



CITY COUNCIL AGENDA August 21, 2023

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

4:00 PM OPENING SESSION

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

Call to Order/Roll Call

Agenda Approval

Reports

1. Presentation: Ranked Choice Voting
2. Report: Charlottesville Area Alliance Annual Presentation
3. Report: Botanical Garden of the Piedmont

5:30 PM CLOSED MEETING (if called)

6:30 PM BUSINESS SESSION

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

Moment of Silence

Announcements

Recognitions/Proclamations

Consent Agenda*

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

4. Minutes: July 13 joint Planning Commission-City Council work session, July 20 special meeting
5. Resolution: Minor Amendment to HOME FY 2023-2024 Action Plan to reprogram unspent HOME Funds from prior years to support energy-efficiency home rehabilitations through the Local Energy Alliance Program (LEAP), approximately \$111,749 (1 reading)
6. Resolution: Resolution to appropriate funds from the Department of Housing and Community Development - Virginia Homeless Solutions Program Grant \$ 539,369 (1 of 2 readings)
7. Resolution: Resolution to appropriate funds from the Department of Criminal Justice Systems FREE GRANT School Security Officer: School Resource Officer Incentive Grant Program - \$150,000 (1 of 2 readings)
8. Resolution: Resolution to appropriate funds from the Safe Routes to School Non-infrastructure Grant - \$33,150 (1 of 2 readings)

City Manager Report

• **Report:**
Community Matters

Quarterly Financial Report

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

Action Items

9. Public Hearing/Ord.: Public Hearing and Ordinance to approve 601 West Main Street Land Sale (1 of 2 readings)
10. Resolution: Resolution to Approve Compensation Policy and Pay Structure for City of Charlottesville Employees (1 reading)
11. Resolution: Resolution supporting the Sister Cities Commission's request to host a delegation from the Charlottesville Friendship City, Huehuetenango, Guatemala for an exploratory visit (1 reading)
12. Resolution: Resolution to approve Land Acquisition of Property on Moores Creek for Park and Trail Use - 410 Old Lynchburg Road (1 reading)
13. Resolution: Resolution to approve HOME-ARP FY 2023-2024 Action Plan and appropriate funds of approximately \$347,404 (1 of 2 readings)
14. Resolution: Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Programs
 - a. Resolution: Resolution to approve the Program Year (PY) 2022-2023 Consolidated Annual Performance and Evaluation Report (CAPER) for the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Programs (1 reading)
 - b. Resolution: Resolution to establish City Council Priorities for the PY 2024-2025 CDBG and HOME Programs (1 reading)
15. Resolution: Resolution to approve the Sixth Amended Grant Agreement, Charlottesville Supplemental Rental Assistance Program (CSRAP) (1 reading)

General Business

16. Report: Internal Work Group on Gun Violence

Other Business

Community Matters (2)

Adjournment

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



Agenda Date:	August 21, 2023
Action Required:	None
Presenter:	Taylor Yowell, Voter Registrar
Staff Contacts:	Taylor Yowell, Voter Registrar
Title:	Ranked Choice Voting

Background

Several members of City Council expressed an interest in hearing more information about Ranked Choice Voting. This presentation provides information to inform future legislative consideration.

Discussion

Alignment with City Council's Vision and Strategic Plan

Community Engagement

Budgetary Impact

Recommendation

Alternatives

Attachments

1. Multi-Winner Ranked Choice Voting_multi

CITY OF CHARLOTTESVILLE JUNE 2025

MULTI-WINNER RANKED CHOICE VOTING



RANKED-CHOICE BALLOT

	1 ST CHOICE	2 ND CHOICE	3 RD CHOICE	4 TH CHOICE	5 TH CHOICE
[Candidate Name]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
[Candidate Name]	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Candidate Name]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
[Candidate Name]	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Candidate Name]	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
[Candidate Name]	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

OVERVIEW

1. What is Ranked Choice Voting?
2. How does RCV work for 2+ winners?
3. Next Steps + Questions?



What is Ranked Choice Voting?

City Council			
Rank up to 6 candidates. Mark no more than 1 oval in each column.	First choice 1st	Second choice 2nd	Third choice 3rd
Valarie Altman Orange Party	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
George Hovis Yellow Party	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Althea Sharp Purple Party	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Mary Tawa Lime Party	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Joe Li Tan Party	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Phil Wilkie Independent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Ranked-Choice Voting (RCV) or Instant Runoff Voting is a voting system where voters use a ranked ballot to sequentially rank their candidate choices in order of preference, rather than selecting a single or limited number of candidates as their choice for a winner.

If your first choice cannot win, your vote counts towards your next choice.



How Does Ranked Choice Voting Work?

1. Voters have the **option** to rank candidates in order of preference: 1st choice, 2nd choice, 3rd choice, and so on.
2. If no candidate reaches the “election threshold” on the initial round, the last place candidate is eliminated, and that voters 2nd place votes are redistributed to the remaining candidates.
3. The process continues until a winner has earned over the election threshold.

For Mayor

1st Choice

2nd Choice

3rd Choice

4th Choice

JOHN ADAMS

THOMAS JEFFERSON

ABRAHAM LINCOLN

GEORGE WASHINGTON

write-in

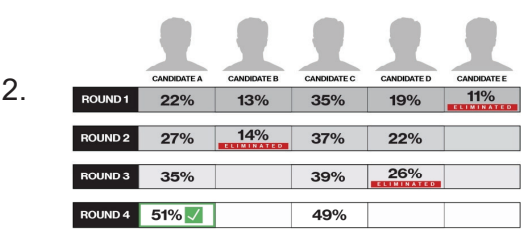
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How Does RCV Work for 2+ Winners?

1. Voters have the option to rank candidates in order of preference: 1st choice, 2nd choice, 3rd choice, and so on - EXACTLY THE SAME.
2. Instructions will inform the voter the number of candidates that will be elected.
3. Votes are allocated using the Inclusive Gregory Method of Reallocation.
 - o % of vote will be applied to next choice
4. All candidates who cross the “election threshold” earn a seat/nomination



What’s the “Election Threshold?”

Total number of ballots cast

of seats to be filled + 1 seat

+ 1 vote = Election Threshold*

Percent for One Seat	Seats to Elect
50% + 1	1 Seat
33.3% + 1	2 Seats
25% + 1	3 Seats
20% + 1	4 Seats
16.7% + 1	5 Seats

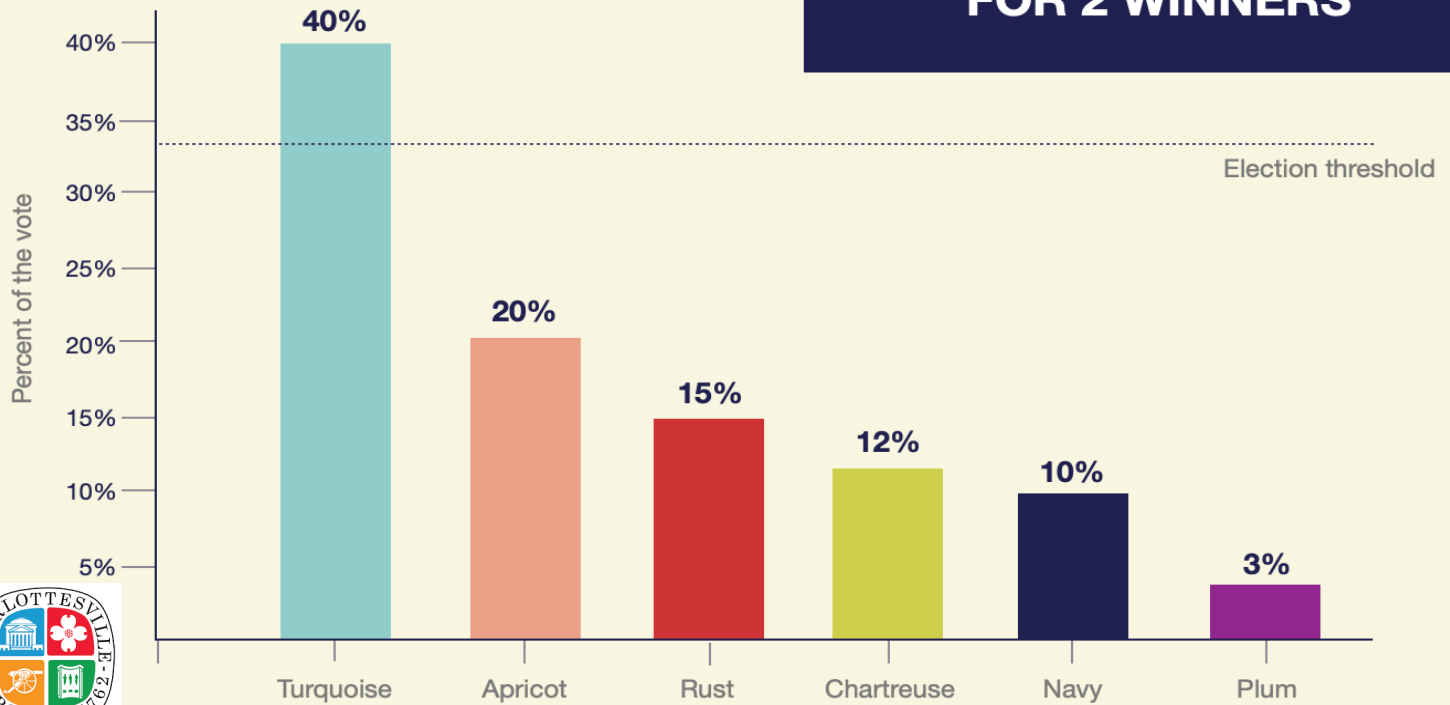


*number is equal to the minimum number of votes needed to win

Round 1

WINNER #1

RCV TABULATION FOR 2 WINNERS



Surplus Fractions

If a candidate exceeds the election threshold, a fraction of their votes are transferred to the next-ranked candidate on their voters' ballots.

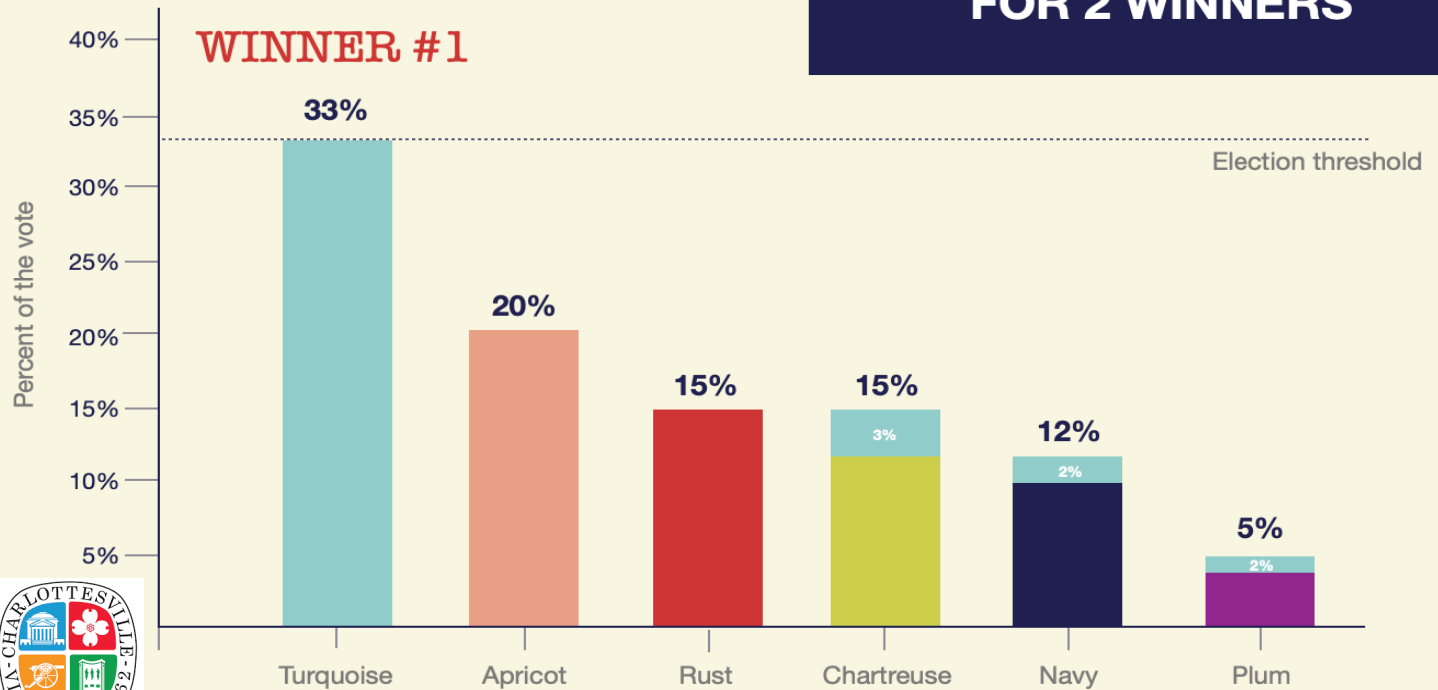
$$\frac{\text{Candidate's total \# of votes} - \text{Election Threshold}}{\text{Candidate's total \# of votes}} = \text{Surplus Fraction}$$

***NOTE: Every person** who voted for this candidate will have a fraction of their vote applied to their next-ranked candidate.

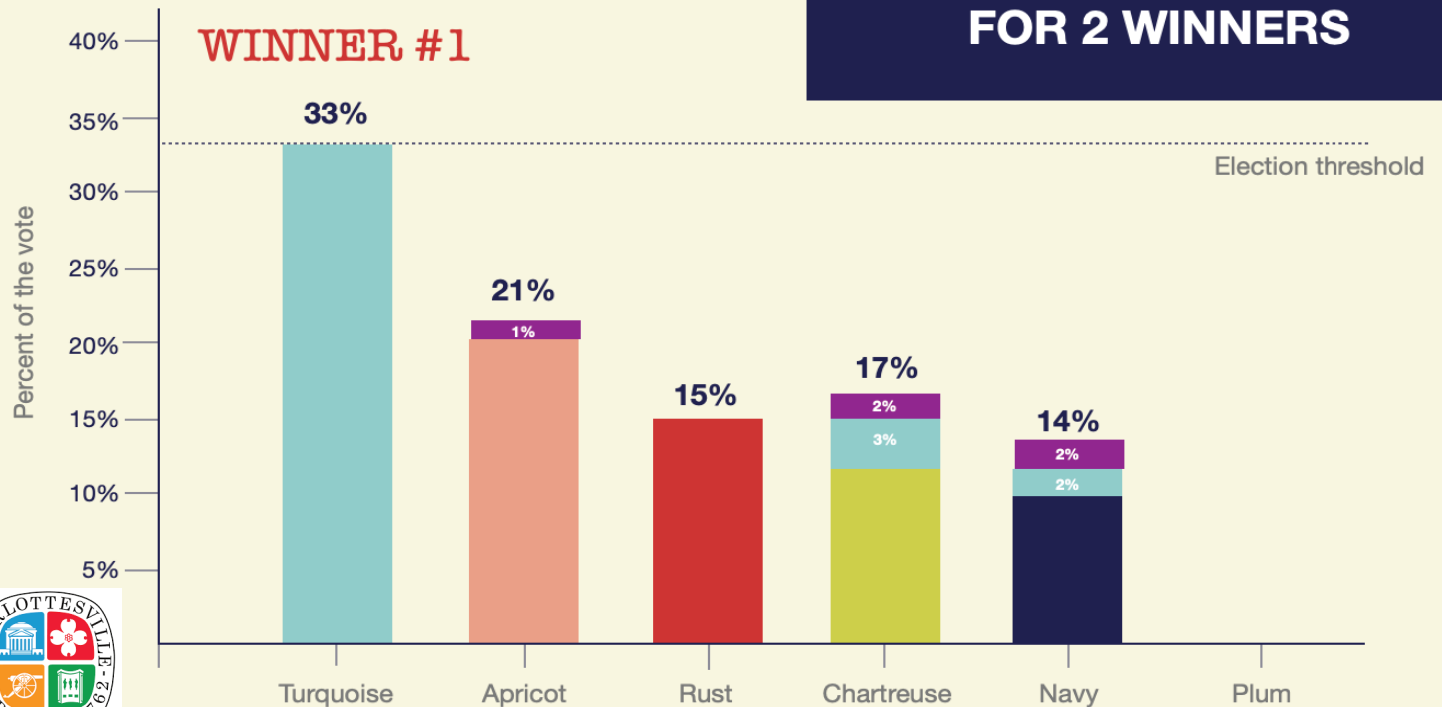


Round 2

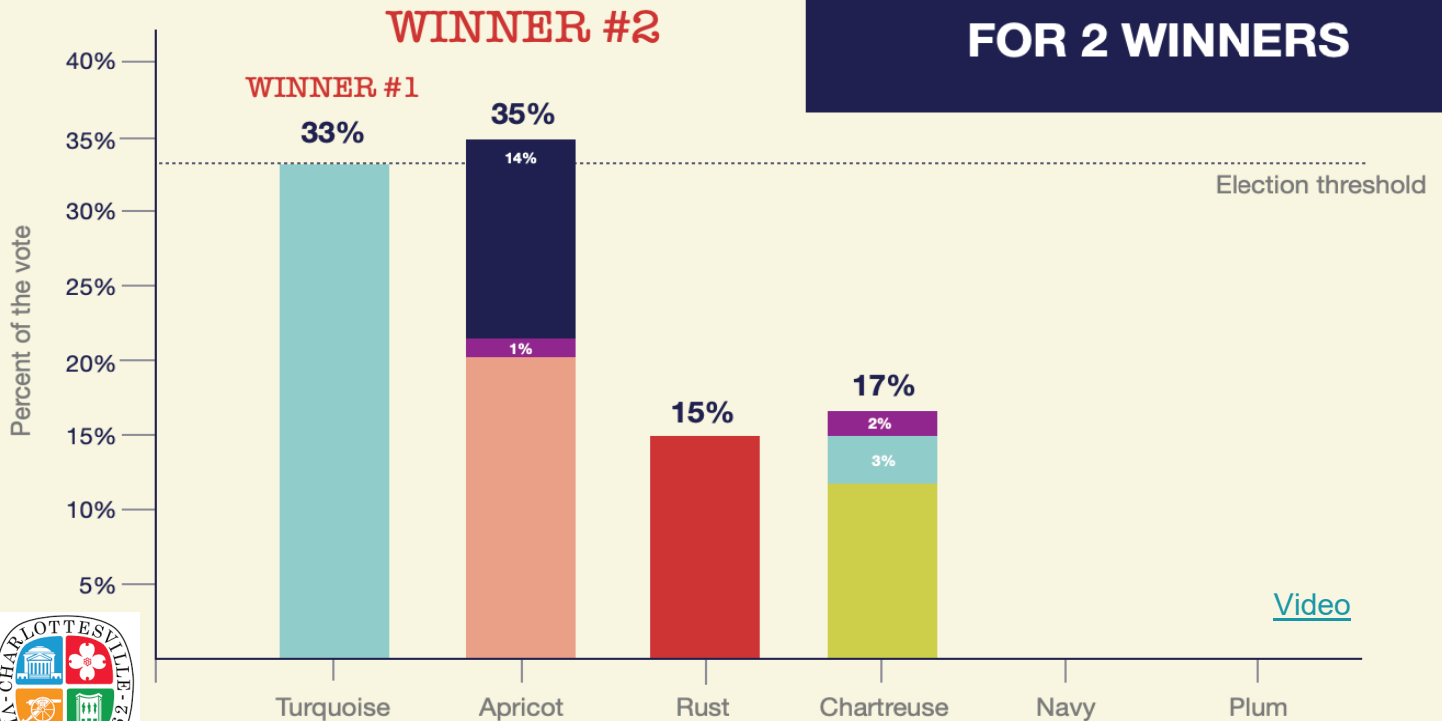
RCV TABULATION FOR 2 WINNERS



RCV TABULATION FOR 2 WINNERS



RCV TABULATION FOR 2 WINNERS



Legal and Funding Considerations

- Only applies to City Council
- Outreach and Education Costs
- Hart Upgrade to 2.7
- Can be applied to a Primary and/or General
 - Ballot printing



Possible Next Steps for Charlottesville

- Draft, Introduce, and Pass Ordinance
- Develop Education & Outreach Plan



Concerns

- Certified vs. Approved Tabulation Software
- Standards for transposing hand-count ballots
- How to conduct a Risk Limiting Audit or a Recount with a multi-seat race
- General Elections and Write-Ins



Questions?

www.Charlottesville.gov/vote
yowelltn@charlottesville.gov



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



Agenda Date:	August 21, 2023
Action Required:	None
Presenter:	Kristin Miller, Charlottesville Area Alliance Co-Chair, Susan Friedman, Charlottesville Area Alliance Co-Chair
Staff Contacts:	Misty Graves, Director of Human Services
Title:	Charlottesville Area Alliance Annual Presentation

Background

The Charlottesville Area Alliance (CAA) is a regional organization whose primary purpose is to provide leadership and development for an age-friendly community through education, advocacy, engagement, planning and evaluation. The City of Charlottesville is a charter member of the CAA. Partnering member organizations create an age-friendly community by developing a common understanding of the needs and issues, developing policy recommendations, and joining together to encourage the implementation by government, nonprofit organizations, the general public and businesses. The Charlottesville Area Alliance (CAA) is a coalition made up of non-profits, government agencies, housing, and health care institutions that aim to lead the advancement of an age-friendly community in the Thomas Jefferson Area continuum of care. An age-friendly community is defined as one that “enables people of all ages to actively participate in community activities and treats everyone with respect, regardless of their age. It is a place that makes it easy for older people to stay connected to people that are important to them” (World Health Organization).

Discussion

The Alliance focuses on the impact of buildings and outdoor spaces; transportation; housing; social participation; civic participation and employment; communication and information; and community support and health services to promote an age-friendly community. The report will provide an overview of this year's activities and accomplishments.

Alignment with City Council's Vision and Strategic Plan

The CAA aligns with Goal 2.3 Improve community health and safety outcomes by connecting residents with effice

Community Engagement

The CAA maintains a partner agency roster of over 40 non-profits, businesses, and agencies dedicated to collaborative efforts to improve the livability of our region. These partners meet bi-monthly.

Budgetary Impact

None

Recommendation

Staff recommends continued support of the CAA via City representation on the Steering Committee and Partner Network.

Alternatives

N/A

Attachments

None



Botanical Garden
of the **Piedmont**

We'll grow together

Charlottesville City Council Fiscal Year 2022 - 2023 Update

August 2023

Who We Are

The mission of BGP is to

Invite all community members and visitors to engage in nature, to educate and inspire through the beauty and importance of plants, to advance sustainability, and to promote human and environmental well-being.

The Vision is to:

- ❖ Create and maintain the garden designed to unite plants natural to our region with appropriate architecture and landscape design.
- ❖ Provide access to the garden and its natural spaces for exploration, observation, and restoration.
- ❖ Present affordable, engaging programming to provide educational and inspirational experiences for all ages.
- ❖ Commit to inclusion, excellence, and upstanding management while maintaining a positive impact on the eco-system and our community.

This year we added **Core Values**:

Inspiring connection, learning and joy through nature.

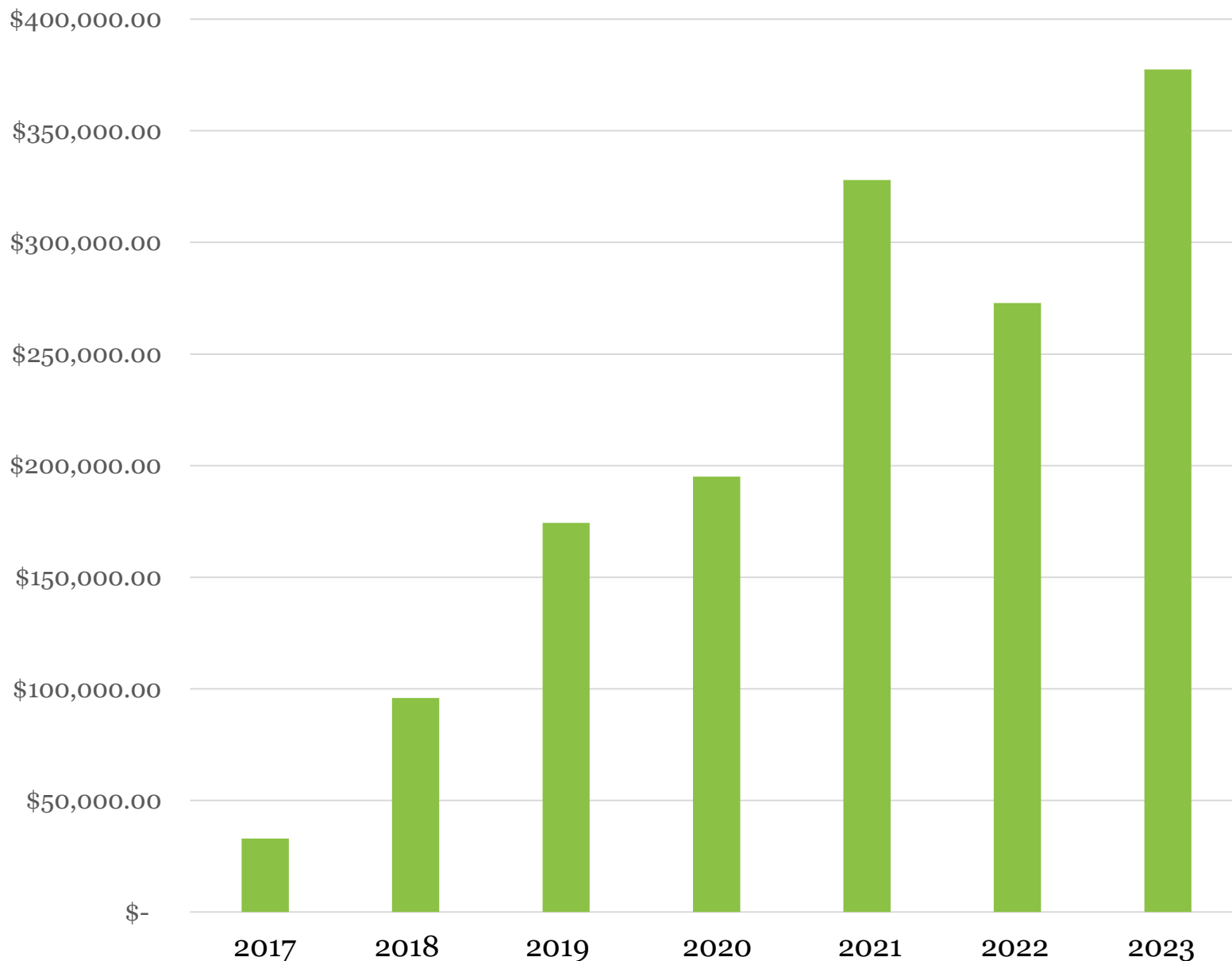
Growing the Garden

Development

For the first time, our Annual Operating Fund donations exceeded our budget expectations.

The silent phase of our first Capital Campaign raised almost 50% of the \$10 million goal in less than 24 months.

Annual Fund Gift Comparison



BGP provides a variety of free programs to the public, all possible with funding provided by private grants. The grant writing team is made up of retired grant writing professionals from UVA, who volunteer to support the Garden by researching and writing appropriate grants.

In Fiscal Year 22 - 23, this team has been awarded more than 35% of the 28 Grants they applied for. These grants funded all of the programming and the much of the costs for stewarding the Garden site.



Growing the Garden

BGP revised the Schematic Plan to include the stream restoration, public bridge and trail plans and acreage added through the land lease agreement.

In August 2022, this plan was approved by the City's Department of Parks and Recreation. In November, it was approved by Charlottesville City Council and in January of 2023, the Albemarle County Planning Commission approved BGP's application for Compliance with the Comprehensive Plan. This freed the way for BGP to move on to the next phase of the landscape design - Design Development.



Growing the Garden

BGP issued an RFP for architectural services in September, 2022. In January 2023, 15 architecture firms came for a mandatory tour and information session. In March 8 proposals for services were received and in June, BGP announced their selection - Maryann Thompson Architects – to design the buildings in the Garden.

MARYANN THOMPSON ARCHITECTS



Growing the Garden

Last Fall we began stewarding the site south of the stream. The work continues, most recently with a new information kiosk built by volunteers of Building Goodness Foundation.



Growing the Garden

In September, we began stewarding the railroad right-of-way on the north side of the stream.

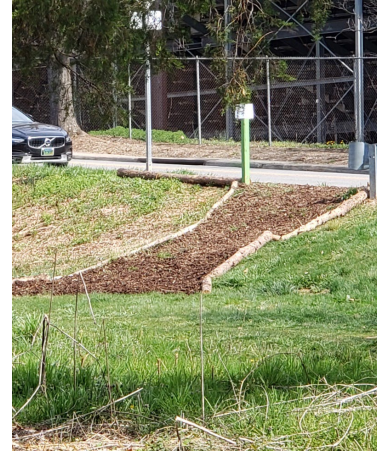
Progress Photos,
Clockwise from top left:

September 2022,
January 2023,
April 2023,
&
August 2023.



Growing the Garden

Recent low to no cost site improvements built with donated materials and volunteer labor.



Arts Programming



Literacy Programming



STEM Programming



Outreach

- ❖ Provided 100 tours and presentations to groups and organizations, including Charlottesville United for Public Education, Farmington Breakfast Club, Parks & Rec Advisory Council, Blue Ridge Rotary Club, PHAR Cville, Music Resource Center, etc.
- ❖ Provided program space to outside groups such Links, Inc., Parkside, Rivanna Garden Club, Blue Ridge PRISM, CATS, Scouts, and others.



Volunteers

- ❖ 388 registered volunteers with a total of 27,653 hours since we started keeping records in 2017!
- ❖ 166 volunteers logged 3,215 hours by in FY 2022 - 2023.
- ❖ Developed a volunteer ambassador program and trained 14 volunteers.
- ❖ Garden Ambassadors provided 25 free public tours of the Garden to 255 participants.
- ❖ We tabled 11 community events with staff and Ambassadors and reached over 600 people.
- ❖ Held a volunteer appreciation event with 48 attendees.

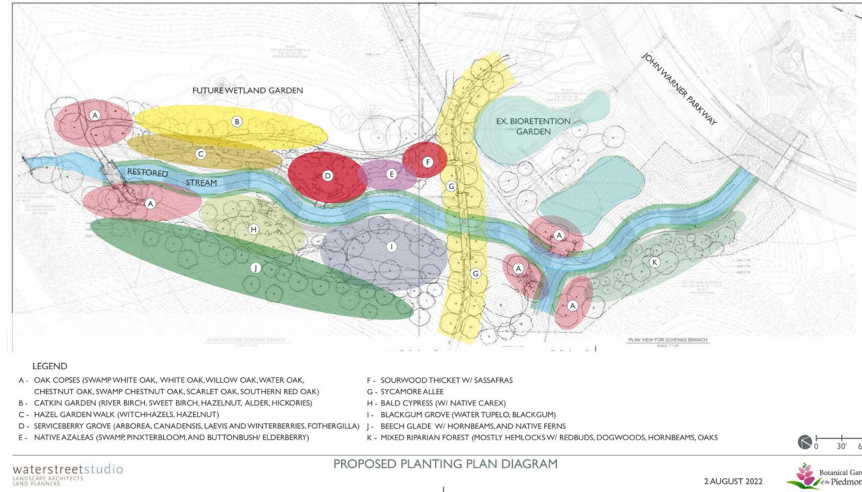


Realizing Our Core Values

*Inspiring connection,
learning and joy
through nature.*



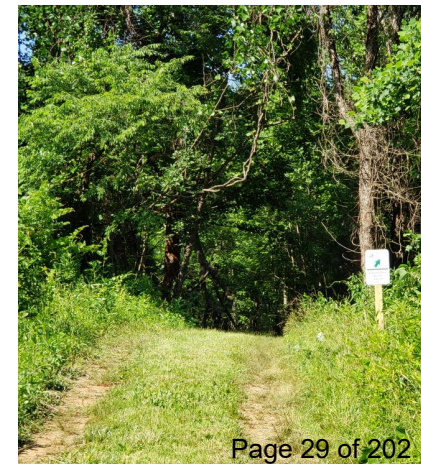
Botanical Garden of the Piedmont Plans for FY 2023 - 2024



- ❖ Beginning the stream restoration construction this month!
- ❖ Begin the bridge and trail construction as soon as the stream restoration is completed.
- ❖ Complete the Design Development Phase of the landscape design.
- ❖ Complete the Schematic Plan of the Visitor's Center and Garden Pavilion.
- ❖ Complete the Construction Documents for the Garden Pavilion.



- ❖ Continue to steward the Garden site to make it more welcoming and usable.
- ❖ Begin to offer two new programs as well as year-round environmental education opportunities.



Event Calendar



Date	Time	Event	Location
Wednesday, August 9	10:00-10:45	JMRL Storytime in the Garden	Garden
Wednesday, August 9	10:45-11:30am	Explore to Read and Create with Nature Bugs	Garden
Wednesday, August 16	8:30-10:30am	Garden Guardians	Garden
Saturday, August 19	10-11am	Relaxing Forest Yoga	Garden
Saturday, August 19	11am-12:30pm	Butterfly Walk	Garden
Wednesday, September 6	8:30-10:30am	Garden Guardians	Garden
Saturday, September 9	9am-10am	Garden Site Tour	Garden
Saturday, September 9	10am-noon	Recycle/Reuse/Refresh	Garden
Wednesday, September 13	10-10:45am	JMRL Storytime in the Garden	Garden
Wednesday, September 13	10:45-11:30am	Explore to Read and Create with Nature	Garden
Saturday, September 16	9am-2pm	Tufton Open House	Tufton
Wednesday, September 20	9-noon	United Way Day of Caring	Garden
Saturday, September 23	9-10:30am	Habitat Walk	Garden
Wednesday, October 4	9-11am?	Garden Guardians	Garden
Saturday, October 7	10am?	Garden Site Tour	Garden
Wednesday, October 11	10-10:45am	JMRL ST	Garden
Wednesday, October 11	10:45-11:30am	Explore to Read and Create with Nature	Garden
Saturday, October 14	9am-2pm	Tufton Open House	Tufton
Wednesday, October 18	10am-noon?	Garden Guardians	Garden
Saturday, October 28	1-4?	Fall Festival	Garden

Charlottesville City Council and Planning Commission
Joint Work Session – City Council Minutes
Wednesday, July 13, 2023, at 5:00 p.m.
City Hall, Basement Conference Room Conference Room
605 E. Main Street

The Charlottesville Planning Commission held a joint work session with the Charlottesville City Council to discuss the Zoning Ordinance Update. Chair Lyle Solla-Yates called the work session to order at 5:04 p.m. with a quorum of Planning Commissioners. Mayor Lloyd Snook stated that all City Council members were present: Michael Payne, Brian Pinkston, Leah Puryear, Lloyd Snook and Juandiego Wade.

As with previous joint meetings for the Zoning Ordinance Update, the meeting notice stated that public comment would be accepted in writing at the meeting or by emailing comments to Deputy Director Missy Creasy during the meeting. Ms. Creasy reiterated these logistics.

The meeting agenda followed the outline below:

1. Topics of Review in Association with Zoning Ordinance Update
 - a. Residential District Discussion (R-A, R-B, R-C etc.)
 - b. Module Three

Module 1 of the draft Zoning Ordinance covers the proposed zoning district rules, the use table, and the zoning map.

Module 2 of the draft Zoning Ordinance covers Development Standards, including landscaping, parking, signs, lighting, etc.

Module 3 of the draft Zoning Ordinance covers Zoning Administration (review processes).

One of the primary goals for this meeting was to discuss the Residential A through C Districts (R-A, R-B, and R-C). These districts implement the General Residential and Medium Intensity Residential land use areas on the Future Land Use Map.

James Freas, Director of Neighborhood Development Services introduced consultant team from Code Studio.

Christy Dodson, Code Studio, made a presentation on bulk and mass standards and answered questions from meeting participants.

Commissioners and Councilors engaged in discussion which included topics of building standards regulating the form and scale of development, front setbacks, maximum house widths, massing limits, minimum lot sizes, allowances for home businesses verses commercial uses, related traffic, impact on affordable housing, controls for homestays, and the desire for a lot-by-lot analysis.

City Attorney Jacob Stroman suggested lowering expectations that someone could apply for a

commercial Special Use Permit and be denied based on factors other than land use principles.

Public comments were received in writing during the meeting from the following individuals:

- David Lehman
- Jay Oschrein
- Cliff Fox
- Nancy Summers
- Jean Hiatt
- Peter Gray
- Tracy Carlson
- Lewis Mountain Neighborhood Association Board
- Benjamin Heller
- And anonymous handwritten notes.

Module Three was not discussed.

The meeting adjourned at 8:17 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

CHARLOTTESVILLE CITY COUNCIL SPECIAL MEETING
Introduction of New City Manager Samuel Sanders, Jr.
July 20, 2023 at 5:00 p.m.
Carver Recreation Center, 233 4th Street, Charlottesville, VA

The Charlottesville City Council held a special meeting on Thursday, July 20, 2023, to introduce newly appointed City Manager Samuel Sanders, Jr., whose role commences on August 1, 2023. The following City Council members were present: Mayor Lloyd Snook, Vice Mayor Juandiego Wade, and Councilors Michael Payne and Brian Pinkston. Councilor Leah Puryear gave prior notice of a scheduling conflict.

Vice Mayor Wade called the meeting to order at 5:11 p.m. and introduced Mr. Sanders. The format of the meeting was a Town Hall, where individuals were given an opportunity to submit questions to the Clerk of Council ahead of the meeting.

During a self-introduction Mr. Sanders emphasized the importance of process and expressed goals of meeting with department directors; having the right people at the table; taking a look at the City Manager's Office to figure out ways to support the entire team (all departments); and creating more opportunities for public engagement. He then provided answers to pre-submitted questions which covered topics of sidewalks, Charlottesville Area Transit, open data, employee compensation study, public safety staffing, condition of the Downtown Mall, monuments, equitable treatment of residents, Climate Action Plan implementation, and invasive kudzu.

The meeting adjourned at 5:51 p.m. and light refreshments were available.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

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



Agenda Date:	August 21, 2023
Action Required:	Approval of a Resolution to Reprogram Unspent HOME Funds from FY 2021-2022 and FY 2022-2023 to LEAP
Presenter:	Anthony Warn, Grants Analyst, Alexander Ikefuna, Director of Community Solutions
Staff Contacts:	Anthony Warn, Grants Analyst Taylor Harvey-Ryan, Grants Program Manager
Title:	Minor Amendment to HOME FY 2023-2024 Action Plan to reprogram unspent HOME Funds from prior years to support energy-efficiency home rehabilitations through the Local Energy Alliance Program (LEAP), approximately \$111,749 (1 reading)

Background

The City of Charlottesville has been designated by the U.S. Department of Housing & Urban Development (HUD) as an 'Entitlement Community' and as such participates in the HOME Investment Partnerships program. Charlottesville is a participating member of the Thomas Jefferson Area HOME Consortium, in partnership with five neighboring counties: Albemarle, Fluvanna, Greene, Louisa & Nelson. This Consortium is managed through a Cooperation Agreement with the Thomas Jefferson Planning District Commission (TJPDC) whose staff coordinate HOME activities across the six Consortium localities.

City Council approved HOME awards to the Local Energy Alliance Program (LEAP) in both federal fiscal year 2021-2022, on February 1, 2021, and federal fiscal year 2022-23, on June 6, 2022. Due in part to significant implementation challenges brought on by the COVID pandemic, a portion of the award for each fiscal year remains unspent, totaling approximately \$111,749.90.

Discussion

TJPDC staff has recently notified the city that a balance of unspent HOME funds exists from prior years and that these funds need to be reprogrammed to support new HOME-eligible activities or be at risk of reclamation by HUD. Specifically, TJPDC staff confirms that LEAP has an unspent balance of \$18,271.77 from their PY 2021-2022 CDBG Assisted Home Performance program and \$93,478.13 from their PY 2022-2023 Assisted Home Performance program.

These HOME funds were initially awarded to LEAP to support energy-efficiency related home improvements, including roof repairs for income-qualified homeowners to support the installation of solar panels by Dominion Energy. (Dominion experienced significant challenges rolling out their solar panel program during the pandemic, which accounted for a significant portion of the delays

experienced by LEAP, as they could not initiate their solar rehabs without prior authorization from Dominion.

In recent weeks, TJPDC and OSC staff have engaged in conversations with LEAP about how to best utilize these unspent funds. LEAP has affirmed to TJPDC and city staff that they have identified several important projects that could be funded by these awards, including the previously planned roofing rehabilitations now that Dominion has begun rolling out their low-income homeowner solar panel installation program.

Alignment with City Council's Vision and Strategic Plan

This agenda item aligns directly with Council's vision for the City of Charlottesville to offer its residents **Economic Sustainability** and **Quality Housing Opportunities for All**.

Community Engagement

The initial funding awards to LEAP in each of the original program years were made in full compliance with the city's HUD-approved Citizen Participation Plan, through which a competitive application process was conducted. This process included a request for proposals for housing, economic development, public facilities and public service programs and a review by the city's CDBG/HOME Taskforce. Taskforce recommendations were made available for lengthy public comment periods, with notices published in the Daily Progress and its affiliated newspaper, after which they were presented for review to the city's Planning Commission at public hearings. Final approval of each funding award was given by City Council, again at public hearings and after two public readings.

Budgetary Impact

As the unspent HOME funds to be reprogrammed are funding allocations previously made available to the city from HUD and whereas no new local match funds are required to reprogram these funds, no impacts to the city's budget are anticipated.

Recommendation

Staff recommends Council approval of the resolution to reprogram unspent HOME funds from federal fiscal years 2021-2022 and 2022-2023 to support new efforts by LEAP to implement energy efficiency related home repairs and rehabilitations, in the approximate amount of \$111,749.90.

Suggested motion:

"I move to APPROVE the resolution reprogramming unspent HOME funds from federal fiscal years 2021-2022 and 2022-2023 to support new efforts by LEAP to implement energy efficiency related home repairs and rehabilitations for income-qualified homeowners, as presented here today before Council."

Alternatives

As Council approval is necessary to reprogram these funds, without which they may be subject to reclamation by HUD, no alternatives are presented.

Attachments

1. Council (2021-02-01) Appropriations FY21 HOME Res #A-21-017

2. Council (2022-06-06) Appropriations FY22 HOME Res #R-22-068
3. Council FY 23 Resolution of Approval for LEAP Reprogramming of Unspent HOME Funds 2023-08-21
4. Council FY23 HOME Resolution of Appropriation for LEAP Reprogramming of Unspent HOME Funds 2023-08-21

**APPROPRIATION OF FUNDS FOR
THE CITY OF CHARLOTTESVILLE'S 2021-2022
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 2021-2022 fiscal year;

WHEREAS, the region is receiving an award for HOME funds for fiscal year 21-22 of which the City will receive \$80,594 to be expended on affordable housing initiatives such as homeowner rehab, energy efficiency improvements, 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. The total of the HUD money, program income, and the local match, equals \$100,722.48 and will be distributed as shown below.

PROJECTS	HOME EN	MATCH	TOTAL
AHIP-Homeowner Rehab	\$37,352.00	\$6,716.16	\$44,048.16
Habitat for Humanity-DPA FY21-22	\$24,000.00	\$6,716.16	\$30,716.16
LEAP- Assisted Home Performance	\$19,242.00	\$6,716.16	\$25,958.16
Total	\$80,594	\$20,148.50	\$100,722.48

* 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.

RESOLUTION**Appropriating the HOME Investment Partnership Program funding to be received from the U.S. Department of Housing and Urban Development for FY 2022-2023, in the amount of \$84,576.88**

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 2022-2023 fiscal year;

WHEREAS, the region served by the Thomas Jefferson Planning District Commission will be receiving an award for HOME funds for fiscal year 2022-2023, of which the City will receive the sum of \$84,576.88 to be expended on affordable housing initiatives such as energy maintenance and homeowner rehabilitation.

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

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the local match in the amount of \$21,144.22 is hereby appropriated from the Charlottesville Housing Fund (accounting code CP-084 to Fund 210/ Account Code 1900463, for expenditure as the local match for HOME funding received from the U.S. Department of Housing and Urban Development for FY 2022-2023; and,

BE IT FURTHER RESOLVED THAT, upon receipt, HOME funding received from the U.S. Department of Housing and Urban Development for FY 2022-2023 is hereby appropriated to Fund 210/ Account Code 1900463, to be expended in accordance with the program(s) to be funded as the City's FY 2022-2023 Action Plan, as set forth below:

FUND	PROJECTS	Account Code	HOME EN	MATCH	TOTAL
210	LEAP – Assisted Home Energy Performance	1900463	\$84,576.88	\$21,144.22	\$105,721.10

BE IT FURTHER RESOLVED that this appropriation is conditioned upon the receipt of \$84,576.88 from the Department of Housing and Urban Development, and any sub-recipient award(s) are also conditioned upon receipt of such funds.

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

RESOLUTION
Approving the 2022-2023 Annual Action Plan for the City of Charlottesville's
CDBG/HOME Programs

BE IT RESOLVED by the Council of the City of Charlottesville THAT the fy 2022-2023 Action Plan for implementation of the City's 2018-2019 CDBG/HOME Consolidated Plan is hereby approved, as follows:

ACCOUNT CODE	PROJECTS	AMOUNT
1900464	Ridge ST Priority Neighborhood	\$186,376.16
1900465	Community Investment Collaborative Microenterprise Scholarships	\$25,000.00
1900466	LEAP – Workforce Development	\$30,130.00
1900467	PHAR – Resident Involved Redevelopment	\$37,510.32
1900468	LVCA – Workforce Tutoring	\$27,510.32
1900469	LEAP – Solar Maintenance	\$40,250.00
3914001000	Administrative and Planning	\$86,694.20
	\$433,471.00	

Account Code	PROJECT	HOME EN	MATCH	TOTAL
1900463	LEAP – Assisted Home Energy Performance	\$84,576.88	\$21,144.22	\$105,721.10

In the event that funding received by the U.S. Department of Housing and Urban Development for FY 2022-2023 differs from the amounts referenced above, all CDBG and HOME project estimates shall be increased or reduced at the same pro-rated percentage in relation to actual CDBG/ HOME funding received by the City. No sub-recipient's grant may be increased above their initial funding request.

**Resolution Approving the Reprogramming of Unspent HOME Funds
from FY 2021-2022 and FY 2022-2023 to Support Energy-Efficiency Home
Rehabilitations through the Local Energy Alliance Program (LEAP),
in the Amount of Approximately \$111,749.90**

WHEREAS the City of Charlottesville has been designated as an Entitlement Community by the United States Department of Housing and Urban Development (HUD), and as such is a recipient of federal funds through the HOME Investment Partnerships program, and

WHEREAS the City is a contributing member of the Thomas Jefferson Area HOME Consortium, in partnership with the counties of Albemarle, Fluvanna, Greene, Louisa and Nelson, and through the Consortium shares in the benefits of participation in HUD's HOME program, and

WHEREAS city staff have recently identified unspent HOME program funds initially approved by Council for award in fiscal years 2021-2022 and 2022-2023 to the Local Energy Alliance Program (LEAP), in the amount of approximately \$111,749.90, that were unused by LEAP due, in large part, to challenges they experienced during the recent COVID pandemic, including delays to a solar panel installation program by Dominion Energy, and

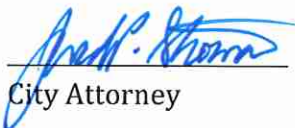
WHEREAS LEAP has resolved these challenges to program implementation and have identified new qualifying projects that will implement energy efficiency related home repairs and rehabilitations for income-qualified homeowners, now

THEREFORE, BE IT RESOLVED that the City Council of Charlottesville, Virginia, hereby approves the reprogramming of unspent HOME funds awarded to LEAP to support new efforts by LEAP to implement energy efficiency related home repairs and rehabilitations for income-qualified homeowners within the City of Charlottesville and the necessary appropriation of funds.

Approved by Council
August 21, 2023

Kyna Thomas, CMC
Clerk of Council

Approved as to form:



City Attorney

**Appropriation of Unspent HOME Funds from FY 2021-2022 and FY 2022-2023
from FY 2021-2022 and FY 2022-2023 to Support Energy-Efficiency Home
Rehabilitations through the Local Energy Alliance Program (LEAP),
in the Amount of Approximately \$111,749.90**

WHEREAS city staff have recently identified unspent HOME program funds initially approved by Council for award to the Local Energy Alliance Program (LEAP) that were unused by LEAP due, in large part, to challenges they experienced during the recent COVID pandemic, including delays to a solar panel installation program by Dominion Energy, and

WHEREAS LEAP has informed staff of the Thomas Jefferson Planning District Commission (TJPDC), who coordinates HOME activities on behalf of the Consortium members, that they have now identified home repair projects that meet the objectives the original Scope of Work for each fiscal year and that would significantly benefit income-qualified homeowners in the City of Charlottesville, now

THEREFORE BE IT RESOLVED by the City Council of Charlottesville, Virginia, that said unspent HOME program funds are hereby appropriated to the following individual expenditure accounts in the city's HOME Fund in accordance with the respective purposes set forth; provided, however, that the City Manager is hereby authorized to transfer funds between and among such individual accounts as circumstances may require, to the extent permitted by applicable federal grant regulations, as set forth below:

Reprogramming Unspent HOME Funds

Fund	Account Code	Reprogrammed HOME Funds	Amount
210	1900463	From LEAP FY21 CDBG Assisted Home Energy Performance	\$18,271.77
210	1900463	From LEAP FY22 CDBG Assisted Home Energy Performance	\$93,478.13
Subtotal HOME Reprogrammed Funds			\$111,749.90

HOME Local Match Funds

Fund	Account Code	Local Match Requirement	Amount
210	1900463	HOME Local Match Appropriation from CAHF @ 20% (from CP-0084 to 1900463)	\$22,349.98
Subtotal Local HOME Match from CAHF			\$22,349.98


BE IT FURTHER RESOLVED that the amounts appropriated above within this resolution will be provided as grants to public agencies or private non-profit, charitable organizations (individually and collectively, "subrecipients") and shall be utilized by the subrecipients solely for the purpose stated within their grant applications. The City Manager is hereby authorized to enter into agreements with each subrecipient as deemed advisable, to ensure that the grants

are expended for their intended purposes and in accordance with applicable federal and state laws and regulations. To this end, the City Manager, the Director of Finance, and public officers to whom any responsibility is delegated by the City Manager pursuant to City Code Section 2-147 are authorized to establish administrative procedures and provide for guidance and assistance in subrecipients' execution of the funded programs.

Approved by Council
August 21, 2023

Kyna Thomas, CMC
Clerk of Council

Approved as to form:


City Attorney

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



Agenda Date:	August 21, 2023
Action Required:	Appropriation of DCHD VHSP Funds Approval for City Manager to sign Grant Agreement
Presenter:	Taylor Harvey-Ryan, Grants Program Manager
Staff Contacts:	Taylor Harvey-Ryan, Grants Program Manager
Title:	Resolution to appropriate funds from the Department of Housing and Community Development - Virginia Homeless Solutions Program Grant \$ 539,369 (1 of 2 readings)

Background

The Office of Community Solutions in coordination with the Blue Ridge Area Coalition for the Homeless (B.R.A.C.H.) applied for and received a grant from the Virginia Department of Housing and Community Development. The Virginia Housing Solutions Program award is \$539,369 and funds to be expended between July 1st, 2023 and June 30, 2024.

Discussion

The City of Charlottesville has staff from the Office of Community Solutions and the Department of Human Services serving on the B.R.A.C.H. Board of Directors. Virginia Homeless Solutions Program (V.H.S.P.) is an important resource in our community's efforts to end homelessness. The grant provides services in several points along the local continuum of services:

1. Coordinated Assessment: The Haven serves as the physical front door to the homelessness system of care, using an evidence-based tool for determining priority access to available resources.
2. Emergency Low Barrier Shelter P.A.C.E.M. provides a low-barrier shelter for adults using rotating local churches for support.
3. Rapid Re-Housing & Housing Navigation: The Haven screens and administers rapid re-housing assistance and housing navigation to households experiencing homelessness.
4. Case Management: The Haven provides supportive services including crisis intervention, case management and service referrals.
5. Homeless Management Information System (H.M.I.S.): The City of Charlottesville as the award recipient will ensure that H.M.I.S. data is complete through an agreement with

B.R.A.C.H. to have the Executive Director ensure data quality. Our Continuum of Care (C.O.C.) has a well-populated database for individuals experiencing homelessness. H.M.I.S. collaboration provides real-time monitoring of the needs and progress of individuals and households facing homelessness. Collaborative use of H.M.I.S. among B.R.A.C.H. Continu

m of Care Service Providers expedites communication and reduces the need to interface disparate documentation systems.

1. Coalition Coordination: The Blue Ridge Area Coalition for the Homeless provides leadership and coordination for the required local homelessness continuum of care.

1. Administration: The City of Charlottesville as the award recipient is eligible for an administrative fee. Staff proposes that we pass these dollars through to B.R.A.C.H. in recognition of staff time spent processing checks and managing this grant process.

Alignment with City Council's Vision and Strategic Plan

This grant advances the City of Charlottesville's Strategic Plan Goal #1 of an inclusive community of self-sufficient residents. Specifically, it will facilitate the objective of increasing affordable housing options.

Community Engagement

This grant and plan are the product of extensive engagement of the service provider community for persons experiencing homelessness. This is a partnership between B.R.A.C.H. and the priority requests of the Interfaith Movement Promoting Action by Congregations Together (I.M.P.A.C.T.)

Budgetary Impact

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

Recommendation

Staff recommends approval and appropriation of grant funds. Staff recommends the signing of the grant agreement by the city Manager or delegate to accept the grant funds from the Department of Housing and Community Development.

Suggested Motion: " I move to APPROVE the appropriation of the DHCD Virginia Homeless Solutions Program funds in the amount of \$539,369 for fiscal year 2024 and approve that the City Manager sign the appropriate grant agreement accepting the VHSP funds from DHCD"

Alternatives

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

Attachments

1. VHSP Resolution FY24

RESOLUTION
Appropriating Funding in the Amount of \$539,369 To Be Received from Virginia Homeless Solutions Program

WHEREAS, The City of Charlottesville, through the Office of Community Solutions, has been notified that it will be awarded an additional grant from the Virginia Housing Solutions Program (V.H.S.P.) Fund of the Virginia Department of Housing and Community Development, in the amount of \$539,369.


NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that, upon receipt of the additional VHSP funding from the Commonwealth, said funding, anticipated in the sum of \$539,369, is hereby appropriated in the following manner:

Revenues			
\$444,062	Fund 209	Order 1900475	GL 430110 State Grant
\$95,307	Fund 209	Order 1900475	GL 430120 State (Federal pass-thru)

Expenditures			
\$539,369	Fund 209	Order 1900475	GL 530550 Contractual
Services			

BE IT FURTHER RESOLVED that this appropriation is conditioned upon receipt of \$539,369 in funds from the Virginia Department of Housing and Community Development.

Approved as to form:



City Attorney

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



Agenda Date:	August 21, 2023
Action Required:	Appropriation of Funding Approval of City Manager Signature on Statement of Grant Award and Applicable Grant Agreements
Presenter:	Taylor Harvey-Ryan, Grants Program Manager, Kim Powell - Schools
Staff Contacts:	Taylor Harvey-Ryan, Grants Program Manager
Title:	Resolution to appropriate funds from the Department of Criminal Justice Systems FREE GRANT School Security Officer: School Resource Officer Incentive Grant Program - \$150,000 (1 of 2 readings)

Background

The Office of Community Solutions in coordination with the Charlottesville City Schools applied for and received a grant from the Virginia Department of Criminal Justice Services (DCJS). The FREE GRANT FY24 School Security Officer: School Resource Officer (SSO: SRO) Incentive Grant Program total allocations is \$150,000 to be expended between July 1, 2023 and June 30, 2024.

Discussion

Charlottesville City Schools currently employs seven (7) Care and Safety Assistants (CSA's), which are Department of Criminal Justice Services (DCJS) certified School Security Officers (SSOs). The seven CSA's are currently distributed across Charlottesville City Schools as follows:

- Charlottesville High School (4 CSA's total)
 - 1. 1 Lead
 - 2. 3 CSA's
- Buford Middle School (3 CSA's total)
 - 1. 1 Lead
 - 2. 2 CSA's
- Walker Upper Elementary School (0 CSA's total)

As the safety model for the Charlottesville City Schools has continued to evolve, a need for additional CSAs has been identified, specifically 1 additional CSA at Charlottesville High School to provide full campus coverage, and 2 CSAs at Walker Upper Elementary School to provide services to their students.

This grant opportunity will provide funding for 3 additional CSAs to be distributed between Charlottesville High School and Walker Upper Elementary School.

The CSA will provide the following services:

- Access and Control to the School Buildings
 1. Check the identity of visitors on school premises
 2. Escort visitors to the school office or other locations on the school premises
- Patrolling of School Grounds and Buildings
 1. Check hallways, restrooms, cafeteria, and remote areas for potential safety and security problems
 2. Check doors, windows, gates, and/or roof access points
 3. Investigate suspicious behavior and/or activities
 4. Detect safety hazards (e.g. broken tree limbs, security door propped open, etc.)
 5. Physically place yourself at a hot spot for violations
- Incident Response Drills and Training
 1. Active shooter drills
 2. Secure-the-building
 3. Shelter-in-place
- Intervention- Proactive and Reactive
 1. Early referral of individuals exhibiting mental health issues
 2. Separate individuals or groups where there is hostility between them
 3. Encourage students to use positive verbal and behavioral alternatives
 4. Encourage academic achievement and positive involvement in the school community
 5. Model effective communication skills daily
 6. Discuss the logical consequences of disobeying school rules and regulations
 7. Respond to requests for routine and/or emergency medical assistance
 8. Sound alarms or call the police or fire department
 9. Report incidents to the school administrator
 10. Report incidents to the school administrator
 11. Refer students having problems to administrative staff

- Traffic Control and Parking Enforcement

1. Direct traffic (e.g. during special events or where the layout of the school creates greater potential for safety incidents)
2. Patrol parking lots, checking for proper permits and issuing citations for improper parking
3. Assist with impounding vehicles

- Support Disaster and Emergency Response

1. Escort and guide individuals to pre-determined shelter locations
2. Escort and guide individuals to fire evacuation assembly areas
3. Assist in controlling the assembly area and name-checking to account for people
4. Assist in marshaling pick-up areas

- Monitoring Security Cameras/ Technology

1. Monitor security cameras and other technology
2. Inspect equipment to make sure it is working properly
3. Report equipment issues to school administrators (e.g. broken equipment, equipment not in the appropriate place)

- Ad Hoc Assistance to the Community

1. Support the safe and secure coordination of special events
2. Provide escorts to people who feel unsafe
3. Other assigned duties

Alignment with City Council's Vision and Strategic Plan

This grant advances the City of Charlottesville's Community Vision Statement within the Consolidated Plan which states, "The City will prioritize equitable and effective emergency response and public safety, with clear strategies aimed at building trust and confidence in all neighborhoods". This grant provides additional staff at Charlottesville City Schools to increase the safety of students and provide additional resources to the students of Charlottesville City Schools.

Community Engagement

There was no direct community engagement for this grant. However, extensive research has been conducted to show the need for School Resource Officers in schools.

Budgetary Impact

This grant is state funded at \$45,720 with a local match requirement of \$104,280 which will be met by Charlottesville City Schools. There is no budget impact for the City of Charlottesville. All funds will be distributed to Charlottesville City Schools for service provision.

Recommendation

Staff recommends approval and appropriation of grant funds. Staff recommends the approval of appropriate signatures for the Statement of Grant Award and any applicable grant agreements by the City Manager.

Suggested Motion: "I move to recommend the APPROVAL of the appropriation of \$45,720 from the Department of Criminal Justice Services" and the signature by the City Manager or their delegate on the Statement of Grant Award and applicable grant agreements to accept the funding allocation".

Alternatives

Council may elect to not accept the funds and Charlottesville City Schools will not have the capacity to administer the following services to the students at Charlottesville City Schools access and control to the school building, patrolling of school grounds and buildings, incident response drills and training, intervention- proactive and reactive, traffic control and parking enforcement, support disaster and emergency response, monitoring security cameras/ technology, and ad-hoc assistance to the community.

Attachments

1. FREE GRANT SSO SRO Incentive Grant Program Resolution

RESOLUTION
Appropriating Funding in the Amount of \$150,000 To Be Received from the 2024-FREE-Grant, FY24 School Security Officer (SSO): School Resource Officer (SRO) Incentive Grant Program 539,369

WHEREAS, The City of Charlottesville, through the Office of Community Solutions, has been notified that it will be awarded a School Security Officers grant from the Fund of the Virginia Department of Criminal Justice Services, in the amount of \$150,000.

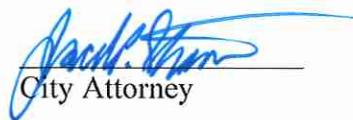
NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that, upon receipt of the SSO funding from the Commonwealth, said funding, anticipated in the sum of \$150,000 is hereby appropriated in the following manner:

Revenues			
\$150,000	Fund 209	Order 1900531	GL 430110 State Grant

Expenditures			
\$150,000	Fund 209	Order 1900531	GL 530550 Contractual Services

BE IT FURTHER RESOLVED that this appropriation is conditioned upon receipt of \$45,720 in funds from the Virginia Department of Criminal Justice Services and \$104,280 from Charlottesville City Schools.

Approved as to Form:


City Attorney

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



Agenda Date:	August 21, 2023
Action Required:	Approval of funds transfer
Presenter:	Kyle Rodland, Safe Routes to School Coordinator
Staff Contacts:	Kyle Rodland, Safe Routes to School Coordinator Taylor Harvey-Ryan, Grants Program Manager
Title:	Resolution to appropriate funds from the Safe Routes to School Non-infrastructure Grant - \$33,150 (1 of 2 readings)

Background

This is the 7th year that the Virginia Department of Transportation (VDOT) has awarded the City of Charlottesville with a Safe Routes to School (SRTS) Non-Infrastructure (Activities and Programs) Grant. The award, as appropriated, covered supplies and the salary for one staff member. However, it is not enough to cover benefits. The additional appropriation of \$33,150 cash match will cover the cost of benefits for this staff member over the 2 years of this award.

Discussion

As part of the grant application, the City was required to update the Safe Routes to School (SRTS) Activities and Programs Plan (APP), a written document that outlines a community's intentions for enabling and encouraging students to engage in active transportation (i.e. walking or bicycling) as they travel to and from school. The plan details the number of students living within $\frac{1}{4}$ to 2 miles of their school and demonstrates the potential benefits that can be accrued from a coordinated SRTS program (in Charlottesville nearly 30% of students live within $\frac{1}{2}$ mile of school and nearly 70% live within 1 mile of school). The SRTS APP was originally created through a team-based approach that involved key community stakeholders and members of the public in both identifying key behavior-related to barriers to active transportation and, using the four non- infrastructure related E's (education, encouragement, enforcement and evaluation) to address them.

The APP update reflects minimal changes from last year's plan, but emphasizes lessons learned since our Coordinator was hired in October 2016. The following short-term recommendations were developed to enhance the program:

- Institute bike riding, repair, and safety curriculum
- Develop a division-wide SRTS website
- Facilitate biking and walking incentive program
- Regularly host walk- and bike-to-school days
- Consistently host annual Bicycle Rodeos
- Conduct bike safety check

- Student Transportation Committee
- Expand the bike helmet give-away program
- Administer student travel tallies
- Keep records of participation in workshops, biking and walking trains, bike rodeos, afterschool clubs, and other events

The SRTS Activities and Programs Plan will continue to serve as a guiding document to assist in promoting, encouraging, and enabling walking and bicycling to school. The grant will allow the City to continue to fund a Safe Routes to School Coordinator and the supplies needed to implement the recommendations included in the APP.

The grant requires a 20% match (\$45,961). We anticipate receiving in-kind donations from the Charlottesville Area Mountain Bike Club for bicycle fleet maintenance, but \$33,150 is also needed to cover the costs of benefits over the 2 years of the award.

As a reimbursable grant, costs will be incurred in the State Grant Fund and reimbursed by VDOT.

Alignment with City Council's Vision and Strategic Plan

This initiative supports Council's Vision to be a "Connected Community" ("the City of Charlottesville is part of a comprehensive, regional transportation system that enables citizens of all ages and incomes to easily navigate our community") and "America's Healthiest City" ("we have a community-wide commitment to personal fitness and wellness, and all residents enjoy our outstanding recreational facilities, walking trails, and safe routes to schools").

In addition, the project contributes to Goals 1 and 3 of the Strategic Plan, to be an inclusive, self-sufficient community and a healthy and safe city.

The initiative further implements recommendations within the Comprehensive Plan (2013), Bicycle and Pedestrian Master Plan (2015) and supports the City's Healthy Eating Active Living (HEAL) Resolution.

Community Engagement

This grant application implements one of the programming recommendations included in the Bicycle and Pedestrian Master Plan (adopted 2015), which included significant public involvement. Further, city staff from Neighborhood Development Services worked with staff from the Thomas Jefferson Health District and Charlottesville City Schools (Physical Education and Pupil Transportation) to create a Safe Routes to School Task Force in 2016 that was responsible for outlining elements of a city-wide Safe Routes to School Activities and Programs Plan (APP). The task force included representatives from city schools, community organizations, multiple city departments (NDS, Public Works, Parks and Recreation), as well as health and enforcement disciplines. The APP was developed by the task force with input from parents (via Parent Survey) and further discussed/refined at public meeting in February 2016. The Bicycle and Pedestrian Advisory Committee provided feedback on the APP annually. A parent survey will be conducted in the 2022-2023 school year to better understand some of the barriers and challenges of walking and biking school.

Budgetary Impact

Neighborhood Development will provide the funds for the \$33,150 match over the award's 2 year period of performance.

Recommendation

Staff recommends approval and appropriation of the cash match.

Alternatives

If match is not appropriated, the Safe Routes to School programming will have to end sooner than 2 years.

Attachments

1. Resolution Appropriating Funds for Safe Routes to School Program.8.16.23

**RESOLUTION APPROPRIATING FUNDS for
Safe Routes to School Program (SRTS) Non-Infrastructure Grants
\$ 33,150**

WHEREAS, the Safe Routes to School Program (SRTS) non-infrastructure grant, providing Federal payments for **education, encouragement, evaluation and enforcement** programs to promote safe walking and bicycling to school has been awarded the City of Charlottesville, in the amount of \$183,842 has already been appropriated;

WHEREAS, the two year SRTS award is a 80% reimbursement program requiring a 20% match of \$45,961. It will come from in kind donations and volunteer services from Charlottesville Area Mountain Bike Club and \$33,150 cash match from the City of Charlottesville in form of employee benefits.

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

REVENUE

\$33,150	Fund: 209	Cost Center: 3901008000	G/L: 498010
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EXPENDITURES

\$33,150	Fund: 209	Cost Center: 3901008000	G/L: 519999
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TRANSFER FROM

\$33,150	Fund: 105	Cost Center: 390100100	G/L: 561209
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Approved as to form:


City Attorney



City of Charlottesville

TREASURER'S OFFICE

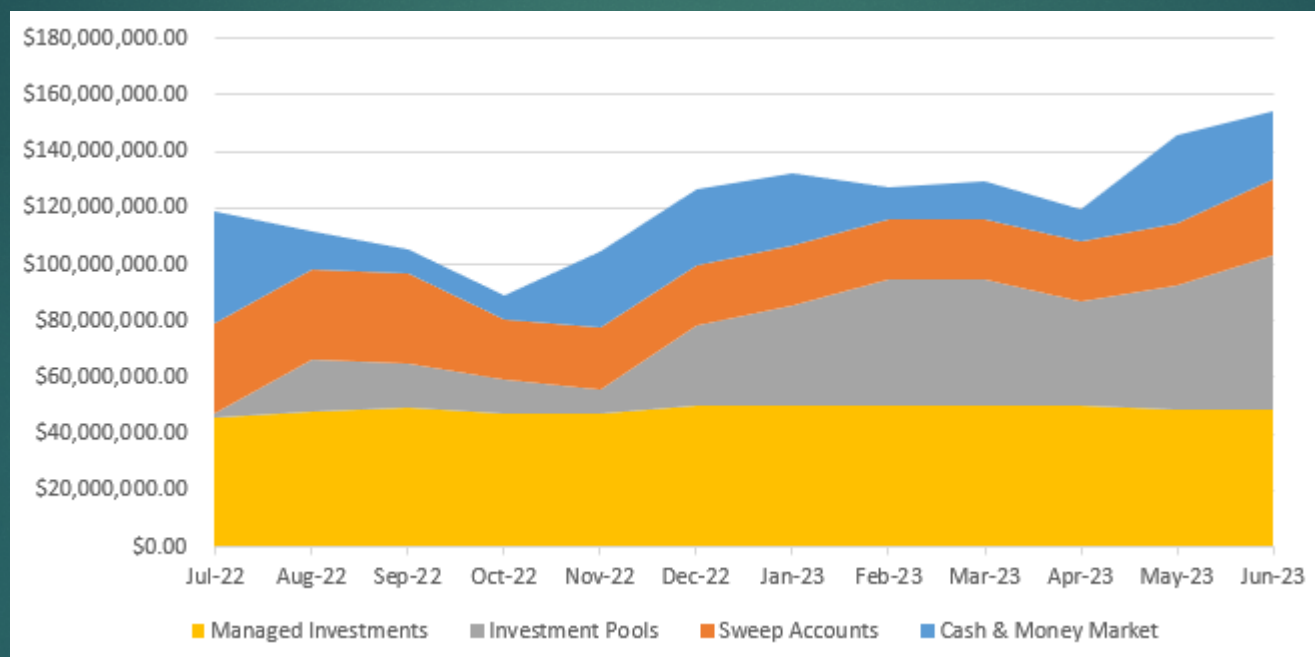
INVESTMENT PORTFOLIO UPDATE

AUGUST 21, 2023

Investment Policy Guidelines

- ▶ The Investment Policy has been established by the Treasurer of the City of Charlottesville to ensure effective management of the day-to-day investment activity for the City, and is designed to increase non-tax revenues by investing funds when not needed for current obligations.
- ▶ The Treasurer of the City of Charlottesville is an elected office ("Constitutional Officer") charged with receiving, collecting, safeguarding and disbursing City funds with general custody of City funds from all sources. The general custody of all funds requires the investment of those funds within the confines of the Code of Virginia and a comprehensive Investment Policy developed and maintained by the Treasurer.
- ▶ All funds are managed to accomplish the fundamental goals of safety, liquidity, and yield.

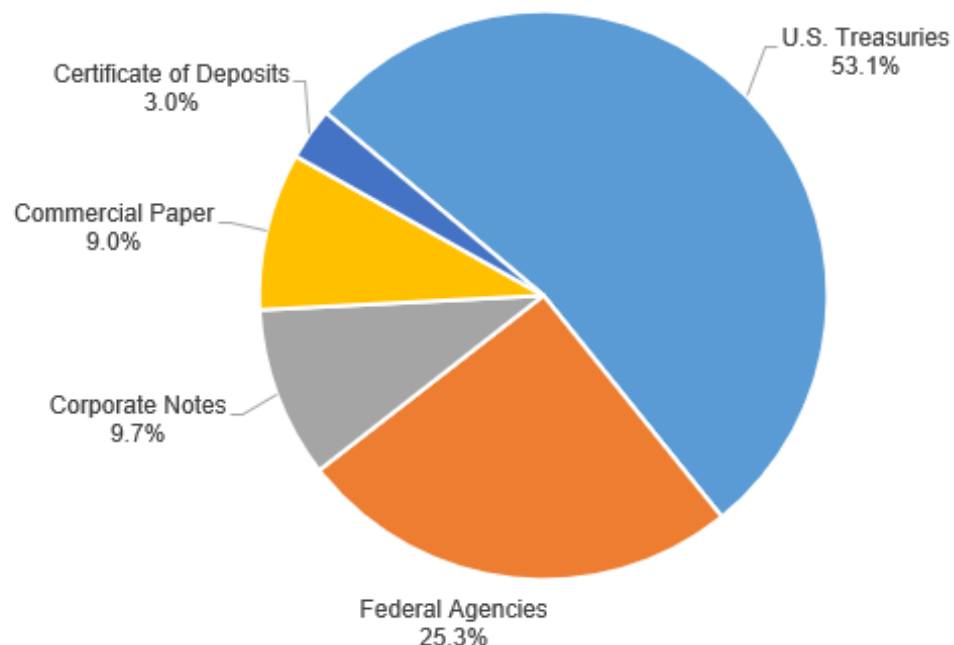
Monthly Cash Balance by Investment Type



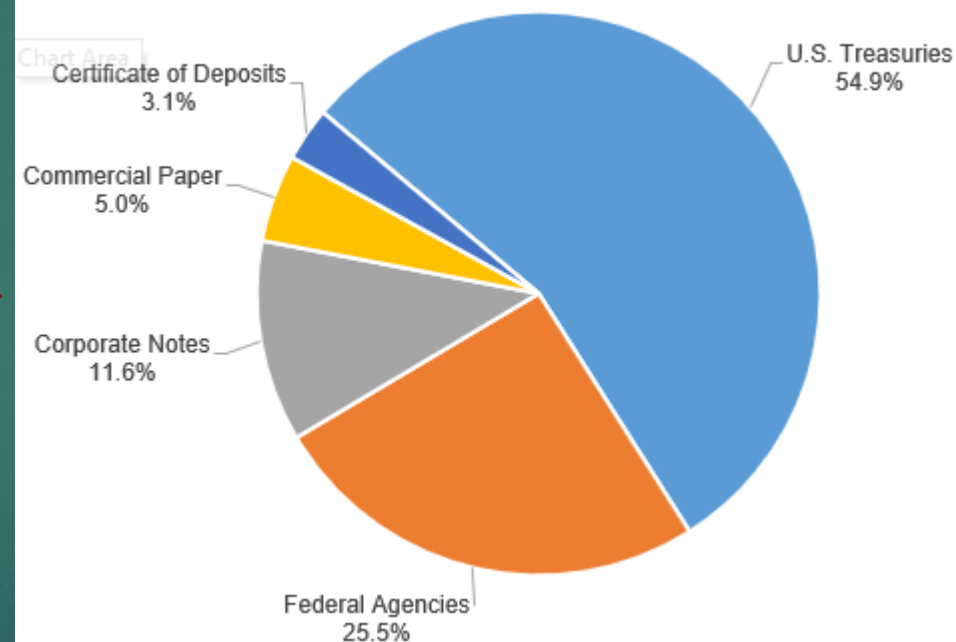
As investment rates have become more attractive relative to cash earnings, we have shifted more of the portfolio into longer term investments and investment pools and out of cash holdings. There was a slight uptick to cash holdings due to the June tax deadline.

Managed Investments Portfolio Composition

March 2023

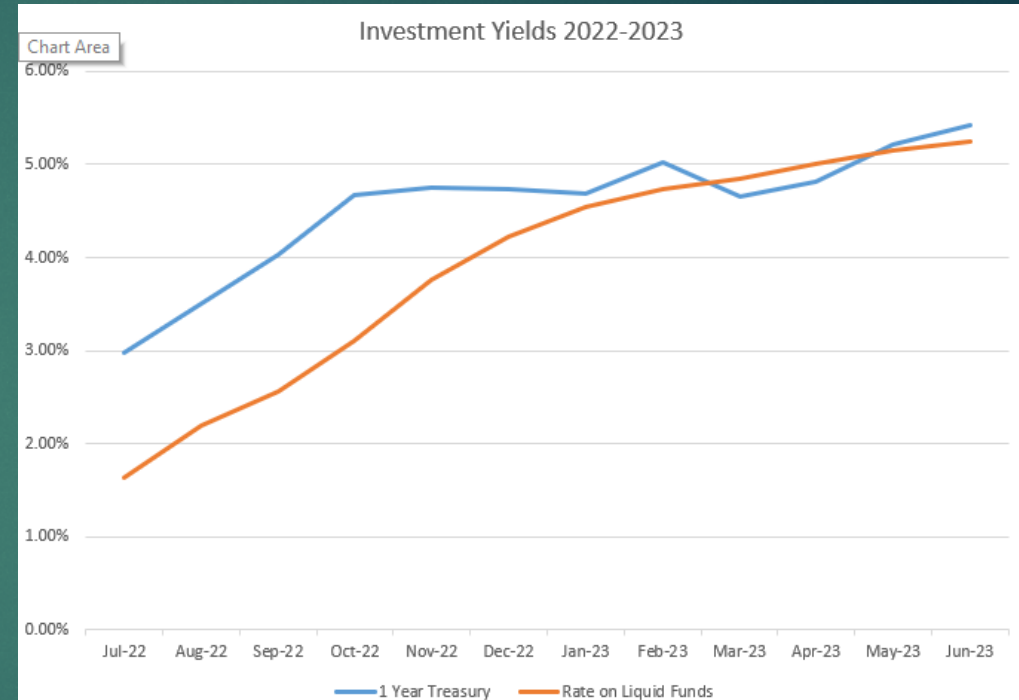
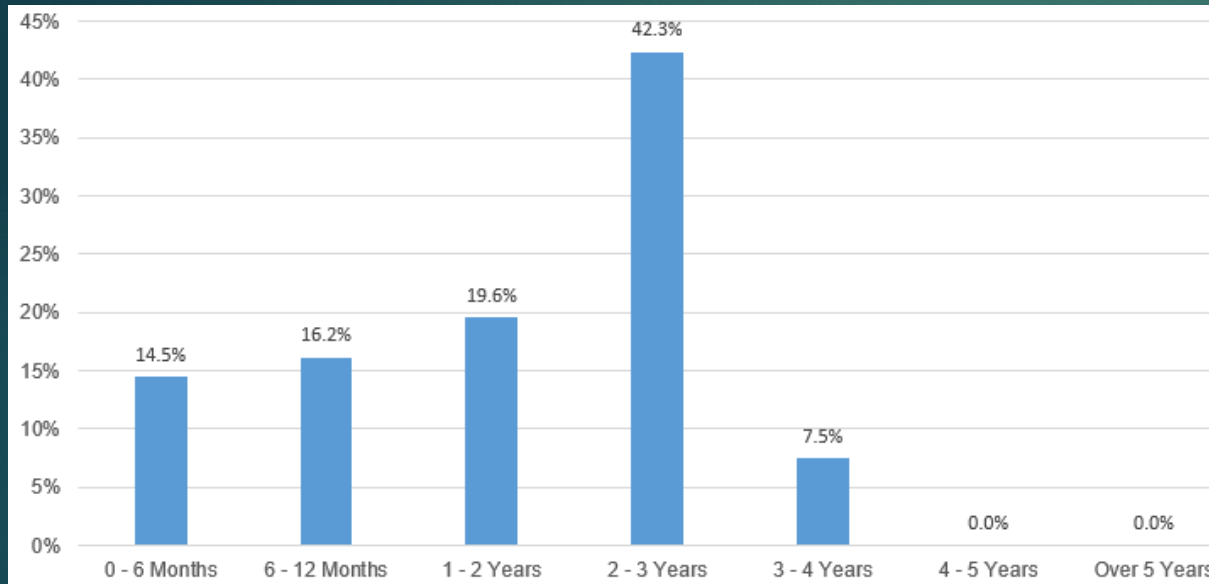


June 2023



There have been no significant changes in the asset allocation in the managed portfolio this quarter.

Managed Portfolio Maturity Distribution and Yields



Intermediate-term rates are stabilizing and more of the portfolio redemptions have been invested in the 2-3 year range to lock in higher rates.

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



Agenda Date:	August 21, 2023
Action Required:	Public Hearing and Ordinance consideration
Presenter:	Chris Engel, Director of Economic Development
Staff Contacts:	Chris Engel, Director of Economic Development Jacob P. Stroman, City Attorney Samuel Sanders, Jr., City Manager
Title:	Ordinance to approve 601 West Main Street Land Sale (1 of 2 readings)

Background

In 1979, the City acquired 1,141 square feet (known as Parcel B) of land fronting on 601 West Main Street and formerly part of parcel 171 Tax Map 32. It was believed to be acquired for purposes of accommodating a potential future transportation or transit related improvement. These improvements have never occurred, and the land remains unimproved.

Discussion

In June of 2021, the owner of the adjacent property (from which Parcel B was originally taken) Main Street West, LLC submitted a request to purchase Parcel B from the City per the City's Policy for the Sale of City-Owned Property. The owner operates several retail establishments on parcel 171 and desires to enhance the landscaping and maintenance thereof contingent on acquiring ownership. At present the City does not maintain the property and the owner has had to perform the maintenance in an effort to provide an attractive landscaped entrance to the retail businesses. Main Street West, LLC has offered to purchase the land for \$119,108.99 or the full 2022 assessed value.

A review by the relevant city departments indicates no immediate need or use for the property. The West Main Streetscape Plan, which has been terminated by the City, also did not contemplate use of the parcel.

Given the size and location of the parcel (1,141 SF), it is essentially an unbuildable parcel at its current size.

Alignment with City Council's Vision and Strategic Plan

Community Engagement

The action requires a public hearing and two readings by the Council.

Budgetary Impact

At the time of closing, the City will receive the \$119,108.99 payment in cash. The parcel will also change to a taxable status and as a result, the City will begin receiving annual real estate tax revenue for the property. For FY 24, the real estate tax revenue is estimated to be \$1,143.

Recommendation

Staff recommends approving the proposed ordinance authorizing the sale to Main Street West, LLC.

Alternatives

Attachments

1. Ordinance approving sale of 601 W. Main St - clean
2. Deed 601 W. Main - City to Main St. West

**AN ORDINANCE
AUTHORIZING THE CONVEYANCE OF LAND
AT 601 WEST MAIN STREET, TO MAIN STREET WEST, LLC.**

WHEREAS, Main Street West, LLC (“Purchaser”) has requested from the City a conveyance of the following described City-owned land, hereinafter referred to as the “Property”:

1. 1,141 square feet (known as Parcel B) of land fronting on West Main Street and formerly part of parcel 171 Tax Map 32.

and

WHEREAS, the conveyance of the Property is desired to enable the enhancement of the landscaping and regular maintenance thereof; and

WHEREAS, in accordance with the requirements of Virginia Code Section 15.2-1800(B) and Section 15.2-1813, a public hearing was duly advertised and held to give interested members of the public the opportunity to comment on the proposed conveyance of the Property; and

WHEREAS, the proposed purchase price is \$119,108.99 (the "Purchase Price"); and

WHEREAS, a review by the relevant City departments indicates that the City has no immediate need or use for the Property; and

WHEREAS, the sale will provide additional tax revenue to the City;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Charlottesville, Virginia, that the Mayor is hereby authorized to execute (i) a deed, in form approved by the City Attorney, for conveyance of the above-described Property to Main Street West, LLC for the Purchase Price, and (ii) all other documents related to such conveyance as are approved by the City Attorney, including without limitation, a settlement statement and owner’s affidavit. The City Attorney is hereby authorized to take whatever steps are necessary to affect the closing of said sale and conveyance of the Property.

[Draft – Subject to revision upon receipt of title report.]

Tax Map Parcel No.: _____

Consideration: \$119,108.99

Assessed Value: \$ _____

Title Company: _____

**EXEMPT FROM GRANTOR'S TAX PURSUANT
TO VIRGINIA CODE SECTION 58.1-811(C)(4)**

THIS DEED, made as of _____ day of _____, 2023, by and between the **City of Charlottesville, Virginia** (the "Grantor"), and **Main Street West, LLC**, a Virginia limited liability company (the "Grantee"), whose address is _____ Charlottesville, Virginia _____;

W I T N E S S E T H:

That for and in consideration of the sum of Ten Dollars (\$10.00) cash in hand paid by the Grantee unto the Grantor and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Grantor, the Grantor does hereby grant, bargain, sell and convey unto the Grantee, subject to such matters as are hereinafter set forth, with General Warranty and English Covenants of Title, unto the Grantee, in fee simple, the following described real property located at 601 W. Main St, together with all improvements thereon and appurtenances thereunto belonging, lying and being in the City of Charlottesville, Virginia (the "Property"), to-wit:

**FOR DESCRIPTION OF PROPERTY CONVEYED SEE
SCHEDULE "A" ATTACHED HERETO AND MADE A PART HEREOF.**

Prepared by an attorney licensed to practice law
in the Commonwealth of Virginia:
Benjamin W. Emerson, Esq. (VSB # 23578)
Sands Anderson PC
1111 E. Main Street, Suite 2400
Post Office Box 1998
Richmond, Virginia 23218-1998
(804) 648-1636

The above conveyances are made subject to all easements, covenants, restrictions, agreements and conditions of record and legally applicable to the Property in accordance with the purposes and intents for the sale and conveyance of the Property set forth in that certain Ordinance approved in open meeting on August 21, 2023, by unanimous vote of the City Council of the City of Charlottesville, Virginia, following a properly noticed public hearing on the same.

Plural shall be substituted for the singular and the singular for the plural wherever the context hereof so requires.

WITNESS the following signature and seal.

CITY OF CHARLOTTESVILLE, VIRGINIA

By: _____ (SEAL)
Mayor

COMMONWEALTH OF VIRGINIA

CITY/COUNTY OF _____, to-wit:

The foregoing instrument was acknowledged before me this _____ day of _____, 2023, by _____, as Mayor of the City of Charlottesville, Virginia on its behalf.

Notary Public

Registration No.: _____

My Commission expires: _____

{AFFIX SEAL}

Grantee's Address:

SCHEDULE "A"

[Insert legal description of property located at
601 W. Main St., Charlottesville, Virginia]

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



Agenda Date:	August 21, 2023
Action Required:	Review and approve the resolution to approve the compensation policy and pay structure.
Presenter:	Mary Ann Hardie, Director of Human Resources, Samuel Sanders, Jr., City Manager
Staff Contacts:	Mary Ann Hardie, Director of Human Resources Samuel Sanders, Jr., City Manager
Title:	Resolution to Approve Compensation Policy and Pay Structure for City of Charlottesville Employees (1 reading)

Background

As part of the City's Classification and Compensation update process, a final pay structure and revised compensation policy must be approved by the Office of the City Manager as well as by the Council. The proposed structure and policy were updated by the Department of Human Resources in alignment with the April 2023 Gallagher Compensation and Classification Study results and recommendations. The new pay structure places all general (non-union) employee position classification titles within the new pay structure which has 25 pay grades with a 7% differential between each pay grade. The proposed salary range spread is consistent within each pay grade. Further, all part-time and full-time benefited position classifications were placed in the structure, and a supplemental 19-step pay step plan was created with approximately 2.2% between each step for pay progression and individual employee placement. Further, the compensation policy which correlates to City Personnel Policy Section 5-1 through 5-5 was updated in accordance with the new compensation policy so that it adheres to best practices and compliance as well as provides clear information on the compensation philosophy, strategy, and plan administration.

Discussion

In support of the Employee Engagement Survey performed by UVA in early 2022, Interim City Manager Michael C. Rogers identified as a 2022 priority to look at the City's Compensation Plan. For this reason, the City contracted services with Gallagher Consulting in the Spring of 2022 to complete a City-Wide Classification & Compensation (market-based) Study, which was presented to Council on April 3, 2023. Those documents are publically available at: <https://www.charlottesville.gov/1646/Classification-and-Compensation-Study>. The primary purpose of the study was to review the current pay and the pay ranges for the City's (identified, benchmark) positions compared to those of other external labor markets (cities and counties and other published survey data) to provide information in order to help: 1) ensure competitive employee pay and benefits 2) ensure a fair and equitable pay structure and pay plan 3) provide a method for employee pay progression (through a step-based plan). Another important part of the study involved reviewing the

City's benefits as part of employee compensation. Additionally, the City Personnel Policy updates in October 2022 and March 2023 had a placeholder for sections of the Compensation Policy that would be updated with the Compensation Study process. These sections of policy have now been updated as well with this process.

Specific to the plan, the City has a market-based pay plan and compensation policy. Market-based pay plans are common in public sector municipal government to help provide an externally competitive pay and benefits plan and the results are usually readily transparent with available comparator pay data. The City's existing market-based pay plan had not been updated for some time, which did not address any potential pay compression issues or pay (salary range) misalignment. Therefore, an updated market-based compensation program is key to attracting and retaining an engaged and high-performing workforce to support the mission and values of the City. The end result will help guide the City toward making our compensation competitive with other municipalities, local governments, and jurisdictions in the labor market. This market-based compensation program will impact all benefit-eligible, general (Unaffiliated, non-union) employees as their positions will be placed in the appropriate pay step of their pay range in the updated salary structure.

Key Updates to the City Pay Plan Include:

- **Pay Bands:** The new pay structure has approximately 30 salary ranges or "pay bands." The number of pay ranges or "bands" in the previous structure (57) appeared to have hiring range limits within the bands and created confusion in that it allowed for position classifications within a job family to appear to be in the same salary range.
- **Position Classifications:** Position classifications (by title) were placed in the new pay structure based on data from the Gallagher study as well as the individual position classification level of skill, effort, responsibility, and working conditions and 3) a review of the previous position's placement in the existing pay structure. Further, the new proposal stops the use of the term(s) "technical," "professional" or "management" as a type of band (per Gallagher's recommendation) as it may not correlate with the appropriate level of market pay and internal equity considerations for the positions in the bands.
- **Mechanism for Pay Increases:** In the prior plan there was not an approved mechanism in place for regular individual pay increases (a link of pay to performance) aside from any approved, annual cost of living adjustment (COLA). The new pay structure has built-in, consistent pay steps for which employees who have a "meets standard" annual performance evaluation will be eligible for a pay step increase each year (subject to annual budget appropriation) as well as any budget-approved COLA.
- **Benefits:** As an important component of employee compensation, the City's benefits were also reviewed through the Gallagher Compensation Study process, from which it was determined that the City offers a competitive benefits package. For this reason, there are no proposed changes to the benefits of this process. Additionally, as was previously mentioned, the City's Compensation Policy was updated accordingly to align with the changes to the market-based pay plan.

Compensation Policy

The Compensation Policy Update provides the City with updated Personnel Policies Section 5-1 through 5-5. This update incorporates modern best practices and compliance, as well as provides clear information on the compensation philosophy, strategy, and administration plan for the City of

Charlottesville. The Compensation Policy will help ensure that the compensation program for the City is administered in a fair and equitable manner.

Key Updates to the Compensation Policy include:

- Definitions of compensation terms for clarity and ease of understanding
- Explanation of market-based pay plans
- Whole job ranking process
- Pay placement
- Pay adjustments
- Salary range progression information
- Special pay adjustments

Alignment with City Council's Vision and Strategic Plan

This work supports **Goal 5: A Well-managed and Responsive Organization** as a whole, and more specifically subgoal 5.1 *Integrate effective business practices and strong fiscal policies*, and subsection 5.2 *Recruit and cultivate a high-quality and diverse workforce*.

Community Engagement

On Thursday, July 27, 2023, at 12:00 p.m. at City Space and on Zoom, the City of Charlottesville held a Public Hearing to provide employees and other interested persons with the opportunity to comment on the proposed draft (unaffiliated) employee updated pay structure and updated compensation policy. Copies of the draft compensation policy, draft pay bands, draft master jobs list, draft pay bands with steps, and compensation policy FAQs were (and continue to be) available for inspection at: <https://www.charlottesville.gov/1646/Classification-and-Compensation-Study>. Additionally, interested parties were encouraged to submit written feedback during the period July 20th through July 27th, 2023 via electronic mail. The notice was given pursuant to Charlottesville Municipal Code 19-6.

Budgetary Impact

The new pay structure and compensation policy will be effective following Council approval. It is anticipated that the transition of employee positions to an individual pay step within their new pay range will occur in phases effective following the approval of the pay structure and policy by the Council. The City Manager will determine the implementation of any salary adjustments that will occur over a multi-year period. Funding must be available for pay changes.

Recommendation

The City Manager and staff recommend that the council accept the pay plan and compensation policy drafts as submitted.

Alternatives

The Council could choose to reject the proposed pay plan and/or compensation policy drafts as presented.

Attachments

1. Compensation Policy Council Presentation - 8.21.23
2. RESOLUTION adopting an updated compensation plan pay scale for employees_August2023
3. Compensation Policy FAQ's
4. Proposed Draft Compensation Policy (Final)
5. Proposed Draft pay bands (Final)
6. Proposed Draft pay bands with steps (Final)
7. Proposed Draft Master Jobs List (Final)



CITY OF CHARLOTTESVILLE

Proposed Final Draft

General (Unaffiliated) Employees' Pay Structure & Compensation Policy

PRESENTED BY: MARY ANN HARDIE, HR



Tonight's Presentation will Cover

- ▶ Review of the “final” proposed, updated Final Pay Structure & Compensation Policy approved by the City Manager's Office.
- ▶ Information about the process and the updated Pay Structure and Policy.



Compensation Terms

- ▶ **Classification (Position)** – This is the process used to allocate a position's defined duties and responsibilities to a job standard and each classification is assigned a pay grade in the pay structure.
- ▶ **Pay Grade (or Band)** – The individual position classification assignment of the pay or salary range within the salary by corresponding number.
- ▶ **Pay (or Salary) Range** – is the span between the minimum and maximum base salary an organization will pay for a specific job or classification.
- ▶ **Pay (or Salary Range) Spread** – the percentage of difference between the pay minimum and the pay maximum of the pay range.



Compensation Terms

- ▶ **Pay (or Salary) Compression** – A condition in which jobs requiring significantly different levels of responsibility or professional expertise have a pay differential that is too small to be considered equitable.
- ▶ **Pay Equity** – The practice of compensating employees in a consistent and fair way for the same or essentially similar work, regardless of race, gender, disability, sex, sexual orientation, or other status.
- ▶ **Internal Equity** - The pay relationships among jobs internal to the organization that: 1) are unique to the organization and/or that, 2) may have a different internal value than described by the external labor market.



Pay Structure Update Process

- ▶ **HR placed all (non-union) employee position classification titles within the new pay structure.**
This process included reviewing:
 - ▶ **Gallagher's Benchmark Summary information**
 - ▶ **Pay Equity & Internal Equity ("slotting")**
 - ▶ **Pay Compression**
 - ▶ **Discussion with and feedback from the Department Directors and the City Manager's Office**
 - ▶ **Consideration of feedback following the Employee Public Hearing (7/27/23) and to HR**
 - ▶ **Final review and approval by the City Manager**



Updated Pay Structure Highlights

The new salary structure includes:

- Approximately 25 pay grades
- A 7% differential between each pay grade.
- Consistent salary range spreads per each pay range (45%, 50% or 55% spread in each pay grade).
- Placement of all part-time and full-time benefited position classifications in the pay structure (in pay grades or band).
 - A supplemental pay step plan – made up of 19 steps with approximately 2.2% between each step for pay progression and individual employee placement.
- “UC” – an unclassified designation for those positions including for example elected/constitutional officers and/or other certain positions, do not have a pay range set in the new structure.



Final Draft, Proposed Pay Structure

DRAFT NEW VERSION - CITY OF CHARLOTTESVILLE
2023 Unaffiliated Employees Pay Chart - Date TBD

Pay Band	Pay Range						Range Spread	Midpoint Differential
	Hourly Minimum	Annual Minimum	Hourly Midpoint	Annual Midpoint	Hourly Maximum	Annual Maximum		
10	\$16.05	\$33,384.00	\$19.66	\$40,895.40	\$23.27	\$48,406.80	45%	N/A
11	\$17.17	\$35,720.88	\$21.04	\$43,758.08	\$24.90	\$51,795.28	45%	7.0%
12	\$18.38	\$38,221.34	\$22.51	\$46,821.14	\$26.64	\$55,420.95	45%	7.0%
13	\$19.66	\$40,896.84	\$24.09	\$50,098.62	\$28.51	\$59,300.41	45%	7.0%
14	\$21.04	\$43,759.61	\$25.77	\$53,605.53	\$30.51	\$63,451.44	45%	7.0%
15	\$22.51	\$46,822.79	\$27.58	\$57,357.91	\$32.64	\$67,893.04	45%	7.0%
16	\$24.09	\$50,100.38	\$29.51	\$61,372.97	\$34.93	\$72,645.55	45%	7.0%
17	\$25.77	\$53,607.41	\$31.57	\$65,669.08	\$37.37	\$77,730.74	45%	7.0%
18	\$27.58	\$57,359.93	\$33.78	\$70,265.91	\$39.99	\$83,171.89	45%	7.0%
19	\$29.51	\$61,375.12	\$36.15	\$75,184.52	\$42.79	\$88,993.93	45%	7.0%
20	\$31.57	\$65,671.38	\$39.47	\$82,089.23	\$47.36	\$98,507.07	50%	7.0%
21	\$33.78	\$70,268.38	\$42.23	\$87,835.47	\$50.67	\$105,402.57	50%	7.0%
22	\$36.15	\$75,187.16	\$45.18	\$93,983.96	\$54.22	\$112,780.75	50%	7.0%
23	\$38.68	\$80,450.27	\$48.35	\$100,562.83	\$58.02	\$120,675.40	50%	7.0%
24	\$41.39	\$86,081.78	\$51.73	\$107,602.23	\$62.08	\$129,122.68	50%	7.0%
25	\$44.28	\$92,107.51	\$55.35	\$115,134.39	\$66.42	\$138,161.26	50%	7.0%
26	\$47.38	\$98,555.03	\$59.23	\$123,193.79	\$71.07	\$147,832.55	50%	7.0%
27	\$50.70	\$105,453.89	\$63.37	\$131,817.36	\$76.05	\$158,180.83	50%	7.0%
28	\$54.25	\$112,835.66	\$67.81	\$141,044.57	\$81.37	\$169,253.49	50%	7.0%
29	\$58.05	\$120,734.16	\$74.01	\$153,936.05	\$89.97	\$187,137.94	55%	7.0%
30	\$62.11	\$129,185.55	\$79.19	\$164,711.57	\$96.27	\$200,237.60	55%	7.0%
31	\$66.46	\$138,228.53	\$84.73	\$176,241.38	\$103.01	\$214,254.23	55%	7.0%
32	\$71.11	\$147,904.53	\$90.66	\$188,578.28	\$110.22	\$229,252.02	55%	7.0%
33	\$76.09	\$158,257.85	\$97.01	\$201,778.76	\$117.93	\$245,299.67	55%	7.0%
(34) UC	UC	UC	UC	UC	UC	UC	UC	UC
(35) UC	UC	UC	UC	UC	UC	UC	UC	UC

UC Pay Bands: Salaries are based on either State Comp Board and/or by City Council. Additional considerations of job responsibilities beyond State mandates, subordinate salaries, qualifications, and time in position could increase salary at the discretion of the City. These jobs are eligible for the same COLA that the Unaffiliated employees are eligible for.



Compensation Policy Update Process

- ▶ The City Personnel Policies, Section 5-1 through 5-5 and the “Attachment 1” Section of the City Personnel Policies will be updated with the new Compensation Policy (see attached packet provided in Council agenda).
- ▶ Updated for best practices and compliance and provides clear information on the compensation philosophy and strategy as well as the plan administration itself.



Updated Policy Highlights

- ▶ **Definitions of compensation terms for clarity and ease of understanding**
- ▶ **Explanation of market-based pay plans**
- ▶ **Whole job ranking process**
- ▶ **Pay placement**
- ▶ **Pay adjustments**
- ▶ **Salary range progression information**
- ▶ **Special pay adjustments**



Questions?



RESOLUTION
ADOPTING AN UPDATED COMPENSATION PLAN PAY SCALE FOR EMPLOYEES
OF THE CITY OF CHARLOTTESVILLE

WHEREAS, the City of Charlottesville wishes to provide a fair and equitable compensation and classification program for all employees; and

WHEREAS, the City of Charlottesville adopted a Personnel Policy on October 17, 2022; and

WHEREAS, the adopted Personnel Policy requires an updated and revised classification and pay plans, along with a revised and updated compensation policy; and

WHEREAS, the City of Charlottesville engaged with Gallagher, a global consulting service, to engage in a Classification and Compensation Plan that was completed in March 2023; and

WHEREAS, the results of the Classification and Compensation Study have been reviewed by City staff and presented to the City Council that contained recommendations for updates to the classification plan and pay plan; and

WHEREAS, Chapter 19, Article I, Section 19-3 of the Charlottesville Code of Ordinances requires that the organization have a pay plan consisting of a salary range for each class of positions in the aforementioned classification plan, which shall provide for increments within such range to be earned by length of service and satisfactory performance; and

WHEREAS, Chapter 19, Article I, Section 19-3 of the Charlottesville Code of Ordinances requires that such a pay plan be submitted to the city council by the city manager for review and approval; and

WHEREAS, the City of Charlottesville engaged in appropriate revisions of the Classification Plan and Pay Plan and Policies in accordance with the presented Classification and Compensation presentation and the aforementioned Code of Ordinances sections;

NOW, THEREFORE, BE IT RESOLVED, by the Charlottesville City Council that the Employee Compensation Plan, also known as a pay plan, and City Compensation Policy be approved with implementation effective August 21, 2023, subject to annual appropriation of funds.



City of Charlottesville
2023 General (Unaffiliated Employees)
Updated, Proposed Draft Pay Schedule & Compensation Policy
FAQ's

This FAQ will be posted on the City's public facing website.

Why is the City updating their pay structure and compensation policy?

In support of the Employee Engagement Survey performed by UVA in early 2022, the Interim City Manager identified as a 2022 priority to look at the City's Compensation Plan. For this reason, the City contracted services with Gallagher Consulting in the Spring of 2022 to complete a City-Wide Classification & Compensation (market-based) Study, which was presented to Council on April 3, 2023.

The primary purpose of the study was to review the current pay and the pay ranges for the City's (identified, benchmark) positions compared to those of other external labor markets (cities and counties and other published survey data) to provide information in order to help:

- 1) ensure competitive employee pay and benefits
- 2) ensure a fair and equitable pay structure and pay plan
- 3) provide a method for employee pay progression (through a step-based plan)

Another important part of the study involved reviewing the City's benefits as part of employee compensation. Additionally, the City Personnel Policy updates in October 2022 and March 2023 had a placeholder for sections of the Compensation Policy that would be updated with the Compensation Study process. These sections of policy have now been updated as well with this process.

About market-based compensation programs

The City has a market-based pay plan and compensation policy. Market-based pay plans are common in public sector municipal government to help provide an externally competitive pay and benefits plan and the results are usually readily transparent with available comparator pay data.

A market-based compensation program is key to attracting and retaining an engaged and high performing workforce to support the mission and values of the City. The end result will help guide us toward making our compensation competitive with other municipalities, local governments, and jurisdictions in the labor market.

Who is impacted by the market-based compensation program?

All benefits eligible, general (Unaffiliated, non-union) employee positions will be placed in the appropriate pay step of their pay range in the updated salary structure.

What has been updated?

The City's existing market-based pay plan had not been updated for some time, which did not address any potential pay compression issues or pay (salary range) misalignment.

Here is some helpful information about the new market-based pay plan:

- The new pay structure has approximately 30 salary ranges or "pay bands."

- The number of pay ranges or “bands” in the previous structure (57) appeared to have hiring range limits within the bands and created confusion in that it allowed for position classifications within a job family to appear to be in the same salary range.
 - For example, Assistant Commonwealth Attorney II, II and III all appeared within the same salary range (which appeared to have the same minimum and maximum salary range, even though the actual allowed hiring and maximum salary range amounts were different).
- Position classifications (by title) were placed in the new pay structure based on data from: 1) the Gallagher study as well as, 2) the individual position classification level of skill, effort, responsibility, and working conditions and 3) a review of the previous position’s placement in the existing pay structure.
- The use of the term(s) “technical,” “professional” or “management” as a type of band (including per Gallagher’s recommendation) is no longer being used as it may not correlate with the appropriate level of market pay and internal equity considerations for the positions in the bands.
- Additionally, there was not an approved mechanism in place for regular individual pay increases (a link of pay to performance) aside from any approved, annual cost of living adjustment (COLA). The new pay structure has built in, consistent pay steps for which employees who have a “meets standard” annual performance evaluation will be eligible for a pay step increase each year (subject to annual budget appropriation) as well as any budget approved COLA.

As an important component of employee compensation, the City’s benefits were also reviewed with the Gallagher Compensation Study process, from which it was determined that the City offers a competitive benefits package. For this reason, there are no proposed changes to the benefits with this process.

Additionally, as was previously mentioned, the City’s Compensation Policy was updated accordingly to align with the changes to the market-based pay plan.

How have Leaders been involved in the updated pay structure and policy review process?

HR began to build out the draft pay structure following the study presentation by Gallagher to Council at the April 3, 2023 meeting. Human Resources has been working closely (and meeting) with all of the department heads and the City Manager’s Office throughout this process (during the months of May, June, and July of 2023). Their input and feedback was incorporated into the overall structure and policy.

How is this better than what we have today?

- The new pay structure should have better pay and salary range alignment internally and to be more competitive to the external labor market.
- It will be easier to administer and maintain now that it has been updated.
- It is a more transparent structure and easier for employees to understand.
- Department heads will be able to offer/provide regular pay increases for their employees on a consistent basis tied to their performance (pay step plan) which affects recruitment, engagement, and retention.
- Additionally, when making new hire offers, hiring managers can offer more precise and consistent amounts (on a pay step) to help ensure pay equity and prevent pay compression. Leaders will utilize the compensation policy to make pay decisions within the assigned pay grade.

How are City employees impacted by the market-based compensation program?

The updated pay structure will be implemented as a multi-year plan to align base pay rates with external market and internal compensation philosophy.

- All positions will be eventually placed on a pay step within their new salary range. As a result, some employees will be eligible to receive a pay adjustment based on their placement on the step scale (pay step) of their new salary range.
- The City Manager will determine which departments will be reviewed for placement (and in which order) as well as when the implementation will occur during this period.
- Positions included in a collective bargaining unit are able to bargain any pay adjustments through their union collective bargaining negotiations.

How does this process account for employees who do unique or uncommon jobs or did not have a match from the Gallagher Study?

Unfortunately, no study will be able to have matches for every position at the City. We have done our best to ascertain when a job is unique or uncommon from other jobs at the City and have placed these unique positions in the salary structure based on the information from the Gallagher Study data, reviewing PDQ's and in discussion with department heads.

Will there be any changes to the pay structure once the job descriptions are updated?

Unfortunately, the job descriptions were not able to be updated with the Gallagher study process as this is a lengthy process. The PDQ's that were completed were incorporated as part of the Gallagher study and in the classification position placement in the pay structure. For this reason, job descriptions will be updated in the future, but are not anticipated to reflect any significant changes to the pay structure or individual position pay but may reflect a change in title.

Creating uniform and consistent job descriptions will allow us to clearly show the work being done at the City. Uniform and consistent job descriptions help to:

- Accurately reflect job duties and responsibilities.
- Identify similarities across jobs.
- Ensure alignment of our jobs to the external job market as well as to other jobs at the City.
- Create consistency in job levels and titles which define career paths and enable employees to see where they are currently positioned and the advancement opportunities within the City.

What are the steps that the City will complete to implement the updated, market-based compensation program?

There are several steps to complete the adoption and implementation:

1. Approval by Council of the updated pay structure and the updated Compensation Policy and Plan (anticipated to be presented at the August 2023 Council meeting).
2. Move any employees that are below the minimum of their new salary range to the minimum of their new salary range.
3. City Manager determination of the order in which departments will be reviewed for (individual, employee) salary placement within the pay step of their new pay range, based on an individual review of each employee's relevant experience, education, and skill set, to include a department head and HR review of placement.
4. Implement the updated Compensation Policy to help ensure fair and equitable compensation practices on an on-going basis. Budget dollars in FY25 and annually thereafter (creating a multi-year plan to implement pay changes).

5. Job description creation and updates from the PDQ's with the assistance of an outside consultant (estimated 2024).

When will the new pay structure and policy take effect?

The new pay structure and compensation policy will be effective following Council-approval (anticipated in August/September 2023). It is anticipated that the transition of employee positions to an individual pay step within their new pay range will occur in phases effective following the approval of the pay structure and policy by Council. The City Manager will determine the implementation of any salary adjustments that will occur over a multi-year period. Just like today, funding must be available for pay changes.

How will leaders (Department heads) continue to be involved in the process?

There are several points in the process in which leaders have been and will be involved.

- Department heads and Deputy department heads have met with HR and discussed their department positions' placement within the updated salary structure. The departments provided feedback to HR for consideration with the finalization of the structure.
- All Department heads with direct reports are expected to meet with their direct reports to share this information.
- Department heads will continue to be provided information and will be expected to meet individually with those that report to them to provide information on individual employee position placement.

What will change from how we make pay decisions today?

The compensation policy will help guide leaders in making pay decisions based on factors such as the market value of the job; the employee's knowledge, skills, abilities (training, education, and experience) and certifications; and internal equity (see also the proposed, draft Compensation Policy).

Who will make employee compensation decisions in the future?

The Department heads and/or their hiring designee will make compensation decisions utilizing the City Compensation Policy within the assigned pay grade. HR will be available to assist the if they have concerns with compression and/or equity issues.

How will Leaders make compensation decisions in the future?

The new Compensation Policy is designed to be more easily administered, including for the departments. This means that when Unaffiliated employees have questions about their pay, they will contact their supervisor and/or department management directly. Departmental management will then follow up with Human Resources with any pay adjustment matters.

Department Heads and/or their hiring designee will coordinate with HR and utilize the Compensation Policy to make pay decisions within the assigned pay grade. HR will be available to assist with compression and/or equity issues. The Compensation Policy will help ensure that the compensation program for the City is administered in a fair and equitable manner.

For Leaders, how can I support those who report to me during this transition?

- Recognize that this is a significant change for the organization to help create a fair and equitable compensation plan, however, understand that for some, change may be difficult.
- Recognize that those who report to you want to hear about significant organizational change from you.

- Meet with your team initially to share this information, and then individually with staff as decisions are made regarding where their individual position is placed in the salary structure. Please engage with HR if you need assistance.
- Use the tools designed to assist you in leading this organizational change (including from the Executive Leadership Training) specifically with those who report to you. Recognize that significant organizational changes will take time to implement and realign with best pay practices.
- Recognize that while the new pay structure will provide significant improvement in the administration of the City's compensation philosophy, we understand and expect that it will take many years to realign the practices of the past.

We appreciate the continued patience and support of all of those who have and/or will be involved in this process.

DEFINITIONS

- A. **Pay Grade** – The individual position classification assignment of the pay or salary range within the pay band of the salary structure.
- B. **Pay (or Salary) Range (or Band)** – is the span between the minimum and maximum base salary an organization will pay for a specific job or classification. All regular positions have an assigned pay range based on the City's pay plan.
- C. **Benchmark** – A job or classification that is commonly found and defined, used to make pay comparisons, either within the organization or to comparable jobs outside the organization.
- D. **Classification (Position)** – Sometimes referred to as a job description. This is the process used to allocate a position's defined duties and responsibilities to a job standard. The position classification process involves reviewing the duties and responsibilities assigned to a position.
- E. **Compensation** – Salary or hourly wages and City-paid benefits such as contributions toward health coverage and other group insurance benefits, retirement, paid time off, continuing education allowances, and any other fringe benefit received by employees.
- F. **Compensation Philosophy** – A set of guiding principles that are based on values that drive compensation decision making.
- G. **Pay Equity** – The practice of compensating employees in a consistent and fair way for the same or essentially similar work, regardless of race, gender, disability, sex, sexual orientation, or other status.
- H. **Cost of Living Adjustment (COLA)** – A periodic adjustment in wages or salaries authorized by the City Manager and Council in the budget to help offset the impact of inflation.
- I. **Internal Equity** – The pay relationships among jobs internal to the organization that: 1) may not be able to be benchmarked to the external labor market and/or that, 2) may have a higher internal value based on the position's skills, effort responsibility and working conditions compared to the value in the external labor market.
- J. **(External) Labor Market** – the market in which workers compete for jobs and employers compete for workers.
- K. **Market Adjustment** – An adjustment to bring the salary range for a job classification to approximate market midpoint values, or to bring City benefits to approximate midpoint market values.
- L. **Affiliated or Represented**– Employees in a recognized (under the LRA rules) City collective bargaining unit and whose position classification is represented by a union.
- M. **Salary Schedule** – The levels or hierarchy of job classifications and pay ranges.
- N. **Salary Compression** – A condition in which jobs requiring significantly different levels of responsibility or professional expertise have a pay differential that is too small to be considered equitable.
- O. **Unaffiliated** – Regular City positions (benefitted part and full-time employee classifications) that are not in a collective bargaining unit (non-union).

DRAFT COMPENSATION POLICY

5-1 PURPOSE

It is the goal of the City of Charlottesville to administer a Classification and Pay Plan System, subject to the City's revenues; that will allow the City to:

- effectively recruit and retain a talented, engaged, diverse, inclusive, effective, and qualified workforce that supports the mission of the City
- helps ensure pay is commensurate to the duties and responsibilities normally assigned to City positions
- administer a plan that is both fiscally responsible and legally defensible

The purpose of this policy is to provide guidance regarding City compensation goals, subject to collective bargaining and budget appropriation and fiscal constraints. This policy applies to all positions within the City of Charlottesville (both non-exempt and exempt under the Fair Labor and Standards Act (FLSA) and provides the overall guidance with regards to classification and compensation (pay plan). All compensation decisions will be made without regard to race, gender, sexual orientation, or any other protected class.

This policy is only for part-time and full-time benefits eligible, general (unaffiliated, non-union) employees. For those employees whose positions are covered by an applicable collective bargaining agreement, please refer to the terms and conditions of any respective collective bargaining agreement for further information.

This policy also establishes that the City Manager has the authority to make pay determination decisions which include, but are not limited to, adjusting the pay structures, and granting employees a general pay increases based on competitive conditions, and the City budget. Additionally, nothing contained in this policy or City pay plan shall prevent the City from reducing its work force, laying off, promoting, demoting, restructuring the jobs of employees, reorganizing a department and/or a section of a department, or modifying the City's pay plan, fringe benefits or otherwise managing the direction and operation of the City and its work force as deemed necessary and proper.

5-1.2 DEFINITIONS

A. Pay Grade – The individual position classification assignment of the pay or salary range within the pay band of the salary structure.

B. Pay (or Salary) Range (or Band) – is the span between the minimum and maximum base salary an organization will pay for a specific job or classification. All regular positions have an assigned pay range based on the City's pay plan.

C. Benchmark – A job or classification that is commonly found and defined, used to make pay comparisons, either within the organization or to comparable jobs outside the organization.

D. Classification (Position) – Sometimes referred to as a job description. This is the process used to allocate a position's defined duties and responsibilities to a job standard. The position classification process involves reviewing the duties and responsibilities assigned to a position.

E. Compensation – Salary or hourly wages and City-paid benefits such as contributions toward health coverage and other group insurance benefits, retirement, paid time off, continuing education allowances, and any other fringe benefit received by employees.

F. Compensation Philosophy – A set of guiding principles that are based on values that drive compensation decision making.

G. Pay Equity – The practice of compensating employees in a consistent and fair way for the same or essentially similar work, regardless of race, gender, disability, sex, sexual orientation, or other status.

H. Cost of Living Adjustment (COLA) – A periodic adjustment in wages or salaries authorized by the City Manager and Council in the budget to help offset the impact of inflation.

I. Internal Equity – The pay relationships among jobs internal to the organization that: 1) may not be able to be benchmarked to the external labor market and/or that, 2) may have a higher internal value based on the position's skills, effort responsibility and working conditions compared to the value in the external labor market.

J. (External) Labor Market – the market in which workers compete for jobs and employers compete for workers.

K. Market Adjustment – An adjustment to bring the salary range for a job classification to approximate market midpoint values, or to bring City benefits to approximate midpoint market values.

L. Affiliated or Represented– Employees in a recognized (under the LRA rules) City collective bargaining unit and whose position classification is represented by a union.

M. Salary Schedule – The levels or hierarchy of job classifications and pay ranges.

N. Salary Compression – A condition in which jobs requiring significantly different levels of responsibility or professional expertise have a pay differential that is too small to be considered equitable.

O. Unaffiliated – Regular City positions (benefitted part and full-time employee classifications) that are not in a collective bargaining unit (non-union).

5-2. COMPENSATION PHILOSOPHY

The City's compensation program should be designed to attract and retain dedicated, hardworking, diverse, and talented employees who effectively support the mission of the City. Therefore, the City's compensation philosophy shall strive to be competitive to the relative labor market considering all appropriate factors. Those factors include but are not limited to: compensation provided by

comparable cities, pay equity and internal equity and fiscal resources for employees are subject to budget appropriation and through an approved City budget; and compensation adjustments for represented employees are subject to collective bargaining, and ratification by the union(s) and the City.

5-2.1 Market Competitiveness

The City's compensation philosophy is to be competitive in the relevant labor market considering all appropriate factors. To maintain pay and benefits that are competitive within the compensation of employers offering similar employment and competing in the same labor market, the City sets compensation in relation to the comparable, external labor market. However, the City recognizes that there are conditions where exceptions and flexibility may be necessary in situations which include but are not limited to:

- Recruiting the desired level of talent in certain jobs is a sustained problem and results in negative impacts to the City and the citizens we serve;
- Retention problems including succession and turnover;
- City priorities;
- Internal anomalies in alignment, disparities, or inconsistencies;
- Significant changes in the economy or marketplace;
- Limitations on available financial resources.

To determine the market competitiveness for position classifications, the Human Resources Department will, at the direction of the City Manager, periodically undertake a study of identified City positions that may involve the use of an outside consultant. From this process, information is used from collected salary survey information to compare the City's salaries to other employers who have similar positions in their organizations with whom the City believes they compete for talent. The results of the study may be used to help make adjustments to the City's pay system.

- The City Manager has the final determination on implementation of any recommendations from a salary study process.
- Depending on the City's financial resources and other operational impacts, the City Manager may choose to implement any parts of recommendations from a compensation study along with a timeline for implementation in consideration of budget impacts.

The City Manager may, also, as an example, consider the following when determining the implementation of any classification market study results:

1. Maintain appropriate midpoint differentials between salary ranges.
2. Evaluate positions to help ensure that positions which are essentially similar are internally equitable.
3. Evaluate and review any compression issues between unaffiliated supervisory positions and their direct reports.
4. Any employee whose actual salary falls below any newly adopted pay range minimum, shall be adjusted up to the new minimum upon adoption of the new pay ranges.
5. The maximum salary/pay an employee may receive for a given job is the maximum of the pay band to which the job is assigned. The City's current policy with such individuals at the top of

their pay band is to maintain the existing salary or wage rate until movement of the structure brings the employee's pay in line with the pay range. Consequently, any increase in pay received by employees above the maximum of the pay band will be in the form of a lump sum or bonus. It will not become a part of the base salary.

5-3 POSITION CLASSIFICATIONS & PAY BANDS

5-3.1 Classification

Each regular position within the City is classified by position (classification) title for salary purposes. Each classification title is designated a particular salary grade as shown in the City's salary schedule, and/or any approved collective bargaining agreements through the collective bargaining process. All City employees are assigned to a classification title and provided a job description. This job description shall be reviewed annually with the employee and the supervisor during the employee's performance evaluation, and any changes to the classification shall be referred by the Department Director to the Human Resources Department for review. Any change in a job classification, which would subsequently require a change in salary grade assignment, must have prior budget authorization for the change, and approval by the Human Resources Director and City Manager's Office as needed prior to the implementation of any classification changes.

5-3.2 Pay Level

Throughout the City's pay plans, position titles will be determined by Human Resources and generally be standardized as appropriate. Positions will be ranked and classified based upon an internal "whole" job ranking process which includes, but is not limited to a comparison of the following:

- **Minimum Required Education/Certification** - The amount of required accredited higher education (e.g., Associate's degree, Bachelor's degree, etc.), professional certification(s) (e.g., Certified Professional Accountant, Commercial Driver's License, etc.) that is deemed necessary to perform the essential functions of the position.
- **Technical Knowledge** - The amount of specialized or subject knowledge required to perform the essential functions of the position.
- **Supervisory Skills** - The extent to which a position is required to exercise supervisory skills (i.e., organizing work, hiring, disciplining, training, and performance evaluation and management).
- **Interpersonal Skills** - The customer service and interpersonal communication skills required of a position including active listening, collaboration, problem-solving, conflict resolution, empathy, diplomacy, adaptability, leadership, mediation, patience, etc.
- **Problem Solving Skills** – A competency assigned to a position to analyze alternatives and to solve problems. This is a soft skill that we look for to ensure that applicants have the aptitude to problem solve.
- **Responsibilities** – The state, quality, or fact of being responsible. The amount of, and degree of, responsibilities for staff, budgets, public relations, projects, equipment, and/or customer service.
- **Working Conditions** - The amenities, physical environment, stress and noise level, degree of safety or danger associated with the position.

5-3.3 Pay Grades

The City's salary system for general (unaffiliated) benefits eligible employees consists of approximately 30 different pay grades. Position classifications are assigned to an appropriate, individual pay grade based on the type of work being performed in the classification.

5-3.4 Pay Steps

Each pay grade has an equivalent number of pay steps. Every general (unaffiliated) benefits-eligible employee is assigned to an appropriate pay step within their pay range, based on their education, experience and training and appropriate consideration of internal equity.

In order to progress to the next pay step, an employee must have a meets standard performance evaluation (see also Section 6-I Performance Evaluations), which is also subject to annual budget appropriation.

5-3.5 Pay Structure

The competitiveness of the grade structure is typically assessed annually by the Human Resources Department and any recommendations for adjustments or additional pay grades are subject to approval by the City Manager. If there is evidence of a change in general salary levels, these are adjusted according to the program's objectives and the City's ability to pay. These adjustments do not change the grades to which positions are assigned and do not result in automatic changes in individual salaries. Pay structure adjustments are normally effective on July 1st of each year.

5-4 PAY RATES

Employees shall be paid within the limits of the salary range to which their positions are assigned. Usually, new employees with limited experience will start their employment at start of the salary range for their classification. However, a new employee may be employed at a higher rate than the minimum when the employee's experience, training, or proven capability warrant, or when prevailing market conditions require a starting rate greater than the minimum. Any requests for initial pay placement above the midpoint of the pay range at time of hire is subject to Human Resources Director and the Deputy City Manager's approval. All pay rates for new employees will be reviewed by Department Directors in consultation with Human Resources for pay equity to help ensure that the City is able to compensate employees consistently and fairly.

5-4.1 Pay placement

As a general rule, new hires, promotions, and transfer employees will be appointed at the appropriate step of the pay range for their position based on their education, experience, training, and appropriate consideration of internal equity.

In consultation with Human Resources, Department Directors, or designee, may authorize a higher starting step for extenuating circumstances and business factors including, but not limited to:

- Employee's knowledge, skills, and credentials.
- Contributions expected from the employee or candidate.

- Significant increase/decrease in complexity of duties and responsibilities, and any increase in the scope of supervision and management associated with the new position (including whether or not the position will transition from an overtime non-exempt position where they regularly worked significant overtime to an overtime exempt position).
- Recruitment/retention issues.
- Value of the position to City mission and goals.
- Any other documented factors that pertain to the position.

Having said this, at no time may an authorized starting pay amount be provided as a percentage to base pay when there is a potential pay equity or pay compression issue that may be created. In these situations, additional pay may be offered only in the form of a lump sum amount. Salary or pay history must not be requested or considered in determining base pay. The City may confirm an applicant's wage or pay history only if 1) the applicant has voluntarily disclosed this information; or 2) after the City has negotiated an offer and made an offer of employment, including compensation, to the applicant (see also 3-3.7 Offers of Employment). The hiring supervisor/manager shall consult with the Human Resources Director or designee for guidance on pay determination actions upon hire and promotion. The rationale and business justifications used in pay setting and adjustment actions must be submitted by the hiring department using the appropriate form (Personnel Transaction Form).

5-5 SALARY RANGE PROGRESSION

After this, employees may be eligible to advance to the next step in the salary range on the start of the fiscal year (July 1) following their anniversary date with a: 1) concurrent satisfactory ("meets standard") overall performance evaluation has been completed by their supervisor, and 2) subject to budget appropriation by Council.

- An employee is considered not to have achieved a satisfactory overall performance rating if one or more performance category areas in the evaluation receive less than a "meets standards" rating (see also 6-1.6, Unacceptable Work Performance).
- An employee who fails to achieve at least a satisfactory overall performance rating on their annual performance evaluation shall not be eligible for a pay increase until their next performance evaluation rating period.

5-5.1 Pay Adjustments

When situations arise in which position classifications may need pay adjustments (see also 5-9, Reclassifications), it is incumbent upon the Department Director to bring forward the Human Resources Department. For those positions in a bargaining unit, any pay adjustments for these positions are part of the collective bargaining process.

Below are some of the examples in which pay adjustment may occur for position classifications:

- Reorganization/reclassification
- Multilingual Certification Program

5-5.1.1 Specialty Pay - Multilingual Certification Program

This program is only for those eligible employees who are fluent in specific foreign language identified in this plan and is based on eligibility criteria and proficiency testing (see below) and department need. The City of Charlottesville, Virginia, is a welcoming city with a culturally diverse community. The City seeks to ensure its services are accessible and available to everyone, including individuals with limited English proficiency (LEP). LEP individuals are members of our community who are prevented from meaningful access to services due to their inability to read, write, or understand the English language.

The City of Charlottesville's Multilingual Certification Program was developed to expand its pool of available language translation and interpretation resources by certifying employees who can communicate in specific languages other than English to provide services to our LEP community members. The City Manager's Office will determine which departments may be eligible to participate in this program based on operational need. Currently approved languages for certification include:

American Sign Language	Arabic	Chinese (Mandarin or other dialects)	Dari
Farsi	French	Pashto	Spanish

The City's Multilingual Program does not apply to every employee fluent in a foreign language.

- To qualify, the employee must:
 - Be a Full-Time or Part-Time benefited employee
 - Meet the language proficiency requirements to receive the allowance
- The employee will not be eligible for the program unless they can show the use of language skills in their own department and/or other departments.
- This allowance is based on the level of proficiency and is separate from the regular base salary and is not included in any retirement calculation.

Category	Description	Proficiency Level	Required Assessment/Rating	Pilot Bonus Amount (FY24)
Category A	Internal Capacity Builder	High Proficiency	Oral and Written/ Advanced-Superior	\$500 annually
Category B	Conversational	High Proficiency	Oral / Advanced-Superior	\$250 annually

Administration

Employees must pass a proficiency test arranged by the Office of Equity and Inclusion to function in this capacity. The acceptable proficiency level for the City of Charlottesville is advanced or superior, as defined by the American Council on the Teaching of Foreign Languages (ACTFL). All eligible employees, including native speakers, are required to be tested. Testing is paid for by the Office of Equity and Inclusion unless otherwise notified. Employees will be tested for one of two categories. The appropriate category should be determined by the department before testing.

- **Category A** – Employees who increase the internal multilingual capacity of the City by providing multilingual services on an as-needed basis through both interpretation and translation capacities. Employees may be called upon to provide multilingual service on an as-needed basis in their own or other City departments. This is a low-frequency category where employees use their multilingual skills less than several times a week but

at least once monthly. Eligible employees in this category must pass the written and oral proficiency assessment at the advanced-superior level. The assessment can be completed post-hire.

- **Category B** - Employees who increase the conversational multilingual capacity of the City by providing multilingual interpretation services (no translation). Employees may be called upon to provide interpretation service on an as-needed basis in their own or other City departments. This is a low-frequency category where employees use their multilingual skills less than several times a week but at least once monthly. Eligible employees in this category must pass the written and oral proficiency assessment at the advanced-superior level. The assessment can be completed post-hire.

5-5.1.2 Additional Information

- Each department participating in this program is responsible for tracking and funding their department multilingual certification program and coordinating with Office of Equity and Inclusion for proficiency testing.
- The City Manager's Office will determine which departments may be eligible to participate in this program based on operational need.
- The City Manager's Office may also determine the total number of positions that are eligible for multilingual certification pay (including by language needs) at any one time and may choose to discontinue offering multilingual certification pay (including by language) based on operational need at any time.

5-5.2 Other Special Pay Adjustments

The City Manager may authorize special pay adjustments on an individual basis for the following reasons:

- In the interest of compensation equity when a review has been conducted by Human Resources and a significant salary discrepancy is identified by this review.
- To recognize significant additional responsibilities that do not otherwise alter the classification of the employee's position.
- Based on the employee's performance and accomplishments that support a higher salary placement based on the value added to the organization (for one-time bonuses, see also 7-17, Employee Service and Recognition Programs).

Such adjustments are usually granted only in the most compelling of circumstances. Recommendations for special pay adjustments should be submitted by the Department Director to the Human Resources Director. The Human Resources Director will conduct an analysis and recommend appropriate action to the City Manager.

5-5.3 Unaffiliated Employees' Annual Salary Adjustments

The HR Director will make recommendations to the City Manager for the adjustment of salary schedule for unaffiliated (general) employees. The City Manager has authorization to approve adjustments to the salary schedule in compliance with municipal code (Section 19-4). The City Manager may also recommend an annual COLA for unaffiliated (general) employees for adoption as part of the budget process approval by City Council. Any pay for employees whose positions are

covered in a bargaining unit at the City will refer to their collective bargaining agreement for wage information.

In addition, the City will attempt to mitigate compression issues as they arise. The Human Resources Director will make appropriate and timely recommendations to the City Manager for such pay adjustments to help maintain internal equity and to help prevent compression issues.

DRAFT NEW VERSION - CITY OF CHARLOTTESVILLE
2023 Unaffiliated Employees Pay Chart - Date TBD

Pay Band	Pay Range						Range Spread	Midpoint Differential
	Hourly Minimum	Annual Minimum	Hourly Midpoint	Annual Midpoint	Hourly Maximum	Annual Maximum		
10	\$16.05	\$33,384.00	\$19.66	\$40,895.40	\$23.27	\$48,406.80	45%	N/A
11	\$17.17	\$35,720.88	\$21.04	\$43,758.08	\$24.90	\$51,795.28	45%	7.0%
12	\$18.38	\$38,221.34	\$22.51	\$46,821.14	\$26.64	\$55,420.95	45%	7.0%
13	\$19.66	\$40,896.84	\$24.09	\$50,098.62	\$28.51	\$59,300.41	45%	7.0%
14	\$21.04	\$43,759.61	\$25.77	\$53,605.53	\$30.51	\$63,451.44	45%	7.0%
15	\$22.51	\$46,822.79	\$27.58	\$57,357.91	\$32.64	\$67,893.04	45%	7.0%
16	\$24.09	\$50,100.38	\$29.51	\$61,372.97	\$34.93	\$72,645.55	45%	7.0%
17	\$25.77	\$53,607.41	\$31.57	\$65,669.08	\$37.37	\$77,730.74	45%	7.0%
18	\$27.58	\$57,359.93	\$33.78	\$70,265.91	\$39.99	\$83,171.89	45%	7.0%
19	\$29.51	\$61,375.12	\$36.15	\$75,184.52	\$42.79	\$88,993.93	45%	7.0%
20	\$31.57	\$65,671.38	\$39.47	\$82,089.23	\$47.36	\$98,507.07	50%	7.0%
21	\$33.78	\$70,268.38	\$42.23	\$87,835.47	\$50.67	\$105,402.57	50%	7.0%
22	\$36.15	\$75,187.16	\$45.18	\$93,983.96	\$54.22	\$112,780.75	50%	7.0%
23	\$38.68	\$80,450.27	\$48.35	\$100,562.83	\$58.02	\$120,675.40	50%	7.0%
24	\$41.39	\$86,081.78	\$51.73	\$107,602.23	\$62.08	\$129,122.68	50%	7.0%
25	\$44.28	\$92,107.51	\$55.35	\$115,134.39	\$66.42	\$138,161.26	50%	7.0%
26	\$47.38	\$98,555.03	\$59.23	\$123,193.79	\$71.07	\$147,832.55	50%	7.0%
27	\$50.70	\$105,453.89	\$63.37	\$131,817.36	\$76.05	\$158,180.83	50%	7.0%
28	\$54.25	\$112,835.66	\$67.81	\$141,044.57	\$81.37	\$169,253.49	50%	7.0%
29	\$58.05	\$120,734.16	\$74.01	\$153,936.05	\$89.97	\$187,137.94	55%	7.0%
30	\$62.11	\$129,185.55	\$79.19	\$164,711.57	\$96.27	\$200,237.60	55%	7.0%
31	\$66.46	\$138,228.53	\$84.73	\$176,241.38	\$103.01	\$214,254.23	55%	7.0%
32	\$71.11	\$147,904.53	\$90.66	\$188,578.28	\$110.22	\$229,252.02	55%	7.0%
33	\$76.09	\$158,257.85	\$97.01	\$201,778.76	\$117.93	\$245,299.67	55%	7.0%
(34) UC	UC	UC	UC	UC	UC	UC	UC	UC
(35) UC	UC	UC	UC	UC	UC	UC	UC	UC

UC Pay Bands: Salaries are based on either State Comp Board and/or by City Council. Additional considerations of job responsibilities beyond State mandates, subordinate salaries, qualifications, and time in position could increase salary at the discretion of the City. These jobs are eligible for the same COLA that the Unaffiliated employees are eligible for.

DRAFT NEW VERSION - CITY OF CHARLOTTESVILLE
2023 Unaffiliated Employees Pay Chart - Date TBD

Pay Band	Pay Range						Range Spread	Midpoint Differential
	Hourly Minimum	Annual Minimum	Hourly Midpoint	Annual Midpoint	Hourly Maximum	Annual Maximum		
10	\$16.05	\$33,384.00	\$19.66	\$40,895.40	\$23.27	\$48,406.80	45%	N/A
11	\$17.17	\$35,720.88	\$21.04	\$43,758.08	\$24.90	\$51,795.28	45%	7.0%
12	\$18.38	\$38,221.34	\$22.51	\$46,821.14	\$26.64	\$55,420.95	45%	7.0%
13	\$19.66	\$40,896.84	\$24.09	\$50,098.62	\$28.51	\$59,300.41	45%	7.0%
14	\$21.04	\$43,759.61	\$25.77	\$53,605.53	\$30.51	\$63,451.44	45%	7.0%
15	\$22.51	\$46,822.79	\$27.58	\$57,357.91	\$32.64	\$67,893.04	45%	7.0%
16	\$24.09	\$50,100.38	\$29.51	\$61,372.97	\$34.93	\$72,645.55	45%	7.0%
17	\$25.77	\$53,607.41	\$31.57	\$65,669.08	\$37.37	\$77,730.74	45%	7.0%
18	\$27.58	\$57,359.93	\$33.78	\$70,265.91	\$39.99	\$83,171.89	45%	7.0%
19	\$29.51	\$61,375.12	\$36.15	\$75,184.52	\$42.79	\$88,993.93	45%	7.0%
20	\$31.57	\$65,671.38	\$39.47	\$82,089.23	\$47.36	\$98,507.07	50%	7.0%
21	\$33.78	\$70,268.38	\$42.23	\$87,835.47	\$50.67	\$105,402.57	50%	7.0%
22	\$36.15	\$75,187.16	\$45.18	\$93,983.96	\$54.22	\$112,780.75	50%	7.0%
23	\$38.68	\$80,450.27	\$48.35	\$100,562.83	\$58.02	\$120,675.40	50%	7.0%
24	\$41.39	\$86,081.78	\$51.73	\$107,602.23	\$62.08	\$129,122.68	50%	7.0%
25	\$44.28	\$92,107.51	\$55.35	\$115,134.39	\$66.42	\$138,161.26	50%	7.0%
26	\$47.38	\$98,555.03	\$59.23	\$123,193.79	\$71.07	\$147,832.55	50%	7.0%
27	\$50.70	\$105,453.89	\$63.37	\$131,817.36	\$76.05	\$158,180.83	50%	7.0%
28	\$54.25	\$112,835.66	\$67.81	\$141,044.57	\$81.37	\$169,253.49	50%	7.0%
29	\$58.05	\$120,734.16	\$74.01	\$153,936.05	\$89.97	\$187,137.94	55%	7.0%
30	\$62.11	\$129,185.55	\$79.19	\$164,711.57	\$96.27	\$200,237.60	55%	7.0%
31	\$66.46	\$138,228.53	\$84.73	\$176,241.38	\$103.01	\$214,254.23	55%	7.0%
32	\$71.11	\$147,904.53	\$90.66	\$188,578.28	\$110.22	\$229,252.02	55%	7.0%
33	\$76.09	\$158,257.85	\$97.01	\$201,778.76	\$117.93	\$245,299.67	55%	7.0%
(34) UC	UC	UC	UC	UC	UC	UC	UC	UC
(35) UC	UC	UC	UC	UC	UC	UC	UC	UC

UC Pay Bands: Salaries are based on either State Comp Board and/or by City Council. Additional considerations of job responsibilities beyond State mandates, subordinate salaries, qualifications, and time in position could increase salary at the discretion of the City. These jobs are eligible for the same COLA that the Unaffiliated employees are eligible for.

Steps																			
1.020857		1.0227815		1.0246463															
45%		50%		55%															
Pay Band	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
10	\$ 33,384	\$34,080	\$34,791	\$35,517	\$36,258	\$37,014	\$37,786	\$38,574	\$39,378	\$40,200	\$41,038	\$41,894	\$42,768	\$43,660	\$44,570	\$45,500	\$46,449	\$47,418	\$48,407
11	\$ 35,721	\$36,466	\$37,226	\$38,003	\$38,796	\$39,605	\$40,431	\$41,274	\$42,135	\$43,014	\$43,911	\$44,827	\$45,762	\$46,716	\$47,690	\$48,685	\$49,700	\$50,737	\$51,795
12	\$ 38,221	\$39,019	\$39,832	\$40,663	\$41,511	\$42,377	\$43,261	\$44,163	\$45,084	\$46,025	\$46,985	\$47,965	\$48,965	\$49,986	\$51,029	\$52,093	\$53,180	\$54,289	\$55,421
13	\$ 40,897	\$41,750	\$42,621	\$43,510	\$44,417	\$45,343	\$46,289	\$47,255	\$48,240	\$49,246	\$50,273	\$51,322	\$52,392	\$53,485	\$54,601	\$55,740	\$56,902	\$58,089	\$59,300
14	\$ 43,760	\$44,672	\$45,604	\$46,555	\$47,526	\$48,517	\$49,529	\$50,562	\$51,617	\$52,694	\$53,793	\$54,915	\$56,060	\$57,229	\$58,423	\$59,641	\$60,885	\$62,155	\$63,451
15	\$ 46,823	\$47,799	\$48,796	\$49,814	\$50,853	\$51,914	\$52,996	\$54,102	\$55,230	\$56,382	\$57,558	\$58,759	\$59,984	\$61,235	\$62,512	\$63,816	\$65,147	\$66,506	\$67,893
16	\$ 50,100	\$51,145	\$52,212	\$53,301	\$54,413	\$55,548	\$56,706	\$57,889	\$59,096	\$60,329	\$61,587	\$62,872	\$64,183	\$65,522	\$66,888	\$68,283	\$69,708	\$71,161	\$72,646
17	\$ 53,607	\$54,725	\$55,867	\$57,032	\$58,222	\$59,436	\$60,676	\$61,941	\$63,233	\$64,552	\$65,898	\$67,273	\$68,676	\$70,108	\$71,570	\$73,063	\$74,587	\$76,143	\$77,731
18	\$ 57,360	\$58,556	\$59,778	\$61,024	\$62,297	\$63,596	\$64,923	\$66,277	\$67,659	\$69,071	\$70,511	\$71,982	\$73,483	\$75,016	\$76,580	\$78,178	\$79,808	\$81,473	\$83,172
19	\$ 61,375	\$62,655	\$63,962	\$65,296	\$66,658	\$68,044	\$69,468	\$70,916	\$72,396	\$73,905	\$75,447	\$77,021	\$78,627	\$80,267	\$81,941	\$83,650	\$85,395	\$87,176	\$88,994
20	\$ 65,671	\$67,167	\$68,698	\$70,263	\$71,863	\$73,501	\$75,175	\$76,888	\$78,639	\$80,431	\$82,263	\$84,137	\$86,054	\$88,014	\$90,019	\$92,070	\$94,168	\$96,313	\$98,507
21	\$ 70,268	\$71,869	\$73,506	\$75,181	\$76,894	\$78,646	\$80,437	\$82,270	\$84,144	\$86,061	\$88,021	\$90,027	\$92,078	\$94,175	\$96,321	\$98,515	\$100,759	\$103,055	\$105,403
22	\$ 75,187	\$76,900	\$78,652	\$80,444	\$82,276	\$84,151	\$86,068	\$88,029	\$90,034	\$92,085	\$94,183	\$96,329	\$98,523	\$100,768	\$103,063	\$105,411	\$107,813	\$110,269	\$112,781
23	\$ 80,450	\$82,283	\$84,158	\$86,075	\$88,036	\$90,041	\$92,093	\$94,191	\$96,334	\$98,531	\$100,776	\$103,072	\$105,420	\$107,821	\$110,278	\$112,790	\$115,359	\$117,988	\$120,675
24	\$ 86,082	\$88,043	\$90,049	\$92,100	\$94,198	\$96,344	\$98,539	\$100,784	\$103,080	\$105,428	\$107,830	\$110,287	\$112,799	\$115,369	\$117,997	\$120,685	\$123,435	\$126,247	\$129,123
25	\$ 92,108	\$94,206	\$96,352	\$98,547	\$100,792	\$103,088	\$105,437	\$107,839	\$110,296	\$112,808	\$115,378	\$118,007	\$120,695	\$123,445	\$126,257	\$129,133	\$132,075	\$135,084	\$138,161
26	\$ 98,555	\$100,800	\$103,097	\$105,445	\$107,848	\$110,304	\$112,817	\$115,388	\$118,016	\$120,705	\$123,455	\$126,267	\$129,144	\$132,086	\$135,095	\$138,173	\$141,320	\$144,540	\$147,833
27	\$ 105,454	\$107,856	\$110,313	\$112,827	\$115,397	\$118,026	\$120,715	\$123,465	\$126,277	\$129,154	\$132,096	\$135,106	\$138,184	\$141,332	\$144,552	\$147,845	\$151,213	\$154,658	\$158,181
28	\$ 112,836	\$115,406	\$118,035	\$120,724	\$123,475	\$126,288	\$129,165	\$132,107	\$135,117	\$138,195	\$141,343	\$144,563	\$147,857	\$151,225	\$154,670	\$158,194	\$161,798	\$165,484	\$169,254
29	\$ 120,734	\$123,710	\$126,759	\$129,883	\$133,084	\$136,364	\$139,725	\$143,169	\$146,697	\$150,313	\$154,017	\$157,813	\$161,703	\$165,688	\$169,772	\$173,956	\$178,244	\$182,637	\$187,138
30	\$ 129,186	\$132,369	\$135,632	\$138,975	\$142,400	\$145,910	\$149,506	\$153,190	\$156,966	\$160,835	\$164,799	\$168,860	\$173,022	\$177,286	\$181,656	\$186,133	\$190,721	\$195,421	\$200,238
31	\$ 138,229	\$141,635	\$145,126	\$148,703	\$152,368	\$156,123	\$159,971	\$163,914	\$167,954	\$172,093	\$176,335	\$180,681	\$185,134	\$189,697	\$194,372	\$199,162	\$204,071	\$209,101	\$214,254
32	\$ 147,905	\$151,550	\$155,285	\$159,112	\$163,034	\$167,052	\$171,169	\$175,388	\$179,710	\$184,140	\$188,678	\$193,328	\$198,093	\$202,975	\$207,978	\$213,104	\$218,356	\$223,738	\$229,252
33	\$ 158,258	\$162,158	\$166,155	\$170,250	\$174,446	\$178,746	\$183,151	\$187,665	\$192,290	\$197,029	\$201,885	\$206,861	\$211,960	\$217,184	\$222,536	\$228,021	\$233,641	\$239,399	\$245,300
(34) UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC
(35) UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC	UC

Job Number	Job Title	Band	Hourly Minimum	Hourly Midpoint	Hourly Maximum	Annual Minimum	Annual Midpoint	Annual Maximum
6504	4th Amendment Investigative Analyst	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
501	Account Clerk I	11	\$17.17	\$21.04	\$24.90	\$35,720.88	\$43,758.08	\$51,795.28
502	Account Clerk II	13	\$19.66	\$24.09	\$28.51	\$40,896.84	\$50,098.62	\$59,300.41
551	Account Clerk III	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
226	Accountant I	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
276	Accountant II	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
6507	Accreditation and Compliance Manager	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
5500	Administrative Assistant I	13	\$19.66	\$24.09	\$28.51	\$40,896.84	\$50,098.62	\$59,300.41
5501	Administrative Assistant II	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
5502	Administrative Assistant III	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
553	Administrative Secretary	13	\$19.66	\$24.09	\$28.51	\$40,896.84	\$50,098.62	\$59,300.41
601	AP/AR Supervisor	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
227	Appraiser I	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
279	Appraiser II	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
243	Appraiser III	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
245	Appraiser Supervisor	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
153	Asst. Chief of Police	28	\$54.25	\$67.81	\$81.37	\$112,835.66	\$141,044.57	\$169,253.49
376	Asst. City Attorney	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
3770	Asst. City Engineer	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
326	Asst. Commonwealth's Attorney I	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
378	Asst. Commonwealth's Attorney II	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
379	Asst. Commonwealth's Attorney III	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
5611	Asst. Director of Economic Development	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
151	Asst. Director of Finance	27	\$50.70	\$63.37	\$76.05	\$105,453.89	\$131,817.36	\$158,180.83
6030	Asst. Director of Transit	27	\$50.70	\$63.37	\$76.05	\$105,453.89	\$131,817.36	\$158,180.83
6028	Asst. Director of Transit (Maint & Fac)	27	\$50.70	\$63.37	\$76.05	\$105,453.89	\$131,817.36	\$158,180.83
6029	Asst. Director of Transit (Operations)	27	\$50.70	\$63.37	\$76.05	\$105,453.89	\$131,817.36	\$158,180.83
250	Asst. Traffic Engineer	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
228	Asst. Victim Witness Coordinator	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
3000	Asst. Zoning Administrator	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
281	Benefit Programs Specialist	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
382	Benefit Programs Supervisor	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
328	Benefits Administrator	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
252	Bicycle and Pedestrian Coordinator	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
591	Billing Operations Technician	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
370	Budget & Management Analyst	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
3006	Building Combination Inspector	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
505	Building Maintenance Mechanic II	13	\$19.66	\$24.09	\$28.51	\$40,896.84	\$50,098.62	\$59,300.41
558	Building Maintenance Mechanic III	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
609	Building Maintenance Supervisor	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
506	Building Trades II	13	\$19.66	\$24.09	\$28.51	\$40,896.84	\$50,098.62	\$59,300.41
559	Building Trades III	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
404	Business Applications Specialist	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
283	Business Operations Manager	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
593	Business Tax Auditor	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
230	Business Tax Supervisor	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
231	Buyer I	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
285	Buyer II	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
324	Buyer III	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
596	Cash Management Supervisor	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
592	Cash Management Technician	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
547	Centralized Safety Coordinator	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
225	Chief Accountant	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
385	Chief Deputy Court Clerk	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
564	Chief Deputy General Registrar	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
451	Chief Deputy Sheriff	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
104	Chief Deputy Treasurer	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
284	Chief Deputy-Commissioner of Revenue	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
561	Chief Gas Dispatcher	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
129	Chief of Administration	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
130	Chief of Benefit Programs	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
134	Chief of Family Services Programs	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
384	Chief of Staff/Clerk of Council	UC	UC	UC	UC	UC	UC	UC
135	City Assessor	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
177	City Attorney	UC	UC	UC	UC	UC	UC	UC
136	City Engineer	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
100	City Manager	UC	UC	UC	UC	UC	UC	UC
178	City Sheriff	UC	UC	UC	UC	UC	UC	UC
330	City Traffic Engineer	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
179	City Treasurer	UC	UC	UC	UC	UC	UC	UC
331	Civil Engineer	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
180	Clerk of Circuit Court	UC	UC	UC	UC	UC	UC	UC
321	Climate Program Manager	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
319	Climate Program Specialist	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
575	Code Official	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
563	Collections Agent	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
562	Collections Supervisor	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
181	Commissioner of Revenue	UC	UC	UC	UC	UC	UC	UC
182	Commonwealth's Attorney	UC	UC	UC	UC	UC	UC	UC
371	Communications Coordinator	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
239	Communications Specialist	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
1003	Community Outreach & Admin Specialist	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
426	Community Service Officer	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
431	Community Service Officer Supervisor	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
137	Comptroller	27	\$50.70	\$63.37	\$76.05	\$105,453.89	\$131,817.36	\$158,180.83
624	Contract Coordinator	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74

DRAFT Master Job List

372	Contract Manager	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
307	Crime Analyst	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
332	CSA Coordinator	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
508	Custodial Leader	12	\$18.38	\$22.51	\$26.64	\$38,221.34	\$46,821.14	\$55,420.95
610	Custodial Supervisor	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
468	Custodian	10	\$16.05	\$19.66	\$23.27	\$33,384.00	\$40,895.40	\$48,406.80
5499	Customer Service Ambassador	10	\$16.05	\$19.66	\$23.27	\$33,384.00	\$40,895.40	\$48,406.80
510	Customer Service Representative	12	\$18.38	\$22.51	\$26.64	\$38,221.34	\$46,821.14	\$55,420.95
611	Customer Service Supervisor	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
138	Deputy City Attorney	27	\$50.70	\$63.37	\$76.05	\$105,453.89	\$131,817.36	\$158,180.83
5600	Deputy City Manager	33	\$76.09	\$97.01	\$117.93	\$158,257.85	\$201,778.76	\$245,299.67
5601	Deputy City Manager for Racial Equity, Diversity and Inclusion (REDI)	33	\$76.09	\$97.01	\$117.93	\$158,257.85	\$201,778.76	\$245,299.67
175	Deputy City Manager/COO	33	\$76.09	\$97.01	\$117.93	\$158,257.85	\$201,778.76	\$245,299.67
685	Deputy Clerk of Council	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
612	Deputy Code Official	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
139	Deputy Commonwealth's Attorney	28	\$54.25	\$67.81	\$81.37	\$112,835.66	\$141,044.57	\$169,253.49
514	Deputy Court Clerk	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
2002	Deputy Director Comms &Public Engagement	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
494	Deputy Director of Human Resources	26	\$47.38	\$59.23	\$71.07	\$98,555.03	\$123,193.79	\$147,832.55
5610	Deputy Director of Human Services	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
1004	Deputy Director of Neighborhood Dev Svc	26	\$47.38	\$59.23	\$71.07	\$98,555.03	\$123,193.79	\$147,832.55
5032	Deputy Director of Parks & Recreation	26	\$47.38	\$59.23	\$71.07	\$98,555.03	\$123,193.79	\$147,832.55
339	Deputy Director of Utilities	28	\$54.25	\$67.81	\$81.37	\$112,835.66	\$141,044.57	\$169,253.49
140	Deputy Fire Chief	28	\$54.25	\$67.81	\$81.37	\$112,835.66	\$141,044.57	\$169,253.49
461	Deputy Registrar	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
432	Deputy Sheriff	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
149	Development Services Manager	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
127	Dir. of Budget & Performance Management	29	\$58.05	\$74.01	\$89.97	\$120,734.16	\$153,936.05	\$187,137.94
147	Dir. of Charlottesville Transit	31	\$66.46	\$84.73	\$103.01	\$138,228.53	\$176,241.38	\$214,254.23
183	Dir. of Communications&Public Engagement	29	\$58.05	\$74.01	\$89.97	\$120,734.16	\$153,936.05	\$187,137.94
1001	Dir. of Community Solutions	29	\$58.05	\$74.01	\$89.97	\$120,734.16	\$153,936.05	\$187,137.94
185	Dir. of Economic Development	29	\$58.05	\$74.01	\$89.97	\$120,734.16	\$153,936.05	\$187,137.94
107	Dir. Of Elections and General Registrar	UC	UC	UC	UC	UC	UC	UC
186	Dir. of Finance	31	\$66.46	\$84.73	\$103.01	\$138,228.53	\$176,241.38	\$214,254.23
187	Dir. of Human Resources	30	\$62.11	\$79.19	\$96.27	\$129,185.55	\$164,711.57	\$200,237.60
1002	Dir. of Human Rights Commission	27	\$50.70	\$63.37	\$76.05	\$105,453.89	\$131,817.36	\$158,180.83
126	Dir. of Human Services	29	\$58.05	\$74.01	\$89.97	\$120,734.16	\$153,936.05	\$187,137.94
188	Dir. of Information Technology	30	\$62.11	\$79.19	\$96.27	\$129,185.55	\$164,711.57	\$200,237.60
189	Dir. of Neighborhood Development Svc	30	\$62.11	\$79.19	\$96.27	\$129,185.55	\$164,711.57	\$200,237.60
195	Dir. of Parks and Recreation	30	\$62.11	\$79.19	\$96.27	\$129,185.55	\$164,711.57	\$200,237.60
142	Dir. of Public Utilities	32	\$71.11	\$90.66	\$110.22	\$147,904.53	\$188,578.28	\$229,252.02
190	Dir. of Public Works	31	\$66.46	\$84.73	\$103.01	\$138,228.53	\$176,241.38	\$214,254.23
191	Dir. of Social Services	29	\$58.05	\$74.01	\$89.97	\$120,734.16	\$153,936.05	\$187,137.94
6400	Emergency Management Coordinator	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
430	Emergency Services Program Specialist	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
199	Employment & Financial Opp. Program Mgr.	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
306	EMS Program Coordinator	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
459	EMS Training Officer	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
320	Energy Management Coordinator	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
388	Environmental Sustainability Manager	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
3004	Erosion & Sediment/VSMP Specialist	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
5605	Exec Dir. - Police Civilian Review Board	26	\$47.38	\$59.23	\$71.07	\$98,555.03	\$123,193.79	\$147,832.55
389	Executive Asst. To City Manager	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
325	Facilities Development Manager	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
399	Facilities Maintenance Manager	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
240	Family Services Assistant	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
296	Family Services Specialist	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
392	Family Services Supervisor	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
446	Fire Battalion Chief/EMT-40hr	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
447	Fire Battalion Chief/EMT-56hr	25	\$31.63	\$39.54	\$47.45	\$92,107.51	\$115,134.39	\$138,161.26
448	Fire Battalion Chief/Medic-40hr	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
449	Fire Battalion Chief/Medic-56hr	25	\$31.63	\$39.54	\$47.45	\$92,107.51	\$115,134.39	\$138,161.26
193	Fire Chief	32	\$71.11	\$90.66	\$110.22	\$147,904.53	\$188,578.28	\$229,252.02
614	Fire Equipment Mechanic	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
458	Fire/EMS Instructor	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
5001	Fleet Maintenance Supervisor	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
337	Fleet Manager	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
568	Forensic Support Specialist	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
516	Gas Maintenance Worker	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
571	Gas Motor Equipment Operator	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
572	Gas Pressure Regulator Technician	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
340	Gas Safety Program Coordinator	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
617	Gas Service Supervisor	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
570	Gas Service Technician	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
141	Gas Utility Engineer	26	\$47.38	\$59.23	\$71.07	\$98,555.03	\$123,193.79	\$147,832.55
574	Gasline Welder	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
618	General Maintenance Supervisor	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
567	GIS Analyst	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
400	GIS Coordinator	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
566	GIS Technician	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
341	Grants Analyst	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
1019	Grants Program Manager	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
1018	Housing Compliance Coordinator	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
351	Housing Program Manager	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
492	Human Resources Analyst	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
491	Human Resources Benefits Coordinator	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
495	Human Resources Recruitment Coordinator	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
291	Human Resources Specialist	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55

DRAFT Master Job List

1014	Human Rights Intake & Admin Specialist	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
1015	Human Rights Investigator	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
401	HVAC Manager	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
410	Information Security Engineer	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
394	IT Applications Manager	27	\$50.70	\$63.37	\$76.05	\$105,453.89	\$131,817.36	\$158,180.83
395	IT Operations Manager	27	\$50.70	\$63.37	\$76.05	\$105,453.89	\$131,817.36	\$158,180.83
493	Labor Relations Manager	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
6500	Law Enforcement Records Auditor	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
597	Leak Survey Technician	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
5507	Legal Assistant	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
576	Maintenance Crew Supervisor I	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
620	Maintenance Crew Supervisor II	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
470	Maintenance Worker II	12	\$18.38	\$22.51	\$26.64	\$38,221.34	\$46,821.14	\$55,420.95
521	Maintenance Worker III	13	\$19.66	\$24.09	\$28.51	\$40,896.84	\$50,098.62	\$59,300.41
1005	Management Analyst I	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
2005	Management Analyst I - Police Civilian Oversight Board (PCOB)	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
1006	Management Analyst II	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
1007	Management Analyst III	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
346	Management Services Supervisor	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
1008	Manager for Long Range Planning & Design	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
347	Marketing Coordinator	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
522	Meter Service Technician I	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
523	Meter Service Technician II	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
274	Minority Business Development Coord.	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
275	Minority Business Procurement Coord.	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
471	Motor Equipment Operator I	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
577	Motor Equipment Operator II	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
2000	Multimedia Services Manager	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
365	Network Engineer	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
373	Operations Supervisor - Public Works	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
348	Operations Supervisor - Social Services	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
5100	P&R Athletics Coordinator	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
5010	P&R Maintenance Specialist I	12	\$18.38	\$22.51	\$26.64	\$38,221.34	\$46,821.14	\$55,420.95
5011	P&R Maintenance Specialist II	13	\$19.66	\$24.09	\$28.51	\$40,896.84	\$50,098.62	\$59,300.41
5012	P&R Maintenance Specialist III	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
5013	P&R Maintenance Specialist IV	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
5030	P&R Management Specialist I	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
5031	P&R Management Specialist II	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
5020	P&R Operations Specialist I	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
5021	P&R Operations Specialist II	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
5022	P&R Operations Specialist III	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
5023	P&R Operations Specialist IV	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
198	Parking Manager	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
236	Parts Manager	13	\$19.66	\$24.09	\$28.51	\$40,896.84	\$50,098.62	\$59,300.41
286	Payroll Technician	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
5504	Permit Technician	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
201	Personal Property Supervisor	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
6505	Physical Security Specialist	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
578	Pipeline Locator	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
403	Planner - Parks and Recreation	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
349	Planner II	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
6499	Police Background Investigator	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
144	Police Captain	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
194	Police Chief	32	\$71.11	\$90.66	\$110.22	\$147,904.53	\$188,578.28	\$229,252.02
454	Police Lieutenant	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
526	Police Records Specialist	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
442	Police Sergeant	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
6508	Police Systems Software Specialist	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
6509	Police Technology Systems Specialist	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
360	Principal Planner	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
146	Procurement Manager	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
350	Program Coordinator	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
160	Program Supervisor - Community Attention	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
238	Project Assistant	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
2001	Project Assistant-Sales and Marketing	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
650	Project Manager	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
557	Property Maintenance & Housing Inspector	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
3005	Property Maintenance Code Official	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
2003	Public Engagement Coordinator	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
655	Public Safety Information Officer	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
145	Public Service Manager	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
3021	PW Inspector – Traffic	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
3020	PW Inspector – Traffic (In Training)	12	\$18.38	\$22.51	\$26.64	\$38,221.34	\$46,821.14	\$55,420.95
409	Redevelopment Manager	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
356	Regulatory Compliance Supervisor	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
405	Regulatory Compliance& Operations Admin.	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
2100	Revenue Compliance Administrator	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
6510	Revenue Systems Technology Analyst	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
357	Risk Manager	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
406	SAP Software Engineer	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
6020	Security Systems Manager	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
200	Self Sufficiency Specialist	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
375	Self Sufficiency Supervisor	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
282	Social Services Assistant	13	\$19.66	\$24.09	\$28.51	\$40,896.84	\$50,098.62	\$59,300.41
364	Software Engineer	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
393	Software Systems Architect	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
359	Sr. Accountant	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
298	Sr. Benefit Prog Spec	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74

DRAFT Master Job List

295	Sr. Benefit Prog Spec/Fraud Investigator	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
498	Sr. Benefit Prog Spec/Trainer	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
3700	Sr. Budget & Management Analyst	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
3300	Sr. Deputy Registrar	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
443	Sr. Deputy Sheriff	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
496	Sr. Family Services Spec./Intern Coord.	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
362	Sr. Family Services Specialist	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
585	Sr. GIS Analyst	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
497	Sr. Human Resources Analyst	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
489	Sr. Human Resources Consultant	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
374	Sr. Network Engineer	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
686	Sr. Payroll Technician	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
5505	Sr. Permit Technician	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
361	Sr. Planner	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
3200	Sr. Project Manager	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
3201	Sr. Project Manager - Transportation	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
396	Sr. SAP Software Engineer	26	\$47.38	\$59.23	\$71.07	\$98,555.03	\$123,193.79	\$147,832.55
251	Sr. Self Sufficiency Specialist	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
272	Sr. Social Services Assistant	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
398	Sr. Software Engineer	25	\$44.28	\$55.35	\$66.42	\$92,107.51	\$115,134.39	\$138,161.26
407	Sr. Systems Engineer	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
244	Sr. Technical Support Specialist	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
363	Sr. Youth Counselor	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
202	State Income/Relief Programs Supervisor	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
3003	Stormwater Technician	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
3001	Stormwater Utility Administrator	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
594	Street Maintenance Inspector	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
334	Structural Maintenance Manager	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
1009	Support Services Manager	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
534	Survey Technician	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
299	Systems Administrator	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
408	Systems Engineer	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
455	Systems Performance Analyst	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
535	Tax Specialist I	13	\$19.66	\$24.09	\$28.51	\$40,896.84	\$50,098.62	\$59,300.41
586	Tax Specialist II	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
232	Technical Support Specialist	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
411	Technology Support Analyst	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
635	Telecommunications Specialist	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
6011	Traffic Supervisor	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
6012	Traffic Technician I	13	\$19.66	\$24.09	\$28.51	\$40,896.84	\$50,098.62	\$59,300.41
6013	Traffic Technician II	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
6014	Traffic Technician III	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
6006	Transit Maintenance Manager	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
327	Transit Operations Manager	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
421	Transit Safety, Security&Training Coord.	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
6005	Transit Technician Supervisor	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
628	Transportation Operations Supervisor	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
1010	Transportation Planning Manager	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
5498	Treasurer Clerk	13	\$19.66	\$24.09	\$28.51	\$40,896.84	\$50,098.62	\$59,300.41
366	Urban Forester/Arborist	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
573	Utilities Construction Inspector	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
368	Utilities Contract Manager	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07
377	Utilities Engineer	26	\$47.38	\$59.23	\$71.07	\$98,555.03	\$123,193.79	\$147,832.55
3100	Utilities Engineering Manager	27	\$50.70	\$63.37	\$76.05	\$105,453.89	\$131,817.36	\$158,180.83
338	Utilities Marketing and Outreach Manager	23	\$38.68	\$48.35	\$58.02	\$80,450.27	\$100,562.83	\$120,675.40
6055	Utilities Outreach Program Coordinator	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
420	Utilities Safety Program Coordinator	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
515	Utilities Services Dispatcher	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
367	Utility Billing Manager	24	\$41.39	\$51.73	\$62.08	\$86,081.78	\$107,602.23	\$129,122.68
308	VDOT Coordinator	22	\$36.15	\$45.18	\$54.22	\$75,187.16	\$93,983.96	\$112,780.75
6000	Vehicle and Equipment Technician I	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
6001	Vehicle and Equipment Technician II	16	\$24.09	\$29.51	\$34.93	\$50,100.38	\$61,372.97	\$72,645.55
6002	Vehicle and Equipment Technician III	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
300	Victim-Witness Coordinator	18	\$27.58	\$33.78	\$39.99	\$57,359.93	\$70,265.91	\$83,171.89
533	Warehouse Specialist	13	\$19.66	\$24.09	\$28.51	\$40,896.84	\$50,098.62	\$59,300.41
6050	Water Efficiency Program Coordinator	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
3002	Water Resource Specialist	19	\$29.51	\$36.15	\$42.79	\$61,375.12	\$75,184.52	\$88,993.93
589	Water Service Technician	15	\$22.51	\$27.58	\$32.64	\$46,822.79	\$57,357.91	\$67,893.04
197	Workforce Development Program Manager	21	\$33.78	\$42.23	\$50.67	\$70,268.38	\$87,835.47	\$105,402.57
621	Workload Specialist	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
303	Youth Counselor	17	\$25.77	\$31.57	\$37.37	\$53,607.41	\$65,669.08	\$77,730.74
241	Youth Counselor Assistant	14	\$21.04	\$25.77	\$30.51	\$43,759.61	\$53,605.53	\$63,451.44
369	Zoning Administrator	20	\$31.57	\$39.47	\$47.36	\$65,671.38	\$82,089.23	\$98,507.07

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



Agenda Date:	August 21, 2023
Action Required:	Resolution consideration
Presenter:	Edward Herring - CSCC Chair
Staff Contacts:	Maxicelia Robinson, Deputy Clerk of Council
Title:	Resolution supporting the Sister Cities Commission's request to host a delegation from the Charlottesville Friendship City, Huehuetenango, Guatemala for an exploratory visit (1 reading)

Background

In 2019, at the request of Charlottesville City Schools educators and members of our area's growing Latinx community, the Charlottesville Sister Cities Commission (CSCC) embarked on a reasoned and systematic approach to identifying a potential new Sister City partnership between our home city and a Spanish-speaking city in the Americas. The CSCC recommended the city of Huehuetenango as an ideal Spanish-speaking Sister City and on December 7, 2020, City Council approved a Resolution initiating the Sister City partnership with Huehuetenango.

The Charlottesville Sister Cities Commission created an inclusive and open process for identifying and selecting a Spanish-speaking Sister City. CSCC first invited members of our community to submit written proposals and make in-person presentations to the Sister Cities Commission. The Commission reviewed all proposals and selected the cities of Huehuetenango, Guatemala and Villa Carlos Paz, Argentina as the two cities that best demonstrated sufficient volunteers, local organizational support, and institutions willing to establish a relationship between the two cities. In order to seek broad input from the Charlottesville community on the selection of a Spanish-speaking Sister City, CSCC worked closely with City Communications Director Brian Wheeler to establish a public involvement platform that included media releases, interviews, a public survey, and an open invitation to attend a public information session. This public information session took place January 22, 2020, at Buford Middle School, with presentations about both finalist cities and an opportunity for public comment. Commission members were available for questions and comments from the community and from the local media. Hundreds of members of the public subsequently participated in in-person and on-line surveys on the selection of a Spanish-speaking Sister City. In the surveys, the city of Huehuetenango received more votes than the city of Villa Carlos Paz.

Key criteria for the recommendation of Huehuetenango included:

- Spanish is the second most common language spoken in Charlottesville.
- A substantial portion of our Spanish-speaking population are native to Guatemala
- Citizens and community leaders in both cities demonstrated an interest in this partnership.

- A well-established local advocate group (Ixtatán Foundation) is willing and able to help nurture and support the relationship between the two cities on an ongoing basis.
- Citizens of both cities are readily able to communicate with each other and travel to each city safely.
- There is potential for activities between our two cities to be developed in numerous areas such as cultural, educational, medical, governmental, economic, and humanitarian.
- Good reason to believe the relationship would be sustainable over time.

On July 1, 2021, Charlottesville, USA, and Huehuetenango, Guatemala, entered into a Friendship City relationship. The CSCC's Guidelines for Affiliation with a New Sister City require at least one exploratory visit between cities during a three-year Friendship City relationship.

Discussion

City Council was notified at the July 17 City Council meeting that a request was forthcoming.

Alignment with City Council's Vision and Strategic Plan

By facilitating a diverse array of cross-cultural exchanges and by broadening the horizons of local residents through international collaboration and understanding. The Charlottesville Sister Cities program contributes significantly to the enhancement of C'ville Arts and Culture and to the city's desire to be a Community of Mutual Respect.

Community Engagement

Regarding the request to host a delegation, there was no community engagement involved.

Budgetary Impact

There is no budgetary impact on City Council. Funding will be allocated from the Sister Cities Commission's budget.

Recommendation

Alternatives

City Council could decline to support the Sister Cities Commission's request to host a delegation from Huehuetenango or delay the matter for further review.

Attachments

1. Sister Cities Commission - Huehuetenango
2. RES - Sister Cities Huehuetenango Delegation Visit



Presentation to the Charlottesville City Council
by
The Charlottesville Sister Cities Commission
August 21, 2023

Objective

The Charlottesville Sister Cities Commission of Charlottesville wishes to move forward with the exploratory phase of our relationship with Huehuetenango, Guatemala. The commission requests that the Mayor and City Council extend an invitation to the city of Huehuetenango to send an Official Delegation to visit the city of Charlottesville.

Upon approval by the City Council to move forward, we will provide draft letters of Invitation to the Mayor of Huehuetenango in both English and Spanish.

The Exploratory Process

The exploratory process, also known as the Friendship Stage, began July 1, 2021 after the Mayor of Huehuetenango accepted our invitation to work together towards becoming Sister Cities.

As part of the program approved by the Council in December 2020, a three (3) years exploratory period, beginning July 1, 2021, was established as the minimum time before we could consider advancing to Sister City status.

If this recommendation is accepted, a visit by an official delegation from Huehuetenango would be the expected next step in continuing the exploratory process.

Background

In 2018, the City of Charlottesville published its desire for a Spanish Speaking Sister City, preferably from North or South America.

Huehuetenango, Guatemala was one of several cities proposed by local community organizations and a decision by the council was taken in December 2020 to move forward with Huehuetenango (Huehue).

Unfortunately, due to the limitations imposed by the COVID pandemic of 2020 - 2022, the development of, as well as the thorough vetting of the proposed sister-city relationship had not progressed as rapidly as we would have hoped. No member of the Commission was able to visit Huehue prior to initiating the Friendship Agreement in July 2021.

There were several video-based meetings between the commissions, but there were also some limitations due to language differences.

Most of the communication with Huehuetenango up until September 2022 has been through its community partner, Ixtatan Foundation, an Albemarle County based charitable foundation.

First Contact

Upon agreement with the Huehuetenango commission and Mayor Gustavo Cano, I (Edward Herring) traveled to Huehuetenango for five days in February, 2023.

This first visit to Huehue was given a lot of local attention and I was able to meet most of the key players, including the Mayor, the Sister Cities Commissioners, tourism officials and key players from the education, business and social communities. Additionally, I met several hundred local citizens and school children.

Itinerary While Visiting Huehuetenango, Guatemala

Visita del representante de la Comisión de Charlottesville a Huehuetenango Guatemala
Edwar Herring

Itinerario de las Actividades

21 de febrero 2023		
Hora	Actividades	Responsables
8:00 a 10:00 am.	Recepción del delegado de la comisión de Charlottesville, Edwar Herring. (Teatro Municipal)	Concejo Municipal
11:00 am a 12:00 pm	Visita a la Dirección Departamental de Educación de Huehuetenango	Comisión de Huehuetenango
De 12:30 pm a 14:00 pm	Almuerzo	Rest. La Escondida
De 14:30 a 17:30 pm	Visita en el Centro Arqueológico Zaculew	Guía Turística
18:00 Horas	Retorno al Hotel	Comisión.
22 de febrero de 2023		
8:00 a 9:00 am	Visita al Instituto Nacional de Educación Básica, INEB	Comisión de Huehuetenango
9:00 a 10:00 am	Visita a la Universidad Davinci	Universidad Davinci
10:00 a 11:00 am	Visita a Colegio De la Salle, Ciudad de Huehuetenango	Comisión de Huehuetenango
12:30 a 14:00 Horas	Almuerzo	Hotel Zaculeu
14:00 a 16:00 Horas	Visita a Centro Histórico (mercado central, Iglesia Católica, Plaza de Armas, Gobernación y Edificio Municipal)	Comisión y Guía Turística
16:00 a 17:30 Horas	Visita Al Instituto Normal Mixto Alejandro Córdova, INMAC.	Comisión de Huehuetenango
18:00 Horas	Retorno al Hotel	Comisión
23 de febrero de 2023		
8:00 a 10:00 am	Visita a las Oficinas de la Fundación Ixtatán	Fundación Ixtatán
10:00 a 12:30 Horas	Inauguración de Biblioteca en la ciudad de Huehuetenango	Comisión de Huehuetenango
12:30 a 14:00 Horas	Almuerzo	Café del Cielo
14:00 a 18:00 Horas	Visita a las montañas de los Cuchumatanes	Comisión de Huehuetenango
18:00 Horas	Retorno al Hotel	Comisión.
24 de febrero de 2023.		
8:00 a 10:00 am	Visita a Escuelas de Primaria del Área Rural	Comisión de Huehuetenango
10:00 a 12:00 Horas	Visita a la Dirección Municipal de la Mujer	Comisión Huehuetenango
12:00 a 13:45 Horas	Almuerzo en la Dirección Municipal de la Mujer.	Comisión Huehuetenango y D.M.M
14:00 en adelante	Visita al Nacimiento Río San Juan	Comisión Huehuetenango
18:00 Horas	Retorno al Hotel	Comisión.







Current Situation

The mayor and sister cities commission of Huehue expressed their desire to visit Charlottesville this calendar year during my visit there. Discussions were somewhat delayed as the general elections in Guatemala were held in June 2023. Mayor Cano and his team were re-elected to another four-year term. Whereas no exact date has yet been agreed upon, we could welcome their delegation as early as this October 2023.



We, the Charlottesville Sister Cities Commission, see this proposed visit as a critical next step in moving the relationship forward as well as a critical step in the decision process of becoming full sister cities.

We have notified the Sister Cities International (SCI) that we have entered into a Friendship Partnership with Huehuetenango. Our association will be listed in the new edition of the SCI directory.

Next Steps

For us, the next step is to organize and prepare for an official visit here in Charlottesville.

We will form an events committee within the Charlottesville Commission as well as work with the Charlottesville City Schools and other city groups to plan the activities.

Each sister city has a unique relationship with Charlottesville. The CSCC has been reviewing possible bases for our relationship with Huehue – looking at what may or may not be feasible. We are still working to finetune our expectations as well as understand those of Huehuetenango in preparation for this visit as well as for achieving a mutual understanding of our relationship.

Next Steps (Continued)

Benefitting from the preparatory work and discussions with Huehue during the coming weeks, we hope to complete preparation of a *Formal Friendship Memorandum of Understanding*, underscoring our relationship as friendship cities. The signing of this MOU could be one of the highlights of the delegation's visit.

The Visit

Here is a preliminary look at some of the events that could take place. (Delegation members and interested local citizens will be guided to selected events based upon their predetermined interests).

1. Official Public Reception with the Charlottesville Sister Cities
Commissioners, members of the community and guests - Greetings, words of welcome, exchange of gifts between the cities.
2. Official reception and presentation to the Mayor and City Council, with an exchange of official gifts and possibly signing of *the Formal Friendship Memorandum of Understanding*.
3. One-on-one / small group meetings between the city Mayors.
4. Meeting with the Charlottesville / Albemarle Chamber of Commerce.
5. Tour of Monticello (Home of Jefferson)

6. Meeting / luncheon with the Charlottesville City Schools - Providing an overview of the school system.
7. One-on-one / small group meeting between the top school administrators or select teacher groups.
8. Meeting(s) with possible travel / tour organizers.
9. Meetings with select social welfare groups – public and private.
10. Event hosted by Huehue with invited guests and featuring products of Guatemala (Music, Culture, Coffee, etc.).
11. Possible tours of Charlottesville High School, Buford Middle and select Elementary schools.
12. Tours of CATEC, UVA and PVCC - as appropriate.

13. Community Based Meetings - Ixtatan, Casa Bolivar, others TBD
14. Dinner hosted by Ixtatan - TBD
15. Wrap up - discussion of next steps with the CSCC
16. Day trip to Washington DC and tour of the Capitol and Guatemala Embassy - prior to departure.

Logistics

1. It is expected that the delegation from Huehuetenango will have 5 - 8 official members plus some family members accompanying them.
2. The visit is expected to last 5 - 7 days (Including Washington DC)
3. We will seek to house delegation members with Charlottesville Community members when possible and/or special rates at a local hotel.
4. We will seek Patrons/Benefactors for as many of the events as possible.
5. There will be time built in for shopping, sightseeing and general amusement.
6. We may seek a charter van to facilitate transportation.

Critical Steps

1. Agreement by the Mayor, City Council and the CSCC to extend an invitation to Huehuetenango to visit Charlottesville. (This step helps facilitate the issuance of VISAs required for their citizens to travel to the USA.)
2. Confirmation of Dates and participants: To be agreed upon and confirmed no later than August 30, 2023.
3. Detailed recommended lists of activities
4. Identification of Budget and Fundraising Goals.
5. Organize housing, transportation, translation services, venue locations, volunteers, etc.
6. Submission of the MOU (which defines the Friendship Relationship) to the Charlottesville city attorney for review.
7. Submission of the MOU to the Sister Cities International Organization after it has been formalized and signed.

This event closely follows the model of the 2018 visit by the Mayor of Besançon, France and his delegation as well as the recent visit by the Mayor of Winneba, Ghana.

The intensive planning, coordination and scheduling required to create a final plan is time consuming and labor intensive. The planning part of the process will start after the City approves this request, extends an invitation and the invitation is accepted by Mayor Cano.

More about Huehuetenango: Additional Notes / Concerns:

1. Transportation: Huehuetenango is accessible by air, however, there is only one established local airline operating between Guatemala City and Huehuetenango. Guatemala City is easily accessible by major carriers from the USA. Travelers would change to this local carrier for a second flight (approximately 30 minutes) from Guatemala City to Huehuetenango on a small 12 passenger prop airplane - there are limited flights daily.



The most common other means of arriving in Huehue would be Rental Car (@ 2 - 3 hours), or public bus (@ 4 - 6 hours). However, this is a mountainous country. There are no major divided highways. The majority of roads go through villages and towns and may be quite dangerous for drivers not accustomed to these driving conditions. The use of Rental cars might not be recommended.

2. Guatemala is a beautiful country, however, as with many Central American countries, American business persons, tourists, students and other non-Guatemalan visitors could be targeted for violence. Huehue lies on the Mexican border through which the all-American highway from South America to North America runs, and is therefore often a passageway for drug traffic and illegal immigration.

The American Department of State maintains a travel advisory on Guatemala due to crime. Some areas have increased risks.

3. The conditions of travel and security conditions would not support student exchanges. The public schools have very few resources and most local families would not be able to accommodate guests. It is not expected that regular student exchanges would be a part of this city relationship. However, there may be some opportunity for teacher exchanges /collaborations.
4. The city layout is maze-like without direct routes through the city and the streets are narrow with street side shops and traffic congestion. The city is not as walkable as one might want. Driving in the city would not be recommended for a first-time visitor.
5. Hotel availability is limited.

6. Trade and commerce opportunities are limited. The major products produced in Guatemala are Coffee and Potatoes.
7. The majority of the people in Huehue work in home industries or family businesses with fewer opportunities for employment than we have here.
8. There are women's cooperatives, but these are loose networks without a central distribution strategy. There is a lack of adequate protections to combat abusive work conditions for women and / or child labor abuse.
9. The use of English in Huehue is limited.
10. Guatemala is ripe for tourism under the right conditions. With Mayan attractions as well as natural features in the city, the department and throughout the country, the area has a lot to offer tourists - however, more on the lines of carefully packaged, all-inclusive and supervised / guided tours with security. Whereas Americans can freely enter Guatemala for tourism purposes, the *Guatemaltecas* face very strict visa requirements which makes it difficult for them to visit the USA.







Thank you,

**Edward Herring - Chairman
Charlottesville Sister Cities Commission**

Huehuetenango Committee - Chairman

**RESOLUTION APPROVING AN EXPLORATORY VISIT BY
HUEHUETENANGO SISTER CITIES DELEGATION**

WHEREAS, following a thorough selection process involving substantial public input, the Charlottesville Sister Cities Commission (CSCC), in 2020, initiated a Sister City partnership with Huehuetenango, Guatemala;

WHEREAS, representatives of Charlottesville and Huehuetenango wish to learn more about each city's culture, government, businesses, and institutions, and further explore possible areas for collaboration between the cities;

WHEREAS, CSCC guidelines for affiliating with a new Sister City require at least one exploratory visit between the cities as they consider the creation of a Memorandum of Understanding to formalize the terms of a Sister City partnership;

WHEREAS, representatives of Huehuetenango's community and local government have expressed a desire to visit the Charlottesville area in the coming months;

NOW, THEREFORE, BE IT RESOLVED by the Charlottesville City Council that a visit by representatives of Huehuetenango to the Charlottesville area is supported and approved, and the Charlottesville community welcomes the continued collaboration and cultural exchange with Huehuetenango.

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



Agenda Date:	August 21, 2023
Action Required:	Approve Resolution
Presenter:	Chris Gensic, Park and Trail Planner, Brenda Kelley, Redevelopment Manager
Staff Contacts:	Chris Gensic, Park and Trail Planner Brenda Kelley, Redevelopment Manager
Title:	Resolution to approve Land Acquisition of Property on Moores Creek for Park and Trail Use - 410 Old Lynchburg Road (1 reading)

Background

The City of Charlottesville, through Parks and Recreation, has been awarded funding from two separate agencies: \$175,000 in funding from the Virginia Land Conservation Fund (VLCF) and \$175,000 in funding from the federal Land and Water Conservation Fund (LWCF), to assist with acquisition of an 8.45 acre property, located in Albemarle County, along Moores Creek adjacent to Azalea Park, north of I-64, at the south end of the City. The property may be used for general park uses, trail development, possible stream restoration, and to support urban agriculture and community gardens. Following acquisition, the Department of Parks and Recreation intends to create trails on the property and begin to determine possible tree planting and stream restoration opportunities for the future.

The agreed upon purchase price for the property is \$350,000. While the assessed value of the property is currently \$9,300, three separate appraisals were prepared as required by the granting agencies, and both granting agencies approved grant funding based on the \$350,000 purchase price.

Additional agenda items to implement this property acquisition have been in front of City Council on the following previous occasions:

April 3, 2023/April 17, 2023 – City Council approved the appropriation of \$175,000 in grant funds from the Virginia Land Conservation Fund (VLCF)(#R-23-041) and the appropriation of \$175,000 in grant funds from the federal Land and Water Conservation Fund (#R-23-042), for this property acquisition.

(See the attached additional information on the proposed property acquisition transaction and Location Map).

Discussion

The Department of Parks and Recreation is seeking approval for the acquisition of the property and approval for deed restrictions to be placed on the property for permanent use as open space.

This property is being funded with matching grant funds from the VLCF and the LWCF, so the purchase price is fully covered with grant funds. Local trail and land acquisition City funding (Department of Parks and

Recreation budget) has been used for the legal and appraisal work to date and will be used to record the deed. The acquisition will provide parks and recreation space as well as opportunities for stream and forest restoration work. Use of VLCF and LWCF funds will require deed restrictions to be placed on the property so that the property can only be used for permanent open space public use. This property is located just across the City limit and is beneficial to the City as it eliminates the need for a bridge over Moores Creek to continue the Moores Creek Trail towards 5th Street, a bridge which would most likely cost more than the acquisition price of the property and would require regular maintenance.

Currently, the International Rescue Committee operates the New Roots Farm on this property. A draft lease agreement with the International Rescue Committee New Roots Farm is proposed for Council approval to allow the continuation of these outdoor gardening activities. If approved, the lease will ensure the existing farm and gardens can remain on the property for at least three years as Parks and Recreation works to determine the long-range home and plan for the IRC farm and gardens, which could move to an adjacent City-owned property or stay on this property.

Alignment with City Council's Vision and Strategic Plan

Acquisition of the property will further council goals of being a Green City by protecting the Moores Creek watershed and providing for urban forest and trail opportunities. The project supports City Council's "America's Healthy City" vision by providing outstanding recreational areas and walking trails, as well as the vision of being a "Connected Community". It contributes to Goal 3 of the Strategic Plan, for a beautiful and sustainable natural and built environment.

Community Engagement

The Bicycle, Pedestrian and Trail master plan and the Azalea Park Master Plans were developed with multiple public meetings and was approved by City Council.

Budgetary Impact

Grant funds will be used for acquisition. City Capital Improvement Program (CIP) funds have been used for legal and appraisal/title/survey fees. Acquisition of the property will add to Parks Department mowing, trail maintenance and other operational budget costs related to general park maintenance.

Recommendation

Staff recommends approval of resolution to acquire the property and authorize the deed restrictions on the property.

Alternatives

Abandon the grant funding and do not purchase the property.

Attachments

1. Purchase Checklist 410 Old Lynchburg 072123
2. 410 Old Lynchburg Prop Acq Presentation 082123
3. Resolution 410 Old Lynchburg prop acq 082123 AMD (2)
4. Moores Creek Farm Purchase Agmt draftAugust2023(2)



CITY CHECK LIST
PURCHASE OF PROPERTY
(must be fully completed)

SELLER(S): MOORES CREEK FARM LLC

PURCHASER: CITY OF CHARLOTTESVILLE

PROPERTY LOCATION:
(see Exhibit A for a location map of property)

ADDRESS: 410 Old Lynchburg Rd.


PARCEL NUMBER: County TMP# 07600-00-00-055E0

TOTAL ACRES: 8.6145

PURCHASE PRICE: \$350,000

PROPOSED CLOSING DATE:

City Manager/Deputy City Manager approval to proceed for City Council approval:


Signature


Date

Proposed Use of Property: The Department of Parks and Recreation seeks to acquire land for general park uses, trail development, possible stream restoration and to support urban agriculture and community farm/garden use. The parcel to be acquired is an approximately 8.6145 acre property, located in Albemarle County, along Moores Creek adjacent to Azalea Park, north of I-64, at the south end of the City.

Funding Source(s) and amount:

State:

Virginia Land Conservation Fund (VLCF)	\$175,000
Land and Water Conservation Fund (LWCF)	\$175,000

Special Conditions Required by Funding Source for Acquisition:

VLCF requires: The property must be dedicated in perpetuity as open-space land under the Open-Space Land Act (Virginia Code §§ 10.1-1700 to 10.1-1705), specifying one or more of the purposes described in the Virginia Land Conservation Fund Act, Virginia Code § 10.1-1020 et seq.

LWCF requires the following deed restriction language:

"This property has been acquired or developed with Federal financial assistance provided by the National Park Service of the Department of the Interior in accordance with the Land and Water Conservation Fund act of 1965, as amended. Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale or in any other manner) without the express written approval of the Secretary of the Interior. The Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location."

Special Conditions Required for Acquisition: Verbal agreement to work with the IRC urban community "farm" to identify framework for their continued use of portion of this property for garden/farm or relocation to adjacent City owned property that is higher up out of flood hazard zone.

Assessed Value (Insert Year): 2023 \$9,300

Appraised Value: 2015: \$540,000 2021: \$300,000 2022: \$130,000

There were three different appraisals done over the last 10 years, and \$350,000 is the average/median price of the three. This was discussed with both of the grant funding agencies to ensure they agreed to this price as well, and they confirmed it was reasonable. The most recent appraisal does not allow recent purchases of land for park use as a comparable value due to federal rules. In most cases land is worth less as parkland than developed, but in this case the park value is higher due to development constraints on the land.

Alternative(s) to Acquisition (i.e. easement): The trail can be created with an easement, but not the parkland expansion or community garden/farm preservation.

Background on Request for Property Acquisition:

The acquisition of this parcel is in line with the City Trails Plan and also is requested in the Azalea Park Master plan created in 2010 with community input and approved by City Council. Parks staff has been talking with the landowner for many years. The property was recently willed to the surviving heirs to George Cason and they have agreed to a price for the sale. Staff has acquired two grants so that the city only pays for the survey and legal costs of the acquisition. This acquisition allows the existing Rivanna Trail nature path and the proposed ADA complaint shared use paved trail to be located on the south side of Moores Creek. This will eliminate the need for a bicycle and pedestrian bridge, which would cost more than the land cost and require long term maintenance. The property also provides public ownership of both banks of Moores creek to allow future stream restoration work and buffer tree planting.

Requirements for City Department Prior to Action by City Council/Closing:

- ☒ Determine Assessed Value and if an Appraisal is needed **ASSESSED VALUE AND 3 APPRAISALS**
- ☒ Determine and identify funding source(s) **YES**
- ☒ Prepare and circulate memo for City Department(s): **see Exhibit E**
 - **Finance – funds are available**
 - **Utilities – no existing utilities**
 - **Public Works / Environmental**
 - **Parks & Rec – maintenance**
 - **Albemarle County Planning – zoning confirmation**
- ☒ Deputy City Manager approval – to continue with due diligence on purchase
Initial: ARM Date: 6/30/2023
- ☒ Order Environmental Review (if required) **PHASE 1 ESA REVIEWED. NO FURTHER ESA NEEDS.**
- ☒ Order Appraisal (if required) **3 APPRAISALS COMPLETED**
- ☒ Identify if seller has attorney – if yes, gather contact information **YES**
- ☒ Obtain any required language for deeds and approval(s) in writing from City departments or outside funding agencies for deed language and terms **See VLCF and LWCF requirements ABOVE**
- ☒ Obtain Legal Description of Property **YES**
- ☐ Obtain fully executed Purchase Agreement
- ☒ Title Search **YES**
 - Order search and pro forma title commitment
 - If survey plat available, send plat to them by e-mail
- ☒ Order Plat, if one is not available **PLAT – see Exhibit C**
- ☐ Continue Circulation of memo for City Department(s):
 - City Attorney's Office – no legal issues outstanding
 - Deputy City Manager of Operations – concur with department recommendations

- ☒ Prepare DRAFT Council Agenda Memorandum – draft review by Office of Community Solutions **DRAFT PREPARED**
 - Finalize Council Agenda
 - Schedule City Council meeting date
- ☐ Council Resolution to Purchase Land (no PH required for Acquisition/Purchase §15.2-1800, except acquisition by condemnation) **DRAFT PREPARED**
- ☐ Title Insurance (not needed for Quitclaim) – needed for larger/more complex transactions
- ☐ Earnest money / deposit required – City Department making request to coordinate
- ☐ Schedule Closing – City Attorney's Office to coordinate and schedule
- ☐ Distribute final Closing Documents to:
 - City Attorney's Office
 - Office of Community Solutions
- ☐ Record Final Deed

Moores Creek Farm LLC
312 College Circle
Staunton, VA 24401

July 17, 2023

Mr. Chris Gensic
City of Charlottesville
Parks and Recreation
501 East Main Street
Charlottesville, VA 22902

Mr. Gensic,

As the representative of my family, which owns an 8.45 acre property on Old Lynchburg Road in Albemarle County under our Moores Creek Farm LLC, I am writing to confirm that we are still on board with the City of Charlottesville on the proposal to acquire the property for public park and trail uses. We have agreed to the price of \$350,000 and are awaiting a purchase agreement for our review and approval.

We look forward to taking the next steps to complete the transaction in the next two months.

I can be reached at casonrick@gmail.com or 540-294-1972 if you have need for further information.

Sincerely



Rick Cason, Manager

Owner(s): MOORES CREEK FARM LLC

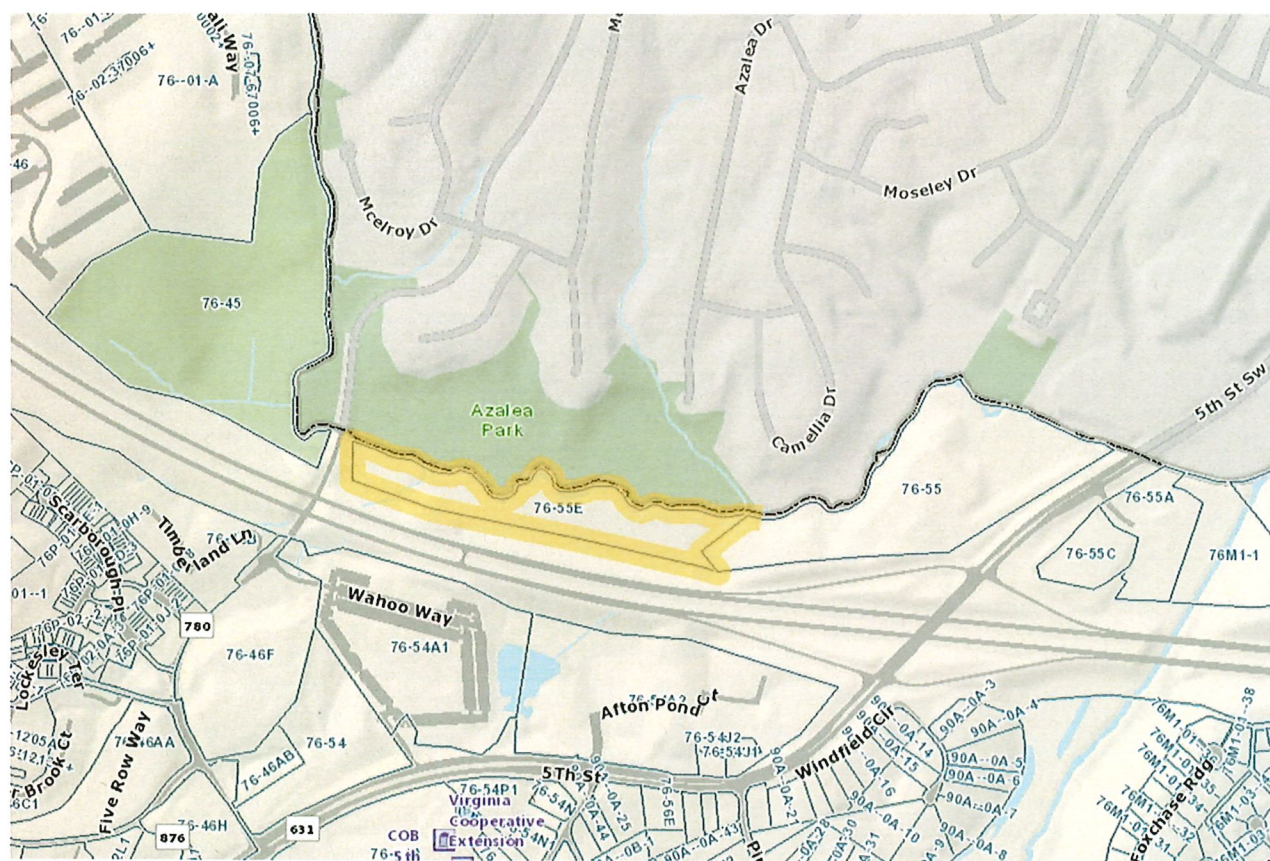


Exhibit A

Aerial Map of Property

410 Old Lynchburg Road



Exhibit B

Location Map of Property

Proposed acquisition of 8.45 acres of parkland property
Moore's Creek near Azalea Park - 410 Old Lynchburg Road
City of Charlottesville



Exhibit C - Plat

LINE	DELTA	RADIUS	ARC	TANGENT	CHORD	CHORD BEARING
C1	42°27'14"	80.00	59.28	31.07	57.93	S67°33'29"E
C2	96°01'59"	85.00	142.47	94.46	126.37	N85°39'22"E
C3	94°10'50"	95.00	111.78	73.15	99.61	N84°43'46"E
C4	77°24'50"	68.00	128.36	76.13	118.81	S86°53'10"E
C5	93°31'12"	78.00	127.31	82.95	113.64	S78°50'01"E
C6	84°20'49"	80.00	117.77	72.47	107.42	S74°14'39"E
C7	40°14'54"	90.00	63.22	32.98	61.93	N83°42'31"E

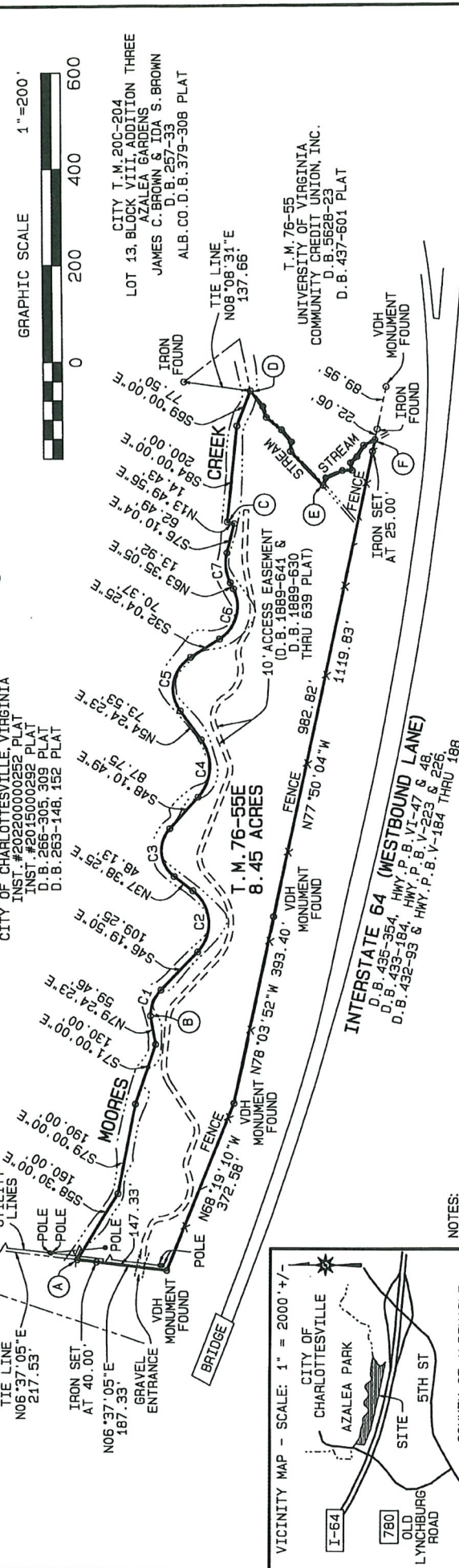
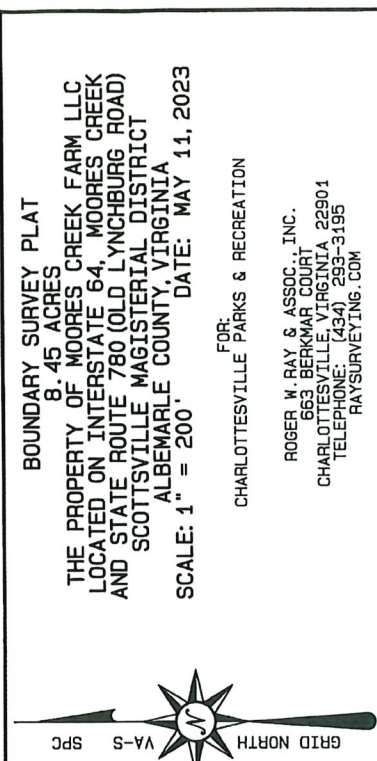
BOUNDARY LINES ALONG CENTERLINE OF STREAM, AS IT MEANDERS, MAJOR COURSES SHOWN

(D)	S51°54'06"W	41.11	S70°35'20"E	16.47
(E)	S72°24'58"W	23.59	S24°09'34"E	37.60
(F)	S40°10'32"W	40.57	S01°05'30"E	19.98
(G)	S51°22'07"W	32.02	N78°14'22"E	15.77
(H)	N84°18'21"W	19.34	S43°21'25"E	18.69
(I)	S46°50'00"W	97.49	S58°32'47"E	26.78
(J)	S26°30'26"E	26.31		

BOUNDARY SURVEY PLAT
8.45 ACRES
 THE PROPERTY OF MOORES CREEK FARM LLC
 LOCATED ON INTERSTATE 64, MOORES CREEK
 AND STATE ROUTE 780 (OLD LYNCHBURG ROAD)
 SCOTTSVILLE MAGISTERIAL DISTRICT
 ALBEMARLE COUNTY, VIRGINIA
 DATE: MAY 11, 2023
 SCALE: 1" = 200'

FOR:
 CHARLOTTESVILLE PARKS & RECREATION

ROGER W. RAY & ASSOC., INC.
 663 BERKMAR COURT
 CHARLOTTESVILLE, VIRGINIA 22901
 TELEPHONE: (434) 293-3195
 RAYSURVEYING.COM



NOTES:

- OWNER(S) AND LEGAL REFERENCES:
 MOORES CREEK FARM LLC
 INST. #202200003237, D.B. 1889-630 THRU 639 PLAT, D.B. 1102-342 PLAT, D.B. 925-456 & 457 PLAT & D.B. 485-249 PLAT.
- THE BOUNDARY DATA SHOWN HEREON IS BASED ON A CURRENT FIELD SURVEY.
- THIS PLAT REPRESENTS A SURVEY OF THE EXTERIOR BOUNDARIES OF THE PARCEL (S) SHOWN HEREON AND THERE IS NO INTENT TO EXTINGUISH OR COMBINE ANY EXISTING PARCELS OF RECORD.
- NO TITLE REPORT FURNISHED. SOME EASEMENTS SHOWN. THIS PROPERTY IS SUBJECT TO ANY ADDITIONAL CONDITIONS, UTILITIES, EASEMENTS AND/OR COVENANTS THAT MAY EXIST.
- THE BOUNDARY LINES SHOWN HEREON FROM POINTS (A) TO (J) AND FROM POINTS (C) TO (D) ARE ALONG THE CENTERLINE OF MOORES CREEK, AS IT MEANDERS, MAJOR COURSES SHOWN. THE BOUNDARY LINES SHOWN HEREON FROM POINTS (B) TO (C) WERE ESTABLISHED ACCORDING TO A PLAT RECORDED IN D.B. 1889-630 THRU 639 (MOORES CREEK STABILIZATION PROJECT).

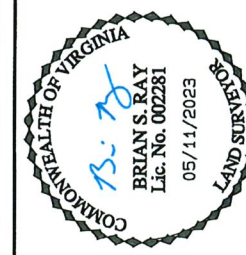


Exhibit D - Previous City Council Approval(s)

**RESOLUTION APPROPRIATING FUNDS for
Virginia Land Conservation Fund
Moore's Creek Land Acquisition
\$175,000**

WHEREAS, the City of Charlottesville, through Parks and Recreation, has been awarded funding from the Virginia Land Conservation Fund to acquire land along Moore's Creek

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

REVENUE

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

EXPENDITURES

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

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

	<u>Aye</u>	<u>No</u>
Payne	<u>x</u>	_____
Pinkston	<u>x</u>	_____
Purveyer	<u>x</u>	_____
Snook	<u>x</u>	_____
Wade	<u>x</u>	_____

Approved by Council
April 3, 2023

Kyna Thomas, MMC
Clerk of Council

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

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

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

REVENUE

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

EXPENDITURES

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

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

Ratified 4/17/23 by a vote of 5-0

	<u>Aye</u>	<u>No</u>
Payne	<u>x</u>	_____
Pinkston	<u>x</u>	_____
Puryear	<u>x</u>	_____
Snook	<u>x</u>	_____
Wade	<u>x</u>	_____

Approved by Council
April 3, 2023



Kyna Thomas, MMC
Clerk of Council

Exhibit E - Input from City Departments (and County)

MEMORANDUM

Office of the City Attorney

TO: Sam Sanders, Deputy City Manager

FROM: Chris Gensic, Park and Trails Planner, Parks & Recreation Dept.

DATE: October 27, 2022

RE: Acquisition of Property for Greenbelt Trail

I have been in contact with owners of the property at 410 Old Lynchburg Road, which is near the existing Moore's Creek greenbelt trail. Moore's Creek Farm LLC own property designated as Parcel 55E on County Tax Map 76, and has agreed to sell ~8.61 acres (~375,051 square feet), to the City for use as a greenbelt trail and/or additional park land, as shown on the attached drawing/plot.

The County Assessor values the portion of land at \$9,000. The property has been appraised at \$540,000 in 2015, \$300,000 in 2021, and has a 2022 UASFLA appraisal at \$130,000. The agreed upon sale price is \$350,000 and is being funded with a combination of LWCF and VLCF grant funds. The City is paying for appraisal, survey, and title work from the PR-001 Trail and Land Acquisition CIP account

Funds are Available:



Comptroller **Gail Hassmer**
Chief Accountant

Date: 11-15-2022

Comments on the acquisition of the land regarding utilities, environmental liability, property maintenance, and Zoning have been received from Public Works/Environmental, NDS, Public Utilities, and Parks and Recreation.

PUBLIC UTILITIES:

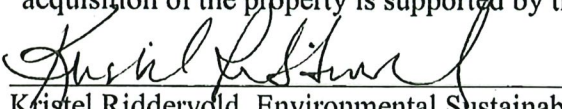
There are no City Utilities on the property to be acquired.


Lauren Hildebrand, Director

Date: 11/3/2022

PW/ENVIRONMENTAL:

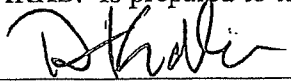
Based on a review of documents related to the grant application for this property acquisition, there are not environmental concerns noted. Staff is very familiar with this site, having visited it several times over the past years. A formal Phase I Environmental Site Assessment has been initiated. Upon review and determination that there are Recognized Environmental Concerns identified for this property, no further environmental investigation would be necessary at this time and the acquisition of the property is supported by this office.


Kristel Riddervold, Environmental Sustainability Division Manager

Date: 11/3/2022

11/15/22 - A Phase I ESA from 2014 has been reviewed. No recognized enviro. conditions were identified. No further ESA needs. KPR

PARKS: Is prepared to take on maintenance of the land for greenway and linear park purposes.



Dana Kasler, Director

Date: 11-15-22

Albemarle County Community Development: The current zoning of this parcel is *RA, Rural Area* (Section 10) and *Flood Hazard Overlay* (Section 30.3). The RA district allows Public Uses by-right (Section 10.2.1.9). The Flood Hazard Overlay allows by-right "*Recreational uses including, but not limited to, parks, swimming areas, golf courses and driving ranges, picnic areas, wildlife and nature preserves, game farms, fish hatcheries, hunting, fishing and hiking areas, athletic fields, and horse show grounds; provided that no primary or accessory structures are permitted under this classification*" (Section 30.3.11), subject to other provisions of the Flood Hazard Overlay District.)

The Comprehensive Plan's land use recommendation/designation for this property is *Parks and Green Systems*, and greenway/trail development is identified as a recommended improvement in this area. Establishment of a park in this location *may* require a review for compliance with the Comprehensive Plan as per 15.2 - 2232 of the Code of Virginia if the public use and scope and scale of activity is significantly different from that identified in the Comprehensive Plan.



David Benish, Chief of Planning, Albemarle County

Date: 12/13/17

CITY ATTORNEY'S OFFICE: No legal issues outstanding. The title work does not reveal any serious title issues. Our office will handle this real estate transaction in the event it is approved by the COO/CFO (or his designee) and City Council.

City Attorney

Date: _____

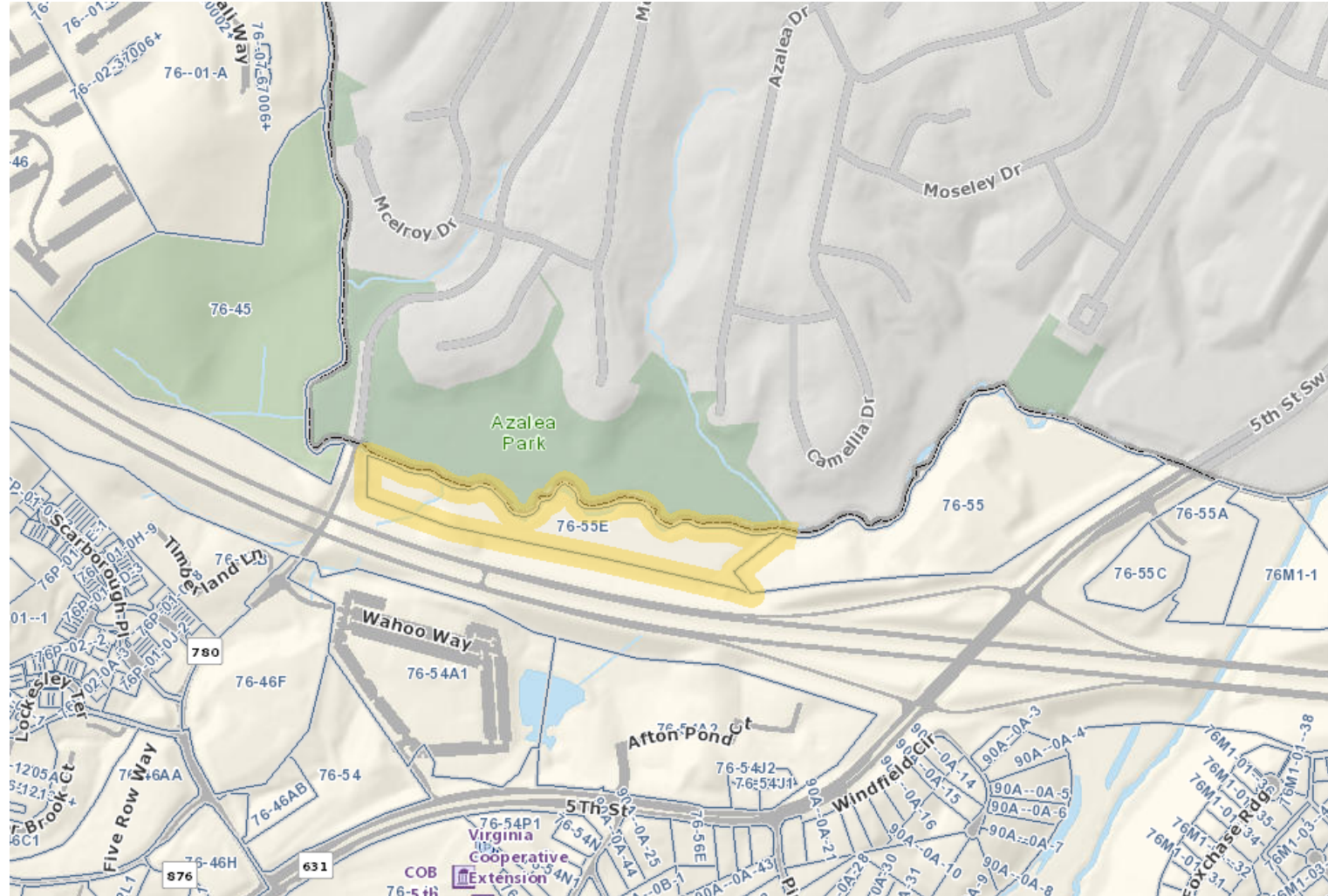
If you concur with the recommendations of the above-named departments, please indicate your approval of the land acquisition by signing below. If you do not agree, or have any questions about the conveyance, please note your objection or comments below.

Sam Sanders, Deputy City Manager

Date: _____

OBJECTION OR COMMENTS:

**Request for Approval to Purchase Property (8.45 acres) at
410 Old Lynchburg Road (aka Moores Creek Farm)
Owner(s): MOORES CREEK FARM LLC**



Request for Approval to Purchase Property (8.45 acres) at 410 Old Lynchburg Road (aka Moores Creek Farm)



Request for Approval to Purchase Property (8.45 acres) at 410 Old Lynchburg Road (aka Moores Creek Farm)



Request for Approval to Purchase Property (8.45 acres) at 410 Old Lynchburg Road (aka Moores Creek Farm)



Request for Approval to Purchase Property (8.45 acres) at 410 Old Lynchburg Road (aka Moores Creek Farm)



Suggested motion: “I move the Resolution approving the acquisition of land at 410 Old Lynchburg Road”

**RESOLUTION
APPROVING THE ACQUISITION OF LAND
AT 410 OLD LYNCHBURG ROAD**

WHEREAS, the City of Charlottesville seeks to expand publically available areas for park, and trail uses, recreational enjoyment, and community agricultural purposes; and

WHEREAS, MOORES CREEK FARM LLC (the “Owner”) is the owner of land designated as County Parcel ID 07600-00-00-055E0, located on Interstate 64, Moores Creek and State Route 780 (Old Lynchburg Road), and has indicated a willingness to convey the subject land to the City of Charlottesville for creation of trail(s) and parkland (the “Property”); and

WHEREAS, the land to be conveyed, hereinafter the “Property”, is described as follows:

All that certain parcel of land with improvements thereon and appurtenances thereto, situated in the County of Albemarle, Virginia on the north side of Interstate 64 and the east side of State Route 780, containing 8.45 acres, more or less, as shown on a Boundary Survey Plat by Roger W. Ray & Assoc., Inc., dated May 11, 2023.

BEING the same property conveyed to Moores Creek Farm LLC, a Virginia limited liability company, by deed from Erin Lynn Page, Leigh Ann Cason Walsh, Kelley Marie Thomas, Richard Clay Cason, Jr., Hazel Patricia Holland, George Albert Cason, Jr., and Jaqueline Fay Cornachio dated December 1, 2021, and recorded March 16, 2022 in the Clerk’s Office of the Circuit Court of Albemarle County, Virginia, as Instrument No. 202200003237.

WHEREAS, Owner has agreed to convey to the City the Property for the purchase price of \$350,000; and

WHEREAS, funds are available for the purchase and development of the Property through grants from Virginia Land Conservation Fund and Land and Water Conservation Fund managed by the Parks and Recreation Department (Account PR-001); and

WHEREAS, the Department of Parks and Recreation seeks approval from City Council to proceed with the purchase of the above-described Property at a purchase price of \$350,000, with funding supplied by use of funds from the Virginia Land Conservation Fund and the Land and Water Conservation Fund through the Parks and Recreation trails and parkland fund; and

WHEREAS, use of such funding shall require the recording of a deed restriction on the parcel referenced herein; and

WHEREAS, upon acquisition, the Property at 410 Old Lynchburg Road will be added into the public park system; and

WHEREAS, a draft sales Agreement has been approved as to form by the City Attorney's Office and the City Manager, or their designee, is hereby authorized to sign this agreement in a substantially similar format and to proceed with the steps necessary to acquire and convey said land; now, therefore,

BE IT RESOLVED, by the Council of the City of Charlottesville, that it hereby authorizes the purchase of the above-described Property for creation of parkland and the placement of deed restrictions on the Property. The City Manager and City Attorney's Office shall take whatever actions are necessary to effect the acquisition of the above-described Property and required recordings, pursuant to the terms and conditions set forth herein.

Approved by Council
August 21, 2023

Kyna Thomas, CMC
Clerk of Council

REAL ESTATE SALES AGREEMENT
Sale of Land to the City of Charlottesville
(Albemarle County Parcel # 07600-00-00-055E0)

THIS AGREEMENT is made as of the ____ day of _____, 2023, by and between **MOORES CREEK FARM LLC**, hereinafter referred to as Seller, and the **CITY OF CHARLOTTESVILLE, VIRGINIA**, a political subdivision of the Commonwealth of Virginia, hereinafter referred to as Purchaser, or “City,” whose address is 605 East Main Street, P.O. Box 911, Charlottesville, Virginia, 22902.

WITNESSETH:

WHEREAS, Seller is the owner of certain real property situated in the County of Albemarle, Virginia, containing approximately 8.45 acres, more or less, the legal parcel identification via Albemarle County is 07600-00-00-055E0; and,

WHEREAS, Seller has agreed to sell to the City the above-described real property, (hereinafter, the “Property”); and

WHEREAS, Seller has agreed to sell to the City the Property for the purchase price of **three hundred and fifty thousand and 00/100 Dollars (\$350,000.00)**, and Purchaser has agreed to purchase the Property from Seller, subject to the conditions outlined in Section II below;

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein, Seller and Purchaser do hereby set forth their agreement as follows:

I. AGREEMENT TO CONVEY

Seller agrees to convey by Special Warranty Deed to City, and City agrees to purchase from Seller, the real property referred to herein as the “Property”, which is more particularly described as follows, to-wit:

All that certain parcel of land with improvements thereon and appurtenances thereto, situated in the County of Albemarle, Virginia on the north side of Interstate 64 and the east side of State Route 780, containing 8.45 acres, more or less, as shown on a Boundary Survey Plat by Roger W. Ray & Assoc., Inc., dated May 11, 2023, attached hereto as an Exhibit and incorporated herein.

BEING the same property conveyed to Moores Creek Farm LLC, a Virginia limited liability company, by deed from Erin Lynn Page, Leigh Ann Cason Walsh, Kelley Marie Thomas, Richard Clay Cason, Jr., Hazel Patricia Holland, George Albert Cason, Jr., and Jaqueline Fay Cornachio dated December 1, 2021, and recorded March 16, 2022 in the Clerk’s Office of the Circuit Court of Albemarle County, Virginia, as Instrument No. 202200003237.; and

The purchase price for the property is \$350,000.00, which shall be paid by the City to Seller at Closing by certified or cashier's check or wired funds, subject to the prorations or deductions, if any, described herein.

II. TERMS AND CONDITIONS

Purchaser has inspected the property and accepts the property "As Is" subject to the conditions herein where applicable. The parties' obligations under this Agreement are expressly contingent upon all the following conditions being met:

- (a) City's receipt of the results, satisfactory to it in its sole discretion, of a title examination to be performed by City at its own expense if applicable.
- (b) City's receipt of the results of an environmental review by City staff, and if deemed necessary by the City, a Phase I Environmental Assessment and Report (Phase I Report) conducted and prepared by an environmental engineering and inspection company selected by City at City's expense and such other testing and reports as may be reasonably required by City or recommended in the Phase I Report. Such Phase I Report may include the results of testing for any underground or aboveground storage tanks located on the -Property if applicable.
- (c) Seller shall deliver (by facsimile mail, electronic mail or first class mail) to the City a proposed Special Warranty Deed for review at least ten (10) days prior to Closing.
- (d) Seller's agreement to sell the Property shall be submitted to the Charlottesville City Council for approval by resolution. If City Council rejects the terms of the sale/purchase of this land, for whatever reason, this Agreement shall be null and void and each party shall be relieved of any and all obligations under this Agreement. Purchaser may declare this Agreement null and void if (1) a defect in title is found which Seller is unable or unwilling to remedy within a reasonable period of time as agreed upon by the parties; or (2) Purchaser determines that an environmental condition exists on the property which renders it unsuitable for use as parkland, and Seller is unable or unwilling to remedy the condition within a reasonable period of time as agreed upon by the parties.

Each of the foregoing conditions is, and is intended by each of the parties to be, a condition precedent to the obligation of either party to proceed to Closing. City or Seller may elect not to proceed to Closing, without liability or penalty, by delivering written notice to the other party if one or more of the above-referenced contingencies and/or conditions are not fulfilled to their satisfaction.

III. CLOSING

- (a) Provided that this Agreement has not been terminated under the terms set forth herein, Closing will take place in the Office of the City Attorney in City Hall (605 E. Main Street, Charlottesville, Virginia), or such other place as the parties may agree upon, within sixty (60) days of City Council approval, or as soon thereafter as all conditions of Section II of

this Agreement have been met to the satisfaction of both parties.

- (b) Upon satisfaction of all of the terms and conditions of this Agreement, the Seller at Closing shall deliver and convey to City, by Special Warranty Deed in a form acceptable to City, marketable fee simple title to the Property free and clear of any and all encumbrances, subject only to standard permitted exceptions and existing easements. Seller shall deliver possession of the Property to the City as of the date of Closing.
- (c) The City warrants and acknowledges and agrees with Seller that the City is purchasing the Property in an "As Is" condition "With All Faults" and specifically and expressly without any warranties, representations or guarantees, either express or implied, of any kind, nature or type whatsoever from or on behalf of the Seller including, without limitation, with respect to the environmental condition of the Property, except that Seller warrants that they will convey marketable fee simple title to the Property.
- (d) At the Closing, Seller shall also deliver to City all documents reasonably requested by Purchaser, including, without limitation, Lien Release from Seller's mortgage company, W-9 form, a FIRPTA certificate, a Virginia Non-resident Reporting Form (R-5E) and an Owner's Affidavit as to Mechanic's Liens and Possession reasonably acceptable to Purchaser's title company.
- (e) Seller's costs: (1) Preparation of General Warranty Deed and other Seller's documents required hereunder, (2) cost of lien release, and (3) Grantor's tax.
- (f) City's costs: (1) Recording fees, and (2) title insurance examination and premium.

IV. OTHER TERMS

This Agreement is further contingent upon the following:

- (a) Seller shall pay any and all real estate taxes accrued and/or due on the Property up to and through the date of Closing. Prior to Closing, Seller shall pay all deferred taxes, penalties and interest, if any, existing, owed or outstanding with respect to the Property.
- (b) Seller and Purchaser each represents unto the other that no real estate broker, finder, agent or other person has acted for or on its behalf in bringing about this Agreement and that there are no fees or commissions payable to any other person or firm on account of this Agreement or the closing contemplated herein. It is further agreed that should any claim for any commission or fee be asserted by any real estate broker, finder, agent or person as a result of this Agreement, or Closing pursuant hereto, the same shall be the full responsibility of the party whose actions resulted in such a claim for commission.
- (c) From the date of this Agreement through Closing, risk of loss or damage to the Property by fire, windstorm, casualty or other cause is assumed by the Seller. From the date of this

Agreement Seller shall not commit, or suffer any other person or entity to commit, any waste or damage to the Property or any appurtenances thereto. From the date of this Agreement, Seller shall not permit the manufacture, use, storage or disposal of hazardous wastes and/or toxic substances on or in the Property or in or near any adjoining waterways or drainage ditches.

- (d) No transfer or assignment of any rights or obligations hereunder shall be made by anyone having an interest herein, without the advance written consent of all other persons or entities having an interest herein.
- (e) This agreement shall be governed and interpreted by the laws of the Commonwealth of Virginia.
- (f) This agreement is binding upon the parties hereto and their respective heirs, personal representatives, successors and assigns.
- (g) This Agreement contains the final agreement between the parties hereto, and they shall not be bound by any terms, conditions, oral statements, warranties or representations not contained herein.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be duly executed as follows:

Property Owner:

Date signed: _____

Property Owner:

Date signed: _____

CITY OF CHARLOTTESVILLE, VIRGINIA

By: _____

Title: _____

Date signed: _____

Approved as to Form:

Funds are Available:

Allyson Manson Davies

City Attorney's Office

Director of Finance

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



Agenda Date:	August 21, 2023
Action Required:	Approval of the PY 2023-2024 HOME-ARP Action Plan & Associated Funding Appropriations, in the Amount of Approximately \$347,404
Presenter:	Anthony Warn, Grants Analyst, Alexander Ikefuna, Director of Community Solutions
Staff Contacts:	Anthony Warn, Grants Analyst Taylor Harvey-Ryan, Grants Program Manager
Title:	Resolution to approve HOME-ARP FY 2023-2024 Action Plan and appropriate funds of approximately \$347,404 (1 of 2 readings)

Background

The City of Charlottesville is designated by the U.S. Department of Housing & Urban Development (HUD) as an 'Entitlement Community' and as such participates in the HOME Investment Partnerships program. Charlottesville is a participating member of the Thomas Jefferson Area HOME Consortium, in partnership with five neighboring counties: Albemarle, Fluvanna, Greene, Louisa & Nelson. This Consortium is managed through a Cooperation Agreement with the Thomas Jefferson Planning District Commission (TJPDC) whose staff coordinate HOME activities across the six Consortium localities.

Charlottesville has recently been notified by HUD of the availability of approximately \$2,452,270 through HUD's implementation of the America Rescue Plan, commonly referred to as HOME-ARP. As per the Consortium's Cooperation Agreement, all six Consortium members receive an equal share of the available funds, less administration & planning funds to TJPDC. Council reviewed and approved the Consortium's HOME-ARP Allocation plan at a public hearing on January 3, 2023. HUD gave formal approval to the Allocation Plan on February 23, 2023, with funds distributed to the Consortium members as follows:

Participating Jurisdictions	HOME-ARP Allocation
City of Charlottesville	\$347,404.92
Albemarle County	\$347,404.92
Fluvanna County	\$347,404.92
Green County	\$347,404.92
Louisa County	\$347,404.92
Nelson County	\$347,404.92
Program Planning/Administration (TJPDC @ 15%)	\$367,840.50
Total HUD Allocated HOME Fund	\$2,452,270.02

Based on multiple community needs assessments, most recently conducted as part of the Consortium's 5-Year Consolidated Plan, the Consortium decided to devote 100% of their HOME-ARP program funds to support programs that will acquire, rehabilitate, or construct rental housing within the Charlottesville City limits that are affordable to individuals and households with incomes at or below 60% of Charlottesville's Area Median Income (AMI), or \$55,500 for a household of four persons in 2023.

Consistent with past practices for HUD-funded programs, staff planned and implemented a competitive application process. All prospective applicants were required to attend a pre-application workshop, during which HUD and City goals and requirements were discussed in detail. The city's CDBG/HOME Taskforce was convened in July of 2023 to review all received requests for funding in line with established review criteria. Based on a careful review and consideration of each application, and with the goal of maximizing the impact of the limited funds available, the Taskforce put forth the funding recommendations detailed below.

Discussion

In 2022, HUD published its Final Implementation Notice for its HOME-ARP program. This Notice established a number of requirements that differentiate HOME-ARP from previous HOME rounds of funding, notably:

1. HUD established a set of Qualifying Populations intended to be the primary beneficiaries of funded programs: persons experiencing or at risk of experiencing homelessness; persons fleeing or attempting to flee domestic and/or dating violence, sexual assault, stalking, and/or human trafficking; and/or veterans and families that include a Veteran Family Member that meet the criteria for one of the qualifying populations described above
2. Lengthy affordability periods: 15 years for acquisition and/or rehabilitation activities; or 20 years for new construction activities
3. Eliminating minimum investments of HUD funds to trigger the required affordability period, meaning that any investment of HOME-ARP funds will trigger the affordability period for covered units

With these goals in mind, staff designated three primary activities to be considered for funding:

1. Acquisition of existing units to be maintained as affordable
2. Rehabilitation of existing units to be maintained as affordable
3. Construction of new units to be maintained

After a public Request for Funding Proposals period, the city received four (4) HOME-ARP applications were received with a combined funding request of up to \$1,109,575.76. (Note: The majority of the initial registrants for the pre-application workshop were not developers but were instead individuals seeking direct rental assistance and/or other rental supports.)

Taskforce members carefully evaluated each application in light of the anticipated benefits to households at or below 60% of the local AMI. Consistent with the goal of maximizing the impact of the limited funds available during this round, the Taskforce also gave additional consideration in their

discussions to applications that were able to demonstrate an ability to leverage their funding award with funds from other sources.

Based on their analysis, the Taskforce proposes the following funding award(s):

Applicant	Program	Recommended Award
Community Services Housing, Inc.	Continued Rehabilitation Repairs to Preserve CSH Affordable Rental Housing	\$67,361.00
Piedmont Housing Alliance	1025 Park Street Redevelopment	\$280,043.92

Alignment with City Council's Vision and Strategic Plan

By working to preserve and expand affordable rental housing opportunities, this agenda item aligns directly with Council's vision for Charlottesville as a community that supports a local housing market that is healthy, high quality, affordable, and above all, equitable and that fosters community well-being and a high quality of life for all of its residents.

Community Engagement

The city's PY 2023-2024 HOME-ARP Action Plan has been developed based on the results of a comprehensive needs assessment conducted as part of the Thomas Jefferson Area HOME Consortium's 5-Year Consolidated Plan, as approved by Council on May 1, 2023, and has been informed by a public comment period and the diligent work of the city's CDBG/HOME Taskforce.

Additionally, the City of Charlottesville Planning Commission reviewed the Action Plan presented here at a joint public hearing with City Council on Tuesday, August 8th, 2023, and gave their approval by a recorded vote to forward these funding recommendations to City Council for further consideration without conditions.

Budgetary Impact

Approval of the HOME-ARP Action Plan will generate a net benefit to the city of approximately \$347,000 for affordable housing activities, funding that would otherwise not be available for investment. In addition, HUD has waived local match requirements for the HOME-ARP program, so no additional impacts to the City budget are anticipated.

Recommendation

Staff recommends that Council approves the PY 2023-2024 HOME-ARP Action Plan as presented before Council and the associated appropriation of funds.

Suggested motion:

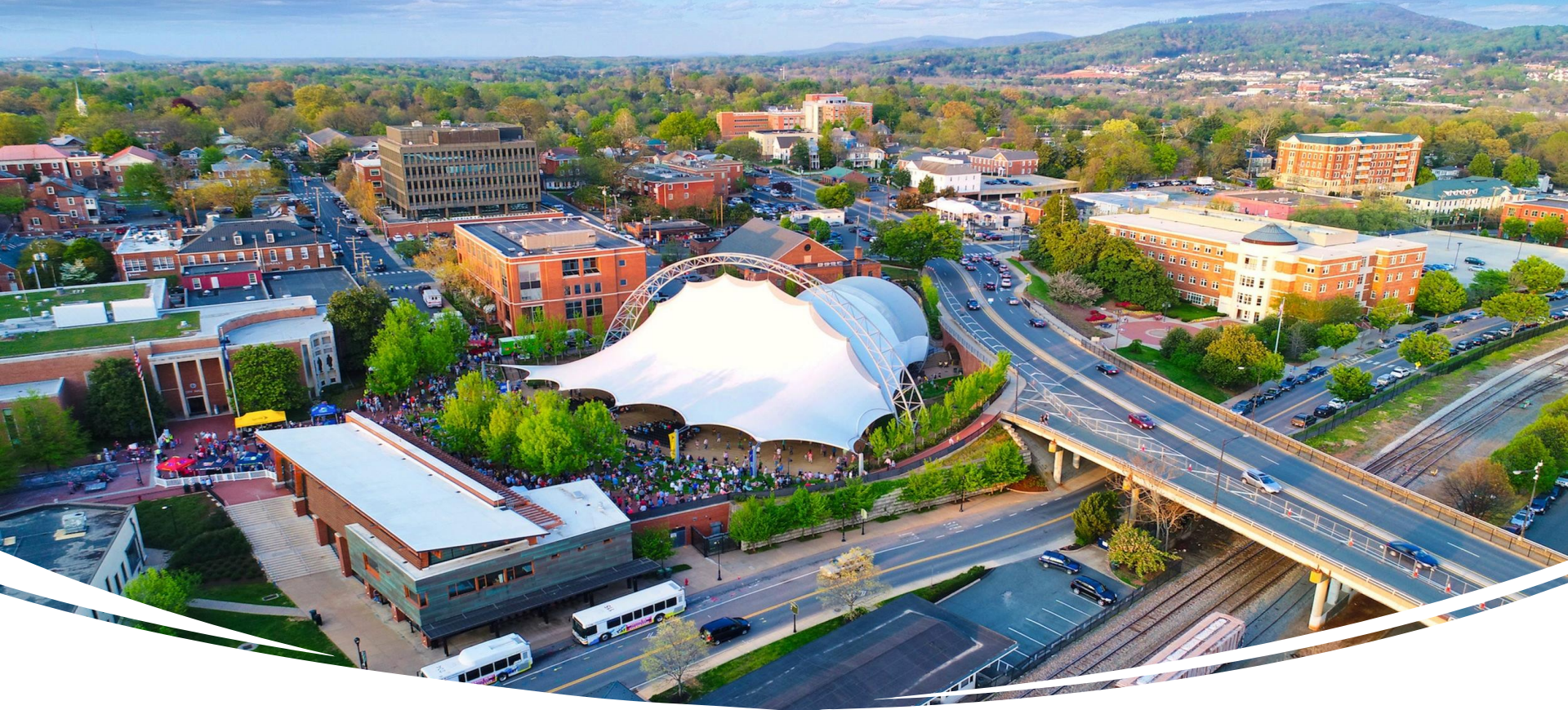
"I move to APPROVE the FY 2023-2024 HOME-ARP Action Plan as presented before City Council and the associated appropriation of funds."

Alternatives

Given that the proposed funds to be awarded are from federal sources and that disapproval of the HOME-ARP Action Plan will deny the city the opportunity to invest local HOME-ARP funds to support affordable rental opportunities, no alternatives were considered or are presented.

Attachments

1. HOME-ARP FY23 Pre-Application Workshop 2023-06-22 Slides
2. Council FY23 HOME-ARP Funding Recs to Council 2023-08-21 (2)
3. Council FY23 HOME-ARP Resolution of Appropriation 2023-08-21 (2)
4. Resolution Approving FY 2023-2024 HOME-America Rescue Plan Action Plan in the Amount of Approximately \$347,404



HOME-ARP Rental Development Pre-Application Workshop

Office of Community Solutions
City of Charlottesville June 22, 2023

Agenda



1. Review the goals & requirements of HUD's HOME-ARP program, including the Thomas Jefferson Area HOME Consortium's [HOME-ARP Allocation Plan](#)
2. Understand the specific Qualifying Populations
3. Review the application process
4. Answer any additional questions
5. Review the next steps in the process for interested applicants

Eligible Activities



- Charlottesville HOME-ARP funds are intended to support the **production and/or preservation** within the Charlottesville City limit of affordable rental units through either:
 - **Acquisition**
 - **Rehabilitation**, and/or
 - **Construction**
- Successful applications must show clear evidence of how they will produce rental units affordable to individuals and households with incomes at or below 60% of Charlottesville's [Area Median Income \(AMI\)](#), or \$55,500 for a household of four persons in 2023
- Successful applications must also show clear evidence of how they will serve the **Qualifying Populations** of HUD's HOME-ARP Implementation Notice

Qualifying Populations



- Through a formal [Final Implementation Notice](#) issued on 31 October 2022, HUD has directed that HOME-ARP funds be used to support projects that serve specific **Qualifying Populations**, including:
 - Persons experiencing homelessness, as defined in [24 CFR 91.5](#) *Homeless* (1), (2), or (3)
 - Persons at risk of homelessness
 - Persons fleeing or attempting to flee domestic and/or dating violence, sexual assault, stalking, and/or human trafficking
 - Veterans and Families that include a Veteran Family Member that meet the criteria for one of the qualifying populations described above

Project Rule



- At all times during the affordability period (generally 20 years), 20% of HOME-assisted units must have tenants with gross incomes at or below 50% of AMI

Affordability Periods

- HUD is also seeking to make sure that HOME-ARP outcomes are durable and long lasting
- Consequently, rental units funded via HOME-ARP are subject to affordability periods based on type of activity and amount of funding used:

Activity Type	HOME-ARP Funds Used	Affordability Period
Rental Housing Acquisition and/or Rehab	Any dollar amount of HOME-ARP funding	15 years
New Construction	Any dollar amount of HOME-ARP funding	20 years

- Part of the assessment of an applicant's financial capacity to deliver their proposed project will include their plans for tracking and reporting program income over the length of the affordability period

Additional Considerations

- Successful applications will be designed to create meaningful and lasting impact for beneficiaries, will be cost-effective and shovel-ready (*i.e., scheduled to be completed within 24 months of the commitment of funds through an executed funding agreement*)
- Additional consideration in the evaluation process will be given to projects that:
 - Can demonstrate clear evidence of how they will use awarded HOME-ARP funds to leverage additional funding from other sources, whether public and/or private, to maximize the impact of their proposed project

Eligible Applicants



- Who is eligible to apply for HOME-ARP funding?
- Applications for funding consideration may be submitted by:
 - Non-profit agencies, such as 501(c)3 organizations or units of local government
 - Quasi-government agencies such as a housing authority
 - For-profit developers and/or private property owners
- Successful applicants must demonstrate that they have the organizational and financial capacity to complete their proposed project in an efficient and timely manner
- Subrecipient agencies must maintain compliance with the Uniform Administrative Requirements for Federal Awards at [ecfr.gov](https://www.ecfr.gov) ([2](https://www.ecfr.gov) [CFR Part 200](https://www.ecfr.gov))

The Application Timeline

- Pre-application workshop
- Plan the application
- Submit the application
- OCS conducts an assessment of developer capacity, fiscal soundness and ability to successfully implement their proposed program
- Review by the city's CDBG/HOME Taskforce
- Ongoing technical assistance as needed
- Deadline for submitting applications:

on or before 5pm on Monday, July 17, 2023

Additional Resources

- HUD AMI Calculations: https://www.huduser.gov/portal/datasets/il/il2023/2023summary.odn?STATES=51.0&INPUTNAME=METRO16820M16820*5154099999%2BCharlottesville+city&statelist=&stname=Virginia&wherefrom=%24wherefrom%24&statefp=51&year=2023&neflag=&selectiontype=county&incpath=%24incpath%24&data=2023&SubmitButton=View+County+Calculations
- HUD Final Implementation Notice 2022: <https://www.hud.gov/sites/dfiles/OCHCO/documents/2022-13cpdn.pdf>
- Interested applicants may submit a request for the formal application by completing an online form here: <https://forms.office.com/g/6ADt9YJRhD>
- You may also request the application by sending an email to warna@charlottesville.gov

**CDBG/HOME Taskforce Funding Recommendations for
FY 2023-2024 HOME-ARP Rental Opportunities Program**

<u>Taskforce Funding Recommendations</u>	<u>Funding Recommendations</u>	<u>% of Funds Requested</u>
Community Services Housing	\$ 67,361.00	100.00%
CRHA	\$ -	
Growth Mindsets	\$ -	
Piedmont Housing Alliance	\$ 280,043.92	80.61%

Funding Award Calculations

HOME-ARP FY23-24 Funds Available	\$ 347,404.92
Subtotal Funding Awards	\$ 347,404.92
Available Balance to Invest	\$ -

print date: 8/1/23

**Appropriation of HOME-America Rescue Plan (HOME-ARP) Funds
Anticipated from the U.S. Department of Housing and Urban Development,
in the Amount of Approximately \$347,404**

WHEREAS the City has recently been informed of a one-time allocation from HUD of approximately \$2,452,270 in HOME-ARP funds to be shared equally among the HOME Consortium members and through which the City anticipates receiving an allocation of approximately \$347,404.92 in HOME-ARP funds to support the development of affordable rental units within the city limits, and

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

BE IT RESOLVED by the City Council of Charlottesville, Virginia, that upon receipt of anticipated HOME-ARP funding from the U.S. Department of Housing and Urban Development (HUD), said funds are hereby appropriated to the following individual expenditure accounts in the city's HOME Fund in accordance with the respective purposes set forth; provided, however, that the City Manager is hereby authorized to transfer funds between and among such individual accounts as circumstances may require, to the extent permitted by applicable federal grant regulations, as set forth below:

HOME-ARP America Rescue Plan

Fund	Account Code	Taskforce Funding Recommendation	Proposed Award
210	1900533	Continued Rehabilitation Repairs to Preserve CSH Affordable Rental Housing (<i>Community Services Housing, Inc.</i>)	\$67,361.00
210	1900534	1025 Park Street Redevelopment (<i>Piedmont Housing Alliance</i>)	\$280,043.92
Subtotal HOME-ARP Funding Recommendations			\$347,404.92

HOME Local Match Funds

The customary local matching funds requirement for HOME programs has been waived by HUD for HOME-ARP.

BE IT FURTHER RESOLVED that this appropriation is conditioned upon the receipt by the City of not less than \$347,404.92 in HOME-ARP funds from the Department of Housing and Urban Development for FY 2023-2024, and all subrecipient awards are also conditioned upon receipt of such funds, and

BE IT FURTHER RESOLVED that in the event that HOME-ARP funding received from the U.S. Department of Housing and Urban Development for FY 2023-2024 differs from the amounts referenced above, all appropriated amounts may be administratively increased/reduced at the

same prorated percentage of change to actual funding received. No subrecipient's grant may be increased above their initial funding request without further consideration by Council.

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

Approved by Council
August 21, 2023

Kyna Thomas, CMC
Clerk of Council

**Resolution Approving the City of Charlottesville FY 2023-2024
HOME-America Rescue Plan (HOME-ARP) Action Plan,
in the Amount of Approximately \$347,404**

WHEREAS the City of Charlottesville has been designated as an Entitlement Community by the United States Department of Housing and Urban Development (HUD), and as such is a recipient of federal funds through the HOME Investment Partnerships program, and

WHEREAS the City is a contributing member of the Thomas Jefferson Area HOME Consortium, in partnership with the counties of Albemarle, Fluvanna, Greene, Louisa and Nelson, and through the Consortium shares in the benefits of participation in HUD's HOME program, and

WHEREAS the City has recently been informed of a one-time allocation from HUD of approximately \$2,452,270 in HOME-ARP funds to be shared equally among the HOME Consortium members and through which the City anticipates receiving an allocation of approximately \$347,404 in HOME-ARP funds to support the development of affordable rental units within the city limits, and

WHEREAS Council has previously expressed its support of the Consortium's HOME-ARP Allocation Plan, as presented by TJPDC staff to Council at a public hearing on January 3, 2023, and

WHEREAS the members of the City's CDBG/HOME Taskforce have carefully evaluated funding requests made through an open and competitive application process and have made the funding recommendations put forth in the FY 2023-2024 HOME-ARP Action Plan reviewed and approved by the Planning Commission at their August 8, 2023, public hearing and presented before Council, now

THEREFORE, BE IT RESOLVED that the City Council of Charlottesville, Virginia, hereby approves the FY 2023-2024 HOME-ARP Action Plan, as presented at a public hearing on August 21, 2023.

Approved by Council
August 21, 2023

Kyna Thomas, CMC
Clerk of Council

Approved as to form:



City Attorney

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



Agenda Date:	August 21, 2023
Action Required:	Council approval of the CAPER for PY 2022-2023 & Approval of Council's Priorities for the PY 2024-2025 CDBG & HOME Programs
Presenter:	Anthony Warn, Grants Analyst, Alexander Ikefuna, Director of Community Solutions
Staff Contacts:	Anthony Warn, Grants Analyst Taylor Harvey-Ryan, Grants Program Manager
Title:	Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Programs

Background

The City of Charlottesville has been designated by the U.S. Department of Housing & Urban Development (HUD) as an 'Entitlement Community' and as such participates in the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs. HUD requires that communities receiving CDBG and/or HOME funds to generate a 5-year Consolidated Housing and Community Development Plan. The relevant Consolidated Plan was reviewed by the Planning Commission and approved by Council on May 7, 2018. HUD further requires communities receiving CDBG and/or HOME funds to report at the end of each program year on their progress towards implementing the goals and objectives outlined in their Consolidated Plan through the Consolidated Annual Performance and Evaluation Report (CAPER) tool.

Discussion

This public hearing is intended to serve as an additional forum for community involvement and comment on the city's work of the CDBG and HOME programs to benefit the residents of the City of Charlottesville.

PROGRAM PERFORMANCE HIGHLIGHTS FOR THE FY 2022-2023 CDBG & HOME PROGRAMS

During the FY 2022-2023 program year, the city's CDBG & HOME programs directly benefitted more than 405 city residents through projects that focused on, among others, including: critical replacement of an outdated HVAC system for a local group home for adults with developmental disabilities; business and financial trainings for area small businesses and entrepreneurs; construction of an ADA-compliant pedestrian footbridge across a branch of the Rivanna River to connect a neighborhood many low-to-moderate income and public housing residents to a nearby public park currently undergoing its own expansion and upgrades; energy-efficiency home & roof repairs for income-qualified homeowners to make possible installation of solar panels by Dominion Energy; an associated green energy jobs training program for income-qualified participants;

employment-related tutoring program serving adults identified as functionally non-proficient; and employment development services by and for residents of city publicly-supported housing.

<i>Table 1: CDBG Activities PY 2022-2023*</i>		<i>Goal</i>	<i>Actual</i>
Support Job Improvement through Microenterprise Assistance	Business Assisted	22	43
Conduct Public Services Employment Training	Persons Assisted	48	57
Enhance & Improve Access to Neighborhood Amenities	Persons Assisted	2240	4370
Housing Rehabilitation	Housing Units	10	15
TOTAL			4,485

** These are preliminary counts and may change before final review of the CAPER.*

Of note, approximately 77.0% of direct CDBG beneficiaries and 60.5% of HOME beneficiaries could be identified as members of an ethnic minority. In terms of impact by income level, 36.2% of all direct CDBG beneficiaries were at or below 50% local AMI (with another 63.8% being between 50-80% of local AMI) and 85.0% of direct HOME beneficiaries were at or below 60% AMI.

Throughout the FY22-23 program year, the city continued to experience significant challenges to fully implementing the CDBG & HOME programs as a result of the COVID pandemic emergency. In spite of these challenges, the HOME program was able to deliver many benefits to the greater Charlottesville area (note that accomplishments are reported for all members of the HOME Consortium as a result of the way the data is reported by HUD):

<i>HOME Activities PY 2022-2023*</i>		<i>Goal</i>	<i>Actual</i>
Homeowner Rental Rehabilitation	Persons Assisted	10	15

** These are preliminary counts and may change before final review of the CAPER.*

SETTING PRIORITIES FOR THE FY 2024-2025 CDBG & HOME PROGRAMS

At a public hearing on September 19, 2022, Council established their priorities for the FY 2023-2024 CDBG & HOME programs. The city remains committed to these priorities, with a continued emphasis on expanding homeownership and rental opportunities for income-qualified residents and with an added emphasis on public infrastructure improvements designed to eliminate or reduce barriers to access to public amenities for mobility-impaired residents.

Staff recommends continued funding of the CDBG Administration & Planning program at 20% of the total award, which pays for a variety of program expenses including: salaries and program administration supplies; required Environmental Reviews for all HUD-funded programs; coordination of the CDBG/HOME Taskforce; technical assistance services to individuals and community benefit organizations; implementation of the city's Citizen Participation Plan and other important public input efforts; required program implementation monitoring, including Davis Bacon and other Section 3 requirements, among others. Staff also recommends continued funding of public service activities at the HUD limit of 15% of the total CDBG award for that year.

Our work with the CDBG and HOME programs in recent has increased our awareness of the depth of need in our community for: added emphasis on expanding affordable homeownership and rental options; critical repairs and energy upgrades to assist low-income households, especially as we encounter the increasing effects of global climate change; and efforts to eliminate physical barriers encountered by mobility-impaired persons, especially in regards to accessing public facilities and amenities like parks and public buildings like restaurants, especially as much of the city's public infrastructure is old, often predating the 1973 Americans with Disabilities Act.

In accordance with these new learnings, staff recommends that Council consider and approve the following slightly revised priorities for the FY 2024-2025 CDBG & HOME Programs:

- A continued emphasis on expanding access to affordable housing opportunities (including but not limited to low-income housing redevelopment); workforce development (including but not limited to efforts to bolster Section 3 training opportunities and partnerships with the City's GO programs); microenterprise assistance; access to quality childcare; homeowner rehabilitation and energy-efficiency upgrades; down payment assistance; and improvements to public infrastructure improvements designed to eliminate or reduce barriers to access to public amenities for mobility-impaired residents
- For FY 24-25, \$89,896.51 of CDBG Entitlement funds (EN) be set aside for Economic Development programs
- For FY 23-34 \$89,896.51 of CDBG Entitlement funds (EN) be set aside for Public Facilities and Improvements, with an emphasis on projects to eliminate or reduce barriers to access for mobility-impaired residents
- The CDBG Admin and Planning budget be set at 20% of the total CDBG entitlement
- Any other guidelines or directions Council may wish to give in determining how CDBG and HOME funds should be spent

Alignment with City Council's Vision and Strategic Plan

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

Community Engagement

Consistent with the practices of the CDBG and HOME programs in prior years, community engagement with the development of the PY 2024-2025 CDBG & HOME programs will be supported through multiple practices. Community notices will be issued announcing the anticipated availability of HUD funding. All received applications for both programs will be reviewed by a CDBG/HOME Taskforce consisting of a diverse group of city residents. Taskforce funding recommendations will be made available for public review and comment and will be advertised widely, including, among others: as a City News Alert through the city's Department of Communications; an email notice to an extensive list of groups and interested individuals; posting on both the website of the city's Office of Community Solutions (www.charlottesville.gov) as well as that of the Thomas Jefferson Planning District Commission (<https://tjpdcc.org/our-work/thomas-jefferson-regional-home-consortium/caper->

[2022/](#)); and through the local newspapers. Additionally, Taskforce funding recommendations will be presented at public hearings before both the city's Planning Commission and City Council, with final approval coming from Council.

Budgetary Impact

Approval of the CAPER and approval of Council's priorities for the FY 2024-2025 CDBG & HOME Programs do not involve the receipt or appropriation of any funds, and so do not have any budgetary impact at the present time.

When Council does review and approve any CDBG programs for the 2024-2025 program year (PY) the anticipated CDBG funds from HUD are not drawn from city funds and instead augment the city's ability to support community benefit programs, and as such no adverse impact to the city budget is anticipated.

Further, when considering HOME programs, HUD does require a local match of a minimum of 25% of a locality's HOME award for that program year. The city's local match funds for HOME programs are traditionally drawn from the Charlottesville Affordable Housing Fund (CAHF) account CP-0084.

Recommendation

Staff recommends Council approve the CAPER for PY 2022-2023 & approve the recommended Council Priorities for the PY 2024-2025 CDBG & HOME programs as presented here today before Council.

Suggested motion:

"I move to APPROVE the resolution approving the CAPER for PY 2022-2023 & the resolution approving establishing Council's Priorities for the PY 2024-2025 CDBG & HOME programs as presented here today before Council."

Alternatives

Based on the comprehensive Needs Assessment process that informed the recently approved Consolidated Action Plan for FY 2022-2027 and the requirement for local approval of CAPER to continue the city's continued eligibility to receive CDBG and HOME funds from HUD, no alternatives are recommended.

Attachments

1. CAPER FY22 Council Resolution to Approve 2023-08-21
2. Resolution to Establish Council Priorities for FY24 CDBG & HOME 2023-08-21
3. Council Priorities for PY22 CDBG & HOME Programs - Resolution #R-21-134 (1)

**Resolution to Approve the City of Charlottesville Consolidated Annual Performance
and Evaluation Report (CAPER) for the Program Year (PY) 2022-2023
CDBG & HOME Programs**

WHEREAS the City of Charlottesville has been designated as an Entitlement Community by the United States Department of Housing and Urban Development (HUD), and as such is a recipient of federal funds through the Community Development Block Grant (CDBG) & HOME Investment Partnerships (HOME) programs, and

WHEREAS the City is a contributing member of the Thomas Jefferson Area HOME Consortium (TJAHC), in partnership with the counties of Albemarle, Fluvanna, Greene, Louisa and Nelson, and through the Consortium shares in the benefits of participation in HUD's HOME program, and

WHEREAS Council approved a 5-Year Consolidated Plan for TJAHC covering federal fiscal years 2018-2022 at a public hearing on May 7, 2018, and a 1-Year Annual Plan for the City of Charlottesville at a public hearing on May 16, 2022; and

WHEREAS HUD requires all localities receiving HUD funds to report on their annual accomplishments at the end of each program year through the Consolidated Annual Performance and Evaluation Report (CAPER) tool; now

THEREFORE BE IT RESOLVED that the City Council of Charlottesville, Virginia, hereby approves the city's Consolidated Annual Performance and Evaluation Report (CAPER) for PY 2022-2023.

Approved by Council
August 21, 2023

Kyna Thomas, CMC
Clerk of Council

**Resolution to Establish Council Priorities for the PY 2024-2025
Community Development Block Grant (CDBG) &
HOME Investment Partnerships (HOME) Programs**

WHEREAS the City of Charlottesville has been designated as an Entitlement Community by the United States Department of Housing and Urban Development (HUD), and as such is a recipient of federal funds through the Community Development Block Grant (CDBG) & HOME Investment Partnerships (HOME) programs, and

WHEREAS the City is a contributing member of the Thomas Jefferson Area HOME Consortium (TJAHC), in partnership with the counties of Albemarle, Fluvanna, Greene, Louisa and Nelson, and through the Consortium shares in the benefits of participation in HUD's HOME program, and

WHEREAS in accordance with the City of Charlottesville's HUD-approved Citizen Participation Plan, the city's CDBG/HOME Task Force composed of residents and community representatives will be called on to review requests for funding of potential CDBG & HOME projects and to make recommendations for funding to Council in the Spring of 2024; now

THEREFORE BE IT RESOLVED by the City Council of Charlottesville, Virginia, that the priorities and spending allowances for the FY 2024-2025 CDBG & HOME programs shall be as follows:

- A continued emphasis on expanding access to affordable housing opportunities (including but not limited to low-income housing redevelopment); workforce development (including but not limited to efforts to bolster Section 3 training opportunities and partnerships with the City's GO programs); microenterprise assistance; access to quality childcare; homeowner rehabilitation and energy-efficiency upgrades; down payment assistance; and improvements to public infrastructure improvements designed to eliminate or reduce barriers to access to public amenities for mobility-impaired residents
- For FY 24-25, \$89,896.51 of CDBG Entitlement funds (EN) shall be set aside for Economic Development programs
- For FY 23-34 \$89,896.51 of CDBG Entitlement funds (EN) shall be set aside for Public Facilities and Improvements, with an emphasis on projects to eliminate or reduce barriers to access for mobility-impaired residents
- The CDBG Admin and Planning budget shall be set at 20% of the total CDBG entitlement
- Any other guidelines or directions Council may wish to give in determining how CDBG and HOME funds should be spent

Approved by Council
August 21, 2023

Kyna Thomas, CMC
Clerk of Council

RESOLUTION

Setting City Council Priorities for Community Development Block Grant and HOME Investment Partnership funds for FY 2022-2023

WHEREAS, the City of Charlottesville is a U.S. Department of Housing and Urban Development (HUD) Entitlement Community for the Community Development Block Grant (CDBG) and HOME Investment Partnership (HOME) programs and as such expects to receive an award of funding July 1, 2022; and

WHEREAS, in accordance with the City of Charlottesville's Citizen Participation Plan for HUD funding, the CDBG Task Force composed of citizen and community representatives will need to review potential projects and make recommendations for funding in Spring 2022;

BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that the priorities and spending allowances for FY 2022-2023 shall be as follows:

- Council's priorities for the CDBG and HOME program for FY 22-23 shall be access to affordable housing (including but not limited to low income housing redevelopment), workforce development (including but not limited to efforts to bolster Section 3 training opportunities and partnerships with the City's GO programs), microenterprise assistance, access to quality childcare, homeowner rehabilitation, and down payment assistance.
- For FY 22-23, \$244,950.82 CDBG entitlement shall be set aside for Belmont Priority Neighborhood Franklin Street Sidewalk.
- For FY 22-23, the Priority Neighborhood shall be Ridge Street and the allocation shall be \$150,000 of the total CDBG entitlement. If the CDBG entitlement received is less than the estimate amount of \$150,000 this amount will be decreased accordingly.
- The CDBG Admin and Planning budget shall be set at 20% of the total CDBG entitlement.

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



Agenda Date:	August 21, 2023
Action Required:	Resolution
Presenter:	Alexander Ikefuna, Director of Community Solutions
Staff Contacts:	Alexander Ikefuna, Director of Community Solutions Antoine Williams, Housing Program Manager
Title:	Resolution to approve the Sixth Amended Grant Agreement, Charlottesville Supplemental Rental Assistance Program (CSRAP) (1 reading)

Background

On June 19, 2017, the City Council approved the creation of a supplemental rental assistance program for the City of Charlottesville. In October 2017, the City Council approved the Charlottesville Supplemental Rental Assistance Program (CSRAP) and funding for the program. The Grant Agreement between the City and the CRHA was executed in January 2018. The first voucher was issued in April 2018.

Currently, the City Council has approved total funding for this program in the amount of \$5,295,000 (\$900,000 in FY17/18; \$945,000 in FY18/19; \$750,000 in FY19/20; \$900,000 in FY20/21; \$900,000 in FY21/22; and \$900,000 in FY22/23) which will continue to extend this housing assistance for our vulnerable households.

Discussion

Charlottesville Redevelopment and Housing Authority (CRHA) continues to administer this program similar to the federal Housing Choice Voucher program. Each year CRHA staff provides City Council with an update on the program's status. In 2020, City Council approved an amendment to the agreement to include administrative costs in the program funding due to concerns from the U.S. Department of Housing and Urban Development (HUD). The updated Agreement contains revisions that focus on the program's time frame and the allocation of funding.

Alignment with City Council's Vision and Strategic Plan

The provision of assistance with housing some of our most vulnerable families supports City Council's visions of Quality Housing Opportunities for All; Community of Mutual Respect; and Smart, Citizen-Focused Government. This program aligns directly with Strategic Plan Goal 1.3: Increase affordable housing options and with the 2021 Affordable Housing Plan.

Community Engagement

The CRHA staff has reviewed the amendment for this Grant Agreement.

Budgetary Impact

This request does not require any additional funding from the City budget.

Recommendation

Staff recommends that City Council approve the attached Resolution.

Alternatives

City Council could choose not to approve this Resolution which may effectively end this program and/or negatively affect the provision of housing assistance currently providing relief for some of our most vulnerable families.

Attachments

1. RESOLUTION Sixth Amended CSRAP Agreement
2. Sixth Amended CSRAP Grant Agr cleanvrs082123

RESOLUTION
APPROVING THE SIXTH AMENDED GRANT AGREEMENT FOR THE
CHARLOTTESVILLE SUPPLEMENTAL RENTAL ASSISTANCE PROGRAM

FOR THE FISCAL YEAR BEGINNING JULY 1, 2023

WHEREAS, on June 19, 2017, the City of Charlottesville approved the creation of the city-funded Charlottesville Supplemental Rental Assistance Program (“CSRAP”), and on April 11, 2023, City Council approved an allocation of \$900,000 from the Capital Improvement Program funds to be used for the CSRAP program, which CRHA will administer; and

WHEREAS the terms and conditions under which the Charlottesville Redevelopment and Housing Authority (“CRHA”) will administer the CSRAP Program are set forth within a written grant agreement effective for the fiscal year beginning July 1, 2023, which has been reviewed by City Council this same date.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Charlottesville, Virginia, **THAT**:

1. The CSRAP program shall be administered by CRHA in accordance with the terms and conditions set forth within the CSRAP grant agreement effective for the fiscal year beginning July 1, 2023, which is hereby approved by this City Council; and
2. The City Manager is authorized to execute the CSRAP grant agreement on behalf of the City of Charlottesville, and the City Manager and City staff are authorized and directed to apply the funding allocated above to the CSRAP program in accordance with the terms set out within the CSRAP grant agreement.

Approved by Council
August 21, 2023

Kyna Thomas, CMC
Clerk of Council

Sixth Amended GRANT AGREEMENT

Charlottesville Supplemental Rental Assistance Program (CSRAP)

This grant agreement provides the terms and conditions upon which the City of Charlottesville ("City") will provide funding to the Charlottesville Redevelopment and Housing Authority ("CRHA") for the purpose of administering the "Charlottesville Supplemental Rental Assistance Program" ("CSRAP"). The CSRAP represents a partnership between the City of Charlottesville and the Charlottesville Redevelopment and Housing Authority. Approval of the program to support CRHA's administration of the CSRAP was provided by City Council on October 16, 2017.

Section 1. Time for Performance: July 1, 2023, through June 30, 2024.

Section 2. City Funding Amount: \$900,000 (FY23/24)

Section 3. Conditions of City Funding:

I. PURPOSE OF THE PROGRAM

- A. The City has authorized the transfer of carry forward program funding and FY23/24 funding, if any, to the Charlottesville Redevelopment and Housing Authority (CRHA) for use within the Fiscal Year ending June 30, 2024, upon the following conditions: (i) the funding shall be used exclusively by CRHA to provide rental assistance subsidies to individuals who are part of Extremely Low-Income to Low-Income Households, defined as those households earning less than 60% of Area Median Income (Area Median Income) as determined by the US Department of Housing and Urban Development (HUD) annually within the City of Charlottesville, including, but not limited to, those who are homeless, elderly and/or disabled individuals, or those enrolled in a self-sufficiency program; and (ii) the administration of this funding by CRHA shall be in accordance with the terms of this document.
- B. The City is authorized by Va. Code §36-7 to provide money to a housing authority, to enable or assist the authority to carry out its purposes.

II. FUNDING

CSRAP shall be funded through the City's Capital Improvement Program fund.

III. ADMINISTRATION

The CSRAP represents a partnership between the City of Charlottesville and the CRHA. The City and CRHA recognize that program funding is required to cover the administrative burden associated with the program. CRHA agrees to administer the CSRAP in a manner similar to the federal Housing Choice Voucher Program (HCVP) rules and regulations, as amended, and the City of Charlottesville's Housing Policy 1, as amended (attached hereto as Appendix A).

**City of Charlottesville-
Charlottesville Supplemental Rental Assistance Program (CSRAP)**

Exceptions to the administration of the program will be permitted to allow:

- (i) for single-room housing that might not otherwise meet HUD rules and regulations in limited circumstances.
- (ii) for rent rates up to 125% of the federally designated HUD fair market rents for units in the City of Charlottesville; and up to 110% of the federally-designated HUD fair market rents for units located in Albemarle County.

For purposes of administration of the CSRAP, the term "household" shall mean and include any one (1) or more individual(s) who comprise a single housekeeping unit.

IV. ADMISSIONS/PREFERENCES AND THE WAITING LIST

- A. Eligible Households shall be selected and admitted from the CRHA's existing HCVP waiting list in accordance with the HCVP rules and regulations established by the CRHA for selection and admission for tenant-based housing assistance through the CSRAP unless specified otherwise in this agreement. Only Households with incomes less than 60% AMI shall be issued CSRAP rental assistance subsidies. A Household can apply to participate in the CSRAP Program if individual(s) within the Household live or work within the City of Charlottesville at the time of the application; however, CSRAP rental assistance shall be issued only to subsidize rental payments owed by a Household for rental of a dwelling unit located within the City of Charlottesville, except as per the provision in Section V.B.iii.
- B. The CHRA shall issue the CSRAP rental assistance according to the following priorities:
 - (i) A minimum of fifteen (15) CSRAP rental assistance subsidies will be issued to Households who are homeless.
 - (ii) A maximum of forty (40) CSRAP rental assistance subsidies will be issued to Households enrolled in a local self-sufficiency program.
 - (iii) The remainder of the CSRAP-funded rental assistance subsidies (i.e., those not issued following Sections N.B(i) or N.B(ii), above) shall be issued to HCVP-eligible households if the individual(s) within those Households live or work in the City of Charlottesville, and if the Households is or are on the CRHA's HCVP waiting list at the time of the issuance of a CSRAP voucher, or if the Household(s) is or are on the CRHA's CSRAP waiting list at the time of the issuance of a CSRAP voucher.
- C. In the administration and issuance of CSRAP-funded rental assistance subsidies described in Section IV.B(iii) above, CRHA will ensure that vouchers will be issued to households with incomes less than 60% AMI. Households on the CRHA's HCVP waiting list who accept CSRAP voucher(s) shall remain on the HCVP waiting list and shall retain their ranking on that list. If an individual or household on the HCVP waiting list is selected by CRHA for the HCVP program,

**City of Charlottesville-
Charlottesville Supplemental Rental Assistance Program (CSRAP)**

CRHA shall offer that Household the opportunity to replace any CSRAP subsidy being received with an HCV.

V. TENANT-BASED HOUSING ASSISTANCE

- A. CSRAP rental assistance subsidies shall be administered as tenant-based housing assistance in a manner similar to CRHA's HCVP rules and regulations.
- B. Notwithstanding any CRHA HCVP rule or regulation to the contrary (see Section V.A, above), the following rules apply specifically to the CSRAP:
 - (i) Rental assistance subsidies shall not be eligible for portability as such term is defined and utilized in 24 C.F.R. §§ 982.351 and 982.353, as amended.
 - (ii) Households receiving a CSRAP voucher shall have 60 days to locate, and lease, a rental housing unit within the City of Charlottesville.
 - (iii) Should a Household be unable to locate a rental unit that it can afford (based on the 30% required contribution referenced in subparagraph (iv), following below) within the City of Charlottesville within the initial 60-day CSRAP voucher term, the CRHA may grant one 120-day extension, during which time the recipient household may continue to search for rental housing in the City of Charlottesville or within Albemarle County.
 - (iv) Households receiving a CSRAP voucher shall be required to contribute 30% of the monthly gross income of that Household toward rent each month. The Household's required rent contribution shall be determined at the time the Household is accepted into the CSRAP and thereafter shall not be increased more than once every 24 months; regardless of whether or not the rent contribution is increased during any 24-month period, CRHA shall continue to verify and keep records as to the Household income, report income to the City, and comply with the requirements within this Grant Agreement.
 - (v) CSRAP rental assistance shall be provided monthly. The monthly housing assistance payment shall be equal to the applicable HCVP payment standard for bedroom size for the Charlottesville area, as established annually by the Virginia Housing and Development Authority, minus the tenant's portion of the rent.

**City of Charlottesville-
Charlottesville Supplemental Rental Assistance Program (CSRAP)**

- (vi) The CRHA shall reexamine the income and family composition of each Household receiving CSRAP rental assistance at least once every 24 months. Any Household that experiences a decrease in income may request a reexamination and adjustment of the requirement for 30% monthly income participation (see subparagraph (iv) above) at any time.

VI. CONTINUING ELIGIBILITY FOR CSRAP FUNDING

- A. Subject to the availability of CSRAP funds and the terms of this Grant Agreement, CSRAP rental assistance may be issued to a Household so long as the Household is in compliance with the CSRAP Program Rules.
- B. CSRAP-assisted Households shall be entitled to the Informal Hearing Procedures for Applicants and Participants of the Housing Choice Voucher and Moderate Rehabilitation Programs as defined by 24 CFR §982.54(d)(12) and (13) as amended, as administered by the CRHA.

VII. PROGRAM FUNDING

- A. The City's Office of Community Solutions has verified that funding in the amount of \$900,000 is available and has been appropriated by City Council to support the CSRAP. CSRAP will continue so long as funds from the initial funding allocation of \$900,000 plus carry forward program funds, if any, for support of the CSRAP remain unencumbered or additional funding has been appropriated by City Council in amounts sufficient to support the continuation of the CSRAP in subsequent fiscal year(s).
- B. Each year, in accordance with a schedule established by the City's Budget Director, CRHA shall prepare and submit to the City an estimate of the amount of money needed during the ensuing fiscal year for the CSRAP, based on the Households then participating in the CSRAP at that time, and based on CRHA's estimate of any rent increases for those participating Households, and (at CRHA's option) CRHA's estimates of the cost of any desired expansion of the CSRAP to additional participants during the ensuing fiscal year. CRHA will be afforded at least 30 days within which to prepare and submit such annual funding estimate. This CSRAP Agreement may be renewed for succeeding fiscal years by written agreement of the parties, subject to the availability and appropriation of public funds.
- C. The City shall retain the existing program funding reserve of \$292,500 as a program reserve fund to ensure funding is available to cover any increases in rental assistance payments due to decreases in participant household income or increases in rent. All unused reserve funds shall be carried over into the next year's program funding total.
- D. When the unencumbered funding balance within the Initial Operational Allocation reaches an amount equal to approximately one month of maximum program rental expenses (or not to exceed \$80,000), CRHA shall request, and

**City of Charlottesville-
Charlottesville Supplemental Rental Assistance Program (CSRAP)**

the City shall immediately disperse from the funds appropriated to CSRAP in the City's Capital Improvement Program an additional amount equal to approximately three months of maximum rental expenses (or not to exceed \$240,000) to CRHA to provide ongoing support for the program. In so doing, at all times during the term of the CSRAP, CRHA will maintain an unencumbered program Operational Allocation balance of no less than \$80,000 and no more than \$240,000.

- E. CRHA may retain a portion of the program funding to be used for administration of the program. Administrative costs shall be equal to 10% of the annual program funding allocated by the City or direct costs of administering the program if those costs exceed 10%. CRHA shall request, and the City shall disperse an amount equal to one-fourth of administrative costs submitted with the rental expenses identified in paragraph (D) above or on a quarterly basis. Administrative costs shall also be included in the Quarterly Report.
- F. Initial Reporting Requirements:
 - (i) Upon determining that a Household is eligible to participate in the CSRA Program, CRHA shall make available to the City's Office of Community Solutions, Housing Program Manager, and/or designee the following:
 - (a) A copy of the Household's rental assistance subsidy agreement, lease approval form, rent portions notice, rental unit information (including address and monthly rent), unit inspection report, and Household information (including income, size, composition), and
 - (b) A copy of an invoice or other statement of rent from the Household's landlord identifying the monthly rental amount for that Household at the time of the initial lease-up.
- G. Ongoing Reporting Requirements:
 - (i) 30 days following the end of each calendar year quarter (specifically: on October 31, January 31, April 30, and July 31 each calendar year), the CRHA will submit to the City of Charlottesville an itemized Quarterly Report listing each recipient Household participating in the CSRA Program as of the date of such Report, and specifying the amount of monthly rent required for each Household (both household rent portion and rental assistance amount) for the calendar year quarter next succeeding the date of the Quarterly Report. Each Quarterly Report shall add the amounts required for the CSRA Program for the upcoming quarter and shall give a total amount necessary to satisfy the Program commitments for that upcoming calendar year quarter.

**City of Charlottesville-
Charlottesville Supplemental Rental Assistance Program (CSRAP)**

H. Each itemized Quarterly Report referenced in Paragraph (G) above shall be accompanied by the following information (in addition to the information required by paragraph (D), above), and this information shall be presented in an Excel Spreadsheet or other format mutually acceptable to both CRHA and the City's Office of Community Solutions, Housing Program Manager, and/or designee. Each Quarterly Report shall provide program and household statistics, including but not necessarily limited to the following:

- Date voucher issued
 - Date voucher extended (if applicable)
 - Date unit leased
 - Name (head of household)
 - Unit Address
 - Total Monthly Rent
 - Amount of Monthly Rental Assistance Provided
 - Household Income
 - %AMI
 - Employment Status
 - Number of Wage Earners
 - Household Composition
 - Number of Adults
 - Number of Children
 - Number of Children Under 5-years
 - Number of Elderly (65 years+)
 - Number of Disabled
 - Race/Ethnicity
 - Refugee status (if applicable)
 - Compliance with admissions preference priorities as defined in Section IV.B.
 - Administrative costs
- (i) Following the Initial Operational Allocation, no funds will be released to CRHA unless and until all required reporting under Section (E), Section (F), and Section (G) have been appropriately completed and submitted to the Office of Community Solutions, Housing Program Manager, and/or designee.
- (ii) The Office of Community Solutions shall have 14 days from the date of report submittal to review and certify to CRHA that the reports provided meet the CSRAP reporting standards defined in Section (E), Section (F), & Section (G) above. After 14 days following report submittal (unless otherwise notified), CRHA and the City's Office of Community Solutions, Housing Program Manager, and/or designee will consider all reports submitted to be complete, proper, and certified.
- (iii) All reports shall be submitted to the City's Office of Community Solutions, Housing Program Manager, and/or designee.

**City of Charlottesville-
Charlottesville Supplemental Rental Assistance Program (CSRAP)**

CITY OF CHARLOTTESVILLE:

City Manager (Printed)

City Manager (Signature)

Date: _____

ACCEPTED/ AGREED BY RECIPIENT:

Recipient Representative (Printed)

Recipient Representative (Signed)

Date: _____

LEGAL REVIEW AND CONFORMANCE:

City Attorney's Office (Printed)

City Attorney's Office (Signature)

Date: _____

FINANCE REVIEW

Dept. of Finance (Printed)

Dept. of Finance (Signature)

Date: _____

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



Agenda Date:	August 21, 2023
Action Required:	None
Presenter:	Michael Kochis, Police Chief
Staff Contacts:	Misty Graves, Director of Human Services
Title:	Internal Work Group on Gun Violence

Background

In May of 2023, Interim City Manager Michael Rogers charged Chief Kochis and Misty Graves with chairing an internal working group comprised of Department Directors with the idea of developing areas of priority to address gun violence within the City of Charlottesville. Unlike the University of Virginia Task group on gun violence, which is taking a whole of community approach and this internal group is to focus on city government capacity to address issues effecting an increase in gun violence.

Part 1 crime (Serious crime defined by FBI Uniform Crime Reporting) is down in several categories over the last twelve months compared to the prior annual reporting period. Those categories where there has been a reduction include aggravated assault, arson, burglary, vehicle theft, rape, and robbery. The categories where there has been an increase include homicide, and larceny. While shots fired incidents are not categorized as part 1 crime, there has been an increase in both reports of shots fired calls and confirmed incidents of shots fired calls for service.

Furthermore, data suggests a correlation between where stolen vehicles are reported and where shots fired are reported.

Discussion

On May 26, 2023, the workgroup held its preliminary meeting and agreed that the group would examine data, speak with stakeholders, and identify specific deliverables.

On June 20, 2023, the workgroup met again to discuss heat maps, data, and information gleaned from weekly community walks, the youth council and conversations with community stakeholders.

On July 19, 2023, the workgroup met with members of the Charlottesville Redevelopment and Housing Authority, (CRHA) to discuss needs and ways City Government can address gun violence within the areas that are most affected. Several initiatives/ideas were discussed relating to CRHA needs.

During this meeting ideas were identified and broken down into short- and long-term deliverables. The following is a list of short- and long-term deliverables:

Short term:

1. PSA campaign for responsible gun ownership

2. City government career/mentoring program/CIYIP
3. Graffiti removal
4. Crime prevention through environmental design, (CPTED) assessments of areas most effected by gun crime.
5. City to host teen take over nights.
6. Implementation of Flock ALPR (PowerPoint presentation)

Long term:

1. Youth pre-arrest diversion initiative between CPD and DHS
2. Identify and procure an undesignated space for youth.
3. Scholarship program for professional licenses such as CDL
4. The city enter into agreement with PVCC to guarantee employment
5. Subsidized program fees for city residents to have access to programs.
6. Implementation of a strategic plan specifically to address gun violence

Alignment with City Council's Vision and Strategic Plan

This project supports Goal 2 of the Strategic Plan, to be a Healthy and Safe City. Furthermore, this project supports the mission and vision of the Charlottesville Police Department, which states: In partnership with our community, we strive to improve the quality of life of those who live, work, and visit our city.

Community Engagement

The recommendations identified above are a result of many conversations with community stakeholders who live, and work in communities that are disproportionately affected by gun violence. Partnering with community stakeholders to receive feedback on these recommendations has allowed for thoughtful long- and short-term deliverables to be presented.

Budgetary Impact

As part of the FY 24 budget, City Council allocated \$200,000 to help address gun violence. Those funds will be used to help implement the work of this task force. Budgetary impacts of the recommendations will be evaluated on a case-by-case basis.

Recommendation

NA

Alternatives

NA

Attachments

None