



## Legislation Text

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**File #:** ORD. 2019-342, **Version:** 1

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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.

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:

**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.