



Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Council Chief of Staff

Government Operations Standing Committee

April 23, 2025

Staff Prep Document for Councilmembers

Previous Meeting: March 26, 2025

Next Meeting: May 28, 2025

Agenda Overview:

Presentations:

- Lead Service Line Replacement Program (DPU)
- Enterprise Systems (DIT)
- Open Audit Recommendations (HR)
- Report on Reports (OCCOS)

Discussion Items

- Attendance Policies for Boards and Commissions Meetings

Ordinances & Resolutions:

1. Ord. 2025-070 (Labor & Trades CBA with Teamsters 322)
2. Ord. 2025-071 (Professional CBA with SEIU 512)
3. Ord. 2025-072 (Amendment to Right of Entry Agreement, 730 East Broad Street)
4. Res. 2025-R016 (Council Honorary Street Sign Policy)

DPU on Lead Service Line Replacement Program

Notes:

- Lead is a major health concern, especially for infants, young children & elderly
- Over 80% of service lines in City made of unknown material
- 2027 updates to Lead and Copper Rule (LCRI)
 - Find and remove all LSL's within waterworks' control by 2037
 - Expand lead sampling for daycares and schools
 - Provide water pitchers and filters for disturbances
 - Lower the threshold limit to 10 ppb from 15 ppb
- Estimate 66,000 service lines on private property with unknown material

Potential Questions:

- Service Line Inventory mapping – where are we and how much more to go?
- What # of % of lines are we identifying each year? How can we get more done sooner?
- Please clarify “BABA requirements” on slide 17 ...
- Describe DPU's “block-by-block approach” pilot and timeline for VDH approval.
- Describe the financial supports available for private-side lead pipe removal.
- What sort of local funds do we put towards this work?

DIT Enterprise Systems

Notes:

- 428 different enterprise systems across City of Richmond
- Criticality = level of operational dependency, availability and impact of failure ...
 - 67 considered "high criticality"
 - 195 in "medium criticality"
 - 166 in "low criticality"
- Critical Systems
 - 16 in Public Safety (CAD System, Jail Management Software)
 - 14 in Finance including RVAPay, MUNIS
 - 11 in Planning including EnerGov
 - 9 in DIT including email and backup systems
 - 8 in DPU including Customer Information System (in execution phase targeted for February 2026)

Potential Questions:

- What is DIT's role vs. that of each agency in making IT decisions and investments?
- How does DIT support both employees and residents in ensuring these systems support service delivery?
- What IT systems are budgeted in DIT and which are budgeted in each agency?
- Slide 8 identifies several "unsupported" systems – what do we do for them?
- Slide 9, Please elaborate on IT transformation goals – do we have written goals and plans for how these relate to each critical system (slide 6)?

HR Open Audit Recommendations

Notes:

- Big decrease in open recommendations 2023 → 2025
 - Feb 2023 = 35 open recommendations
 - April 2025 = 6 open recommendations
- Current open recommendations:
 - 2 from "Continuous Audit" (2022 and 2021)
 - 2 from "Vehicle Utilization" (2021)
 - 2 others on benefits reconciliation (2022) and temporary service contract compliance (2018)

Potential Questions:

- Describe your approach to closing open audit recommendations?
- How did you prioritize and plan to get your recommendations closed?
- How close are you to completing the remaining open recommendations?

March 2025 Overtime Report

- 52 employees exceeded 50% overtime threshold in March 2025
 - 25 from Police
 - 8 DPU
 - 7 from Fire
 - 5 from Finance
 - 5 from DPW
 - 1 from Emergency Communications
 - 1 from Social Services
- 32 employees exceeding 50% overtime threshold overall for 2025
 - 16 from police
 - 11 from fire
 - 2 from DPU
 - 2 from DPW
 - 1 from Emergency Communications
- Specific overtime figures
 - 2 Fire & EMS employees each worked 537 overtime hours so far in 2025 – earning approximately \$40,000 in additional pay

OCCOS Report on Reports

Notes:

- 78 total reports
 - 37 from Boards & Commissions
 - 25 from City Departments
 - 14 from affiliate organizations
 - 2 from Council agencies
- By frequency
 - 1 quadrennial report
 - 2 biennial reports
 - 65 annual reports
 - 2 every six months
 - 6 quarterly reports
 - 2 monthly reports (including overtime report by resolution)
- Most reports are a result of requirement that Advisory Boards & Commissions produce an annual report (37 or 78 required reports)

Potential Questions:

- How will you refine this work for Round 2 and Round 3? (Next Steps slide)
- Do you think we have too many required reports or not enough?
- How can we help make sure these reports get used/digested by Council?

Discussion Item: Boards & Commission Attendance

- Who is tracking meeting attendance across boards and commissions?
- Which boards and commissions are having attendance problems?
- Should the Council exercise its powers (see below) to remove appointees?

§ 4.15. - Removal of members of boards and commissions; forfeiture of office or employment for certain convictions.

- A. Any member of a board or commission appointed by the council for a specified term **may be removed by the council but only for malfeasance in office or neglect of duty**. He/she shall be entitled to notice and hearing. It shall be the duty of the council, at the request of the person sought to be removed, to subpoena witnesses whose testimony would be pertinent to the matter in hand. From the decision of the council an appeal shall lie to the Circuit Court of the City of Richmond, Division I.
- B. Any officer, appointee of the council or employee of the city who shall be convicted by a final judgment of any court from which no appeal has been taken or which has been affirmed by a court of last resort on a charge involving moral turpitude or any felony or any misdemeanor involving possession of marijuana or any controlled substances shall forfeit his/her office or employment.

Sec. 2-768. - Removal of members; forfeiture of office.

- a) If any person appointed to membership upon a board or commission by the Council **misses four consecutive regularly scheduled meetings** of such board or commission or if the board or commission has less than four regularly scheduled meetings within a period of 12 scheduled months and any member of such board or commission fails to attend all such regularly scheduled meetings during a period exceeding 12 months in length, such member of any such board or commission shall be subject to removal from membership on such board or commission, and the Council may remove such member utilizing the procedure provided in [Section 4.14](#) of the Charter or substantially similar procedure. If the information form provided by a member of a board or commission to the Council prior to the individual's appointment is materially false or misleading, that shall also be grounds for removal in the manner provided by law. Unless general law of the Commonwealth, the Charter or other special act of the General Assembly or the ordinance or resolution of the City provides specifically that a person appointed to a board or commission must reside in the City, be a voting citizen of the City, or contain other language of like purport, a person having a principal place of employment within the City may be appointed by the Council to serve on a board or commission.
- b) Any person who is appointed to membership on a board or commission after July 8, 1983, except those subject to [Section 2-926\(a\)](#) and who shall thereafter cease to maintain a permanent residence within the City or who terminates qualifying employment within the City shall thereby forfeit membership on the board or commission of which such person is a member.

Ordinances & Resolutions for Consideration

[recommend hearing #1 and #2 in a block]

1. Ordinance No. 2025-070

Patron Mayor Avula

Title: 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.

2. Ordinance No. 2025-071

Patron Mayor Avula

Title: 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.

Notes:

- Ord. 2022-221 allowed collective bargaining locally
- Both agreements cover July 1, 2025 to June 30, 2028 (FY26 thru FY28)
- Labor & Trades employees have Teamsters Local 322 as their representative
 - 3-year fiscal impact = \$11.38 million (increase wages by 3.25% each year)
- Professional employees have SEIU Va 512 as their representative
 - 3-year fiscal impact = \$9,209,179 (increase wages by 3.25% each year)

Potential Questions:

- What lessons have we learned from our first three CBAs that informed the negotiations and execution of these agreements before us today?
- Article 12 (hours, overtime & extra work opportunities) of the Teamsters agreement, please elaborate on how the City will "make every reasonable effort to ensure that overtime opportunities and obligations are evenly distributed."
- Have we had any contract disputes resolved with our bargaining units yet with our other CBAs? How is that going?
 - Article 10 in Teamsters agreement
 - Article 18 in SEIU agreement
- Please elaborate on the "Compensation Study Committee" in the Teamsters agreement (article 20).
- The SEIU agreement references several studies – please elaborate on those plans (Article 6, employee expenses; Article 8, staffing issues; Article 9, out of title work; Article 10, layoff and recall procedures; Article 11, evaluations).

3. **Ordinance No. 2025-072**

Patron Mayor Avula

Title: 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.

Notes:

- Amend agreement established in Ord. 2025-011 to allow City to access state-owned parking garage (311 N. 7th Street) to repair 730 E. Broad Street).
- Extending agreement by 60 days until May 17, 2025.

Potential Questions:

- Why is this amendment before us today?
- How is the repair work going at this property?
- Is there any additional cost for approving this paper?

4. **Resolution 2025-R016**

Patron Councilmember Jordan

Title: To express the Council's support for establishing a policy for reviewing and approving honorary street sign designations.

Notes:

- Significant increase in honorary street signs recently:
 - 8 signs approved 2011 to 2017
 - 62 signs approved 2018 to 2023
- Informal “moratorium” in place since 2024, recently lifted.
- OCCOS researched other VA localities, completed a survey of Councilmembers, and discussed proposals with city agencies (PDR & DPW).
- Proposed Changes:
 - Annual limit of 10 approved honorary streets signs per fiscal year
 - Limit approvals to two formal Council meetings per year.
 - Managing unveiling ceremonies may be facilitated by the chief patron
 - Nominations are to be submitted via form (draft included with resolution) and included written documentation showing eligibility and qualifications.

Potential Questions:

- Discuss your process for reaching this proposed policy.
- Is DPW funded for this in its FY26 budget? (\$7,000 to cover 10 sign installations)