



City of Richmond

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

Minutes

Governmental Operations Standing Committee

Thursday, September 24, 2020

12:00 PM

Council Chamber, 2nd Floor – Virtual Meeting

Committee Members and Staff in Attendance

The Honorable Andreas Addison – Chair (*late arrival*)
The Honorable Michael Jones – Vice Chair
The Honorable Cynthia Newbille – Member
The Honorable Ellen Robertson – Councilmember
Lawrence Anderson, Council Chief of Staff
Samson Anderson, Council Budget Analyst
Lisa Braxton, Council Management Analyst
Haskell Brown, Interim City Attorney
Meghan Brown, Deputy Council Chief of Staff
Joyce Davis, Council Policy Analyst
Jamie Isley, Assistant City Clerk
Candice Reid, City Clerk
RJ Warren, Deputy City Clerk

Call to Order

Vice Chair Michael Jones called the meeting to order at 12:03 p.m., and presided.

Citizen Speaker Guidelines

Upon the Vice Chair's request, Assistant City Clerk Jamie Isley provided the citizen speaker guidelines.

Electronic Meeting Announcement

Assistant City Clerk Jamie Isley, in accordance with Ordinance No. 2020-093, adopted April 9, 2020, as amended by Ordinance No. 2020-183, adopted August 20, 2020, announced the meeting would be held through electronic communication means. Assistant City Clerk Isley stated notice of the meeting was provided to the public through a public information advisory issued on September 17, 2020, and through Legistar on the city website in accordance with usual practice. She also stated members of the public were encouraged to provide comments in writing prior to the meeting and all comments received prior to 10:00 a.m., on Thursday, September 24, 2020, were provided to committee members. Ms. Isley indicated that members of the public who signed up to speak and provide comment would be called to speak at the appropriate time.

Public Comment

There were no public comments.

Approval of Minutes

There were no amendments or corrections to the meeting minutes of Thursday, August 27, 2020, and the committee approved the minutes as presented.

Board Vacancies

There were no board vacancies for review.

Presentation

Inspector General Fiscal Year 2020 Annual Report

Inspector General Jim Osuna presented the committee with an overview of the function and goals of the Office of the Inspector General (OIG). Mr. Osuna also provided an overview of the OIG caseloads, investigative and outreach services, impact of COVID-19 on the OIG, and staffing requests.

Chair Andreas Addison entered the meeting at 12:15 p.m. and presided.

Vice Chair Michael Jones inquired about the issuance of reports by the OIG.

Mr. Osuna informed the committee that the Association of Inspectors General recommends annual and semiannual presentations of OIG reports, and that the OIG hopes to implement those recommendations in the future. He proposed the creation of an Inspector General committee comprised of Council members to protect detailed information, whistleblowers and participants in OIG reports. Mr. Osuna further explained that details from a past OIG report were utilized to identify a whistleblower and subsequent retaliation occurred; he continued to discuss accountability and methods to ensure that the OIG is fully resolving cases before closing reports.

Vice Chair Jones asked about the process regarding investigations into minority procurement and malfeasance.

Mr. Osuna stated that procurement investigations regarding malfeasance are criminal in nature and that reports regarding procurement would be handled at the senior level. He further stated that the OIG would need an employee to be physically present within the Department of Procurement Services to provide oversight, and that some procurement violations may require reporting to state or federal authorities.

Member Cynthia Newbille thanked Mr. Osuna for presenting to the committee and mentioned plans to follow up with the OIG regarding the proposed councilmanic reporting entity.

Chair Andreas Addison requested Mr. Osuna return to a future committee meeting to further discuss and answer questions.

A copy of the material provided has been filed.

Papers for Consideration

Member Cynthia Newbille moved to amend the agenda as follows:

ORD. 2020-117

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a Records Management System User Agreement between the City of Richmond and Virginia Commonwealth University for the purpose of contracting for the use of equipment and materials as allowed by Va. Code § 15.2-1736 by allowing the Virginia Commonwealth University Police Department to become an operational user of the

Department of Police's records management system for the input, retrieval, and storage of records and facilitating interoperability between the Department of Police and the Virginia Commonwealth University Police Department.

Patron: Mayor Stoney

To be continued to the December 24, 2020, Governmental Operations Standing Committee meeting, the motion was seconded and unanimously approved.

The following ordinance was considered:

ORD. 2020-201

To amend and reordain City Code § 27-283, concerning performance measurements for the special parking districts program, for the purpose of changing the due date for the submission of the annual study from March 1 of each year to September 1 of each year.

Patron: Mayor Stoney

Lynne Lancaster, Department of Public Works deputy director of parking and shared mobility, introduced ORD. 2020-201.

There were no further comments or discussions and **Vice Chair Michael Jones moved to forward ORD. 2020-201 to Council with the recommendation to approve, which was seconded and unanimously approved.**

The following ordinance was considered:

ORD. 2020-202

To amend and reordain City Code § 8-545, concerning the establishment of fees for licenses to temporarily use Main Street Station or portions thereof, for the purpose of authorizing the Chief Administrative Officer to appoint a designee to license Main Street Station or any portion thereof for temporary use by the public.

Patron: Mayor Stoney

Lynne Lancaster, Department of Public Works deputy director of parking and shared mobility, introduced ORD. 2020-202, and explained that designating a signatory to expedite leases would assist in expediting turnaround often requested by clients of Main Street Station.

Chair Andreas Addison inquired about ways in which the city could utilize electronic signatures on forms that require a designated signature to expedite city processes.

There were no further comments or discussions and **Member Cynthia Newbille moved to forward ORD. 2020-202 to the Council with the recommendation to approve, which was seconded and unanimously approved.**

The following resolution was considered:

RES. 2020-R056

To request that the Chief Administrative Officer cause the Department of Finance and the Department of Human Resources to conduct a study of the City's telecommuting workforce to determine if cost savings and other benefits have been derived from the telecommuting policies adopted by the City in response to the COVID-19 pandemic for the purpose of potentially continuing or expanding upon such policies after the pandemic.

Patron: Ms. Robertson

Councilor Ellen Robertson introduced RES. 2020-R056, and stated that the purpose of the resolution is to collect data and conduct analysis to determine whether there have been increases in effectiveness,

efficiency and cost savings regarding the city's telecommuting policies that were adopted in response to the COVID-19 pandemic.

Member Cynthia Newbille inquired about the reporting timeline for RES. 2020-R056.

Councilor Robertson explained that there is no reporting deadline for the resolution in order to enhance the creative process and allow for thorough examination. She further expressed openness to feedback from city administration along with the recommendation of a timeline and process by which the report is to be completed.

Member Cynthia Newbille moved to forward RES. 2020-R056 to the Council with the recommendation to approve, which was not seconded.

Chair Andreas Addison requested the committee receive feedback from city administration prior to action on the proposed resolution.

John Wack, Department of Finance director, informed the committee that it would be difficult to calculate cost savings in the categories outlined within RES. 2020-R056. He stated that it would be difficult to discern whether any cost savings were attributed to the moratorium on discretionary spending or from telecommuting practices. He further stated that comments from the Department of Finance and the Department of Human Resources are outlined within the fiscal impact statement.

A copy of the material provided has been filed.

Mona Adkins-Easley, Department of Human Resources interim director, stated that there is currently no mechanism to determine whether low attrition rates are due to teleworking, or factors of the COVID-19 pandemic. Ms. Adkins-Easley informed the committee of issues within the Department of Human Resources regarding telework such as lack of equipment and duties that must be performed in person.

Vice Chair Michael Jones expressed his belief that the chief administrative officer and departmental leadership should be responsible for the creation and implementation of telecommuting policy within their respective departments.

Member Newbille noted that the purpose of RES. 2020-R056, is to review whether telecommuting is beneficial to the city.

Chair Addison agreed with Member Newbille's statements, and inquired about discussing telecommuting and RES. 2020-R056, at a future Organizational Development Standing Committee meeting. He stated the importance of identifying areas of cost savings over the course of the COVID-19 pandemic.

Councilor Ellen Robertson reiterated earlier statements regarding the purpose and intent of RES. 2020-R056. She expressed the belief that telecommuting has proven beneficial for many businesses during the COVID-19 pandemic, and that it would be in the city's best interest to examine the matter further. Councilor Robertson further stated that she would be amenable to the committee recommending RES. 2020-R056, be continued.

Member Cynthia Newbille amended her previous motion, and moved to continue RES. 2020-R056 to the November 26, 2020, Governmental Operations Standing Committee meeting.

Chair Addison requested the Council President consider the inclusion of RES. 2020-R056, as a discussion item on the agenda for the October 5, 2020, Organizational Development Standing Committee meeting.

Vice Chair Jones noted the importance of Council oversight, and questioned whether RES. 2020-R056, is a matter of oversight or legislative action. He also expressed support for the matter to be discussed at the next Organizational Development Standing Committee meeting.

There were no further comments or discussions and **the motion to continue RES. 2020-R056 to the November 26, 2020, Governmental Operations Standing Committee meeting, was seconded and unanimously approved.**

Discussion Item(s)

There were no items for discussion.

Staff Report

Joyce Davis, Council policy analyst, provided the committee with the September staff report.

A copy of the report provided has been filed.

Adjournment

There being no further business, the meeting adjourned at 1:16 p.m.