Payment Register Amendment

(As amended)

Lawson Wijesooriya, Chief of Staff

July 15, 2026; Finance and Economic Development Committee

CITY OF
RICHMOND

The goal of amending City Code 12-16 is to **preserve public access** to meaningful spending information while ensuring the system is **practical, accurate, and compliant with privacy laws**.

FY25 PAYMENT REGISTER: PROCESS

REDACTION INSTRUCTIONS

Rule	Notes
You **must** redact information that is non-public per law.	Be prepared to document the specific legal rule that applies. Example: Section 63.2-104 of the Code of Virginia forbids the disclosure of certain information related to social services. Example: the Code of Virginia (58.1-3?) requires secrecy of information related to taxation.
You **may** redact information as allowed by specific exemptions of the Virginia Freedom of Information Act.	See Code of Virginia Code - Chapter 37. Virginia Freedom of Information Act Be prepared to document any exemption used.
You **may not** edit data for any other reason.	Examples of unallowed activities: correcting errors, adding clarification

REDACTION CATEGORIES

Categories that can be redacted by formula:	Categories that must be identified manually:
• payments to jurors, personal information concerning identifiable individuals (§2.2-3705.1(1)) • DPU customer bill information (§2.2-3705.7(7)) • tax information (§58.1-3(A)), and • records and information related to social services (§63.2-104)	• Personnel information • Case information • Juror payments • Juvenile social, medical, psychiatric and psychological records (§16.1-300) • Personnel information concerning identifiable individuals (§2.2-3705.1(1))* • Public safety: sensitive information related to safety, security, and personal privacy (§2.2-3705.2)* • Public safety: Surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational or transportation plans or protocols (§2.2-3705.2(14)(c))* • Public Safety: operational, procedural, tactical planning, or training manuals (§2.2-3705.2(14)(ii))* • Information held by state or local park and recreation departments and local and regional park authorities or by the Department of Workforce Development and Advancement concerning identifiable individuals younger than 18 years of age. (§2.2-3705.2(7)(21))* • Disclosure of law-enforcement records; criminal incident information and certain criminal investigative files. (§2.2-3706.1) • Unwarranted invasion of personal privacy. (§2.2-3706.1(E)(3)) • Individual’s right to privacy in their health records. (§32.1-127.1:03) • Tax information (§ 58.1-3(A)) • Records and information related to social services are confidential (§63.2-104)

FY25 PAYMENT REGISTER:
BY THE NUMBERS

Total Number of Records:

231,933

All reviewed to ensure private or sensitive personal data would not be disclosed.

1	Vendor_Name	Payment_Nun	Payment_D	Payment_An	Invoice_	Invoic	Distribut	Distribution_Description	Fund	Fund_Description	Cost_Cer	Cost_Center_Descriptic	Account	Account_Description	Type_Of_Disl	Period	Fiscal_Yea	Entry
3304	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34536		34.14	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003341
3305	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34536		1,677.2	Education Coordinator I	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003342
3306	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34536		2,007.05	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003343
3307	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34874		(566.1)	Education Coordinator I	0100	General Fund	03008	Parks&Rec-Out of Scho	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003344
3308	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34874		31.01	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003345
3309	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34874		566.1	Education Coordinator I	0100	General Fund	03008	Parks&Rec-Out of Scho	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003346
3310	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	35833		535.05	Administrative Staff Speciali	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003347
3311	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	35833		743.5	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003348
3312	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	35833		(535.05)	Administrative Staff Speciali	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003349
3313	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	35833		(743.5)	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003350
3314	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	35833		535.05	Administrative Staff Speciali	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003351
3315	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	35833		743.51	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003352
3316	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	37007		1,844.92	Program Administration Spe	0100	General Fund	03008	Parks&Rec-Out of Scho	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003353
3317	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	33553		(281.65)	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003354
3318	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	33553		(318.64)	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003355
3319	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	33553		281.66	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003356
3320	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	33553		318.64	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003357
3321	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	33553		281.65	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003358
3322	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	33553		318.64	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003359
3323	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		#######	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003360
3324	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		(316.25)	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003361
3325	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		#######	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003362
3326	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		(766.8)	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003363
3327	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		(934.8)	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003364
3328	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		(350.6)	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003365
3329	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		(809.7)	Equipment Repair Technicia	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003366
3330	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		#######	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003367
3331	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		1,069.25	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003368
3332	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		316.25	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003369
3333	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		766.8	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003370
3334	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		934.8	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003371
3335	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		350.6	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003372
3336	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		809.71	Equipment Repair Technicia	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003373
3337	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		766.8	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003374
3338	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		934.8	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003375
3339	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		316.25	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003376
3340	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		809.7	Equipment Repair Technicia	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003377
3341	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	34609		#######	Education Support Specialis	0100	General Fund	03018	Recreation Administrat	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003378
3342	ABACUS CORPORATION	7359193534	10/22/2024	552,631.46	35436		819.28	Equipment Repair Technicia	0100	General Fund	03003	Parks&Rec-Infrastructu	70552	Contract And Tempor	Domestic ACI	Oct-25	FY25	25-003379

Number of Records with Formulaic Redactions:

79,961

Number of Records Reviewed Manually by City Staff:

151,972

66% of all records

Number of Records with Manual Redactions:

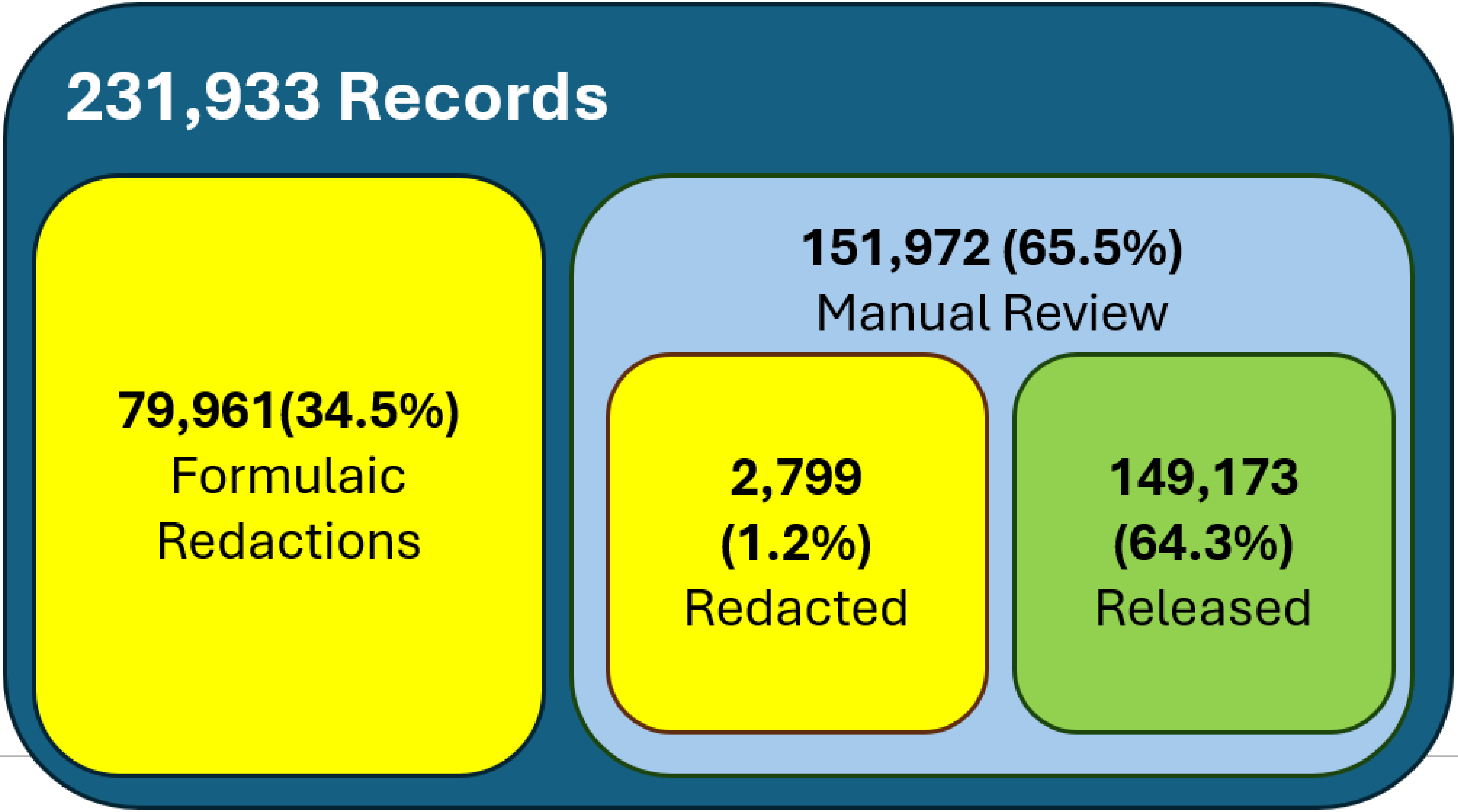
2,799

*2,799 out of 231,933 records is 1.2% of all records

Total Number of Records with Redactions:

82,760

Rows with Formulaic Redactions: 79,961 (34.5%) | Rows with Manual Redactions: 2,799 (1.2%)


231,933 Records
79,961(34.5%)
Formulaic
Redactions
151,972 (65.5%)
Manual Review
2,799
(1.2%)
Redacted
149,173
(64.3%)
Released

ORGANIZATIONAL UNITS WITH REDACTIONS

Manual Redactions:

- Adult Drug Court
- Circuit Court
- Commonwealth's Attorney
- Finance
- Fire
- General District Court
- Human Resources
- Justice Services
- Parks
- Police
- Retirement
- Sheriff
- Social Services

Formulaic Redactions:

- Circuit Court
- Finance
- Public Utilities
- Social Services

Code Reference	Description	Adult Drug Court	Circuit Court	Commonwealth's Attorney	Finance	Fire	General District Court	Human Resources	Justice Services	Parks	Police	Public Utilities	Retirement	Sheriff	Social Services
Manual Redactions: 2,799 rows															
(Blank)	Personnel information						✓								
(Blank)	Case Information			✓											
(Blank)	Juror Payments		✓												
§16.1-300	juvenile social, medical, psychiatric, and psychological records								✓						
§2.2-3705.1(1)	personnel information concerning identifiable individuals				✓	✓		✓					✓		
§2.2-3705.2	Public Safety: sensitive information related to safety, security, and personal privacy										✓			✓	
§2.2-3705.2(14)(c)	Public Safety: Surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational or transportation plans or protocols										✓			✓	
§2.2-3705.2(14)(ii)	Public Safety: operational, procedural, tactical planning, or training manuals										✓			✓	
§2.2-3705.7(21)	Information held by state or local park and recreation departments and local and regional park authorities or by the Department of Workforce Development and Advancement concerning identifiable individuals younger than 18 years of age.									✓					
§2.2-3706.1	Disclosure of law-enforcement records; criminal incident information and certain criminal investigative files													✓	
§2.2-3706.1(E)(3)	unwarranted invasion of personal privacy										✓				
§32.1-127.1:03	individual's right to privacy in their health records	✓													
§58.1-3(A)	Tax Information				✓										
§63.2-104	records and information related to social services are confidential														✓

Code Reference	Description	Adult Drug Court	Circuit Court	Commonwealth's Attorney	Finance	Fire	General District Court	Human Resources	Justice Services	Parks	Police	Public Utilities	Retirement	Sheriff	Social Services
Formulaic Redactions: 79,961 rows															
(Blank)	Juror Payments		✓												
§2.2-3705.1(1)	personnel information concerning identifiable individuals				✓										
§2.2-3705.7(7)	DPU Customer Bill Information											✓			
§58.1-3(A)	Tax Information				✓										
§63.2-104	records and information related to social services are confidential														✓

Hours spent by temporary staff hired to produce the FY25 register:

433

Hours by spent by City staff on project management, project administration and formulaic redactions:

375

Hours spent by City staff on manual redactions:

192

Implementation of *City Code §12-16* has been known to be **challenging**.

Being overly-broad led to resource-intensive, manual redaction processes to comply with privacy laws and confidentiality requirements.

Many contributors across our teams have worked for months to chart a workable path forward.

WHY A WORKABLE SOLUTION MATTERS

- Closes the gap between **policy intent and day-to-day implementation**
- Protects personal information and **ensures legal compliance** based on the process and not a reliance on manual redactions with risk of human error
- Focuses on **taxpayer dollars spending** and makes it easier to **identify spending patterns**

PROPOSED AMENDMENTS

	Existing Code	Proposed Amendment	Updated Proposed Amendment
Scope	All payments	Vendor payments and employee reimbursements	Vendor payments and employee reimbursements
Disclosure format	By payment	Aggregated by payee	By payment
Check number, wire number, or electronic transfer number	Yes	No	No
Agency making payment	Yes	Yes	Yes
Date	Yes	No	Yes
Amount of payment	Yes	Yes (aggregated)	Yes
Invoice description	Yes	No	No
Fund code	Yes	No	No
Fund description	No	No	Yes
Cost center	Yes	Yes	Yes
Cost center description	No	No	Yes
Account description	No	No	Yes
Account code	Yes	No	Yes
Payment document used	Yes	No	No
Type of disbursement	Yes	No	No

ORD. 2026-081 (as amended)

- ✓ **preserves public access** to meaningful spending information
- ✓ ensures the system is **practical and accurate**
- ✓ **complies with privacy laws**

QUESTIONS?