



City of Richmond

900 East Broad Street
Richmond, VA 23219
www.rva.gov/index.php/office-city-clerk

Minutes

Organizational Development Standing Committee

Monday, February 1, 2021

5:00 PM

Council Chamber, 2nd Floor - City Hall
(Virtual Meeting)

Committee Members

The Honorable Cynthia Newbille – Chair
The Honorable Ellen Robertson – Vice Chair
The Honorable Andreas Addison – Member
The Honorable Michael Jones – Member (late arrival and early departure)
The Honorable Katherine Jordan – Member (late arrival)
The Honorable Ann-Frances Lambert – Member
The Honorable Kristen Larson – Member
The Honorable Stephanie Lynch – Member (late arrival)
The Honorable Reva Trammell – Member

Others in Attendance

Haskell Brown, Interim City Attorney
Joyce Davis, Interim Council Chief of Staff
Candice Reid, City Clerk
RJ Warren, Deputy City Clerk

Call to Order

Chair Cynthia Newbille called the meeting to order at 5:01 p.m., and presided.

Electronic Meeting Announcement

Deputy City Clerk RJ Warren, in accordance with Ordinance No. 2020-093, adopted April 9, 2020, as most recently amended by Ordinance No. 2020-232, adopted December 14, 2020, announced the meeting would be held through electronic communication means. Mr. Warren stated notice of the meeting was provided to the public through a public information advisory issued on January 27, 2021, and through Legistar on the city website in accordance with usual practice. He also stated there would be no opportunities for public comment at the meeting.

Approval of the Minutes

There were no corrections or amendments to the minutes of the Monday, December 7, 2020, and January 4, 2021 Organizational Development Standing Committee meetings, at 5:00 p.m. respectively, and the minutes were approved as presented.

Member Katherine Jordan joined the meeting at 5:06 p.m.

Member Michael Jones joined the meeting at 5:06 p.m.

Member Stephanie Lynch joined the meeting at 5:10 p.m.

Reports from City Administration, Council Staff and Other Parties

City Treasurer Update

City Treasurer Nichole Armstead provided the committee with an update on the City Treasurer's Office. Ms. Armstead informed members that the City Treasurer's Office underwent a transformation to promote financial empowerment and stability, which included services such as a financial literacy fair. Ms. Armstead stated that the City Treasurer's Office also provided resources to citizens to navigate through financial struggles brought on by the COVID-19 pandemic.

Member Stephanie Lynch stated that many families with children enrolled in Richmond Public Schools could benefit from the programs referenced by Ms. Armstead, and inquired how the City Treasurer's Office could work to collaborate with Richmond Public Schools.

City Treasurer Armstead stated that attempts to collaborate with Richmond Public Schools were ongoing.

Chair Cynthia Newbille stated her appreciation of the transformation that the City Treasurer's Office underwent to provide more services for citizens.

A copy of the material provided has been filed.

Virginia General Assembly Review

Ron Jordan, council lobbyist, Advantus Strategies, and Laura Bateman, council lobbyist, Advantus Strategies, provided the committee with an update regarding the Virginia General Assembly regular session and Council's legislative agenda for the 2021 Virginia General Assembly. Mr. Jordan and Ms. Bateman also discussed with members updates regarding legislation related to housing.

Member Ann-Frances Lambert inquired about the status of the combined sewer overflow legislative request.

Mr. Jordan stated efforts to address sewer overflow and stormwater infrastructure improvements were requests with long histories. Mr. Jordan informed members that the city received some funding from the state, but that the funds were only sufficient enough to address certain projects. Mr. Jordan also stated that conversations were ongoing to request additional funding.

A copy of the material provided has been filed.

PlanRVA Charter Revisions

Martha Heeter, PlanRVA, executive director, provided the committee with an overview of the proposed revisions to the Richmond Regional Planning District Commission (PlanRVA) charter.

Vice Chair Ellen Robertson inquired about the main expenditure of PlanRVA revenue. Vice Chair Robertson also stated her concerns with the voting allocation of smaller jurisdictions within PlanRVA regarding the selection of projects.

Ms. Heeter informed members that the majority of expenditures are obligated funding matches with federal and state programs that fund approved projects. Ms. Heeter provided additional information regarding how projects are selected.

Member Stephanie Lynch requested additional information regarding the number of projects selected to occur within the city as opposed to the surrounding jurisdictions within the PlanRVA membership.

Chair Cynthia Newbille informed members that legislation would be introduction for Council's consideration regarding the proposed revisions to the PlanRVA charter.

A copy of the material provided has been filed.

Reports of Standing Committees

There were no reports from standing committees.

Consideration of Appointments to Boards, Commissions and Similar Entities

There were no appointment/reappointment items for consideration.

Paper(s) for Consideration

There were no papers for consideration.

Discussion Items

Update on Council Office Work Projects

Chair Cynthia Newbille provided members with an update regarding several items and work projects pending before Council.

Chair Newbille stated the proposed dates for a Council retreat were Wednesday, February 17, 2021, and Thursday, February 18, 2021. Chair Newbille also stated that due to the COVID-19 pandemic, the retreat would be held virtually to ensure the safety of members, staff and the public. Chair Newbille further stated that Council would review the possibility of procuring an external facilitator to organize and administer the retreat.

Member Andreas Addison stated he supported the procurement of a facilitator and requested members prepare accordingly for the Council retreat to ensure productivity.

Chair Newbille stated Council members previously received notice regarding Council's upcoming budget work schedule and requested that members plan accordingly.

Chair Newbille informed members that a work session to include Council, the Office of the City Attorney, and the Department of Planning and Development Review was necessary to review potential amendments to the city's Master Plan, and confirmed that members were available to participate in a work session scheduled for Monday, February 8, 2021, at 2:00 p.m.

Vice Chair Ellen Robertson stated that Rodney Poole, City Planning Commission chair, and Richmond 300 Advisory Council chair, would also participate in the work session to provide perspective from the City Planning Commission and the Richmond 300 team.

Chair Newbille informed members that the data necessary to begin the process of redistricting voter districts in the city would not be available until July, 2021, which would require the process to be delayed.

Chair Newbille provided members with additional information regarding the selection process of a permanent appointment to the Council Chief of Staff position and a review of the organizational structure of the Council Chief of Staff Office. Chair Newbille stated a consultant would be obtained to facilitate the review process. Chair Newbille also stated that a review of the selection process for the appointment of a City Attorney was ongoing.

Chair Newbille informed members that the Office of the City Attorney was in the process of assembling information regarding prior reviews of potential changes to the City Charter to provide to

Council.

Interim City Attorney Haskell Brown provided members with additional information regarding the legal requirements of the city to remove and relocate the burial remains of A.P. Hill and for the removal of the A.P. Hill monument from city property.

Interim Council Chief of Staff Joyce Davis informed members that Council was required to complete the review of finalists from the initial selection process regarding the appointment of a City Attorney, before a new selection process and criteria could be implemented. Ms. Davis stated that amendments to the current fiscal year budget may be necessary to provide the necessary funds to procure consultants to facilitate the Council retreat and for review of the organizational structure of the Office of the Council Chief of Staff. Ms. Davis also informed members that the contract for the city's lobbyists was scheduled to be renewed and inquired if members would prefer to initiate a request for proposals process to receive additional offers from other potential lobbyists for the city.

Member Michael Jones suggested that Council receive continuous updates regarding the distribution of COVID-19 vaccines.

Chair Cynthia Newbille stated she would contact the Richmond Health District and request to receive that information so that members and constituents would be better informed.

Member Kristen Larson stated that the information could be provided in written form, so members could easily provide the information to citizens.

Member Michael Jones left the meeting at 6:50 p.m.

Adjournment

There being no further business, the meeting adjourned at 6:52 p.m.