INTRODUCED: June 25, 2018

AN ORDINANCE No. 2018-197

To amend ch. 12, art. I of the City Code by adding therein a new § 12-15.3, concerning reporting requirements for capital projects.

Patrons – Ms. Robertson, Ms. Larson, Mr. Agelasto Ms. Gray and Vice President Newbille

> Approved as to form and legality by the City Attorney

PUBLIC HEARING: JULY 23 2018 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That Chapter 12, Article I of the Code of the City of Richmond (2015) be and is hereby amended and reordained by **adding therein a new** section numbered 12-15.3 as follows:

Sec. 12-15.3. Reporting—capital projects.

(a) The Chief Administrative Officer shall cause the preparation of a written quarterly financial report that identifies the actual costs and any projected funding surplus or additional funding requirement for each capital project to provide the Council with a more accurate basis for the appropriation of funds for such projects and the submission of such report to the Council no

AYES:	9	NOES:	0	ABSTAIN:
ADOPTED:	JULY 23 2018	REJECTED:		STRICKEN:

later than 45 days after the end of each quarter. At a minimum, each report shall include the following for each capital project:

- (1) The original cost estimate.
- (2) The current cost estimate.
- (3) The current appropriation.
- (4) The funding source or sources.
- (5) The year-to-date expenditures.
- (6) The life-to-date expenditures.
- (7) The amount of any additional funding requirement.
- (8) Any balance remaining to the credit of any completed project.
- (9) The amount of any balance remaining to the credit of a completed project that the Mayor transfers to an incomplete project pursuant to section 6.19 of the Charter, including (i) the title of each project to receive such reallocated funds and (ii) a brief explanation of the need for the additional funds for each such project.
- (b) At the same time that the Mayor transfers any portion of the balance remaining to the credit of a completed project to an incomplete project pursuant to section 6.19 of the Charter, the Chief Administrative Officer shall notify each member of the City Council and the Council Chief of Staff in writing of the transfer together with the information required by subdivision (9) of subsection (a) of this section.
 - § 2. This ordinance shall be in force and effect upon adoption.



Richmond City Council The Voice of the People Richmond, Virainia

Office of the Council Chief of Staff

Ordinance/Resolution Request

το	Allen Jackson, Richmond City Attorney Richmond Office of the City Attorney			
THROUGH	Lou Brown Ali USU- Council Chief of Staff			
FROM	William E. Echelberger, Jr, Council Budget Analyst			
COPY	Ellen F. Robertson, 6th District Representative Haskell Brown, Deputy City Attorney Meghan K. Brown, Deputy Council Chief of Staff MCB Kiya A. Stokes, 6th District Liaison	RECEIVED		
DATE	June 8, 2018	JUN 0 8 2013		
PAGE/s	i of 2	OFFICE OF CITY ATTORNEY		
TITLE	Financial Reporting on Capital Projects			

This is a request for the drafting of an Ordinance 🕅

Resolution

REQUESTING COUNCILMEMBER/PATRON

Ellen F. Robertson, 6th District Representative SUGGESTED STANDING COMMITTEE

Finance and Economic Development

ORDINANCE/RESOLUTION SUMMARY

The Patron requests an ordinance to require that the Chief Administrative Officer shall provide City Council with:

- 1. A quarterly financial report on capital projects, which shall include for each project, but not be limited to:
 - a) The original cost estimate,
 - b) The current cost estimate,
 - c) The current appropriation,
 - d) The funding source or sources,
 - e) Year-to-date expenditures,
 - f) Life-to-date expenditures,
 - g) The amount of any additional funding requirement,
 - h) Any actual or projected surplus.
 - i) The amount of any such surplus that is to be reallocated to other projects, along with the title of the recipient project or projects, and a brief explanation of the need for the additional funds.

- j. The quarterly financial report on capital projects shall be provided no later than fortyfive (45) days after the end of each quarter in the fiscal year.
- Notification of the intent to reallocate any surplus from a capital project no less than thirty (30) days prior to the reallocation of such funds. This notification shall include:
 - a) The project title and amount of any such surplus that is to be reallocated to other projects,
 - b) The title of the recipient project or projects, and
 - c) A brief explanation of the need for the additional funds that includes details of any obligations or contracts for the transfer of the project surplus.
- If the Mayor has introduced, but City Council has not yet approved, the Capital Improvement Plan, the notification required above shall be submitted at the next meeting of City Council, as well as included in the required quarterly financial report on capital projects.

BACKGROUND

Summary:

• Section 6.19. of the Richmond City Charter grants the Mayor the power to:

"...transfer the balance remaining to the credit of any completed project to an incompleted project for the purpose of completing such project, provided the projects have been approved in the adoption of a capital budget or budgets."

- Historically, the administration has not provided City Council with notification that such transfers have taken place.
- In 2018, such transfers were undertaken after Council had identified such project balances as potential sources of funding for its amendments to the Capital Improvement, as provided for in §6-19 of the Richmond city Charter:

"If no such transfers are made, the balances remaining to the credit of completed or abandoned purposes and projects shall be available for appropriation and allocation in a subsequent capital budget or budgets."

• The reporting requirements set out in the requested ordinance are intended to increase the transparency of capital project funding, and provide City Council with a more accurate basis for the appropriation of funds for such projects.

FISCAL IMPACT STATEMENT

Fiscal Impact		Yes 🗌	No 🛛				
Budget Amendment	Required	Yes 🗌	No 🛛				
Estimated Cost or Revenue Impact							
There is no revenue or budget impact. The quarterly report is already prepared by the Administration.							
Attachment/s	Yes 🗌 No 🕅						

Attachment/s Yes 🗌 No 🕅

Richmond City Council Ordinance/Resolution Request Form/updated 10.5.2012 /sts