



# 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 24, 2024

1:00 PM

Council Chamber, 2nd Floor - City Hall

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### Committee and Other Council Members in Attendance

The Honorable Katherine Jordan - Chair  
The Honorable Ann-Frances Lambert - Vice Chair  
The Honorable Nicole Jones - Alternate Member  
The Honorable Kristen Nye - Council President

### Absent

The Honorable Stephanie Lynch - Member

### Staff and Others in Attendance

Joyce Davis, Council Policy Analyst  
Laura Drewry, City Attorney  
Susan McKenney, Senior Assistant City Attorney  
Pamela Nichols, Council Management Analyst  
Candice Reid, City Clerk  
RJ Warren, Deputy City Clerk

### Call to Order

Chair Katherine Jordan called the meeting to order at 1:00 p.m., and presided.

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

Upon the Chair's request, Deputy City Clerk RJ Warren 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.

## Electronic Participation

Pursuant to Rule III(D)(4)(b) of Council's Rules of Procedure, Vice Chair Ann-Frances Lambert made a request to participate in the meeting via Microsoft Teams from Commonwealth Primary Care West Creek, due to a family member's medical condition that required her to provide care for such family member and prevented her physical attendance. The committee members present were required to adopt a motion to approve Vice Chair Lambert's participation in the meeting by electronic communication means if it appeared to the body that her request complied with Rule III(D) of Council's Rules of Procedure. A motion was solicited from those members physically assembled to approve Vice Chair Lambert's participation in the meeting by electronic communication means.

Pursuant to Rule III(D)(4)(b) of Council's Rules of Procedure, Member Stephanie Lynch made a request to participate in the meeting via Microsoft Teams from her home, due to a medical condition that prevented her physical attendance. The committee members present were required to adopt a motion to approve Member Lynch's participation in the meeting by electronic communication means if it appeared to the body that her request complied with Rule III(D) of Council's Rules of Procedure. A motion was solicited from those members physically assembled to approve Member Lynch's participation in the meeting by electronic communication means.

**Alternate Member Nicole Jones moved to allow Vice Chair Ann-Frances Lambert and Member Stephanie Lynch to participate in the meeting by electronic communication means. The motion was seconded and approved: Ayes 2, Jones, Jordan. Noes None.**

*Member Stephanie Lynch did not join the meeting via Microsoft Teams.*

## Public Comment Period

There were no public comment speakers.

## Approval of Minutes

There were no corrections or amendments to the meeting minutes of Wednesday, December 13, 2023, and the committee approved the minutes as presented.

[CD.2024.005](#) December 13, 2023 - Governmental Operations Meeting Minutes

## Presentation(s)

There were no presentations.

*Chair Katherine Jordan, committee members and President Kristen Nye welcomed Joe Damico, Deputy Director of Public Works, as a new employee with city administration.*

Joe Damico informed the committee about his prior work experience with the Commonwealth of Virginia Department of General Services. Mr. Damico stated that he was excited about the opportunity to join city administration and share his abilities with the city.

## Paper(s) for Consideration

The following ordinance was considered:

1. [ORD. 2024-024](#) To repeal City Code § 26-3, concerning application of payments and to amend ch. 26, art. I, of the City Code by adding therein a new section numbered 26-3.1, concerning application of payments, all for the purpose of clarifying the application of tax payments.

**Patrons:** President Nye, Mayor Stoney, Mr. Addison, Ms. Robertson, Ms. Newbille, Ms. Lynch, Ms. Trammell, Vice President Lambert, Ms. Jordan and Ms. Jones

Chief Administrative Officer (CAO) Lincoln Saunders provided an introduction and additional background information regarding the proposed ordinance. CAO Saunders stated the ordinance would amend City Code to allow the city to adjust the application of tax payments it receives.

*Chair Katherine Jordan stated her appreciation for city administration, the City Attorney's Office and local businesses that collaborated to draft the proposed ordinance.*

*President Kristen Nye stated her appreciation for entities that worked together to draft ORD. 2024-024. President Nye also stated that it was a good first step, but that other action was necessary to address how the city collects taxes.*

*Alternate Member Nicole Jones stated it was important that city administration inform the public about tax policy and how ORD. 2024-024 would change certain aspects of the policy.*

*Vice Chair Ann-Frances Lambert inquired if the change in policy would be retroactive, and how it will impact businesses that owed the city prior tax penalties and interest.*

CAO Saunders stated that the policy would change immediately upon adoption, and that city administration was reviewing prior cases of city businesses that were delinquent on tax payments.

**There were no further comments or discussions and Alternate Member Nicole Jones moved to forward ORD. 2024-024 to Council with the recommendation to approve, which was seconded and unanimously approved.**

The following ordinance was considered:

2. [ORD. 2024-025](#) To repeal ch.2, art. VII, div. 3 of the City Code (§§ 2-1336 - 2-1339), concerning webpages for development and capital improvements

projects.

**Patrons:** Mayor Stoney

Adam Hohl, Office of the Deputy Chief Administrative Officer for Operations Senior Policy Advisor, provided an introduction, and he demonstrated the changes that would occur with the adoption of ORD. 2024-025.

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

*Chair Jordan suggested that the software be able to link any capital improvement projects to the related legislation on the city's legislative website for public review.*

*President Kristen Nye addressed prior issues with how the city provided capital improvement project funding and allocation information on the city's website. President Nye stated her concerns about repealing City Code that required city administration to provide a more defined list of capital improvement projects and funding on the city's website.*

*President Nye also stated she was hopeful that the requirement to post certain information be included in a different section of City Code.*

Adam Hohl stated that the information would still be present on the city's website for public review, but that the legislation is seeking to remove the requirement that the information be provided on a specific webpage.

Charles Todd, Department of Information Technology Director, provided the committee with additional information regarding the city's website, prior amendments to City Code, and ORD. 2024-025. Mr. Todd stated that certain requirements of current City Code are obsolete, and that is why the repeal is requested.

Bob Steidel, Deputy Chief Administrative Officer (DCAO) for Operations, stated that now every capital improvement project and funding information is provided on the city's website, and that the requirement in City Code that certain information be posted online in a certain way is no longer necessary. DCAO Steidel also stated that the information provided on the city's website by the Finance Department provides better details on capital improvement projects and funding than what is currently required by City Code.

*President Nye stated she was comfortable with the requested repeal of City Code, but she informed the committee that she wanted Council to work with the City Attorney to ensure that the required information is still mentioned somewhere in the City Code. President Nye also stated a continuance of the ordinance might be necessary to allow time for further dialogue with the City Attorney.*

Senior Assistant City Attorney Susan McKenney stated that the City Attorney's Office will review City Code to determine if the requested information is present elsewhere, and if not, what amendments might be necessary to ORD. 2024-025.

**There were no further comments or discussions and Alternate Member Nicole Jones moved to continue ORD. 2024-025 to the February 28, 2024 Governmental Operations Standing Committee meeting, which was seconded and was unanimously approved.**

**The following ordinance was considered:**

3. [ORD. 2024-026](#) To amend City Code §§ 2-1158, concerning composition and terms of office for the Clean City Commission, 2-1159, concerning duties and functions, and 2-1160, concerning organization and reporting requirements, for the purpose of modifying the membership, functions, and operations of the Clean City Commission.

**Patrons:** Ms. Lynch and Ms. Jordan

Torrence Robinson, Department of Public Works Deputy Director of Operations, provided an introduction of the proposed ordinance, and he informed the committee that city administration approved of the requested amendments to the composition of the Clean City Commission.

**There were no further comments or discussions and Alternate Member Nicole Jones moved to forward ORD. 2024-026 to Council with the recommendation to approve, which was seconded and unanimously approved.**

**The following resolution was considered:**

4. [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 Forest View Cemetery and to present such a plan and documents to the Council.  
(As Amended)

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

Chris Frelke, Department of Parks, Recreation and Community Facilities Director, provided an update regarding the city obtaining Evergreen Cemetery, East End Cemetery and Forest View Cemetery, and he requested a continuance of RES. 2023-R011, to allow for more time to complete the transfer of land.

**There were no further comments or discussions and Alternate Member Nicole Jones moved to continue RES. 2023-R011 to the February 28, 2024 Governmental Operations Standing Committee meeting, which was seconded and was unanimously approved.**

### **Board Vacancies**

Pamela Nichols, Council Management Analyst, reviewed board applications for consideration by the committee.

[CD.2024.016](#) January 24, 2024 - Governmental Operations Board Vacancy Report

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

**Alternate Member Nicole Jones moved to forward the following applications for appointment to Council with a recommendation to approve:**

Public Utilities and Services Commission:

John Russell

Patrick Fanning

Jacquelyn Johnson

Tracey Thayer

Andrew Grigsby

Christopher Rashad Green

Kevin Cianfarini

William Howard Nickerson

*Chair Katherine Jordan stated discussion would occur at the next Governmental Operations Standing Committee meeting regarding how the Public Utilities and Services member terms would be staggered.*

**The motion was seconded and unanimously approved.**

**Alternate Member Nicole Jones moved to continue consideration of applications to the Clean City Commission and the Urban Forestry Commission to the February 28, 2024, Governmental Operations Standing Committee meeting, and to forward the following application for appointment to Council with a recommendation to approve:**

Sister Cities Commission:

Stafford Armstead

**The motion was seconded and unanimously approved.**

## Discussion Item(s)

### **Overtime Report Pursuant to Res. No. 2021-R046**

Chief Administrative Officer (CAO) Lincoln Saunders addressed the committee regarding the discussion item, and stated that city administration was aware of the consequences of employees exceeding overtime limits. CAO Saunders also stated that city administration was mindful of the impact of too much overtime on an employee's health and the city's budget.

*President Kristen Nye stated it was important to ensure the health and safety of employees, and she noted that was why RES. 2021-R046 was adopted. President Nye recommended that the committee work with city administration to ensure that the reports required by RES. 2021-R046 are provided to the committee.*

### **Charter Review Commission Next Steps**

Joyce Davis, Council Policy Analyst, provide the committee with a summary of actions taken by the 2022 City Charter Review Commission and the initial steps taken to amend the City Charter. Ms. Davis also addressed possible next steps Council and a reestablished City Charter Review Commission can take regarding more comprehensive changes to the City Charter.

*Vice Chair Ann-Frances Lambert stated she would be willing to work with Joyce Davis on the action necessary to continue the review and implementation of possible changes to the City Charter.*

### **Council's Honorary Street Sign Policies Update**

Joyce Davis, Council Policy Analyst, provided the committee with an update regarding Council's honorary street sign policy. Ms. Davis stated that she had begun work on a potential application process for an individual or group to request legislation to designate a street in honor of an individual. Ms. Davis also stated that once the application process is finalized, then Council could work with the History and Culture Commission to review applications. Ms. Davis further stated that the History and Culture Commission had not yet begun meeting, but she was hopeful meetings would begin by the time Council finalizes a policy for honorary street designations.

Bob Steidel, Deputy Chief Administrative Officer (DCAO) for Operations, stated that city administration was willing to work with Council once the policy is finalized.

*Chair Katherine Jordan stated that she believed it was a good idea to include the History and Culture Commission in the process, as the commission may be aware of other honorary or historical action occurring throughout the city that may be relative to a street designation. Chair Jordan inquired when the commission would start meeting.*

Kevin Vonck, Department of Planning and Development Review Director, provided the committee an update regarding the History and Culture Commission. Mr. Vonck stated that the designated staff person for the commission had been hired, and that he hoped the commission would begin meeting sometime in the fall of 2024. Mr. Vonck also stated that he believed it would be appropriate for the commission to take part in the street designation application process.

### **Staff Report**

Joyce Davis, Council Policy Analyst, provided the committee with the meeting staff report.

### **Adjournment**

There being no further business, the meeting adjourned at 2:22 p.m.