

RICHMOND PUBLIC LIBRARY

BOARD OF TRUSTEES

May 27, 2020

Electronic Meeting
Pursuant to and in Compliance with
City of Richmond Ordinance No. 2020-093

11:45 a.m.



Richmond Public Library Board

101 E. Franklin Street
Richmond, VA 23219
(804) 646-4256 / fax: (804) 646-7685



Library Board of Trustees Meeting

Wednesday, May 27, 2020

11:45 a.m.

A G E N D A

This meeting will be held as an electronic meeting pursuant to and in compliance with the City of Richmond Ordinance #2020-093. The public may participate by using Richmond Public Library YouTube channel <https://bit.ly/2VfKL9U>, where it will be Live Streamed. Viewers may watch and comment during the presentation. Citizens are able to offer any formal public comments no later than Tuesday, May 26, 2020 by 5:00 p.m. to: Library Director Scott Firestine, Phone: 804.646.4550 or Email: scott.firestine@richmondgov.com.

Call to order: 11:45 a.m. Mr. William Yates

Agenda Mr. William Yates

Consent Agenda: Mr. William Yates

- Approval of Minutes-April 22, 2020
- Approval of Pending Gifts
- Approval of Statistical Report

Public Comment Period:

Reports: 12:00 p.m.
 • Library Friends Ms. DeBoer/Mr. Dishon
 • Library Foundation Ms. Hansen

Administration Reports: Mr. Firestine

Board Committee Reports: 12:10 p.m.
 • Chairman Mr. Yates
 • Finance Committee Ms. Weaver
 • Facilities Committee Mr. Firestine
 • Governance Committee Mr. Lydiard

Unfinished Business 12:30 p.m. Mr. Yates

New Business 12:40 p.m. Mr. Yates

Adjourn Mr. Yates

Next Meeting:
June 24, 2020
Main Library/Electronic Meeting
11:45 a.m.

Library Board Meeting Minutes - DRAFT

April 22, 2020

PRESENT: Chair William Yates, Vice Chair David Lydiard, Emily Altman, Christine Peterson, Daisy Weaver, Janet Woody

STAFF: Scott Firestine, Clay Dishon City Attorney Laura Drewry, Cheryl Clarke, Karin Hansen, Gianna Pack, Friends of the Library Chair Ruth DeBoer

ABSENT: Barbara Burton, Tanya Francis

Meeting of the Richmond Public Library (RPL) Library Board of Trustees (LBOT) was called to order by Chair William Yates at 11:50 a.m. This meeting was held as an electronic meeting pursuant to and in compliance with the City of Richmond Ordinance #2020-093. The public participated by using Richmond Public Library YouTube channel <https://bit.ly/2VfKL9U>, where it was Live Streamed. A quorum was established.

Agenda	Approve the April 22, 2020 Agenda as submitted by roll call vote: Chair William Yates – AYE Vice Chair David Lydiard – AYE Emily Altman – AYE Christine Peterson – AYE Daisy Weaver – AYE Janet Woody – AYE <i>AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> <i>Approved Unanimously.</i></i>
Consent Agenda	Approve the February 26, 2020 Meeting Minutes, Statistical Reports, and Pending Gifts Report as submitted. Chair William Yates – AYE Vice Chair David Lydiard – AYE Emily Altman – AYE Christine Peterson – AYE Daisy Weaver – AYE Janet Woody – AYE <i>AYES: <u>6</u> NOES: <u>0</u> ABSTAIN: <u>0</u> <i>Approved Unanimously.</i></i>
Public Comment Period	None present.
REPORTS	
Friends of the Library (FOL) <u>Ruth DeBoer</u>	Ms. DeBoer reported the Friends financial year ended March 31, 2020. New financial year starts April 1, 2020 with an approved budget and also decided to balance out the income to outlay, which means for this past year there was an additional \$2,700 to give to the Library. For Year 19/20 the Friends gave just over \$24,000 for programming, other gifts already made, and graphics and copier expenses, makes an outlay of approximately \$35,000 to the Library. She also reported in the new budget year, there is a savings that would cover a year of expenses. She also reported due to the COVID19 closure of the City, the book sale scheduled for the first weekend in April was postponed until further notice. The book sale is the big money maker for the Friends to be able to give more to the Library.
Library Foundation <u>Karin Hansen</u>	Ms. Hanson reported everything is still running smoothly. She is working from home as much as possible. She also reported donations were slowing down and grant seeking has come to a halt due to the COVID19 pandemic. The Foundation was able to accommodate a request from the West End Library Branch. This effort is to pass out new children’s books at the Richmond Public Schools food distribution sites. She also reported giving assistance to on-line programming requests.

<p>Administration</p> <p><u>Scott Firestine</u></p>	<p>Highlights and Additions to Director’s Report: During the Director’s Report, Mr. Firestine highlighted on the following items:</p> <ul style="list-style-type: none"> • During the COVID19 City closure, we are providing content through the website, staff are staying and working from home pushing out the content. Also training at home that we cannot do normally when libraries are open. Training consisting of customer service, various library topics, and Sirsi training. • Daily videoconferencing call with leadership team to review where we are in training, website content, and working on a return to work process. Using the Slack platform because some staff do not have email access through the City’s server. • Over 800 new electronic users. RPS is also reaching out RPL for electronic resources. • In the process of moving Sirsi into the cloud. • Budget. Decrease in revenue. • In the process of researching how to deliver books to patrons. There are concerns on how the books will return. Also researching curb-side service.
<p>BOARD COMMITTEE REPORTS</p>	
<p>Chair</p> <p><u>William Yates</u></p>	<p>No Report. Mr. Yates acknowledge and thanked Mr. Firestine and staff for their service and accomplishments during these hard times.</p>
<p>Finance</p> <p><u>Scott Firestine</u> <u>Daisy Weaver</u></p>	<p>No Report from the Finance Committee. Mr. Firestine facilitated a budget discussion with Board members.</p> <p>On March 6, the Mayor released his budget. Mr. Firestine reported on the Budget going over the Agency Fiscal Summary. On March 6 the report showed a 3.5% cut. Operations stayed the same. Did not receive any new librarian positions and vacancies requests.</p> <p>Mr. Firestine also reported changes after COVID19 happened. FY21 Proposed Budget was \$6,076,667 and the FY21 Updated Budget with Amendments was \$5,743,900, which is about an 8.9% cut to our overall budget. This total arrived from the following: Elimination of the 2% salary increase for all employees, vacancy funding reduction, reductions to contractual temps, fuel reduction, and about a 10% cut to books and reference materials.</p> <p>He also reported on the impact if vacancies are not filled. There would be a reduction of public service hours such as elimination of Sunday hours, reduction of evening service hours at all locations. Mr. Firestine encouraged Board Members to reach out to their Council member the impacts of what the Library will undergo from budget and vacancy cuts. Library Board Members devised a list of points to consider and to be consistent when reaching out to Council members. Mr. Yates will send out the points discussed and who will reach out to which Council member.</p>

BOARD COMMITTEE REPORTS (CONTINUED)

Facilities <u>Cheryl Clarke</u>	Ms. Clarke reported on the first floor restroom renovations are close to completion at Main. The contractors are working on the final punch list. Furniture has arrived for the lactation room. Everything is on schedule for final completion. She also reported DPW/DPU are using this time to replace light bulbs, fix minor issues, etc. within the Main Library and Library Branches. Mr. Firestine reported on the RFP for the Master Plan is still in Procurement and Legal. Ms. Drewry said she would research the status.
Governance <u>David Lydiard</u>	Mr. Lydiard reported due to the COIVD19 Closure of the City, everything is on hold for selection of new Board members. He also mentioned that existing members would be able to continue to stay on the Board until the Council has an opportunity to make a selection.

UNFINISHED BUSINESS

No Unfinished Business was discussed.

NEW BUSINESS

No New Business was discussed.

There being no further business, the meeting was adjourned at 1:02 p.m. by unanimous consensus from the members that were present in the meeting.

The next meeting will be held on Wednesday, May 27, 2020 by Electronic Meeting.

Approved: _____

Mr. William Yates, Chair

Recorder: Gianna Pack
Executive Assistant

Director's Report

May 2020

Director Activities for April 22 through May 22, 2020:

Apr 27	Council Amendment Work Session
Apr 27	Council Formal Meeting to Include Public Hearing Regarding FY21 Budget
Apr 29	Council Amendment Work Session
Apr 30	Council Amendment Work Session
May 4	Council Special Meeting – Budget Amendments Introduction
May 5	RPL Poet Laureate Discussion with Christine Peterson – Teleconference
May 11	Council Budget Public Hearing – FY21 Budget
May 12	RVAH2O Technical Stakeholder Update – Teleconference
May 12	Special Funds Exit Meeting – Teleconference
May 19	RPL Poet Laureate Discussion with Christine Peterson – Conference Call
May 22	RPL Poet Laureate Discussion with Christine Peterson and Sandra Treadway – Teleconference

Hiring Update: Hiring Freeze instituted by the City on April 16. All open positions and positions in progress are halted until the City reopens.

City of Richmond Government Offices Closed for Non-Essential Personnel March 13 – May 28: The closure is in compliance with the Governor of Virginia to ensure the health and safety of residents, employees, and the general public in response to COVID19 pandemic. Essential employees only are required to report to or for work. All RPL staff were deemed essential and are working and being productive. Communicating through the SLAC application, staff are providing content for the RPL website and training remotely.

The RPL Leadership Team holds daily conference calls to coordinate operations, communicate progress on goals, objectives and problems and develop strategies to safely re-open libraries and provide library service.

Staff Development: Managers have developed a curriculum to use during the City's closure for staff to do from home. The training is on City COR classes, customer service, and Library specific operational resources such as online databases, electronic content, research indices, MOOCs, etc. These trainings are objective based and measurable. All staff are participating at all levels and training is mandatory.

Staff Returning to Work: The RPL Leadership Team developed a plan for the phased reopening of library services. This plan seeks to handle several different reopening scenarios, each dependent on factors such as recommendations from local and national health agencies, social distancing protocols, and critical community needs. The primary consideration of the plan is maintaining the safety of library patrons and staff while finding ways to provide necessary services that the library is uniquely positioned to perform.

The most likely scenario may be a scaled reopening with an incremental easing of physical distancing measures. In any of the scenarios the Library will implement the following:

- Improved hygiene procedures for cleaning and disinfecting common areas.
- Allowing staff to wear protective gear such as masks and gloves while administering public services.
- Continuing to allow teleworking where it makes sense and is allowable from an operational standpoint.
- Encourage or require temperature testing with thermal thermometers. Those staff with temperatures exceeding 100°F will be sent for medical evaluation. Eventually provide testing of staff for virus and/or for immunity to the virus.
- Messaging and plans will be in place to encourage the most vulnerable populations to limit their time in the community and/or allow for service hours that accommodate their needs more specifically.

Library is acquiring hygiene and cleaning supplies for library staff to enact a reopening. RPL will have to address challenges in the following areas: entrance needs, materials handling, holds and materials return and pickup, checkouts, outreach, Internet access, and technology help.

Director's Report (Continued)
May 2020

RFP for the Integrate Library System (ILS on-line catalog) Update: Complete, installed May 1, 2020.

RFP for the Main Library Facilities Master Plan Update: No progress.

Personal Protective Equipment (PPE): The Library has two 3-D printers. Staff are printing parts to assemble masks/shields that could be used to protect first responders and answer the demand for PPE. These are also for RPL staff to use when they return to work.

We are ordering PPE for staff to use. Items included are gloves, masks, thermometers, wipes, hand sanitizer, etc. Each Branch and Main Library will have on-hand stock.

Digital Services Statistics: With the sudden closure on March 13, RPL began creating significant amounts of digital content in order to best serve patrons remotely. Online reference tools, a new weekly newsletter, and a sharp increase in social media use effectively pivoted services to virtual space.

Ask-A-Librarian (March 23 – April 30):

Questions via Chat	Questions via Text	Questions via Email	Total
52	30	32	114

RPL @ Home Newsletter (March 20 – April 30):

Issue Date	Number of Subscribers	Grand Total of Emails Sent
03/20	14,495	14,495
03/27	14,480	28,975
04/06	14,441	43,416
04/13	14,417	57,833
04/20	14,460	72,293
04/27	14,433	86,726

Social Media (March 14 – April 30):

Platform	Followers (March 14)	Followers (April 30)	Net Trend	New Posts	Total Post/Page Views
Facebook	3,498	3,591	+93	83	54,050 (approx.)
Instagram					N/A
Twitter					N/A
YouTube	33	58	+25	15	1,258

Other New Digital Programs:

- Bunker Book Club (Facebook Group) – 37 active members
- Ripple's Reading Buddies – 1 user

CIRCULATION															
LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % Change
Belmont	FY17	12,068	12,314	9,973	9,766	9,727	9,071	9,709	9,715	10,114	9,238	9,446	10,411	121,552	
	FY18	10,836	10,486	8,290	8,385	7,353	6,096	7,651	7,545	8,099	7,402	7,632	7,864	97,639	
	FY19	8,429	8,074	8,103	7,888	7,303	6,144	7,099	6,630	8,077	6,712	6,436	7,110	88,005	-11%
	FY20	7,451	7,560	7,207	7,097	5,795	5,963	6,495	6,449	3,028	11			57,056	0%
Broad Rock	FY17	4,883	4,773	4,248	4,706	3,966	3,454	3,729	3,192	3,595	3,377	3,851	4,136	47,910	
	FY18	4,574	4,062	3,726	3,809	3,665	3,096	3,308	2,986	3,132	3,304	2,910	3,289	41,861	
	FY19	3,910	3,609	2,671	3,217	2,505	2,086	2,488	2,801	2,843	2,389	2,419	3,119	34,057	-23%
	FY20	3,652	3,036	2,939	2,998	2,323	2,389	2,331	2,347	1,166	5			23,186	0%
East End	FY17	4,572	4,371	3,581	3,420	2,945	3,029	3,463	2,981	3,529	4,977	3,515	3,460	43,843	
	FY18	3,635	3,481	3,033	2,948	2,632	2,281	2,698	2,574	2,838	2,637	2,865	3,325	34,947	
	FY19	2,996	2,648	2,614	2,820	2,587	2,176	2,915	2,451	2,249	2,046	2,087	2,534	30,123	-16%
	FY20	2,696	2,663	2,476	2,574	2,020	2,240	2,219	2,431	1,061	15			20,395	0%
Ginter Park	FY17	6,247	5,924	5,374	5,770	5,031	4,517	4,812	4,582	5,401	4,641	4,868	5,310	62,477	
	FY18	5,751	6,070	5,338	5,152	4,854	3,898	4,327	4,370	4,522	4,653	4,023	5,263	58,221	
	FY19	5,211	5,163	4,864	4,278	3,762	2,812	3,864	3,653	4,408	3,384	4,174	4,381	49,954	-17%
	FY20	4,397	4,580	4,030	3,823	3,332	3,021	3,599	3,327	1,690	0			31,799	0%
Hull Street	FY17	3,174	3,245	3,088	3,131	3,400	2,477	2,816	2,962	2,989	2,348	2,766	2,843	35,239	
	FY18	2,947	3,155	2,178	2,106	2,202	1,772	2,218	2,304	2,241	2,034	1,824	2,147	27,128	
	FY19	2,010	2,305	3,323	1,844	1,838	1,852	2,287	1,870	1,854	1,828	1,976	2,026	25,013	-8%
	FY20	3,082	1,912	2,065	2,508	2,128	2,012	2,012	1,846	1,020	6			18,591	0%
Main	FY17	12,103	12,264	10,330	10,655	9,611	9,049	9,629	9,600	10,821	8,969	9,826	10,528	123,385	
	FY18	10,304	11,144	9,794	9,946	9,126	7,750	9,149	8,706	9,223	8,069	7,769	8,155	109,135	
	FY19	8,719	8,877	8,655	9,774	9,099	8,202	9,418	8,749	9,621	9,177	8,795	9,300	108,386	-1%
	FY20	10,098	9,666	8,766	9,068	7,683	7,728	8,141	8,884	4,104	1,067			75,205	0%

NOTE: March / April / May 2020 - City of Richmond Closed March 13, 2020 until TBD for COVID19 Closure.

CIRCULATION (CONTINUED)

LOCATION	FY	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total	YTD % Change
North Avenue	FY17	4,235	4,448	3,768	3,564	3,308	3,260	2,972	2,943	3,186	2,714	3,017	2,985	40,400	
	FY18	3,112	3,455	3,238	3,802	3,011	2,562	3,094	3,328	3,093	2,580	2,271	2,269	35,815	
	FY19	2,979	2,493	2,709	2,918	2,390	2,059	2,604	2,264	2,367	2,887	2,243	2,657	30,570	-17%
	FY20	2,962	2,210	2,462	2,197	1,689	1,925	2,731	1,722	865	91				0%
West End	FY17	983	1,070	785	752	628	604	647	568	745	502	591	613	8,488	
	FY18	826	3,012	7,426	8,165	7,940	6,974	7,981	7,390	8,641	8,882	9,802	11,202	88,241	
	FY19	11,660	11,438	10,076	10,172	8,539	7,313	9,145	7,434	9,007	8,380	8,746	9,681	111,591	21%
	FY20	11,712	10,702	9,142	8,743	8,067	8,072	9,006	9,183	4,541	80			79,248	0%
Westover Hills	FY17	9,530	9,400	8,231	8,065	7,407	7,223	7,564	7,848	8,405	6,798	8,059	8,058	96,588	
	FY18	8,685	8,571	7,262	7,133	6,933	6,324	6,895	6,548	6,576	6,660	6,186	7,501	85,274	
	FY19	8,071	7,787	7,566	7,102	6,120	5,364	7,072	6,155	6,511	6,120	5,793	6,435	80,096	-6%
	FY20	7,419	7,175	5,888	6,137	5,631	5,376	6,043	6,342	2,946	70			53,027	0%
Econtent	FY17	4,107	3,770	3,470	3,611	3,568	3,899	3,962	3,701	4,370	4,102	3,906	4,494	46,960	
	FY18	4,676	4,689	4,042	4,125	3,923	3,874	4,566	4,224	4,835	4,935	5,409	5,320	54,618	
	FY19	5,985	6,407	5,683	5,581	5,278	5,874	6,375	5,874	6,532	6,132	6,424	6,798	72,943	25%
	FY20	7,526	7,283	6,250	5,145	4,926	5,365	6,125	5,380	6,643	9,558			64,201	0%
RPL Total	FY17	61,902	61,579	52,848	53,440	49,591	46,583	49,303	48,092	53,155	47,666	49,845	52,838	626,842	
	FY18	57,515	60,843	56,558	57,424	54,326	48,350	54,710	52,552	55,906	55,332	53,155	59,017	665,688	
	FY19	59,970	58,801	56,264	55,594	49,421	43,882	53,267	47,881	53,469	49,055	49,093	54,041	630,738	-6%
	FY20	60,995	56,787	51,225	50,290	43,594	44,091	48,702	47,911	27,064	10,903			441,562	0%

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DOOR COUNT FY2020	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
Belmont	6,934	7,335	6,992	6,550	6,032	5,865	6,449	6,300	2,347	0			54,804
Broad Rock	5,768	5,768	5,457	5,571	4,162	4,596	5,277	5,903	2,821	0			45,323
East End	7,605	8,331	6,965	6,743	6,084	6,056	7,132	7,646	3,244	0			59,806
Ginter Park	13,767	11,850	10,575	9,608	7,109	4,819	5,823	5,578	3,147	0			72,276
Hull Street	11,614	10,646	9,344	8,181	6,499	6,550	7,395	8,144	3,855	0			72,228
Main	16,244	15,626	14,553	14,962	12,244	11,434	13,119	12,936	5,409	0			116,527
North Avenue	6,383	6,431	5,580	6,712	5,102	3,812	4,759	5,835	2,917	0			47,531
West End	5,102	4,752	4,127	3,845	3,438	3,736	4,437	4,295	2,364	0			36,096
Westover Hills	8,342	8,287	7,657	7,986	6,575	5,861	7,763	8,253	4,813	0			65,537
TOTALS FY20:	81,759	79,026	71,250	70,158	57,245	52,729	62,154	64,890	30,917	0			570,128
TOTALS FY19:	70,641	73,411	62,975	66,230	62,257	48,425	63,139	60,259	67,552	68,862	67,399	70,910	782,060
TOTALS FY18:	62,057	74,617	69,494	70,700	63,466	55,560	63,750	65,351	68,782	69,881	70,586	71,037	805,281

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PROGRAMS FY2020	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL FY20	TOTAL FY19
Belmont														
Adult Programs	15	13	11	16	10	15	15	15	5	0			115	246
Adult Attend	90	70	52	102	88	49	92	84	19	0			646	1,321
Young Adult Programs	1	1	1	0	3	2	1	1	0	0			10	11
Young Adult Attend	12	31	2	0	0	0	0	0	0	0			45	23
Juvenile Programs	8	4	3	0	2	2	3	5	0	0			27	90
Juvenile Attend	258	95	11	0	9	10	39	51	0	0			473	1,953
Total Attend	360	196	65	102	97	59	131	135	19	0	0	0	1,164	3,297
Total Programs	24	18	15	16	15	19	19	21	5	0	0	0	152	347
Broad Rock														
Adult Programs	4	6	18	4	17	18	6	12	4	0			89	231
Adult Attend	22	37	84	33	81	61	32	128	20	0			498	1,336
Young Adult Programs	4	4	5	3	6	14	19	4	9	0			68	52
Young Adult Attend	94	57	73	45	99	65	76	67	13	0			589	708
Juvenile Programs	16	17	15	15	13	20	32	18	16	0			162	303
Juvenile Attend	318	277	129	265	361	332	423	370	270	0			2,745	3,637
Total Attend	434	371	286	343	541	458	531	565	303	0	0	0	3,832	5,681
Total Programs	24	27	38	22	36	52	57	34	29	0	0	0	319	517
East End														
Adult Programs	40	35	40	40	26	28	72	46	23	0			350	376
Adult Attend	264	175	214	285	222	269	268	289	94	0			2,080	3,444
Young Adult Programs	2	1	4	3	4	2	2	3	1	0			22	55
Young Adult Attend	14	18	11	5	7	3	5	16	5	0			84	269
Juvenile Programs	10	18	20	14	13	13	14	21	7	0			130	145
Juvenile Attend	84	1	72	137	97	88	86	169	43	0			777	2,364
Total Attend	362	194	297	427	326	360	359	474	142	0	0	0	2,941	6,077
Total Programs	52	54	64	57	43	43	88	70	31	0	0	0	502	376

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PROGRAMS FY2020 (CONTINUED)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL FY20	TOTAL FY19
Ginter Park														
Adult Programs	20	25	32	23	15	12	25	38	19	0			209	267
Adult Attend	170	276	396	397	196	118	246	428	162	0			2,389	2,651
Young Adult Programs	2	2	2	1	2	3	1	3	0	0			16	6
Young Adult Attend	41	12	10	5	10	15	5	4	0	0			102	85
Juvenile Programs	10	15	3	7	4	3	7	7	0	0			56	129
Juvenile Attend	181	169	17	98	45	74	85	21	0	0			690	1,537
Total Attend	392	457	423	500	251	207	336	453	162	0	0	0	3,181	4,273
Total Programs	32	42	37	31	21	18	33	48	19	0	0	0	281	395
Hull Street														
Adult Programs	7	5	8	14	12	12	6	20	8	0			92	85
Adult Attend	95	19	23	41	52	61	51	92	30	0			464	972
Young Adult Programs	3	3	2	2	1	2	2	1	0	0			16	26
Young Adult Attend	87	14	8	4	2	0	0	3	0	0			118	323
Juvenile Programs	16	8	2	8	4	4	1	3	3	0			49	108
Juvenile Attend	313	134	12	26	28	27	3	27	14	0			584	2,209
Total Attend	495	167	43	71	82	88	54	122	44	0	0	0	1,166	3,504
Total Programs	26	16	12	24	17	18	9	24	11	0	0	0	157	219
Main														
Adult Programs	18	24	30	21	22	18	25	26	12	0			196	124
Adult Attend	313	765	786	784	454	487	660	1,016	200	0			5,465	4,609
Young Adult Programs	13	8	8	10	9	13	9	7	0	0			77	65
Young Adult Attend	111	39	64	114	104	186	84	102	0	0			804	778
Juvenile Programs	30	25	29	23	12	19	22	27	11	0			198	265
Juvenile Attend	827	592	623	480	251	329	333	415	189	0			4,039	5,511
Total Attend	1,251	1,396	1,473	1,378	809	1,002	1,077	1,533	389	0	0	0	10,308	10,898
Total Programs	61	57	67	54	43	50	56	60	23	0	0	0	471	454

NOTE: March / April / May 2020 - City of Richmond Closed March 13, 2020 until TBD for COVID19 Closure.

PROGRAMS FY2020 (CONTINUED)	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL FY20	TOTAL FY19
North Avenue														
Adult Programs	46	38	10	27	8	13	15	29	5	0			191	319
Adult Attend	285	210	122	140	75	55	49	72	38	0			1,046	2,903
Young Adult Programs	2	0	6	5	2	0	1	3	0	0			19	54
Young Adult Attend	18	0	57	21	20	0	4	21	0	0			141	348
Juvenile Programs	11	8	0	10	8	9	6	9	3	0			64	280
Juvenile Attend	273	246	0	84	22	291	73	153	59	0			1,201	5,075
Total Attend	576	456	179	245	117	346	126	246	97	0	0	0	2,388	8,326
Total Programs	59	46	16	42	18	22	22	41	8	0	0	0	274	653
West End														
Adult Programs	11	10	9	12	7	7	11	9	5	0			81	144
Adult Attend	121	87	64	101	46	50	91	76	60	0			696	1,041
Young Adult Programs	1	1	1	0	1	1	1	2	0	0			8	12
Young Adult Attend	9	5	5	0	5	6	3	5	0	0			38	50
Juvenile Programs	10	17	14	9	5	4	6	6	1	0			72	205
Juvenile Attend	174	248	188	45	33	36	163	62	2	0			951	3,605
Total Attend	304	340	257	146	84	92	257	143	62	0	0	0	1,685	4,696
Total Programs	22	28	24	21	13	12	18	17	6	0	0	0	161	590
Westover Hills														
Adult Programs	18	23	16	23	24	15	22	28	14	0			183	214
Adult Attend	424	429	219	434	506	125	310	514	206	0			3,167	3,598
Young Adult Programs	3	2	1	1	2	0	1	0	1	0			11	17
Young Adult Attend	59	66	9	11	11	0	0	0	5	0			161	139
Juvenile Programs	22	18	10	20	11	11	17	15	7	0			131	254
Juvenile Attend	396	535	449	717	304	176	364	486	256	0			3,683	4,606
Total Attend	879	1,030	677	1,162	821	301	674	1,000	467	0	0	0	7,011	8,343
Total Programs	43	43	27	44	37	26	40	43	22	0	0	0	325	485
Grand Total Attend	5,053	4,607	3,700	4,374	3,128	2,913	3,545	4,671	1,685	0	0	0	33,676	55,095
Grand Total Programs	343	331	300	311	243	260	342	358	154	0	0	0	2,642	4,312

NOTE: March / April / May 2020 - City of Richmond Closed March 13, 2020 until TBD for COVID19 Closure.

COMPUTER USE FY2020	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20	May-20	Jun-20	TOTAL
Belmont Workstation	1,175	1,255	1,219	1,251	1,041	972	1,189	1,116	507	0			9,725
WIFI	963	1,047	931	1,045	787	802	949	968	535	102			8,129
Broad Rock Workstation	2,131	2,080	1,995	1,952	1,353	1,512	1,813	1,853	843	0			15,532
WIFI	903	826	770	784	448	595	739	860	381	84			6,390
East End Workstation	1,968	2,168	1,819	1,736	1,310	1,388	1,643	1,591	695	0			14,318
WIFI	1,236	1,281	1,068	1,100	877	867	880	948	500	153			8,910
Ginter Park Workstation	1,617	1,418	1,506	1,533	1,109	1,130	1,358	1,313	616	0			11,600
WIFI	1,229	1,173	936	1,032	708	829	1,015	952	519	139			8,532
Hull Street Workstation	1,741	1,770	1,772	1,710	1,543	1,552	1,652	1,749	793	0			14,282
WIFI	1,035	889	905	1,092	921	818	855	944	600	106			8,165
Main Workstation	4,023	3,970	3,808	3,898	2,956	2,896	3,370	3,079	1,385	0			29,385
Childrens Workstation	226	304	132	159	117	72	78	115	24	0			1,227
WIFI	3,921	4,529	3,597	4,034	3,033	3,715	4,085	4,068	2,275	550			33,807
North Avenue Workstation	1,346	1,448	1,287	1,357	1,281	1,101	1,226	1,189	650	0			10,885
WIFI	928	856	824	934	712	841	1,131	1,129	705	225			8,285
West End Workstation	754	834	825	768	628	675	867	831	353	0			6,535
WIFI	568	476	655	893	581	664	643	604	294	63			5,441
Westover Hills Workstation	1,520	1,497	1,282	1,345	1,106	1,111	1,349	1,291	553	0			11,054
WIFI	833	853	705	824	619	627	511	700	495	78			6,245
TOTALS FY20:	28,117	28,674	26,036	27,447	21,130	22,167	25,353	25,300	12,723	1500			218,447
TOTALS FY19:	21,141	23,182	20,857	28,103	23,493	22,565	27,068	24,764	28,491	26,105	28,577	26,512	300,859
TOTALS FY18:	15,815	21,725	22,930	24,159	20,415	10,066	22,675	23,448	21,326	22,134	22,591	20,439	247,723

NOTE: March / April / May 2020 - City of Richmond Closed March 13, 2020 until TBD for COVID19 Closure.

TECHNICAL SERVICES - ITEMS BY LOCATION										
FY2020	Belmont	Broad Rock	East End	Ginter Park	Hull Street	MAIN	North Avenue	West End	Westover Hills	OverDrive
Jul-19	215	148	147	172	117	379	119	206	213	-
Aug-19	359	260	201	268	145	572	160	409	347	66
Sep-19	318	205	203	312	164	565	168	325	330	162
Oct-19	396	224	251	274	177	696	195	427	410	54
Nov-19	276	165	177	212	128	472	132	320	306	76
Dec-19	302	165	195	224	124	580	147	361	319	114
Jan-20	289	154	174	229	124	499	145	359	264	75
Feb-20	171	123	111	114	82	331	97	192	198	82
Mar-20	233	160	146	178	123	345	145	266	212	185
Apr-20	90	38	46	55	28	145	35	97	80	1,210
May-20										
Jun-20										
Branch Total FY20:	2,649	1,642	1,651	2,038	1,212	4,584	1,343	2,962	2,679	2,024
Branch Total FY19:	3,525	1,877	2,007	2,450	1,353	6,247	1,963	4,088	3,667	1,320
Average:	265	164	165	204	121	458	134	296	268	202

NOTE: March / April / May - City of Richmond Closed March 13, 2020 until TBD for COVID19 Closure.

NEW PATRON CARDS													
FY2020	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	Total
Belmont	138	187	114	101	78	78	109	95	41	0			941
Broad Rock	129	152	159	137	93	94	96	114	64	0			1,038
East End	120	114	124	107	67	67	91	97	31	0			818
Ginter Park	96	79	62	63	60	51	76	73	23	0			583
Hull Street	125	130	140	84	90	88	116	113	59	0			945
Main	383	411	370	282	360	253	360	241	115	0			2,775
North Avenue	160	128	169	96	70	64	97	96	36	0			916
West End	152	125	119	69	92	64	118	73	29	0			841
Westover Hills	153	120	137	95	81	85	129	108	38	0			946
Online Reg E-Card	162	229	255	209	167	210	352	236	800	611			3,231
Total FY20:	1,618	1,675	1,649	1,243	1,158	1,054	1,544	1,246	1,236	611	-	-	13,034
Total FY19:	1,692	1,722	1,623	1,328	1,117	911	1,321	1,150	1,321	1,212	1,320	1,509	16,226

April 2020 - Due to the COVID-19 Closure, staff was unable to remove registrations that did not meet policy requirements in the Online Reg E-Card.

Richmond Public Library
 FY20 Operating Budget
 as of
 April 30, 2020

ACCOUNT	DESCRIPTION	Budget	Actual and Encumbered 30-Apr-20	% Spent	Balance Available 30-Apr-20
60000	SALARIES - FULL TIME	\$ 3,068,562	\$ 2,220,267	72.4%	\$ 848,296
61000	SALARIES - PART TIME	\$ 340,544	\$ 287,917	84.5%	\$ 52,627
62000	SALARIES - TEMPORARY	\$ -	\$ 6,001	0.0%	\$ (6,001)
63000	FICA	\$ 211,410	\$ 155,473	73.5%	\$ 55,937
63001	RET CON RSRs	\$ 685,267	\$ 433,280	63.2%	\$ 251,987
63002	MEDCARE FICA	\$ 49,443	\$ 36,361	73.5%	\$ 13,082
63003	GROUP LIFE	\$ 18,134	\$ 13,645	75.2%	\$ 4,489
63006	H/C ACT TEMP	\$ 681,425	\$ 451,592	66.3%	\$ 229,833
63008	STATE UNEMPLOYMENT	\$ -	\$ 1,603	0.0%	\$ (1,603)
63011	HEALTH SAVINGS	\$ -	\$ 12,884	0.0%	\$ (12,884)
64104	EDUCATION PAY	\$ -	\$ -	0.0%	\$ -
64105	BONUS PAY	\$ -	\$ -	0.0%	\$ -
64110	VRIP INCENTIVE	\$ -	\$ 98,000	0.0%	\$ (98,000)
	Personnel Expenses	\$ 5,054,784	\$ 3,717,021	73.5%	\$ 1,337,763
71141	BOOKS	\$ 561,783	\$ 529,758	94.3%	\$ 32,025
71141	DATABASES	\$ -	\$ -	0.0%	\$ -
71142	MULTIMEDIA PRODUCTS	\$ 9,823	\$ -	0.0%	\$ 9,823
72122	MAGS & NEWSPAPER	\$ 36,596	\$ 18,587	50.8%	\$ 18,009
	Collection Development	\$ 608,202	\$ 548,344	90.2%	\$ 59,858
70131	ADVERTISING	\$ 2,297	\$ 917	39.9%	\$ 1,380
70161	PLANNING MGMT SERVICES	\$ 223,055	\$ 153,107	68.6%	\$ 69,948
70218	VEHICLE REPAIR	\$ 2,000	\$ 1,532	76.6%	\$ 468
70311	PRINTED SUPPLIES	\$ 3,000	\$ 500	16.7%	\$ 2,501
70413	MILEAGE ALLOWANCE	\$ 2,763	\$ 120	4.3%	\$ 2,643
70551 1	SECURITY	\$ 294,553	\$ 302,769	102.8%	\$ (8,216)
70552 2	CONTRACT AND TEMP PERSONNEL	\$ 27,500	\$ 79,071	287.5%	\$ (51,571)
71012	OFFICE STATIONARY SUPPLIES	\$ 8,955	\$ 3,910	43.7%	\$ 5,045
71016	ADVERTISING	\$ -	\$ -	0.0%	\$ -
71143	LIBRARY OPERATING SUPPLIES	\$ 20,220	\$ 14,325	70.8%	\$ 5,895
72113	POSTAGE	\$ 4,456	\$ 3,000	67.3%	\$ 1,456
72121	CONFERENCES & CON	\$ 2,240	\$ 1,563	69.8%	\$ 677
72123	MEMBERSHIP DUES	\$ 1,352	\$ 555	41.1%	\$ 797
72124 3	TRAINING	\$ 1,189	\$ 2,568	216.0%	\$ (1,379)
72131 4	COMPUTER SUPPLIES	\$ 25,662	\$ 23,663	92.2%	\$ 1,999
72153	EQUIPMENT	\$ 12,200	\$ 1,299	0.0%	\$ 10,901
73104	BANK FEES	\$ -	\$ 7,639	0.0%	\$ (7,639)
76119	PAGERS	\$ -	\$ -	0.0%	\$ -
77103	FUEL-D/O VEHICLE	\$ 2,555	\$ 1,110	43.4%	\$ 1,445
77104	VEHICLE MONTHLY STANDING	\$ 493	\$ 411	83.4%	\$ 82
77201	INTERNAL PRINTING	\$ -	\$ -	0.0%	\$ -
77501	DIT CHARGES	\$ -	\$ 5,449	0.0%	\$ (5,449)
80001	DEPRECIATION	\$ -	\$ -	0.0%	\$ -
80004	BUILDINGS & STR	\$ -	\$ -	0.0%	\$ -
80006	EQUIPMENT & OFFICE MAINTENANCE	\$ 7,160	\$ 4,054	56.6%	\$ 3,106
80007	VEHICLE EXPENSES	\$ -	\$ -	0.0%	\$ -
	Other Expenses	\$ 641,650	\$ 607,563	94.7%	\$ 34,087
	TOTAL GENERAL FUND	\$ 6,304,636	\$ 4,872,928	77.3%	\$ 1,431,708

1. Encumbered FY20
2. Outsourced Personnel
3. Under Budgeted Line Item.
4. Encumbered FY20.

RICHMOND PUBLIC LIBRARIES - General Fund Budget

Monthly Budget Report April 30, 2020

<u>General Fund Revenue</u>	<u>FY2019-20</u> <u>Budget</u>	<u>FY2019-20</u> <u>Actual YTD</u>	<u>%</u> <u>Recognized</u>	<u>Unrecognized</u>
Lost and Damage Books	\$ 21,782	\$ 8,770	40%	\$ 13,012
Overdue Book Fines	\$ 66,121	\$ 25,178	38%	\$ 40,943
Reservation - Book Records	\$ 500	\$ 255	51%	\$ 245
Room Rental Fees	\$ 300	\$ -	0%	\$ 300
Sales Copy Centers	\$ 17,476	\$ 18,258	104%	\$ (782)
State Library Aide	\$ 170,000	\$ -	0%	\$ 170,000
	<u>\$ 276,179</u>	<u>\$ 52,462</u>	19%	<u>\$ 223,717</u>

General Fund Operating

	<u>FY2019-20</u> <u>Budget</u>	<u>FY2019-20</u> <u>Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
Personnel	\$ 3,409,106	\$ 2,514,185	74%	\$ 894,921
Fringes	\$ 1,645,678	\$ 1,104,836	67%	\$ 540,842
Books/Materials	\$ 608,202	\$ 548,344	90%	\$ 59,858
Operating Expenses	\$ 641,650	\$ 607,563	95%	\$ 34,087
Total	<u>\$ 6,304,636</u>	<u>\$ 4,774,928</u>	76%	<u>\$ 1,529,708</u>

Encumbrances YTD

\$ 308,686

RICHMOND PUBLIC LIBRARIES - Special Fund Budget

<u>Special Fund Revenue</u>	<u>FY2019-20</u> <u>Anticipated</u>	<u>FY2019-20</u> <u>Actual YTD</u>	<u>%</u> <u>Recognized</u>	<u>Unrecognized</u>
00314 - Gift to the Library	\$ 105,000	\$ 78,609	75%	\$ 26,391
00308 - Verizon E-Rate Grant	\$ 87,977	\$ 64,800	74%	\$ 23,177
00309 - Public Law Library	\$ 250,000	\$ 179,631.00	72%	\$ 70,369
00311 - Gates Foundation	\$ -	\$ -	0%	\$ -
00312 - RPL Foundation	\$ 40,000	\$ 7,000	18%	\$ 33,000
00313 - Friends of the RPL	\$ 30,000	\$ 23,181	77%	\$ 6,819
00000 - Grade Level Reading	\$ -	\$ -	0%	\$ -
	<u>\$ 512,977</u>	<u>\$ 353,221</u>	69%	<u>\$ 159,756</u>

<u>Special Fund Expenditures</u>	<u>FY19 Rollover &</u> <u>FY20 Receipts</u>	<u>FY2019-20</u> <u>Actual YTD</u>	<u>% Expended</u>	<u>Unobligated</u>
00314 - Gift to the Library	\$ 161,686	\$ 55,283	34%	\$ 106,403
00308 - Verizon E-Rate Grant	\$ 13,456	\$ 35,783	266%	\$ (22,327)
00309 - Public Law Library	\$ 247,310	\$ 260,875	105%	\$ (13,565)
Personnel		\$ 42,172		
Fringes		\$ 12,218		
Books/Materials		\$ 202,833		
Operating Expenses		\$ 3,651		
00311 - Gates Foundation	\$ 12,576	\$ -	0%	\$ 12,576
00312 - RPL Foundation	\$ (77,906)	\$ 27,862	-36%	\$ (105,768)
00313 - Friends of the RPL	\$ 53,210	\$ 9,847	19%	\$ 43,363
	<u>\$ 410,332</u>	<u>\$ 389,650</u>	95%	<u>\$ 20,682</u>

Encumbrances YTD

\$ 52,156

Richmond Public Library
 Foundation, Friends, Groups and Individual Donations
 FY 2019-2020

Consent Agenda: Pending Library Board Approval - Wednesday, May 27, 2020

Date	Donor Name	Current Month Amount	Purpose/Location	YTD Account Balance		
				Gift	Foundation	Friends
	<i>No Donations This Month</i>					
	Monthly Total	\$ -				
	YTD Total	\$ 30,000.34	Year To Date Total	\$ 1,320.00	\$ 6,000.00	\$ 22,680.34

Handout: RPL DRAFT Return to Work Plan

Return to Work-Richmond Public Library-DRAFT

As Richmond Public Library (RPL) prepares for the return to work of all employees, several guidelines are being put in effect for the health and safety of everyone. RPL has outlined some of the steps and measures to best decrease the spread of COVID-19 while providing service to city residents. Our goal is to reduce transmission among employees, maintain healthy business operations, and maintain a healthy work environment. RPL is committed to supporting our team and making sure all employees have access to the most important up to date CDC guidance and best practices ranging from proper and regular hand washing to staying at home if an employee is sick. With these concerns in mind all library locations have been closed since March 13, 2020.

We have divided the reopening plan into three phases based on various conditions requiring modifications to how the library operates daily.

Virginia Restrictions	Conditions	Services	Modifications
<p>Stay at Home Order: March 13-May 29</p> <p>(All staff stay at home and essential personnel continue daily communications and work)</p>	<p>Only Essential Businesses Open. Library closed.</p>	<ul style="list-style-type: none"> • Library closes to public • Online resources and services offered 	<ul style="list-style-type: none"> • Online resources increased • Digital content begins (storytimes, reading buddies, online book clubs, etc.) • Launch Ask-a-librarian reference service • Weekly newsletter • Staff teleworking and completing weekly Professional Development (PD) Training
<p>Phase 1: Safer at Home</p> <p>June 1-TBD</p> <p>(All staff return to assigned location on a block scheduling model)</p>	<p>After a minimum of 14 consecutive days with a downward trend in cases; Estimated to be June 1.</p>	<ul style="list-style-type: none"> • Materials can be returned • Placing and filling holds will resume (PHONE notifications only, email notifications stay off in this phase) • Interlibrary loan remains suspended • Curbside pickup service begins for patrons • No public access to the building 	<ul style="list-style-type: none"> • Increased cleaning and use of disinfecting supplies • Implement use of procured PPE • All holds MUST be called and curbside protocol explained to patrons • Maintain staff distancing (rotating block scheduling to ensure only 2-3 employees in building at a time—Main will be different) • Extended due date remains in place until July 1 • Implement Zero contact Curbside pickup procedures • Implement returns procedure (quarantining items returned for 72 hours)

<p>Phase 2:</p> <p>TBD</p> <p>(All staff report to assigned location according to staff schedules)</p>	<p>Gatherings of 50 or more; library can open doors to the public but social distancing protocol will be required. Estimated to be between at least 2-4 weeks after Phase 1 (Tentatively July 1).</p>	<ul style="list-style-type: none"> • Public Access to the building can resume with limited capacity (no more than 20 people in the building at one time and masks worn by patrons highly recommended) • Programming does not resume • Limited Computer services resume • Notary services do not resume • Fax services do not resume • Regular 2 week loan period due dates resume 	<ul style="list-style-type: none"> • Staff continue to practice social distancing and wear procured PPE • Furniture is moved to adhere to social distancing protocol (Excess furniture i.e., chairs moved to meeting rooms) • At least every other computer turned off and extra chairs/keyboards removed (should measure 6 feet apart). Time limited to 1 hour use. Reservations available. Patrons use computers at their own risk and are encouraged to practice safe hygiene • Self-checkout encouraged • Patrons can browse shelves while practicing social distancing (some branches may want to limit the direction of travel down the aisles) • Newspapers and Magazines can be made available to patrons on a branch by branch basis depending on demand and safety concerns/measures taken • All staff report to branch according to their assigned schedules
<p>Phase 3:</p> <p>TBD</p>	<p>No evidence of a rebound in cases. Date TBD</p>	<p>TBD</p>	<p>TBD</p>

Reduced Library Operating Hours during Phase 1

- M-F 9am-5pm (10am-5pm for the public); Sat. 12-5pm (1-5pm for the public) 30-minute Lunch Break.
- Managers will adjust schedule as needed.

Cleaning and Sanitization

- Nutech will visit the branches for cleaning duties twice a day.
- Returned items will be quarantined for 72 hours (gloves will be worn to remove items from the book drop).
- Disinfecting wipes should be in staff restrooms and staff should wipe down sink handles and door knobs after using facilities.
- PPE: Protective masks, antiseptic and alcohol wipes, hand sanitizer and disposable protective gloves will be available at all locations for staff.
- Soap and wipes should be available in shared spaces and good hand hygiene is encouraged. Place posters that encourage [hand hygiene](#) to [help stop the spread](#) at the entrance to your workplace and in other workplace areas where they are likely to be seen.

Staff Health

- We are asking all staff to take their temperature daily before coming into work. If your temperature is over 100 degrees the CDC recommends you stay home and self-isolate under the following conditions:
 - At least three days have passed for the resolution of fever without the use of fever reducing medication.
 - The improvement of respiratory symptoms such as coughing and shortness of breath.
 - And at least seven days have passed since symptoms have appeared.
 - If we learn that an employee is sick with the Covid-19 illness they must stay home to quarantine for 14 days and seek medical assistance. This will be covered without penalty using the Covid-19 sick leave category for up to 80 hours for full-time employees and 40 hours for part-time employees. The same rule will apply for Covid-19 sick leave if a direct/immediate family member is diagnosed with covid-19 illness.
- If you cannot check your temperature at home, contactless thermometers will be provided at each location for you to use upon arrival to work.
- To comply with CDC guidelines you must maintain a distance of six feet from other workers. Your branch manager will be responsible in the assignment of work area. (This may include adult area, teen area, children's area, circulation desk, work room, manager's office, meeting room or any designated work space, etc.)
- All housekeeping and security personnel (where applicable) will follow the same recommended CDC guidelines.
 - Job duties may vary at this time and could include: Weeding, shelving, shelf reading, inventory, Sirsi training, providing telephone reference, processing materials, filing, program creation and development, displays, cleaning and dusting shelves, disinfecting keyboards and computer screens and other designated tasks.
- **REMEMBER:** Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Avoid touching your eyes, nose, and mouth with unwashed hands.
- It is recommended that you routinely clean and disinfect all frequently touched surfaces in the workplace, such as workstations, keyboards, telephones, handrails, and doorknobs using the provided cleaning supplies.

Curbside Pickup Procedures for Patrons

(June 3 Tentative Start Date)

Procedures for Zero Contact Materials Pickup While RPL is Closed

1. Place your hold requests for any circulating material through the [online catalog](#) or [telephone](#). Pickup times are: **Monday-Friday 10am-5pm and Saturday 1-5pm**. Patrons with temporary e-cards are not able to place holds. You will still have access to our entire online collections and can get your permanent card when the libraries re-open to the public.
2. Library Staff on duty will fill the requests to the best of their ability and notify you when items are available for pickup. PLEASE do not come to the library until you have been contacted by phone or email that they are available for pickup.
3. When you come to pick up your materials, you will need to bring a cell phone and your Library Card Number. If you do not have your library account number (it was required when you placed the hold), you can [call](#) or contact us through [Ask-A-Librarian Chat feature](#) on the website to acquire your account number before you come to pick up items.
4. Upon arrival to the library, you will pull up to designated area, put your vehicle in park, and call the library phone number to let them know you are ready to pick up. When you call, the library employee will ask for your library card number and verify how many items you have to pick up. If there are any additional instructions at a library location, please follow those instructions. If you are on foot and do not have a vehicle, please call the phone number for the location and receive specific pickup instructions.
5. Please WAIT in your vehicle while library staff locate and checkout your materials. We will place your order on a designated table outside the library wearing latex gloves and other personal protective equipment. To maintain social distancing protocol and zero contact pickup, please wait for the library staff member to leave the table and re-enter the library and then you may safely exit your vehicle and pickup your order.
6. We have not cleaned or sanitized any library materials, but we are only checking out items that have been quarantined for a minimum of 72 hours. If you wish, you can quarantine them (in your vehicle or at home) for an extended period of time before using.
7. All Richmond Public Library materials that are checked out during this closing period, will have an extended due date and will NOT accrue any overdue fines.
8. At this time, all items returned to the library must be returned in the outside bookdrops at library locations.

If you have any questions about the procedure, please call your [library branch](#) for answers or use the online chat feature, [Ask-a-Librarian](#), available on our [website](#).

We appreciate all your patience, understanding and cooperation during this time. We are doing everything we can to provide a safe and healthy environment for you, our team, and our community.

Curbside Pickup Procedures for Staff

Procedures for Phase 1 Materials Pickup and Return

(Phase 1 Begins 3 Days After Employees Return to Branch Locations: Tentatively June 3)

Patrons may submit hold requests for any circulating material through the [online catalog](#) or [telephone](#). If by phone, please place holds for patrons as usual in Workflows. Patrons with temporary e-cards cannot place holds on materials. They can get their permanent cards when the libraries re-open to the public.

1. Library Staff on duty will fill the requests (via the holds list) to the best of their ability and notify patrons when items are available for pickup (E-mail or phone call as usual). For patrons who were previously notified of holds availability (items on holds shelf prior to closure), those patrons should be contacted by phone of their availability and the procedures to pick items up. In order to streamline the procedure, all patron requests should be done online or on the phone prior to pickup. *Patrons should not make additional requests at the time of pickup.*
2. Patrons will need to pick up materials during the specifically designated times: **Monday-Friday 10am-5pm and Saturday 1-5pm**. There must be a minimum of two employees working during these scheduled pickup times.
3. Upon arrival to the library, patrons will pull up to designated area, put their vehicle in park, and call the library branch phone number to let staff know they are ready to pick up. If patrons are on foot (without a vehicle), please follow the procedure as explained by your location's manager. When they call—they should recite the library card number they placed the hold with so you can retrieve their items and check them out in Workflows. Please check that they have an extended due date **July 1, 2020**. Additionally, please verify how many items you are checking out to them. Be sure to explain the remaining pickup procedure steps to them over the phone (*see Step 5*).
4. Patrons are supposed to wait in their vehicles while library staff locate and checkout their materials. Staff should wear the proper Personal Protective Equipment (PPE) available (gloves and masks), place their checked out materials with receipt visible on a designated table outside the library. To maintain social distancing protocol and zero contact pickup, please leave the materials on the table and re-enter the library. Once you have done so, patrons should safely exit their vehicle, pickup their order, and leave.
5. We are NOT cleaning or sanitizing any library materials, but we are only circulating items that have been quarantined for a minimum of 2 hours in a designated area.
6. All Richmond Public Library materials that are checked out during this closing period, will have an extended due date and will NOT accrue any overdue fines.
7. At this time, the library is ONLY allowing any items to be returned to the external bookdrops.
 - Bookdrop will be emptied once a day.
 - Staff will wear available PPE (gloves and masks) when removing items from the bookdrop. Items will go directly onto a book cart or other portable bin and be taken directly to the designated quarantine area (most likely your meeting room) to sit for 72 hours.
 - The bin or cart or table with the newly quarantined items must have the date (three days from placement) that the items can return to shelves clearly indicated. This must be done each day with a new "safe date" for each day's returns.
 - As more items are added to the quarantined area, it is important to NOT touch previously quarantined items until their "safe date" and only handle the materials with PPE (gloves and masks).
 - Once items reach their "safe date," they can be taken to a workstation to be discharged in workflows. Use the bookdrop return function and backdate to the original return date (72 hours prior).
 - At that point, those discharged items can be shelved or trapped for existing holds.
 - This process should be repeated daily until quarantine restrictions are lifted.

If you have any questions about the procedure, please contact your branch manager. We appreciate all your patience, understanding and cooperation during this time. We know that the community has been eager to resume using library services, but it is extremely important that we do everything we can to keep staff safe and healthy during this time. Zero Contact pick-up is a protocol set for success in both endeavors.

Materials Needed for Phase 1:

- Available PPE: Masks, Disposable Gloves
- Sanitizing Supplies: Wipes, spray, hand sanitizer
- *Books by Mail: Stamps.com or meter? Order mailers. Procedures. Policies. Request forms.*
- Outdoors Supplies: Traffic Cones, chalk, Barricade Tape, Bags, Outdoor Table & Tent (if uncovered area)
- Door/Window Sign: The library will remain closed to the public until further notice. Curbside service available Monday-Friday 10am-5pm. Saturdays 1pm-4pm. Please visit www.rvalibrary.org or call your local branch for more information.
- Donations sign: Donations cannot be accepted at this time. Any donated books will be put in the trash regardless of condition until further notice.
- Public Bathrooms sign: These restrooms are only cleaned twice a day. No janitorial staff on-site.
- Staff Restrooms: Please remember to wash your hands for at least 20 seconds. As a courtesy, please use the provided disinfecting spray/wipes to clean flusher, sink handles, doorknobs etc. after you use the facilities.
- Self-Checkout Instructions sign?
- Signs for Branch Locations with Drive-up Curbside Pickup:

Richmond Public Library
Curbside Pickup Hours:
10-5pm Monday-Friday
Saturday 1-5pm

Please Stay in your Vehicle!
Call: 804-646-xxxx
For pickup instructions

Signs for Branch Locations with Walk-up Curbside Pickup:

Richmond Public Library
Curbside Pickup Hours:
10-5pm Monday-Friday
Saturday 1-5pm

Please stay behind this line!
Call: 804-646-xxxx
For pickup instructions



CITY OF RICHMOND
CITY AUDITOR

DATE: May 21, 2020

TO: Ms. Lenora Reid
Acting Chief Administrative Officer

FROM: Louis Lassiter *LL*
City Auditor

SUBJECT: Citywide
Special Revenue Funds audit

The City Auditor's Office has completed the Citywide Special Revenue Funds audit and the final report is attached.

We would like to thank the Administration staff for their cooperation and assistance during this audit.

Attachment

cc: The Richmond Audit Committee
The Richmond City Council
Ms. Sharon Ebert, DCAO of Economic Development
Mr. Reginald Gordon, DCAO of Human Services
Mr. Scott Firestine, Director of Richmond Public Library

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City of
RICHMOND
Office of the City Auditor

Audit Report# 2020-13
Citywide - Special Revenue Funds Audit
May 21, 2020

Audit Report Staff

Lou Lassiter, City Auditor
Lily Hernandez, Deputy City Auditor
W. Bret Lewis, Lead Auditor
Toni Noel, Auditor

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Findings and Recommendations	5
Excess Funds Table	Appendix A
Management Responses	Appendix B

Highlights

Audit Report to the Audit Committee, City Council, and the Administration

Why We Did This Audit

The Office of the City Auditor conducted this audit as part of the FY20 audit plan approved by the Audit Committee. The main objective for this audit was to evaluate the controls, compliance and monitoring of Special Revenue Funds.

What We Recommend

Chief Administrative Officer

- Develop and implement formal policies and procedures to provide guidance on creating, monitoring and closing Special Revenue Fund accounts.

Director of Finance:

- Remove the identified accounts from the Special Revenue Fund accounts and move them to their respective cost centers in the Grants Module, General Fund or Enterprise Fund and work with the Budget Department to request any budget adjustments that may require legislative approval.

Communications Director:

- Develop and implement formal procedures to ensure compliance with the PEG franchise agreements/Cable Ordinance.
- Work with the Budget Department to obtain legislative approval to appropriate \$1,229,840 from other sources, to recover the funds used for unallowable PEG expenditures.
- Ensure expenses which occurred subsequent to December 31, 2019 for website re-design and web services, and 31% of production studio/office renovation cost be reclassified from or not charged to the PEG account.

Other recommendations to improve internal controls are included in the report.

Citywide Special Revenue Funds Audit

Background - In the City of Richmond, Special Revenue Funds are created to account for revenues appropriated by City Council for a specific purpose either during the adoption of the Fiscal Plan or an approved ordinance. These funds are primarily derived from user fees, assessments, grants, and taxes. As of June 30, 2019 the City had 95 Special Revenue Fund accounts.

Commendation – Except for the Public, Educational, and Governmental Fund, all expenditures tested were allowable.

Needs Improvement

Finding #1 – Excessive Special Revenue Fund Accounts - Only 34 of the 95 accounts met the GASB guidelines. In FY19, forty Special Revenue Fund accounts had neither revenues nor expenditures and twenty-three of those did not have either a beginning or ending balance. This resulted in approximately **\$2 Million** in the Special Revenue Fund accounts that should have been included in the General Fund.

Finding #2 – Incorrect Entry – While reviewing the Special Revenue Fund accounts, it was noted that during FY19, a **\$1,084,100.99** check for Utility Sales Tax was erroneously recorded in a Special Revenue Fund account instead of the General Fund.

Finding #3 - Public, Educational, and Governmental (PEG) – As of 12/31/19, expenditures of **\$1,229,840** were not allowable including a citywide website redesign, new offices and other miscellaneous expenditures. Additionally, revenues were not always deposited timely and recorded to the PEG account. Three checks totaling **\$154,092** were deposited at least three months after the check issuance.

Finding #4 – Affordable Housing Trust Fund – Interest revenues were not deposited and recorded in the account in a timely manner. Checks dated back to 2015 through 2018 were not deposited and had to be replaced by the issuer in 2019.

Finding #5–Law Library – Expenditures were allowable; however, in FY19 they exceeded revenues by **\$118,180**. Revenues were not always recorded in the account. A lump-sum of **\$1,290,277.04** was coded to the account in FY18 to reclassify the revenues received from FY14 through FY17. As of June 30, 2019, the account was in a deficit of **\$324,212**.

Finding #6–Permits & Inspections Technology Renewal Fee – The 5% permit fee allocation to the Technology Renewal account was under allocated by **\$47,388** during FY19. The account was further understated by **\$2,000** due to a keying error.

Finding #7–Special District Assessments – Rehabilitation exemptions of **\$557,895** were erroneously applied against Special District charges. This has been corrected by Finance. Staff did not have formal guidance for handling rehabilitation exemptions.

Finding #8–Rapid Transit Pulse Project – This project is complete; however, the account had a deficit of **\$119,639**. Applicable revenues were not applied to the account and was not closed upon completion of the project.

Finding #9–DJS Supervision Fees – The account had a deficit of **\$21,933** mainly due to understated deposits in prior years and an unknown transfer of **\$49,479**. Staff were not aware of these errors as a reconciliation of the account had not been performed.

Finding #10–Public Library Foundation – The account had a deficit of **\$25,047** due to recording revenues of **\$33,500** to a different account. Staff were not aware of the activities in the account as they had not been trained on the reporting capabilities in RAPIDS.

Finding #11–Delinquent Tax Sales Special Revenue Fund – Staff follow State Code for guidance; however, the Code is vague and does not specifically identify which expenditures are allowable. The City Attorney’s Office is currently developing procedures to provide guidance to their staff.

Management concurred with 19 of 19 recommendations. We appreciate the cooperation received from management and staff while conducting this audit.



Richmond City Auditor's Report #2020-13

Citywide

Special Revenue Funds

May 21, 2020

BACKGROUND, OBJECTIVES, SCOPE, METHODOLOGY, MANAGEMENT RESPONSIBILITY and INTERNAL CONTROLS

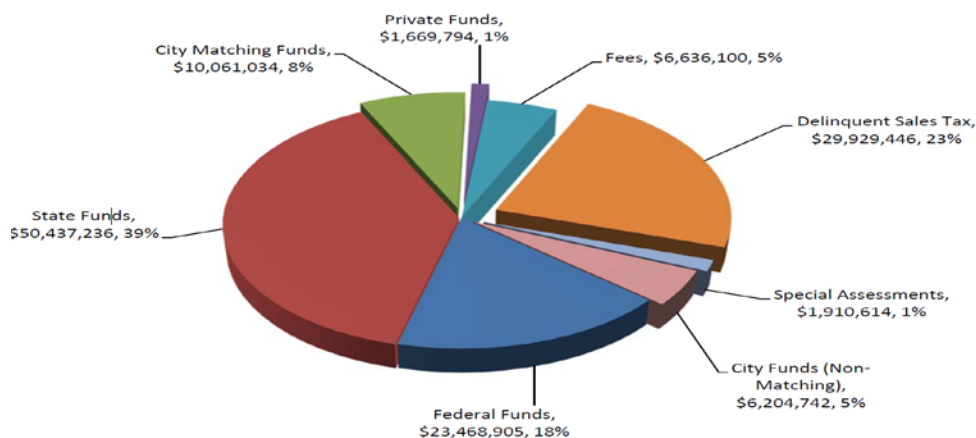
This audit was conducted in accordance with the Generally Accepted Government Auditing Standards promulgated by the Comptroller General of the United States. Those Standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on the audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on the audit objectives.

BACKGROUND

Overview:

In the City of Richmond, Special Revenue Funds are created to account for revenues appropriated by City Council for a specific purpose either during the adoption of the Fiscal Plan or an approved ordinance. These funds are primarily derived from user fees, assessments, grants, and taxes:

The FY19 Special Revenue Funds funding sources were as follows:



Source: 2019-2020 Biennial Fiscal Plan

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The City had 95 Special Revenue Fund Accounts as of June 30, 2019. The following table depicts the activities for each account during FY19:

<i>Department</i>	No. of Special Funds	Funds in Deficit	Funds Transferred to Close-out Balance	Funds with Activities	Funds with Balance Without Activity	Funds Without Balance or Activity
<i>Public Works</i>	17	1		11		5
<i>Emergency Communications</i>	9			4		5
<i>Economic & Community Development</i>	9	1	2	6		
<i>Library</i>	8	3		3	1	1
<i>Judiciary</i>	8			6		2
<i>Parks and Rec.</i>	7			4	1	2
<i>Justice Services</i>	5	1		2		2
<i>Police</i>	5			2	2	1
<i>Finance</i>	5			1	3	1
<i>Human Services</i>	5				5	
<i>Fire & EMS</i>	3			1	2	
<i>City Attorney</i>	2	1		1		
<i>City Council</i>	1				1	
<i>Mayor's Office</i>	1			1		
<i>Social Services</i>	1			1		
<i>Planning & Development</i>	1			1		
<i>Sheriff's Office</i>	1				1	
<i>Animal Care & Control</i>	1			1		
<i>CAO's Office</i>	1			1		
<i>Other Miscellaneous</i>	5				1	4
<i>Total</i>	95	7	2	46	17	23

Special Funds Process:

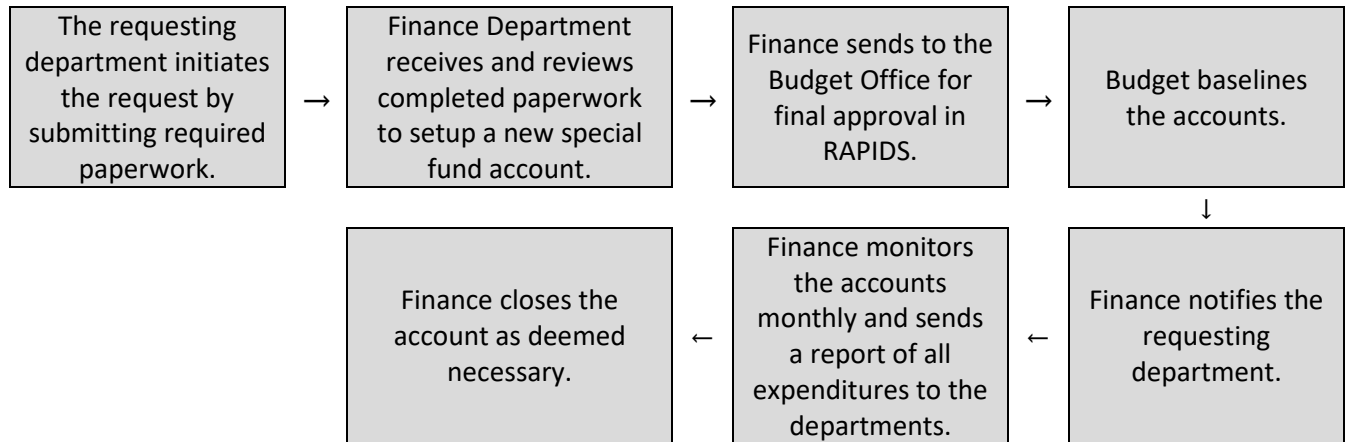
The Special Revenue Fund process is a coordinated effort between the requesting departments, the Finance Department and the Budget Office. The process to establish, monitor, and closeout a Special Revenue Fund account is depicted as follow:

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OBJECTIVES

The objectives for this audit were to:

- Evaluate the controls, compliance and monitoring of Special Revenue Fund accounts and determine if they met Government Accounting Standards requirements.
- Determine if any Special Revenue Funds were in structural deficits and if efficiencies could be achieved by reducing the number of special funds.

SCOPE

The scope of this audit covered Special Revenue Funds for FY19 and the current environment. The scope for one of the accounts tested, the Programming, Educational, and Government (PEG) Fund, covered FY18 and FY19, as well as the six months ended December 31, 2019.

METHODOLOGY

The auditors performed the following procedures to complete this audit:

- Interviewed staff;
- Reviewed and evaluated relevant City of Richmond policies and procedures for compliance;
- Benchmarked against other Virginia localities;

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- Reviewed revenues and expenditures for selected Special Revenue Fund accounts;
- Reviewed GASB Statements number 34 and 54;
- Reviewed City Ordinances, City Code, and State Code for Special Revenue Funds; and
- Performed other tests, as deemed necessary.

MANAGEMENT RESPONSIBILITY

City of Richmond management is responsible for ensuring resources are managed properly and used in compliance with laws and regulations; programs are achieving their objectives; and services are being provided efficiently, effectively, and economically.

INTERNAL CONTROLS

According to the Government Auditing Standards, internal control, in the broadest sense, encompasses the agency's plan, policies, procedures, methods, and processes adopted by management to meet its mission, goals, and objectives. Internal control includes the processes for planning, organizing, directing, and controlling program operations. It also includes systems for measuring, reporting, and monitoring program performance. An effective control structure is one that provides reasonable assurance regarding:

- Efficiency and effectiveness of operations;
- Accurate financial reporting; and
- Compliance with laws and regulations.

Based on the audit test work, the auditors concluded the internal controls over the Special Revenue Funds Process are significantly weak and need improvements. The following are some of the weaknesses noted:

- Policies and procedures to guide staff through the Special Revenue Fund process did not exist.
- Revenues were not always tracked and managed and/or erroneously coded to incorrect accounts.

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- Accounts that did not meet the Special Revenue Fund guidelines were recorded as such.
- Unallowable expenditures.
- Untimely deposits of revenues received.

These internal control weaknesses are discussed throughout this report.

FINDINGS and RECOMMENDATIONS

What Works Well

Expenditures

Except for the Public, Educational, and Governmental Fund (PEG), all expenditures tested were allowable.

What Needs Improvement

Finding #1 – Excessive Special Revenue Fund Accounts

As of June 30, 2019, the City of Richmond had 95 Special Revenue Fund accounts. The auditors reviewed the 95 accounts to determine whether they met the General Accounting Standards Board (GASB), guidelines. According to GASB, Statement No. 54, "Special revenue funds are used to account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects."

The auditors noted only 34 of the 95 Accounts met the GASB guidelines. The excessive Special Revenue Fund accounts were mainly due to not having policies and procedures to guide staff through requesting, creating, monitoring and closing out the accounts. GASB Statement #34 states governments should establish only the minimum number of funds necessary to operate legally because unnecessary funds result in inefficient financial administration. Governments

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ould no longer report the special revenue fund and transfer the remaining revenues to the general fund, if the majority of the revenue source is no longer restricted.

Of the 95 Special Revenue Fund accounts, the auditors noted the following:

- 34 - met the Special Revenue Fund guidelines
- 37 - Inactive, miscoded or errors
- 12 – Grants
- 12 - Not Special Revenue Funds

The auditors also noted accounts that became dormant/inactive were not removed. In FY19, forty Special Revenue Fund accounts had neither revenues nor expenditures and twenty-three of those did not have either a beginning or ending balance. There were approximately **\$2 Million** in the Special Revenue Fund accounts that should have been included in the General Fund. (See Appendix A for summary)

The auditors benchmarked other Virginia localities to compare the number of Special Revenue Fund accounts in the City of Richmond with the number in those localities. In comparison, the City of Richmond has almost four times the number of accounts as the next closest locality as depicted on the following table:

Locality	# of Special Funds
Richmond	95
Henrico	24
Virginia Beach	18
Chesterfield	4
Roanoke	8

Source: prepared by auditor

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Recommendations:

- 1. We recommend the Chief Administrative Officer develop and implement formal policies and procedures to provide guidance on creating, monitoring and closing Special Revenue Fund accounts.*
- 2. We recommend the Director of Finance remove the identified accounts from the Special Revenue Fund accounts and move them to their respective cost centers in the Grants Module, General Fund or Enterprise Fund and work with the Budget Department to request any budget adjustments that may require legislative approval.*

Finding #2 – Incorrect Entry

While reviewing the Special Revenue Fund accounts, it was noted that during FY19, a ***\$1,084,100.99*** check for Utility Sales Tax was erroneously recorded in a Special Revenue Fund account instead of the General Fund. The staff who prepared the deposit form coded the revenues to an incorrect accounting code.

According to management, Finance staff perform quarterly projections of citywide general fund revenues. They also perform some reviews and look for major variances during the preparation of the monthly financial reporting. The Finance Director identified the discrepancy in a year-end review of actual revenues during August of 2019 and asked staff to research this matter along with others. However, this had not been researched and corrected. As a result, the FY19 General Fund revenues were understated by ***\$1,084,100.99***. Prior to closing this audit, Finance staff moved the funds to the General Fund.

Recommendation:

- 3. We recommend the Director of Finance assign a specific staff person to be responsible for follow-up of all material General Fund revenue variances at the end of each quarter.*

Revenues and Expenditures

The auditors reviewed five Special Revenue Fund Accounts to determine whether expenditures were allowable based on their requirements. The auditors also reviewed the revenues coded to the selected accounts and tested for completeness.

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Finding #3 – Public, Educational, and Governmental (PEG)

The Code of Virginia §15.2-2108.22 requires a cable operator to pay a recurring fee, which is referred to as the PEG Capital Fee, including institutional networks “to support the capital costs of public, educational, and governmental channel facilities.” Additionally, according to Cable Ordinance 2007-116-240, “The Franchisee shall pay to the City a recurring fee to be called the “PEG Capital Fee” to support the capital costs of PEG facilities, including institutional networks.”

Expenses

The auditors reviewed 100% of the PEG expenditures during FY18 and FY19, as well as the six months ended December 31, 2019. The expenditures during this period totaled \$1,811,777. The auditors noted ***\$1,229,840*** of these expenditures were not allowable as follows:

Citywide website re-design:

100% of the expenditures (***\$1,070,340***) for the City’s website re-design were not allowable as these expenditures did not “support capital costs of PEG facilities” or were “incurred in or associated with the construction of PEG access facilities”. The new website has been delayed in implementation and at this time management has indicated the website should go live in the summer of 2020.

Production studio/office renovation:

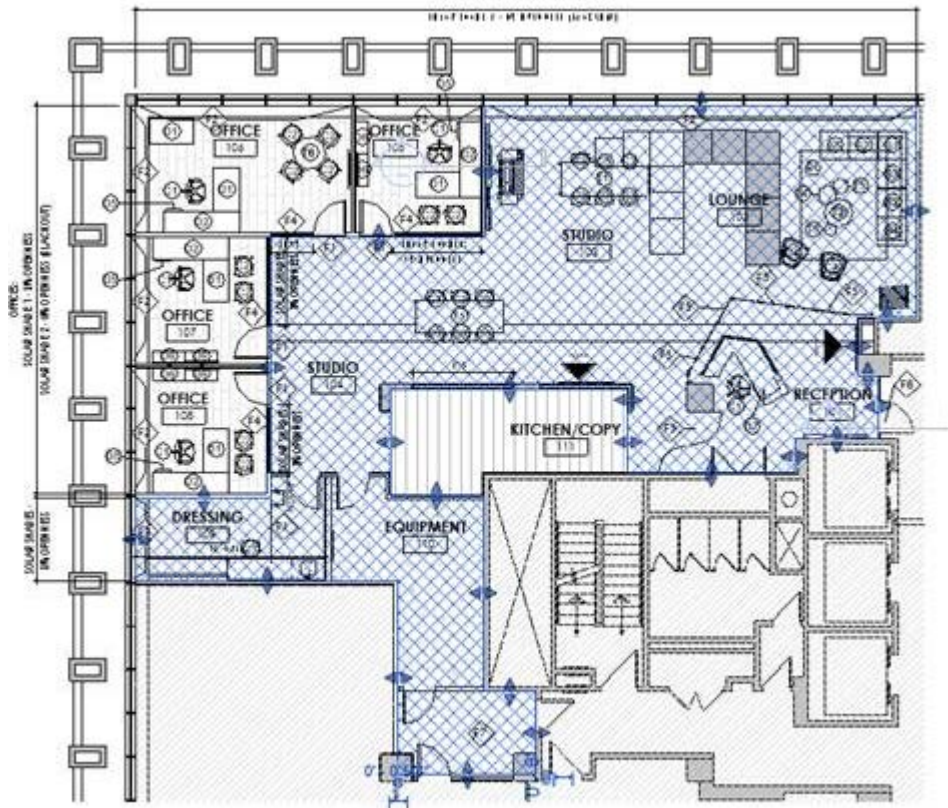
31% of the expenditures (***\$156,957***) were not allowable. The Office of the Press Secretary (OPS) contracted a vendor to renovate approximately 2,840 square feet of interior space in City Hall. The project’s floor plan included a production studio, dressing room, kitchen, equipment room, reception area, and four offices. The project floor plan is depicted as follows:

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The auditors obtained the square footage assigned to the production studio, which included a dressing room, equipment room, and a reception area. Based on the floor plan, 31% of the square footage were non-production studio related and therefore not allowable. Additional expenses occurred after December 31, 2019 which are also were not allowable.

Other Miscellaneous Expenditures:

OPS also paid **\$2,543** in other miscellaneous non-allowable expenditures.

Although PEG funds are restricted, OPS did not have a formal process to monitor PEG expenditures to ensure compliance with the franchise agreements/Cable Ordinance.

Revenues

According to the Cable Franchise Ordinance, the Franchisee must submit an annual report that describes the cable services begun or dropped, the total number of cable subscribers and the

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number of homes passed. The report must also include the Franchisee's total operating revenues from each type of cable service, gross revenues and the amount of communications tax and PEG access fees by the Franchisee.

The auditors reviewed the revenues submitted to the City by the cable companies noting whether all the revenues had been recorded in the PEG Special Revenue Fund account. 100% of the revenues were deposited in the City's bank account; however the auditors noted:

- On 12/11/19, the Finance Department reclassified eight PEG revenue checks totaling **\$421,999** to properly move PEG revenues from the General Fund to the PEG Special Revenue Fund Account.
- Two PEG revenue checks dated 7/21/17 and 10/20/17 for **\$61,426.93** and **\$59,555.84**, respectively were not recorded in the PEG Special Revenue Fund account. These payments were recorded in multiple General Fund accounts, such as Right of Ways, Utility Sales and/or Consumption tax. Upon auditors' inquiries, these revenues were reclassified and coded to the PEG Account on April 17, 2020.

The auditors noted neither Finance nor OPS monitored the revenues for completeness. OPS and Finance staff did not know where the funds should have been recorded.

Untimely Deposits

The auditors noted revenue payments submitted to the City for the PEG Special Revenue Fund account were not deposited timely. Three checks totaling **\$154,092** were deposited at least three months after the check issuance date as depicted on the following table:

Check Date	Paid Amount	Deposit Date
1/24/19	\$51,737.05	10/11/19
4/24/19	\$50,281.07	
7/24/19	\$52,073.95	

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Recommendations:

4. *We recommend the Communications Director develop and implement formal procedures to ensure compliance with the PEG franchise agreements/Cable Ordinance.*
5. *We recommend the Communications Director work with the Budget Department to find and obtain legislative approval to appropriate \$1,229,840 from other, more appropriate funding sources, to recover the funds used for unallowable PEG expenditures.*
6. *We recommend the Communications Director ensure expenses which occurred subsequent to December 31, 2019 for website re-design and web services, and 31% of the production studio/office renovation cost be reclassified from or not charged to the PEG Special Revenue Fund account.*
7. *We recommend the Communications Director hold the website vendor accountable for firm implementation dates and product for the investment made in website development.*
8. *We recommend the Communications Director implement a monitoring process to ensure funds collected are complete and deposited in accordance with the Department of Finance's Cash Collections Policies and Procedures.*

Finding 4 – Affordable Housing Trust Fund

In 2012, the City invested \$1.5 Million in the form of a 20-year recoverable grant to Richmond Redevelopment and Housing Authority (RRHA) to support the redevelopment of the Dove Street area. Pursuant to a Cooperative Agreement between RRHA and the City of Richmond, RRHA is required to submit interest payments of \$14,000 to the City annually.

Expenses

During FY19, the expenditures charged to the Affordable Housing Special Revenue Fund account totaled \$876,788. The auditors reviewed all the expenditures to determine whether they were allowable expenses and noted no exceptions.

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Revenues

During FY19, City Council appropriated \$1 Million to the Affordable Housing Trust Special Revenue Fund. In addition to the Council appropriation, revenues of \$56,739 were recorded in the account in FY19. However, that total included a check for \$14,000 that had been voided. The check, which was dated January 24, 2018 was deposited over a year after its issuance date. Except for \$14,000, the revenues recorded in the account were applicable to prior years' interest revenues. In 2019, RRHA issued three checks to replace checks that were originally issued between 2015 and 2018. The untimely deposits for the replacement and other checks are depicted on the following table:

Check date	Amount	Deposit Date
1/24/18	\$14,000	2/15/19
1/16/19	\$14,000	
2/6/19	\$14,000	
3/20/19	\$14,000	4/18/19
3/20/19	\$739.20	

According to the Department of Finance's Cash Collections Policies and Procedures, "All organizational units in the City that accept cash receipts as a form of payment for goods or services, shall deposit cash receipts of \$100 or more within 2 business days."

Poor oversight over the staff responsible for the administration of the funds collected and staff turnover over this function impacted the untimely deposits. Untimely deposits can result in lost revenue and decrease in services provided by the City. Additionally, the risk of misappropriating funds and revenues going unnoticed increases when monitoring procedures are not in place.

Due to the weak internal controls in recording and monitoring revenues, a more comprehensive review of revenues will be conducted during FY2021.

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Recommendation:

- 9. We recommend the Director of the Housing and Community Development develop and implement a monitoring process to ensure funds collected are deposited in accordance with the Department of Finance's Cash Collections Policies and Procedures.*

Finding #5 – Law Library Special Revenue Fund

According to Code of Virginia §42.1-70, as a part of each civil action, localities can charge a fee of up to \$4 to be used to create and maintain a law library. The fee is to be collected by the Clerk of the Courts where the action is filed and remitted to the City's Financial Officer. In 1994 the City adopted Ordinance 94-42-52 to enact the State law. The fee then was \$2 and was increased per Ordinance 2012-110-113 to \$4 where it remains. The General and Circuit Courts submit the funds collected to Central Finance on a monthly basis via a check.

Expenses

During FY19, expenditures of \$358,000 were charged to the Law Library Special Revenue Fund account. The auditors reviewed all the expenditures and noted no exceptions.

Revenues

During FY19, the Finance Department received 24 payments from the General District and Circuit Courts (12 payments each) totaling \$239,317. The auditors reviewed the general ledger to validate the completeness of the funds received. 100% of the revenues received in FY19 were recorded in the Law Library Special Revenue Fund account.

Fund Balance

As of June 30, 2019 the Law Library was in a deficit of ***\$324,212.25***. The auditors noted the Finance Department did not code the revenues to the Law Library Special Revenue Fund from FY14 through FY17. A lump-sum of ***\$1,290,277.04*** in revenues were coded to the Fund in FY18 to reclassify the revenues received from FY14 through FY17.

Richmond City Auditor's Report #2020-13

Citywide

Special Revenue Funds

May 21, 2020

According to Library staff, they did not receive communication from Finance staff about when and how funds were received and as a result they were unaware of the total revenues received and the account's running balance. They also have not been trained on the reporting capabilities of RAPIDS. The auditors noted, the Library staff did not reconcile the account to reflect available funding. During FY19, the expenditures exceeded the revenues by ***\$118,180***.

Recommendations:

- 10. We recommend the Library Director work with the Finance Director to ensure Library staff are trained on the reporting capabilities of RAPIDS.*
- 11. We recommend the Library Director establish a reconciliation process for the Law Library Special Revenue Fund account.*
- 12. We recommend the Library Director develop a strategy to address overspending in the Law Library Special Revenue Fund account to ensure expenditures do not exceed the revenues.*
- 13. We recommend the Library Director work with the Budget Department to request legislative approval to appropriate funds to cover the June 30, 2019 deficit of \$324,212.25 for the Law Library Special Revenue Fund account.*

Finding #6 – Permits and Inspections Technology Renewal Fee

The Permitting and Inspections Technology Renewal Fund was adopted May 27, 2008. The Special Revenue Fund account was established to increase the permits and inspection fees to offset the costs of purchasing and maintaining a new land management tracking system. In addition, an initial investment was required by ordinance to be made into the Permitting and Inspections Technology Renewal Fund. 5% of these fees are required to be allocated to the Technology Renewal Special Revenue Fund account.

Expenses

During FY19, The Technology Renewal Fund account had 18 expenditures totaling \$310,822. The auditors reviewed all the expenditures to ensure they were allowable expenditures. The auditors noted 100% of the expenditures were allowable.

Richmond City Auditor's Report #2020-13

Citywide

Special Revenue Funds

May 21, 2020

Revenues

The auditors noted the 5% permit fee allocation to the account was under allocated by **\$47,388** during FY19. Additionally, Finance staff who keyed the journal entry in RAPIDS keyed one of the numbers incorrectly, which further understated the allocation by **\$2,000**. The under allocation was as follows:

	Revenues Reported	Actual Revenues	Under Reported Revenues	Under Allocated Amount
Total Revenues	\$8,972,567	\$9,920,318	(\$947,751)	
5% of Variance				\$47,388
Error				\$2,000
Total				\$49,388

The understatement was due to staff using the preliminary general ledger balances instead of the final revenues to calculate the allocation. Additionally, the Planning and Development Review Department (PDR) did not have written procedures to guide staff through the process. During a recent Permits and Inspections audit, we recommended for the PDR Director to implement a process to ensure proper allocation of funds to the Special Revenue Fund Account. This recommendation has not yet been implemented.

Recommendation:

- 14. We recommend the Director of Planning and Development Review submit an adjusting entry of \$49,387.53 to increase the Technology Renewal Special Fund account by the appropriate amount.*

Finding #7 – Special District Assessments

Property owners within the Downtown Special District pay additional taxes to assist funding a program to beautify and improve cleanliness and the feeling of safety downtown, which is managed by a third party vendor. The City provides funding annually to support the Program.

Richmond City Auditor's Report #2020-13

Citywide

Special Revenue Funds

May 21, 2020

Expenses

During FY19, the Special District Assessment account had disbursements of \$1,913,898 paid to the third party vendor. Additionally, payments of \$20,112 were issued to refund incorrect assessments. The auditors reviewed all the expenditures to ensure they were allowable expenditures and found no exceptions.

Revenues

In September 2019, staff from the Department of Economic and Community Development notified Finance staff that the projected revenues for the Special District were incorrect. Research by Finance staff revealed that over several years, rehabilitation exemptions had been erroneously applied against Special District charges. Rehabilitation exemptions should only be applied to the real estate tax charges, not the Special District account. The revenue understatement was approximately **\$557,895** as depicted on the following table:

Tax Year	No. of Accounts	Amount
2019	798	\$279,330.13
2018	755	\$276,970.32
2014	4	\$1,044.28
2013	2	\$550.01
Total		\$557,894.74

The revenues were understated due to a coding error. Staff were assigned specific accounts to correct the error and move the revenues to the Special District Assessments account. The Finance Department's operating procedures did not provide guidance for handling real estate rehabilitation exemptions. According to Finance management, a protocol was not in place. However, procedures have been developed and will be added to their Standard Operating Procedures.

Richmond City Auditor's Report #2020-13

Citywide

Special Revenue Funds

May 21, 2020

Recommendation:

- 15. We recommend the Program and Operations Manager for the Commissioner of Revenue in Finance update their Standard Operating Procedures to ensure real estate rehabilitation exemptions are applied correctly.***

Funds in Deficit

As noted earlier, seven special revenue funds were in deficit at the end of FY19. However, as of January 2020, the Delinquent Tax Sales and the Main Street Station Operating accounts had been corrected and were no longer in deficit. We also noted the Young Adult Services account was set up erroneously and will be closed as it did not exist. The Deficit for the Law Library account was previously discussed in this report and the remaining accounts that were in deficit as of June 30, 2019 are as follows:

Finding #8 – Rapid Transit Pulse Project

The Department of Economic and Community Development (DECD) was responsible for managing the Rapid Transit Pulse Project Special Revenue Fund account. As of June 30, 2019, the account had a deficit of ***\$119,639.32***. The fund was used for public outreach activities to offset the impact on local businesses affected by the Rapid Transit Pulse project. During FY20, this Fund was transferred to the Department of Public Works (DPW). However, activities for this project had ceased prior to the transfer.

The Government Finance Officers Association (GFOA) recommends reviewing and reconciling revenues and expenditures to ensure entries are accurate in the official reporting system to avoid errors or potential budgeted fund deficits.

According to DECD staff, a former employee did not reconcile the account and did not transfer funds to the account. Thereby, leaving it in a deficit.

Richmond City Auditor's Report #2020-13

Citywide

Special Revenue Funds

May 21, 2020

Recommendation:

- 16. We recommend the Director of Housing and Community Development ensure staff reconcile and close out the deficit in the Rapid Transit Pulse Project Special Revenue Fund account.***

Finding #9 – DJS Supervision Fees

The Department of Justice Services (DJS) collects Supervision Fees as part of their offender supervision services. These fees are recorded in the Supervision Fees Special Revenue Fund account. As of June 30, 2019, the account had a deficit of ***\$21,933.31***.

DJS management did not have oversight procedures in place to ensure funds deposited matched the revenues recorded in RAPIDS. The Supervision Fees account was not reconciled to ensure the accuracy of the available funds.

According to DJS management, upon researching the activities in the Supervision Fees Special Revenues Fund account, they noted the revenues recorded in RAPIDS were understated by ***\$1,744*** and ***\$2,395*** in FY16 and FY17, respectively. Additionally, they noted in FY14, the Finance Department transferred ***\$49,478.87*** to the General Fund without their knowledge.

DJS management corrected the account deficit balance prior to the conclusion of this audit.

Recommendation:

- 17. We recommend the Director of Justice Services develop and implement monitoring procedures to ensure the Supervision Fees Special Revenues Fund account is reconciled in a timely and consistent basis.***

Finding #10 - Public Library Foundation

The Richmond Public Library Department receives donations for purchasing books and library materials. These funds are recorded in their Library Foundation Special Revenues Fund account. As of June 30, 2019, the Fund had a deficit of ***\$25,047.27***.

Richmond City Auditor's Report #2020-13

Citywide

Special Revenue Funds

May 21, 2020

In FY15, staff from the Department of Finance erroneously posted revenues of \$33,500 to the Gifts to the Library Fund instead of the Library Foundation Fund account in RAPIDS. Library staff were aware the account balance in RAPIDS was incorrect but they did not know how to navigate the reporting capabilities in RAPIDS. Although the Library staff knew they had deposited \$33,500 for the Library Foundation account, they could not locate the deposit in RAPIDS and did not know how to run reports to find out where the revenues were posted.

Recommendation:

- 18. We recommend the Library Director work with the Finance Director to reclassify the erroneous posting of \$33,500 to the Library Foundation Special Revenue Fund account.***

Other Observations

Finding #11 Delinquent Tax Sales Special Revenue Fund

Pursuant to State Code, after the second year delinquency for a parcel, a locality may sell the property. The purpose of the sale is to collect delinquent taxes on such properties. The net sales proceeds after other distributions are recorded in a Delinquent Tax Sales Special Revenue Fund account.

The City Attorney's Office oversees the activities on this account. Staff rely on the State Code for guidance. However, the State Code is vague and left to interpretation in some areas. Without policies and procedures, knowledge may not be retained with turnover, resulting in unallowable expenditures. The City Attorney's Office is currently developing a Policy and Procedures manual to address the areas left to interpretation and give their staff guidance. This policy has not yet been finalized.

Richmond City Auditor's Report #2020-13

Citywide

Special Revenue Funds

May 21, 2020

Recommendation:

- 19. We recommend the City Attorney finalize the Policy and Procedures for the Delinquent Tax Sales Special Revenue Fund account, which should specifically include allowable expenditures.*

**APPENDIX A: Excess Funds Table
2020-13 Citywide - Special Revenue Funds Audit**

Department	Funds as of 6/30/2019	Count
DPW	\$8,620	1
ECD & HCD	\$72,385	1
Finance	\$293,086	3
Fire & EMS	\$11,681	2
Human Services	\$62,990	5
Justice Services	\$50,981	1
Library	\$11,788	2
Parks and Recreation	\$1,473,004	5
Port of Richmond	\$60	1
Social Services	\$37,635	1
Grand Total	\$2,022,230	22

**APPENDIX B: MANAGEMENT RESPONSE FORM
2020-13 Citywide - Special Revenue Funds Audit**

#	RECOMMENDATION	CONCUR Y/N	ACTION STEPS
1	We recommend the Chief Administrative Officer develop and implement formal policies and procedures to provide guidance on creating, monitoring and closing Special Revenue Fund accounts.	Y	The DCAO for Finance and Administration will work with the Budget and Finance Departments to provide this formal guidance to City agencies.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Deputy CAO for Finance and Administration		August 31, 2020
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y/N	ACTION STEPS
2	We recommend the Director of Finance remove the identified accounts from the Special Revenue Fund accounts and move them to their respective cost centers in the Grants Module, General Fund or Enterprise Fund and work with the Budget Department to request any budget adjustments that may require legislative approval.	Y	Finance staff will work with Budget and Strategic Planning and the respective agencies with unspent special fund balances to direct those balances to a properly determined fund and cost center.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	City Controller		August 31, 2020
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y/N	ACTION STEPS
3	We recommend the Director of Finance assign a specific staff person to be responsible for follow-up of all material General Fund revenue variances at the end of each quarter.	Y	A specific Finance staff person will be identified and trained on the roles and responsibilities of general fund revenue forecasting and variance analysis.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Deputy Director of Finance		May 31, 2020
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y/N	ACTION STEPS
4	We recommend the Communications Director develop and implement formal procedures to ensure compliance with the PEG franchise agreements/Cable Ordinance.	Y	The Communications Director will develop and implement a formal procedure to ensure compliance with the PEG franchise agreements/cable ordinance.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Communications Director		30-Jun-20
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y/N	ACTION STEPS
5	We recommend the Communications Director work with the Budget Department to find and obtain legislative approval to appropriate \$1,229,840 from other, more appropriate funding sources, to recover the funds used for unallowable PEG expenditures.	Y	OPS and the Budget Director will work with Council to reappropriate funds.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Communications Director		30-Jun-20
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION

**APPENDIX B: MANAGEMENT RESPONSE FORM
2020-13 Citywide - Special Revenue Funds Audit**

#	RECOMMENDATION	CONCUR Y/N	ACTION STEPS
6	We recommend the Communications Director ensure expenses which occurred subsequent to December 31, 2019 for website re-design and web services, and 31% of the production studio/office renovation cost be reclassified from or not charged to the PEG Special Revenue Fund account.	Y	The expenses will be reclassified and not charged to the PEG Special Revenue Account.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Senior Public Relations Manager		30-Jun-20
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y/N	ACTION STEPS
7	We recommend the Communications Director hold the website vendor accountable for firm implementation dates and product for the investment made in website development.	Y	Accountability benchmarks for staged completion of work as stipulated in developer contract existed throughout the term of the agreement. Final product was formally accepted as completed by website project manager on May 11.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Communications Director		Complete
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y/N	ACTION STEPS
8	We recommend the Communications Director implement a monitoring process to ensure funds collected are complete and deposited in accordance with the Department of Finance's Cash Collections Policies and Procedures.	Y	The Communications Director in collaboration with the Finance Director will develop an SOP regarding the collection and deposit of future PEG revenues.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Communications Director		30-Jun-20
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y/N	ACTION STEPS
9	We recommend the Director of the Housing and Community Development develop and implement a monitoring process to ensure funds collected are deposited in accordance with the Department of Finance's Cash Collections Policies and Procedures.	Y	The Director of Housing and Community Development will create a Standard Operating Procedure (SOP) for the processing of all monies received by department staff to ensure that the collected funds are deposited in accordance with the Department of Finance's Cash Collections Policies and Procedures by the end of FY20 - June 30, 2020.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Director of Housing		30-Jun-20
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
			SOP

**APPENDIX B: MANAGEMENT RESPONSE FORM
2020-13 Citywide - Special Revenue Funds Audit**

#	RECOMMENDATION	CONCUR Y/N	ACTION STEPS
10	We recommend the Library Director work with the Finance Director to ensure Library staff are trained on the reporting capabilities of RAPIDS.	Y	Library Director will coordinate with Finance Director to train responsible library staff on RAPIDS Reports
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Library Director		1-Sep-20
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
11	We recommend the Library Director establish a reconciliation process for the Law Library Special Revenue Fund account.	Y	Library Director will coordinate with Finance a monthly reconciliation process for Law Library Special Funds.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Library Director		1-Sep-20
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
12	We recommend the Library Director develop a strategy to address overspending in the Law Library Special Revenue Fund account to ensure expenditures do not exceed the revenues.	Y	Library Director will coordinate with Finance a monthly reconciliation process for Law Library Special Funds.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Library Director		1-Sep-20
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
13	We recommend the Library Director work with the Budget Department to request legislative approval to appropriate funds to cover the June 30, 2019 deficit of \$324,212.25 for the Law Library Special Revenue Fund account.	Y	Library and Budget have requested City Council appropriate funds via a reserve assignment from the General Fund to cover the June 30, 2019 deficit of \$324,212.25 for the Law Library Special Fund account.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Library Director		30-Jun-20
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
14	We recommend the Director of Planning and Development Review submit an adjusting entry of \$49,387.53 to increase the Technology Renewal Special Fund account by the appropriate amount.	Y	PDR will make the necessary adjustment entry and increase the Technology Renewal Special Fund account in the amount noted.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Director of Planning and Development Review		30-Jun-20
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION

**APPENDIX B: MANAGEMENT RESPONSE FORM
2020-13 Citywide - Special Revenue Funds Audit**

#	RECOMMENDATION	CONCUR Y/N	ACTION STEPS
15	We recommend the Program and Operations Manager for the Commissioner of Revenue in Finance update their Standard Operating Procedures to ensure real estate rehabilitation exemptions are applied correctly.	Y	Standard Operating Procedures will be updated accordingly.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Program and Operations Manager for Commissioner of Revenue		May 31, 2020
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
#	RECOMMENDATION	CONCUR Y/N	ACTION STEPS
16	We recommend the Director of Housing and Community Development ensure staff reconcile and close out the deficit in the Rapid Transit Pulse Project Special Revenue Fund account.	Y	The staff of the Department of Housing and Community Development will reconcile and close out the deficit in the Rapid Transit Pulse Project Special Revenue Fund account on or before June 5, 2020.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Director of Housing/DCAO of ECD		5-Jun-20
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
			Reconcile and closeout of account
#	RECOMMENDATION	CONCUR Y/N	ACTION STEPS
17	We recommend the Director of Justice Services develop and implement monitoring procedures to ensure the Supervision Fees Special Revenues Fund account is reconciled in a timely and consistent basis.	Y	The Director of Justice Services accepts the recommendation and has already begun to implement internal controls to ensure the timely, accurate, and consistent reconciliation of Supervision Fees. In addition, DJS looks forward to working with the Department of Finance regarding efforts to ensure alignment between deposit amounts and amounts posted in the EIS report tool.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Director of Justice Services		30-Jun-20
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION
	Standard accounting procedures and internal controls have been put in place as of March 26, 2020 to ensure proper management, oversight and accountability in the Financial Management Unit. Efforts are underway to review the accuracy of all the deposits made from July 1, 2019 - June 30, 2020.		
#	RECOMMENDATION	CONCUR Y/N	ACTION STEPS
18	We recommend the Library Director work with the Finance Director to reclassify the erroneous posting of \$33,500 to the Library Foundation Special Revenue Fund account.	Y	Library Director will coordinate with Finance to reclassify the erroneous posting of \$33,500 to the Library Foundation Special Revenue Fund.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	Library Director		30-Jun-20
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION

**APPENDIX B: MANAGEMENT RESPONSE FORM
2020-13 Citywide - Special Revenue Funds Audit**

#	RECOMMENDATION	CONCUR Y/N	ACTION STEPS
19	We recommend the City Attorney finalize the Policy and Procedures for the Delinquent Tax Sales Special Revenue Fund account, which should specifically include allowable expenditures.	Y	The Office of the City Attorney is in the process of updating its Tax Sale Program standard operating procedures to identify allowable expenditures.
	TITLE OF RESPONSIBLE PERSON		TARGET DATE
	City Attorney		30-Jun-20
	IF IN PROGRESS, EXPLAIN ANY DELAYS		IF IMPLEMENTED, DETAILS OF IMPLEMENTATION

INTRODUCED: May 11, 2020

AN ORDINANCE No. 2020-110

To amend Ord. No. 2019-041, adopted May 13, 2019, which adopted the Fiscal Year 2019-2020 General Fund Budget and made appropriations pursuant thereto, by reducing total appropriations by \$11,782,826, transferring funds from various agencies and non-departmental programs and the Budget and Revenue Stabilization Contingency Reserve, and appropriating the transferred funds to various agencies and non-departmental programs; and to amend Ord. No. 2019-042, which adopted the Fiscal Year 2019-2020 Special Fund Budget and made appropriations thereto, by increasing estimated revenues and the amount appropriated to the Department of Housing and Community Development's Affordable Housing – Non CDBG Areas special fund by \$1,000,000.00 to provide for affordable housing initiatives.

Patron – Mayor Stoney

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: MAY 26 2020 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That Ordinance No. 2019-041, adopted May 13, 2019, which adopted a General Fund Budget for the fiscal year commencing July 1, 2019, and ending June 30, 2020, and made appropriations pursuant thereto, is hereby amended by:

(a) Reducing total appropriations by \$11,782,826 and transferring funds from various agencies and non-departmental programs as shown on the attachments to this ordinance entitled

AYES: _____ NOES: _____ ABSTAIN: _____

ADOPTED: _____ REJECTED: _____ STRICKEN: _____

“General Fund Attachment” and “Non-Departmental Attachment,” copies of which are attached to and incorporated into this ordinance;

(b) Transferring funds in the amount of \$6,241,384 from the Budget and Revenue Stabilization Contingency Reserve created by section 12-263 of the Code of the City of Richmond (2015), as amended; and

(c) Appropriating such transferred funds to various agencies and non-departmental programs as shown on the attachments to this ordinance entitled “General Fund Attachment” and “Non-Departmental Attachment.”

§ 2. That Ordinance No. 2019-042, adopted May 13, 2019, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2019, and ending June 30, 2020, and made appropriations pursuant thereto, be and is hereby amended by increasing estimated revenues from the funds transferred pursuant to section 1 of this ordinance by \$1,000,000.00 and increasing the amount appropriated to the Department of Housing and Community Development’s Affordable Housing – Non CDBG Areas special fund by \$1,000,000.00 for the purpose of providing for affordable housing initiatives.

§ 3. This ordinance shall be in force and effect upon adoption.



CITY OF RICHMOND

INTRACITY CORRESPONDENCE

2020-066

O&R REQUEST

DATE: May 6, 2020

EDITION: 1

TO: The Honorable Members of City Council

THROUGH: The Honorable Levar M. Stoney, Mayor *[Signature]* 5/8/2020

THROUGH: Lenora Reid, Acting Chief Administrative Officer *[Signature]* 5/8/2020
Deputy Chief Administrative Officer for Finance and Administration

THROUGH: John Wack, Director of Finance *[Signature]*

FROM: Jay A. Brown, Director, Budget and Strategic Planning *[Signature]*

RE: FY2020 General Fund Re-appropriation Amendment and FY2020 Special Fund Amendment

ORD. or RES. No.

PURPOSE: To amend the FY2020 General Fund Budget (Ord. 2019-041) by re-allocating funds between agencies to reflect each agency's projected FY2020 funding needs as determined by a review of the third quarter expenditure forecast. This amendment seeks to also reduce the total general fund budget – to meet projected obligations - in addition to appropriating funds from the Budget and Revenue Stabilization Contingency Reserve to offset the shortfall in projected revenues.

To also amend the FY2020 Special Fund Budget (Ord. 2019-042) by increasing the amount appropriated to the Department of Housing and Community Development's Affordable Housing Trust Fund, based on an increased, projected contribution from the General Fund.

REASON: An outcome of the third-quarter forecast is a projected snapshot of each agency's total fiscal year expenditure needs. This ordinance adjusts departmental appropriations to reflect projected expenditures using the third-quarter forecast as a basis. These estimates will be submitted to the Finance and Economic Development Committee, as well as the full City Council, in May.

A preliminary review of the third quarter projections indicates a projected shortfall of approximately (\$6,241,384) when assessing general fund revenues that are anticipated to be collected and the anticipated expenditures to be realized on June 30, 2020. This projected shortfall is a significant change compared to the surplus that was projected as part of the second-quarter report. The shortfall projected in the third quarter is the direct result of the impacts of COVID-19, which has hampered localities throughout the country starting in March of 2020.

The current general fund revenue forecast projects a shortfall of revenues of approximately \$18,024,211 – due primarily to anticipated decreases in the City's projected meals, lodging, and sales taxes, all of which are directly related to the anticipated impacts of COVID-19 to the City's coffers.

The current expenditure forecast, however, projects a preliminary surplus of approximately \$11,782,826 – due largely to the Administration's implementation of a hiring freeze on all non-essential positions and a moratorium on discretionary purchases and departments' running efficient operations and cutting costs. The projected expenditure forecast also includes several noteworthy expenditures. The following items have already been presented to City Council as critical expenditures to assist Richmond residents in the areas of homelessness. They include:

- \$500,000 to the EnRichmond Foundation in Non-Departmental;
- \$250,000 to HOME in Non-Departmental;
- \$300,000 to Homeward in Non-Departmental; and
- \$1,000,000 to the Affordable Housing Trust Fund in Non-Departmental (which is transferred to the Affordable Housing Trust Special Fund).

Also, it has been brought to our attention by the City Auditor that several departments' special funds total expenditures exceeded total revenues or they have charged expenditures to special funds that were deemed unallowable. This resulted in a recommendation from the City Auditor for those expenditures to be covered by the general fund. The following are also included in the expenditure projection, and are excerpts from the City Auditor's preliminary investigation:

- Library staff incurred expenses that exceeded their (special fund) revenues and fund balance. As of June 30, 2019 one Library Special Revenue fund had a total deficit of \$324,212;
- The Rapid Transit Pulse Project Special Revenue Fund has incurred expenses that exceeded their (special fund) revenues and fund balance. As of June 30, 2019, this special fund had a total deficit of \$119,639; and
- Office of the Press Secretary incurred nearly \$159,500 in expenditures primarily associated with the production studio / office renovation to that were charged to PEG special fund through December 31, 2019. These costs, approximately 31% of the grand total, the Auditors believe, based on City Attorney interpretations, should be allocated to the General Fund and should not have been charged to this special fund. An additional \$70,160 is included in the projection to cover costs incurred for the studio redesign / office renovation after December 31, 2019.

Although the above items are included in the expenditure projections the City is still projected to have expenditure savings of \$11,782,826. The specific details of the above projected expenditures will be explained in the report.

As a result of the above, the preliminary third-quarter report projects that despite the projected expenditure surplus, the City is expected to generate even less revenues, due to COVID-19, an unavoidable, unforeseen, and catastrophic event. This projected revenue shortfall attributed to COVID-19 results in a recommendation to appropriate use of reserve funds, specifically, the Budget and Revenue Stabilization Contingency Reserve to meet projected expenditure levels in FY2020.

This ordinance request seeks to:

1. Decrease the total general fund budget to meet projected obligations – by approximately \$11,782,826 (the amount of the projected expenditure savings);
2. Appropriate funds from the City's Budget and Revenue Stabilization Contingency Reserve. Specifically, this ordinance seeks to appropriate \$6,241,384 from the Budget and Revenue

Stabilization Contingency Reserve fund in order to fully offset the net projected, general fund shortfall;

3. Transfer projected surpluses from multiple agencies to those agencies that are projected to have a shortfall. After the adoption of this ordinance there is the possibility that changes in expenditure patterns or unforeseen events could result in additional variances; and
4. Amend ordinance 2019-042 by increasing the appropriation of the Affordable Housing Trust Special fund by \$1,000,000. This will increase the Affordable Housing Trust Fund from \$2.9 million to \$3.9 million.

It is important to note that the Administration is continuing to work with departments to generate efficiencies, identify savings, and to take measures to reduce future expenditures. The Administration will likely revisit the projections for FY2020 in June – particularly after more revenue collection information is available and an additional month of expenditures have posted - and will introduce another re-appropriation amendment, if needed.

Note that although the fiscal year ends on June 30th, the Finance Department performs its accrual process through August. As a result, there will likely be changes to the revenue projections that may result in not needing as much (or more) of the proposed use of the Budget and Revenue Stabilization Contingency Reserve fund.

RECOMMENDATION: The Administration recommends the adoption of this ordinance.

BACKGROUND: As part of the "Well-managed Government" strategy, the Administration is requesting amendments to more closely align agency budgets with their projected expenditures. In FY12, FY13, FY14, FY15, FY16, FY17, FY18, and FY19 similar 3rd quarter re-appropriation papers were introduced and adopted to adjust various agencies' budgets. Even after the adoption of this ordinance, it should be noted that there is still a possibility that changes in expenditure patterns or unforeseen events could result in additional variances.

In May, Council will be provided with a forecast that projects expenditures for each agency and provides explanations for variances. This forecast, the third-quarter projections, combines actual expenditures through the end of the quarter along with a projection of future expenditures through June 30th. A preliminary assessment of the FY2020 third-quarter forecast estimates a net shortfall of (\$6,241,384) whereby the projection of expenditures, although projected to be lower than the modified budget, exceeds the projected revenues, which are also projected to be lower than the modified budget.

As a result, this O and R request recommends not only transferring savings from agencies to those that are projected to have a shortfall but also to reduce the overall expenditure budget, to meet projected expenditures. However, the projected general fund revenues will not meet the projected expenditures without the appropriation of additional resources. As a result, this O and R requests to appropriate \$6,241,384 in Budget and Revenue Stabilization and Contingency Reserve funds.

SOURCE: (must select all that apply)

- New/increased revenue (complete the general fund new budget item detail chart)(you must identify the amount of the new revenue or increase in revenue and the reason the new revenue or increase in revenue is available – do this in the Background section above)
- Existing general fund (complete general fund transfer budget item detail)(you must identify the budget item to be reduced, the amount of the reduction, the reason for the reduction, and an analysis of the impact on each program or subprogram funded by that budget item – do this in the Background and Reason sections above)

Fund Balance/Reserve/Contingency/Other Funding Source (you must identify the specific source to be used (eg. Fund balance, reserve, contingency, or other), the amount of that funding source proposed to be used, and the reason for the use of that funding source – do this in the Background section above)

FISCAL IMPACT/COST (current FY):

- **If Adopted:** This ordinance will amend the F2020 general fund budgets of multiple departmental budgets (see attached) and will allow for the re-alignment of budgets based on projected expenditures as well as fund critical services that impact the City's homeless population. This will also amend the FY2020 Housing and Community Development special fund budget.
- **If Not Adopted:** Several identified agencies, on the attachment, are likely to overspend their FY2020 appropriation. Additionally, if not adopted, several agencies will not be able to meet projected obligations for June 30th.

FISCAL IMPLICATIONS (future FYs): There are no future fiscal implications/impacts as this is an amendment that impacts the current fiscal year. In the current fiscal year, the final budgets for various general fund departments would change to reflect their projected FY2020 obligations.

BUDGET AMENDMENT NECESSARY: Yes. An amendment is needed if funds are to be transferred between general fund departments and to modify the general fund budget.

REVENUE TO CITY: The FY2020 general fund revenue budget will decrease in total but will need to have an appropriation of \$6,241,384 from the Budget and Revenue Stabilization Contingency Reserve in order for the budget to be in line with current projections.

DESIRED EFFECTIVE DATE: Upon adoption

REQUESTED INTRODUCTION DATE: May 11, 2020

CITY COUNCIL PUBLIC HEARING DATE: May 26, 2020

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: Finance and Economic Development Committee

CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES: None

AFFECTED AGENCIES: All General Fund Agencies

RELATIONSHIP TO EXISTING ORD. OR RES.: Amends 2019-041 and 2019-042

REQUIRED CHANGES TO WORK PROGRAM(S): None

ATTACHMENTS:

Supplemental Amendment Ordinance Information GF (Attachment 1)

Supplemental Amendment Ordinance Information Non Departmental (Attachment 2)

Grand Total					

*****Grand total for the New Appropriation Amount MUST match the TOTAL AGENCY budget requested as a result of this ordinance*****

General Fund Attachment

Line Number	Title	Program/ Subprogram Number	FY 2020 Modified	Adjustment Amount	New Appropriation Amounts
1	LEGISLATIVE BRANCH				
2	City Council				
3	Council Operations	00201, 00211	1,308,865	(47,237)	\$1,261,628
4	Council District Funds	00202, 00203, 00204, 00205, 00206, 00207, 00208, 00209, 00210	109,593		\$109,593
5	Total: City Council		1,418,458	(\$47,237)	\$1,371,221
6					
7	Council Chief of Staff				
8	Chief Of Staff-Operations	00601, 00602, 00603, 00604	1,580,380	(97,891)	\$1,482,489
9	Total: Council Chief of Staff		1,580,380	(\$97,891)	\$1,482,489
10					
11	City Assessor				
12	Assessor- Operations	00801, 00802, 00803	4,495,459	(11,269)	\$4,484,190
13	Assessor- Board Of Review	00804	42,743	0	\$42,743
14	Total: City Assessor		4,538,202	(\$11,269)	\$4,526,933
15					
16	City Attorney				
17	City Attorney - Operations	01001, 01002	4,134,606	(100,582)	\$4,034,024
18	Total: City Attorney		4,134,606	(\$100,582)	\$4,034,024
19					
20	City Auditor				
21	Auditor-Internal Audit	00901	1,669,154	(115,941)	\$1,553,213
22	Auditor-Admin Of External Audit Contract	00902	321,518	(21,518)	\$300,000
23	Auditor-Fiscal And Policy	00903	0	0	\$0
24	Total: City Auditor		1,990,672	(\$137,459)	\$1,853,213
25					
26	City Clerk				
27	Clerk -Office Of The City Clerk	00401	1,140,247	(16,527)	\$1,123,720
28	Total: City Clerk		1,140,247	(\$16,527)	\$1,123,720
29					
30	Inspector General				
31	Inspector General - Operations	01101	531,886	4,534	\$536,420
32	Total: Inspector General		531,886	\$4,534	\$536,420
33					
34	Total: Legislative Branch		15,335,451	(\$406,431)	\$14,929,020
35					
36	JUDICIARY				
37	13th District Court Services Unit				
38	CSU-Probation Services	05501	222,287	(323)	\$221,964
39	Total: 13th District Court Services Unit		222,287	(\$323)	\$221,964
40					
41	Adult Drug Court				
42	Judiciary-Adult Drug Court	01303	644,973	(3,412)	\$641,561
43	Total: Adult Drug Court		644,973	(\$3,412)	\$641,561
44					
45	Circuit Court				
46	Judiciary-Circuit Court	01302	4,120,721	(97,928)	\$4,022,793
47	Total: Circuit Court		4,120,721	(\$97,928)	\$4,022,793
48					
49	Commonwealth Attorney				
50	Attorney for the Commonwealth	01301	6,816,322	(216,074)	\$6,600,248
51	Attorney for the Commonwealth - Courts and Magistrate	01304, 01306, 01307, 01308	293,187	(122,988)	\$170,199
52	Total: Commonwealth's Attorney		7,109,509	(\$339,062)	\$6,770,447
53					
54	Juvenile & Domestic Relations Court				
55	Juvenile & Domestic Relations Court Operations	01901, 01902	243,914	(53)	\$243,861
56	Total: Juvenile & Domestic Relations Court		243,914	(\$53)	\$243,861
57	Total: Judiciary		12,341,404	(\$440,278)	\$11,901,126
58					
59	EXECUTIVE BRANCH				
60	EXECUTIVE OFFICES				
61	Mayor's Office				
62	Mayor-Mayor's Office	08501	1,012,112	0	\$1,012,112
63	Total: Mayor's Office		1,012,112	\$0	\$1,012,112
64					
65	Chief Administrative Officer				
66	CAO-City-Wide Leadership Admin & Mgt	02101	646,200	(17,422)	\$628,778
67	CAO-City-Wide Special Services	02102	129,116	0	\$129,116
68	Total: Chief Administrative Officer		775,316	(\$17,422)	\$757,894
69					
70	Press Secretary				
71	Press Secretary-Communications, Media Relations	03701	512,644	212,524	\$725,168
72	Total: Press Secretary		512,644	\$212,524	\$725,168
73	Total: Executive Offices		2,300,072	\$195,102	\$2,495,174
74					

General Fund Attachment

Line Number	Title	Program/ Subprogram Number	FY 2020 Modified	Adjustment Amount	New Appropriation Amounts
75	ADMINISTRATION & FINANCE				
76					
77	Citizen Service and Response				
78	Citizen Service and Response Operations	07301	2,047,773	(644,292)	\$1,403,481
79	Total: Citizen Service and Response		2,047,773	(644,292)	\$1,403,481
80	Finance				
81	Finance Operations	02501, 02502, 02503, 02506, 02507, 02508, 02517, 02518, 02519, 02520, 02521, 02522	11,629,510	(973,266)	\$10,656,244
83	Total: Finance		11,629,510	(973,266)	\$10,656,244
84					
85	Budget & Strategic Planning				
86	Budget Operations	02201, 02202, 02203	1,340,186	(45,694)	\$1,294,492
87	Total: Budget & Strategic Planning		1,340,186	(45,694)	\$1,294,492
88					
89	City Treasurer				
90	Treasurer Operations	05201	187,359	(738)	\$186,621
91	Total: City Treasurer		187,359	(738)	\$186,621
92					
93	Human Resources				
94	Human Resources Operations	01201, 01202, 01203, 01204, 01205, 01206, 01207, 01208	3,510,729	(70,337)	\$3,440,392
95	Total: Human Resources		3,510,729	(70,337)	\$3,440,392
96					
97	Procurement Services				
98	Procurement Operations	08401, 08402	1,516,897	(103,691)	\$1,413,206
99	Total: Procurement Services		1,516,897	(103,691)	\$1,413,206
100					
101	General Registrar				
102	Registrar Operations	01701, 01702	2,232,127	112,284	\$2,344,411
103	Total: General Registrar		2,232,127	\$112,284	\$2,344,411
104					
105	Transfer to Capital Improvement Program				
106	General Fund Cash Transfer for Capital Projects	00101	2,240,738		\$2,240,738
107	Total: Transfer to Capital Improvement Program		2,240,738	\$0	\$2,240,738
108					
109	Debt				
110	Debt -Interest	00102	72,081,747	(262,741)	\$71,819,006
111	Total: Debt		72,081,747	(262,741)	\$71,819,006
112	Total: Administration and Finance		96,787,066	(51,988,475)	\$84,798,591
113					
114	HUMAN SERVICES				
115	Human Services				
116	Human Services-Management Services	01401	621,571	7,045	\$628,616
117	Human Services-Hispanic Liaison	01402	388,788	13,400	\$402,188
118	Human Services-Office Of Children and Youth	01403	0	0	\$0
119	Human Services-Senior & Special	01405	216,384	(10,891)	\$205,493
120	Deputy Chief Administrative Officer for Human Services	01408	149,211	(30,879)	\$118,332
121	Human Services Total		1,375,954	(521,324)	\$1,354,630
122					
123	Justice Services				
124	Justice Services-Administration	01501	1,405,194	(162,494)	\$1,242,700
125	Justice Services-Operations	01502, 01503, 01504, 01505, 01506, 01507, 01508, 01510, 01511, 01512, 01513, 01517	8,459,862	(244,964)	\$8,214,898
126	Justice Services Total		9,865,056	(5407,459)	\$9,457,597
127					
128	Office of Community Wealth Building				
129	Office of Community Wealth Building-Administration	08901	498,648	71,798	\$570,446
130	Office of Community Wealth Building-Workforce Development	08902	1,318,772		\$1,318,772
131	Office of Community Wealth Building-Social Enterprise	08903	168,095		\$168,095
132	Office of Community Wealth Building Total		1,985,515	\$71,798	\$2,057,313
133					
134	Richmond City Health District				
135	Health-Clinical Services	02801	4,863,490	0	\$4,863,490
136	Richmond City Health District Total		4,863,490	\$0	\$4,863,490
137					
138	Social Services				
139	Social Services - Operations	02701, 02702, 02703, 02704, 02705, 02707, 02708, 02709, 02710, 02711, 02712, 02713, 02714, 02715, 02716, 02717, 02718, 02719, 02720, 02721, 02722, 02723, 02724, 02725, 02727	57,450,372	(4,736,885)	\$52,713,487
140	Social Services Total		57,450,372	(4,736,885)	\$52,713,487

General Fund Attachment

Line Number	Title	Program/ Subprogram Number	FY 2020 Modified	Adjustment Amount	New Appropriation Amounts
141					
142	Parks, Recreation, and Community Facilities				
143	Parks Administration	03001, 03002, 03003, 03004	5,731,439	(57,574)	\$5,673,865
144	Parks & Rec - Cultural Arts	03006	788,731		\$788,731
145	Parks & Rec - Recreation	03007, 03018	3,033,034	(43,757)	\$2,989,277
146	Parks & Rec - After School Programs	03008	1,027,123		\$1,027,123
147	Parks Operations	03005, 03011, 03012, 03013, 03014, 03015, 03016, 03017, 03021, 03022, 03023, 03025, 03026, 03027, 03028, 03029, 03031, 03032, 03033, 03035, 03036, 03037, 03041, 03042, 03043, 03044, 03045	7,555,566	(23,660)	\$7,531,906
148	Total Parks, Recreation, and Community Facilities		18,135,893	(5124,991)	\$18,010,902
149	Total: Human Services		93,676,280	(\$5,218,860)	\$88,457,420
150					
151	PUBLIC WORKS				
152	Public Works				
153	DPW-Finance & Administration	02901	6,123,425	(590,898)	\$6,032,527
154	DPW-Gen Svcs-Facilities Management	02902	14,303,809	360,134	\$14,663,943
155	DPW-Solid Waste Management	02903			
156	Bulk & Brush	SV1401	1,208,219	(6,597)	\$1,199,622
157	Curbside Recycling	SV1402	2,851,064	1,316,855	\$4,167,919
158	Leaf Collection	SV1403	1,139,809	(428,382)	\$711,427
159	Refuse	SV1404	7,549,413	153,325	\$7,702,738
160	Other Solid Waste Services	SV0801, SV1502, SV1504	678,835	499,178	\$1,178,013
161	Subtotal : DPW-Solid Waste Management	02903	13,427,340	\$1,532,379	\$14,959,719
162	DPW-Geographic Information Services	02907	418,317	(207,892)	\$210,425
163	DPW-CIP Infrastructure Administration	02909	826,076	3,804	\$829,880
164	DPW-Roadway Maintenance	02912			
165	Roadway Management	SV2501	1,343,470	0	\$1,343,470
166	Subtotal: DPW-Roadway Maintenance	02912	1,343,470	\$0	\$1,343,470
167	DPW-CIP Facility Construction	02913	573,669	2,223	\$575,892
168	Public Works Total		37,016,106	\$1,599,750	\$38,615,856
169	Total: Public Works		37,016,106	\$1,599,750	\$38,615,856
170					
171	ECONOMIC AND COMMUNITY DEVELOPMENT				
172					
173	Housing & Community Development				
174	Housing & Community Development Administration	03801	577,047	(56,531)	\$520,516
175	Housing & Neighborhoods	03802	1,430,132	(268,187)	\$1,161,945
176	Housing & Community Development Financial Strategies	03803	172,354	(34,242)	\$138,112
177	Total: Housing & Community Development		2,179,533	(5358,960)	\$1,820,573
178					
179	Economic Development				
180	Econ Dev-Admin, Finance & Executive Management	03601	914,765	(84,850)	\$829,915
181	Econ Dev-Business Development	03602	1,270,063	(70,709)	\$1,199,354
182	Econ Dev - DCAO - Econ&Comm Development	03603	682,591		\$682,591
183	Econ Dev-Asset Management/Real Estate Strategies	03606	357,952	(127,276)	\$230,676
184	Econ Dev-Workforce Development	03607	0		\$0
185	Econ Dev-17th Street Farmers' Market	03612	0		\$0
186	Economic Development Total		3,225,371	(5282,835)	\$2,942,536
187					
188	Minority Business Development				
189	MBD-Operations	03401, 03402, 03403	773,010	(1,238)	\$771,772
190	Minority Business Development Total		773,010	(51,238)	\$771,772
191					
192	Planning & Development Review				
193	PDR-Land Use Administration	00501	677,361	0	\$677,361
194	PDR-Permits And Inspections	00502	4,018,655	(119,562)	\$3,899,093
195	PDR-Administration	00503	1,658,419	(244,126)	\$1,414,293
196	PDR-Prop. Maintenance Code Enforcement	00504	3,879,882	(489,873)	\$3,390,009
197	PDR-Planning & Preservation	00505	556,852		\$556,852
198	PDR-Zoning Administration	00507	935,387		\$935,387
199	Planning & Development Review Total		11,726,556	(5853,561)	\$10,872,995
200	Total: Economic and Community Development		17,904,470	(\$1,496,594)	\$16,407,876
201					
202	PUBLIC SAFETY				
203	Animal Care & Control				
204	Animal Control	08801	1,969,600	42,499	\$2,012,099
205	Animal Care & Control Total		1,969,600	\$42,499	\$2,012,099
206					
207	Department of Emergency Communications				
208	Emergency Communication	08701, 08720	5,919,324	(468,591)	\$5,450,733
209	Department of Emergency Communications Total		5,919,324	(5468,591)	\$5,450,733

General Fund Attachment

Line Number	Title	Program/ Subprogram Number	FY 2020 Modified	Adjustment Amount	New Appropriation Amounts
210					
211	Fire & Emergency Services				
212	Fire-Office Of The Fire Chief	04201	550,648	30,232	\$580,880
213	Fire-Fire Administration	04202	2,027,611	147,293	\$2,174,904
214	Fire-Fire Operations	04203	45,355,945	469,777	\$45,825,722
215	Fire-Fire Prevention	04204	2,100,345	(451,410)	\$1,648,935
216	Fire-Fire Training	04205	763,566	185,020	\$948,586
217	Fire-Office Of Emergency Management	04206	376,890	(41,636)	\$335,254
218	Fire-Logistics	04210	2,623,269	(255,185)	\$2,368,084
219	Fire & Emergency Services Total		53,798,275	\$84,091	\$53,882,366
220					
221	Richmond Police Department				
222	Police-Chief of Police	SV2221	1,279,060		\$1,279,060
223	Police-Office Of Professional Responsibility	SV2238, SV2239	873,124		\$873,124
224	Police-Administration	SV0806, SV0903, SV1011, SV1201, SV1601, SV2103, SV2208, SV2214, SV2223, SV2225, SV2228, SV2234, SV2240, SV2244, SV2252, SV2302, SV2505	11,021,851		\$10,982,031
225	Police-Operations	SV0903, SV1011, SV1201, SV1502, SV1601, SV2007, SV2202, SV2206, SV2207, SV2208, SV2214, SV2215, SV2222, SV2223, SV2224, SV2225, SV2226, SV2227, SV2228, SV2229, SV2231, SV2232, SV2233, SV2234, SV2240, SV2241, SV2242, SV2243, SV2244, SV2245, SV2246, SV2247, SV2248, SV2250, SV2251, SV2505	84,407,160	(39,820)	\$84,367,340
226	Richmond Police Department Total		97,581,195	(\$79,640)	\$97,501,555
227					
228	Richmond Sheriff's Office				
229	Sheriff-Jail Administration & Human Services	01601, 1603	6,195,550	(382,034)	\$5,813,516
230	Sheriff-Courts	01602	5,399,051	(196,325)	\$5,202,726
231	Sheriff-Jail Operations	01604	29,522,098	1,096,644	\$30,618,742
232	Richmond Sheriff's Office Total		41,116,699	\$518,285	\$41,634,984
233	Total: Public Safety		200,385,093	\$96,644	\$200,481,737
234					
235	EDUCATION				
236	Richmond Public Schools				
237	RPS-Public Schools	07801	175,193,143		\$175,193,143
238	Richmond Public Schools Total		175,193,143	\$0	\$175,193,143
239	Total: Education		175,193,143	\$0	175,193,143
240					
241	NON-DEPARTMENTAL				
242	Non-Departmental (See separate attachment)		99,941,627	(4,037,841)	\$95,903,786
243	Total: Non-Departmental		99,941,627	(\$4,037,841)	\$95,903,786
244					
245	Total: Executive Branch		723,203,857	(\$10,850,275)	\$712,353,582
246					
247	INDEPENDENT AGENCIES				
248	Richmond Public Library				
249	Library -Library Administration	00301	757,018		\$757,018
250	Library -Library Operations	00302, 00303, 00304, 00305, 00306, 00309	5,547,618	(85,341)	\$5,462,277
251	Richmond Public Library Total		6,304,636	(\$85,341)	\$6,219,295
252	Total: Independent Agencies		6,304,636	(\$85,341)	\$6,219,295
253					
254	Grand Total: General Fund		\$757,185,347	(\$11,782,825)	\$745,402,522

Note very minor discrepancies may exist due to rounding

Non-Departmental Attachment

Non Departmental Agency	FY2020 Current Modified Amounts	Adjustment Amount	New Appropriation Amounts
Adult Alternative Program, Inc.	100,000	(50,000)	50,000
Advisory Task Force for Economic Revitalization of South Richmond	17,500	(17,500)	0
Affordable Housing Trust Fund	2,900,000	1,000,000	3,900,000
Art 180, Inc.	5,000	(1,250)	3,750
Asian American Business Assistance Center (VA Asian Chamber of Commerce)	18,712		18,712
Better Housing Coalition	39,840		39,840
Black History Museum & Cultural Center of Virginia, Inc.	100,000		100,000
Boaz & Ruth, Inc.	15,000		15,000
Capital Area Partnership Uplifting People, Inc. (CAPUP)	102,856		102,856
Capital Regional Workforce Partnership	84,000		84,000
CARITAS	162,125		162,125
Carytown, Inc.	25,000		25,000
Central Virginia Legal Aid Society, Inc.	37,500		37,500
Clayco, Inc. (Economic Development Grant through EDA)	300,000		300,000
Commonwealth Catholic Charities	100,000		100,000
Communities in Schools of Richmond, Inc.	400,000	(100,000)	300,000
Conexus	52,038		52,038
The Cross-Over Ministry, Inc.	20,000		20,000
Culture Works, Inc.	356,400		356,400
Daily Planet, Incorporated	30,000		30,000
East End Teen Center	20,000	(10,000)	10,000
Emergency Shelter, Inc. (dba HomeAgain)	50,000		50,000
Enrichmond Foundation	75,000	500,000	575,000
Eviction Diversion Program	485,140		485,140
Feed More, Inc.	100,000		100,000
Girls for a Change	15,000	(3,000)	12,000
Greater Richmond Convention Center Authority	9,045,680	(2,927,117)	6,118,563
Greater Richmond Partnership, Inc.	385,000		385,000
Groundwork RVA, Inc. (for Green Team)	60,000	(28,500)	31,500
Greater Richmond Transit Co. Equipment Note	344,493		344,493
Greater Richmond Transit Co. (GRTC)	15,915,367		15,915,367
Healing Place	60,000		60,000
Health Brigade (formerly Fan Free Clinic)	30,000		30,000
Healthy Hearts Plus II, Inc.	20,000		20,000
Higher Achievement Program, Inc.	50,000	(8,500)	41,500
Homeward	30,000	300,000	330,000
Housing Opportunities Made Equal of Virginia, Inc.	30,000	250,000	280,000
J Sargeant Reynolds Community College (Capital)	297,169		297,169
J Sargeant Reynolds Community College (Operating)	86,240		86,240
Junior Achievement of Central Virginia, Inc.	21,333		21,333
Lewis Ginter Botanical Garden, Inc.	25,000		25,000
Local Initiatives Support Corporation (FOC)	50,000		50,000
Maymont Contribution	460,000		460,000
MeadWestvaco Corporation (Economic Development Grant through EDA)	250,000		250,000
Med-Flight (through Chesterfield County Treasurer)	8,900		8,900
Childsavers - Memorial Child Guidance Clinic	50,000	(12,500)	37,500
Metropolitan Richmond Sports Backers, Incorporated	150,000	(37,500)	112,500
Metropolitan Business League of Richmond, Virginia	75,000	(2,929)	72,072
Middle School Renaissance 2020, LLC. dba NextUP RVA	362,500		362,500
Neighborhood Resource Center, Inc. - Fulton	36,000	(279)	35,721
New Warwick Townhomes, LLC (Economic Development Grant through EDA)	45,000		45,000
Non Dept-GF Transfer to RPS Capital Construction Special Reserve Fund	9,370,962	(2,756,397)	6,614,565
Offender Aid and Restoration of Richmond, Inc.	75,000		75,000
Other Post-Employment Benefits (OPEB) Trust	500,000		500,000
Owens & Minor Medical, Inc. (Economic Development Grant through EDA)	120,000		120,000
Peter Paul Development Center, Inc.	50,000	(12,500)	37,500

Non-Departmental Attachment

Non Departmental Agency	FY2020 Current Modified Amounts	Adjustment Amount	New Appropriation Amounts
Retirees Expenses	3,600,000	(800,000)	2,800,000
Richmond Ambulance Authority	5,000,000		5,000,000
Richmond Ballet	100,000	(25,000)	75,000
Richmond Behavioral Health Authority (RBHA)	3,428,240		3,428,240
Richmond Boys Choir	35,000	(8,750)	26,250
Richmond Community of Caring	40,000	(8,750)	31,250
Richmond Metropolitan Convention & Visitors Bureau (Richmond Region Tourism)	1,890,290		1,890,290
Richmond Performing Arts Alliance (RPAA)	180,000	(39,665)	140,335
Richmond Regional Planning District Commission (RRPDC)	143,452		143,452
Ridefinders	7,500		7,500
Robinson Theater Community Arts Center	15,000	(3,750)	11,250
RPAC, LLLP Payment	250,000		250,000
Richmond Public Schools Education Foundation, Inc. - Promise Scholarships	320,000		320,000
RRHA East End Transformation	200,000		200,000
Greater Richmond SCAN (Stop Child Abuse Now), Inc.	15,000		15,000
Senior Center of Greater Richmond, Inc.	19,000	(4,750)	14,250
Senior Connections, The Capital Area Agency on Aging	40,000		40,000
Sister Cities Commission	10,000		10,000
SOAR365 (formerly Greater Richmond ARC)	39,000	(9,750)	29,250
Southside Community Development & Housing Corporation for Operation First Home	125,000		125,000
Stone Brewing Co., LLC (Conditional Real Estate Grant through EDA)	350,000		350,000
Stone Brewing Co., LLC (Economic Development Grant through EDA)	300,000		300,000
Storefront for Community Design	45,000		45,000
Tax Relief - Elderly/Disabled	4,588,000	(638,000)	3,950,000
The Advisory Council of the Virginia Treatment Center for Children	30,000		30,000
The Literacy Lab	96,250		96,250
The Podium Foundation	17,500	(4,375)	13,125
The Richmond Symphony	50,000		50,000
Transfer to Information Technology Internal Service Fund	19,444,801		19,444,801
Transfer to the Richmond Retirement System	6,963,640		6,963,640
Transfer to Risk Management Internal Service Fund	10,144,875	106,853	10,251,728
Venture Richmond, Inc. for Downtown Municipal Services	900,000		900,000
Venture Richmond, Inc. for Festivals and Parades	265,000		265,000
VHA/RNH Subsidy	38,492		38,492
Virginia Cooperative Extension - Richmond	35,000	(8,750)	26,250
Virginia Literacy Foundation	63,832	(24,437)	39,395
Virginia Supportive Housing	40,000		40,000
Voluntary Retirement Incentive Package (VRIP)	(3,000,000)	1,349,255	(1,650,745)
Wyeth LLC (Pfizer) (Economic Development Grant through EDA)	65,000		65,000
Young Men's Christian Association of Greater Richmond - North Richmond Teen Center	382,000		382,000
YWCA Richmond	50,000		50,000
Grand Total Non-Departmental	99,941,627	(4,037,841)	95,903,786