

INTRODUCED: June 2, 2025

AN ORDINANCE No. 2025-122

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$11,573.50 from the Library of Virginia, and to appropriate the increase to the Fiscal Year 2024-2025 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Circuit Court Special Fund by \$11,573.50 for the purpose of records preservation.

Patron – Mayor Avula

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JUN 23 2025 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, is authorized to accept funds in the amount of \$11,573.50 from the Library of Virginia for the purpose of records preservation.

§ 2. That the funds received from the Library of Virginia are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2024, and ending June 30, 2025, by increasing estimated revenues by \$11,573.50, increasing the amount appropriated for expenditures

AYES: _____ NOES: _____ ABSTAIN: _____

ADOPTED: _____ REJECTED: _____ STRICKEN: _____

by \$11,573.50, and allotting to the Circuit Court Special Fund the sum of \$11,573.50 for the purpose of records preservation.

§ 3. This ordinance shall be in force and effect upon adoption.

O&R REQUEST

DATE: March 18th, 2025

EDITION: 2

TO: The Honorable Members of City Council

THROUGH: The Honorable Danny Avula, Mayor

THROUGH: Sabrina Joy-Hogg, Interim Chief Administrative Officer

THROUGH: Sheila White, Director of Finance

THROUGH: Meghan K. Brown, Director of Budget and Strategic Planning

FROM: The Honorable Edward F. Jewett, Clerk of Circuit Court

RE: Acceptance and Appropriation of Grant Funds from the Library of Virginia

ORD. OR RES. No. _____

PURPOSE: To authorize the Chief Administrative Officer to accept an additional amount of \$11,573.50 in grant funds approved by the Library of Virginia to the Circuit Court FY2025 Special Fund Budget (Library of VA records Preservation Grant).

BACKGROUND: The full cost of this plat book preservation project had not previously been budgeted at the city level. As a part of the FY2025 Special Fund Budget Ordinance adopting the Special Fund Budget, the Circuit Court's Library of Virginia Records Preservation Grant was appropriated \$10,000.00. The actual amount of the grant approved exceeded the already appropriated amount by \$11,573.50. As a result, authorization to accept and appropriate the additional \$11,573.50 over the already appropriated amount is required.

COMMUNITY ENGAGEMENT: The Circuit Court is seeking to make the city's land records more easily accessible to the citizens and businesses of the City of Richmond.

STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL: There is a need to preserve the plat books in keeping in line with the mayor's priority by providing efficient and high-quality service to the citizens and businesses of the City of Richmond and beyond while, at the same time, preserving court records.

FISCAL IMPACT: These additional funds will increase the FY25 Circuit Court Library of VA Records Preservation grant by \$11,573.50.

DESIRED EFFECTIVE DATE: Upon Adoption.

REQUESTED INTRODUCTION DATE: May 27, 2025

CITY COUNCIL PUBLIC HEARING DATE: June 9, 2025

REQUESTED AGENDA: Consent Agenda

RECOMMENDED COUNCIL COMMITTEE: No Committee per Rule VI(B)(3)(C)

AFFECTED AGENCIES: Department of Finance, Department of Budget and Strategic Planning, and the Richmond City Circuit Court.

RELATIONSHIP TO EXISTING ORD. OR RES.: Adopted Special Fund Ord. No. 2024-099

ATTACHMENTS: Award Letter

STAFF: Cecelia M. Hargrove, Circuit Court 804-646-6536, Cecelia.Hargrove@rva.gov



LIBRARY OF VIRGINIA

Dennis T. Clark
Librarian of Virginia

Feb. 25, 2025

Grant Agreement Number: 2025FY-112

The Honorable Edward Jewett
Clerk of the Circuit Court
City of Richmond
400 N. 9th St.
Richmond, VA 23219

Dear Mr. Jewett,

The Circuit Court Records Preservation Grants Review Board met on Tuesday, Feb. 25th, 2025 to consider 140 applications submitted from 105 localities. \$2,000,000 was budgeted for this grant cycle, while grant requests totaled just over \$3,030,000. It is our pleasure to inform you that your Item Conservation grant application to the Virginia Circuit Court Records Preservation Program has been **approved in the reduced amount of \$21,573.50**, due to funding requests for this cycle exceeding the award amount available. The following item(s) have been approved by the Review Board: **Index to Ended Causes (Chancery) 1894-1923; Plat Book 4, Hustings Court, 1839-1944; Plat Book 5, p.101-200, Chancery Court, 1921-1923; Plat Book 5, p.1-100, Chancery Court, 1919-1922.** We encourage you to resubmit items that were not approved this cycle during the next grant cycle. This grant is subject to the stated amount, availability of funds, and any provisos listed in this letter or on the enclosed CCRP Grants Program Application Certification form. Please review these provisos carefully to determine the scope and/or limitations of the project.

You will find the Award Certification form included with this letter. This agreement, along with the original grant application, details the term of your project, the portion of your project supported with grant funds, and the specific work that is to be accomplished. It will also indicate your fiscal and program reporting requirements. Please read the agreement carefully and return it electronically or by mail **within fifteen days of receipt** to Michelle Washington at the Library of Virginia (Michelle.Washington@lva.virginia.gov). Contact your item conservation vendor representative to make arrangements for them to collect the approved items. If you have any questions regarding this award or agreement, please contact Greg Crawford at (804) 692-3505.

We appreciate your interest in preserving Virginia's documentary heritage and extend our best wishes for a successful project. We will look forward to working with this year in preparation for the 2026FY grant cycle.

Sincerely,

Gregory E. Crawford
State Archivist

Kelly L. Flannagan
President, Virginia Court Clerks' Association

800 East Broad Street
Richmond, Virginia 23219

www.lva.virginia.gov

804.692.3500 *phone*
804.692.3976 *tty*

CCRP GRANTS PROGRAM AWARD CERTIFICATION FORM

Locality: Richmond City

Date of Award: 2 /25/2025

Grant #: 2025FY-112

Amount of Grant Award: \$21,573.50

Grant Type: Item Conservation

Amount of Grant Request: \$32,881.00

By signing this document, I agree to the three statements below, as well as the decision of the CCRP Grants Review Board:


Signature of Circuit Court Clerk

Edward F. Jewett, Clerk
Typed or Printed Name of Circuit Court Clerk

Statement regarding expenditure of funds:

I will abide by applicable state and local procurement rules and agree that funds granted under the Virginia Circuit Court Records Preservation Program will be spent only in accordance with the plan of work and budget statement presented in this application, and that any changes in the submitted proposal of work and/or budget will be submitted in writing to the grants office for approval in advance. I understand that grant funds will only be released upon receipt of verification form indicating that the proposal of work has been fully completed. I will ensure that any agreements for goods or services to be paid for with grant funds will be consistent with the project requirements set forth in the CCRP Program Manual.

Statement regarding archival and records management policies and procedures:

I agree to comply with all policies and procedures required by the Code of Virginia, and the decisions of the Circuit Court Records Preservation Grants Review Board and the Library of Virginia concerning the management, preservation, reproduction, and storage of public records, as well as those pertaining to the official recording of such records in government offices, whether on paper, microfilm, digital image, or any other medium.

Statement regarding project status and financial expenditure reports:

I agree to submit program status and financial expenditure reports as required by the Library of Virginia. I also agree to account for all grant funds, to maintain separate financial and programmatic records on this project, and to retain such source documentation as canceled checks, paid bills, payroll, or other accounting documentation, in conjunction with the fiscal office of this locality, that would facilitate an audit. I understand that failure to submit the status and financial reports will result in grant funds not being released and this office becoming ineligible to receive future grant funding, until such time that the delinquent reports have been successfully submitted.