



City of Richmond

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

Draft Meeting Minutes Organizational Development Standing Committee

Tuesday, September 3, 2024

4:00 PM

Council Chamber, 2nd Floor - City Hall

Members Present

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

Absent

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

Others in Attendance

LaTasha Holmes, Council Chief of Staff
Laura Drewry, City Attorney
Adam Poser, Deputy Council Chief of Staff
Tabrica Rentz, Deputy City Attorney
RJ Warren, Deputy City Clerk

Call to Order

Chair Kristen Nye called the meeting to order at 4:03 p.m., and presided.

Chamber Emergency Evacuation Plan Announcement

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.

Approval of Minutes

There were no corrections or amendments to the minutes of the Monday, July 1, 2024 Organizational Development Standing Committee meeting, at 4:00 p.m., and the minutes were approved as presented.

[CD.2024.251](#) July 1, 2024 - Organizational Development Meeting Minutes

Reports from City Administration, Council Staff and Other Parties

Opioid Response – 6 Month Update

Michael Fatula, Opioid Response Coordinator, Human Services, provided the committee with presentation that addressed city administration's coordinated efforts to address the opioid epidemic's impact on city residents.

A copy of the material provided has been filed.

[CD.2024.273](#) Opioid Response Update Presentation

Member Ellen Robertson arrived at 4:07 and was seated.

Member Katherine Jordan arrived at 4:09 p.m. and was seated.

Vice Chair Ann-Frances Lambert inquired about the proposed locations for harm reducing vending machines. Vice Chair Lambert also inquired about collaborative efforts with surrounding local governments.

Mr. Fatula stated that city administration was still reviewing data to identify locations that would provide the highest impact. Mr. Fatula also provided information regarding upcoming promotional events that will partner the city with Henrico County, Hanover County and Chesterfield County.

Member Ellen Robertson inquired who can someone contact to seek help for an individual experiencing opioid related issues. Member Robertson also requested a copy of a video provided at a prior community meeting addressing the opioid epidemic, and she further requested a magnet or flyer that can be provided to the community that displays contact information for opioid related assistance.

Mr. Fatula stated the Richmond Behavioral Health Authority (RBHA) serves as an initial response for individuals seeking opioid related treatment, and he provided additional information regarding steps that can be taken to assist individuals impacted by opioid addiction.

Finance Department Update

Chief Administrative Officer (CAO) Lincoln Saunders provided opening comments regarding the city's Finance Department, and he provided additional introductory remarks for Finance Director Sheila White and the Finance Department Update presentation.

Finance Director Sheila White provided the committee with a presentation that addressed financial and customer service related issues within the Finance Department, and she provided additional information regarding the action taken by her and city administration to improve customer service and correct the identified issues.

A copy of the material provided has been filed.

[CD.2024.274](#) Finance Updates Presentation

Member Ellen Robertson stated that city residents expect Council to hold city departments accountable for city services and tax revenue. Member Robertson also stated that Council should improve how it monitors the Finance Department, and the city's use and handling of tax revenue. Member Robertson further stated that Council needed to be reassured about the Finance Department's handling of tax revenue before it can agree to any budgetary requests made by city administration.

CAO Lincoln Saunders stated that city administration had increased staff funding for the Finance Department to onboard more employees to increase the Finance Department's efficiency and customer service.

Member Cynthia Newbille stated her appreciation for city administration initiating an audit to review internal operations that could improve the Finance Department. Member Newbille requested that Council receive a monthly status report regarding the implementation of corrective action and its results.

Member Stephanie Lynch stated that the customer experience was very important, and she requested that Council be provided more information regarding improvements made to improve customer interactions with the Finance Department.

Member Katherine Jordan confirmed that the Finance Department would be changing the business entity that processes customer checks received by the city, and that Wells Fargo would soon be the new business entity that processes customer checks for the city.

Vice Chair Ann-Frances Lambert inquired about employee morale.

Director White stated that the majority of Finance Department employees want to provide excellent service, and that though organizational changes are difficult, many employees support steps taken to improve the Finance Department.

Chair Kristen Nye requested that city administration take action to inform the public about the changes to the city's check processing entity, to ensure checks are mailed to the correct location.

Zoning Rewrite Update

Marianne Pitts, Planning and Development Review, Deputy Director for Planning and Policy, provided the committee with a presentation regarding the city's progress on updating its zoning code.

A copy of the material provided has been filed.

[CD.2024.272](#) Zoning Rewrite Update Presentation

Vice Chair Ann-Frances Lambert discussed how the Richmond 300 Master Plan would be incorporated with the city's zoning code update.

Member Cynthia Newbille confirmed that the Department of Planning and Development Review planned for more opportunities for residents throughout the city to engage in the zoning code update process.

Vice Chair Ann-Frances Lambert left the meeting at 5:58 p.m.

Council Chief of Staff Updates

LaTasha Holmes, Council Chief of Staff provided members with an Office of the Council Chief of Staff update that included information regarding participatory budgeting, renovations to Council and Council staff offices, recent and upcoming boards and commissions activity, and Council's legislative priorities and planned meeting with the Virginia General Assembly Richmond Delegation on October 8, 2024, at the Library of Virginia.

Reports of Standing Committees

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

Paper(s) for Consideration

There were no papers for consideration.

Discussion Item(s)

There were no discussion items.

Adjournment

There being no further business, the meeting adjourned at 6:11 p.m.