

INTRODUCED: March 10, 2025

AN ORDINANCE No. 2025-051

To amend City Code §§ 2-1199, concerning the duties of the Participatory Budgeting Steering Commission, and 2-1200 concerning administration, for the purpose of providing a stipend to Commission members and allowing the Commission to create ad hoc committees.

Patron – President Newbille

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: APR 14 2025 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That sections 2-1199 and 2-1200 of the Code of City of Richmond (2020) be and are hereby as **amended** as follows:

Sec. 2-1199. Duties.

The Commission shall serve as an advisory body to the Council, the Mayor, the Chief Administrative Officer, and the Department of Budget and Strategic Planning for the implementation of a participatory budgeting process for City capital projects proposed by the Commission and for the development of a participatory budgeting rulebook. For purposes of this division, the phrase “participatory budgeting rulebook” means a set of recommended guidelines

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: APR 14 2025 REJECTED: _____ STRICKEN: _____

developed by the Commission, to the extent permitted by law, concerning the process by which members of the public may participate in the annual budget process to provide the City with input on City capital projects proposed by the Commission. The Commission shall administer the participatory budgeting process provided for in this division. In addition, the Commission shall perform the following duties:

(a) Draft and finalize a participatory budgeting rulebook, which shall be approved as to form and legality by the City Attorney, providing for:

(1) The development of recommendations for a data collection and community assessment project that considers health, social, and environmental quality of life indicators. Such assessment and recommendations shall be produced in an annual written report to the Council, the Mayor, the Chief Administrative Officer, and the Department of Budget and Strategic Planning measuring the quality of life indicators noted in this subdivision and incorporating relevant aspects of the City's master plan in such assessment and recommendations. In preparing its assessment and recommendations, the Commission shall obtain the advice and comment of City agencies, as the Commission deems appropriate, and, with regard to zoning matters, the Department of Planning and Development Review, which department shall have a representative present to assist the Commission at public events conducted by the Commission for the residents of the city of Richmond.

(2) A process outlining how residents may participate in the annual budgeting process, the number and type of capital projects that the Commission may propose annually, how residents may offer any such resident's expertise on municipal budget matters, and any other relevant elements. Such process and any

recommended funding for capital projects shall be delineated by Council District and shall facilitate citywide implementation of the process with a focus on transparency, community building, and representation from various groups, including but not limited to:

- a. Persons with disabilities.
- b. Youth and families.
- c. Persons with a history of criminal charges or convictions.
- d. Elderly persons.
- e. Non-native English speakers.
- f. Racial minorities.
- g. Women.

(3) Parameters for participatory budgeting, including the following:

- a. Only capital projects that are estimated to take up to one year to complete shall be considered.
- b. Any proposals for funding shall not include any funding used to generate revenue, benefits, or funds to cover overhead, administrative, or overhead costs for private individuals or entities.
- c. No proposed funding for projects shall require a change in City policy or applicable laws.
- d. No proposed funding shall be for grants to nonprofit organizations.
- e. No proposed capital projects shall promote religious or political beliefs;
- f. All proposed capital projects be for the development of City-owned real estate.

g. Any proposals for funding shall not include funding for initiatives of or property operated by the School Board of the City of Richmond.

(b) Any voting process used by the Commission shall use ranked voting and, in the event of a tie, the tie shall be decided by the Commission.

(c) Funding opportunities shall be organized by district and shall organized by subject areas determined by the Commission.

(d) Develop measures and goals to evaluate the success of the participatory budgeting process.

(e) Establish a timeline for the implementation of the participatory budgeting process.

(f) Determine the annual budget allocation of funds for capital improvement projects for all Council districts.

(g) Develop outreach programs to solicit community participation in the participatory budgeting process, including the following:

(1) A public marketing and outreach campaign, strategy, and annual budget.

(2) Funding opportunities to offset the City's costs to implement the participatory budgeting process.

(3) Recruitment of volunteers to assist with the preparation and submission to the City of capital project ideas.

(h) Determine the qualifications for and train volunteers for the development of the participatory budgeting process.

(i) Recommend the ways in which the City may oversee the implementation of the participatory budget process.

(j) Recommend the ways in which the City may more efficiently oversee the timely and successful execution of select capital projects as may be determined by the Commission and how the City may keep the public informed about the details and progress of such projects.

(k) Based on the participatory budgeting process and the participatory budgeting rulebook developed pursuant to this section, provide the Council, the Mayor, the Chief Administrative Officer, and the Department of Budget and Strategic Planning with recommendations for any modifications to the participatory budgeting process and participatory budgeting rulebook, by no later than June 30 of the fiscal year commencing July 1, 2021, and ending June 30, 2022, and by June 30 of each fiscal year thereafter.

(l) Submit a written report, containing the Commission's findings and recommendations for a participatory budgeting process and a participatory budgeting rulebook as required by this division, to the City Council, the Mayor, Chief Administrative Officer, and the Department of Budget and Strategic Planning by no later than the December 6, 2021, meeting of the Organizational Development Standing Committee.

(m) Form ad hoc committees for the purpose of advising the Commission on special matters related to participatory budgeting, community engagement, and community idea collection. Ad hoc committees shall be composed of nonmembers of the Commission to be appointed by the Commission.

Sec. 2-1200. Administration.

(a) *Quorum.* Four members of the Commission shall constitute a quorum.

(b) *Officers.* The Commission shall select from among its membership a chairman and other such officers as it may deem necessary for the conduct its affairs.

(c) *Meetings.* The Commission shall meet within each Council district at least once within a twelve month period and as often as it deems necessary in order to complete its duties, and shall provide for a sign language and Spanish interpreter at all such meetings.

(d) *Freedom-of-information.* All meetings and records of the Commission shall be subject to the provisions of the Virginia Freedom of Information Act.

(e) *Procedures.* The Commission may adopt by-laws or rules of procedure not inconsistent with this division to govern the conduct of its meetings and operations.

(f) *Staff and resources.* The Chief Administrative Officer or the designee thereof shall provide such staff and resources, and shall coordinate the provision of assistance by agencies that report to the Chief Administrative Officer and the offices of appointees of the City Council, as may be necessary, to assist the Commission in completing the duties set forth in this division. The Office of the City Attorney shall provide any legal advice or opinions necessary to assist the Commission in completing the duties imposed by this division.

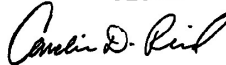
(g) *Meeting stipends.* Members shall receive a stipend of \$41.66 for each meeting of the Board they attend, provided that no member shall receive an amount exceeding \$500 within a fiscal year. Members of ad hoc committees created pursuant to Sec. 2-1199(m) shall receive \$25 for each meeting they attend, provided that no ad hoc committee member shall receive an amount exceeding \$200 within a fiscal year.

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

APPROVED AS TO FORM:

CITY ATTORNEY'S OFFICE

A TRUE COPY:
TESTE:


Carolin D. Reed
City Clerk



Richmond City Council

The Voice of the People

Richmond, Virginia

RECEIVED

By City Attorney's Office at 3:32 pm, Feb 28, 2025

Office of the Council Chief of Staff

Ordinance/Resolution Request

TO Laura Drewry, City Attorney

FROM Will Perkins, Senior Legislative Services Manager
Office of the Council Chief of Staff

COPY Cynthia Newbille, 5th District Councilmember
Matthew Slaats, Interim Council Chief of Staff
Tabrica Rentz, Deputy City Attorney

DATE February 13, 2025

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TITLE Ordinance to the Participatory Budgeting Commission to Pay Meeting Stipends and Form Ad Hoc Committees

This is a request for the drafting of an **Ordinance** ☒

REQUESTING COUNCILMEMBER/PATRON

Cynthia Newbille

SUGGESTED STANDING COMMITTEE

Organizational Development

ORDINANCE/RESOLUTION SUMMARY

Patron requests that the Participatory Budgeting Commission (established by Ord. 2020-256, adopted February 8, 2021; Code of City of Richmond Sec. 2-1196, et. seq.) to allow the Commission to pay meeting stipends and form ad hoc committees.

BACKGROUND

The Participatory Budgeting ("PB") Commission was established in 2020 via Ord. 2020-256 to design the process by which a participatory budgeting process could be implemented in Richmond, VA with the goal of creating a process that both equitably distributes capital dollars developed and voted on by residents, and maintains internal equity by reducing barriers to participation in the community design process.

This amendment is necessary because the provision of stipends is to reduce barrier for participants who might not otherwise be able to participate without compensation. Additionally, ad hoc committees allow for deeper and broader engagement throughout the city.

FISCAL IMPACT STATEMENT

Fiscal Impact Yes ☒ No ☐

Budget Amendment Required Yes ☐ No ☒

Estimated Cost or Revenue Impact **\$0**

Funds are sufficient in the Office of the Council Chief of Staff (OCCOS) budget to absorb this amendment.

Attachment/s **No** ☐