City Council Meeting Agenda
November 16, 2026

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

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

4:00 PM Opening Session

I. Call to Order/Roll Call

II. Agenda Approval

III. Reports

1. Presentation: Draft Climate Adaptation and Resilience Plan
2. Presentation: Draft Urban Forest Management Plan

5:30 PM Closed Meeting (Boards & Commissions)

6:30 PM Business Session

IV. Moment of Silence

V. Announcements

VI. Recognitions/Proclamations

- Proclamation: Restorative Justice Week

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. Minutes: August 3, 2026 regular meeting
4. Resolution: Resolution to Appropriate funds from the Sentara Foundation to the Department of Human Services for the Westhaven CARES Center - $7,000 (2nd reading)
5. Ordinance: Consideration of Amendments to the Code of the City of Charlottesville, Chapter 19 - Personnel (1 of 2 readings)

IX. City Manager Report

- Report: City Manager Report
  - a. Report: Quarterly Financial Report
  - b. Report: Budget Brief #1

X. Action Items

6. Public Hearing/Ord.: Public Hearing and Ordinance regarding Petition to Vacate a Portion of the Swift Lane Right-of-Way adjacent to 1210 Smith Street (Tax Map and Parcel 490139100)

7. Ordinance: Ordinance Amending and Re-Ordaining Chapter 14 (Licenses), Section 14-24 (Tax Incentives for Technology Businesses) to Extend Eligibility Period for Five (5) Years to December 31, 2031 (2nd reading)

8. Resolution: Resolution to Appropriate $67,667 from the City's low-barrier shelter operations fund to SupportWorks Housing for Vista 29 (2nd reading)

XI. General Business

9. Presentation: Vinegar Hill Group Presentation

XII. Community Matters (2)

XIII. Adjournment

MEETING GUIDELINES

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

Policy Briefing Summary
City Council

Regarding:	**Draft Climate Adaptation and Resilience Plan**
Staff Contact(s):	Kristel Riddervold, Director of the Office of Sustainability, Emily Irvine, Climate Program Manager
Presenter:	**Emily Irvine, Climate Program Manager**
Date of Proposed Action:	November 16, 2026

Issue
Through the Resilient Together project, staff have been working to develop a Climate Adaptation and Resilience Plan for Charlottesville. The draft plan has been completed and shared with the community for public comment. This presentation will provide Council with a briefing on the draft Plan and allow Council to ask questions and provide feedback.

Background / Rule
In 2017, the City of Charlottesville formally joined the Global Covenant of Mayors for Climate and Energy, which committed the City to plan for both the causes and effects of climate change. The Climate Action Plan (CAP), adopted in 2023, guides the work of reducing our community's greenhouse gases. The proposed companion Climate Adaptation and Resilience Plan (CARP) will guide the work Charlottesville does to prepare for the impacts. Additionally, the City's Comprehensive Plan calls for both a CAP and a CARP.

In 2022, as the first step in preparing for the impacts of climate change, the City conducted a Climate Risk and Vulnerability Assessment. That study identified the specific climate-driven hazards and vulnerabilities expected to impact the Charlottesville area. During the same timeframe, Albemarle County's Climate Program conducted a similar assessment for the County. Because the impacts of climate change will affect our jurisdictions similarly, the decision was made to work collaboratively on regional climate adaptation and resilience planning. City and County Climate Program staff reached out to UVA Office for Sustainability staff and invited the University to join the collaborative planning work. The resulting collaborative Resilient Together project was formally launched in September 2023.

From the outset, Resilient Together aimed to produce separate but complimentary Climate Adaptation and Resilience Plans (CARPs) for each organization. Like the CAP, the CARP is intended to be adopted as an amendment to the City's Comprehensive Plan. Charlottesville's draft plan is complete and is currently being shared with the community for public review and comment via the Climate Adaptation and Resilience Plan page on Connect Charlottesville. The comment period will close on November 30.

Analysis
The attached presentation provides an overview of the development of the Climate Adaptation and Resilience Plan, including history and background of the Resilient Together project, content and examples from the plan, and its relationship to other City plans and projects.

The Resilience Plan features 16 broad strategies to be initiated over the next ten years that will strengthen our community systems as the shocks and stressors of climate change intensify. The strategy topics are variable, with some addressing multiple hazards and others addressing a single hazard. Each strategy includes implementation projects that have been organized by the estimated

timeframe to begin work on them. Lead departments, internal and external partners, level of staff effort, and funding sources have also been identified for each project.

The projects identified in the CARP are intended to be primarily led by the City, and in some cases partner organizations. However, durable resilience is not something a local government can do to or for a community. The work of resilience building must be taken up collaboratively and at the individual, household, neighborhood, and community level. In service to this idea, each strategy also includes a "Community Action" section that shares information and resources to support community-led resilience building. Many of the City-led implementation projects are designed to support community members in household and community resilience-building.

The development of the CARP was informed by multiple rounds of engagement efforts to collect community-member, partner organization, staff, and subject-matter expert input. The strategy topics were chosen based on local context, lessons learned from peer communities, and community-member input. The implementation projects associated with each strategy were identified and developed by inter-organizational staff working groups and then refined by Charlottesville staff from across departments.

Financial Impact
There is no budget impact associated with this report.

Recommendation
This is an informational report, no formal action is needed.

Recommended Motion (if Applicable)
N/A

Attachments
1. CARP_Council Preso_ Attachment A_111626
2. CARP_Council Preso_Attachment B_111626

City of Charlottesville
Office of Sustainability

CITY COUNCIL WORK SESSION

November 16, 2026

Attachment A – Draft Climate Adaptation and Resilience Plan

https://www.charlottesville.gov/DocumentCenter/View/16966/Draft-Charlottesville-Climate-Adaptation-and-Resilience-Plan-

Charlottesville's Climate Adaptation and Resilience Plan

Roadmap to a Strong, Safe, and Healthy Future



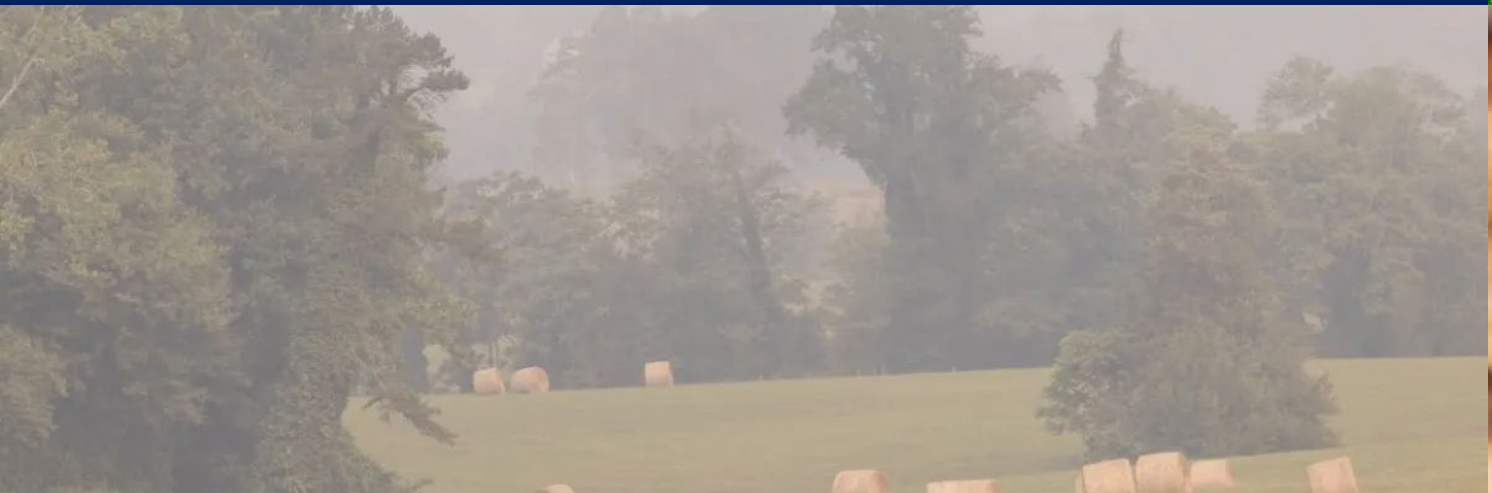
Agenda

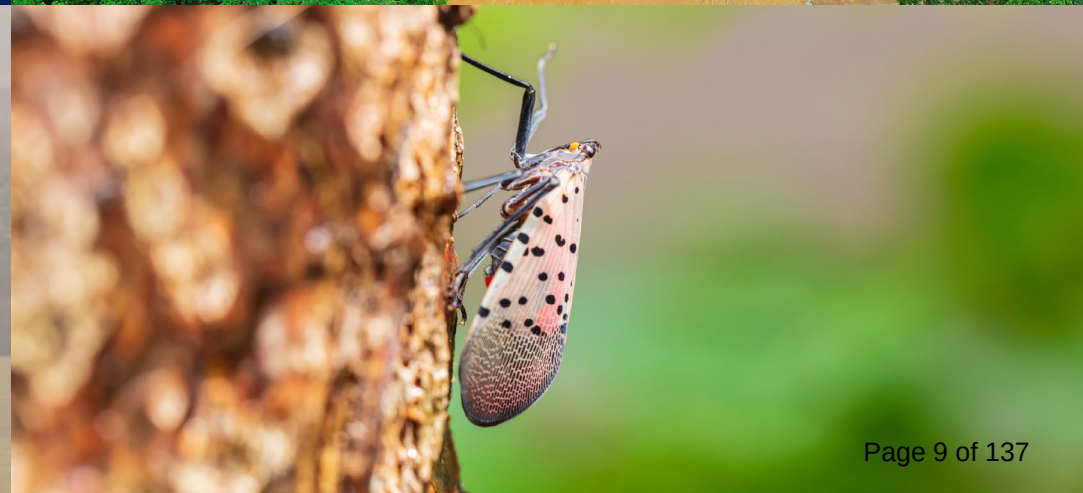
- Project History & Background
- Plan Development
- About the Plan
- Questions & Next Steps

History & Background

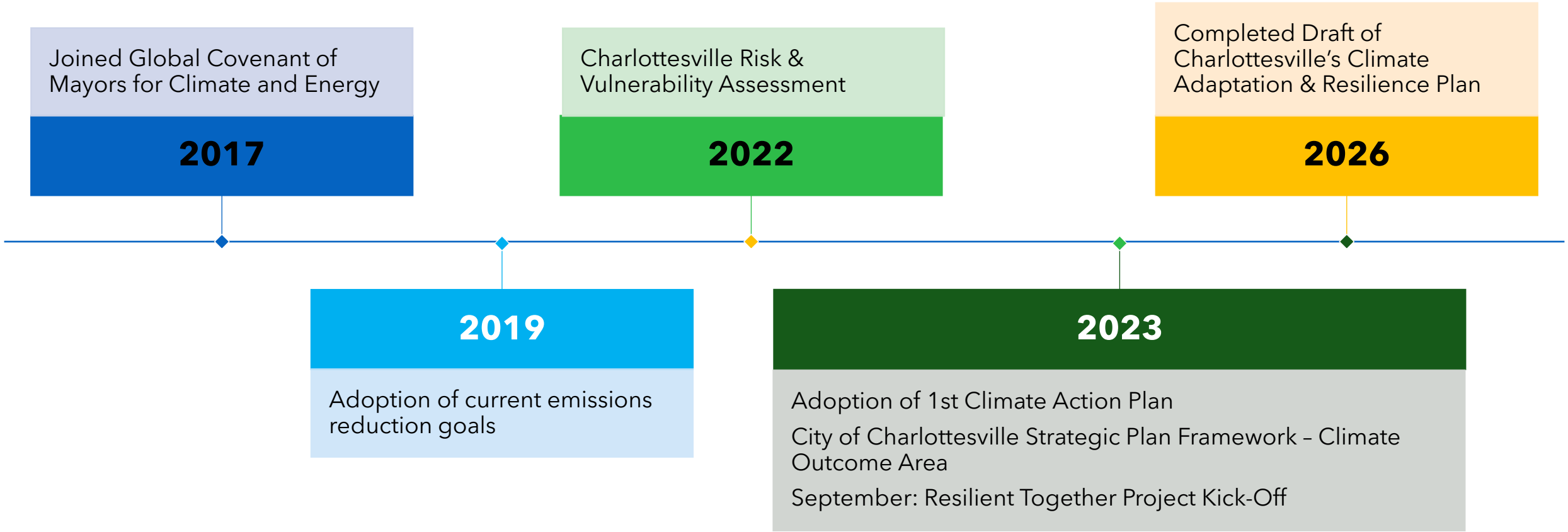
The why and how of resilience planning







How We Got Here



CAP and CARP: Sibling Climate Plans

Mitigation

- Reducing Greenhouse Gases
- Addressing the underlying cause
- Climate Action Plan (CAP)

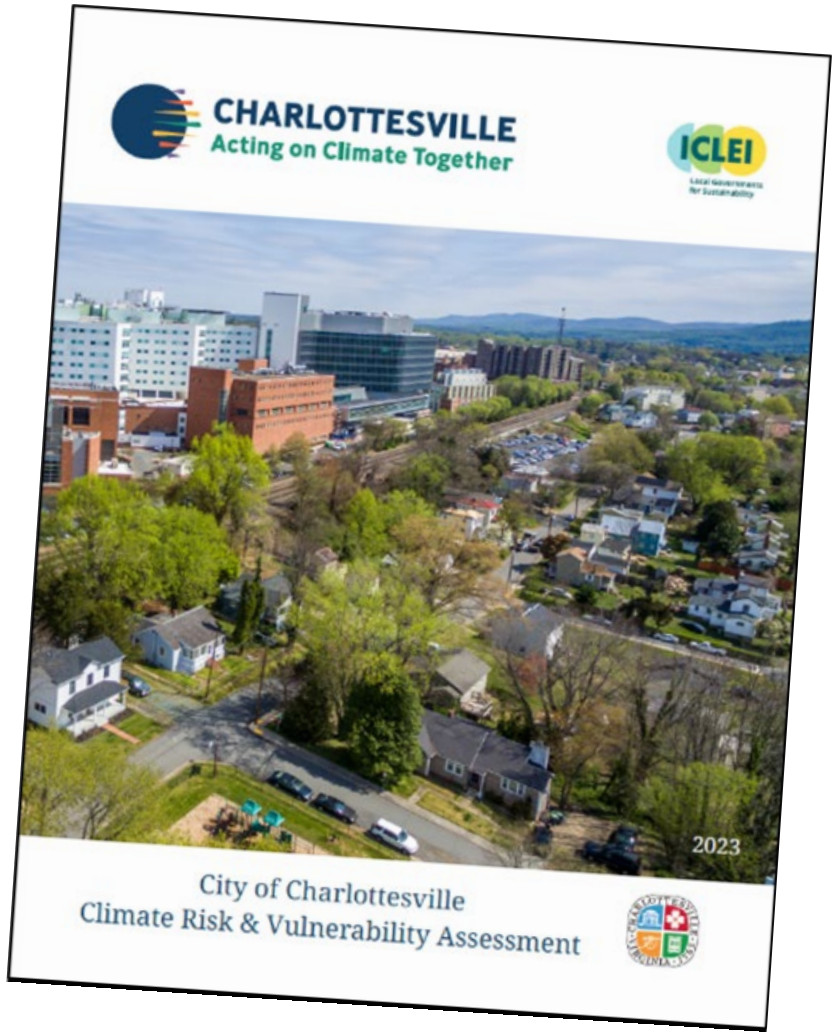
Adaptation

- Strengthening systems against the impacts of climate change
- Reacting to the symptoms
- Climate Adaptation and Resilience Plan (CARP)

The Why: Local Impacts

Regional Hazards & Risks

- Extreme Heat
- Intense Rain and Flooding
- Drought
- Severe Storms
- Shifting Seasons
  - ➢ Pests & Disease
- Wildfire & Smoke



The How: Resilient Together

Resilient Together is a joint planning and community engagement process to help our community prepare for the more intense and frequent severe weather events that we face.

Albemarle County, the **City of Charlottesville**, and the **University of Virginia** have partnered in this work. The project has engaged staff, partner institutions, community-based organizations, and the public.

RESILIENT TOGETHER

One Climate, One Community

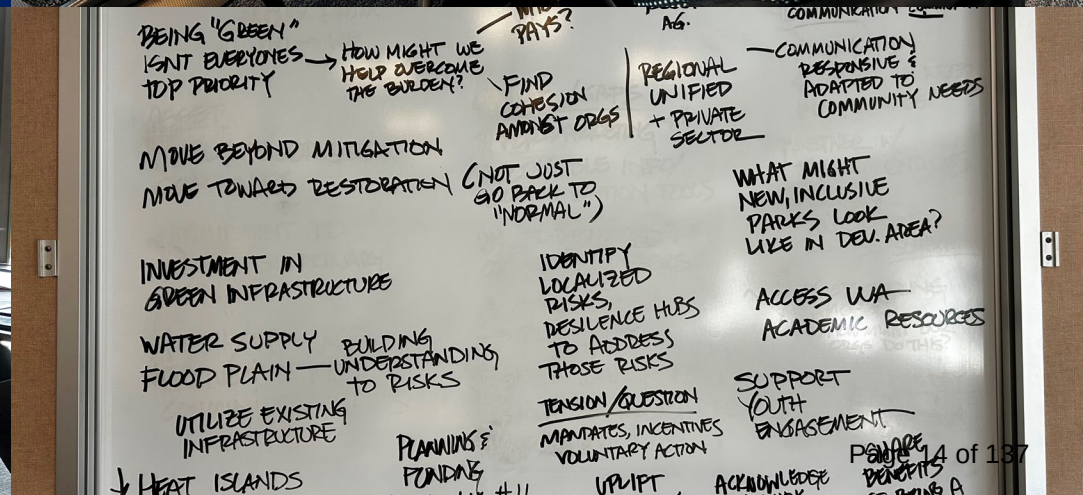
Project Vision: **a strong, safe, and healthy future for all**

Plan Development

Getting from there to here







Resilient Together: Project Outline



Prepare for successful process

Develop partnership, design process, create materials

Late 2022 – September 2023

Foster shared knowledge of the challenge

Gather, review, and share information with staff, partners, and community

October 2023 – May 2024

Define guiding principles & project goals

Feedback from staff, partners

June – October 2024

Design strategies for adaptation and resilience

Input from staff, partners, and community

November 2024 – March 2026

Create adaptation and resilience plans

Draft content, seek community and partner feedback, submit for adoption

April 2026 - Present

We are here!

Implement

Pursue grants

Partner with local orgs, agencies, community

Monitoring & Evaluation

Future

Engagement Tracks

RT Project Team

- Led work to refine draft strategies and develop implementation projects and roadmaps
- Supported all other engagement tracks

Staff & SMEs

- Participated in sector- and hazard-specific technical working groups to develop implementation projects and roadmaps

CBO Cohort Members

- Planned and conducted engagement events around community resilience building
- Reviewed draft plan and offered input/feedback

Community

- Participated in engagement events to provide place-specific knowledge and input

Staff & SME Engagement

UVA

- Office for Sustainability
- Office of the Architect
- Facilities Management
- Emergency Management
- Environmental Health and Safety
- UVA Health
- UVA Transportation
- UVA Foundation

Charlottesville

- Office of Sustainability
- Emergency Management
- Neighborhood Development
- Parks & Recreation
- Utilities
- Public Works
- Human Services
- Strategic Planning
- Communications
- Economic Development
- Office of Human Rights
- Charlottesville Area Transit

Albemarle

- Facilities & Environmental Services
- Communications & Public Engagement
- Office of Equity & Inclusion
- AC Fire Rescue
- Community Development
- Human Services
- Economic Development
- Parks & Recreation

Partners

- Emergency Communications Center
- Rivanna Water & Sewer Authority
- Blue Ridge Health District
- TJPDC
- TJWSCD
- Cultivate Charlottesville
- Community Climate Collaborative
- IRC New Roots
- Market Central

Over 125 cross-organizational & community meetings to develop, refine, and finalize strategies and implementation projects. (Not inclusive of project team meetings.)

Relationship to Other City Plans & Projects

- Like the Climate Action Plan, Charlottesville's Adaptation and Resilience Plan will be proposed for adoption as an amendment to the City's Comprehensive Plan.
- Final strategies support many of the goals and strategies of the Comprehensive Plan, beyond those in Chapter 7 (Environment, Climate, and Food Equity).
- Charlottesville's CARP includes a section that details its relationship to other City planning documents, including:
  - Comprehensive Plan
  - Climate Action Plan
  - Regional Hazard Mitigation Plan
  - Flood Resilience Plan
  - Forthcoming Urban Forest Management Plan
  - Forthcoming Mobility Plan
  - Ongoing Environmental Regulatory Review Projects

About the Plan

What's in Charlottesville's CARP?

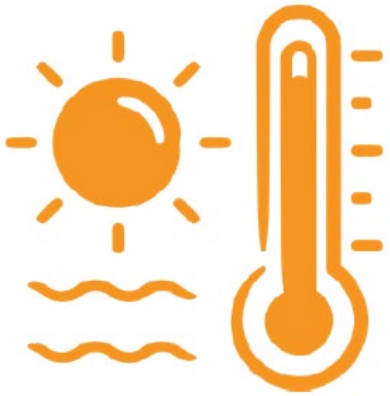






What is Climate Resilience?

Climate Resilience means strengthening our community systems to better withstand exposure to increasing climatic shocks and stressors.



Extreme Heat



Intense Rain & Flooding



Drought



Severe Storms

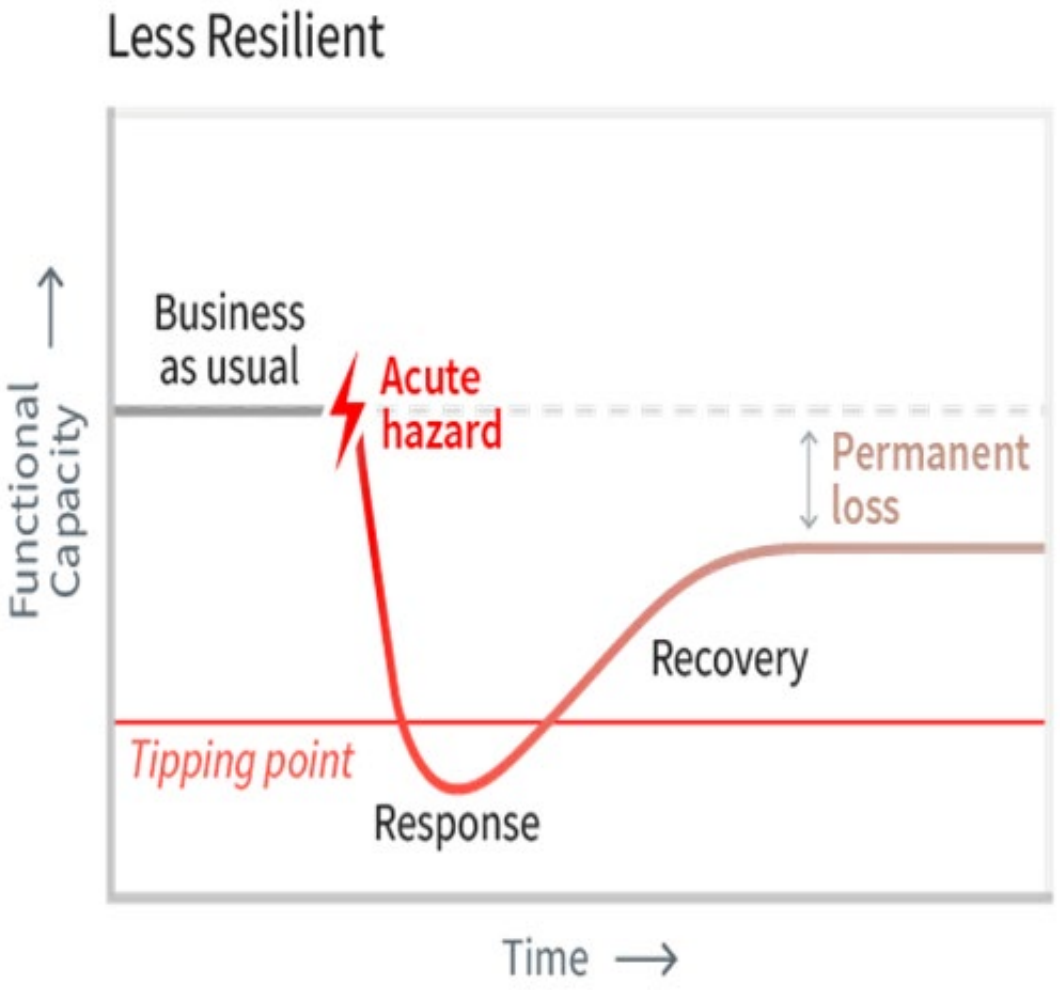


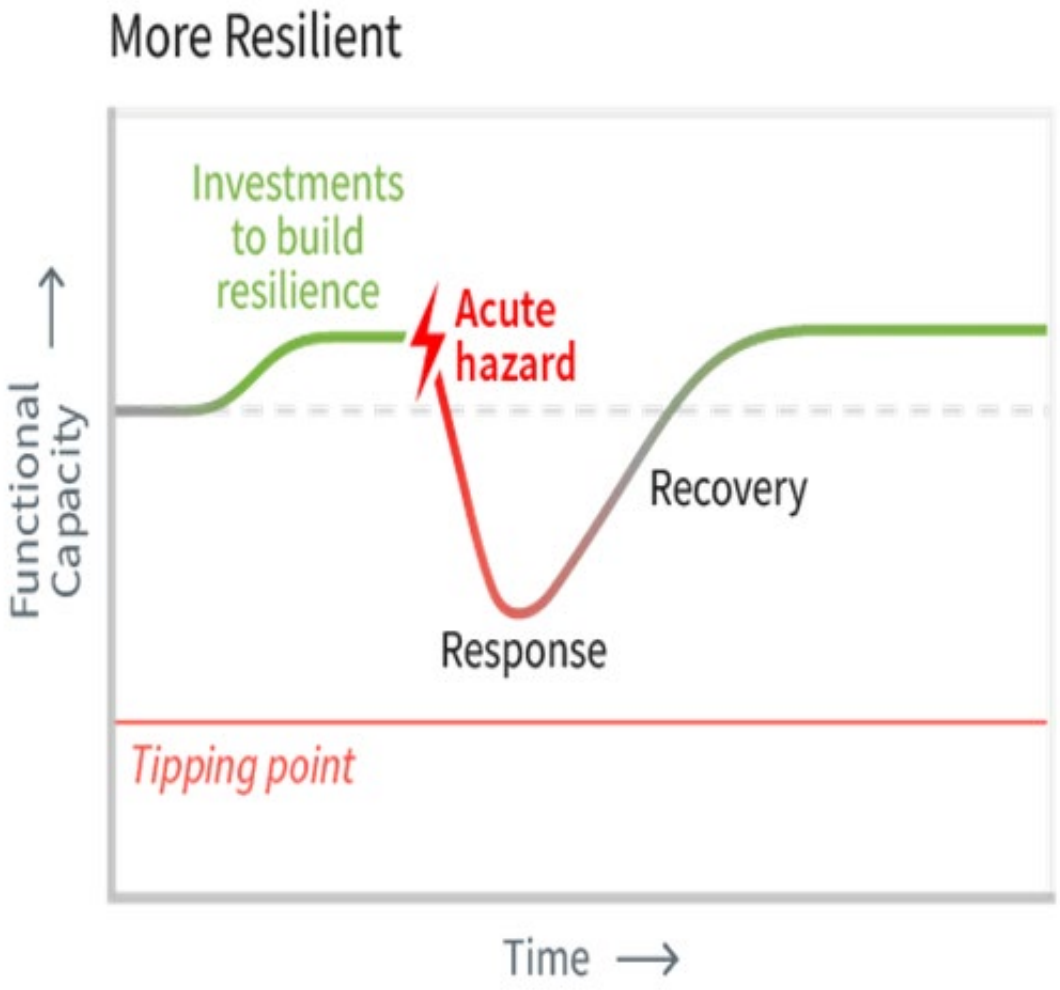
Shifting Seasonal Patterns



Wildfire & Smoke

What is Climate Resilience? (Continued)





Strategy Topic Areas

- Biodiversity
- Buildings
- Communication & Information
- Community Training & Partnerships
- Economic Resilience
- Electric Energy Infrastructure
- Emergency Response Capacity
- Food Systems
- Resilience Hubs
- State Support for Local Resilience
- Stream Corridors & Floodplains
- Transportation
- Urban Heat
- Urban Stormwater
- Water Supply & Conservation
- Wildfire & Smoke Preparedness

Strategies Topics – Hazard Alignment

Strategy Topic Area						
Biodiversity	X	X	X			X
Buildings	X	X		X		X
Communications & Information	X	X	X	X	X	X
Community Training & Partnerships	X	X	X	X	X	X
Economic Resilience	X	X	X	X	X	X
Electric Energy Infrastructure	X	X		X		X
Emergency Response Capacity	X	X		X		X
Food Systems	X	X	X	X	X	X
Resilience Hubs	X	X	X	X		X
State Support for Local Resilience	X	X	X	X	X	X
Stream Corridors & Floodplains		X	X			
Transportation	X	X		X		
Urban Heat	X					
Urban Stormwater		X	X			
Water Supply & Conservation			X			
Wildfire & Smoke Preparedness						X

Strategy & Project Development

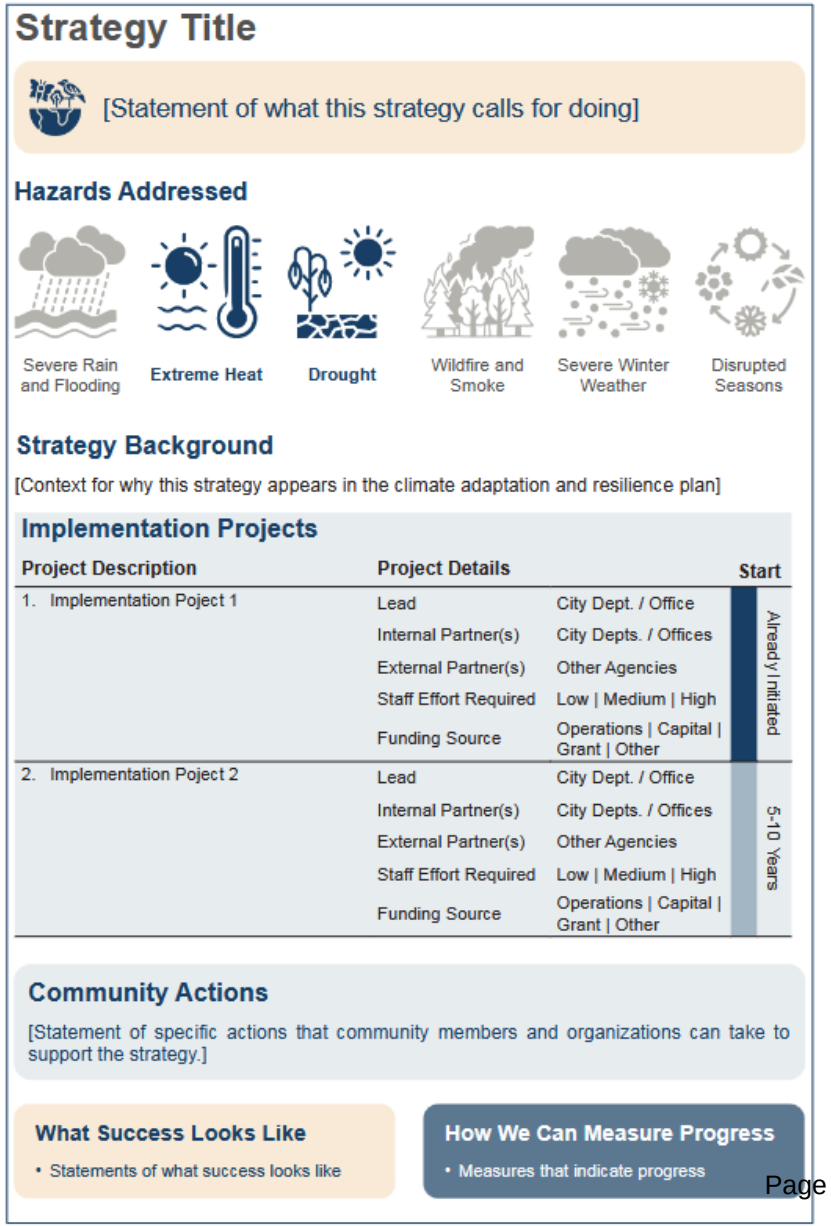
Draft Strategies	Strategy Options	Implementation Steps	Impacts
Refine locally relevant strategy options from NOAA Climate Resilience Toolkit Compare with existing local plans	What types of strategies are most appropriate for our local context and will yield the desired outcomes and impacts?	What needs to be done to implement each strategy? Who will do it? When is it feasible to start? What resources will we need?	What does success or progress look like? How will we know?

RT Project Team

Design Phase Engagement: Staff & local SMEs, Cohort, Community

Strategy Implementation Roadmaps

- Strategy
- Hazards Addressed
- Context & Background Information
- Prioritized Implementation Projects
  - Lead Department or Organization
  - Partners
  - Staff Effort Estimation
  - Funding Source
  - Implementation Timeframe
- Corresponding Community Actions
- Success Indicators



Strategy Title

[Statement of what this strategy calls for doing]

Hazards Addressed

Severe Rain and Flooding | **Extreme Heat** | **Drought** | Wildfire and Smoke | Severe Winter Weather | Disrupted Seasons

Strategy Background

[Context for why this strategy appears in the climate adaptation and resilience plan]

Implementation Projects

Project Description	Project Details		Start
1. Implementation Poject 1	Lead	City Dept. / Office	Already Initiated
	Internal Partner(s)	City Depts. / Offices	
	External Partner(s)	Other Agencies	
	Staff Effort Required	Low | Medium | High	
	Funding Source	Operations | Capital | Grant | Other	
2. Implementation Poject 2	Lead	City Dept. / Office	5-10 Years
	Internal Partner(s)	City Depts. / Offices	
	External Partner(s)	Other Agencies	
	Staff Effort Required	Low | Medium | High	
	Funding Source	Operations | Capital | Grant | Other	

Community Actions

[Statement of specific actions that community members and organizations can take to support the strategy.]

What Success Looks Like

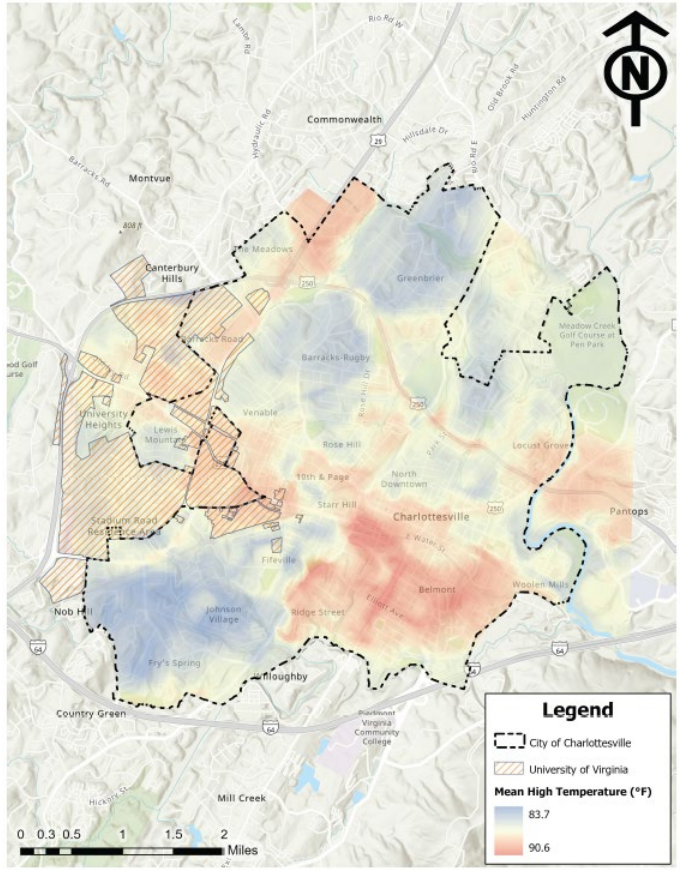
- Statements of what success looks like

How We Can Measure Progress

- Measures that indicate progress

Sample Strategy: Urban Heat

Undertake projects to reduce the urban heat island effect and increase resilience to extreme heat, prioritizing locations with residents most vulnerable to extreme heat and methods that support biodiversity.



Seven Associated Implementation Projects

- Complete a comprehensive review of all codes and policies related to the urban forest
- Install green infrastructure and shade structures
- Formalize procedure for opening cooling centers
- Drinking fountains & water stations in public areas
- Update City's tree guide to reflect future conditions
- Develop guideline for extreme heat outdoor safety
- Additional resources to support UFMP

Sample Implementation Project

Description of project. Calls out prioritization of neighborhoods with greater exposure to urban heat. Alignment with other plans/programs.

Staff and partners required for implementation; level of staff effort required

2. Install green infrastructure and shade structures along main pedestrian corridors, at transit stops, and in urban parks and other public spaces, prioritizing locations most impacted by urban heat. Engage residents in locations of greater urban heat island in the design of neighborhood-level projects. Align with the Mobility Plan, the Comprehensive Plan update, and City capital improvement programs and priorities.	Lead	NDS, OS	Already Initiated
	Internal Partner(s)	PWD, CAT, P&R	
	Staff Effort Required	High	
	Funding Source	Capital, Grants	

Potential sources of funding

Project initiation timeline

Community Actions

Community Actions

- Download the OSHA-NIOSH Heat Safety Tool to monitor unsafe heat conditions. This CDC HeatRisk Mapping tool is another tool for assessing local heat exposure with safety recommendations. Educate yourself about Heat Safety and how to recognize the signs of heat stress and heat stroke.
- A list of Charlottesville-area heat resources has been compiled here.
- Check out Charlottesville's Heat Mitigation and Adaptation Guidebook for information about what community members and developers can do to decrease Urban Heat Islands and manage extreme heat.
- The Jefferson Area Board for Aging's Senior Cool Care Program supports community members aged 60 and over with free fans and window or portable air conditioning units for those who are not eligible through the Department of Social Services. Contact the Senior Helpline at (434) 817-5244 to request support.
- The Charlottesville Utilities Department runs an Energy Saving Trees Program, giving away free native trees to Charlottesville Gas customers twice each year.
- ReLeaf C'ville is a local nonprofit that distributes trees, hosts tree plantings, and trains youth to combat urban heat and declining tree canopy in vulnerable neighborhoods through their Green Team.

Many of the tree-related actions found in the Biodiversity strategy are applicable here too!

Measuring Success

What Success Looks Like

- All community members have access to shade and urban greenery in their neighborhoods.
- All community members have access to air-conditioned spaces on the hottest days.
- The urban tree canopy remains healthy and becomes more evenly dispersed over time.
- The number of shade structures along pedestrian corridors, at transit stops, and in public parks increases over time.
- Functional water fountains are located in more public spaces.

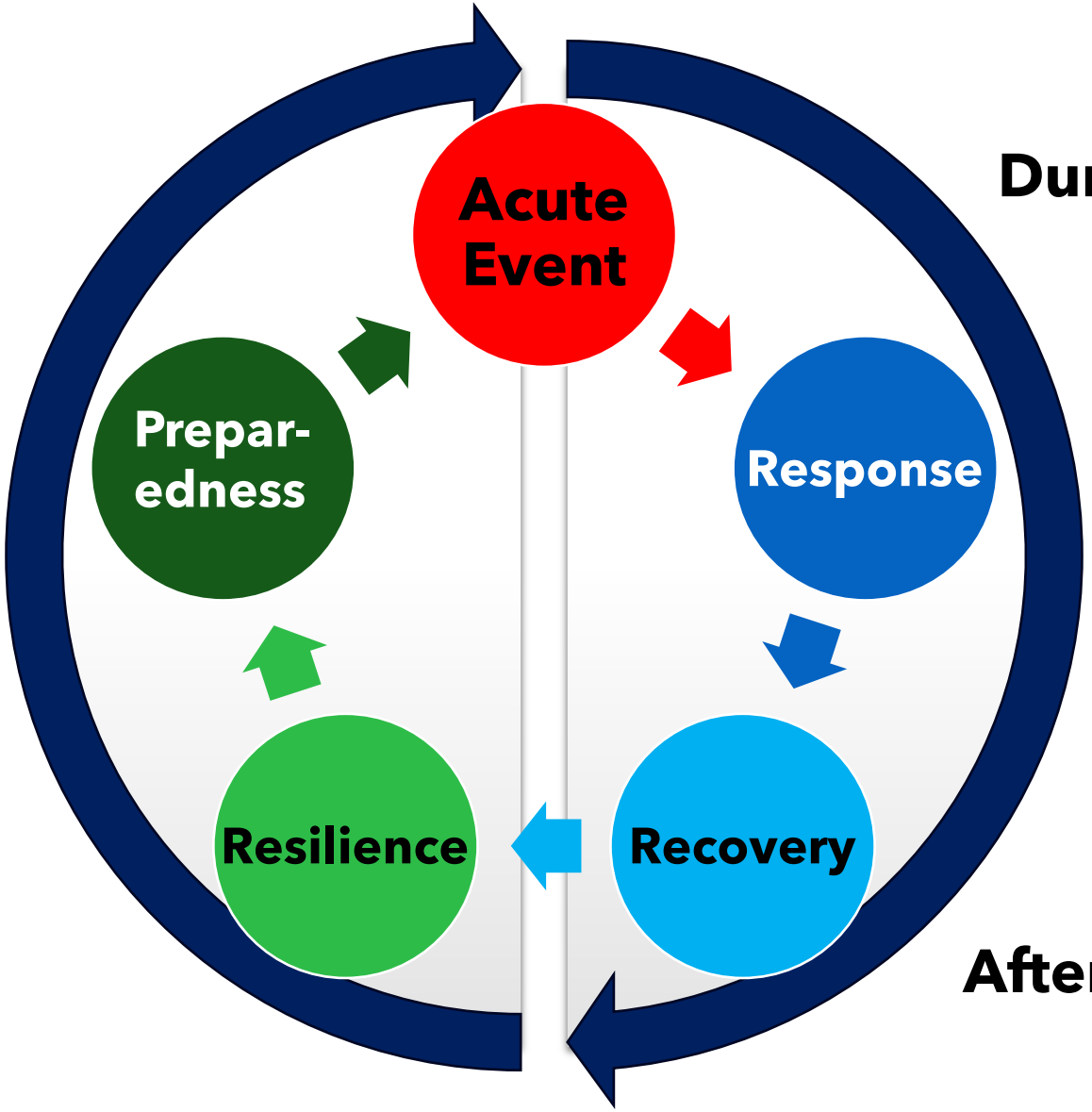
How We Can Measure Progress

- Number of shade structures or landscape-cooling features installed
- Area of shaded pedestrian corridors; percentage of total area
- Tree canopy by neighborhood
- Number of water fountains/water stations
- Metrics on cooling programs accessed, including cooling centers, Resilience Hubs, or home-based A/C programs

Working Together to Build Regional Resilience

Strategy	Priority Projects	Timeframe
Communications & Information	**Provide user-friendly, locally-relevant information about how to prepare for natural hazards and climate risks.**	1 – 3 years
	Launch a communications campaign using a diverse set of messaging tools to ensure inclusive and broad reach.	1 – 3 years
	Align emergency alert protocols across local agencies.	1 – 3 years
	Invest in improvements to real-time data reporting.	1 – 3 years
	Strengthen relationships with local media outlets.	3 – 5 years
Community Training & Partnerships	**Reconstitute a Community Emergency Response Team (CERT)**	1 – 3 years
Emergency Response Capacity	Ensure access to satellite communications, citizen band, and ham radio.	3 – 5 years
Transportation	Build systems for communication and coordination across transit agencies.	1 – 3 years
	Identify and improve vulnerable transportation infrastructure	3 – 5 years
	Increase capacity to operate transit fleets and fleet vehicles in extreme weather	3 – 5 years
	Enable resource sharing between organizations in extreme weather to maintain infrastructure and access.	5 – 10 years
Urban Heat	**Create a protocol and procedure for opening cooling (and warming) centers.**	1 – 3 years
Urban Stormwater	**Assess stormwater infrastructure adequacy to handle higher rainfall projections.**	1 – 3 years

Climate Resilience vs. Emergency Management



During the Event

Before the Event

After the Event

Next Steps

Looking Ahead: Next Steps

- Public Comment Period – open thru November 30
  - **connect.charlottesville.gov/ResilientCharlottesville/**
- Upcoming engagement opportunities:
  - Tuesday, November 17; Drop-In Session @ City Space; 12 – 2 pm
  - Wednesday, November 18; Virtual Drop-In Session (Zoom); 4 – 6 pm
  - Friday, November 20; Climate Café @ Botanical Fare; 9:30 – 11:00 am
- Integrate Feedback as needed
- January 12 – Planning Commission Public Hearing
- February 15 – City Council Public Hearing

Thank you!

Questions?

Emily Irvine, Climate Program Manager
City of Charlottesville, Office of Sustainability
irvinees@charlottesville.gov

Policy Briefing Summary
City Council

Regarding:	**Draft Urban Forest Management Plan**
Staff Contact(s):	Kristel Riddervold, Director of the Office of Sustainability, Steven Gaines, Urban Forester, Robert Mathes, Management Specialist II Landscape, Victoria Kanellopoulos, City Planner, Dan Frisbee, Water Resources Specialist
Presenter:	**Kristel Riddervold, Director of the Office of Sustainability, Steven Gaines, Urban Forester, Robert Mathes, Management Specialist II Landscape**
Date of Proposed Action:	November 16, 2026

Issue
The City of Charlottesville is working with Eocene Environmental Group to develop an updated Urban Forest Management Plan ('UFMP'). The draft plan has been completed and shared with the community for public comment. This presentation will provide Council with a briefing on the draft UFMP and allow Council to ask questions and provide feedback.

Background / Rule
The core goal of this project is to update the current UFMP to integrate climate action goals and equitable implementation, specifically targeting increased and equitable urban canopy coverage and greater stewardship capacity. This approach includes both public and private properties.

The City's initial UFMP was completed in 2009 and is part of the Comprehensive Plan in the Plan Appendix. In 2024, the City was awarded grant funding through the Inflation Reduction Act via the U.S. Department of Agriculture Forest Service to conduct a set of data collection activities and update the UFMP. In November of 2024, the project kicked off with consulting support from the firm Eocene Environmental Group. Although the federal grant was terminated in April 2025, the City identified internal funds to work with Eocene to modify the project scope and continue the UFMP update. Both the Urban Forest Assessment (the data component of the project) which was completed in 2025 and community engagement that occurred during spring/summer 2026, including a dedicated project page on Connect Charlottesville, informed the draft UFMP. Key findings from the Urban Forest Assessment and community engagement are included in the attached presentation.

The draft 2026 UFMP is a comprehensive update of the City's 2009 UFMP and reflects current approaches toward environmental stewardship, expanded climate and sustainability goals, and commitments to equity and inclusion. It also aims to integrate a range of current plans relevant to urban forest management, such as the Climate Action Plan, Comprehensive Plan and forthcoming Climate Adaptation and Resilience Plan. The updated UFMP is intended to be adopted as an amendment to the City's Comprehensive Plan, replacing the original 2009 version. Charlottesville's draft plan is complete and is currently being shared with the community for public review and comment via the Urban Forest Management Plan page on Connect Charlottesville. The comment period will close on November 30.

Analysis
The attached presentation provides an overview of the development of the UFMP, including history and background of the project, key takeaways from the 2025 Urban Forest Assessment and 2026

community engagement efforts, the plan vision, goals and objectives, and next steps.

The draft UFMP establishes a citywide urban forest canopy goal of 47%, with an emphasis on forest quality and equitable canopy distribution. The Plan also has neighborhood-specific canopy goals, which used existing canopy cover, heat vulnerability, socioeconomic factors, and available planting space to prioritize Plan implementation. The Plan features five goals, each with supporting objectives and actions, to be initiated over the next ten years. These Plan recommendations address prioritization of resources to reach lower canopy and high heat neighborhoods first, increasing street tree stocking, management of public land and the public urban forest, collaborating with community members and partner organizations to support stewardship of private trees, expanding outreach and education, and building and growing overall program effectiveness.

The strategies and actions in the UFMP are largely intended to be led by the City. However, since most of the city's urban forest and tree canopy are located on private property, collaborating and coordinating with community members and partner organizations will be essential for successful plan implementation.

The development of the UFMP was informed by multiple rounds of stakeholder meetings and engagement to collect input from community members, partner organizations, City staff, and subject matter experts. The Plan recommendations, including policy and regulatory opportunities, were developed based on relevant elements of the 2009UFMP, local context, the most recent Tree Commission 2025 State of the Forest report (including their set of recommendations), the Urban Forest Assessment, lessons learned from peer communities, and community member input.

Financial Impact
There is no budget impact associated with this report.

Recommendation
This is an informational report, no formal action is needed.

Recommended Motion (if Applicable)
N/A

Attachments
1. UFMP_Council Policy Brief_ Attachment A_111626
2. UFMP_Council Preso_Attachement B_11162026

City of Charlottesville
Office of Sustainability / Department of Parks & Recreation

CITY COUNCIL WORK SESSION

November 16, 2026

Attachment A – Draft Urban Forest Management Plan

https://www.charlottesville.gov/DocumentCenter/View/17127/Urban-Forest-Management-Plan_Draft-

Charlottesville Urban Forest Management Plan 2026



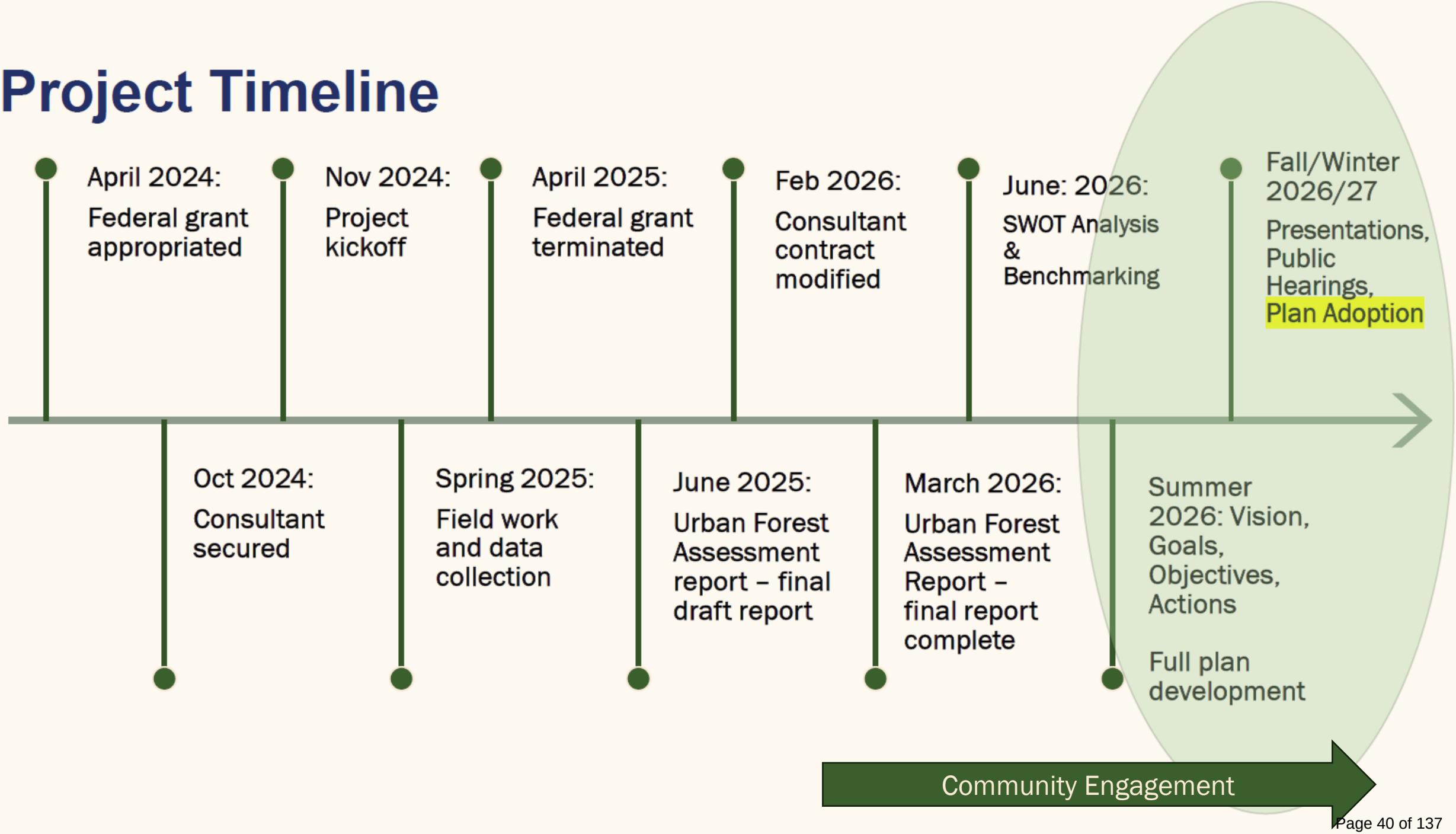
Agenda

1. Project Summary
2. Elements of the Plan
3. What do we have?
4. What do we want?
5. How do we get there?
6. What are we doing now?
7. Next Steps

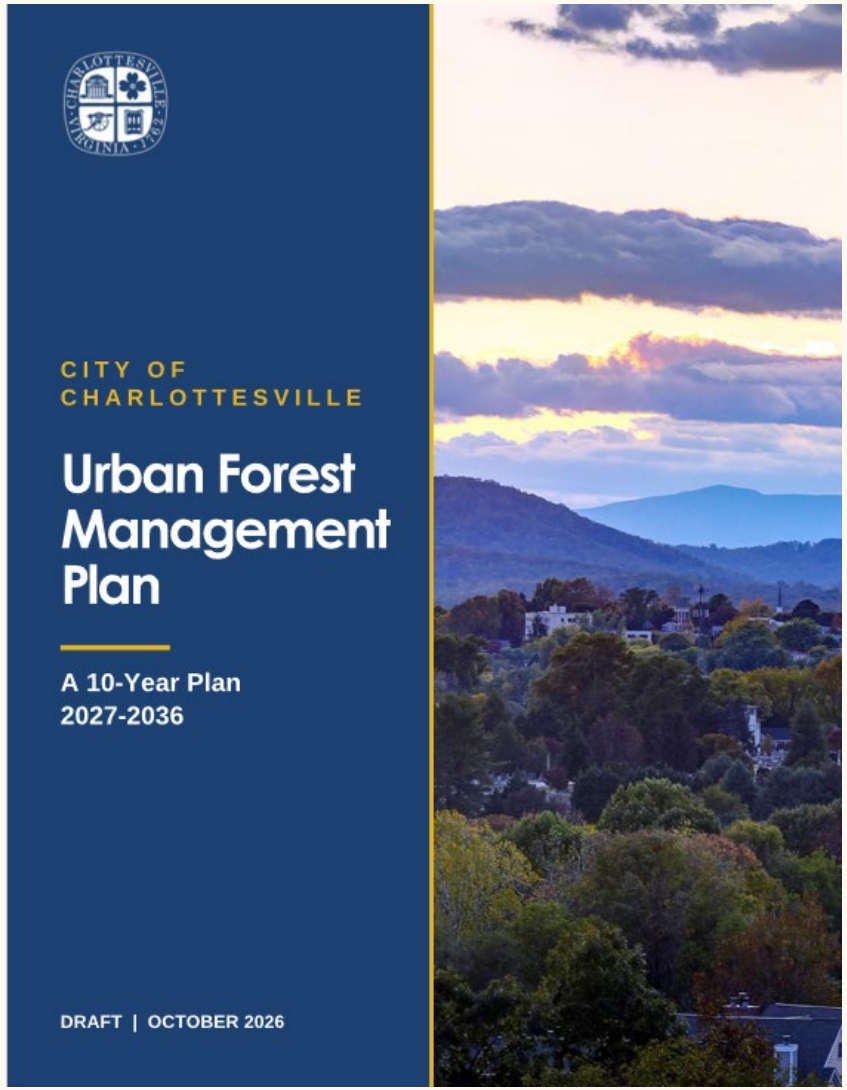
Project Scope & Goals

- In 2024, the City was **awarded grant funding** through the Inflation Reduction Act via the US Department of Agriculture Forest Service to support this project.
- Scope: A comprehensive review and update of the City's 2009 Urban Forest Management Plan (UFMP), including robust urban forest assessment.
  - **Reflect current approaches** toward environmental stewardship, expanded sustainability goals, and commitments to equity and inclusion.
  - **Integrate a range of current materials relevant to urban forest management** (e.g., Climate Action Plan, Comprehensive Plan).
- Goals: **Update the current urban forest management plan to integrate climate action goals**, specifically targeting increased and equitable urban canopy coverage and greater stewardship capacity. This approach includes both **public and private properties**.
  - Project recognizes the need and opportunity to tackle a more **relevant, adaptive, and inclusive** approach to the management of our urban forest.

Project Timeline



Elements of the Urban Forest Management Plan



- Introduction
- Urban Forest Assessment
- Program and Policy
- Vision, Goals, Objectives
- Action Framework
- Monitoring and Adaptive Management
- Appendices

What do we have?



Urban Forest Assessment



Components

Tree Canopy Analysis

- Spatial analysis and aerial photography to capture insight about Charlottesville's canopy.

Street Tree Study

- Inventory involving 200 randomly selected 200 street segments.
- Trees were observed for species identification, relative age, relative health, and structural defects.

Vegetation Assessment

- Stratified random sampling of public and private properties
- Collected data on overstory and understory species composition presence of invasive vegetation, and relative age and health of the urban forest across the City.

Urban Forest Assessment



Key Takeaways

Tree Canopy Analysis

- 2025 canopy coverage is 46%; ~10% decline from 2006
- Neighborhood canopy cover varies widely; plantable space also varies widely across neighborhoods
- Urban heat is directly linked to canopy cover
- Does not reflect health, diversity, or invasives

Street Tree Study

- Low number of street trees per centerline mile
- High rate of planting where possible
- Strong diversity
- Limited available space to plant large trees

Vegetation Assessment

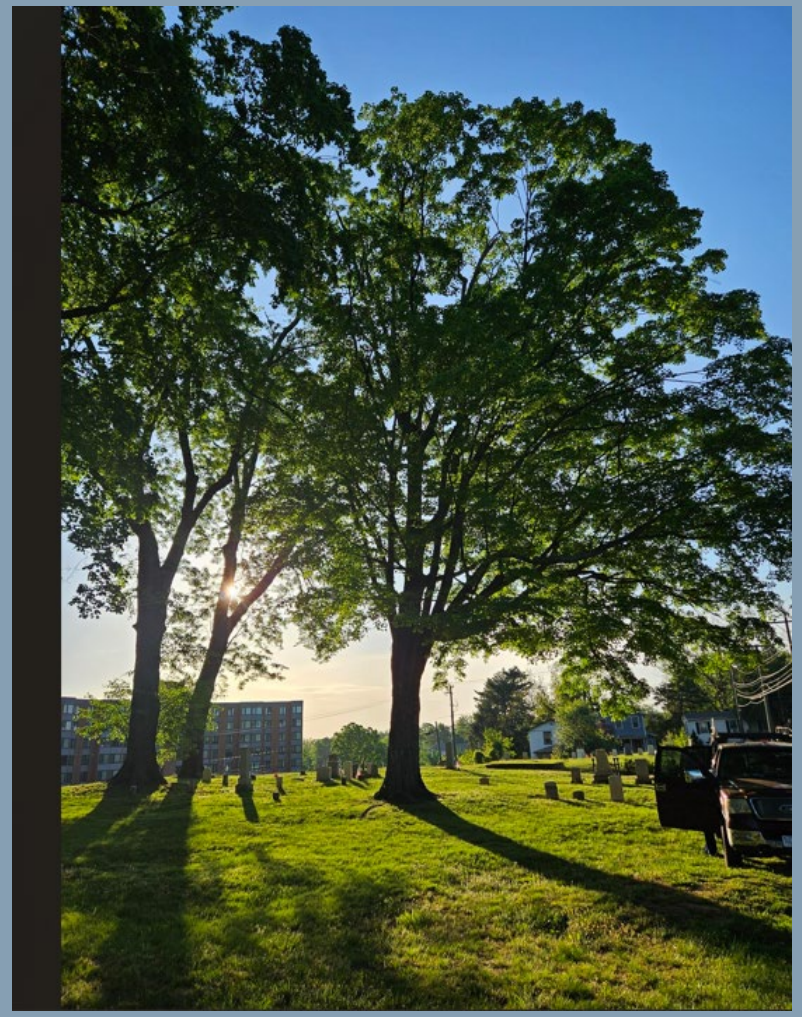
- Invasive trees make up 6% of the urban forest
- Invasive plants detected in 82% of plots
- Private property trees contribute 83% of the canopy and have more available space to plant medium and large trees

Program & Policy Context

- Status review of 2009 UFMP objectives
- Review of related City plans; identified opportunities for alignment
- Regulatory framework for tree conservation
- Program Benchmarking
- Staff and Community Partners Input (SWOT Analysis)
- Community Survey

What do we want?





Vision Statement – Charlottesville's Urban Forest

Every Charlottesville neighborhood has a healthy, resilient tree canopy that provides environmental, health, and economic benefits to its neighbors and visitors. The City, its partners, and the community work together across public and private land to protect, grow, and sustain the urban forest in the face of a changing climate.

Urban Forest Canopy Goals

- **10-year goal: 47% with an emphasis on avoiding loss and on forest quality**
- **2050 goal: 50%**
- **Neighborhood specific goals based on planting availability**

Neighborhood	Current Canopy (%)	Canopy Goal (%)
10th & Page	21	38
Barracks / Rugby	67	67
Barracks Road	32	38
Belmont	34	45
Fifeville	46	49
Fry's Spring	60	60
Greenbrier	59	59
Jefferson Park Avenue	33	43
Johnson Village	59	59
Lewis Mountain	47	52
Locust Grove	46	49
Martha Jefferson	41	46
North Downtown	34	42
Ridge Street	39	51
Rose Hill	31	44
Starr Hill	25	34
The Meadows	32	42
UVA	39	50
Venable	47	50
Woolen Mills	46	48

Note: Current canopy and canopy goals are rounded to the nearest whole percent.



Management Plan Goals

Goal 1:

Grow & Diversify Charlottesville's Trees and Forests

- **Objective 1.1:** Direct a majority of tree planting investments to neighborhoods identified as highest priority through the UFMP planting prioritization model, which accounts for existing canopy cover, heat vulnerability, stormwater value, socioeconomic factors, and available planting space.
- **Objective 1.2:** Increase street tree stocking citywide from the current 66% toward the recommended 75-80% minimum, concentrating new plantings in the largest open sites within priority neighborhoods.
- **Objective 1.3:** Diversify species composition in new plantings so that no single species, genus, or family dominates the canopy, prioritizing climate-ready native species chosen for heat, pest, and drought resilience.



Management Plan Goals

Goal 2:

Conserve & Manage the Public Urban Forest

- **Objective 2.1:** Lead by example on City-managed land, meeting the same standards the City asks of private development and actively restoring canopy and native forest.
- **Objective 2.2:** Pursue acquisition of forested or environmentally significant private parcels to prevent canopy loss on properties that could otherwise be subject to future development, sale, or conversion.
- **Objective 2.3:** Manage City trees on a planned and proactive basis, guided by consistent standards for inspection, maintenance, removal, and planting.
- **Objective 2.4:** Control invasive species on City-owned lands and rights-of-way, prioritizing areas where removal delivers the greatest canopy and environmental benefits.
- **Objective 2.5:** Treat trees removed from City land as a resource rather than waste.



Goal 3:

Support Stewardship of Private Trees & Forests

- **Objective 3.1:** Increase participation in existing programs and expand technical and financial assistance for private property tree planting, preservation, and care.
- **Objective 3.2**: Increase tree canopy on private property through collaboration with nonprofit partners and private property owners.



Management Plan Goals

Goal 4:

Expand Communication, Outreach, & Engagement

- **Objective 4.1:** Build understanding of urban forestry's role among City decision-makers.
- **Objective 4.2:** Increase public awareness of urban forestry programs and how to engage with them.
- **Objective 4.3:** Deliver place-based education and engagement across Charlottesville's neighborhoods.
- **Objective 4.4:** Work together with City staff, nonprofit partners, and community groups like CCS to make outreach more effective and avoid repeating efforts.
- **Objective 4.5:** Coordinate with the green industry in Charlottesville to enhance cooperation among nurseries, contractors, arborists, utility providers, and neighboring jurisdictions, such as Albemarle County.



Management Plan Goals

Goal 5:

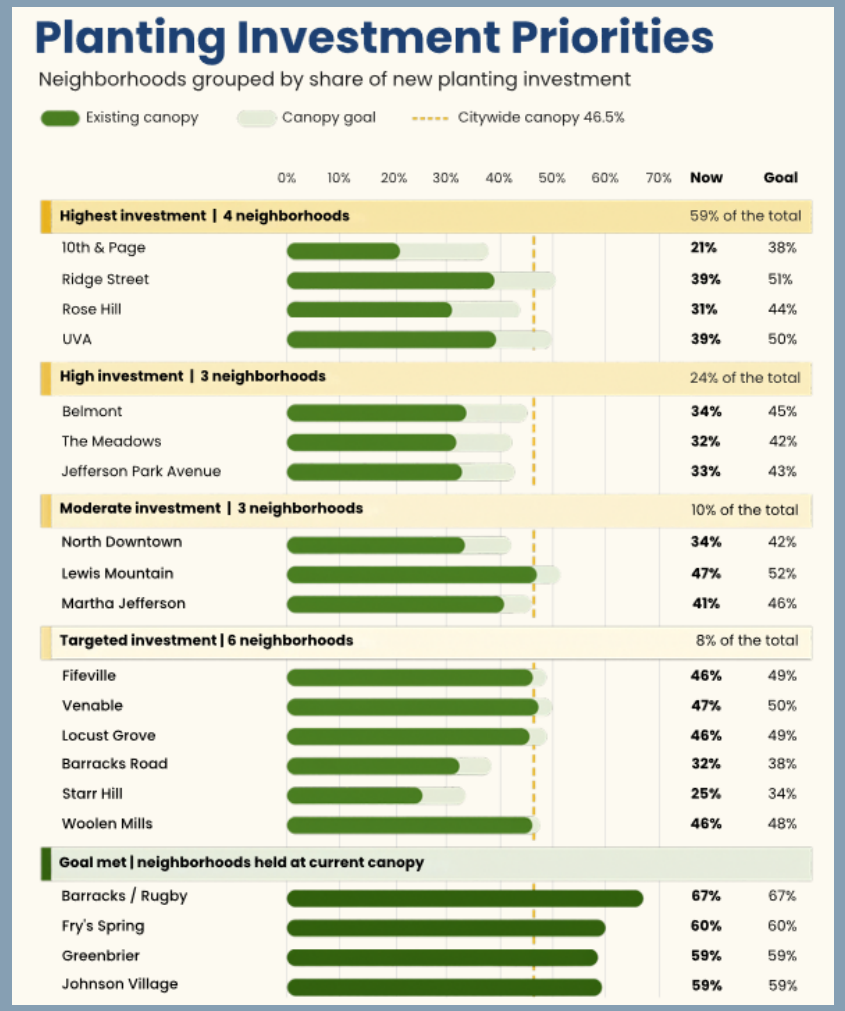
Build & Grow Program Effectiveness

- **Objective 5.1:** Align the staffing, data, and funding resources required to implement and sustain the UFMP.
- **Objective 5.2:** Manage tree risk on City property and rights-of-way through a documented approach to risk assessment, response, and storm coordination.
- **Objective 5.3:** Establish a standing interdepartmental coordination structure that brings Urban Forestry, Public Works, Utilities, and Neighborhood Development Services into regular dialogue on tree-related decisions to help prevent avoidable tree loss.
- **Objective 5.4:** Build the training, knowledge, and skill base of those who care for Charlottesville's trees, from current City staff to people entering the field, including students, veterans, and non-traditional candidates.
- **Objective 5.5:** Identify and engage in state and local policy opportunities
- **Objective 5.6:** Develop individual management plans for neighborhoods, parks, and schools

How do we get there?



Action Framework



- **Planting Investment Priorities**
- **Implementation Phasing**
- **Policy and Regulatory Recommendations**

Are we getting what we want?



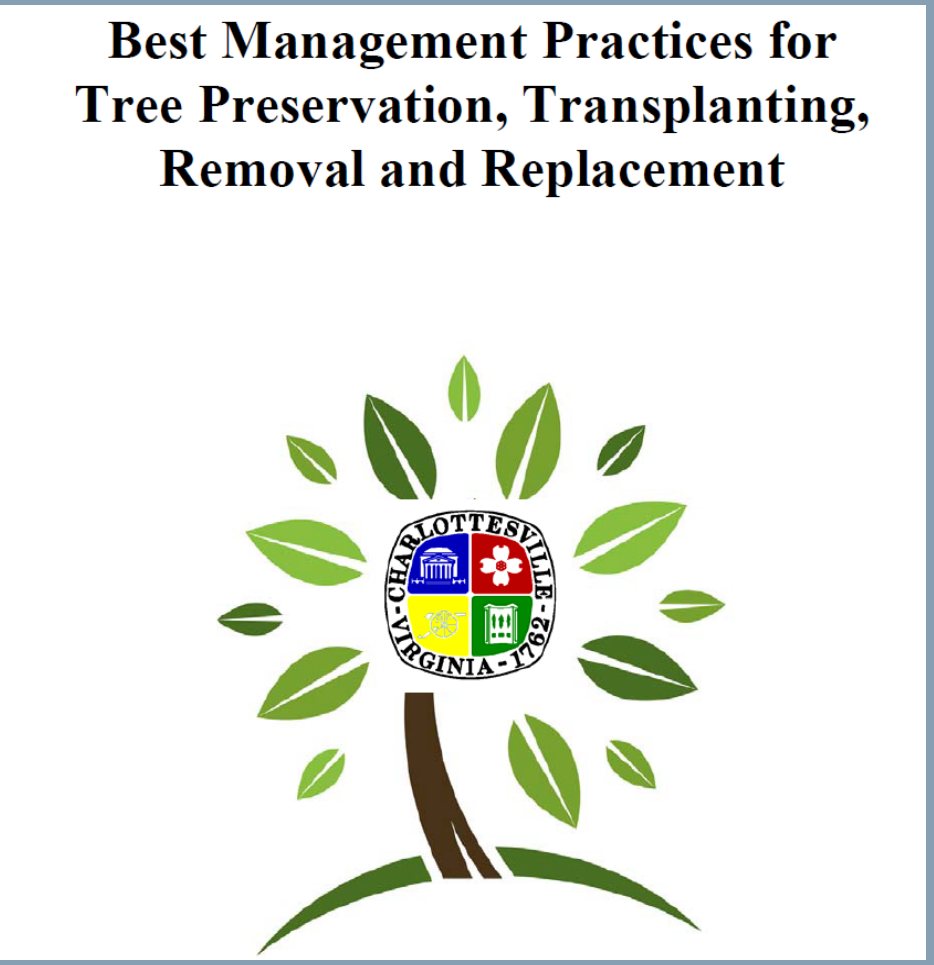
Monitoring & Adaptive Management

- Is the canopy growing where it is needed most?
- Are our streets more tree-lined?
- Is our tree population getting more varied and resilient?
- Is the City managing trees and risk on a schedule instead of reacting to problems
- Are we growing and caring for canopy on City land?
- Is more forest being protected?
- Are neighbors planting and caring for trees on their own property?
- Are partners and the community taking part?
- Does the program have the people it needs?
- Is the City ready to use what the State allows?

What are we doing now?

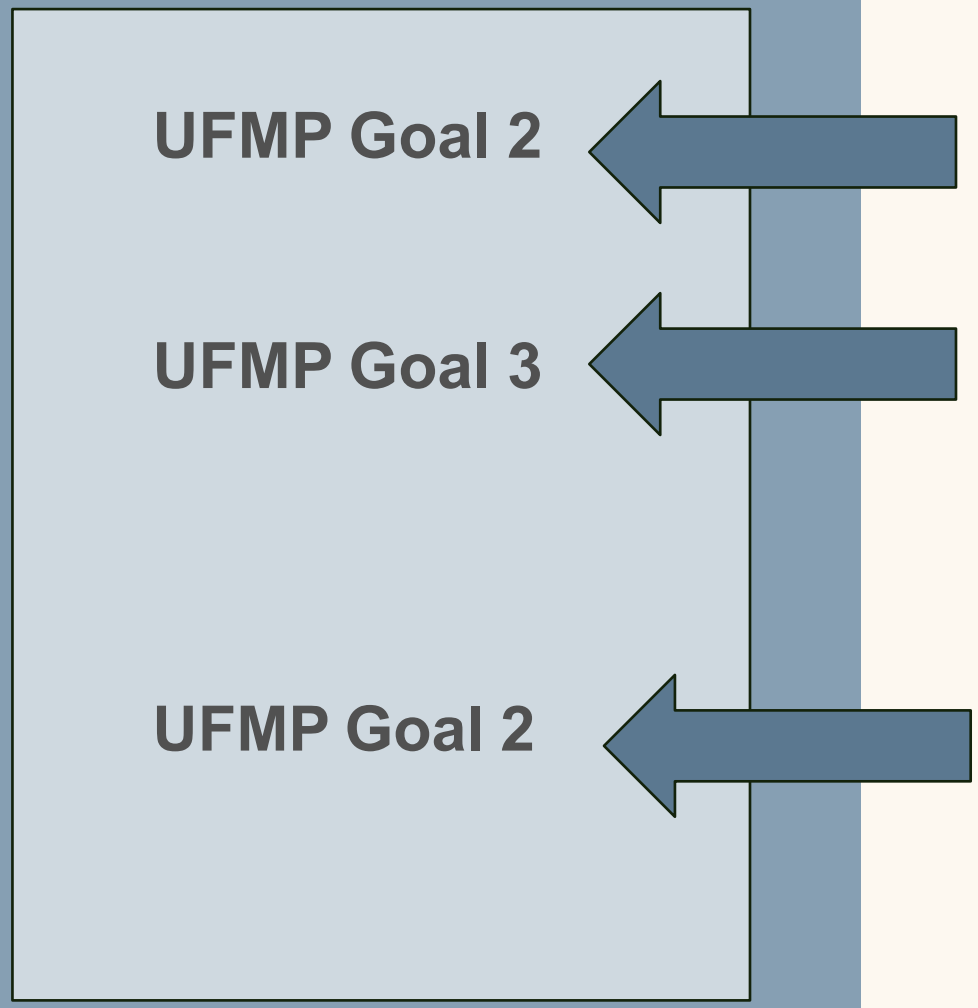


Actions Underway



- Updating and upgrading Comprehensive Tree List – should improve likelihood of getting the right tree in the right place.
- Updating Tree Preservation Guide (BMPs)
- Creating a user-friendly “pocket guide” for tree preservation and development
- Opportunity to review and update, as needed, the Tree and Landscaping Guide
- Increased monitoring and enforcement of tree related zoning codes (regarding preservation and tree installations) aiming for increased tree survival.

2025 State of the Forest



Tree Commission Recommendations

Preserving Downtown Mall Trees – Downtown Mall Tree Management Plan

- Support both grant funding and annual city budgeting in order to finance all phases of the Downtown Mall Tree Management Plan

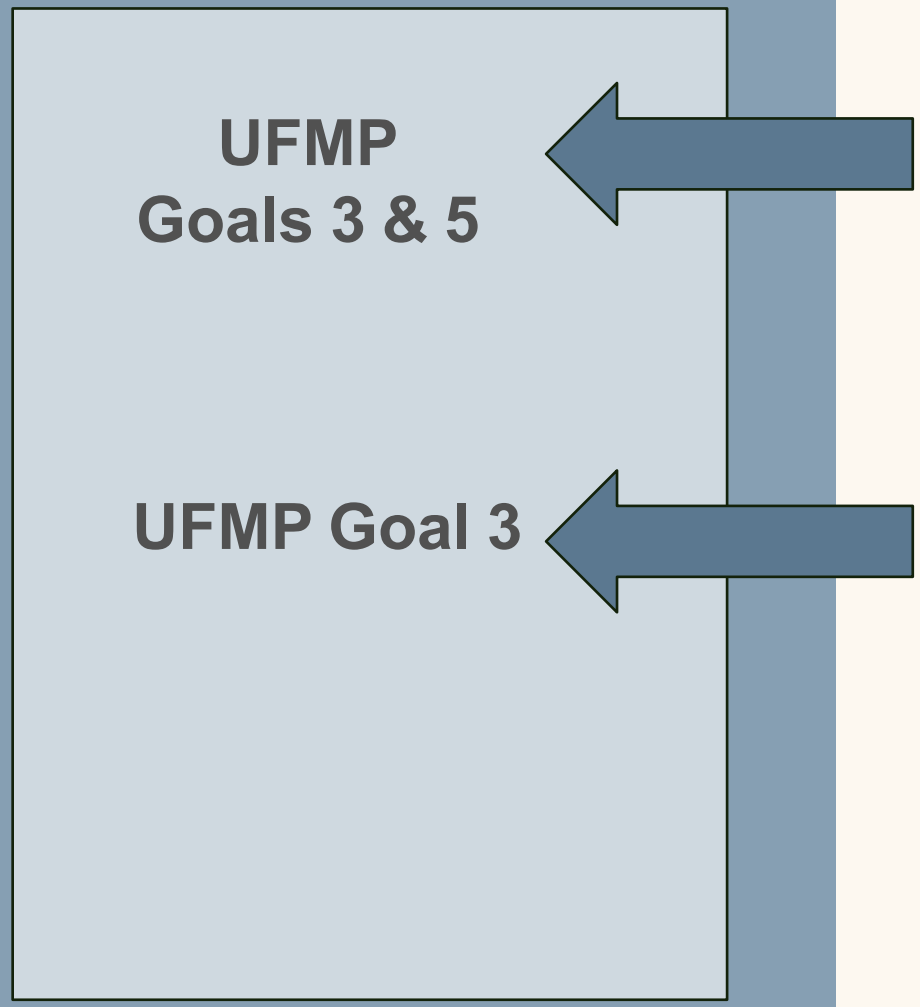
The Charlottesville Invasive Plant Partnership: Invasive Control on Private Properties

- Explore the provision of incentives and/or penalties to check the rampant growth of tree-killing invasive vines on property property
- Consider an ordinance to address the overgrowth of invasive vines analogous to the existing ordinance that prohibits the overgrowth of tall weeds on private properties (Code of Ordinance, section 5-149)

Canopy Collective: Advocating Opportunistic and Innovative Tree Planting on Public Land

- Consider proposals for alternative tree planting installations on publicly-owned parcels in low-canopy neighborhoods and downtown areas to pilot best practices and enhance the social and ecological value of publicly-owned land

2025 State of the Forest



Tree Commission Recommendations

Engagement with the City to Support Tree Preservation

Update City site plan guidance to facilitate preservation of mature trees.

- Engage a broad range of public and private stakeholders in steps to preserve mature trees on public and private lands.
- Document successful efforts to preserve trees in concert with site development.

Vulnerable Parcels

Emphasize and potentially expand key restrictions on site plan development to ensure protection of critical slopes, urban forest, and hydrological systems.

- Consider a zoning change to add a design overlay district for these ecologically sensitive parcels.
- Evaluate parcels with critical slopes, urban forest connections, and/or floodplains for potential City acquisition as both parkland/public space and green infrastructure investments, in support of Comprehensive Plan Goal 13.

Next Steps

Council/Commissions	Dates
City Council Work Session	11/16/2026
Meet the Plan: Drop-In Session (City Space 12-2:00)	11/17/2026
Meet the Plan: Drop-In Session (virtual 4-6:00)	11/18/2026
Climate Café (Botanical 9:30-11:00)	11/20/2026
Planning Commission - Presentation	11/24/2026
Planning Commission – Public Hearing & Action	1/12/2027
City Council – Public Hearing (first reading)	2/16/2027
City Council – Action (second reading - consent agenda item)	3/1/2027

Note: Goal is for plan adoption as an amendment to the Comprehensive Plan


Thank You

CITY OF CHARLOTTESVILLE

Proclamation

OBSERVING
RESTORATIVE JUSTICE WEEK
November 15-21, 2026

WHEREAS Restorative Justice Week begins annually every third Sunday of November, and aims to recognize the power and effect of justice based on the restoration of human connection in lieu of retributive and punitive proceedings; and

WHEREAS restorative justice is an internationally recognized approach for responding to crime and incidents of harm that provides the opportunity for dialogue between those who have experienced harm, the harm perpetrators, and their community to address the harm and meet the needs of those involved; and

WHEREAS Central Virginia Community Justice, serving Charlottesville and Albemarle, was established in 2022 to provide space for those involved in harm to lead their own accountability and healing through restorative justice; and

WHEREAS Central Virginia Community Justice has supported over 200 individuals through the restorative justice process to address situations of harm in our communities and our schools; and

WHEREAS Restorative Justice Week serves as an opportunity for residents to reflect on how our community can find growth, healing, and accountability in restorative approaches to conflict and harm;

NOW, THEREFORE, BE IT PROCLAIMED that the Charlottesville City Council does hereby support and observe **Restorative Justice Week, November 15-21, 2026**, to promote safety and well-being for all City residents in their communities and schools by encouraging the learning and practicing of restorative skills of human connection and healing as a means of attaining justice.

Signed and sealed the 16th day of November 2026.

_____

Juandiego Wade, Mayor

_____

Kyna Thomas, Clerk

CHARLOTTESVILLE CITY COUNCIL MEETING MINUTES
August 3, 2026 at 4:00 PM
Council Chamber

The Charlottesville City Council met on Monday, August 3, 2026, Vice Mayor Natalie Oschrin presiding. The meeting was called to order, and Clerk of Council Kyna Thomas called the roll, noting the following councilors present: Vice Mayor Natalie Oschrin and Councilors Jen Fleisher and Lloyd Snook. Mayor Juandiego Wade gave prior notice of his absence, and Councilor Payne arrived as the first report began.

On motion by Fleisher, seconded by Snook, Council by a 3-0 vote approved the meeting agenda (Ayes: Fleisher, Oschrin, Snook; Noes: none; Absent: Payne, Wade).

REPORTS

1. REPORT: ANCHOR FY 26 Annual Report

Hunter Smith, Deputy Director of Human Services, presented the ANCHOR Annual Report for FY2026. The ANCHOR (Assisting with Navigation, Crisis Help, and Outreach Resources) Co-Response Team is a collaborative group of law enforcement officers, firefighters, medical professionals, and mental health professionals who work together to respond to calls involving individuals experiencing behavioral health crises. The team aims to de-escalate situations, assess needs, and connect people with appropriate services instead of resorting to arrest when possible. Launched in July 2024, ANCHOR's goals are to connect community members to stabilizing provider/s for long support and prevention services and engage in harm-reduction efforts. The Team, responding to calls for service that come into our community's 9-1-1 system, works to de-escalate and support residents who are in crisis to help provide support in the moment and prevent alternative options for resolution.

Notable achievements in year two of the ANCHOR Co-Response Team operation included successfully implementing a client record keeping system which allows team members to access up-to-date information on client interactions. It also provides real-time data that can be shared community wide. The team also attended the annual International Co-Responders Conference in Houston, Texas, to learn from experts and peers in this emerging field. ANCHOR operates Monday through Friday from 8:00 a.m. to 6:00 p.m. The ANCHOR Team had 420 encounters and supported 241 unique clients, about 67% of encounters which were live responses to 911 calls for service, and about 20% were related to follow-up interactions post-incident.

Members of the ANCHOR team answered questions from City Council.

2. REPORT: Homeless Services Update

Assistant City Manager Samuel Roman provided an update of outreach activity over the past two weeks to connect individuals at the Rivanna encampment with resources and to address logistical issues such as cleanup of trash, and servicing of the dumpster, handwashing stations and portable restrooms. The City continues to take the lead on emergency shelter operations while collaborating with community partners and continuing the goal of opening 2000 Holiday Drive with a sustainable operating plan as close as possible to September 1, 2026. The internal communications team solidified a communications and engagement plan for businesses near Holiday Drive and City staff conducted business outreach visits today. Several online resources were created and are being updated to keep the public informed.

Misty Graves, Director of Human Services, and Councilor Jen Fleisher, who serve on the engagement team provided additional information to answer questions from Council. City Manager Samuel Sanders,

Jr., explained how funding of $7 Million appropriated by the State of Virginia budget will be placed on an upcoming City Council agenda for consideration of making a $3 Million contribution to the Salvation Army Center of Hope capital campaign, and leaving $4 Million with the City for transitional housing and workforce solutions for individuals who are unhoused.

CLOSED MEETING

On motion by Payne, seconded by Snook, Council voted 4-0 to meet in closed session as authorized by the Virginia Freedom of Information Act, as follows:

1. Pursuant to Virginia Code Section 2.2-3711(A)(8) for consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically, interlocal agreements pertaining to natural gas and water infrastructure.

On motion by Payne, seconded by Fleisher, Council certified by the following vote: 4-0 (Ayes: Fleisher, Oschrin, Payne, Snook; Noes: none; Absent: Wade), that to the best of each Council member's knowledge only public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act and identified in the Motion convening the closed session were heard, discussed or considered in the closed session.

BUSINESS SESSION

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

ANNOUNCEMENTS

Councilor Snook announced The Triangle of Hope project, of which three Charlottesville teenagers are participating. On Saturday, August 8 the showing of "Jonathan Daniels: " at Trinity Episcopal Church He provided background on each announcement.

Councilor Fleisher announced Loop de Ville on September 27, 2026.

Vice Mayor Oschrin announced the August 9 community walk in Fifeville, and the August 13 pop-up workshop about a traffic-calming proposal in Fifeville.

COMMUNITY MATTERS

1. Donnas Chambers, Free Bridge, spoke in opposition to the proposed shelter at Holiday Drive, and about the unhoused community living near Free Bridge, requesting help besides the proposed shelter for unhoused neighbors.
2. James McKinley-Oakes, city resident, spoke in support of the restoration of the historical marker at 0 Park Street and Jefferson Street memorializing the auction block for enslaved people. He asked that an item be placed on the August 17 City Council meeting agenda for a vote.
3. Andrew Gray, Albemarle County resident, spoke about the need to expand the housing supply to help neighbors facing homelessness and improve public safety.
4. Jamie Knorr, Co-founder of Village School, spoke in support of restoring Court Square signage memorializing the enslavement auction block, so that passersby can feel the full weight of history.
5. Isis Neumann, spoke about the City's role and approach to caring for people at the encampment near the Rivanna River. She expressed that moving campers by September 1 would place people in danger.
6. Heidi Dhivya Berthoud, city resident speaking for the Court Square Enslavement Memorial Group,

spoke in support of the restoration of the enslavement auction block historical marker at 0 Park Street and Jefferson Street.

7. Josh Epstein, city resident, spoke about the treatment of the unhoused community in Charlottesville, particularly inhabitants of the Rivanna/Free Bridge encampment who do not want to move into the emergency shelter on Holiday Drive. He suggested building housing.
8. Jennifer Grant, resident at the Free Bridge encampment, requested answers to questions and concerns expressed by herself and others who are considering moving to the Holiday Drive shelter. She requested that those working on the relocation effort listen to campers and provide answers.
9. Donna Tietjen, city resident, spoke about trauma in many people experiencing homelessness. Regarding city outreach, she expressed the need for a trauma-informed response and relationship building.
10. Mike Henrietta, city resident, spoke in support of the restoration of the historical marker in Court Square memorializing the auction block for enslaved people. He stated that his group will cover the cost.
11. Ann Cofflin, criminal law professor at UVA, spoke about the criminalization of people experiencing homelessness. She stated that the city is not providing enough notice to people before taking action to move them from the Rivanna encampment.
12. Genevieve Keller, city resident speaking for Preservation Piedmont, thanked Council for supporting the 801 West Street IPP (Individually Protected Property) item on the Consent Agenda, and she spoke about the gutting of Section 106 of National Historic Preservation Act of 1966, specifically referring to the razing of Vinegar Hill, negatively impacting Black and Brown neighbors. She stated that Section 106 is currently being rewritten without a consultative process.
13. Raimi Liebel, city resident, spoke about ineffective outreach efforts with the unhoused community at Free Bridge. She stated that Holiday Drive will not be a viable option for people in need of housing, by the September 1, 2026 deadline. She expressed a need for mental health resources.
14. Joshua Ballou, city resident, spoke about the encampment at the Rivanna Trail, the lack of security provided by the installed cameras, and about unkept promises.

CONSENT AGENDA

Clerk Thomas read the following Consent Agenda items into the record, and on motion by Payne, seconded by Snook, Council unanimously adopted the Consent Agenda (Ayes: Fleisher, Oschrin, Payne, Snook; Noes: none; Absent: Wade).

3. MINUTES: May 4, 2026 regular meeting

4. RESOLUTION appropriating funds for the Virginia Department of Education Special Nutrition Program Summer Food Service Program - $40,000 (2nd reading)

RESOLUTION
Appropriating up to $40,000.00 from the Virginia Department of Education Special Nutrition Program to Provide Free Meals to Children at Select After-school Centers

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

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

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

Revenues $40,000.00

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

Expenditures $40,000.00

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

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

5. ORDINANCE amending and reenacting Chapter 2, Article XV of the Code of the City of Charlottesville, the Charlottesville Human Rights Ordinance (2nd reading)

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

6. RESOLUTION Allocating Charlottesville Affordable Housing Fund Grant Program Funding for Charlottesville Redevelopment and Housing Authority South First Street Phase Two in the Amount of $425,000 (2nd reading)

RESOLUTION

Allocating Charlottesville Affordable Housing Fund Grant Program Funding for Charlottesville Redevelopment and Housing Authority South First Street Phase Two in the Amount of $425,000

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

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

7. ORDINANCE: 801 West Street; Zoning Text Amendment (Pl-26-0043), Designation of Individually Protected Property (2nd reading)

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

8. ORDINANCE: 801 West Street: Zoning Map Amendment (Pl-26-0042), Designation of Individually Protected Property (2nd reading)

ORDINANCE AMENDING AND REENACTING THE ZONING MAP INCORPORATED WITHIN CHAPTER 34 OF THE CODE OF DEVELOPMENT OF THE CITY OF

CHARLOTTESVILLE, VIRGINIA, TO DESIGNATE 801 WEST STREET (TMP 310042000) AS AN INDIVIDUALLY PROTECTED PROPERTY

9. RESOLUTION to Authorize $204,017 in additional funds for the Albemarle Charlottesville Regional Jail (layover)

10. RESOLUTION to appropriate Albemarle County Human Services funding to the Department of Human Services for the Community Attention Youth Internship Program for $63,000 (layover)

11. RESOLUTION to appropriate additional $45,330.18 from the Virginia Department of Housing and Community Development, Housing Opportunities for Persons with AIDS/HIV grant 25-HOPWA-303 (layover)

12. RESOLUTION for Compromise of Claim: Water and Wastewater Leak Credit for $13,074.68 for CRHA.

RESOLUTION
Approval of a Compromise of Claim in the Form of a Leak Credit of $13,074.68 for Water and Wastewater Charges to the Utility Account of "CRHA"

WHEREAS, the Director of Finance, City Attorney, and City Manager concur that circumstances associated with a leak at 801 Harris St. warrant a credit in the amount of $13,074.68 for water and wastewater charges, in accordance with City Code Sec. 11-132(4), City Council has the authority to grant such a compromise of claim;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the Director of Finance is hereby authorized to apply a credit of $13,074.68 to the utility account of "CRHA".

CITY MANAGER REPORT

Budget Director Krisy Hammill confirmed the City received the highest credit ratings possible from Standard & Poor's and Moody's Investors Services. Moody's has rated Charlottesville "Aaa" since 1973 and Standard & Poor's has rated "AAA" since 1964. Ms. Hammill listed projects to be bonded by Series 2026 Bonds.

Deputy City Manager James Freas stated that the city continues to be in a drought watch status, and he requested that residents conserve water where possible to prevent restrictions should it be necessary to elevate to a drought warning.

City Manager Samuel Sanders, Jr., announced several community events, including back-to-school events and the Soul of Cville Festival.

ACTION ITEMS

13. PUBLIC HEARING and RESOLUTION for Approving a Lease of City-Owned Property located at 708 Page Street and a portion of City-Owned Property located at 210 8th Street NW to City of Promise, Inc.

Brenda Kelley, Downtown Strategy Manager, asked for approval of a lease agreement for City of Promise, for the use of City-owned property located at 708 Page Street and a portion of City-owned property located at 210 8th Street NW.

Vice Mayor Oschrin opened the public hearing, and with no speakers coming forward, the public hearing was closed.

On motion by Fleisher, seconded by Snook, Council by a vote of 4-0 (Ayes: Fleisher, Oschrin, Payne, Snook; Noes: none; Absent: Wade) approved the following resolution:

RESOLUTION
Authorizing the Execution of a New Lease Agreement for City-owned Property Located at 708 Page Street and a Portion of Property Located at 210 8th Street NW to City of Promise, Inc. ("COP")

WHEREAS, COP desires to lease a certain City-owned property for a term of one (1) year, and with option for renewal of additional terms, and the Council of the City of Charlottesville, Virginia ("City Council"), has considered the terms of the proposed new Lease Agreement, and has conducted a public hearing in accordance with the requirements of Virginia Code § 15.2-1800(B). NOW,

THEREFORE, BE IT RESOLVED by City Council, that the new Lease Agreement for the use of City-owned property located at 708 Page Street and a portion of property located at 210 8th Street NW, Charlottesville, Virginia, to COP, presented to City Council this same date for consideration, is hereby APPROVED, and the City Manager is hereby authorized to execute the newly approved Lease Agreement on behalf of City Council.

14. RESOLUTION Authorizing Agreement with Charlottesville-Albemarle Airport Authority for Provision of Legal Services by City Attorney's Office

City Attorney John Maddux presented the request to approve an Agreement for Legal Services between the City of Charlottesville and the Charlottesville-Albemarle Airport Authority. The City Attorney's Office has provided legal services to the Airport Authority for many years. Based on the records currently available, however, that arrangement does not appear to have been formalized in a written agreement. In addition, the compensation paid to the City for those services has not been updated in many years, if ever. The proposed agreement formalizes the existing relationship and establishes the scope of services, compensation, responsibilities of the parties, and procedures for addressing conflicts of interest, outside counsel, amendments, and termination.

The agreement provides a clear and current framework for a longstanding relationship between the City Attorney's Office and the Airport Authority. It defines the legal services included within the arrangement and updates the compensation paid to the City to better reflect the scope and value of those services.

Under the agreement, the City Attorney's Office will provide general legal services concerning matters such as governance, public meetings and records, contracts, procurement, leases, real estate, employment, regulatory compliance, negotiations, claims, and routine operational matters. The agreement does not require the City to assign a particular attorney or provide a dedicated attorney to the Authority. The City Attorney will retain responsibility for assigning personnel and allocating office resources, and Authority matters will not take priority over City matters.

Certain services are excluded from the annual fee, including litigation, bond counsel and public-finance services, specialized federal aviation work, complex labor or employment matters, and other matters requiring specialized outside expertise. The Authority will be responsible for retaining and paying outside counsel when necessary. The agreement also addresses potential conflicts between the City and the Authority.

The City Attorney's Office will not represent the Authority in a matter adverse to the City and may

decline, limit, or withdraw from representation when required by law or applicable professional obligations. This arrangement allows the Authority to continue benefiting from the City Attorney's Office's institutional knowledge while protecting the City's ability to manage staffing, workload, conflicts, and outside-counsel needs.

On motion by Payne, seconded by Fleisher, Council by a vote of 4-0 (Ayes: Fleisher, Oschrin, Payne, Snook; Noes: none; Absent: Wade) approved the following resolution:

RESOLUTION
Approving an Agreement for Legal Services Between the City of Charlottesville and the Charlottesville-Albemarle Airport

WHEREAS, Charlottesville City Attorney's Office currently provides legal services to the Charlottesville-Albemarle Airport Authority; and

WHEREAS, the City and the Authority desire to formalize that arrangement and establish the scope of services to be provided, the compensation to be paid to the City, and the other terms governing the representation; and

WHEREAS, City Council finds that continuation of this arrangement is in the best interests of the City and the Authority;

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

1. The Agreement for Legal Services between the City of Charlottesville and the Charlottesville-Albemarle Airport Authority is hereby approved in substantially the form presented to City Council.

2. The Mayor is authorized to execute the Agreement on behalf of the City, following approval as to form by the City Attorney, with such minor or technical revisions as the City Attorney determines are necessary and consistent with this Resolution.

3. The Agreement shall be effective as of July 1, 2026, as provided in the Agreement, and City Council hereby ratifies the continuation of legal services provided to the Authority on and after that date pending execution of the Agreement.

15. RESOLUTION to Authorize the Allocation of Up To $4 Million for Emergency Sheltering Services and Direct to Housing Initiatives in Collaboration with the Department of Human Services

Samuel Sanders, Jr., City Manager, presented a request for appropriation of funds from the Capital Improvement Program (CIP) Contingency Fund to address one-time expenditures for homeless intervention services to include emergency sheltering and direct-to-housing supports. He stated that CASS (Central Arizona Shelter Services) has been identified as the entity to manage the low barrier shelter based on their experience and expertise to tailor a program to Charlottesville's needs; however, no contract has been issued.

Councilor Payne requested a future work session to review mental health resources, including Region Ten.

On motion by Fleisher, seconded by Payne, Council by a vote of 4-0 (Ayes: Fleisher, Oschrin, Payne, Snook; Noes: none; Absent: Wade) approved the following Resolution, waiving the second reading:

RESOLUTION
To Appropriate $4,000,000 from the Capital Improvement Program Contingency Fund to be used for Homeless Intervention Services to include Emergency Sheltering and Direct to Housing Supports

WHEREAS per the City of Charlottesville's financial policy, year-end surpluses from the City's General Fund are transferred to the CIP contingency Fund where they accumulate until appropriated by the City Council for expenditure; and

WHEREAS the City Manager has made a recommendation and request to allocate a portion of the contingency funds to address one-time expenditures that have not previously been appropriated; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of $4,000,000 is hereby allocated from currently appropriated funds in the CIP Contingency Fund to be used for homeless intervention services to include emergency sheltering and direct to housing supports.:

Transfer from:

$4,000,000 Fund: 426 WBS Element: CP-080 GL Code: 599999

Transfer to:

$4,000,000 Fund: 426 WBS Element: P-01163 GL Code: 599999

COMMUNITY MATTERS (2)

- Lydia Brunk, county resident, asked about Council and staff motivations toward community members who come before them to share their needs. She stated that unhoused people are asking to not be displaced.
- Flores, county resident, spoke about helping people who live at the Free Bridge encampment, and asked about the plan that will be in place for unhoused individuals should the shelter not be ready by the September 1 deadline to move from the encampment. They asked for transparency, truthfulness, and creating better relationships.
- Cooke Harvey, city resident, stated that a two-party political system prevents forward movement as a united people.
- Lizzy M, city resident, requested that Council give housing, possibly tiny house villages, to people instead of paying a company to run a shelter.
- Laura Sirgany, city resident, expressed concerns about the September 1 deadline for moving from the Free Bridge/Rivanna encampment. She questioned how the information gathered from a community needs assessment will be used.

ADJOURNMENT

On motion by Snook, seconded by Fleisher, Council by acclamation adjourned the meeting at 8:45 p.m.

BY Order of City Council BY Kyna Thomas, Clerk of Council

DRAFT

Policy Briefing Summary
City Council

Regarding:	**Resolution to Appropriate funds from the Sentara Foundation to the Department of Human Services for the Westhaven CARES Center - $7,000 (2nd reading)**
Staff Contact(s):	Reginald Allen, Human Services Planner, Taylor Harvey-Ryan, Grants Program Manager
Presenter:	**Reginald Allen, Human Services Planner**
Date of Proposed Action:	November 16, 2026

Issue
The City of Charlottesville's Department of Human Services has been awarded a $7,000 Sentara Cares grant to support the Westhaven Food Pantry that needs to be appropriated.

Background / Rule
The City of Charlottesville's Department of Human Services has been awarded a $7,000 Sentara Cares grant to support the Westhaven Food Pantry. Sentara Cares provides competitive grant funding to eligible organizations for programs that advance community health and well-being.

The award aligns with Sentara's food access funding priority, which promotes equitable access to nutritious and culturally relevant food through food pantries, community partnerships, and initiatives that reduce barriers to food access. Grant funds will support the Westhaven Food Pantry in addressing food insecurity and improving food access for residents.

Analysis
Demand for services at the Westhaven CARES Center continues to grow. Based on anticipated operating expenses and community needs, the Center identified a projected funding shortfall of approximately $7,000. This shortfall was the primary basis for seeking Sentara Cares funding. The $7,000 grant will help sustain pantry operations, maintain food inventory, and ensure consistent food assistance for residents.

The Center's monthly food pantry provides nutritious food and household essentials to at least 20 households, reaching an estimated 40 residents, including children. The Center also administers the monthly First Wednesday Gift Card Program with assistance from the Emergency Food Network, distributing approximately 30 gift cards valued at $50 each to households experiencing financial hardship.

Over the past year, the Center has expanded its capacity through the acquisition of a deep freezer and the creation of a walk-in pantry space. These improvements have increased food storage capacity, expanded the variety of available foods, and improved distribution efficiency.

The program supports priorities identified in the regional MAP to Health Community Health Assessment by addressing food access and the social drivers of health. Grant funding will help ensure the continued availability of these services and strengthen the Center's role as a community resource supporting families and improving quality of life in Westhaven and surrounding neighborhoods.

Financial Impact

The $7,000 Sentara Cares grant will address the projected funding shortfall for the Westhaven Food Pantry, support pantry operations, and maintain food inventory.

The funding will support community health by maintaining access to nutritious food for residents experiencing food insecurity. Food and household assistance will also help reduce household expenses, allowing residents to allocate limited financial resources toward housing, utilities, transportation, medication, and other essential needs.

Recommendation

Staff recommends that City Council approve the appropriation of $7,000 in Sentara Cares grant funds to support the Westhaven Food Pantry's operations and continued provision of food assistance to residents.

Recommended Motion (if Applicable)

Motion to approve the resolution to appropriate $7,000 in Sentara Cares grant funds to support the Westhaven Food Pantry.

Attachments

1. West Haven Memo12

RESOLUTION

TO APPROPRIATE $7000.00 IN GRANT FUNDING FROM SENTARA HEALTH FOR WESTHAVEN'S FOOD PANTRY

WHEREAS, the City of Charlottesville, through the Department of Human Services, has received funding to support Westhaven's food pantry from Sentara Health

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville that the sum of $7000.00 is hereby appropriated in the following manner:

Revenue - $7000.00

$7000.00 Fund: 210 Order: 1900757 G/L Account: 451022

Expenditures - $7000.00

$7000.00 Fund: 210 Order: 1900757 G/L Account: 599999

Be it further resolved that this appropriation is subject to the receipt of $7000.00 from Sentara Health. All funds hereby appropriated shall be accounted for and expended in accordance with the requirements of the Sentara Health Grant.

Policy Briefing Summary
City Council

Regarding:	**Consideration of Amendments to the Code of the City of Charlottesville, Chapter 19 - Personnel (1 of 2 readings)**
Staff Contact(s):	Joseph Gilkerson, Director of Human Resources, Shelia Weimer, Deputy City Attorney
Presenter:	**Joseph Gilkerson, Director of Human Resources**
Date of Proposed Action:	November 16, 2026

Issue

The current language in Chapter 19 of the City Code lacks sufficient clarity regarding its intended application and administration. The proposed amendments are designed to clarify administrative responsibilities, strengthen reporting and accountability requirements, and establish a formal review process for determining eligibility for retirement benefits. These revisions will improve consistency, transparency, and the effective administration of retirement benefit provisions.

Background / Rule

Analysis

These amendments provide better clarity regarding Commission membership and create a structured administrative review process that helps ensure procedural compliance while maintaining the Retirement Commission's independence and final authority in retirement benefit eligibility matters.

Financial Impact

No Financial Impact

Recommendation

Recommended Motion (if Applicable)

Attachments

1. Memo to CM for Proposed Ch 19 Changes
2. Chapter 19 Article III IV V revisions and redlines CLEAN



CITY OF CHARLOTTESVILLE
To be a place where everyone thrives

TO: Sam Sanders, Charlottesville City Manager

FROM: Joseph Gilkerson, Director of Human Resources

DATE: 10/29/2026

SUBJECT: Summary of Proposed Amendments to Chapter 19

The proposed amendments to Chapter 19 are intended to clarify administrative responsibilities, strengthen reporting requirements, and establish a formal review process for retirement benefit eligibility determinations.

Key Changes

1. Retirement Commission Membership (Sec. 19-58)

The amendment clarifies that Commission members who serve by virtue of their City position, such as the Human Resources Director, Finance Director, or Treasurer, will serve only while holding that position. Their Commission membership automatically ends when they leave the position. The amendment also affirms that the City Manager may appoint and replace their designee to the Commission at their discretion.

2. Annual Reporting to City Council (Sec. 19-65)

The revised reporting requirements update the Commission's annual report to City Council by focusing on actuarial and financial information, including:

- Biennial actuarial valuation results;
- Summary financial and investment performance data, including cash receipts, investment income, and ending asset balances.

The amendment allows detailed investment and portfolio reports to be incorporated by reference, while maintaining Council's access to supporting financial records through the City Treasurer upon request.

3. Administrative Oversight of Eligibility Determinations (Sec. 19-68)

The proposed section establishes a formal process for retirement benefit eligibility determinations and administrative review. The amendment establishes defined timelines and clear definitions for business days, reasonable review periods, and supporting documentation requirements.

Key changes include:

- The Retirement Commission retains sole authority to determine eligibility for retirement benefits and will render a written initial determination within thirty (30) business days of its review.
- Applicants receiving an adverse decision may request administrative oversight by the City Manager within 10 business days;
- The City Manager's review is limited to determining whether the Commission acted in accordance with the ordinance and applicable law, with a determination within thirty (30) business days (or a reasonably agreed upon extension of time).
- The City Manager may not reweigh evidence, make factual determinations, or substitute judgment regarding eligibility.
- If procedural or legal concerns exist, the City Manager may remand the matter to the Commission for reconsideration.
- The Retirement Commission retains final authority over all eligibility determinations, including decisions following remand.

4. Proposed Amendments to Article V – Definitions (Section 19-91)

The proposed amendments to Section 19-91 update and clarify several key retirement plan definitions to improve consistency and administrative efficiency.

The revisions establish:

- Clear hierarchy for beneficiary payments when no beneficiary designation is on file;
- Update the definition of creditable compensation;
- Clarify the calculation of creditable service for part-time employees by prorating service for benefit calculations while preserving full vesting credit;

The amendments also updates the definition of “employee” to expressly include regular part-time employees working at least 20 hours per week, while continuing to exclude temporary, seasonal, and short-term employees.

5. Proposed Amendment to Participation in Defined Contribution Plans (Section 19-94)

The proposed amendment to Section 19-94 gives the City Manager discretion to determine the City's annual contribution amount to the 401(a) plan.

6. Proposed Amendment to Service Retirement (Section 19-95(f))

The proposed amendment to Section 19-95(f) clarifies that pension benefits will begin only after the eligible former employees submits written notice electing to commence benefits upon reaching normal retirement eligibility.

7. Proposed Amendments to Long-Term Disability and Survivor Benefits Provisions (Section 19-102.1)

The revision to Section 19-102.1 provides that employees receiving long-term disability benefits will continue to accrue creditable service for retirement eligibility and benefit calculation purposes, *provided they continue making any applicable member contributions (if any) based on their regular rate of pay*.

8. Proposed Amendments to Survivor Benefits Provisions (Section 19-105)

The amendment to Section 19-105 establishes a clear statutory order of beneficiary payment when a deceased employee has not designated a beneficiary.

9. Proposed Amendments to Group Health Insurance Plan Eligibility and Cost Sharing (Sections 19-136 and 19-137)

The proposed amendments to Sections 19-136 and 19-137 update and clarify eligibility and cost-sharing provisions for the City's Group Health Insurance Plan.

Overall Impact

These amendments provide better clarity regarding Commission membership and create a structured administrative review process that helps ensure procedural compliance while maintaining the Retirement Commission's independence and final authority in retirement benefit eligibility matters.

ARTICLE III. RETIREMENT PLAN COMMISSION

Sec. 19-58. Terms of ~~ex officio~~ members who serve due to their respective position within the City structure.

The terms of the ~~ex officio~~ members of the commission who serve due to their respective position(s) within the City structure (including, but not limited to, the Human Resources Director, the Finance Director, the Treasurer, or others) shall be concurrent with their service in such position(s) or office(s) and shall cease when they leave such office(s) or position(s). However, the term of the City Manager's designee on the commission shall be within the complete discretion of the City Manager.

(Code 1976, § 20-12; Ord. No. O-24-044, 4-1-24; Ord. No. _____)

Sec. 19-65. Annual report to council.

~~The commission shall, through the city treasurer, not later than November 30 of each year, make an annual report to city council on the condition of the supplemental retirement or pension plan and the defined contribution plan as of the preceding June 30. Each such report shall include the results of an actuarial valuation of the assets and liabilities of the retirement plans, made not less frequently than biennially, and a statement of the amounts to be contributed by the city pursuant to section 19-92. The report shall also state the cash receipts of the retirement fund for the previous year in detail, an itemized list of securities bought or sold with the price paid or received and a detailed list of all assets of the fund. The report may also contain any recommendations the commission desires to make concerning changes in this Code with respect to the retirement fund or the retirement plans.~~

The commission shall, through the city treasurer, not later than November 30 of each year, submit to city council an annual report on the condition of the supplemental retirement or pension plan and the defined contribution plan as of the preceding June 30.

Each report shall include:

1. The results of an actuarial valuation of the assets and liabilities of the retirement plans, conducted not less frequently than biennially;
2. A statement of the amounts to be contributed by the city pursuant to section 19-92; and
3. A summary of the financial condition and investment performance of the retirement fund for the preceding fiscal year, including total cash receipts, investment income, and ending asset balances.

The report shall incorporate by reference any annual investment or portfolio reports prepared by or on behalf of the commission. Detailed information regarding cash receipts, investment

transactions, and fund assets shall be maintained by the city treasurer and made available to city council upon request.

The report may also contain any recommendations the commission desires to make concerning changes in this Code with respect to the retirement fund or the retirement plans.

(Code 1976, § 20-17; Ord. No. O-24-044, 4-1-24; Ord. No. _____)

Secs. 19-68. **Administrative oversight of eligibility determinations.**

(a) Initial determinations**.** The commission shall have sole authority to determine eligibility for benefits under the retirement plans governed by this chapter. The commission shall consider the request for benefits at a regular or special called meeting of the retirement commission within a reasonable time after receipt of the full application, along with all supporting information, for benefits submitted by the applicant. The commission may request any additional supporting information it may need to fully consider the application and can set the matter over to a future meeting in the event more information is required to reach a determination of eligibility for benefits.

The commission shall render a written initial determination of eligibility within thirty (30) business days of its review of the application and supporting information at its regular or special called meeting, or the date the matter was set over in the event additional information is requested of the applicant. The written initial determination shall state the results of the review of the application and state the ability of the applicant to request administrative review by the City Manager in the event the eligibility is denied. The written determination can be emailed or mailed to the applicant. The initial determination of eligibility rendered by the commission shall be considered a final determination.

In the event the commission renders an adverse eligibility determination, the affected employee or affected individual(s) may request administrative oversight of the process by the City Manager as stated below. Any request for administrative oversight shall be submitted in writing within ten (10) business days of the receipt of the initial determination and the request shall include all information the person wishes the City Manager to consider pertaining to the limited purpose of determining whether the decision was made in accordance with this chapter and applicable law.

(b) Administrative oversight by the City Manager. Following a final determination by the commission, the City Manager may, within thirty (30) business days (which may be extended for good cause shown) of the receipt of the final determination made by the commission, upon request of the affected employee or affected individual(s), or upon

the City Manager's own initiative, review the commission's decision for the limited purpose of determining whether the decision was made in accordance with this chapter and applicable law. The City Manager must render a decision regarding administrative oversight, either denying the request (making the decision of the commission final and unappealable) or remanding the matter for further consideration by the commission, within forty-five (45) business days (which may be extended for good cause shown) following the final determination by the commission.

The City Manager's review shall not include reconsideration of factual determinations or substitution of judgment regarding eligibility. If the City Manager determines that the commission's determination was not made in accordance with this chapter or applicable law, the City Manager may remand the matter to the commission with written guidance identifying the issue to be addressed.

The commission must reconsider the remanded application within a reasonable time from the date of the receipt by the commission of the written determination by the City Manager, as defined below. The commission shall render its final eligibility determination after the remand in writing to the applicant within thirty (30) business days of its review.

(c) Final eligibility authority**.** The commission shall retain final authority to determine eligibility for benefits under the retirement plans. Any decision issued by the commission, whether it is the initial determination or following remand, shall constitute the final administrative determination of the City and shall not be further appealable beyond the processes described above. However, all judicial remedies that may be available at law to the applicant are not affected by this authority.

(d) Definition of business day. For purposes of this section, "business day" means any day upon which the City offices are open for business, excluding weekends, holidays, and day upon which the offices are closed due to emergency or weather conditions.

(e) Definition of reasonable time. For purposes of this section, "reasonable time" means no more than sixty (60) business days from the receipt of the application or receipt of the remanded written determination by the City Manager, and all relevant supporting information.

(f) Definition of supporting information. For purposes of this section, "supporting information"" means all relevant and material medical, financial or any other information the commission may need to consider an application.

Secs. 19-69—19-90. Reserved.

ARTICLE IV. SUPPLEMENTAL RETIREMENT OR PENSION PLAN[1]

Sec. 19-91. Definitions.

As used in this article, the following words and phrases shall have the meanings ascribed to them by this section, unless a different meaning is plainly required by the text:

Accumulated contributions means the sum of all amounts deducted from the compensation of a member and credited to their individual account in the member's contribution account, all amounts the member may contribute to purchase creditable service and all interest credited to the member's contribution account pursuant to section 19-92(g).

Actuarial equivalent means a benefit of equal value when computed upon the basis of such actuarial tables as are adopted by the commission. The actuarial equivalents and all actuarial calculations shall be determined on the basis of interest at an assumed rate of seven and one-half (7.5) percent.

Appointing authority means the city council in the case of city council appointees; the commissioner of revenue, the city treasurer, the city sheriff, the clerk of the circuit court and the commonwealth's attorney in the case of their employees; and the city manager in the case of all other members of the plan, except for such elected constitutional officers.

Average final compensation means the average annual creditable compensation of a member during the three (3) consecutive years of creditable service in which such compensation was at its greatest amount. However, for any person who becomes a member after June 30, 2012, average final compensation means the average annual creditable compensation of a member during the five (5) consecutive years of creditable service in which such compensation was at its greatest amount.

Beneficiary means any person entitled to receive benefits under this article. A beneficiary for purposes of a payment made in the event of death (other than a contingent beneficiary under an annuity option form or the survivor allowance payable pursuant to section 19-105(b) or (c)) shall be that person named by the member in a beneficiary designation form filed with the city. ~~If no designation is filed, the beneficiary shall be the members' spouse or, if none, the member's estate.~~ In the event no beneficiary has been named by a member, the following shall be the order of the person(s) entitled to benefits: (1) to the member’s living spouse; if none, then (2) to the member’s living natural and/or living adopted child or children in equal shares; if none, then (3) to the member’s living parents in equal shares; and if none, then (4) to the personal representative of the member’s estate.

Commission means the retirement plan commission provided for in article III of this chapter.

Creditable compensation means the full compensation payable annually to an employee working the full normal working time for their position exclusive of overtime. The creditable compensation of an employee paid on an hourly basis shall be computed at their regular hourly

[1]State law reference(s)—~~Virginia Supplemental Retirement Act~~, Code of Virginia, § ~~51-111.9~~51.1-800 et seq.

rate multiplied by the regular number of working hours per week multiplied by fifty-two (52). In cases where compensation includes maintenance and other perquisites, the city manager shall fix the value of the part of the compensation not paid in money. Notwithstanding the foregoing, creditable compensation taken into account for purposes of determining benefits under the plan shall be limited by the compensation limit prescribed by the Internal Revenue Code, in particular pursuant to Section 401(a)(17) of the Internal Revenue Code of 1986, as amended. ~~For purposes hereof, the compensation limit, for years beginning on or after January 1, 1986 but before December 31, 1992, is two hundred thousand dollars ($200,000.00) as adjusted by the cost of living adjustment factor prescribed by the Secretary of the Treasury or their delegate under Section 415(d) of the Internal Revenue Code of 1986, as amended, the "adjustment factor"; and for years beginning on or after January 1, 1993, is one hundred fifty thousand dollars ($150,000.00) (as adjusted by the adjustment factor in ten thousand dollars ($10,000.00) increments on the basis of a base period of the calendar quarter beginning October 1, 1993). For purposes of applying the limitation applicable to each year, the limit for a plan year shall be the limitation in effect for the calendar year in which the plan year begins determined without increases in the limitation for subsequent years.~~

Creditable service means, for any member who is in service at any time after July 1, 1982, their total service as an employee, whether or not continuous, exclusive of any separate period of service of less than nine (9) months in duration, but inclusive of official leave for military service, to the extent required by federal or state law. Creditable service shall be counted in terms of calendar years, with completed months of creditable service in excess of complete years being counted as a fractional part of a year.

For any period during which a member works less than full-time, as defined as 40 hours or more per week, creditable service shall be pro-rated based upon the ratio of the member's actual hours scheduled to work to the standard full-time hours for the position and salary will be increased, if necessary, to the full-time salary for purposes of the calculation. Pro-ration under this paragraph shall not affect creditable service for vesting purposes.

For any employee eligible to retire pursuant to the provisions of section 19-95(a), (e), (g) or section 19-100 of this chapter, creditable service shall include, for purposes of computing the retirement allowance, one-half (½) of the employee's accumulated and unused sick leave as of the date of retirement, up to a maximum of two thousand (2,000) hours.

Employee means any person who is employed by the city, and in service on or after July 1, 1987, in a regular, continuous position that requires forty (40) hours or more of work per week, who has not been hired on a short-term, temporary, or seasonal basis; and any person who is employed by the city in a regular, continuous position that requires at least twenty (20) hours of work per week, but less than forty (40) hours per week, who has not been hired on a short-term, temporary, or seasonal basis. ~~on a full-time, year-round basis, whether paid by the hour, week, month or otherwise. Such term shall not include any person, judicial, professional or otherwise, employed either on a part-time basis or on a seasonal basis; nor shall it~~ The term

employee shall not include any official elected by the people or any person employed in the office of such official; except, that it shall include the commissioner of revenue, the city treasurer, the city sheriff, the clerk of the circuit court, the commonwealth's attorney, and any regional agencies or other entities which the City has entered into an agreement to cover said employees under the City's plans, and their ~~full-time~~regular employees as there are agreements with the city to treat such persons as if they are employees of the city. ~~Such term shall not include the employees of any office, department or agency which participates in the Virginia Supplemental Retirement System, regardless of whether such office, department or agency is funded wholly or partly by the city; provided, that any clerk or employee of the district court employed in such capacity on June 30, 1973, who elected not to participate in the Virginia Supplemental Retirement System shall continue to be considered an employee, for purposes of this article only, and be eligible for benefits hereunder to the full extent of their salary. Such term shall include the employees of any multi-jurisdictional agency in which the city is a participating jurisdiction, when such employees are not covered under the Virginia Supplemental Retirement System, or in any other retirement plan, and when the city has contractually agreed to include such employees in the retirement plan provided by this article. Notwithstanding the foregoing definition, "employee" also includes any person who meets the foregoing definition, except that they:~~

~~(1) Works less than full-time but at least half-time;~~

~~(2) Works less than year-round but at least thirty-six (36) weeks per year; and~~

~~(3) Is in service on or after July 1, 1987.~~

In case of dispute, the commission shall determine who is an employee within the meaning of this article.

Member means any employee or former employee who is currently, or shall in the future, be recognized as having membership in the plan.

Member contribution account means the account established under the plan to hold the member's contributions and earnings thereon required and credited pursuant to section 19-92.

Normal retirement date means the first day of the month coinciding with or next following:

(1) For a member who is a police officer, firefighter, sheriff or sheriff's deputy, the sixtieth birthday of the member, and

(2) For a member who is not a police officer, firefighter, sheriff or sheriff's deputy, the sixty-fifth birthday of the member.

Person who becomes a member after June 30, 2012 means a person who is not a member of a plan described in section 19-94(a) or (c) who is hired or rehired after June 30, 2012 as an employee as defined herein. In the case of an employee who is rehired after such date and whose credited service attributable to employment prior to July 1, 2012 is reinstated or is otherwise not disregarded, shall not be treated as a person who becomes a member after June 30, 2012 if such employee elects to be a member of a plan described in section 19-94(a) or (c) at the time of their rehire. Any benefit accumulated under the plan based on employment prior to July 1, 2012 shall remain frozen as though their employment after June 30, 2012 had not

occurred. If such employee does not elect to be a member of a plan described in section 19-94(a) or (c) at the time of their rehire, their benefit under the plan shall be determined based on the provisions applicable to a person who becomes a member after June 30, 2012, except that no employee contribution shall be required or collected with respect to service performed prior to July 1, 2012. If such employee elected to be a member of a plan described in section 19-94(a) or (c), later received a disability retirement under article VI of this chapter, and then recovers and is rehired by the city, they will not be eligible to elect to be a member of a plan described in section 19-94(a) or (c) and their benefit under the plan shall be determined based on the provisions applicable to a person who becomes a member after June 30, 2012 and is rehired after June 30, 2017, subject to the applicable offset provided under section 19-156, and except that no employee contribution shall be required or collected with respect to service performed prior to their rehire.

Plan means "The Supplemental Retirement or Pension Plan of the City of Charlottesville," as set forth in this article.

Retirement allowance means the retirement payments to which a member is entitled, as provided in this article.

Service means service as an employee for which compensation is paid.

(Code 1976, § 20-19; 12-21-92; 10-16-00(1); 5-5-03(2); 1-3-12; 9-7-21(1), § 2; Ord. No. O-24-091, 7-15-24; Ord. No. O-25-027, 3-17-25; Ord. No. _____)

Cross reference(s)—Definitions and rules of construction generally, § 1-2.

Sec. 19-94. Participation in defined contribution and deferred compensation plans.

(a) The city manager may approve the withdrawal from membership in the plan of any employee who is exempt from the personnel appeals system as set forth in section 19-36(b) and may execute an agreement for such employee to participate in an optional defined contribution plan approved by the Internal Revenue Service as a qualified plan within the meaning of Section 401(a) of the Internal Revenue Code of 1986, as amended. Such agreement may provide that the city shall contribute to such plan an annual amount ~~no greater than the total amount which the city would contribute to the city plan on behalf of such employee for such year pursuant to section 19-92(b). The contribution shall not include any contribution made to fund the city's post-employment benefits trust in accordance with section 19-141.~~determined by the city manager. Any employee who enters into such an agreement shall be deemed to have terminated all membership in the supplemental retirement or pension plan of the city and to have waived any rights whatsoever to any benefits thereunder. Upon execution of any such agreement, the retirement plan commission is authorized to make the payments called for therein~~, but in no event shall the payment for any period exceed the amount contributed by the city to the city plan for such employee for such period~~. A copy of such plan shall be kept on file in

the city's ~~personnel~~ Human Resources department, and it may be amended from time to time. Any employee who is a public safety employee (as defined in section 19-150), whose active membership under the plan was terminated under such an agreement, and who later receives a disability retirement under article VI of this chapter shall again be an active member of the plan as provided in section 19-151 and section 19-156, subject in all events to the applicable offset referenced therein.

(b) The city council may likewise approve participation by the city manager in a supplemental defined contribution plan approved by the Internal Revenue Service as a qualified plan within the meaning of Section 401(a) of the Internal Revenue Code of 1986, as amended, in which case the city's annual contribution thereto shall likewise equal the amount which would have been contributed to the city plan, unless the council shall determine a greater or lesser amount. A copy of such plan shall be kept on file in the city's ~~personnel~~ Human Resources department, and it may be amended from time to time.

(c) Effective July 1, 2001, the city manager may approve the withdrawal from membership in the plan of any employee and may execute an agreement for such employee to participate in an optional defined contribution plan approved by the Internal Revenue Service as a qualified plan within the meaning of Section 401(a) of the Internal Revenue Code of 1986, as amended. Such agreement may provide that the city shall contribute to such plan an annual amount determined by the retirement commission with the approval of the city manager on behalf of such employee for such year. Any employee who enters into such an agreement shall be deemed to have terminated all active membership in the supplemental retirement or pension plan of the city and to have waived any rights whatsoever to accrue additional benefits thereunder. Upon execution of any such agreement, the retirement plan commission is authorized to make the payments called for therein. A copy of such plan shall be kept on file in the city's personnel department, and it may be amended from time to time. Any employee who is a public safety employee (as defined in section 19-150), whose active membership under the plan was terminated under such an agreement, and who later receives a disability retirement under article VI of this chapter shall again be an active member of the plan as provided in section 19-151 and section 19-156, subject in all events to the applicable offset referenced therein.

(d) Effective November 1, 1987, ~~all regular city~~ employees as defined above, including city council members, who work at least twenty (20) hours per week shall be eligible to participate in a deferred compensation plan, whether or not they participate in the supplemental retirement or pension plan of the city or the defined contribution plans described in subsections (a) through (c) of this section. Such new plan shall enable employees to defer part of their compensation if they choose to do so to provide for their retirement. Participation in this new plan shall have no effect on eligibility for participation in the supplemental retirement or pension plan of the city or the defined contribution plans described in subsections (a) through (c) of this section. A copy of such plan shall be kept on file in the city's human resources department, and it may be amended from time to time.

(Code 1976, § 20-21.1; 10-16-00(1); 6-5-17(1); Ord. No. O-25-027, 3-17-25; Ord. No. _____)

Sec. 19-95. Service retirement—Mandatory retirement dates.

(a) Any member who is in service at their normal retirement date may retire then or at any time thereafter, provided they have completed five (5) or more years of creditable service, upon written notification to the commission made by the member or by their appointing authority setting forth at what date the retirement is to become effective. Such effective date shall be after the member's last day of service and shall not be more than ninety (90) days prior to the filing of such notification.

(b) No member who is a police officer, fire fighter or sheriff's deputy shall be permitted to continue in service after their normal retirement date, unless the member's appointing authority, upon a determination that organizational needs so require, grants the member an exemption from such mandatory retirement requirements. Any such member who continues in service under such an exemption from the appointing authority, may be retired by that authority at any time thereafter. Such retirement shall be initiated by the appointing authority by notification to the commission setting forth at what date the retirement is to become effective. Such effective date shall be after the member's last day of service and shall not be more than ninety (90) days prior to the filing of such notification.

(c) The commissioner of revenue, city treasurer, city sheriff, clerk of the circuit court and commonwealth's attorney may continue in service so long as they hold office.

(d) The appointing authority of any member not listed in subsection (b) or (c) of this section, subsequent to the member's normal retirement date, upon a determination that age is a bona fide occupational qualification reasonably necessary to the normal operation of the city, and that such member has reached the age limit, or upon a determination that such member is incapable of performing their duties in a safe and efficient manner, may require the service retirement of such member upon written notification to the commission setting forth at what date the retirement is to become effective. Such effective date shall be after the member's last day of service and shall not be more than ninety (90) days prior to the filing of such notification. Notwithstanding the foregoing, if such member lacks five (5) years of creditable service, such member shall be discharged and shall be ineligible for a retirement allowance.

(e) Any member who is in service and who has completed five (5) or more years of creditable service may retire at any time after the fifty-fifth (55th) birthday of the member or, in the case of a person who becomes a member after June 30, 2012 other than a police officer, firefighter, sheriff or sheriff's deputy, after the sixtieth (60th) birthday of the member, or at any time thereafter, upon written notification to the commission, made by the member, setting forth at what date the retirement to become effective. Such effective date shall be after the member's last day of service and shall not be more than ninety (90) days prior to the filing of such notification.

(f) Any member who terminates service after completing five (5) or more years of creditable service may retire under the provisions of either subsection (a) or subsection (~~c~~e) of this section; provided, that the requirement as to such member being in service shall not apply. Further, in the event any terminated member gives written notice of intention to receive pension payments at any time after normal retirement age, said payments shall only be applicable going forward from the date of such written notification; pension payments will not be made retroactively to the terminated members' normal retirement date.

(g) Any member who is in service and who has completed thirty (30) or more years of creditable service may retire at age fifty (50), or, in the case of a person who becomes a member after June 30, 2012, at age sixty (60), or at any time thereafter, upon written notification to the commission, made by the member, setting forth at what date the retirement is to be effective, without suffering the penalty imposed by section 19-96(d). Such effective date shall be after the member's last day of service and shall not be more than ninety (90) days prior to the filing of such notification.

(h) Any member who is a police officer, firefighter, sheriff or sheriff's deputy, and has completed twenty-five (25) or more years in service may retire at age fifty (50), or at any time thereafter until the mandatory retirement date is reached, without suffering the penalty imposed by section 19-96(e).

(i) Notwithstanding the forgoing, on or after January 1, 1989, the retirement allowance of a member who has terminated employment shall begin no later April 1 of the calendar year following the later of (i) the calendar year in which the member attains seventy and one-half (70½) years of age, or (ii) the calendar year in which the member terminates employment.

(j) Upon attaining normal retirement age and completion of the required years of service, each employee's interest shall be fully vested.

(Code 1976, § 20-22; 8-15-94; 3-6-95; 6-5-00(1); 10-16-00(1); 5-5-03(2); 1-3-12; 6-5-17(1); 9-7-21(1), § 2)

Editor's note(s)—It should be noted that § 2 of Ord. No. 89-7-5, adopted April 3, 1989, provided that the ordinance become effective July 1, 1990. Section 1 of the ordinance amended and reordained § 20-22, in effect reciting paragraphs (a) through (d) as they existed prior to amendment and adding paragraph (e) as set forth above. (Ord. No.)

Sec. 19-102.1. Long term disability benefits.

(a) Effective January 1, 2003 the city may provide for long term disability insurance coverage for employees, as defined in section 19-91. Eligibility for the receipt of long term disability insurance benefits, and the terms and conditions of such benefits, shall be established by contract between the city and a third party insurer.

(b) No employee shall be eligible for an award of retirement benefits for total and permanent disability pursuant to section 19-101 or partial disability benefits pursuant to section 19-

102 for any period of time during which the employee is receiving, or is qualified to receive, long term disability insurance benefits pursuant to this section.

(c) Any employee who is receiving, or is qualified to receive, long term disability insurance benefits pursuant to this section shall continue to accrue creditable service for purposes of determining eligibility for retirement and, if applicable, the amount of any retirement benefit, provided that the employee makes the applicable member contribution(s), if any, for the time period the employee is receiving such long term disability payments, based upon the employee's regular rate of pay. Accrual of creditable service pursuant to this section shall terminate on the employee's normal retirement date.

(12-16-02; Ord. No. -_____)

Sec. 19-105. Survivor's allowance.

(a) Should a member hired after June 30, 2012 die in service before completing at least five (5) years of creditable service, the member's beneficiary shall receive a refund of the balance in the member's contribution account. In the event no beneficiary has been named by a member, the refund of the balance of the member's contribution account shall be dispersed in the following manner: (1) to the member's living spouse; if none, then (2) to the member's living natural and/or living adopted child or children in equal shares; if none, then (3) to the member's living parents in equal shares; and if none, then (4) to the personal representative of the member's estate.

(b) Should a member die in service at any time before retirement and after either becoming eligible for early service retirement under section 19-95(e), or completing at least thirty (30) years of creditable service, the member's surviving spouse if any, shall receive a retirement allowance payable monthly for the life of such spouse. Such allowance shall be in the same amount and shall commence at the same date as the retirement allowance that would have been payable to the member, computed in accordance with section 19-96, subsections (a) and (b), whichever is applicable, had the member survived and retired on the first day of the month coinciding with or next following the date on which their death occurred after having elected an allowance paid under the full joint and last survivor option provided for in section 19-104(b), with their surviving spouse designated as contingent beneficiary. In the case of a member who had not become eligible for early service retirement at their date of death, it shall be assumed that the requirements of section 19-95(e) were such that they would have been eligible for early service retirement and that the retirement allowance payable in such event would be reduced by one-half (0.5) percent for each complete month in the period between the member's date of death and a date five (5) years prior to their normal retirement date.

(c) Should a member die in service at any time after July 1, 2000 and after completing five (5) years of creditable service and before either becoming eligible for early service retirement under section 19-95(e), or completing at least thirty (30) years of creditable service, the member's surviving spouse, if any, shall receive a retirement allowance payable monthly

for the life of such spouse. Such allowance shall commence at the same date as the retirement allowance that would have been payable to the member, computed in accordance with section 19-96, subsection (b), had the member survived and retired on the first day of the month coinciding with or next following the date on which the member's death occurred after having elected an allowance paid under the one-half (½) joint and survivor option provided for in section 19-104(b), with the surviving spouse designated as contingent beneficiary.

(d) Any allowance payable to the member's surviving spouse under this section shall be reduced by the amount of any payments made to such member's surviving spouse as required by the Virginia Workers' Compensation Act, and the excess of such allowance over such required payments, if any, shall be paid to the member's surviving spouse. When the time for payment of compensation under such act shall have elapsed, the member's surviving spouse shall thereafter receive the full amount of the allowance, as provided by subsections (ba) and (cb) of this section, monthly during such spouse's lifetime.

(e) For any member hired after June 30, 2012, whose surviving spouse receiving an allowance payable under the provisions set forth above dies, any excess balance in the member's contribution account as of the date of the member's death, over the total survivor allowance paid to the member or surviving spouse shall be paid to the spouse's estate.

(Code 1976, § 20-32; 6-2-97; 6-5-00(1); 1-3-12; 9-7-21(1), § 2; Ord. No. _____)

ARTICLE V. GROUP HEALTH INSURANCE PLAN[2]

Sec. 19-136. Eligibility.

City employees who work in a regular, continuous position that requires forty (40) hours or more of work per week, who has not been hired on a short-term, temporary, or seasonal basis; and any person who is employed by the city in a regular, continuous position that requires at least twenty (20) hours of work per week, but less than forty (40) hours per week, who has not been hired on a short-term, temporary, or seasonal basis, ~~at least twenty (20) hours per week, other than temporary or seasonal employees,~~ are eligible to participate in the city's group insurance plan for health care coverage.

City Council members are eligible for the following benefits: health insurance, dental insurance, vision insurance, and may participate in the Deferred Compensation 457 plan provided for city employees.

(Code 1976, § 20-39(a); 10-16-00(1); Ord. No. _____)

Sec. 19-137. Employee cost.

~~Full-time~~ Employees in a regular, continuous position, as defined above in Section 19-136 are considered ~~eligible employees are~~ eligible to receive basic health care coverage ~~at city~~

[2]State law reference(s)—Authority to provide health insurance programs, Code of Virginia, § ~~15.1-7.3~~15.2-1517.

~~expense, but the city reserves the right to offer extra coverage at employee expense~~. Further, the cost-sharing percentages payable by eligible employees for coverage will be determined by the City.

~~(1) Eligible employees who work thirty (30) to thirty-nine (39) hours per week are eligible to receive basic health care coverage if they pay twenty-five (25) percent of the cost; the city will pay the remainder.~~

~~(2) Eligible employees who work twenty (20) to twenty-nine (29) hours per week are eligible to receive basic health care coverage if they pay fifty (50) percent of the cost; the city will pay the remainder.~~

(Code 1976, § 20-39(b); 10-16-00(1); Ord. No. _____)

Sec. 19-139. Termination of coverage; termination of service; retirement.

(a) Effective January 1, 1985, city contributions to the expense of any employee's health care coverage shall cease as of the last day of the month during which any such employee leaves city service without retiring either for service or disability, even if such employee may be a vested member of the city's supplemental retirement or pension plan and eligible to retire under such plan in the future. However, coverage may continue during the period that coverage is required to be available on a continuation basis pursuant to the Public Health Services Act, if the former employee or other qualified beneficiary pays 100% of the cost plus a 2% administrative fee, if charged by the city.

(b) All employees eligible for city health care coverage on December 2, 2002, who continue to work for the city until they retire for service or disability, shall remain eligible in retirement for city health care coverage (which shall only include health insurance and dental insurance but no other benefits) on the same terms and conditions as active employees who are eligible for coverage, but the city reserves the right to amend the plan from time to time as it deems appropriate.

(c) Any city employee who (i) retires for service or disability on or before December 2, 2002 and (ii) who, immediately prior to their effective date of retirement, was eligible for city health care coverage, shall remain eligible in retirement for city health care coverage on the same terms and conditions as active employees who are eligible for coverage.

(d) Employees who begin city employment on or after December 3, 2002 but on or before June 30, 2012, shall be eligible to continue in the city's health care plan following retirement for service or disability upon payment of a portion of the cost of such membership. Each year the city will determine the amount of its contribution to the premium costs of health care coverage for individual employees. For employees who retire with five (5) years of service and elect to continue in the city's health care plan after retirement, the city will pay 20% of the annual contribution amount. For employees who retire with more than five (5) years of service, the city will pay an additional 4% of the

annual contribution amount for each additional full year of service completed as of the effective date of retirement up to a maximum of 100% of the annual contribution amount.

The retiree will be required to pay the remaining percentage of the city's annual contribution and the additional premium or cost, if any, of the health care plan selected as a condition of membership in the plan.

(e) Employees who begin city employment after June 30, 2012 shall be eligible to continue in the city's health care plan following retirement for service or disability until such employee becomes eligible to elect Medicare, upon payment of a portion of the cost of such membership. Each year the city will determine the amount of its contribution to the premium costs of health care coverage for individual employees. For employees who retire with ten (10) years of service and elect to continue in the city's health care plan after retirement, the city will pay 40% of the annual contribution amount. For employees who retire with more than ten (10) years of service, the city will pay an additional 4% of the annual contribution amount for each additional full year of service completed as of the effective date of retirement up to a maximum of 100% of the annual contribution amount.

The retiree will be required to pay the remaining percentage of the city's annual contribution and the additional premium or cost, if any, of the health care plan selected as a condition of membership in the plan.

(f) Notwithstanding the foregoing, employees who elect pursuant to subsection 19-94(c) of Article IV of this chapter to participate in the optional defined contribution plan adopted pursuant to that subsection, shall be eligible to enroll, at the retiree's expense, in the health care coverage offered through the city following retirement under such plan.

(g) (1) An employee enrolled in the health care plan who retires for service or disability prior to July 1, 2013, may elect to enroll a family member in the plan at the retiree's sole expense, provided such election is made prior to the date of retirement. For employees retired on or before July 1, 2010, such election shall be made on or before July 1, 2010.

(2) Effective July 1, 2013, an employee enrolled in the health care plan who retires for service or disability may elect to continue the enrollment of a family member in the plan at the retiree's sole expense, provided (i) such election to continue enrollment of the family member is made prior to the date of retirement; and (ii) the family member has been enrolled in the health care plan for no less than thirty-six (36) consecutive months immediately prior to the employee's retirement date.

(3) Any spouse or other family member who is enrolled in the city's health care plan at the time of the retiree's death may continue as a member of the plan upon payment of the applicable premium.

(h) Notwithstanding the foregoing, enrollment of a retiree's family members is subject to certain restrictions that may vary from time to time, and the city reserves the right to amend its health care coverage plan from time to time as the city in its discretion deems appropriate.

(Code 1976, § 20-40; 6-2-97; 3-2-98; 10-16-00(1); 12-2-02(2); 3-1-10(2); 1-3-12; Ord. No. _____)

City Manager's Report

Offices of the City Manager

Elected & Appointed Officials

11-16-2026

City Manager – Sam Sanders (he/him)

- November 5:
    - Joined Krisy Hammill, Director of the Office of Budget and Grants Management for a financial briefing by PFM, the City's financial advisor. The presentation provided an overview of the City's financial health and identified areas where competing priorities continue to create challenges. The City Council will have a retreat on January 15 and the financial health of the organization will be the primary focus of the event.
- November 6:
    - Over 100 City employees gathered at the Contemplative Sciences building at UVA to work with The Spill Teem on the continued rollout of organizational excellence. This is the City's internal culture-setting effort to support the realization of Council's Vision: to be a place where everyone thrives.
- November 9:
    - Joined Jean Runyon, President of Piedmont Virginia Community College (PVCC), and Jeff Richardson, Albemarle County Executive, for a quarterly check-in. We each shared updates on key priorities. PVCC is very much committed to engaging in training and preparation activities to help residents find opportunities to work at AstraZeneca. There is a concerted effort underway by the Virginia Community College System to develop opportunities in the regions where multiple pharmaceutical companies are building new facilities.
- November 10:
    - Joined Assistant City Manager Roman for a meeting with Nathan Smith and Richard Southee, leadership of Central Arizona Shelter Services (CASS). The meeting was to check in on the operations of the low barrier shelter at 2000 Holiday Drive. Great work continues in service to the unhoused population, and we will continue providing a solid foundation on which our most vulnerable can begin to reclaim control of their lives.
    - Joined Abi Matthew Wade, Economic Mobility Officer, to celebrate the work of community members who engaged in the co-development of economic mobility and opportunity priorities. Abi is developing a plan to help lift individuals and families from poverty to thriving in our community. The community participants worked over several weeks in crafting the components of this work. I delivered congratulatory remarks with my deepest thanks to those who dedicated their time to support others.
    - Spoke to the Rotary Club of Charlottesville at their monthly meeting. I provided a snapshot on current events in the City and planning for what's to come.

City Manager's Office – Assistant City Manager India Adams-Jacobs

- Bennett's Village Treehouse at Pen Park has received the Virginia Recreation and Park Society's Best New Facility Award in the Playgrounds category. The award recognizes the facility as an inclusive space where residents of all ages and abilities can play, connect, and feel welcome. It also reflects the Parks & Recreation team's dedication and Bennett's Village's collaboration with the families, advocates, donors, and community partners who made the project possible.
- Public Works has completed the crosswalk at Angus Road and Route 29, improving pedestrian safety in that area.
- Led by the Director of Utilities, the Utilities Department has issued a gas survey to more than 120 regional stakeholders to assess the effectiveness of its community utilities education. Stakeholder input will inform efforts to maintain and improve service delivery.
- The Director of Information Technology and the Emergency Management Coordinator jointly attended a tabletop cybersecurity training course to strengthen organizational resilience. In addition, the Director of Information Technology attended the SAP Public Sector Summit and technology modernization from a local government perspective.

Communications & Public Engagement (CAPE) - Director Afton Schneider (she/her)

- Organizational Excellence Initiative:
    - CAPE provided communications and multimedia support for the November 6 Organizational Excellence Retreat, capturing content to support the Citywide rollout of the initiative. The team is developing three videos to introduce the four organizational value pillars to employees, demonstrate their impact on community service, and support future employee onboarding.
- Climate Adaptation and Resilience Plan:
    - CAPE supported the Office of Sustainability in promoting community engagement opportunities for the City's Climate Adaptation and Resilience Plan. The team created a dedicated Connect Charlottesville page to provide information and collect community feedback on the plan's 16 proposed strategies. CAPE also promoted opportunities for public input through the City's On the Spot video series and digital communications.
- Election Communications:
    - CAPE coordinated with the Office of the Voter Registrar and City leadership to support public information efforts surrounding the November 3 election. The team also participated in the Election Day command post, providing

communications support, monitoring potential issues, and helping ensure coordinated messaging and timely responses throughout the day.

- Charlottesville's Grand Illumination: A Holiday Celebration:
    - CAPE is looking forward to supporting Parks & Recreation with this year's Grand Illumination, happening Saturday, December 5 from 9 AM-6 PM.
    - This year, Charlottesville's Grand Illumination is expanding into a day-long celebration across Downtown Charlottesville. Enjoy live performances, family-friendly activities, interactive experiences, holiday-themed fun, and cozy gathering spaces as the Downtown Mall comes alive with festive spirit.
    - Interested in being part of the holiday magic? Consider volunteering! Email Special Events Coordinator Ellen Joy at joye@charlottesville.gov for more information.
- Charlottesville Community Media Center:
    - CAPE worked closely with the ADA Team to support accessibility initiatives and help ensure City communications, public meetings, and engagement opportunities remain inclusive and accessible to all residents. This included supporting awareness of accessibility resources such as the assisted listening system available in Council Chambers.
    - The latest episode of Inside Charlottesville is now live! Stream online alongside previous episodes at https://www.charlottesville.gov/1773/Inside-Charlottesville.
- Assistant Director Ose Akinlotan attended the National Association of ADA Coordinators Conference, participating in the Web Accessibility and Professional Certification tracks to prepare for upcoming federal accessibility requirements and strengthen the City's digital accessibility efforts.

Commissioner of the Revenue – Todd Divers (he/him)

- The Commissioner of the Revenue's Office is responding to customer inquiries regarding the December 7 tax payment deadline.
- The Office is also finalizing rental relief audits to facilitate grant disbursements in December and preparing systems for the annual transition to the 2027 tax year.

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

- NextGen Skilled Trades Day:
    - On Saturday, October 17, Piedmont Virginia Community College welcomed an estimated 250 attendees and more than 30 exhibitors for the second annual NextGen Skilled Trades Day! The event, initiated in 2025 by the City's OED, brought together students, families, employers, educators, and community members for a day filled with hands-on activities, interactive demonstrations, and opportunities to explore rewarding careers in the skilled trades.

- From construction and automotive technology to electrical, HVAC, manufacturing, and more, attendees experienced firsthand the skills, equipment, and technology that power these essential industries. They also connected directly with employers and training providers to learn about career pathways, certifications, apprenticeships, and educational opportunities.
- The feedback speaks to the value of these experiences. One exhibitor shared, "Intentional conversations - the folks that turned out were really interested in learning and what opportunities are available!" Another commented, "We made some great connections with prospective students/applicants and school representatives."
- A parent shared, "My child had a great time at the event," while a school representative enthusiastically expressed, "The students had a great time. We all learned a lot today!"
- According to the 2026 State of America's Skilled Trades report, approximately 24% of skilled trades workers nationwide are age 55 or older, while only 11% are under age 25. With an aging workforce and growing demand for skilled professionals, introducing the next generation to these career opportunities is more important than ever.
- Thank you to everyone who helped make NextGen Skilled Trades Day 2026 a memorable and meaningful experience. We look forward to building on this momentum in 2027!

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

- The application window for the Community Development Block Grant (CDBG) and HOME is currently open, and applications will be accepted through midnight on Friday, December 4. Mandatory pre-application workshops are underway and anyone interested in attending or asking questions can learn more at https://www.charlottesville.gov/678/CDBG-HOME-Programs.

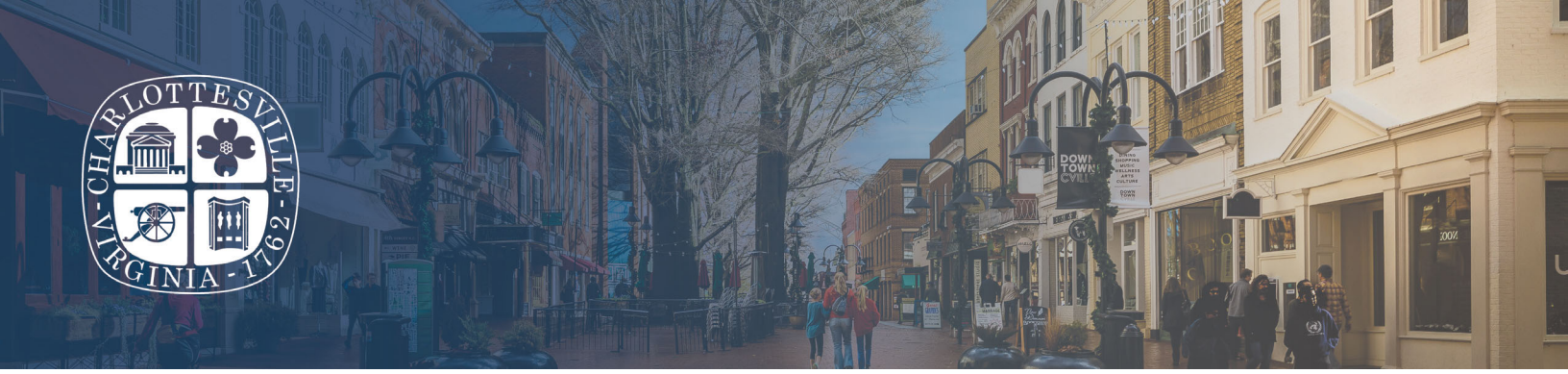
Office of Sustainability (OS) – Director Kristel Riddervold (she/her)

- The draft Climate Adaptation and Resilience Plan (CARP) is available for public review and comment at the following Connect Charlottesville page: https://connect.charlottesville.gov/ResilientCharlottesville/.
- The draft Urban Forest Management Plan (UFMP) is available for public review and comment at the following Connect Charlottesville page: https://connect.charlottesville.gov/urbanforest-managementplan/
- The community is invited to attend any of the following Drop-In Sessions for both plans to meet with project team members, talk about the plans, and share any comments and questions. Here is the Community Drop-In Schedule:
  - November 12 from 2:30-4:00 PM (Carver Recreation Center)
  - November 17 from 12:00-2:00 PM (CitySpace)

    - November 18 from 4:00-6:00 PM (via Zoom)
    - November 20 from 9:30-11:00 AM (Botanical Fare)
- There has been robust uptake of the landscaping electrification rebates since their launch in early October. Thus far, there have been 18 rebates processed, covering 25 landscaping tools. The most popular rebate item has been electric leaf blowers, with 14 purchased to date.
- The LED lighting upgrade project at five Charlottesville City Schools (CCS) facilities that includes lighting replacements and occupancy sensor/dimmer control upgrades began in September and is still underway. Tall Oaks Elementary was largely completed in October. CATEC and Sunrise Elementary started in October with completion in November. Trailblazer Elementary will start in November and Summit Elementary will start in December with full project completion expected in January 2027.
- Charlottesville's first Tree Week, led by ReLeaf C'ville, hosted a total of 20 community events. These events took the form of guided tree walks, a sustainability-themed trivia night, invasive vine removal efforts, tree ring printmaking, a community art installation, a keynote speaker presentation, and plenty more. Thank you to everyone who participated in celebrating our community's urban canopy!
- The Office of Sustainability (OS) helped host "Bees, Trees, and EVs", a partner event of C'ville Tree Week that brought out community members of all ages for a game of trivia. Community organizations including the Botanical Garden of the Piedmont, ReLeaf, Piedmont Master Gardeners, the Local Energy Alliance Program, and CHS Green BACON hosted craft and activity tables and contributed ideas for trivia questions.
- The Charlottesville Invasive Plant Partnership (CHIPP), a project co-led by the Office of Sustainability and Parks & Recreation, hosted the kick-off event for Charlottesville Tree Week at the Lab School. The event brought out 33 volunteers and resulted in 177 trees being liberated by invasive vines.
- The Office of Sustainability and the CHIPP jointly tabled at the Botanical Garden of the Piedmont's Fall Festival and encouraged attendees to view and comment on the UFMP and the CARP while they are both open for public comment.
- The Imagine a Day without Water Art Contest submittal deadline has passed and now you can help select the Fan Favorite winner! The art contest challenged youth to show how a small water drop makes a big difference through artistic creation. Fan Favorite voting is open now through December 2. All art contest winners will be announced on December 9. To vote for your favorite art entry, visit: https://2026art.cmpgn.page/20VRzp.
- Jill Greiner, Water Efficiency Program Coordinator, successfully graduated in October from the 10-month American Water Works Association's Transformative Water Leadership Academy, strengthening her leadership skills and advancing the City's capacity to address water conservation efforts.

Public Works – Director Steven Hicks (he/him)

- Public Engagement:
    - Fifeville Traffic Calming, Thursday, November 12, 6:30–8:30 PM, Tonsler Park:
        - Public Works met with the Fifeville Neighborhood Association and residents to discuss ways to slow traffic, reduce cut-through traffic, and improve pedestrian safety. Options included all-way stops, speed cushions, possible one-way streets, and longer-term sidewalk and intersection improvements. Community feedback will help shape the recommendations. Public Works plans to include proposed improvements in its FY28 budget request.
    - Stribling Avenue Sidewalk, Tuesday, November 17, 6:30–8:30 PM, Fry's Spring Beach Club:
        - Public Works will meet with residents to discuss the proposed sidewalk along Stribling Avenue from Jefferson Park Avenue to Huntley Avenue. The project would provide a continuous sidewalk along this stretch, with raised crosswalks and flashing beacons to improve pedestrian safety.
    - Dairy Road Bridge Replacement, Wednesday, November 18, 5:30–7:30 PM, Charlottesville Early Learning Center, formerly Walker Upper Elementary School, 1564 Dairy Road:
        - Public Works will update residents on the replacement of the Dairy Road bridge over the Route 250 Bypass and explain what to expect during construction, including the detour. The bridge is tentatively scheduled to close January 4, 2027.
- Barracks–Emmet Streetscape:
    - VDOT approved the award of the Barracks–Emmet Streetscape project to M&F Concrete. The project will improve the intersection of Barracks Road and Emmet Street and has a construction budget of $6.9 million. The preconstruction meeting is tentatively scheduled for November 30, and construction could begin as early as December 14. Public Works is working with the contractor to finalize the construction schedule and sequence of work.
- Leaf Collection:
    - Public Works began curbside leaf collection on October 26 and is nearly finished with the first of three scheduled passes through each neighborhood. Residents should place loose, unbagged leaves at the curb and keep sidewalks, bike lanes, and travel lanes clear. Saturday drop-off is available at 1505 Avon Street Extended. Residents can sign up for collection reminders by texting their street address to 434-771-0251.



CITY OF CHARLOTTESVILLE
To be a place where everyone thrives

To: City Council

From: Sam Sanders, City Manager
Krisy Hammill, Director, Budget and Grants Management

Date: November 16, 2026

Topic: FY 2027 Q1 Financial Review

A review of the City's Q1 financial performance for FY 2027 has completed and some highlights have been compiled and noted within this memorandum.

General Fund

Expenditures

As of September 30, 2026, the City had spent $70,978,834, or 25.0% of the total General Fund budget. Salary and benefit expenses accounted for $18 million, while other expenses totaled $53 million.

Total General Fund spending on other expenses is slightly lower in FY 2027, at 27.2%, compared with 30.6% in FY26. Many City operations are seasonal, and large General Fund interfund transfers—such as transfers for debt service, the Capital Improvement Program (CIP), and Charlottesville Area Transit (CAT)—are posted as lump sums later in the fiscal year. In addition, first-quarter recruiting and procurement activities for the new fiscal year are only beginning. Together, these factors create an irregular expenditure pattern that is difficult to project. We will continue to monitor expenditures, but current indicators suggest that expenses are tracking in line with the budget.

Revenues

As of September 30, 2026, 11.27% or $31,612,388 of the total General Fund Budget has been collected. Real Estate and Personal Property tax payments for the second half of 2026 are due on December 5th and represent two of the City's largest revenue sources. Current revised projections indicate that total revenues are tracking slightly over budget, by $2,448,808 or 0.93%.

The chart below indicates revenue projections which have been revised for FY 2027 based on performance. Real Estate and Personal Property projections have been increased to reflect supplement billings for projects that have been partially completed, and stronger than

anticipated vehicle supplements. Public Service Tax reflects a slight increase based on completed assessments. Meals and sales tax collections continue to perform stronger than expected. Interest earnings are continuing to perform strong with rates staying higher for longer than originally anticipated. Refunds from a Prior Year are higher than expected with Jaunt returning $225,252 in excess funds from FY 2026. Several state revenues have been adjusted to reflect the final decisions of the General Assembly. State highway assistance reflects a statewide reduction of 4% passed on to all localities. State police assistance reflects a revised projection that remains flat with the FY 2026 funding amount. The proposed state budget included amendments to increase the amount of police assistance for FY 2027, but the final budget kept allocations flat.

FY 2027 Revenue Revised Projections

Local Taxes	FY 2027 Budget	FY 2027 Revised*	Change
Real Estate Tax	$ 122,152,333	$ 122,615,065	$ 462,732
Personal Property Tax	15,100,000	15,400,000	300,000
Public Service Tax	2,048,263	2,163,056	114,793
Utility Taxes	5,020,000	5,371,400	351,400
Virginia Communications Sales and Use Tax	2,000,000	1,950,000	(50,000)
Sales & Use Tax	16,033,000	16,100,000	67,000
Transient Room Tax	9,785,000	10,300,000	515,000
Meals Tax	19,584,000	19,714,286	130,286
Vehicle Daily Rental	135,000	125,000	(10,000)
Revenue from State Agencies			
State Highway Assistance	$ 5,926,840	$ 5,810,627	(116,213)
Reimbursement/Constitutional Offices	2,457,327	2,485,704	28,377
State Aid for Police Protection	2,734,767	2,681,144	(53,623)
Miscellaneous Revenues			
Interest Income	$ 2,700,000	$ 3,300,000	600,000
Refund of Prior Year Expenses	$ 150,000	$ 225,252	75,252
Designated Revenues			
Meals Tax Designated for the Debt Service Fund	$ 3,000,000	$ 3,033,804	$ 33,804
	Total Revenue Budget Surplus		**$ 2,448,808**

**Projected as of October 18, 2026*

Surplus/Deficit as a % of Total Adopted Budget **0.93%**

Capital (CIP) Fund

The City's current capital budget totals $233.9M with $185M in unspent budget carrying over from prior years and $48.6M being added in FY 2027. As of the end of Q1, 13.29% or $31.1M was spent or encumbered for various projects.

Individual project budget details can be reviewed using the Budget Explorer Tool described below.

Budget Explorer Tool

Expenditure details can be viewed using the Budget Explorer Tool which can be found on the City's Budget webpage at www.charlottesville.gov/budget. These quarterly tabs are automatically updated at the end of each quarter and are available for public viewing. The 1st quarter visualization contains financial information through September 30, 2026. The tool gives you the ability to review the results of other City funds in addition to the General Fund as well as the ability to drill-down to the individual department expenditure detail. The information presented in the visualization comes directly from SAP, the City's financial system, and represents dollars that have been received and/or paid out as of the chosen date.

Policy Briefing Summary
City Council

Regarding:	**Public Hearing and Ordinance regarding Petition to Vacate a Portion of the Swift Lane Right-of-Way adjacent to 1210 Smith Street (Tax Map and Parcel 490139100)**
Staff Contact(s):	Deborah D Willard, Paralegal
Presenter:	**Steven Hicks, Director of Public Works**
Date of Proposed Action:	November 16, 2026

Issue
Stewart Lawrence ("Mr. Lawrence"), a City of Charlottesville, Virginia ("City"), resident, has requested that a 42x46 foot portion of Swift Lane in the City be vacated and closed.

Background / Rule
The requested portion of Swift Lane is an unimproved right-of-way ("ROW") adjacent to Mr. Lawrence's residence at 1210 Smith Street, being forty-two (42) feet in width and beginning at its intersection with Smith Street and extending south-west forty-six (46) feet, adjacent to TMP#49013900 and 490139100. If approved, Mr. Lawrence plans on planting trees for shade, extending garden space, and installing outdoor patio space.

Analysis
Property owners along Swift Lane have been duly notified of the proposed partial street closing and a Public Hearing Notice has been published pursuant to Virginia Code § 15.2-1813. The subject property currently is not a through street and Mr. Lawrence will only be taking a portion of the platted street. Easements must be granted for any existing utilities, and access must be maintained to 1037 Smith Street, located behind 1210 Smith Street. The addition of the subject property to the existing 1210 Smith Street property could open the possibility of development of the property, with additional units and should be considered when establishing the purchase price.

Revocation of ownership does remove property that the City could use at some point in the future for utility needs, stormwater facilities, or other unknown public infrastructure. The City could retain the ability in the future via easement or some other form of covenant to be worked out during the negotiations.

Financial Impact
The subject property has monetary value that should be established through negotiation. Upon transfer of ownership, yearly tax revenue could be collected.

Recommendation
Following conducting the Public Hearing legally required by Virginia Code § 15.2-1800(B) to dispose of publicly-owned property, City Staff recommends that City Council direct the City Attorney to enter negotiations with Mr. Lawrence over the value of the subject property.

Recommended Motion (if Applicable)
"I make a Motion to direct the City Attorney to enter negotiations with Mr. Lawrence over the value of the subject property to be potentially disposed of by the City. If the City Attorney and Mr. Lawrence

can reach a agreeable amount to be paid to the City for the disposal of the subject property, the City Attorney is further directed to place this matter on a future City Council Agenda for potential vacation/closure of the subject property and sale of the same to Mr. Lawrence."

Attachments

1. ORDINANCE - Partial Closure of Swift Ln. 2026 (1).docxjvhedits (1)
2. PETITION TO VACATE A STREET OR ALLEY_Lawrence Dec 2025_
3. Lawrence_Response_to_Engineering_Memo_Swift_Lane_FINAL
4. SWIFT LANE VACATION Exhibit

#O-__-___

ORDINANCE CLOSING, VACATING, AND DISCONTINUING A PORTION OF THE UNIMPROVED ROAD KNOWN AS SWIFT LANE IN THE CITY OF CHARLOTTESVILLE, VIRGINIA

WHEREAS, Stewart Lawrence and Victoria Jones ("Applicants") have petitioned the City of Charlottesville, Virginia ("City"), to close a 42 x 46 foot portion of Swift Lane ("Subject Street"); and;

WHEREAS, the portion of Swift Lane that is the subject of this Petition was created circa 1964, as depicted on a Plat recorded in the City's land records at Deed Book 266 Page 32-A; and

WHEREAS, notice has been given to the public pursuant to Virginia Code §§ 15.2-2204, 15.2-2272, and 15.2-2006, and a legally advertised Public Hearing by City Council was held and conducted on November 16, 2026; and

WHEREAS, after due consideration of the Application, this City Council finds and determines that Applicants' request should be granted; now, therefore,

BE IT ORDAINED by the Council of the City of Charlottesville, Virginia, that a 42 x 46 foot portion of the Subject Street is hereby closed, vacated, and abandoned, and the said area of the Subject Street, being more particularly described as follows: unimproved right-of-way portion of Swift Lane adjacent to Applicants' residence at 1210 Smith Street, being 42 feet in width and beginning at its intersection with Smith Street and extending southwest 46 feet, adjacent to TMP#s 490139000 and 490139100, as shown on the map attached hereto as Exhibit "A;" and

BE IT FURTHER ORDAINED this Ordinance shall take effect upon enactment. The City Attorney and City Manager, or their designees, are authorized to take all actions necessary to carry out the actions authorized by this Ordinance, and, on or after the effective date, to record an attested copy of this Ordinance within the Street Closing Book in the land records of the Charlottesville Circuit Court.

Date Introduced: _____, 2026
Date Adopted: _____, 2026

Certified: _____
Clerk of Council

PETITION TO VACATE A STREET OR ALLEY

Please Return To: Department of Neighborhood Development Services
PO Box 911, City Hall, Charlottesville, Virginia 22902
Telephone (434) 970-3182 Fax (434) 970-3359

FEE: A filing fee of $100.00 made payable to the City of Charlottesville.

A. PETITIONER INFORMATION

Petitioner(S) Name(S): **Stewart Reese Lawrence**

Petitioner Mailing Address(es): **1210 Smith Street, Charlottesville, Virginia 22901**

Do/Does Petitioner(s) currently own property adjacent to the area requested to be closed? **Yes**

If no, please explain

Petitioner Phone Number(s):

Work: **804-335-4062** Fax

Fax

Home: **804-335-4062**

Email **Slawrence1003@gmail.com**

B. ADDRESSES OF PROPERTY OWNERS ADJACENT TO THE STREET/ALLEY (use back of page if necessary)

Property Owner Name	Mailing Address	City Tax Map and Parcel #
Donald E Shifflett	**1037 Swift Lane**	**490139000**
Stewart R Lawrence & Victoria R Jones	**1210 Smith Street**	**490139100**
Aaron N. Cole	1216 Smith Street	490122000

C. PETITIONER'S REQUEST

1. That the said Petitioner(s) apply for the vacation, closing or discontinuance of a certain street or alley, situated in the City of Charlottesville, Virginia, as described below (Provide name, right-of-way width and length of streets or alleys proposed to be closed, and reason for the proposed closing):

That portion of Swift Lane being 42 feet in width and beginning at its intersection with Smith Street and extending south west for approximately 46 feet, shown on attached Plat and ~~Charlottesville GIS Viewer, adjacent to parcels, 490139000 and 490139100~~.

2. Attach all information and documentation required by the City's current policy.
3. Attach a copy of the City real estate/GIS map showing the portion of the street or alley to be vacated with the square footage dearly indicated.
4. Applicant must review the attached dosing policy prior to submission of this form and attach a narrative which addresses the objectives outlined in that policy to include specific information as to why an alley dosing is being requested.

Respectfully Submitted,

Signature of Petitioner(s)

If a score on the Rubric allows an application to proceed for consideration, valid applications will be forwarded to a joint Planning Commission and City Council Public Hearing and then to City Council for two readings.

Endorsed by:

Donald E Shifflett

Victoria R. Jones

Aaron N. Cole

Stewart R Lawrence
1210 Smith Street
Charlottesville, VA 22901
Slawrence1003@gmail.com
804-335-4062

3 October 2025

Charlottesville City Council and Planning Staff
605 E Main St,
Charlottesville, VA 22902

Re: Request to Close and Convey Unimproved Right of Way

Dear Council Members and City Staff,

My wife and I are writing to respectfully request consideration for the closure and conveyance of an unimproved right of way adjacent to our home on Smith Street.

When we purchased our home, I was serving overseas on military deployment. In the months prior, I had saved most of my combat pay with the dream that my wife and I would one day have a home of our own. When I returned to Charlottesville in the summer of 2024, I struggled to adjust to civilian life after living through many difficult experiences. I found comfort and protection in the home we had purchased, and over time, I discovered that working on home projects helped me heal and reconnect with the world around me— from repairing our deck and planting a garden to using large, flat rocks donated by a kind neighbor to line our flower bed.

These efforts not only strengthened my sense of peace but also helped me feel more rooted in our neighborhood and community.

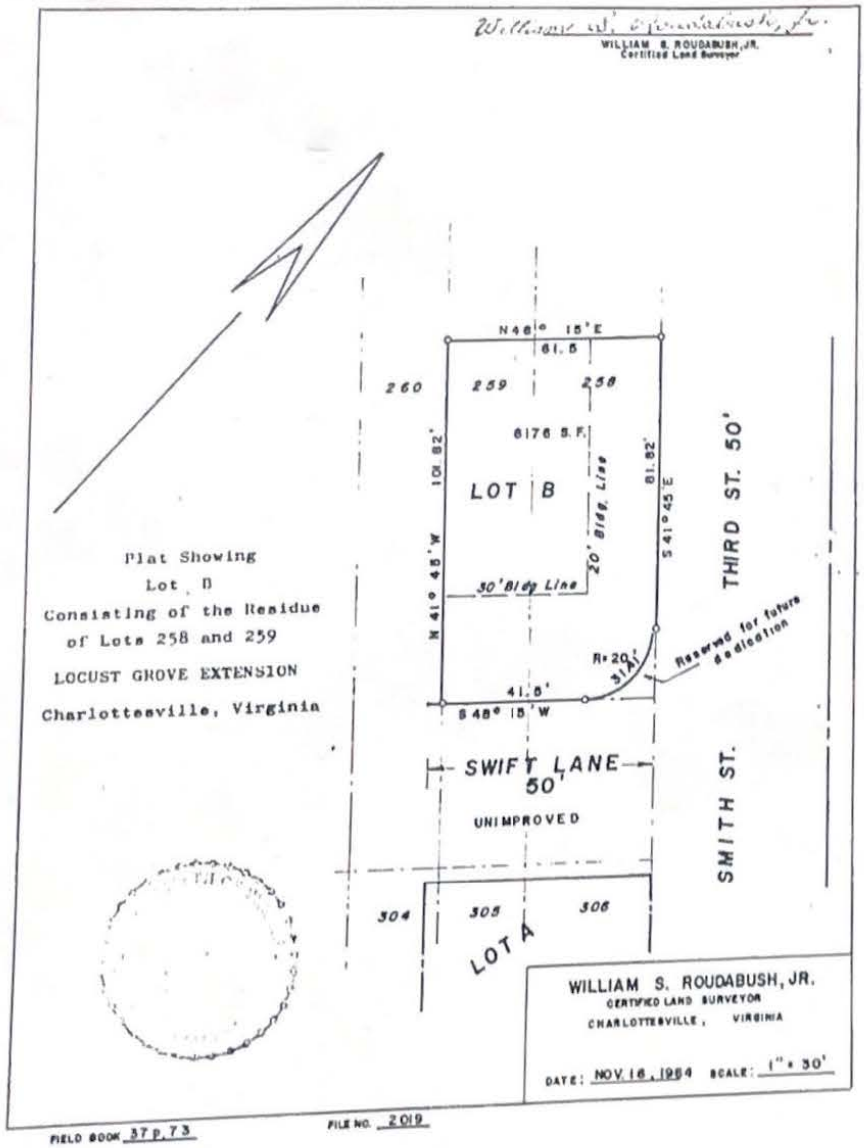
By obtaining the parcel in question, my wife and I hope to continue building upon this progress. Our vision is to plant trees that will provide shade, extend our garden space, and eventually create an outdoor patio where friends, family, and neighbors can gather. We believe these improvements will enhance the beauty and livability of the property, and in turn contribute positively to the surrounding community.

We sincerely thank you for your time, consideration, and support as we pursue this request.

Respectfully,

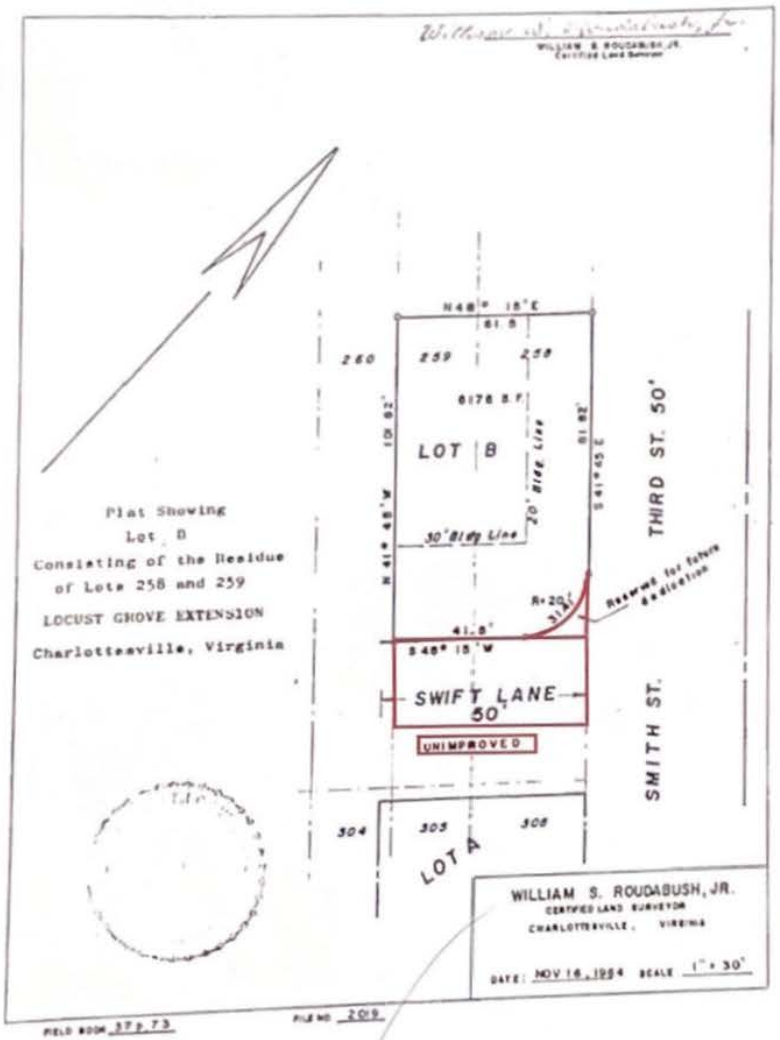


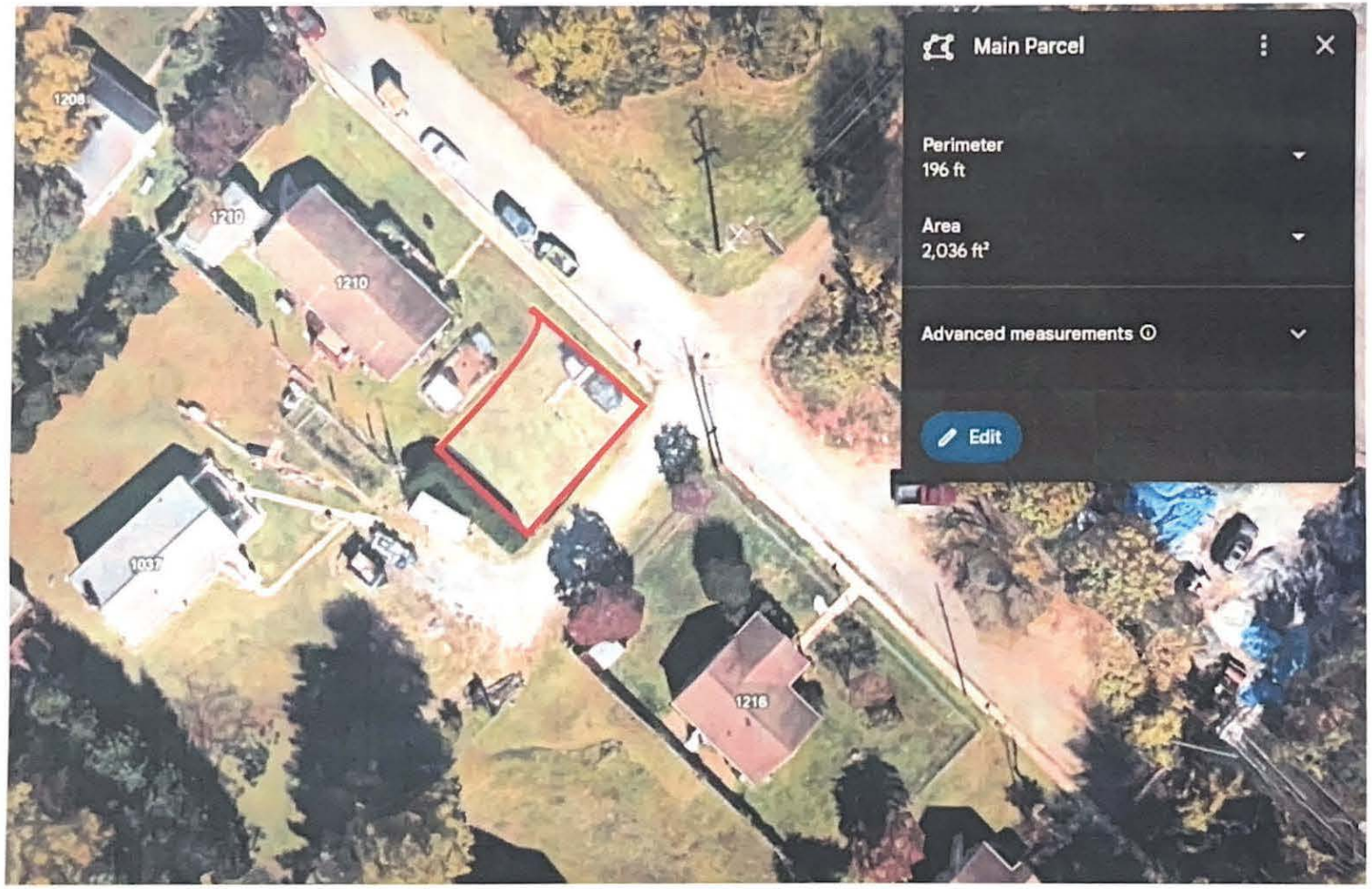
Stewart R. Lawrence
Victoria R. Jones

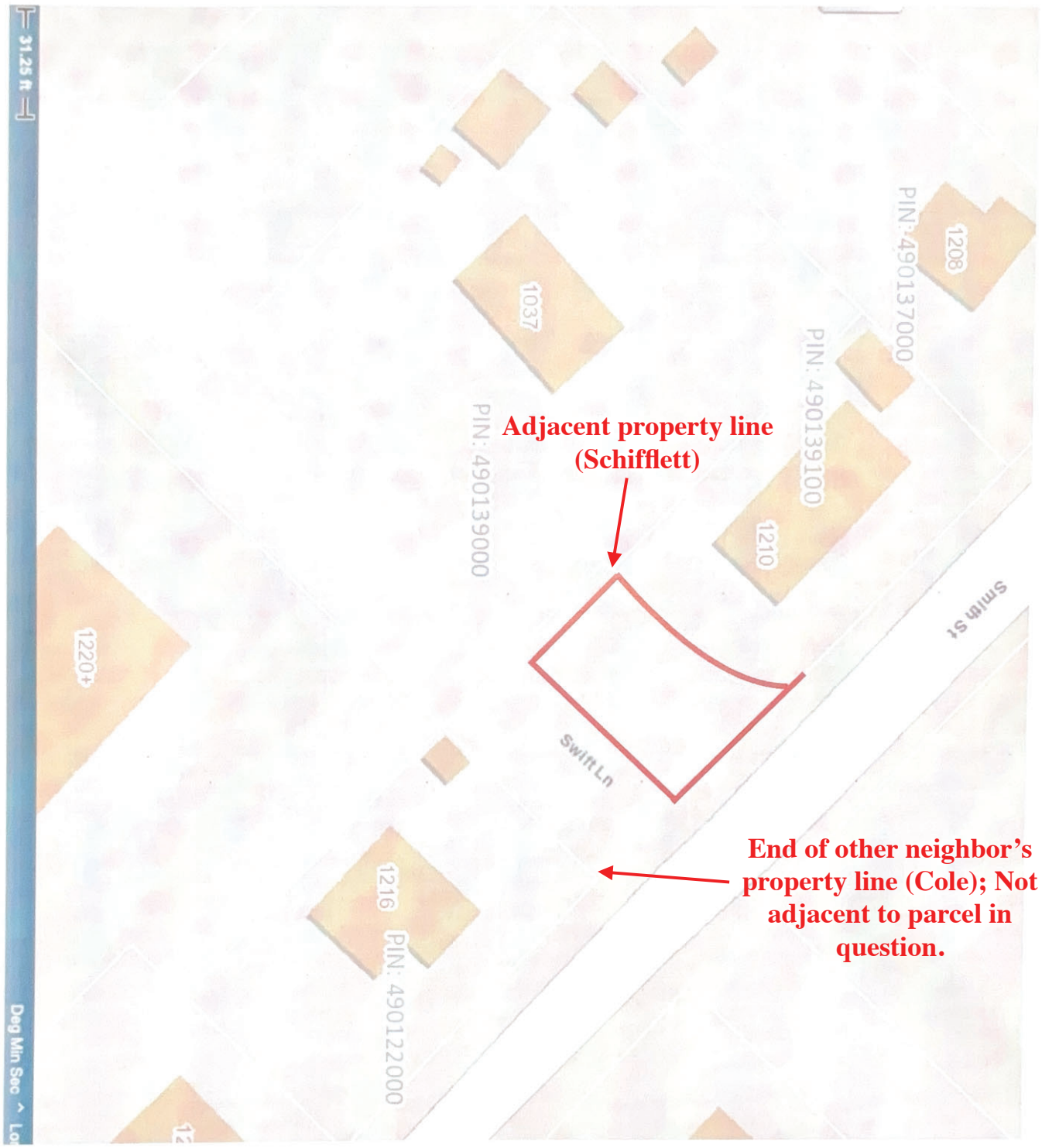

William S. Roudabush, Jr.
WILLIAM S. ROUDABUSH, JR.
Certified Land Surveyor
Plat Showing
Lot B
Consisting of the Residue
of Lots 258 and 259
LOCUST GROVE EXTENSION
Charlottesville, Virginia
N 48° 15' E
61.5
260
259
258
6176 S.F.
LOT B
101.82'
81.82'
N 41° 45' W
S 41° 45' E
30' Bldg. Line
20' Bldg. Line
THIRD ST. 50'
R=20'
31.4'
Reserved for future dedication
41.5'
S 48° 15' W
SWIFT LANE
50'
UNIMPROVED
SMITH ST.
304
305
306
LOT A
WILLIAM S. ROUDABUSH, JR.
CERTIFIED LAND SURVEYOR
CHARLOTTESVILLE, VIRGINIA
DATE: NOV 16, 1954 SCALE: 1" = 30'
FIELD BOOK 37 p. 73
FILE NO. 2019



Book 266 Page 32-A




Main Parcel
Perimeter
196 ft
Area
2,036 ft²
Advanced measurements
Edit
1208
1210
1210
1097
1216


31.25 ft
1208
PIN: 490137000
1037
PIN: 490139100
1210
PIN: 490139000
Adjacent property line (Schifflett)
1220+
Smith St
Swift Ln
End of other neighbor's property line (Cole); Not adjacent to parcel in question.
1216
PIN: 490122000
Deg Min Sec

Stewart Lawrence & Victoria Jones
1210 Smith Street, Charlottesville, VA 22901
Slawrence1003@gmail.com | 804-335-4062

May 12, 2026

Charlottesville City Council
605 East Main Street, Charlottesville, VA 22902

Re: Petitioner Response to Engineering Memorandum on Swift Lane Right-of-Way Closure

Dear Council Members and City Staff:

We submit this memorandum in response to the April 10, 2026 memorandum from City Engineer Brennen Duncan regarding our petition to vacate a portion of the unimproved Swift Lane right-of-way adjacent to our home at 1210 Smith Street. We are grateful for the Engineering Department's careful analysis, and we agree with most of it. We write to address the points where we respectfully disagree and to propose a path forward.

1. Summary of Position

This vacation aligns with the City's interests in three concrete ways. It enables a service-disabled veteran-and-spouse household to invest in the appearance and livability of a Locust Grove block by planting trees, extending a vegetable garden, and creating an outdoor patio space for friends, family, and neighbors to gather. It transfers the maintenance burden of an unused right-of-way from the City to a private owner. And it does so in a way that preserves all current and reasonably foreseeable public uses: the requested parcel is a grassy non-through area bounded by Smith Street, our residence, and the hedge along the Shifflett property line, while the remainder of the Swift Lane right-of-way (the corridor that currently provides access to the adjacent Shifflett property and any future alley-style use the City may identify) remains entirely unaffected by this petition.

For background: We purchased our home at 1210 Smith Street two years ago following an extremely challenging counter-terror deployment to central and western Africa. One of the ways I found peace and healing during my difficult transition out of the military was gardening and home improvement projects, as they helped me feel a sense of positive impact and connection to the new community we found ourselves in. At the same time, we became friends with our neighbors on the small dead-end of Smith Street, eventually hosting gatherings in the open grass area next to our home. These experiences led me to seek the closure and conveyance of the grassy, unimproved piece of land that is directly connected to our front yard. In doing so, we hope to provide beauty and care to the land while improving for future benefit of friends, family, neighbors and the Locust Grove community.

On the procedural posture: the application satisfies the rubric Council adopted in 2019. The cumulative weighted score of 1.5 falls below the 1.75 threshold for forward movement,[1] and on that objective measure the application qualifies for Council consideration. The 2019 Alley Closure Procedures expressly leave the question of purchase price to Council's discretion under Part Three, Section 1(c)(vi),[2] and the considerations relevant to that discretion are addressed below. We acknowledge the City's interest in receiving fair value for any conveyance and propose to pay the encumbered value of the parcel rather than seek a no-cost vacation.

2. The 2019 Procedures Leave the Purchase Question to Council's Discretion

The 2019 Procedures govern this application, and we have followed them. Part Three, Section 1(c)(vi) of the Procedures asks Council a discrete question: "If the street or alley is currently owned by the City, does City Council desire staff to negotiate a purchase price with the Applicant and other adjoining property owners?"[3] By the Procedures' own terms, this is a discretionary question, and Council may answer it either way.

Virginia law recognizes two distinct frameworks for street vacations. When a locality holds a right-of-way as a public easement created by subdivision plat, Va. Code Sections 15.2-2272 and 15.2-2274 provide for automatic reversion to abutting lot owners at no cost, subject to existing utility easements.[4] Where, as here, the locality holds title in fee, Va. Code Section 15.2-2008 governs and contemplates that Council may set the terms of any

conveyance, including price.[5] We acknowledge that Section 15.2-2008 is the governing statute for this petition and that Council is not required to convey at no consideration. We ask only that Council exercise its discretion under (vi) informed by the policy rationale that animates the paper-street default: this parcel cannot be put to any productive third-party use, it is bounded by features that prevent independent development, the petition is not associated with any business expansion or replatting, and the abutting petitioners are the only economically rational buyers.

Section 1(c)(v) of the Procedures further illuminates the analysis: that provision contemplates conditioning vacations on commencement of business expansion or development,[6] with the implication that vacations tied to development merit different treatment than those that are not. This petition is not associated with any business expansion, development, or replatting. The Procedures' structure recognizes that not all vacations present identical fiscal considerations, and the encumbered-value framework we propose in Section 6 honors both the City's fiscal stewardship obligations under Section 15.2-2008 and the practical reality that this parcel has no realistic buyer other than the abutting owners.

3. The Eight Rubric Criteria Support Closure

We accept the Engineer's scoring on all eight rubric items. The cumulative weighted score of 1.5 falls below the 1.75 threshold,[7] and the application qualifies for Council consideration. We add three points of context.

- **Future ADU access is preserved.** The petition does not touch the portion of Swift Lane that actually provides access to the rear of the block. The requested parcel is the grassy triangle at the Smith Street intersection, which is geometrically isolated from any potential alley function. As the Engineer's memorandum confirms, "20' access for a future alley connection"[8] is preserved, and the corridor currently used as access by the Shifflett property remains entirely intact.
- **Driveway concerns are addressable.** We have no plans for a new driveway off Smith Street and would accept a covenant prohibiting any new curb cut as a condition of the vacation.
- **Utility maintenance is protected.** We are prepared to grant any easements the City or adjacent owners reasonably require for maintenance of existing utilities, and we ask only that the form and scope of any such easements be defined before the conveyance is finalized.

4. The Engineer's Concern About Future Public Use

The Engineer's recommendation rests primarily on preserving the parcel for potential future City uses, citing examples including gas regulators, water control valves, stormwater facilities, vehicle and bike parking, EV charging, and bus stops. We understand and respect the Engineer's institutional obligation to preserve long-term flexibility for the City, and the rubric criteria appropriately ask Council to weigh that flexibility against the costs of retention. We engage that question directly.

The Locust Grove block where Swift Lane terminates is a low-traffic interior residential pocket of single-family homes built between the 1930s and the 2000s. The nearest transit stop, school, and commercial node are each several blocks away; in fact, the city removed a transit stop located one block away--at the corner of Smith Street and St. Clair Avenue--within the last 18 months. The specific infrastructure types listed by the Engineer are typically sited where they connect to active corridors or concentrated demand, neither of which is present at this dead-end stub. Bus stops require active road frontage, which Swift Lane does not have. EV charging and public vehicle or bike parking are generally sited along commercial frontage or at destination nodes, not at residential dead ends. For linear utilities such as gas regulators and water valves, the easements we have offered to grant are sufficient, and the parcel's small size, sub-minimum lot dimensions, and constrained geometry make it ill-suited for facility-scale infrastructure such as stormwater detention basins in any event. The petition leaves the entire remaining Swift Lane right-of-way intact and available for any future use the City may identify; we are requesting only the grassy non-through area at the Smith Street intersection.

5. Responsible Stewardship and the City's Housing Goals

The Engineer expresses concern that vacating the parcel without consideration would amount to a donation of land that could later be developed for considerable personal gain. We share the underlying concern about responsible stewardship of public assets, and we address it directly: we are not asking the City to donate the parcel to us. We are prepared to pay the encumbered value the parcel commands, as analyzed in Section 6 below, in addition to bearing the costs of plat preparation, recording, and any necessary easement work. Paying fair encumbered value addresses the stewardship concern without requiring restrictions on the parcel's future use that would conflict with the City's broader housing objectives.

We recognize that under Charlottesville's new Development Code, the City has set ambitious goals for expanding its housing supply, and that R-A parcels permit up to three dwelling units per lot by right and up to six with applicable bonuses,[9] regardless of lot size. The 2,036 square foot Swift Lane parcel cannot independently support any housing unit, and its conveyance to us therefore does not subtract from the City's housing capacity. Equally important, addressing the stewardship concern through a fair purchase price (rather than through a use-restricting covenant) preserves the full Code-allowed density on our combined parcel for future owners. This approach is consistent with Council's stated commitment to expanding housing supply and avoids creating a precedent in which conveyances of City property are conditioned on permanent reductions in housing potential.

We would also accept, as part of a final ordinance, a recorded covenant prohibiting subdivision of the conveyed parcel from 1210 Smith Street so that the parcel cannot later be split off and sold separately. That structural restriction addresses the speculative-sale variant of the gain concern without restricting any housing use of the combined parcel.

The conveyance also partially resolves a longstanding gap in the title record. Our sewer service line crosses directly through the requested parcel before connecting to the City main (exhibits attached). A private easement recorded in 1997 authorizes the line’s run across the adjacent Shifflett parcel (Tax Map Parcel 49-139, Deed Book 708, Page 27), but the legal status of the City’s interest in the segment of the line that passes through the Swift Lane right-of-way has never been formally documented, notwithstanding the line’s continuous in-service use since at least 2004. Conveying the requested parcel to us brings the segment of the line within that parcel under our own property, simplifying the title picture for the segment most likely to be implicated in any future use of the area we propose to acquire. A short segment of the line will remain within the unimproved portion of Swift Lane that we are not requesting; we are prepared to grant any easement the City reasonably requires for that remaining segment as part of the final ordinance.

6. Valuation of the Encumbered Parcel

Section 6 of the City's 2020 Policy for the Sale of City-Owned Property presumes full fair market value,[10] but fair market value depends on the actual character of the property being conveyed. The City Assessor's 2025 land-only valuation of 1210 Smith Street is $131,600 on 0.144 acres,[11] implying a per-square-foot rate of approximately $21. Applied to the 2,036 square foot Swift Lane parcel without adjustment, that rate would suggest a hypothetical unencumbered value of roughly $42,700. That figure, however, assumes a buyer who can put the parcel to productive standalone use. No such buyer exists, and four features of this specific parcel materially reduce that figure when actual marketability is considered.

- **The parcel cannot be sold to any third party for productive standalone use, and the abutting petitioners are the only economically rational buyers.** The parcel is bounded on three sides by features that prevent independent productive use: Mr. Shifflett’s gravel driveway, a >2 feet tall curb that limits direct access to Smith Street, and our existing residence. At approximately 2,036 square feet it falls well below the 6,000 square foot R-A district minimum lot size,[12] meaning it cannot be developed as an independent lot. It is too small, too constrained, and too geometrically isolated to be marketed to any buyer other than the adjoining property owners. Parcels of this character (sub-minimum in size, saleable only to abutters) are recognized in appraisal practice as “uneconomic remnants” and are valued at a substantial discount to their per-square-foot assessment rate. This is the dispositive marketability fact, and

it is truly independent of the encumbrances discussed below; the remaining factors reinforce this conclusion.

- **An existing sewer line crosses the parcel.** Our active sewer service line runs from 1210 Smith Street directly across the parcel to connect to the City sewer at the edge of Mr. Shifflett's gravel drive. The line's run across the adjacent Shifflett parcel is authorized by a private easement recorded in 1997 (Deed Book 708, Page 27), establishing the line's legal permanence as an instrument running with the land.[13] The line is not a defect for us; it serves our home as it has served previous owners since 2004. But for any other prospective buyer, the line is a material encumbrance that would require resolving the legal status of the in-service connection, obtaining or reconveying easement rights, and potentially paying to relocate the line at typical Virginia residential costs ranging from approximately $1,000 to $20,000.[14] The City does not need to absorb that cost through a reduced price; rather, the encumbrance simply confirms that no third-party buyer would pay full unencumbered value for a parcel that comes with an in-service line serving someone else's home.

- **The parcel sits directly across from an electrical substation.** Proximity to electrical infrastructure is a recognized depressant on residential land values in the appraisal literature, with peer-reviewed studies finding statistically significant discounts for properties in close proximity to substations and high-voltage lines, generally in the range of approximately two to nine percent and dissipating with distance.[15]

- **The terrain is uneven and slopes across the parcel.** The parcel slopes meaningfully across its narrow dimension. Any productive use requires grading and site preparation that, for a parcel this size, would consume a portion of the parcel's hypothetical value before any improvement could be placed on it. The site photographs included in the attached exhibits reflect the existing topographic condition, where the position of the photographer is approximately three to four feet below Smith Street.

Putting these factors together yields a transparent walk-down from the hypothetical unencumbered figure to a defensible conveyance range:

- **Starting point:** Approximately $42,700 (2,036 SF at the $21/SF rate implied by the 1210 Smith Street assessment), assuming an unencumbered, independently marketable parcel.

- **Adjustment for non-marketability to any third party (sub-minimum lot size, geometric isolation, sewer line encumbrance):** A 60 to 70 percent reduction. The uneconomic-remnant framework discussed above supports substantial discounts for parcels that cannot be developed independently and have no market beyond the abutting owner. Applied here, this brings the figure to approximately $12,800 to $17,100.

- **Adjustment for substation proximity:** An additional 3 to 5 percent reduction at the midpoint of the appraisal literature, bringing the figure to approximately $12,100 to $16,500.

- **Adjustment for terrain and site preparation:** An additional reduction of 10-15% to reflect grading and site preparation costs of $1,500 to $2,500 that would be required before any productive use, modestly applied given the parcel's small size.

Together, these adjustments support a defensible conveyance range of approximately **$10,000 to $15,000**. This range honors the stewardship presumption of the 2020 Policy and Va. Code Section 15.2-2008 by establishing meaningful consideration tied to a transparent walk-down, while reflecting the parcel's actual marketability. We would welcome the opportunity to engage with the City Assessor or an independent appraiser to refine this range, and we are prepared to bear the reasonable costs of plat preparation, recording, and any necessary easement work in addition to the conveyance price.

7. Requested Action

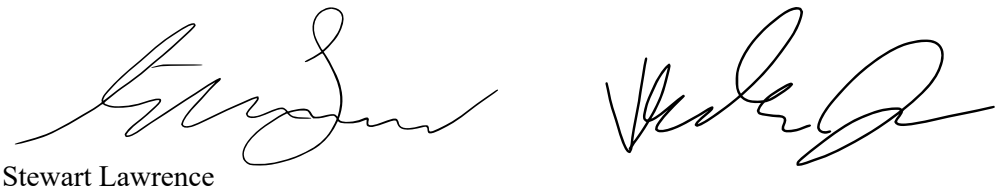
We respectfully request that Council approve the petition for vacation of the requested portion of Swift Lane on the following terms:

- Conveyance of the vacated parcel to the petitioners at a price reflecting the parcel's encumbered character, as analyzed in Section 6, with the petitioners participating in the valuation process alongside the City Assessor or an independent appraiser;
- Reservation of any utility easements reasonably required for maintenance of existing utilities;
- A recorded covenant prohibiting subdivision of the conveyed parcel from 1210 Smith Street, ensuring the parcel cannot be split off and sold separately for development; and
- Petitioners to bear the reasonable costs of plat preparation, recording, and any necessary easement work.

If Council approves the petition, the practical result within two years will be visible from Swift Lane and Smith Street: trees and a vegetable garden where the barren stub now stands, a maintained patio area for neighborhood gatherings, and clean title separating the abutting owners' properties from a City right-of-way that has served no public function for decades. The net cost to the City is zero; the City receives meaningful consideration and is relieved of maintenance responsibility for an unused stub. The benefit to the block, and to a veteran-and-spouse household investing in their community, is substantial.

We are grateful for the time the Engineering Department has spent on this matter and for Council's careful consideration. We have asked that the public hearing be scheduled in September or October to accommodate professional commitments out of state through the summer, and we appreciate the City's flexibility on timing.

Respectfully submitted,



Stewart Lawrence
Victoria Jones
1210 Smith Street, Charlottesville, VA 22901

Endnotes

[1] Resolution Approving Updated Procedures for the Alteration of Streets, Alleys, Public Rights-of-Way and Public Easements (Charlottesville City Council, Sept. 16, 2019); see also City of Charlottesville Memorandum from Brennen Duncan, P.E., to Steven Hicks, Subject: Swift Lane RW Closure (Apr. 10, 2026), at 2 (calculating cumulative weighted score of 1.5).

[2] City Council Procedures for Consideration of Applications Seeking Alteration or Vacation of Public Easements, or of Certain Public or Private Streets/Alleys, or Public Rights of Way, Part Three, Section 1(c)(vi) (Charlottesville, revised Sept. 16, 2019).

[3] Id.

[4] Va. Code Ann. § 15.2-2274 ("The recordation of the instrument as provided under subdivision 1 of § 15.2-2272 or of the ordinance as provided under subdivision 2 of § 15.2-2272 shall operate to destroy the force and effect of the recording of the plat or part thereof so vacated, and to vest fee simple title to the centerline of any streets, alleys or easements for public passage so vacated in the owners of abutting lots free and clear of any rights of the public or other owners of lots shown on the plat, but subject to the rights of the owners of any public utility installations which have been previously erected therein."); Va. Code Ann. § 15.2-2272.

[5] Va. Code Ann. § 15.2-2008 (authorizing localities to convey, lease, or otherwise dispose of real property held in fee on such terms and conditions as the governing body may prescribe). For a discussion distinguishing the automatic reversion framework of § 15.2-2272 from the conditional conveyance framework of § 15.2-2008, see Examining Title to Streets - Part II, Virginia Land Title Association Examiner (Sept. 15, 2022).

[6] City Council Procedures, supra note 2, Part Three, Section 1(c)(v).

[7] Resolution Approving 2019 Procedures, supra note 1; see also City of Charlottesville Memorandum from Brennen Duncan, supra note 1, at 2 (calculating cumulative weighted score of 1.5).

[8] City of Charlottesville Memorandum from Brennen Duncan, supra note 1, at 1.

[9] Charlottesville Development Code § 2.2.2.A.2 (R-A density: maximum three dwellings per lot base; four with existing structure preservation bonus; six with affordable dwelling unit bonus).

[10] Policy for the Sale of City-Owned Property, Section 6 (Charlottesville, adopted Jan. 3, 2005, revised Sept. 8, 2020).

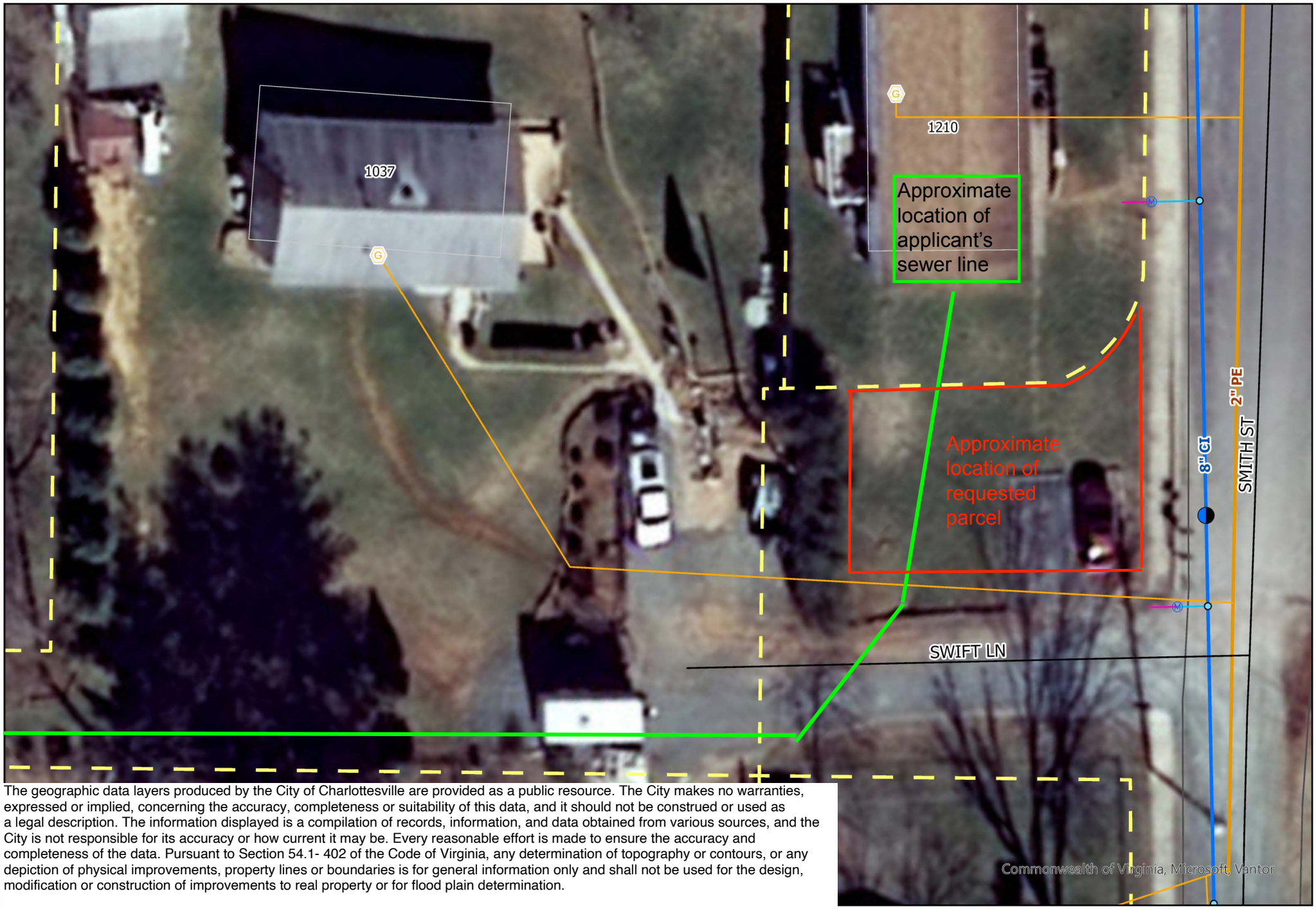
[11] City of Charlottesville, 2025 Real Estate Tax Assessment for 1210 Smith Street, Tax Map and Parcel 490139100 (Lot B, Locust Grove Extension; 0.144 acres; land assessment $131,600; improvements $258,000; total $389,600).

[12] Charlottesville Development Code § 2.2.2.A.1 (effective Feb. 19, 2024) (R-A district minimum lot area of 6,000 SF).

[13] See City of Charlottesville GIS Viewer, Swift Lane Utilities Map (depicting active sewer service line from 1210 Smith Street crossing the requested parcel and connecting at the edge of 1037 Swift Lane). The map is attached as an exhibit. For the recorded private easement authorizing the line's run across Tax Map Parcel 49-139, see Easement Agreement between Donald E. Shifflett (Grantor) and E. Grant Cosner (Grantee), dated Nov. 26, 1997, recorded Dec. 5, 1997, Charlottesville Circuit Court Deed Book 708, Page 27 (also an exhibit).

[14] For typical Virginia residential sewer line replacement costs, see Caffi Services, *How Much Does It Cost to Replace a Sewer Line?* (Feb. 26, 2026), https://www.caffiservices.com/blog/how-much-to-replace-sewer-line/ (reporting Virginia average of approximately $3,500 with a range of $1,000 to $20,000 depending on length, depth, and access conditions); Angi, *How Much Does Sewer Line Replacement Cost? [2026 Data]* (Mar. 17, 2026), https://www.angi.com/articles/how-much-does-sewer-line-replacement-or-repair-cost.htm.

[15] See Ted Tatos, Mark Glick & Troy A. Lunt, *Property Value Impacts from Transmission Lines, Subtransmission Lines, and Substations*, 84 Appraisal J. 205 (Summer 2016) (finding statistically significant value decreases for single-family homes within 50 meters of substations and certain transmission lines, with effects diminishing with distance); Thomas O. Jackson & Jennifer Pitts, *The Effects of Electric Transmission Lines on Property Values: A Literature Review*, 18 J. Real Est. Literature 239 (2010) (reviewing the literature and reporting that observed effects, where present, generally range from approximately two to nine percent and tend to dissipate with distance and time); Lita Furby et al., *Electric Power Transmission Lines, Property Values, and Compensation*, 27 J. Envtl. Mgmt. 69 (1988).



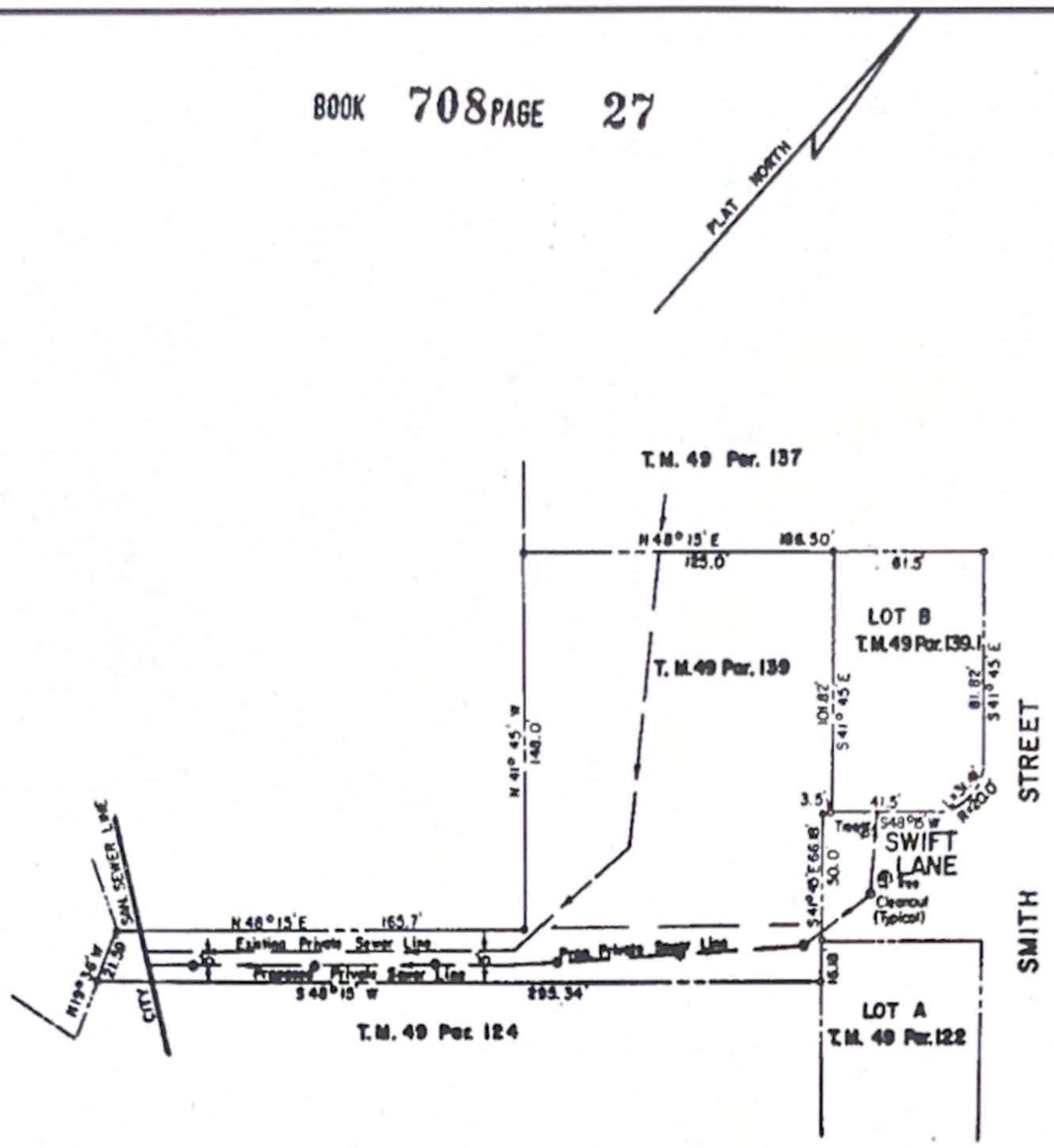
The geographic data layers produced by the City of Charlottesville are provided as a public resource. The City makes no warranties, expressed or implied, concerning the accuracy, completeness or suitability of this data, and it should not be construed or used as a legal description. The information displayed is a compilation of records, information, and data obtained from various sources, and the City is not responsible for its accuracy or how current it may be. Every reasonable effort is made to ensure the accuracy and completeness of the data. Pursuant to Section 54.1- 402 of the Code of Virginia, any determination of topography or contours, or any depiction of physical improvements, property lines or boundaries is for general information only and shall not be used for the design, modification or construction of improvements to real property or for flood plain determination.

0 15 30 60 Feet

Swift Lane, Charlottesville, VA


Approximate location of applicant's sewer line

BOOK 708 PAGE 27



PLAT SHOWING EASEMENT
FOR PRIVATE SANITARY SEWER LINE
ACROSS PARCEL 139 TAX MAP 49
LOCUST GROVE EXTENSION
CHARLOTTESVILLE, VIRGINIA

COMMONWEALTH OF VIRGINIA
David L. Collins
Lic. No. 1521
Oct. 30, 1997
LAND SURVEYOR

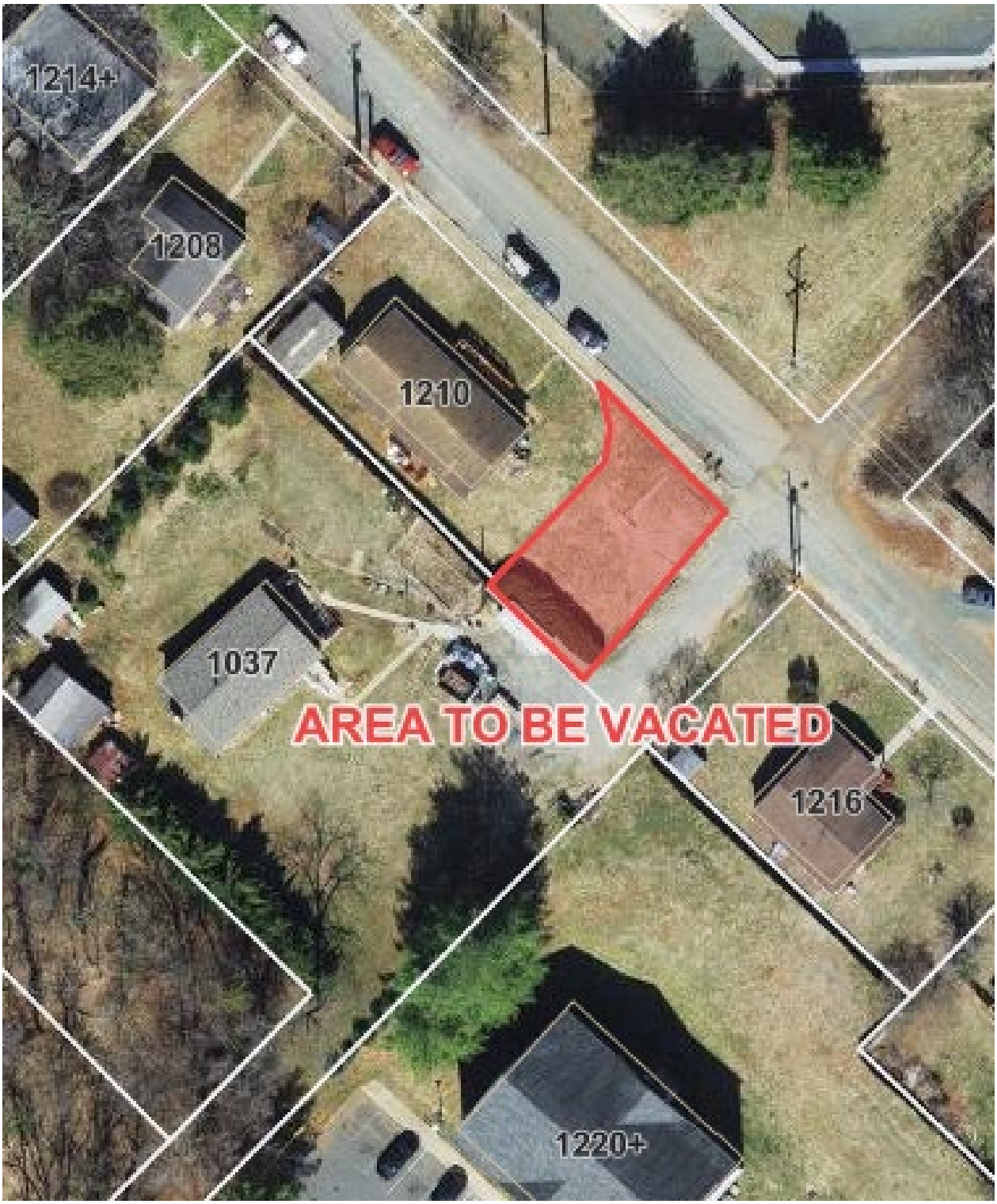
GRAPHIC SCALE
50 0 50 100 150

SCALE: _____ DATE: OCT. 30, 1997

ROUDABUSH, GALE & ASSOC., INC.
A Professional Corporation
CERTIFIED LAND SURVEYOR – ENGINEER
Charlottesville, Virginia

FILE NO. 2019

SWIFT LANE VACATION



Policy Briefing Summary
City Council

Regarding:	**Ordinance Amending and Re-Ordaining Chapter 14 (Licenses), Section 14-24 (Tax Incentives for Technology Businesses) to Extend Eligibility Period for Five (5) Years to December 31, 2031 (2nd reading)**
Staff Contact(s):	Chris Engel, Director of Economic Development, Todd Divers, Commissioner of the Revenue, Matt Johnson, Assistant Director of Economic Development
Presenter:	**Chris Engel, Director of Economic Development**
Date of Proposed Action:	November 16, 2026

Issue
The Charlottesville Technology Zone Program ("Program") allows qualifying businesses a reduction in their Business Professional and Occupational License ("BPOL") tax. The reduction is based on the amount of annual gross receipts and is set to a sliding scale. The Program's purpose is to help advance early-stage technology businesses through their initial years and scale their growth, while creating local job opportunities.

Background / Rule
The City of Charlottesville, Virginia ("City"), was the first city in Virginia to offer the incentive and has done so since first enabled in 2001. City Council previously reauthorized the Program's Ordinance in 2006, 2011, 2016, and 2021. The current Ordinance expires December 31, 2026, unless reauthorized.

Analysis
From 2022 through 2026, a total of 154 applications have received benefits from the Program. This Agenda item aligns with City Council's vision for Economic Prosperity by promoting small business growth and diversification in the City.

Financial Impact
This Program impacts the City's General Fund. Over the past five (5) years, the credits issued under this Program have resulted in an average annual reduction of $109,124 in BPOL revenue. BPOL revenue for FY 2021 through FY 2025 ranged from $7.6 - $10.7 million annually.

Recommendation
City Staff recommends City Council adopt the attached, amended Ordinance reauthorizing the Program for another five (5) years as presented.

Recommended Motion (if Applicable)
"I Move to adopt the attached, amended Ordinance reauthorizing the Charlottesville Technology Zone Program for another five (5) years."

Attachments
1. techzonecitycodeamendmentsordinance
2. Tech Zone Credits and Employment Charts

#O-26-___

AN ORDINANCE AMENDING AND RE-ORDAINING CHAPTER 14 (LICENSES), SECTION 14-24 (TAX INCENTIVES FOR TECHNOLOGY BUSINESSES) TO EXTEND ELIGIBILITY PERIOD FOR FIVE YEARS TO DECEMBER 31, 2031

BE IT ORDAINED by the Council of the City of Charlottesville, Virginia that Section 14-24 of Chapter 14 of the Charlottesville City Code, 1990, as amended, is hereby amended and reordained, as follows:

Sec. 14-24. - Tax incentives for technology businesses.

(a) A "qualified technology business" is a business which meets each of the following criteria:

(1) The business must constitute a "technology business," as that term is defined within chapter 2, article XIV of this Code;

(2) The business must not be operating under a certificate of public convenience issued by the Virginia State Corporation Commission;

(3) The business must not be engaged in the provision of a "utility service" as that term is defined within section 30-221 of this Code;

(4) The business must certify that it expects to be engaged in a technology business throughout the tax year for which a reduction is sought (or, for new technology businesses which had not commenced doing business as of January 1 of the tax year for which application is made, for the balance of the tax year); and

(5) The business must have submitted an application for qualification to the commissioner of revenue, on or before March 1st of the tax year for which a reduction of taxes is sought under this section. A separate application shall be required for each tax year. A business seeking to obtain a reduction of taxes under this section shall have the burden of demonstrating, to the satisfaction of the commissioner, that it meets the definition of a technology business and that it meets all applicable criteria for a reduction.

(b) The following incentives, in the form of reduction of taxes owed, shall be available to qualified technology businesses:

(1) For a qualified technology business whose gross receipts from a technology business subject to licensure are one hundred thousand dollars ($100,000.00) or less, any license fee which would otherwise be required by this chapter shall be reduced by one hundred percent (100%) for no more than seven (7) tax years.

(2) A qualified technology business whose gross receipts from a technology business subject to licensure are more than one hundred thousand dollars ($100,000.00) shall

receive a fifty percent (50%) reduction of any taxes owed pursuant to this chapter for no more than seven (7) tax years.

(c) Where a qualified technology business' license tax is determined pursuant to subsection 14-13(c) of this chapter, the commissioner shall determine the appropriate reduction based on the actual tax owed by the business for a tax year, as may be corrected by the commissioner.

(d) Except as otherwise specifically provided, nothing set forth within this section shall affect a technology business' status or classification for tax purposes, its obligation to report gross receipts and to file tax returns, or to pay any license issuance fees or local taxes under this chapter. Nothing contained in this section shall relieve any technology business from its obligation to comply with the requirements of section 14-11, or any other section, of this chapter.

(e) The tax incentives provided by this section shall be available to qualified technology businesses through the tax year ending on December 31, 2031. A qualified technology business shall receive the applicable tax reduction for no more than seven (7) tax years.

Approved by Council
_____ ____, 2026

_____
Kyna Thomas, MMC
Clerk of Council

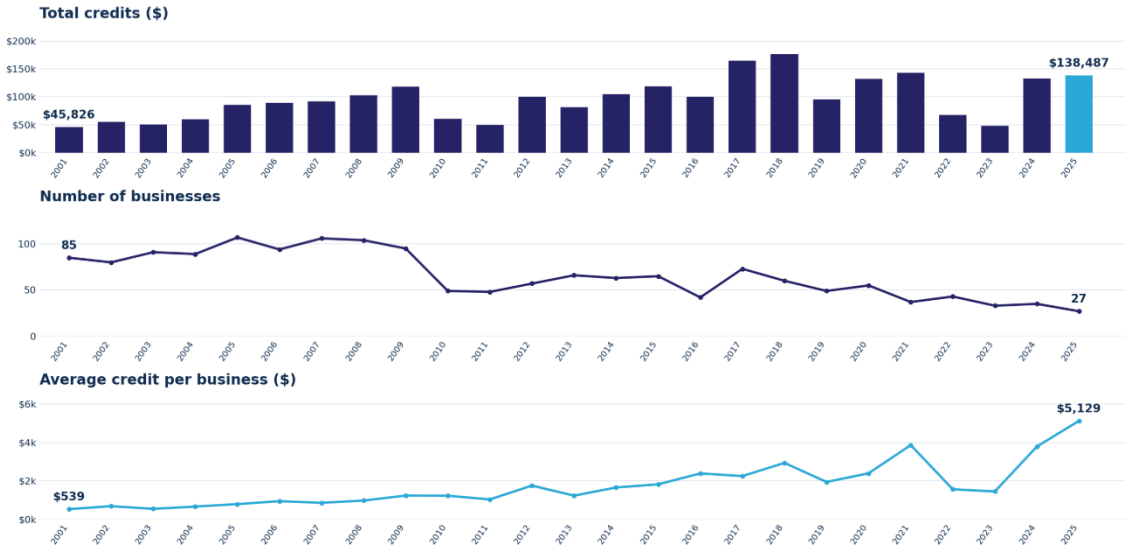
	Aye	**No**
Fleisher	___	___
Oschrin	___	___
Payne	___	___
Snook	___	___
Wade	___	___

Technology Zone Credits

2001–2025 | Annual credits, participation and average credit per business

1,653
Total businesses

$1,753
Avg. credit per business

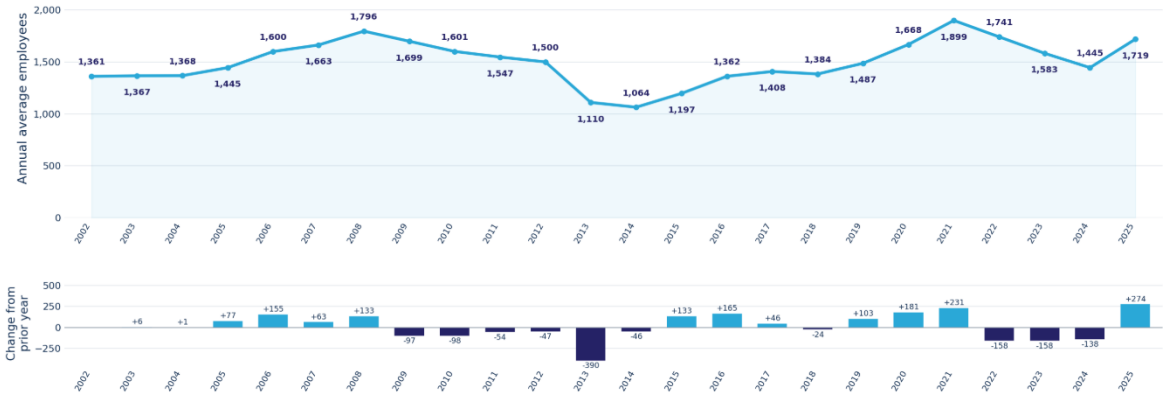


Source: user-provided data, 2001–2025. Average credits and summary callouts shown as supplied.

Technology Sector

CITY ONLY | 2002–2025 | Four selected NAICS industries | Private employment

26.3%
Employment growth | 2002–2025



Selected industries: software publishers (5112 → 5132 in 2022), architecture/engineering (5413), computer systems (5415), R&D (5417).

Source: BLS QCEW annual averages, 2002–2025; Charlottesville city (51540); private ownership. All four counts disclosed in each year.

Partial technology-sector measure. Rebuilt using BLS throughout; counts differ from the earlier Census chart. NAICS revisions can affect trends.

Policy Briefing Summary
City Council

Regarding:	**Resolution to Appropriate $67,667 from the City's low-barrier shelter operations fund to SupportWorks Housing for Vista 29 (2nd reading)**
Staff Contact(s):	Steven King, Assistant to the City Manager
Presenter:	**Allison Bogdanovic**
Date of Proposed Action:	November 16, 2026

Issue
Support Works Housing is seeking $67,667 in connection with Vista 29's first year of supportive services for tenants.

Background / Rule
Vista 29 will deliver 80 deeply affordable, supportive living spaces in a transit-accessible location. By combining secure housing with robust on-site services, SupportWorks aims to help formerly homeless residents transition into stable, long-term housing.

Analysis
SupportWorks Housing is requesting a one-time contribution of $67,667 from the City of Charlottesville to support first-year onsite supportive services at Vista 29, the region's newest permanent supportive housing community.

The total cost to launch first-year services is $200,000, with SupportWorks seeking an equal three-way partnership among the City, Albemarle County, and the Charlottesville Area Community Foundation. The requested funding would support two new full-time roles: a Senior Case Manager/Clinical Lead and a Housing Specialist/Case Manager, as well as administrative support and benefits/payroll costs. These positions are intended to provide clinical oversight, crisis intervention, housing stabilization, landlord engagement, and resident support services essential to long-term housing retention.

SupportWorks views this as a bridge-year request. The organization indicates it will apply for Virginia Housing Trust Fund supportive services funding once Vista 29 is operational, with anticipated state award notifications in spring 2027.

Financial Impact
Funds previously appropriated in the City's General Fund for low barrier shelter operations will be used to fund this request.

Recommendation
Staff recommends approval of the resolution.

Recommended Motion (if Applicable)

Attachments
1. Vista 29 Presentation October 2026 packet
2. FY27 SupportWorks Resolution

Vista 29

80 supportive homes

Thank you to our Partners

Charlottesville	$936,722
Albemarle	$3,477,970
CACF	$500,000
TJPDC	$500,000
Foundations	$962,947
HUD CPF/CDI	$500,000
Virginia DHCD	$6,400,000
VH Perm Loan	$1,646,500
Equity	$12,861,598
	$27,785,737



Opening December 2026



Outdoor gathering space





Thank you to our development and service partners







Model Apartment





Our Residents

Meet Mrs. Powell & her case manager Monica

Our Homeless Service Programs in Charlottesville







Six dedicated outreach & support services specialists

RESOLUTION

Resolution to Reallocate $67,667 Originally Appropriated for Low Barrier Shelter Operations to Support Works Housing Vista29 project as One-Time Investment

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 2027 for Low Barrier Shelter Operations; and

WHEREAS, the City of Charlottesville is committed to supporting transitional and permanent housing solutions for individuals and families emerging from homelessness; and

WHEREAS, Vista 29 is intended to provide 80 deeply affordable units with 66 units reserved to serve as transitional housing for formerly homeless individuals, providing a stable residential environment as they work toward long-term housing stability; and

WHEREAS, Support Works Housing has identified a need for additional staffing capacity in order to adequately support tenants residing at Vista 29 and to ensure the success of the transitional housing program; and

WHEREAS, the City recognizes that supportive services are essential to helping formerly homeless individuals maintain housing, improve health and well-being, and progress toward self-sufficiency;

THEREFORE, BE IT RESOLVED by the Council of the City of Charlottesville, that $67,667 of the $500,000 previously appropriated as part of the FY 2027 Budget Ordinance to be used for low barrier shelter operations is hereby approved to use for a one-time investment in the Vista29 project.

Expenditure:

$67,667 Fund: 105 Cost Center: 9773006000 GL Code: 540100

Policy Briefing Summary
City Council

Regarding:	**Vinegar Hill Group Presentation**
Staff Contact(s):	Mayor Juandiego Wade
Presenter:	**Vinegar Hill Group**
Date of Proposed Action:	November 16, 2026

Issue
An update on the Vinegar Hill Legacy Memorial Council's work to honor the neighborhood and its history, presented on the fifteenth anniversary of the City's formal apology for its role in Vinegar Hill's destruction.

Background / Rule
Vinegar Hill was a center of African American community life in Charlottesville. Its destruction through Urban Renewal displaced residents, businesses, and a church that had been built over generations. On Nov. 7, 2011, City Council formally apologized for the City government's role in the destruction of the neighborhood and acknowledged that those impacted had not been included in the decision-making process.

Every month since April, 2025 — for the last 18 months — the Vinegar Hill Legacy Memorial Council has met to develop community priorities for preserving and sharing the history of the Vinegar Hill neighborhood. With research and logistical support from the Jefferson School African American Heritage Center's Center for Local Knowledge, the group is advancing a set of proposals for future interpretation that are crafted and guided by former Vinegar Hill residents, their families, and members of Charlottesville's Black community.

The presentation will share the group's work to date and its developing vision for memorialization and ongoing future recognition.

Analysis
n/a

Financial Impact
No appropriation is requested as part of this informational briefing. Any future request for City funding will be presented separately.

Recommendation
Receive the presentation and discuss next steps for continued collaboration with the Vinegar Hill Legacy Memorial Council.

Recommended Motion (if Applicable)
n/a

Attachments
None