



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 3, 2025

4:00 PM

Council Chamber, 2nd Floor - City Hall

Members Present

The Honorable Cynthia Newbille – Chair
The Honorable Katherine Jordan – Vice Chair
The Honorable Sarah Abubaker – Member
The Honorable Andrew Breton – Member (electronic participation) (late arrival)
The Honorable Kenya Gibson – Member
The Honorable Ellen Robertson – Member
The Honorable Nicole Jones – Member

Absent

The Honorable Stephanie Lynch – Member
The Honorable Reva Trammell – Member

Others in Attendance

Tori Cotman, Assistant City Attorney
Laura Drewry, City Attorney
Will Perkins, Council Senior Legislative Manager
Candice Reid, City Clerk
Matthew Slaats, Interim Council Chief of Staff
Daniel Wagner, Interim Deputy Council Chief of Staff
RJ Warren, Deputy City Clerk

Call to Order

Chair Cynthia Newbille called the meeting to order at 4:00 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 Andrew Breton made a request to participate in the meeting via Microsoft Teams from the Coronado Springs Resort in Orlando, Florida, due to his participation in a work conference that prevented his physical attendance. The Council members present were required to adopt a motion to approve Member Breton's participation in the meeting by electronic communication means if it appeared to the body that his request complied with Rule III(D) of Council's Rules of Procedure. A motion was solicited from those members physically assembled to approve Member Breton's participation in the meeting by electronic communication means.

Vice Chair Katherine Jordan moved to allow Member Andrew Breton to participate in the meeting by electronic communication means. The motion was seconded and approved: Ayes 6, Gibson, Jones, Robertson, Abubaker, Jordan, Newbille. Noes None. Breton had not yet joined the meeting.

Agenda Review and Amendments

Member Ellen Robertson moved to amend the agenda as follows:

1. [RES. 2025-R010](#) To establish the Civilian Review Board's policies and procedures pursuant to Va. Code § 9.1-601(D) and City Code § 2-1202.4(f).

Patrons: Ms. Trammell

To be continued to the March 3, 2025 Organizational Development Standing Committee

[CD.2025.024](#) Organizational Development Board Vacancy Report

To be continued to the March 3, 2025 Organizational Development Standing Committee

The motion was seconded and approved: Ayes 6, Gibson, Jones, Robertson, Abubaker, Jordan, Newbille. Noes None. Breton had not yet arrived.

Approval of Minutes

There were no corrections or amendments to the minutes of the Wednesday, January 8, 2025 Organizational Development Standing Committee meeting, at 5:00 p.m., and the minutes were approved as presented.

[CD.2025.028](#) January 8, 2025 - Organizational Development Meeting Minutes

Reports from City Administration, Council Staff and Other Parties

Non-departmental – Annual Impact Report

Traci Deshazor, Deputy Chief Administrative Officer (DCAO) for Human Services and Dominic Barrett, Strategic Projects and Grants Advisor, provided the committee with a presentation that provided an overview of the non-departmental grants program and annual impact report.

[CD.2025.029](#) Non-Departmental Grants Program FY24 Annual Impact Report

A copy of the material provided in advance and during the meeting has been filed.

Member Kenya Gibson stated that the committee should have been provided the Non-Departmental Grant Program Impact Report prior to the Organizational Development Standing Committee meeting. Member Gibson also stated that the late submission prevented members from reviewing the document to prepare questions and feedback prior to the meeting. Member Gibson further stated that had the report been provided earlier, then the meeting discussion could have provided the public with more information about the city's use of tax funding for non-department programs. Member Gibson requested that delayed submissions be prevented in the future.

DCAO Deshazor acknowledged and apologized for the report's late submission, and she stated that the need to work with other departments and city partners delayed finalizing the report.

Member Nicole Jones stated that the report will help Council better understand non-departmental funding as it proceeds through its review of the Fiscal Year 2026 city budget.

Vice Chair Katherine Jordan stated her appreciation for receiving the impact report, but she requested that Council be provided a condensed version of the report that members can easily analyze and share with the public.

Member Sarah Abubaker asked how city administration made conclusions on the impact data provided that funding a non-departmental organization was a success. Member Abubaker also requested information regarding the awarding of grants to certain partners annually and reviewing their success rate. Ms. Abubaker further asked about how the city ensured that smaller organizations were provided equitable opportunities to receive grant funding.

Mr. Barrett provided details on how city administration obtains the data provided in the impact report, and he stated that city administration would work to provide the information requested from committee members.

Member Ellen Robertson discussed the impact that non-department providers have on city residents, and she addressed the complexity of awarding grant funding prior to the city finalizing the upcoming fiscal year budget.

Member Andrew Breton joined the meeting at 4:58 p.m.

Vice Chair Jordan requested more information about how larger non-departmental partners disperse umbrella funding to smaller organizations.

Member Abubaker asked how city administration evaluates and makes final decisions on awarding grant funding.

Mr. Barrett stated that the provided presentation material details the scoring system and how the city's evaluation team makes final decisions on funding awards based on that scoring system and interviews.

Member Robertson addressed how the city determines the budget for non-departmental funding, and she asked how the city can make final decisions without knowing a final budget.

Interim Chief Administrative Officer (CAO) Sabrina Joy-Hogg addressed the committee and stated that city administration could look at establishing a cap on non-department funding prior to deciding on awards. CAO Joy-Hogg also stated that it would help determine and dedicated budget for non-departmental funding awards.

Member Robertson stated knowing a budget would be helpful, but that more dialogue between Council and city administration would need occur prior to establishing a cap on non-departmental funding.

Member Gibson suggested that Council be made aware of the problems and issues that city administration hopes to address through non-departmental partners, so that Council can better determine which organizations should be awarded funding.

Chair Cynthia Newbille stated her appreciation for the report, and she reminded city administration about requests made by members throughout the presentation.

2024 Biennial Real Estate Strategies Plan for City Owned Surplus Properties

Sharon Ebert, Deputy Chief Administrative Officer (DCAO) for Planning & Economic Development, provided the committee with a presentation regarding the city's 2024 Biennial Real Estate Strategies Plan, and she informed members that the related legislation, RES. 2024-R040, would need to be amended to remove a parcel from the strategies plan.

A copy of the material provided in advance has been filed.

[CD.2025.030](#) 2024 Biennial Real Estate Strategies Plan

Member Kenya Gibson asked about the discrepancy between the assigned values listed in the plan and the estimated values on real estate websites. Member Gibson also inquired about the possible impact on surrounding neighbors when action to address flood mitigation is enacted by developers.

DCAO Ebert stated that the assessments provided in the plan were collected directly from the assessed values established by the City Assessor. DCAO Ebert also stated purchase agreements for affordable housing developments include conditions that developers must adhere to regarding development and property maintenance. DCAO Ebert also addressed Federal Emergency Management Agency (FEMA) requirements for development on flood plains.

Member Sarah Abubaker asked about the process of selling or awarding of city surplus property.

DCAO Ebert stated that a request for proposals (RFP) is the method used when the city anticipates multiple bids. DCAO Ebert also stated that if the surplus property is small in size, then the city engages with surrounding neighbors, and she further added that the city sometimes receives unsolicited offers regarding surplus and other city-owned properties. DCAO Ebert noted that all decisions are made final through a decision by City Council.

Chair Cynthia Newbille asked about community benefit agreements used in certain conveyances or land purchases.

DCAO Ebert stated that community benefit agreements are used in certain situations. DCAO Ebert also stated she would provide more information regarding agreements used.

Paper(s) for Consideration

There were no papers for consideration.

Reports of Standing Committees

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

Discussion Item(s)

There were no discussion items.

Adjournment

There being no further business, the meeting adjourned at 5:51 p.m.