of Human Rights (OHR) annual report will be presented to Council on June 5, 2023, at the 4 pm Report session. As the next step in our process of becoming a Fair Housing Assistance Program (FHAP), HUD has asked that the City make additional revisions to the Human Rights Ordinance before proceeding. The focus on this work will resume in June after presenting the CY2022 Annual Report to the City Council.

Hiring and Staffing: The Office proudly welcomes Saad Khalifa, who began work on April 10, 2023, as the OHR Intake & Administrative Specialist. The OHR is assessing the best moment to start hiring a Human Rights Investigator. While our current caseload would be well-supported by additional staff, we will evaluate the impacts of hiring an Intake and Administrative Specialist for a few months before hiring an Investigator. The OHR will also factor in the timing of the FHAP certification process when making hiring decisions.

Outreach: Victoria represented the OHR at outreach events, including the Fountain Fund's One Stop Shop and Region Ten's Community Connections Day at Friendship Court on March 20th. She also has joined the planning team for the annual Westhaven Community Day, hosted in partnership with PHAR (Public Housing Association of Residents) and other community organizations. She contributes significant time to assisting with incoming inquiries and individual service follow-up, especially for contacts involving navigation and advocacy. In April, CRHA (Charlottesville Redevelopment and Housing Authority's) opened its Housing Choice Voucher waitlist, and the OHR was present to help register individuals for that waitlist, including supporting individual requests for reasonable accommodations to apply for the waitlist. The Office of Human Rights is also working on creating new educational materials, including short videos on protected activities under the Human Rights Ordinance. The OHR has partnered with a graphic designer in Richmond to develop an animated video, and the OEI team contributed their voices for

Human Rights Commission Updates

The Commission met on April 20, 2023. At this meeting, Commissioners discussed revisions to the HRC Rules & Procedures and developed a plan of action to advance the goals they set during their strategic planning meeting in March. The HRC has chosen to focus broadly on issues related to Housing, and Commissioners are narrowing their focus by consulting other housing-focused groups and local City and non-governmental experts. The Commission meets next on May 18, 2023. They will review the HRC Rules & Procedures amendments and the CY2022 HRC and OHR Annual Report at this meeting. Per the Code of the City of Charlottesville, Article XV, Chapter 2, Sec. 2-432(i), the HRC must submit quarterly reports to Council. For the first quarter of 2023, the Director presented a copy of the OHR Monthly Report, provided to the HRC at its regular monthly meetings. The reporting format will evolve to include a summary of actions taken by the HRC to fulfill its roles under Sec. 2-433. and duties and responsibilities under Secs. 2-434. and 2-435.

- **Office of Equity and Inclusion**

- **Americans with Disability Act (ADA)–** ADA Coordinator Paul Rudacille (He/Him)

Transition Plan: The City will begin its self-evaluation/transition plan. This is a significant step for our city because this is the first time we have done a self-evaluation, which was required in 1991. The self-evaluation will comprehensively review the city's operations, finances, services, and programs. The self-evaluation aims to identify areas where the city can improve and develop a plan to make those improvements. A team of outside experts will conduct the self-

evaluation. The team will review a wide range of information, including city documents, surveys, and interviews with city staff and residents. The self-evaluation is expected to take several months to complete. Once the self-evaluation is complete, the city will develop a transition plan to implement the recommendations. The self-evaluation and transition plan are essential steps for the city. They will help the city to improve its operations and to serve its residents better.

- The City of Charlottesville's ADA Coordinator can be reached by email at ada@charlottesville.gov or by phone at 434-970-3182. In addition, information is on our website about the ADA grievance procedures and our ADA complaint procedures at <https://charlottesville.org/274/Americans-with-Disabilities-Act-ADA-Coor>.
- **Home to Hope Program** – Employment & Financial Opportunity Manager Roy Fitch Jr. (he/him)
All four Home to Hope Peer Navigators have been very busy working with community members. Public events attended by the H2H staff members attended were two Crisis Intervention Team meetings, the Tom Tom Festival Block Party, H2H/UVA Law Backpack & Wallet Community Giveaway, The Fountain Fund One Stop Shop, and the Region Ten Community Based Services Community Connection at South First Street. In addition, in April, CRHA (Charlottesville Redevelopment and Housing Authority's) opened its Housing Choice Voucher waitlist, and the Home to Hope team was present to help register individuals for that waitlist, including supporting individual requests for reasonable accommodations to apply for the waitlist.
 - The Home to Hope program is free of charge for community members who are reentering society after "time served." For assistance, please email Home to Hope at hometohope@charlottesville.org, call them at 434-970-3601, visit their office on the Pedestrian Mall at 507 E. Main Street, or you can fill out an intake form online at: <https://www.surveymonkey.com/r/HometoHopeIntake>
- **Downtown Job Center** – Employment & Financial Opportunity Manager Roy Fitch Jr. (he/him)
The Downtown Job Center has been busy working with the community. Public events attended by the Job Center staff person include The City of Promise DreamBuilders Orientation, the Office of Economic Development DEI Strategic Plan meeting, the Region Ten Blue Ridge Center Grand Reopening, The Fountain Fund Film Premiere, The Tom Tom Festival Tomorrow Talk: Financial Access & Empowerment, the GO Cook Compilation Dinner, the Cville Chamber of Commerce Spring LIVE, the GO Cook Graduation, and the UVA Pipelines & Pathways Grand Opening Event.
 - The City of Charlottesville Downtown Job Center is now located on the Pedestrian Mall at 507 E. Main Street. Assistance is free of charge to anyone who visits the center. For more information, please call them at 434-970-3933 or visit Tuesday-Thursday from 9:30-4:30 pm. Mondays and Wednesdays are by appointment.

CITY DEPARTMENTAL UPDATES

- **Charlottesville Area Transit** – Director Garland Williams (he/him)

Feasibility Study Update: CAT's Alternative Fuel Feasibility Study has reached a significant milestone; the research phase of the study is complete. The study will begin phase two, internal and external participation, by June 14, 2023. A transit bus fuel type recommendation is anticipated to be presented to City Council in July 2023.

- **Charlottesville Fire Department** – Interim Chief Michael Thomas (he/him)

Staff Planning: CFD Senior staff met for a 3-day retreat to break down the master plan document and develop a succession plan timeline that aligns with recommendations outlined for the fire department. The City Manager and an Officer from the Local were invited to attend during the last day of the retreat.

Annual Report: We are working on the department's Annual and compliance reports for the Accreditation document.

Hiring Processes: The hiring process is moving forward 34 individuals were interviewed over three days period. Candidates from the final list will be selected to fill open positions. The department is happy to note that overtime and sick leave continue to trend down.

ARP: Use of American Rescue Plan Funding Allocations: The Department is thankful for the investment of ARP funding from the City Council. ARP funding was awarded to support several initiatives: acquiring ballistic vests for staff, “Stop the Bleed” training and public safety communications needs.

- **Charlottesville Police Department** – Chief Michael Kochis (he/him)

Events and Programs: The Police Department is currently in the process of scheduling the following events and programs for the community: National Night Out, Citizens Police Academy, and Teen Night at the YMCA. Further, the Department continues to engage in its community weekly community walks and looks forward to meeting our neighbors and having great conversations. Finally, the Department is excited to be coaching two youth basketball teams in the Junior Tonsler League this season, which begins the weekend of June 3, 2023.

Latino Liaison Program: Finally, the department has created two liaison programs. The first is our Latino Liaison Coordinator, who works with one of our local community nonprofits, Sin Barres.

LGBTQIA+ Liaison Program: The Police Department has also created an LGBTQIA+ liaison within the Department who has been attending events and building meaningful relationships between the police department and the LGBTQIA+ community.

- **Emergency Management** – Coordinator Jeremy Evans (he/him)

VDEM Grant: The City of Charlottesville has been awarded the VDEM Shelter Upgrade Grant for \$645,450.00. The funds received will replace the aging generators at Charlottesville High School. The new generators have triple the capacity of the previous models.

- **Human Resources** – Director Mary Ann Hardie (she/her)
 - The Department of Human Resources continues to work on completing many hires in multiple departments. Please go to our website to see all openings and encourage eligible applicants to apply: <https://www.charlottesville.gov/695/Employment-with-the-City-of-Charlottesvi>
- **Human Services** – Director Misty Graves (she/her)

Foster Care: May is Foster Care Awareness Month. The Community Attention Foster Families (CAFF) program celebrated their foster parents at their annual picnic with food and activities for all ages.

Charlottesville Albemarle Youth Opportunity Center: Members from the Department of Human Services, the University of Virginia Equity Center, Region Ten, and the Charlottesville Area Network Dedicated to Youth Development (CANDYD) partnered to launch a developing website that highlights the availability of youth programming in the Charlottesville and Albemarle area. The Charlottesville Albemarle Youth Opportunity Center www.cvilllealbyouth.org website aims to provide an accessible, centralized resource to match young people to programs that this community offers.

Facilities Maintenance: Our building at 907 E. Jefferson Street is getting significant structural and cosmetic updates to be a more welcoming space for staff, community partners, and residents to receive services.

CAYIP and Teens GIVE: Our Community-Based Services are gearing up to start some new summer staff to implement the Community Attention Youth Internship Program and the Teens GIVE Service-Learning program next month!

- **Information Technology** – Director Steve Hawkes (he/him)

SAP ERP System Update: Almas Hasan, Sr. SAP Engineer, Steve Hawkes, IT Director, and Glen Pack, Controller from Finance, all attended the SAP Sapphire User Conference this month. At the conference, we were introduced to several new features in SAP, including needed Human Resources functionality, using SAP in the field, and a more user-friendly, modern interface. We also took part in a series of meetings with SAP representatives and SAP Customers to learn more in anticipation of the City's planned migration from our current version of SAP to the newest version of SAP, S4/Hana. The latest version will significantly differ from our current version, so learning more about its capabilities and design was very beneficial.

Annual City Website Meeting: Another item of note was the annual City website meeting on

Wednesday, May 24. All website editors were invited to the meeting, and topics on the agenda included: a data analytics review of our website, new features that we may want to consider, CivicReady, the City's mass and emergency notification system, and the City's website refresh scheduled for later this year. We also had a questions and comments section of the meeting to allow general discussion and feedback on the website.

Networking and Operations: On the networking and operations side, an upgrade was made to the City's call center system, Finesse, to provide better service and functionality. Our network team also assisted JMRL with network upgrades at two branches and worked with Parks and Recreation and their outside contractors to provide internet access at several Parks and Recreation sites.

Internal Communications: IT is also working with Communications, Human Resources, and the City Manager's Office to develop a Microsoft org-wide Team in Microsoft Teams. An org-wide team is a feature many organizations are implementing to improve communication and could supplement our existing communications with employees or replace the current environment for communications to employees, i.e., email and intranet. Buildout of the org-wide team is underway, and we anticipate a Fall launch of the team.

Annual Cleanup Day: On May 2, IT held its second annual cleanup day and luncheon. Our space was cleaned and reorganized, with several trips to the City Warehouse to remove old furniture, pcs, and other items no longer needed. Our area was transformed by the cleanup day and looks very different, so we welcome visitors to stop by and see the changes.

- **Neighborhood Development Services** – Director James Freas (he/him)

Zoning Update: NDS would like to remind the community that Modules 1-3 are available for review on the Cville Plans Together website at <https://cvilleplanstogether.com/>. An open house for Module 3 will be held on Wednesday, June 14, 2023, at CitySpace (Main Conference Room, 100 5th Street NE) from 4:30-7:30 PM. Comments can be shared online for Module 3 through a Google form here: <https://rb.gy/kq4gg>, via email through this form on the website at <https://cvilleplanstogether.com/contact-us/> or by sending an email to engage@cvilleplanstogether.com; as well as through postal mail (Address: Neighborhood Development Services, City Hall, P.O. Box 911, Charlottesville, VA 22902)

- **Parks & Recreation** – Director Dana Kasler (he/him)

Summer Pool Openings: Charlottesville Parks & Recreation will open its two (2) outdoor pools for the 2023 summer season on Saturday, May 27th. The Onesty Family Aquatic Center and Washington Park Pool offer residents and visitors a fun and safe way to enjoy aquatic experiences and beat the summer heat. Onesty Family Aquatic Center is located at 300 Meade Avenue. Call the Onesty Family Aquatic Center at: (434) 295-7532. Washington Park Pool is located at 1001 Preston Avenue. You can call the Washington Park Pool for information at (434) 977-2607. You can find more information on our pools and their hours on our website at:

Farmers Market: Farmers in the Park has begun. Wednesdays, 3 – 7 pm at Meade Park. You can find information on our Markets at: <https://www.charlottesville.gov/619/Charlottesville-Farmers-Markets>

- **Police Civilian Oversight Board** – Executive Director Inez Gonzalez (she/her)

The Office of Civilian Oversight would like to ensure that the public knows their new office location at 106 5th Street NE (formerly the Office of Human Rights). The Executive Director began her work on May 1, 2023, and met with the Police Civilian Oversight Board for the first time on May 11, 2023. In addition, the Executive Director has been working to meet with various community stakeholders to obtain a history of and insight into creating the PCOB.

Complaint Activity: Complaints Received (1); Review Requests (1); Closure Letters (2)

- **Public Works** – Director Stacey Smalls (he/him)

- **Updates:**

- A Rain Barrel Workshop held on May 11 was a success! Registration filled up shortly upon opening.
 - Rivanna RiverFest, a community event to celebrate and experience this fantastic community resource, was held on May 20, attracting approximately 1,000 people. The city was one of the key sponsors and organizers.
 - Cultivate Charlottesville was the recipient of a \$180,000 Partners for Places grant to support work at the intersection of food and climate justice, funding a collaborative partnership that will increase sustainable urban agriculture space on public land in a way that enhances climate protections and prioritizes grassroots community leadership. City PWD/Environmental and City Parks& Rec were project partners.
 - GHG inventories for 2020 and 2021 have been published and are available on our updated Climate Planning webpage, where the full and summary versions of the recently adopted Climate Action Plan can be found.
 - In May, the City collaborated with the Community Climate Collaborative and Virginia Discovery Museum to deliver 330 Climate Action Kits to the entire 5th-grade class at Walker Upper Elementary School. These kits were full of hands-on activities for students to understand better home water, energy use, and climate emissions.
 - New Urban Stream Health webpage has been developed to provide the community with general information about water quality, stream monitoring (focused on bacteria and biological indicators), practical guidelines for interacting with urban streams, and suggestions for protecting the health of our urban streams. For more information, go to www.charlottesville.org/Stream-Health

- **Utilities** – Director Lauren Hildebrand (she/her)

As part of the Department of Utilities' commitment to water quality, compliance with state and

federal regulations is taken seriously. In 2021, the Environmental Protection Agency released revisions to the Lead and Copper Rule and required all water providers to identify and create an inventory of all water service lines within their distribution system. The purpose of the inventory is to identify and replace any lead service lines that may exist, and since January 2022, Utilities has been diligently working on this project. Through our research and water quality testing, we are confident that no lead service lines exist in the City's system.

To complete the inventory, Utilities is asking for your help to identify and report the material of your privately owned service line. This section of the water line is commonly found on private property; therefore, the City must have adequate records of the materials used for these lines. To aid this effort, we have created a [Lead Service Line Inventory Survey](#) to walk you through identifying your service line material. The survey and more information on the inventory project can be found at www.charlottesville.gov/leadservicelineinventory. For questions about the inventory, survey, or the Lead and Copper Rule, please get in touch with the Department of Utilities at waterquality@charlottesville.gov or call the department at (434) 970-3800.

- **Social Services** – Director Sue Moffett (she/her)
 - Should any member of the Charlottesville community need assistance, please get in touch with the Department of Social Services at 434-970-3400 for additional information/ Comuníquese con el Departamento de Servicios Sociales al 434-970-3400 para obtener información adicional.

APPOINTEES AND ELECTED OFFICIAL UPDATES

- **Circuit Court** – Honorable Llezelle Dugger, Clerk of Circuit Court (she/her)

No update at this time

- **Commissioner of the Revenue** – Commissioner Todd Divers (he/him)

The Commissioner of the Revenue Office is preparing for the 2023 CHAP season. Once the ordinance receives Council approval, we will notify taxpayers and prepare our forms/systems for a July kickoff. The office is also working on statutory assessments for unfiled business licenses and hopes to get those out soon. The Customer Service team is busy fielding inquiries about Personal Property Tax as we approach the June 5, 2023, due date for the first half bills.

- **Finance Office** – Director Chris Cullinan (he/him)

SAP: Members of the Finance Department and IT Department members attended the Americas' SAP Users Group (ASUG) conference in Orlando in preparation for beginning the upgrade of SAP.

Assessment Appeals: The Real Estate Assessor's Office is wrapping up 2023 assessment appeals. The Board of Equalization met on May 16 and 17 and will finalize their decisions by June 15.

Low-Income Water Assistance Program: The Utility Billing Office continues to assist customers applying for the state's Low Income Water Assistance Program (LIWAP). Over 100 customers have received \$60,000 of assistance with water and sewer bills.

- **Treasurer's Office** - Treasurer Jason Vandever (he/him)

This month, the Office of the Treasurer continued efforts with multiple City departments to expand online payment services to make doing business with the City more accessible. We also have worked with our banking and investment partners to safely maximize the City's yield on its investment portfolio, making several changes over the past month. We are preparing for the annual trash decal renewal season, which begins in June.

- **Sheriff's Office** – Sheriff James Brown (he/him)

The Charlottesville City Sheriff was selected to Chair the Court Services Committee for the National Sheriff's Association. This committee handles issues regarding Courthouse Security, Inmate Transportation, and Civil Processes for the Sheriff's Offices throughout the United States.

- **Voter Registrar** – Registrar Taylor Yowell (she/her)

No update at this time

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



Agenda Date:	June 5, 2023
Action Required:	1st of 2 Readings of Ordinance/Public Hearing
Presenter:	Lauren Hildebrand, Director of Utilities
Staff Contacts:	Lauren Hildebrand, Director of Utilities Samuel Sanders, Jr., Deputy City Manager
Title:	Authorizing the conveyance of city-owned sanitary sewerline easement on West Main Street and Water Street for CODE Building project (1 of 2 readings)

Background

A sanitary sewerline believed to have been constructed about 1920 previously conveyed wastewater from Water Street to West Main Street. In 1995 the City gave approval for a building to be constructed over a portion of the sewerline. As part of the approval, the owners of the building agreed to protect the sewerline during construction and also maintain the sewerline under the building after construction. In 2019, as part of the CODE building construction, the building and sewerline were demolished, and a new sewerline was installed in Water Street.

Discussion

The deed of vacation specifies the sewerline easement be vacated, since the sewerline was in conflict with the CODE building and is no longer needed. As stated in the background section, a new sewerline has been installed in Water Street to convey the wastewater flows from the area.

Alignment with City Council's Vision and Strategic Plan

This contributes to Objective 3.2 of the Strategic Plan: To provide reliable and high quality infrastructure.

Community Engagement

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

Budgetary Impact

None.

Recommendation

Approval of the attached ordinance and deed of vacation.

Alternatives

If the vacation of the sewer line easement is not approved, the easement to a nonexistent sewerline will remain in conflict with the CODE building.

Attachments

1. Deed of Vacation - Brands Hatch
2. Code Plat
3. Revised Ordinance 652023

Tax Map Parcel: 28-1
Prepared without benefit of title examination
Consideration: \$10.00

This deed is exempt from state recordation taxes pursuant to Va. Code Secs. 58.1-811(A)(3) and 58.1-811(C)(4) and is exempt from the fees imposed by Va. Code Sec. 17-275 pursuant to Va. Code Sec. 17-266

DEED OF VACATION

THIS DEED OF VACATION (“Deed”) is made as of this ____ day of _____, 2023, by and between the **CITY OF CHARLOTTESVILLE, VIRGINIA**, a municipal corporation and political subdivision of the Commonwealth of Virginia (“City”), as GRANTOR, and **BRANDS HATCH LLC** (the “Grantee”), as GRANTEE, whose address is 240 W. Main Street, Charlottesville, Virginia 22902.

WITNESSETH:

WHEREAS, Grantee owns certain real property in the City of Charlottesville, Virginia, consisting of 0.979 acres, having tax map parcel number 28-1 and fronting on West Water and West Main Streets; and

WHEREAS, by Deed of Easement and Maintenance Agreement dated November 21, 1995, recorded in the Charlottesville Circuit Court Clerk’s Office in Deed Book 665, page 561, the City conveyed certain sanitary sewer and stormwater easements to Charlottesville 2000, a limited liability company, and Charlottesville 2000 conveyed to the City a perpetual easement over property owned by it so as to have the sanitary sewer and stormwater facilities located in such easements used and operated as a part of the City’s sanitary and stormwater sewer systems,

Prepared by:
Benjamin W. Emerson, VSB # 23578
Sands Anderson PC, Interim City Attorney
Charlottesville City Attorney’s Office
P.O. Box 911
Charlottesville, VA 22902

all as shown on a plat attached to and recoded with such deed of easement; and

WHEREAS, the Grantee, on information and belief, is successor in title to Charlottesville 2000 of all or a part of the property on which the such easements lie and as such successor in title has requested the City Council to vacate and release to it the sanitary sewer easement (but not the stormwater easements) to the extent the same lies on property owned by the Grantee (the “Sanitary Sewer Easement”) because the same is no longer needed by the City, which Sanitary Sewer Easement is identified by notation in a red box and depicted on that certain As-Built Survey by Timmons Group dated November 11, 2022, a copy of which is attached hereto and recorded herewith (the “Plat); and

WHEREAS, the City Council has authority to vacate such Sanitary Sewer Easements pursuant to Virginia Code Sec. 15.2-2272(2), by way of adoption of an ordinance; and

WHEREAS, by ordinance adopted _____, 2023 (#_____) by City Council, the City vacated the above-described Sanitary Sewer Easements;

NOW, THEREFORE, for and in consideration of TEN DOLLARS (\$10.00), cash in hand paid, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City does hereby CLOSE and VACATE the Sanitary Sewer Easement, as shown on the attached Plat, and the City hereby RELEASES and QUITCLAIMS to Grantee any interest that it has in the area within the Sanitary Sewer Easement, which area shall be added to and made a part of lands adjoining such area as shown and depicted on the Plat.

*[The remainder of this page is intentionally left blank.
Signatures appear on the following pages.]*

IN WITNESS WHEREOF, the Mayor of the City of Charlottesville, Virginia, has signed this Deed pursuant to Section 2-7 of the Code of the City of Charlottesville (1990), as amended, and the Grantee as signed this Deed to acknowledge its acceptance of the interests conveyed hereby.

GRANTOR:

CITY OF CHARLOTTESVILLE, VIRGINIA

By: _____ (SEAL)
Lloyd Snook, Mayor

COMMONWEALTH OF VIRGINIA

City of Charlottesville, Virginia, to wit:

The foregoing instrument was acknowledged before me, a Notary Public in and for the jurisdiction aforesaid, on this _____ day of _____, 2023, by Lloyd Snook, Mayor of the City of Charlottesville, Virginia, on its behalf.

Notary Public

My commission expires:

My registration number:

[Affix Seal]

Approved as to form:

Benjamin W. Emerson, VSB # 23578
Sands Anderson PC
Interim City Attorney

GRANTEE:

BRANDS HATCH LLC

By: _____(SEAL)
Member or Manager

COMMONWEALTH OF VIRGINIA

City/County of _____, to wit:

The foregoing instrument was acknowledged before me, a Notary Public in and for the jurisdiction aforesaid, on this ____ day of _____, 2023, by _____ as _____ of Brands Hatch LLC on its behalf.

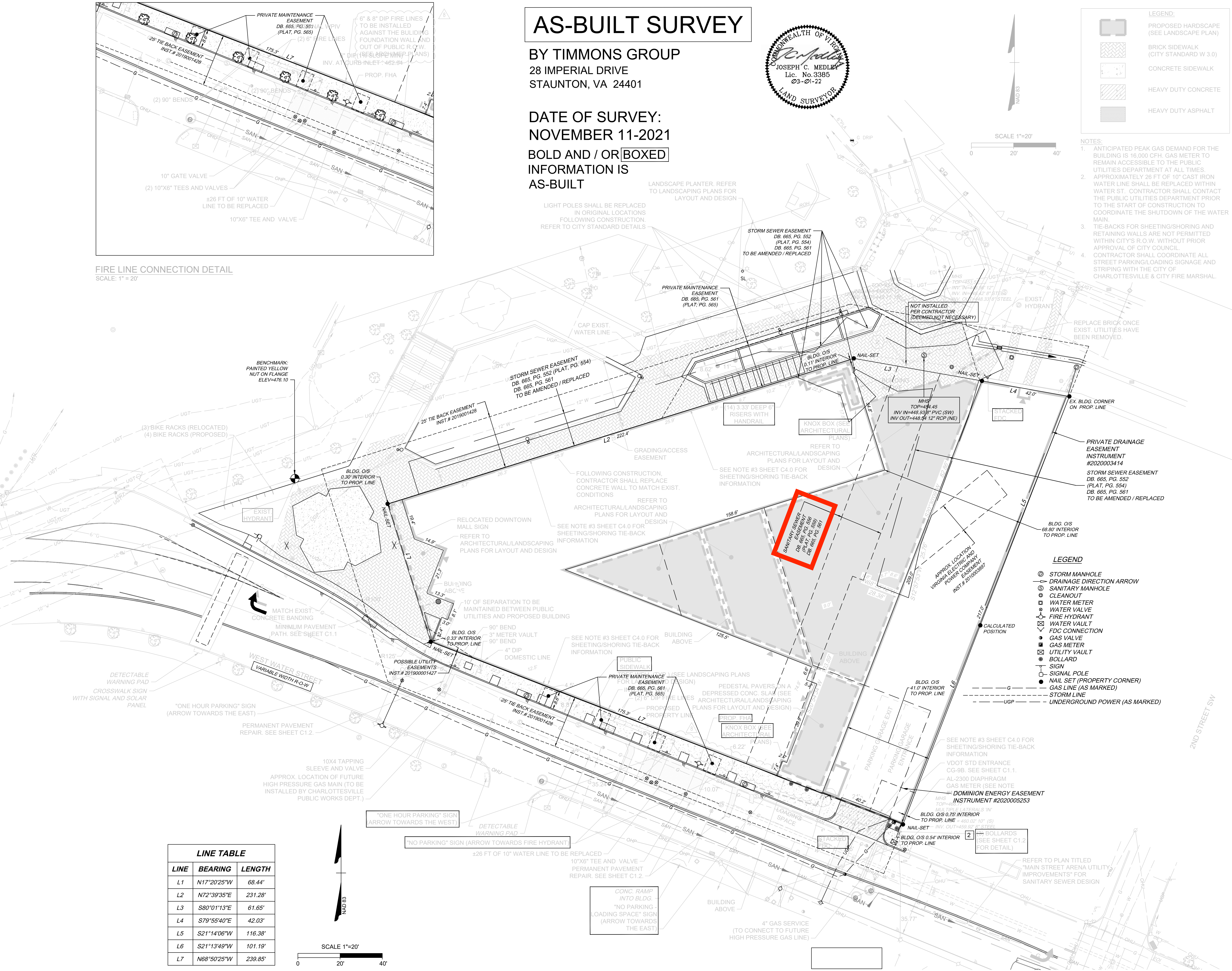
Notary Public

My commission expires:

My registration number:

[Affix Seal]

Y:\900443111.002_S02_CODE_AsbldWG(Sheet)Rendered Sheets\C 4.0.dwg | Plotted on 7/22/2022 2:27 PM | by David Jackson



AS-BUILT SURVEY

BY TIMMONS GROUP
28 IMPERIAL DRIVE
STAUNTON, VA 24401

DATE OF SURVEY:
NOVEMBER 11-2021
BOLD AND / OR **BOXED**
INFORMATION IS
AS-BUILT



LEGEND:

- PROPOSED HARDSCAPE (SEE LANDSCAPE PLAN)
- BRICK SIDEWALK (CITY STANDARD W 3.0)
- CONCRETE SIDEWALK
- HEAVY DUTY CONCRETE
- HEAVY DUTY ASPHALT

- NOTES:**
1. ANTICIPATED PEAK GAS DEMAND FOR THE BUILDING IS 16,000 CFH. GAS METER TO REMAIN ACCESSIBLE TO THE PUBLIC UTILITIES DEPARTMENT AT ALL TIMES.
 2. APPROXIMATELY 26 FT OF 10" CAST IRON WATER LINE SHALL BE REPLACED WITHIN WATER ST. CONTRACTOR SHALL CONTACT THE PUBLIC UTILITIES DEPARTMENT PRIOR TO THE START OF CONSTRUCTION TO COORDINATE THE SHUTDOWN OF THE WATER MAIN.
 3. TIE-BACKS FOR SHEETING/SHORING AND RETAINING WALLS ARE NOT PERMITTED WITHIN CITY'S R.O.W. WITHOUT PRIOR APPROVAL OF CITY COUNCIL.
 4. CONTRACTOR SHALL COORDINATE ALL STREET PARKING/LOADING SIGNAGE AND STRIPING WITH THE CITY OF CHARLOTTESVILLE & CITY FIRE MARSHAL.

WOLF ACKERMAN WITH
ESKEW+DUMEZ+RIPPLE

WOLF ACKERMAN
110-B 2ND ST NE, SUITE 201
CHARLOTTESVILLE, VA 22902
434-296-4848

ESKEW+DUMEZ+RIPPLE
365 CANAL STREET, SUITE 3150
NEW ORLEANS, LOUISIANA 70130
504-561-8686

TIMMONS GROUP
608 PRESTON AVE, SUITE 200
CHARLOTTESVILLE, VA 22903
434-295-5624

AS-BUILT SURVEY



CHARLOTTESVILLE TECHNOLOGY
CENTER

218-220, 230 WEST MAIN STREET + 215 WEST WATER
STREET
CHARLOTTESVILLE, VA 22902
EDR PROJECT NO. | 17002

PROJECT ISSUE DATE | 06 FEB 2018

FINAL SITE PLAN CONSTRUCTION DOCUMENTS

© Eskew+Dumez+Ripple 2017
A Professional Corporation

The intent of the Contract Documents is to include all items necessary for proper execution and completion of the work by Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all; performance by the Contractor shall be required only to the extent consistent with the Contract Documents and reasonably inferable from them as being necessary to produce the indicated results.

REVISIONS	
1	12/18/18 - SITE PLAN AMENDMENT SUB.
2	2/21/19 - REVISED PER CITY COMMENTS
3	8/1/19 - E&SC REDLINES
4	9/5/19 - SITE PLAN AMENDMENT SUB.
5	11/8/19 - SITE PLAN AMENDMENT SUB.
6	1/6/20 - SITE PLAN AMENDMENT RESUB/SIGNATURE SET

LAYOUT AND UTILITY PLAN

DRAWN BY | A. Allison

C4.0

**AN ORDINANCE AUTHORIZING THE CONVEYANCE OF CITY-OWNED EASEMENT
ON WEST MAIN STREET AND WATER STREET FOR CODE BUILDING PROJECT**

WHEREAS, Brands Hatch LLC, the owner of property designated as Parcel(s) 28-1, wishes for the City of Charlottesville, Virginia (the “City”) to vacate a certain portion of the sanitary sewer easement owned by the City, said easement being shown on the attached Exhibit dated November 11, 2022; and

WHEREAS, in accordance with Virginia Code Sec. 15.2-1800(B), a public hearing was held to give the public an opportunity to comment on the proposed conveyance of City-owned land as requested by Brands Hatch LLC; and

WHEREAS, staff of the Department of Public Utilities have reviewed the proposed conveyance and have no objection thereto; and

WHEREAS, the City has authority to vacate such Sanitary Sewer Easements pursuant to Virginia Code Sec. 15.2-2272(2), by way of adoption of an ordinance; and

WHEREAS, Section 2-7 of the Code of the City of Charlottesville (1990), as amended authorizes the Mayor of the City of Charlottesville to execute a deed of quitclaim on behalf of the City;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Charlottesville, Virginia that the Mayor is authorized to execute a deed of quitclaim, in form approved by the City Attorney and substantially similar to the attached Exhibit A., for certain City owned sanitary sewer easement, being shown on the attached Exhibit dated November 11, 2022. The City Attorney is hereby authorized to take whatever steps are necessary to effect the closing of said property conveyance.

Approved by Council
Date: _____, 2023

Clerk of Council

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



Agenda Date:	June 5, 2023
Action Required:	1st of 2 Readings of Ordinance/Public Hearing
Presenter:	Chris Cullinan, Director of Finance, Lauren Hildebrand, Director of Utilities
Staff Contacts:	Chris Cullinan, Director of Finance Lauren Hildebrand, Director of Utilities
Title:	Amending and reordaining Chapter 31 (Utilities) of the Code of the City of Charlottesville, 1990, as amended, to establish new utility rates and service fees for City gas, water and sanitary sewer (1 of 2 readings)

Background

The City of Charlottesville owns and operates public utilities for water, wastewater, natural gas and stormwater. Utility services are essential on a daily basis to both individuals and to the entire community. Thoughtful, deliberate planning and sufficient financial resources ensure efficient and orderly maintenance and operation of these systems. The need for investment in our utility systems is not without cost, but our utility rates must also be balanced with the need for continued affordability for our customers.

Each of the City's utilities is accounted for separately as enterprise funds. Enterprise funds are operated on a self-supporting basis, meaning that each utility is required to cover the full costs of providing its service. The City's utilities are funded solely through their rates and related fees and charges and are not subsidized with general tax revenues. The utilities do not operate on a for-profit basis. As such, utility rates are calculated annually to bring each fund to a break-even point; however, variable factors such as weather, usage, and number of customers may result in an unexpected and unanticipated operating surplus or deficit during any given year. If so, the surpluses or deficits are accounted for and remain within their respective utility fund.

Rivanna Water and Sewer Authority (RWSA), which provides the treatment services for the City, is one of the largest fixed cost elements for the water and wastewater budgets. For FY'24, the rates for RWSA have increased and they are incorporated in the City's proposed utility rates.

Discussion

Proposed Utility Rates for FY'24

The budgets for each of the utilities have been thoroughly examined for opportunities to minimize costs without sacrificing service. Based on the revenue requirements needed to operate and maintain each utility and the above recommendations, the City is proposing the following rates in the water, wastewater, and gas utility:

- \$75.17/1,000 cubic feet (cf) of water (average annual composite rate of seasonal rates),
- \$88.34/1,000 cf of wastewater, and;
- \$70.30/8,000 cf of natural gas.

In addition, the proposed Monthly Services Charges for Water and Wastewater are as follows:

Water Monthly Service Charge			
Meter Size	Current Monthly Service Charge	Proposed Monthly Service Charge	\$ Change
5/8"	\$5.50	\$6.50	\$1.00
1"	\$13.75	\$16.25	\$2.50
1 1/2"	\$27.50	\$32.50	\$5.00
2"	\$44.00	\$52.00	\$8.00
3"	\$88.00	\$104.00	\$16.00
4"	\$137.50	\$162.50	\$25.00
6"	\$275.00	\$325.00	\$50.00
14"	\$1,801.25	\$2,128.75	\$327.50

Wastewater Monthly Service Charge			
Meter Size	Current Monthly Service Charge	Proposed Monthly Service Charge	\$ Change
5/8"	\$5.50	\$6.50	\$1.00
1"	\$13.75	\$16.25	\$2.50
1 1/2"	\$27.50	\$32.50	\$5.00
2"	\$44.00	\$52.00	\$8.00
3"	\$88.00	\$104.00	\$16.00
4"	\$137.50	\$162.50	\$25.00
6"	\$275.00	\$325.00	\$50.00
14"	\$1,801.25	\$2,128.75	\$327.50

For the stormwater utility, there are minimal changes to the budget and stormwater fees are proposed to remain unchanged for the coming year at \$1.20 per 500 square feet of impervious surface.

Impact on Average Customer

Utility customers continue to conserve water and natural gas, which is both good for the environment and for their utility bill. The average residential water customer is using 400 cubic feet (cf) per month. Similarly, the average residential gas customer is using 4,600 cf. Based on these usage figures and the proposed utility rates, the average residential customer is projected to spend the following per month:

<u>Service</u>	<u>Current</u> (based on rates adopted 7/1/22)	<u>Proposed</u> (Effective 7/1/23)	<u>Change</u>	<u>Percent</u>
Water ¹	\$33.40	\$36.57	\$3.17	9.49%

Wastewater ¹	\$39.02	\$41.84	\$2.82	7.23%
Natural Gas ¹	\$48.27	\$51.70	\$3.43	7.11%
Stormwater ²	\$5.86	\$5.86	\$0	0%
TOTAL	\$126.55	\$135.97	\$9.42	7.44%

1. Rates include monthly service charge.
2. The budget impact shown reflects a residential monthly average fee and provides consistency with other utilities. Stormwater fees are rounded to the next whole billing unit and are billed to property owners biannually.

For City residential customers who receive water, wastewater, stormwater and natural gas (87.5% of City residents), their total utility bill is projected to rise by \$9.42 per month, or 7.44%. For residential customers who receive just water, wastewater and stormwater service, their utility bill will increase by \$5.99 per month, or 7.65%. The proposed rate report can be found at <https://www.charlottesville.gov/602/Utility-Billing>.

Alignment with City Council's Vision and Strategic Plan

City Utilities operations supports City Council's "A Green City" vision. It contributes to the Strategic Plan's Objectives:

- 3.2 - To provide reliable and high-quality infrastructure,
- 3.4 - Be responsible stewards of natural resources,
- 5.1 - Integrate effective business practices and strong fiscal policies.

Community Engagement

The public hearing is being held at tonight's Council meeting to establish the rates for City utility services (water, sanitary sewer, natural gas and stormwater). These rates would be effective as of July 1, 2023, if approved by Council on June 20, 2023. The notice for the public hearing was advertised in the newspaper during the weeks of May 15, 2023 and May 22, 2023.

Budgetary Impact

The Utility Funds (water, wastewater, and natural gas) are self-sustaining enterprise funds that are supported by the revenues from customers' usages. The stormwater fee is based on the impervious surface of the property.

Note: The approval of the utility rates has no impact on the General Fund.

Recommendation

Staff recommends approval of the proposed rates.

Alternatives

As noted above, the utilities operate on a self-sustaining, break-even basis. If the proposed rates are not adopted, the utilities would not financially perform in this manner which in turn would impact the City's ability to efficiently and reliably operate these systems. The City's ability to invest in these

critical infrastructure systems would be negatively impacted as well. Additionally, the City would not meet its long-term financial policy by not having sufficient working capital for its utilities.

Attachments

1. FY2024 Utility Rate Ordinance
2. At a Glance FY2024
3. PUDFY2024

**AN ORDINANCE
AMENDING AND REORDAINING CHAPTER 31 (UTILITIES) OF THE CODE
OF THE CITY OF CHARLOTTESVILLE, 1990, AS AMENDED,
TO ESTABLISH NEW UTILITY RATES AND SERVICE FEES
FOR CITY GAS, WATER AND SANITARY SEWER.**

BE IT ORDAINED by the Council of the City of Charlottesville, Virginia, that:

1. Sections 31-56, 31-57, 31-60, 31-61, 31-62, 31-102, 31-106, 31-153, 31-156 and 31-158 of Chapter 31, of the Code of the City of Charlottesville, 1990, as amended, are hereby amended and reordained as follows:

CHAPTER 31. UTILITIES

ARTICLE II. GAS

DIVISION 2. TYPES OF SERVICE; SERVICE CHARGES

Sec. 31-56. Rates - Generally.

The firm service gas rates based on monthly meter readings shall be as follows:

Basic Monthly Service Charge	\$ 10.00	
First 3,000 cubic feet, per 1,000 cubic feet	\$8.8087	<u>\$9.2491</u>
Next 3,000 cubic feet, per 1,000 cubic feet	\$8.3559	<u>\$8.7216</u>
Next 144,000 cubic feet, per 1,000 cubic feet	\$7.9031	<u>\$8.1941</u>
All over 150,000 cubic feet, per 1,000 cubic feet	\$7.4504	<u>\$7.6666</u>

Sec. 31-57. Air conditioning...

Sec. 31-60. Interruptible sales service (IS).

(a) *Conditions. . . .*

(b) *Customer's agreement as to discontinuance of service. . . .*

(c) *Basic monthly service charge.* The basic monthly charge per meter for interruptible sales service ("IS gas") shall be sixty dollars (\$60.00).

(d) *Rate.* For all gas consumed by interruptible customers the rate shall be ~~\$7.0120~~ \$7.2264 per one thousand (1,000) cubic feet for the first six hundred thousand (600,000) cubic feet, and ~~\$6.5125~~ \$6.6275 per one thousand (1,000) cubic feet for all volumes over six hundred thousand (600,000) cubic feet.

(e) *Annual Minimum Quantity.* Interruptible rate customers shall be obligated to take or pay for a minimum quantity of one million two hundred thousand (1,200,000) cubic feet of gas annually. Each year, as of June 30, the director of finance shall calculate the total consumption of each interruptible customer for the preceding twelve (12) monthly billing periods and shall bill any customer that has consumed less than the minimum quantity for the deficient amount at the rate of ~~\$7.0120~~ \$7.2264 per one thousand (1,000) cubic feet. Any new customer shall be required to enter into a service agreement with the City prior to the start of service. If an interruptible customer terminates service, the annual minimum requirement shall be prorated on the basis of one hundred thousand (100,000) cubic feet per month for each month the customer has received service since the last June 30 adjustment.

(f) *Contract required.* . . .

Section 31-61. Interruptible Transportation Service (TS).

(a) *Generally.* ...

(b) *Rates.* The rates for interruptible transportation service (“TS gas”) shall be as follows:

- (1) ~~\$2.6287~~ \$3.0147 per dekatherm for a customer receiving only TS gas, and
- (2) ~~\$1.5772~~ \$1.8088 per dekatherm, for customers who transport 35,000 or more dekatherms per month (“large volume transportation customers”), regardless of whether such large volume transportation customer receives only TS gas, or also receives IS service.

(c) *Basic Monthly Service Charges.* ...

(d) *Special terms and conditions.* ...

(e) *Extension of facilities.* . . .

(f) *Billing month.* . . .

(g) *Lost and unaccounted-for gas.* . . .

(h) *Combined IS and TS customer using more than provided or scheduled by customer....*

(i) *TS Customer providing more gas, or less gas, than customer’s usage.* ...

(j) *Other terms and conditions.* . . .

Section 31-62. Purchased gas adjustment.

In computing gas customer billings, the basic rate charges established under sections 31-56, 31-57, 31-60 and 31-61 shall be adjusted to reflect increases and decreases in the cost of gas supplied to the city. Such increases or decreases shall be computed as follows:

(1) For the purpose of computations herein, the costs and charges for determining the base unit costs of gas are:

- a. Pipeline tariffs;
- b. Contract quantities; and
- c. Costs of natural gas, in effect or proposed as of ~~April 1st, 2022~~, May 1st, 2023.

(2) Such base unit costs are ~~\$5.1715~~ \$3.9740 per one thousand (1,000) cubic feet for firm gas service and ~~\$3.4986~~ \$2.2350 per one thousand (1,000) cubic feet for interruptible gas service.

(3) In the event of any changes in pipeline tariffs, contract quantities or costs of scheduled natural gas, the unit costs shall be recomputed on the basis of such change in accordance with procedures approved by the city manager. The difference between the unit costs so computed and the base unit costs shall represent the purchased gas adjustment to be applied to all customer bills issued beginning the first billing month after each such change.

ARTICLE IV. WATER AND SEWER SERVICE CHARGES

Sec. 31-153. Water rates generally.

(a) Water rates shall be as follows:

(1) Monthly service charge.

Water Meter Size (inches)	Fee
5/8	\$5.50 \$6.50
3/4	\$5.50 \$6.50
1	\$13.75 \$16.25
1 ½	\$27.50 \$32.50
2	\$44.00 \$52.00
3	\$88.00 \$104.00
4	\$137.50 \$162.50
6	\$275.00 \$325.00
14	\$1,801.25 \$2,128.75

May-September

October-April

(2) Metered water consumption, per 1,000 cu. ft. ~~\$80.59~~ \$86.86 ~~\$62.00~~ \$66.82

(b) This section shall not apply to special contracts for the consumption of water which have been authorized by the city council.

Sec. 31-156. Sewer service charges generally.

(a) Any person having a connection directly or indirectly, to the city sewer system shall pay therefor a monthly charge as follows:

(1) Monthly service charge.

Water Meter Size (inches)	Fee
5/8	\$5.50 \$6.50
3/4	\$5.50 \$6.50
1	\$13.75 \$16.25
1 ½	\$27.50 \$32.50
2	\$44.00 \$52.00
3	\$88.00 \$104.00
4	\$137.50 \$162.50
6	\$275.00 \$325.00
14	\$1,801.25 \$2,128.75

(2) An additional charge of ~~eighty-three dollars and eighty cents (\$83.80)~~ eighty-eight dollars and thirty-four cents (\$88.34) per one thousand (1,000) cubic feet of metered water consumption.

(b) Any water customer not discharging the entire volume of water used into the city's sanitary sewer system shall be allowed a reduction in the charges imposed under this section, provided such person installs, at his expense, a separate, City-approved water connection to record water which will not reach the City sewer system. The cost and other terms of City Code section 31-102 shall apply. For customers with monthly water consumption in excess of thirty thousand (30,000) cubic feet, where the director of finance considers the installation of a separate meter to be impracticable, the director may establish a formula which will be calculated to require such person to pay the sewer charge only on that part of the water used by such person which ultimately reaches the city sewers.

2. The foregoing amendments shall become effective July 1, 2023.

At A Glance

City of Charlottesville

Utility Rate Report



The following information provides a brief summary of the rate and fee recommendations for water, wastewater, stormwater and natural gas for FY2024, and new rates will go into effect July 1st, 2023. For a more thorough explanation and details of the recommendations, please refer to the FY2024 Utility Rate Report.

The table below illustrates the monthly impact on an average City residential customer using 400 cubic feet (cf) of water and wastewater, owning a property with approximately 2,440 square feet of impervious surface, and using 4,600 cubic feet (cf) of gas. This information is based on utility rates and charges adopted July 1st, 2022, and proposed rates and charges.

	Current Based on rates adopted 7/1/22	Proposed Effective 7/1/23	Change	Percent
Water ¹	\$33.40	\$36.57	\$3.17	9.49%
Wastewater ¹	\$39.02	\$41.84	\$2.82	7.23%
Gas ¹	\$48.27	\$51.70	\$3.43	7.11%
Stormwater ²	\$5.86	\$5.86	\$0	0%
Total	\$126.55	\$135.97	\$9.42	7.44%

(1) Rates include monthly service charges

(2) The budget impact shown reflects a residential monthly average fee and provides consistency with other utilities. Stormwater fees are rounded to the next whole billing unit and are billed to property owners biannually.

Water Rates

Where your Water Dollar goes ...



\$0.50

RWSA (PURCHASE OF DRINKING WATER)



\$0.28

CITY OPERATIONS AND MAINTENANCE



\$0.20

CITY DEBT SERVICE
(INFRASTRUCTURE)



\$0.02

CUSTOMER SERVICE
& BILLING

FY'24 Budget

\$16,987,217

Usage Rate

Water rates are proposed to increase by \$5.42 per 1,000 cf based on the amount of water used (7.8% increase).



Impact on the Customer

The impact on a customer's bill will depend on how much water is consumed. The average single-family household uses 400 cf/month (2,992 gallons/month; approximately 100 gallons/day). To the extent an individual customer's usage differs from the average will determine the impact of the proposed rate on their bill. The table below shows the monthly impact on water customers at different amounts of usage.

	Water Use (cf per month)	Current Composite Water (per 1,000 cf)	Current Water Usage (charge per month)	Proposed Composite Water (per 1,000 cf)	Proposed Water Usage (charge per month)	\$ Change	% Change
Minimal User (10 th Percentile)	140	\$69.75	\$9.76	\$75.17	\$10.52	\$0.76	7.79%
Small User (25 th Percentile)	250	\$69.75	\$17.44	\$75.17	\$18.79	\$1.35	7.74%
Median User (50 th Percentile)	400	\$69.75	\$27.90	\$75.17	\$30.07	\$2.17	7.78%
Large User (75 th Percentile)	610	\$69.75	\$42.55	\$75.17	\$45.85	\$3.30	7.76%
High Volume User (90 th Percentile)	880	\$69.75	\$61.38	\$75.17	\$66.15	\$4.77	7.77%

Wastewater Rates

Where your Wastewater Dollar goes ...



\$0.56

RWSA (PURCHASE OF WASTEWATER TREATMENT)



\$0.25

CITY OPERATIONS AND
MAINTENANCE



\$0.17

CITY DEBT SERVICE
(INFRASTRUCTURE)



\$0.02

CUSTOMER SERVICE
& BILLING

FY'24 Budget

\$16,718,897

Usage Rate

Wastewater usage rates are proposed to increase by \$4.54 per 1,000 cf based on the amount of water used (5.4% increase).



Impact on the Customer

The impact on a customer's bill will depend on how much water is consumed. The average single-family household uses 400 cf/month (2,992 gallons/month; approximately 100 gallons/day). To the extent an individual customer's usage differs from the average will determine the impact of the proposed rate on their bill. The table below shows the monthly impact on wastewater customers at different amounts of usage.

	Water Use (cf per month)	Current Wastewater (\$ per 1,000 cf)	Current Wastewater Usage (charge per month)	Proposed Wastewater Rate (\$ per 1,000 cf)	Proposed Wastewater Usage	\$ Change	% Change
Minimal User (10 th Percentile)	140	\$83.80	\$11.73	\$88.34	\$12.37	\$0.64	5.46%
Small User (25 th Percentile)	250	\$83.80	\$20.95	\$88.34	\$22.09	\$1.14	5.44%
Median User (50 th Percentile)	400	\$83.80	\$33.52	\$88.34	\$35.34	\$1.82	5.43%
Large User (75 th Percentile)	610	\$83.80	\$51.12	\$88.34	\$53.89	\$2.77	5.42%
High Volume User (90 th Percentile)	880	\$83.80	\$73.74	\$88.34	\$77.74	\$4.00	5.42%

Water & Wastewater

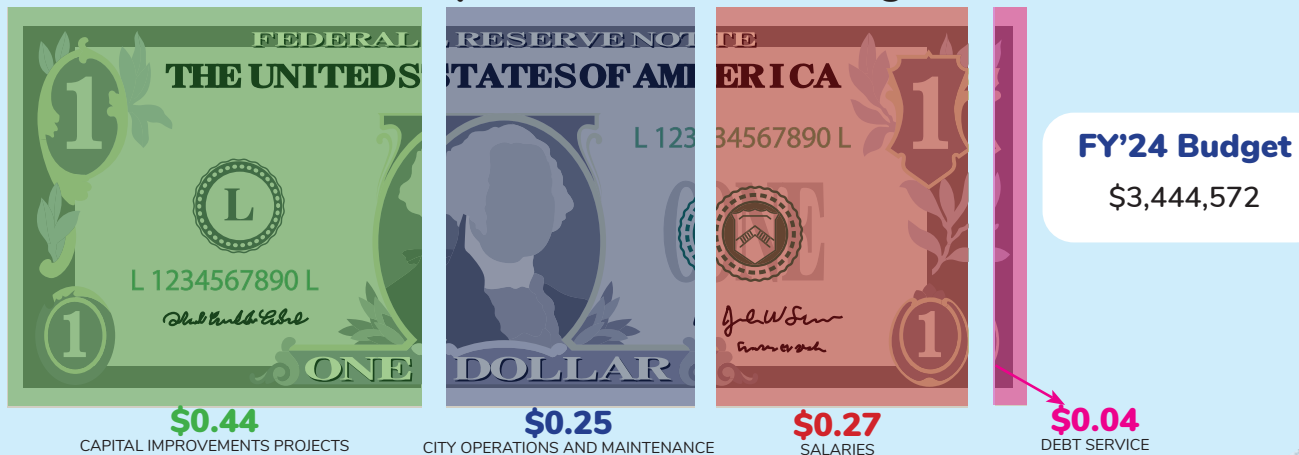
Monthly Service Charge

The monthly service charges for water and wastewater are proposed to change. The monthly service charges will increase to \$6.50 for water and \$6.50 for wastewater for a 5/8" meter. Approximately 95% of customers have a 5/8 meter. The proposed combined monthly service charges for water and sewer are as follows:

Water Meter Size (in inches)	Current	Proposed	\$ Change
5/8	\$ 11.00	\$ 13.00	\$2.00
1	\$ 27.50	\$ 32.50	\$5.00
1 1/2	\$ 55.00	\$ 65.00	\$10.00
2	\$ 88.00	\$ 105.00	\$17.00
3	\$176.00	\$208.00	\$32.00
4	\$ 275.00	\$ 325.00	\$50.00
6	\$ 550.00	\$ 650.00	\$100.00
14	\$ 3,602.50	\$ 4,257.50	\$655.00

Stormwater Rates

Where your Stormwater Dollar goes ...



Stormwater rates are proposed to remain constant for the coming year at \$1.20 per 500 square feet of impervious surface (or part thereof) per month.

Stormwater fees are billed concurrently with real estate tax assessments and are due in June and December.

Modernize and maintain infrastructure integrity while pursuing environmental stewardship.

As part of the larger Water Resources Protection Program (WRPP), the City has adopted a stormwater utility fee to provide a dedicated and stable source of funding for stormwater management activities. Funds received are used to help the City comply with federal and state stormwater regulations, rehabilitate the City's aging stormwater infrastructure, address drainage and flooding problems, and pursue environmental stewardship.

Impact on the Customer

The stormwater utility fee is charged to property owners based on the amount of impervious area on their property (areas covered by hard surfaces, such as: buildings, concrete, gravel, etc.).

An example fee calculation is provided below:

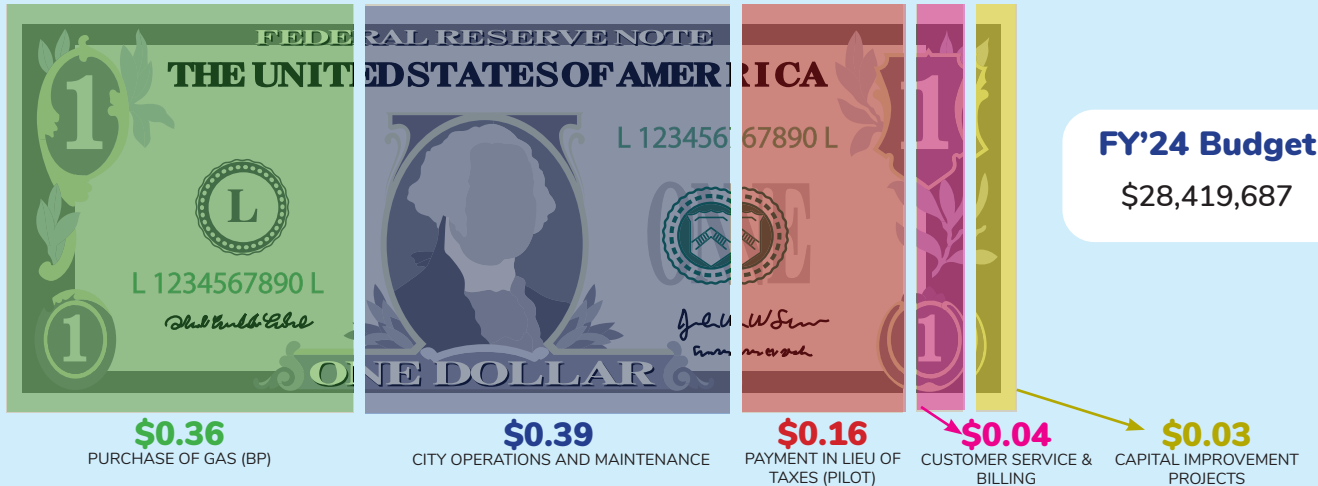


Example Fee Calculation

- Total impervious area (house and driveway): 2,100 SF
- Divide by 500 square feet: $2,100 / 500 = 4.2$ billing units
- Round to the next whole number: 4.2 rounds to 5 billing units
- Multiply the number of billing units by the rate (\$1.20 per billing unit per month) to determine annual fee: $5 \times \$1.20 \times 12 = \72 annual fee, billed \$36 due in June and December

Gas Rates

Where your Natural Gas Dollar goes ...



Usage Rate

Gas rates are proposed to increase for all natural gas customers. For the average residential gas customer, gas rates are proposed to increase by 7.11%.



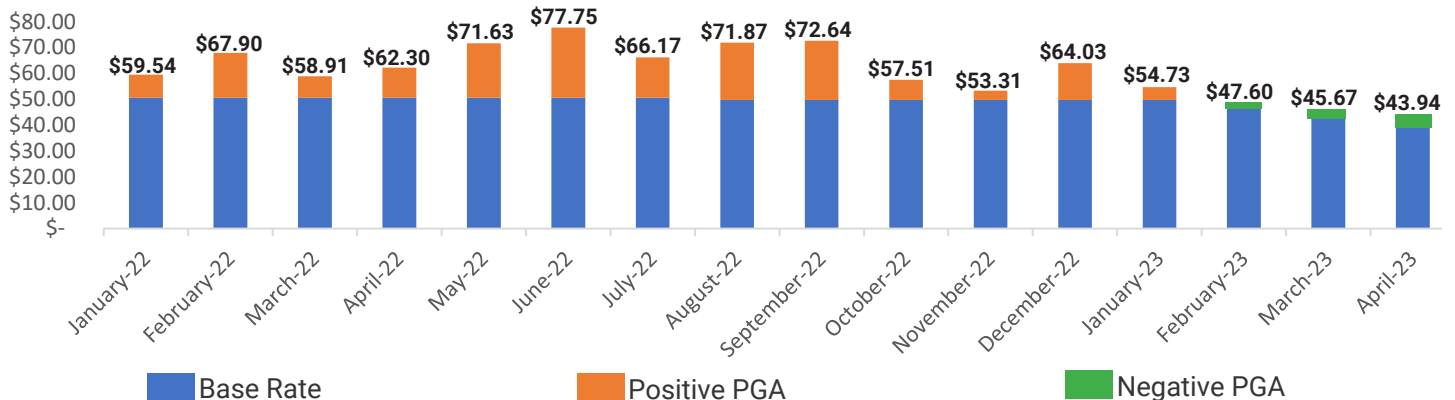
Impact on the Customer

The impact on a customer's bill will depend on the volume of gas that the customer uses. The average single family household uses 4,600 cubic feet of natural gas per month. The table below shows the monthly impact on gas customers at different amounts of usage. The base rate is set on July 1st each year. This base rate is calculated using the cost of gas at that time.

	Gas Used (cf per month)	Current Monthly Gas Bill with Most Recent PGA	Proposed Monthly Gas Bill with Most Recent PGA	\$ Change	% Change
Minimal User	4,000	\$43.45	\$46.47	3.02	6.95%
Average User	4,600	\$48.27	\$51.70	3.43	7.11%
Large User	20,000	\$165.50	\$178.63	13.13	7.93%
High Volume User	60,000	\$468.35	\$506.39	38.04	8.12%

However, gas is purchased throughout the year and the cost per cubic foot of natural gas varies by month due to various factors (weather, economics, etc.) which are hard to predict, as shown below for the past 18 months. The purchased gas adjustment (PGA) acts as a "true up" to account for the differences between the current market cost of gas and the gas cost used to calculate the base rate. This ensures that customers are not over or underpaying and that the City is not over or under collecting.

Average Residential Customer Gas Bill with PGA



Utilities Operations Overview



FY2024

The Charlottesville Department of Utilities provides the Charlottesville community with safe and reliable natural gas, drinking water, and wastewater services at a reasonable cost in an environmentally responsible manner.

Core Programs & Services

Department-Wide

- **Utility Location Oversight**
Protecting infrastructure & critical facilities, including utility locating: **20,791** tickets in 2022.
- **24/7/365 Utilities Call Center**
The Utilities Call Center handles approximately **25,000** calls per year.
- **Customer Service**
Last year, we processed **7,116** Move-ins and **7,013** Move-outs.
- **Online Bill Pay Services**
In October 2021, we launched a new bill pay portal. To date, **4,050** customers have registered for Autopay, and **9,647** customers receive paperless billing.
- **Emergency Operations**
Emergency response to water and gas leaks as well as sewer backups. Over **600** leaks checked per year.
- **GIS Mapping and Maintenance**
36,739 feet of utility lines entered and **580** CCTV videos cataloged last year.
- **Meter Reading and Maintenance**
We performed **483,751** meter readings including **2,060** implausible meter readings and **799** ERT replacements in 2022.
- **Development Site Plan Review**
Our engineers reviewed and followed the implementation of **190** site plans in 2022.

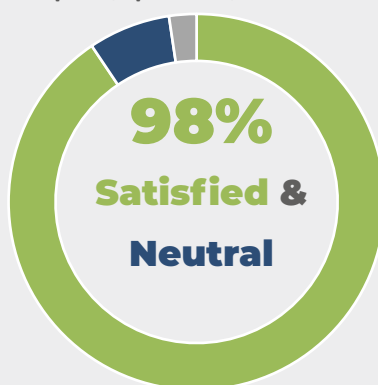
Customer Satisfaction

Experience Interacting with Utilities Department Staff (% Satisfied)*

Ease of contacting
department staff



Overall responsiveness to your
request, question, or concern



How satisfied are you with the new
Utility Billing Online Payment Portal?



*Department of Utilities Customer Satisfaction Survey - SurveyMonkey – February, 2023



Water Distribution & Wastewater Collection



Water & Wastewater by numbers



14,800
CUSTOMERS
SERVED



4.6 million
GALLONS OF WATER
PROVIDED DAILY



179 miles
OF WATER
MAINS



169 miles
OF WASTEWATER
MAINS



8,302
WORK ORDERS
COMPLETED

Water Quality

- The quality of our drinking water meets and exceeds all regulatory requirements and expectations for safety and reliability. A water quality report is prepared annually and is available online.
- Cross-contamination:
 - The situation in which water flows in a direction that is opposite from the intended flow is called backflow and presents a serious hazard to our water supply.
 - The City's Department of Utilities currently maintains inspection records for **935 backflow devices** in an effort to protect and provide the highest quality water to the City residents.

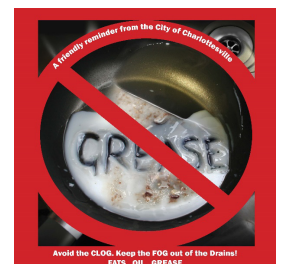


Water Loss Prevention

- Meter testing and replacement program:
 - Over **329** large water meters have been replaced since the program's inception.
- Annual system-wide leak detection survey:
 - In 2022, **14 leaks** totalling **502,560 GPD** were detected and repaired.
- Ultrasonic meter installation:
 - Is more accurate and measures low flow rates.

Fats, Oils, and Grease Program

- The City of Charlottesville prohibits the discharge of fats, oils, and grease (FOG) down the drain into the City's wastewater system.
- The City of Charlottesville maintains an active FOG program that routinely inspects and advises best management practices to over **300 city food service establishments** on an annual basis on how to properly dispose of FOG.
- We provide FOG Kits to residents to help properly dispose fats, oils, and grease from cooking.



Water & Wastewater Asset Management

- Water main replacement program:
 - **8,900 linear feet** in 2022 and **120,954 linear feet** of water lines have been replaced since 2010 (**12.8%** of the entire water system).
 - Total construction cost: **\$30.6 million**
- Water service line replacement:
 - **4,705 linear feet** in 2022 and **52,218 linear feet** of water services have been replaced since 2010 (**16.5%** of the City-owned water services).
- Wastewater main rehabilitation program:
 - **22,986 linear feet** of wastewater lines were rehabilitated or replaced in 2022 and over **343,728 linear feet** of main have been rehabilitated or replaced since the program's inception in 2009 (**38.5%** of the wastewater system).
 - Total construction cost: **\$33.6 million**
- Manhole rehabilitation or replacement:
 - **1,190 manholes** have been rehabilitated or replaced since the program's inception (**20.7%** of the City's wastewater manholes).



Customer Satisfaction

In our recent Utilities Customer Satisfaction Survey, our customers show high levels of satisfaction with the dependability of our services.

Reliability of water service to your home



Reliability of sewer service to your home



Rate the value that you pay for your water service



Rate the value that you pay for your sewer service



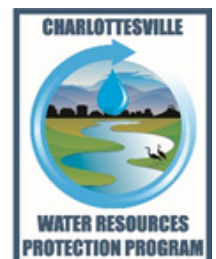
Also in this survey, the vast majority of our customers rated the value of their water and sewer service as fair and above (good and excellent).



Stormwater CIP

Stormwater Asset Management

- Utilities has had an active Stormwater Conveyance System Rehabilitation Program since 2010.
- Stormwater rehabilitation program:
 - **6,250 linear feet** of stormwater lines rehabilitated or replaced in 2022 and **77,695 linear feet** rehabilitated or replaced (**11.3%** of the system since the program's inception).
 - Total construction cost: **\$11.8 million**
- Structure rehabilitation or replacement:
 - **454 structures** rehabilitated or replaced since the program's inception (**5.4%** of the system's storm structures).





Gas System

Natural Gas by numbers



21,300
CUSTOMERS
SERVED



343 miles
GAS MAIN
LINES



303 miles
GAS SERVICE
LINES



32
REGULATOR
STATIONS



10,945
WORK ORDERS
COMPLETED

Greenhouse Gas Reduction Strategy

Adoption of a three-pronged strategy to help reduce greenhouse gas emissions (GHG) in our community due to natural gas usage.

1) Energy-efficiency programs:

- Energy-Saving Trees – this partnership with the Arbor Day Foundation provided **200 free trees** to Charlottesville Utilities customers to strategically plant on their property, delivering energy-and cost-saving benefits.
- Popular energy-efficiency rebates include **\$100 Programmable Thermostat** and **\$300 Attic Insulation** rebates.
- Charlottesville Gas Energy Efficiency Program – offers energy efficiency upgrades at **no cost to income-qualified households**, with **136 gas customers** benefitting from the program since its launch.

2) Carbon offset program:

- This program allows Utilities to invest in various carbon sequestration projects all over the world. Charlottesville Gas currently **offsets 25%** of its emissions through this program.

3) Updated Infrastructure:

- Charlottesville Utilities was awarded a **\$7.1 million grant** from the Natural Gas Distribution Infrastructure Safety and Modernization program, part of the broader Bipartisan Infrastructure Law, to replace Utilities' last remaining section of legacy cast iron pipes helping to strengthen the system's resiliency and reduce methane emissions.



Decarbonization Study

- The Decarbonization Study will help Charlottesville Utilities to responsibly and accurately determine how the gas utility can be part of the solution in achieving Community Climate Action goals of a **45% reduction** in community wide GHGs **by 2030** and **carbon neutrality by 2050**. The Study will evaluate several pathways and their impact on emissions, reliability of service, and cost to customers.

In our recent Utilities Customer Satisfaction Survey, our customers show high levels of satisfaction with access to gas service, and value of natural gas.

How important is it to have gas available to your home?



Rate the value that you pay for your natural gas service



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



Agenda Date:	June 5, 2023
Action Required:	Resolution approval
Presenter:	Michael Rogers, City Manager
Staff Contacts:	Michael Rogers, City Manager
Title:	Consenting to City Manager's appointment of City Attorney (1 reading)

Background

City Attorney Lisa Robertson ended her employment with the City of Charlottesville on December 22nd, 2022. The City Manager engaged the firm of Sands Anderson to provide City Attorney services on an interim basis while a search was conducted for City Attorney candidates. The city manager did not rely on an outside consulting or recruitment firm to assist with this search.

Discussion

The position was posted on the City Website and listed through other advertising vehicles used by the Department of Human Resources. We received several applications. After review, the City Manager determined that there were five candidates whose backgrounds merited interviews. The City Manager formed an executive interview panel which consisted of Mayor Snook, Clerk of Circuit Court Llezelle Dugger, Commonwealth's Attorney Joe Platania, Deputy City Manager Ashley Marshall, Deputy City Manager Sam Sanders, Chief Michael Kochis, and Andrew McRoberts and Pam O'Berry from Sands Anderson.

The candidates each participated in a 90-minute interview with 17 questions posed by the Committee. The committee was asked to rate each candidate's responses from 1-5. There was a clear separation among candidates based on their experience.

Jacob Stroman was highly rated and the City Manager recommends that Council approve the appointment of Jacob Stroman as City Attorney, effective June.

Mr. Stroman's resume is attached. Most recently, Mr. Stroman served as City Attorney for the City of Chesapeake, Virginia, and has served as County Attorney for Spotsylvania County, Ilse of Wright, and Gloucester, Virginia. He served as President of the Local Government Attorneys Association of Virginia. He brings a wealth of experience to the role of City Attorney and the City of Charlottesville will benefit tremendously.

Alignment with City Council's Vision and Strategic Plan

N/A

Community Engagement

N/A

Budgetary Impact

N/A as this role is already budgeted for.

Recommendation

It is recommended that the council vote affirmatively on the appointment of Jacob Stroman as City Attorney.

Alternatives**Attachments**

1. Resolution to appoint city attorney
2. Jacob P. Stroman Resume for Council Meeting

RESOLUTION
to Appoint City Attorney

WHEREAS, the Code of the City of Charlottesville, Article V. Section 2-211 states that the City Manager is authorized to appoint a City Attorney with the advice and consent of the city council; and

WHEREAS, the Interim City Manager, conducted a search for candidates for the position of City Attorney and included the senior government attorneys in the interview of the candidates; and

WHEREAS, the Council participated in the interviews of the candidates and provided feedback to the Interim City Manager; and

WHEREAS, the Interim City Manager recommends the appointment of Jacob P. Stroman, an experienced city attorney who most recently served as city attorney of Chesapeake, Virginia, as well as county attorney for several counties in the State, and worked for the Office of the State Attorney General and the State Supreme Court;

NOW, THEREFORE, BE IT RESOLVED that the Charlottesville City Council approves the appointment of Jacob P. Stroman as Charlottesville City Attorney, as recommended by the Interim City Manager.

EDUCATION:

A.B., cum laude, Princeton University Major: Undergraduate Program, Princeton School of Public and International Affairs; Honors and Activities: Dewitt Clinton Poole Memorial Scholarship Prize (for thesis research); Ralph G. Treen Memorial Scholarship Prize (for academic excellence and leadership); co-founder and first state chairman, New Jersey Independent Students' Association; Varsity Fencing Team; Class Delegate, Undergraduate Student Government.

J.D., University of Virginia School of Law; Activities: National Moot Court Team; Lile Moot Court Competition; Phil Delta Phi; faculty research assistant.

JUDICIAL CLERKSHIP:

Law Clerk to the Honorable A. Joe Fish, United States District Court for the Northern District of Texas: Drafted opinions on motions, bench trials and jury instructions; provided recommendations on criminal sentencings.

PROFESSIONAL EXPERIENCE:

2018- 1/2023: Chesapeake City Attorney: As City Attorney, my responsibilities included serving as the chief legal officer of the City. I oversee a staff of 15 lawyers and six support staff. My duties included representation of the City's Department of Utilities including drafting amendments to the City's utilities ordinances, procurement utilities services and drafting utilities contracts, negotiating utilities easements, and drafting legislation regarding the City's pro rata program. I also represented the City in all real estate matters, including purchases and sales of land. I provided tax opinions and represent City officials including the Commissioner of the Revenue in tax cases. I represented the City in codes enforcement matters. I oversaw all litigation matters, including civil rights, labor and employment disputes, land use, construction and contracts litigation. I conducted investigations of all types involving alleged misconduct by City employees, and I regularly provided opinions on Conflict-of-Interest Act issues for members of City Council, City employees and members of City boards and commissions. I oversaw the revision of the City's contract forms. In addition, I oversaw, and actively represented the City in public procurement matters. I regularly made presentations to the City Council in closed meetings, and I also participated in presentations in open meetings as well. I was responsible for Freedom of Information Act compliance, and I regularly provided FOIA training to the City Council and City staff. I negotiated a host of agreements for the City from an economic development transaction involving a Fortune 200 company to resolution of quality-of-life issues for citizens. I oversaw the preparation of all city ordinances and resolutions.

2017-2018: Senior Assistant Attorney General/Chief of the Construction Section: As Construction Section Chief, I lead the section of the Attorney General's Office which oversees construction and related issues for all agencies of the Commonwealth. Our responsibilities included construction litigation, contract forms and other issues including prequalification. Our clients included the Virginia Department of Transportation, the Department of Military Affairs, and public colleges and universities. Our projects included legal assistance to the Virginia Port Authority on contracts

exceeding \$500 million, a \$140 million I-64 expansion project in Newport News and the Institute of Contemporary Art at Virginia Commonwealth University. We have redrafted all major contract forms for VDOT and the Department of General Services. Our section handled lawsuits and administrative claims exceeding \$50 million in which our clients paid out just \$5 million. We reviewed and commented on General Assembly bills, and successfully lobbied the General Assembly on a key bill which would have adversely affected the running of statutes of limitation against the Commonwealth.

2014-2017: Inland Marine Practice Leader, Americas, Allianz Global Corporate and Specialty: As Inland Marine Practice leader, I was responsible for developing policy forms for over 100 Inland Marine coverages in the United States and Canada generating over \$500 million in premium annually. The bulk of this business related to construction and transportation. My duties included responsibility for regulatory approval of these policy forms in all 50 states, the District of Columbia, and Puerto Rico, so I interacted with state regulatory agencies throughout the country. I provided support to the Compliance Department in responding to complaints filed in state departments of insurance, in addition to privacy notice issues, subpoenas and orders of forfeiture. In addition, my responsibilities encompassed working with underwriters to develop programs. I worked on and a variety of contract issues for AGCS, including contracts with outside vendors and broker agreements. My duties also included providing educational training for approximately 100 underwriters throughout the country. I advised the Claims Department on settlement and litigation of claims as well as evaluation of appropriate claims reserves.

2013-2014: Chief Staff Attorney, Supreme Court of Virginia: As Chief Staff Attorney, I had overall responsibility for processing petitions for writs of certiorari, original jurisdiction matters including petitions for habeas corpus and direct appeals. I reviewed and edited all memoranda generated by my office for the Court. I also assisted the Court with a variety of special projects including a review of the Virginia Rules of Criminal Procedure. This project included analysis of comments from the prosecution and defense bars and recommendations to the Court for changes to those rules. I was responsible for management of all staff attorneys, law clerks, and support staff in the office. **2006-2013: County Attorney, Spotsylvania, Virginia.** As County Attorney, I represented the Board of Supervisors, the Planning Commission, constitutional officers, county agencies, and county employees. I had supervisory responsibility for all attorneys and paralegals in the office. Areas of practice included workers' compensation, insurance, litigation, construction, real estate, contracts, land use, public finance, and labor and employment. I provided contract review and approval of all County contracts. I had responsibility for compliance with federal and state laws and regulations. I also provided training to staff in various areas. I drafted a major revision of the County's Human Resources Manual. I developed a comprehensive Public-Private Partnership Agreement for use in various capital improvement projects within the County. I assisted the Board of Supervisors in the development of its legislative agenda, and lobbied members of the General Assembly in support of that agenda. I reviewed legislation of interest to the Board, and drafted legislation for consideration by the General Assembly at the Board's request. Noteworthy litigation during my tenure included the successful enforcement of a performance bond for construction of a new fire station, the successful defense of the County in a condemnation action involving a new public safety building, and the successful defense of the Board of Supervisors in a FOIA lawsuit.

2006-2013: County Attorney, Spotsylvania County, Virginia: 2006-2013: As County Attorney, I represented the Board of Supervisors, the Planning Commission, constitutional officers, county agencies, and county employees. I had supervisory responsibility for all attorneys and paralegals in the office. Areas of practice included workers' compensation, insurance, litigation, construction, real estate, contracts, land use, public finance, and labor and employment. I provided contract review and approval of all County contracts. I had responsibility for compliance with federal and state laws and regulations. I also provided training to staff in various areas. I drafted a major revision of the County's Human Resources Manual. I developed a comprehensive Public-Private Partnership Agreement for use in various capital improvement projects within the County. I assisted the Board of Supervisors in the development of its legislative agenda, and lobbied members of the General Assembly in support of that agenda. I reviewed legislation of interest to the Board, and drafted legislation for consideration by the General Assembly at the Board's request. Noteworthy litigation during my tenure included the successful enforcement of a performance bond for construction of a new fire station, the successful defense of the County in a condemnation action involving a new public safety building, and the successful defense of the Board of Supervisors in a FOIA lawsuit.

2002-2006: County Attorney, Isle of Wight, Virginia: As County Attorney, I represented the same clients as I did in Spotsylvania, and my practice areas were essentially the same. In addition, I represented the County as a voting member of the Western Tidewater Water Authority. Noteworthy litigation during my tenure included the successful defense of the County in a suit brought by a large developer over utility connection fees, as well as a construction dispute involving a new fire station.

1999-2002: County Attorney, Gloucester, Virginia: My client base and practice were essentially the same as the two positions discussed above, but also included representation of the County School Board. Noteworthy litigation during my tenure included the successful defense of the County's Zoning Ordinance in a suit brought by the Virginia Manufactured Housing Association. **1993-1999: Deputy City Attorney, Norfolk, Virginia:** My practice encompassed litigation, contracts, torts, civil rights, labor and employment, education, water and wastewater, utilities, bankruptcy, public procurement and health care. I served as General Counsel of Lake Taylor Hospital. My duties also encompassed a variety of administrative proceedings and personnel investigations on behalf of the City. Noteworthy litigation included the successful defense of the Norfolk Public Schools' random search policy in state and federal courts (including a successful appeal to the Fourth Circuit Court of Appeals); successful representation of City departments in numerous public procurement cases; and the successful defense of the City in a civil rights attorney's fee case culminating in a published opinion in the United States Court of Appeals for the Fourth Circuit. **1990-1993: Senior Associate, Williams, Mullen, Richmond, Virginia:** My practice included insurance defense, construction, banking, contracts, torts and bankruptcy litigation in state and federal courts. I also represented clients in administrative proceedings in employment and civil rights matters.

1993-1999: Deputy City Attorney, Norfolk, Virginia: My practice encompassed litigation, contracts, torts, civil rights, labor and employment, education, water and wastewater, utilities, bankruptcy, public procurement and health care. I served as General Counsel of Lake Taylor Hospital. My duties also encompassed a variety of administrative proceedings and personnel investigations on behalf of the City. Noteworthy litigation included the successful defense of the Norfolk Public Schools' random

search policy in state and federal courts (including a successful appeal to the Fourth Circuit Court of Appeals); successful representation of City departments in numerous public procurement cases; and the successful defense of the City in a civil rights attorney's fee case culminating in a published opinion in the United States Court of Appeals for the Fourth Circuit.

HONORS AND ACTIVITIES:

"Leader in the Law" Award, *Virginia Lawyers Weekly*
Special Achievement Award, Virginia State Bar
Special Project Award, Local Government Attorneys of Virginia, Inc.
President, Local Government Attorneys of Virginia, Inc.
Author, "Time is Money: Preserving Delay Claims in Virginia State Contracts", Vol. 66, No. 5, February, 2018
Legislative Study Committee on Manufactured Housing, Virginia General Assembly Member
James Kent Inn of Court
Presenter on numerous local government law topics to the Virginia Municipal League, the Virginia Association of Counties and the Local Government Attorneys of Virginia
Administration of Government Committee, Virginia Association of Counties
Vice President, Treasurer, Secretary and member of the Board of Directors, Local Government Attorneys of Virginia, Inc.
Princeton University Alumni Schools Committee
Chairman, Pro Bono Committee, Local Government Attorneys of Virginia, Inc.
Chairman, Spring and Fall Conference Committees, Local Government Attorneys of Virginia, Inc.
Co-Chair, Outreach Committee, American Bar Association Young Lawyers Division
St. Pius X School Board
Title I Advisory Committee, Norfolk Public Schools
Inland Marine Underwriters' Association Legislative Committee

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



Agenda Date:	June 5, 2023
Action Required:	Motion to Approve a Certificate of Appropriateness, or Motion to Deny a Certificate of Appropriateness
Presenter:	Jeffrey Werner, Historic Preservation and Design Planner
Staff Contacts:	Jeffrey Werner, Historic Preservation and Design Planner
Title:	Appeal of BAR (Board of Architectural Review) denial of Certificate of Appropriateness for Demolition of an Individually Protected Property at 104 Stadium Road. BAR # 22-02-03. (discussed and deferred on May 15)

Background

Certificate of Appropriateness Application - Demolition

BAR # 23-02-03

104 Stadium Road, TMP 160002000

Individually Protected Property

Owner: Woodrow Too, LLC

Applicant: Subtext Acquisitions, LLC

Project: Demolition of structure

On May 15, 2023, City Council reviewed the appeal of the Board of Architectural Review vote on February 22, 2023 BAR to deny a requested CoA for demolition of the house and gardens at 104 Stadium Road, pursuant to the details set forth within City application BAR 22-02-03. (See item #16:

<https://charlottesvilleva.portal.civicclerk.com/event/1642/overview>)

Following Council's review and discussion, including presentations by staff, the appellant (Subtext Acquisitions, LLC), and the BAR chair, Councilor Pinkston moved to approve the demolition CoA, for which there appeared majority support; however, it was decided to defer formal action, allowing counsel to revise the draft resolution (Attachment 6 of the May 15, 2023 staff report), primarily to edit the wording of the three conditions of approval.

Discussion

The revised resolution (Attachment 1) approves the requested demolition CoA for 104 Stadium Road, incorporating the three conditions of approval discussed by Council on May 15, 2023.

Alignment with City Council's Vision and Strategic Plan

(See Agenda Memo for item #16 on Council's May 15, 2023 meeting agenda:

<https://charlottesvilleva.portal.civicclerk.com/event/1642/overview>)

Community Engagement

(See Agenda Memo for item #16 on Council's May 15, 2023 meeting agenda:
<https://charlottesvilleva.portal.civicclerk.com/event/1642/overview>)

Budgetary Impact

None.

Recommendation

If City Council agrees with the updates, the resolution (Attachment 1) should be approved, thereby approving with conditions the requested demolition CoA for 104 Stadium Road.

Alternatives

Refer to resolutions in: [Attachment 6 - May 15 2023 - 104 Stadium Road appeal](#)

Attachments

1. Attachment 1 - Resolution of Approval of a Certificate of Appropriateness for Demolition of the House and Gardens at 104 Stadium Road

**RESOLUTION OF APPROVAL OF A CERTIFICATE OF APPROPRIATENESS FOR
DEMOLITION OF THE HOUSE AND GARDENS AT 104 STADIUM ROAD**

WHEREAS, on January 27, 2023, Subtext Acquisitions, LLC (Applicant) on behalf of Woodrow Two, LLC, the owner of certain land identified within City real estate assessment records by Parcel Identification numbers 160002000 and currently addressed as 104 Stadium Road (Property), requested a Certificate of Appropriateness (CoA) for the demolition of the house and gardens on the Property (Requested CoA);

WHEREAS, per City Code §34-273 and §34-274, in 2011 the Property was designated by City Council an Individually Protected Property (IPP), therefore, per City Code §34-277, its demolition is subject to review by the City's Board of Architectural Review (BAR) and requires approval of a CoA, and;

WHEREAS, on February 22, 2023, in a motion approved 6-0, the BAR denied the Requested CoA, stating it had "considered the standards set forth within the City Code, including the BAR's design guidelines and the standards for considering demolitions" and "the proposed demolition of the house and gardens at 104 Stadium Road does not satisfy the BAR's criteria and guidelines and is not compatible with this property" and, in its discussion, stating the reasons for denial, and;

WHEREAS, on March 9, 2023, as permitted by City Code §34-285(b), the Applicant appealed to City Council the BAR's denial of the Requested CoA (Appeal), and;

WHEREAS, on May 15, 2023, per City Code §34-314(c), following a review of the Appeal, the Project, and the Application, and having considered relevant information and opinions, including the BAR's determination, the City Staff Report, and the City's ADC District design guidelines and the City's standards for considering demolitions (City Code §34-278), this Council determined the requested demolition at 104 Stadium Road satisfies the design guidelines and review criteria, and is compatible with this property.

BE IT RESOLVED by the Council for the City of Charlottesville, Virginia that, pursuant to the conditions below, a Certificate of Appropriateness is hereby approved for the requested demolition at 104 Stadium Road.

Approval of certificate of appropriateness is expressly conditioned upon the occurrence of the following before issuance of a demolition permit:

1. Building and gardens be documented thoroughly through photographs and measured drawings according to the Historic American Building Standards, information should be retained by City of Charlottesville's Department of Neighborhood Development Services and Virginia Department of Historic Resources;

2. Approval of a design-review CoA for new construction on the parcel as a contiguous element of the proposed multi-lot development ~~the building's replacement~~ to ensure that the building is not demolished without an appropriate and City-approved replacement, and issuance of site plan and building permit for construction of such replacement.
3. After the foregoing conditions are accomplished, if the IPP designation has not previously been removed by appropriate action of Council, whether before or after demolition, but no later than 30 days after demolition, applicant will ~~petition the request~~ City Council initiate ~~for~~ a zoning ordinance amendment per City Code § 34-274 to ask ~~that delete the property be deleted~~ from the protected property list by zoning text and map amendment.

Approved by Council
_____, 2023

Kyna Thomas, MMC
Clerk of Council

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



Agenda Date:	June 5, 2023
Action Required:	Approve Resolution
Presenter:	Alexander Ikefuna, Director of Community Solutions, Samuel Sanders, Jr., Deputy City Manager
Staff Contacts:	Samuel Sanders, Jr., Deputy City Manager Alexander Ikefuna, Director of Community Solutions John Sales
Title:	Appropriating Charlottesville Supplemental Rental Assistance program (CSRAP) funding (FY23) for use in acquisition of property - \$137,500 (1 of 2 readings)

Background

Council provides \$900,000 per year for the Charlottesville Supplemental Rental Assistance Program (CSRAP). There was a surplus in FY22 that produced a balance of \$1.9 million this fiscal year. CRHA projects the current monthly rental subsidy requires \$50,000 per month. That figure annualized is \$550,000 through June 2023. Based on this projection, the CSRAP account is sufficient to cover the request for \$137,500 to acquire 100 Harris Road without any additional funding needed from the city.

This is a continuation of Council's desire to acquire units of naturally occurring affordable housing that will not remain if placed on the market. The loss of a long-term affordable unit is the priority for pursuing this purchase.

Discussion

CRHA has an opportunity to acquire a single family unit of naturally occurring affordable housing that is being prepared to be placed on the market and will likely no longer be affordable after purchase. CRHA is requesting the city permit the use of \$137,500 from the FY23 CSRAP appropriation be re-appropriated to be used for acquisition of 100 Harris Road. Currently, the unit is occupied by a tenant of more than 20 years with a rent of \$750 per month. A sale and conversion to market rate will lead to displacement of an elderly resident.

Property information:

100 Harris Road
Assessed Value: \$369,000/Expected Sales Price: \$275,000
Single-Family Home/3 Bedrooms/2 bath
Currently renting for: \$750/month
Market: \$1200-1800/month

This unit will be added to the City Housing Portfolio being managed by CRHA, along with the previously acquired Coleman, Montrose, and the soon to be added to the Dogwood Properties Portfolio. This transaction would also be the only remaining transaction using currently available CSRAP funding. Any additional consideration of reuse of CSRAP funding would need to be determined by the Council as a revision to the annual appropriation of \$900,000 which is deemed in excess of what is needed to support the annual program.

Alignment with City Council's Vision and Strategic Plan

Affordable Housing Plan Guiding principles: Racial equity, regional collaboration and comprehensive approach,

Comprehensive Plan Guiding Principles

- Equity & Opportunity – All people will be able to thrive in Charlottesville.
- Community Culture and Unity – Charlottesville's rich and diverse culture and form will be celebrated, and the entire community will feel welcomed, valued and respected.

Strategic Plan (2018-2020) Goals: Goal 1.3 to increase affordable housing options, Goal 1.5 to intentionally address issues of race and equity; and Goal 5.4 to foster effective community engagement.

Community Engagement

There have been several community engagement meetings and activities conducted as part of the comprehensive plan update and affordable housing planning process. City staff have also been engaged with CRHA on a regular basis regarding redevelopment activities, including exploring proactive ways to spur affordable housing; one of which is this proposal to acquire 100 Harris Road for sustainable and permanent affordable housing.

Budgetary Impact

The requested \$137,500 has been approved within the City Council's FY23 Budget for use by CRHA in the CSRAP Program. The attached Resolution would allow the FY23 budgeted CSRAP funding to be reduced by \$137,500 and allow that same amount of money to be transferred to CRHA for use in the acquisition of a single family unit at 100 Harris Road.

Recommendation

The City Manager and staff recommend that the City Council approve the proposed request to use part of CSRAP fund for the acquisition of 100 Harris Road by CRHA, to be deed-restricted permanently, as units of affordable housing.

Recommended motion: *"I move the RESOLUTION appropriating \$137,500 of the FY2023 CSRAP budget allocation to be used by CRHA for the acquisition of 100 Harris Road as permanent units of affordable housing."*

Alternatives

Council may elect not to approve the recommendations, which would forego the opportunity to ensure that these four currently-affordable units of rental housing could be permanently dedicated as units of affordable housing.

Attachments

1. Resolution Reallocating CSRAP Funds-Harris

RESOLUTION

Appropriating \$137,500 OF THE FY23 CSRAP budget allocation to be used by CRHA for acquisition of 100 Harris Road as permanent units of affordable housing

WHEREAS pursuant to Virginia Code §36-19 (2) and (4) the Charlottesville Redevelopment and Housing Authority has the power and authority to acquire real estate for residential use, and to operate buildings for residential occupancy; and

WHEREAS pursuant to Virginia Code §36-6 and §36-7 the City of Charlottesville is authorized to lend or donate money to CRHA to enable CRHA to carry out its purposes; and

WHEREAS CRHA is requesting the City Council to provide the amount of \$137,500 to fund the acquisition of residential buildings located at 100 Harris Road, and the requested amount of funding is available within the City's FY23 budget for the CSRAP Program; and

WHEREAS City Council desires that its donation of funding be used to acquire dwelling units that will be permanently reserved for use as affordable dwelling units; now, therefore,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CHARLOTTESVILLE THAT the amount of \$137,500 is hereby appropriated from the FY23 Budget for the CSRAP Program, to be donated to the Charlottesville Redevelopment and Housing Authority ("CRHA") for use in acquiring land and buildings (together, "Real Estate") located at 100 Harris Road. It shall be a condition of this donation that, immediately following the recordation of an instrument conveying title to the Real Estate to CRHA, CRHA shall record a covenant restricting the use of the Real Estate to residential uses and requiring that all dwelling units located on the Real Estate will be affordable dwelling units. The City Manager will provide CRHA with a declaration of covenants to accomplish the land use restriction, which shall be executed by CRHA and recorded on the same date as the instrument by which CRHA obtains title to the Real Estate.

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



Agenda Date:	June 5, 2023
Action Required:	Approve the appropriation
Presenter:	Garland Williams, Director of Transit
Staff Contacts:	Garland Williams, Director of Transit
Title:	Appropriating supplemental Federal Transit Administration and State Capital Funding - \$7,323,087 (1 of 2 readings)

Background

Capital Funding - \$7,323,087: The Federal Transit Administration (FTA) and the Virginia Department of Rail and Public Transportation (VDRPT) have awarded the Transit Division of the City of Charlottesville federal and state assistance to support Capital Projects in the operations of public transit services. The Capital Projects include the purchase of an Entry/Exit Gate, Inventory Management Software, Pre-Trip Management Software, Building/Facilities Camera System, two Support Vehicles, Passenger Amenity Improvements, and five buses (one 26-foot and four 35-foot).

Additionally, the funding will support the purchase of A/E (Architectural/Engineering) and NEPA (National Environmental Policy Act) services for the Alternative Fueling Modifications to the Operations Annex Facility and renovations/modifications to the Administration Building. This Capital Funding also includes funding for the Albemarle County Transit Expansion Project (Micro-Transit). The Transit Division has sufficient funds in the budget for the required match of these procurements due to an unallocated balance held in CIP. The local match requirement for the Micro-Transit project will be funded by Albemarle County (\$388,000).

Appropriation of Funds: Capital - \$7,323,087: The FTA has awarded \$1,433,959; VDRPT has awarded \$5,212,499, with a local match of \$676,629.

Transit Grants by Type	FY2023 Budget	Grants Awarded	Change to Appropriation
State Capital Award	\$ -	\$ 5,212,499	\$ 5,212,499
Federal Capital Award	\$ -	\$ 1,433,959	\$ 1,433,959
Local CIP Match (unallocated)	\$ 103,407	\$ 288,629	\$ 185,222

Local County Match	\$ -	\$ 388,000	\$ 388,000
Total Capital Change	\$ -	\$ 7,323,087	\$ 7,323,087
Total Appropriation Request			\$ 7,323,087

Discussion

Alignment with City Council's Vision and Strategic Plan

Approval of this agenda item aligns directly with City Council's vision for Charlottesville as a Connected Community, where the City is part of a comprehensive transportation system that enables citizens of all ages and incomes to easily navigate our community. It also aligns with Strategic Plan Goal 3: A Beautiful and Sustainable Natural and Built Environment, Objective 3.3: Provide a variety of transportation and mobility options.

Community Engagement

Charlottesville Area Transit utilizes the Metropolitan Planning Organization's Public Participation Plan to fulfill its public engagement requirements. This includes an opportunity for members of the public to request a public hearing on Charlottesville Area Transit's Program of Projects. No public hearing was requested through those means. However, due to the amount of change to the Charlottesville Area Transit budget, a public hearing is required prior to appropriation.

Budgetary Impact

There is no impact to the General Fund. Local match requirements for the Capital Assistance is covered through the previously appropriated City contribution from the General Fund and Albemarle County's contribution. Local capital contributions are required in the amount of \$676,629. Matching requirements for these funds are 4% percent, except for the Micro-Transit project whereby Albemarle County is contributing 20%. The Transit division has sufficient funds in the unallocated CIP budget to accommodate the 4% match requirement without additional City funding.

Recommendation

Staff recommends approval and appropriation of funds.

Alternatives

City Council may choose not to appropriate the match funds. Without this appropriation, CAT will not be able accept the federal capital funding as the local match is required for this Federal funding award.

Attachments

1. Resolution_CAT FY2023 Supplemental Appropriation of Federal Funding - Capital (May 1 2023)

**RESOLUTION APPROPRIATING FUNDS FOR
Federal Transit Operating Grants
\$7,323,087**

WHEREAS, The FY22 Federal Capital Grant in the amount of **\$1,433,959** and the State Capital Grant in the amount of **\$5,212,499** have been awarded to the City of Charlottesville with a local match of **\$676,629 (including the local match requirement from Albemarle County of \$388,000)**; the amount of capital grant funds is **\$7,323,087**; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the following is hereby appropriated in the following manner, contingent upon receipt of the grant funds:

Revenue (Capital)

\$1,433,959	Fund: 245	Cost Center: 2804001000	G/L: 431010 Federal Grants
\$5,212,499	Fund: 245	Cost Center: 2804001000	G/L: 430110 State Grants
\$ 288,629	Fund: 245	Cost Center: 2804001000	G/L: 498010 Local Match
\$ 388,000	Fund: 245	Cost Center: 2804001000	G/L: 430230 Albemarle Revenue

Expenditures (Operating)

\$2,369,034	Fund: 245	Cost Center: 2804001000	G/L: 541040 Vehicles
\$4,755,500	Fund: 245	Cost Center: 2804001000	G/L: 541090 Other Contractd Svcs
\$ 198,553	Fund: 245	Cost Center: 2804001000	G/L: 541090 Equipment
\$ 185,222	Fund: 245	Order: 1000014	G/L: 561245 CAT Capital Match

BE IT FURTHER RESOLVED, that this appropriation is conditional upon the receipt of \$1,433,959 from the Federal Transit Administration, \$5,212,499 from the Virginia Department of Rail and Public Transportation, and \$676,629 from local sources.

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



Agenda Date:	June 5, 2023
Action Required:	Appropriating funding received from UVA for Emmet Street and Fontaine Avenue Streetscape Projects
Presenter:	Samuel Sanders, Jr., Deputy City Manager
Staff Contacts:	Samuel Sanders, Jr., Deputy City Manager Michael Rogers, City Manager
Title:	Appropriating funding received from UVA donation to Emmet Street and Fontaine Avenue Streetscape Projects - \$5,000,000 (1 of 2 readings)

Background

In March 2018, the University of Virginia confirmed by letter, a commitment to provide \$5 million in support toward a safer and more bike and pedestrian friendly community. This funding was to support projects in areas adjacent to the University Grounds, as improvements for the safety, security, and walkability. With projects like Brandon Avenue and Ivy Corridor contributing positively to this goal, the desire was for direct collaboration in furthering other projects.

City staff collaborated with their peers at UVA on the Emmet Streetscape and West Main Streetscape projects as they were submitted for consideration of funding through VDOT's Smartscale Program. Both projects were eventually awarded funding for implementation.

Discussion

With the advent of COVID and challenges to budget and schedules with the city's transportation portfolio, the West Main Streetscape became the center of much discussion about the ongoing merits of this project moving forward. After a protracted period of discussion, the project was ultimately canceled and staff is currently making the arrangements to repay the early expenditures of up to \$78,000 to VDOT. VDOT has also allowed for the redistribution of previously awarded funding to help with bringing the entire portfolio into budget. VDOT has actively participated in the discussions and approves of this funding being used to trigger funding reassignments within the city's portfolio, as it strives to reach a higher level of sustained performance and compliance.

Last year, city leadership engaged with UVA leadership in a discussion about the \$5 million commitment to support the West Main Streetscape Project being shifted to support the two other projects in close proximity to the University Grounds. The desire was to redirect those funds to the Emmet Street and Fontaine Avenue Streetscape Projects, ensuring both became viable again due to serious cost escalation that could have led to their cancellations.

Having previously offered the generous support of pedestrian and bike improvements, the

administration has agreed to the allocation of funds to support the current projects as described. The University would like to remind council and staff of the importance of the West Main Corridor and hope that a revisit of the streetscape plan will be possible in the future.

Alignment with City Council's Vision and Strategic Plan **Comprehensive Plan Guiding Principles**

- Equity & Opportunity – All people will be able to thrive in Charlottesville.
- Community Culture and Unity – Charlottesville's rich and diverse culture and form will be celebrated, and the entire community will feel welcomed, valued and respected.

Strategic Plan (2018-2020) Goal 3: A Beautiful and Sustainable Natural and Built Environment

- 3.1 Engage in robust and context sensitive urban planning and implementation
- 3.2 Provide reliable and high quality infrastructure
- 3.3 Provide a variety of transportation and mobility options

Community Engagement

All of the corridors that are addressed in this Agenda Memo have been the subject of much study, evaluation, and debate on the priority for pedestrian improvements to ensure safety, security, and walkability. They each occupy a high priority in the Streets That Work Plan and the Bike/Ped Master Plan for the city.

Budgetary Impact

The impact of this funding will be used to cover significant cost escalation that now provides two important and viable streetscape projects within the city and adjacent to University Grounds. The cancelation of the West Main Streetscape project will have a cost impact to the city of up to \$78,000 and will be brought to council for resolution at a later date.

Recommendation

The City Manager and staff recommend approval of this appropriation to ensure two important transportation projects can proceed with adding critical bike and pedestrian infrastructure to the city landscape.

Recommended motion: “I move the RESOLUTION appropriating \$5,000,000 received from the donation by UVA be used for the Emmet Street and Fontaine Avenue Streetscape Projects”

Alternatives

Council may elect not to approve the recommendations, which would forego the opportunity to ensure that these two important streetscape projects can move forward.

Attachments

1. Revised Resolution_UVA donation_Emmet-Fontaine Streetscape Projects_\$5,000,000

RESOLUTION
Appropriating UVA Donation of \$5,000,000 for the Emmet Street
and the Fontaine Avenue Streetscape Projects

WHEREAS in March 2018, the University of Virginia confirmed by letter, a commitment to provide \$5,000,000 (Five Million Dollars) in support toward a safer and more bike and pedestrian friendly community; and

WHEREAS the University of Virginia previously committed \$5,000,000 (Five Million Dollars) to support the West Main Streetscape Project which has now been cancelled; and

WHEREAS the University of Virginia has agreed to reallocate these funds from the West Main Street Project to the Emmet Street and the Fontaine Avenue Streetscape Projects;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that upon receipt of the sum of \$5,000,000 (Five Million Dollars) from the University of Virginia for the Emmett Street and Fontaine Avenue Streetscape Projects, the \$5,000,000 (Five Million Dollars) is hereby appropriated as follows:

Revenues:

\$5,000,000	Fund: 426	WBS: P-00932	G/L Account: 432155
-------------	-----------	--------------	---------------------

Expenditures:

\$4,183,586	Fund: 426	WBS: P-00932	G/L Account: 599999
\$ 816,414	Fund: 426	WBS: P-00933	G/L Account: 599999

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



Agenda Date:	June 5, 2023
Action Required:	Approve Resolution
Presenter:	Michael Rogers, City Manager
Staff Contacts:	Royal Gurley Superintendent
Title:	Appropriating \$5,300,000 to the Charlottesville City School Board for the Acquisition of CATEC (1 of 2 readings)

Background

In October, 1969, the School Board of the City of Charlottesville (“CCS”) and the School Board of Albemarle County (the “ACPS”) entered into an agreement (the “Agreement”) for the operation of a jointly owned and controlled “Vocational-Technical Education Center”, now known as “CATEC”. CATEC is comprised of certain real property consisting in the aggregate of 13.50 acres +/- and located at 1000 Rio Road East in Albemarle County, Virginia (more particularly described as County Tax Map Parcels 61-153 and 610167B) as well as other personal property (and goodwill) associated with its operations.

After several months of discussions on the future of CATEC, by way of a December 13, 2022 letter to CCS, ACPS offered to purchase all of CCS undivided one-half interest in the real and personal property comprising CATEC pursuant to Paragraph IX of the Agreement for \$5,300,000.00 (the “Purchase Price”). Pursuant to Paragraph IX of the Agreement, CCS elected to decline the ACPS offer to purchase and, instead, to proceed to purchase ACPS’ undivided one-half interest in the real and personal property comprising CATEC for the Purchase Price with a closing date on or about July 19, 2023.

Discussion

CCS is requesting that the City of Charlottesville i) affirm CCS’ election to purchase CATEC for the Purchase Price, ii) direct CCS to proceed with the acquisition of CATEC, and iii) make a one-time allocation of \$5,300,000.00 to CCS as payment of the Purchase Price in order to effectuate the purchase.

Dating back over 50 years, CATEC is a longstanding component of the educational fabric of the region, and it serves CCS students in a very meaningful way. The absence of CATEC or CATEC-like programming from the CCS curriculum would be extremely detrimental, not only to present and future CCS students, but to other key CCS stakeholders. CCS has thoroughly considered how to continue to operate CATEC so that it continues to serve its purpose for the community. The opportunity to own

the physical plant which comprises CATEC is a rare opportunity given the various difficulties associated with acquiring real property in the area real estate market.

Alignment with City Council's Vision and Strategic Plan

This item aligns with Goal 1 of the City's Strategic Plan - An Inclusive Community of Self-sufficient Residents by helping prepare students for academic and vocational success.

Community Engagement

City staff has been engaged with CCS on a regular basis regarding this purchase opportunity, including exploring proactive plans for on-going and sustainable programming for the future.

Budgetary Impact

The requested \$5,300,000 will be added to the City's Capital Improvement Fund as a bondable project under the education category.

Recommendation

The City manager and staff recommend that the City Council approve the proposed request to use funding to acquire the CATEC property.

Alternatives

Council may elect not to approve the recommendations, which would forego the opportunity to purchase the CATEC property.

Attachments

1. CATEC Resolution

RESOLUTION

**Resolution to appropriate \$5,300,000 to the Charlottesville City School Board
for the Acquisition of CATEC**

WHEREAS the Charlottesville City School Board is requesting that the Charlottesville City Council affirm the School Board's election to purchase CATEC; and

WHEREAS the School Board is requesting the City Council to provide the amount of \$5,300,000 to fund the acquisition of CATEC; and

THEREFORE BE IT RESOLVED that the amount of \$5,300,000 is hereby appropriated to the Charlottesville School Board for use in acquiring the CATEC property in the following manner:

Revenue – \$5,300,000

Fund: 426 Cost Center: 9900000000 G/L Account: 499010

Expenditures - \$5,300,000

Fund: 426 Project: XXXXXX G/L Account: 599999