



City of Richmond

900 East Broad Street
Richmond, VA 23219
www.richmondgov.com/cityclerk

Minutes

Organizational Development Standing Committee

Monday, February 6, 2017

5:00 PM

Council Chamber, 2nd Floor-City Hall

Committee Members and Staff in Attendance

The Honorable Council President Chris Hilbert ~ Co-Chair *(late arrival)*
The Honorable Council Vice President Cynthia Newbille ~ Co-Chair
The Honorable Andreas Addison ~ Member
The Honorable Parker Agelasto ~ Member
The Honorable Kimberly Gray ~ Member
The Honorable Michael Jones ~ Member
The Honorable Kristen Larson ~ Member
The Honorable Ellen Robertson ~ Member *(late arrival)*
The Honorable Reva Trammell ~ Member *(late arrival)*
Lou B. Ali, Council Chief of Staff
Haskell Brown, Deputy City Attorney
Jean Capel, City Clerk
Allen Jackson, City Attorney
Candice Reid, Deputy City Clerk
Faye Smith, Senior Assistant City Clerk

Call to Order

Co-Chair Cynthia Newbille called the meeting to order at 5:02 p.m. and presided.

Committee member Ellen Robertson and Co-Chair Chris Hilbert arrived and were seated.

Approval of Minutes

Committee member Michael Jones moved to approve the January 3, 2016 Organizational Development Standing Committee meeting minutes, which was seconded and approved. ~ **Vote:** Ayes 8, Jones, Robertson, Larson, Agelasto, Gray, Addison, Newbille, Hilbert. Noes, None. Committee member Trammell had not yet arrived.

Reports from City Administration, Council Staff and Other Parties

None.

Discussion Item(s)

Reedy Creek

Deputy Chief Administrative Officer of Operations John Buturla explained to the committee that the Reedy Creek Stream Restoration project was eliminated once the funding ordinance was rejected by Council. Mr. Buturla stated that, though the project will not move forward, the city will continue to pursue a response from the Army Corps of Engineers, regarding its grant funding application.

Director of Public Utilities Robert Steidel explained that the Reedy Creek project funds are now being used for a project in the 1st District. Mr. Steidel informed the committee that the Chesapeake Bay Action Plan is due for amendment and, once that happens, the committee will be able to see other projects in place of the Reedy Creek project.

In response to a question by committee member Kristen Larson, Mr. Buturla stated that he will share with Mayor Levar Stoney and Chief Administrative Officer Selena Cuffee-Glenn her request for city administration to provide a more formal statement to city council that the Reedy Creek project and funding are gone.

Committee member Reva Trammell arrived and was seated.

Education Compact Update

Senior Policy Advisor Thad Williamson provided an update regarding the mayor's intent to form an Education Compact stating that the first phase of the compact has the following three components:

- Shared commitment to ongoing institutional collaboration among the mayor, city council, Richmond Public Schools administration and the School Board
- Shared statement of transformational goals speaking to the needs of children and families
- Development of a shared, cross-sector funding and resource strategy to meet the needs of children and families

Co-Chair Cynthia Newbille requested an education compact update at each of the Organizational Development Standing Committee meeting.

A copy of the material provided has been filed.

Paper(s) for Consideration and Discussion Item

It was the consensus of the committee to continue the following ordinance to the March 6, 2017 Organizational Development Standing Committee meeting.

RES. 2016-R007

To declare a public necessity and to initiate an amendment to the City's zoning ordinance making the Department of Planning and Development Review, instead of the Office of the City Clerk, responsible for the mailing of required notices of City Planning Commission meetings.

Patron: Vice President Hilbert

Co-Chair Chris Hilbert introduced Res. 2016-R007, stating that the proposed legislation was developed at the request of the city clerk.

City Clerk Jean Capel provided a brief overview of the proposed legislation stated that the Office of the City Clerk, designee for the Planning Commission, is responsible for sending out certified adjacent property notices. Ms. Capel advised the committee that staff time and costs have significantly increased for sending out the notices.

Ms. Capel stated that she would like the Office of the City Clerk to focus on providing other services to the public and that, in researching the matter, there is no other locality clerks involved in distributing adjacent property notices.

Director of Planning and Development Review Mark Olinger stated that the process would require a full time staffer and he has no space in his office for an additional person. Mr. Olinger advised the committee that fees are collected for special use, rezoning and community unit plan applications which go into the city's General Fund. Mr. Olinger offered to provide the Office of the City Clerk with assistance in sending out the certified mailings.

The committee requested the following reports from Mr. Olinger:

- cost associated with the mailings
- personnel costs w/benefits
- department budget and budgetary needs for this purpose
- budgetary information for all land use approval processes
- amount of application fees that are collected

Reports of Standing Committees

None.

Consideration of Appointments to Boards, Commissions and Similar Entities

Alexander Rawles, Boards and Commissions Administrator, reviewed the following board applications for the committee’s consideration:

Board Name	Criteria for Appointment	Applicant Name	Committee Action
Maggie L. Walker Initiative Citizens Advisory Board (16 members)	Resident of a census tract in the city of Richmond with a poverty rate of at least 25%. At least one of the four persons shall, at the time of appointment, be a tenant of the Richmond Redevelopment and Housing Authority or a recipient of Section 8 housing vouchers from the Richmond Redevelopment and Housing Authority (4 vacancies)	Elliot Haspel (initial appointment)	Recommended for Approval
		Ceonna Johnson (reappointment)	Recommended for Approval
		Patrice Shelton (reappointment)	Recommended for Approval
Task Force on the Establishment of a Human Rights Commission (5 members)	Resident (5 vacancies)	Kathryn Giles Harnsberger (initial appointment)	Recommended for Approval
		Josie Rose Mace (initial appointment)	Recommended for Approval
		Leah Page (initial appointment)	Recommended for Approval
		James C. Parrish, Jr. (initial appointment)	Recommended for Approval
		Riqia E. Taylor (initial appointment)	Recommended for Approval

A copy of the material provided has been filed.

Discussion Item(s) Cont’d.

Comprehensive Annual Financial Report (CAFR) Update

Director of Finance John Wack provided the committee with an update on the progress of the FY 2016 CAFR.

Mr. Wack reported that the external auditor Clifton Larson Allen, LLC confirmed that the 2016 CAFR will be completed by the end of March 2017 and issued no later than April 15th. Mr. Wack stated that they are moving forward with the 2017, 18 and 19 audits.

Budget Discussion

Council Budget Analyst William Echelberger provided an overview of the city's budget process. Mr. Echelberger's overview included, but was not limited to, the following:

- Budget Divisions
 - Operating
 - Capital
- Primary Budget Documents
 - Budget Book
 - Budget Ordinance
- Budget Specificity & Control
- Budget Time Lines

Council Deputy Chief of Staff Meghan Brown provided a brief overview of the FY 2018 budget outlook.

Administrative Project Analyst Debora Shaw stated that, after the mayor's budget is presented, City Council staff will review the proposed budget for each department and prepare a budget analysis of the departments with significant fiscal or policy issues. Ms. Shaw presented the council budget calendar to members of the committee.

The following were requested by the committee:

- Capital budget – chart showing the amount of increase debt from one administration to the next over the last 8 years
- Year-end surplus for Wilder & Jones
- Number of Capital Improvement Project (CIP) added over the course of 10 years
- List of unnecessary projects

A copy of the material provided has been filed.

It was the consensus of the committee to have legislation introduced on Monday, February 9, 2017, requesting that CIP items provide information regarding operating costs.

Council Chamber Former Press Area Usage

Committee member Andreas Addison provided the committee with the Governmental Operations Standing Committee (GO) recommendation regarding the use of the council chamber press area which was approved by the GO committee.

Chief of Security and Safety Bobby Stith was available to answer questions from the committee.

It was the consensus of the committee to amend Council's Rules of Procedure by adding council chamber press area usage for expedited consideration on Monday, February 27, 2017.

A copy of the material provided has been filed.

Richmond City Government Structure

Council Deputy Chief of Staff Meghan Brown asked the committee to review the government structure presentation and to contact the Office of the Council Chief of Staff if there are questions.

A copy of the material provided has been filed.

General Assembly Legislative Update

Co-Chair Chris Hilbert announced that the General Assembly legislative update will be provided at the February 13, 2017 Informal City Council meeting.

Adjournment

There being no further business to come before the committee, the meeting adjourned at 9:05 p.m.