



City of Richmond

900 East Broad Street
Richmond, VA 23219
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Minutes

Governmental Operations Standing Committee

Thursday, May 25, 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
The Honorable Parker Agelasto – Member
The Honorable Cynthia Newbille – Vice President
Lou Brown Ali, Council Chief of Staff
Debra Bowles, Assistant City Clerk
Haskell Brown, Deputy City Attorney
Meghan Brown, Deputy Council Chief of Staff
Joyce Davis, Council Policy Analyst
Charles Jackson, Council Budget Analyst
Alexander Rawles, Boards and Commissions Administrator
Candice Reid, Deputy City Clerk

Call to Order

Chair Andreas Addison called the meeting to order at 5:06 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

Paper(s) for Consideration

Vice Chair Kim Gray moved to continue the following paper to the June 22, 2017 Governmental Operations Standing Committee meeting, which was seconded and unanimously approved:

ORD. 2017-071

To (i) repeal Ord. Nos. 89-202-180, adopted Jul. 10, 1989; 89-203-181, adopted Jul. 10, 1989; 94-156-147, adopted Jun. 27, 1994; 96-172-155, adopted Jun. 10, 1996; 98-200-251, adopted Jun. 22, 1998; and 2004-356-351, adopted Dec. 13, 2004; (ii) repeal art. III, §§ 26 and 31 of the pay plan adopted by Ord. No. 93-117-159, adopted May 24, 1993; and (iii) amend art. III of the pay plan adopted by Ord. No. 93-117-159, adopted May 24, 1993, by adding therein new §§ 26A (concerning reduction-in-force), 26B (concerning severance), and 26C (concerning amicable departure agreements); all for the purpose of revising the City's provisions governing severance pay for classified and unclassified employees, including senior executive employees.

Patron: Ms. Gray

Member Parker Agelasto moved to forward the following paper to the June 12, 2017 Council meeting with recommendation to approve, which was seconded and unanimously approved:

RES. 2017-R028

To request the Chief Administrative Officer to prepare and implement appropriate policies to require vending machines located on City-controlled property to be stocked with an appropriate percentage of nutritious food and beverage options that meet specified nutritional standards and applicable procurement policies.

Patrons: All Members of Council

Management Analyst II for Human Services Michael Winborne provided information relating to the proposed resolution and stated that the resolution was created to change the way employees and citizens view food vending. Mr. Winborne also stated that a pilot program has been implemented for six months, and upon its completion, the data from the vending machines will be compiled for reporting purposes. Mr. Winborne stated that healthy beverages will be available after the pilot ends. Mr. Winborne further reported that the city is working in conjunction with the American Heart Association, the Healthy Richmond Campaign and the Employee Wellness program, on this initiative.

Vice President Cynthia Newbille thanked City administration, Council staff and the American Heart Association for their due diligence in making the Healthy Eating Act resolution, which was adopted in January, a reality for Richmond employees and citizens.

Senior Government Relations Director for the American Heart Association Robin Gahan stated that all food vending machine are to improve the wellbeing of Richmond citizens.

Approval of Minutes

Vice Chair Gray moved to approve the minutes of March 23, 2017, which was seconded and approved by the following vote: Ayes 2, Gray, Addison; Noes, None; Abstentions 1, Agelasto.

Presentation(s)

Library Services in the City of Richmond

Director of the Richmond Public Library Scott Firestine provided updates regarding the Richmond Public Library (RPL). Mr. Firestine stated that RPL launched a new website and completed a challenge match grant to create a Young Adult, Digital Media and Collaborative Space at the Main Library. Mr. Firestine stated that Phase I of the branch library renovations are being completed with the West End Library being finalized on June 28th. Mr. Firestine also stated that the libraries offer outreach programs to citizens of all ages through teamwork, creativity and neighborhood partnerships. Mr. Firestine reported that there were over 900,000 visits, 726,000 items circulated and 205,423 internet sessions for research and employment during FY16. Mr. Firestine further stated that the goals of RPL are to provide a library card to every child and young adult under 18 and to expand early childhood literacy for pre-school children. Mr. Firestine stated that renovation of the main library will take place in Phase II of the master plan.

A copy of the material provided has been filed.

Department of Information Technology

Interim Director of Information Technology (DIT) Charles Todd provided an overview of the department and stated that DIT employees try very hard to keep the existing infrastructure and software components working. Mr. Todd reported that the department is developing a 12, 24 and 36 month assessment of DIT needs. Mr. Todd also reported that DIT was able to replace 50% of the city's desktop phones; however, it is important that the remaining 50% be replaced within FY18. Mr. Todd also stated that the email system has been upgraded from 2003 to 2010 but an additional upgrade to 2013 is needed, and informed the committee that Microsoft has moved from license ownership to a subscription model for Office 365. Mr. Todd further stated that the approved FY18 budget provides enough funding to fill all job vacancies within the department.

A copy of the material provided has been filed.

Paper(s) for Consideration

Vice Chair Gray moved to forward the following paper to the June 12, 2017 Council meeting with recommendation to approve, which was seconded and unanimously approved:

ORD. 2016-099

To amend sections 21-4, 21-42, 21-44, 21-50, 21-63, and 21-67 of the City Code, concerning public procurement, for the purpose of reflecting amendments to state law that Va. Code § 2.2-4343(A)(12) requires the City to follow.

Patron: Mayor Stoney

Director of Procurement Services Ed Gibbs introduced the proposed ordinance stating that the primary changes that could impact Richmond relate to design build and construction management contracts. Mr. Gibbs stated that the city currently uses the alternative methods of procuring a contract with one company that can offer design and construction builds or construction management in which two companies work together with a guaranteed maximum cost; however this does require two procurement transactions to complete. He also stated that the additional changes concern performance, bid and payment bonds; however, under the current city policy, bonds are required for any project over \$100,000 and thus will not impact the city.

Member Agelasto moved to forward the following paper to the June 12, 2017 Council meeting with recommendation to approve, which was seconded and unanimously approved:

ORD. 2017-100

To amend City Code § 2-761, concerning the classification of boards, commissions, and committees and requirements to make reports, for the purpose of allowing annual written reports instead of annual presentations as a reporting mechanism.

Patron: Ms. Gray

Vice Chair Gray introduced ORD. 2017-100 stating that the proposed ordinance allows flexibility of boards and commissions to present a written report, as opposed to a presentation, to the committee in which it is assigned.

Member Agelasto moved to continue the following paper to the June 22, 2017 Governmental Operations Standing Committee meeting, which was seconded and unanimously approved:

RES. 2016-R016

To establish a policy of the Council that the Council will appoint no person to the Board of Commissioners of the Richmond Redevelopment and Housing Authority to more than two consecutive full terms.

Patron: Mr. Agelasto

Member Agelasto requested that the proposed resolution be continued to the next scheduled meeting of the committee as the legislation serves as a place holder until appointment policy is standardized.

Boards and Commissions Administrator Alexander Rawles stated that he met with Deputy City Attorney Haskell Brown regarding requests that were made at a previous Organizational Development Standing Committee meeting relating to terms of specific boards and commissions that City Council can change. Mr. Rawles stated that discussion will be held at a future meeting of the Organizational Development Standing Committee.

Board Vacancies

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

Vice Chair Gray moved forward to Council, with recommendation to approve, the following appointments and reappointments, which was seconded and unanimously approved:

<u>Board Name</u>	<u>Criteria for Appointment</u>	<u>Applicant Name</u>
City Personnel Board	Resident of the city of Richmond	Shannon Dion Taylor
Sister Cities Commission	Reside or work in the city of Richmond	Thomas A. Lisk
		Rachel Snead (Reappointment)
		My Lan Tran (Reappointment)

Discussion Item(s)

Program Based Budget Process and Ordinance Outline

Chair Andreas Addison stated that the discussion is relating to the O & R request that will outline the budgeting process.

Director of Budget and Strategic Planning Jay Brown and Director of Finance John Wack thanked the committee for allowing them the opportunity to review the proposed ordinance prior to its introduction by Council. Mr. Brown stated that they are requesting the opportunity to discuss the proposal with Council staff to ensure uniformity.

Chair Addison stated that there would be a joint meeting of the Finance and Economic Development Standing Committee and the Governmental Operations Standing Committee on Monday, June 5th, at 3:00 p.m.

Staff Report

Council Policy Analyst Joyce Davis and Council Budget Analyst Charles Jackson provided the committee with the May staff report. Ms. Davis also informed the committee that an updated reporting format of the Annual Vacancy and Turnover Rates was provided from the Human Resources Department at the request of Member Agelasto.

A copy of the material provided has been filed.

Adjournment

There being no further business, the meeting adjourned at 6:45 p.m.