



# City of Richmond

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

## Minutes

### Organizational Development Standing Committee

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Monday, March 7, 2016

5:00 PM

Council Chamber, 2nd Floor-City Hall

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#### **Committee Members and Staff in Attendance**

The Honorable Council President Michelle Mosby ~ Chair  
The Honorable Council Vice President Chris Hilbert ~ Vice 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  
The Honorable Reva Trammell ~ Member  
Lou B. Ali, Council Chief of Staff  
Haskell Brown, Deputy City Attorney  
Jean Capel, City Clerk  
Allen Jackson, City Attorney  
Alexander Rawles, Boards and Commissions Administrator  
Candice Reid, Deputy City Clerk  
Faye Smith, Senior Assistant City Clerk

#### **Absent**

#### **Call to Order**

Chair Michelle Mosby called the meeting to order at 5:25 p.m. and presided.

#### **Approval of Minutes**

Committee member Jonathan Baliles moved to approve the February 1, 2016 Organizational Development Standing Committee meeting minutes, which was seconded and approved. ~  
**Vote: 8/0.**

#### **Reports from City Administration, Council Staff and Other Parties**

##### **Richmond Transit Network Plan ~ Amy Inman, Economic and Community Development Multi-Modal Transportation Senior Administrator**

Amy Inman, Senior Administrator for Multi-Modal Transportation and Strategic Planning, presented the committee with information concerning the kickoff of the city's transit network plan. Ms. Inman answered questions from the committee and reported that the plan serves as a

blueprint and a vision for what the city wants in transit service delivery. She also reported that public input is being sought concerning the matter and she is available to attend civic/community meetings to present relevant information. Ms. Inman further reported that public engagement begins in April, lasting for a year, with twelve public information/input sessions, in addition to online information and an online survey.

*A copy of the information provided has been filed.*

### **Changes to I-95/I-64 Ramps ~ M. S. Khara, Deputy Director, Department of Public Works**

M. S. Khara, Deputy Director/City Transportation Engineer, and Michael Sawyer, City Transportation Engineer, both from the Department of Public Works, provided a presentation to the committee titled “Virginia’s House Bill 2: Transportation Construction Funding Prioritization Process.”

Mr. Sawyer reported that information concerning eleven projects, recommended for the Richmond District, is accessible online at [www.virginiahb2.org](http://www.virginiahb2.org).

Mr. Khara reviewed the upcoming schedule, answered questions regarding traffic concerns and identified projects and related priorities.

*A copy of the information provided has been filed.*

### **Discussion Item(s)**

#### **Comprehensive Annual Financial Report (CAFR) Update ~ Lenora Reid, Deputy Chief Administrative Officer – Finance and Administration**

Lenora Reid, Deputy Chief Administrative Officer – Finance and Administration, advised the committee that she was in the process of reviewing the second draft of the CAFR. Ms. Reid also advised the committee that auditors continue to have follow-up questions and additional new prepared by client (PBC) items. She further advised the committee that the single audit for 2014 needs to be completed prior to the issuance of the CAFR. She reported that an appraisal on The Diamond and the issuance of Richmond Public Schools (RPS) financial statements are needed for auditors to move forward on the 2015 single audit. She answered questions from committee members and also reported that an appraisal on The Diamond was expected in approximately one week and RPS’s CAFR should be issued in a few weeks. Ms. Reid stated that the city’s 2015 CAFR will be issued the end of March or early April, at the earliest.

Councilman Parker Agelasto expressed discontent regarding the process of issuing the CAFR.

Selena Cuffee-Glenn, Chief Administrative Office for the city, reaffirmed Ms. Reid’s statements to the committee and reported that information communicated has been very straightforward and honest as it relates to the process. She also reported that she will continue to provide updates and consistent information to the committee concerning the matter.

Ms. Reid reported that she will have departmental–level General Fund Budget to Actual information forwarded to committee members.

Vice Chair Chris Hilbert reported that he shares Mr. Agelasto's frustration; however Ms. Cuffee-Glenn and Ms. Reid were the only individuals to appear before the committee stating when a CAFR would be received and miss it by only two business days; he commended them for that.

### **Paper(s) for Consideration**

**Committee member Charles Samuels moved to continue the following paper to the April 4, 2016 Organizational Development Standing Committee meeting, which was seconded and approved ~ Vote 9/0**

RES. 2016-R008 - To formally adopt, for itself, the Council Liaisons, and the employees in the Council Chief of Staff's office, the Operational Policies and Procedures Manual issued by the Council Chief of Staff, as updated by the Council Chief of Staff from time to time, to the extent consistent with applicable law.  
**Patron:** Mr. Samuels

Committee member Charles Samuels introduced Res. 2016-008 stating that the proposed manual was started under the leadership of the former council chief of staff and has now been completed.

Committee member Reva Trammell expressed concerns relative to not having sufficient time to review the proposed manual.

Lou Brown Ali, Council Chief of Staff, reported that the proposed manual contains internal policies and procedures which support the operations of council and only applies to council and the Council Chief of Staff Office. She stated that references to council liaisons may appear in the manual; however, it only applies to council liaisons in instances where city polices would apply to any city employee.

Committee member Parker Agelasto reported that updates were needed to the manual citing the state law requiring council members to submit a budget for district discretionary funds and other areas. Mr. Agelasto also reported that it would be helpful for everyone to review the draft manual and ensure it is current and accurately reflects the council's goals and objectives.

Committee member Trammell requested that the paper be continued for thirty days.

Committee member Charles Samuels advised Committee member Trammell that he would provide clarity to her off-line later that week concerning the manual.

Vice Chair Hilbert expressed the importance of having the manual in place and leading by example.

### **Reports of Standing Committees**

None

### **Consideration of Appointments to Boards, Commissions and Similar Entities**

Alexander Rawles, Boards and Commissions Administrator, reviewed board applications for

consideration by the committee.

**Committee member Charles Samuels moved to approve the following appointments, which was seconded and approved – Vote 9/0:**

**Audit Committee**

- Donald T. Cowles - Lawyer or have experience in the financial services industry which may include but is not limited to banking and accounting
- Joseph C. Kearfott - Member of the business community of the city

**Committee member Kathy Graziano moved to approve the following appointment and have consideration of the vacant citizen seat, for the same entity, continued for thirty days, which was seconded and approved – Vote 9/0:**

**Richmond Regional Planning District Commission**

- Rodney Poole – Member of the City Planning Commission

Mr. Rawles reported that the Land, Use Housing and Transportation Standing Committee interviewed applicants for appointment to the City Planning Commission, earlier that day, who recommended appointing Max Hepp-Buchanan.

**Committee member Charles Samuels moved to approve the following appointment, which was seconded and approved – Vote 9/0:**

**City Planning Commission**

- Max Hepp-Buchanan – Member

Mr. Rawles reminded the committee that applications for the Richmond Redevelopment and Housing Authority (RRHA) tenant representative vacancy were reviewed at the last Organizational Development Standing Committee meeting. He stated that, at that time, the decision was made by the committee to have a resolution crafted to adjust how such appointments are made. He also stated that the committee decided to delay appointment, for the current vacancy, until after such legislation is enacted.

Committee member Cynthia Newbille reported that she and committee member Ellen Robertson will discuss proposed time limitations regarding the RRHA tenant representative seat and, in response to a request from committee member Parker Agelasto, Ms. Newbille stated that she will include him in those discussions.

**Discussion Item(s) - Continued**

**General Assembly Legislative Update ~ Ron Jordan, Advantus Strategies**

Ron Jordan, Vice Chairman/Managing Director – Advantus Strategies, provides the committee with General Assembly legislative updates that included, but were not limited to, the following:

### **Community Wealth Building**

Unable to get funding for community wealth building; he will continue trying.

### **Carillon**

\$1.5M in the state budget for the Department of General Services to do renovations on the Carillon.

Budget language exists to transfer operation and maintenance of the Carillon from the city back to the state (owner).

### **Affordable Housing Trust Fund**

Currently receives \$4M annually; Governor increase it to \$10M. The House eliminated the new funding entirely and the Senate made a reduction approving a \$2M annual increase.

### **Mental Health Services**

Almost everything the Governor introduced in the mental health area was preserved by both houses. More funding to expand eligibility to 80% for waiver services for the seriously mentally ill along with 150 more individual and family waivers.

### **Food Deserts**

Governor previously added \$5M in each year's biennium to launch a program to create 10 retail food establishments to help finance them in areas without supermarkets or access to fresh nutritious foods along with \$250,000 annually and two new positions to promote Virginia grown products and establish a specialist for the organic-grown products market.

The House eliminated all funding for the initiative except for the specialist for the organic-grown products market.

Senate approved \$1.4M annually for the Retail Food Establishment Financing Program but eliminated the two new positions

### **Satellite Office for 8<sup>th</sup> District**

Committee member Reva Trammell advised the committee that she would like to use space within the Hickory Hill Community Center as a satellite office due to the convenience it offers citizens. She reported that the location had been previous used by a former council member. She also reported that, if use is allowed, she would not use the location after 9:00 p.m., when it is not staffed, when activity is taking place at the facility and she will not use it as a campaign office.

Committee member Kathy Graziano advised the committee that the matter should be considered closely citing precedence concerns.

Committee member Ellen Robertson stated that she supports the idea and expressed concerns relative to private property satellite offices and city-owned property for satellite offices citing a similar and previous instance resulting in individuals being ousted.

Chair Mosby expressed the importance of researching the matter further and advised Ms. Trammell that she will look into it.

### **Council's Budget Review Process ~ Council Staff**

Vincent Jones, Deputy Council Chief of Staff, reviewed upcoming budget review process and council's established priorities.

Committee member Charles Samuels requested that budget documentation be provided to them 48 hours in advance so they may be reviewed in advance and questions may be asked when presentations are provided. He expressed discontent relative to receiving information at the last minute.

Chair Mosby suggested that budget staff be included in meetings relating to budget discussions.

Committee member Ellen Robertson suggested that council members contact Ms. Lou Ali for determining which staffers are to be present at such discussions.

It was the consent of the committee to have the Council Chief of Staff Office relay to city administration that, with the full support of the council, changes made to budget presentations, after they are provided to the council, are to be highlighted and/or easily identifiable.

*A copy of the information provided has been filed.*

### **Adjournment**

There being no further business to come before the committee, the meeting adjourned at 7:34 p.m.

**Next Meeting: April 4, 2016 - 5:00 p.m., Council Chamber, 2nd Floor City Hall**

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