



City of Richmond

900 East Broad Street
Richmond, VA 23219
www.rva.gov/office-city-clerk

Budget Work Session Minutes

Monday, April 3, 2023

1:00 PM

Council Chamber, 2nd Floor - City Hall

Budget Work Session

Members Present

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

Absent

The Honorable Andreas Addison
The Honorable Katherine Jordan
The Honorable Stephanie Lynch

Others in Attendance

Myrtle Brown, Council Budget Analyst
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
Debra Shaw, Council Management Analyst
Steven Taylor, Council Policy Analyst
Paul Van Lenten, Council Budget Analyst

Call to Order

President Michael Jones called the meeting to order at 1:06 p.m., and presided.

Chamber Emergency Evacuation Plan Announcement

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

Presentation on FY24 Real Estate Revenue Projection

Lincoln Saunders, Chief Administrative Officer (CAO), provided Council with a presentation regarding the projection of the Fiscal Year 2024 real estate revenue for the city. Specifically, CAO Saunders shared that the projection included an estimated 7.70% increase in revenue.

A copy of the following presentation has been filed.

[CD.2023.120](#) Real Estate Revenue Budget Projections Presentation

Councilor Ellen Robertson referred to the city's currently unaligned real estate assessment and budget planning calendars and described its impact on Council's ability to plan a budget. Specifically, Councilor Robertson raised her concern that the current estimate provided by city administration was inaccurate due to the unaligned calendars and other possible contributing factors. Councilor Robertson inquired as to how city administration would address the issue.

CAO Saunders explained that after consulting with the City Assessor it had been determined that a new assessment software was needed to complete future real estate assessments, and that the city was currently in the process of purchasing the necessary software. CAO Saunders also stated that city administration planned to change the real estate assessment schedule from a calendar year to a fiscal year in order to align with the budget making process. CAO Saunders shared that he believed the changes would be finalized by the year 2026.

Councilor Reva Trammell departed the meeting at 1:27 p.m.

Vice President Kristen Nye shared that the topic of real estate assessment in the city would be a discussion item on the agenda at the upcoming joint retreat between city administration and Council members.

Councilor Ann-Frances Lambert arrived at 1:33 p.m., and was seated.

Councilor Robertson stated that it would be beneficial for Council to have access to allocating surplus revenues generated by the real estate assessment.

CAO Saunders stated that previous legislation dictated where surplus funds were allocated. CAO Saunders, however, stated that it could be changed and to do so, Council would need to review and amend the city's surplus policy.

Presentation on FY24 Revenue Projections and Budget Q&A Responses

Jason May, Director of Budget and Strategic Planning, provided Council with a presentation regarding city administration's response to Council's prioritized budget items.

A copy of the following presentation has been filed.

[CD.2023.121](#) Council Priority Requests and Admin Responses Presentation

President Michael Jones suggested Council members review the information in the presentation, and address questions and concerns during the budget amendment process at a later date.

Council Discussion of Draft Amendments of Mayor's Proposed Budget Submission

LaTasha Holmes, Council Chief of Staff, provided Council with a presentation regarding the status of Council's proposed amendments in the Mayor's proposed budget.

A copy of the following presentation has been filed.

[CD.2023.122](#) Council Discussion of Draft Amendments of Mayor's Proposed Budget Submission Presentation

President Michael Jones requested that Council budget staff search for possible solutions that could provide funding for Council priority amendments that had not yet been covered in the current budget proposal.

Closed Session

At 2:41 p.m., Councilor Cynthia Newbille moved that the City Council hold a closed meeting pursuant to subdivision (A)(1) of section 2.2-3711 of the Virginia Freedom of Information Act to discuss, consider, and interview prospective candidates for employment as City Attorney.

The motion was seconded and approved: Ayes 5, Lambert, Robertson, Newbille, Nye, and Jones. Noes, None.

Councilor Reva Trammell returned to the meeting at 4:00 p.m. and joined the closed session.

Councilor Ellen Robertson motioned to exit closed session. The motion was seconded and approved: Ayes 6, Lambert, Robertson, Trammell, Newbille, Nye, and Jones. Noes None.

Members reconvened in open session at 4:26 p.m.

Certification of Closed Meeting

WHEREAS, the Council 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 that such closed meeting was conducted in conformity with Virginia law:

NOW, THEREFORE, BE IT RESOLVED:

That the Council 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 Council members, as recorded by Candice D. Reid, City Clerk:

CERTIFYING:

DECLINING TO CERTIFY:

Michael J. Jones, President
Kristen N. Nye, Vice President
Ann-Frances Lambert
Cynthia I. Newbille
Ellen F. Robertson
Reva M. Trammell

Adjournment

There being no further business, the meeting adjourned at 4:27 p.m.

CITY CLERK