



City Council Meeting Agenda July 20, 2026

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

Juandiego R. Wade, Mayor
Natalie Oschrin, Vice Mayor
Jen Fleisher
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. Presentation: Transportation Planning Annual Update

5:30 PM Closed Meeting (Retirement Commission Appointments)

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. Minutes: March 16 regular meeting, April 6 regular meeting, April 20 regular meeting, July 8 work session
- 3. Resolution: Resolution Allocating \$575,000 in Housing Operations and Support FY27 Grant Funding (2nd reading)
- 4. Resolution: Resolution for Approval of Addendum to Lease with Botanical Garden of the Piedmont (2nd reading)
- 5. Resolution: Resolution appropriating funds for the Virginia Department of Education Special Nutrition Program Summer Food Service Program - \$40,000 (1 of 2 readings)
- 6. Resolution: Resolution Considering A Special Exception Permit for 1138 Rose Hill Drive
- 7. Ordinance: Ordinance amending and reenacting Chapter 2, Article XV of the Code of the City of Charlottesville, the Charlottesville Human Rights Ordinance (1 of 2 readings)
- 8. By Motion: Adoption of Amending Ordinance Correcting Two (2) Scrivener's Errors in the Original Ordinance Vacating and Quitclaiming Clarke Court to the Jefferson Scholars Foundation

9. Resolution: Resolution Allocating Charlottesville Affordable Housing Fund Grant Program Funding for Charlottesville Redevelopment and Housing Authority South First Street Phase Two in the Amount of \$425,000 (1 of 2 readings)

IX. City Manager Report

- Report: City Manager Report

X. Action Items

10. Public Hearing/Res.: Public Hearing and Resolution to Authorize the Issuance and Sale of General Obligation Public Improvement Bonds of The City of Charlottesville, Virginia, in an Aggregate Principal Amount Not to Exceed \$29,000,000, to Finance the Costs of Certain Public Improvement Projects, Providing for the Issuance and Sale of General Obligation Refunding Bonds Of The City Of Charlottesville, Virginia, in an Aggregate Principal Amount Not to Exceed \$25,000,000, Providing for the Form, Details and Payment of Such Bonds, and Providing for the Refunding of Certain Outstanding General Obligation Bonds of the City (1 reading)
11. Public Hearing/Ord.: Public Hearing and Ordinance Adoption: 801 West Street; Zoning Text Amendment (PI-26-0043), Designation of Individually Protected Property (1 of 2 readings)
12. Public Hearing/Ord.: Public Hearing and Ordinance: 801 West Street: Zoning Map Amendment (PI-26-0042), Designation of Individually Protected Property (1 of 2 readings)
13. Public Hearing/Ord.: Public Hearing and Ordinance to Update the Citizen Participation Plan, a Component of the City's Community Development Block (CDBG) Grants and HOME Investment Partnerships Programs (HOME), and Associated Municipal Code
- a. Resolution: Resolution Amending the Citizen Participation Plan, a Component of the City's Community Development Block Grants and HOME Investment Partnerships Programs
 - b. Ordinance: Public Hearing and Ordinance to Amend and Reordain Article XIII of Chapter 2 of the Charlottesville City Code, 1990, as Amended, Relating to Community Planning and Development Grant Programs
14. Public Hearing/Res.: Public Hearing and Resolution for City Right-of-Way Agreement Execution Dedicating an Easement to Dominion Energy
15. Resolution: Resolution to Appropriate \$320,000 in School Zone Photo Enforcement Revenue for FY 2027 (1 of 2 readings)
16. Resolution: Resolution Initiating a Referendum to Authorize Imposition of a Local General Retail Sales Tax Not to Exceed One Percent, the Proceeds of Which Would Be Used Solely for Capital Projects for the Construction or Renovation of Public Schools Serving the City of Charlottesville
17. Resolution: Appointment of Director of the Office of Police Civilian Oversight

XI. General Business

18. Written Report: Rivanna Authorities Quarterly Update

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. 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. 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



Regarding:	Transportation Planning Annual Update
Staff Contact(s):	Ben Chambers, Transportation Planning Manager
Presenter:	Ben Chambers, Transportation Planning Manager
Date of Proposed Action:	July 20, 2026

Issue

Presentation will highlight the accomplishments of the previous year and look ahead to upcoming work including the Citywide Mobility Plan.

Background / Rule

Every year staff provides and update and opportunity for discussion on the transportation planning program.

Analysis

N/A

Financial Impact

N/A

Recommendation

N/A

Recommended Motion (if Applicable)

N/A

Attachments

None



CHARLOTTESVILLE CITY COUNCIL MEETING MINUTES

March 16, 2026 at 4:00 PM
Council Chamber

The Charlottesville City Council met on Monday, March 16, 2026. Mayor Juandiego Wade called the meeting to order, and Clerk of Council Kyna Thomas called the roll, noting the following councilors present: Mayor Juandiego Wade, Vice Mayor Natalie Oschrein and Councilors Jen Fleisher and Michael Payne. Councilor Lloyd Snook requested to join the meeting electronically. He confirmed that he was in New Delhi, India for a family wedding. On motion by Fleisher, seconded by Oschrein, Council voted 4-0 to allow electronic participation by Councilor Snook.

On motion by Payne, seconded by Fleisher, Council by a 5-0 vote approved the meeting agenda with amendments to extend the work session to 6:00 p.m., followed by recess instead of a closed meeting, and adding an item during the Business Session to vote on an appointment to the Housing Advisory Committee.

REPORTS

1. REPORT: VDOT STARS Study Update (Ridge Street at West Main Street Intersection)

Ben Chambers, Transportation Planning Manager, presented the VDOT STARS Study update. In 2025, the Virginia Department of Transportation ("VDOT") began work on a STARS Study at the intersection of West Main Street and Ridge Street ("Project"). This Project was aimed at moving the existing statue plinth to a safer location for vehicle, bike, and pedestrian movements through the intersection, improving safety and access for all users. VDOT held public engagement on its recommended design concept in January 2026. This Project is slated as the City's SMART SCALE Application for 2026, due in August, which would put the Project in consideration for state funding and inclusion in the Commonwealth's Six-year Improvement Program. The cost estimate is \$11 million, and Mr. Chambers projected a July 20 date for bringing an item to City Council for approval. Councilors asked clarifying questions.

2. REPORT: Collective Bargaining Impacts

City Manager Samuel Sanders, Jr., presented an update on the impacts of collective bargaining, to allow City Council to make informed decisions as they deliberate tensions and trade-offs for the proposed FY2027 City Budget. The City of Charlottesville approved its Collective Bargaining Ordinance effective January 2023, authorizing up to six bargaining units: Police, Fire, Transit, Labor & Trades, Administrative & Technical, and Professional. Today, there are four active collective bargaining contracts: Police, Fire, Transit, and Labor & Trades. Charlottesville City Schools has an active contract with Licensed Teachers for FY26 - FY28. The pending contract with Professional Support personnel will cover FY27 - FY29. The increased costs resulting from these contracts is a solid indication of the value placed on the existing workforce and prioritizing their needs. The issue now facing both operating budgets is the reconciliation of increasing compensation and benefits costs and how to address other needs and priorities.

Councilors acknowledged the importance of collective bargaining, and they engaged in discussion which included the topics of pay parity for similar positions, cost of living increases, future planning for impacts of collective bargaining, managing strategic priorities, and understanding that trade-offs may need to be considered.

There being no items requiring a closed session, Mayor Wade recessed the meeting from 5:53 p.m. to 6:30 p.m.

BUSINESS SESSION

City Council began the business portion of the meeting by observing a moment of silence.

ANNOUNCEMENTS

Councilor Fleisher provided a reminder about city energy efficiency and support programs for those experiencing high utility bills.

Councilor Payne announced the death of Bob McAdams, a local activism organizer.

RECOGNITIONS/PROCLAMATIONS

- **PROCLAMATION: Social Work Month**

Councilor Fleisher presented the Social Work Month proclamation.

COMMUNITY MATTERS

Mayor Wade opened the floor for comments from the public.

1. Christopher Miles Turner, representing Second Street Gallery, recommended that Council reconsider the funding for Arts and Culture organizations to increase the amount allocated through the Vibrant Community Fund, considering the City's stated priority areas.
2. Emily Smith, housing attorney with the Legal Aid Justice Center, requested zoning amendments to more robustly protect core neighborhoods.
3. Sadhbh O'Flynn, Community Climate Collaborative, spoke in support of and made recommendations to enhance the High Performance Building Standards initiative.
4. John Hall, city resident, spoke about solid waste management and recycling plastics. He complimented local plastic recycling operations, and he made suggestions for employing low income people to help with recycling.
5. Frank Bechter, city resident, spoke about limitations imposed by FOIA for Council to solve issues with limited ability to meet without publicly, providing public notice of meetings of three or more members. He spoke about issues involving development in the Fifeville neighborhood.
6. Jim Sneider, city resident, stated that current zoning patterns, setbacks, and proposed development near the Amtrak station are limiting the ability for Amtrak to implement critical infrastructure for a hub at the Charlottesville station. He requested coordination with Amtrak when planning.

CONSENT AGENDA

Clerk of Council Kyna Thomas read the following Consent Agenda items into the record, and on motion by Payne, seconded by Oschrein, Council by a vote of 5-0 approved the Consent Agenda. (Ayes: Fleisher, Oschrein, Payne, Snook, Wade; Noes: none).

3. MINUTES: January 20 regular meeting; March 5 & March 12 budget work sessions
4. RESOLUTION to Grant \$125,000 for a Small Business Energy Efficiency Incentive Program (2nd reading)

RESOLUTION

**ALLOCATION OF CLIMATE ACTION INITIATIVE FUNDS FOR THE DELIVERY OF A
SMALL BUSINESS ENERGY EFFICIENCY INCENTIVE PROGRAM IN THE AMOUNT
OF \$125,000**

WHEREAS, the City of Charlottesville, having established the Climate Action Initiative Fund for projects and programs in support of the City’s Climate Action goals; and

WHEREAS, approximately 95% of Charlottesville’s greenhouse gas emissions are attributable to non-municipal, community-based activities, of which approximately 30% derive from the non-residential sector, including small businesses and non-profits; and

WHEREAS, small businesses and non-profit organizations often operate on very thin financial margins and often lack the technical expertise needed to make energy improvements, even if it could lower their utility bills and positively impact their operating costs; and

WHEREAS, the City’s Climate Program recognizes that this sector can benefit from targeted support in reducing emissions from their buildings through energy saving strategies; and

WHEREAS, the City’s Climate Program issued a notice of funding opportunity seeking a non-profit partner to develop and deliver a pilot Small Business Energy Efficiency Incentive Program, which aims to support businesses and non-profit organizations located in the City of Charlottesville in reducing their energy use through energy audits, technical assistance, and financial subsidies for energy efficiency improvements, thereby lowering utility costs and contributing to the City’s community climate goals; and

WHEREAS, the Climate Action Grant Committee received and reviewed responses to the notice of funding opportunity, and voted unanimously to recommend award of the grant to the Community Climate Collaborative;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, having received and considered the recommendation of the Climate Action Grant Committee regarding award of the grant, that \$125,000 is hereby allocated from the Climate Action Initiative Fund (Fund 426, IO 100028), previously appropriated as part of the FY2026 Capital Improvement Program, as a grant award to the Community Climate Collaborative for the establishment and administration of the Small Business Energy Efficiency Incentive Program.

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute a grant agreement consistent with this resolution.

CITY MANAGER REPORT

Assistant City Manager Sam Roman announced a Teen Empowerment Expo being conducted by the Department of Human services on March 20 at Carver Recreation Center.

City Manager Sanders announced outreach and cleanup efforts along the Rivanna Trail on March 24 and March 25, in coordination with service providers for the unhoused community.

Courtney Cacatian, Executive Director of the Charlottesville Albemarle Convention and Visitors Bureau, provided an update on local programming in support of VA250, a series of commemorative events celebrating the 250th anniversary of the United States of America.

ACTION ITEMS

5. PUBLIC HEARING on the Charlottesville real property tax rate

Budget Director Krisy Hammill introduced the public hearing as an additional opportunity for public input, with the legally required public hearing scheduled for April 6, 2026.

Mayor Wade opened the public hearing.

1. Frank Bechter, city resident, asked how fundraising fits into the budget.

Mayor Wade closed the public hearing.

6. CITY CODE CHANGES

City Attorney John Maddux introduced three proposals for updates to the Charlottesville City Code.

a. ORDINANCE Amending Chapter 2 of the City Code by Repealing Sections 2-47 and 2-48 Relating to the City Council Finance Committee

On motion by Oschrin, seconded by Fleisher, Council by a vote of 5-0 adopted the **ORDINANCE AMENDING CHAPTER 2 OF THE CITY CODE BY REPEALING SECTIONS 2-47 AND 2-48 RELATING TO THE CITY COUNCIL FINANCE COMMITTEE**, waiving the second reading (Ayes: Fleisher, Oschrin, Payne, Snook, Wade; Noes: none).

b. Ordinance to amend Chapter 2, Article X of the City Code to repeal outdated provisions pertaining to School Board appointments

On motion by Oschrin, seconded by Fleisher, Council by a vote of 5-0 adopted the **ORDINANCE AMENDING CHAPTER 2, ARTICLE X OF THE CITY CODE BY REPEALING SECTIONS 2-341 AND 2-342 AND RECODIFYING SECTION 2-343 AS SECTION 2-341**, waiving the second reading (Ayes: Fleisher, Oschrin, Payne, Snook, Wade; Noes: none).

c. Ordinance to amend City Code Chapter 19, Article III, Section 19-57 to update city manager representation on the Retirement Plan Commission

On motion by Oschrin, seconded by Snook, Council by a vote of 5-0 adopted the **ORDINANCE AMENDING SECTION 19-57 OF THE CHARLOTTESVILLE CITY CODE RELATING TO THE COMPOSITION OF THE RETIREMENT PLAN COMMISSION**, waiving the second reading (Ayes: Fleisher, Oschrin, Payne, Snook, Wade; Noes: none).

7. ORDINANCE: Public Art Program Proposal

Deputy City Manager James Freas presented the Public Art Program proposal. As public art is an important component of the city's culture and legacy, with public art displays present in neighborhoods across the community, staff proposed creating a public art advisory commission responsible for making recommendations to City Council on the management, acceptance, placement, or deaccession of public art in Charlottesville. The proposed Ordinance supports and aligns with the imperatives of effective management of city assets, in this case public art, and the Ordinance and follow-on project aligns with the city's strategic initiatives related to Recreation, Arts & Culture, and Partnerships. In addition, the Ordinance and Resolution align with Strategy 8.2 in Charlottesville's 2021 Comprehensive Plan regarding the role of public art in public spaces in the community.

Staff recommended funds of \$100,000 to hire a consultant who will do the work to stand-up the Public Art Commission and the Public Art Program and hand these off to city staff. Going forward, in alignment with other peer cities in Virginia, it is projected that the Public Art Program would require a .50 FTE (full-time equivalent) staff time. It is not clear if that would need to be a new position or if that .50 FTE responsibility could be integrated into existing staff workload.

Council agreed to carry the item to the April 6 consent agenda for a second reading of the ordinance and resolution.

- a. **ORDINANCE to establish the Charlottesville Public Art Program (layover)**
- b. **RESOLUTION to fund the Charlottesville Public Art Program - \$100,000 (layover)**

8. RESOLUTION in support of Charlottesville High Performance Building Standards

Kristel Riddervold, Director of Sustainability, proposed a resolution for the purpose of aligning with state requirements and establishing High Performance Building Standards for the design, construction, operation, maintenance, and renovation process for all municipal buildings. This action reflects strategies found in both the Comprehensive Plan as well as the Charlottesville Climate Action Plan and will replace the City's 2008 Green Buildings Resolution.

In 2008, Charlottesville adopted its first Green Buildings Resolution, making a policy commitment to environmentally sustainable building practices. Since that time, all major City construction projects have achieved certification through the U.S. Green Building Council (USGBC) Leadership in Energy and Environmental Design (LEED) green building rating standard. To date, the City has built seven LEED certified facilities and two more (the Bypass Fire Station and Charlottesville Middle School) are in process. More recently, the Virginia General Assembly passed the High Performance Buildings Act of 2021, requiring certain facilities constructed by Virginia localities to meet a state-mandated performance threshold. These requirements went into effect for smaller localities in 2023. Charlottesville has been in compliance with the state law through the existing green building policy as well as the design/construction of new facilities to achieve LEED certification.

Councilor Payne requested a second reading to hear more about which buildings are subject to the Standards, and to bring clarity to subjective language. Several councilors asked for clarification of whether the Standards apply to school buildings.

Council agreed to carry the resolution to the April 6 meeting for a second reading and vote.

9. RESOLUTION to authorize a refund of \$159,947.55 to a taxpaying entity or business

Commissioner of the Revenue Todd Divers presented the tax refund request.

On motion by Payne, seconded by Oschrin, Council by a vote of 5-0 approved the following resolution:

RESOLUTION

Authorizing a Refund of \$159,947.55 to a Taxpaying Entity or Business, for Business License Tax Paid in Error for 2023, 2024, and 2025

WHEREAS, the Commissioner of the Revenue for the City of Charlottesville, Virginia ("COR"), has determined that a taxpaying entity or business paid 2023, 2024, and 2025 Business License Tax to the City of Charlottesville, Virginia ("City"), in error; and

WHEREAS, that taxpaying entity or business has requested a refund of the amount paid in error; and

WHEREAS, the COR has certified that a refund of taxes paid is due in the amount of \$159,947.55; and

WHEREAS, City Code Section 30-6(b) requires City Council approval for any tax refund exceeding \$10,000.00.

NOW THEREFORE, BE IT RESOLVED by the Council for the City of Charlottesville, Virginia, that it hereby approves and adopts this Resolution authorizing the City Treasurer to issue a refund of \$159,947.55 payable to that taxpaying entity or business.

GENERAL BUSINESS

10. WRITTEN REPORT: Land Use and Environmental Planning Committee Semi-Annual Report

Mayor Wade acknowledged receipt of the LUEPC Semi-annual Report. Councilor Payne asked questions about the committee and its meetings.

COMMUNITY MATTERS (2)

Mayor Wade opened the floor for comments from the public.

- Jim Sneider spoke in support of the Public Art Program effort, and about a good experience that he had working with a similar program in Falls Church, Virginia, working with UVA student planners.
- John Hall, city resident, spoke about new construction using solar panels.
- Frank Bechter, city resident, spoke about development in Fifeville, and requested consistency from the city and zoning practices.

ADJOURNMENT

On motion by Snook, seconded by Fleisher, Council by unanimous consent adjourned the meeting at 8:34 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council



CHARLOTTESVILLE CITY COUNCIL MEETING MINUTES
April 6, 2026 at 4:00 PM
Council Chamber

The Charlottesville City Council met on Monday, April 6, 2026. Mayor Juandiego Wade called the meeting to order, and Clerk of Council Kyna Thomas called the roll, noting all councilors present: Mayor Juandiego Wade, Vice Mayor Natalie Oschrein and Councilors Jen Fleisher, Michael Payne, and Lloyd Snook.

On motion by Snook, seconded by Oschrein, Council unanimously adopted the meeting agenda, as amended to move Item #9 to a future meeting.

REPORTS

1. REPORT: ADA Transition Plan Implementation Update

Paul Rudacille, ADA Coordinator, provided an overview of the Americans with Disabilities Act (ADA) and work completed by the City to-date to align and comply with the ADA, including physical and digital components.

2. REPORT: Parks & Recreation Master Plan Implementation Update

Riaan Anthony, Director of Parks and Recreation, presented the Parks and Recreation Master Plan Implementation Update. Beginning with a department overview, he provided the following metrics:

- 2,300+ acres of parkland
- \$14 Million annual operating budget
- 70+ full-time employees
- \$78 Million 10-year Capital Improvement Program total
- \$5.5 Million Parks Maintenance Budget
- 57 Master Plan projects

Master Plan Goals and Objectives include: 1) Align Capital Priorities with Community Values, 2) Promote Equitable Access, 3) Maximize Impact of Limited Resources, and 4) Balance Development with Stewardship.

Some critical needs identified and mentioned as next steps were: 1) Increase custodial staffing; 2) Develop a Trails Plan; 3) Develop Partnership Policy Framework; 4) Pursue Additional Annual Funding; and 5) Staff Reorganization.

City Manager Samuel Sanders, Jr., noted the large investment that would be required to fulfill each of the Plans presented during the work session, and he advised that prioritization and trade-offs will be critical to implement components of the Plans and enhance public engagement.

CLOSED MEETING

On motion by Oschrein, seconded by Fleisher, Council voted 5-0 (Ayes: Fleisher, Oschrein, Payne, Snook, Wade; Noes: none) to convene in a closed session as authorized by Virginia Code Section 2.2-3712 for the following reasons:

1. Pursuant to Virginia Code Section 2.2-3711(A)(7) for consultation with legal counsel pertaining to actual or probable litigation, where such consultation or briefing in open meeting

would adversely affect the negotiating or litigating posture of the public body; specifically, *McNamara v. Kochis, et al.* and *Erskine White v. City of Charlottesville d/b/a Charlottesville Area Transit* and Willie Hines.

2. Pursuant to Virginia Code Section 2.2-3711(A)(8) which permits closed sessions for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, legal aspects of changes to the City's zoning code.

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

BUSINESS SESSION

City Council began the business meeting by observing a moment of silence.

ANNOUNCEMENTS

Vice Mayor Oschrin announced the monthly neighborhood (second Sunday) walk at UVA North Grounds. She also announced the e-bike subsidy voucher program application period, and the April 13 Planning Pop-up at the Jefferson School.

Mayor Wade announced openings on boards and commissions, particularly a seat on the Piedmont Virginia Community College (PVCC) Board. He announced April 17 as the 60th rededication of the Dogwood Vietnam Memorial.

Councilor Payne announced the Black History Pathway celebration on April 11.

RECOGNITIONS/PROCLAMATIONS

- **PROCLAMATION: Child Abuse Prevention Month**

Councilor Fleisher presented the Child Abuse Prevention Month proclamation to Sherry McKinney, Foothills Children's Advocacy Center, who accepted with remarks and invited the community to an open house event.

- **PROCLAMATION: VIA Center for Neurodevelopment 30th Anniversary**

Vice Mayor Oschrin presented the VIA Center for Neurodevelopment 30th Anniversary proclamation to Ethan Long, CEO, who accepted with remarks.

- **PROCLAMATION: Dark Sky Week, April 13–20, 2026**

Councilor Snook presented the Dark Sky Week proclamation to Emily Liam, Dark Sky Piedmont, who accepted with remarks requesting that City Council update the lighting ordinance.

- **PROCLAMATION: Rev. Dr. Lehman Bates II 20th Pastoral Anniversary**

Mayor Wade presented a proclamation to Rev. Dr. Lehman Bates II for his 20th pastoral anniversary at Ebenezer Baptist Church.

COMMUNITY MATTERS

1. Terry Tyree, city resident, spoke about housing displacement, safety, and educational stability of the community as related to housing development. She requested that Council follow recommendations from the Charlottesville Low Income Housing Coalition to prioritize equity over displacement, and limit the encroachment of student housing on low-income and core neighborhoods.
2. Chicho Lorenzo, city resident, spoke in opposition to putting the Arts Commission in the hands of a consultant. He presented himself as a candidate to lead the public arts initiative with the creation of the City Arts Commission, promoting collaboration and communication to keep the character of Charlottesville.
3. Alicia Lenahan, Albemarle County resident, spoke about the safety and well-being of community members in facing immigration enforcement by ICE agents and concerns at polling places.
4. Christy Baker, city resident and professional artist, spoke in support of the City's arts initiative and the community impact of having local artists lead the charge for a City Arts Commission.
5. Nikuyah Walker, city resident, spoke about the President of Ghana's United Nations Resolution on Reparatory Justice, and she requested that Council create a Truth and Reconciliation Commission, continuing the work of Dr. Holly Edwards and other Charlottesville leaders towards reparatory justice.
6. Emily Smith, housing attorney with Legal Aid Justice Center, spoke in support of zoning amendments to protect core neighborhoods and prevent displacement.
7. Susan J. McCulley, Charlottesville property owner, spoke about the connection between ICE immigration enforcers and SROs (School Resource Officers) in city schools.
8. Gillet Rosenblith, city resident and historian of housing, spoke about the opportunity to protect concerns of moderate-to-low-income residents and ensure that their voices are included in policies that impact them. She spoke of negative impacts of luxury student housing development near historically and generationally marginalized neighborhoods.
9. Sylethia Carr, city resident, spoke about the impacts of housing development on resident displacement, and about Council's moral responsibility to protect residents. Regarding SROs, she spoke about potential trauma for students.
10. UVA student stated that students do not want to be complicit in displacing residents, and are not in favor of luxury student housing, but affordable housing components. They also spoke about trauma related to SROs in schools.
11. Alex Joiner, pastor and Co-Chair of IMPACT Charlottesville, spoke positively about his experience with transit services, and in support of investment in the local transit system.
12. Lena Seville, city resident, encouraged people to attend the School Board meeting on April 16. She spoke against SROs and in support of affordable housing.
13. Sadhbh O'Flynn, Community Climate Collaborative, spoke in support of the High Performance Building Standards item on the consent agenda. She spoke in support of density to improve housing affordability, and about past decisions that perpetuated negative impacts on Black communities in Charlottesville.

CONSENT AGENDA

Clerk of Council Kyna Thomas read the following Consent Agenda items into the record, and on motion by Fleisher seconded by Oschrein, Council by a vote of 5-0 approved the Consent Agenda: (Ayes: Fleisher,

Oschrin, Payne, Snook, Wade; Noes: none).

3. MINUTES: March 19 and March 26 budget work sessions; March 25 special meeting
4. RESOLUTION in support of Charlottesville High Performance Buildings (2nd reading)

RESOLUTION

Approving Charlottesville High Performance Building Standards

WHEREAS, the Council of the City of Charlottesville is committed to the Global Covenant of Mayors for Climate and Energy, whose mission is to support and mobilize local governments in taking ambitious, measurable climate and energy action; and

WHEREAS, on September 2, 2008, the City Council adopted an initial Green Buildings Resolution, reflecting alignment with the U.S. Mayors Climate Protection Agreement which promotes sustainable building practices and energy efficiency; and

WHEREAS, in 2019, the City Council adopted community-wide greenhouse gas emissions reduction goals of 45% by 2030 from 2011 levels and carbon neutrality by 2050; and

WHEREAS, the City's Comprehensive Plan incorporates goals and objectives related to high performance building practices; and

WHEREAS, in 2023, the City Council adopted a Climate Action Plan to guide actions toward reaching the adopted emissions reduction targets, including high performance building strategies; and

WHEREAS, the Climate Action Plan established energy and water use intensity goals of 30% reduction by 2030 in all City facilities; and

WHEREAS, the state High Performance Building Act, codified at section 15.2-1804.1 of the Code of Virginia, establishes that for certain new buildings and major renovations, a locality shall ensure such building:

- Is designed, constructed, verified, and operated to comply with a high performance building certification program such as the U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) program.
- Has sufficient zero-emission vehicle charging and fueling infrastructure.
- Has features that permit the locality to measure the building's energy consumption, including metering of all electricity, gas, water, and other utilities.
- Incorporates appropriate onsite renewable energy generation, energy storage, and resilience features as determined by the locality.

WHEREAS, building standards for certain local buildings, including compliance with a high performance building certification program means achieving certification using the

U.S. Green Building Council's Leadership in Energy and Environmental Design (LEED) green building rating standard; and

WHEREAS, a number of existing municipal facilities reflect the City's goals and commitment to environmental improvement, sustainability, and climate action; and

WHEREAS, current building best practices have recently been documented in the Charlottesville High Performance Building Standards (HPBS) manual. The HPBS manual has been established as a central repository for those best practices recognized by City staff engaged in delivering and managing buildings and building systems. It brings these practices into alignment with City commitments to climate and sustainability. The standards also reflect mandates established by the Commonwealth of Virginia and translates these into implementation guidelines for users.

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

- That the City of Charlottesville is committed to high performance building practices regarding site selection and development, water and energy efficiency, air quality protection, clean energy strategies, material selection, electric vehicle charging, and resilience considerations.
- That the City of Charlottesville High-Performance Building Standards will be used to guide the design, construction, operation, maintenance, and renovation process of City buildings, including Charlottesville City Schools buildings.
- That adherence to the High-Performance Building Standards will ensure that a basic suite of facility management and maintenance practices are consistently incorporated.
- That City staff will continue to monitor industry standards by which high performance building practices are evaluated in order to ensure the City's standards are in alignment with current best practice.
- That the Office of Sustainability, in consultation with building professional colleagues and approval from the City Manager, is responsible for administration and implementation of the High Performance Building Standards.

5. RESOLUTION to Appropriate \$100,000 for Utility Line Remediation Facilitation (layover)
6. ORDINANCE to Repeal of Section 2-4 of the City Code Regarding Bonds of Officers and Employees

Clerk Thomas acknowledged that this item was not read during the initial vote for the Consent Agenda items.

On motion by Snook, seconded by Oschrein, Council by a 5-0 vote (Ayes: Fleisher, Oschrein, Payne, Snook, Wade; Noes: none) adopted the **ORDINANCE REPEALING SECTION 2-4 OF THE CODE OF THE CITY OF CHARLOTTESVILLE RELATING TO BONDS OF OFFICERS AND EMPLOYEES.**

CITY MANAGER REPORT

City Manager Sam Sanders provided the following updates:

- Free mulch available for the public at Ivy Solid Waste & Recycling Center
- April 11 electronic waste recycling at the Ivy Collection Center for city and county residents
- Spring Special Collection Days April 11 - May 9
- Closing of streets crossing the Downtown Mall for a series of repairs related to safety and maintenance, with a goal of concluding by June 12 and businesses remaining open.
- April 8 Weather Appreciation event to celebrate neighbors who assisted others during severe winter weather

ACTION ITEMS

7. PUBLIC HEARING on the Charlottesville Real Property Tax Rate

Krisy Hammill, Budget and Grants Management Director, summarized the City Budget development process, and she introduced the reason for the public hearing.

Mayor Wade opened the Real Property Tax Rate public hearing.

- Richard Spurzem, Neighborhood Properties, spoke about the importance of investment for the future of Charlottesville. He spoke about the rate of property assessment increase surpassing the rate of inflation, and his concern for future development. He stated that investors look at the tax rate.

Mayor Wade closed the public hearing.

8. Public hearing on the FY2027 City Budget Ordinance, Annual Appropriation, and Tax Levy

Krisy Hammill, Budget and Grants Management Director, reviewed the FY2027 City Budget Ordinance and updates made since Council's most recent budget work session.

Mayor Wade opened the public hearing.

- Nikuyah Walker, city resident, spoke about the real estate and personal property tax rate, and the need to increase the Charlottesville Homeowner Assistance Program (CHAP) supplement amounts. She spoke about low-and-middle income families being taxed out of their homes. Regarding schools, she questioned the ability for the city to fund schools without school accountability and improved results for Black students.
- Richard Finley, new city resident, asked questions about the FY27 Budget, specifically the increase to health insurance costs, increased funding for transit while ridership appears low, regarding licensure and permits and the request to UVA for PILOT (Payment in Lieu of Taxes).

Mayor Wade closed the public hearing and confirmed that the following ordinances moved forward to the April 9 special meeting for a second reading, with amendments as discussed.

- a. Ordinance establishing the Annual Tax Levy for Tax Year 2026 (layover)**
- b. Ordinance Adopting a Budget and Annual Appropriation of Funding for the City of Charlottesville, Virginia, for the Fiscal Year ending June 30, 2027 (layover)**

9. **ITEM MOVED TO FUTURE MEETING: ~~Public hearing and resolution to authorize execution of Right-of-Way Agreement and Utility Easement at Darden Towe Park~~**

10. **Ordinance Authorizing a Forgivable Loan to Piedmont Housing Alliance for 501 Cherry Avenue Site**

Madelyn Metzler, Acting Housing Program Manager, presented the ordinance request. The City has allocated \$3,850,000 in Capital Improvement Program funding for Piedmont Housing Alliance's ("PHA") proposed 501 Cherry Avenue Mixed-Use Development Project ("Project"). City staff requested City Council approval of the Ordinance which authorizes execution of the necessary legal documents to disburse these funds and ensure the housing units remain for ninety-nine (99) years. The Agreement requires annual reporting by Piedmont Housing Alliance.

The Project is proposed to include seventy-one (71) affordable rental dwelling units and commercial space to be occupied by the Music Resource Center ("MRC") and a community grocery store. This Project represents a unique partnership between the Fifeville Neighborhood Association, Woodard Properties, and PHA, with the goal of creating and executing a shared vision and plan for development of the property. Closing on the property is expected to occur in April 2026. Approval of the Ordinance will detail the preliminary minimum conditions expected by the City, pursuant to Virginia Code § 15.2-958, primarily with respect to the redevelopment of the property and the ultimate development of affordable housing.

On motion by Oschrein, seconded by Snook, Council by a vote of 5-0 (Ayes: Fleisher, Oschrein, Payne, Snook, Wade; Noes: none), adopted the **ORDINANCE AUTHORIZING A LOAN TO PIEDMONT HOUSING ALLIANCE TO SUPPORT REDEVELOPMENT OF 501 CHERRY AVENUE SITE FOR THE PURPOSE OF PRODUCING NEW HOUSING FOR LOW- AND MODERATE-INCOME PEOPLE.**

11. **Resolution Authorizing Performance Agreement Amendment Supporting 501 Cherry Avenue Project**

Chris Engel, Director of Economic Development, presented the resolution request. On March 4, 2025, City Council approved a Performance Agreement supporting the 501 Cherry Avenue Mixed-Use Project ("Project"). In January 2026, the City received a request from the developer to increase the Performance Agreement from fifty percent (50%) to one hundred percent (100%) of the incremental real estate value created by the Project over the performance period to support a timely commencement of the Project in 2026. On February 2, 2026, City Council adopted a Resolution supporting this increase in concept.

On motion by Payne, seconded by Snook, Council by a vote of 5-0 (Ayes: Fleisher, Oschrein, Payne, Snook, Wade; Noes: none), approved the following resolution.

RESOLUTION

Authorizing Performance Agreement Amendment Supporting 501 Cherry Avenue Project

WHEREAS, the Economic Development Authority of the City of Charlottesville, Virginia (**the "Authority"**), a political subdivision of the Commonwealth of Virginia (**the "Commonwealth"**), was established to promote the safety, health, welfare, convenience or prosperity of the inhabitants of the City of Charlottesville, Virginia a municipal corporation and

body politic and a political subdivision of the Commonwealth of Virginia (**the “City”**) by improving and rehabilitating a distressed area of the City which will enhance the tax base in the City and create opportunities for commercial and other economic development in the City; and

WHEREAS, the City Council of the City (**the “City Council”**) is empowered pursuant to Section 15.2-953 of the *Code of Virginia*, 1950, as amended (**the “Code”**), to make appropriations of public funds to the Authority for the purpose of promoting economic development in the City; and

WHEREAS, the Authority is empowered pursuant to Section 15.2-4901, *et seq.*, of the Code to, among other things, accept contributions, grants and other financial assistance from the City and make grants to any person, partnership, association, corporation, business, or governmental entity for the purposes of promoting economic development in the City; and

WHEREAS, the City, by its resolution adopted March 4, 2025 approved that certain Performance Agreement dated March 20, 2025 (**the “Agreement”**) by and among the Authority and Piedmont Housing Alliance, a non-profit 501(c)(3) organization under the Internal Revenue code of 1986 as amended, including its permitted successors and assigns (**the “Developer”**), to provide a certain financial incentive grant (**the “Grant”**) to the Developer in order to encourage and induce the Developer to invest a significant amount of money into real estate improvements, described as 501-A Cherry Avenue planned development consisting of 71 units (**the “Investment”**) located in the City and such 71 units are described and depicted on Exhibit A of the Agreement (**the “Property”**) along with the other requirements included in such Investment as set forth in Exhibit B to the Agreement; and

WHEREAS, the Developer has requested amendments to the Agreement to provide for an increase to the Grant from 50% to 100% of the incremental tax increase on the Property due to the Investment, to clarify the residency targets for the Property and such other revisions as set forth in the proposed Amended and Restated Performance Agreement (**the “Amended Agreement”**) by and among the Authority and the Developer, attached hereto as **Exhibit A**; and

WHEREAS, the Authority, while recognizing that the City Council is not empowered under Virginia law to make any binding commitment beyond the current fiscal year of the City, has requested that the City Council annually appropriate monies to the Authority for the purpose of promoting economic development in the City by funding certain financial obligations of the Authority pursuant to and during the term of the Amended Agreement; and

WHEREAS, there has been presented to this meeting a draft of the Amended Agreement which sets forth the understanding and agreement between the Authority and the Developer.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHARLOTTESVILLE, VIRGINIA:

1. The City Council finds and determines that the terms and conditions of the Amended Agreement, including the provisions for the Grant, is consistent with the mission, goals and purposes of the Authority.

2. It is the current intention of the City Council to make sufficient annual appropriation of monies to the Authority for the purpose of promoting economic development in the City by funding certain financial obligations of the Authority pursuant to and during the term of the Amended Agreement.

3. The City Manager or any other officer charged with the responsibility of preparing the City budget is hereby authorized and directed to include in the City budget for each fiscal year of the City during the term of the Amended Agreement a request that the City Council appropriate sufficient monies to the Authority for the purpose of promoting economic development in the City and funding certain financial obligations of the Authority pursuant to the terms of the Amended Agreement during such fiscal year.

4. The City Manager is hereby authorized to acknowledge the City's understanding of the Amended Agreement and to execute such documents as he deems appropriate in relation to such Amended Agreement including, but not limited to, any certifications, agreements or assignments requested by Developer in connection with the financing or undertaking of the Investment.

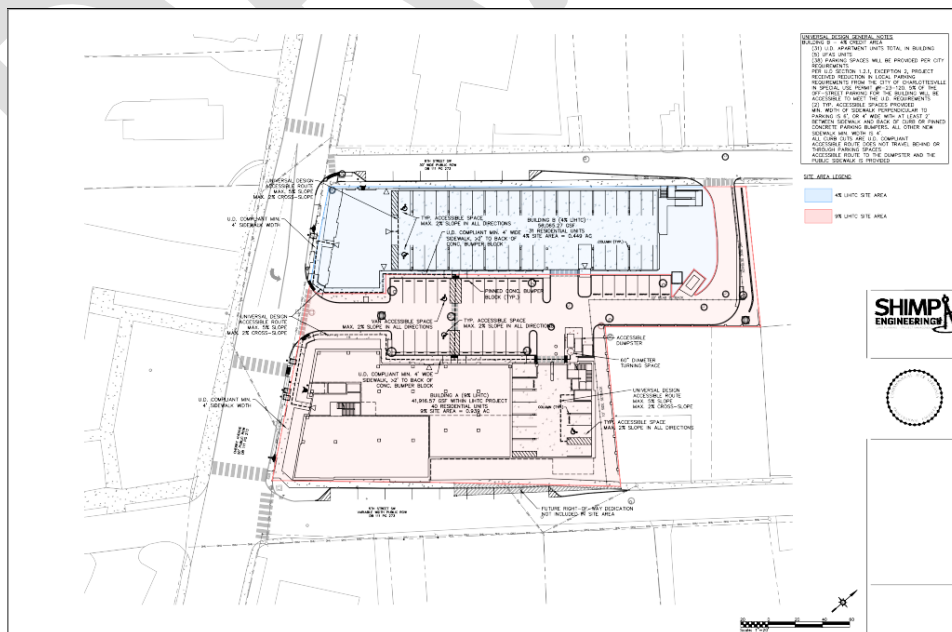
5. All other acts of the City Manager, the Director of Economic Development or any other officer of the City relating to the purposes and intent of this resolution are hereby approved and ratified.

6. This resolution shall take effect immediately.

EXHIBIT "A"

Property Description for 501 Cherry Avenue Development

The 501A Property is depicted on the map below in red. The 501B Property is depicted on the map below in blue. The parcel has not yet been subdivided, but it is the intention that the 501A Property and 501B Property will be split and will have two (2) separate Tax Parcel Identification Numbers.



GENERAL BUSINESS

12. WRITTEN REPORT: 2025 Integrated Pest Management Report

Mayor Wade acknowledged receipt of the 2025 Integrated Pest Management Report.

Councilor Payne requested information regarding the marking of places where pesticides are sprayed.

Rob Mathes, Parks and Recreation, stated that signage and markers are supposed to be used, and that sometimes people mistake other treatments for pesticide.

COMMUNITY MATTERS (2)

Mayor Wade opened the floor for comments from the public.

- Nikuyah Walker, city resident, spoke about a Non-profit Industrial Complex in relation to Piedmont Housing Alliance's funding requests, and she stated that Council should ask harder questions to ensure accountability. She read statements from student housing developers and former Council Members that appeared to be counterintuitive to producing affordable housing. She suggested having tax increase amounts from student housing developments go directly to low-income housing.

ADJOURNMENT

On motion by Snook, seconded by Payne, Council voted unanimously to adjourn the meeting at 8:34 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council



CHARLOTTESVILLE CITY COUNCIL MEETING MINUTES

April 20, 2026 at 4:00 PM
Council Chamber

The April 20, 2026, regular meeting of the Charlottesville City Council was called to order by Mayor Juandiego Wade. Clerk of Council Kyna Thomas called roll with all councilors present: Mayor Juandiego Wade, Vice Mayor Natalie Oschrein, and Councilors Jen Fleisher, Michael Payne and Lloyd Snook.

On motion by Fleisher, seconded by Oschrein, Council unanimously approved the meeting agenda.

REPORTS

1. Presentation of Key Findings from ADU Manual In-Lieu Fee and Student Housing Study

Kellie Brown, Director of Neighborhood Development Services, along with consultants Amanda Clepper and Jeremy Goldstein presented a report on key findings and potential updates for the Affordable Dwelling Unit Monitoring and Procedures Manual ("ADU Manual").

On December 18, 2023, City Council adopted a new Development Code designed to facilitate a more form-based zoning ordinance, allowing for increased density throughout the city in alignment with the 2021 Comprehensive Plan. Development applications that take advantage of the new Development Code raised concerns about displacement and gentrification. The purpose of this study was to review the ADU Manual, which must be updated on an annual basis, to determine if updates to affordable housing expectations for student housing and bonus height could address these concerns, improve support for the affordable housing goals of the Comprehensive Plan, and shed light on other strategies that should be considered. The manual has not been reviewed nor updated since its adoption in 2024. Staff presented an overview of the scope of work for this effort to City Council in January 2026 and is sharing key findings and potential options for updates to the ADU Manual, particularly regarding "in-lieu fees" for affordable housing.

The focus of this update process was to evaluate and potentially refine expectations for in-lieu fee payments if affordable units are not provided onsite as part of a development project, for student housing, non-student housing, and projects requesting bonus height. The evaluation also looked at the criteria (building features and geography) for which student housing project affordable housing expectations apply. The Planning Commission made recommendations at its meeting on April 14, 2026.

City Council engaged in discussion and provided feedback. Mr. Goldstein addressed a concern about a formula error in the tool used to calculate market feasibility for inclusionary zoning projects.

Councilor Payne requested to see an item on an upcoming City Council agenda to address increased in-lieu fees for student housing and decreased in-lieu fees for other types of housing. Other councilors expressed a desire to have staff spend more time sorting out issues regarding the construction cost estimating tool, incentivization, optimizing fees, eliminating the half-mile radius for student housing around UVA, and hearing from non-student-housing developers, etc.

CLOSED MEETING

On motion by Oschrein, seconded by Fleisher, Council voted unanimously to meet in closed session as authorized by the Virginia Freedom of Information Act, as follows:

1. Pursuant to Virginia Code Section 2.2-3711(A)(8) for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, rules governing appeals to the City Council from the Board

of Architectural Review.

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

BUSINESS SESSION

City Council began the business meeting by observing a moment of silence.

ANNOUNCEMENTS

Councilor Payne announced vacancies on city boards and commissions.

Vice Mayor Oschrin announced April 21st as voting day in Virginia, April as eBike voucher sign-up month, and a feedback opportunity online at [Connect.charlottesville.gov](https://connect.charlottesville.gov) for the Rose Hill Drive Corridor Improvement Project.

RECOGNITIONS/PROCLAMATIONS

- **PROCLAMATION: Charlottesville Filipino Spring Festival Day - May 2, 2026**

Mayor Wade presented the proclamation to a representative of the Charlottesville Filipino Cultural Association.

COMMUNITY MATTERS

Mayor Wade opened the floor for public comment, and the following individuals spoke:

1. Maureen Brondyke, city resident, thanked City Council for support of the Arts and expressed gratitude for Arts coordination and support.
2. Gillet Rosenblith, Housing Authority Board Member, requested support of CRHA's proposed creation of a nonprofit entity on this evening's agenda.
3. Lisa Correne Custalow, city resident, provided positive feedback about local transit, including Charlottesville Area Transit (CAT) and JAUNT.
4. Alicia Lenahan, Albemarle County resident, spoke about the need to prepare for and protect free and fair elections.
5. Terry Tyree, President of Charlottesville Community Resilience Center and member of CLIHC, spoke about the realities of housing displacement and in support of requiring on-site affordability requirements for new developments. She expressed the need to center people's needs over needs of developers, and she shared several suggestions for enforcing affordability efforts.
6. Rory Stolzenberg, city resident, spoke about errors in the Affordable Dwelling Unit spreadsheet presented earlier in the meeting based on the tool used to calculate assumptions for housing needs. He encouraged the testing of assumptions and ensuring accurate data input, as well as making policy based on the city as a whole and on real numbers.
7. Aba, Friends of PHAR, spoke in support of low-income public housing residents, and against the expansion of luxury student housing near historically marginalized neighborhoods.

CONSENT AGENDA

Clerk of Council Kyna Thomas read the following Consent Agenda items into the record, and on motion

by Payne, seconded by Fleisher, Council by a 5-0 vote adopted the Consent Agenda: (Ayes: Fleisher, Oschrein, Payne, Snook, Wade; Noes: none).

2. MINUTES: April 2 budget work session; April 9 Special meeting
3. RESOLUTION to Appropriate \$100,000 for Utility Line Remediation Facilitation (2nd reading)

RESOLUTION

Appropriating \$100,000 for Utility Line Remediation Facilitation

WHEREAS, the City of Charlottesville, Virginia (“City”), has several double utility poles that require removal to come into compliance with the American with Disabilities Act; and

WHEREAS, several attaching utility companies are not performing the required work needed to transfer its lines in a timely manner so that the poles can be removed; and

WHEREAS, the City Public Works Department desires to procure an on-call contractor to perform this necessary work and seek reimbursement from the utility companies.

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

Revenue

\$ 100,000 Fund: 426 Funded Program: P-01139 G/L Account: 435120

Expenditure

\$ 100,000 Fund: 426 Funded Program: P-01139 G/L Account: 530670

BE IT FURTHER RESOLVED, that once the total amount of reimbursements exceed \$100,000, the City Manager is authorized to increase the budget and to expend the reimbursement revenue that may occur and which is hereby appropriated for expenditure for the utility line remediation facilitation as of the date of receipt thereof by the City.

4. Public Art Program Proposal (2nd reading)
 - a. ORDINANCE to establish the Charlottesville Public Art Program (2nd reading)
- ORDINANCE AMENDING CHAPTER 2 OF THE CHARLOTTESVILLE CITY CODE BY ADDING ARTICLE XVIII REGARDING A PUBLIC ART COMMISSION**
- b. RESOLUTION to fund the Charlottesville Public Art Program - \$50,000 (2nd reading)

RESOLUTION

To Allocate \$50,000 from Council Strategic Investment Fund

WHEREAS public art in Charlottesville is an important component of the city’s culture and legacy public art displays are present in neighborhoods across the community; and

WHEREAS there is no public or private body that is responsible for accepting, managing, placing or deaccessioning public art in Charlottesville; and

WHEREAS the Charlottesville City Council has passed an ordinance to the City Code to create a Public Art Commission;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$50,000 is hereby allocated from Council Strategic Investment Fund for the purpose of issuing a Request for Proposal (RFP) to hire a consultant to complete the work necessary to stand-up the Public Art Commission, that was approved by Ordinance, and to stand up a Public Art Program to be handed off to city staff.

5. RESOLUTION to appropriate funds from Charlottesville City School Reimbursement (layover)
6. RESOLUTION to approve a Funding Agreement for the "LEAP 2025-26 Solar Readiness Program", a Minor Amendment to the City's Annual Action Plan, in the amount of \$18,576.72 in Community Development Block Grant ("CDBG") Funds" (previously approved by Council)

RESOLUTION

Approving the LEAP 2025-26 Solar Readiness Program, a Minor Amendment to the City's Annual Action Plan, in the Amount of \$18,576.72 in Community Development Block Grant ("CDBG") Funds (Previously Approved by Council)

WHEREAS the City of Charlottesville engages as a 'participating jurisdiction' ("PJ") in the Community Development Block Grant ("CDBG") program offered by the U.S. Department of Housing and Urban Development ("HUD") and in that role is the periodic recipient of federal funds to support eligible community development, affordable housing and planning activities as identified by HUD's Office of Community Planning & Development ("CPD"), and

WHEREAS the city's CDBG/HOME Taskforce previously recommended funding for the 2024-25 LEAP Solar Readiness program which Council approved on June 17, 2024, a grant to LEAP of \$18,576.72 in CDBG funds following two public hearings and a 30-day public comment period, and

WHEREAS subrecipient LEAP experienced significant delays outside of their control that blocked progress on the agreed upon Scope of Work but now report that conditions have changed such that they now see a path forward for successful completion of this activity in accordance with the original funding agreement, as executed on July 24, 2024, and City staff have determined that the request is reasonable and that granting such additional time is likely to bring important benefits to income-qualified City homeowners,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Charlottesville, Virginia, hereby approves the proposed funding agreement as presented here today with a new period of performance from July 1, 2025, through December 31, 2026, with all other provisions and requirements of the original funding agreement to remain in effect as written.

BE IT FURTHER RESOLVED that the City Manager, the Director of Finance, and public officers to whom any responsibility is delegated by the City Manager pursuant to City Code Section 2-147, are authorized to establish administrative procedures and provide for guidance and assistance in the subrecipients' execution of the funded activity.

7. **RESOLUTION Authorizing a Temporary Installation of Art on the Downtown Mall by Service Dogs of Virginia**

RESOLUTION

Authorizing a Temporary Installation of Art on the Downtown Mall by Service Dogs of Virginia

WHEREAS, the City of Charlottesville, Virginia ("City"), recognizes the importance of non-profit

organizations and the work that they do; and

WHEREAS, the Council of the City of Charlottesville, Virginia (“City Council”), may, on a limited and case-by-case basis, authorize the use of City property for artwork or commemorative displays; and

WHEREAS, Service Dogs of Virginia (“SDV”), an IRS 501(c)(3) non-profit organization, has requested approval from the City to temporarily display one (1) life-sized, fiberglass Labrador dog statue on the Downtown Mall at 111 West Main Street from July – September 2026, and a possible other display area on the Downtown Mall at 124 West Main Street from September 2026 – October 2026, during SDV’s public art display, the *Art Unleashed* fund-raising campaign; and

WHEREAS, City Council has reviewed the information provided and finds that the request complies with the role of public art in public spaces in the community.

NOW, THEREFORE, BE IT RESOLVED by City Council that the City Manager is hereby authorized to enter into an agreement with SDV to temporarily install and display art on the Downtown Mall for the period from July 1, 2026, through October 31, 2026; and

BE IT FURTHER RESOLVED that the content, design, placement, duration, and maintenance of the public art display shall be subject to City approval, and that the City retains the right to remove or modify the display, if it no longer satisfies the purposes and criteria set forth in this Resolution; and

BE IT FINALLY RESOLVED that this authorization is limited to the public art display described herein and shall not be construed to create a policy, precedent, or public forum requiring the City to permit other private art displays on City-owned property.

8. RESOLUTION to Appropriate \$115,443 in Woodland Drive Performance Bond Funds (layover)
9. RESOLUTION to Appropriate \$18,564 received from Library of Virginia Circuit Court Records Preservation Grants Review Board (2nd reading waived)

RESOLUTION

Appropriating Funding in the Amount of \$18,564 received from Library of Virginia Circuit Court Records Preservation Grants Review Board

WHEREAS, The City of Charlottesville, through the Clerk of Circuit Court Office, has been awarded a grant from the Library of Virginia Circuit Court Records Preservation Grants Review Board (CCRP), in the amount of \$18,564;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia that, upon receipt of the CCRP funding from the Commonwealth, said funding, in the sum of \$18,564, is hereby appropriated in the following manner:

Revenues

\$18,564	Fund 209	Order 1900546	GL 430110 State Grants
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Expenditures

\$18,564	Fund 209	Order 1900546	GL 530010 Professional Services
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10. RESOLUTION: FY26 Charlottesville Affordable Housing Fund Grant Funding Award

RESOLUTION

Allocating Charlottesville Affordable Housing Fund FY26 Grant Program Funding for Affordable Housing Projects and Initiatives in the Amount of \$823,000

WHEREAS the City of Charlottesville, Virginia (“City”), having established the Charlottesville Affordable Housing Fund (“CAHF”) Grant Program to provide financial support for community agency programs aiding in affordable housing and homelessness relief, hereby allocates \$823,000 from the CAHF Grant Program under Fund 426 Project: CP-084, as per the City’s FY26 Capital Improvement Program Budget.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia (“City Council”), that upon consideration of the CAHF Committee’s recommendations for the CAHF Grant Program, City Council hereby allocates funds to the following CAHF applicants:

Fund	Project	G/L Account	Applicant	Funded Project/Initiative	CAHF Award
426	CP-084	530670	Albemarle Housing Improvement Program	Charlottesville Critical Repair and Rehab	\$166,800.00
426	CP-084	530670	Building Goodness Foundation	C'ville Builds: Healthy Homes	\$70,000.00
426	CP-084	530670	Community Services Housing	Rehabilitation of CSH Properties	\$68,997.50
426	CP-084	530670	Habitat For Humanity of Greater Charlottesville	Habitat Core 2026	\$286,026.86
426	CP-084	530670	Piedmont Housing Alliance	Deepening Affordability at 1025 Park St.	\$231,175.64

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 fund.

11. RESOLUTION to approve the City's participation in the proposed settlement of opioid-related claims against Six Remnant defendants and directing the City Attorney to execute the documents necessary to participate in the settlement

On separate motion by Payne, seconded by Fleisher, Council voted unanimously to waive the second reading for this resolution.

Resolution of the Council of the City of Charlottesville to Approve the City’s Participation in the Proposed Settlement of Opioid-related Claims Against Six Remnant Defendants and Directing the City Attorney to Execute the Documents Necessary to Effectuate the City’s Participation in the Settlements

WHEREAS, the opioid epidemic that has cost thousands of human lives across the country

also impacts the City of Charlottesville by adversely impacting the delivery of emergency medical, law enforcement, criminal justice, mental health and substance abuse services, and other services by the City's various departments and agencies; and

WHEREAS, the Commonwealth of Virginia and its counties and cities, including the City of Charlottesville, have been required and will continue to be required to allocate substantial taxpayer dollars, resources, staff energy and time to address the damage the opioid epidemic has caused and continues to cause the citizens of the Commonwealth and the City of Charlottesville; and

WHEREAS, a settlement proposal has been negotiated that will cause Six Remnant Defendants to pay to resolve opioid-related claims against them; and

WHEREAS, the City of Charlottesville has approved and adopted the Virginia Opioid Abatement Fund and Settlement Allocation Memorandum of Understanding (the "Virginia MOU"), and affirms that this pending settlement with Six Remnant Defendants shall be considered a "Settlement" that is subject to the Virginia MOU, and shall be administered and allocated in the same manner as the opioid settlements entered into previously; and

WHEREAS, the City Attorney has reviewed the settlement and has recommended that the City participate in the settlement in order to recover its share of the funds that the settlement would provide.

NOW THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, this 20 day of April, 2026, that it approves of the City's participation in the proposed settlement of opioid-related claims against Six Remnant Defendants and their related corporate entities, and directs the City Attorney to execute the documents necessary to effectuate the City's participation in the settlements, including the required release of claims against the Six Remnant Defendants.

CITY MANAGER REPORT

Assistant City Manager Sam Roman announced that the CAYIP program is seeking businesses to host student interns.

Assistant City Manager Evan Pilachowski announced that the Smith Aquatic recreation pool is open to the public, and he announced Family Bike Day on May 3 at McIntire Park.

City Manager Sam Sanders, Jr., announced that Abbi Matthew Wade is partnering with UVA Center for Community Partnerships to host a community data walk at Carver Recreation Center on May 7 from 6-7:30 p.m. This event marks a two-year kickoff program funded by ICMA (International City/County Management Association). On behalf of the Commonwealth's Attorney's Office, he announced National Crime Victims' Rights Week taking place from April 19-25, 2026, marking its 45th year. Mr. Sanders then presented his Quarter 3 Work Plan Update.

ACTION ITEMS

12. PUBLIC HEARING and RESOLUTION to authorize execution of Right-of-Way Agreement and Utility Easement at Darden Towe Park

Riaan Anthony, Director of Parks and Recreation, summarized the request to authorize the City Manager

to execute a Right-of-Way Agreement granting a utility easement to Virginia Electric and Power Company (dba Dominion Energy Virginia) across property jointly owned by the City of Charlottesville and the County of Albemarle at Darden Towe Park. The easement is necessary to extend electrical service near the Lewis and Clark Building to a new prefab ADA-compliant restroom facility adjacent to the picnic shelter and to provide upgraded electrical service to the existing pavilion facilities at the park. Without approval of this easement, the electrical installation required for the restroom and pavilion would not be able to proceed, delaying completion of a project that is part of Albemarle County's ADA Capital Improvement Project. This action is consistent with the existing joint ownership and operational framework between the City and Albemarle County as outlined in the 2007 Darden Towe Park Agreement.

Mayor Wade opened the public hearing. With no speakers coming forward, Mayor Wade closed the public hearing.

On motion by Snook, seconded by Oschrein, Council voted 5-0 (Ayes: Fleisher, Oschrein, Payne, Snook, Wade; Noes: none) to approve the following resolution:

RESOLUTION

Authorizing Execution of Right-of-Way Agreement and Utility Easement for Electrical Service at Darden Towe Park

WHEREAS, Darden Towe Park (the “Park”) is jointly owned by the City of Charlottesville (the “City”) and the County of Albemarle (the “County”) pursuant to the 2007 Darden Towe Park Agreement (the “Agreement”) establishing shared responsibility for the Park’s development, operation, and maintenance; and

WHEREAS, the County, while implementing a project to construct an ADA-compliant restroom facility and to improve the picnic shelter at the adjacent pavilion in the Park, found that additional electrical infrastructure is needed to provide safe, reliable, and code-compliant electrical service; and

WHEREAS, the additional infrastructure requires granting a non-exclusive utility easement to Dominion Energy Virginia for the work; and

WHEREAS, under the terms of the 2007 Agreement, both the City and County must consent to and execute this easement affecting the Park; and

WHEREAS, the Council of the City of Charlottesville finds that executing the Right-of-Way Agreement serves a public purpose by improving public safety, accessibility, and infrastructure at the Park.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the Right-of-Way Agreement is approved and that the City Manager is authorized to execute the Agreement and to take any additional administrative actions necessary to complete the project.

13. RESOLUTION to approve Business License Tax Refund of \$94,169.79, plus applicable interest

Commissioner of the Revenue (“COR”) Todd Divers provided background information leading to the current request for refund approval. The Taxpayer erroneously filed for and paid a business license tax in the City of Charlottesville, Virginia (“City”), on work performed in Albemarle County, Virginia (“County”), for tax years 2021 through 2025. In accordance with the statute of limitations imposed by Virginia Code §§ 58.1-3980 and 58.1-3981 (current year plus three (3) prior years), the refund and interest due for tax years

2023, 2024, and 2025 under Sec. 14-12 of the Code of the City of Charlottesville, Virginia (“City Code”), and Virginia Code § 58.1-3703.1 were approved by City Council on March 16, 2026, pursuant to City Code Sec. 30-6(b).

Subsequent to the discovery by the COR of the assessment error and reporting of same to Taxpayer, Taxpayer informed the COR of the County’s intent to assess for the maximum allowable back taxes under Virginia Code § 58.1-3703.1(A)(4)(b) - current year plus up to six (6) prior years in cases of fraud or failure to apply for a license, despite there being no evidence of fraud or intentional failure to file, and there being clear guidance from the Commissioner of the Virginia Department of Taxation that a six (6)-year lookback is at the assessing official’s discretion and not mandatory.

Therefore, to avoid double taxation of the Taxpayer, and so that the “ends of justice may be served,” the Charlottesville COR sought authorization from the Circuit Court of the City of Charlottesville, Virginia (“Court”), per Virginia Code § 58.1-3984(D), for authority to correct the erroneous tax assessments levied by the City on the Taxpayer in the fourth (2022) and fifth (2021) tax years out, which were beyond the statute of limitations established by Virginia Code §§ 58.1-3980 and 58.1-3981.

On March 26, 2026, the Court entered an Order granting the COR authority to correct the Taxpayer’s erroneous tax assessments for tax years 2022 and 2021, in the total amount of \$94,169.79, plus interest per Virginia Code §§ 58.1-3703.1(A)(2)(e) and 58.1-3916.

On motion by Snook, seconded by Fleisher, Council voted 5-0 (Ayes: Fleisher, Oschrein, Payne, Snook, Wade; Noes: none) to approve the following resolution:

RESOLUTION

Authorizing a Refund of \$94,169.79 to a Taxpaying Entity or Business for Business License Tax Paid in Error for Tax Years 2021 AND 2022

WHEREAS, the Commissioner of the Revenue for the City of Charlottesville, Virginia (“COR”), has determined that a taxpaying entity or business (“Taxpayer”) paid 2021 and 2022 Business License Tax to the City of Charlottesville, Virginia (“City”), in error; and

WHEREAS, said Taxpayer has requested a refund of the amount paid in error; and

WHEREAS, the tax years 2021 and 2022 are beyond the customary statute of limitations for refunds imposed by the Virginia Code; and

WHEREAS, the Circuit Court of the City of Charlottesville, Virginia, has granted the COR authority to correct Taxpayer’s erroneous tax assessments for tax years 2021 and 2022; and

WHEREAS, the COR has certified that a refund of taxes paid is due in the amount of \$94,169.79, plus interest as determined by the Virginia Code; and

WHEREAS, City Code Section 30-6(b) requires City Council approval for any tax refund exceeding \$10,000.00.

NOW THEREFORE, BE IT RESOLVED by the Council for the City of Charlottesville, Virginia, that it hereby approves and adopts this Resolution authorizing the City Treasurer to issue a refund of \$94,169.79, plus interest as determined by the Virginia Code, payable to the Taxpayer.

14. RESOLUTION to authorize the reallocation of \$1,854,818 previously appropriated CIP funding to alternative infrastructure projects with budget gaps (layover)

City Manager Sanders presented the request to reallocate existing funds within the CIP to fill the budget gaps of the Meadowcreek Trail and Pollocks Branch projects.

Michael Goddard, Deputy Director of Public Works, added context about cost escalation in the construction industry.

Council agreed to carry the item to the May 4 Consent Agenda for a second reading and vote.

15. RESOLUTION appropriating \$4,555,000 from the CIP Contingency Fund for critical unfunded and one-time operational priorities (layover)

City Manager Sanders presented the appropriation request, reiterating the one-time use nature of the funds, and correcting the dollar amount to \$4,405,000, based on moving one of the listed priorities to another funding source.

Council agreed to carry the item to the May 4 Consent Agenda for second reading and vote, as amended.

Councilor Payne highlighted a concern about the potential to lose naturally occurring affordable housing as well as low-income housing tax credit for properties with expiring affordability periods. Mr. Sanders provided information about Financial Advisor Services within the Affordable Housing Plan.

16. RESOLUTION to approve CRHA's Request to Establish a New IRS § 501(c)(3) Nonprofit Entity

Deputy City Manager James Freas introduced the item. The Charlottesville Redevelopment and Housing Authority ("CRHA") requested approval from City Council to establish a new IRS §501(c)(3) nonprofit entity to allow it to pursue grants and donations not currently available to Housing Authorities.

Acting Housing Program Manager Madelyn Metzler further explained the request. CRHA indicated that establishing the nonprofit would enable pursuit and management of contributions, bequests, grants, and other funding streams currently inaccessible to CRHA due to not having IRS §501(c)(3) status. These resources would support a range of activities associated with physical, economic, social, and cultural revitalization of low- and moderate-income households, including education and job training initiatives, housing stability programs, resident stipends, community events, youth and family programming, eviction diversion, and homeownership assistance.

The newly proposed entity would have no members or owners, be governed by a Board of Directors composed of CRHA Commissioners, CRHA Staff, and residents, and operate under Virginia Conflict of Interests Act requirements. The entity would also submit annual activity reports and financial statements to City Council. The proposed governance structure would keep the new entity closely aligned with CRHA's mission and oversight framework. CRHA asserted that this structure will facilitate coordination across redevelopment and resident-support functions, while ensuring compliance through annual reporting to City Council, and Council's consideration of this request will determine whether CRHA is permitted to expand its organizational capacity through a nonprofit arm, which could support broader community development and affordable housing goals.

Staff confirmed that the nonprofit entity will be held to the same reporting standards as CRHA.

John Sales, CRHA Executive Director, stated that the nonprofit entity will open opportunities for funding sources and programs for residents.

On motion by Oschrin, seconded by Payne, Council voted 5-0 (Ayes: Fleisher, Oschrin, Payne, Snook, Wade; Noes: none) to approve the following resolution:

RESOLUTION

Approving CRHA Request to Establish a New IRS § 501(C)(3) Nonprofit Entity

WHEREAS, the Charlottesville Redevelopment and Housing Authority (“CRHA”) was created pursuant to the Virginia Housing Authorities Law, and may form legal entities with approval of the local governing body; and

WHEREAS, CRHA is not eligible for certain grants and donations requiring IRS § 501(c)(3) status, and therefore seeks to establish a nonprofit entity to expand access to these funding sources; and

WHEREAS, the purpose of the proposed nonprofit is to support revitalization and community development efforts benefiting low- and moderate-income residents through programs such as education, housing stability, resident support, and community programming; and

WHEREAS, on May 24, 2021, CRHA’s Board of Commissioners authorized formation of the nonprofit and the submission of federal tax-exemption documents, subject to City Council approval as required by Virginia Code § 36-19(12).

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that CRHA is authorized to create a new IRS §501(c)(3) nonprofit entity for the purposes described above.

17. RESOLUTION to approve CRHA's Request to Issue up to \$4,300,000 in Tax-Exempt Revenue Bonds for Kindlewood Phase 3

James Freas, Deputy City Manager, noted a needed correction to the dollar amount for this item. He requested withdrawal of the item from the agenda in order to update the amount and bring the item back at a future meeting.

Sunshine Mathon, Piedmont Housing Alliance Executive Director, stated that the correction will affect timing of the project, and the project would need to go into the Governor's Pool if the April 30 deadline is missed.

Councilor Payne clarified that the error was based on information received from PHA and not a City Staff error. Mr. Payne inquired about calling a special meeting to discuss and vote on the item in time to meet approaching deadlines. Councilors were open to having the mayor coordinate a special meeting.

18. ORDINANCE allowing modification of the terms of the 501 Cherry loan agreement

James Freas, Deputy City Manager, presented the request from Piedmont Housing Alliance to allow a portion of the funds allocated for the affordable housing project located at 501 Cherry Ave to be used for the acquisition of the property. Staff recommended approval of the request.

Sunshine Mathon, PHA Executive Director, explained the original acquisition financing and delays in

construction which have caused accrual of certain additional financing costs.

On motion by Payne, seconded by Fleisher, Council voted 5-0 (Ayes: Fleisher, Oschrin, Payne, Snook, Wade; Noes: none) to adopt the **ORDINANCE AUTHORIZING PIEDMONT HOUSING ALLIANCE'S USE OF LOAN PROCEEDS FOR LAND ACQUISITION TO SUPPORT REDEVELOPMENT OF THE 501 CHERRY AVENUE SITE FOR THE PURPOSE OF PRODUCING NEW HOUSING FOR LOW- AND MODERATE-INCOME PEOPLE.**

GENERAL BUSINESS

19. PRESENTATION of the Annual State of the Forest Report

Steven Gaines, Urban Forester with Charlottesville Parks and Recreation, introduced members of the City of Charlottesville Tree Commission, who presented the annual State of the Forest Report showcasing tree plantings, canopy coverage, benefits, concerns and issues related to the City's public trees and forests. Presenters were Susan McKennon (Chair), JD Brown, and Hannah Brown.

20. WRITTEN REPORT: Rivanna Authorities Quarterly Report

Council acknowledged receipt of the written report from the Rivanna Authorities.

COMMUNITY MATTERS (2)

Mayor Wade opened the floor for comments from the public.

- Rory Stolzenberg spoke about the importance of "showing your work" to ensure the best information available, demonstrate good governance, and so that work can be verified. His comments were primarily related to the work session presentation about the ADU Manual In-lieu Fee and Student Housing Study.

ADJOURNMENT

On motion by Snook, seconded by Oschrin, Council by unanimous consent adjourned the meeting at 9:18 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council



CHARLOTTESVILLE CITY COUNCIL MEETING MINUTES

July 8, 2026 at 4:00 PM

CitySpace: 100 5th St NE, Charlottesville, VA 22902

The Charlottesville City Council held a special meeting on Wednesday, July 8, 2026, Mayor Juandiego Wade called the meeting to order, and Clerk of Council Kyna Thomas called the role, noting all councilors present: Mayor Juandiego Wade, Vice Mayor Natalie Oschrein and councilors Jen Fleisher, Michael Payne and Lloyd Snook.

The purpose of the meeting was to discuss the Charlottesville City Schools Facilities Construction Program, including the financial assessment, portfolio assessment, and Sales Tax referendum.

Mayor Wade turned the meeting over to Deputy City Manager James Freas, who gave an overview of enabling legislation regarding the sales tax referendum, and shared important dates related to enacting a referendum and subsequent adoption of the related ordinance.

- The recently enacted state budget authorizes the City, if approved by voters, to impose an additional local general retail sales tax at a rate not to exceed 1%.
- Revenue from the tax may be used only for the construction or renovation of schools. The statute also permits the revenue to be used for bond and loan financing costs related to those school construction or renovation projects.
- The tax cannot be imposed by City Council alone; it must first be approved by City voters in a referendum.
- The referendum must be initiated by a City Council resolution. That resolution is slated for Council's July 20, 2026 meeting.
- The resolution must identify the proposed tax, state the expiration date for the tax, and request that the Circuit Court order the referendum. The draft resolution uses June 30, 2046, as the expiration date (20-year maximum).

Michael Goddard, Deputy Director of Public Works, provided an update on planning procedures, and presented the Working Group Facility Needs Report with specific recommendations for each school.

Krisy Hammill, Director of Budget and Grants Management, answered questions about fund appropriations and provided a financial picture of how much a 1% sales tax would generate. Ms. Hammill shared information about the City's estimated projects funded with bonds, the City's current and projected debt profile, and available revenue.

School Board Chair Lisa Torres, Vice Chair Amanda Barnes, School Chief Operating Officer Kim Powell, and Director of Community Relations Amanda Simalchik participated in the discussion and expressed the need to address structural and programmatic needs for schools.

Next steps toward enacting a 1% local general retail sales tax:

1. July 20, 2026 – Council to consider adopting resolution
2. August 12, 2026 – Joint City Council / School Board meeting
3. August 14, 2026 – Last Date to receive order from Circuit Court to place referendum on the ballot
4. November 3, 2026 – General Election including Referendum
5. Council to Adopt an ordinance to adopt the tax
6. Tax to take effect 120 days after the date of the Ordinance

Councilors provided recent updates on the respective boards and committees on which they serve, and other activities.

On motion by Oschrin, seconded by Snook, Council by acclamation adjourned the meeting at 5:59 p.m.

BY Order of City Council

BY Kyna Thomas, Clerk of Council

DRAFT

Policy Briefing Summary

City Council



Regarding:	Resolution Allocating \$575,000 in Housing Operations and Support FY27 Grant Funding (2nd reading)
Staff Contact(s):	Madelyn Metzler, Housing Compliance Coordinator
Presenter:	Madelyn Metzler, Housing Compliance Coordinator
Date of Proposed Action:	July 20, 2026

Issue

The Charlottesville Affordable Housing Fund (“CAHF”) Committee has completed its review of FY27 Housing Operations and Program Support (“HOPS”) Grant Program Funding Applications and requests City Council approval of recommended awards. Fourteen (14) Applications were considered, and thirteen (13) are recommended for funding.

Background / Rule

The HOPS Grant Program, supported through the City’s Capital Improvement Program (“CIP”), supports the operational needs of nonprofit organizations that provide essential housing-related services. A Notice of Funding Availability was issued on August 28, 2025, announcing \$575,000 in available funding. City Staff received fourteen (14) complete Applications, totaling \$1,390,000 in requests.

The CAHF Committee reviewed and scored Applications using a standardized rubric that evaluates affordability, population served, project readiness, environmental sustainability, demonstrated need, organizational capacity, and alignment with City priorities. Final average scores ranged from seventy (70) to one hundred one (101) points. Pursuant to the HOPS Grant Program process, the CAHF Committee submits funding recommendations to City Council for approval.

Analysis

The CAHF Committee evaluated Applications requesting a total of \$1,390,000 in FY27 HOPS funding. Using the standardized scoring rubric, the CAHF Committee grouped Applications into tiers based on scores and recommended that each tier receive a set percentage of its requested amount. Three (3) Applications are in Tier 1, scoring over one hundred (100) points, and are recommended for funding at seventy percent (70%). Eight (8) applications are in Tier 2, scoring between ninety (90) and ninety-nine (99) points, and are recommended for funding at forty-four and seven tenths percent (44.7%). Two (2) Applications are in Tier 3, scoring between eighty (80) and eighty-nine (89) points, and are recommended for funding at nineteen percent (19%). One (1) Application is in Tier 4, scoring below eighty (80) points, and is not recommended for funding.

The CAHF Committee recommends allocating the \$575,000 as follows:

- AHIP System of Care Program: \$42,905
- Community Services Housing Program: \$44,700

- Georgia's Friends Recovery Residence & Support Program: \$1,900
- Habitat for Humanity of Greater Charlottesville Homeownership Program: \$33,525
- IRC Housing Navigation Support Program: \$20,115
- LAJC Legal Services to Prevent Evictions and Ensure Housing Stability Program: \$22,350
- MACAA Hope House Program: \$13,410
- PACEM Case Management Program: \$53,640
- Piedmont Housing Alliance Charlottesville Affordable Housing Program: \$89,400
- SupportWorks Housing The Crossings PSH Program: \$29,055
- The Haven Day Shelter Program: \$77,000
- The Haven Homeless Information Line Program: \$35,000
- The Haven Vital Housing Services Program: \$112,000

Financial Impact

The \$575,000 in recommended awards are allocated in the FY27 CIP Budget for CAHF. No additional financial impact is associated with the proposed action, as all recommended expenditures fall within existing appropriations.

Recommendation

City Staff recommends City Council adopt the attached Resolution approving the CAHF Committee's FY27 HOPS Grant Project Funding recommendations and authorize the allocation of CAHF funds to the thirteen (13) recommended programs.

Recommended Motion (if Applicable)

"I make a Motion to adopt the attached Resolution approving the CAHF Committee's FY27 HOPS Grant Project Funding recommendations and authorize the allocation of CAHF funds to the thirteen (13) recommended projects."

Attachments

1. Charlottesville HOPS Report FY27
2. RESOLUTION HOPS FY27 (1)jvhedits



Charlottesville

FY 2027 Housing Operations & Program Support (HOPS) Report

March 12, 2026

CAHF Committee Members:

Chris Cullinan
Misty Graves
Taylor Harvey-Ryan
S. Lisa Herndon
Sarah Malpass
Jamaala Hamilton

City Staff Liaison:

Madelyn Metzler, Acting Housing Program Manager

Note: This document is an updated version of the FY27 HOPS funding recommendations. It corrects a formula error identified in a previously published version. All revisions in this document are shown in redline to clearly indicate what changed. The correction and updated funding percentages were presented to City Council at the March 12, 2026 work session.

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INTRODUCTION

Background

The Housing Operations and Program Support (HOPS) Grant Program is a critical component of the City of Charlottesville's Affordable Housing strategy. The program focuses on supporting the operational needs of nonprofit organizations that provide essential housing-related services. HOPS funding aims to ensure housing stability and to prevent homelessness by assisting organizations that serve vulnerable populations, including low-income residents, individuals at risk of eviction, and those experiencing homelessness. Starting in FY24, affordable-housing specific applications were removed from the Vibrant Community Fund process and were reviewed in a separate process. HOPS is funded through the Charlottesville Affordable Housing Fund (CAHF), which is supported by the City's Capital Improvement Program (CIP) budget.

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

A Notice of Funding Availability (NOFA) was issued on August 28, 2025, announcing timelines and the amount of funding available for the HOPS Grant program. The notice advertised \$575,000 available with an application period of September 1, 2025 through October 20, 2025. Staff received 14 complete applications for funding by the submission deadline with a total of \$1,390,000 in funding requests.

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 to programs positively impacting the state of homelessness in the City of Charlottesville.

Committee members reviewed and scored applications individually and as a group using a rubric developed by the Committee. Each member rated the applications based on the scoring criteria. After discussing each application, Committee members finalized their scores, and the final score was calculated as the average of all the reviewers' scores. The maximum possible score was 105. The lowest score was 70 and the highest score was 101.

Tier 1	Tier 2	Tier 3	Tier 4
Over 100 points	90-99 points	80-89 points	Below 80 points
3 applications	8 applications	2 applications	1 application

Due to the amount of funding proposed as available through the HOPS application cycle, and following review of the type of service rankings and the average scoring rankings, the committee recommended that 13 applications be funded at levels ranging from 23% to 70% of their requested funding. The CAHF Committee recommends funding at the following levels:

- 70% of the requested amount for applications rated Tier 1,
- 44.7% for applications rated Tier 2,
- 19% for applications rated Tier 3, and
- no funding for applications rated Tier 4.

SUMMARY OF APPLICATIONS

The following pages contain summaries of applications in alphabetical order of the applicant. The summaries include a brief description of the program and the amount of the funding request, followed by the Committee's ranking and recommended funding amount.

Albemarle Housing Improvement Program (AHIP)

Program Name: AHIP System of Care

Requested Funding: \$225,000

Purpose of Requested Funding: AHIP's System of Care provides pre-construction services to prepare low-income city residents for future home repairs through AHIP's rehabilitation programs. Funding will support staff and administrative costs to enroll residents and deliver these essential pre-repair services.

Funding Tier: 3

Proposed Funding: \$42,905

Community Services Housing (CSH)

Program Name: Community Services Housing

Requested Funding: \$100,000

Purpose of Requested Funding: CSH develops and manages low-barrier housing for individuals with disabilities and extremely low incomes in Charlottesville. Funding will sustain key staff positions that oversee property management and resident support, ensuring housing stability and operational continuity.

Funding Tier: 2

Proposed Funding: \$44,700

Georgia's Friends

Program Name: Georgia's Friends Recovery Residence & Support Program

Requested Funding: \$10,000

Purpose of Requested Funding: Georgia's Friends operates a structured recovery program for women in early stages of substance use recovery, including a sober-living home in Charlottesville. Funding will help maintain housing and support services that promote long-term sobriety and stability.

Funding Tier: 3

Proposed Funding: \$1,900

Habitat For Humanity of Greater Charlottesville (Habitat)

Program Name: Habitat for Humanity of Greater Charlottesville Homeownership Program

Requested Funding: \$75,000

Purpose of Requested Funding: Habitat's Family and Community Partnerships department provides financial coaching and readiness services to help low-income families achieve sustainable homeownership. Funding will support a dedicated financial empowerment coach and expanded counseling for families preparing to purchase homes in Charlottesville.

Funding Tier: 2

Proposed Funding: \$33,525

International Rescue Committee (IRC)

Program Name: IRC Housing Navigation Support

Requested Funding: \$45,000

Purpose of Requested Funding: IRC assists low-income households, including refugees and immigrants, with housing navigation, financial education, and eviction prevention. Funding will support a part-time Housing Specialist, interpretation services for limited English speakers, and emergency assistance for households at risk of eviction.

Funding Tier: 2

Proposed Funding: \$20,115

Legal Aid Justice Center (LAJC)

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

Requested Funding: \$50,000

Purpose of Requested Funding: LAJC provides free legal advice and representation to low-income, elderly, and disabled residents facing eviction in Charlottesville. Funding will support services that protect tenancy rights and prevent homelessness through legal advocacy.

Funding Tier: 2

Proposed Funding: \$22,350

Monticello Area Community Action Agency (MACAA)

Program Name: Hope House

Requested Funding: \$30,000

Purpose of Requested Funding: Hope House offers rent-free transitional housing and intensive case management for families experiencing homelessness. Funding will cover operational costs and staff support to help families achieve permanent housing and economic self-sufficiency.

Funding Tier: 2

Proposed Funding: \$13,410

People and Congregations Engaged in Ministry (PACEM)

Program Name: PACEM Case Management

Requested Funding: \$120,000

Purpose of Requested Funding: PACEM provides emergency shelter and case management for individuals experiencing homelessness. Funding will support case managers who help guests access resources, secure documentation, and transition to stable housing.

Funding Tier: 2

Proposed Funding: \$53,640

Piedmont Housing Alliance (PHA)

Program Name: Charlottesville Affordable Housing Program

Requested Funding: \$200,000

Purpose of Requested Funding: PHA expands affordable housing through property management, development, and financial counseling for low-income families. Funding will support frontline staff who deliver housing and financial services that stabilize households and strengthen community equity.

Funding Tier: 2

Proposed Funding: \$89,400

Restoration And Hope House LLC

Program Name: Restoration And Hope House

Requested Funding: \$150,000

Purpose of Requested Funding: Restoration and Hope House operates a residential program for non-violent female offenders transitioning from incarceration. Funding will assist with staffing and operational costs to provide secure housing and counseling that promote successful reintegration.

Funding Tier: 4

Proposed Funding: \$0

SupportWorks Housing (SWH)

Program Name: The Crossings PSH Program

Requested Funding: \$65,000

Purpose of Requested Funding: SupportWorks Housing operates The Crossings, a permanent supportive housing program for individuals with complex needs. Funding will sustain case management and compliance functions essential for housing stability and prepare for future permanent supportive housing developments.

Funding Tier: 2

Proposed Funding: \$29,055

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

Program Name: Day Shelter Program

Requested Funding: \$110,000

Purpose of Requested Funding: The Haven's Day Shelter provides a safe, low-barrier space with meals, hygiene facilities, and resource connections for people experiencing homelessness. Funding will maintain daily operations and staff support to meet growing demand for essential services.

Funding Tier: 1

Proposed Funding: \$77,000.00

Program Name: Homeless Information Line at The Haven

Requested Funding: \$50,000

Purpose of Requested Funding: The Haven manages the region's Homeless Information Line, the primary access point for individuals seeking housing assistance. Funding will support staffing and system improvements to respond to rising call volumes and connect residents to critical housing resources.

Funding Tier: 1

Proposed Funding: \$35,000.00

Program Name: Vital Housing Services

Requested Funding: \$160,000

Purpose of Requested Funding: The Haven delivers housing interventions, including homelessness prevention, rapid rehousing, and financial assistance, while administering the region's Coordinated Entry System. Funding will support staff and expand programs that prevent homelessness and stabilize housing for vulnerable residents.

Funding Tier: 1

Proposed Funding: \$112,000.00

FUNDING RECOMMENDATIONS

After careful consideration and discussion of all applications, the CAHF Committee recommended the following awards of HOPS funding:

- AHIP System of Care Program: \$42,905
- Community Services Housing Program: \$44,700
- Georgia's Friends Recovery Residence & Support Program: \$1,900
- Habitat for Humanity of Greater Charlottesville Homeownership Program: \$33,525
- IRC Housing Navigation Support Program: \$20,115
- LAJC Legal Services to Prevent Evictions and Ensure Housing Stability Program: \$22,350
- MACAA Hope House Program: \$13,410
- PACEM Case Management Program: \$53,640
- Piedmont Housing Alliance Charlottesville Affordable Housing Program: \$89,400
- SupportWorks Housing The Crossings PSH Program: \$29,055
- The Haven Day Shelter Program: \$77,000
- The Haven Homeless Information Line Program: \$35,000
- The Haven Vital Housing Services Program: \$112,000



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**RESOLUTION ALLOCATING FY27 HOUSING OPERATIONS AND PROGRAM
SUPPORT GRANT PROGRAM FUNDING FOR HOUSING AND HOMELESSNESS
PREVENTION PROGRAMS IN THE AMOUNT OF \$575,000**

WHEREAS, City of Charlottesville, Virginia (“City”), having established the Housing Operations and Program Support (“HOPS”) Grant Program to provide financial support for operational needs of nonprofit organizations that provide essential housing-related services, hereby allocates \$575,000 from the Charlottesville Affordable Housing Fund (“CAHF”) under Fund 426 Project: CP-084, as per the City’s FY27 Capital Improvement Program Budget.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia (“City Council”), that upon consideration of the CAHF Committee’s recommendations for the HOPS Grant Program, City Council hereby allocates funds to the following HOPS Applicants:

Fund	Project	G/L Account	Applicant	Funded Project/Initiative	Award
426	CP-084	530670	Albemarle Housing Improvement Program	AHIP System of Care	\$42,905.00
426	CP-084	530670	Community Services Housing	Community Services Housing	\$44,700.00
426	CP-084	530670	Georgia’s Friends	Georgia’s Friends Recovery Residence & Support Program	\$1,900.00
426	CP-084	530670	Habitat For Humanity of Greater Charlottesville	Habitat Homeownership Program	\$33,525.00
426	CP-084	530670	International Rescue Committee	IRC Housing Navigation Support	\$20,115.00
426	CP-084	530670	Legal Aid Justice Center	Legal Services to Prevent Evictions and Ensure Housing Stability	\$22,350.00
426	CP-084	530670	Monticello Area Community Action Agency	Hope House	\$13,410.00
426	CP-084	530670	People and Congregations Engaged in Ministry	PACEM Case Management	\$53,640.00
426	CP-084	530670	Piedmont Housing Alliance	Charlottesville Affordable Housing Program	\$89,400.00
426	CP-084	530670	SupportWorks Housing	The Crossings PSH Program	\$29,055.00



Fund	Project	G/L Account	Applicant	Funded Project/Initiative	Award
426	CP-084	530670	The Haven at First & Market	Day Shelter Program	\$77,000.00
426	CP-084	530670	The Haven at First & Market	Homeless Information Line at The Haven	\$35,000.00
426	CP-084	530670	The Haven at First & Market	Vital Housing Services	\$112,000.00

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

Policy Briefing Summary

City Council



Regarding:	Resolution for Approval of Addendum to Lease with Botanical Garden of the Piedmont (2nd reading)
Staff Contact(s):	John Maddux, City Attorney
Presenter:	John Maddux, City Attorney
Date of Proposed Action:	July 20, 2026

Issue

Botanical Garden of the Piedmont, Inc. has requested City Council approval of an Addendum to Deed of Lease in connection with a \$1,000,000 grant awarded by the National Fish and Wildlife Foundation. The grant will support construction of a nature-based stormwater management system as part of the Botanical Garden's first phase of construction.

The proposed addendum would authorize Botanical Garden of the Piedmont, Inc. to enter into the grant agreement and would acknowledge the federal government's limited reversionary interest in certain grant-funded improvements, while making clear that the City is not granting any interest in the City-owned land and is not assuming any obligations under the grant agreement.

Background / Rule

The City and Botanical Garden of the Piedmont, Inc. are parties to a forty-year ground lease dated November 8, 2021, for City-owned land to be used for the development and operation of a botanical garden.

Botanical Garden of the Piedmont, Inc. has been awarded a \$1,000,000 grant from the National Fish and Wildlife Foundation to assist with implementation of a nature-based stormwater management system intended to improve water quality and protect native habitat.

The grant agreement includes a provision under which the federal government may retain a limited reversionary interest in certain grant-funded improvements during their useful life if Botanical Garden of the Piedmont, Inc. defaults under the grant agreement. Because the improvements will be constructed on City-owned land leased to Botanical Garden of the Piedmont, Inc., the Botanical Garden has requested that the City approve its entry into the grant agreement and acknowledge the limited federal interest described in the grant.

Analysis

The proposed addendum is intended to allow Botanical Garden of the Piedmont, Inc. to accept the grant while protecting the City's ownership interest in the underlying property.

The addendum expressly states that the City is not granting the federal government any interest in the City's fee simple ownership of the land. It also provides that the addendum does not create any lien, mortgage, pledge, security interest, or encumbrance upon City property; does not constitute a pledge of the City's credit or assets; does not make the City a guarantor of the Botanical Garden's grant obligations; and does not cause the City to assume any repayment or performance obligations under the grant agreement.

The federal interest acknowledged by the addendum is limited to grant-funded improvements

constructed by Botanical Garden of the Piedmont, Inc., and only to the extent of the Botanical Garden's interest in those improvements. Any such interest is subordinate to the City's fee ownership of the land. The addendum also provides additional protection for the City by making any default by Botanical Garden of the Piedmont, Inc. under the grant agreement a default under the City's lease.

Financial Impact

Approval of the addendum has no direct financial impact on the City. The addendum does not require the appropriation or expenditure of City funds. It also does not create any repayment obligation, guaranty obligation, pledge of City credit or assets, or performance obligation for the City under the grant agreement.

Recommendation

Staff recommends that City Council approve the proposed Addendum to Deed of Lease and authorize the City Manager to execute the addendum on behalf of the City, subject to approval as to form by the City Attorney.

Recommended Motion (if Applicable)

I move to approve the resolution approving the Addendum to Deed of Lease between the City of Charlottesville and Botanical Garden of the Piedmont, Inc., and authorizing the City Manager to execute the addendum on behalf of the City, subject to approval as to form by the City Attorney.

Attachments

1. City Lease Addendum - Botanical Gardens
2. Resolution - Botanical Garden Addendum Approval

ADDENDUM TO DEED OF LEASE

WHEREAS the Botanical Garden of the Piedmont, Inc. ("Lessee") currently rents land owned by the City of Charlottesville, Virginia ("Lessor") under a forty (40) year ground lease dated November 8, 2021 (the "Lease");

WHEREAS the Lessee is preparing its first phase of construction of a Botanical Garden that will be open and free of charge to City residents;

WHEREAS the Lessee was recently awarded a one-million dollar (\$1,000,000.00) federal grant from the National Fish and Wildlife Foundation (the "NFWF") to provide Lessee with financial assistance for implementing a nature-based stormwater management system that will improve water quality and protect native habitat (the "NFWF Grant");

WHEREAS Section 4.3 of the NFWF Grant contains a clause whereby the Federal Government retains a reversionary interest solely in certain grant-funded improvements constructed by Lessee with the granted funds during their useful life if Lessee defaults under its agreement with the NFWF;

WHEREAS the Lessee requests approval from the Lessor to enter into the NFWF Grant;

WHEREAS the Lessee requests acknowledgment by Lessor of Section 4.3 in the NFWF Grant regarding the federal government's limited reversionary interest in such grant-funded improvements;

WHEREAS, Lessors desires to clarify that it is not granting any interest in its fee ownership of the land and is not assuming any obligations under the NFWF Grant;

NOW THEREFORE, subject to this Addendum, the Lessor hereby approves the Lessee to enter into the NFWF Grant.

Lessor further acknowledges that the Federal Government may retain a limited reversionary interest solely in the grant-funded improvements constructed by Lessee and solely to the extent of Lessee's interest therein.

As consideration for said approval and acknowledgment, Lessee hereby agrees that any default under the NFWF Grant during the Lease Term, and any extensions, shall constitute Lessee's default under Section 21 of the Lease.

Said approval and acknowledgment supplements the Lease but does not otherwise modify any of its terms, which shall all remain in full force and effect notwithstanding this Addendum.

Nothing in this Addendum shall be construed as:

- (a) granting the Federal Government any interest in the City's fee simple ownership of the land;
- (b) creating any lien, mortgage, pledge, security interest, or encumbrance upon the City's land,

- (c) constituting a pledge of the City's credit or assets in aid of any private entity;
- (d) making the City a guarantor of Lessee's obligations under the NFWF Grant; or
- (e) causing the City to assume any repayment or performance obligations arising under the NFWF Grant.

Any federal interest herein shall be subordinate to the City's fee ownership and limited solely to Lessee's leasehold rights and Lessee's grant-funded improvements, if any.

LESSOR: CITY OF CHARLOTTESVILLE, VIRGINIA

By: _____

Title: _____

Date: _____

LESSEE: BOTANICAL GARDEN OF THE PIEDMONT, INC.

By: _____

Title: _____

Date: _____

RESOLUTION AUTHORIZING APPROVAL OF AN ADDENDUM TO THE CITY'S
GROUND LEASE WITH THE BOTANICAL GARDEN OF THE PIEDMONT, INC.

WHEREAS, the City of Charlottesville, Virginia (the City) is the owner of certain land currently leased to the Botanical Garden of the Piedmont, Inc. (the Botanical Garden) pursuant to a forty-year ground lease dated November 8, 2021; and

WHEREAS, the Botanical Garden is preparing its first phase of construction of a botanical garden that will be open and free of charge to City residents; and

WHEREAS, the Botanical Garden has been awarded a federal grant from the National Fish and Wildlife Foundation to assist with implementation of a nature-based stormwater management system intended to improve water quality and protect native habitat; and

WHEREAS, the Botanical Garden has requested the City's approval to enter into the grant agreement and the City's acknowledgment of a limited federal reversionary interest solely in certain grant-funded improvements constructed with grant funds during their useful life, and only to the extent provided in the grant agreement; and

WHEREAS, the proposed lease addendum clarifies that the City is not granting any interest in its fee simple ownership of the land, is not creating any lien or encumbrance on City property, is not pledging the City's credit or assets, is not guaranteeing the obligations of the Botanical Garden and is not assuming any repayment or performance obligations under the grant agreement; and

WHEREAS, the proposed lease addendum further provides that any default by the Botanical Garden under the grant agreement during the lease term, including any extensions, shall constitute a default under the lease; and

WHEREAS, City Council finds that approval of the proposed lease addendum is in the public interest.

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

1. The City Manager is hereby authorized to execute an addendum to the November 8, 2021 ground lease with the Botanical Garden in substantially the form presented to City Council, together with such minor or technical revisions as the City Manager and City Attorney deem necessary or appropriate, provided that such revisions do not materially alter the substance of the addendum.
2. The City's approval and acknowledgment shall be limited to the terms set forth in the lease addendum and shall not be construed to grant any interest in the City's fee simple ownership of the land, create any lien or encumbrance on City property, pledge the City's credit or assets, make the City a guarantor of any obligation, or cause the City to assume any repayment or performance obligation arising under the Botanical Garden's grant agreement.

Policy Briefing Summary

City Council



Regarding:	Resolution appropriating funds for the Virginia Department of Education Special Nutrition Program Summer Food Service Program - \$40,000 (1 of 2 readings)
Staff Contact(s):	Annie Sechrist, Management Specialist II
Presenter:	Annie Sechrist, Management Specialist II
Date of Proposed Action:	July 20, 2026

Issue

The Parks and Recreation Department has been approved to receive up to \$40,000 in reimbursement funding through the Virginia Department of Education Special Nutrition Program to provide free breakfast and lunch to children attending City summer camp programs and free dinner to youth participating in programming at community housing centers. City Council action is required to appropriate the funds so the City can administer the Summer Food Service Program and receive reimbursement for eligible meal expenses. Without appropriation of these funds, the Department would be unable to provide these meal services, impacting access to nutritious food for many children who rely on free or reduced-price meals during the school year.

Background / Rule

The City of Charlottesville, through the Parks and Recreation Department, has received approval for reimbursement of up to \$40,000 from the Virginia Department of Education Special Nutrition Program to provide free breakfast and lunch to children attending summer camp programs, and dinner to our community housing centers.

Analysis

Charlottesville Parks and Recreation will operate three Summer Camp programs and two community housing centers (Site of Promise Site serving the Westhaven neighborhood (10th Street Warehouse with City of Promise) and Greenstone on 5th) this summer. The camps serve children aged six through twelve for a total of six weeks (June 15, 2026 to July 31, 2026). The housing sites serve children in Pre K-12th grades, for six weeks during the summer, June 15, 2026 to July 31, 2026. Between the camp and community housing centers, various activities are planned from 9:00am-7:00pm, Monday through Friday.

The reimbursement will cover the costs of nutritious meals at these locations, which also have an educational/enrichment component. The Virginia Department of Education Special Nutrition Program provides a free, nutritious breakfast and lunch for these children, and the community housing centers will provide a free, nutritious dinner. Most of the children served receive free or reduced meals during the school year. The Parks & Recreation Camp has around 1,000 enrollees this summer.

The \$40,000 appropriation covers the cost of the food and administration of the summer food service program. The breakfast, lunches, and dinners are purchased through the City of Charlottesville School Food Service. The Parks and Recreation Department pays the bills to the City of Charlottesville Food Service and is then reimbursed by the Virginia Department of Education Special Nutrition Programs.

Financial Impact

This has no impact on the General Fund as there is no local match required. The funds will be expensed and reimbursed to a Grants Fund.

Recommendation

Staff recommends approval and appropriation of funds.

Recommended Motion (if Applicable)

Attachments

1. 2026.06.02 RESOLUTION-SNAP



#R-2026-254

**RESOLUTION APPROPRIATING UP TO \$40,000.00 FROM THE
VIRGINIA DEPARTMENT OF EDUCATION SPECIAL NUTRITION
PROGRAM TO PROVIDE FREE MEALS TO CHILDREN AT
SELECT AFTER-SCHOOL CENTERS**

WHEREAS, the City of Charlottesville (“City”), through the Department of Parks & Recreation, has received approval for reimbursement up to \$40,000.00 from the Virginia Department of Education Special Nutrition Program to provide free meals to children attending select drop-in after-school centers; and

WHEREAS, the grant award period spans June 15, 2026, through October 31, 2026;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville (“City Council”) that the sum of \$40,000.00 received from the Virginia Department of Education Special Nutrition Program is hereby appropriated in the following manner:

Revenues \$40,000.00

Fund: 209 Internal Order: 1900678 G/L: 430120

Expenditures \$40,000.00

Fund: 209 Internal Order: 1900678 G/L: 530670

BE IT FURTHER RESOLVED, that this appropriation is conditioned upon the receipt of \$40,000.00 from the Virginia Department of Education Special Nutrition Program.

Approved by Council
June 15, 2026

Kyna Thomas, MMC
Clerk of Council

	<u>Aye</u>	<u>No</u>
Oschrin	—	—
Payne	—	—
Fleischer	—	—
Snook	—	—
Wade	—	—

Policy Briefing Summary

City Council



Regarding:	Resolution Considering A Special Exception Permit for 1138 Rose Hill Drive
Staff Contact(s):	Dannan OConnell, Planner
Presenter:	Dannan OConnell, Planner
Date of Proposed Action:	July 20, 2026

Issue

Consideration of an Application for a Special Exception Permit.

Background / Rule

Jacob Bender, of Setty and Associates, and Gerry Martin, of Charlottesville Public Works ("Applicants"), have requested a Special Exception Permit ("SEP"). pursuant to City Code Section 34-4.7.4.C.4, for site element screening. The Applicants wish to replace and expand ground-mounted mechanical equipment located in the front yard of the above-referenced property ("Subject Property"). Site element screening requirements prohibit ground-mechanical equipment in front yards. Existing ground-mounted equipment located in this area is considered non-conforming, and may not be expanded by-right per City Code Section 34-5.3.1.B.2.

Analysis

The City's Planning Commission ("PC") held a hybrid virtual and in-person Regular Meeting on June 9, 2026, on this matter. The PC had no concerns with the request, and recommended approval of the SEP with one (1) recommended condition.

A recording of the Meeting can be found at the following link. Discussion starts at the 1:03:00 mark.

[Link to Recording of Regular Meeting:](#)

The full Application for this Project can be found at the following link. Materials start on page 55.

[Link to Staff Report and Application Materials:](#)

Financial Impact

None.

Recommendation

The PC recommended approval of the SEP via a 5-0 affirmative vote.

Recommended Motion (if Applicable)

"I make a motion to adopt the attached Resolution approving the SEP request for the Subject Property as presented."

Attachments

1. RESOLUTION - Special Exception - 1138 Rose Hill Drjvhedits

**RESOLUTION APPROVING A REQUEST FOR A SPECIAL EXCEPTION PERMIT
("SEP") FOR PROPERTY LOCATED AT 1138 ROSE HILL DRIVE**

WHEREAS, the City of Charlottesville, Virginia ("Landowner"), is the current owner of a lot identified on 2025 City Tax Map 44 as Parcel 302 (City Parcel Identification No. 440030200), having an area of approximately 2.54 acres (110,642 square feet); ("Subject Property"); and

WHEREAS, Landowner wishes to expand a ground mechanical equipment area on the Subject Property ("Project"); and

WHEREAS, the Project is described in more detail within the Landowner's Application materials submitted in connection with Application PL-26-0063 ("Application"), as required by City Development Code Section 34-5.2.15.B.2 (collectively, "Application Materials"); and

WHEREAS, the Planning Commission of the City of Charlottesville, Virginia ("PC"), made a recommendation of approval of the SEP at its June 9, 2026, Public Meeting, per City Development Code Section 34-5.2.15.C.2.

NOW THEREFORE, BE IT HEREBY RESOLVED, by the City Council of the City of Charlottesville, Virginia ("City Council"), upon consideration of the PC's recommendation and the City Staff Report discussing the Application, as well as the factors set forth within City Development Code Section 34-5.2.15.D, that it finds and determines that granting the proposed SEP would serve the public necessity, convenience, general welfare, or good zoning practice; and

BE IT FURTHER RESOLVED, by City Council, pursuant to City Development Code Section 34-5.2.15, a SEP is hereby approved and granted to authorize the Project and permit ground mechanical equipment consistent with the Application Materials for the Subject Property, with the following condition:

1. Trex composite material shall be used for all required equipment screening.

Approved by Council
[REDACTED], 2026

Kyna Thomas
Clerk of Council

Policy Briefing Summary

City Council



Regarding:	Ordinance amending and reenacting Chapter 2, Article XV of the Code of the City of Charlottesville, the Charlottesville Human Rights Ordinance (1 of 2 readings)
Staff Contact(s):	Todd Niemeier, Director of Human Rights
Presenter:	Todd Niemeier, Director of Human Rights
Date of Proposed Action:	July 20, 2026

Issue

To consider for approval proposed amendments to the Charlottesville Human Rights Ordinance, as presented to City Council during the Council Work Session on June 15, 2026.

Background / Rule

On April 16, 2026, the Human Rights Commission adopted certain amendments to the Charlottesville Human Rights Ordinance for recommendation to City Council. These amendments were presented to City Council during the Council Work Session on June 15, 2026, and Councilors recommended no changes.

Analysis

The attached draft of the Charlottesville Human Rights Ordinance includes the same amendments as were presented to City Council on June 15, 2026, and is accompanied by a proposed preamble.

Financial Impact

The proposed amendments have no immediate financial impact. However, any externally contracted services related to the processing of complaints received by the Office of Human Rights will incur associated contracting costs.

Recommendation

Staff recommends that City Council adopt the proposed amendments to the Charlottesville Human Rights Ordinance, as written.

Recommended Motion (if Applicable)

Attachments

1. 20260616 DRAFT Human Rights Ordinance Preamble (PDF)
2. 20260616 DRAFT Charlottesville Human Rights Ordinance (PDF)

ORDINANCE #O-__-__

AN ORDINANCE TO AMEND AND REENACT SECTION 2-437.2 OF THE CODE OF THE CITY OF CHARLOTTESVILLE TO PERMIT THE CITY MANAGER OR THEIR DESIGNEE TO CONTRACT WITH THIRD PARTIES IN CERTAIN CIRCUMSTANCES TO CONDUCT SPECIFIED TASKS ON BEHALF OF THE OFFICE OF HUMAN RIGHTS AND TO MAKE OTHER MINOR CHANGES

WHEREAS, the Charlottesville Human Rights Ordinance, codified as Article XV of Chapter 2 of the Charlottesville City Code, establishes the roles, responsibilities, and operating procedures for the Human Rights Commission and Office of Human Rights (OHR); and

WHEREAS, certain amendments to the Charlottesville Human Rights Ordinance are necessary to align with federal and state law, to improve the services provided to the community, and to make minor changes to the ordinance for clarification and consistency;

WHEREAS, these improvements include removing language that could be perceived as exclusionary as it relates to selection criteria for the appointment of Human Rights Commissioners; making minor improvements to the OHR intake and case management processes; making minor word changes for consistency throughout the ordinance; to clarify situations in which the City may delegate certain tasks to third parties; and to add a conflict of interest clause pertaining to Commissioner involvement in certain hearings; and

WHEREAS, in a public meeting and by recorded vote on April 16th, 2026, the Human Rights Commission recommended adoption of these amendments;

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Charlottesville, Virginia that section 2-437.2 of the Code of the City of Charlottesville is hereby amended and reenacted as follows:

Article XV. Human Rights

Sec. 2-430.1.	Short title.
Sec. 2-430.2.	Definitions.
Sec. 2-431.	Unlawful discrimination prohibited generally.
Sec. 2-431.1.	Unlawful employment discrimination prohibited.
Sec. 2-431.2.	Unlawful housing discrimination prohibited.
Sec. 2-431.3.	Unlawful public accommodation, credit, and private education discrimination prohibited.
Sec. 2-432.	Human Rights Commission.
Sec. 2-433.	Role of the Human Rights Commission.
Sec. 2-434.	Office of Human Rights.
Sec. 2-435.	Role of the Office of Human Rights.
Sec. 2-436.	Reserved.
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.
Sec. 2-437.3.	Investigation of individual public accommodation, credit, or private education discrimination complaints and issuance of findings.
Sec. 2-438.	Interference, coercion, intimidation, or retaliation prohibited.
Sec. 2-439.1.	Enforcement authority – The role of the Commission regarding individual complaints of discrimination.
Sec. 2-439.2.	Enforcement authority – The role of the Commission regarding Court enforcement of individual complaints of employment, public accommodation, credit, or private education discrimination.
Sec. 2-440.	Confidentiality.
Sec. 2-441.	Annual Report.
Sec. 2-442.	Severability.
Sec. 2-443.	No waiver of other legal rights.

Sec. 2-430.1. Short title.

This Article shall be known and referred to as the Charlottesville Human Rights Ordinance.

Sec. 2-430.2. Definitions.

- (a) Terms used in this ordinance to describe prohibited discrimination in employment shall have the meanings as ascribed to them under Virginia Human Rights Act. Va. Code §§ 2.2-3900- 3909., Va. Code § 15.2-965 as it relates to “Gender identity” “Military status” “Religion” and “Sexual orientation”, and 42 U.S.C. §§ 1981-2000h-6., as amended.
- (b) Terms used in this ordinance to describe prohibited discrimination in housing shall have the meanings as ascribed to them under the Virginia Human Rights Act, Va. Code §§ 2.2-3900- 3909., Va. Code § 15.2-965 as it relates to “Gender identity” “Military status” “Religion” “Sexual orientation”, and Virginia Fair Housing Law, Va. Code § 36-96.1:1., and 42 U.S.C. § 3602, as amended.
- (c) Terms used in this ordinance to describe prohibited discrimination in public accommodations, credit, and private education shall have the meanings as ascribed to them under the Virginia Human Rights Act., Va. Code §§ 2.2-3900-3909. and Va. Code § 15.2-965. as it relates to “Gender identity” “Military status” “Religion” and “Sexual orientation, and for public accommodation under 42 U.S.C. § 2000a., as amended.
- (d) The term “jurisdictional” as used in this ordinance shall mean that an allegation of discrimination is timely, the person who experienced harm is the person bringing forth the allegation and falls within a covered group under this ordinance, the respondent falls within a covered group under this ordinance, the alleged discriminatory act is covered by this ordinance, and the alleged discriminatory act took place within the geographical boundary of the City of Charlottesville and/or the alleged respondent is registered within the corporate jurisdiction of the City of Charlottesville.
- (e) The term “inquiry” as used in this ordinance shall mean an incoming contact requesting services provided to an individual by the Office of Human Rights and/or an individual allegation of discrimination that falls outside the jurisdiction of the Human Rights Commission and Office of Human Rights, as defined by this ordinance.
- (f) The term “complaint” as used in this ordinance shall mean a timely filing of a jurisdictional allegation of unlawful discrimination, as defined by this ordinance.
- (g) The phrase “alternative dispute resolution” as used in this ordinance shall mean an attempt to resolve a complaint through informal dialogue, mediation, or conciliation.

Sec. 2-431. Unlawful discrimination prohibited generally.

Pursuant to Va. Code Ann. § 2.2-3900. and § 15.2-965., it is the policy of the City of Charlottesville to:

- (a) Safeguard all individuals within the City from unlawful discrimination in employment, housing, public accommodation, private education, and credit.
- (b) Preserve the public safety, health, and general welfare for the City of Charlottesville;
- (c) Further the interests, rights, and privileges of individuals within the City; and

(d) Protect citizens of the City against unfounded charges of unlawful discrimination.

Sec. 2-431.1. Unlawful employment discrimination prohibited.

It shall be unlawful and a violation of this ordinance for any person, partnership, corporation, or other entity to engage in discrimination in employment on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, military status, or disability. The prohibited actions in this section shall include and have the meanings ascribed to them in Virginia Human Rights Act, Va. Code §§ 2.2-3900-3909., Va. Code § 15.2-965 and 42 U.S.C. §§ 1981-2000h-6., as amended.

Sec. 2-431.2. Unlawful housing discrimination prohibited.

In accordance with 42 U.S.C. § 3604, 42 U.S.C. § 3605, and 42 U.S.C. § 3606, it shall be unlawful and a violation of this article for any person, partnership, corporation, or other entity:

- (a) To refuse to sell or rent after the making of a bona fide offer, or to refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny, a dwelling to any person because of race, color, religion, national origin, sex, elderliness, familial status, source of funds, marital status, sexual orientation, gender identity, military status, or disability.
- (b) To discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection therewith, because of race, color, religion, national origin, sex, elderliness, familial status, source of funds, marital status, sexual orientation, gender identity, military status, or disability.
- (c) To make, print, or publish, or cause to be made, printed, or published any notice, statement, or advertisement, with respect to the sale or rental of a dwelling that indicates any preference, limitation, or discrimination based race, color, religion, national origin, sex, elderliness, familial status, source of funds, marital status, sexual orientation, gender identity, military status, or disability, or an intention to make any such preference, limitation, or discrimination.
- (d) To represent to any person because of race, color, religion, national origin, sex, elderliness, familial status, source of funds, marital status, sexual orientation, gender identity, military status, or disability, that any dwelling is not available for inspection, sale, or rental when such dwelling is in fact so available.
- (e) For profit, to induce or attempt to induce any person to sell or rent any dwelling by representations regarding the entry or prospective entry into the neighborhood of a person or persons of a particular race, color, religion, national origin, sex, elderliness, familial status, source of funds, marital status, sexual orientation, gender identity, military status, or disability.
- (f) Furthermore, it shall be unlawful and a violation of this article for any person, partnership, corporation or other entity:
 - (1) To discriminate in the sale or rental, or to otherwise make unavailable or deny, a dwelling to any buyer or renter because of a disability of the following:
 - (A) that buyer or renter;

- (B) a person residing in or intending to reside in that dwelling after it is so sold, rented, or made available; or
 - (C) any person associated with that buyer or renter.
- (2) To discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection with such dwelling, because of a disability of:
 - (A) that person; or
 - (B) a person residing in or intending to reside in that dwelling after it is so sold, rented, or made available; or
 - (C) any person associated with that person.
- (3) For purposes of this subsection, discrimination includes:
 - (A) a refusal to permit, at the expense of the person with a disability, reasonable modifications of existing premises occupied or to be occupied by such person if such modifications may be necessary to afford such person full enjoyment of the premises except that, in the case of a rental, the landlord may, where it is reasonable to do so, condition permission for a modification on the renter agreeing to restore the interior of the premises to the condition that existed before the modification, reasonable wear and tear excepted;
 - (B) a refusal to make reasonable accommodations in rules, policies, practices, or services, when such accommodations may be necessary to afford such person equal opportunity to use and enjoy a dwelling; or
 - (C) in connection with the design and construction of covered multifamily dwellings for a failure to design and construct those dwellings in such a manner that:
 - (i) the public use and common use portions of such dwellings are readily accessible to and usable by people with disabilities;
 - (ii) all the doors designed to allow passage into and within all premises within such dwellings are sufficiently wide to allow passage by people with disabilities requiring the use of wheelchairs; and
 - (iii) all premises within such dwellings contain the following features of adaptive design:
 - a. an accessible route into and through the dwelling;
 - b. light switches, electrical outlets, thermostats, and other environmental controls in accessible locations;
 - c. reinforcements in bathroom walls to allow later installation of grab bars; and
 - d. usable kitchens and bathrooms such that an individual in a wheelchair can maneuver about the space.
- (4) Compliance with the appropriate requirements of the American National Standard for buildings and facilities providing accessibility and usability for physically handicapped people (commonly cited as “ANSI A117.1”) suffices to satisfy the requirements of Sec. 2-431.2.(3).(C).(iii).

(A) As used in this subsection, the term “covered multifamily dwellings” means:

(i) buildings consisting of 4 or more units if such buildings have one or more elevators; and

(ii) ground floor units in other buildings consisting of 4 or more units.

(5) Nothing in this ordinance shall be construed to invalidate or limit any state or federal law or City ordinance that requires dwellings to be designed and constructed in a manner that affords people with disabilities greater access than is required by this subchapter.

(6) Nothing in this ordinance requires that a dwelling be made available to an individual whose tenancy would constitute a direct threat to the health or safety of other individuals or whose tenancy would result in substantial physical damage to the property of others.

(7) In general, it shall be unlawful for any person or other entity whose business includes engaging in residential real estate-related transactions to discriminate against any person in making available such a transaction, or in the terms or conditions of such a transaction, because of race, color, religion, national origin, sex, elderliness, familial status, source of funds, marital status, sexual orientation, gender identity, military status, or disability.

(8) As used in this section, the term “residential real estate-related transaction” means any of the following:

(A) The making or purchasing of loans or providing other financial assistance:

(i) for purchasing, constructing, improving, repairing, or maintaining a dwelling; or

(ii) secured by residential real estate.

(B) The selling, brokering, or appraising of residential real property.

(9) Nothing in this section prohibits a person engaged in the business of furnishing appraisals of real property to take into consideration factors other than race, color, religion, national origin, sex, elderliness, familial status, source of funds, marital status, sexual orientation, gender identity, military status, or disability.

(g) It shall be unlawful to deny any person access to or membership or participation in any multiple-listing service, real estate brokers’ organization or other service, organization, or facility relating to the business of selling or renting dwellings, or to discriminate against an individual in the terms or conditions of such access, membership, or participation, on account of race, color, religion, national origin, sex, elderliness, familial status, source of funds, marital status, sexual orientation, gender identity, military status, or disability.

Sec. 2-431.3. Unlawful public accommodation, credit, and private education discrimination prohibited.

It shall be unlawful and a violation of this article for any person, partnership, corporation, or other entity to engage in discrimination in public accommodations, credit, and private education on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, military

status, or disability. The prohibited actions in this section shall include and have the meanings ascribed to them in Virginia Human Rights Act, Va. Code §§ 2.2-3900-3909., Va. Code § 15.2-965 as it relates to “Gender identity” “Military status” “Religion” “Sexual orientation”, and 42 U.S.C. §§ 1981-2000h-6., as amended.

Sec. 2-432. Human Rights Commission.

- (a) ~~There is hereby created in the City of Charlottesville a Human Rights Commission (“Commission”), the members of which shall be appointed by the City Council. Effective March 1, 2022, the appointed membership of the Commission shall consist of nine (9) members. The Commission membership shall be broadly representative of the City’s demographic composition, with consideration of racial, gender (including gender identity, transgender status, and sexual orientation), religious, ethnic, disabled, socio-economic, geographic neighborhood, and age groups; with priority given to City residents and to applicants with significant and demonstrable ties to the City. At least two members will have professional expertise in employment or housing discrimination, have personal experience with employment or housing discrimination, or identify as a member of a group that experiences discrimination. Of the members first appointed, at least three shall be appointed for terms of three years, at least three shall be appointed for terms of two years, and at least three shall be appointed for terms of one year. Thereafter members shall be appointed for terms of three years each. Any vacancy shall be filled by the City Council for the unexpired portion of a term. Following notice to the member, any member of the Commission may be removed for good cause by a majority vote of City Council.~~ There is hereby created in the City of Charlottesville a Human Rights Commission (“Commission”), the members of which shall be appointed by the City Council. The Commission shall consist of nine (9) members, all of whom shall possess significant and demonstrable ties to the city. In making appointments, the City Council shall seek individuals who demonstrate integrity, sound judgment, and a commitment to promoting equal opportunity and addressing discrimination within the community. The Council shall also consider applicants’ personal or professional experience relevant to the work of the Commission, including experience related to employment or housing discrimination. Of the members first appointed, at least three shall be appointed for terms of three years, at least three shall be appointed for terms of two years, and at least three shall be appointed for terms of one year. Thereafter, members shall be appointed for terms of three years each. Any vacancy shall be filled by the City Council for the unexpired portion of a term. Following notice to the member, any member of the Commission may be removed for good cause by a majority vote of City Council.
- (b) The Commission shall elect from its members a chair, a vice-chair, and such other officers as the Commission may deem appropriate.
- (c) Members of the Commission shall serve without compensation, but funds may be appropriated in the City’s annual budget for reasonable and necessary expenses to be incurred by Commission in the conduct of its prescribed functions.
- (d) All meetings of the Commission shall be advertised in advance and in the manner required by law and shall be open to the public except for meetings lawfully closed pursuant to the Virginia Freedom of Information Act. The Commission may adopt bylaws and procedures to govern the conduct of its meetings; provided, however, that at the beginning and at the

end of each of its public meetings the Commission will receive public comment in accordance with City Council's adopted "Rules for Public Participation."

- (e) The Commission may, in its discretion, delegate any of its duties or responsibilities hereunder to a panel of not less than three Commissioners.
- (f) There shall be a full-time Director of the Commission, who shall be appointed by the City Manager with the advice and consent of the Commission and who shall serve full time in that capacity. A candidate proposed for appointment as the Director must demonstrate significant prior professional experience performing one or more of the activities or roles described in the code of the City of Charlottesville, Chapter 2, Article XV. The Director shall be responsible for and report to the Commission on the day-to-day operational conduct of the Human Rights Commission. The Director shall report directly to the Deputy City Manager for Social Equity for administrative and fiscal matters. The City Manager shall delegate to the Director the authority to employ such additional staff as authorized and funded by the City Council to allow the Commission to effectively fulfill its obligations under this Ordinance. In the absence of a Director, the City Manager shall transfer the Director's duties to qualified professional staff within the City to ensure the continuity of services provided by the Human Rights Commission and Office of Human Rights.
- (g) The City Council shall establish policies and procedures for the performance by the Commission of the roles, duties and responsibilities set forth within this article ("operating procedures"). All City departments, boards and commissions shall cooperate with and assist the Commission, including the provision of information in response to reasonable requests from the Commission.
- (h) Legal counsel shall be provided to the Commission and its staff through the Office of the City Attorney. The City Council hereby authorizes retention of outside counsel for the prosecution of civil action regarding a finding of reasonable cause under this ordinance, upon recommendation of the City Attorney.
- (i) The Commission shall make quarterly reports to the City Council concerning the operation of the Commission and the status of the Commission's performance of the duties, responsibilities and roles set forth within this article. One of the required quarterly reports shall be an annual report. The schedule for submission of these reports, and the required contents of the reports, shall be as specified within the Commission's operating procedures.

Sec. 2-433. Role of the Human Rights Commission.

The role of the Human Rights Commission, with support from the Office of Human Rights, is to act as a strong advocate for justice and equal opportunity by providing citywide leadership and guidance in the area of civil rights. The Commission will:

- (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 to provide 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.
- (c) 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;
- (1) Such policies, practices, and systems may include those of an institutional nature that:
 - (A) May be unlawful discriminatory practices; or
 - (B) 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.
- (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 policy or procedure recommendations to City Council which 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.

Sec. 2-434. Office of Human Rights.

- (a) There is hereby created in the City of Charlottesville an Office of Human Rights (“Office”), which is a division of the City Manager’s Office.
- (b) The Director of the Human Rights Commission will be responsible for, and report to the Commission on, the day-to-day operational conduct of the Office of Human Rights.
- (c) The Director may hire additional staff, as approved by the City Manager and funded by City Council, to fulfill the roles designated within this ordinance. Such staff shall report to the Director.

Sec. 2-435. Role of the Office of Human Rights.

The role of the Office of Human Rights is to:

- (a) Provide administrative support to the Human Rights Commission;
- (b) Receive individual inquiries and complaints of discrimination within the jurisdiction of the City of Charlottesville; and attempt to resolve such complaints through alternative dispute resolution, and/or by investigating ~~investigate~~ ~~and issuing~~ issue findings on whether there is reasonable cause to believe a violation of this ordinance has occurred; and/or provide referrals to appropriate services for inquiries that do not involve a jurisdictional complaint of discrimination;
 - (1) ~~Provide referrals to appropriate services for inquiries that do not involve a jurisdictional complaint of discrimination.~~
- (c) Conduct community outreach related to human rights. Such outreach may include:
 - (1) Providing information to the public regarding the services provided by the Office of Human Rights and the Human Rights Commission;
 - (2) Hosting or participating in educational events for the purpose of raising public awareness around issues of human rights, discrimination, and/or equity;
 - (3) Facilitating, leading, or participating in collaborative meetings and events with community partners for the purpose of addressing issues of human rights, discrimination, and/or equity.

Sec. 2-436. Reserved.

Sec. 2-437.1. Investigation of individual employment discrimination complaints and issuance of findings.

- (a) Complaints and answers
 - (1) The Director shall develop and implement a central intake procedure to be used by the Office of Human Rights for receiving and processing individual inquiries that allege an unlawful, discriminatory employment practice.
 - (2) Upon the receipt of such inquiry, the Director or other designated professional staff shall conduct an initial assessment to determine if the inquiry is

jurisdictional. The inquiry may be dismissed by the Director without further action if it is non-jurisdictional.

- (3) If the inquiry is not dismissed, any person claiming to be aggrieved by an unlawful discriminatory employment practice may file a complaint in writing with the Office of Human Rights not more than 180 calendar days following the alleged discriminatory act. The complaint shall be in such detail as to substantially apprise any party properly concerned as to the time, place, and facts surrounding the alleged unlawful discrimination.
- (4) For complaints alleging an unlawful discriminatory employment practice within the jurisdiction of the City, the Director or other designated professional staff are authorized to undertake further action as detailed in Sec. 2- 437.1.(b).
- (5) For inquiries alleging an unlawful discriminatory employment practice that falls outside the jurisdiction of the City, the Director or other designated professional staff shall dismiss the inquiry as non-jurisdictional and inform the aggrieved individual of the option to file with an appropriate state or federal agency.
- (6) If the City of Charlottesville is the named respondent in an inquiry of employment discrimination received by Office of Human Rights, the Director or other designated professional staff shall dismiss the inquiry as non-jurisdictional and inform the aggrieved individual of the option to file with an appropriate state or federal agency.
- (7) If a current or former City of Charlottesville Human Rights Commissioner is a party to an inquiry of employment discrimination received by the Office of Human Rights, and the case is jurisdictional, the Director may attempt to resolve the complaint through alternative dispute resolution. If the complaint cannot be resolved through alternative dispute resolution, the Director shall administratively close the case and inform the aggrieved individual of the option to file with an appropriate state or federal agency.
- (8) Upon the filing of a complaint of discrimination, the Director shall serve notice of the complaint on the complainant and each respondent named therein. Said notice shall be served in a timely manner specifying the allegation, citing the evidence that supports further action, advising all parties of the time limits and choice of forums under this ordinance, and indicating the action to be taken.

(b) Further action

- (1) Further action for employment discrimination complaints, as authorized by this ordinance, may include informal dialogue, mediation, and/or investigation of the complaint.
- (2) It shall be the responsibility of the aggrieved individual to provide current and updated contact information to the Office of Human Rights from the date of filing through the completion of any further action.
- (3) If, during the process of informal dialogue, mediation, or investigation, the complainant does not respond to communication or requests for information from the ~~Investigator~~ Office of Human Rights for a period of thirty (30)

calendar days, the Director shall serve written notice of pending case closure on the complainant stating that the case ~~will~~ shall be administratively closed if the complainant does not respond within thirty (30) calendar days of the date the written notice is issued.

(A) If the complainant responds to the notice of pending case closure within thirty (30) calendar days of the date the notice was issued, the case shall remain open.

(B) If the complainant does not respond within thirty (30) calendar days of the date the notice was issued, or if the complainant responds within the thirty (30) calendar-day timeframe but does not respond to subsequent communication or requests for information for another thirty (30) calendar-day period, the case shall be administratively closed without further notice.

(4) The complainant may, following the administrative closure of the case, re-file the complaint at a future date, provided that the complaint is filed within one hundred and eighty (180) calendar days of the alleged discriminatory event detailed in the original complaint.

(5) If, during the process of informal dialogue, mediation, or investigation, the respondent does not respond to communication or requests for information from the ~~Investigator~~ Office of Human Rights for a period of thirty (30) calendar days, the Director may serve written notice on the respondent that the investigation may proceed without the requested information and that a determination on the case shall be rendered upon completion of the investigation.

(c) Alternative dispute resolution

(1) During the period beginning with the filing of such complaint and ending with the rendering of a determination or a dismissal by the Director, the Director shall, to the extent feasible, engage in informal dialogue or mediation with respect to such complaint.

(2) The Director shall propose an initial meeting between the parties for the purpose of exploring alternative dispute resolution of the complaint through voluntary informal dialogue or mediation.

(A) For the purposes of this section, informal dialogue shall refer to a voluntary meeting between the complainant and respondent to explore resolution that does not result in a written settlement agreement.

(B) For the purposes of this section, mediation shall refer to a facilitated dialogue resulting in a written settlement agreement between the respondent and complainant.

(3) Nothing herein shall be interpreted as requiring any party to participate in informal dialogue, mediation, or any other resolution efforts.

(4) Materials used and communications made during informal dialogue or mediation concerning a complaint of unlawful discrimination shall be confidential and shall

not be disclosed to the public by the Director, the Commission, or Office of Human Rights staff unless disclosure is authorized in writing by all parties to the dispute.

- (5) If informal dialogue is concluded, the complaint shall be considered resolved upon the complainant's written or verbal withdrawal of the complaint.
- (6) If the mediation is concluded to the satisfaction of both parties, the complaint shall be considered resolved upon the parties' execution of a written settlement agreement. Unless all parties agree otherwise, the execution of a written agreement is solely for the purpose of settling a disputed claim and does not constitute an admission by any party that the law or this ordinance has been violated. No further action on the initial complaint shall be taken by the Commission or the Office of Human Rights staff once the agreement is executed.
- (7) If informal dialogue or mediation is not successful, the Director or designee shall conduct an investigation.

(d) Investigation

- (1) Upon the filing of a complaint under this section, the Director shall assign an Investigator to make an investigation of the alleged discriminatory practice for the purpose of rendering a written determination as to whether there is reasonable cause to believe a violation of this ordinance occurred and the facts supporting such determination.
- (2) The Investigator shall complete such investigation within one hundred and eighty (180) calendar days after the filing of the complaint unless it is impracticable to do so. If the Investigator is unable to complete the investigation within one hundred and eighty (180) calendar days after the filing of the complaint, the Director shall notify the complainant and respondent in writing of the reasons for not doing so.
- (3) Statements received by the Investigator from the complainant, respondents, and witnesses as part of an investigation shall be under oath or affirmation and may be reasonably and fairly amended at any time.
- (4) When conducting an investigation of a complaint filed under this ordinance, the Investigator shall have the right to interview any person who may have any information which may further the investigation and to request production of any records or documents for inspection and copying in the possession of any person which may further the investigation. Such persons shall be interviewed under oath. The Director or designated subordinates shall have the authority to collect, inspect, and copy records under this ordinance.
- (5) If during an investigation any person refuses to comply with a request by the Director or Office staff to produce data, information, documents, or other tangible evidence or refuses to appear as a witness for the gathering of evidence necessary to determine whether a violation of this ordinance has occurred, the Director, after a good faith effort to obtain such evidence or attendance of witnesses, may petition a court of appropriate jurisdiction for a subpoena against any such person refusing to produce such evidence or refusing to appear as a witness, and such

court may, upon good cause shown, cause the subpoena to be issued.

- (A) Said subpoenas and requests for information may be ordered to the same extent and subject to the same limitations as would apply if the subpoenas or requests for information were ordered or served as part of a civil action in the Commonwealth of Virginia.
 - (B) For purposes of this section, “person” includes any individual, partnership, corporation, association, legal representative, mutual company, joint stock company, trust, unincorporated organization, employee, employer, employment agency, labor organization, joint labor-management committee, or an agent thereof.
 - (C) Neither the complainant nor the respondent shall have the right to demand that a subpoena be issued.
 - (D) Any witness subpoena issued under this section shall include a statement that any statements made will be under oath and that the respondent or other witness is entitled to be represented by an attorney.
 - (E) Any person failing to comply with a subpoena issued under this section shall be subject to punishment for contempt by the court issuing the subpoena. Any person so subpoenaed may petition the Charlottesville Circuit Court to quash the subpoena.
 - (F) In case of refusal or neglect to obey a subpoena, the Director may petition for its enforcement in the Circuit Court of the City of Charlottesville. The Circuit Court of the City of Charlottesville will be requested to give these cases priority on the court docket.
- (6) Upon the conclusion of the investigation, the Investigator shall prepare an investigative report for submission to the Director.

(e) Reasonable cause determination and effect

- (1) Upon completion of an investigation and submission of the investigative report, the Director shall render a written determination of whether there is reasonable cause to believe a violation of this ordinance has been committed and the facts supporting such determination. The written determination shall promptly be served on the parties.
- (2) If the Director determines that there is reasonable cause to believe that a violation of this ordinance has been committed, the Director shall immediately endeavor to eliminate any alleged unlawful discriminatory practice through informal dialogue or mediation.
- (3) If the complaint cannot be resolved through informal dialogue or mediation, the Director shall proceed with the preparation of materials for consideration by the Commission for the purpose of holding a vote on whether to conduct a public administrative hearing on the complaint.
- (4) Such materials shall include a copy of the written determination with the names and identifying information of the complainant, respondent, respondent’s agents,

and any witnesses redacted.

- (5) Upon request by the Commission, the Director shall provide a copy of the full investigative report with the names and identifying information of the complainant, respondent, respondent's agents, and any witnesses redacted.
- (6) If the Director determines that there is ~~no insufficient~~ reasonable cause to believe a violation of this ordinance has been committed, the Director shall dismiss the complaint and advise the complainant in writing that such dismissal shall become final unless, within ten (10) calendar days of receipt of the notice of dismissal, the complainant ~~files with the Commission a request for a~~ contacts the Office of Human Rights to request a review of the determination of the Director through the Commission's public administrative appeal hearing process.

(f) Contracted services

- (1) In order to fulfill the requirements of this section, the City Manager or their designee is authorized to contract on behalf of the City with any objective, neutral third party qualified to assess allegations of discrimination under this section for the purpose of receiving complaints, conducting investigations, rendering written determinations of whether there is reasonable cause to believe a violation of this ordinance has occurred, conducting informal dialogues or mediations of complaints, and advising the Director of the Commission of the results of any investigation, informal dialogue, or mediation of complaints.

Sec. 2-437.2. Investigation of individual housing discrimination complaints and issuance of findings.

(a) Complaints and Answers (in accordance with 42 U.S.C. § 3610 and 24 C.F.R. § 115.204)

- (1) The Director shall develop and implement a central intake procedure to be used by the Office of Human Rights for receiving and processing individual inquiries that allege an unlawful, discriminatory housing practice.
- (2) Upon the receipt of such inquiry, the Director or other designated professional staff shall conduct an initial assessment to determine if the inquiry is jurisdictional. The inquiry may be dismissed by the Director without further action if it is non-jurisdictional.
- (3) If the inquiry is not dismissed, any person claiming to be aggrieved by an unlawful discriminatory housing practice may file a complaint in writing with the Office of Human Rights not more than one year (365 calendar days) following the alleged discriminatory act. The complaint shall be in such detail as to substantially apprise any party properly concerned as to the time, place, and facts surrounding the alleged unlawful discrimination.
- (4) Where the Commission identifies a systemic, discriminatory housing practice, the Commission may, upon majority vote of its members, request that the Director file a complaint of housing discrimination in situations where there is no named complainant. The Director, on the Director's own initiative, may also file such a complaint.
- (5) The Director may also investigate housing practices to determine whether a

complaint should be brought under this section.

- (6) If the City of Charlottesville is the named respondent in an inquiry of housing discrimination received by Office of Human Rights, the Director shall dismiss the inquiry as non-jurisdictional and inform the aggrieved individual of the option to file with an appropriate state or federal agency.
- (7) If a current or former City of Charlottesville Human Rights Commissioner is a party to an inquiry of housing discrimination received by the Office of Human Rights, and the case is jurisdictional, the Director may attempt to resolve the complaint through alternative dispute resolution. If the complaint cannot be resolved through alternative dispute resolution, the Director shall administratively close the case and inform the aggrieved individual of the option to file with an appropriate state or federal agency.
- (8) Upon the filing of such a complaint,
 - (A) The Director shall serve notice upon the aggrieved person acknowledging such filing and advising the aggrieved person of the time limits and choice of forums provided under this ordinance.
 - (B) The Director shall, not later than ten (10) calendar days after such filing or the identification of an additional respondent, serve on the respondent a notice identifying the alleged discriminatory housing practice and advising such respondent of the procedural rights and obligations of respondents under this ordinance, together with a copy of the original complaint.
 - (C) Each respondent may file, not later than ten (10) calendar days after receipt of notice from the Director, an answer to such complaint.
 - (D) The Office of Human Rights shall commence proceedings with respect to the complaint before the end of the thirtieth (30th) calendar day after receipt of the complaint.
- (9) Complaints and answers shall be under oath or affirmation and may be reasonably and fairly amended at any time.
- (10) A person who is not named as a respondent in a complaint, but who is identified as a respondent in the course of investigation, may be joined as an additional or substitute respondent upon written notice to such person, from the Director. Such notice shall explain the basis for the Director's belief that the person to whom the notice is addressed is properly joined as a respondent.
- (11) Under this section, if the City has entered into a FHAP workshare agreement, all decision-making authority with respect to acceptance and investigation of a complaint, approval of a conciliation agreement, dismissal of a complaint, final administrative disposition of a complaint, and/or decision-making regarding whether a particular matter will or will not be pursued shall be held by staff of the Office of Human Rights. If the City has not entered into a FHAP workshare agreement, the City Manager or their designee is authorized to delegate such decision-making authorities to any objective, neutral third party qualified to assess allegations of discrimination under this section. The third party shall advise the Director of the

Commission of the results of any delegated decision-making.

(b) Further action

- (1) Further action for housing discrimination complaints, as authorized by this ordinance, may include informal dialogue, mediation, conciliation, and/or investigation of the complaint.
- (2) It shall be the responsibility of the aggrieved individual to provide current and updated contact information to the Office of Human Rights from the date of filing through the completion of any further action.
- (3) If, during the process of informal dialogue, mediation, conciliation or investigation, the complainant does not respond to communication or requests for information from the ~~Investigator~~ Office of Human Rights for a period of thirty (30) calendar days, the Director shall serve written notice of pending case closure on the complainant stating that the case ~~will~~ shall be administratively closed if the complainant does not respond within thirty (30) calendar days of the date the written notice is issued.

(A) If the complainant responds to the notice of pending case closure within thirty (30) calendar days of the date the notice was issued, the case shall remain open.

(B) If the complainant does not respond within thirty (30) calendar days of the date the notice was issued, or if the complainant responds within the thirty (30) calendar-day timeframe but does not respond to subsequent communication or requests for information for another thirty (30) calendar-day period, the case shall be administratively closed without further notice.

- (4) The complainant may, following the administrative closure of the case, re-file the complaint at a future date, provided that the complaint is filed within three hundred sixty-five (365) calendar days of the alleged discriminatory event detailed in the original complaint.
- (5) If, during the process of informal dialogue, mediation, conciliation, or investigation, the respondent does not respond to communication or requests for information from the ~~Investigator~~ Office of Human Rights for a period of thirty (30) calendar days, the Director may serve written notice on the respondent that the investigation may proceed without the requested information and that a determination on the case shall be rendered upon completion of the investigation.

(c) Alternative dispute resolution (in accordance with 42 U.S.C. § 3610 and 24 C.F.R. §115.204)

- (1) During the period beginning with the filing of such complaint and ending with the filing of a charge or a dismissal by the Director, the Director shall, to the extent feasible, engage in informal dialogue, mediation, or conciliation with respect to such complaint.
 - (A) For the purposes of this section, informal dialogue shall refer to a voluntary meeting between the complainant and respondent to explore resolution that does not result in a written settlement agreement.

- (B) For the purposes of this section, mediation shall refer to a facilitated dialogue resulting in a written settlement agreement between the respondent and complainant.
 - (C) For the purposes of the section, conciliation shall refer to a facilitated dialogue resulting in a written settlement agreement between the respondent, complainant, and the City, and such agreement shall be subject to approval by the Director.
- (2) The Director shall propose an initial meeting between the parties for the purpose of exploring a resolution of the complaint through voluntary informal dialogue, mediation, or conciliation.
- (3) Nothing herein shall be interpreted as requiring any party to participate in informal dialogue, mediation, conciliation, or any other resolution efforts.
- (4) Materials used and communications made during informal dialogue, mediation, or conciliation concerning a complaint of unlawful discrimination shall be confidential and shall not be disclosed to the public by the Director, the Commission, or Office of Human Rights staff unless disclosure is authorized in writing by all parties to the dispute.
- (5) If informal dialogue is concluded to the satisfaction of the complainant, the complaint will be considered resolved upon the complainant's written or verbal withdrawal of the complaint.
- (6) If the mediation or conciliation is concluded to the satisfaction of both parties, the complaint will be considered resolved upon the parties' execution of a written settlement agreement. Unless all parties agree otherwise, the execution of a written agreement is solely for the purpose of settling a disputed claim and does not constitute an admission by any party that the law or this ordinance has been violated. No further action on the initial complaint will be taken by the Commission or the Office of Human Rights staff once the agreement is executed.
- (7) If informal dialogue, mediation, or conciliation is not successful, the Director or designee shall conduct an investigation.
- (8) Concurrent with the investigation or after release of the investigative report, a conciliation agreement arising out of such complaint shall be an agreement between the respondent, the complainant, and the City of Charlottesville, and shall be subject to approval by the Director.
 - (A) Each conciliation agreement shall be made public unless the parties otherwise agree and the Director determines that disclosure is not required to further the purposes of this Ordinance.
 - (B) Notwithstanding the foregoing requirements for mutual agreement to publication of a conciliation agreement, the City of Charlottesville may provide a copy of the conciliation agreement as otherwise required by operation of law.
- (d) Failure to comply with conciliation agreement (in accordance with 42 U.S.C. § 3610 and 24 C.F.R. §115.204)

- (1) Whenever the Director has reasonable cause to believe that a respondent has breached a conciliation agreement, the Director shall refer the matter to the City Attorney's Office for enforcement. The City Attorney is authorized by City Council to take such action as is necessary to enforce the agreement, including the hiring of an Attorney to enforce the rights granted under this ordinance in a Court of competent jurisdiction at the City's sole expense.

(e) Investigation (in accordance with 42 U.S.C. § 3610 and 24 C.F.R. §115.204)

- (1) Upon the filing of a complaint under this section, the Director shall assign an Investigator to make an investigation of the alleged discriminatory housing practice and complete such investigation within one hundred (100) calendar days after the filing of the complaint, unless it is impracticable to do so.
- (2) If the Investigator is unable to complete the investigation within one hundred (100) calendar days after the filing of the complaint, the Director shall notify the complainant and respondent in writing of the reasons for not doing so.
- (3) Statements received by the Investigator from the complainant, respondents, and witnesses as part of an investigation shall be under oath or affirmation and may be reasonably and fairly amended at any time.
- (4) When conducting an investigation of a complaint filed under this ordinance, the Investigator shall have the right to interview any person who may have any information which may further the investigation and to request production of any records or documents for inspection and copying in the possession of any person which may further the investigation. Such persons shall be interviewed under oath. The Director or designated subordinates shall have the authority to collect, inspect, and copy records under this ordinance.
- (5) In accordance with 42 U.S.C. §3611, if during an investigation any person refuses to comply with a request by the Director or Office staff to produce data, information, documents, or other tangible evidence or refuses to appear as a witness for the gathering of evidence necessary to determine whether a violation of this ordinance has occurred, the Director, after a good faith effort to obtain such evidence or attendance of witnesses, may petition a court of appropriate jurisdiction for a subpoena against any such person refusing to produce such evidence or refusing to appear as a witness, and such court may, upon good cause shown, cause the subpoena to be issued.
 - (A) Said subpoenas and requests for information may be ordered to the same extent and subject to the same limitations as would apply if the subpoenas or requests for information were ordered or served as part of a civil action in the Commonwealth of Virginia.
 - (B) For purposes of this section, "person" includes any individual, partnership, corporation, association, legal representative, mutual company, joint stock company, trust, unincorporated organization, employee, employer, employment agency, labor organization, joint labor-management committee, or an agent thereof.

- (C) Neither the complainant nor the respondent shall have the right to demand that a subpoena be issued.
 - (D) Any witness subpoena issued under this section shall include a statement that any statements made will be under oath and that the respondent or other witness is entitled to be represented by an attorney.
 - (E) Any person failing to comply with a subpoena issued under this section shall be subject to punishment for contempt by the court issuing the subpoena. Any person so subpoenaed may petition the Charlottesville Circuit Court to quash the subpoena.
 - (F) In case of refusal or neglect to obey a subpoena, the Director may petition for its enforcement in the Circuit Court of the City of Charlottesville. The Circuit Court of the City of Charlottesville will be requested to give these cases priority on the court docket.
- (6) At the end of each investigation under this section, the Investigator shall prepare a final investigative report containing:
- (A) the names and dates of contacts with witnesses;
 - (B) a summary and the dates of correspondence and other contacts with the aggrieved person and the respondent;
 - (C) a summary description of other pertinent records;
 - (D) a summary of witness statements; and
 - (E) answers to questions submitted during the course of the investigation, where applicable.
- (7) A final report under this paragraph may be amended if additional evidence is later discovered.
- (f) Prohibitions and requirements with respect to disclosure of information (in accordance with 42 U.S.C. § 3610 and 24 C.F.R. §115.204)
- (1) Nothing said or done in the course of conciliation under this subchapter may be made public or used as evidence in a subsequent proceeding under this subchapter without the written consent of the parties to the conciliation.
 - (2) Notwithstanding Sec. 2-440., the Director shall make available to the aggrieved person and the respondent, at any time, upon request following completion of the investigation, information derived from an investigation and any final investigative report relating to that investigation, such information shall be redacted to exclude any personal identifying information protected from disclosure by state or federal law.
- (g) Prompt judicial action (in accordance with 42 U.S.C. § 3610 and 24 C.F.R. §115.204)
- (1) If the Director, in consultation with the City Attorney, concludes at any time following the filing of a complaint that prompt judicial action is necessary to carry out the purposes of this subchapter, the Director may refer the matter to the City Attorney with a request for appropriate temporary or preliminary relief pending final

disposition of the complaint under this section. Upon receipt of authorization from the City Manager, the City Attorney shall promptly commence and maintain such an action, as needed. Any temporary restraining order or other order granting preliminary or temporary relief shall be issued in accordance with the authority granted by a Court of competent jurisdiction. The commencement of a civil action under this subsection does not affect the initiation or continuation of further action, as authorized by the Director under this ordinance.

- (2) Whenever the Director, in consultation with the City Attorney, has reason to believe that a basis may exist for the commencement of proceedings against any respondent by any governmental licensing or supervisory authorities, the Director shall transmit the information upon which such belief is based to the City Attorney or to such other agency or authority with appropriate jurisdiction.
- (h) Reasonable cause determination and effect (in accordance with 42 U.S.C. § 3610 and 24 C.F.R. §115.204)
- (1) The Director shall, within one hundred (100) calendar days after the filing of the complaint, determine based on the facts whether reasonable cause exists to believe that a discriminatory housing practice has occurred or is about to occur, unless it is impracticable to do so, or unless the Director has approved a conciliation agreement with respect to the complaint. If the Director is unable to make the determination within one hundred (100) calendar days after the filing of the complaint, the Director shall notify the complainant and respondent in writing of the reasons for not doing so.
 - (A) The Commission and/or Office shall make a final administrative disposition of a complaint filed under this section within one year (365 calendar days) of the date of receipt of a complaint, unless it is impracticable to do so. If the Commission and/or Office is unable to do so, it shall notify the parties, in writing, of the reasons for not doing so.
 - (2) If the Director determines that reasonable cause exists to believe that a discriminatory housing practice has occurred or is about to occur, the Director shall, unless a resolution has been reached through informal dialogue, mediation, or conciliation, immediately render a determination on behalf of the aggrieved person.
 - (3) If the Director, in consultation with the City Attorney, renders a determination of reasonable cause on behalf of the aggrieved person, the Director shall issue a charge on behalf of the aggrieved person for further civil action proceedings. Such charge:
 - (A) shall consist of a short and plain statement of the facts upon which the Director has found reasonable cause to believe that a discriminatory housing practice has occurred or is about to occur;
 - (B) shall be based on the final investigative report; and
 - (C) need not be limited to the facts or grounds alleged in the complaint filed under Sec. 2-437.2.(a).
 - (4) If the Director, in consultation with the City Attorney, determines that the matter involves the legality of any State or local zoning or other land use law or ordinance,

the Director shall immediately refer the matter to the City Attorney with a recommendation for appropriate civil action instead of issuing such charge.

- (5) If the Director determines that there is ~~no insufficient~~ reasonable cause to believe a violation of this ordinance has been committed, the Director shall dismiss the complaint and advise the complainant in writing that such dismissal shall become final unless, within ten (10) calendar days of receipt of the notice of dismissal, the complainant ~~files with the Commission a request for a~~ contacts the Office of Human Rights to request a review of the determination of the Director through the Commission's public administrative appeal hearing process.
 - (6) The Director may not issue a charge under this section regarding an alleged discriminatory housing practice after the beginning of the trial of a civil action commenced by the aggrieved party under an Act of Congress or a State law, seeking relief with respect to that discriminatory housing practice.
- (i) Service of copies of charge (in accordance with 42 U.S.C. § 3610 and 24 C.F.R. § 115.204)
 - (1) After the Director issues a charge under this section, the Director shall cause a copy thereof, together with information as to how to make an election of judicial determination under this ordinance and the effect of such an election, to be served:
 - (A) on each respondent named in such charge, together with a notice of opportunity for a public administrative hearing by the Commission, under section 2-439.1 of this ordinance, at a time and place specified in the notice, unless that election is made; and
 - (B) on each aggrieved person on whose behalf the complaint was filed.
 - (j) Election of judicial determination (in accordance with 42 U.S.C. § 3612)
 - (1) When a charge is filed under section 2-437.2. of this ordinance, a complainant, a respondent, or an aggrieved person on whose behalf the complaint was filed, may elect to have the claims asserted in that charge decided in a civil action in lieu of a public administrative hearing by the Commission under Sec. 2-439.1. The election must be made not later than twenty (20) calendar days after the receipt by the electing person of service of copies of the charge or, in the case of the Director, not later than twenty (20) calendar days after such service. The person making such election shall give notice of doing so to the Director and to all other complainants and respondents to whom the charge relates.
 - (k) Civil action for enforcement when a charge is issued or election is made for such civil action (in accordance with 42 U.S.C. § 3612)
 - (1) If an election of judicial determination is made, the City Attorney shall commence and maintain a civil action on behalf of the aggrieved person in a Court of competent jurisdiction seeking relief to this subsection, not later than thirty (30) calendar days after the authorization or election is made.
 - (A) For the purposes of pursuing a civil action under this section, the City Attorney is authorized to contract qualified legal counsel on behalf of the City at the City's sole expense.

- (2) Any aggrieved person with respect to the issues to be determined in a civil action under this subsection may intervene as of right in that civil action.
 - (3) In a civil action under this subsection, if the court finds that a discriminatory housing practice has occurred or is about to occur, the court may grant as relief any relief with respect to such discriminatory housing practice in a civil action under 42 U.S.C. § 3613. Any relief so granted that would accrue to an aggrieved person in a civil action commenced by that aggrieved person under 42 U.S.C. § 3613 shall also accrue to that aggrieved person in a civil action under this subsection.
- (l) Civil action by private persons (in accordance with 42 U.S.C. § 3613)
- (1) An aggrieved person, regardless of the status of the complaint, may commence a civil action in a Court of competent jurisdiction within the City of Charlottesville not later than two (2) years after the occurrence or the termination of an alleged discriminatory housing practice, or the breach of a conciliation agreement entered into under this subchapter, whichever occurs last, to obtain appropriate relief with respect to such discriminatory housing practice or breach.
 - (2) The computation of such 2-year period shall not include any time during which an administrative proceeding under this subchapter was pending with respect to a complaint or charge under this subchapter based upon such discriminatory housing practice. This subparagraph does not apply to actions arising from a breach of a conciliation agreement.
 - (3) An aggrieved person may commence a civil action under this subsection whether or not a complaint has been filed under Sec. 2-437.2.(a) of this ordinance and without regard to the status of any such complaint, but if the Director has obtained a mediation or conciliation agreement with the consent of an aggrieved person, no action may be filed under this subsection by such aggrieved person with respect to the alleged discriminatory housing practice which forms the basis for such complaint except for the purpose of enforcing the terms of such an agreement.
- (m) Relief which may be granted (in accordance with 42 U.S.C. § 3612 and 24 C.F.R. § 115.204)
- (1) In a civil action under this ordinance, if the court finds that a discriminatory housing practice has occurred or is about to occur, the court may award to the plaintiff actual and punitive damages, and may grant as relief, as the court deems appropriate, any permanent or temporary injunction, temporary restraining order, or other order (including an order enjoining the defendant from engaging in such practice or ordering such affirmative action as may be appropriate).
 - (A) Such relief may include actual damages suffered by the aggrieved person and injunctive or other equitable relief. Such order may, to vindicate the public interest, assess a civil penalty against the respondent:
 - (i) in an amount not exceeding \$10,000 if the respondent has not been adjudged to have committed any prior discriminatory housing practice;
 - (ii) in an amount not exceeding \$25,000 if the respondent has been

adjudged to have committed one other discriminatory housing practice during the 5-year period ending on the date of the filing of this charge; and

(iii) in an amount not exceeding \$50,000 if the respondent has been adjudged to have committed 2 or more discriminatory housing practices during the 7-year period ending on the date of the filing of this charge; except that if the acts constituting the discriminatory housing practice that is the object of the charge are committed by the same natural person who has been previously adjudged to have committed acts constituting a discriminatory housing practice, then the civil penalties may be imposed without regard to the period of time within which any subsequent discriminatory housing practice occurred.

- (2) In a civil action, the court, in its discretion, may allow the prevailing party, other than the City of Charlottesville, a reasonable attorney's fee and costs.
- (3) Relief granted under this section shall not affect any contract, sale, encumbrance, or lease consummated before the granting of such relief and involving a bona fide purchaser, encumbrancer, or tenant, without actual notice of the filing of a complaint with the Director or civil action under this subchapter.

(n) Intervention by the City

- (1) Upon timely application, the City may intervene in a private civil action if the City certifies that the case is of general, public importance. Upon such intervention, the City may obtain such relief as would be available to the City under 42 U.S.C. § 3614 in a civil action to which such section applies.

(o) Contracted services

- (1) In order to fulfill the requirements of this section, if the City has entered into a FHAP workshare agreement, the City Manager or their designee is authorized to contract on behalf of the City with any objective, neutral third party for the purpose of conducting informal dialogue or mediation with respect to resolution of complaints and advising the Director of the Commission of the results of such proceedings.
- (2) In order to fulfill the requirements of this section, if the City has not entered into a FHAP workshare agreement, the City Manager or their designee is authorized to contract on behalf of the City with any objective, neutral third party qualified to assess allegations of discrimination under this section for the purpose of receiving complaints, conducting investigations, rendering written determinations of whether there is reasonable cause to believe a violation of this ordinance has occurred, conducting informal dialogues, mediations, or conciliations of complaints, and advising the Director of the Commission of the results of any investigation, informal dialogue, mediation, or conciliation of complaints.

Sec. 2-437.3. Investigation of individual public accommodation, credit, or private education discrimination complaints and issuance of findings.

(a) Complaints and answers

- (1) The Director shall develop and implement a central intake procedure to be used by the Office of Human Rights for receiving and processing individual inquiries that allege an unlawful, discriminatory public accommodation, credit, or private education practice.
- (2) Upon the receipt of such inquiry, the Director or other designated professional staff shall conduct an initial assessment to determine if the inquiry is jurisdictional. The inquiry may be dismissed by the Director without further action if it is non-jurisdictional.
- (3) If the inquiry is not dismissed, any person claiming to be aggrieved by an unlawful, discriminatory public accommodation, credit, or private education practice may file a complaint in writing with the Office of Human Rights not more than 180 calendar days following the alleged discriminatory act. The complaint shall be in such detail as to substantially apprise any party properly concerned as to the time, place, and facts surrounding the alleged unlawful discrimination.
- (4) For complaints alleging an unlawful, discriminatory public accommodation, credit, or private education practice within the jurisdiction of the City, the Director or other designated professional staff are authorized to undertake further action as detailed in Sec. 2- 437.3.(b).
- (5) For inquiries alleging an unlawful, discriminatory public accommodation, credit, or private education practice that falls outside the jurisdiction of the City, the Director or other designated professional staff shall dismiss the inquiry as non-jurisdictional and inform the aggrieved individual of the option to file with an appropriate state or federal agency.
- (6) If the City of Charlottesville is the named respondent in an inquiry of public accommodation, credit, or private education discrimination received by Office of Human Rights, the Director or other designated professional staff shall dismiss the inquiry as non-jurisdictional and inform the aggrieved individual of the option to file with an appropriate state or federal agency.
- (7) If a current or former City of Charlottesville Human Rights Commissioner is a party to an inquiry of public accommodation, credit, or private education discrimination received by the Office of Human Rights, and the case is jurisdictional, the Director may attempt to resolve the complaint through alternative dispute resolution. If the complaint cannot be resolved through alternative dispute resolution, the Director shall administratively close the case and inform the aggrieved individual of the option to file with an appropriate state or federal agency.
- (8) Upon the filing of a complaint of discrimination, the Director shall serve notice of the complaint on the complainant and each respondent named therein. Said notice shall be served in a timely manner and specify the allegation, citing the

evidence that supports further action, advising all parties of the time limits and choice of forums under this ordinance, and indicating the action to be taken.

(b) Further action

- (1) Further action for public accommodation, credit, or private education discrimination complaints, as authorized by this ordinance, may include informal dialogue, and/or investigation of the complaint.
- (2) It shall be the responsibility of the aggrieved individual to provide current and updated contact information to the Office of Human Rights from the date of filing through the completion of any further action.
- (3) If, during the process of informal dialogue, mediation, or investigation, the complainant does not respond to communication or requests for information from the ~~Investigator~~ Office of Human Rights for a period of thirty (30) calendar days, the Director shall serve written notice of pending case closure on the complainant stating that the case ~~will~~ shall be administratively closed if the complainant does not respond within thirty (30) calendar days of the date the written notice is issued.
 - (A) If the complainant responds to the notice of pending case closure within thirty (30) calendar days of the date the notice was issued, the case shall remain open.
 - (B) If the complainant does not respond within thirty (30) calendar days of the date the notice was issued, or if the complainant responds within the thirty (30) calendar-day timeframe but does not respond to subsequent communication or requests for information for another thirty (30) calendar-day period, the case shall be administratively closed without further notice.
- (4) The complainant may, following the administrative closure of the case, re-file the complaint at a future date, provided that the complaint is filed within one hundred and eighty (180) calendar days of the alleged discriminatory event detailed in the original complaint.
- (5) If, during the process of informal dialogue, mediation or investigation, the respondent does not respond to communication or requests for information from the ~~Investigator~~ Office of Human Rights for a period of thirty (30) calendar days, the Director may serve written notice on the respondent that the investigation may proceed without the requested information and that a determination on the case shall be rendered upon completion of the investigation.

(c) Alternative dispute resolution

- (1) During the period beginning with the filing of such complaint and ending with the rendering of a determination or a dismissal by the Director, the Director shall, to the extent feasible, engage in informal dialogue or mediation with respect to such complaint.
- (2) The Director shall propose an initial meeting between the parties for the purpose of exploring alternative dispute resolution of the complaint through voluntary

informal dialogue or mediation.

(A) For the purposes of this section, informal dialogue shall refer to a voluntary meeting between the complainant and respondent to explore resolution that does not result in a written settlement agreement.

(B) For the purposes of this section, mediation shall refer to a facilitated dialogue resulting in a written settlement agreement between the respondent and complainant.

- (3) Nothing herein shall be interpreted as requiring any party to participate in informal dialogue, mediation, or any other resolution efforts.
- (4) Materials used and communications made during informal dialogue or mediation concerning a complaint of unlawful discrimination shall be confidential and shall not be disclosed to the public by the Director, the Commission, or Office of Human Rights staff unless disclosure is authorized in writing by all parties to the dispute.
- (5) If informal dialogue is concluded, the complaint shall be considered resolved upon the complainant's written or verbal withdrawal of the complaint.
- (6) If the mediation is concluded to the satisfaction of both parties, the complaint shall be considered resolved upon the parties' execution of a written settlement agreement. Unless all parties agree otherwise, the execution of a written agreement is solely for the purpose of settling a disputed claim and does not constitute an admission by any party that the law or this ordinance has been violated. No further action on the initial complaint shall be taken by the Commission or the Office of Human Rights staff once the agreement is executed.
- (7) If informal dialogue or mediation is not successful, the Director or designee shall conduct an investigation.

(d) Investigation

- (1) Upon the filing of a complaint under this section, the Director shall assign an Investigator to make an investigation of the alleged discriminatory practice for the purpose of rendering a written determination as to whether there is reasonable cause to believe a violation of this ordinance occurred and the facts supporting such determination.
- (2) The Investigator shall complete such investigation within one hundred and eighty (180) calendar days after the filing of the complaint unless it is impracticable to do so. If the Investigator is unable to complete the investigation within one hundred and eighty (180) calendar days after the filing of the complaint, the Director shall notify the complainant and respondent in writing of the reasons for not doing so.
- (3) Statements received by the Investigator from the complainant, respondents, and witnesses as part of an investigation shall be under oath or affirmation and may be reasonably and fairly amended at any time.
- (4) When conducting an investigation of a complaint filed under this ordinance, the

Investigator shall have the right to interview any person who may have any information which may further the investigation and to request production of any records or documents for inspection and copying in the possession of any person which may further the investigation. Such persons shall be interviewed under oath. The Director or designated subordinates shall have the authority to collect, inspect, and copy records under this ordinance.

(5) If during an investigation any person refuses to comply with a request by the Director or Office staff to produce data, information, documents, or other tangible evidence or refuses to appear as a witness for the gathering of evidence necessary to determine whether a violation of this ordinance has occurred, the Director, after a good faith effort to obtain such evidence or attendance of witnesses, may petition a court of appropriate jurisdiction for a subpoena against any such person refusing to produce such evidence or refusing to appear as a witness, and such court may, upon good cause shown, cause the subpoena to be issued.

(A) Said subpoenas and requests for information may be ordered to the same extent and subject to the same limitations as would apply if the subpoenas or requests for information were ordered or served as part of a civil action in the Commonwealth of Virginia.

(B) For purposes of this section, "person" includes any individual, partnership, corporation, association, legal representative, mutual company, joint stock company, trust, unincorporated organization, employee, employer, employment agency, labor organization, joint labor-management committee, or an agent thereof.

(C) Neither the complainant nor the respondent shall have the right to demand that a subpoena be issued.

(D) Any witness subpoena issued under this section shall include a statement that any statements made will be under oath and that the respondent or other witness is entitled to be represented by an attorney.

(E) Any person failing to comply with a subpoena issued under this section shall be subject to punishment for contempt by the court issuing the subpoena. Any person so subpoenaed may petition the Charlottesville Circuit Court to quash the subpoena.

(F) In case of refusal or neglect to obey a subpoena, the Director may petition for its enforcement in the Circuit Court of the City of Charlottesville. The Circuit Court of the City of Charlottesville will be requested to give these cases priority on the court docket.

(6) Upon the conclusion of the investigation, the Investigator shall prepare an investigative report for submission to the Director.

(e) Reasonable cause determination and effect

(1) Upon completion of an investigation and submission of the investigative report, the Director shall render a written determination of whether there is reasonable cause to believe a violation of this ordinance has been committed and the facts

supporting such determination. The written determination shall promptly be served on the parties.

- (2) If the Director determines that there is reasonable cause to believe that a violation of this ordinance has been committed, the Director shall immediately endeavor to eliminate any alleged unlawful discriminatory practice through informal dialogue or mediation.
- (3) If the complaint cannot be resolved through informal dialogue or mediation, the Director shall proceed with the preparation of materials for consideration by the Commission for the purpose of holding a vote on whether to conduct a public administrative hearing on the complaint.
- (4) Such materials shall include a copy of the written determination with the names and identifying information of the complainant, respondent, respondent's agents, and any witnesses redacted.
- (5) Upon request by the Commission, the Director shall provide a copy of the full investigative report with the names and identifying information of the complainant, respondent, respondent's agents, and any witnesses redacted.
- (6) If the Director determines that there is ~~no insufficient~~ reasonable cause to believe a violation of this ordinance has been committed, the Director shall dismiss the complaint and advise the complainant in writing that such dismissal shall become final unless, within ten (10) calendar days of receipt of the notice of dismissal, the complainant ~~files with the Commission a request for a~~ contacts the Office of Human Rights to request a review of the determination of the Director through the Commission's public administrative appeal hearing process.

(f) Contracted services

- (1) In order to fulfill the requirements of this section, the City Manager or their designee is authorized to contract on behalf of the City with any objective, neutral third party qualified to assess allegations of discrimination under this section for the purpose of receiving complaints, conducting investigations, rendering written determinations of whether there is reasonable cause to believe a violation of this ordinance has occurred, conducting informal dialogues or mediations of complaints, and advising the Director of the Commission of the results of any investigation, informal dialogue, or mediation of complaints.

Sec. 2-438. Interference, coercion, intimidation, or retaliation prohibited.

- (a) In accordance with 42 U.S.C. § 3617, it shall be unlawful to coerce, intimidate, threaten, or interfere with any person in the exercise or enjoyment of, or on account of having exercised or enjoyed, or on account of having aided or encouraged any other person in the exercise or enjoyment of, or on account of having filed a complaint of discrimination regarding any right granted or protected by this ordinance.
- (b) Any person experiencing such interference, coercion, intimidation, or retaliation in connection with a complaint of unlawful discrimination received or in process under this ordinance may file a retaliation complaint with the Office of Human Rights. The complaint shall be in such detail as to substantially apprise any party properly concerned as to the time,

place, and facts surrounding the alleged unlawful retaliation.

- (c) Retaliation complaints shall be processed in the same manner as complaints of unlawful discrimination and such process shall be determined by the protected activity named in the original complaint to which the alleged retaliation is linked or by the protected activity in which the complainant was engaged and which was impacted by the alleged retaliation.

Sec. 2-439.1. Enforcement authority – The role of the Commission regarding individual complaints of discrimination.

(a) Administrative hearings generally

- (1) The Commission shall serve as an administrative hearing body with the authority to review appeals and reasonable cause determinations for complaints of individual discrimination received and investigated by the Office of Human Rights.
- (2) In complaints of housing discrimination, if the Director determines that there is reasonable cause to believe a violation did occur, a charge is filed, and either party elects to pursue judicial determination through a civil action in a court of competent jurisdiction, under Sec. 2-437.2. of this ordinance, the Commission shall not hold an administrative hearing and any proceedings in process shall cease. If an election is not made, the Commission shall hold an administrative hearing on behalf of the complainant.
- (3) If an administrative hearing is to be held, the Commission shall promptly notify the parties of the time, date, and location of the hearing and serve upon them a statement of the charges against the respondent, the Director's summary of the evidence and recommended remedies, and the issues to be considered at the hearing. The notice and statement shall be served no later than fourteen (14) calendar days prior to the date of the hearing.
- (4) The Commission shall have the option to consider all of the allegations and issues set forth in the complaint or, in its discretion, may limit the scope of the administrative hearing to one or more of the allegations or issues.
- (5) Administrative hearings of the Commission may be held before the entire Commission or before designated hearing panels, consisting of three or more members of the Commission, as the Commission in its discretion may determine. The Chair or a Commissioner designated by the Chair shall preside over the hearing, which shall be open to the public.
- (6) Any Commissioner that has a conflict of interest with respect to a complaint brought before the Commission for an administrative hearing shall disclose the conflict of interest to the Chair and recuse themselves from service on the hearing panel for that specific complaint. A conflict of interest may exist when a Commissioner's ability to exercise objective judgement could be reasonably questioned. The Director shall make the final determination about whether a conflict of interest exists.
- (7) Prior to the administrative hearing, the Director shall provide the Commission

with a copy of the investigative report and any findings or determinations resulting from the investigation. During an administrative hearing, the Commission shall base its findings and recommendations on a review of the existing record and any additional evidence acquired by the Commission, at its discretion, through the Office of Human Rights, prior to the hearing. Neither party to the complaint shall be entitled to submit unsolicited written statements or arguments, present oral defense or documentary evidence, or conduct cross examinations during the administrative hearing.

- (8) Any investigative report, findings, determinations, or additional evidence provided to the Commission by the Office of Human Rights for purposes of an administrative hearing shall be redacted to remove any personal identifying information in accordance with Va. Code Ann. § 2.2-3800 et seq.
- (9) The Commission shall keep a full record of the administrative hearing, and such record shall be public and open to inspection by any person unless otherwise provided by any applicable law or regulations. Any party may request that the Commission furnish such party a copy of the hearing record and shall reimburse the Commission for the cost of producing the copy.
- (10) In matters where any party is represented by counsel, the office of the City Attorney shall provide an attorney as counsel to the Commission who will also assist the Director in preparing the case.
- (11) Whenever the Commission requires additional evidence to determine whether reasonable cause exists to believe any person has engaged in or is engaging in any unlawful discriminatory practice, the Commission, after a good faith effort to obtain such evidence or attendance of witnesses through the Office of Human Rights, may petition a court of appropriate jurisdiction for a subpoena against any such person refusing to produce such evidence or refusing to appear as a witness, and such court may, upon good cause shown, cause the subpoena to be issued.
 - (A) Said subpoenas and requests for information may be ordered to the same extent and subject to the same limitations as would apply if the subpoenas or requests for information were ordered or served as part of a civil action in the Commonwealth of Virginia.
 - (B) For purposes of this section, "person" includes any individual, partnership, corporation, association, legal representative, mutual company, joint stock company, trust, unincorporated organization, employee, employer, employment agency, labor organization, joint labor-management committee, or an agent thereof.
 - (C) Neither the complainant nor the respondent shall have the right to demand that a subpoena be issued.
 - (D) Any witness subpoena issued under this section shall include a statement that any statements made will be under oath and that the respondent or other witness is entitled to be represented by an attorney.
 - (E) Any person failing to comply with a subpoena issued under this section

shall be subject to punishment for contempt by the court issuing the subpoena. Any person so subpoenaed may petition the Charlottesville Circuit Court to quash the subpoena.

- (F) In case of refusal or neglect to obey a subpoena, the Commission may petition for its enforcement in the Circuit Court of the City of Charlottesville. The Circuit Court of the City of Charlottesville will be requested to give these cases priority on the court docket.
- (12) The Commission shall have the authority to grant relief, as permitted under Virginia law, or to issue recommendations for appropriate remedies, for complaints reviewed during an administrative hearing. If, after the hearing, the Commission determines by a preponderance of the evidence that the respondent has committed or is committing the alleged violation(s) of this ordinance, the Commission shall state its findings in a written resolution and may issue recommendations, to be served promptly on the parties. Such recommendations may include:
 - (A) the pursuit of remedies through alternative dispute resolution.
 - (B) a referral to the City Attorney for the consideration of potential civil action.
 - (C) notice to the respondent to cease and desist from such violation(s) and to take such action as may be authorized by law to effectuate the purpose of this ordinance, including but not limited to the payment by respondent of compensatory damages to any person or persons found by the Commission to be so entitled by reason of the violation(s) of this ordinance, or the placement or restoration of any person in or to such status in which the Commission finds they would be but for respondent's violation(s) of this ordinance.
- (13) If, after receiving the evidence presented at the administrative hearing, the Commission finds that the respondent has not engaged in the alleged violation(s) of this ordinance, the Commission shall state its findings in a written resolution and shall dismiss the complaint. Prompt notice of such action shall be given to the parties, and such dismissal shall be final.
- (14) Nothing herein shall be construed as authorizing the Commission to award damages or grant injunctive relief.

(b) Administrative appeal hearings for determinations of no reasonable cause

- (1) The Commission shall serve as a due process appellate body with the authority to hear appeals of determinations of no reasonable cause rendered by the Director on complaints of individual discrimination received and investigated by the Office of Human Rights.
- (2) If the Director determines that there is no ~~insufficient~~ reasonable cause to believe a violation of this ordinance has occurred, the Director shall dismiss the complaint and advise the complainant in writing that such dismissal shall become final unless, within ten (10) calendar days of receipt of notice of the dismissal, the complainant ~~files with the Commission a request for a~~ contacts the Office of

Human Rights to request a review of the determination of the Director through the public administrative appeal hearing process.

- (3) On written petition of the complainant, the Commission shall hold
 - (4) an administrative appeal hearing to review the Director's conclusion and shall either overrule or affirm the finding of no reasonable cause.
 - (5) If, at the conclusion of an administrative appeal hearing, the Commission determines by majority vote that reasonable cause exists, it shall prepare a written resolution that includes a summary of the evidence upon which the reversal of the Director's finding is based and recommendations for further action. The Director shall serve notice on both parties of the Commission's finding and pursue appropriate further action, per the Commission's resolution.
 - (6) If, at the conclusion of an administrative appeal hearing, the Commission determines by majority vote that no reasonable cause exists, it shall prepare a written resolution upholding the Director's dismissal of the complaint, and such dismissal shall be final.
- (c) Administrative hearings for determinations of reasonable cause
- (1) If the Director determines that there is reasonable cause to believe a violation did occur and either party declines to participate in alternative dispute resolution, or if such efforts are attempted but unsuccessful, the Director shall prepare a written summary of the evidence on which the determination of reasonable cause is based and shall recommend appropriate remedies for the discriminatory actions in a report to the Commission.
 - (2) For determinations of reasonable cause regarding complaints of employment, public accommodation, credit, or private education discrimination, the Commission shall determine by majority vote whether to hold an administrative hearing on the complaint. The Commission shall base its determination on its judgment as to how enforcement of this ordinance would be best served. If the Commission determines not to hold an administrative hearing, it shall either dismiss the complaint or take such action as it deems appropriate and consistent with the purposes of this ordinance and the powers of the Commission hereunder.
 - (3) For determinations of reasonable cause regarding complaints of housing discrimination, the Commission shall proceed with an administrative hearing on behalf of the complainant if neither party elects to pursue judicial determination through a civil action in a court of competent jurisdiction.

Sec. 2-439.2. Enforcement authority – Court enforcement regarding individual complaints of employment, public accommodation, credit, or private education discrimination.

- (a) If the Commission finds that a respondent has committed a violation of this ordinance and determines that appropriate remedial measures have not been taken, the Commission, through the City Attorney, and subject to approval by the City Council, may file an appropriate action in any court of competent jurisdiction to prove, *de novo*, that the respondent violated this chapter; secure compliance with this chapter; and/or obtain

appropriate relief available under any applicable federal or state statute or regulation including, but not limited to an award of injunctive relief, compensatory and / or punitive damages and a recovery of costs and attorney's fees for any person, including the City, injured as a result of a violation of this chapter.

- (b) If the City Council approves the institution of any proceeding in court, the proceeding shall be brought in the name of the City Council and the Human Rights Commission of the City of Charlottesville.

Sec. 2-440. Confidentiality.

It shall be unlawful for any Commissioner, officer, employee, contractor or staff member of the Commission or Office of Human Rights to disclose or make public any complaints, investigative notes, or other correspondence and information furnished to the Commission or its staff in confidence with respect to a complaint, an investigation, or alternative dispute resolution process involving an alleged unlawful discriminatory practice. A violation of this section shall be a Class 3 misdemeanor.

Sec. 2-441. Annual Report.

The Commission 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 community dialogue regarding issues of human rights. The report shall also outline the Commission's work plan for the ensuing year, which shall be subject to approval or modification by City Council.

Sec. 2-442. Severability.

The provisions of the Article are severable, and if any provision, sentence, clause, section or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstance, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Article, or their application to other persons or circumstances. It is hereby declared to be the legislative intent that this Article would have been adopted if such illegal, invalid, or unconstitutional provision, sentence, clause, section, or part had not been included therein, and if the person or circumstances to which the chapter or any part thereof is inapplicable had been specifically exempted therefrom.

Sec. 2-443. No waiver of other legal rights.

- (a) Any person who is aggrieved by an unlawful discriminatory practice may bring an appropriate action in a court of competent jurisdiction, including but not limited to a judicial review of a final decision made by the Commission or Office, as provided for by any other applicable law.
- (b) Nothing in this Chapter shall prevent any person from exercising any right or seeking any remedy to which the person might otherwise be entitled; nor shall any person be required to pursue any remedy set forth herein as a condition of seeking relief from any court or other

agency, except as is otherwise provided by applicable Virginia or federal law.

Policy Briefing Summary

City Council



Regarding:	Adoption of Amending Ordinance Correcting Two (2) Scrivener's Errors in the Original Ordinance Vacating and Quitclaiming Clarke Court to the Jefferson Scholars Foundation
Staff Contact(s):	John Maddux, City Attorney
Presenter:	John Maddux, City Attorney
Date of Proposed Action:	July 20, 2026

Issue

Consideration of an Amending Ordinance correcting two (2) scrivener's errors in the Original Ordinance vacating and quitclaiming Clarke Court.

Background / Rule

Not applicable.

Analysis

On December 15, 2025, City Council, following a duly advertised and legally conducted Public Hearing, adopted an Ordinance ("Original Ordinance") vacating and quitclaiming Clarke Court, a City-owned Street, to the Jefferson Scholars Foundation ("Foundation"). After said action, City Staff and the Foundation's attorney discovered two (2) minor scrivener's errors in the Original Ordinance that need correcting.

The first error, found in Section 1. of the Original Ordinance, incorrectly lists the property to be quitclaimed as Tax Parcel "91" instead of "91:1." The second error, also in Section 1. of the Original Ordinance, contains an incorrect measurement of Clarke Court to be vacated and quitclaimed. To remedy this second scrivener's error, "148.14 foot" needs to be deleted from the Original Ordinance.

For City Council's review and consideration, attached is a new Ordinance correcting the two (2) above scrivener's errors in the Original Ordinance.

Financial Impact

The Foundation is paying the City \$750,000 for vacating and quitclaiming Clarke Court.

Recommendation

City Staff recommend City Council adopt the attached Amending Ordinance as presented.

Recommended Motion (if Applicable)

"I make a Motion to adopt the attached Amending Ordinance as presented."

Attachments

1. Clark Court Ordinance Amendment

**ORDINANCE AMENDING THE DECEMBER 15, 2025 ORDINANCE CLOSING,
VACATING, AND DISCONTINUING CLARKE COURT TO CORRECT SCRIVENER'S
ERRORS**

WHEREAS, on December 15, 2025, following a duly advertised public hearing held on November 3, 2025, the Council of the City of Charlottesville adopted an ordinance titled "Ordinance Closing, Vacating, and Discontinuing the Public Road Known as Clarke Court on City Real Estate Tax Map 17" (the "Original Ordinance"); and

WHEREAS, Section 1 of the Original Ordinance contains two scrivener's errors: it refers to City Real Estate Tax Map 17 Parcel "91" rather than Parcel "91.1," and it incorrectly describes the Subject Street as "a 148.14-foot platted street"; and

WHEREAS, these corrections do not alter the Subject Street considered at the November 3, 2025 public hearing or the property that City Council intended to close, vacate, abandon, and authorize for conveyance, but merely conform the text of the Original Ordinance to that intent; and

WHEREAS, City Council desires to correct these scrivener's errors without otherwise modifying, repealing, replacing, or reenacting the Original Ordinance.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Charlottesville, Virginia:

1. Section 1 of the Original Ordinance is amended solely as follows:
 - a. the phrase "a 148.14-foot" is deleted; and
 - b. the reference to City Real Estate Tax Map 17 Parcel "91" is replaced with "91.1."
2. Except for the two clerical corrections stated above, the Original Ordinance remains in full force and effect. This amending ordinance does not repeal, replace, or reenact the Original Ordinance and does not authorize a new or different closing, vacation, abandonment, or conveyance.
3. This amending ordinance shall be effective upon adoption. Nothing in this amending ordinance shall be construed as altering the Effective Date of the Original Ordinance or as extending or restarting any period for appeal of the Original Ordinance.

Policy Briefing Summary

City Council



Regarding:	Resolution Allocating Charlottesville Affordable Housing Fund Grant Program Funding for Charlottesville Redevelopment and Housing Authority South First Street Phase Two in the Amount of \$425,000 (1 of 2 readings)
Staff Contact(s):	Madelyn Metzler, Housing Compliance Coordinator, James Freas, Deputy City Manager
Presenter:	Madelyn Metzler, Housing Compliance Coordinator
Date of Proposed Action:	July 20, 2026

Issue

The Charlottesville Redevelopment and Housing Authority (CRHA) has requested disbursement of \$425,000 in FY22 Charlottesville Affordable Housing Fund (CAHF) grant funding for South First Street Phase Two; however, the original grant agreement expired in May 2024. A new agreement is needed before funds can be released.

Background / Rule

In April 2022, City Council awarded \$425,000 in CAHF funding to CRHA to support the development of South First Street Phase Two. The grant agreement established a performance period from May 23, 2022 to May 23, 2024. During that time, the City did not receive reimbursement requests, quarterly reports, or a request to extend the agreement.

CRHA submitted a reimbursement request in May 2025 following delays related to contractor selection and funding gaps that postponed the start of construction. Construction ultimately began in March 2025, and CRHA's most recent compliance report from May 2026 reflects steady progress, sustained resident engagement, and a continued need for CAHF support. A 2025 joint review of City and CRHA agreements recommended issuing a new agreement for the expired CAHF allocation and aligning reporting requirements with both CRHA's compliance calendar and the City's Grants Monitoring framework.

Analysis

South First Street Phase Two is actively under construction and will include 113 new homes, a community center, and CRHA offices. Delivery A is projected for completion in May 2026, with vertical construction underway across the remainder of the site. Resident Planners continue to participate through monthly meetings and design-related activities. CAHF reimbursement remains an essential part of the project's financing structure and complements the separate \$6 million CIP-funded agreement, of which just over \$5 million has been disbursed. Because the original CAHF grant agreement has expired, staff have prepared a new agreement with updated performance and reporting requirements to enable disbursement. Establishing the new agreement advances City priorities related to affordable housing production, redevelopment of public housing, and strengthened project monitoring and accountability.

Financial Impact

The original FY22 CAHF allocation totals \$425,000. No additional funding is requested; the action would reauthorize expenditure of previously appropriated funds.

Recommendation

City Staff recommends City Council adopt the attached Resolution allocating CAHF Grant Program funding for CRHA South First Street Phase Two in the Amount of \$425,000.

Recommended Motion (if Applicable)

"I Move to adopt the attached Resolution Allocating Charlottesville Affordable Housing Fund Grant Program Funding for Charlottesville Redevelopment and Housing Authority South First Street Phase Two in the Amount of \$425,000."

Attachments

1. RESOLUTION CAHF CRHA FY22
2. CAHF Grant Agreement CRHA FY22



RESOLUTION #R-__-__

**RESOLUTION ALLOCATING CHARLOTTESVILLE AFFORDABLE HOUSING
FUND GRANT PROGRAM FUNDING FOR CHARLOTTESVILLE
REDEVELOPMENT AND HOUSING AUTHORITY SOUTH FIRST STREET PHASE
TWO IN THE AMOUNT OF \$425,000**

WHEREAS, the City of Charlottesville, Virginia, established the Charlottesville Affordable Housing Fund (“CAHF”) Grant Program to provide financial support for community agency programs aiding in affordable housing and homelessness relief.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$425,000 be allocated from previously appropriated funds in the CAHF under Fund 426 Project: CP-084 to the Charlottesville Redevelopment and Housing Authority for South First Street Phase Two project.

Date Adopted: _____

Certified: _____
Clerk of Council

CHARLOTTESVILLE AFFORDABLE HOUSING FUND
GRANT AGREEMENT

THIS CHARLOTTESVILLE AFFORDABLE HOUSING FUND GRANT AGREEMENT (“Agreement”) is by and between **THE CITY OF CHARLOTTESVILLE, VIRGINIA** (“City”), and the **CHARLOTTESVILLE REDEVELOPMENT AND HOUSING AUTHORITY** (“Recipient”); (collectively, “Parties;” individually, “Party”), and provides the terms and conditions upon which the City will provide funding to the Recipient from the Charlottesville Affordable Housing Fund (“CAHF”) for the purpose of developing a new, 113-unit multi-family rental development at South First Phase Two (“Project”). Funding approval for this Project was provided by the Council of the City of Charlottesville, Virginia (“City Council”), on April 18, 2022, via Resolution #R-22-048.

This Agreement is effective as of the date of the last signatory’s signature below.

WITNESSETH

Section 1. Period of Performance: July 1, 2026 to June 30, 2027

Section 2. City Funding Amount: \$425,000

Section 3. Conditions of City Funding:

(A) **Project:** To construct a new, 113-unit multi-family rental development on the site of South First Street Phase 2, at the following income tiers:

- i. Twelve (12) at up to thirty percent (30%) AMI;
- ii. Forty-five (45) at between forty percent (40%) and fifty percent (50%) AMI; and
- iii. Fifty-six (56) at between fifty percent (50%) and sixty percent (60%) AMI.

(B) **Beneficiaries Who Receive City Funding (Eligibility):**

- The Project will be targeted to those households as identified in the Recipient’s application dated February 17, 2022, and any additional representations to City Council on April 18, 2022.
- Qualifying households will have incomes up to thirty percent (30%), fifty percent (50%), and sixty percent (60%) AMI, as adjusted by the U.S. Department of Housing and Urban Development (“HUD”) annually by family/household size, as noted above in Section 3(A).
- Recipient shall make a good faith effort to solicit applicants for the Project who live in targeted neighborhoods, as identified by Recipient, who are residents of

public or subsidized housing, the elderly, residents with disabilities recognized by the Americans with Disabilities Act, or other households that have low/moderate income.

(C) Obligations of Recipient:

- Recipient will apply City funds to support the development, rehabilitation, and/or preservation of 113 affordable housing units within City.
- Recipient will use City funding only in accordance with the terms and conditions set forth within this Agreement and any subsequent amendments and provide receipts and/or invoices to the City detailing how City funds have been expended (*see* Section 5).
- Recipient shall be accessible and responsible to communication and feedback from City, including but not limited to, inquiries regarding program compliance, monitoring, site visits, and general inquiries related to the Project.
- Recipient shall inform the Neighborhood Development Services (“NDS”) Housing Division, in writing, of potential changes or updates to the Project and shall not implement any significant proposed changes to the Project programming until after receiving written agreement from City.
- Recipient shall inform City in writing of any staff changes related to the Project, including leadership changes, financial staff changes, or project management staff changes within forty-eight (48) hours of the change.
- Recipient shall return the full amount of CAHF funds, if any of the following occurs:
 1. Upon resale of any property acquisition or resale of any site without having constructed any affordable housing;
 2. Upon non-completion of the Project within the Period of Performance; or
 3. In City’s sole discretion, Recipient fails to comply with any requirements laid forth in this Agreement.
 4. If a for-sale unit is conveyed before the initial affordability period ends to a new owner with an annual income that is > eighty percent (80%) AMI, the public funding provided by City shall be repaid to City by Recipient and re-applied to other affordable housing uses.
- Recipient shall publicly promote the Project. This can be done by distributing a press release to local media and/or publicizing information on Recipient’s website(s) and/or social media. Publicity helps increase awareness of the Project and an announcement of support from City may help leverage additional dollars for Project. Marketing

materials shall include City logo. Recipient shall provide marketing materials to NDS for review and approval prior to distribution.

- Recipient will complete the Project within the Period of Performance. Project will be considered complete when construction and/or rehabilitation of affordable housing units has terminated and occupancy of units has resumed.
- Recipient may request a one (1)-time extension of up to one (1) year. Extension requests must be made in writing no later than thirty (30) days prior to the end of the Period of Performance. Extensions are not guaranteed, and extension requests are subject to review and approval by NDS. Extension requests will be evaluated and a written response will be provided to Recipient within two (2) weeks.

Section 4. Reporting:

- Recipient will provide information regarding all beneficiaries of the Program, including, at a minimum, the following information about each household that participates in the Program:
 1. Total number of residents in the household;
 2. Number of adults in the household;
 3. Number of children in the household;
 4. Annual income of each adult member of the household;
 5. Race of each member of the household (optional);
 6. Head of Household's status as disabled;
 7. Total number of disabled members of the household;
 8. Whether the Head of Household is a City resident at time of assistance;
 9. Whether any resident of the household receives, at the time of assistance, HUD Housing Choice Voucher benefits or benefits from a similar program; and
 10. Refugee or asylee status of any member of the household (if applicable).
- Recipient will submit quarterly reports electronically to NDS in a format required by the City with information regarding the progress of the Project, as deemed sufficient in the sole discretion of City to determine what work has been performed.

- Quarterly reports will be due within fifteen (15) days following the end of the quarter. End of quarter dates are as follows: September 30, December 31, March 31, and June 30.
- No payment will be released unless required quarterly reports have been received. City reserves the right to withhold payments until reports are submitted. If the Period of Performance ends and the recipient has yet to submit one (1) or more of the required reports, City may withhold the balance of the award indefinitely.

Section 5. Payment:

- No payment will be released, unless the required quarterly reports have been timely received.
- In the event that any portion of City funding has not been disbursed by thirty (30) days after the Period of Performance no further amount(s) shall be paid by City to the Recipient under this Agreement. City may exercise discretion to waive this requirement under special circumstances, which must be provided in writing to City no later than thirty (30) days prior to the expiration date of this Agreement.
- In the case of a land purchase, funds will be disbursed by City to Recipient approximately two (2) weeks prior to the closing date for each Purchased Site. Recipient shall provide a written request (“Invoice”) to City giving the date and time of the closing, the amount of CAHF funding being applied to the purchase, and a copy of the fully executed appreciation sharing agreement, if applicable, for the Purchased Site. The Invoice to City shall be provided in writing no less than two (2) weeks prior to closing.
- In the case of development of land or properties, funds will be disbursed by City to Recipient upon written requests (“Invoices”), and including any applicable receipts, to City for reimbursement of expenses.
 - i. For affordable homeownership programs, if the completed home is sold to households earning more than the agreed to AMI, the public funding provided by City shall be repaid to City by Recipient.
 - ii. If a homeownership unit is conveyed before the initial affordability period ends, to a new owner that is above the agreed to AMI, the public funding provided by City shall be repaid to City by Recipient.
- In the case of rehabilitation(s), funds will be disbursed by City to Recipient upon Invoices, and including any applicable receipts, to City for reimbursement of expenses on a quarterly basis. Recipient will submit Invoices with quarterly reports and payments will be issued within thirty (30) days of receipt.

- Invoices and related documentation must be submitted electronically to NDS through Neighborly or another approved method of electronic communication.

Section 6. Additional Terms and Conditions:

- (A) **Subcontracts and Assignments:** No benefit or obligation of this Agreement may be assigned or subcontracted by Recipient without prior written approval of City at its sole discretion.
- (B) **Termination of Grant Agreement:** Either Party may terminate this Agreement at any time, for any reason, by giving written notice to the other Party of such termination and specifying the effective date thereof, at least ninety (90) days before the effective date of such termination. If the Agreement is terminated by either Party, Recipient will promptly return all unexpended funds provided pursuant to this Agreement.
- (C) **Indemnification:** To the extent permitted by law, Recipient hereby agrees to defend, indemnify, and save City (including its officers, agents, officials, employees, and agents) harmless from and against any and all liability, loss, claim, suit, damage, charge, or expense which City may suffer, sustain, incur, or in any way be subjected to, on account of death or of injury to any person (including, without limitation, City officers, agents, employees, licensees, and invitees) and for damage to, loss of, and destruction of any property whatsoever, which arises out of, results from, or is in any way connected with actions taken by or as a consequence of any negligence, omission, or misconduct of Recipient or any of Recipient's subcontractors, agents, or employees in the performance of its obligations under this Agreement.
- (D) **Public Disclosure of Grant Agreement Documents:** Recipient acknowledges and understands that this Agreement, and all related public proceedings and records, shall be open to the public in accordance with the Virginia Freedom of Information Act (Virginia Code §§ 2.2-3700 *et seq.*) and the Virginia Public Procurement Act (Virginia Code §§ 2.2-4300 *et seq.*) to the extent that those laws apply.
- (E) **City Access to Records:** Recipient agrees that duly authorized representatives of City shall have access to any books, documents, papers, and records which are directly pertinent to this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions for a period of five (5) years after the end of the Period of Performance.
- (F) **Non-Discrimination:** During the performance of this Agreement, Recipient agrees that it will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, national origin, age, disability, military status, or any other basis prohibited by law relating to discrimination in employment, except where there is a *bona fide* occupational qualification reasonably necessary to the normal operation of Recipient. Recipient

agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. Recipient, in all solicitations or advertisements for employees placed by or on behalf of Recipient, will state that it is an equal opportunity employer. Recipient will include these provisions in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- (G) **Drug-Free Workplace:** During the performance of work performed pursuant to this Agreement, Recipient agrees to: (i) provide a drug-free workplace for its employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in Recipient's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of Recipient that it maintains a drug-free workplace; and (iv) include the provisions of this Paragraph in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this paragraph, "drug-free workplace" means a site for the performance of work done in connection with this Agreement by Recipient, whose employees are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession, or use of any controlled substance or marijuana during the performance of work done in connection with this Agreement. Notices, advertisements and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Section.
- (H) **No Waiver of Rights:** No failure on the part of City to enforce any of the terms or conditions set forth in this Agreement shall be construed as or deemed to be a waiver of the right to enforce such terms or conditions. No waiver by City of any default or failure to perform by Recipient shall be construed as or deemed to be a waiver of any other and/or subsequent default or failure to perform. The acceptance of the performance of all or any part of this Agreement by City, for or during any period(s) following a default or failure to perform by Recipient, shall not be construed as or deemed to be a waiver by City of any rights hereunder, including, without limitation, City's right to terminate this Agreement.
- (I) **Independent Contractor:** Neither Recipient nor its agents, employees, assignees, or subcontractors shall be deemed employees or agents of City by virtue of the contractual relationship established by this Agreement. Recipient shall have sole responsibility for its staff, employees, and volunteers, including as regards their work, personal conduct, directions, and compensation.
- (J) **Severability:** In the event that any term, provision, or condition of this Agreement, or the application thereof, to any person or circumstance shall be held by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this

Agreement, and the application of any term, provision or condition contained herein to any person or circumstance other than those to which it has been held invalid or unenforceable, shall not be affected thereby.

- (K) **Non-Appropriation:** The payment and performance obligations of City, beyond the initial year of this Agreement, are expressly conditioned upon the availability of and appropriation by City Council of sufficient public funds, therefore. When public funds are not appropriated or are otherwise unavailable to support continuation of grant payment(s) by City in a subsequent fiscal year, this Agreement and City's obligations hereunder shall automatically expire, without liability or penalty to City. Within a reasonable time, following City Council's adoption of a budget, City shall provide Recipient with written notice of any non-appropriation or unavailability of funds affecting this Agreement.
- (L) **Governing Law and Venue:** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Virginia. All litigation arising out of this Agreement shall be commenced and prosecuted in the federal, state, or local court(s) having jurisdiction within the City.
- (M) **Economic Opportunities Requirements:** During performance of this Agreement, Recipient agrees to the economic opportunities requirements and procedures set forth in the City's Section 3 Policy, incorporated fully herein by reference, which are applicable to CAHF assisted projects and activities as approved by City Council on July 15, 2013.
- (N) **Prohibition of Forced or Indentured Child Labor:** The use of forced or indentured child labor is prohibited in the performance of work in connection with this Agreement. For purposes of this Section, "forced or indentured child labor" means all work or service: (i) exacted from any person younger than eighteen (18) years of age under the menace of any penalty for the nonperformance of such work or service or for which such person does not offer himself voluntarily; or (ii) performed by any person younger than eighteen (18) years of age pursuant to a contract the enforcement of which can be accomplished by process or penalties. Recipient shall include the above provision in every subcontract or purchase order that exceeds \$10,000, so that the prohibition will be binding upon each subcontractor or vendor.
- (O) **Contractual Claims:** Contractual claims, whether for money or other relief, must be submitted in writing no later than sixty (60) days after final payment by City. However, Recipient must give written notice of its intention to file a claim at the time of the occurrence of the incident giving rise to the claim or the beginning of the work upon which the claim is based. Normally, City will respond with a written decision on the claim within ninety (90) days. In some cases, the decision may be appealed through City's administrative appeals process. The process for filing contractual claims and appeals is described in City's "Contract Claims Resolution" Standard Operating Procedure, which is incorporated herein. A copy of the

“Contract Claims Resolution” procedure is available on City’s website or upon request.

- (P) **Immigration Reform and Control Act:** Recipient shall not, during the performance of work in connection with this Agreement, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- (Q) **Entire Agreement:** This Agreement represents the entire agreement between the Parties and there are no other agreements or understandings between the Parties, either verbal or written, regarding this grant which have not been incorporated herein.

Section 8. Agreement of Terms:

This Agreement must be signed by an authorized officer or agent of Recipient. By the signature below, the undersigned individual represents and warrants that he/she/they have been duly authorized by Recipient to execute this Agreement, and to bind Recipient to the terms set forth herein.

Recipient shall, no later than July 30, 2026, sign and either mail (U.S. mail, first class, postage prepaid), scan and email original signature copies of this agreement to NDS, or sign virtually utilizing Adobe Sign.

*[THE REMAINDER OF THIS PAGE LEFT INTENTIONALLY BLANK; SIGNATURE PAGE
FOLLOWS.]*

CITY

City Representative (Printed)

Its: _____

City Representative (Signature)

Date: _____

Approved as to Form:

City Attorney's Office (Signature)

Date: _____

RECIPIENT

Recipient Representative (Printed)

Its: _____

Recipient Representative (Signature)

Date: _____



City Manager's Report

*Offices of the City Manager
Elected & Appointed Officials*

7-20-2026

City Manager – Sam Sanders (he/him)

- Congratulations to Jason Vandever on being selected to serve as 2nd Vice President of the Virginia Treasurer's Association!
- The City accepted a grant of \$154,000 from the state Department of Criminal Justice Services to provide direct support for crime victims in the Victim Witness Program in the Office of the Commonwealth's Attorney.
- The City awarded a grant of \$236,146 for the Victim Witness Program, made up of \$188,916 in federal funds and \$47,230 in state funds for the July 2026-June 2027 program year.
- The City was awarded a \$1000 Virginia Department of Emergency Management (VDEM) grant to support efforts to stay prepared for any radiological event emanating from the North Anna Power Plant.
- Attended a City-County-University debrief on the Chamber2Chamber visit to Chapel Hill.
 - Agreed to explore a regional transportation collaboration.
 - The City is to host two meetings focused on its research to increase ridership through aligned reporting and collaboration with UTS (UVA's transit system).
- June 23 Rivanna Water & Sewer Authority Meeting
 - Retirement acknowledgement for Patricia Defibaugh for 34 years of service.
 - Acknowledged June 30 as Water Professional's Day.
 - Did you know Rivanna produces 3.4 billion gallons of high-quality drinking water annually?
 - Governor Spanberger issued a voluntary conservation notice aimed at curtailing usage during this period of drier conditions. There are no local restrictions at this time.
 - This has now evolved to a designated Drought Watch which is call for all of us to curtail water usage and be conscious of wasteful activities like water running for dishwashing, brushing teeth, and cleaning.
- July CHO Airport Authority Meeting
 - Approved 9% budget increase over the prior year due to salary adjustments aimed at implementing market salaries (the last compensation study was performed in 2014).
 - Approved an updated legal representation agreement with the City Attorney's Office.

Commissioner of Revenue – Todd Divers (he/him)

- We are working with Communications and Public Engagement to develop a glossy "brochure" that outlines the range of relief programs administered by the Commissioner of Revenue's office. We hope to develop something that can be easily updated from year-to-year and that answers most basic questions about our programs. We think it will be helpful when meeting with citizen/stakeholder groups. Right now, we are addressing the "BIG 3":
 - Real Estate Tax Relief for the Elderly and Disabled
 - Rent Relief for the Elderly and Disabled
 - Charlottesville Homeowner Assistance Program
- Once this is complete, we hope to do something similar for the various forms of veterans' tax relief.

Office of Sustainability (OS) – Director Kristel Riddervold (she/her)

- Climate Action Update: On June 15, OS Climate Program staff were pleased to deliver the third annual climate action update since the adoption of the Climate Action Plan (CAP). All updated materials can be found on the [Climate Program webpage](#), including (1) [a narrative report](#) - the second annual summary report of City- and Community-led actions since the adoption of the CAP, (2) [a presentation to City Council](#), (3) [the updated 2024 Greenhouse Gas Inventory](#), and (4) [the FY2026 Climate Program Workplan](#).
- The Climate Program Specialist attended the Northeast Energy Efficiency Partnership (NEEP) Summit in early June.
- As the "Exploring Cville's Clean Energy Transition" project led by the Community Climate Collaborative (C3) continues, the Climate Program Manager participated in a related webinar on June 23 and Office of Sustainability staff joined several small group meetings with the consultants on July 6 as well as a community dinner/presentation on July 7.
- Charlottesville was host to an in-person meeting for the Virginia American Water Works Association (AWWA) Water Awareness and Outreach Committee. The meeting included a Project WET (Water Education Today) facilitator training for professionals all over Virginia to help train other educators to deliver meaningful and Standards of Learning-aligned water education to Virginia's youth. The City's Water Efficiency Program Coordinator is now a certified facilitator.
- The City of Charlottesville and C3 are pleased to announce a new program designed to help Charlottesville-based small businesses and nonprofits reduce their energy costs. The [Small Business Energy Efficiency Incentive Program](#) will support participating businesses through the process of evaluating their building for energy-saving opportunities and provide technical assistance and funds to make recommended energy upgrades. This program was the focus of the [Business of Being Green Climate Café](#) event that took place on July 10 at

Botanical Fare. For more information, visit the [Energy Resource Hub](#) and [C3's Energy Efficiency Grants Page](#).

- LED Streetlight Upgrade Project - Progress Update: The City of Charlottesville has been working with Dominion Energy to upgrade streetlights to LED lighting on major roadways across the City. Completed work includes the 250 Bypass from the Barracks Road exit to River Road. Emmet Street from Angus Road to JPA as well as Ivy Road to West Main Street are currently being scheduled with targeted completion by September. 5th Street from I-64 to Preston Avenue, Market Street/Preston Avenue to 9th Street, and High Street to 250 Bypass have been submitted for design.

Finance – Director Chris Cullinan (he/him)

- Director of Finance Chris Cullinan attended the Government Finance Officers Association (GFOA) national conference in Chicago. The 2026 conference marked the organization's 120th anniversary.
- The City's Risk Manager Philip Spence began his term as President of the Virginia Chapter of PRIMA (Public Risk Management Association). Virginia PRIMA serves public sector risk management professionals throughout the Commonwealth of Virginia. Their mission is to cultivate and empower a state-wide community of risk management professionals through education, innovation, collaboration, and shared resources, advancing excellence and resiliency in public service, and protecting the communities they serve. Congrats Phil!
- Senior Accountant Nakysa Critzer completed Virginia GFOA's Certificate Program. The program provides training in the areas of accounting, budgeting, cash management, debt, administration, internal controls, Virginia law and other topics pertinent to state and local governments. Participants must successfully complete and pass exams for 10 courses within seven years. Congrats Nykki!

Public Works – Director Steven Hicks (he/him)

- E. High/Meade Demonstration Project
 - As part of the Move Safely Blue Ridge initiative led by the Thomas Jefferson Planning District Commission (TJPDC), the City is implementing a 60-day demonstration project to evaluate proposed traffic operations and safety improvements along the E. High Street corridor. The project includes temporary signalization at the E. High Street and Stewart Street intersection, along with the temporary deactivation of the existing traffic signal and movement restrictions at E. High Street and Meade Avenue.

Data collected during the demonstration period will be used to evaluate traffic operations, safety, and overall performance to help inform future recommendations.

- Fire Station #1 – LEED Gold Certification
 - Charlottesville Fire Station #1 has achieved LEED Gold Certification, a nationally recognized designation for excellence in sustainable building design, energy efficiency, water conservation, and environmental performance. Achieving LEED Gold reflects the City's commitment to responsible infrastructure investment, reducing long-term operating costs, improving energy performance, and advancing the City's climate and sustainability goals through the development of high-performance public facilities.
- Emmet Street Solar Lighting Project
 - To improve visibility and safety for pedestrians, bicyclists, and motorists, Public Works will install solar-powered lighting within the median of Emmet Street between Angus Road and Hydraulic Road. Installation is scheduled to begin the week of August 3 and is expected to be completed by August 7. The project supports the City's sustainability initiatives while enhancing nighttime visibility and safety along one of Charlottesville's busiest transportation corridors.

Policy Briefing Summary

City Council



Regarding:	Public Hearing and Resolution to Authorize the Issuance and Sale of General Obligation Public Improvement Bonds of The City of Charlottesville, Virginia, in an Aggregate Principal Amount Not to Exceed \$29,000,000, to Finance the Costs of Certain Public Improvement Projects, Providing for the Issuance and Sale of General Obligation Refunding Bonds Of The City Of Charlottesville, Virginia, in an Aggregate Principal Amount Not to Exceed \$25,000,000, Providing for the Form, Details and Payment of Such Bonds, and Providing for the Refunding of Certain Outstanding General Obligation Bonds of the City (1 reading)
Staff Contact(s):	Krisy Hammill, Director of Budget
Presenter:	Krisy Hammill, Director of Budget
Date of Proposed Action:	July 20, 2026

Issue

Authorization from the City Council is being sought to issue General Obligation Improvement bonds to help fund the City's Capital Improvement Plan (CIP).

Background / Rule

The City regularly issues bonds as part of its ongoing Capital Improvements Program. Capital spending and related financing is projected for a 5-year period and updated annually. This bond issue represents part of the funding plan approved by Council for the City's ongoing Capital Improvements Plan. All projects to be funded by this bond issue have been previously approved and appropriated by the City Council. The proceeds are proposed, but not limited, to fund portions of projects in the following categories:

<u>Projects</u>	<u>Amount*</u>
Transportation and Access	\$ 2,315,216
Public Facilities	4,859,973
Public Schools	3,679,714
Public Safety	200,000
Parks and Recreation	3,120,000
Affordable Housing	3,422,837
General Government Projects	\$ 17,597,740
Water System Improvements	5,500,000
Wastewater System Improvements	2,000,000
Stormwater System Improvements	1,500,000
Utility Projects	\$ 9,000,000
Total to Be Issued	\$ 26,597,740

**Amounts are estimates and subject to change based on actual project expenses and completion. Funds can be reallocated between categories as needed.*

Analysis

PFM Financial Advisors LLC (PFM), the City's financial advisor, along with City staff, continue to monitor the bond market and interest rate environment, and we are anticipating a sale in mid-August. The bonds will be sold through one or more of the following methods: (a) a direct bank loan through a banking or other financial institution (a "Direct Bank Loan"), (b) a public offering through a competitive sale (a "Competitive Sale"), or (c) a public offering through a negotiated underwriting. The resolution authorizes the City Manager to accept the lowest interest rate bid on the bonds.

In addition, as with each new bond issue, the City Staff, along with its financial advisors, will take the opportunity to evaluate and refund bonds previously issued at a higher interest rate with new refunding bonds issued at a lower interest rate. The resolution approves the issuance of refunding bonds to refund certain outstanding debt of the City. Market conditions will continue to be monitored until the time of sale. If suitable savings opportunities do not materialize, then only the bonds for the new money will be issued.

City management will be meeting with Moody's and Standard & Poor's to discuss the City's financial condition and to obtain ratings on these bonds. We anticipate that the City will retain its Aaa bond rating, the highest rating given by both ratings agencies.

Financial Impact

These bonds will be repaid over the next 20 years with funds appropriated in the debt service fund.

Recommendation

Staff recommends approval of the resolution

Recommended Motion (if Applicable)

Attachments

1. Bond Series 2026 Resolution

RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE CITY OF CHARLOTTESVILLE, VIRGINIA, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$29,000,000, TO FINANCE THE COSTS OF CERTAIN PUBLIC IMPROVEMENT PROJECTS, PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION REFUNDING BONDS OF THE CITY OF CHARLOTTESVILLE, VIRGINIA, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \$25,000,000, PROVIDING FOR THE FORM, DETAILS AND PAYMENT OF SUCH BONDS, AND PROVIDING FOR THE REFUNDING OF CERTAIN OUTSTANDING GENERAL OBLIGATION BONDS OF THE CITY

WHEREAS, the City Council of the City of Charlottesville, Virginia (the “City”), desires to issue general obligation public improvement bonds (the “New Money Bonds”) to finance all or a portion of the costs to acquire, construct, renovate, rehabilitate, improve and equip certain capital improvement projects for various City purposes, including (without limitation) (a) transportation and access projects, (b) public facility projects, (c) public school projects, (d) parks and recreation projects, (e) public safety projects, (f) affordable housing and (g) water, wastewater and stormwater projects (collectively, the “Project”);

WHEREAS, the City has previously issued its General Obligation Public Improvement Bonds, Series 2012A, in the original principal amount of \$12,785,000 (the “Series 2012 Bonds”);

WHEREAS, the City has previously issued its General Obligation Public Improvement Bonds, Series 2013, in the original principal amount of \$14,030,000 (the “Series 2013 Bonds”);

WHEREAS, the City has previously issued its General Obligation Public Improvement and Refunding Bonds, Series 2014, in the original principal amount of \$15,995,000 (the “Series 2014 Bonds”);

WHEREAS, the City has previously issued its General Obligation Public Improvement and Refunding Bonds, Series 2015, in the original principal amount of \$28,965,000 (the “Series 2015 Bonds”);

WHEREAS, the City has previously issued its General Obligation Public Improvement and Refunding Bonds, Series 2016, in the original principal amount of \$12,880,000 (the “Series 2016 Bonds”);

WHEREAS, the City may effect debt service savings by issuing its general obligation public improvement refunding bonds (the “Refunding Bonds”) to refund all or a portion of the outstanding maturities of the Series 2012 Bonds, the Series 2013 Bonds, the Series 2014 Bonds, the Series 2015 Bonds and the Series 2016 Bonds (such refunded series and maturities or portions thereof shall be referred to herein as the “Refunded Bonds”); and

WHEREAS, the City’s administration, in consultation with PFM Financial Advisors LLC, the City’s financial advisor (the “Financial Advisor”), has recommended to the City Council that the City issue and sell one or more series of general obligation public improvement and refunding

bonds through one or more of the following methods: (a) a direct bank loan through a banking or other financial institution (a "Direct Bank Loan"), (b) a public offering through a competitive sale (a "Competitive Sale"), or (c) a public offering through a negotiated underwriting (a "Negotiated Sale") (in any of such funding options, the purchaser(s) of the bonds shall be referred to herein as the "Purchaser");

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF CHARLOTTESVILLE, VIRGINIA:

1. Authorization and Issuance of Bonds. The City Council finds and determines that it is in the best interest of the City to authorize the issuance and sale of one or more series of New Money Bonds in an aggregate principal amount not to exceed \$29,000,000 and to use the proceeds thereof, together with other funds as may be available, to finance costs of the Project and to pay costs incurred in connection with issuing such bonds (if not otherwise paid from other City funds). The City Council further finds and determines that it is in the best interest of the City to provide for the issuance and sale of one or more series of Refunding Bonds, heretofore authorized, in an aggregate principal amount not to exceed \$25,000,000 and to use the proceeds thereof, together with other funds as may be available, to refund all or a portion of the Refunded Bonds and to pay costs incurred in connection with issuing such bonds and refunding the Refunded Bonds (if not otherwise paid from other City funds).

2. Election to Proceed under the Public Finance Act. In accordance with the authority contained in Section 15.2-2601 of the Code of Virginia of 1950, as amended (the "Virginia Code"), the City Council hereby elects to issue the New Money Bonds and the Refunding Bonds pursuant to the provisions of the Public Finance Act of 1991, Chapter 26 of Title 15.2 of the Virginia Code (the "Public Finance Act"), without regard to the provisions of the City Charter.

3. Bond Details. The New Money Bonds shall be designated "General Obligation Public Improvement Bonds, Series 2026," or such other designation as may be determined by the City Manager (which term, for purposes of this Resolution, shall include any Acting, Interim or Deputy City Manager and the Director of Finance). The Refunding Bonds shall be designated "General Obligation Public Improvement Refunding Bonds, Series 2026," or such other designation as may be determined by the City Manager. The New Money Bonds and the Refunding Bonds may be issued and sold together as one series and designated "General Obligation Public Improvement and Refunding Bonds, Series 2026," or such other designation as may be determined by the City Manager. Any bonds issued as part of a series of New Money Bonds or Refunding Bonds, or as a combined series, shall be referred to herein as a "Bond" or the "Bonds," as the case may be.

The Bonds shall be in registered form, shall be dated such date as may be determined by the City Manager, shall be in denominations of \$5,000 and integral multiples thereof and shall be numbered R-1 upward, or such other designation as appropriate. Subject to Section 10 of this Resolution, the issuance and sale of any series of Bonds are authorized on terms as shall be satisfactory to the City Manager; provided, however, that the Bonds of such series (a) shall have a "true" or "Canadian" interest cost not to exceed 5.25% (taking into account any original issue discount or premium), (b) shall be sold to the Purchaser thereof at a price not less than 98.0% of the principal amount thereof (excluding any original issue discount) and (c) shall mature, or be

subject to mandatory sinking fund redemption in annual installments, in years ending no later than December 31, 2046; provided, however, that any series of Bonds (or portion thereof) issued to refund the Refunded Bonds shall produce an aggregate net present value debt service savings to the City of at least 2.5% of the principal amount of the particular Refunded Bonds.

Principal of the Bonds shall be payable, or be subject to mandatory sinking fund installments, on dates determined by the City Manager. Each Bond shall bear interest from its date at such rate as shall be determined at the time of sale, calculated on the basis of a 360-day year of twelve 30-day months, and payable semiannually on dates determined by the City Manager. Principal installments and interest shall be payable by check or draft mailed to the registered owners at their addresses as they appear on the registration books kept by the Registrar on a date prior to each payment date that shall be determined by the City Manager (the "Record Date"); provided, however, that at the request of the registered owner of the Bonds, payment may be made by wire transfer pursuant to the most recent wire instructions received by the Registrar from such registered owner; and provided further that the final principal amount or installment payable upon redemption or maturity, together with the redemption premium, if any, shall be payable to the registered owners upon surrender of Bonds at the office of the Registrar. If any payment date is not a business day, such payment shall be made on the next succeeding business day with the same effect as if made on the stated payment date, and no additional interest shall accrue. Principal, premium, if any, and interest shall be payable in lawful money of the United States of America.

4. Securities Depository Provisions for Public Sale. If the Bonds are sold through a Competitive Sale or a Negotiated Sale, the following provisions shall apply:

(a) Initially, one Bond certificate for each maturity of each series of the Bonds shall be issued to and registered in the name of The Depository Trust Company, New York, New York ("DTC"), or its nominee. The City has heretofore entered into a Blanket Letter of Representations relating to a book-entry system to be maintained by DTC with respect to the Bonds. "Securities Depository" shall mean DTC or any other securities depository for the Bonds appointed pursuant to this Section 4.

(b) In the event that (i) the Securities Depository determines not to continue to act as the securities depository for the Bonds by giving notice to the Registrar, and the City discharges the Securities Depository of its responsibilities with respect to the Bonds, or (ii) the City in its sole discretion determines (A) that beneficial owners of Bonds shall be able to obtain certificated Bonds or (B) to select a new Securities Depository, then the Director of Finance shall, at the direction of the City, attempt to locate another qualified securities depository to serve as Securities Depository and authenticate and deliver certificated Bonds to the new Securities Depository or its nominee or to the beneficial owners or to the Securities Depository participants on behalf of beneficial owners substantially in the form provided for in Section 7 of this Resolution; provided, however, that such form shall provide for interest on the Bonds to be payable (1) from the date of the Bonds if they are authenticated prior to the first interest payment date or (2) otherwise from the interest payment date that is or immediately precedes the date on which the Bonds are authenticated (unless payment of interest thereon is in default, in which case interest on such Bonds shall be payable from the last date to which interest has been paid). In delivering certificated Bonds, the Director of Finance shall be entitled to rely on the records of the Securities Depository as to the beneficial owners or the records of the Securities Depository participants acting on behalf of beneficial owners. Such

certificated Bonds will then be registrable, transferable and exchangeable as set forth in Section 9 of this Resolution.

(c) So long as there is a Securities Depository for the Bonds, (i) it or its nominee shall be the registered owner of the Bonds; (ii) notwithstanding anything to the contrary in this Resolution, determinations of persons entitled to payment of principal, premium, if any, and interest, transfers of ownership and exchanges and receipt of notices shall be the responsibility of the Securities Depository and shall be effected pursuant to rules and procedures established by such Securities Depository; (iii) the Registrar and the City shall not be responsible or liable for maintaining, supervising or reviewing the records maintained by the Securities Depository, its participants or persons acting through such participants; (iv) references in this Resolution to registered owners of the Bonds shall mean such Securities Depository or its nominee and shall not mean the beneficial owners of the Bonds; and (v) in the event of any inconsistency between the provisions of this Resolution and the provisions of the above-referenced Blanket Letter of Representations such provisions of the Blanket Letter of Representations, except to the extent set forth in this paragraph and the next preceding paragraph, shall control.

5. Redemption Provisions. Subject to the limitations contained herein, the City Manager is hereby authorized to determine the redemption provisions of the Bonds, including provisions for optional and mandatory sinking fund redemption.

(a) The Bonds may be subject to redemption prior to maturity at the option of the City upon such terms and on such dates, if any, as the City Manager determines to be in the best interests of the City based on financial market conditions. Such redemption terms may include payment of a redemption premium not to exceed 1.0% of the principal amount to be redeemed as well as “make whole” redemption premium.

(b) Any Bonds sold as term bonds may be subject to mandatory sinking fund redemption upon terms determined by the City Manager.

(c) If less than all of the Bonds of a series are called for redemption, the maturities of the series of Bonds (or portion thereof) to be redeemed shall be selected by the Director of Finance in such manner as such officer may determine to be in the best interest of the City. In the case of a Competitive Sale or a Negotiated Sale, if less than all the Bonds of any maturity of a series are called for redemption, the particular Bonds within such maturity of such series (or portion thereof) to be redeemed shall be selected by the Securities Depository pursuant to its rules and procedures or, if the book-entry system is discontinued, shall be selected by the Registrar by lot in such manner as the Registrar in its discretion may determine. In either case, (x) the portion of any Bond to be redeemed shall be in the principal amount of \$5,000 or some integral multiple thereof, and (y) in selecting Bonds for redemption, each Bond shall be considered as representing that number of Bonds that is obtained by dividing the principal amount of such Bond by \$5,000. If a portion of a Bond is called for redemption, a new Bond in principal amount equal to the unredeemed portion thereof will be issued to the registered owner upon the surrender thereof.

(d) The City shall cause notice of the call for redemption identifying the Bonds or portions thereof to be redeemed to be sent by facsimile or electronic transmission, registered or certified mail or overnight express delivery, not less than 30 nor more than 60 days prior to the

date fixed for redemption, to the registered owner(s) of the Bonds. In all circumstances, the City shall be responsible for giving notice of redemption only to the registered owner(s) of the Bonds, which, in the case of a Competitive Sale or a Negotiated Sale, shall be DTC or another qualified securities depository then serving or its nominee (unless no qualified securities depository is then serving as the registered owner of the Bonds). In the case of an optional redemption, the notice may state that (i) it is conditioned upon the deposit of moneys, in an amount equal to the amount necessary to effect the redemption, no later than the date fixed for redemption or (ii) the City retains the right to rescind such notice on or prior to the date fixed for redemption (in either case, a "Conditional Redemption"), and such notice and optional redemption shall be of no effect if such moneys are not so deposited or if the notice is rescinded as described herein. Any Conditional Redemption may be rescinded at any time. The City shall give prompt notice of such rescission to the affected Bondholders. Any Bonds subject to Conditional Redemption where redemption has been rescinded shall remain outstanding, and the rescission shall not constitute an event of default. Further, in the case of a Conditional Redemption, the failure of the City to make funds available on or before the date fixed for redemption shall not constitute an event of default, and the City shall give immediate notice to all organizations registered with the Securities and Exchange Commission ("SEC") as securities depositories or the affected Bondholders that the redemption did not occur and that the Bonds called for redemption and not so paid remain outstanding.

6. Execution and Authentication. The Bonds shall be signed by the manual or facsimile signature of the Mayor or Vice Mayor, the City's seal shall be affixed thereto or a facsimile thereof printed thereon and shall be attested by the manual or facsimile signature of the Clerk of the City Council (which term, for purposes of this Resolution, shall include any Acting, Interim or Deputy Clerk of the City Council); provided, however, that no Bond signed by facsimile signatures shall be valid until it has been authenticated by the manual signature of an authorized officer or employee of the Registrar and the date of authentication noted thereon.

7. Bond Form. The Bonds shall be in substantially the form of Exhibit A, with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by the officers signing the Bonds, whose approval shall be evidenced conclusively by the execution and delivery of the Bonds.

8. Pledge of Full Faith and Credit. The full faith and credit of the City are irrevocably pledged for the payment of principal of and premium, if any, and interest on the Bonds. Unless other funds are lawfully available and appropriated for timely payment of the Bonds, the City Council shall levy and collect an annual ad valorem tax on all taxable property within the City, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, sufficient to pay when due the principal of and premium, if any, and interest on the Bonds.

9. Registration, Transfer and Owners of Bonds. The Director of Finance is hereby appointed paying agent and registrar for the Bonds (the "Registrar"). The City Manager is hereby authorized, on behalf of the City, to appoint a qualified bank or trust company as successor paying agent and registrar of the Bonds if at any time the City Manager determines such appointment to be in the best interests of the City. The Registrar shall maintain registration books for the registration of the Bonds and transfers thereof. Upon presentation and surrender of any Bonds to

the Registrar, or its corporate trust office if the Registrar is a bank or trust company, together with an assignment duly executed by the registered owner or the owner's duly authorized attorney or legal representative in such form as shall be satisfactory to the Registrar, the City shall execute, and the Registrar shall authenticate, if required by Section 6 of this Resolution, and deliver in exchange, a new Bond or Bonds having an equal aggregate principal amount, in authorized denominations, of the same form and maturity, bearing interest at the same rate, and registered in the name(s) as requested by the then registered owner or the owner's duly authorized attorney or legal representative. Any such exchange shall be at the expense of the City, except that the Registrar may charge the person requesting such exchange the amount of any tax or other governmental charge required to be paid with respect thereto.

The Registrar shall treat the registered owner as the person exclusively entitled to payment of principal, premium, if any, and interest and the exercise of all other rights and powers of the owner, except that interest payments shall be made to the person shown as owner on the registration books on the Record Date.

10. Sale of Bonds. (a) The City Council authorizes the Bonds to be sold in one or more series, whether through a Direct Bank Loan, a Competitive Sale, a Negotiated Sale or any combination thereof, as determined by the City Manager to be in the best interest of the City, in a principal amount or principal amounts to be determined by the City Manager, in collaboration with the Financial Advisor, and subject to the limitations set forth below and in Sections 1 and 3 of this Resolution.

(b) If the City Manager determines that the Bonds (or a portion thereof) shall be sold through a Direct Bank Loan, the City Manager is authorized, on behalf of the City and in collaboration with the Financial Advisor, to solicit bids from banking institutions and other financial firms, to determine which bid (or bids) offers the best terms to the City, and, subject to the limitations set forth in Section 3 of this Resolution, to arrange for the issuance and sale of the Bonds to the Purchaser. Following a Direct Bank Loan, the City Manager shall file with the records of the City Council a certificate setting forth the final terms of the Bonds. The actions of the City Manager in selling the Bonds by Direct Bank Loan shall be conclusive, and no further action with respect to the sale and issuance of the Bonds shall be necessary on the part of the City Council.

(c) If the City Manager determines that the Bonds (or a portion thereof) shall be sold through a Competitive Sale, the City Manager is authorized, on behalf of the City and in collaboration with the Financial Advisor, to take all proper steps to advertise the Bonds for sale, to receive public bids and to award the Bonds to the bidder providing the lowest "true" or "Canadian" interest cost, subject to the limitations set forth in Section 3 of this Resolution. Following a Competitive Sale, the City Manager shall file with the records of the City Council a certificate setting forth the final terms of the Bonds. The actions of the City Manager in selling the Bonds by Competitive Sale shall be conclusive, and no further action with respect to the sale and issuance of the Bonds shall be necessary on the part of the City Council.

(d) If the City Manager determines that the Bonds (or a portion thereof) shall be sold through a Negotiated Sale, the City Manager is authorized, on behalf of the City and in collaboration with the Financial Advisor, to choose an investment banking firm to serve as

underwriter for the Bonds and to execute and deliver to the underwriter, as Purchaser of the Bonds, a bond purchase agreement reflecting the final terms of the Bonds. The bond purchase agreement shall be in a form approved by the City Manager, in collaboration with the Financial Advisor and the City's bond counsel. The actions of the City Manager in selling the Bonds by Negotiated Sale shall be conclusive, and no further action with respect to the sale and issuance of the Bonds shall be necessary on the part of the City Council.

(e) Following the determination of which method(s) of sale shall be used, the City Manager is hereby authorized to (i) determine the principal amount of the Bonds, subject to the limitations set forth in Section 1 of this Resolution, (ii) determine the interest rates of the Bonds, the maturity schedules of the Bonds, and the price to be paid for the Bonds by the Purchaser, subject to the limitations set forth in Section 3 of this Resolution, (iii) determine the redemption provisions of the Bonds, subject to the limitations set forth in Section 5 of this Resolution, and (iv) determine the dated date, the principal and interest payment dates and the Record Date of the Bonds, all as the City Manager determines to be in the best interest of the City.

11. Official Statement. The draft Preliminary Official Statement describing the Bonds, copies of which have been made available to the City Council prior to this meeting, is hereby approved as the Preliminary Official Statement by which the Bonds may be offered for sale to the public in a Competitive Sale or a Negotiated Sale; provided that the City Manager, in collaboration with the Financial Advisor, may make such completions, omissions, insertions and changes in the Preliminary Official Statement not inconsistent with this Resolution as the City Manager may consider to be in the best interest of the City. If the Bonds have been sold in a Competitive Sale or a Negotiated Sale, the City Manager, in collaboration with the Financial Advisor, shall make such completions, omissions, insertions and changes in the Preliminary Official Statement not inconsistent with this Resolution as are necessary or desirable to complete it as a final Official Statement. In addition, the City shall arrange for the delivery to the Purchaser of the Bonds of a reasonable number of printed copies of the final Official Statement, within seven business days after the Bonds have been sold, for delivery to each potential investor requesting a copy of the Official Statement and to each person to whom the Purchaser initially sells Bonds.

12. Official Statement Deemed Final. If the Bonds are sold in a Competitive Sale or a Negotiated Sale, the City Manager is authorized, on behalf of the City, to deem the Preliminary Official Statement and the Official Statement in final form, each to be final as of its date within the meaning of Rule 15c2-12 (the "Rule") of the SEC, except for the omission in the Preliminary Official Statement of certain pricing and other information permitted to be omitted pursuant to the Rule. The distribution of the Preliminary Official Statement and the execution and delivery of the Official Statement in final form shall be conclusive evidence that each has been deemed final as of its date by the City, except for the omission in the Preliminary Official Statement of such pricing and other information permitted to be omitted pursuant to the Rule.

13. Preparation and Delivery of Bonds. After the Bonds have been awarded, the officers of the City are authorized and directed to take all proper steps to have the Bonds prepared and executed in accordance with their terms and to deliver the Bonds to the Purchaser thereof upon payment therefor.

14. Redemption of Refunded Bonds. The City Manager is authorized and directed to determine which maturities of the Series 2012 Bonds, the Series 2013 Bonds, the Series 2014 Bonds, the Series 2015 Bonds and the Series 2016 Bonds, if any, shall constitute the Refunded Bonds. The Escrow Agreement (as hereinafter defined) shall provide for notice of redemption to be given to the registered owners of the Refunded Bonds in accordance with the resolutions providing for the issuance of the Refunded Bonds.

15. Escrow Deposit Agreement. The City Manager is authorized and directed to execute an escrow deposit agreement (an “Escrow Agreement”) between the City and an escrow agent to be appointed by the City Manager (the “Escrow Agent”) with respect to the Refunded Bonds. The Escrow Agreement shall be in the form approved by the City Manager, in collaboration with the City’s bond counsel, and shall provide for the deposit and investment of a portion of the Bond proceeds for the defeasance of the Refunded Bonds. The execution of the Escrow Agreement by the City Manager shall constitute conclusive evidence of such official’s approval of the Escrow Agreement. The Escrow Agreement shall provide for the irrevocable deposit of a portion of the Bond proceeds (the “Refunding Portion”) in an escrow fund that shall be sufficient, when invested in noncallable, direct obligations of the United States Government (the “Government Obligations”), to provide for payment of principal of and interest on the Refunded Bonds; provided, however, that such Refunding Portion shall be invested in such manner that none of the Bonds will be “arbitrage bonds” within the meaning of Section 148 of the Internal Revenue Code of 1986, as amended, and regulations issued pursuant thereto (the “Code”). The Escrow Agent is authorized and directed to execute initial and final subscription forms for the purchase of the Government Obligations and such other contracts and agreements necessary to provide for the defeasance of the Refunded Bonds as are approved by the City Manager, in collaboration with the City’s bond counsel.

16. Deposit of Refunding Bond Proceeds. The Director of Finance, in collaboration with the City Treasurer, is authorized and directed (a) to provide for the delivery of the Refunding Portion to the Escrow Agent for deposit in the escrow fund established by the Escrow Agreement, in an amount that shall be sufficient, together with any other funds deposited with the Escrow Agent and the interest thereon when invested as provided in the Escrow Agreement, (i) to pay when due the interest on the Refunded Bonds to the first respective dates on which they may be redeemed at the option of the City and (ii) to pay upon the earlier of maturity or redemption the principal of the Refunded Bonds and (b) to provide for the deposit of the remaining proceeds of the Bonds in a special account to be used to pay the costs incurred in refunding the Refunded Bonds and the costs of issuing the Bonds. The Director of Finance is further authorized and directed to take all such further action as may be necessary or desirable in connection with the payment and refunding of the Refunded Bonds.

17. Arbitrage Covenants. (a) The City represents that there have not been issued, and covenants that there will not be issued, any obligations that will be treated as part of the same issue of obligations as the Bonds within the meaning of Treasury Regulations Section 1.150-1(c).

(b) The City covenants that it shall not take or omit to take any action the taking or omission of which will cause the Bonds to be “arbitrage bonds” within the meaning of Section 148 of the Code, or otherwise cause interest on the Bonds to be includable in the gross income for federal income tax purposes of the registered owners thereof under existing law. Without limiting

the generality of the foregoing, the City shall comply with any provision of existing law that may require the City at any time to rebate to the United States any part of the earnings derived from the investment of the gross proceeds of the Bonds, unless the City receives an opinion of nationally recognized bond counsel that such compliance is not required to prevent interest on the Bonds from being includable in the gross income for federal income tax purposes of the registered owners thereof under existing law. The City shall pay any such required rebate from its legally available funds.

18. Non-Arbitrage Certificate and Elections. Such officers of the City as may be requested by the City's bond counsel are authorized and directed to execute an appropriate certificate setting forth (a) the expected use and investment of the proceeds of the Bonds in order to show that such expected use and investment will not violate the provisions of Section 148 of the Code and (b) any elections such officers deem desirable regarding rebate of earnings to the United States for purposes of complying with Section 148 of the Code. Such certificate shall be prepared in consultation with the City's bond counsel, and such elections shall be made after consultation with bond counsel.

19. Limitation on Private Use. The City covenants that it shall not permit the proceeds of the Bonds or the facilities financed or refinanced with the proceeds of the Bonds to be used in any manner that would result in (a) 5% or more of such proceeds or facilities being used in a trade or business carried on by any person other than a governmental unit, as provided in Section 141(b) of the Code, (b) 5% or more of such proceeds or facilities being used with respect to any output facility (other than a facility for the furnishing of water), within the meaning of Section 141(b)(4) of the Code, or (c) 5% or more of such proceeds being used directly or indirectly to make or finance loans to any persons other than a governmental unit, as provided in Section 141(c) of the Code; provided, however, that if the City receives an opinion of nationally recognized bond counsel that any such covenants need not be complied with to prevent the interest on the Bonds from being includable in the gross income for federal income tax purposes of the registered owners thereof under existing law, the City need not comply with such covenants.

20. SNAP Investment Authorization. The City Council has previously received and reviewed the Information Statement (the "Information Statement"), describing the State Non-Arbitrage Program of the Commonwealth of Virginia ("SNAP") and the Contract Creating the State Non-Arbitrage Program Pool I (the "Contract"), and the City Council hereby authorizes the City Treasurer in his discretion to utilize SNAP in connection with the investment of the portion of the proceeds of the Bonds used to finance the Project. The City Council acknowledges that the Treasury Board of the Commonwealth of Virginia is not, and shall not be, in any way liable to the City in connection with SNAP, except as otherwise provided in the Contract.

21. Continuing Disclosure Agreement. If the Bonds are sold in a Competitive Sale or a Negotiated Sale, the Mayor and the City Manager, either of whom may act, are hereby authorized and directed to execute a continuing disclosure agreement (the "Continuing Disclosure Agreement") setting forth the reports and notices to be filed by the City and containing such covenants as may be necessary to assist the Purchaser of the Bonds in complying with the provisions of the Rule promulgated by the SEC. The Continuing Disclosure Agreement shall be substantially in the form of the City's prior Continuing Disclosure Agreements, which is hereby approved for purposes of the Bonds; provided that the City Manager, in collaboration with the

Financial Advisor, may make such changes in the Continuing Disclosure Agreement not inconsistent with this Resolution as the City Manager may consider to be in the best interest of the City. The execution thereof by such officers shall constitute conclusive evidence of their approval of any such completions, omissions, insertions and changes.

22. Provision of Financial Information. If the Bonds are sold through a Direct Bank Loan, the Director of Finance is hereby authorized and directed to make available to the Purchaser, for so long as the Bonds remain outstanding, a copy of the City's comprehensive annual financial report and such other financial information as may be reasonably requested by the Purchaser, as soon as is practicable upon the release of such information.

23. Other Actions. All other actions of officers of the City in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and sale of the Bonds are hereby ratified, approved and confirmed. The officers of the City are authorized and directed to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary or desirable in connection with the issuance, sale and delivery of the Bonds.

24. Repeal of Conflicting Resolutions. All prior resolutions or parts of prior resolutions in conflict herewith are repealed.

25. Filing With Circuit Court. The Clerk of the City Council, in collaboration with the City Attorney's Office, is authorized and directed to see to the immediate filing of a certified copy of this resolution in the Circuit Court of the City.

26. Effective Date. This Resolution shall take effect immediately.

[FORM OF BOND]

Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation (“DTC”), to the issuer or its agent for registration of transfer, exchange or payment, and any certificate is registered in the name of Cede & Co., or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

REGISTERED**REGISTERED**

No. R-_____

\$_____

UNITED STATES OF AMERICA**COMMONWEALTH OF VIRGINIA****CITY OF CHARLOTTESVILLE****General Obligation Public Improvement [and Refunding] Bond****Series 2026****INTEREST RATE****MATURITY DATE****DATED DATE****CUSIP**

_____%

_____, ____

_____, 2026

REGISTERED OWNER: CEDE & CO.**PRINCIPAL AMOUNT:****DOLLARS**

The City of Charlottesville, Virginia (the “City”), for value received, promises to pay, upon surrender hereof to the registered owner hereof, or registered assigns or legal representative, the principal sum stated above on the maturity date stated above, subject to prior redemption as hereinafter provided, and to pay interest hereon from its date semiannually on each _____ and _____, beginning _____, at the annual rate stated above, calculated on the basis of a 360-day year of twelve 30-day months. Principal, premium, if any, and interest are payable in lawful money of the United States of America by the City’s Director of Finance, who has been appointed paying agent and registrar for the bonds, or by such bank or trust company as may be appointed as successor paying agent and registrar by the City Manager (the “Registrar”). If any payment date is not a business day, such payment shall be made on the next succeeding business day with the same effect as if made on the stated payment date, and no additional interest shall accrue.

Notwithstanding any other provision hereof, this bond is subject to a book-entry system maintained by The Depository Trust Company (“DTC”), and the payment of principal, premium, if any, and interest, the providing of notices and other matters shall be made as described in the City’s Blanket Letter of Representations to DTC.

This bond is one of an issue of \$_____ General Obligation Public Improvement [and Refunding] Bonds, Series 2026, of like date and tenor, except as to number, denomination, rate of interest, privilege of redemption and maturity, and is issued pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991, without regard to the provisions of the City Charter. The bonds are being issued pursuant to a resolution adopted by the City Council of the City (the “City Council”) on _____, 2026 (the “Resolution”), [to finance certain capital improvement projects for the City] [to refund certain of the City’s outstanding general obligation bonds] and to pay costs incurred in connection with issuing such bonds (if not otherwise paid from other City funds).

The full faith and credit of the City are irrevocably pledged for the payment of principal of and premium, if any, and interest on this bond. Unless other funds are lawfully available and appropriated for timely payment of this bond, the City Council shall levy and collect an annual ad valorem tax on all taxable property within the City, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, sufficient to pay when due the principal of and premium, if any, and interest on this bond.

Optional Redemption. Bonds maturing on or before _____, 20__, are not subject to redemption prior to maturity. Bonds maturing on or after _____, 20__, are subject to redemption prior to maturity at the option of the City on or after _____, 20__, in whole or in part (in any multiple of \$5,000) at any time, upon payment of the following redemption prices (expressed as a percentage of principal amount of bonds to be redeemed) plus interest accrued and unpaid to the date fixed for redemption:

Period During Which Redeemed (Both Dates Inclusive)	Redemption Price
--	-----------------------------

Mandatory Sinking Fund Redemption. [Bonds maturing on _____, 20__, are required to be redeemed in part before maturity by the City on _____ in the years and amounts set forth below, at a redemption price equal to the principal amount of the bonds to be redeemed, plus accrued interest to the date fixed for redemption:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
--------------------	----------------------	--------------------	----------------------

Manner of Redemption. If less than all of the bonds are called for redemption, the maturities of the bonds (or portion thereof) to be redeemed shall be selected by the Director of Finance of the City in such manner as such officer may determine to be in the best interest of the City. If less than all of the bonds of any maturity are called for redemption, the particular bonds within such maturity (or portion thereof) to be redeemed shall be selected by DTC or any successor securities depository pursuant to its rules and procedures or, if the book-entry system is discontinued, shall be selected by the Registrar by lot in such manner as the Registrar in its discretion may determine. In either case, (a) the portion of any bond to be redeemed shall be in the principal amount of \$5,000 or some integral multiple thereof and (b) in selecting bonds for redemption, each bond shall be considered as representing that number of bonds that is obtained by dividing the principal amount of such bond by \$5,000. If a portion of this bond is called for redemption, a new bond in the principal amount of the unredeemed portion hereof will be issued to the registered owner upon surrender hereof.

Notice of Redemption. The City shall cause notice of the call for redemption identifying the bonds or portions thereof to be redeemed to be sent by facsimile or electronic transmission, registered or certified mail or overnight express delivery, not less than 30 nor more than 60 days prior to the date fixed for redemption, to the registered owner hereof. Consistent with the terms of the Resolution, the City may give notice of redemption prior to a deposit of redemption moneys if such notice states that the redemption is to be funded with the proceeds of a refunding bond issue and is conditioned on the deposit of such proceeds. Provided that moneys are deposited on or before the date fixed for redemption, such notice shall be effective when given. If such proceeds are not available on the date fixed for redemption, no default will be deemed to have occurred and such bonds will continue to bear interest until paid at the same rate they would have borne had they not been called for redemption. On presentation and surrender of the bonds called for redemption at the place or places of payment, such bonds shall be paid and redeemed.

The Registrar shall treat the registered owner of this bond as the person exclusively entitled to payment of principal of and premium, if any, and interest on this bond and the exercise of all others rights and powers of the owner, except that interest payments shall be made to the person shown as the owner on the registration books on the ____ day of the month [preceding] [in which] each interest payment [is due].

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to and in connection with the issuance of this bond have happened, exist and have been performed, and the issue of bonds of which this bond is one, together with all other indebtedness of the City, is within every debt and other limit prescribed by the Constitution and statutes of the Commonwealth of Virginia.

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the City of Charlottesville, Virginia, has caused this bond to be to be signed by the Mayor or Vice Mayor, its seal to be affixed hereto and attested by the Clerk of the City Council, and this bond to be dated the date first above written.

(SEAL)

[Vice] Mayor, City of Charlottesville, Virginia

(ATTEST)

Clerk of Council,
City of Charlottesville, Virginia

ASSIGNMENT

FOR VALUE RECEIVED the undersigned sell(s), assign(s) and transfer(s) unto

(Please print or type name and address, including postal zip code, of Transferee)

PLEASE INSERT SOCIAL SECURITY OR OTHER
IDENTIFYING NUMBER OF TRANSFeree:

: :
: :
: :

the within bond and all rights thereunder, hereby irrevocably constituting and appointing

_____,
Attorney, to transfer said bond on the books kept for the registration thereof, with full power of
substitution in the premises.

Dated: _____

Signature Guaranteed

NOTICE: Signature(s) must be guaranteed
by an Eligible Guarantor Institution such
as a Commercial Bank, Trust Company,
Securities Broker/Dealer, Credit Union
or Savings Association who is a member
of a medallion program approved by The
Securities Transfer Association, Inc.

(Signature of Registered Owner)

NOTICE: The signature above must
correspond with the name of the
registered owner as it appears on the
front of this bond in every particular,
without alteration or enlargement or any
change whatsoever.

Policy Briefing Summary

City Council



Regarding:

Public Hearing and Ordinance Adoption: 801 West Street; Zoning Text Amendment (PI-26-0043), Designation of Individually Protected Property (1 of 2 readings)

Staff Contact(s):

Jeffrey Werner, Historic Preservation and Design Planner, Kate Richardson, Assistant Historic Preservation & Design Planner, Missy Creasy, Deputy Director of NDS, Matthew Alfele, City Planner

Presenter:

Kate Richardson, Assistant Historic Preservation & Design Planner

Date of Proposed Action:

July 20, 2026

Issue

A Zoning Text Amendment ("ZTA") has been proposed for property located at 801 West Street, Charlottesville, Virginia, TMP # 310042000 ("Subject Property"), pursuant to Charlottesville City Code Section 34-5.2.5.

On July 25, 2025, the Subject Property owner requested that City Staff initiate the ZTA process to designate the Subject Property (an existing house at 801 West Street) as an Individually Protected Property ("IPP"). The proposed IPP designation will overlay an approximately 0.3-acre parcel, located at the NW corner of West Street and 8th Street, NW, within the City's 10th and Page neighborhood.

Background / Rule

On December 9, 2025, the PC recommended approval of a ZTA to City Code Section 34-2.9.3.B. to designate the Subject Property as an IPP, and, per City Code Section 34-5.2.5, amend the City Zoning Map to identify the Subject Property as having an IPP overlay. Designation of an IPP follows the process for an amendment to the City's Zoning Ordinance and Zoning Map, including a Public Hearing following proper Notice.

Per City Code Section 34-5.2.5.B.1.a., a ZTA may be initiated by City Council or the PC. The City's designated IPPs are specifically identified and listed in City Code Section 34-2.9.3.B, therefore requiring the ZTA be completed in tandem with the corresponding ZMA.

If adopted, the attached proposed Ordinance will amend City Code Section 34-2.9.3.B, by adding the Subject Property to the list of IPPs.

Analysis

On the Subject Property, the proposed contributing structure is a two (2)-story, framed dwelling, clad in stucco. The dwelling is characterized by a hipped roof with pedimented gables, a wood-railed widow's walk in the center, with an attached single-story, rear addition.

In 1905, James Patterson constructed the dwelling for his family. The Patterson family sold the property in 1944, during WWII, to James Fleming, a fireman with the railroad, and his wife Maude Fleming, a prominent local teacher at the Jefferson School for forty (40) years. The Subject Property remains in the family to this

day. (The NE corner of the 10th and Page neighborhood was initially segregated. Between 1930 and 1950, it transitioned to predominantly Black residents, including the Flemings.) Richard Hunt, the current owner, is the grandson of Maude and James Fleming, and a descendant of Henry Martin (1826-1915), the bell ringer at the University of Virginia from c.1868 until 1909.

In June 2020, on behalf of the City, the 106 Group completed a Reconnaissance Architectural History Survey of 438 properties within the 10th and Page neighborhood. As a result, the Virginia Department of Historic Resources State Review Board recommended the approximately fifty (50)-acre Tenth and Page Historic District be eligible for listing on the Virginia Landmarks Register and the National Register of Historic Places ("NRHP"). Within that review, the Subject Property was assessed as retaining excellent integrity of both location and setting. In the areas of design, materials, and workmanship, the dwelling was assessed as retaining good integrity and therefore recommended as potentially individually eligible for listing in the NRHP under criterion "A," as one (1) of the oldest extent houses within the (also eligible) 10th and Page neighborhood. (link to the 2020 survey: [Survey of 10th and Page Neighborhood 2020](#)).

After consideration of the Standards of Review for IPP Designations (City Code Section 34-2.9.3.C), the City's Board of Architectural Review ("BAR") approved a Motion recommending the ZTA to City Council on January 21, 2026 ([link to BAR motion and case archive](#)).

The PC held a Public Hearing on May 12, 2026, during which the Subject Property owner provided context for seeking IPP designation status for the Subject Property. Following discussion, the PC voted to recommend approval. For a detailed review of the proposed ZTA, including a comprehensive analysis of review criteria, please refer to the City Staff Report prepared for the May 12, 2026, Public Hearing. ([Link](#))

To review the discussion in its entirety, please refer to the recorded Public Hearing ([Link](#)).

Link to BAR archive re: 801 West Street: [BAR Archive File](#)

Financial Impact

None.

Recommendation

City Staff recommends City Council adopt the attached Ordinance approving the ZTA amending the City's designated IPPs as presented.

Recommended Motion (if Applicable)

"I make a Motion to adopt the attached Ordinance approving the ZTA amending the City's designated IPPs as presented."

Attachments

1. 801 West St IPP ORDINANCE_ZTA (6-16-2026)

ORDINANCE #O-__-__

ORDINANCE AMENDING AND REENACTING CHAPTER 34 (DEVELOPMENT CODE) OF THE CODE OF THE CITY OF CHARLOTTESVILLE, VIRGINIA, TO DESIGNATE 801 WEST STREET (TMP 310042000) AS AN INDIVIDUALLY PROTECTED PROPERTY

WHEREAS, upon City Staff’s recommendation, the Planning Commission (“PC”) on December 9, 2025, initiated a Zoning Text Amendment (“ZTA”) prompting the necessary review to amend Section 34-2.9.3.B (Development Code) of the Code of the City of Charlottesville, Virginia (“City Code”), to designate TMP 310042000, located at 801 West Street an Individually Protected Property (“IPP”); and

WHEREAS, on January 21, 2026, the Board of Architectural Review (“BAR”) recommended approval of the proposed ZTA to Chapter 34 of the City Code; and

WHEREAS, on May 12, 2026, the PC held a Public Hearing on the proposed ZTA, after Notice was given to the public and adjacent property owners as required by law, and, at the conclusion of the Public Hearing, the PC recommended approval of the proposed ZTA to Chapter 34 of the City Code; and

WHEREAS, on July 20, 2026, the Council of the City of Charlottesville, Virginia (“City Council”), held a Public Hearing on the proposed ZTA, after Notice was given to the public and adjacent property owners as required by law; and

WHEREAS, after consideration of the Public Hearing, the BAR’s recommendation, the PC’s recommendation, and City Staff’s recommendation, City Council believes that the proposed ZTA, is carefully designed to give reasonable consideration to the purposes listed in Virginia Code § 15.2-2283.

NOW THEREFORE, BE IT FORMALLY ORDAINED, that City Council hereby finds and determines that: (i) the public necessity, convenience, general welfare, and good zoning practice require the proposed ZTA; and (ii) the proposed ZTA is consistent with the City’s Comprehensive Plan; and

BE IT FINALLY ORDAINED, by City Council that Chapter 34 of the City Code is hereby amended and re-enacted as follows, effective on August 17, 2026.

- **Amend City Code Section 34-2.9.3.B. - Established Individually Protected Properties:**

Following is a list of landmarks, buildings and structures outside the City’s ADC Districts, which are deemed by City Council to be of special historic, cultural, or architectural value.

Street Number	Street Name	Tax Map Number	Parcel Number
[...]			
<u>801</u>	<u>West Street</u>	<u>Tax Map 31</u>	<u>Parcel Number 42</u>

	<u>Aye</u>	<u>No</u>
Oschrin	—	—
Fleisher	—	—
Payne	—	—
Snook	—	—
Wade	—	—

Approved by Council
August 17, 2026

Kyna Thomas, MMC
Clerk of Council

Policy Briefing Summary

City Council



Regarding:	Public Hearing and Ordinance: 801 West Street: Zoning Map Amendment (PI-26-0042), Designation of Individually Protected Property (1 of 2 readings)
Staff Contact(s):	Jeffrey Werner, Historic Preservation and Design Planner, Kate Richardson, Assistant Historic Preservation & Design Planner, Missy Creasy, Deputy Director of NDS, Matthew Alfele, City Planner
Presenter:	Kate Richardson, Assistant Historic Preservation & Design Planner
Date of Proposed Action:	July 20, 2026

Issue

A Zoning Map Amendment ("ZMA") has been proposed for property located at 801 West Street, Charlottesville, Virginia, TMP # 310042000 ("Subject Property"), pursuant to Charlottesville City Code Section 34-5.2.5.

On July 25, 2025, the Subject Property owner requested City Staff initiate the ZMA process to designate the Subject Property (an existing house at 801 West Street) as an Individually Protected Property ("IPP"). The proposed IPP designation will overlay an approximately 0.3-acre parcel, located at the NW corner of West Street and 8th Street, NW, within the 10th and Page neighborhood.

Background / Rule

On December 9, 2025, the PC approved by Motion to initiate the necessary review to amend the City Zoning Map to identify this parcel as having an IPP overlay. Designation of an IPP follows the process for an amendment to the City's Zoning Ordinance and Zoning Map, including a Public Hearing following proper Notice.

Per City Code Section 34-5.2.5.B.1.a., a ZTA may be initiated by City Council or the PC. The City's designated IPPs are specifically identified and listed in City Code Section 34-2.9.3.B, therefore requiring the ZTA be completed in tandem with the ZMA.

If adopted, the attached proposed Ordinance will amend the Zoning Map to designate this parcel as an IPP, with the two (2)-story framed dwelling being listed as a contributing structure within the GIS feature class.

Analysis

On the Subject Property, the proposed contributing structure is a two (2)-story, framed dwelling, clad in stucco. The dwelling is characterized by a hipped roof with pedimented gables, a wood-railed widow's walk in the center, with an attached single-story, rear addition.

In 1905, James Patterson constructed the dwelling for his family. The Patterson family sold the property in 1944, during WWII, to James Fleming, a fireman with the railroad, and his wife Maude Fleming, a prominent local teacher at the Jefferson School for forty (40) years. The Subject Property remains in the family to this day. (The NE corner of the 10th and Page neighborhood was initially segregated. Between 1930 and 1950, it transitioned to predominantly Black residents, including the Flemings.) Richard Hunt, the current owner, is the grandson of Maude and James Fleming, and a descendant of Henry Martin (1826-1915), the bell ringer at the University of Virginia from c.1868 until 1909.

In June 2020, on behalf of the City, the 106 Group completed a Reconnaissance Architectural History Survey of 438 properties within the 10th and Page neighborhood. As a result, the Virginia Department of Historic Resources State Review Board recommended the approximately fifty (50)-acre *Tenth and Page Historic District* be eligible for listing on the Virginia Landmarks Register and the National Register of Historic Places ("NRHP"). Within that review, the Subject Property was assessed as retaining excellent integrity of both location and setting. In the areas of design, materials, and workmanship, the dwelling was assessed as retaining good integrity and therefore recommended as potentially individually eligible for listing in the NRHP under criterion "A," as one (1) of the oldest extant houses within the (also eligible) 10th and Page neighborhood. (link to the 2020 survey: [Survey of 10th and Page Neighborhood 2020](#)).

After consideration of the Standards of Review for IPP Designations (City Code Section 34-2.9.3.C), the City's Board of Architectural Review ("BAR") approved a Motion recommending the ZMA to City Council on January 21, 2026 ([link to BAR motion and case archive](#)).

The PC held a Public Hearing on May 12, 2026, during which the Property Owner provided context for seeking IPP designation status for the Subject Property. Following discussion, the PC voted to recommend approval. For a detailed review of the proposed ZMA, including a comprehensive analysis of review criteria, please refer to the City Staff Report prepared for the May 12, 2026, Public Hearing. ([Link](#))

To review the discussion in its entirety, please refer to the recorded Public Hearing ([Link](#)).

Link to BAR archive re: 801 West Street: [BAR Archive File](#)

Financial Impact

None.

Recommendation

City Staff recommends City Council adopt the attached Ordinance approving the ZMA as presented.

Recommended Motion (if Applicable)

"I make a Motion to adopt the attached Ordinance approving the ZMA as presented."

Attachments

1. 801 West St IPP ORDINANCE_ZMA (6-16-2026)

ORDINANCE #O-__-__

**ORDINANCE AMENDING AND REENACTING THE ZONING MAP INCORPORATED
WITHIN CHAPTER 34 OF THE CODE OF DEVELOPMENT OF THE CITY OF
CHARLOTTESVILLE, VIRGINIA, TO DESIGNATE 801 WEST STREET (TMP
310042000) AS AN INDIVIDUALLY PROTECTED PROPERTY**

WHEREAS, upon City Staff’s recommendation, the Planning Commission (“PC”) on December 9, 2025, initiated a Zoning Map Amendment (“ZMA”) prompting the necessary review to amend the Section 34-2.9.3.B of the Code of Development of the City of Charlottesville, Virginia (“City Code”), to designate TMP 310042000, located at 801 West Street as an Individually Protected Property (“IPP”); and

WHEREAS, on January 21, 2026, the Board of Architectural Review (“BAR”) recommended approval of the proposed ZMA incorporated within Chapter 34 of the City Code; and

WHEREAS, on May 12, 2026, the PC held a Public Hearing on the proposed ZMA, after Notice was given to the public and adjacent property owners as required by law, and, at the conclusion of the Public Hearing, the PC recommended approval of the proposed ZMA incorporated within Chapter 34 of the City Code; and

WHEREAS, on July 20, 2026, the Council of the City of Charlottesville, Virginia (“City Council”), held a Public Hearing on the proposed ZMA, after Notice was given to the public and adjacent property owners as required by law; and

WHEREAS, after consideration of the Public Hearing, the BAR’s recommendation, the PC’s recommendation, and City Staff’s recommendation, City Council believes that the proposed ZMA, is carefully designed to give reasonable consideration to the purposes listed in § 15.2-2283 of the Code of Virginia (1950), as amended.

NOW THEREFORE, BE IT FORMALLY ORDAINED, that City Council hereby finds and determines that: (i) the public necessity, convenience, general welfare, and good zoning practice require the Proposed ZMA; and (ii) the proposed ZMA is consistent with the City’s Comprehensive Plan; and

BE IT FINALLY ORDAINED, by City Council that Chapter 34 of the City Code is hereby amended and re-enacted as follows, effective on August 17, 2026:

- **City Code Section 34-2.9.3.B:** Amend the City’s Zoning Map to designate TMP 310042000 as an IPP, with the two (2)-story framed dwelling being listed as a contributing structure within the *GIS feature class*.

	<u>Aye</u>	<u>No</u>
Oschrin	___	___
Fleisher	___	___
Payne	___	___

Approved by Council
August 17, 2026

Snook
Wade

Kyna Thomas, MMC
Clerk of Council

Policy Briefing Summary

City Council



Regarding:	Public Hearing and Ordinance to Update the Citizen Participation Plan, a Component of the City's Community Development Block (CDBG) Grants and HOME Investment Partnerships Programs (HOME), and Associated Municipal Code
Staff Contact(s):	Anthony Warn, Grants Analyst, Taylor Harvey-Ryan, Grants Program Manager
Presenter:	Anthony Warn, Grants Analyst
Date of Proposed Action:	July 20, 2026

Issue

The City of Charlottesville is an active 'participating jurisdiction' ("PJ") in the Community Development Block Grant ("CDBG") & HOME Investment Partnerships ("HOME") programs offered by the U.S. Department of Housing and Urban Development ("HUD") and in that role is the periodic recipient of federal funds to support important community development, affordable housing and planning activities. As such, the City is required to "adopt a citizen participation plan that sets forth the jurisdiction's policies and procedures for citizen participation" in certain aspects of the development of these programs that encourages broad and representative citizen participation.

Background / Rule

The development and local approval of the Citizen Participation Plan ("CPP") are governed by federal regulations at 24 CFR 91.105, HUD implementing guidance, and Virginia Code § 15.2-1433 covering the codification and recodification of ordinances.

Analysis

The current Plan and associated municipal code were last updated in 2016 and no longer fully reflect changes in HUD guidance and/or current city needs, priorities and practices. In drafting the proposed amendments to the 2016 plan, staff has engaged in discussions with variety of stakeholders, consulted applicable HUD guidance, including the relevant sections of the Code of Federal Regulations, as well as studied similar plans from other participating jurisdictions, including Albemarle County, Richmond and Henrico Counties.

The City of Charlottesville ("City") and our partners at the Thomas Jefferson Planning District Commission ("TJPDC") value the participation of all members of our community in the shared work of governance. With this as a core goal, staff also studied these resources with the goal of fostering broad and active representation on the CDBG/HOME Taskforce and recommends having seats for nine (9) members, including: 5 at-large members; 2 representatives of public services groups serving the city's low- and moderate-income ("LMI") residents; 1 member of the Planning Commission; and 1 member of the School Board.

Financial Impact

There is no adverse financial impact to the City budget. On the contrary, approval of the proposed Citizen Participation Plan will support the City's work to address important community needs while at the same time maintaining the City's continued eligibility to participate in the CDBG and HOME programs.

Recommendation

Staff recommends adoption of the Resolution amending the Citizen Participation Plan as presented here today as well as the associated Ordinance amending Charlottesville Municipal Code Chapter 2 (Administration), Article XIII §§ 2.416-421.

Recommended Motion (if Applicable)

I move that Council approve the RESOLUTION now before us to amend the city's Citizen Participation Plan as presented here before us today.

and

I move that Council approve the ORDINANCE to amend Charlottesville Municipal Code Chapter 2 (Administration), Article XIII, as presented here before us today.

Attachments

1. DRAFT Citizen Participation Plan 2026
2. CPP PY26 Resolution to Approve
3. CPP PY26 Ordinance to Amend
4. 2016 CPP Municipal Code Article Proposed 2026 Updates REDLINE
5. Charlottesville 2016 Citizen Participation Plan (Current)
6. Charlottesville 2016 Citizen Participation Plan Municipal Code (Current)

DRAFT



Citizen Participation Plan

for the

City of Charlottesville

and the

**Thomas Jefferson
HOME Consortium**



Adopted by:

The City Council of the City of Charlottesville
on **___, 2026**

and the

The Commissioners of the Thomas Jefferson
Planning District Commission on **___, 2026**

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Commitment to Accessibility

The City of Charlottesville (“City”) and the Thomas Jefferson Planning District Commission (“TJPD”) value the participation of all members of our community in the shared work of governance.

Members of the public seeking assistance or special arrangements so they can participate in public meetings, or their caregivers, are encouraged to contact the City’s ADA Coordinator at (434) 970-3182 or to submit a request via email to ada@charlottesville.gov.

The City of Charlottesville requests that you provide at least 48-hours notice so that appropriate arrangements can be made.

Learn more at: <https://www.charlottesville.gov/153/Accessibility>

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I. Introduction

The City of Charlottesville (“City”) and the Thomas Jefferson Planning District Commission (“TJPDC”) value the participation of all members of our community in the shared work of governance. With this goal in mind, the City has developed this Citizen Participation Plan as a guiding framework that fosters and encourages citizens to participate in the development and review of strategic plans that drive our community development activities, with a special emphasis on those populations that are at the heart of this work.¹



The participation and engagement of the people of Charlottesville in the development and evaluation of these plans is an essential element for ensuring that these activities deliver the maximum beneficial impacts for our community.

A. Background

The City of Charlottesville is an active ‘participating jurisdiction’ (or “PJ”) in the Community Development Block Grant (“CDBG”) & HOME Investment Partnerships (“HOME”) programs offered by the U.S. Department of Housing and Urban Development (“HUD”) and in that role is the periodic recipient of federal funds to support important community development, affordable housing and planning activities as identified by HUD’s Office of Community Planning & Development (“CPD”). Through these programs, the city is the recipient of periodic allocations of federal funds. The City is dedicated to serving as wise stewards of such funds as our participation in these programs makes available to us and, as such, the City has worked closely over the years with our colleagues at the Thomas Jefferson Planning District

The Citizen Participation Plan is an important pathway through which the Charlottesville community can exercise their voice and influence decisions that directly affect their neighborhoods and their quality of life.

¹ To this end, the City of Charlottesville has voluntarily committed itself to the goal of having the majority of benefits from our CDBG and HOME programs impact the lives of low- and moderate-income (“LMI”) making 60% or less than the city’s Median Family Income (“MFI”), as defined annually by HUD. Learn more about HUD’s income limits at <https://www.huduser.gov/portal/datasets/il.html>

Commission (“TJPDC”), many community-benefit nonprofit groups and our partners at HUD to support impactful community development and affordable housing activities on behalf of the people of Charlottesville.



The City participates in the CDBG program as the sole PJ and, as such, serves as both the HUD-designated Lead Agency and Managing Body for CDBG-funded activities within city limits. The City participates in the HOME program through a long-standing collaborative partnership between the City, TJPDC and the housing development teams of the counties of Albemarle, Fluvanna, Greene, Luisa and Nelson.²

In support of this regional partnership, the Thomas Jefferson HOME Consortium (“Consortium”), TJPDC serves as the HOME program’s Managing Body and the City serves as the Lead Agency, a role through which the City provides the Consortium with valuable financial and other programmatic supports. As the Lead Agency for the HOME program, for example, the City contributes through the work of the Charlottesville Affordable Housing Fund (“CAHF”) 100% of the funds used to satisfy HUD’s local match requirement for the use of HOME funds on behalf of the members of the Consortium, thereby freeing up more of these limited funds to support affordable housing activities within their communities and strengthening the region’s efforts to expand the supply of affordable housing.

B. The Citizen Participation Plan

As a participant in HUD-funded programs like CDBG and HOME, the City and TJPDC are called on to develop a guiding framework that provides for and encourages citizens to participate in the development and review of the plans that drive this work, including:

- A forward-looking 5-Year Consolidated Plan (“Cons Plan”) that identifies important community needs and sets ambitious goals to be worked towards over the subsequent five (5) years
- An Annual Action Plan (“AAP”) for each program year that describes activities designed to achieve the goals outlined in the Consolidated Plans
- Substantial and minor amendments to the Consolidated Plan, as needed, and
- The annual Consolidated Annual Performance Evaluation Report (“CAPER”)

² <https://tjpd.org/our-work/thomas-jefferson-regional-home-consortium/>

C. Goals & Objectives

The City of Charlottesville has developed this Citizen Participation Plan to serve as an inclusive framework to promote community-wide dialogue that will identify community development and affordable housing priorities and guide the wise use of funding received through HUD's Community Planning and Development ("CPD") programs by, among other things:



- Carefully and strategically prioritizing the deployment of resources to support communities and individuals with the greatest needs
- Encouraging the engagement of communities often underrepresented in these conversations, including persons of low- and moderate-income ("LMI"), minorities, persons with disabilities and persons for whom limited-English language abilities may provide a barrier to full participation in this work
- Fostering a spirit of cooperation, accessibility and welcoming for all and reducing barriers that impede access
- Consultation with a wide range of public and private agencies, with a special emphasis on connecting to groups that may have been previously unengaged with this work

City residents are also encouraged to explore additional ways of engaging in the work covered by the CPP, including by, among other things:

- Volunteering to work with any of the area's many local nonprofits, including those that participate in the city's CDBG and/or HOME programs
- Volunteering to serve on the city's CDBG/HOME Taskforce³
- Speaking before Council, whether as part of Community Matters at City Council meetings or in response to a specific item presented to Council at a public hearing⁴

³ Interested adult residents of the City of Charlottesville can learn more about the work of the Taskforce online at <https://boards.charlottesville.gov/admin/board/6709>

⁴ Members of the public can learn more about how to speak before City Council by visiting the city's City Council webpage at <https://www.charlottesville.gov/692/Request-to-Speak>

II. Fostering Opportunities for Civic Engagement

The City of Charlottesville and TJPDC seek to provide meaningful opportunities for citizen participation during the community development process and throughout the planning, implementation and assessment of the CDBG & HOME activities undertaken by the City and our community partners.⁵ With this goal in mind, we will seek out and learn from:



- Citizen feedback regarding city and/or regional community development and housing needs, staff recommended priorities, proposed program/project changes or amendments and program performance as detailed within the CAPER and other relevant documents
- The participation of citizens in the development, review and formulation of funding recommendations to City leadership through the work of the all-volunteer CDBG/HOME Taskforce and designation of subcommittees as needed (*in accordance with Sections 2-417 and 2-418 of Article XIII of Chapter 2 of the Charlottesville City Code, 1990, as amended*)
- Discussion and feedback from citizens regarding funding recommendations as presented in public hearings before the City Council and the Commissioners of the Thomas Jefferson Planning District Commission
- Discussion and feedback on drafts of proposed strategic plans, including the 5-Year Consolidated Plans and related 1-Year Annual Action Plans, and
- Discussion and feedback from the public on the CPP and any other HUD-required plans, such as the *Assessment of Fair Housing* (“AFH”), including feedback on the analysis of Fair Housing data, assessment of Fair Housing issues and contributing factors, and the identification of Fair Housing priorities and goals

A. Local & Regional Partnerships

The City of Charlottesville also seeks to encourage the participation of local and regional institutions, Continuums of Care, and other organizations (including businesses, developers, nonprofit organizations, philanthropic organizations, and community-based and faith-based organizations) in the process of developing and implementing strategic plans for the CDBG and HOME programs.

⁵ Other organizations include but are not limited to: businesses, developers, non-profit organizations, philanthropic organizations and community and faith-based organizations including resident advisory boards, resident councils, resident management corporations, and other low-income residents in targeted revitalization areas.

B. Public Hearings

The City of Charlottesville is committed to providing ample opportunities for civic engagement in the development of strategic plans for its HUD-funded programs. At a minimum, public hearings will be held at key stages of the consolidated planning process to obtain public input regarding community needs, proposed use of funds, proposed strategies and actions for the 5-Year Consolidated Plan and the subsequent Annual Action Plans.⁶



- Time and Location.** Public hearings related to HUD-funded programs will be held in conjunction with City Council open meetings⁷. Regular meetings of City Council are typically held on the 1st and 3rd Mondays of every month (except holidays) and begin at 4:00pm, unless otherwise stated in public notice. Public hearings for HUD-funded programs typically occur during the regular business meeting portion of Council sessions, starting at 6:30pm, and can typically be found under the Action Items section of published City Council agendas.
- Accessibility to Persons with Disabilities.** Council chambers within City Hall are accessible to citizens with conditions that may pose barriers to access. Reasonable accommodations can be made available for individuals seeking assistance or special arrangements so they can participate in public meetings. Individuals seeking assistance or special arrangements so they can participate in public meetings, or their caregivers, are encouraged to contact the ADA Coordinator at (434) 970-3182 or to submit a request via email to ada@charlottesville.gov.
- Language Access/Translation Services.** Assistance with translation of key documents may be made available upon request to program staff listed below. With advance notice, City and TJPDC staff will accommodate the needs of non-native speakers of English within the community by providing translation services at public hearings.
- Exceptions to Public Notice/Hearings Requirements.** The requirements to hold a public comment period and/or public hearing, and the duration of such comment period, may at times be modified or shortened in situations where HUD specifically authorizes such modifications.

⁶ Federal regulations require PJ's like the City of Charlottesville to "provide for at least one public hearing during the development of the consolidated plan" (at 24 CFR 91.105(b)(3)). The City and TJPDC, however, will consider it good policy to provide multiple public hearings for key plans, preferably in multiple forums (such as before City Council and the TJPDC Board of Commissioners, for example).

⁷ City Council meetings may at times be held at an alternate location to be specified in the public hearing notice(s). Information about City Council hearings, including dates, times and agendas, can be found online at <https://www.charlottesville.gov/677/City-Council>

C. Public Comment Periods

Staff will make available for public comment drafts of strategic plans, such as the 5-Year Consolidated Plan and supporting 1-Year Annual Action Plans, and the CAPER evaluation report, among others, to provide the public with an opportunity to review and provide feedback on these reports before they are submitted to HUD.⁸

- **Posting of Drafts for Public Review.** Draft copies of proposed Consolidated Plans and Annual Actions Plans, as well as the CAPER, are made available during periods of public comment on the TJPDC website at <https://tjpd.org/our-work/thomas-jefferson-regional-home-consortium/>. Such drafts will be advertised on the City's CDBG & HOME webpage,⁹ with links to the TJPDC page above, and printed copies are also freely available upon request by contacting program staff. (Staff contact information shall also be posted in the public notices.)
- **Press Releases.** Drafts posted to the TJPDC website are advertised by the City: on Column.us through the local paper of record, the Daily Progress; on the City's CDBG & HOME webpage; and via Press Release by the City's Communications and Public Engagement. Public notices are also provided by TJPDC to the papers of record for each of the Consortium member counties and on the TJPDC webpage for the HOME Consortium.¹⁰

D. Notice of Public Meetings

As required by Virginia code § 2.2-3707, advance public notice of not less than three (3) working days must be provided before public hearings are held and prior to the start of the public comment period for any Consolidated and/or Annual Action Plans to be considered by Council, as well as for the public hearing to present the results of the annual CAPER review.

- In the spirit of fostering meaningful civic engagement and as a matter of good public policy, program staff will strive to provide public notice of no less than fourteen (14) days where possible
- Notice of each public hearing shall be published at least once in a newspaper of general circulation in the community prior to the hearing (Note that the date of publication is day 'zero')
- The hearing notice shall also be conspicuously posted in one or more public locations at least seventy-two (72) hours prior to the actual hearing; this may also be accomplished by posting to the City and/or TJPDC's websites

⁸ The city shall "provide citizens with a reasonable opportunity to comment on the original citizen participation plan and on substantial amendments to the citizen participation plan, and [will] make the citizen participation plan public" (at 24 CFR 91.105(a)(3)).

⁹ <https://www.charlottesville.gov/678/CDBG-HOME-Programs>

¹⁰ <https://tjpd.org/our-work/thomas-jefferson-regional-home-consortium/>

- At a minimum, public notices shall: contain the date, time and place of the hearing; identify topics to be discussed; offer reasonable accommodations for persons with disabilities; and include an invitation to submit written comments and where to direct such comments.

Additionally, public hearings held at specific times in the process require specific information to be listed in the public notice. Public notices posted at the time of application should contain information about the amount of CDBG and/or HOME funds available, the types of activities eligible for funding and information about the proposed activities and the amount of funds anticipated to be made available.

III. The Community Planning Process

A. The 5-Year Consolidated Plan

The Consolidated Plan is a forward-looking analysis of the region's affordable housing and community development needs and a significant opportunity for civic engagement in the formulation of data-driven, place-based objectives that will guide the work of the CDBG and HOME programs for the next five years. The consolidated planning process serves as the framework for a community-wide dialogue to identify housing and community development priorities that align and focus funding from the CPD formula block grant programs.

The City is required to hold at least one public hearing during the development of the Consolidated Plan. A draft of the Consolidated Plan will be made available for a period of public comment of not less than thirty (30) days and shall be posted annually on the TJPDC website for the HOME Consortium.¹¹ The draft Consolidated Plan shall also be presented to the public at open public hearings before the City's Planning Commission, City Council and the TJPDC Board of Commissioners. Printed copies of the draft Plan shall be made available by written request to program staff listed below. All feedback and public comments received shall be considered impartially and shall be incorporated into the Consolidated Plan prior to its submittal to HUD for their statutory review.

- **Needs Assessment.** In the development of the Consolidated Plan and the associated Annual Action Plans, the city will make reasonable efforts to solicit and incorporate the views of citizens regarding city-wide community development and housing needs, staff recommended priorities, proposed changes to CDBG and/or HOME-funded activities, and/or amendments and program performance as detailed within the CAPER and other relevant

¹¹ <https://tjpd.org/our-work/thomas-jefferson-regional-home-consortium/>

information. Such needs assessment will also seek to better understand the language needs represented by non-native speakers of English within the community.

B. The 1-Year Annual Action Plans

The 5-Year Consolidated Plan is implemented through a series of consecutive 1-Year Annual Action Plans designed to provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified by the Consolidated Plan. Public review of and comment on draft Annual Action Plans will follow the same procedures as established above for the Consolidated Plan.

C. The Notice of Funding Availability & Requests for Proposals

The City will publish on at least an annual basis a Notice of Funding Availability (“NOFA”) so as to provide public notice of important funding opportunities to community organizations, developers, and other stakeholders related to the availability of funds to support eligible community development and/or affordable housing activities. The NOFA will be advertised through a formal press release by the City’s Office of Communications and Public Engagement and will be available throughout the year online at the City’s public website for the Office of Budget & Grants Management.¹² Printed copies of the NOFA shall be made available by written request to program staff listed below.¹³

D. CDBG/HOME Taskforce

The CDBG/HOME Taskforce (“Taskforce”), composed of volunteers representing neighborhoods and groups from across the City, serves as a vital part of citizen engagement in the work of the CDBG & HOME programs. Through the work of the taskforce, citizens from across the City serve as an advisory committee tasked with reviewing applications for CDBG and/or HOME funding in the areas of housing, economic development, public facilities and infrastructure and public services to support activities that will make progress towards the goals and objectives established in the city’s Consolidated Plan. The volunteer members of the taskforce then develop a slate of funding recommendations for consideration to City Council, consistent with federal regulations, HUD guidance and priorities for these programs as established by Council during open public hearings.

¹² <https://charlottesville.org/169/Budget-Grants-Management> and/or <https://charlottesville.org/1941/Grants>

¹³ A printable PDF of the Fiscal Year 2027 NOFA is available online at <https://www.charlottesville.gov/DocumentCenter/View/14566/FY-2027-NOFA-PDF?bidId=>

To this end, the Taskforce will hold periodic open public meetings throughout the year in the execution of their responsibilities, as established by City Council and noticed in advance through the City's public Agendas and Meetings calendar¹⁴, among others.

E. Substantial and Minor Amendments

Circumstances may arise during the course of a program year that require amendments to the established Consolidated Plan and/or subsequent Annual Action Plans or to specific activities implemented to achieve the goals established by the plans. HUD regulations, at 24 CFR 91.105(c)¹⁵, define criteria for when an amendment to an established plan will be consider either 'minor' or 'substantial'.

- **Substantial Amendments.** The City shall consider as substantial amendments any changes to the Annual Action Plan that are required by HUD to have one or more public hearings, a formal notice of a public comment period and local approval by City Council and that include:
 - Change(s) to the Citizen Participation Plan¹⁶
 - Change(s) in the use of CDBG and/or HOME funds, such as through: a change in its allocation priorities or a change in the method of distribution of funds; by reassigning funds from one eligible activity to another; or when unspent funds within these programs are allocated to support a new activity not covered by the Annual Action Plan in effect at the time¹⁷
 - Cancellation of any activity or activities listed in the Consolidated Plan and/or subsequent Annual Action Plans; or
 - Change(s) in the purpose, scope, program category¹⁸ and/or beneficiaries of an activity listed in the Annual Action Plan or any change that results in a reduction greater than fifty percent (50%) of a Consolidated Plan Goal
- **Minor Amendments.** Proposed amendments to the Consolidated Plan and/or subsequent Annual Action Plans that do not meet the criteria for a substantial amendment listed above shall be considered by the City as 'minor' amendments. While minor amendments do not

¹⁴ <https://www.charlottesville.gov/1077/Agendas-Minutes>

¹⁵ See also regulations at 24 CFR 91.105(c) and 91.505(b)

¹⁶ Proposed changes to the CPP will be publicly advertised for comment at least fifteen (15) days prior to the adoption or amendment of the CPP by the City Council to allow time for public comment. The proposed revisions will become effective immediately upon approval by City Council.

¹⁷ New activities not established under the typical Annual Action Plan process are sometimes referred to as 'special purpose' or 'off-cycle' activities are subject to the same HUD requirements as any other approved HUD-funded activity; once approved locally by City Council, these special purpose activities are added to the Annual Action Plan then in effect

¹⁸ Specifically, changes to whether the activity in question is classified as: economic development; affordable housing; public facilities and infrastructure; public services; or administration and planning.

necessarily require City Council review and approval or public hearings, the City will consider holding public hearings where time permits.

Any change in the amount of federal funding allocated to either or both the CDBG & HOME programs after the draft Consolidated Plan is published and the resulting effect on the distribution of funds will not be considered a substantial amendment.

F. The CAPER

Localities participating in HUD-funded programs like CDBG and HOME report on accomplishments and progress toward Consolidated Plan goals and through the Consolidated Annual Performance and Evaluation Report (“CAPER”). The CAPER process provides an important opportunity for civic engagement through an analysis of the effectiveness of CDBG and HOME activities conducted in the previous program year as a tool for identifying changes and course-corrections that may be needed to meet the goals and objectives established through the Consolidated Plan.

The draft CAPER shall be made available for public comment for a period of not less than fifteen (15) days and shall be posted annually on the TJPDC website for the HOME Consortium.¹⁹ The draft CAPER shall also be presented to the public at open public hearings before City Council and the TJPDC Board of Commissioners. Printed copies of the draft CAPER shall be made available by written request to program staff listed below. All feedback and public comments received shall be considered impartially and shall be incorporated into the CAPER prior to its submittal to HUD for their statutory review.

V. Additional Considerations

A. Applicability

The processes covered by this CPP shall apply only to funds specifically allocated by HUD for the CDBG and HOME programs and/or to other funds specifically allocated by City Council to support these programs, such as funds that may be appropriated by Council from the Charlottesville Affordable Housing Fund (“CAHF”) to satisfy HUD’s local match’ requirements for participation in the HOME program.²⁰

¹⁹ <https://tjpd.org/our-work/thomas-jefferson-regional-home-consortium/>

²⁰ <https://www.charlottesville.gov/1837/Charlottesville-Affordable-Housing-Fund->

B. Authorities

No portion of this Plan shall be construed as to restrict the responsibility and authority of the elected officials of the City in the development, implementation, performance review and execution of any aspect of the CDBG and/or HOME program, except wherein proscribed by superseding statute or regulation.

C. Access to Records & Availability of Data

The City and TJPDC will provide members of the public, public agencies and other interested parties with reasonable and timely access to CDBG & HOME program information, in accordance with HUD regulations and Virginia public records law.²¹ The City shall make reasonable effort to assure that CDBG/HOME program information is available to all citizens, especially those of low and moderate incomes or Limited English Proficiency in a language that is accessible to them. Certain information regarding these programs will be afforded widespread access periodically throughout the year by city staff during open public hearings and associated staff memos and reports, available on the City's 'Agendas & Minutes' webpage,²² among other locations on www.charlottesville.gov. Other key information about these programs is available to members of the public through HUD's official website²³ and/or through the HUD Exchange website.²⁴

The City and TJPDC will also, as soon as feasible after the start of the public participation process, make HUD-provided data and any other supplemental information the jurisdiction plans to incorporate into its consolidated plan available to its residents, public agencies, and other interested parties, typically by cross-referencing to the data on HUD's website.

City and TJPDC staff will also affirmatively protect the identity of individuals receiving HUD-funded services by withholding personally identifiable information to the maximum degree allowable by law.²⁵

²¹ The city will "provide residents of the community, public agencies, and other interested parties with reasonable and timely access to information and records relating to the jurisdiction's consolidated plan and use of assistance under the programs covered by this part during the preceding 5 years" (at 24 CFR 91.105(h)).

²² <https://www.charlottesville.gov/1077/Agendas-Minutes>

²³ <https://www.hud.gov/>

²⁴ <https://www.hudexchange.info/>

²⁵ In no case shall the City disclose any information concerning the financial status of any program participant(s) which may be required to document program eligibility or benefits. Furthermore, the City shall not disclose any information which may be deemed of a confidential nature, except where required by law.

D. Comments, Concerns & Complaints

Public hearings and the formal process for public comments, as described herein, are designed to facilitate public participation in all phases of the community development process. Members of the public are encouraged to submit their views and proposals on all aspects of community development and housing at these public hearings. Members of the public may, at any time, also submit written comments or concerns to the City.

Any citizen or citizen's group desiring to comment or object to any aspect of the CDBG/HOME programs should submit such comments or objections in writing to the Office of Budget & Grants Management using the contact information provided herein, or as indicated on the City website if listed personnel/roles change.

The City will consider the comments or views of citizens, whether received in writing or orally at the public hearings, in the preparation of relevant strategic plans and reviews. A summary of any comments or views received as well as a summary of any comments or views not accepted and the reasons why will be attached to the final strategic plan and/or CAPER. Should a member of the public, after a reasonable period, believe that their comment or complaint has not been properly addressed or considered by the relevant program staff, the aggrieved party may appeal his/her case to the Director of Budget & Grants Management.

The Grants Analyst and/or TJPDC staff shall make every effort to provide written responses to citizen proposals or concerns within fifteen (15) working days of the receipt of such comments or concerns where practicable. Should the City be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to HUD. Records of all comments, objections and/or concerns by citizens regarding the City's CDBG and/or HOME s and subsequent action taken in response to those comments shall be maintained on file at the Office of Budget & Grants Management and shall be made available for public review upon request.

E. Freedom of Information Requests

Requests for information related to the CDBG & HOME programs can be submitted through the city's Office of the City Attorney in-person, via U.S. mail and/or online at <https://www.charlottesville.gov/774/Submit-a-FOIA-Request>.

F. Minimizing Displacement

The City and its partners at TJPDC do not anticipate any displacement effects from activities funded through the CDBG and/or HOME programs but are nonetheless committed to minimizing any such impacts should they occur, in accordance with HUD requirements.²⁶

IV. Technical Assistance

A. Requests for Technical Assistance

The City of Charlottesville and the Thomas Jefferson Planning District Commission value the participation of all members of our community in the shared work of governance. We are motivated in this work by the belief that widespread public engagement in the development, evaluation, and execution of these plans and their supporting programs and activities²⁷ is an essential element of ensuring they deliver deep and meaningful beneficial benefits for our community.

To support meaningful engagement by members of the public in the planning, implementation and assessment of the CDBG and/or HOME programs, and to foster public understanding of CDBG and HOME program requirements and associated HUD regulations, program staff are available to provide technical assistance to members of the public upon request, with a special emphasis on supporting persons of low- and moderate-income (“LMI”) in the development of requests for funding assistance under any of the programs covered by the Consolidated Plan. This technical assistance is meant to provide prospective applicants, interested citizens, elected officials and other members of the public with general information regarding the CDBG/HOME programs and their rules, regulations, procedures and/or requirements.

To learn more about these programs and how to request technical assistance, members of the public are encouraged to visit <https://www.charlottesville.gov/678/CDBG-HOME-Programs> and/or <https://tjpd.org/our-work/thomas-jefferson-regional-home-consortium/>.

²⁶ Procedures and policies for minimizing/mitigating displacement caused by HUD-funded activities can be found in HUD Handbook 1378, “Tenant Assistance, Relocation and Real Property Acquisition,” available online at <https://www.hud.gov/hudclips/handbooks/cpd>, and the implementing regulations for the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601 et seq.) (Uniform Act), available online at <https://www.ecfr.gov/current/title-49/subtitle-A/part-24>.

²⁷ As used herein, and in accordance with HUD usage, ‘programs’ refers in general to HUD-funded programs like CDBG and HOME, whereas ‘activity’ and ‘activities’ refers to specific funded works designed to meet the goals of these programs.

B. Staff Contacts

The City's HUD-funded programs are coordinated by the staff of the Office of Budget & Grants Management, in partnership with TJPDC for the HOME program. Members of the public can learn more about the city's CDBG, HOME and other grants programs by contacting:

The Office of Budget & Grants Management ²⁸	• Anthony Warn, Grants Analyst e: warna@charlottesville.gov w: 434-906-2582 • Taylor Harvey-Ryan, Grants Program Manager e: harvevrvant@charlottesville.gov w: 434-365-8071 • Krisy Hammill, Director e: hammillk@charlottesville.gov
The Thomas Jefferson Planning District Commission ²⁹	• Laurie Jean Talun, Housing Program Manager e: ljalun@tjpd.org w: (434) 422-4080
The U.S. Department of Housing and Urban Development ³⁰	• Virginia Field Office 400 N 8th Street, Suite 300 Richmond, VA 23219 p: (800) 842-2610

Within the Office of Budget & Grants Management, the Grants Analyst serves as the primary staff contact for coordinating citizen participation throughout the community development process and the implementation of all citizen participation activities and functions for the CDBG & HOME programs, except those which may be specifically delegated to other parties by this Plan. The specific duties and responsibilities of the Grants Coordinator shall include but not necessarily be limited to: disseminating program/project information; facilitating the citizen participation process; serving as a point of contact for program/project related inquiries; monitoring the citizen participation process; and proposing such amendments to the CPP as may become necessary.

²⁸ <https://www.charlottesville.gov/678/CDBG-HOME-Programs>

²⁹ <https://tjpd.org/our-work/thomas-jefferson-regional-home-consortium/>

³⁰ <https://www.hud.gov/states/virginia>



RESOLUTION #R-__-__

A Resolution to Approve Amending the Citizen Participation Plan, a Component of the City's Community Development Block Grants and HOME Investment Partnerships Programs

WHEREAS the City of Charlottesville engages as a 'participating jurisdiction' ("PJ") in the Community Development Block Grant ("CDBG") & HOME Investment Partnerships ("HOME") programs offered by the U.S. Department of Housing and Urban Development ("HUD") and in that role is the periodic recipient of federal funds to support eligible community development, affordable housing and planning activities; and

WHEREAS the city's is called on by HUD to adopt a Citizen Participation Plan ("CPP") that sets forth the jurisdiction's policies and procedures that encourage broad and representative citizen participation in certain aspects of the development of HUD-funded programs, including CDBG and HOME; and

WHEREAS updates to the CPP and associated municipal code, at Chapter 2, Article XIII, can strengthen the City's work to address important community needs through meaningful citizen engagement with the CDBG and HOME programs;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Charlottesville, Virginia, hereby approves the amended Citizen Participation Plan as presented here before us today.

Approved by Council

Kyna Thomas, CMC
Clerk of Council



ORDINANCE #O-__-____

An Ordinance to Amend and Reordain Article XIII of Chapter 2 (Administration) of the Charlottesville City Code, 1990, as Amended, Relating to Community Planning and Development Grant Programs

WHEREAS the City of Charlottesville (“City”) values the participation of all members of our community in the shared work of governance; and

WHEREAS the City of Charlottesville engages as a ‘participating jurisdiction’ (“PJ”) in the Community Development Block Grant (“CDBG”) & HOME Investment Partnerships (“HOME”) programs administered by the U.S. Department of Housing and Urban Development (“HUD”) and is, in that role, the periodic recipient of federal funds to support eligible community development, affordable housing and planning activities as identified by HUD’s Office of Community Planning & Development (“CPD”); and

WHEREAS the City recognizes a robust Citizen Participation Plan (“CPP”) as a guiding framework that fosters and encourages citizens to participate in the development and review of strategic plans that drive our community development activities, with a special emphasis on those populations that are at the heart of this work; and

WHEREAS the CPP currently in effect was last updated in 2016 and any update(s) to this plan provide(s) the city with a valuable opportunity to reaffirm its shared commitment to this work and its commitment to fostering broad and representative citizen engagement,

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville that Article XIII, Chapter 2, of the City of Charlottesville Municipal Code is hereby amended and reenacted to read as follows:

ARTICLE XIII. COMMUNITY PLANNING AND DEVELOPMENT GRANT PROGRAMS

Charlottesville, Virginia, Code of Ordinances

Chapter 2 – Administration

ARTICLE XIII. - COMMUNITY DEVELOPMENT BLOCK GRANT PLANNING

Chapter 2 - ADMINISTRATION

Sec. 2-416. - Purpose and applicability of article.

- (a) This Article sets forth planning and decision-making procedures to guide the city's engagement as a 'participating jurisdiction' ("PJ") in the Community Development Block Grant ("CDBG") and HOME Investment Partnerships ("HOME") programs administered by the U.S. Department of Housing & Urban Development ("HUD") under the federal Housing and Community Development Act of 1974, as amended, and the federal HOME Investment Partnerships Act of 1991, as amended.
- (b) CDBG funds should be used primarily to benefit persons of low and moderate income and to meet the national objectives, as defined by the United States Department of Housing and Urban Development (HUD). The funds may be spent for any activities permitted by the Housing and Community Development Act of 1974, as amended, and applicable federal regulations. HOME funds should be used to strengthen public-private partnerships to provide more affordable housing, as defined by HUD. The funds may be spent for any activities permitted by the HOME Investment Partnerships Act of 1991, as amended, and applicable federal regulations.
- (c) HUD's Office of Community Planning & Development ("CPD") establishes that CDBG and HOME funds are to be used primarily to support eligible community development, planning and affordable housing activities, as defined by HUD, that are designed to benefit low- and moderate-income ("LMI") persons and to address one or more of HUD's core national objectives.
- (d) The processes established by this article shall apply only to funds specifically allocated by HUD for the CDBG and HOME programs and/or to other funds specifically allocated by City Council to support these programs, such as funds that may be appropriated by Council from the Charlottesville Affordable Housing Fund ("CAHF") to satisfy HUD's local match' requirements for the HOME program.

Sec. 2-417. Community Development Block Grant Program.

- (a) The City of Charlottesville is proud to partner with HUD to provide valuable financial and other programmatic supports to a wide array of community-benefit organizations that nurture healthy and vibrant communities. Through the CDBG program, the City of Charlottesville provides valuable financial and other programmatic supports to a wide range of local partners that enable them to design and implement programs that foster vibrant and healthy communities through activities related to economic development, commercial and residential revitalization, and/or job creation, all in support of a shared vision of Charlottesville as a place where everyone thrives.
- (b) CDBG funds shall be spent to support eligible community development and planning activities as permitted under the Housing and Community Development Act of 1974, as amended, and applicable federal regulations, and applicable federal regulations, in line with priorities established by City Council during open public hearings.

Sec. 2-418. HOME Investment Partnerships Program.

- (a) The City of Charlottesville is proud to partner with HUD and the Thomas Jefferson Planning District Commission (“TJPDC”) to provide valuable financial and other programmatic supports to a wide array of community-benefit organizations that help nurture healthy and vibrant communities, with a special emphasis on affordable housing activities designed to support high-quality housing and living environments as well as to increase the availability of high-quality homeownership and rental opportunities for income-qualified city residents. Through HOME, the city partners with a wide array of local community-benefit organizations to design and implement programs that develop and/or rehabilitate affordable homeownership and rental opportunities throughout the city. In addition, through a regional partnership known as the Thomas Jefferson HOME Consortium (“TJHC”), the city works closely with TJPDC and the staff of five neighboring counties: Albemarle, Fluvanna, Greene, Louisa and Nelson, to support a strong regional approach to the national housing crisis.
- (b) HOME funds shall be used to strengthen public-private partnerships focused on affordable housing activities (“AH”) to strengthen housing stability for LMI residents and the local supply of affordable housing opportunities, as defined by HUD. The funds may

be spent to support eligible affordable housing activities as permitted by the HOME Investment Partnerships Act of 1991, as amended, and applicable federal regulations.

Sec. 2-419. Citizen Participation Plan.

- (a) The City of Charlottesville and the Thomas Jefferson Planning District Commission value the participation of all members of our community in the shared work of governance, including the work of the city's CDBG and HOME programs. We are motivated in this work by the belief that widespread public engagement in the development, evaluation, and execution of these plans and projects is an essential element of ensuring they deliver deep and meaningful beneficial benefits for our community.
- (b) The City of Charlottesville will develop and implement a Citizen Participation Plan ("CPP") as an inclusive framework for promoting meaningful public engagement and community-wide dialogue that will inform community development and affordable housing priorities and guide the use of funding received from HUD for the CDBG and HOME programs.

Sec. 2-420. – The CDBG/HOME Taskforce.

- (a) The CDBG/HOME Taskforce is hereby established to serve as an advisory committee tasked with reviewing applications for CDBG and/or HOME funding in the areas of housing, economic development, public facilities and infrastructure and public services to support activities that will make progress towards the goals and objectives established in the city's Consolidated Plan. The volunteer members of the taskforce then develop a slate of funding recommendations for consideration to City Council, consistent with federal regulations, HUD guidance and priorities for these programs as established by Council during open public hearings.
- (b) The CDBG/HOME Taskforce shall be composed of nine (9) members appointed by the city council, to include:
 - i. Five (5) members representing the city at-large, with the goal of having no more than one member being drawn a specific city neighborhood if sufficient applications are received by City Council
 - ii. Two (2) members representing nonprofit organizations engaged in Public Services activities, as defined at 24 CFR 570.201
 - iii. One (1) member currently serving on the city's Planning Commission

- iv. One (1) member currently serving on the Charlottesville City School Board
- (c) Going forward, seats previously named for specific neighborhoods shall be designated as 'At-Large' seats.
- (d) The terms of service for the members representing the Planning Commission and School Board shall be coextensive with the term of office to which such member has been elected or appointed.
- (e) All other members of the Task force first appointed shall serve respectively for terms of three (3) years. Vacancies that may arise shall be filled by appointment for the unexpired term only. Members may serve up to two (2) consecutive full terms.

Sec. 2-421. - Subcommittees.

- (a) When the City Council is considering proposed HUD-funded activities with a city- and/or neighborhood-wide benefit, Council may choose to appoint members to a Special Purpose ad hoc subcommittee, including but not limited to representatives of the CDBG/HOME Taskforce, the Planning Commission or other city board or commission, residents, businesspeople and property owners from the priority neighborhood as Council deems appropriate.

Sec. 2-422. - Annual processes.

In order to ensure the efficient and equitable administration of the city's CDBG and HOME programs, program staff will work to ensure that certain key processes occur on an annual basis, including :

- (1) City staff assigned to CDBG/HOME Taskforce will review Consolidated Plan goals and applicable regulations to formulate recommendations for annual funding priorities.
- (2) The city council shall conduct a public hearing to solicit the views of citizens on city wide community development and housing needs. The purpose of this public hearing shall be for council to receive citizens' comments on recommended priorities and program performance. The notice of the public hearing shall include an estimate of the amount of funds available for CDBG and HOME activities and the range of activities that may be undertaken, as well as how the public can access a copy of the most recent

consolidated annual performance evaluation report ("CAPER"). Public comments may be presented in writing or in person.

- (3) After receiving all comments, council shall establish priorities for the grant year, including such percentage allocations of funds to categories and to particular income eligible areas as it deems appropriate.
- (4) Program staff will issue a formal Notice of Funding Availability ("NOFA") and conduct an open and public Request for Proposals ("RFP") process.
- (5) The volunteer members of the CDBG/HOME Taskforce will evaluate requests for funding and formulate funding recommendations for consideration by the Commissioners of the Thomas Jefferson Planning District Commission and City Council at scheduled and noticed public hearings.
- (6) The CDBG/HOME task force shall provide funding recommendations to the planning commission and city council to ensure that proposed projects are consistent with the CDBG program requirements and national objectives and/or HOME program requirements, as applicable. Review will also include a determination of consistency with the city's comprehensive plan and affordable housing goal(s).
- (7) Program staff will coordinate public hearings and a public comment period for all CDBG and HOME items requiring City Council approval to receive public comments on the proposed Annual Action Plan, Consolidated Plan and CDBG/HOME performance evaluation ("CAPER"), as appropriate. Notwithstanding the foregoing, the CAPRR may be presented at a separate public hearing as required by the Code of Federal Regulations.
 - a. Public hearing shall provide opportunities for members of Council to receive citizens' comments on recommended priorities, funding recommendations and reviews of program performance.
 - b. The notice of the public hearings shall include estimates of funds anticipated to be made available by HUD to support eligible CDBG and HOME activities as well as how the public can request or access copies of important program documents.
 - c. Public comments may be presented in writing, via email and/or in person during public hearings (or virtually when available).

- (8) After considering public input and the recommendations of the members of the CDBG/HOME Taskforce, City Council will approve a slate of funded activities, appropriate funds to support these activities and authorize staff to implement such activities.
- (9) City Council may at times consider and approve certain special purpose funding recommendations received from program staff outside of the typical Annual Action Plan process, such as to meet HUD timeliness of expenditures requirements. Any such recommendations will follow all established public notice and public hearing requirements as established by HUD, Virginia law and/or this Article.
- (10) Once City Council has approved and funded a program, any reprogramming and budgetary changes will be done consistent with the Council-approved Citizen Participation Plan in effect at that time .

Sec. 2-423. - Procedures for public hearings, meetings and records.

- (a) Plans and/or amendments, as required under this Article, shall be advertised in the manner provided by Code of Virginia, § 15.2-2204, and in accordance with the adopted Citizen Participation Plan ("CPP").
- (b) All meetings conducted pursuant to this article and all records of the CDBG and HOME programs shall be subject to the provisions of the Virginia Freedom of Information Act ("FOIA").

Sec. 2-424. - Reserved.

ARTICLE XIII. - COMMUNITY DEVELOPMENT BLOCK GRANT PLANNING

Chapter 2 - ADMINISTRATION

Sec. 2-416. - Purpose and applicability of article.

- (a) This Article sets forth planning and decision-making procedures to guide the city's engagement as a 'participating jurisdiction' ("PJ") in the Community Development Block Grant ("CDBG") and HOME Investment Partnerships ("HOME") programs administered by the U.S. Department of Housing & Urban Development ("HUD") under the federal Housing and Community Development Act of 1974, as amended, and the federal HOME Investment Partnerships Act of 1991, as amended. ~~This article sets forth planning and decision-making procedures for the community development block grant (CDBG) and HOME Investment Partnerships (HOME) programs, funded under the federal Housing and Community Development Act of 1974, and the federal HOME Investment Partnerships Act of 1991, as amended.~~
- (b) CDBG funds should be used primarily to benefit persons of low and moderate income and to meet the national objectives, as defined by the United States Department of Housing and Urban Development (HUD). The funds may be spent for any activities permitted by the Housing and Community Development Act of 1974, as amended, and applicable federal regulations. HOME funds should be used to strengthen public-private partnerships to provide more affordable housing, as defined by HUD. The funds may be spent for any activities permitted by the HOME Investment Partnerships Act of 1991, as amended, and applicable federal regulations.
- (c) HUD's Office of Community Planning & Development ("CPD") establishes that CDBG and HOME funds are to be used primarily to support eligible community development, planning and affordable housing activities, as defined by HUD, that are designed to benefit low- and moderate-income ("LMI") persons and to address one or more of HUD's core national objectives. ~~The process established by this article shall apply only to funds specifically allocated for CDBG programs under the Housing and Community Development Act of 1974, as amended, and the HOME Investment Partnerships Act of 1991, as amended, or other funds specifically allocated for such purposes by city council.~~

Commented [AW1]:

https://library.municode.com/va/charlottesville/codes/code_of_ordinances/318538?nodeId=CO_C H2AD_ARTXIIICODEBLGRPL_S2-417CODEBLGRHOTAFO

Commented [AW2]: Minor updates to clarify language and phrasing

Commented [AW3]: Language updated to include reference to CPD office for concision

Commented [AW4]: Minor update to clarify use of 'Other funds,' specifically drawn from the CAHF, and purpose (to satisfy local match requirement)

- (d) The processes established by this article shall apply only to funds specifically allocated by HUD for the CDBG and HOME programs and/or to other funds specifically allocated by City Council to support these programs, such as funds that may be appropriated by Council from the Charlottesville Affordable Housing Fund ("CAHF") to satisfy HUD's local match' requirements for the HOME program. ~~This process shall not apply to the allocation of any funds remaining from urban renewal activities in the Garrett Street or Vinegar Hill urban renewal projects.~~

Commented [AW5]: Removed reference to completed activities

Sec. 2-417. The Community Development Block Grant Program.

- (a) The City of Charlottesville is proud to partner with HUD to provide valuable financial and other programmatic supports to a wide array of community-benefit organizations that nurture healthy and vibrant communities. Through the CDBG program, the City of Charlottesville provides valuable financial and other programmatic supports to a wide range of local partners that enable them to design and implement programs that foster vibrant and healthy communities through activities related to economic development, commercial and residential revitalization, and/or job creation, all in support of a shared vision of Charlottesville as a place where everyone thrives.
- (b) CDBG funds shall be spent to support eligible community development and planning activities as permitted under the Housing and Community Development Act of 1974, as amended, and applicable federal regulations, and applicable federal regulations, in line with priorities established by City Council during open public hearings.

Commented [AW6]: Double-check reference

Sec. 2-418. The HOME Investment Partnerships Program.

- (a) The City of Charlottesville is proud to partner with HUD and the Thomas Jefferson Planning District Commission ("TJPDC") to provide valuable financial and other programmatic supports to a wide array of community-benefit organizations that help nurture healthy and vibrant communities, with a special emphasis on affordable housing activities designed to support high-quality housing and living environments as well as to increase the availability of high-quality homeownership and rental opportunities for income-qualified city residents. Through HOME, the city partners with a wide array of local community-benefit organizations to design and implement programs that develop and/or rehabilitate affordable homeownership and rental opportunities throughout the city. In addition, through a regional partnership known as the Thomas Jefferson HOME

Consortium ("TJHC"), the city works closely with TJPDC and the staff of five neighboring counties: Albemarle, Fluvanna, Greene, Louisa and Nelson, to support a strong regional approach to the national housing crisis.

- (b) HOME funds shall be used to strengthen public-private partnerships focused on affordable housing activities ("AH") to strengthen housing stability for LMI residents and the local supply of affordable housing opportunities, as defined by HUD. The funds may be spent to support eligible affordable housing activities as permitted by the HOME Investment Partnerships Act of 1991, as amended, and applicable federal regulations.

Commented [AW7]: ++ Double-check reference

Sec. 2-419. Citizen Participation Plan.

- (a) The City of Charlottesville and the Thomas Jefferson Planning District Commission value the participation of all members of our community in the shared work of governance, including the work of the city's CDBG and HOME programs. We are motivated in this work by the belief that widespread public engagement in the development, evaluation, and execution of these plans and projects is an essential element of ensuring they deliver deep and meaningful beneficial benefits for our community.
- (b) The City of Charlottesville will develop and implement a Citizen Participation Plan ("CPP") as an inclusive framework for promoting meaningful public engagement and community-wide dialogue that will inform community development and affordable housing priorities and guide the use of funding received from HUD for the CDBG and HOME programs.

Sec. 2-417420. - CDBG/HOME TaskforceCommunity development block grant and HOME task force.

- (a) The CDBG/HOME Taskforce is hereby established to serve as an advisory committee tasked with reviewing applications for CDBG and/or HOME funding in the areas of housing, economic development, public facilities and infrastructure and public services to support activities that will make progress towards the goals and objectives established in the city's Consolidated Plan. The volunteer members of the taskforce then develop a slate of funding recommendations for consideration to City Council, consistent with federal regulations, HUD guidance and priorities for these programs as established by Council during open public hearingsThe community development block grant/HOME task force is hereby established to make recommendations to the planning commission

Commented [AW8]: Name of taskforce shortened for cocision

Commented [AW9]: This section moved to §2-420 to introduce new sections clarifying the CDBG and HOME programs (§2-417 and §2-418, respectively) and the Citizen Participation Plan (§2-419), important pieces of this work that were not covered in detail in the 2016 ordinance but are included in the CPP

and city council for funding housing, community development, economic development, and public service needs based on the consolidated plan and the CDBG priorities as established by city council annually. The CDBG/HOME task force will work with city administration to evaluate CDBG and HOME programs to ensure consistency with the consolidated plan goals. Such recommendations and evaluations shall be forwarded in accordance with the procedures set forth in this article.

- (b) The ~~CDBG/HOME Taskforce~~ CDBG/HOME task force shall be composed of nine (9) members appointed by the city council, ~~to include. The members shall include:~~

- i. ~~Five (5) members representing the city at-large, with the goal of having no more than one member being drawn a specific city neighborhood if sufficient applications are received by City Council from HUD's identified income-eligible areas of the city who are residents of city council designated priority neighborhoods~~
- ii. ~~Two (2) members One (1) member representing nonprofit organizations engaged in Public Services activities, representing public service programs as defined at 24 CFR 570.201~~
- iii. ~~One (1) member currently serving on the city's Planning Commission of the planning commission~~
- iv. ~~One (1) member representing public service programs as defined at 24 CFR 570.204~~
- v. ~~One (1) member currently serving on the Charlottesville City School Board of the city school board~~

- (c) Going forward, seats previously named for specific neighborhoods shall be designated as 'At-Large' seats.

- (d) ~~The terms of service for the members representing the Planning Commission and School Board shall be coextensive with the term of office to which such member has been elected or appointed term for the one (1) member of the CDBG task force from the planning commission and the one (1) member of the school board shall be coextensive with the term of office to which such member has been elected or appointed, unless the city council, at the first regular meeting each year, appoints others to serve as their representatives.~~

- ~~(e) All other members of the Task force first appointed shall serve respectively for terms of three (3) years. Vacancies that may arise shall be filled by appointment for the unexpired~~

Commented [AW10]: Question: If these new seats are approved, what will happen to those members currently appointed to specific neighborhoods? Can they automatically convert to one of the five city residents seats or will there need to be specific action by Council?

Commented [AW11]: No change; language added to new §2-420, subsection (a), to clarify the role of the CDBG/HOME Taskforce and its members

Commented [AW12]: Maintained number of seats (5) available to citizens not covered under the other criteria; removed specific reference to priority neighborhoods as (a) this has in the past prevented interested residents from being to serve if the seat for their neighborhood was already filled and (b) city has moved to a more targeted, citywide approach

Commented [AW13]: Expanded to two representative from organizations engaged in public services activities; clarified language

Commented [AW14]: No change

Commented [AW15]: Expanded to two representative from organizations engaged in public services activities; clarified language

Commented [AW16]: No change

term only. Members may serve up to two (2) consecutive full terms. The remaining members of the task force first appointed shall serve respectively for terms of one (1) year, two (2) years, and three (3) years, divided equally or as nearly equal as possible between the membership. Subsequent appointments shall be for terms of three (3) years each. Vacancies shall be filled by appointment for the unexpired term only. Members may serve up to two (2) consecutive full terms.

(f)(e) —. The members shall include One (1) additional citizen

Sec. 2-421418. - Subcommittees Community development block grant (CDBG)/HOME task force subcommittees.

- (a) When the City Council is considering proposed HUD-funded activities with a city- and/or neighborhood-wide benefit, Council may choose to appoint members to a Special Purpose ad hoc subcommittee, including but not limited to representatives of the CDBG/HOME Taskforce, the Planning Commission or other city board or commission, residents, businesspeople and property owners from the priority neighborhood as Council deems appropriate. Priority neighborhood subcommittee. When the city council determines that a portion of available CDBG funds will be used to assist an income eligible area, the council may appoint a priority neighborhood subcommittee, including but not limited to representatives of the CDBG task force, the planning commission and residents, business people and property owners from the priority neighborhood. The term of each priority neighborhood subcommittee shall be three (3) years, unless otherwise specified by the council, and each priority neighborhood subcommittee shall operate under such guidelines and perform such advisory functions as the council may direct at the time of appointment. Priority neighborhood subcommittee shall make recommendations to the CDBG/HOME task force for funding housing and community development needs based on the consolidated plan and work with the city to evaluate feasibility and to ensure consistency with programmatic regulations. The city council will designate an income eligible area for three (3) years with the authority to postpone or extend funding in the event of a compelling project or need.
- (b) Economic development subcommittee. When the city council provides for a CDBG economic development set aside, the city staff who participate on the strategic action team (SAT) will serve as the economic development subcommittee. The SAT is an

Commented [AW17]: Terms of service for seats not assigned to Planning and Schools set at three years; language added to provide Council to approve service beyond two (2) terms as they see fit

Commented [AW18]: Note: §2-420(e) in the proposed 2026 update can be removed if the requirement for assigning members to specific neighborhoods is removed

Commented [AW19]: Removed

interdisciplinary team of city staff who examine the city's workforce development efforts and assist with policy development focused on self-sufficiency for city residents. When the city council determines that a separate economic development subcommittee is needed, the city council shall appoint members with economic development expertise, including but not limited to local business owners, chamber of commerce, office of economic development and other major stakeholders. The subcommittee shall make recommendations to the CDBG/HOME task force for funding economic development projects based on the consolidated plan and work with city staff to evaluate feasibility and ensure consistency with programmatic regulations.

Sec. 2-422419. - Annual processes.

In order to ensure the efficient and equitable administration of the city's CDBG and HOME programs, program staff will work to ensure that certain key processes occur on an annual basis, including The following steps shall comprise the annual process for planning and programming the expenditure of CDBG and HOME funds:

- (1) City staff assigned to CDBG/HOME task Taskforce will review CDBG/HOME eConsolidated plan Plan goals and applicable regulations to formulate recommendations for annual funding priorities.
- (2) The city council shall conduct a public hearing to solicit the views of citizens on city wide community development and housing needs. The purpose of this public hearing shall be for council to receive citizens' comments on recommended priorities and program performance. The notice of the public hearing shall include an estimate of the amount of funds available for CDBG and HOME activities and the range of activities that may be undertaken, as well as how the public can access a copy of the most recent consolidated annual performance evaluation report ("CAPER"). Public comments may be presented in writing or in person.
- (3) After receiving all comments, council shall establish priorities for the grant year, including such percentage allocations of funds to categories and to particular income eligible areas as it deems appropriate.

- (4) Program staff will issue a formal Notice of Funding Availability ("NOFA") and conduct an open and public Request for Proposals ("RFP") process.

Commented [AW20]: Section moved to new §2-421 and updated to remove reference to specifics subcommittees, as these have not been active, seemingly for several years; language clarified to reserve right of City Council to assign members to specific subcommittees should they see fit

Commented [AW21]: Renamed as §2-422

Commented [AW22]: Steps clarified to more fully reflect the actual processes in place while adhering to HUD requirements

Commented [AW23]: Clarified that city staff does not participate in formulation of funding recommendations; staff is purely advisory as to process

(4)(5) The volunteer members of the CDBG/HOME Taskforce will evaluate requests for funding and formulate funding recommendations for consideration by the Commissioners of the Thomas Jefferson Planning District Commission and City Council at scheduled and noticed public hearings. After council establishes priorities for the grant year, city staff with the CDBG/HOME task force will develop a request for proposals, within the funding priorities established by council, to be advertised and distributed to interested parties and prior recipients of funds.

(5)(6) The CDBG/HOME task force shall provide funding recommendations to the planning commission and city council to ensure that proposed projects are consistent with the CDBG program requirements and national objectives and/or HOME program requirements, as applicable. Review will also include a determination of consistency with the city's comprehensive plan and affordable housing goal(s).

(7) Program staff will coordinate public hearings and a public comment period for all CDBG and HOME items requiring City Council approval. The city council and planning commission shall conduct a joint public hearing to receive public comments on the proposed annual Action plan of the consolidated Consolidated plan and CDBG/HOME performance evaluation ("CAPER"), as appropriate. Notwithstanding the foregoing, the CDBG/Home performance plan CAPRR may be presented at a separate public hearing as required by the Code of Federal Regulations.

- a. Public hearing shall provide opportunities for members of Council to receive citizens' comments on recommended priorities, funding recommendations and reviews of program performance.
- b. The notice of the public hearings shall include estimates of funds anticipated to be made available by HUD to support eligible CDBG and HOME activities as well as how the public can request or access copies of important program documents.
- (6)c. Public comments may be presented in writing, via email and/or in person during public hearings (or virtually when available).

(7)(8) Following After considering public input and the recommendations of the members of the CDBG/HOME Taskforce, City Council will approve a slate of funded activities, appropriate funds to support these activities and authorize staff to implement such activities. the public hearing and any additional meetings or hearings deemed by the city council to be necessary, the council shall make a final decision on the programs, projects and expenditures to be funded from the year's CDBG/HOME programs.

~~(8)~~(9) City Council may at times consider and approve certain special purpose funding recommendations received from program staff outside of the typical Annual Action Plan process, such as to meet HUD timeliness of expenditures requirements. Any such recommendations will follow all established public notice and public hearing requirements as established by HUD, Virginia law and/or this Article. The city shall provide the task force and planning commission with the Consolidated Annual Performance Evaluation Report (CAPER) in conjunction with the city's submission to HUD. The CAPER and evaluation of program specific successes and challenges will be used in future CDBG/HOME recommendations to city council for projects and programs.

~~(9)~~(10) Once City Council has approved and funded a program, any reprogramming and budgetary changes will be done consistent with the Council-approved Citizen Participation Plan in effect at that time. Once council has approved and funded a program, any reprogramming and budgetary changes will be done consistent with the citizen participation plan adopted by council.

Sec. 2-~~423~~420. - Procedures for public hearings, meetings and records.

- (a) ~~Plans and/or amendments, as required under this Article, shall be advertised in the manner provided by Code of Virginia, § 15.2-2204, and in accordance with the adopted Citizen Participation Plan ("CPP") or amendments, as required under this article shall be advertised in the manner provided by Code of Virginia, § 15.2-2204, and in accordance with the adopted citizen participation plan.~~
- (b) ~~All meetings conducted pursuant to this article and all records of the CDBG and HOME programs shall be subject to the provisions of the Virginia Freedom of Information Act ("FOIA"). Meetings conducted pursuant to this article and all records of the CDBG and HOME programs shall be subject to the provisions of the Virginia Freedom of Information Act.~~

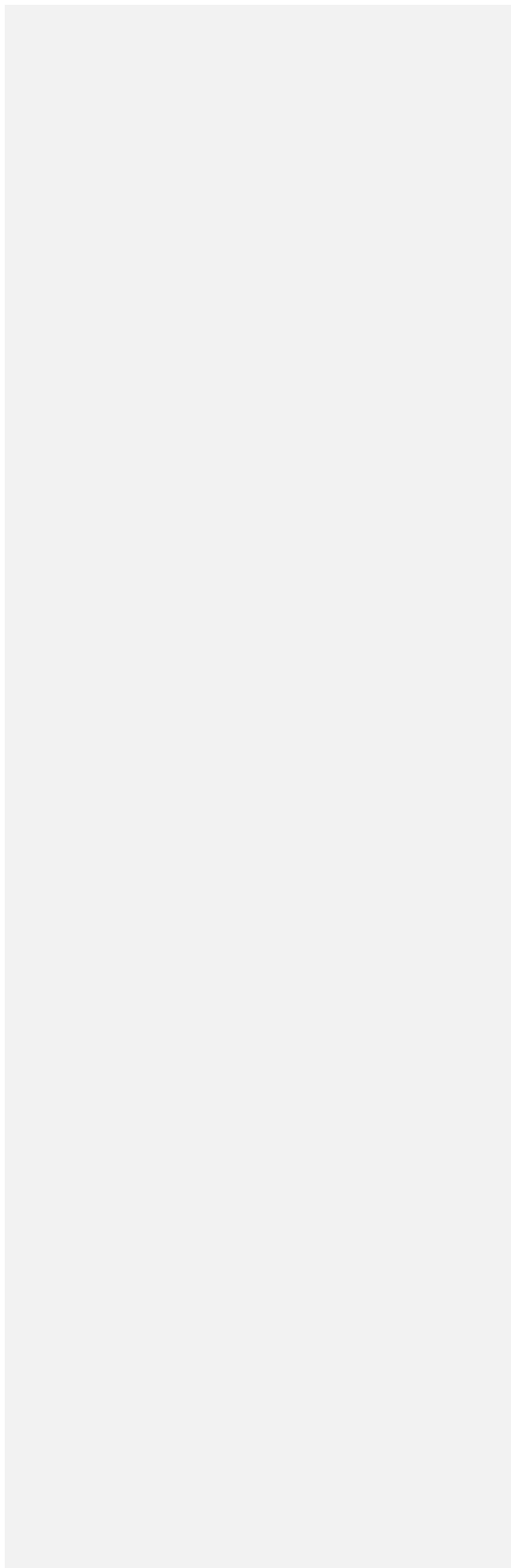
Commented [AW24]: No substantive change; minor language and reference clarifications

Commented [AW25]: No change

Sec. 2-~~424~~421. - Reserved.

Editor's note—Ord. of Dec. 15, 2003, repealed § 2-421, which pertained to expiration of article. See also the Code Comparative Table.

Secs. 2-392—2-415. - Reserved.



ARTICLE XIII. - COMMUNITY DEVELOPMENT BLOCK GRANT PLANNING

Footnotes:

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Editor's note— Ord. of August 15, 2016(2), amended Art. XIII in its entirety to read as herein set out. Former Art. XIII, §§ 2-416—2-420, pertained to similar material. See also the Code Comparative Table.

Sec. 2-416. - Purpose and applicability of article.

- (a) This article sets forth planning and decision making procedures for the community development block grant (CDBG) and HOME Investment Partnerships (HOME) programs, funded under the federal Housing and Community Development Act of 1974, and the federal HOME Investment Partnerships Act of 1991, as amended.
- (b) CDBG funds should be used primarily to benefit low and moderate income persons and to meet the national objectives, as defined by the United States Department of Housing and Urban Development (HUD). The funds may be spent for any activities permitted by the Housing and Community Development Act of 1974, as amended, and applicable federal regulations. HOME funds should be used to strengthen public-private partnerships to provide more affordable housing, as defined by HUD. The funds may be spent for any activities permitted by the HOME Investment Partnerships Act of 1991, as amended, and applicable federal regulations.
- (c) The process established by this article shall apply only to funds specifically allocated for CDBG programs under the Housing and Community Development Act of 1974, as amended, and the HOME Investment Partnerships Act of 1991, as amended, or other funds specifically allocated for such purposes by city council.
- (d) This process shall not apply to the allocation of any funds remaining from urban renewal activities in the Garrett Street or Vinegar Hill urban renewal projects.

(Ord. of 8-15-16(2))

Sec. 2-417. - Community development block grant and HOME task force.

- (a) The community development block grant/HOME task force is hereby established to make recommendations to the planning commission and city council for funding housing, community development, economic development, and public service needs based on the consolidated plan and the CDBG priorities as established by city council annually. The CDBG/HOME task force will work with city administration to evaluate CDBG and HOME programs to ensure consistency with the consolidated plan goals. Such recommendations and evaluations shall be forwarded in accordance with the procedures set forth in this article.

- (b) The CDBG/HOME task force shall be composed of nine (9) members appointed by the city council. The members shall include:
- (1) Five (5) members from HUD's identified income eligible areas of the city who are residents of city council designated priority neighborhoods;
 - (2) One (1) member of the planning commission;
 - (3) One (1) member representing public service programs as defined at 24 CFR 570.201;
 - (4) One (1) member of the city school board;
 - (5) One (1) additional citizen.

The term for the one (1) member of the CDBG task force from the planning commission and the one (1) member of the school board shall be coextensive with the term of office to which such member has been elected or appointed, unless the city council, at the first regular meeting each year, appoints others to serve as their representatives. The remaining members of the task force first appointed shall serve respectively for terms of one (1) year, two (2) years, and three (3) years, divided equally or as nearly equal as possible between the membership. Subsequent appointments shall be for terms of three (3) years each. Vacancies shall be filled by appointment for the unexpired term only. Members may serve up to two (2) consecutive full terms.

(Ord. of 8-15-16(2))

Sec. 2-418. - Community development block grant (CDBG)/HOME task force subcommittees.

- (a) *Priority neighborhood subcommittee.* When the city council determines that a portion of available CDBG funds will be used to assist an income eligible area, the council may appoint a priority neighborhood subcommittee, including but not limited to representatives of the CDBG task force, the planning commission and residents, business people and property owners from the priority neighborhood. The term of each priority neighborhood subcommittee shall be three (3) years, unless otherwise specified by the council, and each priority neighborhood subcommittee shall operate under such guidelines and perform such advisory functions as the council may direct at the time of appointment. Priority neighborhood subcommittee shall make recommendations to the CDBG/HOME task force for funding housing and community development needs based on the consolidated plan and work with the city to evaluate feasibility and to ensure consistency with programmatic regulations. The city council will designate an income eligible area for three (3) years with the authority to postpone or extend funding in the event of a compelling project or need.
- (b) *Economic development subcommittee.* When the city council provides for a CDBG economic development set aside, the city staff who participate on the strategic action team (SAT) will serve as the economic development subcommittee. The SAT is an interdisciplinary team of city staff who examine the city's workforce development efforts and assist with policy development

focused on self-sufficiency for city residents. When the city council determines that a separate economic development subcommittee is needed, the city council shall appoint members with economic development expertise, including but not limited to local business owners, chamber of commerce, office of economic development and other major stakeholders. The subcommittee shall make recommendations to the CDBG/HOME task force for funding economic development projects based on the consolidated plan and work with city staff to evaluate feasibility and ensure consistency with programmatic regulations.

(Ord. of 8-15-16(2))

Sec. 2-419. - Annual process.

The following steps shall comprise the annual process for planning and programming the expenditure of CDBG and HOME funds.

- (1) City staff assigned to CDBG task force will review CDBG/HOME consolidated plan goals and applicable regulations to formulate recommendations for annual funding priorities.
- (2) The city council shall conduct a public hearing to solicit the views of citizens on city wide community development and housing needs. The purpose of this public hearing shall be for council to receive citizens' comments on recommended priorities and program performance. The notice of the public hearing shall include an estimate of the amount of funds available for CDBG and HOME activities and the range of activities that may be undertaken, as well as how the public can access a copy of the most recent consolidated annual performance evaluation report (CAPER). Public comments may be presented in writing or in person.
- (3) After receiving all comments, council shall establish priorities for the grant year, including such percentage allocations of funds to categories and to particular income eligible areas as it deems appropriate.
- (4) After council establishes priorities for the grant year, city staff with the CDBG/HOME task force will develop a request for proposals, within the funding priorities established by council, to be advertised and distributed to interested parties and prior recipients of funds.
- (5) Responses to the city's request for proposals will be evaluated by the CDBG/HOME task force.
- (6) The CDBG/HOME task force shall provide funding recommendations to the planning commission and city council to ensure that proposed projects are consistent with the CDBG program requirements and national objectives and/or HOME program requirements, as applicable. Review will also include a determination of consistency with the city's comprehensive plan and affordable housing goal(s).
- (7) The city council and planning commission shall conduct a joint public hearing to receive public comments on the proposed annual action plan of the consolidated plan and CDBG/HOME performance, as appropriate. Notwithstanding the foregoing, the CDBG/Home performance

plan may be presented at a separate public hearing as required by the Code of Federal Regulations.

- (8) Following the public hearing and any additional meetings or hearings deemed by the city council to be necessary, the council shall make a final decision on the programs, projects and expenditures to be funded from the year's CDBG/HOME programs.
- (9) The city shall provide the task force and planning commission with the Consolidated Annual Performance Evaluation Report (CAPER) in conjunction with the city's submission to HUD. The CAPER and evaluation of program specific successes and challenges will be used in future CDBG/HOME recommendations to city council for projects and programs.
- (10) Once council has approved and funded a program, any reprogramming and budgetary changes will be done consistent with the citizen participation plan adopted by council.

(Ord. of 8-15-16(2))

Sec. 2-420. - Procedures for public hearings, meetings and records.

- (a) Plans or amendments, as required under this article shall be advertised in the manner provided by Code of Virginia, § 15.2-2204, and in accordance with the adopted citizen participation plan.
- (b) All meetings conducted pursuant to this article and all records of the CDBG and HOME programs shall be subject to the provisions of the Virginia Freedom of Information Act.

(Ord. of 8-15-16(2))

Sec. 2-421. - Reserved.

Editor's note— Ord. of Dec. 15, 2003, repealed § 2-421, which pertained to expiration of article. See also the Code Comparative Table.

ARTICLE XIII. COMMUNITY PLANNING AND DEVELOPMENT GRANT PROGRAMS

Charlottesville, Virginia, Code of Ordinances

Chapter 2 – Administration

Sec. 2-416. Purpose and applicability of article.

- (a) This Article sets forth planning and decision-making procedures to guide the city's engagement as a 'participating jurisdiction' ("PJ") in the Community Development Block Grant ("CDBG") and HOME Investment Partnerships ("HOME") programs administered by the U.S. Department of Housing & Urban Development ("HUD") under the federal Housing and Community Development Act of 1974, as amended, and the federal HOME Investment Partnerships Act of 1991, as amended.
- (b) HUD's Office of Community Planning & Development ("CPD") establishes that CDBG and HOME funds are to be used primarily to support eligible community development, planning and affordable housing activities, as defined by HUD, that are designed to benefit low- and moderate-income ("LMI") persons and to address one or more of HUD's core national objectives.
- (c) The processes established by this article shall apply only to funds specifically allocated by HUD for the CDBG and HOME programs and/or to other funds specifically allocated by City Council to support these programs, such as funds that may be appropriated by Council from the Charlottesville Affordable Housing Fund ("CAHF") to satisfy HUD's local match' requirements for the HOME program.

Sec. 2-417. The Community Development Block Grant Program.

- (a) The City of Charlottesville is proud to partner with HUD to provide valuable financial and other programmatic supports to a wide array of community-benefit organizations that nurture healthy and vibrant communities. Through the CDBG program, the City of Charlottesville provides valuable financial and other programmatic supports to a wide range of local partners that enable them to design and implement programs that foster vibrant and healthy communities through activities related to economic development, commercial and residential revitalization, and/or job creation, all in support of a shared vision of Charlottesville as a place where everyone thrives.
- (b) CDBG funds shall be spent to support eligible community development and planning activities as permitted under the Housing and Community Development Act of 1974,

as amended, and applicable federal regulations, and applicable federal regulations, in line with priorities established by City Council during open public hearings.

Sec. 2-418. The HOME Investment Partnerships Program.

- (a) The City of Charlottesville is proud to partner with HUD and the Thomas Jefferson Planning District Commission (“TJPDC”) to provide valuable financial and other programmatic supports to a wide array of community-benefit organizations that help nurture healthy and vibrant communities, with a special emphasis on affordable housing activities designed to support high-quality housing and living environments as well as to increase the availability of high-quality homeownership and rental opportunities for income-qualified city residents. Through HOME, the city partners with a wide array of local community-benefit organizations to design and implement programs that develop and/or rehabilitate affordable homeownership and rental opportunities throughout the city. In addition, through a regional partnership known as the Thomas Jefferson HOME Consortium (“TJHC”), the city works closely with TJPDC and the staff of five neighboring counties: Albemarle, Fluvanna, Greene, Louisa and Nelson, to support a strong regional approach to the national housing crisis.
- (b) HOME funds shall be used to strengthen public-private partnerships focused on affordable housing activities (“AH”) to strengthen housing stability for LMI residents and the local supply of affordable housing opportunities, as defined by HUD. The funds may be spent to support eligible affordable housing activities as permitted by the HOME Investment Partnerships Act of 1991, as amended, and applicable federal regulations.

Sec. 2-419. Citizen Participation Plan.

- (a) The City of Charlottesville and the Thomas Jefferson Planning District Commission value the participation of all members of our community in the shared work of governance, including the work of the city’s CDBG and HOME programs. We are motivated in this work by the belief that widespread public engagement in the development, evaluation, and execution of these plans and projects is an essential

element of ensuring they deliver deep and meaningful beneficial benefits for our community.

- (b) The City of Charlottesville will develop and implement a Citizen Participation Plan (“CPP”) as an inclusive framework for promoting meaningful public engagement and community-wide dialogue that will inform community development and affordable housing priorities and guide the use of funding received from HUD for the CDBG and HOME programs.

Sec. 2-420. CDBG/HOME Taskforce.

- (a) The CDBG/HOME Taskforce is hereby established to serve as an advisory committee tasked with reviewing applications for CDBG and/or HOME funding in the areas of housing, economic development, public facilities and infrastructure and public services to support activities that will make progress towards the goals and objectives established in the city's Consolidated Plan. The volunteer members of the taskforce then develop a slate of funding recommendations for consideration to City Council, consistent with federal regulations, HUD guidance and priorities for these programs as established by Council during open public hearings.
- (b) The CDBG/HOME Taskforce shall be composed of nine (9) volunteer members appointed by City Council, to include:
 - a. Five (5) members representing the city at-large, with the goal of having no more than one member being drawn a specific city neighborhood if sufficient applications are received by City Council
 - b. Two (2) members representing nonprofit organizations engaged in Public Services activities, as defined at 24 CFR 570.201
 - c. One (1) member currently serving on the city's Planning Commission
 - d. One (1) member currently serving on the Charlottesville City School Board
- (c) The terms of service for the members representing the Planning Commission and School Board shall be coextensive with the term of office to which such member has been elected or appointed, unless City Council, at the first regular meeting each year, appoints others to serve as representatives for these bodies.
- (d) All other members of the Task force first appointed shall serve respectively for terms of three (3) years, with a limit of two terms unless otherwise approved by City Council. Vacancies that may arise shall be filled by appointment for the unexpired

term only. Members may serve up to two (2) consecutive full terms, unless otherwise approved for additional service by City Council. (Charlottesville Municipal Code, Article 1, Sec. 2-8¹)

- (e) The seat of any members who, having been duly appointed by Council to a seat representing a designated neighborhood within the city, moves subsequent to their appointment but who otherwise remains a city resident will convert to an At-Large seat for the remainder of their term or until such time Council takes additional action regarding their appointment (such as to appoint them to another open seat). This conversion will occur even if all other At-Large seats have been filled prior to the date of member's move within the city.

Sec. 2-421. Subcommittees.

- (a) When the City Council is considering proposed HUD-funded activities with a city- and/or neighborhood-wide benefit, Council may choose to appoint members to a Special Purpose ad hoc subcommittee, including but not limited to representatives of the CDBG/HOME Taskforce, the Planning Commission or other city board or commission, residents, businesspeople and property owners from the priority neighborhood as Council deems appropriate.

Sec. 2-422. Annual processes.

- (a) In order to ensure the efficient and equitable administration of the city's CDBG and HOME programs, program staff will work to ensure that certain key processes occur on an annual basis, including:
 - (i) City Council will establish priorities for the upcoming program year
 - (ii) Program staff will issue a formal Notice of Funding Availability ("NOFA") and conduct an open and public Request for Proposals ("RFP") process
 - (iii) The volunteer members of the CDBG/HOME Taskforce will review requests for funding and formulate funding recommendations for consideration by the Commissioners of the Thomas Jefferson Planning District Commission and City Council

1

https://library.municode.com/va/charlottesville/codes/code_of_ordinances?nodeId=CO_CH2AD_ARTIINGE_S2-8LITEMEBOCO

- (iv) Program staff will coordinate public hearings and a public comment period for all CDBG and HOME items requiring City Council approval
 - a) Public hearing shall provide opportunities for members of Council to receive citizens' comments on recommended priorities, funding recommendations and reviews of program performance
 - b) The notice of the public hearings shall include estimates of funds anticipated to be made available by HUD to support eligible CDBG and HOME activities as well as how the public can request or access copies of important program documents
 - c) Public comments may be presented in writing, via email and/or in person during public hearings (or virtually when available).
- (b) After considering public input and the recommendations of the members of the CDBG/HOME Taskforce, City Council will approve a slate of funded activities, appropriate funds to support these activities and authorize staff to implement such activities.
- (c) The CDBG/HOME Taskforce may also be called upon to help review annual performance of the city HUD-funded activities and to identify accomplishments, challenges encountered and recommended amendments to the Annual Action Plan, such findings to be included in the city's Consolidated Annual Performance Evaluation Report ("CAPER") and used to inform future funding recommendations.
- (d) City Council may at times consider and approve certain special purpose funding recommendations received from program staff outside of the typical Annual Action Plan process, such as to meet HUD timeliness of expenditures requirements. Any such recommendations will follow all established public notice and public hearing requirements as established by HUD, Virginia law and/or this Article.
- (e) Once City Council has approved and funded a program, any reprogramming and budgetary changes will be done consistent with the approved Citizen Participation Plan in effect at that time.

Sec. 2-423. Procedures for public hearings, meetings and records.

- (a) Plans and/or amendments, as required under this Article, shall be advertised in the manner provided by Code of Virginia, § 15.2-2204², and in accordance with the adopted Citizen Participation Plan ("CPP").

² <https://law.lis.virginia.gov/vacode/title15.2/chapter22/section15.2-2204/>

(b) All meetings conducted pursuant to this article and all records of the CDBG and HOME programs shall be subject to the provisions of the Virginia Freedom of Information Act ("FOIA").

Sec/ 2-424. Reserved.

Policy Briefing Summary

City Council



Regarding:	Public Hearing and Resolution for City Right-of-Way Agreement Execution Dedicating an Easement to Dominion Energy
Staff Contact(s):	Michael Goddard, Deputy Director
Presenter:	Glenn Lee Cooper, Transportation Project Manager
Date of Proposed Action:	July 20, 2026

Issue

Hold a Public hearing and approve the execution of a Right-of-Way Agreement ("Agreement") resolution authorizing the dedication of an easement on City-owned property to Virginia Electric and Power Company, doing business in Virginia as Dominion Energy Virginia ("Dominion Energy") for the purpose of charging Battery Electric Buses ("BEB's") for City use in the Charlottesville Area Transit ("CAT") transit parking lot at 1545 Avon St Ext.

Background / Rule

CAT will operate BEB's for Transit operations throughout City. BEB's will be stored in the CAT transit parking lot at 1545 Avon St Ext., Charlottesville, Virginia, 22902, for charging when not operational. Accordingly, fixed BEB chargers linked to the Dominion Energy power grid must be installed in the CAT transit bus parking lot to ensure as needed charging capability.

Analysis

Dominion Energy has requested City approve the attached Agreement granting it a fifteen by fifty (15x50) foot easement across City-owned parcel 077E2-00-00-00300 (1545 Avon Street Ext.) for the purpose of transmitting and distributing electrical power to electric charging infrastructure for City BEB's. Authorizing approval of the attached Agreement authorizing the easement dedication will allow completion of City installation of a needed charging station.

Financial Impact

None.

Recommendation

Following conducting the legally required Public Hearing, City Staff recommends City Council approve the execution of the attached Agreement dedicating the requested easement on City-owned property to Dominion Energy as presented.

Recommended Motion (if Applicable)

"I Move adoption of the Agreement resolution dedicating to Dominion Energy the requested easement on City-owned property as presented."

Attachments

1. agr_city of charlottesville virginia_combined_0054_rev



Right of Way Agreement

THIS RIGHT OF WAY AGREEMENT, is made and entered into as of this _____ day of _____, by and between **CITY OF CHARLOTTESVILLE, VIRGINIA ("GRANTOR")** and **VIRGINIA ELECTRIC AND POWER COMPANY**, a Virginia public service corporation, doing business in Virginia as Dominion Energy Virginia, with its principal office in Richmond, Virginia ("**GRANTEE**").

WITNESSETH:

1. That for and in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, the receipt and sufficiency whereof is hereby acknowledged, **GRANTOR** grants and conveys unto **GRANTEE** its successors and assigns, the ~~perpetual~~ right, privilege and exclusive easement over, under, through, upon and across the property described herein, for the purpose of transmitting and distributing electric power by one or more circuits; for its own internal telephone and other internal communication purposes directly related to or incidental to the generation, distribution, and transmission of electricity; for fiber optic cables, wires, attachments, and other transmission facilities, and all equipment, accessories and appurtenances desirable in connection therewith, for the purpose of transmitting voice, text, data, internet services, and other communications services, including the wires and attachments of third parties; and for lighting purposes; including but not limited to the rights:

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

1.2 Paragraph is for granting overhead rights within this Right of Way Agreement and is intentionally not included.

1.3 to apportion, lease, or license the voice, text, data, internet service, and other communications rights herein in whole or in part to third parties as may be useful or practical, including the rights to transmit third party data and the right to apportion, lease, or license surplus communications capacity to third parties for the exercise of such rights.

2. The easement granted herein shall extend across the lands of **GRANTOR** situated in **Albemarle County** , Virginia, as more fully described on Plat(s) Numbered **81-26-0054**, attached to and made a part of this Right of Way Agreement; the location of the boundaries of said easement being shown in broken lines on said Plat(s), reference being made thereto for a more particular description thereof.

3. All facilities constructed hereunder shall remain the property of **GRANTEE**. **GRANTEE** shall have the right to inspect, including but not limited to the airspace above the property controlled by **GRANTOR**, reconstruct, remove, repair, improve, relocate on and within the easement area and make such changes, alterations, substitutions, additions to or extensions of its facilities as **GRANTEE** may from time to time deem advisable.

This Document Prepared by Virginia Electric and Power Company and should be returned to: Dominion Energy Virginia, 1719 Hydraulic Road, Attn: R/W, Charlottesville, VA 22901

Initials: _____

Parcel ID No: 077E2-00-00-00300

DEVID No(s): 81-26-0054

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Form No. 728493 ©2023 Dominion Energy



Right of Way Agreement

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

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

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

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

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

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

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

Initials: _____

DEVID No(s): 81-26-0054

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Right of Way Agreement

11. **GRANTOR** covenants that it is seised of and has the right to convey this easement and the rights and privileges granted hereunder; that **GRANTEE** shall have quiet and peaceable possession, use and enjoyment of the aforesaid easement, rights and privileges; and that **GRANTOR** shall execute such further assurances thereof as may be reasonably required.

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

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

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

APPROVED AS TO FORM:

City of Charlottesville, Virginia

(Name)

By: _____

(Title)

Title: _____

Commonwealth of Virginia

County of _____

I, _____, a Notary Public in and for the Commonwealth of Virginia at Large,
do hereby certify that this day personally appeared before me in my jurisdiction aforesaid

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

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

Given under my hand _____, 20____

Notary Public (Print Name)

Notary Public (Signature)

Virginia Notary Reg. No. _____

My Commission Expires: _____

DEVID No(s): 81-26-0054

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(Notary Seal Here)



Exhibit A

THIS RIGHT OF WAY AGREEMENT is made and entered into as of this ____ day of _____, _____, by and between the **City of Charlottesville, Virginia**, a political subdivision of the Commonwealth of Virginia ("GRANTOR"), and **VIRGINIA ELECTRIC AND POWER COMPANY**, a Virginia public service corporation doing business in Virginia as Dominion Energy Virginia ("GRANTEE") is hereby amended as follows:

1. This Right of Way Agreement shall be limited in duration and shall remain in force for a term of forty (40) years, except for any air rights together with easements for columns for support granted hereunder, in which case such air rights together with easements for columns for support shall exist for a term of sixty (60) years. At the end of any such term, this Right of Way Agreement shall automatically terminate unless **GRANTOR** agrees to renew this Right of Way Agreement for an additional term of years.

2. In the event that this Right of Way Agreement is terminated, or if the removal of **GRANTEE's** facilities is otherwise desired by **GRANTOR**, then **GRANTOR** agrees that it will pay the cost of removing **GRANTEE's** wires and facilities, and, if appropriate, the cost of replacing **GRANTEE's** wires and facilities. Upon the termination of this Right of Way Agreement, **GRANTOR** agrees to provide **GRANTEE**, if needed by **GRANTEE**, a suitable substitute easement subject to the same terms provided for herein for **GRANTEE's** wires and facilities. In the event that this Right of Way Agreement is revoked or terminated, all facilities constructed hereunder shall remain the property of **GRANTEE**.

3. **GRANTOR** covenants that in the event that **GRANTOR** sells or conveys the real property on which **GRANTEE's** wires and facilities are located by this Right of Way Agreement, **GRANTOR** will provide **GRANTEE** with a suitable permanent easement for **GRANTEE's** wires and facilities and, if necessary, pay the cost of relocating **GRANTEE's** wires and facilities to such permanent easement.

GRANTOR: City of Charlottesville, Virginia

Signature: _____

Title: _____

DEVID No(s). 81-26-0054

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Form No. 728558 ©2023 Dominion Energy



Right of Way Agreement

This Exhibit A shall be attached to and made a part of the Right of Way Agreement executed by the undersigned **GRANTOR(s)** on the _____ day of _____, _____. The following terms and conditions are incorporated therein:

- **GRANTEE** agrees to indemnify, protect, defend and hold harmless **GRANTOR**, its employees or agents from and against all claims, actions, losses, damages, costs, expenses and liabilities that arise directly out of injury to or death of any person or loss of or damage to **GRANTOR's** real or personal property in or upon the easement or **GRANTOR's** contiguous area, including the person or property of **GRANTOR**, its employees and agents, to the extent such injury, death, loss or damage is proximately caused by the gross negligence or willful misconduct of **GRANTEE**, its employees or agents. For the avoidance of doubt, the foregoing indemnity does not include, and does not extend or apply to, any claims, actions, losses, damages, costs, expenses and liabilities arising in any way from any acts or omissions of **GRANTOR**, its agents, employees, or licensees.

GRANTOR:

City of Charlottesville, Virginia

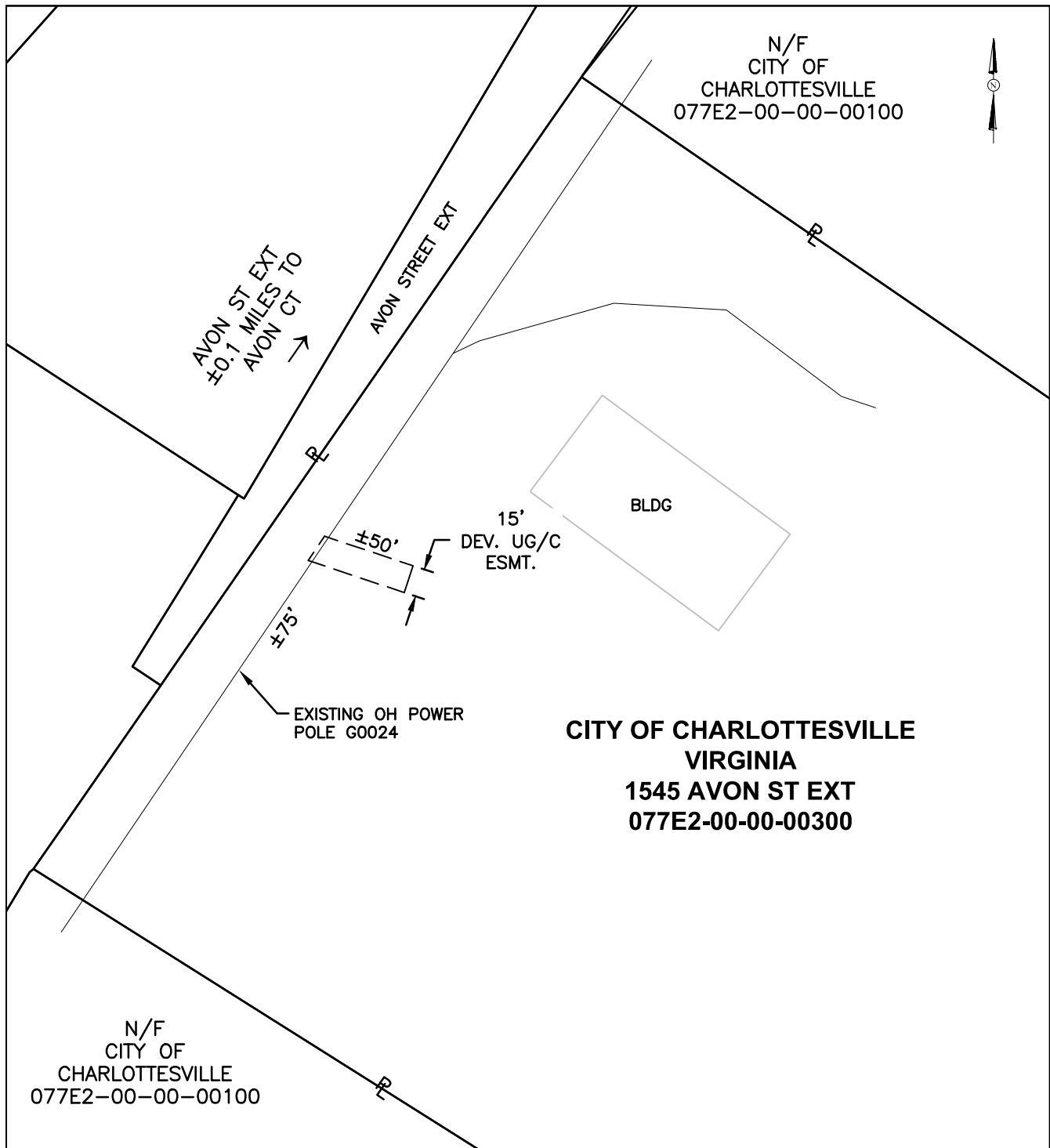
By: _____

Its: _____

DEVID No(s). 81-26-0054

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Form No. 721288 ©2023 Dominion Energy



LEGEND --- Location of Right-of-Way Boundary ---P--- Indicates Property Line is Right-of-Way Boundary *NOTE: The centerline of the facilities in the field determine the centerline of the easement.	Region	Local Office	State	PLAT TO ACCOMPANY RIGHT-OF-WAY AGREEMENT VIRGINIA ELECTRIC AND POWER COMPANY doing business as Dominion Energy Virginia
	Western	Charlottesville	VA	
	County-City		Grid Number	
	Albemarle		G0024	
	Work Request No.	DEVID No.	Scale	
	4000028871	81-26-0054	Not to Scale	
	Date	By		
	05/27/2026	R. Mason		
OWNER INITIALS _____				Page 4 of 4

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Policy Briefing Summary

City Council



Regarding:	Resolution to Appropriate \$320,000 in School Zone Photo Enforcement Revenue for FY 2027 (1 of 2 readings)
Staff Contact(s):	Samuel Roman, Assistant City Manager, Michael Kochis, Police Chief, Jason Vandever, City Treasurer, Krisy Hammill, Director of Budget, Sau Chan, Deputy City Attorney
Presenter:	Samuel Roman, Assistant City Manager
Date of Proposed Action:	July 20, 2026

Issue

Revenues from the School Zone Speed Cameras needs to be appropriated so they can be used to pay the monthly lease payments for the camera and associated equipment.

Background / Rule

In February 2023, City Council passed a resolution (#R-23-020) which approved the use of speed cameras on Monticello Avenue for the school zone near Summit Elementary and on Cherry Avenue for the school zones near Charlottesville Middle School and Tall Oaks Elementary. In August 2024, the City entered into a Photo Enforcement Services Agreement with American Traffic Solutions, Inc, doing business as Verra Mobility. The agreement provided several payment options for the services. It was the understanding of staff that the cost of the services would be budget neutral in the sense that the revenues generated from enforcement would be equal to or exceed the cost of cost of the equipment and service fees.

Analysis

Six cameras (2 at each approved school zone) were installed and placed in service in October 2025. In November 2025, the City received an invoice for the month of October for \$25,504. The fees break down to \$4,250 a month for each camera and include some miscellaneous fees for the mailing of the notices. The original agreement provided multiple payment options but was silent as to which one had been selected. Upon receiving the invoice, staff reached out to the vendor to discuss the different options and requirements of each option. One of the options provided allows for the City to pay either the amount of the monthly invoice or the amount of enforcement revenue received, whichever is less.

From October 2025 through April 2026, \$177,125 in enforcement revenue was collected. After many attempts to discuss and reach agreement on the payment options with the vendor, a payment in the amount of \$177,125 was wired to the vendor on May 22, 2026. The photo enforcement revenue was not appropriated as part of the FY 2026 budget. Funds previously appropriated funds to the Citywide reserve account were used to pay the invoices. This resolution seeks to appropriate the enforcement revenue which will be used to pay the invoices anticipated for FY 2027.

Financial Impact

The term of the Photo Enforcement Services Agreement with American Traffic Solutions, Inc, doing business as Verra Mobility is for a period of 5 (five) years. The enforcement fees should cover a majority of the equipment costs. However, as staff continues to work through the administrative requirements of the program, it is likely that funds in excess of the enforcement revenue will be needed.

Recommendation

Staff recommends approval of both resolutions.

Recommended Motion (if Applicable)

"I move that City Council approve the Resolution to Appropriate \$320,000 in School Zone Traffic Camera Revenue for FY 2027, waiving the requirement for a second reading with a 4/5 vote."

Attachments

1. Resolution to Appropriate School Zone Traffic Camera Revenue for FY 2027



RESOLUTION #R-__ - __

Resolution to Appropriate \$320,000 of School Zone Photo Enforcement Revenue for FY 2027

WHEREAS, the City Council of the City of Charlottesville passed a resolution (#R-23-020) on February 6, 2023 which approved the use of speed cameras on Monticello Avenue for the school zone near Summit Elementary and on Cherry Avenue for the school zones near Charlottesville Middle School and Tall Oaks Elementary; and

WHEREAS, the City of Charlottesville has entered into a Photo Enforcement Services Agreement with American Traffic Solutions, Inc, doing business as Verra Mobility;

WHEREAS, the City Council intends to use the revenue received from the enforcement services to help offset the cost of the equipment and other administrative costs;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$306,000 or the amount of revenue actually collected, whichever is more, during FY 2027 is hereby appropriated as follows:

Revenue

	Fund	Cost Center	G/L Account
\$320,000	105	TBD	440050

Expenditures

	Fund	Cost Center	G/L Account
\$320,000	105	TBD	530550

Date Adopted:

Certified:

Clerk of Council

Policy Briefing Summary

City Council



Regarding:	Resolution Initiating a Referendum to Authorize Imposition of a Local General Retail Sales Tax Not to Exceed One Percent, the Proceeds of Which Would Be Used Solely for Capital Projects for the Construction or Renovation of Public Schools Serving the City of Charlottesville
Staff Contact(s):	John Maddux, City Attorney, James Freas, Deputy City Manager, Krisy Hammill, Director of Budget, Samuel Sanders, Jr., City Manager
Presenter:	John Maddux, City Attorney
Date of Proposed Action:	July 20, 2026

Issue

Whether City Council should adopt a resolution initiating a referendum on the question of whether the City should be authorized to impose a local general retail sales tax of up to one percent, with the revenues used solely for capital projects involving the construction or renovation of public schools serving the City.

Background / Rule

Whether City Council should adopt a resolution initiating a referendum on the question of whether the City should be authorized to impose a local general retail sales tax of up to one percent, with the revenues used solely for capital projects involving the construction or renovation of public schools serving the City.

Analysis

Adoption of the resolution would initiate the referendum process but would not impose the tax. If the referendum is approved by the voters, City Council would then decide whether to impose the tax and, if so, would be required to do so through a separate ordinance. Any ordinance imposing the tax must provide for an effective date on the first day of a month at least 120 days after its adoption.

The resolution provides that any tax imposed following voter approval would expire on June 30, 2046. Revenues could be used to pay directly for eligible school construction or renovation projects, to pay bond or loan financing costs associated with those projects, or for a lawful combination of those purposes. The revenues could not be used for other City expenses.

Financial Impact

Adoption of the resolution does not impose a tax or immediately generate revenue. There may be limited court, publication, election-administration, and ballot-related costs associated with conducting the referendum.

If the referendum is approved and City Council subsequently adopts an ordinance imposing the tax, the City would receive revenue from an additional local retail sales tax at a rate established by Council, not to exceed one percent. The amount of revenue would depend upon the rate ultimately selected and taxable retail sales within the City. The tax would not apply to food purchased for human consumption or essential personal hygiene products. All revenues would be restricted to eligible public school construction and major renovation projects and related financing costs, and the tax would expire on June 30, 2046.

Recommendation

Staff recommends that City Council adopt the proposed resolution initiating the referendum.

Recommended Motion (if Applicable)

I move to adopt the resolution initiating a referendum pursuant to Virginia Code §§ 58.1-605.1 and 24.2-684 concerning the imposition of a local general retail sales tax of up to one percent for public school construction and renovation projects.

Attachments

1. Charlottesville Sales Tax Referendum Resolution - Final

RESOLUTION INITIATING A REFERENDUM PURSUANT TO SECTION 58.1-605.1 OF
THE CODE OF VIRGINIA TO AUTHORIZE IMPOSITION OF A LOCAL GENERAL
RETAIL SALES TAX NOT TO EXCEED ONE PERCENT, THE PROCEEDS OF WHICH
WOULD BE USED SOLELY FOR CAPITAL PROJECTS FOR THE CONSTRUCTION OR
RENOVATION OF PUBLIC SCHOOLS SERVING THE CITY OF CHARLOTTESVILLE

WHEREAS, Section 58.1-605.1 of the Code of Virginia authorizes qualifying localities to levy a general retail sales tax at a rate not to exceed one percent to provide revenue solely for capital projects for the construction or renovation of schools; and

WHEREAS, revenues from any such tax may be used solely for capital projects for new construction or major renovation of schools, including bond and loan financing costs related to such construction or renovation; and

WHEREAS, such tax may be levied only if approved by referendum within the City, held in accordance with Virginia Code § 24.2-684 and initiated by resolution of the Charlottesville City Council; and

WHEREAS, the Charlottesville City Council desires to initiate such a referendum for the purposes set forth herein; and

WHEREAS, if approved by referendum and subsequently imposed by ordinance, any such tax shall expire on June 30, 2046; and

WHEREAS, the City Council desires to preserve the City's ability to use revenues from such tax to pay directly for eligible school construction or renovation projects, to pay bond or loan financing costs related to such projects, or to use any lawful combination of financing methods, provided that the tax shall expire on June 30, 2046.

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

1. The Charlottesville City Council hereby requests that the Circuit Court of the City of Charlottesville order and fix a referendum to be held in the City of Charlottesville on November 3, 2026, the date of the November 2026 general election, pursuant to Virginia Code §§ 24.2-684 and 58.1-605.1 on the issue of whether the City may levy a local general retail sales tax at a rate not to exceed one percent, the revenues of which shall be used solely for capital projects for the construction or renovation of public schools serving the City of Charlottesville.
2. Any tax approved by referendum and subsequently imposed by ordinance pursuant to Virginia Code § 58.1-605.1 shall expire on June 30, 2046.
3. Revenues from any such tax may be used solely for capital projects for the construction or renovation of schools serving the City of Charlottesville, including bond or loan financing costs related to such construction or renovation. To the extent revenues from such tax are used for bond or loan financing costs, the date by which such bonds or loans are to be repaid from revenues of the tax shall be June 30, 2046.
4. Nothing in this Resolution shall prohibit the City from using other legally available revenues or financing sources for school capital projects, provided that revenues from any

tax approved by referendum and imposed pursuant to Virginia Code § 58.1-605.1 shall be used only as authorized by that section and shall not be collected after June 30, 2046.

5. The language to appear on the ballot on the referendum is proposed by the Charlottesville City Council to be as follows:

Shall the City of Charlottesville, Virginia be authorized to levy a local general retail sales tax at a rate not to exceed one percent (1%), the revenues of which shall be used solely for capital projects for the construction or renovation of public schools serving the City of Charlottesville, and which shall expire on June 30, 2046?

6. The City Attorney, City Manager, Clerk of Council, and such other appropriate officers and staff of the City are authorized and directed to execute, deliver, and file all documents, pleadings, petitions, certificates, and instruments, and to take all further actions as may be necessary or appropriate to carry out the purposes of this Resolution. The City Attorney, City Manager, and Clerk of Council are further authorized to make non-substantive, conforming modifications to the proposed ballot question and related court filings as may be necessary to conform to the requirements of the Circuit Court, the State Board of Elections, the City Electoral Board, or the General Registrar, provided that the ballot question shall continue to state that the revenues from the tax shall be used solely for capital projects for the construction or renovation of schools and that the tax shall expire on June 30, 2046.
7. A copy of this Resolution shall be forwarded by the Clerk of Council to the Clerk of the Circuit Court for consideration and approval by the Court, if deemed to be in order, and for processing and publication in accordance with state law.
8. An attested copy of this Resolution shall be forwarded by the Clerk of Council to the Registrar and the Electoral Board of the City of Charlottesville.
9. The recitals to this Resolution are incorporated by reference and are declared to be findings of the Council in connection with its adoption of this Resolution.
10. This Resolution shall take effect immediately.

Policy Briefing Summary

City Council



Regarding:	Appointment of Director of the Office of Police Civilian Oversight
Staff Contact(s):	Steven King, Assistant to the City Manager, Samuel Sanders, Jr., City Manager
Presenter:	Steven King, Assistant to the City Manager
Date of Proposed Action:	July 20, 2026

Issue

Background / Rule

The Charlottesville Code of Ordinances, Chapter 2, Article XVI, Section 2-452 (a), established the Office of Police Civilian Oversight as a division of the City Manager's Office to facilitate and support the authorized functions of the Police Civilian Oversight Board. Section 2-452 (b) establishes the role and responsibilities of the Director of the Office of Police Civilian Oversight, which include reporting to the board on the day-to-day operational activities of the board and the office. Subsection (1) grants the City Manager the authority to appoint a director with the approval of a majority vote of the city council, and subsection (2) requires the City Manager to convene an interview panel that includes two (2) members of the board before preparing a recommendation for appointment.

Analysis

Upon the resignation of the PCOB's second Executive Director in August 2025, the City Manager appointed James Walker as the acting Director of the Office of Police Civilian Oversight. Since becoming the acting Director, James has effectively managed the assigned duties and responsibilities. Based on his performance, the City Manager decided to advertise the position internally and received one (1) application. A proposed interview process was sent to two representatives of the PCOB in writing, and the Chair approved the proposal and certified that it abided by the ordinance. Following the interview, the two (2) PCOB members, along with the City Manager, decided to extend an offer of employment contingent on appointment by the City Council.

Financial Impact

There is no impact on the General Fund. Funding for the Office of Police Civilian Oversight Director was approved in the FY27 budget.

Recommendation

The City Manager, along with the two members of the Police Civilian Oversight Board (PCOB), recommends the appointment of the selected hire – James Walker – as the Director of the Charlottesville Office of Police Civilian Oversight.

Recommended Motion (if Applicable)

Approved

Attachments

None

Policy Briefing Summary

City Council



Regarding: Rivanna Authorities Quarterly Update
Staff Contact(s):
Presenter:
Date of Proposed Action: July 20, 2026

Issue

Quarterly report provided by the Rivanna Authorities (Rivanna Water & Sewer Authority and the Rivanna Solid Waste Authority)

Background / Rule

Analysis

Financial Impact

Recommendation

Acknowledge receipt of the report

Recommended Motion (if Applicable)

Attachments

1. July 2026_RWSA RSWA_ City_ Quarterly Update

July 6, 2026

The Honorable Charlottesville City Council
P.O. Box 911
Charlottesville, VA 22902

Re: Quarterly Update – July

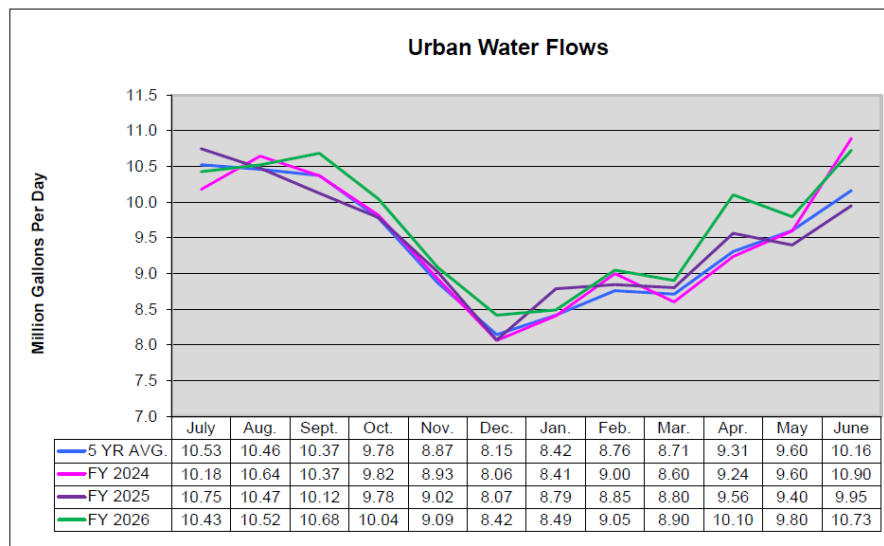
Councilors:

This quarterly update is to provide general information on the public drinking water supply and treatment, wastewater collection and treatment, and refuse disposal and recycling programs managed by the Rivanna Authorities for the benefit of the Charlottesville/Albemarle community, as follows:

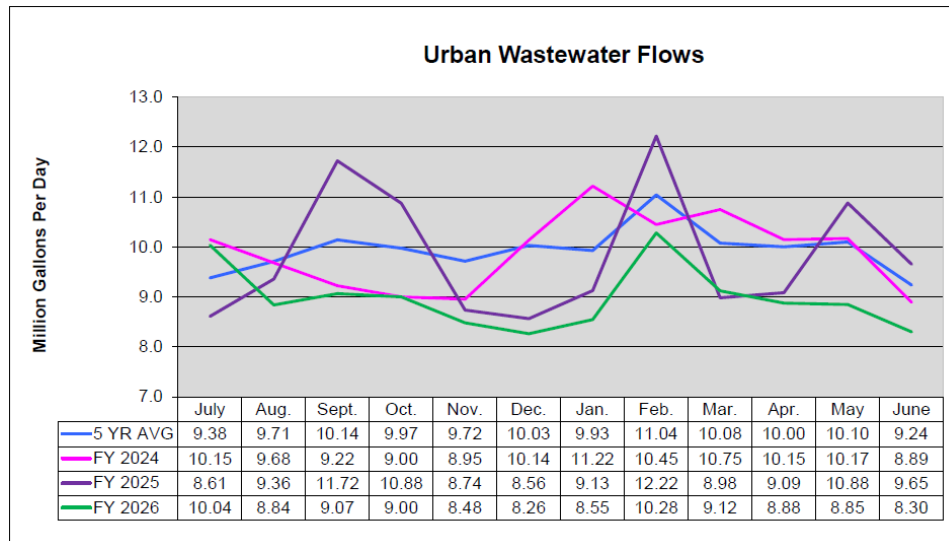
1. Drinking Water Supply:

- a. Our three Urban reservoirs (Sugar Hollow, South Rivanna, Ragged Mountain) are 94% full with a total storage capacity of about 2.7 billion gallons. Water demand in the Urban area (City and adjacent developed areas of the County) averaged about 10.7 million gallons per day (MGD) in June.
- b. Beaver Creek Reservoir (Crozet) is 92% full with a total storage capacity of about 500 million gallons. Water demand in Crozet averaged 0.77 MGD in June.
- c. Totier Creek Reservoir (Scottsville) is 100% full with a total storage capacity of about 155 million gallons. Water demand in Scottsville averaged 0.079 MGD (79,000 gallons) in June.
- d. Drought Conditions: We received only 10% = 0.44 inches of normal precipitation in June and 55% = 11.26 inches of normal precipitation for the year through June. We are monitoring the drought stage triggers outlined in the community's "Drought Response and Contingency Plan", including stream and reservoir levels, and coordinating with the Rivanna Regional Drought Response Committee in preparation for implementation of Water Conservation Measures.

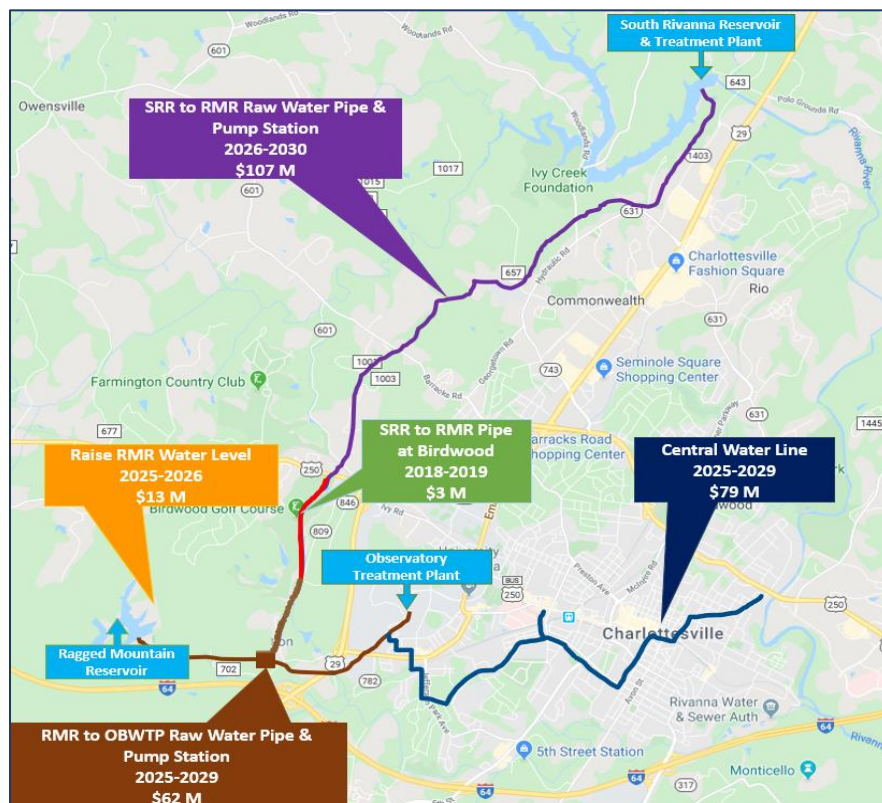
2. Production of drinking water for the Urban area averaged 10.73 MGD in June 2026 (FY 2026), which was higher than the five-year average for June (10.16 MGD) as shown by the following graph:



- Urban wastewater treatment for June 2026 (8.3 MGD), including flows from Crozet but not from Scottsville, was below the five-year average for June (9.24 MGD) due to the lower-than-normal precipitation which reduced the unintended infiltration of stormwater into the wastewater system, as shown by the graph below:

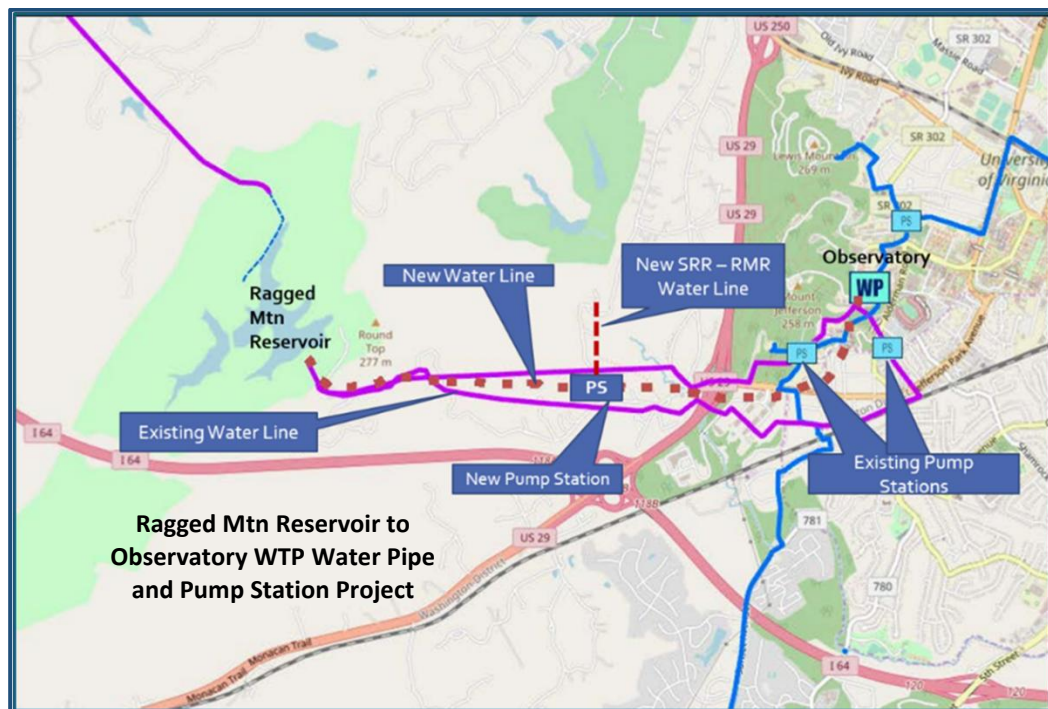


- A general overview of significant current and future drinking water, wastewater and solid waste Capital Improvement Projects is provided below. Cost allocations between the Charlottesville Department of Utilities (Utility funds) and the Albemarle County Service Authority (ACSA), are identified for each water and sewer project, while general funds from the City and County are indicated for any solid waste (refuse and recycling) projects. Several of these generational projects are part of the community's Water Supply Plan established in 2012 to increase the capacity of our drinking water system, as shown below.



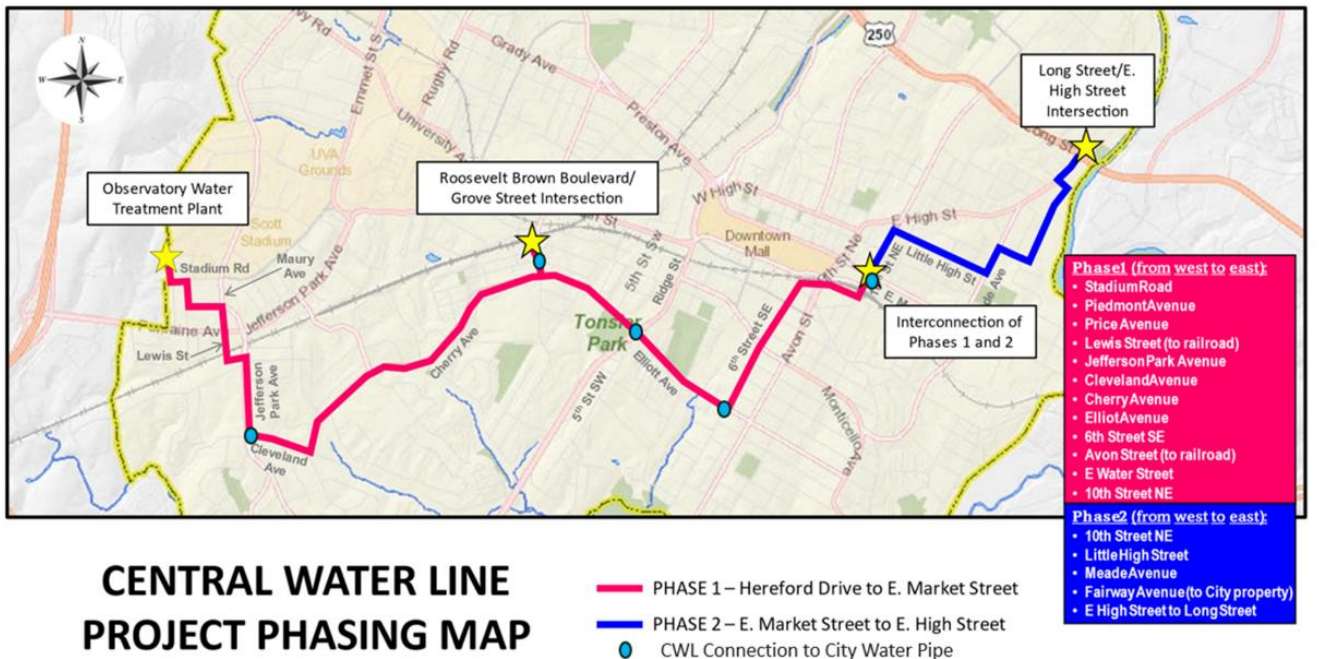
Construction is underway on the following major projects:

- **Water Pipe and Pump Stations Replacement, Ragged Mtn Reservoir to Observatory Water Treatment Plant**
 - Scope: Replace two water pipes and two water pumping stations with four miles of 36” ductile iron piping and one new water pumping station to convey untreated water from the Ragged Mtn Reservoir to the Observatory WTP. The existing facilities have reached the end of their service lives and require replacement to reliably provide untreated water to the recently upgraded Observatory WTP.
 - Completion: February 2025 – June 2029
 - Cost: \$62 million: 52% ACSA / 48% City Utilities

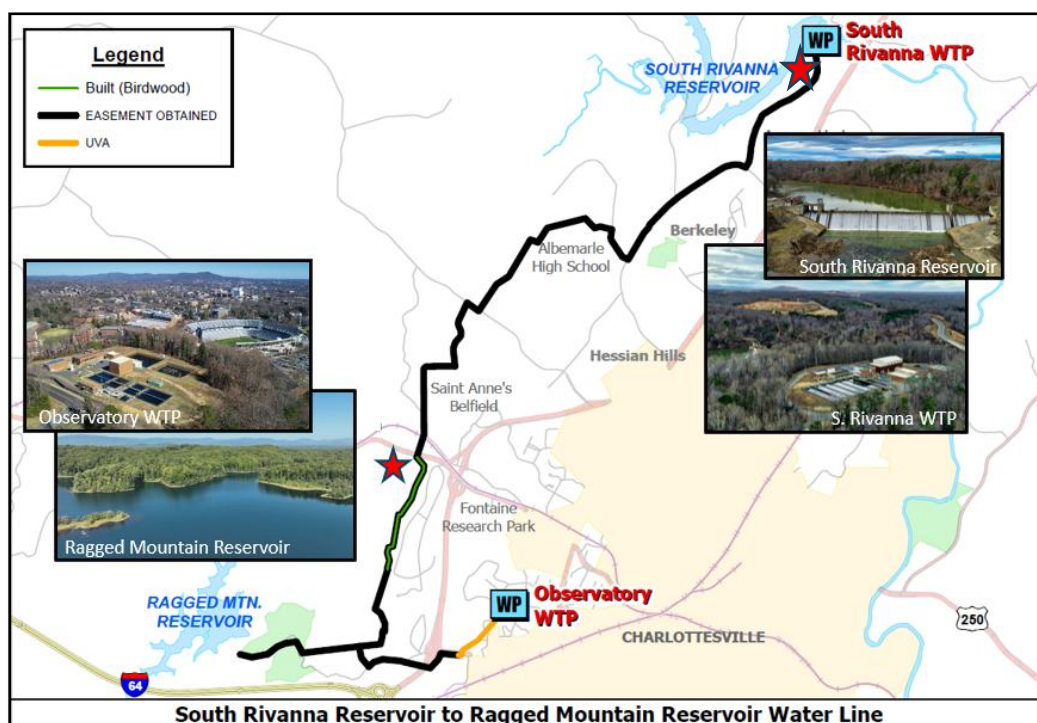


- **Urban Area “Central Water Line”**
 - Scope: Provide 24” and 36” ductile iron piping to more effectively distribute drinking water for the benefit of City and County residents and businesses. This five-mile-long piping project with two railroad crossings will extend from the Stadium Road area to the Long Street bridge near Pantops. The project will be completed in two concurrent phases of work, as shown by the map below, due to underground conflicts in E. High Street which delayed design of the piping in that area. Pipe installation is currently being completed under the railroad track and in Jefferson Park Ave. Information meetings are being held with communities along the alignment as construction approaches those areas.
 - Completion: November 2025 – December 2029
 - Cost: \$79 million: 52% ACSA / 48% City Utilities

Central Water Line Project



- South Rivanna Reservoir to Ragged Mountain Reservoir Pipe and Pump Station
 - Scope: Construct 6.5 miles of 36" ductile iron piping and one pump station to transfer untreated water between the South Rivanna and Ragged Mtn Reservoirs, as required by the community's drinking water supply plan. The new pipe will connect to an existing pipe near Birdwood GC and Rt. 250W. A new pump station and raw water intake structure will be completed at the South Rivanna Reservoir. This infrastructure will increase the water storage capacity of Ragged Mtn Reservoir from 1.4 to 2.1 billion gallons.
 - Completion: March 2026 – December 2030
 - Cost: \$107 million: 80% ACSA / 20% City Utilities



- Ragged Mtn Reservoir Water Level Increase

- Scope: Clear vegetation around the reservoir and complete minor modifications to the intake tower and dam to increase the normal pool level 12 feet and provide 700 million gallons of additional water storage in the reservoir.

The height of the dam will not be increased as it was built to the maximum elevation when constructed in 2014. The trails around the reservoir were also constructed above the maximum water elevation in 2014 and will not be significantly impacted by the project. Sections of the park and trails will be closed while trees and vegetation near the trails are being cleared. Upon completion of the project, water can be transferred to Ragged Mtn from Sugar Hollow Reservoir when there is 30 million gallons per day or more spilling from Sugar Hollow Reservoir until the new pipeline from S. Rivanna Reservoir is completed. A project information meeting was held in August 2025 with neighbors along Reservoir Road and others from the community.

- Completion: September 2025 - December 2026
- Cost: \$13 million: 80% ACSA / 20% City Utilities

- South Rivanna River Crossing

- Scope: Provide a second pipe (24" diameter; 1200 feet long) to convey treated drinking water under the river using trenchless technology. The second pipe will provide a redundant water supply and increase capacity to serve the northern area of the Urban Water System.

- Completion: January 2025 – September 2027
- Cost: \$6.5 million: 100% ACSA

- Red Hill Water Treatment Plant Upgrade

- Scope: Provide an additional building to contain water treatment equipment including a granular activated carbon filter.

- Completion: January 2025 – June 2027
- Cost: \$2 million: 100% ACSA, with partial grant from County

- Moore's Creek Administration Building Renovation and Addition

- Scope: Renovate the existing administration building constructed in the 1980's, including improvements to the Laboratory and Information Technology spaces. The project also includes an addition to provide spaces for a community education center and staff currently housed in trailers.

- Completion: August 2025 – December 2027
- Cost: \$29.6 million: 52% ACSA / 48% City Utilities

- Moore's Creek Structural and Concrete Rehabilitation

- Scope: Repair concrete basins and wastewater treatment facilities constructed in the late 1970's.

- Completion: May 2025 – May 2027
- Cost: \$15.5 million: 52% ACSA / 48% City Utilities

- Moore's Creek Upfits and Gravity Thickener Improvements
 - Scope: Renovate the Maintenance and Operations buildings and repair the sludge gravity thickener system and secondary clarifier influent valves.
 - Completion: May 2025 – May 2027
 - Cost: \$11.8 million: 52% ACSA / 48% City Utilities
- Crozet Wastewater Pump Stations Rehabilitation
 - Scope: Replace pumps, valves, and electrical gear in four pump stations constructed in the 1980's which convey wastewater from Crozet to the Moore's Creek Treatment Plant.
 - Completion: April 2026 – July 2027
 - Cost: \$12.3 million: 100% ACSA
- Crozet Water Treatment Plant GAC Expansion
 - Scope: Provide additional building space and equipment to increase the water treatment capacity of the granular activated carbon filter system from 1 to 2.7 million gallons per day.
 - Completion: March 2026 – May 2028
 - Budget: \$12 million: 100% ACSA with \$7 M VDH grant
- Glenmore Wastewater Treatment Plant Repairs
 - Scope: Replace treatment equipment which has reached the end of its service life.
 - Completion: June 2026 – August 2027
 - Budget: \$2 million: 100% ACSA

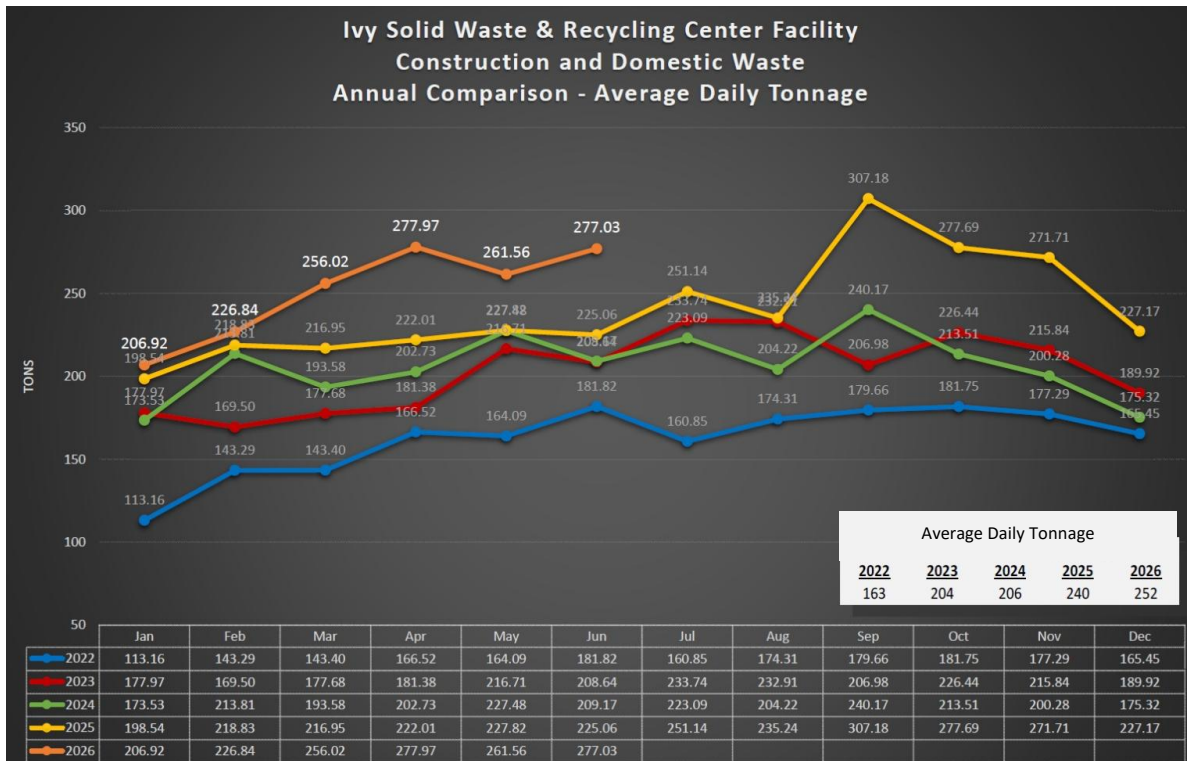
Construction will begin in 2027 - 2030 for the following major projects:

- Airport Rd Water Storage Tanks and Pumps
 - Scope: Provide one ground-level water storage tank along with larger pumps and larger emergency power generator.
 - Completion: February 2027 – March 2029
 - Cost: \$7.2 M: 99% ACSA w/ 10% of Tank by City Utilities
- Beaver Creek Pump Station and Piping Improvements
 - Scope: Replace the water pump station and piping which convey untreated water from the reservoir to the Crozet Water Treatment Plant.
 - Completion: March 2027 – December 2029
 - Cost: \$39 million: 100% ACSA
- Beaver Creek Reservoir Dam and Spillway Modifications
 - Scope: Replace the spillway to increase the volume of water the spillway can release from the reservoir during storm events to protect the dam.
 - Completion: January 2030 – December 2032
 - Cost: \$34 million: 100% ACSA with partial federal grant

- Dam Concrete and Steel Repairs
 - Scope: Repairs to the South Rivanna, Lickinghole Creek, Totier Creek, and Sugar Hollow concrete dams.
 - Completion: March 2027 – May 2028
 - Cost: \$2.8 M: 52% ACSA/ 48% City Utilities
- Woodburn, Pantops, and Observatory Water Tank Painting
 - Scope: Repairs and painting of water storage tanks.
 - Completion: March 2027 – June 2030
 - Cost: \$6.12 M: 52% ACSA/ 48% City Utilities
- S. Rivanna Water Treatment Plant Wastewater Piping
 - Scope: Construction of a wastewater pipe that will convey sludge from the treatment process to the sanitary sewer system in lieu of hauling sludge off site.
 - Completion: March 2028 – June 2029
 - Cost: \$1.1 M: 52% ACSA/ 48% City Utilities
- Dam Public Safety Improvements
 - Scope: Provide sirens, signage, boat barriers, and other public safety features downstream of Sugar Hollow, South Rivanna and Ragged Mtn Reservoir dams.
 - Completion: March 2027 – December 2028
 - Cost: \$3.85 M: 52% ACSA/ 48% City Utilities
- N. Rivanna River Crossing and Piping
 - Scope: Provide a second pipe to convey treated drinking water under the river using trenchless technology, as well as water piping along Rt 29 near the N. Rivanna River. The second pipe will provide a redundant water supply and increase capacity to serve the northern area of the Urban Water System.
 - Completion: September 2027 – December 2030
 - Cost: \$16.4 M: 100% ACSA
- Northern Convenience Center (RSWA)
 - Scope: Construct a recycling and bagged refuse disposal facility located in the Rt. 29N area.
 - Completion: September 2027 – June 2029
 - Cost: \$1.8 M: 100% County
- Upper Schenks Branch Wastewater Piping Replacement, Phase II
 - Scope: Replace sewer piping installed in the mid 1950's to increase system capacity in conjunction with the City's sewer upgrade program. The new piping will be located along McIntire Road between the McIntire Recycling Center and Preston Avenue.
 - Completion: TBD
 - Cost: \$10 - 15 million: 100% City Utilities

5. Transfers from the Ivy Solid Waste and Recycling Center:

Average daily refuse volume at the Ivy Transfer Station has increased from 182 tons per day in June 2022 to 277 tons per day in June 2026, as shown below. Our contract hauler is driving about 15 trailer loads of refuse to Henrico County for disposal each day, Monday – Friday.



6. RSWA Special Collection Days

Spring Special Collections at the ISWRC concluded in May with successful free special collections of electronic waste, household hazardous waste, furniture/mattresses, appliances, and tires. Our next special collection events will be held in September and October.

Electronic Waste			Albemarle	Charlottesville
Saturday			4/11/2026	
Customers			303	71

Household Hazardous Waste			Albemarle	Charlottesville
Friday			4/17/2026	
Customers			385	99
Saturday			4/18/2026	
Customers			420	93

Special Collections			Albemarle	Charlottesville
Furniture/Mattresses	- Pounds Collected		33,160	6,780
	Saturday	4/25/2026		
Appliances	- Pounds Collected		19,180	4,210
	- Freon units Collected		167	52
	Saturday	5/2/2026		
Tires	Participating Vehicles		184	19
	Saturday	5/9/2026		

7. Baling Facility – The Baling facility has been completed. We will have a Grand Opening event on July 23rd.



Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, reading "W. I. Mawyer, Jr.".

William I. Mawyer, Jr., P.E.
Executive Director

cc: RSWA Board of Directors
RWSA Board of Directors