

INTRODUCED: September 14, 2020

A RESOLUTION No. 2020-R056

To request that the Chief Administrative Officer cause the Department of Finance and the Department of Human Resources to conduct a study of the City’s telecommuting workforce to determine if cost savings and other benefits have been derived from the telecommuting policies adopted by the City in response to the COVID-19 pandemic for the purpose of potentially continuing or expanding upon such policies after the pandemic.

\_\_\_\_\_  
Patron – Ms. Robertson, Ms. Jordan, Mayor Stoney, Mr. Jones and Ms. Lambert

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: SEP 28 2020 AT 6 P.M.

WHEREAS, the Council believes that it is in the best interests of the citizens of the City of Richmond that the Council request that the Chief Administrative Officer cause the Department of Finance and the Department of Human Resources to conduct a study of the City’s telecommuting workforce to determine if cost savings and other benefits have been derived from the telecommuting policies adopted by the City in response to the COVID-19 pandemic for the purpose of potentially continuing or expanding upon such policies after the pandemic;

NOW, THEREFORE,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF RICHMOND:

AYES:            9            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:    FEB 8 2021    REJECTED: \_\_\_\_\_    STRICKEN: \_\_\_\_\_

That the Council requests that the Chief Administrative Officer cause the Department of Finance and the Department of Human Resources to conduct a study of the City's telecommuting workforce to determine if cost savings and other benefits have been derived from the telecommuting policies adopted by the City in response to the COVID-19 pandemic for the purpose of potentially continuing or expanding upon such policies after the pandemic.

BE IT FURTHER RESOLVED:

That the Council requests that such study summarize data relevant to the City's telecommuting workforce and include, at a minimum, the following:

1. Any savings in operational or overhead costs, as calculated by the Department of Finance, attributable to the telecommuting workforce policies adopted by the City in response to the COVID-19 pandemic, including savings by a reduction in the number of necessary office space leases, parking space leases, and office equipment and supply orders.

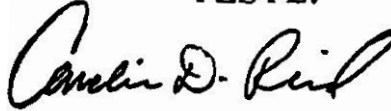
2. Any projected savings in operational or overhead costs, as calculated by the Department of Finance, attributable to a post-pandemic continuation or expansion of telecommuting workforce policies adopted by the City in response to the COVID-19 pandemic, including savings by a reduction in the number of necessary office space leases, parking space leases, and office equipment and supply orders.

3. A comparison and analysis by the Department of Human Resources of the rate of City employee attrition during the period affected by the telecommuting policies adopted by the City in response to the COVID-19 pandemic against similar time periods in years before the COVID-19 pandemic.

4. A projection by the Department of Human Resources of the rate of City employee attrition if the telecommuting policies adopted by the City in response to the COVID-19 pandemic were continued or expanded after the pandemic.

5. A comparison and analysis by the Department of Human Resources of the rate of City employee leave accruals during the period affected by the COVID-19 pandemic with the City's related telecommuting policies against similar time periods in years before the COVID-19 pandemic.

6. A projection by the Department of Human Resources of the rate of City employee leave accruals if the telecommuting policies adopted by the City in response to the COVID-19 pandemic were continued or expanded after the pandemic.

**A TRUE COPY:**  
**TESTE:**  
  
**City Clerk**



# Richmond City Council

The Voice of the People

Richmond, Virginia

## Office of the Council Chief of Staff

### Ordinance/Resolution Request

**TO** Haskell Brown, Interim Richmond City Attorney  
Richmond Office of the City Attorney

**THROUGH** Lawrence R. Anderson  
Council Chief of Staff

**FROM** Samson Anderson, Council Budget Analyst

**COPY** Ellen Robertson, 6<sup>th</sup> District Representative  
Tavares Floyd, 6<sup>th</sup> District Liaison  
Meghan K. Brown, Deputy Chief of Staff  
Tabrica Rentz, Interim Deputy Richmond City Attorney

**DATE** August 25, 2020

**PAGE/s** 1 of 2

**TITLE** Request for a Workforce Study focused on Telecommuting Post COVID-19

RECEIVED  
By Barbara Pate at 2:07 pm, Aug 27, 2020

This is a request for the drafting of an  Ordinance  Resolution

**REQUESTING COUNCILMEMBER/PATRON**

**SUGGESTED STANDING COMMITTEE**

Ellen Robertson, 6<sup>th</sup> District Representative

Government Operations Committee

**ORDINANCE/RESOLUTION SUMMARY**

The Patron is requesting that the Finance and Human Resource Departments conduct a workforce study to analyze the cost savings and benefits of continuing, and expanding upon, the telecommuting policies the City adopted as a result of COVID-19.

**BACKGROUND**

**Summary:**

Following COVID-19, the City implemented a sweeping telecommuting policy for employees. Even after City Hall reopened, offices have found telecommuting to continue to be the most efficient use of their workforce. Telecommuting has enabled the City's employees to be more responsive, flexible, and resilient throughout the Pandemic.

The Patron believes that expanding the City's telecommuting policy is to the benefit of the City and its employees, and, as such, is asking that the Finance Department calculate any and all cost savings that has come from telecommuting thus far, and calculate possible cost savings from expanding the telecommuting policy, such as leasing less office space and the need for fewer parking spaces. The Patron is also asking that the Human Resources Department to assist

in the study in regards to the impact telecommuting has on the workforce, such attrition rates, leave balances, and employee work life balance.

Some benefits of telecommuting that past studies have found in the for profit sector include: healthier employees, improved work life balance, lower overhead costs, and lower employee attrition.

The Patron believes the results of this study is pivotal to deciding whether the City ought to permanently adopt an expanded telecommuting policy.

#### FISCAL IMPACT STATEMENT

Fiscal Impact Yes  No

Budget Amendment Required Yes  No

Estimated Cost or Revenue Impact:

If the Administration elects to implement this resolution the fiscal impact would be the staffing hours required of the Finance and Human Resource Departments.

Attachment/s Yes  No

Richmond City Council Ordinance/Resolution Request Form/updated 10.5.2012 /rst