



# City of Richmond

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

## Meeting Minutes Governmental Operations Standing Committee

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Wednesday, January 25, 2023

2:00 PM

Council Chamber, 2nd Floor - City Hall

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### Committee Members and Others in Attendance

The Honorable Katherine Jordan – Chair  
The Honorable Ann-Frances Lambert – Vice Chair

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

### Absent

The Honorable Stephanie Lynch – Member

### Call to Order

Chair Katherine Jordan called the meeting to order at 2:01 p.m., and presided.

### Chamber Emergency Evacuation Plan Announcement and Citizen Speaker Guidelines

Upon the Chair's request, Assistant City Clerk Nahdiyah 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 comments.

## Approval of Minutes

There were no corrections or amendments to the meeting minutes of Wednesday, December 14, 2022, and the committee approved the minutes as presented.

[CD.2023.019](#) December 14, 2022 - Governmental Operations Services Standing Committee Meeting Minutes

**Attachments:** [20221214 Gov Ops Mins](#)

## Presentation(s)

There were no presentations.

## Paper(s) for Consideration

**The following ordinance was considered:**

1. [ORD. 2022-348](#) To amend City Code § 2-896, concerning the administration of the Maggie L. Walker Initiative Citizens Advisory Board, for the purpose of modifying the quorum requirement of the Board.

**Patrons:** Vice President Robertson

**Attachments:** [Ord. No. 2022-348](#)

Joyce Davis, Council Policy Analyst, provided an introduction of the proposed ordinance and informed the committee of Councilor Ellen Robertson's concerns with the advisory board's current quorum requirements.

*Vice Chair Ann-Frances Lambert requested the number of individuals on the board and was advised that there are sixteen members and that nine members is a quorum.*

The committee had further discussion with Council Policy Analyst Joyce Davis regarding the amount of members needed for a quorum.

**There were no further comments or discussions and Vice Chair Ann-Frances Lambert moved to forward Ord. 2022-348 to Council with a recommendation to approve, which was seconded and unanimously approved.**

## Board Vacancies

Council Management Analyst Pamela Nichols reviewed board applications for the committee's consideration.

[CD.2023.021](#) January 25, 2023 Quarterly Board Vacancy Report - Governmental Operations Standing Committee

**Attachments:** [20230125 Gov Ops Board Report](#)

**Vice Chair Ann- Frances Lambert moved to forward the following board appointment and reappointment applications to Council with a recommendation to approve, and to continue consideration of the City Charter Review Commission vacancy to the February 22, 2023 meeting, which was seconded and unanimously approved.**

City Personnel Board:  
La Forest Williams

Richmond Retirement System:  
Jesse Ellington (reappointment)

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

## **Discussion Item(s)**

### **Board and Commission Assignments to Standing Committees**

*Chair Katherine Jordan addressed the committee regarding board and commission assignments to standing committees and stated that she has a draft list of realigning the assignments. Chair Jordan advised that she would provide the list to the other Council members and requested the list be forwarded to an upcoming Organizational Development meeting for approval.*

*Vice Chair Ann-Frances Lambert stated she supported the efforts to make City Council more affective.*

Joyce Davis requested a target date for the amended boards and commissions assignment legislation.

*Chair Jordan advised Ms. Davis that the introduction of the legislation for board and commission reassignments would be in a month to 45 days, as long as feedback is received from other Council members.*

### **Future Committee Presentations and Meeting Scheduling**

*Chair Katherine Jordan requested moving the committee meeting time to 1:00 p.m. She informed the committee that the December meeting would be moved to December 13, 2023. She advised that the committee received a list of future presentations from administration for consideration. She also advised that the committee would start with combined storm water and water rates presentations at the next meeting.*

Robert Steidel, Deputy Chief Administrative Officer of Operations, provided comments and responded to questions regarding facilities maintenance and surplus properties. He stated his portfolio would create a presentation with all the requested information during the March meeting.

### **Staff Report**

Council Policy Analyst Joyce Davis provided the committee with a staff report. Ms. Davis informed the committee that the Charter Review Commission will be sending a report to Council members, that outlines the commission's plans for the next six months and its plans to request a date change from the date stated in the ordinance to give the commission additional time to provide recommendations to Council. She also informed the committee that the commission has a survey it will provide to Council in the form of an interview for each Council member that will be scheduled.

*Chair Katherine Jordan stated that city administration requested the committee to review the reports that are required on an annual basis and she requested DCAO Bob Steidel to prepare a list for them to review.*

[CD.2023.043](#) Governmental Operations Standing Committee Staff Report

Attachments: [20230125 Gov Ops Staff Report](#)

### **Adjournment**

*There being no further business, the meeting adjourned at 2:30 p.m.*