



City of Richmond

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

Meeting Minutes Organizational Development Standing Committee

Monday, December 5, 2022

5:00 PM

Council Chamber, 2nd Floor - City Hall

Members Present

The Honorable Cynthia Newbille – Chair
The Honorable Ellen Robertson – Vice Chair
The Honorable Michael Jones – Member
The Honorable Katherine Jordan – Member
The Honorable Ann-Frances Lambert – Member (early departure)
The Honorable Kristen Nye – Member
The Honorable Stephanie Lynch – Member (early departure)

Absent

The Honorable Andreas Addison – Member
The Honorable Reva Trammell – Member

Others in Attendance

Haskell Brown, City Attorney
Joyce Davis, Interim Council Chief of Staff
Tabrica Rentz, Deputy City Attorney
Candice Reid, City Clerk
RJ Warren, Deputy City Clerk

Call to Order

Chair Cynthia Newbille called the meeting to order at 5:36 p.m., and presided.

Chamber Emergency Evacuation Plan Announcement and Citizen Speaker Guidelines

Upon the 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 along with citizen speaker guidelines.

Approval of Minutes

There were no corrections or amendments to the minutes of the Monday, November 7, 2022 Organizational Development Standing Committee meeting, at 5:00 p.m., and the minutes were approved as presented.

[CD.2022.398](#) November 7, 2022 Organizational Development Meeting Minutes

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.2022.400](#) Quarterly Board Vacancy Report - Organizational Development
Standing Committee

David Alley, Department of Planning and Development Review Commissioner of Buildings, provided the committee with additional information regarding the Board of Building Code Appeals vacancy.

Member Ann-Frances Lambert moved to continue consideration of vacancies to the Human Rights Commission, to the January 3, 2023 Organizational Development Standing Committee meeting, and to forward the following appointment application to Council with the recommendation to approve:

Board of Building Code Appeals:
Charles Field

The motion was seconded and approved: Ayes 7, Jordan, Lambert, Nye, Lynch, Jones, Robertson, Newbille. Noes None.

Reports from City Administration, Council Staff and Other Parties

Richmond Region Tourism Annual Update

Jack Berry, Richmond Region Tourism President & Chief Executive Officer, and Katherine O'Donnell, Richmond Region Tourism Executive Vice President, provided the committee with a presentation that addressed tourism in the city and surrounding localities. Ms. O'Donnell also addressed Richmond Region Tourism's efforts to establish a Tourism Improvement District (TID) for the Richmond region. Ms. O'Donnell stated that a TID would help generate revenue to fund marketing and sales activities to benefit local hotels and tourism in the city.

[CD.2022.401](#) Richmond Region Tourism Presentation

Vice Chair Ellen Robertson stated her appreciation for the efforts of the Richmond Region Tourism team, and she informed members that she supported the establishment of a TID in the city.

Member Katherine Jordan confirmed that any funds received from the TID could not be used on tourism infrastructure or construction, but only on activities tied to generating new business for hotels.

Member Stephanie Lynch stated it was important that the city try and establish business relationships with corporate entities. Member Lynch also stated that the city shouldn't rely only on sporting events, but also events tied to corporate activities in the city.

City Center Phase 1 Redevelopment Update

Leonard Sledge, Department of Economic Development Director, and Maritza Pechin, Department of Planning and Development Review Deputy Director for Equitable Development, provided the committee with a presentation that addressed the City Center Development project. Mr. Sledge and Ms. Pechin also addressed the development project's timeline and goals.

A copy of the material provided has been filed.

[CD.2022.407](#) City Center Presentation

Member Ann-Frances Lambert inquired about the involvement of minority owned businesses in the City Center Development project.

Mr. Sledge stated that the project did not require any specific amount of minority business participation. Mr. Sledge also stated that the city's evaluation panel would review submitted City Center Development proposals, specifically how a potential developer would incorporate minority business enterprises (MBEs). Mr. Sledge further stated that the request for information announcement included a cooperation agreement attachment that addressed the city's desires for anticipated minimum community benefits from the development project.

Vice Chair Ellen Robertson requested additional information regarding the development project's residential components and how average median income (AMI) would be measured and addressed. Vice Chair Robertson also requested that the city provide documentation that outlined how the project would partner with the Office of Community Wealth Building to address poverty in the city.

Mr. Sledge provided information regarding how AMI would be measured and applied for both home rental and ownership opportunities. Mr. Sledge also stated that Caprichia Smith Spellman, Community Wealth Building Director, was a member of the evaluation panel that would review submitted City Center Development proposals.

Council Chief of Staff Update

Joyce Davis, Interim Council Chief of Staff, provided the committee a Fiscal Year 2024 Budget update. Ms. Davis informed Council that Council appointees would be submitting Fiscal Year 2024 Budget requests to Council. Ms. Davis also provided Office of the Council Chief of Staff budgeting and staffing information.

Jason May, Budget and Strategic Planning Director, provided the committee additional information regarding the city's Capital Improvement Project budget priorities and timeline.

Reports of Standing Committees

There were no reports for consideration.

Paper(s) for Consideration

The following resolution was considered:

1. [RES. 2022-R074](#) To support the Mayor's formation of an advisory committee in accordance with City Code §§ 2-793-2-799 to aid in planning for the commemoration of the 250th anniversary of the American Revolution, the Revolutionary War, and the independence of the United States of America, to plan and coordinate programs occurring within the city of Richmond, and to communicate regularly with the American Revolution 250 Commission.

Patrons: Mayor Stoney and Ms. Jordan

Chief Administrative Officer Lincoln Saunders provided an introduction and additional background information regarding the proposed resolution.

Member Katherine Jordan stated her support for RES. 2022-R074, and she requested to be added as a co-patron.

There were no further comments or discussions and Member Katherine Jordan moved to forward RES. 2022-R074 to Council with the recommendation to approve, which was seconded and approved: Ayes 7, Jordan, Lambert, Nye, Lynch, Jones, Robertson, Newbille. Noes None.

Discussion Item(s)

There were no discussion items.

Closed Session

At 6:33 p.m., Member Kristen Nye moved that the Organizational Development Standing Committee hold a closed meeting pursuant to subdivision (A)(1) of section 2.2-3711 of the Virginia Freedom of Information Act to discuss the performance evaluations of the City Assessor, the City Attorney, and the Inspector General.

The motion was seconded and approved, Ayes 7, Jordan, Lambert, Nye, Lynch, Jones, Robertson, Newbille. Noes None.

Member Ann-Frances Lambert left the meeting at 6:34 p.m.

Member Stephanie Lynch left the meeting at 6:35 p.m.

Member Katherine Jordan motioned to exit closed session. The motion was seconded and approved: Ayes 5, Jordan, Nye, Jones, Robertson, Newbille. Noes None.

Members reconvened in open session at 7:43 p.m.

Certification of Closed Meeting

WHEREAS, the Organizational Development Standing Committee 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 of the Code of Virginia requires a certification by the Organizational Development Standing 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 Organizational Development Standing Committee.

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

CERTIFYING:

Cynthia I. Newbille, Chair
Ellen F. Robertson, Vice Chair
Katherine L. Jordan
Kristen N. Nye
Michael J. Jones

DECLINING TO CERTIFY:

Adjournment

There being no further business, the meeting adjourned at 7:45 p.m.