



Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Council Chief of Staff

Government Operations Standing Committee

September 24, 2025

Staff Prep Document for Councilmembers

Previous Meeting: July 23, 2025

Next Meeting: October 22, 2025

9/24 Agenda Overview:

Presentations:

- DPW on Operations and Maintenance Program
- Auditor on City Auditor Annual Update
- Inspector General on Office of Inspector General Annual Update

Ordinances & Resolutions:

1. Ord. 2025-209 (Gibson + Abubaker, amend § 2-772 on Bd/Comm. disclosures)
2. Ord. 2025-210 (Gibson + Abubaker, add § 2-1361 on establishing FOIA library)
3. Ord. 2025-211 (Gibson + Abubaker, add § 2-1360 on procurement open data)
4. Ord. 2025-223 (Avula, accept \$100 million from VA DEQ for Canoe Run Park storage tank project)

10/22 Agenda Overview:

Presentations:

- OOS on Joint Energy Team overview
- DGS on Green fleet plan update
- HR on FY26 Q1 vacancy report

DPW Operations & Maintenance (O&M) Program Overview

Torrence Robinson, Deputy Director DPW

Staff Notes:

- DPW's O&M division is split into six main sub-divisions:
 - Urban Forestry (20 staff)
 - Street Cleaning (25 staff)
 - Grounds Maintenance (60 staff)
 - Solid Waste (140 staff)
 - Roadway Maintenance (65 staff)
 - Streetlights (32 staff)

Potential Questions:

- Vacancies: As of June 30th, DPW had 61 total vacancies (14.2%).
 - How many vacancies are there currently in the O&M division?
 - Which sub-divisions have the highest vacancy rates?
- M.F. Broom (bicycle lane street sweeper):
 - Does MF Broom handle all bike lanes or only "protected" bike lanes?
 - Why is there no 311-ticket available for bicycle lane street cleaning?
 - Is it possible to establish a schedule (ex: every two weeks) for bike lanes to be swept?
- Code Interpretation:
 - Tell us more about efforts to combat illegal dumping. Who is responsible for identifying/citing illegal dumping?
 - Who is responsible for monitoring private hauling properties/vendors?
- Open Audit Recommendations:
 - What is the status of drafting performance measures for graffiti removal?
 - What is the status of response to streetlight division audit?

Office of City Auditor Annual Update

Riad Ali, City Auditor

Staff Notes:

- Perform periodic audits based that provide independent analysis to improve programs, reduce costs, ensure compliance, strengthen controls, and support informed decision-making and public accountability.
 - Audit reports
 - Special project reports
 - Quarterly follow-up reports
 - Confidential IT reports
- Develop an annual audit plan ([FY26 audit plan here](#)):
 - 5 audits in progress as of 7/1
 - 7 audits to be initiated in FY26
 - 5 special projects
 - 3 supplemental projects
- Can refer things to the Inspector General when fraud has potentially occurred or if further review needed beyond what Auditor's authority allows, or if more efficient for OIG to review.
- The next Audit Committee meeting is scheduled for Tuesday, December 9th.

Potential Questions:

- Can you elaborate on what's in your FY26 audit plan?
- Can you elaborate on your risk assessment methodology for selecting audit projects?
- How does your office track and monitor open audit recommendations? How do you decide when it's appropriate to close a recommendation?

Office of Inspector General Annual Update

Foster Curtiss, Interim Inspector General

Staff Notes:

- Established as standalone office with [Ord. 2018-139](#) (patroned by full Council).

Sec. 2-214. - Duties and powers.

(a)Duties. In connection with the conduct of such investigations as may be authorized by Code of Virginia, § 15.2-2511.2, the Inspector General shall have the following duties:

- (1) To audit, inspect, evaluate and investigate the activities, records and individuals affiliated with contracts and procurements undertaken by the City and any other official act or function of the City.
- (2) To conduct criminal, civil and administrative investigations relating to the municipal affairs of the City.
- (3) To engage in prevention activities, including, but not limited to:
 - a. The review of legislation;
 - b. The review of rules, regulations, policies, procedures and transactions; and
 - c. Training and education.
- (4) To refer matters for further civil, criminal and administrative action to appropriate administrative and prosecutorial agencies.
- (5) To conduct joint investigations and projects with other oversight or law enforcement agencies.
- (6) To issue public reports.

(b)Powers. In connection with the conduct of such investigations as may be authorized by Code of Virginia, § 15.2-2511.2, the Inspector General shall exercise the following powers:

- (1) To order the attendance of any person as a witness and the production by any person of all relevant books and papers in accordance with Section 4.16 of the City Charter.
- (2) To exercise special conservator of the peace powers to the extent authorized by and obtained pursuant to State law.
- (3) To maintain the confidentiality of records in its possession to the extent permitted by State law.

Potential Questions:

- How can the City help reduce waste, fraud, and abuse?
- What happens if you substantiate an allegation?
- Can you elaborate on the additional staff required mentioned on slide 6?

Ordinances & Resolutions for Consideration

1. Ordinance No. 2025-209

Patrons CMs Gibson, Abubaker

Title: To amend City Code § 2-772, concerning the filing of statements of economic interests, for the purpose of requiring more detailed disclosure forms of boards and commissions with the power to issue bonds or expend funds in excess of \$10,000 in any fiscal year.

Staff Notes:

- Article 5 of the [State and Local Government Conflict of Interests Act](#) governs disclosure statements required to be filed:
 - § 2.2-3115 = disclosure by local government officers and employees
 - § 2.2-3116 = disclosure by certain constitutional officers (ex: sheriff)
 - § 2.2-3117 = disclosure form (*more in-depth*)
 - § 2.2-3118 = disclosure form; certain citizen members (*less in-depth*)
- Anyone who knowingly and intentionally makes a false statement of a material fact on the Statement of Economic Interests is guilty of a Class 5 felony ("a term of imprisonment of not less than one year nor more than 10 years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than 12 months and a fine of not more than \$2,500, either or both.")
- The Virginia Conflict of Interest and Ethics Advisory Council publishes the required forms on their website: [Ethics Council | Conflict of Interest](#)
- VA Code § 2.2-3115 (A) allows localities to require the more in-depth disclosure statements (§ 2.2-3117) from "members of the governing body of any authority established in any county or city, or part or combination thereof, and having the power to issue bonds or expend funds in excess of \$10,000 in any fiscal year."
- Currently, Sec. 2-772 requires six boards and commissions to file the less in-depth version of statements of economic interest (§ 2.2-3118) annually with the City Clerk:
 - The Capital Region Airport Commission;
 - The City Planning Commission;
 - The Greater Richmond Transit Company Committee;
 - The Richmond Metropolitan Transportation Authority;
 - The Richmond Redevelopment and Housing Authority; and
 - The Richmond Retirement System.
- This paper elevates four bodies to the more in-depth disclosure requirements of § 2.2-3117:
 - The Capital Region Airport Commission;
 - The Economic Development Authority;
 - The Richmond Metropolitan Transportation Authority; and
 - The Richmond Redevelopment and Housing Authority.
- This paper also adds the Affordable Housing Trust Fund Supervisory Board to the list of entities required to file disclosure statements, albeit at the less in-depth level required by § 2.2-3118.
- Third, the paper requires the City Clerk to make disclosure forms available to City Councilmembers upon request.

2. Ordinance No. 2025-210

Patrons CMs Gibson, Abubaker

Title: To amend City Code § 2-1351, concerning definitions related to open data and a transparency program, and to amend ch. 2, art. VII, div. 4 of the City Code by adding therein a new section 2-1361, concerning a Freedom of Information Act request library, for the purpose of establishing an online Freedom of Information Act library.

Staff Notes:

- FOIA Library is defined as a publicly available webpage to publish public records requests, provided documentation, and associated costs.
- Requires publication of all public records requests online (including requests made of the City Council, Mayor, city departments, and boards and commissions).
- The FOIA library is required to include the following for each request:
 - The receipt date for each request;
 - The completion date for each request, if applicable;
 - A copy or summary of each request;
 - The department or departments responsible for fulfilling each request;
 - Any fees or costs assigned for fulfilling each request; and
 - Access to any materials produced in response to each request.
- If someone requests materials about themselves (ex: police record, pay stubs, etc.) the Open Data Manager may withhold materials from publication online.

Administration has proposed the following amendment:

All requests for public records made pursuant to the Virginia Freedom of Information Act (Code of Virginia, §2.2-3700 et seq.) **that meet the guidelines of a published rubric approved by the Administration** shall be made available to the ~~Open Data Program~~ **FOIA** Manager. The ~~Open Data Program~~ **FOIA** Manager shall ensure that all **applicable** requests for public records made pursuant to the Virginia Freedom of Information Act (Code of Virginia, § 2.2-3700 et seq.), including requests made of the City Council, Mayor, city departments, and city boards and commissions, are published on the city's website via a Freedom of Information Act Request Library.

3. Ordinance No. 2025-211

Patrons CMs Gibson, Abubaker

Title: To amend City Code § 2-1352, concerning general requirements of the open data portal, to prohibit charging fees for requesting information required to be posted in the open data portal pursuant to section 2-1360 and to amend ch. 2, art. VII, div. 4 of the City Code by adding therein a new section 2-1360, concerning required datasets, for the purpose of requiring publication of certain datasets in the open data portal.

Staff Notes:

- This ordinance requires the publication of certain required datasets related to purchase contracts awarded by the City.
- Currently, the [Open Data Portal's "City Contracts" page](#) publishes the following:
 - Agency/Department
 - Contract Number
 - Contract Value
 - Supplier name
 - Procurement Type
 - Description
 - Type of Solicitation
 - Effective from/to dates
- This paper codifies the existence of this open data page and adds the following required datasets:
 - The dollar amount of each contract award (**added to Open Data website since this paper was introduced*)
 - Minority Business Enterprise or Emerging Small Business status
 - For Invitations for Bids, information on unsuccessful bidders including supplier names and bid amounts
 - RFP or IFB numbers, if applicable
- Further, this paper states that the City shall not charge fees for FOIA requests for data required to be published from this paper.
- Finally, this paper requires publication of past contract awards information from the previous three fiscal years (2023, 2024 and 2025) 90 days after its adoption.

4. **Ordinance No. 2025-223**

Patrons Mayor Avula

Title: To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$100,000,000.00 from the Virginia Department of Environmental Quality and to amend the Fiscal Year 2025-2026 Wastewater Utility Budget which appropriated the estimated receipts of the wastewater utility, by increasing estimated receipts and the amount appropriated for the wastewater utility by \$100,000,000.00 for the purpose of funding the Canoe Run Park Storage Tank project.

Staff Notes:

- Amends FY26 wastewater utility budget
- DPU received approval from VA DEQ for its Combined Sewer System (CSS) Final Plan in response to the 2020 CSO Law (SB 1064) including a concept plan for a 6-million-galon sewer overflow tank.
- Project costs are estimated between \$100-140 million.

Potential Questions

- Please elaborate on community engagement efforts related to this project.
- What is the plan if the project costs more than the grant award amount?