



City of Richmond

900 East Broad Street
Richmond, VA 23219
www.rva.gov/office-city-clerk
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DRAFT Meeting Minutes Governmental Operations Standing Committee

Wednesday, December 13, 2023

1:00 PM

Council Chamber, 2nd Floor - City Hall

Committee and Other Council Members in Attendance

The Honorable Katherine Jordan - Chair
The Honorable Ann-Frances Lambert - Vice Chair
The Honorable Kristen Nye - Alternate Member (late arrival)

Absent

The Honorable Stephanie Lynch - Member

Staff and Others in Attendance

Joyce Davis, Council Policy Analyst
LaTasha Holmes, Council Chief of Staff
Susan McKenney, Senior Assistant City Attorney
Nahdiah Muhammad, Assistant City Clerk
Pamela Nichols, Council Management Analyst
Candice Reid, City Clerk
RJ Warren, Deputy City Clerk

Call to Order

Chair Katherine Jordan called the meeting to order at 1:00 p.m., and presided.

Chamber Emergency Evacuation Plan Announcement and Citizen Speaker Guidelines

Upon the Chair's request, Assistant City Clerk Nahdiah Muhammad provided information on the appropriate manner in which the Council Chamber is to be evacuated in the event of an emergency along with citizen speaker guidelines.

Public Comment Period

There were no public comment speakers.

Approval of Minutes

There were no corrections or amendments to the meeting minutes of Wednesday, November 15, 2023, and the committee approved the minutes as presented.

[CD.2023.369](#) November 15, 2023 - Governmental Operations Standing Committee Minutes

Attachments: [20231115 Gov Ops Mins - DRAFT](#)

Presentation(s)

There were no presentations.

Paper(s) for Consideration

There were no papers for consideration.

Board Vacancies

There were no board vacancies.

Discussion Item(s)

Council's Honorary Street Sign Policies

Joyce Davis, Council Policy Analyst, provided the committee with a presentation regarding Council's honorary street sign policies.

[CD.2023.378](#) December 13, 2023 - Governmental Operations Street Naming Presentation

Attachments: [20231213 Honorary Street Naming Presentation](#)

A copy of the material provided has been filed.

Alternate Member Kristen Nye arrived at 1:07 p.m., and was seated.

Vice Chair Ann-Frances Lambert inquired about the process of removing an honorary street designation.

Joyce Davis stated that one of the requirements for the honorary street sign process would be for the individual to be of good moral character, and that if information comes forward regarding that individual then the removal of the sign will be considered.

Vice Chair Lambert stated that she believes there needs to be a limit regarding honorary street signs.

Alternate Member Kristen Nye stated appreciation to Ms. Davis for her work regarding the honorary street sign policy. Alternate Member Nye also stated that she believes there needs to be a limit to one sign per district, per year. Alternate Member Nye further stated that she does not want to put a financial burden on families, and she suggested that Council district funds be used to pay for the signs. Alternate Member Nye inquired if the History and Culture Commission is still active.

Ms. Davis stated she will inquire regarding the activity of the History and Culture Commission.

Alternate Member Nye suggested prohibiting street designations within 90 days of elections to avoid the possibility of conflicts. Ms. Nye inquired about a timeline to introduce legislation to enact the changes for street naming policies.

Chair Katherine Jordan suggested a set number of street designations per year. Ms. Jordan stated that the History and Culture Commission would be a good source to filter and monitor a street naming request. Ms. Jordan further stated that she would be in support of placing a moratorium on street renamings until a policy can be put in place.

Alternate Member Nye inquired about needing a vote to have a sign removed.

Ms. Davis stated that there are currently no policies in place for the removal of a street sign. Ms. Davis further stated that she will work with the City Attorney's Office regarding policies.

Alternate Member Nye suggested the process for removing a sign be considered by city administration without the need for legislation.

Robert Steidel, Deputy Chief Administrative Officer (DCAO) for Operations, stated that city administration is willing to budget for honorary street signs. DCAO Steidel further stated that Public Works Director Bobby Vincent has put a policy in place to direct the work that is required for the street sign installations.

The committee came to a consensus to place a hold on any street renamings until January 2025, and requested the item be discussed at the January 2, 2024, Organizational Development Standing Committee Meeting.

Review of Assigned Boards & Commissions

[CD.2023.373](#) December 13, 2023 - Board Assignments for Governmental Operations Standing Committee

Attachments: [20231213 Board Assignments for the Governmental Operations Standing Committee](#)

A copy of the material provided has been filed.

Pamela Nichols, Council Management Analyst, provided the committee with a review of boards and commissions assigned to the Governmental Operations Standing Committee.

Vice Chair Ann-Frances Lambert inquired about which commissions did not submit an annual report.

Pamela Nichols stated that the Central Virginia Waste Management Authority, Clean City Commission, and the Green City Commission failed to submit required annual reports in 2022. Ms. Nichols also stated the Metropolitan Richmond Air Quality Committee has not conducted any recent meetings and would only meet if the Governor declares an air quality emergency. Ms. Nichols further stated that the Sister Cities Commission did not provide an annual report for 2022 due to a change in leadership.

Vice Chair Lambert stated that the Sister Cities Commission did go through a change in leadership, which contributed to the commission not submitting an annual report for 2022.

Ms. Nichols stated that the Office of the City Clerk sends correspondence to boards and commissions requesting annual reports. Ms. Nichols further stated that the Office of the City Clerk will compile and distribute all prepared reports in February.

Vice Chair Lambert inquired if the Ethics Reform Commission was established in 2019 and why they have not met.

Ms. Nichols stated that the Ethics Reform Commission was established in 2019, and all of the members terms are current. Ms. Nichols also stated that based on the legislation, some of the staff support would come from the Council Chief of Staff Office, and that with the recent pandemic, and other staff responsibilities, they have not had the opportunity to meet.

Alternate Member Kristen Nye stated the Ethics Reform Commission was established to place parameters around activities that were happening within City Hall. Alternate Member Nye also stated that the Ethics Reform Commission wants to continue its work.

The committee had further discussion with Ms. Nichols regarding the boards and commissions assigned to the Governmental Operations Standing Committee.

LaTasha Holmes, Council Chief of Staff, provided the committee with further information regarding staff support to boards and commissions from the Council Chief of Staff Office.

Vice Chair Lambert inquired about the budget needed to provide stipends to boards and commission members.

Ms. Holmes stated that the staff member to be assigned will provide support to boards and commissions by working in conjunction with city administration and the City Clerk's Office.

Daniel Klein, Green City Commission Chair, stated that he would support any budget increase to support the Green City Commission.

Chair Katherine Jordan requested Ms. Nichols provide each standing committee with a similar report regarding boards and commissions assigned to each committee. Chair Jordan also requested that an update be provided at the February Governmental Operations Standing Committee meeting.

Next Steps on the Re-establishment of the Charter Review Commission

Chair Katherine Jordan, provided the committee with a brief overview regarding the next steps on the re-establishment of the Charter Review Commission.

Thad Williamson, 2022 City Charter Review Commission Chair, provided the committee with an update regarding the next steps on the re-establishment of the Charter Review Commission.

Alternate Member Kristen Nye stated that she agrees that an overall schedule of next steps for the Charter Review Commission would help avoid confusion due to forthcoming elections.

Vice Chair Ann-Frances Lambert stated that she agrees more community conversation needs to take place to educate the community about potential City Charter changes in the future.

The committee had further discussion with Mr. Williamson regarding City Charter next steps.

Staff Report

There was no staff report.

Adjournment

There being no further business, the meeting adjourned at 2:24 p.m.