

INTRODUCED: January 14, 2019

AN ORDINANCE No. 2019-004

To amend City Code § 12-11, concerning the form of the budget submitted to the Council, for the purpose of providing for the Mayor’s provision of an annual budget that either includes or does not include a plan for the second following fiscal year.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JAN 28 2019 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That section 12-11 of the Code of the City of Richmond (2015) be and is hereby **amended** and reordained as follows:

Sec. 12-11. Form of budget submitted to Council.

(a) Pursuant to section 6.04 of the Charter, the form of the budget submitted by the Mayor shall be as required by the Council in this section. The operating budget shall set forth (i) a description of the fund, agency, program, subprogram, and activity for all proposed expenditures for the fiscal year, (ii) the amounts of salaries, fringe benefits and other operating expenses for each program and (iii) for all budget items in the Non-Departmental Budget, the

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: JAN 28, 2019 REJECTED: _____ STRICKEN: _____

information required by subsection (a) of section 12-12 of this Code. The operating budget shall include a summary of a zero-based budgeting analysis for each proposed budget item that includes, at a minimum, the work-load measures and cost factors used to arrive at the proposed appropriation for that proposed budget item. The operating budget shall identify each program and subprogram within each proposed budget item; however, identification of a subprogram is not required when the entire program of which a subprogram is a part is included in the proposed budget item.

(b) The operating budget also shall include the following information, for the entire City Administration, for the previous two fiscal years and for the current and proposed fiscal years:

(1) A summary of the proposed budget by program and subprogram by agency;

(2) A summary of expenditures by agency, program, and subprogram;

(3) Target service level and performance measures for each program and subprogram; and

(4) Total expenditures by agency by fund.

(c) The capital budget, shall include, in addition to the capital improvement program:

(1) A listing of all proposed capital projects by council district;

(2) A listing, by major categories, of all capital projects for which funding has been made available in previous years but has not been fully expended;

(3) A description, effective at the time of submission, of the current status of all capital projects for which funding has been made available in previous years but has not been fully expended;

(4) A listing and brief description of all proposed school projects;

(5) For each capital project, (i) a description of the purpose of the project, (ii) an enumeration of the annual operating costs of the project once it is completed, (iii) an enumeration of future capital costs if an obligation to pay those capital costs is expected to be incurred during the period covered by the capital improvement program in which the project appears; and (iv) the plan for funding all capital costs and all operating costs identified pursuant to this subdivision and, if applicable, subdivision (6) showing the year in which an obligation to pay each such cost is expected to be incurred, the agency that will be required to pay that cost, the amount of that cost, and the expected source of funds to pay that cost, and (v) the identity, professional certifications, and licenses of the person who prepared the aforementioned enumerations; and

(6) For each capital project that involves the acquisition of improved land, (i) a description of the proposed use of the improved land so acquired, (ii) an evaluation of the suitability of the improved land for that proposed use, including any additions, alterations, modifications or renovations to the existing improvements that are reasonably necessary to make the improved land usable for that proposed use and estimates of all costs thereof, (iii) an evaluation of the mechanical condition and the structural condition of the improvements to be acquired, including any conditions that are likely to require remediation during the period covered by the current capital improvement program and estimates of all costs thereof, and (iv) the identity, professional certifications, and licenses of the person who prepared the aforementioned evaluations.

In addition, the information required by subdivisions (5) and (6) of this subsection shall be submitted to the City Council at the time any ordinance to adopt or amend the capital budget or the capital improvement program is introduced.

(d) The budget shall include a per capita cost calculation for each budget expenditure listed therein.

(e) In addition to such other information as may be appropriate, the budget message required by section 6.06 of the Charter shall include a table for each agency that sets out the total operating and capital budget expenditures and the per capita amount of each such total budget. The calculation of the per capita amounts shall be based on the most recent population estimates available from the Weldon Cooper Center for Public Service at the University of Virginia.

(f) ~~[For budgets introduced in odd-numbered years]~~ When the Mayor proposes an annual budget that includes a plan for the second following fiscal year, the format of the table required by subsection (e) of this section shall be as follows:

(1) Columns arranged from left to right shall be: Prior Fiscal Year Actual, Current Fiscal Year Adopted, Next Fiscal Year Proposed, and The 2nd Following Fiscal Year Proposed.

(2) Rows arranged from top to bottom shall be: Personnel Services, Operating, Total General Fund, Special Fund, Capital Improvement, Total Agency Summary, Per Capita, and Total Staffing.

(3) In cases where the funding sources require it, the table may be altered to accurately display Non-General Fund sources.

(g) ~~[For budgets introduced in even-numbered years]~~ When the Mayor proposes an annual budget that does not include a plan for the second following fiscal year, the format of the table required by subsection (e) of this section shall be as follows:

(1) Columns arranged from left to right shall be: 2nd Prior Fiscal Year Actual, Prior Fiscal Year Actual, Current Fiscal Year Adopted, and Next Fiscal Year Proposed.

(2) Rows arranged from top to bottom shall be: Personnel Services, Operating, Total General Fund, Special Fund, Capital Improvement, Total Agency Summary, Per Capita, and Total Staffing.

(3) In cases where the funding sources require it, the table may be altered to accurately display Non-General Fund sources.

(h) Fifteen bound copies of the budget, in a format which includes the information specified in this section, shall be delivered to Room 305, Richmond City Hall, on the date and at the time specified in section 12-10 of this Code. One additional copy of the budget, in an electronic spreadsheet form that can be manipulated by the recipient, shall be delivered at the same time.

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



CITY OF RICHMOND
INTRACITY CORRESPONDENCE

O & R REQUEST
4-8409
DEC 06 2018
Office of the
Chief Administrative Officer

O&R REQUEST

DATE: December 5, 2018

EDITION: 1

TO: The Honorable Members of City Council

RECEIVED

THROUGH: The Honorable Levar M. Stoney, Mayor

12/21/18 DEC 21 2018

THROUGH: Selena Cuffee-Glenn, Chief Administrative Officer

OFFICE OF CITY ATTORNEY

THROUGH: Lenora Reid, Deputy Chief Administrative Officer for Finance & Administration

THROUGH: John Wack, Director of Finance

FROM: Jay A. Brown, Director of Budget & Strategic Planning

RE: Amendment to the City Code – section 12-11 (f) and (g) – Form of budget submitted to Council

ORD. OR RES. No. _____

PURPOSE: To amend City Code § 12-11(f) and (g), concerning the form of the budget submitted to the City Council, for the purpose of providing for the Mayor’s provision of an annual budget that either includes or does not include a plan for the second following fiscal year.

REASON: Several years ago, City Council staff proposed a change to the City code that outlined the form of the budget submitted to City Council. That information can be found in section 12-11 of the City Code. However, a part of City Council staff’s recommendations was to make a distinction of the required data that is to be provided by the Mayor to City Council based on the historical schedule of the Mayor’s submission of a biennial or an annual budget i.e. for budgets submitted in odd numbered vs even numbered years. This ordinance seeks to eliminate the wording “budgets introduced in odd numbered and even numbered years” and replace that with language that will give any Mayor greater flexibility when proposing a budget. This very minor change to the City Code will not result in any changes to the budget data that is provided by the Mayor to City Council.

RECOMMENDATION: The city administration recommends adoption of this ordinance.

BACKGROUND: Ordinance 2015-161-227 amended and reordained City Code 42-11, concerning the form of the budget submitted to the Council. This ordinance, which was adopted by City Council, made several additions to the data that is required as part of the form of the budget that is submitted by the Mayor to City Council. Specifically, this ordinance added specific requirements based on the year, even or odd, in which the budget is introduced. As a result, the current City Code does not allow the Mayor flexibility to decide what type of budget to propose to City Council i.e. a biennial or annual, in any given year. Rather this ordinance request, seeks to provide that flexibility while still ensuring that the required information is still provided. It is recommended that the below changes to the City Code are made:

- (f) [~~For budgets introduced in odd-numbered years~~] When the Mayor proposes an annual budget that includes a plan for the second following fiscal year, the format of the table required by subsection (e) of this section shall be as follows:
- (1) Columns arranged from left to right shall be: Prior Fiscal Year Actual, Current Fiscal Year Adopted, Next Fiscal Year Proposed, and The 2nd Following Fiscal Year Proposed.
 - (2) Rows arranged from top to bottom shall be: Personnel Services, Operating, Total General Fund, Special Fund, Capital Improvement, Total Agency Summary, Per Capita, and Total Staffing.
 - (3) In cases where the funding sources require it, the table may be altered to accurately display Non-General Fund sources.
- (g) [~~For budgets introduced in even-numbered years~~] When the Mayor proposes an annual budget that does not include a plan for the second following fiscal year, the format of the table required by subsection (e) of this section shall be as follows:
- (1) Columns arranged from left to right shall be: 2nd Prior Fiscal Year Actual, Prior Fiscal Year Actual, Current Fiscal Year Adopted, and Next Fiscal Year Proposed.
 - (2) Rows arranged from top to bottom shall be: Personnel Services, Operating, Total General Fund, Special Fund, Capital Improvement, Total Agency Summary, Per Capita, and Total Staffing.
 - (3) In cases where the funding sources require it, the table may be altered to accurately display Non-General Fund sources.

This very minor change will allow for any Mayor, to decide the type of budget to propose in any given fiscal year, while still providing (and adhering to the format) the required data/information prescribed within the City Code.

SOURCE: (must select all that apply)

- New/increased revenue (*complete the general fund new budget item detail chart*)(you must identify the amount of the new revenue or increase in revenue and the reason the new revenue or increase in revenue is available – do this in the Background section above)

Existing general fund (complete *general fund transfer budget item detail*)(you must identify the budget item to be reduced, the amount of the reduction, the reason for the reduction, **and an analysis of the impact on each program or subprogram funded by that budget item** – do this in the Background and Reason sections above)

Fund Balance/Reserve/Contingency/Other Funding Source (you must identify the specific source to be used (eg. Fund balance, reserve, contingency, or other), the amount of that funding source proposed to be used, and the reason for the use of that funding source – do this in the Background section above)

FISCAL IMPACT/COST (current FY):

- **If Adopted:** This will not have a fiscal impact/cost.
- **If Not Adopted:** This will not have a fiscal impact/cost.

FISCAL IMPLICATIONS (future FYs): There are not fiscal implications.

BUDGET AMENDMENT NECESSARY: No.

REVENUE TO CITY: No.

DESIRED EFFECTIVE DATE: Upon Adoption

REQUESTED INTRODUCTION DATE: December 10, 2018

CITY COUNCIL PUBLIC HEARING DATE: January 14, 2019

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Organizational Development

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: N/A

AFFECTED AGENCIES: None

RELATIONSHIP TO EXISTING ORD. OR RES.: 2015-161-227

REQUIRED CHANGES TO WORK PROGRAM(S): N/a

ATTACHMENTS: None

STAFF: Jay A. Brown, Director of Budget & Strategic Planning

GENERAL FUND TRANSFER BUDGET ITEM DETAIL:
(*for item # and title, see ordinance #2018-057, FY2019 Program Level Budget)

<u>Grand Total</u>					

*****Grand total for the New Appropriation Amount MUST match the TOTAL AGENCY budget requested as a result of this ordinance*****