



# City of Richmond

900 East Broad Street  
Richmond, VA 23219  
[www.rva.gov/office-city-clerk](http://www.rva.gov/office-city-clerk)  
k

## Meeting Minutes Organizational Development Standing Committee

---

Monday, February 6, 2023

5:00 PM

Council Chamber, 2nd Floor - City Hall

---

### Members Present

The Honorable Michael Jones – Chair  
The Honorable Kristen Nye – Vice Chair (late arrival, 5:30 pm)  
The Honorable Katherine Jordan – Member  
The Honorable Ann-Frances Lambert – Member  
The Honorable Cynthia Newbille – Member  
The Honorable Stephanie Lynch – Member (late arrival, 5:08 pm)  
The Honorable Ellen Robertson – Member  
The Honorable Reva Trammell – Member (late arrival, 5:43 pm)

### Absent

The Honorable Andreas Addison – Member

### Others in Attendance

Haskell Brown, City Attorney  
LaTasha Holmes, Council Chief of Staff  
Tabrica Rentz, Deputy City Attorney  
Candice Reid, City Clerk  
Rebecca Sullivan, Assistant City Clerk  
RJ Warren, Deputy City Clerk

### Call to Order

Chair Michael Jones called the meeting to order at 5:05 p.m., and presided.

### Chamber Emergency Evacuation Plan Announcement

Upon the Chair's request, Assistant City Clerk Rebecca Sullivan 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 Tuesday, January 3, 2023 Organizational Development Standing Committee meeting, at 5:00 p.m., and the minutes were approved as presented.

*Member Stephanie Lynch joined the meeting at 5:08 pm.*

[CD.2023.032](#) January 3, 2023 Organizational Development Standing Committee Meeting Minutes

## Reports from City Administration, Council Staff and Other Parties

### Central Virginia Transportation Authority (CVTA) Update

Kevin Carroll, CVTA Chairperson, and Chet Parsons, CVTA Executive Director, provided the committee with a presentation that explained the projects and services the CVTA provided the area. Specifically, the presentation outlined the funding, planning, and execution of construction projects that aid the development of Central Virginia transportation. Mr. Parsons stated the CVTA hopes to invest in several projects that would develop bridges, roads, and the Greater Richmond Transit Company system within the city.

*A copy of the material provided has been filed.*

[CD.2023.044](#) Central Virginia Transportation Authority Update Presentation

*Vice Chair Kristen Nye joined the meeting at 5:30 pm.*

*Member Ann-Frances Lambert asked for information about the sources for funding the Fall Line Trail.*

Mr. Carroll and Mr. Parsons shared the breakdown of the several sources of funding that would provide for the Fall Line Trail.

*Member Stephanie Lynch asked for more information concerning traffic calming techniques used in the region.*

Mr. Parsons provided information on the financial breakdown of the funds per region and offered to provide more specific information to Member Lynch at a later time.

*Member Ellen Robertson asked for more information on the status of the projected funding revenue for the projects.*

Mr. Carroll shared how projected numbers had changed and how the revenue was currently being sourced.

### **Council's Rules of Procedure and Standard Operating Procedures Training**

Haskell Brown, City Attorney, and Candice Reid, City Clerk, provided the committee with a presentation that reviewed the legal processes and procedures of standing committee meetings and actions.

*Member Reva Trammell joined the meeting at 5:43 pm.*

*Member Stephanie Lynch asked for a written summary of the information presented.*

*Chair Michael Jones emphasized the importance of following procedure and shared his hopes that legislation would be properly vetted and processed in a timely manner.*

Mr. Haskell outlined procedural discrepancies that were commonly occurring in Council Committee operations. Specifically, Mr. Haskell pointed to Council's rare enforcement of a 60-day legislative review rule, and the unintended impacts of the voting option to forward legislation to Council with no recommendation.

*Member Ellen Robertson asked for clarification on how Council could change the current committee procedures and rules. Member Robertson also asked for financial impact of failing to enforce the 60-day review rule.*

Ms. Reid shared the procedure Council could take in order to change current committee rules and explained the financial impact of the committee's current processes on the Clerk's Office.

### **2022 Annual Comprehensive Financial Report**

Lincoln Saunders, Chief Administrative Officer (CAO), and Kara Rueckemann, Assurance Manager with CliftonLarsonAllen provided the committee with a presentation that addressed the results of the city's 2022 Annual Comprehensive Financial Report.

*A copy of the material provided has been filed.*

[CD.2023.047](#) 2022 Annual Comprehensive Financial Report Presentation

*Member Katherine Jordan asked for information on where she could view the full Annual Comprehensive Financial Report.*

CAO Saunders reported that the entire report was recently delivered to Council's office inboxes.

*Member Stephanie Lynch asked for a highlight of the largest concerns found in the report, and for the impact the findings may have on recent Richmond Public Schools (RPS) construction projects.*

Ms. Rueckemann outlined the top three risks based on findings of the report, specifically on how the city can better report and record financial information. Ms. Rueckemann also stated that she would find more information on the impacts to the RPS projects to share with Member Lynch at a later time.

*Member Cynthia Newbille asked if the city was on target for addressing any factors that may have interfered with the timing of the report.*

CAO Saunders explained the procedural rules and staffing issues that interfered with the timing of the report.

*Vice Chair Kristen Nye asked for information about the parties involved with the audit process, and asked for guidance on how to address the city's risks concerning cash reconciliation.*

Ms. Rueckemann shared information about the parties involved in the report, including the principal from the audit committee. Ms. Rueckemann also shared information about cash reconciliation best practices.

CAO Saunders discussed the technological issues that have impacted the cash reconciliation problems the city had struggled with, and the status of the current search for a new software that would prevent the issues.

Sabrina Joy-Hogg, Deputy Chief Administrative Office for Finance and Administration, explained that multiple software modules would need to be installed, and that the installations would be completed by June 2024.

*Member Lynch asked whether RPS would have access to the city's risk mitigation systems.*

CAO Saunders stated that the systems used to monitor financial risks would need to be adapted to help address other major city managed projects and groups.

### **American Rescue Plan Act Quarterly Report**

Jason May, Budget & Strategic Planning Director, provided the committee with a presentation that addressed the current status of the American Rescue Plan Act (ARPA) projects taking place in the local area.

*A copy of the material provided has been filed.*

[CD.2023.046](#) ARPA Update Presentation

*Member Ann-Frances Lambert asked for information regarding which Richmond Public Schools were receiving funds from the Act ARPA and to where the Community Development Financial Institution Revolving Loan was being reallocated.*

Mr. May explained that he would find more information on the specific schools receiving assistance through ARPA. Mr. May also shared that the reallocation of funds would be decided at a future date.

*Member Reva Trammell asked for clarification on the status of the pay bonuses provided to public safety staff, as well as the status of the renovation of the Southside Community Center. Member Trammell also asked for information on whether ARPA would invest funds into some of the mobile home neighborhoods within her district.*

Mr. May shared information on the public safety bonuses.

Chief Administrative Officer (CAO) Saunders explained the different plans and budgets that could possibly address the needs of the mobile home neighborhoods in Member Trammell's district.

*Member Stephanie Lynch asked for information on the dispersal of funds that would be used to help beautify the Hull Street corridor in her district.*

Mr. May shared information on the corridors that would receive funding from the ARPA.

*Member Cynthia Newbille suggested the possibility of using funds from the ARPA to address radon contamination in city homes.*

*Member Katherine Jordan requested the possibility of the Broad Street corridor receiving aid from ARPA, as well as addressing issues with water heaters and HVAC systems as part of ARPA's healthy homes initiative.*

*Chair Michael Jones asked for the status of the funding for the renovation of the Southside Community Center and the impacts of inflation on other construction projects.*

Mr. May and CAO Saunders explained the current funding status of the Southside Community Center and how the city could address the inflation rates.

## **Reports of Standing Committees**

*Member Katherine Jordan shared that the Governmental Operations Standing Committee was reviewing the process by which commissions and boards were being assigned to City Council standing committees. Member Jordan also noted the upcoming Charter Review process that would be lead by the Governmental Operations Standing Committee.*

## **Consideration of Appointments to Boards, Commissions and Similar Entities**

There were no appointments for consideration.

## **Paper(s) for Consideration**

There were no papers for consideration.

## Discussion Item(s)

### **Start Time of Future Organizational Development Standing Committee Meetings**

*Chair Michael Jones proposed changing the Organizational Development Standing Committee meeting start time from 5:00 pm to 4:00 pm.*

*Member Ann-Frances Lambert, Member Ellen Robertson, and Member Newbille stated support for the time change.*

### **Plans for Phase Two of the Fiscal and Efficiency Study**

*Member Stephanie Lynch shared information on phase two of the Fiscal and Efficiency Study of children and family support programs managed by the city. Member Lynch noted that the next big step would include the creation of a fiscal map that could help guide future decision making and planning.*

*Member Cynthia Newbille questioned when the new fiscal map would be available to use as an analysis tool for the budget.*

*Member Lynch explained that the mapping process would take place over several phases.*

*Vice Chair Kristen Nye noted that she hoped to take this information to the Richmond School Board to help collaborative efforts in the fiscal mapping process.*

*Member Lynch shared that the information would be available to everyone involved in the near future.*

### **Council Budget Priorities**

LaTasha Holmes, Council Chief of Staff, shared information on the status of the Council's collective priorities list that was being compiled. The list would help Council prioritize their needs and goals for the upcoming budget, as well as sharing the information clearly with other groups including city administration and the public.

*Chair Michael Jones asked for input from members on what they hoped to accomplish in the upcoming budget season.*

## **Closed Session**

At 7:23 p.m., Member Ann-Frances Lambert moved that the Organizational Development Standing Committee hold a closed meeting pursuant to subdivision (A)(1) of section 2.2-3711 of the Virginia Freedom of Information Act to discuss salaries of specific appointees and employees of the City.

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

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

Members reconvened in open session at 8:15 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:

Michael J. Jones, Chair  
Kristen N. Nye, Vice Chair  
Katherine L. Jordan  
Ann-Frances Lambert  
Stephanie A. Lynch  
Cynthia I. Newbille  
Ellen F. Robertson  
Reva M. Trammell

DECLINING TO CERTIFY:

### **Adjournment**

There being no further business, the meeting adjourned at 8:16 p.m.