



# Richmond City Council

The Voice of the People

Richmond, Virginia

## Office of the Council Chief of Staff

### Government Operations Standing Committee

January 28, 2026

### Staff Prep Document for Councilmembers

**Previous Meeting:** November 12, 2025

**Next Meeting:** February 25, 2026

**Legistar Link:** [City of Richmond - Meeting of Governmental Operations Standing Committee on 1/28/2026 at 1:00 PM](#)

#### **Agenda Overview:**

##### Presentations:

- Clean City Commission Annual Report (Steve Marzolf, Commission Chair)
- HR on Sec. 2-332 quarterly vacancy and turnover rate reporting

##### Ordinances & Resolutions:

*[none]*

##### Discussion Items:

- Discuss proposed schedule for January-July 2026 presentations
- Potential scheduling conflicts with March & April budget work sessions

#### **Next Meeting: Wednesday, February 25th**

##### Presentations:

- DGS on capital maintenance program

## Clean City Commission Annual Report – Commission Chair, Steve Marzolf

### Staff Notes:

- [City Code](#): Sec. 2-1157 through 2-1160.
- Sec. 2-1159 duties and functions: The Clean City Commission shall provide advice and recommendations to the Council and the Chief Administrative Officer, concerning programs and policies to reduce litter, encourage proper disposal and recycling, and improve the local environment in the City of Richmond.
- Sec. 2-1160 Reporting requirement: “On an annual basis, the Commission shall provide the Council and the Chief Administrative Officer with (i) any recommendations concerning programs to reduce litter, encourage proper disposal and recycling, and improve the local environment in the City of Richmond, (ii) any recommendations concerning changes to laws related to litter control, proper disposal of waste, recycling, and illegal dumping, (iii) a summary of the Commission's actions to perform, recommendations to improve, or challenges to meet its duties and functions, and (iv) any other applicable information as required by Article V, Division 1 of this chapter.”

### Potential Questions:

- Your report identifies "aggressively addressing illegal dumping" as a top priority for 2026. Given the scale of this issue in certain districts, what specific new enforcement recommendations or policy changes is the CCC proposing to move beyond simple cleanup toward prevention?
- You mentioned that the Adopt-a-Spot program requires a two-year commitment from volunteers. How many of the currently active "spots" are reaching their 10-cleanup milestone for signage, and is the commission seeing a measurable decrease in litter recurrence in these specific adopted areas?
- One of your new project goals is to "expand recycling programs in Richmond Public Schools." What is the current gap in recycling services within the school system, and how does the CCC plan to coordinate with the School Board to ensure these programs are sustainable?
- What specific recommendations do you have for a “permanent and sustainable solution for brush and yard debris disposal?” What’s not working with the current process?
- Which specific waste reduction programs should we expand?
- The commission holds three major recycling events annually at the Parker Field Annex. Considering the high demand for electronics recycling and household hazardous waste disposal, is there a plan—or a need for additional funding—to increase the frequency or locations of these events to better serve residents in the Southside or East End?
- As the CCC provides recommendations to the Department of Public Works regarding funding, what is the single most critical budget increase the City Council should consider in the next fiscal cycle to support the CCC’s mission of improving the local environment?

## HR on [Sec. 2-332](#) quarterly vacancy and turnover rate reporting

### Staff Notes:

- Average vacancy rate for Q2 was 13.2% (lowest since FY23)
- As of 12/13/2025, the vacancy rate was 12.7% (555 of 4,359 positions vacant)
  - Finance Dept. = 39.1% vacant (59 of 151 positions vacant), flat from Q1
  - Inspector General = 33% vacant (3 of 9 positions vacant), better than Q1
  - Dept. Public Utilities = 19.4% vacant (153 of 789 positions vacant), flat from Q1
  - Parks & Recreation = 22.7% vacant (51 of 225 positions vacant), flat from Q1
  - Justice Services = 20% vacant (29 of 145 positions vacant), flat from Q1
  - Budget & Strat. Planning = 20% vacant (3 of 15 positions vacant), flat from Q1
  - Procurement = 11.4% vacant (4 of 35 positions vacant), much better than Q1
- Average turnover rate for Q2 = 8.4% (record low for COR)
- Projected FY26 turnover rate = 9.4%

### Staff Questions:

1. Please outline recruitment efforts for the Finance Department, which continues to have the highest vacancy rate among city agencies.
2. What can you tell us about the use of outside contractors in Finance (or other departments) to supplement full-time staff?
  - Does HR or Finance track how many contractors we currently have?
3. Slide 5 says only about 50% of vacancies are in active recruitment. Why is that?
4. What is the relationship between # of vacancies and # hours overtime? For example, the Fire Department appears to have very few vacancies, but regularly logs lots of overtime.
5. The **CAO's First 100 Days report** ([link](#)) referenced the following related to Human Resources. Please share an update, particularly as they relate to vacancies and turnover:
  - **Vacancy Review Board January 2026** Ensuring that only vacancies that are necessary for the improvement of service delivery are approved. The budget is a living, breathing document, and as we implement the path to deliver services, it is imperative that we continue to evaluate increasing the City's largest cost driver.
  - **Employee Innovation Incentives** Employees are the key to identifying inefficiencies in service delivery, although the City lacks incentives encouraging the workforce to propose solutions. Implementing an employee incentive program that rewards innovative ideas that reduce risks, costs, or inefficiencies will result in greater employee engagement, operational improvements, and a culture of innovation.
  - **Outsourcing Ineffective Cost-Heavy Services** Certain services lag behind or remain incomplete for long periods due to the City's lack of internal capacity. In turn, these services may be more expensive to perform internally than through qualified third-party providers including Richmond's vibrant small business environment. Identify opportunities to outsource select services and reinvest the savings into employee compensation results in reduced operating costs and more competitive pay for City employees.