



CITY COUNCIL AGENDA
Tuesday, January 16, 2018

7:00 p.m.

Regular Meeting - CALL TO ORDER
Council Chambers

PLEDGE OF ALLEGIANCE
ROLL CALL

AWARDS/RECOGNITIONS
ANNOUNCEMENTS

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 spaces, and pre-registered speakers are announced by noon the day of the meeting. The number of speakers is unlimited at the end of the meeting.

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

- a. Minutes for January 2, 2018
- b. APPROPRIATION: Funds to the Charlottesville Affordable Housing Fund as partial fulfillment of the Water Street Promenade PUD proffer – \$45,883.26 (2nd of 2 readings)
- c. APPROPRIATION: Housing Opportunities for People with AIDS/H.I.V. – \$213,012 (2nd of 2 readings)
- d. APPROPRIATION: Funds to the City's Workforce Investment Fund for Workforce Development/Training Programs – \$50,000 (1st of 2 readings)
- e. RESOLUTION: Fund Transfer to Schools Capital Projects Lump Sum Account for the Charlottesville High School Fieldhouse Project – \$100,000 (1st of 1 reading)

2. REPORT: Rivanna Quarterly Report & Update

3. PUBLIC HEARING: Council Meeting Structure and Procedures

OTHER BUSINESS
MATTERS BY THE PUBLIC

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:	January 2, 2018
Action Required:	Approval of Appropriation
Staff Contacts:	Stacy Pethia, Housing Program Coordinator
Presenter:	Stacy Pethia, Housing Program Coordinator
Title:	Appropriation of Funds to the Charlottesville Affordable Housing Fund (CAHF) as partial fulfillment of the Water Street Promenade PUD proffer - \$45,883.26

Background:

The City has received funds that need to be appropriated.

Riverbend Development Inc. is subject to a proffer dated January 28, 2014, related to the rezoning of the property now associated with the Water Street Promenade PUD (Tax Map Parcel 570157A00). This proffer requires that \$100,000 be paid to the Charlottesville Affordable Housing Fund. Payments satisfying the proffer are to be made in twenty-four installments paid simultaneously with payment of the fee(s) for issuance of building permit, for each of the first twenty-four (24) dwelling units constructed on the site. The amount of \$45,883.26, received on December 12, 2017, represents the proffer payments for the first eleven building permits issued.

Discussion:

The proffer payment received from Riverbend Development Inc. will need to be appropriated to the Charlottesville Affordable Housing Fund (CAHF). The remaining proffer balance of \$54,116.74 will be paid in full at the time the 24th building permit is issued.

Community Engagement:

There has been no direct community engagement on this issue, as the payment received from Riverbend Development Inc. was made to satisfy the requirements of the January 28, 2014 proffer.

Alignment with City Council Vision and Strategic Plan:

Approval of this item aligns with the City Council Vision of ‘Quality Housing for All’ and with the Strategic Plan Objective 1.3 to “Increase affordable housing options.”

Budgetary Impact:

The proffer payment from Riverbend Development Inc. will increase the amount of available CAHF funds to \$118,769.81.

CAHF Balance as of 12/14/2017	\$ 72,886.55
Water Street Promenade Partial Proffer Payment	\$ 45,883.26
CAHF Balance after appropriation	\$118,769.81

Recommendation

Staff recommends approval of the appropriation as outlined herein.

Alternatives:

There are no alternatives.

Attachments:

Proffer Statement dated January 28, 2014

APPROPRIATION
Charlottesville Affordable Housing Fund (CAHF)
Water Street Promenade Proffer Partial Payment
\$45,883.26

WHEREAS, the City of Charlottesville has received payment from Riverbend Development Inc. as required by the Statement of Final Proffer Conditions for the Water Street Promenade PUD Rezoning;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$45,883.26 be received as payment from Riverbend Development Inc., to be appropriated as follows:

Revenues:

\$45,883.26	Fund: 426	Project: CP-084	G/L Code: 451020
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Expenditures:

\$45,883.26	Fund: 426	Project: CP-084	G/L Code: 599999
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Water Street Promenade

BEFORE THE CITY COUNCIL OF THE CITY OF CHARLOTTESVILLE, VIRGINIA
IN RE: PETITION FOR REZONING (City Application No. _____)
STATEMENT OF FINAL PROFFER CONDITIONS
For the WATER STREET PROMENADE PUD
Dated as of January 28, 2014

TO THE HONORABLE MAYOR AND MEMBERS OF THE COUNCIL OF THE CITY OF CHARLOTTESVILLE:

The undersigned is the owner of land identified as City of Charlottesville tax map parcel 570157A00, containing 2.16 acres, which is subject to the above-referenced rezoning petition (the "Subject Property"). The Owner/Applicant seeks to amend the current zoning of the Subject Property subject to certain voluntary development conditions set forth below. In connection with this rezoning application, the Owner/Applicant seeks approval of a PUD as set forth within a PUD Development Plan entitled "Water Street Promenade PUD Application Plan" dated January 22, 2014 (the "PUD Development Plan").

The Owner/Applicant hereby proffers and agrees that if the Subject Property is rezoned as requested, the rezoning will be subject to, and the Owner will abide by, the approved PUD Development Plan as well as the following conditions:

1. The owner/applicant shall hereby make a cash contribution of One Hundred Thousand Dollars (\$100,000.00) to the City's affordable housing fund (the "Affordable Housing Contribution"). One twenty-fourth (1/24th) of the Affordable Housing Contribution shall be paid to the City simultaneously with payment of the fee(s) for issuance of a building permit, for each of the first twenty-four (24) dwelling units to be constructed on the Subject Property.

WHEREFORE, the undersigned Owner stipulates and agrees that the use and development of the Subject Property shall be in conformity with the conditions hereinabove stated, and requests that the Subject Property be rezoned as requested, in accordance with the Zoning Ordinance of the City of Charlottesville.

Respectfully submitted this 28th day of January, 2014.

By: Alan Taylor

Print Name: Alan Taylor
Owner

Owner's Address: 321 E. Main
Charlottesville, VA 22902

By: Alan Taylor

Print Name: Alan Taylor
Applicant

Applicant's Address: 321 E. Main
Charlottesville, VA 22902

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	January 2, 2018
Action Required:	Approval and Appropriation
Presenter:	Kaki Dimock, Director, Human Services
Staff Contacts:	Kaki Dimock, Director, Human Services
Title:	Housing Opportunities for People with AIDS/H.I.V. (H.O.P.W.A.): \$213,012

Background:

The Department of Human Services in coordination with the Thomas Jefferson Area Coalition for the Homeless (T.J.A.C.H.) and the Service Provider Council (S.P.C.), applied for and received a grant from the Virginia Department of Housing and Community Development. The Housing Opportunities for People with AIDS/H.I.V. (H.O.P.W.A.) award is \$213,012 and is a renewal contract for the program from Housing and Urban Development (H.U.D.) for October 1, 2017 – June 30, 2018.

Discussion:

The City of Charlottesville has staff from Human Services, Social Services, and Neighborhood Development Services all taking a leadership role in the governance of T.J.A.C.H. H.O.P.W.A. is an important resource in our community's efforts to end homelessness. The grant provides services in four key areas.

1. **Tenant-Based Rental Assistance (TBRA):** The Thomas Jefferson Health District (T.J.H.D.) partners with The Haven to provide T.B.R.A. to eligible participants. The T.J.H.D. screens participants for eligibility and inspects the proposed property to ensure that it meets H.U.D. requirements. Upon successful screening, The Haven contacts the landlord to arrange monthly rent payment, similar to rapid re-housing.
2. **Short-term Rental, Mortgage and Utility Assistance:** T.J.H.D. screens eligible participants for short-term assistance including emergency utility payments to avoid shut-off.
3. **Supportive Services:** T.J.H.D. provides supportive services including crisis intervention, case management and service referrals.
4. **Homeless Management Information System (H.M.I.S.):** The City of Charlottesville as the award recipient will ensure that H.M.I.S. data is complete through an agreement with T.J.A.C.H. to have the Executive Director ensure data quality. Our Continuum of Care (C.O.C.) has a well-populated database for individuals experiencing homelessness.

HMIS collaboration provides real-time monitoring of the needs and progress of individuals and households facing homelessness. Collaborative use of H.M.I.S. among T.J.A.C.H. C.o.C. Service Providers expedites communication and reduces the need to interface disparate documentation systems.

5. **Administration:** The City of Charlottesville as the award recipient is eligible for an administrative fee. Staff proposes that we pass these dollars through to T.J.H.D. & The Haven to support the supervision of assigned staff.

Community Engagement:

This grant and plan are the product of extensive engagement of the service provider community for persons experiencing homelessness. This partnership is reflective of the new governance model for T.J.A.C.H. and the priority requests of the Interfaith Movement Promoting Action by Congregations Together (IMPACT).

Alignment with City Council's Vision and Strategic Plan:

This grant advances the City of Charlottesville's Strategic Plan Goal #1 of enhancing the self sufficiency of our residents. Specifically, it will facilitate the objective of increasing affordable housing options. This item primarily aligns with Council's vision for Quality Housing Opportunities for All. Outcomes will demonstrate a coordinated assessment process, individuals and families linked to housing and other resources, and the length of time homelessness was experienced. This grant also fosters the ideals of Community of Mutual Respect and Economic Sustainability by providing services to vulnerable citizens and promoting self-sufficiency.

Budgetary Impact:

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

Recommendation:

Staff recommends approval and appropriation of grant funds.

Alternatives:

Council may elect to not accept the funds, and the community will not have the capacity to administer the following services to persons experiencing a housing crisis while managing AIDS/H.I.V.: short-term rental assistance, utility assistance, rapid rehousing, H.M.I.S., and administration.

Attachments:

Appropriation; Sub Grant agreement and amendment

APPROPRIATION
H.O.P.W.A. Grant \$213,012

WHEREAS, The City of Charlottesville, through the Department of Human Services, has received the H.O.P.W.A. Grant from the Virginia Department of Housing and Community Development in the amount of \$213,012;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the sum of \$213,012 is hereby appropriated in the following manner:

Revenues

\$213,012 Fund: 209 IO: 1900295 (H.O.P.W.A.) G/L: 430120 Federal Pass-Thru State

Expenditures

\$213,012 Fund: 209 IO: 1900295 (H.O.P.W.A.) G/L: 530550 Contracted Services

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon receipt of \$213,012 in funds from the Virginia Department of Housing and Community Development.

**SUB-GRANT AGREEMENT
HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS PROGRAM
U.S. Department of Housing and Urban Development**

**HOPWA Project 18-HW-303
(October 01, 2017 to June 30, 2018)**

This Sub-grant Agreement is made by and between the **Virginia Department of Housing and Community Development (DHCD)** and the project sponsor, **City of Charlottesville (Sub-grantee)**. The Sub-grant, which is the subject of this Agreement, is authorized by the Governor of the Commonwealth under a Grant Agreement, executed by and between the U.S. Department of Housing and Urban Development (HUD), and the State of Virginia, the Recipient.

The Sub-grantee shall operate the project as part of the community's emergency response system to homelessness as described in the 2016-2018 Virginia Homeless Solutions Program (VHSP) application submitted by the lead agency (or designee) of the continuum of care (CoC) or balance of state local planning group (LPG).

The Sub-grant is comprised of an allocation from the United States Department of Housing and Urban Development (HUD) authorized under the Housing Opportunities for Persons With AIDS Grant for federal fiscal year 2017; the federal grant number is VAH17F999 and the Catalog of Federal Domestic Assistance (CFDA) number is 14.241. The Sub-grant is subject to the following terms (as they from time to time may be amended): AIDS Housing Opportunity Act, 42 USC Sec. 12901 et. seq. (the Act); the Housing Opportunities for Persons With AIDS (HOPWA) program rule, 24 CFR 50 and 574 as amended; and the Consolidated Plan rule, 24 CFR 91 as amended; all of which are incorporated herein as part of this Agreement. The Sub-grant is subject to the terms, guidelines and regulations set forth in the 2016-2018 Virginia Homeless Solutions Program Guidelines document including Appendix A – Housing Opportunities for Persons With AIDS (HOPWA) Program Guidelines, any subsequent amendments, the CoC/LPG proposal as amended through negotiations with DHCD, the DHCD approved Sub-grantee budget, which are incorporated by reference as part of this Agreement, the laws of the Commonwealth of Virginia and federal law.

I. Scope of Services

The funding provided through this sub-grant must be used to carry out activities as specified in the Virginia Homeless Solutions Program Guidelines 2016-2018, specifically Appendix A – Housing Opportunities for Persons With AIDS (HOPWA) Program Guidelines, and any subsequent amendments to the guidelines. Sub-grantee must adhere to the DHCD approved budget and all specified cost category limits as outlined in the guidelines.

HOPWA Cost Category Limits *	
Cost Category	Limits as Percentage of Total Award
Housing Assistance	At least 65 percent
Supportive Services	35 percent or less
Administration	7 percent or less
Housing Information Services	3 percent or less
<i>* See guidelines for details related to cost categories.</i>	

I. Conditions

A. Service Provision

Sub-grantee is responsible for coordination of VHSP HOPWA activities with other VHSP HOPWA Sub-grantees and mainstream resources. Sub-grantee must assure non-duplication of services with other VHSP HOPWA Sub-grantees.

B. Disbursement of Funds

DHCD agrees to provide **\$213,012** to the Sub-grantee to undertake the approved project activities described in the Sub-grantee Virginia Homeless Solutions Program application for the July 1, 2016 through June 30, 2018 program years. The Sub-grantee must submit, for approval by DHCD, a program budget for the 2017-2018 allocation. Funds must be expended per the approved budget. The Sub-grantee agrees to provide HOPWA funds to non-entitlement localities and to coordinate the provision of services with other HOPWA project sponsors.

Funds are disbursed on a reimbursement basis. Sub-grantees must be able to provide documentation that the work, services, or cost occurred within the grant period and the expenses were paid appropriately by the Sub-grantee. Program funds shall be disbursed to the Sub-grantee on a monthly or quarterly reimbursement schedule determined by the Sub-grantee.

The Sub-grantee must request approval from DHCD for all changes which affect the scope of the project, including but not limited to addition or deletion of an activity, location of services, service area, objectives, timing of activity, and expenditures that will exceed the budget cost category.

DHCD reserves the right to de-obligate and reallocate funds at any point during the contract term.

C. Reporting

Sub-grantees must submit the following reports:

Year End Report

Year end reports must be submitted as instructed by DHCD. No future funds will be disbursed until all required reports for the previous fiscal year are submitted to DHCD.

D. Continuum of Care Participation

Sub-grantees must actively participate in the regional Continua of Care or Balance of State local planning groups.

E. Accounting

The Sub-grantee must adhere to Generally Accepted Accounting Principles (GAAP). The Sub-grantee shall establish and maintain separate accounts within its existing accounting system or set up accounts independently. The Sub-grantee shall record in its accounting system all grant payments received

pursuant to the grant and all other match funds provided for, accruing to, or otherwise received on account of the grant.

All costs charged to the grant shall be supported by properly executed payrolls, timesheets, contracts, or vouchers evidencing in proper detail the nature and propriety of the charges. All checks, payrolls, contracts, vouchers, or other accounting documents pertaining in whole or in part to the grant shall be clearly identified, readily accessible, and separate and distinct from all other such documents. Such documents shall reside at the offices of the sub-grantee.

F. DHCD Notification

Sub-grantee must notify DHCD of any potentially illegal act, such as misuse of grant funds or fair housing violations, immediately upon knowledge of such act. In addition, sub-grantee must notify DHCD should any other local, federal or state agency uncover evidence of any potentially illegal act. Sub-grantee must notify DHCD if there is a change in agency management and/or fiscal personnel. Failure to do so will constitute a finding and may result in repayment of funds by the sub-grantee, the de-obligation of current funding and the preclusion of future funding.

G. Audit

All grantees, sub-grantees, CHDOs, and sub-recipients, localities, developers, or any other organizations that receive funding during a specific program year are required to submit one of the following financial documents: Financial Statement**, Reviewed Financial Statement prepared by an independent Certified Public Accountant (CPA), Audited Financial Statement prepared by an independent CPA or an 2 CFR 200 Subpart F Audit (Single Audit) prepared by an independent CPA. Please see the table below to determine which document your organization is required to submit.

The threshold requirements outlined below are the minimal standards required by DHCD. We strongly encourage all organizations receiving funds from DHCD to undertake the highest level of financial management review to ensure practices and procedures are fully examined and evaluated.

Threshold Requirement	Document
Total annual expenditures \leq \$100,000 – regardless of source	Financial Statement prepared by organizations**
Total annual expenditure between \$100,001 and \$300,000 – regardless of source	Reviewed Financial Statement prepared by an Independent Certified Public Accountant (CPA)
Total annual expenditures $>$ \$300,000 – regardless of source	Audited Financial Statement prepared by an Independent CPA
Federal expenditures \geq \$750,000	2 CFR 200 Subpart F Audit - prepared by an Independent CPA

**Does not require preparation by a CPA

Entities shall file the required financial document in the Centralized Application and Management System (CAMS) within nine (9) months after the end of their fiscal year or 30 (thirty) days after it has been accepted (Reviewed Financial Statement, Audited Financial Statement, and 2 CFR 200 Subpart F Audit only) - whichever comes first.

The full DHCD Audit Policy, including an explanation of the specific document requirements, can be found online at:
http://www.dhcd.virginia.gov/images/DHCD/DHCD_Audit_Policy.pdf.

H. Compliance

Sub-grantees with outstanding audit findings, IRS findings, DHCD monitoring findings or other compliance issues are not eligible to receive allocations. DHCD will work with all interested parties toward the resolution of unresolved matters, where appropriate.

I. Maintenance of Records

Records shall be readily accessible to DHCD, appropriate state and federal agencies, and the general public during the course of the grant agreement and shall remain intact and accessible for five years thereafter. The exception is in the event that any litigation claim or audit is started before expiration of the five year period, the records shall be retained until such action is resolved.

J. Costs Incurred Prior To Grant Agreement Execution

No costs incurred prior to the start date of the contract period shall be eligible for reimbursement with grant funds, unless incurred costs are authorized in writing by DHCD.

K. Expenditure Review

DHCD will monitor expenditure rates to ensure resources are maximized. Failure to expend funds proportionately throughout the contract period may result in the de-obligation of funds. DHCD reserves the right to de-obligate funds at any time during the contract period and reallocate as deemed appropriate within the CoC/LPG or statewide based on compliance, performance, need and available funding.

L. Termination, Suspension, Conditions

This Sub-grantee Agreement shall remain in effect from the date of the signing of the grant agreement until June 30, 2018. Either party shall have the right to cancel this agreement for any reason with a 30 days written notice.

If through any cause, the Sub-grantee fails to comply with the terms, conditions or requirements of the contract documents, DHCD may terminate or suspend this Agreement by giving written notice of the same and specifying the effective date termination or suspension at least five (5) days prior to such action.

In the case of contract violation by the Sub-grantee, DHCD may request that all or some of the grant funds be returned, even if the Sub-grantee has already expended the funds. The Sub-grantee agrees to return such funds as requested by DHCD within 30 days of the written request.

M. Subsequent Contracts

The Sub-grantee shall remain fully obligated under the provisions of the Grant Agreement notwithstanding its designation of any subsequent or third parties for the undertaking of all or part of the activities for which the Grant assistance is being provided to the Sub-grantee.

The Sub-grantee agrees to ensure that any contractor or subcontractor who is not the Sub-grantee shall comply with all the lawful requirements of the Sub-grantee necessary to insure that the project for which this assistance is being provided under this Agreement are carried out in accordance with the Sub-Grantee's Assurances and Certifications.

N. Default

A default is any unapproved use of grant funds. Upon due notice to the Sub-grantee of the occurrence of any such default and the provision of a reasonable opportunity to respond, DHCD may take one or more of the following actions:

- (1) direct the Sub-grantee to submit progress schedules for completing approved activities;
- (2) issue a letter of warning advising the Sub-grantee of the default, establishing a date by which corrective actions must be completed and putting the Sub-grantee on notice that more serious actions will be taken if the default is not corrected or is repeated;
- (3) direct the Sub-grantee to suspend, discontinue or not incur costs for the affected activity;
- (4) require the Sub-grantee to reimburse DHCD for costs inappropriately charged to the program;
- (5) other appropriate action including, but not limited to, any remedial action legally available, such as affirmative litigation seeking declaratory judgment, specific performance, damages, temporary or permanent injunctions and any other available remedies.

No delay or omissions by DHCD in exercising any right or remedy available to it under the Agreement shall impair any such right to remedy or constitute a waiver or acquiescence in any Sub-grantee default.

O. Conflict of Interest

Sub-grantees shall ensure that the provision of any type or amount of assistance may not be conditional on an individual's or family's acceptance or occupancy of housing owned by the sub-grantee, a parent organization, or subsidiary. Sub-grantees, parent organizations, or subsidiaries may not administer HOPWA assistance and use the assistance for households residing in units owned by the Sub-grantee, parent organization, or subsidiary.

Individuals (employees, agents, consultants, officers, or elected or appointed officials of the sub-grantee) may not both participate in decision-making related to determining eligibility and receive any financial benefit. This financial benefit may not be received by the specific individual, any member of his/her immediate family or a business interest. The restriction applies throughout tenure in the position and for a one-year period following tenure.

P. Religious Influence

The Sub-grantee shall perform activities and all financial and stabilization services in a manner that is free from religious influence.

III. Additional Assurances

A. Sub-grantee will give the Virginia Department of Housing and Community Development, the Comptroller, HUD and any other authorized state or federal representatives access to and the right to examine all records, books, papers, or documents related to the Grant.

B. In accordance with federal law, sub-grantee will provide that no person shall be discriminated against on the basis of race, color, religion, sex, or national origin, in any phases of employment or in any phase of service delivery.

IV. Additional Certifications:

The Sub-grantee certifies that it will comply with the following:

(a) Freedom of Information Act (5 U.S.C 552) and Virginia Freedom of Information Act;

(b) Virginia Fair Employment Contracting Act;

(c) Fair Housing Act (42 U.S.C. 3601-20), and implementing measures under:
- 24 CFR 100 (discriminatory conduct under Fair Housing Act);
- Executive Order 11063 and regulations at 24 CFR 107 (preventing discrimination on basis of race, color, creed, or national origin);
- 24 CFR Part 8 (prohibiting discrimination against handicapped individuals);
- Title VIII of Civil Rights Act of 1968 as amended (prohibiting discrimination based on race, color, national origin, religion, sex, familial status [including children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18], and disability)

(d) Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at:

- 24 CFR 146 (nondiscrimination on basis of age in HUD programs);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);

(e) 24 CFR 574.320 (Federal rent standards for rental assistance, requiring rents to be charged no greater than appropriate Fair Market Rent levels);

(f) 24 CFR Part 35 (Federal lead-based paint provisions, requiring visual inspections and stabilization of paint before commencement of occupancy);

(g) Adhere to Executive Orders 11625, 12432, and 12138, that the Sub-grantee must make efforts to encourage participation of minority and women-owned business enterprises in connection with funded activities;

- Encourage participation of locally-owned enterprises in connection with funded activities;

(h) Assist in carrying out 24 CFR 58 and 58.5 (National Environmental Policy Act [NEPA] of 1069 and other provisions of federal law)

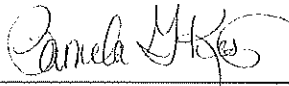
(i) McKinney-Vento Homeless Assistance Program Regulations;

(j) Anti-lobbying Certification;

(k) Drug Free Workplace.

The Grant Agreement is hereby executed by the parties on the date set forth below their respective signatures as follows:

Virginia Department of Housing and Community Development

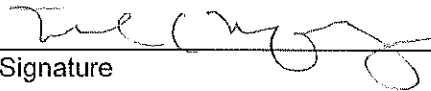


Pamela G. Kestner, Deputy Director

December 1, 2017

Date

City of Charlottesville



Signature

Michael C. Murphy

Name (printed or typed)

Assistant City Manager

Title

12/13/17

Date

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



Agenda Date:	January 16, 2018
Action Required:	Appropriation of Landmark Properties, Inc. Funds
Presenter:	Hollie Lee, Chief of Workforce Development Strategies
Staff Contacts:	Hollie Lee, Chief of Workforce Development Strategies
Title:	Appropriation of Landmark Properties, Inc. Funds to the City's Workforce Investment Fund for Workforce Development/Training Programs - \$50,000

Background:

As part of the development of The Standard on West Main Street, the developer, Landmark Properties, Inc. has given the City of Charlottesville \$50,000 for workforce development training programs/initiatives. The funds have already been given to the City by Landmark Properties, Inc. and need to be appropriated to the Workforce Investment Fund (P-00385) to be used for such efforts.

Discussion:

The following options were proposed to Landmark Properties, Inc. for use of the funds. There will be an attempt to focus efforts on the 10th & Page and Westhaven neighborhoods which are proximate to the development area. Additionally, workforce development initiatives for which these funds are used will focus more training in the skilled trades (e.g., carpentry, electrical, plumbing, etc.). *(Details regarding each option are provided in the attached letter to Landmark Properties, Inc.)*

- Expand Growing Opportunities (GO) programs focused on the skilled trades
- Pilot the GO Skilled Trades Academy
- Enhance GO GED programs (e.g., GO GED Pathways and GO GED Fast Track)
- Offer more GO Hire wage subsidies and incumbent worker training opportunities to City employers
- Provide supportive services for GO program participants/graduates (e.g., rental assistance, transportation assistance, assistance paying utility bills, and childcare assistance)

Alignment with Council Vision Areas and Strategic Plan:

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

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

Goal 4: A Strong, Creative and Diversified Economy

- Objective 4.1: Develop a quality workforce

Goal 1: An Inclusive Community of Self-sufficient Residents

- Objective 1.2: Prepare residents for the workforce

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

Community Engagement:

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

Budgetary Impact:

None

Recommendation:

Staff recommends approval and appropriation of the funds.

Alternatives:

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

Attachments:

- Letter from the Office of Economic Development to Landmark Properties, Inc. regarding use of the \$50,000

APPROPRIATION
Landmark Properties, Inc. Funds for Workforce Development/Training Programs
\$50,000

WHEREAS, the City of Charlottesville has received funds from Landmark Properties, Inc. in the amount of \$50,000; and

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

WHEREAS, the funds have been rendered to the City of Charlottesville;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$50,000 is hereby appropriated in the following manner:

Revenue – \$50,000

\$50,000 Fund: 425 WBS: P-00385 G/L: 451999

Expenditures - \$50,000

\$50,000 Fund: 425 WBS: P-00385 G/L: 599999



October 11, 2017

Landmark Properties, Inc.
Attn: Mark Jensen – SVP Development
315 Oconee Street
Athens, GA 30601

Dear Mr. Jensen:

This letter serves as a follow-up to the conversation you had with city councilor Galvin while in Charlottesville recently. We appreciate your interest in the continued well-being of the city as your project comes out of the ground on West Main Street. In the Office of Economic Development, we particularly appreciate your commitment to workforce development as it has been a recent focus of our efforts.

In July 2013, the City of Charlottesville Strategic Action Team (SAT) on workforce development, led by the Office of Economic Development (OED), presented a report to City Council entitled, *Growing Opportunity: A Path to Self-Sufficiency in Charlottesville* (GO). This report provided an overview of the local workforce climate and examined barriers to employment for low-income City residents including: job creation, basic literacy, education and training, workplace readiness skills, transportation, childcare, criminal history, and housing. It also proposed numerous strategies for addressing these barriers.

For the past four years, City staff has been planning, developing, and implementing many of the recommendations from the report, with most attention being given to job creation, training, and education. Please see below for a list of some of the programs/initiatives that have been created or are in the process of being developed, as well as thoughts on how Landmark Properties' \$50,000 contribution towards City workforce development/job training programs could be utilized.

GO Programs in the Skilled Trades

Since the Growing Opportunities report was issued in July 2013, the City has given a lot of attention to job creation as a means of creating opportunities for City residents to achieve self-sufficiency through employment that pays a self-

sufficient wage. The main goal has been to ensure that training programs are jobs-driven and align with the needs of the business community in the Charlottesville area. The strategy in developing these training programs includes employer involvement at the ground level to ensure that their exact workforce needs are being addressed during training, thus producing a highly qualified, competitive job candidate. Since 2014, the City of Charlottesville has been offering GO training programs in order to help City residents get the skills and training they need in order to obtain employment paying a self-sufficient wage. Over the past three years, more than 100 individuals have graduated from one of thirteen GO training programs, and several of these programs have focused on skilled trades (e.g., GO Utilities, GO Electric, and GO Driver). Using the funding from the Landmark, such programs could be expanded upon. Recruitment for these programs would be targeted towards individuals living within the 10th & Page and Westhaven neighborhoods. Employer partners in related skilled trades/construction industries (electrical, carpentry, masonry, etc.) could also be approached regarding participation in the program/program graduate placement. The average cost per participant in a GO program is approximately \$2,500.

GO Skilled Trades Academy Pilot

The GO Skilled Trades Academy would be designed for individuals who are unsure about which skilled trades industry would be the best fit for them. With this option, City residents would begin by receiving a basic overview of the skilled trades instead of training in one specific industry (e.g., pipefitting, electrical, carpentry, etc.). The National Center for Construction and Research (NCCER) Core Craft curriculum would serve as the foundation for the Academy, as it focuses specifically on the skilled trades by offering 60 hours of classroom and lab training in nine modules. In addition to Core Craft, the Academy would include an introduction to various high-demand skilled trade occupations in the Charlottesville area such as: electrical, plumbing, heating and air, carpentry, and facilities maintenance. Approximately two hours would be spent on each industry, with participants receiving an overview and possible tour/site visit to a local business specializing in these areas. Upon completion of the Academy, participants would be placed into basic entry level, general labor positions not requiring specific industry knowledge. At this time, individuals could continue with their employment or identify a specific industry in which they have the most interest and then enter into a GO program offering more technical training in this industry. Upon completion of the GO program they could then potentially be placed into new employment offering the opportunity to be in an apprenticeship program or stay with the same employer if that employer is a registered apprenticeship provider in their industry of choice. Essentially, the Academy offers pre-GO program training to create a basic foundation in skilled trades work, thus allowing individuals to get a better idea about the industry that most interests them. The average cost per participant in the GO Skilled Trades Academy is estimated to be \$1,500.

GED Training Programs

In an effort to get more low-income residents access to better jobs, a General Equivalency Diploma (GED) is critical. At this time, the City provides vouchers to disadvantaged City residents wanting to take GED test prep classes and/or to sit for the actual exam. The City recently allocated additional funding to train individuals to get their GED. This funding could be supplemented by the funding provided by Landmark and possibly provide more opportunity for individuals living within the 10th and Page and Westhaven neighborhoods. Examples of possible GED programs include the following:

1. *Pre-GO program* – A program similar to this was piloted in Westhaven several years ago. It focuses on workplace readiness and customer service and incorporates GED training. Supportive services are built in to ensure success. Classes are held within the actual community – so class is brought to the students where they live. Students who complete this still require quite a bit of additional training to get to the point of taking the actual GED test. The cost for this is approximately \$1,000 per student.
2. *Integrated education and training program* – Would focus on entry-level healthcare training (CPR, first aid, terminology, etc.), while incorporating GED training into the curriculum (specifically math and science). This would be a 12-week sessions, and students who complete this would continue GED classed the Adult Learning Center in order to get to the point of taking the actual GED test. The cost for this is approximately \$1,000 per student.
3. *GED Fast Track program* – A program of this nature was done many years ago but was put on hold due to a lack of funding. This is for individuals at a higher level (11th or 12th grade), but were not able to finish high school. For this program, fast track students would be placed in a class together and given intensive GED preparation. The idea is that they would test for the GED immediately after completing training. This program would be approximately four to six months long. The cost for this is approximately \$1,500 per student.

GO Hire Wage Subsidy & Incumbent Worker Training Grant for Employers

The Office of Economic Development offers the GO Hire program, which provides support to City businesses hiring City residents and/or seeking to train up their existing workforce. The program does this by providing: 1.) wage subsidies to City businesses hiring City residents at a self-sufficient wage and 2.) funding for City businesses to provide training to entry/mid-level staff in order to help their existing workforce enhance their skills, and in turn, their overall operations. Wage subsidies are provided through a reimbursement process, which is typically about two months, or until an agreed upon amount is exhausted (approximately \$1,000 to \$2,000 per new hire). For incumbent worker training, businesses can identify their own curriculum and trainers, or the OED

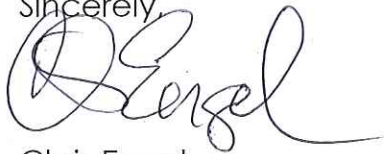
can help with the design of curriculum and identification of potential instructors. Funding provided by the Landmark could be used to further enhance the GO Hire program. For example, additional funding could be provided to employers hiring and/or training individuals living within the 10th & Page and Westhaven neighborhoods. Another option would be to provide more funding for employers in industries more related to construction/development and/or skilled trades. This money could be used to go towards industry related training such as apprenticeship programs and/or certifications.

Supportive Services for Program Participants

After conducting numerous training programs over the past four years, one crucial aspect has been being able to provide program participants supportive/wrap-around services beyond just education and training. Such supportive services include, but are not limited to: rental assistance, transportation assistance, assistance paying utility bills, and childcare assistance. If it were not for the additional supportive services, numerous individuals would have had to withdraw from the training program, would not have been successful, and would not currently be employed with in careers paying a self-sufficient wage. Participation in a GO training program, or any of the other City workforce development programs, is a major time commitment and oftentimes participants are not able to work as much, or at all, during the training period. Because of this, it is important that staff is able to provide financial assistance to assist with rent, car payments or repair, childcare, etc., as this small financial intervention often allows someone to complete training and become self-sufficient. Funding from local funds and state and federal grants are leveraged for supportive services, but additional funding from Landmark could be used to supplement these funds as needed. A maximum of \$1,000 per individual is allowed for supportive services (with maximum thresholds allowed for various services and required participant contributions).

I hope the information provided herein gives you confidence that your contribution to the City's workforce development efforts will be put to good use. If you have any questions or concerns please let me know.

Sincerely,



Chris Engel
Director of Economic Development
City of Charlottesville

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CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	January 16, 2018
Action Required:	Vote on resolution
Presenter:	Mike Mollica, Division Manager, Facilities Development
Staff Contacts:	Mike Mollica, Division Manager, Facilities Development Ryan Davidson, Senior Budget & Management Analyst, Budget and Performance Management
Title:	Fund Transfer to Schools Capital Projects Lump Sum Account for the Charlottesville High School Fieldhouse Project - \$100,000

Background: The City of Charlottesville Facilities Development Division oversees capital projects for Charlottesville City Schools (C.C.S.). As part of the FY17 Adopted CIP, \$100,000 was appropriated for the Charlottesville High School (C.H.S.) Fieldhouse Renovation Project – for the design of the facility, with the construction funding amount and sources to be determined at a later date. Facilities Development has proposed using the Schools Capital Projects Lump Sum Account to fund the construction phase of the project, estimated at approximately \$775,000. This was presented to the School’s CIP Committee on November 30, 2017 and there were no objections to this approach.

Discussion: This request is to consolidate funds into one project account as required by City policy #200-09, which requires all phases of a project to use the same project account from start to finish. The request, if approved by Council, would transfer \$100,000 from P-00916 into the CHS Field House Project (CP-018) for a consolidated total project budget of \$875,000.

Alignment with Council Vision Areas and Strategic Plan: This project supports City Council’s “Smart, Citizen-Focus Government” vision, and it contributes to Strategic Plan Goal 5: A Well-managed and Responsive Organization.

Community Engagement: N/A

Budgetary Impact: The funds to be transferred and consolidated were all previously appropriated by City Council.

Recommendation: Staff recommends approval of this resolution.

Alternatives: N/A

Attachments: N/A

RESOLUTION

Fund Transfer to Schools Capital Projects Lump Sum Account for the Charlottesville High School Fieldhouse Project - \$100,000

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

Transfer From

\$100,000 Fund: 426 WBS: P-00916 G/L Account: 599999

Transfer To

\$100,000 Fund: 426 WBS: SH-018 (P-00949) G/L Account: 599999



Rivanna Water & Sewer Authority
Rivanna Solid Waste Authority
695 Moores Creek Lane
Charlottesville, Virginia 22902-9016
434.977.2970 • 434.293.8858 Fax
www.rivanna.org

MEMORANDUM

TO: THE HONORABLE CHARLOTTESVILLE CITY COUNCIL

**FROM: BILL MAWYER, EXECUTIVE DIRECTOR
RIVANNA WATER & SEWER AUTHORITY
RIVANNA SOLID WASTE AUTHORITY**

SUBJECT: QUARTERLY UPDATE

DATE: Jan , 2018

This quarterly update is to provide information on our urban water supply strategy, as well as information on our drinking water, wastewater and solid waste projects currently in the planning, design or construction phases. A general overview of the current and upcoming Capital Improvement Projects (CIP) follows:

1. Odor Reductions at Moores Creek Wastewater Plant

Scope: Provide two clarifier covers, one air scrubber, wastewater containment pipe, and chemical neutralizers.

Status: Clarifier covers and chemical neutralizers have reduced odor levels. Construction of permanent facilities continues.

Completion: February 2018

Cost: \$10 million

2. Granular Activated Carbon Facilities

Scope: Add GAC contactors at all five water treatment plants to minimize disinfection byproducts in our drinking water.

Completion: March 2018

Cost: \$29 million

3. Water Treatment Plant Improvements

Scope: Replace equipment which has reached end-of-service life at the South Rivanna Water Treatment Plant, and increase capacity at the Observatory and Crozet Water Treatment Plants.

Completion: 2017-2022

Cost: \$25 million

4. Crozet Flow Equalization Tank

Scope: Provide a 1million gallon wastewater tank to store peak wet weather flows.

Completion: 2019-2020

Cost: \$2.3 million

5. South Fork Rivanna to Ragged Mountain Reservoir Pipeline Right-of-Way
 - Scope: Determine alignment and acquire rights-of-way for a pipeline and pumping station to transfer raw water between the South Rivanna Reservoir and the Ragged Mountain Reservoir, as set forth by the community water supply plan.
 - Completion: 2017-2022
 - Cost: \$2.3 million

6. Rt. 29 Water Pumping Station
 - Scope: Provide a water pumping station and two ground-level water storage tanks near the future intersection of Meeting Street and Airport Road. These water facilities will enhance our ability to meet growing water demands in the area generally north of Hollymead Town Center.
 - Completion: 2021 -2022
 - Cost: \$6 million

7. Avon Street to Pantops Water Main
 - Scope: Provide a drinking water main between water storage tanks located on Pantops and Avon Street to improve hydraulic connectivity between the two tanks.
 - Completion: 2020-2023
 - Cost: \$13 million

8. Replace Ivy Transfer Station
 - Scope: Provide an 11,600 sq. ft. municipal waste transfer station and demolish the existing transfer station.
 - Construction: October 2017- December 2018
 - Cost: \$3 million

9. Strategic Plan
 - Scope: Create a Strategic Plan for the Authorities for the next five years to fifty years.
 - Status: After an inclusive process with the Board of Directors, staff and the community, the Strategic Plan was completed in December 2017. Implementation of six strategic goals is underway.

 - Completion: December 2017
 - Cost: \$82,195

cc: RSWA Board of Directors
 RWSA Board of Directors

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



Agenda Date:	January 16, 2018
Action Required:	Direction from City Council
Presenter:	Wes Bellamy, City Councilor
Staff Contacts:	Maurice Jones, City Manager
Title:	City Council Meeting Structure and Procedures

Background:

The City Council reviews and updates its meeting procedures and policies every couple of years. In February 2016 the Council voted to overhaul the procedures in an attempt to make meetings more efficient and orderly. The new measures agreed upon on February 16 included the following:

- Publicly post Council's governing procedures on the City's website in a prominent location;
- Closer adherence to Robert's Rules of Order in deliberations, including formal motions and discussion periods;
- Incorporate most work sessions into the second Council meeting each month to promote transparency;
- Allot a maximum of 20 minutes for presentation and discussion of most agenda items;
- Limit most Councilor comments to 3 minutes, the same limit as comments by members of the public;
- Establish new guidelines for Councilor inquiries to City staff, in order to improve operational efficiencies;
- Expand opportunities to speak during the first public comment period by allowing speakers to sign up in advance by email and and/or telephone.

A random selection process for speaking slots for the first Matters by the Public section of each meeting was also adopted:

- Each request that comes in over email, phone, or in person by 9:00 a.m. the day of the Council meeting is given a number.
- A random number generator located at the web site www.random.org generates 12 random numbers in the range of total sign-ups; for example, 30 people sign up, and 12 random numbers are generated between 1 and 30.
- The 12 selected numbers are given speaking slots.
- The remaining people who signed up to speak are placed on a wait-list.
- Both the list of assigned speakers and the wait-list will be published on the City's website by 12:00 noon on the day of Council meetings.

- The second Matters by the Public section will remain in place; any remaining speakers on the wait-list from the first section will be called first.
- It was proposed that this process be put into place for a pilot period of six months, after which it will be evaluated by Council.

On September 16, 2016, the Council revised the Matters by the Public section by reducing the number of speakers who are assigned by the random number generator from 12 to 9 and reserving three slots for in-person sign-ups on a first come, first served basis on the evening of the Council meeting.

On March 6, 2017, the Council revised the procedures to allow for up to 15 speaking slots during the first Matters by the Public, ten of which would be chosen via the random selection process and the remaining five would be reserved for in-person sign-ups on a first come, first served basis on the evening of the Council meeting.

Discussion

The Council will be reviewing the procedures this evening and discussing whether to keep them in their current form or revise them. Councilor Wes Bellamy has proposed the following change to the structure of regularly scheduled City Council meetings:

- | | |
|-----------------------|--|
| 4:30 p.m. – 5:30 p.m. | Council Closed Session |
| 5:45 p.m. – 6:45 p.m. | “Town Hall” style meeting, during which the Council would answer questions from the public. (This portion of the meeting would be similar to the Town Hall meetings that the Council has held in the neighborhoods over the past eight years.) |
| 7:00 p.m. – 9:00 p.m. | Council’s Regular Business Meeting |
- Continue to end each meeting with a Matters by the Public session, which is the current practice of the Council.

The Council will not be acting upon this proposal or any other changes to the procedures this evening. They will hold a public hearing to solicit feedback from the public on the current procedures and Councilor Bellamy’s proposal. It is anticipated that the Council will continue its discussion on these issues at its annual retreat January 18-19. A final discussion and vote on the structure of the City Council meetings and the Council’s procedures is planned for the February 5 Council meeting.

Alignment with City Council’s Vision and Strategic Plan:

This supports the City Council’s vision to be a *Community of Mutual Respect* and to have a *Smart, Citizen-Focused Government*. It contributes to Goal 5 of the Strategic Plan, to *Be a Well-Managed and Responsive Organization*, and objective 5.4, to *foster effective community engagement*.

Community of Mutual Respect

In all endeavors, the City of Charlottesville is committed to racial and cultural diversity, inclusion, racial reconciliation, economic justice, and equity. As a result, every citizen is respected.

Interactions among city leaders, city employees and the public are respectful, unbiased, and without prejudice.

Smart, Citizen-Focused Government

The delivery of quality services is at the heart of Charlottesville's social compact with its citizens. Charlottesville's approach to customer service ensures that we have safe neighborhoods, strong schools, and a clean environment. We continually work to employ the optimal means of delivering services, and our decisions are informed at every stage by effective communication and active citizen involvement. Citizens feel listened to and are easily able to find an appropriate forum to respectfully express their concerns.

Budgetary Impact:

None at this time.

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