



City of Richmond

900 East Broad Street
Richmond, VA 23219
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Minutes

Governmental Operations Standing Committee

Wednesday, October 26, 2017

5:00 PM

Council Chamber, 2nd Floor - City Hall

Committee Members and Staff in Attendance

The Honorable Andreas Addison – Chair
The Honorable Kimberly Gray – Vice Chair (*late arrival*)
The Honorable Parker Agelasto – Member (*early departure*)
Lou Brown Ali, Council Chief of Staff
Debra Bowles, Assistant City Clerk
Haskell Brown, Deputy City Attorney
Joyce Davis, Council Policy Analyst
Charles Jackson, Council Budget Analyst
Alexander Rawles, Boards and Commissions Administrator
Candice Reid, Interim City Clerk

Call to Order

Chair Andreas Addison called the meeting to order at 5:05 p.m.

Evacuation Announcement

Upon the chair's request, Debra Bowles, assistant city clerk, provided information on the appropriate manner in which the Council Chamber is to be evacuated in the event of an emergency along with citizen speaker guidelines.

Public Comment

None

Vice Chair Kim Gray arrived and was seated.

Approval of Minutes

Member Parker Agelasto moved to approve the minutes of September 27, 2017, which was seconded and unanimously approved.

Paper(s) for Consideration

Member Parker Agelasto moved to continue the following paper to the November, 2017 Governmental Operations Standing Committee meeting, which was seconded and unanimously approved:

RES. 2017-R079

To amend the Rules of Procedure adopted by Res. No. 2017-R001, adopted Jan. 3, 2017, as previously amended by Res. No. 2017-R013, adopted Mar. 27, 2017, Res. No. 2017-R017, adopted Mar. 27, 2017, and Res. No. 2017-R032, adopted Jun. 26, 2017, for the purpose of requiring a formal City Council meeting to be held on the fourth Monday of the month of October.

Patron: Ms. Larson

Board Vacancies

Boards and Commissions Administrator Alexander Rawles reviewed board applications for consideration by the committee.

Member Parker Agelasto moved to forward the following appointments and reappointment to Council with the recommendation to approve, which was seconded and unanimously approved:

Board Name	Criteria for Appointment	Applicant Name
City Personnel Board	Resident of the city of Richmond * (1 vacancy)	Larry N. Johnson, Sr.
Sister Cities Commission	Reside or work in the city of Richmond (5 vacancies)	William Egen (reappointment)
		Hwan Hill

Member Agelasto inquired if the Mayor's Office had communicated when the mayoral appointment nominee for the Richmond Retirement System (RRS) would be made. Mr. Agelasto asked Mr. Rawles to convey to the Mayor's Office his request that a city retiree, who is eligible to receive benefits from the Richmond Retirement System, be appointed to the current vacancy.

Mr. Rawles stated that he had been involved in discussions relating to the mayoral appointments for various boards and commissions; however, he does not know when the Mayor plans to address the vacancy in question. Mr. Rawles also stated that he would convey Member Agelasto's request to the Mayor's Office.

Presentation(s)

Human Resources Vacancy Report

Interim Director of Human Resources Korita Jones provided an overview of the staffing, vacancy and turnover report based upon the first quarter of FY18 compared to FY17. Ms. Jones noted that the first quarter of the fiscal year is normally when recruitment efforts are strong to fill additional full-time employee (FTE) positions; however, she noted that approximately 5% of the vacant positions are unfunded at this time.

Ms. Jones stated that the turnover report compares the first quarter of FY18 with information of the previous four years and stated that it is too early to indicate projection of the current fiscal year; however the city's turnover trend is approximately 10.4%, which is lower than the national average of 15%. Ms. Jones also stated that the city is currently in the second quarter of the fiscal year which is normally the time period in which resignations and retirements increase. Ms. Jones additionally stated that offices can experience a greater percentage of turnover when there is a change in the Mayoral administration. Ms. Jones reported that the separated employee data excludes retirements and deaths and, within the FY18 first quarter, there have been 46 separations.

Ms. Jones followed up by stating competitive salaries are first and foremost for recruiting top applicants. Ms. Jones further stated that competitive salaries and benefits are an effective way to retain high-level employees, noting that tuition reimbursement should be considered in all departments for those employees that show an interest in furthering their education as opposed to select departments. In conclusion, Ms. Jones stated that the city can be on the list of top employers provided the city makes recruitment a priority.

Member Agelasto thanked Ms. Jones for the detailed report; however, he expressed concern that the city is spending considerable resources on training employees in high stress areas who subsequently leave city employment to pursue positions elsewhere. Mr. Agelasto noted that Police Chief Alfred Durham had stated that his desire was to implement that an officer would commit to one year after the completion of training and asked if there could be implementation of a similar program in additional departments to recover the city's investment on employees.

Ms. Jones responded that it does appear the city is becoming a “training ground” and believes that an implementation of a similar program after initial training or after completion of educational incentives would be beneficial to make this a standard across the city.

Vice Chair Kim Gray asked if the city is looking at what is truly required to work positions within the Department of Social Services based upon the high case load of individuals and also asked if new employees are being hired with unrealistic information. Public Works Director Bobby Vincent was also present to answer questions regarding staffing levels in his department. Ms. Gray also requested a breakdown of vacancies by specific positions within the Departments of Public Works (DPW), Public Utilities (DPU) and Information Technology (DIT).

Ms. Jones stated that she did not want to speak for the Director of Social Services Shunda Giles; however, she was aware that Ms. Giles has been making great strides to retain the Social Services workforce. Ms. Jones also stated that she would work with DPW, DPU and DIT to generate specific information relating to the employment needs of each department.

A copy of the material provided has been filed.

Code Enforcement Operations

Deputy Chief Administrative Officer for Planning and Economic Development Lee Downey provided an overview of the city’s code enforcement division, which included the current organizational plan and the proposed organizational plan. Mr. Downey expressed a need for an internal coordinator and cross-training of code enforcement groups. Mr. Downey also explained the needs required to implement the new organizational plan which include a complaint intake group, the possibility of additional inspector positions and cross training of the intake group and code inspectors. The implementation of this structural change would mean an additional budget request for positions, cross training and continuing education.

A copy of the material provided has been filed.

Member Parker Agelasto left the meeting.

Overview of Fleet Management

Administrative Project Analyst for the Department of Public Works William Berkel reviewed information regarding the city’s fleet management in which they service over 2200 pieces of equipment, support 30 departments and supply fuel to vehicles and equipment. Mr. Berkel stated that two consultant studies have been completed within the past four years in which both studies suggested that the fleet needs \$7-\$10M per year for equipment life cycle correction. Mr. Berkel further stated that implementing this corrective measure could minimize current operational challenges. Mr. Berkel also stated that the department is reviewing the possibility of different rates for fleet servicing as opposed to a flat fee; however, the review has not been completed.

A copy of the material provided has been filed.

Overview of Department of Public Works Dashboard

Interim Deputy Director for Operations Torrence Robinson and GIS Access Manager Chad Phillips of the Department of Public Works provided information relating to initiatives that have been started within the department. Mr. Robinson stated that the department is working on procedures to track and monitor resources and assets. Mr. Phillips stated that the dashboard application was developed internally and did not require additional financial resources as it was built using resources that the city already owned. Mr. Phillips also stated that the program offers an opportunity to share the department’s data with others and shared an example of how the program works. Mr. Phillips stated that Director of Public Works Bobby Vincent will be providing Council with detailed information at the November 13th Informal Meeting.

Chair Andreas Addison stated that he appreciated their work in building this database.

A copy of the material provided has been filed.

Discussion Item(s)

It was the consensus of committee members to cancel the November and December committee meetings due to the holidays; however, should legislative action be needed, a special meeting of the committee would be held for that purpose.

Vice Chair Gray moved to reconsider the motion previously made to continue **Res. 2017-R079** to the November committee, to continue **Res. 2017-R079** to the January 2018 Governmental Operations Standing Committee meeting, which was seconded and unanimously approved.

Staff Report

Council Policy Analyst Joyce Davis provided the committee with the October staff report.

A copy of the material provided has been filed.

Adjournment

There being no further business, the meeting adjourned at 7:16 p.m.