



City of Richmond

900 East Broad Street
Richmond, VA 23219
www.richmondgov.com/city clerk

Meeting Minutes

Joint Special Meeting of the Finance and Economic Development & Governmental Operations Standing Committees

Thursday, June 5, 2017

3:00 PM

Council Chamber, 2nd Floor – City Hall

Committee Members Present

The Honorable Cynthia Newbille, Finance and Economic Development Standing Committee Chair
The Honorable Andreas Addison, Governmental Operations Standing Committee Chair
The Honorable Parker Agelasto, Finance and Economic Development Standing Committee Member
The Honorable Kim Gray, Finance and Economic Development Standing Committee Member & Governmental Operations Standing Committee Vice Chair (*Late arrival*)
The Honorable Michael Jones, Finance and Economic Development Standing Committee Vice Chair
The Honorable Kristen Larson, Finance and Economic Development Standing Committee Member
The Honorable Ellen Robertson, Finance and Economic Development Standing Committee Alternate Member

Staff Present

Lou Ali, Council Chief of Staff
Debra Bowles, Assistant City Clerk
Haskell Brown, Deputy City Attorney
Meghan Brown, Deputy Council Chief of Staff
Jean Capel, City Clerk
William Echelberger, Council Budget Analyst
Charles Jackson, Council Budget Analyst
Tabrica Rentz, Senior Assistant City Attorney

Call to Order

Finance and Economic Development Standing Committee Chair Cynthia Newbille called the meeting to order at 3:05 p.m.

Evacuation Announcement

Upon the committee's request, Debra Bowles, assistant city clerk, provided information on the appropriate manner in which the Council Chamber is to be evacuated in the event of an emergency.

Discussion Item

Fiscal Year 2018 Adopted Budget Format

Finance Chair Newbille explained that the committees were tasked to review the detailed budget format, provided by Council staff, as outlined in the adopted FY 2018 General Fund Budget. Chair Newbille named the sixteen departments which would require Council's approval to transfer funds between programs or subprograms.

The committees supported the breakdown of the detailed budget format by departments provided by Council staff.

A copy of the material provided has been filed.

Governmental Operations Standing Committee Chair Andreas Addison provided a brief overview of the detailed budget process included in the proposed ordinance request and noted that the proposed format sets out definitions and parameters for the operation of a more detailed budgeting approach.

Member Parker Agelasto stated that Council needs to identify a reporting process for which city administration informs Council of potential financial obligations for development grants prior to the introduction of such proposed legislation.

Member Kim Gray arrived and was seated.

Chair Newbille asked Council staff to meet with city administration to discuss a process by which Council will be routinely advised of possible budget amendments.

Meghan Brown, deputy council chief of staff, advised the committees that the city's Finance and Budget and Strategic Planning Departments collaborated with the Office of the Council Chief of Staff and the Office of the City Attorney to draft the ordinance request. Ms. Brown also responded to questions by the committees' members.

Jay Brown, director – Budget and Strategic Planning, expressed concern relative to the preparation of a planned budget for an upcoming fiscal year in conjunction with the introduction of the mayor's annual proposed budget. Mr. Brown also stated that city administration requests that all budget amendments be committee referral waived and forwarded directly to Council for consideration.

Member Agelasto stated that he was willing to support an annual General Fund Budget only if language was added to ensure that future annual budgets are bonafide zero-based budgets with calculation justifications presented at the time the budget is introduced.

Mr. Jay Brown agreed to provide Council with a copy of the city's Five-Year Budget Forecast Report.

The committees supported an annual General Fund Budget developed using a zero-based budgeting and waiving committee referrals of all non-capital budget amendment ordinances; however, Council will reserve the right to refer a budget amendment ordinance, upon its introduction, to a Council committee if deemed necessary.

Member Gray asked city administration to provide Council with a budget perspective on the benefits of preparing an annual versus a biannual budget.

Mr. Haskell Brown confirmed that Council's Rules of Procedures must be amended to reflect the committees' support to committee referral waive budget amendment ordinances.

A copy of the material provided has been filed.

Adjournment

There being no further business, the meeting adjourned at 4:20 p.m.