

CITY COUNCIL AGENDA
Tuesday, January 22, 2019



5:30 p.m. **Closed session as provided by Section 2.2-3712 of the Virginia Code**
Second Floor Conference Room (Boards & Commissions; Personnel Matter)

6:30 p.m. **Regular Meeting - CALL TO ORDER**
Council Chambers

PLEDGE OF ALLEGIANCE
ROLL CALL
ANNOUNCEMENTS
PROCLAMATIONS

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

- a. Minutes – January 7, 2019 Regular Meeting; January 11, 2019 Work Session
- b. APPROPRIATION: Meadow Creek Trail Bridge Grant from VDOT - \$375,000 (2nd of 2 readings)
- c. APPROPRIATION: 250 Bypass Greenbelt Trail Grant from VDOT - \$500,000 (2nd of 2 readings)
- d. APPROPRIATION: Information Technology Funding for Office 365 Licenses - \$53,774 (2nd of 2 readings)
- e. APPROPRIATION: Grant for bicycle and pedestrian improvements at Monticello Ave/Ridge Street and Monticello/2nd Street - \$547,730 (1st of 2 readings)
- f. APPROPRIATION: Housing Opportunities for People with AIDS/H.I.V. - \$213,012 (1st of 2 readings)
- g. APPROPRIATION: Employment for Temporary Aid to Needy Families (TANF) Grant - \$66,623.53 (1st of 2 readings)
- h. RESOLUTION: Bridge Ministry Funding Allocation - \$17,400 (1st of 1 reading)
- i. RESOLUTION: Funding Transfer for Form Based Code Contract Amendment \$42,553 (1st of 1 reading)
- j. ORDINANCE: Release of Stormwater Detention Facility Easement in Seminole Square North Wing (2nd of 2 readings)
- k. ORDINANCE: Underground Utility Easement to Dominion Energy at Ragged Mountain Reservoir (2nd of 2 readings)
- l. ORDINANCE: ZTA: Revise definition of amusement centers and allowable zoning classifications (2nd of 2 readings)
- m. ORDINANCE: ZTA: Street Designations in Mixed Use Zones (2nd of 2 readings)
- n. ORDINANCE: ZTA: Modifying Definition of Dwelling Unit (2nd of 2 readings)
- o. ORDINANCE: Approve Amendments to CACVB Operating Agreement (1st of 2 readings)

CITY MANAGER RESPONSE TO COMMUNITY MATTERS (FROM PREVIOUS MEETINGS)

COMMUNITY MATTERS Public comment is provided for up to 16 speakers at the beginning of the meeting (limit 3 minutes per speaker.) Pre-registration is available for up to 8 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.

2. APPROPRIATION* Home to Hope Peer Navigators Funding - \$405,000 (1st of 2 readings)

3. RESOLUTION*: Establishment of Priority-Setting Commission to Inform Council Funding Priorities (1st of 1 reading)

4. REPORT: Lease Terms for Albemarle-Charlottesville Historical Society at 200 2nd Street, NE

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 public comment.**

Please follow these guidelines for public comment:

- Each speaker has **3 minutes** to speak. Please give your name and place of residence before beginning your remarks.
- Please **do not interrupt speakers**, whether or not you agree with them. **Speaking from the audience is not permitted** without first being recognized by the Chair.
- Please **refrain from using obscenities**.
- 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.
- If you cannot follow these guidelines, you will be asked to leave City Council Chambers and will not be permitted to re-enter.

COUNCIL CHAMBER - January 7, 2019

Ms. Walker called the meeting to order at 6:31 p.m.

ROLL CALL

Council met in regular session on this date with the following members present: Dr. Bellamy, Ms. Hill, Ms. Walker, Mr. Signer, Ms. Galvin

ANNOUNCEMENTS

Dr. Bellamy announced that on Sunday January 20 there would be community wide Martin Luther King Day celebration. He said that on January 21 at 1 p.m. there would be a MLK celebration at the Carver Recreation Center and on January 30 at 6 p.m. at the Paramount Theater, the University of Virginia would be holding a MLK event featuring journalist April Ryan.

CONSENT AGENDA

- a. **Minutes – Dec. 12, 2018 Work Session; Dec. 17, 2018 Regular Meeting; Dec. 18, 2018 Special Meeting (Retreat)**

[Minutes - Dec. 12, 2018 Work Session](#)

[Minutes - Dec. 17, 2018 Regular Meeting](#)

[Minutes - Dec. 18, 2018 Special Meeting \(Retreat\)](#)

- b. **APPROPRIATION: Certified Local Government (CLG) grant funding for Little High Neighborhood National Register nomination - \$33,714 (2nd reading)**

[Certified Local Government \(CLG\) grant funding for Little High Neighborhood National Register nomination](#)

WHEREAS, the City of Charlottesville, through the Department of Neighborhood Development Services, has received from the Virginia Department of Historic Resources (DHR), funding to support a historic survey for the Little High Neighborhood,

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$12,000 for the fiscal year 2018-2019 received from the Virginia Department of Historic Resources (DHR) is hereby appropriated in the following manner:

Revenue

\$ 12,000	Fund: 209	IO: 1900321	G/L: 430120 (State/Fed Pass Thru)
\$ 21,714	Fund: 209	IO: 1900321	G/L: 498010 (Transfer from C.I.P.)

Expenditure

\$ 33,714 Fund: 209 IO: 1900321 G/L: 530670 (Other contractual services)

Transfer

\$21,714 Fund: 426 WBS: P-00484 G/L: 461209 (Transfer to grants)

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$12,000 for the fiscal year 2018-2019 from the Virginia Department of Historic Resources (DHR).

- c. APPROPRIATION: Reimbursement of Funds for Portland State University ADU Program - \$5,000 (2nd reading)**

[Reimbursement of Funds for Portland State University ADU Program](#)

WHEREAS, the City of Charlottesville has received payment from the Thomas Jefferson Planning District Commission for participation in the Portland State University Accessory Dwelling Unit Cohort program (\$5,000.00);

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$5,000.00 be appropriated as follows:

Revenues:

\$5,000.00 Fund: 426 Project: CP-084 G/L Code: 434675

Expenditures:

\$5,000.00 Fund: 426 Project: CP-084 G/L Code: 599999

- d. APPROPRIATION: Meadow Creek Trail Bridge Grant from VDOT - \$375,000 (Carried)**

[Meadow Creek Trail Bridge Grant from VDOT](#)

- e. APPROPRIATION: 250 Bypass Greenbelt Trail Grant from VDOT - \$500,000 (Carried)**

[250 Bypass Greenbelt Trail Grant from VDOT](#)

- f. APPROPRIATION: Information Technology Funding for Office 365 Licenses - \$53,774 (Carried)**

[Information Technology Funding for Office 365 Licenses](#)

On motion by Ms. Galvin, seconded by Ms. Hill, the CONSENT AGENDA was APPROVED. (Ayes: Dr. Bellamy, Ms. Hill, Ms. Walker, Mr. Signer, Ms. Galvin; Noes: None.)

CITY MANAGER RESPONSE TO COMMUNITY MATTERS (FROM PREVIOUS MEETINGS)

Mr. Murphy provided an update on the status of mobile classrooms and trailers at Walker Upper Elementary. He said City facilities staff and school staff are working on the project there as well as at Greenbrier Elementary. The original plan was not viewed favorably by school staff because of the impact of an access road.

Mr. Murphy said at the January 22, 2019 Council meeting staff would provide feedback on recommendations for additional resources to complete the Comprehensive Plan update.

Mr. Murphy said at the last meeting there had been a number of citizen comments related to data accessibility from the Charlottesville Police Department and Emergency Communications Center's New World system. Mr. Murphy said staff had undertaken a preliminary review and that there is a public meeting of the ECC board the next day where they expect the performance of this database system to be discussed. He said he should have additional information available he can share with Council after that meeting.

COMMUNITY MATTERS

Mr. Michael Payne said this week there would be a joint meeting with the PC to discuss the Capital Improvement Program. The budget process is just beginning. He said it was important to back up what we say in words with deeds. He said the affordable housing fund allocation needed further consideration. He said it should not have been zeroed out. He said there needs to be at least \$80 million for affordable housing and \$50 million for redevelopment of public housing in order to create the more than 4,000 housing units needed.

Ms. Kate Fraleigh spoke in response to recent news articles related to the Charlottesville Police Department. She said vacancies were not a new thing. At the time, under Chief Longo, salaries were also an issue. Other problems are also not new. She said issues like trust take significant work to rebuild.

Dr. Bellamy thanked Mr. Murphy and Mayor Walker for their comments in the media and social media in relation to support for Chief Brackney.

Ms. Emily Little said she worked with Generation 180 and Cville100, two local environmental groups. She said she was speaking in favor of further reduction of greenhouse gases. She called for the City to set aggressive greenhouse gas reduction goals.

Ms. Mary Carey spoke related to transit needs on South Street around Midway Manor. She said the City's response previously has been that it was not possible because the transit buses would hit the speed bump. Ms. Carey said senior citizens need transit services in this area.

Dr. Bellamy asked what would be required to provide this service? Mr. Murphy said it may require changing bus routes and that he would bring an update to Council and the public at the January 22, 2019 meeting.

Ms. Cristine Nardi spoke on behalf of the Center for Nonprofit Excellence regarding the Priority Setting Commission being discussed tonight. She encouraged the Agency Budget Review Team working group to conduct more engagement with the community and local nonprofits before establishing a commission. On timing, Ms. Nardi recommended the process be defined further before appointing a commission. Lastly, she said local nonprofit experts should be considered for involvement on the proposed commission.

Ms. Walker said Council will have to make sure it understands whose interest is in focus with this new approach. She said the ad-hoc committee has been focused on outcome strategies and the people being served. She said many groups who have received funding in the past may not receive it under the new process if approved by Council. She said the community engagement piece is important, engagement of the people being served.

Ms. Sarah Burke spoke on behalf of the Police Civilian Review Board. She noted CRB member Josh Bowers was also present this evening. Ms. Burke said Council would be receiving a letter from her addressing remarks made at the December 17, 2018 Council meeting related to the CRB bylaws. She reiterated the CRB's desire for policing data and said the CRB was simply asking the police department to "open the books."

Ms. Walker responded and said she remembered a meeting she attended with Ms. Burke where she asked the CRB what further information they needed. She said her expectation was CRB was going to return with a more specific request for data.

Ms. Burke agreed there had not been follow up from the entire CRB to Council.

Mr. Tony Wasch said a recent letter to the editor (December 31, 2018 in The Daily Progress) referenced Dr. Bellamy unfairly. He said he felt Dr. Bellamy was a fair and caring man who wants to please everyone. He said he appreciated Dr. Bellamy's service on Council.

Mr. Kevin Cox said he had heard about the name change proposal for Preston Avenue being discussed by members of Council. He said his son came up with a name for the street. Mr. Cox suggested renaming the street after Preston Coiner, someone who deserves such an honor. He said that approach would minimize disruption for businesses (because the street name could remain 'Preston').

Ms. Walker asked if he knew why Dr. Bellamy had proposed a name change? Mr. Cox said he heard it was because Mr. Preston was a slave owner. Ms. Walker said the naming of things was very important as is understanding the history of where these names come from. Ms. Walker said slave owners didn't acknowledge the contribution slaves made and Dr. Bellamy is trying to spark a conversation about true healing and reconciliation.

Dr. Bellamy responded to Mr. Cox. He said Col. Preston was an owner of 29 slaves in Charlottesville and a fundamental purpose of this discussion was to bring awareness to these things. Dr. Bellamy said the road split two black neighborhoods and that was not a mistake. He said this was not the type of individual that should be honored with a street name. Dr. Bellamy said Asalie Minor Preston is another historical figure, and African-American educator, that he said better deserved recognition.

Mr. Bruce Glassco said he was a professor at Piedmont Virginia Community College who is concerned about the global environmental crisis. He said as the City considers settings goals for greenhouse gas reduction targets he hoped they would set an aggressive goal. He invited the community to a Community Climate Forum being held Thursday, January 24, 2019 at 6:30 p.m. in Lecture Hall 29.

Ms. Rosia Parker said she thought Mr. Cox's remarks on Preston Avenue were disrespectful, but she said Council was still not giving respect to those speaking before them. She said the public is still being forced to accept mistakes Council makes. On the Police Civilian Review Board, she said the CRB needs the Chief of Police to work with them.

Mr. Cliff Hul said he was speaking on behalf of the Charlottesville Coalition for the Homeless. He invited Council to an annual meet and greet scheduled for January 30, 2019 being held at the Jefferson Madison Regional Library from 4:30 p.m. to 7 p.m.

Dr. Bellamy responded that there are numerous efforts underway by the City to address the chronically homeless in the community. He said there are currently 47 homeless individuals in the community today and that he was supportive of the effort to create a Crossings II facility to offer housing additional options.

Mr. Josh Bowers spoke on behalf of the Police Civilian Review Board. He said he had a different impression related to his last meeting with Ms. Walker. He said there were additional requests of Council built into the initial draft of the CRB's bylaws. Mr. Bowers said the CRB received certain data, but only what the Police Chief was willing to provide. He said the CRB would bring back a more specific request. He said software systems were not the only problem, he said CRB was given summaries of data, not the underlying data, which it feels is necessary for improved transparency and oversight.

Ms. Walker said she was researching a number of other cities that were sharing law enforcement data, as recommended by the CRB. She said this homework and the dialog would continue. Ms. Hill said she intended to have a collaborative effort with the CRB as well.

Ms. Angelique Kahn said she proposed the scheduling of a private meeting for Chief Brackney with community stakeholders. She volunteered to facilitate the meeting. She said an open and honest discussion was needed about the future of Charlottesville and the safety of residents.

Ms. Emily Dreyfus with the Legal Aid Justice Center said she wanted to echo Mr. Payne's comments on the Capital Improvement Program. She said the \$12 million for the West Main Streetscape is a beautification project that would only serve the wealthy. She said this project should be dropped in favor of affordable housing initiatives. She said the current draft CIP seemed to be short-circuiting housing initiatives and she hoped the work of the Council's Housing Advisory Committee would continue.

Ms. Galvin said, with respect to a sustainable funding source for the Charlottesville Affordable Housing Fund, she had proposed at a previous meeting the "Synthetic TIFF"

approach. Second, Ms. Galvin said we continue to have tension between investments in a multi-modal future and our desire to be more equitable with housing. She said the two goals shouldn't cancel each other out. Ms. Galvin said the West Main Streetscape also repairs sidewalks in disrepair that currently makes things difficult for senior citizens and the handicapped. The current streetscape also doesn't accommodate bus shelters.

Dr. Bellamy said it was important for the public to understand that the Charlottesville Affordable Housing Fund was not being wiped out but the dollars were being transferred to the redevelopment of public housing.

Ms. Walker said this highlights the issue that Council will have to address with respect to bond funding and budget priorities.

Ms. Walker said the City also has to ensure the money is being smartly invested.

Ms. Galvin added that on West Main Street the streetscape will provide improved planting conditions for trees, and the credits we will receive related to the Chesapeake Bay TDML regulations will be very helpful. State funding here will help us advance the City's environmental goals.

Ms. Hill said it would be important to exhaustively identify ways city dollars can be leveraged for housing goals and this will be part of the work of the Housing Advisory Committee.

Mr. Signer said, with respect to West Main, safety was also an issue. He said West Main was a flat corridor connecting the city and was thus one very likely to get people out of their cars and on a bicycle, but today safety is an impediment. He said separated bike lanes are the recommended solution. He also said the University's commitment of \$5 million to improvements in the streetscape and lighting were also important to remember.

Ms. Nancy Carpenter challenged City Council to come up with a housing strategy and to help the most marginalized citizens instead of focusing its attention on West Main Street's streetscape. She said housing was a much higher priority.

Ms. Walker called a 10 minute recess.

The meeting reconvened.

PUBLIC HEARING / ORDINANCE: RELEASE OF STORMWATER DETENTION FACILITY EASEMENT IN SEMINOLE SQUARE NORTH WING (Carried)

[Release of Stormwater Detention Facility Easement in Seminole Square North Wing](#)

Ms. Walker invited Mr. John Blair and Mr. Tony Edwards to discuss the release of a 1985 Stormwater Detention Facility Easement in Seminole Square North Wing.

Mr. Edwards said it would be more beneficial to the City to release the easement instead of maintaining it.

Ms. Walker opened the public hearing.

There were no speakers.

Ms. Walker closed the public hearing.

Council reached consensus to carry the ordinance forward, as presented, to the January 22, 2019 consent agenda.

PUBLIC HEARING / ORDINANCE: UNDERGROUND UTILITY EASEMENT TO DOMINION ENERGY AT RAGGED MOUNTAIN RESERVOIR (Carried)

[Underground Utility Easement to Dominion Energy at Ragged Mountain Reservoir](#)

Ms. Walker invited Chris Gensic to speak about the undergrounding of a power line to the Ragged Mountain Reservoir.

Ms. Walker opened the public hearing.

There were no speakers.

Ms. Walker closed the public hearing.

Council reached consensus to carry the ordinance forward, as presented, to the January 22, 2019 consent agenda.

PUBLIC HEARING / ORDINANCE: ZONING TEXT AMENDMENT TO REVISE DEFINITION OF AMUSEMENT CENTERS AND ALLOWABLE ZONING CLASSIFICATIONS (Carried)

[Zoning Text Amendment to Revise Definition of Amusement Centers and Allowable Zoning Classifications](#)

Ms. Walker invited Mr. Brian Haluska to present on the Zoning Text Amendment to Revise Definition of Amusement Centers and Allowable Zoning Classifications. He said this typically covers places where people play pool or arcade games. He said the Planning Commission recommended approval.

Ms. Walker asked about the requirements related to law enforcement incidents and potential consequences for infractions.

Ms. Walker opened the public hearing.

There were no speakers.

Ms. Walker closed the public hearing.

Council reached consensus to carry the ordinance forward, as presented, to the January 22, 2019 consent agenda.

PUBLIC HEARING / ORDINANCE: ZONING TEXT AMENDMENT ON STREET DESIGNATIONS IN MIXED USE ZONES (Carried)

[Zoning Text Amendment on Street Designations in Mixed Use Zones](#)

Ms. Walker invited Mr. Haluska to present the proposed Zoning Text Amendment on Street Designations in Mixed Use Zones. Mr. Haluska said Hillsdale Drive was an example of a new street added as a primary street.

Ms. Walker opened the public hearing.

There were no speakers.

Ms. Walker closed the public hearing.

Council reached consensus to carry the ordinance forward, as presented, to the January 22, 2019 consent agenda.

PUBLIC HEARING / ORDINANCE: ZONING TEXT AMENDMENT MODIFYING THE DEFINITION OF DWELLING UNIT (Carried)

[Zoning Text Amendment Modifying the Definition of Dwelling Unit](#)

Ms. Walker invited Ms. Missy Creasy to present the Zoning Text Amendment Modifying the Definition of Dwelling Unit Types.

Ms. Creasy said examples of dwellings impacted included fraternities and boarding houses. She said the Planning Commission was only interested in addressing the issues at hand, two small changes, related to uses counted as one dwelling unit and a change to the definition of a dwelling unit. She said the Commission will hold a future work session on other dwelling unit issues.

Ms. Walker opened the public hearing.

Mr. Tony Wash spoke and asked for clarification about what will or will not be considered a dwelling unit. Ms. Creasy said the BZA determined a fraternity would not be a dwelling unit. The proposed change would count it as a dwelling unit.

Ms. Valerie Long, an attorney with Williams Mullen, said she was speaking on behalf of her client Pi Kappa Alpha which is proposing renovations and redevelopment of the fraternity property. She said the Board of Zoning Appeals voted 4-1 in favor of her client's interpretation of the ordinance. She said fraternities have long been regulated not as dwelling units. Ms. Long said it appeared the zoning amendment was intended to prevent her client from benefitting from

the BZA's decision. She said the City did not appeal the case to Circuit Court and thus the decision should be deemed final and there should be an express exclusion for her client from this change.

Ms. Hill asked for clarification on the impacts to the fraternity. Ms. Creasy said they are requesting additional residential units on the site. The site plan under review also includes underground parking but not the plan with additional residential units. She said staff was being responsive to the BZA's concerns about City code.

Ms. Galvin asked if a property like this could be grandfathered? Mr. Blair said staff could look at ways to craft the ordinance with respect to the effective date of the ordinance. He said there have been other issues related to the definition of dwelling units identified in past audits by the City Attorney's office.

Ms. Creasy said the Planning Commission was not ready to make extensive changes to the ordinance.

Ms. Galvin asked if ordinance changes related to building heights were a potential model for setting a date when the changes would take effect? Mr. Blair said vested rights would attach if there was a site plan that had been approved. That is not the case here. However, a date could be set into the future as to when projects under consideration would be impacted.

Mr. Murphy suggested Council may want this to come back on the January 22, 2019 regular agenda for more discussion.

Ms. Walker suggested it could be placed on the consent agenda and pulled if needed.

Ms. Walker closed the public hearing.

Council reached consensus to carry the ordinance forward, as presented, to the January 22, 2019 consent agenda.

RESOLUTION: APPROVAL OF COUNCIL MEETING SCHEDULE FOR 2019

[Approval of Council Meeting Schedule for 2019](#)

Mr. Blair reviewed the proposed regular meeting schedule for City Council during 2019. He noted three meetings would move to Tuesday as a result of holidays on Monday's. He noted Ms. Hill suggested moving the summer break from August to September.

Mr. Signer asked for a discussion of alternative meeting times, such as in Albemarle County where one meeting a month is held in the daytime hours.

Dr. Bellamy said if meetings were held earlier in the day some constituents would be unable to attend. Ms. Hill said one option would be to have a public comment portion at the end of a daytime meeting given that attendance at Council meetings drops off during ordinary business items.

Dr. Bellamy said the public likes speaking before Council takes action on business items. Ms. Galvin said public hearings should be held at a time the public was more available in the evenings.

Dr. Bellamy said earlier meeting times would make it more difficult for some people to serve on City Council.

Ms. Hill discussed her proposal to shift the summer break to late July.

On motion by Ms. Galvin, seconded by Ms. Hill, the Council Meeting Schedule for 2019 was APPROVED. (Ayes: Dr. Bellamy, Ms. Hill, Ms. Walker, Mr. Signer, Ms. Galvin; Noes: None.)

Approval of City Council Regular Meeting Schedule for 2019

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the following dates are approved for regularly scheduled Council meetings for 2019:

January 7, 2019	July 1, 2019
<i>Tuesday, January 22, 2019</i>	July 15, 2019 – no meeting (summer break)
February 4, 2019	August 5, 2019
<i>Tuesday, February 19, 2019</i>	August 19, 2019
March 4, 2019	<i>Tuesday, September 3, 2019</i>
March 18, 2019	September 16, 2019
April 1, 2019	October 7, 2019
April 15, 2019	October 21, 2019
May 6, 2019	November 4, 2019
May 20, 2019	November 18, 2019
June 3, 2019	December 2, 2019
June 17, 2019	December 16, 2019

Italics indicate an adjusted date due to a holiday.

BE IT FURTHER RESOLVED that these dates will be published on the City's calendar at www.charlottesville.org and posted at the Clerk of Council's office; and

BE IT FURTHER RESOLVED that should Council desire to amend the schedule during the year, they may do so with a majority vote; should such a change occur, it will be publicized with a City press release, updated on the City's calendar, and posted at the Clerk of Council's office.

REPORT: ESTABLISHMENT OF PRIORITY-SETTING COMMISSION TO INFORM COUNCIL FUNDING PRIORITIES

[Establishment of Priority-Setting Commission to Inform Council Funding Priorities](#)

Ms. Walker invited Ms. Kaki Dimock to present on the establishment of a Priority-Setting Commission to inform Council funding priorities. Ms. Dimock reviewed the ad-hoc group's review to date which included involvement by Councilors Walker and Hill.

Ms. Dimock said the workgroup believed an independent commission should set 3-5 priorities annually to determine how Agency Budget Review Team funding should be invested by Council.

Mr. Signer asked if there was any part of the planning process that would include the full Council?

Ms. Dimock said there had been conversations about how to engage not only Council, but also the public and nonprofits. Ms. Walker said Council could provide feedback on the Commission's work.

Ms. Galvin asked about the absence of a specific resolution detailing the Commission role and responsibilities? For example, Council might want certain types of groups to be represented, such as nonprofits.

Ms. Walker said it would be an open application process to join the Commission and Council would review all the applications jointly.

Mr. Signer said he was concerned this might not be a transparent process with only two members of Council involved at this point. He asked if there was a charter for the operation of this Commission?

Ms. Walker said there was not a Charter at this time. She said Council had provided feedback that it wanted another Commission to make the funding priority recommendations, not the initial ad-hoc workgroup.

Ms. Hill said the budget time constraints were what was bringing this to Council to get the Commission started immediately.

Ms. Galvin asked what problem was being solved by this proposal? She said there was a study done that Council had not seen. Ms. Galvin asked about the pros and cons of reforming the ARBT as opposed to creating a new body. She asked if a more formal resolution and charter could be brought back to Council for review.

Mr. Signer said more buy-in was going to be needed for this to be successful.

Ms. Hill suggested a more complete summary could be made to Council at a future meeting.

Ms. Walker said Albemarle County was continuing their ABRT process. Ms. Hill said if the Commission is formed, Albemarle could consider adopting the same process in the future.

Ms. Walker said this approach is very different from what the City has been doing in the past. To be prepared for the next budget cycle, this Commission would need to be formed.

Ms. Galvin said some community partners need to provide further input. Ms. Walker said community partners should not be driving the development of a new process.

Mr. Murphy said it was clear that Council needs to have some priority setting group for the future of the ABRT. He said the City should be in the business of telling the community what issues need to be addressed, such as those in the City's strategic plan, and measured for outcomes.

Ms. Galvin said a specific resolution could outline that the Commission will follow the goals of the strategic plan. She said the current memo doesn't make that approach clear.

Mr. Signer said that since this touches on the budget, Council will need to be more involved.

Ms. Walker said the funding process will ultimately be very visible to the public. She said there would be pushback from the community in response to these changes.

Ms. Dimock said she would share with Council the December 2017 study by UVa's Batten School regarding the ABRT process.

Council reached consensus to have additional information brought back at the January 22, 2019 meeting.

REPORT: RIVANNA AUTHORITY QUARTERLY REPORT (written report only)

[Rivanna Authority Quarterly Report](#)

OTHER BUSINESS

Ms. Hill asked which members of Council would be available at the January 8, 2019 Planning Commission meeting? She confirmed there would be a quorum.

Ms. Creasy returned to say a site plan had been submitted December 26, 2018 regarding the fraternity's proposal discussed earlier in the evening.

MATTERS BY THE PUBLIC

Ms. Long said the fraternity's site plan was for both 512 Rugby and 0 Rugby. It was submitted on December 21, 2018 and accepted for the December 26, 2018 review deadline.

Ms. Walker adjourned the meeting at 9:31 p.m.

NOTICE OF SPECIAL MEETING

A SPECIAL MEETING OF THE CHARLOTTESVILLE CITY COUNCIL WILL BE HELD ON Friday, January 11, 2019, AT 9 a.m. AT THE Water Street Conference Center, 407 E. Water St, Charlottesville, Virginia 22902.

THE PROPOSED AGENDA IS AS FOLLOWS:

FY 2020 budget work session

BY ORDER OF THE CITY COUNCIL

BY Brian Wheeler

WATER STREET CONFERENCE CENTER – January 11, 2019

Council met in special session on this date with the following members present: Ms. Walker; Ms. Hill; Dr. Bellamy; Ms. Galvin; and Mr. Signer.

Ms. Walker called the meeting to order at 9:05 a.m.

Ms. Walker invited Ms. Leslie Beauregard, Assistant City Manager, to start a presentation on the FY 2020 budget. Ms. Beauregard provided Council and overview of the meeting agenda and an update on the City's strategic plan.

Ms. Beauregard summarized the status of key metrics highlighted in the strategic plan update which will also be priorities in the development of the FY 2020 budget. Council and City staff discussed various indicators and trends in the report.

Mr. Signer left the meeting at 10:06 a.m.

Ms. Beauregard sought input from Council on five key strategic plan investment priorities: Economic Development; Workforce Development; Safety, Security and Preparedness; Affordable Housing; and Race and Equity.

Ms. Galvin asked for increased tracking of data related to early childhood development and early education initiatives.

Ms. Walker asked for additional feedback in the future on Safety and Security measurements and corresponding investments. She asked for feedback on investments in law enforcement given an observed decrease in crime rates.

Ryan Davidson, Senior Budget and Management Analyst, made a presentation on forecasted revenues.

Krisy Hammill, Senior Budget and Management Analyst, made a presentation on forecasted expenses.

Council and staff discussed strategies to help balance the upcoming budget. Ms. Walker asked if Departments had been asked to submit expenditure reductions. She also asked that Council receive a detailed list of new staffing positions being requested in the budget.

Ms. Galvin asked if comparable data existed related to staff per-capita ratios. Mr. Mike Murphy, Interim City Manager, said previous efficiency studies have indicated the City was pretty lean in our staffing especially taking into account community expectations and values.

Ms. Walker asked for an update on the Charlottesville Housing Affordability Program at a future work session.

Ms. Galvin said the Charlottesville Affordable Housing Fund needs further discussion to identify sustainable funding sources. Mr. Murphy said the last Planning Commission meeting made clear their interest in additional funding for the FY 2020 budget.

Ms. Walker invited the public to provide input.

Mr. Peter Krebs, representing the Piedmont Environmental Council, encouraged Council to increase local investments in, and to seek new state and federal matching funds to accelerate, multi-modal transportation projects. He emphasized trail projects can help eliminate use of single occupancy vehicles.

Mr. Dave Redding, with EcoVillage Charlottesville and the Cville100 Climate Coalition, asked for Council's support of a neighborhood community outreach specialist at LEAP to do outreach about weatherization benefits available.

Dr. Bellamy said he thought this position should be included in the budget discussion. Ms. Walker asked about LEAP's campaigns in the past and communications outreach. She asked if there was an education gap the City could help fill through marketing from the Communications Department and Commissioner of Revenue.

Ms. Marcia Geyer spoke on behalf of the Cville100 Climate Coalition and provided Council additional information on the LEAP community outreach position.

Ms. Galvin said it wasn't clear in the budget goals that alternative transportation choices were a priority. She said it could be a separate item or given attention within other priorities.

Ms. Emily Poon with Legal Aid Justice Center commended the City for undertaking an internal equity assessment. She encouraged Council to elevate race and equity as a primary goal and to have the other budget initiatives demonstrate how they help support that effort. Ms. Poon said the \$50 million bond requested for affordable housing is not in the budget yet and that additional funding for the Charlottesville Affordable Housing Fund needs to be added.

Ms. Walker adjourned the meeting at 11:32 a.m.



CITY OF CHARLOTTESVILLE
 FY 19 Adopted Budget
STRATEGIC PLAN
PRIORITIES REPORT

PRESENTED | JANUARY 2019



City of Charlottesville
 Virginia

*To Be One Community
 Filled With Opportunity*

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Strategic Plan Priorities

Economic Development

Focus

1.1 What We Know

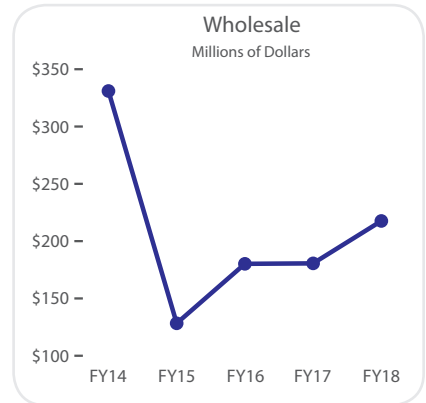
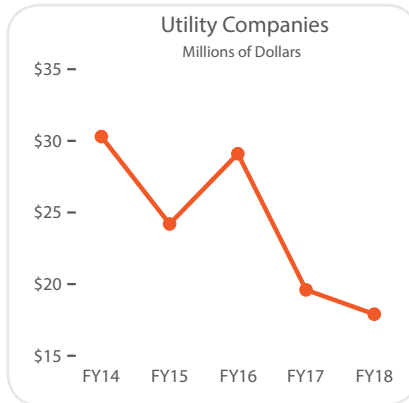
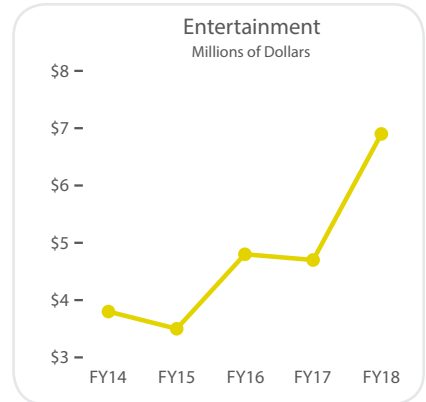
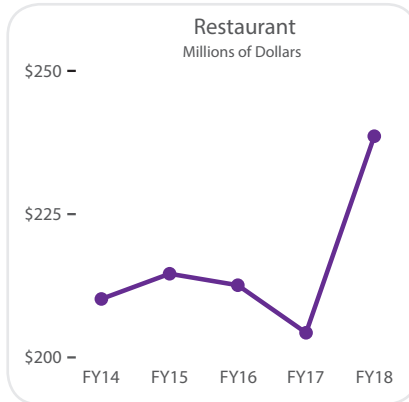
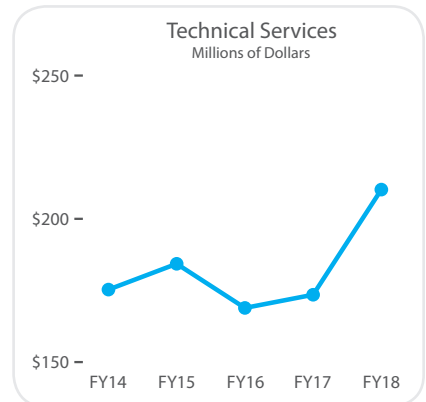
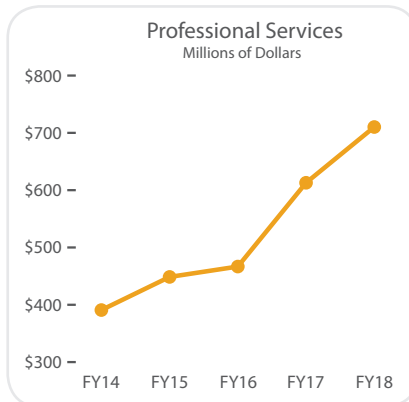
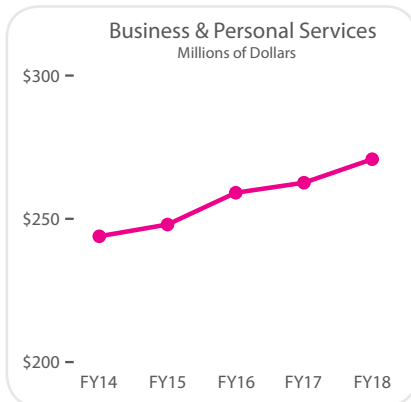
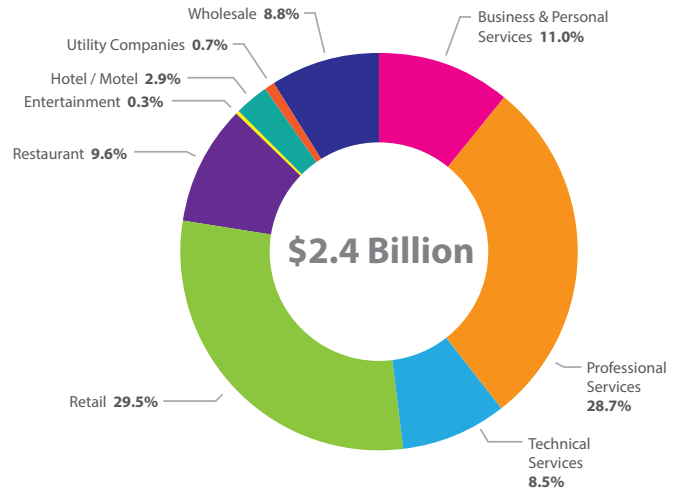
1.2 Community Perceptions

1.3 Initiatives

1.1 What We Know

In FY18 (July 1, 2017 to June 30, 2018), the Charlottesville economy brought in over 2.4 billion dollars. The two biggest contributors were retail businesses and professional services. Gross receipts from professional services nearly doubled in five years. Retail business reversed a downward trend after showing steady declines in FY15, FY16, and FY17. Interestingly enough, restaurants witnessed a huge jump in sales in FY18 and hotels have seen steady increases since FY15.

FY18 Gross Receipts by Business Sector



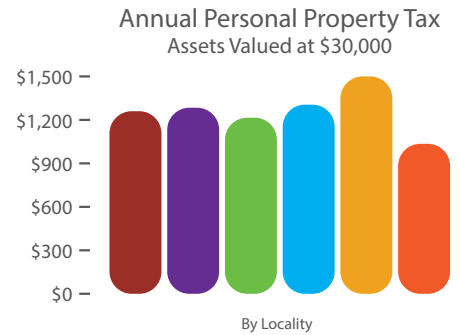
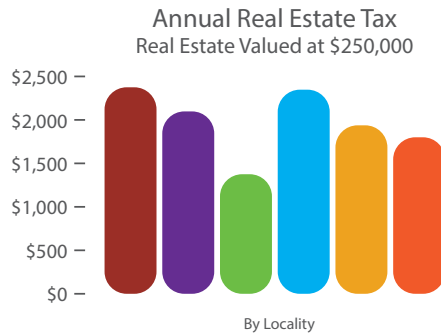
Locality Tax Rates

The chart to the right compares neighboring county tax rates. Charlottesville currently ranks the highest for Real Estate Taxes, but falls behind Albemarle in Personal Property taxes and Machinery and Tool taxes. Businesses looking to relocate may be heavily influenced by a locality's tax rate. The two bar graphs show how much an individual or entity can expect to pay in their annual taxes for both Real Estate and Personal Property.

Tax Rates by Locality

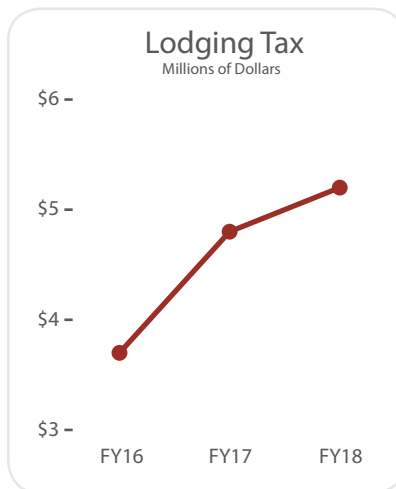
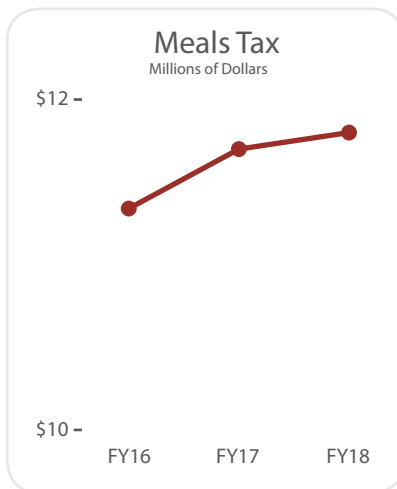
	Charlottesville	Albemarle	Buckingham	Fluvanna	Greene	Nelson
Real Estate Tax	\$0.95 per \$100 of assessed value	\$0.839 per \$100 of assessed value	\$0.55 per \$100 of assessed value	\$0.939 per \$100 of assessed value	\$0.775 per \$100 of assessed value	\$0.72 per \$100 of assessed value
Personal Property Tax	\$4.20 per \$100 of assessed value	\$4.28 per \$100 of assessed value	\$4.05 per \$100 of assessed value	\$4.35 per \$100 of assessed value	\$5.00 per \$100 of assessed value	\$3.45 per \$100 of assessed value
Vehicle License Fee Passenger Vehicle under 4,000 lbs	\$28.50	\$40.75	\$25.00	\$33.00	\$25.00	\$38.75
Business License Tax \$50,000 Gross Receipts	\$35.00	\$50.00	\$0	\$0	Varies	\$30
Business License Tax \$75,000 Gross Receipts	\$50.00	\$50.00	\$0	\$0	Varies	\$30
Machinery & Tool*	\$4.20 per \$100 of assessed value	\$4.28 per \$100 of assessed value	\$2.90 per \$100 of assessed value	\$1.90 per \$100 of assessed value	\$2.50 per \$100 of assessed value	\$1.25 per \$100 of assessed value
Meals Tax	5.0%	4.0%	0.0%	0.0%	4.0%	4.0%
Lodging Tax	7.0%	5.0%	2.0%	0.0%	5.0%	5.0%

*Methods to obtain machinery & tools assessed value varies by county.

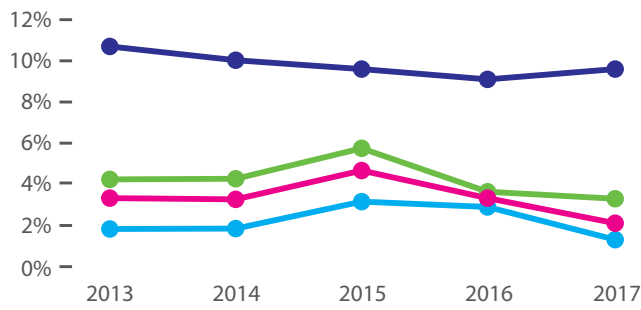


Generating Revenue

There's a delicate balance in generating enough revenue to sustain the city's responsibilities while staying competitive in the region. In FY18, the City of Charlottesville generated 11.8 million dollars from the Meals Tax, 5.2 million dollars from the Lodging Tax, and 11.6 million dollars from the Sales Tax. The largest category for generating income was the Real Estate Tax. In FY18, 65 million dollars came from the Real Estate Tax.



Vacancy Rates

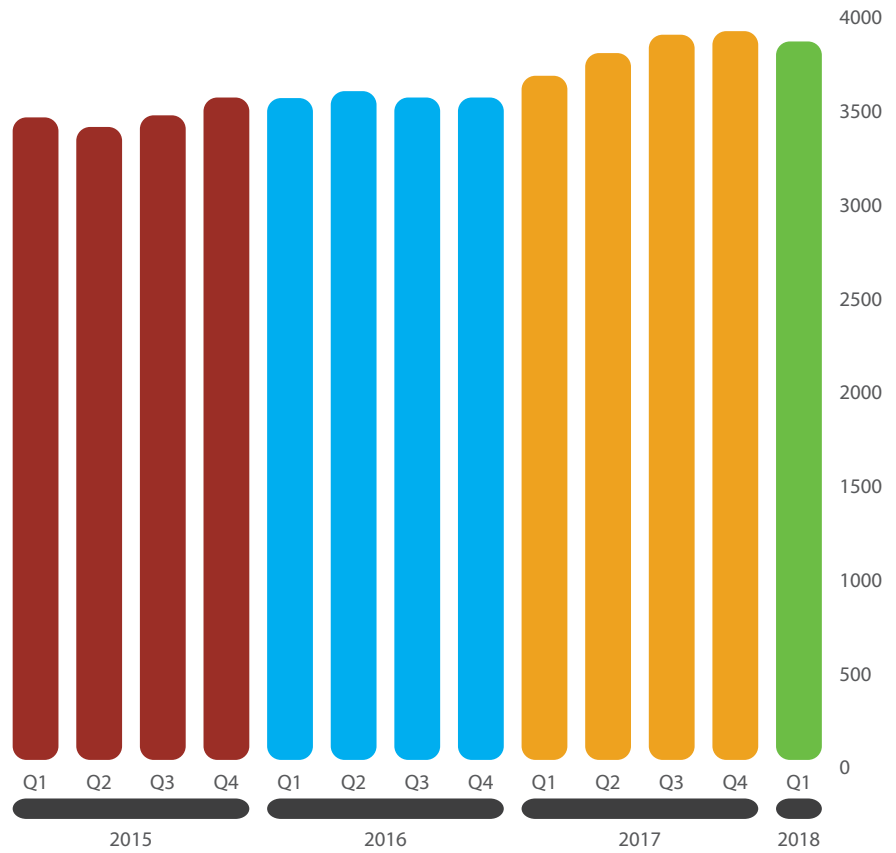


Retail Vacancy Rates

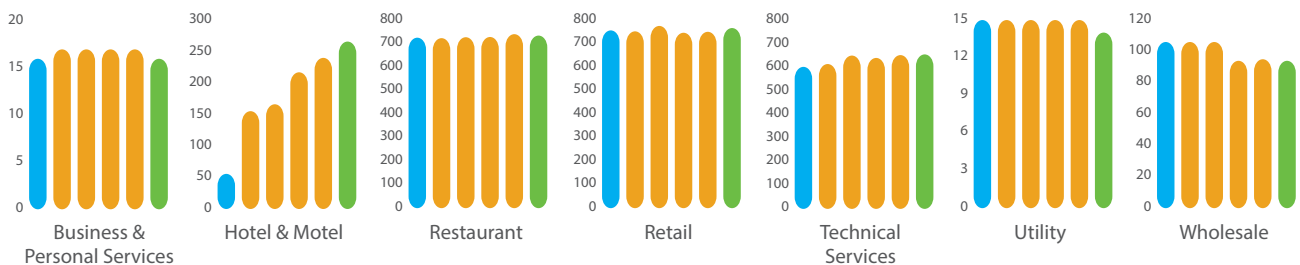
Commercial vacancy rates are an important economic indicator. The rates help determine if there is proper balance between supply and demand for the various types of space. Low rates typically indicate a healthy economy as there is strong demand for the product type while higher rates signal a depressed economic environment. The annual rate represents an average for the January and July reports.

Registered Businesses in Charlottesville

Over the last three years, Charlottesville has seen an increase in the number of registered businesses. Substantial growth was experienced in the first three quarters of 2017 with 219 new businesses being added. The hotel industry has shown the greatest growth. This is expected to continue as more homeowners license their home-stay businesses for services such as AirBnB.



Registered Businesses in Charlottesville

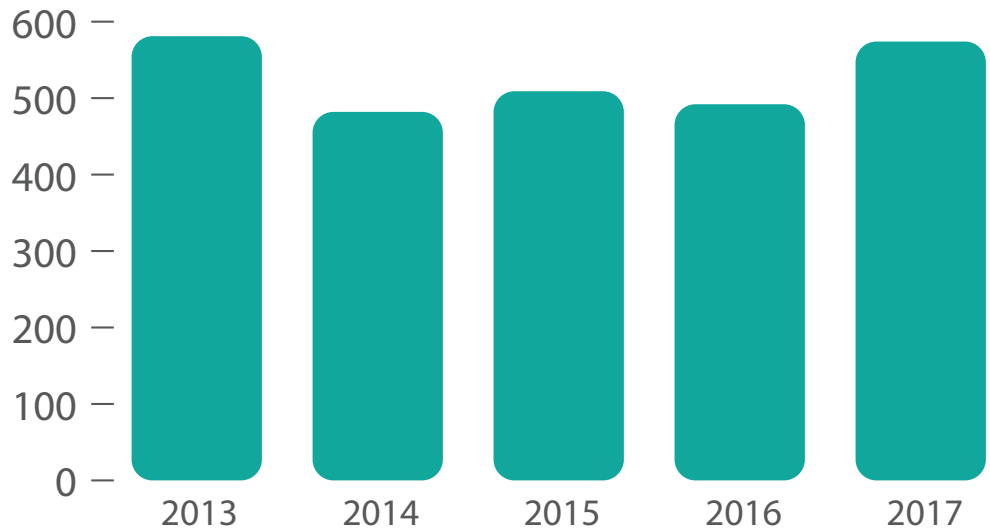


Source: Revenue Billing System & Commissioner of the Revenue's Business Tax System

Commercial Permits

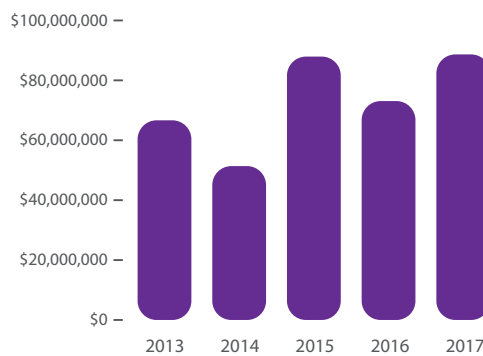
The number and dollar value of commercial permits is an indicator of the overall health of a local economy. A vibrant and desirable community will have a continued level of private sector investment that will be evident in commercial permit requests.

Commercial Permits Issued

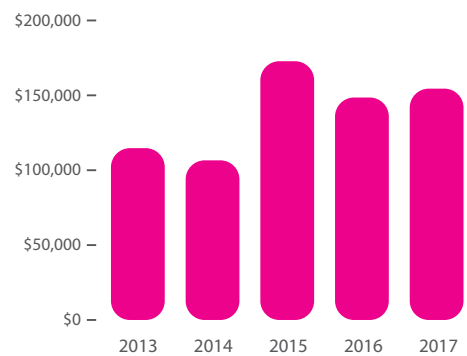


In 2017, the value of commercial permits issued in the city continued to be significant at over \$80 million dollars. This continues an encouraging trend that began in 2011. This multi-year trend is a very positive sign for the city as it shows a continued demand

Cumulative Value of Permits



Average Value of Each Permit

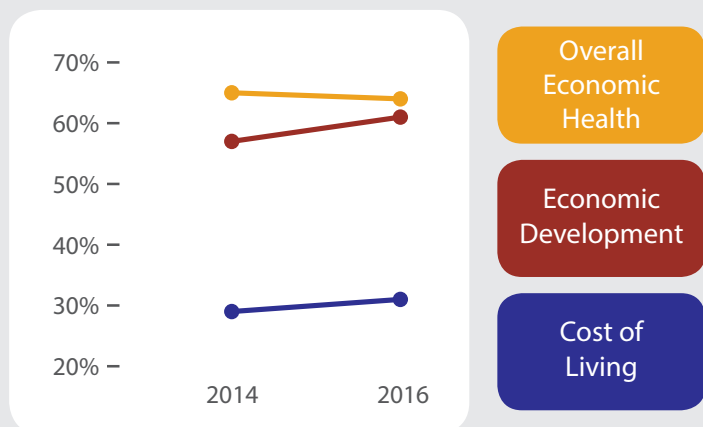


for new or renovated commercial space. Private sector investment is critical to maintaining and enhancing the city tax base and spurring job creation.

1.2 Community Perceptions

The City of Charlottesville was one of many jurisdictions in the U.S. to participate in the National Citizen Survey in 2016. Between the months of July and September 2016, questionnaires were mailed to a random sample of 1,800 Charlottesville households, asking for feedback on the quality and usefulness of city services. There were 368 completed surveys returned.

Favorable Economic Perceptions



1.3 Initiatives

Minority Business Program

The City's Minority Business Program, is a joint program of the City's Office of Economic Development (OED) and the Division of Procurement & Risk Management. In FY 2019, the OED was allocated funding for a Minority Business Development Coordinator (MBDC) by City Council to supplement a newly approved Minority Business Procurement Coordinator (MBPC) position in Procurement. Once hired, the MBDC will focus on the development and coordination of the City's Minority Business Program, which will include outreach and technical assistance to internal and external stakeholders, as well as facilitation of cooperative resource networks for stakeholders in minority business development. This individual will work closely with the newly hired MBPC to establish a robust program that strategically integrates business development with procurement in order to seamlessly serve woman- and minority-owned businesses in Charlottesville.

2018 Minority Business Program Accomplishments

- Minority Business Development Coordinator proposal submitted and approved by City Council
- Minority Business Development Task Force development and holding regular meetings
- Minority Business Program formally launched
 - Website - <http://www.charlottesville.org/minoritybusinessprogram>
 - Email account - mpb@charlottesville.org
- Minority Business Program Efforts
 - Black Business Expo (9/2018)
 - Charlottesville Women & Minority Business Expo (11/2018)
 - Minority Business Appreciation Breakfast (12/2018)

Strategic Plan Priorities

Workforce Development

Focus

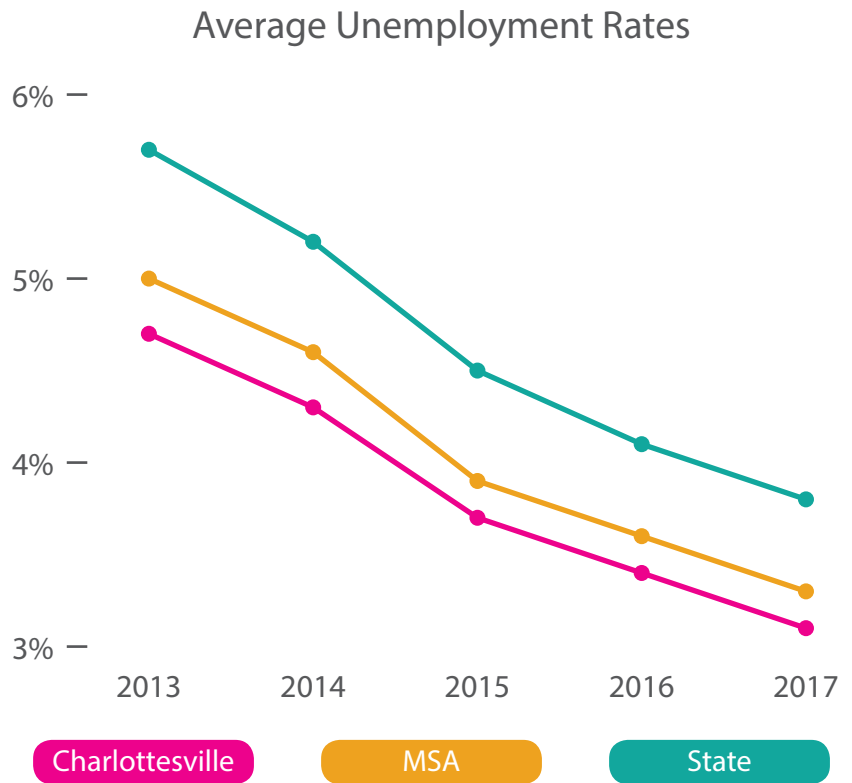
2.1 What We Know

2.2 Community Perceptions

2.3 Initiatives

2.1 What We Know

The Average Unemployment indicator represents the average number of people included in the overall labor force but do not have employment. All three of the study areas experienced significant reductions in the unemployment rate, showing signs of a strong local, regional, and state workforce economy. As an economy adds jobs, increases in wages while seeing a decrease in the unemployment rate, show the characteristics of a healthy and vibrant economy.



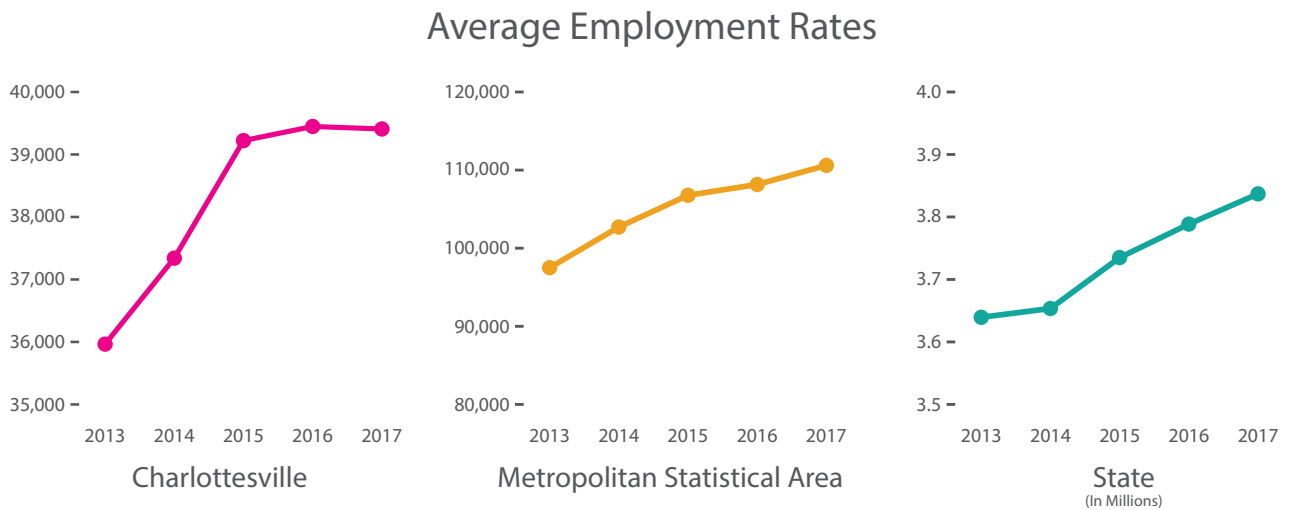
Average Employment

The Average Employment indicator represents the average quarterly number of employees reported across all types of industries for a specific area. Charlottesville experienced a gain of 10% in average employment from 2013 to 2017, reaching the highest employment numbers on record. Additionally, the Charlottesville Metropolitan Statistical Area (MSA) experienced a 13% increase over the same period of time, showing the regional growth that outpaced the state's increase by over 150%.

39,408

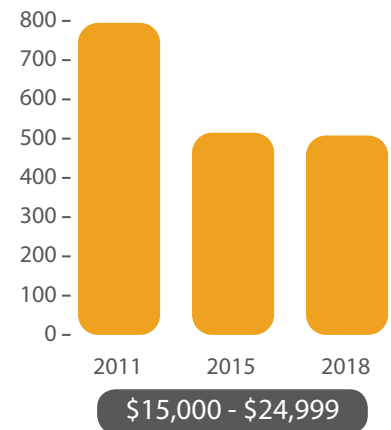
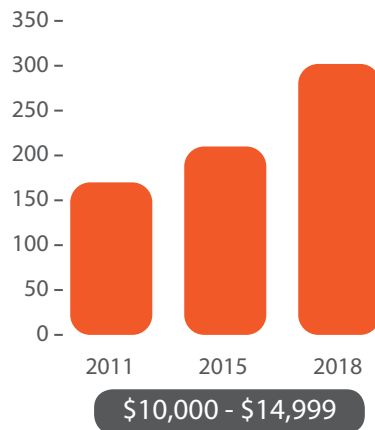
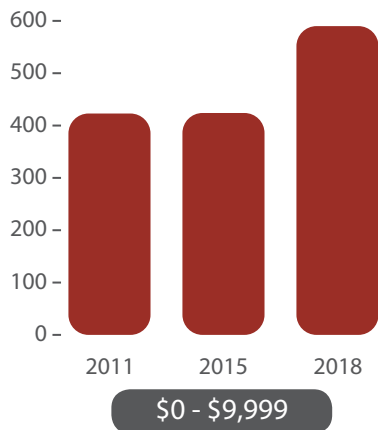
Number of Employees in Charlottesville

Source: Virginia Employment Commission



Number of Struggling Families

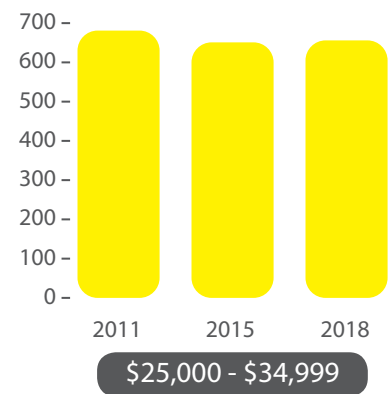
Source: Orange Dot Reports 1.0 - 3.0



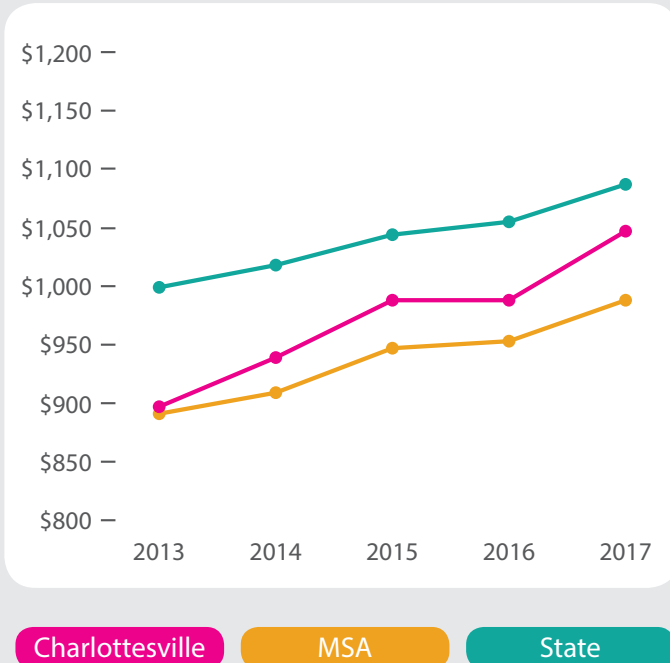
Struggling Families

While the unemployment rate in Charlottesville has been steadily decreasing, the number of struggling families within the lowest income brackets has been on the rise.

7.0%
Increase from 2015



Average Weekly Wages



Weekly Wages

The Average Weekly Wages indicator represents the average quarterly wages reported across all types of industries for a specific area. Over the last five calendar years, the City of Charlottesville has experienced the largest growth of the three study areas. Charlottesville's weekly wages rose 17% from 2013 to 2017, compared with 13% for the Charlottesville Metropolitan Statistical Area (MSA) and 9% statewide. This indicates the entire state is experiencing positive wage growth but Charlottesville has seen a larger increase of jobs paying a higher wage. Usually this indicates jobs requiring advanced education and/or skills.

2.2 Community Perceptions

The Citizens Survey shows that the number of residents who have a favorable view of employment opportunities in Charlottesville, and progress on stable employment that meets their needs, has remained fairly stable, while the number of residents who favorably view Charlottesville as a place to work, has steadily decreased over the last three Citizen Surveys.

Residents with a Favorable View of Employment Topics



Source: Citizens Survey

2.3 Initiatives

Downtown Job Center & GO Programs

The Downtown Job Center (DJC) opened in August of 2014 in an effort to make employment services more accessible to City residents. The DJC, which is located in the lower level of the Jefferson Madison Regional Library (201 E. Market Street), has two full-time and one part-time staff. Over the past four and half years, the DJC has served almost 7,000 visitors, offering services such as job search assistance, help with applications, resume creation/review, mock interviewing, etc. Additionally, 20 Growing Opportunities (GO) programs have been administered through the Job Center during this time. The GO programs offer pre-employment skills training to individuals in high-demand industries that pay a self-sufficient wage. These programs include: GO Driver (10), GO Electric (2), GO Cook (2), GO Office, GO Clean, GO Utilities, GO Skilled Trades Academy, GO CNA, and GO Driver Class A.

One hundred and forty five City of Charlottesville (139) and County of Albemarle (6) residents have graduated from the various GO programs over four years. Of these 140 graduates, 131 (94%) were offered better employment from employer partners as a result of successfully graduating from one of the programs, with an average starting wage of approximately \$15.00.

Below is a list of GO training programs and various workforce development events that took place during calendar year 2018.

2018 GO Training Programs

- GO GED Pathways (12/2018)
- GO Skilled Trades Academy (3/2018)
- GO Driver 9 (3/2018) - partnership with Albemarle County
- GO Cook 1 (6/2018)
- GO Driver 10 (11/2018)
- Go Cook 2 (12/2018) - partnership with Albemarle County

2018 Workforce Training Programs

- Construction Contractors Meet-Up (1/2018)
- Charlottesville Community Job Fair (5/2018)
- GO Connect - Networking Reimagined (5/2018)
- Women's Employment Summit (6/2018)
- GO Connect - Unlocking Personal Brand: Know, Feel, Do (8/2018)
- Charlottesville Women & Minority Business Expo (11/2018)
- Reentry Reverse Job Fair (11/2018)
- Downtown Job Center Open House (11/2018)
- GO Connect - Listening with ____ in Mind! (11/2018)
- National Optronics Rapid Response Efforts (12/2018)
 - Two Information Sessions
 - Pre-Job Fair Prep Workshop
 - Reverse Job Fair

Strategic Plan Priorities

Public Safety & Security

Focus

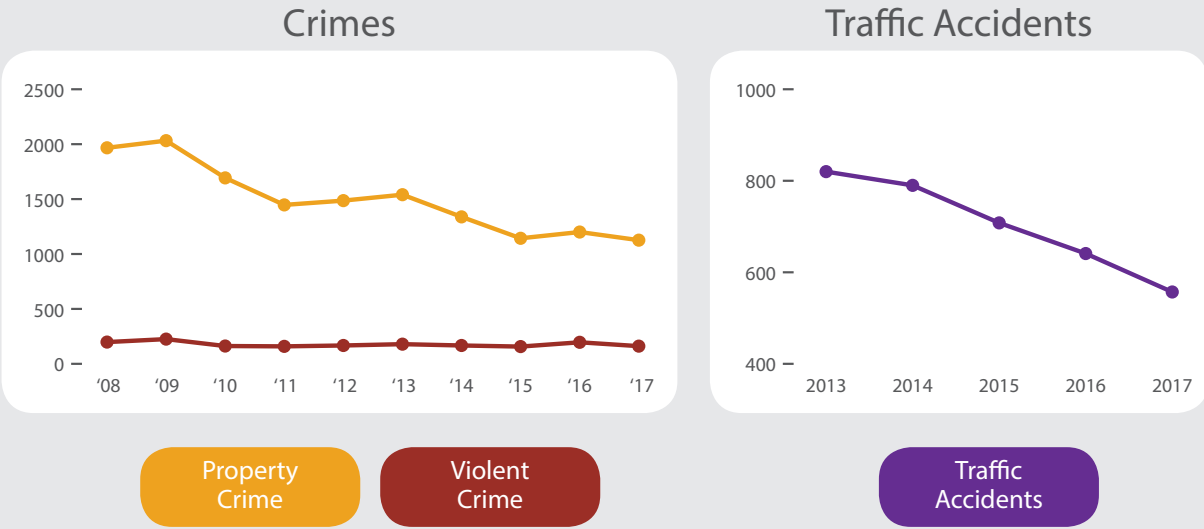
3.1 What We Know

3.2 Community Perceptions

3.3 Initiatives

3.1 What We Know

Crime, Traffic Violations, and Accidents in the Community

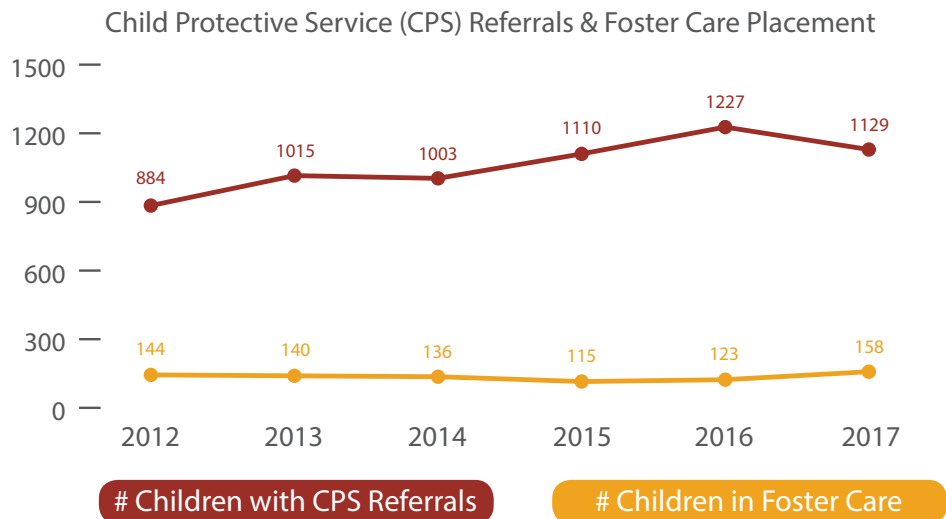


Part 1 (P1) property crimes have decreased 43% from 2008, 1,927 crimes, to 2017, 1,126 crimes. P1 violent crimes have also decreased by a lower percentage, 18% from 2008, 198 crimes, to 2017, 161 crimes.

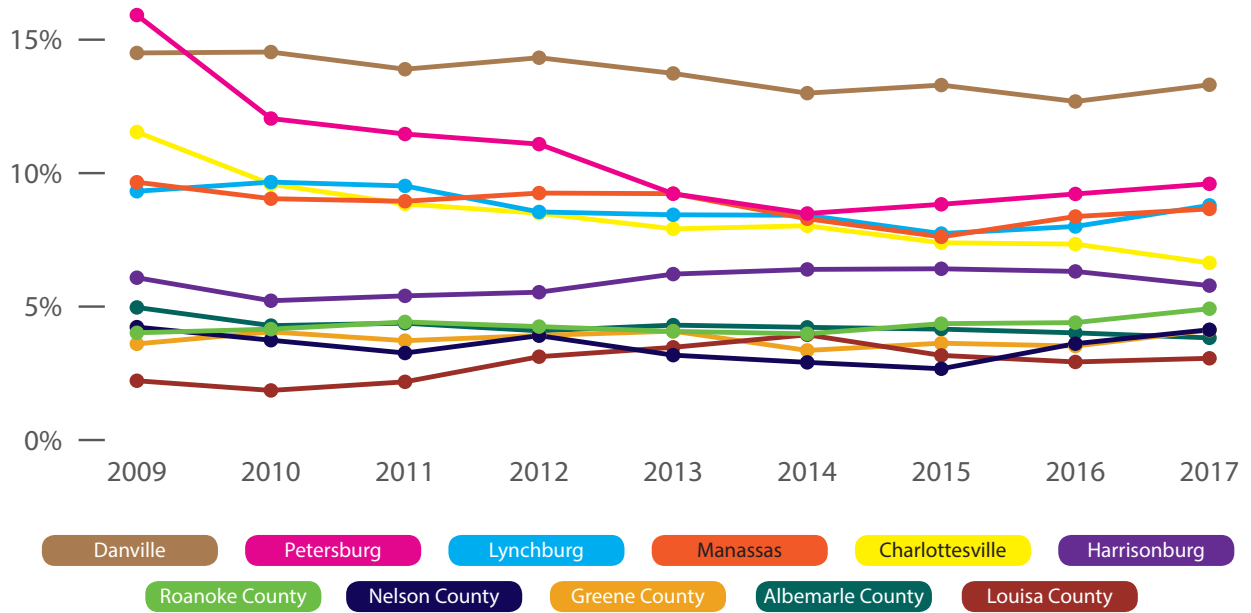
Part 1 Offenses Include:

- Criminal Homicide
- Forcible Rape/Legacy Rape
- Revised Rape
- Robbery
- Aggravated Assault
- Burglary (Breaking or Entering)
- Larceny-Theft (Except Motor Vehicle Theft)
- Motor Vehicle Theft
- Arson

The number of children in foster care has remained stable from 2012 to 2017 however, the number of children with referrals has increased 27% in the same time period.



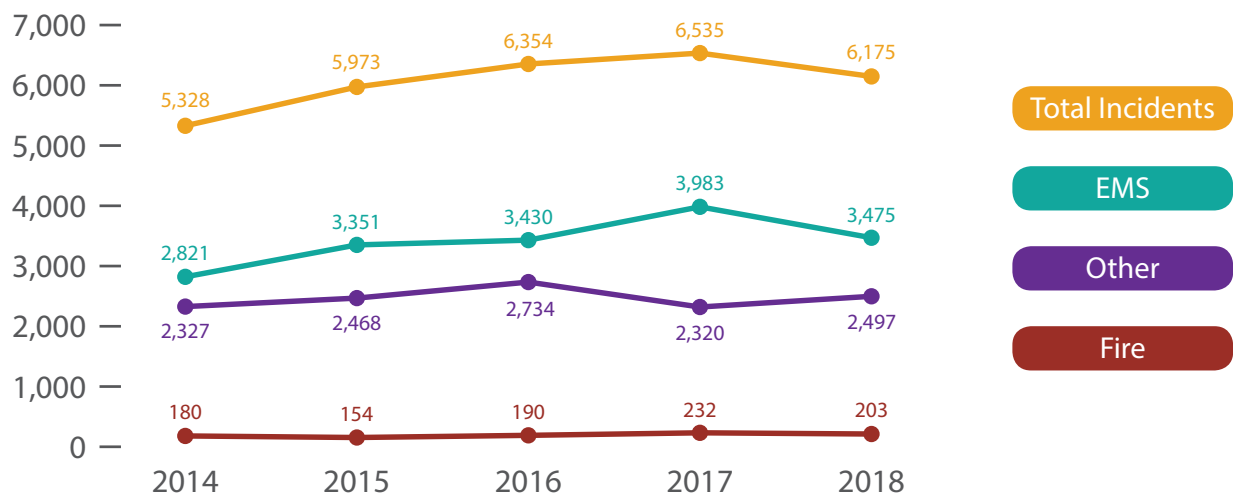
Group A Crimes Per Capita



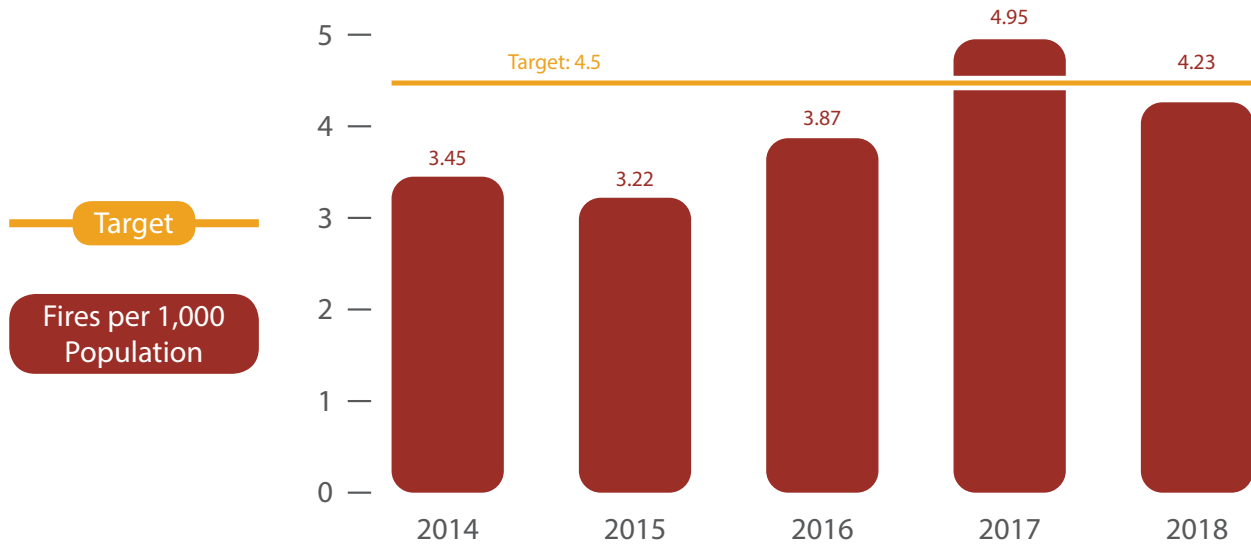
Group A Offenses:

Offense Category	Crime Against	Offense Category	Crime Against
Arson	Property	Homicide Offenses	Person
Assault Offenses	Person	Kidnapping / Abduction	Person
Bribery	Property	Larceny / Theft Offenses	Property
Burglary / Breaking & Entering	Property	Motor Vehicle Theft	Property
Counterfeiting / Forgery	Property	Pornography / Obscene Material	Society
Destruction / Damage / Vandalism of Property	Property	Prostitution Offenses	Society
Drug / Narcotic Offenses	Society	Robbery	Property
Embezzlement	Property	Sex Offenses, Forcible	Person
Extortion / Blackmail	Property	Sex Offenses, Nonforcible	Person
Fraud Offenses	Property	Stolen Property	Property
Gambling Offenses	Society	Weapon Law Violations	Society

Charlottesville Fire Department Incidents by Type



Charlottesville Fires per 1,000 Population



Civilian Injury & Death Rates from Fire Incidents

	2015	2016	2017	2018*
Civilian Fire Fatality Rate per 1,000 Citizens	0	0	0	0
National Fire Fatality Rate per 1,000 Citizens	0.01	0.01	0.01	n/a
Civilian Fire Injury Rate per 1,000 Citizens	0.06	0.13	0.02	0.15
National Fire Injury Rate per 1,000 Citizens	0.05	0.05	0.05	n/a

*2018 data on national fire injuries and deaths will not be available until 2019.

No civilian deaths from fire have occurred in the city since 2009.

Firefighter Injury & Death Rates from Fire Incidents

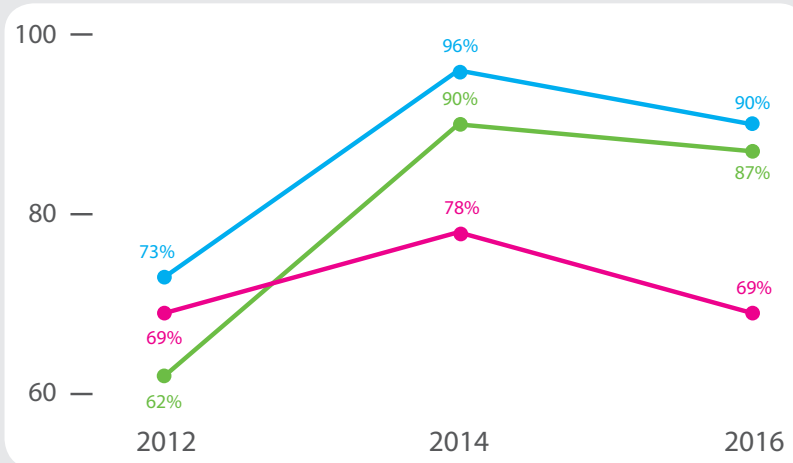
	2015	2016	2017	2018*
Firefighter Injury Rate per Incident	0.00	0.01	0.00	0.00
National Firefighter Injury Rate per Incident	0.05	0.05	0.05	n/a
Firefighter Death Rate per Incident	0	0	0	0
National Firefighter Death Rate per Incident	0	0	0	0

*2018 data on national fire injuries and deaths will not be available until 2019.

In 2018, there were two firefighter injuries and one line of duty death in the Charlottesville Fire Department. When aggregated per incident, the rates are both extremely small.

3.2 Community Perceptions

Perceived Resident Safety



The National Citizen Survey showed a significant increase in resident perceptions of safety from 2012 to 2014 but then a decrease from 2014 to 2016.

Overall Feeling of Safety

Safe in Neighborhood

Safe Downtown

3.3 Initiatives

The Committee on Safety and Emergency Preparedness (CSEP) was formed in February, 2018. CSEP is charged with creating the framework for the City's Emergency Management programs and initiatives. CSEP's mission is to reduce community, citizen, and employee vulnerability to hazards and to improve community resilience in the face of man-made and natural disasters. In its first year, CSEP has successfully completed a series of initiatives including:

- Developed and deployed Emergency Building Evacuation placards for City buildings
- Developed and deployed an Emergency Procedures placards for City work spaces
- Led the effort to achieve compliance with NIMS-ICS training requirements
- Oversaw the completion of a Department of Homeland Security assessment of City Hall
- Directed the completion of a cybersecurity assessment of the City's IT infrastructure at no cost
- Directed the completion of a safety and security assessment of the Downtown Mall
- Coordinated City employee participation in numerous Emergency Management training classes
- Worked with Human Resources to develop a Security Manager job description for the City



Strategic Plan Priorities

Affordable Housing

Focus

4.1 What We Know

4.2 Community Perceptions

4.3 Initiatives

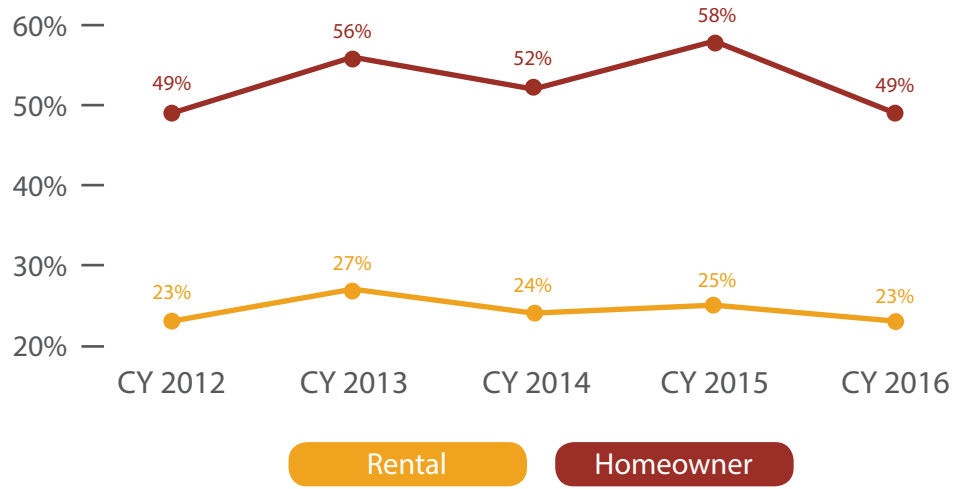
4.1 What We Know

A household is considered to be cost-burdened if the occupants pay more than 30% of their income on housing. Census estimates for 2017 have not been released as of November 2018.

The percentages of local residents who pay more than 30% of their income for owner-occupied housing has remained relatively steady for the past five years.

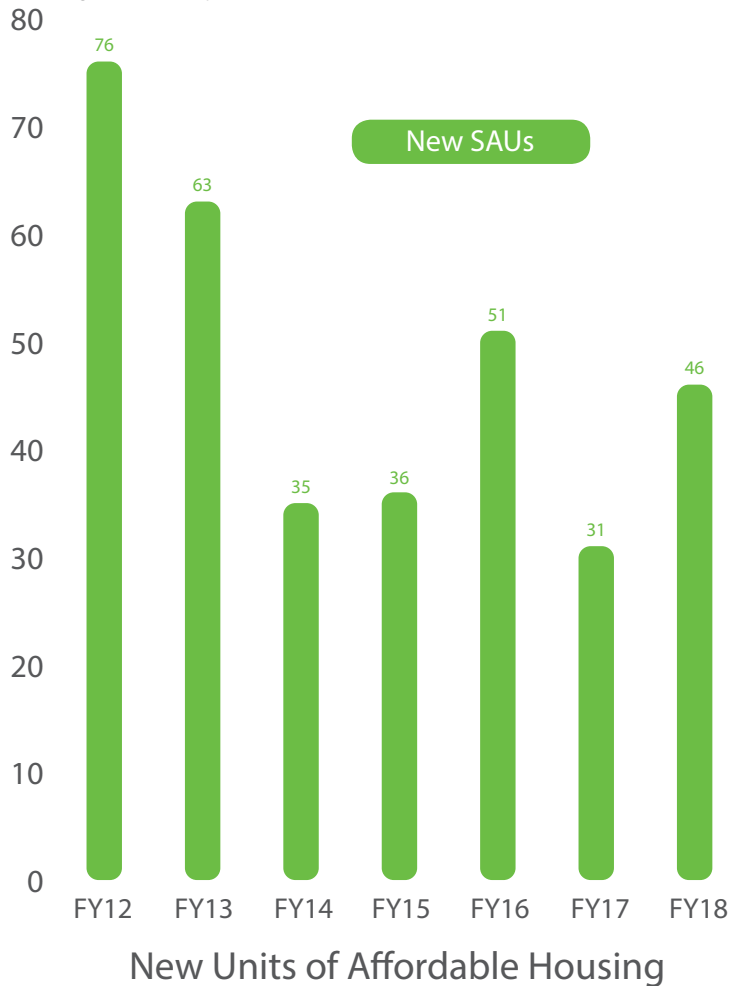
There was a 10% decrease in the percentage of renters paying more than 30% of their income for housing between 2015 and 2016. However, a one year change cannot be identified as a trend. It should be noted that the cost-burdened renters data includes University of Virginia students who live in the City.

Residents Whose Housing is Cost-Burdened



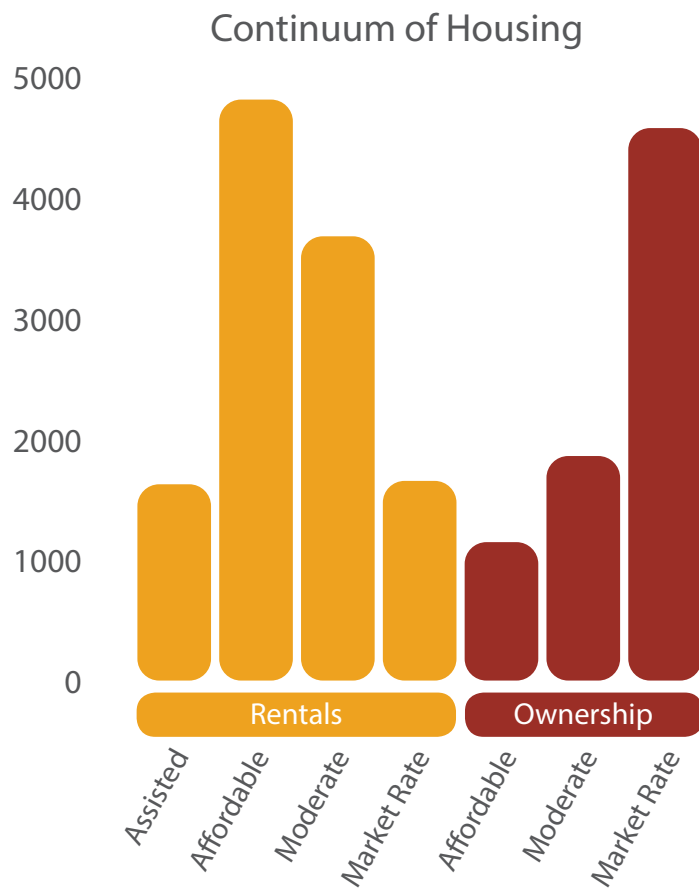
Source: US Census

Source: Neighborhood Development Services



1,969
Supported Affordable Units

In February 2010, City Council adopted a goal to grow the City's supported affordable housing stock to 15% of the total housing stock. These units include newly built units, preserved units that have received financial assistance and therefore converted to supported affordable, and current affordable units whose affordability can be sustained into the future. A total of 46 Supported Affordable Units (SAUs) were added to the City's housing stock in FY2018. This brings the total number of SAUs in the City to 1,969 units, representing 10% of the City's housing stock.



Percent Area Median Income	Income Limit	Affordable Monthly Rent*
30% Extremely Low Income	\$25,600	\$640
50% Very Low Income	\$42,650	\$1,066
80% Low Income	\$68,250	\$1,706
100%	\$89,600	\$2,240

*Affordable monthly rent is defined as 30% of annual household income

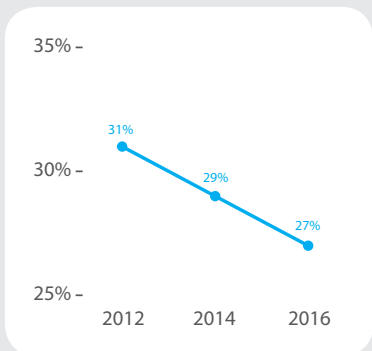
The number of housing units affordable to different income groups -- ranging from extremely low-income households (those earning no more than 30% Average Median Income or AMI) to households earning 100% or more of AMI -- were tabulated. Data was included for both rental and homeownership housing units. Affordability for each income group was calculated by determining 30% of annual household income (for a 4 person household) for extremely-low, very-low, and low-income households. Moderate income housing units are those units affordable to households earning 80% to 100% of AMI. The rent levels and corresponding income levels related to the chart table are found to the right of the chart.

Source: American Community Survey, US Census

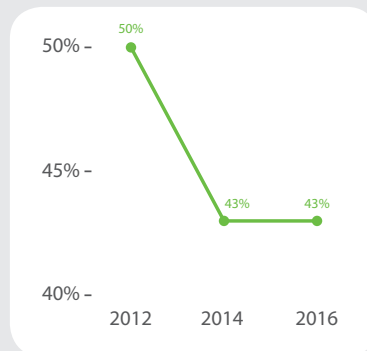
those units affordable to households earning 80% to 100% of AMI. The rent levels and corresponding income levels related to the chart table are found to the right of the chart.

4.2 Community Perceptions

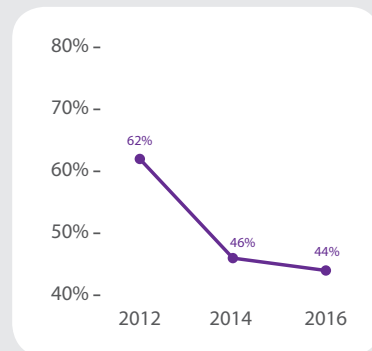
The graphs below shows the percentage of local residents who have a **favorable** view of the housing related topics. The answers refer to the City as a geographic place, not an employer.



Affordable Quality Housing



Housing Options



Progress on Residents Having Safe & Affordable Housing

Source: National Citizen Survey

4.3 Initiatives

In an effort to improve the quality of life for residents, businesses and not-for-profits, the City Manager's Office continues to explore and implement redevelopment activities that support the creation of affordable housing as well as improvements to initiatives such as infrastructure, employment opportunities, public spaces and business development.

The Charlottesville Comprehensive Housing Analysis and Policy Recommendations report completed by RCLCO, provided the City with an overview of the local housing market, as well as an examination of the barriers and issues affecting the provision of affordable housing throughout the City. The research resulted in a number of short- and long-term policy recommendations related to affordable housing development and preservation. Upon review of the report, the Housing Advisory Committee (HAC) identified several more policy options not proposed by the RCLCO.

The City recently completed Housing Needs Assessment that would inform the development of Affordable Housing Strategy.

Strategic Plan Priorities

Race & Equity

Focus

5.1 What We Know

5.2 Community Perceptions

5.3 Initiatives

5.1 What We Know

What we know—what the data says

Household income and unemployment rates vary widely by race in Charlottesville. American Community Survey (ACS) 5-year estimates provide the most statistically significant data on census tract-level socioeconomic data, including many measures of racial inequality. They provide an average across a five year period, giving a sense of how economic indicators trend over time at the household level. 2011's 5 year estimate spans 2007-2011 and 2016's 5 year estimate spans 2012-2016. Household income and unemployment rates were compared between these two periods to provide a sense of the direction each is heading in Charlottesville.

Household Income

According to ACS datasets, household median incomes rose by more than 25% for White, Asian, and Hispanic/Latino Origin Charlottesvilleans between the two five year comparison periods. In the same period, the median income of Black or African-American Charlottesvilleans fell almost 20%. These trends are reflected nationwide in the Opportunity Atlas, a project based at Harvard University designed to “create a platform for local stakeholders to make more informed decisions.”¹ The atlas tracks children's outcomes in adulthood by census tract using longitudinal data covering almost the entire U.S.² It combines myriad data sources beyond the decennial census and American Community Survey, including individual tax returns and incarceration records. Localities like Seattle use insights provided by the Opportunity Atlas to craft local policies like supported housing vouchers to attract families to neighborhoods that provide the best opportunities for upward mobility and positive outcomes for children.³

This summation of the findings of the Opportunity Insights team is particularly relevant to declining median household incomes of Black and African-American families while other groups show gains in median income:

“We study the sources of racial and ethnic disparities in income using de-identified longitudinal data covering nearly the entire U.S. population from 1989-2015. We document three sets of results.

First, the intergenerational persistence of disparities varies substantially across racial groups. For example, Hispanic Americans are moving up significantly in the income distribution across generations because they have relatively high rates of intergenerational income mobility. In contrast, black Americans have substantially lower rates of upward mobility and higher rates of downward mobility than whites, leading to large income disparities that persist across generations. Conditional on parent income, the black-white income gap is driven entirely by large differences in wages and employment rates between black and white men; there are no such differences between black and white women.

Second, differences in family characteristics such as parental marital status, education, and wealth explain very little of the black-white income gap conditional on parent income. Differences in ability also do not explain the patterns of intergenerational mobility we document.

Third, the black-white gap persists even among boys who grow up in the same neighborhood. **Controlling for parental income, black boys have lower incomes in adulthood than white boys in 99% of Census tracts.** Both black and white boys have better outcomes in low-poverty areas, but black-white gaps are larger on

¹ <https://opportunityinsights.org/race/>

² <https://opportunityinsights.org/paper/the-opportunity-atlas/>

³ <http://creatingmoves.org/>

average for boys who grow up in such neighborhoods. The few areas in which black-white gaps are relatively small tend to be low-poverty neighborhoods with low levels of racial bias among whites and high rates of father presence among blacks. Black males who move to such neighborhoods earlier in childhood earn more and are less likely to be incarcerated. However, fewer than 5% of black children grow up in such environments.

These findings suggest that reducing the black-white income gap will require efforts whose impacts cross neighborhood and class lines and increase upward mobility specifically for black men.”

Unemployment Rate

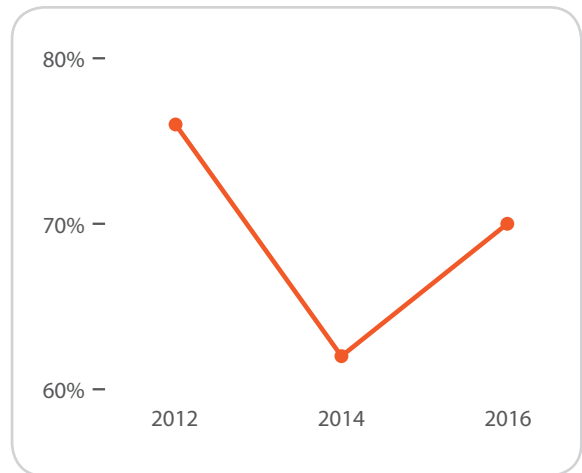
Racial disparities are also evident in unemployment rates in Charlottesville. Between the two ACS periods compared previously (2007-2011 vs. 2012-2016), the reported unemployment rates for white and black Charlottesvilleans decreased by 2% and 4% respectively. Still, the unemployment rate of black or African-American Charlottesvilleans (6%) was double that of white residents (3%) in 2012-2016. Unemployment rates increased from 1% for both Asian and Hispanic Charlottesvilleans in 2007-2011 to 6% and 3% respectively in the 2012-2016 period.

5.2 Community Perceptions

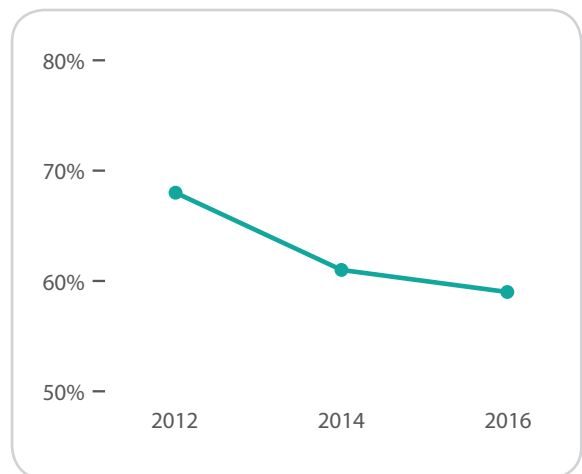
Comparing results from the 2012, 2014, and 2016 National Citizen Surveys, we can get a sense of how perceptions of community issues like racial inequality are trending. A priority statement rated by citizens and a rating of the general openness and tolerance of the environment/citizens in the city are relevant to perceptions of racial inequality in the city, the importance citizens place on city government addressing it, and how well they thought city government was addressing it at the time. Instructions preceding the priority statement read, “For each of the following, please

indicate how much of a priority, if at all, each area should be to the City and to what extent, if at all, you believe the City is making progress towards meeting each area.”

- Residents are treated fairly and equally regardless of race or any other factor.



- The aspect of community characteristics assigned a rating by respondents was labeled “Openness and acceptance”.



5.3 Initiatives

Racial Diversity Among City Employees

- Using the population demographics for the City of Charlottesville as a benchmark against the demographics of employees, the proportions are in some

areas of diversity goals, but not all.

- The total population reported in the City of Charlottesville for 2017-18 was 43,475 (according to U.S. Census Bureau Quickfacts) with 69% Caucasian, 19% African American, 6% Asian, 5% Hispanic and less than 1% Native American. Comparing this data to the demographics of the City's CY2017 workforce, we see a higher proportion of African American employees (25.2%), an equal proportion of Native American (.4%) and Caucasian (69.1%) employees, and a lower proportion of Hispanic (2%) and Asian (3.3%) employees.
- The proportion of each demographic group in benefits-eligible positions in the city in 2017 also differed from their overall representation in the city's workforce. 72% of Caucasian employees were eligible for benefits (3% more than proportional Caucasian representation in the total city workforce). 23% of Black/African-American employees were eligible for benefits (2% less than proportional Black/African-American representation in the total city workforce). The differences between benefits-eligible employees and overall representation in the city's workforce for both Asian and Hispanic employees was less than 1%.

Other Initiatives

Efforts to understand the extent of racial disproportionality and the presence of disparity in this community's systems of care have been initiated. A final report on disproportionate minority contact in the juvenile justice system has been issued and a formal committee monitors local data on a regular basis. A preliminary report on the extent of racial disproportionality in the local child welfare system was released in late summer 2018 and the

Department of Social Services has established a plan for addressing these early results. A formal analysis of disproportionate minority contact in the adult criminal justice system is underway with results expected in spring 2019. In addition, the acting city manager has established an ad hoc advisory committee to undertake an internal organizational equity assessment and provide recommendations for program, process, policy and investment changes. Finally, the city has recently made significant investments in affordable housing which has been widely understood as the most pressing equity issue in this community. These activities are necessarily process-oriented and long-term and do not lend themselves to quantitative outcome reports but are nonetheless critical to addressing local diversity, equity and inclusion concerns.



January 11, 2019

CITY COUNCIL BUDGET WORKSESSION

Agenda

- 1. Strategic Plan Priorities for FY 2020 Budget**
- 2. FY 2020 Budget Development and Planning**
- 3. Preparation for January 31st Worksession – Questions and Discussion**

Strategic Plan Priorities for FY 2020 Budget

FY 18-20 Strategic Plan

	<p>GOAL 1: An Inclusive Community of Self-sufficient Residents</p>
	<ul style="list-style-type: none"> 1.1 Prepare students for academic and vocational success 1.2 Prepare residents for the workforce 1.3 Increase affordable housing options 1.4 Enhance financial health of residents 1.5 Intentionally address issues of race and equity
	<p>GOAL 2: A Healthy and Safe City</p>
	<ul style="list-style-type: none"> 2.1 Reduce adverse impact from sudden injury and illness and the effects of chronic disease 2.2 Meet the safety needs of victims and reduce the risk of re-occurrence/re-victimization 2.3 Improve community health and safety outcomes by connecting residents with effective resources 2.4 Reduce the occurrence of crime, traffic violations and accidents in the community
	<p>GOAL 3: A Beautiful and Sustainable Natural and Built Environment</p>
	<ul style="list-style-type: none"> 3.1 Engage in robust and context sensitive urban planning and implementation 3.2 Provide reliable and high quality infrastructure 3.3 Provide a variety of transportation and mobility options 3.4 Be responsible stewards of natural resources 3.5 Protect historic and cultural resources
	<p>GOAL 4: A Strong, Creative and Diversified Economy</p>
	<ul style="list-style-type: none"> 4.1 Develop a quality workforce 4.2 Attract and cultivate a variety of businesses 4.3 Grow and retain viable businesses 4.4 Promote tourism through effective marketing
	<p>GOAL 5: A Well-managed and Responsive Organization</p>
	<ul style="list-style-type: none"> 5.1 Integrate effective business practices and strong fiscal policies 5.2 Recruit and cultivate a high quality and diverse workforce 5.3 Provide responsive customer service 5.4 Foster effective community engagement

Economic Development
Workforce Development
Safety and Security
Affordable Housing
Race and Equity

FY 19 Budget Priorities and what is the status of these?



FY 18-20 Strategic Plan

Implementation Progress

P3 Core Team – new focus/new charter - **ongoing**

Leadteam /organizational engagement - **ongoing**

Scorecard buildout - **completed**

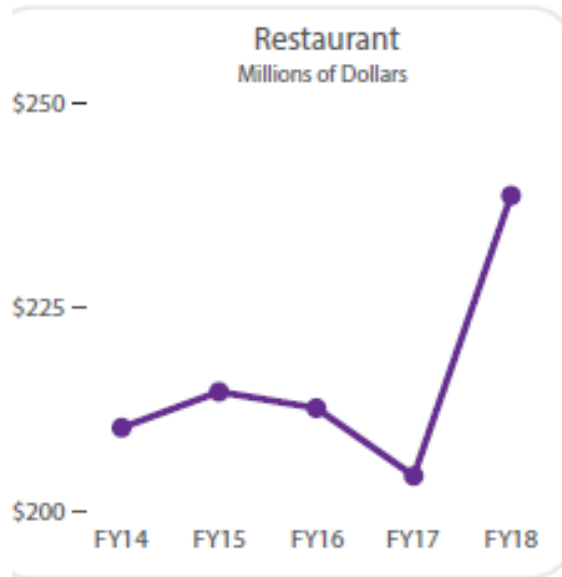
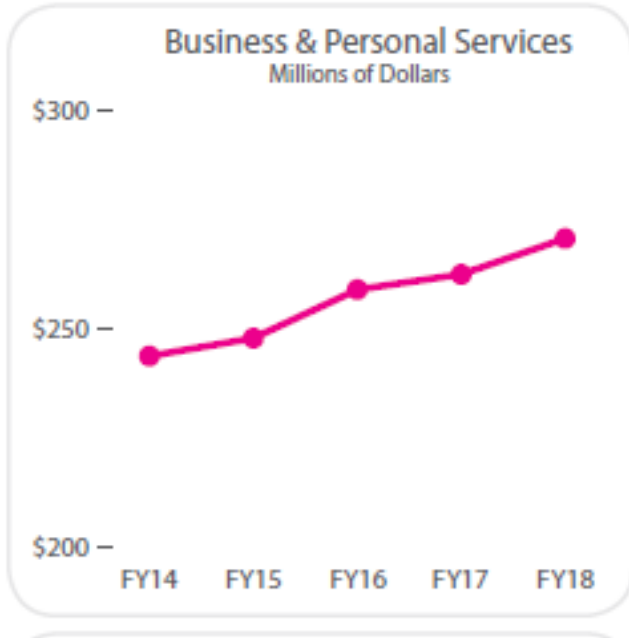
Department Workplans – **ongoing**

Dashboards/ report on priority areas – **completed**

www.charlottesville.org/data



Economic Development

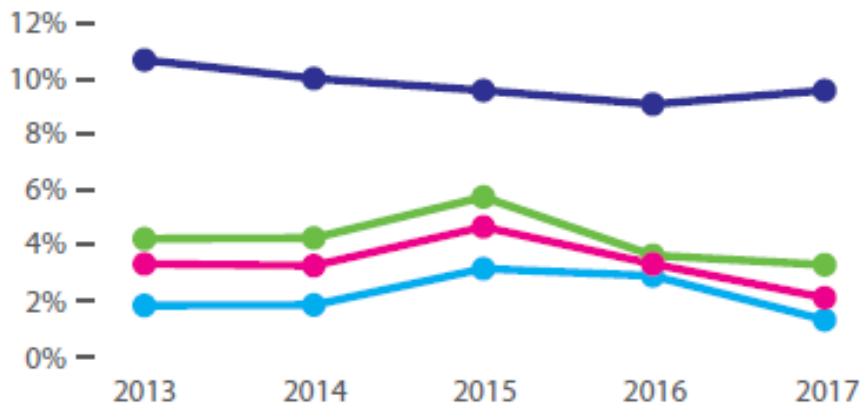


** Represents Gross Receipts



Economic Development

Vacancy Rates



National
Citywide
Central District
Downtown

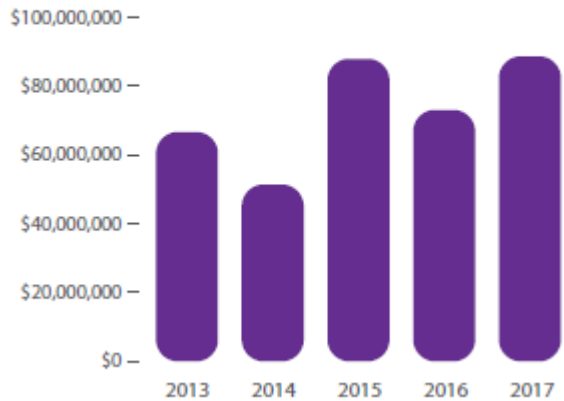
Retail Vacancy Rates

Commercial vacancy rates are an important economic indicator. The rates help determine if there is proper balance between supply and demand for the various types of space. Low rates typically indicate a healthy economy as there is strong demand for the product type while higher rates signal a depressed economic environment. The annual rate represents an average for the January and July reports.

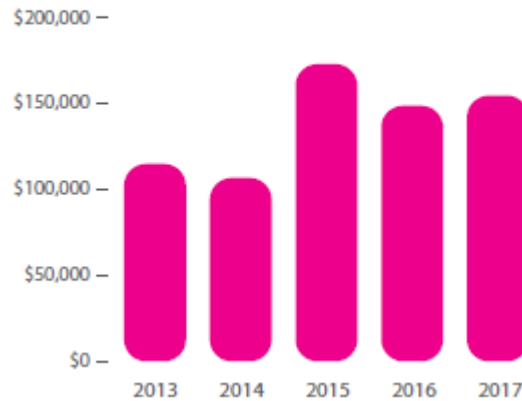


Economic Development

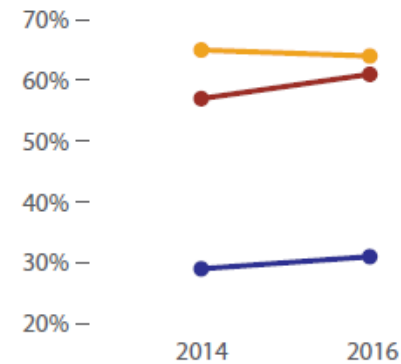
Cumulative Value of Permits



Average Value of Each Permit



Favorable Economic Perceptions



- Overall Economic Health
- Economic Development
- Cost of Living



Economic Development

Major Initiative

Minority Business Program

- Joint program with OED and Procurement
- New position added in FY 19 for a Minority Business Development Coordinator in OED (to compliment the Minority Business Procurement Coordinator)
- MBDC will: provide outreach and technical assistance to stakeholders, facilitate resource networks, help establish a robust program to better serve women and minority owned business in Charlottesville

Accomplishments

- Task force holding regular meetings
- Minority Business Program formally launched
- Efforts include Black Business Expo and Charlottesville Women & Minority Business Expo

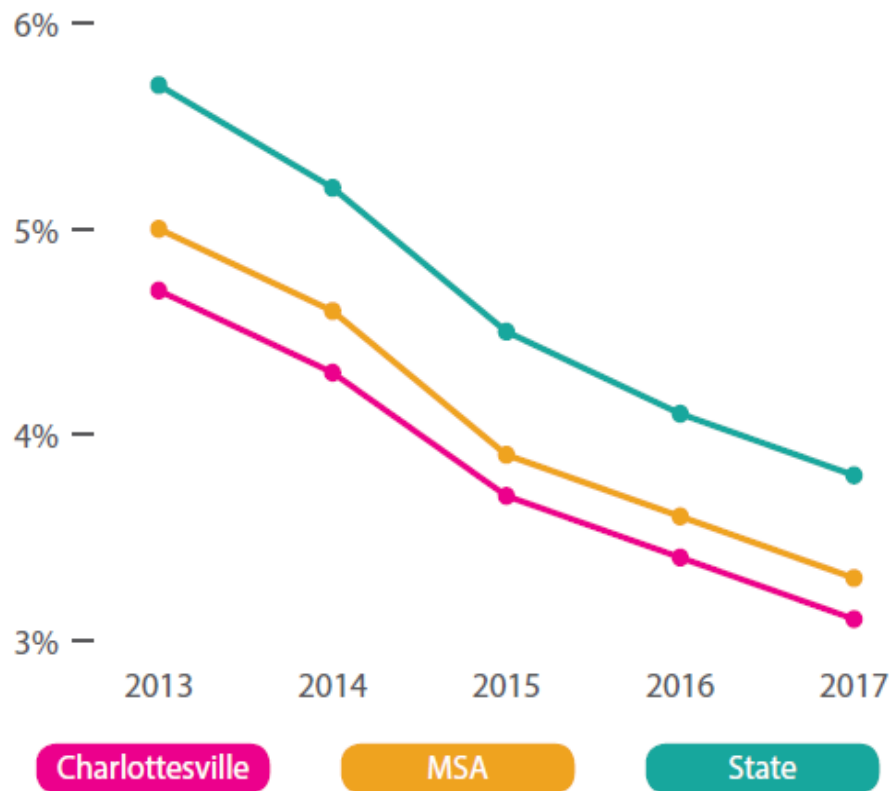


Workforce Development

2.1 What We Know

The Average Unemployment indicator represents the average number of people included in the overall labor force but do not have employment. All three of the study areas experienced significant reductions in the unemployment rate, showing signs of a strong local, regional, and state workforce economy. As an economy adds jobs, increases in wages while seeing a decrease in the unemployment rate, show the characteristics of a healthy and vibrant economy.

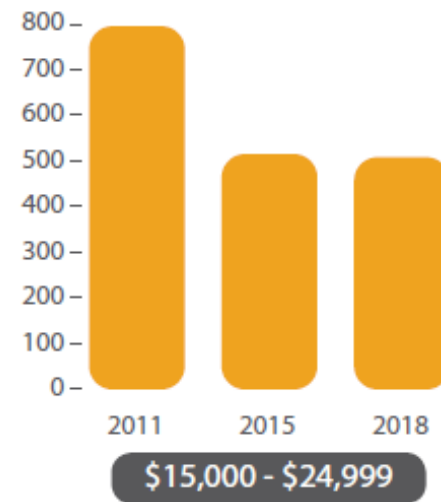
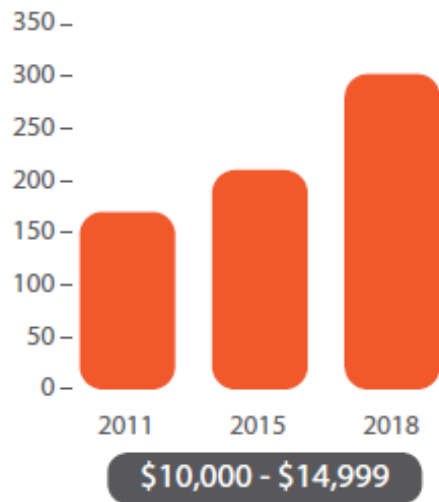
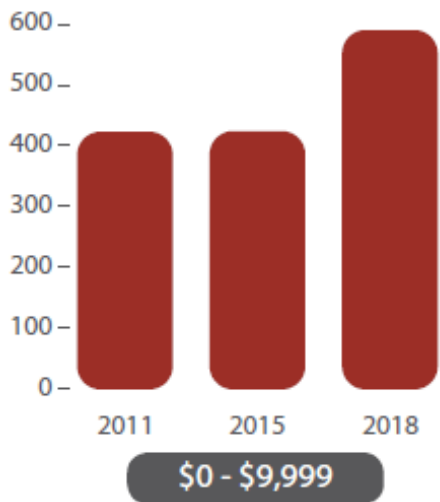
Average Unemployment Rates



Workforce Development

Number of Struggling Families

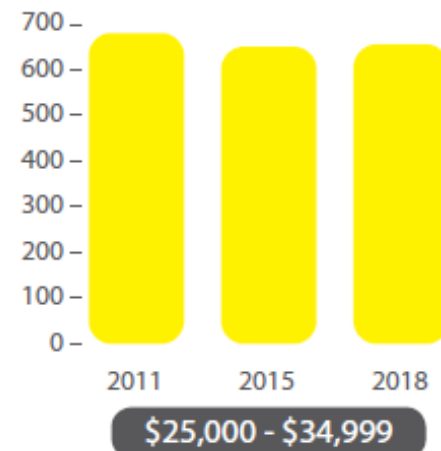
Source: Orange Dot Reports 1.0 - 3.0



Struggling Families

While the unemployment rate in Charlottesville has been steadily decreasing, the number of struggling families within the lowest income brackets has been on the rise.

7.0%
Increase from 2015



Workforce Development

2.2 Community Perceptions

The Citizens Survey shows that the number of residents who have a favorable view of employment opportunities in Charlottesville, and progress on stable employment that meets their needs, has remained fairly stable, while the number of residents who favorably view Charlottesville as a place to work, has steadily decreased over the last three Citizen Surveys.

Residents with a Favorable View of Employment Topics



Source: Citizens Survey



Workforce Development

Major Initiative

Downtown Job Center & GO Programs

- 2 ½ staff in lower level of central Library
- Since inception served almost 7,000 visitors offering job search assistance, help with applications, resume assistance, and mock interviewing
- GO Programs – pre-employment skills training to individuals in high demand industries that pay a self-sufficient wage
 - 139 City residents graduated and of that 131 were offered better jobs from employer partners as a result of their graduation with starting salaries averaging \$15/hour

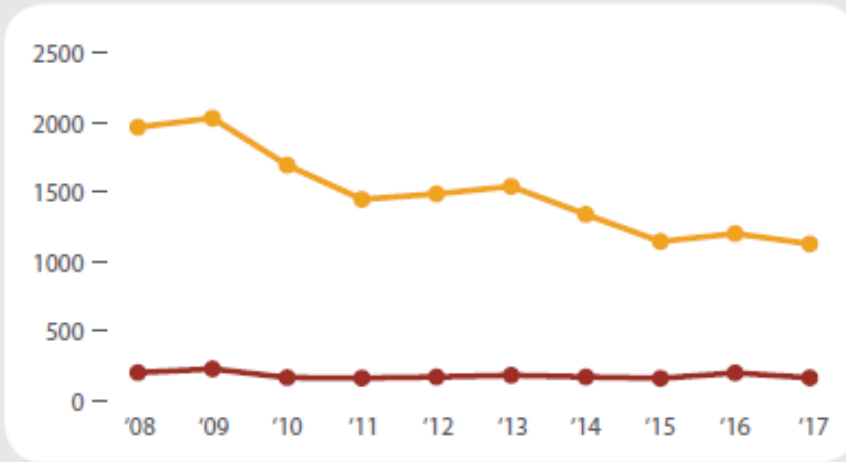


Safety and Security

3.1 What We Know

Crime, Traffic Violations, and Accidents in the Community

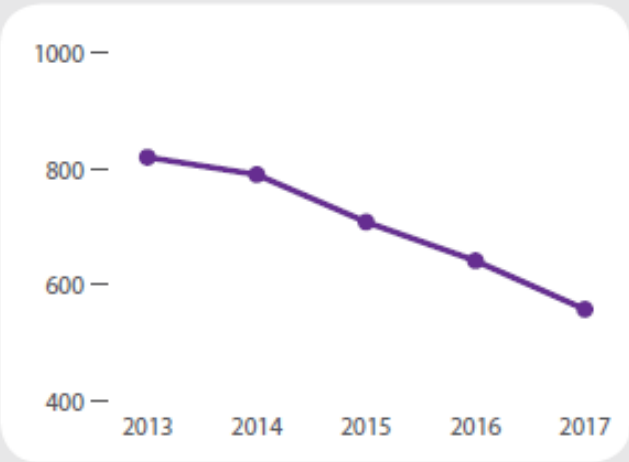
Crimes



Property Crime

Violent Crime

Traffic Accidents

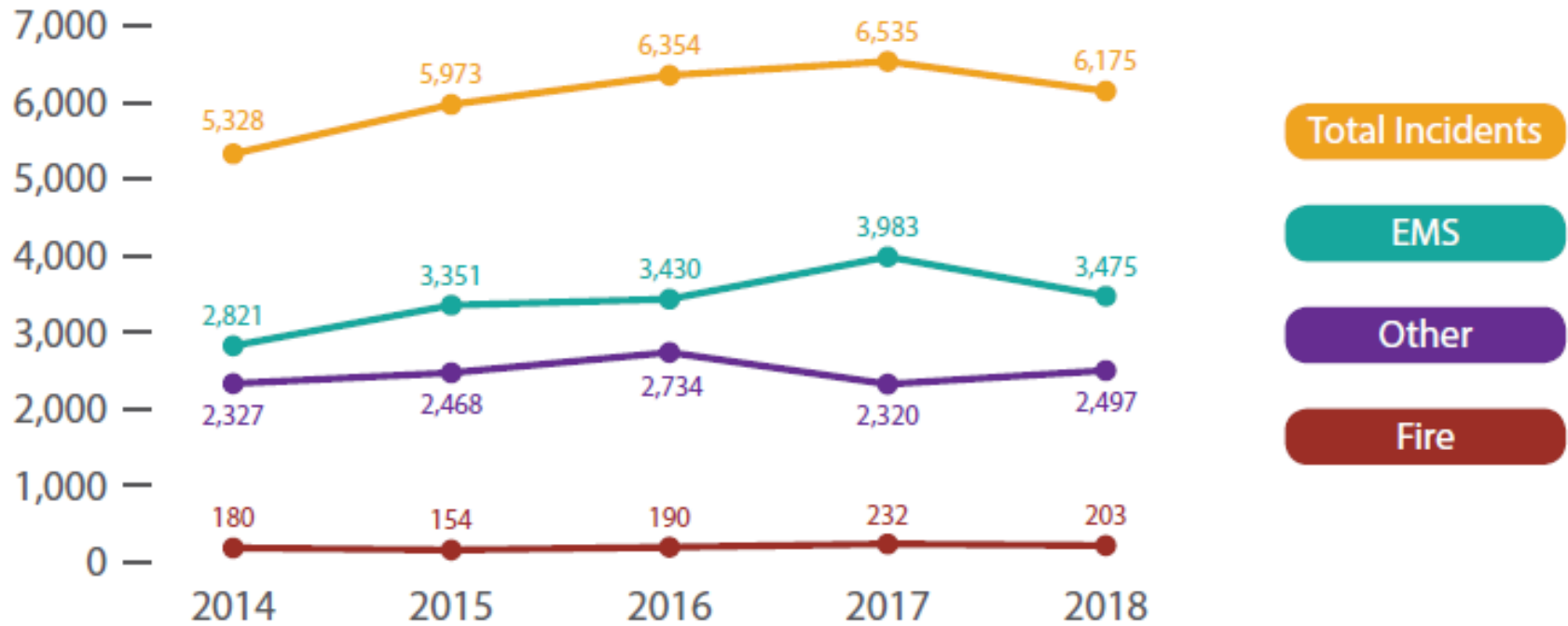


Traffic Accidents



Safety and Security

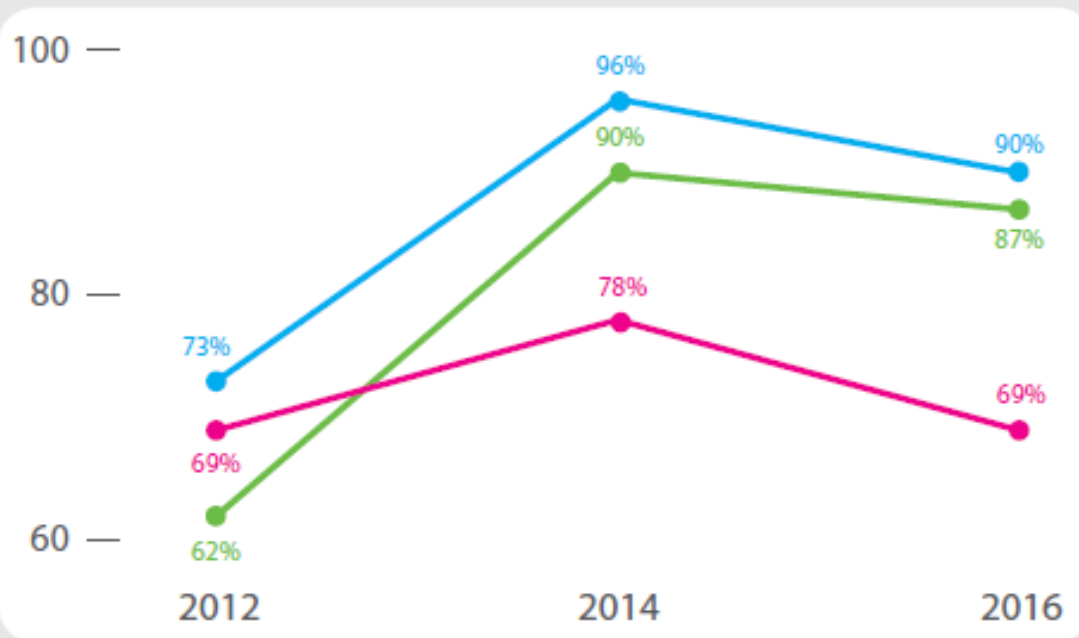
Charlottesville Fire Department Incidents by Type



Safety and Security

3.2 Community Perceptions

Perceived Resident Safety



The National Citizen Survey showed a significant increase in resident perceptions of safety from 2012 to 2014 but then a decrease from 2014 to 2016.

- Overall Feeling of Safety
- Safe in Neighborhood
- Safe Downtown



Safety and Security



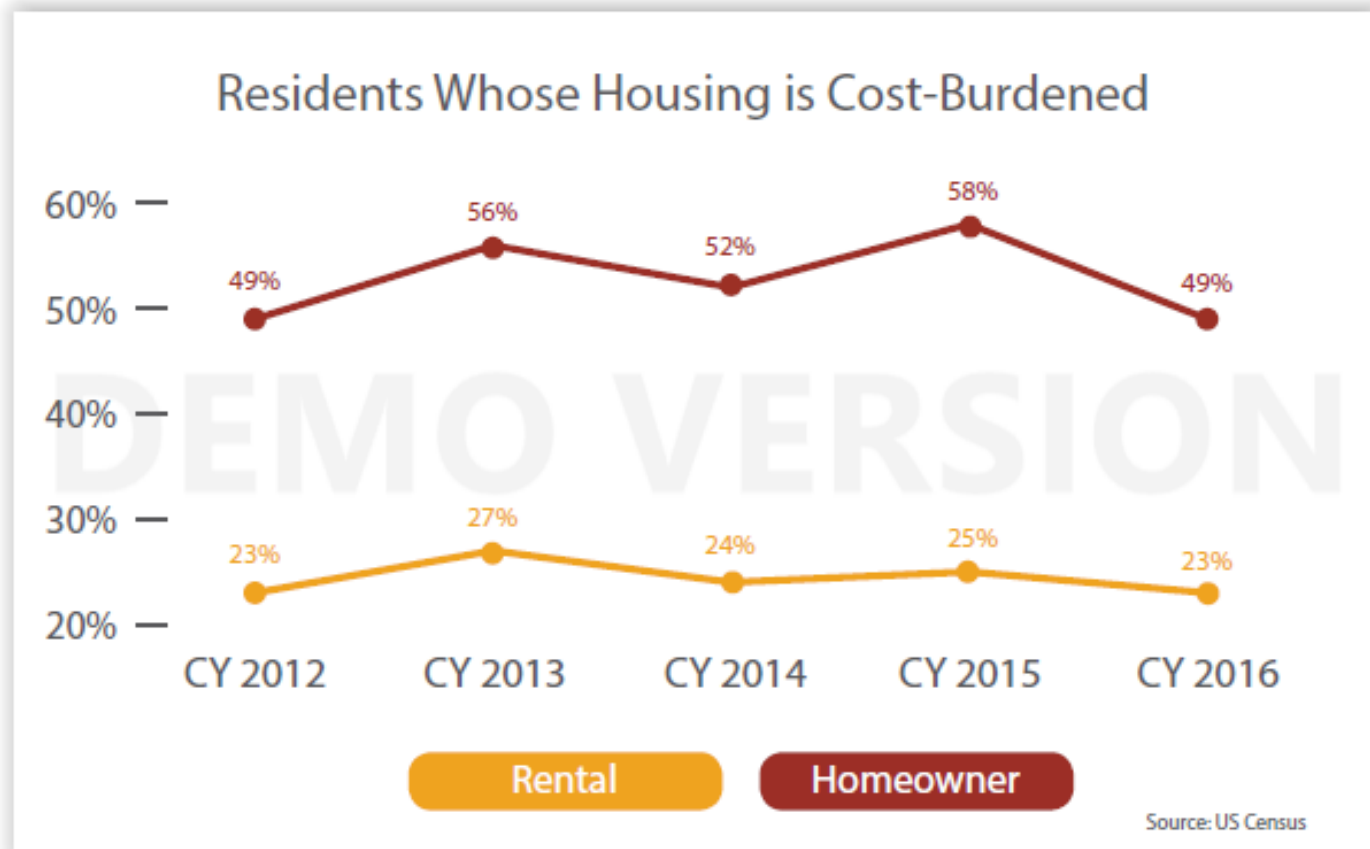
Major Initiative

Committee on Safety and Emergency Preparedness

- Founded in February 2018 and charged with creating a framework for the City's Emergency Management programs and initiatives
- Mission is to reduce community, citizen and employee vulnerability to hazards, improve community resilience from natural and manmade disasters
- Successes to date include: deployed Emergency Building Evacuation placards in City buildings; directed completing of cybersecurity assessment of IT infrastructure; directed completion of safety and security assessment of Downtown Mall; coordinating training classes for employees.

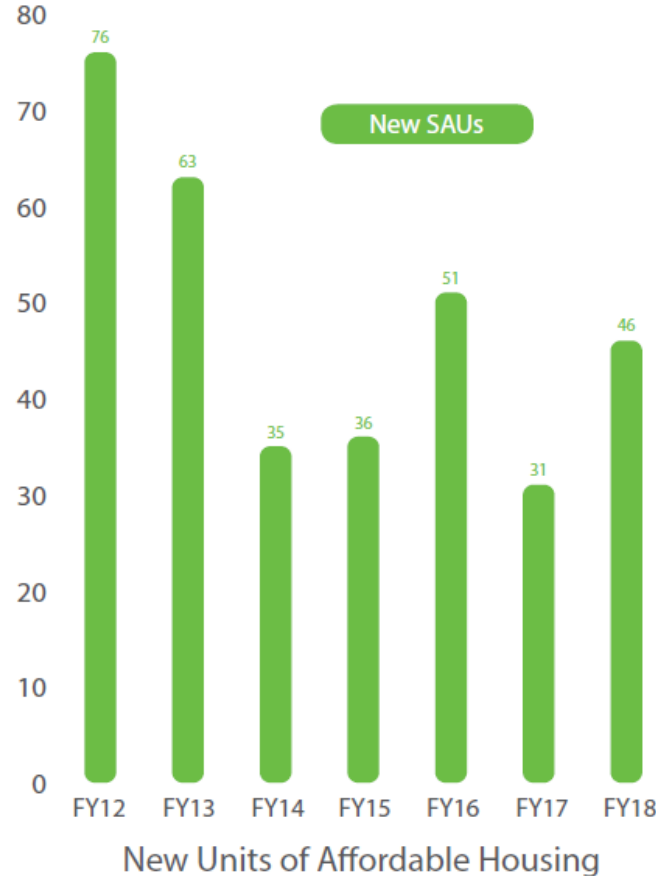


Affordable Housing



Affordable Housing

Source: Neighborhood Development Services

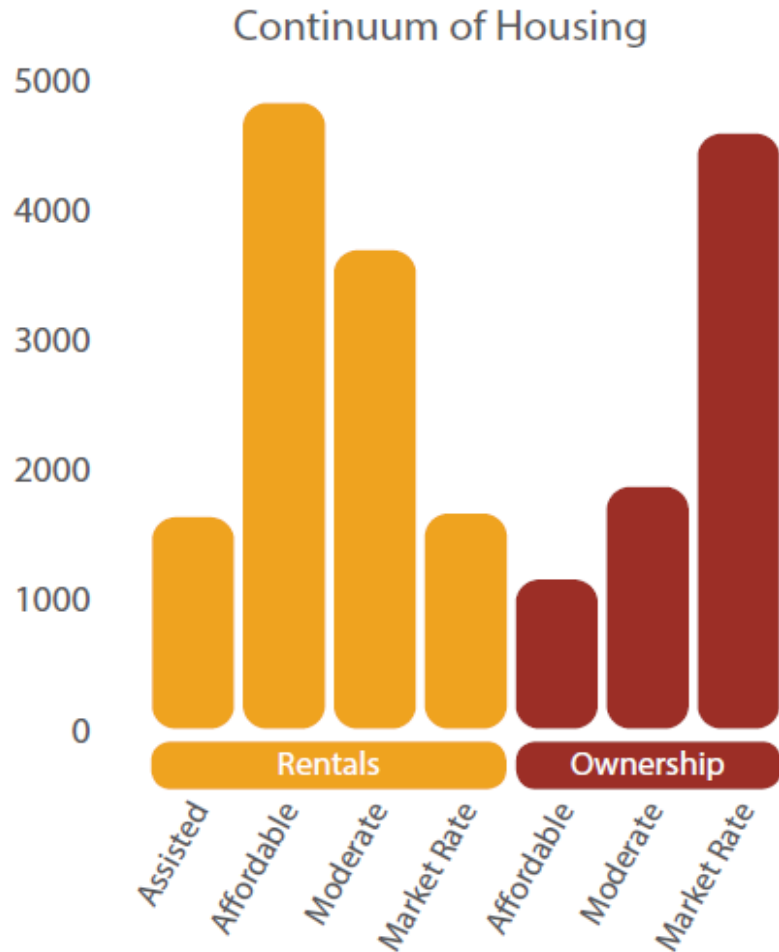


1,969
Supported Affordable Units

In February 2010, City Council adopted a goal to grow the City’s supported affordable housing stock to 15% of the total housing stock. These units include newly built units, preserved units that have received financial assistance and therefore converted to supported affordable, and current affordable units whose affordability can be sustained into the future. A total of 46 Supported Affordable Units (SAUs) were added to the City’s housing stock in FY2018. This brings the total number of SAUs in the City to 1,969 units, representing 10% of the City’s housing stock.



Affordable Housing



Percent Area Median Income	Income Limit	Affordable Monthly Rent*
30% Extremely Low Income	\$25,600	\$640
50% Very Low Income	\$42,650	\$1,066
80% Low Income	\$68,250	\$1,706
100%	\$89,600	\$2,240

*Affordable monthly rent is defined as 30% of annual household income

The number of housing units affordable to different income groups -- ranging from extremely low-income households (those earning no more than 30% Average Median Income or AMI) to households earning 100% or more of AMI -- were tabulated. Data was included for both rental and homeownership housing units. Affordability for each income group was calculated by determining 30% of annual household income (for a 4 person household) for extremely-low, very-low, and low-income households. Moderate income housing units are

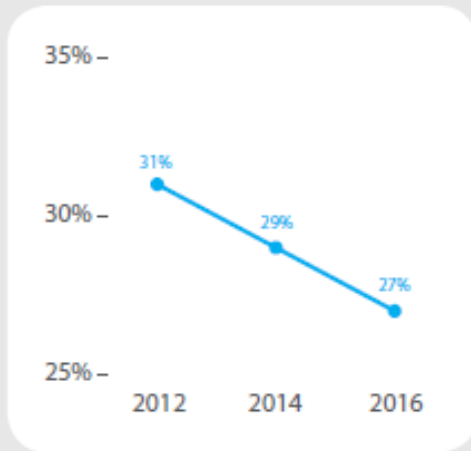
Source: American Community Survey, US Census

those units affordable to households earning 80% to 100% of AMI. The rent levels and corresponding income levels related to the chart table are found to the right of the chart.

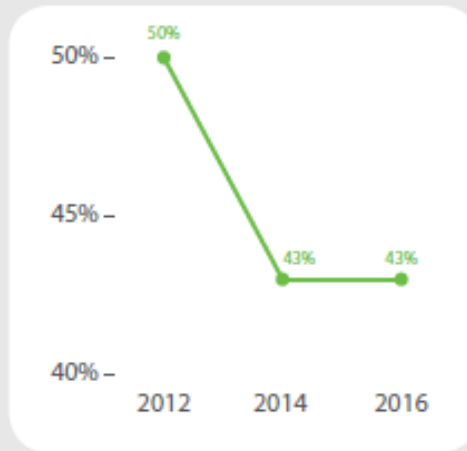
Affordable Housing

4.2 Community Perceptions

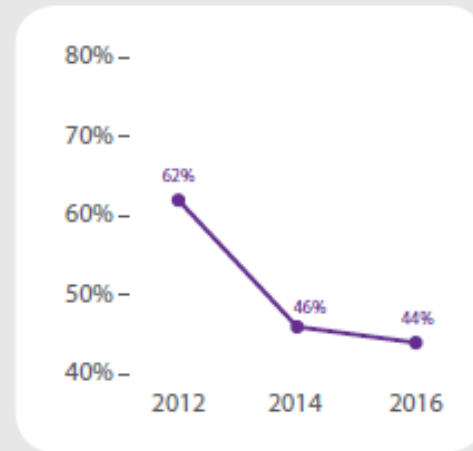
The graphs below shows the percentage of local residents who have a favorable view of the housing related topics. The answers refer to the City as a geographic place, not an employer.



Affordable Quality Housing



Housing Options



Progress on Residents Having Safe & Affordable Housing

Source: National Citizen Survey



Affordable Housing

Major Initiatives

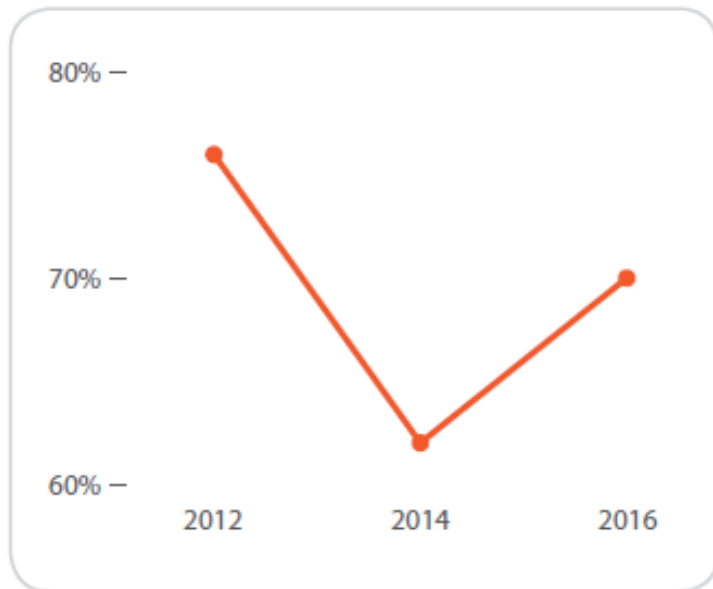
- FY 2020 – 2024 Proposed Capital Improvement Program is heavily invested in affordable housing
 - Charlottesville Redevelopment and Housing Authority and Friendship Court
- Charlottesville Comprehensive Housing Analysis and Policy Recommendation Report
- Housing Needs Assessment completed fall of 2018
- Regular meetings with Housing Advisory Committee



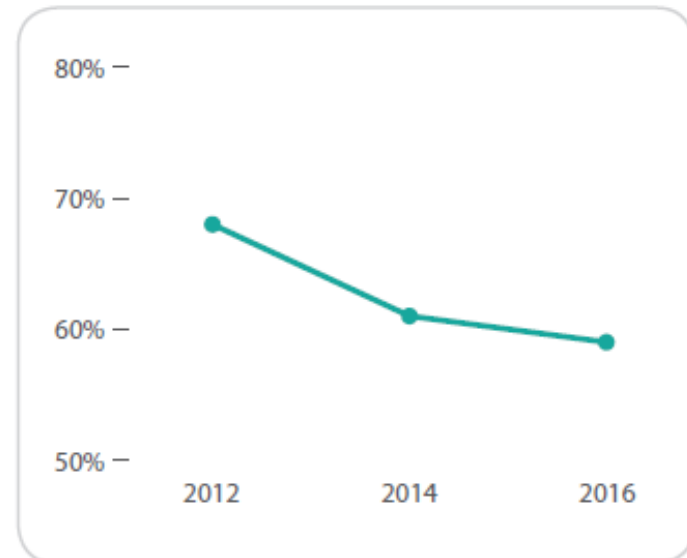
Race and Equity

Community perceptions of how the City is making progress in these areas.
 (Source: National Citizen Survey)

- Residents are treated fairly and equally regardless of race or any other factor.



- The aspect of community characteristics assigned a rating by respondents was labeled “Openness and acceptance”.



Race and Equity

- Household income for Black and African American families do not show the same gains as other groups, but have actually declined (5 year period):
 - 25% increase for white, Asian, Hispanic/Latino
 - 20% decline for Black/African American
- Changes in social status in same family within different generations also display disparities, black Americans having lower rates of upward mobility compared to other groups
- Neighborhood/geographical factors – gap exists for those who grow up in same neighborhood between black and white boys
- Unemployment rates differ as well, with rates for African Americans in Charlottesville being double that of white residents

Source: Opportunity Insights



Race and Equity

Major Initiatives

- Department of Social Services to address racial disproportionality in local child welfare system
- Formal analysis of disproportionate minority contact in the adult criminal justice system
- Ad hoc advisory committee formed to undertake an internal organizational equity assessment and provide recommendations
- Affordable housing investments



Strategic Plan Priorities

FY 20 Budget

Why is prioritization important?
And why just a few?

*When everything is
important
then nothing is important*

Does not mean
other things
won't get done

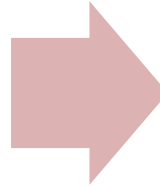
Allows us to do
these things really
well and with
focus

Tells staff and the
community what
you want to do
really, really well
and what is most
important

Allows progress
to be made in a
way you might
like to see

Strategic Plan Spending Priorities for the FY 20 Budget

Economic Development
Workforce Development
**Safety, Security and
Preparedness**
Affordable Housing
Race and Equity



Once priorities are identified.....

Will look at Strategic Plan and identify initiatives and measures that are in the plan now or can be added to the plan

Refine dashboards

Show alignment with budget

Discuss further during budget deliberations starting in March

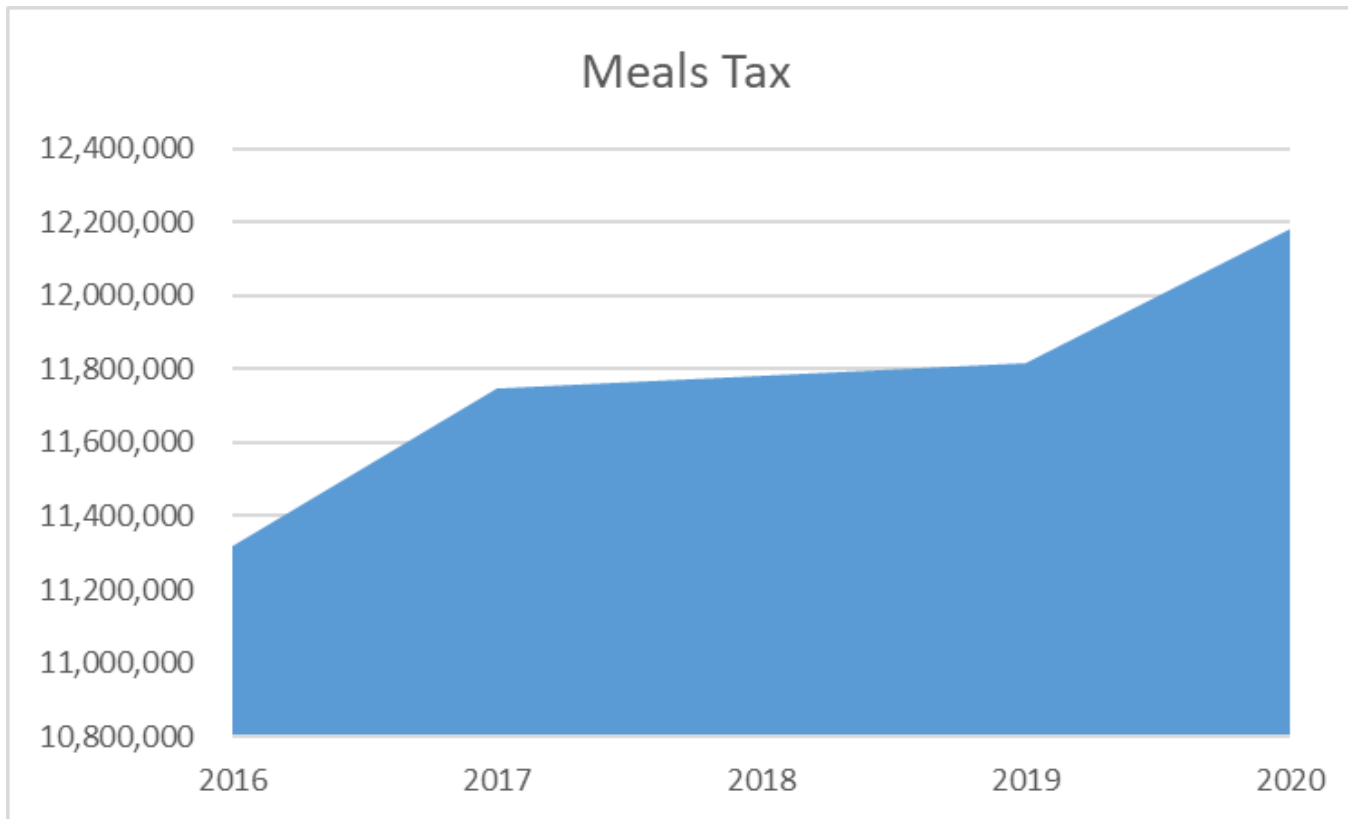
Provide progress reports during the year and to help shape the next Strategic Plan process



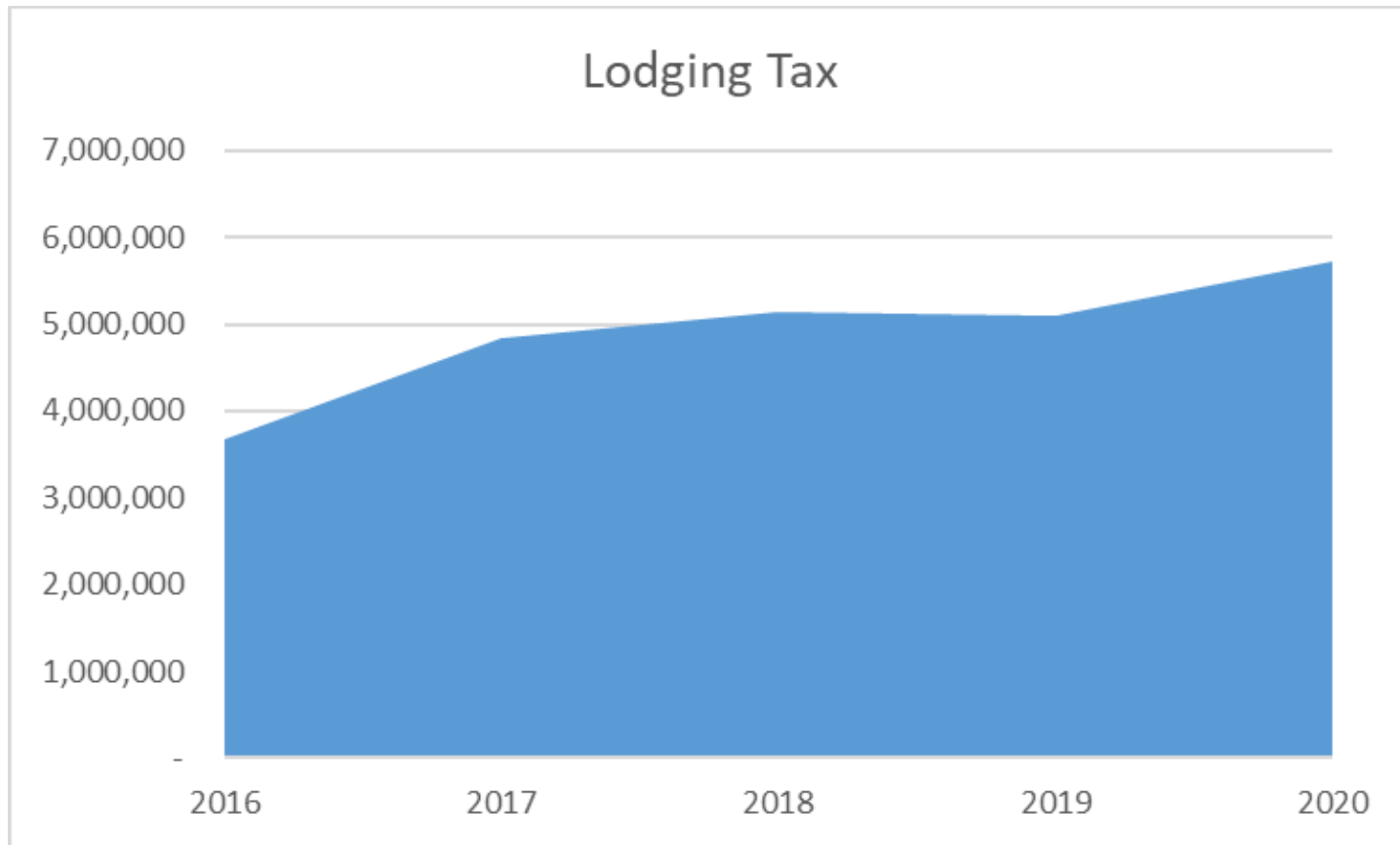
FY 2020 Budget Development and Planning



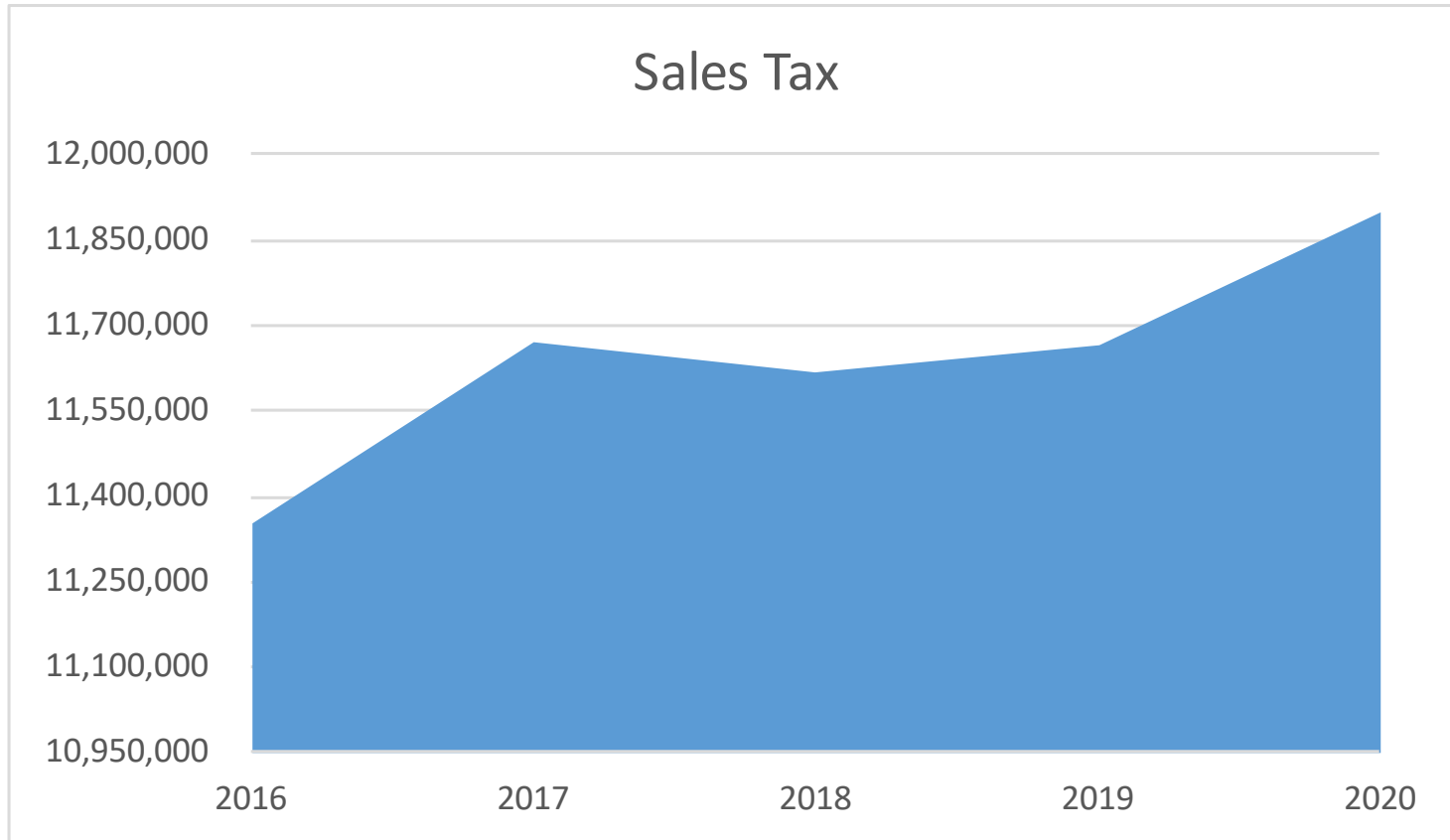
Major Revenues – Meals Tax



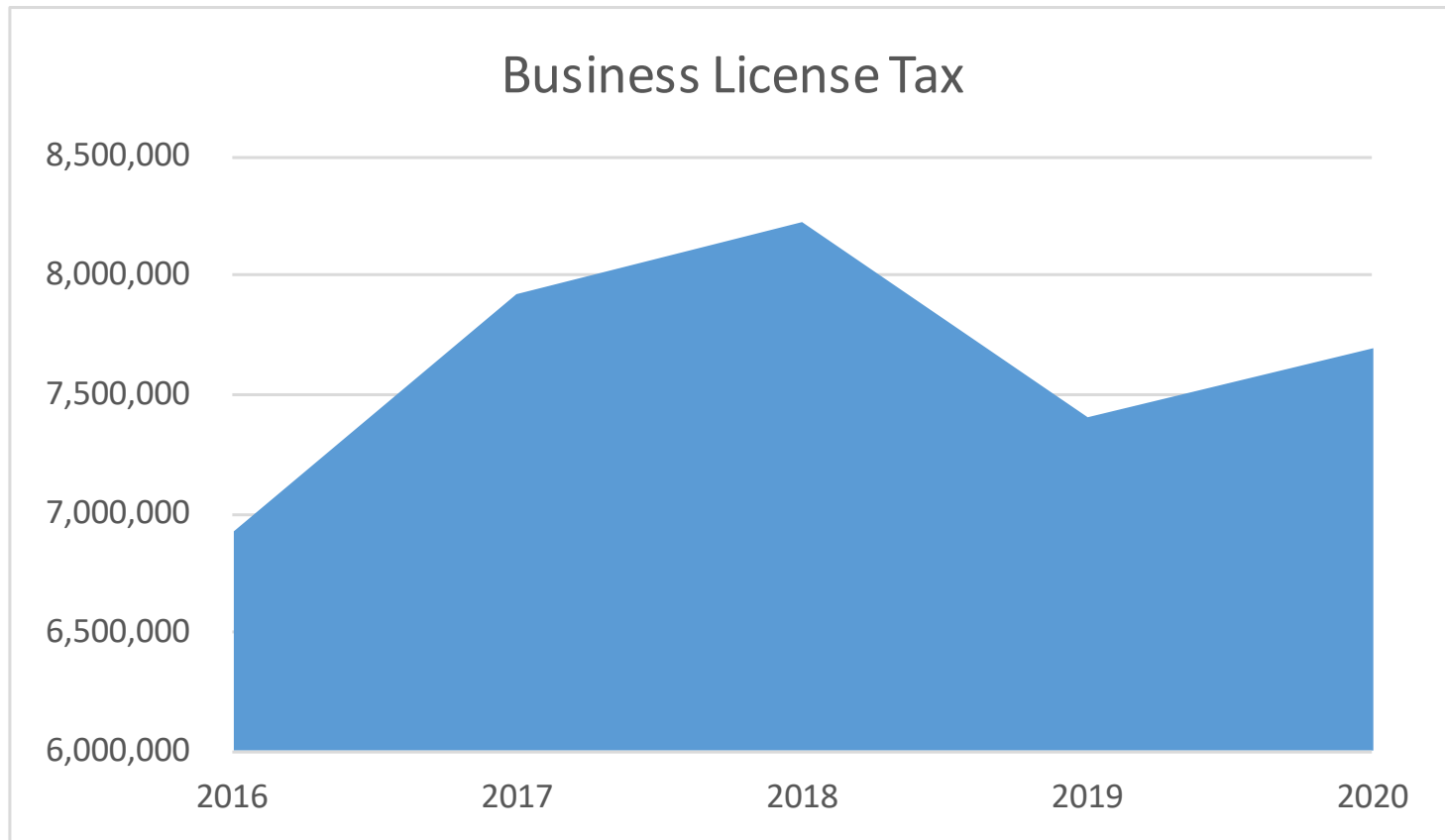
Major Revenues – Lodging Tax



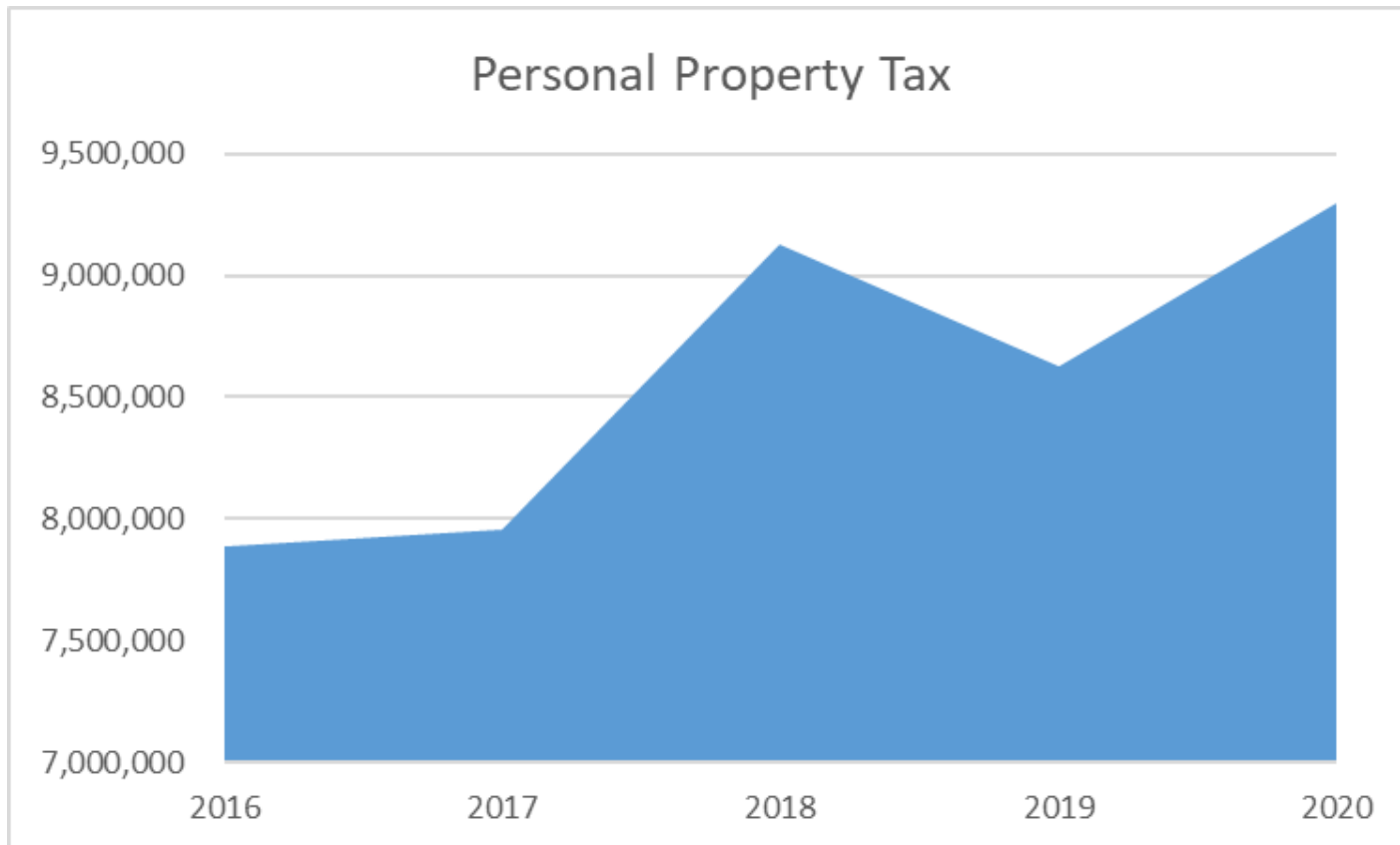
Major Revenues – Sales Tax



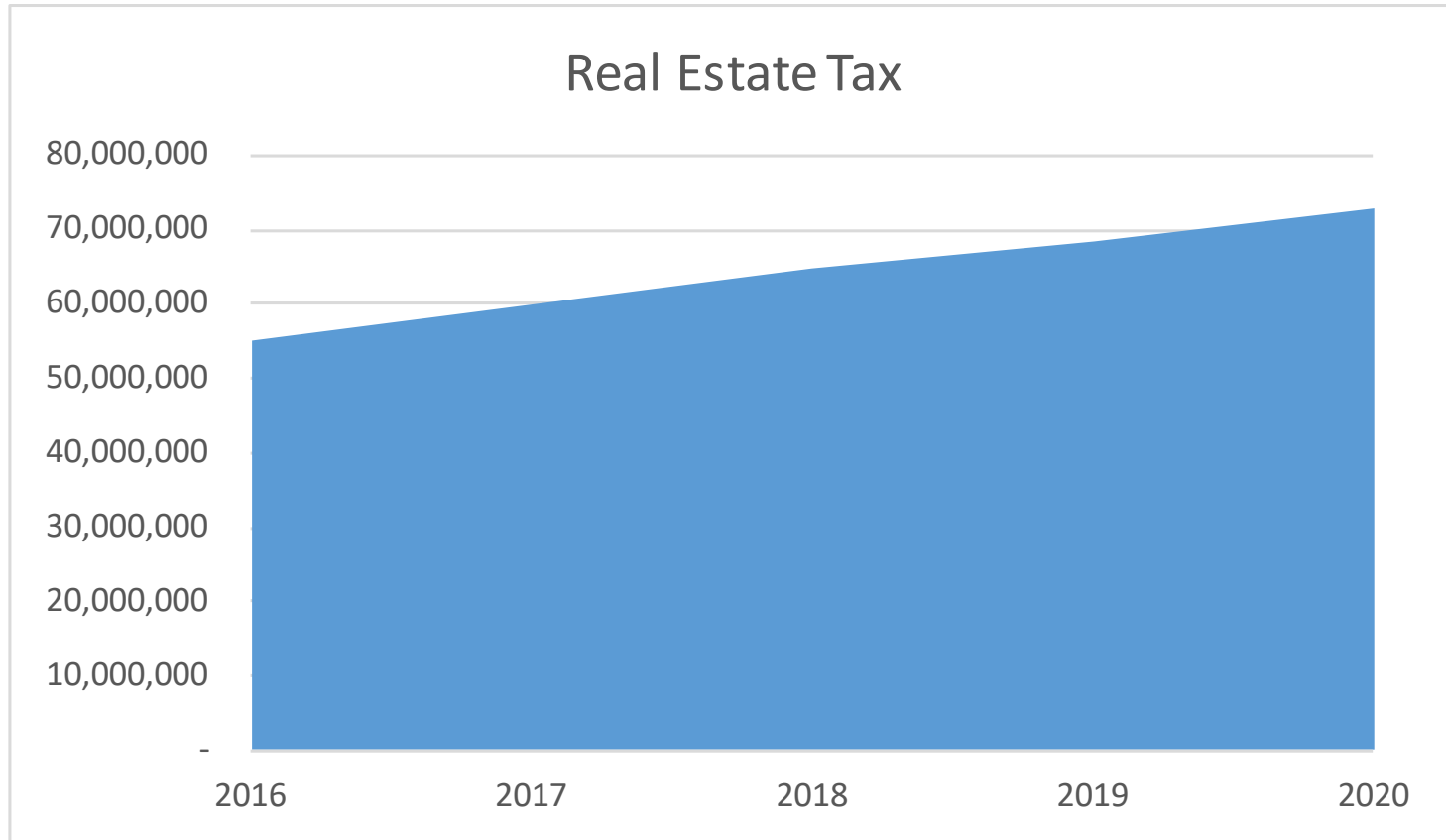
Major Revenues – BPOL



Major Revenues – Personal Property Tax



Major Revenues – Real Estate (Preliminary)



Major FY 20 Revenue Drivers

Revenue Category	\$ Change
Local Taxes	7,000,987
Licenses and Permits	295,000
Intergovernmental Revenue	(251,687)
Charges for Services	147,703
One Time Revenue/Transfers from Other Funds/Carryover Funds	(1,906,659)
City/County Revenue Sharing - Operating Budget Portion	(1,386,471)
Miscellaneous Revenue	201,000
Designated Revenues	1,927,986
Preliminary Estimate - FY 2020 Revenue Change	6,027,859



FY 2020 Revenue Strategies

- Ensure imposed fees are appropriate and cover to the extent possible service being provided
- Use of one time revenue and fund balances ONLY for one time expenses
- Look at areas where user fees can be better aligned

What Does \$0.01 Generate Based on FY20 Estimated Revenue			
<u>Tax Rate</u>	<u>Revenue Type</u>	<u>Amount</u>	<u>Revenue/ \$0.01 Increase</u>
\$ 0.95 / 100	Real Estate Tax	\$0.01	\$771,579
\$0.05	Meals Tax	\$0.01	\$2,436,245
\$ 4.20 / 100	Property Tax	\$0.01	\$22,143
\$0.07	Lodging Tax	\$0.01	\$816,969
\$0.55	Cigarette Tax	\$0.01	\$11,182

Major FY 20 Expenditure Considerations

1. Employee Compensation and Benefits - **\$5.3M**
 - Living Wage - going from \$14.40 to \$15.00 per hour
 - Temporary Employees - \$95k
 - General Employees – addressed with 4.17% increase
 - General Employee – 4.17% - \$2.3M
 - Police – 9% - \$980K
 - Increased Retirement Contribution - \$1.9M

2. Increased CIP Transfer - **\$1.8M**

3. Increased Debt Service Transfer - **\$850k**

4. Schools Operating Budget (per the Budget Guidelines) - **\$2.2M**



FY 2020 Departmental New Requests

\$5M in total new requests from City Departments

- **New Positions - \$4.3M**
 - **34 General Fund Positions**
 - **29 Non-General Fund Positions**
- **New Programs/Equipment - \$365k**
- **Emergency Preparedness/August 12th - \$339k**

FY 2020 Expenditure Strategies

- Continue to look for and implement areas of efficiencies that result in cost savings
- Look at areas of savings that occur year to year for permanent savings
- Look at services that can be eliminated, reduced and/or altered based on performance data and outcomes



FY 2020 Expenditure Strategies

- Continue to look for and implement areas of efficiencies that result in cost savings
- Look at areas of savings that occur year to year for permanent savings
- Look at services that can be eliminated, reduced and/or altered based on performance data and outcomes



To prepare for 1/31 worksession.....

Questions and Discussion



Important Dates

- **Feb 11- Budget is Balanced!**
 - Real Estate Tax Rate (and rollback rate) advertisement will be sent to paper for publication per State requirement that must occur 30 days before the real estate tax rate public hearing (publish on Feb 15)
 - FY 2020 Proposed Budget must also be completed (ad includes % change to the budget from current year)
 - Other changes to local taxes require a 7 day advertisement and separate public hearing
- **March 4** - Proposed City Operating and Capital Budget and Adopted School Budget Formally Presented to Council
- **March 18** - First Budget and Tax Rate Public Hearings
- **April 1** - Second Budget Public Hearing/Budget and Tax Levy First Reading
- **April 9** - Budget and Tax Levy Second Reading and Final Approval



Budget Worksessions

Jan 23	Joint City Council/School Board Meeting
Jan 31	Budget Worksession (Budget Development)
Mar 7	Budget Worksession #1
Mar 14	Budget Worksession #2
Mar 27	Community Budget Forum
Mar 28	Budget Worksession #3
Apr 4	Budget Worksession #4

[Link to detailed calendar](#)



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



Agenda Date:	January 7, 2019
Action Required:	Appropriation
Presenter:	Chris Gensic, Parks and Recreation
Staff Contacts:	Chris Gensic, Parks and Recreation Brian Daly, Parks and Recreation Ryan Davidson, Office of Budget and Performance Management
Title:	TAP Grant for Construction of Meadow Creek Trail Bridge - \$375,000

Background:

The City of Charlottesville, through Parks and Recreation, has received an additional award from the Virginia Department of Transportation in the amount of \$300,000 to assist with efforts to construct a bicycle and pedestrian bridge over Meadow Creek. The City will match this project in the amount of \$75,000 from the Trail Fund for a total appropriation of \$375,000.

Discussion:

The City of Charlottesville has completed a bicycle, pedestrian and trail master plan that includes a bike/pedestrian commuter trail along Meadow Creek from Route 29 and Hydraulic Road to Greenbrier Park. This project will replace a previous telephone pole bridge constructed by Rivanna Trails Foundation that was heavily damaged in a storm and then removed as part of the stream restoration project. The City applied for and has been awarded the funding to design and construct the new bridge with this grant, which is an integral piece of the Meadow Creek Valley Master Plan.

Community Engagement:

The bicycle, pedestrian and trail master plan was developed with multiple public meetings and was approved by council to be an addendum to the City Comprehensive Plan. The Meadow Creek Valley Master Plan was also developed and approved with a number of public meetings and inputs according to the approved Parks Master Planning Process.

Alignment with City Council's Vision and Strategic Plan:

Construction of this trail will further council goals of being a Connected City by establishing a portion of the bicycle and pedestrian trail system that enhances our residential neighborhoods.

Budgetary Impact:

There is no impact to the General Fund. The required local match of \$75,000 will come from funding previously appropriated in the City's capital improvement program.

Recommendation:

Staff recommends appropriation of grant funds.

Alternatives:

If grants funds are not appropriated, Parks and Recreation staff will seek another funding source, and the project will be delayed by at least one year. Without assistance from this grant program, more local dollars will have to be expended in order to construct the trail, leaving less money for other improvements to the park.

Attachments:

Final Project Agreement

APPROPRIATION
TAP Grant for Construction of Meadow Creek Trail Bridge
\$375,000

WHEREAS, the City of Charlottesville, through Parks and Recreation, has been awarded \$300,000 from the Virginia Department of Transportation to construct a bicycle and pedestrian bridge over Meadow Creek near Greenbrier Drive; and

WHEREAS, the City will match this grant in the amount of \$75,000 which will come from the Trail (PR-001) account.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$375,000 is hereby appropriated in the following manner:

Revenue

\$300,000 Fund: 426 WBS: P-00995 G/L Account: 430120

Expenditures

\$300,000 Fund: 426 WBS: P-00995 G/L Account: 599999

Transfer From

\$75,000 Fund: 426 WBS: PR-001 G/L Account: 599999

Transfer To

\$75,000 Fund: 426 WBS: P-00995 G/L Account: 599999

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$300,000 from the Virginia Department of Transportation.

Project Number: EN18-104-352 UPC: 113592 CFDA # 20.205 Locality: Meadow Creek Valley Trail - Bridge

Project Location ZIP+4: 22901-2801	Locality DUNS# 074745829	Locality Address (incl ZIP+4): 610 East Market Street Charlottesville, VA 22902-5304
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Project Narrative

Scope:	Construct a new, fully accessible and flood resistant bridge at this location that will both support the multi use path from Hydraulic Road to Brandywine Drive, and also to connect the trail to Greenbrier Drive that meet ADA, trail and and FEMA flood standards		
From:	Greenbrier Drive		
To:	Brandywine Drive		
Locality Project Manager Contact info:	Chris Gensic	gensic@charlottesville.org	434-970-3656
Department Project Coordinator Contact Info:	William Stowe	william.stowe@vdot.virginia.gov	540-718-4591

Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$106,700	\$0	\$257,050	\$363,750
Estimated VDOT Project Expenses	\$3,300	\$0	\$7,950	\$11,250
Estimated Total Project Costs	\$110,000	\$0	\$265,000	\$375,000

Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement -
Preliminary Engineering	\$110,000	Transportation Alternatives	20%	\$22,000	\$88,000	\$84,700
				\$0	\$0	
				\$0	\$0	
Total PE	\$110,000			\$22,000	\$88,000	
Right of Way & Utilities	\$0		0%	\$0	\$0	\$0
				\$0	\$0	
				\$0	\$0	
Total RW	\$0			\$0	\$0	
Construction	\$265,000	Transportation Alternatives	20%	\$53,000	\$212,000	\$204,050
			0%	\$0	\$0	
				\$0	\$0	
Total CN	\$265,000			\$53,000	\$212,000	
Total Estimated Cost	\$375,000			\$75,000	\$300,000	\$288,750

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$300,000
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$288,750

Project Financing

Transportation Alternatives	Local Match				Aggregate Allocations
\$300,000	\$75,000				\$375,000

Program and Project Specific Funding Requirements

- This project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Transportation Alternatives Program Guide.
- In accordance with Chapter 12.1.3 (Scoping Process Requirements) of the LAP Manual, the locality shall complete project scoping on or before 8/12/2019.
- This is a limited funds project. The Locality shall be responsible for any additional funding in excess of \$300,000
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- Eligible VDOT project expenses will be recovered as follows: 80% will be deducted from the federal allocation and 20% will be deducted from reimbursement requests.
- The DEPARTMENT will conduct all environmental studies necessary to complete an environmental document in compliance with the National Environmental Policy Act. The LOCALITY is responsible for implementing any environmental commitments from the environmental document. In addition, the LOCALITY is responsible for obtaining any water quality permits and conducting any required hazardous materials due diligence efforts. VDOT's estimated cost for the environmental document and studies will be provided to the locality and deducted from the project funds.
- For Transportation Alternatives projects, the LOCALITY shall maintain the project or have it maintained in a manner satisfactory to the Department for its useful life and make ample provisions each year for such maintenance unless otherwise agreed to by the DEPARTMENT. Failure to do so, or the sale of a TAP funded improvement prior to the expectations as identified in the TAP Guide, may require repayment of federal funds.
- In accordance with CTB policy, the project must be under construction by 10/1/2022 or the Federal Alternatives Funding may be subject to de-allocation.
- Any ineligible items identified throughout project development will not be reimbursable.

 10/4/18
Authorized Locality Official and Date

Authorized VDOT Official and Date

Michael C. Murphy
Typed or printed name of person signing

Typed or printed name of person signing

FY19/20 Surface Transportation Block Grant Set-Aside for Transportation Alternatives Program Projects Approval

Project Number	Sponsor	Applicant	Allocation Information	
Culpeper				
18008	Albemarle County	Albemarle County	project cost	\$512,094
	Construction of a pedestrian crosswalk on Avon St Extended (Rt 742) including pedestrian activated warning lights and segments of sidewalk on school property to provide safe access to Cale Elementary School		request amount	\$309,675
			allocation	\$309,675
18009	Albemarle County	Albemarle County	project cost	\$710,000
	Construction of a multi-use path connecting the Greer Elementary School and Jouett Middle School Campus to the existing bicycle and pedestrian facilities at the intersection of Hydraulic Road and Lambs Road and to Albemarle High School.		request amount	\$412,000
			allocation	\$412,000
18035	Fauquier County	Fauquier County	project cost	\$3,927,637
	Waterloo Bridge will be rehabilitated, preserving as much of its historic features as possible. The bridge will be removed from its current location, repaired off site, and then returned to its current location and reopened to vehicular traffic.		request amount	\$1,500,000
			allocation	\$1,500,000
18053	Rappahannock County	Rappahannock County	project cost	\$1,022,339
	Construction of a 1.2 mile, paved multi-use trail adjacent to Hwy. 211 connecting the Rappahannock County elementary and high schools.		request amount	\$815,871
			allocation	\$815,871
18129	City of Charlottesville	Charlottesville City	project cost	\$375,000
	Design and construction of a bicycle and pedestrian bridge over Meadow Creek to support the multi-use path from Hydraulic Rd to Brandywine Dr and also to connect the trail to Greenbriar Drive.		request amount	\$300,000
			allocation	\$300,000
18131	City of Charlottesville	Charlottesville City	project cost	\$1,114,949
	Construction of a multi use path along the north side of Route 250 Bypass from Hydraulic Road to McIntire Park.		request amount	\$400,000
			allocation	\$400,000
18054	Town of Warrenton	Warrenton Town	project cost	\$451,409
	Construct a multi-use bicycle and pedestrian trail along Waterloo Road that will connect local neighborhoods with Fauquier High School		request amount	\$361,127
			allocation	\$361,127

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



Agenda Date:	January 7, 2019
Action Required:	Appropriation
Presenter:	Chris Gensic, Parks and Recreation
Staff Contacts:	Chris Gensic, Parks and Recreation Brian Daly, Parks and Recreation Ryan Davidson, Office of Budget and Performance Management
Title:	TAP Grant for Construction of 250 Bypass Trail - \$500,000

Background:

The City of Charlottesville, through Parks and Recreation, has received an additional award from the Virginia Department of Transportation in the amount of \$400,000 to assist with efforts to construct a bicycle and pedestrian trail along the north side of the 250 bypass. The City will match this project in the amount of \$100,000, with (\$50,000) from the Trail Fund and (\$50,000) from the Bicycle/Pedestrian Fund for a total appropriation of \$500,000.

Discussion:

The City of Charlottesville has completed a bicycle, pedestrian and trail master plan that includes a bike/pedestrian commuter trail along the north side of the 250 bypass from Route 29 and Hydraulic Road to McIntire Road. The portion in western McIntire Park is nearly complete, the bridge over the railroad tracks is being built this year, and the portion from the railroad to the new interchange will be built within the year. The City applied for and has been awarded the funding to complete the section of trail between Hydraulic Road and Meadowbrook Heights/Dairy Bridge with this grant.

Community Engagement:

The bicycle, pedestrian and trail master plan was developed with multiple public meetings and was approved by council to be an addendum to the City Comprehensive Plan.

Alignment with City Council's Vision and Strategic Plan:

Construction of this trail will further council goals of being a Connected City by establishing a portion of the bicycle and pedestrian trail system that enhances our residential neighborhoods.

Budgetary Impact:

There is no impact to the General Fund. The required local match of \$100,000 will come from funding previously appropriated in the City's capital improvement program.

Recommendation:

Staff recommends appropriation of grant funds.

Alternatives:

If grants funds are not appropriated, Parks and Recreation will seek another funding source, and the project will be delayed by at least one year. Without assistance from this grant program, more local dollars will have to be expended in order to construct the trail, leaving less money for other improvements to the park.

Attachments:

Final Project Agreement

APPROPRIATION
TAP Grant for Construction of 250 Bypass Trail
\$500,000

WHEREAS, the City of Charlottesville, through Parks and Recreation, has been awarded \$400,000 from the Virginia Department of Transportation to construct a bicycle and pedestrian trail along the 250 bypass; and

WHEREAS, the City will match this grant in the amount of \$100,000 which will come from the Trail (PR-001) and Bike/Ped (CP-083) accounts.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$500,000 is hereby appropriated in the following manner:

Revenue

\$400,000	Fund: 426	WBS: P-00891	G/L Account: 430120
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Expenditures

\$400,000	Fund: 426	WBS: P-00891	G/L Account: 599999
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Transfer From

\$50,000	Fund: 426	WBS: PR-001	G/L Account: 599999
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\$50,000	Fund: 426	WBS: CP-083	G/L Account: 599999
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Transfer To

\$100,000	Fund: 426	WBS: P-00891	G/L Account: 599999
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BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$400,000 from the Virginia Department of Transportation.

FY19/20 Surface Transportation Block Grant Set-Aside for Transportation Alternatives Program Projects Approval

Project Number	Sponsor	Applicant	Allocation Information	
Culpeper				
18008	Albemarle County	Albemarle County	project cost	\$512,094
	Construction of a pedestrian crosswalk on Avon St Extended (Rt 742) including pedestrian activated warning lights and segments of sidewalk on school property to provide safe access to Cale Elementary School		request amount	\$309,675
			allocation	\$309,675
18009	Albemarle County	Albemarle County	project cost	\$710,000
	Construction of a multi-use path connecting the Greer Elementary School and Jouett Middle School Campus to the existing bicycle and pedestrian facilities at the intersection of Hydraulic Road and Lambs Road and to Albemarle High School.		request amount	\$412,000
			allocation	\$412,000
18035	Fauquier County	Fauquier County	project cost	\$3,927,637
	Waterloo Bridge will be rehabilitated, preserving as much of its historic features as possible. The bridge will be removed from its current location, repaired off site, and then returned to its current location and reopened to vehicular traffic.		request amount	\$1,500,000
			allocation	\$1,500,000
18053	Rappahannock County	Rappahannock County	project cost	\$1,022,339
	Construction of a 1.2 mile, paved multi-use trail adjacent to Hwy. 211 connecting the Rappahannock County elementary and high schools.		request amount	\$815,871
			allocation	\$815,871
18129	City of Charlottesville	Charlottesville City	project cost	\$375,000
	Design and construction of a bicycle and pedestrian bridge over Meadow Creek to support the multi-use path from Hydraulic Rd to Brandywine Dr and also to connect the trail to Greenbriar Drive.		request amount	\$300,000
			allocation	\$300,000
18131	City of Charlottesville	Charlottesville City	project cost	\$1,114,949
	Construction of a multi use path along the north side of Route 250 Bypass from Hydraulic Road to McIntire Park.		request amount	\$400,000
			allocation	\$400,000
18054	Town of Warrenton	Warrenton Town	project cost	\$451,409
	Construct a multi-use bicycle and pedestrian trail along Waterloo Road that will connect local neighborhoods with Fauquier High School		request amount	\$361,127
			allocation	\$361,127

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	January 7, 2019
Action Required:	Appropriation
Presenter:	Sunny Hwang, Interim Director Department of Information Technology
Staff Contacts:	Sunny Hwang, Interim Director Department of Information Technology Ryan Davidson, Senior Budget and Management Analyst
Title:	Funding Requirements for Microsoft Office 365 Licensing - \$53,774

Background:

The Department of Information Technology (I.T.) has worked with the City Manager's Office, City departments, and the City of Charlottesville Innovation Team to help enhance operational efficiency, departmental collaboration, employee communication and citizen engagement. As part of this initiative, Microsoft Office 365, a cloud-based suite of collaboration tools including email, office suite, online document management and storage system has been implemented. City I.T. seeks appropriation of \$53,774 of the IT Operations Fund Balance to purchase the additional Office 365 licenses that will be needed to account for growth and also to provide this service to all city employees, including those without City-issued PCs.

Discussion:

City departments have expressed a growing need to close the existing operational gap and have requested to extend Office 365 services to all city employees in order to increase employee engagement, facilitate training, and enhance communication.

In the past several months, City I.T. staff has studied licensing options, reconciled existing accounts, and worked closely with City departments to determine the appropriate type and number of Microsoft licenses. I.T. estimates that an additional 500 licenses will be needed to facilitate completion of this project. The additional users include field operations personnel, bus drivers, permanent part-time employees, the inclusion of Social Services (which was not previously part of our licensing agreement), and licenses to account for additional positions added over the past several years.

Alignment with City Council's Vision and Strategic Plan:

The project supports City Council's "Smart, Citizen Focused" vision. In addition, it contributes to Goal 5 of the Strategic Plan to integrate effective business practices and strong fiscal policies, recruit and cultivate a high quality and diverse workforce, provide responsive customer service and foster effective community engagement. Collaboration tools in Office 365 are currently being utilized in staff/citizen partnerships such as the Minority Business Task Force.

Community Engagement:

Not applicable.

Budgetary Impact:

Funding for the additional licenses will be appropriated from the existing fund balance in the Information Technology Fund. If not approved the General Fund would be have to absorb these costs (\$53,774).

Recommendation:

Staff recommends approval and appropriation of I.T. Operations fund balance for Office 365 licenses.

Alternatives:

If I.T. Operations fund balance is not appropriated, cost would have to be absorbed by the General Fund or the Microsoft Office 365 services would not be able to be offered to all city employees.

Attachments:

Appropriation.

APPROPRIATION

**Appropriation of Information Technology Fund Balance for Office 365 Licenses
\$53,774**

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of up to \$53,774 in Information Technology fund balance, will be transferred to the General Fund to be used as funding for the Office 365 licensing and shall be hereby appropriated in the following manner:

Revenues - \$53,774

Fund: 105 Cost Center: 2141001000 G/L Account: 498010

Expenditures - \$53,774

Fund: 105 Cost Center: 2141001000 G/L Account: 519999

BE IT ALSO RESOLVED that the fund balance transfer from the Information Technology fund is hereby appropriated in the following manner;

Expenditure - \$53,774

Fund: 705 Cost Center: 2101001000 G/L Account: 561105

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



Agenda Date:	January 22, 2019
Action Required:	Appropriation of Grant Funds
Presenter:	Amanda Poncy, Neighborhood Development Services
Staff Contacts:	Amanda Poncy, Neighborhood Development Services
Title:	VDOT BPSP Grant for bicycle and pedestrian improvements Monticello Ave/Ridge Street – \$209,500 Monticello/2nd Street - \$338,230

Background:

On September 6, 2016, City Council approved a Resolution of Support to apply for Pedestrian Safety Improvements Funding under the Virginia Department of Transportation (VDOT) Bicycle and Pedestrian Safety Program (BPSP). The purpose of the BPSP is to evaluate proposals addressing non-motorized crashes and risks in Virginia. Proposals target the reduction in the number and severity, or the risk of and exposure to crashes. The intent of the BPSP is to promote proposals that address a known safety or accommodation issue, are smaller in scale, and can be completed quickly.

In June 2017, the City received notice that 6 of the 8 intersections that were submitted received funding in FY22/23. The city requested that two of the intersections be accelerated to align with local repaving efforts on Monticello Avenue. VDOT was able to expedite \$547,730 in FY19/20 to design and construct pedestrian improvements on Monticello Avenue at Ridge Street (\$209,500) and Monticello/Ave 2nd Street (\$338,230). The city intends to fund preliminary engineering for both intersections with local CIP budget (P-00818) in order to start the project in a more timely fashion.

Discussion:

The projects that were submitted for BPSP funding in 2016 were identified based on the results of the Timmons Group ADA Pedestrian Signal study and the Streets that Work Plan recommendations. Each intersection will be reconstructed with ADA compliant curb ramps, pedestrian pushbuttons, and crosswalk and bicycle pavement marking improvements.

The following intersections were submitted as part of the grant application:

- a. Monticello/Ridge (also SIA)
- b. Monticello/2nd Street (also SIA)
- c. Cherry/Ridge (concurrent development project)
- d. Preston/Harris
- e. Preston/4th

- f. Preston/Ridge
- g. Preston/10th
- h. Grady/10th

In June 2017, staff was notified that the following intersections were awarded for FY20-23:

- a. Monticello/Ridge (also SIA)
- b. Monticello/2nd Street (also SIA)
- c. Cherry/Ridge (concurrent development project)
- d. Preston/Harris
- e. Preston/10th
- f. Grady/10th

Earlier this year, the city requested that improvements on Monticello Avenue be accelerated in order to align with scheduled maintenance on Monticello Ave. VDOT was able to accommodate the request and has executed project agreements and available funding \$547,730 for the Monticello Avenue/Ridge Street intersection (\$209,500) and the Monticello Ave/2nd Street intersection (\$338,230).

While BPSF funding does not require a local match, we are funding Preliminary Engineering with CIP budget from the SIA Implementation project (P-00818) in the amount of \$65,891.50 in order to accelerate project implementation and provide construction contingency funds should project costs be higher than anticipated when the grant application was developed. A scope of work and purchase order has been issued to Timmons Group so that work can begin in January 2019.

Alignment with City Council's Vision and Strategic Plan:

The program supports City Council's Vision to be "A leader in innovation, environmental sustainability, and social and economic justice, and healthy race relations" through the following vision statements "Economic Sustainability," "Green City," "America's Healthiest City" and "Connected Community." It would contribute to Goal 2 of the Strategic Plan, Be a safe, equitable, thriving, and beautiful community and objectives 2.3. Provide reliable and high quality infrastructure and 2.6. Engage in robust and context sensitive urban planning. It also contributes to Goal 3 of the Strategic Plan, to be a beautiful and sustainable natural and built environment, and objective 3.3 to provide a variety of transportation and mobility options. Lastly, these projects align with goals within the Comprehensive Plan, including the Strategic Investment Area Plan, Streets that Work Plan, and Bicycle and Pedestrian Master Plan.

Community Engagement:

The BPSF projects draw heavily from the recommendations included in the Streets that Work Plan, which had extensive community outreach. A full account of the public engagement process is available at www.charlottesville.org/streetsthatwork under the Streets That Work Community Process tab. The Monticello Avenue projects were also identified in the Strategic Investment Area Plan. Community members will continue to be engaged throughout the design and construction process.

Budgetary Impact:

No additional City funding needs to be appropriated as the BPSP funding does not require a local match. The Preliminary Engineering, in the amount of \$65,891.50, would be funded from the previously appropriated CIP funding in the SIA Implementation project.

Recommendation:

Staff recommends approval and appropriation of VDOT grant.

Alternatives:

If grant funds are not appropriated, the project will not be implemented.

Attachments:

Appropriation

APPROPRIATION

Virginia Department of Transportation (VDOT) Bicycle and
Pedestrian Safety Program (BPSP)
Monticello Ave/Ridge Street – \$209,500
Monticello/2nd Street – \$338,230

WHEREAS, the Bicycle and Pedestrian Safety Program (BPSP), provides Federal funding for intersection improvements that target the reduction in the number and severity, or the risk of and exposure to crashes, and has awarded the City of Charlottesville \$547,730 for such improvements; and

WHEREAS, the BPSP program is a 100% reimbursement program requiring the City to meet all federal guidelines to qualify; and

WHEREAS, the City desires to fund design with local CIP to accelerate project implementation to align with scheduled roadway maintenance;

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

Revenues

\$209,500	Fund: 426	WBS: P-01006	G/L Account: 430120
\$338,230	Fund: 426	WBS: P-01007	G/L Account: 430120

Expenses

\$209,500	Fund: 426	WBS: P-01006	G/L Account: 519999
\$338,230	Fund: 426	WBS: P-01007	G/L Account: 519999

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CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	January 22, 2019
Action Required:	Approval and Appropriation
Presenter:	Kaki Dimock, Acting Assistant City Manager
Staff Contacts:	Kaki Dimock, Acting Assistant City Manager
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, 2018 – June 30, 2020.

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:

Sub Grant agreement and amendment are attached.

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: 1900322 (H.O.P.W.A.) G/L: 430120 Federal Pass-Thru State

Expenditures

\$213,012 Fund: 209 IO: 1900322 (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 19-HW-303
(July 1, 2018 to June 30, 2020)**

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 was identified as part of the community's emergency response system to homelessness in the 2018-2020 Homeless and Special Needs Housing (HSNH) Housing Opportunities for Persons With AIDS (HOPWA) application submitted by the lead agency (or designee) of the continuum of care (CoC) or balance of state local planning group (LPG). Activities funded through this grant will be provided at the Grantee location(s) identified in DHCD's Centralized Application Management System (CAMS).

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 2018; the federal grant number is VAH18F999 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 2018-2020 Homeless and Special Needs Housing Guidelines document including the Housing Opportunities for Persons With AIDS (HOPWA) Program Guidelines section, 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 2018-2020 Homeless and Special Needs Housing Guidelines document including the Housing Opportunities for Persons With AIDS (HOPWA) Program Guidelines section, 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
* See guidelines for details related to cost categories.	

I. Conditions

A. Service Provision

Sub-grantee is responsible for coordination of HSNH HOPWA activities with other HSNH HOPWA Sub-grantees and mainstream resources. Sub-grantee must assure non-duplication of services with other HSNH 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 2018-2020 Homeless and Special Needs Housing - Housing Opportunities for Persons With AIDS (HOPWA) application for the July 1, 2018 through June 30, 2020 program years. The Sub-grantee must submit, for approval by DHCD, a program budget for the 2018-2019 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 bi-monthly reimbursement schedule determined by the Sub-grantee. The option selected should be adhered to throughout the year. Supporting documentation must clearly indicate the period for which the reimbursement is requested.

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 Homeless Management Information System or comparable system (as defined in the HSNH-HOPWA Guidelines) and regional continuum 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 ≤\$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 ≥\$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. State Not Liable

The Grantee shall hold harmless the Commonwealth of Virginia, DHCD, its agents and employees from any and all claims and demands based upon or arising out of any action by the Grantee, its employees, agents or contractors.

L. 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.

M. Termination, Suspension, Conditions

This Sub-grantee Agreement shall remain in effect from the date of the signing of the grant agreement until June 30, 2019. 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.

N. 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.

O. 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.

P. 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.

Q. Religious Influence

The Grantee may not engage in inherently religious activities, such as worship, religious instruction, or proselytization as part of the programs or services funded under HOPWA. If an organization conducts these activities, then they must be offered separately, in time or location, from the programs or services funded under HOPWA and participation must be voluntary for program participants.

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), 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:
 - 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)

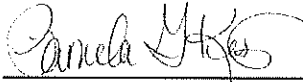
(i) McKinney-Vento Homeless Assistance Program Regulations;

(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

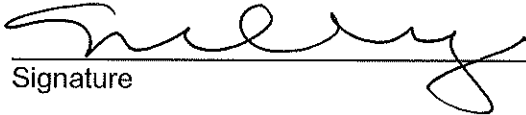


Pamela G. Kestner, Deputy Director

August 31, 2018

Date

City of Charlottesville



Signature

Michael C. Mupp

Name (printed or typed)

Interim City Manager

Title

9/11/18

Date

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



Agenda Date:	January 22, 2019
Action Required:	Appropriation of Grant Funds
Presenter:	Hollie Lee, Chief of Workforce Development Strategies
Staff Contacts:	Hollie Lee, Chief of Workforce Development Strategies
Title:	Virginia Department of Social Services (V.D.S.S.) Employment for Temporary Aid to Needy Families (T.A.N.F.) Participants Grant - \$66,623.53

Background:

In 2017, the City of Charlottesville, through the Office of Economic Development, received a matching grant for \$50,000 from the Virginia Department of Social Services in order to provide workforce development training to individuals residing in the City of Charlottesville living at or below 200% poverty. The grant required a 15 percent match of local dollars, with funding being used for workplace readiness/productivity skills training, specific technical training, and/or supportive services required for employment (e.g., childcare, transportation, rental assistance, etc.). One hundred percent of the funds were expended between July 1, 2017 and June, 30 2018. Funding for the local match in the amount of \$16,667 was from the Workforce Investment Fund (P-00385). Grant funding was used to support 26 individuals in the following programs during FY 2018: GO Driver 7, GO Driver 8, GO Driver 9, and GO Skilled Trades Academy.

VDSS renewed this grant to the OED for the new fiscal year (July 2, 2018 to June 30, 2019) in the same amount of \$50,000. The OED matched the grant in the amount of \$16,667 from the Workforce Investment Fund (P-00385). Funding is currently being used for training programs and supportive services. Two programs, GO Driver 10 and GO Cook 2, which graduated eleven individuals collectively were run during the 6th quarter of the grant (October 2018 to December 2018).

Even more recently, VDSS expanded the funding pool and issued a Request for Proposal (RFP-BEN-19-024) for additional funding available from January 1, 2019 to June 30, 2020. The OED submitted a grant proposal in November 2018 and was recently sent an Intent to Award \$56,630 as part of this RFP process. This also requires a 15 percent match of local dollars, or \$9,993.53, for the total grant amount. The match will once again be made from the Workforce Investment Fund (P-00385). The funding will be used to enhance the hours of one part-time staff person in the Downtown Job Center from 20 to 40 hours per week so that this person can help manage GO programs. From January 2019 to June 2020, this will account for \$26,113 of the awarded grant funds. The remaining portion, \$30,517, will be used to fund additional GO training programs.

Please note the Intent to Award notice was received on Friday, January 11, 2019, and it is required that this notice be signed by Thursday, January 17, 2019. Because of the short turnaround time and the history the OED has with receiving grants from VDSS, Assistant City Manager Leslie Beauregard, has signed the notice in order to meet the deadline.

Discussion:

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

In an effort to make progress towards this recommendation, the OED has been actively engaged in developing jobs-driven workforce development training programs in partnership with local employers. The flagship program, GO Driver, has been conducted nine times and trains City residents to get their Class B Commercial Driver's License and become Relief Transit Bus Operators with Charlottesville Area Transit (CAT) and/or Pupil Transportation at a rate of \$15.97 per hour. In addition to technical training, GO programs also include assistance with supportive services such as rental assistance, car repair, exam fees, etc. These costs, which average about \$200 per participant, are also included as part of the programming. Other programs, such as GO Cook and/or a GO Skilled Trades Academy, will also be funded using grant funds.

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: Albemarle County, Piedmont Virginia Community College, Piedmont Workforce Network/Goodwill Industries of the Valleys, the Virginia Workforce Center – Charlottesville, Charlottesville Works Initiative, and employer partners. None of the work that is currently being done could be possible without this strong community engagement.

Budgetary Impact:

There is no impact to the General Fund. The required match of \$9,993.53 will come from previously appropriated funds in the Workforce Investment Fund (P-00385). All funds will be appropriated to the grants fund.

Recommendation:

Staff recommends approval and appropriation of grant funds.

Alternatives:

If grant funds are not appropriated, more local dollars will have to be used for training or fewer low-income, underemployed City residents will be able to be trained. Additionally, the OED will not have the additional staff hours needed to support the training programs.

Attachments:

- VDSS BEN-19-024 Notice of Intent
- RFA Contract with Mod City of Charlottesville

APPROPRIATION

**Virginia Department of Social Services (V.D.S.S.) Employment for Temporary Aid to
Needy Families (T.A.N.F.) Participants Grant
\$66,623.53**

WHEREAS, the City of Charlottesville has received funds from the Virginia Department of Social Services in the amount of \$56,630 requiring a \$9,993.53 in local in-kind match provided by the Office of Economic Development through the Workforce Investment Fund; and

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

WHEREAS, the grant award covers the period from January 1, 2019 and June 30, 2020;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$66,623.53 is hereby appropriated in the following manner:

Revenue – \$56,630

\$56,630	Fund: 209	IO: 1900284	G/L: 430120 State/Fed pass thru
\$56,630	Fund: 209	IO: 1900284	G/L: 498010 Transfers from Other Funds

Expenditures - \$66,623.53

\$66,623.53	Fund: 209	IO: 1900284	G/L: 599999 Lump Sum
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Transfer From - \$9,993.53

\$9,993.53	Fund: 425	WBS: P-00385	G/L: 561209 Transfer to State Grants
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BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$56,630 from the Virginia Department of Social Services and the matching in-kind funds from the Office of Economic Development through the Workforce Investment Fund.



COMMONWEALTH of VIRGINIA

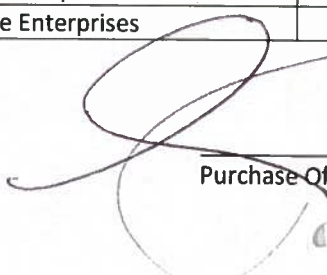
DEPARTMENT OF SOCIAL SERVICES

NOTICE OF INTENT TO AWARD

Date January 11, 2019

Commodity: Employment for TANF Participants
In Response to RFA No. BEN-19-024

Career Support Services	\$ 482,625.00
City of Charlottesville	\$ 56,630.00
City of Hampton	\$ 230,849.60
City of Lynchburg	\$ 163,204.79
City of Martinsville	\$ 271,203.83
City of Norfolk	\$ 410,714.00
City of Williamsburg	\$ 159,302.61
Danville Community College	\$ 257,518.48
Louise W. Eggleston Center	\$ 88,272.41
Job Assistance Center	\$ 297,010.38
Literacy Council of Northern VA	\$ 104,004.63
Melwood	\$ 248,558.27
MVLE	\$ 216,702.81
Newport News - CSB	\$ 896,802.58
Northern Virginia Family	\$ 402,008.58
NW Works	\$ 284,041.13
Service Source	\$ 184,041.05
Skillsource Group	\$ 241,070.40
The Choice Group	\$ 280,938.71
Worksource Enterprises	\$ 96,585.59



Purchase Officer or Contract Officer

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF SOCIAL SERVICES**

SUBAWARD AGREEMENT

Agreement Number: BEN-19-024-02

THIS AGREEMENT for a subgrant award is entered into this 22nd day of January 2019, by the City of Charlottesville., Office of Economic Development, hereinafter called the “Subrecipient” and Commonwealth of Virginia, Department of Social Services, Division of Benefit Programs called the “VDSS or Grantee.”

WITNESSETH that the Subrecipient and the VDSS, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF AGREEMENT: The Subrecipient shall provide the services to the VDSS as set forth in the Agreement Documents.

PERIOD OF PERFORMANCE: From January 22, 2019 through June 30, 2020

COMPENSATION AND METHOD OF PAYMENT: The Subrecipient shall be paid by the VDSS a maximum reimbursement of \$56,630.00 upon submission of itemized invoices as specified in Section X- Payment Terms of the Request for Applications (RFA).

The agreement documents shall consist of:

- (1) This signed form;
- (2) The Request for Application dated October 5, 2018
- (3) Addendum #1, Dated October 16; #2 dated October 30; #3 dated November 6; #4 dated November 11; #5 dated November 13 and #6 dated November 26.
- (4) The Subrecipient’s Application dated November 14, 2018 and the following negotiated modifications to the Application, all of which documents are incorporated herein.
 - a) Reference Attachment A: The Activities/Outcomes Work Plan shall be replaced with the revised Activities/Outcomes Work Plan – Attachment A.1
 - b) Reference Attachment B: The Project Budget, pages 1-7, shall be replaced with the revised Budget(s) – Attachment B.1, pages 1-7.

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

CITY OF CHARLOTTESVILLE
OFFICE OF ECONOMIC DEVELOPMENT

VIRGINIA DEPARTMENT OF SOCIAL SERVICES

BY: _____
(Signature)

BY: _____
(Signature)

NAME: _____
(Print)

NAME: _____
(Print)

TITLE: _____

TITLE: _____

DATE: _____

DATE: _____

Note: Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.e in General Condition C Anti-Discrimination. Such a request shall be in writing and explain why an exception should be made in that request for proposal or request for application.

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



Agenda Date:	January 22, 2019
Action Required:	Approve Resolution
Presenter:	Jay James, Bridge Ministry, Board Chairman
Staff Contacts:	Leslie Beauregard, Assistant City Manager Ryan Davidson, Sr. Budget and Management Analyst
Title:	Resolution for Bridge Ministry Funding Allocation - \$17,400

Background:

The Bridge Ministry requested funding through the A.B.R.T. process for the F.Y. 2018 budget cycle and as part of the F.Y. 2018 Budget, City Council elected to fund the Bridge Ministry at \$34,800. Based upon the F.Y. 2018 Funding Agreement between the City and the Bridge Ministry, staff released the first half of the appropriated funding (\$17,400) to the Bridge Ministry and was withholding the remaining funding pending the completion of the audit. Since the audit was not completed prior to the end of F.Y. 2018 the remaining funds were not released.

The Bridge Ministry is requesting the release of the remaining City funding of \$17,400 that was appropriated in F.Y. 2018, to go towards their audit. Staff is recommending that half of the remaining funding (\$8,700) be released now following Council approval. The remainder of the funding would be released after the Bridge Ministry has demonstrated progress on their audit within the timeline that was stated. Sufficient progress would be determined either through providing the City with paid invoices from their auditors for work performed or some other mean to show that progress is being made. Staff is also recommending that a revised funding agreement specifying all conditions be drawn up and signed by both the City and Bridge Ministry, once Council approves the release of the funding and before the first payment is made.

Discussion:

The City of Charlottesville has a requirement for all agencies receiving funding through the A.B.R.T. process, that if an organization's budget is over a certain threshold, there is an audit by an independent certified public accountant every year, and if they are under that threshold an audit is conducted at least every three years. For F.Y. 2018 that threshold was \$200,000, and the Bridge Ministry's F.Y. 2018 A.B.R.T. application projected a budget of \$585,000, which triggered the requirement for an annual audit. During the application review process it was discovered that the Bridge Ministry had not had an audit in over 10 years so the agency it did not meet the audit requirements to receive funding. It was determined that in order to meet this requirement for the receipt of funding the Bridge Ministry would be required to complete an audit prior to a certain date.

All outside agencies that receive funding through the Budget process (regardless of application score) are required to sign an annual funding agreement that lays out all of the conditions and expectations for both the City and the agency. The condition of the completion of an audit was included in the formal F.Y. 2018 Funding Agreement between the City and Bridge Ministry. As part of this the agreement the Bridge Ministry agreed to have a full financial audit of 2016 completed by a Certified Professional Accountant by no later than October 1, 2017.

In September of 2017 after initially looking into the cost and complexity of the audit for their organization the Bridge Ministry requested an extension, and if possible waiver, of the audit requirement for FY 2018. Staff reviewed this request and denied the request for the waiver of the audit requirement, but did agree to the request to extend the deadline to January 31, 2018. This decision was based on several factors (all of which were communicated to the Bridge Ministry):

1. Past precedent where we have denied other agencies requests to waive the audit requirement (PHAR, Light House Studio, and Jefferson School being examples).
2. The fact that this is the first year of City funding for the agency and it has been almost 10 years since the last full audit for the agency.
3. That one of the main concerns of the Agency Budget Review Team related to this application was the fiscal stability and sustainability of this program.

Through conversations with staff, City Council indicated that they did support providing the remaining appropriated F.Y. 2018 funds to the Bridge Ministry so that the organization could complete their audit. And that City Council did not want to waive the audit requirement of the original agreement. In May of 2018 City staff, Leslie Beauregard and Ryan Davidson, met with Rydell Payne from the Bridge Ministry, where the waiver of the audit requirement was again discussed. Staff recommended that the Bridge Ministry send a direct request to Council, requesting the waiver of the audit and informing Council of their exact plans for the funding. On May 30 2018, Jay James of the Bridge Ministry sent an email request to City Council (attached) requesting release of the remaining appropriated F.Y. 2018 funding. At that time the Bridge Ministry also informed the City that they did indeed intend to conduct an audit and planned to begin that process in the fall of 2018 and have it completed by no later than July of 2019. Following that request there was no indication from Council to staff that the funds should be sent and to waive the audit requirement.

City staff Leslie Beauregard and Ryan Davidson, along with Councilors Galvin and Hill met with the Bridge Ministry on October 3, 2018. Bridge Ministry was represented by Rydell Payne, Jay James, and William Washington. They agreed to use the remaining City funding of \$17,400, that was appropriated in F.Y. 2018, to go towards their audit. Also at that meeting the Bridge Ministry stated that the audit would be done on the F.Y. 2017 financials and would be completed by the beginning of calendar year 2019.

Staff is recommending that half of the remaining funding (\$8,700) be released now following Council approval. The remainder of the funding would be released after the Bridge Ministry has demonstrated progress on their audit within the timeline that was stated. Sufficient progress would be determined either through providing the City with paid invoices from their auditors for work performed or some other mean to show that progress is being made. Staff is also recommending that a revised funding agreement specifying all conditions be drawn up and signed by both the City and Bridge Ministry, once Council approves the release of the funding and before the first payment is made.

Since the original funding was appropriated as part of the F.Y. 2018 City budget, these funds are no longer available as the fiscal year has now ended. Funding for this agreement would have to come from already appropriated F.Y. 2019 funds in the Citywide Reserve.

Alignment with City Council's Vision and Strategic Plan:

The program supports City Council's "A Center for Lifelong Learning" vision. It contributes to Goal 1 of the Strategic Plan, to be an inclusive community of self-sufficient residents.

Community Engagement:

The initial funding was completed as part of the F.Y. 18 budget process which involved several public meetings including public hearings and worksessions.

Budgetary Impact:

No additional General Fund dollars will need to be appropriated as the \$17,400 in funding would come from already appropriated funds in the Citywide Reserve.

Recommendation:

Staff recommends approval of the resolution and the release of the funding conditioned upon the completion and signing of a funding agreement with the Bridge Ministry, that specifies all conditions that must be met for the release of further funding.

Alternatives:

Not release the \$17,400 in additional funding to the Bridge Ministry.

Attachments:

Resolution
F.Y.18 Funding Agreement between the City and Bridge Ministry

RESOLUTION
Bridge Ministry Funding Allocation
\$17,400

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia that the sum of \$17,400 is hereby paid to the Bridge Ministry from currently appropriated funds in the Citywide Reserve in the General Fund as follows:

\$17,400 Fund: 105 Cost Center: 1631001000 G/L Account: 599999

BE IT FURTHER RESOLVED that the release of these funds is conditioned upon the Bridge Ministry demonstrating progress on their audit within the timeline that was stated. Release of funding is also conditioned upon a revised funding agreement specifying all conditions be drawn up and signed by both the City and Bridge Ministry.



Agency: Bridge Ministry

Re: FY 2018 Funding Agreement

FY 18 Funding: \$34,800

The governing body of the City of Charlottesville has appropriated the above funding amounts to be distributed in Fiscal Year 2018 (July 1, 2017 – June 30, 2018) subject to the following terms and conditions:

1. Funds are to be used for the specific program(s) described in the FY 2018 Program Funding Application submitted to the City of Charlottesville.
2. Funding for this program is contingent upon the following financial information:
 - a. Financial statements from the most recent fiscal year including revenue, expenses, and current capital and operating reserves for the agency, to be received no later than July 1st.
 - b. Completion of, and receipt by the City of, a full financial audit of 2016 by a Certified Professional Accountant by no later than October 1, 2017.
3. Funding for this program for FY 2018 is contingent upon the receipt and review of quarterly reports by the City Office of Budget and Performance Management. The quarterly reports, at a minimum, should include the following:
 - Reports programming provided, including a brief description of the program and beneficiary figures;
 - The following data:
 - i. # of men served in each phase during the quarter
 - ii. # of men admitted during the quarter
 - iii. # of men graduating within the quarter
 - iv. # of men terminated unsuccessfully during the quarter
 - v. # of Phase 3 men employed
 - vi. # of men who remain crime free at one year
 - vii. # of men who remain clean and sober at one year.
 - Brief description of how City funds were used.

Quarterly reports are due by the following dates:

October 15, 2017

January 15, 2018

April 15, 2018

The first payment of \$8,700 will be released on July 1, 2017. Subsequent payments will be released once the full audit is received and the quarterly reports are received and determined to indicate satisfactory progress.

4. If there are any significant changes to the agency/program being funded (i.e., vacancies or changes in key staff, major program modifications, fiscal challenges, etc.), the Office of Budget and Performance Management must be notified of such changes within 30 days.
5. By accepting the funds the recipient represents and gives assurance that it does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any activities or operations funded in whole or in part by the City of Charlottesville. This policy against discrimination applies to both applicants for and participants in any City-funded program.

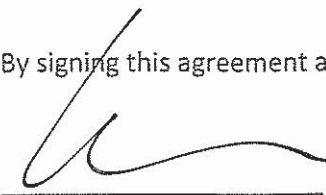
This Funding Agreement shall not be interpreted as prohibiting the acceptance of City funds for a program designed and intended to be gender specific.

6. In the event the Agency fails to perform any of the above terms and conditions, the City reserves the right
 - a. to suspend future payments to the Agency; and/or
 - b. to demand the return and repayment of any funds previously paid to the Agency hereunder. Upon any such demand, the Agency shall promptly return and repay the funds so demanded.

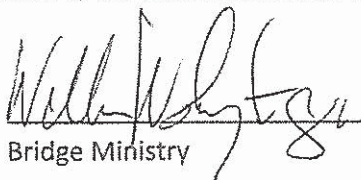
This signed Agreement must be received no later than Friday, May 26, 2017. Mail or scan and email the original signed Agreement to:

Ryan Davidson
Office of Budget and Performance Management
PO Box 911
Charlottesville, VA 22902
Fax: 434-970-3890
davidson@charlottesville.org

By signing this agreement all parties agree to adhere to the above terms and conditions.



City of Charlottesville



Bridge Ministry

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



Agenda Date:	January 22, 2019
Action Required:	Resolution
Presenter:	Alex Ikefuna, NDS Director
Staff Contacts:	Alex Ikefuna, NDS Director
Title:	Capital Fund Transfer from SIA Implementation Account for Form-Based Code Contract Amendment - \$42,553

Background:

Staff completed a series of community engagement process with the Charlottesville Redevelopment and Housing Authority (CRHA) and Public Housing Association of Residents (PHAR) residents in October, 2018. Following the engagement process, staff met with the consultants on October 11 to discuss residents' feedback. It was agreed that the Form-Based Code should be presented to the CRHA and PHAR Boards of Directors since they are the key decision makers and voices for CRHA neighborhoods. Additionally, they are best equipped to provide constructive feedback on the proposed Form-Based Code as it relates to their properties in the SIA. Due to the additional work required to prepare for these engagements with the CRHA and PHAR Boards, staff is requesting amendment to the contract to allow the Smart Growth America (Consultant) to undertake additional work (proposal attached). Staff is also requesting for additional \$10,000 for adoption process. The modification would result in additional \$42,553.

Discussion:

Staff is requesting approval from the City Council to transfer \$42,553 in funding previously appropriated to the City' Capital Improvement Program for the SIA Implementation project, to the Form-Based Project account to undertake the following activities: leadership presentations, stakeholders' open houses, completion of a Form-Based Code for the Strategic Investment Area, Phase 1, and adoption process. The revised scope of work will include the following tasks:

1. Presentations to CRHA and PHAR Boards.
2. Visualization of Form-Based Code/build out
3. Estimate of affordable housing build out of IX Park.
4. Joint City Council/Planning Commission presentation and work session
5. Two (2) stakeholders open houses.
6. Complete the Form-Based Code and Provide Technical Assistance
7. Adoption process

Alignment with City Council's Vision and Strategic Plan:

As this project is associated with the Small Area Plan implementation and Comprehensive Plan, all aspects of the Council Vision are addressed in one way or another. It also contributes to Goal 5 of the Strategic Plan, A well-managed and responsive organization and Objective 5.4: Foster effective community engagement.

Community Engagement:

There has been several community engagement processes in the SIA, including with residents of the CRHA and PHA neighborhoods. Additionally, more community engagement process will occur as part of the overall Form-Based Code completion and adoption.

Budgetary Impact:

No new funding is being requested. The funds will be transferred from previously appropriated funding for SIA Plan implementation in the Capital Improvement Program account to the SIA Form-Based Code project account.

Recommendation:

Staff recommends approval and transfer of funding to Form-Based Code account. .

Alternatives:

The alternative will be not to approve the request, a measure that may impact the completion of the Form-Based Code project.

Attachments:

Resolution

RESOLUTION

**Transfer from SIA Implementation Account for Form-Based Code Contract Amendment
\$42,553**

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the additional funding for the Strategic Investment Area Form-Based Code and housing strategy workshops is hereby transferred in the following manner:

Transfer From:

\$42,553 *Fund: 426* *WBS: P-00818* *G/L Account: 599999*

Transfer To

\$42,553 *Fund: 426* *WBS: P-00947* *G/L Account: 599999*

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



Agenda Date:	January 7, 2019
Action Requested:	Public Hearing and Ordinance (1 st reading)
Presenter:	John Blair, City Attorney Tony Edwards, Manager, Engineering Division
Staff Contacts:	Tony Edwards, Manager, Engineering Division
Title:	Release of 1985 Stormwater Detention Easement in Seminole Square Shopping Center

Background:

The Towers Limited Partnership, owner of Seminole Square Shopping Center (City Tax Map 41C, Parcel 3.1), and Pepsi Bottling Company, owner of the Pepsi Bottling Plant near Seminole Square (City Tax Map 41C, Parcel 3), hereinafter collectively the “Owners”, are requesting City Council to release a stormwater detention easement granted to the City in 1985 when Seminole Square was being developed. In connection with planned site improvements, including construction of retaining walls in the general location of the existing easement, the Owners were each granted critical slope waivers by City Council on October 2, 2017. The critical slope waivers were conditioned upon the Owners petitioning Council to abandon the 1985 stormwater detention easement, thereby transferring the burden of maintenance from the City to the Owners.

Discussion:

The Departments of Public Works, Neighborhood Development Services/Engineering, and Public Utilities were asked to review and comment on the proposed release of the subject easement. There were no staff objections to releasing the easement because the City would be relieved of any maintenance responsibility for the stormwater detention facility – the site plan still requires stormwater detention but the Owners would have to maintain it. The proposed ordinance to release the easement is conditioned upon approval of the final site plan to ensure that replacement stormwater management structures are built and maintained by the property owner.

Community Engagement:

A public hearing is being held to give the public an opportunity to comment on the release of the 1985 Stormwater Detention Easement. Notice of the public hearing was advertised as required under Virginia Code Sec. 15.2-1800(B).

Budgetary Impact:

None.

Recommendation:

Staff recommends approval of the Ordinance.

Attachments:

Ordinance
1985 Plat Showing the Stormwater Detention Easement
Resolutions Approving Critical Slope Waivers on October 2, 2017

**AN ORDINANCE
RELEASING THE 1985 STORMWATER DETENTION EASEMENT
ACROSS PROPERTIES KNOWN AS SEMINOLE SQUARE SHOPPING CENTER
AND PEPSI BOTTLING PLANT**

WHEREAS, Towers Limited Partnership and Pepsi Bottling Company, hereinafter the “Owners” own property designated as City Tax Map Parcel 41C003100 (Seminole Square Shopping Center) and City Tax Map Parcel 41C003000 (Pepsi Bottling Company), respectively, hereinafter the “Property”; and

WHEREAS, the Owners have asked the City to release the 1985 Stormwater Detention Easement (“Easement”) crossing the Property, said easement being shown on a plat of record in the Charlottesville Circuit Court Clerk’s Office in Deed Book 470, Pages 807-808; and

WHEREAS, the Easement to the City was created in 1985 to provide stormwater detention facilities, which the City has maintained, as part of the development of the Seminole Square Shopping Center; and

WHEREAS, City Council approved two (2) resolutions on October 2, 2017 granting critical slope waivers to the Owners, conditioned upon the Owners accepting maintenance of the stormwater detention facilities and petitioning City Council to release the existing 1985 Easement; and

WHEREAS, Towers Limited Partnership submitted a site plan for redevelopment of Seminole Square Shopping Center which includes alternative stormwater management facilities to replace the existing 1985 stormwater detention facility; and

WHEREAS, City staff have reviewed the request to release the Easement, and have no objection to the release of the 1985 Easement because it would relieve the City of the burden of maintenance, but still provide management of stormwater through the new site plan; now, therefore

BE IT ORDAINED that the Mayor is hereby authorized to sign a Deed of Release, in form approved by the City Attorney, to release the above-described Stormwater Detention Easement granted in 1985 to the City; provided, however, such Deed of Release shall not be recorded by the City Attorney until the aforementioned site plan submitted by Towers Limited Partnership is approved by the City.

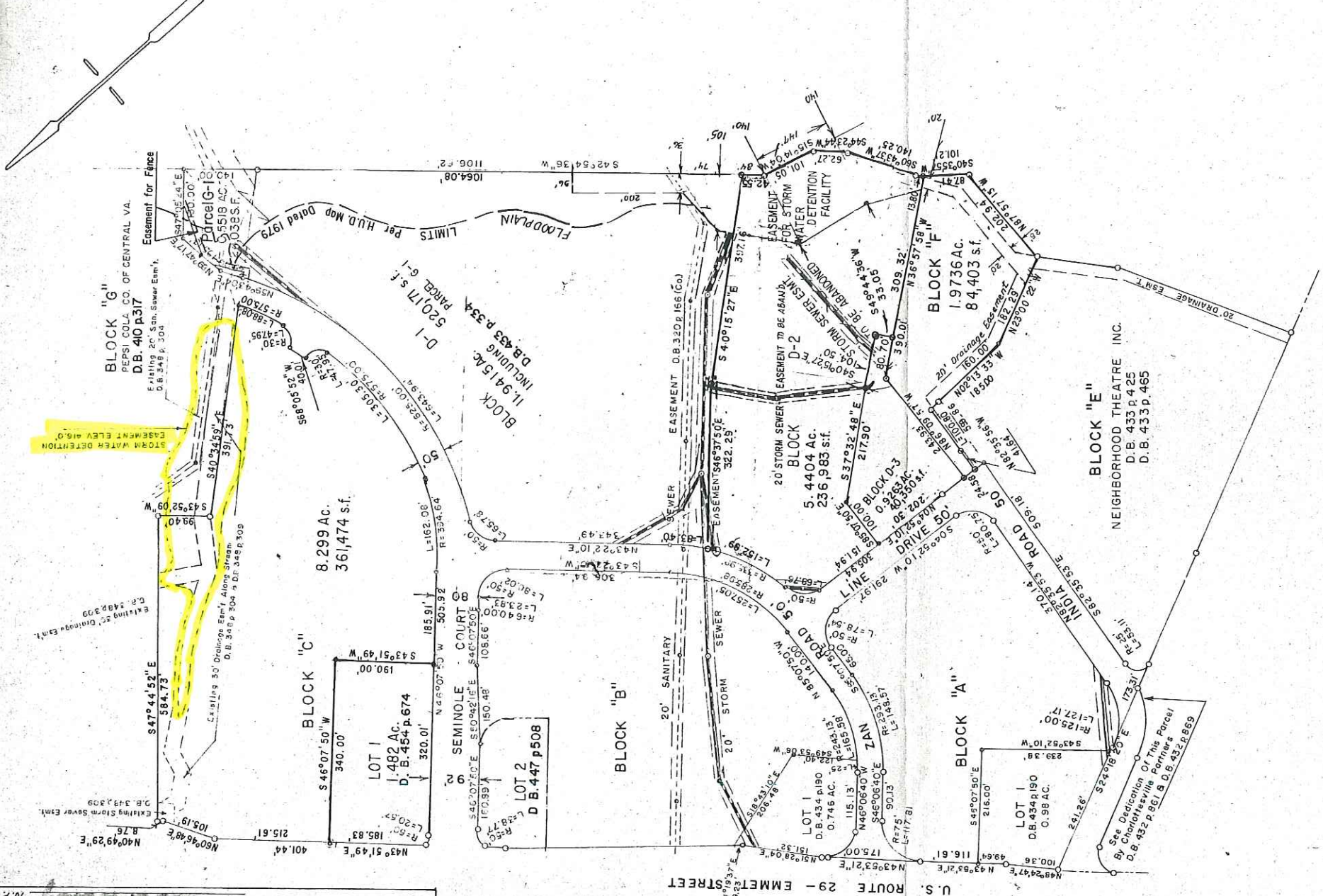
STATE OF VIRGINIA
 I, John E. Mohr, a notary public for the state
 whose names are signed
 to the foregoing writing bearing date of 10/27/85
 19 have acknowledged the same before me
 in my state aforesaid. Given under my hand this
 day of October 19 1985. My commission
 expires _____ 19 _____ N.P.

OWNERS APPROVAL
 This subdivision is made with the consent of the
 undersigned owners, proprietors, and/or trustees.
 All roads and streets if not previously dedicated
 are hereby tendered for dedication to public use.

William S. Roudabush, Jr.
 Secretary

CITY PLANNING COMMISSION
 Chairman _____
 Secretary _____
 Date 10/11/85

20
 1. DENOTES STORM SEWER AND 20 FT. EASEMENT DEDICATED TO THE CITY OF CHARLOTTESVILLE FOR MAINTENANCE.
 20 DENOTES SOFT DRAINAGE EASEMENT FOR SURFACE DRAINAGE OR FUTURE STORM SEWER DEDICATED TO THE CITY OF CHARLOTTESVILLE FOR MAINTENANCE.
 A Permanent Utility and Landscaping Easement is Reserved for the Benefit of the City of Charlottesville Within (5') Five Feet of Any Street or Highway / Boundary.
 Note: The Blocks Hereon Are Intended For Subsequent Subdivision into Multiple Lots Or Parcels In Accordance With City Subdivision Regulations.
 SETBACKS:
 M-1 FRONT=20'
 B-3 REAR=5'
 CORNER-SIDES=5'



COMPOSITE PLAT
 SHOWING REVISIONS TO
 BLOCKS "C" THRU "F" & STORM WATER DETENTION FACILITY
SEMINOLE SQUARE
 CHARLOTTESVILLE, VIRGINIA

Scale: 1" = 200'
 APRIL 30, 1985
 DECEMBER 3, 1984
 REV: DECEMBER 7, 1984
 DECEMBER 10, 1984
 Floodplain Limits Added
 Per H.U.D. Flood Maps
 Dated 1979



**RESOLUTION APPROVING A REQUEST FOR WAIVER
OF CRITICAL SLOPES PROVISIONS
PURSUANT TO CITY CODE SECTION 34-1120(B)(6)
FOR SEMINOLE SQUARE SHOPPING CENTER**

WHEREAS, Towers Limited Partnership, owner of property designated on City Tax Map 41C, Parcel 3.1, consisting of approximately 18.81 acres of land, and known as Seminole Square Shopping Center (the "Property"), seeks a waiver of the critical slopes requirements of City Code Sec. 34-1120(b)(6) in connection with the construction of two (2) segmented retaining walls, totaling 1,180' in length, along the northern portion of the Property (the "Project"); and

WHEREAS, the Planning Commission considered this request at their regular meeting on September 12, 2017, and recommended approval of the request, with conditions, to waive the critical slopes requirements, pursuant to City Code Sec. 34-1120(b)(6); and

WHEREAS, upon consideration of the information and materials provided by the applicant, and the recommendation of the Planning Commission, the City Council finds and determines pursuant to City Code Sec. 34-1120(b)(6)(d)(ii) that due to unusual size, topography, shape, location, or other unusual physical conditions, or existing development of the Project, one (1) or more of these critical slopes provisions would effectively prohibit or unreasonably restrict the use, reuse or redevelopment of such property; now, therefore,

BE IT RESOLVED by the Council for the City of Charlottesville, Virginia that the request by Towers Limited Partnership for a waiver of the critical slopes requirements for the above-described Project on the Property, is hereby granted, conditioned upon the following:

1. The Applicant shall petition City Council to vacate the existing 1985 stormwater easement, in order to transfer the burden of maintenance of the stormwater facility from the City to the owner of the Property.
2. A detailed survey by a licensed professional should be provided following construction of the retaining wall to capture any deviation from the approved plans. Upon completion of the as-built survey, the stormwater routing analysis should be verified using the as-built data.
3. The improvements depicted in the Concept Plan Exhibit Series attached to the critical slopes waiver request shall be incorporated in any site plan amendment for future redevelopment of the Property, including the following modifications recommended by staff:
 - a. Elimination of the proposed pedestrian crossing along Hillsdale Drive given its proximity to the signalized intersection;
 - b. Proposed pedestrian areas shall meet ADA standards (including curb ramps, minimum width and cross-slope); and

- c. Proposed bicycle racks shall be located close to the building entrance, visible from the multi-use trail, and the number of bicycle racks shall meet the standards outlined in City Code Sec. 34-881 (in effect on the date of this SUP approval).
4. Construction shall not begin until after the Hillsdale Road extension project is complete.
5. The proposed 8' wide greenbelt trail shall be asphalt, and include a buffer no less than three (3) feet from the parking lot, and the proposed type and height of the fence will be determined by Parks & Recreation staff prior to site plan approval.
6. Proposed 10' wide easement encompassing the 8' wide greenbelt trail shall be for maintenance of the trail itself and not for any improvements placed within the easement by the Property Owner (i.e. the retaining wall), which shall be maintained by the Property owner. A deed of easement from the Property owner to the City, in form approved by the City Attorney, for the greenbelt trail shall be signed prior to site plan approval.
7. The previously submitted routing analysis for the existing stormwater basin between Seminole Square and Pepsi shall be revised and resubmitted to Engineering staff should the retaining wall located on the Seminole Square site require adjustment due to the development activities on either the adjoining Pepsi property or the Seminole Square property.

Approved by Council
October 2, 2017



Clerk of Council

**RESOLUTION APPROVING A REQUEST FOR WAIVER
OF CRITICAL SLOPES PROVISIONS
PURSUANT TO CITY CODE SECTION 34-1120(B)(6)
FOR THE PEPSI BOTTLING PLANT
AT 1150 PEPSI PLACE**

WHEREAS, Pepsi Bottling Company, owner of property designated on City Tax Map 41C, Parcel 3, consisting of approximately 15.3 acres of land, and known as the Pepsi Bottling Plant (the "Property"), seeks a waiver of the critical slopes requirements of City Code Sec. 34-1120(b)(6) in connection with the construction of a 365' long retaining wall on the Property (the "Project"); and

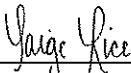
WHEREAS, the Planning Commission considered this request at their regular meeting on September 12, 2017, and recommended approval of the request, with conditions, to waive the critical slopes requirements, pursuant to City Code Sec. 34-1120(b)(6); and

WHEREAS, upon consideration of the information and materials provided by the applicant, and the recommendation of the Planning Commission, the City Council finds and determines pursuant to City Code Sec. 34-1120(b)(6)(d)(ii) that due to unusual size, topography, shape, location, or other unusual physical conditions, or existing development of the Project, one (1) or more of these critical slopes provisions would effectively prohibit or unreasonably restrict the use, reuse or redevelopment of such property; now, therefore,

BE IT RESOLVED by the Council for the City of Charlottesville, Virginia that the request by Pepsi Bottling Company for a waiver of the critical slopes requirements for the above-described Project on the Property, is hereby granted, conditioned upon the following:

1. The Applicant shall petition City Council to vacate the existing 1985 stormwater easement, in order to transfer the burden of maintenance of the stormwater facility from the City to the owner of the Property.
2. A detailed survey by a licensed professional should be provided following construction of the retaining wall to capture any deviation from the approved plans. Upon completion of the as-built survey, the stormwater routing analysis should be verified using the as-built data.
3. Construction shall not begin until after the Hillsdale Road extension project is complete.
4. The previously submitted routing analysis for the existing stormwater basin between Seminole Square and Pepsi shall be revised and resubmitted to Engineering staff should the retaining wall located on the Pepsi site require adjustment due to the development activities on either the adjoining Seminole Square property or the Pepsi property.

Approved by Council
October 2, 2017



Clerk of Council

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



Agenda Date:	January 7, 2019
Action Required:	Ordinance
Presenter:	Brian Daly, Dept. of Parks and Recreation
Staff Contacts:	Chris Gensic, Dept. of Parks and Recreation
Title:	Dominion Energy Underground Easement – Ragged Mountain

Background:

The City, as the owner of the Ragged Mountain Reservoir property at 1760 Reservoir Road, has been requested to approve an easement to allow undergrounding of utilities near the Ragged Mountain Dam as part of Dominion’s Strategic Underground Program efforts to protect electrical supply to critical facilities and in difficult-to-maintain locations.

Discussion:

Charlottesville Parks and Recreation and RWSA staff have reviewed the proposed easement and survey and have no concerns with providing the easement.

Alignment with City Council’s Vision and Strategic Plan:

The project supports City Council’s Green City Vision and Goal 2 of the Strategic Plan for a Healthy and Safe Community.

Community Engagement:

A public hearing has been scheduled (as required by law) to give the public an opportunity to comments on the conveyance of an easement by the City.

Budgetary Impact:

Approval of the easement will not have any budget impact to the City or RWSA.

Recommendation:

Staff recommends approval of the easement to Dominion Energy.

Alternatives:

If the easement is not approved, the utility lines will remain overhead and exposed as they currently are.

Attachments:

Request for Easement with Deed and Plat; Proposed Ordinance

**AN ORDINANCE
AUTHORIZING THE CONVEYANCE OF AN EASEMENT
TO DOMINION ENERGY VIRGINIA TO UNDERGROUND ELECTRICAL
FACILITIES ON AND ACROSS CITY PROPERTY
AT RAGGED MOUNTAIN RESERVOIR**

WHEREAS, the Virginia Electric and Power Company, a Virginia public service corporation doing business in Virginia as Dominion Energy Virginia (“Dominion”), has requested this Council to grant an easement across property owned by the City of Charlottesville within Ragged Mountain Reservoir (Albemarle County Tax Map Parcel No. 075-00-00-0000100), as identified within a Right of Way Agreement (DVP ID No. 13-17-0324) and accompanying Plat submitted by Dominion, for the underground installation and maintenance of electrical facilities; and

WHEREAS, on January 7, 2019, this City Council conducted a public hearing on the requested easement, as required by law; now, therefore,

BE IT ORDAINED by the Council of the City of Charlottesville, Virginia, that the Mayor is hereby authorized to execute the Dominion Right of Way Agreement, in form approved by the City Attorney, granting the above-described easement to Dominion Energy Virginia for installation of electrical facilities at Ragged Mountain Reservoir property.



Right of Way Agreement

THIS RIGHT OF WAY AGREEMENT, is made and entered into as of this _____ day of _____, _____, by and between

CITY OF CHARLOTTESVILLE

("GRANTOR") and VIRGINIA ELECTRIC AND POWER COMPANY, a Virginia public service corporation, doing business in Virginia as Dominion Energy Virginia, with its principal office in Richmond, Virginia ("GRANTEE").

WITNESSETH:

1. That for and in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, GRANTOR grants and conveys unto GRANTEE, its successors and assigns, the perpetual right, privilege and non-exclusive easement over, under, through, upon, above and across the property described herein, for the purpose of transmitting and distributing electric power by one or more circuits; for its own internal telephone and other internal communication purposes directly related to or incidental to the generation, distribution, and transmission of electricity, including the wires and facilities of any other public service company in aid of or to effectuate such internal telephone or other internal communication purposes; and for lighting purposes; including but not limited to the right:

1.1 to lay, construct, operate and maintain one or more lines of underground conduits and cables including, without limitation, one or more lighting supports and lighting fixtures as GRANTEE may from time to time determine, and all wires, conduits, cables, transformers, transformer enclosures, concrete pads, manholes, handholes, connection boxes, accessories and appurtenances desirable in connection therewith; the width of said non-exclusive easement shall extend fifteen (15) feet in width across the lands of GRANTOR; and

Initials: _____

This Document Prepared by Virginia Electric and Power Company and should be returned to: Dominion Virginia Power, PO Box 26666, Richmond, VA 23261 .

(Page 1 of 5 Pages)

VAROW No(s). 13-17-0324

Tax Map No. 07500000000100 & 075000000047B1

Form No. 728493-1 (Feb 2018)
© 2018 Dominion Energy

Right of Way Agreement

2. The easement granted herein shall extend across the lands of **GRANTOR** situated in Albemarle County, Virginia, as more fully described on Plat(s) Numbered 13-17-0324 , attached to and made a part of this Right of Way Agreement; the location of the boundaries of said easement being shown in broken lines on said Plat(s), reference being made thereto for a more particular description thereof.

3. All facilities constructed hereunder shall remain the property of **GRANTEE**. **GRANTEE** shall have the right to inspect, reconstruct, remove, repair, improve, relocate on the easement, and make such changes, alterations, substitutions, additions to or extensions of its facilities as **GRANTEE** may from time to time deem advisable.

4. **GRANTEE** shall have the right to keep the easement clear of all buildings, structures, trees, roots, undergrowth and other obstructions which would interfere with its exercise of the rights granted hereunder, including, without limitation, the right to trim, top, retrim, retop, cut and keep clear any trees or brush inside and outside the boundaries of the easement that may endanger the safe and proper operation of its facilities. All trees and limbs cut by **GRANTEE** shall remain the property of **GRANTOR**.

5. For the purpose of exercising the right granted herein, **GRANTEE** shall have the right of ingress to and egress from this easement over such private roads as may now or hereafter exist on the property of **GRANTOR**. The right, however, is reserved to **GRANTOR** to shift, relocate, close or abandon such private roads at any time. If there are no public or private roads reasonably convenient to the easement, **GRANTEE** shall have such right of ingress and egress over the lands of **GRANTOR** adjacent to the easement. **GRANTEE** shall exercise such rights in such manner as shall occasion the least practicable damage and inconvenience to **GRANTOR**.

6. **GRANTEE** shall repair damage to roads, fences, or other improvements (a) inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and (b) outside the boundaries of the easement and shall repair or pay **GRANTOR**, at **GRANTEE**'s option, for other damage done to **GRANTOR**'s property inside the boundaries of the easement (subject, however, to **GRANTEE**'s rights set forth in Paragraph 4 of this Right of Way Agreement) and outside the boundaries of the easement caused by **GRANTEE** in the process of the construction, inspection, and maintenance of **GRANTEE**'s facilities, or in the exercise of its right of ingress and egress; provided **GRANTOR** gives written notice thereof to **GRANTEE** within sixty (60) days after such damage occurs.

Initials: _____

(Page 2 of 5 Pages)
DVPIDNo(s). 13-17-0324

Right of Way Agreement

7. **GRANTOR**, its successors and assigns, may use the easement for any reasonable purpose not inconsistent with the rights hereby granted, provided such use does not interfere with **GRANTEE'S** exercise of any of its rights hereunder. **GRANTOR** shall not have the right to construct any building, structure, or other above ground obstruction on the easement; provided, however, **GRANTOR** may construct on the easement fences, landscaping (subject, however, to **GRANTEE'S** rights in Paragraph 4 of this Right of Way Agreement), paving, sidewalks, curbing, gutters, street signs, and below ground obstructions as long as said fences, landscaping, paving, sidewalks, curbing, gutters, street signs, and below ground obstructions do not interfere with **GRANTEE'S** exercise of any of its rights granted hereunder. In the event such use does interfere with **GRANTEE'S** exercise of any of its rights granted hereunder, **GRANTEE** may, in its reasonable discretion, relocate such facilities as may be practicable to a new site designated by **GRANTOR** and acceptable to **GRANTEE**. In the event any such facilities are so relocated, **GRANTOR** shall reimburse **GRANTEE** for the cost thereof and convey to **GRANTEE** an equivalent easement at the new site.

8. **GRANTEE'S** right to assign or transfer its rights, privileges and easements, as granted herein, shall be strictly limited to the assignment or transfer of such rights, privileges and easements to any business which lawfully assumes any or all of **GRANTEE'S** obligations as a public service company or such other obligations as may be related to or incidental to **GRANTEE'S** stated business purpose as a public service company; and any such business to which such rights, privileges and easements may be assigned shall be bound by all of the terms, conditions and restrictions set forth herein.

9. If there is an Exhibit A attached hereto, then the easement granted hereby shall additionally be subject to all terms and conditions contained therein provided said Exhibit A is executed by **GRANTOR** contemporaneously herewith and is recorded with and as a part of this Right of Way Agreement.

10. Whenever the context of this Right of Way Agreement so requires, the singular number shall mean the plural and the plural the singular.

Initials: _____

(Page 3 of 5 Pages)
DVPIDNo(s). 13-17-0324

11. GRANTOR hereby represents to GRANTEE that, to the best of GRANTOR'S knowledge, (a) GRANTOR is seized of and has the right to convey this easement and the rights and privileges granted hereunder; and (b) GRANTEE shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement, rights and privileges.

12. The individual executing this Right of Way Agreement on behalf of GRANTOR warrants that they have been duly authorized to execute this easement on behalf of said GRANTOR.

NOTICE TO LANDOWNER: You are conveying rights to a public service corporation. A public service corporation may have the right to obtain some or all these rights through exercise of eminent domain. To the extent that any of the rights being conveyed are not subject to eminent domain, you have the right to choose not to convey those rights and you could not be compelled to do so. You have the right to negotiate compensation for any rights that you are voluntarily conveying.

IN WITNESS WHEREOF, GRANTOR has caused its name to be signed hereto by its authorized officer or agent, described below, on the date first above written.

APPROVED AS TO FORM: CITY OF CHARLOTTESVILLE

(Name) By: _____

(Title) Title: _____

State of _____

County/City of _____, to wit:

I, _____, a Notary Public in and for the State of Virginia at Large, do

hereby certify that this day personally appeared before me in my jurisdiction aforesaid

_____, _____, on behalf of the
(Name of officer or agent) (Title of officer or agent)

City of Charlottesville, Virginia, whose name is signed to the foregoing writing dated this _____ day
of _____, _____, and acknowledged the same before me.

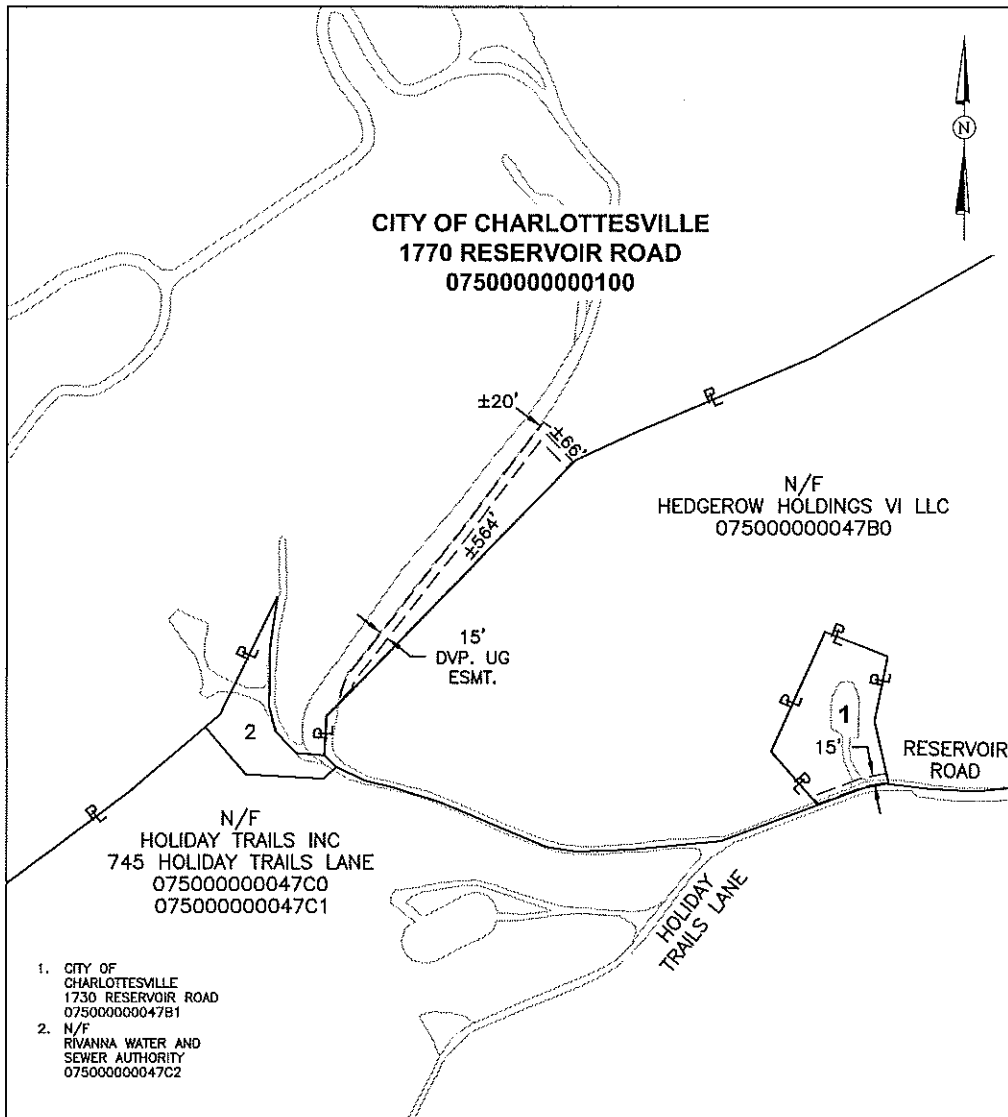
Given under my hand _____, _____.

Notary Public (Print Name)

Notary Name (Signature)

Virginia Notary Reg. No. _____

My Commission Expires: _____



LEGEND --- Location of Boundary Lines of Right-of-Way 15' in Width. --- Indicates Property Line is Right-of-Way Boundary 15' in Width. N/F Now or Formerly *NOTE: Location of underground cable as installed will determine the centerline of the easement.	District Charlottesville	PLAT TO ACCOMPANY UG RIGHT-OF-WAY AGREEMENT
	District-Township-Borough County-City State Samuel Miller Albemarle Co. VA	VIRGINIA ELECTRIC AND POWER COMPANY doing business as
	Office Plat Number North/West Region 13-17-0324	Dominion Energy Virginia
	Estimate Number Grid Number 10136253 F2225	Page 5 of 5
Date 05/24/2018	By E. Jones	OWNER INITIALS _____

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



Agenda Date:	January 7, 2019
Action Required:	Public Hearing on a Zoning Text Amendment
Presenter:	Brian Haluska, Principal Planner, Neighborhood Development Services
Staff Contact:	Brian Haluska, Principal Planner, Neighborhood Development Services
Title:	<u>Amusement Center Regulations</u>

Background

Item Summary

This is a proposed zoning text amendment to amend the regulations pertaining to amusement centers. Adoption of the change would require amendments to the Provisional Use Permit regulations (§34-1170 et seq.), the Commercial district use matrix (§34-480) and the Mixed-Use (§34-796) district use matrix. The original initiation indicated that the definition section would be reviewed, but staff is not proposing a change to that section of the code.

Standard of Review

As stated in Section 34-41 of the City Code, City Council may amend, supplement or change the City's zoning district regulations whenever required by public necessity, convenience, general welfare or good zoning practice.

Discussion

Overview of Staff Analysis

Staff found the proposed change to be a preferable way to regulate businesses of this type, in light of the fact that the potential impacts of amusement centers have changed substantially over the last thirty years.

Staff recommends that the application be approved.

Alignment with City Council’s Vision Areas and Strategic Plan

The City Council Vision statement on Economic Sustainability states that, “We have a business-friendly environment in which employers provide well-paying, career-ladder jobs and residents have access to small business opportunities. The Downtown Mall, as the economic hub of the region, features arts and entertainment, shopping, dining, cultural events, and a vibrant City Market. ”

The City Council Strategic Plan Goal 4.2 is to “Attract and cultivate a variety of businesses”.

Community Engagement

The Planning Commission held a public hearing on this application at the Planning Commission’s regular meeting on December 11, 2018. Two members of the public spoke at the public hearing, both in support of the proposal. One of the speakers stated their intent to open an amusement center in a building that is currently not zoned to permit such uses.

Budgetary Impact

Staff anticipates no direct impact to the City budget from this proposal.

Recommendation

The Planning Commission discussed this application at their meeting on December 11, 2018.

The Commission generally supported the request, with a recommendation that the Corner District permit amusement centers by provisional use.

The Commission took the following action:

Mr. Stoltzenburg moved to recommend approval of this zoning text amendment to amend to the Provisional Use Permit regulations (§34-1170 et seq.), the Commercial district use matrix (§34-480) and the Mixed-Use (§34-796) district use matrix of the Code of The City of Charlottesville, 1990, as amended, to amend the regulations for Amusement Centers on the basis that the changes would serve the interests of public necessity, convenience, general public welfare and/or good zoning practice with the following modification:

1. Amusement center be permitted by provisional use permit in the Corner District.

Mr. Lahendro seconded the motion. The Commission voted 5-0 in favor of the motion. Mr. Heaton and Mr. Mitchell were absent.

Alternatives

City Council has several alternatives:

- (1) by motion, take action to approve the attached ordinance (approving the zoning text amendment as recommended by the Planning Commission);
- (2) by motion, request changes to the attached ordinance, and then approve a zoning text amendment in accordance with the amended ordinance;
- (3) by motion, defer action on the ordinance, or
- (4) by motion, deny the proposed zoning text amendment.

Attachment

- (1) Proposed Ordinance Approving a Zoning Text Amendment
- (2) Staff Report

AN ORDINANCE AMENDING AND RE-ENACTING CHAPTER 34 (ZONING) OF THE CODE OF THE CITY OF CHARLOTTESVILLE (1990), AS AMENDED, TO UPDATE REGULATIONS PERTAINING TO AMUSEMENT CENTERS.

WHEREAS, upon the recommendation of City staff, the Planning Commission initiated a zoning text amendment to consider updating the City’s ordinance to permit a land use referred to as an “amusement center” in various zoning districts (“Proposed Zoning Text Amendment”); and

WHEREAS, the Proposed Zoning Text Amendment seeks to (i) prohibit amusement centers within the South Street Mixed Use District, instead of continuing to allow the use with a Special Use Permit; (ii) to continue to allow amusement centers with a Special Use Permit within the Corner Mixed Use Zoning District; and (iii) to allow amusement centers with a provisional use permit in zoning districts where they previously would have been allowed only with a Special Use Permit, and to add amusement centers as a use permitted with a provisional use permit to the Cherry Street and Central City Mixed Use Zoning Districts, where they previously were prohibited.

WHEREAS, a public hearing on the Proposed Zoning Text Amendment was held by the Planning Commission on December 11, 2018, after notice to the public and to adjacent property owners as required by law, and following conclusion of the public hearing the Planning Commission voted to recommend approval of the Proposed Zoning Text Amendment, modified to allow amusement centers within the Corner Mixed Use Zoning District by provisional use permit; and

WHEREAS, a public hearing on the Proposed Zoning Text Amendment was held by the City Council on January 7, 2019, after notice to the public and to adjacent property owners as required by law, and after conclusion of the public hearing, and after consideration of the Planning Commission’s recommendation, and the recommendations given by staff to the Planning Commission, this Council is of the opinion that that the Proposed Zoning Text Amendment has been designed to give reasonable consideration to the purposes listed in Sec. 15.2-2283 of the Code of Virginia (1950), as amended, and this Council hereby finds and determines that: (i) the public necessity, convenience, general welfare and good zoning practice require the Proposed Zoning Text Amendment, and (ii) the Proposed Zoning Text Amendment is consistent with the Comprehensive Plan; now, therefore,

BE IT ORDAINED by the Council of the City of Charlottesville, Virginia that Chapter 34 of the Code of the City of Charlottesville (1990), as amended, is hereby amended and re-enacted as follows:

Sec. 34-480. Use matrix—Commercial districts.

Use Matrix – Commercial Districts (Sec. 34-480)					
<i>Use Types....</i>					
NON-RESIDENTIAL: GENERAL AND MISC. COMMERCIAL	B-2	B-3	M-I	IC	Requirements 34-XXX
Amusement center	s-P	s-P	s-P	s-P	1176

Sec. 34-796. Use matrix—Mixed use corridor districts.

Use Matrix – Mixed-Use Districts (Sec. 34-796)													
<i>Use Types....</i>													
NON-RESIDENTIAL: GENERAL AND MISC. COMMERCIAL	<i>D</i>	<i>DE</i>	<i>DN</i>	<i>WME</i>	<i>WMW</i>	<i>CH</i>	<i>HW</i>	<i>WSD</i>	<i>URB</i>	<i>SS</i>	<i>CD</i>	<i>CC</i>	Requirements 34-XXX
Amusement center	s-P	s-P	s-P	s-P	s-P	P	B-P	s-P	s-P	S	s-P	P	1176

Sec. 34-1176. Amusement centers.

For amusement centers the following requirements shall apply:

- (1) Any amusement center that remains open after 2:00 a.m. on any day shall have a security guard on site between the hours of 2:00 a.m. and 6:00 a.m. or until one-half hour after the amusement center closes, whichever is earlier.
- (2) In the event more than four (4) incidents at the property require police service/response over any two (2) month period, the provisional use permit shall be suspended by the zoning administrator, for three hundred sixty-five (365) days. Following any such suspension, any other uses on the site may continue to operate, but only in the form that is permitted within the applicable zoning district without the requirement of a provisional use permit.00

CITY OF CHARLOTTESVILLE
DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT SERVICES
STAFF REPORT



PLANNING COMMISSION REGULAR MEETING
DATE OF PLANNING COMMISSION MEETING: December 11, 2018

Author of Staff Report: Brian Haluska, Principal Planner

Date of Staff Report: November 26, 2018

Proposed Change To Ordinance: Amusement Center Regulations

Applicable City Code Provisions: §34- 201 et seq. and §34-1190 et seq. (Amendments to the Zoning Ordinance), §34-480 and §34-796 (Use matrices – mixed use and commercial corridor districts), §34-1200 Definitions, and Chapter 34, Article IX, Division 9 – Standards for Provisional Uses

Executive Summary

This is a proposed zoning text amendment to amend the regulations pertaining to amusement centers. Adoption of the change would require amendments to the Provisional Use Permit regulations (§34-1170 et seq.), the Commercial district use matrix (§34-480) and the Mixed-Use (§34-796) district use matrix. The original initiation indicated that the definition section would be reviewed, but staff is not proposing a change to that section of the code.

Staff recommends that the use be permitted with a Provisional Use Permit in the following zoning districts:

- B-2 Commercial zone
- B-3 Commercial zone
- M-I Manufacturing-Industrial zone
- IC Industrial Corridor zone
- Downtown Corridor
- Downtown Extended Corridor
- Downtown North Corridor
- West Main East Corridor
- West Main West Corridor
- Cherry Avenue Corridor
- Highway Corridor
- Water Street Corridor
- Urban Corridor
- Central City Corridor

Staff recommends that the use be permitted with a Special Use Permit in the following zoning districts:

- Corner District

Staff recommends that the use no longer be permitted in the following zoning districts:

- South Street Corridor

Background

At the Planning Commission’s November 13, 2018 meeting, a study period was initiated at the request of Staff. Staff has been approached by a party that is looking to open a billiards hall in the City on a major road that seemed to be an appropriate location for such a use, but the code did not permit amusement centers in the zone. While considering the proposed change, staff noted two other businesses in operation that meet the definition of an amusement center in the code, but may not have received the appropriate approvals at their current locations.

Study Period and Public Hearing

Once an amendment has been initiated by City Council, it is deemed referred to the Planning Commission for study and recommendation (City Code §34-41(d)). From the time of initiation, the planning commission has **100 days** in which to make its recommendation to City Council, or else it will be deemed to be a recommendation of approval. **If the Planning Commission initiates the request, the 100 day recommendation requirement does not apply.** Staff will provide the Planning Commission with reports and analyses as appropriate and a joint public hearing will be scheduled for the next available date.

Standard of Review

As per §34-42 of the City Code, if initiated, the planning commission shall review and study each proposed amendment to determine:

- (1) Whether the proposed amendment conforms to the general guidelines and policies contained in the comprehensive plan;
- (2) Whether the proposed amendment will further the purposes of this chapter and the general welfare of the entire community;
- (3) Whether there is a need and justification for the change; and
- (4) When pertaining to a change in the zoning district classification of property, the effect of the proposed change, if any, on the property itself, on surrounding property, and on public services and facilities. In addition, the commission shall consider the appropriateness of the property for inclusion within the proposed zoning district, relating to the purposes set forth at the beginning of the proposed district classification.

Proposed Zoning Text Change

Revise the Commercial (§34-480) matrix as follows:

- Strike the “S” and place a “P” in the row labeled “Amusement Center”, under the B-2 zoning district column.

- Strike the “S” and place a “P” in the row labeled “Amusement Center”, under the B-3 zoning district column.
- Strike the “S” and place a “P” in the row labeled “Amusement Center”, under the M-I zoning district column.
- Strike the “S” and place a “P” in the row labeled “Amusement Center”, under the IC zoning district column.
- Add “1176” to the row labeled “Amusement Center” under the “Requirements 34-XXXX” column

Revise the Mixed Use (§34-796) matrix as follows:

- Strike the “S” and place a “P” in the row labeled “Amusement Center”, under the D zoning district column.
- Strike the “S” and place a “P” in the row labeled “Amusement Center”, under the DE zoning district column.
- Strike the “S” and place a “P” in the row labeled “Amusement Center”, under the DN zoning district column.
- Strike the “S” and place a “P” in the row labeled “Amusement Center”, under the WME zoning district column.
- Strike the “S” and place a “P” in the row labeled “Amusement Center”, under the WMW zoning district column.
- Strike the “S” and place a “P” in the row labeled “Amusement Center”, under the WSD zoning district column.
- Strike the “S” and place a “P” in the row labeled “Amusement Center”, under the URB zoning district column.
- Strike the “B” and place a “P” in the row labeled “Amusement Center”, under the HW zoning district column.
- Place a “P” in the row labeled “Amusement Center”, under the CH zoning district column.
- Place a “P” in the row labeled “Amusement Center”, under the CC zoning district column.
- Strike the “S” in the row labeled “Amusement Center”, under the SS zoning district column.
- Add “1176” to the row labeled “Amusement Center” under the “Requirements 34-XXXX” column

Amend §34-1170 et seq. as necessary, adding §34-1176 Amusement Centers

Standard of Review Analysis

1. Whether the proposed amendment conforms to the general guidelines and policies contained in the comprehensive plan;

The 2013 Comprehensive Plan Land Use goals encourage the establishment of nodes of activity that enable small group interaction.

2. Whether the proposed amendment will further the purposes of this chapter and the general welfare of the entire community;

The purposes of the chapter would be furthered by the amendment by encouraging economic development activities by permitting these types of uses to more easily locate within the City.

3. Whether there is a need and justification for the change;

There are currently activities of this nature taking place within the City. They have been operating with no impacts to the surrounding properties being generated by the games regulated under the amusement center definition. The justification for the change is to go through a less stringent review that is commiserate with the level of impact they have on adjacent properties.

4. When pertaining to a change in the zoning district classification of property, the effect of the proposed change, if any, on the property itself, on surrounding property, and on public services and facilities.

This zoning text amendment does not include a change in the zoning district classification of any particular property.

Public Comment

No public comment has been received at this time.

Recommendation

In reviewing the regulation of amusement centers in the City, staff identified three types of uses that all fit in the current definition of an amusement center.

The first is a commercial establishment – typically a restaurant – where the amusement center use is ancillary.

The second is a use type that is typically referred to as an arcade – a business where almost the entire area is occupied by games. These types of uses were tightly regulated in the 1980's and 90's when they were social gathering locations for younger residents in communities. These types of uses have mostly disappeared in the wake of the boom in video gaming consoles.

The third type of use is a business that combines a restaurant with an arcade and emphasize the social aspect of the games therein. Several national chains exist that follow this model. Here, staff has some concerns about the nature of these uses because they can potentially be parking intensive due to their large size, but this is a function of the size of the business, not its reliance on electronic games as a driver of attendance.

In each of the examples above, the presence of games does nothing to increase the impact of the use. The businesses need to be well-managed regardless of whether the games are present or not. To that end, staff recommends that amusement centers be permitted via a provisional use permit throughout most of the commercial and mixed-use zones. The provisional use permit would contain the same conditions that apply to a music hall – in that four or more calls for police service

at an amusement center would give the zoning administrator grounds to force the removal of the games.

The two zones where staff suggests a different approach are the Corner District and South Street District. In the Corner District, staff has concerns about permitting amusement centers by provisional use permit without some consideration of parking impact. Staff also has difficulty finding any reason why an amusement center would be an acceptable use in the South Street corridor given the nature of the district, and proposes that it be removed as a permitted use in that zone.

Staff recommends that the zoning text amendment be recommended for approval by the Planning Commission and City Council as written to amend the regulations for Amusement Centers in the Mixed Use and Commercial Zoning Districts.

Suggested Motions

1. “I move to recommend approval of this zoning text amendment to the Provisional Use Permit regulations (§34-1170 et seq.), the Commercial district use matrix (§34-480) and the Mixed-Use (§34-796) district use matrix of the Code of The City of Charlottesville, 1990, as amended, to amend the regulations for Amusement Centers on the basis that the changes would serve the interests of (*public necessity, convenience, general public welfare and/or good zoning practice*).”
2. I move to recommend approval of this zoning text amendment to amend to the Provisional Use Permit regulations (§34-1170 et seq.), the Commercial district use matrix (§34-480) and the Mixed-Use (§34-796) district use matrix of the Code of The City of Charlottesville, 1990, as amended, to amend the regulations for Amusement Centers on the basis that the changes would serve the interests of (*public necessity, convenience, general public welfare and/or good zoning practice*) with the following additions and modifications:
 - a.
 - b.
3. “I move to recommend denial of this zoning text amendment to the Provisional Use Permit regulations (§34-1170 et seq.), the Commercial district use matrix (§34-480) and the Mixed-Use (§34-796) district use matrix of the Code of The City of Charlottesville, 1990, as amended, to amend the regulations for Amusement Centers on the basis that the changes would not serve the interests of (*public necessity, convenience, general public welfare and/or good zoning practice*) for the following reasons:”
 - a.
 - b.

Appendices

1. Current Sections of the Code proposed to be modified
2. Mark up of the code sections showing changes
3. Proposed code sections as they would be after the changes proposed in this report.

Sec. 34-480. - Use matrix—Commercial districts.

Use Types	Zoning Districts						
	B-1	B-2	B-3	M-I	ES	IC	Requirements 34-XXXX
Amusement Center		S	S	S		S	

Sec. 34-796. - Use matrix—Mixed use corridor districts.

Use Types															
	D	DE	DN	WME	WMW	CH	HS	NCC	HW	WSD	URB	SS	CD	CC	Requirements 34-XXXX
Amusement Center	S	S	S	S	S				B	S	S	S	S		

Sec. 34-480. - Use matrix—Commercial districts.

Use Types	Zoning Districts						Requirements 34-XXXX
	B-1	B-2	B-3	M-I	ES	IC	
Amusement Center		S P	S P	S P		S P	1176

Sec. 34-796. - Use matrix—Mixed use corridor districts.

Use Types															Requirements 34-XXXX
	D	DE	DN	WME	WMW	CH	HS	NCC	HW	WSD	URB	SS	CD	CC	
Amusement Center	S P	S P	S P	S P	S P	P			B P	S P	S P	S	S	P	1176

Sec. 34-1176. – Amusement Centers. (New Code Section)

For amusement centers the following requirements shall apply:

(1) Any amusement center that remains open after 2:00 a.m. on any day shall have a security guard on site between the hours of 2:00 a.m. and 6:00 a.m. or until one-half hour after the amusement center closes, whichever is earlier.

(2) In the event more than four (4) incidents at the property require police service/response over any two (2) month period, the provisional use permit shall be suspended by the zoning administrator, for three hundred sixty-five (365) days. Following any such suspension, any other uses on the site may continue to operate, but only in the form that is permitted within the applicable zoning district without the requirement of a provisional use permit.

Sec. 34-480. - Use matrix—Commercial districts.

Use Types	Zoning Districts						Requirements 34-XXXX
	B-1	B-2	B-3	M-I	ES	IC	
Amusement Center		P	P	P		P	1176

Sec. 34-796. - Use matrix—Mixed use corridor districts.

Use Types															Requirements 34-XXXX
	D	DE	DN	WME	WMW	CH	HS	NCC	HW	WSD	URB	SS	CD	CC	
Amusement Center	P	P	P	P	P	P			P	P	P		S	P	1176

Sec. 34-1176. – Amusement Centers. (New Code Section)

For amusement centers the following requirements shall apply:

(1) Any amusement center that remains open after 2:00 a.m. on any day shall have a security guard on site between the hours of 2:00 a.m. and 6:00 a.m. or until one-half hour after the amusement center closes, whichever is earlier.

(2) In the event more than four (4) incidents at the property require police service/response over any two (2) month period, the provisional use permit shall be suspended by the zoning administrator, for three hundred sixty-five (365) days. Following any such suspension, any other uses on the site may continue to operate, but only in the form that is permitted within the applicable zoning district without the requirement of a provisional use permit.

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



Agenda Date:	January 7, 2019
Action Required:	Public Hearing on a Zoning Text Amendment
Presenter:	Brian Haluska, Principal Planner, Neighborhood Development Services
Staff Contact:	Brian Haluska, Principal Planner, Neighborhood Development Services
Title:	<u>Mixed Use District Primary and Linking Street Designations</u>

Background

Item Summary

This is a proposed zoning text amendment to amend the regulations pertaining to the description of the mixed-use districts in the City of Charlottesville. Adoption of the change would require amendments to the Mixed-Use District Descriptions in §34-541.

Standard of Review

As stated in Section 34-41 of the City Code, City Council may amend, supplement or change the City's zoning district regulations whenever required by public necessity, convenience, general welfare or good zoning practice.

Discussion

Overview of Staff Analysis

Staff's primary concern with these changes was standardizing the names of the number streets and adding any streets that were left out of the listings in 34-541. The lone discretionary decision was placing the previously omitted streets in either the primary or linking classifications. In some cases, the omitted streets were simply roads where the name changed along the same right-of-way. In these cases, the omitted street name was assigned to the same list of the street name that shared the right-of-way. In most other cases, the streets found to be omitted were lower functional classification streets where staff defaulted to linking street listing. The exception to

this was Hillsdale Drive, which was built in the Highway Corridor following the adoption of the lists. Staff felt Hillsdale rose to the level of a primary street, and proposes designating it as such.

Staff recommends that the application be approved.

Alignment with City Council’s Vision Areas and Strategic Plan

The City Council Vision statement on Economic Sustainability states that, “We have a business-friendly environment in which employers provide well-paying, career-ladder jobs and residents have access to small business opportunities. The Downtown Mall, as the economic hub of the region, features arts and entertainment, shopping, dining, cultural events, and a vibrant City Market. ”

The City Council Strategic Plan Goal 4.2 is to “Attract and cultivate a variety of businesses”.

Community Engagement

The Planning Commission held a public hearing on this application at the Planning Commission’s regular meeting on December 11, 2018. Two members of the public spoke at the public hearing. One member of the public requested the Commission defer action on the item until the development community had adequate time to review the proposal, while the other member of public urged the Commission to approve the proposal.

Budgetary Impact

Staff anticipates no direct impact to the City budget from this proposal.

Recommendation

The Planning Commission discussed this application at their meeting on December 11, 2018 and supported the request.

The Commission took the following action:

“Mr. Lahendro moved to recommend approval of this zoning text amendment to the intent and description of the mixed use districts (§34-541 et seq.), of the Code of The City of Charlottesville, 1990, as amended, on the basis that the changes would serve the interests of public necessity, convenience, general public welfare and good zoning practice.”

Ms. Dowell seconded the motion. The Commission voted 5-0 in favor of the motion. Mr. Heaton and Mr. Mitchell were absent.

Alternatives

City Council has several alternatives:

- (1) by motion, take action to approve the attached ordinance (approving the zoning text amendment as recommended by the Planning Commission);
- (2) by motion, request changes to the attached ordinance, and then approve a zoning text amendment in accordance with the amended ordinance;
- (3) by motion, defer action on the ordinance, or
- (4) by motion, deny the proposed zoning text amendment.

Attachment

- (1) Proposed Ordinance Approving a Zoning Text Amendment
- (2) Staff Report

**AN ORDINANCE
AMENDING AND REORDAINING SEC. 34-541 OF ARTICLE VI
OF CHAPTER 34 (ZONING) OF THE CODE OF THE
CITY OF CHARLOTTESVILLE, 1990, AS AMENDED, REGARDING
PRIMARY AND LINKING STREET DESIGNATIONS IN MIXED USE DISTRICTS**

WHEREAS, upon the recommendation of City staff, the Planning Commission initiated a zoning text amendment to consider updating the City’s zoning ordinance to designate certain streets as “primary streets” or as “linking streets” in various mixed use zoning districts (“Proposed Zoning Text Amendment”); and

WHEREAS, a public hearing on the Proposed Zoning Text Amendment was held by the Planning Commission on December 11, 2018, after notice to the public and to adjacent property owners as required by law, and following conclusion of the public hearing the Planning Commission voted to recommend approval of the Proposed Zoning Text Amendment; and

WHEREAS, a public hearing on the Proposed Zoning Text Amendment was held by the City Council on January 7, 2019, after notice to the public and to adjacent property owners as required by law, and after conclusion of the public hearing, and upon consideration of the Planning Commission’s recommendation, as well as consideration of the recommendations given by staff to the Planning Commission, this Council is of the opinion that that the Proposed Zoning Text Amendment has been designed to give reasonable consideration to the purposes listed in Sec. 15.2-2283 of the Code of Virginia (1950), as amended, and this Council hereby finds and determines that: (i) the public necessity, convenience, general welfare and good zoning practice require the Proposed Zoning Text Amendment, and (ii) the Proposed Zoning Text Amendment is consistent with the Comprehensive Plan; now, therefore,

BE IT ORDAINED by the Council for the City of Charlottesville, Virginia, that Section 34-541 of Article VI of Chapter 34 of the Charlottesville City Code, 1990, as amended, is hereby amended and reordained as follows:

**CHAPTER 34. ZONING
ARTICLE VI. MIXED USE CORRIDOR DISTRICTS**

Sec. 34-541. Mixed use districts—Intent and description.

(1) *Downtown Corridor*. . . .

(2) *Downtown Extended Corridor*. Historically, the areas within the Downtown Extended district contained manufacturing uses dependent upon convenient access to railroad transportation. In more recent times, use patterns within this area are similar to those within the Downtown district. The intent of this district is to encourage an inter-related mixture of high-density residential and commercial uses harmonious with the downtown business environment, within developments that facilitate convenient pedestrian and other links to the Downtown area.

Within the Downtown Extended district, the following streets shall have the designations indicated:

Primary streets: Garrett Street, Monticello Avenue, 6th Street, East Market Street, Carlton Road, ~~and 10th Street NE, N.E.~~, Elliott Avenue, Levy Avenue, and East Water Street.

Linking streets: Avon Street, City Walk Way, Dice Street, 1st Street S, 4th Street SE, Gleason Street, Goodman Street, Graves Street, Lyman Street, Oak Street, East South Street, and Ware Street.

(3) *North-Downtown North Corridor.* The Downtown North Corridor district is the historic center of the City of Charlottesville, and contains many historic structures. In more recent years this area has also developed as the heart of the city's legal community, including court buildings and related law and professional offices, and commercial and retail uses supporting those services. Within this area, residential uses have been established both in single-use and in mixed-use structures. Many former single-family dwellings have been converted to office use. The regulations for this district are intended to continue and protect the nature and scale of these existing patterns of development. Within the Downtown North Corridor district, the following streets shall have the designations indicated:

Primary streets: 10th Street NE, 8th Street NE, N.E. (between High Street and Jefferson Street), 5th Street NE, N.E., 1st Street N, 4th Street NE, N.E., East High Street, West High Street, Jefferson Street, East Market Street, West Market Street, 9th Street NE, 9½th Street N.E., 2nd Street, N.E., 2nd Street, N.W., 7th Street, N.E., 6th Street, N.E., and 3rd Street, N.E.

Linking streets: Altamont Circle, East Jefferson Street (east of 10th Street, N.E.), 8th Street NE, 11th Street, N.E., Court Square, Lexington Avenue Street, Locust Avenue Street, Maple Street, Park Street, and Sycamore Street.

(4) *West Main West Corridor.* . . .

(5) *West Main East Corridor.* . . .

(6) *Cherry Avenue Corridor.* This zoning classification establishes a district designed to encourage conservation of land resources, minimize automobile travel, and promote employment and retail centers in proximity to residential uses. It permits increased development on busier streets without fostering a strip-commercial appearance. It is anticipated that development will occur in a pattern consisting of ground-floor commercial uses, with offices and residential uses located on upper floors. This district is intended to promote pedestrian-oriented development, with buildings located close to and oriented towards the sidewalk areas along primary street frontages. Within the Cherry Avenue Corridor district the following streets shall have the designations indicated:

Primary streets: Cherry Avenue, Roosevelt Brown Boulevard ~~9th/10th Connector~~.

Linking streets: 4th St., 5th St., Delevan St., Estes St., Grove St., King St., Nalle St., 9th St., 6th St., 6½ St., 7th St. 4th Street SW, 5th Street SW, Delevan Street, Estes Street, Grove Street, King Street, Nalle Street, 9th Street SW, 6th Street SW, 6½ Street SW, and 7th Street SW.

(7) *High Street Corridor.* The areas included within this district represent a section of High Street that has historically developed around medical offices and support services, as well as neighborhood oriented service businesses such as auto repair shops and restaurants. The regulations within this district encourage a continuation of the scale and existing character of uses established within this district, and are intended to facilitate infill development of similar uses. Within the High Street corridor district the following streets shall have the designations indicated:

Primary streets: 10th Street NE, East High Street and Meade Avenue.

Linking streets: 11th Street NE, 13th Street NE, Duke Street, Gillespie Avenue, Grace Street, Grove Avenue, Hazel Street, Little High Street, Moore's Street, Orange Street, Riverdale Drive, Stewart Street, Sycamore Street, Ward Avenue, and Willow DriveStreet.

(8) *Neighborhood Commercial Corridor district.* The intent of the Neighborhood Commercial Corridor district is to establish a zoning classification for the Fontaine and Belmont commercial areas that recognize their compact nature, their pedestrian orientation, and the small neighborhood nature of the businesses. This zoning district recognizes the areas as small town center type commercial areas and provides for the ability to develop on small lots with minimal parking dependent upon pedestrian access. The regulations recognize the character of the existing area and respect that they are neighborhood commercial districts located within established residential neighborhoods. Within this district the following streets shall have the designations indicated:

Primary streets: Bainbridge Street, Carlton Avenue, Douglas Avenue, Fontaine Avenue, Garden Street, Goodman Street, Hinton Avenue, Holly Street, Jefferson Park Avenue, Lewis Street, Maury Avenue, Meridian Street, Monticello Road, Price Avenue and Walnut Street. Bainbridge St., Carlton Ave., Douglas Ave., Fontaine Ave., Garden St., Goodman St., Hinton Ave., Holly St., Lewis St., Maury Ave., Monticello Rd., and Walnut St.

Linking streets: None.

(9) *Highway Corridor district.* The intent of the Highway Corridor district is to facilitate development of a commercial nature that is more auto oriented than the mixed use and neighborhood commercial corridors. Development in these areas has been traditionally auto driven and the regulations established by this ordinance continue that trend. This district provides for intense commercial development with very limited residential use. It is intended for the areas where the most intense commercial development in Charlottesville occurs. Within this district the following streets shall have the designations indicated:

Primary streets: Bent Creek Road, Carlton Road~~Rd.~~, Emmet Street, 5th Street SW, Harris Road, Hillsdale Drive, Hydraulic Road, Monticello Avenue~~e.~~, and Seminole Trail.

Linking streets: 250 Bypass, Angus Road, Druid Avenue, ~~East View~~ Eastview Street, Holiday Drive, India Road, Keystone Place, Knoll Street, Linden Avenue, Line Drive, Michie Drive, Monticello Road, Mountain View Street, Nassau Street, Quarry Road, Rives Street, Seminole Circle, and Zan Road.

(10) *Urban Corridor*. The intent of the Urban Corridor district is to continue the close-in urban commercial activity that has been the traditional development patterns in these areas. Development in this district is both pedestrian and auto oriented, but is evolving to more of a pedestrian center development pattern. The regulations provide for both a mixture of uses or single use commercial activities. It encourages parking located behind the structure and development of a scale and character that is respectful to the neighborhoods and university uses adjacent. Within this district the following streets shall have the designations indicated:

Primary streets: Barracks Road, Emmet Street, University Avenue, and Ivy Road.

Linking streets: 250 Bypass, Arlington Boulevard, Cedars Court, Copeley Drive, Copeley Road, Earhart Street, Massie Road, Meadowbrook Road, Millmont Street, ~~and~~ Morton Drive, Old Ivy Road, and Wise Street.

(11) *Central City Corridor*. The intent of the Central City Corridor district is to facilitate the continued development and redevelopment of the quality medium scale commercial and mixed use projects currently found in those areas. The district allows single use development, but encourages mixed use projects. The regulations are designed to encourage use of and emphasize proximity to natural features or important view sheds of natural features. Development allowed is of a scale and character that is appropriate given the established development that surrounds the district. Within the Central Corridor district the following streets shall have the designations indicated:

Primary streets: East High Street, Grady Avenue, Harris Street, Long Street, Preston Avenue, Rose Hill Drive, 10th Street NW, Preston Avenue, and River Road.

Linking streets: Albemarle Street, Booker Street, Caroline Avenue, Dale Avenue, Duke Street, 8th Street NW, Forest Street, 9th Street NW, Landonia Circle, and West Street.

(12) *Water Street Corridor District*. . . .

(13) *South Street Corridor District*. . . .

(14) *Corner District*. The Corner District is established to provide low-intensity missed-use development to primarily serve the area surrounding the University of Virginia. It encourages development at a scale that respects the established character of the historic commercial area adjacent to the central grounds of the University. Within the district two- and three-story buildings front the streets establishing a pedestrian scale for retail and commercial uses.

Primary streets: Jefferson Park Avenue, University Avenue, West Main Street, Wertland Street, Elliewood Avenue, 13th Street NW, and 14th Street NW.

Linking streets: Chancellor Street, Minor Court Lane, 12th Street NW, 12½ Street NW, and 13th Street NW.

CITY OF CHARLOTTESVILLE
DEPARTMENT OF NEIGHBORHOOD DEVELOPMENT SERVICES
STAFF REPORT



PLANNING COMMISSION REGULAR MEETING
DATE OF PLANNING COMMISSION MEETING: December 11, 2018

Author of Staff Report: Brian Haluska, Principal Planner

Date of Staff Report: November 28, 2018

Proposed Change To Ordinance: Mixed-Use District Descriptions

Applicable City Code Provisions: §34-541. – Mixed use districts – Intent and description.

Executive Summary

This is a proposed zoning text amendment to amend the regulations pertaining to the description of the mixed-use districts in the City of Charlottesville. Adoption of the change would require amendments to the Mixed-Use District Descriptions in §34-541.

Staff recommends that the following changes be approved.

Background

At the Planning Commission's November 13, 2018 meeting, a study period was initiated at the request of Staff. Staff had recently encountered a question of the designation of 10th Street NE in the Downtown North Zone, which is not identified as a primary or linking street despite the fact that DN zoned property fronts on 10th Street NE. Staff has previously identified a number of other errors and omissions in this section of the code when listing the primary and linking streets in each of the mixed-use districts. These errors cause confusion among the applicant and staff when attempting to apply the setback requirements tied to road frontages.

Additionally, staff proposes standardizing the nomenclature of streets across all districts to minimize confusion.

Study Period and Public Hearing

Once an amendment has been initiated by City Council, it is deemed referred to the Planning Commission for study and recommendation (City Code §34-41(d)). From the time of initiation, the planning commission has **100 days** in which to make its recommendation to City Council, or else it will be deemed to be a recommendation of approval. **If the Planning Commission initiates the request, the 100 day recommendation requirement does not apply.** Staff will provide the Planning Commission with reports and analyses as appropriate and a joint public hearing will be scheduled for the next available date.

Standard of Review

As per §34-42 of the City Code, if initiated, the planning commission shall review and study each proposed amendment to determine:

- (1) Whether the proposed amendment conforms to the general guidelines and policies contained in the comprehensive plan;
- (2) Whether the proposed amendment will further the purposes of this chapter and the general welfare of the entire community;
- (3) Whether there is a need and justification for the change; and
- (4) When pertaining to a change in the zoning district classification of property, the effect of the proposed change, if any, on the property itself, on surrounding property, and on public services and facilities. In addition, the commission shall consider the appropriateness of the property for inclusion within the proposed zoning district, relating to the purposes set forth at the beginning of the proposed district classification.

Proposed Zoning Text Change

Revise the Mixed Use District Intent and Definitions (§34-541) as follows:

(2) Downtown Extended

- Edit Market Street to reflect the correct name of East Market Street
- Edit 1st Street and 4th Street to clarify location
- Add Elliott Avenue, Levy Avenue and East Water Street to the list of primary streets.
- Add East South Street, Graves Street, Lyman Street, and City Walk Way to the list of linking streets.

(3) Downtown North

- Edit the name of the zone to reflect the correct name of the Downtown North zone
- Edit 8th Street, N.E.; 5th Street, N.E.; 1st Street; 4th Street, N.E.; 9th Street, N.E.; 2nd Street, N.E.; 2nd Street, N.W.; 7th Street, N.E.; 6th Street, N.E.; 3rd Street, N.E.; 8th Street, and 11st Street, N.E. to standardize nomenclature and clarify location.
- Strike one of the two references to 9th Street NE in the list of primary streets.
- Edit Locust Street to reflect the correct name of Locust Avenue
- Edit Lexington Street to reflect the correct name of Lexington Avenue
- Edit Market Street to reflect both East Market Street and West Market Street are included.
- Edit High Street to reflect both East High Street and West High Street are included.
- Add 10th Street NE and 9 ½ Street NE to the list of primary streets
- Add Park Street, Court Square and Altamont Circle to the list of linking streets.

(6) Cherry Avenue Corridor

- Edit 4th St., 5th St., Delevan St., Estes St., Grove St., King St., Nalle St., 9th St., 6th St., 6½ St., and 7th St to clarify location and standardize nomenclature.
- Edit 9th/10th Connector to reflect the correct name of Roosevelt Brown Boulevard.
- Add Dice Street and Elm Street to the list of linking streets.

(7) High Street Corridor

- Edit 11th Street to clarify location
- Edit Willow Street to reflect the correct name of Willow Drive.
- Add 10th Street NE to the list of primary streets
- Add 13th Street NE, Duke Street, Little High Street to the list of linking streets.

(8) Neighborhood Commercial Corridor

- Edit Bainbridge St., Carlton Ave., Douglas Ave., Fontaine Ave., Garden St., Goodman St., Hinton Ave., Holly St., Lewis St., Maury Ave., Monticello Rd., and Walnut St. to standardize nomenclature.
- Add Meridian Street, Jefferson Park Avenue and Price Avenue to the list of primary streets.

(9) Highway Corridor

- Edit 5th Street to clarify location
- Edit East View Street to reflect accurate name of Eastview Street
- Edit Monticello Ave and Carlton Rd to standardize nomenclature
- Add Hillsdale Drive to the list of primary streets.
- Add 250 Bypass, Monticello Road, Rives Street, Nassau Street, Quarry Road and Druid Avenue to the list of linking streets.

(10) Urban Corridor

- Add University Avenue to list of primary streets.
- Add Old Ivy Road, Wise Street and 250 Bypass to list of linking streets.

(11) Central City Corridor

- Edit 8th Street, 9th Street and 10th Street to clarify location.
- Add Grady Avenue to the list of primary streets.
- Add Landonia Circle and Duke Street to the list of linking streets.

(14) Corner District

- Edit 12th Street, 12 ½ Street, 13th Street and 14th Street to clarify location.
- Remove 13th Street from the list of primary streets.
- Add Jefferson Park Avenue to the list of primary streets.
- Add Minor Court Lane to the list of linking streets.

Standard of Review Analysis

1. Whether the proposed amendment conforms to the general guidelines and policies contained in the comprehensive plan;

The 2013 Comprehensive Plan Land Use community vision includes a goal of a “Smart, Citizen-Focused Government”.

2. Whether the proposed amendment will further the purposes of this chapter and the general welfare of the entire community;

The purposes of the chapter would be furthered by the amendment by clarifying existing regulations.

3. Whether there is a need and justification for the change;

The change would clarify the regulations pertaining to the mixed-use districts in the City, and would reduce the confusion created by errors and omissions within this section of the Code.

4. When pertaining to a change in the zoning district classification of property, the effect of the proposed change, if any, on the property itself, on surrounding property, and on public services and facilities.

This zoning text amendment does not include a change in the zoning district classification of any particular property.

Public Comment

No public comment has been received at this time.

Recommendation

Staff recommends that the zoning text amendment be recommended for approval by the Planning Commission and City Council as written to amend the regulations for Mixed Use Districts.

Suggested Motions

1. “I move to recommend approval of this zoning text amendment to the intent and description of the mixed use districts (§34-541 et seq.), of the Code of The City of Charlottesville, 1990, as amended, on the basis that the changes would serve the interests of (*public necessity, convenience, general public welfare and/or good zoning practice*).”
2. I move to recommend approval of this zoning text amendment to the Intent and description of the mixed use districts (§34-541 et seq.), of the Code of The City of Charlottesville, 1990, as amended, on the basis that the changes would serve the

interests of (*public necessity, convenience, general public welfare and/or good zoning practice*) with the following additions and modifications:”

a.

b.

3. “I move to recommend denial of this zoning text amendment to the Intent and description of the mixed use districts (§34-541 et seq.), of the Code of The City of Charlottesville, 1990, as amended, on the basis that the changes would not serve the interests of (*public necessity, convenience, general public welfare and/or good zoning practice*) for the following reasons:”

a.

b.

Appendices

1. Current Sections of the Code proposed to be modified
2. Mark up of the code sections showing changes
3. Proposed code sections as they would be after the changes proposed in this report.

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CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	January 7, 2019
Action Required:	Consideration of a Zoning Text Amendment
Presenter:	Missy Creasy, Assistant Director, NDS
Staff Contacts:	Craig A. Fabio, Asst. Zoning Administrator, NDS
Title:	<u>ZT18-12-07 – Dwelling Unit Clarification</u>

Background:

At the Planning Commission's December 11, 2018 meeting, a Zoning Text Amendment was initiated and reviewed, regarding Dwelling Units. The proposed changes have been brought forward in response to the most recent Board of Zoning Appeals (BZA) meeting, where a determination was made that the City of Charlottesville Zoning Ordinance does not clearly define certain uses as Dwelling Units. Specifically, it was determined that under current regulations a Fraternity is not clearly defined as a Dwelling Unit, overturning a decision made by the Zoning Administrator. This determination could be applicable to Boarding Houses and other similar uses as well. Aside from height and setback requirements, the allowable number of Dwelling Units per Acre (DUA) is the primary factor when determining the maximum allowable use for properties in many districts throughout the City of Charlottesville. The existing DUA allowances were established to limit the impacts of development on neighborhoods, in line with the City of Charlottesville Comprehensive Plan. Boarding House uses generally have occupancy allowances higher than the standard four (4) occupants per Dwelling Unit, and thus arguably an already greater impact on neighborhoods. This determination would allow a property to be developed with the total allowable DUA in addition to a Boarding House. For example, a property with an allowable DUA of twenty (20) could be permitted to construct twenty (20) four occupant Dwelling Units as well as a Boarding House, which would not factor into the DUA and could house dozens of additional occupants. Staff finds this determination to be contradictory to the goals of the Comprehensive Plan and has submitted a Zoning Text Amendment to clarify the allowances in the City of Charlottesville Zoning Ordinance.

Proposed Zoning Text Change

Revise §34-6. **Interpretation of district boundaries: rules of construction.** as follows:

- Add new subparagraph (j) specifying uses that are to be counted as one Dwelling Unit.

Revise §34-1200. **Definitions.** as follows:

- Amend the definition of Dwelling Unit, removing the exclusive use clause.

Discussion:

Overview of Staff Analysis

Staff recommended approval of the proposed zoning text amendment to remove any ambiguity when determining if a use is to be considered a Dwelling Unit as well as clarification of the Definitions section.

- Staff indicated the need for the change to the Zoning Ordinance. The City of Charlottesville Board of Zoning Appeals determination exposed a loophole in the existing regulations. The determination is contrary to common interpretation of Dwelling Units as well as public interest.
- Staff has researched many other jurisdictions and crafted Code language that removes ambiguity. The proposed language provides a clear understanding that is in line with previous Planning and Zoning interpretations.
- The 2013 Comprehensive Plan looks to promote infill development, and increase commercial vitality and density in appropriate areas. The current Dwelling Units Per Acre (DUA) allowances have been established with this in mind, limiting properties to what has been deemed appropriate. The determination that a Fraternity is not a Dwelling Unit provides an opportunity to house numbers well above the established allowable DUA for a property.
- Staff believes the proposed regulations are in line with the goals of the 2013 Comprehensive Plan.

Planning Commission

Among the matters discussed by the Planning Commission at their December 11, 2018 meeting were the following:

- Whether this was a necessary text change to the Zoning Ordinance at this time, rather than part of a larger review of the entire document.
- The need for affordable units, such as Boarding Houses, and whether the proposed changes could impact development negatively.

- The Comprehensive Plan’s desire for development and density.
- The Commission also discussed the existing uses that could be regulated by this change.

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

The proposed zoning text amendment aligns with the City Council Vision of **Quality Housing Opportunities for All**, as it will provide clarity when determining density, which is necessary to meet the City’s goals for varied housing types that remain affordable and attainable.

The proposed changes align with **Strategic Plan, Goal 3.1**, as clarification of the language is necessary for *sensitive urban planning*. The ability to include housing for large numbers of occupants in a development without counting against density allowances is contrary to the purpose of the Dwelling Units Per Acre allowances.

Community Engagement:

Public comment was limited to two statements, the first questioning the speed with which the proposed changes were brought forth, and the second stating no concern for the timing or content of the proposed text amendments.

Budgetary Impact:

No budgetary impact.

Recommendation:

The Commission took the following action:

Commissioner Solla-Yates moves to recommend approval of this zoning text amendment to amend and re- ordain §34-6 et seq. and portions of §34-1200 (Amendments to the Zoning Ordinance) on the basis that the changes would serve the interests of public necessity, general public welfare and/or good zoning practice, and strike “for the exclusive use of such occupants” from section 34-1200. Seconded by **Commissioner Lahendro**. *Motion is Approved 5-0.*

Chairman Green: Staff will bring the remaining items to a work session at its earliest convenience to discuss and gain further clarification on item 34-1200. *Motion is approved 5-0.*

Alternatives:

City Council has several alternatives:

- (1) by motion, take action to approve the attached ordinance (granting the ZTA);

- (2) by motion, request changes to the attached Resolution, and then approve the ZTA in accordance with the amended Resolution;
- (3) by motion, deny the requested ZTA (as recommended by the Planning Commission).

Attachment:

- (1) Proposed Ordinance Approving a Zoning Text Amendment
- (2) Planning Commission Staff Report with Attachments, December 11, 2018
(<http://www.charlottesville.org/home/showdocument?id=63739> Page 136)

AN ORDINANCE AMENDING AND RE-ENACTING CHAPTER 34 (ZONING) OF THE CODE OF THE CITY OF CHARLOTTESVILLE (1990), AS AMENDED, TO UPDATE REGULATIONS DEFINING A “DWELLING UNIT” AND CLARIFYING HOW CERTAIN DWELLINGS ARE COUNTED FOR PURPOSES OF RESIDENTIAL DENSITY CALCULATION.

WHEREAS, upon the recommendation of City staff, the Planning Commission initiated a zoning text amendment proposing an amendment to the City’s zoning ordinance, to (i) clarify the definition of “dwelling unit”; (ii) to clarify how certain types of dwellings will be counted for purposes of calculating residential density, and (iii) to make housekeeping changes to definitions of various types of dwellings, in order to omit unnecessary wording and clarify the difference between boarding houses and multifamily dwellings (“Proposed Zoning Text Amendment”); and

WHEREAS, a public hearing on the Proposed Zoning Text Amendment was held by the Planning Commission on December 11, 2018, after notice to the public and to adjacent property owners as required by law, and following conclusion of the public hearing the Planning Commission voted to recommend approval of the Proposed Zoning Text Amendment, only in part: (i) amendment of §34-6 of the City’s Zoning Ordinance, to clarify how certain dwellings will be counted for purposes of calculating residential density, and (ii) amendment of §34-1200, the definition of “dwelling unit” to strike language referring to exclusive use of kitchen areas; and

WHEREAS, a public hearing on the Proposed Zoning Text Amendment was held by the City Council on January 7, 2019, after notice to the public and to adjacent property owners as required by law, and after conclusion of the public hearing, and after consideration of the Planning Commission’s recommendation, and the recommendations given by staff, this Council is of the opinion that that the Proposed Zoning Text Amendment, as recommended by the Planning Commission, has been designed to give reasonable consideration to the purposes listed in Sec. 15.2-2283 of the Code of Virginia (1950), as amended, and this Council hereby finds and determines that: (i) the public necessity, convenience, general welfare and good zoning practice require the Proposed Zoning Text Amendment, as recommended by the Planning Commission, and (ii) the Proposed Zoning Text Amendment, as recommended by the Planning Commission, is consistent with the Comprehensive Plan; now, therefore,

BE IT ORDAINED by the Council of the City of Charlottesville, Virginia that Chapter 34 of the Code of the City of Charlottesville (1990), as amended, is hereby amended and re-enacted as follows:

CHAPTER 34. ZONING
ARTICLE I. ADMINISTRATION

Sec. 34-6. Interpretation of district boundaries; rules of construction.

(a)....

(j) For purposes of calculating residential density of development (dwelling units per acre) the following uses shall be counted as one (1) dwelling unit: boarding house; boarding, fraternity and sorority house; convent; monastery; family day home; residential treatment facility.

...

ARTICLE X. DEFINITIONS

Sec. 34-1200. Definitions.

The following words, terms and phrases, when used in this chapter, will have the meanings ascribed to them in this article, except where the context clearly indicates a different meaning:

...

Dwelling unit means a building, or any portion thereof, containing a complete set of living accommodations suitable for occupancy by one (1) or more persons, consisting of sleeping, bathroom, and complete kitchen facilities ~~for the exclusive use of such occupants~~, and having either direct access from the outside of the building or through a common hall to the outside of the building.

...

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CITY OF CHARLOTTESVILLE, VIRGINIA CITY COUNCIL AGENDA



Agenda Date:	January 22, 2019
Action Required:	Approval of Ordinance
Presenter:	Kathy Galvin, City Councilor
Staff Contacts:	John C. Blair, II, City Attorney Chris Engel, Director of Economic Development
Title:	Amendment to Charlottesville-Albemarle Convention and Visitors' Bureau Operating Agreement

Background:

The City of Charlottesville and the County have jointly funded and undertaken the operation of a joint convention and visitors' bureau since 1979 for the purpose of promoting the Charlottesville-Albemarle area as a tourist destination and site for conferences and meetings. Until recently, the Charlottesville-Albemarle Convention and Visitors' Bureau was operated pursuant to a July 1, 2004 agreement between the City and the County.

In June 2018, the Board of Supervisors and the City Council adopted a new operating agreement, effective July 1, 2018.

Discussion:

Following several initial meetings of the new board it was determined that additional changes to the operating agreement and the composition of the board would be beneficial. As proposed in the first amendment to the agreement the organization would now be led by an Executive Board composed of the following members:

- a. Two members of the County Board of Supervisors.
- b. Two members of the Charlottesville City Council.
- c. The County Executive or designee.
- d. The Charlottesville City Manager or designee.
- e. The County Director of Economic Development or designee.
- f. The City Director of Economic Development or designee.
- g. The Executive Vice President of the University of Virginia or designee.
- h. One tourism industry organization representative appointed by the County Board of Supervisors.
- i. One tourism industry organization representative appointed by the Charlottesville City Council.
- j. One representative of the arts community jointly appointed by the designated members

- of the County Board of Supervisors and the Charlottesville City Council.
- k. One representative of the recreation community jointly appointed by the designated members of the County Board of Supervisors and the Charlottesville City Council.
 - l. A representative of the Chamber of Commerce
 - m. The President or Chief Executive Officer of the Thomas Jefferson Foundation or designee.
 - n. The Executive Director of the CACVB (non-voting member).

In summary, as proposed, the voting members of the Executive Board would total 15 members and include four elected officials, four local government staff, a representative from the University of Virginia, a representative of the Thomas Jefferson Foundation, a representative from the Chamber of Commerce, two representatives from the local tourism industry, a representative from the arts community and a representative from the recreation community. The Executive Director of the organization would be a non-voting member of the board. The previously envisioned advisory board would be abolished.

A blackline version of the operating agreement showing these changes is included herein.

The County Board of Supervisors is also considering approval of this amendment to the agreement.

Community Engagement:

There has been no community engagement on this matter.

Budgetary Impact:

There is no impact to the City budget as a result of this amendment.

Recommendation:

No recommendation.

Alternatives:

No recommendation.

Attachments:

Draft of Amended Agreement
Ordinance

**AN ORDINANCE TO AMEND THE AGREEMENT
TO OPERATE A JOINT CONVENTION AND VISITORS'
BUREAU**

WHEREAS, the City of Charlottesville (hereinafter "City") and Albemarle County (hereinafter "County") adopted, by ordinance, an Agreement to Operate a Joint Convention and Visitors' Bureau (hereinafter "Agreement") on June 18, 2018; and

WHEREAS, the City and County desire to amend the Agreement by adding an additional City Councilor and member of the County Board of Supervisors to the Charlottesville-Albemarle Convention and Visitors' Bureau (hereinafter "CACVB") Executive Board; and

WHEREAS, the City and County further desire to amend the Agreement by adding a representative of the arts community, and a representative of the recreation community to the CACVB Executive Board; and

WHEREAS, the City and County further desire to amend the Agreement by providing a CACVB Executive Board vote to the President of Chief Executive Officer of the Thomas Jefferson Foundation; and

WHEREAS, the City and County further desire to amend the Agreement by deleting references to the CACVB Advisory Board.

NOW, THEREFORE, BE IT ORDAINED THAT pursuant to Virginia Code Section 15.2-1300, the Agreement is amended as described above and as further detailed in the amendments attached hereto as Exhibit A; and

BE IT FURTHER ORDAINED THAT the City Manager is hereby authorized to execute the Agreement on behalf of the City, after the City Attorney approves the Agreement as to form.

This ordinance shall be effective immediately.

FIRST AMENDED AGREEMENT TO OPERATE
A JOINT CONVENTION AND VISITORS' BUREAU

THIS AGREEMENT is entered into this ___ day of ~~June~~January, 201~~8~~9, by and between the County of Albemarle, Virginia (the "County") and the City of Charlottesville, Virginia (the "City"). This agreement may be referred to as the "CACVB Agreement" and "this Agreement." The County and the City may be referred to collectively as the "Parties."

RECITALS

- R-1** The County and the City are each enabled by Virginia Code § 15.2-940 to "expend funds from the locally derived revenues of the locality for the purpose of promoting the resources and advantages of the locality"; and
- R-2** The County is enabled by Virginia Code § 58.1-3819 to expend Transient Occupancy Taxes collected by it (amounts in excess of two percent of the total five percent authorized to be collected) solely for tourism and travel, marketing of tourism or initiatives that, as determined after consultation with tourism industry organizations, including representatives of lodging properties located in Albemarle County, attract travelers to the County, increase occupancy at lodging properties, and generate tourism revenues within the County; and
- R-3** The County and the City are each enabled by Virginia Code § 15.2-1300 to jointly exercise the authority granted to them pursuant to Virginia Code § 15.2-940, and they desire to enter into an agreement with one another to continue to jointly fund and operate the local convention and visitors' bureau; and
- R-4** The County and the City desire to promote the resources and advantages of the County and the City, and to do so through the Charlottesville-Albemarle Convention and Visitors' Bureau as provided in this Agreement.

STATEMENT OF AGREEMENT

The County and the City agree to the following:

1. Convention and Visitors' Bureau Established and Authorized.

The Charlottesville-Albemarle Convention and Visitors Bureau (the "CACVB") is re-established and re-authorized.

2. Purpose of the CACVB.

The purpose of the CACVB is to promote the resources and advantages of the County, the City, and the region pursuant to the terms and conditions of this Agreement, including marketing of tourism, as well as marketing of initiatives that: attract travelers to the City and County, increase lodging at properties located within the City and County, and generate tourism revenues within the City and County.

3. Organization of the CACVB.

The CACVB shall be organized to have an Executive Board, ~~an Advisory Board~~, an Executive Director, and staff serving the CACVB.

A. Executive Board. An Executive Board is hereby established, and its composition and powers and duties are as follows:

- 1. Composition.** The Executive Board shall be composed of the following ~~nine~~fifteen voting members and ~~four~~ one non-voting members:

- a. ~~One~~Two members** of the County Board of Supervisors.

- b. ~~One~~Two members of the Charlottesville City Council.
 - c. The County Executive or his designee.
 - d. The Charlottesville City Manager or his designee.
 - e. The County Director of Economic Development or his designee.
 - f. The City Director of Economic Development or his designee.
 - g. The Executive Vice President of the University of Virginia or his designee.
 - h. One tourism industry organization representative appointed by the County Board of Supervisors ~~for a two year term; no person serving under this appointment may be appointed to more than four consecutive two year terms, exclusive of time served in the unexpired term of another as provided in Section 3(A)(2)(b).~~
 - i. One tourism industry organization representative appointed by the Charlottesville City Council ~~for a two year term; no person serving under this appointment may be appointed to more than four consecutive two year terms, exclusive of time served in the unexpired term of another, as provided in Section 3(A)(2)(b).~~
 - ~~j. One representative of the arts community jointly appointed by designated members of the County Board of Supervisors and the Charlottesville City Council as provided in Section 3(A)(2)(c).~~
 - ~~k. One representative of the recreation community jointly appointed by designated members of the County Board of Supervisors and the Charlottesville City Council as provided in Section 3(A)(2)(c).~~
 - ~~l. One representative of the Chamber of Commerce jointly appointed by designated members of the County Board of Supervisors and the Charlottesville City Council as provided in Section 3(A)(2)(c).~~
 - ~~m. The President or Chief Executive Officer of the Thomas Jefferson Foundation or his designee.~~
 - ~~jn. The Executive Director of the CACVB (non-voting member).~~
 - ~~k. The Chair of the Advisory Board (non-voting member).~~
 - ~~l. A representative of the Chamber of Commerce (non-voting member).~~
 - ~~m. The President or Chief Executive Officer of the Thomas Jefferson Foundation or his designee (non-voting member).~~
2. **Appointments to the Executive Board.** Appointments to the Executive Board shall be made as follows:
- a. Appointment of Members of the County Board of Supervisors and the Charlottesville City Council; Alternates.** The members of the County Board of Supervisors and the Charlottesville City Council who ~~shall~~ serve on the Executive Board shall be appointed by their respective governing bodies for terms determined by the respective governing bodies. The County Board of Supervisors and the Charlottesville City Council may appoint alternates to attend any meeting(s) that the regular appointees cannot attend. An alternate attending a meeting in place of the regular member may vote on behalf of the Board or Council at any such meeting.

b. Appointment of Representatives of Tourism Industry Organizations; Term. The tourism industry representatives identified in Sections 3(A)(1)(h) and (i) shall be appointed by a majority vote of the members of the County Board of Supervisors or the Charlottesville City Council, respectively, present and voting. Each appointment shall be for a two-year term; no person serving under this appointment may be appointed to more than four consecutive two-year terms, exclusive of time served in the unexpired term of another.

c. Appointment of Representatives of the Arts and Recreation Communities and the Chamber of Commerce; Term. The arts and recreation community representatives and the Chamber of Commerce representative identified in Sections 3(A)(1)(j), (k), and (l) shall be made by a majority of the four members of the County Board of Supervisors and the Charlottesville City Council appointed to the Executive Board. Each appointment shall be for a two-year term; no person serving under this appointment may be appointed to more than four consecutive two-year terms, exclusive of time served in the unexpired term of another.

3. Powers and Duties of the Executive Board. The Executive Board shall:

- a. **Adopt a Strategic Plan.** Adopt a strategic plan for the CACVB that is consistent with the purposes of the CACVB.
- b. **Adopt By-laws.** Adopt by-laws, which shall include procedures and rules for electing a chair, a vice-chair, the conduct of its meetings, and regulating the business of the Executive Board.
- c. **Adopt Policies and Plans.** Adopt any policies or plans consistent with the purposes of the CACVB and that may provide direction to the CACVB.
- d. **Marketing Strategies, Performance Measures, and Indicators.** Approve general marketing strategies and programs, and establish performance measures and indicators.
- e. **Hold Meetings; Quorum; Voting.** Hold a regular meeting at least once every two months. Each meeting shall be conducted in compliance with the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 *et seq.*). ~~Four~~Eight voting members of the Executive Board physically present at the meeting shall constitute a quorum. The Executive Board shall act only by a majority vote of those voting members present and voting at a lawfully held meeting.
- f. **Adopt a Budget.** Adopt a budget for the CACVB's operations and activities each fiscal year.
- g. **Contracts.** Acting through its Executive Director, arrange or contract for (in the name of the CACVB) the furnishing by any person or company, public or private, of goods, services, privileges, works or facilities for and in connection with the scope of Section 2 of this Agreement, ~~above~~ and the administrative operations of the CACVB and its offices. The contracts may include any contracts for consulting services related to tourism marketing and to promoting the County, the City, and the region.
- h. **Appoint the Executive Director; Performance; Termination.** ~~The Executive Board shall~~ aAppoint the Executive Director, who shall serve at the pleasure of the Executive Board, and evaluate the Executive Director's performance each year. If the CACVB does not have an Executive Director or an interim Executive Director on July 1, 2018, until the Executive Board appoints an interim or permanent Executive Director, the County shall provide an

employee currently on its payroll to serve as an interim Executive Director for the CACVB, commencing July 1, 2018 and continuing only until such time as the newly constituted Executive Board has appointed an interim or permanent Executive Director.

- i. **Offices.** ~~The CACVB shall provide~~ provide regular staffed visitor services at one location within the City of Charlottesville and one location within the County of Albemarle. Additional locations may be approved by the Executive Board. The Executive Board shall approve the location and terms and conditions for purchasing or leasing any CACVB office(s), and may, by recorded vote or resolution, authorize the Executive Director to execute any required instrument pertaining thereto.
- j. **Official Seal.** Establish and maintain an official seal, which may be altered at will, and to use it, or a facsimile of it, by impressing or affixing it, or in any other manner reproducing it.

4. Attendance. ~~Members of the Executive Board or their designees are expected to attend all regular meetings of the Executive Board. The Executive Board may request the County Board of Supervisors or the Charlottesville City Council, as the case may be, to replace any Executive Board Member appointed by that body, or the designated members thereof, to replace any Member who is absent, or whose designee is absent, from more than three regular meetings during a calendar year.~~

B. Advisory Board. ~~A seven-member Advisory Board is hereby established, and its composition and powers and duties are as follows:~~

1. Composition. ~~The initial membership of the Advisory Board shall be composed of those members of the Management Board appointed pursuant to the July 1, 2004 Agreement and whose terms have not expired as of June 30, 2018. The initial Advisory Board members shall continue to serve as members of the Advisory Board until their terms expire under their appointment (the "Holdover Term"). Thereafter, the Executive Board shall appoint each member to the Advisory Board as provided in subsection 3(B)(2), as each Holdover Term expires.~~

2. Appointments to the Advisory Board. ~~The Executive Board shall appoint persons to serve on the seven-member Advisory Board as follows:~~

a. Qualifications. ~~Any person appointed to the Advisory Board shall have experience or expertise in the local tourism industry ("stakeholders").~~

b. Terms and Term Limits. ~~Each appointment to the Advisory Board, other than to fill a vacancy during an appointee's term, shall be for a two-year term. No person may be appointed to more than four consecutive two-year terms in an appointed seat, exclusive of time served in the unexpired term of another.~~

c. Filling a Vacancy. ~~The Executive Board may fill a vacancy according to procedures set forth within its duly adopted bylaws and procedures. An appointment to fill a vacancy arising during an unexpired appointee's term shall be only for the remainder of the unexpired term. In making appointments to the Advisory Board, the Executive Board shall ensure that the Advisory Board always contains at least three (3) County stakeholders and at least three (3) City stakeholders.~~

d. Holdover. ~~Any member of the Advisory Board whose term expires may continue to serve on the Advisory Board until a successor is appointed.~~

3. Powers and Duties of the Advisory Board. ~~The Advisory Board has the following powers and~~

duties:

- ~~a. **Meetings; Quorum; Voting.** The Advisory Board shall hold a regular meeting at least once every two months. Each meeting shall be conducted in compliance with the Virginia Freedom of Information Act (Virginia Code § 2.2-3700 *et seq.*). Four members of the Advisory Board physically present at the meeting shall constitute a quorum. The Advisory Board shall act only by a majority vote of those members present and voting at a lawfully held meeting.~~
- ~~b. **Advisor to the Executive Board.** The Advisory Board shall serve as an advisor to the Executive Board. This duty includes, but is not limited to, making recommendations to the Executive Board pertaining to marketing strategies and performance measures and performance indicators.~~
- ~~c. **Reports.** Prepare and provide reports to the Executive Board pertaining to matters within the scope of Section 2 of this Agreement.~~
- ~~d. **Committees.** Establish committees to research and provide reports to the Advisory Board on issues pertaining to promoting the resources and advantages of the County, the City, and the region.~~

CB. Executive Director. The position of Executive Director is hereby established. The powers and duties of the Executive Director are as follows:

1. **Promotion.** Promote the resources and advantages of the County, the City, and the region pursuant to the terms and conditions of this Agreement, the Strategic Plan, and other policies and plans adopted by the Executive Board within the scope of Section 2 of this Agreement, subject to the following:
 - a. **Services Provided Until Executive Board Directs Otherwise.** Beginning July 1, 2018, and until the Executive Board directs otherwise, the Executive Director and the persons hired to provide services for the CACVB shall provide the services identified in **Attachment A**, incorporated by reference herein.
 - b. **Services Identified by the Executive Board to be Provided.** When the Executive Board identifies different or additional services to be provided by the CACVB, the Executive Director and the persons hired to provide services for the CACVB shall provide those services. The different or additional services may include, but are not limited to, expanding destination packages focusing on the arts, wineries, breweries, and distilleries; promoting heritage and cultural tourism and including this area's African-American heritage; promoting agritourism; promoting outdoor recreational tourism for activities such as hiking, bicycling, kayaking, and canoeing; and developing and promoting events and activities related to the arts, local resources, and local businesses.
2. **Budgeting.** Recommend an annual budget to the Executive Board.
3. **Contracting.** Execute contracts on behalf of the CACVB; perform the duties of purchasing officer on behalf of the Executive Committee, subject to compliance with Albemarle County procurement ordinances and procedures. The Executive Director shall procure all goods and services in compliance with the County's procurement laws and procedures, or may delegate procurement responsibilities to the County's purchasing agent.
4. **Reports.** The Executive Director shall provide to the Executive Board any reports required by this Agreement or requested by the Executive Board.

5. **Distribute the Budget and Provide a Balance Sheet.** The Executive Director shall provide the CACVB's adopted annual budget to the County and the City and a balance sheet showing the CACVB's revenues and expenditures for the prior fiscal year and the fund balance, if any, from the prior fiscal year. The budget and the balance sheet shall be provided by December 31 each year.
6. **Employees.** The Executive Director shall recruit, hire, and manage persons to be employed to perform services for the CACVB, subject to Section 8 of this Agreement.

4. **Funding the CACVB.**

The CACVB shall be funded as follows:

- A. **Funding Cycle.** The County and the City agree to fund the activities and responsibilities of the CACVB during each Fiscal Year (July 1 through June 30 of each calendar year) in which this Agreement remains in effect, beginning with the Parties' Fiscal Year 2019.
- B. **Funding Levels.** Subject to Subsection 4(F), the County and the City shall provide funding for the CACVB in each Fiscal Year in an amount equal to 30 percent of its Transient Occupancy Tax revenues collected by it in the most recent Fiscal Year ("Actuals"). This specified percentage and obligation is based on, and specifically limited to, a Transient Occupancy Tax of five percent in each locality. If either the County or the City enacts a Transient Occupancy Tax greater than five percent, that Party's funding obligation under the formula in this subsection is not changed by the increase in the tax rate for the Transient Occupancy Tax.
- C. **Payments to the Fiscal Agent.** Annual funding provided pursuant to Subsection 4(B) shall be delivered by the Party that is not the Fiscal Agent to the Party that is the Fiscal Agent in equal quarterly payments, payable on July 1, October 1, January 1, and April 1 each year, due upon receipt of an invoice from the Fiscal Agent.
- D. **Budget.** The budget prepared and recommended by the Executive Director, shall be presented to the Executive Board, and the recommended budget shall use the Actuals provided by the County and the City and referenced in Subsection 4(B), and any other revenue sources. Following receipt of a recommended budget from the Executive Director, the Executive Board shall take action to approve an annual budget, no later than May 1 each calendar year.
- E. **Documenting Costs.** All costs incurred and expenditures made by the CACVB in the performance of its obligations under this Agreement shall be supported by payrolls, time records, invoices, purchase orders, contracts, or vouchers, and other documentation satisfactory to the County and the City, evidencing in proper detail the nature and propriety of the costs. Records shall be maintained in accordance with Virginia law. Upon request by either the County or the City, the Executive Director shall allow City or County officials to inspect the documentation and records pertaining in whole or in part to this Agreement, or the Executive Director may, if acceptable to the requesting party, provide reports summarizing information within CACVB's records.
- F. **Appropriations.** Notwithstanding any other provisions of this Agreement, the County's and the City's obligation to fund the CACVB is expressly contingent upon the availability of public funds derived from Transient Occupancy Tax revenues and the annual appropriations of those funds thereof by the Parties. The City's appropriations of funds for the promotion and advertisement of the City are and shall be further subject to the provisions of Section 21 of the City's Charter.

5. **Permitted and Prohibited Uses of Funds, Goods, and Services by the CACVB.**

The CACVB shall expend revenues and use its funds, goods, and services only as follows:

- A. **Purposes for Which Tax Revenues May be Spent.** Revenues appropriated by the County and the City to the CACVB shall be expended only for the purposes for which their respective Transient Occupancy Tax revenues may be spent, as may be governed by state enabling legislation, the City's charter, and local ordinances.
- B. **Prohibited Use of Funds, Goods, and Services for Political Purposes.** The CACVB shall not expend its funds, use its materials or property, or provide services, either directly or indirectly, for any partisan political activity, to further the election of, or to defeat, any candidate for public office.

6. **Duration of this Agreement; Termination.**

This Agreement shall be effective on July 1, 2018 and remain in effect until it is terminated by the Parties, or either of them, as follows:

- A. **Termination by One Party.** Either the County or the City may terminate this Agreement by giving at least six months' written notice to the other Party.
- B. **Termination by Mutual Agreement.** The County and the City may mutually agree to terminate this Agreement under any terms and conditions they agree to.
- C. **Termination by Non-appropriation.** If either the County or the City fails to appropriate funds in the amount required to support its obligations under this Agreement for a subsequent fiscal year, then this Agreement shall automatically terminate at the end of the then-current fiscal year.

7. **Performance.**

The performance of the CACVB shall be measured as follows:

- A. **Until New Performance Measures and Performance Indicators are Adopted.** From July 1, 2018, until the Executive Board adopts new performance measures and performance indicators, the CACVB shall:
 - 1. **Return on Investment.** Meet a return on investment ratio of 7:1 annually that is based on seven dollars of total direct visitor expenditures for every one dollar of funding provided to the CACVB by the County and the City pursuant to the formula in Attachment A.
 - 2. **Performance Measures.** Measure performance using the specific measures in Attachment A.
 - 3. **Performance Indicators.** Track the performance indicators identified in Attachment A.
- B. **Adopted Performance Measures and Performance Indicators.** When the Executive Board adopts a new required return on investment, new performance measures, and new requirements to track performance indicators, the CACVB shall meet and perform those new measures and requirements.
- C. **Audits.** The County and the City may, at their option, request an independent audit of the CACVB's books and records. The cost of the audit shall be shared equally by the County and the City.

8. **Fiscal Agent Designation; Services.**

The County and the City will provide the following fiscal services for the CACVB:

- A. **Fiscal Agent.** The City will continue to serve as Fiscal Agent for the CACVB through December 31, 2018. Effective January 1, 2019, the County shall serve as Fiscal Agent for the CACVB. The Fiscal Agent shall be entitled to a fee of two percent of the Actuals referenced in Section 4(B) as compensation for acting as Fiscal Agent. This fee may be deducted from the Fiscal Agent's funding contribution pursuant to Section 4 each year.
- B. **Insurance.** The County will provide liability insurance coverage to the CACVB.
- C. **Legal Services.** The City Attorney will continue to provide legal services to the CACVB through December 31, 2018. Commencing on January 1, 2019, the County Attorney shall provide legal services to the CACVB, provided that representation does not create a conflict of interest under any rules of professional responsibility or other ethical rules of conduct. In the event any such conflict arises, the County Attorney shall so advise the Executive Board, so that the Executive Board may make necessary arrangements to obtain legal services. If the County Attorney anticipates any such conflict(s), he shall advise the Executive Board prior to January 1, 2019.
- D. **Other Services.** The County shall act as the CACVB's accounting and disbursing office; provide personnel administration services; maintain personnel and payroll records; provide information technology services; provide procurement services and maintain purchasing accounts and monthly statements; and contract for annual audits. Personnel administration shall include the matters referenced in paragraph E, following below.
- E. **Personnel Administration.** The employment of the Executive Director and any other persons hired to perform services for the CACVB are subject to the following:
1. **County Employees.** Any Executive Director or other person hired on or after July 1, 2018 to perform services for the CACVB shall be hired as an employee within the County's personnel and payroll systems.
 - a. **Transition of Employees Hired Prior to July 1, 2018.** Effective January 1, 2019, or as soon thereafter as the County and the City have created and funded an Employee Transition Plan, any person who was hired prior to July 1, 2018 to perform services for the CACVB shall be transitioned to become an employee of the County and shall be classified within the County's pay system and shall be paid in accordance with the County's payroll system and policies and its personnel policies. Until January 1, 2019, all such employees shall remain within the City's personnel/payroll system.
 - b. **Pay and Benefits for Transitioning Employees.** Within their Employee Transition Plan, the City and the County shall provide benefits and funding, as necessary to assure, to the fullest extent practicable, that no employee will lose pay or retirement benefits as a result of making the transition from City to County employment. With respect to retirement benefits, it is the intention of the Parties to keep each person transitioning from City to County employment whole, and to ensure that they neither lose retirement credit for time employed nor monetary contributions made to the City's retirement plan.
 2. **Duty Owed to Both the County and the City.** The Executive Director and any other persons hired to perform services for the CACVB owe a duty of good faith and trust to the CACVB itself as well as to both the County and the City as the localities which provide public funding for the CACVB.
- F. **Sooner Transfer of Fiscal Agency.** Notwithstanding the January 1, 2019 date for fiscal agency to transfer from the City to the County as provided in this section, fiscal agency may transfer sooner if the County and the City have created and funded the Employee Transition Plan as provided in

subsections 8(E)(1)(a) and (b) and the County and the City are otherwise prepared for fiscal agency to transfer.

9. Disposition of Property Upon Termination or Partial Termination.

Upon the expiration or earlier termination of this Agreement, all personal property of the CACVB shall be and remain the joint property of the County and the City for disposition, and the proceeds of disposition shall be pro-rated between the County and the City in accordance with the ratio of the amounts provided by each of them to the CACVB: (i) as capital contributions since 1979; and (ii) as contributions of operating funds during the 10 years preceding the date of termination, as compared with the aggregated contributions of the County and the City during that same 10-year period.

10. Liability.

Any liability for damages to third parties arising out of or in connection with the operations and activities of the CACVB and any persons employed to provide services for the CACVB shall be shared jointly by the County and the City, to the extent that any liability is not covered by funding within the CACVB's budget or liability insurance proceeds, and only to the extent that the County and the City may be held liable for damages under the laws of the Commonwealth of Virginia.

11. Miscellaneous.

A. Ownership of Materials; Copyright; Use. Any materials, in any format, produced in whole or in part pursuant to this Agreement are subject to the following:

1. **Ownership.** The materials are jointly owned by the County and the City.
2. **Copyright.** The materials are copyrightable only by the County and the City. Neither the CACVB, the Executive Board, nor any of its members, ~~the Advisory Board, nor any of its members,~~ the Executive Director, any CACVB employee, nor any other person or entity, within the United States or elsewhere, may copyright any materials, in any format, produced in whole or in part pursuant to this Agreement.
3. **Use.** The County and the City shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials prepared by or for the CACVB pursuant to this Agreement.

B. Amendments. This Agreement may be amended in writing as mutually agreed by the County and the City.

C. Assignment. The CACVB shall not assign any interest in this Agreement and shall not transfer any interest in this Agreement, whether by assignment or novation, without the prior written consent of the County and the City.

D. Severability. If any part of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that determination shall not affect the validity or enforceability of any other part of this Agreement.

E. Entire Agreement. This Agreement contains the entire agreement of the County and the City and supersedes any and all other prior or contemporaneous agreements or understandings, whether verbal or written, with respect to the matters that are the subject of this Agreement.

- F. **Applicable Law.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the Commonwealth of Virginia.
- G. **Approval Required.** This Agreement shall not become effective or binding upon the County and the City until it is approved by ordinances of the Charlottesville City Council and the Albemarle County Board of Supervisors.

IN WITNESS WHEREOF, and as authorized by duly adopted ordinances of the Albemarle County Board of Supervisors and the Charlottesville City Council, the County and the City each hereby execute this Agreement as of the date first above written, by and through their respective authorized agents or officials:

CITY OF CHARLOTTESVILLE, VIRGINIA

By: _____
City Manager

Approved as to Form: _____
City Attorney

COUNTY OF ALBEMARLE, VIRGINIA

By: _____
County Executive

Approved as to Form: _____
County Attorney

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CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	January 22, 2019
Action Required:	Appropriation
Presenter:	Kaki Dimock, Acting Assistant City Manager
Staff Contacts:	Kaki Dimock, Acting Assistant City Manager Hollie Lee, Chief of Workforce Development Strategies
Title:	Home to Hope Peer Navigators - \$405,000

Background:

On November 14, 2018, City Council held a worksession on the re-entry population and local best practice approaches. At that worksession, council heard presentations from a wide variety of local providers and community members about the Prisoner Re-entry Council, the use of risk assessments, the resource room at the jail, the Coming Home to Work program, the homecoming guide, loan programs at The Fountain Fund, and peer navigation. Peer navigation was identified repeatedly by speakers and community members as an effective approach to connecting people returning to the community after incarceration with community supports. Council requested additional information on the cost of a transitional housing program for individuals returning to the community and expanding our community's capacity to provide peer support services.

Discussion:

While peer navigation is gaining interest in the community of service providers, there remain many opportunities to benefit from the lived experience of peer support specialists. To that end, what follows is an opportunity to increase community capacity to provide high quality peer support services through training and the creation of a dedicated unit of peer navigators.

- 1) Create and offer a GO Peer Support training program - \$30,000*

A GO Peer Support training program will provide an opportunity for up to 15 participants to receive six weeks of formal training on:

- peer navigation
- professional boundaries
- the local system of care
- group facilitation skills
- financial literacy
- workplace readiness
- computer skills

Successful participants would gain preliminary credentials including:

- Peer Support Specialist Certification
- Wellness Recovery Action Plan (W.R.A.P.) Facilitator Certification

2) Establish Home to Hope Peer Navigator Unit - \$275,000

Hire 5 successful participants of the GO Peer Support Training Program to provide peer support services to individuals returning to community after a period of incarceration. Recently released individuals are at significant risk:

- They are 12 times more likely to die in the first 90 days than the general population*, and
- They are most likely to be re-incarcerated for a probation violation in the first 45 days*.

In an attempt to mitigate this risk, Home to Hope will focus its efforts on individuals released to community within the last two years, while prioritizing those who have returned within 90 days. Home to Hope peer navigators will maintain caseloads of 12 individuals and work on practical goals including:

- Obtaining identification
- Addressing the tasks identified on the jail case plan
- Connecting to probation unit in a timely way as required
- Connecting to services available at Offender Aid & Restoration (O.A.R.)
- Obtaining stable housing
- Obtaining employment or enrolling in training/education program
- Create plan for paying off restitution, fines and/or fees
- Assessing and address behavioral health needs
- Creating a plan for prosocial connections and support

Home to Hope is proposed as a two year pilot program to understand:

1. The impact of peer navigation on probation violations and subsequent jail stays
2. The extent of the practical and financial need of the re-entry population

Home to Hope will be re-assessed at the end of year one to determine what mid-course changes should be made and then evaluated against anticipated individual and community outcomes at the end of year two.

3) Provide flexible funds to address the needs of people returning to the community - \$100,000

A flexible fund will be established to assist individuals returning to the community after incarceration. Individuals may apply to use these funds to address practical needs including clothing, first month's rent and security deposit, transportation, health care, etc. Applications will be reviewed by peer navigators as a group. This fund allows for immediate needs to be addressed and provides the basis for evaluating the full scope of the financial need of the returning population.

Alignment with City Council's Vision and Strategic Plan:

Home to Hope is aligned with City's Strategic Goals # 1: An inclusive community of self-sufficient residents and #2: A healthy and safe city.

Community Engagement:

City staff consulted with multiple service providers, community members and the steering committee of the Re-entry Council in the development of this proposal.

Budgetary Impact:

No new funding will need to be appropriated. Funding would be transferred from the General Fund to the Human Services Fund. Should council determine that a special re-entry program is warranted, the budget impact would vary based on the program components selected:

GO Peer Support Training Program: \$30,000
Home to Hope Peer Navigator Unit: \$275,000
Flexible Funds for Practical Needs: \$100,000

TOTAL: \$405,000

Funding for the GO Peer program would come from funding previously appropriated to the Council Priority Initiatives fund. Funding for the Peer Navigator Unit and Flexible Funds would come from funding previously appropriated for the Equity fund.

Recommendation:

Staff recommend funding all three components as effective mechanisms to expand peer navigation and support services for individuals returning to community after a period of incarceration.

Staff recommend funding the training component in FY19 to take advantage of available grant funding using the priority initiatives fund.

Staff recommend funding peer navigation and flexible funding pool in FY20 using the equity fund.

Alternatives:

Council could fund one, two, three or none of these approaches.

Council could determine that Home to Hope should be supported by a community agency and not housed within the Department of Human Services.

Attachments:

* If this program were offered prior to the end of the current fiscal year, a TANF grant obtained by the City's Office of Economic Development would reimburse up to 85% of these expenses.

* Neal Goodloe, Criminal Justice Planner

APPROPRIATION
Home to Hope Peer Navigators Funding
\$405,000

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia that the sum of \$30,000 is hereby transferred for to the GO Peer Support Training Program from currently appropriated funds in the Council Priority Initiatives Fund in the General Fund as follows:

Transfer From:

\$30,000	Fund: 105	Cost Center: 1011001000	G/L Account: 599999
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Transfer To:

\$30,000	Fund: 213	Cost Center: 3411001000	G/L Account: 599999
\$30,000	Fund: 213	Cost Center: 3411001000	G/L Account: 498010

BE IT FURTHER RESOLVED that the sum of \$375,000 is hereby transferred for to the Home to Hope Peer Navigator Unit (\$275,000) and the Flexible Funds for Practical Needs (\$100,000) programs from currently appropriated funds in the Equity Fund in the General Fund as follows:

Transfer From:

\$375,000	Fund: 105	Cost Center: 1011001000	G/L Account: 599999
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Transfer To:

\$375,000	Fund: 213	Cost Center: 3411001000	G/L Account: 599999
\$375,000	Fund: 213	Cost Center: 3411001000	G/L Account: 498010

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CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



Agenda Date:	January 22, 2019
Action Required:	Resolution
Presenter:	Kaki Dimock, Acting Assistant City Manager – introduction Mayor Nikuyah Walker & Vice Mayor Heather Hill – discussion
Staff Contacts:	Kaki Dimock, Director, Acting Assistant City Manager Matthew Murphy, Outreach Coordinator
Title:	Establishing a Priority-Setting Commission

Background:

Responding to concerns that the Agency Budget Review Team (ABRT) was not as effective a process as it might be, Mayor Walker and Vice Mayor Hill established an ad hoc workgroup to consider how the process of city funding for nonprofits might be improved. This workgroup has assessed the historical A.B.R.T. process, reviewed an analysis of the process completed by a Batten School class last year, and researched nonprofit funding approaches used by other communities. While this workgroup has not yet concluded its work, one of its primary recommendations is for the creation of a priority-setting commission to inform council funding priorities and decision-making. In the revised process, priorities identified by this commission will determine how the majority of available nonprofit funding will be distributed. This approach would focus city funding on specific funding areas as opposed to providing general support to many nonprofits, as has been the history.

The workgroup is developing a proposal to revise the ABRT process to reflect four funding categories:

- **Capacity-Building Grants** to improve organizational capacity and sustainability:
 - Eligibility – nonprofits with annual operating budgets of less than \$350,000 that address the city’s strategic goals
 - Use of funds – recipients may use the funds for strategic planning, data collection, evaluation tools and associated activities, financial development and sustainability, or leadership development training
 - Amounts – grants available up to \$10,000
 - Limits – an organization may only receive a capacity-building award in two years out of every five, starting with the FY20 funding cycle
 - Selection process – applications are evaluated annually, final determination is made by City Council
- **Start-up Funds** to start a program critical to the city’s priority areas:
 - Eligibility – nonprofits less than three years old as determined by date of 501(c) 3 designation or formal fiscal agency agreement that intend to address the city’s priority areas
 - Use of funds – funds may be used to develop programming specific to the city’s

- priority areas that does not duplicate services already available in the community
- Amounts – grants available up to \$10,000
- Limits – an organization may only receive start-up grant in two years out of every five, starting with the FY2020 funding cycle
- Selection process – applications are evaluated annually, final determination is made by City Council
- **Programmatic support** funds are available for services that meaningfully address the city’s FY2020 funding priority areas:
 - Eligibility – nonprofit organizations
 - Use of funds – funding is available for programmatic support
 - Amounts – amounts are determined by need
 - Limits – funds must be used for services that address the city’s priority areas
 - Selection process - applications are evaluated by the Funds for a Just Cause Review Team annually, final determination is made by City Council
- **Matching funds** to leverage funding from outside the community:
 - Eligibility – nonprofits with evidence of a specific grant award from a non-city source that requires local government matching funds for an activity that addresses the city’s strategic goals
 - Use of funds – funds may be used as a match in a funding application
 - Amounts – amounts are determined by grant requirement but generally expected to be below \$5,000
 - Limits – Funds will only be released to applicant if and when the organization receives the larger grant award

A Priority-Setting Commission will establish priority funding areas that will directly influence the distribution of funds to nonprofits in the Programmatic Support and Start-Up categories listed above.

Specifically, the commission will be charged with establishing 3-5 funding priorities in a formal report to council in May. The commission will meet regularly over 4 months from January – April to review local data on demographics, need, indicators on community well-being; seek counsel from area experts, and hold at least one open community listening session to determine the annual funding priorities. Commission will review existing, reliable data with trend lines, if possible, including but not limited to:

- A. City strategic plan
 1. Strategic initiative scorecards
 2. Departmental scorecards
- B. Stepping Stones Report
- C. Community Planning & Management Team (CPMT) Data Dashboard
- D. Local community demographics
- E. National Citizen Survey results
- F. Housing Advisory Committee & Neighborhood Development Services Housing Strategy
- G. Orange Dot report

Membership for the commission will be recruited through an open call for applications and selected by council as a group. The commission will consist of 13 members as follows:

- 2 community members
- 2 members with professional data analysis expertise including a background in economics, social science, public policy, or similar
- 2 members with experience in large, quasi-governmental nonprofits such as Region Ten, J.A.B.A., or similar
- 2 members with experience in mid-sized nonprofits
- 2 members with experience in grassroots nonprofits
- 2 at large members
- 1 council member

The commission may be supported by city staff or outside facilitator, as council prefers.

Discussion:

While the workgroup's full proposal for a revised nonprofit funding process will come before council for consideration at a later date, there is consensus among the group that a priority-setting commission would improve the city's capacity to award funding where it is needed most. This matter is before council now as a matter of timing. In order for priorities to be established in time for the FY2021 funding cycle, a commission must conclude its work by June 2019.

Alignment with City Council's Vision and Strategic Plan:

This proposal aligns with City Council Strategic Goal #5 – A well-managed and responsive organization; specifically 5.4: Foster effective community engagement. Funds provided to area nonprofits are most likely to impact City Council Strategic Goals #1: An inclusive community of self-sufficient residents and #2: A healthy and safe city.

Community Engagement:

The ad hoc workgroup represents several community members.

Budgetary Impact:

Meals during commission meetings and facilitation services are estimated at \$5,000.

Recommendation:

The advisory group tasked with examining the outside non-profit funding process recommends the establishment of the Priority-Setting Commission as described in the memo.

Alternatives:

Council could recommend the group go back and establish a different method for priority setting.

Council could recommend that consideration of the priority-setting commission be delayed until the full proposed revised process is presented for approval.

RESOLUTION

Establishing a Priority Setting Commission

WHEREAS, in response to concerns that the Agency Budget Review Team (ABRT) was not as effective a process as it might be, Mayor Walker and Vice Mayor Hill established an ad hoc workgroup to consider how the process of city funding for nonprofits might be improved; and

WHEREAS, one of the primary recommendations from this workgroup is for the creation of a priority-setting commission to inform council funding priorities and decision-making;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that a Priority-Setting Commission shall be established to identify priority funding areas that will directly influence the distribution of funds to nonprofits in the Programmatic Support and Start-Up categories.

Specifically, the commission is charged with establishing 3-5 funding priorities in a formal report to council in May or June of the year. The commission shall meet regularly over 4 months from January – May to review local data on demographics, need, indicators on community well-being; seek counsel from area experts, and hold at least one open community listening session to determine the annual funding priorities. Commission will review existing, reliable data with trend lines, if possible, including but not limited to:

- A. City strategic plan
 1. Strategic initiative scorecards
 2. Departmental scorecards
- B. Stepping Stones Report
- C. Community Planning & Management Team (CPMT) Data Dashboard
- D. Local community demographics
- E. National Citizen Survey results
- F. Housing Advisory Committee & Neighborhood Development Services Housing Strategy
- G. Orange Dot report

BE IT FURTHER RESOLVED that membership for the commission will be recruited through an open call for applications and formally appointed by council. The commission will consist of 13 members as follows:

- 2 community members
- 2 members with professional data analysis expertise including a background in economics, social science, public policy, or similar
- 2 members with experience in large, quasi-governmental nonprofits such as Region Ten, J.A.B.A., or similar
- 2 members with experience in mid-sized nonprofits
- 2 members with experience in grassroots nonprofits
- 2 at large members
- 1 council member

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CITY OF CHARLOTTESVILLE, VIRGINIA

CITY COUNCIL AGENDA



Agenda Date:	January 22, 2019
Action:	Discussion of Historical Society Lease Agreement
Presenter:	Paul Oberdorfer, Director of Public Works
Staff Contacts:	Paul Oberdorfer, Director of Public Works John C. Blair, II, City Attorney
Title:	Albemarle-Charlottesville Historical Society Lease of McIntire Building

Background:

The McIntire Building, built for use as a City library by Paul Goodloe McIntire, is one of the more stately properties in Charlottesville. It was first leased to the Albemarle-Charlottesville Historical Society (ACHS) in 1993 after an extensive renovation organized by the Society, using a combination of donated funds and a loan from the City. The Society became a center of culture, drawing professional and amateur historians to the downtown area.

Discussion:

On September 18, 2017, City Council extended the current 2013 Lease Agreement with ACHS to March 1, 2018. It was understood at the March 5, 2018, City Council meeting that ACHS intended to meet with their board regarding the goals on or before the expiration of the lease. ACHS did not meet the March 1, 2018 goals, and Council reiterated with the Society that the goals were a condition of granting a lease extension. The Society agreed to meet with their board and returned to Council on April 2, 2018, at which time Council approved a one-year extension of the lease that terminates at midnight on April 30, 2019.

The stated goals are as follows:

- 1) Employ at least one person whose duties shall be focused on developing a strategic plan, with the guidance of the Center for Nonprofit Excellence, to procure funding for the ACHS while promoting its mission and programs, and implementing that plan by March 1, 2018.
- 2) Develop professional partnerships and relationships with community organizations to increase ACHS's visibility in the community and to increase and enhance a marketing and fundraising strategy, as well as funding sources for the ACHS's activities.
- 3) A plan for curating ACHS assets and creating an inventory record of assets.
- 4) An Agreement on the working relationship with Jefferson Madison Regional Library.

- 5) Accountability for racial and ethnic diversity in staffing practices and representation on the Board of Directors that reflect the racial and ethnic diversity of our region. Council shall appoint 1/3 of the Board of Directors.
- 6) New bylaws, programs of exhibitions, and projects that reflect the racial and ethnic diversity of our region will be established.
- 7) Establish a dedicated fund consisting of at least six months operating reserve.
- 8) Produce and submit to the City Council an annual progress report on the various programs conducted by the ACHS.
- 9) Submit to City Council a current audit and an annual audited financial statement with any request for renewal of the Lease.
- 10) Upon request of the City Manager's Office (CMO), provide information on progress towards reaching the goals set forth herein.

As of January 22, 2019, ACHS has complied with nine of the ten Council goals as outlined above and in the attached December 2018 ACHS Report. ACHS requested that to meet Goal 9, an audit of 2018 is permissible instead of 2017, due to a lack of financial controls during the period.

Community Engagement:

Once City Council decides on certain terms in the lease, this will be scheduled for a public hearing and first reading of an ordinance to approve the lease agreement on February 4, 2019.

Alignment with City Council's Vision and Strategic Plan:

1. A Center for Lifelong Learning:

The Historical Society and its presence in Charlottesville are intended to allow all citizens in our community to learn about its rich, diverse and sometimes tumultuous past.

2. Charlottesville Arts and Culture:

The Historical Society and its location in downtown Charlottesville attract both historians and those simply interested in the area's history to visit not only ACHS but also the many surrounding areas and venues reflected in the exhibits and materials on display at the Historical Society.

Budgetary Impact:

Fair Market Value of the property is estimated at the \$15/square foot or \$114,090/year. The proposed Lease Agreement of \$750.00/month (\$9,000/year) for the first year with ACHS will have a budgetary impact of \$105,090/year in lost lease revenue, compared to the property being leased at market value.

Recommendation:

If Council grants ACHS a Lease renewal on May 1, 2019, the lease term should be set at three (3) years with two (2), one-year renewals. The Lease payment should be no less than seven hundred fifty dollars (\$750.00) per month for the first year and a five percent (5%) annual increase each year on the anniversary date of the Lease.

Alternatives:

Council has the option to terminate the lease, or continue the lease under different terms than recommended above.

Attachments:

Draft Proposed Lease Agreement

December 12, 2018 Report by Albemarle Charlottesville Historical Society

THIS LEASE AGREEMENT, made as of this _____ day of _____, 2019, by and between the **CITY OF CHARLOTTESVILLE, VIRGINIA**, hereinafter the "Landlord", and the **ALBEMARLE COUNTY HISTORICAL SOCIETY**, a Virginia non-profit, non-stock corporation d/b/a the **ALBEMARLE CHARLOTTESVILLE HISTORICAL SOCIETY**, hereinafter the "Tenant";

W I T N E S S E T H:

That Landlord hereby leases unto the Tenant and the Tenant hereby agrees to lease from the Landlord that lot located at 200 Second Street, N.E., Charlottesville, Virginia, and containing the McIntire Library Building and grounds, being more particularly described in a deed conveying the lot to the City of Charlottesville recorded among the records of the Charlottesville Circuit Court Clerk's Office in Deed Book 33 at Page 92, hereinafter referred to as the "Premises."

1. **TERM.** The Term of this Lease shall be for a period beginning at 12:01 AM, **May 1, 2019** ("Commencement Date") and terminating at midnight on **April 30, 2022** ("Expiration Date"). This Lease may be terminated by the Landlord, provided the Landlord provides written notice of such termination to the Lessee at least sixty (60) days prior to the effective date of termination. The parties mutually agree that this Lease shall supersede and replace the existing lease agreement between the City and the Tenant for the Premises dated April 17, 2018.
2. **RENT.** The Landlord agrees that the Premises shall be leased to the Tenant for seven hundred fifty dollars (\$750.00) per month. The monthly rent shall increase by five percent (5%) on an annual basis starting May 1, 2020. The rent increase shall become effective on May 1 of each calendar year.
3. **TENANT ALTERATIONS.** Any alterations, additions and improvements to the Premises must be approved by Landlord prior to the commencement of construction. Except as otherwise provided hereafter, all such alterations, additions, and improvements to the Premises shall enure to the benefit of and shall be the property of the Landlord.
4. **LANDLORD'S COVENANTS.**
 - A. Landlord covenants and agrees to:
 1. Comply with the requirements of applicable building and housing codes materially affecting health and safety;
 2. Make, coordinate and pay for all routine repairs and maintenance of the exterior premises, including but not limited to, exterior painting and roof repairs;
 3. Maintain in good and safe working order and condition all of the electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other utility or mechanical systems located within the Premises;
 4. Provide property insurance for the replacement value of the Premises, covering damages caused by structural, mechanical, or systems issues related to the building and grounds.
 - B. Landlord further covenants that the Tenant, on performing the covenants and conditions contained in this Lease, may peaceably and quietly have, hold and enjoy the leased

Premises, subject to the other terms of this Lease.

5. TENANT'S COVENANTS.

Tenant covenants and agrees to:

- A. Keep and maintain the Premises in good, clean and safe condition, including:
1. Tenant shall comply with obligations imposed upon tenants by applicable building and housing codes materially affecting health and safety;
 2. Tenant shall use all appliances, and all electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other systems, in a reasonable and safe manner;
 3. Tenant is responsible for paying all utilities to serve the Premises, including fire monitoring, electricity, water, sewer and natural gas;
 4. Tenant agrees to pay all costs resulting from the intentional or negligent destruction, damage or removal of any part of the Premises by the Tenant or by any sub lessee of the Tenant.
 5. Tenant shall maintain the grounds of the Premises, to include mowing, leaf removal, litter removal, landscaping and tree maintenance according to the City property maintenance codes;
 6. Tenant shall remove snow and ice from all walks and steps following City property maintenance codes;
 7. Tenant shall make an annual report to City Council about the progress of Tenant's various programs related to Council goals, to be provided in January of each year of the lease Term.
- B. Tenant shall immediately notify the Landlord of any condition on the Premises that constitutes a fire hazard or other serious threat to the life, health or safety of the occupants of the Premises. Additionally, the Tenant shall provide prompt written notice to the Landlord of any defects or malfunctions in the Premises or in any of the equipment, appliances or parts thereof, as soon as the Tenant becomes aware of them.
- C. Tenant covenants and agrees that upon the expiration or termination of this Lease: (i) the Tenant will deliver the Premises in the same condition in which they were received, ordinary wear and tear excepted; and (ii) the Premises shall be thoroughly cleaned. In the event any of the above conditions have not been met by Tenant prior to its vacation of the Premises, the Tenant agrees to pay all costs and expenses incurred by the Landlord to do so.

- D. The Tenant shall not deliberately or negligently destroy, deface, damage, impair or remove any part of the Premises or permit any other person to do so. Tenant shall be liable for all costs and expenses necessary to repair or replace the Premises, or any portion thereof, as a result of such deliberate or negligent acts.
- E. Tenant shall not commit or permit any waste or nuisance on or about the Premises, nor do anything that might create a hazard of fire on or within the Premises.
- F. Tenant shall not sublet any portion of the property without written consent of the Landlord.
- G. Landlord shall appoint one third of the Tenant's Board of Directors.

6. DAMAGE TO PREMISES.

- A. In the event the Premises are destroyed or substantially damaged by fire or other casualty, and thereby rendered unfit for occupancy, the Term of this lease shall, at the option of either party upon reasonable notice to the other, terminate as of the date of such damage. Under those circumstances, accrued rent shall be paid up to the time of such damage. If neither party desires to terminate the Lease, the Landlord shall enter and repair the Premises with reasonable speed and rent shall be waived during any period in which the Premises remain unfit for occupancy. Once the Premises have been restored to a condition which is suitable for occupancy, the Tenant's rental obligation shall re-commence, but may be reduced by a reasonable amount for any period during which repairs continue, until such repairs have been completed.
- B. The Landlord shall maintain fire and extended coverage insurance on the Premises in an amount deemed adequate by the Director of Finance for the City of Charlottesville.
- C. The Tenant shall, at its own cost and expense, obtain adequate coverage for insuring the contents of the building against fire, theft or other peril, and the City expressly disclaims any liability for damages or loss of any nature whatsoever which may occur to the property of the Tenant, its members, or others while such property is located on the Premises.

- 7. INDEMNIFICATION.** The Tenant agrees to indemnify the City, its officers, agents and employees and hold them harmless from any loss of any nature whatsoever, which may occur by reason of the Tenant's use of the Premises. The Tenant shall maintain in force comprehensive public liability insurance coverage in a minimum amount of One Million Dollars (\$1,000,000.00), and Workers' Compensation coverage statutory to the Commonwealth of Virginia, with an insurer authorized to do business in Virginia. ~~Such~~ Comprehensive liability policy shall name the City as an additional insured and shall provide that such coverage shall not be cancelled without thirty (30) days written notice to the City. Liability and Workers' Compensation coverage shall waive subrogation against the City. The Tenant shall submit evidence of such insurance coverage to the City Attorney, via a certificate of insurance issued on the Acord Form 25 or such other form as acceptable to the City Attorney, for approval prior to the commencement date of this lease and within 10 days of the renewal of said coverage.

- 8. SUBLET OR ASSIGNMENT.** The Tenant shall have no right to assign or sublet the Premises to any other party without the prior written consent of the Landlord, which consent shall be entirely within the discretion of the Landlord. The Landlord acknowledges that a portion of the building basement has been sublet by the Jefferson Madison Regional Library (JMRL). The Tenant shall be required to provide the Landlord evidence of comprehensive public liability and workers' compensation insurance coverage for JMRL or any other sub-tenant occupying the

Premises. Coverage shall provide a minimum limit of One Million Dollars (\$1,000,000.00) per occurrence, with an insurer authorized to do business in Virginia. Liability policy shall name the City as an additional insured. Liability and Workers' Compensation coverage shall waive subrogation against the City and shall provide that such coverage shall not be cancelled without thirty (30) days written notice to the City. The Tenant shall submit evidence of such insurance coverage to the City Attorney, via a certificate of insurance issued on the Acord Form 25 or such other form as acceptable to the City Attorney, for approval prior to the commencement date of this lease and within 10 days of the renewal of said coverage. The Tenant shall provide the Landlord with a copy of the current sublease with the JMRL upon the Landlord's request.

9. **ACCESS.** The Landlord shall have the right to enter the Premises during normal business hours in order to inspect the Premises, make necessary agreed repairs or exhibit the Premises to either prospective or actual purchasers, tenants, workers or contractors. The Landlord may so enter without the consent of the Tenant at any time in case of emergency. Except in the case of emergency, or if it is impractical to do so, the Landlord shall give the Tenant reasonable notice of its intention to enter.
10. **HOURS OF OPERATION.** Tenant shall establish regular hours during which the Premises will be open to the public. As a minimum, the Premises shall be open to the public 5 full days per week, forty eight (48) weeks per year. For this purpose, a full day shall be deemed to be six (6) hours.

11. **DEFAULT; TERMINATION.**

- A. The following shall constitute events of Default by Tenant: (i) any material breach of this Lease by Tenant, including, without limitation, any breach that substantially affects the health or safety of any person; (ii) Tenant's abandonment of the Premises; (iii) Tenant's failure to make any payment of rent under this lease for a period of fifteen (15) days after written notice; (iv) use of the Premises by Tenant or others for any illegal purposes; (v) Tenant's denial of any right reserved in this Lease to the Landlord; (vi) filing by the Tenant or against the Tenant in any court pursuant to any statute of a petition of bankruptcy or insolvency or for reorganization or for the appointment of a receiver or trustee of all or a portion of Tenant's property or an assignment by the tenant for the benefit of creditors, provided that such proceedings are not dismissed within 90 days after the commencement of same; (vii) failure by the Tenant to maintain its status as a non-profit, non-stock organization, and (viii) the institution of legal proceedings by or against Tenant to levy upon or dispose of Tenant's leasehold interest in the Premises.
 - i. If Tenant is in default for non-payment of rent, and such default continues for thirty (30) days following written notice from the Landlord demanding possession of the Premises or the payment of rent, then the Tenant shall thereby forfeit its right to possession of the Premises. In such case, Tenant's possession may, at the Landlord's option, be deemed unlawful and the Landlord may proceed to recover possession through all lawful means and proceedings.
 - ii. In the event of a default for reasons other than failure to pay rent, the Landlord shall serve Tenant with a written notice stating the acts or omissions constituting the default and stating that the Lease will terminate, as set forth within the notice, upon a date not less than 30 days after Tenant receives the notice, unless the default is remedied within 21 days. If the breach is remediable by repairs or the payment of damages, and Tenant adequately remedies the breach within 21 days or such longer period of time as Landlord may specify in writing, the Lease shall not terminate. However, if a particular default is not remediable, Landlord's written

notice to Tenant may state the acts and omissions constituting the default and state that the Lease will terminate upon a specific date, which date shall not be less than 30 days after Tenant receives the notice.

- iii. In the event the Landlord pursues any remedies referenced above, the Tenant shall be liable as follows: (a) for all installments of rent and other charges that are past due, and those that are due and owing for the remainder of the Term of this Lease which shall immediately become due and payable; (b) for all expenses that may be incurred by the Landlord for re-letting the Premises, including, without limitation: brokerage, advertising, cleaning, repairing, redecorating and refurnishing expenses; (c) for any court costs incurred by the Landlord for possession of the Premises and for collection of unpaid rent or other charges under this Lease agreement; and (d) for reasonable attorney's fees incurred by the Landlord to obtain possession of the Premises or to collect rent, damages, or other charges under this Lease agreement.
- B. The following shall constitute events of Default by Landlord: (i) any material breach of this Lease by Landlord, including, without limitation, any breach that substantially affects the health or safety of any person; and (ii) Landlord's failure to comply with any laws pertaining to this Lease agreement.
 - i. In the event of a Default by Landlord the Tenant shall serve a written notice to the Landlord specifying the acts or omissions constituting the Default and stating that this Lease agreement will terminate on a specific date not less than 30 days after receipt of the notice if such breach is not remedied within 21 days. If the breach can be remedied by repairs, and the Landlord adequately remedies the breach prior to the date specified in the notice, this Lease agreement shall not terminate.
 - ii. The Tenant may not terminate this agreement for a condition caused by the deliberate or negligent act of the Tenant, sublessees or invitees.
 - iii. The Tenant may recover damages and reasonable attorney's fees and may obtain any other action or remedy permitted by law for Landlord's failure to abide by the provisions of this Lease agreement. The Tenant's recourse to any particular remedy shall not deprive him of any other action or remedy.
 - C. Prior to Expiration, if the Tenant deserts the Premises, the Landlord may deem the Lease in default and the Premises to be abandoned. The Landlord shall post in a conspicuous area on the Premises a notice declaring the Premises abandoned. Thereafter, the Landlord may enter and secure Premises and, after compliance with any applicable provisions of state law, the Landlord shall be entitled to possession.
 - D. Upon termination or expiration of this lease, Landlord shall have the right to reenter and repossess the Premises and may dispossess the Tenant and remove the Tenant and all other persons and property from the Premises. Tenant shall leave the Premises in good and clean condition, ordinary wear and tear excepted.
12. **NOTICES.** All notices required by this Lease, and all correspondence concerning this Lease, shall be sent by United States mail (postage prepaid), to the following individuals:
 - A. To Landlord: to the attention of the City Manager for the City of Charlottesville, addressed as follows: P. O. Box 911, Charlottesville, Virginia 22902.
 - B. To Tenant, to the address for the Premises, or such other address as the Tenant may designate in writing from time to time.
 13. **HEADINGS.** The headings of the sections of this Lease are inserted for convenience only and do not alter or amend the provisions that follow such headings.

14. **GOVERNING LAW.** This Lease shall be construed, interpreted and applied in accordance with the laws of the Commonwealth of Virginia.
15. **SEVERABILITY.** Any provision of this Lease which is prohibited by, or declared by a court of competent jurisdiction to be unlawful or unenforceable under Virginia law shall be ineffective only to the extent of such prohibition or declaration; the remaining provisions of this Lease shall remain in full force and effect.
16. **NO WAIVERS.** Failure of the Landlord to insist, in any one or more instances, upon a strict performance of the covenants of this lease, or to exercise any option herein contained, shall not be construed as a waiver or a relinquishment of such right, but the same shall continue and remain in full force and effect. No waiver by the landlord of any provision hereof shall be deemed to have been made unless expressed in writing and signed by the Landlord.
17. **AMENDMENTS.** This lease may not be amended or modified except by written agreement signed by both parties.
18. **BENEFITS.** This agreement is binding upon and shall inure to the benefit of all the respective parties hereto, their respective successors, legal representatives and assigns.
19. **ENTIRE AGREEMENT.** This lease shall constitute the full and complete agreement between the parties, and no other prior or contemporaneous writings or statements shall be of any consequence or have any legal effect.

WITNESS the following signatures and seals.

CITY OF CHARLOTTESVILLE, VIRGINIA

By: _____

Title: _____

ALBEMARLE COUNTY HISTORICAL SOCIETY

By: _____

Title: _____

Perry Foundation, Incorporated

P.O. Box 8260, Charlottesville, Virginia 22906

Telephone: 434-977-5679

Email: salp_leech@yahoo.com

Administrator

STEPHANIE LEECH

Trustees

GARY C. MCGEE

President

PHILIP L. SPARKS

Vice President

SUZANNE J. BROOKS

Secretary

EDWARD D. TAYLOE, II

Treasurer

ROBERTA F. BROWNFIELD

SUSAN CABELL MAINS

DANIEL P. GOODALL

WADE TREMBLAY

December 12, 2018

Coy Barefoot, Executive Director
Albemarle County Historical Society, Inc.
200 Second Street NE
Charlottesville, VA 22902

Dear Mr. Barefoot,

I am pleased to inform you that at its December 7th meeting the Perry Foundation Board of Trustees approved a \$22,950 outright grant toward the cost of video equipment and removeable shelving, lighting, and museum displays as described in your November 1, 2018 proposal.

Payment of Perry's grant is subject to the Historical Society receiving a five-year lease from the City of Charlottesville. The deadline for reporting receipt of this lease to Perry is March 1, 2019. Payment will follow in 2019.

The Board asks that each applicant refrain from re-applying to the Perry Foundation for funding for a period of one year following receipt of the Board's decision, or one year after payment in full of a current grant, whichever comes later.

In accordance with our fiduciary responsibility we reserve the right to have our auditor examine your records in connection with our contribution.

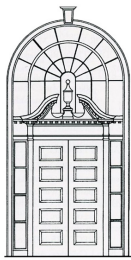
Please accept our very best wishes for your continued success.

Sincerely yours,



Gary C. McGee
President

cc: Roberta Brownfield



THE CHARLOTTESVILLE CENTER FOR HISTORY AND CULTURE

Home of the Albemarle Charlottesville Historical Society

December 2018

Mike Murphy, City Manager
City of Charlottesville

Board of Directors

Dr. Shelley Murphy, Chair
John Conover, Treasurer
Angus Arrington
Rey Barry
Sheila Ford
Dr. Ervin Jordan
Dr. Phyllis Leffler
Stephen Levine
Daniel Smythe
Dr. Ken Wallenborn

Staff

Coy Barefoot, Executive Director
Margaret O'Bryant, Librarian
Keri Matthews, Collections
Sandy DeKay, Administrator

Address

200 Second Street, NE
Historic McIntire Building
Charlottesville, VA 22902

Phone

434-296-1492

Website

cvillecenter.org

Mr. Murphy,

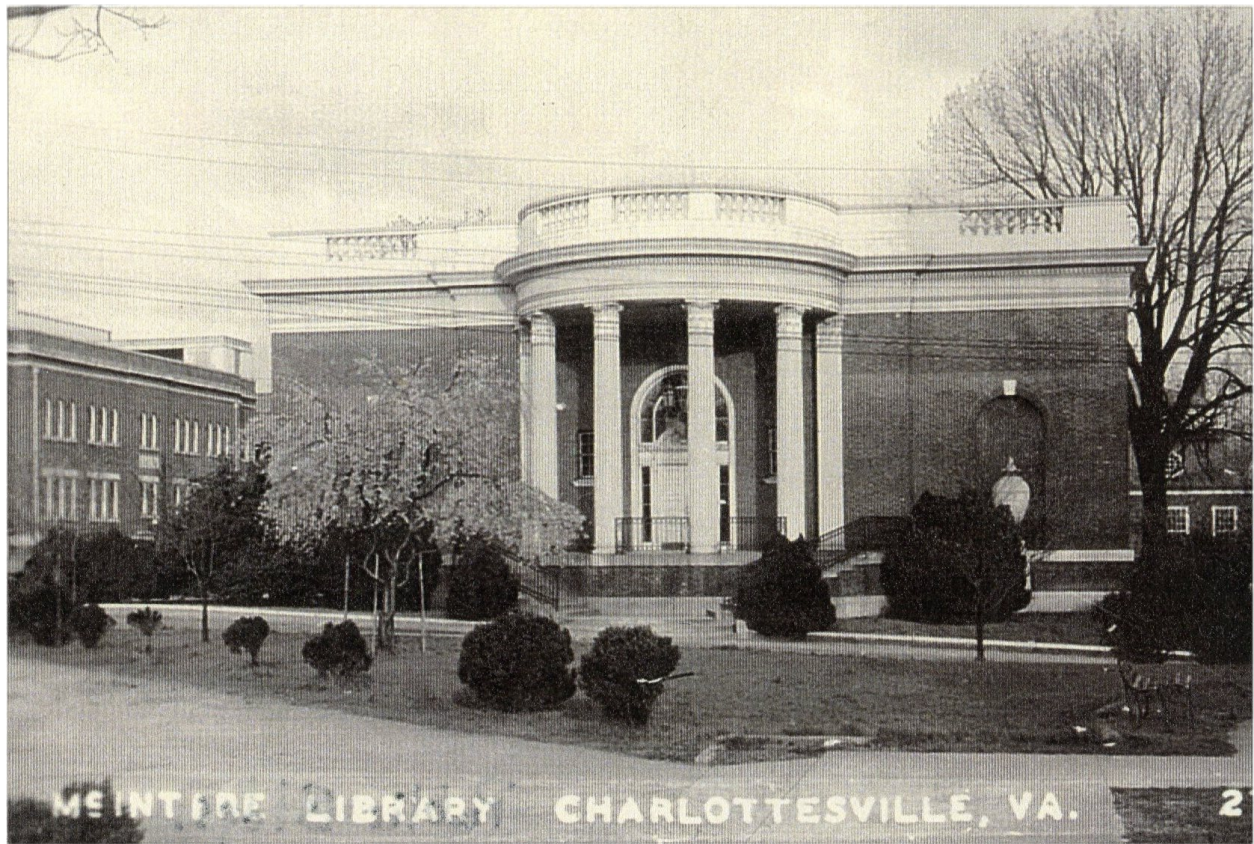
The Albemarle Charlottesville Historical Society has been a tenant in the Historic McIntire Library building since 1994. Beginning in the late 1980s, the Society had — in collaboration with the City, a number of charitable organizations and private donors— raised many hundreds of thousands of dollars to fund an extensive renovation of the building so that we could occupy the space.

On October 17, 2017, in response to concerns raised about previous Society leadership, City Council voted to require our organization to focus on ten stated goals so as to continue any lease agreement with the City. One of those requirements was, upon request of your office, to “provide information on progress towards reaching the goals.” This report is intended to meet that request by updating your office and Council with detailed information regarding our successful progress towards and completion of these goals.

Upon satisfactory review of this report, we respectfully request a ten-year extension of our current lease in the McIntire Building. We have been and will continue to be excellent stewards of this historic community asset that is the McIntire Building. We are proud to partner with you and other stakeholders to make positive contributions to our diverse community. Please don't hesitate to let me know if you or your staff have further questions or require additional information.

With gratitude,

Coy Barefoot, Executive Director



A Report by the

Charlottesville Center for History and Culture

Home of the Albemarle Charlottesville Historical Society

to the

City of Charlottesville

December 2018

THE CHARLOTTESVILLE CENTER FOR HISTORY AND CULTURE

Home of the Albemarle Charlottesville Historical Society



Our Vision

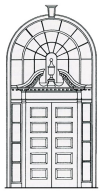
History is not the past, it is the story we tell about the past. And whoever gets to tell that story, who gets to put up statues and who doesn't, this will shape the history that we leave for those who come after us. We believe everyone has a unique and powerful story to share, and that we should all have an opportunity to help make history.

Our Mission

We are committed to using history as a tool to create experiences that can inform, enlighten, inspire, and bring people together, offering opportunities for new relationships and new understandings. Our goal is to re-imagine and re-invent the role of an historical society in the 21st century: to be a strong civic organization that works to enrich the lives of our neighbors and visitors here in Central Virginia.

Our Values

Our work is grounded on a belief in the worth and dignity of every human being. We respect people, communities and cultures. We value discovery, creativity, integrity, and diversity. We believe in the potential for history to enrich our lives, to create stronger relationships and more vibrant communities.



THE CHARLOTTESVILLE CENTER FOR HISTORY AND CULTURE
Home of the Albemarle Charlottesville Historical Society



THE CHARLOTTESVILLE CENTER FOR HISTORY AND CULTURE:

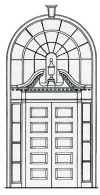
HOME OF THE ALBEMARLE CHARLOTTESVILLE HISTORICAL SOCIETY is an independent 501(c)(3) organization dedicated to exploring and sharing the history of the Central Virginia region— where our local story is the story of the nation. Every great chapter in America’s history is written in rich detail right here in the Virginia Piedmont, from the native peoples who called this land home for thousands of years, to the “Founding Fathers” of the American Revolution, the U.S. Civil War, European immigration, and more. From the early effort to create public education in America, to advance the cause of science and medicine, from the struggle to end human slavery and to secure the full rights and dignity of all human beings; from the Civil Rights Movement to the Women’s Movement to the Student Movement and beyond.

FOUNDED IN THE SPRING OF 1940 to coordinate the work of local history enthusiasts, the founders of our organization were motivated to discover and preserve important historic documents, as well as to conduct original research and to share their findings. Since our founding nearly eight decades ago, we have grown and changed in a variety of ways to encompass an amazing suite of new programs and exciting projects. We are a research library. We are a museum of history and culture. We are walking tours and personal enrichment classes. We are a one-of-a-kind archive of historic papers, photographs, artwork, and memorabilia. We are a magazine, a radio program, original documentary videos, and free lectures series. We are a vibrant community center dedicated to research, learning, and sharing. We are here for all who want to learn more, to discover, and to explore.



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- Goal 2:** Develop professional partnerships and relationships with community organizations to increase ACHS's visibility in the community and to increase and enhance a marketing and fundraising strategy, as well as funding sources for the ACHS's activities. **TAB 2**
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- Goal 4:** An Agreement on the working relationship with Jefferson Madison Regional Library. **TAB 4**
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- Goal 10:** Upon request of the City Manager's Office, provide information on progress towards reaching the goals set forth herein. **TAB 10**



Goal 1: Employ at least one person whose duties shall be focused on developing a strategic plan, with the guidance of the Center for Nonprofit Excellence, to procure funding for the ACHS while promoting its mission and programs, and implementing that plan by March 1, 2018.

The previous Director of the Historical Society, without addressing any of the stated goals or requests of City Council, officially terminated any and all connections to our organization on February 11, 2018— with no word to our Board and no plans in place to succeed him. We should point out that according to our staff, he actually has had little to do with the Society for at least the past two years and has seldom come to work and was not responding to emails.

Within 24 hours, past Board member Will Lyster rejoined the Board and accepted the role of Chair to provide urgent and necessary leadership in this critical transition period. He began meeting with City officials immediately. Mr. Lyster agreed to this role on a temporary basis, and only until new leadership could be secured. (Later, having met all his goals, Mr. Lyster left his temporary place on the Board in October 2018).

At a meeting of the Board of Directors on Wednesday evening, March 7, 2018, Coy Barefoot accepted an employment contract as the Executive Director of the organization. He met the very next day with the Center for Nonprofit Excellence and began the work to map out a strategic plan forward for the Historical Society.

CNE has proven to be an exceptional partner in our efforts. They have provided invaluable counsel and guidance on everything from board governance to fundraising, and our collaboration continues. We have enclosed a recent note from CNE Director Cristine Nardi regarding our work together.

During his first few months, Mr. Barefoot built an entirely new website, designed and launched a whole new suite of programs and projects, oversaw a number of new museum exhibits and walking tours, and continues to create and work with a host of new community partners. With on-going input from our advisory team at CNE and our pro bono accountant at Hantzom Wiebel, we have written and adopted a new budget for 2019. We are now building an entirely new fundraising strategy as well.



Strong Nonprofits. Strong Community.

November 20, 2018

Coy Barefoot
Executive Director
Charlottesville Center for History and Culture
200 Second Street, NE
Charlottesville, Virginia 22902

Dear Coy:

This letter is to verify that the Charlottesville Center for History and Culture (home of the Albemarle Charlottesville Historical Society) has been active and engaged in CNE's nonprofit support services since joining CNE on February 19, 2018.

As just one example, the Center engaged CNE to provide a training to the Center's board on the board's roles and responsibilities, including its fiduciary responsibilities. Additional information on the Center's engagement with CNE is outlined in the *Member Engagement Summary* below, including dates and a brief description of the topics discussed.

Please don't hesitate to contact us with any questions or if we can provide additional information.

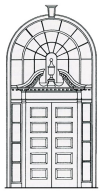
Kind regards,

A handwritten signature in black ink, appearing to read "Cristine Nardi", with a long horizontal flourish extending to the right.

Cristine Nardi
Executive Director

Member Engagement Summary

- 2/24/18 - New board member orientation
- 3/8/18 - Executive Director on boarding and next steps plan
- 3/16/18 - Strategy and program development
- 3/23/18 - HR practices
- 3/30/18 - HR practices
- 4/13/18 - Board and 3-month action plan
- 4/27/18 - Building a finance committee
- 5/23/18 - New board member orientation and check in on 3-month plan
- 7/24/18 - Financial policies and procedures
- 8/15/18 - Board training on roles and responsibilities
- 9/15/18 - On boarding of new Board Chair, board committee goals, and check-in on next steps after first board meeting
- 9/17/18 - Fundraising and tax questions
- 9/24/18 - Marketing and social media policies and procedures
- 9/26/18 - Membership management and strategy
- 11/16/18 - Strategy, budget review, and fundraising



Goal 2: Develop professional partnerships and relationships with community organizations to increase ACHS's visibility in the community and to increase and enhance a marketing and fundraising strategy, as well as funding sources for the ACHS's activities.

“Develop professional partnerships and relationships with community organizations...”

In this new chapter we have made it a priority to reach out and build collaborative partnerships with a number of community organizations including but certainly not limited to: The Center for Nonprofit Excellence, Hantzom & Wiebel, The Jefferson Madison Regional Library, The Preservers of the Daughters of Zion Cemetery, Light House Studio and Vinegar Hill Theater, Rosalia Films, The Virginia Film Festival, the African-American Heritage Center, The Paramount Theater, Preservation Piedmont, the City of Charlottesville Schools, Albemarle County Schools, Albemarle County's Office of Equity and Inclusion, UVA's Special Collections Library, UVA's Carter G. Woodson Institute, the Southern Jewish Historical Society, Thomas Jefferson's Monticello, the Charlottesville Regional Chamber of Commerce, the Charlottesville Downtown Business Association, the Perry Foundation, Virginia Humanities, the Ivy Creek Natural Area Foundation, Zion Hill Baptist Church, the Blue Ridge Tunnel Foundation, and more.

“...a marketing and fundraising strategy, as well as funding sources for the ACHS's activities.”

We have launched a new suite of social media platforms, a new blog on our website (cvillecenter.org), and our Director Coy Barefoot appears regularly on local radio to discuss and promote our programs and projects. In January of 2019 we will launch a new radio program (broadcast live and podcast online) about our regional history. We are also in talks with the Virginia Public Media Foundation about developing a new TV program for PBS about the history of Virginia.

At the direction of the Center for Nonprofit Excellence, in the fall of 2018 we drafted and approved a new budget for our upcoming fiscal/calendar year. With that in place, we are now building an all-new fundraising plan for 2019, identifying a number of grant opportunities, charitable foundations, and underwriting strategies that we will map out for each quarter of the coming year. Pending our successful request for a five-year lease in our building, we already have on the table a potential grant from the Perry Foundation for nearly \$23,000.

Season's Greetings!

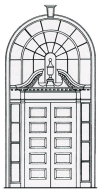
I am again writing to express my continued support for the Albemarle Charlottesville Historical Society (ACHS) under the leadership of Executive Director Coy Barefoot.

Last March, I wrote that I was looking forward to partnering with ACHS on future projects. Since that time, ACHS hosted the "Gone But Not Forgotten" Exhibit from late May thru mid-November. During that time, the Preservers of the Daughters of Zion Cemetery held a public reception at ACHS following our Decoration Day ceremony; welcomed a group of Albemarle County high school students participating in the Leadership Albemarle program, and in August, welcomed Virginia Governor Ralph L. Northam and Delegate David Toscano for a tour of the Exhibit. The Preservers and ACHS also co-hosted three screenings of the "West Main Street" film that highlights several members of the Charlottesville community during the 1980s and 90s.

As Executive Director, Coy has personally reached out to many diverse groups and has developed a robust new website that invites all to join in celebrating Charlottesville's rich history. I am forever grateful to Coy for the opportunity afforded the Preservers of the Daughters of Zion Cemetery to be a part of the ACHS revitalization.

Best,
Edwina

Edwina St. Rose
Sales Associate Licensed in VA
Montague, Miller & Co REALTORS
500 Westfield Rd.
Charlottesville, VA 22901
[434-227-4431](tel:434-227-4431) Office
[434-284-0094](tel:434-284-0094) Mobile
[434-295-1388](tel:434-295-1388) Fax
strose@montaguemiller.com
www.historiccville.org



Goal 3: A plan for curating ACHS assets and creating an inventory record of assets.

1. Financial Assets

We currently have a business checking account with Virginia National Bank and four investment accounts under management with Davenport & Company LLC. These accounts are all professionally maintained with regular reporting and under continual review by our Treasurer, the Finance Committee, and the Board of Directors.

2. Historic Manuscript Collection and our Research Library

Our Research Library is among the very best of local history libraries in the country. It was initially created by a committee of Historical Society volunteers beginning in the early 1970s, who managed to pull together a unique collection of resources about the history of Charlottesville and Albemarle County. The Library first opened to the public on October 29, 1974, in a renovated basement of our then headquarters at 220 Court Square. Since that time the holdings have grown to include over 6,000 individual volumes, 15,000 pamphlets, 300 historic maps, and close to 1,000 archived manuscript items. The Library, its holdings, and our Historic Manuscripts Collection are operated and professionally maintained in collaboration with the Jefferson-Madison Regional Library system— one of our oldest and most successful partnerships. These holdings are all identified in the JMRL database (so available to any visitor to our regional library system), and indexed in even greater detail in our own database. The Library continues to receive thousands of visitors every year seeking information about our regional history, including numerous queries related to genealogical research. Since 1988 our Director of Library Services has been Margaret O'Bryant, who was a volunteer in the years before that. Margaret's vast knowledge of the history of the region, her attention to detail, her generous and patient spirit have become synonymous with what is best about our organization.

3. Historic Items Collection

In addition to our Library's holdings of books, personal manuscripts and historic maps, we maintain a unique archival collection of museum artifacts. This historic collection includes many thousands of items that help to tell the story of our region: from papers to portraiture to photographs, clothing, furniture, memorabilia and ephemera, all donated by individuals, families, businesses and organizations throughout Central Virginia. Beginning in 2008, our Collections Manager, Keri Matthews, has continually worked to identify, evaluate, and accession this Collection, creating a professional inventory that incorporate the best practices of archival management. Council may be interested to know that at the direction of our Board, we conducted an audit of this Collection in the Spring of 2018. We determined that no artifact is missing nor do we have any evidence that any item(s) was ever illegally removed or sold. We have verified that this Collection is intact and always has been. A more detailed report from Ms. Matthews follows this page.

2018 ACHS MUSEUM COLLECTION REPORT

Prepared by Keri Matthews, Collections Manager and Curator of Exhibitions

Museum Collection Overview – ca. 2000–2009

For over forty years, the Albemarle Charlottesville Historical Society has accepted donations to its museum collection, and what began as a small curio collection has grown into an enormous trove housed at the McIntire Building. Ranging from family heirlooms to local advertising ephemera and appearing frequently in curated exhibitions at ACHS, these objects weave a rich tapestry of the material past for Charlottesville and Albemarle County.

The bulk of the objects currently housed in the ACHS museum collection arrived here in the early 2000s, when a change in directorship heralded a change in and expansion of the collection policy. Furniture, textiles, prints, paintings, and photographs swelled the storage space at the McIntire Building, filling shelves and walls with local (and some not-so-local) artifacts. In the 2010s, this expansive, de facto collection policy evolved further still under another change in leadership, such that ACHS welcomed hundreds of additional donations. The sole criteria for evaluating and accepting a new donation was that each object must have a demonstrable connection to Charlottesville and/or Albemarle County, e.g., owned by a local resident, produced or manufactured here, or sold or purchased locally.

From approximately 2000 to 2009, the record-keeping for this burgeoning collection failed to keep pace with the donations. This is not to say, however, that there was a complete lack of effort to track and inventory objects in the collection. When I began work as ACHS collections manager in 2009, I found evidence of several incarnations of collections catalogs and inventories that had been created over the years, including handwritten ledgers, templated accession worksheets, and an active instance of PastPerfect, a proprietary museum cataloging software. But none of these catalogs or inventory methods, it seemed, had been used or maintained consistently over the years. As a nonprofit organization with a high rate of nonspecialist volunteer and wage-employee turnover, this fact is hardly surprising, but challenging all the same.

New Inventory – 2009–present

In 2009, I began the process of creating an entirely new inventory of the existing museum collection, to which I could then add new donations as they arrived. Using a Microsoft Excel spreadsheet and following standard museum guidelines for collections care, I created a master inventory database in which each object could be evaluated and identified by entering data in the same ten fields: accession number, dimensions, title, artist (manufacturer), medium, description, date of donation, date of accession, original accession worksheet notes (where applicable), and care needed.

For a brief time, ACHS adopted the use of a free, cross-platform cataloging software, Collective Access, from about 2010 to 2012. It functioned sufficiently for a time, and was useful insofar as we were able to catalog much of the photographic collection, in particular. But a lack of storage space on the ACHS server ultimately ended our use of that software, though even today the ACHS library staff continue to access from that database what information and images had been inputted before we suspended use of Collective Access.

Lack of available funds precluded purchasing another cataloging software, so I opted to continue using the Excel spreadsheet Master Collection Inventory, which was simple, efficient, and compatible for uploading data should we decide to purchase another program in future.

Acquisitions and Accessions

As of 2009, signed deeds of gift are required for all donations to the museum collection. Deeds of gift form the legal basis for the Society's ownership of each item, and they also form the foundation of the object record. Following standard practice for care of museum collections, each object receives an individual object file, which contains the original signed deed of gift along with any donor correspondence or background information. Together, these elements establish an object's provenance. This information is vital, as it helps exhibit designers and curators tell the story of the object, turning an anonymous piece of material into an identifiable piece of material history.

The policy requiring signed deeds of gift for all donations has been in place since 2009. It is clearly outlined and explained to all staff and volunteers, and blank deeds of gift are readily available so that staff and volunteers can document new donations at the time of receipt. Adherence to this requirement for documentation by staff and volunteers has improved over the years, though many items still arrive at ACHS as anonymous gifts or without a donor's signature.

Once it has been entered into the Donation and Acquisition Record, each new item has assigned to it a unique accession number indicating the year it was donated, the numerical order in which it was received over the course of the year, and individual component numbers for multi-part donations. A typical accession number might look something like this: 2018.12.1-5 (donated in 2018; the 12th gift of the year; with 5 components). By following this standard accession numbering system, it is easy to see at a glance, for example, when an object arrived or how it may relate to another object in the collection.

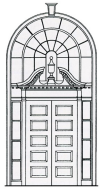
At this time, items that had already been accessioned using the nomenclature of a previous cataloging system have not been renumbered using the standard numbering system, as the resources to do so (and the need, practically speaking) simply do not exist. Instead, the old accession numbers have been inputted into the Museum Collection Inventory spreadsheet alongside the new items that have standardized accession numbers. All items that have been inventoried are equally searchable by keyword, despite the difference in accession numbers, although the adoption of the museum-standard accession numbering system ensures a greater degree of consistency going forward.

Once a donated object has been accessioned and recorded, the item then undergoes an evaluation of its condition and is stored using proper archival and preservative measures. These include, but are not limited to, wrapping in acid-free paper, storing in acid-free buffered or unbuffered boxes, or inserting into inert polypropylene sleeves.

The current Museum Collection consists of more than 200 boxes of artifacts, including housewares, ceramics, textiles, collectibles, and ephemera; several drawers of two-dimensional ephemera; additional drawers of photographs; approximately a dozen pieces of furniture, including desks, cabinets, and chairs; and approximately 110 framed paintings and prints.

Currently, several boxes of objects are awaiting evaluation, as a large-scale rearrangement of the storage space at the McIntire Building is underway, and spatial restrictions have for several years outpaced the growth of the collection, making collections work a challenge.

Backlogged objects continue to surface from the early 2000s, and as they are rediscovered, they are assigned accession numbers (as needed), and attempts are made to locate or procure proper documentation for the museum object records. Likewise, as additional copies of original accession worksheets are found in file drawers in the workroom, they are rehoused in individual folders alongside the other object files.



Goal 4: An Agreement on the working relationship with Jefferson Madison Regional Library.

There are four fundamental components to our successful collaboration with JMRL.

1. First and foremost, our longest running professional partnership continues to be with the Jefferson Madison Regional Library system. We have jointly operated our Research Library since 1987, and our Librarian is actually a full-time employee of JMRL. Approximately 10-15% of the books in our Library are actually JMRL volumes. This has always been a positive and mutually beneficial partnership, and continues to be so.
2. JMRL and ACHS are immediate neighbors, so we share the same downtown neighborhood. We have participated together in discussions with other downtown business owners regarding community issues. We are committed to finding common ground to approach and address these issues as partners.
3. We also share a building. Though they do not contribute to the rent, they use a third of the space. JMRL currently uses about 90% of the full basement in our building for both storage of furniture, supplies, and IT equipment, as well as office space for two full-time employees.
4. We partner on programs that we offer to the community. We are always seeking points of collaboration regarding programming and projects, and are always open to pursuing these in the future.



JEFFERSON-MADISON
REGIONAL LIBRARY

201 E. Market Street | Charlottesville, VA
434.979.7151 | FAX 434.971.7035 | jmrl.org

12/14/18

Charlottesville City Council
605 East Main St.
Charlottesville, VA 22902

Dear City Council,

JMRL is pleased with the improved communication and leadership at the Albemarle Charlottesville Historical Society. Since Coy Barefoot took over, we have had several meetings to discuss mutual interests, shared resources, future plans and potential partnerships.

As you know, JMRL occupies the lower level of the McIntire building, with the exception of one room which is ACHS storage. Any new lease arrangement should have that stipulation noted. ACHS and JMRL have shared the McIntire building for many years and this past year has been the smoothest in terms of this arrangement.

Please let either one of us know if you need additional information or have any questions.

Regards,

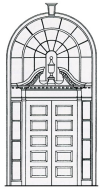
David Plunkett
JMRL Library Director

Krista Farrell
JMRL Asst. Director
Central Library Manger

cc: Mike Murphy
Interim City Manager



Serving Charlottesville, Albemarle County, Greene County, Louisa County, and Nelson County



Goal 5: Accountability for racial and ethnic diversity within the organization that reflects the racial and ethnic diversity of our region. Council shall appoint 1/3 of the Board of Directors, and then term of each Council appointment shall expire on April 30, 2019.

As we work to re-invent and re-imagine the Historical Society in this new era, we are strongly committed to being an inclusive and diverse organization: both in the work we do and in the role we play in the community. History is not the past. It is the collection of stories we tell about the past. And depending on who gets to tell those stories (who gets to put up statues and who doesn't), that will shape the history we leave for those who come after us. So if you "do history" professionally, then it should be diverse and inclusive, transparent and honest, including as many stories as possible from all walks of life and all neighborhoods. Our responsibility is not to "give voice," but to listen.

Beginning immediately after the previous Director severed his ties to the Historical Society, our Board of Directors reached out to invite new members to join our leadership. Three African Americans joined the Board at that time, two of which are women. We are proud to have them with us. Details on our current Board members follow this page.

Also, within only a few days of the exit of the previous Director, our Board unanimously adopted a new Policy Statement which helps guide our work, affirming our "Commitment to Diversity, Equity and Inclusion."

City Council appointed three of our Board members to help guide us through this exciting period of transition: former Mayor John Conover (who was subsequently elected by the Board as our Treasurer), Phyllis Leffler (a former Board member and long-time contributor to our Programs), and Rey Barry (a long-time City resident and support of the Historical Society). *We should note that all three City appointees are white, while a majority of our own-selected Board members are non-white.*

While the City-appointed terms end on April 30, 2019, our Board members have already expressed an intent to ask them to "re-up" for regular terms on the Board. We've been fortunate to enjoy their valuable contributions and leadership, and we look forward to continuing that relationship with each of them.



THE CHARLOTTESVILLE CENTER FOR HISTORY AND CULTURE
Home of the Albemarle Charlottesville Historical Society

Board of Directors, December 2018



Dr. Shelley Murphy, Chair

A native of Michigan, Dr. Murphy has been an avid genealogist for nearly three decades, specializing in the study and practice of African-American genealogical research. She is a much sought-after guest lecturer throughout the country, and is well known here in the Central Virginia region for her exceptional work in this field. Dr. Murphy holds a Doctorate of Management in Organizational Leadership from the University of Phoenix. She is an Adjunct Professor for Averett University's satellite campus in Richmond. She also works part time as a Housing Counselor with the Piedmont Housing Alliance, routinely educating citizens on family financial literacy and the benefits of home ownership.



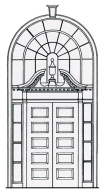
John Conover, Treasurer

John Conover has lived with wife, Virginia Daugherty, in the same house in Downtown Charlottesville for the past forty-five years, so they find it necessary to read, talk and travel to find the change needed to avoid a stagnant mind. John has been involved in local politics and, most recently, was an attorney at the Legal Aid Justice Center.



Angus Arrington

Angus Arrington is a native son of Charlottesville and has contributed to the community and his country all his life. He studied Business at West Virginia University before joining the United States Marine Corp, where he served in the first Gulf War. He has been active in Real Estate since 2001 and received his license in 2008, when he became a very busy local realtor and builder in the community and remains active in his local church. He is also active in the American Legion, past President of the Albemarle Sheriffs Office Foundation, and a member of the FALCONS club and part of the Banquet Committee. Angus is an avid traveler, loyal UVA fan and a die-hard Atlanta Braves and Dallas Cowboys fan. He also owns Champion Show Dogs. He can be found exploring the local wineries or taking time to fish.



THE CHARLOTTESVILLE CENTER FOR HISTORY AND CULTURE
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Board of Directors, December 2018



Rey Barry

Retired political consultant, consent technician, real estate broker, journalist, educator, UVA 1959.



Shelia Ford

Sheila has worked in healthcare in the Charlottesville community since the early 1970s. She is now a Medical Assistant at OBGYN ASSOCIATES. She graduated from Chaminade University of Honolulu.



Dr. Ervin Jordan

Professor Ervin L. Jordan, Jr. is an Associate Professor and Research Archivist at the University of Virginia's Albert and Shirley Small Special Collections Library since 1979. He specializes in Civil War and African American history and is the author of three books including *Black Confederates and Afro-Yankees in Civil War Virginia*, named one of 1995's best nonfiction books by *Publisher's Weekly*. By appointment and reappointment of six consecutive Virginia governors, Professor Jordan serves on various state boards and commissions.



Dr. Phyllis Leffler

Phyllis K. Leffler is Professor Emerita at The University of Virginia in the field of public history. In addition to two books on public history, she has published award-winning articles on museum exhibits and on the history of women at UVA in *The Public Historian* and the *Virginia Magazine of History and Biography*. She is currently a member of the U.Va. President's Commission on Slavery and will be President of the Southern Jewish Historical Society from November 2018 through 2020.



THE CHARLOTTESVILLE CENTER FOR HISTORY AND CULTURE
Home of the Albemarle Charlottesville Historical Society

Board of Directors, December 2018



Stephen Levine

Senior Director and Associate Professor, Bachelor of Interdisciplinary Studies, and former Scholar-in-Residence at the Corcoran Department of History.



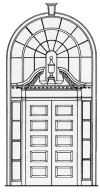
Daniel Smythe

Dan graduated from the College of Arts & Sciences at the University of Virginia in 1979, and from the Darden Graduate School of Business in 1984. He spent more than two decades with Wall Street firms in San Francisco and Boston, including Salomon Brothers, Kidder Peabody, Lehman, and the Bank of Boston. Dan then spent ten distinguished years working in private equity and hedge funds. In August of 2017 he and his family relocated back to the Charlottesville area when he accepted an offer to be the Chief Investment Officer for the Virginia Foundation of Public Media.



Dr. Ken Wallenborn

Ken was born in Salisbury, N.C. September 11th, 1929, and moved to Charlottesville with his family in 1938. He graduated from Venable School ('42), Lane High School (1947), and the University of North Carolina with a degree in Chemistry in 1951. He graduated from the UVA School of Medicine in 1955. Ken spent two years in the Air Force as a rated Flight Surgeon and as CO of the 379th Tactical Hospital. He served 15 years on the Charlottesville Airport Commission (5 terms); two terms on the City Board of Equalization; and almost 35 years on faculty at UVA Med School. He was on staff at Martha Jefferson Hospital for 33 years. Ken has been married to Lucy (Poochie) Wallenborn for 64 years. They have three children and three grandchildren.



Goal 6: New bylaws, programs of exhibitions, and projects that reflect the racial and ethnic diversity of our region will be established.

New Bylaws

With the guidance of our advisors at the Center for Nonprofit Excellence, we began in earnest in March of 2018 to draft all-new bylaws for our organization. These new policies reflect the very best practices of non-profit governance.

The new bylaws (a copy of which follows this page) were reviewed and approved by CNE, then unanimously adopted by our Board of Directors on Wednesday, April 18, 2018.

We have also written and adopted additional new policies to guide the work of our Board members and Staff. These include an all-new Diversity statement, Conflict of Interest Policy, Privacy Policy, a Code of Ethics, and a Social Media Policy. All new policy statements were drafted with guidance from CNE and unanimously approved by our Board. Copies of each of these are included in this section of the Report and are also made publicly available on our new website under the heading “Policies and Transparency.”

We would also like to note that in the fall of 2018 we amended our Articles of Incorporation to officially change our name to the “Albemarle Charlottesville Historical Society.”

Programs and Projects

In addition, we have this year launched an entirely new suite of Programs and Projects. A comprehensive survey of these new community offerings is included in this section of our Report.



ALBEMARLE CHARLOTTESVILLE Historical Society

McIntire Building · 200 Second Street NE · Charlottesville · Virginia 22902-5245

BYLAWS

Article I

Name and Purpose of Organization

1. Name

The name of the organization is Albemarle County Historical Society Incorporated (the "Society"). The Society may use the name of "Albemarle Charlottesville Historical Society" for the purposes of conducting its business.

2. Purpose

The Society is organized for the purposes set forth in the Articles of Incorporation:

This corporation is formed for the purposes of studying and preserving the history of Albemarle County, Virginia, and all the areas within its boundaries; of writing and reporting upon this history in its relation to the local community, the Commonwealth of Virginia, the Nation and foreign countries, which purposes shall include, but without limitation, the collection and preservation of manuscript and printed materials and other physical remains pertaining to the history of this County; and such purposes shall also include the exhibition of such material articles in its own or other museums or elsewhere, and the maintenance and operation of one or more museums for housing and displaying historical materials, the promotion of historical programs, lectures, exhibitions, and other related activities in Albemarle County, the publication of an historical magazine and other papers on historical subjects, and the carrying on of other historical activities that may be deemed advisable.

Article II

Location of Office

1. Location

The principal offices of the organization shall be located within the City of Charlottesville or the County of Albemarle, Virginia.

Article III

Directors

1. Board of Directors

The Society shall be governed by a Board of Directors (the "Board"), which shall have all the rights, powers, privileges, and limitations of liability of directors of a non-profit corporation organized under the Commonwealth of Virginia.

2. Number and Qualifications of Directors

The Board of Directors shall consist of not less than five nor more than eleven persons. A person must be a Supporting Member of the Society in good standing in order to serve as a Director.

- a. Temporary Directors, 2018-2019.* During the one-year lease term with the City of Charlottesville (2018-2019), the City Council will make three (3) appointments to the Board of Directors. Per the lease agreement, the term of these appointees will only last for the duration of that one-year lease, at which time they will transfer off the Board. During that time, and only for that purpose, the total number of Directors may be extended to twelve. The City appointees will be considered full Board members, with voting rights, and shall be governed by the same rules of full-term Directors, as herein stated. These City appointees, at the expiration of their one-year appointment, may be considered by the Board for future membership to serve a regular term as Director. Sunset provision: This clause of the bylaws (Article III, Section 2, Clause A) will automatically expire in 2019 at the termination of the one-year lease.

3. Quorum

A quorum of the Board shall consist of a majority of its members.

4. Manner of Exercise of Board Powers

The Board shall exercise its powers through majority vote of Directors present at any meeting duly called and noticed at which a quorum is present. The Board may take an action without holding a meeting provided such action is by Written Consent and all members of the Board consent to the action in writing (including electronic communication). Decisions of the Board shall be executed by the officers of the Society, or by other employees, staff or agents as determined by the Board.

5. Meetings of Directors

- a. *Annual Meeting.* The Board shall hold its "Annual Directors Meeting" in the fourth quarter of each year, for the purpose of receiving an Annual Report and Presentation from the Executive Director, to review and adopt an annual budget for the following year, appointing Directors to any vacancies created by the expiration of any Directors' terms, and, in every other year, electing officers.
- b. *Regular Meetings.* The Board of Directors shall meet at least twice a year, inclusive of the required annual meeting. The Chair shall set the time and place for each meeting and then ensure that Directors are notified of each regular or annual meeting with reasonable notice given in advance of the meeting.
- c. *Special Meetings.* A special meeting of the Board may be called by the Chair whenever, in the Chair's judgment, urgent matters require the attention of the Board. A special meeting shall also be called by the Chair upon the presentation of a written request signed by a majority of the Directors. Such written request must state the specific purpose for which the Directors request the special meeting. Directors will receive reasonable notice in advance of the meeting.
- d. *Remote Communication.* Directors participating in a Board of Directors meeting by means of remote communication shall be deemed present and may vote at such a meeting. Any Director participating in a meeting via remote means shall be given reasonable opportunity to vote on matters submitted to the members, including an opportunity to communicate, and to read or hear the proceedings of the meeting, substantially concurrently with such proceedings.

6. Selection and Terms of Directors

The Board may elect persons to serve as Directors at the Annual Directors Meeting. Director positions shall be established for a term of three years. Terms of the newly elected Directors shall commence on the first day of January following their election at the Annual Directors Meeting.

7. Renewal of Term

At the Annual Meeting, the Board may elect to renew the term of any Director whose term is due to expire with an additional three-year term. No Director may serve more than two consecutive three-year terms, though a Director may rejoin the Board following a one calendar-year interval.

8. Resignations

The resignation of any individual Director shall be effective upon receipt by the Board of Directors.

9. Removals

A Director may be removed at any time, with or without cause, by a vote of the majority of the Board.

10. Vacancies

Vacancies arising by reason of resignation, death, incapacity or removal before the expiration of a term may be filled by the Board at any time in the same manner as regular appointments to the Board. A Director appointed to fill the unexpired term of a prior Director shall serve through the remainder of the prior Director's term.

11. Conflict of Interest

No Director shall concurrently serve as an employee and/or staff member of the organization. Directors will always uphold the organization's "Conflict of Interest" Policy.

Article IV Officers

1. Officers of the Society

The Board of Directors shall elect the following officers to serve the Society: Chair, Vice Chair, Secretary, and Treasurer. Officers shall be elected at the Annual Directors Meeting. The Chair, Vice Chair, Secretary and Treasurer shall be elected for terms of two years. The terms of officers shall run concurrently. Two or more offices may be held by the same person except that the same person may not hold the office of Chair and either of the offices of Vice-Chair or Treasurer.

2. Duties of Officers

- a. The Chair. The Chair shall schedule, set the agenda, and preside over the meetings of the Board of Directors. The Chair shall be the liaison for all necessary communications and directives from the Board of Directors to the Executive Director. The Chair shall ensure that the powers of the Board, pursuant to Article III, Section 4 above, are observed.
- b. The Vice-Chair. The Vice-Chair shall serve as chair of meetings of the Board when the Chair is absent and shall serve as acting Chair should the Chair be incapacitated. The Vice-Chair may also perform such other duties as the Chair may from time to time request, including representing the Society before other organizations and the public.
- c. The Secretary. The Secretary is the Officer of Record, and shall (i) document and maintain the minutes of all meetings of the Board of Directors; (ii) ensure notice of meetings are sent in accordance with the Bylaws; (iii) maintain the Articles of Incorporation, the current bylaws and policy documents, and all necessary financial records, and These will be kept on file at the offices of the Historical Society in a secured location; (iv) perform such other acts and duties as may be assigned by the Chair of the Board.
- d. The Treasurer. The Treasurer shall serve as Chair of the Finance Committee and assist in any necessary preparation, review and presentation to the Board of required financial reports.

Article V Staff

1. Executive Director

The Board shall have the power to hire, replace and remove an Executive Director. The Board of Directors as a whole, with consideration of advice and input from the Executive Director, shall guide the Society's mission and philosophy. Notwithstanding the rules of Article IV, Section 2, subsection a.), no individual Director, nor group of Directors shall manage, supervise, or otherwise exercise authority over any staff member. The Executive Director shall have the authority and responsibility to hire and manage all staff and volunteers.

**Article VI
Meetings**

1. Conduct of Meetings

The parliamentary rules of procedure for the Society shall be the most recent edition of Robert's Rules of Order Newly Revised. It is intended that Meetings shall be conducted as informally as possible for practical and mutually respectful cooperation.

**Article VII
Financial Controls**

1. Finance Committee

The Board Chair will ensure that a fully-functioning Finance Committee has been created. Members of the Finance Committee shall include; the Treasurer (who will serve as Chair of the Committee), the Chair of the Board of Directors, the Executive Director, the Society's Bookkeeper, and a paid or volunteer Certified Public Accountant. The Finance Committee shall meet as required to provide the Executive Director and Board with all necessary financial information and reports, in keeping with the best practices of fiduciary responsibility of nonprofit board governance.

2. Contracts and Agreements

Any new contract, purchase order, or other agreement obligating the Society to the expenditure of a total of \$5,000.00 or more per annum which was not previously provided for in the annual budget or approved by prior action of the Board, shall require the advance approval of the Finance Committee. Any new contract, purchase order or agreement obligating the Society to the expenditure of a total of \$10,000.00 or more per annum not previously provided for in the approved budget or approved by prior action of the Board shall require express approval by the Board of Directors. These limitations shall not apply to salaries and wages for paid staff who serve at will.

3. Financial Policies

The Board may establish other financial policies and controls as the Board may deem desirable.

**Article VIII
Amendment of Bylaws**

1. Amendments to these Bylaws

These bylaws may be amended at any regular meeting of the Board by a majority vote of the total number of Directors then serving, provided that the text of any proposed amendment must be delivered to the Directors at least seven days before the meeting.

2. Policy

All policies under which the organization is governed shall be approved by a majority vote of the Board of Directors. Policies may be amended from time to time by the Board of Directors.

Article IX
Effectiveness of Revised Bylaws

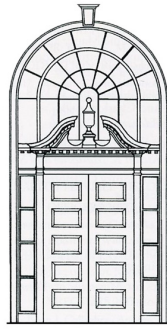
1. Effective Date of Bylaws

These bylaws shall take immediate effect on the day of their adoption, provided, however, nothing in these bylaws shall have the effect of shortening or lengthening any term of office or directorship established prior to the effective date of these bylaws.

2. Supremacy of Bylaws

These bylaws supersede all previously adopted bylaws and supersede and revoke all provisions of any policy or management document of the Society which may conflict with them, other than the Articles of Incorporation which remain in effect.

These by-laws were adopted unanimously by the Board of Directors of the Albemarle County Historical Society on April 18, 2018.



THE CHARLOTTESVILLE CENTER FOR HISTORY AND CULTURE

**Home of the Albemarle Charlottesville Historical Society
Founded 1940**

Values Statement

A Commitment to Diversity, Equity, and Inclusion

UPDATED FEBRUARY 2018

We, the Board of Directors of the Albemarle Charlottesville Historical Society, are resolutely committed to the values of diversity, equity, and inclusion. We believe the Society has a moral obligation to do its part to address past and current injustices to groups that have been historically disadvantaged and socially, politically, and economically excluded. Our commitment is shaped by our values, our work, and the traditions of the Society in its endeavor to promote an appreciation of local history so that the past may shed light on the present and the future.

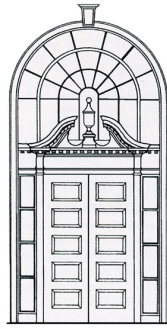
We define diversity as including, but not limited to, individual and group differences based on race, ethnicity, nationality, age, gender, sexual orientation, class, religious or personal belief, and physical ability. Creating a genuinely

inclusive environment and ensuring that diverse voices are present and active in all aspects of our institutional life will enhance our organization's effectiveness.

In pursuing our mission, we seek to manage our programs and an organizational culture in a manner that embraces diversity and inclusion. We strive to maintain the highest standards of ethics, transparency, and accountability, and are committed to:

- recruiting a diverse Board of Directors and Staff;
- fostering open and effective cooperation among the board, staff and members;
- engaging with diverse constituencies;
- working with community partners to achieve our shared diversity goals;
- identifying and working with diverse vendors, contractors, and consultants;
- advocating public policy that advances social inclusion; and
- promoting intercultural understanding.

The Albemarle Charlottesville Historical Society will continue to support ongoing efforts to advance excellence and effectiveness in our community. Achieving diversity, equity, and inclusion is a continuous process which we believe will contribute to a more just, sustainable, and peaceful world.



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Conflict of Interest Policy

Article I: Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt Corporation's (Corporation) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation or might result in a possible excess beneficial transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable Corporations.

Article II: Definitions

1. Interested Person

Any director, principal officer, or member of a committee with Board of Directors delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Corporation has a transaction or arrangement
- b. A compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
- c. A potential ownership or Investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate Board of Directors or committee decides that a conflict of interest exists.

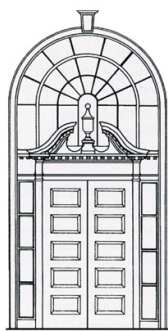
Article III: Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with Board of Directors delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board of Directors or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.



THE CHARLOTTESVILLE CENTER FOR HISTORY AND CULTURE

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Privacy Policy

Updated September 2018

What Personally Identifiable Information is Collected

As a matter of doing business, the Charlottesville Center for History and Culture: Home of the Albemarle Charlottesville Historical Society collects the names of individuals and related contact information (such as email addresses) for those who voluntarily register as members of the Historical Society, for our Personal Enrichment Classes, etc. We also collect names and contact information from those individuals and organizations who donate funds to support our work; from individuals who donate historic items to our Museum Collection; and from individuals who voluntarily sign-up to receive communication from us. We may use this contact information for specific, limited purposes (such as emailed news and updates). You may always “opt out,” either now or at any time in the future, if you do not wish to receive communications from us. And you may choose to edit, verify, or change your contact information with us at any time.

How Your Information May Be Used

We use your personal information to provide you with personalized service; to send e-mail alerts to you about our programs, projects, events and activities; to answer your requests; to process

your membership application; etc. You may choose to opt out at any time, which will cease all communications from us.

Email Privacy

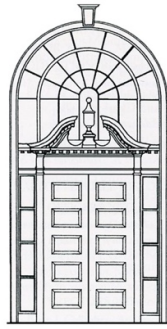
We do not provide, sell, or rent email addresses to anyone or any group outside our organization. This information would only be disclosed in response to a validly-issued subpoena, court order, or other legal process; when necessary to establish or exercise our legal rights or defend against legal action; or when you request that we do so.

External Links

Our website and family of websites may include links to external websites. Unless specified as a related site or project, these external websites do not fall under our domain. We are not responsible for the privacy practices or the content of external websites. Your use of any linked website is solely at your own risk.

Updates

We may amend this privacy policy from time to time; please review it periodically. We maintain the option to modify this privacy at any time by electronic notice posted on our website. Your continued use of our website after the date that such notices are posted will be deemed to be your agreement to the changed terms.



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Code of Ethics

Updated October 2018

Codes of Ethics have been written by both the American Association of Museums (AAM) and the American Association for State and Local History (AASLH), and written codes exist for many professions to which trustees and staff members of this Society belong. While these codes are thoughtful and complete, no single code can cover all of the issues facing a complex institution like the Charlottesville Center for History and Culture: Home of the Albemarle Charlottesville Historical Society, with its educational, collection and large number of ancillary interests. It is appropriate, therefore, to tailor a code to the particular needs of this institution. The great majority of this document is excerpted from the 1978 edition of MUSEUM ETHICS published by the American Association of Museums, and has been adapted from a policy adopted by the Virginia Historical Society as it exists today. This policy was ratified and approved by the Board of Directors of the Albemarle Charlottesville Historical Society at their regular meeting on October 17, 2018.

A code of ethics must be broad enough to permit interpretation and flexible enough to evolve or change as the structure of the Society changes over time.

RESPONSIBILITIES OF THE BOARD OF DIRECTORS

General Responsibility

The Board of Directors of the Charlottesville Center for History and Culture: Home of the Albemarle Charlottesville Historical Society is the governing body of the organization. As such, it serves the public interest as it relates to the Center and is accountable to the public as well as to the institution. In most cases the Board acts as the ultimate legal entity for the Society and is responsible for making and maintaining its general policies, standards, condition, and operational continuity. The Board of Directors must be loyal to the purpose of the Center and must understand and respect the basic documents that provide for its establishment, character, and governance.

Each Director should devote time and attention to the affairs of the organization and ensure that it and its governing Board act in accordance with the basic documents and with applicable state and federal laws. Directors must ensure that no policies or activities jeopardize the basic nonprofit status of the organization, or reflect unfavorably upon it as an institution devoted to public service.

Directors should not attempt to act in their individual capacities. All actions should be taken as a board, committee or otherwise in conformance with the bylaws or applicable resolutions. Directors with special areas of interest within the organization should understand that advocacy for those interests should be advanced only within the framework of the organization's interests as a whole.

Directors should maintain information in confidence when it concerns the administration or activities of the Center and the Society and when it is not generally available to the public. This does not preclude public disclosure of information that is properly in the public domain, or information that should be released in fulfilling the organization's accountability to the public. Professional transparency is among our core values as an institution.

Directors hold the ultimate fiduciary responsibility for the organization and for the protection and nurturing of its various assets: the collections and related documentation, the plant, financial assets, and the staff. They must develop and define the purposes and related policies of the institution and ensure that all of the Society's assets are properly and effectively used for public purposes.

The Board has strong obligations to provide the proper environment for the physical security and preservation of the collections, and to monitor and develop the financial structure of the Center so that it continues to exist as an institution of vitality and quality. In keeping with their primary responsibility for the protection of the Society's collection, Directors should not jeopardize the collection by using it as collateral for a loan or by otherwise selling or mortgaging the collection in order to secure funds for operations, buildings, or expansion of the facility.

A vital responsibility of the governing Board derives from its relationship to the Executive Director, the Society's Chief Executive Officer. The selection of that executive and the

continuing monitoring of his or her activities are primary Board responsibilities, which cannot be delegated and must be diligently and thoughtfully fulfilled.

Conflict of Interest

Individuals who are knowledgeable in fields related to our activities can be of great assistance, but conflicts of interest or the appearance of such conflicts may arise because of these interests or activities. A Director should conduct all of his or her activities, including those relating to persons or businesses with whom the Director is closely associated, in such a way that no conflict will arise between the other interests and the policies, operations, or interests of the institution. The appearance of such conflict should also be avoided.

Directors should file with the Board a statement disclosing their personal, business, or organizational interests and affiliations and those of persons close to them whenever those interests or affiliations could be construed as being related to the work of the Charlottesville Center for History and Culture. These statements should be updated whenever significant changes occur.

Staff members should not serve as members of the Board of Directors. Conflict of interest is the guiding principle, since Directors create and vote on policy affecting staff interests as a whole. Charges of self-interest at the expense of the institution and charges of personal use of privileged information arises whenever a Directors, a member of his or her family, or a close associate personally collects objects of a type collected by the Historical Society. The Society governing Board must clearly state its policy regarding such personal collections to ensure that no Director competes with the organization for objects; that no Director takes personal advantage of information available to him or her because of his or her Board membership; and that should conflict develop between the needs of the individual and the institution, those of the institution will prevail.

No Director, person close to him or her, or individual who might act for him or her may acquire objects from the collections of the Society, except when the object and its source have been advertised, its full history made available, and it is sold at public auction or otherwise clearly offered for sale in the public marketplace.

When a Director seeks staff assistance for personal needs, they should not expect that such help will be rendered to an extent greater than that available to a member of the general public in similar circumstances or with similar needs.

Whenever a matter arises for action by the Board, or the Historical Society engages in an activity where there is a possible conflict or the appearance of conflict between the interests of the Society and an outside or personal interest of a Director or that of a person close to him or her, the outside interest of the Director should be made a matter of record. If the Director is present when a vote is taken in connection with such a question, the Director should abstain. In some circumstances, the Director should avoid discussing any planned actions, formally or informally, where there might appear to be personal benefit. If a case arises in which neither disclosure nor abstention appears to be sufficient, the only appropriate solution may be resignation.

A member of the Board of Directors should not take advantage of information he or she receives during service to the institution if personal use of such information could be financially detrimental to the Society. Any such actions that might impair the reputation of the organization also must be avoided. When a Director obtains information that could be of personal benefit, he or she should refrain from action until all issues have been reviewed by an appropriate representative of the organization.

Directors serve the institution and the public. They should not attempt to derive any personal material advantages from their connection with the organization. Directors should use Society property only for official purposes and make no personal use of the collection, property, or services in a manner not available to a comparable member of the general public. While loans of objects by Directors can be of great benefit to the organization, it should be recognized that exhibition can enhance the value of the exhibited object.

The Relationship Between the Board of Directors and the Executive Director

Directors have an obligation to define the rights, powers, and duties of the Executive Director (ED). They should work with the ED, who is their chief executive officer, in all administrative matters, and deal with him or her openly and with candor. A procedure shall be provided to allow staff personnel to bring grievances directly to the Board.

The Directors must act as a full board in appointing or dismissing an ED, and the relationship between ED and the Board must reflect the primacy of institutional goals over all personal or interpersonal considerations. The ED should attend all board meetings and important committee meetings, except executive sessions concerning him or her.

The ED has an obligation to bring before the board any matters involving policy questions not already determined; and to keep them informed on a timely basis about all other significant or substantial matters, or intended actions affecting the institution.

The ED must carry out the policies established by the Directors, and adhere to the budget approved by the board. Whenever it is necessary to deviate from established policies or to alter or exceed budget guidelines, the ED should notify the board in advance and request appropriate approval.

STAFF AND VOLUNTEERS

Ethics is a subject often in the news these days, generally as a result of behavior or actions in violation of a code or standard of commonly accepted behavior. The codes were not created as a response to a problem, but rather as a reflection of this institution's concern for its role as a leader in our community, not only in the area of history education but as a model for ethical behavior as well.

General Responsibilities

Employment by the Albemarle Charlottesville Historical Society is a public trust involving great responsibility. This public trust is reflected in the government's perception of the institution as an educational resource worthy of tax-exempt status; it is reflected in our donors' belief that their financial support is wisely spent in the furtherance of our stated mission; and in our Directors, Staffs', and Volunteers' belief that their efforts for the Historical Society are well-spent.

The Society itself holds the public trust of the community in its role as preserver of humankind's culture and heritage and its presentation of its materials with accuracy, honesty and sensitivity. This very important issue of public trust demands that in all activities Society staff must act with integrity and in accordance with the most stringent ethical principles as well as the highest standards of objectivity. The Albemarle Charlottesville Historical Society enjoys high public visibility and its staff a generous measure of public esteem. To the public the Society staff is never wholly separable from its institution. Any Society-related action by the individual may reflect on the institution or be attributed to it. Staff members must be concerned not only with the true personal motivations as they see them, but also the way in which such actions might be construed by the casual observer.

We hope that you will read through this policy, ask for an explanation of any area or subject which you do not understand, subscribe to its principles and incorporate them into all aspects of your professional and personal lives.

Conflict of Interest

Society staff should never abuse their official positions or their contacts within the museum community, compete with the Historical Society, or bring discredit or embarrassment to the institution or to their profession in any activity, work related or not. They should be prepared to accept the restrictions that are necessary to maintain public confidence in the Society and in their respective profession.

Gifts, Favors, Discounts, Dispensations

The Historical Society is committed to the highest ethical principles in all relationships with business suppliers. Any staff member who is authorized to spend Society funds should do so with impartiality, honesty, and with regard only to the best interests of the Society.

Unless fully disclosed and permitted, Society employees and others in a close relationship to them must not accept gifts, favors, loans, or other dispensations or things of more than trifling value that are available to them in connection with their duties for the Historical Society.

Gifts of trifling value are deemed to be those novelty items with advertising identification affixed to them and a value of less than \$10. Gifts include discounts on personal purchases from suppliers who sell items or furnish services to the Historical Society, except where such discounts are regularly offered to the general public.

Meals, accommodations and travel services while on official business should not be accepted except when it is clear that acceptance of such services will not compromise the professional judgment of the staff member or the reputation of the Society.

Fund-raising Practices

Fund-raising is a vital component of the financial health of any nonprofit. Staff and volunteers involved in raising moneys or soliciting other contributions or gifts-in-kind on behalf of the Society must do so with honesty as to the need for such contributions and must use donations only for the donor's intended purposes. Gifts should be solicited without the promise of opportunities or advantages not offered to all donors by previously defined guidelines. Staff and volunteers should hold confidential and leave intact all lists, records and documents acquired in connection with their fund-raising efforts on behalf of the organization.

Interinstitutional Cooperation

If museums intend to contribute to the preservation of humanity's cultural and scientific heritage as well as to its increase of knowledge, each institution should respond positively to appropriate opportunities for cooperative action with similar organizations to further these goals. The Charlottesville Center for History and Culture should welcome cooperative action and collaboration with other institutions even if the short-term advantages are few and it will not significantly increase its own holdings or enhance its image.

Museum Shop and Commercial Activities

The Museum Shop and other commercial activities in the Society, as well as publicity relating to them, should be in keeping with the Society's mission, should be relevant to the collections and basic educational purposes of the organization, and must not compromise the quality of those collections. In arranging for the manufacture and sale of replicas, reproductions or other commercial items adapted from an object in the Society's Historic Collection, all aspects of the commercial venture must be carried out in a manner that will not discredit either the integrity of the Society or the intrinsic value of the original object. Great care must be taken to identify permanently such objects for what they are, and to ensure the accuracy and high quality of the manufacture. They should represent good value for money and comply with all relevant national legislation.

THE MUSEUM AND ARCHIVAL COLLECTIONS

Management, Maintenance and Conservation

Historical societies generally derive their mission from their collections, and these holdings constitute the primary difference between them and other kinds of institutions. A historical society's obligation to its collection is paramount. Each object is an integral part of a cultural composite.

That context also includes a body of information about the object, which establishes its proper place and importance and without which the value of the object is diminished. The maintenance of this information in orderly and retrievable form is critical to the collection and is a central obligation of those charged with collection management.

An ethical duty of historical societies is to transfer to their successors, when possible in enhanced form, the material record of human culture and the natural world. They must be in control of their collections and know the location and the condition of the objects that they hold.

Procedures must be maintained for the periodic evaluation of the condition of the collections and for their general and special maintenance. The physical care of the collection and its accessibility must be in keeping with professionally accepted standards. Failing this, Directors and management are ethically obliged either to effect correction of the deficiency or to dispose of the collection, preferably to another comparable institution.

Acquisition and Disposal

No collection exists in isolation. Its course generally will be influenced by changes in cultural, scholarly, or educational trends and specializations developing in other institutions, policy, and law regarding the traffic in various kinds of objects and the desire to improve the collection.

In the delicate area of acquisition and disposal of objects, the Society must weigh carefully the interests of the public for which it holds the collection in trust, the donor's intent in the broadest sense, the interests of the scholarly and the cultural community, and the institution's own financial well-being.

The Albemarle Charlottesville Historical Society must continue to develop policies that allow it to conduct its collections activities in accordance with the complexities of existing legislation and with the reasonable certainty that its approach is consistent with the spirit and intent of such legislation. Materials collected by the Society must be relevant to its purposes and activities, be accompanied by a valid legal title, preferably be unrestricted but with any limitations clearly described in an instrument of conveyance and be properly cataloged, conserved, stored or exhibited. The Society must remain free to improve its collection through selective disposal and acquisition. In general, materials should be kept as long as they retain their physical integrity, authenticity, and usefulness for the Society's purposes.

The Society maintains a process for considering the origin of materials it acquires that will allow it to acquire or accept an object only when it can determine with reasonable certainty that it has

not been immediately derived from illicit trade and that its acquisition does not contribute to the continuation of that trade.

When disposing of materials, the Society must determine that it has the legal right to do so. When mandatory restrictions accompany the acquisition, these must be observed unless it can be clearly shown that adherence to such restrictions is impossible or substantially detrimental to the institution. The Society can only be relieved from such restrictions by an appropriate legal procedure. When special requests or instructions accompany the acquisition, they must be carefully considered, and consultation with the donor or his/her heirs should be attempted.

The Society must not allow objects from its collections to be acquired privately by any Society staff member, officer, volunteer, member of its governing board or his/her representative, unless they are sold publicly and with the complete disclosure of their history. Objects, materials or supplies of trifling value that the Society cannot sell and that must be discarded may be given to anyone associated with the Society or to the public.

While the governing entity bears final responsibility for the collection, including both the acquisition and disposal process, the curatorial and administrative staff together with their technical associates are best qualified to assess the pertinence of an object to the collection or the Society's programs.

Appraisals

Donations are tax deductible to the extent of the law; however, the Society cannot appraise items for a private owner. Donors, therefore, are expected to get independent appraisals for the objects they are donating, whenever appropriate.

Availability of Collections

Although the public must have reasonable access to the collections on a nondiscriminatory basis, the Society assumes as a primary responsibility the safeguarding of its materials and therefore may regulate access to them. Some parts of the collections may be set aside for the active scholarly pursuits of staff members, but normally only for the duration of an active research effort.

The judgment and recommendation of professional staff members regarding the use of the collections must be given utmost consideration. In formulating their recommendations, staff must let their judgment be guided by two primary objectives: the continued physical integrity and safety of the object or collection, and high scholarly or educational purposes.

In keeping with the Society's responsibility to provide continuous curatorial and protective care for its collection, it must protect such collections from potential damage from the effects of smoke, beverage, or food service around exposed collections, or the dangers of inappropriate building environmental conditions.

Truth in Presentation

It is the responsibility of professional staff to use Society collections for the creation and dissemination of knowledge. Intellectual honesty and objectivity in the presentation of collections is the duty of every professional. The stated origin of the materials or attribution of work must reflect the thorough and honest investigation of the curator and must yield promptly to change with the advent of new facts or analysis.

Historical societies may address a wide variety of social, political, artistic or intellectual issues. Any can be appropriate, if approached objectively and without prejudice. Professionals must use their best efforts to ensure that exhibits, publications, and other public presentations are honest and objective expressions and do not perpetuate myths or stereotypes. All public presentations must provide with candor and tact an honest and meaningful view of the subject.

The research and preparation of a public presentation will often lead the professional to develop a point of view or interpretive sense of the material. That individual must clearly understand the point where sound professional judgment ends and personal bias begins. (S)He must be content that the resultant presentation is the product of objective judgment.

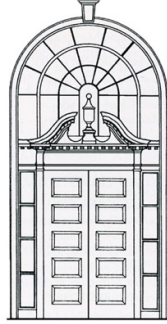
Human Remains and Sacred Objects

We have learned much about human development and cultural history from human burials and sacred objects. There is merit in continuing such investigations. But if we are to maintain an honorable position as humanists concerned with the worth of the individual, the study of skeletal material and sacred objects and their housing and care must be accomplished in a manner acceptable not only to fellow professionals but to those of various beliefs.

Although it is occasionally necessary to use skeletal and other sensitive material in interpretive exhibits, this must be done with tact and with respect for the feelings of human dignity held by all peoples. Such an exhibit exists to convey to the visitor an understanding of the lives of those who lived or now live under very different circumstances.

When the Society opts to deaccession items that are categorized as human remains or sacred objects, it should approach such deaccession with the utmost thoughtfulness and sensitivity. It should first attempt to return any such objects to the donor; if that is not possible, contact should be made with the most appropriate societal group for assistance and advice. If neither the donor nor an appropriate societal group can be found, the objects should be disposed of in keeping with accepted practices for the group or society represented by the objects.

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THE CHARLOTTESVILLE CENTER FOR HISTORY AND CULTURE

**Home of the Albemarle Charlottesville Historical Society
Founded 1940**

Social Media Policy

Updated October 2018

The Charlottesville Center for History and Culture: Home of the Albemarle Charlottesville Historical Society recognizes the importance of the Internet in all we do, especially in shaping public thinking about our organization and our current and potential work. We are committed to supporting honest, transparent, professional and knowledgeable dialogue on the Internet through social media. This policy statement is intended to outline how our values should be demonstrated in the online social media. These guidelines should inform the online actions of our staff, our Board members, and anyone who acts on our behalf. This policy was approved by the Board of Directors at their regular meeting on October 17, 2018.

1. AN EXPRESSION OF OUR VALUES IN SERVICE TO THE MISSION

Any use of social media should be an expression of our Values in service to our Mission — whether directly tied to our organization by the use of one of our social media accounts or by an individual acting on our behalf or in a role that is clearly intended to relate to our work.

Our work is grounded on a belief in the worth and dignity of every human being. We respect people, communities and cultures. We value discovery, creativity, integrity, and diversity. We believe in the potential for history to enrich our lives, to create stronger relationships and more vibrant communities. We value honesty and transparency, and believe our work should express these principles.

Our Mission is to use history as a tool to create experiences that can inform, enlighten, inspire, and bring people together, offering opportunities for new relationships and new understandings. Our goal is to re-imagine and re-invent the role of an historical society in the 21st century: to be a strong civic organization that works to enrich the lives of our neighbors and visitors here in Central Virginia.

Any use of social media should be informed by and an expression of these Values in service to our Mission.

2. SOCIAL MEDIA ROLES: WHO DOES WHAT?

The Charlottesville Center for History and Culture currently operates and maintains a Website (which includes our Blog), a Facebook page, a YouTube Channel, a Twitter Account, and an Instagram Account.

All official social media accounts of the organization are administered and managed by the Executive Director, who is responsible for the security of passwords and the upkeep of these accounts. All update and current passwords for all accounts will be part of a written password file, available to be shared and made available to the Board Chair upon request. The Executive Director, at his or her discretion, may grant access to other members of the staff for the purpose of posting content to these various online platforms. Access is granted on a project-by-project basis and in discussion with the Executive Director.

Staff who are granted access to post or create content in an official capacity must have been provided a copy, read and agreed to the terms of this policy statement. This access can be revoked by the Executive Director at any time. The creation of social media accounts that claim to represent the organization must be authorized by the Executive Director.

3. WHAT SHOULD YOU SAY AND NOT SAY ONLINE?

The Internet affords a powerful opportunity to reach a wide-ranging, diverse audience of multiple stakeholders. Our goal should be to make the most of that opportunity: to build and

reinforce a positive understanding of our work in the public mind; to create and maintain goodwill in our community; to reach out and build positive, professional relationships with others.

The responsible use of our social media accounts is aimed at creating value, building trust, engaging our audiences by offering knowledge and sharing information, promoting our programs and projects, making positive connections online, and contributing to the overall success of our work. Content should always be an expression of our Values and in service to our Mission.

Social media accounts representing our organization should *never* post inappropriate, slanderous or private information online. Do not spread, post, re-post or share any gossip, hearsay or any content that is clearly meant to anger, inflame or ignite controversy. Be impartial. Be thoughtful. Be professional.

Board members, Society members, and Friends of our organization are strongly encouraged to repost and share our content on their own personal social media accounts.

4. MONITORING ACCOUNTS AND CONTENT

As the official “spokesperson” for our organization who creates and maintains our messaging strategy, the Executive Director shall regularly monitor and oversee all social media accounts. Prompt corrective action shall be taken when any of these policies have been violated or when an issue arises that places, or has potential to place, the organization at risk.

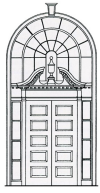
Monitoring should quickly address any inappropriate content which might include spam, advertising, offensive or irrelevant statements, inaccurate or misleading information, foul or vulgar language, or unconstructive criticism that disparages the organization, our partners, or stakeholders. Remedial action is at the discretion of the Executive Director and may include deleting comments/content and “blocking” or reporting the offender. Any comments or content that are threatening in nature or otherwise merit greater concern should be handled as an immediate priority matter and with proper authorities.

5. PRIVACY AND PERMISSIONS

Any content posted on our official social media accounts or by private accounts used to represent our work should respect the privacy rights of our members and stakeholders—whether Staff, the Society, the Board of Directors, the Director’s Advisory Council, Friends, Partners and Donors. No private or personal information may be disclosed via social media without direct, expressed consent. No photographs or images of our members or stakeholders may be posted online without explicit permission having been given. Do not post confidential or proprietary information online. When in doubt, do not post. Whenever acting on behalf of our organization on the Internet, you should be thoughtful, courteous and professional at all times.

6. FURTHER INFORMATION

For further and related information that may inform this Social Media Policy, please consult our Policy Statement regarding Copyrights and Reproductions as well as our Updated Code of Ethics, the most recently adopted copies of which are available on our website.



Goal 6: New bylaws, programs of exhibitions, and projects that reflect the racial and ethnic diversity of our region will be established.

All-New Suite of Programs

1. Historic Tours

For more than fifty years, we have been the leader in personally guided walking tours of the historic Central Virginia region. We offer a diverse variety of experiences that explore the fascinating, diverse and dramatic stories of Charlottesville, Albemarle and the University of Virginia. We now offer two tour series: a regular walking tour of downtown and Court Square (offered every Saturday morning from April through October) and a unique new series of tours (at least one a month from September through May). All tours are offered free and are open to the public without tickets or reservations. Tour opportunities include: Court Square, the University of Virginia, our African-American Heritage, our Jewish Heritage, Historic Trees and Landscape, Historic Homes, Historic Cemeteries, Civil War and the Lost Cause, the UVA Corner.

2. Historic and Cultural Exhibits

For more than half a century, we have been actively committed to an engaging, vibrant museum exhibits program that explores the history and culture of Central Virginia. Beginning in 1994, when we took up residence in the McIntire Public Library building on Second Street downtown, we stepped up this effort by filling our Great Hall with any number of important and ground-breaking collections, every single one of which has been free and open to the public. Our first exhibit that year invited guests to explore the fascinating story of our community's Jewish heritage. We have offered a number of exhibits about African-American history as well, the stories of Greek and Irish immigration to Charlottesville, art and architecture, businesses, education, medicine, and so much more. In 2018 we offered a new exhibit on the story of the Daughters of Zion Cemetery— and Virginia Governor Ralph Northam visited us to celebrate this display. We continue to offer regular exhibits here in our Great Hall, and at times in various new locations throughout Central Virginia. We are currently working with Albemarle County to create two new historic exhibits for the County Office Building. We have an exhibit of historic Charlottesville photographs by Ed Roseberry now on long-term display at the Nook restaurant. And we are planning an exhibit on downtown history that will be installed in York Place.



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All-New Suite of Programs

3. Public Lectures Series

In addition to unique, special events at which we host guest speakers, we annually offer two full Speakers Series from September through May. All of these events are free and open to the public. No tickets or reservations are required. Our Speakers Series are intended to thoughtfully engage guests by reflecting on events, issues and personalities from the history of our region. Our speakers are all experienced scholars, historians, journalists, authors, and experts in their fields. All of the speakers typically offer a PowerPoint-styled presentation with archival photos, videos or more. Each talk is followed by a brief question & answer period. Each event typically lasts no more than 90 minutes. A full schedule and the latest updates are available below as well as on our Calendar, on the Blog and on Facebook.

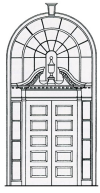
In 2018 we launched two entirely new lecture series:

Third Fridays: held on the third Friday evening of each month in CitySpace downtown. Our 2018-2019 lectures include:

* September 2018: UVA historian and photographer **John Mason** explored the captivating turn-of-the-20th century portraits of African-American men, women and children here in Charlottesville by photographer Rufus Holsinger. He will share a number of archival photos and discuss what we can learn from them today.

* October 2018: Renowned architectural historian and scholar **K. Edward Lay** discussed the historic architecture of Albemarle and Charlottesville, with a focus on the Jeffersonian classical designs throughout the region.

* November 2018: Historian and author **Phyllis Leffler** talked about the history of the Jewish community in Charlottesville, from the 18th century to today. She also explored the racist and anti-anti-Semitic events of August 2017 in the context of our Jewish heritage.



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All-New Suite of Programs

Our new **Third Fridays** lectures series (continued)

* January 2019: **Daniel Bluestone**, Professor of Architectural History and Director of the Preservation Studies Program at Boston University, will join us for a fascinating evening to explore the story of public housing in Charlottesville in the 20th century.. After World War II the United States federal government picked up and relocated 250,000 units of temporary housing it had earlier constructed at military bases and armament plants. Over 125,000 of these units assumed a new “temporary” identity on 720 college and university campuses where they accommodated veterans taking advantage of the educational benefits provided by 1944 Servicemen’s Readjustment Act, popularly known as the G.I Bill.

* February 2019: Author and historian **Coy Barefoot** offers an engaging and thoughtful look at the founding of the University of Virginia — which was chartered by an act of the General Assembly exactly 200 years ago this winter. Barefoot offers the comprehensive “back story” to UVA: from the political intrigue to the financing challenges to the personalities. This is a popular lecture that Barefoot has been asked to give to alumni groups across the country. He shares a number of fascinating items about the history of UVA that most people don’t know.

* March 2019: Architectural historian **Sarita Herman** will take us on a deep dive into the history of the making of Charlottesville’s now iconic Downtown Mall. She connects the dots from “urban renewal” of the early 1960s, the razing of the Vinegar Hill neighborhood, and the then highly controversial plans to turn Charlottesville’s Main Street into a pedestrian mall in the 1970s. What might all this mean for Charlottesville development today? This lecture will include many seldom-seen archival photos and film.



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All-New Suite of Programs

Our new **Third Fridays** lectures series (continued)

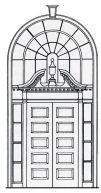
* April 2019: Medical historian **Dr. Preston Reynolds** explores the controversial and little-known story of eugenics at the University of Virginia. Beginning in the early 20th century, UVA became one of the nation's leading scholarly institutions to champion the false and racist science of eugenics. Led by the university's first President, Edwin Alderman, the eugenics movement informed the work of numerous departments at the university, not the least of which was the Medical School. It has been noted that the work of eugenicists at the University of Virginia in particular even inspired the horrors of Nazis in Germany.

* May 2019: Pulitzer Prize-winning historian of the University of Virginia, **Alan Taylor** will lecture and discuss his most recent research into the history of education in the early American Republic and how it evolved into the 19th century at places like UVA and the College of William and Mary.

Our all new **Community Speakers Series** is held in various locations throughout the region each month during the school year. Our 2018-2019 speakers include:

* September 2018: Author and historian **Coy Barefoot** spoke about various topics in the 20th century history of Charlottesville: including a look at development, the making of the Downtown Mall, and the Civil Rights Movement. He'll explore the story of "Massive Resistance" in Charlottesville, "urban renewal" and the razing of the Vinegar Hill neighborhood, and connect the dots to today. His presentation will include numerous seldom seen photos and films. *Location: CitySpace.*

* October 2018: Author and historian **Mary Lyons** offered an engaging lecture on the story of Irish immigration to the Central Virginia region in the mid 19th century and their efforts to build the railroad through Albemarle and the Blue Ridge Mountains. Mary also shared the findings of her latest research regarding the history of enslaved labor on the railroad. *Location: JMRL's Crozet Library.*



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All-New Suite of Programs

Our new **Community Speakers Series** (continued)

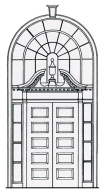
* November 2018: Celebrated author, historian and gardener **Peter Hatch** offered a fascinating look at his career and the 20th century history of Monticello. Hatch is best known for having been the Director of Gardens and Grounds at Monticello for many decades. He has written several books on Thomas Jefferson's gardens and was an advisor for First Lady Michelle Obama's White House kitchen garden.

Location: CitySpace.

* January 2019: Renowned architectural historian and scholar **Richard Guy Wilson** will speak regarding the architecture of Thomas Jefferson's Academical Village. His presentation will include numerous drawings and sketches, many of which are seldom seen by the public today. Wilson will explore the full story of Jefferson's great design of the University of Virginia. Following his talk, he will offer a walking tour of UVA's Academical Village and Lawn. *Location: University of Virginia.*

* February 2019: Offered in collaboration with the Ivy Creek Foundation, this event will explore the 19th century Carr/Greer home in Albemarle County. Believed to have been built by Hugh Carr in the early 1880s, this residence was later the home of his eldest daughter Mary Carr Greer and her family. Mrs. Greer was a celebrated teacher at the nearby Albemarle Training School. Historical archaeologist **Steve Thompson** and the Foundation's **Liz Sargent** will talk about the history of the home and the family's leading role in the African-American community in Albemarle County. *Location: Ivy Creek Natural Area.*

* March 2019: Associate Minister **Carolyn Dillard** will be joined by Monticello's **Niya Bates**, a life-long fellow church member, as they guide guests through the fascinating story of Zion Hill and the African-American community of eastern Albemarle County. The Zion Hill faith community has its origins as a prayer meeting that formed in the wake of the Civil War. It has shaped the lives of generations of families, and continues into the 21st century as an important center of community life in our region. We will be honored to be guests at Zion Hill and look forward to learning more. *Location: Zion Hill Baptist Church.*



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All-New Suite of Programs

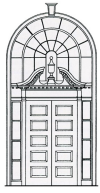
Our new **Community Speakers Series** (continued)

* April 2019: Engaging local historian **Phil James** will share a treasure trove of rarely seen historic photos of the town of Crozet and Western Albemarle County. He will discuss the rich history of Crozet and the region. *Location: JMRL's Crozet Library.*

* May 2019: Of the three founding Presidents of the American Republic who called Central Virginia home, James Monroe remains something of a mystery. We know much more about Thomas Jefferson and James Madison, while Monroe and his fundamental role in forming the American nation are very deserving of a thoughtful reconsideration. We will gather at his historic homesite, Highland, and talk with Executive Director **Sara Bon-Harper** about how she and her team are working on multiple fronts to create a new and deeper understanding of James Monroe. *Location: Highland.*

4. The Summer Conversation.

Each year we host a community event to explore ways in which our shared past can inform important conversations in which we are engaged today. A panel of experts engages with the public in thoughtful discussion. Our hope is to use history as a tool to enrich our lives today, to create the opportunities for new relationships, to make our community and neighborhoods stronger. We launched the Summer Conversation event in 2018 in partnership with Light House Studio, exploring the history of Vinegar Hill, the making of the Downtown Mall, and the connections between those chapters in our story and critical issues today: race and place, design and development, economic opportunity, public housing and more. The event was held at the historic Vinegar Hill Theatre downtown. A production team from Light House recorded the event in full, which will be shared online and broadcast on TV in Charlottesville. Like all our public events, no tickets or reservations are required.



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All-New Suite of Programs

5. Personal Enrichment Classes

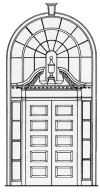
As part of a new suite of programs launched in 2018, the Charlottesville Center for History and Culture offers a full curriculum of Personal Enrichment Courses. At least one course is offered each academic semester. In the Fall of 2018, we offered “Jefferson vs. Hamilton.” Best-selling author and historian Coy Barefoot guided class participants on a deep dive into the world of the American Revolution and the early Republic. Understanding what fueled the rivalry between Jefferson and Hamilton and how that drama played out, both personally and politically, can help us better understand the clash of ideologies that challenges us today. Because in truth: they both won, and they both lost. In the Second Semester beginning in January 2019, Coy Barefoot will teach a class on the history of Virginia, and award-winning author and historian Rick Britton will teach a course on the story of the Civil War in Virginia and the Lost Cause.

6. The Spirit Walk

On October 21, 1995, then Executive Director Lynne C. Ely, with the help of countless volunteers and Historical Society members, launched the first Spirit Walk event. Historic character re-enactors — men, women and even children— led guests on sometimes spooky tours of Court Square and a nearby cemetery to explore little-known stories from the history of the region. The Spirit Walk has been an annual event here in downtown Charlottesville ever since.

7. The Local History Calendar

The Charlottesville Center for History and Culture maintains this public calendar which includes details for the Public Events in our schedule as well as information about other history-related programs and events that take place here in our region. Our goal is to create a central, one-stop-shop Calendar that can be of use to anyone interested in the history of Central Virginia. Our Google Calendar is updated regularly. It is publicly available here on our website and at this link on Google.



Goal 6: New bylaws, programs of exhibitions, and projects that reflect the racial and ethnic diversity of our region will be established.

All-New Suite of Programs

8. Second Street Media

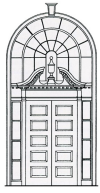
As part of our commitment to document and explore the stories of Central Virginia, we operate an in-house, boutique video production program under the brand, Second Street Media— named for the street on which our historic Museum and Library now stands. Second Street (first known as Church Street) was part of the original layout in the 1762 design for the town of Charlottesville. Among our priority video projects is an on-going effort to record the oral histories of people here in the Charlottesville area: preserving those first-hand memories of people from all walks of life and all our neighborhoods. We also regularly record public events and document current local scenes for our Blog. The Charlottesville Center for History and Culture’s Second Street videos are posted to our website and on our YouTube Channel.

9. Second Street Radio

As part of a new suite of media programming, in January 2019 the Charlottesville Center for History and Culture will launch “Second Street Radio,” a live radio program broadcast here in Charlottesville that posts online as our podcast. Hosted and Produced by the Center’s Director Coy Barefoot – a long-time veteran of local radio and television— the interview-based program showcases authors, historians, journalists, scholars, and the captivating oral histories of local citizens. Second Street Radio is produced in partnership with 94.7FM WPVC. All episodes are posted online on our Blog and on our YouTube Channel.

10. The Shell & Wheat Press

Shell & Wheat Press is the publishing imprint of the Charlottesville Center for History and Culture. We have a long history of publishing books, pamphlets, guides, and of course our annual Magazine of Albemarle County History, which has been in regular production since 1941. As of 2019, the full archive of the Magazine will be accessible online for free.



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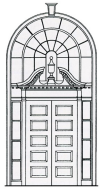
All-New Suite of Programs

11. The Magazine

The Magazine of Albemarle County History has always been among our most important programs. Those who founded the Historical Society in Charlottesville in the spring of 1940 were united by a common goal to engage in and share original historic research about the region. Only a year later, in 1941, these founding members published their first collection of articles. Initially titled the “Papers of the Albemarle County Historical Society,” the Magazine has continued to maintain an incredibly high standard for its published works. It has rightfully earned a reputation as one of the best publications of its kind in the country. Topics have focused on exploring the history of Charlottesville, Albemarle County, and the entire Central Virginia region. Authors have included PhD and lay historians alike, as well as graduate students, genealogists, and others. The Magazine is published annually, and is usually released towards the end of a calendar year. Under the direction of our new leadership, copies of the magazine will now be made available online, in addition to print copies being for sale in our Museum offices downtown.

12. Research Library

Our Research Library is among the very best of local history libraries in the country. It was created by a committee of Historical Society volunteers beginning in the early 1970s, who managed to pull together a unique collection of resources about the history of Charlottesville and Albemarle County. The Library first opened to the public on October 29, 1974, in a renovated basement of our then headquarters at 220 Court Square. Since that time the holdings have grown to include over 6,000 individual volumes, 15,000 pamphlets, 300 historic maps, and close to 1,000 archived manuscript items. The Library continues to receive thousands of visitors every year seeking information about our regional history, including numerous queries related to genealogical research. The Library is now operated in collaboration with the Jefferson-Madison Regional Library system— one of our oldest and most successful partnerships.



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**Collaborate, Discover, Create:
*All-New Suite of Projects***

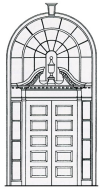
In addition to our many Programs, the Charlottesville Center for History and Culture is engaged in a number of exciting new projects that explore the history of Central Virginia. We are proud that every project represents a successful partnership or collaboration with other organizations and groups. All of our projects will involve a number of unique deliverables, from historic exhibits to new websites to public events, documentary films and new books. If you're interested in supporting the many creative teams behind these efforts, please consider becoming an on-going member of the Historical Society or consider a one-time donation. Our current slate of projects are detailed below.

1. Preserving Memories: Videotaped Oral History Interviews

Among our most important projects is an on-going, multi-year effort to record and archive oral history interviews with people here in the Charlottesville-Albemarle area: all neighborhoods, all walk so life. Under the direction of local historian, author and our Executive Director Coy Barefoot, this project will premiere in 2019 with an all-new website experience, TV broadcasts, and a unique museum exhibit. More than 50 interviews have already been conducted and are currently in post-production.

2. The Frances Brand Collection: Gallery of Firsts

Artist Frances Brand (1901-1990) spent the last years of her life in Charlottesville, dedicated to working on her amazing "Gallery of Firsts," a unique collection of 150 individual portraits (donated to our Archive by her family) of men and women and even some children, black and white, rich and poor, all of whom Brand recognized as being heroes in some way: helping to bring progressive change at last to the Old South. Our hope is to create a new museum experience to exhibit all the Brand paintings and celebrate her magnificent and important work. Like Walk Whitman with his poetry in the 19th century, or photographers with their cameras during the Great Depression, Frances Brand powerfully captured with her art a pivotal moment of time in the American story. Her Collection is a national treasure. We are currently seeking title sponsorship to help make this dream a reality.



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Goal 6: New bylaws, programs of exhibitions, and projects that reflect the racial and ethnic diversity of our region will be established.

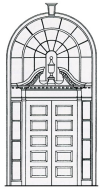
**Collaborate, Discover, Create:
*All-New Suite of Projects***

3. The Old Jail Working Group

In collaboration with Albemarle County and Preservation Piedmont, the Charlottesville Center for History and Culture will be coordinating a series of conversations beginning in 2019 with scholars, historians, archaeologists and members of the business community, to explore future options for the historic “Old Jail” in Court Square. The earliest part of the building dates to 1876, and the jail was in active use by the County until 1974. Though there has been a proposal in the past to convert the building to a museum of some kind, other possible options are worth considering as part of a larger community conversation. We are honored to be working with our partners to help facilitate this process, and look forward to presenting a full report of possibilities to both the City and County in coming months.

4. Celebrating the Legacy of Drewary Brown

Drewary Brown was among Virginia’s most important and influential Civil Rights leaders. He is remembered as an icon in the Charlottesville-Albemarle area where he spent his life working on the frontlines of history, striving passionately to bring progressive change to the community he loved. He sought to heal a racial divide in his native Central Virginia, touching the lives of generations of men and women, black and white. In the summer of 2018, we began a collaborative partnership with Preservation Piedmont, and City and County Schools, to launch the Drewary Brown Bridge Builders Project, to honor Brown’s legacy and all of those who have followed in his footsteps. Elements of this exciting project will roll out in phases over the next 12-18 months and will include a new book, museum exhibits, documentary film screening, public events, panel discussion, audio tours, website, teacher’s guide, and a series of videotaped oral history interviews.



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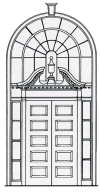
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5. History of TV in Charlottesville: the Story of Jefferson Cable

In partnership with the Albert & Shirley Small Special Collections Library at the University of Virginia, we are currently in pre-production on an exciting new project to explore the very early history of television in Charlottesville. Founded in 1963 by Bob Monroe, the Jefferson Cable Corporation was the second such company in America to offer up to 12 cable channels to its subscribers. They originated local TV production in a small building on West Main Street, over a decade before NBC29 went into business. Thanks to former Jefferson “Cablevision” employee Steve Ashby, we have managed to save hundreds of hours of those early TV programs, including shows about local history. Our goal is to digitize this one-of-a-kind archive and make the incredible footage available online at a new website. We will also produce a number of videotaped oral history interviews with surviving Jefferson Cable employees.

6. Neighborhood Histories: A Celebration of Community

In collaboration with the City of Charlottesville’s Commission on Historic Resources, we are engaged in a long-term project to document the history, development and oral history memories of the City’s neighborhoods. We will produce a new online exhibit and website that will pull all of this historic material together in one place for the first time. In consultation with area educators, we will build a Teacher’s Guide for the project that will take this information into classrooms, making it possible for students to explore the history of Charlottesville while engaged in themes of community and culture over time.



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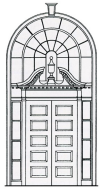
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7. The Bill Emory Collection

Photographer, artist and local historian Bill Emory has been taking photographs in the Central Virginia region for over half a century. His collection includes many thousands of unique portraits, unforgettable moments of photojournalism, and timeless scenes of artful expression. Despite a popular blog with occasional posts of images, Bill Emory has never had a professional exhibit of his work nor a published print collection. We are currently working with Bill to catalog his historic and amazing body of work, with the aim of creating a museum installation of photos as well as a new book.

8. Faith and Freedom

We are in pre-production on a multi-year project to document and explore the history of Central Virginia's many faith communities. We intend to produce a new book, museum exhibits, public events, and a rich, multi-media website that will make these histories available in one place for the first time. There is perhaps no better community in America to study the history of faith communities than Albemarle County, the home of Thomas Jefferson, who wrote so eloquently about religious freedom. Jefferson was certainly not alone in the founding generation of our nation, many of whom firmly identified religious freedom and the power of faith communities as a necessary and critical element in defining American liberty. Exactly how that played out over time here in Jefferson's own neighborhood has never been comprehensively documented. While some churches have already produced in-depth histories, and the story of Charlottesville's Jewish community has benefited from impressive research, the full story of our many faith communities — especially in rural areas— has never been fully told. We intend to do our part to help make that happen.



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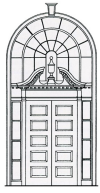
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9. A Virtual Museum

We are currently building an online Museum that explores the history of the University of Virginia, the UVA Corner, and Charlottesville. Using the UVA annual Corks and Curls (1888-2008) as a “window” through which to explore student life at the University. The entire archive of the yearbook has been digitized and will be made freely available in the virtual Museum’s online Library, in addition to numerous exhibits, photographs, videos, and videotaped oral history interviews. The Corks and Curls Museum will also include “The Roseberry Collection,” hundreds of rarely seen images from the personal collection of Charlottesville photographer Edwin S. Roseberry, who took pictures for the Corks and Curls from the late 1940s as a student well into the 1980s as a dedicated alumnus.

10. The Third Street Entrance: Documenting a Segregated Past

The past has many stories to tell. Some will inspire. Some will disappoint. And some will want to make us turn away in horror. But as responsible historians, we must be willing to learn from the past: from the good, the bad, and even the ugly. The tragedies of Jim Crow, and of racism and segregation in the American South, is a chapter in the American story that was certainly written here in Charlottesville— and not just in words, but in brick and stone. The historic Paramount Theater opened in November of 1931, and included an entirely separate entrance on Third Street for people of color. In keeping with the laws of the day, that entrance went straight to the balcony, the only seating then open to African Americans. The Paramount closed in 1974, but reopened in 2004 following an extraordinary community-driven restoration process. The Charlottesville Center for History and Culture is proud to be collaborating with the Paramount to serve as an historical consultant in the theater’s work to more fully tell the story of its Third Street Entrance. We look forward to working with this team and exploring new ways to learn from this important part of our shared past.



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11. Vanishing Virginia: Conversations with Hank Browne

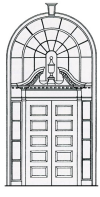
We are now in pre-production on an exciting new project that will explore the legacy and vision of renowned architect and artist Henry “Hank” J. Browne. Anchored by a series of videotaped conversations with Browne, in studio and on historic locations across Virginia, we will come to know more about his work, his experiences, and the most important lessons that he has himself learned from a lifetime working as architect, artist and historian.

12. The West Main Legacy Project: History, Film, Community

The Charlottesville Center for History and Culture— in partnership with Light House Studio and award-winning filmmaker Chris Farina (Rosalia Films)— is now exploring development of a new course offering at Light House that will invite young people to explore the history of Albemarle and Charlottesville through documentary film. They will learn the skills of filmmaking while exploring the stories of their own families and neighborhoods. The impetus for this project is “West Main Street,” a celebrated documentary about the Charlottesville community by Farina and Reid Oeschlin that was produced nearly three decades ago.

13. Historic Trails Project

We are proud to be partnering with a group of key stakeholder organizations in the community — including the Piedmont Environmental Council, Preservation Piedmont, and the Rivanna Trails Foundation— on a long-term project that will see the creation of a number of new trails in the Charlottesville/Albemarle area. The plan is for this growing trail network to connect Downtown to Monticello and beyond. Our role in the process will be to assist in the research and writing of historic trail markers that will be installed throughout this new network: signage about local as well as natural history.



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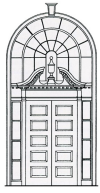
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14. Voices of the Past

Our Archival Collection includes decades of audio recordings, oral history interviews with hundreds of people here in the Charlottesville area— only some of which has been cataloged *and none of which has been digitized*. We are in the process of creating a comprehensive catalog and looking for a title sponsor who can help us digitize this audio collection. We'd like to make this available online through a new, stand-alone website: including photos, timelines, and transcripts of the interviews. This is a multi-year project but one that is a top priority for our creative team.

15. The Images of the Past

The Historic Archival Collection at the Center for History and Culture includes many thousands of unique photographs, portraits, paintings, maps, signs and other images that tell the story of Central Virginia. Only a small fraction of this archive has been digitized and is other-wise unavailable to the general public. The vast majority of these images have never been published and are seldom seen. We are currently seeking funding to catalog and digitize this one-of-a-kind collection, with the goal of producing a new, virtual Museum that would make this entire Collection freely available online to the public for the first time.

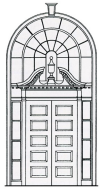


Goal 7: Establish a dedicated fund of at least 6 months operating reserve

Maintaining such a reserve has *always* been a practice of the Historical Society, and based on our research has never *not* been in effect.

Our new Finance Committee — established this year under guidance by our advisory team at the Center for Nonprofit Excellence — has invested quite a bit of time reviewing our financial assets and preparing an all-new budget for the coming year.

At the direction of this Committee and with unanimous consent of our Board of Directors, we make it a practice now to maintain an operating reserve of at least 12-18 months, not just 6.

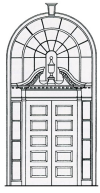


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Goal 8: Produce and submit to the City Council an annual report on the various programs conducted by the ACHS.

This Report, submitted in December 2018 at the request of City Manager Mike Murphy, provides the members of Council with a full end-of-year update about our all-new programs and projects that have been launched under our new leadership. We are more than happy to provide further details about any of this work, either over the past year or scheduled for 2019.

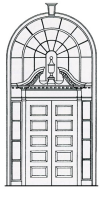


Goal 9: Submit to City Council a current audit and an annual audited financial statement with any request for renewal of the Lease.

We have been working with David Foley and his team at Robinson, Farmer, Cox since the summer of 2018. At his request we have provided a number of financial and related documents for their review. RFC's detailed review of the Historical Society's finances prior to our new leadership coming on board this year.

A detailed review of our records has found nothing to indicate or even suggest that any funds were mis-used or stolen from our accounts. We have no reason to believe there were financial improprieties of any kind.

Our new Treasurer John Conover has confirmed with both the IRS and Virginia SCC that our paperwork is up to date and that there are no out-standing fees or taxes due. We are also fully paid and up to date with our rent. We are currently working with Robinson, Farmer, Cox on a financial review of our current year that will be filed with the City Manager's office immediately upon completion.



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Goal 10: Upon request of the City Manager's Office, provide information on progress towards reaching the goals set forth herein.

On Tuesday afternoon, October 30, 2018, Coy Barefoot met personally with City Manager Mike Murphy to discuss the current status of the work of the Historical Society and our lease with the City of Charlottesville. In that meeting, Mr. Murphy requested this Report be prepared and filed with his office by the end of the calendar year. Mr. Murphy confirmed his intention to ask City Council to consider extending the lease of the Historical Society in the McIntire building at an upcoming Council meeting in January 2019. This submission of this Report to Mr. Murphy's office meets that stated requirement.