

INTRODUCED: June 8, 2026

A RESOLUTION No. 2026-R025

To approve an expenditure in the amount of \$10,163.68 from the Council District Funds for the Third District to pay Gibson Universal, LLC for direct mail and postage to distribute an informational mailer to Third District residents.

Patron – Ms. Gibson

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: JUN 22 2026 AT 6 P.M.

WHEREAS, by Resolution No. 2007-R162-2008-29, adopted February 11, 2008, as amended by Resolution No. 2010-R91-118, adopted July 26, 2010, Resolution No. 2015-R18-23, adopted March 23, 2015, Resolution No. 2018-R065, adopted July 2, 2018, Resolution No. 2018-R066, adopted September 10, 2018, and Resolution No. 2019-R017, adopted July 22, 2019, the Council of the City of Richmond adopted City Council Expenditure and Reimbursement Guidelines to govern the use of Council District Funds and Council Operations Funds; and

WHEREAS, section I of such City Council Expenditure and Reimbursement Guidelines requires that all proposed expenditures from Council District Funds over \$5,000 in the aggregate

AYES: 8 NOES: 0 ABSTAIN: _____

ADOPTED: JUN 22 2026 REJECTED: _____ STRICKEN: _____

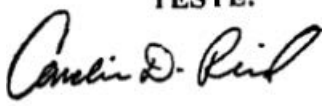
be submitted to the Council for approval via resolution prior to the contractual obligation or expenditure of funds; and

WHEREAS, pursuant to such requirement, the Council Member for the Third District has requested that the Council approve the expenditure in the amount of \$10,163.68 from the Council District Funds for the Third District to pay Gibson Universal, LLC for direct mail and postage to distribute an informational mailer to Third District residents;

NOW, THEREFORE,

BE IT RESOLVED By THE COUNCIL OF THE CITY OF RICHMOND:

That, pursuant to section I of the provisions of the City Council Expenditure and Reimbursement Guidelines adopted by Resolution No. 2007-R162-2008-29, adopted February 11, 2008, as amended by Resolution No. 2010-R91-118, adopted July 26, 2010, Resolution No. 2015-R18-23, adopted March 23, 2015, Resolution No. 2018-R065, adopted July 2, 2018, Resolution No. 2018-R066, adopted September 10, 2018, and Resolution No. 2019-R017, adopted July 22, 2019, the Council hereby approves an expenditure in the amount of \$10,163.68 from the Council District Funds for the Third District to pay Gibson Universal, LLC for direct mail and postage to distribute an informational mailer to Third District residents.

A TRUE COPY:
TESTE:

City Clerk

DATE: May 4, 2026

TO: The Honorable Members of City Council

THROUGH: The Honorable Kenya Gibson, Councilmember 3rd District

THROUGH: RJ Warren, Council Chief of Staff

THROUGH: Will Perkins, Senior Legislative Services Manager

FROM: Whitney Brown, Policy Analyst

RE: To approve an expenditure in the amount of \$10,163.68 from the Council District Funds for the Third District to pay Gibson Universal, LLC for direct mail and postage to distribute an informational mailer to Third District residents.

CNL-2026-0047

PURPOSE: To approve an expenditure in the amount of \$10,163.68 from the Council District Funds for the Third District to pay Gibson Universal, LLC for direct mail and postage to distribute an informational mailer to Third District residents.

BACKGROUND: Resolution No. 2018-R066 City Council Expenditure and Reimbursement Guidelines, Section 2(c) specifically states, “Any person or entity to whom cumulative from Council District funds during the course of the Fiscal Year exceed \$5,000 shall be submitted to the City Council for approval via resolution.” The purpose of this proposal is to allow clear authority to make such expenditure to allow for a \$10,163.38 payment to Gibson Universal LLC.

COMMUNITY ENGAGEMENT: N/A

STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL: N/A

FISCAL IMPACT: None

DESIRED EFFECTIVE DATE: Upon adoption.

REQUESTED INTRODUCTION DATE: June 8, 2026

CITY COUNCIL PUBLIC HEARING DATE: June 22, 2026

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Waived pursuant to Council Rules of Procedure Rule VI(B)(3)(b)

AFFECTED AGENCIES: City Council

RELATIONSHIP TO EXISTING ORD. OR RES.: None

ATTACHMENTS: 05127 Gibson Print Estimate

STAFF: Whitney Brown, Policy Analyst, (804-646-3765)

Gibson Universal LLC
5659 S Laburnum Ave
Henrico, VA 23231-4418
hello@gibsonprint.com
www.gibsonprint.com



INVOICE

BILL TO

Sarandon C.R. Elliott
Office of Councilmember
Kenya Gibson
900 E. Broad St
Ste 305
Richmond, VA 23219

INVOICE # 5127

DATE 05/01/2026

DUE DATE 05/29/2026

	QTY	PRICE	AMOUNT
Direct Mail 8.5x11" 70#Text 4/0 no bleed Z-fold & insert into #10 Carrier Envelope 4/0 no bleed Includes list processing, addressing, and mail service	11,243	0.465	5,228.00T
Postage Target Mailbox Date: [TBD] USPS Marketing Mail Letter Rate: \$0.39-0.439 ***** Delivery confirmation: Sarandon Elliott sarandon.elliott@rva.gov	11,243	0.439	4,935.68

Thank you for trusting us with your print project! Please carefully review this invoice and let us know if any corrections are needed before making payment.
Payment indicates press-ready proof approval. Please let us know before making payment if you have not received/approved your final proof(s). Production cannot begin until payment is received in full.
We accept online payment by bank transfer and all major credit cards. Please email hello@gibsonprint.com to pay by check or make other arrangements. Be advised that wire transfers and returned checks are subject to a \$60 fee. Thank you!

SUBTOTAL	10,163.68
TAX	0.00
TOTAL	10,163.68
BALANCE DUE	\$10,163.68

Ways to pay

