



CITY COUNCIL AGENDA
Monday, May 1, 2017

7:00 p.m.

Regular Meeting - CALL TO ORDER
Council Chambers

PLEDGE OF ALLEGIANCE
ROLL CALL

AWARDS/RECOGNITIONS
ANNOUNCEMENTS

Bike to Work Week (May 15-May 19); Mental Health Awareness Month; Kids to Parks Day

CITY MANAGER RESPONSE TO MATTERS BY THE PUBLIC

MATTERS BY THE PUBLIC

Public comment is provided for up to 15 speakers at the beginning of the meeting (limit 3 minutes per speaker.) Pre-registration is available for up to 10 of these spaces, and pre-registered speakers are announced by noon the day of the meeting. An unlimited number of spaces are available at the end of the meeting.

- (Items removed from consent agenda will be considered at the end of the regular agenda.)
1. **CONSENT AGENDA***
 - a. Minutes for April 11 and April 17, 2017
 - b. **APPROPRIATION:** Reimbursement from RWSA for Paving Costs to Ragged Mountain Roadway - \$11,796.48 (2nd of 2 readings)
 - c. **APPROPRIATION:** Domestic Violence Services Coordinator Grant - \$49,336 (2nd of 2 readings)
 - d. **APPROPRIATION:** CDBG-HOME Funding for FY 2017-2018 (1st of 2 readings)
 - e. **APPROPRIATION:** Clark Elementary School – Safe Routes to School Grant - \$13,992 (1st of 2 readings)
 - f. **RESOLUTION:** Hydraulic Road/29 North Small Area Planning Agreement and Funding - \$30,000 (1st of 1 reading)
 - g. **RESOLUTION:** Initiate Zoning Text Amendments to Planning Commission for Solar Energy Systems (1st of 1 reading)
 - h. **RESOLUTION:** Opt Out of Virginia Transit Liability Pool Membership (1st of 1 reading)
 - i. **ORDINANCE:** Homeowner Tax Relief Grant Program (1st of 2 readings)
 2. **PUBLIC HEARING RESOLUTION*** Approval of CDBG and HOME Action Plan for FY2017-2018 (1st of 1 reading) – **10 min**
 3. **RESOLUTION*** Authorize Issuance of General Obligation Bonds - \$15,250,000 (1st of 1 reading) - **10 min**
 4. ~~**APPROPRIATION*** Use of Charlottesville Albemarle Convention & Visitors Bureau Fund Balance for Marketing - \$100,000 (1st of 2 readings) – **Deferred**~~
 5. **ORDINANCE*** Increase in Salary Compensation for City Council Members (2nd of 2 readings) - **10 min**
 6. **REPORT** PLACE Design Task Force Annual Report – **20 min**

OTHER BUSINESS
MATTERS BY THE PUBLIC

**ACTION NEEDED*

GUIDELINES FOR PUBLIC COMMENT

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

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

Please follow these guidelines for public comment:

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

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	April 17, 2017
Action Required:	Approve Appropriation of Reimbursement
Presenter:	Doug Ehman, Parks Division Manager
Staff Contacts:	Doug Ehman, Parks Division Manager
Title:	Appropriation of Rivanna Water and Sewer Authority Reimbursement for Paving of The Ragged Mountain Access Road (\$11,796.48)

Background:

The City of Charlottesville Parks and Recreation Department is responsible for the management and improvements to City recreational sites. The Department recently paved a gravel roadway at Rivanna Water and Sewer Authority's Ragged Mountain Dam. This roadway provides access to the dam, serves as an impoundment access point, and is used by recreational users for parking. Paving the road will eliminate the high levels of maintenance needed and help ensure accessibility and user and staff safety. In addition, rain bars were installed to divert sheet flow into an existing stormwater collection system.

Discussion:

Since the roadway at the Ragged Mountain Dam serves additional purposes other than recreational use, the Rivanna Water and Sewer Authority will reimburse the City 50% of the total projects costs for the paving project. An appropriation of these funds is necessary to replenish the Parks and Recreation Small Cap Lump Sum Account (FR-001/P-00482) for project related expenses.

Alignment with Council Vision Areas and Strategic Plan:

This request supports City Council's "Smart, Citizen-Focused Government" vision. It contributes to Goal 4 of the Strategic Plan, to be a well-managed and successful organization, and objective 4.1, to align resources with the City's strategic plan.

Community Engagement: N/A

Budgetary Impact:

Funds have been expensed from the Parks and Recreation Small Cap Lump Sum Account (P-FR-001/P-00482) and the reimbursement is intended to replenish the project budget for the County's portion of those expenses.

Recommendation:

Staff recommends approval and appropriation of the reimbursement funds.

Alternatives:

If reimbursement funds are not appropriated, the Facilities Repair Small Cap Lump Sum Account (FR-001/P-00482) will reflect a deficient balance.

Attachments:

Appropriation

APPROPRIATION

Rivanna Water and Sewer Authority Reimbursement for the Paving of the Access Road at Ragged Mountain

WHEREAS, Rivanna Water and Sewer Authority was billed by the City of Charlottesville in the amount of \$11,796.48

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that \$11,796.48 from Rivanna Water and Sewer Authority is to be appropriated in the following manner:

Revenues - \$11,796.48

Fund: 107 Funded Program: FR-001 (P-00482) G/L Account: 432030

Expenditures - \$11,796.48

Fund: 107 Funded Program: FR-001 (P-00482) G/L Account: 599999

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$11,796.48, from Rivanna Water and Sewer Authority.

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



Agenda Date:	April 17, 2017
Action Required:	Approval and Appropriation
Presenter:	Areshini Pather, Commonwealth Attorney's Office
Staff Contacts:	Areshini Pather, Commonwealth Attorney's Office Maya Kumazawa, Budget and Management Analyst
Title:	Domestic Violence Services Coordinator Grant - \$49,336

Background:

The Charlottesville/Albemarle Domestic Violence Community Services Coordinator assists in the efficient delivery of services and access to the court process for the victims of domestic violence in both Charlottesville and Albemarle County. Examples include helping in the preparation of domestic violence cases for prosecution and assisting victims in obtaining protective orders. The Coordinator serves as a case manager on behalf of victims in relation to their interactions with community agencies that deliver needed services such as shelter, civil legal assistance, and counseling. No other person in local government fills this specific function on behalf of victims of domestic violence.

Discussion:

The City of Charlottesville has been awarded \$38,336 from the Department of Criminal Justice Services for the Charlottesville/Albemarle Domestic Violence Community Services Coordinator in the City's Commonwealth's Attorney's Office. This grant requires that 25% of project funds must be provided by cash or an in-kind match. The City's Commonwealth Attorney's Office will provide a \$5,000 cash match, and an in-kind match of \$4,213. Albemarle County will provide a \$6,000 cash match, and an in-kind match of \$3,000. Graduate student and intern hours will provide an additional \$1,062 in-kind match. The total anticipated cash and in-kind match of \$19,275 is more than sufficient to meet the minimum requirement.

Alignment with City Council's Vision and Strategic Plan:

Approval of this agenda item aligns directly with Council's vision for Charlottesville to be America's Healthiest City and contributes to their priority to: Provide a comprehensive support system for children.

The program also aligns with Strategic Plan Goal 2: Be a safe, equitable, thriving and beautiful community, Objective 2.4 Ensure families and individuals are safe and stable. The Domestic Violence Coordinator contributes to the health and safety of the community by connecting victims of domestic violence and their children to service providers for emergency shelter, medical and mental health services, housing resources, legal assistance and other services.

Community Engagement:

The Charlottesville/Albemarle Domestic Violence Services Coordinator is a direct service provider and is engaged daily with victims of domestic violence and stalking who access services through referrals from police, court services, social services and other allied agencies. The Coordinator works with over 300 individuals yearly and serves on several coordinating councils: the Albemarle/Charlottesville Domestic Violence Council, the Monticello Area Domestic Violence Fatality Review Team, and the Charlottesville/Albemarle Blue Print for Safety group. The Coordinator has actively been involved in the implementation of the Lethality Assessment Protocol (LAP) used by Charlottesville, Albemarle and University of Virginia Police Departments.

Budgetary Impact:

The funds will be expensed and reimbursed to a Grants Fund. The terms of the award require a local match of \$5,000 which will be provided by the current City appropriation from the Commonwealth Attorney's General Fund Operating Budget.

Recommendation:

Staff recommends approval and appropriation of grant funds.

Alternatives:

In the event that the grant is not funded or that the funds are not appropriated, this position will cease to exist, as there are no other funds to support it.

Attachments:

Appropriation

APPROPRIATION

Domestic Violence Services Coordinator Grant

\$49,336

WHEREAS, The City of Charlottesville, through the Commonwealth Attorney’s Office, has received the Domestic Violence Services Coordinator Grant from the Virginia Department of Criminal Justice Services in the amount of \$38,336 in Federal pass-thru funds, Albemarle County is to contribute an additional \$6,000 in local cash match, and the City Commonwealth Attorney’s Office will contribute up to \$5,000 cash match, as needed to meet salary and benefit expenses.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the sum of \$49,336 is hereby appropriated in the following manner:

Revenues

\$38,336	Fund: 209	Cost Center: 1414002000	G/L Account: 430120
\$ 6,000	Fund: 209	Cost Center: 1414002000	G/L Account: 432030
\$ 5,000	Fund: 209	Cost Center: 1414002000	G/L Account: 498010

Expenditures

\$49,336	Fund: 209	Cost Center: 1414002000	G/L Account: 519999
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Transfer

\$ 5,000	Fund: 105	Cost Center: 1401001000	G/L Account: 561209
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BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$38,336 from the Virginia Department of Criminal Justice Services, and \$6,000 from the County of Albemarle, Virginia.

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



Agenda Date:	May 1, 2017
Action Required:	Appropriation and Approval
Presenter:	Tierra Howard, Grants Coordinator, NDS
Staff Contacts:	Tierra Howard, Grants Coordinator, NDS
Title:	Approval and Appropriation of CDBG & HOME Budget Allocations for FY 2017-2018

Background:

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

In a memo provided to Council on March 17, staff informed Council that the President's FY (fiscal year) 18 budget proposal proposes \$6 billion in cuts to the HUD budget which would eliminate the CDBG & HOME Programs. To date, the City has not received its allocation letter from HUD and is currently unaware of what the impacts (if any) will be to the City's FY 17-18 budget. For the purpose of carrying out the FY 17-18 Action Plan on time, staff will estimate allocations using previous FY allocations.

Discussion:

In Fall 2016, the City of Charlottesville advertised a Request for Proposals (RFP) based on the priorities set by Council on September 19, 2016. The priorities were microenterprise assistance, workforce development, access to quality childcare, down payment assistance, and homeowner rehab. The City received two applications totaling \$98,520 for housing projects; four applications totaling \$80,600 for public service projects; one application totaling \$12,500 for economic development projects; and one application totaling \$10,000 for public facilities projects. A summary of applications received is included in this packet.

In January and February 2017, the CDBG/HOME Task Force reviewed and recommended housing and public service projects for funding and the Strategic Action Team reviewed and recommended economic development projects for funding. The 10th and Page Priority Task Force met over the course of late 2016 and early 2017 and made recommendations for

neighborhood improvements.

On March 14, 2017, these items came before the Planning Commission and Council for a joint public hearing. The Planning Commission accepted the report and unanimously recommended the proposed budget for approval by City Council.

CDBG and HOME Project Recommendations for FY 2017-2018:

The CDBG program total has an estimated \$371,309 for the 2017-2018 program year. The CDBG grand total reflects the \$371,309 Entitlement (EN) Grant, and \$42,268.31 in Reprogramming. The HOME total consists of an estimated \$58,520 which is the City's portion of the Consortium's appropriation, in addition to \$14,630 for the City's 25% required match, \$19,357.13 in HOME EN available after PI applied, and \$3,214.26 in program income carry forward. Minutes from the meetings are attached which outline the recommendations made. It is important to note that all projects went through an extensive review by the CDBG/HOME Task Force as a result of an RFP process.

Priority Neighborhood – The FY 2017-2018 Priority Neighborhood is the 10th and Page Neighborhood. The 10th and Page Priority Neighborhood Task Force has recommended several projects to improve the streetscape and pedestrian safety along the 10th Street Corridor and within the 10th & Page Neighborhood. The Task Force has set the following as priorities, thus far: 1) Pedestrian improvements at the 10th St NW and West St intersection; 2) Pedestrian improvements at the 10th St NW & Page St intersection; 3) Beautification efforts at 8th Street and Hardy Drive; and 4) Lighting improvements on the west end (dead end) of Page Street. The Task Force will continue to meet on an as needed basis to discuss additional priorities and improvement projects as needed.

Economic Development Projects – Council set aside FY 17-18 CDBG funding for economic development Activities. Members of the Strategic Action Team reviewed applications for economic development. Projects recommended for funding include:

- Community Investment Collaborative: funds are proposed to be used to provide scholarships to assist 20 entrepreneurs hoping to launch their own micro-enterprises.

Public Service Programs – The CDBG/HOME Task Force has recommended several public service programs. Programs were evaluated based on Council's priority for workforce development and quality childcare. Funding will enable the organizations to provide increased levels of service to the community. Projects recommended for funding include:

- City of Promise - Enroll to Launch Program: Estimated benefits include increased participation in parenting education and support, access to quality childcare and preschool enrollment and access to quality after-care for 20 families;
- OAR – Re-entry Services: Estimated benefits include supportive services for 100 recently released offenders to assist with recidivism; and
- United Way Childcare Scholarships: Estimated benefits include childcare scholarships for 2-3 families.

Housing Projects: The CDBG/HOME Task Force recommended funding to programs that support down payment assistance. Estimated benefits include 11-13 newly supported affordable

units.

Administration and Planning: To pay for the costs of staff working with CDBG projects, citizen participation, and other costs directly related to CDBG funds, \$74,261 is budgeted.

Program Income/Reprogramming: For FY 2017-2018, the City has \$19,357.13 in HOME EN available after PI applied and \$3,214.26 in HOME PI carryforward to be circulated back into the HOME budget. There are also completed projects that have remaining CDBG funds to be reprogrammed amounting to \$42,268.31. These are outlined in the attached materials.

Adjusting for Actual Entitlement Amount: Because actual entitlement amounts are not known at this time, it is recommended that all recommendations are increased/reduced at the same pro-rated percentage of actual entitlement to be estimated. No agency's EN amount will increase more than their initial funding request.

Community Engagement:

A request for proposals was held for housing, economic development, public facilities and public service programs. Applications received were reviewed by the CDBG Task Force or SAT. Priority Neighborhood recommendations were made by the 10th and Page CDBG Task Force.

Alignment with City Council's Vision and Strategic Plan:

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

Budgetary Impact: Proposed CDBG projects will be carried out using only the City's CDBG funds. The HOME program requires the City to provide a 20% match (HOME match equals ¼ of the EN amount). The sum necessary to meet the FY 2017-2018 match is \$14,630, which will need to be appropriated out of the Charlottesville Housing Fund (CP-0084) at a future date.

Recommendation:

Staff recommends approval of the CDBG and HOME projects as well as the reprogramming of funds. Planning Commission recommended approval of the proposed budget with any percent changes to the estimated amounts being applied equally to all programs and also recommended that if less funding is available, than estimated, then the funding be deducted from PHA's funding allocation and if more funding is available that it be added to PHA's funding allocation (so that Habitat for Humanity is fully funded). HOME program income will also be applied to FY 17-18 projects. All Planning Commissioners present at the meeting voted. Staff also recommends approval of the appropriations. Funds will not be available or eligible to be spent until HUD releases funds on July 1, 2017. If the funds are not released on that date, funds included in this budget will not be spent until HUD releases the entitlement.

Alternatives:

No alternatives are proposed.

Attachments:

2017-2018 Proposed CDBG and HOME Budget

Appropriation Resolution for CDBG funds

Appropriation Resolution for HOME funds

Appropriation Resolution for HOME PI funds

Appropriation Resolution for CDBG reprogrammed funds

Summary of RFPs submitted

Minutes from CDBG Task Force meetings

2017-2018 CDBG and HOME BUDGET ALLOCATIONS
RECOMMENDED BY CDBG/HOME TASK FORCE and SAT: 1/10/17, 1/11/17, 1/19/17, and 1/25/17
RECOMMENDED BY PLANNING COMMISSION: 3/1/2017
APPROVED BY CITY COUNCIL:

I.	PRIORITY NEIGHBORHOOD		
	A. 10 th and Page		\$271,120.31*
II.	ECONOMIC DEVELOPMENT PROJECTS		
	A. Community Investment Collaborative Scholarships		\$12,500
		ECONOMIC DEVELOPMENT TOTAL:	\$12,500
III.	PUBLIC SERVICE PROJECTS		
	A. City of Promise – Enrolled to Launch		\$17,000
	B. OAR – Re-entry Services		\$14,696
	C. United Way – Child Care Subsidies		\$24,000
		SOCIAL PROGRAMS TOTAL:	\$55,696 (15% EN)
IV.	ADMINISTRATION AND PLANNING:		
	A. Admin and Planning		\$74,261 (20% EN)
		GRAND TOTAL:	\$413,577.31
		ESTIMATED NEW ENTITLEMENT AMOUNT:	\$371,309
		REPROGRAMMING:	\$42,268.31

* Funding includes program income/reprogrammed funds

2017-2018 HOME BUDGET ALLOCATIONS

A. Habitat – Down payment Assistance	\$50,000
B. PHA – Down payment Assistance	\$45,721.39*
	TOTAL:
	\$95,721.39
	ENTITLEMENT AMOUNT:
	\$58,520
	ESTIMATED EN AVAILABLE AFTER PI APPLIED:
	\$19,357.13
	PI CARRY FORWARD TO BE APPLIED TO PROJECTS:
	\$3,214.26
	LOCAL MATCH:
	\$14,630

* Includes estimated EN available after program income applied and program income carry forward

**APPROPRIATION OF FUNDS FOR
THE CITY OF CHARLOTTESVILLE'S 2017-2018
COMMUNITY DEVELOPMENT BLOCK GRANT - \$413,577.31**

WHEREAS, the City of Charlottesville has been advised of the approval by the U.S. Department of Housing and Urban Development of a Community Development Block Grant (CDBG) for the 2017-2018 fiscal year in the total amount of \$413,577.31 that includes new entitlement from HUD amounting to \$371,309.00, and previous entitlement made available through reprogramming of \$42,268.31.

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

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

PRIORITY NEIGHBORHOOD

10th and Page – Pedestrian safety and accessibility improvements \$271,120.31

ECONOMIC DEVELOPMENT

Community Investment Collaborative Scholarships \$12,500

PUBLIC SERVICE PROGRAMS

United Way – Childcare Subsidies \$24,000

City of Promise – Enrolled to Launch Program \$17,000

OAR Re-entry Services \$14,696

ADMINISTRATION AND PLANNING:

Admin and Planning \$74,261

TOTAL \$413,577.31

BE IT FURTHER RESOLVED that this appropriation is conditioned upon the receipt of \$371,309 from the Department of Housing and Urban Development.

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

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

**APPROPRIATION OF FUNDS FOR
THE CITY OF CHARLOTTESVILLE'S 2017-2018
HOME FUNDS \$92,507.13**

WHEREAS, the City of Charlottesville has been advised of the approval by the U.S. Department of Housing and Urban Development of HOME Investment Partnerships (HOME) funding for the 2017-2018 fiscal year;

WHEREAS, the region is receiving an award for HOME funds for fiscal year 17-18 of which the City will receive \$58,520 to be expended on affordable housing initiatives such as homeowner rehab and downpayment assistance.

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

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the local match for the above listed programs will be covered by the Charlottesville Housing Fund (account CP-0084 in SAP system) in the amount of \$14,630; the resolution for this appropriation with come forward after July 1, 2017. Project totals also include previous entitlement made available through program income of \$19,357.13. The total of the HUD money, program income, and the local match, equals \$92,507.13 and will be distributed as shown below.

PROJECTS	HOME EN	% MATCH	MATCH	OTHER	TOTAL
Habitat for Humanity, DPA	\$40,000	20 %	\$10,000		\$50,000
PHA, DPA	\$18,520	20 %	\$4,630	\$19,357.13	\$42,507.13

* includes Program Income which does not require local match.

BE IT FURTHER RESOLVED that this appropriation is conditioned upon the receipt of \$58,520 from the Department of Housing and Urban Development.

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

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

APPROPRIATION
HOME INVESTMENT PARTNERSHIPS PROGRAM
\$3,214.26

WHEREAS, The City of Charlottesville has received \$3,214.26 from Charlottesville Redevelopment and Housing Authority as repayment for loans made through the HOME Investment Partnerships Program (HOME) program in prior years;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the sum of \$3,214.26 is hereby appropriated in the following manner:

\$3,214.26 Revenue

Fund: 210 IO: 1900280 HOME PI Carry-forward G/L: 451070 HOME PI

\$3,214.26 Expenditures

Fund: 210 IO: 1900280 HOME PI Carry-forward G/L: 530670 Other Contractual Services

APPROPRIATION
AMENDMENT TO COMMUNITY DEVELOPMENT BLOCK GRANT ACCOUNT
Reprogramming of Funds for FY 17-18

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

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

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

Program Year	Account Code	Purpose	Proposed Revised Reduction	Proposed Revised Addition	Proposed Revised Appropriation
14-15	P-00001-05-03	C4K Websites	\$37,340.08		
15-16	P-00001-05-08	Seedplanters	\$150.29		
15-16	P-00001-02-72	City of Promise	\$2,624.77		
15-16	P-00001-05-12	ReadyKids Facility Project	\$1,556.12		
16-17	P-00001-02-79	OED GO Driver	\$597.05		
16-17	P-00001-05-19	Priority Neighborhood		\$42,268.31	\$42,268.31
		TOTALS:	\$42,268.31	\$42,268.31	\$42,268.31

CDBG/HOME RFP SUBMISSIONS - FY 2017-18

Organization, (Program Title)	Applicant	Program Description	Funding Requested
City of Promise	Sarad Davenport	Enroll to Launch	\$20,000
OAR	Pat Smith	Reentry Services	\$20,000
PACEM	Dawn Grzegorzcyk	Shelter to Home	\$12,000
United Way	Barbara Hutchinson	Child Care Scholarships	\$28,500
			\$80,500
Organization, (Program Title)	Applicant	Program Description	Funding Requested
Community Invest. Collaboration	Stephen Davis	Entrepreneurship-training	\$12,500
			\$12,500
Organization, (Program Title)	Applicant	Program Description	Funding Requested
City of Charlottesville Dept of Parks & Recreation	Chris Gensic	Crescent Halls sidewalk connection	\$10,000
			\$10,000
Organization, (Program Title)	Applicant	Program Description	Funding Requested
Habitat for Humanity	Ruth Stone	Project 20 - Downpayment Assistance	\$40,000
PHA	Karen Reifenberger	Downpayment Assistance	\$58,520
			\$98,520
Social	Economic Development	Public Facilities	Housing Programs

CDBG TASK FORCE

Minutes

Neighborhood Development Services Conference Room, City Hall

Tuesday, January 10, 2017

2:00pm – 3:00pm

Attendance:

Task Force Members	Present	Absent
Taneaia Dowell	X	
Howard Evergreen	X	
Kathy Johnson Harris	X	
Joy Johnson		X
Sherry Kraft	X	
Kelly Logan	X	
Sarah Malpass	X	
Megan Renfro		X
Matthew Slaats	X	
Tierra Howard (staff)	X	
Others:		

The meeting began at 2:00pm. The group members began introductions.

Task Force Questions

Staff provided asked the Task Force (TF) if there were any questions before reviewing scores. Tierra Howard (TH) explained that the SAT reviews the economic development proposals and that they would be reviewing the CIC proposal. Sherry asked for an explanation of question #5 regarding how the point system works. TH explained that recipients of FY 15 funds could get up to 10 points on #5, non-recipients or new applicants would receive 5 points (neutral score) and then would have the opportunity to gain 5 additional points in the next question (posed to non-recipients of FY 15 funds).

There was discussion about how many of the proposals received (from applicants that received FY 15 funds) did not answer #5 or report on FY 15 outcomes. TH explained that she has the data on FY 15 outcomes, however, TH expressed that it is up to the TF to decide if it would like to provide a score based solely on the application response versus scoring on additional information provided by staff or other group members. Howard Evergreen (HE) explained that he would like to have additional information from staff on outcomes because he would not like to penalize an applicant on a misunderstanding. Sarah Malpass (SM) explained that OAR and PACEM answered the question fully but she did not see the information from City of Promise. TH explained that she could share the information.

Taneaia Dowell (TD) asked if the TF is supposed to utilize the beneficiary information that was included in the staff report. TH explained that some of the information in relation to beneficiaries was unclear in the proposals, therefore questions about the number of those to be served were sent out as applicant questions and responses were distributed to the

group. TH explained that as the TF reviews the applications, she can share the responses with the group.

SM explained that for item #7 on the evaluation, she was unsure how to evaluate the proposals based on key words of “evidence-based practices” and “best practices and/or research) because many of the proposals did not include the key words. TH explained that difference between best practices, solid research on the effectiveness of strategies, and evidence-based strategies. She explained that evidence-based strategies would be strategies in which there are proven scientific (specific) results and best practices would be using models from other programs/places that were successful (more of a general consensus). Matthew Slaats (MS) explained that evidence-based strategies would have numbers to support the strategies whereas best practices would be more of a verbal suggestion or idea. TH explained that next year it would be helpful to have the questions of clarification from the TF when the evaluation tool is sent out so that the tool can be revised or staff can provide clarification prior to the evaluation of proposals. The TF agreed that the evaluation tool improved from the previous year.

HE stated that it is difficult to determine organizational capacity on paper. Kelly Logan (KL) explained that some of the items on the evaluations are hard to quantify into a number, however, she was in hopes that the discussion would help with quantifying a score. TH explained that meeting with the organization is an option. HE explained that he thinks that the group has enough information to make an informed decision.

Review of Preliminary Scores for Public Service Proposals

City of Promise – Enrolled to Launch Proposal

The group shared preliminary scores for items #1 – 10 on the evaluation tool and discussed why certain scores were given.

- [#2] Sherry Kraft (SK) explained that the domain of the program and what it is trying to accomplish is broader than childcare and the program has proven to fit within the goals of the Consolidated Plan and priority neighborhood and the goals are very broad for the families (children and parents) and it is hitting the mark. HE stated that the broadness of the response made it more difficult to provide a high score. TD explained that she looked at the Council Priority, however, SK explained that the specific question is asking about the high priority need. HE explained that the question asks the applicant to demonstrate how the program will address the need and it was so broad that he was unable to determine how the program would meet the need. TD disagreed and stated that they explained what they were going to do and how they would meet the needs (help enroll children) and that the program is helping the City schools in meeting their goals. MS explained that he scored low because he was confused. TH explained that the question is specifically related to the high priority need and not consolidated plan goal (in previous question). SM asked what the reasoning is for asking if it meets a consolidated plan goal, TH explained that the program has to meet a consolidated plan goal to be eligible for CDBG. SM explained that the TF should not be so rigid in scoring because the program ties to supporting job improvement and quality childcare. HE explained that he had difficulty identifying what the broader CoP programming was, TD explained that the proposal did a good job in identifying what it offers and the

successes. MS explained that there was no place on the evaluation to evaluate grammatical errors and TD stated that that issue does not give her heartburn.

- [#3] SK explained that she was confused because the timeline was not clear. TH explained that she believes that the dates are an oversight error. KL explained that she did not see as much detail. The group decided that they would like to stick to providing an average score versus a consensus score.
- [#4] MS explained that the proposal did not clearly describe the answer to the question. KL agreed. SK asked the group, how is performance indicators being define and she suggested that the TF is probably not defining it in the same way. SK stated that the application provided specific answers related to reading benchmarks (reading assessments) and no children will enter kindergarten with less than 15 hours/week of preschool. SK stated that she may have a biased view because she reviews reports that have the information in them so she knows it but CoP did not explain it in their proposal. SM explained that the application did a good job in showing how CoP is shifting the bar. HE explained that he felt that the discussion is important for someone who does not know about CoP.
- [#5] TD explained that she was unable to identify actual outcomes from the application, however, the staff report provided the actuals. TD asked if were are supposed to go by what is provided in the application versus what the staff report provided. HE stated that he thinks that other information should be included in the evaluation process and that we should not be so rigid. Kathy Johnson Harris (KJH) stated that the group could have asked staff to find out the actual outcomes from CoP, however, staff provided the information upfront therefore the information should be used. KL stated that it was not reported, so she gave a score of a 0. TH explained that they were not the only applicant that missed the question. TD stated that she agreed with KL. She stated if we are only using what was provided in the application, then the score for her is a 0. TD suggested that the group provide a decision on what information to use to provide a score. SM stated that maybe we should provide some flexibility because they were not the only applicant who missed the question, she suggested that perhaps there was confusion about the question. SM stated that she would provide a higher score due to the fact that they did meet their goals, however, she suggested that next year it should be made clear to the applicant that if the applicant does not provide an answer as to how it met its goals and of outcomes of the previous funding, perhaps they should be penalized/disqualified from the process. SM stated that CoP did not answer the question but they did provide outcome data in other sections. KJH asked if staff can provide the applicants feedback to brush up on skills so that if applicants apply for other grants, they will have that knowledge.
- [#7] TD explained that some of the needs were identified in other areas,
- [#8] HE stated that he could not identify the rigorous evaluation score in the application. SK stated that they did adequately explain their evaluation system. KL stated that it was hard to determine the rigorous nature of the evaluation system in the application. TD explained that they did provide outcome information under question #19. SK stated that they explained how they are using a data system similar to other promise neighborhood programs and also working with City schools to report on data/evaluate. KL stated that she fully supports CoP's efforts and if it was a yes or no of whether or not to provide funding, she would say yes, however, she felt as though the application did not answer a lot of the questions. KL stated that there is a lot of information that they could provide, but it is not being

provided in the application. MS feels that the application perhaps was not written by an experienced grant writer (weak application). SK stated that perhaps the group was looking at different things but she felt as though they described their data collection system but others felt it was not adequate as a description of their evaluation system. TH stated that perhaps the source of confusion amongst the group is that the question asked them how the evaluation system informs their program and that information was not clear.

- [#9] SK stated it's hard to assess the financial benefits as they are long-term. HE stated that the conversation has helped increase his score. MS stated that it is hard to assess financial benefits in this program because benefits occur long term, however, other applications were able to assess the financial benefits (where this application was lacking that information). TD stated that the program budget leverages 16 percent of alternative funds, which does not seem like a lot of funding from other sources, however, she stated that she can see how the program could assist with generating revenue for the City long-term but the application did not answer the question or provide enough detailed information. SM explained that she felt like the application did not use key words from the question to answer the questions.
- [#10] SM stated that the application did not mention MOU or formal partnership agreement. SK stated that they do work with ReadyKids and the school system, which was mentioned in the application.
- [#11] SM stated that since the program is targeted outside of the SIA, she did not know how to answer it. KJH stated that it is outside of the SIA, however, the majority of the kids that they are serving are transient. SM suggested that for next year we may want to change the question. SK asked if this question was in place to differentiate the SIA from the priority neighborhood. TH explained that when Council set priorities they specifically stated that they wanted to see workforce development funds tied towards PHA and CRHA residents within the SIA area. There was a discussion about whether the other applications specifically stated that they would assist beneficiaries living within the SIA area. SM stated that OAR did specifically discuss doing outreach in the SIA area. HE stated that OAR's application stated that OAR did not describe that it would be using the funds to specifically target residents within the SIA area.

KL stated that we had an intense discussion about how to score applications based on specific facts and information provided. She stated that she had framed her scoring based upon last year's discussion regarding using facts and information provided in the proposal. She stated that this year, it seems as though we are not providing scores based on the information provided in the proposal (more flexible). She stated that the group needs decide what approach it will be taking to score the evaluations (we are not being consistent). SM stated that she believes that we have not ever decided on an approach. MS stated that it would be helpful for staff to take the averages and focus on numbers that the group does not agree on. KJH stated that she agrees with KL, however, when you have an open end to discuss, it allows you to be flexible. TD stated that she is trying to leave out her personal knowledge about the organization and she is using the proposal to score. SM asked if we can submit out scores based upon the application submissions and then discuss flexibility about the scores that have major differences. SK asked if any of the groups requested technical assistance. TH stated that PACEM was the only organization that she met with. SK stated that she is okay with the approach that SM stated. SK stated that she

was looking for the answer in the application under different questions. TH stated that she will tabulate all TF member scores, distribute them to the TF, point out the major point differences (3-4 points), and then the TF can focus discussion on areas where scores differed and then TF members who wish to change their scores can do so. TD stated that we just ask if we can go off of the information that was provided. KJH stated that when she evaluated the applications, that she used what was provided in the application. She stated that if we submit forms to TH and she tabulates them (based on the submission), then we can discuss the areas where there are differences and that should satisfy TD and KL's concerns. MS stated that the larger concern is that the estimated budget is \$55,696 and we have requests of up to \$80,000. He stated that we should move quickly through the evaluations and focus more on funding amounts/recommendations.

The meeting adjourned at 3:15pm.

CDBG TASK FORCE

Minutes

Neighborhood Development Services Conference Room, City Hall

Thursday, January 19, 2017

2:00pm – 3:30pm

Attendance:

Task Force Members	Present	Absent
Tanea Dowell	X	
Howard Evergreen	X	
Kathy Johnson Harris	X	
Joy Johnson		X
Sherry Kraft	X	
Kelly Logan	X	
Sarah Malpass	X (via phone)	
Megan Renfro		X
Matthew Slaats		X
Tierra Howard (staff)	X	
Others:		

The meeting began at 2:00pm. Tanea Dowell (TD) suggested that staff provide the Task Force (TF) with a map of the SIA next year.

Review of Preliminary Scores for Public Service Proposals

Tierra Howard (TH) reviewed the preliminary scores. After discussion, the scores were as follows:

United Way 86
City of Promise (CoP) 86
OAR 84
PACEM 71

TD stated that she struggled with the identifying answers to the budget-related questions. TD expressed that some of the proposals did not provide a clear/detailed line item budget. Howard Evergreen (HE) stated that United Way's budget is straightforward because they are requesting funding for childcare scholarships. HE agreed that it was difficult to identify what the CDBG funding would be used for in many of the proposals. HE stated that he could not identify what PACEM wanted the funding for other than to use CDBG to supplement the organizational budget. Sherry Kraft (SK) questioned if CDBG funds are supposed to target a discrete activity and if it is legitimate to fund a position for "X" number of hours with CDBG funds. TH stated that using CDBG funds to fund a position that is providing a direct service to eligible beneficiaries is an eligible activity under the HUD regulations. HE stated that he would be more inclined to fund applicants who can demonstrate specifically "how" the CDBG funds will be used.

SK stated that the scoring criteria related to outreach and services provided to residents within the Strategic Investment Area (SIA) puts CoP at a disadvantage because their services are limited to a specific geographic area. SK suggested that maybe the request for proposal should state that the City will not provide funding to organizations that do not serve or do outreach to residents within the SIA. TH explained that the application was not limited to only those serving or doing outreach to residents within the SIA, however, the evaluation tool allowed for an applicant to gain additional points. HE explained to SK that the scoring criterion allows the applicant to gain bonus points. Sarah Malpass (SM) asked TH if she could elaborate on City Council's push for targeting funds to SIA residents, which she explained is different from how applications were evaluated last year. She stated that in previous years, applicants were encouraged to target funds towards residents who live in the 10th & Page Neighborhood which was the current priority neighborhood. TH stated that City Council sets the CDBG & HOME priorities every year and that for FY 17-18, Council set a priority that emphasized the targeting of economic development and workforce development activities to CRHA and PHA residents that live in the SIA. TH explained that the priorities are used as directives/guidance that the TF must follow.

Kelly Logan (KL) stated that it appears as though the scores reflect expectations of where each of the applicants should have scored. She stated that she felt as though PACEM did not meet the requirements, therefore the TF should not recommend funding for PACEM. She suggested that the TF should focus on funding amounts for the top three scoring organizations (United Way, CoP, and OAR). The TF agreed with KL. Kathy Johnson Harris (KJH) and HE agreed with KL and stated that they also felt like the scores came out as expected.

HE stated that PACEM's application indicates that the organization has \$175,000 in cash. HE also stated that PACEM had the lowest scoring application. SK agreed that PACEM's application was an outlier. The TF agreed to not consider PACEM's application for funding.

SK inquired about the number of beneficiaries to be served by United Way. TH explained that initially, United Way proposed to serve over 20 beneficiaries by subsidizing childcare costs for each child, however United Way could fully fund three scholarships for three beneficiaries if they received the requested amount.

TH explained that she had one concern with CoP being able to expend the amount of requested funds (\$20,000) within the required timeframe. She stated that CoP had funds leftover from FY 15-16 and unlike other CDBG categories, public services funds cannot be rolled over to the following year due to the annual budget cap on public service activities. TH stated that she was unclear on how many total hours would be charged to CDBG within the fiscal year. TH explained that she sent a question to CoP requesting that they outline the details on total CDBG hours, however, she did not receive the appropriate response.

HE stated that he feels that if CoP cannot explain how they will budget to expend the full funding request at \$20,000, then perhaps the reduction from CoP could be used to increase the funding amount for United Way.

KJH explained that she feels that OAR is going to receive funding no matter what. She stated that the funding should be divided in three ways in accordance with the ranking scores.

HE stated that according to the application, the CoP did include other funding sources (other than CDBG) for the Enrolled to Launch Program. He stated that OAR may be able to find other funds, however, for CoP, he does not know how they would be able to function if their funding amount was reduced by \$4,000 or \$5,000.

KL stated that she would like to fully fund United Way because there is a high need for childcare. TD stated that if you don't have childcare, then you are unable to work and childcare is tied to workforce development. She stated that she feels like OAR may be able to identify alternative funding. KJH stated that she feels like United Way can find alternative funding (not OAR - as she previously suggested). HE stated that United Way always has a waiting list and if the TF makes a recommendation to fully fund United Way, then it's possible that they will be able to serve three more beneficiaries from the waiting list. KL stated that the Department of Social Services (DSS) has a waiting list for childcare assistance as well and that if clients can't get the childcare assistance from DSS, then United Way is the only other option.

TD stated that if you invest into childcare, then you are preventing the need for OAR services in the long run. HE asked the group about the average cost of childcare. The TF stated that it is very expensive. TD stated that childcare costs more than college tuition. KJH stated that she believes that childcare is very important.

SM stated that she agrees that United Way can find alternative funding sources. She stated that she scored OAR as the highest because they had a good application. She stated that all of the services by each of the applicants are valuable to the community. She added that when she looks at the difference between fully funding United Way and CoP, that she would be inclined to fully fund CoP because wrap around services are so important and that if the TF does not recommend fully funding United Way, United Way will most likely be able to still fully fund the scholarships.

TH reviewed CoP's outcomes from previous years in relation to the proposed outcomes and the amount of requested funding for FY 17-18. TH explained that if the group decided to reduce the funding amount for CoP, then CoP would probably still be able to operate the program, but may not be able to serve as many beneficiaries as proposed. KL stated that she feels like CoP did not demonstrate the need in the application and did not report on outcomes.

SK stated that she feels that the three proposals have worthy requests and that we should fund them to some extent. SK stated that CoP is trying to grow with the Enroll to Launch program, OAR is trying to sustain their services, and United Way has been a great asset with providing childcare scholarships.

SK suggested that the TF consider not fully funding all of the requests, but reducing the requests by some amount. TD stated that she recalls a discussion from last year about fully funding requests and KL added that the discussion was about whether or not organizations can provide the proposed service with reduced funding.

TH suggested that the group come up with options for voting on how to divide the funding amounts.

- TH asked the group to raise hands and/or vote yes if they would like to equally divide the \$55,696 by three and each agency would receive \$18,565. There were no “yes” votes out of six votes for this option.
- TH asked the group if the top two scoring agencies should be fully funded. There were two “yes” votes out of six votes for this option.
- TH asked the group to vote on a proportional reduction with some reduction for the top two agencies and more of a reduction for the lowest scoring organization. There were three “yes” votes (HE, SM, SK) out of six for this option.

KL stated that the scores are so close that she suggests splitting the funding equally amongst the three. SK stated that the group would be eliminating more funding from United Way if the group decided to equally divide the funding.

TD asked if the TF recommends reducing funding from CoP, then would CoP be able to still operate the Enroll to Launch program. TH suggested that the TF review CoP’s budget. She stated that if the TF recommends reducing CoP’s request, then, there would be a reduction of CDBG hours for the Enroll to Launch coach and/or the community connections coordinator.

On a motion by SK, seconded by TD, the CDBG Task Force unanimously approved the CDBG public services funding recommendations as follows:

- Fund United Way at \$24,000; and
- Fund CoP at \$17,000; and
- Fund OAR at \$14,696.

TH stated that if the City receives less funding than estimated, then, each organization’s funding recommendation will be reduced equally (proportionately). The TF agreed.

TD suggested that staff inform each applicant that it is very important for them to answer the questions. TD stated that the TF puts a lot of hard work into the applications to make funding recommendations. KJH asked TH if she could help the applicants by providing technical assistance. She also suggested that staff provide helpful grant writing tips to the applicants. TH mentioned that she provided a mandatory technical assistance workshop to all of the applicants. HE suggested that TF members attend the mandatory workshop and provide feedback about their experience.

The meeting adjourned at 3:30pm.

CDBG TASK FORCE

Minutes

Neighborhood Development Services Conference Room, City Hall

Wednesday, January 25, 2017

2:00pm – 2:30pm

Attendance:

Task Force Members	Present	Absent
Tanea Dowell	X	
Howard Evergreen	X	
Kathy Johnson Harris	X	
Joy Johnson		X
Sherry Kraft	X	
Kelly Logan	X	
Sarah Malpass		X
Megan Renfro		X
Matthew Slaats		X
Tierra Howard (staff)	X	
Others:		

The meeting began at 2:00pm. The Task Force (TF) decided not to fund the City of Charlottesville Department of Parks and Recreation proposal as the project scored very low at a 27. There was discussion about the proposal not being strong and not fitting in with the priorities.

Tierra Howard (TH) explained that the City has an extra \$20,000 of program income or recaptured funds to be added toward the estimated budget of \$58,520.

Review of Preliminary Scores for Housing Proposals

Habitat for Humanity and Piedmont Housing Alliance (PHA)

- Tierra Howard (TH) stated that the score for Habitat is 90 and the score for PHA is 84.
- TH shared Sarah Malpass' (SM) email to the group that if all other things are equal, her preference is to prioritize funding for programs that address the needs of Charlottesville's lowest-income residents. TH stated that maybe SM was indicating the maximum area median income (AMI) eligibility thresholds for those being served by Habitat is up to or below 60% of the AMI and the maximum area median income (AMI) eligibility thresholds for those being served by PHA is up to or below 80% of the area median income.
- Tanea Dowell (TD) stated that Habitat does receive some down payment assistance (DPA) from PHA. TH stated that specifically for their HOME DPA FY 17-18 project, the sources of funding are proposed to be \$40,000 from CDBG and \$64,000 from the Federal Home Loan Bank for DPA.
- Sherry Kraft (SK) stated that last year the City gave Habitat \$139,460 last year. TH stated that the reason why Habitat received that amount is because they were able

to show how they would commit the \$105,400 of recaptured funds by the July 21, 2016 deadline and the TF agreed that they outlined a specific plan/projects for how they would be able to do that.

- TD stated that she had a question about Habitat beneficiaries to be served. She stated that Habitat has proposed to assist 8 families with \$40,000 in HOME funds this year but they requested \$80,000 last year to assist 8 families in the previous year (more than half of the FY 17-18 request). Howard Evergreen (HE) stated that this year, Habitat is incorporating the Federal Home Loan Bank as an additional source of funding. TH also stated that the DPA amount per family is based upon need and is determined on a case by case basis.
- HE stated that Habitat has the ability to serve families that go below the 60% AMI and possibly serve families that make up to 40% AMI whereas PHA would probably not be able to do that given the different mortgage streams that they work with. He stated that when it comes to serving lower income families, Habitat is most likely able to do that.
- HE suggested that the TF fully fund Habitat and give PHA the amount of funding that is leftover (about \$38,000). SK agreed.

On a motion by TD, seconded by Kathy Johnson Harris (KJH), the CDBG Task Force unanimously approved the HOME funding recommendations as follows:

- Fully fund Habitat's request at \$40,000; and
- Fund PHA with the remaining balance at \$38,520; and
- If less funding is available, the TF recommends that the funding be deducted from PHA and if more funding is available that it be added to PHA.

The meeting adjourned at 3:15pm.

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CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	May 1, 2017
Action Required:	Request for Appropriation – Clark Elementary Safe Routes to School Appropriation
Presenter:	Amanda Poncy, Bicycle and Pedestrian Coordinator
Staff Contacts:	Amanda Poncy, Bicycle and Pedestrian Coordinator
Title:	Clark Elementary Safe Routes to School Appropriation - \$13,992

Background:

In 2013, the Virginia Department of Transportation (VDOT) awarded the City \$190,000 to reconstruct the Monticello Avenue and 6th Street intersection, as well as the Monticello and Rialto intersection, to increase visibility, shorten crossing distances, and provide access as part of a Safe Routes to School project for Clark Elementary. The grant also funded curb ramp and crosswalk improvements at the Belmont Avenue and Meridian intersection. The city awarded the construction contract to Vess Excavating and construction was completed in November 2016.

This appropriations is part of the VDOT project closeout process and seeks to reallocate VDOT project charges to construction costs.

Discussion:

As part of the original contract with VDOT the City was allowed to use up to \$174,800 for actual project construction expenses with the remaining balance estimated to cover VDOT's grant administration costs. Upon project closeout, VDOT charges were significantly less than originally budgeted (\$1,208 compared to \$15,200). This appropriations seeks to revise the original grant appropriation to allow the City to utilize an additional \$13,992 in grant funding (a total amount of \$188,792) to cover the actual construction costs.

Alignment with City Council's Vision and Strategic Plan:

Safe Routes to School supports Council's Vision to be a "Connected Community" and "America's Healthiest City and contributes to Goal 2 of the Strategic Plan. It further implements recommendations within the Comprehensive Plan (2013) and supports the City's Healthy Eating Active Living (HEAL) Resolution

Community Engagement:

Not applicable.

Budgetary Impact:

This appropriation will allow the City to reimburse VDOT for an additional \$13,992 to cover construction costs. Local CIP funds have been spent to cover the increased construction costs and a portion of these local funds will be reimbursed with this appropriation.

Recommendation:

Staff recommends approval and appropriation of the grant funds.

Alternatives:

If funds are not appropriated, the City would spend \$13,992 of local CIP funds to pay for construction costs.

Attachments:

Appropriation

APPROPRIATION

**Clark Elementary Safe Routes to School Appropriation
\$13,992**

WHEREAS, the City of Charlottesville, through Neighborhood Development Services, was been awarded \$190,000 from the Virginia Department of Transportation for the Safe Routes to School program; and

WHEREAS, \$174,800 of the grant funding was to be used for construction and \$15,200 was to go towards the administrative expenses from the Virginia Department of Transportation; and

WHEREAS, the administrative expenses from the Virginia Department of Transportation were \$13,992 less than anticipated, resulting in additional funding for actual project construction.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$13,992 is hereby appropriated in the following manner:

Revenue

\$13,992 Fund: 426 WBS: P-00801 G/L Account: 430120

Expenditures

\$13,992 Fund: 426 WBS: P-00801 G/L Account: 599999

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$13,992 from the Virginia Department of Transportation.

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



Agenda Date:	May 1, 2017
Action Required:	Approve Resolution
Presenter:	Alex Ikefuna, NDS Director
Staff Contacts:	Alex Ikefuna, NDS Director
Title:	Hydraulic-Route 29 Area Joint City-Albemarle County Small Area Plan

Background:

The City of Charlottesville and Albemarle County have expressed interest in a joint Small Area Plan to address land use and transportation issues in the Hydraulic-Route 29 Intersection Area. Because of the inter-jurisdictional interests, the City, County and the Charlottesville-Albemarle Metropolitan Planning Organization (TJMPO) in partnership with the Virginia Department of Transportation (VDOT), have expressed a mutual interest in establishing an agreeable framework for funding, coordinating and providing planning and engineering studies necessary to provide a Transportation and Land Use Development Plan for this geographic area including the Route 29 Hydraulic, Route 250 By-pass and Hillsdale highway intersections and surrounding that directly influence current and future traffic, bicycle and pedestrian travel patterns within this portion of the Route 29 Solutions Program. The project area is approximately 600 acres; 300 acres in the City and 300 acres in the County. The area is bounded by Greenbrier Drive/Whitewood Road in the North, US Highway 250 in the South, Meadow Creek in the East and North Berkshire Road in the West.

Discussion:

The project would have two phases. The first phase of the Project will consist of the development of a report addressing land use and the second component will focus on preliminary engineering that will focus on addressing transportation needs for the Project Area. Phase 1 is scheduled to be completed by September 29, 2017.

Alignment with City Council's Vision and Strategic Plan:

This project aligns with the Council Vision in several aspects: Economic Sustainability, Quality Housing Opportunities for All, America's Healthiest City, a Connected Community and a Green City. It also contributes to Goal 2 of the Strategic Plan, to be a safe, equitable, thriving and beautiful community; Goal 5 of the Strategic Plan, to foster strong connections, and objective 5.3, to promote community engagement.

Community Engagement:

Kimley-Horn has been hired by the Virginia Department of Transportation (VDOT) to prepare the Small Area Plan. The TJMPO will be responsible for the local coordination. The Route 29-Hydraulic Planning Advisory Panel composed of twelve members has been set to help coordinate the project. The City is represented on the Panel by Councilor Kathy Galvin, Kurt Keesecker, Chair of the Planning Commission, and Alex Ikefuna, Neighborhood Development Services Director. The Panel has started meeting and neighborhood association meetings are also taking place. There is additional opportunity for public input through the project website: www.route29solutions.org.

Budgetary Impact:

There is no additional budgetary impact to the City as the City's share of the Phase I project cost would come from previously appropriated dollars in the Small Area Plan CIP project. Phase I of this project would cost \$451,096. The TJMPO, working with VDOT has established a mechanism for funding and delivery of a Small Area Plan. The cost obligation to the City and County is \$60,000, with each jurisdiction paying \$30,000.

Recommendation:

Staff recommends that the City Council approve the resolution allowing the usage of \$30,000 in previously appropriated Small Area Plan CIP funds for the project; as well authorize the City Manager to execute the Memorandum of Understanding between the City, County and the Charlottesville-Albemarle Metropolitan Planning Organization.

Alternatives:

Council may choose not to approve the request and recommend an alternative funding source.

Attachments:

1. City, County and Thomas Jefferson Metropolitan Planning Organization.
2. Hydraulic Planning Advisory Panel List
3. Hydraulic-29 Study Area Map

RESOLUTION

Small Area Plan funding of \$30,000 for the Hydraulic-Route 29 Small Area Plan Project

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that previously appropriated Small Area Plan funding in the sum of \$30,000 is available to be used to fund the City of Charlottesville's portion of the cost for Phase I of the Hydraulic-Route 29 Small Area Plan Project. We also authorize the City Manager to execute the Memorandum of Understanding between the City, County and the Charlottesville-Albemarle Metropolitan Planning Organization.

Fund: 426

WBS Element: P-00818

MEMORANDUM OF UNDERSTANDING

BETWEEN

COUNTY OF ALBEMARLE

CITY OF CHARLOTTESVILLE

CHARLOTTESVILLE-ALBEMARLE METROPOLITAN PLANNING ORGANIZATION

ROUTE 29 SOLUTIONS HYDRAULIC PLANNING STUDY

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into this ____ day of _____, 2017 by and between the County of Albemarle, Virginia (“COUNTY”), the City of Charlottesville, Virginia (“CITY”), and the Charlottesville-Albemarle Metropolitan Planning Organization (“MPO”).

Whereas, COUNTY, CITY and the MPO (“the Parties”) in partnership with the Virginia Department of Transportation (VDOT), have expressed a mutual interest in establishing an agreeable framework for funding, coordinating and providing planning and engineering studies necessary to provide a Transportation and Land Use Development Plan for a small geographic area including the Route 29 Hydraulic, Route 250 By-pass and Hillsdale highway intersections and surrounding areas (“Small Area”) that directly influence current and future traffic, bicycle and pedestrian travel patterns within this portion of the Route 29 Solutions Program (the “Project”); and

Whereas, the first two phases of the Project will consist of the development of a report addressing land use and preliminary engineering addressing transportation needs for the Project Area (“Small Area Plan”), and within this MOU the COUNTY, CITY and the MPO desire to establish a mechanism for funding and delivery of a Small Area Plan (“Phase I”); and

Whereas, the Parties acknowledge their intent to perform the requirements of Phase I Project planning in adherence to all applicable federal, state, and local laws, regulations, policies, and manuals, as they pertain to the purpose of this MOU;

Now therefore, in consideration of the mutual promises herein contained and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

I. SCOPE OF MOU

The CITY, the COUNTY, and the MPO hereby set forth their understanding as to their respective responsibilities for participation in Phase I of the Project.

The Virginia Department of Transportation (VDOT) will be contracting with a planning consultant Kimley Horn and Associates to perform small area planning for the project at an approximate Phase I cost of \$ 460,000.00 (“VDOT’s Budgeted Funds”). Sixty-thousand dollars (\$60,000) of those VDOT Budgeted Funds must be contributed by the CITY AND COUNTY.

MPO will manage VDOT’s Budgeted Funds, guided by the Route 29 Solutions Hydraulic Advisory Panel consisting of twelve elected officials, staff, citizen planners and community business representatives.

The scope of the planning effort is to develop a conceptual land use plan for the defined study area to reflect preferred models for growth and urban form in this area, and to inform transportation

solutions to support this projected growth. The Hydraulic Small Area Plan study area is experiencing steady growth, increased development intensity, and pressure to grow in a denser, mixed-use development pattern that is unique to this portion of the County and the City. Understanding the impact and interaction of new development on the US Route 29 corridor and primary collector streets within the area is critical to inform future land use plans, local codes and policy documents guiding development in this area. The study area is located within the jurisdictions of both the City of Charlottesville and Albemarle County. Both jurisdictions, together with the MPO, seek to develop a conceptual approach to guiding development in the area and to have the study inform goals and possible solutions for continued improvements to transportation facilities to support anticipated growth. The attached consulting scope of services describes the services that will be provided by VDOT's consultant to complete the study.

The Project study area consists of the general area anchored by the Hydraulic Road – US Route 29 development node. The study area is defined as an area of approximately 600 acres (approximately 300 acres in city and approximately 300 acres in the county) with boundaries generally located as follows:

- Northern boundary = Greenbrier Drive / Whitewood Road
- Eastern boundary = Meadow Creek
- Southern boundary = US 250 Bypass
- Western boundary = N. Berkshire Road

The final Project boundary will be defined by the Hydraulic Planning Advisory Panel but is not expected to be very different from the above-described boundary.

II. PURPOSE

The purpose of this MOU is to provide a mechanism to manage VDOT's Budgeted Funds for the delivery of the Small Area Plan directing a transportation plan to be used to apply for transportation funding by September, 2018. The MPO, City, County and VDOT will be advised throughout by the Hydraulic Planning Advisory Panel. The VDOT Budgeted Funds will be applied to management of the Small Area Planning contract and associated planning of transportation improvements of the Project, community engagement, and staffing for planning consulting services.

III. RESPONSIBILITIES OF THE PARTIES

To the best of their knowledge, the Parties represent that the execution and performance of this MOU does not contravene any law, governmental rule or regulation, or any provision of any other MOU or Agreements to which CITY, COUNTY and the MPO are a party.

The Parties agree to the responsibilities set forth below.

Responsibilities of the MPO

1. Work within the guidelines outlined within by the Scope of Work of the contract between VDOT and Kimley Horn and Associates for the Hydraulic Small Area Plan.
2. The MPO will manage all direct and consulting work for Phase I of the Project (the Route 29 Hydraulic Study, land-use element—Small Area Plan). Provide Phase I Small Area Plan project management as required for the deliverable of a Small Area Plan for the Route 29 - Hydraulic area.
3. Provide matching funds and staff assistance to VDOT and contractual consultants in development and completion of Phase I Hydraulic Small Area Plan.

4. Programmatic and financial communication between VDOT, the Hydraulic Planning Advisory Panel, City and County staff, elected officials and planning commissions.
5. Deliver final Small Area Plan document to CITY and COUNTY.
6. Manage all VDOT Budgeted Funds for expenditure in accordance with this MOU, and keep and maintain adequate records documenting expenditures of the VDOT Budgeted Funds, consisting of \$400,000 provided by VDOT, \$30,000 provided by the CITY, and \$30,000 provided by the COUNTY. Expenditure of CITY and COUNTY funds provided in accordance with this MOU will be expended in a manner that draws on such funds on an equal (50%/ 50%) basis whenever local contributions are used to cover Project costs and expenditures.

Responsibilities of COUNTY

1. Appropriate and contribute \$30,000 of CITY funding to be included as part of the VDOT Budgeted Funds for the Small Area Plan.
2. Provide representatives, assistance and guidance to the Hydraulic Planning Advisory Panel.
3. Review and comment by the County Planning Commission of draft small area plan work.
4. Review, comment and consideration for recommendation to the Board of Supervisors by the County Planning Commission of the final small area plan.

Responsibilities of CITY

1. Appropriate and contribute \$30,000 of COUNTY funding to be included as part of the VDOT Budgeted Funds for the Small Area Plan.
2. Provide representatives, assistance and guidance to the Hydraulic Planning Advisory Panel.
3. Review and comment by the City Planning Commission of draft small area plan work.
4. Review, comment and consideration for recommendation to the City Council by the City Planning Commission of the final small area plan.

IV. PAYMENTS

The MPO will invoice CITY and COUNTY on or after March 1, 2017 in the amount of \$30,000 each. Upon receipt of the MPO's invoice, the CITY and the COUNTY will each deliver payment to the MPO in the amount specified by the invoice.

Any CITY or COUNTY funds not expended by the MPO for the Project will be returned by the MPO to the CITY or COUNTY, respectively, within 30 days of the final completion of the Small Area Plan.

By their signatures to this Memorandum of Understanding the authorized agents of the CITY and COUNTY and MPO confirm (i) their understanding of the terms herein stated, establishing a mechanism for funding and management of the Project (Phase I Small Area Plan), and (ii) their desire to participate in the planning Project in accordance with the terms herein stated.



February 25, 2017

Mr. Robert Benfanti
Virginia Department of Transportation
1401 East Broad Street
Richmond, VA 23219-2000

RE: *Task KHA-002 Hydraulic Small Area Plan*

Mr. Robert Benfanti,

Kimley-Horn and Associates, Inc. ("Kimley-Horn", "We" or "the Consultant") is pleased to submit this letter agreement (the "Agreement") to the Virginia Department of Transportation ("VDOT" or "the Client") for providing on-call technical expertise in land use planning and associated concept level transportation network to support the land use related to development of a Small Area Plan along Route 29 in Charlottesville and Albemarle County. This work will be performed as **Task KHA-002** under the Limited Term Contract for Non-Professional On-Call Technical Expertise in Transportation Systems Operations (Contract #45211) between VDOT Operations Division and Kimley-Horn and Associates, Inc. dated December 1, 2016.

Project Understanding

The purpose of this project is to develop a conceptual land use plan for the defined study area to reflect preferred models for growth and urban form in this area, and to inform transportation solutions to support this projected growth. The ***Hydraulic Small Area Plan*** study area is experiencing steady growth, increased development intensity, and pressure to grow in a more dense, mixed-use development pattern that is unique to this portion of the County and the City. Understanding the impact and interaction of new development on the US Route 29 corridor and primary collector streets within the area is critical to inform future land use plans, local codes and policy documents guiding development in this area. The study area is located within the jurisdictions of both the City of Charlottesville and Albemarle County. Both jurisdictions, together with the Thomas Jefferson Planning District commission, seek to develop a conceptual approach to guiding development in the area and to have the study inform goals and possible solutions for continued improvements to transportation facilities to support anticipated growth. The enclosed scope of services describes the services to complete the study.

This project will be managed by the Charlottesville Albemarle Metropolitan Planning Organization, the "MPO", more specifically Chip Boyles, Executive Director. The project will be guided by an Advisory Panel anticipated to consist of 12 stakeholder representatives including staff from the MPO, Albemarle County, the City of Charlottesville, citizen planners, local businesses and developers.

Scope of Services

The general scope of services below describes the services to be provided by the Consultant during the term of this task order agreement. As previously stated, Mr. Chip Boyles will manage the project and Mr. Sal Musarra will be the consultant Task Manager.

1. Study Area Assumptions: The study area will be as shown in Figure 1 and as further described within.

This document outlines the scope of work for the development of a Small Area Plan associated with the defined study anchored by the Hydraulic Road – US Route 29 development node. The study area is defined as an area of approximately 600 acres that can be described as follows:

- Northern boundary = Greenbrier Drive / Whitewood Road
- Eastern boundary = Meadow Creek
- Southern boundary = US 250 Bypass
- Western boundary = N. Berkshire Road

The exact study area boundaries may be refined in response to early findings to capture areas, or remove areas, based upon their anticipated impact on land use and transportation scenario outcomes. The study area is intended to capture land use inputs from existing development patterns associated with the US Route 29 corridor including private expanding commercial development east and west of the corridor, and residential land uses and development patterns west of the commercial areas. The study area includes a range of existing land uses including retail, professional services, lodging, single family residential detached, multi-family residential and public schools.

The Hillsdale Drive Extension project is a significant input to the study area and will inform potential development scenarios, particularly east of US Route 29. The Rio Road improvements north of the study area are not a direct input but will be reviewed as a point of reference relative to observed successes and challenges resulting from those completed improvements.

2. Scope assumptions:

- Study area boundaries may be refined during the planning phases of the work, with a core area defined as well that represents a more detailed focus on the land use potential.
- Base mapping will be developed from publicly available map data (GIS) to serve as the basis for analysis, planning, and report exhibits.
- No new code development is included. However, the report will include high level commentary on existing codes and recommendations for additions or modifications to existing codes to support proposed development models.
- The product will be one deliverable which will be formatted for potential adoption into both City and County policy documents.
- A Market Analysis is not included in this scope of work.
- The Client will maintain a project website. The Consultant will provide content only.
- The Consultant will perform limited planning-level analysis of the required transportation facilities needed to support the preliminary land planning activities to inform the land use planning process. This will be limited to the internal transportation network only. A specified number of meetings with a third-party consultant to coordinate internal transportation network

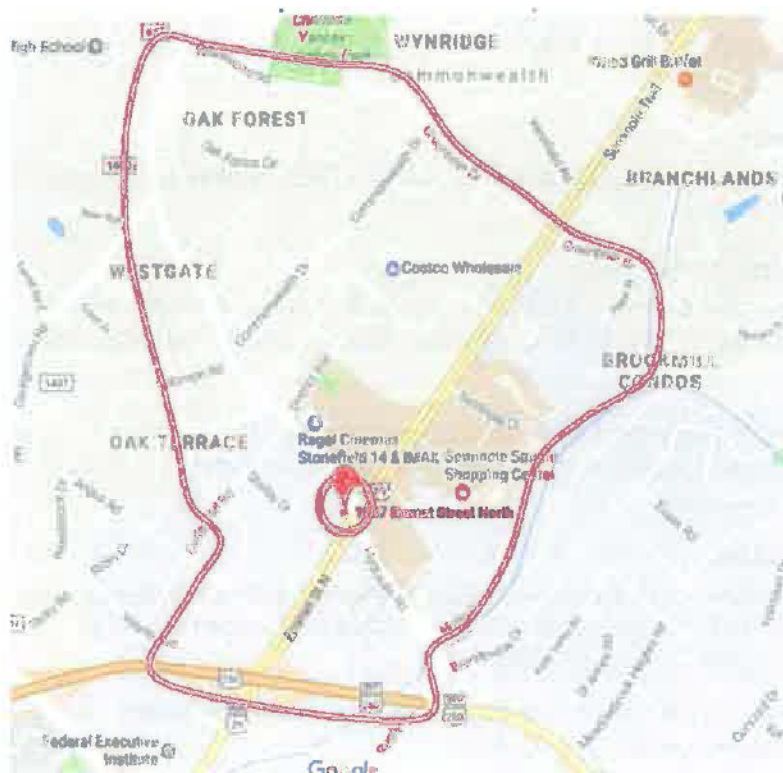
concepts with the external transportation improvements are included within our scope of services (see section 4.2.2).

3. Information to be provided by VDOT or others

It is assumed that the following information will be provided to Kimley-Horn by VDOT or others, and will be provided to Kimley-Horn after the notice-to-proceed is issued:

- Relevant studies in progress or completed in the project vicinity
- Public infrastructure or private development projects recently approved, in agency review, or under construction.
- Existing traffic data as provided by the VDOT will be obtained and reviewed.

FIGURE 1



SUBTASK 1 – PROJECT MANAGEMENT AND COORDINATION

This task consists of time required by Kimley-Horn to administer the project addressing contract matters; internal project coordination; coordination with the Client; supervision and general quality control; and project management responsibilities consisting of project organization and scheduling for the project.

Subtask 1 Deliverables: Monthly progress reports. Draft deliverables. Updated project schedules, completed and open tasks summary.

SUBTASK 2 – SITE INVENTORY AND ANALYSIS

This task includes an assessment of physical site conditions and characteristics as well as the regulatory environment guiding current development patterns in the area.

2.1 Existing Conditions Assessment

This task will include a review of existing conditions within the study area, including key intersections and public streets influencing the planning of circulation and access to the study area. We will prepare a summary of those conditions and identify how specific conditions might influence plans or constructability.

2.2 Base Map development

We will develop project base maps from publicly available map data (GIS) to serve as the basis for analysis, planning, and report exhibits.

2.3 Review Relevant Plans and Studies

We will conduct a desktop review of County and City land use plans, zoning ordinances, recent zoning applications and approvals, projects under construction, and any previous planning efforts related to the study area.

We will also review any available traffic count data (including pedestrian and bicycle counts), previous planning studies, and programmed roadway, transit, and bicycle/ pedestrian improvements for the study area provided by VDOT or others.

2.4 Transportation Conditions

During our Advisory Panel meetings, we will obtain information regarding their perceptions of existing traffic conditions, broad goals, their expectations of potential improvement scenarios, and an approach to multimodal improvements within the study area.

Subtask 2 Deliverables: Graphic exhibits and written summary of existing land use conditions, challenges, and opportunities.

SUBTASK 3: PUBLIC MEETINGS

The Consultant will plan and assist the MPO in facilitating two (2) public meetings.

1. Public Meeting #1: intended to provide information regarding the process, schedule and study deliverables, and to receive public input regarding issues and opportunities within the

study area to inform the planning process.

2. Public Meeting #2: will include presentation of concepts for response and feedback
3. Presentation of Final Plan at one Albemarle Planning Commission meeting.
4. Presentation of Final Plan at one Charlottesville Planning Commission meeting

Subtask 3 Deliverables: Meeting agendas, meeting presentations, exhibits and reports, and post-meeting summaries.

SUBTASK 4: LAND USE PLAN DEVELOPMENT

4.1 Land Use Plan

The land planning task will be an iterative process and ultimately yield a Conceptual Land Use plan with supporting narrative, exhibits, and documentation suitable for public review and adoption by the County and the City if they so choose to do so as a policy guide for development within the study area. The Land Use Plan will be informed by the findings and recommendations of the inventory, public engagement, and transportation assessment activities, and generally illustrate the following plan elements:

- Location and limits of proposed Land Use designations
- Conceptual public street network and potential improvements to the existing transportation facilities to support the plan

In addition to proposed land uses, the plan will identify the following features:

- Key activity area development nodes
Opportunity sites
- Multimodal facilities (bike, pedestrian, transit and greenway) Green Infrastructure including public open space and greenways

4.2 Transportation Inputs to The Land Use Plan

4.2.1 Internal Transportation Inputs: Through an iterative process, trip generation calculations will be determined using ITE *Trip Generation*. Development of pass-by and internal capture rates will be based on ITE *Trip Generation* standard industry rates, as well as, discussions with the Client. As land use scenarios evolve, separate trip generation analyses will be performed to assess how changes in the land use plan potentially impact the internal transportation network.

Using the trip generation volumes, traffic volumes will be utilized to determine the internal transportation network needed to support the land use. This is anticipated to be an iterative process to test various transportation network required to support anticipated land use scenarios.

4.2.2 External Transportation Inputs: The Consultant will coordinate land use planning efforts with transportation planning efforts by Michael Baker (a third-party consultant). During development of the Small Area Plan, we will meet with Michael Baker to review the land use

plans in progress and discuss how existing and proposed transportation facilities can inform the plan, and how the plan might inform plan for future transportation improvements. In

addition to project meetings defined in Subtask 3 above, a specified number of meetings with Michael Baker are included within our scope of services as follows:

- Meeting #1: Initial meeting to review existing conditions and broader goals and objectives for traffic operations within the study area
- Meeting #2: work session to review preliminary land use plan alternatives, recommended street network, and impacts to existing facilities
- Meeting #3: review of refined land use plan and recommended transportation improvements

4.3 Site Plan Illustrative

A conceptual master plan will be developed for a defined development node to illustrate how the area might develop consistent with the overall vision. This concept will be developed as an enlargement of the focus area and illustrate potential development patterns, intensities and densities to assist the Client and stakeholders with visualization of potential development. This plan will focus around the Hydraulic Road intersection with US Route 29 and be generally bounded by District Avenue, Michie Drive, and Shelby Drive. The exact limits of the Master Plan illustrative will be developed following review and general consensus from the Advisory Panel.

The illustrative plan will depict potential development patterns consistent with the desired urban form and reflect stable existing developments as well as underutilized sites or areas of potential change. The illustrative plan will be very conceptual in nature and include conceptual building masses and parking fields, internal street networks, green spaces, branding opportunities and multi-modal facilities.

4.4 Code Review and Recommendations

Kimley-Horn will comment on existing County and City development ordinances to identify existing code elements that may discourage or encourage the preferred development patterns proposed for the study area. We will prepare a brief written summary of commentary and recommendations for possibly amending existing codes or writing new codes to better promote and support the Small Area Plan. *Drafting new code provisions or editing existing codes is not included in this scope of work.*

4.5 Client Work Sessions and Interim Plan Reviews

The Consultant will participate in a specified number of Client work sessions and reviews for plans in progress (*two attendees from Consultant team per meeting*). In general, the Client will be responsible for coordination logistics for each session including notifications, meeting dates, times and venues. The Consultant will develop an agenda and provide it to the Client prior to each session. Kimley-Horn will assist the Client with facilitation of each meeting and will provide a written summary of decisions and talking points following each event.

Primary direction to the Consultant team will come from the MPO and VDOT with input from the Advisory Panel formed specifically for this project. Their role is advisory in nature and advancing the project between meetings does not require a vote from the Panel. The general public will have access to observe Advisory Panel meeting proceedings but these meetings are not intended to be a

forum for open public discussion.

Specifically, the following work sessions and reviews are included within this scope of work:

1. **Kick-Off Meeting:** A Client kick-off meeting will be conducted with the Advisory Panel to review the project schedule, gather existing background data and information, confirm client goals and expectations, and establish project communication protocols. As part of this meeting, we will invite the client team to join us for a site reconnaissance tour to observe existing conditions.
2. **Advisory Panel Work Sessions (up to 12 total):** The Consultant will meet with the Advisory Panel normally twice a month through project completion to review work in progress and present draft plans. It is assumed these meetings will be held in the immediate Charlottesville area.
3. **Client Charette:** The Consultant will plan and facilitate one (1), two-day Charette with the Advisory Panel. This event may include presentations of findings, site tours, review of concept plans, and conceptual planning exercises. As part of the two-day work session, the Consultant will also be available to meet with selected stakeholders as identified by the Advisory Panel to receive comment on issues, goals or concerns about the study area.
4. **Public Relations Support:** The Consultant will participate in up to two, local public media interviews to help educate the community and promote public awareness of the project.

4.6 Final Plan Coordination with External Transportation Inputs

It is anticipated that following delivery of the Draft Small Area Plan documents, the third-party transportation consultant will continue to refine their recommendations for improvements to the primary network within and surrounding the study area. This task provides for some coordination efforts to ensure that the Small Area Plan and the third-party recommendations are properly coordinated and any necessary adjustments made accordingly.

Subtask 4 Deliverables: Completed Draft Small Area Plan Document including overview of plan development process, meetings agendas and summaries, and support graphic exhibits. One illustrative master plan for core focus area.

SUBTASK 5: FINAL PLAN DELIVERABLES

Final documents will be provided in both digital and hard copy formats (4 bound copies). The following documents will be produced as deliverables during the course of this project:

- Draft Small Area Plan** – Draft report including Executive Summary, existing conditions analysis, and preliminary recommendations. The document will be submitted to the Advisory Panel for review.
- Final Small Area Plan** – Final Hydraulic Small Area Plan report will include all findings and recommendations as well as a summary of the plan development process and key decisions used to generate the final plan.

Project Abstract – A one-piece project overview suitable for handout or public distribution providing a summary of the key plan elements, goals and overall vision.

Schedule

Kimley-Horn will provide our services as needed and requested by the VDOT Task Manager. It is the Department's goal to complete this effort within six months from Notice to Proceed (NTP).

Closure

The Consultant will perform the services described in the Scope of Services for a lump sum amount of **\$451,096.00**. The fee estimate is based on the labor rate classifications, estimated hours, fixed billable rates and expenses. Effort requested beyond the scoped services will be considered additional services and will require a new task order. The breakdown of the fee is shown on **Attachment A**. The fee is based on an estimate of the hours to be expended using Contract Year 1 rates.

On behalf of Kimley-Horn and Associates, we appreciate your continued business and thank you for allowing us to provide our services for this project. Should there be questions, please do not hesitate to give me a call at (804) 672-4718.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Sal Musarra, PLA
Task Manager

Cc: Michael J. Harris, CCM
Dean Gustafson
Paul Szatkowski

VDOT ITS Planning On-Call Task KHA-002
Hydraulic Small Area Plan

Task/Sub Task/Description	Consultant Contract Manager (CCM)	ITS/ Operations Program Manager	ITS/ Operations Project Manager	ITS/ Operations Analyst	Sr. Systems Engineer	Sr. Admin Assistant	Task Hrs	Task Budget
	\$283	\$215	\$171	\$127	\$214	\$87		
Subtask 1: Project Management								
Labor	50	75	25	0	9	25	184	\$ 38,651.00
Total Labor	50	75	25	0	9	25	184	\$ 38,651.00
Subtask 2: Inventory & Analysis								
Labor	40	40	0	40	20	0	140	\$ 29,280.00
Total Labor	40	40	0	40	20	0	140	\$ 29,280.00
Subtask 3: Public Meetings								
Labor	100	100	20	20	0	20	260	\$ 57,500.00
Total Labor	100	100	20	20	0	20	260	\$ 57,500.00
Subtask 4: Land Use Planning								
Labor	422	408	193	204	70	33	1330	\$ 283,908.00
Total Labor	422	408	193	204	70	33	1330	\$ 283,908.00
Subtask 5: Final Deliverables								
Labor	24	60	30	65	0	18	197	\$ 34,643.00
Total Labor	24	60	30	65	0	18	197	\$ 34,643.00
Total Hours and Labor Costs	636	683	268	329	99	96	2111	\$ 443,982
Total Expenses								\$ 7,114
Total Cost								\$ 451,096

Expenses

	Number	Cost per Item	Cost
Standard Car Rental (days)	48	\$ 45.08	\$ 2,163.84
Estimated Fuel Cost Per Day	48	\$ 30.00	\$ 1,440.00
Meals (3 per day)	18	\$ 69.00	\$ 1,242.00
Lodging (nights)	18	\$ 126.00	\$ 2,268.00
Total Expenses			\$7,113.84



Hydraulic Planning Advisory Panel Members, March 1, 2017

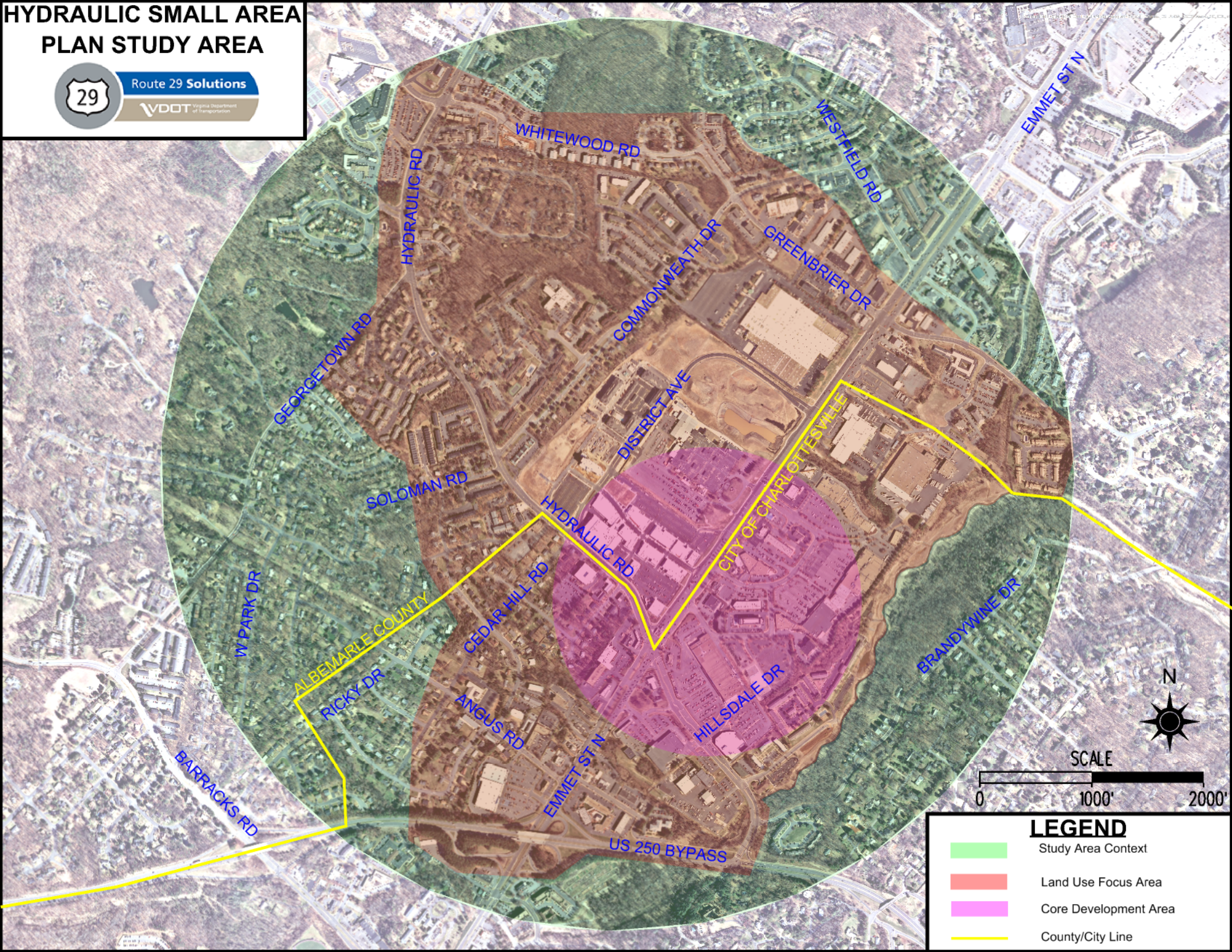
<p>Chip Boyles Executive Director CAMPO/TJPDC cboyles@tjpd.org 434-422-4821</p>	<p>Kurt Keesecker Architect BRW Architects kkeesecker@brw-architects.com 434-971-7160</p>
<p>Morgan Butler Southern Environmental Law Center mbutler@selcva.org 434-977-4090</p>	<p>Diantha McKeel, Chair Albemarle County Board of Supervisors dmckeel@albemarle.org 434-305-0113</p>
<p>Vito Cetta Architect Weather Hill Homes, LTD viticetta@mac.com 434-531-2192</p>	<p>John O'Connor Senior Vice President O'Connor Capital Partners john.oconnor@oconnorcp.com 212-308-7700</p>
<p>Kathy Galvin City of Charlottesville City Council kgalvin@charlottesville.org 434-979-2890</p>	<p>Charles "Chuck" Rotgin, Jr. Great Eastern Management Company crotgin@gemc.com 434-296-4141</p>
<p>Mark Graham Albemarle County Director of Community Development mgraham@albemarle.org 434-296-5832</p>	<p>Del Sanders General Manager Charlottesville Holiday Inn del@hicville.com 434-977-7700</p>
<p>Alex Ikefuna City of Charlottesville Director of Neighborhood Development ikefuna@charlottesville.org 434-970-3182</p>	<p>Alan Taylor Riverbend Development alan@riverbenddev.com 434-245-4970</p>
<p>Alternates</p>	
<p>Peter Bergner (for John O'Connor) President O'Connor Property Management pbergner@oconnorcp.com 212-308-7700</p>	<p>David Mitchell (for Chuck Rotgin) Great Eastern Management Company david@southern-classic.com 434-296-4141</p>
<p>Robby Saady (for Alan Taylor) Riverbend Development rs@riverbenddev.com 804-387-3882</p>	

HYDRAULIC SMALL AREA PLAN STUDY AREA

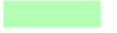
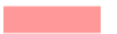




Route 29 Solutions

VDOT Virginia Department of Transportation



LEGEND

-  Study Area Context
-  Land Use Focus Area
-  Core Development Area
-  County/City Line

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CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	May 1, 2017
Action Required:	Resolution to Initiate a Zoning Text Amendment
Presenter:	Susan Elliott, Climate Protection Program Coordinator
Staff Contacts:	Susan Elliott, Climate Protection Program Coordinator Kristel Riddervold, Environmental Sustainability Manager
Title:	Request to Initiate a Zoning Text Amendment for Solar Energy Systems

Background:

The City's current zoning code does not reference solar energy system installations directly. Therefore, City Environmental Sustainability Division staff recommends certain revisions and the addition of a new section to the zoning code to clarify allowable locations and heights for solar energy systems. The recommendations are based on national best practices, a review of the existing zoning code for structures and uses of similar sizes and forms, and input from the local solar industry. This proposal aims to clarify that solar energy systems are allowed as by-right accessory uses in all zoning districts and provide some clear guidance on how and where these systems are installed in the city. This proposal maintains that solar energy systems will remain subject to any additional design controls as applicable (e.g. entrance corridor properties and protected historic properties will continue to require review from the Planning Commission and Board of Architectural Review).

This work supports the *Streets That Work* Code Audit, responds to recommendations from the 2015 *Smart Growth America* (SGA) Technical Assistance assessment, and is consistent with the cooperative MOU for Collaboration between the City and County Regarding the Environment. While City staff has received limited community concerns regarding our solar PV practices and processes, SGA described the lack of reference in the code text as a barrier due to the potential ambiguity it presents.

Furthermore, the City is participating in the national SolSmart program (SolSmart). The City has been awarded Bronze level designation as a 'solar-friendly community' and is pursuing Silver level, which requires that zoning code clearly allows solar energy systems as an accessory use by-right in all major zoning districts. SGA and SolSmart both recommend that solar PV be clarified in the zoning code.

Background on the SolSmart Program:

In March 2016, the City of Charlottesville earned SolSmart *Early Adopter* status and began pursuing 'solar-friendly community' designation. By participating in the SolSmart program, Charlottesville's primary aims are to:

- 1) Receive national recognition for the good work that Charlottesville does as a Green Leader
- 2) Move forward on the solar photovoltaic (PV) Smart Growth America recommendations and the Code Audit portion of "Streets That Work"

3) Improve our processes and policies where it makes sense

SolSmart is funded by the US Department of Energy and is supported by – amongst other organizations – the National League of Cities and the International City/County Management Association. SolSmart assists localities to adopt local government best practices and policies that contribute to reducing the soft costs of solar photovoltaic (PV) system installations. Solar PV systems use solar panels to generate electricity. While the hardware costs (e.g. equipment costs) for solar PV have reduced significantly over the past 5 years, nationwide studies have shown that soft costs (e.g. permitting, inspections, and financing costs) can amount to 60% of a solar PV system’s installation costs.

As a result of a successful joint application from the City of Charlottesville and the County of Albemarle, the localities have been awarded free technical assistance in the form of an on-site SolSmart Advisor for a period of up to 6 months through the beginning of August to assist both the City and the County in achieving their SolSmart designation goals. One of the primary focuses of the SolSmart Advisor’s work with the City has been to assist staff in reviewing local zoning code and drafting proposed updates related to solar energy systems.

Discussion:

Environmental Sustainability staff worked cooperatively with the SolSmart Advisor, NDS, and the City Attorney’s office to draft the proposed revisions. Considerations included:

- current conditions accepted for installations
- existing zoning code allowances for related items, such as appurtenances and accessory structures
- best practices specific to solar PV (rather than other types of mechanical equipment)
- experienced-based feedback from the local solar installation industry
- sample model codes from SolSmart and the Virginia Department of Environmental Quality

The full text of the proposed ordinance amendments is attached to this report. The specific recommended changes to the ordinance are:

Sec. 34-1101. Appurtenances

Proposed edits to this section aim to improve clarity on allowable placement of solar energy systems in relationship to building height maximums and minimum required yards. Also proposed is eliminating the use of the unclear term *appurtenance*.

Sec. 34-1108: Standards for solar energy systems

This is a *new* section being proposed to provide clear standards for solar energy systems, which are currently not directly addressed in the code. This section proposes height maximums, location restrictions, safety requirements, and references to other applicable codes – such as the state building and fire code – for solar energy systems.

Sec. 34-1146. Nonconforming structures, permitted changes.

The proposed changes aim to clarify that solar energy systems are allowed on nonconforming buildings or structures.

Sec. 34-1147. Expansion of nonconforming uses or structures.

The proposed changes provide clarity on the consideration of solar energy systems for expansion of nonconforming uses and structures.

Sec. 34-1200. Zoning—Definitions

The definition of *Accessory building, structure, or use* currently lists common examples of accessory buildings and structures, but does not clarify examples of accessory uses. The proposed changes include adding examples of common accessory uses, which include heating, electrical and mechanical equipment, utility service lines and meters, and solar energy systems. Furthermore, a definition of *solar energy systems* is added to clarify the use of the term throughout the Zoning Ordinance.

Alignment with Council Vision Areas and Strategic Plan:

This action aligns with:

- City Council Vision: *A Green City*
- Strategic Plan Goals 2, 3, and 4
- Comprehensive Plan
 - o Chapter 4, Goal 5
 - o Chapter 4, Goal 6 (Strategies 1, 2, and 4)
 - o Chapter 5, Goal 8, Strategy 7
 - o Community Value 3 and Value 5

Additionally, it is consistent with the City's commitments to reduce greenhouse gas emissions and the previously referenced cooperative MOU for Collaboration between the City and County Regarding the Environment, *Streets That Work* Code Audit, and 2015 *Smart Growth America* (SGA) Technical Assistance recommendations.

Community Engagement:

To Date: Growing demand and interest in local solar PV installations has been observed over the past 3 years as demonstrated through the popular Solarize Charlottesville campaigns led by the Local Energy Alliance Program (LEAP) and subsequent increased market activity and requests for solar PV electrical permits. Staff has received comments observing that allowance of solar energy systems is not clear in the zoning ordinance. Local solar PV industry practitioners who have aligned themselves as members of the recently-launched Charlottesville Renewable Energy Alliance (CvilleREA) have reviewed the proposed zoning text amendment and supported the current draft without concern.

Budgetary Impact:

No additional funding is required.

Recommendation:

Staff recommends that City Council initiate a zoning text review for solar energy systems.

Alternatives:

Council can choose maintain the current zoning code and not initiate a text review.

Attachments:

- Resolution
- Proposed Zoning Text Amendments: Solar Energy Systems – marked-up copy with ~~language to be removed~~ and language to be added

**RESOLUTION
INITIATING A ZONING TEXT AMENDMENT
TO AMEND THE ZONING ORDINANCE REGULATIONS GOVERNING
SOLAR ENERGY SYSTEMS**

BE IT RESOLVED by the City Council of the City of Charlottesville that City Council hereby initiates a zoning text amendment for consideration of amending certain zoning ordinance definitions and regulations pertaining to the installation and use of solar energy systems on land, buildings and structures within the city, and hereby refers the attached proposed zoning text amendment to the Planning Commission for its review and recommendations.

PROPOSED ZONING TEXT AMENDMENTS: SOLAR ENERGY SYSTEMS

Section 34-1200: Zoning--Definitions

Accessory building, structure or use means a building, structure or use located upon the same lot as the principal use, building, or structure, the use of which is incidental to the use of the principal structure. Garages, carports and storage sheds are common residential accessory buildings and structures. **Heating, electrical and mechanical equipment, utility service lines and meters, solar energy systems, and related equipment, are all considered to be uses accessory to the use of the building, structure or use being served; for purposes of the city's zoning ordinance, they are not considered to be buildings or structures.**

Solar Energy System means equipment used primarily for the collection and use of solar energy for water heating, space heating or cooling, or other application requiring an energy source.

Sec. 34-1101. – Exclusions from building height and minimum yard requirements ~~Appurtenances.~~

(a) **None of the following** ~~An appurtenance to a building or structure shall not be counted in measuring the height of a building or structure:~~

(1) rooftop solar energy systems, subject to the provisions of 34-1108;

~~(b)~~ **(2) rooftop heating, electrical, and mechanical equipment, and elevator returns, which are necessary for or in connection with the proper operation of a building in accordance with USBC requirements, provided that no such equipment or elevator return, as installed** ~~No rooftop appurtenance shall: (i) itself measure more than eighteen (18) feet in height above the building, or (ii) cover more than twenty-five (25) percent of the roof area of a building;~~

(3) Telecommunications equipment, subject to the provisions of 34-1070 et seq.;

(4) Chimneys constructed or attached to the side of a building, which extend above the level of the roof deck of a building to a height required by the USBC or VSFPC;

~~(c)~~ **(5) Other equipment or structures constructed or installed above the roof deck, so long as they: (i) comply with the height and area requirements set forth in paragraph (1) above, and (ii) contain no** ~~Within a rooftop appurtenance, no enclosed space that is shall be designed for or that can be used as any type of habitable residential space. The provisions of this paragraph shall not preclude open-air space on a building rooftop from being used accessory to the primary use of the building.~~

(b) ~~(d)~~ Each of the following appurtenances may encroach into minimum required yards as specified:

(1) Window sills, roof overhangs, belt courses, cornices and ornamental features may encroach into a required yard by no more than twelve (12) inches.

(2) Open lattice-enclosed fire escapes, fireproof outside stairways, and the ordinary projections of chimneys and flues may encroach into a required rear yard by no more than five (5) feet.

(3) Chimneys or flues being added to an existing building may encroach into a required side yard, but not closer than five (5) feet to the side lot line.

(4) Elevator shafts, and **heating, electrical and** mechanical equipment, ~~which are~~ **if** screened in accordance with the requirements of Section 34-872, **may encroach into a required side or rear yard.**

(5) Handicapped ramps meeting ADA standards may encroach into a required yard.

(6) Solar energy systems may encroach into a required yard, subject to the provisions of paragraph (8), following below, and the provisions of sec. 34-1108.

~~(6) Except as otherwise provided above:~~

(7) a. ~~Uncovered~~ **and unenclosed structures (such as decks, porches, stoops, etc.) attached to a building, and** appurtenances which have a maximum floor height of three (3) feet above the finished grade, may encroach into any required yard, but not closer than five (5) feet to any lot line and no more than ten (10) feet into a required front yard; however, no such **structure or improvement** appurtenance, shall occupy more than thirty (30) percent of a rear yard.

(8) b. ~~Any appurtenance to a~~ **For any** single- or two-family dwelling, **a structure attached to the façade of the dwelling, and** having a height greater than three (3) feet above finished grade, may encroach into a required front yard by up to ten (10) feet, but no closer than five (5) feet to a front lot line.; however, **Any such structure** such appurtenance **shall comply** ~~be in compliance~~ with the applicable side yard setback(s). **A solar energy system may be incorporated as part of any such structure.**

(c) e. No enclosed **structure that is attached to any building** appurtenance, regardless of height (including but not limited to a screened-in porch), shall encroach into any required yard.

NEW Sec. 34-1108. Standards for solar energy systems

The following requirements apply to solar energy systems:

(1) Solar energy systems shall be installed in compliance with applicable provisions of the USBC and the VSFPC.

- (2) A solar energy system may be installed on the roof of any building or structure, whether principal or accessory.
- (3) The height of a solar energy system installed on the roof of a single- or two-family dwelling, or on the roof of an accessory building or structure on the same lot as such dwelling, may extend up to five (5) feet above the highest point of the roof of the building or structure on which it is installed.
- (4) Within the city's low-density residential districts:
- (i). solar energy systems less than five (5) feet in height may encroach into a required front yard by up to ten (10) feet, but no closer than five (5) feet to any lot line; however,
 - (ii). on lots where the front building setback exceeds the minimum required front yard, solar energy systems may be placed in a location that is: between the front building façade and the front lot line, outside the minimum required front yard, and outside any required side yard.
- (5) Except as provided in paragraphs (3) and (4), above, a solar energy system, together with its support, shall not itself exceed a height of fifteen (15) feet unless otherwise required by the USBC or VSFPC for a specific use.

Sec. 34-1146. Nonconforming structures, permitted changes.

(a) A nonconforming structure may be changed, altered, repaired, restored, replaced, relocated or expanded only in accordance with the provisions of this section **and of sec. 34-1147**, and subject to all approvals required by law.....

....(e) A solar energy system may be placed on or attached to on a nonconforming building or structure.

Sec. 34-1147. - Expansion of nonconforming uses or structures.

(a) Nonconforming uses or structures may expand only in accordance with the provisions of this section. Whenever a percentage limitation is placed on expansion, that limitation shall be the total expansion allowed, in increments of any size that add up to the total, or all at once. All expansion shall occur on the lot occupied by the nonconforming use or structure, inclusive of any permitted consolidations or re-subdivisions.

(b) Nonconforming uses, other than structures, may be expanded on an area of a lot not originally devoted to the nonconforming use, provided such expansion meets all current requirements of this chapter applicable only to the expansion. **The placement or installation of a solar energy system on a building or lot shall not be deemed an expansion of a nonconforming use.**

(c) Nonconforming structures.

(1) ***Nonconforming single-family dwelling.*** The structure may be expanded as provided within this subsection. New or expanded residential accessory structures (such as storage sheds, garages, swimming pools, etc.) may be permitted. Expansion of the dwelling, and new or expanded accessory structures, shall meet all zoning ordinance requirements, including height, yard and setbacks, for the zoning district in which located; except that extension of an existing front porch that encroaches into a front yard required by this ordinance shall be permitted to the side yard(s), so long as such extension will not result in an increase in the front yard encroachment. A single-family detached dwelling that is nonconforming because it encroaches into any required yard(s) may be expanded as long as the expansion will not result in an increase in the yard encroachment(s). However, expansions in height to existing nonconforming single-family dwellings, which do not meet current setback requirements, shall be permitted only if: (i) the dwelling is only being increased in height, and (ii) the footprint of the dwelling will remain unchanged by the proposed expansion in height. Such expansion will not be required to meet more restrictive setbacks enacted since the date the dwelling became nonconforming; however, all other zoning regulations for the district in which the dwelling is located shall apply.

(2) ***Nonconforming structures, other than single-family dwellings.*** Where the use of a nonconforming structure is permitted by right, or with a special use or provisional use permit, in the zoning district in which the structure is located, then expansion of a nonconforming structure may be approved provided that: (i) yard, setback, screening and buffering, and height standards applicable to the proposed expansion are met; (ii) all applicable sign regulations are met, and (iii) such expansion does not exceed twenty-five (25) percent of the gross floor area of the existing structure. For any proposed expansion exceeding twenty-five (25) percent of the gross floor area of the existing structure, all development standards applicable to the property as a whole shall be met.

(3) **The placement or installation of a solar energy system on a building or lot shall not be deemed an expansion of a nonconforming building or structure, and the area occupied by any such system shall not be included within the calculation of percentages of expansion pursuant to paragraphs (c)(2) or (e) of this section.**

(4) Where a nonconforming structure is utilized for or in connection with a nonconforming use, then no expansion of the nonconforming structure shall be approved unless the zoning administrator certifies that: (i) expansion of the nonconforming structure would not result in expansion of the nonconforming use, or (ii) expansion of the nonconforming structure would result in expansion of the nonconforming use, but expansion of the nonconforming use would meet the requirements of section 34-1147(b), above.

(5) ~~(4)~~ Prior to the approval of any expansion of a nonconforming use or structure, nonconforming status shall be verified by the zoning administrator.

(d) In the event of any permitted expansion of a nonconforming structure, all signs located on the property shall be brought into full compliance with current zoning ordinance requirements.

(e) Permitted expansions for nonresidential, nonconforming uses that require special or provisional use permits are required to obtain special or provisional use permits only when such expansions exceed twenty-five (25) percent of the gross floor area of the existing structure.

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

Agenda Date:	May 1, 2017
Action Required:	Approve Resolution Authorizing Withdrawal of Membership form Virginia Transit Liability Pool
Presenter:	Chris Cullinan, Director of Finance
Staff Contacts:	Jessica Rice, Risk Management Specialist. Andrew Gore, Assistant City Attorney
Title:	Resolution: Authorizing Withdrawal of Membership from the Virginia Transit Liability Pool

Background: In 1987, Charlottesville City Council adopted a Resolution authorizing the City to join with other political entities to establish and become a member of the Virginia Transit Liability Pool (VTLP). The purpose of VTLP was for entities that were operating transit systems to pool resources that would provide levels of insurance that were otherwise unaffordable or unavailable. At that time, many insurance carriers would not provide coverage due to the level of risk associated with operating transportation systems. Since then, additional insurance pools and carriers have entered this market and there now exists a competitive environment to secure appropriate coverage.

The City recently received insurance proposals from Virginia Transit Liability Pool (VTLP) - the incumbent carrier, Virginia Municipal League (VML) – the current insurer for The City on other lines of coverage, and Virginia Association of Counties (VaCORP), for the purposes of evaluating insurance coverage regarding Charlottesville Area Transit.

Recommendation: Staff and the City’s third party Risk Advisor recommend that the City switch insurance carriers from VTLP to VML. The Discussion section below lists the rationale for the recommendation. Switching insurance carriers requires authorization for the City Manager to withdraw the City of Charlottesville from membership in the VTLP as the City originally joined via City Council resolution in 1987.

Discussion: There are two rationales for switching insurance carriers for Charlottesville Area Transit (CAT):

1. **Insurance Premium Savings:** The recommendation reduces CAT’s annual insurance premium resulting in savings of \$132,592 for the upcoming fiscal year (a 59% savings from the current year premium with VTLP).
2. **Eliminates Conflict Between Current Insurance Policies:** The City currently has two "towers" of coverage for Transit: (1) auto, general liability, and excess with VTLP (specific to Transit)

and (2) general liability and excess with VML (who cover all City departments including CAT as it is a division of the City and not a separate entity).

Each carrier has an "other insurance" clause in their policy form that excludes coverage in the event that Transit is carrying another insurance policy in the same line of coverage. In any instance where a general liability claim is filed with one of the insurance carriers, there is the potential for that carrier to invoke the "other insurance" clause (a copy of which is attached). In other words, each insurance carrier could deny the City's claim by pointing to coverage provided by the other insurance carrier. To date, neither insurer has taken this action, however this is the likely outcome in the event that there is ever a high-dollar loss.

The recommendation eliminates the City's risk exposure created by carrying dual general liability policies for CAT.

Additional Information: VaCORP was excluded from further consideration regarding insurance placement because pricing was not significantly lower than the incumbent and the placement would not have alleviated the issue of general liability exclusions.

Alignment with City Council's Vision and Priority Areas: The risk exposure that is eliminated and the cost savings realized from placing Transit insurance with an alternate insurance pool aligns with Council's vision for Charlottesville to be a Smart, Citizen-Focused Government. It contributes to Goal 1- Enhance the self-sufficiency of our residents, and Goal 4- Be a well-managed successful organization, of the Strategic Plan.. Specific application pertains to 1.2, Reduce employment barriers and 4.2, Maintain strong fiscal policies.

Budgetary Impact: The insurance premium for Transit operations will result in savings of \$132, 592 for FY 2018. This is a 59% savings from the FY 2017 premium with VTLP. The Transit insurance premium is paid from the Risk Management operating budget and is a direct dollar for dollar allocation to Charlottesville Area Transit each year.

Alternatives: The City can retain membership of and purchase insurance through Virginia Transit Liability Pool (VTLP), with the understanding that CAT will be subject to risk exposure resulting from coverage exclusions triggered by dual liability policies and not realize cost savings.

Attachments: Recommendation from the City's third party Risk Advisor
Proposed Resolution.



MARSH & McLENNAN
AGENCY

April 18, 2017.

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Ms. Jessica Rice.
Risk Management Specialist.
City of Charlottesville.
325 4th St NW.
Charlottesville, VA 22903.

Regarding: Charlottesville Area Transit.
Insurance Coverage Comparison.

Dear Jessica;

At your direction, I have reviewed 3 proposals for coverage, for CAT. We reviewed proposals from Virginia Transit Liability Pool (VTLP) - the incumbent carrier, Virginia Municipal League (VML) - the current insurer for The City on other lines of coverage and Virginia Association of Counties (VaCORP).

In our recent meeting, we determined that we would exclude VaCORP from further consideration for two reasons;

- Their pricing although lower than VTLP, was not such that it would be a major consideration in moving the program to them; and.
- Moving coverage to them would create the same "other insurance" situation we now have with VTLP and VML.

As we discussed, it is important that we put the premiums quoted aside for the purpose of reviewing the exposure to The City in two areas of importance. The "other insurance" clause that each carrier has in their policy form and the fact that we currently have two "towers" of coverage for Transit - Auto, General Liability and Excess with VTLP (specific to Transit) and General Liability and Excess with VML. The General Liability with VML also includes Transit.

Since Transit is a division of The City and not a separate Authority, the VML cannot exclude it from their policy since the named insured is The City of Charlottesville (thereby including *all* divisions of The City).

The City is buying high limits on CAT in the event of a catastrophic event. I think that were that to happen and the claim was determined to be general liability (as opposed to auto liability), the reinsurers for both the VML and VTLP would require that each of them - at least initially to evoke the "other insurance" clause, a copy of which is included here.

In addition to the financial aspect (The City is currently paying for the same coverage from 2 different carriers), the coverage issues can be dramatic. This form of insurance is *never* recommended.

Program Analysis.

From a coverage and forms aspect, both VTLP and VML are comparable with no appreciable differences in the actual coverages that they provide, so this analysis will focus on services and pricing.

VTLP Program.

This program has been in effect for 30 years and The City is one of the founding members. Their experience in transit exposures cannot be disputed – it is all they write. A summary of the services that they have made available to The City is included here. They did not provide a list of all of the services and training programs that they offer to their members, but feel sure based on our meeting with John that he is pleased with what they have to offer and he feels that the training and loss control needs of The City are being well cared for.

VML Program.

Due to the fact that we are not currently insured for transit with VML, we did have to look deeper into their experience with this class of business.

- They currently insure the following transit accounts:
 - o Blacksburg Transit.
 - o City of Fairfax CUE Bus System.
 - o Danville Transit System.
 - o Fredericksburg Regional Transit (FRED).
 - o Hampton Roads Transit (HRT).
 - o City of Radford Transit.
 - o Suffolk Transit.
 - o Winchester Transit System.

- Loss Control and Training availability.
 - o Where The Rubber Meets the Road Program, where members who sign up for the program are given loss control and safety benchmarks that when met provide a 5% premium credit. Provides train the trainer instruction to provide National Safety Council Courses DDC-4 training include Transit Operator Development Course, Personal Consequences of Unsafe Driving among others;
 - o On line access to "VML University" for many training programs, although not specific to transit.

Premiums.

Currently, transit carries a \$20,000,000 total limit of liability with VLTP. Their premium for the policy term to begin 7-1-17 is \$211,631. This premium includes a limit for medical payments of \$5000. This is a coverage that transit is not currently insuring. A decision would need to be made so far as if this coverage should be carried or not, due to the way the coverage part responds.

The VML is offering a \$1,000,000 primary layer and \$20,000,000 excess for a total per occurrence limit of \$21,000,000 for a premium of \$79,039 which includes medical payments at \$5000.

Ms. Jessica Rice
April 18, 2017
Page 3

There was discussion in the meeting concerning VML cancelling coverage for Harrisonburg Transit. This occurred 10 to 12 years ago, and it is unknown if the cancellation was due to a large loss or a lack of perceived loss control which contributed to the loss. It is my opinion that with reinsurance changes combined with the cyclical insurance market, it is not of value in the present day to determine how an insurance carrier would act/react now, compared to what actions they took so long ago. Anytime a carrier and client decide to part ways, there are many variables that come into play – as I am sure were considerations when GRTC left VTLP a few years back.

Also discussed was the perception that VML underpriced business and then at renewal would considerably increase their pricing. I have several clients that purchase coverage from VML (although no transit clients), and have not found this to be the case. I see their pricing reflect the standard markets combined with increases and decreases that we see in the reinsurance market (which drives both theirs and VTLP's excess charges). Although this is a theory ("buy" the business) that we often hear insurance buyers say in actuality it rarely happens. Insurance policies are only in effect for one year, and if carriers did this the account would just change carriers.

Although I recognize, and have a great respect for the long-term relationship between the VTLP and CAT, I must recommend that you move the coverage on renewal to VML, for the following reasons:

- o Insures The City's liabilities with one carrier so we have no duplicate coverage issue or an issue as to if a claim is General or Auto liability in nature;
- o VML insures enough transit that they should have availability to provide what is needed from a loss control, safety and training standpoint;
- o VML provides an additional \$1,000,000 in coverage due to the way the program is structured;
- o \$132,592 in premium savings.

Please let me know if you have any questions. Thank you.

Sincerely,



Jenier Z. L.
Sr Vice President.

Attachments;

Other Insurance.
VTLP training 2016 year.

COVERAGE A. BODILY INJURY AND PROPERTY DAMAGE LIABILITY.

COVERAGE B. PERSONAL AND ADVERTISING INJURY LIABILITY.

"Other Insurance Clause" from VTLP's policy.

4. Other Coverage.

If other valid and collectible coverage is available to the Covered person for a loss we cover under Coverage A or B of this Coverage Part, our obligations are limited as follows:

a. Primary Coverage.

This coverage is primary except when b. below applies. If this coverage is primary, our obligations are not affected unless any of the other coverage is also primary. This coverage will share with all that other coverage by the method described in c. below.

b. Excess Coverage.

This coverage is excess over any of the other coverage, whether primary, excess, contingent or on any other basis:

- (1) That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";
- (2) That is Fire coverage for premises rented to you; or
- (3) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of Coverage A (Section I).

When this coverage is excess, we will have no duty under Coverage A or B to defend any claim or suit that any other insurer has a duty to defend. If no other insurer defends, we will undertake to defend, but we will be entitled to the covered person's rights against all those other insurers.

When this coverage is excess over other coverage, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

- (1) The total amount that all such other coverage would pay for the loss in the absence of this coverage; and
- (2) The total of all deductible and self-insured amounts under all that other coverage.

We will share the remaining loss, if any, with any other coverage that is not described in this Excess Coverage provision and was not bought specifically to apply in excess of the Limits of Coverage shown in the Declarations of this Coverage Part.

c. Method of Sharing.

If all of the other coverage permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of coverage or none of the loss remains, whichever comes first.

If any of the other coverage does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of coverage to the total applicable limits of coverage of all insurers.

"Other Insurance Clause" from VML's policy.

3. OTHER INSURANCE.

If other valid and collectible insurance is available to the *named member* for a loss covered under Coverage A of this Coverage Part, our obligations are limited as follows:

- a) Primary insurance-this insurance is primary. VMLIP's obligations are not affected unless any other insurance is primary. Then VMLIP will share with all other insurance by the method described in b.
- b) Method of Sharing-if all other insurance permits contribution by equal shares, VMLIP will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.
- c) If any of the other insurance does not permit contribution by equal shares, VMLIP will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

V T L P

Training and Loss Control Services - Charlottesville Area Transit

Dates	Description	Cost Inside/Outside Contribution
10/18-19/2016	STARTS - Transit Safety Officer Training. Full day seminar for Transit Operations Managers and Safety Trainers led by nationally known transit consultant. Vehicle Safety, Driver Safety, Passenger Safety. All attendees received a Learner's Guide, Instructor's Guide, power point, and videos.	inside
12/22/2016	Accident Scene Photography Training - training module presented by VTLP loss control representative to John Jones, safety manager Evelyn Trice, and several safety supervisors, - including the importance and how to take Vehicle, View, and Position photos, as well as special cases.	inside
4/13/2017	Site Safety Review - VTLP loss control representative visit CAT, conducted in-person interviews with Operations Manager and Maintenance Manager. Reviewed transit safety, training, and administration programs in detail. Tabulate and score results tracking over time, and comparison with other VTLP members.	inside
6/5-6/2017	Pedestrian Safety/Driver Fatigue seminar - full-day seminar led by nationally recognized transit consultant - hosted by CAT.	Inside
Qtrly	Risk Profile Report - presentation of claim metrics including frequency, loss rate, and loss severity over time, and compared to other pool members. Presentation of loss control metrics including Preventable Losses by day and time, by Type, Manner, and Accident Location. CAT uses these metrics to as part of root-cause analysis to determine how to focus loss control and train resources.	Inside
Qtrly	Loss Runs - detailed loss runs on all open and closed claims. Loss runs provided quarterly on adhoc basis as specified by CAT.	Inside
5/17-18/2017	Safe Driving Car Summit - Princeton University. 1 1/2 day seminar featuring industry and thought leaders in the self-driving and autonomous car and bus movement. The city of Charlottesville, and the Virginia Dept of Rail & Public Transportation support this technology. Attendance at the seminar, including registration and travel has been offered free of charge to VTLP board members including John Jones.	inside
11/1/2016	Near-Miss Reporting - on-going discussion that began with the Site Safety Review in 2016. Identifying system and organizational failures thru near-miss reporting will soon be mandated by FTA - potentially an important way of preventing accidents before they occur. It is hard to implement because it requires drivers to report near-misses on themselves. VTLP facilitated an on-going discussion between transit managers, of which John Jones was an active participant.	inside
5/9/2016	Guns on Buses - open carry rules for public transit is a current and difficult issue. The law allows passengers to carry firearms on public buses, which presents obvious risk and is frightening to other passengers. VTLP facilitated a discussion between Virginia transit managers, including John Jones, who was an active participant.	inside
May 2016-April 2017	Collision avoidance technology, such as that provided by industry leader MobilEye, is the precursor to fully autonomous vehicles. The technology will be implemented in steps - collision avoidance technology is an early step, available now, and which will make a material difference in accident frequency. VTLP facilitated a discussion among transit managers of which John Jones was an active participant.	Inside
8/22/2016	Claim investigation and procedures - presentation at CAT to talk about claim procedures and work flows. Courtesy cards to bus passenger witnesses, incident reports, on-scene investigations, storage of security video, and work flow between the City, CAT, and VTLP. Examples of claims being reported to Risk Management rather than CAT, and delays before notice reaching VTLP. Discussion of work flows. John Jones, Juwhan Lee, Jennifer Stieffenhofer.	inside
Jan-16	Bus driver hours of service. Bus driver fatigue is an important issue in transit operations and loss prevention. Transit agencies are not bound by the FMCSA regulations that govern truckers, and the number of hours they allow per shift and per day varies widely. Stakeholders including HR, operations, safety have differing views. VTLP facilitated a discussion among transit managers, of which John Jones was an active participant.	inside
9/7/2016	Bus mirror technology to reduce blind spots - on-going discussion regarding larger side-view bus mirrors now offered by manufacturers - were found to create significant blind spots for drivers, which resulted in a number of pedestrian accidents among VTLP members. VTLP facilitated a discussion among transit managers, of which John Jones was an active participant.	inside
July 26&27, 2016	"Effective Supervision for Transit" workshop - Blacksburg, VA - 2-day workshop with goal to better equip transit supervisors as leaders and managers by increasing their knowledge and skill in effective leadership techniques, methods and behaviors. Pool covered cost of tuition for VTLP members.	Inside
6/2/2016	Conflict and Aggression training video - altercations with passengers are common - there have been a number of serious pedestrian accidents that resulted from the bus driver being distracted by an alert call. This video, offered free of charge to VTLP members, provides training, tips, and methods for defusing these events.	Inside
12/21/2016	Parking rules at bus stops - vehicles parking too close to bus stops creating potentially dangerous situations for bus drivers trying to pick up and drop off passengers, including wheelchair passengers requiring use of the lift. VTLP facilitated a discussion among transit managers and safety personnel regarding regulations, compliance, and enforcement. The Charlottesville City Attorney's office and CAT were consulted.	inside

RESOLUTION.

**AUTHORIZING WITHDRAWAL OF MEMBERSHIP
FROM THE VIRGINIA TRANSIT LIABILITY POOL.**

WHEREAS, in 1987, the Council of the City of Charlottesville, Virginia, (the “City”) authorized the City to join with other political subdivisions to establish and become a member of the Virginia Transit Liability Pool (“VTLP”); and

WHEREAS, the City has since remained, and currently is a member of VTLP, such that through its membership in VTLP, the City insures the operations of Charlottesville Area Transit as to comprehensive general liability, automotive liability, and automobile physical damage; and

WHEREAS, the City has determined that it is no longer in the best interests of the City to remain a member of VTLP;

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Charlottesville, Virginia, that the City Manager is hereby authorized to do all things necessary to withdraw the City of Charlottesville, including Charlottesville Area Transit, from membership in the Virginia Transit Liability Pool.

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CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	May 1, 2017
Action Required:	Approval of Homeowner Tax Relief Grant Program
Presenter:	Todd D. Divers, Commissioner of the Revenue
Staff Contacts:	Todd D. Divers, Commissioner of the Revenue
Title:	Homeowner Tax Relief Grant – 2017

Background:

Attached is an ordinance for Council’s consideration for the Homeowner Tax Relief grant program for Calendar Year 2017, for certain low-and moderate-income homeowners. The program allows the owners of eligible homeowner-occupied properties grant amounts to be applied to real estate taxes due on the property for the second half of calendar year 2017.

Discussion:

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

Alignment with City Council’s Vision and Priority Areas:

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

Budgetary Impact:

Cost of this program is funded with the annual budget appropriation for Fiscal Year 2018 approved by Council.

Recommendation:

Approve proposed ordinance

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

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

WHEREAS, this City Council desires to offer a monetary grant for Fiscal Year 2018, to aid low- and moderate-income citizens with one of the ongoing expenses associated with the purchase of a dwelling, *i.e.* real estate taxes; and

WHEREAS, public funding is available for the proposed grant;

NOW, THEREFORE, effective July 1, 2017 and for calendar year 2017, the Charlottesville City Council hereby ordains:

Grant—provided.

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

(b) If, after audit and investigation, the commissioner of revenue determines that an applicant is eligible for a grant, the commissioner of revenue shall so certify to the city treasurer, who shall implement the grant as a prepayment on the applicant's real estate tax bill due on December 5, 2017.

(c) The amount of each grant made pursuant to this ordinance shall be \$525 for taxpayers with a household income of \$0-25,000, and shall be \$375 for taxpayers with a household income from \$25,001-\$50,000, to be applied against the amount of the real estate tax bill due on December 5, 2017.

Definitions.

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

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

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

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

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

(5) *Real estate* means a city tax map parcel containing a dwelling that is the subject of an grant

application made pursuant to this ordinance.

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

(7)*Taxable year* means the calendar year beginning January 1, 2017.

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

Eligibility and restrictions, generally.

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

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

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

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

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

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

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

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

Procedure for application.

(a)Between July 1 and September 1 of the taxable year, an applicant for a grant under this

ordinance shall file with the commissioner of revenue, in such manner as the commissioner shall prescribe and on forms to be supplied by the city, the following information:

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

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

(3) the household income;

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

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

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

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CITY OF CHARLOTTESVILLE, VIRGINIA CITY COUNCIL AGENDA

Agenda Date:	May 1, 2017
Action Required:	Public Hearing and Approval
Presenter:	Tierra Howard, Grants Coordinator, NDS
Staff Contacts:	Tierra Howard, Grants Coordinator, NDS
Title:	Approval of FY 2017-2018 Annual Action Plan

Background:

The Consolidated Plan sets forth goals to support our community development needs over a five-year period (2013 – 2018) for low and moderate income individuals in the City and counties that make up the Planning District. The current five year Consolidated Plan was adopted at the May 6, 2013 City Council Meeting.

Discussion:

Each year localities are required to complete an Action Plan that details goals and objectives to be carried out in the upcoming program year. This is the third Action Plan of the 2013-2018 Consolidated Plan. This document also serves as the City's application for Community Development Block Grant (CDBG) funds and the Thomas Jefferson Planning District's application for HOME funds. It is due, in its final form, to HUD on May 15th.

Community Engagement:

On March 14, 2017 the proposed FY 17-18 CDBG and HOME budget came before the Planning Commission for a public hearing. The CDBG and HOME budget/action plan had a public hearing which was held at the Water Street Center of the Thomas Jefferson Planning District Commission on April 6, 2017 and an additional public hearing will be held by Council at the May 1st meeting.

The Action Plan has been advertised for a thirty-day comment period (March 22nd – April 21st 2017) before being sent to HUD for approval. The Housing Directors Council had an opportunity to make comments on the Action Plan at their March 21 and April 18, 2017 meetings. Comments received from Housing Directors will be incorporated into the Action Plan. The plan is in draft form pending approval from Council at the May 1st meeting. Following approval of the Action Plan, data will be entered in the HUD database which will then create a final formatted version of the Action Plan.

The Participation section of the Action Plan summarizes all community engagement efforts, as well as all comment received and incorporated into the plan.

Alignment with City Council Vision and Strategic Areas:

Approval of this agenda item aligns directly with Council’s vision for Charlottesville to have **Economic Sustainability** and **Quality Housing Opportunities for All**. It contributes to variety of Strategic Plan Goals and Objectives including: Goal 1 Enhance the self-sufficiency of residents;; 1.1 Promote education and training; 1.2 Reduce employment barriers; 1.3 Increase affordable housing options; 1.4 Enhance financial health; 1.5 Improve college/ career readiness of students.; 2.3. Provide reliable and high quality infrastructure; 3.1. Develop a quality workforce; 3.2. Attract and cultivate a variety of new businesses; and 3.3. Grow and retain viable businesses

Budgetary Impact:

The HOME program requires the City to provide a 20% match. The sum necessary to meet the FY 2017-2018 match is \$14,630, which will need to be appropriated out of the Charlottesville Housing Fund (CP-0084) at a future date. The Action Plan will have no additional budgetary impacts.

Recommendation:

Staff recommends approval of the 2017-2018 Action Plan of the 2013-2018 Consolidated Plan. Funds will not be available or eligible to be spent until HUD releases funds.

Alternatives:

No alternatives are proposed.

Attachments:

2017-2018 Annual Action Plan

RESOLUTION
Approval of FY 2017-2018 Annual Action Plan

BE IT RESOLVED, that the Charlottesville City Council hereby approves the 2017-2018 Action Plan of the 2013-2018 Consolidated Plan as presented at the May 1, 2017, City Council meeting.

**FY 17 - 18
ACTION PLAN
for the
CITY OF CHARLOTTESVILLE
and the
THOMAS JEFFERSON HOME
CONSORTIUM**

Draft for Consideration of Adoption

**Public Hearing and Consideration of Adoption at
Charlottesville City Council
May 1, 2017**



**Consideration of Adoption at the
Thomas Jefferson Planning District Commission
May 4, 2017, 7:00 p.m.**



I. INTRODUCTION

The Consolidated Plan for 2013-2017 set forth an overall plan to support community development needs, including housing needs, in the Thomas Jefferson Planning District and in the City of Charlottesville. The Action Plan for FY 2017-2018 re-affirms the goals expressed in the region’s Consolidated Plan, which was developed and adopted in May 2013. The Consolidated Plan is a five-year document that guides the specific activities developed annually through the Action Plan. Both the Consolidated Plan and the annual Action Plan guide the use of federal Community Development Block Grant (CDBG) funds received annually by the City of Charlottesville and the federal HOME funds received annually by the Thomas Jefferson HOME Consortium. Consortium members include the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson.

The member governments of the Thomas Jefferson Planning District agreed on an equal share basis of HOME funds available to each participating government (with towns included with their respective counties) with the exception of 15% of the total HOME funds, which are reserved for the Community Housing Development Organization (CHDO) set aside. The CHDO funds are rotated among the participating localities. The City of Charlottesville has been designated the lead agency for the HOME Consortium and the Thomas Jefferson Planning District Commission the designated Program Manager for the Consortium.

This Action Plan identifies specific activities to be undertaken with the funds during the program year from July 1, 2017 to June 30, 2018 as a means of fulfilling the goals stated in the Consolidated Plan. The objectives and outcomes of the Annual Action Plan for 2017-2018 are linked to the priority 5-Year Goals for set forth in the Consolidated Plan.

Summary of Local Goals from the 2013 Consolidated Plan and FY 17-18 Measurable Objectives

Note: Unless otherwise designated, the Objective for 2017-2018 activities is “Decent Housing” and the Outcome is “Affordability”

Locality: Albemarle			
Housing or Community Development Need Addressed:	5 Year Broad Goal from Consolidated Plan:	1 Year Measurable Objective from Action Plan:	Source of Funds to Achieve Goal:
Risk of homelessness, first-time homebuyers (HB), doubling up	Refine the County’s Affordable Housing Policy to promote creation of affordable units with long-term affordability requirements.	Revise Affordable Housing Policy as required with the passage of SB 549	
Risk of homelessness, doubling up, discrimination	Preserve and expand the supply of affordable rental properties; assist renters through rental assistance programs.	Continue providing rental assistance to approximately 425 households	HUD Housing Choice Vouchers

First-Time Homebuyers, cost-burden	Provide homebuyer assistance and below-market-rate mortgages to 7-10 lower-income homebuyers per year who live and/or work in Albemarle County.	Use proffered funds to support the development of affordable housing with long-term affordability restrictions	
Housing conditions are substandard and not energy efficient.	Provide emergency repairs to 40-50 homes per year	40 emergency repairs	HPG Private Funds
Lack of Jobs paying sufficient wages, cost-burden, first-time HB, discrimination	Promote job growth by encouraging affordable workforce housing in proximity to employment centers in designated growth areas	Consider the addition of “workforce housing” in revising the Affordable Housing Policy	
Insufficient housing options, homelessness, discrimination	Encourage new housing with supportive services for individuals with physical and/or developmental disabilities.	Support efforts by private-sector in creating housing and services for special needs populations	
Housing conditions are substandard and not energy efficient.	Leverage a variety of funds to rehabilitate 15-25 owner occupied homes per year	Rehabilitate 5 owner-occupied homes (HOME) and 15 homes (CDBG)	HOME CDBG
Multiple Needs	Participate in development of state housing and community development programs and seek funding from federal and state sources.	(Competitive CDBG funds awarded for work this year. No new applications until work is complete)	
Locality: Charlottesville			
Housing or Community Development Need Addressed:	5 Year Broad Goal from Consolidated Plan:	1 Year Measurable Objective from Action Plan:	Source of Funds to Achieve Goal:
Lack of Jobs paying sufficient wages	Support programs which increase and improve job opportunities.	Assist 143 low/moderate income persons with workforce development, business assistance, or childcare assistance	CDBG
Low-income households are at risk of homelessness.	Encourage the retention and provision of new affordable housing within the community.	Provide down payment assistance to 11-13 low/moderate income families.	HOME
Housing conditions are substandard and not energy efficient.	Provide rehabilitative services to 60 homes that are deemed substandard.		

Housing conditions are substandard and not energy efficient.	Provide emergency repairs to 25-30 homes per year.		
Multiple Housing Needs	Preserve and increase programs to assist residents with housing needs.		
Risk of homelessness, cost-burdened renters, regional cooperation	Continue partnerships with community entities to establish and maintain rental units for low/moderate income renters.		
Insufficient housing options, homelessness, discrimination	Continue to support programs which assist special needs groups, including financial assistance for home modifications.		
First time HB opportunities, housing cost-burden	Enable 7-10 eligible low/moderate income families per year to become homeowners.	Provide down payment assistance to 11-13 low/moderate income families. Construct one new affordable housing unit	HOME, including CHDO set-aside funds
Homelessness, discrimination, ex-offender re-entry	Facilitate expansion and coordination of rapid-rehousing, permanent supportive housing, and associated services for the homeless population.		
Risk of homelessness, cost-burdened renters, doubling-up, substandard housing, segregation	Support redevelopment of public and/or other subsidized housing to reintegrate those properties into existing neighborhoods. Where applicable, support resident bill of rights as formally adopted.		
Risk of homelessness, cost-burdened renters, first-time HB, government regulations	Revise city codes and ordinances to allow innovative housing types		
Multiple Needs	Encourage increase in financial assistance and support services to low income residents and Section 8 recipients.		

Lack of training provided by employers	Conduct training sessions	Assist 140 low/moderate income persons with workforce development training or business development (technical assistance)	CDBG
Transportation access barriers	Support Infrastructure Improvements	Provide streetscape improvements to improve pedestrian safety in the 10 th & Page neighborhood	CDBG
Lack of childcare options	Encourage increase in financial assistance	Assist 3 low/moderate income families with childcare assistance	CDBG
Ex-offender reentry	Support homeless and transition to independence	Assist 100 low/moderate income ex-offenders with re-entry services	CDBG
Locality: Fluvanna			
Housing or Community Development Need Addressed:	5 Year Broad Goal from Consolidated Plan:	2017 - 2018 1 Year Measurable Objective from Action Plan:	Source of Funds to Achieve Goal:
First-time HB	Enable 1-2 eligible families per year to become homeowners.	Build new home for First Time Homebuyer	HOME
Multiple needs	Promote the use of local funds to achieve housing and community development goals	Monetary assistance to local volunteer groups for ten housing repair or accessibility modification	State EmHR F/L HF funds
Housing conditions are substandard and not energy efficient.	Rehabilitate 2-3 homes per year that are deemed substandard.	Perform Emergency Home Repairs on thirty (30) homes	State EmHR TJPDC-HPG F/L HF funds
Risk of homelessness, housing options	Create new rental units affordable to very-low/low income residents of Fluvanna County or Town of Columbia.	Purchase lots and build two rental units in Palmyra	HOME F/L HF Funds
Locality: Greene			
Housing or Community Development Need Addressed:	5 Year Broad Goal from Consolidated Plan:	2017 - 2018 1 Year Measurable Objective from Action Plan:	Source of Funds to Achieve Goal:
Insufficient transportation infrastructure	Support infrastructure improvements along Route 29 Business Corridor and the Stanardsville area.		

Insufficient housing options, child-care options	Address the needs of the elderly, disabled, victims of domestic violence, and single parents.		
Housing conditions are substandard and not energy efficient.	Rehabilitate 2-3 substandard homes per year with an emphasis on those lacking complete plumbing.		
First-time HB	Enable 1-2 eligible families per year to become homeowners.		
Risk of homelessness, cost-burden	Encourage development of 1-2 affordable rental units per year.	Acquire and renovate existing building into 2 rental units	HOME Private Funds
Locality: Louisa			
Housing or Community Development Need Addressed:	5 Year Broad Goal from Consolidated Plan:	2017 - 2018 1 Year Measurable Objective from Action Plan:	Source of Funds to Achieve Goal:
Housing conditions are substandard and not energy efficient.	Rehabilitate 4-5 homes per year that are deemed substandard.	Major Rehab on one homes	HOME
Risk of homelessness, cost-burden, doubling up	Create new rental units affordable to very-low/low income residents of Louisa County.	Purchase lot and build one new rental unit	HOME F/L HF funds
Housing conditions are substandard and not energy efficient.	Provide emergency repairs to 5-6 homes per year.	Perform Emergency Home Repairs on 100 homes	State EmHR TJPDC-HPG F/L HF funds
First-time HB	Enable 1-2 eligible families per year to become homeowners.	Complete new homes for two (2) First Time Homebuyers	Louisa County HOME F/L HF funds
Risk of homelessness, housing options, ex-offender re-entry	Continue operation of transitional home to meet emergency community needs.	Continue operation of transitional home to meet emergency community needs.	F/L HF funds
Risk of homelessness, cost-burden, first-time HB	Encourage smaller homes to provide greater affordability, either through new construction or conversion of existing units.	Explore new models of small, energy efficient housing units	F/L HF Funds
Locality: Nelson			
Housing or Community Development Need Addressed:	5 Year Broad Goal from Consolidated Plan:	2017 - 2018 1 Year Measurable Objective from Action Plan:	Source of Funds to Achieve Goal:

Risk of homelessness, cost burden	Develop 1-2 affordable rental units per year near community services at a scale consistent with the rural character of county.	Nelson has developed eight units under 5-year plan, and owns total of 12. No additional rental development planned.	
Housing conditions are substandard and not energy efficient.	Rehabilitate 2-3 substandard owner-occupied homes per year with an emphasis on those without complete indoor plumbing.	Rehabilitate 4–6 substandard Owner-occupied homes with emphasis on accessibility and lacking complete indoor plumbing.	IPR, IPR Program Income, HOME funds, HPG funds, NCCDF funds
First time HB, cost-burden	Assist First Time Homebuyers with an emphasis on those who have received home ownership counseling.	Assist 1 – 2 First Time Homebuyers with closing cost assistance, home ownership counseling.	HOME funds
Regional cooperation	Continue collaborative efforts with other agencies to fund local projects.	Explore public/private cooperation to develop more rental units on NCCDF land.	CHDO proceeds, NCCDF funds
Housing options, discrimination	Promote job opportunities and accessible housing for people with disabilities and the elderly.	Seek private grants, other funds to install accessibility ramps for elderly and disabled.	CACF, BAMA fund, VHDA

II. RESOURCES

A. Federal

Allocations for 2017-2018 (July 1, 2017 to June 30, 2018) have not yet been released. This plan estimates funding based on the PY16 figures: Charlottesville’s FY 16-17 CDBG Entitlement Grant was \$371,309 and HOME funds for the region were \$468,166. Reductions in federal funding for HUD programs are being considered.

The breakdown of Consortium estimated funds by locality, and by eligible Community Housing Development Organizations (CHDOs) is as follows:

Administrative Funds: (10%)	\$46,816.60
HOME Program Funds:	\$58,520.75
Albemarle:	\$58,520.75
Charlottesville:	\$58,520.75
Fluvanna:	\$58,520.75
Greene:	\$58,520.75
Louisa:	\$58,520.75
Nelson:	\$58,520.75
CHDO Set-Aside (15%)	\$70,224.90
Total:	\$468,166.00

The sub-recipients in the HOME Consortium currently have \$170,125 in program income on hand. These funds are programmed for PY17 projects as follows.

2017-2018 HOME Projects
Projected use of Program Income Currently On-Hand

Project	Program Income
Albemarle Rehabilitation	\$8,735
Charlottesville First-time Homebuyers	\$3,214
Fluvanna Assistance to First Time Homebuyers	\$10,000
Fluvanna New Rental Units	\$23,620
Greene Rental	\$47,357
Louisa Rehabilitation	\$10,000
Louisa Assistance to First Time Homebuyers	\$20,000
Louisa New Rental Units	\$26,567
Nelson Assistance to First Time Homebuyers	\$10,000
Nelson Rehabilitation	\$10,632
TOTAL	\$170,125

III. DESCRIPTION OF PROJECTS

The following list of proposed projects details the proposed projects to be undertaken using HOME funds beginning in fiscal year 2017-2018 (beginning July 1, 2017). These projects reflect a one-year implementation plan consistent with the five-year goals approved in the 2013 Consolidated Plan, which are included above in the Introduction to this Action Plan.

Albemarle County

- Complete 5 housing rehabilitation projects for low and very low-income homeowners in substandard housing in Albemarle County. Estimated HOME Investment: \$58,207. Program Income: \$8,735

Charlottesville

- Provide down payment assistance to 11 to 13 low/moderate income families: Estimated HOME investment: \$58,207. Program Income: \$3,214. CDBG projects are listed in the attached budget. The CHDO project is listed at the end of this section.

Fluvanna

- Build one new residence for a first-time homebuyer. Estimated HOME Investment: \$0. Estimated Program Income: \$10,000.
- Build one new affordable rental unit for elderly and/or disabled tenant in Fluvanna County. Estimated HOME Investment \$58,207. Program Income \$23,620.

Greene

- Acquire a building and renovate into two rental units: Estimated HOME Investment: \$58,207. Program Income \$47,357.

Louisa

- Perform major rehab on one home. Estimated HOME Investment \$0. Program Income \$10,000.
- Build two new residences for first-time homebuyers. HOME Investment \$0. Estimated Program Income \$20,000.
- Develop one new rental unit: HOME Investment: \$58,207. Estimated Program Income \$26,567.

Nelson

- Provide assistance to 1 First Time Home Buyer. Estimated HOME Investment: \$12,000. Program Income \$10,000.
- Rehabilitate or replace 4 substandard owner-occupied homes. Estimated HOME Investment: \$46,207. Program Income \$10,632.

CHDO Set-aside

- Build one new affordable unit for homeownership in the Harmony Ridge project within the City of Charlottesville. Estimated CHDO Set-Aside: \$70,230.00

Annual CHDO set-aside funds are used in just one of the six localities with the CHDO funds rotating through all six localities over a six-year period. This allows for an equal share distribution of CHDO funds and provides sufficient funding for a bigger project in each locality. Funds can be used flexibly (loans, grants, or a combination of the two) at the discretion of the locality and the non-profit. Based on the rotation schedule and project readiness, The City of Charlottesville has been identified as the locality for the CHDO rotation in 2017-2018.

IV. GEOGRAPHIC DISTRIBUTION

HOME funds will be distributed throughout the entire planning district, which includes the Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson and the City of Charlottesville. The CHDO project is assigned to localities on a rotating basis, based on an established rotation schedule. Remaining HOME project funds available are allocated to the six localities in equal amounts.

In Charlottesville, the CDBG Priority Neighborhood for FY 17-18 is 10th and Page. Planned projects include pedestrian and accessibility improvements. All other CDBG projects will be focused citywide, with some services targeting residents within the Strategic Investment Area.

V. HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES

The annual Homeless Strategy is derived from the revised Community Plan to End Homelessness. While minor revisions were made to the plan in 2012, the Thomas Jefferson Area Coalition for the Homelessness (TJACH) adopted a substantially revised plan on March 25, 2015. The revised plan provides a broad strategic vision for TJACH and the homelessness system of care including specific target reductions in homelessness subpopulations. TJACH's primary mission is to make homelessness rare, brief and nonrecurring in this community. Guiding principles identified in the revised plan include a) focusing on the most vulnerable homeless population, b) adopting and implementing housing first strategies, c) using best practices, d) making decisions based on community-level data, e) advocating for a broad and effective system of care beyond housing and homelessness services, f) increasing housing options for the very poor and people with barriers, and g) providing strong regional leadership.

ONE-YEAR GOALS AND ACTIONS FOR REDUCING AND ENDING HOMELESSNESS

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs:

The Haven operates a low-barrier day shelter open seven days a week as a resource and respite center for people experiencing homelessness. Coordinated assessment is provided every day at The Haven to assess housing barriers and needs, make appropriate referrals, and connect people to prevention, rapid re-housing and permanent supportive housing resources. A PATH Street Outreach program is well-established in this community, which provides two outreach workers, one at Region Ten (full-time) and the other at On Our Own (32 hours per week). These PATH workers are

responsible for conducting outreach on the streets, at soup kitchens, and at campsites where people experiencing homelessness congregate in order to assess and provide resources for people with untreated mental health issues. The PATH program participates in the bi-weekly Community Case Review to accept referrals from partner agencies and conducts weekly outreach at the local low-barrier, day shelter, The Haven. In addition, The Haven supports an outreach worker that specializes on substance abuse assessment and referral, conducting outreach at the day shelter and in public places. TJACH uses the Vulnerability Index Service Provision Decision-Making Tool (VI-SPDAT) to determine eligibility and priority for rapid re-housing resources and a brief pre-screener developed by Andrew Greer and Marybeth Shinn to determine eligibility and priority for prevention resources. In addition, a vulnerability index is used to assess medical vulnerability for prioritized access to permanent supportive housing resources.

Addressing the emergency shelter and transitional housing needs of homeless persons

This community maintains four emergency shelter programs including a high barrier shelter at the Salvation Army, a low barrier seasonal shelter at PACEM, a domestic violence shelter at Shelter for Help in Emergency and a small shelter dedicated to homeless and runaway youth. As documented in the Needs Assessment and Market Analysis, emergency shelters are currently adequately providing for the needs of homeless individuals. However, the number of homeless families is increasing, and the plan calls for increased resources to meet these changing needs. Specifically, these needs could be met by converting existing transitional housing beds to dedicated emergency shelter beds for families and by expanding access to emergency financial assistance programs. In the meantime, this community uses funds from the Virginia Homelessness Solutions Program administered by the Virginia Department of Housing and Community Development to provide emergency hotel/motel vouchers to families experiencing literal homelessness that are unable to access shelter through the Salvation Army. Transitional housing needs will be met predominantly through rapid rehousing programs. The CoC receives funding from the state's Virginia Homelessness Solutions Program grant to support an effective rapid re-housing program, based at The Haven. Support for a Housing Navigator position has been provided by the City of Charlottesville and Albemarle County human services funding process. The Salvation Army's transitional program is not currently in operation. The Monticello Area Community Action Agency (MACAA) provides transitional housing through their Hope House. Both MACAA and the Salvation Army are seeking private funds for ongoing operations. A primary goal of the system of care is to reduce the amount of time individuals and families experience homelessness and stay in shelters. Data is actively collected and reviewed on average lengths of stay in all shelters.

Helping homeless persons make the transition to permanent housing and independent living, and preventing individuals and families who were recently homeless from becoming homeless again

Integrating housing opportunities with ongoing case management support has been identified as a priority for this CoC. Funding support for housing-focused supportive services has been requested from local funders in order to improve this community's capacity to provide housing stabilization services. With the support of a Community Case Review process, we will work to build a pathway from shelters or street to stable housing and build an inventory of participating landlords. A primary goal for the following year is to assess local data to determine a more strategic way to use public resources, integrate a rapid re-housing triage methodology and reduce shelter stays. Early efforts have yielded a significant increase in the amount of rapid re-housing funding from the state and from local government.

Helping low-income individuals and families avoid becoming homeless

Prevention strategies include interventions immediately prior to homelessness occurring, adequate case management during the transition out of homelessness to prevent relapse, and support during a discharge from institutional housing. The State's Virginia Homelessness Solutions Program has provided funds for homelessness prevention. Local prevention funds prioritize households with a previous experience of homelessness. The Jefferson Area OAR have recently been trained to assist their clients with securing SSI/SSDI support rapidly to have sufficient income to prevent recidivism, and this form of counseling will be practiced over the following year. City of Charlottesville and Albemarle County Departments of Social Services leadership serve on CoC governance and actively work to improve access to mainstream resources for people experiencing housing crisis. This fiscal year, the prevention program has served 122 people with a short-term subsidy to get into or remain in stable housing. 100% of these households have successfully avoided homelessness as a result. The community recently partnered together to create an Emergency Assistance line for people to call when they are experiencing a housing crisis.

VI. NEEDS OF PUBLIC HOUSING

Introduction

Public housing is owned and operated by the Charlottesville Redevelopment and Housing Authority (CRHA) and all units are contained within the City limits of Charlottesville. The Charlottesville Redevelopment and Housing Authority (CRHA) has an aging housing stock consisting of seven scattered site projects and four stand-alone homes comprising 376 units on a combined 40.88 acres that are in need of wholesale renovation or redevelopment. This section outlines plans to provide this resource and improve the current stock of housing.

Actions planned during the next year to address the needs of public housing.

The Charlottesville Redevelopment and Housing Authority (CRHA) provides housing and tenant support to the City's lowest income population; however, given dwindling HUD resources, CRHA has been forced to concentrate efforts on landlord / tenant responsibilities, with limited resources for public outreach, advocacy and social supports.

CRHA relies heavily on community partners to provide on-site and other opportunities for youth and adults in public housing. The agency's overall goal with supporting such programs is to facilitate and encourage residents' efforts towards success and independence. CRHA continues to work closely with the Charlottesville Public Housing Association of Residents (PHAR) in their efforts to provide resident outreach, resident leadership development / capacity building, and resident advocacy. CRHA also maintains a website with information about housing authority news of interest, community-wide news, and upcoming job and training opportunities.

CRHA has requested and received funding from the City of Charlottesville Affordable Housing Fund (CAHF) for assistance with operations and redevelopment. At present, the City is providing partial funding for a Maintenance Supervisor & Modernization Coordinator position and the City is continuing its effort to work with CRHA to help identify the best way to utilize the Charlottesville Development Corporation (CDC) in future redevelopment efforts. The goal of redevelopment is to transform the public housing sites into vital mixed-income and mixed-use (where appropriate) communities to the greatest extent possible, while maintaining a respectful relationship with the surrounding neighborhoods. The City is holding CAHF in reserve pending identification of next steps for redevelopment.

CRHA has hired an Executive Director in 2016. The new Executive Director's primary priority upon starting was to stabilize the operations and budget management of the organization. The City is working with the CRHA to strengthen its capacity building and Board governance. To this point,

The Charlottesville Redevelopment and Housing Authority (CRHA), the Public Housing Association of Residents (PHAR), and the City of Charlottesville applied and received a Strengthening Systems Grant from the Charlottesville Area Community Foundation for \$283,000. This three-year grant is designed to support programs that strengthen the formal and informal systems within the community. The grant is to be used for CRHA Board training, PHAR and CRHA resident's capacity building and community engagement.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

One of the requirements of the Strengthening System Grant from the Community Foundation is to conduct a resident-led, redevelopment engagement process that repairs, builds and helps to maintain trust between public housing residents, CRHA and the City in preparation for expected redevelopment. A Project Management Committee composed of the representatives from Community Foundation, City, CRHA and PHAR has been set up to oversee the implementation of the grant.

CRHA has established a residents-driven Redevelopment Committee to help plan and implement redevelopment projects.

Also, the City is proposing a \$250,000 Capital Improvement Program (CIP) allocation to the CRHA for future redevelopment efforts. The City also has \$390,416.65 of CAHF funds set aside for CRHA redevelopment efforts and to support the hiring of a Modernization Coordinator.

VII. BARRIERS TO AFFORDABLE HOUSING

Introduction

This section describes actions planned to remove or ameliorate barriers to affordable housing in the one year period. The one-year actions described in this section are intended to fit within the 5-year strategy to remove or ameliorate barriers to affordable housing.

Planned Actions to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing

The Thomas Jefferson Community Land Trust will continue to have conversations with the Virginia Housing Development Authority (VHDA) about the possibility of revising their policies related to financing for Community Land Trust projects. The CLT model makes homeownership more affordable to the initial buyer, and also ensures that the home will remain affordable for future buyers. TJCLT homebuyers benefit from a reduced price on the home, with the CLT owning the land, in exchange for a lower share of the appreciation in the home's value at resale. Accessing permanent mortgage financing has been a barrier to expanding this model. Current VHDA policies do not allow mortgages for CLT properties. A change in policy would allow more CLT projects to move forward.

In December of 2013, the City Council adopted the Strategic Investment Area Plan. This plan is intended to provide guidance for investment in the target area south of downtown and for improved urban design to create a better quality of life. It anticipates the redevelopment of Charlottesville Redevelopment and Housing Authority sites but is not a redevelopment plan.

The Strategic Investment Area (SIA) is an area of approximately 300 acres in the Downtown Extended Zone of Charlottesville. It includes portions of the Ridge Street, Belmont, Downtown, and

Martha Jefferson Neighborhoods. Three CRHA-owned public housing sites as well as a Section 8 apartment complex are located within the SIA. The City has identified this area as a potential “growth” area due to its low density and available land areas, and its location as a gateway to Downtown. The SIA Study was initiated in order to create a transformative process for redevelopment and to identify key strategies for both public and private development.

Core Goals of the SIA

1. To rebuild and preserve public and assisted housing as part of an integrated plan for revitalizing neighborhoods hallmarked by concentrated poverty.
2. To catalyze coordinated investments in neighborhood revitalization, including improvements in infrastructure, education and community assets that attract businesses and industries.
3. To build the foundations for economically viable neighborhoods of opportunity and choice within one of the city’s most distressed communities by promoting mixed income residential development without displacement and employment growth.
4. To address interconnected challenges: housing decay, crime, disinvestment, health disparities, adult educational opportunities, transportation and economic opportunities for youth and adults.
5. To create a healthy, viable neighborhood with urban amenities such as public parks, institutions like libraries and excellent food sources and safe, connected streets that promote walking, biking and efficient public transit.

Since the plan’s development, a number of projects have moved forward within the SIA area. In addition, in Spring 2016, the SIA area was split into three phases. Phase I includes the areas currently zoned Downtown Extended (DE) and direction was provided to explore development of a form based code for this area. Staff has been performing preliminary reviews for a code framework for Phase I of the SIA taking into account the redevelopment of the Friendship Court site and other projects in process.

To address affordable housing needs throughout other areas of the City, the Housing Advisory Committee (HAC) is developing a list of policy recommendations for City Council. The HAC’s recommendations include amendments to the City’s zoning ordinance, creation of developer incentives to encourage affordable housing construction among private market developers, and implementation of programs to increase the number of affordable rental units within the City.

VIII. OTHER ACTIONS

Actions planned to address obstacles to meeting underserved needs

The Housing Choice Voucher Program (formerly Section 8) provides one of the few subsidized housing opportunities in the more rural counties in the Planning District and the number of Housing Choice Vouchers (HCVs) is not sufficient to meet the need. The relative lack of HCVs is compounded by the lack of available rental units. The Consolidated Plan Needs Assessment reported a deficit in the number of rental units available to low and very low income households in the region, as well as a number of renting households spending in excess of 50% of their income on housing. Consultations with social services providers and the aggregated results of the online survey conducted for the Consolidated Plan underscore the finding that a lack of affordable rental housing for very low-income families is needed. This is exactly the target clientele for the HCV, but the number of vouchers available falls far short of the need.

The City and the Consortium will work with the funds received to address the needs of as many individuals as possible. The annual goals to address these underserved needs are contained in this

Action Plan. The City is planning a Landlord Forum for the fall of 2017 to reach out to landlords to improve relationship and understanding of housing needs. This will include information and education on Housing Choice Vouchers, Rapid Re-housing, Permanent Supportive Housing, and local programs (e.g. International Rescue Committee, Shelter for Help in Emergency). The goal is to increase the pool of participating landlords.

Actions planned to foster and maintain affordable housing

The provision and retention of affordable housing is a central theme of the Consolidated Plan and this Action Plan. The City of Charlottesville and the HOME Consortium will approach the issue of affordable housing from a variety of pathways, including creation of new affordable units, rehabilitation of substandard homes, providing assistance to renters, and addressing policies that create barriers to affordable housing. A dedicated fund maintained by the City of Charlottesville, the Charlottesville Affordable Housing Fund, is used to preserve existing affordable housing stock, support rental subsidy programs for the extremely poor, and develop new affordable housing units. A proposal to increase the annual CAHF appropriation by \$800,000 is currently being considered by City Council.

Albemarle County was awarded \$855,000 as a Community Improvement Grant through the Virginia Department of Housing and Community Development (DHCD), for housing rehabilitation in the Alberene neighborhood in the southern part of the County. Work is planned to include rehabilitation of 28 homes, including energy conservation initiatives.

Actions planned to reduce lead-based paint hazards

Rehabilitation of existing substandard housing units is a key component of preserving existing affordable housing. Due to the age of the housing stock, particularly in the rural areas where renovations are less likely to have occurred in recent decades, there is a greater likelihood of the existence of lead-based hazards. Special precautions will be taken in homes where young children are present, whether or not the existing structure was built before 1978. Appropriate controls and abatement measures will be utilized in homes built before 1978.

Actions planned to reduce the number of poverty-level families

Many affordable housing and community development activities have the objective of making life easier for poverty-level families, by increasing the quality of their housing and/or neighborhood or reducing the impact of housing on the family budget. An implicit goal of every activity in this plan is to provide a ladder for families to move themselves out of poverty and into financial independence. Of course, this can only happen through a robust job market, with opportunities available to the range of skill sets and educational backgrounds that exist in the region, as well as training programs and mechanisms for linking prospective poverty-level employees with employers. Although the job market is relatively healthy and unemployment is low compared to Virginia and the nation, a significant segment of the population is on the sidelines of the labor force.

Activities utilizing HOME funds will not directly address job provision and training, but locating new housing in high-opportunity areas with ample access to jobs facilitates employment among clients served. Other goals call for the inclusion of support services, including job training, into housing for the homeless. CDBG projects address business development and workforce development

directly. The City supports Coming Home to Work to help recently released felons gain employment. It has also worked diligently over the past year to advance its Growing Opportunity (GO) workforce development initiatives to increase training and employment opportunities for City residents and reduce the number of households living in poverty in Charlottesville. Efforts include: continued support of the previously established Downtown Job Center; GO training programs (GO Driver, GO Electric, GO Clean, GO CNA, GO Utilities); continued support of GO Ride, a free bus pass program for individuals needing transportation to job interviews and to work; and the creation of GO Hire, a wage subsidy and incumbent worker training program for City businesses that hire low-income City residents. A peer network model is also being piloted to connect community leaders with information relating to job openings and trainings.

Finally, the Thomas Jefferson Area Coalition for the Homeless (TJACH) has established a dedicated SSDI Outreach, Access and Recovery (SOAR) program to ensure that people experiencing homelessness and behavioral health disabilities gain access to entitlement benefits which will significantly improve their capacity to obtain and maintain stable housing.

Actions planned to develop institutional structure

The Housing Directors meet regularly to coordinate the housing programs in the region. The TJACH Governance Board and its Service Providers Council meet monthly to address the needs of the homeless and special needs populations. These groups coordinate with local government and work together to provide the best housing strategies for the region's low and moderate in-come residents.

The Thomas Jefferson Planning District Commission (TJPDC), the City of Charlottesville, and Albemarle County completed a three-year Sustainable Communities Regional Planning Grant in early 2014, administered through HUD's Office of Sustainable Housing and Communities. The primary deliverable of this process, known as Many Plans/One Community, was a regional sustainability implementation plan, consisting of the Comprehensive Plans for the City of Charlottesville and Albemarle County, as well as the MPO's Long Range Transportation Plan. Throughout this process, an unprecedented level of planning coordination has taken place and is expected to continue into the future.

Housing, in particular, received significant attention from the Planning Commissions and elected bodies compared to previous Comprehensive Plans, as a result of this process. In addition to a section on housing in each of the Comprehensive Plans, a Fair Housing and Equity Assessment was developed to supplement the existing Analysis of Impediments to Fair Housing Choice. This assessment engaged decision-makers and the general public with the ongoing disparities that exist within the region. It is the intent of the City of Charlottesville and the HOME Consortium to utilize this growing institutional capacity and leverage it toward meeting the goals of this plan.

The City of Charlottesville adopted its Comprehensive Plan in August 2013. In March 2017, City Council approved the Planning Commission recommendations for a community engagement strategy for the regulatory framework review and alignment with the City's 2018 Comprehensive Plan review.

The Albemarle County Board of Supervisors adopted their updated Comprehensive Plan on June 10, 2015, including an updated Affordable Housing Policy. The updated policy highlights the dispersal of affordable units throughout a development and adherence to the counties design standards for development areas. State legislation that took effect on July 1, 2016 prevents the County from accepting proffers for affordable housing.

Actions planned to enhance coordination between public and private housing and social service agencies:

The Housing First approach and Community Case Review process utilized by the Thomas Jefferson Coalition for the Homeless (TJACH) brings housing and social service agencies together to address housing needs and support services. This process is working well and will continue to be refined and strengthened to build relationships and enhance coordination between housing and services. A local Housing & Homelessness Symposium in March 2015 was geared toward to expanding the connection between housing and homelessness programs. In addition, TJACH successfully advocated for the re-instatement of a preference and prioritization of families experiencing homelessness in the application process for public housing subsidized units. A Housing and Homelessness Symposium is being planned for October 2017.

TJACH has identified 6 annual outcomes as part of the recently adopted community plan including:

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

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

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

Measurement tools: average length of stay- HMIS

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

Measurement tools: agency and community performance data – HMIS

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

Measurement tool: annual performance report data - HMIS

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

Measurement tool: HMIS service records, new HUD performance measure

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

Measurement tool: HMIS annual performance report

IX. CITIZEN PARTICIPATION

Citizen participation was a central component of the Consolidated Plan update, completed in May 2013. This process established the goals and priorities for the Consolidated Plan, which continues to inform the annual Action Plans. For this Action Plan, a draft for public comment was made available on March 22, 2017 for a 30-day public comment period. An advertisement on the availability of the draft and the comment period appeared in the Tuesday, March 21, 2017 issue of the Daily Progress, the newspaper of general circulation in the region. The draft plan for public comment was also distributed by e-mail to solicit comments: Agencies and Organizations - The Charlottesville Health Department of the Thomas Jefferson Health District, United Way, Independence Resource Center, County of Albemarle, Salvation Army, Region Ten Community Services, Monticello Area Community Action Agency, Charlottesville Redevelopment and Housing Authority, Albemarle Housing Improvement Program, Piedmont Housing Alliance, Jefferson Area Board For Aging, County of Albemarle Housing Office, Public Housing Association of Residents, On Our Own-Drop-In Center, and Charlottesville/Albemarle Legal Aid Society; Local Media - The Daily Progress,

Fluvanna Review, Greene County Record, The Central Virginia, and Cville Weekly; Neighborhood Associations – Belmont-Carlton, Blue Ridge Commons, Burnett Commons, Fifeville, Forest Hills, Fry’s Spring, Greenbrier, Jefferson Park Avenue, Johnson Village, Kellytown, Lewis Mountain, Little High, Locust Grove, Martha Jefferson, Meadows, Meadowbrook Hills/Rugby, North Downtown, Orangedale, Ridge Street, Rose Hill, Starr Hill, University, Venable, Westhaven, Willoughby, Woodhaven, Woolen Mills and 10th and Page.

A public hearing was held at the Thomas Jefferson Planning District Commission’s (TJPDC’s) regular meeting on April 6, 2017. The draft plan was posted on the TJPDC web site and an article on the availability of the plan was included in TJPDC’s March 14, 2017 News Brief, reaching an audience of approximately 1,200 people across the region. The Action Plan was reviewed at the March 21 and April 18 meetings of the Regional Housing Directors Council. The City Council held a public hearing and considered adoption on May 1, 2017.

No formal comments were received, but there were some questions and discussion related to the Action Plan:

- Two staff members from the Thomas Jefferson Health District attended the April 4 public hearing, but did not offer any specific comments.
- The Jefferson Area Board for Aging (JABA) expressed an interest in senior housing, and indicated that they would discuss needs with the newly formed Charlottesville Area Alliance.
- Virginia Supportive Housing (VSH) is working toward another housing project in our area, and will submit more specific information about their plans for discussion at the next Housing Directors Council meeting.
- Sub-recipients updated the amounts of HOME Program Income on hand.

The following notice appeared in the Daily Progress on Tuesday, March 21, 2017:

**NOTICE OF PUBLIC HEARING AND PUBLIC COMMENT PERIOD
DRAFT YEAR 2017-2018 ACTION PLAN OF THE CONSOLIDATED PLAN FOR THE CITY OF
CHARLOTTESVILLE AND THE
THOMAS JEFFERSON PLANNING DISTRICT
30-DAY COMMENT PERIOD: March 22 - April 21, 2017**

The City of Charlottesville and the TJPDC invite all interested citizens to comment on the 2017-2018 (July 1, 2017 to June 30, 2018) Draft Action Plan of the Consolidated Plan. The Consolidated Plan and the Action Plan guide the use of federal Community Development Block Grant (CDBG) funds in the City of Charlottesville and federal HOME funds in the Thomas Jefferson Planning District (City of Charlottesville and counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson). Funding levels for the coming year are estimated as \$371,309 for CDBG and \$468,166 for HOME. A public hearing will be held in TJPDC’s Water Street Center, 407 E Water St., April 6, 2017 at 7:00pm. The City Council will also hold a public hearing on May 2, 2017 at 7:00pm in City Council Chambers, 605 E Main St.

The Action Plan is available at www.tjpd.org/housing or by contacting Tierra Howard, City of Charlottesville at (434) 970-3093 or Billie Campbell, TJPDC, at (434) 422-4822. Reasonable accommodations for persons with disabilities and non-English speakers will be provided if requested.

A reminder e-mail was sent to the Agencies and Organizations, Local Media, and Neighborhood Associations listed above prior to the City Council’s May 1 Public Hearing.

HOME funds will be distributed throughout the entire planning district, which includes the Counties of Albemarle, Greene, Fluvanna, Louisa, and Nelson and the City of Charlottesville. The CHDO project is assigned to localities on a rotating basis, based on an established rotation schedule. Remaining HOME project funds available are allocated to the six localities in equal amounts.

X. PROGRAM SPECIFIC REQUIREMENTS

A. Community Development Block Grant Program (CDBG)

The activities that will be undertaken with CDBG funds are all described in the Listing of Proposed Projects. Estimated available funding includes:

2017-18 Entitlement	\$371,309.00
Estimated Program Income and Reprogramming	\$42,268.31
TOTAL	\$413,577.31

Other CDBG Requirements

- 1. The amount of urgent need activities 0

- 2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan. 100.00%

Proposed CDBG Projects

Project	CDBG
PRIORITY NEIGHBORHOOD – 10th and Page – Block by Block Area	\$271,120.31
ECONOMIC DEVELOPMENT	
Community Investment Collaborative Scholarships	\$12,500
PUBLIC SERVICES	
OAR Re-entry Program	\$14,696
United Way – Childcare Subsidies	\$24,000
City of Promise – Enrolled to Launch Program	\$17,000
Administration and Planning	\$74,261
City CDBG TOTAL	\$413,577.31

B. HOME Investment Partnership Program (HOME)

Other Types of Investment

The Thomas Jefferson HOME Consortium does not intend to use forms of investment other than those described in 24 CFR 92.205(b).

Resale/Recapture Guidelines

All members (sub-recipients) of the Consortium have elected to use recapture provisions. The original homebuyer is permitted to sell the property to any willing buyer during the period of affordability although Consortium sub-recipients will be able to recapture the entire amount of the HOME-assistance provided to the original homebuyer that enabled the homebuyer to buy the unit. Recapture provisions are triggered by any transfer of title, either voluntary or involuntary, or if the property is no longer used as the owner’s primary residence during the established HOME *period of affordability*.

The *period of affordability* is based upon the *direct HOME subsidy* provided to the homebuyer that enabled the homebuyer to purchase the unit. Any HOME program income used to provide direct assistance to the homebuyer is included when determining the *period of affordability*. If the total HOME investment in the unit is under \$15,000, the *period of affordability* is 5 years; if the HOME investment is between \$15,000 and \$40,000, the period of affordability is 10 years and if the HOME investment is over \$40,000, the period of affordability is 20 years.

Direct HOME subsidy includes the total HOME investment (including program income) that enabled the homebuyer to purchase the property. This may include down payment assistance, closing costs, or other HOME assistance provided directly to the homebuyer. The amount of recapture is limited to the *net proceeds* available from the sale of the home. *Net proceeds* are defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

Recapture of initial HOME investment shall be secured by note and deed of trust for a term not less than the applicable period of affordability. Consortium subrecipients will also execute a HOME written agreement that accurately reflects the recapture provisions with the homebuyer before or at the time of sale. A clear, detailed written agreement ensures that all parties are aware of the specific HOME requirements applicable to the unit. The written agreement is a legal obligation. The HOME written agreement is a separate legal document from any loan instrument.

Refinancing Existing Debt

The TJ HOME Consortium does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds.

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

Agenda Date:	May 1, 2017
Action Required:	Approve Resolution
Presenter:	Christopher V. Cullinan, Finance Director
Staff Contacts:	Christopher V. Cullinan, Finance Director Khristina S. Hammill, Financial and Debt Manager
Title:	\$15,250,000 Bond Issue (maximum amount) – New Debt

Background/Discussion:

The City regularly issues bonds as part of its on-going Capital Improvements Program. Capital spending and the related financing is projected for a 5 year period and updated annually.

This bond issue represents part of the funding plan approved by Council for the City's on-going Capital Improvements Plan. All of the projects to be funded by this bond issue have been previously approved and appropriated by City Council in prior years and/or in the FY17 budget. The proceeds are proposed, but not limited, to be used to fund portions of the following projects:

<u>Projects</u>	<u>Amount</u>
Public Schools	\$ 1,871,573
Transportation and Access	4,035,000
Public Safety	2,922,936
Public Buildings	1,945,491
Parks and Recreation	1,425,000
Water System Improvements	2,000,000
Stormwater System Improvements	<u>930,000</u>
Total	\$ 15,130,000

These bonds will be repaid over the next 20 years with level annual principal payments. A more detailed discussion of the specific projects to be funded is attached.

Public Financial Management, Inc. (PFM), the City's financial advisor, along with City staff, continue to monitor the bond market and interest rate environment and we are anticipating a sale by

mid-May. The bonds will be sold by a public offering through a competitive bid. The resolution authorizes the City Manager to accept the lowest interest rate bid on the bonds.

City management has met with Moody's and Standard & Poor's to discuss the City's financial condition and to obtain ratings on these bonds. City staff anticipates that the City will retain its AAA bond rating, the highest rating given by both ratings agencies.

Community Engagement:

The Director of Finance, as per the law, has advertised this public hearing in the newspaper and will advertise the sale information in other media outlets prior to the bond sale date.

Alignment with City Council's Vision and Priority Areas:

Approval of this agenda item aligns directly with Council's vision for a **Smart Citizen Focused Government and Economic Sustainability.**

Budgetary Impact:

The City continues to manage its debt and to plan its bond issuance in a manner to:

- (1) Provide a stream of funding as it is needed,
- (2) Keep annual debt service costs on a fairly level amount (i.e., to avoid large spikes in debt service), and
- (3) To maintain and finance its physical facilities and infrastructure in such a manner that future users/beneficiaries will help to pay for them.

This bond issue is part of the City's on-going capital financing plan. The debt service on this issue will be paid from previously appropriated funds in the City's Debt Service Fund. No new appropriation will be required.

Recommendation:

Staff recommends that Council approve the resolution authorizing the City Manager to accept the low bid on the bond sale on behalf of the City for a competitive transaction.

Alternatives:

The alternatives to not issuing new debt would be to either use funds on hand (cash) to fund projects or not construct projects.

Attachments:

Descriptions of projects
Resolution

PLANNED BOND FUNDED PROJECTS

The following projects are all part of the City's on-going Capital Improvements Program. This program has been in place for a number of years, and all of the projects included here have been previously appropriated.

1. Public Schools - \$1,871,573 – Normally, City Council approves a lump sum appropriation for the Schools each year, and the Schools in turn decide upon the priority order and specific capital needs to be undertaken. Some of the projects covered by this lump sum include: HVAC component replacements and upgrades in various school buildings.
2. Transportation and Access - \$4,035,000 – These funds will be used for street reconstruction, a portion of the West Main Streetscape master plan, and bicycle infrastructure improvements.
3. Public Safety - \$2,922,936 – Several public safety projects will be funded with this bond issue including the City's share of the regional Emergency Communications Center CAD system replacement, mobile radios for the police department and a fire engine will also be funded.
4. Public Buildings - \$1,945,491 – These funds will allow the City to continue to address on-going repairs and maintenance of existing infrastructure as well as the development of new facilities.
5. Parks and Recreation - \$1,425,000 – Renovations to several parks including Tonsler, Azalea and McIntire will be funded.
6. Water System Improvements - \$2,000,000 – Water system improvements will be funded by this bond issue. The debt will be repaid using the fee revenue generated by the Water Utility.
7. Stormwater System Improvements - \$930,000 – Stormwater system improvements will be funded by this bond issue. The debt will be repaid using the fee revenue generated by the Stormwater Utility.

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE CITY OF CHARLOTTESVILLE, VIRGINIA, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$15,250,000, TO FINANCE THE COSTS OF CERTAIN PUBLIC IMPROVEMENT PROJECTS AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF

WHEREAS, the City Council of the City of Charlottesville, Virginia (the “City”), desires to issue general obligation public improvement bonds (the “Bonds”) to finance the costs of certain public improvements for the City, including (i) transportation and access improvements, including but not limited to constructing, equipping and repairing sidewalks, roads and bicycle lanes and street reconstruction, (ii) improvements to public buildings, (iii) public school improvements, (iv) public safety improvements, including but not limited to the acquisition of fire trucks and improvements and upgrades to the emergency communications CAD system, (v) improvements to the City’s parks and recreation facilities and (vi) improvements to the City’s water and stormwater systems (collectively, the “Project”);

WHEREAS, the City’s administration and a representative of Public Financial Management, Inc., the City’s financial advisor (the “Financial Advisor”), have recommended to the City Council that the City issue and sell one or more series of general obligation public improvement bonds through a competitive public offering;

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

Authorization and Issuance of Bonds. The City Council finds and determines that it is in the best interest of the City to authorize the issuance and sale of one or more series of Bonds in an aggregate principal amount not to exceed \$15,250,000 and to use the proceeds thereof, together with other funds as may be available, to finance costs of the Project and to pay costs incurred in connection with issuing such bonds (if not otherwise paid from other City funds).

Election to Proceed under the Public Finance Act. In accordance with the authority contained in Section 15.2-2601 of the Code of Virginia of 1950, as amended (the “Virginia Code”), the City Council elects to issue the Bonds pursuant to the provisions of the Public Finance Act of 1991, Chapter 26 of Title 15.2 of the Virginia Code (the “Public Finance Act”).

Bond Details. The Bonds shall be designated “General Obligation Public Improvement Bonds, Series 2017,” or such other designation as may be determined by the City Manager (which term shall include the Director of Finance). The Bonds shall be in registered form, shall be dated such date as may be determined by the City Manager, shall be in denominations of \$5,000 and integral multiples thereof and shall be numbered R-1 upward, or such other designation as appropriate. Subject to Section 9, the issuance and sale of any series of Bonds are authorized on terms as shall be satisfactory to the City Manager; provided, however, that the Bonds of such series (a) shall have a “true” or “Canadian” interest cost not to exceed 4.0% (taking into account any original issue discount or premium), (b) shall be sold to the purchaser thereof at a price not less than 99.5% of the principal amount thereof (excluding any original issue discount) and (c) shall mature in

years, or be subject to mandatory sinking fund redemption in annual installments, ending no later than December 31, 2037.

Principal of the Bonds shall be payable annually on dates determined by the City Manager. Each Bond shall bear interest from its date at such rate as shall be determined at the time of sale, calculated on the basis of a 360-day year of twelve 30-day months, and payable semiannually on dates determined by the City Manager. Principal and premium, if any, shall be payable to the registered owners upon surrender of Bonds as they become due at the office of the Registrar (as hereinafter defined). Interest shall be payable by check or draft mailed to the registered owners at their addresses as they appear on the registration books kept by the Registrar on a date prior to each interest payment date that shall be determined by the City Manager (the "Record Date"); provided, however, that at the request of the registered owner of the Bonds, payment may be made by wire transfer pursuant to the most recent wire instructions received by the Registrar from such registered owner. Principal, premium, if any, and interest shall be payable in lawful money of the United States of America.

Initially, one Bond certificate for each maturity of the Bonds shall be issued to and registered in the name of The Depository Trust Company, New York, New York ("DTC"), or its nominee. The City has heretofore entered into a Letter of Representations relating to a book-entry system to be maintained by DTC with respect to the Bonds. "Securities Depository" shall mean DTC or any other securities depository for the Bonds appointed pursuant to this Section.

In the event that (a) the Securities Depository determines not to continue to act as the securities depository for the Bonds by giving notice to the Registrar, and the City discharges the Securities Depository of its responsibilities with respect to the Bonds, or (b) the City in its sole discretion determines (i) that beneficial owners of Bonds shall be able to obtain certificated Bonds or (ii) to select a new Securities Depository, then the Director of Finance of the City shall, at the direction of the City, attempt to locate another qualified securities depository to serve as Securities Depository and authenticate and deliver certificated Bonds to the new Securities Depository or its nominee or to the beneficial owners or to the Securities Depository participants on behalf of beneficial owners substantially in the form provided for in Section 6; provided, however, that such form shall provide for interest on the Bonds to be payable (1) from the date of the Bonds if they are authenticated prior to the first interest payment date or (2) otherwise from the interest payment date that is or immediately precedes the date on which the Bonds are authenticated (unless payment of interest thereon is in default, in which case interest on such Bonds shall be payable from the date to which interest has been paid). In delivering certificated Bonds, the Director of Finance of the City shall be entitled to rely on the records of the Securities Depository as to the beneficial owners or the records of the Securities Depository participants acting on behalf of beneficial owners. Such certificated Bonds will then be registrable, transferable and exchangeable as set forth in Section 8.

So long as there is a Securities Depository for the Bonds, (1) it or its nominee shall be the registered owner of the Bonds; (2) notwithstanding anything to the contrary in this Resolution, determinations of persons entitled to payment of principal, premium, if any, and interest, transfers of ownership and exchanges and receipt of notices shall be the responsibility of the Securities Depository and shall be effected pursuant to rules and procedures established by such Securities Depository; (3) the Registrar and the City shall not be responsible or liable for maintaining,

supervising or reviewing the records maintained by the Securities Depository, its participants or persons acting through such participants; (4) references in this Resolution to registered owners of the Bonds shall mean such Securities Depository or its nominee and shall not mean the beneficial owners of the Bonds; and (5) in the event of any inconsistency between the provisions of this Resolution and the provisions of the above-referenced Letter of Representations such provisions of the Letter of Representations, except to the extent set forth in this paragraph and the next preceding paragraph, shall control.

Redemption Provisions. The Bonds may be subject to redemption prior to maturity at the option of the City on or after dates (if any) determined by the City Manager, in whole or in part at any time, at a redemption price equal to the principal amount of the Bonds, together with any interest accrued to the date fixed for redemption, plus a redemption premium not to exceed 1.0% of the principal amount of the Bonds, such redemption premium to be determined by the City Manager.

Any Bonds sold as term bonds may be subject to mandatory sinking fund redemption upon terms determined by the City Manager.

If less than all of the Bonds are called for redemption, the maturities of the Bonds to be redeemed shall be selected by the Director of Finance of the City in such manner as such officer may determine to be in the best interest of the City. If less than all the Bonds of any maturity are called for redemption, the Bonds within such maturity to be redeemed shall be selected by the Securities Depository pursuant to its rules and procedures or, if the book-entry system is discontinued, shall be selected by the Registrar by lot in such manner as the Registrar in its discretion may determine. In either case, (a) the portion of any Bond to be redeemed shall be in the principal amount of \$5,000 or some integral multiple thereof, and (b) in selecting Bonds for redemption, each Bond shall be considered as representing that number of Bonds that is obtained by dividing the principal amount of such Bond by \$5,000. The City shall cause notice of the call for redemption identifying the Bonds or portions thereof to be redeemed to be sent by facsimile or electronic transmission, registered or certified mail or overnight express delivery, not less than 30 nor more than 60 days prior to the redemption date, to the registered owner of the Bonds. The City shall not be responsible for giving notice of redemption to anyone other than DTC or another qualified securities depository then serving or its nominee unless no qualified securities depository is the registered owner of the Bonds.

If no qualified securities depository is the registered owner of the Bonds, notice of redemption shall be mailed to the registered owners of the Bonds. If a portion of a Bond is called for redemption, a new Bond in principal amount equal to the unredeemed portion thereof will be issued to the registered owner upon the surrender thereof.

In the case of an optional redemption, the notice may state that (1) it is conditioned upon the deposit of moneys, in an amount equal to the amount necessary to effect the redemption, no later than the redemption date or (2) the City retains the right to rescind such notice on or prior to the scheduled redemption date (in either case, a "Conditional Redemption"), and such notice and optional redemption shall be of no effect if such moneys are not so deposited or if the notice is rescinded as described herein. Any Conditional Redemption may be rescinded at any time. The City shall give prompt notice of such rescission to the affected Bondholders. Any Bonds subject to Conditional Redemption where redemption has been rescinded shall remain outstanding, and the rescission shall not constitute an event of default. Further, in the case of a Conditional Redemption,

the failure of the City to make funds available on or before the redemption date shall not constitute an event of default, and the City shall give immediate notice to all organizations registered with the Securities and Exchange Commission (“SEC”) as securities depositories or the affected Bondholders that the redemption did not occur and that the Bonds called for redemption and not so paid remain outstanding.

Execution and Authentication. The Bonds shall be signed by the manual or facsimile signature of the Mayor, the City’s seal shall be affixed thereto or a facsimile thereof printed thereon and shall be attested by the manual or facsimile signature of the Clerk of the City Council; provided, however, that no Bond signed by facsimile signatures shall be valid until it has been authenticated by the manual signature of an authorized officer or employee of the Registrar and the date of authentication noted thereon.

Bond Form. The Bonds shall be in substantially the form of Exhibit A, with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by the officers signing the Bonds, whose approval shall be evidenced conclusively by the execution and delivery of the Bonds.

Pledge of Full Faith and Credit. The full faith and credit of the City are irrevocably pledged for the payment of principal of and premium, if any, and interest on the Bonds. Unless other funds are lawfully available and appropriated for timely payment of the Bonds, the City Council shall levy and collect an annual ad valorem tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all locally taxable property in the City sufficient to pay when due the principal of and premium, if any, and interest on the Bonds.

Registration, Transfer and Owners of Bonds. The Director of Finance of the City is hereby appointed paying agent and registrar for the Bonds (the “Registrar”). The City may, in its sole discretion, at any time appoint a qualified bank or trust company as successor paying agent and registrar of the Bonds. The Registrar shall maintain registration books for the registration of the Bonds and transfers thereof. Upon presentation and surrender of any Bonds to the Registrar, or its corporate trust office if the Registrar is a bank or trust company, together with an assignment duly executed by the registered owner or the owner’s duly authorized attorney or legal representative in such form as shall be satisfactory to the Registrar, the City shall execute, and the Registrar shall authenticate, if required by Section 5, and deliver in exchange, a new Bond or Bonds having an equal aggregate principal amount, in authorized denominations, of the same form and maturity, bearing interest at the same rate, and registered in the name(s) as requested by the then registered owner or the owner’s duly authorized attorney or legal representative. Any such exchange shall be at the expense of the City, except that the Registrar may charge the person requesting such exchange the amount of any tax or other governmental charge required to be paid with respect thereto.

The Registrar shall treat the registered owner as the person exclusively entitled to payment of principal, premium, if any, and interest and the exercise of all other rights and powers of the owner, except that interest payments shall be made to the person shown as owner on the registration books on the Record Date.

Sale of Bonds. (a) The City Council authorizes the Bonds to be sold by competitive bid in one or more series, in a principal amount or principal amounts to be determined by the City Manager, in collaboration with the Financial Advisor, and subject to the limitations set forth in Section 1. The City Manager is also authorized to (i) determine the interest rates of the Bonds, the maturity schedules of the Bonds, and the price to be paid for the Bonds by the purchaser, subject to the limitations set forth in Section 3, (ii) determine the redemption provisions of the Bonds, subject to the limitations set forth in Section 4, and (iii) determine the dated date, the principal and interest payment dates and the Record Date of the Bonds, all as the City Manager determines to be in the best interest of the City.

(b) The City Manager is authorized, on behalf of the City and in collaboration with the Financial Advisor, to take all proper steps to advertise the Bonds for sale, to receive public bids and to award the Bonds to the bidder providing the lowest “true” or “Canadian” interest cost, subject to the limitations set forth in Section 3. Following the sale of the Bonds, the City Manager shall file with the records of the City Council a certificate setting forth the final terms of the Bonds. The actions of the City Manager in selling the Bonds shall be conclusive, and no further action with respect to the sale and issuance of the Bonds shall be necessary on the part of the City Council.

Official Statement. The draft Preliminary Official Statement describing the Bonds, copies of which have been made available prior to this meeting, is hereby approved as the Preliminary Official Statement by which the Bonds will be offered for sale to the public; provided that the City Manager, in collaboration with the Financial Advisor, may make such completions, omissions, insertions and changes in the Preliminary Official Statement not inconsistent with this Resolution as the City Manager may consider to be in the best interest of the City. After the Bonds have been sold, the City Manager, in collaboration with the Financial Advisor, shall make such completions, omissions, insertions and changes in the Preliminary Official Statement not inconsistent with this Resolution as are necessary or desirable to complete it as a final Official Statement. In addition, the City shall arrange for the delivery to the purchaser of the Bonds of a reasonable number of printed copies of the final Official Statement, within seven business days after the Bonds have been sold, for delivery to each potential investor requesting a copy of the Official Statement and to each person to whom the purchaser initially sells Bonds.

Official Statement Deemed Final. The City Manager is authorized, on behalf of the City, to deem the Preliminary Official Statement and the Official Statement in final form, each to be final as of its date within the meaning of Rule 15c2-12 (the “Rule”) of the SEC, except for the omission in the Preliminary Official Statement of certain pricing and other information permitted to be omitted pursuant to the Rule. The distribution of the Preliminary Official Statement and the execution and delivery of the Official Statement in final form shall be conclusive evidence that each has been deemed final as of its date by the City, except for the omission in the Preliminary Official Statement of such pricing and other information permitted to be omitted pursuant to the Rule.

Preparation and Delivery of Bonds. After the Bonds have been awarded, the officers of the City are authorized and directed to take all proper steps to have the Bonds prepared and executed in accordance with their terms and to deliver the Bonds to the purchaser thereof upon payment therefor.

Arbitrage Covenants. (a) The City represents that there have not been issued, and covenants that there will not be issued, any obligations that will be treated as part of the same issue of obligations as the Bonds within the meaning of Treasury Regulations Section 1.150-1(c).

(b) The City covenants that it shall not take or omit to take any action the taking or omission of which will cause the Bonds to be “arbitrage bonds” within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended (the “Code”), and regulations issued pursuant thereto, or otherwise cause interest on the Bonds to be includable in the gross income for federal income tax purposes of the registered owners thereof under existing law. Without limiting the generality of the foregoing, the City shall comply with any provision of law that may require the City at any time to rebate to the United States any part of the earnings derived from the investment of the gross proceeds of the Bonds, unless the City receives an opinion of nationally recognized bond counsel that such compliance is not required to prevent interest on the Bonds from being includable in the gross income for federal income tax purposes of the registered owners thereof under existing law. The City shall pay any such required rebate from its legally available funds.

Non-Arbitrage Certificate and Elections. Such officers of the City as may be requested by the City’s bond counsel are authorized and directed to execute an appropriate certificate setting forth (a) the expected use and investment of the proceeds of the Bonds in order to show that such expected use and investment will not violate the provisions of Section 148 of the Code and (b) any elections such officers deem desirable regarding rebate of earnings to the United States for purposes of complying with Section 148 of the Code. Such certificate shall be prepared in consultation with the City’s bond counsel, and such elections shall be made after consultation with bond counsel.

Limitation on Private Use. The City covenants that it shall not permit the proceeds of the Bonds or the facilities financed or refinanced with the proceeds of the Bonds to be used in any manner that would result in (a) 5% or more of such proceeds or facilities being used in a trade or business carried on by any person other than a governmental unit, as provided in Section 141(b) of the Code, (b) 5% or more of such proceeds or facilities being used with respect to any output facility (other than a facility for the furnishing of water), within the meaning of Section 141(b)(4) of the Code, or (c) 5% or more of such proceeds being used directly or indirectly to make or finance loans to any persons other than a governmental unit, as provided in Section 141(c) of the Code; provided, however, that if the City receives an opinion of nationally recognized bond counsel that any such covenants need not be complied with to prevent the interest on the Bonds from being includable in the gross income for federal income tax purposes of the registered owners thereof under existing law, the City need not comply with such covenants.

SNAP Investment Authorization. The City Council has previously received and reviewed the Information Statement (the “Information Statement”), describing the State Non-Arbitrage Program of the Commonwealth of Virginia (“SNAP”) and the Contract Creating the State Non-Arbitrage Program Pool I (the “Contract”), and the City Council hereby authorizes the City Treasurer in his discretion to utilize SNAP in connection with the investment of the proceeds of the Bonds. The City Council acknowledges that the Treasury Board of the Commonwealth of Virginia is not, and shall not be, in any way liable to the City in connection with SNAP, except as otherwise provided in the Contract.

Continuing Disclosure Agreement. The Mayor and the City Manager, either of whom may act, are hereby authorized and directed to execute a continuing disclosure agreement (the “Continuing Disclosure Agreement”) setting forth the reports and notices to be filed by the City and containing such covenants as may be necessary to assist the purchaser of the Bonds in complying with the provisions of the Rule promulgated by the SEC. The Continuing Disclosure Agreement shall be substantially in the form of the City’s prior Continuing Disclosure Agreements, which is hereby approved for purposes of the Bonds; provided that the City Manager, in collaboration with the Financial Advisor, may make such changes in the Continuing Disclosure Agreement not inconsistent with this Resolution as the City Manager may consider to be in the best interest of the City. The execution thereof by such officers shall constitute conclusive evidence of their approval of any such completions, omissions, insertions and changes.

Other Actions. All other actions of officers of the City in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and sale of the Bonds are hereby ratified, approved and confirmed. The officers of the City are authorized and directed to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary or desirable in connection with the issuance, sale and delivery of the Bonds.

Repeal of Conflicting Resolutions. All resolutions or parts of resolutions in conflict herewith are repealed.

Filing With Circuit Court. The Clerk of the City Council, in collaboration with the City Attorney, is authorized and directed to see to the immediate filing of a certified copy of this resolution in the Circuit Court of the City.

Effective Date. This Resolution shall take effect immediately.

[FORM OF BOND]

Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation (“DTC”), to the issuer or its agent for registration of transfer, exchange or payment, and any certificate is registered in the name of Cede & Co., or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

REGISTERED

REGISTERED

No. R- _____

\$ _____

UNITED STATES OF AMERICA

COMMONWEALTH OF VIRGINIA

CITY OF CHARLOTTESVILLE

General Obligation Public Improvement Bond

Series 2017

INTEREST RATE	MATURITY DATE	DATED DATE	CUSIP
_____ %	_____, ____	_____, 2017	_____

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: DOLLARS

The City of Charlottesville, Virginia (the “City”), for value received, promises to pay, upon surrender hereof to the registered owner hereof, or registered assigns or legal representative, the principal sum stated above on the maturity date stated above, subject to prior redemption as hereinafter provided, and to pay interest hereon from its date semiannually on each _____ and _____, beginning _____, at the annual rate stated above, calculated on the basis of a 360-day year of twelve 30-day months. Principal, premium, if any, and interest are payable in lawful money of the United States of America by the City Treasurer, who has been appointed paying agent and registrar for the bonds, or at such bank or trust company as may be appointed as successor paying agent and registrar by the City (the “Registrar”).

Notwithstanding any other provision hereof, this bond is subject to a book-entry system maintained by The Depository Trust Company (“DTC”), and the payment of principal, premium, if any, and interest, the providing of notices and other matters shall be made as described in the City’s Letter of Representations to DTC.

This bond is one of an issue of \$ _____ General Obligation Public Improvement Bonds, Series 2017, of like date and tenor, except as to number, denomination, rate of interest, privilege of redemption and maturity, and is issued pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991. The bonds are being issued pursuant to a resolution adopted by the City Council of the City (the "City Council") on _____, 2017, to finance certain public improvement projects.

Bonds maturing on or before _____, 20__, are not subject to redemption prior to maturity. Bonds maturing on or after _____, 20__, are subject to redemption prior to maturity at the option of the City on or after _____, 20__, in whole or in part (in any multiple of \$5,000) at any time, upon payment of the following redemption prices (expressed as a percentage of principal amount of bonds to be redeemed) plus interest accrued and unpaid to the date fixed for redemption:

Period During Which Redeemed (Both Dates Inclusive)	Redemption Price
--	-----------------------------

[Bonds maturing on _____, 20__, are required to be redeemed in part before maturity by the City on _____ in the years and amounts set forth below, at a redemption price equal to the principal amount of the bonds to be redeemed, plus accrued interest to the date fixed for redemption:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
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If less than all of the bonds are called for redemption, the bonds to be redeemed shall be selected by the Director of Finance of the City in such manner as such officer may determine to be in the best interest of the City. If less than all of the bonds of any maturity are called for redemption, the bonds within such maturity to be redeemed shall be selected by DTC or any successor securities depository pursuant to its rules and procedures or, if the book-entry system is discontinued, shall be selected by the Registrar by lot in such manner as the Registrar in its discretion may determine. In either case, (a) the portion of any bond to be redeemed shall be in the principal amount of \$5,000 or some integral multiple thereof and (b) in selecting bonds for redemption, each bond shall be considered as representing that number of bonds that is obtained by dividing the principal amount of such bond by \$5,000. The City shall cause notice of the call for redemption identifying the bonds or portions thereof to be redeemed to be sent by facsimile or electronic transmission, registered or certified mail or overnight express delivery, not less than 30 nor more than 60 days prior to the redemption date, to the registered owner hereof. If a portion of this bond is called for redemption, a new bond in principal amount of the unredeemed portion hereof will be issued to the registered owner upon surrender hereof.

The City may give notice of redemption prior to a deposit of redemption moneys if such notice states that the redemption is to be funded with the proceeds of a refunding bond issue and is conditioned on the deposit of such proceeds. Provided that moneys are deposited on or before the redemption date, such notice shall be effective when given. If such proceeds are not available on the redemption date, such bonds will continue to bear interest until paid at the same rate they would have borne had they not

been called for redemption. On presentation and surrender of the bonds called for redemption at the place or places of payment, such bonds shall be paid and redeemed.

The full faith and credit of the City are irrevocably pledged for the payment of principal of and premium, if any, and interest on this bond. Unless other funds are lawfully available and appropriated for timely payment of this bond, the City Council shall levy and collect an annual ad valorem tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all taxable property within the City sufficient to pay when due the principal of and premium, if any, and interest on this bond.

The Registrar shall treat the registered owner of this bond as the person exclusively entitled to payment of principal of and premium, if any, and interest on this bond and the exercise of all others rights and powers of the owner, except that interest payments shall be made to the person shown as the owner on the registration books on the ___ day of the month [preceding] [in which] each interest payment [is due].

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to and in the issuance of this bond have happened, exist and have been performed, and the issue of bonds of which this bond is one, together with all other indebtedness of the City, is within every debt and other limit prescribed by the Constitution and statutes of the Commonwealth of Virginia.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the City of Charlottesville, Virginia, has caused this bond to be to be signed by the Mayor, its seal to be affixed hereto and attested by the Clerk of the City Council, and this bond to be dated the date first above written.

(SEAL)

Mayor, City of Charlottesville, Virginia

(ATTEST)

Clerk of Council,
City of Charlottesville, Virginia

ASSIGNMENT

FOR VALUE RECEIVED the undersigned sell(s), assign(s) and transfer(s) unto _____ (Please print or type name and address, including postal zip code, of Transferee)

PLEASE INSERT SOCIAL SECURITY OR OTHER IDENTIFYING NUMBER OF TRANSFEREE:

: :
: :
: :

the within bond and all rights thereunder, hereby irrevocably constituting and appointing _____, Attorney, to transfer said bond on the books kept for the registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed

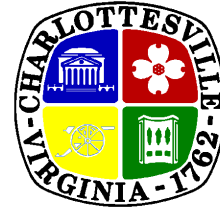
NOTICE: Signature(s) must be guaranteed by an Eligible Guarantor Institution such as a Commercial Bank, Trust Company, Securities Broker/Dealer, Credit Union or Savings Association who is a member of a medallion program approved by The Securities Transfer Association, Inc.

(Signature of Registered Owner)

NOTICE: The signature above must correspond with the name of the registered owner as it appears on the front of this bond in every particular, without alteration or enlargement or any change whatsoever.

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



Agenda Date:	April 17, 2017
Actions Required:	Yes (First of two readings)
Staff Presenter:	Craig Brown, City Attorney
Staff Contacts:	Maurice Jones, City Manager Craig Brown, City Attorney
Re:	City Council Salaries

Background:

As provided in City Code section 2-40, the annual salary for the Mayor is \$16,000, and \$14,000 for the remaining members of City Council. For cities with a population between 35,000 and 74,999, such as Charlottesville, the maximum salaries allowed under state law are \$18,000 for councilors, and \$20,000 for a mayor. Virginia Code sec. 15.2-1414.6.

Discussion:

The salaries of the Mayor and members of the Charlottesville City Council have not been increased since July 1, 2008. Prior to that date the salaries were \$12,000 for the Mayor and \$10,000 for the other members of Council. Virginia Code sec. 15.2-1414.6 also provides rules that govern the timing of any salary increase for members of a city council: the salaries must be set by ordinance, and every proposed increase in the salary of a member of council must be adopted at least four months prior to the date of the next municipal election. Also, increases in the salary of a member of council cannot take effect until July 1 after the next regularly scheduled general election of council members. If City Council approves a salary increase it would therefore not take effect until July 1, 2018.

Community Engagement:

There has been no community engagement on this issue.

Budget Impact:

If the salaries for the Mayor and members of City Council are increased to \$20,000 and \$18,000, respectively, the impact on the City budget, beginning July 1, 2018, would be an additional annual expense of \$20,000 (\$4,000 increase x 5).

Recommendation:

Staff recommends adoption of the attached ordinance increasing the salary of council members to \$18,000, and to \$20,000 for the mayor.

Alternatives:

City Council can decline to approve a salary increase for the Mayor and members of Council, or can approve a smaller increase than what is proposed.

Attachment:

Proposed Ordinance

**AN ORDINANCE
AMENDING AND REORDAINING SECTION 2-40 OF
ARTICLE II (CITY COUNCIL) OF CHAPTER 2 (ADMINISTRATION) OF THE
CODE OF THE CITY OF CHARLOTTESVILLE, 1990, AS AMENDED,
TO PROVIDE FOR AN INCREASE IN THE ANNUAL SALARIES
OF THE MAYOR AND MEMBERS OF CITY COUNCIL**

BE IT ORDAINED by the Council for the City of Charlottesville, Virginia that Section 2-40 of Article II of Chapter 2 of the Code of the City of Charlottesville, 1990, as amended, is hereby amended to read as follows:

ARTICLE II. CITY COUNCIL

....

Sec. 2-40. Salaries of members and mayor.

Notwithstanding the provisions of Section 5(c) of the Charter to the contrary, and pursuant to the authority of Code of Virginia, Section 15.2-1414.6, the annual salary of members of the city council, except the mayor, shall be ~~ten~~ fourteen thousand dollars (~~\$10,000.00~~ \$14,000.00), and the annual salary of the mayor shall be ~~twelve~~ sixteen thousand dollars (~~\$12,000.00~~ \$16,000.00), until July 1, ~~2008~~ 2018, at which time the annual salary of members of the city council, except the mayor, shall be ~~fourteen~~ eighteen thousand (~~\$14,000.00~~ \$18,000.00), and the annual salary of the mayor shall be ~~sixteen~~ twenty thousand dollars (~~\$16,000.00~~ \$20,000.00).

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



Agenda Date:	May 1, 2017
Action Required:	None Required
Presenter:	Mike Stoneking, Chair, PLACE Design Task Force
Staff Contacts:	Carrie Rainey, City Planner, Neighborhood Development Services
Title:	2016 PLACE Annual Report

Background:

On March 5th, 2012, City Council created the Placemaking, Livability, and Community Engagement (PLACE) Design Task Force to act as an advisory body to the Planning Commission and City Council charged with the following:

1. Advising on the urban design aspects of development projects on publicly owned or financed land and developing design criteria for such projects.
2. Reviewing the design of city capital projects and changes to existing public facilities.
3. Reviewing the proposals for public art.
4. Reviewing the status of landscape improvements and policies including tree cutting, maintenance and planting.
5. To develop best practices for urban design guidelines and their implementation.
6. Review of special projects as requested by City Council or the Planning Commission.
7. Identify the obstacles and recommend incentives for the redevelopment of our growth corridors.
8. Identify best practices for community engagement in planning and design and recommend processes.

The Task Force provides periodic memorandum to City Council to provide information on recent work of the Task Force as well as recommendations related to various City efforts. The Task Force provides an annual report summarizing the efforts of the Task Force as well as recommendations for City Council to consider.

Budgetary Impact:

Undetermined.

Attachment:

(1) 2016 PLACE Annual Report

CITY OF CHARLOTTESVILLE PLACE DESIGN TASK FORCE

Annual Report to City Council
Winter 2017

Place, Livability, and Community Engagement



PLACE Executive Summary

2016 Actions and Accomplishments

(see details in the Annual Report)

8 Charges → 2016 Work ↓	#1 Urban design aspects of dev. projects	#2 Reviewing the design of capital projects	#3 Reviewing proposals for public art	#4 Reviewing landscape improvement	#5 Develop best practices for urban design	#6 Review of special projects	#7 Incentives for the redevelopment of corridors	#8 Best practices for comm. engagement
W. Main St.	X	X		X			X	X
Value Analysis	X							
Belmont Bridge		X						X
Downtown Mall		X		X				
Lighting Study		X						
Local arts			X					
BRC			X			X		
Green Infrastructure plan				X				
STW/ Code Audit				X	X			
Urban Design Metrics					X			
3D Modeling					X			X
SIA	X			X	X			X

PLACE requests for City Council action:

1. Endorse the use of 3D modeling as an information-sharing tool throughout the development of form-based code in the SIA and other city areas.
2. Endorse and provide funding for the development of a Cultural Landscape Report for the Downtown Mall.
3. Endorse the creation of and provide funding for a City Designer/Architect position.
4. Add new ex officio members to PLACE from the Charlottesville Housing and Redevelopment Authority and the Human Rights Commission.

Task Force Members 2016-2017

Mike Stoneking (Architecture), Chair
Fred Wolf (Architecture), Vice Chair
Rachel Lloyd (Preservation), Secretary
Kate Bennis (Arts)
Clarence Green (Citizen at large)
Andrew Mondschein (Transportation)
Andres Pacheco (Architecture)
Chris Henry (Development)
Tim Mohr (Board of Architectural Review)
Kathy Galvin (City Council)
Scott Paisley (Bike/Ped Committee)
Paul Josey (Tree Commission)
Genevieve Keller (Planning Commission)
Claudette Grant (completed term in 2016)
Mark Watson (completed term in 2016)

Purpose and Charge

In the summer of 2012, City Council formed the PLACE Design Task Force to:

- Guide the community in making decisions about place making, livability, and community engagement.
- Act as an advisory body to the Planning Commission and City Council in areas pertaining to urban design and place making.

PLACE's research and review activities focus on the following charges:

1. Advising on the urban design aspects of development projects on publicly owned or financed land and developing design criteria for such projects.
2. Reviewing the design of city capital projects and changes to existing public facilities.
3. Reviewing the proposals for public art.
4. Reviewing the status of landscape improvements and policies including tree cutting, maintenance and planting.

5. To develop best practices for urban design guidelines and their implementation.
6. Review of special projects as requested by City Council or the Planning Commission.
7. Identify the obstacles and recommend incentives for the redevelopment of our growth corridors.
8. Identify best practices for community engagement in planning and design and recommend processes.

PLACE understands design to be a holistic method of problem-solving and believes that good urban design contributes to safe, welcoming, diverse, functional, attractive, environmentally sustainable, and economically vibrant spaces and systems that reflect the rich natural and historic context of our community.

Actions and Accomplishments

After the 2014-2015 program of study and engagement with a variety of urban design projects, PLACE recommended in its last annual report that the City consider the following options to achieve the charges listed above:

- Undertake a debrief of the City's typical design project processes through case studies of current local public infrastructure projects. The debrief would examine the City's current practices in community engagement, design sequencing, communication with consultants, and communication with the City's decision-making bodies such as Council in order to identify which processes conform to best management practices and which need improvement. *Result: PLACE has continued to review a variety of public projects and provides feedback to staff on potential improvements to the design process for public projects. PLACE members provided information on the Friendship Court Resident Engagement process, suggested new*

management opportunities for the Downtown Mall, suggested new coordination opportunities for the CIP process, recommended improved standards for the city Lighting Study, and recommended new design review sequencing for the Hillsdale Drive project and other small area plans.

- Identify a range of appropriate design assessment processes for public projects so that City Council has the tools it needs to evaluate which plans provide the greatest design value to Charlottesville for every dollar spent. An appropriate assessment tool may help the city identify the advantages of a specific design, how important the advantages of the design are, and if those advantages are worth their associated cost. The design assessment processes could be coordinated with the city's CIP process. *Result: PLACE presented new summary information to the city about specific tools for value management. Information about the tools is listed below.*
- Provide support for scoping and project definition for selected public infrastructure projects through generating or reviewing RFPs. PLACE would rely on City Council or staff to identify appropriate projects requiring assistance.
- Investigate policies for the city that create more opportunities for active neighborhood involvement in the design and planning process for their areas, coordinating through CIP, small-area planning, or other city programs. *Result: PLACE recommended that the city explore new techniques for communicating and measuring urban design changes in the city. This exploration resulted in a policy recommendation for 3D modeling and urban design metrics for new public infrastructure and redevelopment projects in the city. PLACE recommended that the city implement its "City Engine" software capabilities to support data collection and visualization for new urban changes throughout the city. PLACE believes the City*

Engine system will be an important dynamic tool for communicating design information to the public.

- Continue to provide design review for public projects selected by City Council or City staff. *Result: PLACE provided in-depth support for a variety of public projects through participation in steering committees and other commissions. Information about the specific projects is listed below.*

We meet as a group at City Hall on the second Thursday of the month from 12-2pm. PLACE members, NDS staff, other departmental staff, and members of the public and press usually attend the monthly meetings.

The narrative below documents the work undertaken by the task force in 2016. A concise description of our activities and accomplishments is organized according to the eight topics in our Purpose and Charge.

Advising on the urban design aspects of development projects on publicly owned or financed land and developing design criteria for such projects.

- *West Main Street.* PLACE identified the need for a new comprehensive streetscape and urban design for the West Main Street corridor in the Fall of 2013. West Main Street went through a robust and inclusive design process starting in March of 2014 with a West Main Steering Committee that met on 7 occasions over two years through early 2016 and included several PLACE representatives as well as West Main Street neighbors, business owners and other key stakeholders. In addition, PLACE reviewed the consultant's design progress and provided integral feedback at several benchmarks throughout the process. The preferred urban design concept was reviewed by the city attorney and approved by Council in March 2016.
- *Value Analysis Assessment.* PLACE made a presentation that identified opportunities

for enhancing the value of public projects using a system of management techniques that increase operational efficiency, performance, cultural values, environmental sustainability, as well as cost effectiveness (construction and long-term). The value analysis processes examined included value engineering, life-cycle costing, Choosing by Advantages, risk management models and sustainability indices.

Reviewing the design of city capital projects and changes to existing public facilities.

- *West Main Street.* PLACE members served on the West Main steering committee. The West Main corridor is a complex collection of utilities, vehicular traffic, bike-ped concerns, landscape, parking, business storefronts, and historic structures bordering the Fifeville and Star Hill neighborhoods. It spurred an independent Pilot Project Proposal with the intention of testing the design recommendations made as part of the West Main Streetscape via temporary installations or changes to bike lanes, road stripping, parking management, etc. to gauge their effectiveness. Engagement and participation of stakeholders in community meetings also led them to draft memos expressing both concern and support of the project. In the end, a preferred concept was identified and approved by Council in March 2016 that is now undergoing schematic design and more detailed development by the city's urban design consultant, Rhodeside & Harwell. The selected scheme not only successfully addressed utility upgrades, street trees and landscape, on-street parking revisions (with an understanding we need a comprehensive parking management strategy by the city) and improved access for bicycle and pedestrians as well as vehicular traffic - but it represents a well design solution that through creativity and

some compromise, addresses equitably of all of the various requirements and concerns expressed by the diverse stakeholder groups involved. The preferred urban design concept was reviewed by the city attorney and approved by Council in March 2016.

- *Belmont Bridge.* PLACE members serve on the steering committee for the Belmont Bridge project and participated in the consultant interview process early in 2016. PLACE members will continue to serve on the steering committee through the design process.
- *Downtown Mall.* PLACE has made recommendations for long-term management strategies for the downtown mall's historic designed landscape in concert with BAR and city staff. The recommendation is presented below.
- *Lighting Study.* PLACE members advocated for new design standards to meet national lighting guidelines within the downtown and university neighborhoods.

Reviewing the proposals for public art.

- PLACE continues to coordinate with local arts groups and provides feedback on specific initiatives such as the *Play The City*.
- PLACE, through its representation on the Blue Ribbon Commission on Race, Memorials, and Public Spaces, provided guidance on the disposition of the Lee and Jackson memorials and other public artwork throughout the city.

Reviewing the status of landscape improvements and policies including tree cutting, maintenance and planting.

- PLACE recommended that the city undertake a green infrastructure plan in its first annual report and later participated in a green infrastructure workshop with the Tree Commission, Streets That Work advisory committee, City Council, and

Planning Commission. The workshop evaluated analytical tools for measuring ecological features and systems in the city.

To develop best practices for urban design guidelines and their implementation.

- *Streets That Work/Code Audit.* PLACE identified the need for a revision to the street design guidelines in concert with a code audit in the 2014 annual report. PLACE members served on the Streets That Work advisory committee and reviewed project documents and report findings. PLACE also attended a joint work session with City Council and Planning Commission in November 2016 to review the comprehensive plan status, codes and ordinances for the SIA, design standards, and the framework for a code audit.
- *Urban Design Metrics.* PLACE developed an Urban Design Metrics worksheet that calculates the improvements in public realm design, based on the City's comprehensive planning goals.
- *3D Modeling.* PLACE members formed a subcommittee that investigated options for "smart" 3D modeling of Charlottesville's urban form. After consultation with faculty at the University of Virginia and city staff, PLACE recommended that the city pursue further modeling of selected areas of the city using "City Engine," a GIS-based modeling platform. The modeling is underway through a contract with the University.
- *SIA.* PLACE identified a set of form-based code design principles to support the implementation of the SIA urban design.

Review of special projects as requested by City Council or the Planning Commission.

- PLACE had one representative on the Blue Ribbon Commission on Race, Memorials, and Public Spaces, which met over several months in 2016. The commission hosted public meetings, gathered data on a variety

of strategies for memorializing multiple facets of Charlottesville's history, and produced a report, which is under review by city council.

Identify the obstacles and recommend incentives for the redevelopment of our growth corridors.

- PLACE supported design initiatives that foster smart, mixed use growth of the West Main corridor.
- *Smart growth.* PLACE members reviewed the Smart Growth America Report and suggested opportunities for implementing the recommendations.

Identify best practices for community engagement in planning and design and recommend processes.

PLACE has provided a forum for citizens interested in public realm design within their neighborhoods.

Suggestions for 2017

PLACE suggests that we pursue our stated charges through the following tasks:

- *Design Review for public projects.* PLACE will remain involved with efforts launched in the previous year with the intent to observe, record and offer evaluation of the implementation. PLACE will advise NDS, the Planning Commission and City Council on the progress of these projects and include recommendations for improvement as necessary. These may include: West Main Street, Street Design Manual, Lexington/High Design, Friendship Court, Emmet/Ivy design, and other Small Area Plans. PLACE welcomes additional design review for new projects in 2017.
- *Support the implementation of the 3D Modeling/Metrics.* PLACE can support the implementation of 3D modeling and

metrics as applied to the SIA and form-based code initiatives.

- *Cultural Landscape Report for the Downtown Mall.* A cultural landscape report documents and evaluates the character-defining features, materials, and qualities of a historically significant landscape, and provides recommendations for the preservation of the property that are consistent with the landscape's context, integrity, condition, and planned use. A CLR would result in a "treatment plan" for the Downtown Mall that is consistent with the design and planning goals outlined by PLACE, NDS, Parks and Rec, and the BAR, and that meet national standards for historic preservation. The intent of the CLR is to provide clear and consistent direction for the management and maintenance of this cultural landscape. The city may procure the services for a CLR through an agreement with a UVA program such as the Center for Cultural Landscapes.
- *Contribute to the Code Audit and development of a Form-Based Code.* As directed by City Council PLACE will work with NDS in their efforts to complete a code audit. PLACE will offer insight and evaluation to help identify both successful and unsuccessful aspects of the Zoning Ordinance and other codes related to the built environment, including lighting.
- *Place-making.* PLACE will develop stronger, more meaningful communications and engagement with NDS and other city departments managing public space within Charlottesville. PLACE will provide actionable place-making recommendations to the Planning Commission and City Council. PLACE will also review City RFPs for public space improvements as appropriate. PLACE will continue to develop its role as an advisory body to NDS, the Planning Commission and City Council including supporting place-making initiatives and guidelines throughout the Comprehensive Planning process.

- *Support the development of a City Architect role.* PLACE can help define the job description for a City designer/architect, as appropriate.
- *New members.* PLACE recommends that council consider adding two new members to the task force in order to support improvements in public engagement and redevelopment: a member from Charlottesville Housing and Redevelopment Authority and the Human Rights Commission.

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