



## City Council Meeting Agenda

**February 2, 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. Report: Power Purchase Agreement Update (CHS & CMS)
2. Report: Update on Plans for Phase 4 of the Kindlewood Housing Project

### 5:30 PM Closed Meeting (if called)

### 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.

3. Resolution: Resolution to appropriate funding from the Supreme Court of Virginia Behavioral Health Docket Grant - \$78,150.09 (2nd reading)
4. Resolution: Resolution to appropriate the Virginia Department of Social Services Family Assistance Management (F.A.M.) grant in the amount of \$125,754.06 (2nd reading)
5. Ordinance: Ordinance Approving Amendments to Previous Ordinance Authorizing a Forgivable Loan to SupportWorks Housing for Vista 29 (2nd reading)
6. Resolution: Resolution Appropriating \$700,000 and Initiating an Amendment to the Terms of a Performance Agreement Supporting the 501 Cherry Avenue Mixed-Use Development Project (2nd reading)
7. Resolution: Resolution Appropriating \$390,000 to Support a Rental Arrears Intervention Pilot Program (2nd reading)
8. Resolution: Resolution to appropriate funding from the International City / County Management Association (ICMA) Economic Mobility and Opportunity Special Assistant Grant in the amount of \$354,000 (2nd reading)

- 9. Resolution: Resolution to Appropriate National League of Cities Southern Cities Economic Initiative Program Funds - \$60,000 (1 of 2 readings)
- 10. By Motion: Consent and end to the January 24, 2026 local Declaration of Emergency

**IX. City Manager Report**

- Report: City Manager Report
  - a. Report: Report on the FY25 Year End Financial Results

**X. Action Items**

- 11. Ordinance: Ordinance Amending 2-98 of the City Code Pertaining to Procedures for Passage of Certain Ordinances and Resolutions
- 12. Ordinance: Ordinance Amending Section 11-131 of the Charlottesville City Code Regarding Compromise and Payment of Claims Against the City.
- 13. Resolution: Resolution Appropriating Existing Funds to the E-Bike Voucher Program (1 of 2 readings)
- 14. Resolution: Resolution Establishing a Section of West Main Street as Mel's Walk
- 15. Resolution: Resolution to reallocate \$45,000 from the Council Strategic Initiatives Fund to support the Piedmont YMCA renovations project (1 of 2 readings)
- 16. Resolution: Resolution to reallocate \$469,000 originally appropriated for Low Barrier Shelter Operations to the continuation and implementation of alternative shelter programming as one-time investments (1 of 2 readings)
- 17. Resolution: A Resolution of the City Council of the City of Charlottesville Regarding Recent Immigration Enforcement Actions and Reaffirming the City's Commitment to Civil Rights, Due Process, and Community Trust

**XI. General Business**

**XII. Community Matters (2)**

**XIII. Adjournment**

## **MEETING GUIDELINES**

- This is an in-person meeting with an option for the public to participate electronically by registering in advance for the Zoom webinar at [www.charlottesville.gov/zoom](http://www.charlottesville.gov/zoom). The meeting may also be viewed on the City's streaming platforms and local government Channel 10. Individuals with disabilities who require assistance or special arrangements to participate in the public meeting may call (434) 987-1267 or submit a request via email to [ada@charlottesville.gov](mailto:ada@charlottesville.gov). The City of Charlottesville requests that you provide 48 hours' notice so that proper arrangements may be made.
- The presiding officer shall ensure that individuals address their comments to City Council at appropriate times, in accordance with the meeting agenda and Council's Rules of Procedure.
- No person who is not a member of the city council shall orally address it until leave to do so has been granted by the city council or until invited to do so by the mayor. (City Code sec.2-71)
- Remarks and actions that disrupt the progress of the Council meeting, and remarks from persons other than councilors, the City Manager, the City Attorney, or a presenter for an Agenda Item are not permitted.
- The presiding officer shall call an individual to order, including a councilor, when that individual goes afoul of these rules. The following are examples of remarks and behavior that are not permitted:
  - i. Interrupting a speaker who is addressing Council at the speaker's microphone, or interrupting a speaker who has otherwise been invited to address Council during Community Matters or a Public Hearing
  - ii. Interrupting a councilor who is speaking
  - iii. Shouting, and talking (either individually or in concert with others) in a manner that prevents a speaker or a Councilor from being heard or that otherwise hinders the progress of the meeting
  - iv. Blocking paths for emergency exit from the meeting room; engaging in any conduct that prevents a member of the audience from seeing or hearing councilors during a meeting; standing on chairs or tables within the Council meeting room
  - v. Threats or incitement of violence toward councilors, City staff or members of the public
  - vi. Engaging in conduct that is a criminal offense under the City Code or the Virginia Code
  - vii. Campaigning for elected office
  - viii. Promotion of private business ventures
  - ix. Using profanity or vulgarity
  - x. Personal attacks against Councilors, City staff or members of the public
  - xi. Behavior which tends to intimidate others
- During a City Council meeting the presiding officer shall have control of the Council Chambers and the connecting halls and corridors within City Hall, and any other venue where a Council meeting is being held. In case of any conduct described above, the presiding officer may take measures deemed appropriate, including but not limited to suspending the meeting until order is restored, ordering areas to be cleared by the Sergeant at Arms, or requiring any individual to exit the meeting room and adjacent premises (connecting halls and corridors.)

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Power Purchase Agreement Update (CHS &amp; CMS)</b>
<b>Staff Contact(s):</b>	Kristel Riddervold, Director of the Office of Sustainability
<b>Presenter:</b>	<b>Kristel Riddervold, Director of the Office of Sustainability</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

The intent of the presentation is to provide a high-level overview of what a Power Purchase Agreement (PPA) is and how it presents an opportunity for the City to install solar power systems on Charlottesville High School (CHS) and Charlottesville Middle School (CMS). It will also summarize efforts to date regarding the pursuit of this model for these facilities and as well as proposed next steps that will include Charlottesville City School (CCS) School Board and City Council decisions.

### Background / Rule

In 2019, the City of Charlottesville committed to updated greenhouse gas emissions reduction goals of 45% by 2030 and carbon neutrality by 2050. In 2023, Charlottesville adopted the first community [Climate Action Plan](#) (CAP) to pursue these goals. The CAP identifies the installation of solar energy production systems on suitable municipal properties as a key implementation strategy to generate clean energy, reduce electricity bills, and reduce greenhouse gases. It also identifies PPAs as a mechanism to expedite this strategy.

### Analysis

Two municipal buildings, Charlottesville High School (CHS) and Charlottesville Middle School (CMS), have been identified as ideal candidates for solar systems - they are the two largest facilities in the portfolio and both have new roofs. The potential solar system sizes for these two CCS facilities come with substantial installation costs that have been deemed infeasible to pursue with local capital funding at this time.

An alternate financing strategy to local funding – the Power Purchase Agreement (PPA) – is a compelling opportunity. A PPA enables a customer to receive predictable and often lower-cost electricity, while also enabling the owner/financer of the system to take advantage of tax credits and receive income from the sale of electricity. The PPA model involves a long-term contract and site access arrangement on the property of a host customer. The developer retains ownership and operational responsibility of the solar array and the host customer purchases the system's electric output at a negotiated rate (proposed to be lower than the prevailing utility rate) and for a predetermined period (usually up to 25 years). This arrangement can help the customer meet their climate and clean energy goals while also reducing their long-term electricity costs. The developer/investor receives stable revenue from the customer over the life of the solar array.

### Financial Impact

There is no required upfront cost to enter into a PPA. A PPA locks in a rate for the electricity generated by the solar system, along with an escalation rate, that provides assurance and predictability related to future energy costs.

### Recommendation

N/A



**Recommended Motion (if Applicable)**

N/A

**Attachments**

1. Power Purchase Agreements for CHS and CMS - Update (Jan 2026)
2. PPA-Update (Feb2026)



## **CITY OF CHARLOTTESVILLE**

*To be a place where everyone thrives*

### **MEMO**

**Date:** January 13, 2026

**To:** City Council and Charlottesville City Schools School Board

**From:** Kristel Riddervold, Director of the Office of Sustainability

**Topic:** Power Purchase Agreements for CHS and CMS – Status Update

### **Background**

In 2019, the City of Charlottesville committed to updated greenhouse gas emissions reduction goals of 45% by 2030 and carbon neutrality by 2050. In 2023, Charlottesville adopted the first community [Climate Action Plan](#) (CAP) to pursue these goals. The CAP identifies the installation of solar energy production systems on suitable municipal properties as a key implementation strategy to generate clean energy, reduce electricity bills, and reduce greenhouse gases. It also identifies Power Purchase Agreements (PPAs) as a mechanism to expedite this strategy.

- *Subgoal (pg. 61) - Complete onsite solar Power Purchase Agreement(s) PPAs to deploy renewable energy generation across the City's building and facilities portfolio in alignment with building roof replacement and to supplement constrained staff time and local funding availability.*
- *Key Action (pg. 62): Implement Power Purchase Agreements (PPAs) to install solar energy systems at City facilities at scale and with reduced dependency on CIP funding.*

A cost-effective climate action strategy is to install solar systems as soon as possible following roof replacements so that the life of the roof and the life of the system are aligned. Recently, a 262.9 kW solar system was completed on CATEC, following the completed roof replacement project on that Charlottesville City Schools (CCS) facility. The next two eligible (and largest) municipal buildings that have newly installed roofs are Charlottesville High School (CHS) and Charlottesville Middle School (CMS).

### **Challenge and Opportunity**

The potential solar system sizes for these two CCS facilities come with substantial installation costs that have been deemed infeasible to pursue with local capital funding. An alternate

financing strategy – the Power Purchase Agreement (PPA) – is a compelling opportunity. A PPA enables a customer to receive predictable and often low-cost electricity with no upfront cost, while also enabling the owner of the system to take advantage of tax credits and receive income from the sale of electricity. The PPA model allows a private solar developer to finance, install, and operate a solar array through a long-term contract and site access arrangement (e.g., license) on the property of a host customer. The developer retains ownership and operational responsibility of the solar array and the host customer purchases the system's electric output at a negotiated rate (proposed to be lower than the prevailing utility rate) and for a predetermined period (usually up to 25 years). This arrangement can help the customer meet their climate and clean energy goals while also reducing their long-term electricity costs. The developer/investors also stand to make a profit on the arrangement, since they will receive stable revenue from the customer over the life of the solar array.

A PPA contract is negotiated to balance risk between the parties while ensuring predictable revenue and/or savings for both over the long-term. The rate is based on project costs (including costs related to required grid upgrades) and project characteristics that include agreement term, escalation rate, and ownership of associated renewable energy credits. Importantly, the developer's ability to access a 30% federal investment tax credit supports their financing strategy and can result in a mutually beneficial financial arrangement. It is important to note that the [One Big Beautiful Bill Act \(H.R. 1\)](#), passed on July 3, 2025 provides for early termination of this federal tax credit. Per this legislation, construction must be initiated by July 4, 2026, and completed by December 31, 2027. As such, executing PPAs and initiating these projects as soon as possible is critical.

Utility rates are expected to continue rising, projected to do so at rates higher (conservatively projected at 3.3%) than the escalation rate (1%) that has been used in the development of these PPA proposals. A PPA locks in a rate for the electricity generated by the solar system, along with an escalation rate, that provides assurance and predictability related to future energy costs.

## **Work Completed**

PPAs have been a project financing and delivery model that we have been tracking for a long time (as far back as 2010, when this arrangement was not yet authorized in Virginia). Given the imminent availability of facilities with the largest and newest roofs, exploratory meetings were conducted in 2024. Following the internal recommendation to pursue this potential opportunity with Madison Energy Infrastructure ("Madison"), both the City's legal and procurement offices confirmed authority for the City to utilize Fairfax County Solar Purchase Agreement (Contract No. 4400009516) with this firm via a cooperative purchasing option.

*NOTE: The Fairfax County contract is with Sun Tribe Solar, LLC. In April 2024, clean energy developers Madison Energy Infrastructure and Sun Tribe [announced](#) that Sun Tribe had divested its commercial assets, pipeline, and development team to long-time, strategically-aligned partner Madison. The contract has recently been extended for another year and a mechanism for assigning this PPA to Madison is established.*

A summary of steps completed this past year is as follows:

- March 2025: Requested formal proposals from Madison
- March 2025: Received proposal from Madison for 2 separate PPAs

<b>Charlottesville High School</b>
<ul style="list-style-type: none"> <li>• System capacity: 960 kW AC</li> </ul>
<ul style="list-style-type: none"> <li>• Electrical offset: 70%</li> </ul>
<ul style="list-style-type: none"> <li>• Current average annual electricity rate: \$0.125</li> </ul>
<ul style="list-style-type: none"> <li>• Indicative PPA rate (Yr 1) with 1% escalation rate: \$0.1143 (final diligence, design, and negotiations are underway and may impact the final rate)</li> </ul>
<ul style="list-style-type: none"> <li>• 25-year Savings: \$2.5 million</li> </ul>

<b>Charlottesville Middle School</b>
<ul style="list-style-type: none"> <li>• System capacity: 720 kW AC</li> </ul>
<ul style="list-style-type: none"> <li>• Electrical Offset: 100%</li> </ul>
<ul style="list-style-type: none"> <li>• Current average annual electricity rate: \$0.125</li> </ul>
<ul style="list-style-type: none"> <li>• Indicative PPA rate (Yr 1) with 1% escalation rate: \$0.1208 (final diligence, design, and negotiations are underway and may impact the final rate)</li> </ul>
<ul style="list-style-type: none"> <li>• 25-year Savings: \$1.4 million</li> </ul>

- March 2025: Submitted Dominion system interconnection applications for both CHS and CMS.
- July 2025: Completed survey of Virginia public entities (predominately school districts) to solicit their experience with PPAs and the developers they engaged with. *NOTE: More than 30 VA public entities have entered into PPAs in recent years.*
- August 2025: Completed due diligence assessment, establishing that the financial aspect of this project looks better under the PPA compared to the City issuing the debt & owning the project.
- August 2025: Entered into an agreement to exclusively negotiate these PPA proposals with Madison Energy.
- September 2025: Dominion grid-related studies (i.e., project costs for upgrade requirements) received for CHS.
- October/November 2025: Facilitated a series of document reviews (roof warranty, construction plans, energy bills) and engineering site studies for CHS (structural analysis, roof inspection, drone imagery, electrical analysis) to inform system design and layout.
- November 2025: Coordinated with internal City and CCS stakeholders on process to execute CHS PPA and associated site access agreement. This includes legal counsel for both City and CCS.
- December 2025: Dominion provided grid-related studies for CMS. Following steps and reviews for this facility are in process.

## **Next Steps**

For CHS, the City of Charlottesville should be the party to enter into the PPA with Madison Energy as the “Purchaser” of the electricity produced by the solar system.

As the owner of the CHS property, the CCS School Board should be the party to execute the site access agreement (i.e., license).

A summary of next steps is as follows (please note the dates for actual decisions may need to be adjusted based on when the agreements are fully reviewed and finalized):

- January 2026: Negotiate and finalize proposal for CHS PPA
- January 2026: Madison to complete CHS project engineering design and initiate permitting process
- February 2, 2026: PPA Update to City Council at work session
- February 5, 2026: PPA Update to CCS School Board
- March 5, 2026: CCS School Board action related to CHS site access agreement
- April 6, 2026: City Council action related to the CHS PPA itself
- April 2026: City to coordinate with Madison on Letter of Authorization for Dominion to initiate grid upgrades for the CHS project
- April 2026 thru completion (aiming for end 2026): CHS Project construction and activation
- Ongoing: Continue the diligence, design, and negotiation process for the CMS PPA

## **Benefits**

In summary, the PPA offers a strategy to rapidly install large solar on our largest, eligible roofs. The PPAs for these systems are projected to save money in Year 1 with nearly \$4 million in savings over the proposed 25-year terms of the agreements. In addition to cost savings, these projects will significantly reduce the reliance on grid-supplied electricity, advancing Charlottesville’s climate and sustainability goals.

As noted above, staff will be presenting this information at City Council’s work session on February 2, 2026 and to the School Board on February 5, 2026. Staff welcomes any questions you may have in advance of these presentations.

**Cc:** Sam Sanders, James Freas, Dr. Royal Gurley, Kim Powell



# **Power Purchase Agreements - Overview & Update -**

**February 2, 2026**

**Kristel Riddervold  
Director, Office of Sustainability**



# BACKGROUND

In 2019, the City of Charlottesville committed to updated greenhouse gas emissions reduction goals of 45% by 2030 and carbon neutrality by 2050.

In 2023, Charlottesville adopted the first community [Climate Action Plan](#) (CAP) to pursue these goals.

- The CAP identifies the installation of solar energy production systems on suitable municipal properties as a key implementation strategy to generate clean energy, reduce electricity bills, and reduce greenhouse gases.
- The CAP also identifies Power Purchase Agreements (PPAs) as a mechanism to expedite this strategy.





*Bypass Fire Station*



*CATEC*

# BACKGROUND

- A cost-effective climate action strategy is to install solar systems as soon as possible following roof replacements so that the life of the roof and the life of the system are aligned.
- In 2025, a 31kW solar system was completed on the Bypass Fire Station (new construction, new roof) and a 262.9 kW solar system was completed on CATEC (recent roof replacement project).
- The next two eligible (and largest) municipal buildings that have newly installed roofs are Charlottesville High School (CHS) and Charlottesville Middle School (CMS).



# CHALLENGE / OPPORTUNITY

- The potential solar system sizes for CHS and CMS come with substantial installation costs that have been deemed infeasible to pursue with local capital funding.
- An alternate financing strategy – the Power Purchase Agreement (PPA) – is a compelling opportunity.
- A PPA enables a customer to receive predictable and often low-cost electricity with no upfront cost, while also enabling the owner of the system to take advantage of tax credits and receive income from the sale of electricity.

*Charlottesville High School*

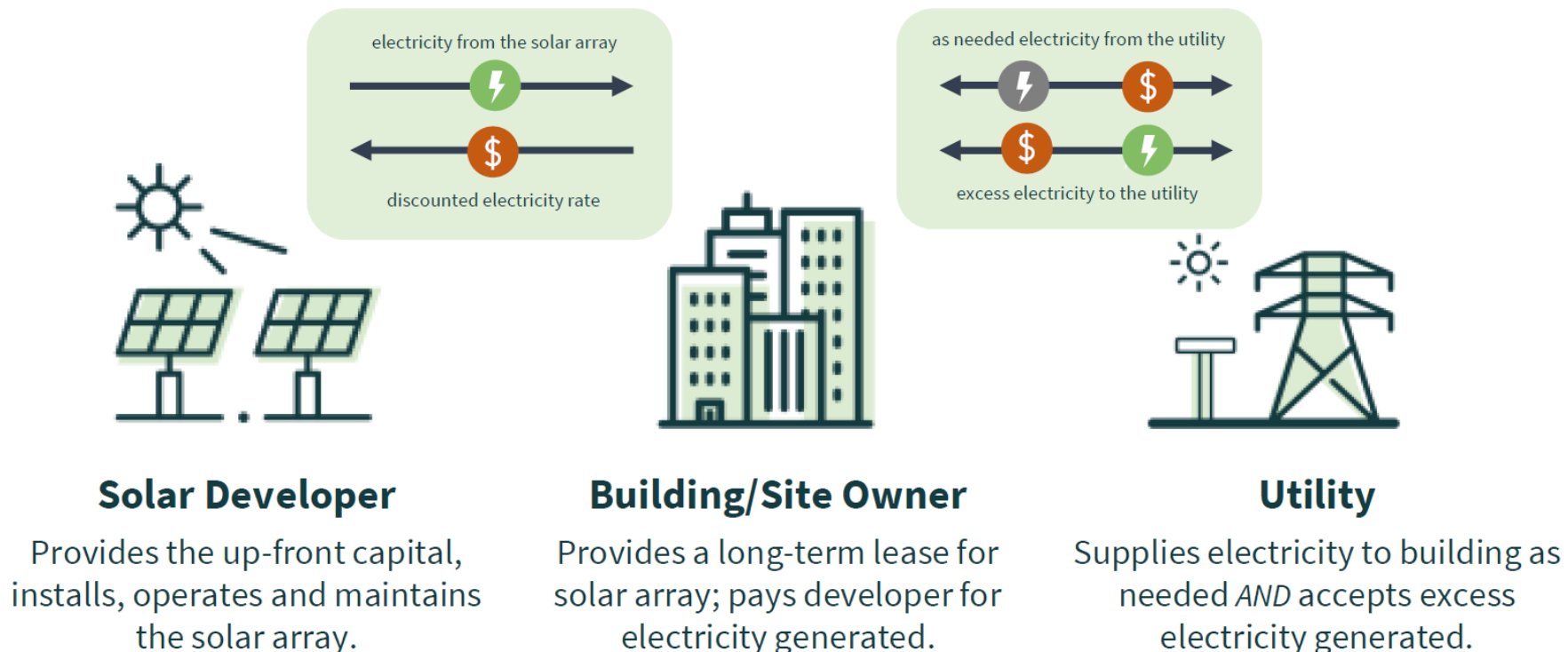


*Charlottesville Middle School*

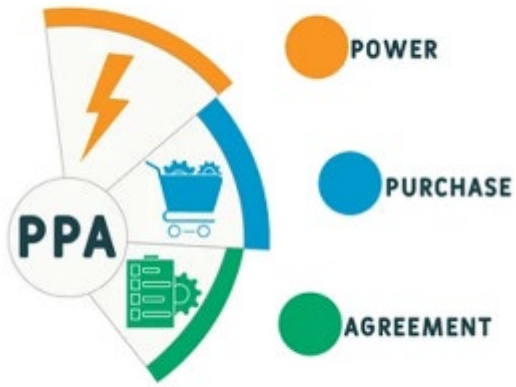
# WHAT IS A PPA?

A PPA is a contract between a power producer (the seller) and a purchaser (the buyer) outlining the terms for the sale and purchase of electricity over a set period.

## Power Purchase Agreements



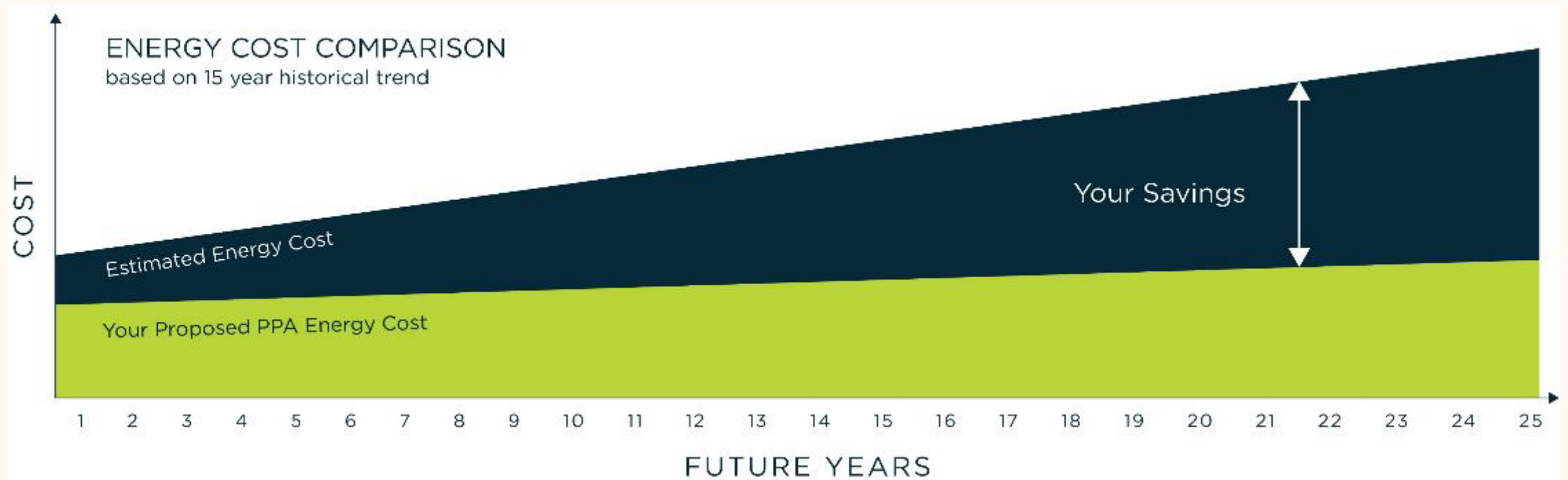
# WHAT IS A PPA?



- The PPA model allows a private solar developer to finance, install, and operate a solar array through a long-term contract and site access arrangement on the property of a host customer.
- The developer retains ownership and operational responsibility of the solar array, and the host customer purchases the system's electric output:
  - at a negotiated rate (proposed to be lower than the prevailing utility rate)
  - for a predetermined period (usually up to 25 years)
- PPAs provide price certainty for both parties and are commonly used in renewable energy projects to ensure long-term financial stability.
- PPAs can help the customer meet their climate and clean energy goals while also reducing their long-term electricity costs.
- The developer/investors also stand to make a profit on the arrangement, since they will receive stable revenue from the customer over the life of the solar array.

# HOW A PPA WORKS

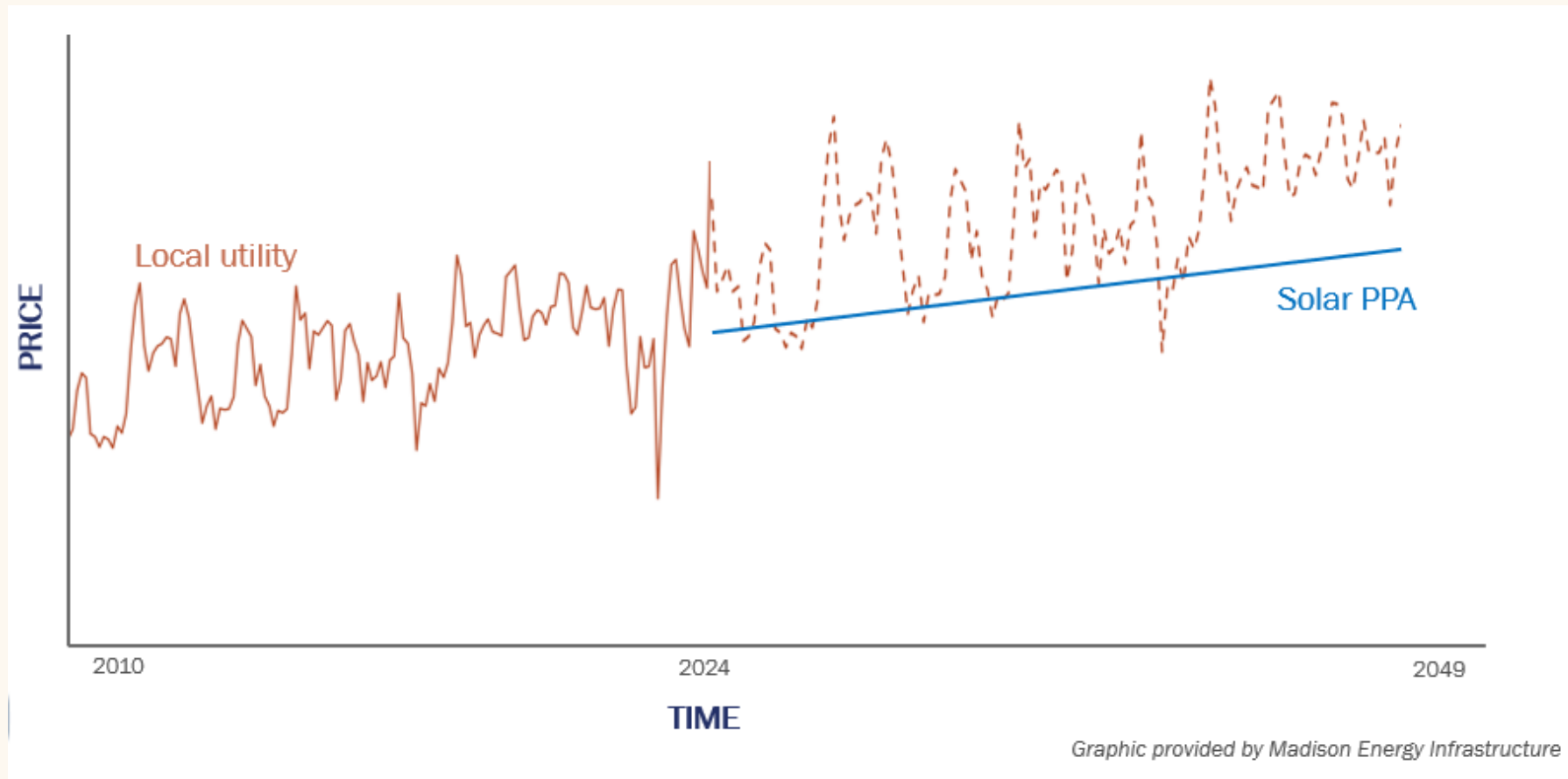
- Guaranteed energy rate
- 25 years
- No upfront capital
- No maintenance costs



Graphic provided by Madison Energy Infrastructure

# UTILITY RATES

Utility rates are expected to continue rising, projected to do so at rates higher than that has been used in the development of these PPA proposals. A PPA locks in a rate for the electricity generated by the solar system, along with an escalation rate, which provides assurance and predictability related to future energy costs.





# ADDITIONAL PPA INFORMATION

- A PPA contract is negotiated to balance risk between the parties while ensuring predictable revenue and/or savings for both over the long-term.
- The rate is based on project costs and project characteristics that include agreement term, escalation rate, and ownership of associated renewable energy credits.
- The developer's ability to access a 30% federal investment tax credit supports their financing strategy and can result in a mutually beneficial financial arrangement.

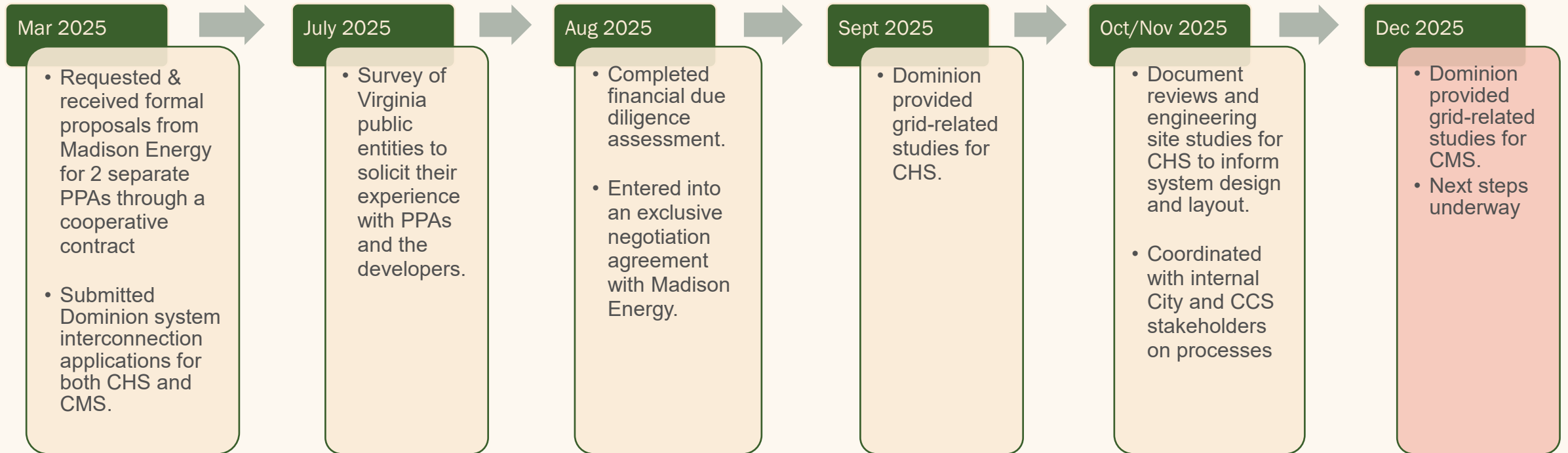
Note: One Big Beautiful Bill Act (H.R. 1), passed on July 3, 2025, provides for early termination of this federal tax credit. Per this legislation, construction must be initiated by July 4, 2026, and completed by December 31, 2027. As such, executing PPAs and initiating these projects as soon as possible is critical.

# DOMINION ENERGY RENEWABLE ENERGY PILOT PROGRAM

- Dominion is one of three Virginia utility companies that have PPA pilot programs.
- Dominion's Renewable Energy Pilot Program allows a third party who owns or operates a solar-powered or wind-powered generation facility to sell renewable energy to Dominion Energy Virginia customers via a Power Purchase Agreement (PPA).
- The program is an offering from the Virginia State Corporation Commission (SCC). Qualified customers may enter into a PPA with a third party renewable energy supplier to produce energy from a wind or solar generator located on the customer's premise.
- The pilot has a 500 MW limit for non-jurisdictional customers (the 2020 Virginia Clean Economy Act amended previous Acts to modify the existing pilot program to establish this new limit)



# TIMELINE (to date)





# PROPOSALS (\*still being finalized)

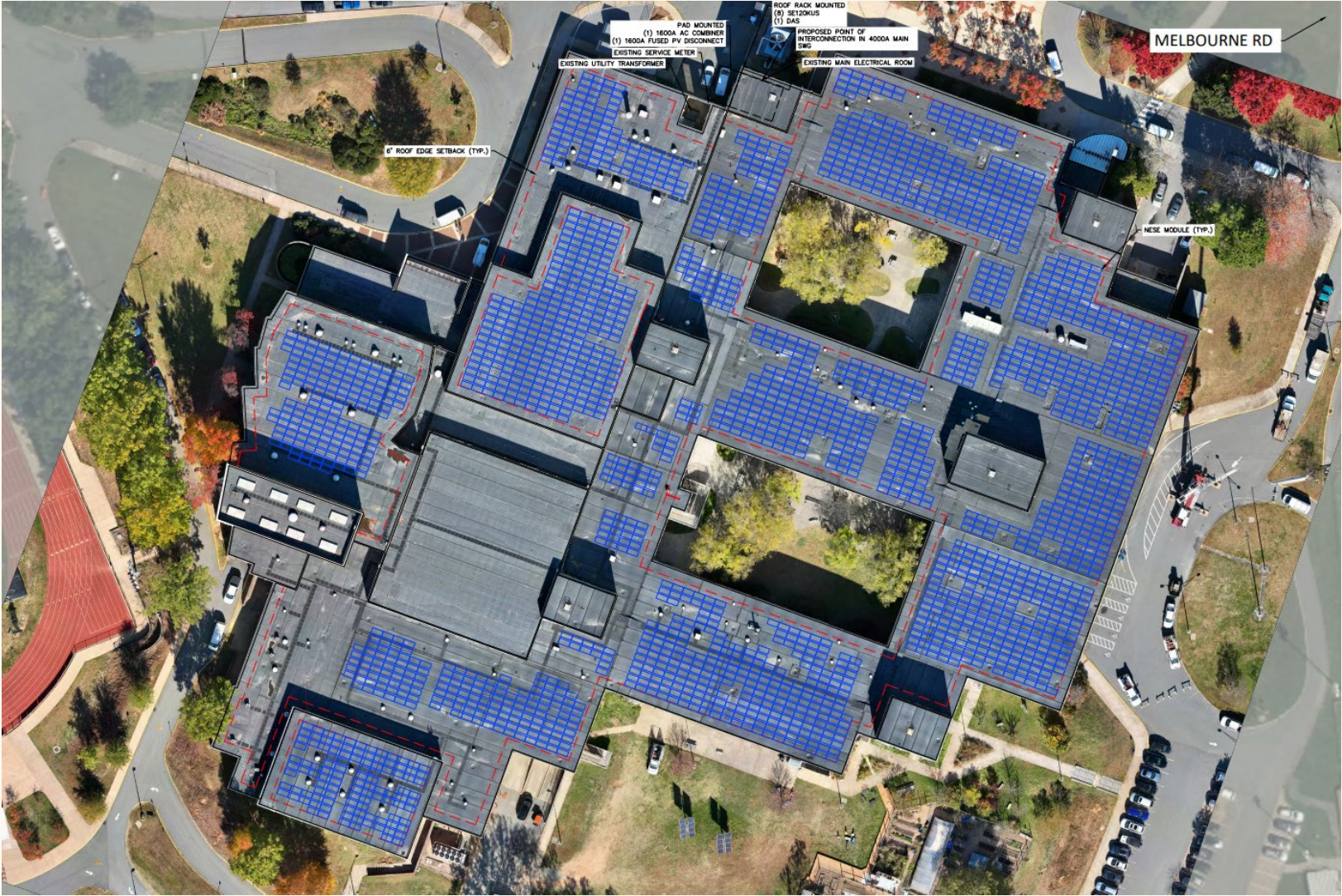
## Charlottesville High School

- System capacity: 960 kW AC
- Electrical offset: 70%
- Current average annual electricity rate: \$0.125
- Indicative PPA rate (Yr 1) with 1% escalation rate: \$0.1143  
(final diligence, design, and negotiations are underway and may impact the final rate)
- 25-year Savings: \$2.5 million

## Charlottesville Middle School

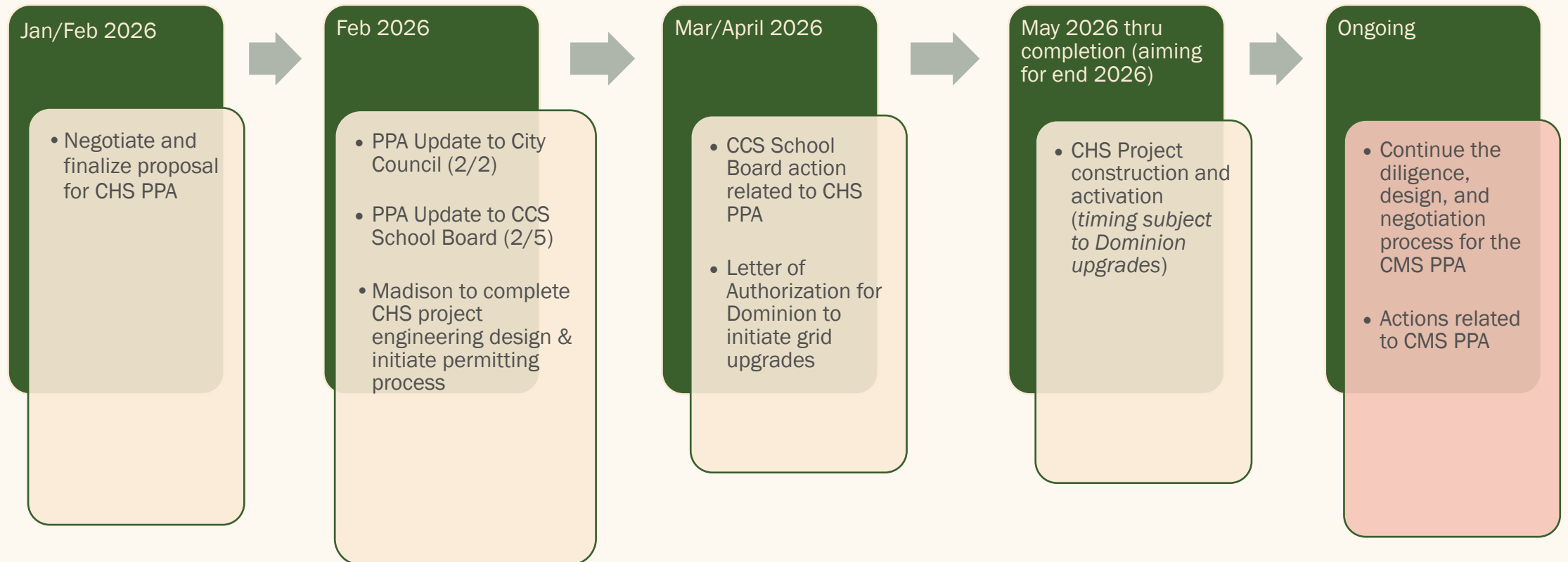
- System capacity: 720 kW AC
- Electrical Offset: 100%
- Current average annual electricity rate: \$0.125
- Indicative PPA rate (Yr 1) with 1% escalation rate: \$0.1208  
(final diligence, design, and negotiations are underway and may impact the final rate)
- 25-year Savings: \$1.4 million

# CHS SYSTEM LAYOUT



# TIMELINE (upcoming)

- Site owner contemplated to be the party in the PPA with Madison Energy as the “Purchaser” of the electricity produced by the solar system.
- Site owner is also contemplated to be the party to execute the site access agreement.





# KEY BENEFITS

- **Feasibility:**

- PPAs offers a strategy to rapidly install large solar on our largest, eligible roofs without local capital investment
- Operations (including maintenance) remain the responsibility of the owner for the term of the PPA

- **Renewable Energy Procurement:**

- PPAs support the growth of renewable energy sources
- PPAs help advance climate and sustainability goals

- **Cost Savings:**

- PPAs provide significant long-term cost savings compared to traditional utility electricity rates.
- Combined, the PPAs for CHS and CMS are projected to save money in Year 1 with nearly \$4 million in savings over the proposed 25-year terms of the agreements.

- **Price Stability:**

- PPAs offer price stability by locking in electricity rates for the duration of the agreement, providing budget certainty for energy costs.

# Thank You



# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Update on Plans for Phase 4 of the Kindewood Housing Project</b>
<b>Staff Contact(s):</b>	James Freas, Deputy City Manager, Madelyn Metzler, Housing Compliance Coordinator, Kellie Brown, Director of NDS
<b>Presenter:</b>	<b>James Freas, Deputy City Manager</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

The City and Piedmont Housing Alliance (PHA) face a choice in the approach to phase 4 of the Kindewood / Friendship Court redevelopment project. Phase 4 can include a sufficient number of units to meet the number of overall units for the entire project as called for in the City's agreement with PHA, which would require a substantial further investment of funds by the City into the project and increases the project risk, or the City can amend the agreement and accept fewer units with no additional cost to the City and a more definitive timeline to completion.

### Background / Rule

### Analysis

Kindewood is a multi-phase redevelopment project governed by a master covenant that sets unit targets for each phase. Phase 1 is complete with 106 units, and Phase 2 is underway and expected to deliver 104 units. The City previously approved a reduction in Phase 3 to 85 units, which is below the original range of 88-102 units. Phase 4, the largest and final phase, was planned for 128-153 units, but rising construction costs and reliance on competitive Low-Income Housing Tax Credit allocations have created a significant funding gap. The City has already committed \$6.9 million in total to Phase 4, including \$4.5 millions for construction costs and \$2.4 million for infrastructure improvements. With this current commitment, the PHA project budget supports the delivery of 93 units, 37 units short of the covenant requirement. Closing this approximately \$3 million gap could allow the project to meet its original targets and maintain the overall goal of 425-475 units across all phases. However, delivery of these units would be dependent on securing future LIHTC allocations and would require additional project phases.

The Affordable Housing Plan sets the goal of increasing the number of subsidized affordable units by 1,100, prioritizing the creation of new units. The Plan also sets funding targets for 50% of funding to serve households with incomes up to 30% of AMI, 30% of funding for households earning up to 60% AMI, and 20% of funding for households earning up to 80% AMI, prioritizing deeper affordability. While increasing the funding for Kindewood would support the creation of more units, it would also require three LIHTC awards and increase the construction timeline for the project, creating further uncertainty about future project phases.

City staff and a representative of PHA will be available to discuss the details of the two approaches.

### Financial Impact

### Recommendation

**Recommended Motion (if Applicable)**

**Attachments**

1. KW4\_CC\_01.29.26

# Kindlewood Phase 4: what's next

**Feb. 2. 2026**



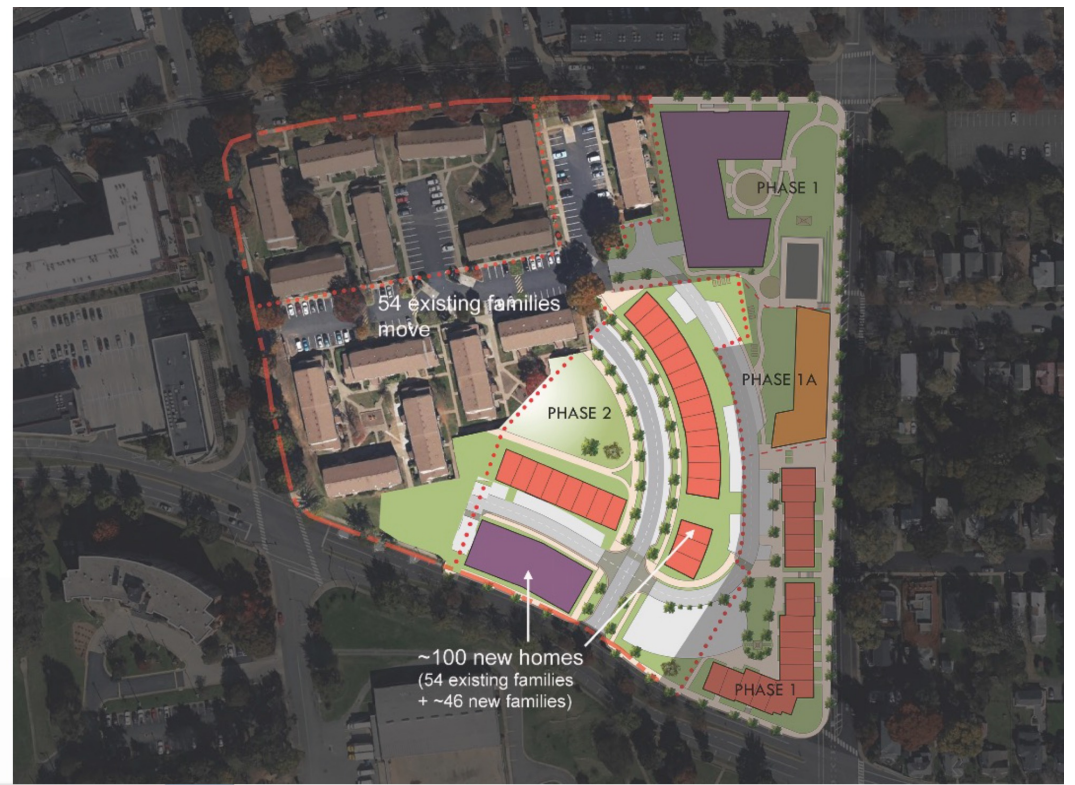
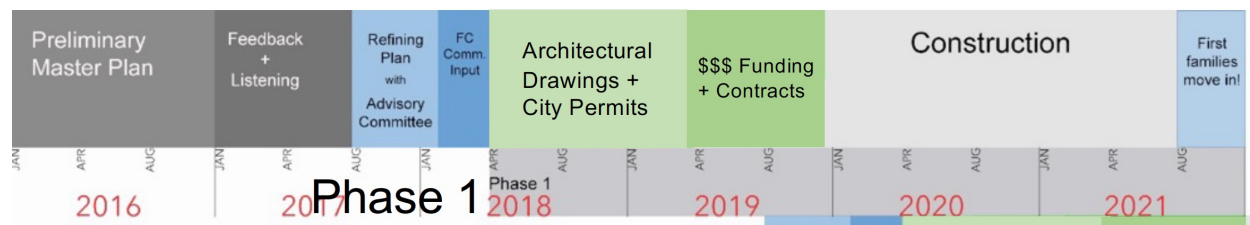
PIEDMONT **HOUSING ALLIANCE**



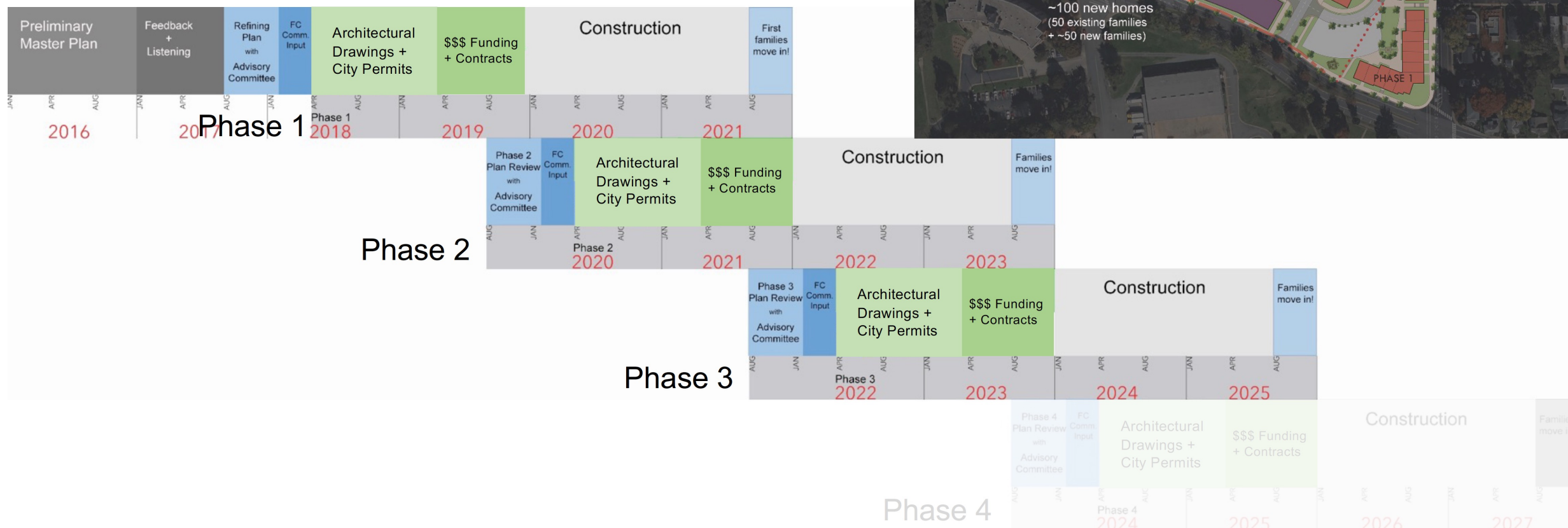
A look back in time to 2018...

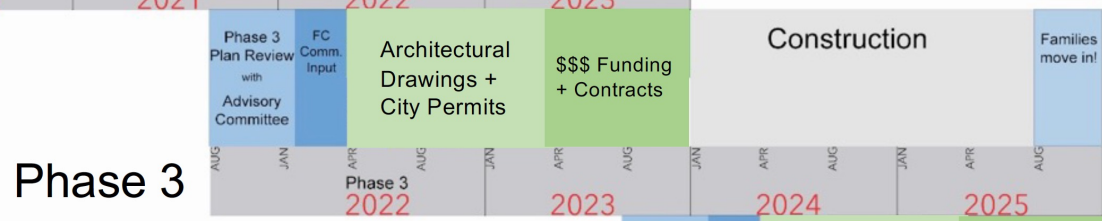
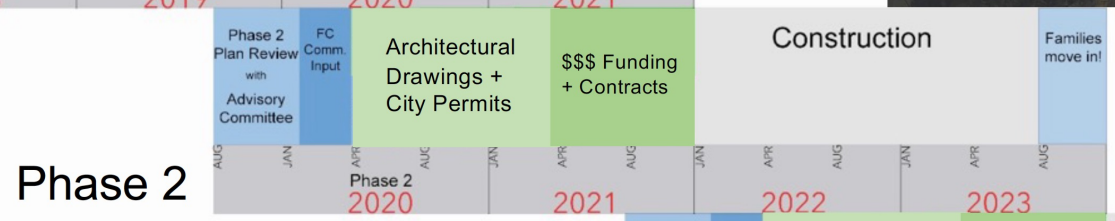
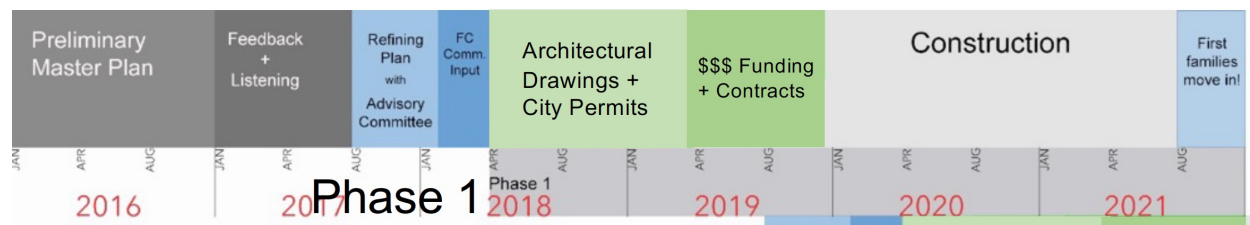
- Renewed plan with:
  - 4 phases w/ zero displacement
  - integrated tiers of affordability (Section 8 replacement + 30%-60% AMI + 60-80% AMI units)
  - 30,000+ sq ft of commercial space (incl. early learning ctr)
  - 1-acre park
  - new neighborhood-style public roads













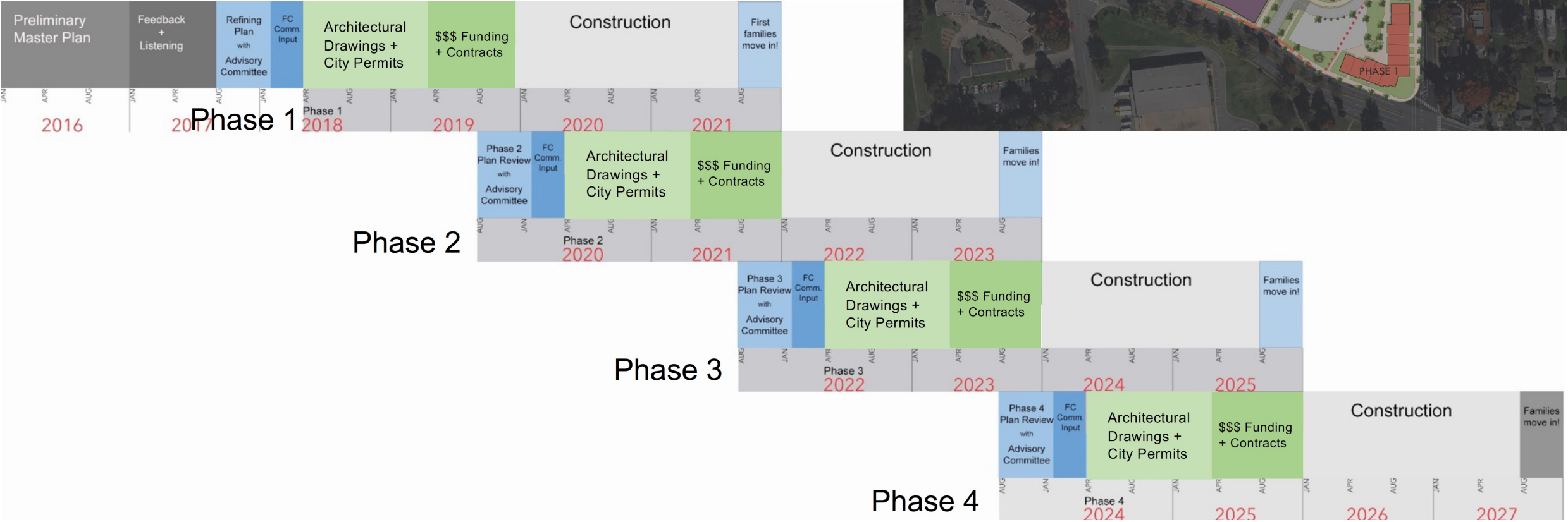
# What we didn't know in 2018...

- Two-year pandemic that would delay construction by 1+ years
- Historic escalation in construction costs
- Historic increase in interest rates that added \$millions in financing costs
- Loss of HUD-designated Qualified Census Tract (QCT) status
- Reams of red tape at HUD to get through funding approvals (delayed 1+ years)
- Massive upheaval in federal administration that increases uncertainty for risk-averse funders + lenders
- Retraction of green-building funding



What we've accomplished...

- Completion of Phase 1
- Phase 2 under construction
- Financed Early Learning Center (also under construction)
- Achievable financing horizon for Phase 3
  
- Navigated all of this through 3 different financing strategies for 3 different phases (not because we wanted to)





## What we're confronting for Phase 4...

- No Section 8 subsidy for rents in Phase 4
- Sustained high interest rates + higher construction costs
- Federal landscape uncertainty for next 3+ years
- Reduction in value of LIHTC over time

LIHTC pricing trend (each \$0.01 = approx. \$150,000-\$200,000 in equity)

- Phase 1: \$0.91 per \$1.00
- Phase 2: \$0.81 per \$1.00
- Phase 3: TBD, but \$0.75-\$0.80 per \$1.00 estimated
- Phase 4: ???

LIHTC strategies so far (how we've had to adapt)

- Phase 1: One 9% LIHTC
- Phase 2: One 4% LIHTC (relied on QCT status)
- Phase 3: One 9% + one 4% ("twinned"; lost QCT status)



KINDLEWOOD PHASE 4

	Projected in 2018	Actual
PHASE 1	106	106
PHASE 2	103-114	104
PHASE 3	88-102	85
PHASE 4	75-150	90-130
Total by Phase in City Agreement	372-472	385-425
Total Mix/Max in City Agreement	425-475	

\*All units have 90+ year affordability period per City agreement

	Version A (~90 units)	Version B (~130 units)
LIHTC strategy	Two 9% awards (really hard)	Three 9% awards (really, really, really hard)
City funds	\$4.5M (already committed; similar \$/unit as other phases; currently showing \$1M gap)	\$4.5M + \$5.2M (significant increase mostly due to reduced sources + projected cost escalation)
Construction Type	Similar to Phases 1-3	Taller construction (more expensive)
Commercial + Amenity Space	11,000-14,000 sq ft	13,000-16,000 sq ft
Parking	~1 spot per apt (no commercial)	~1 spot per apt (no commercial)
Homeownership (CLT)	~10 homes	~10 homes
Depth of Affordability	30-60% AMI* (est. 8 @ 30%; 44 @ 50%; 31 @ 60%) <i>* no market rate</i>	30-60% AMI* (est. 10 @ 30%; 50 @ 50%; 60 @ 60%) <i>* no market rate</i>
Existing Trees	Highest chance of retaining (more flexibility in design to reduce potential impact)	Low chance of retaining (higher density and less flexibility)
Chance of Success	Best chance (mitigates risk of changing federal landscape; more predictably financeable)	??? (unpredictable)



# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution to appropriate funding from the Supreme Court of Virginia Behavioral Health Docket Grant - \$78,150.09 (2nd reading)</b>
<b>Staff Contact(s):</b>	Taylor Harvey-Ryan, Grants Program Manager
<b>Presenter:</b>	<b>Madison Keller, Offender Aid and Restoration</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

- Appropriate funding from the Virginia Supreme Court of Virginia Behavioral Health Docket Grant in the amount of \$78,150.09
- Execute the Statement of Grant Award/Acceptance
- Execute the MOA between OAR and the City of Charlottesville

### Background / Rule

The City of Charlottesville, on behalf of the Albemarle-Charlottesville Therapeutic Docket program, has received a Supreme Court of Virginia Behavioral Health Docket Grant for \$78,150.09 for operations of the therapeutic docket program, which is operated by Offender Aid and Restoration (OAR). The City of Charlottesville serves as fiscal agent for the Supreme Court of Virginia Behavioral Health Docket Grant.

### Analysis

In its sixth year of operation, the Albemarle-Charlottesville Therapeutic Docket program is a supervised 9 to 12 month treatment program that serves as an alternative to incarceration for offenders. The Therapeutic Docket is a specialized docket within the existing structure of the court system given the responsibility to handle cases involving adult misdemeanor offenders who suffer from serious mental illness. The program uses the power of the court to assist offenders to achieve wellness and recovery through a combined system of intensive supervision, medication management, mental health treatment, and regular court appearances.

The total program budget is **\$264,689.09** and includes three funding sources:

Supreme Court of VA - \$78,150.09

City of Charlottesville: \$127,050.00, previously appropriated

Albemarle County: \$59,489.00, previously appropriated

This relates to the City of Charlottesville's priority area of safety/criminal justice. The Therapeutic Docket is a valuable, less expensive alternative to incarceration for certain criminal offenders with serious mental illness which utilizes a blend of court-ordered supervision, mental health treatment services, court appearances, and behavioral sanctions and incentives to reduce recidivism and enhance personal accountability and mental health and wellness among participants.

The Therapeutic Docket is a direct service provider and are engaged daily with non-violent criminal offenders with serious mental illness who are at a high level of risk for reoffending and have a high level of need due to mental illness. By collaborating with the Court system, Region Ten Community Services Board and Partner for Mental Health, the Therapeutic Docket provides these offenders with a highly structured, rigorously supervised system of treatment and criminal case processing that result in a significant reduction in recidivism rates for program participants and graduates. Participants gain access to the Therapeutic Docket through referrals from police, probation, magistrates, defense attorneys and other local stakeholders. Participants have active criminal cases pending in the General District Court. If they successfully complete the program which takes a minimum of 9 months, participants may have their pending charges dismissed or receive an all-suspended sentence. If participants are unsuccessful and have to be terminated from the program, they return to court to face their original charges. Successful Therapeutic Docket participants return the community's investment in them by improving their mental health status, maintaining compliance with treatment regimens, including medications, and reducing their criminal behaviors in the community.

### **Financial Impact**

No additional City funding is required as the City's match for this grant, \$127,050.00, was appropriated as part of the FY 2026 Council Approved Budget as part of the City's contribution to Offender Aid and Restoration.

### **Recommendation**

Staff recommend the appropriation of the grant funds and execution of the MOA and Statement of Grant Award.

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

I move to approve the resolution appropriating the \$78,150.09 from the Supreme Court of Virginia to support the Behavioral Health Docket program. I move to approve the City Manager executing the MOA between OAR and the City and the Statement of Grant Award.

### **Attachments**

1. FY26 TD and CITY MOA
2. RESOLUTION\_\$78,150.09 Therapeutic Docket Grant

## MEMORANDUM OF AGREEMENT

Regarding Administration of the Charlottesville/Albemarle Therapeutic Docket  
Pursuant to OES Virginia Behavioral Health Dockets Grant Program

**THIS AGREEMENT** is entered into this 30 day of September, 2025 by and between the City of Charlottesville, Virginia (hereinafter the "City"), and Offender Aid and Restoration (hereinafter "OAR") to provide funding and services for the operation and administration of the Charlottesville/Albemarle Therapeutic Docket (hereinafter "Docket").

**WHEREAS**, the parties hereto desire to facilitate funding and staffing of the Docket, which is administered by OAR; and

**WHEREAS**, the Supreme Court of Virginia, Office of the Executive Secretary (hereinafter "OES") is willing to provide funding through the Virginia Behavioral Health Dockets Grant Program for the services being provided to persons through the Docket; and

**WHEREAS**, the administrators of the Docket desire for the City to serve as their fiscal agent with respect to state funding allocated for the Docket and to provide certain other assistance to facilitate the staffing and continued funding of the Docket; **NOW, THEREFORE**,

### WITNESS:

In consideration of the mutual premises set forth within this Memorandum of Agreement, the undersigned parties do hereby set forth their agreement as follows:

1. Term. The term of this Agreement shall be for ten months, commencing on July 1, 2025 (hereinafter "Commencement Date") and continuing through June 30, 2026.
2. Appropriations. This Agreement, and each party's obligations hereunder, is expressly made contingent upon the availability and appropriation of public funds to support performance of the Agreement.
3. Funding Provided by OES. The parties acknowledge and understand that state funding for the Docket (total grant amount: \$78,150.09) shall be received by the City and administered by the parties as follows:
  - a. Funding for the Docket, through general fund appropriation(s) made to OES, shall be provided as follows: (i) for OAR, an amount not less than \$78,150.09, payable to the City, as fiscal agent for the Docket, in four quarterly installments. Requests for funds shall be submitted to OES by the City according to the OES approved schedule. Quarterly reimbursements are to be received by the City and disbursed to OAR. Invoices from OAR are due to the City by the 10<sup>th</sup> of each month or the following Monday if the 10<sup>th</sup> falls on a weekend.

- b. Docket Services. This contract shall implement the conditions of the Statement of Grant Award and the Statement of Grant Award Special Conditions for the OES Behavioral Health Dockets Grant. This contract may remain in effect beyond the specified term, provided OES grant funds are available in subsequent fiscal years and provided the contract is not terminated by one of the parties as outlined in paragraph 7 of this Memorandum of Agreement.
  - c. Designation of Fiscal Agent. OAR specifically and expressly designates the City as their fiscal agent for receipt, administration and disbursement of the funding which is the subject of this Agreement.
- 4. Obligations of Docket. Both parties to this Agreement agree to cooperate fully with the other party to ensure that the conditions attached to and made a part of the grant award are complied with in the administration of the Docket. The parties to this agreement shall together be responsible for timely preparation and completion of all reports required by the grant conditions; upon request by a party preparing any such report(s), the other party shall provide necessary statistical, budgetary, financial or other information necessary to complete a required report.
- 5. Obligations of the City. The City shall provide the following:
  - a. Fiscal Agent services, to receive, to disburse to OAR, and to account for funds received from OES for the operation and administration of the Docket, in accordance with this Agreement;
  - b. Documentation and follow-up, regarding funds received from OES, as required by OES and the administrators of the Docket;
  - c. Cooperation with Docket staff and administrators in connection with the preparation of quarterly fiscal reports on expenditures and quarterly financial requests for funding;
- 6. Notice and Other Communications. Any notice, report, request, correspondence or other communication(s) required or provided in connection with this Agreement shall be in writing and shall be deemed given when actually received by the addressee. Notices to the City shall be addressed as follows: Attention: Samuel Sanders, Jr, City Manager, P.O. Box 911 City Hall, Charlottesville, VA 22902. Fax: 434-970-3890. All correspondence or other communications shall be cc'd to Gail Hassmer, Chief Accountant at the same address as above.
- 7. Termination of Agreement. Either party may terminate this Agreement at any time, for its convenience and/or for lack of available or appropriated funding, by giving thirty (30) days advance written notice to the other.
- 8. No Discrimination. Each party hereto agrees that in the provision of services contemplated by this Agreement, it will not discriminate on the basis of race, religion, color, sex, handicap, national origin, or any other basis prohibited by law. Further, during the performance of this contract, each party 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 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 the party. Each party agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. In all solicitations or advertisements for employees placed by or on behalf of a party hereto, the party will state that it is an equal opportunity employer. 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.

9. Drug Free Workplace. During performance of this contract, each party agrees as follows: (i) to provide a drug-free workplace for the party's employees; (ii) to 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 the party's workplace, specifying the actions that will be taken against employees for violations of such prohibition; and (iii) to state in all solicitations or advertisements for employees placed by or on behalf of the party that the contractor maintains a drug-free workplace. For the purposes of this paragraph, "drug-free workplace" means a site for the performance by a party of services in connection with this Agreement, where employees at such sites are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana.
10. Entire Agreement. This document sets forth the complete understanding of the parties hereto.

**IN WITNESS WHEREOF,** the parties do hereby set forth their signatures, representing that the individuals who affix their signatures hereto have been duly authorized to bind each party to the terms and conditions of the foregoing Agreement:

**City of Charlottesville:**

By: \_\_\_\_\_

Title: \_\_\_\_\_

**Offender Aid and Restoration of Charlottesville-Albemarle, Inc.**

By: W. M. C. [Signature]

Title: Executive Director





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

**Appropriating Albemarle-Charlottesville Therapeutic Docket Grant Award  
\$78,150.09**

**WHEREAS**, the Supreme Court of Virginia awarded the Supreme Court of Virginia Recovery Court Docket Grant in the amount of \$78,150.09 for the Charlottesville/Albemarle Recovery Court in order to fund salaries, benefits, and operating expenses; and

**WHEREAS**, the City of Charlottesville serves as the fiscal agent for this grant program; and

**WHEREAS**, the City of Charlottesville and Albemarle County both have dedicated local matches to this grant, totaling \$186,539.00; and

**WHEREAS**, the grant award covers the period July 1, 2025 through June 30, 2026.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, which the sum of \$78,150.09, received as a grant from the Supreme Court of Virginia, is hereby appropriated in the following manner:

**Revenues**

\$78,150.09      Fund: 209      Internal Order: 1900617      G/L Account: 430110

**Expenditures**

\$78,150.09      Fund: 209      Internal Order: 1900617      G/L Account: 530670

**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$78,150.09 from the Supreme Court of Virginia.

Date Introduced: January 20, 2026

Date Adopted:

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

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution to appropriate the Virginia Department of Social Services Family Assistance Management (F.A.M.) grant in the amount of \$125,754.06 (2nd reading)</b>
<b>Staff Contact(s):</b>	Taylor Harvey-Ryan, Grants Program Manager
<b>Presenter:</b>	<b>Misty Graves, Director of Human Services, Charlsie Stratton, Deputy Director Human Services Department</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

- Appropriate funding from the Virginia Department of Social Services in the amount of \$125,754.06
- Execute the MOA between the Virginia Department of Social Services and the City of Charlottesville

### Background / Rule

The City of Charlottesville, was notified that it had received a grant from the Commonwealth of Virginia through the Virginia Department of Social Services' Family Assistance Management (F.A.M.) program to support the Community Attention Foster Families program operated by the City's Department of Human Services.

### Analysis

The Community Attention Foster Families (CAFF) /Department of Human Services was awarded the F.A.M. grant to support the recruitment and hiring of a dedicated staff member specializing in family finding. This position will enhance our efforts to identify and support kinship families for youth within our catchment area and surrounding communities. t Now mission and serve children in their care more effectively. In our current collaboration with the Department of Social Services (DSS) in Charlottesville, Albemarle County, and Greene County, we have a total of 123 children enrolled in the program. The collaboration has approved 74 resource families, with 38 children placed in resource family homes. Additionally, there are 85 children in the program living in relative or kinship homes. Of these, 32 children are in kinship homes through Albemarle County DSS, 47 children are in kinship homes through Charlottesville DSS, and 6 children are in kinship homes through Greene County DSS.As we navigate additional partnership with Fluvanna County DSS we have learned that they currently have 19 children experiencing foster care with 4 youth in independent living, 1 child in residential care, 2 children in kinship care, 3 children on trial home visits and 9 youth in resource family/TFC/LCPA homes. Fluvanna has a total of 14 resource families that they have approved and monitor.

Community Attention Foster Families (CAFF) brings over 20 years of experience in evaluating and implementing child welfare programs across our region. Throughout this time, our agency has adapted and evolved our programming to meet the changing needs of children and families, consistently providing responsive and effective support to our partner LDSS offices. Across its various iterations, CAFF has remained grounded in evidence-based practices and informed by local data. Our approach has always prioritized keeping youth connected to their communities, recognizing that these connections lead to better long-term outcomes for children and their families. In 2009, CAFF launched

the Fostering Local initiative—an intentional effort to recruit foster families within our communities and ensure that youth in foster care maintain relationships with familiar, trusted adults and remain in environments that support their well-being. This initiative also encompasses training, approval, and ongoing support for kinship caregivers. As a result of this longstanding work, our partner localities now lead the state in the percentage of youth placed with kinship families. Together, we continue to look ahead, identifying innovative ways to expand services and strengthen supports for families, always with the goal of keeping children safe, connected, and close to home.

We will utilize these grant funds to enhance existing services with a specific emphasis on family finding for both new and ongoing cases. The funding will allow CAFF to hire a dedicated staff member specializing in Family Finding to support the Charlottesville, Albemarle, Greene, and Fluvanna Departments of Social Services. This individual will undergo specialized training in the Family Finding model and will work closely with each local Department of Social Services (LDSS). They will engage with cases as early as possible to identify potential relative caregiver placement options. The funds will be allocated for salary, travel, individual and community training, office supplies and furniture, computer and cell phone procurement, as well as advertising, marketing materials, and administrative fees.

We will use the grant funds to expand existing services by placing a targeted focus on family finding for both new and ongoing cases. Specifically, the funding will enable CAFF to hire a dedicated staff member specializing in Family Finding to serve Charlottesville, Albemarle, Greene, and Fluvanna Departments of Social Services. This individual will receive specialized training in the Family Finding model and will collaborate closely with each LDSS, engaging as early as possible in each case to identify potential relative caregiver placement options. In instances where kinship placement is not immediately available, and a child must enter a resource family home, the Family Finding staff member will maintain ongoing involvement—persistently revisiting and re-engaging the family finding process throughout the life of the case. This continuous effort ensures that kinship and relative placement options remain a top priority, aligning with the VDSS Kin First Now mission and reinforcing our commitment to keeping children connected to family whenever possible.

CAFF will recruit and hire a Family Finding staff member through the City of Charlottesville's Human Services Department. Given that this position will support multiple LDSS partners, we will leverage their networks and outreach capabilities to ensure a broad and competitive applicant pool, allowing us to identify and hire the most qualified candidate. Grant funding will ensure that the selected staff member receives training in the most current and effective Family Finding practices. In addition, they will complete all standard training required of Human Services/CAFF employees, including but not limited to Trauma-Informed Care and Mental Health First Aid. The staff member will receive regular supervision from a CAFF Program Director, with ongoing evaluation of their effectiveness conducted through scheduled supervision sessions, monthly coordination meetings with partner LDSSs, and quarterly checkins aligned with grant reporting requirements and data collection benchmarks.

With support from this grant, CAFF will be able to allocate resources toward enhancing our community visibility through expanded branding and outreach efforts. This will include the development of promotional materials such as car magnets, flyers, signage, and potentially a billboard. Strengthening our marketing presence will support targeted recruitment of non-relative foster families—providing additional placement options for our partner LDSSs when kinship caregivers are not immediately available. In addition to recruitment, grant funding will allow CAFF to offer a wider range of relevant training opportunities for non-relative caregivers, equipping them with tools to better support the youth in their homes. These trainings include, but are not limited to, Trust-Based Relational Intervention (TBRI) and

Compassionate Caregiving, with a specific focus on supporting neurodivergent youth. Importantly, this funding will allow CAFF to expand access to TBRI training beyond our internal staff to include foster families across our partner localities. Furthermore, the grant will enable us to train and certify a staff member as a TBRI trainer, ensuring our ability to offer ongoing, sustainable TBRI training to families within our current LDSS partnerships and additional localities, including Fluvanna.

**Financial Impact**

There is no financial impact to the City of Charlottesville.

**Recommendation**

Staff recommends the appropriation of the grant funds from the Virginia Department of Social Services and the execution of the Memorandum of Agreement by the City Manager.

**Recommended Motion (if Applicable)**

I move to approve the resolution appropriating the \$125,754.06 from the Virginia Department of Social Services to support the Community Attention Foster Families program.

I move to approve the City Manager or designee execute the Memorandum of Agreement between the City of Charlottesville and the Commonwealth of Virginia.

**Attachments**

1. RESOLUTION\_\$125,754.06 FAM Grant



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

**Appropriating Funding in the Amount of \$125,754.06 To Be Received from the Virginia Department of Social Services' Family Assistance Management (F.A.M.) Grant**

**WHEREAS** The City of Charlottesville has been notified that it will be awarded a grant from the Family Assistance Management grant program from the Virginia Department of Social Services in the amount of \$125,754.06.

**NOW, THEREFORE BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that upon receipt of the F.A.M. funding the Commonwealth of Virginia, said funding, anticipated in the sum of \$125,754.06, is hereby appropriated in the following manner:

**Revenues**

\$125,754.06	Fund: 209	Order: 3413023000	G/L: 530550
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**Expenditures**

\$125,754.06	Fund: 209	Order: 3413023000	G/L: 530550
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**BE IT FURTHER RESOLVED**, that this appropriation is conditioned upon the receipt of \$125,754.06 in funds from the Commonwealth of Virginia.

Date Introduced: January 20, 2026

Date Adopted:

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



# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Ordinance Approving Amendments to Previous Ordinance Authorizing a Forgivable Loan to SupportWorks Housing for Vista 29 (2nd reading)</b>
<b>Staff Contact(s):</b>	Taylor Harvey-Ryan, Grants Program Manager, Brenda Kelley, Redevelopment Manager
<b>Presenter:</b>	<b>Brenda Kelley, Redevelopment Manager</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

In August 2024, City Council approved an Ordinance authorizing a forgivable loan to Virginia Supportive Housing ("VSH") in the amount of \$750,000. VSH, now known as SupportWorks Housing ("SupportWorks"), requested amendments to the Loan Agreement and the Declaration of Affordable Housing Covenants to comply with all the requirements.

### Background / Rule

SupportWorks is developing a Low Income Housing Tax Credit ("LIHTC") Project, called Vista 29 (formerly known as Premier Circle), of 80 affordable housing units to house unhoused persons and very low-income households, with supportive services, on property located at 405 Premier Circle in Albemarle County, Virginia ("Albemarle").

During final planning, SupportWorks notified the City and Albemarle that there was a funding gap of \$1.5 million. The City and the County agreed to split the funding gap, so that the Project could be built to provide these much needed housing units and services to the community.

### Analysis

Here are some key elements of the requested amendments:

- Change Project's name from Premier Circle to Vista 29
- Change owner's name from Virginia Supportive Housing to SupportWorks Housing
- Change the affordability period from 99 years to 30 years
- Change the AMI levels as follows:
  - 12 of the units: change from at less than 40% AMI to at or less than 40% AMI
  - 68 of the units: change from below or between 50% AMI to below or between 60% AMI
- Other minor corrections or revisions

### Financial Impact

There is no additional anticipated financial impact. The \$750,000 in funding was appropriated from the CIP Contingency Account in January 2024.

### Recommendation

City Staff recommends that City Council adopt the attached Ordinance amending a previous Ordinance approving a forgivable loan to SupportWorks Housing for Vista 29.

### Recommended Motion (if Applicable)

"I move approval of the amended Ordinance to approve a forgivable loan to SupportWorks Housing for Vista 29."

**Attachments**

1. AMENDED ORDINANCE Vista 29 Forgivable Loan



#O-\_\_-\_\_

**AMENDED ORDINANCE**

**AUTHORIZING A FORGIVABLE LOAN TO VIRGINIA SUPPORTIVE HOUSING TO SUPPORT THE PREMIER CIRCLE/VISTA 29 PROJECT FOR THE PURPOSE OF PRODUCING NEW HOUSING UNITS FOR HOMELESS PERSONS AND VERY LOW-INCOME HOUSEHOLDS**

WHEREAS, the Council of the City of Charlottesville, Virginia (“City Council”), approved Ordinance #O-24-099 in August 2024, authorizing a Forgivable Loan to Virginia Supportive Housing to support the Premier Circle Project for the purpose of producing new housing units for homeless persons and Very Low-Income households; and

WHEREAS, SupportWorks Housing (“SupportWorks”), formerly known as Virginia Supportive Housing, has requested multiple revisions to the original terms and conditions; and

WHEREAS, the production of new housing units for homeless persons and Very Low-Income Households is a public purpose and use for which public money may be spent, and such production is a governmental function of concern to the Commonwealth of Virginia; and

WHEREAS, pursuant to Virginia Code § 15.2-958, as amended, the City of Charlottesville, Virginia (“City”), may, by Ordinance, make grants or loans to the owners of residential rental property occupied, or to be occupied, following construction, by homeless persons and households of Very Low-Income, for the purpose of producing such property; and

WHEREAS, SupportWorks is a private, nonprofit 501(c)(3) organization (corporation) organized and operating under the laws of the Commonwealth of Virginia, having as its mission to end homelessness by providing permanent housing and supportive services; and

WHEREAS, SupportWorks is developing the Vista 29 Project, formerly known as Premier Circle, at 405 Premier Circle (“Project”), in Albemarle County, Virginia (“County”), that will have seventy-seven (77) studio apartments and three (3), one (1)-bedroom apartments with supportive services, such development to be funded by Low Income Housing Tax Credits, private donations, grants, and local government funding from the County and the City; and

WHEREAS, the Project will be a mixed-income community with a blend of units for homeless and Very Low-Income Households from the County, the City, and the surrounding region; and

WHEREAS, SupportWorks has requested the City to award local public funding for the Project, in an amount sufficient to subsidize the projected cost of constructing the required public infrastructure for the Project, as well as the construction of Very Low-Income affordable units, the City desires to make a Forgivable Loan to SupportWorks, pursuant to and in consideration for, SupportWorks’s activities in compliance with a Loan Agreement, to be approved by the City; and

WHEREAS, the City desires to loan up to \$750,000 of already approved funding at an interest

rate of three percent (3.00%) per annum for a term of approximately forty (40) years to SupportWorks ("Loan), pursuant to the terms and conditions of a Loan Agreement and a Declaration of Affordable Housing Covenants, to be approved by the City.

NOW, THEREFORE, BE IT ORDAINED by City Council that the Loan Agreement, in substantially the same form presented to City Council at this Meeting, is hereby approved; and

BE IT FURTHER ORDAINED BY THIS CITY COUNCIL THAT the City Manager is hereby authorized to execute a Loan Agreement containing the terms and conditions consistent with those set forth within this Ordinance, and other documents and instruments necessary to complete this Loan transaction, subject to approval by the City Attorney's Office as to the form of all such documents and instruments.

Date Introduced: January 20, 2026

Date Adopted:

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

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution Appropriating \$700,000 and Initiating an Amendment to the Terms of a Performance Agreement Supporting the 501 Cherry Avenue Mixed-Use Development Project (2nd reading)</b>
<b>Staff Contact(s):</b>	James Freas, Deputy City Manager, Kellie Brown, Director of NDS, Madelyn Metzler, Housing Compliance Coordinator
<b>Presenter:</b>	<b>Madelyn Metzler, Housing Compliance Coordinator</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

Piedmont Housing Alliance ("PHA") requests additional investment in the previously funded 501 Cherry Avenue Mixed-Use Development Project ("Project"). The request includes increasing the Performance Agreement from 50% to 100% of the incremental real estate value created by the Project over the performance period and \$700,000 cash to support commencement of the Project in 2026.

### Background / Rule

The Project is proposed to include 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. Currently, the Project has a financing gap which is preventing it from commencing. Funding must be secured by April 2026 for the Project to proceed and to meet MRC's move-in timeline.

### Analysis

The Project received final site plan approval in March 2025 and has secured 9% Low-Income Housing Tax Credit funding. The Project is consistent with both the City's Affordable Housing Plan's goals of creating new affordable units and the Small Area Plan's goal of improving food access. The Project will feature 71 multifamily rental units affordable to households earning between 30% and 60% of the Area Median Income ("AMI"), including 10 Project-based voucher units, 7 units for households under 30% AMI, 10 units for households under 40% AMI, 6 units for households under 50% AMI, and 38 units for households under 60% AMI. The Project also includes space for the nonprofit MRC, which needs to occupy its new facility by 2027, and for a community grocery store. The Project's \$1.7 million funding gap threatens that timeline. If this gap is filled, construction is scheduled to begin in spring 2026, with completion expected in 2027, and full occupancy by 2028. Addressing this shortfall is essential to maintain the timeline and ensure delivery of both housing and nonprofit space. City Staff supports the request to increase the Performance Agreement from 50% to 100% of the incremental real estate value created by the Project over the performance period, and by adding \$700,000 in additional cash from the Capital Improvement Plan ("CIP") Contingency Fund to support construction beginning in 2026.

### Financial Impact

The additional \$700,000 will be allocated from the City's CIP Contingency Fund and the 5-year CIP will be amended to include these additional Project funds in FY 2028 of the Plan.

### Recommendation



City Staff recommends City Council adopt the attached Resolution initiating an amendment to the terms of the 501 Cherry Avenue Performance Agreement (subject to approval by the Economic Development Authority of the City of Charlottesville, Virginia) to 100% of the incremental real estate value created by the Project over the performance period, and committing to increasing the funding for the Project by an additional \$700,000 from the CIP Contingency Fund.

**Recommended Motion (if Applicable)**

"I make a Motion to adopt the attached Resolution initiating an amendment to the terms of the 501 Cherry Avenue Performance Agreement (subject to approval by the Economic Development Authority of the City of Charlottesville, Virginia) to 100% of the incremental real estate value created by the Project over the performance period, and committing to increasing the funding for the Project by an additional \$700,000 from the CIP Contingency Fund."

**Attachments**

1. RESOLUTION\_\$700,000 appropriation 501 Cherry Ave



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

**To Appropriate \$700,000 and Initiate Consideration of Amending a Certain Performance Agreement to Support the 501 Cherry Avenue Mixed-use Development Project**

**WHEREAS** the 501 Cherry Avenue mixed-use development project is proposed to consist of 71 affordable rental dwelling units and commercial space to be occupied by the Music Resource Center (MRC) and a community grocery store; and

**WHEREAS** the project represents a partnership between the neighborhood association, a private for-profit developer, and a not-for-profit affordable housing developer to develop a project that meets a number of community needs as envisioned in the Cherry Avenue Small Area Plan; and

**WHEREAS** the project developer, Piedmont Housing Alliance, is requesting an additional \$1,700,000 to support the project; and

**WHEREAS** the City of Charlottesville would provide an additional \$700,000 from the Capital Improvement Program contingency fund and support increasing the funding payment contemplated in an existing Performance Agreement, dated March 20, 2025, to 100% of the incremental real estate value created by the project, subject to approval by the Economic Development Authority of the City of Charlottesville, Virginia and the City Council of the City of Charlottesville; and

**NOW, THEREFORE BE IT RESOLVED** that the Council of the City of Charlottesville, Virginia, hereby appropriates \$700,000 to the Piedmont Housing Alliance and supports initiation of an amendment to the terms of the 501 Cherry Avenue Performance Agreement as stated herein.

Date Introduced: January 20, 2026

Date Adopted:

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

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution Appropriating \$390,000 to Support a Rental Arrears Intervention Pilot Program (2nd reading)</b>
<b>Staff Contact(s):</b>	James Freas, Deputy City Manager, Madelyn Metzler, Housing Compliance Coordinator, Kellie Brown, Director of NDS
<b>Presenter:</b>	<b>Madelyn Metzler, Housing Compliance Coordinator</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

Piedmont Housing Alliance ("PHA") has confirmed a rental arrears priority at Kindlewood, in both existing and new housing units. The persistence of arrears suggests a critical financial assessment and counseling intervention is needed, and PHA requests consideration of \$390,000 to support a Rental Arrears Intervention Pilot Program ("Pilot Program").

### Background / Rule

Rental arrears at PHA properties have grown to over \$450,000, creating financial strain for PHA and increasing eviction risk for residents. This challenge has prompted consideration of interventions that combine financial counseling with partial arrears payments to stabilize households and property operations.

### Analysis

PHA is experiencing a growing rent delinquency crisis that may be indicative of a larger trend among affordable housing residents. CRHA has indicated similar trends in its properties and both organizations face financial strain and the increasing risk of eviction. This challenge threatens property operations and long-term affordability unless addressed through targeted intervention. PHA proposed a two (2)-year Pilot Program that would combine financial counseling through its Financial Opportunity Center with partial arrears payments. The requests include City funding to cover up to fifty percent (50%) of arrears (approximately \$220,000) and \$170,000 for a dedicated financial literacy counselor for a total of \$390,000. If implemented, the Pilot Program would pair payment assistance with accountability measures and financial education, aiming to stabilize households and reduce eviction rates. The Pilot Program would include performance metrics and would be monitored under the City's Grant Monitoring and Compliance Program.

### Financial Impact

The source of funds for the Pilot Program will be the City's CIP Contingency Fund. The funds will be disbursed to PHA as a grant and in accordance with the terms of a signed Grant Agreement. The terms of the Grant Agreement will be finalized after the appropriation is approved by City Council.

### Recommendation

City Staff recommends City Council adopt the attached Resolution which funds a two (2)-year Pilot Program that includes \$170,000 for a financial literacy counselor and up to \$220,000 to cover fifty percent (50%) of arrears for participating households.

### Recommended Motion (if Applicable)

"I make a Motion to adopt the attached Resolution which funds a two (2)-year Pilot Program that includes \$170,000 for a financial literacy counselor and up to \$220,000 to cover fifty percent (50%) of arrears for participating households."

**Attachments**

1. RESOLUTION\_\$390,000 PHA Rental Arrears Pilot Program



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

**APPROPRIATING \$390,000 TO SUPPORT THE CREATION OF A RENTAL  
ARREARS INTERVENTION PROGRAM WITH PIEDMONT HOUSING ALLIANCE**

**WHEREAS** Piedmont Housing Alliance has confirmed a significant issue of rental arrears associated with the Kindlewood property; and

**WHEREAS** Piedmont Housing Alliance has experience running a Financial Literacy Center; and a rental arrears intervention program operating within a financial literacy center could work with tenants to resolve their payment of rent through coupling payment assistance with accountability measures and financial education; and

**WHEREAS** the City Manager has made a recommendation and request to allocate a portion of the CIP contingency funds to Piedmont Housing Alliance (PHA) to support a two-year rental arrears pilot program that includes \$170,000 for a financial literacy counselor and up to \$220,000 to cover 50% of arrears for participating households;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$390,000 is hereby allocated from currently appropriated funds in the CIP Contingency Fund for the following:

**Transfer from:**

Fund: 426                      Funded Program: CP-080                      GL Code: 599999

**Transfer to:**

Fund: 210                      Internal Order: 1900638                      GL Code: 599999

Date Introduced: January 20, 2026

Date Adopted:

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

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution to appropriate funding from the International City / County Management Association (ICMA) Economic Mobility and Opportunity Special Assistant Grant in the amount of \$354,000 (2nd reading)</b>
<b>Staff Contact(s):</b>	Taylor Harvey-Ryan, Grants Program Manager, Steven King, Assistant to the City Manager
<b>Presenter:</b>	<b>Ashley Marshall, Chief Prosperity Officer</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

Appropriate funding from the International City/County Management Association (ICMA) Economic Mobility and Opportunity Special Assistant Grant

### Background / Rule

The City of Charlottesville has received a grant award in the amount of \$354,000 from ICMA's Economic Mobility and Special Opportunity Special Assistant Grant to support the hiring of an Economic Mobility and Opportunity Special Assistant (EMO SA) to lead implementation of local actions improving economic mobility and opportunity for residents.

### Analysis

The City of Charlottesville applied for and was awarded the ICMA Economic Mobility and Opportunity Special Assistant grant in the amount of \$354,000 to support the hiring of an EMO SA for the period of September 1, 2025 through June 30, 2028.

The funding will support the hiring of a senior-level staff member to drive the implementation of comprehensive economic mobility strategies for the City of Charlottesville. The position title for the City of Charlottesville is Economic Mobility Officer who will serve under the supervision of the Assistant to the City Manager, Steve King. The Economic Mobility Officer will work across departments and external partners to identify strategic priorities and develop and execute a tailored implementation plan informed by a community-engaged co-design process. In addition to advancing local EMO activities, the Economic Mobility Officer will participate along with other grant awardees in regular coaching, training, and networking activities facilitated by ICMA. They will contribute to ongoing measurement, learning, and evaluation efforts to help develop a model for replication by other local governments.

Roles and Responsibilities include:

1. Conduct a co-design process to develop a community-informed workplan for EMO priorities and activities over the period of performance
2. Implement EMO activities outlined in the community-informed work-plan
3. Develop and enhance formal networks of local EMO stakeholders
4. Participate in all required virtual and in-person meetings.
5. Develop a strategy/resource roadmap for sustaining the EMO work beyond the duration of the grant
6. Comply with reporting and evaluation requests from ICMA and funding partners
7. Utilize customizable templates provided to deliver progress reports in a timely manner



The grant funds will be spent in the following manner:

<b>Category</b>	<b>Period 1</b>	<b>Period 2</b>	<b>Period 3</b>	<b>Period 4</b>	<b>Total</b>
EMO SA Salary	\$41,666.67	\$91,666.67	\$100,000.00	\$16,666.67	\$250,000
Relocation	\$5,000.00	N/A	N/A	N/A	\$5,000.00
Support					
Co-Design	\$25,000.00	N/A	N/A	N/A	\$25,000.00
Expenses					
Implementation	N/A	\$15,000.00	\$15,000.00	N/A	\$30,000.00
Expenses					
Intern Support	N/A	\$10,000.00	\$10,000.00	N/A	\$20,000.00
Travel + EMO	\$3,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$24,000.00
SA Professional					
Development					
<b>TOTAL</b>	<b>\$74,666.67</b>	<b>\$123,666.67</b>	<b>\$132,000.00</b>	<b>\$23,666.67</b>	<b>\$354,000.00</b>

#### Cost Category Descriptions:

- **EMO SA Salary** (Economic Mobility Officer): 3 months total; City of Charlottesville to provide benefits package
- **Relocation Support:** Optional Incentive to Economic Mobility Officer upon hire
- **Co-design Expenses:** Consulting or related direct expenses (meeting costs including food and beverage, participant stipends, printing materials, etc.) to execute co-design activities
- **Implementation Expenses:** Expenses related to programming r other activities outline in the EMO SA workplan
- **Intern support:** Optional Support
- **Travel + EMO SA Professional Development:** Transportation for 3 people x 4 mandatory in-person convenings; professional development activities/travel for the EMO SA (Economic Mobility Officer)

#### Financial Impact

The City of Charlottesville will provide benefits for the Economic Mobility Officer utilizing previous appropriated funding within the FY 2026 budget.

#### Recommendation

Staff recommends the appropriation of the ICMA grant funds in the amount of \$354,000.

#### Recommended Motion (if Applicable)

I move to approve the resolution appropriating the \$354,000 from ICMA to support the Economic Mobility and Opportunity Special Assistant.

#### Attachments

1. RESOLUTION\_ICMA EMO SA APPROPRIATION OF \$354,000 in Grant Funds\_corrected



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

**APPROPRIATING FUNDING IN THE AMOUNT OF \$354,000 TO BE RECEIVED FROM THE INTERNATIONAL CITY MANAGERS' ASSOCIATION ICMA ECONOMIC MOBILITY AND OPPORTUNITY SPECIAL ASSISTANT GRANT**

**WHEREAS**, the City of Charlottesville has received an Economic Mobility and Opportunity grant from the International City Managers Association (ICMA) Economic Mobility and Opportunity Special Assistant Program in the amount of \$354,000; and

**WHEREAS**, the City of Charlottesville has received an Economic Mobility and Opportunity grant from the International City Managers Association (ICMA) Economic Mobility and Opportunity Special Assistant Program in the amount of \$354,000; and

**WHEREAS**, the grant award covers the period from September 1, 2025, through June 30, 2028;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that upon receipt of the ICMA Economic Mobility and Opportunity Special Assistant Grant, said funding, anticipated in the sum of \$354,000.00 is hereby appropriated in the following manner:

**Revenue – \$354,000.00**

\$354,000.00                      Fund: 210                      CC: 1674001000                      Functional Area: 1671

**Expenditures - \$354,000.00**

\$354,000.00                      Fund: 210                      CC: 1674001000                      Functional Area: 1671

**BE IT FURTHER RESOLVED** that this appropriation is conditioned upon the receipt of \$354,000.00 from the International City Managers Association (ICMA) Economic Mobility and Opportunity Special Assistant Program.

Date Adopted:

Certified:

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

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution to Appropriate National League of Cities Southern Cities Economic Initiative Program Funds - \$60,000 (1 of 2 readings)</b>
<b>Staff Contact(s):</b>	Steven King, Assistant to the City Manager, Ashley Marshall, Chief Prosperity Officer
<b>Presenter:</b>	<b>Steven King, Assistant to the City Manager</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

Appropriate funding from the National League of Cities (NLC) Southern Cities Economic Initiative (SCEI) Phase II program.

### Background / Rule

In 2024, the City and its partner, United Way of Greater Charlottesville, were accepted into the first phase of the National League of Cities (NLC) Southern Cities Economic Initiative (SCEI) with 19 other localities, which focused on research and planning to create a proposed initiative to increase the economic mobility and opportunity of a locality. In 2026, after completing phase 1 through a submission of a Business Plan, the City and United Way of Greater Charlottesville have been accepted into the second two-year-long phase along with 13 other localities that will focus on implementing the proposed initiative: The Early Learning Center Career Launch Initiative, which focuses on strengthening economic inclusion by expanding and stabilizing the region's early childhood education workforce, thus supporting job seekers, center leaders, and families by expanding the opportunity for our littlest residents to access safe, quality early learning and child care programs.

### Analysis

In 2024, the National League of Cities (NLC) competitively selected 20 cities to participate in the Southern Cities Economic Initiative (SCEI) program phase, including the City of Charlottesville (see <https://www.nlc.org/post/2025/04/24/national-league-of-cities-selects-20-southern-communities-to-participate-in-economic-resiliency-cohort/>). The City entered this planning phase in partnership with United Way of Greater Charlottesville, which leads our areas Ready Regions work as well as has a focus on the impact of accessible early learning opportunities and child care for our communities' families.

Throughout the planning phase, the 20 communities had the opportunity to draft a business plan in hopes of receiving additional grant funding to implement their proposed program. The City of Charlottesville is one of 14 cities selected for the next two-year phase of SCEI. The other cities selected to participate in the implementation phase are Atlanta, GA; Center Point, AL; Fayetteville, AR; Greenville, MS; Harrisonburg, VA; Jackson, MS; Jonesboro, GA; Lauderhill, FL; Little Rock, AR; Monroe, LA; Natchitoches, LA; New Orleans, LA; and Thomasville, NC. The implementation phase and corresponding funding for this grant is through NLC's partnerships with the Federal Reserve Bank of Atlanta, with support from the W.K. Kellogg Foundation, the Annie E. Casey Foundation, the Robert Wood Johnson Foundation, the Kresge Foundation, and the Nathan Cummings Foundation.

The City is being awarded \$60,000 for the implementation phase, which will run from January 2026 to December 2027. Funds will be spent on implementing "The Early Learning Career Launch (ELCL) initiative," a partnership between the City of Charlottesville and United Way of Greater Charlottesville

(UWGC) designed to strengthen economic inclusion by expanding and stabilizing the region's early childhood education workforce. Anchored within the City Manager's Community Prosperity Laboratory, under the leadership of the Chief Prosperity Officer, this initiative directly addresses two local barriers to economic mobility: the shortage of qualified early childhood educators, which constrains childcare availability and family workforce participation, and the lack of accessible, paid, and supported career pathways for residents seeking to enter or advance in the early learning field. The ELCL will focus primarily on its Program Level 2: New Entry-Level Educators, creating structured, paid pathways into the profession for adults seeking stable, meaningful employment. Through the Southern Cities Economic Inclusion (SCEI) grant, the program focuses on delivering short-term workforce training, hands-on mentorship, wraparound support, and financial incentives to prepare and retain new educators in partnership with local childcare centers.

**Financial Impact**

None; the grant funding will go to our partners, United Way of Greater Charlottesville, to fund the workforce program pilot project. No general fund dollars will be allocated for this project.

**Recommendation**

Staff recommends approval and appropriation of the NLC SCEI grant funds to allow exploration of key programs that could increase access to Early Learning classrooms for parents, and provide employment opportunities for members of our community.

**Recommended Motion (if Applicable)**

I move to approve the resolution appropriating the \$60,000 from NLC to support the Implementation Phase of the Southern Cities Economic Initiative program.

**Attachments**

1. Resolution Appropriating NLC SCEI Implementation Grant for \$60,000



**RESOLUTION #R-\_\_ - \_\_**  
NATIONAL LEAGUE OF CITIES SOUTHERN CITIES ECONOMIC INITIATIVE (SCEI) PROJECT  
GRANT \$60,000

**WHEREAS** the City of Charlottesville has received a Southern Cities Economic Initiative grant from the National League of Cities (NLC) Southern Cities Economic Initiative (SCEI) Program in the amount of \$60,000; and

**WHEREAS** the funds will be used to support the implementation of a local project with United Way Greater Charlottesville that seeks to expand and sustain the economic mobility of residents and our communities' access to quality Early Learning care; and

**WHEREAS** the grant award covers the period from January 1, 2026, through December 31, 2027;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$60,000 is hereby appropriated in the following manner:

**Revenue – \$60,000.00**

\$60,000.00                      Fund: 210                      Order: 1900637 G/L: 451022

**Expenditures - \$24,000.00**

\$60,000.00                      Fund: 210                      Order: 1900637 G/L: 530550

**BE IT FURTHER RESOLVED** that this appropriation is conditioned upon the receipt of \$60,000.00 from the National League of Cities Southern Cities Economic Initiative Program.

Date Adopted:

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

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Consent and end to the January 24, 2026 local Declaration of Emergency</b>
<b>Staff Contact(s):</b>	Samuel Sanders, Jr., City Manager
<b>Presenter:</b>	<b>Samuel Sanders, Jr., City Manager</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

City Manager Samuel Sanders, Jr., issued a Declaration of Local Emergency on January 24, 2026, ahead of a Winter storm. Per § 44-146.21 of the Virginia State Code, that declaration is subject to confirmation by the City Council at its next regularly scheduled meeting. That same statute also directs the City Council to take appropriate action to end the declared emergency when, in its judgment, all emergency actions have been taken.

### Background / Rule

Virginia Code § 44-146.21. Declaration of local emergency, provides that:

A. A local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision. In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency.

### Analysis

### Financial Impact

Per Virginia Code § 44-146.21:

B. A declaration of a local emergency as defined in § 44-146.16 shall activate the local Emergency Operations Plan and authorize the furnishing of aid and assistance thereunder.

C. Whenever a local emergency has been declared, the director of emergency management of each political subdivision or any member of the governing body in the absence of the director, if so authorized by the governing body, may control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services and resource systems which fall only within the boundaries of that jurisdiction and which do not impact systems affecting adjoining or other political subdivisions, enter into contracts and incur obligations necessary to combat such threatened or actual disaster, protect the health and safety of persons and property and provide emergency assistance to the victims of such disaster, and proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to the performance of public work, entering into contracts, incurring of obligations, employment of temporary workers, rental of equipment, purchase



of supplies and materials, and other expenditures of public funds, provided such funds in excess of appropriations in the current approved budget, unobligated, are available. Whenever the Governor has declared a state of emergency, each political subdivision affected may, under the supervision and control of the Governor or his designated representative, enter into contracts and incur obligations necessary to combat such threatened or actual disaster beyond the capabilities of local government, protect the health and safety of persons and property and provide emergency assistance to the victims of such disaster. In exercising the powers vested under this section, under the supervision and control of the Governor, the political subdivision may proceed without regard to time-consuming procedures and formalities prescribed by law pertaining to public work, entering into contracts, incurring of obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes, and appropriation and expenditure of public funds.

### **Recommendation**

By motion consent to the Declaration of Emergency by the local director of emergency management (City Manager) and further determine when the emergency ended.

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

"I move that the City Council ratify and consent to the Local Declaration of Emergency issued on Janury 24, 2026 by City Manager Sam Sanders, and further move that the City Council declare the end of the emergency effective [date, time]."

### **Attachments**

1. 20260124 Declaration of Local Emergency\_winter storm
2. A Resolution Consenting to the City Manager Local Declaration

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## City of Charlottesville and Albemarle County Declare Local Emergency Ahead of Winter Storm

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**From** Charlottesville Media Alerts <noreply@civicplus.com>

**Date** Sat 1/24/2026 12:03 PM

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A News Flash from the  
City of Charlottesville  
[www.charlottesville.gov](http://www.charlottesville.gov)



January 24, 2026

## ?City of Charlottesville and Albemarle County Declare Local Emergency Ahead of Winter Storm

FOR IMMEDIATE RELEASE

January 24, 2026



## City of Charlottesville and Albemarle County Declare Local Emergency Ahead of Winter Storm

**CHARLOTTESVILLE, VA** – In advance of a significant winter storm expected to impact the region, the City of Charlottesville and Albemarle County have jointly declared a local emergency for their respective jurisdictions to ensure all available resources are activated and coordinated to protect public safety.

The declarations allow both localities to respond quickly to hazardous conditions, support emergency operations, and maintain continuity of essential services as the storm moves into the area.

Emergency management officials from the City and County are working closely together through coordinated planning, shared situational awareness, and ongoing communication. The jurisdictions' communications teams are also collaborating to ensure residents receive clear, timely, and consistent information before, during, and after the storm.

***“Severe weather does not stop at jurisdictional boundaries,” said Sam Sanders, City Manager for the City of Charlottesville. “This declaration ensures we are aligned, prepared, and communicating clearly with the public as conditions worsen.”***

***“Our emergency management teams are working hand in hand to monitor conditions and support response efforts across the region,” said Jeff Richardson, County Executive for Albemarle County. “This collaboration strengthens our ability to keep residents safe and informed.”***

**Safety Reminders**

Significant travel impacts are anticipated, particularly due to ice accumulations. Residents are urged to:

- Avoid unnecessary travel and stay off the roads if possible
- Allow extra time and distance if travel is unavoidable
- Dress warmly and limit time outdoors
- Check on neighbors, especially older adults and those with limited mobility

In the event of a power outage, intersections with non-functioning traffic signals should be treated as four-way stops.

### **Shelter and Warming Options**

Community partners have expanded operations to support individuals in need of shelter during the storm. Residents may also contact **Virginia 211** by dialing **2-1-1** or **1-800-230-6977** for community resources and assistance.

### **Clemons Library on the University of Virginia Grounds**

#### Hours:

- Saturday: 9:00 a.m. – 8:00 p.m.
- Sunday: 12:00 p.m. – 10:00 p.m.
- Monday: 10:00 a.m. – 2:00 a.m.

### **PACEM**

- 24/7 operations on Sunday and Monday
- Men's Shelter: University Baptist Church, 1223 W. Main Street
- Women's Shelter: Belmont Baptist Church, 830 Monticello Avenue

### **Salvation Army**

- 24/7 operations
- Warm rooms open for men and women (supported by PACEM)
- Meals maintained on a regular schedule

### **The Haven**

- Emergency operations activated
- Extended sheltering hours and additional supports available

Residents are encouraged to stay informed by visiting [www.charlottesville.gov](http://www.charlottesville.gov), [www.albemarle.org](http://www.albemarle.org), and following official City and County social media channels for updates on weather conditions, service impacts, and safety information.

**For emergencies, call 911.**

For **non-emergency** concerns within the City of Charlottesville and Albemarle County, call **434-977-9041**.

The City of Charlottesville and Albemarle County thank residents for their cooperation and patience as crews and emergency responders work together to safely manage this storm.

Stay warm, stay safe, and let's all take care of each other.

### **Storm & Community Resources:**

- **City of Charlottesville and Albemarle County Snow Operations & Updates**  
<https://www.charlottesville.gov/> / <https://www.albemarle.org/>
- **Social Media**  
City Facebook: charlottesvillemunicipality / County Facebook: albemarlecounty  
City Instagram: cvillecityhall / County Instagram: albemarlecountyva
- **Virginia 211 (community resources, shelter, food, and assistance)**  
Dial 2-1-1 or 1-800-230-6977  
<https://www.211virginia.org>
- **Virginia 511 – Road Conditions**  
<https://www.511virginia.org>
- **Dominion Energy Outage Information**  
866-366-4357  
<https://www.dominionenergy.com/outages>
- **Non-Emergency Police Assistance**  
434-977-9041
- **Emergency Services**  
911
- **Sign Up for Emergency Alerts**  
[www.cua911.gov/alerts](http://www.cua911.gov/alerts)

#### **Media Contacts**

Afton Schneider  
Director of Communications and Public Engagement  
City of Charlottesville  
434-996-0331  
[schneidera@charlottesville.gov](mailto:schneidera@charlottesville.gov)

Abbey Stumpf  
Director of Communications & Public Engagement  
Albemarle County  
434-296-5841 x3368  
[astumpf@albemarle.org](mailto:astumpf@albemarle.org)

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<http://www.charlottesville.gov/List.aspx?Mode=Manage>

**A Resolution Consenting to the City Manager’s Local Emergency Declaration of January 24, 2026 and Declaring the Termination of the Local Emergency Pursuant to Virginia Code Section 44-146.21**

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**WHEREAS**, on January 24, 2026 the City Manager of the City of Charlottesville, acting as the City’s local director of emergency management, declared a local emergency pursuant to section 44-146.21 of the Code of Virginia; and

**WHEREAS**, under section 44-146.21 of the Code of Virginia, the City Council is required to consent to such declaration at its next regular meeting in order for the declaration to remain in effect; and

**WHEREAS**, the circumstances giving rise to the emergency declaration have been abated and no longer require the continuation of a local emergency;

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

1. The City Council hereby consents to the City Manager’s declaration of a local emergency dated January 24, 2026, as required by § 44-146.21 of the Code of Virginia; and
2. The City Council hereby declares the local emergency terminated effective February 3, 2026.



**City Manager's Report**  
*Offices of the City Manager*  
*Elected & Appointed Officials*  
**2-2-2026**



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

- January 20:
  - Joined Mayor Wade for a walkthrough of the new family shelter space at the Salvation Army. County officials and other partners were on-hand to see the space and thank the leadership team for their commitment to addressing this critical need in the community.
  - Participated in the High Performance Building Standards Open House at Central Library hosted by our Sustainability Team. Thanks to our Sustainability Team for demonstrating how we are implementing climate action in the City.
  - Met with our Downtown Mall strategy team for what will be a regular engagement for our plans to care for this great community amenity, prepare for its 50th Birthday on July 3, and enhance the public experience long-term.
  - Met with staff to plan the rollout of the City's commitment to enhanced public engagement as a core responsibility of serving our community well. Connect Charlottesville is currently in a soft launch and will soon help guide how we connect, listen, and serve. Stay tuned!
- January 22:
  - Met with County Executive Jeff Richardson and UVA Foundation CEO Deborah Van Ersel for what will now be a regular meeting to discuss land use, acquisition, and management in the region. This is important to the work to collaborate and see the region as an opportunity.
- January 23
  - Joined Mayor Wade for the quarterly Mayors and CAOs meeting organized by the Thomas Jefferson Planning District Commission. This is a regular engagement to discuss priorities affecting the region and promote the regional collaboration and pursuit of mutually beneficial opportunities.
  - Shifted into Operations Alert in preparation for the forecasted weather event for our region.

### **Office of Communications & Public Engagement – Director Afton Schneider (she/her)**

- CAPE has been in winter weather mode to ensure the community receives the most up-to-date information on snow and ice operations, conditions, and resources.
  - Thank you to Public Safety Information Officer Kyle Ervin for his dedication to keeping the public informed!

- We are currently interviewing for an Assistant Director of Communications & Public Engagement. We look forward to adding a new staff member to the team and expanding our public engagement efforts.

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

- Welcome Sophie Disney, an intern joining the Office of Sustainability for the Spring semester through the UVA Intern Placement Program.
- The Office of Sustainability hosted the first Climate Cafe of 2026, focused on community food equity, distribution, and access. The cafe invited groups like Cultivate Charlottesville, New Roots, Market Central, Loaves & Fishes, the Blue Ridge Area Food Bank, and The Food Co-Op to connect attendees with volunteer opportunities and provide insight into the current challenges associated with providing healthy food to food-insecure community members.
- OS attended and participated in “A Growing Response to Climate Change”, an event hosted by Resilient Together Climate Resilience cohort members, Cultivate Charlottesville, Market Central, and IRC New Roots. Community members gathered to explore ways to increase the resilience of our local food systems to the changing climate.
- OS and Public Works hosted an open house to showcase the City’s new High Performance Building Standards with staff from across City departments.
- Climate Program Specialist Tray Biasioli gave a guest presentation to UVA’s “Designing a Carbon Neutral Future” class.
- The third work order for the LED Streetlights Upgrade project has been submitted to Dominion Energy, which includes streetlights along Emmet Street from Holiday Drive to JPA (57 streetlights). Work order one is scheduled to start construction along the 250 Bypass from the Barracks Road exit to the Park Street exit the week of February 2 and work order two will follow shortly after once Dominion Energy has the materials in hand.

#### **Office of Economic Development – Director Chris Engel (he/him)**

- The City’s Office of Economic Development and Department of Human Services recently collaborated on a pilot program to incorporate two successful economic development programs – GO Start-Up and Ready to Work, in the training offered through the equally successful Community Attention Youth Internship Program (CAYIP). During the winter cohort, students were able to learn about entrepreneurship and gain valuable soft skills training, while participating in additional learning and internship opportunities in career fields such as healthcare and food and beverage. Combined, the training and experience offered through this pilot program helped to set students up for future success in

meaningful career fields. Staff from the Office of Economic Development and Department of Human Services are engaging to discuss additional collaboration opportunities in the future.

**Office of Budget & Grants Management – Director Krisy Hammill (she/her)**

- The City of Charlottesville is excited to announce the launch of the application window for the City's Community Development Block Grants and HOME Investment Partnerships programs.
- The City invites nonprofit community organizations to submit applications that will support important community goals in the areas of affordable housing, economic development, public facilities & infrastructure improvements, and public services.
- Applications are being accepted through our Neighborly grant portal through February 7 at 11:59 PM.
- Please contact Taylor Harvey-Ryan, Grants Program Manager, at [harveyryant@charlottesville.gov](mailto:harveyryant@charlottesville.gov) or Anthony Warn, Grants Analyst, at [warna@charlottesville.gov](mailto:warna@charlottesville.gov) if you have any questions.



## CITY OF CHARLOTTESVILLE

*To be a place where everyone thrives*

Office of the Director of Finance  
P.O. Box 911  
Charlottesville, Virginia 22902  
Telephone: 434-970-3200  
[www.charlottesville.gov](http://www.charlottesville.gov)

To: Samuel Sanders, Jr., City Manager

From: Chris Cullinan, Director of Finance

Date: January 29, 2026

Re: FY25 Year End Results and General Fund, Fund Balance Surplus

### SUMMARY

The General Fund, fund balance surplus for FY25 is **\$8,502,178**, 3.4% of the Adopted FY25 Budget.

The surplus is often referred to as a “budget surplus”. It is actually a “fund balance” surplus of which the FY25 budget performance is a significant component, but not the only piece. There are other items which are included in the calculation such as the City’s Long-term Financial Management Policies of maintaining a General Fund balance of at least 14% and a Downturn Reserve Fund of at least 3% of the budget (this calculation will be shown in more detail later in this memo).

As shown in the below table, the FY25 surplus is much smaller than the last several years both in both dollar amounts and as a percentage of the adopted budget. As a percentage of the adopted budget, FY25 surplus is comparable to pre-COVID year end results

Fiscal Year	GF Fund Balance Surplus	Adopted Budget	Surplus as % of Adopted Budget
2019	\$5,829,266	\$179,725,535	3.2%
2020	\$3,909,846	\$188,863,920	2.1%
2021	\$12,184,691	\$191,195,873	6.4%
2022	\$22,917,915	\$192,212,843	11.9%
2023	\$21,739,731	\$212,889,291	10.2%
2024	\$22,389,718	\$228,433,246	9.8%
2025	\$8,502,178	\$251,948,630	3.4%

## BUDGET RESULTS AND ANALYSIS

- Revenues finished \$7.5M better than expected, 3.0% above budget.
- Expenditures were \$3.6M below budget, 1.3% below budget.

Overall, actual results were much closer to budgeted amounts than in previous fiscal years.

### Revenues

The below tables uses the FY25 Q3 Quarterly Financial Report to City Council as a template for analyzing the revenue results. As projected in the Q3 report, several of the City's largest revenue finished above budget including Real Estate Taxes, Personal Property Taxes, Public Service Taxes, Utility Taxes, BPOL, and Building and Plumbing Permits (see the data highlighted in **green**). The strong performance of these locally-sourced revenues is similar to past fiscal years.

Also noteworthy, revenues from Sales Tax, Lodging Tax, and Meals Tax performed below their budget target (see data highlighted in **red**). The underperformance of these revenues has not been seen for a number of years as noted in the Q3 Quarterly Financial Report.

*"Sales, meals, and lodging tax revenues continue to under-perform despite the tax rate increases which were adopted for meals and lodging as part of the FY25 budget. As was noted in the last quarterly report, except for the pandemic related declines, the City has not experienced underperformance since 2008 for sales tax revenue and 2009 for lodging tax revenue."*

	FY25 Q3 QUARTERLY FINANCIAL REPORT TO CITY COUNCIL			FY25 ACTUAL RESULTS		
	Original Budget	Revised Budget	\$ Change from Original Budget	FY25 Actual	\$ Change from Original Budget	% Over/- Under Original Budget
<b>Local Taxes</b>						
Real Estate Tax	108,438,706	110,638,044	2,199,338	110,202,436	1,763,730	1.6%
Personal Property Tax	13,304,762	14,300,000	995,238	14,100,927	796,165	6.0%
Penalty/Interest on Delinquent Taxes	850,000	880,000	30,000	1,003,985	153,985	18.1%
Public Service Tax	1,746,954	1,961,548	214,594	2,041,089	294,135	16.8%
Utility Taxes	4,700,000	4,900,000	200,000	4,933,233	233,233	5.0%
Virginia Communications Sales and Use Tax	2,082,500	2,065,000	-17,500	2,077,779	-4,721	-0.2%
Tax on Wills & Deeds	550,000	600,000	50,000	793,001	243,001	44.2%
Sales & Use Tax	15,810,000	14,000,000	-1,810,000	14,174,823	-1,635,177	-10.3%
Transient Room Tax	9,562,500	9,100,000	-462,500	8,983,836	-578,664	-6.1%
Meals Tax (GF and DSF)	21,253,218	21,100,000	-153,218	21,205,537	-47,681	-0.2%
Cigarette Tax	550,000	450,000	-100,000	457,275	-92,725	-16.9%
Short-term Rental Tax	60,000	64,200	4,200	61,231	1,231	2.1%
Vehicle Daily Rental Tax	135,000	140,000	5,000	132,710	-2,290	-1.7%
Plastic Bag Tax	100,000	75,000	-25,000	71,331	-28,669	-28.7%
<b>Licenses and Permits</b>						
Business & Professional Licenses	10,000,000	11,000,000	1,000,000	10,767,041	767,041	7.7%
Building and Plumbing Permits	570,000	2,300,000	1,730,000	2,475,355	1,905,355	334.3%
<b>Revenue from State Agencies</b>						
State Highway Assistance	5,591,341	5,629,814	38,473	5,629,814	38,473	0.7%
State Aid for Police Protection	2,640,188	2,681,084	40,896	2,681,084	40,896	1.5%
Fire Operations - UVA	360,060	402,325	42,265	402,325	42,265	11.7%
UVA Service Charge	60,000	107,000	47,000	92,265	32,265	53.8%
<b>TOTAL</b>	<b>198,365,229</b>	<b>202,394,015</b>	<b>4,028,786</b>	<b>202,287,078</b>	<b>3,921,849</b>	<b>2.0%</b>
<b>Other Revenues</b>						
Interest Income	3,000,000			4,863,840	1,863,840	62.1%
Gains/Losses on Investments	0			1,328,606	1,328,606	
All Other Permits (not inc. Building and Plumbing Permits)	771,300			1,010,824	239,524	31.1%

Note the bottom line accuracy of the revenue projected in the Q3 Quarterly Financial Report which projected a surplus of just over \$4.0M. The actual results were a little more than \$3.9M. A mere difference of about \$100,000.

In addition to the performance of the revenue sources included in the Quarterly Financial Report to City Council, other notable results include proceeds from managing the City's idle cash (Interest Income, Gains/Losses on Investments) and other permit revenues not including Building and Plumbing permits (since these are already included in the Monthly Financial Report template).

Projecting the amount of revenue from cash management is challenging given the uncertainty of returns on investments. Surpluses are always described as being treated one-time in nature. The performance of these revenues from cash management is an example of this as the City would not want to base on-going revenue projections on speculative predictions.



## Expenditures

G/L Class	SAP Description	Current Budget	Actuals and PO's	\$ Diff	% of Budget
510000	Salaries and Benefits	83,567,734	80,594,188	-2,973,545	-3.6%
520000	Professional and Technical Skills	4,572,016	4,241,366	-330,649	-7.2%
530000	Supplies	26,966,714	27,169,706	202,992	0.8%
540000	General Expenses	102,940,815	102,103,971	-836,844	-0.8%
560000	Other Expenses, Transfers	65,318,162	65,747,564	429,402	0.7%
<b>TOTAL</b>		<b>283,365,440</b>	<b>279,856,795</b>	<b>-3,508,645</b>	<b>-1.2%</b>

In the past several years, “salaries and benefits” expenditures were significantly below budget as a result of high vacancy rates. The FY25 results illustrate the City’s increased efforts to recruit and retain employees as well as a more refined approach to budgeting for vacancies.

The “salaries and benefits” results also reflects the use of approximately \$900k of ARPA funds to offset eligible public safety salary expenses (i.e. there are approximately \$900k of salary and benefit costs not included in the above actual expenditures). City Council approved the use of these funds in December 2024 in order to meet the US Treasury deadline of 12/31/2024 to obligate all ARPA funds.

In previous fiscal years, a portion of under budget performance was related to additional budget funds from surpluses being added to department budgets. Departments would not fully spend their “normal” budget allocation in addition to surplus funds. Pursuant to the City’s Long-term Financial Management Policies, the full FY24 was placed in CIP Contingency. Thus there was no “recycling” of previous years surpluses in FY25 as there was in prior years.

Following the \$22.4M surplus in FY24, the City Manager and Budget Office emphasized the need for departments to more accurately project their financial needs and timely execution of initiatives within the fiscal year. Those efforts are reflected in the FY25 actual expenditures being closer to budget.

## SURPLUS FUND BALANCE CALCULATION

The calculation of the FY25 General Fund, fund balance surplus is shown below.

Of note, is the approximately \$45.1M reflecting the City's Long-term Financial Management Policy of maintaining a 17% General Fund fund balance target.

June 30, 2024 Fund Balance	\$74,187,546	
FY25 Revenues	\$259,480,613	
FY25 Expenditures	-\$274,640,313	
Difference	-\$15,159,700	
June 30, 2025 Fund Balance	\$59,027,846	
Less: Budget carry-over for General Fund Continuing Appropriations	-\$1,176,800	
Less: Budget carry-over for General Fund Open Encumbrances	-\$1,937,876	
Less: General Fund Landfill Reserve	-\$2,318,756	
Less: General Fund 14% Target (of current FY GF Adopted Budget)*	-\$37,134,782	= \$45,092,236
Less: General Fund 3% Target (of current FY GF Adopted Budget)*	-\$7,957,453	
Subtotal	-\$50,525,668	
<b>Fund Balance Surplus</b>	<b>\$8,502,178</b>	

\* Based on FY26 Adopted Budget of \$265,248,446.

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Ordinance Amending 2-98 of the City Code Pertaining to Procedures for Passage of Certain Ordinances and Resolutions</b>
<b>Staff Contact(s):</b>	John Maddux, City Attorney
<b>Presenter:</b>	<b>John Maddux, City Attorney</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

Under the current City Code very few items on the City Council agenda may be adopted at the same meeting they are introduced. General ordinances may be adopted at the same meeting they are introduced upon motion and affirmative vote of 4/5 of the City Council. The existing first and second reading requirements were adopted to promote transparency and deliberation, but in practice they can delay noncontroversial or time-sensitive matters even where Council consensus is clear. For that reason, at its retreat, the City Council indicated a desire to retain the protections of a two-reading process as the default while extending the mechanism to act at a single meeting to all matters when circumstances warrant unless otherwise prohibited by law.

Accordingly, this amendment to the City Code extends the ability to take action on items appropriating money at the same meeting they are introduced, provided a supermajority of the council agrees to waive the second reading and that some other legal provision does not require a second reading. .

### Background / Rule

### Analysis

The proposed amendment to Section 2-98 clarifies and modernizes the procedural requirements that apply when City Council acts to appropriate money, impose or release taxes, authorize borrowing, create debt, or donate City property. Subsection (a) restates the long-standing requirement that such actions must be adopted by a recorded majority vote of the full Council. Subsection (b) preserves the general rule that fiscal actions over \$5,000 may not be adopted on the same day they are introduced, and that a minimum waiting period must occur between introduction and passage, but adds that Council may elect to waive that requirement by a four-fifths vote.

The revision is intended to remove ambiguity regarding when a same-day waiver is permissible and how the “except as otherwise required by law” language operates. Under the revised structure, the exception applies only to the waiver of the waiting period and does not negate the underlying requirement that certain actions normally receive two separate readings. This ensures consistency with state law, reduces procedural risk, and provides clearer guidance to staff and Council. Subsection (c) preserves the existing exception for the annual budget and related appropriations, which by their nature must be adopted on a single date.

### Financial Impact

None.

**Recommendation**

Staff recommends approval of this measure

**Recommended Motion (if Applicable)**

I move that the City Council approve the proposed amendment to Section 2-98 of the City Code.

I further move that the City Council waive the requirement that this item receive a second reading, and that it be given immediate effect.

**Attachments**

1. Ordinance Amending Sec 2-98 of the City Code

## Ordinance Amending 2-98 of the City Code Pertaining to Procedures for Passage of Certain Ordinances and Resolutions

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WHEREAS, the City Council regularly considers ordinances and resolutions that must be acted upon within limited timeframes in order to meet grant deadlines, contractual requirements, fiscal constraints, or intergovernmental coordination schedules; and

WHEREAS, existing first and second reading requirements were adopted to promote transparency and deliberation, but in practice can delay noncontroversial or time-sensitive matters even where Council consensus is clear; and

WHEREAS, the City Council desires to retain the protections of a two-reading process as the default while also preserving a narrowly tailored mechanism to act at a single meeting when circumstances warrant; and

WHEREAS, requiring a supermajority vote of the whole Council to waive a second reading ensures that such waivers occur only when there is broad agreement and a demonstrated need for expedited action; and

WHEREAS, clarifying and harmonizing the procedures for ordinances, resolutions, and appropriations will improve administrative efficiency, reduce procedural ambiguity, and support consistent agenda management; and

WHEREAS, the proposed amendments preserve all requirements imposed by state law, including any mandatory reading, notice, or public hearing provisions that cannot be waived by local action.

Now, therefore, be it ordained by the Council of the City of Charlottesville:

City Code section 2-98 is hereby amended and reenacted to read as follows:

### **Sec. 2-98. - Procedure for appropriating money, imposing taxes, etc.**

- (a) For every ordinance or resolution appropriating money exceeding one hundred dollars (\$100.00), imposing or releasing taxes, authorizing the borrowing of money, creating a debt, or donating any property of the city where the value of such property is one hundred dollars (\$100.00) or more, a vote of a majority of all members elected to the council shall be necessary, and the ayes and noes shall be entered on the minutes of the council.
- (b) No ordinance or resolution appropriating money exceeding the sum of five thousand dollars (\$5,000.00), imposing taxes, or authorizing the borrowing of money shall be passed by the city council on the same day of its introduction, nor shall any such ordinance or resolution be valid unless at least three (3) days intervene between its introduction and passage; provided, that by a four-fifths vote of the whole council, any such ordinance or

resolution may, unless a second reading is otherwise required by law, be passed on the same date as its introduction and be valid.

- (c) Subsection (b) notwithstanding, the annual appropriations provided for in section 11-4 of this Code may be passed on the same date as their introduction.



# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Ordinance Amending Section 11-131 of the Charlottesville City Code Regarding Compromise and Payment of Claims Against the City.</b>
<b>Staff Contact(s):</b>	John Maddux, City Attorney
<b>Presenter:</b>	<b>John Maddux, City Attorney</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

Section 11-131 of the City Code establishes the approval thresholds for resolving claims against the City that are not covered by insurance or that fall within the City's deductible. The existing dollar limits were adopted in 1997 and no longer reflect current settlement values, litigation costs, or risk management practices. As a result, relatively routine claims must be taken to City Council for approval, which can delay resolution, increase administrative and legal costs, and expose the City to additional risk.

City Council has requested that the settlement authority framework be updated to allow the City Attorney to resolve lower-dollar claims, to allow the City Attorney and City Manager jointly to resolve moderate-dollar claims, and to reserve City Council approval for higher-dollar settlements. The proposed amendment implements this structure while retaining Council oversight for claims that present greater fiscal or policy significance and adding a simple notice requirement to keep Council informed of settlements approved under the delegated authority.

### Background / Rule

Section 11-131 of the Charlottesville City Code governs the compromise and payment of claims made against the City that are not covered by insurance or that fall within the City's insurance deductibles. The section authorizes payment of such claims from the City's Risk Management Fund and establishes approval thresholds based on the dollar amount of the claim.

Under the current Code, claims of \$5,000 or less may be paid upon certification by the City Attorney, claims between \$5,000 and \$15,000 require certification by both the City Attorney and City Manager, and any claim exceeding \$15,000 must be approved by City Council. All payments are made by the Director of Finance from the Risk Management Fund.

The proposed amendment revises only the approval thresholds and related certifications. It does not change the source of funds, the requirement that liability or compromise be certified, or the role of the Director of Finance in issuing payment. The purpose of the amendment is to modernize the existing framework while maintaining appropriate internal controls and City Council oversight.

### Analysis

The proposed amendment to Section 11-131 updates the City's internal settlement approval thresholds to reflect current claim values and litigation practices. The existing limits were established nearly three decades ago and, due to inflation and rising litigation costs, no longer align with the types of claims that

are routinely resolved through compromise. As a result, matters that present relatively low fiscal risk to the City often require City Council action, which can delay resolution and increase legal and administrative costs.

The revised structure provides graduated approval authority based on claim value. Claims of \$25,000 or less may be approved by the City Attorney, claims between \$25,000 and \$50,000 may be approved jointly by the City Attorney and City Manager, and claims above \$50,000 continue to require City Council authorization. This approach preserves Council oversight for higher-impact matters while allowing routine claims to be resolved more efficiently.

The amendment also includes a simple notice requirement so that City Council remains informed of settlements approved under the delegated authority. This balances administrative efficiency with transparency, while maintaining existing fiscal controls through the Risk Management Fund and the required certifications by City leadership.

### **Financial Impact**

Payment of claims authorized under this ordinance will be paid from previously appropriated funds in the City's Risk Management Fund that have been budgeted and authorized to cover liability, losses, or settlements.

### **Recommendation**

Staff recommends the City Council adopt this amendment.

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

Move to adopt an ordinance amending Section 11-131 of the Charlottesville City Code to revise the settlement authorization thresholds and to provide for notice to City Council of settlements approved under the delegated authority.

(Optional) I move that the City Council waive the requirement that this item receive a second reading at a subsequent reading, and that this item be given immediate effect upon adoption.

### **Attachments**

1. Ordinance Amending Section 11-131

## **Ordinance Amending Section 11-131 of the Charlottesville City Code Regarding Compromise and Payment of Claims Against the City.**

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WHEREAS, Section 11-131 of the Charlottesville City Code establishes procedures and authorization levels for the compromise and payment of claims made against the City that are not covered by insurance or that fall within the City's insurance deductibles; and

WHEREAS, the current settlement authorization thresholds in Section 11-131 were adopted in 1997 and no longer reflect the typical cost of claims, litigation expenses, or prevailing settlement values; and

WHEREAS, delays in resolving routine claims can increase administrative costs, legal expenses, and potential liability to the City; and

WHEREAS, providing the City Attorney and City Manager with increased settlement authority for lower-dollar claims will promote timely resolution of disputes while preserving appropriate oversight; and

WHEREAS, reserving City Council approval for higher-dollar settlements ensures continued transparency and accountability for claims that present greater fiscal or policy impacts; and

WHEREAS, the Council desires to modernize the City's claims settlement process while maintaining prudent financial controls and risk management practices;

Now, therefore, be it ordained by the Council of the City of Charlottesville:

That Section 11-131 of the Charlottesville City Code is hereby amended and reenacted to read as follows:

### **Sec. 11-131. Compromise and payment of claims against city.**

Claims for damages made against the city not covered by insurance or falling within the deductible limits of any coverage may be paid from the risk management fund with the following limits:

1. Claims of twenty-five thousand dollars (\$25,000.00) or less shall be paid by the director of finance from the risk management fund upon certification by the city attorney that the city is liable for payment or that the amount to be paid is recommended as a compromise of a claim involving disputed liability.
2. Claims of more than twenty-five thousand dollars (\$25,000.00) but not more than fifty thousand dollars (\$50,000.00) shall be paid by the director of finance from the risk management fund upon certification by both the city attorney and the city manager that

the city is liable for payment or that the amount to be paid is recommended as a compromise of a claim involving disputed liability.

3. Claims in excess of fifty thousand dollars (\$50,000.00) shall be paid from the risk management fund only after authorization from city council.
4. The City Attorney shall provide notice to City Council of any settlement approved under subsections (1) or (2) within a reasonable time after the settlement is finalized, in a manner consistent with applicable confidentiality requirements.

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution Appropriating Existing Funds to the E-Bike Voucher Program (1 of 2 readings)</b>
<b>Staff Contact(s):</b>	Ben Chambers, Transportation Planning Manager, Kristel Riddervold, Director of the Office of Sustainability
<b>Presenter:</b>	<b>Kristel Riddervold, Director of the Office of Sustainability, Thomas Robert Safranek</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

The E-Bike Voucher Program awards vouchers to local residents using funds from Dockless Mobility Permit Program revenues from the Bike Infrastructure Capital Fund and already-appropriated Climate Action Funds. The attached Resolution would re-appropriate \$50,000 from each of those Funds into the E-Bike Voucher Program Fund for use in 2026.

### Background / Rule

In 2025, City Council re-allocated funds from the Climate Action Fund and Dockless Mobility Permit revenues into a new fund for the E-Bike Voucher Pilot Program. Each funding source contributed \$75,000, funding the Pilot Program at \$150,000 for 2025. Of that funding, \$100,000 was programmed for use in the Voucher Lottery Pilot, which has successfully awarded 100, \$1,000 vouchers to City residents across four quarterly drawings. The remaining \$50,000 was intended to support a second Pilot that would be focused on income-qualifying residents, but City Staff found that, rather than developing a second program, refinements to the Lottery Pilot would provide additional benefits to qualified residents and be far simpler and more effective to administer.

### Analysis

The attached Resolution would again re-allocate funds from Dockless Mobility Permit revenues in the Bike Infrastructure Capital Fund and from the Climate Action Fund to fund quarterly drawings, with \$50,000 contributed from each source. Along with the remaining \$50,000 from the 2025 E-Bike Funds, this would fund the Program for calendar year 2026 at \$150,000. Along with a higher quarterly average for the amount funding (\$25,000 per quarter in 2025, versus \$37,500 in 2026), the number of vouchers available will also increase to 36 per quarter. Voucher winners will also be eligible to receive free helmets and quality bike locks. To direct these vouchers more consistently with need, the Voucher Lottery will have 12 vouchers at three different tiers:

1. \$500 vouchers, available to all City residents 18 years of age or older;
2. \$1,000 vouchers, available to all City residents 18 years of age or older earning  $\leq 80\%$  of Area Median Income (AMI); and
3. \$1,500 vouchers, available to all City residents 18 years of age or older that are enrolled in SNAP, WIC, TANF, or Medicaid.

Sign-ups for the Voucher Lottery are open as of January 1st at [cvilleebike.com](https://cvilleebike.com) and residents can upload documentation of income or qualifying programs through the sign-up page.

### Financial Impact

The attached Resolution will not create any additional financial impact for the City, as it is re-appropriating existing funds. The Voucher Program would continue to operate using existing funds in the E-Bike Program Fund for the first quarter of calendar year 2026.

**Recommendation**

City Staff recommends City Council adopt the attached Resolution appropriating existing funds to the E-Bike Voucher Program to continue the successes of the Program in making e-bikes a financially-accessible mobility option for City residents in 2026.

**Recommended Motion (if Applicable)**

"I make a Motion to adopt the attached Resolution appropriating existing funds to the E-Bike Voucher Program."

**Attachments**

1. E-Bike Voucher Program Resolution
2. E-bike Council Presentation 260202 (2)



**RESOLUTION**  
**Appropriating funds to a new fund for electric bicycle programs**  
**\$100,000**

**WHEREAS** the expanded use of electric bicycles in the community provides a more sustainable transportation option, which meets the City’s transportation and climate action goals;

**WHEREAS** Council has appropriated funding for sustainability goals in the Climate Action Fund and for transportation goals associated with biking in the Bicycle Infrastructure capital fund;

**WHEREAS** revenues from the dockless mobility permit program are used as part of the Bicycle Infrastructure capital fund and are dedicated to expanding the use of bicycles in Charlottesville;

**AND WHEREAS** the City has pilot projects associated with electric bicycles that are coordinated between Neighborhood Development Services and the Office of Sustainability;

**BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the sum of \$150,000 is hereby appropriated as follows:

**Transfer From:**

\$50,000	Fund: 426	I/O: 1000028	G/L Account: 599999
\$50,000	Fund: 426	WBS: CP-083	G/L Account: 599999

**Transfer To**

\$100,000	Fund: 426	WBS: P-01121	G/L Account: 599999
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# *Charlottesville*



## **E-bike Voucher Program Update**

**February 2, 2026**



# Summary of 2025



## Program Metrics:

- 4,089 program applications
- 112 vouchers granted
- 91 E-bikes purchased

## Community Members Served:

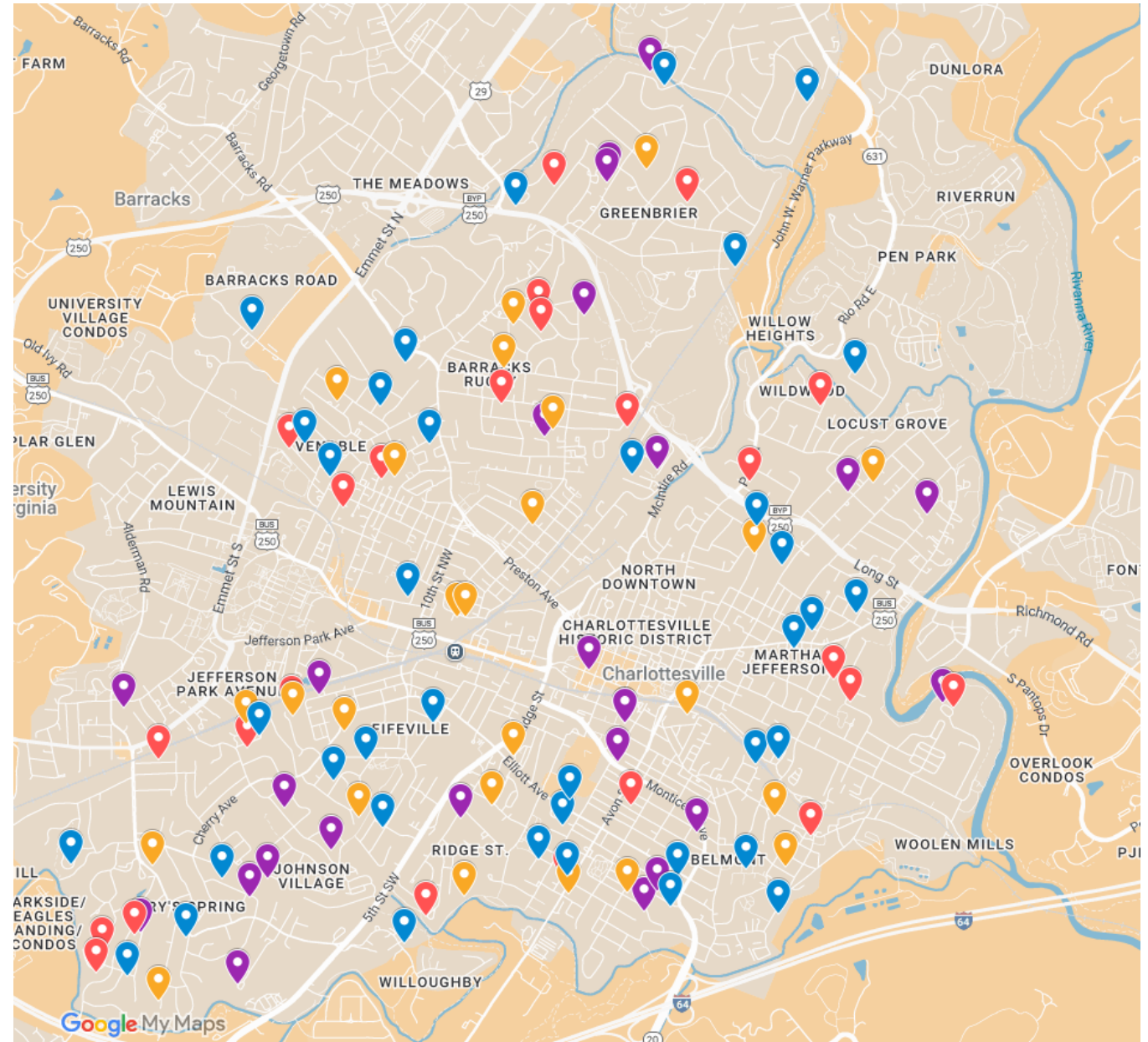
- 4 – new to biking
- 48 – some experience
- 34 – very experienced



# Success Stories

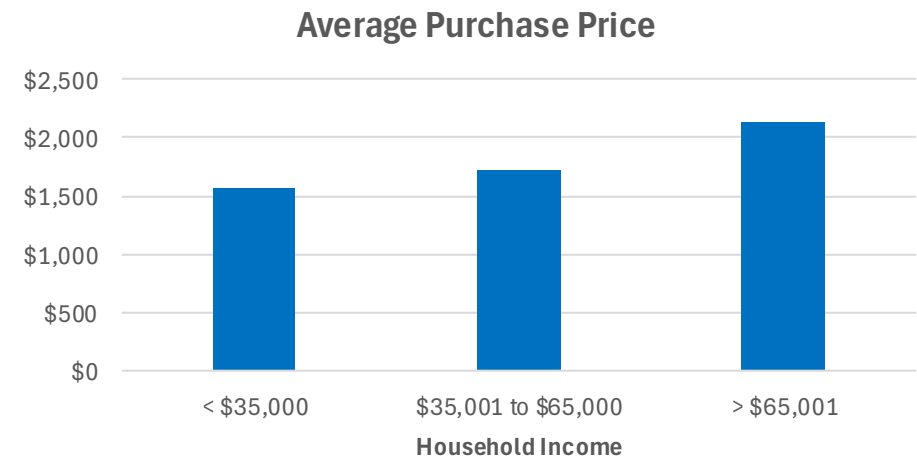
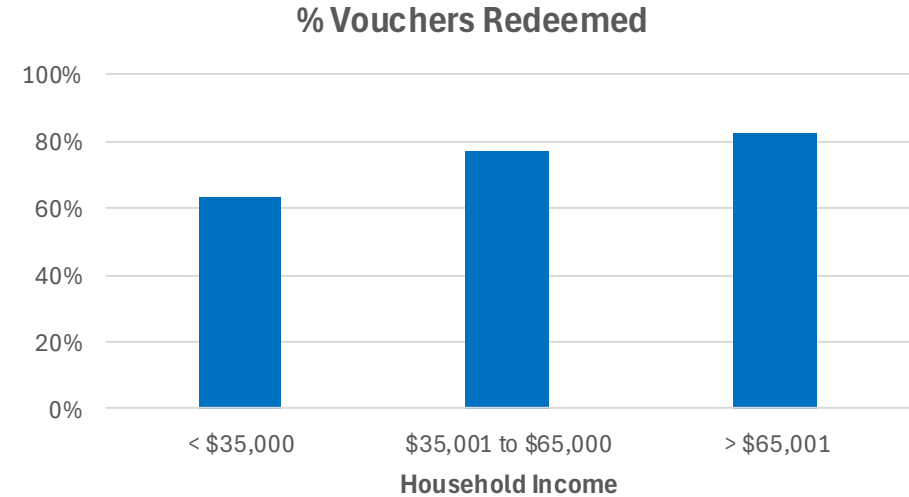
- The voucher recipients have been evenly distributed across the City
- 4 recipients live in public housing
- 5 are schoolteachers
- 34 women are new e-bike owners
- At least 5 are carless and several others have downsized

**This program has increased our credibility and significantly helped to promote our other biking and walking programs/projects.**



# Equity in the E-bike Voucher Program

- Initial program goals sought to ensure the program benefits residents at all household income levels
  - 2025 Voucher program entailed flat voucher amount, no adjustments for income levels
  - Voucher redemption rates and purchase amounts were lower in lower income brackets
  - Staff heard anecdotally from several lower-income recipients that voucher amount was inadequate
- 2026 program includes new, tiered approach





# Program Changes for 2026

- 3 Voucher Tiers
  - \$500, open to all income levels
  - \$1000, < 80% AMI
  - \$1500, recipients of government assistance (SNAP, WIC, TANF, Medicaid)
- All voucher recipients offered free helmet and lock
- Voucher program moved to Connect Charlottesville platform
- Planning to issue 144 vouchers (compared to 100 in 2025)





# Expectations and Goals for 2026



- By making these changes we expect to better support community members that need transportation help the most while also getting more folks out of cars and onto bikes.
- While many strategies are needed to make Charlottesville a **Bike Friendly Community**, this program will help get us there.
- E-bikes can be transformative for the individual but also for the community at large by reducing congestion and greenhouse gas emissions.



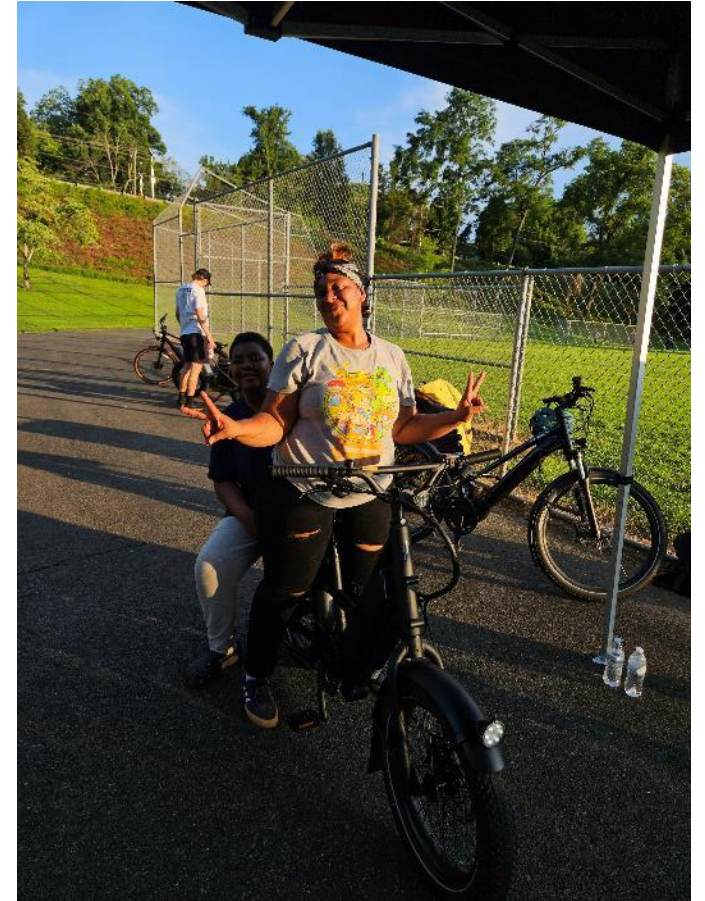
# Recommendations

Last year City Council approved \$150,000 from the two funding sources below for this pilot program.

With \$50,000 currently remaining in the E-bike Voucher Pilot Fund, staff recommends that Council appropriate \$100,000 from existing funds to reset the available amount, with

- \$50,000 Climate Action Initiative Fund - this program is to help the City reduce its greenhouse gas emissions.
- \$50,000 Dockless Mobility Fund – these funds come from Veo's permit fees

**This re-appropriation will allow for the voucher pilot to continue through the end of 2026 with more vouchers and more equitable opportunities for access to e-bikes**





[www.CvilleEbike.com](http://www.CvilleEbike.com)

*Charlottesville*



# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution Establishing a Section of West Main Street as Mel's Walk</b>
<b>Staff Contact(s):</b>	James Freas, Deputy City Manager
<b>Presenter:</b>	<b>James Freas, Deputy City Manager</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

Charles "Alex-Zan" Alexander submitted an honorary street designation application on behalf of Melvin "Mel" Eugene Walker, who passed away May 28, 2024. Mel was the owner-chef of Mel's Cafe. Mel's Cafe was an essential community gathering spot, playing host to all members of the community.

### Background / Rule

The City Council, from time to time, may designate an honorary street to recognize the contributions of an individual to the Charlottesville community.

Mr Alexander originally submitted the application to designate Cream Street but staff review determined that the identified section of Cream Street is not a publicly-owned street. In discussion with the applicant, the application was shifted to the identified section of West Main Street.

### Analysis

Staff has not identified any technical reason to not designate the requested street section as Mel's Walk.

### Financial Impact

N/A

### Recommendation

N/A

### Recommended Motion (if Applicable)

### Attachments

1. RESOLUTION\_MelsWalk
2. Mels Way - Alex Zan app 8-26-2025

**RESOLUTION**  
**GRANTING THE HONORARY STREET DESIGNATION OF “MEL’S WALK” TO A PORTION OF**  
**WEST MAIN STREET BETWEEN 8TH STREET NW AND 7TH STREET NW**

**WHEREAS**, Melvin Walker was the owner and chef of Mel’s Café located at 811 West Main Street for 39 years; and

**WHEREAS**, Mel’s Café was an essential community gathering spot and institution, playing host to all people of the community from residents, students, politicians, and unhoused community members; and

**WHEREAS**, Mel’s Café served as the unofficial center of the historically black Star Hill neighborhood as it was the only black-owned restaurant on W. Main Street; and

**WHEREAS**, Mr Walker contributed to Westhaven, University of Virginia, the Boys and Girls Club, City of Promise, Prolytyck Running Crew and many other groups and organizations; and

**WHEREAS**, Mr Walker was a member of the First Baptist Church and was known for offering a free meal to those in need that the church sent over; and

**WHEREAS**, Mr Walker spent much of his life nurturing and nourishing family, friends, and community with not only his homemade sweet potato pies and fried chicken, but also his “infectious love of life.”; and

**NOW, THEREFORE BE IT RESOLVED**, by the Council of the City of Charlottesville, Virginia, that the City Council hereby grants the honorary street designation of “Mel’s Walk” to the portion of West Main Street between 8th Street NW and 7th Street NW.

(locality seal)



AUG 26 2025

City of Charlottesville Request for Honorary Street Name Designation

Applicant Name: CHARLES "ALEX-ZAN" ALEXANDER NEIGHBORHOOD DEVELOPMENT SERVICES

Applicant Address: 509 ROUGE MONT AVE. - CHARLOTTESVILLE, VA. 22904

Applicant Telephone: (Daytime) SAME (Evening) (434) 202-0723

1. Honorary Street names are restricted to: Individuals Organizations Entities Events Of local significance to Charlottesville

A. For whom/what are you recommending this designation? Melvin Walker

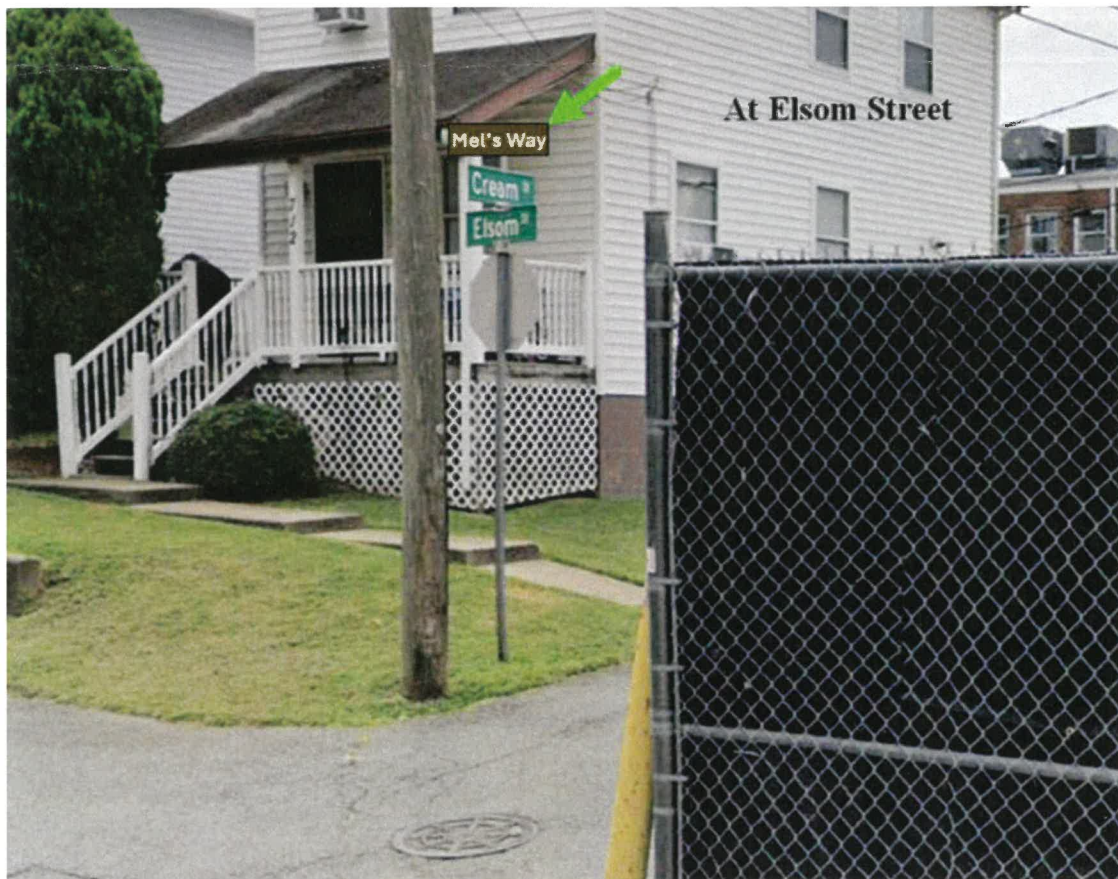
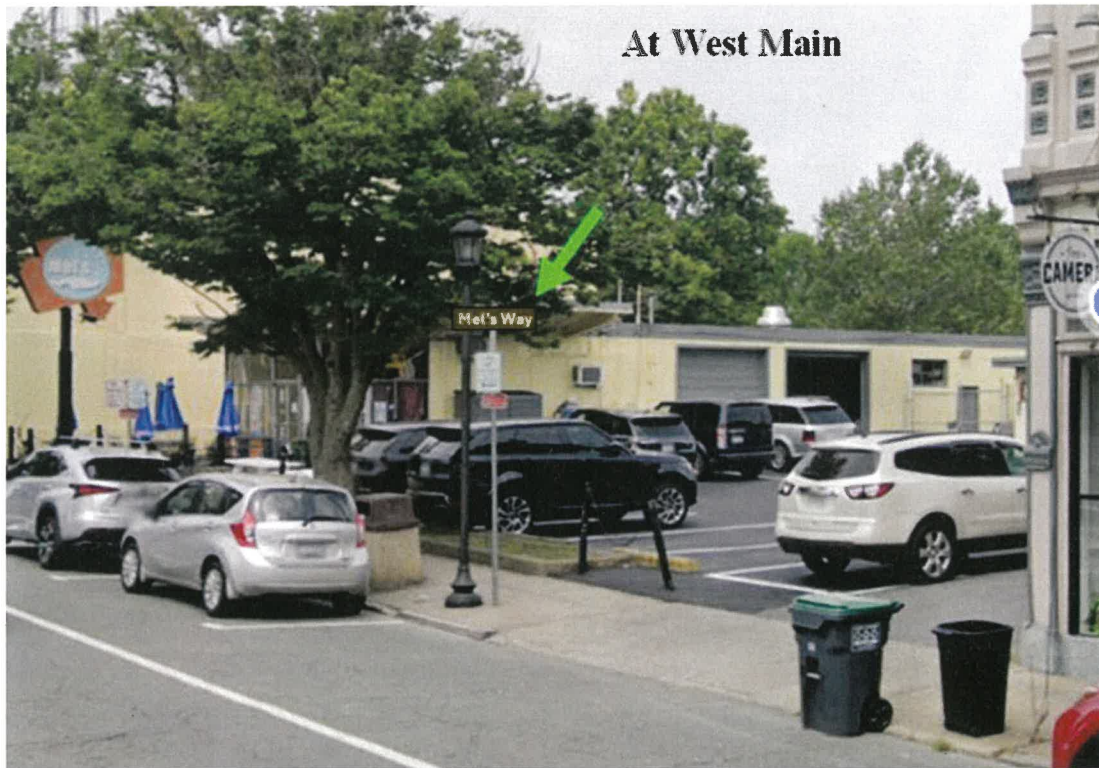
B. What is the reason for this recommendation? (Applicants should complete a short essay of approximately 500 words that provides justification for the proposed honorary designation. The completed essay should be attached to this application form).

2. Location of Proposed honorary street name designation: Cream Street: Approximately 220-ft Between Elsom Street and West Main. (See below.)

C. What is the proposed designation? Mel's Way.







Aug-18th

- 1) sign - 12" larger - - Honorary St.
- 2) Plaque/Photo - GRASS AREA?
- 3) Mother excited

2 of 4

Melvin Eugene Walker, a Charlottesville native and icon who touched countless lives before his transition on Tuesday, May 28, 2024. The reason and justification for a proposed honorary designation speaks to his memorable legacy with a far-reaching positive impact in Charlottesville and beyond the Commonwealth of Virginia.

Melvin was the Owner-Chef of Mel's Cafe on 811 W. Main St. for 39 years. He greeted, inspired and hosted political figures, professional individuals (Athletes), the homeless and any everyday citizen he encountered. Melvin was a genius at creating delicious dishes that delighted many hearts/souls and with unconditional love. His contribution to the Charlottesville was extended through an unlimited sense of community giving to the Westhaven citizens, University of Virginia, area Boys and Girls Clubs, City of Promise, Prolyfyck Running Crew and many other clubs, groups and organizations. Pat Edwards, past President of the Starr Hill Neighborhood Association, the historically Black neighborhood between downtown Charlottesville and UVA where Mel's sits. She pointed out the Mel's Cafe unofficially acted as a center of the Starr Hill Community, given it was the only black owned restaurant remaining on the street. He was a member of First Baptist Church, a block away. He was known for offering a free hot plate to people the church sent over or anyone in need who showed up at his doorstep. Hundreds took to social media sharing their memories following his transition. One in particular, a Facebook user recalled how Mel brought her favorite food to the hospital while she was battling cancer and others stressed how he wouldn't accept payment if he knew they were going through difficult times.

Melvin Walker spent much of his life nurturing and nourishing family, friends and the community with not only with homemade sweet potato pies and fried chicken but also what admires called his “Infectious love of life”. Charlottesville resident and University of Virginia history professor John Edwin Mason told area media outlets “It became my favorite in town”. Some restaurants you can get a better meal maybe, but you can’t get Mel. I truly believe the community would be well served in keeping Melvin Eugene Walker legacy alive by designating MEL’S WAY!

Written, Proposed and Presented by Mr. Alex-Zan (Charles E. Alexander)

August 25<sup>th</sup>, 2025.....Thanks-Alex

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution to reallocate \$45,000 from the Council Strategic Initiatives Fund to support the Piedmont YMCA renovations project (1 of 2 readings)</b>
<b>Staff Contact(s):</b>	Samuel Sanders, Jr., City Manager
<b>Presenter:</b>	<b>Samuel Sanders, Jr., City Manager</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

The YMCA is experiencing a critical need for support to resolve a matter of egress for the childcare center it operates at the Jefferson School City Center. State regulations now require the existence of egress from the space where children are served and this requires a physical adjustment to the space. The Jefferson School Foundation has approved the necessary renovations. The YMCA has been able to confirm plans for correcting the matter with the Building Official, who is obligated to enforce the statutes as approved. With a flexible timeline to date, the details have been confirmed, and most funding has been raised. There is still a need for \$45,000 to complete the renovations, which cost approximately \$145,000.

### Background / Rule

The City of Charlottesville, Virginia ("City"), contributes funding to many outside and non-profit agencies. Funding is typically awarded to an agency as part of the Annual Budget process. The amount of funding provided is most often based on a regional agreement or memorandum of understanding, or through an application process such as the Vibrant Community Fund, the Housing Operations and Program Support Grant Program, or the Charlottesville Affordable Housing Fund.

### Analysis

City Council has a discretionary fund from which it can allocate resources to address matters of significance that arise outside the budget planning process and eventual adoption of the fiscal year budget. Because childcare is a high priority area for the well-being of many in our community, this is an opportunity to allocate \$45,000 in one-time funds from the existing balance of \$390,635.68.

### Financial Impact

The attached Resolution seeks approval to allocate and spend funds that were previously appropriated as a discretionary fund to be used by Council as desired.

### Recommendation

City Staff recommends City Council adopt the attached Resolution.

### Recommended Motion (if Applicable)

Move to approve the appropriation of forty-five thousand dollars (\$45,000) in one-time funding from City Council's discretionary fund to the Young Men's Christian Association of Central Virginia (YMCA), contingent upon the funds being used solely for Building Code compliance and required life-safety and egress renovations for the childcare center at the Jefferson School City Center.

**Attachments**

1. Council Strategic Initiatives Account Allocation\_YMCA Feb 2026



**RESOLUTION #R-\_\_-\_\_**  
**Resolution to Allocate \$45,000 from Council's Strategic Initiatives Fund to Support the  
Piedmont YMCA Renovations Project**

**WHEREAS** the YMCA is experiencing a critical need for support to resolve a matter of egress for the childcare center it operates at the Jefferson School City Center;

**NOW, THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, Virginia, that the following allocation be paid from the Council's Strategic Initiatives Fund:

**\$45,000      Fund: 105      Cost Center: 1011001000      Cost Center: 540100**

Date Adopted:

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



# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>Resolution to reallocate \$469,000 originally appropriated for Low Barrier Shelter Operations to the continuation and implementation of alternative shelter programming as one-time investments (1 of 2 readings)</b>
<b>Staff Contact(s):</b>	Samuel Sanders, Jr., City Manager
<b>Presenter:</b>	<b>Samuel Sanders, Jr., City Manager</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

Emergency situations continue to plague the continuum of care for the unhoused in our community. These concerns are tied to a high volume of service delivery needed, challenges with federal posture on longstanding programming, and uncertainty in the resources being available as needed to sustain current efforts.

Three of our local entities are in need of one-time support to strengthen and maintain critical service delivery:

- PACEM is currently experiencing a budget shortfall and needs \$65,000 to close its operating gap for the current fiscal year.
- Blue Ridge Area Coalition for the Homeless (BRACH) is seeking \$234,000 to replace funds needed for the permanent supportive housing program that currently serves 32 households with direct rental assistance. This need results from an interruption of federal programming that may also end with major rules changes and further reduce the long-term ability to serve unhoused individuals through this program.
- The Salvation Army has invested resources in currently available space at its Ridge Street Facility to begin housing up to six (6) unhoused families. The apartment-style dwelling will be open once the full year of operating funds have been secured. The need is \$340,000 and the recommendation is to provide half of the funds (\$170,000) requested.

### Background / Rule

City Council originally appropriated \$500,000 for support a new low barrier shelter operation in support of the unhoused in the city. The funds were expected to underwrite operating costs to serve a 7 day a week operation to house adults overnight. While a committed effort to launching such an initiative at recently acquired property (2000 Holiday Drive), the City has not yet been able to use these funds in support of operations.

### Analysis

### Financial Impact

No new funds are being requested. Funds previously appropriated for low barrier shelter operations as part of the FY 2026 budget will be reallocated and used for the continuation and implementation of alternative shelter programming as one-time investments.

**Recommendation**

City Manager recommends approval of the Resolution.

**Recommended Motion (if Applicable)**

Move to reallocate four hundred sixty-nine thousand dollars (\$469,000) in one-time funding from the low-barrier shelter appropriation to support homelessness services, as follows: \$65,000 to PACEM; \$234,000 to the Blue Ridge Area Coalition for the Homeless (BRACH); and \$170,000 to The Salvation Army.

**Attachments**

1. Resolution to Reallocate \$469,000 originally appropriated for Low Barrier Shelter Operations



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

**Resolution to Reallocate \$469,000 Originally Appropriated for Low Barrier Shelter Operations to the Continuation and Implementation of Alternative Shelter Programming as One-Time Investments**

**WHEREAS** the City Council of the City of Charlottesville, VA adopted an ordinance on April 14, 2026 (“the Budget Ordinance”), setting a budget in the amount of \$500,000 to be used in FY 2026 for Low Barrier Shelter Operations; and

**WHEREAS**, emergency situations continue to plague the continuum of care for the unhoused in our community; and

**WHEREAS**, PACEM, Blue Ridge Area Coalition for the Homeless (BRACH), and the Salvation Army, three of the City’s local service providers are in need of one-time support to strengthen and maintain critical service delivery;

**THEREFORE, BE IT RESOLVED** by the Council of the City of Charlottesville, that the \$500,000 previously appropriated as part of the FY 2026 Budget Ordinance to be used for low barrier shelter operations is hereby reallocated as follows:

**Transfer From:**

Fund: 105      Cost Center: 9773006000      GL Code: 540100

**Transfer To:**

\$65,000	Fund: 105	Cost Center: 9743021000	GL Code: 540100	(PACEM)
\$234,000	Fund: 105	Cost Center: 9743027000	GL Code: 540100	(BRACH)
\$170,000	Fund: 105	Cost Center: TBD	GL Code: 540100	(Salvation Army)

Date Adopted:

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

# Policy Briefing Summary

## City Council



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<b>Regarding:</b>	<b>A Resolution of the City Council of the City of Charlottesville Regarding Recent Immigration Enforcement Actions and Reaffirming the City's Commitment to Civil Rights, Due Process, and Community Trust</b>
<b>Staff Contact(s):</b>	John Maddux, City Attorney
<b>Presenter:</b>	<b>Mayor Wade</b>
<b>Date of Proposed Action:</b>	February 2, 2026

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### Issue

### Background / Rule

### Analysis

### Financial Impact

### Recommendation

### Recommended Motion (if Applicable)

I move that City Council adopt the resolution concerning federal immigration enforcement and approve the form and content of the attached letter to appropriate federal and state officials.

### Attachments

1. Resolution Concerning Immigration Enforcement
2. Letter to Delegation Re Immigration Enforcement
3. Guidance for City Staff Regarding Federal Immigration Enforcement

**A Resolution of the City Council of the City of Charlottesville Regarding Recent  
Immigration Enforcement Actions and Reaffirming the City’s Commitment to Civil  
Rights, Due Process, and Community Trust**

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**WHEREAS**, The City Council of Charlottesville is entrusted with safeguarding the health, safety, and welfare of the community and with expressing the values and priorities of the City; and,

**WHEREAS**, the City of Charlottesville seeks to be a city where everyone thrives; and,

**WHEREAS**, Charlottesville is a diverse and inclusive community that values fairness, equal protection under the law, and respect for the dignity and humanity of all persons; and,

**WHEREAS**, the City of Charlottesville seeks to be a welcoming community, including being welcoming to immigrants from other countries; and,

**WHEREAS**, recent immigration enforcement actions undertaken by federal authorities, including actions that have resulted in serious injury or loss of life, have generated widespread public outrage regarding civil rights, accountability, and the appropriate use of force; and,

**WHEREAS**, such actions, regardless of the ultimate outcome of any investigation, can profoundly affect public trust, community cohesion, and the willingness of residents to engage with local government and public safety services; and,

**WHEREAS**, the City recognizes that immigration enforcement is a federal responsibility and that the City has no authority or responsibility to regulate, direct, or control the operations of U.S. Immigration and Customs Enforcement (“ICE”) or other federal agencies; and,

**WHEREAS**, the City Council nevertheless retains the authority and responsibility to speak on matters that affect the safety, rights, and trust of the Charlottesville community, and to advocate for constitutional protections and humane treatment for all persons.

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

**1. Expression of Condemnation and Grief**

Charlottesville mourns the loss of life caused by recent immigration enforcement actions. The City unequivocally condemns any enforcement tactics that needlessly endanger human life, disregard basic dignity, and erode the rule of law.

**2. Affirmation of Community Values and Practices**

The City affirms its commitment to constitutional protections, equal treatment under the law, and the humane and respectful treatment of all individuals within the community.

Charlottesville rejects the normalization of fear, secrecy, and violence as tools of governance. Public safety must never be achieved through terror, humiliation, or the



abandonment of due process. Peaceful protest is an American right and not a valid target for federal action.

### **3. Public Safety and Community Trust**

The City finds that, in the context of federal immigration enforcement, practices such as concealing an official's identity, operating in plain clothes, using unmarked vehicles, failing to clearly and promptly identify authority, or engaging in confrontational tactics without clear legal justification create an unreasonable risk of violent escalation. Moreover, tactics that deny persons access to basic human needs and rights guaranteed by the Constitution, such as operations aimed at schools, medical facilities, courthouses, and houses of worship run counter to the American spirit and should not be tolerated.

Such practices do not merely undermine community trust; they place residents, bystanders, and officers themselves in immediate danger, and are incompatible with principles of transparent, accountable policing.

Charlottesville Police officers do not hide their identities. Charlottesville Police officers activate their body-worn cameras when working in the community. Charlottesville Police officers have been trained to de-escalate confrontations. Charlottesville Police officers receive extensive training on how to protect the Constitutional rights of all persons. The City is proud of its Police Department's commitment to building trust with all residents, including through its longstanding practice of not collecting or maintaining information about a person's immigration status, recognizing that community trust is essential to public safety.

### **4. Federal Immigration Authority**

The City recognizes that federal immigration enforcement authority is derived from federal statute and limited by the United States Constitution, and that unless the City and ICE enter into an agreement under Section 287(g) of the Immigration and Naturalization Act, the City has no responsibility or authority to enforce immigration laws.

Federal law does not generally authorize immigration officers to stop vehicles, enter private property, or take enforcement actions absent lawful authority supported by probable cause and, where required, a judicially issued warrant. Moreover, the City finds that immigration enforcement actions aimed at schools, medical facilities, courthouses, and houses of worship, while potentially legal, are unduly disruptive to the community's well-being, and wrongfully interfere with human dignity and rights granted by law.

The City rejects enforcement actions that exceed or evade these legal limits and finds that such actions erode public confidence, destabilize communities, and undermine the legitimacy of lawful authority itself.

## **5. Call for Transparency and Accountability**

The City urges federal authorities to conduct thorough, independent, and transparent investigations into incidents involving the use of force in immigration enforcement and to make findings available to the public to the extent permitted by law.

The City further calls on federal agencies to immediately reevaluate and discontinue tactics that conceal identity, obscure authority, or rely on fear and force rather than clear legal process.

## **6. Impact on Federal Personnel**

The City recognizes that certain tactics now commonly employed in federal immigration enforcement, even when authorized or condoned by federal officials, can place federal officers themselves at risk of physical harm, legal jeopardy, and moral injury.

The City further finds that enforcement practices that obscure identity, that rely on fear created by ambiguity, or that prioritize displays of force over clearly bounded legal authority can dehumanize both community members and the officials charged with carrying out those actions, while entangling federal personnel in operations that serve political objectives rather than public safety.

## **7. Limitation on Scope and Authority**

This resolution is intended solely as an expression of the values and concerns of the City as expressed by its current City Council. Nothing in this resolution is intended to direct the City Manager or City staff to interfere with lawful federal activities or to alter any existing legal obligations or authorities.

## **8. Communication to Federal and State Officials**

The City Council, as a body, will communicate with Charlottesville's representatives in the United States Senate and House of Representatives, as well as Virginia's Governor and Attorney General, to convey the City's concerns regarding federal immigration enforcement and to request they exercise their respective authorities to promote transparency, accountability, and adherence to constitutional and statutory protections through any means possible, including appropriate legislative action.

**February 3, 2026**

**The Honorable Mark R. Warner**

703 Hart Senate Office Building  
Washington, DC 20510

**The Honorable Timothy M. Kaine**

231 Russell Senate Office Building  
Washington, DC 20510

**The Honorable John J. McGuire III**

1013 Longworth House Office Building  
Washington, DC 20515

**The Honorable Abigail Spanberger**

Office of the Governor  
1111 East Broad Street  
Richmond, VA 23219  
P.O. Box 1475  
Richmond, VA 23218

**The Honorable Jay Jones**

Office of the Attorney General  
Barbara Johns Building  
202 North Ninth Street  
Richmond, VA 23219

***Re: Request for Oversight, Transparency, and Accountability in Federal Immigration Enforcement***

Dear Senator Warner, Senator Kaine, Representative McGuire, Governor Spanberger, and Attorney General Jones:

On behalf of the City of Charlottesville, I write to express deep concern about recent federal immigration enforcement actions and to respectfully request greater transparency, clearer standards, and meaningful accountability for the conduct of federal officers operating in our communities.

Charlottesville is home to a diverse population that includes immigrants, refugees, students, and long-time residents alike. Our community's safety, stability, and economic vitality depend on trust in public institutions and confidence that all people will be treated with dignity and respect under the law.

Recent events in Minneapolis, where two United States citizens were fatally shot during a federal immigration enforcement operation, have shaken communities across the country and raised

urgent questions about the tactics, decision-making, and accountability structures surrounding federal enforcement. My words cannot adequately capture the profound impact such incidents have on public confidence, civil liberties, and community trust.

Although these events occurred outside Virginia, they resonate here. When federal enforcement actions appear opaque, aggressive, or disconnected from local public safety values, the effects are felt nationwide. They heighten fear, discourage cooperation with law enforcement, and risk placing both residents and officers in unnecessary danger.

The City of Charlottesville does not seek to limit or obstruct lawful federal authority. We do, however, seek assurance that immigration enforcement activities are carried out in a manner consistent with constitutional protections, basic principles of accountability, and the shared goal of public safety.

To that end, we respectfully request you do all in your power to ensure:

1. Publicly available standards governing federal immigration enforcement tactics, including clear guidance regarding:
  - a. Use-of-force thresholds and de-escalation practices;
  - b. Conduct in and around sensitive locations, including schools, hospitals, courthouses, and places of worship;
  - c. Treatment of bystanders and individuals not subject to detention;
  - d. Procedures when parents or guardians are detained and minors are affected;
  - e. Access to interpretation services and culturally competent communication;
  - f. A prohibition on the concealment of identity by federal immigration officers, including a ban on the use of face coverings, plain clothes, unmarked vehicles, or other tactics that intentionally obscure an officer's identity or official status during enforcement actions, except in narrowly defined circumstances necessary to protect officer safety; and
  - g. An express commitment that federal immigration enforcement operations will comply with long-standing Fourth Amendment jurisprudence, including the requirement that entry into a private residence occur only pursuant to a warrant signed by a neutral judicial officer, and not solely on the basis of an administrative warrant or detainer.
2. Transparent and accessible accountability mechanisms, including:
  - a. A clear process for local governments to request information regarding enforcement actions that affect their communities;
  - b. An independent review pathway for serious incidents involving injury or loss of life; and

- c. A multilingual, publicly accessible method for community members to report concerns about federal officer conduct.

Federal enforcement that is perceived as unaccountable or unnecessarily aggressive undermines trust, weakens community cooperation, and ultimately makes all of us less safe. We believe that clear standards, meaningful oversight, and transparency serve both the public and the dedicated professionals tasked with enforcing the law.

We appreciate your attention to this matter and look forward to your response.

Respectfully,

Juandiego Wade  
Mayor  
City of Charlottesville

To: All City Employees  
From: John Maddux, City Attorney  
Date: February 2, 2026  
Re: *Guidance for City Employees Regarding Interactions with Federal Immigration Enforcement*

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### **Purpose of this Guidance**

Federal agencies, including U.S. Immigration and Customs Enforcement (ICE) or Homeland Security Investigations (HSI), may sometimes seek access to City facilities, City records, or City employees in connection with immigration enforcement activities.

This document explains the basic legal framework that governs those interactions and provides practical direction to City employees. It is intended to:

1. Ensure City staff respond lawfully and consistently.
2. Protect the City's legal interests.
3. Respect the authority of federal agencies while also respecting the legal limits on that authority.

This document does *not* adopt or rely on any "sanctuary" policies. It reflects generally applicable constitutional and procedural principles that apply to all government entities. This guidance has been reviewed and approved by the City Manager, and carries the weight of City policy.

### **Compliance with Federal Law (8 U.S.C. § 1373)**

Federal law, including 8 U.S.C. § 1373, limits the ability of state and local governments to restrict communication with federal immigration authorities regarding an individual's citizenship or immigration status.

This guidance does not discourage, prohibit, or address the sharing of immigration status information with federal agencies. As a practical matter, City departments do not collect or maintain information about individuals' immigration status except, in extremely rare cases, where a person's immigration status may be incidentally relevant to some other City function.

Instead, this document is limited to internal City procedures for responding to requests for access to City facilities, City records, and City employees, and to clarifying who within the City has authority to make legal determinations or disclosures on behalf of the City.

Nothing in this guidance is intended to regulate personal communications by individual employees, or to alter the City's existing practices regarding the collection or use of immigration-related information.



## **General Principles**

Whenever a City employee encounters someone purporting to be a federal agent seeking information, access, or cooperation in an immigration-related matter:

1. Remain professional and courteous.
2. Do not obstruct or interfere physically.
3. Do not make legal determinations on the spot.
4. Immediately notify your supervisor and the City Attorney's Office.

City employees should not feel pressure to resolve these situations alone.

## **Access to City Facilities**

### **Public Areas**

Federal agents may enter areas open to the general public (such as public lobbies or reception areas) under the same conditions as any other member of the public.

### **Non-Public Areas**

Non-public areas include offices, secured workspaces, records rooms, and other areas not generally open to the public. Generally, but not always, these areas are behind at least one layer of electronic key card access.

### **GENERAL RULE**

Federal agents may access non-public areas **only if they have valid legal authority**, such as:

1. A judicial warrant, or
2. The consent of someone authorized to grant access on behalf of the City.

Most City employees are not authorized to grant such consent.

If an agent seeks access to a non-public area:

1. Politely state that you are not authorized to grant access.
2. Contact your supervisor and the City Attorney's Office immediately.

## **Requests for Information or Records**

City records are subject to federal and state privacy laws, FOIA, and other confidentiality rules.

City employees should not disclose records or personal information to federal agents unless:

1. Required by law, or

2. Directed by the City Attorney's Office.

## **Understanding Common Federal Documents**

Federal agents may present documents using terms like "warrant," "subpoena," or "notice." These documents have very different legal effects.

### **Judicial Warrants**

A judicial warrant is issued by a U.S. District Judge or Magistrate Judge.

1. These warrants are legally binding.
2. The City must comply within the scope of the warrant.
3. Always notify the City Attorney's Office immediately.

### **Administrative Warrants**

ICE and other agencies may present warrants issued by immigration officers or immigration judges.

1. These are not issued by Article III judges.
2. They do not automatically authorize entry into non-public City areas.
3. They do not compel City employees to provide records on the spot.

### **Subpoenas**

Subpoenas request records or testimony.

1. Most City employees are not authorized to accept subpoenas on behalf of the City.
2. Subpoenas should be forwarded immediately to the City Attorney's Office.
3. The City has the right to review and, if appropriate, challenge subpoenas before responding.

### **Notices to Appear (NTA)**

An NTA is a charging document for immigration court.

1. It does not authorize searches.
2. It does not authorize entry into City property.
3. It does not require City employees to take any immediate action.

## **What City Employees Should and Should Not Do**

### **City Employees Should:**

1. Ask for identification.
2. Ask for copies of any legal documents presented.
3. Contact a supervisor and the City Attorney's Office.
4. Document the interaction when possible.

### **City Employees Should Not:**

1. Physically block or interfere with federal agents.
2. Grant access to non-public areas without authorization.
3. Provide records or personal data without legal review.
4. Make statements about City policy or legal positions.

### **If Federal Agents Insist on Acting**

If federal agents proceed despite lack of consent or unresolved legal questions:

1. Do not resist physically.
2. Clearly state:

“I do not consent to this action, but I will not interfere.”

1. Notify the City Attorney's Office immediately.
2. Document what occurred as soon as it is safe to do so.

### **Key Takeaway for Staff**

City employees are not expected to act as immigration enforcement officers or legal experts. Their role is to:

1. Remain calm and professional.
2. Avoid making legal commitments.
3. Escalate immediately to City leadership and legal counsel.