



Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Council Chief of Staff

Finance & Economic Development Standing Committee

September 17, 2025

Prep Document for Committee Members

Previous Meeting: July 16, 2025

Next Meeting: October 15, 2025

Agenda Overview:

- 8 papers for consideration:
 1. [Ord. 2025-100](#) (require publication of side-by-side comparison of agency-level budget requests and the Mayor's proposed budget)
 2. [Ord. 2025-187](#) (approve workplan and budget for FY26 Venture Richmond Downtown Special Service and Assessment Districts)
 3. [Ord. 2025-204](#) (extend project period for Mentoring Opportunities for Youth Initiative project)
 4. [Ord. 2025-205](#) (accept & appropriate \$125k for FY26 from state DCJS to fund Help Me Help You program within DJS)
 5. [Ord. 2025-206](#) (amend FY26 budget to include/appropriate anticipated revenues from plastic bag tax; create new OOS special fund for revenues from plastic bag tax; fund approved activities)
 6. [Ord. 2025-207](#) (set \$1.20 as real estate tax rate)
 7. [Ord. 2025-208](#) (set \$1.16 as real estate tax rate)
 8. [Res. 2025-R040](#) (accept findings of MBE disparity study and request implementation plan, updated study every 5 years)
- Two presentations:
 - Department of Finance Director Letitia Shelton presenting on Q4 of FY25 (revenues, expenditures, special funds)
 - Department of Economic Development Director Angie Rodgers presenting on Diamond District and Convention Center/city center economic development projects

Ordinances & Resolutions for Consideration

1. Ordinance No. 2025-100

Patrons CMs Lynch, Breton, Jordan, Gibson,

Jones, and Abubaker

Title: To amend City Code § 12-12, concerning the form of the budget submitted to Council, to require publication of a side-by-side comparison with the mayor's proposed budget submission with agency-level budget request documents and to amend ch. 12, art. I of the City Code by adding therein a new section 12-25, concerning publication of agency-level budget requests, for the purpose of requiring submission of agency-level budget request documents.

Council Staff Notes (i.e., not included in Administration memo):

- A similar proposal was included in the [final report](#) of the 2023 charter review commission on page 68 of the linked PDF (though not in the final resolution adopted by Council in November 2023).
- Equivalent documents submitted by state agencies each fall are available and searchable by biennium and agency on the DPB website here: <https://reports.dpb.virginia.gov/mc161>

Council Staff Questions:

- None.

2. Ordinance No. 2025-187**Patron** CM Robertson

Title: To approve the Work Plan and Budget for the fiscal year ending June 30, 2026, for the provision of services in the Downtown Special Service and Assessment Districts.

Council Staff Notes (i.e., not included in Administration memo):

- None.

Council Staff Questions:

- How is contract performance evaluated?
- Could you provide data on levies and total revenues generated for the two downtown special assessment districts for the past five fiscal years?
 - How do we know whether levies and revenues are appropriate to meet the special assessment districts' goals?

3. Ordinance No. 2025-204

Patron Mayor Avula

Title: To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute an Amendment I: Extension of Project Period between the City of Richmond and the National Recreation and Park Association for the purpose of supporting the ongoing implementation of the Mentoring Opportunities for Youth Initiative project.

Council Staff Notes (i.e., not included in Administration memo):

- None.

Council Staff Questions:

- How will the newly created office of gun violence prevention work with this program? Is there potential for duplication of funding or effort, and if so, how is it being mitigated?
- When you say “If we do not receive the extension, we will lose the remaining grant funds,” what does that mean in practice for programming and/or staff? Would there be a mid-year fiscal cliff?

4. Ordinance No. 2025-205**Patron** Mayor Avula

Title: To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$125,000.00 from the Virginia Department of Criminal Justice Services and to amend the Fiscal Year 2025-2026 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Justice Services' Help Me Help You Program Special Fund by \$125,000.00 for the purpose of funding the Help Me Help You program.

Council Staff Notes (i.e., not included in Administration memos):

- DCJS requires quarterly reporting, with the first report due in the DCJS online grant management system on 10/15/25. Council may wish to request a copy of any quarterly report submitted to DCJS.

Council Staff Questions:

- How does this funding amount compare to prior appropriations to support Help Me Help You?
- What did the application to DCJS for these funds entail?

5. Ordinance No. 2025-206

Patron Mayor Avula

Title: To amend Ord. No. 2025-057, adopted May 12, 2025, which adopted the Fiscal Year 2025-2026 Special Fund Budget and made appropriations pursuant thereto, by (i) increasing anticipated revenues from certain funds due to the City from the Virginia Department of Taxation , in accordance with Va. Code § 58.1-1748 and Ord. No. 2025-099, adopted Jun. 2, 2025, by \$200,000.00; (ii) creating a new special fund for the Office of Sustainability called the "Disposable Plastic Bag Tax Special Fund;" and (iii) appropriating the increase to the Fiscal Year 2025-2026 Special Fund Budget by increasing the estimated revenues and the amount appropriated to the Office of Sustainability's "Disposable Plastic Bag Tax Special Fund" by \$200,000.00, all for the purpose of funding local environmental cleanups, education programs designed to reduce environmental waste, pollution and litter mitigation, and providing reusable bags to recipients of the Supplemental Nutrition Assistance Program or Women, Infants, and Children Program benefits.

Council Staff Notes (i.e., not included in Administration memo):

- None.

Council Staff Questions:

- Because the plastic bag tax doesn't go into effect until January 1, the revenue estimate of \$200,000 seems a bit high. Could you provide more detail about how you arrived at this revenue estimate?
 - Per O&R, "Based on an estimated 8 million plastic bags distributed in the City per year, the revenue from this tax is expected to be \$200,000 for fiscal year 2026."
 - Net revenue to the City for each plastic bag is 4 cents (5-cent tax minus 1-cent "retailer discount") → $.04 * 8,000,000 = \$320,000$
 - Revenues will be collected for half of FY26; half of \$320,000 is \$160,000, and that assumes immediate retailer compliance
- Will the use of these revenues for approved purposes require the hiring of additional staff? If so, what is the FTE and associated cost (salary and benefits)?
- Please describe the requisition plans for the reusable bags to be distributed to SNAP and WIC recipients.

6. Ordinance No. 2025-207**Patrons** President Newbille and Mayor Avula

Title: To amend City Code § 26-355, concerning the levy of tax on real estate, to establish a tax rate of \$1.20 for the tax year beginning Jan. 1, 2026, pursuant to Va. Code § 58.1-3321(b), and increasing such rate from the Rolled Back Tax Rate of \$1.146 as computed in accordance with Va. Code § 58.1-3321(a).

Council Staff Notes (i.e., not included in Administration memo):

- None.

Council Staff Questions:

- None.

7. Ordinance No. 2025-208 Patrons CM Trammell, CM Abubaker, CM Lynch

Title: To amend City Code § 26-355, concerning the levy of tax on real estate, to establish a tax rate of \$1.16 for the tax year beginning Jan. 1, 2026, pursuant to Va. Code § 58.1-3321(b), and increasing such rate from the Rolled Back Tax Rate of \$1.146 as computed in accordance with Va. Code § 58.1-3321(a).

Council Staff Notes (i.e., not included in Administration memo):

- None.

Council Staff Questions:

- None.

8. Resolution No. 2025-R040**Patrons** CM Robertson, CM Jones

Title: To express the Council's acceptance of the findings of the MGT Performance, City of Richmond, Virginia Minority Business Enterprise, 2023 Disparity Study and to request that the Chief Administrative Officer cause the Office of Minority Business Development to (i) develop and implement a comprehensive plan of action based on the recommendations of such disparity study to promote equity in the City's procurement practices and (ii) conduct a comprehensive minority business enterprise disparity study every five years beginning in Fiscal Year 2026-2027.

Council Staff Notes (i.e., not included in Administration memo):

- None.

Council Staff Questions:

- None.

Presentation: Fourth Quarter Fiscal Year 2025 Updates – Letitia Shelton, Director, Department of Finance

Note: As of 11 a.m. on Tuesday, 9/16/25, no presentation materials had been submitted. For the Committee's reference, the detailed presentation request is provided below:

From 8/22/25 email from OCCOS staff to Finance & Admin DCAO staff:
Presentation on Q4 of FY25 Financials for COR (similar to [quarterly status reports](#) previously produced by Budget & Strategic Planning office through Q3 of FY22)

- General Fund revenues and expenditures as of 6/30/2025.
 - Revenues: By source, show budgeted amounts vs. actuals as well as variance dollar amount/percentage. Include brief explanations for revenue sources +/- 5% or \$500,000 of budgeted amounts.
 - Expenditures: By agency, show budgeted amounts vs. expenditures as well as variance dollar amount/percentage. Include brief explanations for agencies +/- 5% or \$500,000 of budgeted amounts.
- Update on all Special Purpose Revenue Funds (SPRFs) as of 6/30/2025.
 - Include a list of all SPRFs including agency charged with managing each fund and whether it is a lapsing or non-lapsing fund. (Funds listed in [FY26 adopted budget book](#) as "Special Fund Detail by Department", Section 6-2 to 6-22.)
 - Include starting balance (as of 7/1/2024), ending balance (as of 6/30/2025), and any transfers between funds mid-year.
 - For funds with statutory requirements on allocations to or expenditures from funds (ex: Sec 12-46 (b) for Affordable Housing Trust Fund; Sec. 27-132(c) for "Vision Zero Action Plan Fund" etc.). Please include an explanation for any deviations from legislated requirements.

**Presentation: Diamond District and Convention Center/Downtown
Redevelopment Project Updates – Angie Rodgers, Director, Department of
Economic Development**

Note: As of 11 a.m. on Tuesday, 9/16/25, no presentation materials had been submitted. For the Committee's reference, the original presentation request is provided below:

From 8/14/25 email from OCCOS staff to Finance & Admin DCAO staff: "Chair Robertson is also requesting a combined presentation on two economic development topics (Diamond ballpark and convention center) that had previously been slotted as separate presentations to be made to Land Use."

From 8/14/25 email from OCCOS staff to Planning & ED DCAO/DED personnel: "Chair Robertson would like the committee to receive a **combined presentation on the Diamond ballpark development project and Convention Center growth and downtown redevelopment**, both of which were originally slotted on the Land Use presentation schedule."