

INTRODUCED: February 12, 2018

AN ORDINANCE No. 2018-028

To authorize the Chief Administrative Officer to accept funds in the amount of \$202,500.00 from The Community Foundation, Inc.; to amend the Fiscal Year 2017-2018 Special Fund Budget by creating a new special fund for the Mayor’s Office called the Mayor’s Advisor for Youth Initiatives Special Fund; and to appropriate the grant funds received to the Fiscal Year 2017-2018 Special Fund Budget by increasing estimated revenues and the amount appropriated to the new Mayor’s Office’s Mayor’s Advisor for Youth Initiatives Special Fund by \$202,500.00 for the purpose of providing the Mayor’s Office with a temporary full-time advisor for youth initiatives.

\_\_\_\_\_  
Patron – Mayor Stoney  
\_\_\_\_\_

Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: FEB 26 2018 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept funds in the amount of \$202,500.00 from The Community Foundation, Inc., for the purpose of providing the Mayor’s Office with a temporary full-time advisor for youth initiatives.

§ 2. That Ordinance No. 2017-037, adopted May 15, 2017, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2017, and ending June 30, 2018, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the

AYES:            9            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:   FEB 26 2018   REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

Mayor's Office called the Mayor's Advisor for Youth Initiatives Special Fund for the purpose of providing the Mayor's Office with a temporary full-time advisor for youth initiatives.

§ 3. That Ordinance No. 2017-037, adopted May 15, 2017, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2017, and ending June 30, 2018, and made appropriations pursuant thereto, be and is hereby amended by increasing revenues from the funds accepted pursuant to section 1 of this ordinance by \$202,500.00 and increasing the amount appropriated to the Mayor's Office's Mayor's Advisor for Youth Initiatives Special Fund by \$202,500.00 for the purpose of providing the Mayor's Office with a temporary full-time advisor for youth initiatives.

§ 4. This ordinance shall be in force and effect upon adoption.



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST

4-7446

JAN 22 2018

Office of the Chief Administrative Officer

O&R REQUEST

DATE: January 16, 2018 EDITION: 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor

THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer

THROUGH: Lenora Reid, DCAO Finance and Administration

THROUGH: John Wack, Director of Finance

THROUGH: Jay A. Brown, Director of Budget and Strategic Planning

FROM: J.E. Lincoln Saunders, Mayor's Chief of Staff

RE: Acceptance of Funds from the Community Foundation to support a new position, the Mayor's Advisor for Youth Initiatives

ORD. OR RES. No. \_\_\_\_\_

PURPOSE: To authorize the Chief Administrative Officer to accept funds in the amount of \$202,500 from The Community Foundation and to appropriate the increase to the Fiscal Year 2017-2018 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Office of the Mayor by \$202,500.

REASON: The Community Foundation has awarded a grant in the amount of \$202,500 to the Office of the Mayor for the purpose of supporting the salary and benefits for the position of the Mayor's Advisor for Youth Initiatives for the initial 18-month period.

RECOMMENDATION: The Administration Recommends Adoption of this Ordinance.

BACKGROUND: On August 21, 2017 the Richmond City Council and Richmond Public School (RPS) Board passed unanimous resolutions establishing the RVA Education Compact, an agreement to establish a framework and infrastructure aimed at accomplishing three goals: organizational collaboration between city government and RPS, setting and achieving goals for educational achievement and poverty reduction, and a funding strategy for the city's schools. As part of the

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OFFICE OF CITY ATTORNEY

RVA Educational Compact implementation, the Office of the Mayor has created a position, Mayor's Advisor for Youth Initiatives, that represents an evolution in public-private partnership to catalyze and accelerate the efforts to improve educational outcomes for Richmond's children, specifically those in challenged communities, with a focus on access to high quality and sustainable services. The scope of work for this position includes the following:

- i. Support the Mayor's Children's Cabinet and the Education Compact Team, bolstering the work of Richmond Public Schools, using The Ready by 21 Insulated Education Pipeline, including early childhood development, K-12 systems, and post-secondary work and career options.
- ii. Serve as Director of the Education Compact.
- iii. Serve as the coordinating entity for the creation of a citywide out of school and youth development program. This includes a thorough mapping of assets, with indicators of successful, high quality programming, community collaboration, as well as perceived gaps by population and location. This requires collaboration among the Mayor's Office, leadership of the Richmond Public Schools, non-profit service providers.
- iv. Identify local, state, and federal philanthropic opportunities.
- v. Pursue local, state, and federal legislative priorities.
- vi. Serve as the liaison to external public and private stakeholders.
- vii. Support Richmond 300 to integrate children into the City's master planning process.
- viii. Develop and align planning and impact evaluation tools (e.g.: outcomes, metrics, measurement process, analysis).
- ix. Provide recommendation for the sustainability of this position and the programs it supports, beyond the 18-month initial commitment.

**FISCAL IMPACT / COST:** Adoption of this Ordinance will result in revenue in the amount of \$202,500.

**FISCAL IMPLICATIONS:** These funds will allow the Office of the Mayor to fund a new position called the Mayor's Advisor for Youth Initiatives for an initial 18-month period.

**BUDGET AMENDMENT NECESSARY:** Yes, this amends the Fiscal Year 2017-2018 Special Fund Budget, Ordinance Number 2017-037.

**REVENUE TO CITY:** \$202,500

**DESIRED EFFECTIVE DATE:** Upon Adoption

**REQUESTED INTRODUCTION DATE:** January 22, 2018

**CITY COUNCIL PUBLIC HEARING DATE:** February 12, 2018

**REQUESTED AGENDA:** Regular Agenda

**RECOMMENDED COUNCIL COMMITTEE:** None.

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** None.

**AFFECTED AGENCIES:** Department of Finance, Department of Budget and Strategic Planning and the Mayor's Office

**RELATIONSHIP TO EXISTING ORD. OR RES.:** None.

**REQUIRED CHANGES TO WORK PROGRAM(S):** None.

**ATTACHMENTS:** Award Letter

**STAFF:** Lincoln Saunders, 646-3944



**THE COMMUNITY FOUNDATION**  
 Serving Richmond & Central Virginia

January 16, 2018

Mr. Lincoln Saunders  
 Chief of Staff to the Mayor  
 City of Richmond  
 900 East Broad Street  
 Richmond, VA 23219

Grant # XXX

Dear Lincoln:

I am pleased to inform you that the board of The Community Foundation has approved a grant of \$202,500, paid over a period of 18 months, to support the salary and benefits for the position of the Mayor's Advisor for Youth Initiatives. This position represents an evolution in public-private partnership to catalyze and accelerate the efforts to improve educational outcomes for Richmond's children, specifically those in challenged communities, with a focus on access to high quality and sustainable services.

A payment of \$135,000 will occur in the first quarter of 2018, following position approval by City Council, and the balance, \$67,500, will be paid in the first quarter of 2019. A progress report on year-one activities will be due on or before January 30, 2019. Final payment will be released upon satisfactory review of the progress report. A final report will also be required, after June, 2019. This agreement is based on the belief that, if the position proves successful, the Mayor could include funding for this position in his proposed budget beyond June 2019.

Specific required outcomes related to this grant are outlined as follows:

- a. Management of the position:
  - i. The City and the Foundation will agree upon a final job description before the job is posted.
  - ii. The Mayor's Office and the incumbent will closely coordinate and collaborate on this work with the Office of the Superintendent of the Richmond Public Schools.
  - iii. The Foundation will have the right to interview final candidates.

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 Richmond, Virginia 23225-4047

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- iv. The Foundation will have the opportunity to routinely meet with and seek updates from the incumbent. This can include providing feedback and suggestions related to strategy and execution.
  - v. The Foundation will have the opportunity to add comments to the annual appraisal of the incumbent.
  - vi. The City and the Foundation will collaborate to determine appropriate measures of success, methods of data capture, and related analysis.
- b. Scope of work:
- i. Support the Mayor's Children's Cabinet and the Education Compact Team, bolstering the work of Richmond Public Schools, using The Ready by 21 Insulated Education Pipeline, including early childhood development, K-12 systems, and post-secondary work and career options.
  - ii. Serve as Director of the Education Compact.
  - iii. Serve as the coordinating entity for the creation of a citywide out of school and youth development program. This includes a thorough mapping of assets, with indicators of successful, high quality programming, community collaboration, as well as perceived gaps by population and location. This requires collaboration among the Mayor's Office, leadership of the Richmond Public Schools, non-profit service providers.
  - iv. Identify local, state, and federal philanthropic opportunities.
  - v. Pursue local, state, and federal legislative priorities.
  - vi. Serve as the liaison to external public and private stakeholders.
  - vii. Support Richmond 300 to integrate children into the City's master planning process.
  - viii. Develop and align planning and impact evaluation tools (e.g.: outcomes, metrics, measurement process, analysis).
  - ix. Provide recommendation for the sustainability of this position and the programs it supports, beyond the 18-month initial commitment.

On a subsequent page is an addendum outlining the Foundation's general policies regarding grants and reporting requirements. Please acknowledge your acceptance of the terms and conditions under which this grant is being made by signing the addendum to this letter and returning it to the Foundation. Grant funds will be mailed to your organization after a signed copy is received.

If you have any questions regarding this grant, please contact me at 409-5612. The Foundation is pleased to be a part of this partnership, and we wish the City of Richmond much success as it addresses the critical education needs of the children in our community.

Sincerely,



Scott Blackwell  
Chief Community Engagement Officer

CC:

Sherrie Armstrong  
President and CEO, The Community Foundation

Jamelle Wilson  
Chair, Community Impact Committee, The Community Foundation



Addendum

*On behalf of the organization, I accept the terms and conditions under which this grant is being made.*

\_\_\_\_\_  
\*Signature

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

**Addendum to Organizations Receiving Grant Assistance**

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In order to comply with applicable tax laws, regulations, and foundation policy, The Community Foundation provides grant support to your organization with the understanding that

- 1) grant funds distributed to your organization relating to the Foundation's grant will be used only for purposes designated in our grant letter;
- 2) no funds will be used for any political campaign;
- 3) if your organization or the project loses its appropriate accreditation or support for the project, any unexpended funds will be returned to the Foundation;
- 4) adequate and thorough accounting records of the expenditure of funds will be maintained by the grantee organization;
- 5) special provisions regarding equipment grants: if, in the sole opinion of the Foundation, an organization no longer provides the services for which the equipment grant was awarded; no longer operates as a service provider within the area served by The Community Foundation or ceases operations due to loss of substantial funding, staff, etc. or dissolution as a nonprofit corporation, the Foundation may request the return of equipment. This provision shall be limited to three years from the date of award.
- 6) the organization will submit a final report within thirty (30) days after the completion of the project, including the results of the proposed outcomes. An interim report may be required for more extensive projects.

If you anticipate a change to the proposed project or project budget, or have questions about the grant policies and reporting requirements, please contact Scott Blackwell, Chief Community Engagement Officer.

This form should be signed by the organization's authorized executive.