



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 20, 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
The Honorable Ann-Frances Lambert – Council Vice President (late arrival and early departure)

Absent

The Honorable Katherine Jordan – Member

Staff and Others in Attendance

Tori Cotman, Assistant City Attorney
LaTanja Davenport, Council Budget Analyst
Laura Drewry, City Attorney
LaTasha Holmes, Council Chief of Staff
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 1:10 p.m., and presided.

Chamber Emergency Evacuation Plan 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.

Approval of Minutes

There were no corrections or amendments to the meeting minutes of the Thursday, April 18, 2024, and the Thursday, May 16, 2024 committee meetings, and the committee approved the minutes as presented.

[CD.2024.160](#) April 18, 2024 - Finance & Economic Development Standing Committee Meeting Minutes

Attachments: [20240418 Finance Minutes - DRAFT](#)

[CD.2024.197](#) May 16, 2024 - Finance & Economic Development Standing Committee Meeting Minutes

Attachments: [20240516 Finance Minutes - DRAFT](#)

Presentation(s)

American Rescue Plan Act (ARPA) Quarterly Report

Sabrina Joy-Hogg, Deputy Chief Administrative Officer (DCAO) for Finance and Administration, provided the committee with a presentation regarding the American Rescue Plan Act (ARPA) quarterly report.

[CD.2024.215](#) June 20, 2024 - ARPA Quarterly Report

Attachments: [20240620 ARPA Quarterly Report Update](#)

A copy of the material provided has been filed.

Vice President Ann-Frances Lambert arrived at 1:17 p.m., and was seated.

Vice Chair Ellen Robertson requested additional information regarding the availability and uses of ARPA funding.

DCAO Sabrina Joy-Hogg stated that city administration will meet with each Council member to have an in depth review of ARPA funding.

Vice President Ann-Frances Lambert inquired about obligations dedicated to business for funding resources. Vice President Lambert also inquired about funding for beautification and other projects. Vice President Lambert further inquired about projects going forward without the use of ARPA funds.

DCAO Joy-Hogg stated ARPA funding cannot legally be used for certain projects.

Vice President Lambert inquired about funding allocated to Venture Richmond for the beautification of Downtown Richmond, and she asked if there is enough funding available for districts that also need development.

DCAO Joy-Hogg stated that the funding for beautification is \$75,000 and city administration will provide Council with additional information.

Chair Cynthia Newbille inquired about prioritizing planting new trees in communities that have a greater need due to the rising heat index.

Torrence Robinson, Deputy Director of Operations and Maintenance for the Department of Public Works, stated the Department of Public Works is currently working on planting trees in areas with a higher index.

Vice President Lambert inquired about the percentage of minority owned businesses that currently have procurement contracts with the city.

DCAO Joy-Hogg stated that city administration will provide Council with additional information.

Public Comment Period

There were no public comment speakers.

Paper(s) for Consideration

The following ordinance was considered:

1. [ORD. 2024-145](#) To amend Ord. No. 2022-284, adopted Nov. 14, 2022, as previously amended by Ord. No. 2023-258, adopted Oct. 10, 2023, which accepted the second tranche of American Rescue Plan Act funds and appropriated such funds to the General Fund Budget and Capital Budget for certain agencies and contingencies, by transferring funds from certain previously identified projects as part of the city's American Rescue Plan Act Spend Plan and transferring such funds to existing or new projects.

Patrons: Mayor Stoney

Attachments: [Ord. No. 2024-145](#)
[Staff Report](#)

Sabrina Joy-Hogg, Deputy Chief Administrative Officer (DCAO) for Finance and Administration, provided the committee with background information regarding the American Rescue Plan Act (ARPA) and the proposed ordinance during the ARPA quarterly report.

Public Hearing

There were no public hearing speakers.

In response to an inquiry from Vice Chair Ellen Robertson, DCAO Joy-Hogg stated that \$3,000,000 will go to the Childcare Education Trust Fund, the solar fund project, park improvements and other new projects. DCAO Joy-Hogg also stated that the Community Development Financial Institutions Fund (CDFI) has been funded with \$1,500,000 in general funds.

There were no further comments or discussion and Vice Chair Ellen Robertson moved to forward ORD. 2024-145 to Council with the recommendation to approve, which was seconded and approved: Ayes 2, Robertson, Newbille. Noes None.

The following ordinance was considered:

2. [ORD. 2024-153](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept a donation of services in the form of construction materials and labor valued at approximately \$100,000.00 from the Friends of The James River Park and, in connection therewith, to execute a Byrd Park Pump House, Right-of-Entry Agreement between the City of Richmond and the Friends of The James River Park, all for the purpose of funding the repair and restoration of the Byrd Park Pump House.

Patrons: Mayor Stoney

Attachments: [Ord. No. 2024-153](#)

Giles Garrison, Superintendent of the James River Park System, provided the committee with an introduction and additional information regarding the proposed ordinance.

Public Hearing

There were no public hearing speakers.

Vice Chair Ellen Robertson inquired about the process of the city receiving gifts.

Deputy Chief Administrative Officer (DCAO) Sabrina Joy-Hogg stated gifts or grants that are received by the city will go into a special fund designated for the funds.

There were no further comments or discussion and Vice Chair Ellen Robertson moved to forward ORD. 2024-153 to Council with the recommendation to approve, which was seconded and approved: Ayes 2, Robertson, Newbille. Noes None.

The following ordinance was considered:

3. [ORD. 2024-159](#) 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 \$199,200.00 from the Non-Departmental agency Reserve for Heart of Richmond Awards, and (iii) appropriate such \$199,200.00 to the new line items in the Non-Departmental agency, all for the purpose of providing Heart of Richmond Awards grant funds to certain entities.

Patrons: Mayor Stoney

Attachments: [Ord. No. 2024-159](#)

Dominic Barrett, Strategic Projects and Grants Advisor, Office of Human Services, provided the committee with an introduction and additional information regarding the proposed ordinance.

Vice President Ann-Frances Lambert left the meeting at 1:56 p.m.

Public Hearing

There were no public hearing speakers.

Vice Chair Ellen Robertson inquired about the funding allocated to the Heart of Richmond Awards.

Mr. Barrett stated that the funding has not been used and will be awarded to twelve organizations. Mr. Barrett also stated each organization will receive \$16,600 in awards.

Vice Chair Robertson asked about applications received from the organizations that are awarded.

Mr. Barrett stated that the application for the Heart of Richmond Awards is built into the non-departmental application and timeline.

Vice Chair Robertson inquired about an appropriation for the FY25 budget. Vice Chair Robertson also inquired if applications have been received for the FY25 budget.

Mr. Barrett stated that there is an appropriation for \$200,000 for the FY25 budget. Mr. Barrett also stated the application will be made available as a non-departmental grant application beginning October 1, 2024.

There were no further comments or discussion and Vice Chair Ellen Robertson moved to forward ORD. 2024-159 to Council with the recommendation to approve, which was seconded and approved: Ayes 2, Robertson, Newbille. Noes None.

The following ordinance was considered:

4. [ORD. 2024-162](#) 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 (i) increasing revenues from estimated local sales and use, consumer utility, and admissions taxes and from permits and license fees by \$5,489,264.00, (ii) reducing total appropriations by \$8,069,133.00, and increasing total appropriations by \$13,558,397.00, (iii) transferring funds from various agencies and non-departmental programs and appropriating the increased revenues and transferred funds to various agencies and non-departmental programs, (iv) providing for certain assignments of fund balance for the Employee Compensation Reserve Fund, and (v) requiring that certain funds appropriated to the Department of Housing and Community Development for the Fiscal Year 2023-2024 shall be expended for affordable housing efforts.

Patrons: Mayor Stoney

Attachments: [Ord. No. 2024-162](#)

Meghan Brown, Director of Budget and Strategic Planning, provided the committee with an introduction and additional information regarding the proposed ordinance.

Public Hearing

There were no public hearing speakers.

Vice Chair Ellen Robertson stated that there is funding needed for multiple organizations and events across the city. Vice Chair Robertson also stated that the city's budget does not fully support organizations in need. Vice Chair Robertson inquired about new appropriations.

Chair Cynthia Newbille asked if budget changes will occur from the proposed ordinance.

Ms. Brown provided the committee with additional information regarding allocations to cover present and future projects.

The committee had continued discussion with Ms. Brown and Deputy Chief Administrative Officer (DCAO) Sabrina Joy-Hogg regarding the proposed ordinance.

There were no further comments or discussion and Vice Chair Ellen Robertson moved to forward ORD. 2024-162 to Council with the recommendation to approve, which was seconded and approved: Ayes 2, Robertson, Newbille. Noes None.

The following ordinance was considered:

5. [ORD. 2024-163](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Statutory Partnership Agreement between the City of Richmond and Groundwork RVA, Inc., for the purpose of applying for the United States Environmental Protection Agency's Community Change Grant.

Patrons: Mayor Stoney

Attachments: [Ord. No. 2024-163](#)

Laura Thomas, Director of the Office of Sustainability, provided the committee with an introduction and additional information regarding the proposed ordinance.

Public Hearing

There were no public hearing speakers.

There were no further comments or discussion and Vice Chair Ellen Robertson moved to forward ORD. 2024-163 to Council with the recommendation to approve, which was seconded and approved: Ayes 2, Robertson, Newbille. Noes None.

The following ordinances were considered:

6. [ORD. 2024-164](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Grant Agreement between the City of Richmond, Walmsley Gardens, LLC, and the Economic Development Authority of the City of Richmond for the purpose of facilitating the construction of an affordable residential development located at 4824, 4838, 4850, 4870, and 4890 Walmsley Boulevard. (9th District)

Patrons: Mayor Stoney

Attachments: [Ord. No. 2024-164](#)

7. [ORD. 2024-165](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Grant Agreement between the City of Richmond, Walmsley Senior, LLC, and the Economic Development Authority of the City of Richmond for the purpose of facilitating the construction of an affordable residential development located at 4824, 4838, 4850, 4870, and 4890 Walmsley Boulevard. (9th District)

Patrons: Mayor Stoney

Attachments: [Ord. No. 2024-165](#)

Merrick Malone, Interim Director of Housing and Community Development, provided the committee with an introduction and additional information regarding the proposed ordinances.

Public Hearing

There were no public hearing speakers.

Vice Chair Ellen Robertson inquired if all of the development's 344 units will be at an area median income (AMI) of 60%.

Mr. Malone stated that the units will be set to an AMI of 0%-60%.

Chair Cynthia Newbille thanked city administration for developing resources to address the city's housing crisis.

There were no further comments or discussion and Vice Chair Ellen Robertson moved to forward ORD. 2024-164 and ORD. 2024-165 to Council with the recommendation to approve, which was seconded and approved: Ayes 2, Robertson, Newbille. Noes None.

The following ordinance was considered:

8. [ORD. 2024-166](#) To amend and reordain City Code §§ 21-44 concerning design-build and construction management contracts, 21-67 concerning competitive negotiation for goods, nonprofessional services, insurance, and construction, and 21-73 concerning job order contracting, all for the purpose of reflecting amendments to state law that Va. Code § 2.2-4343(A)(12) requires the City to follow.

Patrons: Mayor Stoney

Attachments: [Ord. No. 2024-166](#)

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.

Vice Chair Ellen Robertson inquired about construction manager at risk projects, and she confirmed that any such requests would come to Council as a resolution.

Mr. Almaraz stated that the City Council will review and approve all construction manager at risk projects.

Vice Chair Robertson asked about additional time being added to the project timeline due to Council needing to review and approve all projects.

Mr. Almaraz stated additional information will be provided to Council.

There were no further comments or discussion and Vice Chair Ellen Robertson moved to forward ORD. 2024-166 to Council with the recommendation to approve, which was seconded and approved: Ayes 2, Robertson, Newbille. Noes None.

The following ordinance was considered:

9. [ORD. 2024-167](#) To amend and reordain City Code § 12-22, concerning the authority to accept payment by commercially acceptable means and service charge, to permit City agencies the option to remove currently mandated services charges for the payment of any amount due for taxes, interest, penalties, fees, fines, or other charges for the public.

Patrons: Mayor Stoney

Attachments: [Ord. No. 2024-167](#)

Shelia White, Director of Finance, 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 city's systems and infrastructure will have the ability to adapt to the change resulting from the likely approval of the proposed ordinance. Vice Chair Robertson also inquired about the timeline for the transition.

Ms. White stated that city administration will continue to work with vendors to prepare for the transition. Ms. White also stated that there is currently no timeline regarding the transition process, and that she will provide Council with additional information.

There were no further comments or discussion and Vice Chair Ellen Robertson moved to forward ORD. 2024-167 to Council with the recommendation to approve, which was seconded and approved: Ayes 2, Robertson, Newbille. Noes None.

The following resolution was considered:

11. [RES. 2024-R018](#) To provide that the Department of Finance may enter into an agreement with any taxpayer who has been assessed with omitted taxes, including penalties and interest with respect to such taxes for the payment of the taxes, penalties, and interest so assessed over a period that is reasonable under the circumstances but that in no event shall exceed 72 months.

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

Attachments: [Res. No. 2024-R018](#)

Shelia White, Director of Finance, provided an introduction and additional background information regarding the proposed resolution.

Public Hearing

There were no public hearing speakers.

There were no further comments or discussion and Vice Chair Ellen Robertson moved to forward RES. 2024-R018 to Council with the recommendation to approve, which was seconded and approved: Ayes 2, Robertson, Newbille. Noes None.

The following resolution was considered:

12. [RES. 2024-R019](#) To express support for the request by the County of Henrico that the Virginia Department of Housing and Community Development approve its application to amend its portion of Zone 28A; and to authorize the Chief Administrative Officer to execute the Joint Amendment Agreement indicating the City's support for the County's application.

Patrons: Mayor Stoney and Ms. Robertson

Attachments: [Res. No. 2024-R019](#)

Katie McConnell, Deputy Director of Economic Development, provided the committee with an introduction and additional background information regarding the proposed resolution.

Public Hearing

David Saks, Community Development Manager for Henrico County, spoke in support of RES. 2024-R019, and stated the Henrico Board of Supervisors authorized the submission of an application to the Department of Housing and Community Development to amend the county's zone.

Vice Chair Ellen Robertson asked about the steps that Council will need to take regarding the economic development zones.

Ms. McConnell stated that city administration will provide Council with additional information.

Chair Cynthia Newbille stated that an opportunity for partnerships with other regions should be considered as an economic development opportunity for the city.

Vice Chair Robertson inquired if there is an agreement between Henrico County and the city.

The committee had continued discussion with Ms. McConnell regarding the proposed resolution.

There were no further comments or discussion and Vice Chair Ellen Robertson moved to forward RES. 2024-R019 to Council with the recommendation to approve, which was seconded and approved: Ayes 2, Robertson, Newbille. Noes None.

The following ordinance was considered:

10. [ORD. 2024-168](#) To amend and reordain City Code §§ 12-241, concerning definitions for fund balances, 12-242, concerning the disposition of calculated general fund surplus and reporting, 12-261, concerning the “Rainy day” fund, 12-262, concerning the unassigned fund balance, 12-263, concerning the Budget and Revenue Stabilization Contingency Reserve, and 12-265, concerning special purpose reserves, for the purpose of changing the minimum percentages for the maintenance of the “rainy day” fund and the unassigned fund balance, modifying the reporting requirements for the general fund balance, modifying the date by which assignments of special purpose reserves must be made, and changing the name of the “rainy day” fund to the “Downturn Reserve Fund” and the “Budget and Revenue Stabilization Contingency Reserve” to the “Contingency Reserve.”

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

Attachments: [Ord. No. 2024-168](#)
[Surplus Policy Changes June 20 2024](#)

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

A copy of the material provided has been filed.

Public Hearing

There were no public hearing speakers.

Vice Chair Ellen Robertson inquired if the information presented regarding ORD. 2024-168 was given to all members of Council.

DCAO Joy-Hogg stated that the information presented has not been given to the full Council.

Chair Cynthia Newbille inquired if additional changes to the surplus policy were conveyed to all members of Council.

DCAO Joy-Hogg stated that Council has been made aware of all changes to the surplus policy.

The committee had continued discussion with DCAO Joy-Hogg and Roland Kooch, Senior Vice President, Davenport & Company, regarding the city's credit rating and ORD. 2024-168.

Vice Chair Robertson requested to be added as a co-patron to ORD. 2024-168.

There were no further comments or discussion and Vice Chair Ellen Robertson moved to forward ORD. 2024-168 to Council with the recommendation to approve, which was seconded and approved: Ayes 2, Robertson, Newbille. Noes None.

Board Vacancies

There were no board vacancies.

Discussion Item(s)

There were no discussion items.

Staff Report

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

[CD.2024.216](#) June 20, 2024 - Finance & Economic Development Staff Report

Attachments: [Staff Report Finance & Economic Development - June 20 2024](#)

A copy of the material provided has been filed.

Adjournment

There being no further business, the meeting adjourned at 3:36 p.m.