

INTRODUCED: May 24, 2021

AN ORDINANCE No. 2021-141

To authorize the Chief Administrative Officer to accept grant funds in the amount of \$358.50 from the Library of Virginia, and to appropriate the funds received to the Fiscal Year 2020-21 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Circuit Court of the City of Richmond's Library of Virginia Records Preservation Grant special fund by \$358.50 for the purpose of preserving land records.

\_\_\_\_\_  
Patron – Mayor Stoney

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: JUN 14 2021 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 hereby authorized to accept funds in the amount of \$358.50 from the Library of Virginia for the purpose of preserving land records.

§ 2. That the funds received are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2020, and ending June 30, 2021, by increasing estimated revenues by \$358.50, increasing the amount appropriated for expenditures by \$358.50, and allotting to the

AYES:            9            NOES:            0            ABSTAIN: \_\_\_\_\_

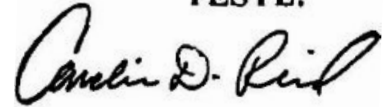
ADOPTED:    JUN 14 2021    REJECTED: \_\_\_\_\_    STRICKEN: \_\_\_\_\_

Circuit Court of the City of Richmond's Library of Virginia Records Preservation Grant special fund the sum of \$358.50 for the purpose of preserving land records.

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

**A TRUE COPY:**

**TESTE:**

A handwritten signature in black ink, appearing to read "Amelia D. Reed". The signature is written in a cursive style with a large initial 'A'.

**City Clerk**



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

### O&R REQUEST

**DATE:** May 7, 2021 **EDITION:** 1

**TO:** The Honorable Members of City Council

**THROUGH:** The Honorable Levar M. Stoney, Mayor *L.M.S.*

**THROUGH:** Lincoln Saunders, Acting Chief Administrative Officer *JLS*

**THROUGH:** Jay Brown, Director of Budget and Strategic Planning *JAB*

**THROUGH:** Sheila White, Interim Director of Finance *Sheila White*

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

**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 \$358.50 in grant funds approved by the Library of Virginia to the Circuit Court FY2021 Special Fund Budget (Library of VA Records Preservation Grant).

**REASON:** The Circuit Court Library of VA Records Preservation Grant award exceeds the amount appropriated for the Circuit Court program as part of the Ordinance adopting the FY2021 Special Budget, ordinance Number 2020-050 by an additional \$358.50. The Circuit Court is seeking to have its plat books preserved as they are crucial to the land records of the City. We have had our plat books filmed and they are available on microfilm, however, the originals are needed for those many instances when film is unclear, detail has been lost or color has not been captured. These are permanent records.

**RECOMMENDATION:** The City Administration recommends adoption of this Ordinance. The expense has been approved by the Library of Virginia and the City will be reimbursed by the Library of Virginia.

**BACKGROUND:** 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. The full cost of the project had not previously been budgeted at the city level. As a part of the FY2021

Special Fund Budget Ordinance adopting the Special Fund Budget, the Circuit Court's Library of VA Records Preservation Grant was appropriated \$25,000.00. However, the actual amount of the grant approved exceeded the already appropriated amount by \$358.50. As a result, authorization to accept and appropriate the additional \$358.50 over the already appropriated amount is required.

**FISCAL IMPACT / COST:** These additional funds will increase the FY21 Circuit Court Library of VA Records Preservation Grant by \$358.50.

**FISCAL IMPLICATIONS:** Acceptance of this award will allow the Circuit Court Clerk to implement the preservation of land records.

**BUDGET AMENDMENT NECESSARY:** Yes, to amend Special Fund Ordinance #2020-050.

**REVENUE TO CITY:** The City of Richmond will receive an additional amount of \$358.50 in reimbursement from the Library of Virginia to be appropriated to the FY2021 Special Fund Revenue Budget.

**DESIRED EFFECTIVE DATE:** Upon Adoption.

**REQUESTED INTRODUCTION DATE:** May 24, 2021

**CITY COUNCIL PUBLIC HEARING DATE:** June 14, 2021

**REQUESTED AGENDA:** Consent Agenda

**RECOMMENDED COUNCIL COMMITTEE:** Waived

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** N/A

**AFFECTED AGENCIES:** Department of Finance, Department of Budget and Strategic Planning and Circuit Court

**RELATIONSHIP TO EXISTING ORD. OR RES.:** Adopted Special Fund Ordinance #2020-050

**REQUIRED CHANGES TO WORK PROGRAM(S):** None

**ATTACHMENTS:** Award Letter

**STAFF:** Cecelia M. Hargrove, Circuit Court-646-6536, Cecelia.Hargrove@richmondgov.com



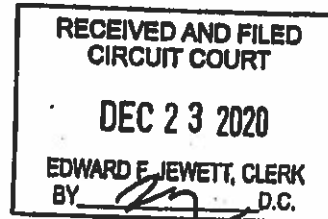
# LIBRARY OF VIRGINIA

Sandra Gioia Treadway  
Librarian of Virginia

Dec. 8, 2020

Grant Agreement Number: 2021FY-81

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, Dec. 8<sup>th</sup>, 2020 to consider ninety-six applications submitted from ninety-five localities. 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 full amount of \$25,358.50. The following item(s) have been approved by the Review Board: Plat Book 24; Plat Book 25; Plat Book 26; Plat Book Misc., c.1940s-1950s. 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 enclosed. 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 within fifteen days of receipt to Michelle Washington at the Library of Virginia in the prepaid envelope included in this mailing. 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.

Please accept our congratulations on the approval of your 2021FY application. 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 you next year in preparing for the next grant cycle, which is scheduled for Fall 2021.

Sincerely,

Michael Strom  
State Archivist and Director of Government Records Services

Lizabeth A. Dugger  
President, Virginia Court Clerks' Association

CCRP GRANTS PROGRAM AWARD CERTIFICATION FORM

Locality: City of Richmond

Date of Award: 12/8/2020

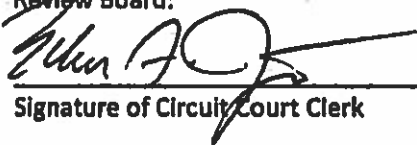
Grant No: 2021FY-81

Amount of Grant Award:  
\$25,358.50

Grant Category: Item Conservation

Amount of Grant Request: \$25,358.50

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  
\_\_\_\_\_  
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.