RICHMOND CITY COUNCIL



BOARDS, COMMISSIONS, & SIMILAR ENTITIES

Office of the City Clerk

March 15, 2022 - Governmental Operations Standing Committee Presentation

OVERVIEW

- Defining boards and commissions
 - o (ORD. 2017-100)
- Classification
 - Advisory
 - Policy
 - Supervisory
- Categorization
 - City Public Body vs. Regional Board vs. Other Independent Entities

OVERVIEW

504

Total board seats (515 when including inactive boards)

78

Empty member seats (106 when including inactive boards)

26

Seats filled by City Council Members (28 when including inactive boards)

54

Boards, Commissions and similar entities

50
Active Boards

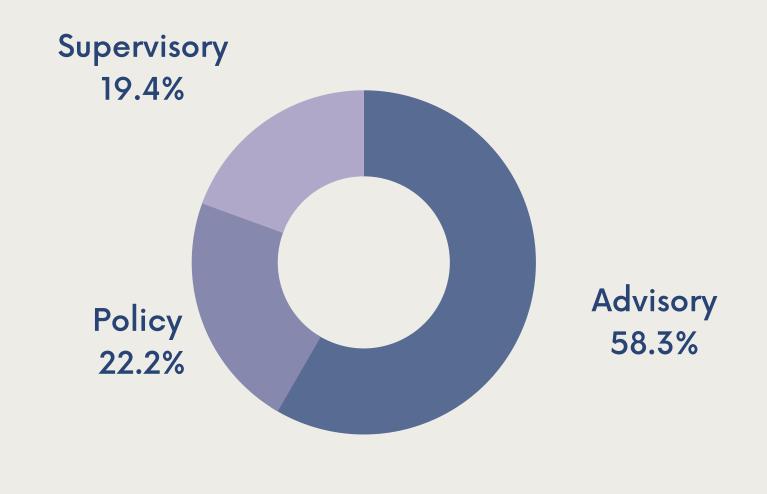
Inactive Boards

40
Meet Virtually

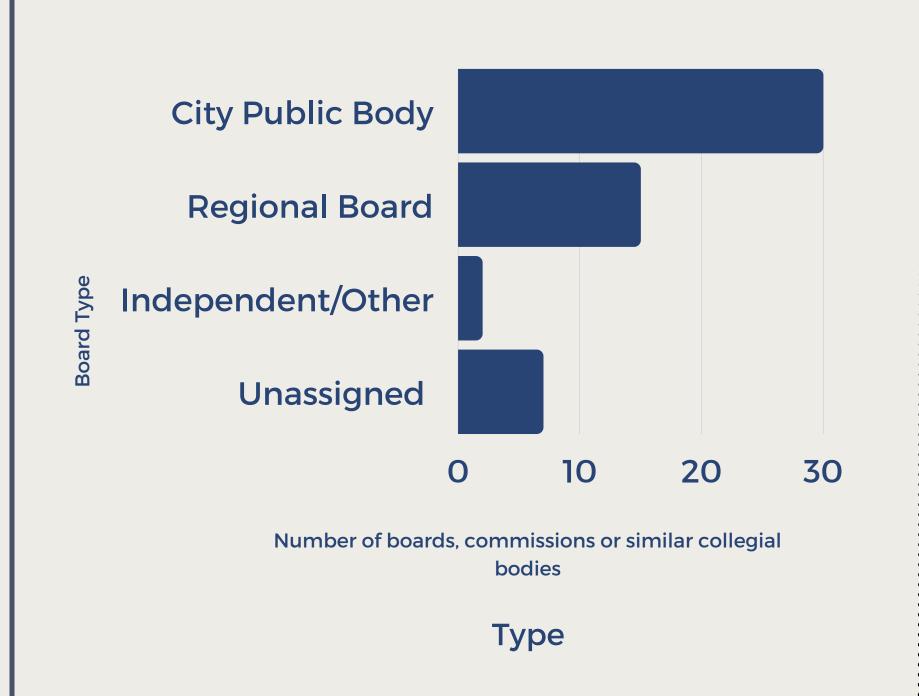
Meet In-Person (Inactive boards excluded)

Compensated Boards and Commissions

OVERVIEW - Classification and Type

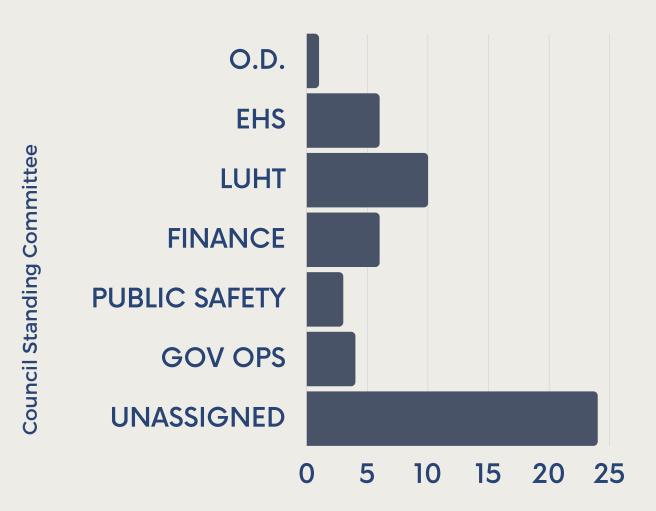






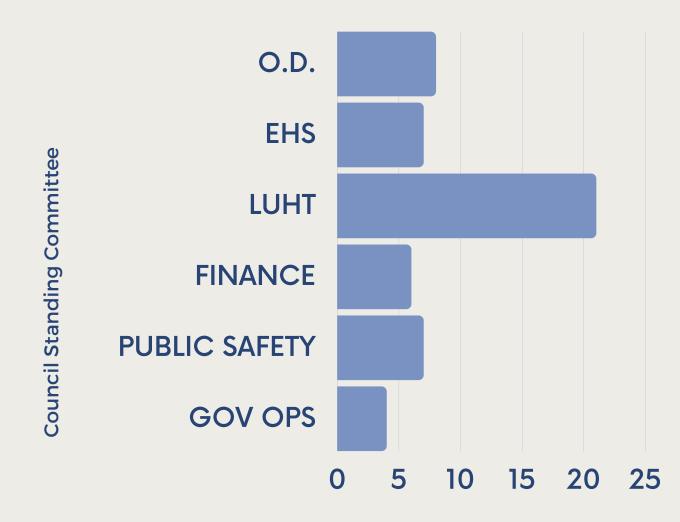
^{*}Approximate numbers for both charts.

OVERVIEW - Standing Committee Assignments



Number of boards, commissions, or similar collegial bodies

Standing Committee Assignment (RES. 2011-R064-68)

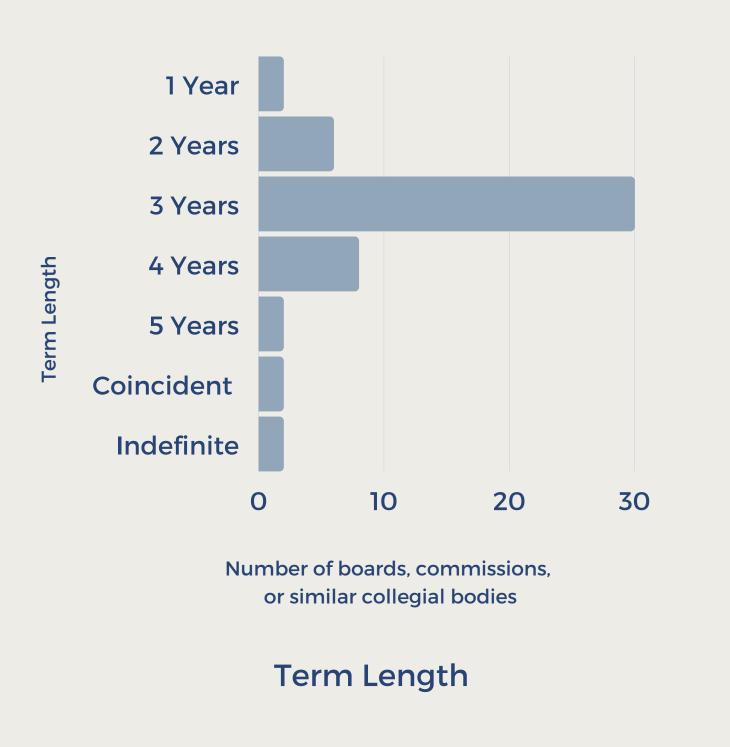


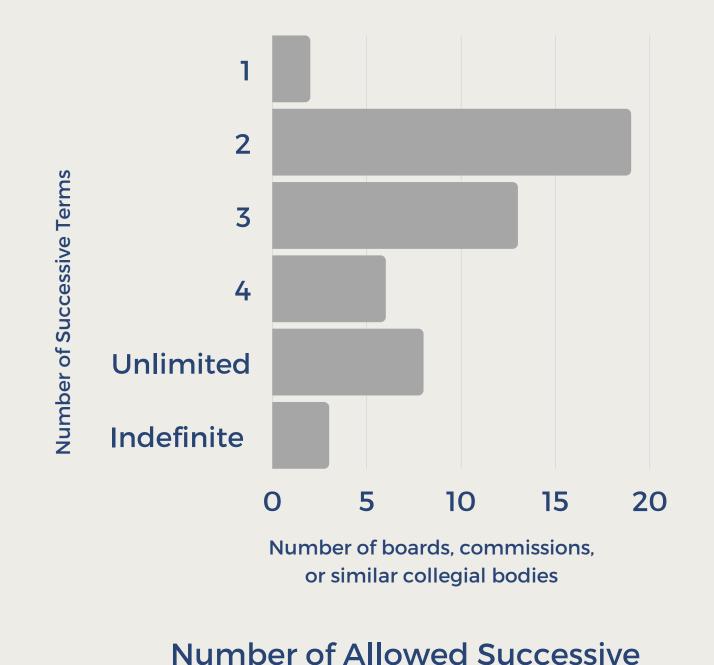
Number of boards, commissions, or similar collegial bodies

Unofficial Standing Committee
Assignment

^{*}Approximate numbers for both charts.

OVERVIEW - Term Length and Succession





Terms

OVERVIEW - Unofficial Assignments

| L.U.H.T. | GOV. OPS. | E.H.S. | O.D. | FINANCE | PUBLIC SAFETY |
|---|---|--|---|--|---|
| Board of Building Code Appeals | City Personnel Board | Advisory Board of Recreation and Parks | Affordable Housing Trust Fund Supervisory Board | Economic Development Authority | Advisory Board for the Assessment of Towing Fees and the Storage of Vehicles |
| Board of Fire Appeals | Participatory Budgeting Steering Commission | Aging and Disabilities Advisory Board | Audit Committee | | Capital Area Partnership Uplifting |
| Capital Region Airport Commission | Richmond Public Library Board | Community Policy and Management Team | Ethics Reform Commission | Greater Richmond Convention Center Authority Greater Richmond Partnership | People, Incorporated. Citizen Advisory Commission on Alternatives To Incarceration Richmond Ambulance Authority |
| Central Virginia Waste Management Authority | Richmond Retirement System | Lewis Ginter Botanical Garden, | Human Rights Commission | | |
| City Planning Commission | Sister Cities Commission | J. Sargeant Reynolds Community | Maggie L. Walker Initiative | Incorporated | |
| Clean City Commission | | Richmond Behavioral Health | Citizens Advisory Board PlanRVA (Richmond Regional | Local Finance Board For Other Post-Employment (OPEB) Trust | Task Force on the Establishment of a Civilian Review Board |
| Commission of Architectural Review | | Social Services Advisory Board | Planning District) Richmond Area Metropolitan | Minority Business Enterprise and | |
| Community Transportation Advisory Committee (MPO) | | | Planning Organization (MPO) | Emerging Small Business Advisory Board | Capital Area Alcohol Safety Action |
| Greater Richmond Transit Company (GRTC) | | | | Richmond Region Tourism (Richmond Metropolitan | Program |
| Green City Commission | | | | Convention And Visitors Bureau) | |
| Maggie L. Walker Community Land Trust Citizens Advisory Panel | | | | | |
| Maymont Foundation | | | | | |
| Metropolitan Richmond Air Quality Committee | | | | | |
| Richmond Metropolitan Transportation Authority (RMTA) | | | | | |

Richmond Redevelopment And Housing Authority (RRHA)

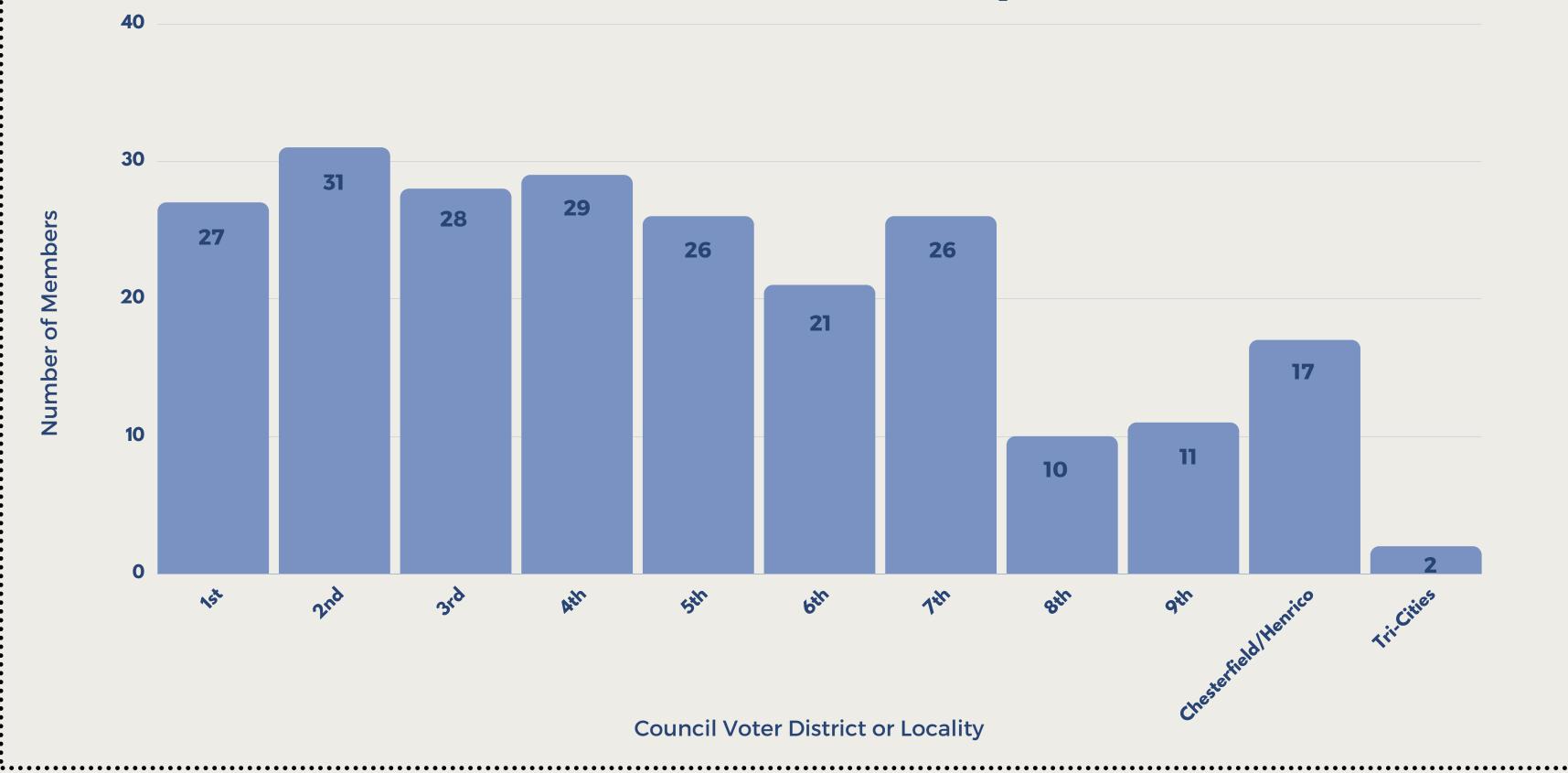
Safe and Healthy Streets

Urban Design Committee

Urban Forestry Commission

Commission

OVERVIEW - Residency Data



QUARTERLY APPLICATION PROCESS

Application

Received

- Verify eligibility
- Confirm existing vacancy
- •If the applicant is eligible, but no vacancy exists, then the applicant is notified that their application will be held for six months.
- •If the applicant is not eligible for appointment, or if the board is not accepting vacancies the applicant is notified via e-mail.
- •Eligible applicants are sent an acknowledgement e-mail which details the next steps in the process.
- •All applicants are provided the link to sign up for quarterly board vacancy e-mail notifications.

Standing

Committee

Review

- •Vacancy reports are compiled prior to consideration by their respective Standing Committees and sent to members via e-mail.
- When reviewed, the committee should do one of the following:
- (1) Forward the application to Council with a recommendation for appointment,
- •(2) Select a competing application,
- •(3) Continue the application to a future meeting (preferably the next Quarter).
- •Both the Clerk's website and applicants whose applications were continued are updated on application status following action by their respective Standing Committee.

Interviews

- •Questionnaires and interviews take place at the request of the Standing Committee, and questions are gathered from the respective board, commission or similar entitiy.
- •In recent memory, only the Land Use, Housing and Transportation and Public Safety Standing Committees have conducted such interviews.
- Interviews

Appointment

Oath

- •When a standing committee recommends appointment, the applications and vacancy information is compiled in a packet for final consideration by Richmond City Council during their Formal meeting.
- •At a formal City Council meeting, all applications in a 'Board Appointments' packet should result in:
- •(1) Appointment,
- •(2) Continuance, or Appointment
- •(3) Denial.
- •After an appointment takes place, all newly appointed members are sent congratulatory e-mail which includes establishing documents, website links and information concerning FOIA and open meeting laws.
- •We then set up a time with the appointee to administer his or her oath.
- •Update both the membership list internally and on the website.
- •Create an application/member packet to include the oath, application, supporting documentation and correspondence.

*Timeline can range from 1-4 months depending on when the application was submitted and Council Standing Committee decisioning.

LEGISLATIVE CONSIDERATIONS

RES. 2011-R064-68

 Assigns boards, commissions, committees and other entities to Council standing committees for annual reporting purposes pursuant to City Code

• RES. 2002-R087-81

 To abolish certain Council-appointed Boards, Commissions and Committees of the City of Richmond and to terminate the members' terms.

• RES. 2017-R071

 Council will appoint no person to an independent entity for a period of continuous service longer than permitted by City Code (8 years) to include independent entities and authorities pursuant to state law and those not created by statue, ordinance, resolution, or mayoral action

• ORD. 2017-143

 Uniform definition of "board or commission," that no citizen member is eligible for reappointment after eight years of continuous service until at least one year has lapsed since the expiration of the citizen member's last term, and requiring each board or commission provide certain information to the City Clerk

• ORD. 2007-140-103

Requirement that boards, commissions, and committees whose members are appointed by Council certify that such board,
 commission or committee has met at least once during a 12-month period

• ORD. 2017-100

 Classification of boards, commissions, and committees and requirements to make reports, for allowing annual written reports instead of annual presentations as a reporting mechanism

• RES. 93-R295-273

o No person shall be eligible to serve on more than two standing boards, commissions, committees appointed by the Council

LEGISLATIVE CONSIDERATIONS

- Sunset inactive boards and commissions
- Make appropriate assignments of boards and commissions to appropriate Council standing committees
- Evaluate current term limits and policy application
- Consolidate boards and commissions with similar objectives
- Evaluate attendance policy and removal process

ADMINISTRATIVE CONSIDERATIONS

- Application Updates
 - Appointment and Reappointment Application Form
- Applicant Vetting Processes
- Overlapping Reporting Periods
- Council Standing Committee & Annual Reporting Preferences
- Feedback from boards and commissions regarding applicants
- Onboarding

FUTURE CONSIDERATIONS

Establishment Standards

- Include certain specific information in CART requests, O&R's and legislation for newly established Council boards and commissions
- Established guidelines and expectations of Council established boards and commissions and members (Comprehensive policy/member handbook)
- Member Compensation
- Stakeholder Feedback
- Communications Strategy (post legislative clean-up)
 - Collaboration with OPIE and CCOS's Public Information Officers
 - Recruitment Efforts
 - Diversity, Inclusion & Barriers

MAYORAL APPOINTMENTS

• Appointments vs. Nominees

Mayoral Seats

Appointment Process (on our end)

Future Collaboration

Questions/Discussion