



# City of Richmond

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

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Wednesday, December 14, 2022

2:00 PM

Council Chamber, 2nd Floor - City Hall

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### Committee Members and Others in Attendance

The Honorable Kristen Nye – Chair  
The Honorable Michael Jones – Member

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

### Absent

The Honorable Katherine Jordan – Vice Chair

### Call to Order

Chair Kristen Nye called the meeting to order at 2:07 p.m., and presided.

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

Upon the Chair's request, Assistant City Clerk Rachael Paul 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, October 26, 2022, and the committee approved the minutes as presented.

[CD.2022.410](#) October 26, 2022 Governmental Operations Standing Committee Meeting Minutes

**Attachments:** [20221026 Gov Ops Mins](#)

## Presentation(s)

There were no presentations.

## Paper(s) for Consideration

The following ordinance was considered:

1. [ORD. 2022-347](#) To amend the schedule of classifications and assigned ranges incorporated into section I of the Pay Plan, to amend section III(B)(6) of the Pay Plan, concerning certain positions in the courts, and to amend section III(B)(7) of the Pay Plan, concerning certain positions in the Office of the General Registrar, for the purpose of adding the new classification of Staff Attorney/Court Administrator and changing the title of Assistant Registrar to the title of Deputy Registrar pursuant to 2022 Va. Acts ch. 140.

**Patrons:** Mayor Stoney

**Attachments:** [Ord. No. 2022-347](#)

Robin Redmond, Interim Human Resources Director, provided an introduction of the proposed ordinance.

Edward Jewett, Clerk of Circuit Court, provided additional information to the committee regarding Ord. 2022-347.

**There were no further comments or discussions and Member Michael Jones moved to forward Ord. 2022-347 to Council with a recommendation to approve, which was seconded and unanimously approved.**

The following ordinance was considered:

2. [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, Interim Council Chief of Staff, provided an introduction of the proposed ordinance and informed the committee that the ordinance would address the concerns of Vice President Ellen Robertson with the advisory board's quorum requirements.

*Member Michael Jones stated his concerns with reducing the number of present board members needed for a quorum.*

Susan McKenney, Assistant City Attorney, advised the committee that the quorum requirement would change to a majority of appointed members, rather than the current requirement of nine members for a quorum.

*Chair Kristen Nye stated that the committee would pause consideration of Ord. 2022-348 to allow Vice President Robertson time to respond to the committee's concerns through Interim Council Chief of Staff Joyce Davis.*

Chair Nye requested to proceed with review of board vacancies.

## Board Vacancies

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

[CD.2022.412](#) December 14, 2022 Quarterly Board Vacancy Report - Governmental Operations Standing Committee

**Attachments:** [20221214 Gov Ops Board Report](#)

**Member Michael Jones moved to forward the following board appointment to Council with a recommendation to approve, which was seconded and approved: Ayes 2, Nye, Jones, Noes 0.**

City Personnel Board:  
Adolph Brown, IV

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

Interim Council Chief of Staff Joyce Davis informed the committee that Vice President Ellen Robertson responded that she understood the concerns of the committee, but would still like to move forward with Ord. 2022-348.

*Member Michael Jones stated that he still had concerns about the precedent the ordinance would set for other boards and commissions.*

**There were no further comments or discussions and Member Michael Jones moved to continue Ord. 2022-348 to the January 25, 2023 Governmental Operations Standing Committee meeting, which was seconded and approved: Ayes 2, Nye, Jones, Noes 0.**

## **Discussion Item(s)**

### **The City's Grant Processes**

Jason May, Director of Budget and Strategic Planning, presented a presentation to the committee about the City's grant processes and management.

[CD.2022.416](#) The City's Grant Processes

**Attachments:** [20221214 The City's Grant Processes](#)

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

*Member Michael Jones asked what the rate of awarded grants was for the city.*

Terrence Banks, Budget and Policy Analyst, informed the committee that the city is in the process of changing how the city seeks grants.

*Chair Kristen Nye stated that she was excited about the training program that would train employees in other departments on how to apply for grants.*

Mr. May advised that there are two training programs that the city will be using.

*The Committee had further discussion regarding the city's grant processes.*

## **Staff Report**

There was no staff report.

*Chair Kristen Nye informed the committee that she attended the first Charter Review Commission meeting and advised that the commission would be meeting again in a couple of weeks.*

There being no further business, the meeting adjourned at 3:04 p.m.