



City of Richmond

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

Council Advance Meeting Minutes

Friday, July 26, 2024

8:45 AM

Lewis Ginter Botanical Garden,
Kelly Education Center Auditorium,
1800 Lakeside Ave, Richmond, VA 23228

City Council Advance Day 2

Councilmembers Present

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

Absent

The Honorable Andreas Addison
The Honorable Katherine Jordan
The Honorable Reva Trammell

Others In Attendance

Riad Ali, City Auditor
Shantae Briggs, Council Management Analyst
Myrtle Brown, Council Budget Analyst
LaTanja Davenport, Council Budget Analyst
Joyce Davis, Council Policy Analyst
Suzette Denslow, Director of Intergovernmental Affairs
Leidiana Delgado, Council Management Analyst
Megan Field, Senior Policy Advisory for the CAO
LaTasha Holmes, Council Chief of Staff
Kimberly Kyle, Council Management Analyst
David Lansdell, Council Management Analyst
Dominique McKenzie, 9th District Council Liaison
Sam Patterson, 7th District Council Liaison
Adam Poser, Deputy Council Chief of Staff
Candice Reid, City Clerk
Amy Robins, 5th District Council Liaison
Lincoln Saunders, Chief Administrative Officer (CAO)

Timmy Siverd, Jr., 4th District Council Liaison
Debora Shaw, Council Management Analyst
Steve Skinner, Council Public Information Manager
Kiya Stokes, 3rd District Council Liaison
Steve Taylor, Council Policy Analyst
RJ Warren, Deputy City Clerk

Welcome and Opening Remarks

President Kristen Nye called the Council Advance to order at 9:12 a.m. and presided.

President Nye provided opening remarks and welcomed Council members and attendees to the Council Advance.

A copy of all material provided has been filed.

[CD.2024.263](#) 2024 City Council Advance Meeting Documents

Recap of Day 1 and Setting the Agenda for Day 2

Robert L. Dortch, Jr., Jordan/Syndor Innovation Group Principal, Council Advance Facilitator, provided a recap of City Council Advance Day 1, and he discussed City Council Advance Day 2 agenda and goals. Mr. Dortch also discussed how attendees could use "courageous conversations" to implement positive action on behalf of Richmond City Council.

Session 1: Strategic Planning

Legislative ~ One Richmond: Building on Shared Priorities/Preparing for the 2025 General Assembly Session

Kathy Burcher, Advantus Strategies Senior Director, Government Relations, provided attendees with a presentation that addressed the city's legislative lobbying efforts to achieve its legislative priorities. Ms. Burcher also outlined Council's upcoming schedule to establish its legislative agenda for the 2025 Virginia General Assembly Session. Ms. Burcher also led a discussion regarding the city's strategy to seek state funding to address the city's combined sewer overflow (CSO) system.

Councilor Ellen Robertson arrived at 9:41 a.m. and was seated.

President Kristen Nye informed members that Council will introduce legislation in September establishing Council's legislative agenda, and that the legislation should be adopted in October.

Councilor Stephanie Lynch arrived at 10:14 a.m. and was seated.

Budget ~ Developing Clear, Actionable Strategies Aligned with Budget Priorities and Legislative Agenda

Council Chief of Staff (CCOS) LaTasha Holmes led a discussion regarding Fiscal Year (FY) 2025 Budget process. CCOS Holmes provided details on Councilmember feedback on the process, and she addressed plans to implement changes to improve the process for FY 2026.

Chief Administrative Officer (CAO) Lincoln Saunders provided members with his view on how budget collaboration between city administration and Council could be improved.

President Kristen Nye suggested that Council work with city administration earlier in the budget process, so that individual budget requests are included within the Mayor's proposed budget, and that Councilmembers refrain from introducing budget amendments late in the budget review process.

The Council Advance recessed at 11:09 a.m.

The Council Advance reconvened at 11:29 a.m.

Session 2: Strategic Planning**SOAR Analysis, S.M.A.R.T. Goals, and Collaboration & Engagement**

Robert L. Dortch, Jr., Jordan/Syndor Innovation Group Principal, Council Advance Facilitator, led Council Advance attendees in a strategic planning discussion that addressed:

- Capitalizing on strengths, opportunities, aspirations, and results (SOAR) for strategic growth
- Specific, measurable, achievable, relevant, and time bound (S.M.A.R.T.) goal setting
- Building a collaborative government framework to address the city's budget process

Robert Dortch, Jr., facilitated a discussion between Council and Council staff regarding how Council could improve the budget review process, through standing committee reviews, monthly reports, and implementing changes to Council's budget review schedule.

Councilor Nicole Jones left the Council Advance at 1:48 p.m.

Closing Session**Closing Remarks, Reflection, and Commitments**

Council Chief of Staff (CCOS) LaTasha Holmes summarized discussions held throughout the Council Advance, and she highlighted commitments and action plans noted by Council and staff.

Adjournment

There being no further business, the Council Advance adjourned at 2:10 p.m.

CITY CLERK