



City of Richmond

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

Draft Meeting Minutes Governmental Operations Standing Committee

Wednesday, February 5, 2025

1:00 PM

2nd Floor Large Conference Room - City Hall

Special Meeting

Committee Members Present

The Honorable Katherine Jordan - Chair
The Honorable Sarah Abubaker- Vice Chair
The Honorable Kenya Gibson - Committee Member

Others in Attendance

Laura Drewry, City Attorney
Jeff Gray, Senior Policy Advisor for the Chief Administrative Officer
Cordell Hayes, Policy Advisor for the Mayor
Adam Hohl, Senior Policy Advisor for the Deputy Chief Administrative Officer of Operations
Susan McKenney, Senior Assistant City Attorney
Kimberly Morris, Assistant City Clerk
Will Perkins, Senior Council Legislative Services Manager
Candice Reid, City Clerk
Matthew, Slaats, Interim Council Chief of Staff
Daniel Wagner, Interim Deputy Council Chief of Staff
RJ Warren, Deputy City Clerk

Call to Order

Chair Katherine Jordan called the meeting to order at 1:00 p.m. and presided.

Conference Room Emergency Evacuation Announcement

Upon the Chair's request, Assistant City Clerk Kimberly Morris provided information on the appropriate way in which the room is to be evacuated in the event of an emergency.

Discussion Item(s)

Chair Katherine Jordan provided a summary of the work session agenda and overview of the Governmental Operations Standing Committee, and she presented the proposed Governmental Operations Standing Committee agenda topics for the upcoming year.

[CD.2025.032](#) Governmental Operations Special Planning Meeting Presentation

Attachments: [Gov Ops Planning Session Proposed Schedule](#)

[CD.2025.035](#) After Item - HNTB Water Treatment Crisis Methodology

Attachments: [After Item - HNTB Water Treatment Crisis Methodology](#)

Background and Scope

Chair Katherine Jordan provided an overview of boards and commissions that report to the Governmental Operations Standing Committee. Chair Jordan stated she would like to see the Metropolitan Richmond Air Quality Committee become an active committee.

Member Kenya Gibson inquired about the origin and current status of the Ethics Reform Commission. She stated she would like to dedicate time to the inactive boards and commissions particularly the Ethics Reform Commission and the City Personnel Board.

City Clerk, Candice Reid stated that a task force recommended the creation of an Ethics Reform Commission.

Proposed Presentation Themes

Chair Katherine Jordan discussed with members major themes for anticipated committee presentations.

January 2025 Water Outage

Jeff Gray, Senior Policy Advisor for the Chief Administrative Officer, addressed the committee regarding the water crisis and the current status of the HNTB review and report. He also stated the timeline is 10 to 20 days to present an initial report.

Chair Katherine Jordan asked about the timeline for HNTB to present a final report on the water crisis. She also asked if it is possible that a report be prepared and presented at the Monday, February 10, 2025, City Council meeting.

Member Kenya Gibson stated she would like assurance that city administration is able to obtain all documentation that is needed for reporting on the water crisis.

State of Utilities and Infrastructure

Chair Katherine Jordan stated she is interested in the operation and sustainability of Richmond Gas Works.

Vice Chair Sarah Abubaker stated she is interested in customer service being a priority for the Governmental Operations Standing Committee.

Core City Services

Chair Katherine Jordan stated that the city's landfills will be full in two years, which may require for planned action to be presented to the committee.

Member Kenya Gibson suggested that a city administration presentation on transparency be included as a core city service presentation.

Sustainability

Chair Katherine Jordan stated the Sustainability and Resiliency Commission reports to the Governmental Operations Standing Committee, and that city administration plans to report movement on its green fleet as established through the city's master plan.

City Council Processes

Chair Katherine Jordan stated transparency could also fall under the City Council Processes category. She also stated that Council can change the amount of public comment period speakers from eight speakers to ten.

Proposed Presentation Schedule

Will Perkins, Council Senior Legislative Services Manager gave the committee an overview of the proposed Governmental Operations Standing Committee 2025 presentation schedule.

Member Kenya Gibson stated understanding how the departments are organized and current staffing vacancies will be helpful, and that she would like to see more activity within the Personnel Board.

Chair Katherine Jordan asked about the City Personnel Board's main function. She also asked if there is a particular time to obtain a personnel vacancy report.

City Clerk Candice Reid, and Jeff Gray, Senior Policy Advisor for the Chief Administrative Officer, both stated the City Personnel Board is used for employee grievances.

City Clerk Reid stated Human Resources used to present turnover reports that captured vacancy rates for each department at Governmental Operations Standing Committee meetings.

Jeff Gray stated there is no particular time to request a vacancy report presentation.

Vice Chair Sarah Abubaker stated that a current vacancy report will be helpful during budget season. She also asked that each department include updates on action taken on city audit recommendation with their presentation.

Interim Council Chief of Staff Matthew Slaats stated that a vacancy report was requested by Council staff in January, and that it should be submitted soon.

Jeff Gray stated that certain city department audit updates might require individual presentations.

Chair Jordan recommended that an update from the City Auditor occur at the February 26, 2025, Governmental Operations Standing Committee meeting, followed by other departments in the future.

Member Gibson suggested the committee review the use and funding of outside consultants.

Interim Council Chief of Staff Slaats suggested the committee review the city's involvement with data collection and security.

Adjournment

There being no further business, the meeting adjourned at 2:00 p.m.