



# City of Richmond

900 East Broad Street  
Richmond, VA 23219  
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## Meeting Minutes - Final Governmental Operations Standing Committee

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Wednesday, February 23, 2022

2:00 PM

Council Chamber, 2nd Floor - City Hall  
**Virtual Meeting**

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**This meeting was held through electronic communication means.**

### **Committee Members and Staff in Attendance**

The Honorable Kristen Nye – Chair  
The Honorable Katherine Jordan – Vice Chair  
The Honorable Michael Jones – Member  
The Honorable Ann-Frances Lambert – Alternate Member (Early Departure)  
The Honorable Ellen Robertson – Council Vice President (Late Arrival and Early Departure)

Debra Bowles, Assistant City Clerk  
Jerry Carchedi, Council Budget Analyst  
Haskell Brown, Interim City Attorney  
Joyce Davis, Interim Council Chief of Staff  
Jamie Isley, Boards and Commissions Administrator  
Candice Reid, City Clerk  
RJ Warren, Deputy City Clerk

### **Call to Order**

Chair Kristen Nye called the meeting to order at 2:05 p.m., and presided.

### **Electronic Meeting Announcement**

Assistant City Clerk Debra Bowles, in accordance with the current ongoing declaration of a local emergency concerning the COVID-19 pandemic confirmed by Res. No. 2020-R025, adopted March 16, 2020, and as permitted by section 2.2-3708.2(A)(3) of the Virginia Freedom of Information Act, announced the meeting would be held through electronic communication means. Assistant City Clerk Bowles stated notice of the meeting was provided to the public on February 17, 2022, and through Legistar on the city website in accordance with usual practice. She also stated members of the public were encouraged to provide comments in writing prior to the meeting and all comments received prior to 10:00 a.m., on Wednesday, February 23, 2022, were provided to committee members. Ms. Bowles indicated that members of the public who signed up to speak and provide comment would be called to speak at the appropriate time.

*Alternate Member Ann-Frances Lambert departed the meeting at 2:06 p.m.*

## Citizen Speaker Guidelines

Assistant City Clerk Debra Bowles provided the citizen speaker guidelines.

## Public Comment Period

There were no public comment speakers.

*Council Vice President Ellen Robertson arrived at 2:08 p.m.*

## Approval of Minutes

There were no corrections or amendments to the meeting minutes of Wednesday, January 26, 2022, and the committee approved the minutes as presented.

[CD.2022.048](#) January 26, 2022 Governmental Operations Standing Committee Meeting Minutes

**Attachments:** [20220126 Gov Ops Mins](#)  
[20220126 Public Comment for Governmental Operations Standing Committee](#)

## Presentation(s)

### Facilities Plan

Deputy Chief Administrator (DCAO) for Operations Robert Steidel stated that the final report of the Capital Improvements Project (CIP) budget would be presented to Council after being reviewed by the City Planning Commission. Mr. Steidel also reminded the committee that the Director for Budget and Strategic Planning Jason May and his team help in identifying financing for the CIP budget, and the Director of the Department of Public Works Bobby Vincent and his team provide the maintenance of city facilities. Mr. Steidel informed the standing committee that Management Analyst, Senior, for Operations Adam Hohl would be providing the presentation.

Management Analyst, Senior Adam Hohl reviewed the presentation with committee members and provided the background and purpose of the facilities plan. Mr. Hohl stated that the facilities plan is based on specific facility assessments within the city, which include prioritizing the annual capital budget related to city facilities, sizing facilities and parking based on the space needs study, consolidating the John Marshall Courts occupants with the city's Juvenile Justice Department and Adult Drug Court. Mr. Hohl also stated that the facilities plan details information regarding the Richmond Gas Works Authority relocating to Fulton Gas Works, the combining of current and future warehouse space, and leveraging lessons learned during the COVID-19 pandemic.

Mr. Hohl stated that the American Rescue Plan Act (ARPA) will fund the upgrading of two city community centers, Southside Community Center and the Calhoun Center, and that projects will be listed under the facilities plan. Mr. Hohl finalized the presentation by stating an estimate of more than \$500,000,000.00 would be needed for the CIP budget.

DCAO Steidel stated that Deputy Director for Public Works Lynne Lancaster is leading a study regarding teleworking. Deputy Director Lancaster noted that in an initial teleworking survey, many within the city were hesitant regarding the effectiveness of teleworking; however, the teleworking survey will be revisited this year.

DCAO Steidel also informed committee members that the headquarters for Parks, Recreation and Community Facilities (PRCF), and the Richmond Fire Department (RFD), are housed in leased buildings. Mr. Steidel stated that these two departments are on the priority list, and that the city is hoping to bring both facilities onto city property or moved into a facility that is less expensive. Mr. Steidel stated further that all city facilities are evaluated annually.

*A copy of the following report has been filed.*

[CD.2022.073](#) Facilities Plan FY 23-28

**Attachments:** [20220223 Facilities Plan FY 23-28](#)

*Council Vice President Ellen Robertson departed at 2:31 p.m.*

## Paper(s) for Consideration

1. [ORD. 2021-347](#) To establish the 2022 City Charter Review Commission to conduct a comprehensive review of the City Charter with the objective of making recommendations for appropriate revisions thereto. (As Amended)

**Patrons:** President Newbille, Vice President Robertson and Ms. Lambert

**Attachments:** [Ord. No. 2021-347](#)  
[20220228 Amendment of Ord. No. 2021-347](#)

Interim Council Chief of Staff (CCOS) Joyce Davis provided a review of ORD. 2021-347. Ms. Davis stated that she received an email from one of the chief patrons, Vice President Ellen Robertson, requesting that the proposed ordinance move forward with a comprehensive review for the City Charter Commission. Ms. Davis stated that she had mapped out a timeline with the proposed commission having completed their recommendations by June 1, 2023. Ms. Davis recommended hiring a legal consultant whose expertise is charter changes, making changes in the membership of the commission and having the Governmental Operations Standing Committee as a working body receive commission reports on a regular basis.

*Chair Kristen Nye summarized information from previous discussions regarding the proposed ordinance and the information that was provided by Interim CCOS Davis, to state that the proposed ordinance would need to be amended if the committee was in agreement with the recommendations of Ms. Davis.*

Interim City Attorney Haskell Brown confirmed that the amendments were to change the commission membership from five to nine, remove the requirement of a General Assembly delegate member, and to add that the commission would provide regular reporting to the Governmental Operations Standing Committee.

**There were no further comments or discussion and Vice Chair Katherine Jordan moved to forward ORD. 2021-347 to Council with recommendation to approve with amendment, which was seconded and unanimously approved.**

### **Board Vacancies**

Boards and Commissions Administrator Jamie Isley reviewed board applications for consideration by the committee. Ms. Isley stated that applicant, Terone Green, whose application was continued for consideration of appointment to the Sister Cities Commission from the January 26, 2022 meeting, requested to withdraw his application. Ms. Isley informed the committee that the current vacancy could be continued to the next quarter.

*A copy of the following document has been filed.*

[CD.2022.075](#) Board Vacancy Report - Governmental Operations Standing Committee

**Attachments:** [20220223 - Gov Ops - Board Vacancy Report](#)

Boards and Commissions Administrator Jamie Isley provided a brief listing of items for consideration in the appointment process of applicants to a board, commission or similar entity. Ms. Isley stated that additional detailed information is available regarding the appointment process.

*Chair Kristen Nye suggested a dedicated work session to review the appointment process and make recommendations for changes. Vice Chair Katherine Jordan and Member Michael Jones were in agreement.*

*A copy of the following report has been filed.*

[CD.2022.081](#) Boards and Commissions Discussion Handout

**Attachments:** [20220223 After Item - Boards and Commissions Handout](#)

**Chair Kristen Nye moved to continue consideration of the Sister Cities Commission vacancy to the next quarter, which was seconded and unanimously approved.**

## Staff Report

*A copy of the following report has been filed.*

[CD.2022.076](#) Governmental Operations Staff Report - February 23, 2022

**Attachments:** [February 2022 Gov Ops Staff Report](#)

## Adjournment

*There being no further business, the meeting adjourned at 3:19 p.m.*