



City of Richmond

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

Meeting Minutes Organizational Development Standing Committee

Tuesday, January 3, 2023

5:00 PM

Council Chamber, 2nd Floor - City Hall

Members Present

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

Others in Attendance

Haskell Brown, City Attorney
Joyce Davis, Interim Council Chief of Staff
Pamela Nichols, Council Management Analyst
Tabrica Rentz, Deputy City Attorney
Candice Reid, City Clerk
RJ Warren, Deputy City Clerk

Call to Order

Chair Michael Jones called the meeting to order at 5:05 p.m., and presided.

Chamber Emergency Evacuation Plan Announcement

Upon the Chair's request, Deputy City Clerk RJ Warren provided information on the appropriate manner in which the Council Chamber is to be evacuated in the event of an emergency.

Approval of Minutes

There were no corrections or amendments to the minutes of the Monday, December 5, 2022 Organizational Development Standing Committee meeting, at 5:00 p.m., and the minutes were approved as presented.

[CD.2022.418](#) December 5, 2022 Organizational Development Standing Committee Meeting Minutes

Reports from City Administration, Council Staff and Other Parties

Annual Report of Reynolds Community College ~ Dr. Paula Pando, Reynolds Community College President

Dr. Paula Pando, President of Reynolds Community College, provided the committee with a presentation that showcased the developments at the Reynolds Community College as it approached its 50th Anniversary of operation.

A copy of the material provided has been filed.

[CD.2022.428](#) Reynolds Community College Presentation

Chair Michael Jones thanked Dr. Paula Pando for the presentation and stated that he was pleased with the development at the Reynolds Community College.

Member Ann-Frances Lambert asked for clarification on the other skill training available at the Reynolds Community College, specifically concerning criminal justice.

President Paula Pando shared information about the variety of skill training and certifications available at the Reynolds Community College, including the various criminal justice offerings and connections offered at the school.

Member Stephanie Lynch asked for clarification on the relationship between Richmond Public Schools and Reynolds Community College.

Dr. Pando stated that Reynolds Community College and Richmond Public Schools have a working relationship that is slowly building access to dual enrollment courses and building counseling options for more students.

Member Cynthia Newbille thanked Dr. Paula Pando for the presentation and for her hard work at Reynolds Community College. Ms. Newbille asked how much funding would be necessary to help further promote dual enrollment in Richmond Public Schools.

Dr. Paula Pando responded that Reynolds Community College is investing their funding into their downtown campus in hopes to build more dual enrollment and higher education opportunities for Richmond Public Schools students.

Member Andreas Addison stated his support for furthering the development of dual enrollment in Richmond Public Schools. Mr. Addison also stated his belief in the need for developing a relationship between Reynolds Community College and the local community in order to assess and provide relevant training and services for the workforce on a regular basis going forward.

Dr. Paula Pando shared that Reynolds Community College has a priority to help individuals that are seeking skills and training across the community.

Member Ellen Robertson shared her gratitude for Dr. Paula Pando's work and for Reynolds Community College.

Report on the Planned Real Estate Assessment Schedule

Lincoln Saunders, Chief Administrative Officer (CAO), presented the committee with information concerning the research findings of the misalignment of real estate assessments, and the development of the city budget. Mr. Saunders included an explanation of plans to move forward based on the findings, and he stated issues with real estate assessments specifically have to deal with timing of budget approval and assessment projections. Mr. Saunders underlined the findings that the city has been struggling with configuring a successful real estate assessment process for decades, and suggested developing a new streamlined and appropriately timed assessment process would solve current problems. CAO Saunders suggested changing the city's assessment year to match the city's fiscal year (July 1- June 30). Mr. Saunders updated the committee on the current progress of the research team, announcing that they were currently solving the technological issues concerned with updating the timing of the assessments.

A copy of the material provided has been filed.

[CD.2022.425](#) Real Estate Assessment Schedule Presentation

Member Ellen Robertson thanked Lincoln Saunders for his presentation. Ms. Robertson expressed her concern about the readiness of the implementation of the alignment, specifically if the Office of the City Assessor was prepared to move forward with the proposed adjustments and alignment, especially without the appropriate technology needed to implement it.

Richie McKeithen, City Assessor, shared his concern about the preparedness of the technological ability to implement the suggested changes. Mr. McKeithen requested an opportunity to hear more feedback from experts and researchers that have concluded such changes will be successful. Mr. McKeithen also warned that regardless of the timing change, there will still be some degree of prediction involved in the assessment process.

Member Robertson stated her support for the changes moving forward and expressed her hopes that all involved would further work together to ensure maximum preparedness for the implementations.

Member Andreas Addison mentioned his concern for timing, and expressed support for the changes currently suggested.

Member Ann-Frances Lambert left the meeting at 6:27 pm.

CAO Saunders clarified that the reassessment year would start in July of 2023, impacting the budget of the following year.

City Assessor McKeithen and CAO Saunders stated that updated technology was necessary in order for any of the changes to succeed.

Council Member Katherine Jordan asked for clarification of when the city would adopt tax rates and why it would be important to adopt them in 2023 and not the following year.

CAO Saunders clarified that the tax rates would be adopted alongside the budget in the month of May.

Member Katherine Jordan asked for clarification as to why the Office of Budget and Strategic Planning would now be in charge of the real estate assessment projections as opposed to the current City Assessor's Office. Ms. Jordan also asked for an update on the search for the technology necessary for making the proposed implementations.

City Assessor McKeithen shared that steps were currently being taken by the Office of Procurement Services to move forward with securing the necessary technology.

Member Stephanie Lynch suggested changes to the City Charter or other city codes to simplify the real estate assessment projections.

CAO Saunders responded that while it may be a legislative option, it would not produce the calendar changes necessary to minimize budgeting problems.

Sabrina Joy-Hogg, Deputy Chief Administrative Officer (DCAO) for Finance and Administration, shared that the other solutions, such as the one mentioned by Member Lynch, have been vetted and considered. DCAO Joy-Hogg added that after careful review it was discovered that pinpointing changes in the timing of the assessment itself would be the least disruptive and the most efficient way to move forward.

Member Cynthia Newbille asked for a timeline of implementation to clarify her understanding of the proposed assessment changes.

Member Reva Trammell shared her concern that the proposed changes to the real estate assessment would not be beneficial for the residents of her district.

Vice Chair Kristen Nye asked for an update on the status of the rebate checks and the timing of their release.

CAO Saunders reported that the rebate checks would be available by February 2023.

Chair Michael Jones closed discussion and suggested that topics of such weight be scheduled for more time in order to be adequately discussed. Chair Jones requested that the City Assessor's Office and administration work together as a team to continue planning for the implementation of changes.

Member Trammell shared a message from an individual in her district that was concerned that the tax rebate released in February would come too late for the tax payments due in January.

CAO Saunders responded that the tax rebate checks' earliest release was February, and shared that there were payment options available for residents that may need them.

Reports of Standing Committees

There were no reports of standing committees.

Consideration of Appointments to Boards, Commissions and Similar Entities

Pamela Nichols, Council Management Analyst, reviewed board vacancies for the committee's consideration.

A copy of the material provided has been filed.

[CD.2022.419](#) Quarterly Board Vacancy Report - Organizational Development
Standing Committee

Member Stephanie Lynch moved to forward the following appointments and reappointment applications to Council with the recommendation to approve:

Ethics Reform Commission:

Abigail Delaney

Peter McCourt

Human Rights Commission:

Shelley Allmond

Cassie Baudean

Maggie L. Walker Initiative Citizens Advisory Board Commission:

Charles Hall (reappointment)

Bendell Parker

The motion was seconded and approved: Ayes 8, Addison, Jordan, Robertson, Lynch, Trammell, Newbille, Nye, and Jones. Noes None.

Paper(s) for Consideration

There were no papers for consideration.

Discussion Item(s)

There were no discussion items.

Closed Session

At 7:08 p.m., Member Katherine Jordan moved that the Organizational Development Standing Committee hold a closed meeting pursuant to subdivision (A)(1) of section 2.2-3711 of the Virginia Freedom of Information Act to discuss and consider the appointment and salary of a new council Chief of Staff and to discuss the salaries of specific appointees or employees of the City Council.

The motion was seconded and approved: Ayes 8, Addison, Jordan, Robertson, Lynch, Trammell, Newbille, Nye, and Jones. Noes None.

Member Katherine Jordan motioned to exit closed session. The motion was seconded and approved: Ayes 7, Addison, Jordan, Robertson, Lynch, Newbille, Nye, Jones. Noes None. Trammell was excused.

Members reconvened in open session at 7:58 p.m.

Certification of Closed Meeting

WHEREAS, the Organizational Development Standing Committee has convened in closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Organizational Development Standing Committee that such closed meeting was conducted in conformity with Virginia law:

NOW, THEREFORE,
BE IT RESOLVED:

That the Organizational Development Standing Committee hereby certifies that to the best of each member's knowledge (i) only public matters lawfully exempt from open meeting requirements by Virginia law were discussed in the closed meeting to which this certifying resolution applies; and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Organizational Development Standing Committee.

WITNESS the following vote of committee members, as recorded by Candice D. Reid, City Clerk:

CERTIFYING:

DECLINING TO CERTIFY:

Michael J. Jones, Chair
Kristen N. Nye, Vice Chair
Andreas D. Addison
Katherine L. Jordan
Ellen F. Robertson
Stephanie A. Lynch
Reva M. Trammell
Cynthia I. Newbille

Adjournment

There being no further business, the meeting adjourned at 7:59 p.m.