

CITY OF CHARLOTTESVILLE, VIRGINIA  
CITY COUNCIL AGENDA



Agenda Date:	June 21, 2022
Action Required:	Resolution: Minor Amendment 2020-2021 Action Plan
Presenter:	Erin Atak, Grants Coordinator
Staff Contacts:	Erin Atak, Grants Coordinator Tim Motsch, Transportation Project Manager
Title:	<b>CDBG 2020-2021 Reprogramming Ridge ST Priority Neighborhood Fund</b>

**Background:**

This agenda item includes a resolution to reprogram Community Development Block Grant (CDBG) funds received by the City of Charlottesville from the U.S. Department of Housing and Urban Development (HUD) and a minor action plan amendment for the FY2020-2021.

On September 16, 2019, City Council selected Ridge Street as the designated CDBG Priority Neighborhood to receive an allocation of funding for FY20-21, FY21-22, and FY22-23. A CDBG Ridge Street Priority Neighborhood Taskforce subcommittee was established to identify priorities designed to address blight within the Ridge Street community. Between September 2020 to February 2021, a neighborhood survey was conducted, a series of public taskforce meetings were held, and community walkthroughs were conducted to gather feedback within the neighborhood to discuss concerns within the community and identify problem areas that could potentially be addressed through CDBG funds. Survey results can be accessed through the following [link](#). The Taskforce identified several projects for CDBG funding recommendation as a result of community engagement efforts. The City Council approved the CDBG Ridge Street Taskforce Traffic Calming Project Recommendations on March 15, 2021 for the Ridge St. Traffic Calming Activities. The activity was later procured and completed in January of 2022, with a remaining balance of \$62,406.19.

From 2014-2018, City Council designated the 10<sup>th</sup> and Page neighborhood to receive CDBG funds to assist with neighborhood improvements. The 10<sup>th</sup> and Page Taskforce created priorities for spending the neighborhood grant funds within the 10<sup>th</sup> and Page community. One of the priorities was to use grant funds to improve City-owned lots located across the street from the West Haven Community Center. Using CDBG funds, the City, in collaboration with the neighborhood association, the CDBG 10<sup>th</sup> and Page priority neighborhood Taskforce, and nearby residents, developed a plan for creation of a park. On July 8, 2021, the City of Charlottesville announced the opening of a new park in the 10<sup>th</sup> and Page neighborhood with a ribbon cutting ceremony, later named and approved by City Council as Jenkins Park on January 18, 2022. The park is an upgrade to an area of City-owned lots that once had several homes removed due to flooding. Staff recently became aware of an outstanding design change order with a balance of \$10,700 that remains to be

paid for the last-minute design changes done in the field.

**Discussion:**

The remaining design change orders made by the procured design consultant are outstanding. The change order lists the following outstanding work to be completed: the park's additional seat wall design and related site work, the wood guardrail research, design, procurement, and documentation, drain inlet relocation, additional submitted reviews for the park's culvert due to precast changes, and the park's chess table spec alternatives. The design change orders total is \$10,700. With a minor FY2020-2021 Action Plan Amendment, remaining funds from the Ridge Street Traffic Calming activity can be reprogrammed to close out the 10<sup>th</sup> and Page outstanding design costs.

The above design changes occurred during construction. As such, they were extremely time sensitive. Any delay in construction while waiting for change order processing and other administrative activities would have precipitated a construction delay resulting in additional contractor costs. In addition, opening of the park would have been delayed. At the City's direction, the design consultant proceeded with the design work and provided the change order request later. Due to the process needed to adjust the project budget for the CDBG funding, the current budget does not include funding for this change. Reprogramming of the CDBG Ridge St Priority Neighborhood Traffic Calming funds will complete the design work for Jenkins Park.

**Community Engagement:**

Minor Action Plan Amendments do not require a public hearing. If council approves the request, then the approval will be submitted to HUD as a minor Action Plan Amendment for the 2020-2021 fiscal year. The full action plan can be viewed on the City Website through the following [link](#).

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

Approval of this agenda item aligns directly with Council's vision for Charlottesville to have **Economic Sustainability**. It contributes to a variety of Strategic Plan Goals and Objectives including: Goal 1: Inclusive, Self-sufficient Community; Goal 3: Beautiful Environment; Goal 4: Strong, Diversified Economy; and Goal 5: Responsive Organization.

**Budgetary Impact:**

There is no impact to the General Fund. Funds are currently appropriated for this project through CDBG.

**Recommendation:**

Staff recommends approval of the resolution to reprogram funds. There is no other intended use for the remaining Ridge Street funds at this time.

**Alternatives:**

If the resolution is not approved, the City will need to find alternative sources of funds for the design consultant to close out their change order requirements.

**Attachments:**

Resolution for Minor 2020-2021 Action Plan Amendment

## **RESOLUTION**

### **The FY 2020-2021 CDBG Action Plan Amendment to Reprogram the Community Development Block Grant Ridge Street Priority Neighborhood Taskforce Traffic Calming Project Funds for Expenditure of CDBG Funding on or before June 30, 2022.**

**WHEREAS** on May 7, 2018, the Charlottesville City Council approved a Consolidated Plan for the City of Charlottesville and the Thomas Jefferson Planning District, covering the period from July 1, 2018 through June 30, 2023, which sets forth a plan to provide support for certain community development needs—including, but not limited to—infrastructure needs, within those jurisdictions; and

**WHEREAS** the Consolidated Plan includes a citizen participation plan, and Sec. 2-419(10) specifies that, once City Council has approved and funded a program, any reprogramming and budgetary changes will be done consistent with the approved citizen participation plan;

**WHEREAS** the Consolidated Plan is implemented during the coverage period through certain “Action Plans”, including the “FY 2020-2021 Action Plan” previously approved by resolution of City Council on May 3, 2021; and

**WHEREAS** within the FY2020-2021 Action Plan the Charlottesville Ridge Street Priority Neighborhood was selected as a designated priority neighborhood for CDBG funding from the City, in the amount of \$85,830, to plan neighborhood improvement activities in the City of Charlottesville within the Ridge Street Priority Neighborhood, with a target of June 30, 2022 for expenditure of the funding in accordance with the approved project; and

**WHEREAS** the 10<sup>th</sup> and Page Kennon Williams Design services is requesting a modification of their approved project, in order to satisfy outstanding design costs for the Jenkins Park, while allowing for the timely expenditure of all awarded funding by June 30, 2022 (“contingency plan”), and federal regulations specify that this type of modification must be approved by City Council as a minor amendment of the City’s FY2020-2021 Action Plan (“Minor Amendment of the FY2020-2021 Action Plan”); and

**WHEREAS** the requested Minor Amendment of the FY2020-2021 Action Plan does not make any change to the amount of CDBG funding previously approved for the Ridge Street Priority Neighborhood; and

**WHEREAS** this Council is satisfied by the information presented within the staff report, that the proposed Minor Amendment of the FY2020-2021 Action Plan has been brought forward in accordance with the approved citizen participation plan, as required by City Code §2-419(10); now, therefore

**BE IT RESOLVED** that the Charlottesville City Council hereby approves a Minor Amendment of the City’s FY2020-2021 Action Plan, to authorize the Reprogramming of Ridge Street Priority Neighborhood Traffic Calming funds, which will assist the Charlottesville 10<sup>th</sup> and Page in meeting CDBG timeliness goals in accordance with federal regulations set forth at 24 CFR 570.902.

<b>Fund</b>	<b>Account Code</b>	<b>Purpose</b>	<b>Proposed Revised Reduction</b>	<b>Proposed Revised Addition</b>	<b>Proposed Revised Appropriation</b>
218	1900361	Ridge Street Traffic Calming	\$10,700		
218	P-00001-05-19	10 <sup>th</sup> and Page Design Change Order		\$10,700	\$10,700
		<b>TOTALS</b>	<b>\$10,700</b>	<b>\$10,700</b>	<b>\$10,700</b>

	<b>Original Approved Project Approved by Council within the FY2020-2021 Action Plan</b>	<b>Minor Amendment— modifications proposed by 10<sup>th</sup> and Page Design Change Order</b>
<b>Project Name</b>	Ridge Street Priority Neighborhood	10 <sup>th</sup> and Page Priority Neighborhood
<b>Target Area</b>	City of Charlottesville	No change
<b>Goals Supported</b>	Enhance and Improve Neighborhood Amenities	No change
<b>Needs Addressed</b>	Infrastructure Improvements/Accessible Neighborhood Amenities	No change
<b>Funding</b>	CDBG: \$85,830	\$10,700
<b>Description</b>	Projects will focus on neighborhood improvements within low to moderate income eligible areas in the Ridge neighborhood.	Changes: Projects will focus on neighborhood improvements within low to moderate income eligible areas in the 10 <sup>th</sup> and Page neighborhood.
<b>Target Date</b>	6/30/2022	Change: 7/1/2022
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	2000 people from the Ridge Street target neighborhood	Changes: 2000 people from the 10 <sup>th</sup> and Page neighborhood.
<b>Location Description</b>	City of Charlottesville	No change