



**CITY COUNCIL AGENDA  
June 1, 2020**

**Members**  
Nikayah Walker, Mayor  
Sena Magill, Vice Mayor  
Heather D. Hill  
Michael K. Payne  
J.Lloyd Snook, III

**5:30 p.m. Closed session as provided by Sections 2.2-3711 and 2.2-3712 of the Virginia Code (Personnel; Boards & Commissions): Electronic meeting**

**6:30 p.m. Regular Meeting**

Virtual/Electronic meeting. Register at [www.charlottesville.gov/zoom](http://www.charlottesville.gov/zoom)

**CALL TO ORDER**

**MOMENT OF SILENCE**

**ROLL CALL**

**AGENDA APPROVAL**

**ANNOUNCEMENTS**

**RECOGNITIONS**

**BOARD & COMMISSION APPOINTMENTS**

**CONSENT AGENDA\***

1. Minutes: May 13, 2020 Council work session; May 18, 2020 Council closed and regular meetings
2. Res./Approp.\*: Resolution adopting the Budget and City Council amendments for the City of Charlottesville for the fiscal year beginning July 1, 2020 and ending June 30, 2021, and providing for the annual appropriation of funds for such fiscal year (2nd reading)
3. Appropriation: Appropriation from Department of Human Services Fund Balance for the Pathways/Community Resource Hotline - \$400,000 (2nd reading)
4. Appropriation: Supplemental State Funding for the Children's Services Act - \$880,522.88 (1st of 2 readings)
5. Appropriation: Department of Social Services Additional Funding for Adoption Assistance - \$625,000 (1st of 2 readings)
6. Appropriation: Appropriation of CARES Act funding designed to provide emergency assistance for Charlottesville Area Transit (CAT) and JAUNT. Total funding \$7,143,582 – CAT \$5,357,686 and JAUNT \$1,785,896 (1st of 2 readings)
7. Ordinance: Taxicab Driver Ordinance Amendment (1st of 2 readings)

**CITY MANAGER RESPONSE TO COMMUNITY MATTERS (FROM PREVIOUS MEETINGS)**

**COMMUNITY MATTERS**

Public comment for up to 16 speakers (limit 3 minutes per speaker). Pre-registration available for up to 8 spaces; pre-registered speakers announced by Noon the day of the meeting as an update to the agenda. Additional public comment period at end of meeting. Public comment will be conducted through electronic participation as City Hall is closed to the public. Participants can register in advance at [www.charlottesville.gov/zoom](http://www.charlottesville.gov/zoom).

**ACTION ITEMS**

8. Ordinance: Appropriation of remaining \$250,000 from FY20 Real Estate Tax Relief for the elderly and/or disabled and Charlottesville Housing Affordability Program to fund one-time COVID-19 Real Estate Tax Relief Grants (1 reading requiring 4/5 vote)

**GENERAL BUSINESS**

**OTHER BUSINESS**

**MATTERS BY THE PUBLIC**

NOTE: Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call the ADA Coordinator at (434) 970-3182 or submit a request via email to [ada@charlottesville.gov](mailto:ada@charlottesville.gov). The City of Charlottesville requests that you provide a 48 hour notice so that proper arrangements may be made.

\*Action Needed

## **CITY COUNCIL WORK SESSION**

**Wednesday, May 13, 2020**

**Virtual/electronic meeting**

**3:00 p.m.**

The Charlottesville City Council met in a virtual work session on Wednesday, May 13, 2020, with the following Councilors present: Mayor Nikuyah Walker, Vice Mayor Sena Magill, Ms. Heather Hill, Mr. Michael Payne and Mr. Lloyd Snook.

Ms. Walker called the work session to order at 3:03 p.m. and turned the meeting over to City Manager Tarron Richardson.

Dr. Richardson gave an overview of the City Council request for information from Board and Commission chairpersons regarding the urgency of meeting to conduct business during the COVID-19 State of Emergency Declaration.

City Attorney John Blair shared his legal analysis of statutory requirements for certain boards and commissions to meet, and reviewed legislative amendments proposed by Governor Northam. Mr. Blair advised of the statutory requirement for the Board of Equalization to meet. He also advised that while the Planning Commission statutorily shall meet every two months, City Council took action on March 25<sup>th</sup>, passing a resolution extending certain deadlines for items that would normally be reviewed by the Planning Commission. Mr. Blair noted that Boards and Commissions in order to meet virtually would require staff resources and consideration of certain logistical matters in order to meet desired outcomes related to public participation and the Virginia Freedom of Information Act. Some items for consideration with virtual meetings would be: access, equity, urgency, workforce safety, staff capacity, and technology capacity.

Ms. Walker opened the floor for public comment. No one indicated a desire to speak.

Council discussed individual boards and their responses regarding urgency of meetings.

Director of Communications, Brian Wheeler, shared information about various broadcast and meeting options, including hybrid meeting options for partial in-person meetings in compliance with distancing requirements.

Mr. Blair noted that public body subcommittees would also have to abide by requirements of the Freedom of Information Act, and make meetings available to the public. Specifically for the Board of Equalization, Mr. Blair advised that Council could not mandate that the hearings be televised, but could make a recommendation for virtual meetings. He also confirmed that City Council could not dictate agenda items for boards and commissions.

Staff liaisons to boards and commissions and other staff answered Council questions.

Ms. Walker again opened the floor for public comment. The following speakers participated:

- Ms. Ashley Davies, City resident and Chair of Charlottesville Area Development Round Table (CADRe), spoke in support of moving forward with Planning Commission meetings.
- Mr. Phil d’Oronzio spoke in support of the use of Zoom meetings.
- Mr. Rory Stolzenberg spoke about the use of technology for meeting transparency.

Mr. Blair shared information about the First Amendment as related to managing bad actors during virtual meetings, and a level of training that would be involved for meeting moderators.

Mr. Wheeler advised of the need to be aware of not overlapping meetings. He also advised that the phone participation option for City of Charlottesville Zoom meetings does require registration in order to identify callers.

Council agreed that meetings that have traditionally been broadcast and livestreamed would continue: BAR (Board of Architectural Review), CRHA (Charlottesville Redevelopment and Housing Authority), Planning Commission and City Council, following their normal schedules.

Ms. Walker asked that the Communications Department work out logistics for additional board meetings: Board of Equalization, CDBG (Community Development Block Grant) Task Force, Housing Advisory Committee, Ridge Street Task Force, Electoral Board, and Retirement Commission.

Council asked staff to reach out to board chairs and bring back additional information for discussion at the May 18, 2020, City Council meeting, verifying technical feasibility of holding virtual public meetings.

Ms. Walker opened the floor for public comment. No one indicated a desire to speak.

Director of Information Technology, Sunny Hwang, mentioned a request to provide accessibility accommodations for a particular board, and advised that staff would be researching associated costs and ways to accommodate should other boards receive requests.

The meeting adjourned at 5:27 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

**CHARLOTTESVILLE CITY COUNCIL**  
**May 18, 2020 Minutes**  
**Virtual/electronic meeting**

**5:30 PM CLOSED MEETING**

The Charlottesville City Council met electronically on Monday, May 18, 2020. The meeting was called to order at 5:31 p.m. with the following members present: Mayor Nikuyah Walker, Vice Mayor Sena Magill, Ms. Heather Hill, Mr. Michael Payne and Mr. Lloyd Snook.

On motion by Ms. Hill, seconded by Ms. Magill, Council voted 5-0 (Ayes: Hill, Magill, Payne, Snook, Walker. Noes: none) to meet in closed session as authorized by Virginia Code Sections 2.2-3711 and 2.2-3712, specifically:

- as authorized by Virginia Code Section 2.2-3711(A)(1) for discussion of the performance of the Charlottesville City Manager, Charlottesville City Attorney, and Charlottesville Clerk of Council; and
- as authorized by Virginia Code Section 2.2-3711(A)(8) for consultation with legal counsel from the Office of the City Attorney to discuss legal matters related to ordinance compliance and public hearings.

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

The meeting was adjourned at 6:34 p.m.

**6:30 PM REGULAR MEETING**

The Charlottesville City Council held a virtual meeting for its regular session on May 18, 2020, in an effort to comply with social distancing requirements surrounding the COVID-19 pandemic Declaration of Emergency.

Ms. Walker called the meeting to order at 6:35 p.m. with the following members in attendance: Mayor Nikuyah Walker, Vice Mayor Sena Magill, Ms. Heather Hill, Mr. Michael Payne and Mr. Lloyd Snook.

Ms. Walker called for a Moment of Silence, replacing the Pledge of Allegiance to the Flag, during virtual meetings.

On motion by Ms. Hill, seconded by Ms. Magill, Council by unanimous vote amended the meeting agenda, adding an ordinance temporarily suspending enforcement of on-site parking requirements for discussion during the Action Items section of the meeting.

On motion by Ms. Magill, seconded by Ms. Hill, Council by unanimous vote approved the meeting agenda as amended.

## **RECOGNITIONS**

Mayor Walker acknowledged City Manager Tarron Richardson's one year anniversary with the City of Charlottesville.

## **CONSENT AGENDA\***

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

1. MINUTES: May 4, 2020 City Council closed and regular meetings; May 6, 2020 budget work session
2. APPROPRIATION: Appropriation of CARES Act relief fund payment for the Fire Department - \$58, 201.02 (2nd reading)

### **APPROPRIATION**

#### **Coronavirus Aid, Relief, and Economic Security Act (CARES Act) Provider Relief Fund - \$58,201.02**

**WHEREAS**, the US Department of Health and Human Services has awarded a relief payment to the Fire Department, through the City of Charlottesville, specifically for coronavirus planning and response applications;

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that a total of \$58,201.02 be appropriated in the following manner:

#### **Revenues - \$58,201.02**

\$58,201.02 Fund: 105 I/O: 2000158 G/L Account: 431130

#### **Expenditures - \$58,201.02**

\$58,201.02 Fund: 105 I/O: 2000158 G/L Account: 599999

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$58,201.02 from the US Department of Health and Human Services.

3. APPROPRIATION: Appropriation from Department of Human Services Fund Balance for the Pathways/Community Resource Hotline - \$400,000 (carried)

4. ORDINANCE: Homeowner Tax Relief Grant – 2020

**AN ORDINANCE TO ESTABLISH A GRANT PROGRAM TO PROMOTE AND PRESERVE HOM - AND MODERATE-INCOME PERSONS WITHIN THE CITY OF CHARLOTTESVILLE**

On motion by Ms. Magill, seconded by Mr. Snook, Council by the following vote APPROVED the Consent Agenda: 5-0 (Ayes: Hill, Magill, Payne, Snook, Walker. Noes: none).

**CITY MANAGER RESPONSE TO COMMUNITY MATTERS**

Dr. Richardson thanked the public for work during COVID-19 and for what appeared to be a successful reopening of businesses.

**COMMUNITY MATTERS**

Ms. Walker opened the floor for public comment.

Ms. Tanesha Hudson spoke about the City Manager position and upcoming performance evaluation.

Ms. Vikki Bravo, City resident, and member of IMPACT (Interfaith Movement Promoting Action by Congregations Together), spoke about affordable housing as a part of recovery from the COVID-19 pandemic, and asked for funding.

Ms. Elizabeth Carpenter spoke in support of funding for affordable housing.

Ms. Nancy Carpenter, City resident, spoke about the Police Civilian Review Board and about Vibrant Community Funds.

Mr. Don Gathers spoke about the City Manager position and upcoming performance evaluation. He asked that certain boards and commissions begin to meet again. He also spoke about funding for affordable housing.

Mr. Walt Heinecke spoke about getting boards and commissions back up and running to address equity issues, particularly the Police Civilian Review Board. He asked about public subsidy of monthly private parking.

Ms. Sheila Herlihy, City resident, representing IMPACT, spoke about the funding of affordable housing.

Ms. Carrie Ellwood, City employee, spoke in support of the survey that was sent to employees for evaluation of the City Manager and City Council.

## **ACTION ITEMS**

### **PUBLIC HEARING ON CITY COUNCIL'S PROPOSED BUDGET/FIRST READING OF FY 2021 BUDGET (carried)**

Dr. Richardson presented the FY2021 City Council Proposed Budget. Ms. Hill asked about the status of bondable projects. Ms. Krisy Hammill advised that a bond sale would likely occur within the next month or two with projects being evaluated on a project-by-project basis. Mr. Payne spoke about affordable housing funds and prioritizing bondable projects.

Ms. Walker opened the public hearing.

Mr. Walt Heinecke, City resident, spoke about equity issues related to funding affordable housing.

Mr. Peter Krebs thanked Council and staff for work on the budget and encouraged creativity during the budget process.

Mr. Jay James, City resident, spoke about the Bridge Ministry and the opportunity to apply for City funding.

With no additional speakers coming forward, Ms. Walker closed the public hearing.

Council discussed the budget shortfall due to the COVID-19 pandemic. Commissioner of the Revenue Todd Divers spoke of Virginia First Cities estimates and advised that numbers at the local level take into account more detail and therefore are more accurate.

On motion by Ms. Hill, seconded by Mr. Snook, Council by the following vote AMENDED the proposed budget and appropriation ordinance to add funding for City Schools and the Department of Social Services as discussed: 5-0 (Ayes: Hill, Magill, Payne, Snook, Walker. Noes: none).

Council unanimously agreed to move the FY 2021 Budget approval and appropriations forward to the June 1, 2020 City Council consent agenda.

### **APPROPRIATION\*: Approval and Appropriation of CDBG and HOME Budget Allocations for FY 2020-2021 (2 reading)**

Ms. Erin Atak, Grants Coordinator, provided a brief summary of the item and answered questions for Council.

a. Appropriation of funds for the City of Charlottesville 2020-2021 CDBG - \$419,367



On motion by Ms. Hill, seconded by Mr. Payne, Council by the following vote APPROVED the appropriation: 4-1 (Ayes: Hill, Magill, Payne, Snook. Noes: Walker).

**APPROPRIATION OF FUNDS FOR  
THE CITY OF CHARLOTTESVILLE'S 2020-2021  
COMMUNITY DEVELOPMENT BLOCK GRANT - \$419,367**

**WHEREAS**, the City of Charlottesville has been advised of the approval by the U.S. Department of Housing and Urban Development of a Community Development Block Grant (CDBG) for the 2020-2021 fiscal year in the total amount of **\$432,691** that includes new entitlement from HUD amounting to \$419,367, and previous entitlement made available through reprogramming of \$13,324.

**WHEREAS**, City Council has received recommendations for the expenditure of funds from the CDBG/HOME Task Force, the SAT; and has conducted a public hearing thereon as provided by law; now, therefore;

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

**PRIORITY NEIGHBORHOOD**

Ridge Street Priority Neighborhood	\$201,912.90
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**ECONOMIC DEVELOPMENT**

Community Investment Collaborative Scholarships	\$15,000
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**PUBLIC SERVICE PROGRAMS**

TJACH – Coordinated Entry System	\$53,345.58
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**HOUSING PROJECTS**

AHIP – Homeowner Rehab	\$78,550.12
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**ADMINISTRATION AND PLANNING:**

Admin and Planning	\$83,873.40
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<b>TOTAL</b>	<b>\$432,691</b>
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**BE IT FURTHER RESOLVED** that this appropriation is conditioned upon the receipt of \$419,367 from the Department of Housing and Urban Development. Should the total actual amount of entitlement received differ from the appropriated amount, all appropriated amounts

may be administratively increased/reduced at the same pro-rated percentage of change between the estimated entitlement and the actual entitlement. The total appropriated amount will not to exceed 2.5% total change, nor will any agency or program increase more than their initial funding request, without further action from City Council.

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

b. Appropriation of funds for the City of Charlottesville’s 2020-2021 HOME funds - \$127,210.56

On motion by Ms. Hill, seconded by Mr. Snook, Council by the following vote APPROVED the appropriation: 4-1 (Ayes: Hill, Magill, Payne, Snook. Noes: Walker).

**APPROPRIATION  
OF FUNDS FOR THE CITY OF CHARLOTTESVILLE’S  
2020-2021 HOME FUNDS \$127,210.56**

**WHEREAS**, the City of Charlottesville has been advised of the approval by the U.S. Department of Housing and Urban Development of HOME Investment Partnerships (HOME) funding for the 2020-2021 fiscal year;

**WHEREAS**, the region is receiving an award for HOME funds for fiscal year 20-21 of which the City will receive \$80,594 to be expended on affordable housing initiatives such as homeowner rehab and downpayment assistance.

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

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the local match for the above listed programs will be covered by the a surplus of match from previous appropriations from the Charlottesville Housing Fund (account CP-0084 in SAP system) in the amount of \$20,148.50. Project totals also include previous entitlement made available through program income of \$26,468.06. The total of the HUD money, program income, and the local match, equals \$127,210.56 and will be distributed as shown below.

<b>PROJECTS</b>	<b>HOME EN</b>	<b>PI</b>	<b>MATCH</b>	<b>TOTAL</b>
AHIP-Homeowner Rehab	\$33,507.84	\$13,234.03	\$10,074.25	\$56,816.12

Habitat for Humanity-DPA	\$47,086.16	\$13,234.03	\$10,074.25	\$70,394.44
<b>Total</b>	<b>\$80,594</b>	<b>\$26,468.06</b>	<b>\$20,148.50</b>	<b>\$127,210.56</b>

\* includes Program Income which does not require local match.

**BE IT FURTHER RESOLVED** that this appropriation is conditioned upon the receipt of \$80,594 from the Department of Housing and Urban Development. Should the total actual amount of entitlement received differ from the appropriated amount, all appropriated amounts may be administratively increased/reduced at the same pro-rated percentage of change between the estimated entitlement and the actual entitlement. The total appropriated amount will not to exceed 2.5% total change, nor will any agency or program increase more than their initial funding request, without further action from City Council.

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

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

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

c. Appropriation amendment to CDBG account reprogramming of funds for FY 20-21 - \$13,324

On motion by Ms. Hill, seconded by Mr. Snook, Council by the following vote APPROVED the appropriation: 5-0 (Ayes: Hill, Magill, Payne, Snook, Payne. Noes: none).

**APPROPRIATION AMENDMENT TO  
COMMUNITY DEVELOPMENT BLOCK GRANT ACCOUNT  
Reprogramming of Funds for FY 20-21**

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

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

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

<b>Program Year</b>	<b>Account Code</b>	<b>Purpose</b>	<b>Proposed Revised Reduction</b>	<b>Proposed Revised Addition</b>	<b>Proposed Revised Appropriation</b>
19-20	1900330	OED GO Utilities	\$13,324		
20-21		Priority Neighborhood		\$13,324	\$13,324
		<b>TOTALS:</b>	<b>\$13,324</b>	<b>\$13,324</b>	<b>\$13,324</b>

\*Item added to Agenda: **ORDINANCE TEMPORARILY SUSPENDING ENFORCEMENT OF ON-SITE PARKING REQUIREMENTS for the duration of Executive Order 61 issued by Governor Northam**

Mr. Blair introduced the item, and Mr. Alex Ikefuna, Director of Neighborhood Development Services, shared additional information. After discussion, on motion by Ms. Hill and seconded by Mr. Snook, Council by the following vote APPROVED the Ordinance: 5-0 (Ayes: Hill, Magill, Payne, Snook, Walker. Noes: none). This Ordinance became effective with one reading after receiving at least four-fifths vote in favor.

The meeting recessed at 8:03 p.m.

The meeting reconvened at 8:21 p.m.

**OTHER BUSINESS**

**REPORT: Boards and Commissions electronic meetings during COVID-19 Declaration of Emergency**

Council reviewed input from select boards and commissions regarding feasibility of conducting virtual meetings during the COVID-19 Declaration of Emergency. Staff provided additional information for consideration of scheduling and anticipated support needs.

On motion by Ms. Hill, seconded by Ms. Magill, Council unanimously voted in support of Zoom webinar meetings for the following with staff support: Board of Architectural Review, Board of Equalization, Community Development Block Grant Task Force, Charlottesville Redevelopment and Housing Authority, Electoral Board, Housing Advisory Committee, Human Rights Commission, Planning Commission and Retirement Commission.

Ms. Hill asked about revisiting monthly work session programming. Ms. Walker advised that the strategic planning meeting should be prioritized and that work sessions would be discussed at an upcoming City Council meeting.

Ms. Walker advised that she has been working with the Commissioner of the Revenue and City Treasurer to develop a proposal for disbursement of remaining funds in the Charlottesville Housing Affordability Program for FY 2020, and a proposal for December taxes. She stated that the proposal would be presented at a June City Council meeting.

## **MATTERS BY THE PUBLIC**

Ms. Walker opened the floor for public comment.

Mr. Rory Stolzenberg spoke about the parking requirement waiver approved earlier in the meeting related to Governor Northam's Executive Order 61. He also spoke about Council 2-2-1 meetings and Comprehensive Plan webinars beginning.

Mr. Walt Heinecke spoke about Council's efforts to be equitable in making meetings transparent. He asked Council to provide specific guidance to the Human Rights Commission related to addressing COVID-19 issues.

Mr. Brandon Collins spoke about coordination and a collaborative strategy for addressing affordable housing.

Ms. Tanesha Hudson spoke about evaluation of the City Manager, and asked about evaluation of the Police Chief. Ms. Walker provided a response.

Ms. Nancy Carpenter spoke about funding for PHAR (Public Housing Association of Residents).

Ms. Joy Johnson, City resident, spoke about the PHAR application for funding and priority neighborhoods. Mr. Payne provided a response.

Dr. Richardson and Senior Budget Analyst Krisy Hammill clarified an error in the local newspaper related to the budget.

The meeting adjourned at 10:09 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

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



**Agenda Date:** June 1, 2020

**Action Required:** Approval and Appropriation (2nd Reading)

**Staff Contacts:** Ryan Davidson, Sr. Budget and Management Analyst  
Krisy Hammill, Sr. Budget and Management Analyst

**Presented By:** Dr. Tarron Richardson, City Manager

**Title:** Second Reading of FY 2021 Budget Appropriation

**Background:**

The proposed FY 2021 Budget Appropriation reflects revisions that were made to the Proposed FY 2021 City Manager's Proposed Budget that was presented to Council on March 2, 2020, due to the effects of the COVID-19 pandemic.

This memo also highlights changes in expenditures made to the City Manager's FY 2021 Proposed Budget for final adoption of City council's FY 2021 Budget.

**Discussion:**

The final Council Adopted Budget and the Appropriations ordinance for FY 2021 must be adopted no later than June 30, 2020 and is scheduled to be approved on June 1, 2020.

**Community Engagement:**

There were two public hearings on the budget March 16, 2020 and May 18, 2020, as well as numerous public engagement opportunities around the budget, via Council Work Sessions, and a Community Budget Forum.

**Alignment with City Council's Vision and Strategic Plan:**

This budget aligns with Council's Vision and Strategic Plan and is detailed in the budget document.

**Budgetary Impact:**

This is the second of two readings required to adopt the final budget for Fiscal Year 2021.

**Recommendation:**

Approve FY 21 Budget and Appropriation

**Alternatives:**

N/A

**Attachments:**

1. Amendments to the FY 2021 City Manager's Proposed Budget
2. FY 2021 Budget Appropriation

**City Council Amendments to the  
FY 2021 Proposed General Fund Budget**

<b>Manager's Recommended FY 21 Expenditures</b>	<b>\$ 191,195,873</b>
<b>Amendments to FY 21 Expenditures</b>	
<i>Decrease Expenditures</i>	
<b>Non Departmental</b>	
Citywide Reserve - Economic Downturn	(850,466)
<b>Contractual Agencies</b>	
Emergency Communications Center (ECC)	(25,184)
<i>Increase Expenditures</i>	
<b>Contribution to City Schools</b>	
City Contribution to Schools	875,000
<b>Contractual Agencies</b>	
Magistrate's Office	650
<b>Total Expenditure Amendments</b>	<b>\$ -</b>
<b>Total Amended FY 21 General Fund Expenditures</b>	<b>\$ 191,195,873</b>

**City Council Amendments to the  
FY 2021 Proposed Social Services Budget**

<b>Manager's Recommended FY 21 Revenue Estimates</b>	<b>\$ 14,981,907</b>
<b>Amendments to FY 21 Revenue Estimates</b>	
<i>Decrease Revenues</i>	
State Assistance and Grants	(173,239)
<b>Total Revenue Amendments</b>	<b>\$ (173,239)</b>
<b>Total Amended FY 21 Social Services Fund Revenue Estimates</b>	<b>\$ 14,808,668</b>
<b>Manager's Recommended FY 21 Expenditures</b>	<b>\$ 14,981,907</b>
<b>Amendments to FY 21 Expenditures</b>	
<i>Decrease Expenditures</i>	
Purchased Services	(173,239)
<b>Total Expenditure Amendments</b>	<b>\$ (173,239)</b>
<b>Total Amended FY 21 Social Services Fund Expenditures</b>	<b>\$ 14,808,668</b>



RESOLUTION ADOPTING THE BUDGET FOR THE  
CITY OF CHARLOTTESVILLE FOR THE FISCAL YEAR  
BEGINNING JULY 1, 2020, AND ENDING JUNE 30, 2021  
AND PROVIDING FOR THE ANNUAL APPROPRIATION OF FUNDS  
FOR SUCH FISCAL YEAR.

I. ADOPTION OF BUDGET

WHEREAS, pursuant to Section 19 of the City Charter and Section 15.2-2503 of the Code of Virginia, the City Manager has caused to be prepared and presented to City Council a proposed budget for the fiscal year beginning July 1, 2020, and ending June 30, 2021; and

WHEREAS, a synopsis of such proposed budget has been published in the Daily Progress, a newspaper of general circulation in the City, and notice duly given in such newspaper and public hearings held thereon on March 16, 2020 and May 18, 2020, and the estimates of revenues and expenditures therein debated and adjusted by City Council in open public meetings, all as required by the City Charter and Section 15.2-2506 of the Code of Virginia.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville that such document, the statements of fiscal policy set forth therein, and the estimates of revenues and expenditures therein proposed by the City Manager and debated and adjusted by the City Council, are hereby adopted as the annual budget of the City of Charlottesville, for informative and fiscal planning purposes only, for the fiscal year beginning July 1, 2020, and ending June 30, 2021; and that a true and correct copy of the same, as adopted, shall be kept on file in the records of the Clerk of the Council.

II. GENERAL FUND APPROPRIATIONS

BE IT RESOLVED by the Council of the City of Charlottesville that:

A. The sums hereinafter set forth are estimated as General Fund revenues for the fiscal year beginning July 1, 2020.

**Local Taxes**

Real Estate Taxes	\$78,353,270
Personal Property Tax	9,800,000
Public Service Corporation Tax	1,459,389
Penalty/Interest on Delinquent Taxes	415,000
Utility Services Consumer Tax (Gas, Water, Electric)	5,024,112
Virginia Communications Sales and Use Tax	2,600,000
Tax on Bank Stock	1,200,000
Tax on Wills and Deeds	625,000
Sales and Use Tax	11,504,331

Rolling Stock Tax	19,319
Transient Occupancy (Lodging) Tax	6,282,721
Meals Tax	11,842,493
Short-Term Rental Tax	60,000
Cigarette Tax	575,000
Recordation Tax Receipts	205,223
Vehicle Daily Rental Tax	82,500
<b>Total Local Taxes</b>	<b>\$130,048,358</b>
<b>Licenses and Permits</b>	
Business and Professional Licenses	\$6,225,000
Vehicle Licenses	900,000
Dog Licenses	10,000
Electrical and Mechanical Permits	250,000
Building and Plumbing Permits	450,000
Temporary Parking Permits	150,000
Site Plans	75,000
Other Permits	140,500
<b>Total Licenses and Permits</b>	<b>\$8,200,500</b>
<b>Intergovernmental Revenue</b>	
<b>Revenue from State Agencies</b>	
PPTRA Revenue (State Personal Property Tax)	\$3,498,256
State Highway Assistance	4,291,324
Reimbursement/Constitutional Offices	1,698,184
State Aid for Police Protection	2,077,468
Trailer Title	1,200
DMV Select Office Commissions	35,000
Other State Assistance: Misc. Rev	50,000
<b>Revenue from Other Intergovernmental Sources</b>	
School Resource Officers (City Schools)	301,231
Regional Library Administrative Fee	117,144
Crisis intervention Team Revenue	105,910
Fire Department Ops (Albemarle County)	195,000
Fire Department Ops (UVA)	353,000
Juvenile & Domestic Relations Court (Albemarle County)	63,760
Juvenile & Domestic Relations Court Building Maintenance (Albemarle County)	57,913
Magistrate's Office (Albemarle County)	4,575
Payments In Lieu of Taxes (Housing Authority)	25,000
Service Charge (UVA)	46,000
Property Maintenance (UVA)	63,455
<b>Total Intergovernmental Revenue</b>	<b>\$12,984,420</b>
<b>Charges for Services</b>	
Property Transfer Fees	\$1,000
Zoning Appeals Fees	1,100
Court Revenue (Circuit/General District Courts)	500,000

Circuit Court - Online Land Records Subscription Revenue	30,000
Internal City Services	1,882,925
Utility Cut Permits	185,000
Recreation Income	1,335,824
Reimbursable Overtime/Public Safety	331,579
Payment in Lieu of Taxes: Utilities	6,091,667
Indirect Cost Recovery	125,000
Waste Disposal Fees	1,115,000
Emergency Medical Services (Ambulance) Revenue Recovery	1,300,000
Other Charges for Services	125,000
<b>Total Charges for Services</b>	<b>\$13,024,095</b>
<b>Miscellaneous Revenue</b>	
Interest Earned	\$706,000
Rent	194,956
Refund of Prior Years' Expenditures	50,000
Other Miscellaneous Revenue	613,000
<b>Total Misc. Revenue</b>	<b>\$1,563,956</b>
<b>Transfers from Other Funds</b>	
Landfill Reserve Fund	\$250,000
Parking Enterprise Fund	1,200,000
<b>Total Transfers from Other Funds</b>	<b>\$1,450,000</b>
<b>City/County Revenue Sharing: Operating Budget</b>	<b>\$13,289,313</b>
<b>Total Operating Revenue</b>	<b>\$180,560,642</b>
<b>Designated Revenue</b>	
City/School Contracts: Pupil Transportation	\$2,972,130
City/School Contracts: School Building Maintenance	3,816,780
City/County Revenue Sharing: Transfer to Capital Improvement Fund	900,000
Transfer to the Capital Improvement Fund - Mall Vendor Fees	93,750
City/County Revenue Sharing: Transfer to Facilities Repair Fund	400,000
Transfer to Debt Service Fund: Meals Tax Revenue	2,452,571
<b>Total Designated Revenue</b>	<b>\$10,635,231</b>
<b>Total General Fund Revenue</b>	<b>\$191,195,873</b>

B. The sums hereinafter set forth are hereby appropriated from the General Fund of the City for the annual operation of the City departments, other agencies and non-departmental accounts so set forth, beginning July 1, 2020.

**Operating Expenditures**

**Management**

Mayor and City Council	\$572,629
Office of the City Manager/Administration	1,536,483
Office of the City Manager/Communications	552,602
Office of the City Manager/Economic Development	1,129,622
Office of the City Attorney	1,030,055
Office of General Registrar	671,840

**Contributions to Organizational Memberships and Workforce**

**Development Programs**

Virginia Municipal League	16,820
Chamber of Commerce	2,000
Thomas Jefferson Planning District Commission	86,454
Piedmont Workforce Network	7,971
Virginia Institute of Government	2,500
Alliance for Innovation	2,550
Virginia First Cities Coalition	18,000
Central Virginia Partnership for Economic Development	24,640
Thomas Jefferson Soil and Water Conservation District	13,049
Central Virginia Small Business Development Center	19,200
Rivanna Conservation Alliance	11,000
National League of Cities	5,000
Center for Nonprofit Excellence	600

**Non Departmental Activities**

City Strategic Plan/P3: Plan, Perform, Perfect	105,000
Participatory Budgeting	15,000
Virginia Juvenile Community Crime Control Act (Local Match)	108,415
Citizen Engagement Opportunities	15,000
Food Equity	155,000
Citizen Review Board (CRB)	150,000
Innovation Fund	20,000
Performance Agreement Payments to CFA	250,000
Citywide Reserve - Economic Downturn	6,674,971
Ivy Landfill	210,000
Transfer to Debt Service Fund	8,560,788
Transfer to Fund Balance Target Adjustment Fund	481,905
Employee Compensation and Training	1,926,887

**Internal and Financial Services**

Finance Department - Administration/Purchasing/Assessor	2,544,984
Human Resources	1,215,923
Commissioner of Revenue	1,344,901

Treasurer	1,356,697
Information Technology	2,996,483

### **Healthy Families and Community**

Transfer to Children's Services Act Fund	2,004,722
Transfer to Social Services Fund	3,602,777
Transfer to Human Services/Community Attention Fund	641,280
Neighborhood Development Services	2,406,657
Office of Human Rights/Human Rights Commission	238,438
Parks and Recreation	11,535,820
Transfer to Convention and Visitors' Bureau	1,212,691

### **Unallocated Agency Funding**

Unallocated Vibrant Community Funds	2,104,683
Unallocated Arts and Culture Funding	154,446

### **Contributions to Children, Youth, and Family Oriented Programs**

Virginia Cooperative Extension Program	52,297
Thomas Jefferson Health District	612,708
Region Ten Community Services Board	1,180,092
Jefferson Area Board for Aging (JABA)	319,192
United Way - Thomas Jefferson Area	192,504

### **Contributions to Education and the Arts**

Jefferson Madison Regional Library	2,015,037
City Center for Contemporary Arts	47,970
Piedmont Virginia Community College	12,317
McGuffey Art Center	24,035
Historic Preservation Task Force	5,000

### **Contributions to Housing Programs**

Rent Relief for Elderly, a sum sufficient estimated at	20,099
Rent Relief for Disabled, a sum sufficient estimated at	219,133
Tax Relief for Elderly, a sum sufficient estimated at	130,738
Tax Relief for Disabled, a sum sufficient estimated at	61,542
Homeowners Tax Relief Program	1,443,488
Stormwater Fee Assistance Program	20,000

### **Infrastructure and Transportation**

Public Works: Administration, Facilities Development, Facilities Maintenance	3,258,129
Public Works: Hedgerow Properties	49,820
Public Works: Public Service	9,199,706
Transfer to Charlottesville Area Transit Fund	2,513,651
JAUNT Paratransit Services	1,744,416

<b>Public Safety and Justice</b>	
City Sheriff	1,275,198
Commonwealth's Attorney	1,155,259
Clerk of Circuit Court	749,452
Circuit Court Judge	88,864
General District Court	21,143
Juvenile and Domestic Relations Court/Court Services Unit	415,260
Magistrate	9,150
Fire Department	12,539,795
Police Department	18,017,555
<b>Contributions to Programs Supporting Public Safety and Justice</b>	
Regional Jail	4,316,546
Blue Ridge Juvenile Detention Center	576,870
Emergency Communications Center	1,485,643
Society for the Prevention of Cruelty to Animals	282,415
Public Defender's Office	59,512
<b>Local Contribution to Public Schools</b>	
Operational Support	58,709,623
<b>Total Operating Expenditures \$180,560,642</b>	
<b>Designated Expenditures</b>	
City/School Contracts: Pupil Transportation	\$2,972,130
City/School Contracts: School Building Maintenance	3,816,780
Transfer to Capital Projects Fund	900,000
Transfer to Capital Projects Fund - Mall Vendor Fees	93,750
Transfer to Facilities Repair Fund	400,000
Transfer to Debt Service Fund - Meals Tax Revenue	2,452,571
<b>Total Designated Expenditures \$10,635,231</b>	
<hr/>	
<b>Total General Fund Expenditures</b>	<b>\$191,195,873</b>
<hr/>	

C. Of the sum of \$14,589,313 to be received in the General Fund from the County of Albemarle under the revenue sharing agreement of May 24, 1982, \$400,000 shall be transferred to the Facilities Repair Fund.

D. The amounts hereinabove appropriated for salary accruals, education, training and employee benefits, or portions thereof, may on authorization from the City Manager, or his designee, be transferred by the Director of Finance or the Deputy City Manager to any departmental account, and notwithstanding any other provision of this resolution to the contrary, be expended for salaries or employee benefits in such account in the manner as sums originally appropriated thereto.

E. The portions of the foregoing appropriations to individual departments or agencies intended for motor vehicles and related equipment shall be transferred to the Equipment Replacement Fund for expenditure as hereinafter provided.

F. The amount above appropriated for Debt Payment shall be transferred to the Debt Service Fund. In addition, an amount equivalent to 1 percent of the meals tax rate will be deposited into the Debt Service Fund.

G. The amount above appropriated as Council Strategic Initiatives shall not be deemed to expire at the end of the fiscal year, but are hereby appropriated in the ensuing fiscal year unless altered by further action of City Council.

H. The amount above appropriated as Ivy Landfill Remediation shall not be deemed to expire at the end of the fiscal year, and any unspent funds are hereby transferred to the Landfill Reserve account in the ensuing fiscal year unless altered by further action of City Council. Further, any amount in the Landfill Reserve may be immediately appropriated for use to cover costs associated with the landfill remediation budget in the current fiscal year.

I. The amount above appropriated as Hedgerow Properties shall not be deemed to expire at the end of the fiscal year, but is hereby appropriated in the ensuing fiscal year unless altered by further action of City Council.

J. The proceeds of the sale of any real property shall be appropriated to the Strategic Investment Fund.

K. The amount received for \$4-For-Life revenue shall not be deemed to expire at the end of the fiscal year, but are hereby appropriated in the ensuing fiscal year and will be appropriated into the Fire Department budget, unless altered by further action of City Council.

L. Of the above amount of funding appropriated to the Fire Department budget for Emergency Medical Services (EMS), \$450,000 is the City's contribution to the Charlottesville Albemarle Rescue Squad (CARS). In addition, a 10% contingency of \$91,064 for the EMS System shall be set aside per the agreement between the City and CARS. Any contingency funds remaining unexpended at the end of the fiscal year shall be transferred into a separate EMS Equipment Replacement Fund to be used for future EMS equipment needs to support the provision of emergency medical services in the City of Charlottesville.

M. The amount above appropriated as Historic Resources Task Force shall not be deemed to expire at the end of the fiscal year, but is hereby appropriated in the ensuing fiscal year unless altered by further action of City Council.

N. The amount received as drug forfeitures and seizures revenue collected by the Police Department and Commonwealth Attorney's Office shall not be deemed to expire at the end of the fiscal year, but is hereby appropriated in the ensuing fiscal year unless altered by further action of City Council.

O. The amount received as Courthouse Security Revenue is hereby appropriated in the ensuing fiscal year and appropriated into the Sheriff Office budget to be used for court security related expenses (personnel and equipment) per the Code of Virginia. Further, any unspent funds in the Court House Security account shall not be deemed to expire at the end of the fiscal year, but are hereby appropriated in the ensuing fiscal year unless further altered by Council.

P. Funds from the Citywide Reserve account may be transferred to other funds at the discretion of the City Manager for the purpose of addressing unforeseen expenditures in those funds. Any amount remaining in the Citywide Reserve account shall not be deemed to expire at the end of the fiscal year, but is hereby appropriated in the ensuing fiscal year unless altered by further action of City Council.

Q. The amount above appropriated as Corporate Training Fund, within the Employee Compensation and Training funds, shall not be deemed to expire at the end of the fiscal year, but is hereby appropriated in the ensuing fiscal year unless altered by further action of City Council.

R. The amounts received unspent for donations and grants in the General Fund received for specific purposes shall not be deemed to expire at the end of the fiscal year and hereby are appropriated in the ensuing fiscal year.

S. The amounts above appropriated as Sister City Commission shall not be deemed to expire at the end of the fiscal year, but are hereby appropriated in the ensuing fiscal year unless altered by further action of City Council.

T. Sums appropriated for the Stormwater Assistance Program shall not be deemed to expire at the end of the fiscal year, but are hereby appropriated in the ensuing fiscal year unless altered by further action of City Council.

U. The amounts above appropriated funds for the City Strategic Plan - P3: Plan, Perform, Perfect shall not be deemed to expire at the end of the fiscal year, but are hereby appropriated in the ensuing fiscal year unless altered by further action of City Council.

V. The amounts above appropriated funds for the Innovation Fund shall not be deemed to expire at the end of the fiscal year, but are hereby appropriated in the ensuing fiscal year unless altered by further action of City Council.

W. The amounts above appropriated funds for the Crisis Intervention Team (CIT) shall not be deemed to expire at the end of the fiscal year, but are hereby appropriated in the ensuing fiscal year unless altered by further action of City Council.

X. Sums appropriated in the General Fund which have not been encumbered or expended as of June 30, 2021, shall be deemed to revert to the unassigned balance of the General Fund, unless Council by resolution provides that any such sum shall be a continuing appropriation.



Y. Sums appropriated in the General Fund which have not been encumbered or expended as of June 30, 2021 and are in excess of 17% of General Fund expenditures for the next fiscal year shall be deemed to revert to the Capital Fund contingency account for future one-time investments in the City’s infrastructure as part of the year-end appropriation, unless further altered by Council with year-end adjustments.

**III. SCHOOL OPERATIONS APPROPRIATION**

BE IT RESOLVED by the Council of the City of Charlottesville:

The sums hereinafter set forth are hereby appropriated for the annual operation of the school operations, effective July 1, 2020; the City contribution to the School operations having hereinabove been appropriated from the General Fund.

<b>School Budget (All Funds)</b>	
Local Contribution	\$57,834,623
State Funds	21,014,925
Federal Funds	5,280,802
Fund Balance	720,649
Misc. Funds	3,167,089
<b>Total School Operations Budget</b>	<b>\$88,018,088</b>

A net increase in the School Operations general fund balance at June 30, 2021 shall be deemed to be allocated as follows:

- Surplus operating budget up to \$100,000 will be allocated to the School Facility Repair Fund, however Charlottesville City Schools will be required to commit \$100,000 of their annual budget to the Facility Repair Fund
- Funds in excess of \$100,000 up to \$200,000 will be retained by the City of Charlottesville School Division
- Funds over \$200,000 will be shared equally (50/50) between the City and Charlottesville City Schools

**IV. HEALTH BENEFITS FUND APPROPRIATION**

BE IT RESOLVED by the Council of the City of Charlottesville:

There is hereby appropriated from the Health Benefits Fund sums received by said Fund from individual departments and agencies for the payment of health and medical benefit program costs, and for insurance covering such costs, and in addition, for the accumulation of a reserve for future expenditures to pay for such health and medical benefit program costs. This appropriation shall be effective during the fiscal year ending June 30, 2021, but shall not be deemed to expire at the end of that year. Instead, it shall continue in effect unless altered by further action of City Council.

V. RETIREMENT BENEFITS FUND APPROPRIATION

BE IT RESOLVED by the Council of the City of Charlottesville:

There is hereby appropriated from the Retirement Benefits Fund sums received by said Fund from individual departments and agencies for the payment of retirement benefit program costs, and for insurance covering such costs, and in addition, for the accumulation of a reserve for future expenditures to pay for such retirement benefit program costs. This appropriation shall be effective during the fiscal year ending June 30, 2021, but shall not be deemed to expire at the end of that year. Instead, it shall continue in effect unless altered by further action of City Council.

VI. TRANSIT FUND APPROPRIATION

BE IT RESOLVED by the Council of the City of Charlottesville, that there is hereby appropriated from the Transit Fund, for the operation of the transit bus system during the fiscal year beginning July 1, 2020 and ending June 30, 2021, the sum of \$8,982,666 or the amount of revenue actually received by such fund, whichever is the greater amount. Such appropriation shall be effective July 1, 2020.

Except as is otherwise expressly provided herein, the balance of any General Fund contribution to such funds not expended or encumbered as of June 30, 2021 shall be deemed to revert to the unassigned balance of the General Fund, unless the Council by resolution provides that any such sum shall be deemed a continuing appropriation.

VII. RISK MANAGEMENT APPROPRIATION

BE IT RESOLVED by the Council of the City of Charlottesville, that all sums previously appropriated to the Risk Management Fund, all sums received by such fund as payment from other City funds, are hereby appropriated for the uses prescribed for such fund, pursuant to the terms of, and subject to the limitations imposed by Article V of Chapter 11 of the Code of the City of Charlottesville, 1990, as amended.

VIII. EQUIPMENT REPLACEMENT FUND APPROPRIATION

BE IT RESOLVED by the Council of the City of Charlottesville:

There is hereby appropriated from the Equipment Replacement Fund other sums received by such fund as payment from the General Fund and vehicle sales, and proceeds from vehicle loss insurance settlements for the lease, financing or purchase of motor vehicles and related equipment and for accumulation of a reserve for future equipment purchases during the fiscal year beginning July 1, 2020 and ending June 30, 2021. Such appropriation shall be effective July 1, 2020; provided that such appropriations shall not be deemed to expire at the end of such fiscal year, but are hereby appropriated in the ensuing fiscal year unless altered by further action of City Council. Of the sums received

by the Equipment Replacement Fund, a sum sufficient to service the debt on any pieces of general governmental equipment obtained under a master lease, credit line, or an installment purchase agreement shall be transferred to the Debt Service Fund.

**IX. FACILITIES REPAIR FUND APPROPRIATION**

BE IT RESOLVED by the Council of the City of Charlottesville:

The sum of \$400,000 transferred to the Facilities Repair Fund from the General Fund, and such sums as may be transferred to the Facilities Repair Fund from other funds during the fiscal year beginning July 1, 2020 are appropriated for carrying out the purposes of this fund during that fiscal year. However, such appropriation shall not be deemed to expire at the end of the fiscal year, but are hereby appropriated in the ensuing fiscal year unless altered by further action of this Council.

**X. JOINT HEALTH DEPARTMENT BUILDING FUND APPROPRIATION**

BE IT RESOLVED by the Council of the City of Charlottesville:

The amounts received as Health Department Building Account revenue during the fiscal year beginning July 1, 2020 are appropriated to the Joint Health Department Building Fund to be used for general improvements, maintenance and small capital projects related to the Thomas Jefferson Health District building. Further, any unspent funds in the Health Department Building account shall not be deemed to expire at the end of the fiscal year, but are hereby appropriated in the ensuing fiscal year unless further altered by Council.

**XI. DEBT SERVICE FUND APPROPRIATION**

BE IT RESOLVED by the Council of the City of Charlottesville:

A. The Debt Service Fund shall serve as a permanent reserve for the payment of principal and interest of bonds, notes and other evidences of indebtedness and the cost of issuance thereof issued by the City pursuant to its Charter and/or the Virginia Public Finance Act.

B. The sum of \$8,560,788 transferred to such fund by Part II of this resolution, as well as the designated Meals Tax transfer (estimated at \$2,452,571), or as much thereof as may be necessary, is hereby appropriated to pay such debt service expenses during the fiscal year beginning July 1, 2020 and ending June 30, 2021.

C. Appropriations in the Debt Service Fund shall be deemed continuing appropriations, and balances remaining in such fund at the end of each fiscal year shall be carried forward to pay principal and interest due on City obligations and costs associated with the issuance of those obligations in future years.

## XII. SPECIAL REVENUE FUND APPROPRIATIONS

BE IT RESOLVED by the Council of the City of Charlottesville, that the following appropriations are hereby approved for agency expenditures accounted for as separate funds of the City, for their respective programs during the fiscal year beginning July 1, 2020 and ending June 30, 2021; the City contribution to each such fund having hereinabove been appropriated from the General Fund:

A. There is hereby appropriated from the Human Services/Community Attention Fund, for the operation of the Community Attention Homes and related programs during such fiscal year, the sum of \$6,784,014, or the amount of revenue actually received by such fund, whichever shall be the lesser amount.

B. There is hereby appropriated from the Social Services Fund, for the operation of the Department of Social Services during such fiscal year, the sum of \$14,981,907, or the amount of revenue actually received by such fund, whichever shall be the lesser amount.

C. There is hereby appropriated from the Children's Services Act Fund, for the operation of the Children's Services Act entitlement program, the sum of \$8,444,864, or the amount of revenue actually received by such fund, whichever shall be the greater amount.

Each such special revenue fund appropriation shall be deemed effective July 1, 2020. Except as is otherwise expressly provided herein, the balance of any General Fund contribution to such funds not expended or encumbered as of June 30, 2021 shall be deemed to revert to the unassigned balance of the General Fund, unless the Council by resolution provides that any such sum shall be deemed a continuing appropriation.

## XIII. INTERNAL SERVICES FUND APPROPRIATION

BE IT RESOLVED by the Council of the City of Charlottesville that the following appropriations are hereby approved for internal services accounted for as separate funds on the books of the City, for their respective programs during the fiscal year beginning July 1, 2020 and ending June 30, 2021; the payments of individual departments and agencies to each such fund having hereinabove been appropriated in the General Fund and other applicable funds:

A. There is hereby appropriated from the Information Technology Fund, for the operation of the various functions within this fund during the fiscal year beginning July 1, 2020, or the amount of revenue actually credited to such fund from other City departments and agencies, whichever shall be the greater amount:

1. For the operation and infrastructure of City Link, the sum of \$1,200,000. However, such appropriation shall not be deemed to expire at the end of the fiscal year,

but is hereby appropriated in the ensuing fiscal year into the City Link Infrastructure cost center unless altered by further action of this Council.

2. For Technology Infrastructure Replacement, the sum of \$291,900. However, such appropriation shall not be deemed to expire at the end of the fiscal year, but is hereby appropriated in the ensuing fiscal year unless altered by further action of this Council.

B. There is hereby appropriated from the Warehouse Fund, for the operation of the Warehouse during such fiscal year, the sum of \$163,218, or the amount of revenue actually credited to such fund from other City departments and agencies, whichever shall be the greater amount.

C. There is hereby appropriated from the Fleet Maintenance Fund, for the operation of the Central Garage, Vehicle Wash and Fuel System during such fiscal year, the sum of \$1,169,528 or the amount of revenue actually credited to such fund from other City departments and agencies, whichever shall be the greater amount.

D. There is hereby appropriated from the Communications System Fund, for the operation of the citywide phone system and mailroom operations during such fiscal year, the sum of \$273,587, or the amount of revenue actually credited to such fund from other City departments and agencies, whichever shall be the greater amount.

#### XIV. CAPITAL PROJECTS FUND APPROPRIATIONS

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that:

A. The following are hereby designated as revenue of the Capital Projects Fund:

1. The sum of \$900,000 shall be transferred from the General Fund.
2. The sum of \$93,750 collected as mall vendor fees will be transferred from the General Fund and used to fund infrastructure repairs for the Downtown Mall.
3. The proceeds of the sale of any real property, as prescribed by resolution of this Council adopted November 3, 1986.
4. The proceeds of the sale of any real property to be used for housing shall be appropriated to the "Charlottesville Affordable Housing Fund" account in the Capital Fund.
5. Funds received as donations and/or contributions for sidewalks shall hereby be appropriated into Sidewalks account (P-00335) to be used for the replacement, construction or repair of sidewalks. These funds shall not be deemed to expire at the end of the fiscal year and shall be hereby appropriated in the ensuing fiscal year unless altered by further action of City Council

B. The sums hereinafter set forth are hereby appropriated from the Capital Projects Fund of the City for the respective capital purchases or projects so set forth, effective for the fiscal year beginning July 1, 2020; provided that such appropriations shall not be deemed to expire at the end of such fiscal year, but are hereby appropriated in the ensuing fiscal year unless altered by further action of City Council.

C. The Capital Projects Fund Fiscal Year 2021-2025 will reflect the budget delineations set forth below for Fiscal Year 2020-2021.

The Capital Projects Fund grouped by area:

<b><u>Revenue</u></b>	
Transfer from General Fund	\$900,000
Transfer from General Fund - Mall Vendor Fees	\$93,750
Contribution from Albemarle County	500,000
Contribution from City Schools	200,000
VDOT Revenue Sharing	200,000
PEG Fee Revenue	40,000
CY 2021 Bond Issue	23,861,092
<b>TOTAL REVENUE</b>	<b>\$25,794,842</b>
<b><u>Expenditures</u></b>	
Education	\$3,400,000
Public Safety and Justice	1,295,500
Facilities Capital Projects	4,120,491
Transportation and Access	14,445,101
Parks and Recreation	93,750
Affordable Housing	2,400,000
Technology Infrastructure	40,000
<b>TOTAL EXPENDITURES</b>	<b>\$25,794,842</b>

**XV. GAS FUND APPROPRIATION**

BE IT RESOLVED by the Council of the City of Charlottesville, that there is hereby appropriated from the Gas Fund, for the operation of the gas utility during the fiscal year beginning July 1, 2020 and ending June 30, 2021, the sum of \$27,837,698 or the amount of revenue actually received by such fund, whichever is the greater amount. Such appropriation shall be effective July 1, 2020. However, the appropriations for the Vehicle Replacement Program, the Gas Fund Capital program, the Thermostat Program the Strategic Energy Initiatives program and the Gas Assistance Program shall not be deemed to expire at the end of the fiscal year, but are hereby appropriated in the ensuing fiscal year unless altered by further action of this Council. The Gas rates for our customers indicated in the Utility Rate Study are reviewed and approved by Council each year. At that time the Gas operations budget, including any new programmatic requests, and the Gas capital improvement program budget are reviewed and may be amended.

**XVI. WATER FUND APPROPRIATION**

BE IT RESOLVED by the Council of the City of Charlottesville, that there is hereby appropriated from the Water Fund, for the operation of the water utility during the fiscal year beginning July 1, 2020 and ending June 30, 2021, the sum of \$17,272,327, or the amount of revenue actually received by such fund, whichever is the greater amount. Such appropriation shall be effective July 1, 2020. However, the appropriations for the Vehicle Replacement Program, Water Fund Capital program, Water Conservation Program, Water Assistance Program, Rain Barrel Program and the Toilet Rebate Program shall not be deemed to expire at the end of the fiscal year, but are hereby appropriated in the ensuing fiscal year unless altered by further action of this Council. The Water rates for our customers indicated in the Utility Rate Study are reviewed and approved by Council each year. At that time the Water operations budget, including any new programmatic requests, and the Water capital improvement program budget are reviewed and may be amended.

**XVII. WASTEWATER FUND APPROPRIATION**

BE IT RESOLVED by the Council of the City of Charlottesville, that there is hereby appropriated from the Wastewater Fund, for the operation of the wastewater utility during the fiscal year beginning July 1, 2020 and ending June 30, 2021, the sum of \$17,203,764 or the amount of revenue actually received by such fund, whichever is the greater amount. Such appropriation shall be effective July 1, 2020. However, the appropriations for the Vehicle Replacement Program, the Wastewater Fund Capital program, and the Wastewater Assistance Program shall not be deemed to expire at the end of the fiscal year, but are hereby appropriated in the ensuing fiscal year unless altered by further action of this Council. The Wastewater rates for our customers indicated in the Utility Rate Study are reviewed and approved by Council each year. At that time the Wastewater operations budget, including any new programmatic requests, and the Wastewater capital improvement program budget are reviewed and may be amended.

**XVIII. STORMWATER FUND APPROPRIATION**

BE IT RESOLVED by the Council of the City of Charlottesville, that there is hereby appropriated from the Stormwater Fund, for the operation of the stormwater utility during the fiscal year beginning July 1, 2020 and ending June 30, 2021, the sum of \$2,794,572 or the amount of revenue actually received by such fund, whichever is the greater amount. Such appropriation shall be effective July 1, 2020. However, the appropriations for the Stormwater Fund Capital program shall not be deemed to expire at the end of the fiscal year, but are hereby appropriated in the ensuing fiscal year unless altered by further action of this Council.

**XIX. UTILITIES FUNDS DEBT SERVICE APPROPRIATION**

BE IT RESOLVED by the Council of the City of Charlottesville, that there is hereby appropriated from the Utilities Funds (Gas, Water, Wastewater and Stormwater) for the payment of principal and interest of bonds, notes and other evidences of indebtedness and the cost of issuance thereof issued by the City pursuant to its Charter and/or the Virginia Public Finance Act., during the fiscal year beginning July 1, 2020 and ending June 30, 2021, or as much thereof as may be necessary, is hereby appropriated to pay such debt service expenses during the fiscal year beginning July 1, 2020 and ending June 30, 2021. However, such appropriation shall not be deemed to expire at the end of the fiscal year, but is hereby appropriated in the ensuing fiscal year unless altered by further action of this Council.

A. There is hereby appropriated from the Gas Debt Service Fund, the sum of \$300,000 as revenue (transfer from Gas Fund) and \$133,166 in principal and interest payments or as much thereof as may be necessary, is hereby appropriated to pay such debt service expenses during the fiscal year beginning July 1, 2020 and ending June 30, 2021.

B. There is hereby appropriated from the Wastewater Debt Service Fund the sum of \$3,000,000 in revenue (transfer from the Wastewater Fund) and \$2,731,162 in principal and interest payments or as much thereof as may be necessary, is hereby appropriated to pay such debt service expenses during the fiscal year beginning July 1, 2020 and ending June 30, 2021.

C. There is hereby appropriated from the Water Debt Service Fund the sum of \$1,800,000 in revenue (transfer from the Water Fund) and \$1,696,008 in principal and interest payments or as much thereof as may be necessary, is hereby appropriated to pay such debt service expenses during the fiscal year beginning July 1, 2020 and ending June 30, 2021.

D. There is hereby appropriated from the Stormwater Debt Service Fund the sum of \$129,683 in revenue (transfer from the Stormwater Fund) and \$119,039 in principal and interest payments or as much thereof as may be necessary, is hereby appropriated to pay such debt service expenses during the fiscal year beginning July 1, 2020 and ending June 30, 2021.

**XX. PARKING FUND**

BE IT RESOLVED by the Council of the City of Charlottesville, that there is hereby appropriated from the Parking Fund, for parking operations the sum of \$3,657,155, or the amount of revenue actually received by such fund, whichever is the greater amount.



1. The Parking Operation budget includes a budgeted transfer to the General Fund in the amount of \$1,200,000 or the actual net revenues received from public serving parking facilities, permits, meters and fines, whichever is the lesser.
2. Revenue received for parking development contributions shall not be deemed to expire at the end of the fiscal year, but are hereby appropriated in the ensuing fiscal year unless altered by further action of this Council.

#### XXI. PAY PLAN APPROVAL

BE IT RESOLVED by the Council of the City of Charlottesville that the Employee Classification and Pay Plan for the City of Charlottesville dated July 1, 2020 and effective on that same date, which assigns salary ranges to each class or position in the City service is hereby approved pursuant to Section 19-3 and 19-4 of the City Code, 1990, as amended and a copy of the same shall be kept on file with the records of the meeting at which this resolution is approved.

#### XXII. GOLF FUND

BE IT RESOLVED by the Council of the City of Charlottesville, that there is hereby appropriated from the Golf Fund, for the operation of the golf courses during the fiscal year beginning July 1, 2020 the sum of \$989,940 or the amount of revenue actually received by such fund, whichever is the greater amount.

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	May 18, 2020
Action Required:	Appropriation
Presenter:	Kaki Dimock, Director, Department of Human Services
Staff Contacts:	Kaki Dimock, Director, Department of Human Services
Title:	<b>Appropriation from Department of Human Services Fund Balance for the Pathways/Community Resource Hotline - \$400,000</b>

**Background:**

Department of Human Services is seeking an appropriation of \$400,000 from the Department of Human Services Fund Balance to provide emergency finance assistance to community members through the Pathways/Community Resource Hotline. This hotline is maintained by the Department of Human Services in order to provide immediate financial relief to community members experiencing a financial crisis.

**Discussion:**

Due to the pandemic crisis, requests for financial assistance through the resource hotline have increased dramatically, resulting in the full distribution of previously appropriated funds from City Council. Most callers are seeking assistance with rent or housing costs which are paid directly to the landlord.

At this writing, there are approximately 500 requests for financial support from the city pending and every expectation that this need will continue over the next few months.

The department seeks to use \$50,000 of these funds to provide one-time financial assistance to people ineligible for the Federal stimulus due to their designation as undocumented, immigrant, migrant or domestic worker as a match to the \$250,000 grant to the community from the Open Society Foundation's Emma Lazarus Campaign on Cities. \$350,000 will be used to fund emergency financial relief payments as described above.

**Alignment with City Council's Vision and Strategic Plan:**

This appropriation request is aligned with city council's vision; specifically the areas of 'economic sustainability' and 'quality housing opportunities for all'.

**Community Engagement:**

The Department of Human Services is in regular contact with community members in need, community partners addressing financial needs, and partners in Albemarle County to ensure that we are able to be responsive and comprehensive, particularly during this health and economic crisis. Hotline operators have engaged with over 4,000 community members in need as part of the partnership with the Charlottesville Area Community Foundation and United Way of Greater Charlottesville.

**Budgetary Impact:**

Funding for this expenditure will be transferred to the General Fund from the Department Human Services Fund balance. This transfer still leaves sufficient funding in the Department of Human Services fund balance should funding be needed to manage unexpected changes in state or federal funding in the coming months.

**Recommendation:**

Staff recommend approving the appropriation.

**Alternatives:**

Should council decide not to appropriate funds, community members will not receive assistance from the city to address their financial need.

**Attachments:**

APPROPRIATION

**APPROPRIATION**

**Appropriation of Human Services Fund Balance for the Pathways/Community Resource Hotline**

**\$400,000**

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$400,000 in Department of Human Services fund balance, is hereby appropriated in the following manner:

**Expenditures - \$400,000**

Fund: 213                      Cost Center: 3411001000                      G/L Account: 561105

**Transfer From:**

Fund: 213                      Cost Center: 3411001000                      G/L Account: 561105

**Transfer To:**

**Revenue:**

Fund: 105                      Cost Center: 974302008000                      G/L Account: 498010

**Expense:**

Fund: 105                      Cost Center: 974302008000                      G/L Account: 599999

**BE IT FURTHER RESOLVED**, the amount above appropriated from the Human Services Fund balance for the Pathways/Community Resource Hotline shall not be deemed to expire at the end of the fiscal year, but are hereby automatically appropriated in the ensuing fiscal year unless altered by further action of City Council.

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	June 1, 2020
Action Required:	Approve appropriation
Presenter:	Kaki Dimock, Director, Department of Human Services
Staff Contacts:	Ryan Davidson, Senior Budget and Management Analyst Laura Morris, Chief of Administration, Department of Social Services
Title:	Supplemental State Funding for the Children's Services Act - \$880,522.88

**Background:**

The Children's Services Act (C.S.A.), established in 1992 by the General Assembly, is a state-mandated interagency program serving children in foster care or at risk of going into foster care, children with certain special education needs, children involved in the Juvenile Court system, and children with serious emotional or behavioral problems. Foster care and special education services are legally mandated by the Act. C.S.A. is funded by State and local funds. Medicaid also funds some of the services. The school system pays a proportional share of the local match for services in the special education category.

**Discussion:**

Supplemental funds are needed to pay for mandated services for children and families through June 30, 2020.

**Alignment with City Council's Vision and Strategic Plan:**

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

**Community Engagement:**

Community Partners, including the Charlottesville Department of Social Services and Charlottesville City Schools, work directly with children and families in foster care or at risk of going into foster care, children with certain special education needs, and children involved with the Juvenile Court System.

**Budgetary Impact:**

The supplemental funding for this program is entirely State dollars. No additional City funds are required or being requested for this program in F.Y. 2020.

**Recommendation:**

Staff recommends approval and appropriation of these funds.

**Alternatives:**

This is a legally mandated program. State law requires both the State and the Locality to appropriate funds necessary to provide the specified services.

**Attachments:**

Appropriation

**APPROPRATION**  
**Supplemental CSA Funding**  
**\$880,522.88**

**WHEREAS**, the Virginia Office of Children’s Services has approved supplemental funds for the purpose of serving children and families through June 30, 2020.

**NOW, THEREFORE BE IT RESOLVED** by the council of the City of Charlottesville, Virginia, that the sum of \$880,522.88 is hereby appropriated in the following manner:

**Revenue-\$880,522.88**

Fund 215    Cost Center: 3353001000    G/L Account: 430080

**Expenditures-\$880,522.88**

Fund 215    Cost Center: 3353001000    G/L Account: 540060

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$880,522.88 from the Virginia Office of Children’s Services

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	June 1, 2020
Action Required:	Approve appropriation
Presenter:	Diane Kuknyo, Director of Social Services
Staff Contacts:	Jenny Jones, Chief of Family Services Laura Morris, Chief of Administration
Title:	Additional State Funding for Adoption Assistance - \$625,000

**Background:**

The Charlottesville Department of Social Services (CDSS) has received \$625,000 in additional funding from the Virginia Department of Social Services to provide assistance to adoptive families.

**Discussion:**

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

The department has seen a steady increase in adoptive placements. In Fiscal year 2018, the department served 123 adoptive children and finalized 15 adoptions. In FY2019, the department served 149 children and finalized 37 adoptions. 160 adoptive children have received assistance in FY20 through May 12<sup>th</sup>.

**Alignment with City Council's Vision and Strategic Plan:**

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

**Community Engagement:**

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



**Budgetary Impact:**

The additional funding for this program is entirely State dollars. No additional City funds are required or being requested for this program in FY 2020.

**Recommendation:**

Staff recommends approval and appropriation of these funds.

**Alternatives:**

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

**Attachments:**

Appropriation

**APPROPRATION**  
**Additional Funding for Adoption Assistance**  
**\$625,000**

**WHEREAS**, the Charlottesville Department of Social Services has received \$625,000 from the Virginia Department of Social Services to provide assistance to adoptive families.

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

**Revenue-\$625,000**

Fund 212    Cost Center: 9900000000    G/L Account: 430080    \$625,000

**Expenditures-\$625,000**

Fund 212    Cost Center: 3311007000    G/L Account: 540060    \$625,000

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$625,000 from the Virginia Department of Social Services.

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



<b>Agenda Date:</b>	June 1, 2020
<b>Action Required:</b>	Approve Supplemental Appropriation for Transit Division
<b>Staff Contact:</b>	Garland Williams, Transit Director John C. Blair, II, City Attorney
<b>Presenter:</b>	Garland Williams, Transit Director
<b>Title:</b>	Appropriation of FY 2020 Transit Grants - <b>\$7,143,582.00</b>

**Background and Discussion:**

The Coronavirus Aid Relief and Economic Security (hereinafter “CARES”) Act provided the Federal Transit Administration (hereinafter “FTA”) with \$25 billion to distribute to public transit agencies.

Charlottesville Area Transit (hereinafter “CAT”) will receive \$7,143,582.00 in CARES Act funds from the FTA. A March 25, 2020 Section 5307 Split Letter will require CAT to provide \$1,785,896.00 of these funds to Jaunt, Inc. to defer costs apportioned for ADA Complimentary Paratransit services provided to individuals with disabilities residing within the Charlottesville-Albemarle urbanized transit service area.

The funds do not require a local match. The funds may be used to support capital, operating, and other expenses to prevent, prepare for, and respond to COVID-19.

**Alignment with City Council’s Vision and Priority Areas:**

Approval of this agenda item aligns directly with Council’s vision for Charlottesville as a Connected Community, where the City is part of a comprehensive, transportation system that enables citizens of all ages and incomes to easily navigate our community. It also aligns with Strategic Plan Goal 3: A Beautiful and Sustainable Natural and Built Environment, Objective 3.3 Provide a variety of transportation and mobility options.

**Budget Impact:**

There is no impact to the General Fund as the FTA CARES Act grant requires no local match.

**Recommendation:**

Staff recommends approval and appropriation of funds.

**Alternatives:**

City Council may choose not to appropriate match funds. Without an appropriation, CAT will not receive grants funds to support its operations or planned capital projects.

**Attachments:**

Appropriation

**APPROPRIATION**  
**Transit Division Project Funds**  
**\$7,143,582.00**

**WHEREAS**, the Federal Transit Administration a Coronavirus Aid Relief and Economic Security (CARES) Act allocation of \$7,143,582.00

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

**Revenue (Operating)**

\$5,357,686      Fund: 245              Cost Center: 2200037000

**Expenditures (Operating)**

\$5,357,686      Fund: 245              Cost Center: 2200037000

**Revenue (JAUNT)**

\$1,785,896      Fund: 245              Cost Center: 2821002000

**Expenditures (JAUNT)**

\$1,785,996      Fund: 245              Cost Center: 2821002000

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$7,143,582.00 from the Federal Transit Administration.

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



Agenda Date:	June 1, 2020
Action Required:	Ordinance Enactment
Presenter:	John C. Blair, II, City Attorney
Staff Contacts:	Dr. RaShall M. Brackney, Chief of Police John C. Blair, II, City Attorney
<b>Title:</b>	<b>Taxicab Driver Ordinance Amendment (1<sup>st</sup> of 2 readings)</b>

**Background:**

On March 12, 2020, Charlottesville City Manager, Dr. Tarron J. Richardson, issued a Declaration of Emergency due to the potential spread of COVID-19. During the course of the Declaration of Emergency, the Charlottesville Police Department received inquiries regarding Charlottesville City Code Section 32-3 and its deadlines.

**Discussion:**

As currently drafted, Charlottesville City Code Section 32-3 can be interpreted to prohibit anyone from receiving a taxicab driver registration card for the current calendar year unless they are registered by December 31 of the preceding calendar year or from renewing a taxicab driver registration card if they do not renew their taxicab driver registration card by March 1 of the current calendar year.

The proposed ordinance amendment clarifies that an individual may apply for and receive a taxicab driver registration card during the current calendar year. However, all taxicab registration cards expire December 31 of the current calendar year.

Additionally, the fee for a taxicab driver registration was established by ordinance on May 19, 1997. The proposed ordinance establishes a \$20.00 initial registration and renewal fee for taxicab driver registrations. These fees are consistent with the City of Richmond and better reflect the costs for administering the taxicab driver registration program.

**Alternatives:**

The Council could decline to adopt the Ordinance.

**Attachments:**

Proposed Ordinance

**AN ORDINANCE  
AMENDING SECTION 32-3  
OF CHAPTER 32 (VEHICLES FOR HIRE)**

**BE IT ORDAINED** by the Council for the City of Charlottesville, Virginia, that:

Section 32-3 of Chapter 32 of the Code of the City of Charlottesville (1990) is amended as follows:

**Sec. 32-3. – Registration of Drivers.**

(a) No person shall drive a motor vehicle for hire, including any taxicab, in the city until they ~~he~~ ~~has~~ have been registered by the chief of police, as follows:

(1) ~~On or before January 1st of each calendar year, or no later than March 1 of the calendar year if the driver was registered with the police during the preceding calendar year, a~~ Any person who drives, or intends to drive a passenger motor vehicle for hire, including a taxicab, within the city shall apply to the chief of police for a registration. The registration shall be effective for the calendar year in which it is granted and shall expire on December 31 of the calendar year in which it is submitted. Registrations may be renewed on an annual basis by submitting an application to the chief of police.

(2) Each applicant shall demonstrate to the satisfaction of the chief of police ~~his or her moral and~~ their business integrity, ability to safely and legally drive a passenger motor vehicle for hire, including a taxicab, and ~~his~~ their knowledge of city traffic laws and ordinances and of the provisions of this chapter. The chief of police shall conduct an investigation with respect to each applicant's application and qualifications.

a. Each applicant shall state on their ~~his~~ application whether ~~he~~ the applicant is self-employed or employed by a taxicab or other type of operator. A self-employed applicant shall present a copy of a current business license authorizing ~~him~~ them to do business in the city. An applicant employed by an operator shall present a signed statement by the taxicab or other type of operator's owner attesting to such employment.

b. If the chief of police is satisfied that an applicant meets the requirements of this section and of any regulations promulgated pursuant to section 32-5 of this chapter, and that the applicant is eighteen years of age or older, then registration shall be granted.

(b) A registration card shall be issued for each driver registered, and shall exhibit the name and a valid mailing address for the driver.

(c) For drivers' registrations, a fee of ~~ten~~ twenty dollars (\$~~24~~20.00) for the first registration granted to each driver, and twenty dollars (\$~~20~~20.00) for each driver's annual registration after the first, shall be paid by the driver to the city.

(d) No person shall permit any passenger motor vehicle for hire, including any taxicab, owned or controlled by ~~them~~ ~~him~~ to be driven in the performance of any transportation service in the city by a person who has not been registered by the chief of police as required by this chapter.

(e) A driver's registration shall be subject to suspension and/or revocation, as follows:

(1) If the chief of police receives information suggesting that a taxicab driver registered under this chapter may pose a threat to the health, safety, welfare or comfort of passengers or the general public, ~~he~~ the chief of police shall give such driver not less than ten (10) days' notice, by certified mail, to appear at a hearing to show cause why the driver's registration should not be denied, suspended or revoked. The required notice shall specify the nature of the information received by the police chief, a notice that the failure to respond may result in the denial, suspension or revocation of the driver's registration, and shall inform the driver that they ~~he~~ may present information at a hearing, by witnesses or otherwise. The required notice shall also specify a hearing date, not to be sooner than ten (10) days following the date of the notice.

(2) If, after providing the driver with notice and an opportunity to be heard, the police chief determines that the driver poses a threat to the health, safety, welfare or comfort of passengers or the general public, the police chief may revoke or suspend the registration in question, as may be appropriate under the circumstances.

(3) The chief of police may revoke any driver's registration for any cause which would have been grounds for refusal of such registration, whether such cause arose before or after the granting of such registration.

(4) A taxicab driver whose registration is revoked or suspended or an applicant who is denied registration by the chief of police shall have the right to appeal to the city manager, by following the procedure set forth in section 32-2(d)(2) of this article.

(5) The suspension or revocation of any registration shall be in addition to any other penalty imposed for any violation of this chapter.



CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	June 1, 2020
Action Required:	Approval of COVID-19 Real Estate Grants
Presenter:	Todd Divers, Commissioner of the Revenue Jason Vandever, Treasurer
Staff Contacts:	Todd Divers, Commissioner of the Revenue Jason Vandever, Treasurer John C. Blair, II, City Attorney
Title:	<b>Appropriation of Remaining \$250,000 from FY20 Real Estate Tax Relief for the Elderly and/or Disabled and Charlottesville Housing Affordability Program to Fund One-Time COVID-19 Real Estate Tax Relief Grants</b>

**Background:**

Attached is an ordinance for Council’s consideration for one-time COVID-19 real estate tax relief grants. Funding comes from the roughly \$250,000 expected to remain unspent at the conclusion of the FY20 Real Estate Tax Relief Program for the Elderly and/or Disabled (RETR) and the FY20 Charlottesville Housing Affordability Program (CHAP). These one-time grants would help defray the cost to low-income homeowners of their CY2020 first-half real estate tax assessments.

**Discussion:**

As it became clear that roughly \$250,000 would be left over after distributing funds that had been allocated in FY20 for the Charlottesville Housing Affordability Program (CHAP) and Real Estate Tax Relief for the Elderly and Disabled (RETR), there was discussion on Council of keeping those funds engaged in the affordable housing arena – possibly in the form of an enhanced CHAP program or some other aide to low-income homeowners. With the onset of the COVID-19 crisis and the delay in adopting a budget, it became impossible to utilize those funds in an augmented FY21 CHAP program in time to meet the Commissioner of the Revenue’s deadlines. Consequently, Todd Divers and Jason Vandever were tasked with developing a one-time grant proposal for FY20 with a number of specific goals in mind:

1. Even with the benefit of tax relief provided by the above-mentioned programs (RETR and CHAP), many taxpayers still have difficulty paying their first half real property tax bill. This problem is exacerbated by the current economic shutdown caused by COVID-19. Therefore, any program resulting from this process must help people pay their first half bill;
2. Any program resulting from this process needs to roll out relatively quickly, without a

- drawn-out application process, and with minimal impact on our existing services;
3. Any program resulting from this process must be relative easy to administer and should minimize taxpayer confusion;
  4. Total combined grant amounts awarded to a taxpayer as a result of any program resulting from this process cannot exceed that grant recipient's tax liability for the calendar year.

## COVID-19 GRANTS PROPOSAL

In order to avoid a time-consuming application process (see #2 above), we propose using a universe of applicants that has already been identified – those who recently qualified for RETR in FY20 and those who qualified for CHAP in the last half of CY19 (also in FY20).

### For Those Qualifying Via FY20 CHAP (awarded in CY19)...

- CY19 CHAP recipients with income \$25K and below will receive a one-time COVID-19 grant of \$500.
- CY19 CHAP recipients with income between \$25,001 and \$55K will receive a one-time COVID-19 grant of \$250.
- CY19 CHAP recipients who also qualify for CHAP in CY20 will have their 2nd Half CHAP grant adjusted such that the sum of COVID-19 grant and CY20 CHAP grant does not exceed the annual tax amount owed.

### For Those Qualifying Via FY20 RETR (awarded in CY20)...

- 2020 RETR recipients with income between \$25,001 and \$55K will receive a one-time COVID-19 grant of \$250.
- In a very few instances where the RETR grant amount is almost but not quite the annual tax liability, the COVID-19 grant will be reduced such that the sum of the COVID-19 grant and the RETR grant does not exceed the annual tax amount owed.
- Note that 2020 RETR recipients with income \$25K and below already received 100% tax relief and will not receive COVID-19 grants since they will not have a first (or second) half real estate tax liability.

## COST

- We estimate the cost to be a little over \$250,000 (\$224K for CHAP universe of applicants and \$27K for RETR universe of applicants). We can arrive at this amount with a fairly high degree of certainty because we have already identified the recipients and know how much each will receive. We anticipate 260 grants in the amount of \$500 and 486 grants in the amount of \$250.
- These one-time grants will result in CHAP program savings for FY21 of approximately \$130,000 primarily due to the fact that many FY21 CHAP recipients who would otherwise qualify for full relief will receive a \$500 COVID-19 grant in the first half of CY2020, thereby necessitating a reduction in the CHAP grant for the second half of CY2020.

## ADMINISTRATION

COVID-19 Grants administered pursuant to this program will be applied to recipients' first half 2020 real property tax installment. In the exceedingly rare event that COVID-19 grant amount plus the RETR grant exceeds the total amount owed for the year, the COVID-19 grant will be reduced accordingly. If, because of prepayment of the first half installment by the taxpayer, there still remains a grant balance due to the taxpayer, a check will be issued directly to the taxpayer as a refund.

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

This aligns with the City Council’s Vision “...to be flexible and progressive in anticipating and responding to the needs of our citizens.” It also aligns with the following goals contained in the City’s Strategic Plan:

- Goal 1.3 – Increase affordable housing options
- Goal 1.4 – Enhance financial health of residents

**Community Engagement:**

The desire for affordable housing within the City is a constant refrain heard at Council and Planning Commission meetings. There are numerous nonprofits and community agencies in Charlottesville dedicated to the mission of providing affordable housing. Similarly, City Council created the Housing Advisory Committee to offer recommendations on housing policy and affordable housing funding priorities. In short, the desire for the City to engage on this front is overwhelming.

With respect to this particular program, the broad strokes were laid out by Mayor Walker during the last Council meeting (5/18/2020). Mr. Divers and Mr. Vandever emailed members of Council individually on May 27, 2020 for further input regarding this proposal.

**Budgetary Impact:**

The funding for this program will come from unspent funds that were originally allocated for the FY20 Charlottesville Housing Affordability Program and the FY20 Real Estate Tax Relief Program for the Elderly and Disabled. No new funding sources will be necessary for this one-time program.

**Recommendation:**

Approve this proposed ordinance and appropriation of unspent FY20 CHAP and FY20 RETR funds to be used for one-time COVID-19 grants.

**Alternatives:**

- Council may decline to adopt the ordinance and allow the unspent funds from FY20 CHAP and FY20 RETR to become part of the year-end appropriation discussion, if a year-end surplus exists.
- Council may choose to fund this initiative at a lesser amount than the full \$250,000 and leave the remainder to become part of the year-end appropriation discussion. For example, utilizing \$125,000 of the remaining program funds would provide grant amounts of \$250 and \$125, instead of the proposed \$500 and \$250 grants.

**Attachments:**

Ordinance

**AN ORDINANCE  
PROVIDING ONE TIME  
GRANTS TO  
CHARLOTTESVILLE HOUSING AFFORDABILITY PROGRAM  
AND  
REAL ESTATE TAX RELIEF FOR THE ELDERLY AND DISABLED PROGRAM  
RECIPIENTS**

**WHEREAS**, on March 12, 2020, the Charlottesville City Council authorized and City Manager Dr. Tarron Richardson issued a Declaration of Emergency to prevent the spread of COVID-19; and

**WHEREAS**, the economic effects of COVID-19 is making it difficult for Charlottesville Housing Affordability Program (CHAP) and Real Estate Tax Relief for the Elderly and Disabled Persons Program (RETR) recipients to pay the first half of their real estate taxes; and

**WHEREAS**, the Fiscal Year 2019-2020 budget and appropriation to CHAP and RETR will have a surplus of approximately \$250,000.00; and

**WHEREAS**, the Charlottesville City Council desires to provide further tax relief to CHAP and RETR recipients to pay real estate taxes due June 19, 2020.

**NOW, THEREFORE, BE IT ORDAINED** by the Council of the City of Charlottesville that the Charlottesville Commissioner of the Revenue and the Charlottesville Treasurer are authorized to administer the following grants to individuals qualifying for the Real Estate Tax Relief for the Elderly and Disabled Persons Program pursuant to Charlottesville City Code Chapter 30, Article IV and to individuals qualifying for the Homeowner Tax Relief Grant Program Ordinance adopted May 6, 2019.

A one time grant of \$500.00 shall be provided to Homeowner Tax Relief Grant Program Ordinance (hereinafter CHAP) program recipients with incomes of \$25,000.00 or less.

A one time grant of \$250.00 shall be provided to CHAP program recipients with income between \$25,001.00 and \$55,000.00.

A one time grant of \$250.00 shall be provided to Real Estate Tax Relief for the Elderly and Disabled Persons Program recipients with incomes between \$25,001.00 and \$55,000.00.

**BE IT FURTHER ORDAINED** by the Council of the City of Charlottesville, Virginia that Real Estate Tax Relief for the Elderly and Disabled Persons Program recipients receiving the one time \$250.00 grant may have the grant reduced by the amount of the difference, if any, between \$250.00 and the recipient's 2020 real estate tax liability.

**BE IT FURTHER ORDAINED** by the Council of the City of Charlottesville, Virginia that 2019 Homeowner Tax Relief Grant Program recipients who also qualify for the one time

grants of \$500.00 or \$250.00 shall not receive combined grant amounts greater than the recipient's total real estate tax liability for 2020.

This ordinance shall expire on December 6, 2020.

Pursuant to Charlottesville City Code Section 2-97, this Ordinance is enacted pursuant to a four-fifths vote of the Charlottesville City Council and will not require a second reading.