



City of Richmond

900 East Broad Street
Richmond, VA 23219
www.rva.gov/office-city-clerk

DRAFT Meeting Minutes Finance and Economic Development Standing Committee

Thursday, November 16, 2023

1:00 PM

Council Chamber, 2nd Floor – City Hall

Committee Members and Other Council Members in Attendance

The Honorable Cynthia Newbille – Chair
The Honorable Ellen Robertson – Vice Chair
The Honorable Katherine Jordan – Member

Staff and Others in Attendance

Gabriel Boisvert, Assistant City Attorney
LaTanja Davenport, Council Budget Analyst
Joyce Davis, Council Policy Analyst
Nahdiyah Muhammad, Assistant City Clerk
Candice Reid, City Clerk
RJ Warren, Deputy City Clerk

Call to Order

Chair Cynthia Newbille called the meeting to order at 1:03 p.m., and presided.

Chamber Emergency Evacuation Plan Announcement and Citizen Speaker Guidelines

Upon the Chair's request, Assistant City Clerk Nahdiyah Muhammad provided information on the appropriate manner in which the Council Chamber is to be evacuated in the event of an emergency along with citizen speaker guidelines.

Electronic Participation

Pursuant to Rule III(D)(4)(b) of Council's Rules of Procedure, Committee Vice Chair Ellen Robertson made a request to participate in the meeting via Microsoft Teams from Hampton, Virginia, due to her attendance at the 2023 Governor's Housing Conference. The Council members present were required to adopt a motion to approve Vice Chair Robertson's participation in the meeting by electronic communication means if it appeared to the body that her request complied with Rule III(D) of Council's Rules of Procedure. A motion was solicited from those members physically assembled to approve Vice Chair Robertson's participation in the meeting by electronic communication means.

Member Katherine Jordan moved to allow Vice Chair Ellen Robertson to participate in the meeting by electronic communication means. The motion was seconded and approved: Ayes 2, Jordan, Newbille. Noes None.

Vice Chair Ellen Robertson joined the meeting via Microsoft Teams at 1:06 p.m.

Public Comment Period

There were no public comment speakers.

Approval of Minutes

There were no corrections or amendments to the meeting minutes of the Thursday, October 19, 2023 committee meeting, and the committee approved the minutes as presented.

[CD.2023.338](#) October 19, 2023 - Finance & Economic Development Standing Committee Minutes

Attachments: [20231019 Finance Minutes - DRAFT](#)

Paper(s) for Consideration

The following ordinance was considered:

1. [ORD. 2023-292](#) To amend Ord. No. 2023-071, adopted May 8, 2023, which adopted the Fiscal Year 2023-2024 General Fund Budget and made appropriations pursuant thereto, to (i) increase General Fund revenues by an amount equal to ten percent of the calculated general fund surplus for the Fiscal Year 2022-2023, (ii) create a new line item entitled "HumanKind" in the Non-Departmental Agency, and (iii) appropriate such amount to such new line item in the Non-Departmental agency, for the purpose of providing additional funding for families of the city of Richmond experiencing crisis.

Patrons: Mayor Stoney, Ms. Lynch, Ms. Robertson, Ms. Newbille and Ms. Lambert

Attachments: [Ord. No. 2023-292](#)

Traci DeShazor, Deputy Chief Administrative Officer (DCAO) for Human Services, provided the committee with an introduction and additional background information regarding ORD. 2023-292.

Public Hearing

There were no public hearing speakers.

Member Katherine Jordan stated that she believed ORD. 2023-292 would be a great use of the funds outlined in the ordinance.

Member Katherine Jordan moved to forward ORD. 2023-292 to Council with the recommendation to approve, which was seconded.

Vice Chair Ellen Robertson inquired about the amount of available surplus funds, and if there was any additional legislation that has been adopted by Council for the surplus funds.

Sabrina Joy-Hogg, Deputy Chief Administrative Officer (DCAO) for Finance and Administration, stated there was a memo sent to Council in September outlining the preliminary fiscal year end of 2023, and that 10% of surplus funds were estimated to be \$800,000. DCAO Joy-Hogg also stated that if the surplus was to go over the projected \$800,000, then the additional funds will go towards the same items outlined in ORD. 2023-292.

Vice Chair Robertson requested additional clarification regarding the projected surplus funds.

DCAO Joy-Hogg stated that based on the current surplus policy, the year end surplus will be determined once the audit is completed. DCAO Joy-Hogg also stated that the audit has not yet concluded and that it will be completed by the end of November.

Vice Chair Robertson inquired about the entire 10% being used for the purposes outlined in ORD. 2023-292.

DCAO Joy-Hogg stated that the entire 10% of the remaining surplus will only be used for what is stated in ORD. 2023-292.

Vice Chair Robertson inquired as to whether the funding would be expanded over future years or only available for a short length of time.

DCAO Joy-Hogg stated that the appropriation will not be reoccurring and it will only be a one-time designation. DCAO Joy-Hogg also stated that city administration is trying to ensure that there will be future funding available in 2024.

The committee had further discussion with city administration regarding ORD. 2023-292.

There were no further comments or discussions and the motion to forward ORD. 2023-292 to Council with recommendation to approve was unanimously approved.

The following ordinance was considered:

2. [ORD. 2023-293](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$1,259,411.69 from the National Opioids Settlement Fund, to amend the Fiscal Year 2023-2024 Special Fund Budget by creating a new special fund for the Office of the Deputy Chief Administrative Officer for Human Services called the National Opioid Settlement Special Fund, and to appropriate the increase to the Fiscal Year 2023-2024 Special Fund Budget by

increasing estimated revenues and the amount appropriated to the Office of the Deputy Chief Administrative Officer for Human Services by \$1,259,411.69, for the purpose of funding a new opioid response coordinator position and opioid abatement strategies and programs.

Patrons: Mayor Stoney, Ms. Robertson, Ms. Newbille and Ms. Lynch

Attachments: [Ord. No. 2023-293](#)

Dominic Barrett, Strategic Projects & Grants Advisor, Human Services, provided the committee with an introduction and additional background information regarding ORD. 2023-293.

Public Hearing

There were no public hearing speakers.

Vice Chair Ellen Robertson stated there have been 159 opioid related deaths and more than 350 opioid overdoses over the past year in the city and surrounding counties. Vice Chair Robertson inquired if the coordinator assigned will be working with the entire region or only the city regarding the allocation of the funds stated in ORD. 2023-293.

Dominic Barrett stated that the primary goal of the coordinator assigned will be working with the city, but they will have future collaborations with the surrounding counties.

Vice Chair Robertson requested that city administration provide additional details regarding the models that will be used for the intended program.

Chair Cynthia Newbille provided clarity regarding Vice Chair Robertson's request to city administration. Chair Newbille inquired about city administration presenting additional program details during an Organizational Development Standing Committee meeting.

Vice Chair Robertson stated that the priorities she has reviewed in the program have great components of best practices, and that she is concerned about the program not having the needed medical components. Vice Chair Robertson requested additional information on future action regarding the medical assistance needed to reverse an individual's addiction.

Member Katherine Jordan stated that she shares the same concerns regarding the program details.

Member Katherine Jordan moved to forward ORD. 2023-293 to Council with the recommendation to approve, which was seconded.

The committee had further discussion with city administration regarding ORD. 2023-293.

There were no further comments or discussions and the motion to forward ORD. 2023-293 to Council with recommendation to approve was unanimously approved.

The following ordinance was considered:

3. [ORD. 2023-295](#) To amend Ord. No. 2023-071, adopted May 8, 2023, which adopted the Fiscal Year 2023-2024 General Fund Budget and made appropriations pursuant thereto, to (i) transfer \$40,000.00 from the Non-Departmental agency Reserve for Children's Fund line item (ii) create a new line item entitled "Greater Richmond Fit4Kids (for Safe Routes to School Bicycling Programs)" in the Non-Departmental agency, and (iii) appropriate such \$40,000.00 to such new line item in the Non-Departmental agency, for the purpose of assisting with the purchase of a vehicle to transport bicycles to and from elementary schools administered by the School Board of the City of Richmond.

Patrons: Mayor Stoney, Ms. Jordan, Ms. Robertson, Ms. Newbille and Ms. Lynch

Attachments: [Ord. No. 2023-295](#)

Eva Colen, Manager of the Office of Children and Families, provided the committee with an introduction and additional background information regarding ORD. 2023-295.

Public Hearing

Anna Mason, Fit4Kids Volunteer, spoke in support of ORD. 2023-295, and stated that providing all students the access to a bike will give them the independence they need to thrive, while also decreasing congestion in the city.

Vice Chair Ellen Robertson inquired about which schools would have bike accessible routes to the schools, and requested more information on how to expand accessibility.

Member Katherine Jordan requested to be added as a co-patron to ORD. 2023-295.

Chair Cynthia Newbille inquired about working with the Fit4Kids Foundation to address the safety concerns stated by Vice Chair Robertson.

Eva Colen stated that the city was the original operator of the school crossing guard program, which was later transitioned to Richmond Public Schools (RPS). Ms. Colen also stated that Fit4Kids has assisted city administration to identify safety improvements.

Vice Chair Ellen Robertson requested to be added as a co-patron of ORD. 2023-292, ORD. 2023-293 and ORD. 2023-295.

There were no further comments or discussions and Vice Chair Ellen Robertson moved to forward ORD. 2023-295 to Council with the recommendation to approve, which was seconded and unanimously approved.

Chair Cynthia Newbille requested to be added as a co-patron of ORD. 2023-292, ORD. 2023-293 and ORD. 2023-295.

The following ordinance was considered:

4. [ORD. 2023-296](#) To amend Ord. No. 2023-071, adopted May 8, 2023, which adopted the Fiscal Year 2023-2024 General Fund Budget and made appropriations pursuant thereto, to (i) transfer \$20,000.00 from the Non-Departmental agency Reserve for Children's Fund line item (ii) create a new line item entitled "Read to Them (for FY24 Imagination Library RVA)" in the Non-Departmental agency, and (iii) appropriate such \$20,000.00 to such new line item in the Non-Departmental agency, for the purpose of supporting the expansion of Imagination Library RVA in the city of Richmond.

Patrons: Mayor Stoney, Ms. Jordan, Ms. Robertson, Ms. Newbille and Ms. Lynch

Attachments: [Ord. No. 2023-296](#)

Eva Colen, Manager of the Office of Children and Families, provided the committee with an introduction and additional background information regarding ORD. 2023-296.

Public Hearing

There were no public hearing speakers.

Vice Chair Ellen Robertson requested that a policy be established for all programs that report to the Finance committee be required to submit reports regarding equity. Vice Chair Robertson stated that a work session to determine equity may be necessary with city administration to have a broader conversation.

All committee members requested to be added as co-patrons of ORD. 2023-296.

Vice Chair Robertson further requested that when additional information is requested from committee members that each concern is noted in the meeting minutes, and to ensure all committee member's additional requests are tracked and responded to by city administration. Vice Chair Robertson also requested for city administration to provide more information regarding an additional \$100,000 for Housing Opportunities Made Equal (HOME).

There were no further comments or discussions and Vice Chair Ellen Robertson moved to forward ORD. 2023-296 to Council with the recommendation to approve, which was seconded and was unanimously approved.

Chair Cynthia Newbille stated that she is in support of providing more fair housing opportunities in the city.

Sabrina Joy-Hogg, Deputy Chief Administrative Officer (DCAO) for Finance and Administration, stated that city administration will consider Vice Chair Robertson's request for additional funding regarding fair housing opportunities. DCAO Joy-Hogg also stated that there are available applications that she encourages HOME to use to receive additional funding.

Chair Newbille inquired about additional surplus funds that can be used as well.

The committee had further discussion with city administration regarding funding for fair housing opportunities.

The following ordinance was considered:

5. [ORD. 2023-332](#) To amend City Code § 12-11, concerning the deadline for submission of budget to Council, for the purpose of changing the deadline for submission of the budget from March 6 to March 27.

Patrons: Mayor Stoney, Ms. Newbille, Vice President Nye and Ms. Robertson

Attachments: [Ord. No. 2023-332](#)
[20231211_Formal_2023-332-Handout-Lee-Williams](#)

Sabrina Joy-Hogg, Deputy Chief Administrative Officer (DCAO) for Finance and Administration, provided the committee with an introduction and additional background information regarding ORD. 2023-332.

Public Hearing

There were no public hearing speakers.

Member Katherine Jordan stated that she supports ORD. 2023-332.

Vice Chair Ellen Robertson requested to be added as a co-patron to ORD. 2023-332.

There were no further comments or discussions and Member Katherine Jordan moved to forward ORD. 2023-332 to Council with the recommendation to approve, which was seconded and unanimously approved.

Presentation(s)

None

Board Vacancies

None

Discussion Item(s)

Budget Calendar

LaTanja Davenport, Council Budget Analyst, provided the committee with a copy of the Fiscal Year (FY) 2025 draft calendar.

[CD.2023.360](#) November 16, 2023 - Finance & Economic Development Meeting Documents - Legislative Summary & Activities Calendar

Attachments: [20231116 Finance Handouts - Fiscal Activities Calendar](#)

A copy of the material provided has been filed.

Chair Cynthia Newbille stated the FY 2025 budget calendar draft provided to the committee is more ambitious than last year's budget calendar.

Member Katherine Jordan stated appreciation to city administration for providing the upcoming budget calendar. Ms. Jordan also requested for November and December to be added to see the full budget year activities.

Fund Balance Policy: Path Forward for Revising the Policy

LaTanja Davenport, Council Budget Analyst, provided the committee with an overview of the fund balance policy moving forward.

Chair Cynthia Newbille requested that city administration provide additional information to Council during the Monday, December 4, 2023 Organization Development Standing Committee meeting regarding relevant timelines.

Staff Report

LaTanja Davenport, Council Budget Analyst, provided the committee with a review of the staff report.

Member Katherine Jordan requested a review of boards and commissions assigned to the Finance and Economic Development Standing Committee during the Thursday, December 21st Finance and Economic Development Standing Committee meeting.

Vice Chair Ellen Robertson requested that the staff reports provided state requests and concerns made by the committee. Vice Chair Robertson inquired if Council appointees can provide their requested budgets to Council through a process that Council can review.

Chair Cynthia Newbille agreed with Vice Chair Robertson's request regarding Council appointee budget requests.

[CD.2023.354](#) November 16, 2023 - Finance & Economic Development Staff Report

Attachments: [20231116 Finance & Economic Development Staff Report](#)

A copy of the material provided has been filed.

Adjournment

There being no further business, the meeting adjourned at 2:20 p.m.