

INTRODUCED: October 27, 2014

AN ORDINANCE No. 2014-234-215

To amend and reordain ch. 2, art. V of the City Code by adding therein a new div. 3.2 (§§ 2-920—2-923) for the purpose of establishing a Maggie L. Walker Initiative Citizens Advisory Board.

Patron – Mayor Jones

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: DEC 8 2014 AT 6 P.M.

WHEREAS, the City believes that it is in the best interests of the residents of the City of Richmond that the Council establish a Maggie L. Walker Initiative Citizens Advisory Board to monitor and evaluate the City's poverty reduction and wealth building initiatives and to provide advice to the Mayor and the Human Services Manager designated by the Deputy Chief Administrative Officer for Human Services to work with the Board concerning the City's comprehensive poverty reduction initiative and its progress; and

WHEREAS, it is estimated that the annual operating costs for such new Board will be approximately \$25,000, including 500 staff hours;

THE CITY OF RICHMOND HEREBY ORDAINS:

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: DEC 8 2014 REJECTED: _____ STRICKEN: _____

§ 1. That Chapter 2, Article V of the Code of the City of Richmond (2004) be and is hereby amended and reordained by adding therein a new Division 3.2, consisting of sections numbered 2-920 through 2-923, as follows:

DIVISION 3.2

MAGGIE L. WALKER INITIATIVE CITIZENS ADVISORY BOARD

Sec. 2-920. Created.

There is hereby created an advisory board of the City of Richmond with indefinite duration to be known as the Maggie L. Walker Initiative Citizens Advisory Board.

Sec. 2-921. Composition; qualifications; terms of office; compensation.

(a) *Composition.* The Board shall be composed of sixteen members, including seven members appointed by the Mayor, eight members appointed by the Council, and a Human Services Manager, who shall be a non-voting member. For purposes of this division, “Human Services Manager” means the Human Services Manager designated by the Deputy Chief Administrative Officer for Human Services to work with the Board. All appointments shall be otherwise governed by sections 2-836 and 2-837 of this Code.

(b) *Qualifications.*

(1) *Mayoral appointments.* The Mayor shall appoint members from each of the following categories:

(a) Four persons who, at the time of appointment, reside in a census tract within the city of Richmond with a poverty rate of at least 25%. At least one of the four persons shall, at the time of appointment, be a tenant of the Richmond Redevelopment and Housing Authority or a recipient of Section 8 housing vouchers from the Richmond Redevelopment and Housing Authority.

(b) A representative of a service provider assisting low-income individuals or families.

(c) A representative of a community organization or advocacy group with a primary focus on the reduction of poverty and who resides within the city of Richmond.

(d) A person who resides within the city of Richmond.

(2) *Council appointments.* The Council shall appoint members from each of the following categories:

(a) Four persons who, at the time of appointment, reside in a census tract within the city of Richmond with a poverty rate of at least 25%. At least one of the four persons shall, at the time of appointment, be a tenant of the Richmond Redevelopment and Housing Authority or a recipient of Section 8 housing vouchers from the Richmond Redevelopment and Housing Authority.

(b) A business owner or a representative of a business with a workforce made up of employees, the majority of whom reside in the city of Richmond.

(c) A representative of a college or university located within the city of Richmond with expertise in studying poverty or in program evaluation.

(d) A person who resides within the city of Richmond.

(e) A member of the City Council, who shall be a non-voting member of the Board and shall serve as co-chair.

(c) *Terms of office.* Of the voting members initially appointed, five members shall be appointed for a term of one year, five members shall be appointed for a term of two years and four members shall be appointed for a term of three years. As the terms of the initial voting members expire, their successors shall be appointed for terms of three years. However, a Human Services Manager shall serve as an *ex officio* member and the member of the City Council shall be appointed by resolution of the City Council in the same manner as appointments to Standing Committees of the City Council and shall be appointed for a term that shall expire as provided in such resolution. The members of the Board shall serve no more than one successive full term; provided, however, that persons appointed to fill an unexpired term may serve two successive full terms upon completion of the unexpired term for which the person has been appointed. Members appointed pursuant to subsections (b)(1)(a) and (b)(2)(a) of this section who, after such appointment, no longer meet the qualifications specified therein may complete their full term and hold office until a qualified successor is appointed. All other aspects of the Board and its membership not addressed in this division shall be governed by Chapter 2, Article V, Division 1, of this Code.

(d) *Compensation.* The voting members of the Board shall receive a per diem compensation of \$50 for each meeting of the Board for which such members are actually engaged in the duties of the Board; provided, however, that no member shall receive more than \$600 per fiscal year for compensation.

Sec. 2-922. Duties and functions; reporting.

(a) *Duties and functions.* The Board shall monitor, evaluate and provide advice and recommendations to the Mayor and a Human Services Manager concerning the City's poverty reduction and wealth building initiatives and the City's progress towards achieving its poverty

reduction objectives. For purposes of section 2-843 of this Code, the Board is classified as “advisory.” In addition, the Board shall fulfill the following duties and functions:

(1) Monitor and provide advice to the Mayor and a Human Services Manager concerning the City’s comprehensive poverty reduction and community wealth building efforts.

(2) Review reports and evaluations concerning the progress of the City’s poverty reduction and community wealth building initiatives.

(3) Review and evaluate proposals for poverty reduction and community wealth building initiatives submitted to the City.

(4) Educate the citizens of the city of Richmond on issues of poverty and the City’s efforts to address such issues.

(5) Engage the citizens of the city of Richmond in public forums concerning the progress of the City’s poverty reduction and community wealth building initiatives and concerning urgent issues affecting low-income communities in the city of Richmond.

(b) *Reporting.* The Board shall provide the Mayor and a Human Services Manager with quarterly reports concerning its performance and the completion of the duties and functions set forth in subsection (a) of this section.

Sec. 2-923. Administration.

The Council Chief of Staff shall provide the necessary support for the Board. The Board shall meet at least once a month and as often as the Board may deem necessary. The Board shall keep minutes of its meetings in accordance with the requirements of the Virginia Freedom of Information Act. Nine members of the Board shall constitute a quorum. The Board shall select from among its membership a member who is a resident of the city of Richmond to serve as co-

chair of the Board with the member of the Council pursuant to section 2-921 of this Code. The Board may adopt rules of procedure or bylaws, approved as to form and legality by the City Attorney and not inconsistent with this division or other applicable law, to govern the conduct of its meetings and affairs.

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



CITY OF RICHMOND

INTRACITY CORRESPONDENCE



O & R REQUEST

SEP 16 2014

Chief Administration Office
City of Richmond

DATE: September 16, 2014

OFFICE OF CITY ATTORNEY

EDITION: 1

TO: The Honorable Members of City Council

THROUGH: Dwight C. Jones, Mayor

THROUGH: Christopher Beschler, Interim Chief Administrative Officer

THROUGH: Debra Gardner, Deputy Chief Administrative Officer, Human Services

FROM: Thad Williamson, Ph.D. Director, Office of Community Wealth Building

RE: Establishment of the Maggie L. Walker Initiative for Expanding Opportunity and Fighting Poverty Citizens Advisory Board

ORD. or RES. No.

PURPOSE: To establish, as a formal City entity, the Maggie L. Walker Initiative Citizens Advisory Board in order to monitor and evaluate the City's poverty reduction and wealth building initiatives, and to assure that low-income City residents have an institutionalized voice in helping shape these initiatives.

REASON: Citizen participation is an essential component of the City's anti-poverty initiative. The Citizens Advisory Board established by Mayor Jones in 2013 played an important part in shaping the final recommendations of the Maggie L. Walker Initiative for Expanding Opportunity and Fighting Poverty, incorporated into the FY 2015 budget. It is essential to formally establish the board and clearly define its responsibilities and role in the anti-poverty initiative, as well as establish governance rules. As part of the Maggie L. Walker Initiative, the approved FY 2015 budget included \$25,000 for the operations (including needed staff support) of such a Citizens Advisory Board.

RECOMMENDATION: Approval.

BACKGROUND: More than one-quarter of the City's population currently lives in poverty, as defined by the federal government. Nearly one-half of the population is either in poverty or at-risk, defined as having household income less than 200% of the federal poverty line. Poverty reduction and expanded opportunity are in the collective interest of the City and all its citizens. This can best be achieved with the full engagement, input and participation of those most affected by poverty.

The Maggie L. Walker Initiative Citizens Advisory Board will be one important channel for such engagement. The Board has other potential benefits as well: allowing policymakers to better

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understand how the implementation of policies are perceived by persons and neighborhoods directly impacted, thus yielding insights that can improve policy and implementation; allowing residents to better understand the rules and constraints under which City initiatives and City government as a whole operate, thereby providing more accurate information to the community and helping dispel rumors, misinformation, and distrust; providing a formal mechanism for the independent evaluation of the City's poverty reduction and wealth building initiatives; and institutionalizing the amelioration and reduction of poverty as an ongoing, permanent and high-priority function of the City of Richmond.

The Citizens Advisory Board will provide ongoing feedback and input into the City's comprehensive poverty reduction initiative, coordinated through the Office of Community Wealth Building, and will provide periodic assessment of the initiative's progress. The Board is not a policymaking body but has an important advisory capacity in the continued development of the City's poverty reduction and wealth building efforts.

ADDITIONAL NOTES: The attached memorandum details the proposed composition, function, and rules of engagement for the Citizens Advisory Board.

FISCAL IMPACT/COST: Involves expenditure of funds already appropriated.

FISCAL IMPLICATIONS: This ordinance, by formally establishing the Citizens Advisory Board of the Maggie L. Walker Initiative, will assure that the money appropriated by the Council to support the operation of such a board is used for its intended purpose.

BUDGET AMENDMENT NECESSARY: No

REVENUE TO CITY: No

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: October 13, 2014

CITY COUNCIL PUBLIC HEARING DATE: October 27, 2014

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Government Operations

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:

AFFECTED AGENCIES: Human Services

RELATIONSHIP TO EXISTING ORD. OR RES.:

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS: Supplemental Amendment Ordinance Information – GF Attachment 1

STAFF: Thad Williamson, Director, Office of Community Wealth Building (646-1872)

Concept Paper:

Maggie L. Walker Initiative for Expanding Opportunity and Fighting Poverty Citizens Advisory Board

Formal advisory board for City of Richmond.

- I. Rationale**
- II. Summary Concept**
- III. Responsibilities**
- IV. Board Composition**
- V. Procedure for Selecting the Board**
- VI. Meeting Times, Compensation, Meeting Management, Internal Organization**
- VII. Guidelines for Membership and Member Responsibilities**

I. Rationale: Why have a Citizens Advisory Board?

More than one-quarter of the City's population currently lives in poverty, as defined by the federal government. Nearly one-half of the population is either in poverty or at-risk, defined as having household income less than 200% of the federal poverty line.

Social justice and fiscal prudence require that the City make poverty alleviation and reduction a top, ongoing priority. Poverty reduction and expanded opportunity are also in the collective interest of the City and all its citizens. This can best be achieved with the full engagement, input and participation in the development and execution of anti-poverty initiatives. It is well established that inequality, poverty, and resource scarcity, along with memories of past painful history, undermine social trust and hence the possibility of constructive action. An initiative that includes a coherent citizen voice will earn legitimacy in the community. Conversely, providing venues for citizen voice is an opportunity for leadership development and empowering residents to take responsibility for improving their own neighborhoods. Residents expect, demand, and deserve to be active participants in this process; and because positive human development is a primary goal of the City's poverty reduction initiative, meaningful participation and engagement by low-income residents must be counted as one of the key barometers of the initiative's success.

In Richmond and in other cities, effective participation by low-income residents has often been difficult to achieve, for a number of reasons. Some residents feel alienated and distrustful towards all government institutions, including local government. Some residents may lack either the self-confidence or the experience and skill required to participate effectively in civic deliberations in impactful ways. Some residents may lack the time or resources to effectively participate, or may feel that such participation is not a good use of their time given other demands, priorities, and stresses.

For all these reasons, proactive measures are needed to provide a platform for the constructive input and ongoing engagement of low-income City residents. The establishment of Citizens

Advisory Board is intended to be one important channel for such engagement. The Board has other potential benefits as well: allowing policymakers to better understand “facts on the ground” and how the implementation of policies are perceived by persons and neighborhoods directly impacted, thus yielding insights that can improve policy and implementation; allowing residents to better understand the rules and constraints under which City initiatives and City government as a whole operate, thereby providing more accurate information to the community and helping dispel rumors, misinformation, and distrust; providing a formal mechanism for the independent evaluation of the City’s poverty reduction and wealth building initiatives; and institutionalizing the amelioration and reduction of poverty as an ongoing, permanent and high-priority function of the City of Richmond.

II. Summary Concept: The Citizens Advisory Board of the Maggie L. Walker Initiative for Expanding Opportunity and Fighting Poverty

The Citizens Advisory Board will provide ongoing feedback and input into the City’s comprehensive poverty reduction initiative, coordinated through the Office of Community Wealth building, and will provide periodic assessment of the initiative’s progress. The Board is not a policymaking body but has an important advisory capacity in the continued development of the City’s poverty reduction and wealth building efforts. Budgetary decisions about the allocation of resources are ultimately made by the City Administration (with City Council approval as legally required), and operational decisions are made by the Office of Community Wealth Building or other City staff working in conjunction with the Office of Community Wealth Building.

III. Responsibilities of Citizens Advisory Board:

- To monitor, receive reports, and provide feedback and input into the City of Richmond’s comprehensive poverty reduction and community wealth building effort
- To provide input into the annual budget submission of the Maggie L. Walker Initiative for Expanding Opportunity and Fighting Poverty
- To receive and review research and evaluation pertaining to the progress of the Maggie L. Walker Initiative and its component parts
- To periodically publish assessments of the progress of the Initiative, in the form of an annual report or a section of annual report of the Office of Community Wealth Building, or other mechanism.
- To review proposals for new initiatives intended to further the goals of the Maggie L. Walker Initiative, whether brought from Board Members or from the community-at-large
- To undertake public and community education on issues of poverty in Richmond and policy responses being undertaken
- To bring for discussion perspectives from low-income communities as to how the poverty reduction effort is proceeding, and to call attention to significant or urgent issues impacting low-income communities

IV. Composition of the Board

- Fourteen voting and two non-voting members
- Seven members appointed by the Mayor
- Seven members appointed by Council
- Sitting Council representative is non-voting member [but serves as co-chair]
- Director of Office of Community Wealth Building is non-voting member
- Citizen co-chair elected by membership
- At least one-half of the board (8 or more) will be persons from low-income households or who reside in a high-poverty neighborhood. Prospective members who reside in a census tract with a poverty rate of at least 25% or with household income less than 185% of the federal poverty line at the time of appointment may be counted as part of this 8, upon furnishing of proper documentation. Members whose circumstances change during the term of service may continue on the board for their full term.
- At least two members must be residents of RRHA communities or recipients of RRHA Section 8 housing vouchers
- At least one member will be a representative of a service provider assisting low-income individuals or families.
- At least one member will be a representative of a community organization or advocacy group centrally concerned with poverty alleviation and reduction
- At least one member will be a business owner or managerial representative of an employer with significant experience and demonstrated commitment to hiring Richmond residents
- At least one member will be a representative of an area college or university with significant expertise in studying poverty and/or in program evaluation
- All board members must either reside or be employed in the City of Richmond
- The board can have no more than three non-residents at any one time
- In selecting the initial board and in making future board appointments, the Council co-chair and Mayor will work collaboratively to assure diverse representation on the board with respect to age, gender, race/ethnicity, district of residence.

V. Procedures for Selecting the Board

- Mayor will establish procedure for seven appointments.
- Council will establish procedure for appointments identical or similar to procedures currently used for other board and commission nominations
- Both Mayor and Council will nominate at least four members who live in a high-poverty neighborhood or who are part of a low-income household at the time of appointment (as defined above).

- Potential Board members will interviewed in person by nominating body prior to selection
- All board members must complete orientation and training session prior to beginning service. (The first meeting of the initially appointed board will be an orientation and training session.)
- All board members whether Mayor or Council-appointed must indicate by written signature acknowledgment and intention to comply with the membership guidelines specifying roles and responsibilities noted below prior to beginning service.
- Board members will serve staggered three year-terms, renewable once

VI. Meeting Times, Compensation, Meeting Management, Internal Organization

- The Board will meet a minimum of one time per month with more frequent meetings as needed
- Board members qualifying as representing low-income communities based on criteria noted above will be eligible, upon request, for compensation for meeting attendance. The rate of compensation will be \$100 per meeting attended, capped at a maximum compensation of \$1500 (15 meetings) per member per fiscal year. The purpose of this policy is to facilitate engaged, high-quality participation from persons experiencing financial challenges and other stresses related to poverty.
- Council staff charged with support of the Board will establish meeting times, provide logistical support, and manage routine communication with Board members
- Meeting agendas will be set by Board co-chairs in consultation with Director of Office of Community Wealth Building. Meetings will be chaired by either Board co-chair or by the Director, on a rotating basis.
- Specific requests by the Board co-chairs for information to be distributed or discussed at meetings should be directed to the Office of Community Wealth Building in as timely fashion as possible, with at least 24 hours notice for routine information and one week's notice for information requiring research or information gathering.
- Board co-chairs may establish internal Committees, name additional Officers, and take other steps to maximize efficiency and effectiveness of the Board.
- Board meetings are public meetings (though guidelines for going into closed session may be established). Ordinarily there will be no public or citizen comment period, apart from invited guests who are on the established agenda. This guideline may be waived at discretion of the meeting chair.
- Board members will undergo ongoing training and professional development. In particular, the Board as a whole may work with professionals skilled in program evaluation and other skills needed to intelligently evaluate the City's poverty reduction initiatives.

VII. Guidelines for Membership and Member Responsibilities

1. The focus of all members must be on advancing the goal of *citywide* poverty amelioration and reduction, with the aim of facilitating constructive and responsible action.
2. Board members are expected to actively and energetically participate and contribute to the success of the poverty reduction and wealth building effort. Regular participation, including meeting attendance and review of relevant documents in preparation for meetings, is essential.
3. The Citizens Advisory Board is not a platform for grandstanding or advancing pet agendas be they that of an individual, a single organization, or a single neighborhood.
4. The Citizens Advisory Board is not an appropriate venue for debating issues unrelated to the City of Richmond's poverty reduction effort, except insofar as such matters impact or potentially impact poverty reduction priorities.
5. Communication amongst members during meetings as well as at other times, whether oral, written, or electronic, is expected to be civil and professional. The same expectations apply to communication between members and elected officials, City employees, and members of the public. Disagreements and differences of perspective and opinion are normal and to be welcomed, but expression of such disagreements must be within the bounds of civility.
6. Members are encouraged to ask specific questions or relay specific concerns to staff members and/or to the Board co-chairs. If concerns cannot be immediately resolved and require discussion among the Board, the appropriate venue for such discussion will be at Board meetings.
7. Members must disclose actual or potential financial conflicts of interest with items under discussion by the Board. If a vote or formal recommendation is made on such item, members must recuse themselves.
8. Members should avoid actions which have the effect or likely effect of undermining the aims of the Citizens Advisory Board
9. Members of the Board may speak as individuals on any issue, but are not authorized to speak on behalf of the Citizens Advisory Board without explicit approval of Board co-chairs.
10. Board members who consistently and deliberately fail to abide by these guidelines or fail to participate may be asked to resign by the Board co-chairs. Members may also be removed at the initiative of the Board co-chairs, with approval of the branch of government that made the member's original appointment (Council or Mayor).