

# Policy Briefing Summary

## City Council



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| <b>Regarding:</b>               | <b>Resolution to appropriate funding from the International City / County Management Association (ICMA) Economic Mobility and Opportunity Special Assistant Grant in the amount of \$354,000 (1 of 2 readings)</b> |
| <b>Staff Contact(s):</b>        | Taylor Harvey-Ryan, Grants Program Manager, Steven King, Assistant to the City Manager   |
| <b>Presenter:</b>               | <b>Ashley Marshall, Chief Prosperity Officer</b>   |
| <b>Date of Proposed Action:</b> | January 20, 2026   |

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### Issue

Appropriate funding from the International City/County Management Association (ICMA) Economic Mobility and Opportunity Special Assistant Grant

### Background / Rule

The City of Charlottesville has received a grant award in the amount of \$354,000 from ICMA's Economic Mobility and Special Opportunity Special Assistant Grant to support the hiring of an Economic Mobility and Opportunity Special Assistant (EMO SA) to lead implementation of local actions improving economic mobility and opportunity for residents.

### Analysis

The City of Charlottesville applied for and was awarded the ICMA Economic Mobility and Opportunity Special Assistant grant in the amount of \$354,000 to support the hiring of an EMO SA for the period of September 1, 2025 through June 30, 2028.

The funding will support the hiring of a senior-level staff member to drive the implementation of comprehensive economic mobility strategies for the City of Charlottesville. The position title for the City of Charlottesville is Economic Mobility Officer who will serve under the supervision of the Assistant to the City Manager, Steve King. The Economic Mobility Officer will work across departments and external partners to identify strategic priorities and develop and execute a tailored implementation plan informed by a community-engaged co-design process. In addition to advancing local EMO activities, the Economic Mobility Officer will participate along with other grant awardees in regular coaching, training, and networking activities facilitated by ICMA. They will contribute to ongoing measurement, learning, and evaluation efforts to help develop a model for replication by other local governments.

Roles and Responsibilities include:

1. Conduct a co-design process to develop a community-informed workplan for EMO priorities and activities over the period of performance
2. Implement EMO activities outlined in the community-informed work-plan
3. Develop and enhance formal networks of local EMO stakeholders
4. Participate in all required virtual and in-person meetings.
5. Develop a strategy/resource roadmap for sustaining the EMO work beyond the duration of the grant
6. Comply with reporting and evaluation requests from ICMA and funding partners
7. Utilize customizable templates provided to deliver progress reports in a timely manner

The grant funds will be spent in the following manner:

| Category        | Period 1           | Period 2            | Period 3            | Period 4           | Total               |
|-----------------|--------------------|---------------------|---------------------|--------------------|---------------------|
| EMO SA Salary   | \$41,666.67        | \$91,666.67         | \$100,000.00        | \$16,666.67        | \$250,000           |
| Relocation      | \$5,000.00         | N/A                 | N/A                 | N/A                | \$5,000.00          |
| Support         |                    |                     |                     |                    |                     |
| Co-Design       | \$25,000.00        | N/A                 | N/A                 | N/A                | \$25,000.00         |
| Expenses        |                    |                     |                     |                    |                     |
| Implementation  | N/A                | \$15,000.00         | \$15,000.00         | N/A                | \$30,000.00         |
| Expenses        |                    |                     |                     |                    |                     |
| Intern Support  | N/A                | \$10,000.00         | \$10,000.00         | N/A                | \$20,000.00         |
| Travel + EMO    | \$3,000.00         | \$7,000.00          | \$7,000.00          | \$7,000.00         | \$24,000.00         |
| SA Professional |                    |                     |                     |                    |                     |
| Development     |                    |                     |                     |                    |                     |
| <b>TOTAL</b>    | <b>\$74,666.67</b> | <b>\$123,666.67</b> | <b>\$132,000.00</b> | <b>\$23,666.67</b> | <b>\$354,000.00</b> |

Cost Category Descriptions:

- **EMO SA Salary** (Economic Mobility Officer): 3 months total; City of Charlottesville to provide benefits package
- **Relocation Support:** Optional Incentive to Economic Mobility Officer upon hire
- **Co-design Expenses:** Consulting or related direct expenses (meeting costs including food and beverage, participant stipends, printing materials, etc.) to execute co-design activities
- **Implementation Expenses:** Expenses related to programming r other activities outline in the EMO SA workplan
- **Intern support:** Optional Support
- **Travel + EMO SA Professional Development:** Transportation for 3 people x 4 mandatory in-person convenings; professional development activities/travel for the EMO SA (Economic Mobility Officer)

### Financial Impact

The City of Charlottesville will provide benefits for the Economic Mobility Officer utilizing previous appropriated funding within the FY 2026 budget.

### Recommendation

Staff recommends the appropriation of the ICMA grant funds in the amount of \$354,000.

### Recommended Motion (if Applicable)

I move to approve the resolution appropriating the \$354,000 from ICMA to support the Economic Mobility and Opportunity Special Assistant.

### Attachments

1. ICMA EMO SA Resolution