



City of Richmond

900 East Broad Street
Richmond, VA 23219
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Minutes

Organizational Development Standing Committee

Monday, May 4, 2020

5:00 PM

**Council Chamber, 2nd Floor - City Hall
(Virtual Meeting)**

Committee Members

The Honorable Cynthia Newbille – Chair
The Honorable Andreas Addison – Member (late arrival)
The Honorable Kim Gray – Member
The Honorable Michael Jones – Member
The Honorable Kristen Larson – Member
The Honorable Stephanie Lynch – Member
The Honorable Ellen Robertson – Member
The Honorable Reva Trammell – Member

Absent

The Honorable Chris Hilbert – Vice Chair

Others in Attendance

Lawrence Anderson, Council Chief of Staff
Haskell Brown, Interim City Attorney
Meghan Brown, Deputy Council Chief of Staff
Candice Reid, City Clerk
RJ Warren, Deputy City Clerk

Call to Order

Chair Cynthia Newbille called the meeting to order at 5:01 p.m., and presided.

Electronic Participation

Deputy City Clerk RJ Warren, in accordance with Ordinance No. 2020-093, adopted April 9, 2020, announced the meeting would be held through electronic communication means. Deputy City Clerk Warren stated notice of the meeting was provided to the public through a public information advisory issued on April 29, 2020, and through Legistar on the city website in accordance with usual practice. He 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 Monday, May 4, 2020, were provided to committee members. Mr. Warren indicated that members of the public who signed up to speak and provide comment would be called to speak at the appropriate time.

Citizen Speaker Guidelines

Deputy City Clerk RJ Warren provided citizen speaker guidelines.

Approval of the Minutes

There were no corrections or amendments to the minutes of the Monday March 2, 2020, Organizational Development Standing Committee meeting, at 5:00 p.m., and the minutes were approved as presented.

Paper for Consideration

The following ordinance was considered:

ORD. 2020-102

To amend the schedule of classifications and assigned ranges incorporated into section I of the Pay Plan adopted by Ord. No. 2018-319 on Jan. 14, 2019, for the purpose of revising the wording of certain classification titles and changing the pay ranges of certain classification titles, and to amend section III(B)(6) of the Pay Plan to revise the classification and assigned ranges for persons occupying unclassified positions in the courts for whom compensation is not fixed directly or indirectly by statute adopted by the General Assembly of Virginia.

Robin Redmond, Department of Human Resources division chief, compensation & benefits, provided the committee with an introduction and background information regarding the proposed ordinance. Ms. Redmond informed members, that as result of Council accepting the recommendations of the Gallagher Classification and Compensation Study, the proposed ordinance was drafted to create a new senior job classification, to add job titles that clarify unique duties and specialized positions, and would also increase grade level one for exempt employees in order to comply with Department of Labor requirements.

Member Andreas Addison joined the meeting at 5:06 p.m.

Member Kristen Larson inquired if the fiscal impact of the proposed ordinance was incorporated into the proposed FY 2021 budget pending before Council.

Jay Brown, Department of Budget and Strategic Planning director, stated he would meet with the Department of Human Resources to review any impact the proposed ordinance would have on the amended FY 2021 budget.

Member Ellen Robertson moved to forward ORD. 2020-102 to Council with a recommendation to approve, which was seconded and unanimously approved.

Discussion Items

Draft Budget Review Process

Chair Cynthia Newbille informed members that city administration and Council staff collaborated to draft a process for staff to provide Council with updates regarding the potential budget amendments necessary to address the COVID-19 pandemic's impact on the FY 2021 budget.

Jay Brown, Department of Budget and Strategic Planning director, provided members with a draft of the budget review process and discussed how the process would allow Council to review the COVID-19 pandemic's impact on the FY 2021 budget. Mr. Brown stated the process would provide the opportunity for city administration and Council staff to collaborate monthly to review city expenditures, revenues and other economic data associated with the city's budget. Mr. Brown also stated an objective of the process would be to gain a consensus between city administration and Council on how to address issues related to the city's FY 2021 budget through budget amendments. Mr. Brown informed members a resolution would be introduced at the May 11, 2020 Formal Council meeting regarding the finalized process.

A copy of the material provided has been filed.

Deputy Council Chief of Staff Meghan Brown informed members the process would provide Council and the mayor an opportunity to submit suggestions to staff regarding potential budget amendments necessary to the FY 2021 budget.

Member Kristen Larson inquired if members of Council would receive updates from staff monthly or quarterly. Member Larson requested the finalized process provide more detail regarding the timeline.

Jay Brown informed members the monthly report would be provided to members of Council and staff. Mr. Brown stated the team, consisting of city administration and Council staff, would begin collaboration in June.

Ms. Brown informed members that the team would review data from FY 2020, but the main focus of the team would be to analyze the impact of the COVID-19 pandemic on the FY 2021 budget.

Member Kim Gray expressed her concerns that Council members were not receiving enough information directly regarding the proposed FY 2021 budget and city finances.

Member Ellen Robertson inquired when members must provide staff with recommendations regarding the collaborative process before the introduction of a resolution at the May 11, 2020 Formal Council meeting.

Ms. Brown stated members should provide recommendations by 12:00 p.m., on Wednesday, May 6, 2020.

Proposed Changes to Richmond Regional Planning District Commission (RRPDC) Charter

Interim City Attorney Haskell Brown informed members that the RRPDC had requested feedback from local governing bodies regarding proposed amendments to the RRPDC Charter Agreement. Mr. Brown provided members with a copy of the proposed amendments, along with his drafted summary of each proposed amendment and its impact. Interim City Attorney Brown also informed members he was seeking consensus from the committee regarding approval or disapproval for each proposed amendment.

A copy of the material provided has been filed.

The following summarized RRPDC proposed amendments were considered by the committee:

1. Art. I, § 2. This provision currently requires the RRPDC's office to be located in the city of Richmond. The RRPDC's current office is located at 9211 Forest Hill Avenue, Suite 200. The proposed change would allow the RRPDC to relocate its office outside of the city so long as it is "centrally located within the Region." The term "Region" is not defined but presumably means the land area covered by the RRPDC's member jurisdictions. The argument in favor of this change is that the RRPDC may save funds on rent once its lease expires in 2021 if it can locate outside of the city. This change appears to be an important motivation for the RRPDC in amending the Charter Agreement. Currently, there appears to be no opposition to this change.

Interim City Attorney Brown informed members that the first proposed amendment would allow RRPDC to move its office location to outside of the city.

Member Kim Gray informed members that the RRPDC pays a high rental rate to be located within the city and the proposed amendment would allow RRPDC to find a central location at a lower rental rate. Member Gray expressed her support for the proposed amendment.

It was the consensus of the committee to support the proposed RRPDC Charter Agreement amendment.

2. Art. II, § 2. This provision currently sets the City's membership at four governing body members, one planning commission member, and one citizen member. The City's current governing body members are President Newbille and Councilwomen Gray, Larson, and Lynch, and the City's current planning commission member is Planning Commission Chairman Rodney Poole. The proposed change allows a governing body to authorize one of its governing body members to vote on behalf of more than one voting seat. The objective of this change is to make it easier for the RRPDC to obtain a quorum. Currently, there appears to be no opposition to this change.

Interim City Attorney Brown informed members the proposed amendment would provide the city with the ability to enable one of its governing body members to cast proxy votes on behalf of fellow governing body members. Mr. Brown stated the proposed amendment would make it easier for the RRPDC to reach a quorum at meetings.

Member Kristen Larson clarified that the voting amendment would only apply when members were absent from a RRPDC meeting, and not for every meeting when full membership was present.

It was the consensus of the committee to support the proposed RRPDC Charter Agreement amendment.

3. Art. II, § 5. This provision currently authorizes a governing body to appoint an alternate member "who may serve in lieu of one of the elected officials of that governing body." The current language is consistent with Va. Code § 15.2-4203(B)(4), which provides, "Should the charter agreement, as adopted, so provide, an alternate may serve in lieu of one of the elected officials of each of the governing bodies of the participating localities." The proposed change would allow an alternate member for each of a locality's governing body members and allow the alternate to be either another governing body member or a citizen of the member jurisdiction. It has been suggested that an employee of the member jurisdiction could also serve as an alternate. The proposed change seems contrary to Va. Code § 15.2-4203's stipulation of only one alternate per locality and could result in a situation where fewer than a majority of the votes on the RRPDC, which Va. Code § 15.2-4206(2) empowers to issue debt, are exercised by elected officials in contravention of Va. Code § 15.2-4203(B)(4)'s provision that "[a]t least a majority of [the RRPDC's] members shall be elected officials of the governing bodies of the localities within the district." Currently, opposition appears strongest to this change.

Interim City Attorney Brown informed members the proposed amendment would allow for an unlimited number of alternate members to serve on the RRPDC, which could include citizens and governing body employees, as well as governing body elected officials.

Member Kim Gray informed members she opposed the proposed amendment because she didn't believe a governing body employee, who may not live in the city, should have the authority to approve any debt issued by the RRPDC.

Member Ellen Robertson informed members she preferred that RRPDC membership only consist of elected officials.

It was the consensus of the committee to not offer support for the proposed RRPDC Charter Agreement amendment.

4. Art. III, § 1. This provision currently prescribes the terms of RRPDC members. Governing body members' terms are "coincident with their elected terms of office." Planning commission members' terms are "coincident with their appointed terms of office." Citizen members' terms of office are three years. The proposed change would replace these prescribed terms with a statement that terms "shall be determined by the respective governing body." Language providing that the term of an alternate member will be coincident with the "terms of office of their designated member of the

governing body" would be retained. Currently, there appears to be no opposition to this change.

Interim City Attorney Brown informed members the proposed amendment would clarify the terms of RRPDC membership to indicate that membership terms would be determined by the respective governing body.

It was the consensus of the committee to support the proposed RRPDC Charter Agreement amendment.

5. Art. IV, § 3. This provision currently provides that the Chairman of the RRPDC "shall not be eligible to serve consecutive terms." The proposed change would provide that the Chairman of the RRPDC "shall be eligible to serve no more than two consecutive terms." Customarily, office of Chairman has been rotated among the members. The argument in favor of the proposed change is that allowing the Chairman to serve more than one consecutive term allows for continuity and prevents a member newly elected to his governing body and newly appointed to the RRPDC from suddenly rotating into the chairmanship without any prior engagement with the RRPDC. Currently, there is some opposition to this change.

Interim City Attorney Brown informed members the proposed amendment would allow the RRPDC chairman to serve two consecutive terms as chairman rather than a single term.

Member Kristen Larson inquired about the term length of a RRPDC chairman and if it was common practice to promote the vice chairman to the position of chairman at the end of the chairman's term. Member Larson stated if promotion of the vice chairman was common practice, then she did not believe the proposed amendment was necessary.

Interim City Attorney Brown informed members the chairman term was one year and promotion of the vice chairman was traditionally the common practice of the RRPDC.

Member Ellen Robertson stated that with the common practice of promotion of the vice chairman, she did not believe the amendment was necessary and would not support it.

It was the consensus of the committee to not offer support for the proposed RRPDC Charter Agreement amendment.

Interim City Attorney Brown stated he would inform the RRPDC of the committee's review of the proposed RRPDC Charter Agreement amendments.

Adjournment

There being no further business, the meeting adjourned at 6:10 p.m.