



## City Council Meeting Agenda

**June 16, 2025**

City Hall Council Chamber  
605 E. Main St.  
Charlottesville, VA 22902

Juandiego R. Wade, Mayor  
Brian R. Pinkston, Vice Mayor  
Natalie Oschrin  
Michael K. Payne  
J. Lloyd Snook, III  
Kyna Thomas, Clerk

### 4:00 PM Opening Session

- I. **Call to Order/Roll Call**
- II. **Agenda Approval**
- III. **Reports**

- 1. Report: NDS Zoning Implementation Update and FY26 Workplan

### 5:30 PM Closed Meeting

- By Motion: Consideration of appointment(s) to the Charlottesville Redevelopment and Housing Authority Board, Retirement Commission, and Charlottesville-Albemarle SPCA Board
- Discussion: Consideration of the appointment, performance, and salary of a specific named appointee of the public body, specifically, to conduct the City Manager's annual performance evaluation

### 6:30 PM Business Session

- IV. **Moment of Silence**
- V. **Announcements**
- VI. **Recognitions/Proclamations**
- VII. **Community Matters** 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.
- VIII. **Consent Agenda\*** The consent agenda consists of routine, non-controversial items whereby all items are passed with a single motion and vote. Individuals speaking during Community Matters may address items on the Consent Agenda.
  - 2. Resolution: Resolution to Appropriate \$266,387 in FY 24 Meadowcreek Golf Course Surplus Funds (2nd reading)
  - 3. Ordinance: Ordinance to Amend and Reordain City Code Chapter 31 (Utilities) to Establish New Utility Rates and Service Fees for City Gas, Water, and Sanitary Sewer (2nd reading)
  - 4. Resolution: Resolution to Allocate Housing Operations and Support ("HOPS") FY 26 Grant Funding for Affordable Housing and Homelessness Support Programs in the Amount of \$460,574
  - 5. Resolution: Resolution Authorizing Hospital to Home to Operate as a Non-Emergency Medical Transport Agency in Charlottesville
- IX. **City Manager Report**

- Report: City Manager Report
- a. Report: Human Rights Calendar Year 2024 Annual Report

## **X. Action Items**

6. Public Hearing/Res.: Public Hearing and Resolution to appropriate additional funds for the Virginia Department of Transportation ("VDOT") City of Charlottesville, Virginia ("City") Project Portfolio (\$23,317,263) (1 of 2 readings)
7. Public Hearing/Res.: Public Hearing and Resolution to approve a Lease Amendment for property located at 100 5th Street NE to the Blue Ridge Area Coalition for the Homeless
8. Public Hearing/Res.: Public Hearing and Resolution to amend the City of Charlottesville, Virginia ("City"), CDBG and HOME Funding Awards for Program Year 2025-26, a Minor Amendment to the City's 1-Year Annual Action Plan, in the amounts of \$6,835.00 (CDBG) and \$2,859.47 (HOME) (1 of 2 readings)
  - a. Resolution: Resolution appropriating Community Development Block Grant ("CDBG") funds anticipated from the U.S. Department of Housing and Urban Development for Program Year 2025-26, in the approximate amount \$445,452, amended
  - b. Resolution: Resolution approving HOME Investment Partnership Program activity with funds anticipated from the U.S. Department of Housing and Urban Development for Program Year 2025-26, in the approximate amount of \$85,876.13, Amended
9. Resolution: Resolution to allocate \$8,690,000 of Capital Improvement Program (CIP) Contingency Funds (2nd reading)
10. Resolution: Resolution approving Albemarle Charlottesville Regional Jail ("ACRJ") Renovation Plan of Finance for the ACRJ Authority's Issuance of 2025 Bonds and the 2025 Grant Anticipation Note ("GAN")
11. Resolution: Resolution to Amend and Reallocate Tax and Rent Relief Budgets
12. Resolution: LLC/Entity Creation Authorization Resolutions: Westhaven Phase One and Sixth Street Phase Two Redevelopment Projects (1 of 2 Readings)
  - a. Resolution: Resolution Authorizing Entity Formation for Sixth Street Redevelopment Phase Two
  - b. Resolution: Resolution Authorizing Entity Formation for Westhaven Redevelopment Phase One

## **XI. General Business**

13. By Motion: Approval of an Employment Agreement appointing William David Milton as Charlottesville City Assessor
14. By Motion: Confidential Settlement Agreement

## **XII. Community Matters (2)**

## **XIII. Adjournment**



## **MEETING GUIDELINES**

- 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](http://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) 987-1267 or submit a request via email to [ada@charlottesville.gov](mailto:ada@charlottesville.gov). The City of Charlottesville requests that you provide 48 hours' notice so that proper arrangements may be made.
- The presiding officer shall ensure that individuals address their comments to City Council at appropriate times, in accordance with the meeting agenda and Council's Rules of Procedure.
- No person who is not a member of the city council shall orally address it until leave to do so has been granted by the city council or until invited to do so by the mayor. (City Code sec.2-71)
- Remarks and actions that disrupt the progress of the Council meeting, and remarks from persons other than councilors, the City Manager, the City Attorney, or a presenter for an Agenda Item are not permitted.
- The presiding officer shall call an individual to order, including a councilor, when that individual goes afoul of these rules. The following are examples of remarks and behavior that are not permitted:
  - i. Interrupting a speaker who is addressing Council at the speaker's microphone, or interrupting a speaker who has otherwise been invited to address Council during Community Matters or a Public Hearing
  - ii. Interrupting a councilor who is speaking
  - iii. Shouting, and talking (either individually or in concert with others) in a manner that prevents a speaker or a Councilor from being heard or that otherwise hinders the progress of the meeting
  - iv. Blocking paths for emergency exit from the meeting room; engaging in any conduct that prevents a member of the audience from seeing or hearing councilors during a meeting; standing on chairs or tables within the Council meeting room
  - v. Threats or incitement of violence toward councilors, City staff or members of the public
  - vi. Engaging in conduct that is a criminal offense under the City Code or the Virginia Code
  - vii. Campaigning for elected office
  - viii. Promotion of private business ventures
  - ix. Using profanity or vulgarity
  - x. Personal attacks against Councilors, City staff or members of the public
  - xi. Behavior which tends to intimidate others
- During a City Council meeting the presiding officer shall have control of the Council Chambers and the connecting halls and corridors within City Hall, and any other venue where a Council meeting is being held. In case of any conduct described above, the presiding officer may take measures deemed appropriate, including but not limited to suspending the meeting until order is restored, ordering areas to be cleared by the Sergeant at Arms, or requiring any individual to exit the meeting room and adjacent premises (connecting halls and corridors.)



# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>NDS Zoning Implementation Update and FY26 Workplan</b>
<b>Staff Contact(s):</b>	Kellie Brown, Director of NDS
<b>Presenter:</b>	<b>Kellie Brown, Director of NDS</b>
<b>Date of Proposed Action:</b>	June 16, 2025

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### Issue

This is a presentation on the NDS FY26 Work Plan and Progress Report on the Implementation of the Development Code.

### Background / Rule

Presentation on Neighborhood Development Services Work Plan and Development Code Implementation

### Analysis

Staff has been asked to provide an update on the implementation of the Development Code since its adoption in 2024. This report identifies the department's priority items for achieving the goals of the Comprehensive Plan as regulated through the Development Code and other department responsibilities.

### Financial Impact

Program activities align with the resources allocated in the City's budget.

### Recommendation

This report is informational. No action is needed.

### Recommended Motion (if Applicable)

n/a

### Attachments

1. NDS Workplan\_FY26



# **Neighborhood Development Services Department**

## **Development Code Implementation and FY26 Workplan**

**June 2025**



**Vision:**  
**To be a place where  
everyone thrives.**

## Agenda

1. NDS Organization
2. Accomplishments
3. Key Workplan Considerations
4. Workplan Priorities
5. Development Code Amendments

# NDS Organization – Dedicated to Creating a Sustainable and Vibrant Community



**Zoning:** Ensures compliance with city zoning ordinances, manages zoning applications, and reviews land use proposals (3).

**Building Inspections:** Manages permitting processes for construction projects, ensuring safety and code compliance in building development (5).

**Development Services:** Provides oversight and support for land development; site planning, subdivision, and developer coordination (4).

**Historic Preservation:** Promotes preservation, interpretation of historic sites and structures and ensures that new buildings complement those resources (2).

**Property Maintenance:** Oversees the enforcement of property maintenance codes to ensure public health, safety, and aesthetic standards (3).

**Support Services:** Provides administrative, technical, and customer service support for all divisions within NDS (2).

**Transportation:** Focuses on planning, design, and implementation of transportation projects to improve mobility and connectivity (4).

**Long-Range Planning:** Guides future growth through visionary, justice-centered planning initiatives that shape policy, land use, and urban design (2).

*Together, these divisions work to promote responsible development, foster community engagement, and work towards a community where Charlottesville's residents thrive.*



# Strategic Outcome Areas

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1. Climate Action
2. Economic Prosperity
3. Education
4. Housing
5. Organizational Excellence
6. Partnerships
7. Public Safety
8. Recreation, Arts, and Culture
9. Transportation
10. Commitment to JEDI

# Strategic Outcome Areas

- 
1. Climate Action
  2. Economic Prosperity
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  6. Partnerships
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  8. Recreation, Arts, and Culture
  9. Transportation
  10. Commitment to JEDI

← NDS



# Key Accomplishments



# Notable Accomplishments

## Project Completion and Funding (FY25)

- Regional Transit Authority (CARTA)
- Move Safely Blue Ridge Adoption and Pilot
- Pump Track Installation at McIntyre Park
- ID'ed 60+ Urgent Transportation Improvements
- Café Standards Updates
- Court Square & Carver Inn Historical Markers
- Development Review Improvements
- Development Code Amendments (1<sup>st</sup> Batch)
- NDS Webpage Refresh (e.g STR Guide)
- Stabilizing Property Taskforce

## Staff Development (FY25)

- Director
- Development Review Planning Manager
- Long Range Planning Manager
- Long Range Senior Planner
- Permit Technician
- Student Housing Property Maintenance Inspector
- Transit Planner
- Property Maintenance & Housing Inspector Certification
- Combination Building Inspector Certification



# Building Inspections

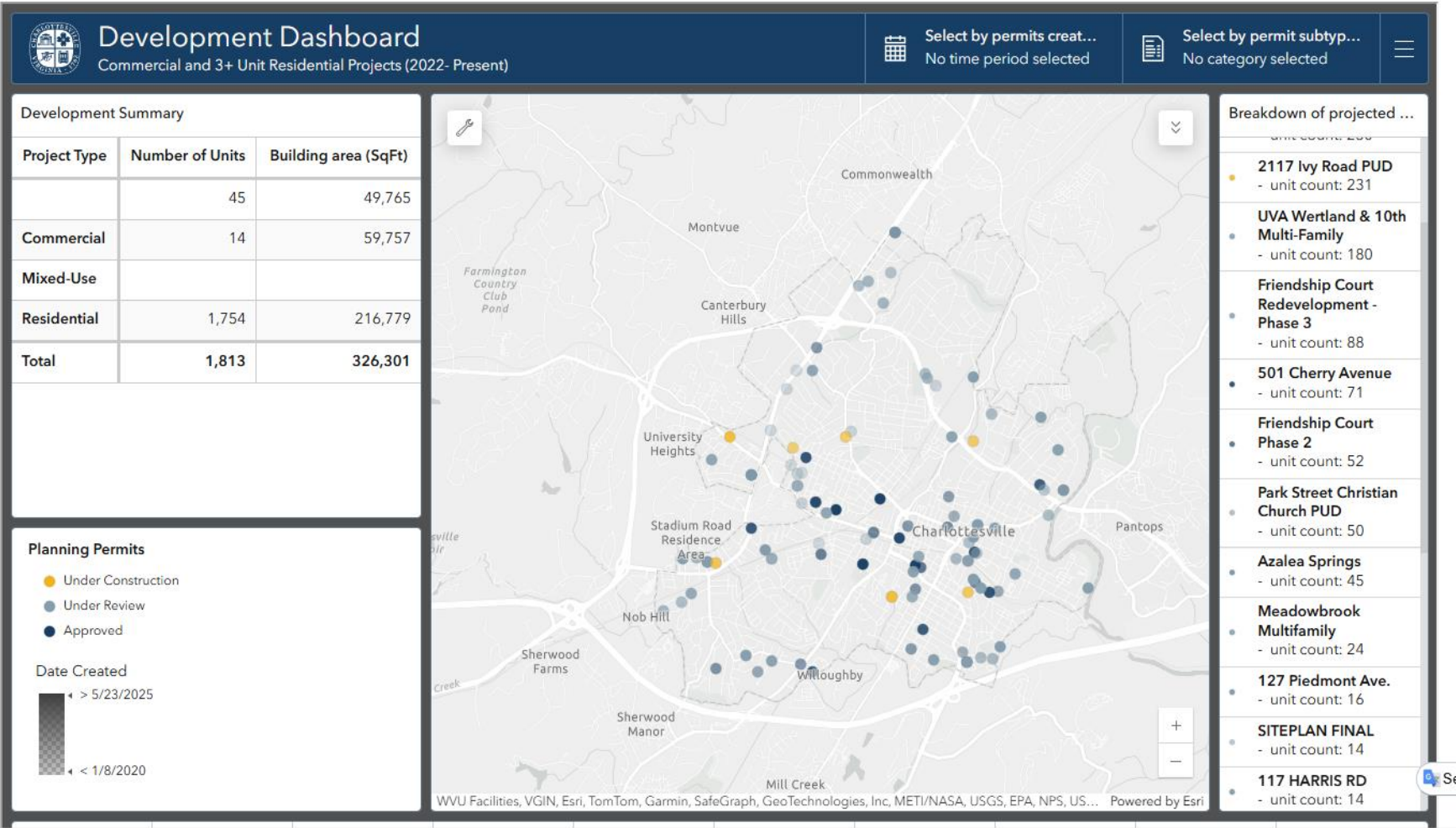


Home > Government > Departments L-V > Neighborhood Development Services > Development Review > Development Map

## Development Map

Building Code Inspections (2024)			
	2023	2024	2025*
Permits Issued	1643	1741	717
Permits Reviewed	873	977	395
Inspections	5909	6055	2196

\*- through April '25



# Key Workplan Considerations and Priorities





# Key Workplan Considerations

1. Timely accomplish non-discretionary, core mission services  
*(Building Code review and enforcement, Property Maintenance Code review and enforcement, Development plan review and approvals, Historic preservation, Zoning enforcement)*
2. Prioritize efforts in support of health, safety, and implementation of new Development Code, before adding new initiatives
3. Consistently apply an equity lens to our work and the selection of it
4. Align workplan commitments with staff capacity, while growing capacity through professional development and training



# Workplan Priorities

Organizational Excellence	Status and Anticipated Completion	Other Strategic Outcome Areas
<b><u>Regulatory Review, Permitting and Enforcement:</u></b> Continue to manage the City's review of all property development and property maintenance with applicable local and state regulatory compliance.	Ongoing	All Strategic Outcome Areas
<b><u>Electronic Plan Review System Improvements:</u></b> Continue to make improvements to Cityworks and Onbase for plan intake and review	Ongoing	All Strategic Outcome Areas
<b><u>Recruitment:</u></b> Zoning Inspector, UVA Property Maintenance Inspector	Completion by Fall 2025	All Strategic Outcome Areas
<b><u>Training and Professional Development:</u></b> Complete Required certifications and professional development (i.e. AICP, VAZO, Building Code Certifications, NACTO, Manager Training)	Ongoing	All Strategic Outcome Areas
<b><u>Development Review Process Improvements:</u></b> Implement 21-day review process for by-right development applications	Implementation by Fall 2025	All Strategic Outcome Areas

# Workplan Priorities

Housing	Status and Anticipated Completion	Other Strategic Outcome Areas
<b><u>10<sup>th</sup> and Page and Rose Hill Visioning Plans:</u></b> This project, although previously identified as the 10th and Page Small Area Plan, is a priority of the 2025 Neighborhood Development Services workplan and City Manager's office. Neighborhood Development Services is attempting to take on a different planning process, launching this summer, to better serve the needs of the 10th and Page and Rose Hill neighborhoods, by forecasting the next five years.	Anticipated 1 year process	JEDI Economic Prosperity Transportation
<b><u>Development Code Training and Education:</u></b> Develop training webinars and graphics-based informational materials to illustrate development parameters commonly referenced in the development review process, with a focus on making the materials easy to understand and accessible. Creation of a Development Plan template that would standardize submissions for Zoning compliance.	Ongoing/Spring 2026  Training and education materials initiated through webpage refresh in Spring 2025	JEDI Economic Prosperity
<b><u>Development Code Monitoring, Evaluation, and Amendments:</u></b> Initiate annual program of proposing amendments for Council consideration and adoption: 1) technical corrections 2) clarifications to support the intent of regulations as adopted 3) policy-based amendments.	First batch of proposed amendments Fall 2025 Additional amendments Summer 2026	Organizational Excellence Economic Prosperity
<b><u>Stabilizing Property Task Force:</u></b> Convene task force to develop customized plans to address limited number of most neglected/deteriorating properties and return them to stabilized housing opportunities.	Ongoing  Initiated in spring 2025	Economic Prosperity

# Workplan Priorities

Other Priorities	Status and Anticipated Completion	Strategic Outcome Areas
<b><u>Short Term Rentals:</u></b> improve enforcement by investing in software with CoR that enables better tracking of homestays and conducting zoning study to refine existing regulations to make enforcement easier	Initiate in Spring 2025 and complete by Winter 2026	Economic Prosperity Housing
<b><u>Environmental Policy Review and Ordinance Revisions:</u></b> Develop a new policy framework, implementation recommendations, and regulatory revisions to align the City's regulations for natural resources with the Comprehensive Plan	Complete scoping effort in Summer 2025; Anticipated 2 years	Climate and Sustainability Housing Economic Prosperity
<b><u>Charlottesville Design Guideline Review:</u></b> Develop scope of work to study local districts and Development Code requirements, identify key policy issues and recommendations, and amend design guidelines and the Development Code to balance Comp Plan goals for housing and historic resources	Complete scoping in FY26	Historic Preservation Housing Economic Prosperity JEDI
<b><u>Opportunities for Historic and Cultural Resource Recognition:</u></b> Document accomplishments, areas of additional need and opportunities, potential prioritization of future efforts and resource needs	Complete review in FY26	Historic Preservation Housing Economic Prosperity JEDI
<b><u>5-Year Comp Plan Review:</u></b> Initiate review of Comp Plan required by 2026, along with discussion around indicators that can track the City's success towards the objectives of the plan, as required	Develop scope and complete by end 2026	All Strategic Outcome Areas

# Workplan Priorities

Transportation	Status and Anticipated Completion	Other Strategic Outcome Areas
<b><u>Comprehensive Transportation Plan:</u></b> To update the policies and priorities in a consistent manner, across all of the modes, in a way that aligns with guidance from Council on the City’s transportation goals, staff will begin scoping a new comprehensive transportation plan.	Initiate procurement of consultant support by Spring 2026	All Strategic Outcome Areas
<b><u>Safe Streets:</u></b> Test strategies and demonstration project identified in the Move Safely Blue Ridge Safety Action Plan. Conduct testing of traffic calming devices on local, low-volume streets. Work with Traffic Engineering to assess effectiveness of temporary traffic calming measures. Develop a strategy for lower traffic speed limits throughout the City. Create a new non-motorized counter network to better understand the scale and locations of pedestrian and bicycle travel in the City.	Ongoing	Public safety Partnerships Organizational Excellence Economic Prosperity JEDI
<b><u>Pedestrian Facilities and Sidewalks:</u></b> Create initial conceptual plans for all Tier 1 and Tier 2 sidewalks to develop updated cost estimates for FY2027 budgeting. Complete 3 permanent Safe Routes to School projects. Continue to identify potential quickbuild locations for Neighborhood Transportation Improvements and SRTS in collaboration with BPAC.	Ongoing	Public safety Partnerships Organizational Excellence JEDI

# Workplan Priorities

Transportation	Status and Anticipated Completion	Other Strategic Outcome Areas
<b><u>Regional Transit and CAT Planning:</u></b> Work with the regional transit authority (CARTA) to identify regional priorities, opportunities for near-term investments, and potential funding structures, working with CARTA and state legislators to develop enabling legislation for a dedicated funding source for transit.	Ongoing	Partnerships Economic Prosperity JEDI
<b><u>Biking, Bikes, and Bike Facilities:</u></b> Complete implementation plans for 5th St Road Diet and implement the demonstration project alternative with a protected bikeway. Add more than 200 new bike parking spots. Expand the school bike fleets and identify opportunities to increase their use through afterschool programs. Promote low-stress routes for bicycling and other biking information through the BikeCville website.	Ongoing	Public safety Partnerships Economic Prosperity JEDI Recreation, Arts, Culture
<b><u>Neighborhood Walking Tours:</u></b> NDS staff will continue the monthly Neighborhood Walking Tour series in FY26. Started in January 2024, the Neighborhood Walks have drawn residents and students out on one Sunday a month, to see the City and learn more about the neighborhoods and people who make it a great place to live.	Ongoing	Organizational Excellence Partnerships JEDI Recreation, Arts, Culture
<b><u>Micro Mobility:</u></b> Update and enforce regulations to make City-management of the permit less burdensome and encourage Veo's investment in resources and staff that would further improve its performance. Continue the e-bike voucher pilot program and work with Office of Sustainability to develop a new pilot to provide e-bikes to residents working with Social Services and Human Services programs	Ongoing	Public safety Partnerships Organizational Excellence JEDI



# Environmental Policy Review and Ordinance Revisions



# Environmental Policy and Regulatory Review

- Focus on balancing Comp Plan goals for housing with community vision for healthy air, water, and ecosystems, as well as ample, high-quality, and accessible open space and natural areas, and a preserved and enhanced tree canopy.
- Key emerging question: How to meet state stormwater management requirements and also allow additional housing units and lot coverage allowed by the Development Code?
- Study work plans this summer will chart a path for evaluating:
  - Potential impacts and mitigation strategies from lowering the threshold of on-site stormwater management requirements
  - Opportunities for coordination with City stormwater utility planning
  - Other natural resources in need of additional study (i.e. trees, critical slopes, streams, green buildings, floodplains), and potential regulatory changes or City investment

## 2.2.2. **R-A** RESIDENTIAL A

### A. LOT





# 10th and Page and Rose Hill Visioning Processes





# Timeline

## April 2025 – Stage 1: ORGANIZE

- Prepare for visioning process
- Develop engagement strategies & materials

## May–July 2025 – Stage 2: IDENTIFY

- Identify issues & opportunities
- Finalize engagement strategies

## July–Dec 2025 – Stage 3: STRATEGIZE

- Finalize vision statement
- Develop projects/programs

## Winter–Spring 2026 – Stage 4: FORMALIZE

- Assemble, review, & finalize plan

## Stage 5: VISUALIZE

- Begin plan implementation
- Bi-annual review process

## 2026–2031 (Five Year) – Implementation



# Engagement Process

## Phase 1: PREPARE (Organize & Build Trust)

- Inform public of process shift
- Partner with neighborhood associations
- Develop website & plan public launch
- Focus on trauma-informed, equity-centered relationship-building

## Phase 2: DISTRIBUTE (Inform, Involve)

- Share draft materials for input
- Host open houses & community meetings
- Collaborate with stakeholders

## Phase 3: REVIEW (Inform, Consult)

- Final edits made with feedback
- 30-day public review period

## Phase 4: DECISION-MAKING

- Present plan to Planning Commission & City Council
- Public hearings and transparent communication

## • Phase 5: FOLLOW-UP

- Bi-annual updates
- Continued engagement & plan transparency



# Short Term Rental Study



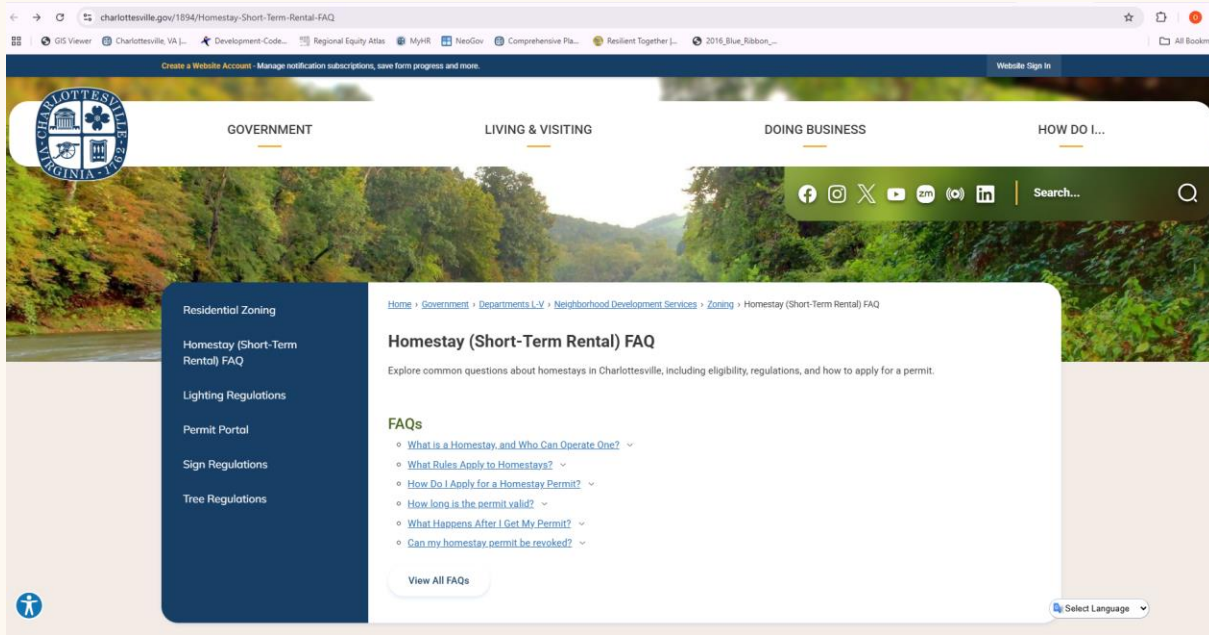
# Overview

- Neighborhood Development Services (NDS) is leading the Short-Term Rentals (STR) ordinance update to:
  - Increase equity (address benefits, burdens, who has been missing/left out) and compliance
  - Ensure clear enforcement mechanisms
  - Streamline digital application/ recertification process
  - Conduct inclusive community engagement
  - Launch Request for Proposals (RFP) for Short-Term Rentals (STR) monitoring software and database

# Timeline

- March–April: Internal prep, draft workplan and engagement materials
- April–June: STR recertification window opens (applications due June 15<sup>th</sup>); survey distributed
- June–August: Internal drafting of ordinance and survey/data integration
- September–October: Public engagement, focus groups, draft revision
- November - December: Planning Commission and City Council Work Sessions and determination of next steps based on stakeholder feedback
- January/February (tentative) : Planning Commission and City Council hearings
- February/March 2026: Ordinance becomes effective





# Accessing short-term Rentals

**CITY OF Charlottesville**

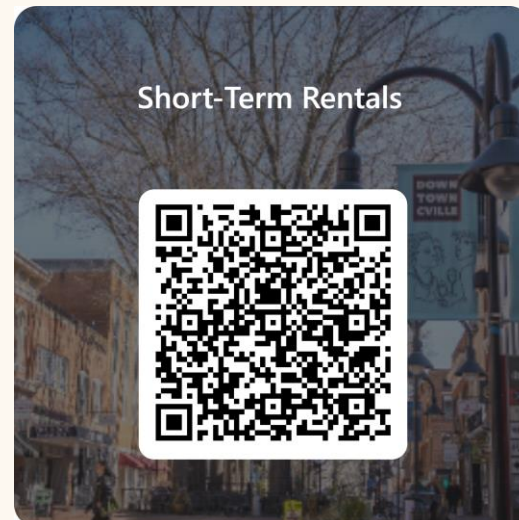
ATTENTION SHORT-TERM RENTAL OPERATORS IT'S THAT TIME OF YEAR, AGAIN!

**RECEITIFY TODAY!** PERMITS.CHARLOTTESVILLE.GOV

PROPERTY OWNER MUST OCCUPY THE RESIDENCE AT LEAST 185 DAYS A YEAR

**\$100**  
APPLICATION FEE  
BY JUNE 1ST!

LATE FEE APPLIED AFTER 14 DAYS  
SUBMIT YOUR ONLINE APP TODAY!  
VISIT PERMITS.CHARLOTTESVILLE.GOV  
SELECT: HOMESTAY PROVISIONAL USE



# Restabilizing Property Team



# Complex Properties

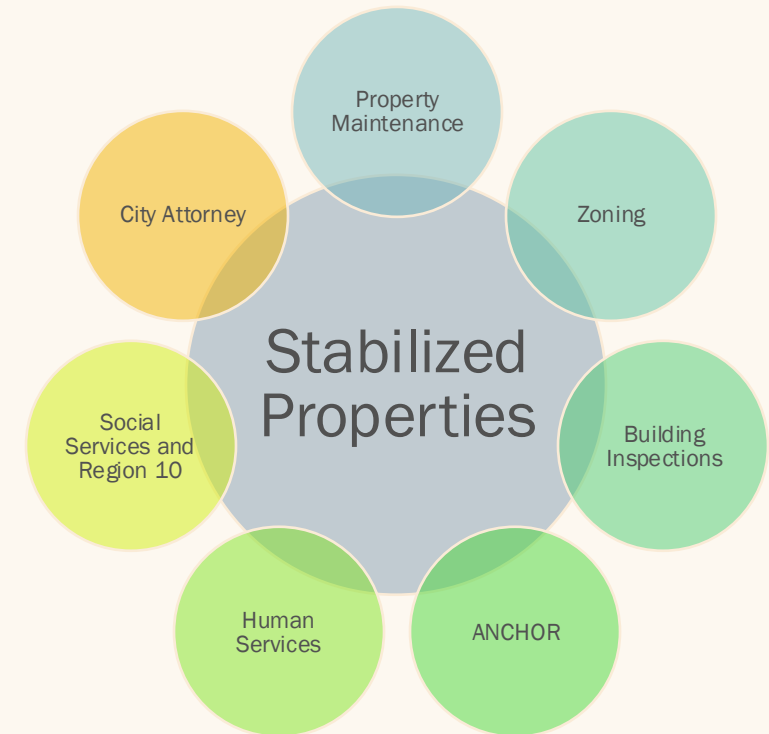


There are properties with complex circumstances that require attention beyond standard enforcement.

A list of consulting parties has been identified who may be appropriate to consult with to identify both the property and the human related circumstances and provide information on community resources.

Groups to date include ANCHOR, Social Services, Human Services, Police, Fire, City Attorney, Region Ten, NDS, City Manager

The overall goal is to provide links to community resources while reaching compliance.





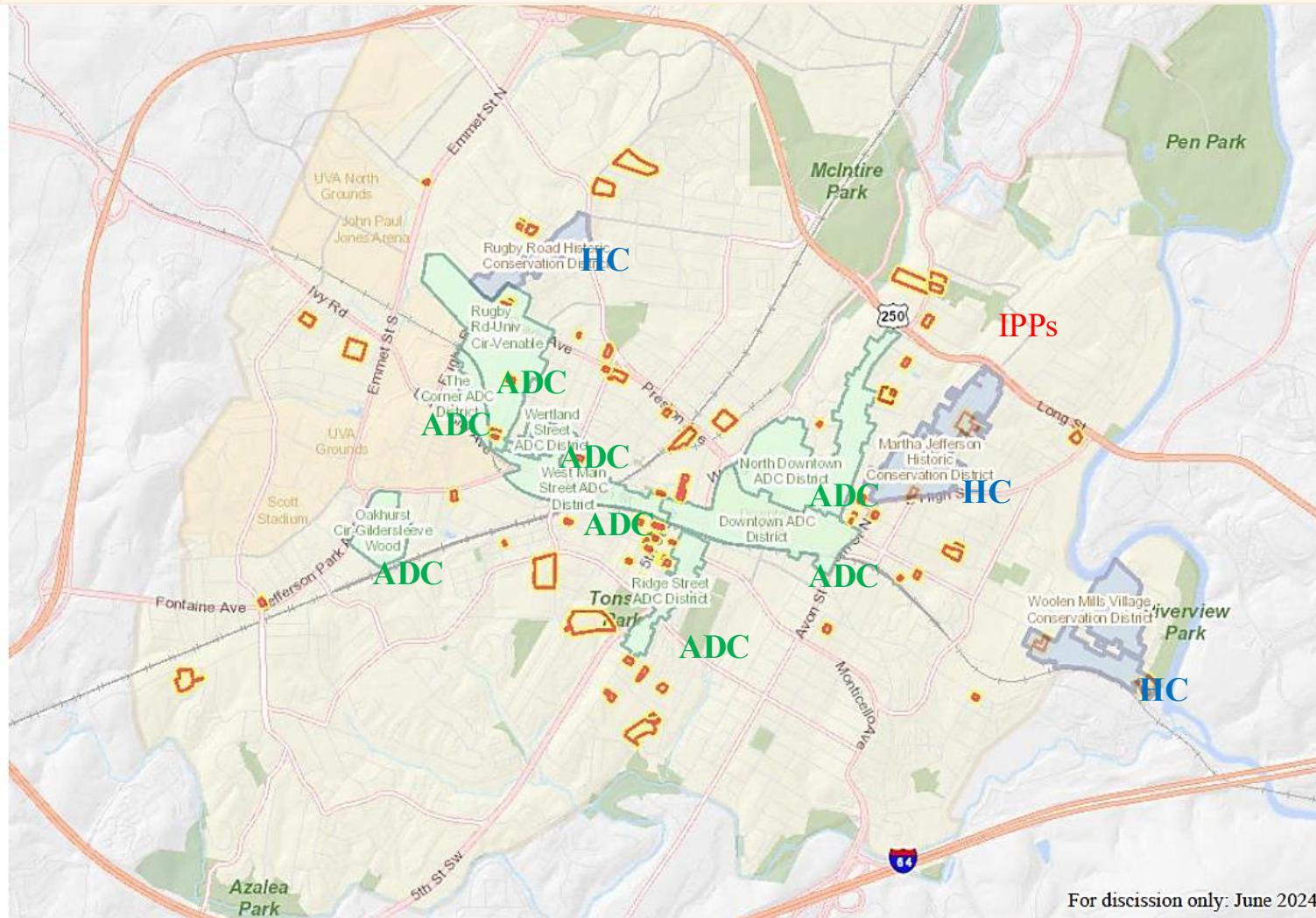
# Architectural Design Guidelines Review





# Board of Architectural Review (BAR)

Design Review Purview per Chapter 34, Section 5.1.5.: Architectural Design Control (ADC) Districts, Individually Protected Properties (IPPs), and Historic Conservation (HC) Districts.



## ADC Districts. Ch. 34, Sec. 2.9.2.

Approximately 1,100 properties and 368 acres.

- Downtown
- North Downtown
- Ridge Street
- West Main Street
- Wertland Street
- The Corner
- Oakhurst-Gildersleeve District
- Rugby Road - University Circle -Venable

## IPPs. Ch. 34, Sec. 2.9.3.

76 IPPs. Approximately 62 acres.

## HC Districts. Ch. 34, Sec. 2.9.4.

Approximately 250 properties and 145 acres.

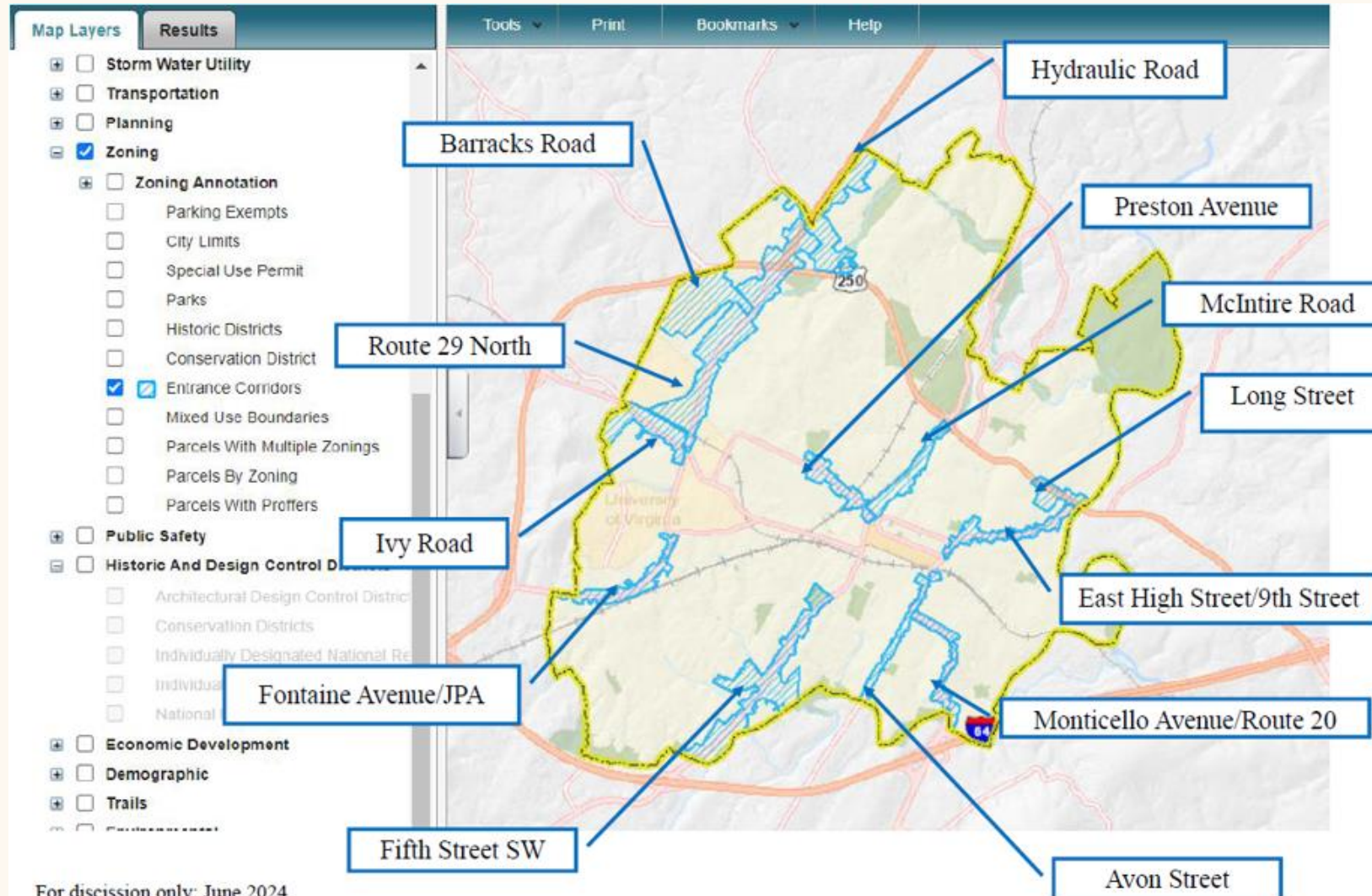
- Martha Jefferson
- Rugby Road
- Woolen Mills Village

For discussion only: June 2024

# Entrance Corridor Review Board (ERB, City Planning Commission)

Design Review Purview per Chapter 34, Section 5.1.3.: Entrance Corridors (EC).

[Note: If overlap with an ADC District, HC District, or IPP, the BAR has purview.]



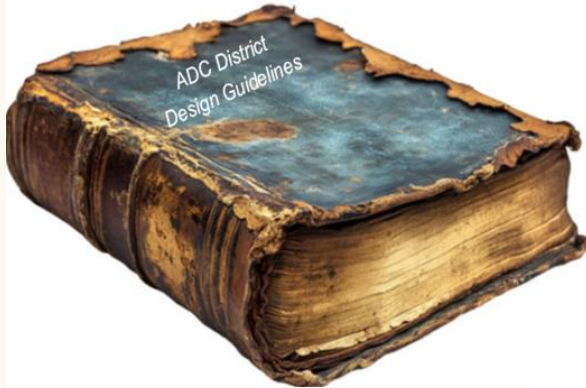
ECs. Ch. 34, Sec. 2.9.5.

Approximately 687 acres (exclude UVa).

- 29 North
- Hydraulic Road
- Barracks Road
- Ivy Road
- Fontaine Avenue/Jefferson Park Avenue
- Fifth Street, SW
- Avon Street
- Monticello Avenue/Route 20
- Long Street
- East High Street/9th Street
- Preston Avenue



# The Design Guidelines



## **ADC Districts and IPPs**

133 pages

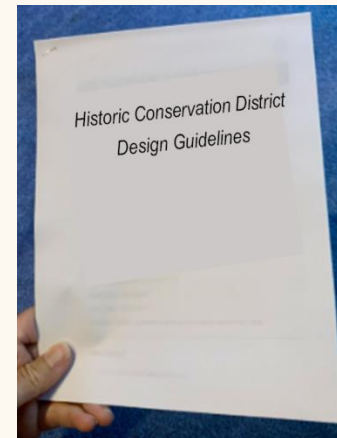
Last comprehensive update: 2012



## **Entrance Corridors**

99 pages

Last comprehensive update: 2011



## **HC Districts**

10 pages

Last comprehensive update: 2017

# Updating the Design Guidelines

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- 1. Required by City Code: The BAR and the ERB will develop design guidelines, which will become effective upon approval by City Council and thereafter will have the status of interpretive regulations. The BAR and the ERB must undertake a comprehensive review and update the design guidelines at least once every 5 years.**
- 2. Assure alignment with the Comprehensive Plan (adopted 2021) and the subsequent updates to the Code of Development (adopted 2023).**



# Design Control Districts: *By the numbers*

Purview	Designation	Acres	% of City
BAR	ADC Districts (8)	367	10%
	IPPs	62	
	HC Districts (3)	145	
ERB	Entrance Corridors (12) (excl. UVa)	687	12%
	<b>Total</b>	<b>1,261</b>	<b>22%</b>

## Design Review: 2005 – 2024 CoA Requests

### Formal reviews

Purview	Approvals	Denials
BAR	1,261	63
ERB	80	0
<b>Total</b>	<b>1,341</b>	<b>63</b>

# Development Code Updates





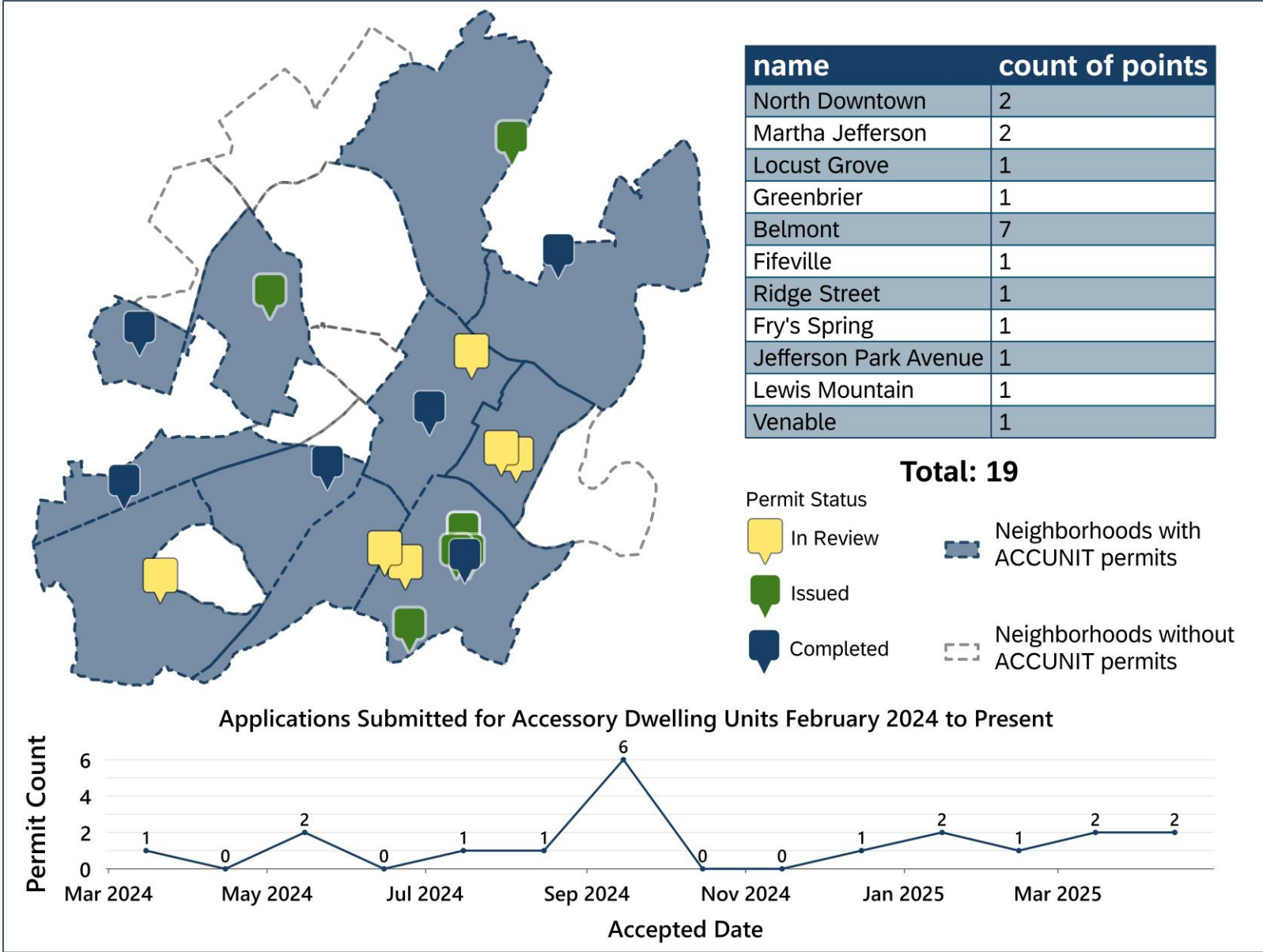
Development Plan Applications	
(March '24 - May '25)	
Pre-Application Meetings	90
Applications Submitted	20
Applications Approved	3

# Snapshot of Developments Currently Under Review

Project	Location/Zoning	Review History	Development Issues or Next Steps
PL-24-0042 Major Development Plan 9 Residential Units	1609 Gordon Avenue RX-5 Residential Mixed Use	<ul style="list-style-type: none"> <li><u>Preliminary Approval January 30, 2025</u></li> </ul>	<ul style="list-style-type: none"> <li>Submit a Final Site Plan</li> </ul>
PL-24-0048 Major Development Plan 3 Residential Units	1317 E. Market Street R-A Residential	<ul style="list-style-type: none"> <li>Submitted May 24, 2024</li> <li><u>Denied with Comments July 30, 2024</u></li> </ul>	<ul style="list-style-type: none"> <li>Subdividing the property before reengaging the Development process</li> </ul>
PL-24-0113 Major Development Plan 12 Residential Units	811, 815, & 819 Hillcrest Road	<ul style="list-style-type: none"> <li>Submitted October 21, 2024</li> <li>Denied with Comments December 20, 2024</li> <li>Resubmitted March 21, 2025</li> <li><u>Denied with Comments May 5, 2025</u></li> </ul>	<ul style="list-style-type: none"> <li>Street Closure</li> <li>City owned land being used for private utility access</li> </ul>
PL-24-0088 Major Development Plan 24 Residential Units	2030 Barracks Road R-B Residential	<ul style="list-style-type: none"> <li>Submitted August 19, 2024</li> <li>Denied with Comments October 18, 2024</li> <li>Resubmitted December 9, 2024</li> <li><u>Denied with Comments on April 10, 2025</u></li> </ul>	<ul style="list-style-type: none"> <li>Entry feature requirements</li> <li>Streetscape requirements</li> <li>Critical slope disturbance</li> <li>Subdivision</li> <li>Adjacent to VDOT streetscape project</li> </ul>
PL-24-0143 Major Development Plan 6 Residential Units	1040 St. Clair Avenue R-A Residential	<ul style="list-style-type: none"> <li>Submitted December 18, 2024</li> <li>Denied with Comments February 10, 2025</li> <li><u>Resubmitted May 12, 2025</u></li> </ul>	<ul style="list-style-type: none"> <li>Utility service upgrades</li> </ul>
PL-24-0075 Major Development Plan 6 Residential Units	303 Alderman Road R-B Residential	<ul style="list-style-type: none"> <li>Submitted August 4, 2025</li> <li>Denied with Comments September 13, 2024</li> <li>Resubmitted October 28, 2024</li> <li>Denied with Comments December 28, 2024</li> <li><u>Denied with Comments March 13, 2025</u></li> </ul>	<ul style="list-style-type: none"> <li>Massing requirements</li> <li>Streetscape requirements</li> <li>Subdivision</li> </ul>



# Approved Additional (aka Accessory) Dwelling Unit Permits (as of May '25)





# Development Review Process Updates

## **Objective:**

- Update and amend the Development Review Procedures Manual and portions of the Development Code to better align with the City's Comprehensive Plan to provide more dwelling units.

## **Key Activities:**

- Meeting with CADRe on April 17, 2025, to present an overview of draft changes.

## **Proposed Changes:**

- Shortening review times.
- Simplifying Development Plans.
- Clarifying expectations for both City Staff and the Development Community.

## **Timeline:**

- Aim to have the updated review processes in place by this fall.

# Development Code Amendments

- **The Current Development Code was Adopted on December 18, 2023** – Designed to facilitate a more form-based zoning ordinance, increasing density in alignment with the 2021 Comprehensive Plan.
- **Need for Amendments** – Staff identified both minor and significant issues requiring revisions to better support City goals.
- **Three-Tier Approach:**
  - **Tier 1** – Minor grammatical corrections, small adjustments, and state requirements.
  - **Tier 2** – Modifications addressing oversights and clarifications.
  - **Tier 3** – Policy changes requiring in-depth analysis and community engagement.
- **Next Steps:**
  - **Tier 1 & 2** – Advancing to Public Hearing for adoption this fall.
  - **Tier 3** – Considered in the broader FY26 NDS workplan and beyond.
- **Ongoing Process** – Annual updates for Tier 1 & 2 to ensure adaptability, best practices, and sustainable growth.

## Tier 1 Amendments

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- **Purpose** – Addresses copy editing issues, missing text, and small refinements to accurately reflect the intended intent of the Development Code.
- **Legislative Updates** – Incorporates recent actions passed by the Virginia General Assembly to ensure compliance.
- **Scope** – Primarily technical corrections and minor adjustments, ensuring clarity and consistency without altering policy direction.
- **Process** – Proposed amendments will be included in an upcoming Public Hearing for formal adoption.
- **Annual Initiative** – Establishing regular updates to maintain accuracy and alignment with evolving legislative and regulatory standards.

# Tier 1 Amendment Examples

Page	Section	Existing Language or Issue	Proposed Language
4-10	4.3.2.B.1.A	“...Administrator may allow <b>once</b> side of a block...”	“...Administrator may allow <b>one</b> side of a block...”
6-15	6.7.3.B.1.a.iii	“See <b>5.2.7</b> Major Historic Review and 5.2.7 Major Historic Review”	“See <b>5.2.6</b> Minor Historic Review and 5.2.7 Major Historic Review.”
2-40	2.5.6.A.6	“Type <b>X</b> ”	“Type <b>B, D</b> ”
3-32	3.4.4.A	“In a RX-District, commercial uses must not exceed 25% of the floor area on a lot.”	*This information is not readily visible and should be added to the RX-district pages in Division 2.
5-5	5.1.3.B.1	Missing Special Exception Permits	<b>“f. Special Exception Permits”</b>
Throughout the code		RN-A is missing, Example: RN-A is not listed in the Screening Transition Matrix under 4.7.1.B.1 on page 4-48	



## Tier 1 Amendment Examples State Regulations

Bill	General Changes that need to be made
HB2660	Review timelines have been reduced for Subdivisions, Site Plans, and Development Plans. Most of this information is in the City's Development Review Procedures Manual and not subject to requiring a code amendment. Acceptance of applications has been shortened from 10 days to 5 days, and this will need to be amended in the Development Code. Page 5-12 (5.2.1.C.4.a)
SB974	Removes Planning Commission as the approval authority for administrative review for Subdivisions, Site Plans, and Development Plans. Staff is in the process of identifying the required edits conform to the new regulation.

## Tier 2 Amendments

- **Purpose** – Addresses oversights and ambiguities in the Development Code to enhance clarity and functionality.
- **Fee Schedule** – Minor Amendments to the Neighborhood Development Services Fee Schedule to reflect changes to the Development Review process.
- **Scope** – Includes modifications, additions, and removals that improve interpretation and implementation of existing provisions.
- **Impact** – Ensures regulations align more effectively with intended planning goals while maintaining consistency.
- **Process** – Proposed amendments will be included in an upcoming Public Hearing for formal adoption.
- **Continuous Refinement** – Part of the ongoing commitment to keeping the Development Code responsive and well-structured.

## Tier 2 Amendment Examples

Page	Section	Existing Language or Issue	Proposed Language or Recommendation
2-8, 2-10, 2-12, & 2-14	2.2.2.A.4.F, 2.2.3.A.4.F, 2.2.4.A.4.G, 2.2.5.A.4.G	“Side lot line (min) 4’” (R-A, RN-A, R-B, and R-C). This section is preventing single-family attached style housing on abutting Zoning lots.	Utilize the Alternate Forms Section (2.8) to allow attached housing types on Zoning lots in the Residential Districts.
5-64 & 65 7-12	5.3.3.C 7.2	Due to the definition of Building and Structure this section is preventing accessory structures on nonconforming lots.	Add “..Primary Building...” to many of these sections. “Building, primary. The Building(s) occupied or designated for the primary use.”
5-37	5.2.9	“Development Review applies to...New construction, Addition, Site Modification...” “Development Review consists of two separate approvals, Development Plan and Final Site Plan.”	“5.2.9.A.4 The following project activities are exempt from Development Review. a. New Construction of up to two dwelling units on one Zoning Lot or Sublot. b. Additions to an existing dwelling unit that does not expand the total number of units above two units post construction.



## Tier 3 Amendments

- **Purpose** – To establish new policies for issues not adequately addressed during initial preparation of the new Development Code process.
- **Scope** – Study of issues with a meaningful impact on the built environment, such as clarification of the appropriate building height and/or massing, allowable density, and allowable uses in different types of locations, in which multiple options should be evaluated and community input will be needed to inform decision making.
- **Community Input** – Extensive outreach to gather feedback and ensure alignment with public priorities.
- **Process** – Will be prioritized as zoning studies within the broader future NDS workplans, given the complexity and resources required.
- **Future Considerations** – Helps shape long-term regulatory strategies to maintain an adaptable and effective Development Code.

## Tier 3 Amendment Examples

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- Clarification of acceptable height and building length for townhouses and other infill housing types allowed in Residential districts, and related amendments to standards including definition of "Building", requirements for Height in feet and stories, bonus height for additional units, and build-to width
- Clarification of goals for RN-A districts, including consideration of benefits and burdens of requirements for RN-A as distinct from other Residential Districts, and related amendments to address policy refinements
- Additional study of issues and opportunities for allowing neighborhood service retail and services within residential areas and Zoning amendments, and related amendments to address new policies

## Tier 3 Amendment Examples

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- Development of standards for athletic field lighting
- Clarification of how buildings and structures and associated features should be oriented toward different types of streets, and related amendments
- Clarification of criteria for requiring mid-block pedestrian paths, and related amendments
- Clarification of criteria for requiring active depth to meet goals for pedestrian realm and on-site structured parking, and related amendments
- Clarification of critical slope definitions and criteria for waivers (studied through Environmental Policy and Regulations Review along with tree planting and preservation standards)



## May 27, 2025 Planning Commission Work Session Highlight

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- **May 27, 2025:** Work Session with Planning Commission
  - Reviewed the Amendment Tiers
  - Requested an additional Work Session
  - Future engagement with City Council
  - Feedback from the Development Community
- **June 16, 2025:** Work Session with City Council
- **June through August:** Drafting of materials by staff
- **August:** Additional Work Session with Planning Commission
- **September 9, 2025:** Initiation Amendments
- **October 14, 2025:** Public Hearing at Planning Commission
- **November 17, 2025:** Public Hearing at City Council
- **December 1, 2025:** Adoption

## Other Items Previously Identified

- Starr Hill Plan Implementation
  - To be considered through evaluation of City-owned properties for future use and through prioritization of small area planning needs following completion of 10th and Page and Rose Hill Visioning Plan
- Downtown Mall Study
  - To be considered through prioritization of small area planning needs following completion of 10th and Page and Rose Hill Visioning Plan
- Alley Study
  - Creation of a comprehensive inventory of existing alleys, including ownership, existing conditions, and parcel access and options for City interventions in alley maintenance (i.e. formalizing ownership agreements and maintenance responsibilities) to be conducted when there are additional staff resources in the City Attorney's office
- Noise Ordinance Review and Update
  - Specific concerns to be evaluated and addressed through inter-departmental study

*These are items that have not been prioritized for FY26, given staff capacity and focus on other needs.*

# Thank You



# Policy Briefing Summary

## City Council



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**Regarding:** Consideration of the appointment, performance, and salary of a specific named appointee of the public body, specifically, to conduct the City Manager's annual performance evaluation

**Staff Contact(s):**

**Presenter:**

**Date of Proposed** June 16, 2025

**Action:**

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**Issue**

**Background / Rule**

**Analysis**

**Financial Impact**

**Recommendation**

**Recommended Motion (if Applicable)**

**Attachments**

None



# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution to Appropriate \$266,387 in FY 24 Meadowcreek Golf Course Surplus Funds (2nd reading)</b>
<b>Staff Contact(s):</b>	William Bassett, Business and Golf Manager, Riaan Anthony, Director of Parks & Recreation
<b>Presenter:</b>	<b>William Bassett, Business and Golf Manager</b>
<b>Date of Proposed Action:</b>	June 16, 2025

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### Issue

Resolution Adoption

### Background / Rule

Meadowcreek Golf Course is requesting to appropriate and transfer surplus funds from FY 24 to the Working Capital Account, so that it can utilize funds to reinvest into course conditions, amenities, and public services.

### Analysis

Meadowcreek Golf Course, which operates as an Enterprise Fund, has had several successful years recently with improved course conditions, new services, and amenities, which has made the course highly utilized by City residents, the surrounding counties, and visitors.

In FY 24, Meadowcreek had 43,618 rounds of golf played and an unappropriated surplus of \$266,387. It is requested that these surplus funds be appropriated to Meadowcreek's Working Capital Account, so that it can continue to reinvest and improve the course conditions, amenities, and public services. Golf courses require continuous re-investments in equipment, maintenance, and service enhancements to keep up with customer expectations.

The appropriated funds will fully or partially fund critical items such as:

- Cart Path Repairs;
- Bunker/Sand Trap Design and Restoration;
- Signage and ADA Compliance;
- Creek and Culvert Repairs; and
- Service and Amenity Enhancement.

Moving forward, any Meadowcreek surpluses will be added to the City year-end appropriations.

### Financial Impact

The appropriation of surplus funds to the Working Capital Account will allow Meadowcreek to utilize the funds for ongoing capital improvement projects, maintenance, and equipment replacement.

### Recommendation

City Staff recommends City Council adopt the attached appropriation Resolution.

**Recommended Motion (if Applicable)**

"I move adoption of the Resolution appropriating and transferring Meadowcreek's FY 24 surplus funds to its Working Capital Account, allowing said funds to be utilized to reinvest in Meadowcreek Golf Course's conditions, amenities, and public services."

**Attachments**

1. RES\_\$266,387 Golf Surplus appropriaion



**RESOLUTION #R-25-\_\_**

**To appropriate \$266,387 in FY24 Meadowcreek Golf Course Surplus Funds**

**WHEREAS**, the unappropriated surplus of \$266,387 from Meadowcreek Golf Course be appropriated for reinvestment in capital projects and improvements through the Golf Working Capital account.

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that a total of \$266,387 be appropriated in the following manner.

**Revenues – \$266,387.00**

\$266,387.00 Fund: 609 Cost Center: 3801001000 G/L Account: 498011

**Expenditures – \$266,387.00**

\$266,387.00 Fund: 609 I/O: 2000177 G/L Account: 599999

Date Adopted:

Certified: \_\_\_\_\_  
Clerk of Council

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Ordinance to Amend and Reordain City Code Chapter 31 (Utilities) to Establish New Utility Rates and Service Fees for City Gas, Water, and Sanitary Sewer (2nd reading)</b>
<b>Staff Contact(s):</b>	Chris Cullinan, Director of Finance, Lauren Hildebrand, Director of Utilities
<b>Presenter:</b>	<b>Chris Cullinan, Director of Finance, Lauren Hildebrand, Director of Utilities</b>
<b>Date of Proposed Action:</b>	June 16, 2025

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### Issue

A Public Hearing is being held to establish the annual rates and service fees for City utility services (water, wastewater, natural gas, and stormwater). These rates would be effective as of July 1, 2025, if approved by City Council on June 16, 2025.

### Background / Rule

The City of Charlottesville, Virginia ("City"), owns and operates public utilities for water, wastewater, natural gas, and stormwater. Utility services are essential, on a daily basis, to both individuals and to the entire community. Thoughtful, deliberate planning, and sufficient financial resources ensure safe, efficient, and orderly maintenance and operation of these systems. The need for investment in City utility systems is not without cost, but the City's utility rates must also be balanced with the need for continued affordability for our customers.

Each of the City's utilities is accounted for separately as Enterprise Funds. Enterprise Funds are operated on a self-supporting basis, meaning that each utility is required to cover the full costs of providing its service. The City's utilities are funded solely through their rates and related fees and charges and are not subsidized by general tax revenues. The utilities do not operate on a for-profit basis. As such, utility rates are calculated annually to bring each Enterprise Fund to a break-even point; however, variable factors such as weather, usage, and number of customers may result in an unexpected operating surplus or deficit during any given year. If so, the surpluses or deficits are accounted for and remain within their respective utility Enterprise Fund.

Rivanna Water and Sewer Authority ("RWSA"), which provides the treatment services for the City, is one of the largest fixed-cost elements for the water and wastewater Budgets. For FY26, RWSA rates have increased, and they are incorporated in the City's proposed utility rates.

### Analysis

#### Proposed Utility Rates for FY'26

The Budgets for each of the utilities have been thoroughly examined for opportunities to minimize costs without sacrificing service. Based on the revenue requirements needed to operate and maintain each utility, and the above-recommendations, the City is proposing the following rates in the water, wastewater, and gas utilities:

- \$86.99/1,000 cubic feet (cf) of water (average annual composite rate);
- \$95.29/1,000 cf of wastewater; and,
- \$94.72/8,000 cf of natural gas.



In addition, the proposed Monthly Services Charges for Water and Wastewater are as follows:

Water Monthly Service Charge			
Meter Size	Current Monthly Service Charge	Proposed Monthly Service Charge	\$ Change
5/8"	\$7.50	\$10.00	\$2.50
1"	\$18.75	\$25.00	\$6.25
1 1/2"	\$37.50	\$50.00	\$12.50
2"	\$60.00	\$80.00	\$20.00
3"	\$120.00	\$160.00	\$40.00
4"	\$187.50	\$250.00	\$62.50
6"	\$375.00	\$500.00	\$125.00
14"	\$2,456.25	\$3,275.00	\$818.75

Wastewater Monthly Service Charge			
Meter Size	Current Monthly Service Charge	Proposed Monthly Service Charge	\$ Change
5/8"	\$7.50	\$7.50	\$2.50
1"	\$18.75	\$25.00	\$6.25
1 1/2"	\$37.50	\$50.00	\$12.50
2"	\$60.00	\$80.00	\$20.00
3"	\$120.00	\$160.00	\$40.00
4"	\$187.50	\$250.00	\$62.50
6"	\$375.00	\$500.00	\$125.00
14"	\$2,456.25	\$3,275.00	\$818.75

For the stormwater utility, there are minimal changes to the Budget, and stormwater fees are proposed to remain unchanged for the coming year at \$1.20 per 500 square feet of impervious surface.

#### Impact on Average Customer

Utility customers continue to conserve water and natural gas, which is both good for the environment and for their utility bill. The average residential water customer is using 400 cubic feet (cf) per month. Similarly, the average residential gas customer is using 4,600 cf. Based on these usage figures and the proposed utility rates, the average residential customer is projected to spend the following per month:

Service	Current (based on rates adopted 7/1/24)	Proposed (Effective 7/1/25)	Change	Percent
Water <sup>1</sup>	\$38.25	\$44.80	\$6.55	17.12%
Wastewater <sup>1</sup>	\$44.52	\$48.12	\$3.60	8.09%
Natural Gas <sup>1</sup>	\$63.35	\$66.04	\$2.69	4.25%
Stormwater <sup>2</sup>	\$5.86	\$5.86	\$0	0%
TOTAL	\$151.98	\$164.82	\$12.84	8.45%

1. Rates include monthly service charge.

2. The Budget impact shown reflects a residential monthly average fee and provides consistency with other utilities. Stormwater fees are rounded to the next whole billing unit and are billed to property owners biannually.

For City residential customers who receive water, wastewater, stormwater, and natural gas (81.4% of City residents), their total utility bill is projected to rise by \$12.84 per month, or 8.45%. For residential customers who receive just water, wastewater, and stormwater service, their utility bill will increase by \$10.15 per month, or 11.45%. The proposed rate report can be found at <https://www.charlottesville.gov/602/Utility-Billing>.

### **Financial Impact**

The Utility Funds (water, wastewater, and natural gas) are self-sustaining Enterprise Funds that are supported by the revenues from customers' usages. The stormwater fee is based on the impervious surface of the property. The approval of the utility rates has no impact on the General Fund.

### **Recommendation**

City Staff recommends approval of the proposed rates and attached Ordinance.

### **Recommended Motion (if Applicable)**

"I move approval of the herein-described proposed rates and the attached Ordinance."

### **Attachments**

1. FY2026 Utility Rate Ordinance
2. At a Glance FY2026
3. FY2026 Operations Overview



**ORDINANCE #O-\_\_-\_\_**

**AN ORDINANCE  
AMENDING AND REORDAINING CHAPTER 31 (UTILITIES) OF THE CODE  
OF THE CITY OF CHARLOTTESVILLE, VIRGINIA, 1990, AS AMENDED,  
TO ESTABLISH NEW UTILITY RATES AND SERVICE FEES  
FOR CITY GAS, WATER, AND SANITARY SEWER**

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**BE IT ORDAINED** by the Council of the City of Charlottesville, Virginia, effective July 1, 2025, that:

1. Sections 31-56, 31-57, 31-60, 31-61, 31-62, 31-102, 31-106, 31-153, 31-156, and 31-158 of Chapter 31, of the Code of the City of Charlottesville, Virginia, 1990, as amended, are hereby amended and reordained as follows:

**CHAPTER 31. UTILITIES**

**ARTICLE II. GAS**

**DIVISION 2. TYPES OF SERVICE; SERVICE CHARGES**

**Sec. 31-56. Rates - Generally.**

The firm service gas rates based on monthly meter readings shall be as follows:

Basic Monthly Service Charge	\$ 10.00	
First 3,000 cubic feet, per 1,000 cubic feet	<del>\$9.7813</del>	<u>\$12.4070</u>
Next 3,000 cubic feet, per 1,000 cubic feet	<del>\$9.1798</del>	<u>\$11.7596</u>
Next 144,000 cubic feet, per 1,000 cubic feet	<del>\$8.5784</del>	<u>\$11.1121</u>
All over 150,000 cubic feet, per 1,000 cubic feet	<del>\$7.9769</del>	<u>\$10.4647</u>

**Sec. 31-57. Air Conditioning.**

(a) Gas service at the rate specified in this paragraph ("air conditioning rate") shall be available to customers who request such service in writing and who have installed and use air conditioning equipment operated by natural gas as the principal source of energy. The air conditioning rate will be ~~\$7.3471~~ \$9.8398 per one thousand (1,000) cubic feet of gas used per month.

**Sec. 31-60. Interruptible Sales Service (IS).**

(c) *Basic monthly service charge.* The basic monthly charge per meter for interruptible sales service ("IS gas") shall be sixty dollars (\$60.00).

(d) *Rate.* For all gas consumed by interruptible customers the rate shall be ~~\$7.3466~~ \$9.6895 per one thousand (1,000) cubic feet for the first six hundred thousand (600,000) cubic feet, and ~~\$6.6850~~ \$8.9886 per one thousand (1,000) cubic feet for all volumes over six hundred thousand (600,000) cubic feet.

(e) *Annual Minimum Quantity.* Interruptible rate customers shall be obligated to take or pay for a minimum quantity of one million two hundred thousand (1,200,000) cubic feet of gas annually. Each year, as of June 30, the Director of Finance shall calculate the total consumption of each interruptible customer for the preceding twelve (12) monthly billing periods and shall bill any customer that has consumed less than the minimum quantity for the deficient amount at the rate of ~~\$7.3466~~ \$9.6895 per one thousand (1,000) cubic feet. Any new customer shall be required to enter into a Service Agreement with the City prior to the start of service. If an interruptible customer terminates service, the annual minimum requirement shall be prorated on the basis of one hundred thousand (100,000) cubic feet per month for each month the customer has received service since the last June 30 adjustment.

#### **Section 31-61. Interruptible Transportation Service (TS).**

(b) *Rates.* The rates for interruptible transportation service (“TS gas”) shall be as follows:

- (1) ~~\$3.2827~~ \$3.4713 per dekatherm for a customer receiving only TS gas, and
- (2) ~~\$1.9696~~ \$2.0828 per dekatherm, for customers who transport 35,000 or more dekatherms per month (“large volume transportation customers”), regardless of whether such large volume transportation customer receives only TS gas, or also receives IS service.

#### **Section 31-62. Purchased Gas Adjustment.**

In computing gas customer billings, the basic rate charges established under Sections 31-56, 31-57, 31-60, and 31-61 shall be adjusted to reflect increases and decreases in the cost of gas supplied to the City. Such increases or decreases shall be computed as follows:

- (1) For the purpose of computations herein, the costs and charges for determining the base unit costs of gas are:
  - a. Pipeline tariffs.
  - b. Contract quantities; and
  - c. Costs of natural gas, in effect or proposed as of ~~May 1, 2023~~ April 1, 2025.



- (2) Such base unit costs are ~~\$3.7668~~ \$5.9327 per one thousand (1,000) cubic feet for firm gas service and ~~\$1.8332~~ \$3.8488 per one thousand (1,000) cubic feet for interruptible gas service.

#### **ARTICLE IV. WATER AND SEWER SERVICE CHARGES**

##### **Sec. 31-153. Water Rates Generally.**

- (a) Water rates shall be as follows:

- (1) Monthly Service Charge:

<b>Water Meter Size (Inches)</b>	<b>Fee</b>
5/8	<del>\$7.50</del> \$10.00
3/4	<del>\$7.50</del> \$10.00
1	<del>\$18.75</del> \$25.00
1 ½	<del>\$37.50</del> \$50.00
2	<del>\$60.00</del> \$80.00
3	<del>\$120.00</del> \$160.00
4	<del>\$187.50</del> \$250.00
6	<del>\$375.00</del> \$500.00
14	<del>\$2,456.25</del> \$3,275.00

- (2) Metered Water Consumption, per 1,000 cu. ft.:

<b>May – September</b>	<b>October – April</b>
<del>\$88.83</del> <u>\$100.52</u>	<del>\$68.33</del> <u>\$77.33</u>

##### **Sec. 31-156. Sewer Service Charges Generally.**

- (a) Any person having a connection directly or indirectly, to the City sewer system shall pay therefor a monthly charge as follows:

- (1) Monthly Service Charge:

<b>Water Meter Size (Inches)</b>	<b>Fee</b>
5/8	<del>\$7.50</del> \$10.00
3/4	<del>\$7.50</del> \$10.00
1	<del>\$18.75</del> \$25.00
1 ½	<del>\$37.50</del> \$50.00

2	<del>\$60.00</del> \$80.00
3	<del>\$120.00</del> \$160.00
4	<del>\$187.50</del> \$250.00
6	<del>\$375.00</del> \$500.00
14	<del>\$2,456.25</del> \$3,275.00

(2) An additional charge of ~~ninety two dollars and fifty five cents (\$92.55)~~ ninety-five dollars and twenty-nine cents (\$95.29) per one thousand (1,000) cubic feet of metered water consumption.

Date Introduced: June 2, 2025

Date Adopted: June 16, 2025

Certified: \_\_\_\_\_  
Clerk of Council

# At A Glance

## City of Charlottesville

# Utility Rate Report



The following information provides a brief summary of the rate and fee recommendations for water, wastewater, stormwater and natural gas for FY2026, and new rates will go into effect July 1<sup>st</sup>, 2025. For a more thorough explanation and details of the recommendations, please refer to the FY2026 Utility Rate Report.

The table below illustrates the monthly impact on an average City residential customer using 400 cubic feet (cf) of water and wastewater, owning a property with approximately 2,440 square feet of impervious surface, and using 4,600 cubic feet (cf) of gas. This information is based on utility rates and charges adopted July 1<sup>st</sup>, 2024, and proposed rates and charges.

	Current Based on rates adopted 7/1/24	Proposed Effective 7/1/25	Change	Percent
Water <sup>1</sup>	\$38.25	\$44.80	\$6.55	17.12%
Wastewater <sup>1</sup>	\$44.52	\$48.12	\$3.60	8.09%
Gas <sup>1</sup>	\$63.35	\$66.04	\$2.69	4.25%
Stormwater <sup>2</sup>	\$5.86	\$5.86	\$0	0%
<b>Total</b>	<b>\$151.98</b>	<b>\$164.82</b>	<b>\$12.84</b>	<b>8.45%</b>

(1) Rates include monthly service charges.

(2) The budget impact shown reflects a residential monthly average fee and provides consistency with other utilities. Stormwater fees are rounded to the next whole billing unit and are billed to property owners biannually.

## Water Rates

### Where your Water Dollar goes ...



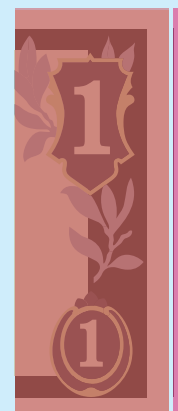
**\$0.56**

RWSA (PURCHASE OF DRINKING WATER)



**\$0.26**

CITY OPERATIONS AND  
MAINTENANCE



**\$0.16**

CITY DEBT SERVICE  
(INFRASTRUCTURE)

**FY'26 Budget**

**\$20,711,105**

**\$0.02**

CUSTOMER SERVICE  
& BILLING

### Usage Rate

Water rates are proposed to increase by \$10.12 per 1,000 cf based on the amount of water used (13.2% increase).



## Impact on the Customer

The impact on a customer's bill will depend on how much water is consumed. The average single-family household uses 400 cf/month (2,992 gallons/month; approximately 100 gallons/day). To the extent an individual customer's usage differs from the average will determine the impact of the proposed rate on their bill. The table below shows the monthly impact on water customers at different amounts of usage.

	Water Use (cf per month)	Current Composite Water (per 1,000 cf)	Current Water Usage (charge per month)	Proposed Composite Water (per 1,000 cf)	Proposed Water Usage (charge per month)	\$ Change	% Change
Minimal User (10 <sup>th</sup> Percentile)	140	\$76.87	\$10.76	\$86.99	\$12.18	\$1.42	13.17%
Small User (25 <sup>th</sup> Percentile)	250	\$76.87	\$19.22	\$86.99	\$21.75	\$2.53	13.16%
Median User (50 <sup>th</sup> Percentile)	400	\$76.87	\$30.75	\$86.99	\$34.80	\$4.05	13.17%
Large User (75 <sup>th</sup> Percentile)	610	\$76.87	\$46.89	\$86.99	\$53.06	\$6.17	13.16%
High Volume User (90 <sup>th</sup> Percentile)	880	\$76.87	\$67.65	\$86.99	\$76.55	\$8.90	13.16%

## Wastewater Rates

### Where your Wastewater Dollar goes ...



**\$0.60**

RWSA (PURCHASE OF WASTEWATER TREATMENT)



**\$0.24**

CITY OPERATIONS AND  
MAINTENANCE



**\$0.14**

CITY DEBT SERVICE  
(INFRASTRUCTURE)

**FY'26 Budget**

\$19,072,787

**\$0.02**

CUSTOMER SERVICE  
& BILLING

## Usage Rate

Wastewater usage rates are proposed to increase by \$2.74 per 1,000 cf based on the amount of water used (3.0% increase).



## Impact on the Customer

The impact on a customer's bill will depend on how much water is consumed. The average single-family household uses 400 cf/month (2,992 gallons/month; approximately 100 gallons/day). To the extent an individual customer's usage differs from the average will determine the impact of the proposed rate on their bill. The table below shows the monthly impact on wastewater customers at different amounts of usage.

	Water Use (cf per month)	Current Wastewater (\$ per 1,000 cf)	Current Wastewater Usage (charge per month)	Proposed Wastewater Rate (\$ per 1,000 cf)	Proposed Wastewater Usage	\$ Change	% Change
Minimal User (10 <sup>th</sup> Percentile)	140	\$92.55	\$12.96	\$95.29	\$13.34	\$0.38	2.96%
Small User (25 <sup>th</sup> Percentile)	250	\$92.55	\$23.14	\$95.29	\$23.82	\$0.68	2.94%
Median User (50 <sup>th</sup> Percentile)	400	\$92.55	\$37.02	\$95.29	\$38.12	\$1.10	2.97%
Large User (75 <sup>th</sup> Percentile)	610	\$92.55	\$56.46	\$95.29	\$58.13	\$1.67	2.96%
High Volume User (90 <sup>th</sup> Percentile)	880	\$92.55	\$81.44	\$95.29	\$83.86	\$2.42	2.97%



## Water & Wastewater

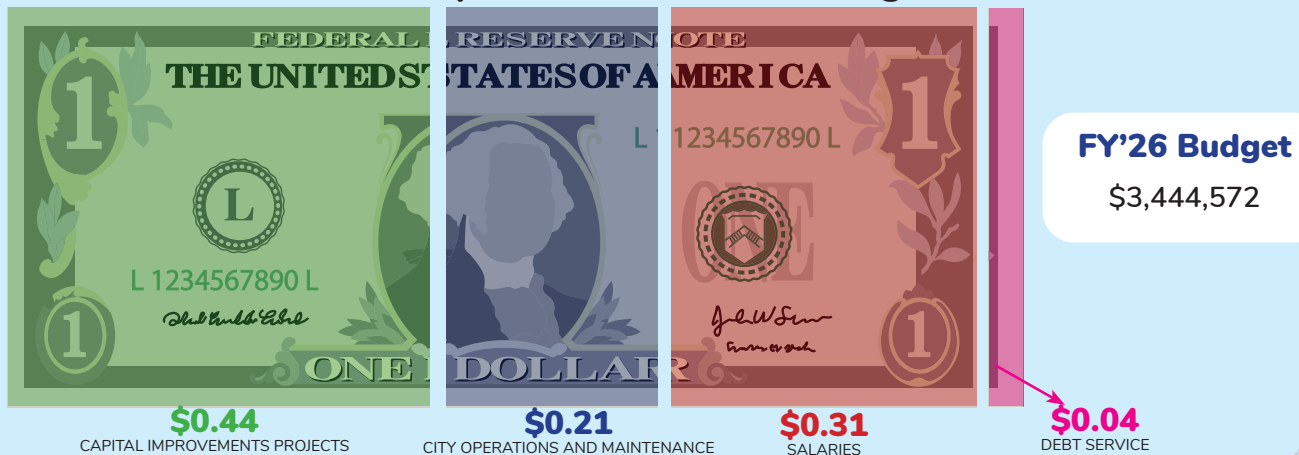
### Monthly Service Charge

The monthly service charges for water and wastewater are proposed to change. The monthly service charges will increase to \$10.00 for water and \$10.00 for wastewater for a 5/8" meter. Approximately 94% of customers have a 5/8" meter. The proposed combined monthly service charges for water and sewer are as follows:

Water Meter Size (in inches)	Current	Proposed	\$ Change
5/8	\$ 15.00	\$ 20.00	\$5.00
1	\$ 37.50	\$ 50.00	\$12.50
1 1/2	\$ 75.00	\$ 100.00	\$25.00
2	\$ 120.00	\$ 160.00	\$40.00
3	\$ 240.00	\$ 320.00	\$80.00
4	\$ 375.00	\$ 500.00	\$125.00
6	\$ 750.00	\$ 1,000.00	\$250.00
14	\$ 4,912.50	\$ 6,550.00	\$1,637.50

## Stormwater Rates

### Where your Stormwater Dollar goes ...



Stormwater rates are proposed to remain constant for the coming year at \$1.20 per 500 square feet of impervious surface (or part thereof) per month.

Stormwater fees are billed concurrently with real estate tax assessments and are due in June and December.

### Modernize and maintain infrastructure integrity while pursuing environmental stewardship.

The City has adopted a stormwater utility fee to provide a dedicated and stable source of funding for stormwater management activities. Funds received are used to help the City comply with federal and state stormwater regulations, rehabilitate the City's aging stormwater infrastructure, address drainage and flooding problems, and pursue environmental stewardship.

### Impact on the Customer

The stormwater utility fee is charged to property owners based on the amount of impervious area on their property (areas covered by hard surfaces, such as: buildings, concrete, gravel, etc.).

An example fee calculation is provided below:

#### Example Fee Calculation

- Total impervious area (house and driveway): 2,100 SF



- Divide by 500 square feet:  $2,100 / 500 = 4.2$  billing units
- Round to the next whole number: 4.2 rounds to 5 billing units
- Multiply the number of billing units by the rate (\$1.20 per billing unit per month) to determine annual fee:  $5 \times \$1.20 \times 12 = \$72$  annual fee, billed \$36 due in June and December

# Gas Rates

## Where your Natural Gas Dollar goes ...



**\$0.43**  
PURCHASE OF GAS (BP)



**\$0.34**  
CITY OPERATIONS AND MAINTENANCE



**\$0.15**  
PAYMENT IN LIEU  
OF TAXES (PILOT)



**\$0.05**  
CUSTOMER SERVICE &  
BILLING

### FY'26 Budget

**\$35,356,398**

**\$0.03**  
CAPITAL IMPROVEMENT  
PROJECTS

## Usage Rate

Gas rates are proposed to increase for all natural gas customers. For the average residential gas customer, gas rates are proposed to increase by 4.25%.



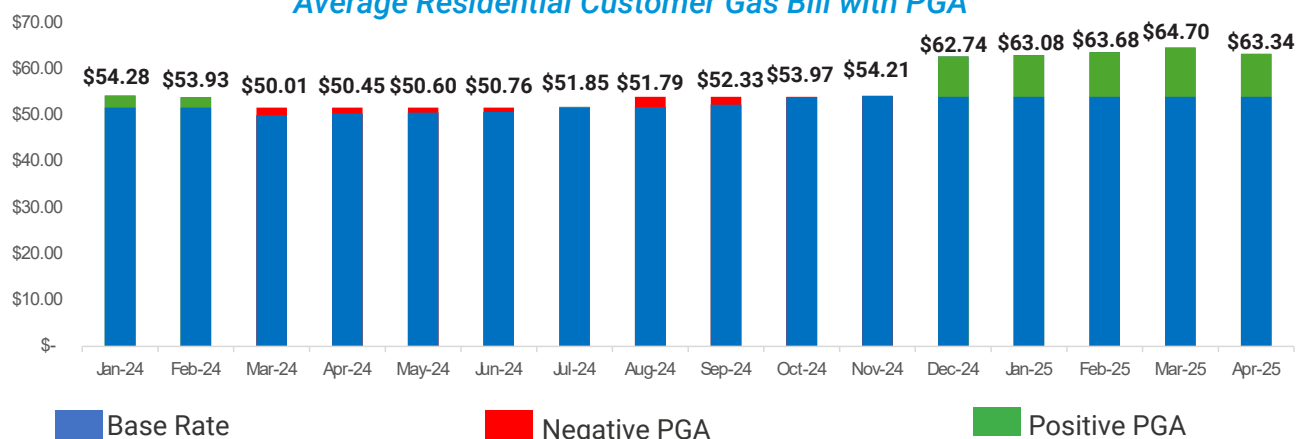
## Impact on the Customer

The impact on a customer's bill will depend on the volume of gas that the customer uses. The average single family household uses 4,600 cubic feet of natural gas per month. The table below shows the monthly impact on gas customers at different amounts of usage. The base rate is set on July 1<sup>st</sup> each year. This base rate is calculated using the cost of gas at that time.

	Gas Used (cf per month)	Current Monthly Gas Bill with Most Recent PGA	Proposed Monthly Gas Bill with Most Recent PGA	\$ Change	% Change
Minimal User	4,000	\$56.62	\$58.98	2.36	4.16%
Average User	4,600	\$63.35	\$66.04	2.69	4.25%
Large User	20,000	\$227.47	\$238.07	10.60	4.66%
High Volume User	60,000	\$651.60	\$682.55	30.96	4.75%

However, gas is purchased throughout the year and the cost per cubic foot of natural gas varies by month due to various factors (weather, economics, etc.) which are hard to predict, as shown below for the past 18 months. The purchased gas adjustment (PGA) acts as a "true up" to account for the differences between the current market cost of gas and the gas cost used to calculate the base rate. This ensures that customers are not over or underpaying and that the City is not over or under collecting.

### Average Residential Customer Gas Bill with PGA



# Utilities Operations Overview



**FY2026**

*The Department of Utilities is committed to providing the Charlottesville community with safe, reliable, and sustainable utility services by dedicated and knowledgeable staff.*

## Core Programs & Services

### Department-Wide

- **Utility Location Oversight**  
Protecting infrastructure & critical facilities, including utility locating: **35,071** tickets in 2024.
- **24/7/365 Utilities Call Center**  
The Utilities Call Center handles approximately **25,000** calls per year.
- **Customer Service**  
Last year, we processed **6,631** Move-ins and **6,371** Move-outs.
- **Online Bill Pay Services**  
In October 2021, we launched a new bill pay portal. To date, **7,118** customers have registered for Autopay, and over **15,535** customers receive paperless billing.
- **Emergency Operations**  
Emergency response to water and gas leaks as well as sewer backups. **1,010** leaks checked in 2024.
- **GIS Mapping and Maintenance**  
**48,500** feet of utility lines entered and **1,420** CCTV videos cataloged last year.
- **Meter Reading and Maintenance**  
We performed **449,889** meter readings including **2,626** implausible meter readings and completed **640** ERT replacements in 2024.
- **Development Site Plan Review**  
Our engineers reviewed and followed the implementation of **242** site plans and **285** building permits in 2024.

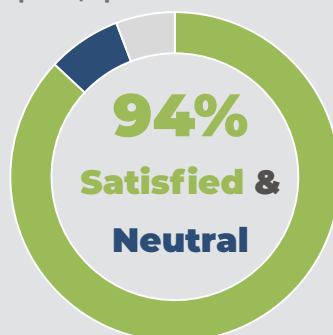
## Customer Satisfaction

Experience Interacting with Utilities Department Staff (% Satisfied)\*

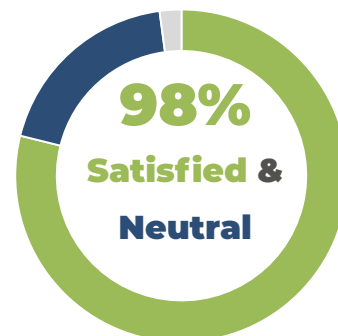
Politeness & courteousness of staff



Overall responsiveness to your request, question or concern



How satisfied you are with the new Utility Billing Online Payment Portal?



\*Department of Utilities Customer Satisfaction Survey - SurveyMonkey – April, 2025



# Water Distribution & Wastewater Collection



## Water & Wastewater by numbers



**14,800**  
CUSTOMERS  
SERVED



**4.5 million**  
GALLONS OF WATER  
PROVIDED DAILY



**179 miles**  
OF WATER  
MAINS



**168 miles**  
OF WASTEWATER  
MAINS



**7,726**  
WORK ORDERS  
COMPLETED

## Water Quality & Water Loss Prevention

- The quality of our drinking water meets and exceeds all regulatory requirements and expectations for safety and reliability. A water quality report is prepared annually and is available online.
- Cross-contamination:
  - The situation in which water flows in a direction that is opposite from the intended flow is called backflow and presents a serious hazard to our water supply.
  - The City's Department of Utilities currently maintains inspection records for **1,100 backflow devices** in an effort to protect and provide the highest quality water to the City residents.
- Annual system-wide leak detection survey:
  - In 2024, **6 leaks** totalling **125,280 GPD** were detected and repaired.



Granular Activated Carbon (GAC) treatment providing superior quality water to our community.

## Water & Wastewater Asset Management

- Water main replacement program:
  - 6,416 linear feet** in 2024 and **135,076 linear feet** of water lines have been replaced since 2010 (**14.3%** of the entire water system).
  - Total construction cost: **\$33.1 million**
- Water service line replacement:
  - 3,935 linear feet** in 2024 and **65,118 linear feet** of water services have been replaced since 2010 (**20.3%** of the City-owned water services).
- Wastewater main rehabilitation program:
  - 5,148 linear feet** of wastewater lines were rehabilitated or replaced in 2024 and over **381,350 linear feet** of main have been rehabilitated or replaced since the program's inception (**43.0%** of the wastewater system).
  - Total construction cost: **\$41.7 million**
- Manhole rehabilitation or replacement:
  - 1,359 manholes** have been rehabilitated or replaced since the program's inception (**22.9%** of the City's wastewater manholes).



## Fats, Oils, and Grease Program

- The City of Charlottesville prohibits the discharge of fats, oils, and grease (FOG) down the drain into the City's wastewater system.
  - The City of Charlottesville maintains an active FOG program that routinely inspects and advises best management practices to over **300 city food service establishments** annually on how to properly dispose of FOG.
- We provide FOG Kits to residents to help properly dispose fats, oils, and grease from cooking processes.





# Customer Satisfaction

In our recent Utilities Customer Satisfaction Survey, our customers show high levels of satisfaction with the reliability of our services.

Rate the value that you pay for your water service



Rate the value that you pay for your sewer service



Reliability of your water service



Reliability of your sanitary sewer service



The vast majority of our customers rated the value of their water and sewer service as fair and above (good and excellent).



## Stormwater

### Stormwater by numbers



**15,276**  
BILLABLE  
CUSTOMERS



**9,859**  
STORMWATER  
STRUCTURES



**136 miles**  
OF SUBSURFACE  
CONVEYANCE PIPING



**569**  
OUTFALLS

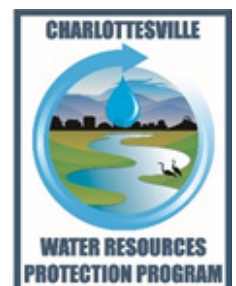
Rate the value that you pay for your stormwater service



25% reported that they are not familiar with the utility's services and unable to rate the value.

### Stormwater Asset Management

- Utilities has had an active Stormwater Conveyance System Rehabilitation Program since 2010.
- Stormwater rehabilitation program:
  - 82,093 linear feet** rehabilitated or replaced (**11.5%** of the system since the program's inception).
  - Total construction cost: **\$13.0 million**
- Structure rehabilitation or replacement:
  - 533** structures rehabilitated or replaced since the program's inception (**5.4%** of the system's storm structures).





## Gas System

### Natural Gas by numbers



**21,600**  
CUSTOMERS  
SERVED



**340 miles**  
GAS MAIN  
LINES



**305 miles**  
GAS SERVICE  
LINES



**36**  
REGULATOR  
STATIONS



**10,782**  
WORK ORDERS  
COMPLETED

### Energy-efficiency programs:

The Department of Utilities is excited to launch three new incentives to help improve home energy efficiency. Utilities now offers six home envelope resources that complement each other to help community members improve the energy efficiency of their home, lower utility bills, and increase home comfort.

- **Attic Insulation Self-Assessment :**

- According to Energy Star®, **90% of U.S. homes are under-insulated.** The Attic Insulation Self-Assessment was developed by Utilities' staff and is a great resource to help customers better understand their attic's insulation needs. The self-assessment is **100% free** to use, and can be accessed via smartphone, tablet, or computer.

- **\$500 Attic Insulation Rebate:**

- Maximize the most cost-effective way to improve your home's energy efficiency with upgraded attic insulation. Gas customers can receive a **\$500 rebate** towards upgrading their home's attic insulation and take advantage of an available **federal tax credit to claim 30% of the cost of the insulation** with a maximum of \$1,200 credited. Combining these incentives could significantly lower the cost of your insulation upgrade.

- **\$150 Attic Air Sealing Rebate:**

- For a limited time, gas customers can receive a **\$150 rebate** to cover the cost of measures that plug holes and seal cracks in their attic. This process improves home comfort, enhances air quality, and boosts energy efficiency by keeping conditioned air inside the house.

- **\$125 Smart Thermostat Rebate:**

- Gas customers can now receive a **\$125 rebate** towards a smart thermostat to enhance the energy efficiency of their home. Smart thermostats use Wi-Fi to allow you to control a home's indoor air temperature remotely from a smartphone or tablet. Plus, Utilities still offers a **\$100 Programmable Thermostat Rebate** for customers interested in that option.

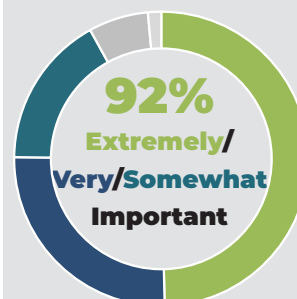
- **Home Weatherization Program:**

- The Charlottesville Gas Energy Efficiency Program (CGEEP) is Utilities' **no-cost home weatherization** program for qualified gas customers. Newly expanded income-qualification levels have broadened the reach of this program to even more members of the community, and increased outreach for CGEEP will roll out in the coming months.

In our recent Utilities Customer Satisfaction Survey, our customers show high levels of satisfaction with access to gas service, and value of natural gas.

How important is it to have gas available to your home?

Rate the value that you pay for your natural gas service



# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution to Allocate Housing Operations and Support ("HOPS") FY 26 Grant Funding for Affordable Housing and Homelessness Support Programs in the Amount of \$460,574</b>
<b>Staff Contact(s):</b>	Antoine Williams, Housing Program Manager, Alexander Ikefuna, Director, Office of Community Solutions
<b>Presenter:</b>	<b>Antoine Williams, Housing Program Manager</b>
<b>Date of Proposed Action:</b>	June 16, 2025

---

### Issue

The HOPS Fund provides critical financial support to organizations offering housing stability services, emergency shelter, case management, and homeownership support in the City of Charlottesville, Virginia ("City"). City Council is asked to approve a Resolution authorizing the allocation of FY26 HOPS Funds from the Charlottesville Affordable Housing Fund ("CAHF"), totaling \$460,574, to support nonprofit agencies providing housing stability and homelessness-related services.

### Background / Rule

The HOPS Program was created to provide operational support to nonprofit partners addressing affordable housing, housing access, and homelessness prevention in the City. Beginning in FY24, HOPS became a separate funding stream from the Vibrant Community Fund, with awards recommended by the CAHF Committee and reviewed by the City Manager and Executive Team as part of the Annual Budget process.

While the \$1.5 million HOPS line item is reflected in the adopted FY26 Capital Improvement Plan ("CIP"), the individual agency allocations are not specified. Therefore, a certified Resolution is required to authorize the specific Grant awards formally. This is consistent with past practice and necessary for City Staff to proceed with executing Grant Agreements and distributing funds.

### Analysis

The FY26 HOPS process was conducted through a formal Notice of Funding Availability issued on August 19, 2024, with applications due by October 18, 2024. The CAHF Committee reviewed 16 eligible applications, totaling \$1.47 million in requests, and applied an objective scoring rubric that focused on need, service alignment, organizational capacity, and City housing priorities. Following Committee review and Executive Team consideration, a final slate of Grant awards totaling **\$460,574** is recommended for approval. Additionally, \$41,500 in FY26 HOPS funding was previously allocated by the Council on April 21, 2025, via Resolution, to the Blue Ridge Area Coalition for the Homeless ("BRACH") for an emergency Supportive Housing Grant. That action reduced the balance available for standard FY26 HOPS Grants.

### Key funding figures:

- **Total FY26 HOPS line item (CAHF):** \$575,000
- **Amount previously allocated (BRACH):** \$41,500
- **Recommended allocations in current Resolution:** \$460,574
- **Remaining discretionary balance:** \$72,926

The allocations reflect a balance between CAHF Committee scoring and Executive Team recommendations, with priority given to Programs that have a direct impact on vulnerable populations (e.g., shelter access, case management, housing stability services).

Approval of the attached Resolution is necessary to issue formal award letters and execute Grant Agreements by July 1, 2025.

### **Financial Impact**

Funding for HOPS is allocated in the FY25/26 CIP Budget.

### **Recommendation**

City Staff recommends City Council adopt the attached Resolution. This action authorizes the disbursement of \$460,574 from the previously approved \$1.5 million FY26 CAHF HOPS allocation (Fund 426, Project CP-084). No new appropriations are required.

### **Recommended Motion (if Applicable)**

"I move to adopt the attached Resolution allocating \$460,574 in FY26 HOPS funding from the CAHF to nonprofit partners as outlined in the Resolution, and further move that City Council adopt the Resolution upon first reading, as the allocations align with the programmatic intent and funding commitments previously presented during the FY26 Budget process."

### **Attachments**

1. FinalDraft\_Charlottesville HOPS Resolution FY26
2. FinalDraft\_Charlottesville HOPS Report FY26



**RESOLUTION #R-25-\_\_\_\_**  
**Allocating Housing Operations and Support (HOPS) FY26 Grant Funding for Affordable Housing and Homeless Support Programs in the amount of \$460,574**

**WHEREAS**, the City of Charlottesville, Virginia, having established the Housing Operations & Program Support (HOPS) program to provide financial support for community agency programs aiding in affordable housing and homelessness relief, hereby allocates \$460,574 from the Charlottesville Affordable Housing Fund (CAHF) under Fund 426 Project: CP-084, as per the Capital Improvement Program budget for FY2026.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council, having received and reviewed recommendations from the CAHF Committee on the expenditure of CAHF funds for the HOPS program, resolves to allocate the amount to the following HOPS applicants:

<b>Fund</b>	<b>Project</b>	<b>GL Account</b>	<b>Applicant</b>	<b>Program /Initiative</b>	<b>Award</b>
426	CP-084	530670	Albemarle Housing Improvement Program (AHIP)	System of Care	\$22,500
426	CP-084	530670	Community Services Housing, Inc. (CSH)	Housing Development Support	\$43,424
426	CP-084	530670	Georgia's Friends	Georgia's Friends Recovery Residence & Support Programs for Women	\$10,000
426	CP-084	530670	Habitat for Humanity of Greater Charlottesville	Homeownership Program	\$52,500
426	CP-084	530670	People and Congregations Engaged in Ministry (PACEM)	Case Management Program	\$50,000
426	CP-084	530670	Piedmont Housing Alliance	Charlottesville Affordable Housing Program	\$92,500
426	CP-084	530670	The Haven at First & Market Inc	Day Shelter Program	\$80,825
426	CP-084	530670	The Haven at First & Market Inc	Vital Housing Services Program	\$108,825

**BE IT FURTHER RESOLVED** that all funding awards within this resolution shall be provided as grants to the entities listed under the "Applicant" column above to be used solely for the purposes outlined in their respective grant applications and any subsequent grant agreement. The City Manager is authorized to negotiate and execute funding grant agreements with each recipient to ensure proper utilization of funds.

Date Adopted:

Certified: \_\_\_\_\_  
Clerk of Council





# **Charlottesville FY 26 Housing Operations & Program Support (HOPS) Report**

March 13, 2025

## **CAHF Committee Members:**

Phil d'Oronzio  
Richard Fravel  
Misty Graves  
Taylor Harvey-Ryan  
S. Lisa Herndon

## **City Staff Liaison:**

Antoine Williams, Housing Program Manager

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## A. INTRODUCTION

### 1. Background

Starting in FY24, affordable housing-specific applications were removed from the Vibrant Community Fund process and reviewed in a separate process. This affordable-housing-specific application process is now called the Housing Operations & Program Support (HOPS) program. This funding supports the operational needs of non-profit organizations involved in affordable housing and homelessness prevention.

The CAHF Committee is tasked with evaluating the applications received through the HOPS application cycle and recommending to the City Council suggested priorities for using CAHF funding. The Committee reviews applications and scores them based on their quality, the importance of the type of service being provided, and alignment with the City's affordable housing goals.

On August 19, 2024, a Notice of Funding Availability (NOFA) was issued, detailing the timeline and funding amount for the HOPS Grant program. The NOFA announced that **\$575,000** would be available for allocations and awards in **FY26**, with the application period set from September 18, 2024, to October 18, 2024. By the submission deadline, staff received 16 applications for funding, totaling \$1,472,348 in requests.

### 2. Operational Funding Review Process

The Committee reviewed the applications for quality using an objective rubric that evaluated:

- Program details and outcomes,
- Understanding of participants,
- Strategies used to meet those needs,
- Use of best practices,
- Evaluation plan and metrics used,
- Demonstration of need for the program,
- Organizational capacity
- Alignment with City priorities,
- Staff and Board composition,
- Local collaborative efforts,
- Engagement of high need and underserved populations,
- Program participants' involvement in evaluation and governance,
- Proposed outcome and outcomes achieved in the previous year, and
- Fiscal stability.

Priority is given to programs that provide essential services to vulnerable populations, including programs targeting individuals experiencing homelessness and programs that positively impact the state of homelessness in the City of Charlottesville.

Committee members individually reviewed and rated the applications before coming together as a group. First, they ranked the applications based on how well they aligned with the City's affordable housing goals, as well as the quality and completeness of each application. These rankings were determined collectively and categorized as follows:

Category	Definition
<b>A</b>	Proposals in this category are highly aligned with the committee's funding priorities and are deemed to have significant impact and feasibility.
<b>B</b>	Proposals in this category have merit but may require additional scrutiny or clarification from applicants before full funding can be justified.
<b>C</b>	Proposals in this category are either unclear, provide limited benefit or alignment with City's goals, or have significant concerns that raise doubts about their viability.

### 3. Ranking Distribution by Category:

- **7 applications** ranked **A**
- **5 applications** ranked **B**
- **1 application** ranked **C**

Committee members evaluated the applications individually, using a scoring framework and rubric<sup>1</sup> developed by the Committee to assess the quality of each applicant's responses and their proposed projects. After discussing each application as a group, the Committee finalized their scores. They then tabulated these scores and addressed any significant discrepancies among the reviewers' evaluations. Ultimately, the Committee calculated an overall score based on the average of the individual scores, with a maximum possible score of 105.

- **The lowest score received was 78**
- **The highest score received was 101**

### 4. The grid below shows how the quality rankings aligned:

Over 95 points	90-95 points	85-90 points	Below 85 points
3 applications	8 applications	4 applications	1 application

## 5. City Manager & Executive Review in Budget Process

As part of the City's broader budget planning process, the City Manager and Executive Team review the CAHF Committee's funding recommendations in the context of the City's budgetary frameworks, financial constraints, and strategic funding priorities.

This executive-level review ensures that the proposed allocations align with the City's overall financial strategy and long-term planning. The review process may result in adjustments or recommendations based on the following:

- Availability of funds in the City's overall budget,
- Intergovernmental agency funding policies,
- Competing City priorities across departments, and
- Alignment with broader City housing strategies and fiscal policies.

This review does not reject the Committee's evaluation but is a necessary step in balancing housing funding within the City's overall financial obligations.

A key example of this process was the March 13, 2025, Council Budget Work Session, during which the Executive Team provided recommendations to the Council regarding funding levels for HOPS and CAHF allocations. This included:

- Excluding intergovernmental and fundamental organizations (e.g., CRHA, BRACH, and PHAR) from competitive HOPS funding eligibility based on financial policy considerations.
- Ensuring that final funding recommendations fit within the City's overall fiscal plan.

As is consistent with the City's funding review process, no funding recommendation is final until formally approved by the City Council. This process allows for additional transparency, oversight, and Council input before final allocations are determined.

## B. SUMMARY OF APPLICATION OUTCOMES: FUNDING LEVEL RECOMMENDATIONS FOR FY26 HOPS ALLOCATION

The Housing Operations & Programs Support (HOPS) fund provides critical financial support to organizations offering housing stability services, emergency shelter, case management, and homeownership support in Charlottesville.

For the FY26 funding cycle, the City received \$1,472,348 in total funding requests but had \$575,000 available for allocation. After thorough evaluation by the CAHF Committee and subsequent review by the City Manager and Executive Team, the City is recommending \$452,574 in HOPS funding, leaving a remaining balance of \$122,426 for discretionary housing initiatives.



This funding allocation reflects strategic prioritization of programs that provide direct and immediate benefits to vulnerable populations while also considering broader budget constraints and City policies regarding intergovernmental and fundamental organizations.

## 1. Applications Not Recommended for FY26 HOPS Funding

Despite the high level of demonstrated need, \$1,019,774 in requests could not be funded due to budget limitations, eligibility considerations, or prioritization of direct service programs.

### A. Key Reasons for Non-Funding Decisions

#### 1. Budget Constraints:

- The City had \$575,000 in available funds, while total requests exceeded \$1.47 million—more than double the available budget.
- The high demand meant that some programs, even those with merit, could not be supported within the funding limits.

#### 2. Policy Considerations & Eligibility Restrictions:

- As part of the March 13, 2025, Executive Review, funding to intergovernmental and fundamental organizations (CRHA, PHAR, and BRACH) was deemed ineligible under competitive HOPS funding.
- These agencies provide essential services but were recommended for alternative funding sources outside of the competitive process.

#### 3. Funding Prioritization for Direct Housing & Shelter Services:

- Programs that provide immediate housing stability, case management, and emergency shelter services were prioritized over those focusing on system coordination, advocacy, or long-term planning.

## 2. List of Organizations Not Recommended (\$605,500 in requests in the table below)

Organization	Program	Amount Requested	Eligibility and Status
<b>1. Charlottesville Redevelopment &amp; Housing Authority (CRHA)</b>	Resident Services	\$75,000	<i>Intergovernmental agency – ineligible for competitive HOPS funding</i>
<b>2. Blue Ridge Area Coalition for the Homeless (BRACH)</b>	System Coordination	\$27,500	<i>Fundamental organization – ineligible for competitive HOPS funding</i>

<b>3. Public Housing Association of Residents (PHAR)</b>	Leadership & Civic Engagement	\$13,950	<i>Fundamental organization – ineligible for competitive HOPS funding</i>
<b>4. Community Housing Partners (CHP)</b>	Housing Operations Support	\$101,500	Eligible for Competitive Grant as General Organization
<b>5. International Rescue Committee (IRC)</b>	IRC Charlottesville Rental Assistance Program	\$35,000	Eligible for Competitive Grant as General Organization
<b>6. International Rescue Committee (IRC)</b>	Rental Assistance & Housing Specialist	\$86,000	Eligible for Competitive Grant as General Organization
<b>7. Legal Aid Justice Center (LAJC)</b>	Eviction Prevention Services	\$100,000	Eligible for Competitive Grant as General Organization
<b>8. Region Ten Community Services Board</b>	Region Ten Homelessness Prevention	\$20,000	<i>Fundamental organization – ineligible for competitive HOPS funding</i>

While these organizations are not receiving HOPS funding for FY26, the City recognizes their importance.

#### A. Key Factors in Funding Decisions

##### 1. Direct and Immediate Impact:

- Priority was given to programs that provide immediate housing stability services, such as case management, shelter operations, and homeownership assistance.

##### 2. Alignment with City Housing Priorities:

- Funded programs align with the City's Comprehensive Plan and Affordable Housing Strategy, ensuring that HOPS funds support the most impactful housing initiatives.

##### 3. Organizational Capacity and Track Record:

- Organizations that demonstrated strong program outcomes, financial sustainability, and ability to scale their services were prioritized for funding.

**3. List of Organizations Recommended for FY26 HOPS Funding (\$458,550)**

Organization	Program	Award-Recommended*
<b>9. The Haven</b>	Day Shelter Program	\$80,825
<b>10. The Haven</b>	Vital Housing Services	\$108,825
<b>11. PACEM</b>	Case Management	\$50,000
<b>12. Piedmont Housing Alliance</b>	Charlottesville Affordable Housing Program	\$92,500
<b>13. Georgia's Friends</b>	Georgia's Friends Recovery Residence & Support Programs for Women	\$7,976
<b>14. Habitat for Humanity</b>	Homeownership Program	\$52,500
<b>15. Albemarle Housing Improvement Program (AHIP)</b>	System of Care	\$22,500
<b>16. Community Services Housing, Inc. (CSH)</b>	Housing Development Support	\$43,424
<b>Total</b>		<b>\$458,550</b>

\* Award-recommended amounts may be modified after the date of publication of this report.

**4. Remaining HOPS Balance for Discretionary Use**

- After funding allocations, \$122,426 remains available in HOPS for the City Manager's discretionary use on emerging housing needs or emergency interventions.

**5. Final Considerations for City Council**

- **High Unmet Demand:** 69% of total HOPS requests went unfunded, reflecting the urgent need for additional resources in housing support and homelessness prevention.
- **Funding Strategy for Future Cycles:** The City may consider alternative funding streams or policy adjustments to support eviction prevention, system coordination, and legal aid services, which were not prioritized in this cycle.
- **Importance of Strategic Oversight:** The March 13 Executive Review played a critical role in ensuring that funding allocations aligned with the City's broader budget constraints, intergovernmental policies, and strategic housing priorities.

## C. SUMMARY OF ALL APPLICATIONS

The following section provides a summary of all operational funding applications submitted for FY26 HOPS consideration. Each summary includes the program name, amount requested, purpose of funding as described by the applicant, committee scoring, and funding level recommendations from both the CAHF Committee and the Executive Team. Applications are listed in alphabetical order by organization name.

### 1. Albemarle Housing Improvement Program (AHIP)

**Program Name:** AHIP's System of Care

**Requested Funding:** \$150,000

**Purpose of Requested Funding:** HOPS funding directly supports the costs of enrolling city residents into AHIP's System of Care, which provides pre-construction services by AHIP staff. Funding will allow AHIP staff to assist clients in crisis by providing resources and recourse for critical housing repair.

**Committee Ranking/Scoring:** 91

**Funding Level Recommendation:**

- Executive Team Funding Level: \$22,500 (15%)
- CAHF Committee Funding Level: \$22,500 (15%)
- Difference: \$0

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### 2. Blue Ridge Area Coalition for the Homeless (BRACH)

**Program Name:** Homeless System of Care Coordination

**Requested Funding:** \$55,000

**Purpose of Requested Funding:** The requested funding will support BRACH in maintaining its staffing capacity to improve system coordination within the homelessness Continuum of Care and address emergent, critical needs for unsheltered people. The current staff includes one executive director and an administrative coordinator, who was hired in February 2024 with the support of the FY2024-25 HOPS award. This additional capacity translates to long overdue support for the Executive Director as BRACH works to implement new and innovative partnerships for housing, long-term planning, much-needed outreach on the Downtown Mall and beyond, and collaborative program applications that address large-scale needs that will eventually poise BRACH to make homelessness rare, brief, and non-recurring in our community.

**Committee Ranking/Scoring:** 94

**Funding Level Recommendation:**

- Executive Team Funding Level: \$0 (0%)
- CAHF Committee Funding Level: \$27,500 (50%)
- Difference: -\$27,500
- Note: Marked ineligible on March 13 as a fundamental organization.

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### 3. Charlottesville Public Housing Association of Residents (PHAR)

**Program Name:** Leadership Development and Civic Engagement

**Requested Funding:** \$93,000

**Purpose of Requested Funding:** The requested funding will support the continuation and expansion of the PHAR Internship Program by covering personnel costs, program materials and supplies, transportation, and the alumni program.

This will enable PHAR to expand the internship program, launch the youth leadership program, and develop an internship alumni program.

**Committee Ranking/Scoring:** 91

**Funding Level Recommendation:**

- Executive Team Funding Level: \$0 (0%)
- CAHF Committee Funding Level: \$13,950 (15%)
- Difference: -\$13,950
- Note: Marked ineligible on March 13 as a fundamental organization.

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### 4. Charlottesville Redevelopment and Housing Authority (CRHA)

**Program Name:** CRHA Resident Services

**Requested Funding:** \$150,000

**Purpose of Requested Funding:** CRHA is requesting funds to help support our Resident Services department. These funds will go toward supporting our Resident Service Coordinators (RSCs), who provide on-site case management, connect residents to supportive services, work with Property Managers to divert evictions, and act as wraparound support as residents pursue personal and professional goals.

**Committee Ranking/Scoring:** 95

**Funding Level Recommendation:**

- Executive Team Funding Level: \$0 (0%)
- CAHF Committee Funding Level: \$75,000 (50%)
- Difference: -\$75,000
- Note: Marked ineligible on March 13 as an intergovernmental organization.

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### 5. Community Housing Partners (CHP)

**Program Name:** CRHA Resident Services

**Requested Funding:** \$101,500

**Purpose of Requested Funding:** CHP is requesting funding for a one-year full-time Housing Stability Coordinator to assist affected residents who continue to struggle financially. This special project provides not only a dedicated staff person but also dollars to assist vulnerable residents in becoming lease compliant.



**Committee Ranking/Scoring:** 78

**Funding Level Recommendation:**

- Executive Team Funding Level: \$0 (0%)
  - CAHF Committee Funding Level: \$0 (0%)
  - Difference: \$0
- 

## **6. Community Services Housing (CSH)**

**Program Name:** Community Services Housing

**Requested Funding:** \$86,848

**Purpose of Requested Funding:** The requested funding is to develop, own, and operate clean, safe, affordable housing for people with disabilities and extremely low incomes in Charlottesville.

**Committee Ranking/Scoring:** 94

**Funding Level Recommendation:**

- Executive Team Funding Level: \$43,424 (50%)
  - CAHF Committee Funding Level: \$43,424 (50%)
  - Difference: \$0
- 

## **7. Georgia's Friends**

**Program Name:** Georgia's Friends Recovery Residence & Support Programs for Women

**Requested Funding:** \$10,000

**Purpose of Requested Funding:** Georgia's Friends is seeking funds to sustain general operations that support residence life and programs at Georgia's House, the sober-living home we operate at 405 Ridge Street in Charlottesville. Continued support will help underwrite annual costs, which are approximately \$18,000 per resident per year. Funds would also be used to support our structured program that supports women in the early stages of recovery from substance use disorders. The funding will help underwrite annual costs, which are projected to be ~\$360,000 in the City's FY25.

**Committee Ranking/Scoring:** 92

**Funding Level Recommendation:**

- Executive Team Funding Level: \$7,976 (80%)
  - CAHF Committee Funding Level: \$7,976 (80%)
  - Difference: \$0
- 

## **8. Habitat for Humanity of Greater Charlottesville**

**Program Name:** Habitat for Humanity of Greater Charlottesville Homeownership Program

**Requested Funding:** \$75,000

**Purpose of Requested Funding:** HOPS funds will be used to hire an additional financial empowerment coach who will work directly with these newly approved homebuyers in the Core (Non-Southwood) and Pathways programs. In addition, funds will support staff providing expanded pre-application financial coaching services for residents living in both the Carlton Mobile Home Park and the Southwood Mobile Home Park. These services include comprehensive financial assessments, loan pre-qualification, financial coaching, and application support (for a Habitat home or a home on the market).

**Committee Ranking/Scoring:** 98

**Funding Level Recommendation:**

- Executive Team Funding Level: \$52,500 (70%)
  - CAHF Committee Funding Level: \$52,500 (70%)
  - Difference: \$0
- 

## 9. International Rescue Committee (IRC)

**Program Name:** IRC Charlottesville Rental Assistance Program

**Requested Funding:** \$35,000

**Purpose of Requested Funding:** The Charlottesville Rental Assistance Program, which this proposal is designed to fund, is structured so that clients will contribute income from employment and 70% of their TANF towards their rent, submitting payment directly to their landlord. IRC Charlottesville will contribute the balance for one month if funds are available. This process will be repeated for another month if necessary; however, it is with clear understanding that it is the family's responsibility to undertake full accountability as soon as possible. For those IRC clients who qualify for Intensive Case Management (ICM) or Supplemental Case Management (SCM) services, this program may support portions of their rent for an average of four months, depending on the level of vulnerability and assessment guidelines.

**Committee Ranking/Scoring:** 85

**Funding Level Recommendation:**

- Executive Team Funding Level: \$0 (0%)
- CAHF Committee Funding Level: \$0 (0%)
- Difference: \$0

## 10. International Rescue Committee (IRC)

**Program Name:** IRC Housing Specialist and Financial Coach Position

**Requested Funding:** \$51,000

**Purpose of Requested Funding:** This funding would be used to fund a .5FTE staff position for a Housing Specialist and a .25FTE for a Financial Coach to serve clients the IRC is resettling in the Charlottesville community. These roles are key in performing multiple functions, including apartment search, landlord outreach, payment of client initial rent and security deposit,

furniture procurement, utilities set up, and client education on financial literacy. This all leads to the coordination and execution of moving clients to their first apartment. Over the past 26 years, there has always been a challenge in finding housing opportunities for our clients who come with no U.S. rental history, employment history, and no credit. The Housing Specialist is continually working on building new landlord relationships and maintaining existing ones, who waive or minimize these normal requirements. Over the past few years, the affordable housing market has become exponentially more challenging, making the roles of the Housing Specialist and Financial Coach that much more important.

**Committee Ranking/Scoring:** 89

**Funding Level Recommendation:**

- Executive Team Funding Level: \$0 (0%)
- CAHF Committee Funding Level: \$0 (0%)
- Difference: \$0

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## 11. Legal Aid Justice Center (LAJC)

**Program Name:** Legal Services to Prevent Evictions and Ensure Housing Stability

**Requested Funding:** \$100,000

**Purpose of Requested Funding:** Legal Services to Prevent Evictions and Ensure Housing Stability will provide free legal services, including tenancy rights information, service navigation, legal advice, and legal representation to low-income, elderly, and disabled residents in the City of Charlottesville. The program will provide a full range of services to eligible clients to prevent unlawful evictions and preserve safe and affordable housing. The goal of this program is to prevent homelessness through legal representation. This program aligns with Charlottesville's Affordable Housing Plan to "Design, fund, and implement a legal services program for residents facing eviction."

**Committee Ranking/Scoring:** 88

**Funding Level Recommendation:**

- Executive Team Funding Level: \$0 (0%)
- CAHF Committee Funding Level: \$0 (0%)
- Difference: \$0

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## 12. PACEM

**Program Name:** PACEM Case Management

**Requested Funding:** \$100,000

**Purpose of Requested Funding:** A cornerstone of our success is housing-focused case management, equipping guests with the knowledge and support necessary to transition from our shelter to permanent, stable housing. The core of our approach lies in our capacity to collaborate with both secular and nonsecular organizations, forging partnerships that provide critical support to those most in need.

**Committee Ranking/Scoring:** 95

**Funding Level Recommendation:**

- Executive Team Funding Level: \$50,000 (50%)
  - CAHF Committee Funding Level: \$50,000 (50%)
  - Difference: \$0
- 

**13. Piedmont Housing Alliance (PHA)**

**Program Name:** Charlottesville Affordable Housing Program

**Requested Funding:** \$185,000

**Purpose of Requested Funding:** Funding will support essential frontline staff who play a crucial role in directly engaging with and providing vital resources to Charlottesville's most vulnerable and resilient low-income families. These efforts aim to stabilize household finances, improve overall quality of life, and strengthen the fabric of our community. We are deeply committed to approaching this work through a Justice, Equity, Diversity, and Inclusion (JEDI) lens, ensuring that equity and inclusivity are embedded in every aspect of our operations.

**Committee Ranking/Scoring:** 95

**Funding Level Recommendation:**

- Executive Team Funding Level: \$92,500 (50%)
  - CAHF Committee Funding Level: \$92,500 (50%)
  - Difference: \$0
- 

**14. Region Ten Community Services Board (Region Ten)**

**Program Name:** Region Ten Homelessness Prevention

**Requested Funding:** \$20,000

**Purpose of Requested Funding:** The Region Ten Homelessness Prevention program would assist individuals with paying rent and/or utility arrear payments; damage mitigation, allowing for a second security deposit and damages that go beyond the scope of the typical security deposit funds; identification and DMV fees, which are often a barrier to applications; utility deposits; application fees for lease and other rental agreements; cleaning services; and cleaning supplies.

**Committee Ranking/Scoring:** 87

**Funding Level Recommendation:**

- Executive Team Funding Level: \$0 (0%)
  - CAHF Committee Funding Level: \$0 (0%)
  - Difference: \$0
-

### 15. The Haven at First & Market, Inc. (The Haven)

**Program Name:** Day Shelter Program

**Requested Funding:** \$110,000

**Purpose of Requested Funding:** While our Rapid Re-Housing and Homeless Prevention programs are federally funded, The Haven's Day Shelter relies on private funding. Funding ensures that every single human being who enters the Day Shelter has access to the basic care and respite services to meet their daily human needs at no cost to themselves while also simply being able to exist in a safe, secure, climate-controlled, welcoming, and nonjudgmental space. As demand for The Haven's Day Shelter services has increased, costs to provide those services have grown. We continue to experience near-record-high rates of inflation in a community with an already abnormally high cost of living; funding support will help ensure ongoing competitive compensation for the demands and performance expectations of the Day Shelter team, who engage every day and most closely with our community's most vulnerable members.

**Committee Ranking/Scoring:** 101

**Funding Level Recommendation:**

- Executive Team Funding Level: \$80,825 (73%)
- CAHF Committee Funding Level: \$80,825 (73%)
- Difference: \$0

### 16. The Haven at First & Market, Inc. (The Haven)

**Program Name:** Vital Housing Services

**Requested Funding:** \$150,000

**Purpose of Requested Funding:** Funding from HOPS for The Haven's Vital Housing Services will be used to support the salaries of Housing Team staff, who administer financial support (rental subsidies, first month's rent, etc.) and provide housing navigation and stabilization services for program beneficiaries with efficiency, compassion, and trauma-informed care. In order to operate our Vital Housing Services, The Haven also requests support for functions crucial to the operation of our Housing Services, such as: Coordinated Entry System operation and staff who ensure equitable access and enrollment into housing programs; Homeless Management Information System (HMIS) administration to ensure accurate data reporting; website administration to facilitate increased transparency regarding our Housing Department policies, procedures, and data; and/or IT support to address the hardware and software needs of our Housing Department, including telecommunications.

**Committee Ranking/Scoring:** 101

**Funding Level Recommendation:**

- Executive Team Funding Level: \$108,825 (72.6%)
- CAHF Committee Funding Level: \$108,825 (72.6%)
- Difference: \$0

**End of Report**



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The city remains committed to expanding housing stability efforts and will continue working with stakeholders to strengthen support systems for Charlottesville residents.

- **Point of Contact:** Antoine Williams, Housing Program Manager, Office of Community Solutions, [williamsan@charlottesville.gov](mailto:williamsan@charlottesville.gov) (434) 970-3513

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution Authorizing Hospital to Home to Operate as a Non-Emergency Medical Transport Agency in Charlottesville</b>
<b>Staff Contact(s):</b>	Michael Thomas, Fire Chief
<b>Presenter:</b>	<b>Michael Thomas, Fire Chief</b>
<b>Date of Proposed Action:</b>	June 16, 2025

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### Issue

Resolution Authorizing Hospital to Home ("H2H") to Operate as a Non-Emergency Medical Transport Agency in Charlottesville

### Background / Rule

Virginia Code § 32.1-111.14 authorizes a local governing body to grant permits to medical services agencies to operate within its jurisdiction.

### Analysis

H2H is a private ambulance transport service providing a non-emergency patient transport service. H2H is not authorized to respond to calls for emergency 911 services from the general public within the City of Charlottesville, Virginia ("City"), unless requested by an authorized official from the Charlottesville Fire Department or through a written agreement with the City.

### Financial Impact

None.

### Recommendation

City Staff recommends City Council adopt the attached Resolution.

### Recommended Motion (if Applicable)

"I move to adopt the attached Resolution authorizing H2H to operate as a non-emergency medical transport agency in the City."

### Attachments

1. RES\_Hospital2Home



**RESOLUTION #R-25-\_\_\_\_**  
**GRANTING APPROVAL FOR HOSPITAL TO HOME, LLC, D/B/A H2H EMERGENCY SERVICES, A PRIVATE EMERGENCY MEDICAL SERVICES AGENCY, TO PROVIDE CERTAIN MEDICAL TRANSPORT SERVICES WITHIN THE CITY OF CHARLOTTESVILLE, VIRGINIA.**

**WHEREAS** Hospital to Home, LLC, d/b/a H2H Emergency Services (hereinafter “H2H”) a Virginia limited liability company, is an Emergency Medical Services Agency licensed by the Virginia Department of Health to provide Ground Ambulance – ALS and Ground Ambulance – BLS services in the Commonwealth of Virginia; and

**WHEREAS** Virginia Code § 32.1-111.14 authorizes a local governing body to grant permits to medical services agencies to operate within its jurisdiction; and

**WHEREAS** H2H is requesting approval to establish and operate a non-emergency ambulance transport service in the City of Charlottesville, Virginia, in compliance with requirements by the Virginia Department of Health, Office of Emergency Medical Services (hereinafter “OEMS”) pursuant to Virginia Administrative Code regulation 12VACS5-31-420, which requires that any applicant for licensure by the OEMS submit with its application an ordinance or resolution confirming the approval of the governing body of each locality where the agency maintains an office or stations an EMS vehicle for response; and

**WHEREAS** H2H has requested and the City of Charlottesville grants approval for a period of two years for H2H to operate from its location at 1 Morton Drive, Suite 506, Charlottesville, Virginia 22903; and

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

1. H2H is hereby granted local approval to provide routine non-emergency transportation of hospital discharges, other stretcher-based non-emergency EMS transports and non-emergency inter-facility transportation.
2. H2H will obtain all necessary license approvals from the OEMS prior to providing any non-emergency transport services within the jurisdictional boundaries of the City of Charlottesville and will remain in compliance with all applicable operational and inspection requirements while providing such services.
3. H2H is not authorized to respond to calls for emergency 911 services from the general public within the City of Charlottesville unless requested by an authorized official from the Charlottesville Fire Department or through a written agreement with the City of Charlottesville.
4. H2H shall timely pay all federal, state and local taxes, shall obey all applicable federal, state and local laws and regulations, and shall keep its transport vehicles and medical equipment in a safe, neat, well-maintained and sanitary condition.
5. Nothing in this Resolution shall be deemed to recognize H2H as an integral or essential part of the official public safety program of the City of Charlottesville.

Date Adopted:

Certified: \_\_\_\_\_  
Clerk of Council



# **City Manager's Report**

## *City Departments*

**6-16-2025**

### **City Manager – Sam Sanders (he/him)**

- The City workforce is completing annual performance evaluations as we close out Fiscal Year 2025. It is imperative that all staff know where they stand with the City as employees whose efforts impact lives daily. All staff are expected to receive evaluations.
- The City's LEADTeam is working to prepare Work Plans for Fiscal Year 2026 that outline their planning efforts for the new fiscal year. This tool is one that helps to connect the work efforts of frontline staff to directors to executives to the City Council. By planning our work, we have the ability to shift to working our plans with the arrival of a new budget year.
- June 5-6:
  - Met with finalists for the City's critical role of Emergency Management Coordinator. Four well-qualified individuals were interviewed by me and two panels. A new team member will be announced by the end of the month.
- June 6:
  - I interviewed with Dan Schutte at the CBS19 studio to talk about the return of fireworks to the City; This year fireworks from the top of Carter Mountain will return as C'ville Spectacular. This community event is made possible through sponsorships from the City, County, and university. It is a free event, so find your spot and tune in to CBS19 for live event audio.
- June 10-15:
  - Attended the Congress for New Urbanism in Providence, Rhode Island. This annual convening is a great opportunity to learn from peers how they are addressing and overcoming issues to achieve the highest quality of life for all of their communities. A series of tours, roundtable discussions, and larger gatherings provided insights on creative peacemaking, community brand, planning & zoning opportunities, and public service innovations.

### **Deputy City Manager for Social Equity – Ashley Reynolds Marshall (she/her)**

- Conference Attendance: I attended the first National Economic Mobility & Opportunity Conference hosted by the International City/County Management Association, the National League of Cities, and other philanthropic organizations. Mr. Keith Grooms from the Office of Economic Development also attended to represent the City of Charlottesville.
- Speaking Engagement: In May 2025, I was invited by the Office of Economic Development to speak at the Central Virginia Small Business Development Center's Piedmont Accent event, which is a half-day business conference for small business owners and entrepreneurs at every stage. The session's other panelists were Chef Antwon Brinson and David Corbin.



### **Deputy City Manager for Operations – James Freas (he/him)**

- Attended the May 15 Regional Environmental Coordination Meeting alongside staff from the Office of Sustainability.
- Deputy City Manager (DCM) Marshall, the Director of Parks & Recreation, and I met with a UVa representative to discuss how we can collaborate on plans for Riverview Park.
- Participated in the May 21 quarterly meeting of the Fifeville Neighborhood Anti-Displacement Working Group.
- Along with the City Manager, I enjoyed lunch with the Public Works team on May 22 at their department cookout.
- Represented the City Manager's Office at the Continuity of Operations Plan (COOP) Workshop on May 29, organized by the Office of Emergency Management. Representatives of departments throughout the City gathered to continue drafting department-level plans.

### **Parks & Recreation – Director Riaan Anthony (he/him)**

- Registration for the 2025 City Amateur Championship on June 28-29 is open. Players can register online at: [2025 City Amateur Golf Championship \(link\)](#).
- Meadowcreek Golf Course is now a participant with the national organization Youth on Course which provides discounted rates to youth under 18 to play the golf course for just \$5. More information about Youth on Course and how to join is located online at: [Youth on Course | It's All About Access \(link\)](#).
- All outdoor pools and splash pads are open for the season!
- The City Swordfish swim team is still [open for registration \(link\)](#). We had 170 participants registered at the end of May. Tryouts are still taking place, and there is enough space for about 15 more swimmers.
- Summer Camp staff training week began June 9. Camp Week One begins June 16 and will run for six weeks (through July 25) at Summit and Johnson Elementary Schools.
- June Special Events:
  - June 20 from 7:30 AM to 10:30 PM is Play All Day VA. Charlottesville Parks & Recreation will be hosting multiple free events all day long!
- City Market:
  - The City Market partnered with Neighborhood Development Services (NDS) to promote Bike Month. On the last Saturday in May, riders of all ages met at the City Market to go on a group bike ride.
  - With all of the fresh fruits and veggies in season, be sure to pick up one of The City Market's cookbooks. Be inspired by delicious dishes shared by some very familiar faces! Copies of the City Market Cookbook can be

purchased at any recreation center location, at The City Market information table on Saturday, or by contacting Justin McKenzie at [mckenziej@charlottesville.gov](mailto:mckenziej@charlottesville.gov).

### **Utilities – Director Lauren Hildebrand (she/her)**

- The Charlottesville Department of Utilities continues its ongoing replacement of outdated infrastructure throughout the City's water distribution system with the Locust Avenue Water Line Replacement Project, scheduled to break ground this month. The water main along Locust Avenue was installed in the 1920s, and due to its age, has experienced a steady increase in breaks and leaks over the past decade. This replacement project will improve service by bringing the water system in the area up to current industry standards, significantly enhance system reliability, and reduce the risk of future service disruptions.
- Utilities held an open house for the project on June 10, inviting the community to learn more about the project, understand what to expect during construction, and to ask questions. Attendees were able to speak with representatives from the Department of Utilities, the City's Traffic Engineer, the engineering firm Whitman, Requardt & Associates, LLP, and the contracting company Southeast Connections, LLC. Utilities communicated the upcoming work and open house through several social media posts, via a news story on NBC29, and by sending over 400 letters to residents who may be directly impacted by the replacement.
  - The Department of Utilities is committed to providing first-rate utility services. The Locust Avenue Water Line Replacement Project will strengthen the long-term sustainability, resiliency, and efficiency of the water distribution system for all of Charlottesville and will help ensure the community continues to receive reliable, high-quality water.
  - Updates on the project's progress, and other relevant information, will be available at [www.charlottesville.gov/utilitiesCIP](http://www.charlottesville.gov/utilitiesCIP) ([link](#)).

### **Neighborhood Development Services – Director Kellie Brown (she/her)**

- Short Term Rentals (STR):
  - STR outreach is underway, including a targeted engagement effort via postcards, City newsletters, and neighborhood associations.
  - Application deadline: June 1, 2025, with a \$100 late fee applied after 14 days.
  - A public survey was launched to gather feedback on STR policies (95 responses have been received at this time).
    - Survey link: <https://forms.office.com/g/xnGGyLE7Ui>
  - STR Info page: <https://charlottesville.gov/1894/Homestay-Short-Term-Rental-FAQ>

- Procurement for the Granicus compliance software has been finalized.
- Staff Update:
  - Victoria “Tori” Kanellopoulos was introduced as the City’s new Long-Range Planner. She joins from Albemarle County with significant experience in long-range and strategic planning, including work on the County's Comprehensive Plan.
  - A Planning Intern joined the team for the summer to support various initiatives, including development of neighborhood fact sheets and assisting with existing conditions analysis and engagement for the 10th & Page and Rose Hill Vision Plans.

### **Human Services – Director Misty Graves (she/her)**

- In an effort to promote safety and connection for teens in Charlottesville, the Department of Human Services and Parks and Recreation hosted its first Teen Takeover event this summer on May 31. It included free skating with food trucks and entertainment at Carver Recreation Center. Over 25 youth participated, and partners supported the event to help ensure it was safe and successful. The next event will take place on Sunday, June 29 from 3 - 6 PM at Washington Park with field day games, arts and crafts, and more entertainment. For more information follow on Facebook at: Charlottesville Area Youth Opportunity Coordination. There will be more events for teens to come!
- Our community-based Services launched a week-long training to onboard eight summer staff. These dedicated staff will work alongside youth enrolled in the Community Attention Youth Internship Program (CAYIP) and the Teens GIVE Service-Learning Program. This summer, we anticipate hosting 150 interns with CAYIP and 25 youth with Teens GIVE. We look forward to cultivating excitement and passion for working with youth!

### **Charlottesville Fire Department – Chief Michael Thomas (he/him)**

- The Insurance Services Office (ISO) score has been reviewed and returned. Charlottesville will remain an ISO 1. This is a huge lift for Water, Charlottesville-UVa-Albemarle Emergency Communications Center (CUA ECC), and the Charlottesville Fire Department (CFD).
- Captain Butler completed the Virginia Fire Marshal Basic Law Enforcement Academy (14 weeks of law enforcement training)
- The new Bypass Fire Station – Station #1 – CFD is planning an open house. The date is still TBD.

## Key Operations Metrics:

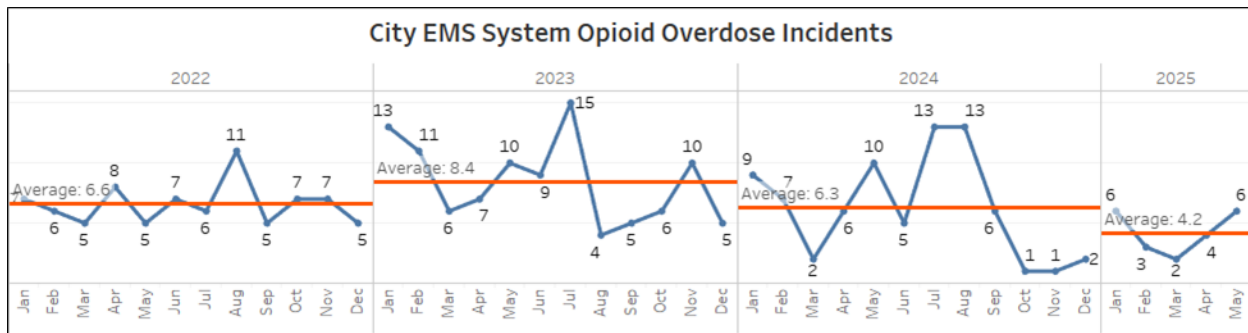
CFD Incident Comparison: FY23 to FY25 YTD July- May			
	FY 2023	FY 2024	FY 2025
EMS/Rescue	5,171	4,743	4,461
Fire	188	156	193
Other Type	2,393	2,108	2,580
Grand Total	7,752	7,007	7,233

- Comparing the first 11 months of FY25 to the same period in FY24, CFD incidents are up by 3% across all categories.
- Fire incidents increased by 24%, EMS incidents decreased by 6%, and all other types of incidents increased by 22%. Cooking fires increased by 78% in the first 11 months of 2025 compared to 2024.

Monthly Incident Averages and Trends		
Avg. Monthly EMS Incidents Last 12 Months	Avg. Monthly Fire Incidents Last 12 Months	Avg. Monthly Other Type Incidents Last 12 Months
374	15	203
Change in Avg. Monthly EMS Incidents in Last Year vs. Previous Year	Change in Avg. Monthly Fire Incidents in Last Year vs. Previous Year	Change in Avg. Monthly Other Type Incidents in Last Year vs. Previous Year
-4.0%	29.3%	26.3%

- On average, CFD has run about 374 EMS incidents, 15 fire incidents, and 203 other types of incidents each month in the last year. Comparing those monthly averages to the year before, EMS incidents slightly decreased. Fire and all other incident types increased.

## Opioid Overdoses:



- Opioid overdoses in the City decreased in 2025. CFD and Charlottesville-Albemarle Rescue Squad (CARS) have run an average of about four overdoses monthly in 2025, a decrease from 2024's average of six overdoses monthly.
- Unhoused EMS Patients:
  - CFD and CARS added a new field to patient care reports to track emergency medical responses to unhoused patients in June 2024. Our records show that over the last year, CFD & CARS have responded to 38 unhoused patients monthly on average.
  - The top three findings of attendants in charge on these incidents were non-traumatic pain (18% of calls), alcohol abuse (13% of calls), and bodily injuries (12% of calls).
- Inspections (Year to Date):
  - 530 inspections (275 different businesses) in total.
  - 63 permits have been issued.
  - 160 third-party inspections with the Inspection Reports Online (IROL) system.
  - Engineering and Planning Bureau – CFD has seen an increase in plans reviewed and inspections for new construction since increasing staffing to a full-time Battalion Chief in January 2025.
  - 61 site plans reviewed.
  - 19 sprinkler plans reviewed.
  - 8 fire alarm plans reviewed (new to CFD for 2025).
  - 51 inspections (construction sites, sprinkler systems, fire alarm systems).
- Investigations/Fires:
  - Lithium battery fire at Locust Lane
  - Lithium battery fire at Maury Avenue
- The Fire Marshal's Office (FMO) is working with the Communications & Public Engagement Office to send out a safety message this week about lithium-ion battery safety.



### **Charlottesville Area Transit – Director Garland Williams (he/him)**

- On May 29, two Charlottesville Area Transit (CAT) employees, Evelyn Trice and Janice Woodson, received the Helen Poore Transit Professional Distinguished Service Award from the Virginia Transit Association (VTA).
- The Transit Professional Distinguished Service Award is named after Helen Poore, an outstanding transit manager of Charlottesville Transit from 1973-2003. She achieved national recognition as the first female Transit Manager and was a founding member of the VTA. This award is presented annually to transit professionals who, over the course of their career, have made outstanding contributions to public transportation in their locality and in the Commonwealth of Virginia.
- Mrs. Evelyn Trice - For over 34 years, “Miss Trice” has been a driving force behind public transportation in Charlottesville. Beginning her career as a School Bus Operator, she transitioned to Charlottesville Transit Service (CTS), presently known as Charlottesville Area Transit (CAT), where she worked her way up from Dispatcher to Safety, Security, and Training Coordinator. Evelyn has played a vital role in ensuring operator and passenger safety, implementing federal and state training programs, and mentoring the next generation of transit professionals.
- Mrs. Janice Woodson - For 33 years, Janice Woodson has been an unsung hero working behind the scenes. Janice started as an Account Clerk and continued to advance into her current role as Senior Accountant, handling (operating and capital) budgets, compliance issues, and financial operations that keep CAT on track. She is the backbone of CAT’s daily operations, ensuring that maintenance, operations, and administration always have the supplies, purchase orders, and resources they need. Without her meticulous coordination, CAT’s ability to function would be severely hindered.
- Evelyn and Janice were both hired by Helen Poore and are the first CAT employees to receive the VTA distinguished service award.

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



Agenda Date:	June 16, 2025
Action Required:	The Human Rights Commission ("HRC") and Office of Human Rights ("OHR") will present a summary of the Calendar Year 2024 Annual Report.
Presenter:	Todd Niemeier, Director of Human Rights
Staff Contacts:	Todd Niemeier, Director of Human Rights
Title:	<b>Human Rights Calendar Year 2024 Annual Report</b>

**Background**

Per the Charlottesville Human Rights Ordinance ("Ordinance"), City Sec. 2-432.(i), HRC shall make quarterly reports to the City Council concerning HRC operations and the status of HRC's performance of the duties, responsibilities, and roles set forth within the Ordinance. One (1) of the required quarterly reports shall be an Annual Report.

Per City Code Sec. 2-441, HRC shall make an annual comprehensive report to City Council that outlines its efforts during the preceding year in the areas of identifying and addressing systemic or institutional discrimination; processing individual complaints of unlawful discrimination; and facilitating a community dialogue regarding issues of human rights. Said Annual Report shall also outline the HRC's Work Plan for the ensuing year, which shall be subject to approval or modification by City Council.

**Discussion**

The Calendar Year 2024 HRC and OHR Annual Report presents a summary and analysis of the work completed by both bodies during Calendar Year 2024. The accompanying Presentation to City Council will include significant takeaways from the Annual Report, along with a summary of HRC's Work Plan for the March 2025 – February 2026 work period.

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

HRC and OHR 's work aligns with City Council's vision for Charlottesville to be a place where everyone thrives by supporting the City's commitment to implementing equitable practices and policies across all of its activities through enforcement of the Ordinance.

**Community Engagement**

An early version of the Annual Report presentation was delivered during HRC' s Annual Planning Meeting on March 22, 2025. The final written Annual Report will be shared with the HRC in the Agenda Packet for the Regular Meeting on May 15, 2025. The written Annual Report will also be posted on HRC's web page on the City website.

**Budgetary Impact**

This is an Annual Report of past work, and includes no new proposed financial impacts for FY26.

**Recommendation**

The Human Rights Commission and Office of Human Rights recommend that City Council receive the report and consider the information presented when evaluating its requests from either body in the coming year.

**Alternatives**

No alternative recommendations are suggested.

**Attachments**

1. CY2024 HRC and OHR Annual Report (PDF)
2. CY2024 Annual Report Presentation - Council (PDF)

# 2024 Annual Report

Human Rights Commission  
&  
Office of Human Rights



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## 1. Introduction

This report will present the goals and strategies identified by the Human Rights Commission and show how the actions taken by the Human Rights Commission and Office of Human Rights in calendar year 2024 (**CY2024**) align with the roles and responsibilities specified in the Charlottesville Human Rights Ordinance (Code of the City of Charlottesville Chapter 2, Article XV).

The Charlottesville Human Rights Commission (**HRC**), in partnership with the Office of Human Rights (**OHR**), acts as a strong advocate for justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights. The Charlottesville Human Rights Ordinance (**CHRO**) outlines the roles, duties, and responsibilities of the HRC and the OHR. Per Sec. 2-433 of the CHRO, it is the role of the HRC and OHR to:

- a) Assist individuals who believe they are the victim of an act of unlawful discrimination within the jurisdiction of the City;*
- b) Collaborate with the public and private sectors for the purpose of providing awareness, education, and guidance on methods to prevent and eliminate discrimination citywide;*
- c) Identify and review policies and practices of the City of Charlottesville and its boards, commissions, and other public agencies within the City and advise those bodies on issues related to human rights;*
- d) Seek a Fair Employment Practices Agency (FEPA) workshare agreement with the Equal Employment Opportunity Commission (EEOC) and a Fair Housing Assistance Program (FHAP) workshare agreement with the Department of Housing and Urban Development (HUD) to conduct investigations of employment and housing discrimination on their behalf and enter into such agreement(s) subject to approval of City Council upon a finding that the agreement(s) would be in the best interest of the City;*
- e) Make recommendations regarding the City's annual legislative program, with an emphasis on enabling legislation that may be needed to implement programs and policies that will address discrimination; and*
- f) Prepare recommendations to City Council as to policies and procedures the Commission believes are necessary for the performance of the roles, duties and responsibilities assigned to the Commission within this article, and for modifications of operating procedures approved by City Council.*

As required by Sec. 2-441 of the CHRO, the following report provides details of the work of the HRC and OHR during CY2024.

## **1.1. Report Structure**

Report section **1. Introduction** provides a summary of the duties of the HRC and OHR along with information about the organizational structure and strategies that provided a framework for the work carried out by each body during the year.

Report sections **2. through 7.** make up the main body of the report. These sections are organized to align with each role of the Human Rights Commission as listed in Sec. 2-433. (a-f) of the CHRO. Some sections of the report will feature work from both the HRC and OHR, while other sections will feature the work of only one body. The CHRO was amended on August 5, 2024. As part of the amendments, duties and responsibilities of the Commission that existed in other sections (previously *Sec. 2-434. Duties and Responsibilities – Community Dialogue* and *Engagement* and *Sec. 2-435 Duties and Responsibilities – Systemic issues*) were incorporated into Sec. 2-433 as subsections. This realignment of the CHRO is reflected in this report.

Report section **8. Observations and Opportunities** includes a review of any trends in the data and information presented in the main body of the report coupled with any key takeaways about organizational structure and function that may impact the work of the HRC and OHR going forward.

Report section **9. Attachments** contains documents referenced in the main body of the report, including **9.1. OHR CY2024 Data Dictionary**, which defines many of the technical terms used when describing the work of the HRC and OHR.

The HRC and OHR are committed to improving accessibility to information about their work. This report has been made accessible for people who are visually impaired, and it uses plain language as often as possible to ensure its contents are understandable. Alternative text is included for graphs, charts, and some tables that may not be accessible for those who are visually impaired. Upon request, the OHR can provide additional information or clarification for graphics that are found to not be optimally accessible.

City Councilors and members of the public are encouraged to contact OHR staff with any questions about the contents of the report or for more information about the services provided by the HRC and OHR.

Staff Contact: Todd Niemeier, Director, Human Rights Commission

Phone: 434-970-3027

Email: [niemeier@charlottesville.gov](mailto:niemeier@charlottesville.gov)

OHR Webpage: [www.charlottesville.gov/665/Human-Rights](http://www.charlottesville.gov/665/Human-Rights)

HRC Webpage: [www.charlottesville.gov/963/Human-Rights-Commission](http://www.charlottesville.gov/963/Human-Rights-Commission)

## **1.2. HRC Overview**

The HRC is a nine-member, volunteer body appointed by City Council to advise Council on human and civil rights issues. It also serves as an administrative public hearing body for complaints of unlawful discrimination investigated by the OHR.

Each January, the HRC holds officer elections. In January 2024, the HRC elected Ernest Chambers as Chair and Wolfgang Keppley as Vice Chair. Each year, outgoing Commissioners finish their terms at the end of February and new Commissioners start their terms in March, unless a new Commissioner is appointed to fulfill an unfinished term for someone who departed early. In March 2024, two new Commissioners joined the HRC, replacing two whose terms had ended. In September 2024, the HRC welcomed three new Commissioners, who replaced three who departed early.

The HRC's work year runs from March through February to align with the start of new Commissioners' terms. Each March, the Commissioners attend a meeting to choose focus areas and plan their work for the next year. This year's annual planning meeting was held on March 9th. During the planning meeting, Commissioners identified the following focus areas:

### **Primary Focus Area(s):**

1. Housing
  - a. Homelessness
    - i. City policies
      1. Shelter
      2. Wraparound services
    - ii. Expert panel and fact gathering to determine current trends
  - b. Systemic Barriers
    - i. Restrictive housing access policies based on criminal records
    - ii. Excessive rental costs
    - iii. Excessive application fees
    - iv. Source of funds
      1. Rents for market rate units above HUD voucher payment standards
      2. Rental properties in states of disrepair that can't pass HUD voucher inspections

### **Secondary Focus Area(s):**

1. Legislative recommendations
  - a. Removing voter exclusion from state constitution
  - b. Rental application fees
  - c. Rental registry
  - d. Proactive rental inspections
  - e. Legal representation for people facing eviction
  - f. Anything housing related that emerges from primary focus areas
  - g. Amplifying local food justice initiatives
2. Ally/Safe Space training program development – to be considered in 2025
3. Reparations – to be revisited in December
  - a. Public discussion to determine public interest and priorities of impacted communities

Based on the focus areas above, the HRC set the following goals for March 2024 – February 2025. These goals will be referenced in each section of the report that corresponds with their alignment to the Human Rights Ordinance.

Goals	Human Rights Ordinance Alignment
1. Adopt an amended draft of the Charlottesville Human Rights Ordinance for presentation to City Council by June 2024.	<ul style="list-style-type: none"> <li>• Sec. 2-433. (a) Individual Assistance</li> <li>• Sec. 2-433. (d) Federal Workshares</li> <li>• Sec. 2-433. (f) Commission Policies</li> <li>• Sec. 2-439.1. Enforcement Authority</li> </ul>
2. Complete public hearing training following the adoption of the revised Charlottesville Human Rights Ordinance.	<ul style="list-style-type: none"> <li>• Sec. 2-433. (a) Individual Assistance</li> <li>• Sec. 2-433. (d) Federal Workshares</li> <li>• Sec. 2-433. (f) Commission Policies</li> <li>• Sec. 2-439.1. Enforcement Authority</li> </ul>
3. Plan and hold a public panel with experts in housing to focus on homelessness (shelter and wraparound services) and barriers to entering stable housing during the June 6, 2024 HRC Work Session.	<ul style="list-style-type: none"> <li>• Sec. 2-433. (b) Awareness and Guidance</li> <li>• Sec. 2-433. (d) Federal Workshares</li> <li>• Sec. 2-434. Community dialogue and engagement</li> </ul>
4. Submit policy recommendations to City Council pertaining to housing issues by October.	<ul style="list-style-type: none"> <li>• Sec. 2-433. (c) City Policies</li> <li>• Sec. 2-435. Systemic Issues</li> </ul>
5. Submit a letter with legislative recommendations focused on homelessness and systemic barriers to housing to City Council by August 20, 2024.	<ul style="list-style-type: none"> <li>• Sec. 2-433. (e) Legislative Program</li> </ul>

In short, the HRC achieved all the goals proposed above, except for Goal 2. Public hearing training became a lower priority when Commissioners voted not to hold a hearing for Case 2020-2. While the HRC achieved most of its annual goals, it was not able to realize actions on all the proposed primary and secondary focus areas. More details on the HRC’s work pertaining to these goals will be presented throughout the report.

### **1.3. OHR Overview**

The OHR is a division of the City Manager's Office which receives and attempts to resolve complaints of unlawful discrimination, conducts community outreach, and provides support to the HRC.

CY2024 marked another year of growth and change for the OHR. Following the departure of Saad Khaleefa on June 14, 2024, the OHR began the hiring process for a new Human Rights Intake Specialist. In the interim, Lily Gates, Outreach & Administrative Specialist, and Chyelle Chatman, Investigator (In Training), collaborated with the Director to manage intake, with Lily assuming the bulk of this responsibility. In August 2024, long-time OHR Intern, Ginny Helmandollar, began graduate school and ended her role after three years of outstanding service. On September 16, 2024, Lauren Harris assumed the Intake Specialist role. On December 11, 2024, after completing the OHR Investigator Training Program, Chyelle Chatman was promoted to Investigator, marking a new stage in the evolution of the OHR.

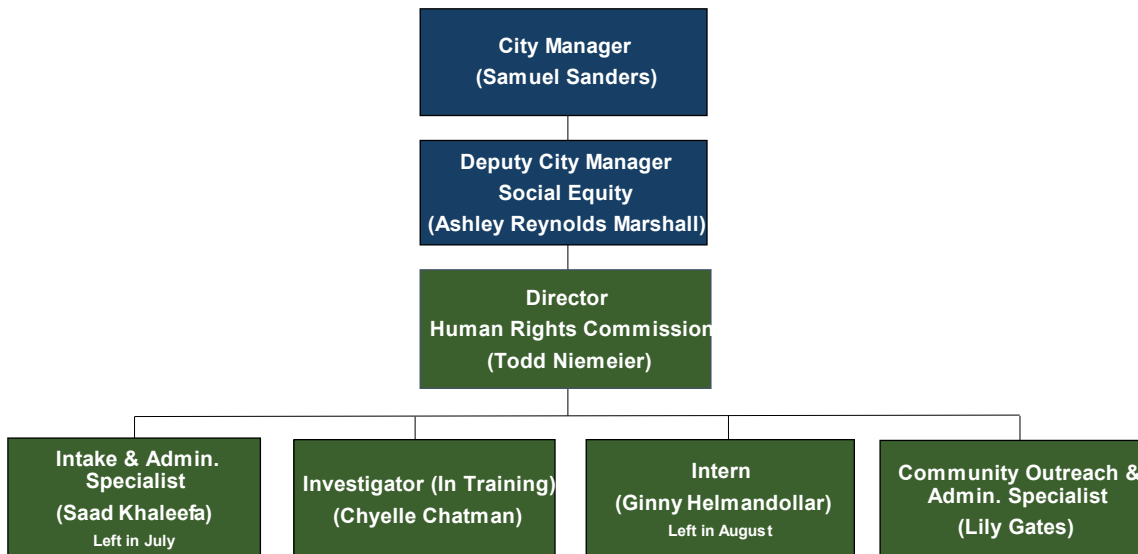
Saad's time in the Intake Specialist role demonstrated the need for a front desk staff person dedicated to serving all three programs within the Office of Social Equity (OSE) space at 507 East Main Street. The OSE space is shared by three public-facing programs, all with the same shared point of entry. With no staff person specifically assigned to the front desk, the Human Rights Intake Specialist was asked to fulfill OHR intake responsibilities while also handling walk-in traffic for all programs. Because the amount of walk-in traffic was very high, it was difficult to work on OHR intake processes without interruption and this arrangement proved unsustainable. Additionally, the front desk's location offered no privacy for the confidential phone calls and document preparation required for OHR intake work. When Saad needed to hold in-person intake meetings, the front desk was left unoccupied and walk-in visitors would sometimes become frustrated if no one was available to answer the door.

Following Saad's departure, a temporary position was created to support front desk reception, and in late July 2024 Bridget Churchman-Colvin assumed this role. Bridget works under the supervision of the Employment and Financial Opportunity Manager, Roy Fitch. She primarily serves the Home to Hope and Downtown Job Center programs, both of which receive substantially more walk-in traffic than the OHR. Bridget refers any OHR walk-ins or appointments to OHR staff or provides them with OHR contact information. Bridget's work has had a very positive impact on customer service and the workflow of all staff working in the office.

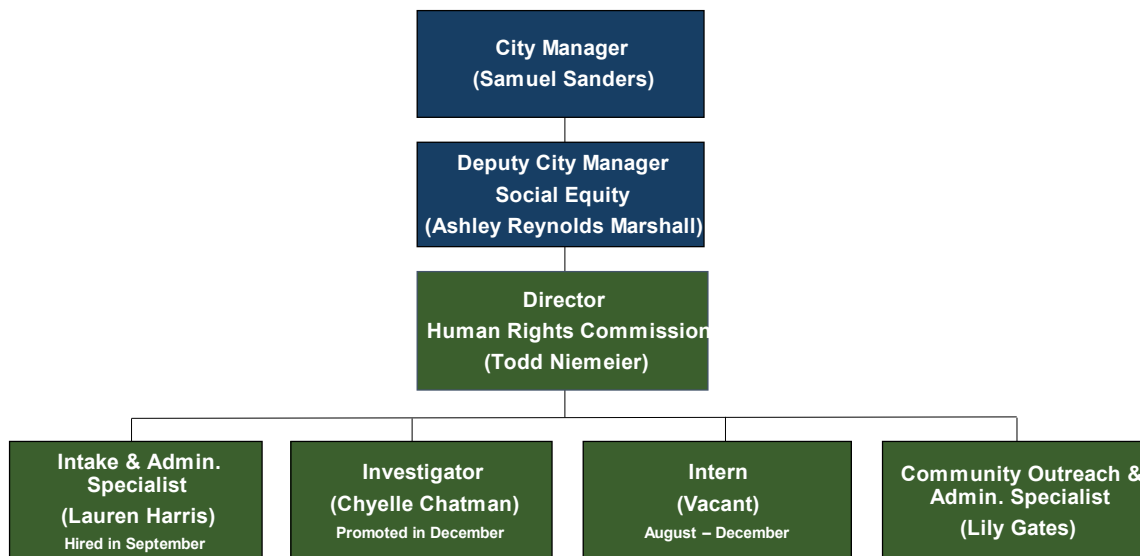
At the conclusion of 2024, OHR staff members included an Intake Specialist, Investigator, Community Outreach & Administrative Specialist, and Director. Ginny's departure revealed how reliant the OHR and HRC had become on the Intern role. The workload in the OHR, which also includes providing substantial support to the HRC, is only barely manageable with four full-time staff and leaves no capacity for essential community engagement and systemic impact work mandated by the CHRO. Saad's departure and the interim period during which OHR staff filled in the intake duties further demonstrated the impact to productivity and staff wellbeing that happens when any one of the full-time positions is vacant.

The two charts below show the evolution of the organizational structure of the OHR from the beginning of 2024 through the end of 2024.

### Beginning of CY2024



### End of CY2024





## 2. Individual Assistance

### **Charlottesville Human Rights Ordinance Sec. 2-433. (a)**

*Assist individuals who believe they are the victim of an act of unlawful discrimination within the jurisdiction of the City.*

#### **2.1. Sec. 2-433. (a) HRC Actions**

The HRC's primary role in the individual complaint process is to hold public hearings, as explained in CHRO *Sec. 2-439.1. Enforcement Authority – The Role of the Commission*. Only one complaint has required the HRC to hold a public hearing since the HRC was created in 2013.

In 2024, the HRC considered holding a public hearing on a reasonable cause finding of retaliation in Case 2020-2. This case was filed under an earlier version of the CHRO that required a very complex public hearing procedure. After careful review of the investigative report and supporting documentation, Commissioners decided that the CHRO and the complainant's interests would be better served by not holding a public hearing.

#### **2.2. Sec. 2-433. (a) OHR Actions**

Most activities involving individual assistance rest with the OHR under CHRO *Sec. 2-437.1., 2-437.2., and 2-437.3*. Individual service provision is one of the primary functions of the OHR. The following data presents a summary of service provision in CY2024 as well as an overview of trends in service provision over time. Since 2018, the OHR has used a consistent data collection process and classification system with only minor adjustments. Any referenced data prior to 2018 has been reanalyzed and redistributed into current categories for ease of comparison. Attachment **9.2. OHR CY2023 Individual Service Data** provides detailed individual service data by month.

### 2.2.1. Total Incoming Contacts

During CY2024, the Office received an average of 8 incoming contacts per day and served a total of 288 unique individuals. The OHR received the following number of incoming contact types:

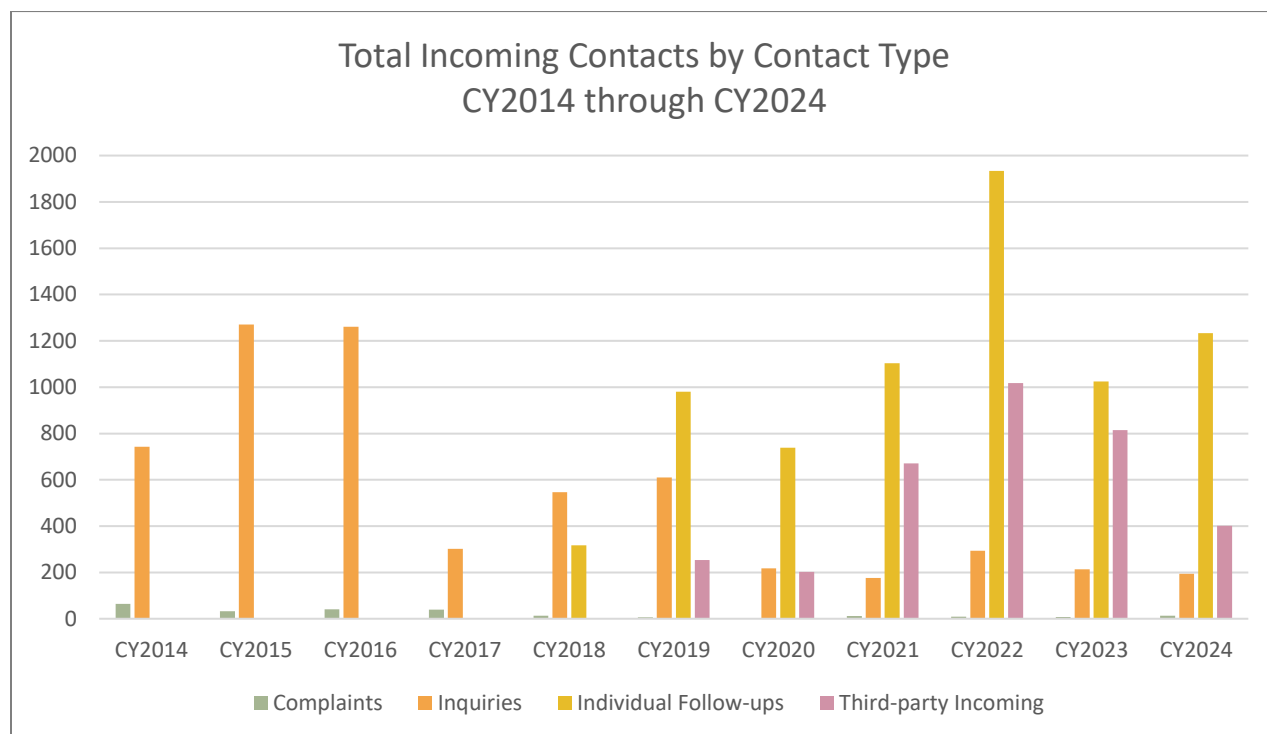
Contact Type	Total Number
Complaint	13
Inquiry	194
Individual Follow-up	1,233
Third Party Incoming	401
<i>Total Incoming Contacts</i>	<i>1,841</i>

In CY2024, the OHR received nearly twice as many discrimination complaints as compared to CY2023. Having dedicated Intake and Investigation staff has increased the office's capacity to handle complaints and minimized referrals to state and federal agencies.

In CY2024, the OHR received 219 (11%) fewer total incoming contacts than the previous year. The office has gone through many changes since 2014, including fluctuations in staffing from one to four full-time staff, a 14-month closure from March 2020 – May 2021 due to the COVID pandemic, and a major shift from 2022 to 2023 away from navigation and advocacy services. It is therefore hard to approximate an “average” volume of intakes per year. With consistent staffing, and barring no major disruptions or changes in services, a more consistent average intake volume should emerge over the next two years.

Year	Total Incoming Contacts
2014	107
2015	752
2016	1,302
2017	1,316
2018	696
2019	1,849
2020	1,159
2021	1,962
2022	3,253
2023	2,060
2024	1,841

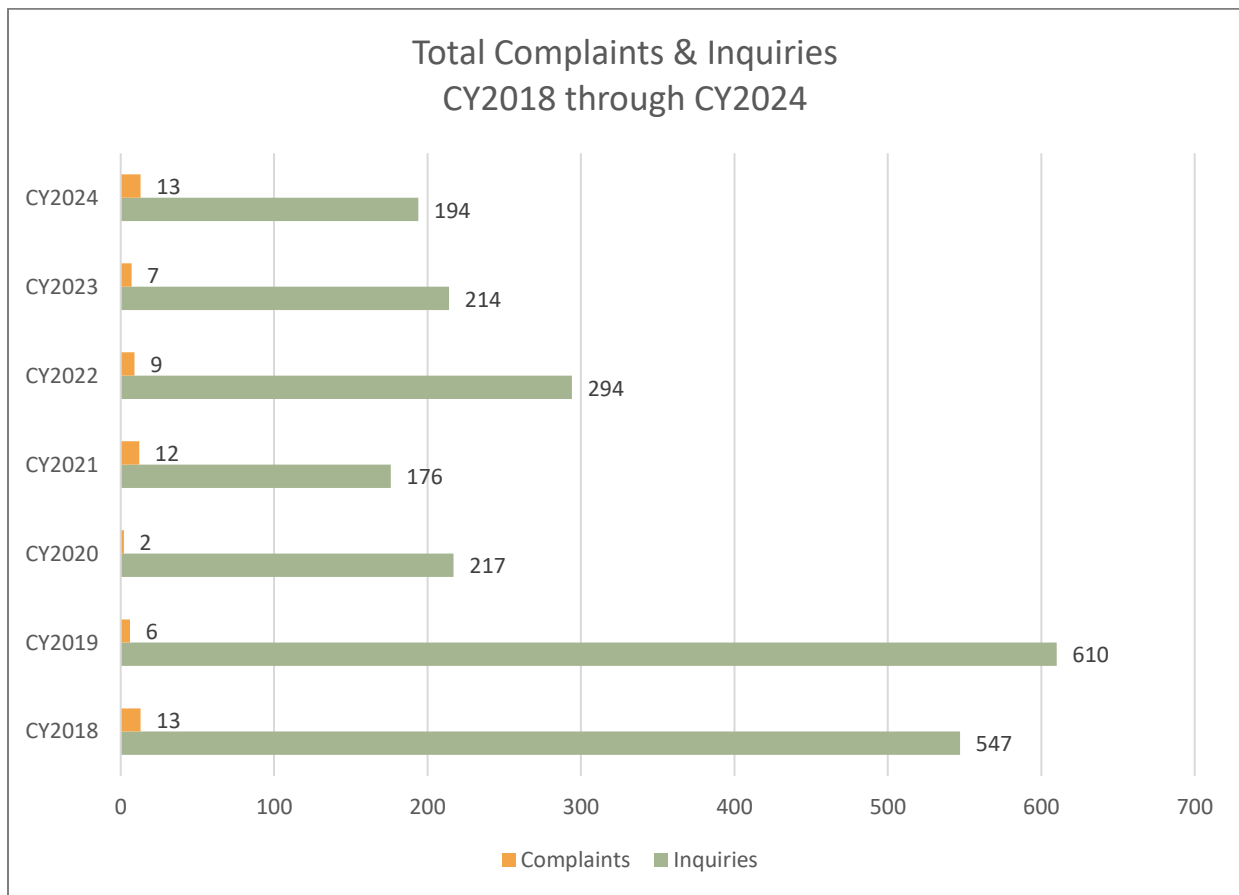
The chart below shows total incoming contacts by type from CY2014 through CY2023:



It is important to note the difference between a **complaint** and an **inquiry**. A **complaint** is an incoming contact in which an individual wishes to pursue action regarding an allegation of discrimination that falls within the jurisdiction of the OHR, as defined by the CHRO. An **inquiry** is an incoming contact involving services provided to an individual by the OHR *and/or* an individual allegation of discrimination that falls outside the jurisdiction of the OHR, as defined by the CHRO. The attachment **9.1. OHR CY2023 OHR Data Dictionary** provides detailed definitions for all contact types.

Prior to CY2023, inquiries that evolved into complaints were reclassified in OHR records as complaints. These contacts were therefore combined and only counted once as complaints. In CY2023, the OHR stopped reclassifying inquiries when a contact evolves into a complaint, so the initial contact remains counted as an inquiry, and a new, separate contact is logged as a complaint. The total count of inquiries will therefore be higher by a number equal to the total number of complaints received for the year.

The chart below isolates the number of inquiries and complaints received over the past seven years, highlighting that the OHR receives far more inquiries than complaints.

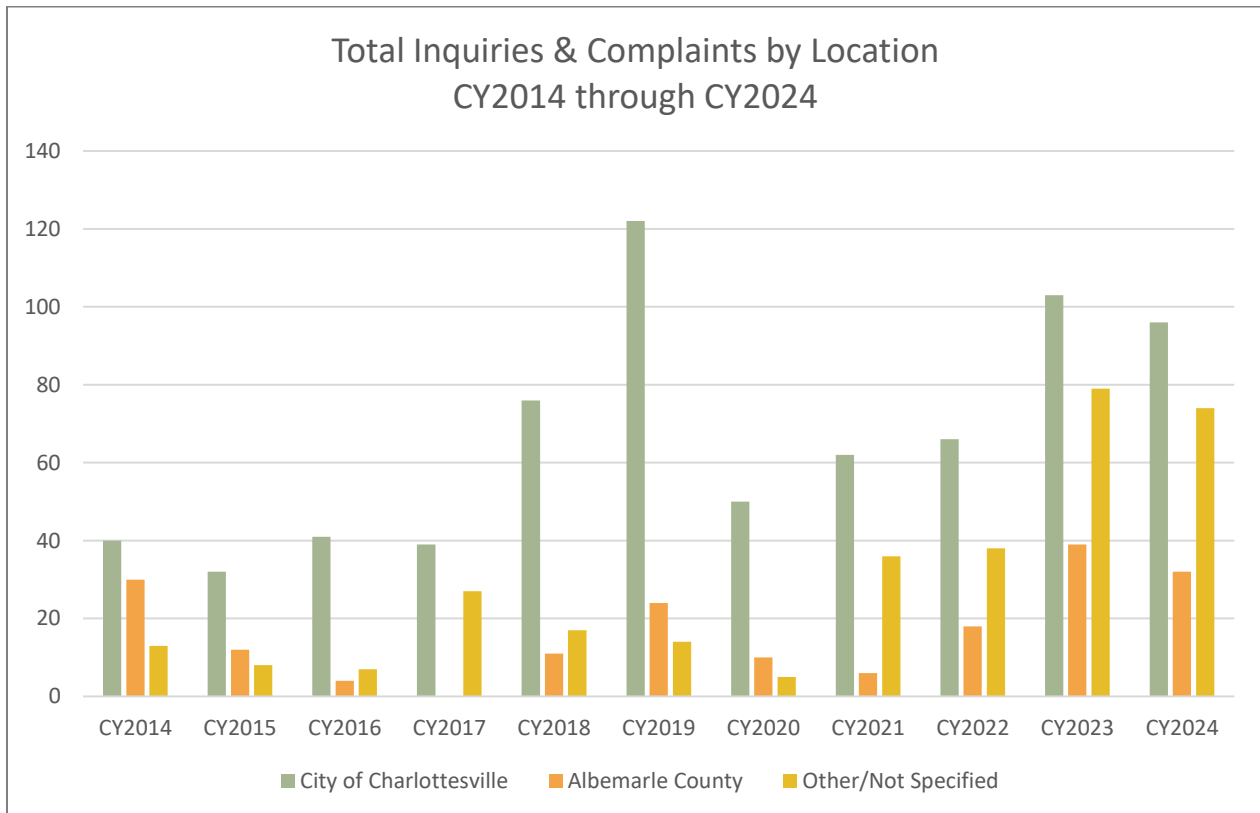


### 2.2.2. Total Inquiries and Complaints by Location

Despite fluctuations in the volume of inquiries and complaints, most inquiries and complaints received by the OHR over the last eleven years involved a concern that occurred in Charlottesville. In CY2024, the OHR received 87 inquiries originating in Charlottesville (45% of 194 total inquiries) and 13 complaints.

The CHRO only authorizes the HRC and OHR to process complaints of discrimination that originate in Charlottesville. The OHR continues to receive regular inquiries from Albemarle County and beyond, and this may demonstrate an unmet need for services outside of Charlottesville. Inquiries received from localities other than Charlottesville and Albemarle came from many different locations in Virginia including Caroline County, Carroll County, Danville, Fork Union, Fredericksburg, Gordonsville, Louisa, Lynchburg, Norfolk, Prince Edward County, Prince George County, and Strasburg. The OHR also received three inquiries originating in North Carolina, and one international inquiry from Germany.

The OHR refers inquiries for services not covered by the CHRO to the appropriate service provider, when possible, and refers inquiries involving any non-jurisdictional allegations of unlawful discrimination to the appropriate municipal, state, or federal agency. The chart below shows the combined number of inquiries and complaints originating in Charlottesville, Albemarle County, or a different or unspecified locality since CY2014:

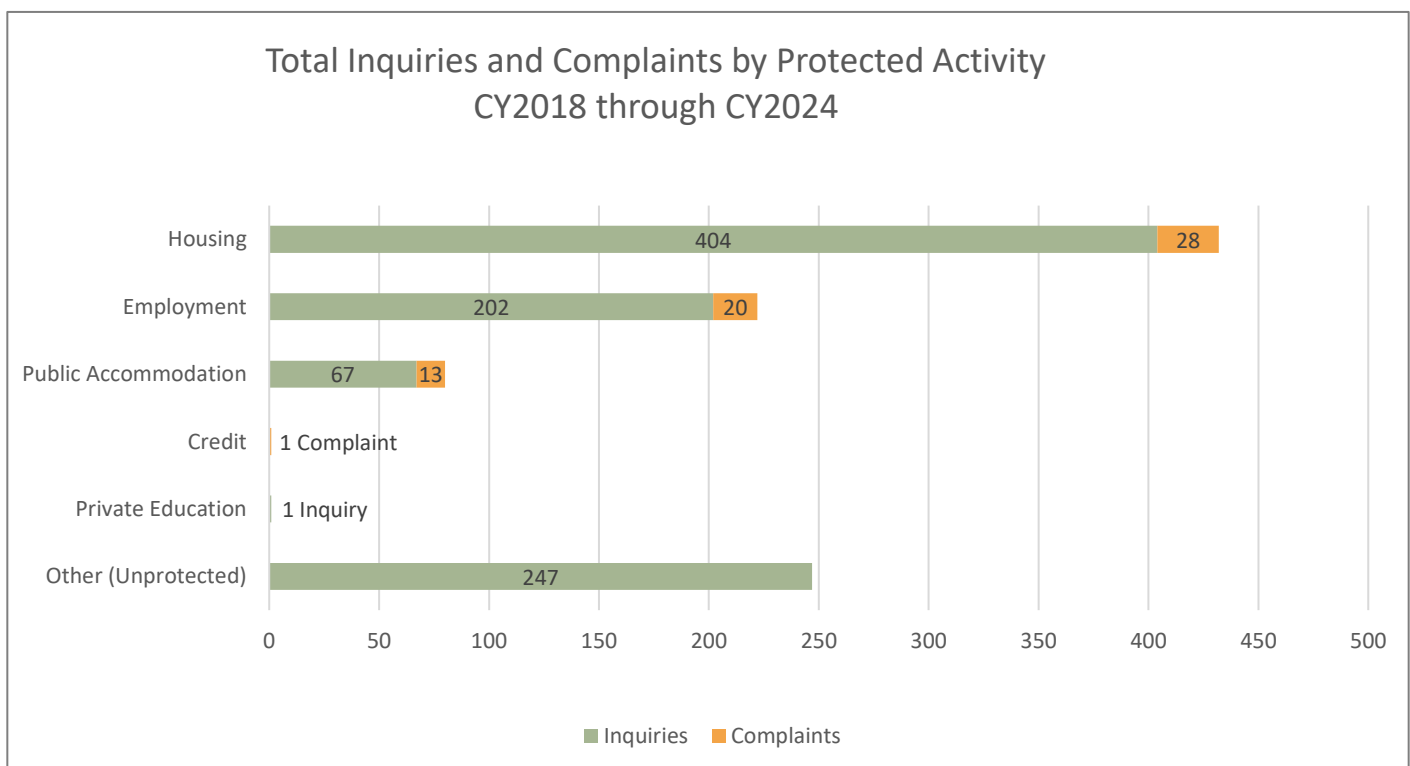


### 2.2.3. Total Inquiries and Complaints by Protected Activity

In CY2024, the OHR received a total of 194 contacts classified as inquiries and 13 complaints. The table below shows the total number of inquiries and complaints by protected activity in CY2024:

Protected Activity	Total Inquiries	Total Complaints
Housing	53	5
Employment	52	5
Public Accommodation	16	3
Credit	0	0
Private Education	0	0
Other (Unprotected)	73	0

The chart below shows a summary of the protected activities identified in inquiries and complaints received by the OHR from CY2018 through CY2024. Most inquiries and complaints received by the OHR are related to Housing, followed by Employment and Public Accommodation:



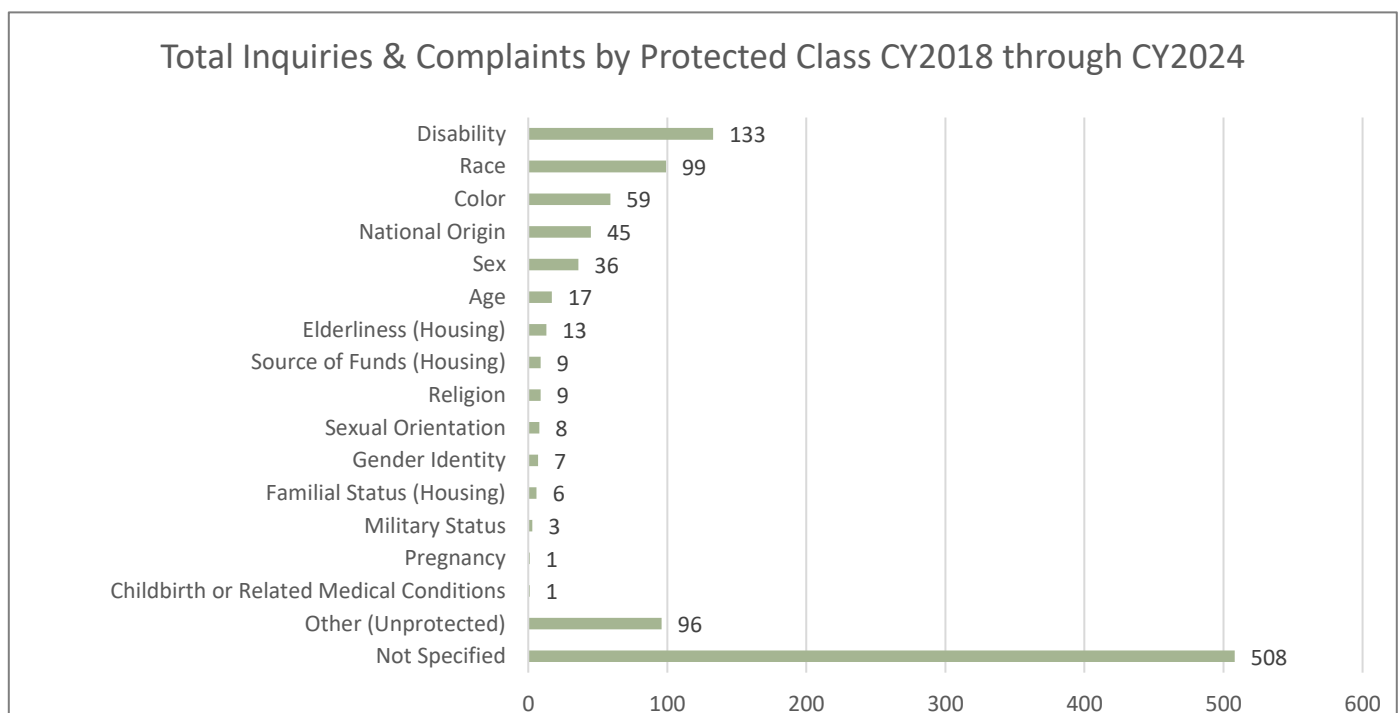


## 2.2.4. Total Combined Inquiries and Complaints by Protected Class

The table below shows the number of times a protected class was identified in an inquiry or complaint in CY2024.

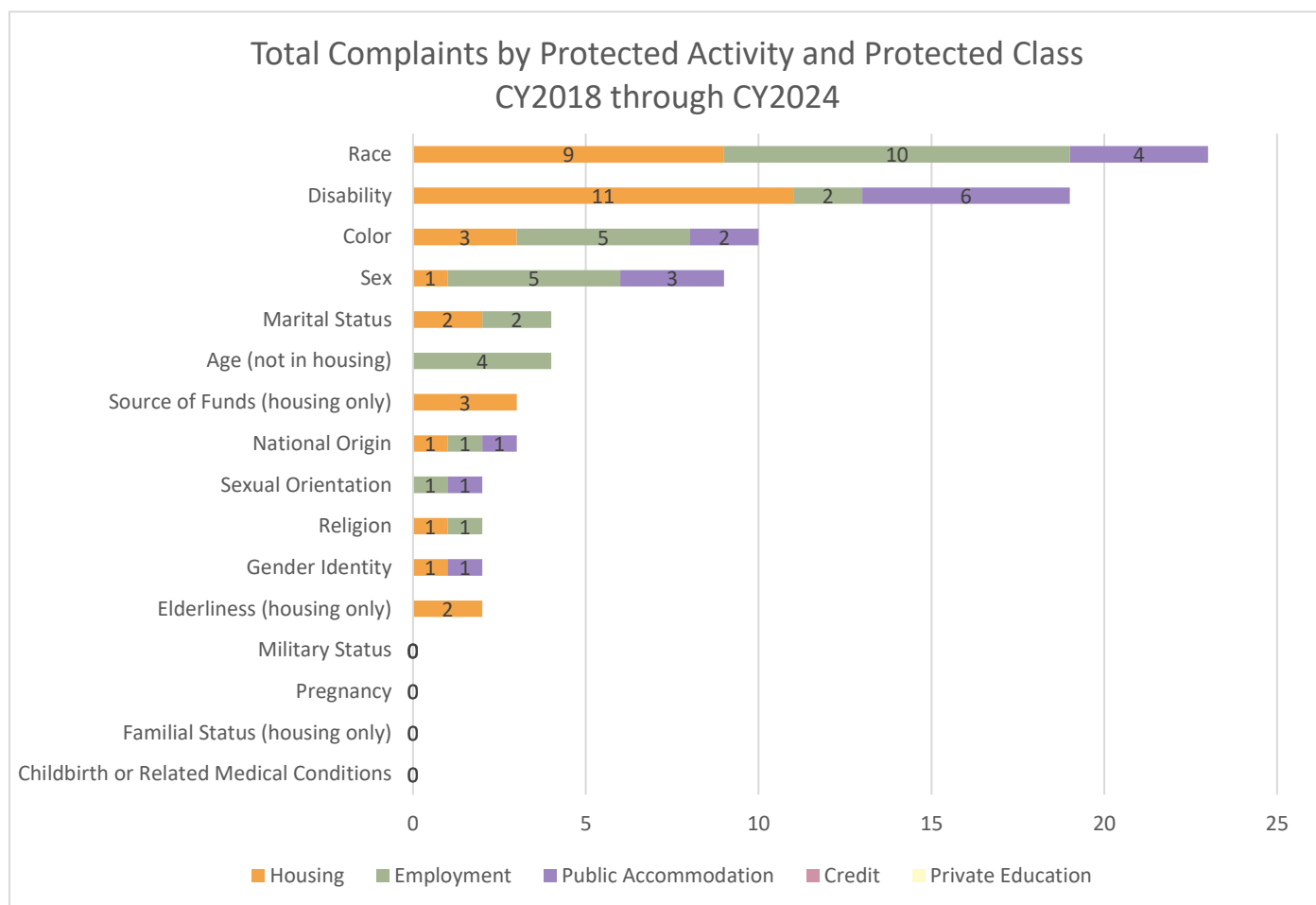
Protected Class	Combined Inquiries and Complaints
Disability	42
National Origin	17
Race	12
Color	7
Elderliness (Housing)	6
Sex	5
Age	5
Religion	4
Sexual Orientation	4
Source of Funds (Housing)	2
Gender Identity	2
Military Status	2
Familial Status (Housing)	1
Pregnancy	0
Childbirth or Related Medical Conditions	0
Other (Unprotected)	20
Not Specified	101

The chart below shows a summary of the protected classes identified in inquiries and complaints received by the OHR from CY2018 through CY2024. Over the past seven years, disability has been the most often identified protected class in inquiries and complaints received by the OHR, followed by race and color.



## 2.2.5. Total Complaints by Protected Activity and Protected Class

The following chart isolates total complaints received by the OHR over the last seven years, broken down by protected activity and protected class. Overall, race is the most often identified protected class in complaints, followed by disability. In employment discrimination complaints specifically, race is also the most often identified protected class. In housing complaints disability is most often identified, and in public accommodation complaints disability is most often identified.



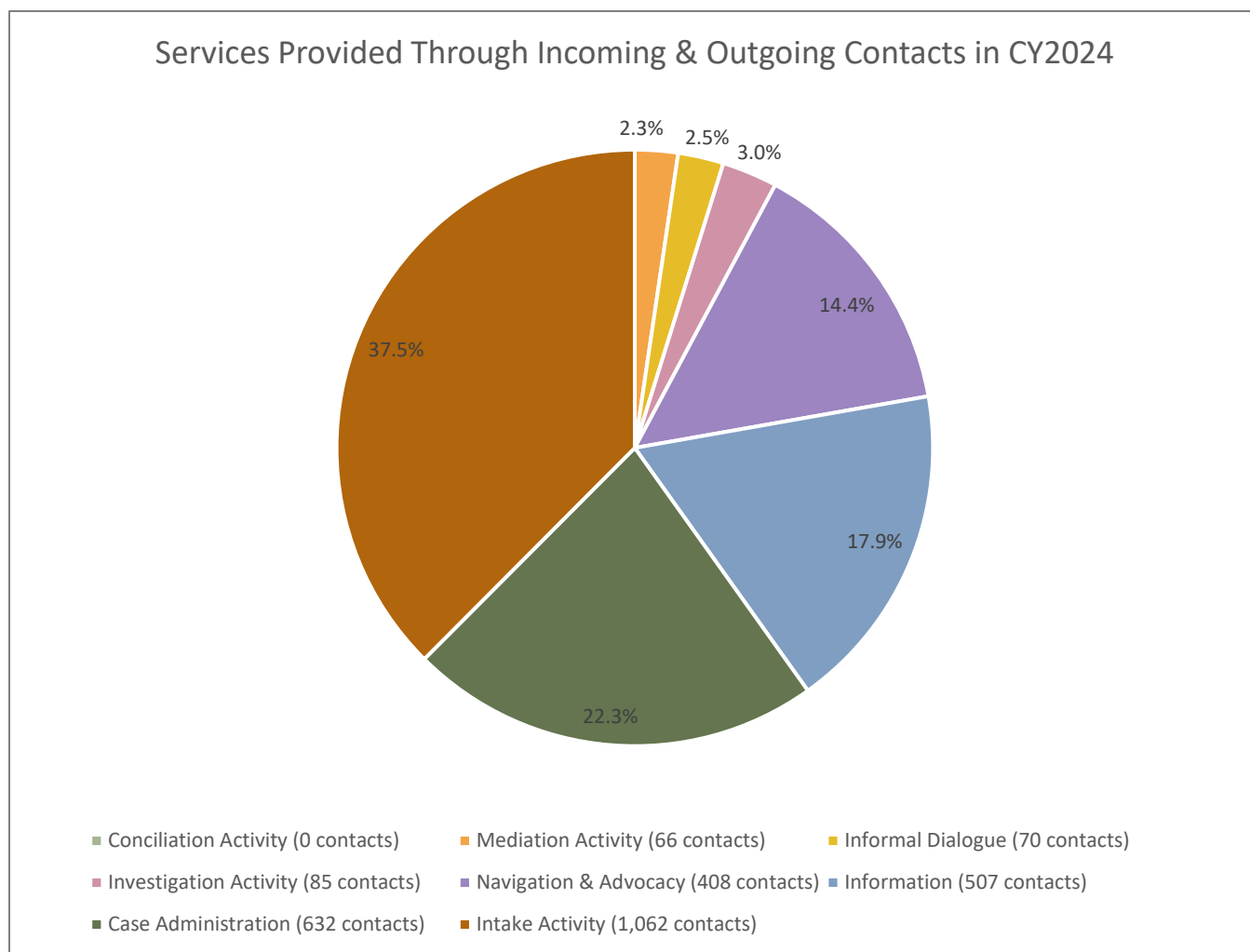
In CY2024, there were 5 cases of housing discrimination, 5 cases of employment discrimination, and 3 cases of public accommodation discrimination. For a summary of case statuses in CY2024, please refer to section **2.2.9. Status of Complaint Cases During the Calendar Year** of this report.

Note that an individual may identify multiple protected classes when filing a complaint, so the total number of identified protected classes is larger than the total number of complaints.

### 2.2.6. Services Provided Through Individual Contacts

In CY2024, the OHR provided services through 2,830 incoming and outgoing contacts. Contacts during CY2024 were classified by the primary services of Case Administration, Conciliation Activity, Informal Dialogue, Information, Intake Activity, Investigation Activity, Mediation Activity, and Navigation & Advocacy. Community outreach contacts are tracked in a separate system, and community outreach data for CY2024 is examined in Section 3.2. of this report. Definitions for each of the service provision categories can be found in the attachment **9.1. OHR CY2024 Data Dictionary**.

The chart below shows the total number of service contacts by type and percentage of total services provided in CY2024:

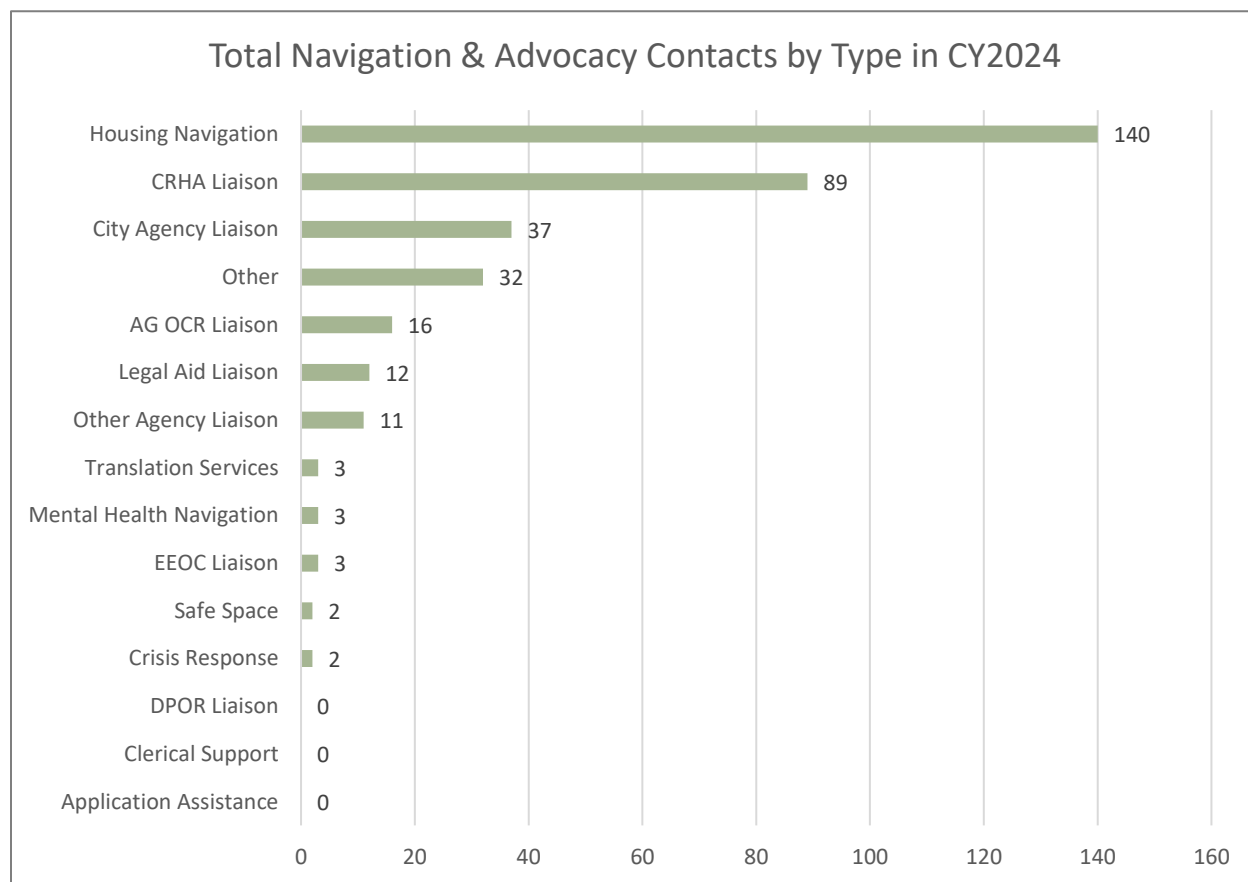


### 2.2.7. Navigation & Advocacy

First introduced in CY2022, **navigation & advocacy** is a service provision classification that refers to individual service provision which does not involve a jurisdictional complaint of discrimination but may include referrals to other service providers, assistance with accessing services, communicating with other agencies, or clerical support. In CY2023, the OHR classified 2,059 incoming and outgoing contacts as navigation & advocacy, amounting to 67% of the 3,081 incoming and outgoing contacts handled by the OHR that year. In CY2024, the OHR classified only 408 incoming and outgoing contacts as navigation & advocacy: just 14% of the 2,830 incoming and outgoing contacts for the year. This marks a significant and intentional shift away from this work, as the OHR has focused more on making the complaint resolution process more robust while also putting more energy into supporting the systemic impact work of the HRC.

Staff further categorize navigation & advocacy contacts as seen below. Housing navigation was the most common type of navigation & advocacy service provided in CY2024, making up 140 (34%) of the 408 navigation & advocacy contacts. This support primarily included negotiating with property managers or owners, facilitating discussions with housing voucher administrators, and limited contact with service providers in the homelessness continuum of care.

The chart below shows the total number of navigation & advocacy contacts received in CY2024, classified by type of service provided:



As noted above, the OHR processed 408 incoming and outgoing contacts classified as navigation & advocacy in CY2024. Since CY2023, the Office has also tracked the time spent by staff on navigation & advocacy contacts to gain a better sense of the extent to which these contacts pulled staff away from other duties. In CY2023, OHR staff logged 389.7 hours as navigation & advocacy contacts. This was 72% of the total 539.43 hours spent on all incoming and outgoing contacts in CY2023. In CY2024, OHR staff spent only 62.68 hours on navigation & advocacy or 18% of the total 358.08 hours spent on all incoming and outgoing contacts in CY2024, marking an 84% decrease in navigation & advocacy contacts over the previous year. While the OHR still receives contacts classified as navigation & advocacy, staff continue to intentionally redirect and refer individuals seeking assistance to better-suited service providers whenever possible.

Navigation & advocacy contacts in CY2024 centered on a few specific housing-related concerns. In one situation, the OHR received multiple contacts from both directly affected individuals and third-party witnesses, including service providers and family members. OHR staff, in this case primarily the Director, engaged in dialogue with property management and owners to relay the concerns and discuss possible solutions. After several months of negotiation, the property owner and management company took significant action to correct some of the core issues presented. This conversation remains ongoing, as some issues are still being addressed.

In the situation described above, the OHR chose to engage because the issues presented affected a significantly large population (approximately 90 individuals), all of whom were members of one or more protected classes. The harms identified by the individuals and third parties who contacted the OHR pointed to recurring problems with a root cause that could be directly addressed by the owners and property management company, thereby having a positive systemic impact on a sizeable group of people. This particular situation is shared as an example of the type of navigation & advocacy work that seems to align with the CHRO, specifically Sec. 2-433.(b), which mandates that the HRC and OHR work collaboratively with the private sector to prevent and eliminate discrimination.

It is worth noting the connection between navigation & advocacy at the individual level and the same at the systemic level. In the example above, OHR action helped encourage change that affected multiple residents in an apartment complex. Several of the residents in this complex were people to whom the OHR had provided individual navigation & advocacy assistance in the past. This included one individual who lost housing after failing to correctly navigate a COVID-era, state-sponsored rental assistance program. In this case, OHR staff helped the individual move out of the housing after eviction, acquire emergency shelter, apply for housing, connect with Region Ten case management, and ultimately move into the apartment complex. In another case, OHR staff helped a Spanish-speaking family living in substandard housing connect with a provider that helped one family member acquire social security disability support for a chronic medical condition that was preventing them from being able to work. OHR staff then assisted the family with applying for and attaining housing in the above-mentioned apartment complex. Both families still reside in the apartment complex described above and were thus also impacted by the positive changes made by the owners and property management company.

## 2.2.8. Referrals to Other Services

When individuals seek assistance from the OHR for services that the OHR cannot provide, staff attempt to connect the individuals to the most appropriate service provider. These attempted connections are classified as referrals. Listed below are the five primary service providers most closely related to the services provided by the OHR. Referrals from the OHR are to agencies other than the primary five service providers and are classified as “Other”:

**AGOCR (VA Attorney General’s Office of Civil Rights):** Individuals are referred to the AGOCR for employment and public accommodations cases that originate in Virginia but are outside the jurisdiction of the Office of Human Rights, as defined by state and federal law and the CHRO. In some situations, the OHR will refer cases to the AGOCR when the individual seeks a resolution that requires civil action. This is because the AGOCR partners with the EEOC, which can issue a right to sue letter for civil action in federal court for employment discrimination cases.

**EEOC (Equal Employment Opportunity Commission):** Individuals are referred to the EEOC for employment discrimination cases that are outside the jurisdiction of the Office of Human Rights, as defined by state and federal law and the CHRO. Because the AGOCR has a workshare agreement with the EEOC, the OHR refers employment cases originating in Virginia to the AGOCR so that the complainant can dual file at both the state and federal level.

**DPOR (Department of Professional and Occupational Regulation):** This is a state government department that includes the Virginia Fair Housing Office. In previous years, individuals were referred to DPOR for fair housing discrimination complaints when the complainant expressly sought civil action against the respondent. It is important to note that with the passage of the amendments on November 21, 2022, the CHRO now includes language that states that, when a housing complaint receives a finding of reasonable cause, the City will file a civil action on behalf of the complainant. As OHR staff capacity increases to investigate and render findings in housing cases and potentially enters a Fair Housing Assistance Program (FHAP) workshare agreement with the federal government, referrals to DPOR are expected to discontinue for jurisdictional housing discrimination cases.

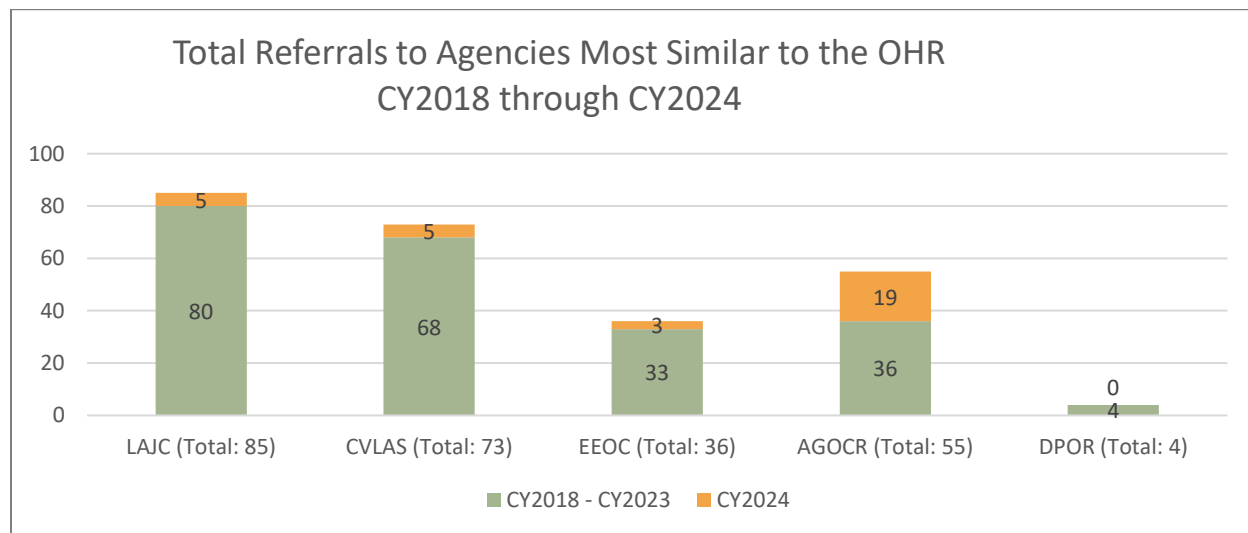
**CVLAS (Central Virginia Legal Aid Society):** Individuals are referred to CVLAS for assistance with a variety of legal issues raised during intake, often pertaining to the protected activities identified in the CHRO. In some cases, individuals have simultaneous cases with CVLAS and the Office of Human Rights.

**LAJC (Legal Aid Justice Center):** Individuals are referred to LAJC for assistance with a variety of legal issues raised during intake, often pertaining to the protected activities identified in the CHRO. In some cases, individuals have simultaneous cases with LAJC and the Office of Human Rights.

**Other:** The OHR refers individuals to a wide variety of other agencies and offices depending on their specific concerns.

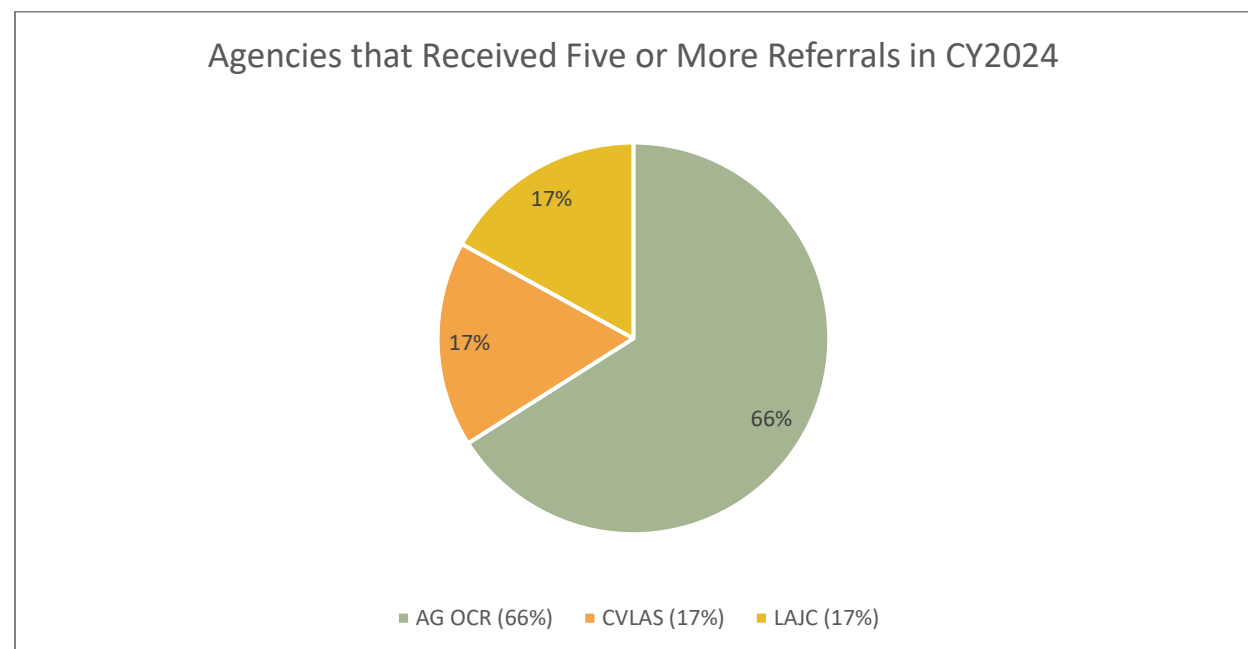


The chart below depicts total referrals over the past seven years, including totals for CY2024, to the five organizations that do work most closely related to the OHR:



In CY2024, the OHR had 35 contacts result in referrals. Note that some referral contacts resulted in referrals to more than one agency or service provider; therefore, the total number of referral contacts is lower than the sum of referrals to the five primary agencies and “Other” agencies.

The chart below shows agencies that received five or more referrals in CY2024.



Below is a list of agencies that fall into the “Other” agencies referral category. These agencies received between one and three referrals during CY2024. Note that some individuals were referred to several of these organizations following a single contact with the OHR. Acronyms are included as they are referenced in the **CY2023 Individual Service Data (Attachment 2)**:

- Charlottesville Redevelopment and Housing Authority (CRHA)
  - Note: while referrals to CRHA were minimal, the OHR engaged in significant navigation & advocacy work with CRHA (see report section **2.2.7. Navigation & Advocacy**).
- City of Charlottesville Adult Protective Services (APS)
- City of Charlottesville Police Civilian Oversight Board (PCOB)
- Community Resource Line (CRL)
- DisAbility Law Center (DLC)
- Equal Employment Opportunity Commission (EEOC)
  - Note: while the EEOC is considered one the five primary referral agencies, because the OHR referred individuals to the EEOC fewer than five times in CY2024, it is included on this list.
- Homeless Information Line (HIL)
- Housing Opportunities Made Equal (HOME)
- Piedmont Housing Alliance Financial Opportunity Center (PHA FOC)
- Shelter for Help in Emergency (SHE)
- U.S. Department of Justice (DOJ)
- Virginia Department of Behavioral Health and Developmental Services (DBHDS)

### 2.2.9. Status of Complaints During the Calendar Year

At the end of CY2024, the OHR had 12 open complaint cases and had resolved 7 cases that had either been opened that year or during a previous year. Adequate OHR staffing and access to professional mediation services have been essential for effective and efficient complaint resolution. In August 2022, City Council approved funding for hiring an Intake & Administrative Specialist and an Investigator. As noted in report section **1.3 OHR Overview**, these roles were first filled during 2023. In 2024, the OHR began the year with a fully staffed team. Since 2021, the OHR has had an active contract with the third-party mediation firm Resolute Mediation and Arbitration, Inc. (RMA). OHR staff are currently training to become General District Court certified mediators and used the skills learned in this training to conduct three informal dialogues in CY2024.

The table below shows the year-end status of complaint cases that were active during CY2024:

Case #	Protected Activity	Protected Class(es)	Year-end Status
2020-2	Housing	Race	Reasonable cause finding of retaliation. HRC voted not to hold a public hearing. Case closed.
2021-4	Employment	Sex	Settlement reached through mediation.
2021-5	Employment	Sexual Orientation, Race	Investigation in progress.
2022-6	Housing	Color, Race	Mediation reached impasse. No Complainant response to OHR offer of additional support. Case administratively closed.
2023-2	Employment	Religion, National Origin	Offer of alternative dispute resolution pending.

<b>Case #</b>	<b>Protected Activity</b>	<b>Protected Class(es)</b>	<b>Year-end Status</b>
2023-7	Public Accommodations	Sex	Finding of no reasonable cause. Case dismissed.
2024-1	Housing	Race	Non-jurisdictional. Case dismissed.
2024-2	Housing	Age, Disability	Informal dialogue in progress.
2024-3	Public Accommodations	National Origin, Sexual Orientation	Informal dialogue in progress.
2024-3R	Public Accommodations	Retaliation	Informal dialogue in progress.
2024-4	Housing	Disability	Informal dialogue in progress.
2024-5	Public Accommodations	Disability, Gender Identity	Mediation reached impasse. Complaint withdrawn. Case referred to AGOCR.
2024-6	Employment	Color, Race, Religion, Sex	Complainant engaged in threatening behavior toward OHR staff. Case administratively closed.

Case #	Protected Activity	Protected Class(es)	Year-end Status
2024-7	Housing	Race, Religion, National Origin	Informal dialogue in progress.
2024-8	Employment	Race, National Origin	Investigation in progress.
2024-9	Employment	Disability	Pending agreement reached through informal dialogue.
2024-10	Employment	Marital Status	Awaiting Respondent reply to offer of alternative dispute resolution.
2024-11	Employment	Sex, Marital Status	Awaiting Respondent reply to offer of alternative dispute resolution.
2024-12	Housing	Disability	Awaiting Respondent reply to offer of alternative dispute resolution.

### 3. Awareness and Guidance

#### **Charlottesville Human Rights Ordinance Sec. 2-433. (b)**

*Collaborate with the public and private sectors for the purpose of providing awareness, education, and guidance on methods to prevent and eliminate discrimination citywide.*

- (1) The Commission shall serve as a forum for the discussion of human rights issues and be responsible for conducting ongoing efforts to engage community members in an open, honest, and creative dialogue regarding issues of equity and opportunity, including but not limited to issues considered by the City's Dialogue on Race initiative.*
- (2) The Commission shall conduct or engage in educational and informational programs for the promotion of mutual understanding, reconciliation, and respect between all classes of individuals protected by this ordinance and the larger Charlottesville community.*

This role is shared between the HRC and the OHR. Prior to the passage of the amended CHRO on August 5, 2024, the specific duties and responsibilities of this role were further explained in *Sec. 2-434. Duties and responsibilities – Community dialogue and engagement*. With the passage of the amendments to the CRHO, the content of the former Sec. 2-434. was incorporated as sub-sections (1) and (2) of Sec. 2-433. (b), as noted above.

#### **3.1. Sec. 2-433. (b) HRC Actions**

The table on the following page shows how the HRC's actions in CY2024 align with the duties and responsibilities in Sec. 2-433. (b)(1) and (2) in the CHRO and with the focus areas and goals Commissioners identified during their annual meeting, as detailed in report section **1.2 HRC Overview**.

It is noteworthy that the HRC did not independently realize any actions that align with Sec. 2-433. (b)(2). This work was exclusively undertaken by the OHR. Additionally, most of the HRC's actions taken under this section did not generally align with the annual focus areas or goals. This is not an indication that the HRC's actions had no value, as a wide variety of community outreach efforts are essential to engaging the public in the HRC's work. The lack of alignment may simply point to a need to develop a planning process that includes space for community engagement actions that may emerge throughout the year.



Date	Alignment	Action	Summary
1/18/2024	Sec. 2-433. (b)(1) Community dialogue and engagement  <b>Focus Area:</b> No Direct Alignment  <b>Goal:</b> No Direct Alignment	Public Discussion	The Commission partnered with the City ADA Coordinator and Precision Infrastructure Management for a public presentation about updates to the City's ADA Transition Plan.
2/29/2024	Sec. 2-433. (b)(1) Community dialogue and engagement  <b>Focus Area:</b> No Direct Alignment  <b>Goal:</b> No Direct Alignment	Public Awareness	The Chair promoted the public poll on NBC29 Community Conversations. The poll was created to gather public input on topics of community concern for the purpose of informing the Commission's development of focus areas during the annual planning meeting in March.
5/6/2024	Sec. 2-433. (b)(1) Community dialogue and engagement  <b>Focus Area:</b> LGBTQIA+ Ally/Safe Space Training  <b>Goal:</b> No Direct Alignment	Community Partnership	A Commissioner met with community partners and OHR staff to coordinate efforts to organize local LGBTQ+ Ally trainings.
5/10/2024	Sec. 2-433. (b)(1) Community dialogue and engagement  <b>Focus Area:</b> No Direct Alignment  <b>Goal:</b> No Direct Alignment	Community Event	A Commissioner conducted service provision outreach in conjunction with OHR staff.

Date	Alignment	Action	Summary
6/29/2024	Sec. 2-433. (b)(1) Community dialogue and engagement  <b>Focus Area:</b> No Direct Alignment  <b>Goal:</b> No Direct Alignment	Community Event	The Chair and Vice Chair conducted service provision outreach and HRC recruitment at Healthy Streets Healthy People in conjunction with OHR staff.
7/11/2024	Sec. 2-433. (b)(1) Community dialogue and engagement  <b>Focus Area:</b> Legislative recommendations  <b>Goal:</b> No Direct Alignment	Public Awareness	The Chair promoted the legislative recommendation expert panel on NBC29 Community Conversations.
9/7/2024	Sec. 2-433. (b)(1) Community dialogue and engagement  <b>Focus Area:</b> No Direct Alignment  <b>Goal:</b> No Direct Alignment	Community Event	A Commissioner conducted service provision outreach in conjunction with OHR staff.
10/25/2024	Sec. 2-433. (b)(1) Community dialogue and engagement  <b>Focus Area:</b> No Direct Alignment  <b>Goal:</b> No Direct Alignment	Community Event	A Commissioner conducted service provision outreach in conjunction with OHR staff.

Date	Alignment	Action	Summary
11/14/2024	Sec. 2-433. (b)(1) Community dialogue and engagement  <b>Focus Area:</b> No Direct Alignment  <b>Goal:</b> No Direct Alignment	Community Event	A Commissioner conducted service provision outreach in conjunction with OHR staff.
12/22/2024	Sec. 2-433. (b)(1) Community dialogue and engagement  <b>Focus Area:</b> No Direct Alignment  <b>Goal:</b> No Direct Alignment	Community Event	Four Commissioners attended a service provision outreach event in conjunction with OHR staff.

### **3.2. Sec. 2-433. (b) OHR Actions**

Community outreach is one of the primary tools used by the OHR to inform community members of their protected rights as well as their options for assistance when those rights are unlawfully violated. An additional goal of community outreach is to advance systemic change by encouraging shifts in societal norms. Awareness, education, and a willingness to make change at individual and community levels play an important role in initiating progress towards justice and equity.

The OHR categorizes outreach in three ways:

- **Service Provision:** spreading awareness about the services provided by the OHR and HRC.
- **Education & Awareness:** focused on teaching the community about human rights and fostering understanding between members of protected classes and the broader Charlottesville community.
- **Collaboration & Leadership:** work done in partnership with other agencies.

During CY2024, staff expanded outreach activities and audiences across the majority of metrics. Below are some examples:

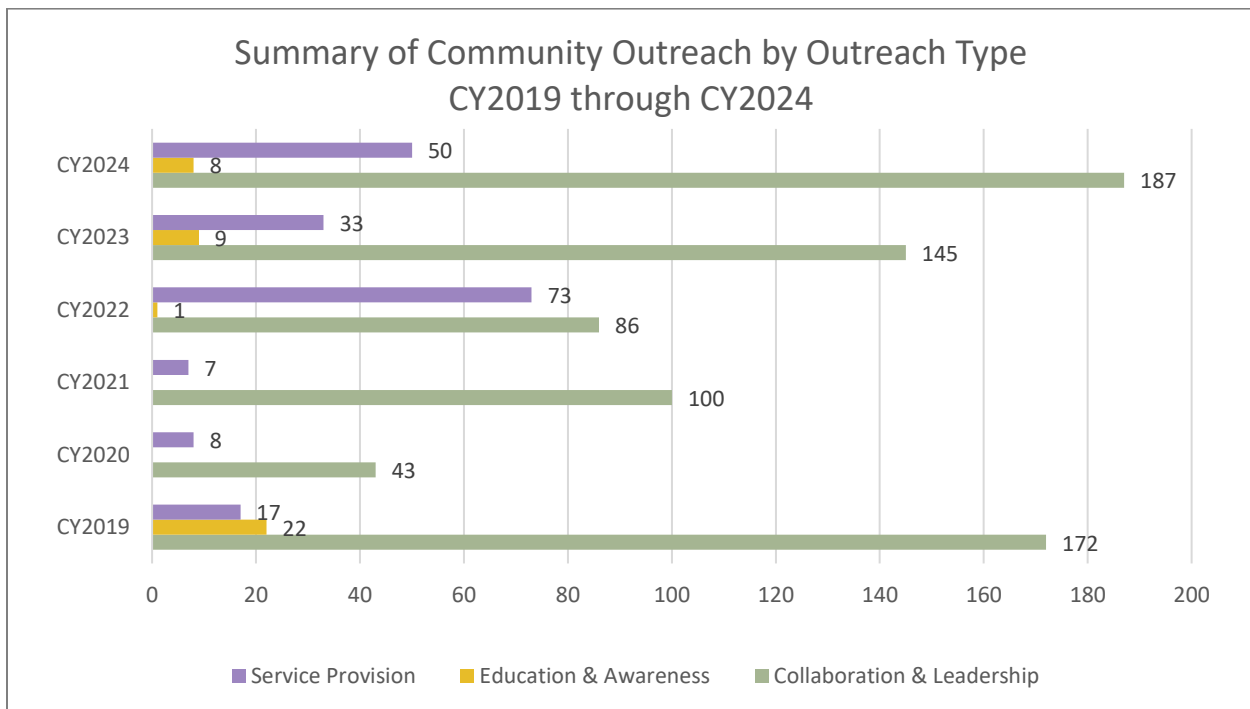
- The audience reached through service provision outreach more than doubled from 390 individuals in CY2023 to 833 individuals in CY2024.
- Staff revamped the monthly Human Rights Newsletter, which had 4,393 opens in CY2024. Each newsletter edition was a brief digest of the OHR and HRC's work in the prior month as well as an overview of upcoming HRC meetings and events hosted by the OHR or community organizations.
- In CY2023, previous Community Outreach & Administrative Specialist Victoria McCullough created a presentation that outlined the services provided by the OHR and HRC and presented it to 2 groups throughout the year. In CY2024, staff expanded upon Victoria's work by adding additional slides and information to the presentation and presenting it to 10 groups of service providers, reaching an audience of 144 people. This has already proven to be an effective outreach strategy, as several of the service providers reached through the presentation have referred individuals they support to the OHR for services. In addition, this bolsters relationships between OHR staff and other organizations in the community, allowing us to collaborate more effectively and generate creative ways to better serve the community.
- From January-June of CY2024, the OHR was fully staffed, allowing the Community Outreach & Administrative specialist to continue to grow the OHR's Education & Awareness outreach. The OHR was therefore able to host new events in this category, including a Fair Housing Know Your Rights Training and a Disability Pride Month Trivia Night. Staff also collaborated with the County's Office of Equity and Inclusion and other partners to host a Community Walk in honor of Martin Luther King Jr. Day; this event was a walking tour of central Charlottesville in which nearly 100 community members joined together to learn about, reflect on, and share personal experiences of Charlottesville's racial history and its impacts on the present-day social landscape of the city. Across all Education & Awareness events in CY2024, there were 276 attendees (over 5 times the 53 attendees at these events in CY2023).

### 3.2.1. OHR Community Outreach Activities by Outreach Type

In CY2024, the OHR engaged in 246 community outreach activities, which were classified as the following:

Outreach Type	Total Number of Activities
Service Provision	50
Education & Awareness	8
Collaboration & Leadership	187

The attachment **9.3. OHR CY2024 Community Outreach Data** provides detailed individual service data by month. The chart below shows a summary of outreach activities conducted by the OHR over the last six years:



In the second half of the year, Education & Awareness events decreased as the Community Outreach and Administrative Specialist was required to take on additional responsibilities due to changes in staffing. Following Saad Khaleefa's departure from the Intake Specialist role in June 2024, and prior to Lauren Harris' hire in September 2024, the Community Outreach and Administrative Specialist assumed additional intake duties to support the continued function of the OHR. This involved handling approximately 93 individual service-related contacts from June-October, including new inquiries (24), follow-ups (63), and referrals and third-party contacts (6) as well as attending internally and externally organized case conferencing meetings.

In the absence of an Intake Specialist, the Director was not only required to complete additional service provision responsibilities, but also conduct the recruitment, hiring, and training processes. Because of this additional demand for work that only the Director could hold, the Community Outreach & Administrative Specialist assumed further added duties to support the continued function of the HRC. These included completing the majority of tasks related to the creation and publication of HRC agendas, agenda packets, OHR staff reports, and public notice as well as maintaining HRC-related data and other administrative tasks. Additionally, in August 2024, the OHR's long-term intern Ginny Helmandollar departed, and the Community Outreach and Administrative Specialist assumed the additional responsibilities of creating and publishing HRC meeting minutes.



### **3.2.2. Collaborative Activities and Engaged Partner Agencies**

As in previous years, Collaboration & Leadership comprised most of the OHR's outreach in CY2024. Collaboration & Leadership involves engagement with a variety of community partners to organize outreach events, develop referral networks for individuals seeking services, and lead discussion in projects that serve people who engage in protected activities and/or are members of protected classes.

Of the 246 outreach activities conducted by the OHR in CY2024, 187 were in collaboration with other community partners. This is an increase from the 145 Collaboration & Leadership outreach activities conducted in CY2023. In CY2024, the OHR worked with or attended meetings and events hosted by the 70 primary collaborators listed:

Albemarle Charlottesville Regional Jail Authority  
Albemarle County Communications and Public Engagement,  
Albemarle County Office of Equity and Inclusion  
Albemarle County Parks and Recreation  
Bicycle and Pedestrian Advisory Committee  
Birth Sisters of Charlottesville  
Blue Ridge Area Coalition for the Homeless  
Can I Talk to You Cville  
Central Virginia Community Justice  
Central Virginia Legal Aid Society  
Central Virginia Violence Interrupters (formerly B.U.C.K. Squad)  
Charlottesville Area Justice Coalition  
Charlottesville Democratic Socialists of America  
Charlottesville National Organization for Women  
Chihamba of Dancescapes, Ltd.  
City of Charlottesville ADA Coordinator  
City of Charlottesville Communications  
City of Charlottesville Department of Human Services  
City of Charlottesville Department of Social Services  
City of Charlottesville Office for Sustainability  
City of Charlottesville Police Civilian Oversight Board  
City of Charlottesville Risk Management  
Community Based Recovery Support Advisory Committee  
Cville Pride  
DEC-VA (formerly DEC-UVA)  
Downtown Job Center  
Equal Justice USA  
Firefly Restaurant and Game Room  
Gender Expansive Community Advisory Board  
Greater Charlottesville Trauma Informed Community Network  
Home to Hope  
Housing Opportunities Made Equal

Jefferson Madison Regional Library  
Legal Aid Justice Center  
Lighthouse Studio  
Mediation Center of Charlottesville  
NAACP  
NBC29  
Neighborhood Development Services  
Office of Social Equity  
Partner for Mental Health  
People and Congregations Engaged in Ministry  
Piedmont Group Sierra Club  
Piedmont Housing Alliance  
Police Civilian Oversight Board  
Precision Infrastructure Management  
Presidential Precinct  
Public Housing Association of Residents  
Racial Equity Institute  
Ready Kids  
Region 10  
Sentara  
Sexual Assault Resource Agency  
Sin Barreras  
Soul of Cville  
The Fountain Fund  
The Haven  
The Women's Initiative  
Thomas Jefferson Area Planning District Commission  
Tom Tom Festival  
Trust Labs (formerly The Dinner Party Labs)  
United Way of Greater Charlottesville  
UVA Health  
UVA Office for Sustainability  
UVA Office of Diversity, Equity, and Inclusion  
Vinegar Hill Magazine  
Virginia Beach Human Rights Commission  
Virginia Organizing  
Welcoming America  
Welcoming Greater Charlottesville

## 4. City Policies

### **Charlottesville Human Rights Ordinance Sec. 2-433. (c)**

*Identify and review policies and practices of the City of Charlottesville and its boards, commissions, and other public agencies within the City and advise those bodies on issues related to human rights.*

*(1) Such policies, practices, and systems may include those of an institutional nature that:*  
*(i) May be unlawful discriminatory practices; or*  
*(ii) May not constitute unlawful discriminatory practices but nevertheless produce disparities that adversely impact individuals in accordance with the protected classes identified within this ordinance.*

*(2) Any review undertaken pursuant to this section may be initiated at the request of any other public or private entity, or by the Commission on its own initiative.*

*(3) The Commission may conduct its own research and review of existing studies and literature, collaborate with other research organizations, organize public focus groups, and hold such hearings as may be necessary to identify policies, practices and systems as referenced above. For each such identified policy, practice or system, the goal of the Commission will be to formulate recommendations and to propose to City Council concrete, actionable reforms that will eliminate discriminatory practices or the adverse effects of lawful other practices. The Commission will report the status of its ongoing project(s) or review(s) to City Council within its quarterly and annual reports.*

This role is primarily held by the HRC, with the OHR providing administrative support. Prior the passage of the amended CHRO on August 5, 2024, the specific duties and responsibilities of this role were further explained in *Sec. 2-435. Duties and responsibilities – Systemic issues*. With the passage of the amendments to the CRHO, the content of the former Sec. 2-435. was incorporated into the sub-sections (1), (2), and (3) of Sec. 2-433. (c), as noted above.

The table below lists the HRC’s actions in CY2024 that aligned with the duties and responsibilities in Sec. 2-433. (c) and identifies any additional alignment with the focus areas and goals Commissioners identified during their annual meeting. Documents referenced in the action summaries are publicly posted on the “Human Rights Commission” subpage within the “Human Rights” webpage on the City website.

Date	Alignment	Action	Summary
11/07/2024	<p><b>Focus Area:</b></p> <p>Housing Homelessness</p> <p><b>Goal:</b></p> <p>City Policy Recommendations</p>	Council Recommendation	<p>The HRC voted to adopt a letter to City Council recommending policies and practices related to equitable and low-barrier year-round shelter for people facing homelessness, effective right to counsel for tenants in eviction proceedings, and support for the City Manager's plan to address homelessness. The letter was submitted to City Council on January 3, 2025.</p> <p>(See attachment <b>9.4. HRC Recommendations for Housing Policies</b>)</p>
11/21/2024	<p><b>Focus Area:</b></p> <p>Housing Systemic barriers</p> <p><b>Goal:</b></p> <p>City Policy Recommendations</p>	Council Recommendation	<p>The HRC voted to adopt a letter to City Council regarding advocacy for effective right to counsel for tenants facing eviction. The letter was submitted to City Council on January 3, 2025.</p> <p>(See attachment <b>9.5. HRC Recommendations for Effective Right to Counsel</b>)</p>

## 5. Federal Workshares

### **Charlottesville Human Rights Ordinance Sec. 2-433. (d)**

*Seek a Fair Employment Practices Agency (FEPA) workshare agreement with the Equal Employment Opportunity Commission (EEOC) and a Fair Housing Assistance Program (FHAP) workshare agreement with the Department of Housing and Urban Development (HUD) to conduct investigations of employment and housing discrimination on their behalf and enter into such agreement(s) subject to approval of City Council upon a finding that the agreement(s) would be in the best interest of the City.*

Most of the duties and responsibilities relating to the pursuit of a Fair Employment Practices Agency (FEPA) workshare with the Equal Employment Opportunity Commission (EEOC) and a Fair Housing Assistance Program (FHAP) workshare with the U.S. Department of Housing and Urban Development (HUD) fall to the OHR, with the HRC playing a supporting role. These workshare agreements are directly related to the enforcement processes detailed in *Sec. 2-437.1. Investigation of individual employment discrimination complaints and issuance of findings, Sec. 2-437.2. Investigation of individual housing discrimination complaints and issuance of findings, and Sec. 2-439.1. Enforcement authority – The role of the Commission regarding individual complaints of discrimination.*

In CY2021, the HRC prioritized pursuit of the FHAP workshare over the FEPA because simultaneous pursuit of both workshares without additional staff support was not practical. Therefore, work on the FEPA workshare remained on hold for the entirety of CY2024.

### **5.1. Sec. 2-433. (d) HRC Actions**

In CY2024, the HRC reviewed two rounds of proposed amendments to the CHRO. All amendments were made at HUD's recommendation to make the CHRO substantially equivalent to federal fair housing law, which is required for interim FHAP certification. The HRC voted to adopt the first round of amendments on June 27, 2024, and the second round on December 19, 2024.

### **5.2. Sec. 2-433. (d) OHR Actions**

OHR staff presented the first round of amendments to the CHRO to City Council on July 15, 2024. Council conducted a second reading and voted to adopt the amendments on August 5, 2024. The second round of amendments were initially scheduled for presentation to Council on January 6, 2025, but this was later moved to January 21, 2025, due to inclement weather.

Council voted to adopt the amendments in one reading on January 21, 2025. The table below summarizes the actions taken by the OHR since CY2021 to progress toward a FHAP workshare agreement:

<b>Step</b>	<b>Summary of Actions</b>
<i>OHR initiates contact with federal agency. (CY2021)</i>	The Director set up the above-mentioned question-and-answer session with the HRC and Erik Steinecker from the HUD Fair Housing Office.
<i>OHR drafts necessary documents for application. (CY2021)</i>	The Director drafted a revised version of the CHRO that included language necessary for substantial equivalence with federal fair housing law.
<i>OHR submits draft documents to federal agency for informal review. (CY2021)</i>	The Director worked with Erik Steinecker at the HUD Fair Housing Office throughout 2021 to edit the initial draft of the revised CHRO.
<i>OHR submits draft documents to City Attorney for review. (CY2021)</i>	The Director met with City Attorney's Office staff for an initial review of the revised CHRO. Following this meeting, the Director contacted the Fairfax County Office of Human Rights to ask questions about the practical implications of some of the duties required by substantial equivalence to federal fair housing law.
<i>OHR revises draft documents based on federal agency and City Attorney feedback. (January – July 2022)</i>	The Director further revised the CHRO, incorporating feedback from the Director of the Fairfax County Human Rights Commission, HUD, and the City Attorney's Office.
<i>OHR prepares draft documents for review by HRC. (August 2022)</i>	The Director met with City Attorney's Office staff for a follow-up review of the CHRO and makes additional revisions.

Step	Summary of Actions
<i>OHR presents draft documents for HRC and public review and feedback.</i> (September 2022)	The Director included the draft CHRO in the HRC regular meeting agenda packet for September 15, 2022. Commissioners were asked to provide feedback before October 3, 2022. Members of the public were invited to provide feedback to OHR staff or during public comment at HRC meetings.
<i>OHR prepares final draft documents for presentation to HRC for adoption.</i> (September – October 2022)	The Director met with City Attorney’s Office staff to review final edits to the CHRO before presentation to the HRC.
<i>HRC adopts final draft documents for recommendation to City Council.</i> (October 2022)	At the HRC regular meeting on October 20, 2022, Commissioners voted to adopt the amended CHRO for recommendation to City Council.
<i>HRC and OHR present final draft documents to City Council.</i> (November 2022)	The Director met with Councilors individually to review the changes to the CHRO before a first reading at the November 7, 2022, Council meeting and a second reading followed by a vote to approve on November 21, 2022.
<i>OHR presents the approved documents to HUD for follow-up review and next steps.</i> (February 2023)	The Director met with Erik Steinecker and Maria Moreno from the HUD Fair Housing Office to review the CHRO as adopted by Council on November 21, 2022. Erik and Maria recommended additional changes to the CHRO.
<i>OHR staff draft amendments to the CHRO based on feedback from HUD.</i> (March – September 2023)	The Director and OHR Intern Ginny Helmandollar drafted amendments to the CHRO that included the recommendations from HUD as well as refinements to other parts of the CHRO unrelated to substantial equivalence to federal fair housing law.
<i>OHR submits draft CHRO to City Attorney for review.</i> (October 2023)	The Director and OHR Intern (prior to her hire as Outreach & Administrative Specialist) Lily Gates met with Deputy City Attorneys to review the proposed amendments. The Deputy City Attorneys offered further feedback.



Step	Summary of Actions
<i>OHR revises draft CHRO in preparation for a second review by the City Attorney and HUD. (October 2023-June 2024)</i>	The Director incorporated the feedback provided by the Deputy City Attorneys and prepared a draft amended CHRO for sharing with HUD.
<i>OHR presents changes to the CHRO to new FHAP Director during virtual meeting. (June 2024)</i>	The Director presented a summary of the changes to the CHRO recommended by the previous FHAP Director, Erik Steinecker, for an informal review prior to presentation to City Council. The new FHAP Director, Tiffany Johnson, recommended passage of the amendments and submission to HUD by August 2024.
<i>OHR prepares final draft documents and presents to the HRC for adoption. (June 2024)</i>	The Director prepared a final draft of the amended CHRO, incorporating recommendations from HUD, and presented the amended draft CHRO to the HRC during a public meeting on June 27, 2024. The HRC voted to adopt the amended CHRO for recommendation to City Council.
<i>OHR presents the amended draft CHRO to Council for review and adoption. (July-August 2024)</i>	The Director presented the amended draft CHRO for a first reading on July 15, 2024. Council conducted a second reading and voted to adopt the amendments on August 5, 2024.
<i>OHR submits the adopted CHRO to HUD for review. (August-October 2024)</i>	The Director submitted CHRO, as adopted by Council on August 5, 2024, to HUD for review. The HUD FHAP Director followed up on October 31, 2024, to report that more amendments were required for substantial equivalence to federal fair housing law.
<i>OHR meets with HUD to discuss additional revisions to the CHRO. (November-December 2024)</i>	The Director, City Attorney, and Community Outreach & Administrative Specialist met with HUD FHAP staff to review recommended changes and subsequent draft amendments to the CHRO. After the final informal review, HUD affirmed substantial equivalence.
<i>OHR presents a final draft of the CHRO to the HRC for adoption by the HRC and City Council. (December 2024-January 2025)</i>	The Director presented the revised CHRO to the HRC on December 19, 2024. The HRC voted to adopt the amendments. Presentation to Council is scheduled for January 6, 2025, then moved to January 21, 2025. Council voted to adopt the proposed amendments and the updated CHRO was sent to HUD on January 23, 2025.

## 6. Legislative Program

### **Charlottesville Human Rights Ordinance Sec. 2-433. (e)**

*Make recommendations regarding the City's annual legislative program, with an emphasis on enabling legislation that may be needed to implement programs and policies that will address discrimination.*

This role rests primarily with the HRC with support from the OHR and is closely related to the roles under Sec. 2-433. (b) and (c). As noted above, at the HRC's annual meeting on March 9, 2024, Commissioners identified housing, and specifically homelessness and systemic barriers to housing, as a primary focus for CY2024.

From January through September, the HRC sought input from a variety of community organizations and individuals to better understand the landscape of state legislation and housing challenges in Charlottesville:

- January 5, 2024: The HRC invited Delegate Callsen, City Councilor Snook, and the City Attorney to share updates regarding Council's legislative priorities and the process for bill sponsorship for the recommendations presented by the HRC in CY2023.
- June 6, 2024: The HRC invited representatives from the Blue Ridge Area Coalition for the Homeless, Charlottesville Democratic Socialists of America, Charlottesville NAACP, Downtown Job Center, Home to Hope, and Region 10 to speak regarding city policy and state legislative priorities impacting housing and wraparound services for the people they support.
- July 18, 2024: The HRC hosted Sen. Creigh Deeds, Del. Katrina Callsen, Laura Dobbs (Director of Policy for Housing Opportunities Made Equal), Dr. Elizabeth "PJ" Palmer Johnson (Alexandria Human Rights Commission Vice Chair), Michael Simms (Fairfax Human Rights and Equity Programs Director), and Dr. Virginia Jenkot (Virginia Beach Human Rights Commission Chair) for a discussion about state legislative priorities impacting housing and wraparound services for the people they support.
- July 23, 2024: The HRC Chair and Vice Chair worked with the Community Outreach & Administrative Specialist to develop a public poll to solicit feedback regarding priority legislative and City policy issues. The HRC used this feedback to inform their state legislative and City policy recommendations to Council. The public poll ran from 7/23/24 through 7/30/24 and received 48 responses.
- September 6, 2024: The HRC submitted its recommendations for City Council's 2025 Legislative Agenda. A copy of these recommendations is included as attachment **9.6. HRC Recommendations for City Council's 2025 Legislative Agenda.**

## 7. HRC Policies

### **Charlottesville Human Rights Ordinance Sec. 2-433. (f)**

*Prepare recommendations to City Council as to policies and procedures the HRC believes are necessary for the performance of the roles, duties and responsibilities assigned to the HRC within this article, and for modifications of operating procedures approved by City Council.*

This role is shared by the HRC and OHR and relates to all other duties and responsibilities detailed in the CHRO. Activities associated with this section generally include any changes to the CHRO and/or HRC Rules & Procedures. The HRC Rules & Procedures is a guiding document equivalent to bylaws that the HRC uses to codify protocols such as officer elections, meeting planning, and voting.

As part of the two rounds of revisions made to the CHRO, two significant changes were made that affect the HRC's roles, duties, and responsibilities:

- First, the HRC voted to amend the procedures for public administrative hearings, as detailed in Sec. 2-439.1. The amendments included a move away from holding hearings involving live arguments and cross-examination from both parties in the complaint. Both appeal hearings for findings of no reasonable cause and hearings for findings of reasonable cause are now primarily a review of the investigatory record and finding, with the HRC reserving the authority to uphold or overturn the finding made by the Director.
- Second, the amendments also included a substantial increase in the subpoena powers of the HRC, mirroring the same authority granted the OHR for investigation of complaints in Secs. 2-437.1, 2-437.2, and 2-437.3 of the CHRO. This expanded authority allows the HRC and OHR to petition the court for subpoenas of both material evidence as well as witness testimony for the purpose of completing an investigation or when the HRC requires additional information as part of the public hearing process.

On December 19, 2024, the HRC also made minor changes to language in the HRC Rules & Procedures to clarify the nature and purpose of its Annual Planning Meeting.

## 8. Observations and Opportunities

This section includes a summary of key takeaways from CY2024 pertaining to the work of the HRC and OHR. Most observations include references to sections of the report where relevant supporting information can be found. The observations and opportunities presented in this section are intended to highlight points that merit additional consideration and include staff recommendations for potential future action.

### 8.1. HRC Observations and Opportunities

**8.1.1. Observations:** In CY2024, the HRC further refined the annual planning process by defining specific focus areas, setting goals, and creating a work plan to guide its actions throughout the year. Despite this planning, the HRC was not able to take action within all of the planned focus areas.

**Opportunities:** When HRC actions do not directly align with a focus area or goal they may still be valuable. This may suggest the following opportunities:

- Refine the annual planning process to include space for creative actions in response to emerging and unanticipated events.
- Consider ways to merge the focus areas and goals so that the alignment is easier to visualize during the planning process.
- Examine the actions taken that were outside the specified focus areas and goals to determine if there is an area that deserves more attention in future planning processes.
- Review the focus areas that did not receive attention in CY2024 and evaluate if they should be revisited in CY2025.

**Report sections for reference:**

- HRC Overview
- 3.1. Sec. 2-433. (b) HRC Actions
- CHRO Sec. 2-433. (c) – City Policies

**8.1.2. Observations:** In CY2024, the HRC engaged in multiple actions that aligned with CHRO Sec. 2-433. (b)(1), but it was not able to take any actions that aligned with CHRO Sec. 2-433. (b)(2). CHRO Sec. 2-433. (b)(2) states that the HRC shall conduct or engage in educational and informational programs for the promotion of mutual understanding, reconciliation, and respect between all classes of individuals protected by the ordinance and the larger community. In the current political climate this work is critically

important, but the OHR has had limited capacity to fully develop programming in this area in the last few years. The previous Director, Charlene Green, put significant energy into this work through the Dialogue on Race and other educational and collaborative programs throughout the city. Her departure, the disruptions caused by the COVID pandemic, an increased focus on addressing individual complaints of discrimination, and efforts to build and stabilize staffing in the OHR resulted in a diminished focus on educational and informational programming.

**Opportunities:** In CY2025, the OHR must reimagine its organizational structure and develop and staffing plan that can support the work envisioned by CHRO Sec. 2-433. (b)(2):

- Restructuring will likely require reclassification and potential hiring of staff. Any proposed increases in staffing costs for the remainder of fiscal year 2025 (FY2025) can only be covered by repurposing funds from the FY2025 OHR operating budget, as there is no funding for changes in staffing.
- As the budget process for FY2026 is nearly complete, changes to staffing in FY2026 will need to be discussed with City Management, Human Resources, and the Budget Office, and proposed increases would likely need to be covered by repurposing funds from the vacant Intern position.
- FY2027 presents the first opportunity for proposing the creation of additional positions as part of the budget development process.

**Report sections for reference:**

- 3. CHRO Sec. 2-433. (b) – Awareness and Guidance
- 3.1. Sec. 2-433. (b) HRC Actions
- 3.2. Sec. 2-433. (b) OHR Actions
- 3.2.1. OHR Community Outreach Activities by Outreach Type

**8.1.3. Observations:** The HRC took two actions under CHRO Sec. 2-433. (c) in CY2024. Much like CHRO Sec. 2-433. (b), the work envisioned by this section is community-focused and of a systemic nature. As noted above, this type of work merits more attention than it has received in the last few years. It requires a significant investment of time to do the research required to develop highly informed policy recommendations. This means the OHR will need to develop the staffing structure necessary to support the HRC in this work.

**Opportunities:** As noted above, the OHR must develop a revised organizational structure and proposed staffing plan to be executed over the next two fiscal years to fully engage in the work envisioned by CHRO Sec. 2-433. (b).

It is worth noting that private-sector collaboration will be crucial for this work, but OHR staff will ultimately still be required to coordinate any collaborative efforts between the HRC, OHR, and community partners. Current staffing levels severely limit the feasibility of this work.

**Report sections for reference:**

- 3.2. Sec. 2-433. (b) OHR Actions
- CHRO Sec. 2-433. (c) – City Policies

**8.1.4. Observations:** This observation is not based on data presented in this report but reflects the Director’s perspective over the past seven years of observing the HRC at work. The HRC is a diverse group of volunteers tasked with discussing and acting upon complex and sensitive social issues. Given FOIA requirements, Commissioners have very limited time and forums in which to get to know each other and learn to work with one another.

**Opportunities:** The Commission has steadily improved its processes to strategically develop focus areas, goals, and an annual work plan. In CY2025, the HRC will welcome at least three new Commissioners. This may present an opportunity to engage in intentional work around group dynamics that could strengthen interpersonal understanding and amplify Commissioners’ ability to do difficult collaborative work.

## **8.2. OHR Observations and Opportunities**

**8.2.1. Observations:** CY2024 was the first year that the OHR had employees in all key positions, but we also learned that there was very limited capacity to adapt when one or more positions are vacated. During the first half of the year, the OHR had four full-time employees and one part-time employee. During the second half of the year, the full-time Intake Specialist position had to be refilled, and the part-time Intern position was vacant for the last four months. This required remaining staff to hold additional responsibilities, which had a significant negative impact on workflow, productivity, and workplace morale.

**Opportunities:** CY2025 presents an opportunity to reimagine the organizational structure of the OHR to ensure staff retention and wellbeing while creating space for new initiatives. The OHR could explore the following opportunities:

- Review the OHR organizational structure against the work mandated by the CHRO, and evaluate which work was not fully realized due to insufficient staff capacity.

- Review the OHR organizational structure against the work mandated by the CHRO, and evaluate which duties are most vulnerable to a staff vacancy.
- Using information gleaned from the analyses above, develop a proposed organizational structure that enables a more complete realization of the duties outlined in the CHRO, creates a reasonable workload for each position with space for new ideas, and ensures resilience when and if a position is vacated.

**Report sections for reference:**

- 1.3. OHR Overview
- 3.2. Sec. 2-433. (b) OHR Actions

**8.2.2. Observations:** The OHR opened 13 complaints in CY2024, nearly doubling the number received in CY2023 and increasing the number of simultaneous investigations and cases in ongoing alternative dispute resolution.

**Opportunities:** When evaluating the organizational structure of the OHR it may be important to consider the following questions:

- At what point will the Investigator reach maximum capacity with open investigations, and what is the best strategy, both from a public service and financial standpoint, for addressing increased caseloads?
- As the OHR sees an increase in the need for alternative dispute resolution services, what is the best strategy to meet the need?
- Will moving more alternative dispute resolution in house create an excessive burden on staff that will limit their ability to fulfill other duties unless additional staff are hired?
- What aspects of the intake process may need to be revised to efficiently process incoming inquiries, and how will complaints be processed when the Investigator has reached maximum capacity and alternative dispute resolution is not an option?

**Report sections for reference:**

- 2.2.1 Total Incoming Contacts
- 2.2.9. Status of Complaints During the Calendar Year

**8.2.3. Observations:** The OHR handled 1,841 incoming contacts in CY2024, an average of 8 contacts per day, which included 13 complaints and 194 inquiries. The total number of incoming and outgoing contacts in CY2024 was 2,830, the majority of which were related to intake activity (1,062 contacts) and case administration (632 contacts).

**Opportunities:** When evaluating the organizational structure of the OHR it may be important to consider the following questions:



- At what point will the Intake Specialist need assistance with managing incoming inquiries and processing complaints, what division of labor could be considered, and what is the best strategy to address any needs for additional staffing?
- Will moving more alternative dispute resolution in house create an excessive burden on staff that will limit their ability to fulfill other duties unless additional staff are hired?

**Report sections for reference:**

- 2.2.1. Total Incoming Contacts
- 2.2.6. Services Provided Through Individual Contacts

**8.2.4. Observations:** In CY2024, the OHR received 32 inquiries originating in Albemarle County.

**Opportunities:** This may point to an opportunity for dialogue with Albemarle County about potential human and civil rights enforcement services.

**Report sections for reference:**

- 2.2.2. Total Inquiries and Complaints by Location
- 9.2. OHR CY2024 Individual Service Data

**8.2.5. Observations:** Of the 194 inquiries received in CY2024, there were no inquiries received for the protected activities of private education or credit. Since CY2018, the OHR has received only one complaint of credit discrimination (which was later determined to be non-jurisdictional) and one inquiry pertaining to private education.

**Opportunities:** It may be beneficial to research the following:

- Are localities the only entities authorized under Virginia law to address complaints of discrimination in private education?
- If other state or federal agencies exist that address private education discrimination, are there any statistics available as to the number of complaints received from different localities?
- Similarly, are there any other entities authorized under Virginia law to address complaints of credit discrimination, and is there any data as to the number and origin of complaints received?

It is important to note that the research considered above would require staff time and points to a need for added capacity to conduct such research.

Additionally, if it was determined that there was an unmet need for services to populations affected by unlawful discrimination in these two protected activities, it may

require additional staff capacity to conduct outreach to these populations and to handle any resulting intake and investigation work that may result.

**Report sections for reference:**

- 2.2.3. Total Inquiries and Complaints by Protected Activity
- 2.2.5. Total Complaints by Protected Activity and Protected Class

**8.2.6. Observations:** When reviewing the protected classes identified in inquiries and complaints received by the OHR from CY2018 through CY2024, it is notable that some protected classes are less frequently identified.

**Opportunities:** It may be useful to devote additional staff time to analyzing the populations reached with current outreach strategies, identifying populations that may not be reached with current outreach strategies, and researching additional strategies for outreach that may reach previously unreached populations more successfully.

For the OHR and HRC to remain supportive of all segments of the population, an amplification of outreach and creative community engagement may be necessary. Further, it may be imperative to put additional focus on populations more severely impacted by current federal policies.

As noted above, any significant changes or increases in services provided to the community will require additional staff capacity.

**Report sections for reference:**

- 2.2.4. Total Combined Inquiries and Complaints by Protected Class
- 2.2.5. Total Complaints by Protected Activity and Protected Class

**8.2.7. Observations:** Of the 408 incoming and outgoing contacts classified as navigation & advocacy, 140 of those contacts included some form of housing navigation service, and 89 included some manner of liaising with the Charlottesville Redevelopment and Housing Authority (CRHA).

**Opportunities:** The OHR has made an intentional shift away from navigation & advocacy work, but there may be an unmet community demand for housing navigation services and a more specific demand for navigating interactions with CRHA. This data is likely also indicative of the larger systemic problems in housing, including insufficient emergency shelter and wraparound services for people facing homelessness, unchecked rising rental costs, and high eviction rates.

The HRC will have the opportunity to consider these and other issues during the CY2025 annual planning meeting in March. While the OHR cannot reengage in navigation & advocacy services in ways it has done in the past, there may be additional policy and impact work that can be undertaken by the HRC that might relate to the underlying issues. This may be the moment for the OHR and HRC to reimagine navigation & advocacy: moving it away from work that addresses disparate treatment of individuals to work that address the disparate impact on protected populations. This shift would align with Sec. 2-433(b), 2-433(c), and 2-433(e) of the CHRO. As noted above, any additional services, including administrative support of the HRC for policy and impact work, will require additional staffing.

**Report section for reference:**

- 2.2.7. Navigation & Advocacy

**8.2.8. Observations:** When key OHR staff positions were vacated in CY2024, remaining OHR staff took on additional work to cover the vacancies. This placed a significant strain on staff capacity, negatively impacted the OHR's ability to advance new and ongoing initiatives, and caused a decline in staff morale.

Because of her longer tenure and knowledge of OHR systems, Lily Gates, Community Outreach & Administrative Specialist, took on most of the duties left unattended by departed staff, which the Director was unable to assume during the hiring and training process. This included handling intake work that was formerly held by the Intake Specialist and HRC administrative work formerly held by the Intern and the Director.

Staff vacancies in an office as small as the OHR can cause significant impacts to productivity, innovation, and staff morale. The second half of CY2024 was a painful reminder that the OHR is still in a growth phase and has not yet found the optimal staffing levels or organizational structure required to fulfill all the mandates presented in the CHRO.

While the receipt and attempted resolution of individual complaints of unlawful discrimination is a major component of the OHR and HRC's duties under the CHRO, sections 2-433(b) and 2-433(c) present a very broad mandate regarding community engagement, policy, and systemic impact work. Over the last few years, the OHR has emphasized building and strengthening the services provided to individuals. In doing so, it has not put less focus on community engagement and systemic impact work. CY2025 presents an opportunity for organizational re-structuring to better support this work.

**Opportunities:** In the coming years, the OHR needs to evaluate the scope of work mandated by the CHRO and develop a staffing structure that allows the office to fulfill its essential duties without overburdening individual staff and creates space for the expansion of community engagement, policy, and systemic impact work.

**Report sections for reference:**

- 1.3. OHR Overview
- 3.2. Sec.2-433. (b) OHR Actions
- 3.2.1. OHR Community Outreach Activities by Outreach Type

**8.2.9. Observations:** In CY2024, the HRC and OHR made significant strides toward entering a FHAP workshare, as contemplated by CHRO Sec. 2-433. (e). As of the writing of this report, the HUD FHAP Director has affirmed that the City will likely qualify for interim FHAP certification in the spring of CY2025.

**Opportunities:** CY2025 marks the culmination of a four-year journey toward interim FHAP certification. It comes at a time when funding from the federal government is both in limited supply and may come with new requirements that could fundamentally conflict with the visions, values, and commitments of the City.

Entering the FHAP interim certification should be carefully considered by City Council, City Management, and the City Attorney's Office during the spring of CY2025 to assess whether such agreement would be in the best interest of the organization.

**Report section for reference:**

- Sec. 2-433. (d) OHR Actions

**8.2.10. Observations:** In CY2024, the HRC built upon its success in CY2023 by again developing a work plan to support the information-gathering required to write and submit timely legislative recommendations to City Council.

It is important to note that most of the administrative support required to make this process happen has come from the Community Outreach & Administrative Specialist. Fortunately, much of that support took place prior to the departure of the Intake Specialist and Intern during the second half of the year. However, it is important to note that OHR staffing vacancies could have a major impact on the HRC's ability to effectively fulfill its duties under CHRO Sec. 2-433. (e).

**Opportunities:** As noted in previous comments above, the OHR must evaluate organizational structure and create a long-term staffing plan that makes it feasible to fulfill the duties presented by the CHRO.

**Report sections for reference:**

- 1.3. OHR Overview
- 3.2.1. OHR Community Outreach Activities by Outreach Type
- 6. CHRO Sec. 2-433. (e) – Legislative Program

## **9. Attachments**

### **9.1. OHR CY2024 Data Dictionary**

<b>Term</b>	<b>Definition</b>
<b>Administrative Closure</b>	The dismissal of a complaint due to a complainant's non-response for over 30 days, unwillingness to work in good faith with the Office of Human Rights, or threats to the wellbeing of City employees.
<b>AG OCR Liaison</b>	Any activity related to assisting an individual with accessing services of the Virginia Attorney General's Office of Civil Rights (AG OCR), such as providing support for the filing of a complaint through the AG OCR.
<b>Alternative Dispute Resolution</b>	An attempt to resolve a complaint through informal dialogue, mediation, or conciliation.
<b>Application Assistance</b>	Any activity related to assisting individuals with applications to outside services, including jobs or services from agencies.
<b>Case</b>	A jurisdictional complaint of unlawful discrimination that has been accepted for further action by the Office of Human Rights.
<b>Case Administration</b>	The provision of services related to open complaints, including scheduling meetings, sending case notification letters, and other complaint management not defined as Mediation Activity, Intake Activity, or Investigation Activity.
<b>Charlottesville Human Rights Ordinance</b>	A part of the Code of the City of Charlottesville found in Chapter 2, Article XV, that explains the roles and responsibilities of the Human Rights Commission and Office of Human Rights and defines the protected activities, protected classes, and enforcement mechanisms authorized to address unlawful discrimination within the jurisdiction of the City of Charlottesville.
<b>City Agency Liaison</b>	Any activity related to assisting an individual with accessing services provided by another office or department in the city.
<b>Clerical Support</b>	Providing access to a phone, computer, fax machine, printer, or comparable resource to an individual.
<b>Closed Complaint</b>	A complaint that is no longer being addressed by the Office of Human Rights. Reasons a Complaint may close include Administrative Closure, Conciliation, Court Action, Informal Resolution, No Response, Non-jurisdictional, Private Counsel, Referral, Settlement, Withdrawal, or a finding of No Reasonable Cause.

<b>Term</b>	<b>Definition</b>
<b>Closed Inquiry</b>	An inquiry that is no longer being addressed by the Office of Human Rights. Reasons an inquiry may close include Informal Resolution, Navigation Only, No Response, or Referral.
<b>Complainant</b>	An individual or group of individuals who have filed a complaint of unlawful discrimination with the Office of Human Rights.
<b>Complaint</b>	A timely filing of a jurisdictional allegation of unlawful discrimination, as defined by the Human Rights Ordinance.
<b>Conciliation</b>	A form of Alternative Dispute Resolution by which Fair Housing Complaints may be resolved through facilitated formal dialogue between a Conciliator, the Complainant, the Respondent, and/or legal representation appointed by either party. Conciliation must be attempted in the period following the filing of the complaint and concluded prior to either the issuance of a charge on behalf of the complainant or upon dismissal of the complaint. Successful conciliation results in a Conciliation Agreement between the Complainant, the Respondent, and the City. In this Agreement, the role of the City is to enforce compliance and bring forth a case in court if the terms of the Conciliation Agreement are breached.
<b>Conciliation Activity</b>	Activity involving the provision of services related to attempts to resolve a Fair Housing Complaint through a Conciliation process; may include scheduling or updates to the status of Conciliation or the Conciliation Agreement.
<b>Contact</b>	All walk-ins, appointments, interactions in the community, phone calls, phone messages, text messages, emails, and postal mail related to services provided to an individual.
<b>Court Action</b>	Used when an Inquiry or Complaint is closed due to the filing of a civil suit in a court of competent jurisdiction.
<b>CRHA Liaison</b>	Any activity related to assisting an individual with accessing services provided by CRHA, including communication on behalf of the individual.
<b>Crisis Response</b>	Any activity related to assisting a community member with a crisis, including de-escalation.
<b>Determination</b>	A decision made by the Director regarding whether there is reasonable cause to believe that a violation of the Charlottesville Human Rights Ordinance has occurred. This decision is based on the evidence presented in an investigative report regarding a complaint of unlawful discrimination. This term is used synonymously with "Finding."

<b>Term</b>	<b>Definition</b>
<b>Dismissed Complaint</b>	A complaint that has been closed by the Director due to the case being outside the jurisdiction of the Office of Human Rights or due to a finding of no reasonable cause.
<b>DPOR Liaison</b>	Any activity related to assisting an individual with accessing the services of the Virginia Fair Housing Office with the the Department of Professional and Occupational Regulation (DPOR), such as providing support for the filing of a complaint through DPOR.
<b>EEOC Liaison</b>	Any activity related to a Navigation & Advocacy contact that involves assisting an individual with accessing the services of the federal Equal Employment Opportunity Commission (EEOC), such as providing support for the filing of a complaint through the EEOC.
<b>Finding</b>	A decision made by the Director regarding whether there is reasonable cause to believe that a violation of the Charlottesville Human Rights Ordinance has occurred. This decision is based on the evidence presented in an investigative report regarding a complaint of unlawful discrimination. This term is used synonymously with “Determination.”
<b>Further Action</b>	Steps taken to address a complaint of discrimination that may include informal dialogue, conciliation, mediation, and/or investigation.
<b>Housing Navigation</b>	Any activity related to a Navigation & Advocacy contact that involves assisting individuals experiencing difficulty with matters related to housing. This may include facilitating dialogue with landlords, reviewing leases or ledgers, assisting with housing-related paperwork, accessing emergency housing resources, and more.
<b>Incoming Contact</b>	Any walk-ins, appointments, interactions in the community, phone calls, phone messages, text messages, emails, and postal mail from an individual seeking assistance from the Office of Human Rights or from a third-party entity.
<b>Individual Follow-up</b>	An incoming contact from an individual who has an open inquiry or complaint.
<b>Informal Dialogue</b>	A form of Alternative Dispute Resolution in which staff facilitate a conversation between the disputing parties in a jurisdictional complaint of discrimination with the intent of finding a mutually agreeable solution.
<b>Informal Resolution</b>	A cause for the closure of a case indicating that an agreement has been reached through informal dialogue or other informal means.
<b>Information</b>	A contact in which staff answers questions of a general nature or provides information regarding services provided to individuals by the Office of Human Rights.



<b>Term</b>	<b>Definition</b>
<b>Inquiry</b>	An incoming contact requesting services provided to an individual by the Office of Human Rights <i>and/or</i> an individual allegation of discrimination that falls outside the jurisdiction of the office, as defined by the Charlottesville Human Rights Ordinance.
<b>Intake Activity</b>	A contact related to the provision of service following a Complaint or Inquiry including acquiring information to determine the type of service to be provided, setting appointments, and other services related to new requests for service.
<b>Investigation</b>	The process of gathering factual evidence regarding a complaint of discrimination. Fact gathering can include interviewing the Complainant, Respondent, and Witnesses. It may also include gathering other evidence such as documents, audio recordings, video footage, or physical evidence.
<b>Investigation Activity</b>	Any activity associated with the investigation of a complaint.
<b>Jurisdiction</b>	The geographic and legal scope of enforcement authority as defined by the Charlottesville Human Rights Ordinance.
<b>Legal Aid Liaison</b>	Any activity related to a Navigation & Advocacy contact that involves assisting individuals with accessing legal aid service organizations, including communicating on behalf of individuals or facilitating appointment set-up.
<b>Mediation</b>	A form of Alternative Dispute Resolution in which a qualified mediator facilitates a formal dialogue and negotiation between the Complainant and Respondent in a jurisdictional complaint of discrimination. If mediation is successful, the resulting settlement agreement is a private, legally binding contract between the Complainant and Respondent that is enforceable through civil action in the appropriate court.
<b>Mediation Activity</b>	Any activity associated with the request for or coordination of mediation services in conjunction with a complaint.
<b>Mental Health Navigation</b>	Any activity related to a Navigation & Advocacy contact that involves assisting individuals with accessing mental health services, including facilitating appointments, communicating with mental health organizations on behalf of individuals, or attending therapy appointments.
<b>Navigation &amp; Advocacy</b>	A contact in which staff facilitates an individual's connection to external resources, assists with access to other agencies' services, or provides additional support that does not directly pertain to the filing and investigation of a complaint with the Office of Human Rights.

<b>Term</b>	<b>Definition</b>
<b>Non-jurisdictional</b>	Indicates that a Complaint or Inquiry does not fall within the geographic and legal scope of enforcement authority as defined by the Charlottesville Human Rights Ordinance. Can be used as a reason for case closure.
<b>Open Complaint</b>	A complaint that is still being addressed by the Office of Human Rights.
<b>Open Inquiry</b>	An inquiry that is still being addressed by the Office of Human Rights.
<b>Other Agency Liaison</b>	Any activity related to a Navigation & Advocacy contact that involves assisting individuals with accessing services provided by a community organization not specifically listed and not affiliated with the City of Charlottesville.
<b>Outgoing Contact</b>	All service-related contacts initiated by Office of Human Rights staff.
<b>Prima facie</b>	Used generally, set of elements used to assess whether evidence gathered in an investigation supports an allegation of discrimination: <ul style="list-style-type: none"> <li>• Complainant was engaged in a protected activity.</li> <li>• Complainant either self-identifies or is perceived by Respondent to be a member of a protected class.</li> <li>• There is testimonial or documentary evidence of a practice or policy to exclude or otherwise adversely treat individuals in Complainant's protected class.</li> <li>• There are specific harms identified by Complainant as a result of the alleged discrimination.</li> </ul>
<b>Private Counsel</b>	Used as a reason for Case or Inquiry closure to indicate that an individual chose to seek private legal counsel rather than further pursue the Complaint process through the Office of Human Rights.
<b>Protected Activity</b>	An activity of daily life in which a person who identifies as a member of a protected class can participate without fear of discrimination. The Charlottesville Human Rights Ordinance lists the following activities as protected: housing, employment, public accommodation, credit, and private education.

Term	Definition
<b>Protected Class</b>	<p>A grouping of people, as defined by state and federal law, of which an individual either self-identifies as a member or is perceived to be a member, that is protected from discrimination when an individual is participating in a protected activity. The Charlottesville Human Rights Ordinance lists the following classes as protected:</p> <ul style="list-style-type: none"> <li>• Age/Elderliness</li> <li>• Childbirth or related medical conditions</li> <li>• Disability</li> <li>• Familial Status (in housing)</li> <li>• Gender Identity</li> <li>• Marital Status</li> <li>• Military Status</li> <li>• National Origin</li> <li>• Pregnancy</li> <li>• Race</li> <li>• Religion</li> <li>• Sex</li> <li>• Sexual Orientation</li> <li>• Color</li> <li>• Source of Funds (in housing)</li> </ul>
<b>Public Accommodation</b>	<p>A protected activity relating to the use of public space or other services generally assumed to be available to the public. For example, patronage of a business, use of a park, ability to receive a vaccination at a pharmacy, etc.</p>
<b>Public Hearing</b>	<p>A service provided by the Human Rights Commission and coordinated by the Office of Human Rights, as specified by the Charlottesville Human Rights Ordinance, involving the recommendation of remedies related to either a determination of reasonable cause after the investigation of a complaint <i>or</i> a review of a determination of no reasonable cause at the request of the complainant.</p>
<b>Referral</b>	<p>A recommendation made by OHR staff for an individual to contact another agency in order to address a concern raised during an individual contact with the Office of Human Rights.</p>
<b>Respondent</b>	<p>An individual, group of individuals, or agency that is named by the complainant in a complaint of unlawful discrimination as responsible for a discriminatory act against the complainant.</p>
<b>Safe Space</b>	<p>Any activity related to a Navigation &amp; Advocacy contact that involves the provision of a safe and comfortable space to an individual experiencing a form of difficulty.</p>

<b>Term</b>	<b>Definition</b>
<b>Settlement</b>	Used as a reason for Case closure to indicate that a settlement was reached between the Complainant and Respondent meaning that further action by the Office of Human Rights Staff is not needed.
<b>Staff Follow-up</b>	An outgoing contact in which staff communicates with an individual who has previously contacted the Office.
<b>Third-Party Incoming Contact</b>	An incoming contact with a person other than the individual directly involved with an inquiry or complaint being discussed.
<b>Third-Party Outgoing Contact</b>	An outgoing contact with a person other than the individual directly involved with an inquiry or complaint being discussed. The person directly involved must give verbal or written consent for staff to initiate a third-party outgoing contact.
<b>Translation Services</b>	Any activity related to a Navigation & Advocacy contact that involves assisting individuals with language access, including translating documents or facilitating communication across a language barrier.
<b>Unlawful Discrimination</b>	The denial of a person's opportunity to engage in a protected activity, on the basis of their membership or perceived membership in a protected class.
<b>Withdrawal</b>	A reason for complaint closure indicating that an individual has chosen to rescind their complaint and halt further action on behalf of Office of Human Rights Staff.

## 9.2. OHR CY2024 Individual Service Data

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Open office days in the month	22	20	20	22	22	19	22	22	20	23	18	20	250
Total Incoming & Outgoing Contacts	171	178	100	419	387	237	154	211	229	323	219	202	2830
Total Incoming Contacts	121	154	56	354	276	124	89	102	139	196	116	114	1841
Average Incoming & Outgoing Contacts/Day	8	9	5	19	18	12	7	10	11	14	12	10	11
Average Incoming Contacts/Day	6	8	3	16	13	7	4	5	7	9	6	6	7
Total Unique Individuals Served (rough count due to some anonymous contacts)													242
Contacts in Spanish	6	1	0	6	0	1	1	5	5	7	0	3	35
Total Staff Follow-ups (Outgoing)	37	16	28	54	72	60	35	40	48	68	49	65	572
Total Third-Party Contacts (Outgoing)	13	8	16	11	39	53	30	69	42	59	54	23	417
Total Individual Follow-ups (Incoming)	81	128	16	311	222	76	29	56	68	111	54	81	1233
Total Third-Party Contacts (Incoming)	18	10	23	31	35	35	34	34	53	66	48	14	401
Total Inquiries (Incoming)	20	15	17	11	16	13	24	12	17	19	13	17	194
Total Complaints (Incoming)	2	1	0	1	3	0	2	0	1	0	1	2	13
Total Duration of all Incoming and Outgoing Contacts	27.21	21.12	10.79	39.75	36.35	27.03	27.27	31.17	30.00	46.29	27.02	34.08	358.08
Total Duration of Conciliation Activity Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of Informal Dialogue Contacts	0.00	0.00	1.38	0.00	0.00	0.33	0.75	0.16	1.41	0.25	2.00	3.35	9.63
Total Duration of Information Contacts	3.44	1.12	0.64	3.77	1.45	3.79	3.96	6.31	3.66	10.41	3.36	3.36	45.27
Total Duration of Intake Activity Contacts	16.85	12.83	3.92	30.20	13.36	5.99	11.69	4.83	5.73	17.86	8.31	19.39	150.96
Total Duration of Investigation Activity Contacts	0.33	0.40	0.08	0.00	0.16	2.55	5.23	0.48	1.97	2.64	0.81	1.47	16.12
Total Duration of Mediation Activity Contacts	0.08	0.00	1.45	0.48	0.96	2.09	0.40	0.08	0.00	0.00	0.08	0.00	5.62
Total Duration of Case Administration Contacts	0.40	1.22	1.46	3.58	19.51	8.56	0.56	9.29	6.99	8.14	5.41	2.68	67.80
Total Duration of Navigation & Advocacy Contacts (All Staff)	6.11	5.55	1.86	1.72	0.91	3.72	4.68	10.02	10.24	6.99	7.05	3.83	62.68
Total Duration of Navigation & Advocacy Contacts (TN)	4.22	1.07	0.56	1.48	0.50	3.39	3.87	9.86	9.92	6.34	5.39	2.18	48.78
Total Duration of Navigation & Advocacy Contacts (CC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of Navigation & Advocacy Contacts (TN & CC)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of Navigation & Advocacy Contacts (LG)	0.08	0.00	0.00	0.08	0.00	0.00	0.81	0.16	0.24	0.08	0.00	0.00	1.45
Total Duration of Navigation & Advocacy Contacts (SK)	1.56	4.48	1.22	0.16	0.41	0.33	0.00	0.00	0.00	0.00	0.00	0.00	8.16
Total Duration of Navigation & Advocacy Contacts (GH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of Navigation & Advocacy Contacts (TN & SK)	0.25	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.33
Total Duration of Navigation & Advocacy Contacts (LH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.08	0.57	0.66	1.65	2.96
Total Duration of Navigation & Advocacy Contacts (TN & LH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Total Duration of Navigation & Advocacy Contacts (CC & LH)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Duration N&A Contacts (All Staff) out of Duration of All Contacts (%)	22%	26%	17%	4%	3%	14%	17%	32%	34%	15%	26%	11%	18%
Total Duration of N&A Application Assistance Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of N&A AG OCR Liaison Contacts	0.00	0.00	0.00	0.00	0.00	0.08	0.00	0.00	0.00	0.00	0.00	0.00	0.08
Total Duration of N&A City Agency Liaison Contacts	2.49	0.33	0.00	0.25	0.00	0.75	0.57	0.08	0.00	0.73	0.64	0.16	6.00
Total Duration of N&A Clerical Support Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Duration of N&A CRHA Liaison Contacts	0.48	0.08	0.24	0.00	0.00	0.32	0.99	4.67	2.98	1.66	0.24	0.08	11.74
Total Duration of N&A Crisis Response Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.33	0.00	0.00	0.00	0.00	0.00	0.33
Total Duration of N&A DPOR Liaison Contacts	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.50

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Duration of N&A EEOC Liaison Contacts	0.00	0.00	0.00	0.00	0.00	0.08	0.08	0.00	0.08	0.00	0.00	0.00	0.24
Total Duration of N&A Housing Navigation Contacts	0.33	0.16	0.24	0.89	0.66	1.25	1.71	4.12	3.84	1.84	2.04	2.18	19.26
Total Duration of N&A Legal Aid Liaison Contacts	0.00	0.75	0.65	0.00	0.25	0.00	0.08	0.00	0.00	0.08	0.00	0.25	2.06
Total Duration of N&A Mental Health Navigation Contacts	0.00	0.00	0.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.24
Total Duration of N&A Other Agency Liaison Contacts	0.41	0.16	0.16	0.41	0.00	1.16	1.57	1.89	3.09	3.61	2.46	1.12	16.04
Total Duration of N&A Other Contacts	2.07	0.57	0.33	0.33	0.00	0.16	0.16	0.83	0.50	0.24	1.25	0.41	6.85
Total Duration of N&A Translation Services Contacts	0.50	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.08	0.00	0.00	0.83
Total Duration of N&A Safe Space Contacts	0.75	0.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
Total Incoming & Outgoing Navigation & Advocacy Contacts	31	18	19	13	5	15	31	60	86	58	41	31	408
Total Incoming & Outgoing Navigation & Advocacy Contacts (CC)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN)	19	6	7	10	2	13	23	58	82	52	37	22	331
Total Incoming & Outgoing Navigation & Advocacy Contacts (LG)	1	0	0	1	0	0	8	2	3	1	0	0	16
Total Incoming & Outgoing Navigation & Advocacy Contacts (GH)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Incoming & Outgoing Navigation & Advocacy Contacts (SK)	10	12	11	2	3	2	0	0	0	0	0	0	40
Total Incoming & Outgoing Navigation & Advocacy Contacts (LH)	0	0	0	0	0	0	0	0	1	5	3	9	18
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN & LH)	0	0	0	0	0	0	0	0	0	0	1	0	1
Total Incoming & Outgoing Navigation & Advocacy Contacts (CC & LH)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN & SK)	1	0	1	0	0	0	0	0	0	0	0	0	2
Total Incoming & Outgoing Navigation & Advocacy Contacts (TN & CC)	0	0	0	0	0	0	0	0	0	0	0	0	0
Percentage: Navigation & Advocacy out of Total Contacts	18%	10%	19%	3%	1%	6%	20%	28%	38%	18%	19%	15%	14%
Total N&A Application Assistance Contacts	0	0	0	0	0	0	0	0	0	0	0	0	0
Total N&A AG OCR Liaison Contacts	2	4	2	0	0	1	1	0	1	0	3	2	16
Total N&A City Agency Liaison Contacts	10	2	0	1	0	1	5	1	0	7	8	2	37
Total N&A Clerical Support Contacts	0	0	0	0	0	0	0	0	0	0	0	0	0
Total N&A CRHA Liaison Contacts	6	1	3	0	0	4	4	31	32	4	3	1	89
Total N&A Crisis Response Contacts	0	0	0	0	0	0	2	0	0	0	0	0	2
Total N&A DPOR Liaison Contacts	0	0	0	0	0	0	0	0	0	0	0	0	0
Total N&A EEOC Liaison Contacts	0	0	0	0	0	1	1	0	1	0	0	0	3
Total N&A Housing Navigation Contacts	2	2	3	9	4	2	15	18	26	23	14	22	140
Total N&A Legal Aid Liaison Contacts	0	2	6	0	1	0	1	0	0	1	0	1	12
Total N&A Mental Health Navigation Contacts	0	0	3	0	0	0	0	0	0	0	0	0	3
Total N&A Other Agency Liaison Contacts	0	0	3	2	0	0	3	0	1	1	0	1	11
Total N&A Other Contacts	8	5	2	2	0	2	2	2	1	3	2	3	32
Total N&A Translation Services Contacts	1	1	0	0	0	0	0	0	0	1	0	0	3
Total N&A Safe Space Contacts	1	1	0	0	0	0	0	0	0	0	0	0	2
Total Inquiries: P.A. - Employment	4	4	4	1	4	4	10	1	5	2	5	8	52
Total Inquiries: P.A. - Housing	7	0	1	1	7	6	10	2	5	8	2	4	53
Total Inquiries: P.A. - Public Accommodation	5	1	3	0	2	0	1	1	0	2	1	0	16
Total Inquiries: P.A. - Credit	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Inquiries: P.A. - Private Education	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Inquiries: P.A. - Other (Unprotected)	4	10	9	9	3	3	3	8	7	7	5	5	73
Total Complaints: P.A. - Employment	0	0	0	0	1	0	1	0	1	0	1	1	5

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Complaints: P.A. - Housing	2	0	0	1	0	0	1	0	0	0	0	1	5
Total Complaints: P.A. - Public Accommodation	0	1	0	0	2	0	0	0	0	0	0	0	3
Total Complaints: P.A. - Credit	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Complaints: P.A. - Private Education	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Complaints: P.A. - Other (Unprotected)	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Employment Inquiries &amp; Complaints</b>	4	4	4	1	5	4	11	1	6	2	6	9	57
Employment inquiries & complaints in Charlottesville	2	1	2	1	2	2	4	0	6	2	2	6	30
Employment inquiries in Albemarle Co.	2	1	1	0	3	0	5	1	0	0	2	3	18
Employment inquiries in other and unspecified localities	0	2	1	0	0	2	2	0	0	0	2	0	9
<b>Total Housing Inquiries &amp; Complaints</b>	9	0	1	2	7	6	11	2	5	8	2	5	58
Housing inquiries & complaints in Charlottesville	5	0	1	2	4	3	3	2	3	8	2	4	37
Housing inquiries in Albemarle Co.	4	0	0	0	1	2	2	0	0	0	0	0	9
Housing inquiries in other and unspecified localities	0	0	0	0	2	1	2	0	2	0	0	1	8
<b>Total Public Accommodation Inquiries &amp; Complaints</b>	5	2	3	0	4	0	1	1	0	2	1	0	19
Public accommodation inquiries & complaints in Charlottesville	4	2	1	0	2	0	0	1	0	2	1	0	13
Public accommodation inquiries in Albemarle Co.	1	0	0	0	1	0	0	0	0	0	0	0	2
Public accommodation inquiries in other and unspecified localities	0	0	2	0	0	0	1	0	0	0	0	0	3
<b>Total Credit Inquiries &amp; Complaints</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
Credit inquiries & complaints in Charlottesville	0	0	0	0	0	0	0	0	0	0	0	0	0
Credit inquiries in Albemarle Co.	0	0	0	0	0	0	0	0	0	0	0	0	0
Credit inquiries in other and unspecified localities	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Private Education Inquiries &amp; Complaints</b>	0	0	0	0	0	0	0	0	0	0	0	0	0
Private education inquiries & complaints in Charlottesville	0	0	0	0	0	0	0	0	0	0	0	0	0
Private education inquiries in Albemarle Co.	0	0	0	0	0	0	0	0	0	0	0	0	0
Private education inquiries in other and unspecified localities	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total Other (Unprotected) Inquiries &amp; Complaints</b>	4	10	9	9	3	3	3	8	7	7	5	5	73
Other (Unprotected) inquiries & complaints in Charlottesville	0	2	5	2	0	0	1	3	0	1	2	0	16
Other (Unprotected) inquiries in Albemarle Co.	0	0	0	0	0	1	0	0	1	0	1	0	3
Other (Unprotected) inquiries in other and unspecified localities	4	8	4	7	3	2	2	5	6	6	2	5	54
<b>Total Complaints in Charlottesville</b>	2	1	0	1	3	0	2	0	1	0	1	2	13
<b>Total Inquiries in Charlottesville</b>	9	4	9	4	5	5	10	6	8	13	6	8	87
<b>Total Inquiries in Albemarle Co.</b>	7	1	1	0	5	3	7	1	1	0	3	3	32
<b>Total Inquiries in other and unspecified localities</b>	4	10	7	7	5	5	7	5	8	6	4	6	74
Total I&C: P.C. - Age	1	0	0	0	0	1	0	0	1	1	0	0	4
Total I&C: P.C. - Elderliness (Housing)	2	0	0	0	0	1	1	0	0	2	0	1	7
Total I&C: P.C. - Disability	6	1	3	2	8	1	5	1	2	5	3	5	42
Total I&C: P.C. - National Origin	3	3	0	0	0	1	5	1	2	0	0	2	17
Total I&C: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Childbirth or Related Medical Conditions	0	0	0	0	0	0	0	0	0	0	0	0	0
Total I&C: P.C. - Familial Status (Housing)	0	0	0	0	0	0	0	0	0	1	0	0	1
Total I&C: P.C. - Race	1	1	0	1	1	1	2	0	0	0	2	3	12
Total I&C: P.C. - Color	0	0	1	1	1	0	4	0	0	0	0	0	7



Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total I&C: P.C. - Religion	0	0	0	0	0	2	2	0	0	0	0	0	4
Total I&C: P.C. - Sex	0	0	0	0	0	0	3	0	0	0	1	1	5
Total I&C: P.C. - Gender Identity	0	0	0	0	1	0	0	0	0	0	1	0	2
Total I&C: P.C. - Sexual Orientation	0	2	0	0	1	0	0	0	0	0	0	1	4
Total I&C: P.C. - Source of Funds (Housing)	0	0	0	0	0	0	1	0	0	0	0	1	2
Total I&C: P.C. - Military Status	1	0	0	0	0	0	0	0	0	1	0	0	2
Total I&C: P.C. - Not specified	9	10	13	8	9	5	8	7	10	10	5	7	101
Total I&C: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	1	1	2
Total I&C: P.C. - Retaliation	0	0	0	0	1	0	0	0	0	1	0	1	3
Total I&C: P.C. - Other (Unprotected)	2	1	0	0	0	2	4	3	3	1	3	1	20
Total Contacts resulting in Referrals	4	2	4	1	5	2	10	2	0	0	2	3	35
Referrals to AG OCR	3	1	4	0	4	1	4	0	0	0	2	0	19
Referrals to AIM	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to APS	0	1	0	0	0	0	0	0	0	0	0	0	1
Referrals to CPD	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to CPS	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to CRHA	0	0	0	0	0	0	1	0	0	0	0	0	1
Referrals to CRL	0	0	0	0	0	0	1	1	0	0	0	0	2
Referrals to CVLAS	1	0	0	1	1	1	1	0	0	0	0	0	5
Referrals to DARS	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to DBHDS	0	0	0	0	0	0	1	0	0	0	0	0	1
Referrals to DHS	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to DJC	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to DLC	0	0	0	0	0	0	1	0	0	0	0	0	1
Referrals to DOJ	0	0	0	0	0	0	1	0	0	0	0	0	1
Referrals to DPOR	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to EEOC	0	0	0	0	0	1	2	0	0	0	0	0	3
Referrals to EHC	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to FIC	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to H2H	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to HIL	0	0	0	0	0	0	1	0	0	0	0	0	1
Referrals to HOME	0	0	0	0	0	0	1	0	0	0	0	1	2
Referrals to IP	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to LAJC	1	0	0	0	0	0	2	1	0	0	0	1	5
Referrals to N2Work	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to PCOB	0	0	0	0	0	0	0	0	0	0	0	1	1
Referrals to PHA	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to PHA FOC	0	0	0	0	0	0	1	0	0	0	0	0	1
Referrals to PHA Mediation	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to PHP	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to PMH	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to R10	0	0	0	0	0	0	0	0	0	0	0	0	0

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Referrals to Ready Kids	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to SARA	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to SB	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to SHE	0	0	0	0	0	0	1	0	0	0	0	0	1
Referrals to Haven	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to UVA WC	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to VLRS	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals to Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Contacts related to Community/Systemic Issue	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to CRHA	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to PHA	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to The Haven	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to Salvation Army	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to VEC	0	0	0	0	0	0	0	0	0	0	0	0	0
Related to ACOH	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Age	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Childbirth or R.M.C.	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Color	0	0	0	0	0	0	1	0	0	0	0	0	1
Total Employment Complaints: P.C. - Disability	0	0	0	0	0	0	0	0	1	0	0	0	1
Total Employment Complaints: P.C. - Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	1	1	2
Total Employment Complaints: P.C. - Military Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - National Origin	0	0	0	0	0	0	1	0	0	0	0	0	1
Total Employment Complaints: P.C. - Not specified	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Other (Unprotected)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Race	0	0	0	0	1	0	0	0	0	0	0	0	1
Total Employment Complaints: P.C. - Religion	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Employment Complaints: P.C. - Sex	0	0	0	0	0	0	0	0	0	0	1	0	1
Total Employment Complaints: P.C. - Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Elderliness (Housing)	1	0	0	0	0	0	0	0	0	0	0	0	1
Total Housing Complaints: P.C. - Childbirth or R.M.C.	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Color	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Disability	1	0	0	1	0	0	0	0	0	0	0	1	3
Total Housing Complaints: P.C. - Familial Status (Housing)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Gender Identity	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Military Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - National Origin	0	0	0	0	0	0	1	0	0	0	0	0	1
Total Housing Complaints: P.C. - Not specified	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Other (Unprotected)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Total Housing Complaints: P.C. - Race	1	0	0	0	0	0	1	0	0	0	0	0	2
Total Housing Complaints: P.C. - Religion	0	0	0	0	0	0	1	0	0	0	0	0	1
Total Housing Complaints: P.C. - Sex	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Sexual Orientation	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Housing Complaints: P.C. - Source of Funds (Housing)	0	0	0	0	0	0	0	0	0	0	0	1	1
Total Pub. Accom. Comp.: P.C. - Age	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Childbirth or R.M.C.	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Color	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Disability	0	0	0	0	1	0	0	0	0	0	0	0	1
Total Pub. Accom. Comp.: P.C. - Gender Identity	0	0	0	0	1	0	0	0	0	0	0	0	1
Total Pub. Accom. Comp.: P.C. - Marital Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Military Status	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - National Origin	0	1	0	0	0	0	0	0	0	0	0	0	1
Total Pub. Accom. Comp.: P.C. - Not specified	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Other (Unprotected)	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Race	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Religion	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Sex	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Pub. Accom. Comp.: P.C. - Sexual Orientation	0	1	0	0	0	0	0	0	0	0	0	0	1
Total Open Inquiries	0	0	0	0	1	0	0	0	0	4	3	10	18
Total Closed Inquiries	20	15	17	11	15	13	24	12	17	15	10	7	176
Total Open Complaints	1	1	0	1	1	0	2	0	1	0	1	2	10
Total Closed Complaints	1	0	0	0	2	0	0	0	0	0	0	0	3
Reason for Complaint Closure: Conciliation	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Court Action	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Informal Resolution	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: No Response	1	0	0	0	0	0	0	0	0	0	0	0	1
Reason for Complaint Closure: Non-jurisdictional	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Private Counsel	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Referred Case	0	0	0	0	1	0	0	0	0	0	0	0	1
Reason for Complaint Closure: Settlement	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Withdrawal	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Finding	0	0	0	0	0	0	0	0	0	0	0	0	0
Reason for Complaint Closure: Administrative Closure	0	0	0	0	1	0	0	0	0	0	0	0	1
Reason for Inquiry Closure: Informal Resolution	0	0	0	0	0	1	2	0	0	0	0	0	3
Reason for Inquiry Closure: Navigation Only	15	8	12	3	9	10	17	6	13	14	10	7	124
Reason for Inquiry Closure: No Response	4	6	5	7	5	1	1	5	1	1	0	0	36
Reason for Inquiry Closure: Referral	0	0	0	0	0	1	2	1	0	0	0	0	4
Reason for Inquiry Closure: Complaint Filed	1	1	0	1	1	0	2	0	3	0	0	0	9
Primary Service: Case Administration	5	10	13	30	227	87	7	49	59	66	56	23	632
Primary Service: Conciliation Activity	0	0	0	0	0	0	0	0	0	0	0	0	0

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
<i>Primary Service: Informal Dialogue</i>	0	0	13	0	0	2	3	2	3	1	25	21	<b>70</b>
<i>Primary Service: Information</i>	43	14	8	45	16	39	38	61	31	128	42	42	<b>507</b>
<i>Primary Service: Intake Activity</i>	89	131	30	325	125	56	55	32	37	61	46	75	<b>1062</b>
<i>Primary Service: Investigation Activity</i>	2	5	1	0	2	14	15	6	13	9	8	10	<b>85</b>
<i>Primary Service: Mediation Activity</i>	1	0	16	6	12	24	5	1	0	0	1	0	<b>66</b>
<i>Primary Service: Navigation &amp; Advocacy</i>	31	18	19	13	5	15	31	60	86	58	41	31	<b>408</b>

### 9.3. OHR CY2024 Community Outreach Data

Measures	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	TOTALS
Open office days in the month	22	20	20	22	22	19	22	22	20	23	18	20	250
Total service provision events	3	6	2	5	6	5	4	4	3	5	2	5	50
Total education & awareness events	2	1	0	4	0	0	1	0	1	0	0	0	9
Total collaboration & leadership events	12	12	16	22	19	14	17	19	11	12	14	19	187
Total outreach activities	17	19	18	31	25	19	22	23	15	17	16	24	246
Total unique primary collaborators (estimate)	No monthly count only total count												76
Total collaborative activities	16	17	17	29	24	18	20	21	14	16	13	22	227
Total attendees at service provision events	79	146	5	48	77	142	53	87	95	36	9	54	831
Total attendees at education & awareness events	104	0	0	152	0	0	20	0	0	0	0	0	276
Total newsletter opens	357	380	369	335	346	342	349	373	343	431	391	377	4393
OHR-led education & awareness - employment	0	0	0	0	0	0	0	0	0	0	0	0	0
OHR-led education & awareness - housing	0	0	0	1	0	0	0	0	0	0	0	0	1
OHR-led education & awareness - public accommodation	1	0	0	0	0	0	0	0	0	0	0	0	1
OHR-led education & awareness - credit	0	0	0	0	0	0	0	0	0	0	0	0	0
OHR-led education & awareness - private education	0	0	0	0	0	0	0	0	0	0	0	0	0
OHR-led education & awareness - multiple activities	0	0	0	2	0	0	1	0	0	0	0	0	3
OHR-led education & awareness - age/elderliness	0	0	0	0	0	0	0	0	0	0	0	0	0
OHR-led education & awareness - childbirth or r.m.c.	0	0	0	0	0	0	0	0	0	0	0	0	0
OHR-led education & awareness - color	1	0	0	1	0	0	0	0	0	0	0	0	2
OHR-led education & awareness - disability	0	0	0	1	0	0	0	0	0	0	0	0	1
OHR-led education & awareness - familial status (housing)	0	0	0	0	0	0	0	0	0	0	0	0	0
OHR-led education & awareness - source of funds (housing)	0	0	0	1	0	0	0	0	0	0	0	0	1
OHR-led education & awareness - gender identity	0	0	0	0	0	0	0	0	0	0	0	0	0
OHR-led education & awareness - marital status	0	0	0	0	0	0	0	0	0	0	0	0	0
OHR-led education & awareness - national origin	0	0	0	0	0	0	0	0	0	0	0	0	0
OHR-led education & awareness - pregnancy	0	0	0	0	0	0	0	0	0	0	0	0	0
OHR-led education & awareness - race	1	0	0	2	0	0	0	0	0	0	0	0	3
OHR-led education & awareness - religion	0	0	0	0	0	0	0	0	0	0	0	0	0
OHR-led education & awareness - sex	0	0	0	1	0	0	0	0	0	0	0	0	1
OHR-led education & awareness - sexual orientation	0	0	0	0	0	0	0	0	0	0	0	0	0
OHR-led education & awareness - veteran status	0	0	0	0	0	0	0	0	0	0	0	0	0
OHR-led education & awareness - multiple classes	0	0	0	0	0	0	0	0	0	0	0	0	0

#### **9.4. HRC Recommendations for Housing Policies**

December 23, 2024

Dear Mayor Wade and City Councilors,

Pursuant to Sec. 2-433.(c) of the Charlottesville Human Rights Ordinance, it is the role of the Human Rights Commission to “identify and review systemic issues, policies, and practices of the City of Charlottesville and advise its boards, commissions, and other public agencies within the City on issues related to human rights.” During our annual planning meeting on March 9, 2024, Commissioners identified housing as the primary focus of their work in 2024. Commissioners sought feedback from community members and subject matter experts regarding specific, city level priorities that may have both local and regional impacts on housing.

The Commission is deeply grateful for the budget recommendations that City Manager Sanders has put forth with regards to housing and we strongly encourage City Council to support and pass a budget that includes all of the housing recommendations, which we elaborate on in the letter below.

At its work session on November 7, 2024, the Commission unanimously voted to recommend and/or affirm the following housing-related City policy and practice priorities for your consideration as Council prepares its annual budget and priorities.

##### **1. Equitable and Low-Barrier Year-Round Shelter**

We affirm City Council’s exploration of the establishment of a year-round shelter that is equitable and low-barrier, with a specific focus on addressing the needs of LGBTQ+ individuals and families, while upholding the protections provided in the City’s Human Rights Ordinance. The need for additional shelter for the unhoused population is critical and ensuring that services are provided equitably is equally important.

##### **2. “Effective Right to Counsel” in Eviction Proceedings**

We recommend that City Council set funding for legal counsel for tenants facing evictions at a sufficient level to meet the needs of City residents facing evictions. Tenants with representation are far more likely to be able to raise legal defenses and remain housed. In 2021, our letter to City Council applauded the City’s initiative in providing tenants lawyers in eviction proceedings during ii

the COVID-19 pandemic, but we recognize that providing counsel to tenants in eviction proceedings is important and necessary at all times. We will be following up with a letter that further underscores our support for providing universal counsel to tenants in eviction proceedings as well as regional examples where this has been done effectively.

### **3. Supports for Homelessness**

We affirm the City Manager's recommendation to include in the budget a Homeless Services Coordinator and two Street Outreach positions. We furthermore affirm the policy recommendations discussed during the City Council Work Session on October 21st, including Pallet shelters, public bathrooms, continued annual funding for BRACH, and operational funding for a future low-barrier shelter. The Commission welcomes questions, feedback, and dialogue with City Council about these recommendations. Please do not hesitate to reach out to me or the Office of Human Rights should you have any questions prior to making your recommendations or if you wish to schedule a time to meet.

Sincerely,

Ernest S. Chambers  
Chair  
Human Rights Commission



## 9.5. HRC Recommendations for Effective Right to Counsel

December 23, 2024

Dear Mayor Wade and City Councilors,

In [April](#) and [August](#) 2021, we wrote to you in support of an effort to provide universal counsel to tenants in eviction proceedings. We were pleased that City Council recognized this was an important means of protecting tenants and allocated funds toward this effort.

However, as we understand it, the funding allocated was temporary COVID funding and was never sufficient to provide coverage for all, or even most, tenants in eviction proceedings. Having a lawyer changes matters dramatically for tenants. Most landlords have lawyers, but the research also reflects that landlords do not need representation to prevail in court in eviction cases.<sup>1</sup> But tenants absolutely do. Tenants are significantly — up to 19 times — more likely to avoid eviction if they have legal representation.<sup>2</sup>

Eviction has lasting economic consequences for families. An eviction makes it dramatically harder [to find housing in the future](#). The children of families who face evictions are far more likely to be forced to live in substandard housing, which [can imperil the health of children](#) and other family members. Families with children are [twice as likely to face eviction](#) than families without children.

Nationally, 90 percent of landlords are represented by legal counsel in evictions, but fewer than 10 percent of tenants have representation. Black women are [1.4 times more likely](#) to be served an eviction notice across all renter groups. This issue disproportionately affects people of color, and thus, the Human Rights Commission considers this an urgent matter of racial justice that our City must confront.

As of 2023, three states and 15 cities nationwide established right-to-counsel policies and programs. Two cost-benefit analyses in [New York](#) and [Pennsylvania](#) of right-to-counsel programs found that the programs saved localities money while preventing evictions and displacement of families. In September 2024, Richmond passed a resolution and a recent budget allocation of \$500,000 to [create a pilot program](#) to serve an expected 450 tenants facing eviction.

Preventing unnecessary evictions is good for tenants and good for our community. As one scholar [stated](#): “a right to counsel in eviction proceedings means tenants, and society at large are more likely to avoid persistent homelessness, drains on material and emotional wellbeing, increased emergency room use, and increased risk of mental health hospitalization.”

Eviction is a gender justice issue, a racial justice issue, an economic justice issue, a children’s rights issue, and a civil liberties issue. The research on right-to-counsel programs demonstrates that it prevents the serious harms of eviction, gives families a fighting chance to stay in their

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<sup>1</sup> Ericka Petersen, *Building a House for Gideon: The Right to Counsel in Evictions*, 16 Stan. J. C.R. & C.L. 63, 85 (2020).

<sup>2</sup> *Id.*

homes and communities, and is a budgetary gain for localities. Ensuring a right to counsel for renters in eviction proceedings is vital to address systemic inequity and our nation's inexcusable failure to invest in affordable housing.

Thank you for your service to our community and for your attention to these issues. Please contact the Human Rights Commission if you have questions or would like to discuss this topic further.

Sincerely,

Ernest Chambers  
Chair  
Human Rights Commission

## **9.6. HRC Recommendations for City Council's 2025 Legislative Agenda**

September 3, 2024

Dear Mayor Wade and City Councilors,

Pursuant to Sec. 2-433.(e) of the Charlottesville Human Rights Ordinance, it is the role of the Human Rights Commission to "make recommendations regarding the City's annual legislative programs and policies that will address discrimination." During their annual planning meeting on March 9, 2024, Commissioners identified housing as the primary focus of their work in 2024. Commissioners sought feedback from community members and subject matter experts regarding specific, state-level legislation that may have both local and regional impacts on housing.

At its regular meeting on August 15th, 2024, the Commission voted to recommend the following housing-related legislative priorities for your consideration as Council prepares its legislative recommendations for the Thomas Jefferson Area Planning District Commission for referral to the General Assembly. The Human Rights Commission recommends that Council support enabling legislation related to the following key areas:

1. Access to Housing:
  - a. **Limit application fees for rental applications and/or allow groups of tenants to submit a single application.**
  - b. **Require more transparency during the tenant screening process.** Require landlords to list minimum criteria before an application and provide reasons for a tenant's application denial. Require any fee increases to coincide with the terms of a lease.
  - c. **Establish a state-sponsored voucher program** to increase the accessibility of rental subsidies.
  - d. **Support voucher portability**, permitting voucher holders to apply a voucher outside of where that voucher was administered.
  - e. **Increase state funding for rent relief programs.**
2. Tenant Rights:
  - a. **Reinstate 14-day pay or quit notices.** Tenants are currently given 5 days to pay, or an eviction proceeding can commence. This legislative recommendation would expand the time tenants are able to pay.
  - b. **Amend the Virginia Residential Landlord and Tenant Act to allow tenants to raise unsafe or unsanitary conditions** as an affirmative defense to non-payment of rent.

- c. **Increase protections against landlord retaliation.** Include harassment, non-lease renewal, etc., as forms of landlord retaliation.
  - d. **Require that critical lease information be made available in languages other than English.**
  - e. **Create an option for rental payment plans.**
  - f. **Allow indigent tenants to waive their appeal bond.** This would grant indigent tenants the same rights that exist for indigent people in other types of civil cases.
  - g. **Prevent eviction or threats of eviction as being used as methods of coercion for rent payments.**
  - h. **Include provisions in the VA Residential Landlord and Tenant Act and the Manufactured Home Lot Rental Act to prohibit mid-lease rent increases** except in cases where the renter has agreed in writing that the proposed mid-lease rent increase is permissible.
  - i. **Take rent control out of the Dillon Rule process,** making it more possible for localities to add rent stabilization to their local control.
  - j. **Improve manufactured homes (mobile homes) to give them the ability to buy their communities when an owner wants to sell.** This would give tenants first right of refusal and keep a property as a mobile home park.
3. A Focus on Homelessness:
- a. **Support comprehensive probation reform bill** that would offer more support to those experiencing re-entry.
  - b. **Allocate Medicare and Medicaid funds for addressing homelessness and affordable housing.**
  - c. **Recognize homelessness as a protected class** in the Virginia Human Rights Act and Virginia Fair Housing Law to prohibit discrimination based upon an individual's housing status.
  - d. **Require that each county and city in Virginia maintain a public shelter for individuals or fund a private equivalent.**

4. Wrap-around Services:
  - a. **Support the development of increased services for those experiencing mental illness and substance abuse.**
  - b. **Increase public mental health care funding.**
5. Other:
  6. **Implement a progressive income tax and taxes for consumer services.** The resultant increase in the tax base should produce a subsequent increase in funding available for affordable housing.

The Commission welcomes questions, feedback, and dialogue with City Council about these recommendations. The Commission also requests that Council communicate regarding the recommendations included in its proposal to the Thomas Jefferson Area Planning District. Commissioners look forward to planning with Council in advance of submitting legislative recommendations next year. Please do not hesitate to reach out to me or the Office of Human Rights should you have any questions prior to making your recommendations or if you wish to schedule a time to meet.

Sincerely,

Ernest Chambers  
Chair  
Human Rights Commission

# **City of Charlottesville Human Rights Commission & Office of Human Rights**

## **Calendar Year 2024 Annual Report Summary**

Presented by

Todd Niemeier, Director, Human Rights Commission

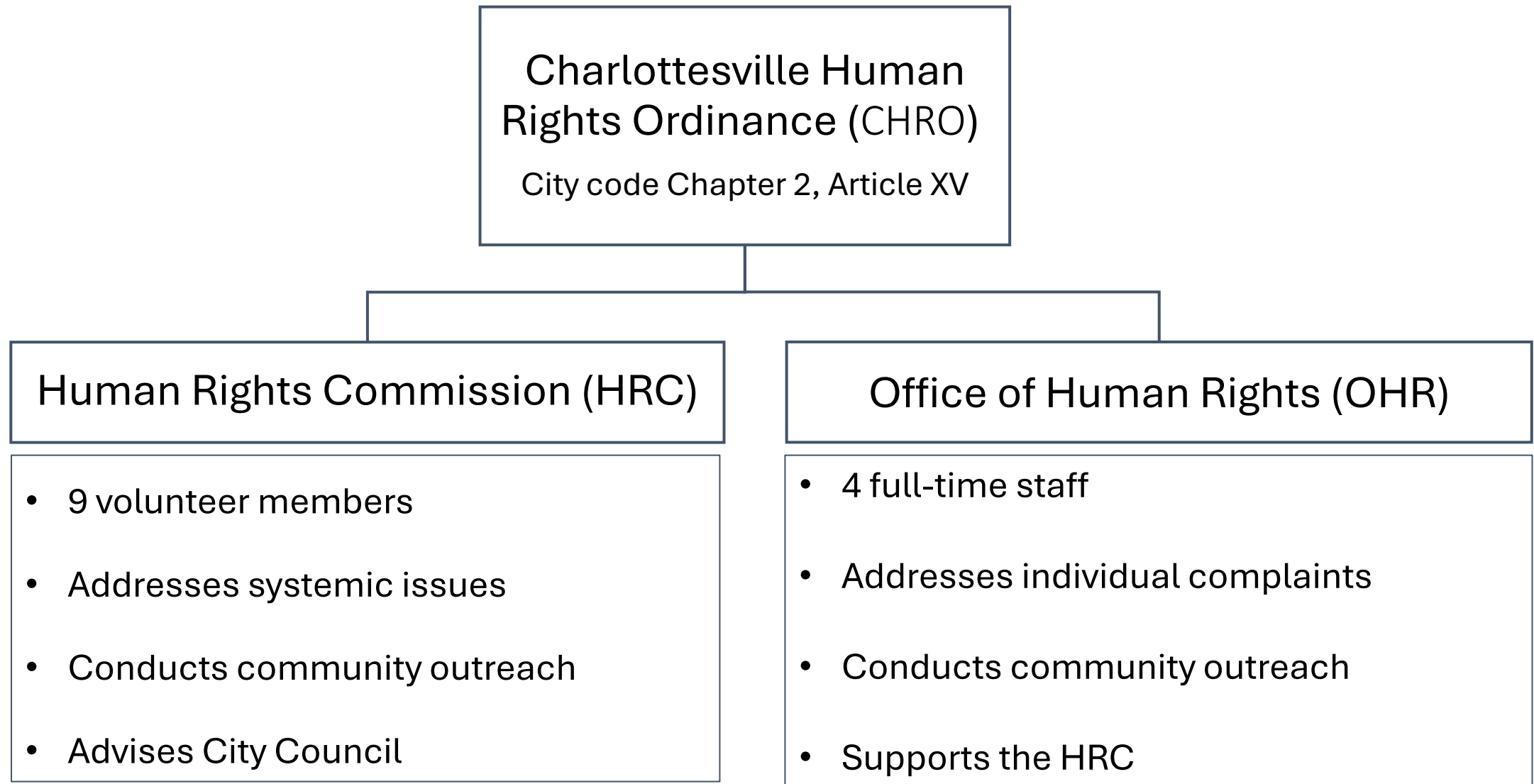
Heather Roberson-Gaston, Chair, Human Rights Commission

# Contents

1. Commission and Office Overview
2. Calendar Year 2024 Highlights
3. Observations and Opportunities
4. Human Rights Commission Work Plan



# Human Rights Division of the City Manager's Office



# Office of Human Rights Organizational Structure



# The Human Rights Ordinance

Under Section 2-433 of the Charlottesville Human Rights Ordinance, it is the role of the Human Rights Commission and Office of Human Rights to:

- 2-433.(a): Assist individuals with complaints of discrimination.
- 2-433.(b): Provide awareness, education, and guidance.
- 2-433.(c): Review City policies.
- 2-433.(d): Seek federal workshare agreements with the EEOC and HUD.
- 2-433.(e): Make legislative recommendations to City Council.
- 2-433.(f): Prepare recommendations for City Council related to the function of the Commission.

# 2-433.(a): Individual Assistance

## Highlights

- 288 unique individuals served
- 13 complaints opened
- 1,841 incoming contacts

## Observations

- Complaints nearly doubled
- Simultaneous investigations increased
- Multiple cases in alternative dispute resolution

## Opportunities

- Consider anticipated workloads and personnel requirements
  - Intake and alternative dispute resolution
  - Investigation
  - Outreach to populations not being reached

## **2-433.(b): Awareness and Guidance**

### **Highlights**

- 833 people contacted through service provision outreach
- 246 total community outreach activities
- 276 attendees attended 8 education and awareness events

### **Observations**

- HRC engaged in but did not plan for outreach
- Community engagement leads to systemic impact
- Significant inquiries originated in Albemarle County

### **Opportunities**

- Refine HRC annual planning to include outreach
- Restructure OHR staffing to expand engagement and impact work
- Consider dialogue with County regarding human rights services

# 2-433.(c): City Policy Review

## Highlights

- Submitted recommendations to Council for:
  - Equitable shelter and supports for the homeless
  - Effective right to counsel for tenants facing eviction

## Observations

- Research and community partnerships improve the HRC's work
- Research and community partnerships rely on OHR staff
- OHR staff capacity is stretched

## Opportunities

- Restructure OHR staffing to adequately support this work
- Seek partnerships for research

## 2-433.(d): Federal workshares

### **Highlights**

- Human Rights Ordinance amended on 08/05/24 and 01/21/25
- Amended Ordinance submitted for federal fair housing workshare

### **Observations**

- Human Rights Ordinance stronger and more comprehensive
- Qualification for federal fair housing workshare likely

### **Opportunities**

- Consider the best interests of the City and community



# 2-433.(e): Legislative Program

## Highlights

- Hosted 2 public panels with state legislators
- Released a poll to gather public feedback
- Submitted recommendations to Council on 09/06/24

## Observations

- Legislative process continues to improve
- Supporting this process requires significant staff time

## Opportunities

- Restructure OHR staffing to adequately support this work

# 2-433.(f): Commission Policies

## Highlights

- Charlottesville Human Rights Ordinance amendments regarding public hearings
- Charlottesville Human Rights Ordinance amendments regarding subpoena power
- Rules & Procedures change for annual meetings

## Observations

- Regular review of the Ordinance and Rules & Procedures is valuable
- Supporting this process requires significant staff time

## Opportunities

- Plan for annual review
- Restructure OHR staffing to adequately support this work

# **Human Rights Commission Work Plan: March 2026- February 2027**

## **Focus Areas (as of April 15, 2025)**

- Housing access and stability across protected classes and economic status
- Support for vulnerable and marginalized communities during federal uncertainty

## **Goals (as of April 15, 2025)**

- Hold a landlord training on the enforcement authority under the Human Rights Ordinance
- Hold a roundtable with immigration community stakeholders to ensure fair access to services
- Hold a joint summit with UVA and Albemarle County regarding the focus areas
- Explore feasibility of a joint City/County Human Rights Commission
- Host a public expert panel on the focus areas to inform policy and legislative recommendations
- Submit legislative recommendations to City Council related to the focus areas by September 2025
- Submit policy recommendations to City Council related to the focus areas by October 2025

# Questions?

## **Staff Contact**

Todd Niemeier, Director, Human Rights Commission

Phone: 434-970-3027

Email: [niemeier@charlottesville.gov](mailto:niemeier@charlottesville.gov)

**Human Rights Webpage: [www.charlottesville.gov/665/Human-Rights](http://www.charlottesville.gov/665/Human-Rights)**

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Public Hearing and Resolution to appropriate additional funds for the Virginia Department of Transportation ("VDOT") City of Charlottesville, Virginia ("City") Project Portfolio (\$23,317,263) (1 of 2 readings)</b>
<b>Staff Contact(s):</b>	Krisy Hammill, Director of Budget, Colin Porter, Capital Development Division Project Manager
<b>Presenter:</b>	<b>Michael Goddard, Deputy Director</b>
<b>Date of Proposed Action:</b>	June 16, 2025

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### Issue

#### Background / Rule

VDOT has secured additional funds for seven (7) projects: the Barracks Emmet Streetscape Project UPC 111796, Emmet Streetscape Project (UPC 109551), Dairy Road Bridge Replacement Project (UPC 118295), East High Streetscape Project (UPC 109480), Preston Harris Pedestrian Improvements (UPC 113918), 10<sup>th</sup> and Grady Bike/Pedestrian Improvements (UPC 113916), and Washington Park Bike/Pedestrian Improvements (UPC 113861); ("Projects"). These funds need to be appropriated as part of the Projects' Budget.

#### Analysis

With the continued rise in construction costs, the City's VDOT representative sought and secured additional funds for the Projects. VDOT has approved the allocations of the additional VDOT funds on these Projects and has issued new Appendix "A's", which have been signed.

The scope of the Barracks Emmet Streetscape Project was reduced to limit Right-of-Way ("ROW") impacts, which also reduced construction costs. The original scope was estimated to cost \$17 million to construct. The reduced scope consists of shortening the Shared Use Path up Barracks Road from 10' to 6' which, allows construction to largely remain in the City's ROW and eliminates retaining walls along the properties up Barracks Road. Even with the reduced scope, an additional \$495,738 has been awarded by VDOT to complete this Project.

The scopes of the Emmet Streetscape Project, Dairy Road Bridge Replacement Project, East High Streetscape Project, Preston Harris Project, and the 10<sup>th</sup> and Grady Project have not changed. The East High Street Project and the Washington Park Bike/Pedestrian Projects are the only Projects requiring additional local funds with this Resolution. All the other Projects included here are 100% funded using VDOT funds. The Emmet Streetscape Project will also require additional local funds, which will be transferred from a previously appropriated account. That item will be presented for City Council approval as a separate Resolution.

The attached Funding Summary includes a funding reconciliation for each Project. This Agenda item aligns with City Council's strategic outcome areas of Organizational Excellence, Partnerships, and Transportation of the Strategic Plan.

#### Financial Impact

A large portion of these Projects are funded by funds the City will receive from VDOT. The required local matches are being transferred from previously appropriated funds in a separate account for undergrounding utility work, which will now be combined into the appropriate VDOT accounts.

**Recommendation**

Following conducting the legally required Public Hearing, City Staff recommends adoption of the attached Resolution appropriating additional funds for the City's VDOT Projects.

**Recommended Motion (if Applicable)**

"I make a Motion adopting the attached Resolution appropriating additional funds for the City's VDOT Projects."

**Attachments**

1. VDOT Resolution - June 16
2. VDOT Funding Summary - May 19 Agenda Item
3. Appendix A - Barracks and Emmett Intersection (UPC 111796)
4. Appendix A - Emmet St Corridor Streetscape (UPC 109551)
5. Appendix A - Dairy Rd (UPC 118295)
6. Appendix A - East High Street (UPC 109480)
7. Appendix A - Preston and Harris (UPC 113918)
8. Appendix A - 10th and Grady (UPC 113916)
9. Appendix A - Bike Ped- Washington Park (UPC 113861)



**RESOLUTION #R-25-\_\_**  
**Appropriating \$23,317,263 for the Virginia Department of Transportation (VDOT)**  
**City of Charlottesville Project Portfolio**

**WHEREAS** the City of Charlottesville has been awarded state and federal funds through the VDOT to locally administer various state funded transportation projects; and

**WHEREAS** the Council of the City of Charlottesville previously authorized the City Manager to revise and reallocate funding within the City's VDOT portfolio;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$23,317,263 is hereby appropriated as follows:

**Project: Barracks Rd @ Emmet St Intersection**

**UPC #: 111796**

**Revenues**

\$495,738    Fund: 426    WBS Element: P-00972    GL Code: 430120 (Smart Scale)

**Expenditure**

\$495,738    Fund: 426    WBS Element: P-00972    GL Code: 599999

**Project: Emmet Street Corridor Streetscape & Intersections**

**UPC #: 109551**

**Revenues**

\$5,257,378    Fund: 426    WBS Element: P-00932    GL Code: 430120 (Smart Scale)

**Expenditure**

\$5,257,378    Fund: 426    WBS Element: P-00932    GL Code: 599999

**Project: Dairy Road Bridge**

**UPC #: 118295**

**Revenues**

\$5,409,161    Fund: 426    WBS Element: P-01068    GL Code: 430120 (Smart Scale)

**Expenditure**

\$5,409,161    Fund: 426    WBS Element: P-01068    GL Code: 599999

**Project: East High Street**

**UPC #: 109480**

**Revenues**

\$500,000    Fund: 426    WBS Element: P-00931    GL Code: 430117 (Revenue Share)

\$7,806,836    Fund: 426    WBS Element: P-00931    GL Code: 430120 (Smart Scale)

**Transfers from City Undergrounding Utility Project Account (for City Match)**

\$3,090,985    Fund: 426    WBS Element: P-00127    GL Code: 599999

**Expenditure**

\$11,397,821 Fund: 426 WBS Element: P-00931 GL Code: 599999

**Project: Pedestrian Improvements at Preston Ave/Harris Street**

**UPC #: 113918**

**Revenues**

\$410,801 Fund: 426 WBS Element: P-01069 GL Code: 430120 (HSIP)

**Expenditure**

\$410,801 Fund: 426 WBS Element: P-01069 GL Code: 599999

**Project: 10<sup>th</sup> and Grady**

**UPC #: 113916**

**Revenues**

\$327,129 Fund: 426 WBS Element: P-01092 GL Code: 430120 (HSIP)

**Expenditure**

\$327,129 Fund: 426 WBS Element: P-01092 GL Code: 599999

**Project: Bike/Ped Washington Park**

**UPC #: 113861**

**Revenues**

\$13,274 Fund: 426 WBS Element: P-01052 GL Code: 430120 (HSIP)

**Transfers from Parks and Rec Trails Project Account (for City Match)**

\$5,961 Fund: 426 WBS Element: PR-001 GL Code: 599999

**Expenditure**

\$19,235 Fund: 426 WBS Element: P-01052 GL Code: 599999

Date Adopted:

Certified:

\_\_\_\_\_  
Clerk of Council



**VDOT Project Funding Summary and Reconciliation**  
**May 19, 2025 Council Appropriation**

**Project: VDOT - #SMART18 - Barracks Rd @ Emmet St Intersection**

**SAP Account: P-00972**

**UPC #: 111796**

VDOT Appendix A	
Revenue Sources	
Federal	\$0.00
State Revenue Share	\$0.00
SmartScale	\$9,136,604.00
City Revenue Share	\$0.00
City Local Match	\$0.00
Total Project	\$9,136,604.00

Project Appropriations		
<u>April 2, 2018</u>	<i>To Be Appropriated</i> <u>May 19, 2025</u>	<b>Total</b>
		-
		-
\$8,640,866.00	\$495,738.00	\$9,136,604.00
		-
		-
		-
	\$495,738.00	9,136,604.00

**Project: VDOT - #HB2.FY17 EMMET STREET CORRIDOR STREETScape & INTERSECTIONS**

**SAP Account: P-00932**

**UPC #: 109551**

VDOT Appendix A	
Revenue Sources	
Federal	\$0.00
State Revenue Share	\$0.00
SmartScale	\$17,372,099.00
City Revenue Share	\$0.00
City Local Match	\$5,620,105.00
Total Project	\$22,992,204.00

Project Appropriations			
<u>February 13, 2017</u>	<u>June 20, 2023</u>	<i>To Be Appropriated</i> <u>May 19, 2025</u>	<b>Total</b>
			-
			-
\$12,114,721.00		\$5,257,378.00	17,372,099.00
			-
	\$4,183,586.00		4,183,586.00
			-
		\$5,257,378.00	21,555,685.00

\*\*\$1,436,519 in additional funds will be requested as part of a separate resolution.

**Project: VDOT - Dairy Road Bridge**

**SAP Account: P-01068**

**UPC #: 118295**

VDOT Appendix A	
Revenue Sources	
Federal	-

Project Appropriations		
<u>August 25, 2021</u>	<i>To Be Appropriated</i> <u>May 19, 2025</u>	<b>Total</b>
		-

**VDOT Project Funding Summary and Reconciliation**  
**May 19, 2025 Council Appropriation**

SGR	12,619,825.00
SmartScale	-
City Revenue Share	-
City Local Match	-
Total Project	12,619,825.00

7,210,664.00	5,409,161.00	12,619,825.00
		-
		-
		-
		-
	5,409,161.00	12,619,825.00

**Project: VDOT - East High Street**

**SAP Account: P-00931**

**UPC #: 109480**

VDOT Appendix A	
Revenue Sources	
Federal	-
State Revenue Share	1,000,000.00
SmartScale	13,444,836.00
City Revenue Share	1,000,000.00
City Local Match	2,590,985.00
Total Project	18,035,821.00

Project Appropriations			
<u>January 17, 2017</u>	<u>FY 22 CIP</u>	<i>To be Appropriated</i> <b><u>May 19, 2025</u></b>	<b><u>Total</u></b>
			-
	500,000.00	500,000.00	1,000,000.00
5,638,000.00		7,806,836.00	13,444,836.00
	500,000.00	500,000.00	1,000,000.00
		2,590,985.00	2,590,985.00
			-
		11,397,821.00	18,035,821.00

**Project: Pedestrian Improvements at Preston Ave/Harris St**

**SAP Account: P-01069**

**UPC #: 113918**

VDOT Appendix A	
Revenue Sources	
Federal	\$0.00
State Revenue Share	\$0.00
HSIP	\$656,526.00
City Revenue Share	\$0.00
City Local Match	\$0.00
Total Project	\$656,526.00

Project Appropriations		
<u>Dec 20, 2021</u>	<i>To Be Appropriated</i> <b><u>May 19, 2025</u></b>	<b><u>Total</u></b>
		-
		-
\$245,725.00	\$410,801.00	\$656,526.00
		-
		-
		-
	\$410,801.00	656,526.00

**VDOT Project Funding Summary and Reconciliation**  
**May 19, 2025 Council Appropriation**

**Project: 10th and Grady**

**SAP Account: P-01092**

**UPC #: 113916**

Appendix A	
Revenue Sources	
Federal	\$0.00
State Revenue Share	\$0.00
HSIP	\$827,235.00
City Revenue Share	\$0.00
City Local Match	\$0.00
Total Project	\$827,235.00

Project Appropriations		
February 6, 2023	<i>To Be Appropriated</i> May 19, 2025	Total
		-
		-
\$500,106.00	\$327,129.00	\$827,235.00
		-
		-
		-
	\$327,129.00	827,235.00

**Project: VDOT - Bike/Ped Washington Park**

**SAP Account: P-01052**

**UPC #: 113861**

Appendix A	
Revenue Sources	
Federal	\$0.00
State Revenue Share	\$0.00
HSIP	\$473,839.00
City Revenue Share	\$0.00
City Local Match	\$19,411.00
Total Project	\$493,250.00

Project Appropriations				
December 21, 2020	October 4, 2021	August 7, 2023	<i>To Be Appropriated</i> May 19, 2025	Total
				-
				-
\$100,000.00	\$74,900.00	\$285,665.00	\$13,274.00	\$473,839.00
				-
	\$13,450.00		\$5,961.00	19,411.00
				-
\$100,000.00	\$88,350.00		\$19,235.00	493,250.00

## Appendix A Revision 1

Date: 3/20/2025

Project Number: 0654-104-336 UPC: 111796 CFDA # 20.205 Locality: City of Charlottesville

Project Location ZIP+4: 22903-4839	Locality UEI #: C6VFXLAFKEY1	Locality Address (incl ZIP+4): 610 East Market Street Charlottesville, VA 22902-5304
<b>Project Narrative</b>		
Work Description:	#SMART18 - BARRACKS RD @ EMMET ST INTERSECTION - Right turn lanes will be added to northbound Emmet St (Rt 29) and westbound Barracks Rd, bike/ped improvements and improvements to existing transit facilities.	
From:	0.06 MI S OF INT. BARRACKS ROAD	
To:	0.08 MI N OF INT. BARRACKS ROAD	
Locality Project Manager Contact info:	Colin Porter 434-970-3398	<a href="mailto:porterc@charlottesville.gov">porterc@charlottesville.gov</a>
Department Project Coordinator Contact Info:	Gregg Allen 434-426-5575	<a href="mailto:gregg.allen@vdot.virginia.gov">gregg.allen@vdot.virginia.gov</a>

Project Estimates				
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$1,363,319	\$750,000	\$6,743,285	\$8,856,604
Estimated VDOT Project Expenses	\$100,000	\$30,000	\$150,000	\$280,000
Estimated Total Project Costs	\$1,463,319	\$780,000	\$6,893,285	\$9,136,604

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$1,463,319	Smart Scale	0%	\$0	\$1,463,319	
<b>Total PE</b>	\$1,463,319			\$0	\$1,463,319	\$1,363,319
Right of Way & Utilities	\$780,000	Smart Scale	0%	\$0	\$780,000	
<b>Total RW</b>	\$780,000			\$0	\$780,000	\$750,000
Construction	\$6,893,285	Smart Scale	0%	\$0	\$6,893,285	
<b>Total CN</b>	\$6,893,285			\$0	\$6,893,285	\$6,743,285
<b>Total Estimated Cost</b>	\$9,136,604			\$0	\$9,136,604	\$8,856,604

<b>Total Maximum Reimbursement by VDOT to Locality (Less Local Share)</b>	\$9,136,604
<b>Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)</b>	\$8,856,604

Project Financing						
						Aggregate Allocations
Smart Scale						
\$9,136,604						\$9,136,604

Program and Project Specific Funding Requirements	
<ul style="list-style-type: none"> <li>This Project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Urban Manual.</li> <li>This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$9,136,604</li> <li>Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.</li> <li>The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the Project be altered by the LOCALITY subsequent to Project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.</li> <li>Project estimate, schedule and commitment to funding are subject to the requirements established in the Commonwealth Transportation Board (CTB) Policy and Guide for Implementation of the SMART SCALE Project Prioritization Process, Code of Virginia, and VDOT's Instructional and Informational Memorandums.</li> <li>This Project shall be initiated and at least a portion of the Project's programmed funds expended within one year of the budgeted year of allocation or funding may be subject to reprogramming to other Projects selected through the prioritization process. In the event the Project is not advanced to the next phase of construction when requested by the CTB, the LOCALITY or Metropolitan Planning Organization may be required, pursuant to § 33.2-214 of the Code of Virginia, to reimburse the DEPARTMENT for all state and federal funds expended on the Project.</li> <li>This Project has been selected through the Smart Scale (HB2) application and selection process and will remain in the SYIP as a funding priority unless certain conditions set forth in the CTB Policy and Guidelines for Implementation of a Project Prioritization Process arise. Pursuant to the CTB Policy and Guidelines for Implementation of a Project Prioritization Process and the SMART SCALE Reevaluation Guide, this Project will be re-scored and/or the funding decision re-evaluated if any of the following conditions apply: a change in the scope, an estimate increase, or a reduction in the locally/regionally leveraged funds. Applications may not be submitted in a subsequent SMART SCALE prioritization cycle to account for a cost increase on a previously selected Project.</li> <li>This Appendix A supersedes all previous versions signed by VDOT and the LOCALITY.</li> </ul>	

This attachment is certified and made an official attachment to this document by the parties to this agreement.

Samuel Sanders Jr. Digitally signed by Samuel Sanders Jr  
Date: 2025.04.08 16:30:21 -04'00'

Authorized Locality Official

Date

Banks Gregory  
uos15545

Digitally signed by Banks Gregory  
uos15545  
Date: 2025.04.09 08:11:27 -04'00'

Authorized VDOT Official

Date

Revised: February 1, 2019

Project Number: U000-104-297 UPC: 109551 CFDA # 20.205 Locality: City of Charlottesville

Project Location ZIP+4: 22903-1739	Locality UEI #: C6VFXLAFKEY1	Locality Address (incl ZIP+4): 610 East Market Street Charlottesville, VA 22902-5304
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## Project Narrative

Work Description:	#HB2.FY17 EMMET STREET CORRIDOR STREETSCAPE & INTERSECTIONS				
From:	0.046 Mile South of Ivy Road on Emmet Street				
To:	Arlington Boulevard				
Locality Project Manager Contact info:	Colin Porter	434-970-3398	<a href="mailto:porterc@charlottesville.gov">porterc@charlottesville.gov</a>		
Department Project Coordinator Contact Info:	Gregg Allen	434-426-5575	<a href="mailto:Gregg.Allen@vdot.virginia.gov">Gregg.Allen@vdot.virginia.gov</a>		

## Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost	
Estimated Locality Project Expenses	\$2,006,864	\$3,997,500	\$16,670,644	\$22,675,008	
Estimated VDOT Project Expenses	\$91,996	\$40,500	\$185,000	\$317,496	
Estimated Total Project Costs	\$2,098,860	\$4,038,000	\$16,855,644	\$22,992,504	

## Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$2,098,860	Smart Scale	0%	\$0	\$2,098,860	
<b>Total PE</b>	\$2,098,860			\$0	\$2,098,860	\$2,006,864
Right of Way & Utilities	\$4,038,000	Smart Scale	0%	\$0	\$4,038,000	
<b>Total RW</b>	\$4,038,000			\$0	\$4,038,000	\$3,997,500
Construction	\$11,235,239	Smart Scale	0%	\$0	\$11,235,239	
	\$5,620,405	Local Funds	100%	\$5,620,405	\$0	
<b>Total CN</b>	\$16,855,644			\$5,620,405	\$11,235,239	\$11,050,239
<b>Total Estimated Cost</b>	\$22,992,504			\$5,620,405	\$17,372,099	\$17,054,603

## Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$17,372,099

## Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$17,054,603

## Project Financing

Smart Scale	Local Funds					Aggregate Allocations
\$17,372,099	\$5,620,405					\$22,992,504

## Program and Project Specific Funding Requirements

- This Project shall be administered in accordance with VDOT's Locally Administered Projects Manual, Urban Manual and Urban Construction Initiative Program Guide.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$17,372,099
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement
- All local funds included on this appendix have been formally committed by the local government's board or council resolution subject to appropriation.
- Project estimate, schedule and commitment to funding are subject to the requirements established in the Commonwealth Transportation Board (CTB) Policy and Guide for Implementation of the SMART SCALE Project Prioritization Process, Code of Virginia, and VDOT's Instructional and Informational Memorandums.
- This Project shall be initiated and at least a portion of the Project's programmed funds expended within one year of the budgeted year of allocation or funding may be subject to reprogramming to other Projects selected through the prioritization process. In the event the Project is not advanced to the next phase of construction when requested by the CTB, the LOCALITY or Metropolitan Planning Organization may be required, pursuant to § 33.2-214 of the Code of Virginia, to reimburse the DEPARTMENT for all state and federal funds expended on the Project.
- This Project has been selected through the Smart Scale (HB2) application and selection process and will remain in the SYIP as a funding priority unless certain conditions set forth in the CTB Policy and Guidelines for Implementation of a Project Prioritization Process arise. Pursuant to the CTB Policy and Guidelines for Implementation of a Project Prioritization Process and the SMART SCALE Reevaluation Guide, this Project will be re-scored and/or the funding decision re-evaluated if any of the following conditions apply: a change in the scope, an estimate increase, or a reduction in the locally/regionally leveraged funds. Applications may not be submitted in a subsequent SMART SCALE prioritization cycle to account for a cost increase on a previously selected Project.
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the Project be altered by the LOCALITY subsequent to Project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.
- This Appendix A supersedes all previous versions signed by VDOT and the LOCALITY.

This attachment is certified and made an official attachment to this document by the parties to this agreement.

Samuel Sanders Jr

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Date: 2025.04.08 16:31:10 -04'00'

Authorized Locality Official

Date

Banks Gregory  
uos15545Digitally signed by Banks  
Gregory uos15545  
Date: 2025.04.09 14:47:19 -04'00'

Authorized VDOT Official

Date

## Appendix A Revision 1

Date: 4/7/2024

Project Number: U000-104-365 UPC: 118295 CFDA # 20.205 Locality: City of Charlottesville

Project Location ZIP+4: 22903-1304	Locality UEI #: C6VFXLAFKEY1	Locality Address (incl ZIP+4): 610 East Market ST, Charlottesville, VA 22902-5304
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## Project Narrative

Work Description:	#SGR21LB - Dairy Road over RTE 250 Bypass (FED ID 20073) - Complete Replacement of Bridge Structure over Route 250 Bypass		
From:	Dairy RD over RTE 250 Bypass		
To:	Dairy RD over RTE 250 Bypass		
Locality Project Manager Contact info:	Najeeb Behnam	434-459-9763	<a href="mailto:behnamn@charlottesville.gov">behnamn@charlottesville.gov</a>
Department Project Coordinator Contact Info:	Gregg Allen	434-426-5575	<a href="mailto:Gregg.Allen@vdot.virginia.gov">Gregg.Allen@vdot.virginia.gov</a>

## Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$1,261,543	\$4,000	\$11,113,282	\$12,378,825
Estimated VDOT Project Expenses	\$90,000	\$1,000	\$150,000	\$241,000
Estimated Total Project Costs	\$1,351,543	\$5,000	\$11,263,282	\$12,619,825

## Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$1,351,543	SGR	0%	\$0	\$1,351,543	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
<b>Total PE</b>	\$1,351,543			\$0	\$1,351,543	\$1,261,543
Right of Way & Utilities	\$5,000	SGR	0%	\$0	\$5,000	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
<b>Total RW</b>	\$5,000			\$0	\$5,000	\$4,000
Construction	\$11,263,282	SGR	0%	\$0	\$11,263,282	
				\$0	\$0	
				\$0	\$0	
				\$0	\$0	
<b>Total CN</b>	\$11,263,282			\$0	\$11,263,282	\$11,113,282
<b>Total Estimated Cost</b>	\$12,619,825			\$0	\$12,619,825	\$12,378,825

## Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$12,619,825

## Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$12,378,825

## Project Financing

						Aggregate Allocations
SGR						
\$12,619,825						\$12,619,825

## Program and Project Specific Funding Requirements

- This Project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Urban Manual.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$12,619,825
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the Project be altered by the LOCALITY subsequent to Project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- Project estimate, schedule and commitment to funding are subject to the requirements established in the Commonwealth Transportation Board (CTB) Policy and Guidelines for Implementation of the State of Good Repair Prioritization Process, Code of Virginia, and VDOT's Instructional and Informational Memorandums.
- Projects receiving funding under this program must initiate the Preliminary Engineering or the Construction Phase within 24 months of award of funding or become subject to deallocation. In the event the Project is not advanced to the next phase of construction, the LOCALITY may be required, pursuant to § 33.2-214 of the Code of Virginia, to reimburse the Department for all state and federal funds expended on the Project.
- This Project has been selected through the State of Good Repair application and selection process and will remain in the SYIP as a funding priority. Pursuant to the Commonwealth Transportation Board State of Good Repair Program Prioritization Process Methodology, this Project will be re-scored and/or the funding decision re-evaluated if any of the following conditions apply: a change in the scope, an estimate increase, or a reduction in the locally/regionally leveraged funds. Applications may not be submitted in a subsequent annual State of Good Repair prioritization cycle for the same bridge structure to account for a cost increase on a previously selected Project.
- This Appendix A supersedes all previous versions signed by VDOT and the LOCALITY.

This attachment is certified and made an official attachment to this document by the parties to this agreement.

Samuel Sanders Jr

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Date: 2025.04.07 14:44:34 -04'00'

Authorized Locality Official

Date

Samuel Sanders, Jr

Typed or printed name of person signing

Banks Gregory uos15545

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uos15545  
Date: 2025.04.08 10:37:46 -04'00'

Authorized VDOT Official

Date

Gregory Banks

Typed or printed name of person signing

Revised: February 1, 2019

## Appendix A Revision 2

Date: 3/20/2025

Project Number: U000-104-298 UPC: 109480 CFDA # 20.205 Locality: City of Charlottesville

Project Location ZIP+4: 22902-5148	Locality UEI #: C6VFXLAFKEY1	Locality Address (incl ZIP+4): 610 East Market Street Charlottesville, VA 22902-5304
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## Project Narrative

Work Description:	#HB2.FY17 EAST HIGH STREETSCAPE IMPROVEMENTS - Project will add bike lanes, rebuild sidewalks, road diet portions of East High Street from Locust Avenue westwards to High Street and 9th Street from High Street to Market Street and then along Market Street to 8th St.	
From:	Intersection of east market street/7th street NE	
To:	East High Street/Locust Avenue	
Locality Project Manager Contact info:	Najeeb Behnam 434-459-9763	<a href="mailto:behnamn@charlottesville.gov">behnamn@charlottesville.gov</a>
Department Project Coordinator Contact Info:	Gregg Allen 434-426-5575	<a href="mailto:Gregg.Allen@vdot.virginia.gov">Gregg.Allen@vdot.virginia.gov</a>

## Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$1,429,383	\$551,680	\$15,875,508	\$17,856,571
Estimated VDOT Project Expenses	\$60,000	\$29,250	\$90,000	\$179,250
Estimated Total Project Costs	\$1,489,383	\$580,930	\$15,965,508	\$18,035,821

## Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$1,489,383	Smart Scale (HB2)	0%	\$0	\$1,489,383	
<b>Total PE</b>	\$1,489,383			\$0	\$1,489,383	\$0
Right of Way & Utilities	\$580,930	Smart Scale (HB2)	0%	\$0	\$580,930	
<b>Total RW</b>	\$580,930			\$0	\$580,930	\$551,680
Construction	\$11,374,523	Smart Scale (HB2)	0%	\$0	\$11,374,523	
	\$2,000,000	Revenue Sharing	50%	\$1,000,000	\$1,000,000	
	\$2,590,985	Local Funds	100%	\$2,590,985	\$0	
<b>Total CN</b>	\$15,965,508			\$3,590,985	\$12,374,523	\$12,284,523
<b>Total Estimated Cost</b>	\$18,035,821			\$3,590,985	\$14,444,836	\$12,836,203

## Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$14,444,836

## Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$12,836,203

## Project Financing

Smart Scale (HB2) DGP	Revenue Sharing State Match	Revenue Sharing Local Match	Local Funds		Aggregate Allocations
\$13,444,836	\$1,000,000	\$1,000,000	\$2,590,985		\$18,035,821

## Program and Project Specific Funding Requirements

- This Project shall be administered in accordance with VDOT's Locally Administered Projects Manual, Urban manual and Urban Construction Initiative Program Guide
- All local funds included on this appendix have been formally committed by the local government's board or council resolution subject to appropriation.
- This is limited funds project. The locality shall be responsible for any additional funding in excess of \$14,444,836 (if applicable)
- Project estimate, schedule, and commitment to funding are subject to the requirements established in the Commonwealth Transportation Board Policy and Guidelines for implementation of a project prioritization process code of Virginia and VDOT's instructional and information memorandums.
- This Project shall be initiated and at least a portion of the Project's programmed funds expended within one year of the budgeted year of allocation or funding may be subject to reprogramming to other Projects selected through the prioritization process. In the event the Project is not advanced to the next phase of construction when requested by the CTB, the LOCALITY or Metropolitan Planning Organization may be required, pursuant to § 33.2-214 of the Code of Virginia, to reimburse the DEPARTMENT for all state and federal funds expended on the Project.
- This Project has been selected through the Smart Scale (HB2) application and selection process and will remain in the SYIP as a funding priority unless certain conditions set forth in the CTB Policy and Guidelines for Implementation of a Project Prioritization Process arise. Pursuant to the CTB Policy and Guidelines for Implementation of a Project Prioritization Process and the SMART SCALE Reevaluation Guide, this Project will be re-scored and/or the funding decision re-evaluated if any of the following conditions apply: a change in the scope, an estimate increase, or a reduction in the locally/regionally leveraged funds. Applications may not be submitted in a subsequent SMART SCALE prioritization cycle to account for a cost increase on a previously selected Project.
- This Appendix A supersedes all previous versions signed by VDOT and the LOCALITY.

This attachment is certified and made an official attachment to this document by the parties to this agreement.

Samuel Sanders Jr  
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Date: 2025.03.24 17:19:12 -04'00'

Authorized Locality Official

Date

Banks Gregory  
uos15545

Authorized VDOT Official

Date

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Date: 2025.03.25 09:14:36 -04'00'

Revised: February 1, 2019



## Appendix A Revision 2

Date: 9/11/2023

Project Number: 0250-104-344

UPC: 113918

CFDA # 20.205

Locality: City of Charlottesville

Project Location ZIP+4: 22903-2228

Locality UEI #: C6VFXLAFKEY1

Locality Address (incl ZIP+4):  
610 East Market Street  
Charlottesville, VA 22902-5304

## Project Narrative

Work Description: PEDESTRIAN IMPROVEMENTS AT PRESTON AVE/HARRIS ST.

From: 0.06 MI EAST OF HARRIS STREET

To: 0.04 MI WEST OF HARRIS STREET

Locality Project Manager Contact Info: Steven Hicks 434-970-3395

hickss@charlottesville.gov

Department Project Coordinator Contact Info: Gregg Allen 434-426-5575

gregg.allen@vdot.virginia.gov

## Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$190,860	\$54,943	\$385,223	\$631,026
Estimated VDOT Project Expenses	\$10,500	\$5,000	\$10,000	\$25,500
Estimated Total Project Costs	\$201,360	\$59,943	\$395,223	\$656,526

## Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$201,360	HSIP	0%	\$0	\$201,360	
<b>Total PE</b>	\$201,360			\$0	\$201,360	\$190,860
Right of Way & Utilities	\$59,943	HSIP	0%	\$0	\$59,943	
<b>Total RW</b>	\$59,943			\$0	\$59,943	\$54,943
Construction	\$395,223	HSIP	0%	\$0	\$395,223	
<b>Total CN</b>	\$395,223			\$0	\$395,223	\$385,223
<b>Total Estimated Cost</b>	\$656,526			\$0	\$656,526	\$631,026

## Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$656,526

## Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$631,026

## Project Financing

HSIP						Aggregate Allocations
\$656,526						\$656,526

## Program and Project Specific Funding Requirements

- This Project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Urban Manual.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$656,526
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the Project be altered by the LOCALITY subsequent to Project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.
- This Project is funded with federal-aid Highway Safety Improvement Program (HSIP) funds. These funds must be obligated within 12 months of allocation and expended within 36 months of the obligation.
- This Appendix A supersedes all previous versions signed by VDOT and the LOCALITY.

This attachment is certified and made an official attachment to this document by the parties to this agreement.

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Sanders JrDigitally signed by  
Samuel Sanders Jr  
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10/16/2023

Authorized Locality Official

Date

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Gregory uos15545  
Date: 2023.10.16 16:18:13 -04'00'

10/16/2023

Authorized VDOT Official

Date

Revised: February 1, 2019

Expend: 29,119  
Balance: 627,407



## Appendix A Revision 1

Date: 9/11/2023

Project Number: 0250-104-342

UPC: 113916

CFDA # 20.205

Locality: City of Charlottesville

Project Location ZIP+4: 22903-2228

Locality UEI #: C6VFXLAFKEY1

Locality Address (incl ZIP+4):  
610 East Market Street  
Charlottesville, VA 22902-5304

## Project Narrative

Work Description: 10TH &amp; GRADY AVENUE BIKE PED

From: 0.04 EAST OF ROUTE 3423

To: 0.06 WEST OF ROUTE 3423

Locality Project Manager Contact info: Steven Hicks 434-970-3395

hickss@charlottesville.gov

Department Project Coordinator Contact Info: Gregg Allen 434-426-5575

gregg.allen@vdot.virginia.gov

## Project Estimates

	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost
Estimated Locality Project Expenses	\$175,718	\$42,741	\$583,776	\$802,235
Estimated VDOT Project Expenses	\$10,000	\$5,000	\$10,000	\$25,000
Estimated Total Project Costs	\$185,718	\$47,741	\$593,776	\$827,235

## Project Cost and Reimbursement

Phase	Estimated Project Costs	Funds type (Choose from drop down box)	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$185,718	HSIP	0%	\$0	\$185,718	
<b>Total PE</b>	\$185,718			\$0	\$185,718	\$175,718
Right of Way & Utilities	\$47,741	HSIP	0%	\$0	\$47,741	
<b>Total RW</b>	\$47,741			\$0	\$47,741	\$42,741
Construction	\$593,776	HSIP	0%	\$0	\$593,776	
<b>Total CN</b>	\$593,776			\$0	\$593,776	\$583,776
<b>Total Estimated Cost</b>	\$827,235			\$0	\$827,235	\$802,235

## Total Maximum Reimbursement by VDOT to Locality (Less Local Share)

\$827,235

## Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)

\$802,235

## Project Financing

HSIP					Aggregate Allocations
\$827,235					\$827,235

## Program and Project Specific Funding Requirements

- This Project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Urban Manual.
- This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$827,235
- Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.
- The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the Project be altered by the LOCALITY subsequent to Project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.
- This Project is funded with federal-aid Highway Safety Improvement Program (HSIP) funds. These funds must be obligated within 12 months of allocation and expended within 36 months of the obligation.
- This Appendix A supersedes all previous versions signed by VDOT and the LOCALITY.

This attachment is certified and made an official attachment to this document by the parties to this agreement.

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Samuel Sanders Jr  
Date: 2023.10.16  
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10/16/2023

Authorized Locality Official

Date

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Gregory uos15545  
Date: 2023.10.16 16:17:40 -04'00'

10/16/2023

Authorized VDOT Official

Date

Revised: February 1, 2019

Expense: 4,953

Balance: 822,282

Project Location ZIP+4: 22903-5249		Locality UEI #: C6VFXLAFKEY1		Locality Address (incl ZIP+4): 610 East Market Street Charlottesville, VA 22902-5304	
Project Narrative					
Work Description:	Washington park/Madison Avenue Bicycle Connector Trail				
From:	Preston Ave				
To:	Rose Hill Drive				
Locality Project Manager Contact info:		Chris Gensic 434-970-3656		<a href="mailto:gensic@charlottesville.org">gensic@charlottesville.org</a>	
Department Project Coordinator Contact Info:		Gregg Allen 434-426-5575		<a href="mailto:gregg.allen@vdot.virginia.gov">gregg.allen@vdot.virginia.gov</a>	

Project Estimates					
	Preliminary Engineering	Right of Way and Utilities	Construction	Total Estimated Cost	
Estimated Locality Project Expenses	\$5,000	\$0	\$443,250	\$448,250	
Estimated VDOT Project Expenses	\$20,000	\$0	\$25,000	\$45,000	
Estimated Total Project Costs	\$25,000	\$0	\$468,250	\$493,250	

Project Cost and Reimbursement						
Phase	Estimated Project Costs	Funds type <i>(Choose from drop down box)</i>	Local % Participation for Funds Type	Local Share Amount	Maximum Reimbursement (Estimated Cost - Local Share)	Estimated Reimbursement to Locality (Max. Reimbursement - Est. VDOT Expenses)
Preliminary Engineering	\$5,589	HSIP	0%	\$0	\$5,589	
	\$19,411	Local Funds	100%	\$19,411	\$0	
				\$0	\$0	
Total PE	\$25,000			\$19,411	\$5,589	-\$14,411
Right of Way & Utilities						
Total RW						\$0
Construction	\$468,250	HSIP	0%	\$0	\$468,250	
				\$0	\$0	
Total CN	\$468,250			\$0	\$468,250	\$443,250
Total Estimated Cost	\$493,250			\$19,411	\$473,839	\$428,839

Total Maximum Reimbursement by VDOT to Locality (Less Local Share)	\$473,839
Estimated Total Reimbursement by VDOT to Locality (Less Local Share and VDOT Expenses)	\$428,839

Project Financing						
HSIP	Local Funds					Aggregate Allocations
\$473,839	\$19,411					\$493,250

<b>Program and Project Specific Funding Requirements</b>
<ul style="list-style-type: none"><li>• This Project shall be administered in accordance with VDOT's Locally Administered Projects Manual and Urban Manual.</li><li>• This is a limited funds project. The LOCALITY shall be responsible for any additional funding in excess of \$473,839</li><li>• Reimbursement for eligible expenditures shall not exceed funds allocated each year by the Commonwealth Transportation Board in the Six Year Improvement Program.</li><li>• All local funds included on this appendix have been formally committed by the local government's board or council resolution subject to appropriation.</li><li>• This Project is funded with federal-aid Highway Safety Improvement Program (HSIP) funds. These funds must be obligated within 12 months of allocation and expended within 36 months of the obligation.</li><li>• The LOCALITY will continue to operate and maintain the facility as constructed. Should the design features of the Project be altered by the LOCALITY subsequent to Project completion without approval of the DEPARTMENT, the LOCALITY inherently agrees, by execution of this agreement, to make restitution, either physically or monetarily, as required by the DEPARTMENT.</li><li>• This Appendix A supersedes all previous versions signed by VDOT and the LOCALITY.</li></ul>

This attachment is certified and made an official attachment to this document by the parties to this agreement.

Authorized Locality Official

Date

Authorized VDOT Official

Date

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Public Hearing and Resolution to approve a Lease Amendment for property located at 100 5th Street NE to the Blue Ridge Area Coalition for the Homeless</b>
<b>Staff Contact(s):</b>	Brenda Kelley, Redevelopment Manager, John Hunt, Deputy City Attorney
<b>Presenter:</b>	<b>Brenda Kelley, Redevelopment Manager</b>
<b>Date of Proposed Action:</b>	June 16, 2025

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### Issue

The Blue Ridge Area Coalition for the Homeless ("BRACH") currently leases a portion of CitySpace from the City of Charlottesville, Virginia ("City"). Said Lease expires in August 2025. BRACH has requested that the Lease be renewed.

### Background / Rule

City Council approved a Standard Form Lease Agreement for Commercial Space within a City-Owned Building or Structure ("Original Lease") between the City and BRACH in August 2023, for approximately 366 square feet of space at a rent of \$1.00 per year, within CitySpace, located at 100 5<sup>th</sup> Street NE, Charlottesville, Virginia 22902.

Pursuant to Section 3 of the Original Lease, BRACH has the option to renew the Lease one (1) time, for one (1) year ("Renewal Term"). BRACH has requested to exercise a Renewal Term of the Original Lease.

### Analysis

BRACH is the HUD-designated coordinator of the Continuum of Care for the Charlottesville community, which includes the City and the five (5) surrounding Counties. BRACH supports system improvement and collaboration to ensure a secure safety net for the homeless and very poor. The Service Provider Council, a Committee of BRACH's Board of Directors, provides a forum in which providers share information and address concerns. BRACH currently has two (2) full-time Staff, with an additional open position. BRACH has been in existence since 1998 and its mission is to make homelessness rare, brief, and non-reoccurring. BRACH's strategy is to collaborate with service providers to alleviate homelessness.

Working with BRACH to assist with the administration of its services aligns with the City's Strategic Initiatives of "Partnerships" and "Housing."

Upon receiving BRACH's request for the Renewal Term to the Original Lease, City Staff considered the current and ongoing use of CitySpace. At this time, it is determined that renewing BRACH's Original Lease for the Renewal Term in CitySpace will have no negative impacts on the use of this City-owned property.

### Financial Impact

There is no anticipated financial impact.

### Recommendation

Following conducting the legally required Public Hearing, City Staff recommends that City Council adopt the attached Resolution approving the attached Lease Amendment.

**Recommended Motion (if Applicable)**

"I make a Motion to adopt the attached Resolution approving the attached Lease Amendment with BRACH."

**Attachments**

1. RESOLUTION BRACH lease renewal
2. BRACH lease renewal Aug2025 BRACHsigned



**RESOLUTION #R-\_\_-\_\_**

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**APPROVING A LEASE AMENDMENT FOR PROPERTY LOCATED AT 100 5<sup>TH</sup> STREET NE, TO THE BLUE RIDGE AREA COALITION FOR THE HOMELESS**

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**WHEREAS**, a Standard Form Lease Agreement for Commercial Space Within a City-Owned Building or Structure (“Original Lease”) by and between the City of Charlottesville, Virginia (“City”) and the Blue Ridge Area Coalition for the Homeless (“BRACH”), was entered into in August 2023; and

**WHEREAS**, per Section 3 of the Original Lease, BRACH requested to renew the Lease term for a one (1)-time, one (1) year term; and

**WHEREAS**, City Council of the City of Charlottesville, Virginia (“City Council”), following conducting the legally required Public Hearing per Virginia Code § 15.2-1800(B), has considered the terms of the proposed Lease renewal.

**NOW, THEREFORE, BE IT RESOLVED** by City Council that the Original Lease is hereby amended allowing BRACH a one (1) time, one (1) year Renewal Term, and the City Manager is hereby authorized to execute all necessary related documents on behalf of City Council.

Date Adopted:

Certified: \_\_\_\_\_  
Clerk of Council

**AMENDMENT OF STANDARD FORM LEASE AGREEMENT FOR  
COMMERCIAL SPACE WITHIN A CITY-OWNED BUILDING OR  
STRUCTURE**

This **AMENDMENT OF STANDARD FORM LEASE AGREEMENT FOR COMMERCIAL SPACE WITHIN A CITY-OWNED BUILDING OR STRUCTURE** ("Lease Amendment") is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the **CITY OF CHARLOTTESVILLE, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia ("Landlord"), and **BLUE RIDGE AREA COALITION FOR THE HOMELESS** ("Tenant"); (collectively, "Parties").

The undersigned Parties previously entered into a Lease Agreement, dated August 21, 2023 ("Original Lease"), by which the Landlord leased certain premises within the City-owned building or structure located at 100 5<sup>th</sup> Street NE, Charlottesville, Virginia, to the Tenant.

The Parties hereby mutually agree to amend the Original Lease per this Lease Amendment, as follows:

- The Original Lease, commencing August 21, 2023, expires on August 20, 2025. Per Section 3 of the Original Lease, Tenant requests to renew the Original Lease for a one (1)-time, one (1) year term ("Renewal Term").
- All other terms and conditions of the Original Lease shall apply and are unchanged.
- The Renewal Term shall commence on August 21, 2025, and shall expire at midnight on August 20, 2026.

The individual who signs this Lease Amendment on behalf of Tenant represents and warrants that (s)he has legal authority to bind Tenant to the terms of this Lease Amendment and the Original Lease.


**LANDLORD:           CITY OF CHARLOTTESVILLE, VIRGINIA**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Samuel Sanders, Jr.  
City Manager

**Approved as to Form:**

\_\_\_\_\_  
J. Vaden Hunt, Esq.  
Deputy City Attorney

**TENANT: BLUE RIDGE AREA COALITION FOR THE HOMELESS**

By:  Date: 5/12/25

Print Name: Anh Huynh

Title: Administrative Coordinator

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Public Hearing and Resolution to amend the City of Charlottesville, Virginia ("City"), CDBG and HOME Funding Awards for Program Year 2025-26, a Minor Amendment to the City's 1-Year Annual Action Plan, in the amounts of \$6,835.00 (CDBG) and \$2,859.47 (HOME) (1 of 2 readings)</b>
<b>Staff Contact(s):</b>	Anthony Warn, Grants Analyst, Taylor Harvey-Ryan, Grants Program Manager
<b>Presenter:</b>	<b>Anthony Warn, Grants Analyst</b>
<b>Date of Proposed Action:</b>	June 16, 2025

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### Issue

The City is an Entitlement Community participating in the Community Development Block Grants ("CDBG") and HOME Investment Partnerships Program(s) through the U.S. Department of Housing & Urban Development ("HUD"). Local approval by an elected, representative body is required by HUD for all HUD-funded activities, including amendments that are the result of HUD action.

### Background / Rule

On May 14, 2025, the City was notified by HUD of its formula allocations for the City's CDBG and HOME Programs. HUD's official 2025-26 CDBG allocation of \$445,452 represents a slight increase of \$6,835 (or +1.56%) over the previous 2024-25 allocation of \$438,617; thereby, providing the City with the opportunity to increase funding awards for some previously approved sub-recipient activities. Similarly, the 2025-26 allocation for the Thomas Jefferson Area HOME Consortium represents a positive increase of \$35,898.06 (or 5.51%) over the previous 2024-25 allocation of \$651,111.00.

Specifically, the City now has the opportunity to provide an additional \$4,442.75 in CDBG funds to support activities that fit within HUD's Public Services activities category, and an additional \$2,859.47 in HOME funds to support Piedmont Housing Alliance's ("PHA") 905 Rives Street affordable housing initiative.

### Analysis

#### CDBG:

HUD regulations limit funding for what it classifies as Public Services ("PS") activities to no more than 15% of the CDBG allocation for that Program year. The funding recommendations for PS activities that were approved by City Council on May 5, 2025, were estimated based on the City's 2024-25 CDBG allocation. As the amount allocated by HUD for CDBG in its May 14, 2025, Formula Award Notification Letter to the City was slightly higher than anticipated, the 15% now available to fund PS activities is slightly larger than the amount on which the initial funding recommendations were based. Given the value of PS activities to our community, especially for those who may be most in need of their benefits, it is advantageous for the City to increase its previously approved PS activity awards equally among the three (3) funded activities.

#### HOME:

Similarly, HUD's May 14 Notification Letter indicates the City can expect to receive a slightly higher HOME award than was anticipated, in the amount of \$85,876.13 (for an anticipated increase of



\$2,859.47). As the proposed cost for PHA's previously approved 905 Rives Street affordable housing Project is significantly higher than the HOME funds initially expected to be available, and given that the City was unable to fund PHA's initial request in full, these additional funds could help PHA close the funding gap for this Project; thereby, speeding up the delivery of these long-term affordable units.

### **Financial Impact**

As the funds proposed here are federal funds allocated to the City by HUD to support community-benefit activities, and, as such, do not draw from the City's General Fund, no adverse impacts to the City's Budget are anticipated. Rather, the use of these funds as recommended here will instead serve to address an important and pressing community need(s), while at the same time, supporting the City's eligibility for allocations of entitlement funds in future years.

### **Recommendation**

Based on the anticipated benefits for our community of the amended CDBG and HOME funding awards presented here today, specifically in that worthy community benefit groups will receive slightly higher awards, City Staff recommends City Council adopt the two (2) attached Resolutions, as well as the associated appropriation of funds within the CDBG and HOME funds needed to implement the proposed Program and related enhancements.

### **Recommended Motion (if Applicable)**

"I move that City Council adopt the attached Resolution amending the CDBG funding recommendations, in the amount of \$445,452.00, and to appropriate associated funds as needed to implement the proposal presented herein;"

and

"I move that City Council adopt the attached Resolution approving the amended HOME funding recommendation, in the amount of \$85,876.13, and to appropriate associated funds as needed to implement the proposal presented herein."

### **Attachments**

1. RES\_CDBG amendment \$445,452
2. RES\_HOME amendment \$85,876.13
3. FY25 CPD Formula Letter 20250514May14 Charlottesville, VA



**RESOLUTION #R-\_\_ - \_\_**  
**Appropriating Community Development Block Grant (“CDBG”) Funds Anticipated  
from the U.S. Department of Housing and Urban Development for Program Year 2025-  
26, in the Approximate Amount \$445,452 ~~438,617~~, Amended**

**WHEREAS** the City has been advised by the U.S. Department of Housing and Urban Development (“HUD”) that it is eligible to receive an anticipated Community Development Block Grant (“CDBG”) allocation for the 2025-26 program year, in the approximate amount of \$445,452 ~~438,617~~; and

**WHEREAS** City Council previously approved the CDBG program funding recommendations of the City’s CDBG/HOME Taskforce at a public hearing held on May 5, 2025 (#R-25-039);

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Charlottesville, Virginia, that upon receipt of anticipated CDBG funding from the U.S. Department of Housing and Urban Development, said funds are hereby amended and appropriated to the following individual expenditure accounts in the Community Development Block Grant 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:

**Economic Development Activities**

<i>Fund</i>	<i>SAP Order #</i>	<i>Funding Recommendation</i>	<i>Award</i>
218	1900593	CIC Entrepreneur Programs	\$25,000.00
218	1900594	LVCA Beginning Workforce Development	\$50,000.00
<i>Subtotal, Economic Development:</i>			<i>\$75,000.00</i>

**Public Facilities & Infrastructure Enhancements**

<i>Fund</i>	<i>SAP Order #</i>	<i>Funding Recommendation</i>	<i>Award</i>
218	1900595	Arc of the Piedmont Shower Replacement at Shamrock Group Home	\$20,500.00
<i>Subtotal, Public Facilities &amp; Infrastructure:</i>			<i>\$20,500.00</i>

**Affordable Housing Activities**

<i>Fund</i>	<i>SAP Order #</i>	<i>Funding Recommendation</i>	<i>Award</i>
218	1900592	AHIP Charlottesville Critical Home Rehabs	\$140,000.00
<i>Subtotal, Affordable Housing:</i>			<i>\$140,000.00</i>

**Public Services Activities**

<i>Fund</i>	<i>SAP Order #</i>	<i>Funding Recommendation</i>	<i>Revised Award</i>
218	1900596	PHA Financial Opportunity Center (FOC) Credit Club	\$21,683.75 <del>21,342.00</del>
218	1900597	PHAR Resident-Involved Redevelopment	\$22,960.30 <del>22,618.55</del>
218	1900598	The Haven Coordination of Community Service Providers	\$22,173.75 <del>21,832.00</del>
<i>Subtotal, Public Services:</i>			<i>\$66,817.80 <del>65,792.55</del></i>

**Programmatic Funds**

<i>Fund</i>	<i>SAP Cost Center</i>	<i>Funding Recommendation</i>	<i>Revised Appropriation</i>
218	3914001000	CDBG Planning & Admin	\$89,090.40 <del>87,723.40</del>
218	3914001000	Council Strategic Development Fund	\$54,043.80 <del>49,601.05</del>

*Subtotal, Programmatic:*    \$143,134.20 ~~137,324.45~~

**Total PY25 Funding Recommendations: \$445,452.00 ~~438,617.00~~**

In the event that funding received from the U.S. Department of Housing and Urban Development 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 this appropriation is conditioned upon the receipt of not less than \$445,452.00 ~~438,617~~ in CDBG funds from the U.S. Department of Housing and Urban Development for program year 2025-26, and all subrecipient awards are also conditioned upon receipt of such funds.

**BE IT FURTHER RESOLVED** that any unspent funds available after the approved activity is completed and closed out with HUD will hereby be returned to the unallocated lump sum account within Fund 218 to be reallocated to suitable new activities by Council at a later date.

**FINALLY, BE IT FURTHER RESOLVED** that the funding award appropriated within this resolution will be provided as a grant to a private non-profit, charitable organization ("subrecipient") and shall be utilized by the subrecipient solely for the purpose(s) stated within their approved Scope of Work. The City Manager is hereby authorized to enter into a funding agreement with the subrecipient named herein as deemed advisable to ensure that all grant funds are expended for their intended purposes and in accordance with applicable federal and state laws and regulations.

Date Adopted:

Certified: \_\_\_\_\_  
Clerk of Council



**RESOLUTION #R-\_\_ - \_\_**

**Approving HOME Investment Partnership Program Activity with Funds Anticipated from the U.S. Department of Housing and Urban Development for Program Year 2025-26, in the Approximate Amount of \$85,876.13 ~~83,016.66~~, Amended**

**WHEREAS** the City of Charlottesville ("City") has been advised by the U.S. Department of Housing and Urban Development ("HUD") that the region served by the Thomas Jefferson HOME Consortium ("TJHC") is eligible to receive a HOME Investment Partnerships program ("HOME") allocation for the 2025-26 program year, in the approximate amount of \$687,009.06 ~~651,111~~, of which the City anticipates receipt of approximately \$85,876.13 ~~83,016.66~~ to support local affordable housing ("AH") initiatives; and

**WHEREAS** City Council previously approved the HOME program funding recommendations of the City's CDBG/HOME Taskforce at a public hearing held on May 5, 2025 (#R-25-040); and

**WHEREAS** the City of Charlottesville had in prior years appropriated local funds from the CAHF to meet HUD's 25% local match funds requirement on behalf of the members of the Thomas Jefferson HOME Consortium, the City will now certify with HUD certain CAHF-funded projects in the current program year to meet the local match funds requirement, as established through the 2025 Cooperation Agreement established between Charlottesville & Thomas Jefferson Planning District Commission ("TJPDC"), thereby significantly reducing the administrative burden on staff from both parties;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Charlottesville, Virginia, that upon receipt of this anticipated HOME funding from the U.S. Department of Housing and Urban Development, that the following HOME-funded affordable housing activity is approved:

<i>PY</i>	<i>Subrecipient</i>	<i>Funded Activity</i>	<i>Revised Award</i>
<b>PY25</b>	<b>Piedmont Housing Alliance</b>	<b>905 Rives St. Townhomes AH</b>	<b>\$85,876.13 <del>83,016.66</del></b>

**BE IT FURTHER RESOLVED** that this appropriation of subrecipient award funds is conditioned upon the receipt by the City of not less than \$85,876.13 ~~83,016.66~~ in HOME funds as the city's local share of HOME funds received by the Thomas Jefferson Area HOME Consortium from the U.S. Department of Housing and Urban Development for Program Year 2025-26.

If funding received from the U.S. Department of Housing and Urban Development for Program Year 2025-26 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 funding award may be increased above their initial funding request without further consideration by Council.

**FINALLY, BE IT FURTHER RESOLVED** that the funding award appropriated within this resolution will be provided as a grant to a private non-profit, charitable organization

("subrecipient") and shall be utilized by the subrecipient solely for the purpose(s) stated within their approved agreement, as approved by TJPDC staff in accordance with the 2024 Charlottesville/TJPDC Cooperation Agreement. The City Manager is hereby authorized to enter into a funding agreement with the subrecipient named herein as deemed advisable to ensure that all grant funds are expended for their intended purposes and in accordance with applicable federal and state laws and regulations.

Date Adopted:

Certified: \_\_\_\_\_  
Clerk of Council



OFFICE OF COMMUNITY PLANNING  
AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

May 14, 2025

The Honorable Juandiego Wade  
Mayor of Charlottesville  
PO Box 911  
Charlottesville, VA 22902

Dear Mayor Wade,

Secretary Scott Turner is committed to improving housing opportunities, reducing regulations to lower housing cost, and expanding housing supply for hardworking Americans. The nationwide shortage of rental and owner-occupied properties and the current rate of construction has not kept pace with the demand. This lack of adequate housing supply leads to higher prices for renters and homebuyers alike, forcing some into homelessness and preventing countless Americans from becoming homeowners. Across the country, partnerships between public and private sectors are providing millions of Americans an opportunity to get ahead. HUD is determined to continue its collaboration with you so programs are responsibly utilized and can spark additional leveraging and partnerships to address the nation's housing crisis.

As authorized by the Consolidated Appropriations Act (Public Law 119-4) on March 15, 2025, I am honored and excited to announce that your jurisdiction is receiving the following Fiscal Year 2025 allocations for the identified programs:

Community Development Block Grant (CDBG) - \$445,452.00

HOME Investment Partnerships (HOME) - \$687,009.06

Emergency Solutions Grants (ESG) - \$0.00

Housing Opportunities for Persons W/ HIV/AIDS (HOPWA) - \$0.00

Housing Trust Fund (HTF) - \$0.00

Recovery Housing Program (RHP) - \$0.00

In addition, your jurisdiction's CDBG allocation for this year provides you with \$2,227,260.00 in available Section 108 loan guarantee borrowing authority. Section 108 permits you to borrow up to five times of your current CDBG allocation. This loan allows jurisdictions to maximize access to low-interest capital, and provide long-term financing to invest in Opportunity Zones, or further address gap financing for big projects that you envision for your community.

As you are finalizing your Annual Action Plans or Consolidated Plans that are due for submission to our office by August 16, 2025, please be reminded that it is important to align with executive orders and applicable laws. If you or any member of your staff have questions, please do not hesitate to contact your local HUD Field Office in Richmond or [CPDGDAS@hud.gov](mailto:CPDGDAS@hud.gov).

Thank you for your interest in CPD programs and for ensuring that these dollars are responsibly achieving outcomes as intended by law. When people have a safe and stable place to call home, they can focus on contributing to the economy and be productive members of their respective communities.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Fernandez", with a stylized, flowing script.

Claudette Fernandez  
General Deputy Assistant Secretary  
for Community Planning and Development

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution to allocate \$8,690,000 of Capital Improvement Program (CIP) Contingency Funds (2nd reading)</b>
<b>Staff Contact(s):</b>	Samuel Sanders, Jr., City Manager, Krisy Hammill, Director of Budget
<b>Presenter:</b>	<b>Samuel Sanders, Jr., City Manager</b>
<b>Date of Proposed Action:</b>	June 16, 2025

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### Issue

The City Manager is requesting an appropriation of funds from the Capital Improvement Program (CIP) Contingency Fund to address a series of community interventions and to allocate funds to comply with financial budget guidelines.

### Background / Rule

Per the City's financial fund balance policy, year-end surpluses from the City's General Fund are transferred to the CIP Contingency Fund where they accumulate until appropriated by City Council for expenditure.

### Analysis

\$25.1 million was added to the City's CIP Contingency Fund balance at the close of FY 24. The addition was the result of the City's \$22.4 million surplus and \$2.7 million was added per the gainsharing agreement with the school board. The City's CIP Contingency Fund currently has an unallocated balance of \$30.1 million including the funds added at the end of FY 24 and funds which have accumulated from prior years. City Council must approve any expenditures from the CIP contingency fund.

At the May 19, 2025 meeting of City Council, the City Manager made a presentation to Council requesting an allocation of \$5.4 million funds from the CIP contingency to be used for community interventions, which were detailed as part of the presentation. In addition to these items, two additional community intervention items have been added as well as a few items to ensure compliance with budgetary guidelines and financial policy. This resolution seeks to allocate \$12,035,000 of the CIP contingency fund as itemized in Exhibit 1.

### Financial Impact

No new funding is being requested. This resolution is requesting an allocation of previously appropriated funds in the CIP Contingency account.

### Recommendation

Staff recommends approval of the resolution.

### Recommended Motion (if Applicable)

"I make a Motion to adopt the attached Resolution to allocate \$8,960,000 of Capital Improvement Program (CIP) Contingency Funds as recommended by the City Manager."

### Attachments

1. CIP Contingency Allocation - June 2025 REVISED



2. Community Interventions 2.0
3. CIP Contingency Account History as of May 27, 2025



**RESOLUTION #R-\_\_ - \_\_**  
**Resolution to Allocate \$8,690,000 from the Capital Improvement Program  
Contingency Fund**

**WHEREAS** per the City of Charlottesville's financial policy, year-end surpluses from the City's General Fund are transferred to the CIP contingency Fund where they accumulate until appropriated by the City Council for expenditure; and

**WHEREAS** the City Manager has made a recommendation and request to allocate a portion of the contingency funds to address several community intervention items as well as a few items to ensure compliance with budgetary guidelines and financial policy; and

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$8,690,000 is hereby allocated from currently appropriated funds in the CIP Contingency Fund for the following:

<u>Description</u>	<u>Amount</u>
<b><u>Community Interventions</u></b>	
Mall Long-term Restroom Solution	280,000
Street Outreach - 2 Year Pilot	425,000
Emergency Management	
<i>Community Shelter Generator - Key Recreation</i>	100,000
Clean Team - 2 Year Pilot	1,200,000
Infrastructure Investments	
<i>Urgent Infrastructure - 34 Projects to be completed by December 2025</i>	\$ 500,000
<i>Bus Shelter Infrastructure - 12 shelters (5 City, 7 County - 3 County Developer Funded)</i>	250,000
<i>Parks and Recreation Infrastructure - Meadowcreek Trail, Downtown Mall Improvements</i>	1,100,000
	<u>1,850,000</u>
<b>Total Community Interventions</b>	<b>\$ 3,855,000</b>
<b><u>Budgetary Guideline/Policy Compliance</u></b>	
Health Care Fund Reserve Replenishment	\$ 3,500,000
Retirement - offset for impact of Teamsters contract	1,100,000
City Attorney - Legal Fees	175,000
Human Services - to cover loss in FY24	60,000
<b>Total Budgetary Guideline/Policy Compliance</b>	<b>\$ 4,835,000</b>
<b>Total CIP Contingency Allocation - Batch #1</b>	<b><u>\$ 8,690,000</u></b>

Date Adopted:

Certified: \_\_\_\_\_  
Clerk of Council



# Community Interventions

*SETTING A NEW STANDARD  
&  
MANAGING EXPECTATIONS*

**May 19, 2025**

# Surplus Preview

- **Community Safety**
- **Homeless Intervention**
- **Quality of Life**







**Council's Vision:  
To be a place where everyone thrives.**

*Charlottesville*



# COMMUNITY SAFETY





# Infrastructure Investments

## Urgent Infrastructure

\$500,000

- 34 Projects
- Completed by December 2025

## Bus Shelter Infrastructure \$250,000

- 5 City locations
- 7 County locations
- 3 County developers funded

## Parks & Recreation Infrastructure

\$1,100,000

- Meadowcreek Trail
  - Trade w/ARP funds recaptured
  - Additional due to cost increases
- Downtown Mall Improvements

## Emergency Management

### Community Shelter

\$100,000

- Year-Round Generator

### Meridian Barriers

\$600,000

- City-owned set of barricades
- Tested during Tom Tom

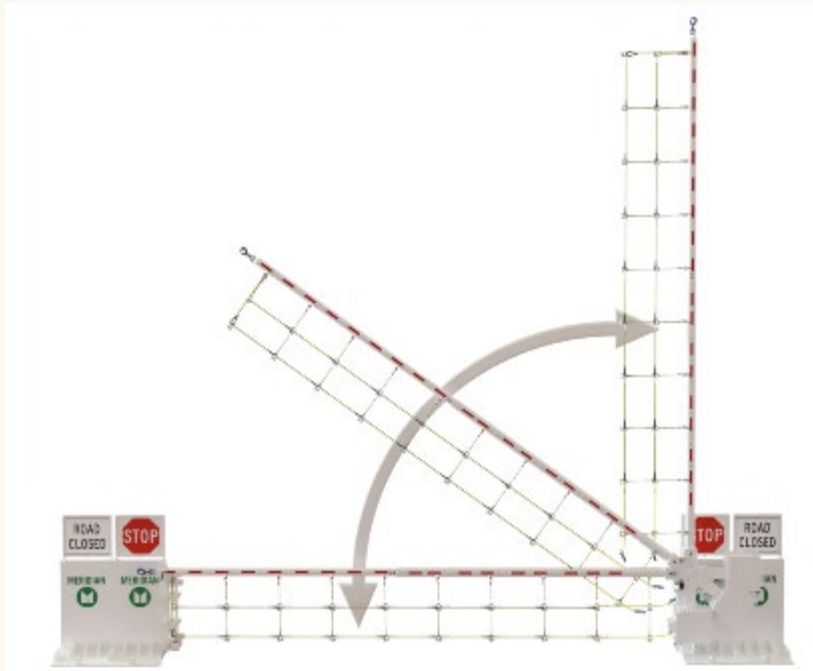
### Drones (2)

\$75,000

- Fire Department Resource







### Users Today:

- Federal Government
- Many US Cities
- International Cities
- Rose Parade/Rose Bowl
- New Orleans
- Highway Work Zones

## Mobile Vehicle Barrier System



# HOMELESS INTERVENTION



# Street Outreach

2YR Pilot: 2 workers w/program resources = \$425,000

## PRIORITY NEEDS

- City understanding of issues facing constant contact
- Gap analysis of service delivery and community needs
- Expand city engagement in community planning
- Deploy already funded Homeless Services Coordinator
  - Lead outreach efforts
  - Engage directly in COC
  - Elevate community needs for city resource consideration



Purchase + Shipping + Setup + Service Connections = \$375,000

### Conceptual Pitch

- Acquire 3 units
- Consider temporary placement
- Engage wraparound support
- Limit use to hard to place unhoused



# QUALITY OF LIFE









# Downtown Mall

- Dedicated Mall Manager
- Long-Term Restroom Solution
- Clean Team Demonstration
- Lighting Improvements

## Accessibility

- ANCHOR Software (Julota)
- CART Translation Services (ADA)
- BlueDAG Tracking Software (ADA)





## Preview to Surplus Item

- \$235,000 Mall Lighting Improvements
- \$260,000 Mall Manager
- \$280,000 Long Term Restroom Solution
- \$425,000 Street Outreach 2YR Pilot
- \$375,000 Temporary Shelter Demonstration
- \$775,000 Emergency Management
- \$1,200,000 Clean Team 2YR Pilot
- \$1,850,000 Infrastructure Investments

**\$5.4M Total**

\$2,800,000 FY23 Surplus Held as Backup to ARP Allocations

\$2,600,000 Gainsharing from Charlottesville City Schools

**\$5,400,000 TOTAL UNBUDGETED RESOURCES AVAILABLE**

# Source of Funding

# Questions

*Charlottesville*

### **Capital Projects Contingency Account History - CP-080**

Carry-Forward Balance from FY05	661,327.67
New Money FY06 CIP Budget	801,002.00
Transfer to P-00203 - Downtown Rec Center	(2,000.00)
Transfer to P-00171 - Mall Replacement Design	(49,000.00)
Transfer to P-00197 - Courts Study	(921,655.00) per City Council Agenda 1/17/06
Transfer from P-00010 - MSPG Chiller	125.22
Transfer from P-00120 - Central Fire Station	674.83
Ending Balance - 6/30/06	490,474.72
New Money FY07 CIP Budget	819,520.00
Transfer to P-00119 - Fire Stations/Equipment	(75,000.00)
Transfer to P-00383 - Council Chamber ADA	(8,500.00)
Transfer from P-00010 - MSPG Chiller	422.70
Transfer to SH-001 - Schools Projects 06-07	(75,000.00)
Transfer to P-00420 - Public Building Space	(20,000.00)
Transfer From General Fund FY06 Surplus	7,807,686.00
Ending Balance - 6/30/07	8,939,603.42
New Money FY08 CIP Budget	1,108,149.00
Transfer from General Fund FY07 Surplus	7,035,772.00
Transfer to Schools to fund add'l Technology Request	(761,200.00) per Council designation of FY07 Fund Balance Surplus
Transfer to P-00432 - Mobile Video Cameras	(195,760.00) per Council designation of FY06 Fund Balance Surplus
Transfer to P-00236 -Mobile Data Computers	(622,700.00) per Council designation of FY06 Fund Balance Surplus
Transfer to P-00434 - Defibrillators	(160,000.00) per Council designation of FY06 Fund Balance Surplus
Transfer to P-00435 - Mobile Data Terminal	(30,000.00) per Council designation of FY06 Fund Balance Surplus
Transfer to P-00349 - Fire Station Headquarters Expansion	(1,500,000.00) per Council designation of FY06 Fund Balance Surplus
Transfer to P-00431 - Crow/Smith Repairs	(500,000.00) per Council designation of FY06 Fund Balance Surplus
Transfer to P-00439 - CAHIP	(1,500,000.00) per Council designation of FY06 Fund Balance Surplus
Transfer to P-00167 - Strategic Investment	(1,500,000.00) per Council designation of FY06 Fund Balance Surplus
Transfer to Sidewalks/Trails	(500,000.00) per Council designation of FY06 Fund Balance Surplus
Transfer to P-00440 - Stormwater Improvement	(50,000.00) per Council designation of FY06 Fund Balance Surplus
Transfer to DR-002 - Water Resources	(750,000.00) per Council designation of FY07 Fund Balance Surplus
Transfer from P-00420 - Public Building Space	9,901.50
EMS Operations - transfer back to GF	(551,747.00) per Council Designation of FY06 Fund Balance Surplus
Transfer to P-00351 - Court Square Initiative	(456,563.97)
Ending Balance - 6/30/08	8,015,454.95
New Money FY09 CIP Budget	1,509,110.00
Smith Pool Replacement	(5,000,000.00) per Council Designation of FY07 Fund Balance Surplus
CAHIP	(500,000.00) per Council Designation of FY07 Fund Balance Surplus
Transfer to P-00508 - Pedestrian Safety Improvements	(300,000.00) per Appropriation 9/2/02
OAR - Community Correction Supplement - GF xfer reduction	(8,548.00) per Appropriation 9/15/08
Transfer to P-00509 - Voter Machines	(48,500.00) per Appropriation 9/15/02
Transfer to P-00216 - Hillsdale Drive Connector	(38,921.00)
Transfer to P-520 Home Energy Conservation Grant	(125,000.00) per Resolution 1/20/09
Transfer to P-231 - IT Infrastructure	(592,000.00)
	38,921.00
Transfer to P-00435 - Mobile Data Terminals - Fire	(79,000.00)
Ending Balance - 6/30/09	2,871,516.95
New Money FY10 CIP Budget	571,152.00
Transfer to P-00566 - New Voting Machines	(65,000.00)
Transfer to P-00233 - CityLink Recurring	(141,000.00)
Transfer to P-00575 - Apprenticeship Program	(50,000.00)
FY09 GF Surplus	1,711,786.00
Transfer to P-000583 - Fleet Fuel Force	(1,000.00)
Transfer to Washington Park Pool	(200,000.00)
Transfer to P-00589 - Snow Costs	(1,024,512.00)
Repayment from IT for Infrastructure Transfer in FY09	592,000.00
Transfer to SS-007 - Street Paving	(1,000,000.00)
Ending Balance - 6/30/10	3,264,942.95



New Money FY11 CIP Budget	200,000.00
Repayment from IT for CityLink Transfer in FY10	141,000.00
FY10 GF Surplus	2,056,226.00
Transfer to P-00336 West Main Street Improvements	(350,000.00)
<b>Ending Balance per SAP - 6/30/11</b>	<b>5,312,168.95</b>
New Money FY12 CIP Budget	807,355.00
FY12 CIP Budget	(2,000,000.00)
Transfer to Transit P-00334 - Hybrid Bus Purchase	(256,194.00)
Transfer to P-00666 and P-00664 - GIS Web Viewer and Real Estate Assessment Software	(249,232.00)
Transfer to P-00684-01 - Ivy/Emmett Project	(50,000.00)
FY11 GF Surplus	1,708,072.00
Transfer to P-00695 - CRHA RFP's	(650,000.00)
LEAP - Energy Efficiency and Renewables Loan Program Grant	(500,000.00)
<b>Ending Balance - 6/30/12</b>	<b>4,122,169.95</b>
New Money FY13 CIP Budget	71,707.00
New Money FY13 CIP Budget - CRHA Reimbursement	650,000.00
FY13 CIP use of funds from contingency	(1,800,000.00)
Transfer to P-00158 - Onesty Pool per 7/16/12 Resolution	(100,000.00)
FY12 GF Surplus	3,070,703.00
Transfer to Schools for Science Labs per 1/22/13 Resolution	(3,000,000.00)
ECC Appropriation - 5/6/13	(520,298.00)
Emmett and Hydraulic Signal Coordination Appropriation - 6/17/13	(450,000.00)
<b>Ending Balance - 6/30/13</b>	<b>2,044,281.95</b>
New Money FY14 CIP Budget	0.00
Emmett and Hydraulic Intersection Improvements Appropriation - 9/3/13	(250,000.00)
Hillsdale Drive Phase II Appropriation - 10/21/13	(300,000.00)
FY13 GF Surplus	1,648,723.00
Elliot Avenue Streetscape Appropriation - 12/2/13	(43,400.00)
Landmark Escrow	111,006.39
Landmark Escrow	(8,500.00)
Sale of Land - Edward Lowry	5,800.00
Context Sensitive Street Design - 2/3/14 Appropriation	(50,000.00)
Landmark Appropriation - 4/7/14	(102,506.39)
Nelson/Northwood/2nd Street Intersection at McIntire Road - 4/7/14 Council Agenda	(90,000.00)
Cash Flow loan to TJPDC Appropriation - 4/21/14	(300,000.00)
P&R Office Relocation - 6/2/14 appropriation	(40,000.00)
Johnson School and Cherry Hill Drainage - 6/16/14 resolution	(30,000.00)
Hope Community Center Property Purchase - 6/16/14 resolution	(595,000.00)
Hope Community Center Property Purchase - title search fees	(1,613.77)
<b>Ending Balance per SAP - 6/30/14</b>	<b>1,998,791.18</b>
Adopted FY15 CIP - use of FY13 fund balance surplus funds	(1,000,000.00)
708 Page Street Appropriation - 7/7/14 Agenda	(259,400.95)
McIntire/Harris Roundabout Study - 10/6/14 Resolution	(44,836.00)
Firing Range Resolution - 11/3/14 Agenda	(351,225.00)
TJPDC - repayment of loan - 12/15/14 Agenda	300,000.00
General District Court Resolution - 12/15/14 Agenda	(7,435.00)
FY14 GF Surplus	972,595.00
Light Survey for Downtown and University Avenue - 12/15/14 Agenda	(97,366.50)
Sale of Land Cherry Avenue and Ridge Street - 12/15/14 Agenda	312,782.04
OLR - return of funds - 2/2/15 Agenda	850,000.00
Affordable Housing/Tonsler Park Resolution - 2/17/15	(312,782.04)
Smith Aquatic Project - 6/15/15	(150,000.00)
<b>Ending Balance per SAP - 06/30/15</b>	<b>2,211,122.73</b>
FY15 YE Appropriation - Cherry Ave Land Sale to be used for Affordable Housing	312,782.00
610 Ridge Street Blight Remediation Appropriation - 9/21/15	(125,000.00)
FY15 GF Surplus	2,282,540.00
Parking Operations Fund Resolution - 6/20/16	(500,000.00)
<b>Ending Balance per SAP - 06/30/16</b>	<b>4,181,444.73</b>

Police MDC Appropriation - September 6, 2016	(173,272.00)	
FY16 YE Appropriation	3,918,223.00	
801-805 East Market Street Property Purchase Expenses	(2,856,718.01)	
Comp Plan Appropriation	(100,000.00)	
<b>Ending Balance per SAP - 06/30/17</b>	<b>4,969,677.72</b>	
SIA Form Based Code Appropriation - 7/17/17	(228,000.00)	
Mobile Date Computers for CARS Appropriation - 8/21/17	(60,000.00)	
CAHF Resolution for AHIP and Habitat for Humanity - 10/16/17	(645,656.00)	
FY17 YE Appropriation	4,726,726.00	
CHS Track Appropriation - 2/5/18	(325,000.00)	
Downtown Mall Pedestrian Safety Improvements Appropriation - 5/21/18	(100,000.00)	
CRHA Internet Service Infrastructure Appropriation - 6/4/18	(150,000.00)	
<b>Ending Balance per SAP - 06/30/18</b>	<b>8,187,747.72</b>	-
<i>FY19 CIP Budget</i>	<i>(2,200,000.00)</i>	
Circuit Court Renovations Appropriation - 7/2/18	(582,000.00)	
Charlottesville Parking Center - WSPG Settlement	(528,180.00)	
FY18 YE Appropriation	3,201,082.00	
Comprehensive Plan Completion and Long Range Planning Appropriation - 2/4/19	(690,000.00)	
Smith Recreation Center Appropriation - 3/18/19	(300,000.00)	
Hartman's Mill Road Property - January 2019	(270,000.00)	
<b>Ending Balance per SAP - 6/30/19</b>	<b>6,818,649.72</b>	
Housing Redevelopment -FY20 CIP Budget	(3,201,082.00)	
Hartman's Mill Road Property Purchase - remaining expenses	(911.75)	
Covenant School Sidewalk - 6/18/18 Appropriation	(375,000.00)	
East Market Land Purchase - December 2, 2019	(1,280,000.00)	
FY2019 Year-End Surplus	500,000.00	
Asset Management System Appropriation - March16,2020 (partial)	(100,000.00)	
<b>Ending Balance per SAP - 6/30/20</b>	<b>2,361,655.97</b>	-
Asset Management System Appropriation - March 16, 2020 (remaining balance)	(422,218.00)	
FY 2020 Year-End Appropriation - December 21,2020	3,909,846.00	
CARS MOU Contingency Transfer - 2/4/21	(91,064.00)	
<b>Ending Balance per SAP - 6/30/21 -</b>	<b>5,758,219.97</b>	
Statue Removal Appropriation July 7, 2021 Appropriation	(1,000,000.00)	
FY 2021 Year-End Appropriation - January 5, 2022	6,674,971.00	
<b>Available balance - 06/30/2022</b>	<b>11,433,190.97</b>	
New Funds - FY 23 Budget	1,974,467.00	
Fuel Tank Project Transfer - November 7	(700,000.00)	
FY 22 YE Appropriation	6,662,547.30	
FY 22 School Gainsharing Funds	1,042,414.50	
CAT Radio Appropriation - February 21, 2023	(237,000.00)	
<b>Available balance - 06/30/23</b>	<b>20,175,619.77</b>	
FY 2024 CIP Allocation	(8,327,150.00)	
City Hall Water Leak Appropriation - July 17	(1,500,000.00)	
0 East High Appropriation - November 6	(6,000,000.00)	
Virginia Supportive Housing/Premier Circule Appropriation - January 16	(750,000.00)	Not spent yet - 7/12/24
IT Data Center HVAC Repalcement Appropriation - January 2, 2024	(88,976.00)	
FY23 Year-End Appropriation - February 5, 2024	15,820,931.00	
Rugby Trail Appropriation - April 15, 2024	(65,059.50)	
Hydraulic Road Trail - May 6, 2024	(40,000.00)	
Retirement Fund Contribution - June 17, 2024	(9,064,654.00)	
<b>Available balance - 6/30/24</b>	<b>10,160,711.27</b>	
Water Street Parking Garage Land Lease Renewal - July 15,2024 Appropriation	(1,400,000.00)	
Carlton Mobile Home Park - October 21,2024 Appropriation	(244,000.00)	
Fontaine Apron Repair - December 16, 2024 Appropriation	(200,000.00)	
FY24 Year-End Appropriation - February 18, 2025	22,386,718.77	
FY24 Schools Gainsharing - YE Appropriaion - February 18, 2025	2,666,746.00	
<b>Available balance - 5/27/25</b>	<b>33,370,176.04</b>	
Allocated per 5-year CIP		
FY 25 CIP	(584,816.00)	
FY 26 CIP	-	
FY 27 CIP	(1,964,486.00)	
FY 28 CIP	-	
FY 29 CIP	(716,749.00)	
Reserved for Obligated ARP as of December 31, 2024	(2,808,507.66)	
City Manager Release of ARP Reserve	2,808,507.66	
CIP Allocation - June 2, 2025 Resolution	(12,035,000.00)	
<b>Remaining Unallocated Balance</b>	<b>18,069,125.04</b>	

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution approving Albemarle Charlottesville Regional Jail ("ACRJ") Renovation Plan of Finance for the ACRJ Authority's Issuance of 2025 Bonds and the 2025 Grant Anticipation Note ("GAN")</b>
<b>Staff Contact(s):</b>	Ashley Marshall, Deputy City Manager
<b>Presenter:</b>	<b>Col. Martin Kumer</b>
<b>Date of Proposed Action:</b>	June 16, 2025

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### Issue

City Council is considering local approval/authorization of the ACRJ Authority's participation in the 2025 Summer Pool for the 2025 Bonds and 2025 GAN.

### Background / Rule

Historical information on the jail renovation process can be found on ACJR's public-facing website at: <https://www.acrj.org/renovationproject>.

According to the attached Resolution, the ACRJ Authority Board and Davenport & Company ("Davenport") are seeking approval for the second part of the Two (2)-Part Plan of Finance: Permanent Financing/GAN. The Two (2)-Part Plan of Finance was designed to minimize the insurance of debt and related interest costs, until the ACRJ Authority had received bids for construction and a firm Project cost was known. Part 1 consisted of Interim Financing, which provided only what was necessary to cover preliminary design and engineering costs, so the Project could be bid on. Part 2 consists of Permanent Financing. The Permanent Financing is undertaken to fully fund the Project Costs above the Commonwealth of Virginia's ("Commonwealth") reimbursement amount, and permanently finance the Interim Financing. The GAN is undertaken to fully fund the Project costs in an amount equal to the Commonwealth's anticipated reimbursement.

The City would be responsible for 39.54% of the total debt service, equaling \$736,152 in FY 26, \$989,091 in FY 27 and FY 28, and roughly \$1,040,000 annually from FY 29- 53, for a total of \$28,714,462 using current data provided on page 11 of the attached Presentation. However, the annual debt service per jurisdiction will fluctuate based on the five (5)-year census average, similar to how the ACRJ Authority's Operating Budget Shares are determined. The City's share will be approved annually by City Council as part of the City's General Fund budget. The City would not be taking on any debt itself for this Project.

### Analysis

#### **HISTORICAL TIMELINE:**

- In January 2020, the ACRJ Authority Board approved a Facility Conditions Assessment ("FCA") to formally address maintenance, repair, and replacement issues with the original 1974 Facility.
- In January 2021, the Board found that the FCA findings warranted a Comprehensive Plan to be developed to address all the Jail's needs, and further determined to seek reimbursement from the Commonwealth for 25% of the costs identified with such concerns that it would conduct a Community-Based Corrections Plan ("CBCP"), which Mosley Architects completed in July 2021. The ACRJ Authority presented the CBCP to City Council in October 2021.



- On September 6, 2022, City Council approved a Resolution seeking Commonwealth support for 25% reimbursement of eligible costs associated with planned renovations at the ACRJ. In December 2022, the Resolution was accepted into the Governor's Proposed Budget.
- On January 17, 2023, Davenport and ACRJ representatives came before City Council and the community to discuss the Two (2)-Part Proposed Plan of finance. One (1) Section of that Plan focuses on the Commonwealth's capacity to provide a 25% reimbursement of eligible costs for significant capital projects to regional jails. The Commonwealth's Board of Local and Regional Jails approved the ACRJ Authority's request, supported by City Council and all other Member jurisdictions' governing bodies, for the 25% reimbursement. The ACRJ Authority's Board was notified in September 2023, that the General Assembly approved the 25% reimbursement request.

### **RENOVATION FINANCING REQUEST:**

- On September 1, 2023, the ACRJ issued a Request for Proposal ("RFP") for Architecture and Engineering services ("A&E"). The RFP can be found on the ACRJ's website at: [https://www.acrj.org/files/ugd/68aaef\\_b839c8e7f9e948b4820ce46b447937a6.pdf](https://www.acrj.org/files/ugd/68aaef_b839c8e7f9e948b4820ce46b447937a6.pdf)
- In December 2023, the ACRJ Authority closed on Interim Financing.

Davenport and ACRJ return to City Council tonight to provide an update on the Two (2)-Part Plan of Finance proposed undertaking, which, if approved, will be processed in Summer 2025. The 2025 Permanent Financing will total \$36.9 million, and the 2025 GAN will total \$12.1 million, for a \$49 million split between all three (3) jurisdictions. Albemarle County, Virginia, will be responsible for \$32,055,042, and Nelson County, Virginia, will be responsible for \$11,851,796 of the Project total. A timetable for the 2025 Bonds and 2025 GAN is presented on pages 9-10 of the attached Presentation.

### **Financial Impact**

As displayed on page 8 of the attached Presentation, the City would be responsible for 39.54% of the total debt service for a total of \$736,152 in FY2026, \$989,091 in FY 27 and FY 28, and roughly \$1,040,000 annually from FY 29- 53, for a total of \$28,714,462 using current data provided on page 11 of the attached Presentation. As the ACRJ Authority will be issuing the debt, this fiscal impact will be to the City's General Fund only.

### **Recommendation**

City Staff and the City's Bond Counsel recommend City Council adopt the attached Resolution authorizing the ACRJ Authority to issue Jail Facility Bond and a Jail Facility GAN.

### **Recommended Motion (if Applicable)**

"I make a Motion adopting the attached, presented Resolution authorizing the execution and delivery of a Support Agreement(s) with the ACJR Authority for the issuance of its Jail Facility Revenue Bond and a Jail Facility GAN."

### **Attachments**

1. Final - Plan of Finance (Charlottesville Presentation) - ACRJ Permanent Financing & GAN
2. RES\_June 2025 Charlottesville Resolution Approving VRA and GAN for ACRJ Renovations
3. DRAFT Charlottesville Support Agreement - GAN
4. DRAFT Charlottesville Support Agreement - VRA

Presentation to City of Charlottesville City Council

# Albemarle-Charlottesville Regional Jail Authority: Jail Renovation Project – Plan of Finance Update



June 2, 2025

# Background

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- Davenport & Company (“Davenport”), in our capacity as Financial Advisor to the Albemarle-Charlottesville Regional Jail Authority (the “Authority”), is providing an update to the Two-Part Plan of Finance.
  
- The presentation herein will cover the following topics:
  - Overview of the Jail Funding Process;
  - Review of the Two-Part Plan of Finance;
  - Recommended Funding Approach for the Permanent Financing and Grant Anticipation Note (GAN);
  - A Timetable for the Permanent Financing and GAN; and,
  - The Projected Budgetary/Cashflow Impact to each Member Jurisdiction.



# Jail Funding Process

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- In the Commonwealth of Virginia, regional jails are eligible for a 25% reimbursement of eligible costs for major capital projects.
- After the Authority decided to undertake the project (i.e. the proposed Renovation Project), it was required to undertake a Community Based Corrections Plan and Planning Study in order to develop a cost estimate for reimbursement consideration by the Board of Local and Regional Jails.
- Following approval by the Board of Local and Regional Jails, the request for the 25% reimbursement was forwarded to the General Assembly for approval and inclusion in the Governor's Budget.
  - After approval, the 25% reimbursement was set aside by the Commonwealth and will be made available once the project is complete and a formal request is made by the Authority.
  - A reimbursement of project costs in an amount of \$11,689,250 was included in the Governor's Budget in spring of 2023.
- The Two-Part Plan of Finance is typically undertaken after the Commonwealth's approval of the 25% reimbursement.





# Two-Part Plan of Finance

The Two-Part Plan of Finance is designed to minimize the incurrence of debt and related interest costs until the Authority has received bids for construction and a firm project cost is known.

## Part 1: Interim Financing (2023 BAN)



- The Interim Financing provides only what is necessary to complete preliminary design and engineering costs so the project can be bid.

## Part 2: Permanent Financing/Grant Anticipation Note

- After bids are received and Total Project Costs are known, the Permanent Financing is undertaken to fully fund the Project Costs that are above the Commonwealth reimbursement amount, and permanently finance the interim financing.
- Simultaneously, a Grant Anticipation Note (“GAN”) is undertaken to fund Project Costs in an amount equal to the Commonwealth’s anticipated reimbursement.
  - The GAN would be paid off prior to maturity with funds provided by the Commonwealth’s reimbursement once the project is complete.



# Part 1: Interim Financing – 2023 BAN

- The Authority [closed](#) on the Interim Financing (the “2023 BAN”) in [December of 2023](#).
- The Interim Financing (“2023 BAN”) was structured as a drawdown loan to provide up to \$4.5 million of funding for pre-development costs (architectural, engineering, and other related costs) in order to prepare the Authority for bidding the project.

Borrowing	Amount	Planning Interest Rate	Actual Interest Rate	Term
2023 BAN	Up to \$4.5 million	4.50%	<a href="#">4.49%</a>	18 Months

- The 2023 BAN will be [repaid by the Permanent Financing](#) in Part 2 of the Plan of Finance in the [Summer of 2025](#).



## Part 2: Permanent Financing/GAN – Overview

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- Part 2 of the Plan of Finance consists of the simultaneous undertaking of **two** separate financings (the “2025 Financings”) in the Summer of 2025:
  1. **Grant Anticipation Note** (2025 GAN) – Interim Financing undertaken in an amount equal to the anticipated State Reimbursement.
    - Note: The anticipated reimbursement consists of 25% of the eligible project costs (\$11,689,250), as well as interest costs related to the Commonwealth’s portion between the midpoint of construction and construction completion.
  2. **Permanent Bonds** (2025 Bonds) – Permanent Financing undertaken to fund remaining project costs and permanently finance the 2023 BAN.
- The 2025 GAN will be repaid prior to maturity with grant monies received from the Commonwealth following the completion of construction.
- The 2025 Bonds will be repaid via contributions from the Member Jurisdictions.



# Recommended Financing Approach

## 2025 Permanent Financing (\$36.9 Million)



Direct Bank Loan via RFP	Public Market Issuance – Authority Stand Alone	Public Market Issuance – Virginia Resources Authority
<p>Authority controls schedule and could be completed in 30 to 45 days.</p> <p>Less upfront cost of issuance (“COI”) expense than Public Market Issuance.</p> <p>The size of the issuance could prohibit participation by smaller banks.</p> <p>Unlikely to receive a fixed rate for term lengths longer than 20 years.</p> <p>Typically includes more flexible prepayment terms compared to an issuance in the public market.</p>	<p>The Authority would need to pursue a bond rating(s).</p> <p>Authority controls schedule and could be closed in 45 to 60 days.</p> <p>Can lock in fixed rates for 20 to 30 years.</p> <p>Public Market Rates are very attractive right now and investor participation is strong.</p> <p>10-year call provision.</p> <p>Upfront COI slightly higher than VRA.</p>	<p><b>While VRA controls the schedule, the Summer Pool is expected to close in August, which aligns with the beginning of construction.</b></p> <p>Will lock in fixed rates for up to 30 years.</p> <p><b>Pool Program Rating avg. of “AA+”. No standalone bond rating required, as each member has at least 1.50x debt service coverage on state-aid debt.</b></p> <p>Public Market Rates are very attractive right now and investor participation is strong.</p> <p>Upfront COI lower than Stand-Alone.</p> <p>VRA charges ongoing admin fee semi-annually based upon 0.125% of the outstanding par amount.</p> <p>10-year call provision.</p> <p>VRA could impose Reserve Requirements and may require one or more members to enter into a support agreement.</p>

# Recommended Financing Approach

## 2025 GAN (\$12.1 Million)



### Direct Bank Loan via RFP (Authority Standalone)

Does not require a stand alone credit rating.

Authority controls schedule and could be completed in 30 to 45 days.

Less upfront COI expense

Size of the GAN is more favorable to smaller or mid-sized banks.

Typically includes more flexible prepayment terms compared to an issuance in the public market.

### Direct Bank Loan via RFP (VRA as Conduit Issuer)

VRA offers a program in which it serves as the conduit issuer on a direct bank loan transaction. This would add the state aid enhancement to the security package, which may result in better terms for the Authority.

Does not require a stand alone credit rating.

Authority controls schedule and could be completed in 30 to 45 days.

Slightly higher upfront COI due to VRA's involvement.

Size of the GAN is more favorable to smaller or mid-sized banks.

Typically includes more flexible prepayment terms compared to an issuance in the public market.

# Key Assumptions – 2025 Permanent Financing & GAN



- Approximate amounts for the 2025 Permanent Financing and 2025 GAN are provided in the table below:

Borrowing	Project Costs Borrowed	Planning Interest Rate	Term
2025 GAN	\$12.1 million <sup>(1)</sup>	5.00%	3 Years (Note: May change depending upon the construction timeline)
2025 Bonds	\$36.9 million <sup>(2)</sup>	Current Public Market Tax-Exempt Rates as of April 30, 2025 + 0.50% <sup>(3)</sup> (Est. TIC: 4.97%)	28 Years (3 years interest only; 25 years level debt service)
<u>Total</u>	\$49 million		

- The allocation of debt service to member jurisdictions is based upon the inmate day calculation for FY 2026<sup>(4)</sup>:

Albemarle	44.14%
Charlottesville	39.54%
Nelson	16.32%

(1) GAN Size based upon Commonwealth reimbursement of project costs (\$11.6 million) plus estimated reimbursable interest costs calculated using the interest rate/timing assumptions noted above. Project funding allocation between the GAN and Permanent financing is preliminary and subject to change.

(2) Amount includes permanent financing of 2023 BAN. Assumes full \$4.5 million is taken out.

(3) Preliminary, subject to change.

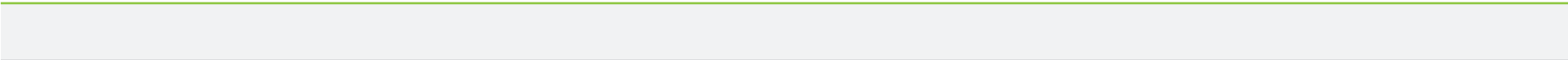
(4) Provided by Authority Staff.

# Timetable – 2025 Bonds & 2025 GAN



Task	Date
Davenport presents Plan of Finance for the 2025 Bonds and 2025 GAN	March 13, 2025
Davenport & Sands Anderson work with Authority to prepare VRA Application for Summer Pool.	April 2025
VRA Application Deadline for Summer Pool	May 1, 2025
Construction bids received by Authority.	May 30, 2025
Plan of Finance presented to Member Jurisdictions; Members consider providing authorization for participation in Summer Pool and approval of Not-To-Exceed parameters for 2025 GAN.	June 2 – June 10, 2025
ACRJ holds De-Scoping Meeting with Apparent Low Bidder	June 11, 2025
Authority Board awards construction contract and considers authorization to participate in VRA 2025 Summer Pool.	June 12, 2025
Tentative VRA Local Approval Deadline	By June 13, 2025

# Timetable – 2025 Bonds & 2025 GAN (cont.)



RFP Responses due to Davenport for 2025 GAN.	July 2, 2025
Davenport presents results of 2025 GAN RFP process to Authority Board; Board approves recommended bank proposal.	July 10, 2025
Davenport calculates GAN final sizing amount ahead of VRA bond sale.	July 15, 2025
VRA Bond Sale	Week of July 21, 2025
Close on 2025 GAN	Week of July 21, 2025
Close on 2025 Bonds	Week of August 4, 2025

# Projected Debt Service & Budgetary/Cashflow Impact



Aggregate Projected Debt Service and Budgetary/Cashflow Impact to Member Jurisdictions							
Fiscal Year	Projected 2025 GAN D.S.	Projected 2025 Bonds D.S.	Projected Total Member Jurisdiction D.S.	Charlottesville D.S. Allocation	Nelson D.S. Allocation	Albemarle D.S. Allocation	
2026	\$ 471,208	\$ 1,390,583	\$ 1,861,791	\$ 736,152	\$ 303,844	\$ 821,794	GAN & Permanent Financing Interest Only Period
2027	612,400	1,889,094	2,501,494	989,091	408,244	1,104,159	
2028	612,400	1,889,094	2,501,494	989,091	408,244	1,104,159	
2029	-	2,629,619	2,629,619	1,039,751	429,154	1,160,714	Long-Term Full Principal & Interest Payments
2030	-	2,629,644	2,629,644	1,039,761	429,158	1,160,725	
2031	-	2,632,491	2,632,491	1,040,887	429,622	1,161,981	
2032	-	2,633,031	2,633,031	1,041,101	429,711	1,162,220	
2033	-	2,631,266	2,631,266	1,040,402	429,423	1,161,441	
2034	-	2,632,066	2,632,066	1,040,719	429,553	1,161,794	
2035	-	2,630,303	2,630,303	1,040,022	429,265	1,161,016	
2036	-	2,630,850	2,630,850	1,040,238	429,355	1,161,257	
2037	-	2,628,578	2,628,578	1,039,340	428,984	1,160,254	
2038	-	2,628,359	2,628,359	1,039,253	428,948	1,160,158	
2039	-	2,629,938	2,629,938	1,039,877	429,206	1,160,854	
2040	-	2,628,184	2,628,184	1,039,184	428,920	1,160,081	
2041	-	2,627,972	2,627,972	1,039,100	428,885	1,159,987	
2042	-	2,631,819	2,631,819	1,040,621	429,513	1,161,685	
2043	-	2,628,888	2,628,888	1,039,462	429,034	1,160,391	
2044	-	2,631,375	2,631,375	1,040,446	429,440	1,161,489	
2045	-	2,628,894	2,628,894	1,039,465	429,035	1,160,394	
2046	-	2,631,144	2,631,144	1,040,354	429,403	1,161,387	
2047	-	2,628,894	2,628,894	1,039,465	429,035	1,160,394	
2048	-	2,631,894	2,631,894	1,040,651	429,525	1,161,718	
2049	-	2,629,894	2,629,894	1,039,860	429,199	1,160,835	
2050	-	2,631,269	2,631,269	1,040,404	429,423	1,161,442	
2051	-	2,630,572	2,630,572	1,040,128	429,309	1,161,134	
2052	-	2,628,853	2,628,853	1,039,449	429,029	1,160,376	
2053	-	2,630,728	2,630,728	1,040,190	429,335	1,161,203	
<b>Total</b>	<b>\$ 1,696,008</b>	<b>\$ 70,925,292</b>	<b>\$ 72,621,300</b>	<b>\$ 28,714,462</b>	<b>\$ 11,851,796</b>	<b>\$ 32,055,042</b>	

Note: Debt service estimates are based upon current market tax-exempt rates as of April 30, 2025 + 0.50%. Preliminary, subject to change. Projected 2025 Bonds debt service includes VRA admin fee. Member Jurisdiction allocations are based on FY 2026 information provided by Authority Staff and are subject to change based upon future jail population (i.e. inmate days). Does not take into account potential interest earnings on the project fund.



# Appendix



# Projected Aggregate Sources & Uses



## 2025 GAN / 2025 Bonds

	2025 GAN	2025 Bonds	Total
<b>Sources</b>			
Par Amount	\$ 12,248,000	\$ 37,355,000	\$ 49,603,000
Premium	-	542,919	542,919
<b>Total Sources</b>	<b>\$ 12,248,000</b>	<b>\$ 37,897,919</b>	<b>\$ 50,145,919</b>
<b>Uses</b>			
Project Fund	\$ 12,148,000	\$ 32,701,620	\$ 44,849,620
2023 BAN Takeout	-	4,500,000	4,500,000
Estimated VRA Costs of Issuance	TBD	206,775	206,775
Estimated Local Costs of Issuance	100,000	300,000	400,000
Estimated Underwriter's Discount	-	186,775	186,775
Add. Proceeds	-	2,749	2,749
<b>Total Uses</b>	<b>\$ 12,248,000</b>	<b>\$ 37,897,919</b>	<b>\$ 50,145,919</b>

Note: Preliminary, subject to change. Actual results may vary from these estimates. All issuance cost figures are estimates. VRA issuance costs represent the Authority's allocation of issuance costs for the Summer Pool and will depend upon the size of the Summer Pool. Estimated Local Cost of Issuance represents costs for the Authority's financial advisor, bond counsel, lender's counsel (GAN only), and contingency amounts. Assumes that the Authority draws the full \$4.5 million on the 2023 BAN prior to takeout.



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Version 01/01/2025 AA/SG/RK/CR



## RESOLUTION #R-\_\_-\_\_

### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CHARLOTTESVILLE, VIRGINIA, APPROVING THE EXECUTION AND DELIVERY OF A SUPPORT AGREEMENT OR AGREEMENTS WITH THE ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY FOR THE ISSUANCE BY SUCH AUTHORITY OF ITS JAIL FACILITY REVENUE BOND AND JAIL FACILITY GRANT REVENUE ANTICIPATION NOTES**

**WHEREAS**, the Albemarle-Charlottesville Regional Jail Authority (**the “Authority”**) is a public instrumentality of the Commonwealth of Virginia created pursuant to Article 3.1, Chapter 3, Title 53.1, Code of Virginia of 1950, as amended (**the “Act”**) by resolutions duly adopted by the governing bodies of the County of Nelson, Virginia ( **“Nelson County”**), the County of Albemarle, Virginia (**“Albemarle County”**) and the City of Charlottesville, Virginia (**the “City,” collectively, the “Member Jurisdictions”**) for the purpose of renovating the regional jail (**the “Regional Jail”**) to be operated on behalf of the Member Jurisdictions by the Authority;

**WHEREAS**, the Authority and the Member Jurisdictions have entered into an Amended and Restated Service Agreement, dated June 9, 2022 (**the “Service Agreement”**), in which the Authority has agreed to, design, construct, renovate and equip the Regional Jail and obtain financing therefor;

**WHEREAS**, the Authority desires to issue its jail facility revenue bond in an estimated maximum aggregate principal amount of \$41,000,000 (**the “Local Bond”**) the proceeds of which, together with other available funds, are expected to be sufficient to finance and refinance the costs of the renovation and equipping of the Regional Jail (**the “Project”**);

**WHEREAS**, the Authority’s financial advisor, Davenport & Company LLC (**the “Financial Advisor”**) has advised the Authority that the Virginia Resources Authority (**“VRA”**), a public body corporate and political subdivision of the Commonwealth of Virginia, is willing to finance a portion of the Project at favorable rates to the Authority;

**WHEREAS**, VRA has indicated its willingness to purchase such Local Bond from a portion of the proceeds of its Series 2025B VRA Bonds (**as more particularly defined in the below-defined Local Bond Sale and Financing Agreement, the “VRA Bonds”**) and to provide a portion of the proceeds thereof to the Authority to finance a portion of the Project and pay certain costs of issuance of the Local Bond, in accordance with the terms of a Local Bond Sale and Financing Agreement to be dated as of a date to be specified by VRA, between VRA and the Authority (**the “Local Bond Sale and Financing Agreement”**);

**WHEREAS**, the Authority is expecting to receive a grant from the Commonwealth of Virginia (**the “Commonwealth Grant”**) as reimbursement of a portion of the “eligible costs” of the Project following completion of the Project;

**WHEREAS**, the Authority desires to issue its jail facility grant revenue anticipation note in an estimated maximum aggregate principal amount of \$12,500,000 (**the “Note”**) to be sold to a purchaser to be selected by the Authority, the proceeds of which, together with proceeds from the sale of the Local Bond are expected to be sufficient to finance a portion of the construction and renovation of the Project;

**WHEREAS**, VRA has indicated that its agreement to purchase the Local Bond will be conditioned upon each of the Member Jurisdictions undertaking non-binding obligations to appropriate from time to time moneys to the Authority in connection with payments due on the Local Bond and a similar agreement to purchase the Note by the purchaser thereof will require a similar non-binding obligation to appropriate;

**WHEREAS**, City Council (**the “City Council”**) of the City has previously indicated its support of the financing of the Project and hereby desires to approve the issuance of the Local Bond by the Authority and to enter into such a Support Agreement evidencing such obligation (**the “Bond Support Agreement”**), the form of which has been submitted to this meeting and the issuance of the Note by the Authority and a support agreement, if required in such Note transaction (**the “Note Support Agreement”**), the form of which has been submitted to this meeting.

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

1. The City hereby approves the issuance of the Local Bond and the Note as required under the Service Agreement. It is determined to be in the best interests of the City and its citizens for City Council to enter into the Bond Support Agreement regarding the Local Bond and a Note Support Agreement regarding the Note. The forms of the Bond Support Agreement and Note Support Agreement submitted to this meeting are hereby approved.
2. It is acknowledged that (i) VRA would not purchase the Local Bond without the security and credit enhancement provided by the Bond Support Agreement, (ii) VRA will be a third party beneficiary of the Service Agreement, and (iii) VRA is treating the Bond Support Agreement as a "local obligation" within the meaning of Section 62.1-199 of the Code of Virginia of 1950, as amended, including amendments thereto taking effect as of July 1, 2011 (**the “Virginia Code”**), which in the event of a nonpayment thereunder authorizes VRA or the trustee for VRA's bonds to file an affidavit with the Governor that such nonpayment has occurred pursuant to Section 62.1-216.1 of the Virginia Code. In purchasing the Local Bond, VRA is further relying on Section 62.1-216.1 of the Virginia Code, providing that if the Governor is satisfied that such nonpayment has occurred, the Governor will immediately make an order directing the Comptroller to withhold all further payment to the County of all funds, or of any part of them, appropriated and payable by the Commonwealth of Virginia to the County for any and all purposes, and the Governor will, while the nonpayment continues, direct in writing the payment of all sums withheld by the Comptroller, or as much of them as is necessary, to VRA, so as to cure, or cure insofar as possible, such nonpayment.
3. In consideration of the Authority's undertakings with respect to the financing plans of the Project, the Mayor or Vice-Mayor of the City, either of whom may act, is hereby authorized and directed to execute and deliver the Bond Support Agreement and the Note Support Agreement. The Bond Support Agreement and the Note Support Agreement shall be in substantially the forms presented to this meeting, which are each hereby approved, with such completions, omissions, insertions or changes not inconsistent with this resolution as may be approved by the Mayor or Vice-Mayor of the City, in their sole discretion, the execution thereof by the Mayor or Vice-Mayor of the City to constitute conclusive evidence of his or her approval of such completions, omissions, insertions or changes.
4. The City Manager is hereby authorized and directed to carry out the obligations imposed by the Bond Support Agreement and the Note Support Agreement on the City Manager, and to take all proper steps on behalf of the City as may be required, in accordance with the plan of financing set forth above.
5. Nothing contained herein or in the Bond Support Agreement or the Note Support Agreement is or shall be deemed to be a lending of the credit of the County to the Authority, VRA or to any holder of the Local Bond or the Note or to any other person, and nothing herein contained is or shall be

deemed to be a pledge of the faith and credit or the taxing power of the City, nor shall anything contained herein or in the Bond Support Agreement or the Note Support Agreement legally bind or obligate City Council to appropriate funds for purposes described in the Bond Support Agreement or the Note Support Agreement.

6. All actions previously taken by officials, representatives or agents of the City in furtherance of the plan of financing and issuance of the Local Bond and the Note are hereby ratified and approved.
7. This resolution shall take effect immediately.

Date Adopted:

Certified: \_\_\_\_\_  
Clerk of Council

**SUPPORT AGREEMENT  
ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY  
AND CITY OF CHARLOTTESVILLE**

**(GRANT REVENUE ANTICIPATION NOTE)**

**THIS SUPPORT AGREEMENT (this “Support Agreement”)** is made as of June 1, 2025, among the **CITY COUNCIL OF THE CITY OF CHARLOTTESVILLE, VIRGINIA (the “Council”)**, acting as the governing body of the City of Charlottesville, Virginia (**the “City”**), **ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY (the “Jail Authority”)**, and **[LENDER] (the “Lender”)**, as purchaser of the Note, as hereinafter defined, pursuant to a Note Purchase and Financing Agreement dated as of the date hereof (**the “Note Purchase Agreement”**), among the Lender and the Jail Authority.

**RECITALS:**

**WHEREAS**, the Jail Authority is a regional jail authority pursuant to Section 53.1-95.2 et seq of the Code of Virginia, as amended, and a public instrumentality of the Commonwealth of Virginia established by resolutions duly adopted by the governing bodies of the County of Albemarle, Virginia (**“Albemarle County”**), the County of Nelson, Virginia (**“Nelson County”**) and the City (**collectively, the “Member Jurisdictions”**) for the purpose of developing a regional jail (**the “Facility”**) to be operated on behalf of the Member Jurisdictions by the Jail Authority;

**WHEREAS**, the Jail Authority has determined that it is in its best interest to issue and sell its Jail Facility Grant Revenue Anticipation Note, Series 2025 in an original aggregate principal amount of \$12,500,000 (**the “Note”**) to the Lender pursuant to the terms of the Note Purchase Agreement;

**WHEREAS**, the Lender requires each Member Jurisdiction, as a condition to the purchase by the Lender of the Note, to enter into a Support Agreement; and

**WHEREAS**, in connection with the issuance by the Jail Authority and the purchase by the Lender of the Note, the City Council of the City (**“City Council”**) adopted on \_\_\_\_\_, 2025, a resolution authorizing, among other things, the execution and delivery of an agreement providing for a non-binding obligation of City Council to consider certain appropriations in support of the Note.

**AGREEMENT**

**NOW, THEREFORE**, for and in consideration of the foregoing and of the mutual covenants herein set forth, the parties hereto agree as follows:

1. Unless otherwise defined, each capitalized term used in this Support Agreement shall have the meaning given it in the Note Purchase Agreement.



2. The Jail Authority shall use its best efforts to issue the Note and to use the proceeds thereof to pay a portion of the costs of the Facility.

3. No later than February 15 of each year, beginning February 15, 2026, the Jail Authority shall notify City Council of the amount **(the “Annual Deficiency Amount”)** by which the Jail Authority reasonably expects the Net Revenues (as defined in the Note Purchase Agreement) to be insufficient to pay (i) the debt service obligations under the Note Purchase Agreement and the Note and the Bond, (ii) operation and maintenance expenses of the Authority, and (iii) any other payments due and owing by the Jail Authority under the Note Purchase Agreement in full as and when due during the City’s fiscal year beginning the following July 1.

4. The City Manager of the City **(the “City Manager”)** shall include the Annual Deficiency Amount in his budget submitted to City Council for the following fiscal year as an amount to be appropriated to or on behalf of the Jail Authority. The City Manager shall deliver to the Lender within ten days after the adoption of the City’s budget for each fiscal year, but not later than July 15 of each year, a certificate stating whether City Council has appropriated to or on behalf of the Jail Authority an amount equal to the Annual Deficiency Amount.

5. If at any time Revenues shall be insufficient to make any of the payments referred to in paragraph 3 hereof, the Jail Authority shall notify the City Manager of the amount of such insufficiency and the City Manager shall request a supplemental appropriation from City Council in the amount necessary to make such payment.

6. The City Manager shall present each request for appropriation pursuant to paragraph 5 above to City Council, and City Council shall consider such request at City Council’s next regularly scheduled meeting at which it is possible to satisfy any applicable notification requirement. Promptly after such meeting, the City Manager shall notify the Lender as to whether the amount so requested was appropriated. If City Council shall fail to make any such appropriation, the City Manager shall add the amount of such requested appropriation to the Annual Deficiency Amount reported to the City by the City Manager for the City’s next fiscal year.

7. City Council hereby undertakes a non-binding obligation to appropriate such amounts as may be requested from time to time pursuant to paragraphs 4 and 5 above, to the fullest degree and in such manner as is consistent with the Constitution and laws of the Commonwealth of Virginia. City Council, while recognizing that it is not empowered to make any binding commitment to make such appropriations in future fiscal years, hereby states its intent to make such appropriations in future fiscal years, and hereby recommends that future City Councils do likewise.

8. Nothing herein contained is or shall be deemed to be a lending of the credit of the City to the Jail Authority, the Lender or to any holder of the Note or to any other person, and nothing herein contained is or shall be deemed to be a pledge of the faith and credit or the taxing power of the City, nor shall anything herein contained legally bind or obligate City Council to appropriate funds for the purposes described herein.

9. Any notices or requests required to be given hereunder shall be deemed given if sent by registered or certified mail, postage prepaid, addressed (i) if to the City, to P.O. Box 911, Charlottesville, VA 22902 Attention: City Manager, (ii) if to the Jail Authority, to 160 Peregrine Lane, Charlottesville, VA 22902, Attention: Superintendent, and (iii) if to the Lender, to [Lender] \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, Attention: \_\_\_\_\_. Any party may designate any other address for notices or requests by giving notice.

10. It is the intent of the parties hereto that this Support Agreement shall be governed by the laws of the Commonwealth of Virginia.

11. This Support Agreement shall remain in full force and effect until the Note and all other amounts payable by Jail Authority under the Note Purchase Agreement have been paid in full.

12. This Support Agreement may be executed in any number of counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

[REMAINDER OF PAGE LEFT BLANK; SIGNATURE PAGE FOLLOWS]

**IN WITNESS WHEREOF**, the parties hereto have each caused this Support Agreement to be executed in their respective names as of the date first above written.

**CITY COUNCIL OF THE CITY  
CHARLOTTESVILLE, VIRGINIA**

By: \_\_\_\_\_  
Chairman

**ALBEMARLE-CHARLOTTESVILLE  
REGIONAL JAIL AUTHORITY**

By: \_\_\_\_\_  
Chairman

**[LENDER]**

By: \_\_\_\_\_

Its: \_\_\_\_\_

**SUPPORT AGREEMENT  
ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY  
AND CITY OF CHARLOTTESVILLE**

**(VRA FINANCING)**

This **SUPPORT AGREEMENT** is made as of June \_\_, 2025, between the **CITY COUNCIL OF THE CITY OF CHARLOTTESVILLE, VIRGINIA** (“**City Council**”), acting as the governing body of the City of Charlottesville, Virginia (**the “City”**), **ALBEMARLE-CHARLOTTESVILLE REGIONAL JAIL AUTHORITY** (“**ACRJA**”), and the **VIRGINIA RESOURCES AUTHORITY** (“**VRA**”), as purchaser of the Local Bond, as hereinafter defined, pursuant to a Financing Agreement, as hereinafter defined.

**RECITALS**

**WHEREAS**, ACRJA is a regional jail authority pursuant to Section 53.1-95.2 et seq of the Code of Virginia, as amended, and a public instrumentality of the Commonwealth of Virginia established by resolutions duly adopted by the governing bodies of the County of Albemarle, Virginia (“**Albemarle County**”), the County of Nelson, Virginia (“**Nelson County**”) and the City (**collectively, the “Member Jurisdictions”**) for the purpose of developing a regional jail (**the “Facility”**) to be operated on behalf of the Member Jurisdictions by the Jail Authority; and

**WHEREAS**, ACRJA has determined that it is in its best interest to issue and sell its Revenue Bond, Series 2025, in the original principal amount of \$41,000,000 (**the “Local Bond”**) to VRA pursuant to the terms of a Local Bond Sale and Financing Agreement dated as of June \_\_, 2025 (**the “Financing Agreement”**), between ACRJA and VRA to finance and refinance the costs of the renovation and equipping of the Facility together with associated financing costs of issuance (**collectively, the “Project”**); and

**WHEREAS**, City Council adopted on June \_\_, 2025, a resolution authorizing, among other things, the execution of an agreement providing for a non-binding obligation of City Council to consider certain appropriations in support of the Local Bond and the Project; and

**AGREEMENT**

**NOW, THEREFORE**, for and in consideration of the issuance of the Local Bond by the ACRJA, the purchase of the Local Bond by VRA and of the mutual covenants herein set forth, the parties hereto agree as follows:

1. Unless otherwise defined, each capitalized term used in this Support Agreement (**this “Agreement”**) shall have the meaning given it in the Financing Agreement.
2. ACRJA shall use its best efforts to issue the Local Bond and to use the proceeds thereof to finance the costs of the Project.
3. No later than February 15 of each year, beginning February 15, 2026, ACRJA shall notify City Council of the amount, if any (**the “Annual Deficiency Amount”**) by which ACRJA reasonably expects the Revenues to be insufficient to pay (i) the debt service obligations

under the Financing Agreement, the Local Bond and the Existing Parity Bonds, (ii) the Operation and Maintenance Expenses, and (iii) any other payments due and owing by ACRJA under the Financing Agreement **(the “Additional Payments”)** in full as and when due during the City's fiscal year beginning the following July 1.

4. The City Manager of the City **(the “City Manager”)** shall include the Annual Deficiency Amount in his budget submitted to City Council for the following fiscal year as an amount to be appropriated to or on behalf of ACRJA. The City Manager shall deliver to VRA within 10 days after the adoption of the City's budget for each fiscal year, but not later than July 15 of each year, a certificate stating whether City Council has appropriated to or on behalf of ACRJA an amount equal to the Annual Deficiency Amount.

5. If at any time Revenues shall be insufficient to make any of the payments referred to in paragraph 3 hereof, ACRJA shall notify the City Manager and VRA of the amount of such insufficiency and the City Manager shall request a supplemental appropriation from City Council in the amount necessary to make such payment.

6. The City Manager shall present each request for appropriation pursuant to paragraph 5 above to City Council, and City Council shall consider such request at City Council's next regularly scheduled meeting at which it is possible to satisfy any applicable notification requirement. Promptly after such meeting, the City Manager shall notify VRA as to whether the amount so requested was appropriated. If City Council shall fail to make any such appropriation, the City Manager shall add the amount of such requested appropriation to the Annual Deficiency Amount reported to the City by the City Manager for the City's next fiscal year.

7. City Council hereby undertakes a non-binding obligation to appropriate such amounts as may be requested from time to time pursuant to paragraphs 4 and 5 above, to the fullest degree and in such manner as is consistent with the Constitution and laws of the Commonwealth of Virginia. City Council, while recognizing that it is not empowered to make any binding commitment to make such appropriations in future fiscal years, hereby states its intent to make such appropriations in future fiscal years, and hereby recommends that future City Councils do likewise.

8. City Council and ACRJA acknowledge that (i) the Local Bond may be payable from and will be secured by amounts derived pursuant to this Agreement, (ii) VRA would not purchase the Local Bond without the security and credit enhancement provided by this Agreement, and (iii) VRA is treating this Agreement as a “local obligation” within the meaning of Section 62.1-199 of the Code of Virginia of 1950, as amended **(the “Virginia Code”)**, which in the event of a nonpayment hereunder authorizes VRA or the Trustee to file an affidavit with the Governor that such nonpayment has occurred pursuant to Section 62.1-216.1 of the Virginia Code. In purchasing the Local Bond, VRA is further relying on Section 62.1-216.1 of the Virginia Code, which provides that if the Governor is satisfied that the nonpayment has occurred, the Governor will immediately make an order directing the Comptroller to withhold all further payment to the City of all funds, or of any part of them, appropriated and payable by the Commonwealth of Virginia to the City for any and all purposes, and the Governor will, while the nonpayment continues, direct in writing the payment of all sums withheld by the Comptroller, or

as much of them as is necessary, to VRA, so as to cure, or cure insofar as possible, such nonpayment.

9. Nothing herein contained is or shall be deemed to be a lending of the credit of the City to ACRJA, VRA or to any holder of the Local Bond or to any other person, and nothing herein contained is or shall be deemed to be a pledge of the faith and credit or the taxing power of the City, nor shall anything herein contained legally bind or obligate City Council to appropriate funds for the purposes described herein.

10. Any notices or requests required to be given hereunder shall be deemed given if sent by registered or certified mail, postage prepaid, addressed (i) if to the City, to P.O. Box 911, Charlottesville, VA 22902, Attention: City Manager, (ii) if to ACRJA, to 160 Peregrory Lane, Charlottesville, VA 22902, Attention: Superintendent, and (iii) if to VRA, to 1111 East Main Street, Suite 1920, Richmond, Virginia 23219, Attention: Executive Director. Any party may designate any other address for notices or requests by giving notice.

11. It is the intent of the parties hereto that this Agreement shall be governed by the laws of the Commonwealth of Virginia.

12. This Agreement shall remain in full force and effect until the Local Bond and all other amounts payable by ACRJA under the Financing Agreement have been paid in full.

13. This Agreement may be executed in any number of counterparts, each of which shall be an original and all of which together shall constitute but one and the same instrument.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

**IN WITNESS WHEREOF**, the parties hereto have each caused this Agreement to be executed in their respective names as of the date first above written.

**CITY COUNCIL OF THE CITY OF  
CHARLOTTESVILLE, VIRGINIA**

By: \_\_\_\_\_  
Mayor

DRAFT



**ALBEMARLE-CHARLOTTESVILLE  
REGIONAL JAIL AUTHORITY**

By: \_\_\_\_\_  
Chair

DRAFT

**VIRGINIA RESOURCES AUTHORITY**

By: \_\_\_\_\_  
Shawn B. Crumlish, Executive Director

DRAFT

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution to Amend and Reallocate Tax and Rent Relief Budgets</b>
<b>Staff Contact(s):</b>	Krisy Hammill, Director of Budget, Todd Divers, Commissioner of the Revenue, Jason Vandever, City Treasurer
<b>Presenter:</b>	<b>Krisy Hammill, Director of Budget</b>
<b>Date of Proposed Action:</b>	June 16, 2025

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### Issue

Amounts budgeted in FY 2025 for tax and rent relief need to be reallocated or amended to reflect the actual amount of relief awarded.

### Background / Rule

Annually, City Council allocates funding in the General Fund for the Charlottesville Homeowner Assistance Program ("CHAP") and tax and rent relief for the elderly and disabled.

CHAP provides a grant in aid to any qualified natural person who owns and occupies property in the City and who meets certain eligibility requirements. The Grant amount is a fixed amount and is based on the applicant's income.

The Rental Relief program provides payment of Grants to qualified tenants residing in the City who are sixty-five (65) years of age or who are permanently and totally disabled. The Real Estate Tax Relief Program provides real estate tax relief for qualified property owners who are sixty-five (65) years of age or who are permanently and totally disabled.

### Analysis

The budgets for these Programs are projected and approved months in advance of the time that applications and requests for assistance are submitted and received by the City. As a result, City Staff must rely on past trends and other empirical information to make a recommendation for the Budget amounts for each Program. In FY 2025, the Budget included a total of \$2,718,000 for all the Grant and Relief Programs. To date, a total of \$3,035,611 has been awarded. The FY 2025 Budget Resolution passed by Council last April included specific Budget amounts for each specific Program. Some of the Programs came in under budget, while others are over budget. The attached Resolution requests City Council to revise the Budget for each Program, so that the financial record will accurately reflect City Council's approval of the relief which has been granted.

### Financial Impact

The FY 2025 Budget will be amended by \$317,611 to reflect the actual amount of tax and rent relief granted to qualified applicants. This additional expenditure will be offset by additional real estate tax revenue, which has been received in excess of the original amount budgeted for FY 2025.

### Recommendation

City Staff recommends City Council adopt the attached Resolution.

### Recommended Motion (if Applicable)

"I make a Motion adopting the attached Resolution amending and reallocating the tax and rent relief Budgets as specified in the Resolution."

**Attachments**

1. Resolution for Tax and Rent Relief Budget Adjustments FY 2025



**RESOLUTION #R-\_\_-\_\_**  
**Resolution to Amend and Reallocate FY 2025 Budget for Tax and Relief Accounts**

**WHEREAS** the City of Charlottesville through the FY 2024 Budget process allocated a total of \$2,718,000 to be used for the tax, homeownership, and rent relief programs;

**WHEREAS**, the amounts originally budgeted for tax and rent relief were based on projections and do not align with the actual awards for each program;

**WHEREAS**, the amounts of real estate tax revenue to be collected in FY 2025 will be in excess of the amount budgeted by an amount sufficient to cover this amendment;

**THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia that the tax, homeownership and rent relief budgets be amended in the following manner:

**Budget Increases**

\$ 38,615.09	Fund: 105	Cost Center: 1813003000	G/L Code: 540061
\$230,000.00	Fund: 105	Cost Center: 3343019000	G/L Code: 540065
\$317,610.97	Fund: 105	Cost Center: 9900000000	G/L Code: 400010

**Budget Decreases**

\$ 28,354.86	Fund: 105	Cost Center: 1813004000	G/L Code: 540062
\$ 63,330.50	Fund: 105	Cost Center: 1813005000	G/L Code: 540064
\$483,213.19	Fund: 105	Cost Center: 1813006000	G/L Code: 540064
\$ 11,327.51	Fund: 105	Cost Center: 1813007000	G/L Code: 540065

<u>Account Code</u>	<u>Relief Type</u>	<u>Original Budget</u>	<u>Adjustments</u>	<u>Revised Budget</u>	<u>Actual</u>
1813003000-540061	Rent Relief for Disabled	\$ 118,000.00	\$ (38,615.09)	\$ 79,384.91	\$ 79,384.91
1813004000-540062	Rent Relief for Elderly	38,000.00	28,354.86	66,354.86	66,354.86
1813005000-540063	Tax Relief for Disabled	231,000.00	63,330.50	294,330.50	294,330.50
1813006000-540064	Tax Relief for Elderly	1,016,000.00	483,213.19	1,499,213.19	1,499,213.19
1813007000-540065	Stormwater Assistance	20,000.00	11,327.51	31,327.51	31,327.51
3343019000-540065	CHAP	1,295,000.00	(230,000.00)	1,065,000.00	1,065,000.00
		\$ 2,718,000.00	\$ 317,610.97	\$ 3,035,610.97	\$ 3,035,610.97

**BE IT FURTHER RESOLVED** by the Council of the City of Charlottesville, Virginia that should other budget adjustments to these accounts be necessary, the City Manager is authorized to do so in accordance with the reasoning set forth in this resolution.

Date Adopted:

Certified: \_\_\_\_\_  
Clerk of Council

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>LLC/Entity Creation Authorization Resolutions: Westhaven Phase One and Sixth Street Phase Two Redevelopment Projects (1 of 2 Readings)</b>
<b>Staff Contact(s):</b>	James Freas, Deputy City Manager, Antoine Williams, Housing Program Manager
<b>Presenter:</b>	<b>Antoine Williams, Housing Program Manager</b>
<b>Date of Proposed Action:</b>	June 16, 2025

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### Issue

City Council is asked to adopt two (2) Resolutions authorizing CRHA to form one (1) or more legal entities (e.g., a limited liability company) to support Project financing and development for the Sixth Street Phase Two Project and the Westhaven Phase One Project.

### Background / Rule

The Charlottesville Redevelopment and Housing Authority ("CRHA") intends to use Low-Income Housing Tax Credits ("LIHTC") and other mixed-finance tools to support the redevelopment of Sixth Street Phase Two and Westhaven Phase One. As part of these efforts, CRHA must establish single-purpose entities (e.g., LLCs) to serve as ownership and/or management entities in order to comply with IRS, HUD, and Virginia Housing requirements. The Resolutions attached as Attachment A (Sixth Street Phase Two) and Attachment B (Westhaven Phase One) authorize CRHA to create such entities.

Pursuant to Virginia Code § 36-19(12), CRHA may only form such entities with the prior approval of City Council.

- On June 13, 2024, CRHA's Board of Commissioners passed a Resolution approving entity formation for Westhaven Phase One.
- On September 23, 2024, CRHA's Board passed a similar Resolution for Sixth Street Phase Two.

City Council's ratification of these Resolutions is now required.

### Analysis

Entity formation is a standard practice in affordable housing finance and redevelopment. These LLCs allow CRHA to:

- Comply with LIHTC Program requirements;
- Secure investor equity;
- Facilitate public-private ownership structures;

- And isolate financial liability at the Project-level.

Each project (Westhaven and Sixth Street) will be supported by two (2) LLCs: one (1) for development ownership and one (1) for management. These structures are used throughout Virginia for mixed-finance public housing conversions and do not impose financial liability or risk on the City. The City is not a member of the LLCs, and is not assuming any ownership role or debt.

Authorizing CRHA to form these entities now ensures readiness for application submissions, investor negotiations, and financial closings later in the development schedule.

### **Financial Impact**

There is no direct financial impact from this action. Entity creation is a procedural requirement under Virginia law and Federal Program Guidelines. This authorization does not obligate the City to any additional funding or liability beyond actions previously approved under the Capital Improvement Plan and associated MOAs.

### **Recommendation**

City Staff recommends that City Council adopt the attached Resolutions authorizing CRHA to create the necessary legal entities for the Westhaven Phase One and Sixth Street Phase Two Redevelopment Projects, in accordance with Virginia Code § 36-19(12).

### **Recommended Motion (if Applicable)**

"I move to adopt the attached Resolutions authorizing CHRA's creation of one (1) or more legal entities as required to support the redevelopment of the Westhaven Phase One and Sixth Street Phase Two Projects, pursuant to Virginia Code § 36-19(12)."

### **Attachments**

1. Attachment A – Resolution\_CRHA Entity Formation\_SixthStreet\_Phase2
2. Attachment B – Resolution\_CRHA Entity Formation\_Westhaven\_Phase1





**RESOLUTION #R-\_\_-\_\_**

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**RATIFYING OR APPROVING THE FORMATION BY CHARLOTTESVILLE  
REDEVELOPMENT AND HOUSING AUTHORITY OF CERTAIN ENTITIES TO  
FACILITATE THE RENOVATION OF THE SECOND PHASE OF SIXTH STREET  
APARTMENTS**

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**WHEREAS**, the Charlottesville Redevelopment and Housing Authority (“CRHA”) was created pursuant to the Virginia Housing Authorities Law (“Act”), found in Chapter 1, Title 36, Code of Virginia of 1950, as amended, and is now existing and operating as a public body corporate and politic, and the Act empowers CRHA to form corporations, partnerships, joint ventures, trusts, or any other legal entity or combination thereof, on its behalf or with any person or public or private entity; and

**WHEREAS**, CHRA’s Board of Commissioners has determined that it is appropriate to renovate its public housing community known as the Sixth Street Phase Two Apartments, located in the City of Charlottesville, Virginia (“City”), and to convert them from public housing to Project Based Voucher Housing (“Project”), in accordance with the Section 18 Demolition/Disposition Program of the U.S. Department of Housing and Urban Development; and

**WHEREAS**, the City’s Capital Improvement Plan 5-year program (FY25-FY29) is inclusive of a funding commitment in the not-to-exceed amount of \$3,000,000 for CRHA’s Sixth Street Phase 2 redevelopment project; and

**WHEREAS** CRHA intends to use a variety of funding sources, including, but not limited to, low-income housing tax credits (“LIHTC”), to finance the Project; and

**WHEREAS**, CRHA, through various entities, will apply to the Virginia Housing Development Authority, d/b/a Virginia Housing, for LIHTC, in part to provide financing for the Project, funding of debt service and other reserve funds, and the payment of other transaction costs related to the award of LIHTCs to the Project; and

**WHEREAS**, to secure funding, including but not limited to, LIHTC and/or VHDA funding for the Project, CRHA must create certain entities to undertake the development and redevelopment of the Project; and

**WHEREAS** § 36-19(12), Code of Virginia, 1950, as amended, requires, among other things, the approval by the local governing body of the formation by the CRHA of corporations, partnerships, joint ventures, trusts, or any other legal entity; and

**WHEREAS**, on September 23, 2024, the CHRA’s Board of Commissions adopted a Resolution authorizing the formation of such limited partnerships, limited liability



companies (“LLCs”), and other entities as may be necessary to facilitate the participation of CHRA in developing and financing the Project, subject to the approval of the City Council of the City of Charlottesville, Virginia (“City Council”).

**NOW, THEREFORE, BE IT RESOLVED** that City Council hereby ratifies the creation of the following LLCs, already created by, or to be created by CRHA, to enable CRHA to secure funding for the Project:

- Sixth Street Phase Two, LLC; and
- Sixth Street Redevelopment Management Phase Two, LLC; and

**FURTHER, BE IT RESOLVED** by City Council that CRHA is authorized to create the following LLCs, to enable CRHA to secure funding for the Project:

- Sixth Street Phase Two, LLC (or similar name); and
- Sixth Street Redevelopment Management Phase Two, LLC (or similar name).

Date Adopted: \_\_\_\_\_

Certified: \_\_\_\_\_  
Clerk of Council



**RESOLUTION #R-\_\_-\_\_**

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**RATIFYING OR APPROVING THE FORMATION BY THE CHARLOTTESVILLE  
REDEVELOPMENT AND HOUSING AUTHORITY OF CERTAIN ENTITIES TO  
FACILITATE THE RENOVATION OF THE FIRST PHASE OF WESTHAVEN  
APARTMENTS**

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**WHEREAS**, the Charlottesville Redevelopment and Housing Authority (“CRHA”) was created pursuant to the Virginia Housing Authorities Law (“Act”) found in Chapter 1, Title 36, Code of Virginia, 1950, as amended, and is now existing and operating as a public body corporate and politic, and the Act empowers CRHA to form corporations, partnerships, joint ventures, trusts, or any other legal entity or combination thereof, on its own behalf, or with any person or public or private entity; and

**WHEREAS**, the CRHA’s Board of Commissioners has determined that it is appropriate to renovate its public housing community, known as the Westhaven Phase One Apartments, located in the City of Charlottesville, Virginia, and to convert them from public housing to Project Based Voucher housing in accordance with the Section 18 Demolition/Disposition Program of the U.S. Department of Housing and Urban Development (“Project”); and

**WHEREAS**, the City’s Capital Improvement Plan 5-year program (FY26-FY30) is inclusive of a funding commitment in the not-to-exceed amount of \$5,000,000 for CRHA’s Westhaven Phase 1 redevelopment project; and

**WHEREAS**, CRHA intends to use a variety of funding sources, including, but not limited to, low-income housing tax credits (“LIHTC”), to finance the Project; and

**WHEREAS**, CRHA, through various entities, will apply to the Virginia Housing Development Authority, d/b/a Virginia Housing for LIHTC, in part to provide financing for the Project, funding of debt service and other reserve funds, and the payment of other transaction costs related to the award of LIHTCs to the Project; and

**WHEREAS**, to secure funding, including, but not limited to, LIHTC and/or VHDA funding for the Project, CRHA must create certain entities to undertake the development and redevelopment of the Project; and

**WHEREAS**, § 36-19(12), Code of Virginia, 1950, as amended, requires, among other things, the approval by the local governing body of the formation by the CRHA of corporations, partnerships, joint ventures, trusts, or any other legal entity; and

**WHEREAS**, on June 13, 2024, the CRHA’s Board of Commissioners adopted a Resolution authorizing the formation of such limited partnerships, limited liability companies (“LLCs”), and other entities as may be necessary to facilitate the participation of CRHA in developing and financing the Project, subject to the approval of the City



Council of the City of Charlottesville, Virginia (“City Council”).

**NOW, THEREFORE, BE IT RESOLVED** that City Council, hereby ratifies the creation of the following LLCs, already created by, or to be created by CRHA, to enable CRHA to secure funding for the Project:

- Westhaven Phase One, LLC; and/or
- Westhaven Redevelopment Management Phase One, LLC.

**FURTHER, BE IT RESOLVED** by City Council that CRHA is authorized to create the following LLCs, to enable CRHA to secure funding for affordable housing development/redevelopment projects at Westhaven:

- Westhaven Phase One, LLC (or similar name); and/or
- Westhaven Redevelopment Management Phase One, LCC (or similar name).

Date Adopted: \_\_\_\_\_

Certified: \_\_\_\_\_  
Clerk of Council

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Approval of an Employment Agreement appointing William David Milton as Charlottesville City Assessor</b>
<b>Staff Contact(s):</b>	Chris Cullinan, Director of Finance, Samuel Sanders, Jr., City Manager
<b>Presenter:</b>	<b>Chris Cullinan, Director of Finance, Samuel Sanders, Jr., City Manager</b>
<b>Date of Proposed Action:</b>	June 16, 2025

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### Issue

Jeff Davis, the City's current City Assessor, announced his intent to retire at the end of July 2025.

### Background / Rule

Per the Code of the City of Charlottesville, Chapter 30, Article III, Section 30-62, "For the purpose of assessing real estate for annual taxation, the office of assessor of real estate is hereby created, and made a division within the city department of finance. The assessor shall be appointed by the city council, and shall serve at the pleasure of the council. The assessor shall be chosen on the basis of knowledge of and experience in real estate appraisal practices and procedures and administrative ability".

### Analysis

The City's Finance Director posted the City Assessor position in March 2025. In addition to the City's job board and other social media, the position was advertised with several professional associations, including the International Association of Assessing Officers ("IAAO"), Virginia Association of Assessing Officers ("VAAO"), and the Virginia Government Finance Officers Association. An interview panel consisting of several members of the City's Leadership Team and members of the Assessor's Office asked a series of questions, whose topics included employee relations, leadership/management style, knowledge of assessment practices/policies/procedures as well as several hypothetical situations. The City Manager also conducted individual interviews.

The unanimous selection for the City Assessor position is William David Milton ("Milton").

Currently, Milton serves as the City's Commercial Appraiser, a position he has held since 2018. He has a total of 17 years of real estate appraisal experience. He is a Certified Appraiser in Virginia and is a member of the IAAO and VAAO, currently serving as VAAO's Communications Chair. Milton also has a Bachelor's Degree in Business Administration from Averett University.

### Financial Impact

This is a budgeted position included in the City's General Fund.

### Recommendation

City Manager Sanders and Finance Director Cullinan recommend consent by Motion of City Council to appoint Milton as City Assessor, according to the terms of the attached Employment Agreement.

### Recommended Motion (if Applicable)

"I move approval of the attached Employment Agreement appointing Milton as City Assessor."

### Attachments

1. City Assessor Employment Agreement FINAL

## **EMPLOYMENT AGREEMENT FOR CITY ASSESSOR**

THIS AGREEMENT is made as of this 16th day of June, 2025, by and between the CITY OF CHARLOTTESVILLE, VIRGINIA, a municipal corporation acting by and through its City Council and, WILLIAM DAVID MILTON ("Employee").

### **RECITALS**

The parties recite and declare:

1. The City is in need of the services of a person possessing the skills and ability required to be the City Assessor; and
2. Employee is currently employed as the Commercial Appraiser for the City Real Estate Assessor's Office; and
3. Employee, through education and experience possesses the requisite skills to perform these duties; and
4. The City Council desires, with the recommendation of the City Manager and Director of Finance, to appoint and employ Employee as City Assessor for the City, pursuant to the City's Charter ,Charlottesville City Code § 30-62 and § 11-92 (c).

For the reasons set forth above and in consideration of the mutual covenants and promises of the parties, the receipt and sufficiency of which are hereby acknowledged, City Council and Employee agree as follows.

### **SECTION ONE Employment**

The City Manager and Director, with the consent of City Council, hereby appoints and employs Employee as the City Assessor of the City of Charlottesville, commencing on and effective as of August 1, 2025, (hereinafter "Effective Date") and Employee accepts and agrees to this appointment and employment.



## SECTION TWO

### Governing Law

This agreement and the employment of Employee as City Assessor shall be subject to all applicable provisions of the *Code of Virginia* (1950), as amended; the City's Charter and Charlottesville City Code § 30-62, and § 11-92); policies adopted by City Council, City Manager, and Director of Finance; and provisions of the City's personnel policies and procedures to the extent not altered by this Agreement.

## SECTION THREE

### Duties

1. Employee shall devote his full time and attention to the position of City Assessor as of the Effective Date. Employee shall perform all statutory responsibilities set forth in the *Code of Virginia* (1950), the City Charter, City Code, ordinances and resolutions of the City of Charlottesville, and policies, rules or regulations adopted by the Council, City Manager, and Director of Finance, as all may be amended from time to time. Employee shall be under the general direction and control of the Director of Finance.
2. As of the Effective Date, Employee shall also be responsible to perform such other legally permissible and proper duties and functions as the Director of Finance may from time to time assign. The Council, by action of a majority of the elected members of the Council, may fix any other duties and responsibilities upon the position of City Assessor. All duties, functions and responsibilities shall not be inconsistent with the provisions of this Employment Agreement, law and professional responsibility.

3. Employee shall remain in the exclusive employ of the City and devote all of the Employee's working time, attention, knowledge and skills solely to the interests of the City, and the City shall be entitled to all of the benefits arising from or incident to all work, services and advice of Employee. The term "Employee's working time" shall not be construed to include Employee's annual and compensatory time off.
4. Employee shall be subject to and comply with the rules and standards of conduct specified with the City's Personnel Regulations which are not inconsistent with this Agreement, including but not limited to City Policies regarding the code of ethics and conflicts of interest, non-discrimination, harassment/sexual harassment, retaliation and fraud.

#### SECTION FOUR Place of Employment

The duties and functions required of Employee under this Agreement shall be rendered at the Office of the City Assessor, located at 102 5<sup>th</sup> St NE, Charlottesville, VA 22902, and such other place or places as the Director of Finance shall in good faith require or as the interests and needs of the City shall require.

#### SECTION FIVE Term of Agreement

- A. Employee shall be appointed and employed as City Assessor as of the Effective Date and until terminated by City Council==pursuant to Charlottesville City Code § 30-62 with the understanding that Employee is appointed and engaged as an at-will employee of the City, serving at the pleasure of City Council, and reporting on a daily basis to the Director of Finance.
- B. Termination of Employment by Employee. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign at any time, provided Employee gives written notice to the Director of Finance and the Mayor of the City at least sixty (60) days prior to the effective date of resignation unless the Director of Finance and Employee otherwise agree in writing to a shorter period of advance notice. The Director of Finance may pay Employee's then-current annual base salary for any remaining portion of this notice period in lieu of requiring Employee to remain in active employment.
- C. Termination of Employment by City Council. Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the City to terminate the employment of Employee at any time, with or without cause, with the review and recommendation of the Director

of Finance, and the approval of City Council, subject to the provisions set forth herein.

## SECTION SIX

### Salary

City Council shall pay Employee, and Employee shall accept from City Council, a base annual salary of \$129,688 payable in installments, by direct deposit, on the same schedule as that for payroll for City employees. The City will deduct or withhold any taxes, FICA, or other deductions that the Employee is legally required to pay. Employee's salary may be adjusted from time to time by amendment of this Agreement or as otherwise agreed by the parties. Notwithstanding the foregoing, at no time shall such salary be less than that stated herein.

On each July 1 for the term of this agreement while the Employee remains employed with the City, the Employee's salary shall increase by the same percentage as any across-the-board cost of living or other pay increases approved by City Council within its operating budget for all regular full-time, non-unionized (Unaffiliated) City employees.

If the Employee is at the maximum (top) of their pay range, they may instead receive a lump sum payment equal to the percentage of increase that would have been applied to the base annual salary for that year. Employee's salary shall be in full compensation for all services.

This position is classified as exempt from overtime provisions under the Fair Labor Standards Act. Employee shall not be entitled to any compensatory time and/or overtime pay regardless of the number of hours worked within the pay period. The position is exempt from access to the City grievance procedure, pursuant to Va. Code § 15.2-1507(3).

## SECTION SEVEN

### Performance Evaluations

A. The Director of Finance shall annually review and evaluate the performance of Employee. Said evaluation shall occur on or before June 30 of each year and shall be based on and in accordance with specific criteria developed jointly by the Director of Finance and Employee. Said criteria may be changed from time to time by the Director of Finance, in consultation with Employee. The Director of Finance shall provide Employee with a written summary of the evaluation findings and provide an adequate opportunity for Employee to discuss the evaluation.

B. Annually, prior to the evaluation required above, the Director of

*Employment Agreement for City Assessor*  
Page 4 of 8

Finance, in consultation with Employee, shall establish goals and performance objectives that they determine necessary for the proper execution of Employee's responsibilities as provided herein and under law.

C. The Director of Finance may increase the compensation of Employee upon completion of Employee's annual performance evaluation provided for pursuant to this Section 7, subject to approval and appropriation by City Council. Increases in Employee's compensation will be based on successful performance attainment of goals as documented by the Employee and approved by Director of Finance.

## SECTION EIGHT Benefits

A. As a current City employee, Employee's current benefits and retirement plan will remain in effect.

## SECTION NINE General Provisions

A. This Agreement shall be governed by the laws of the Commonwealth of Virginia without regard to its conflict of laws principles. The parties agree that any legal action or proceeding arising under or in connection with this Agreement shall be brought exclusively in the federal or state courts located within the jurisdiction of the City of Charlottesville Circuit Court, and the parties hereby consent to the personal jurisdiction and venue of such courts.

B. In the event of any dispute, claim, or legal action arising out of or related to this Agreement, each party shall bear their own attorney's fees, court costs, and other legal expenses incurred in connection with such dispute, claim, or legal action, whether incurred before or after the commencement of formal legal proceedings. This written Agreement embodies the whole agreement between the parties. There are no inducements, promises, terms, conditions, or obligations made or entered into by either the City or Employee other than those contained in this Agreement.

C. All agreements and covenants in this Agreement are severable, and in the event any of them shall be held to be invalid by any competent court, this Agreement shall be interpreted as if the invalid agreements or covenants were not contained herein, and the remainder of this Agreement shall not be affected and shall remain in full force and effect.

D. The failure of either party to enforce any provision of this Agreement or to exercise any right or remedy provided herein shall not be construed as a waiver of such provision, right, or remedy, unless such waiver is in writing and signed by the

*Employment Agreement for City Assessor*  
*Page 5 of 8*

waiving party. No waiver of any breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision.

E. Any amendment, modification, or waiver of this Agreement or of any covenant, condition, or provision of it shall not be valid unless in writing executed by all parties.

F. This Agreement is personal to Employee and may not be assigned by Employee; this Agreement shall be binding upon and inure to the benefit of the heirs at law, administrators, and executors of Employee.

G. The headings of this Agreement are for the convenience of the parties only, and the recitals of this Agreement are hereby incorporated as if restated herein.

H. This Agreement may be executed in counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

I. This Agreement shall become effective upon approval of City Council and the execution by both parties.

IN WITNESS THEREOF, the City Council has caused this Agreement to be signed and executed on its behalf by its Mayor, and the Employee has signed and executed this Agreement, to be effective as of the Effective Date provided above.

Signatures for Employment Agreement for City Assessor:

CITY COUNCIL,  
CITY OF CHARLOTTESVILLE, VIRGINIA:

By \_\_\_\_\_  
Mayor

WILLIAM DAVID MILTON

\_\_\_\_\_  
Employee

ATTEST AS TO FORM:

\_\_\_\_\_  
City Attorney

## **ADDENDUM A**

[Insert the signed City Assessor Offer Letter dated June 3, 2025.]

# Policy Briefing Summary

## City Council



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**Regarding:** Confidential Settlement Agreement  
**Staff Contact(s):**  
**Presenter:**  
**Date of Proposed Action:** June 16, 2025

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**Issue**

**Background / Rule**

**Analysis**

**Financial Impact**

**Recommendation**

**Recommended Motion (if Applicable)**

**Attachments**

None