



City of Richmond

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

Draft Meeting Minutes Organizational Development Standing Committee

Monday, February 5, 2024

4:00 PM

Council Chamber, 2nd Floor - City Hall

Members Present

The Honorable Kristen Nye – Chair
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 Stephanie Lynch – Member (early departure)
The Honorable Cynthia Newbille – Member
The Honorable Ellen Robertson – Member
The Honorable Reva Trammell – Member

Others in Attendance

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

Call to Order

Chair Kristen Nye called the meeting to order at 4:09 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.

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 a medical condition that 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 7, Jordan, Jones, Robertson, Trammell, Newbille, Lambert, Nye. Noes None. Addison had not yet arrived.

Approval of Minutes

There were no corrections or amendments to the minutes of the Monday, January 2, 2024 Organizational Development Standing Committee meeting, at 4:00 p.m., and the minutes were approved as presented.

[CD.2024.021](#) January 2, 2024 Organizational Development Standing Committee Meeting Minutes

Reports from City Administration, Council Staff and Other Parties

Richmond Region Tourism Annual Update

Jack Berry, President and Chief Executive Officer, Katherine O'Donnell, Executive Vice President, and Danielle Fitz-Hugh, Vice President of Community Relations, provided the committee with a presentation that addressed tourism in the city and surrounding localities. Ms. O'Donnell also addressed Richmond Region Tourism's Master Plan and action the city can take to increase tourism, specifically to establish a hotel connected to the Richmond Convention Center. Ms. O'Donnell also informed the committee that additional revenue from the Tourism Improvement District (TID) allowed Richmond Region Tourism to spend more on advertisements than previously before.

A copy of the material provided has been filed.

[CD.2024.032](#) Richmond Region Tourism Annual Update Presentation

Member Andreas Addison arrived at 4:15 p.m., and was seated.

Member Katherine Jordan recommended that Richmond Region Tourism also include the city's festivals in tourism advertisements. Member Jordan stated that the city needed to work with Richmond Region Tourism to increase the use of the Richmond Convention Center.

Member Andreas Addison stated that the city and Richmond Region Tourism needed to increase the amount of tourists that fly into the city for events and conventions. Member Addison inquired what the city can do to help increase tourism.

Ms. O'Donnell stated that tourism would benefit from the city completing the City Center development project and the construction of a hotel connected to the Richmond Convention Center.

Member Reva Trammell stated it was important that Richmond Region Tourism and the city work to include the city's Southside in tourism efforts and development.

Member Ellen Robertson stated her appreciation to Richmond Region Tourism and the efforts of its staff to increase tourism in the city and region.

Member Nicole Jones stated Richmond Region Tourism and the city needed to use tourism efforts to connect the entire city.

Participatory Budgeting

Matthew Slaats, Senior Civic Innovation Manager, Office of the Council Chief of Staff, provided the committee with a presentation regarding the participatory budgeting process, goals and timeline.

A copy of the material provided has been filed.

[CD.2024.036](#) Participatory Budgeting Presentation

Member Andreas Addison stated that participatory budgeting was a good way to include citizens in city planning prior to implementing major changes to the city's Master Plan or city infrastructure.

Member Reva Trammell stated she looked forward to using participatory budgeting to assist the city's Southside on needed infrastructure projects.

Vice Chair Ann-Frances Lambert stated her appreciation that the Participatory Budget Steering Commission was making an effort to include residents that do not have access to the internet to complete surveys. Vice Chair Lambert inquired how participatory budgeting was going to incorporate long-term project requests in the city. Vice Chair Lambert also stated that she was submitting a budget request for additional staff to assist with participatory budgeting.

Mr. Slaats stated that the city only allocated \$3,000,000 to the participatory budgeting process, and that the funds would be put towards a large number of city-wide improvements by concentrating on smaller projects.

Reports of Standing Committees

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

Member Cynthia Newbille stated that an update on current economic development agreements would be discussed at the next Finance and Economic Development Standing Committee meeting. Member Newbille also stated that the committee would be reviewing the city's budget surplus policy, and she noted that a handout, addressing proposed changes to that policy, was provided to members. Member Newbille requested feedback from members, regarding the changes, be provided to the Office of the Council Chief of Staff.

[CD.2024.041](#) February 5, 2024 Finance and Economic Development Standing Committee Update - Handout

Member Katherine Jordan informed members that House Bill 331, which requested amendments to the Richmond City Charter, was continued to 2025 by the Virginia General Assembly House Counties, Cities and towns Sub-Committee. Member Jordan stated that the Governmental Operations Standing Committee would discuss next steps regarding amendments to the Richmond City Charter at its next meeting.

Member Andreas Addison stated that the Land Use, Housing and Transportation Standing Committee would be discussing the city's potential rental inspection district, an update from the Richmond Redevelopment and Housing Authority, and methods to protect affordable housing stock in the city.

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.2024.034](#) Board Vacancy Report - Organizational Development Standing Committee

Member Katherine Jordan stated that consideration of Council appointments to the History and Culture Commission should be continued until all five mayoral appointments had been finalized.

Member Katherine Jordan moved to continue consideration of applications to the History and Culture Commission to the March 4, 2024, Organizational Development Standing Committee meeting, which was seconded.

Cordell Hayes, Office of the Mayor Legislative and Policy Analyst, informed the committee that the Mayor's Office was conducting outreach to select two individuals to fill the remaining mayoral vacancies on the History and Culture Commission. Mr. Hayes stated that city administration recently hired a city planner that would be staffing the commission.

The motion to continue consideration of applications to the History and Culture Commission to the March 4, 2024, Organizational Development Standing Committee meeting was unanimously approved.

Paper(s) for Consideration

There were no papers for consideration.

Discussion Item(s)

City Employee Directory on RVA.gov

Chief Administrative Officer (CAO) Lincoln Saunders informed the committee that the reason the staff directory was removed from the city's website, was due to it containing inaccurate information, and also due to potential security risks. CAO Saunders stated that city administration was working to create a new informative webpage that would provide the public and members of Council with contact information of city staff that could best assist with city services and informational requests.

Member Reva Trammell stated her concerns about residents being able to contact city staff regarding city services and bills. Member Trammell also stated that residents contact Council when they are unable to reach a city employee.

Member Ellen Robertson stated her concerns that neither Council or the public was made aware about the directory removal before implementation.

Charles Todd, Department of Information Technology Director, informed the committee that he directed the removal of the directory due to inaccurate information and potential security risks. Mr. Todd also stated that the city would establish a new informative webpage, similar to surrounding counties, that provided primary contact information for city departments.

Sabrina Joy-Hogg, Deputy Chief Administrative Officer (DCAO) for Finance and Administration, stated city administration would provide Council with contact information for city staff. DCAO Joy-Hogg also stated that city administration was working to improve customer service to include the option for customer call backs from city staff and online chats for customers.

Proposed Amendments to Council's Rules of Procedure

City Attorney Laura Drewry informed members about proposed changes to Council's Rules of Procedure, and she provided a handout of the proposed changes. City Attorney Drewry stated the proposed changes would help increase Council efficiencies.

A copy of the material provided has been filed.

[CD.2024.042](#) February 5, 2024 Proposed Changes to Council's Rules of Procedure - Handout

Chair Kristen Nye stated that if members agreed with the proposed changes, then legislation would be introduced regarding the changes and be considered by Council.

Vice Chair Ann-Frances Lambert stated she had additional changes that she would recommend, and that she would provide them to the City Attorney.

Closed Session

At 6:08 p.m., Member Cynthia Newbille moved that the Organizational Development Standing Committee go into a closed meeting pursuant to subdivision (A)(3) and (A)(29) of section 2.2-3711 of the Virginia Freedom of Information Act to discuss (i) the disposition of publicly held real property for the purpose of the Diamond District development project and (ii) the award of a contract or contracts involving the expenditure of public funds relating to such Diamond District development project and the terms and scope of such contract or contracts, because discussion in open session would adversely affect the bargaining position or negotiating strategy of the City.

The was motion seconded and approved: Ayes 8, Addison, Jordan, Jones, Robertson, Trammell, Newbille, Lambert, Nye. Noes None. Lynch was excused.

Member Stephanie Lynch left the meeting at 6:49 p.m.

Member Katherine Jordan motioned to exit closed session. The motion was seconded and approved: Ayes 8, Addison, Jordan, Jones, Robertson, Trammell, Newbille, Lambert, Nye. Noes None.

Members reconvened in open session at 6:51 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:

Kristen M. Nye, Chair
Ann-Frances Lambert Vice chair
Andreas D. Addison
Nicole Jones
Katherine A. Jordan
Cynthia I. Newbille
Ellen F. Robertson
Reva M. Trammell

DECLINING TO CERTIFY:

Adjournment

There being no further business, the meeting adjourned at 6:52 p.m.