

DO NOT REMOVE Councilmember Election and Transition

Engage. Empower. Enhance.



Richmond City Council
The Voice of the People

April/May
2024

COIA & FOIA Training
Options Online through State/Dept.
of Legislative Services

Candice Reid
City Clerk

11 June
2024

Filing Deadline
All local Elected roles

City Registrar

No Dictate regarding City Employees engaging
in campaigning activities outside of work setting.

Laura Drewry
City Attorney

1 July
2024

No more than 50% of District funds may be spent
or encumbered before December 31st

Debora Shaw
Council Budget Analyst

\$16,088.50

Shantae Coleman
Council Management Analyst

July 2024

Summer Council Advance
Goal Setting | Budget Setting | End-of-Year
Succession

LaTasha Holmes
Council Chief of Staff

5 August
2024

90 Day Prohibition Period
No Councilmembers may authorize new
grants

Debora Shaw
Council Budget Analyst

No publications related to contested
Council seats can be funded with public
monies

Matthew Slaats
Sr. Mgr. Communications &
Engagement

5
November
2024

Election Day
No campaign related expenses may be
incurred with District Funds

City Registrar

6
November
2024

Identify outgoing Councilmembers
Begin writing award letter for outgoing
members; design and order plaques

Matthew Slaats
Sr. Mgr. Communications &
Engagement

Steve Skinner
Council Public Information
Manager

11
November
2024

Determine if there are changes in
Liaison staff
Begin changes to Council Orientation Manual

LaTasha Holmes
Council Chief of Staff

Kimberly Kyle
HR Liaison

14
November
2024

New Liaison hiring process to begin.
~3 week turnaround between posting and hiring.

LaTasha Holmes
Council Chief of Staff

Kimberly Kyle
HR Liaison

November
2024

Separation of Staff
Confirm Separation agreements, terms, funding.
-
Document Retention and Succession

LaTasha Holmes
Council Chief of Staff

Kimberly Kyle
HR Liaison

9
December
2024

Last Formal Council Meeting for the year
Presentation to outgoing council members.

Candice Reid
City Clerk

11
December
2024

SAPRs must be Placed
DIT requires at least 2 weeks.
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MS Account | Email | Distribution lists | SharePoint Sites.

Shantae Coleman
Council Management Analyst

David Lansdell
Special Assistant to CCOS

December
2024

Collect City Technology
Cell Phone | Laptop | Tablet

Shantae Coleman
Council Management Analyst

David Lansdell
Special Assistant to CCOS

2 January
2025

MUST HAVES:
Laptop | Cell Phone | Desk Phone
-
PAPERWORK
ID Badge | Parking | Orientation Manual | Hiring Paperwork

Shantae Coleman
Council Management Analyst

David Lansdell
Special Assistant to CCOS

6 January
2025

City Orientation
Organizational Meeting (Swearing in)
-
OD Standing Committee
Election of Vice/President
Standing Committees

LaTasha Holmes
Council Chief of Staff

Candice Reid
City Clerk

13 January
2025

First Formal Meeting
Arrange 1:1s with new Councilmembers and Office Heads.
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Arrange 1:1s with CCOS

LaTasha Holmes
Council Chief of Staff

Candice Reid
City Clerk

6 March
2025

COIA & FOIA
Training must be conducted within two months of Swearing In
-
City or State resource allowable

Steve Skinner
Council Public Information Manager

Candice Reid
City Clerk