



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

ADMINISTRATIVE IMPACT STATEMENT

Date: 9/21/20

Ordinance/Resolution No. 2020-R056: Requesting a study of the City's telecommuting workforce to determine if cost savings and other benefits have been derived from the telecommuting policies adopted by the City in response to the COVID-19 pandemic for the purpose of potentially continuing or expanding upon such policies after the pandemic.

Patron: Councilwoman Robertson

Legislative History: Introduced 9/14/20, Governmental Operations Committee
9/24/20

Administrative Staff Presenting: John Wack, Director of Finance and Mona Adkins-Easley, Interim Director of Human Resources

Impact Statement Summary: Resolution calls for an analysis of items that the Department of Finance can't practically quantify.

Staff Position: Oppose

Administrative Impact Statement of draft Ordinance/Resolution No. 2020-R056:

This resolution requests, in part, that the Department of Finance calculate savings attributable to the telecommuting workforce policies adopted by the City in response to the COVID-19 pandemic. No formal policies related to telecommuting have been adopted by the City, as the Administrative Regulation 2.3 for Telework that was in place many years prior is still in effect. Finance hasn't performed any comparable cost analysis in recent years (e.g. as related to the annual budget process), and isn't staffed to perform such analyses. No specific time period for projected savings is listed in the resolution, while the end date of the pandemic impact is unknown.

In regards to the potential savings/benefits categories listed in the resolution:

- The Finance Department doesn't track any net reduction in citywide office space leases as a result of the pandemic, rather (for example) a relatively new lease is now in place for the General Registrar
- Finance doesn't track parking leases that might have been discontinued that would result in net savings to the City, as the Parking Enterprise would likely see offsetting revenue decreases as a result
- Finance cannot practically determine which changes in office equipment and office supply expenses would be associated with telecommuting, as a moratorium on discretionary spending has been in place which might be the root cause of any significant spending differential
- It would be difficult to execute an attrition comparison because of the many variables (the unavailability of other employment opportunities, numerous non-essential employees were receiving full pay for 11 weeks while the city was closed, no telecommuting agreements were required to be executed, FFCRA provisions which provided 80 hours of leave, etc).
- It would be challenging to determine, if the attrition is lower whether it is due to the ability to telework. With other factors as mentioned above in place, the lack of other work opportunities could be the larger factor.
- Finally, any projections generated would need to be based on when the pandemic will end, which is not currently known.
- At this time Finance estimates the need to expedite teleworking arrangements with City employee's, due to COVID-19, has cost the City more than if normal operations were allowed to continue.

Fiscal Impacts

Description	Estimated Impact in \$
Finance staffing to conduct the requested cost savings analysis	TBD