



**City Of Richmond, Virginia
Office of the City Clerk**

Request to Withdraw Legislation

Paper Number: Ord. 2019-342

Chief Patron: Vice President Chris Hilbert

Introduction Date: December 9, 2019

Chief Patron Signature: Per email request

For Office Use Only

Attestation: *Caroline D. Keil*

Effective Date: April 24, 2020

From: [Reid, Candice D. - Clerk's Office](#)
To: [Braxton, Lisa - Clerk's Office](#)
Subject: FW: Ord. 2019 - 342 Withdrawal
Date: Friday, April 24, 2020 3:26:43 PM

Lisa:

Can you do the withdrawal form for this paper? Thanks.

Candice

From: Reid, Candice D. - Clerk's Office
Sent: Thursday, April 23, 2020 2:22 PM
To: 'Hilbert, Chris' <Chris.Hilbert@VHDA.com>; Hilbert, Chris A. - City Council <Chris.Hilbert@richmondgov.com>
Cc: Townes, Lisa F. - City Council Office <Lisa.Townes@richmondgov.com>
Subject: RE: Ord. 2019 - 342 Withdrawal

Thank you, Vice Pres. Hilbert. To confirm, it's ORD. 2019-342, not ORD. 2019-243 as referenced in your email.

Candice Reid
City Clerk
Office of the City Clerk
900 E. Broad St., Ste. 200
Richmond, VA 23219
O: (804)646-5621
C: (804)774-0192
F: (804)646-7736

From: Hilbert, Chris [<mailto:Chris.Hilbert@VHDA.com>]
Sent: Thursday, April 23, 2020 2:19 PM
To: Townes, Lisa F. - City Council Office <Lisa.Townes@richmondgov.com>; Hilbert, Chris A. - City Council <Chris.Hilbert@richmondgov.com>
Cc: Reid, Candice D. - Clerk's Office <Candice.Reid@richmondgov.com>
Subject: RE: Ord. 2019 - 342 Withdrawal

CAUTION: This message is from an external sender - Do not open attachments or click links unless you recognize the sender's address and know the content is safe.

I am requesting that Ord. 2019-243 be withdrawn.

Chris A. Hilbert
Senior Strategic Lending Officer
Virginia Housing Development Authority
601 S. Belvidere St.

Richmond, VA 23220-6504

Phone: 804-343-5741

chris.hilbert@vhda.com

www.vhda.com

[Sign up for VHDA's Multifamily Loan Program Updates](#)

From: Townes, Lisa F. - City Council Office <Lisa.Townes@richmondgov.com>

Sent: Thursday, April 23, 2020 6:36 AM

To: Hilbert, Chris A. - City Council <Chris.Hilbert@richmondgov.com>

Cc: Reid, Candice D. - Clerk's Office <Candice.Reid@richmondgov.com>

Subject: FW: Ord. 2019 - 342 Withdrawal

Importance: High

CAUTION: This email originated from outside of VHDA. Use caution when clicking on links or opening attachments.

This is the email that needs a response. You can reply all.

Lisa

From: Reid, Candice D. - Clerk's Office

Sent: Wednesday, April 15, 2020 9:11 AM

To: Hilbert, Chris A. - City Council <Chris.Hilbert@richmondgov.com>

Cc: Townes, Lisa F. - City Council Office <Lisa.Townes@richmondgov.com>

Subject: RE: Ord. 2019 - 342 Withdrawal

VP Hilbert:

Please reply to this email and confirm that you request the withdrawal of ORD. 2019-342. Since we are not able to get members' signatures on the withdrawal form, I need communication directly from members regarding such requests. Thanks.

Candice Reid

City Clerk

Office of the City Clerk

900 E. Broad St., Ste. 200

Richmond, VA 23219

O: (804)646-5621

C: (804)774-0192

F: (804)646-7736

From: Anderson, Samson F. - Council Chief of Staff

Sent: Wednesday, April 15, 2020 9:04 AM

To: Reid, Candice D. - Clerk's Office <Candice.Reid@richmondgov.com>

Cc: Hilbert, Chris A. - City Council <Chris.Hilbert@richmondgov.com>; Townes, Lisa F. - City Council Office <Lisa.Townes@richmondgov.com>; Anderson, Lawrence R. - Council Chief of Staff Office <Lawrence.Anderson@richmondgov.com>; Brown, Meghan K. - Council Chief of Staff Office <Meghan.Brown@richmondgov.com>

Subject: Ord. 2019 - 342 Withdrawal

Candice,

Councilman Hilbert has communicated to me that he wishes to withdraw Ord. 2019-342.

Thank you,

Samson Anderson
Council Budget Analyst
RICHMOND CITY COUNCIL
OFFICE OF THE COUNCIL CHIEF OF STAFF
(804) 646-6053

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INTRODUCED: December 9, 2019

AN ORDINANCE No. 2019-342

To establish the Citizens’ Capital Improvement Plan Commission to advise the Council and the Mayor on matters involving funding priorities within the Capital Improvement Plan established by Ord. No. 2019-043, adopted May 13, 2019.

Patron – Vice President Hilbert

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JAN 13 2020 AT 6 P.M.

WHEREAS, the City believes that it is in the best interests of the citizens of the city of Richmond that the City establish the Citizens’ Capital Improvement Plan Commission to advise the Council and the Mayor on matters involving the designation of funding priorities within the Capital Improvement Plan established by Ordinance No. 2019-043, adopted May 13, 2019; and

WHEREAS, it is estimated that the annual operating costs for the Commission will be approximately \$2,000, including 40 staff hours;

NOW, THEREFORE,

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Council hereby establishes the Citizens’ Capital Improvement Plan Commission (“the Commission”) pursuant to the following guidelines:

AYES: _____ NOES: _____ ABSTAIN: _____

ADOPTED: _____ REJECTED: _____ STRICKEN: _____

A. Purpose. The Commission shall provide the Council and the Mayor with information and advice concerning the designation of funding priorities within the Capital Improvement Plan established by Ordinance No. 2019-043, adopted May 13, 2019.

B. Composition.

The Commission shall be composed of 11 members, subject to the conditions set forth in this section, as follows:

(1) The Council shall appoint nine members, one from each of the nine Council Districts.

(2) The Mayor shall appoint two members, one of whom must be an employee of either the City's Office of Budget and Strategic Planning or the City's Department of Finance and shall be a non-voting member.

(3) All appointments shall be otherwise governed by Sections 2-755 and 2-756 of the Code of the City of Richmond (2015), as amended.

(4) All other aspects of the Commission and its membership not addressed in this division shall be governed by Chapter 2, Article V, Division 1 of the Code of the City of Richmond (2015), as amended.

C. Duties and Reporting.

The Commission shall serve as an advisory body to the Council and the Mayor. The Commission shall provide the Council and the Mayor with information and advice concerning the designation of funding priorities within the Capital Improvement Plan established by Ord. No. 2019-043, adopted May 13, 2019, by:

(1) Developing procedures for collecting citizen feedback concerning which projects within the Capital Improvement Plan established by Ordinance No. 2019-043, adopted May 13,

2019, should have the highest funding priority, which procedures shall include the following, at a minimum:

a. At least one meeting held in each Council District to solicit citizen feedback on the timely necessity for certain projects in the Capital Improvement Plan.

b. Outreach programs held in addition to a meeting conducted pursuant to section 1(C)(1)(a) of this ordinance for the purpose of soliciting citizen feedback on the timely necessity for certain projects in the Capital Improvement Plan.

(2) Submission of a report to the Council and the Mayor outlining the Capital Improvement Plan projects that are deemed a priority according to the feedback collected pursuant to section 1(C)(1) of this ordinance.

D. Conduct of affairs.

(1) *Quorum.* Six voting members of the Commission shall constitute a quorum.

(2) *Officers.* The Commission shall select from among its membership a chair, a vice chair, a secretary, and such other officers as it may deem necessary to discharge its functions.

(3) *Duration.* The Commission shall continue in existence until December 31, 2020.

(4) *Meetings.* The Commission shall meet at least once every month and as often as the Commission may deem necessary until the date of its termination set forth in section 1(D)(3) of this ordinance.

(5) *Freedom of Information.* The Commission shall keep minutes of its meetings in accordance with the requirements of the Virginia Freedom of Information Act.

(6) *Procedures.* The Commission 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. For purposes of section 2-761, the Commission is classified as “advisory.”

(7) *Staff and Resources.* The Council Chief of Staff and the Chief Administrative Officer shall each designate one City employee who shall provide the necessary support for the Commission subject to the appropriation of sufficient funds therefor, provided that City employees shall not be responsible for coordinating the logistics of meetings, coordinating meeting space, creating agendas, completing minutes, and preparing reports.

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



Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Council Chief of Staff

Ordinance/Resolution Request

TO Haskell Brown, Interim Richmond City Attorney
Richmond Office of the City Attorney

THROUGH Lawrence R. Anderson *LRA*
Council Chief of Staff

FROM Samson Anderson, Council Budget Analyst *SA*

COPY Chris A. Hilbert, 3rd District Representative
Meghan K. Brown, Council Deputy Chief of Staff *MKB*
Lisa F. Townes, 3rd District Liaison

DATE November 19, 2019

PAGE/s 1 of 2

TITLE Capital Funds Citizen Commission

RECEIVED

NOV 25 2019

OFFICE OF THE CITY ATTORNEY

This is a request for the drafting of an Ordinance Resolution

REQUESTING COUNCILMEMBER/PATRON

SUGGESTED STANDING COMMITTEE

Chris A. Hilbert, 3rd District Representative

Finance and Economic Development

ORDINANCE/RESOLUTION SUMMARY

- The Patron requests an ordinance to establish an advisory commission with the goal of facilitating citizen feedback and advice regarding funding priorities on the Capital Improvement Plan.
- The commission's official designation is to be The Citizens' Capital Improvement Plan Commission.
- The commission's duties and objective will be to collect citizen feedback from all 9 districts, and to advise the Mayor and Council regarding the allocation of Capital Improvement Funds according to the feedback they receive.
- The commission will be made up of 11 members, 9 to be chosen by the Council, and two to be chosen by the Mayor.
 - Nine members are to be chosen from each of the 9 districts, one per district, by the Council.
 - One member will be appointed by the Mayor from the staff of the City's Finance or Budget Department, and who will be a non-voting member.
 - One member will be appointed by the Mayor.
- The commission will meet monthly beginning in January/February 2020, and terminate in December 2020.

- At least one formal meeting shall be held in each Council District.
- Outreach efforts should be made by the commission to the citizenry between formal meetings.
- The commission will report to the Mayor and the City Council.
- The agencies responsible for giving the commission support are the Chief Administrative Officer and the Council Chief of Staff offices, for a maximum of 40 hours.
- The commission will be allocated no budget.

BACKGROUND

- Summary:**
- The patron believes that the responsiveness of local government can be improved by allowing for greater grassroots interaction with the citizenry and increasing informed feedback from constituents regarding funding opportunities.

FISCAL IMPACT STATEMENT

Fiscal Impact Yes No

Budget Amendment Required Yes No

Estimated Cost or Revenue Impact

The fiscal impact would consist of staffing resources from the CAO's office and the Council Chief of Staff Office. Both offices are expected to provide staff support up a maximum of 40 hours each.

Attachment/s Yes No

Richmond City Council Ordinance/Resolution Request Form/Updated 10/5/2012 /in