



**CITY COUNCIL AGENDA
Monday, February 5, 2018**

6:00 p.m.

Closed session as provided by Section 2.2-3712 of the Virginia Code

NDS Conference Room (1. Acquisition or disposition of real property: Schenk's Branch Project; The possible exchange, transfer, reservation and/or property lease/use agreement between the City and County of Albemarle, involving real estate known as the 7th and Market Street parking lot, the Jessup House, the Levy Opera House, and the County Office Building site 2. Pending litigation update)

7:00 p.m.

Regular Meeting - CALL TO ORDER

Council Chambers

**PLEDGE OF ALLEGIANCE
ROLL CALL**

**AWARDS/RECOGNITIONS
ANNOUNCEMENTS**

CITY MANAGER RESPONSE TO MATTERS BY THE PUBLIC

MATTERS BY THE PUBLIC

Public comment is provided for up to 15 speakers at the beginning of the meeting (limit 3 minutes per speaker.) Pre-registration is available for up to 10 spaces, and pre-registered speakers are announced by noon the day of the meeting. The number of speakers is unlimited at the end of the meeting.

1. CONSENT AGENDA*

(Items removed from consent agenda will be considered at the end of the regular agenda.)

a. APPROPRIATION:

Funds to the City's Workforce Investment Fund for Workforce Development/Training Programs – \$50,000 (2nd of 2 readings)

b. APPROPRIATION:

Appropriation of Funds to the Charlottesville Affordable Housing Fund for Fulfillment of the Cedars Court Apartment ADU Cash in Lieu Payment - \$42,407.32 (1st of 2 readings)

c. APPROPRIATION:

Changing the Narrative Black Male Achievement Bama Works Fund Grant - \$10,000 (1st of 2 readings)

2. PUBLIC HEARING*

City Council Revised Policy and Procedures (1st of 1 reading)- **30 min**

3. RESOLUTION*

West 2nd Special Use Permit (1st of 1 reading)- **30 min**

4. RESOLUTION*

City Council Policy Review: Nonprofit and Outside Agency Funding Requests that Occur Separate from the Budget Process (1st of 1 reading)- **20 min**

5. REPORT

Affordable Housing Program- *deferred*

6. RESOLUTION*

Fund Transfers for the Charlottesville High School Track Project - \$425,000 (1st of 1 reading)- **20 min**

**OTHER BUSINESS
MATTERS BY THE PUBLIC**

***ACTION NEEDED**

GUIDELINES FOR PUBLIC COMMENT

**We welcome public comment;
it is an important part of our meeting.**

**Time is reserved near the beginning and at the end of each regular
City Council meeting for Matters by the Public.**

Please follow these guidelines for public comment:

- If you are here to speak for a **Public Hearing**, please wait to speak on the matter until the report for that item has been presented and the Public Hearing has been opened.
- Each speaker has **3 minutes** to speak. Please give your name and address before beginning your remarks.
- Please **do not interrupt speakers**, whether or not you agree with them.
- Please **refrain from using obscenities**.
- If you cannot follow these guidelines, you will be escorted from City Council Chambers and not permitted to reenter.

**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



| | |
|------------------|---|
| Agenda Date: | January 16, 2018 |
| Action Required: | Appropriation of Landmark Properties, Inc. Funds |
| Presenter: | Hollie Lee, Chief of Workforce Development Strategies |
| Staff Contacts: | Hollie Lee, Chief of Workforce Development Strategies |
| Title: | Appropriation of Landmark Properties, Inc. Funds to the City's Workforce Investment Fund for Workforce Development/Training Programs - \$50,000 |

Background:

As part of the development of The Standard on West Main Street, the developer, Landmark Properties, Inc. has given the City of Charlottesville \$50,000 for workforce development training programs/initiatives. The funds have already been given to the City by Landmark Properties, Inc. and need to be appropriated to the Workforce Investment Fund (P-00385) to be used for such efforts.

Discussion:

The following options were proposed to Landmark Properties, Inc. for use of the funds. There will be an attempt to focus efforts on the 10th & Page and Westhaven neighborhoods which are proximate to the development area. Additionally, workforce development initiatives for which these funds are used will focus more training in the skilled trades (e.g., carpentry, electrical, plumbing, etc.). *(Details regarding each option are provided in the attached letter to Landmark Properties, Inc.)*

- Expand Growing Opportunities (GO) programs focused on the skilled trades
- Pilot the GO Skilled Trades Academy
- Enhance GO GED programs (e.g., GO GED Pathways and GO GED Fast Track)
- Offer more GO Hire wage subsidies and incumbent worker training opportunities to City employers
- Provide supportive services for GO program participants/graduates (e.g., rental assistance, transportation assistance, assistance paying utility bills, and childcare assistance)

Alignment with Council Vision Areas and Strategic Plan:

This effort supports City Council's "Economic Sustainability" vision and aligns directly with the SAT's *Growing Opportunity* report that was approved by City Council in 2013.

It also contributes to the following goals and objectives in the City's Strategic Plan:

Goal 4: A Strong, Creative and Diversified Economy

- Objective 4.1: Develop a quality workforce

Goal 1: An Inclusive Community of Self-sufficient Residents

- Objective 1.2: Prepare residents for the workforce

It aligns with Chapter 3 on Economic Sustainability in the Comprehensive Plan, and more specifically Goal 6, which focuses on workforce development and being an effective partner in creating a well-prepared and successful workforce.

Community Engagement:

Like practically all of the City's workforce development efforts, its employment training programs are supported by numerous community agencies and organizations. Examples include: Charlottesville Albemarle Technical Education Center, the Adult Learning Center, Piedmont Virginia Community College, Piedmont Workforce Network/Goodwill Industries of the Valleys, the Virginia Workforce Center – Charlottesville, and employer partners. None of the work that is currently being done could be possible without this strong community engagement.

Budgetary Impact:

None

Recommendation:

Staff recommends approval and appropriation of the funds.

Alternatives:

If funds are not appropriated, more local dollars will have to be used for training or fewer low-income, underemployed City residents will be able to be trained.

Attachments:

- Letter from the Office of Economic Development to Landmark Properties, Inc. regarding use of the \$50,000

APPROPRIATION
Landmark Properties, Inc. Funds for Workforce Development/Training Programs
\$50,000

WHEREAS, the City of Charlottesville has received funds from Landmark Properties, Inc. in the amount of \$50,000; and

WHEREAS, the funds will be used to support workforce development training programs provided by the Office of Economic Development; and

WHEREAS, the funds have been rendered to the City of Charlottesville;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$50,000 is hereby appropriated in the following manner:

Revenue – \$50,000

\$50,000 Fund: 425 WBS: P-00385 G/L: 451999

Expenditures - \$50,000

\$50,000 Fund: 425 WBS: P-00385 G/L: 599999



October 11, 2017

Landmark Properties, Inc.
Attn: Mark Jensen – SVP Development
315 Oconee Street
Athens, GA 30601

Dear Mr. Jensen:

This letter serves as a follow-up to the conversation you had with city councilor Galvin while in Charlottesville recently. We appreciate your interest in the continued well-being of the city as your project comes out of the ground on West Main Street. In the Office of Economic Development, we particularly appreciate your commitment to workforce development as it has been a recent focus of our efforts.

In July 2013, the City of Charlottesville Strategic Action Team (SAT) on workforce development, led by the Office of Economic Development (OED), presented a report to City Council entitled, *Growing Opportunity: A Path to Self-Sufficiency in Charlottesville* (GO). This report provided an overview of the local workforce climate and examined barriers to employment for low-income City residents including: job creation, basic literacy, education and training, workplace readiness skills, transportation, childcare, criminal history, and housing. It also proposed numerous strategies for addressing these barriers.

For the past four years, City staff has been planning, developing, and implementing many of the recommendations from the report, with most attention being given to job creation, training, and education. Please see below for a list of some of the programs/initiatives that have been created or are in the process of being developed, as well as thoughts on how Landmark Properties' \$50,000 contribution towards City workforce development/job training programs could be utilized.

GO Programs in the Skilled Trades

Since the Growing Opportunities report was issued in July 2013, the City has given a lot of attention to job creation as a means of creating opportunities for City residents to achieve self-sufficiency through employment that pays a self-

sufficient wage. The main goal has been to ensure that training programs are jobs-driven and align with the needs of the business community in the Charlottesville area. The strategy in developing these training programs includes employer involvement at the ground level to ensure that their exact workforce needs are being addressed during training, thus producing a highly qualified, competitive job candidate. Since 2014, the City of Charlottesville has been offering GO training programs in order to help City residents get the skills and training they need in order to obtain employment paying a self-sufficient wage. Over the past three years, more than 100 individuals have graduated from one of thirteen GO training programs, and several of these programs have focused on skilled trades (e.g., GO Utilities, GO Electric, and GO Driver). Using the funding from the Landmark, such programs could be expanded upon. Recruitment for these programs would be targeted towards individuals living within the 10th & Page and Westhaven neighborhoods. Employer partners in related skilled trades/construction industries (electrical, carpentry, masonry, etc.) could also be approached regarding participation in the program/program graduate placement. The average cost per participant in a GO program is approximately \$2,500.

GO Skilled Trades Academy Pilot

The GO Skilled Trades Academy would be designed for individuals who are unsure about which skilled trades industry would be the best fit for them. With this option, City residents would begin by receiving a basic overview of the skilled trades instead of training in one specific industry (e.g., pipefitting, electrical, carpentry, etc.). The National Center for Construction and Research (NCCER) Core Craft curriculum would serve as the foundation for the Academy, as it focuses specifically on the skilled trades by offering 60 hours of classroom and lab training in nine modules. In addition to Core Craft, the Academy would include an introduction to various high-demand skilled trade occupations in the Charlottesville area such as: electrical, plumbing, heating and air, carpentry, and facilities maintenance. Approximately two hours would be spent on each industry, with participants receiving an overview and possible tour/site visit to a local business specializing in these areas. Upon completion of the Academy, participants would be placed into basic entry level, general labor positions not requiring specific industry knowledge. At this time, individuals could continue with their employment or identify a specific industry in which they have the most interest and then enter into a GO program offering more technical training in this industry. Upon completion of the GO program they could then potentially be placed into new employment offering the opportunity to be in an apprenticeship program or stay with the same employer if that employer is a registered apprenticeship provider in their industry of choice. Essentially, the Academy offers pre-GO program training to create a basic foundation in skilled trades work, thus allowing individuals to get a better idea about the industry that most interests them. The average cost per participant in the GO Skilled Trades Academy is estimated to be \$1,500.

GED Training Programs

In an effort to get more low-income residents access to better jobs, a General Equivalency Diploma (GED) is critical. At this time, the City provides vouchers to disadvantaged City residents wanting to take GED test prep classes and/or to sit for the actual exam. The City recently allocated additional funding to train individuals to get their GED. This funding could be supplemented by the funding provided by Landmark and possibly provide more opportunity for individuals living within the 10th and Page and Westhaven neighborhoods. Examples of possible GED programs include the following:

1. *Pre-GO program* – A program similar to this was piloted in Westhaven several years ago. It focuses on workplace readiness and customer service and incorporates GED training. Supportive services are built in to ensure success. Classes are held within the actual community – so class is brought to the students where they live. Students who complete this still require quite a bit of additional training to get to the point of taking the actual GED test. The cost for this is approximately \$1,000 per student.
2. *Integrated education and training program* – Would focus on entry-level healthcare training (CPR, first aid, terminology, etc.), while incorporating GED training into the curriculum (specifically math and science). This would be a 12-week sessions, and students who complete this would continue GED classed the Adult Learning Center in order to get to the point of taking the actual GED test. The cost for this is approximately \$1,000 per student.
3. *GED Fast Track program* – A program of this nature was done many years ago but was put on hold due to a lack of funding. This is for individuals at a higher level (11th or 12th grade), but were not able to finish high school. For this program, fast track students would be placed in a class together and given intensive GED preparation. The idea is that they would test for the GED immediately after completing training. This program would be approximately four to six months long. The cost for this is approximately \$1,500 per student.

GO Hire Wage Subsidy & Incumbent Worker Training Grant for Employers

The Office of Economic Development offers the GO Hire program, which provides support to City businesses hiring City residents and/or seeking to train up their existing workforce. The program does this by providing: 1.) wage subsidies to City businesses hiring City residents at a self-sufficient wage and 2.) funding for City businesses to provide training to entry/mid-level staff in order to help their existing workforce enhance their skills, and in turn, their overall operations. Wage subsidies are provided through a reimbursement process, which is typically about two months, or until an agreed upon amount is exhausted (approximately \$1,000 to \$2,000 per new hire). For incumbent worker training, businesses can identify their own curriculum and trainers, or the OED

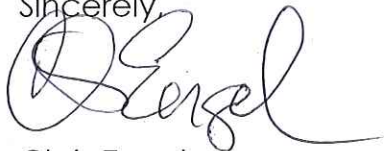
can help with the design of curriculum and identification of potential instructors. Funding provided by the Landmark could be used to further enhance the GO Hire program. For example, additional funding could be provided to employers hiring and/or training individuals living within the 10th & Page and Westhaven neighborhoods. Another option would be to provide more funding for employers in industries more related to construction/development and/or skilled trades. This money could be used to go towards industry related training such as apprenticeship programs and/or certifications.

Supportive Services for Program Participants

After conducting numerous training programs over the past four years, one crucial aspect has been being able to provide program participants supportive/wrap-around services beyond just education and training. Such supportive services include, but are not limited to: rental assistance, transportation assistance, assistance paying utility bills, and childcare assistance. If it were not for the additional supportive services, numerous individuals would have had to withdraw from the training program, would not have been successful, and would not currently be employed with in careers paying a self-sufficient wage. Participation in a GO training program, or any of the other City workforce development programs, is a major time commitment and oftentimes participants are not able to work as much, or at all, during the training period. Because of this, it is important that staff is able to provide financial assistance to assist with rent, car payments or repair, childcare, etc., as this small financial intervention often allows someone to complete training and become self-sufficient. Funding from local funds and state and federal grants are leveraged for supportive services, but additional funding from Landmark could be used to supplement these funds as needed. A maximum of \$1,000 per individual is allowed for supportive services (with maximum thresholds allowed for various services and required participant contributions).

I hope the information provided herein gives you confidence that your contribution to the City's workforce development efforts will be put to good use. If you have any questions or concerns please let me know.

Sincerely,



Chris Engel
Director of Economic Development
City of Charlottesville

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**CITY OF CHARLOTTESVILLE, VIRGINIA.
CITY COUNCIL AGENDA**



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| Agenda Date: | February 5, 2018 |
| Action Required: | Approval of Appropriation |
| Staff Contacts: | Stacy Pethia, Housing Program Coordinator |
| Presenter: | Stacy Pethia, Housing Program Coordinator |
| Title: | Appropriation of Funds to the Charlottesville Affordable Housing Fund (CAHF) for fulfillment of the Cedars Court Apartment ADU Cash in Lieu payment - \$42,407.32 |

Background:

The City has received funds that need to be appropriated.

Cedars Court Apartments, LLC, owner and developer of the Cedars Court Apartments (located at 1228 Cedars Court), elected to make a cash contribution of \$42,407.62 as allowed by the Affordable Dwelling Unit (ADU) Ordinance per Charlottesville City Code Section 34-12.

Discussion:

The payment received from Management Services Corporation, submitted on behalf of Cedars Court Apartments, LLC will need to be appropriated to the Charlottesville Affordable Housing Fund (CAHF). This payment represents the full amount of the cash contribution to satisfy the ADU requirements associated with their approved Special Use Permit.

Community Engagement:

There has been no direct community engagement on this issue, as the payment received from Management Services Corporation was made to satisfy the requirements of the Cedars Court Apartments Special Use Permit approved December 5, 2016.

Alignment with City Council Vision and Strategic Plan:

Approval of this item aligns with the City Council Vision of ‘Quality Housing for All’ and with the Strategic Plan Objective 1.3 to “Increase affordable housing options.”

Budgetary Impact:

The proffer payment from Cedars Court, LLC will increase the amount of available CAHF funds to \$161,177.13.

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|--|---------------------|
| CAHF Balance as of 12/14/2017 | \$ 72,886.55 |
| Water Street Promenade Partial Proffer Payment | \$ 45,883.26 |
| Cedars Court Apartment ADU Payment | \$ 42,407.32 |
| CAHF Balance after appropriation | \$161,177.13 |

Recommendation

Staff recommends approval of the appropriation.

Alternatives:

There are no alternatives.

Attachments:

N/A

APPROPRIATION
Charlottesville Affordable Housing Fund (CAHF)
Cedars Court Apartments ADU Payment
\$42,407.32

WHEREAS, the City of Charlottesville has received payment from Management Services Corporation (on behalf of Cedars Court Apartments, LLC) as payment in lieu of affordable units as required by the City Code Section 34-12; and

WHEREAS, the Affordable Dwelling Unit payment must be paid into the Charlottesville Affordable Housing Fund pursuant to Section 34-12(d)(2);

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$42,407.32 be received as payment from Management Services Corporation, to be appropriated as follows:

Revenues:

| | | | |
|-------------|-----------|-----------------|------------------|
| \$42,407.32 | Fund: 426 | Project: CP-084 | G/L Code: 451020 |
|-------------|-----------|-----------------|------------------|

Expenditures:

| | | | |
|-------------|-----------|-----------------|------------------|
| \$42,407.32 | Fund: 426 | Project: CP-084 | G/L Code: 599999 |
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**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



| | |
|-------------------------|--|
| Agenda Date: | February 5, 2018 |
| Action Required: | Approval and Appropriation |
| Presenter: | Gretchen Ellis, Rory Carpenter, Human Services |
| Staff Contacts: | Gretchen Ellis, Human Services Planner Rory Carpenter, Human Services Planner Daniel Fairley, Youth Opportunity Coordinator Kaki Dimock, Director of Human Services |
| Title: | Changing the Narrative Black Male Achievement Bama Works Fund Grant - \$10,000 |

Background:

The City of Charlottesville's Alliance for Black Male Achievement received \$10,000 from the Bama Works Fund, to help change the narrative for Black boys and young men through community engagement strategies, which include a structured communication plan and storytelling program. The grant period is from January 1, 2018 through December 31, 2018. The total grant is \$10,000 and there is no required local match.

Discussion:

Too often, Black males are over-represented in media depictions of poverty, crime and violence and underrepresented as fathers, workers, creators and users of technology and problem solvers. The Alliance recognizes the healing power of storytelling and will develop a multi-generational approach to be implemented over the course of 2018 as part of a community engagement strategy. Working with partners at Lighthouse Studio, Black boys and young men will conduct a series of filmed conversations with Black adult men featuring the many accomplished Black men in the Charlottesville area. The funds will be received and administered by the Charlottesville Human Services Department who will partner with Lighthouse Studio to develop, edit and produce the films with the youth who will receive \$200 stipends to create the films.

Alignment with Council Vision Areas and Strategic Plan:

The Bama Works Fund grant aligns with the City of Charlottesville's Strategic Plan – Goal 1: An Inclusive Community of Self-sufficient Residents, Objective 1.5: Intentionally address issues of race and equity; and Goal 2: A Healthy and Safe City, Objective 2.3: Improve community health and safety outcomes by connecting residents with effective resources.

Community Engagement:

The filmed conversations by Black young men of Black adult men will engage both young and older Black men in the Charlottesville community as well as those members of the community who view the films.

Budgetary Impact:

This has no impact on the General Fund. The funds will be expensed and reimbursed to a Grants Fund.

Recommendation:

Staff recommends approval and appropriation of grant funds.

Alternatives:

If the grant funds are not appropriated the community engagement strategies will not be provided.

Attachments:

Appropriation

APPROPRIATION
Changing the Narrative Black Male Achievement Bama Works Fund Grant
\$10,000

WHEREAS, the Human Services Department of the City of Charlottesville has been awarded \$10,000 from the Bama Works Fund; and

WHEREAS, the grant award covers the period from January 1, 2018 through December 31, 2018.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Charlottesville, Virginia, that the sum of \$10,000 is hereby appropriated in the following manner:

Revenue – \$10,000

\$10,000 Fund: Cost Center: 3413015000 G/L Account: 451020

Expenditures - \$10,000

\$10,000 Fund: Cost Center: 3413015000 G/L Account: 599999

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**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



| | |
|------------------|---|
| Agenda Date: | February 5, 2018 |
| Action Required: | Update of Council Meeting Procedures |
| Presenter: | Lisa Robertson, City Attorney's office |
| Staff Contacts: | Maurice Jones, City Manager Paige Rice, Clerk of Council Lisa Robertson, City Attorney's Office |
| Title: | Updates to City Council Meeting Procedures |

Background: Recently at City Council's annual retreat, Councilors discussed several proposals and options for revising the Rules and Procedures for Council meetings. Councilors expressed a desire:

- to be more responsive to members of the public who speak during Matters by the Public, to increase the number of people who may speak at the first Matters by the Public session, and to start each regular meeting one-half hour earlier (at 6:30) to accommodate increased participation;
- to be less formal in describing how discussions and debate will take place, and to have a set of Rules and Procedures consistent with, but less formal than, Robert's Rules of Order;
- to clarify the role of the Mayor as the presiding officer, and allow the presiding officer to manage the meeting in a less formal manner, retaining rules and guidelines for speakers that focus on preventing and acting to address actual disruptions;
- To clarify "town hall" and "work session" as different types of regular or special meetings.

Due to the illness of the Clerk of Council, Lisa Robertson has provided this document for Council's consideration. Ms. Robertson has endeavored to adhere to the discussions that took place at the retreat, and has consulted the Clerk's notes; however, any departures from preferences stated by Councilors at the retreat is not intentional.

Discussion: The attached document entitled "Council Meeting Rules and Procedures" has been reorganized a bit and edited to be less formal in tone and content. Also the document now includes an expanded section describing how business will be transacted and motions handled, to provide an informal (but sufficiently detailed) set of procedures that are an alternative to Robert's Rules, but still consistent with them.

Also, Council discussed considering whether it should hold its own public hearings on zoning matters, separately from the public hearings conducted by the Planning Commission. This is allowed by law if Council wishes to do so. Often, the public hearing notices associated with zoning applications are quite expensive; one of the impacts of making this change would be to double the cost of advertised public hearings. Councilors did not reach consensus on whether or not to discontinue the joint public hearings, so this was not addressed in the procedures draft.

Alignment with Council Vision Areas and Strategic Plan: The revised “Council Meeting Rules and Procedures” align with Council’s Vision and will facilitate the transaction of business in furtherance of the Strategic Plan.

Community Engagement: Council previously received public comment regarding potential changes to its Meeting Procedures, and these were taken into account during discussions at Council’s retreat. Council will also hold a public hearing on this matter at tonight’s meeting.

Budgetary Impact: none identified at this time.

Recommendation: Review and vote on the revised rules and procedures.

Alternatives: If Council desires, it may further discuss and edit the revised rules and procedures. The existing procedures will remain in effect until Council changes them.

Charlottesville City Council Meeting Rules and Procedures

These *Charlottesville City Council Meeting Rules and Procedures* are designed to help City Council conduct its affairs in a timely and efficient manner, while encouraging a robust and meaningful dialogue with members of the community.

A. Meetings

1. Regular meetings of the City Council will begin at 6:30 p.m. on the first and third Mondays of each month (or the following day if that Monday is a legal holiday,) in City Council Chambers (Second Floor, City Hall.) Council will adopt a schedule for its regular meetings at its first regular meeting in January each year.
2. Council may hold additional meetings at other locations and times, or may change the location and time of a regularly scheduled meeting as it deems appropriate. Notice of additional meetings or changes to the location or time of a regularly scheduled meeting will be provided to the public and press as required by the Virginia Freedom of Information Act (FOIA).
 - a. “Town Hall Meetings” may be regularly scheduled meetings, such as the “Our Town” meeting series, or may be scheduled as a special meeting by Council on a particular topic. A town hall meeting is a type of meeting at which Councilors answers questions from the public.
 - b. “Work Sessions” are meetings at which Council may discuss one or more specific topics in depth among themselves, or at which Council desires to receive an in-depth presentation from staff or an outside party on a particular topic. Council may vote on matters discussed at a Work Session (FOIA does not prohibit voting,) but generally the purpose of a Work Session is to inform Councilors on a topic and for Councilors to give staff or others general direction. Work Sessions may take place within a regular meeting or may be scheduled as a special meeting.
3. Special meetings, closed meetings, and emergency meetings may be scheduled and held in addition to the schedule of regular meetings. Notification requirements for special meetings, closed meetings and emergency meetings are governed by the Virginia Code.
 - a. For special meetings, the purpose and nature of the meeting will dictate whether public comment will be allowed. Time for public comment may or may not be allocated depending on the nature of the meeting and at the discretion of Council.
 - b. Closed meetings generally take place at 5:30 p.m. before the regular Council meeting. The only items Council may consider in closed meetings are those permitted by the Virginia

Freedom of Information Act and identified in the motion convening the closed meeting.

B. Agenda and Materials

1. The City Manager shall ensure a proposed agenda is prepared for the Mayor's consideration nine business days before the meeting. The agenda of every regular Council meeting is approved by the Mayor. Any Council member desiring to add items to the proposed agenda should submit them to the City Manager and the Mayor ten business days before the meeting. Last minute submissions are discouraged, but may be added to a regular meeting agenda, subject to a vote of Council at the meeting approving a change [addition] to the published agenda. This may occur from time to time when a matter that requires action expeditiously was not known in time to be presented during the normal agenda development process. Citizens may suggest an item for consideration on a council meeting agenda, by submitting the suggestion in writing to the Clerk of Council at least ten business days prior to the meeting.
2. The **Order of Business** at each regular meeting of Council shall be as follows:
 - a. 6:30 p.m. **Call to Order, Pledge**
 - b. **Special Recognitions** by the Mayor or Council (if any), Awards and Community Matters (Council may also project awards, recognitions, and announcements on the television/ video screens, in lieu of reading/ announcing them)
 - c. **Community Matters (formerly Matters by the Public)** (Limited to 16 speakers, maximum; see Section D of these Procedures)
 - d. **Consent Agenda** (including, without limitation: approval of minutes; routine ordinances or resolutions; final/ second readings of appropriations, ordinances or resolutions; other routine items)
 - e. **Action Items, and any related Public Hearings** (Items on which action is requested from Council)
 - f. **General Business for Discussion, and any related Public Hearings** (Items on which Council will conduct a public hearing, hold a discussion among themselves, receive a presentation, etc., but on which no action will be taken at that meeting)
 - g. **Matters by the Public**
3. The City Manager, in consultation with the Mayor, shall provide background materials for the Council and the public. Agenda and background materials for upcoming City Council meetings shall be made available for public review in the Clerk of Council's Office and on the **City's website** concurrent with Council's receipt of the same, and no later than Wednesday before the meeting.
4. Any materials in addition to the background materials prepared by the City Manager shall be distributed to the Council by the Clerk of Council no later than Friday before the meeting. Council may defer any item for which all relevant information has not been provided in a timely manner.

5. Agenda Items

- a. *Consent Agenda:* the consent agenda may be used for eligible items and may include, but is not limited to, routine and noncontroversial appropriations, grant applications, contracts, resolutions, ordinances, second readings, and the minutes. After the consent agenda is read by the Clerk of Council, any item may be removed at the request of any two Council members. Any item removed from the consent agenda shall be added to the end of the regular agenda for discussion. Those items not removed from the consent agenda shall be acted upon by a single vote of Council.
- b. Agenda items shall be heard in the order in which they appear on the agenda. With the consent of two other Councilors, the Mayor may postpone or take out of sequence agenda items from the order listed on the agenda.
- c. Each agenda item shall be given an approximate time limit. Generally, the total time allocated to any agenda item that does not include a scheduled public hearing shall not exceed twenty (20) minutes, unless the Mayor, in consultation with the City Manager, determines otherwise.
- d. Opening presentations for agenda items shall be limited to ten (10) minutes, unless the Mayor, in consultation with the City Manager, determines otherwise.
- e. For each agenda item, staff or an appropriate designee will present the item to Council, after which Councilors may ask clarifying questions of staff if necessary. If a public hearing is scheduled, the public hearing will be conducted before any motion is initiated by a councilor.

C. Transaction of Business

1. **General.**
 - a. Unless otherwise specifically provided by law, Council may conduct business and vote upon any matter properly before it, at any meeting at which a quorum is present.
 - b. Informal discussion of a subject is permitted while no motion is pending.
 - c. In making motions and transacting its business, Council shall follow the rules set forth within these Meeting Procedures. If a question of procedure arises that cannot be resolved by the provisions within these Procedures, the Parliamentarian will consult Robert's Rules of Order and apply them to a resolution of the question.
2. **Motions, generally.**
 - a. Any member, including the presiding officer, may make a motion. A member may make only one motion at a time.

- b. Except as otherwise noted, all motions require a second; a motion dies for lack of a second.
- c. Except as otherwise noted, each member is required to obtain the floor, by addressing the presiding officer, before making motions or speaking.

3. Substantive Motions.

- a. A substantive motion is any motion that deals with the merits of an item of business and that is within the Council's legal powers, duties and responsibilities.
- b. A substantive motion is out of order while another substantive motion is pending.

4. Procedural Motions.

- a. A procedural motion is a motion that Council may use to "act upon" a substantive motion, by amending it, delaying consideration of it, and so forth. Procedural motions are in order while a substantive motion is pending and at other times, except as otherwise noted.
- b. Only the following procedural motions, and no others are in order. Procedural motions are listed below in their order of priority. If a procedural option is not listed below, then it is not available:
 - i. Appeal a Procedural Ruling of the Presiding Officer (an appeal is in order immediately after a decision is announced and at no other time; the maker need not be recognized by the presiding officer, the motion does not require a second, and if timely made the motion may not be ruled out of order).
 - ii. Motion to Adjourn
 - iii. Take a Brief Recess
 - iv. Suspend the Rules
 - v. Defer Consideration of a Substantive Matter ("lay on the table"; "postpone"; "defer")
 - vi. Call the Question (not in order until each member has had an opportunity to speak once; the motion is not amendable or debatable)
 - vii. Motion to Amend (a motion may be amended no more than twice; once a motion has received a second, it is up to the entire group to decide whether or not it should be changed by amendment; prior to receiving a second, a motion may be amended with the permission of the person who made the motion)
 - viii. Substitute Motion (no more than one substitute motion may be made; if a substitute motion is adopted and replaces the original motion, no further substitute motions may be made)
 - ix. Withdrawal of Motion (a motion may be withdrawn by its maker any time before it is amended, or before the presiding officer puts the motion to a vote, whichever occurs first)
 - x. Motion to Reconsider (must be made no later than the next succeeding regular meeting, by a member who voted with the prevailing side; this motion may not be used in a land use decision involving a rezoning or a

conditional use permit)

5. Debate

- a. Discussion and debate of matters before the Council for action shall be undertaken in an informal and conversational matter, as much as possible. In the event that conflicts arise among members as to the order for speaking, the presiding officer shall apply the following rules: the maker of a motion is entitled to speak first, if he or she wishes to do so; a member who has not spoken on an issue shall be recognized before someone who has already spoken.
- b. The presiding officer may participate in the debate prior to declaring a matter ready for a vote.
- c. Council members shall not engage in electronic communications among themselves during a meeting, regarding any motion that is on the floor for debate.ⁱ
- d. In making a motion, a member shall endeavor to state the basis of the motion within a period not more than 5 minutes. In debating a motion, or in proposing amendments or substitute motions, each member shall try to state the basis of that procedural motion within a period of less than 3 minutes. In asking a question of a speaker, Council members should take not more than 3 minutes to phrase the question.ⁱⁱ
- e. In debate, speakers shall be collegial in their language, shall avoid all reference to personalities, and shall never allude to the motives of Council members. No member shall interrupt another without the consent of the member who has the floor, except when making a point of order.

6. Voting

- a. The Mayor shall call the question, either: (i) after a motion to call the question has received a second and has been voted upon, or (ii) at his or her discretion, any time after each member has had at least one opportunity to speak during debate. After the vote is taken, the Mayor shall announce that the motion is adopted or failed and the vote count.
- b. If any member abstains from voting, the reason for the abstention shall be included in the minutes of the meeting.
- c. In the event that a substantive matter does not require a recorded vote, then the Mayor may call for approval of that matter by voice vote or acclamation. (Generally this process should be used only when a matter is simple, clear to all present and requires no discussion.)

7. Mayor as Presiding Officer

The Mayor shall preside at all meetings of City Council (“presiding officer”) The Vice Mayor shall be the presiding officer in the Mayor's absence.

Meetings of City Council shall be governed according to these Meeting Procedures, except where provided otherwise by the Virginia Code or the Code of the City of Charlottesville. Matters not addressed within by one of those sources shall be resolved in accordance with Robert’s Rules of Order.

- a. The City Attorney shall serve as the Parliamentarian for the purposes of interpreting these Rules of Procedure, and the Code of Virginia (1950), as amended, and Robert’s Rules of Order, as may be directed by the presiding officer, or as required as a result of a point of order raised by one or more Councilors.
- b. No rule set forth within these Meeting Procedures can be suspended except by the consent of four Council members. Suspension of the rules may be made by a motion. (City Code section 2-66.)
- c. At each Council meeting, the presiding officer shall preserve order and decorum, and shall have the authority:
 - (i) To rule motions in or out of order, including any motion not germane to the subject under discussion;
 - (ii) To determine whether a speaker is unreasonably disturbing the meeting, and to entertain and rule on objections from other members on this ground;
 - (iii) To entertain and answer questions of procedure;
 - (iv) To call a brief recess at any time;
 - (v) To adjourn in an emergency.
- d. A decision by the presiding officer on any matter listed in (c)(i) through (c)(iii) above may be appealed to Council upon motion of any member. Such a motion is in order immediately after the presiding officer announces his or her decision, and at no other time.
- e. The presiding officer shall ensure that individuals address their comments to City Council at appropriate times, in accordance with the meeting agenda. Otherwise, no person shall address City Council until leave to do so has been granted by the City Council or until invited to

do so by the Mayor. Remarks shall at all times be addressed directly to Council, and not to staff, the audience, or the media. (City Code sec. 2-71.)

f. Remarks and actions that disrupt the Council meeting, and remarks from persons other than Councilors, the City Manager or City Attorney, which are outside the purpose of Matters by the Public or a Public Hearing (see section D, below), a staff report, or other presentation associated with an agenda item, are not permitted.ⁱⁱⁱ The presiding officer shall call an individual to order 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 a speaker who has otherwise been invited to address Council during Matters by the Public 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 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.

8. 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 in Section 9, above, the presiding officer may take measures deemed appropriate, including but not limited to suspending the meeting until order is restored, ordering audio and visual equipment temporarily turned off, 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.)

9. Any person who has been expelled from a Council meeting may also be barred by the Mayor from attendance at future Council meetings for a specified and reasonable period of time, subject to appeal to Council or motion passed by Council.

D. Matters by the Public, Public Hearings and Other Comment Opportunities

1. *Matters by the Public* – Time shall be reserved during each regular City Council meeting for “Matters by the Public”. The purpose of Matters by the Public is to offer individuals an opportunity to state a position, provide information to City Council, comment on the services, policies and affairs of the City, or present a matter that, in the speaker's opinion, deserves the attention of City Council.

- a. At Council's regularly scheduled meetings, two opportunities will be afforded for members of the public to address Council.

One "Matters by the Public" session will be offered early in the meeting, which shall be called "Community Matters", prior to taking up matters on a consent agenda, action items agenda, or items for discussion agenda. At this first period, up to sixteen (16) individuals may speak, as follows: (i) up to 8 individuals selected randomly from a list of people who have signed up in advance, and (ii) up to 8 individuals who have registered on the sign-up sheet available at the front of the room prior to the meeting on first-come/first-served basis.

A second "Matters by the Public" session will be offered as the final item on a regular meeting agenda.

- b. No person may speak more than once during any "Matters by the Public" session. Each person who speaks during a "Matters by the Public" session will be limited to a maximum time of three minutes. Prior to commencement of a "Matters by the Public" session at the end of a regular meeting agenda, Council may, by motion, limit the number of speakers who will be heard, and/or reduce the time for each speaker to two (2) minutes, if the session could not be commenced prior to 11:00 p.m. ^{iv}
 - i. Speakers may not concede their allotted time; the person whose name is written on the speaker sheet must be the person who begins speaking, although they may be accompanied by others to the podium and may share their time with them. Each speaker shall begin by clearly stating his or her name and place of residence (or, if speaking on behalf of a business, by giving the location of the business).
 - ii. Written materials presented at Matters by the Public must be given to the Clerk prior to speaking and will be distributed to the Council. For distribution of hard copies to Councilors, eight copies should be provided; however, electronic distribution is preferred and may be sent to council@charlottesville.org. Power point presentations cannot be accommodated during Matters by the Public.
 - iii. After an individual completes his or her remarks to Council, any Councilor or the City Manager may respond as they see fit. To assure the orderly progress of the meeting, the presiding officer shall ensure that, collectively, responses to any individual's remarks will not exceed a period of approximately two minutes.
 - iv. Remarks that cannot readily be addressed within the Councilors' response time may be referred to the City Manager by the Mayor, with a request that the City

Manager bring back a response at the meeting immediately following the present meeting.

2. *Public hearings* – From time to time, Council will conduct public hearings on specific topics as required by law or as Council otherwise deems appropriate. The purpose of a public hearing is for Council to receive public comments on a specific topic.

- a. Sign-up sheets are provided at the front of the room. Speakers will be called from that list, as time permits.
- b. After all speakers on the sign-up list have been called, other individuals will be invited to speak, until everyone who wishes to speak on the topic has had a chance to do so.
- c. During a public hearing, each speaker must limit his or her comments to the specific application or matter for which the public hearing has been scheduled.
- d. No person may speak more than once during any Public Hearing. Each person who speaks during a Public Hearing will be limited to a maximum time of three minutes. Prior to opening a Public Hearing, Council may, by motion, reduce the time for each speaker to two (2) minutes, upon determining that there is an unusually large number of speakers who desire to speak.

3. *Town hall meetings* – Town hall meetings are generally conducted in an open format. Council may conduct a Town Hall meeting in a manner that is free-form (no limit on the time for making a comment or stating a question, or for Councilors' responses,) or Council may establish an agenda or list of topics that will apply for a particular Town Hall meeting, and times or guidelines for speakers' questions and Councilors' responses. Any parameters that will apply to a Town Hall will be established by the Mayor prior to the meeting or by vote of Council after calling the Town Hall meeting to order and prior to opening the floor. Prior to commencing the session, attendees shall be notified of any applicable time limits or speaker guidelines, either by posted signs, a written agenda or verbal announcement by Council at the beginning of the meeting.

4. *Written Comments* – To provide an additional mechanism to communicate with Council, a “[Submit a Comment to City Council](#)” form is provided on the City website for electronically submitting comments. These comments are distributed to all Council members. Citizens may also contact Councilors via their City email addresses (available on the City's website) or by written correspondence sent in care of the Clerk of Council.

E. Recess

1. During regular meetings, Council will take a brief recess every two hours. The presiding officer will announce the recess at an appropriate time, or any member may, by point of order, remind the presiding officer that a brief recess is due.
2. The Council's goal at regular meetings is to adjourn no later than 11:00 p.m.

F. Other

1. In the interests of efficient management, if Council members seek answers from City staff, they should generally attempt to do so through the City Manager. In any event, when asking questions of staff, Council members should advise City Manager of same.
2. Members of the City Council, including the Mayor, shall represent the official policies or positions of the City Council to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, Council members shall explicitly state they do not represent their body or the City, nor will they allow the inference that they do. No member of City Council may purport to speak on behalf of the City on matters that have not been voted on by Council or that do not represent official City policy unless authorized by the City Manager.
3. If a Councilor chooses to convene a public meeting that employs any City resources (including meeting spaces and staff attendance), and that might be attended by two or more Councilors, he or she shall advise other Councilors at least one day in advance of the time and place of the meeting.
4. Council members shall respect and adhere to the council-manager structure of Charlottesville City government as outlined in the Charlottesville City Code. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by City staff, Boards and Commissions, and the public. Except as provided by the City Code, Council members shall not interfere with the administrative functions of the City or the professional duties of City staff; nor shall they impair the ability of staff to implement Council policy decisions.

G. Miscellaneous

1. Persons with disabilities may request reasonable accommodations by contacting ada@charlottesville.org or (434) 970-3182. Persons are encouraged to make requests in advance.
2. All regular City Council meetings are broadcast live on Charlottesville's TV-10. Streaming video of the meetings is available for viewing [online](#) at the time of the meeting and as an archived video on the next business day following a meeting. Archived meetings can be downloaded in audio or video format from the City [website](#). [Charlottesville TV 10](#) runs repeats of the most recent meeting throughout the month on Mondays, Wednesdays, and Fridays at 7:00 p.m. and Tuesdays, Thursdays, and Saturday mornings at 9:00 a.m. until the next meeting is held. A DVD copy of the meeting may be requested the week after the meeting; a nominal fee may apply. Contact the Clerk of Council at clerk@charlottesville.org or (434) 970-3113 to inquire.

3. These City Council Meeting Rules and Procedures will be posted on the City's website.
4. These Council Meeting Rules and Procedures are adopted by the Council pursuant to Section 12 of the Charter of the City of Charlottesville and supersede prior rules. The rules and procedures set forth within this document do not create substantive rights for third parties or participants in proceedings before City Council, and City Council reserves the right to suspend or amend the rules in the manner provided in the City Code. The failure of City Council to strictly comply with the provisions of this document shall not invalidate any action of City Council.

Approved by City Council _____, 2018.

ⁱ Council had some discussions about the propriety of electronic communications during meetings. This provision only addresses communications between or among Councilors during the meeting regarding a motion that is on the floor for debate, which should always be open to viewing and hearing by public in attendance at the Council meeting.

ⁱⁱ Council has indicated it wishes to make these time limits less firm; the wording has been edited slightly, but the time limits themselves have not been updated.

ⁱⁱⁱ This section has been reworked in a manner that will focus on the matters of business being considered at a meeting, and the types of conduct that actually result in disruptions or presents a danger to individuals assembled in close quarters.

^{iv} This is a proposed provision that will reserve to Council the right to facilitate a desirable end point for any meeting.

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February 5, 2018 Agenda

Item #3

**SPECIAL USE PERMIT
FOR WEST 2ND PROJECT**

Posted as Separate File due to
Size of Document

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**CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA**



| | |
|------------------|---|
| Agenda Date: | February 5, 2018 |
| Action Required: | Approve Resolution |
| Presenter: | Leslie Beauregard, Assistant City Manager |
| Staff Contacts: | Leslie Beauregard, Assistant City Manager |
| Title: | Revised City Council Policy for Nonprofit and Outside Agency Funding Requests that Occur Separate from the Budget Process |

Background:

At a July 19, 2012 budget worksession on the Agency Budget Review Team process, Council asked staff to provide recommendations and a policy to review requests from outside and nonprofit agencies that occur outside the regular budget review process. The attached policy was discussed by Council at their retreat on September 28, 2012 and reflects changes made at that time. This original policy was approved in October 2012.

At the January 20, 2018 City Council meeting, Councilor Kathy Galvin asked that City Council revise some aspects of the approved policy as described under Discussion. The revised policy is attached.

Discussion:

The City has two processes in place for funding various nonprofit and outside agencies each fiscal year. The Agency Budget Review Team, or A.B.R.T., is a citizen and staff team that provides recommendations on human services, arts and culture, educational and housing agencies. The Office of Budget and Performance Management has a parallel process that provides recommendations each year on those agencies who have a formal agreement, memorandum of understanding or contractual arrangements to provide services in various capacities on behalf of the City. Both processes use an extensive application and review process that takes months to complete to include in the proposed budget each March.

After the annual budget has been adopted and during the fiscal year, City Council will occasionally receive requests from nonprofit and outside agencies to fund initiatives, programs and events. Having not gone through the normal budget process, these requests must have a formal review process in place to ensure that the request is valid and the funds will be used in the best interest of the citizens of Charlottesville. This policy outlines this process and will help guide Council and City staff in determining which requests should be funded outside the budget process.

Councilor Galvin asked that the policy be revisited and revised based on a meeting held with representatives of P.H.A.R., C.R.H.A. and the Office of Economic Development to discuss a "PILOT" skilled trades apprenticeship program for public housing residents crafted by the Public Housing Association of Residents (P.H.A.R.), in collaboration with the Charlottesville

Redevelopment and Housing Authority (C.R.H.A.) and Habitat for Humanity. The PILOT also serves as a way to quickly refurbish more public housing units and get them ready for occupancy. It will also satisfy HUD's Section 3 Requirements which has become a more pressing need under HUD Secretary Ben Carson. This specific program will be reviewed separately by staff and City Council once the application is received.

As there are immediate funding needs (P.H.A.R. would like the PILOT program to begin at the end of February, early March) and Councilor Galvin recommended that they apply for "off-budget cycle" funds. However there are limits on the dollar amount in the current policy that would not serve this program, and possibly others, in a meaningful way. Therefore, Councilor Galvin has brought forward some changes to the policy to help address this need and future needs that may come forward that need more funding than the current policy allows.

Changes to the policy include the following:

1. Donations to Special Events, One Time Programs, Festivals - (Funding to not exceed \$2,000- **change to \$25,000**) and would also include summits, symposiums and other programs.
2. Policy Driven Issues Aligned with City Council Vision 2025 and Strategic Plan - (Funding to not exceed \$10,000- **change to \$50,000**)
3. Under the section Review Process:

Section 4: Agencies that make requests to Council outside the budget cycle will be required to meet all the criteria for funding had the request gone through the formal agency budget review process **as evidenced by the completion and verification of the Charlottesville Conditions of Eligibility Report Form, attached.**

Section 8: 8. City staff should have at least four working weeks to complete the review process and schedule the item on a future Council agenda for requests **from new or less established non-profit organizations and civic groups. Established non-profit organizations and agencies with a track record of working with the city in its efforts to promote environmental sustainability, social and economic justice, and healthy race relations may receive an expedited review process as per the discretion of City Council.**

Community Engagement:

N/A

Alignment with City Council's Vision and Strategic Plan:

While this particular policy would align with Goal 5: A Well Managed and Responsive Organization, individual funding requests will be asked to demonstrate their alignment with the City's Strategic Plan.

Budgetary Impact:

The policy alone does not have fiscal impacts; of course though, any funding decisions to outside and nonprofit agencies do. For the most part, the funding source will be City Council's Strategic Initiative Account unless other sources are identified as appropriate.

Recommendation:

If City Council approves these changes, an attached one reading resolution can be approved.

Alternatives:

N/A

Attachments:

Revised City Council Policy - Nonprofit and Outside Agency Funding Requests that Occur Separate from the Budget Process

RESOLUTION

**REVISED City Council Policy
Nonprofit and Outside Agency Funding Requests that
Occur Separate from the Budget Process**

NOW, THEREFORE BE IT RESOLVED, that the policy developed and recommended by City staff, which includes feedback and changes from City Council, is hereby adopted and will be in effect dated _____, 2018.

City Council Policy: Nonprofit and Outside Agency Funding Requests that Occur Separate from the Budget Process (Proposed amendments –Councilor Galvin 1/16/18)

There are two types of requests that usually come before Council during the year. The first is specific to special events and festivals generally. The second type of request is defined as more policy driven and reflects those requests that align directly with the priorities set by City Council.

A. Donations to Special Events, One Time Programs, Festivals

(Funding to not exceed \$2,000-change to \$25,000)

These requests are characterized as smaller requests for special events, **summits and symposiums, programs** and/or festivals. The event, program or festival must occur in the City or demonstrate that City residents are attending and/or will be served. Depending on the type and nature of the request, for instance if it's a festival or event that may bring in tourists and outside visitors, the Charlottesville/Albemarle Convention and Visitor's Bureau may be asked to assist in the review of the funding request.

B. Policy Driven Issues Aligned with City Council Vision 2025 and Strategic Plan

(Funding to not exceed \$10,000-change to \$50,000)

These requests must serve City residents and be aligned directly with one or more areas of City Council's Vision 2025. **The request is expected to include outcomes and measures in the identified vision area(s).**

Charlottesville: A Great Place to Live for All of Our Citizens

- A leader in innovation, environmental sustainability, social and economic justice, and healthy race relations
- Flexible and progressive in anticipating and responding to the needs of our Citizens
- Cultural and creative capital of Central Virginia
- United community that treasures diversity

1. Economic Sustainability
2. A Center for Lifelong Learning
3. Quality Housing Opportunities for All
4. C'ville Arts and Culture
5. A Green City
6. America's Healthiest City
7. A Connected Community
8. Community of Mutual Respect
9. Smart, Citizen Focused Government

Alignment with City's Strategic Plan is given special consideration. **The request is expected to include outcomes and measures in the goal area(s).** The Strategic Plan can be found at www.charlottesville.org/strategicplan. The five strategic goals of the plan are:

1. An inclusive community of self-sufficient residents
2. A healthy and safe city
3. A beautiful and sustainable natural and built environment
4. A strong, creative and diversified economy
5. A well-managed and responsive organization

Review Process

1. City Council receives a request for funding from an outside/nonprofit agency
2. The request is forwarded to the City Manager and Assistant City Manager (through the Office of Budget and Performance Management) to start the review process
3. The Office of Budget and Performance Management will gather information on the proposal and contact the applicant to make sure all criteria are in place and can be met. If any information is incomplete or missing, the application may be asked to send the request again and/or provide the missing information.
4. Agencies that make requests to Council outside the budget cycle **will be required to meet all the criteria for funding had the request gone through the formal agency budget review process as evidenced by the completion and verification of the Charlottesville Conditions of Eligibility Report Form, attached.**
5. **City staff will recommend, as part of the review, the most appropriate source of funding.**
6. A complete proposal, once reviewed by the Office of Budget and Performance Management, will be shared with the City Manager who will then review and provide feedback on the request.
7. The City Manager will communicate the complete proposal with the Mayor and City Council to receive input on including on a future Council agenda or not.
8. **City staff should have at least four working weeks to complete the review process and schedule the item on a future Council agenda for requests from new or less established non-profit organizations and civic groups. Established non-profit organizations and agencies with a track record of working with the city in its efforts to promote environmental sustainability, social and economic justice, and healthy race relations may receive an expedited review process as per the discretion of City Council.**
9. If the request is funded, funding will only be effective for the current fiscal year that the request is being made. Future requests will be considered only through the City's formal agency budget review process.
10. Agencies will be asked to submit a report back to City staff and Council following the completion of the program, event and/or festival. The timing of this and content of the report will be part of the review agreed upon by City staff and the agency.

ATTACHMENT - Charlottesville Conditions of Eligibility Report Form (under separate cover)

Charlottesville Conditions of Eligibility Report Form

To submit a funding application, an organization must meet these criteria/answer these questions:

ORGANIZATION NAME:

1. Is the organization organized, qualified, and recognized as nonprofit and tax-exempt as defined by the Internal Revenue Service under 26 U.S.C. 501(c)(3)? Yes No
If yes, please provide a copy of your IRS status letter
2. Does the organization provide services that directly benefit human beings? Yes No
3. Does the organization have a direct and substantial presence in the City of Charlottesville? Yes No
4. Is the organization incorporated as defined by the State Corporation Commission? Yes No
Date of agency incorporation: *** Please include a copy of Articles of Incorporation*
5. Is the organization registered completely with the Virginia Department of Agriculture and Consumer Services, Division of Consumer Affairs, Charitable Solicitation Section? Yes No
6. Is the organization directed by a volunteer Board of Directors that meets at least quarterly? Yes No
7. a. If the organization's annual budget is over \$200,000, is the organization audited by an independent certified public accountant each year? Yes No
b. If the organization's annual budget is under \$200,000, is the organization audited by an independent certified public accountant at least every three years? Yes No
8. Did this organization request funding for this specific program during the budget cycle? Yes No

Signature of Chief Professional Officer

Date

Off Budget Funding Request *City of Charlottesville*

Organization Name:

Chief Professional Officer:

Address:

Telephone:

E-mail:

Amount Requested:

Briefly describe the program for which funding is requested (25 words or less).

Briefly state the organization's mission.

Why is this funding needed outside of the City's normal funding cycle?

Signatures:

Executive Director

Board Chair

Date Submitted: _____

Program Narrative to be completed by all programs requesting operational funding.

1. **Need:** Indicate which Council Vision Area(s) and goal(s) in the City's Strategic Plan (www.charlottesville.org/strategicplan) the program addresses. Describe the local needs the program addresses. Who are the beneficiaries (include number served and relevant demographic information)
2. **Strategies:** Explain what strategies the program uses to effectively address the identified needs.
3. **Evaluation:** What specific outcomes are expected as a result of the requested funding? Describe how the program is evaluated.

Activities and Outcomes Plan and Report

| | |
|---|--|
| <p>1. Strategic Plan Alignment www.charlottesville.org/strategicplan</p> | <p><u>Indicate which Council Vision Area(s) and goal(s) of the City's Strategic Plan the program addresses</u></p> |
| <p>2. The indicators this project addresses are...</p> | <p><u>Provide at least two meaningful indicators that this project will address.</u></p> |
| <p>3. The goal of this project is to produce/provide... (products or services, output)</p> | <p><u>Describe what you provide, to whom, how many, and time frame</u></p> |
| <p>4. To accomplish...</p> | <p><u>Explain what you expect accomplish</u></p> |
| <p>5. So that participants/beneficiaries can...</p> | <p><u>Describe what changes you expect</u></p> |
| <p>6. Resulting ultimately in...</p> | <p><u>Describe projected FY 18 outcomes with numbers and percentages, as well as methods of measurement</u></p> |
| <p>7. Current outcomes</p> | <p><u>Provide FY 16 or FY 17 actual results</u></p> |

Agency:

Program:

| | Prior Year | Funding Request Year |
|------------------------------------|----------------|----------------------|
| | 2016/17 | 2017/18 |
| | <i>Actual*</i> | <i>Budget</i> |
| <u>Revenue:</u> | | |
| 1. City of Charlottesville | | |
| 2. Albemarle County | | |
| 3. Other Local Governments | | |
| 4. United Way –Thomas Jeff. Area | | |
| 5. Albemarle County-other | | |
| 6. City of Charlottesville-other | | |
| 7. State Funding | | |
| 8. Federal Funding | | |
| 9. Grants: Foundation and Corp. | | |
| 10. Fees: Program Service Fees | | |
| 11. Fundraising/Gifts and Bequests | | |
| 12. Investment Income/Transactions | | |
| 13. Miscellaneous Revenue | | |
| 14. TOTAL REVENUE | 0 | 0 |

| | | |
|----------------------------------|---|---|
| <u>Expenses:</u> | | |
| 15. Personnel (Salaries/Fringes) | | |
| 16. Operational Expenses | | |
| 17. TOTAL EXPENSES | 0 | 0 |
| 18. Surplus/(Deficit) * | 0 | 0 |

Explain any Surplus or Deficit: _____

Note about FY 17 Actuals – Project the actuals as you best know them at the time of this funding application.

CITY OF CHARLOTTESVILLE, VIRGINIA
CITY COUNCIL AGENDA



| | |
|------------------|--|
| Agenda Date: | February 5, 2018 |
| Action Required: | Adoption of Resolution |
| Presenter: | Mike Mollica, Division Manager, Facilities Development |
| Staff Contacts: | Mike Mollica, Division Manager, Facilities Development Ryan Davidson, Senior Budget & Management Analyst, Budget and Performance Management |
| Title: | Fund Transfers for the Charlottesville High School Track Project - \$425,000 |

Background: The City of Charlottesville Facilities Development Division oversees capital projects for Charlottesville City Schools (CCS). In FY18, \$1,666,200 was appropriated in line-item funding for the construction of a new track at Charlottesville High School (CHS). An Invitation to Bid was recently issued and subsequently cancelled in December 2017, because all bids exceeded available funds for this project. To close the gap on the funding shortfall, the City and CCS propose using additional funds as follows:

- \$325,000 from the City’s CIP Contingency (CP-080), and
- \$100,000 in FY17 gainsharing funds recently received from CCS and appropriated to the Schools Lump Sum project account (SH-018).

Discussion: The increased construction costs are primarily the result of a robust construction market in the region, resulting in higher prices related to labor and increased material prices. The additional funding needs for the construction of the track are estimated at \$425,000 over what was appropriated as part of the FY18 Adopted CIP. This is based on the lowest bid received during the December 2017 bidding process.

The request, if approved by Council, would transfer \$325,000 from the City’s CIP Contingency (CP-080) and \$100,000 from the Schools Capital Projects Lump Sum Account (SH-018) into the CHS Track Project (P-00917), for a consolidated total construction project budget of \$2,091,200. The request to consolidate funds into one project account is required by City policy #200-09, which requires all phases of a project to use the same project account from start to finish.

Assuming a successful re-bid, construction would then occur during the spring and summer of 2018.

Alignment with Council Vision Areas and Strategic Plan: This project supports City Council’s “Smart, Citizen-Focus Government” vision, and contributes to Strategic Plan Goals; 2: A Healthy and Safe City, 3: A Beautiful and Sustainable Natural and Built Environment, and 5:

A Well-managed and Responsive Organization.

Community Engagement: N/A

Budgetary Impact: The funds to be transferred and consolidated were all previously appropriated by City Council.

Recommendation: Staff recommends approval of this resolution.

Alternatives: The CHS Track Project would experience further delays, and the project scope would have to be significantly reduced, which would then question the value of proceeding with the re-bid.

Attachments: N/A

RESOLUTION

Fund Transfers for the Charlottesville High School Track Project - \$425,000

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

Transfer From

| | | | |
|-----------|-----------|-----------------------|---------------------|
| \$325,000 | Fund: 426 | WBS: CP-080 | G/L Account: 599999 |
| \$100,000 | Fund: 426 | WBS: SH-018 (P-00949) | G/L Account: 599999 |

Transfer To

| | | | |
|-----------|-----------|--------------|---------------------|
| \$425,000 | Fund: 426 | WBS: P-00917 | G/L Account: 599999 |
|-----------|-----------|--------------|---------------------|

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