

Form Name: 2025 Annual Reports for Boards, Commissions and Similar Entities
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2025 Annual Report For Boards and Commissions

Name of Board, Commission or Similar Entity Clean City Commission (CCC)

Current members (indicate chair, vice-chair, etc.) District Commissioners

- District 1 - Alexis Sulentic - Term ends 6/30/27
- District 2 - Kenrick Cameron, Jr. - Term ends 6/30/28
- District 3 - Andrew Duffy - Term ends 6/30/27
- District 4 - Al Misa - Term ends 10/22/27
- District 5 - Jameson Babb - Term ends 6/30/27
- District 6 - Ashley Coles - Term ends 6/30/27
- District 7 - Markita Allen - Term ends 6/30/28
- District 8 - Carter Anderson, Commission Vice Chair - Term ends 6/30/27
- District 9 - Vacant

At Large Members

- District 4 - William Ligon Webb - Term ends 6/30/28
- District 5 - Steve Marzolf, Commission Chair - Term ends 6/30/27
- Three additional vacancies

DPW Director or designee

Darlene Mallory Jenkins, DPW

Is there any proposed legislation on which the board or commission recommends that the City Council or the General Assembly act? No

Meeting Dates of meetings held in 2025

CCC meetings are regularly scheduled for the 4th Wednesday of each month at 6:00 pm with meetings rescheduled for holidays, if needed.

In 2025, the CCC met on January 22, February 26, March 26, April 23, May 28, June 25, July 23, August 27, September 24, October 29, and December 10 (combined with November's meeting).

In 2026, the CCC will continue to meet on the 4th Wednesday of each month with the first meeting of the year on January 28, 2026.

There was no information requested at this time.

Is the 2025 meeting attendance record included?

Yes - Select Yes to upload documents

<https://www.formstack.com/admin/download/file/18974493883>

Is a copy of the body's current by-laws or rules of procedures attached?

Yes - Select Yes to upload documents

<https://www.formstack.com/admin/download/file/18974493885>

New Projects

The CCC has the following four priorities for 2026 :

1. Aggressively address illegal dumping,
2. Expand recycling and composting programs into Richmond Public Schools,
3. Develop a permanent and sustainable solution to the disposal of brush and yard debris for the city, and
4. Expand waste reduction programs to reduce waste to landfills.

See attached for more detail.

If there is additional information the body would like to share, please upload the documents or share in the box below.

<https://www.formstack.com/admin/download/file/18974493887>

The CCC Chair will be presenting to the Government and Operations committee on on January 28, 2026. We look forward to the opportunity to discuss our priorities with Council.

Attendance Record 2025

x = Present
e = Excused

	NAME	January	February	March	April	May	June	July	August	September	October	December	#	
1	Alexis Sulentic - 1st District	x	x	x	x	x	e	x	x	e	x	e	8	
2	Jeanette Seagraves - 2nd District	x	x	x	e	x	e	Term ended 7/2025					4	
3	Kenrick Cameron, Jr. - 2nd District	Appointed 11/2025												0
4	Andrew Duffy - 3rd District	x	x	x	x	x	e	x	e	e	e	e	6	
5	Al Misa - 4th District	x	x	x	e	x	x	e	x	e	x	x	8	
6	William Ligon Webb - 4th District	Appointed 11/2025												0
7	Jameson Babb - 5th District		x		e	e	x		e	e	x		3	
8	Steve Marzolf - 5th District	x	e	x	x	x	x	x	x	x	x	x	10	
9	Ashley Coles - 6th District	x	x		x	x	e	x	x	e	x		7	
10	Markita Allen - 7th District	x	x	x	e	e	x	e	x	x	x	x	8	
11	Carter Anderson - 8th District	x	x		x	x	x	x	x	x	x		9	
12	Chanté Holt - Mayoral	Appointed 8/2025								x	x	e	2	
13	Malique Middleton - Mayoral	Appointed 9/2025												0
14	Darlene Mallory-Jenkins - DPW		x	x	x	x		x	x	e	x	x	8	
15	Claudia Spruill - 8th District	Term ended 1/2025												0
16	Christine Banks - 6th District		x		Resigned 4/2025								1	
17	George Dahlman - 4th District	x	x	x	e	e	Resigned						3	
# in Attendance:		9	11	8	6	8	5	6	7	4	9	4		

*No meeting in November 2025

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City of Richmond

Clean City Commission

October 1, 2025

Richmond City Council
900 E Broad St, #200
Richmond, VA 23219

Re: Policy and Budget Priorities for the Clean City Commission in 2026

Dear Members of the Richmond City Council:

The Richmond Clean City Commission (“CCC”) is City Council's all volunteer advisory body charged with providing recommendations concerning programs and policies to reduce litter, encourage proper disposal and recycling, and improve the local environment. CCC works closely with the Richmond Department of Public Works (“DPW”) on several programs, including recycling and disposal events, neighborhood cleanups, and community education and awareness.

As we approach the start of a new year and work begins on the budget for next fiscal year, the CCC would like to provide you with our policy and budget priorities for the upcoming year. They are as follows:

1. Aggressively address illegal dumping,
2. Expand recycling and composting programs into Richmond Public Schools,
3. Develop a permanent and sustainable solution to the disposal of brush and yard debris for the city, and
4. Expand waste reduction programs to reduce waste to landfills.

Each of these issues pose a current and significant issue for the city. While there are many other issues that could be considered, the CCC feels these are ones that are both high priority and where significant progress can be made in the coming year.

Illegal dumping has become a blight on the city. Nearly 250 tires were recently dumped at the United Nations Church on Cowardin and over 100 were dumped at 15 separate locations around Swansboro West. The result is that we are now processing a similar number of tires in a week that would have taken us a month or two to collect in the past, which is costing the city thousands of dollars. A temporary task force has been established to try to stem the tide, but

this task force needs to be made permanent with appropriate staff and budget within DPW to support its work. We need to address both policies to discourage dumping as well as enforcement and cleanup efforts to deal with the ones we have. For the tire, we need to implement a system to identify the source of tires that are dumped. Many dumped tires come from tire shops that pay someone for proper disposal that never occurs. We also need to monitor with cameras areas that are prone to high volumes of dumping. Right now, illegal dumping is rampant, but here are steps we can take to curtail it and beautify the city if we are willing to put more resources into the fight.

The curbside, residential recycling program within the city has been a great success at reducing our amount of waste going to the landfill. CVWMA reports that the Richmond region recycles over 58% of our waste, but there are still a number of places where we do not consistently provide recycling opportunities. One of these places is Richmond Public Schools (RPS). While we understand a few schools may be recycling due to the work of their principal or staff, this needs to be done school system-wide. Not only would it significantly reduce the amount of waste going to the landfill, but it would also teach our children the routine of recycling, making it a habit for life.

The brush and yard debris piles at the East End Convenience Center on Richmond Road are over capacity. While DPW is working to find funding to start to address these piles, their processing should not require finding funding and should instead be part of the basic operation of that site. As climate change and storms intensify, we will lose more trees in the city and need to process even more the resulting debris. We need to plan for this by providing the appropriate level of staffing and funding to deal with it. According to CVWMA, “yard and wood waste, which is composted or chipped into mulch, was the top recycled item in 2023, with 306,499 tons,” in the region. Unfortunately, we don’t regularly process this waste because dedicated funding is not currently provided.

Through our partnership with CVWMA, overall, the City of Richmond is doing a good job at reducing waste to the landfills and recycling much of that diverted waste, but we can do more. In the short term, we need to expand our already successful composting program to other neighborhood locations like libraries and schools. We need to allow small businesses that don’t need a recycling dumpster to utilize rolling 95 gallon recycle bins, at an additional cost, like we use for residential customers. In the longer term, we need to figure out how to get multi-family residential areas to provide recycling, especially with our new focus on increased density through Code Refresh.

We can make significant progress on all of these over the next year if we agree they are important and provide appropriate resources and attention. The CCC remains committed to working in partnership with City Council, DPW and other city agencies on these priorities in addition to our continued work organizing community cleanups and recycling events. We

wanted to ensure that you were aware of the importance of these issues and the work of the CCC to further develop plans to address them. As the budget process moves forward, we hope you will consider the importance of these issues. We hope to have more defined funding needs and policy changes in the coming months as we better understand the needs and impacts.

Thank you for your time and consideration. Please let me know if you have any questions or would like more information about these initiatives or the CCC more generally.

Sincerely,

Steve Marzolf, Chair

**RICHMOND CLEAN CITY COMMISSION
BYLAWS**

ARTICLE 1: NAME, PURPOSE, DUTIES, COMPOSITION, TERMS OF OFFICE

1. The official name, purpose, duties, composition and terms of office of the Clean City Commission shall be as established by Ordinance 2024-026 (ordinance) adopted by City Council on February 12, 2024, to amend City Code §§ 2-1158, concerning composition and terms of office for the Clean City Commission, 2-1159, concerning duties and functions, and 2-1160, concerning organization and reporting requirements, for the purpose of modifying the membership, functions, and operations of the Clean City Commission (the Commission).
2. The 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. The Commission is classified as “advisory;” provided, however, that the Commission may also, to the extent permitted by law, serve as a local affiliate of Keep Virginia Beautiful, Incorporated (KVB), or a similar nonprofit organization. The Commission shall also provide advice and recommendations to the Department of Public Works (DPW) concerning any funding appropriated to or administered by DPW related to the duties and functions of the Commission.
3. The Commission shall also perform duties as enumerated by ordinance.
4. The Commission shall be comprised of seventeen (17) members, fifteen (15) of which shall be appointed by City Council, one (1) from each of the nine (9) City Council districts, five (5) at-large members representing the community or industry, and one (1) member shall be the director of DPW or the designee thereof. Two (2) members shall be appointed by the Mayor.
5. For ease of reading, a member or members of the Commission may be referred to as “the members” or “commissioners” in these bylaws.

ARTICLE 2: ORGANIZATION

1. As provided by ordinance, the Commission shall adopt bylaws or rules of procedure to govern the conduct of its meetings and operations, including the election of a chairperson and other officers deemed necessary by the Commission, the appointing of committees in accordance with these bylaws, a process and procedure for nominating the five at-large members of the Commission, and a process and procedure for taking actions when serving as a local affiliate of nonprofit organizations.
2. Unless otherwise provided in these bylaws, the Commission shall, as applicable and appropriate, follow the rules of procedure adopted by City Council, provided by ordinance, or established in substantially similar rules of procedure or order commonly used by similar public or civic bodies, as approved by the Commission.

3. The Commission is a body corporate and all actions of the Commission shall require the approval of not less than a plurality of a quorum present unless otherwise provided for in these bylaws. A quorum shall be a majority of appointed members.

ARTICLE 3: OFFICERS

1. Officers shall consist of a chairperson (chair) and vice chairperson. A secretary may also be elected from among the members, upon which the executive coordinator shall serve as assistant secretary.
2. Officers shall be nominated and elected by and among the members within the first two (2) months of the fiscal year, starting from the first day of July and ending on the last day of June the following year, by a quorum of the Commission. All officers shall serve for a term of one (1) fiscal year or until a successor is elected.
3. **Chair.** The chair shall preside at all meetings of the full Commission and the Executive and Oversight Committee. The chair shall be the official representative of the Commission.
4. **Vice Chair.** The vice chair, in the absence or disability of the chair, shall perform all of the duties of the chair until the chair resumes the duties of the chair or until a successor is elected to serve as chair.
5. **Secretary.** The secretary shall keep a record of the proceedings of the meetings of the Commission, including an accurate record of attendance at all meetings, programs and events of the Commission, including for purposes of Article 7 of these bylaws. The secretary, in the absence or disability of the chair and vice chair, shall preside at meetings of the Commission until the chair or vice chair resumes the duties of the office or a successor is elected to serve as chair, but no other actions shall be approved by the Commission in the absence of the chair or vice chair as presiding officer. The secretary may delegate all or part of these duties to the assistant secretary as provided by ordinance and Article 8 of these bylaws.
6. **Vacancies.** If an officer vacancy occurs, the Commission shall elect a successor who will serve the remainder of the term or until a successor is elected.

ARTICLE 4: COMMITTEES

1. **Appointment and Composition.** The chair shall, with the approval of the Commission, appoint commissioners to be members of standing committees, which shall have no fewer than three (3) members. The chair may, with the approval of the Commission, appoint such other *ad hoc* committees as the chair deems necessary. Standing committees shall have such names, powers and duties as established in these bylaws or by the Commission. *Ad hoc* committees shall have such names, powers and duties as proposed by the chair and approved by the Commission. The chair shall appoint a chair of each committee, and the committee may elect a vice chair of the committee from among its members to serve as committee chair in the absence or disability of the committee chair.
2. The standing committees shall have the names, duties and responsibilities as follows:

- a. **Communications and Awareness Committee.** This committee shall:
 - i. Help effectively communicate and raise awareness of the Commission's purpose, goals, programs, events, information, initiatives and campaigns through the use of digital and social media platforms or traditional media, in coordination with City public relations staff.
 - b. **Community Partnerships and Resources Committee.** This committee shall:
 - i. Help establish partnerships with neighborhood, business and other community and industry organizations to encourage, recognize and collaborate on efforts to reduce litter, encourage proper disposal and recycling, and improve the local environment;
 - ii. Identify and pursue available grants or other funding, including charitable donations, as appropriate, related to the duties and functions of the Commission.
 - c. **Policy and Governance Committee.** This committee shall:
 - i. Review and recommend changes to the Code of the City of Richmond, the Code of Virginia, and other laws, as necessary, to implement, improve, or enforce laws related to litter control, proper disposal of waste, recycling, and illegal dumping;
 - ii. Identify opportunities to collaborate with City and state agencies, including public funding requests;
 - iii. Recommend changes to the ordinance establishing the Commission and these bylaws as necessary.
 - d. **Programs and Events Committee.** This committee shall:
 - i. Work with DPW on improving all relevant programs and operations, including citywide neighborhood cleanups, the Adopt-a-Spot program, recycling events, and composting;
 - ii. Convene, coordinate, or support volunteer litter cleanup groups and events throughout the city.
 - e. **Executive and Oversight Committee.** The officers and chairs of all standing committees shall comprise the Executive and Oversight Committee, which may exercise all powers of the Commission between meetings of the Commission, provided that any actions approved by the committee shall be subject to approval by the Commission at its next meeting. Any commissioner may attend meetings of the committee. The secretary or assistant secretary shall record the proceedings of the committee and provide minutes of committee meetings to the Commission. In addition, the committee shall:
 - i. Help provide advice and recommendations to DPW concerning any funding appropriated to or administered by DPW related to the duties and functions of the Commission;
 - ii. Review and recommend actions of the Commission in its capacity serving as a local affiliate of Keep Virginia Beautiful, as established by ordinance and in Article 6 of these bylaws.
3. Committees shall meet at the call of the committee chair provided reasonable notice.
 4. A committee chair may appoint members of subcommittees as necessary.

ARTICLE 5: NOMINATIONS FOR AT-LARGE MEMBERS

1. The process and criteria for nominating the initial five at-large members of the Commission shall be as follows. The chair shall assign responsibility for developing criteria for eligible candidates to a standing or ad hoc committee, which shall complete its work within three (3) months of assignment. The committee may include eligible nominations to be submitted to the Commission. Upon approval by the Commission, these bylaws shall be amended to include the criteria, which may be amended according to the same process described in this section.
2. Upon the nomination criteria being established in these bylaws, commissioners may solicit and submit to the chair any number of nominations of eligible candidates during a regular meeting of the Commission. The secretary or assistant secretary shall record nominations. The chair may assign review of nominations to a standing or ad hoc committee, or the Commission may review nominations at a regular meeting without prior review by a committee, as determined by the chair. Upon recommendation by a committee or review by the Commission, as applicable, the Commission shall move a slate of no fewer than one (1) and no more than five (5) nominations at its subsequent regular meeting to be approved by the Commission and submitted to City Council. The Commission may consider the slate in a block or, at the request of a commissioner, a nomination may be considered individually.
3. Within three (3) months before the expiration of terms or a vacancy is expected to occur, the Commission shall submit a slate of nominations to City Council according to the process established in these bylaws. Within three (3) months after a vacancy occurs or if a vacancy is not filled for more than three (3) months, the Commission shall submit a slate of nominations to City Council according to the process established in these bylaws.

ARTICLE 6: LOCAL AFFILIATE OF NONPROFIT ORGANIZATIONS

1. The Commission may act as an affiliate of a nonprofit organization to the extent permitted by law and as applicable and appropriate to the purpose, duties and functions of the Commission.
2. As of the adoption of these bylaws, the Commission serves as a local affiliate of KVB. The Commission shall have the powers, duties and responsibilities of a local affiliate of KVB. The Commission may elect a treasurer from among its members to serve in such office solely for the purposes of the Commission's capacity as a local affiliate of KVB, as necessary.
3. The Commission shall not hold any fiduciary role or duty to KVB in the Commission's capacity as an advisory commission to City Council. The Commission shall convene a separate meeting of its members when acting as a KVB local affiliate or may act as a local affiliate during the course of its regular meetings so long as such actions are (a) carried out separately from the other business of the Commission, (b) reflected

accordingly in the Commission's meeting agenda and (c) recorded in the meeting minutes.

ARTICLE 7: COMMISSION MEETINGS AND COMMISSIONER DUTIES & RESPONSIBILITIES

1. The Commission shall hold regular meetings at least quarterly and other meetings as needed and take meetings minutes in accordance with the Virginia Freedom of Information Act (FOIA). The Commission may hold regular meetings more frequently than quarterly or hold special meetings as called by the chair and approved by the Commission in accordance with all applicable law and notice requirements.
2. As provided by ordinance, if any member of the Commission misses four consecutive regularly scheduled meetings or if the Commission has less than four regularly scheduled meetings within a period of 12 scheduled months and any member of the Commission fails to attend all such regularly scheduled meetings during a period exceeding 12 months in length, such member shall be subject to removal from membership on the Commission, and City Council may remove such member.
3. Commissioners shall serve on at least one (1) committee.
4. Commissioners shall participate in at least four (4) programs, events or projects during a period of twelve (12) months, or in at least 12 programs, events or projects during the course of the commissioner's term.
5. A commissioner who wishes to resign shall submit written notice to the Commission and the City Clerk.
6. A commissioner shall disclose any conflict of interest to the Commission and abstain from voting on any matter directly related to the conflict of interest.

ARTICLE 8: ADMINISTRATIVE SUPPORT AND REPORTING

1. As provided by ordinance, DPW shall provide an executive coordinator to act as secretary or assistant secretary for the meetings of the Commission and manage the operations and programs administered by the Commission.
2. The executive coordinator shall ensure the Commission's compliance with all applicable FOIA requirements.
3. The executive coordinator shall act as assistant secretary upon the election of a secretary by the Commission from among its members.
4. The executive coordinator shall act as an advisor to the Commission, be present at all Commission meetings, serve as an *ex officio* non-voting member of all committees and support coordination with DPW and other City agencies.
5. As provided by ordinance, on an annual basis, the Commission shall provide the Council and the Chief Administrative Officer with (a) any recommendations concerning programs to reduce litter, encourage proper disposal and recycling, and improve the local environment in the City of Richmond, (b) any recommendations concerning changes to laws related to litter control, proper disposal of waste, recycling, and illegal dumping, (c) a summary of the Commission's actions to perform, recommendations to improve, or

challenges to meet its duties and functions, and (c) any other applicable information as required by ordinance.

6. The Commission shall include in its annual report, if applicable, a list of members who fail to meet the attendance requirements or commissioner duties and responsibilities described in Article 7 of these bylaws.

ARTICLE 9: AMENDMENTS

1. These bylaws may be amended or repealed by either (a) not less than a majority of a quorum of the Commission if such action is recommended by the Policy and Governance Committee or the Executive and Oversight Committee, as determined by the chair, or (b) not less than a two-thirds (2/3) majority of a quorum of the Commission.
2. Such action may be taken at any regular meeting or special meeting called for the purpose of such action and upon the distribution of a copy of such proposed amendments or repeal to each member.

These bylaws were approved by the Commission on [DATE].