



# 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, June 15, 2023

1:00 PM

Council Chamber, 2nd Floor – City Hall

---

### Committee Members

The Honorable Cynthia Newbille – Chair  
The Honorable Ellen Robertson – Vice Chair  
The Honorable Katherine Jordan – Committee Member (early departure)  
The Honorable Stephanie Lynch – Council Member (late arrival)

### Staff and Others in Attendance

Tori Cotman, 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 1:04 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.

### Public Comment Period

Thomas Courtney spoke regarding ORD. 2023-151, and stated his concerns about the ordinance's potential impact.

Tyler Rackley spoke regarding ORD. 2023-151, and stated that ORD. 2023-151 overlaps with ORD. 2019-343 regarding short-term rentals. Mr. Rackley also stated he looks forward to the discussion regarding lodging taxes.

## Approval of Minutes

There were no corrections or amendments to the meeting minutes of the Thursday, May 18, 2023 committee meeting, and the committee approved the minutes as presented.

[CD.2023.220](#) May 18, 2023 Finance & Economic Development Standing Committee Meeting Minutes

**Attachments:** [20230518 Finance Minutes](#)

## Paper(s) for Consideration

The following ordinance was considered:

1. [ORD. 2023-152](#) To repeal City Code §§ 11-190-197, concerning a commercial property assessed clean energy financing program, and to amend ch. 11, art. VIII of the City Code by adding therein new §§ 11-190.1-11-197.1, concerning a commercial property assessed clean energy financing program, for the purpose of aligning the City Code with state law pertaining to commercial property assessed clean energy financing programs.

**Patrons:** Mayor Stoney and Vice President Nye

**Attachments:** [Ord. No. 2023-152](#)  
[Bringing VA C-PACE to Richmond Presentation](#)

**Continued to the July 20, 2023 Finance and Economic Development Standing Committee meeting**

Sabrina Joy-Hogg, Deputy Chief Administrative Officer (DCAO) for Finance and Administration, requested a continuance regarding ORD. 2023-152.

*Member Katherine Jordan inquired about the timeline for the requested continuance of ORD. 2023-152.*

DCAO Joy-Hogg stated that administration expects to have final revisions by the next Finance and Economic Development Standing Committee meeting.

**There were no further comments or discussions and Vice Chair Ellen Robertson moved to continue ORD. 2023-152 to the Thursday, July 20, 2023 Finance and Economic Development Standing Committee meeting, which was seconded and unanimously approved.**

The following ordinance was considered:

2. [ORD. 2023-178](#) To amend Ord. No. 2022-055, adopted May 9, 2022, which adopted the Fiscal Year 2022-2023 General Fund Budget and made appropriations pursuant thereto, by changing the uses and allocation of

the Council District Funds for the Second District pursuant to Va. Code § 15.2-2503 for the use of the Council Member in the representation of the Second District.

**Patrons:** Ms. Jordan

**Attachments:** [Ord. No. 2023-178](#)

**Forwarded to the June 26, 2023 Council meeting with recommendation to approve**

*Member Katherine Jordan provided an introduction of the proposed ordinance.*

## Public Hearing

There were no public hearing speakers.

**There were no further comments or discussions and Member Katherine Jordan moved to forward ORD. 2023-178 to Council with the recommendation to approve, which was seconded and unanimously approved.**

**The following ordinance was considered:**

- 3. [ORD. 2023-179](#)** To amend Ord. No. 2022-055, adopted May 9, 2022, which adopted the Fiscal Year 2022-2023 General Fund Budget and made appropriations pursuant thereto, to appropriate \$18,215,420.00 of the Fiscal Year 2022-2023 estimated revenue to various City departments and non-departmental agencies and to create certain new line items in the Non-departmental agency and appropriate a portion of such estimated revenue thereto.

**Patrons:** Mayor Stoney and Ms. Trammell

**Attachments:** [Ord. No. 2023-179](#)

**Forwarded to the June 26, 2023 Council meeting with recommendation to approve**

Jason May, Director of Budget and Strategic Planning, provided an introduction and additional background information regarding the proposed ordinance.

## Public Hearing

There were no public hearing speakers.

*Vice Chair Ellen Robertson inquired if the increase in revenue of \$18 million will be from real estate taxes.*

Mr. May stated that \$3 million out of the \$18 million will be coming from real estate taxes.

*Vice Chair Robertson inquired as to when city administration was made aware of the additional \$18 million dollars.*

Mr. May stated that administration became aware of the additional \$18 million dollars during the 3rd quarter finance monthly report in May.

*Vice Chair Robertson inquired about the appropriations of the remaining \$18 million and if Feed More funding was already included in the original city budget. Vice Chair Robertson also inquired if the \$3.5 million appropriated for retiree bonuses will be a one-time allocation for this fiscal year.*

Mr. May stated that Feed More was included in the original budget, and the additional appropriation will help Feed More move the organization's headquarters. Mr. May also stated that the \$3.5 million appropriation for retiree bonuses will be part of the \$18 million dollar surplus.

*Vice Chair Robertson asked what would happen to the \$18 million if Council does not take action on the proposed ordinance.*

Mr. May stated that the funds will be unavailable to appropriate and will go into the General Fund balance.

Sabrina Joy-Hogg, Deputy Chief Administrative Officer (DCAO) for Finance and Administration, stated the remaining funds will be held in the General Fund budget. Ms. Joy-Hogg also stated that once FY 23 is closed, the city will have a negative balance, that will require the proposed allocation referenced in ORD. 2023-179.

*Vice Chair Robertson inquired about the \$1.7 million of the \$18 million to be allocated for land acquisition to support the development of affordable housing.*

DCAO Joy-Hogg stated that the \$1.7 million for land acquisition can be used to support the development of affordable housing. DCAO Joy-Hogg had continued discussion with the committee regarding land acquisition.

*Member Katherine Jordan inquired about the process for re-appropriation of the items listed in the ordinance.*

DCAO Joy-Hogg stated the re-appropriations are for budget overages in certain departments. DCAO Joy-Hogg also stated that some of the items listed are Council requests.

*Ms. Jordan inquired about lobbying costs.*

Mr. May stated the city has increased the lobbying contracts to get a better understanding of Infrastructure Investment and Jobs Act (IIJA), Individual Retirement Account (IRA), and other grant programs that are coming out of the federal and state governments.

*The committee requested that city administration return with a full break down and review of all line items mentioned in ORD. 2023-179 before a recommendation will be considered.*

*Chair Cynthia Newbille requested that ORD. 2023-179 be considered by the committee later in the meeting to allow for further discussion.*

**The following ordinance was considered:**

4. [ORD. 2023-180](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept the second tranche of American Rescue Plan Act funds in the amount of \$10,000,000.00 from the United States Department of the Treasury; to amend the Fiscal Year 2022-2023 General Fund Budget by increasing estimated revenues and the amount appropriated to the General Fund Budget for certain agencies by \$8,000,000.00 of the \$10,000,000.00 of ARPA funding from the Department of Housing and Community Development for the purpose of funding the City's efforts to recover from the economic and health effects of the COVID-19 pandemic in accordance with the American Rescue Plan Act of 2021.

**Patrons:** Mayor Stoney

**Attachments:** [Ord. No. 2023-180](#)

**Forwarded to the June 26, 2023 Council meeting with recommendation to approve**

Sharon Ebert, Deputy Chief Administrative Officer (DCAO) for Planning and Economic Development, provided an introduction and additional background information regarding the proposed ordinance.

**Public Hearing**

There were no public hearing speakers.

*Member Katherine Jordan inquired if the line items listed in ORD. 2023-180 were new.*

DCAO Ebert stated the items listed in the ordinance were previously listed.

*Member Jordan inquired about affordability of new unit construction.*

DCAO Ebert stated that the contract agreements will clarify the proposed area median income (AMI) and that will be monitored.

**There were no further comments or discussions and Member Katherine Jordan moved to forward ORD. 2023-180 to Council with the recommendation to approve, which was seconded and unanimously approved.**

**The following ordinance was considered:**

5. [ORD. 2023-181](#) To authorize the Chief Administrative Officer to submit a PY 2023 / FY 2024 Annual Action Plan to the U. S. Department of Housing and Urban Development (HUD) as an application for the receipt of Community Development Block Grant (CDBG) funds, HOME

Investment Partnership (HOME) funds, Emergency Solutions Grant (ESG) funds and Housing Opportunities for Persons with AIDS (HOPWA) funds; to accept funds from the U. S. Department of Housing and Urban Development in the total amount of \$9,085,062.00; and to appropriate \$9,085,062.00 for various projects.

**Patrons:** Mayor Stoney

**Attachments:** [Ord. No. 2023-181](#)

**Forwarded to the June 26, 2023 Council meeting with recommendation to approve**

Sharon Ebert, Deputy Chief Administrative Officer (DCAO) for Planning and Economic Development, provided an introduction and additional background information regarding the proposed ordinance.

## Public Hearing

There were no public hearing speakers.

*Vice Chair Ellen Robertson inquired about the selection of vendors to receive the funds.*

DCAO Ebert stated that vendors have went through a process, where they were scored and ranked.

*Vice Chair Robertson inquired about city administration's time-line for the adoption of the ordinance.*

DCAO Ebert stated the ordinance will need to be adopted for submission to U.S. Department of Housing and Urban Development (HUD) before June 30, 2023.

*Chair Cynthia Newbille requested ORD. 2023-181 to be considered by the committee later in the meeting to allow for further discussion.*

*Councilor Stephanie Lynch arrived at 2:35 p.m. and was seated.*

### The following ordinance was considered:

- [ORD. 2023-182](#) To amend Ord. No. 2019-188, adopted Jul. 22, 2019, as previously amended by Ord. No. 2020-094, adopted May 11, 2020, and Ord. No. 2021-268, adopted Oct. 11, 2021, and to amend Ord. No. 2020-164, adopted Aug. 10, 2020, as previously amended by Ord. No. 2020-191, adopted Sept. 28, 2020, Ord. No. 2021-089, adopted Apr. 26, 2021, Ord. No. 2021-184, adopted Jul. 26, 2021, Ord. No. 2021-268, adopted Oct. 11, 2021, and Ord. No. 2022-300, adopted Nov. 7, 2022, which authorized the Chief Administrative Officer to submit original and amended Fiscal Year 2020 Consolidated Annual Action Plans to the U. S. Department of Housing and Urban Development as an application for the receipt of Community Development Block Grant (CDBG) funds,

HOME Investment Partnership (HOME) funds, Emergency Solutions Grant (ESG) funds and Housing Opportunities for Persons with AIDS (HOPWA) funds; accepted funds from the U. S. Department of Housing and Urban Development in the total amount of \$15,027,206.00 and appropriated \$16,854,300.00 for various projects, to re-appropriate \$11,034.83 from recaptured ESG-CV funds, for the purpose of providing funds to Emergency Shelter, Inc., doing business as Home Again, for homeless men and family shelters.

**Patrons:** Mayor Stoney

**Attachments:** [Ord. No. 2023-182](#)

**Forwarded to the June 26, 2023 Council meeting with recommendation to approve**

Sharon Ebert, Deputy Chief Administrative Officer for Planning and Economic Development, provided an introduction and additional background information regarding the proposed ordinance.

## Public Hearing

There were no public hearing speakers.

**There were no further comments or discussions and Member Katherine Jordan moved to forward ORD. 2023-182 to Council with the recommendation to approve, which was seconded and unanimously approved.**

**The following ordinance was considered:**

7. [ORD. 2023-183](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a First Amendment to Deed of Facilities Lease Agreement for Port of Richmond between the City of Richmond and the Virginia Port Authority for the leasing of the property located at 5000 Deepwater Terminal Road, known as the Port of Richmond. (8th District)

**Patrons:** Mayor Stoney

**Attachments:** [Ord. No. 2023-183](#)

[OR Request \(Port Lease Amendment - For DPW Deepwater Terminal CIP Project\) 2](#)

**Forwarded to the June 26, 2023 Council meeting with recommendation to approve**

M Khara, Deputy Director for Public Works, provided an introduction and additional background information regarding the proposed ordinance.

## Public Hearing

There were no public hearing speakers.

**There were no further comments or discussions and Vice Chair Ellen Robertson moved to forward ORD. 2023-183 to Council with the recommendation to approve, which was seconded and unanimously approved.**

**The following ordinance was considered:**

8. [ORD. 2023-184](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a License Agreement between the City of Richmond and the Virginia Commonwealth University Health System Authority for the purpose of permitting the Virginia Commonwealth University Health System Authority access to the City-owned property located at 500 North 10th street to facilitate the demolition of the Public Safety Building. (6th District)

**Patrons:** Mayor Stoney

**Attachments:** [Ord. No. 2023-184](#)

**Forwarded to the June 26, 2023 Council meeting with recommendation to approve**

Leonard Sledge, Director of Economic Development, provided an introduction and additional background information regarding the proposed ordinance.

## Public Hearing

There were no public hearing speakers.

*Vice Chair Ellen Robertson inquired about the current ownership of the Public Safety building.*

Mr. Sledge stated that the city currently owns the Public Safety building. Mr. Sledge further stated that the city's agreement holds VCU responsible for the demolition of the Public Safety building.

**There were no further comments or discussions and Vice Chair Ellen Robertson moved to forward ORD. 2023-184 to Council with the recommendation to approve, which was seconded and unanimously approved.**

**The following ordinance was considered:**

9. [ORD. 2023-185](#) To approve the Work Plan and Budget for the fiscal year ending Jun. 30, 2024, for the provision of services in the Downtown Richmond Special Service and Assessment Districts.

**Patrons:** Ms. Robertson, Ms. Newbille and President Jones

**Attachments:** [Ord. No. 2023-185](#)



Forwarded to the June 26, 2023 Council meeting with recommendation to approve

*Vice Chair Ellen Robertson stated that the ordinance is a continuation of an agreement related to the downtown service district.*

## Public Hearing

There were no public hearing speakers.

**There were no further comments or discussions and Vice Chair Ellen Robertson moved to forward ORD. 2023-185 to Council with the recommendation to approve, which was seconded and unanimously approved.**

**The following ordinance was considered:**

10. [ORD. 2023-186](#) To amend City Code § 21-40, concerning joint and cooperative procurement, for the purpose of conforming the City's cooperative procurement law to the optional provisions of Va. Code § 2.2-4304.

**Patrons:** Mayor Stoney

**Attachments:** [Ord. No. 2023-186](#)  
[OR Attachment - Text of 21-40 clean \(2023-04-27 SMM\)](#)

Forwarded to the June 26, 2023 Council meeting with recommendation to approve

Rene Almaraz, Director of Procurement Services, provided an introduction and additional background information regarding the proposed ordinance.

## Public Hearing

There were no public hearing speakers.

**There were no further comments or discussions and Vice Chair Ellen Robertson moved to forward ORD. 2023-186 to Council with the recommendation to approve, which was seconded and unanimously approved.**

**The following resolution was considered:**

11. [RES. 2023-R030](#) To adopt, pursuant to City Code § 21-44, procedures for utilizing construction management or design-build contracts.

**Patrons:** Mayor Stoney

**Attachments:** [Res. No. 2023-R030](#)

Forwarded to the June 26, 2023 Council meeting with recommendation to approve

Rene Almaraz, Director of Procurement Services, provided an introduction and additional background information regarding the proposed resolution.

## Public Hearing

There were no public hearing speakers.

*Vice Chair Ellen Robertson inquired if the resolution will impact other projects and allow city administration to avoid future requests to Council.*

Mr. Almaraz stated that this project will not effect future projects.

**There were no further comments or discussions and Member Katherine Jordan moved to forward RES. 2023-R030 to Council with the recommendation to approve, which was seconded and unanimously approved.**

**Chair Cynthia Newbille requested the committee to continue consideration of the following ordinance:**

5. [ORD. 2023-181](#) To authorize the Chief Administrative Officer to submit a PY 2023 / FY 2024 Annual Action Plan to the U. S. Department of Housing and Urban Development (HUD) as an application for the receipt of Community Development Block Grant (CDBG) funds, HOME Investment Partnership (HOME) funds, Emergency Solutions Grant (ESG) funds and Housing Opportunities for Persons with AIDS (HOPWA) funds; to accept funds from the U. S. Department of Housing and Urban Development in the total amount of \$9,085,062.00; and to appropriate \$9,085,062.00 for various projects.

***Patrons:*** Mayor Stoney

***Attachments:*** [Ord. No. 2023-181](#)

Sharon Ebert, Deputy Chief Administrative Officer for Planning and Economic Development, returned to provide the committee with additional information regarding the ordinance.

*Councilor Stephanie Lynch inquired about the amount of funding given to organizations in the previous year and how much funding will be provided to organizations.*

Sherrill Hampton, Director of Housing and Community Development, stated that the city received \$200,000 less than the previous year. Ms. Hampton also stated that the funds given to organizations are under a highly competitive process. Ms. Hampton further stated the city has no guarantee of annual allocations from U.S. Department of Housing and Urban Development (HUD) and cannot guarantee any applicant a specific level of funding.

*Councilor Stephanie Lynch stated that it is difficult to run a non-profit organization, and when funding to the organizations is cut, it can be difficult for the providers to provide the same level of services they had in previous years.*

**There were no further comments or discussions and Vice Chair Ellen Robertson moved to forward ORD. 2023-181 to Council with the recommendation to approve, which was seconded and unanimously approved.**

**Chair Newbille requested to return to consideration of the following ordinance:**

3. [ORD. 2023-179](#) To amend Ord. No. 2022-055, adopted May 9, 2022, which adopted the Fiscal Year 2022-2023 General Fund Budget and made appropriations pursuant thereto, to appropriate \$18,215,420.00 of the Fiscal Year 2022-2023 estimated revenue to various City departments and non-departmental agencies and to create certain new line items in the Non-departmental agency and appropriate a portion of such estimated revenue thereto.

**Patrons:** Mayor Stoney and Ms. Trammell

**Attachments:** [Ord. No. 2023-179](#)

Chief Administrative Officer (CAO) Lincoln Saunders reviewed the line items listed in ORD. 2023-179 with the committee.

*The committee had further discussion with CAO Saunders regarding the line items listed in ORD. 2023-179 and the process of allocating the funds.*

*Member Katherine Jordan departed the meeting at 3:39 p.m.*

**There were no further comments or discussions and Vice Chair Ellen Robertson moved to forward ORD. 2023-179 to Council with the recommendation to approve, which was seconded and approved. Ayes 2, Robertson, Newbille. Noes None.**

#### **Presentation(s)**

There were no presentations.

#### **Board Vacancies**

There were no board vacancies.

#### **Discussion Item(s)**

There were no discussion items.

#### **Staff Report**

Joyce Davis, Council Policy Analyst, provided the committee with the meeting staff report.

[CD.2023.227](#) 20230615 Finance & Economic Development Staff Report

**Attachments:** [20230615 Finance & Economic Development Staff Report](#)

*A copy of the staff report has been filed.*

## **Adjournment**

There being no further business, the meeting adjourned at 4:10 p.m.