



# City of Richmond

900 East Broad Street  
Richmond, VA 23219  
[www.rva.gov/office-city-clerk](http://www.rva.gov/office-city-clerk)

## Informal Meeting Minutes

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Monday, June 2, 2025

4:00 PM

Council Chamber, 2nd Floor - City Hall

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### **Councilmembers Present**

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

### **Staff Present**

Lisa Braxton, Council Management Analyst, Principal  
Tori Cotman, Assistant, City Attorney  
Candice Reid, City Clerk  
Tabrica Rentz, Deputy City Attorney  
RJ Warren, Council Chief of Staff

### **Call to Order**

Council President Cynthia Newbille called the meeting to order at 4:00 p.m. and presided.

### **Chamber Emergency Evacuation Announcement**

Upon the President's request, Council Management Analyst Lisa Braxton provided information on the appropriate way to evacuate the Council Chamber in an emergency.

### **Docket Review**

Council Management Analyst Lisa Braxton reviewed the following agenda items as indicated:

Consent Agenda:

1. Ord. 2025-014 – to be continued to Monday, June 23, 2025
2. Ord. 2025-032 – to be continued to Monday, June 23, 2025

3. Ord. 2025-046 – to be continued to Monday, June 9, 2025
4. Ord. 2025-078 – to be amended and continued to Monday, June 23, 2025
5. Ord. 2025-084 – to be amended and continued to Monday, June 23, 2025
6. Ord. 2025-086 – retained on Consent Agenda
7. Ord. 2025-087 – retained on Consent Agenda
8. Ord. 2025-090 – retained on Consent Agenda
9. Ord. 2025-091 – retained on Consent Agenda
10. Ord. 2025-093 – retained on Consent Agenda
11. Ord. 2025-095 – retained on Consent Agenda
12. Ord. 2025-096 – retained on Consent Agenda
13. Ord. 2025-097 – retained on Consent Agenda
14. Ord. 2025-098 – retained on Consent Agenda
15. Ord. 2025-101 – retained on Consent Agenda
16. Ord. 2025-102 – retained on Consent Agenda
17. Ord. 2025-103 – retained on Consent Agenda
18. Ord. 2025-104 – retained on Consent Agenda
19. Ord. 2025-105 – retained on Consent Agenda
20. Ord. 2025-106 – retained on Consent Agenda
21. Ord. 2025-107 – retained on Consent Agenda
22. Ord. 2025-108 – retained on Consent Agenda
23. Ord. 2025-109 – retained on Consent Agenda
24. Ord. 2025-110 – retained on Consent Agenda
25. Ord. 2025-111 – retained on Consent Agenda

26. Res. 2024-R041 – to be stricken

Councilor Stephanie Lynch informed her colleagues of her intent to request that Res. 2024-R041 not be stricken but instead reconsidered for approval later that evening during the Formal Session of Council.

Councilor Ellen Robertson shared the reasoning behind the Finance and Economic Development Standing committee's recommendation to strike Res. 2024-R041, stating that the proposed request had been completed by city administration.

27. Res. 2025-R018 – retained on Consent Agenda

28. Res. 2025-R019 – retained on Consent Agenda

Regular Agenda:

29. Ord. 2025-099 – retained on Regular Agenda

30. Ord. 2025-100 – to be continued to Monday, July 28, 2025

There were no further comments or discussions concerning Consent and Regular Agenda items reviewed.

### **Other Discussion Item(s)**

#### **Water Treatment Plant Update**

Scott Morris, Public Utilities director, presented an update on the water treatment plant, which included information regarding the recent boil water advisory, its primary cause, and corrective actions. A copy of the presentation provided has been filed.

[CD.2025.193](#) Water Treatment Plant Update Presentation

Councilor Stephanie Lynch inquired regarding the safety of drinking water prior to the boil water advisory.

Councilor Kenya Gibson inquired regarding a prior fluoride contamination and the disconnection of an oxidation agent process within the water system.

Councilor Ellen Robertson requested that the list of various maintenance and training standard operating procedures submitted to Virginia Department of Health be redefined to include performance measures as well as budget and staffing analysis. Councilor Robertson asked whether there had been discussions concerning a possible establishment of a regional utility authority to manage the city's water treatment plant, to which Mr. Morris stated he was focused on enhancing current contractual agreements with surrounding counties.

Mr. Morris informed Council of plans to improve the Department of Public Utilities' billing practices by implementing handheld meter readers and assigning additional resources to manage the billing exceptions process.

Vice President Katherine Jordan inquired regarding the process to disengage surrounding counties from the city's water system when it is in crisis.

Mr. Morris clarified the needs of his department going forward to ensure the delivery of reliable water service to city residents.

President Cynthia Newbille requested that responses to additional questions regarding the water crisis and boil advisory be discussed at the July Organizational Development Standing Committee meeting, along with findings from the Incident Response Assessment conducted by Hagerty Consulting.

### **Department of Finance Update**

Sheila White, Finance director, presented an update regarding the Finance department, which covered recent events related to the 2025 tax season, real estate mailing remediation, personal property improvements and modernization efforts. A copy of the presentation provided has been filed.

[CD.2025.195](#) Modernizing the Finance Revenue Division Presentation

President Cynthia Newbille asked her colleagues to forward outstanding questions regarding the presentation to city administration for follow-up discussion at a future meeting of Council.

### **Closed Session**

At 5:07 p.m., Vice President Katherine Jordan moved that the City Council go into a closed meeting pursuant to subdivision (A)(3) and (A)(29) of section 2.2-3711 of the Virginia Freedom of Information Act to discuss (i) the disposition of publicly held real property for the purpose of the City Center development project and (ii) the award of a contract or contracts involving the expenditure of public funds relating to such City Center development project and the terms and scope of such contract or contracts, because discussion in open session would adversely affect the bargaining position or negotiating strategy of the City.

The motion was seconded and approved: Ayes 8, Breton, Gibson, Jones, Robertson, Lynch, Abubaker, Jordan, Newbille. Noes None. Trammell had not yet arrived.

*Councilor Reva Trammell arrived at 5:11 p.m. and joined the closed session.*

Councilor Nicole Jones motioned to exit closed session. The motion was seconded and approved: Ayes 7, Breton, Gibson, Jones, Robertson, Lynch, Abubaker, Newbille. Noes None. Trammell and Jordan had not yet returned to their seats.

Councilors reconvened in open session at 6:12 p.m.

#### CERTIFICATION OF CLOSED MEETING

June 2, 2025

WHEREAS, the Council 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 Council that such closed meeting was conducted in conformity with Virginia law:

NOW, THEREFORE,  
BE IT RESOLVED:

That the Council 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 Council.

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

**CERTIFYING:**

Cynthia I. Newbille, President  
Katherine L. Jordan, Vice President  
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 6:14 p.m.

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CITY CLERK