

INTRODUCED: June 22, 2026

AN ORDINANCE No. 2026-158

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$15,987.00 from the Virginia Department of Historic Resources and to amend the Fiscal Year 2025-2026 Special Fund Budget by creating a new special fund for the Department of Parks, Recreation and Community Facilities entitled “Forest View Cemetery Special Fund,” and appropriating the increase to the Department of Parks, Recreation and Community Facilities’ “Forest View Cemetery Special Fund” by \$15,987.00 for the purpose of funding preservation, maintenance, and stewardship activities at Forest View Cemetery.

\_\_\_\_\_  
Patron – Mayor Avula

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: JUL 27 2026 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, is hereby authorized to accept funds in the amount of \$15,987.00 from the Virginia Department of Historic Resources for the purpose of funding preservation, maintenance, and stewardship activities at Forest View Cemetery.

AYES: \_\_\_\_\_ NOES: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_

ADOPTED: \_\_\_\_\_ REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

§ 2. That Article I, Section 2 of Ordinance No. 2025-057, adopted May 12, 2025, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2025, and ending June 30, 2026, and made appropriations thereto, be and is hereby amended by creating a new special fund for the Department of Parks, Recreation and Community Facilities entitled “Forest View Cemetery Special Fund” for the purpose of funding preservation, maintenance, and stewardship activities at Forest View Cemetery.

§ 3. That the funds received from the Virginia Department of Historic Resources are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2025, and ending June 30, 2026, by increasing estimated revenues by \$15,987.00, increasing the amount appropriated for expenditures by \$15,987.00, and allotting to the Department of Parks, Recreation and Community Facilities’ “Forest View Cemetery Special Fund” the sum of \$15,987.00 for the purpose of funding preservation, maintenance, and stewardship activities at Forest View Cemetery.

§ 4. This ordinance shall be in force and effect upon adoption.



# City of Richmond

## Intracity Correspondence

### O&R Transmittal

**DATE:** May 11, 2026

**TO:** The Honorable Members of City Council

**THROUGH:** The Honorable Danny Avula, Mayor

**THROUGH:** Odie Donald II, Chief Administrative Officer

**THROUGH:** Tanikia Jackson, DCAO - Finance & Administration

**THROUGH:** Letitia Shelton, Director of Finance

**THROUGH:** Meghan Brown, Director of Budget and Strategic Planning

**THROUGH:** Amy Popovich, DCAO – Human Services

**FROM:** Christopher E. Frelke, Director of Parks, Recreation & Community Facilities

**RE:** To accept funds in the amount of \$15,987.00 from the Virginia Department of Historic Resources’ African American Cemetery and Graves Fund for the purpose of funding preservation, maintenance, and stewardship activities at Forest View Cemetery.

**ORD. OR RES. No.** \_\_\_\_\_

**PURPOSE:** To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$15,987.00 from the Virginia Department of Historic Resources and to amend the Fiscal Year 2025-2026 Special Fund Budget by creating a new special fund for the Department of Parks, Recreation and Community Facilities entitled “Forest View Cemetery Special Fund,” and appropriating the increase to the Department of Parks, Recreation and Community Facilities’ “Forest View Cemetery Special Fund” by \$15,987.00 for the purpose of funding preservation, maintenance, and stewardship activities at Forest View Cemetery.

**BACKGROUND:** The Commonwealth of Virginia’s Department of Historic Resources’ African American Cemeteries and Graves Fund provides grants to support maintenance and care of cemeteries established prior to 1948 for the interment of African Americans. Eligible graves include those of individuals born before 1900 and those born after 1900 but interred before 1948. Verification may include headstone inscriptions, vital records, church records, and historical

documentation. These grant funds will support the preservation activities at Forest View Cemetery, a City-owned cemetery.

**COMMUNITY ENGAGEMENT:** After introduction, the proposed ordinance will be referred to Finance and Economic Development Standing Committee meeting for discussion, where the public is encouraged to attend to provide comments. After the committee's recommendation to the City Council, Council will hold a public hearing regarding the proposed ordinance.

**STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL:** Mayoral Action Plan: Thriving Neighborhoods, A Thriving and Sustainable Built Environment

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** Budget, Finance

**FISCAL IMPACT / COST:** Fiscal Year 2025-2026 Special Fund revenues will increase by \$15,987.00. A new special fund called the "Forest View Cemetery Special Fund" will be created.

**DESIRED EFFECTIVE DATE:** Upon adoption

**REQUESTED INTRODUCTION DATE:** June 22, 2026

**CITY COUNCIL PUBLIC HEARING DATE:** July 27, 2026

**REQUESTED AGENDA:** Consent

**RECOMMENDED COUNCIL COMMITTEE:** Finance and Economic Development Standing Committee

**AFFECTED AGENCIES:** PRCF, Budget, Finance

**RELATIONSHIP TO EXISTING ORD. OR RES.:** None.

**ATTACHMENTS:** Exhibit A – Award Letter

**STAFF:** Christopher Frelke, Director, PRCF  
Shamar Young, Deputy Director, PRCF  
Kimberly Jackson, Cemeteries Community Engagement Manager, PRCF



# COMMONWEALTH of VIRGINIA

## Department of Historic Resources

2801 Kensington Avenue, Richmond, Virginia 23221

David L. Bulova  
Acting Secretary of Natural and  
Historic Resources

Roger K. Kirchen  
Director  
Tel: (804) 482-6446  
[www.dhr.virginia.gov](http://www.dhr.virginia.gov)

March 16, 2026

Parks, Recreation and Community Facilities  
City of Richmond  
Kimberly Jackson, Cemeteries Community Engagement Manager  
3101 Nine Mile Road  
Richmond, VA 23223

### Re: Forest View Cemetery, City of Richmond

Dear Ms. Jackson,

I am pleased to confirm that your application for a basic maintenance and extraordinary block grant through our Department's **Historical African American Cemetery and Graves Fund** was successful. Based upon a review of a proposal submitted by Martin Archaeology Consulting, LLC, we have issued a total grant disbursement of **\$15987.00** to support geophysical survey of unmarked portions of the cemetery and the basic maintenance of eligible graves.

Within the next few weeks, you should receive payment of the grant funds from the Commonwealth of Virginia. Please contact me if a check or ACH has not arrived or if you have any further questions about this grant award or its allowable uses.

Enclosed, please find a copy of our annual Reconciliation of Expenditures Form. On or before **September 30, 2026**, please submit this form, along with any supporting receipts or other documentation, to confirm the use of state funds. Please note that we will be unable to issue any further funds to your organization if this statement is not filed with us.

Thank you for all that you do on behalf of the Forest View Cemetery, and please do not hesitate to contact me if I may be of assistance.

Sincerely,

Angel Williams, Grant Administrator  
African American Cemetery and Graves Fund  
Office of Community Services  
[AACGF@dhr.virginia.gov](mailto:AACGF@dhr.virginia.gov)

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962 Kime Lane  
Salem, VA 24153  
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Fax: (540) 387-5446

Northern Region Office  
5357 Main Street  
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Stephens City, VA 22655  
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Fax: (540) 868-7033

Eastern Region Office  
2801 Kensington Avenue  
Richmond, VA 23221  
Tel: (804) 367-2323  
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