



City of Richmond

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

Minutes

Organizational Development Standing Committee

Monday, November 7, 2016

5:00 PM

Council Chamber, 2nd Floor-City Hall

Committee Members and Staff in Attendance

The Honorable Council President Michelle Mosby ~ Chair
The Honorable Parker Agelasto ~ Member
The Honorable Jonathan Baliles ~ Member
The Honorable Kathy Graziano ~ Member
The Honorable Cynthia Newbille ~ Member
The Honorable Ellen Robertson ~ Member
The Honorable Charles Samuels ~ Member
Lou B. Ali, Council Chief of Staff
Haskell Brown, Deputy City Attorney
Jean Capel, City Clerk
Allen Jackson, City Attorney
Faye Smith, Senior Assistant City Clerk

Absent

The Honorable Council Vice President Chris Hilbert ~ Vice Chair
The Honorable Reva Trammell ~ Member

Call to Order

Chair Michelle Mosby called the meeting to order at 5:16 p.m. and presided.

Approval of Minutes

Committee member Kathy Graziano moved to approve the October 3, 2016 Organizational Development Standing Committee meeting minutes, which was seconded and approved. ~ **Vote: 7/0.**

Agenda Amendment

Senior Assistant City Clerk Faye Smith announced that the following items were removed from the agenda:

- Leaf Collection Presentation
- Adjacent Property Notice Mailings Discussion

Chair Michelle Mosby stated that the items will be heard at the Monday, November 14, 2016 Informal Council meeting.

Reports from City Administration, Council Staff and Other Parties

Discussion on Non-Departmental Application Process

Budget and Strategic Planning Director Jay Brown provided an overview of the non-departmental application process, budget, leverage and accountability, timeline, grant contracts, compliance and consideration of process enhancements.

Mr. Brown stated that currently, for fiscal year 2017, the non-departmental budget is \$47,000,000, in which \$6.4 million is earmarked for direct awards for grantees.

Mr. Brown stated that Ordinance 2010-169-2011-5, adopted by city council on January 2011, requires non-city entities receiving city funds, as a result of non-departmental budget appropriations, shall enter into a grant contract with the city prior to disbursement of city funds. He also stated that city administration's goal is to have workshops to ensure that the reporting requirements are known by each grantee and a city staff person is assigned to each grantee to serve as a primary contact for questions.

Mr. Brown advised the committee that in 2013 the non-departmental budget had a successful audit. He stated that city administration is looking at the following proposed enhancements for FY18-19:

- add applicant interviews to the application review process
- develop fiscal year end close-out report for existing grantees and distribute reports to councilmembers and staff
- research application process of other organizations for enhancements

Mr. Brown stated that he will send committee members the website link to the non-departmental application.

Economic and Community Development Deputy Director Denise Laws was available to answer questions from the committee.

A copy of the material provided has been filed.

Paper(s) for Consideration

There were no papers for consideration.

Reports of Standing Committees

None.

Consideration of Appointments to Boards, Commissions and Similar Entities

None.

Discussion Item(s)

Comprehensive Annual Financial Report (CAFR) Update

Deputy Chief Administrative Officer of Finance and Administration Lenora Reid provided the committee with an update regarding the FY 2015 CAFR. Ms. Reid reported that the city received its opinion letter regarding the 2015 CAFR on October 31st and received a clean opinion on the audit and stated that the unassigned fund balance has grown to approximately \$4.6M.

Ms. Reid shared the following growth regarding the unassigned fund balance:

- 2011 - \$64M
- 2012 - \$73M

- 2013 - \$75M
- 2014 - \$80M
- 2015 – approximately \$85M

Ms. Reid advised the committee that external auditor Grant Thornton, LLC will be present at the Monday, November 14, 2016, Informal Council meeting to present the 2015 CAFR. Ms. Reid thanked the committee for moving forward with the introduction of legislation for a new external auditor that will assist the city in moving forward in securing auditing services for 2016.

Adjournment

There being no further business to come before the committee, the meeting adjourned at 5:45 p.m.