



CITY OF RICHMOND

DEPARTMENT OF HUMAN RESOURCES

DATE: January 12, 2026

TO: R.J. Warren, Council Chief of Staff, Richmond City Council

THROUGH: Odie Donald, Chief Administrative Officer

THROUGH: Tanikia Jackson, Deputy Chief Administrative Officer

THROUGH: Trinija Martin, Human Resources Director

FROM: Robin Redmond, Human Resources Deputy Director Senior

Signed by:

Odie Donald

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SUBJECT: 2nd Quarter/Fiscal Year 2026 Vacancy and Turnover Report for City Council

In accordance with Ordinance No. 2016-260, Sec. 2-323, please find attached the report for the immediately preceding three month (October, November, and December 2025) which represents the Second Quarter for Fiscal Year 2026, containing the information as specified in this Ordinance.

Attachment 1 provides the projected vacancy and turnover rates by departments based on activity in Second Quarter of Fiscal Year 2026. The turnover rates for the departments were determined by comparing the total number of filled positions to the number of employees who separated in the department. As reflected in the attached:

- The average vacancy rate for funded positions during the Second Quarter was 13.2%, bringing the average year to date for FY26 to 13.5%. (The vacancy rate for the last payroll period in December 2025 was 12.7%.) These rates are lowest rates reported since Fiscal Year 2023.
- The projected average turnover rate has decreased in the Second Quarter to 8.4%, bringing the projected Fiscal Year 2026 to 9.4%. This rate is a record low for the City, continuing with the trend of strong reductions over the past several years. The record high turnover was 18.9% in First Quarter 2022 (June-September 2021), occurring after significant employment market changes and the height of the covid pandemic. The trending reduction in turnover over the most recent years has been attributed to multiple efforts to improve employee pay, benefits and engagement. The Second Quarter's projection for Fiscal Year 2026 of 9.4% compared to previous full fiscal year rates is as follows: 10.3% in FY25, 11.0% in FY24, 12.2% in FY23, 15.7% in FY22, 11.0% in FY21, 11.8% in FY20, and 12.1% in FY19.

Note that in the Second Quarter, the turnover rate is a projected annualized rate based on two quarters of activity. With only two quarters of data, the projected rate should be considered a preliminary indicator.

Attachment 2 contains the listing of the vacant full-time permanent positions in City departments as of December 31, 2025. Per the requirements outlined in the adopted legislation, included in this listing are the position numbers, position titles, whether the position is full-time, part-time, or temporary, vacancy date, total compensation of the position and projected vacancy savings year-to-date for the current fiscal year. Please note that the vacancy list includes the total compensation for the previous incumbent which will result in a more accurate calculation of vacancy savings for positions moving forward. As requested by the committee, the calculated estimated vacancy savings were broken down by department.

Please know that additional information on past trends is available and will be provided upon request. Should you have any questions or concerns regarding the attached information, please contact me at 646-4785.

CC: Lawson Wijesooriya, Chief of Staff, Office of the Mayor