



# City of Richmond

900 East Broad Street  
Richmond, VA 23219  
[www.rva.gov/office-city-clerk](http://www.rva.gov/office-city-clerk)

## Budget Work Session Minutes

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Monday, March 20, 2023

1:00 PM

Council Chamber, 2nd Floor - City Hall

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### Budget Work Session

#### Members Present

The Honorable Michael Jones – President  
The Honorable Kristen Nye – Vice President  
The Honorable Andreas Addison (late arrival and early departure)  
The Honorable Ann-Frances Lambert (late arrival and early departure)  
The Honorable Stephanie Lynch  
The Honorable Cynthia Newbille  
The Honorable Ellen Robertson (late arrival)  
The Honorable Reva Trammell (early departure)

#### Others in Attendance

Myrtle Brown, Council Budget Analyst  
Tori Cotman, Assistant City Attorney  
LaTanja Davenport, Council Budget Analyst  
Joyce Davis, Council Policy Analyst  
LaTasha Holmes, Council Chief of Staff  
Candice Reid, City Clerk  
Tabrica Rentz, Deputy City Attorney  
Debora Shaw, Council Management Analyst  
Steven Taylor, Council Policy Analyst  
Paul Van Lenten, Council Budget Analyst  
RJ Warren, Deputy City Clerk

#### Call to Order

President Michael Jones called the meeting to order at 1:09 p.m., and presided.

#### Chamber Emergency Evacuation Plan Announcement

Upon the President's request, Deputy City Clerk RJ Warren provided information on the appropriate manner in which the Council Chamber is to be evacuated in the event of an emergency.

## Becoming an Employer of Choice: FY 2024 Compensation and Pay Plan for Personnel

Lincoln Saunders, Chief Administrative Officer (CAO), provided Council with a presentation concerning the FY 2024 proposed compensation and pay plan for city employees. CAO Saunders discussed compensation and benefits for city employees and investing in the future to make the city an employer of choice.

*A copy of the material provided has been filed.*

[CD.2023.101](#) Budget Work Session Meeting Documents

**Attachments:** [FY 2024 Proposed Comp and Benefits Budget](#)  
[Office COS Presentation](#)

*Councilor Ellen Robertson arrived at 1:10 p.m. and was seated.*

*Councilor Andreas Addison arrived at 1:16 p.m. and was seated.*

*Councilor Katherine Jordan inquired about the new home buying program for city employees and allocated funds for the home buying program.*

CAO Saunders stated the reallocation is only a proposed reallocation to be approved by Council. CAO Saunders further stated the COVID-19 Contingency Reserve was put into place to address any COVID-19 related costs. CAO Saunders also stated since the need for the funds has come to an end, the funds should go towards city employees.

*Councilor Jordan inquired if the remaining funds will be reallocated to other programs.*

CAO Saunders stated the full COVID-19 Contingency Reserve is \$1.4 million. CAO Saunders also stated the proposal is for all the funds to be reallocated to the new home buyers program.

*Councilor Ann-Frances Lambert arrived at 1:28 p.m. and was seated.*

*Councilor Andreas Addison departed the meeting at 1:31 p.m.*

*Councilor Ann-Frances Lambert inquired about the projected cost of the proposed health clinic for city employees.*

CAO Saunders stated there is no exact cost for the health clinic until there is a finalized contract.

*Councilor Cynthia Newbille inquired if there will be partnerships with safety net providers for the employee health clinic. Councilor Newbille stated there are established providers across the city that could be contracted to service the employee health clinic.*

CAO Saunders stated that in the previous year, a request for proposals was issued and the city received bids based on the request. CAO Saunders also stated his agreement with Councilor Newbille regarding the many service providers across the city.

*Councilor Newbille inquired about more information regarding health care for retired employees.*

*Councilor Lambert inquired about the job study analysis referenced in the presentation.*

CAO Saunders stated the Department of Human Resources assessment was completed over the last year. CAO Saunders also stated the current reform of the department has been implemented, and that new position descriptions have also been put into affect.

*Vice President Kristen Nye inquired about the Gallagher study conducted in 2018. Vice President Nye also inquired if the Gallagher study might be outdated. Vice President Nye further inquired if the next phase of the Gallagher study can be conducted in a way that would be fiscally responsible during the next fiscal year.*

CAO Saunders stated the phase two implementation funding of the Gallagher study conducted did move employees up to market competitiveness.

*Vice President Nye stated support for domestic partner benefits for employees. Vice President Nye also inquired if the dollar amount in the proposed budget could be condensed to show a clear projected cost for the FY24 budget.*

CAO Saunders stated that continued discussion with Cigna will be necessary to get a more condensed projected cost. CAO Saunders also stated city administration has met with Cigna to discuss the projected need based on the number of employees. CAO Saunders further stated the current employee insurance range does fit with the needs of most employees.

*President Michael Jones inquired about how many of the funded vacancies in FY23 have not been filled. President Jones asked CAO Saunders to come back with the requested information on a later date.*

CAO Saunders stated that projections in the budget have exceeded the projected cost for vacant positions.

*President Jones inquired about the implementation of new employee incentives.*

CAO Saunders stated the goal is to have some programs in effect by July 1st. CAO Saunders also stated that some program details will need to be configured before the implementation of the new programs.

*Councilor Jordan inquired about an update for the city's green fleet. Councilor Jordan also inquired about the green transportation initiative and for more details on the home buyers incentive program.*

CAO Saunders stated the goal for funding the green transportation initiative and parking equity is to alleviate the burden of paying for parking on current employees. CAO Saunders also stated the incentive is provided to employees that take public transportation, biking, and other methods to and from work.

*President Jones inquired about the employees that live inside and outside of the city that do not have the convenience of using public transportation.*

CAO Saunders stated that this initiative should alleviate the cost of parking on city employees.

### **Council Analysis and Questions of Mayor's Proposed Budget Submission**

LaTanja Davenport, Council Budget Analyst, provided Council with a presentation that addressed the Mayor's proposed budget for FY 2024.

*A copy of the material provided has been filed.*

[CD.2023.101](#) Budget Work Session Meeting Documents

[Attachments: FY 2024 Proposed Comp and Benefits Budget](#)

[Office COS Presentation](#)

*Councilor Cynthia Newbille inquired about a budget request of \$40,000 for children and youth development. Cynthia Newbille also inquired if that amount would be captured in the non-departmental budget.*

CAO Saunders stated in the non-departmental budget, there is a number of new funding sources for the You Matter program as well as additional funding for the Department of Parks and Recreation to expand community center programming. CAO Saunders also stated additional information will be provided at a later date.

*President Michael Jones inquired if there are any legal solutions to address the fallout from the foundation dissolution of Enrichmond.*

CAO Saunders stated the \$250,000 that was donated to Enrichmond is not a solidified amount and additional information will be available at a later date. CAO Saunders further stated the \$250,000 in the Mayor's proposed budget is to support a new donor fund that has been established under the Community Foundation with the help of community leaders that have come forward in the potential dissolution of Enrichmond.

CAO Saunders stated the legal recourse for Enrichmond's collapse has been reviewed by the City Attorney's Office. CAO Saunders further stated the current analysis states that the funds provided were not city allocated funds.

*President Jones inquired about the use of tax payers dollars to make whole the organizations that gave funds to the foundation.*

CAO Saunders stated that the city is not responsible for the misuse of funds that many of small, non-profit organizations relied on. CAO Saunders also stated that city administration is trying to support the work of the small organizations through other non-departmental awards while also looking for accountability with the previous foundation that held the funds.

*Councilor Katherine Jordan inquired about the Richmond Gas Works master plan study and the city's role to provide clean, safe, and reliable energy. Councilor Jordan requested a more detailed response to her question from the Department of Public Utilities (DPU).*

*Councilor Jordan also inquired about what funds will be coming from the federal government.*

CAO Saunders stated the Office of Sustainability could take the lead on directing conversations around city-wide de-carbonization and the gas utilities master plan. CAO Saunders further stated more conversations with the Office of Sustainability are necessary regarding the holistic approach across the city.

*President Jones stated the budget public hearing will occur at the March 27, 2023 Formal Council meeting. President Jones inquired if city administration could return at the April 3, 2023 Budget Work session to bring back the requested data.*

CAO Saunders stated that the requested data will be made available as soon as possible, preferably before the next budget work session.

*President Jones inquired about the limit on capital budget amendments. President Jones stated there will be budget amendment forms available soon. President Jones thanked Council for participating in the budget process. President Jones stated he looked forward to hearing feedback during and after the budget season for improvements to next year's budget process.*

## **Closed Session**

At 2:56 p.m., Councilor Cynthia Newbille moved that the City Council go into a closed meeting pursuant to subdivision (A)(1) of section 2.2-3711 of the Virginia Freedom of Information Act to discuss and consider the resignation of the City Attorney, the possible appointment of an Interim City Attorney, and the possible appointment of a candidate to the City Attorney position; pursuant to (A)(29) of section 2.2-3711 of the Virginia Freedom of Information Act to discuss the terms or scope of a public contract involving the expenditure of public funds regarding a proposed development project in the city where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City; and pursuant to subdivision (A)(29) of section 2.2-3711 of the Virginia Freedom of Information Act to discuss the terms and scope of a public contract involving the expenditure of public funds regarding the Diamond District development project in the city where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the City.

The motion was seconded and approved: Ayes 7, Jordan, Lambert, Robertson, Trammell, Newbille, Nye, Jones. Noes, none. Lambert departed the meeting.

*Councilor Reva Trammell departed the meeting at 3:41 p.m.*

Councilor Cynthia Newbille motioned to exit closed session. The motion was seconded and approved: Ayes 6, Jordan, Robertson, Lynch, Newbille, Nye, Jones. Noes None.

Members reconvened in open session at 4:44 p.m.

**CERTIFICATION OF CLOSED MEETING**

March 20, 2023

WHEREAS, the Council of the City of Richmond has convened in closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Council of the City of Richmond that such closed meeting was conducted in conformity with Virginia law:

NOW, THEREFORE, BE IT RESOLVED:

That the Council of the City of Richmond hereby certifies that to the best of each member’s knowledge (i) only public matters lawfully exempt from open meeting requirements by Virginia law were discussed in the closed meeting to which this certifying resolution applies; and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Council.

WITNESS the following vote of the members of the Council of the City of Richmond, as recorded by Candice D. Reid, City Clerk:

**CERTIFYING:**

- Michael J. Jones, President
- Kristen M. Nye, Vice President
- Katherine L. Jordan
- Stephanie A. Lynch
- Cynthia I. Newbille
- Ellen F. Robertson

**DECLINING TO CERTIFY:**

**Adjournment**

There being no further business, the meeting adjourned at 4:45 p.m.

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CITY CLERK