



City of Richmond

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

Meeting Minutes Organizational Development Standing Committee

Monday, July 1, 2024

4:00 PM

Council Chamber, 2nd Floor - City Hall

Members Present

The Honorable Kristen Nye – Chair
The Honorable Ann-Frances Lambert – Vice Chair (early departure)
The Honorable Andreas Addison – Member
The Honorable Nicole Jones – Member
The Honorable Katherine Jordan – Member
The Honorable Stephanie Lynch – Member (late arrival)
The Honorable Cynthia Newbille – Member
The Honorable Ellen Robertson – Member
The Honorable Reva Trammell – Member (early departure)

Others in Attendance

LaTasha Holmes, Council Chief of Staff
Tori Cotman, Assistant City Attorney
Laura Drewry, City Attorney
Adam Poser, Deputy Council Chief of Staff
Candice Reid, City Clerk
RJ Warren, Deputy City Clerk

Call to Order

Chair Kristen Nye called the meeting to order at 4:11 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.

Approval of Minutes

There were no corrections or amendments to the minutes of the Monday, June 3, 2024 Organizational Development Standing Committee meeting, at 4:00 p.m., and the minutes were approved as presented.

[CD.2024.208](#) June 3, 2024 - Organizational Development Meeting Minutes

Reports from City Administration, Council Staff and Other Parties

Department of Public Works (DPW) Transportation Presentation

Bobby Vincent, Director of Public Works, provided the committee with a presentation that addressed the DPW's paving and traffic calming program.

A copy of the material provided has been filed.

[CD.2024.223](#) Department of Public Works Presentation

Vice Chair Ann-Frances Lambert inquired about DPW's plan to address sidewalks damaged by large tree roots.

Director Vincent stated DPW monitors the city's tree inventory and removes dangerous or damaged trees. Director Vincent also stated that DPW plants 2000 trees a year. Director Vincent further stated that the trees planted are more appropriate for an urban setting, such as crape myrtles and other trees with small root systems.

Member Stephanie Lynch arrived at 4:26 p.m. and was seated.

Member Andreas Addison stated that he believed it was more important that sidewalks be fixed and walkable, than trying to preserve trees with overgrown roots.

Member Stephanie Lynch inquired if Central Virginia Transportation Authority (CVTA) funding was effectively used to improve transportation efforts in the city. Member Lynch also stated that it was important that Council advocate for transportation funding when establishing its legislative agenda for the upcoming Virginia General Assembly Session.

Director Vincent stated that the city receives between \$15,000,000 and \$17,000,000 in CVTA funds, and that the city allocates the received funds towards immediate small scale projects such as sidewalk improvements, street cleaning, and roadway maintenance.

Director Vincent concluded his report and asked that Council avoid using legislation to address speeding in the city, and instead work with DPW to address speeding issues.

American Rescue Plan Act (ARPA) Quarterly Report

Lincoln Saunders, Chief Administrative Officer (CAO), provided the committee with a presentation and supplemental information regarding the ARPA quarterly report.

A copy of the material provided has been filed.

[CD.2024.243](#) ARPA Quarterly Report O.D. Presentation

Member Stephanie Lynch inquired about the process for issuing requests for proposals (RFPs) for projects supported by APRA funding.

CAO Saunders stated that though some construction projects have yet to start, the city is not in danger of missing any designated federal deadlines for allocating ARPA funds.

Chris Frelke, Department of Parks, Recreation and Community Facilities Director, stated RFPs are set to issue within two weeks regarding certain park improvement projects.

Member Katherine Jordan stated that city administration should ensure that Council is informed about any future reallocation of ARPA funding, so that members are ready to act if future legislation is necessary.

CAO Saunders stated that the city has taken necessary steps to allocate ARPA funds by the required obligation deadline.

Department of Parks, Recreation and Community Facilities Parks Master Plan

Chris Frelke, Department of Parks, Recreation and Community Facilities Director, provided opening comments regarding the city's Parks Master Plan and introduced Kurt Culbertson, Design Workshop Principal.

Kurt Culbertson provided the committee with a presentation that addressed how Design Project would assist the city design and implement a citywide park and recreation Master Plan.

A copy of the material provided has been filed.

[CD.2024.225](#) Department of Parks, Recreation and Community Facilities Parks Master Plan Presentation

Member Reva Trammell left the meeting at 5:30 p.m.

Member Katherine Jordan confirmed that the city and Design Workshop would address heat islands during the drafting of the city's Park Master Plan.

Member Andreas Addison stated that he believed the city needed to collaborate with Richmond Public Schools to incorporate school property in the city's Park Master Plan.

Member Ellen Robertson stated that the city needed to include Richmond Redevelopment and Housing Authority on the establishment of the city's Park Master Plan.

Director Frelke informed the committee that a website, <https://www.richmondinspire.com>, was created to promote city government and resident collaboration on the city's Park Master Plan. Director Frelke also stated that he hoped the website would make it easier for more members of the public to provide feedback and suggestions for the Parks Master Plan.

Council Chief of Staff Updates ~ LaTasha Holmes, Council Chief of Staff

LaTasha Holmes, Council Chief of Staff provided members with an Office of the Council Chief of Staff update that included information regarding participatory budgeting, Council's scheduled Advance, Council's legislative priorities, and recent boards and commissions activity.

Vice Chair Ann-Frances Lambert left the meeting at 6:10 p.m.

Reports of Standing Committees

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

Paper(s) for Consideration

There were no papers for consideration.

Discussion Item(s)

There were no discussion items.

Adjournment

There being no further business, the meeting adjourned at 6:21 p.m.