



# City of Richmond

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

## Meeting Minutes Governmental Operations Standing Committee

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Wednesday, April 23, 2025

1:00 PM

Council Chamber, 2nd Floor - City Hall

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### Committee and Other Council Members in Attendance

The Honorable Katherine Jordan - Chair

The Honorable Kenya Gibson - Committee Member

### Absent

The Honorable Sarah Abubaker - Vice Chair

### Staff in Attendance

Laura Drewry, City Attorney

Susan McKenney, Senior Assistant City Attorney

Kimberly Morris, Assistant City Clerk

Pamela Nichols, Council Management Analyst

William Perkins, Council Senior Legislative Services Manager

Candice Reid, City Clerk

RJ Warren, Deputy City Clerk

### Call to Order

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

### Chamber Emergency Evacuation Plan Announcement and Public Speaker Guidelines

Upon the Chair's request, Assistant City Clerk Kimberly Morris provided information on the appropriate manner in which the Council Chamber is to be evacuated in the event of an emergency along with public speaker guidelines.

## Electronic Participation

Pursuant to Rule III(D)(4)(b) of Council's Rules of Procedure, Vice Chair Sarah Abubaker made a request to participate in the meeting via Microsoft Teams from her home, due to a medical condition that prevented her physical attendance. The committee members present were required to adopt a motion to approve Vice Chair Abubaker'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 Vice Chair Abubaker's participation in the meeting by electronic communication means.

**Vice Chair Katherine Jordan moved to allow Vice Chair Sarah Abubaker to participate in the meeting by electronic communication means. The motion was seconded and approved: Ayes 2, Jordan, Gibson. Noes None.**

*Vice Chair Sarah Abubaker did not attend the meeting.*

## Public Comment Period

There were no public comment speakers.

## Approval of Minutes

There were no minutes to be approved.

## Paper(s) for Consideration

**The following ordinances was considered:**

1. [ORD. 2025-070](#) To approve the text of the Collective Bargaining Agreement between the City of Richmond, Virginia, and Teamsters Local 322 for the Labor & Trades Bargaining Unit in accordance with City Code section 2-1301.13.

**Patrons:** Mayor Avula

**Attachments:** [Ord. No. 2025-070](#)

2. [ORD. 2025-071](#) To approve the text of the Collective Bargaining Agreement between the City of Richmond, Virginia, and Service Employees International Union, Virginia 512 for the Professional Bargaining Unit in accordance

with City Code section 2-1301.13.

**Patrons:** Mayor Avula

**Attachments:** [Ord. No. 2025-071](#)

Tyrome Alexander, Director of Human Resources, provided an introduction and background information regarding the proposed ordinances.

## Public Hearing

There were no public hearing speakers.

**There were no comments or discussions and Member Kenya Gibson moved to forward ORD. 2025-070 and ORD. 2025-071 to Council with the recommendation to approve, which was seconded and unanimously approved.**

**The following ordinance was considered:**

3. [ORD. 2025-072](#) To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to execute a First Amendment to Right of Entry agreement between the City of Richmond and the Virginia Department of General Services for the purpose of permitting the City access to and use of the parking garage located at 311 North 7th Street to make certain repairs to the City owned property located at 730 East Broad Street.

**Patrons:** Mayor Avula

**Attachments:** [Ord. No. 2025-072](#)

Gail Johnson, Director for the Department of General Services, provided an introduction and background information regarding the proposed ordinance.

## Public Hearing

There were no public hearing speakers.

**There were no comments or discussions and Member Kenya Gibson moved to forward ORD. 2025-072 to Council with the recommendation to approve, which was seconded and unanimously approved.**

**The following resolution was considered:**

4. [RES. 2025-R016](#) To express the Council's support for establishing a policy for reviewing and approving honorary street sign designations.

**Patrons:** Vice President Jordan

**Attachments:** [Res. No. 2025-R016](#)

Will Perkins, Council Senior Legislative Services Manager, provided an introduction and background information regarding the proposed resolution.

**Public Hearing**

There were no public hearing speakers.

*Member Kenya Gibson stated she appreciated the time spent to create a system to ensure a manageable process. She also stated it would be helpful to know the dates of considered meetings, deadlines to submit requests, and the structure of the process.*

*Chair Katherine Jordan asked if the resolution should be amended to include the budget, dates, goals to spread recognition across the city, and other updates.*

Mr. Perkins stated he will inquire with the City Attorney and the City Clerk whether RES. 2025-R016 should be amended. He also stated the current policy did not specify a number of designations per member intentionally, to incorporate flexibility so scheduling could be changed based on need.

*Chair Jordan stated there would be two opportunities to be considered for the approval of signs. She also stated that the Department of Public Works would incur the sign cost of \$700.00.*

Mr. Perkins stated he was working with the Office of Budget and Strategic Planning to ensure the funds were accurately included and appropriated.

*Member Gibson stated language could be included to emphasize that designations should be placed throughout the city and that she favored deadlines.*

*Chair Jordan asked was there flexibility to amend the rules to adjust dates as needed.*

Mr. Perkins stated decisions could be less formal since the policy was being established by resolution.

**There were no further comments or discussions and Member Kenya Gibson moved to forward RES. 2025-R016 to Council with the recommendation to approve, which was seconded and unanimously approved.**

## Board Vacancies

Pamela Nichols, Council Management Analyst, reviewed board vacancies and applications for the committee's consideration.

[CD.2025.138](#) Governmental Operations Standing Committee Boards & Commissions Vacancy Report Wednesday, April 23, 2025

**Attachments:** [20250423 Gov Ops Board Report](#)

*A copy of the material provided has been filed.*

**Member Kenya Gibson moved to forward the following applications for appointment and reappointment to Council with a recommendation to approve, which was seconded and unanimously approved:**

City Personnel Board:  
Patrice Carpenter (reappointment)

Sister Cities Commission:  
Nannette Bailey  
Jack Ketterlinus  
Eric Tomlin

Sustainability and Resilience Commission:  
David Evans (reappointment)

## Presentation(s)

### Lead Service Line Replacement Program

Laura Bendernagel, Department of Public Utilities Deputy Director, provided the committee with an update regarding the Lead Service Line Replacement program.

[CD.2025.142](#) Department of Public Utilities Meeting Documents

**Attachments:** [LFW presentation to Gov Ops 2025-04-23](#)  
[Lead Free Water SLI Customer Instructions abridged](#)  
[04.16.2025 LCRR Identification and Replacement Dashboard](#)

*A copy of the material provided has been filed.*

*Chair Katherine Jordan asked what was the status of applicants who applied for the Customer Initiated Grant program.*

Ms. Bendernagel stated if an application had been accepted into the program, services would be executed. She also stated if an application had not been accepted, it did not meet the criteria of the Build America Buy America (BABA) Act to receive additional funding.

*Member Kenya Gibson stated it would be helpful for citizens if instructions were highlighted on how to obtain materials for pipe lead testing.*

Ms. Bendernagel stated the instructions were posted on the Department of Public Utilities website, and that additional copies could be distributed electronically.

*Member Gibson asked what were the objectives to ensure all residents know about the Inventory Plumber program. She also asked how were the plumbers or businesses selected to participate in the program.*

Ms. Bendernagel stated they were reaching out through the website, civic association meetings and knocking on doors. She also stated there was no formal process to be selected, just an ask for plumbers to participate in the training.

*Chair Jordan asked was there an ability to have a financing system for customers to spread out upfront costs for repairs.*

Ms. Bendernagel stated she would confer with the Department of Public Utilities team for an answer.

Scott Morris, Director of Public Utilities, provided a presentation regarding audit updates.

*Chair Katherine Jordan asked what were the amount of collections received and what was outstanding.*

Mr. Morris stated he did not have that information, however, he would provide it.

*Member Kenya Gibson asked how were the items that required action tracked pertaining to the water treatment plant, and would they be added to the audits.*

Mr. Morris stated a water compliance manager was hired, and that person was tracking all information and addressing priority items, and items that needed to be addressed could be added to the audit list.

## **Enterprise Systems**

Charles Todd, Director of Information Technology, provided the committee an update regarding enterprise systems.

[CD.2025.139](#) Enterprise Systems Overview

**Attachments:** [DIT Presentation to GovOps 20250423](#)

*A copy of the material provided has been filed.*

*Member Kenya Gibson asked what was the process for capturing input from residents navigating City Hall software, and if everything could be placed in a centralized hub. She also asked what was the feedback from residents using city website tools, and could more information be included to make the budget process more transparent.*

Mr. Todd stated city employees were his customers and he relies on feedback from them. He also stated he was willing to be more involved with technology needs regarding budget processes.

*Member Gibson asked were there any opportunities to streamline city processes to enhance overall productivity.*

Mr. Todd stated it had been a struggle to keep duplicate departmental requests from occurring.

### **Human Resources Open Audit Recommendations**

Tyrome Alexander, Director of Human Resources (HR), provided the committee an update regarding HR open audit recommendations.

[CD.2025.140](#) Audit Update - Department of Human Resources

**Attachments:** [2025\\_04\\_17\\_HR\\_Open\\_Audit\\_Items\\_for\\_Gov\\_Ops](#)

*A copy of the material provided has been filed.*

### **Required Reports to Council**

Will Perkins, Council Senior Legislative Services Manager, provided the committee an update regarding required reports that are submitted to Council.

[CD.2025.133](#) Required Reports to Council Governmental Operations Committee  
4.23.25

**Attachments:** [Report on Reports Round 1 - 4.23.25](#)

*A copy of the material provided has been filed.*

*Chair Katherine Jordan stated administration could also provide input about the reports.*

*Member Kenya Gibson asked was there a way to capture the reason why the reports were required and how they could assist with transparency.*

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

#### **Attendance Policies for Boards and Commissions Meetings**

*Chair Katherine Jordan asked were there any recommendations for consideration or any other information pertaining to boards and commissions.*

Pamela Nichols, Council Management Analyst, provided the committee additional background on the attendance policies for boards and commissions.

*Chair Katherine Jordan asked was the current practice of removing absentee members by asking for resignations successful.*

Ms. Nichols stated that the practice had been successful.

*Member Gibson asked was there a method for a set time for when commissions meet. She also asked could there be language documented to ensure a commission's work would proceed in times of crises.*

## **Staff Report**

Will Perkins, Council Senior Legislative Services Manager, stated the report distributed to members focused on preparation's for speakers and presentation's for the committee meeting.

[CD.2025.143](#) Governmental Operations Standing Committee April 23, 2025  
Staff Prep Document for Councilmembers

**Attachments:** [Gov Ops Mtg Prep - April 2025](#)

*A copy of the material provided has been filed.*

## **Adjournment**

There being no further business, the meeting adjourned at 2:56 p.m.