



**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 7<sup>th</sup> 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.)

**Bellamy/Hill 5-0**

**a. APPROPRIATION:**

Funds to the City's Workforce Investment Fund for Workforce Development/Training Programs – \$50,000 (2<sup>nd</sup> 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 (1<sup>st</sup> of 2 readings)

**c. APPROPRIATION:**

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

**2. RESOLUTION**

City Council Revised Policy and Procedures (1<sup>st</sup> of 1 reading)- **30 min Passed as amended. Bellamy/Hill 5-0**

**3. RESOLUTION**

West 2<sup>nd</sup> Special Use Permit (1<sup>st</sup> of 1 reading)- **30 min Was not approved**

**4. RESOLUTION**

City Council Policy Review: Nonprofit and Outside Agency Funding Requests that Occur Separate from the Budget Process (1<sup>st</sup> of 1 reading)- **20 min Galvin/ Bellamy 5-0**

**5. REPORT**

Affordable Housing Program - **30 min-Deferred**

**6. RESOLUTION**

Fund Transfers for the Charlottesville High School Track Project - \$425,000 (1<sup>st</sup> of 1 reading)- **20 min Hill/ Bellamy 5-0**

**OTHER BUSINESS  
MATTERS BY THE PUBLIC**

**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

## 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 Proclamations (Council may also project awards, recognitions, and announcements on the television/video screens in lieu of reading/ announcing them.)
  - c. City Manager's Response
  - d. Community Matters (formerly Matters by the Public) (Limited to 16 speakers, maximum; see Section D of these Procedures)
  - e. Consent Agenda (including, without limitation: approval of minutes; routine ordinances or resolutions; final/second readings of appropriations, ordinances or resolutions; other routine items)
  - f. Action Items, and any related Public Hearings (items on which action is requested from Council)
  - g. 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)
  - h. 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 made in a timely manner, 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. 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.
- 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.
- e. In debate, speakers shall be collegial in their language and shall avoid all reference to personalities. 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 Meeting 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 266*)
- 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. 271*)
- 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. 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 f, above, the presiding officer may take measures deemed appropriate, including but not limited to suspending the meeting until order is restored, ordering areas to be cleared by the Sergeant at Arms, or requiring any individual to exit the meeting room and adjacent premises (connecting halls and corridors.)
9. Any person who has been expelled from a Council meeting shall be barred by the Mayor from reentering the Council meeting from which he or she was expelled, 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 a 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. Each person who speaks during a Matters by the Public session will be limited to a maximum time of three minutes.
- i. Speakers may 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](mailto: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.
- e. Prior to opening a Public Hearing, 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, upon determining that the session could not be commenced in a timely manner.

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](mailto:ada@charlottesville.org) or (434) 9703182. Persons are encouraged to make requests in advance.
2. All regular City Council meetings are broadcast live on Charlottesville's TV10. 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](mailto: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.

*Passed by Council February 5, 2018*

**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 February 5, 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](http://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](http://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><b>1. Strategic Plan Alignment</b>  <a href="http://www.charlottesville.org/strategicplan">www.charlottesville.org/strategicplan</a></p>	<p><u>Indicate which Council Vision Area(s) and goal(s) of the City's Strategic Plan the program addresses</u></p>
<p><b>2. The indicators this project addresses are...</b></p>	<p><u>Provide at least two meaningful indicators that this project will address.</u></p>
<p><b>3. The goal of this project is to produce/provide... (products or services, output)</b></p>	<p><u>Describe what you provide, to whom, how many, and time frame</u></p>
<p><b>4. To accomplish...</b></p>	<p><u>Explain what you expect accomplish</u></p>
<p><b>5. So that participants/beneficiaries can...</b></p>	<p><u>Describe what changes you expect</u></p>
<p><b>6. Resulting ultimately in...</b></p>	<p><u>Describe projected FY 18 outcomes with numbers and percentages, as well as methods of measurement</u></p>
<p><b>7. Current outcomes</b></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>
<b><u>Revenue:</u></b>		
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. <b>TOTAL REVENUE</b>	0	0

<b><u>Expenses:</u></b>		
15. Personnel (Salaries/Fringes)		
16. Operational Expenses		
17. <b>TOTAL EXPENSES</b>	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.

**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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