



City of Richmond

900 East Broad Street
Richmond, VA 23219
www.rva.gov/office-city-clerk

Draft Meeting Minutes Organizational Development Standing Committee

Monday, May 5, 2025

4:00 PM

Council Chamber, 2nd Floor - City Hall

Members Present

The Honorable Cynthia Newbille – Chair
The Honorable Katherine Jordan – Vice Chair
The Honorable Sarah Abubaker – Member
The Honorable Andrew Breton – Member
The Honorable Kenya Gibson – Member
The Honorable Nicole Jones – Member
The Honorable Stephanie Lynch – Member (late arrival)
The Honorable Ellen Robertson – Member (late arrival)
The Honorable Reva Trammell – Member

Others in Attendance

Laura Drewry, City Attorney
Will Perkins, Council Senior Legislative Manager
Candice Reid, City Clerk
Tabrica Rentz, Deputy City Attorney
Matthew Slaats, Interim Council Chief of Staff
RJ Warren, Deputy City Clerk

Call to Order

Chair Cynthia Newbille called the meeting to order at 4:03 p.m., and presided.

Chamber Emergency Evacuation Plan Announcement

Upon the Chair's request, Deputy City Clerk RJ Warren provided information on the appropriate way to evacuate the Council Chamber in an emergency.

Agenda Review and Amendments

Member Nicole Jones moved to amend the agenda as follows:

[CD.2025.147](#) Organizational Development Board Vacancy Report - May 5, 2025

The motion was seconded and approved: Ayes 7, Breton, Gibson, Jones, Trammell, Abubaker, Jordan, Newbille. Noes None. Robertson and Lynch had not yet arrived.

Approval of Minutes

There were no corrections or amendments to the minutes of the Monday, April 7, 2025 Organizational Development Standing Committee meeting, at 4:00 p.m., and the minutes were approved as presented.

[CD.2025.149](#) April 7, 2025 - Organizational Development Meeting Minutes

Reports from City Administration, Council Staff and Other Parties

Tax Rebate Updates

Interim Chief Administrative Officer (CAO) Sabrina Joy-Hogg provided an update on issues related to the city's issuance of 2024 real estate tax rebate checks.

Member Ellen Robertson arrived at 4:05 p.m., and was seated.

Member Kenya Gibson confirmed that 23,000 rebate checks were mailed with 8,300 having the wrong payee listed on the check, and that 5,200 of the 8,300 incorrect checks were stopped resulting in the mailing of 3,100 incorrect checks.

Interim CAO Joy-Hogg stated that three of the 3,100 incorrect checks were cashed, and that the city was working to retrieve that money. Interim CAO Joy-Hogg also stated that no checks have been issued since March 2025, and that all issues occurred with checks issued and mailed prior to stopping the rebate process in March. Interim CAO Joy-Hogg further stated that once all checks become invalid after the 90-day validation period ends in June, then corrected checks will be reprinted and mailed.

Member Sarah Abubaker confirmed that rebate amounts were correct, and that only the payee was incorrect on certain checks.

Interim CAO Joy-Hogg informed members that she had invited City Auditor Riad Ali to provide additional review of the Finance Department's internal audit of the rebate issue and process.

Member Sarah Abubaker stated her concerns about former Director of Revenue Jamie Atkinson's resignation, and she asked why recently hired Finance Department staff were leaving.

Member Reva Trammell confirmed that rebate checks were issued for the 2024 tax year with 2025 property values. Member Trammell also stated her concerns about the city changing its mailing address for city tax payments, because she said it was confusing for residents.

Member Ellen Robertson inquired about the lack of quality control efforts and standard operating procedures used on the tax rebate process. Member Robertson also stated that Council would benefit from having printed documentation addressing the rebate issue, and she requested that such documentation be provided and that Council be provided copies of newly established standard operating procedures.

Chair Cynthia Newbille summarized information requested by members and noted that Interim CAO Joy-Hogg should provide the information through documentation.

Member Gibson stated that residents are confused, and that documentation would be beneficial for clarity.

Member Stephanie Lynch arrived at 4:47 p.m., and was seated.

Water Treatment Facility Updates

Scott Morris, Director of Public Utilities, provided the committee with an update on the city's water treatment facility, HNTB action recommendations, and a recent increased fluoride levels incident.

A copy of the material provided has been filed.

[CD.2025.161](#) Water Treatment Facility Updates Presentation

Member Sarah Abubaker discussed the incident and response timeline of when Director Morris, Mayor Danny Avula, and surrounding county leadership were informed about the increased fluoride levels.

Member Reva Trammell stated her appreciation for Director Morris and Department of Public Utilities (DPU) staff.

Member Kenya Gibson asked about the delay in Director Morris finding out about the increased levels.

Director Morris stated that he was not able to inform involved parties until he was notified on the night of April 27, 2025, three days after the increased levels were detected.

Consideration of Appointments to Boards, Commissions and Similar Entities

There were no appointments for consideration.

Paper(s) for Consideration

There were no papers for consideration.

Reports of Standing Committees

City Council standing committee updates were provided by submitted documentation drafted by Council staff.

A copy of the material provided has been filed.

[CD.2025.162](#) May 5, 2025 Staff Report

Discussion Item(s)

There were no discussion items.

Closed Session

At 5:08 p.m., Member Sarah Aubaker moved that the Organizational Development Standing Committee go into a closed meeting pursuant to subdivision (A)(1) of section 2.2-3711 of the Virginia Freedom of Information Act to discuss the performance of a Council appointee.

The motion was seconded and unanimously approved.

Vice Chair Katherine Jordan motioned to exit closed session. The motion was seconded and unanimously approved

Members reconvened in open session at 6:10 p.m.

CERTIFICATION OF CLOSED MEETING

May 5, 2025

WHEREAS, the Organizational Development Standing Committee has convened in closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the committee that such closed meeting was conducted in conformity with Virginia law:

NOW, THEREFORE,
BE IT RESOLVED:

That the committee hereby certifies that to the best of each member's knowledge (i) only public matters lawfully exempt from open meeting requirements by Virginia law were discussed in the closed meeting to which this certifying resolution applies; and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the committee.

WITNESS the following vote of committee members, as recorded by Candice D. Reid, City Clerk:

CERTIFYING:

Cynthia I. Newbille, Chair
Katherine L. Jordan, Vice Chair
Andrew S. Breton
Kenya J. Gibson
Sarah M.A. Abubaker
Stephanie A. Lynch
Ellen F. Robertson
Reva M. Trammell
Nicole Jones

DECLINING TO CERTIFY:

Adjournment

There being no further business, the meeting adjourned at 6:12 p.m.