

**From:** [Warren Jr., Richard A. - Clerk's Office](#)  
**Subject:** Public Information Advisory - December 7, 2020 Special Meeting  
**Date:** Friday, December 4, 2020 10:07:24 AM

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## OFFICE OF THE CITY CLERK

Richmond City Hall - 900 E. Broad Street, Suite 200 - Richmond, Virginia 23219 U.S.A. - <https://www.rva.gov/index.php/office-city-clerk>

### **PUBLIC INFORMATION ADVISORY**

**WHAT:** Richmond City Council will hold a special meeting for the introduction and expedited consideration of a resolution to consent to the Mayor's designation of J. E. Lincoln Saunders as Acting Chief Administrative Officer.

**WHEN:** **Monday, December 7, 2020\***  
**5:00 p.m.**

\*The regularly scheduled **Organizational Development Standing Committee** meeting, scheduled for the same date and time, will take place at the conclusion of the special meeting.

**WHERE:** **This meeting will be held through electronic communication means pursuant to and in compliance with Ordinance No. 2020-093, adopted April 9, 2020, as amended by Ordinance No. 2020-183, adopted August 20, 2020.** This meeting will be open to participation through electronic communication means by the public and closed to in-person participation by the public. Less than a quorum of Richmond City Council will assemble for this meeting in the Council Chamber on the 2<sup>nd</sup> floor of City Hall at 900 East Broad Street in Richmond, Virginia 23219, and most Council members and other staff will participate by teleconference/videoconference via Microsoft Teams.

This meeting will be livestreamed at the following web address: <https://richmondva.legistar.com/Calendar.aspx>. To access the livestream, find and click the link that reads, "In Progress" in the farthest right hand column entitled, "Video".

You may also listen to the meeting audio from your phone by dialing \*67-804-316-9457 and when prompted, enter conference ID 205 733 061#.

The agenda for this meeting is accessible on the City's legislative website by clicking [here](#).

Interested citizens who wish to speak will be given an opportunity to do so by following the instructions [here](#).

Citizens are encouraged to provide their comments in writing to [CityClerksOffice@richmondgov.com](mailto:CityClerksOffice@richmondgov.com) in lieu of speaking through audio or video means during the meeting. The person responsible for receiving comments in writing is Candice D. Reid, City Clerk. All written comments received via email prior to 10:00 a.m. on Monday, December 7, 2020, will be

provided to all members of the Council prior to the beginning of the meeting and will be included in the record of the meeting.

**CONTACT:** For more information, please contact City Clerk Candice D. Reid at 804-646-7955 or [candice.reid@richmondgov.com](mailto:candice.reid@richmondgov.com).