



# City of Richmond

900 East Broad Street  
Richmond, VA 23219  
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## DRAFT Meeting Minutes Organizational Development Standing Committee

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Monday, January 5, 2026

4:00 PM

Council Chamber, 2nd Floor - City Hall

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### Members Present

The Honorable Cynthia Newbille, Chair  
The Honorable Katherine Jordan, Vice Chair  
The Honorable Kenya Gibson, Member  
The Honorable Nicole Jones, Member  
The Honorable Ellen Robertson, Member (electronic participant)  
The Honorable Reva Trammell, Member

### Absent

The Honorable Sarah Abubaker, Member  
The Honorable Andrew Breton, Member  
The Honorable Stephanie Lynch, Member

### Others in Attendance

Tori Cotman, Assistant City Attorney  
Laura Drewry, City Attorney  
Kiley Kesecker, Deputy City Clerk  
Candice Reid, City Clerk  
RJ Warren, Council Chief of Staff

### Call to Order

Chair Cynthia Newbille called the meeting to order at 4:04 p.m. and presided.

### Chamber Emergency Evacuation Plan Announcement

Upon the Chair's request, Deputy City Clerk Kiley Kesecker provided information on the appropriate way to evacuate the Council Chamber in the event of an emergency.

## Electronic Participation

Pursuant to Rule III(D)(4)(b) of Council's Rules of Procedure, Member Ellen Robertson made a request to participate in the meeting via Microsoft Teams from 2103 Shallow Well Road, Manakin Sabot, Virginia, due to her providing care for a family member, thereby preventing her physical attendance. The members present were required to adopt a motion to approve Member Robertson'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 Robertson's participation in the meeting by electronic communication means.

**Vice Chair Katherine Jordan moved to allow Member Ellen Robertson to participate in the meeting by electronic communication means. The motion was seconded and approved: Ayes 5, Gibson, Jones, Trammell, Jordan, Newbille. Noes None.**

## Approval of Minutes

**There were no corrections or amendments to the minutes of the Monday, December 1, 2025 Organizational Development Standing Committee meeting at 4:00 p.m., and the minutes were approved as presented.**

[CD.2025.382](#) December 1, 2025 - Organizational Development Standing Committee Meeting Minutes

**Attachments:** [20251201 O.D. Minutes - DRAFT](#)

## Reports from City Administration, Council Staff, and Other Parties

### 1. 2026 General Assembly Session Legislative Agenda Update ~ Devon Cabot, Two Capitols Consulting Vice President

Devon Cabot, Two Capitols Consulting Vice President, presented an update on the upcoming General Assembly session, including the schedule and workflow for handling bills in which the city has an interest per the legislative agenda. She noted that there were about 250 bills in the system, with another 3,000 bills expected in the next two weeks. She also noted that most bills put in on behalf of the city were still in the draft stages, and that they do expect to have a handful of bills the city will have an interest in, with more detail to follow once committee assignments are made during the first or second day of session.

Member Kenya Gibson asked where the conversations will take place and suggested establishing a committee to provide guidance in real time during next year's session.

Chair Cynthia Newbille stated that the intention is to use Organizational Development and Informal Council meetings to discuss strategies and updates during the session, with the option of holding special meetings if necessary.

At the request of Vice Chair Katherine Jordan, Ms. Cabot explained the working framework with the mayor's office and city administration, along with Council staff, stating that there will be regular informal conversations that will need to happen as well, due to the pace at which the legislative process moves. She added that her team will provide a comprehensive bill tracking sheet and weekly report summarizing the action of the previous week.

## 2. Fiscal Year 2026-2027 Budget Review Schedule Update ~ RJ Warren, Council Chief of Staff

[CD.2026.033](#) FY 2027 Proposed Budget Review Calendar and Timeline

**Attachments:** [FY2027 Proposed Budget Review Calendar](#)  
[FY2027 Proposed Budget Review Timeline](#)

Council Chief of Staff RJ Warren presented the proposed budget review schedule as well as standard operating procedures and how they will differ from the processes in previous budget cycles.

Member Kenya Gibson made the following requests for the budget review process and documentation:

- Annual comprehensive financial report completion timeline
- Payment registry for FY 2025
- Projections for revenue from new construction not on the city's land book
- Vacancy reports for potential reuse of property for revenue generation
- People's budget status updates and estimates
- Council amendment requests made public with consistent documentation
- Ability to ask questions during the Mayor's budget presentation

Vice Chair Katherine Jordan requested information on the Richmond Public Schools funding formula and grant processes.

Committee members agreed on the importance of ongoing communication and collaboration with city administration throughout the budget process.

## Paper(s) for Consideration

There were no papers for consideration.

## Reports of Standing Committees

At the request of Chair Newbille, Council Chief of Staff RJ Warren provided City Council standing committee updates, noting that no standing committees met during the month of December 2025. He also stated that staff is working with administration to proactively schedule committee presentations for the next six months.

**Discussion Item(s)**

There were no discussion items.

**Adjournment**

There being no further business, the meeting adjourned at 4:53 p.m.