



# City of Richmond

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

## Meeting Minutes Governmental Operations Standing Committee

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Wednesday, May 24, 2023

1:00 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 (late arrival)  
The Honorable Stephanie Lynch – Member (late arrival)

Joyce Davis, Council Policy Analyst  
LaTasha Holmes, Council Chief of Staff  
Susan McKenney, Assistant City Attorney  
Rachael Paul, Assistant City Clerk  
Candice Reid, City Clerk

### Call to Order

Chair Katherine Jordan called the meeting to order at 1:05 p.m., and presided.

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

Upon the Chair's request, City Clerk Candice Reid 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.

### Staff Report

Joyce Davis, Council Policy Analyst, provided the committee with a staff report. Ms. Davis addressed the committee's request for information on the policy for honorary street naming in the city and also provided information regarding the policies of other localities.

[CD.2023.201](#) 20230524 Gov Ops Staff Report

**Attachments:** [20230524 Gov Ops Staff Report](#)

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

Bob Steidel, Deputy Chief Administrative Officer of Operations, provided information regarding the policy for honorary street naming in the city. Mr. Steidel stated that he will provide city administration's recommendations regarding changes to the policy at the June Governmental Operations Standing Committee meeting.

*Chair Katherine Jordan stated that after further committee review, an update on the policy will be presented at an upcoming Organizational Development Standing Committee meeting.*

## Discussion Item(s)

### **Timeline and Review of Council Performance Evaluation Instrument for Executive Managers and Positions of Council Offices**

LaTasha Holmes, Council Chief of Staff, provided information and handouts regarding timeline and review of Council performance evaluations for executive managers and positions of Council offices.

[CD.2023.203](#) 20230524 After Items - Council Performance Evaluation Instrument

**Attachments:** [20230524 After Item - Council Performance Evaluation Instrument \(1\)](#)  
[20230524 After Item - Council Performance Evaluation Instrument \(2\)](#)  
[20230524 After Item - Council Performance Evaluation Instrument \(3\)](#)

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

*Chair Katherine Jordan stated she would relay the information to the other committee members.*

*Chair Katherine Jordan recessed the meeting at 1:25 p.m.*

*Member Stephanie Lynch arrived at 1:31 p.m., and was seated.*

*Chair Katherine Jordan reconvened the meeting at 1:33 p.m.*

## Public Comment Period

There were no public comments.

## Approval of Minutes

There were no corrections or amendments to the meeting minutes of Wednesday, April 26, 2023, and the committee approved the minutes as presented.

[CD.2023.180](#) April 26, 2023 - Governmental Operations Services Standing  
Committee Meeting Minutes

**Attachments:** [20230426 Gov Ops Mins](#)

## Presentation(s)

### Vehicle and Equipment Replacement Policy and Procedures Revision

Calvin Chambliss, Department of Public Works (DPW) Fleet Administrator, provided the committee a presentation regarding vehicle and equipment replacement policy and procedures.

[CD.2023.195](#) Vehicle and Equipment Replacement Policy and Procedures Revision  
Presentation

**Attachments:** [20230524 Vehicle and Equipment Replacement Policy and  
Procedures Revision](#)

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

*Chair Katherine Jordan asked about expanding electronic vehicle (EV) charging stations throughout the city's departments and the training of staff.*

Mr. Chambliss informed the committee that DPW has a plan for EV usage and is starting with the Class One vehicles. He also informed that seven technicians are currently trained and that eleven more will be trained in July. He advised he would like all DPW technicians to be fully trained by next year.

*Member Stephanie Lynch asked what portion of the city's fleet is being funded through federal grants for electric and hybrid vehicles and what the plan is to take advantage of available grants.*

Mr. Chambliss stated that the city's fleet is currently being funded with the capital budget, and that DPW is currently working to secure a grant writer to apply for grants.

Bobby Vincent, Director of the Department of Public Works (DPW), stated that the department is also working with the Office of Equitable Transit and Mobility to identify alternative funding.

*The committee had further discussion regarding grant options for the city's fleet.*

Bob Steidel, Deputy Chief Administrative Officer of Operations, informed the committee that the Joint Energy Committee is an interdepartmental committee that focuses on energy management for the city. Mr. Steidel stated that the committee will have its next meeting in June and there will be a report available.

## Paper(s) for Consideration

The following ordinance was considered:

1. [ORD. 2023-144](#) To amend and reordain City Code § 9-58, which assigns polling places in the city, to relocate the polling places for Precinct 701 and Precinct 705. (7th District)

**Patrons:** Ms. Newbille

**Attachments:** [Ord. No. 2023-144](#)

*Vice Chair Ann-Frances Lambert arrived at 1:52 p.m., and was seated.*

Joyce Davis, Council Policy Analyst, provided information regarding ORD. 2023-144 and explained the relocation of polling places for Precinct 701 and Precinct 705.

*Chair Katherine Jordan stated her concerns regarding the new locations for the polling places being at schools that may not be closed for voting.*

*Vice Chair Ann-Frances Lambert asked if the satellite polling locations would be open.*

Ms. Davis advised that she would get more information regarding which schools and satellite polling places would be open.

**There were no further comments or discussions and Vice Chair Ann-Frances Lambert moved to forward ORD. 2023-144 to Council with a recommendation to approve, which was seconded and unanimously approved.**

The following resolution was considered:

2. [RES. 2023-R011](#) To request that the Chief Administrative Officer cause the Department of Parks, Recreation and Community Facilities to consult with the Office of the City Attorney concerning the development of a plan and the preparation of necessary documents to acquire, preferably by gift, the properties known as Evergreen Cemetery and East End Cemetery and to present such a plan and documents to the Council.

**Patrons:** Ms. Newbille and Ms. Lambert

**Attachments:** [Res. No. 2023-R011](#)

Bob Steidel, Deputy Chief Administrative Officer of Operations, provided information regarding Res. 2023-R011, and explained the current status of acquiring the properties known as Evergreen Cemetery and East End Cemetery.

*Chair Katherine Jordan read a letter of intent from Chris Frelke, Director of Parks and Recreation, that provided more information regarding Res. 2023- R011, and the acquisition of the cemeteries.*

### **Public Hearing**

Jeffry Burden stated that the majority of the East End Cemetery is in Henrico County, and he asked how the city would be acquiring the land. He also asked how the city planned on maintaining the land and improving it.

*Member Stephanie Lynch inquired about the fiscal impact of acquiring and maintaining the cemeteries.*

Mr. Steidel informed the committee that the current analysis indicates that there is no fiscal impact, and he advised that the analysis was not correct. He stated that a team needed to review the cemeteries to determine how much work is needed for cemetery maintenance.

*Member Lynch requested a full fiscal analysis and recommendations of what entities could take over the cost of maintenance of each cemetery.*

**After further discussion, Vice Chair Ann-Frances Lambert moved to continue Res. 2023-R011 to the July 26, 2023 Governmental Operations Standing Committee meeting, which was seconded and unanimously approved.**

### **Board Vacancies**

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

[CD.2023.193](#) Board Vacancy Report - Governmental Operations Standing Committee

**Attachments:** [20230524 Gov Ops Board Report](#)

**Vice Chair Ann-Frances Lambert moved to continue consideration of vacancies for the Sister Cities Commission to the July 26, 2023, Governmental Operations Standing Committee meeting, which was seconded and unanimously approved:**

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

### **Adjournment**

There being no further business, the meeting adjourned at 2:15 p.m.