



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, March 21, 2024

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 (late arrival)
The Honorable Katherine Jordan – Member
The Honorable Stephanie Lynch – Councilmember (early departure)

Staff and Others in Attendance

Tori Cotman, Assistant City Attorney
LaTanja Davenport, Council Budget Analyst
Nahdiyah Muhammad, Assistant City Clerk
Adam Poser, Deputy Council Chief of Staff
Candice Reid, City Clerk
RJ Warren, Deputy City Clerk

Call to Order

Chair Cynthia Newbille called the meeting to order at 1:00 p.m., and presided.

Chamber Emergency Evacuation Announcement and Public 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 public speaker guidelines.

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, February 15, 2024 committee meeting, and the committee approved the minutes as presented.

[CD.2024.082](#) February 15, 2024 Finance and Economic Development Meeting

Minutes

Attachments: [20240215 Finance Minutes DRAFT](#)

Paper(s) for Consideration

The following ordinance was considered:

12. [ORD. 2024-081](#) To amend City Code § 26-298, concerning interest on refunds of tax payments, for the purpose of requiring the Department of Finance to notify taxpayers of admissions, lodging, and meals taxes and business, professional and occupational license taxes of any credits or overpayments on their accounts and invite the taxpayer to apply for a refund within 90 days of the credit becoming available.

Patrons: Ms. Lynch, President Nye, Mayor Stoney, Vice President Lambert, Ms. Robertson, Ms. Newbille, Ms. Trammell, Ms. Jones and Mr. Addison

Attachments: [Ord. No. 2024-081](#)

Public Hearing

There were no public hearing speakers.

Councilor Stephanie Lynch provided the committee with an introduction and additional background information regarding ORD. 2024-081.

Shelia White, Director of Finance, provided the committee with additional background information regarding ORD. 2024-081, and that city administration supported the ordinance.

There were no further comments or discussions and Member Katherine Jordan moved to forward ORD. 2024-081 to Council with the recommendation to approve, which was seconded and unanimously approved.

The following ordinance was considered:

13. [ORD. 2024-082](#) To amend City Code § 26-361, concerning the due date, payment without penalty, and interest chargeable on delinquent taxes, 26-362, concerning the due date when assessed by the State Corporation Commission, penalty, and rates of interest chargeable on delinquent taxes, and 26-430, concerning the penalty for delinquent taxes, for the purpose of requiring the Department of Finance to send to taxpayers assessed with taxes and levies for that year by United States mail a bill setting forth the amount due not later than 45 days prior to the payment due date for such taxes and levies.

Patrons: Ms. Lynch, Ms. Robertson, Ms. Newbille, President Nye, Vice President Lambert,

Ms. Jones and Mr. Addison

Attachments: [Ord. No. 2024-082](#)

Councilor Stephanie Lynch provided the committee with an introduction and additional background information regarding ORD. 2024-082.

Public Hearing

There were no public hearing speakers.

Shelia White, Director of Finance, provided the committee with additional background information regarding ORD. 2024-082, and that city administration supported the ordinance.

Vice Chair Ellen Robertson inquired about the current notice that is given to notify tax payers.

Shelia White stated that a 45-day notice was issued for real estate notices.

Vice Chair Robertson inquired if notices were sent by postal mail or electronically.

Shelia White stated that personal property tax bills are sent electronically to individuals that signed up for electronic notification. Ms. White also stated that more tax payers will be encouraged to sign up for RVApay.

There were no further comments or discussions and Member Katherine Jordan moved to forward ORD. 2024-082 to Council with the recommendation to approve, which was seconded and unanimously approved.

The following ordinance was considered:

14. [ORD. 2024-083](#) To amend and reordain City Code §§ 26-364, concerning tax relief for elderly persons, and evaluation of exemption or freeze program, and 26-365, concerning real estate tax relief for qualified permanently and totally disabled, and evaluation of exemption or freeze program, for the purpose of revising certain exemptions and deadlines.

Patrons: City Council

Attachments: [Ord. No. 2024-083](#)

Councilor Stephanie Lynch provided the committee with an introduction and additional background information regarding ORD. 2024-083.

Public Hearing

There were no public hearing speakers.

There were no further comments or discussions and Vice Chair Ellen Robertson moved to forward ORD. 2024-083 to Council with the recommendation to approve, which was seconded and unanimously approved.

Councilor Stephanie Lynch departed the meeting at 1:19 p.m.

The following ordinance was considered:

11. [ORD. 2024-077](#) 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, by increasing revenues from estimated interest income by \$9,000,000.00, to appropriate a portion of such estimated interest income to various City departments and a non-departmental agency, to create certain new line items in the Non-departmental agency, appropriate a portion of such estimated interest income revenue thereto, and transfer certain funds; to amend Ord. No. 2023-073, adopted May 8, 2024, which accepted a program of proposed Capital Improvement Projects for Fiscal Year 2023-2024 and the four fiscal years thereafter, adopted a Capital Budget for Fiscal Year 2023-2024, and determined a means of financing the same, by establishing a new project for the Department of Parks, Recreation, and Community Facilities in the Capital Investment Opportunities category called the "Parks Improvement Projects" project; and to appropriate \$988,156.00 in transferred funds of such \$9,000,000.00 of increased revenue from estimated interest income to the Department of Parks, Recreation, and Community Facilities' Parks Improvement Projects project in the Capital Investment Opportunities category for the purpose of funding improvements in City parks and recreation facilities.

Patrons: Mayor Stoney

Attachments: [Ord. No. 2024-077](#)
[Staff Report](#)

Meghan Brown, Acting Director of Budget and Strategic Planning, provided the committee with an introduction and additional background information regarding ORD. 2024-077.

Public Hearing

Dr. Paula Pando, President of Reynolds Community College, spoke in support of ORD. 2024-077, and stated the legislation will provide funding for advanced pharmaceutical manufacturing training programs.

Chair Cynthia Newbille stated thanks to President Paula Pando for her responsiveness to the needs of the city.

Vice Chair Ellen Robertson stated there are several organizations listed in the proposed ordinance that are valuable. Vice Chair Robertson also stated that the proposed ordinance has challenges due to a lack of collaboration with Council regarding funding priorities.

Member Katherine Jordan stated that a \$9 million allocation is a lot to consider in a short amount of time. Member Jordan also stated she did not want to move the proposed legislation forward due to the city starting the FY 2024-2025 budget cycle.

Sabrina Joy-Hogg, Deputy Chief Administrative Officer (DCAO) for Finance and Administration, provided the committee with additional background information regarding the proposed ordinance and allocations.

Vice Chair Robertson stated that Council will need more time to review the allocations with city administration.

There were no comments or discussion and Vice Chair Ellen Robertson moved continue ORD. 2024-077 to the April 18, 2024 Finance and Economic Development Standing Committee meeting, which was seconded and unanimously approved.

The following ordinances were considered:

1. [ORD. 2024-064](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Commonwealth's Development Opportunity Fund Performance Agreement between the City of Richmond, PPD Development, LP, the Virginia Economic Development Partnership Authority, and the Economic Development Authority of the City of Richmond for the purpose of providing PPD Development, LP with incentives to establish a bioanalytics laboratory facility at 737 North 5th Street in the city of Richmond. (6th District)

Patrons: Mayor Stoney and Ms. Robertson

Attachments: [Ord. No. 2024-064](#)

2. [ORD. 2024-065](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Performance Agreement between the City of Richmond, PPD Development, LP, and the Economic Development Authority of the City of Richmond for the purpose of providing a grant to PPD Development, LP to establish, equip, and operate a new bioanalytics laboratory at 737 North 5th Street in the city of Richmond. (6th District)

Patrons: Mayor Stoney and Ms. Robertson

Attachments: [Ord. No. 2024-065](#)

Katie McConnell, Deputy Director of Economic Development, provided the committee with an introduction and additional background information regarding ORD. 2024-064 and ORD. 2024-065.

Public Hearing

There were no public hearing speakers.

Vice Chair Ellen Robertson stated that the proposed ordinances can provide an expansion to the city's bio-tech industry and provide more opportunities for economic growth and development.

There were no further comments or discussions and Vice Chair Ellen Robertson moved to forward ORD. 2024-064 and ORD. 2024-065 to Council with the recommendation to approve, which was seconded and unanimously approved.

The following ordinance was considered:

3. [ORD. 2024-067](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$8,312.28 from the Virginia Department of Environmental Quality, and to appropriate the increase to the Fiscal Year 2023-2024 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Department of Public Works' Litter Control Act Grant Special Fund by \$8,312.28 for the purpose of supporting the City's litter prevention and recycling activities.

Patrons: Mayor Stoney, Vice President Lambert, Ms. Trammell and Ms. Robertson

Attachments: [Ord. No. 2024-067](#)

Sabrina Joy-Hogg, Deputy Chief Administrative Officer (DCAO) for Finance and Administration, provided the committee with additional background information regarding ORD. 2024-067.

Public Hearing

There were no public hearing speakers.

Vice Chair Ellen Robertson requested that the Department of Public Works (DPW) provide a schedule for the designated neighborhood clean ups.

There were no further comments or discussions and Member Katherine Jordan moved to forward ORD. 2024-067 to Council with the recommendation to approve, which was seconded and unanimously approved.

The following ordinance was considered:

4. [ORD. 2024-068](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$50,000.00 from the Virginia Department of Emergency Management, to amend the Fiscal Year 2023-2024 Special Fund Budget by creating a new special fund for the Department of Emergency Communications, Preparedness, and Response called the “FY24 Mobile Camera Trailer Grant 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 Department of Emergency Communications, Preparedness, and Response’s FY24 Mobile Camera Trailer Grant Special Fund by \$50,000.00, for the purpose purchasing a mobile camera trailer.

Patrons: Mayor Stoney

Attachments: [Ord. No. 2024-068](#)

Jonathan Fetterman, Budget and Management Analyst, Department of Emergency Communications, Preparedness and Response, provided the committee with additional background information regarding ORD. 2024-068.

Public Hearing

There were no public hearing speakers.

Vice Chair Ellen Robertson inquired about the structure and purpose of the mobile camera trailer outlined in the proposed ordinance.

Mr. Fetterman provided the committee with additional information regarding the structure and purpose of the mobile camera trailer.

There were no further comments or discussions and Vice Chair Ellen Robertson moved to forward ORD. 2024-068 to Council with the recommendation to approve, which was seconded and unanimously approved.

The following ordinance was considered:

5. [ORD. 2024-069](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$249,000.00 from the Virginia Department of Criminal Justice Services, 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 OIRE Youth and Family Violence Prevention Special Fund, and to appropriate \$88,750.00 of the accepted funds 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' OIRE Youth and Family Violence Prevention Special Fund by \$88,750.00, and to amend the Fiscal Year 2023-2024 General Fund by increasing estimated revenues and the amount appropriated to the YWCA Richmond line item in the Non-Departmental agency by the remaining \$160,250.00 of the accepted funds, all for the purpose of providing violence prevention and intervention services to newcomer, immigrant, and refugee youth.

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

Attachments: [Ord. No. 2024-069](#)

Karla Ramos, Manager of the Office of Immigrant and Refugee Engagement, provided the committee with additional background information regarding ORD. 2024-069.

Public Hearing

Rupa Murthy, Chief Executive Officer of Young Women's Christian Association - Richmond (YWCA - Richmond), spoke in support of ORD. 2024-069, and stated the proposed legislation will allow the YWCA - Richmond to expand violence prevention services.

There were no further comments or discussions and Vice Chair Ellen Robertson moved to forward ORD. 2024-069 to Council with the recommendation to approve, which was seconded and unanimously approved.

The following ordinance was considered:

6. [ORD. 2024-070](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$249,976.00 from the Virginia Department of Emergency Management, to amend the Fiscal Year 2023-2024 Special Fund Budget by creating a new special fund for the Department of Emergency Communications, Preparedness, and Response called the "FY24 Vehicle Barrier System Grant 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 Department of Emergency Communications, Preparedness, and Response's FY24 Vehicle Barrier System Grant Special Fund by \$249,976.00, for the purpose purchasing a vehicle barrier system.

Patrons: Mayor Stoney

Attachments: [Ord. No. 2024-070](#)

Jonathan Fetterman, Department of Emergency Communications, Preparedness and Response, provided the committee with additional background information regarding ORD. 2024-070.

Public Hearing

There were no public hearing speakers.

Member Katherine Jordan inquired about more details regarding the structure and cost effectiveness of the vehicle barrier system.

Mr. Fetterman stated that the purpose of the proposed legislation is to establish a road blockage to prevent attacks by vehicle. Mr. Fetterman stated that he will provide additional information regarding the cost of the barrier system.

There were no further comments or discussions and Member Katherine Jordan moved to forward ORD. 2024-070 to Council with the recommendation to approve, which was seconded and unanimously approved.

The following ordinance was considered:

7. [ORD. 2024-071](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$300,000.00 from the Virginia 9-1-1 Services Board, to amend the Fiscal Year 2023-2024 Special Fund Budget by creating a new special fund for the Department of Emergency Communications, Preparedness, and Response called the "FY24 Call Handling Equipment Grant 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 Department of Emergency Communications, Preparedness, and Response's FY24 Call Handling Equipment Grant Special Fund by \$300,000.00, for the purpose of updating the call handling equipment within the City's emergency communication center.

Patrons: Mayor Stoney

Attachments: [Ord. No. 2024-071](#)

Jonathan Fetterman, Budget and Management Analyst, Department of Emergency Communications, Preparedness and Response, provided the committee with additional background information regarding ORD. 2024-071.

Public Hearing

There were no public hearing speakers.

There were no comments or discussions and Vice Chair Ellen Robertson moved to forward ORD. 2024-071 to Council with the recommendation to approve, which was seconded and unanimously approved.

The following ordinance was considered:

8. [ORD. 2024-072](#) To amend Ord. No. 2023-071, adopted May 8, 2023, which adopted the Fiscal Year 2023-2024 Special Fund Budget, by increasing estimated revenues from the Downtown Special Assessment Fund and Riverfront Special Assessment Fund by \$613,714.32 and appropriating such increases to the Department of Finance's Special Assessment Districts Special Fund and Riverfront Special Assessment Special Fund for the purpose of funding Venture Richmond services.

Patrons: Mayor Stoney

Attachments: [Ord. No. 2024-072](#)

Sabrina Joy-Hogg, Deputy Chief Administrative Officer (DCAO) for Finance and Administration, provided the committee with additional background information regarding ORD. 2024-072.

Public Hearing

There were no public hearing speakers.

Vice Chair Ellen Robertson moved to forward ORD. 2024-072 to Council with a recommendation to approve.

Member Katherine Jordan inquired about the fund distribution process.

Shelia White, Director of Finance, stated that there is an invoice sent from Venture Richmond on a quarterly basis, based on appropriations made by Council. Ms. White also stated that the proposed legislation will include past tax collections that were not included in the appropriation, and approval has been granted to send the additional funds to Venture Richmond.

Member Jordan inquired about how quickly the city responds to the invoices that have been sent.

Ms. White stated the expectation is for the city to respond within a few days.

There were no further comments or discussions and the motion to forward ORD. 2024-072 to Council with the recommendation to approve, was seconded and unanimously approved.

The following ordinance was considered:

9. [ORD. 2024-073](#) 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) create certain new line items in the Non-Departmental agency, (ii) transfer [\$830,485.00] \$865,000.00 from the Office of Sustainability, and (iii) appropriate such [\$830,485.00] \$865,000.00 to the new line items in the Non-Departmental agency, all for the purpose of providing grants to certain entities to facilitate the implementation of neighborhood climate resilience projects.
(As Amended)

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

Attachments: [Ord. No. 2024-073 - Amended 20240408](#)
[20240408 Amendment of Ord. No. 2024-073](#)

Laura Thomas, Director of Office of Sustainability, provided the committee with additional background information regarding ORD. 2024-073.

Public Hearing

There were no public hearing speakers.

Member Katherine Jordan moved to forward ORD. 2024-073 to Council with the recommendation to approve.

Vice Chair Ellen Robertson inquired about the funding process of items listed in the proposed legislation.

Laura Thomas stated that the Office of Sustainability (OOS) received \$1.54 million in American Rescue Plan Act (ARPA) funds for climate resilience projects. Ms. Thomas stated that \$50,000 went towards RVA Green 2050 to conduct the climate vulnerability assessment, \$865,000 were allocated to the implementation of neighborhood climate resilience projects and the remaining funds were allocated to an urban forest master plan.

There were no further comments or discussions and the motion to forward ORD. 2024-073 was sent to Council with the recommendation to approve, was seconded and unanimously approved.

The following ordinance was considered:

10. [ORD. 2024-076](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the total amount of \$3,000,000.00 from the Central Virginia Transportation Authority, and to amend Ord. No. 2023-073, adopted May 8, 2023, which accepted a program of proposed Capital Improvement Projects for

Fiscal Year 2023-2024 and the four fiscal years thereafter, adopted a Capital Budget for Fiscal Year 2023-2024, and determined a means of financing the same, by (i) establishing a new project for the Department of Public Works in the Transportation category called the “Fall Line Trail Bryan Park Segment” project, and (ii) increasing estimated revenues from the funds received from the Central Virginia Transportation Authority and the amount appropriated to the new Department of Public Works’ Fall Line Trail Bryan Park Segment project in the Transportation category by \$3,000,000.00, for the purpose of funding the implementation of the Fall Line Trail Bryan Park Segment project.

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

Attachments: [Ord. No. 2024-076](#)
[Staff Report](#)

Mike Swayer, City Transportation Engineer and Dironna Moore Clarke, Department of Public Works Deputy Director of Equitable Transit and Mobility, were available to provide additional background information regarding ORD. 2024-076.

Public Hearing

There were no public hearing speakers.

Vice Chair Ellen Robertson moved to forward ORD. 2024-076 to Council with the recommendation to approve.

Member Katherine Jordan requested additional information from city administration regarding the proposed legislation.

There were no further comments or discussions and ORD. 2024-076 was forwarded to Council with the recommendation to approve, which was seconded and unanimously approved.

The following resolution was considered:

15. [RES. 2024-R012](#) To support administratively designating the project entitled “Affordable Housing Projects” in Ord. No. 2023-073, adopted May 8, 2023, which accepted a program of proposed Capital Improvement Projects for Fiscal Year 2023-2024 and the four fiscal years thereafter, adopted a Capital Budget for Fiscal Year 2023-2024, and determined a means of financing the same, as “Equitable Affordable Housing Program” and identifying the listed department in the City’s records as “Affordable Housing Trust Fund,” for the purpose of confirming that such project is consistent with a certain text amendment to Ord. No. 2023-073, adopted May 8, 2023.

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

Attachments: [Res. No. 2024-R012](#)

Sabrina Joy-Hogg, Deputy Chief Administrative Officer (DCAO) for Finance and Administration, provided the committee with additional background information regarding RES. 2024-R012.

Public Hearing

There were no public hearing speakers.

Vice Chair Ellen Robertson stated that there are significant changes being made to ensure that the funding is available in the Affordable Housing Trust Fund. Vice Chair Robertson also stated that hopefully the adjustments can be made in the upcoming Fiscal Year 2025 budget.

There were no further comments or discussions and Vice Chair Ellen Robertson moved to forward RES. 2024-R012 to Council with the recommendation to approve, which was seconded and unanimously approved.

Vice Chair Ellen Robertson requested to be added as co patron to ORD. 2024-064, ORD. 2024-065, ORD. 2024-081, ORD. 2024-082 and ORD. 2024-083.

Member Katherine Jordan requested to be added as co patron to ORD. 2024-073, ORD. 2024-076 and ORD. 2024-083.

Chair Cynthia Newbille requested to be added as co patron to ORD. 2024-069, ORD. 2024-081, ORD. 2024-082, ORD. 2024-083 and RES. 2024-R012.

Presentation(s)

There were no presentations.

Board Vacancies

There were no board vacancies.

Discussion Item(s)

There were no discussion items.

Staff Report

Council staff provided the committee with the March Finance and Economic Development staff report.

A copy of the material provided has been filed.

[CD.2024.086](#) Staff Report Finance & Economic Development

Attachments: [Staff Report Finance and Economic Development - March 21 2024](#)

Vice Chair Ellen Robertson gave clarity regarding a previous request on the impact of the performance grants related to economic development and housing.

Adjournment

There being no further business, the meeting adjourned at 2:25 p.m.