



City of Richmond

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

Budget Work Session Minutes

Monday, April 22, 2024

1:00 PM

Council Chamber, 2nd Floor - City Hall

Members Present

The Honorable Kristen Nye – President
The Honorable Ann-Frances Lambert – Vice President
The Honorable Nicole Jones
The Honorable Katherine Jordan
The Honorable Stephanie Lynch (late arrival)
The Honorable Cynthia Newbille
The Honorable Ellen Robertson
The Honorable Reva Trammell (late arrival)

Absent

The Honorable Andreas Addison

Others in Attendance

Myrtle Brown, Council Budget Analyst
LaTanja Davenport, Council Budget Analyst
Joyce Davis, Council Policy Analyst
Laura Drewry, City Attorney
LaTasha Holmes, Council Chief of Staff
Tamiya Lunsford, Council Budget Analyst
Pamela Nichols, Council Management Analyst
Adam Poser, Deputy Council Chief of Staff
Candice Reid, City Clerk
Tabrica Rentz, Deputy City Attorney
Debora Shaw, Council Management Analyst
RJ Warren, Deputy City Clerk

Call to Order

President Kristen Nye called the meeting to order at 1:08 p.m., and presided.

Councilor Reva Trammell arrived at 1:10 p.m., and was seated.

Chamber Emergency Evacuation Plan Announcement

Upon the President's request, Council Management Analyst Pamela Nichols provided information on the appropriate manner in which the Council Chamber is to be evacuated in the event of an emergency.

Update on Non-Departmental Requests

Lincoln Saunders, Chief Administrative Officer (CAO), presented an overview of the city's non-departmental application process, the application timeline, required documents and criteria for all applicants. CAO Saunders explained that non-departmental categories are divided into two sub-categories, organizational subsidy and charitable organizations.

A copy of the material provided has been filed.

[CD.2024.134](#) Overview of Non-Departmental

Councilor Stephanie Lynch arrived at 1:28 p.m., and was seated.

Traci DeShazor, Deputy Chief Administrative Officer for Human Services, responded to Vice President Ann-Frances Lambert's questions regarding the city's notification to organizations not receiving funding.

Vice President Lambert further inquired whether the organizations receiving funding provided services that aligned with the city's shared priorities.

CAO Saunders stated that organizations selected provide a wide range of services such as housing and homelessness assistance, community health, youth services and youth support, and gun violence prevention.

Councilor Katherine Jordan reiterated her request for a performance matrix for charitable organizations receiving grant funding from the city.

Councilor Nicole Jones requested a breakdown of the number of city residents being serviced by charitable organizations receiving funding.

Councilor Cynthia Newbille requested in addition to a performance matrix, data on the outcomes and impact of projects funded through non-departmental grants.

Councilor Ellen Robertson requested a review of proposed non-departmental grant funds with city administration, prior to Council's deadline to submit budget amendments.

Councilor Robertson stated she wanted to ensure that the charitable organizations were addressing the most critical needs of the city relative to housing, homelessness, drug overdoses, gun violence, suicides and academic performance.

Councilor Stephanie Lynch requested a summary of funding for the non-profit organizations receiving funding from the city, and the services they provide.

President Kristen Nye requested a list of appropriations from the American Rescue Plan Act funds.

New Department Review and Enhancements

Department of Neighborhood and Community Services

Lincoln Saunders, Chief Administrative Officer (CAO), explained that the creation of two new departments will help the city to provide better and coordinated services to address neighborhood and community needs. CAO Saunders provided an overview of the proposed Department of Neighborhood and Community Services, and reported the newly proposed department will increase collaborative integrated programs and community solutions.

A copy of the material provided has been filed.

[CD.2024.133](#) April 22, 2024 Budget Work Session - Overview of New Departments Presentation

Traci DeShazor, Deputy Chief Administrative Officer (DCAO) for Human Services, explained how the coordinated efforts and a restructure of certain city divisions would better equip the city to address the community needs of residents.

Councilor Ellen Robertson requested an organizational chart for the newly proposed Department of Neighborhood and Community Services, to include employees, department directors and funding appropriations.

Councilor Nicole Jones requested that city administration ensures citizens are well informed of the new department and the services it will provide.

Councilor Cynthia Newbille requested additional information for the newly proposed department which included staffing, the overall proposed budget, and the departments or divisions being reorganized. Councilor Newbille further requested an overview of the city's citizen engagement campaign regarding the new department.

DCAO DeShazor responded to Councilwoman Reva Trammells's question relative to the relocation of Department of Social Service's staff located at Southside Plaza. DCAO DeShazor emphasized that staff personnel in the front offices will be rotated in and out of the current location; however, the staff not working in the front offices will be relocated to the Richmond Times Dispatch building.

Vice President Ann-Frances Lambert stated she can not support the creation of two new departments, and that city resources should be used to address the current needs of the city such as, gun violence and homelessness.

President Kristen Nye requested that Council be provided the organizational information for the proposed Department of Neighborhood and Community Services.

Department of General Services

Lincoln Saunders, Chief Administrative Officer (CAO), presented an overview of the proposed Department of General Services.

Councilor Katherine Jordan expressed support for the proposed department.

Councilor Cynthia Newbille inquired about next steps and the services being provided by each of the divisions under General Services.

CAO Saunders agreed to discuss concerns raised by Vice President Ann-Frances Lambert regarding procurement services.

Vice President Lambert expressed additional concerns about the creation of the proposed department. Vice President Lambert further expressed concern about what she described as deficiencies in budget oversight.

President Kristen Nye expressed support for the proposed department.

The Department of Citizen Service and Response (311) and Proposed Enhancements

Lincoln Saunders, Chief Administrative Officer, provided an overview of enhancement to RVA 311. CAO Saunders agreed to provide a breakdown of the calls received by RVA 311.

Councilor Reva Trammell commented it is crucial for RVA 311 staff to be trained properly in order to respond to citizens; however, the proposed budget for the enhancements seemed excessive.

President Kristen Nye requested that an employee from the Office of Council Chief of Staff or a Council Liaison be a part of a RVA 311 review panel assembled by city administration.

Office of the Council Chief of Staff Overview and Next Steps

LaTasha Holmes, Council Chief of Staff, reported next steps included Council's submission of budget amendments by April 24th, and of members' proposed district fund expenditures for the upcoming budget.

Adjournment

There being no further business, the meeting adjourned at 3:16 p.m.

CITY CLERK