



City of Richmond

900 East Broad Street
Richmond, VA 23219
www.rva.gov/office-city-cler

Draft Meeting Minutes Organizational Development Standing Committee

Monday, March 4, 2024

4:00 PM

Council Chamber, 2nd Floor - City Hall

Members Present

The Honorable Ann-Frances Lambert – Vice Chair
The Honorable Andreas Addison – Member (late arrival)
The Honorable Katherine Jordan – Member
The Honorable Nicole Jones – Member
The Honorable Cynthia Newbille – Member
The Honorable Ellen Robertson – Member (late arrival)
The Honorable Reva Trammell – Member

Absent

The Honorable Kristen Nye – Chair
The Honorable Stephanie Lynch – Member

Others in Attendance

Laura Drewry, City Attorney
LaTasha Holmes, Council Chief of Staff
Pamela Nichols, Council Management Analyst
Adam Poser, Deputy Council Chief of Staff
Tabrica Rentz, Deputy City Attorney
Candice Reid, City Clerk
RJ Warren, Deputy City Clerk

Call to Order

Vice Chair Ann-Frances Lambert called the meeting to order at 4:02 p.m., and presided.

Chamber Emergency Evacuation Plan Announcement and Citizen Speaker Guidelines

Upon the Vice Chair's request, Deputy City Clerk RJ Warren provided information on the appropriate manner in which the Council Chamber is to be evacuated in the event of an emergency.

Electronic Participation

Pursuant to Rule III(D)(4)(b) of Council's Rules of Procedure, Member Stephanie Lynch made a request to participate in the meeting via Microsoft Teams from her home, due to her need to render childcare for her minor children, which prevented her physical attendance. The committee members present were required to adopt a motion to approve Member Lynch's participation in the meeting by electronic communication means if it appeared to the body that her request complied with Rule III(D) of Council's Rules of Procedure. A motion was solicited from those members physically assembled to approve Member Lynch's participation in the meeting by electronic communication means.

Member Cynthia Newbille moved to allow Member Stephanie Lynch to participate in the meeting by electronic communication means. The motion was seconded and approved: Ayes 5, Jordan, Jones, Trammell, Newbille, Lambert. Noes None. Addison and Robertson had not yet arrived.

Approval of Minutes

There were no corrections or amendments to the minutes of the Monday, February 5, 2024 Organizational Development Standing Committee meeting, at 4:00 p.m., and the minutes were approved as presented.

[CD.2024.061](#) February 5, 2024 - Organizational Development Meeting Minutes

Member Ellen Robertson arrived at 4:05 p.m. and was seated.

Reports from City Administration, Council Staff and Other Parties

Meals Tax Update

Lincoln Saunders, Chief Administrative Officer (CAO), provided the committee with an update regarding the city's review of late fees and penalties associated to delinquent meals tax payments. CAO Saunders stated that the city was freezing penalties and interest on delinquent payments and balances, until the city can review each account at issue.

Member Ellen Robertson stated that she had discussions with city administration to better understand the issues and challenges related to the city's meals tax. Member Robertson also stated that it was important that the city be good stewards of tax collection, and she noted her concerns about the amount of work necessary to remedy issues with meals tax collection.

CAO Saunders stated he believed that the meals tax collection was the most complicated tax the city had, because it was a monthly tax and not an annual tax. CAO Saunders also stated that he was hopeful the city's new RVAPay online payment option would make it easier for businesses to better review their accounts and pay taxes on time. CAO Saunders further stated he would have continued discussions with individual Councilmembers to address improving the meals tax collection process.

Member Reva Trammell stated her concerns about the longevity of issues with the city's meals tax collection process. Member Trammell also stated that she believed all of Council should have been made aware of meals tax issues once the issues were first identified.

Council Chief of Staff Updates ~ LaTasha Holmes, Council Chief of Staff

Council Chief of Staff (CCOS) LaTasha Holmes provided the committee with an update regarding the Office of Council Chief of Staff operations, staffing, and engagement. CCOS Holmes stated that Council staff were collaborating with city administration regarding review of the upcoming city budget proposal.

Member Ellen Robertson requested that Council be provided an organizational chart describing Office of the Council Chief of Staff employees that notes responsibilities. Member Robertson also requested that members be provided documentation related to CCOS updates at future meetings.

Reports of Standing Committees

City Council standing committee chairs provided members with an update regarding committee action.

Member Cynthia Newbille stated that members should receive documentation regarding the upcoming city budget timeline and changes to the city's budget surplus processes.

Member Katherine Jordan provided an update on prior Governmental Operations Standing Committee action and stated that the committee would discuss the impact of potential state marijuana legislation on the city.

Member Andreas Addison arrived at 4:42 p.m. and was seated.

Consideration of Appointments to Boards, Commissions and Similar Entities

Pamela Nichols, Council Management Analyst, reviewed board vacancies for the committee's consideration.

A copy of the material provided has been filed.

[CD.2024.064](#) Board Vacancy Report - Organizational Development Standing Committee

Member Katherine Jordan moved to continue consideration of applications to the History and Culture Commission to the April 16, 2024, Land Use, Housing and Transportation Standing Committee meeting, which was seconded and approved: Ayes 7, Addison, Jordan, Jones, Robertson, Trammell, Newbille, Lambert. Noes None.

Paper(s) for Consideration

The following resolution was considered:

1. [RES. 2023-R024](#) To request that the Chief Administrative Officer cause the preparation of a study to identify a location in the Shockoe Bottom area of the city of Richmond for the National Slavery Museum.

Patrons: Ms. Newbille, Ms. Lambert and President Jones

Member Cynthia Newbille provided an introduction and additional information regarding the proposed resolution. Member Newbille stated that a continuance would be necessary to continue the work related to the National Slavery Museum.

There were no further comments or discussions and Member Cynthia Newbille moved continue RES. 2023-R024 to the May 6, 2024 Organizational Development Standing Committee meeting, which was seconded and approved: Ayes 7, Addison, Jordan, Jones, Robertson, Trammell, Newbille, Lambert. Noes None.

The following resolution was considered:

2. [RES. 2024-R009](#) To express the City Council's support for the City's participation in the United States Department of Transportation Federal Highway Administration's Bridge Investment Program for the purpose of funding the City's Lombardy Street CSX Bridge Replacement project.

Patrons: Mayor Stoney, Ms. Jordan, Mr. Addison, Vice President Lambert and Ms. Robertson

M Khara, Department of Public Works Deputy Director and City Engineer, provided an introduction and additional background information regarding the proposed resolution.

Vice Chair Ann-Frances Lambert inquired about the impact the bridge construction would have on Lombardy Street traffic.

M. Khara stated that construction would require the diversion of vehicle traffic away from the bridge, but he stated that the bridge construction would occur in stages to allow the continuous use for bicycle and pedestrian traffic.

Member Katherine Jordan inquired about the possibility of constructing a temporary bridge to allow for continued vehicle traffic.

John Kim, Department of Public Works City Bridge Engineer, and M. Khara, informed the committee that a temporary bridge would be too expensive, and that it would also require a new right-of-way agreement with CSX.

Member Andreas Addison inquired about the impact on GRTC bus travel.

M. Khara stated that GRTC bus traffic would need to be rerouted.

Member Katherine Jordan, Member Andreas Addison, and Vice Chair Ann-Frances Lambert requested to be added as co-patrons of RES. 2024-R009.

There were no further comments or discussions and Member Ellen Robertson moved to forward RES. 2024-R009 to Council with a recommendation to approve, which was seconded and approved: Ayes 7, Addison, Jordan, Jones, Robertson, Trammll, Newbille, Lambert. Noes None.

The following resolution was considered:

3. [RES. 2024-R010](#) To designate the property known as 2510 Lynhaven Avenue as a revitalization area pursuant to Va. Code § 36-55.30:2. (8th District)

Patrons: Mayor Stoney, Ms. Trammell, Ms. Robertson, Ms. Newbille, Vice President Lambert, Mr. Addison, Ms. Jordan and Ms. Jones

Michelle Peters, Department of Housing and Community Development Deputy Director, provided an introduction and additional background information regarding the proposed resolution.

Member Reva Trammell informed members of her support for the proposed resolution, and she stated that surrounding neighbors supported the intent of the legislation.

Member Reva Trammell, Member Ellen Robertson, Member Cynthia Newbille, Vice Chair Ann-Frances Lambert, Member Andreas Addison, Member Katherine Jordan, and Member Nicole Jones requested to be added as co-patrons of RES. 2024-R010.

There were no further comments or discussions and Member Cynthia Newbille moved to forward RES. 2024-R010 to Council with a recommendation to approve, which was seconded and approved: Ayes 7, Addison, Jordan, Jones, Robertson, Trammll, Newbille, Lambert. Noes None.

Discussion Item(s)

There were no discussion items.

Adjournment

There being no further business, the meeting adjourned at 5:15 p.m.