

PAYMENT REGISTER AMENDMENT BRIEFING MEMO

April 10, 2026

A City government that operates transparently, responsibly, and effectively is essential to meeting community needs and is a core priority of the Avula administration. As part of the Mayoral Action Plan, advancing a thriving City Hall that gets things done requires ensuring that policies are practical and implementable. As such, on April 13, 2026, the Administration is proposing an amendment to the City’s payment register publication ordinance (City Code § 12-16). This ordinance is an important part of the City’s priority to strengthen City operations, improve the delivery of public information, and ensure that the public has access to financial information – delivering transparency, accountability and protecting the City residents.

HOW THE ORDINANCE IS CHANGING:

- Updates City Code § 12-16 to move from:
 - Register of *all* payments made by the City → Register of payments to vendors and employee reimbursements
- The City will now publish:
 - Payments to vendors for goods and services and payments to employees to reimburse them for operational expenses
- The register will no longer include:
 - Individual payments (refunds, assistance)

WHAT WILL BE PUBLIC	WHAT WILL BE PROTECTED
✓ Name of vendor or employee being reimbursed	✗ Individual assistance payments
✓ Department issuing payment	✗ Refunds / tax disbursements
✓ Amount paid	✗ Personally identifiable or confidential information
✓ Cost center	

WHY THIS MATTERS:

- **Closes the gap between policy intent and day-to-day implementation**
 - Preserves transparency about spending by clearly identifying vendors and reimbursements
 - Decreases the need for resource-intensive manual redaction of information that is subject to privacy laws, freeing up City employees’ time to focus on delivery of critical services
- **Aligns with best practices**
 - Matches approaches used in Henrico County, Chesterfield County and Fairfax County, but *goes one step further* by disclosing employee reimbursements
 - Focuses on how taxpayer dollars are spent and makes it easier to identify City spending patterns
- **Protects personal information and ensures legal compliance**
 - Prevents disclosure of sensitive data (e.g., benefits payments)
 - Virginia FOIA + state/federal privacy laws

BEFORE AND AFTER

BEFORE: Payments to *any* person or entity are published

Payee	Type of Payment	Amount	Risk
ABC Supply Co.	Vendor (materials)	\$45,000	✓ Appropriate
Jane Smith	Utility refund	\$300	⚠ Identifiable individual
Confidential Claimant	Legal settlement	\$25,000	⚠ Sensitive/confidential
Resident A	Assistance payment	\$500	⚠ Privacy concern

Key Issues:

- Mixes vendor spending + individual payments
- Can expose:
 - Personal financial activity
 - Assistance recipients
 - Settlement recipients
 - Confidential informants
- Not aligned with peer localities
- Harder for public to identify actual City spending patterns

AFTER: Payments to vendors and employees for reimbursements are published

Department	Payee Name	Cost Center Description	Amount
Information Technology	ABC Supply Co.	DIT-Operations	\$45,000
		DIT-Printshop	\$5,000
		DIT-Systems & Progr	\$120,000
		DIT – Telephone Services	\$75,000
	Tech Solutions Inc.	DIT-Contract Services	\$250,000
Mayor’s Office	Dr. Danny Avula	Parking	\$17
Department of Public Works	XYZ Car Wash, Inc.	DPU-Fleet Management	\$150

Vendor Payment / Financial Transparency Comparison

Peer jurisdictions across Virginia—including Henrico County, Fairfax County, Chesterfield County, and Richmond Public Schools—publish vendor payment data while excluding individual payments and confidential information, demonstrating a consistent regional approach to financial transparency. *The Administration’s proposed ordinance goes one step further by including reimbursements to employees in the updated payment register.*

Entity	Type of Reporting	What Is Published	Individuals Included?	Frequency	FOIA / Privacy Protections	Format / Access
Henrico County	Vendor Payment Register	Vendor payment history by department, vendor, and amount	No	Quarterly (published datasets)	Excludes sensitive data; focuses only on vendor transactions	Downloadable spreadsheets via public data portal (Henrico County)
Fairfax County	Financial Transparency Portal (Vendor-focused)	Budget, expenditures, and vendor payment data	No	Monthly (updated regularly)	Operates within FOIA framework; vendor-focused display avoids personal data	Interactive online transparency dashboard (Fairfax County)
Chesterfield County	Vendor Payment Reports (Government + Schools)	Vendor payments from accounts payable systems	No (explicit exclusions)	Monthly + cumulative annual reports	Explicitly excludes confidential/private info under state & federal law	Downloadable Excel files (Chesterfield County)
Richmond Public Schools	Check Register (Vendor Payments)	Vendor name, payment date, amount, description, fund codes	No	Twice weekly	Structured to show vendor payments only; avoids personal data	Searchable online register (rvaschools.net)

Each peer jurisdiction:

- Publishes **vendor payments only**
- Excludes **individual payments**
- Avoids **personally identifiable information**

Privacy protections are explicit in peer jurisdictions:

- Chesterfield explicitly states that payments that could expose confidential/private info are excluded
- School systems (RPS, Chesterfield Schools) follow the same approach

Formats vary—but the model is consistent:

- Henrico → downloadable datasets
- Fairfax → dashboard
- Chesterfield → Excel reports
- RPS → searchable registry