



## City of Richmond

900 East Broad Street  
Richmond, VA 23219  
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### Minutes

#### Organizational Development Standing Committee

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**Monday, November 5, 2018**

**5:00 PM**

**Council Chamber, 2nd Floor - City Hall**

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#### **Committee Members and Others in Attendance**

The Honorable Chris Hilbert – Chair  
The Honorable Cynthia Newbille – Vice Chair  
The Honorable Andreas Addison – Member (*Early departure*)  
The Honorable Parker Agelasto – Member  
The Honorable Kim Gray – Member (*Late arrival and Early departure*)  
The Honorable Michael Jones – Member (*Early departure*)  
The Honorable Kristen Larson – Member  
The Honorable Ellen Robertson – Member (*Late arrival*)  
The Honorable Reva Trammell – Member (*Early departure*)  
Lou Brown Ali, Council Chief of Staff  
Debra Bowles, Assistant City Clerk  
Haskell Brown, Deputy City Attorney  
Allen Jackson, City Attorney  
Candice Reid, City Clerk

#### **Call to Order**

Chair Chris Hilbert called the meeting to order at 5:05 p.m.

#### **Evacuation Announcement and Citizen Speaker Guidelines**

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.

*Councilor Kim Gray and Councilor Ellen Robertson arrived at 5:08 p.m. and were seated.*

#### **Approval of the Minutes**

Member Kim Gray moved to approve the meeting minutes of October 1, 2018, which was seconded and unanimously approved.

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

There were no reports for consideration.

#### **Reports of Standing Committees**

There were no reports for consideration.

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

Assistant City Clerk Debra Bowles reviewed board appointment applications for consideration by the committee.

Member Kim Gray moved to forward the following applicant to Council with the recommendation to approve, which was seconded and approved by consensus:

<u>Board Name</u>	<u>Criteria for Appointment</u>	<u>Applicant Name</u>
<b>Human Rights Commission</b> (13 members)	Adults who are residents of the city of Richmond and are broadly representative of the community with respect to race, color, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, marital status, disability, sexual orientation, transgender status, or gender identity. (1 vacancy)	Josie R. Mace

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

## Paper(s) for Consideration

There were no papers for consideration.

*Chair Chris Hilbert allowed Omar Aleem and Rodney Collier to address the committee regarding the need for assistance with a youth boxing program. Mr. Aleem stated that several of the youth have won competitions outside of the immediate area; however, the city should be able to host a state or regional boxing championship in which these youth could compete. Mr. Aleem stated that a championship event would generate revenue to support the youth boxing program and the city. Mr. Collier stated that the boxing program needs a new location and new equipment.*

*Members of the committee made positive statements regarding the youth boxing program. Members also made suggestions for city facilities that could possibly be available for training purposes and suggested that an application for non-departmental funds be completed for consideration during the next budget season.*

*Chief Administrative Officer Selena Cuffee-Glenn informed the committee that she had forwarded a request to the director of parks and recreation regarding the boxing program and the need for assistance. Ms. Cuffee-Glenn also informed the committee that she could not guarantee a commitment at this time but dialogue could begin regarding the program's needs.*

*Vice Chair Cynthia Newbille stated that long-term suggestions by committee members are appreciated; however, the boxing program has an immediate need for financial assistance. Ms. Newbille stated that she is willing to take the lead in assisting with the immediate need.*

## **Discussion Item(s)**

### **General Assembly Communications**

Council Chief of Staff (CCOS) Lou Brown Ali informed committee members that there has been concern voiced by delegation members regarding the need for Richmond to provide input on legislative items that are not addressed within the city's legislative packet but could impact the city. Ms. Ali stated that Advantus Strategies Managing Director Ron Jordan had provided the CCOS office with information regarding communication changes for the 2019 General Assembly Session. Ms. Ali also stated that Consultant Laura Bateman will disseminate information from the General Assembly by providing daily emails that identify specific bills of interest that will be heard in committee and those bills that will be considered by the General Assembly. Ms. Ali further stated that the point of contact for the Mayor's office is Chief of Staff Lincoln Saunders and for Council it is she and Policy Analyst Joyce Davis.

Council Policy Analyst Joyce Davis provided handouts to the committee that address better communication with legislators in a systematic approach. Ms. Davis stated that the communication provides a method of outreach to interact with the delegation and legislators.

Vice Chair Cynthia Newbille stated that a more strategic plan needs to be in place with more concrete details regarding Council's interaction with legislators.

Member Andreas Addison noted that the goal of the Governmental Operations Standing Committee was to coordinate Council's priorities. Mr. Addison asked if an official correspondence could be drafted to show all priorities in one document and stated that local delegates and senators need to understand the city's priorities and needs.

Chair Chris Hilbert announced a Council – School Board joint meeting is scheduled for Monday, December 17<sup>th</sup>, at the request of Richmond Public School Board Chair Dawn Page. Mr. Hilbert requested City Clerk Candice Reid to resend the information via email to Council members regarding the meeting.

Member Kim Gray voiced concerns regarding the school board and Council retaining the same lobbyist.

Ms. Davis stated that Richmond Public Schools (RPS) has a vacancy posted for a lobbyist position.

Chair Hilbert stated that the lobbyists for both entities could work together on the shared interests of Council and RPS.

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

### **Code Enforcement Issues**

Member Kristen Larson remarked that she had made the request that this item be placed on the agenda specifically regarding illegal signage within the city. Ms. Larson stated that it was her intent for the committee to share information to address the issues. Various members of the committee provided insight on specific concerns within their districts as they relate to zoning issues.

Interim Deputy Chief Administrative Officer for Economic and Community Development Douglas Dunlap spoke briefly regarding staffing and equipment purchases and addressed issues of planned deployment by the department.

Planning and Development Review Director Mark Olinger responded to questions that were provided by committee members. Mr. Olinger stated that updates were made last year in zoning codes regarding signage. Mr. Olinger noted that the \$500,000 increase in the budget was specifically identified for staffing, training, supplies and a full-time Community Assisted Public Safety (CAPS) manager. Mr. Olinger also stated that human resources has been consistently recruiting for code enforcement inspector I positions.

Code Enforcement Operations Manager John Walsh responded to questions regarding the accumulation of trash as opposed to littering.

Department of Public Works (DPW) Director Bobby Vincent stated that DPW has implemented a new inspection process to manage litter in the city and requested that committee members forward information to him directly with the addresses of concern.

Member Ellen Robertson voiced her concern regarding an article that was published on October 23<sup>rd</sup>, in the Richmond Times Dispatch that referenced blighted properties within the city. Ms. Robertson asked how much effort will be made to correct these situations.

Mr. Olinger responded to Ms. Robertson by stating that specific areas of the city that have had significant investment concentration are being given high priority as part of the tax sale or city auction.

Ms. Robertson requested permission to meet with staff to resolve or bring blight issues under control.

Committee member Michael Jones stated that he is committed to clean neighborhoods and corridors in the city and that there needs to be consistency regarding signage in challenging areas. Mr. Jones stated that businesses should not contact a Council member when the business is in violation of City Code. Mr. Jones also stated that legislation needs to be drafted to make a violation of City Code a serious matter.

Committee member Kim Gray commented on an apartment complex that pays a little more than a citizen for solid waste removal and noted that the complex has four supercans for twenty-three units and a business space.

Mr. Vincent responded that this is against the law as businesses are not allowed to have four supercans. Mr. Vincent stated that four supercans is not adequate for an apartment complex and inspectors will be visiting the site on the next business day. Mr. Vincent also requested that Council members ask citizens for the names of employees who inform them to call their Council member.

Committee member Reva Trammell requested that there be a closed session in the future regarding additional issues related to non-compliance of City Code.

### **Sidewalk Maintenance**

Committee member Reva Trammell requested that this item be placed on the agenda as a result of a discussion on pending legislation (**ORD. 2018-252**) at the October 30<sup>th</sup>, Public Safety Standing Committee meeting.

Department of Public Works (DPW) Director Bobby Vincent provided information regarding sidewalks stating that the infrastructure of a sidewalk is the responsibility of the city. Mr. Vincent stated that if masonry work needs to be done on a sidewalk, it is the city's responsibility and trash, debris and additional vegetation is the responsibility of the adjacent property owner. Mr. Vincent

noted that if a tree is in the public right-of-way and is causing damage to the sidewalk, then the tree and sidewalk are the responsibility of the city; however if the tree is on private property then the tree is the responsibility of the property owner. Mr. Vincent also noted that if a tree on private property is causing damage to the sidewalk in a public right-of-way, DPW is then willing to work with the property owner to resolve the matter.

Interim Deputy Chief Administrative Officer for Economic and Community Development Douglas Dunlap responded to Ms. Trammell's concerns regarding a specific property where the grass has become overgrown and is affecting a public sidewalk and trash has been dumped on the property. Mr. Dunlap stated that this is a code enforcement issue and the city staff might be able to cut the grass once a year.

*Member Andreas Addison exited the meeting at 6:48 p.m.*

Mr. Vincent stated that he has heard the concerns of committee members and the DPW employees that have been assigned to conduct inspections are currently receiving training to address specific issues. Mr. Vincent stated that time is needed to prove that the inspections will be beneficial to the city and citizens.

Based upon Mr. Vincent's statement that the city already has legislation in place to address these issues, member Ellen Robertson stated that she will be withdrawing **Ordinance 2018-202**.

### **Closed Session**

At 7:10 p.m., Councilor Kristen Larson moved that the Organizational Development Standing Committee of the City Council go into Closed Session pursuant to Section 2.2-3711(A)(7) of the Virginia Freedom of Information Act for the purpose of consultation with legal counsel pertaining to probable litigation, in particular, the litigation contemplated by Resolution No. 2018-R094, where such consultation or briefing in open meeting would adversely affect the litigating posture of the public body.

The motion was seconded and approved: Ayes 8, Jones, Robertson, Larson, Agelasto, Gray, Trammell, Newbille, Hilbert. Noes 0.

*Member Reva Trammell exited closed session at 7:40 p.m.*

*Member Kim Gray exited closed session at 8:08 p.m.*

*Member Michael Jones exited closed session at 8:39 p.m.*

Member Parker Agelasto motioned to exit closed session. The motion was seconded and approved: Ayes 5, Robertson, Larson, Agelasto, Newbille, Hilbert. Noes 0. Councilors reconvened in open session at 8:42 p.m.

### **CERTIFICATION OF CLOSED MEETING**

November 5, 2018

WHEREAS, the Organizational Development Standing Committee of the City Council of the City of Richmond Virginia, has convened in closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712(D) of the Code of Virginia requires a certification by this Committee that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE,

BE IT RESOLVED:

That the Organizational Development Standing Committee hereby certifies that to the best of each member's knowledge (i) only public matters lawfully exempt from open meeting requirements by Virginia law were discussed in the closed meeting to which this certifying resolution applies; and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Committee.

WITNESS the following vote of Committee members, as recorded by Candice D. Reid, City Clerk:

CERTIFYING:

Christopher A. Hilbert, Chair  
Cynthia I. Newbille, Vice Chair  
Kristen N. Larson  
Parker C. Agelasto  
Ellen F. Robertson

DECLINING TO CERTIFY:

**Adjournment**

There being no further business, the meeting adjourned at 8:45 p.m.