



# City of Richmond

900 East Broad Street  
Richmond, VA 23219  
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## City Council Meeting Minutes

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Friday, April 1, 2022

1:00 PM

Council Chamber, 2nd Floor - City Hall

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### Council Budget Work Session #5

#### Councilmembers Present

The Honorable Cynthia Newbille, President  
The Honorable Katherine Jordan  
The Honorable Ann Frances Lambert  
The Honorable Kristen Nye (early departure)  
The Honorable Michael Jones

#### Absent

The Honorable Ellen Robertson, Vice President  
The Honorable Andreas Addison  
The Honorable Stephanie Lynch  
The Honorable Reva Trammell

#### Staff Present

Samson Anderson, Council Budget Analyst  
Myrtle Brown, Council Budget Analyst  
Joyce Davis, Interim Council Chief of Staff  
Candice Reid, City Clerk  
Debra Shaw, Council Management Analyst  
RJ Warren, Deputy City Clerk

#### Call to Order

Council President Cynthia Newbille called the meeting to order at 1:16 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.

## Presentations

### Planning Department Staffing in FY23 and Scheduled Studies

Kevin J. Vonck, Director, Department of Planning and Development Review (DPR), provided Council with a presentation regarding DPR staffing and scheduled studies for Fiscal Year 2023 (FY23). Mr. Vonck also provided information regarding departmental structure and current vacancies.

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

[CD.2022.143](#) PDR Staffing and Scheduled Studies Presentation

*Councilor Ann-Frances Lambert inquired about delays within the Permits and Inspections division, and she also inquired about issues experienced with the software used by the public for submissions of permit applications.*

Mr. Vonck stated that the software crash and delays were unacceptable. Mr. Vonck also stated that PDR was working to revamp the development review and permitting process. Mr. Vonck further stated that the new process would make it easier for residents to fully comprehend the development process. Mr. Vonck introduced Leonard Mantey as PDR's new Deputy Director of Development Review, and stated that Mr. Mantey would also be working with the Permits and Inspections team to improve customer experience. Mr. Vonck informed Council that PDR was interviewing prospective project managers to assist with software issues.

*Councilor Katherine Jordan inquired why the city does not use the same software as surrounding counties.*

Mr. Vonck stated that city administration was reviewing the whole process of moving through development review in the city, and that the city would work to procure software and amend policies that works best for the city. Mr. Vonck also stated that PDR wanted to address customer experience issues expeditiously, and that he hoped to have a better timeline for when issues would be resolved by July 1, 2022.

*Councilor Kristen Nye recommended that PDR provide Council with an update regarding PDR's attempts to address staffing and customer experience at upcoming Organizational Development Standing Committee meetings.*

Mr. Vonck provided Council with data that addressed the receipt and completion of permit applications. Mr. Vonck also confirmed that DPR hoped to hire four additional code enforcement staff to address code enforcement in the city proactively.

Mr. Vonck addressed Land Use Administration within PDR, and informed members that it was the goal of the department that Land Use Administration requests, such as conditional use permits and special use permits, be completed within 100 days.

Mr. Vonck provided Council with an update regarding city's efforts to implement the Richmond 300 Masterplan and related projects. Mr. Vonck also informed Council that in FY23, city administration hoped to hire a third party to assist with creating a new zoning ordinance for the city.

Jason May, Director, Budget and Strategic Planning, informed Council that due to vacancy savings, PDR would be able to begin the rezoning process in FY22, with the process continuing in FY23.

*President Cynthia Newbille inquired about the completion of the Market Value Analysis.*

Mr. Vonck informed Council that additional funding would be necessary to complete the analysis.

*Councilor Michael Jones stated he did not believe the list of proposed projects addressed by Mr. Vonck reflected an equitable approach to development in the city.*

### **FY 2023 Fleet Purchases and Green Fleet Options**

Adam Hohl, Policy Advisor, provided Council with a presentation that addressed capital vehicle and equipment referenced in the FY23 proposed budget. Robert Steidel, Deputy Chief Administrative Officer of Operations, was also available to address questions from Council. Mr. Hohl also addressed the city's fleet unity plan and the seven big moves necessary to implement the plan.

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

[CD.2022.142](#) Budget Presentation Fleet

*Councilor Kristen Nye left the meeting at 2:42 p.m.*

*Councilor Ann-Frances Lambert inquired about the city creating additional revenue by selling or disposing of unused city vehicles. Councilor Lambert also inquired about why the fleet internal fund was increasing so much in FY23.*

Bobby Vincent, Director, Department of Public Works, informed Council that when a vehicle is categorized as surplus and in poor condition, any revenue generated from the disposal is re-circulated in the city's General Fund.

Jason May, Director, Budget and Strategic Planning, informed Council that increases to employee compensation and health benefits contributed to the increase in the fleet internal fund.

Mr. Hohl provided Council with information regarding the city's attempts to incorporate electric vehicles into the city's fleet.

*Councilor Katherine Jordan requested additional data be provided that addressed the long-term cost savings the city would incur with the city transitioning from gas powered to electric vehicles.*

Deputy Chief Administrative Officer (DCAO) Bob Steidel addressed Council and stated he believed the appropriate way for the city to finance fleet purchases was through direct cash payments, and that the city should refrain from using credit for vehicle purchases.

Mr. May stated that the recommendation for cash purchases was a new practice for the city, and that it would reflect best financial practices recommended by the city's financial advisors. Mr. May also stated that city administration was reviewing ways the city could receive grants or outside funding to purchase additional electric vehicles.

Calvin Chambliss, Fleet Operations Manager, addressed the city's current fleet inventory and informed Council that 97 vehicles within the city's fleet were designated as no longer useful.

Interim Council Chief of Staff Joyce Davis provided members with an update regarding Council's upcoming budget review schedule and Council action related to budget amendment requests.

### **Adjournment**

There being no further business, the meeting adjourned at 3:19 p.m.

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CITY CLERK