



## HUMAN SERVICES ADVISORY COUNCIL MEETING AGENDA

Thursday, April 15, 2021 ❖ 6:30 p.m.

Virtual Meeting – [https://teams.microsoft.com/l/meetup-join/19%3ameeting\\_MmI3YmZjOTItYzQxYi00ZjFhLWI2OTMtZGRiNzBkYTUwMWY4%40thre ad.v2/0?context=%7b%22id%22%3a%2273ba5b04-4ace-4ae3-a6b2-65cbc403418b%22%2c%22Oid%22%3a%22bd0c4eda-c319-477c-8efd-2a3bf1b0fd6c%22%7d](https://teams.microsoft.com/l/meetup-join/19%3ameeting_MmI3YmZjOTItYzQxYi00ZjFhLWI2OTMtZGRiNzBkYTUwMWY4%40thre ad.v2/0?context=%7b%22id%22%3a%2273ba5b04-4ace-4ae3-a6b2-65cbc403418b%22%2c%22Oid%22%3a%22bd0c4eda-c319-477c-8efd-2a3bf1b0fd6c%22%7d)

**NOTICE:** This meeting will be held pursuant to and in compliance with the Virginia Freedom of Information Act, Section 2.2-3708.2 and state and local legislation adopted to allow for continued government operation during the COVID-19 declared emergency. All participating members will be present at this meeting through electronic means. All members of the public may view this electronic meeting via the meeting link listed above and in the City's website calendar.

Public comments may be submitted to [hhsinfo@fallschurchva.gov](mailto:hhsinfo@fallschurchva.gov) until 5:00 p.m. on March 18, 2021. All comments will be provided to the Human Services Advisory Council members and comments received by the deadline will be read during the meeting.

**PLEASE NOTE:** This meeting will be conducted using Microsoft Teams. Don't have the Teams app? You can still join a Teams meeting. **See the instructions attached to this meeting agenda.** Please email [hhsinfo@fallschurchva.gov](mailto:hhsinfo@fallschurchva.gov) if you need assistance with installation. During the meeting, staff will likely not be available to assist with installation.

1. Call to Order and Adoption of Agenda
2. Approval of [minutes](#)
3. New Business
  - a. Proposed FY 2022 Budget
  - b. Report from Virtual Town Hall to discuss the Founders Row II Special Exception and Rezoning Application
  - c. Report from Virtual Town Hall to discuss West Falls Economic Development project
  - d. Other
4. Old Business
  - a. COVID-19 response to vulnerable residents
  - b. Social equity community training
  - c. Other
5. Staff Report
6. Adjourn

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. To request a reasonable accommodation for any type of disability call (703) 248-5005 (TTY 711). For information in your language please call 703 248-5005 (TTY 711) to request an interpreter. Để có thông tin bằng ngôn ngữ của quý vị, xin gọi 703-248-5005 để yêu cầu người thông dịch. Para recibir información en su idioma por favor llame al 703 248-5005 (TTY 711) para solicitar un interprete

### Join a Teams meeting on a phone or tablet

1. Click the meeting link provided.
2. **Download the Teams app for your device when prompted:**
  - Type in your name.
  - Choose the audio and video settings you want.
3. Select **Join now**.
4. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.

### Join a Teams meeting on the web or through a web browser on a phone or tablet

Don't have the Teams app? You can still join a Teams meeting.

1. Click or copy and paste the meeting link provided.
2. You have two choices:
  - **Download the Windows app:** Download the Teams app.
  - **Join on the web instead:** Join a Teams meeting on the web.
3. Type in your name.
4. Choose the audio and video settings you want.
5. Select **Join now**.
6. Depending on meeting settings, you'll get in right away, or go to a lobby where someone in the meeting can admit you.



# CITY OF FALLS CHURCH

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## MEMO

TO: City of Falls Church Board and Commission Members

FROM: City Council

DATE: March 1, 2021

RE: City Council Work Plan and Equity Review

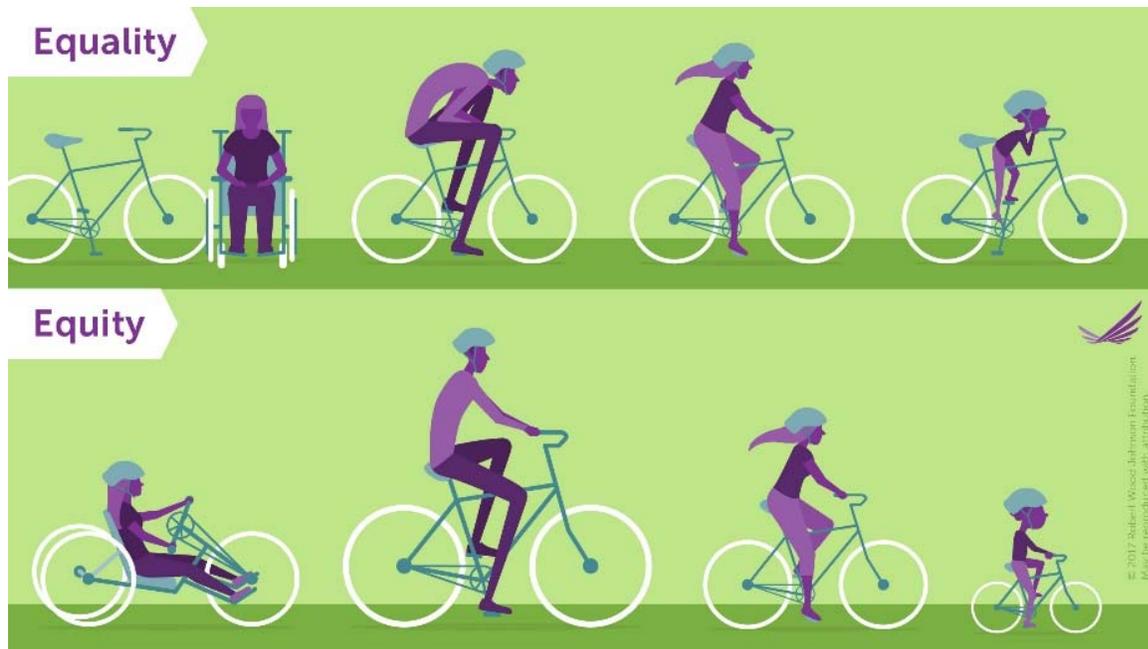
The City Council is grateful for your service to the community, especially during this most challenging year. The City of Falls Church benefits from the diverse and expert knowledge of our volunteers. When all areas of government work together towards the same goals, we are much more likely to succeed.

Please join us in bringing to life the projects outlined in the recently adopted 2020-2022 Council Work Plan, a plan that you helped craft at the beginning of 2020 during the Council's biennial retreat. The Work Plan can be described as the City Council's "Change Directive;" it identifies a set of higher priority issues that the City should focus resources, time, and money on in order to address specific work items that will advance the longer-term vision of what kind of City we want to be.

In particular, we are asking that all boards and commissions review their duties and goals to ensure that the City is equitably serving the needs of all. After this equity review, the City Council asks that you make recommendations on policy changes and/or prioritization of work that might more effectively achieve the goal of equitably serving our entire community. This review is not intended to distract from your other priorities and responsibilities, but rather, to enhance the work that you are already doing.

By May 2021, the City Council requests that boards and commissions:

1. Review the City Council Work Plan to identify areas where your board's or commission's expertise is noted or needed.
2. Work with your staff liaison to ensure that the work of your board or commission is part of the overall Work Plan.
3. Begin to work on the equity review for the year, and communicate any recommendations to Council.



When reviewing City policies and services for equity, asking the following questions may be helpful:

- Does this policy or work have equal impact among all that we serve?
- Does it benefit those under stress?
- Does it reduce current community disparities?
- Does it correct organizational inequalities that developed over time?

A recent change to Library policy is a good example of a board considering equity in services, communicating a need to City Council, and changing a policy to provide more equitable service to all. In this case, research by the Mary Riley Styles Library staff and Library Board determined that late fines for overdue items were disproportionately borne by low-income users. While there were budgetary issues to consider, it was ultimately determined that the public would be better and more equitably served by eliminating these fees.

Each board and commission has a different area of focus and responsibility, so your equity review will be unique to your expertise. If there is a specific review request directed to the board or commission on which you serve, the City Council member assigned as your liaison will provide a more detailed assignment.

The adopted Council Work Plan is attached for your reference and review. If you have specific questions, please contact your staff or City Council liaison. Thank you for joining with the City Council in moving our City forward!

**CITY COUNCIL LIAISONS TO BOARDS AND COMMISSIONS**

Architectural Advisory Board (AAB)	Debora Schantz-Hiscott
Historic Architectural Review Board (HARB)	David Snyder
Economic Development Authority (EDA)	Letty Hardi
Environmental Sustainability Council (ESC)	Debora Schantz-Hiscott
Aurora House Citizens' Advisory Committee	David Tarter
Historical Commission	David Snyder
Housing Commission	Letty Hardi
Human Services Advisory Council (HSAC)	Marybeth Connelly
Library Board of Trustees	Marybeth Connelly
Planning Commission	David Tarter
Advisory Board of Recreation and Parks	Letty Hardi
Retirement Board	David Tarter
Citizens Advisory Committee on Transportation (CACT)	David Snyder
Urban Forestry Commission	Ross Litkenhous
(Civic) Greater Falls Church Chamber of Commerce	Phil Duncan or Ross Litkenhous

RESOLUTION TO ADOPT THE 2020-2022 COUNCIL WORK PLAN

WHEREAS, the City Council has adopted a long range vision for the future of the City in its Comprehensive Plan, titled Vision 2040; and

WHEREAS, the City desires to make progress in achieving that vision by focusing efforts on the following issues over the next two years:

- (1) Promote the City's small town character;
- (2) Increase the vibrancy of the commercial areas and supporting economic development and growth in the City's commercial areas;
- (3) Make housing more inclusive and affordable;
- (4) Increase environmental sustainability and make the City more resilient against ongoing climate change;
- (5) Continue delivering core government services to support a healthy and growing community;
- (6) Implement a robust capital investments program that will serve current and future generations; and

WHEREAS, the 2020-2022 Work Plan identifies these overarching goals and specific action items that can advance these issues; and

WHEREAS, the City Council seeks the participation and contribution of all City boards and commissions in advancing this work plan;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Falls Church, Virginia that:

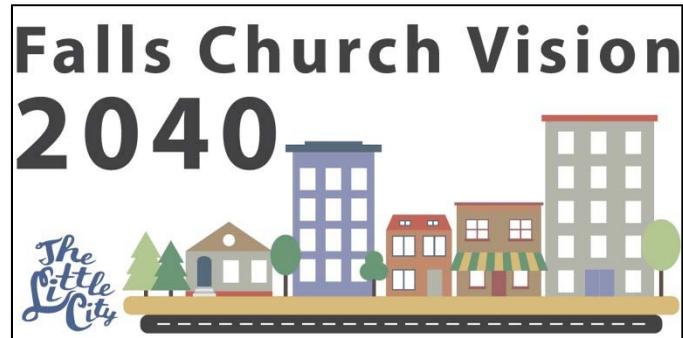
- 1) The 2020-2022 Work Plan is adopted;
- 2) The City Council calls on its advisory boards and commissions to help advance these important objectives with their talent, ideas, and energy, and directs the City Manager to ensure that a copy of this Work Plan be provided to all boards and commissions with a cover letter prepared in coordination with the Mayor and City Council;
- 3) The City Council specifically asks that boards and commissions participate in and contribute to a review of all City programs, projects, and services through the lens of racial and socioeconomic equity, and report the results of such review to the City Council by March 30, 2021; and
- 4) The City Manager will provide regular updates to the City Council on the progress of the initiatives contained in this Work Plan.

Reading: 11-23-20  
Adoption: 11-23-20  
(TR20-44)

IN WITNESS WHEREOF, the foregoing was adopted by the City Council of the City of Falls Church, Virginia on November 23, 2020 as Resolution 2020-39.

A handwritten signature in blue ink that reads "Celeste Heath". The signature is written in a cursive style and is positioned above a horizontal line.

Celeste Heath  
City Clerk



**Falls Church 2040 Vision, adopted April 10, 2017**

*In the year 2040, the City of Falls Church is a welcoming and inclusive community – a special place in the heart of Northern Virginia. Involved citizens are key to the City’s long-term success as a leader in education, environmental sustainability, multi-modal transportation, and vibrant economic development. By investing in neighborhoods, community services and facilities, schools, and parks the City preserves small-town character and history while honoring a deep commitment to progress and a growing community. The continual rejuvenation of robust commercial areas supports the City’s high quality of life for all citizens.*

**Council Work Plan Initiatives March 2020 through June 2022**

This City has several guides for development and administration of the City. These guides include the annual budget, the Capital Improvement Program (CIP), the Comprehensive Plan, Small Area Plans, and Master Plans. Through a collaborative process that involved advisory board and commission members and senior staff, the City Council identified the following short list of policies and projects as the most important to deliver over the next two years in order to advance the vision and goals of the City. This is not inclusive of major development projects, CIP projects, and other normal business of the City.

Core-Value or Action Item	2020			2021				2022		Staff Team	Lead Board/ Commission & Council Liaison	Status as of March, 2020
	Quarter 2	3	4	1	2	3	4	1	2			
<b>Small-Town Character in an Urban Setting</b>												
<b>Public Art Policy</b> – Establish a public art policy with support from UVA; support public art through Arts and Humanities Council grant program, targeted to the Tinner Hill mural district, or similar partnerships.										R&P; CPEDS	FCA&HC	Council adopted Public Art Policy Sept, 2020. Meeting with Community Foundation for NoVa for possible mural partnership in City.
<b>Neighborhood traffic calming</b> – Implement the full queue of neighborhood traffic calming projects; update the NTC Program for faster project delivery										CPEDS, DPW	CACT	All current petitions are being addressed.
<b>Wayfinding Signage</b> – implement the EDA plans for new, welcoming, signage that will help visitors and patrons find public parking and key attractions in the City.										CPEDS, DPW	EDA	Study is complete; funding to be finalized; focus on down town area first.
<b>Walkable Community</b> – become a certified Walk Friendly Community, using established Walk Score metrics, such as 15 Minute City, and others.										CPEDS, DPW	CACT	
<b>Economic Sustainability</b>												
<b>West End</b> – complete West End small area plan to coordinate development in the West Falls Church Economic Development Area and adjacent areas.										CPEDS	PC	Adopted by City Council, September 2020

Quarter	2020			2021				2022		Staff Team	Lead Board/ Commission & Council Liaison	Status as of March, 2020
	2	3	4	1	2	3	4	1	2			
<b>Core-Value or Action Item</b>												
<b>Infill Development</b> – update zoning code to encourage medium to small scale infill development in commercial districts.										CPEDS, CA	PC, EDA	On work session agenda for Nov 16.
<b>East End Area Plan:</b> develop a small area plan that encompasses the Seven Corners and Roosevelt Boulevard areas of the City to set a vision for public and private improvements to this economic opportunity area.												
<b>Downtown parking</b> – Work with downtown businesses to develop shared parking agreements; identify and remove barriers to shared parking. Develop longer term agreements for retail parking in existing garages, which could include installation of equipment (retail elevators) and operations/maintenance support.										CPEDS	EDA	Kaiser garage agreement extension is under development.
<b>Environmental Sustainability</b>												
<b>Stormwater Projects</b> – Complete engineering for the six priority projects of the Stormwater Task force; approve finance plan for the projects; execute the projects; along with green solutions; create Utility Commission for Storm and Sanitary.										DPW	SWTF	Funding for Engineering approved in October. SWTF extension before Council on Nov 9
<b>Sanitary Sewer</b> – Complete study to identify sources of inflow and infiltration that can backflow and damage private property during major flood; adopt new policy to require or incentivize property owners to take corrective action.										DPW	CC; (Utilities Commission)	Staff is reviewing past I&I studies; developing scope of work for impacted neighborhoods. Backflow grant cost share program is underway.
<b>Urban Agriculture</b> – Adopt policies to promote urban agriculture and establish urban agriculture projects (examples could include: demonstration garden at City Hall, garden plots along W&OD, rooftop gardens, Fellows Property)										R&P	R&PAC	Community input on Fellows property underway.
<b>Glass Recycling</b> – develop sustainable plan for glass recycling for city residents, including regional solutions.										DPW	ESC	Staff is participating in statewide policy effort with VML to address recycling solutions; NVRC and COG are resources.
<b>Energy Efficiency</b> – seek LEED Gold on new development projects, with focus on the Energy Use Intensity (EUI) reduction measures. Meet COG reduction goals. Need to strengthen.										CMO; DPW	ESC; ETTF	Ongoing effort
<b>Street Light Conversion</b> – City owned street lights were converted to LED in 2018; convert the remaining Dominion owned streetlights to LED; include test lighting, so residents can comment on new lights before they are rolled out city wide.										DPW	ESC	Fund budgeted for LED conversion in FY21

Quarter	2020			2021				2022		Staff Team	Lead Board/ Commission & Council Liaison	Status as of March, 2020
	2	3	4	1	2	3	4	1	2			
<b>Core-Value or Action Item</b>												
<b>Electric Fleet Vehicles</b> – Transition to an electric vehicle fleet for the City, as older vehicles are replaced at their end of useful life. Provide a date.										DPW; PD; CPEDS; Finance	ESC	Ongoing effort
<b>Inclusiveness &amp; Social Sustainability</b>												
<b>Preserve Existing Affordable Housing</b> – adopt practical strategy to preserve existing market rate and affordable housing, such as The Fields, Virginia Village and others; seek Amazon Reach grant funds through Virginia Housing.										HHS	Housing Comm; PC; EDA	In NHT recommendations; discussed on Nvo 9.
<b>Preserve Existing Affordable Dwelling Units</b> – Work with the property owners to convert the ADUs at Lincoln, 301 W. Broad Street, and Northgate from 20 year to permanent ADUs; seek Amazon Reach grant funds through Virginia Housing.										HHS	Housing Comm; PC	In NHT recommendations; discussed on Nov 9.
<b>Affordable Housing Fund</b> – develop a sustainable and renewable Affordable Housing Fund through a mix of City, private, and grant funds to be used to preserve or build new affordable housing.										HHS	CC	Council transferred \$100k to AHF from FY20 underspending; sustainable funding to be considered with FY2022 Budget;
<b>Pandemic Response</b> – support vulnerable populations to recover from the health and economic effects of the COVID-19 pandemic										HHS	CC	Monthly report on service to vulnerable populations produced by HHS.
<b>Equity</b> – evaluate all City programs, policies, and appropriations through the lens of racial and socio economic equity. Have Board and Commissions report back by end of March on their ideas.										All	All	Internal group is meeting to develop equity tools for use of city organization.
<b>Education</b>												
<b>Continue to work with School Board on FCCPS success</b>										Finance; CM	SB	Budget planning session schedule for Dec 7
<b>Partnership with Virginia Tech</b> – Develop a partnership between the City/FCCPS and Virginia Tech as they plan the future of the Falls Church VT campus.										CM; CA; CPEDS; Schools	School Board; PC	CA between VT and Hitt/Rushmark scheduled for June 2021
<b>Mobility &amp; Accessibility</b>												
<b>Sidewalk Plan</b> – Develop a plan with funding to complete all missing links for sidewalks; and remove barriers that impair accessibility on existing sidewalks.										DPW; CPEDS	PC, CACT	Council funded program beginning FY21, with first year going to LED light conversion.
<b>Protected Bike Lanes</b> – Identify opportunities and needs for protected bike facilities with focus on safe bike routes to schools and install one mile of protected facilities.										DPW; CPEDS	PC; CACT	Build off of routes established in the West End Area Plan.

Quarter	2020			2021				2022		Staff Team	Lead Board/ Commission & Council Liaison	Status as of March, 2020
	2	3	4	1	2	3	4	1	2			
<b>Core-Value or Action Item</b>												
<b>South Washington Pedestrian Improvements:</b> complete streetscape, crossings, and intermodal station on S. Washington Street from Tinner Hill to Annandale. And from Maple to the City Line.										DPW	PC	S. Washington Intermodal underway, and scheduled complete in summer, 2021; Maple Ave to City line is pending SMARTScale grant.
<b>Walkable Broad Street</b> – Complete active CIP projects for new and/or improved pedestrian crossings. Complete EDA initiative to install additional street furniture. Pedestrian Signal policy to prioritize pedestrian safety; Intersection at Spring Street/Oak Street. <b>(Moved from Small Town Character)</b>										DPW	CACT, PC, EDA	Easements acquisition underway; Construction ad date, January 21; construction to commence summer '21
<b>Residential Street Access Policy:</b> update existing policy on restricting residential street cut through traffic in response to WAYS and other apps.										CPEDS/PD	CACT	
<b>Wayfinding Signage:</b> <i>see Small Town Character</i>												
<b>Neighborhood Traffic Calming:</b> <i>see Small Town Character</i>												
<b>Public Health &amp; Safety</b>												
<b>COVID Response</b> – continue to be a leader in the state and region in promoting public health and continuity of public services through the end of the pandemic.										All	All	Ongoing
<b>Firearm Safety</b> –ban the carrying of firearms in City buildings and parks.										City Attorney, Chief of Police	CC	Ordinance adopted on August 11, 2020; signs installed and ordinance effective Nov 1
<b>Police Use of Force</b> – review the recommendations of the Use of Force Review Committee and implement its recommendations in keeping with the Mayor’s Pledge.										Chief of Police	PUFRC	Presentation scheduled for November 23
<b>Emergency Preparedness</b> – conduct training with City Council on meeting safety, and planning and preparation for natural and manmade disasters.										OEM	CC; PC; SB	
<b>Electoral Safety:</b> protect the voting rights of all citizens and provide the registrar with support to ensure that he has resources needed to conduct elections.										Registrar	BofE	
<b>Cyber Security;</b> ensure that management remains focused on protecting city network, data, and systems from cyber criminals.										ITS; CMO	Gov Ops	
<b>Traffic Safety; Install speed camera’s in school zones.</b>										PD	CACT	
<b>Responsive &amp; Accountable Governance</b>												
<b>Regional Cooperation</b> – Participate in regional panels on emerging technology and SmartCities, including COG, NVRC, NVTA, and TPB										CPEDS	CACT; PC	Ongoing

Quarter	2020			2021				2022		Staff Team	Lead Board/ Commission & Council Liaison	Status as of March, 2020
	2	3	4	1	2	3	4	1	2			
<b>Core-Value or Action Item</b>												
<b>Enhanced Communication</b> – Enhance communication between City staff, engaged residents, boards & commissions, and City Council.; <b>Address policy on remote participation in meetings, post COVID.</b>										OCOM; City Clerk	Gov Ops	
<b>Community Facilities &amp; Utilities Plan</b> – Update Community Facilities and Utilities chapter of the Comprehensive Plan										CPEDS	PC	
<b>City Staff Development</b> – Establish professional development opportunities for City staff, including: Leadership Falls Church, lunch & learn programs, tuition assistance										All	CC	Ongoing
<b>Library Project:</b> complete the Mary Riley Styles Renovation and Expansion on time and within budget, with oversight by LCOC.										DPW	LB	Project is on budget; and slightly behind schedule due to rain delays.
<b>Innovation and Emerging Technology Focus</b> – work with business leaders to identify emerging technologies that will change transportation and communication, and how the City should position itself to benefit from those trends; explore grant opportunities.										CMO	EDA;VT	Opportunity for work with Virginia Tech; NVTA has regional effort underway the City can participate in.
<b>Longer Term Items for Consideration</b>												
<b>Scooter Program</b> – adopt new scooter and ebike policy update encourage private sector providers of personal mobility services in the City. (Moved from Mobility)												
<b>Green Loop</b> – Implement the connected parks vision in the City’s Parks for People Plan (Comp Plan) that connects City streams with W&OD and commercial districts, starting with funded projects for W&OD and Berman Park; with added benefit of removing homes from flood plain. (Moved from Small Town Character)												
<b>Visitors Center</b> – Work with EDA & Chamber of Commerce to promote tourism, and create a welcoming and informative web site focused on attracting visitors. Moved from Small Town Character											EDA/ Chamber of Commerce	
<b>Falls Church Citizen Academy</b> – develop a program to educate citizens on how to participate/become more involved with City operations (moved from Responsive Government.												