



Richmond City Council

OPERATIONAL POLICIES & PROCEDURES MANUAL

Internal policies and procedures supporting the organizational operations of the Governing Body of Richmond, Virginia

Established March 24, 2014; Updated January 26, 2016

MISSION

The mission of Richmond City Council is to represent citizens in creating an amending local laws, providing government policy and oversight, and approving the city budget

VISION

Richmond City Council is committed to creating a vibrant community that is a great place to live, work, learn, play, visit, and raise a family.

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INTRODUCTION

Policy Statement

The Richmond City Council Operational Policies and Procedures Manual enumerates internal policies and procedures that support the administrative operations of Richmond City Council.

Purpose

The purpose of this manual is to consolidate policies and procedures that have general application to Council operations. The policies and procedures included in this manual are driven by Council's role as the governing and legislative body of Richmond City government. Council's duties include:

1. legislation and policy development;
2. monitoring and evaluating the City's progress toward meeting the needs of citizens;
3. oversight and accountability role with City Administration;
4. adoption of the City's Budget in accordance with Council's priorities;
5. representation of the interests of residents; and
6. the efficient and orderly governance of Council's operations.

Scope

This manual is a guide for Council Members, Council Liaisons, and the Office of the Council Chief of Staff (CCOS). For purposes of this document, the term Council Staff shall refer to all City Council and Council Chief of Staff personnel, unless otherwise noted. The Council Chief of Staff provides coordination of Council Operations that includes leadership for three broad functions, which include:

- **Administrative/Management Services** in the areas of public information, human resources, purchasing, administrative and management functions for City Council as a whole and the Council Chief of Staff Office.
- **Budgetary Review and Financial Services** including planning, budgeting and research, as well as accessing, interpreting and analyzing data from the City's financial system.
- **Legislative Services** on a continuous basis including; research, analysis, policy development, implementation and evaluation of legislation. Legislative support is also provided for all Council Standing Committees.

Procedure

Each policy in this document contains a general process as to how it is carried out, and is organized by Policy Title, Policy Statement, Purpose, Scope and Procedure. Upon the consent of Council, CCOS personnel will annually review and update this Manual as needed upon completion of that review. Council's Organizational Development standing committee will receive a report concerning this review, and any proposed changes, during their July meeting,

Authority

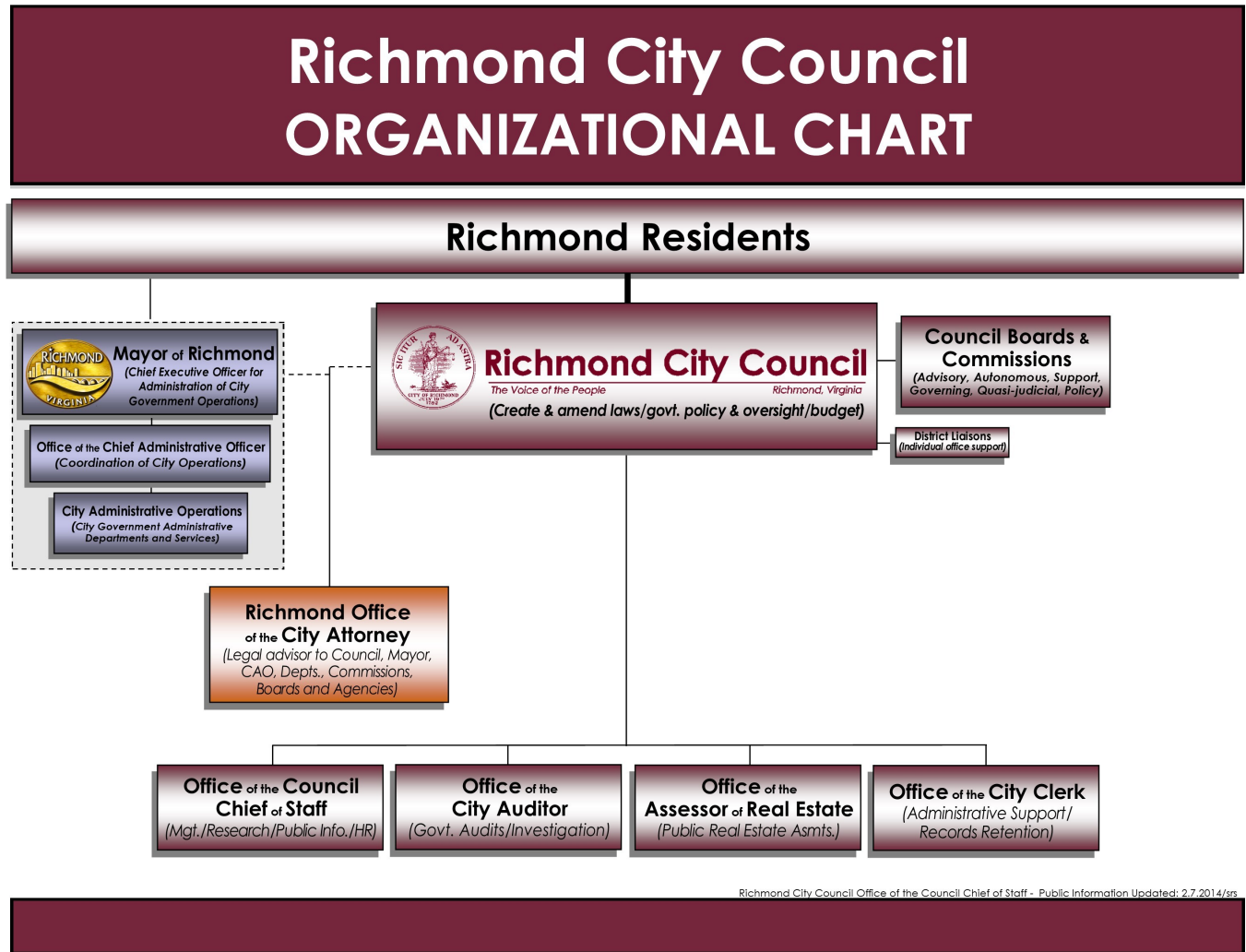
By Resolution No. 2011-R136-2012-13, adopted February 13, 2012, the City Council formally adopted for its employees the Administrative Regulations issued by the Mayor to the extent consistent with all applicable provisions of the City Charter and general law. Because the Council adopted this resolution, the provisions of the Administrative Regulations supersede the provisions of this Operational Policies and Procedures Manual in the event of any conflict. The Council Chief of Staff administers both the Administrative Regulations and this Operational Policies and Procedures Manual accordingly.



ORGANIZATIONAL OVERVIEW

Organizational Charts

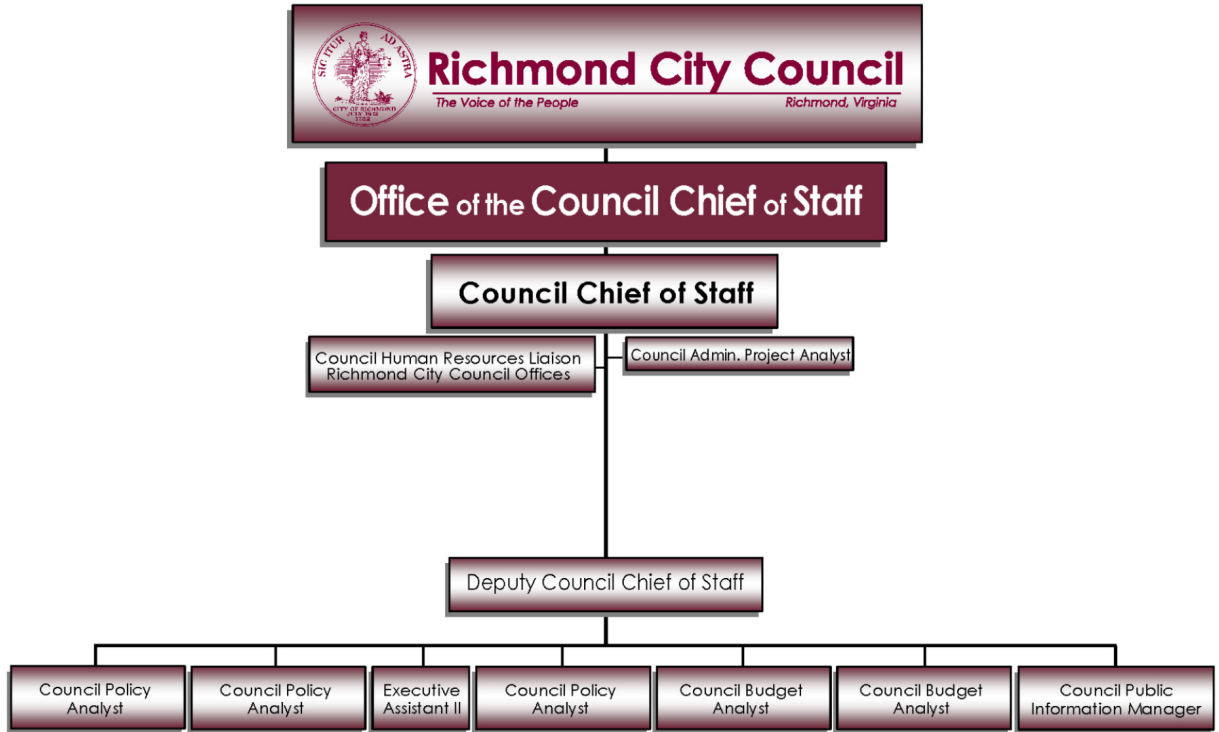
The following organizational charts depict the operational flow of Richmond City Council, Appointees and offices.



ORGANIZATIONAL OVERVIEW

The following organizational charts depict the operational flow of Richmond City Council Office of the Council Chief of Staff.

Richmond City Council - Office of the Council Chief of Staff ORGANIZATIONAL CHART



Richmond City Council Office of the Council Chief of Staff Public Information/Updated:8.27.2012/ars





SECTION 1:

Council Legislative Processes

Richmond City Council
**OPERATIONAL POLICIES
and PROCEDURES MANUAL**





SECTION 1: Council Legislative Processes

1.1 Council Action Request

A. Policy Statement

A CART (*Council Action Request Tracker*) form should be completed for work requested of the Office of the Council Chief of Staff. The form should capture the details of the request and proposed due date for completion.

B. Purpose

This policy provides a formal process for CART requests from Council Members to Council Chief of Staff personnel. The purpose is to appropriately manage the completion of Council assignments by timely and efficient allocation of staff and resources.

C. Scope

This policy is applicable to all Council Members, Liaisons and Council Staff.

D. Procedure

1. A Council Member's request for action is submitted to a member of CCOS staff.
2. The Council Liaison or other staff (*as appropriate*) will complete a CART form which captures the name of the requesting Council Member, date submitted, deadline date, and details of the request. An "X" is placed in the appropriate box based on the type of request being initiated. This form should be completed by the respective Council Member or Liaison.
3. For requests involving legislative analysis and/or research on a topic, please refer to Operational Policy Section 1.2.
4. For requests involving audits and projects from the City Auditor, please refer to Operational Policy Section 1.3.
5. The completed form is submitted to the CART system inbox (*Email on the City's email system*) for review and assignment.
6. Information from the form is input into the CART system by the designated staff member. The designee will monitor the database to ensure information is kept up-to-date, and provide the Council Chief of Staff with periodic reports on the status of work requests.
7. The individual assigned the request performs the necessary work to complete the request.
8. Upon completion, the individual assigned the request notifies the requesting Council Member and the Council Chief of Staff, that the request was closed and notes that it was completed.
9. Members will receive monthly CART status reports which includes information on their individual CART requests, name of staff handling the assignment, the agreed-upon scope of the request and the anticipated completion date.



SECTION 1: Council Legislative Processes

1.2 Council Legislative Preparation Process

A. Policy Statement

All requests for legislation require adherence to a legislative preparation process that includes legislative analysis and/or research, and completion of a fiscal impact statement prior to introduction of legislation.

B. Purpose

This policy provides a clear, coordinated process for introducing legislation that includes any analysis, research and fiscal impact prior to the introduction of legislation; and background information that explains the rationale for legislation.

C. Scope

This policy is applicable to Council Members and Council Staff.

D. Procedure

1. A Council Member or designee initiates a request for legislative analysis by noting the request in writing to either their liaison or CCOS staff.
2. A CART form is completed. See Section 1.1, Item D, Number 2 for instructions. An "X" is placed in the box entitled "Legislative analysis and/or research on a topic." This form can be completed by the liaison or appropriate Council staff.
3. A copy of each CART form is completed and submitted to the Council Action Request Tracking System (CART) inbox for review and assignment.
4. Information from the request is entered into a database for tracking by the Staff member designated by the Council Chief of Staff or designee. This designated individual will monitor the legislative tracking system to ensure information is kept up-to-date, and provide the Council Chief of Staff with periodic reports on the status of legislation.
5. It is incumbent on the staff member assigned the CART request to maintain contact with the requesting Council Member or Liaison to keep them abreast of the status of the request.
6. The Staff member will perform the necessary analysis and research, which is captured on a Council Internal Policy Brief Form. This form is reviewed by the Council Chief of Staff or designee, and submitted by the Staff member to the Council Member for approval and/or direction.
7. The Council Member reviews the Council Internal Policy Brief document and indicates, in writing, the course of action they would like to pursue.
8. If a proposed ordinance or resolution is requested, the staff member prepares the Ordinance Resolution Request, using the form included in the appendix to this Manual, and submits it to the Council Chief of Staff for initialing. The Council Chief of Staff initials the Ordinance/Resolution Request and returns it to the staff member. The staff member submits the initialed Ordinance Resolution Request to the Office of the City Attorney. At this time, the staff member provides both an electronic copy and a paper copy of the initialed Ordinance/Resolution Request to all Council Members who requested the legislation and to all Liaisons assigned to those Council Members. Pursuant to the Council's Rules of Procedure, Ordinance/Resolution Requests must be submitted to the Office of the City Attorney by 5:00 p.m. on the second Friday prior to the Council meeting at which introduction is desired. If that Friday is a holiday, then the Ordinance/Resolution Request must be submitted to the Office of the City Attorney no later than the close of business on the last working day before that Friday.



SECTION 1: Council Legislative Processes

1.2 Council Legislation Preparation Process, *Continued.....*

9. The Office of the City Attorney prepares a draft copy of the proposed legislation and provides the draft to the Council Member and Council Staff member, who will then review, make any necessary changes, and return to the Office of the City Attorney, within the deadlines they will establish.
10. The Office of the City Attorney prepares the final draft of legislation and sends the document to the Council Member for approval with a copy to the Council Staff member.
11. All communication regarding the ordinance or resolution should include the Staff member assigned to the initial action request.
12. If the Council Member requests draft legislation be officially introduced to Council, the Office of the City Attorney will submit a copy of the documentation to the Office of the City Clerk.
13. All Council Staff are required to inform the Council Chief Of Staff and designated staff member responsible for tracking legislation that the request is closed and the date it was completed.
14. The Council Chief of Staff or designee will provide monthly reports to Council members on the status of their submitted CART requests.

E. Confidentiality

The Office of the City Attorney will not disclose Ordinance/Resolution Requests and work resulting from Ordinance/Resolution Requests from one chief patron to another party (i.e., another Council member or the Administration) without that chief patron's permission prior to introduction at a Council meeting except that:

1. A tracking list of all ordinances, resolutions and motions proposed by one or more Council members will be made available to the Council Chief of Staff on the Monday prior to the Council meeting for tracking purposes.
2. A list of all ordinances, resolutions and motions proposed by the Mayor and any Council member will be made available to the President of the Council on the day of the meeting but prior to the meeting for the purpose of enabling the President to make committee referrals in accordance with Council's Rules of Procedure.
3. A list of all ordinances, resolutions and motions proposed by the Mayor and any Council member will be made available to the President of the Council on the day of the meeting but prior to the meeting for the purpose of enabling the President to make committee referrals in accordance with Council's Rules of Procedure.



SECTION 1: Council Legislative Processes

1.3 Requests for Audits & Projects from City Auditor

A. Policy Statement

Members of City Council shall make all requests for audits and projects to be performed by the City Auditor on a CART form and obtain approval from the two Council Members on the City's Audit Committee, pursuant to section 2-221 of the City Code.

B. Purpose

This policy establishes a method by which Council Members request audits and projects from the City Auditor, and establishes an approval and appeal process.

C. Scope

This policy is applicable to all Council Members, Liaisons and Council Staff.

D. Procedure

1. A Council Member completes a Council Action Request Form indicating their name, deadline, details of request, and priority level of the request.
2. A fiscal impact statement of the request is completed utilizing Council Chief of Staff personnel as necessary, and attached to the Action Request Form.
3. The form is submitted to the Council Chief of Staff who, will provide a copy to both Council Members of the Audit Committee for review.
4. The two Audit Committee Council Members will review the request and assign a priority level to it. If approved, they will provide their signature at the bottom of the request.
5. A copy of the approved request will be returned to the Council Chief of Staff who will forward the document to the City Auditor's Office.
6. The City Auditor will take the appropriate action to consider or schedule the audit as requested.
7. If one or both of the Council Members on the Audit Committee decline to approve the request, the request may be appealed to Council, who by motion adopted during a meeting of the Council, may properly authorize the audit.



SECTION 1: Council Legislative Processes

1.4 Withdrawal of Council Legislation

A. Policy Statement

Members of City Council shall make all requests for withdrawal of legislation formally with the City Clerk. The City Clerk will manage the process for withdrawal of legislation as described in Section 1.4 in accordance with Rule V(J) of the Council's Rules of Procedure.

B. Purpose

This policy establishes a method by which Council Members may withdraw legislation where they are named as chief patron. The chief patron is the Member whose name is listed first on the legislation. Pursuant to Rule V(J) of Council's Rules of Procedure, only the chief patron may sign the withdrawal form effecting the withdrawal of legislation.

C. Scope

This policy is applicable to Council Members, Liaisons and Council Staff.

D. Procedure

The process for withdrawing legislation after it has been introduced is as follows:

1. Chief patron of the legislation makes the request to withdraw legislation
2. The City Clerk's Office prepares the "Request to Withdraw Legislation" form (attached)
3. Chief patron of the legislation signs the form
4. The city clerk's attestation signature is provided on the form along with the effective date
5. A copy of the form is provided to:
 - Chief patron
 - City Attorney's Office
6. The form is scanned and attached to an email (announcing the withdrawal) along with a copy of the legislation and sent to:
 - Richmond City Council members
 - City Attorney's Office staff
 - City Clerk's Office staff
 - The CAO's executive assistant
 - Council Chief of Staff
7. The legislation is removed from the respective agenda
8. The Clerk's Tracking System is updated to reflect that the legislation has been withdrawn
9. The original form is filed in the Office of the City Clerk



SECTION 1: Council Legislative Processes

1.5 Board Appointments

A. Policy Statement

Members of City Council shall appoint persons to serve on various boards, commissions and similar entities to share the appointee's expertise and knowledge and to offer recommendations for policy development or implementation of initiatives to improve the lives of Richmond residents.

B. Purpose

This policy establishes a method by which Council Members shall appoint members to citizen committees.

C. Scope

This policy is applicable to all Council Members, Liaisons and Council Staff.

D. Procedure

The Richmond City Council Boards & Commissions appointment process includes the following:

1. An application/reappointment application (*attached*) is completed by interested applicant and it is submitted to the Office of the City Clerk.
2. The Office of the City Clerk (after ensuring that basic requirements are met) will distribute the application to the appropriate Richmond City Council Standing Committee for review.
3. Applications recommended for approval by standing committees are reviewed during an Informal Council Meeting for consideration and recommendation.
4. A "Request for Resolution" is made by the Office of the City Clerk and forwarded to the City Attorney's Office for applicants recommended for approval.
5. The City Attorney's Office prepares a resolution for each applicant recommended for board appointment. The resolution is introduced at the Formal Meeting.
6. Office of the City Clerk notifies the chosen applicants, and they are invited to attend the Richmond City Council Formal Meeting where Richmond City Council will consider the appointment/reappointment legislation for official approval.
7. Initial appointment applicants must be in attendance when final consideration of their appointment is considered at the Formal Meeting.
8. Richmond City Council considers and votes on the appointment/reappointment resolution.
9. Oaths of office are administered immediately following adoption of legislation.
10. Reappointment applicants are not required to be present.
11. Reappointment oaths of office are scheduled and administered at a later date based upon the reappointed individual's schedule.
12. An appointee's service begins upon adoption of the appointment/reappointment legislation unless an alternative date is noted in the resolution.



SECTION 2:

Council City Budget Review/ Amendment/ Approval Process





2.1 Council Budget Policies & Procedures

A. Policy Statement

Richmond City Council will continuously consider its priorities, to ensure budget dollars are used in the most efficient and effective manner possible to address Council's stated priorities. This includes annual review by Council at the beginning of the budget review process, along with review and analysis of outcome indicators at the end of each fiscal year.

B. Purpose

To ensure the process for the annual review and approval of the City of Richmond budget is effective and efficient it should include several essential features. These essential features should: (1) Incorporate a long-term perspective, (2) Establish linkages to organizational goals, (3) Focus budget decisions on results and outcomes, and (4) Involve and promote effective communication. The budget process is not simply an exercise in balancing revenues and expenditures one year at a time, but is strategic in nature, encompassing a multi-year financial and operating plan that allocates resources on the basis of identified goals.

C. Scope

This policy is applicable to all Council Members, Liaisons and Council Staff.

D. Procedure

Council Members, Liaisons and Council Staff will generally, follow the process and procedures as outlined below:

1. Council Budget Review & Amendment Process
 - A. Fall Planning and Preliminary Submissions
 - B. Required Documentation and Deadlines
 - C. Budget Work sessions
 - D. Amendments by Council Members
 - E. Textual Amendments
 - F. Review of Amendments by full Council
 - G. Biennial Fiscal Plan vs. Amendment Year Adoption
 - H. Review and Approval of Subsequent Amendments
2. Review and Approval of Subsequent Amendments
 - A. Mid-Year Re-Appropriation, as needed

Generally, Council will follow all applicable policies as it relates to annual budget consideration.



2.1 Council Budget Policies & Procedures, *Continued.....*

3. Fiscal Policies:

Fiscal policies are how the government manages its budget. It collects revenue via taxation that it then spends on various programs. The purpose of fiscal policies is to create healthy economic growth and increase the public good for the long-term benefit of all.

A. Revenue Policies

Purpose: Provide oversight, scope and emphasis for the management of both tax and non-tax revenues due to the Government.

B. Operating Expenditure Policies

Purpose: Assuring that within the administrative departments/agencies expenditures are consistent with organizational goals, policies, and federal and state regulations. To ensure each department/agency have proper funds budgeted to provide goods and services to citizens as mandated and identified.

C. Capital Improvement Policies

Purpose: Capital budgeting requires advanced planning and management approval to ensure that projects are properly evaluated, prioritized, are consistent with the organizations strategic vision and master plan. The goal is to ensure that capital expenditures are properly monitored and tracked.

D. Fund Balance Policies

Purpose: Is to establish a key element of the financial stability of the City by setting guidelines for the General Fund balance. Unassigned fund balance is an important measure of economic stability. It is essential that the City maintain adequate levels of unassigned fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and similar circumstances. The fund balance also provides cash flow liquidity for the City's general operations.

E. Debt Management Policies

Purpose: Are written guidelines, allowances, and restrictions that guide the debt issuance practices, including the issuance process, management of a debt portfolio, and adherence to various laws and regulations. Debt management policies improve the quality of decisions, articulate policy goals, provide guidelines for the structure of debt issuance and demonstrates a commitment to long-term capital and financial planning. Adherence to a debt policy signals to rating agencies and the capital markets that a government is well managed and therefore is likely to meet its debt obligations in a timely manner.

4. The Richmond City Charter requires that adoption of the budget occur no later than the thirty-first day of May in each year the Council shall adopt the budget.



SECTION 3:

Council General Administration

Richmond City Council
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SECTION 3: Council General Administration

3.1 Office Security - Council Suite

A. Policy Statement

All employees have a collective responsibility for ensuring that the City's assets are protected in an appropriate manner.

B. Purpose

This policy provides guidelines for employees regarding security and preventive measures for safeguarding the City's assets and reporting and/or responding to potentially harmful situations in Council's Office. The Council Suite contains Council Member/Liaison offices and offices of the Council Chief of Staff.

C. Scope

This policy is applicable to all Council Members, Liaisons and Office of the Council Chief of Staff.

D. Procedure

1. Council Suite - Entrance/Exit - 3rd Floor, Richmond City Hall

- a. The **three entrances/exits** for the Council Suite include:
 - i. Main entrance
 - ii. Door to the small conference room
 - iii. Door to Sitting Area
- b. **Use of ID Badges/Main Entrance** - The main entrance door will generally remain locked at all times. *Council Members, Liaisons and Office of the Council Chief of Staff personnel will be required to use their identification badge to enter the office.* Other employees or visitors are to ring the door bell for assistance. Office of the Council Chief of Staff personnel and Liaisons are responsible for answering the door in an expedient manner and providing entry to guests, using the automatic entry pad or by manually opening the door.
- c. **Small Conference Room** - The small conference room door (*between the room and the exterior hallway*) should remain locked, except when being used for meetings.

2. Office Keys

Council Members, Liaisons and Office of the Council Chief of Staff members will be provided a key to their office. Only personnel designated by the Council Chief of Staff and Building Maintenance will have master keys.

3. Disorderly Visitors

- a. On occasion, a visitor to the office may behave in an inappropriate or disorderly manner (*i.e., yelling, raising their voice, using profanity, etc.*). Should this occur, Council Members, Liaisons and Council Staff are expected to use reasonable measures (*i.e. talking to the person calmly, demonstrating patience, stating to the visitor that you will attempt to help them or determine the appropriate resource to resolve their issue, etc.*) in an attempt to diffuse the situation.
- b. If the individual does not cease the disorderly behavior, the employee (*at his or her discretion*) may do one or more of the following:
 - i. Ask the individual to leave;
 - ii. Contact Richmond City Hall security by initiating alarm located at receptionist front desk;
 - iii. Contact the Richmond Police Department.
- c. If an individual feels they are in imminent danger, he or she is to call the Richmond Police Department, via 911, immediately.

4. Emergency Situations

- a. In the case of any emergency situation, call 911, immediately. The Council Chief of Staff or designee should also be made aware of the situation, as soon as safely possible.



SECTION 3: Council General Administration

3.2 Ordering Office Supplies for Council Members & Office of the Council Chief of Staff

A. Policy Statement

Council Members, Liaisons and the Office of the Chief of Staff must follow the City's purchasing policies and procedures when ordering office supplies and obtain appropriate authorization before purchases can be made. The Council Chief of Staff or designee will assign a designated staff member to coordinate the supply ordering process.

B. Purpose

This policy provides guidelines to ensure the proper purchase and use of office supplies by Council Members and the Office of the Chief of Staff. All staff members should receive approval for purchases from their appointing authority, which is their immediate supervisor.

C. Scope

This policy is applicable to all Council Members, Liaisons and Council Office of the Chief of Staff.

D. Procedure

1. Office supplies purchased with Council funds should only be used for official Council business.
2. Supplies are not to be purchased without proper authorization. Proper authorization means approval using the City's purchasing policies and procedures. A personal expense will not be reimbursed without prior written authorization.
3. Supply requests should be given to the designated staff member, who will place the order, per the City's procurement process. Per this process, the requestor shall research items wanted in the supply catalogs provided to the Office and then send an email with the catalog name, page #, item #, quantity and date needed to the designated staff person that coordinates supply ordering.
4. Council Member's operations budgets include funds for office supplies. Funds will not be reimbursed for specialty items without prior approval (*prior approval means written authorization from your appointing authority*) by the Council or the Council Chief of Staff. For special items, written authorization should be obtained from the appointing authority.
5. Any reimbursements that are pre-approved should be submitted within three days of receipt for processing. Any requests for reimbursements submitted that exceed 30 days from date of purchase will not be processed. Requests for \$150 or less will be processed via the City's petty cash reimbursement process. Requests that exceed \$150 will be processed via the City's financial system, which will require the Richmond Department of Finance to process and deposit or mail a check to the recipient's home address.

- * Please note that with the City's RAPIDS financial system, employees will be required to register as a vendor, for purposes of receiving reimbursements for amounts over \$150.00.



SECTION 3: Council General Administration

3.3 Use of Copier Equipment in Council Business Center

A. Policy Statement

Copier equipment in the offices of the Council Chief of Staff Council Business Center (*Room 28, in Suite 305*) is to be used solely for Council business. The Council Chief of Staff Office will have a Designated Staff Member (Automation Coordinator) to serve as a staff point of contact for the Council Business Center and equipment.

B. Purpose

This policy is established to prevent the inappropriate use of copier equipment.

C. Scope

This policy is applicable to all Council Members, Liaisons and Council Office of the Chief of Staff.

D. Procedure

1. Copier Usage

Copier equipment should only be utilized for the copying and printing of items related to Council business and should not be utilized for any of the following:

- a. Non-related Council/City business
- b. Inappropriate or improper material
- c. Political or campaign-related material

2. Color Copies

Judgment should be exercised in the use of color printing and copying; color should be used only when it is essential for communicating information. Print jobs that require the use of color are limited to 500 pages per copy job. Print jobs that require more than 500 color copies shall be printed by an external printing service, approved by your appointing authority and in accordance with the City's purchasing policies and procedures or the City's print services shop managed by the Department of Information Technology.

3. Conservation

When practical, individuals should take advantage of the double-sided copy option in order to conserve paper usage. In addition, discarded copies, that do not contain confidential information, should be placed in the recycle bin.

4. Service/Maintenance

Individuals may provide routine maintenance to the copier such as:

- a. Replacement of paper when the copier tray is empty
- b. Replacement of ink cartridges or toner as needed
- c. Minor repairs, such as clearing paper jams, etc.
- d. If any other services are required, the Automation Coordinator should be contacted to place a service call for repair. If the copier is unavailable for general printing, individuals should contact the Office of the Clerk or City Attorney to request permission to use their equipment.

5. Copier Code

Each Staff member will be assigned a unique copier code for their use. This code should not be given or shared with anyone.



SECTION 3: Council General Administration

3.4 Technology Use

A. Policy Statement

Richmond City Council believes that the use of technology is an essential component to the success and efficiency of Council operations. Equipment should be properly used and maintained in good working order.

B. Purpose

This policy is established to help ensure that Council technology and related equipment is used and maintained properly.

C. Scope

This policy is applicable to all Council Members, Liaisons and Council Staff.

D. Procedure

Council Members, Liaisons and Council Staff will sign a Council Technology Agreement that acknowledges they will use equipment in the performance of their duties, which is to be used properly and maintained in good working order. The agreement includes the following terms:

1. Council technology equipment is the property of the City of Richmond.
2. The equipment is provided to assist Council Members, Liaisons and Council Staff in the performance of their duties.
3. It is the responsibility of individual Council Members, Liaisons and Council Staff to report immediately any defects, malfunctions or missing equipment to the appropriate designated staff member.
4. Responsibility for equipment includes:
 - a. not leaving equipment unattended in a public place
 - b. not leaving equipment in an auto during extreme weather conditions
 - c. not allowing equipment to be used by or altered by an unauthorized third party
 - d. ensuring care in the handling, transporting and using of equipment
 - e. using due care and appropriate security features to protect appropriate City business
5. Network user account and password will not be shared with anyone
6. The equipment is not to be used for any commercial purpose.
7. Any lost or stolen equipment should be reported to the Council Chief of Staff personnel designated as the Automation Coordinator, immediately.
8. Reporting Process for Technology Issues
 - A. All technology related equipment requests (i.e. desk phone; iPhone; laptop; desktop; iPad; shall be reported to the Automation Coordinator with a call or email stating the exact issue so that the appropriate work order can be initiated.
 - B. The Automation Coordinator will create a work order or a System Access Privilege Request (SAPR) when necessary to resolve the issue.



SECTION 3: Council General Administration

3.4 Technology Use, *Continued*

D. Procedure

9. Automation Coordinator Duties

The Automation Coordinator (AC) is a Council Chief of Staff employee who has been selected to be the Office's principal representative in working with the Department of Information Technology (DIT). An AC is responsible for enforcing security in their department. Each AC serves as mediator between the employees in his or her department and DIT to resolve information technology issues. The AC is also expected to address many basic cellular, PC and software application challenges independently, without having to open a support request with the DIT Service Desk.

Some responsibilities of the automation coordinators include:

- a. Serve as a liaison with DIT, attend AC meetings, and distribute updates to agency or department
- b. Process SAPR forms which grant network access
- c. Track departmental equipment (*i.e.*, PCs, laptops, PDAs, tablets, scanners, telephones, etc.) inventory control
- d. Inform staff regarding change control notifications (CCN)
- e. Manage and approve conversions, deactivation and service of cellular devices and peripherals
- f. Obtain price quotes for computer hardware
- g. Coordinate office moves/transfer

3.5 Scheduling Council Conference Rooms

A. Policy Statement

Any requested use of Council's 3rd floor conference room or the City Attorney's Office small conference room must be made with the designated staff member in the Office of the Council Chief of Staff.

B. Purpose

This policy outlines the appropriate protocol for scheduling and use of Council's conference room and the City Attorney's Office small conference room for meetings and other events.

C. Scope

This policy is applicable to all Council Members, Liaisons, Council Staff, and others who use the Council's conference room or the City Attorney's Office small conference room.

D. Procedure

1. Council's Large Conference Room

- a. Anyone requesting use of the large conference room must contact the designated staff member in the Office of the Council Chief of Staff to determine availability and to reserve the room.



SECTION 3: Council General Administration

3.5 Scheduling Council Conference Rooms, *Continued*

2. City Attorney's Small Conference Room

- a. The Office of the City Attorney and the Office of the Council Chief of Staff share a small conference room (the "Small Conference Room") located in the interior northwest quadrant of the third floor of City Hall. The Council Chief of Staff shall designate a staff member (the "Scheduler") to coordinate scheduling of the Small Conference Room with the Office of the City Attorney.
- b. The Small Conference Room has a door connecting to the hallway of the office suite of the Office of the Council Chief of Staff (*the "Internal Door"*). The External Door should remain unlocked at all times. Refer to Section 3.1 (D) (1)(c) for security requirements applicable to the Internal Door.
- c. All persons who desire to schedule the Small Conference Room shall make such request to the Scheduler. The Scheduler shall check the availability of the Small Conference Room using the shared Outlook Calendar. If the Small Conference Room is available at the time requested, the Scheduler shall reserve the Small Conference Room for that time on the shared Outlook calendar. The Scheduler shall ensure that the printed daily schedule for the Small Conference Room attached to the External Door and the Internal Door is kept up to date at least once each working day.

3. Use of both Conference Rooms

- a. If a conference room is available, the room will be scheduled and confirmed with the requestor. If a room is not available, the scheduler may suggest other appropriate spaces for use.
- b. Once a meeting ends, users are to immediately remove any items brought into the space to maintain the room's cleanliness so that it is ready for use by other Members or staff.
- c. If a requestor no longer requires a scheduled conference room, they are to contact the scheduler immediately to release the reservation.

3.6 Council Member Offices

A. Policy Statement

Official Council office space is provided for Council Members and Liaisons in the Council Business Center, located in Richmond City Hall, for conducting official Council business. Any use of an off-site office location is at the sole discretion of a Council Member. Off-site or external occupancy costs (*i.e., rent, utilities, etc.*) are the responsibility of the individual and are not an allowable Council expense. Consequently, City funds may not be used to pay for the space.

B. Purpose

This policy establishes guidelines for using an off-site location, the acceptable use of City equipment, and for incurring and reimbursing off-site office expenses.

C. Scope

This policy is applicable to all Council Members, Liaisons and Council Staff. Enforcement of this policy will be the responsibility of the Council President or Council Chief of Staff.



SECTION 3: Council General Administration

3.6 Council Member Offices, *Continued*

D. Procedure

1. **Review** - Council will periodically review the implementation of this policy. Any exceptions will be subject to approval by Council. Exceptions to this policy will be made only where adequate justification is presented. Such exceptions will only be made after careful review of the specifics related to that request.
2. **Conducting Business** - All Council Members are encouraged to utilize the office spaces in Richmond City Hall for conducting official City business. These offices are equipped with all necessary equipment and supplies.
3. **Technological Equipment** - Technological equipment (ie: phones, computers, mobile devices, faxes) and supplies will be available to Council Members and Liaisons. In the case of an off-site location, comparable equipment, when available, will be provided. Special requirements incurred as a result of an offsite office will be charged to the respective Council Operations Funds.
4. **Office Supplies for Council Member Offices** - General office supplies (i.e., paper, pens, pencils, pads) are kept in the Council Business Center and are available for Council Member and Liaisons use. If a Council Member requests any type of special supplies not generally stocked, the purchase of those supplies must be made with Council District Operating Funds. The supply request should be given to the designated Council Staff person. For additional information, please refer to Richmond City Council Operational Policies and Procedures Manual: Section 3.2 Ordering Office Supplies for Council Members and Office of the Council Chief of Staff.
5. **Reimbursable Expenses** - Reimbursable expenses include all expenses not prohibited that are incurred by Council Members in the performance of their duties.
6. **Reimbursement Requests** - All requests for reimbursement shall be submitted to the Council Chief of Staff or designee using the Council Funding Payment Request Form.

3.7 Confidentiality Agreement

A. Policy Statement

Each employee of the Council Chief of Staff and each Council Liaison shall not disclose, and shall take all reasonably necessary steps to protect from disclosure, any confidential information that the employee or Council Liaison learns.

B. Purpose

Employees of the Council Chief of Staff and Council Liaisons have the mission of supporting the Council members in the performance of their legislative functions. These staff members will learn or obtain confidential information while supporting each Council member. This policy is intended to provide guidance in the handling of confidential information.

C. Scope

This policy applies to all employees of the Council Chief of Staff and all Council Liaisons, hereinafter referred to as "staff members."



SECTION 3: Council General Administration

3.7 Confidentiality Agreement, *Continued*

D. Procedure

1. Definition of “Confidential Information”

For purposes of this policy, “confidential information” means knowledge or records a staff member, during the course of employment or otherwise, learns or obtains about any operations or deliberations of the Council, a committee of the Council, or any individual member of the Council.

2. Application to FOI Requests

Staff members shall not consider any provision of this policy to conflict with the Virginia Freedom of Information Act. Staff members shall handle all requests for records made by the public in accordance with Policy No. 6.1 of this Manual.

3. Nondisclosure Obligation

- a. A staff member shall not disclose confidential information unless directed or permitted to do so by his or her immediate supervisor, the Deputy Council Chief of Staff, the Council Chief of Staff, or the Council member or members whom the confidential information concerns or from whom the staff member learns or obtains the confidential information.
- b. A staff member shall not disclose confidential information to a member of the City Administration, except to the minimum extent necessary to enable staff to perform his or her job functions, unless directed or permitted to do so by his or her immediate supervisor, the Deputy Council Chief of Staff, the Council Chief of Staff, or the Council member or members whom the confidential information concerns or from whom the staff member learns or obtains the confidential information. The term “City Administration” means City employees whose ultimate appointing authority is the Mayor or the Chief Administrative Officer. At times, one or more Council members may pursue legislative initiatives that they do not desire to be revealed to the City Administration until a particular time. Staff members should be mindful of these desires and work with the Council members to maintain the confidentiality of this confidential information.
- c. A staff member shall not disclose confidential information to Council appointees or employees of those appointees, except to the minimum extent necessary to enable the staff member to perform his or her job functions, unless directed or permitted to do so by his or her immediate supervisor, the Deputy Council Chief of Staff, the Council Chief of Staff, or the Council member or members whom the confidential information concerns or from whom the staff member learns or obtains the confidential information. Confidential information may be shared with lawyers in the Office of the City Attorney because, when shared with those lawyers, the confidential information is protected by the attorney-client privilege. The lawyers may need this confidential information in order to provide effective legal advice and representation. Other Council appointees are not bound by the rules of professional conduct that obligate lawyers to protect their clients' confidences.



SECTION 3: Council General Administration

3.7 Confidentiality Agreement, *Continued.....*

- d. A staff member shall not disclose confidential information learned or obtained from one Council member to another Council member or that Council member's Council Liaison, unless directed or permitted to do so by his or her immediate supervisor, the Deputy Council Chief of Staff, the Council Chief of Staff, or the Council member from whom the staff member learned or obtained the confidential information. At times, a Council member may pursue legislative initiatives that the Council member does not desire to be revealed to fellow Council members until a particular time. Staff members should be mindful of these desires and work with the Council member to maintain the confidentiality of this confidential information.
- e. If a staff member has any questions as to whether information must be regarded as confidential information or whether confidential information may or must be disclosed to a particular person, the staff member shall request guidance from his or her supervisor, the Deputy Council Chief of Staff, or the Council Chief of Staff.

4. Inadvertent Disclosure

If a staff member unintentionally discloses confidential information in a manner contrary to section (D)(3) of this policy, the staff member shall notify his or her supervisor and the Council Chief of Staff immediately upon discovering the disclosure of confidential information.

5. Consequences

By accepting employment, staff members acknowledge and agree that any intentional violation of this policy is grounds for disciplinary action up to and including termination.

3.8 Office Closure Policy

A. Policy Statement

The purpose of this policy is to ensure that staff in the Council Suite are properly notified and accurately paid when the office closes unexpectedly due to hazards caused by the weather or any other unforeseen circumstances.

B. Purpose

This policy's purpose is to supplement Administrative Regulation 1.5, concerning emergencies and closings, as it applies to Council Liaisons and employees of the Council Chief of Staff. It provides additional guidance concerning office closures during emergencies or inclement weather.

C. Scope

This policy applies to Council Liaisons and employees of the Council Chief of Staff. It governs the office space known as the Council Office, in which Council members, Council Liaisons, the Council Chief of Staff and employees of the Council Chief of Staff have offices.



SECTION 3: Council General Administration

3.8 Office Closure Policy, *Continued.....*

D. Procedure

1. The office hours of the Council Office are set forth in Policy No. 4.2 of this Manual. The work schedules of the employees of the Council Chief of Staff and the Council Liaisons shall be in accordance with Policy No. 4.2 of this Manual. The Council Office is closed on weekends and holidays observed by the City.
2. Generally, the Council Office will be closed when City offices under the control of the Chief Administrative Officer are closed in accordance with Administrative Regulation 1.5. Typically, the Council Chief of Staff consults with the President of the Council, the City Assessor, the City Attorney, the City Auditor, and the City Clerk in deciding whether and when to close offices because of emergencies or inclement weather. (Liberal use of leave is allowed during periods of inclement weather.)
3. The Council Chief of Staff will ensure that those with offices in the Council Office are notified of full closings, early closings, and delayed openings in accordance with Administrative Regulation 1.5.
4. Employees and Council Liaisons are responsible for monitoring the media through which notifications are transmitted as described in Administrative Regulation 1.5. In addition to those media, employees and Council Liaisons are responsible for checking the Council Office's main number, (804) 646-2778, for voice mails providing closure and delayed opening information.
5. Each employee of the Council Chief of Staff is non-essential for purposes of Administrative Regulation 1.5 unless the Council Chief of Staff expressly designates that employee as essential in writing.
6. While the Council Office is closed due to an emergency or inclement weather, Council Liaisons are responsible for using any devices assigned to them by the City to keep in touch with the Council members to whom they are assigned.



SECTION 4:

Council Staff & Council Liaisons





SECTION 4: Council Staff

4.1 Customer Service

Policy Statement

All members of Richmond City Council Staff have a collective responsibility to ensure that all residents, stakeholders and customers of the Richmond City Council receive outstanding customer service. Council staff are to adhere to customer service standards as enumerated in Administrative Regulation 1.3. Those standards (in their entirety) can be found under the section titled "Procedure" below.

Purpose

Customer service is an important part of local government. Richmond City Council has established a mission for the organization and one way to focus efforts on achieving our mission is to establish customer service standards that support the Richmond City Council's mission. The mission is as follows:

Richmond City Council Mission Statement

The mission of Richmond City Council is to represent citizens in creating and amending local laws, providing government policy and oversight, and approving the city budget.

Scope

This policy is applicable to all Council Members, Liaisons and Office of the Council Chief of Staff personnel.

Procedure

A. Acceptable Work Performance

Every employee (*classified, unclassified, grant-funded, temporary, seasonal and all other Individual doing business for the City*) is expected to adhere to the City's statement of its Philosophy, Promise and Guiding Principles when carrying out his/her duties and responsibilities.

Our Philosophy – *"We are all service professionals committed to addressing your needs with a caring attitude every time."*

Our Promise - We will treat everyone as we wish to be treated, by providing:

- A warm greeting;
- Full attention and a sense of urgency;
- Competent, through handling and follow-up;
- A sincere "thank you."

Our Guiding Principles:

- Know who our internal and external customers are and understand their needs;
- Focus on community defined needs, recognizing that resources belong to the people;
- Deliver efficient, high quality services in concert with the entire community;
- Ensure equal access to all services with honesty and integrity;
- Respect diversity and community values.

Employees are expected to render effective customer service in all instances and to actively contribute to the success of the City's customer service goals. The City and/or its agencies can recognize employees, who render exceptional customer service.



SECTION 4: Council Staff

4.1 Customer Service, *Continued.....*

Procedure, *Continued.....*

B. Unacceptable Work Performance

Employees who are unwilling to render effective customer service as established by customer service expectations and performance standards will be subject to disciplinary measures, up to and including dismissal. By way of illustration, but not limitation, the following shall constitute inappropriate customer service behaviors:

- Justified customer dissatisfaction
- Failure to project a customer-friendly image
- Poor responses to internal or external customers

C. Reporting Procedures

Internal and external customer service will be assessed, developed and monitored for its effectiveness. Richmond City Council's mission will be communicated to Council staff. The following work plan components will be incorporated into practice:

- a. Core customer service performance standards for the City of Richmond.
- b. Specific customer service performance and operating standards (telephone etiquette, written, verbal and non-verbal customer responses, handling of customer requests) for agencies.
- c. Training and development plans for the attainment of knowledge and skills to achieve desired core and agency specific customer service results.
- d. Written performance evaluations of customer service plan results at individual, team and agency level. Performance evaluations at least every twelve months.

4.2 Council Staff and Liaison Work Schedules

A. Policy Statement

Work schedules for Council Staff (which includes the Office of the Council Chief of Staff and Council Liaisons) are to be based on an 80-hour per two-week pay period; with hours generally being performed Monday through Friday, as appropriate in meeting work needs. Each Staff Member's schedule is managed by the office in which they work. Individual Liaison work schedules are managed by their respective Council Member.

B. Purpose

To provide a general work schedule policy for Council Staff and Council Liaisons.

C. Scope

This policy is applicable to all Council Liaisons and Council Staff.

D. Procedure

1. Council Members will establish general staff work schedules for their district Liaison.
2. The Council Chief of Staff will establish general staff work schedules, as appropriate, for all CCOS personnel to successfully meet the needs of the Council Office.



SECTION 4: Council Staff

4.2 Council Staff and Liaison Work Schedules, *Continued.....*

3. The Council Office is open to the public and visitors from 8:00 a.m. to 5:00 p.m., Monday through Friday.
4. Council Chief of Staff Office members shall elect to start their normal work schedule between 8:00 a.m. and 9:00 a.m. (*Exceptions to this policy are made on a case-by-case basis.*)
5. Staff members are afforded 30 minutes to an hour, for an unpaid lunch break. The work schedule is adjusted to take into account this unpaid period.
6. Deviations from the approved work schedule requires Council Member approval for Council Liaisons and Council Chief of Staff approval for Council Chief of Staff members.
7. When conducive to the effective operations of the office ,during the months of June, July and August (with CCOS authorization) Council Chief of Staff personnel may work flexible schedules.

4.3 Council Staff Commendations and Complaints

A. Policy Statement

A commendation or complaint form may be completed by a Council Member to either recognize exemplary work performed by a member of Council Staff; the same form may also be used to lodge a complaint against staff.

B. Purpose

This policy allows any Council Member to present a formal, written commendation or complaint for any member of Council Staff.

C. Scope

This policy is applicable to all Council Members and Council Staff.

D. Procedure

1. Commendation

- a. A Council Member completes a Staff Commendation Form, and submits it to the Council Chief of Staff.
- b. The Council Chief of Staff will forward the commendation to the applicable staff member and provide the Council Member a written response within five days of receipt that describes any action taken.
- c. The form also provides an opportunity for comments/response from the individual(s) named in the commendation.
- d. A copy of the commendation is placed in the staff member's Human Resources personnel file.

2. Complaint

- a. A Council Member completes an Individual Council Member Complaint Form.
- b. The form is submitted to the Council Chief of Staff.
- c. The Council Chief of Staff will investigate the complaint with the appropriate individual(s) and provide the Council Member a written response within five days of receipt of the complaint that describes any action taken.



SECTION 4: Council Staff

4.3 Council Staff Commendations and Complaints, *Continued.....*

- d. The form includes a section for comments/response from the individual(s) named in the complaint.
- e. A copy of the complaint is placed in the individual's Human Resources personnel file.

3. Staff Involvement

- a. Council staff is prohibited from soliciting members to submit commendations or complaints.

4.4 Council Staff Secondary Employment

A. Policy Statement

Neither Council Chief of Staff personnel or Council Liaisons may hold secondary or additional paid employment without the approval of their Supervisor.

B. Purpose

The prohibition on unapproved employment is to help avoid conflicts of interests and/or possible issues that would interfere with staff work performance.

C. Scope

This policy is applicable to all Council Liaisons and Council Staff.

D. Procedure

1. A Council Staff member or Council Liaison interested in secondary employment must submit a Council Secondary Employment Request Form to their Supervisor.
2. The Supervisor will review and discuss the request and confirm or deny a request. When a decision has been made, the Supervisor will sign the Form and return a copy to the staff member, indicating if the request is approved or denied. In the case of a Council Liaison, the form must be completed by the Council Member.
3. A copy of the form will be placed in the staff member's Human Resources personnel file.
4. The approval of the request for secondary employment is subject to review and may be rescinded in instances where the supervisor determines, upon further review, that the employment conflicts with the primary Council position or negatively impacts the employee's work performance. *(Denial of initial requests for secondary employment approval is discouraged except in cases where there is a clear conflict.)*



SECTION 4: Council Staff

4.5 Council Staff Use of Annual Leave

A. Policy Statement

Council staff is required to receive approval for use of anticipated Annual Leave Time prior to its use. Annual leave is defined as the amount of hours or days employees of an organization are permitted to be away from their employment position within the year. Unanticipated use of leave is expected to be rare and is typically used in emergency situations.

B. Purpose

To provide direction for Council Staff regarding use of annual work leave.

C. Scope

This policy is applicable to all Council Liaisons and Council Staff.

D. Procedure

For anticipated use of Annual Leave Time (including holiday, sick, vacation)

1. Prior to using leave time, a staff member shall complete a Leave Application Form and submit it to a designated staff member for verification of applicable leave. If leave is available, the form is then submitted by the staff member to their Supervisor for approval.
2. The supervisor approves or rejects the use of annual leave time and then gives the signed form back to the designated payroll administrator.
3. If not approved, the Supervisor returns a copy to the individual and notifies the employee of the denial.
4. The Payroll Administrator will adjust the leave record accordingly.

For unanticipated use of Annual Leave Time (including holiday, sick, vacation)

1. A Council Staff member is expected to contact their Supervisor (*or designee*) before the start of their normal work day, but no later than 9:00 a.m. the day unanticipated leave is to be used. Notification shall be made via telephone or email.
2. The day the employee returns to work, the staff member shall submit a completed Leave Application Form to the designated staff member for verification of available leave. If leave is available, the staff member or Council Liaison (*or designated staff member*) will submit the form to the Supervisor for approval/denial. Supervisor provides signed form to the designated payroll administrator.
3. The Staff member/Council Liaison submits a copy of the signed Form to the designated Leave Payroll Administrator (LPA). *If Supervisor provided copy to the LPA, the LPA provides copy to the individual.* The LPA adjusts the leave record accordingly.

NOTE: In cases where leave is not approved or no leave is available, the Staff Member's pay will be adjusted to reflect the loss of time. An individual not reporting to work or contacting their Supervisor by noon the day of an unapproved absence will be considered absent without leave.



SECTION 4: Council Staff

4.6 Personnel Rules and Administrative Regulations

A. Policy Statement

The Personnel Rules for the Classified Services, last updated in January 2013 via Ordinance No. 2013-10-98, are policies adopted by Richmond City Council in an effort to coordinate a system of human resource administration that is consistent and fair to all employees. While formally adopted for the classified service, appointing authorities reserve the right to utilize the components of the personnel rules for employees of the unclassified service. Appointing authorities are to consult with the Department of Human Resources and the Office of the City Attorney for applicability of particular policies prior to enforcement. Sections VII and VIII of the Personnel Rules, which speak to grievance procedure and the Personnel Board, are not applicable to employees of the unclassified service.

B. Purpose

To provide direction for Council Staff regarding applicability of appropriate City of Richmond Personnel Rules and Administrative Regulations.

C. Scope

This policy is applicable to all Council Liaisons and Council Staff.

D. Procedure

Applicability of Administrative Regulations

By Resolution No. 2011-R136-2012-13, adopted February 13, 2012, the City Council formally adopted for its employees the Administrative Regulations issued by the Mayor to the extent consistent with all applicable provisions of the City Charter and general law. Because the Council adopted this resolution, the provisions of the Administrative Regulations supersede the provisions of this Operational Policies and Procedures Manual in the event of any conflict. The Council Chief of Staff administers both the Administrative Regulations and this Operational Policies and Procedures Manual accordingly.

E. Discipline

Discipline for Council staff shall be in accordance with Administrative Regulation 4.11 – Discipline Guidelines for Unclassified and Probationary Employees.

Policy

It is the policy of the City of Richmond to address the behavior problems of employees when the unacceptable behavior violates a City/Council Rule, Policy, regulation, Ordinance, or Law; or when the behavior disrupts, or adversely affects the conduct of Council business. Ignoring behavioral problems can allow the unacceptable conduct to become habitual; and therefore become more disruptive, and more difficult to correct. Addressing inappropriate behavior may take the form of discipline – but is not necessarily limited to – warning, counseling, coaching, referral to REAP, written reprimands, suspension and termination from Council service. The Council office reserves the right to determine the discipline that will be imposed or suggested discipline steps to be used at its discretion and exercises the right to terminate unclassified/probationary employees without cause.



4.6 Personnel Rules and Administrative Regulations

F. Sick Leave

In addition to the City's Personnel Rules for the use and accrual of sick leave hours, the use of sick leave requires approval by the appointing authority or designee (Immediate Supervisor).

Supervisors have the right to deny sick leave requests (this includes call-outs for sick leave), especially if there seems to be a pattern of sick leave usage without medical certification. Should a request for sick leave usage be denied and the employee fails to report to work that day, it will be considered unauthorized leave and the day will be unpaid. The employee will also be subject to progressive discipline in accordance with the City's Administrative Regulation 4.11 – Discipline Guidelines for Unclassified and Probationary Employees.

G. Vacation Leave

Unclassified employees receive the benefit of receiving prorated vacation leave each July 1st. Vacation time off is a benefit to employees. Vacation requests may be denied by the Council Chief of Staff or the staff member's immediate supervisor should it be determined there may not be sufficient coverage within the office, heavy time sensitive work demands, or an employee has a pattern of vacation leave usage that is inconsistent with the office (i.e., every Monday).

Vacation leave may be used in instances where the staff member may be out of the office due to a medical reason, but does not have sufficient sick leave hours to cover his or her absence. All requests for vacation leave in excess of two (2) days must be received by your immediate supervisor at least one (1) week prior to the requested leave. Should a vacation leave request be denied and the employee fails to report to work, the employee will be considered out on unauthorized leave and the day(s) will be unpaid. The staff member will also be subject to progressive discipline in accordance with the City's Administrative Regulation 4.11 – Discipline Guidelines for Unclassified and Probationary Employees.

H. Make-Up Time

In the event a staff member is unable to work his or her regularly scheduled hours during the time that the office is open, with approval from your immediate supervisor, the employee may work additional hours within the same pay period to make up the time he or she was out. These make up hours should occur within the pay period (for salaried exempt staff) and within the week (*for hourly non-exempt staff*) that the time was taken off. If the staff member is unable to make up the time during the appropriate pay period, vacation or sick leave will be charged for the hours not completed.

I. Compensatory Leave

Per the City's Administrative Regulation 4.5 – *Overtime, Compensatory Time and Deduction in Pay for Exempt Employees Insurance Coverage*, exempt employees are not eligible for compensatory leave. As the Appointing Authority, the Council Chief of Staff is able to grant, at their discretion, Administrative Leave. The Council Chief of Staff will approve (*in advance*) all working hours in excess of the normal working hours for exempt employees.



4.6 Personnel Rules and Administrative Regulations, *Continued...*

J. Flexible Working Schedules

The ability to work a flexible working schedule is a benefit to employees as time away from the office is vital to an employee's mental and physical well-being. Should an employee decide to participate in working a flexible schedule when offered, his or her flex schedule must be approved in advance by the immediate supervisor and the Council Chief of Staff (*as appropriate*). During pay periods when there is a holiday, all employees must work a normal 80-hour schedule unless out on approved sick or vacation leave. Flexible schedule days off will not be rescheduled due to holidays or other days off.

K. City Orientation

All City employees, including Council staff, are expected to attend New Employee Orientation held by the City's Department of Human Resources. Orientations are held on days specified by the Department of Human Resources. In New Employee Orientation, employees will learn about City departments and complete benefit forms. Council staff is expected to attend New Employee Orientation within 60 days of being hired.

L. Office Orientation

An Office orientation, conducted jointly by CCOS personnel and Council Liaisons, will be held for new employees in the council office. This orientation is typically held within the first three days of employment. (Orientation is mandatory for all Council Chief of Staff employees and is strongly encouraged for all new hires.) In this orientation, the new employee will learn about the, Richmond City Council Office, laws, rules and procedures of the City of Richmond.



SECTION 4: Council Staff

4.7 Time Keeping/Payroll

A. Policy Statement

Council staff is required to receive approval for use of anticipated Annual Leave Time prior to its use. Unanticipated use of leave is appropriate when there is an emergency or illness.

B. Purpose

To provide direction for Council Staff regarding time keeping and payroll procedures.

C. Scope

This policy is applicable to all Council Liaisons and Council Staff.

D. Procedure

Employees should request leave in advance, when applicable, via Absence Management in RAPIDS (RAPIDS is the City's Enterprise Resource Planning System). When leave is approved, via Absence Management, employees are expected to also complete and submit an authorized leave application form to the department Timekeeper. Employees should also key their leave on their RAPIDS timecard; if applicable. The Timekeeper will include the applicable leave on the employee's RAPIDS timecard if it has not been done by the respective employee, and also on the employee's official leave record that is maintained by the Office. Leave applications are for payroll, record keeping and auditing purposes and shall be given to the Office Timekeeper (*for verification of leave balance*) prior to submitting the request to the appropriate supervisor. In the absence of the Office Timekeeper, the leave application(s) shall be given to the Human Resources Liaison.

When an employee is away from the office due to unanticipated leave, they may submit their leave application on the next business day when the employee returns to work. In those instances, when it might not be possible to have leave approved the next business day (*specifically for Council Liaisons*), an e-mail from the respective Council member authorizing the employee's leave is sufficient. However, an approved leave form will still be needed to include with payroll documents.

Employees are required to submit any outstanding leave applications to the designated leave administrator by no later than noon on Thursday during a non-pay week or the close of business on the Friday prior to a pay week. In instances where the City is closed on the Friday when leave applications are due, the designated leave administrator will notify employees in advance of the alternative submission date.

E. Payroll Validation

The Human Resources Liaison (HR Liaison) is responsible for validating payroll for all Council Offices via validation reports run from the RAPIDS ERP System. By way of the validation reports, the HR Liaison checks to ensure that all employee's gross bi-weekly pay is correct, appropriate leave is recorded for employees if applicable, the proper keying of payroll action forms and HR transaction forms, special payments for applicable employees, negative and positive pay adjustments and that other pertinent changes are properly reflected for the applicable pay period. The Council Chief of Staff reviews the validation report and any changes proposed by the HR Liaison and signs the validation report and payroll action forms if applicable. The signed forms are submitted to the Department of Finance by noon on the Tuesday of the pay week. In case of City holidays, the payroll validation date may be changed to a day announced by the Department of Finance.



SECTION 4: Council Staff

4.8 Temporary Assignments

A. Policy statement

This policy shall serve as a tool for maintaining adequate staffing for the Richmond City Council Office when a position is vacant. The Appointing Authority or designee shall be responsible for the administration of this policy.

B. Purpose

In the event a position is vacant, or expected to be vacant for five (5) or more working days, the Office of the Council Chief of Staff (CCOS) will coordinate support to perform work activities on an ad hoc (as needed) basis as requested.

C. Scope

This policy is applicable to all Council Members, Council Liaisons, and Employees in the Office of the Council Chief of Staff.

D. Procedure

The process for determining who will provide temporary support to Council Members in the event a position becomes vacant is as follows:

The Human Resources Liaison will work with the Appointing Authority and/or Council Member to determine the nature of the vacancy.

The Appointing Authority or designee will work with the Council Member to determine if they prefer to utilize a member of the Council Chief of Staff Office or prefer to seek assistance from a temporary contractual agency.

If the member desires to use staff in the CCOS office, the respective member shall notify the Appointing Authority. Upon agreement of the Appointing Authority, the services of any CCOS staff member will be limited to no more than 30 days. Additional time needed will be determined on a case by case basis, and will solely be at the discretion of the Council Chief of Staff after appropriately assessing the potential impact on operations.

If the member chooses to get support from a temporary contractual agency, any actions undertaken to secure temporary personnel will be in accordance with the City's procurement policy.

In cases where CCOS staff members are utilized, temporary salary increases (if applicable) will be determined by the Appointing Authority; however, no lump sum bonuses will be paid. The new rate (to include the temporary salary increase) and where the funds are charged will be determined by the Appointing Authority.



SECTION 5:

Authorized Expenditures/ Travel/ Reimbursements





SECTION 5: Authorized Expenditures/Travel/Reimbursements

5.1 Council District Operating Fund Expenditures

A. Policy Statement

By Resolution No. 2007-R162-2008-29, adopted February 11, 2008, as amended by Resolution No. 2010-R91-118, adopted July 26, 2010, the City Council adopted the City Council Expenditure and Reimbursement Guidelines (the "Guidelines") to govern the use of Council District Funds and Council Operations Funds.

B. Purpose

The purpose of this policy is to enable Council staff to implement the Guidelines and process invoices to be paid for using Council District Funds and Council Operations Funds.

C. Scope

This policy applies to all Council Members, Council Liaisons, and employees of the Council Chief of Staff.

D. Procedure

1. Funding Requests

a. Types

(1) Purchases

A Council Member may choose to make purchases with Council District Funds. A purchase involves the payment by the City of money in exchange for goods or services for consumption by the City or a City-sponsored program. Purchases may be made from private sector vendors, non-City government entities, or City agencies. Purchases from private sector vendors must comply with the applicable competitive requirements set forth in the Department of Procurement Services Policies and Procedures. Purchases from non-City government entities must be processed through the Department of Procurement Services. Purchases from City agencies are handled by the designated employees of the Council Chief of Staff. Purchases from any source other than a City agency requires a purchase order issued through RAPIDS, a receiving document, and an invoice meeting the requirements of this policy concerning invoices from the vendor or government entity. Funding requests for printing and mailing services are handled in accordance with section (D)(2) of this policy below.

(2) Grants

A Council Member may choose to make grants to governmental entities and eligible non-profit organizations with Council District Funds. A grant involves the payment by the City of money to or on behalf of a recipient when the use of the money is not for consumption by the City or a City-sponsored program. A non-profit organization must be eligible to receive money from the City pursuant to section 15.2-953 of the Code of Virginia or a similar state law. If required by law, a non-profit organization must be authorized by the State Corporation Commission to transact business in Virginia. Most non-profit organizations are subject to this requirement. Grants to an eligible recipient require an invoice meeting the requirements of this policy concerning invoices.

b. Approval

A properly completed and submitted funding request is a prerequisite to any expenditure of Council District Funds for any purpose. Council Members submit all



SECTION 5: Authorized Expenditures/Travel/Reimbursements

5.1 Council District Operating Fund Expenditures, *Continued...*

may furnish the Council Chief of Staff with written authorization for the Council Member's Council Liaison to submit funding requests on the Council Member's behalf. If the amount of money expended on a purchase or a grant exceeds \$1,000, a Council resolution approving the payment is required in accordance with the Guidelines. If the amount of money to be paid to a particular private sector vendor, non-City governmental entity, or non-profit organization exceeds \$1,000 in the aggregate during the fiscal year, a Council resolution approving the payment is required in accordance with the Guidelines.

2. Printing and Mailing

a. Use

All Council Members, Council Liaisons, and Council Staff are strongly encouraged to use the printing and mailing services furnished by the Department of Information Technology for all printing and mailing activities for which City funds pay. If a Council Member desires to use a contractor instead of the Department of Information Technology for particular printing and mailing activities, the selection of the contractor must comply with the City's public procurement laws, policies, and procedures. Either the Council Chief of Staff or the Director of Procurement Services, as appropriate, must approve any contract for printing and mailing services. The contract must take the form of a City purchase order.

b. Forms

Employees requesting printing or mailing services for office purposes or on behalf of Council Members must complete the City of Richmond Printing and Copy Center Request Form (Appendix L) prior to forwarding any documents to the Department of Information Technology Printing Services Division for printing or mailing. The employee completing the form shall obtain the correct accounting code or codes from the designated staff member in the Office of the Council Chief of Staff.

c. Reporting

The employee requesting printing or mailing services on behalf of a Council Member shall furnish the designated staff member with a copy of the Printing Services Request Form and the Council Mailing Compliance Form for inclusion in the monthly district report.

3. Payment Requirements

a. "Vendor" Registration

If a private sector vendor, non-City governmental entity, or non-profit organization is not already registered with the City, the private sector vendor, non-City governmental entity, or non-profit organization must complete the City's vendor registration requirements through RAPIDS accessible through the website of the Department of Procurement Services. This registration is required whether the payment to be made is a purchase or a grant.



SECTION 5: Authorized Expenditures/Travel/Reimbursements

5.1 Council District Operating Fund Expenditures, *Continued...*

b. Eligibility

The employees of the Council Chief of Staff assigned to process funding requests will check the payee of each funding request to ensure that the payee meets any applicable eligibility requirements. If the employees have questions about the eligibility of a particular payee for payment, the employees will consult the Council Chief of Staff's assigned lawyers in the Office of the City Attorney. If a payee is not eligible to receive payment from the City—e.g., if the payee is required to be authorized by the State Corporation Commission but is not authorized or if the payee is a non-profit organization but does not meet the requirements of section 15.2-953 of the Code of Virginia or any other enabling statute—the employee processing the funding request will return the funding request to the Council Liaison unprocessed.

c. Invoice Requirements

All private sector vendors, non-City governmental entities, or non-profit organizations must be instructed to send every invoice to the Department of Finance with a copy to the Council Liaison for the Council Member whose district funds will be used to pay the invoice. The Council Liaison shall maintain all records and other information related to each expenditure. The Council Liaison or employee in contact with the private sector vendor, non-City governmental entity, or non-profit organization shall instruct the private sector vendor, non-City governmental entity, or non-profit organization to include all of the following in each invoice:

- (1) Contact name.
- (2) Telephone number.
- (3) Organization name.
- (4) Remittance address, with city, state, and zip code.
- (5) Invoice number.
- (6) If applicable, the City's purchase order number.
- (7) The invoiced amount.
- (8) A detailed and itemized description of all goods and services provided.

d. Payment Deadlines

Council Liaisons or other employees receiving invoices should submit those invoices as soon as possible to the appropriate employee of the Council Chief of Staff assigned to process funding requests. The appropriate employee should forward the invoice to the Department of Finance as soon as possible with the necessary approvals to facilitate the redemption of any discount and avoid the possibility of a finance charge for late payment. No purchase should be authorized with a payment deadline fewer than 30 days after the City receives the goods or services or the City receives the invoice, whichever is later. Purchases or grants that exceed \$1,000 or that would result in payments to a particular entity during the fiscal year that exceed \$1,000 in the aggregate require Council action, and at least 60 days should be allowed from the date the City receives the invoice for the required Council resolution to be adopted.



SECTION 5: Authorized Expenditures/Travel/Reimbursements

5.1 Council District Operating Fund Expenditures, *Continued...*

e. Year End Processing

During the last quarter of each fiscal year, the Richmond Department of Procurement Services and Richmond Department of Finance provide “closing schedules,” which include deadlines for entering, processing and closing out purchase orders and payments using the City’s financial system. This process helps ensure that all checks can be processed in a timely manner. For this reason, any outstanding invoices are to be sent to the appropriate employee of the Council Chief of Staff assigned to process invoices no later than 3:00 p.m. on the seventh business day prior to the closing date.

5.2 Council Office Supplemental Travel Policy

A. Policy Statement

In keeping with the intent of the City of Richmond’s Administrative Regulations regarding travel, only travel expenses, incurred while on official Council business, are to be reimbursed.

B. Purpose

To help manage and maintain the fiscal effectiveness and efficiency of Council in the performance of its official duties.

C. Scope

This policy is applicable to all Council Members and staff.

D. Procedure

Council Members and Staff will follow the intent and appropriate guidelines of the *City of Richmond Administrative Regulations* regarding travel. In addition, the following guidelines will apply:

1. Council Staff must have prior written/email approval for out-of-town travel from the Council Chief of Staff.
2. Council Liaisons must have prior written/email approval for out-of-town travel from their respective supervising Council Member, as-well-as subsequent approval for any and all travel reimbursements.

5.3 Reimbursement of Expenses

Policy Statement

In instances where personal funds are used for day-to-day activities written authorization is required. Only expenses that are incurred for official Council business will be reimbursed. (*This section does not apply to travel expenses.*)

Purpose

The purpose of this policy is to establish guidelines to help maintain fiscal accountability.

Scope

This policy is applicable to all Council Members and staff.



SECTION 5: Authorized Expenditures/Travel/Reimbursements

5.3 Reimbursement of Expenses, *Continued...*

Procedure

Original receipts should be submitted to the Designated Staff Member (DSM) within 14 days of purchase. Once approved, requests will be processed in accordance with the internal policies established by the respective Council agency. One CCOS staff member is authorized to receive fund reimbursements from the Department of Finance. Reimbursements will be processed within 3-5 days of receipt.

Reimbursement Approval

1. Council Staff must have requests for reimbursement of expenses approved by the Council Chief of Staff.
2. Council Members must have their request for reimbursement of expenses approved by the Council President or Vice President of Council.
3. Council Liaisons must have their request for reimbursement of expenses approved by their respective Council Member.





SECTION 6:

Council Public Information





SECTION 6: Council Public Information

6.1 Virginia Freedom of Information Act

A. Policy Statement

Public information is a fundamental function of government and therefore embraces the objectives, policies and guidelines provided for by the Virginia Freedom of Information Act (as amended), which is located on the Virginia General Assembly Website, at foiacouncil.dls.virginia.gov.

B. Purpose

To support a Richmond City Council policy of open public information that engenders inclusion, transparency and participation on behalf of the official body of Council.

C. Scope

This policy is applicable to all Council Members, Liaisons and Council Staff.

D. Procedure

Richmond City Council will follow the policies included in the Virginia Freedom of Information Act and places oversight of such with the Office of the City Attorney and the Council Public Information Manager. Administrative Regulation 3.1 provides guidance on how such requests should be handled and includes:

Records Retention - State law requires City employees to preserve records that document "a transaction or activity by or with any public officer, agency or employee." Va. Code Ann. § 42.1-77; See A.R.3.5 concerning Records Retention for guidelines on complying with the Virginia Public Records Act, Va. Code Ann. §§ 42.1-70—42.1-91.

Electronic Mail - Records preserved in electronic media, including but not limited to electronic mail, are subject both to records retention requirements and VFOIA. See A.R. 2.6 concerning Electronic Media Systems for guidelines on the use of electronic media systems, including but not limited to electronic mail.

Disclosure Required - Unless a specific exclusion from its requirements applies, VFOIA requires the disclosure to Virginia citizens of records "prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business." Va. Code Ann. § 2.2-3701

6.2 Richmond City Council Awards, Proclamations, Recognitions and Commendations

A. Policy Statement

Richmond City Council believes in honoring individuals, businesses, entities and organizations who, by their demonstrated commitment and example, inspire others and help make Richmond an even better place to live, work, learn, play, visit, and raise a family.

B. Purpose

To establish and support a clearly defined process and procedures for Official Council awards, proclamations, recognitions and commendations.

C. Scope

This policy is applicable to all Council Members, Liaisons and Council Staff.



SECTION 6: Council Public Information

6.2 Richmond City Council Awards, Proclamations, Recognitions and Commendations, *Continued...*

D. Procedure

Council Members, Liaisons and Council Staff will follow the process and procedures as fully outlined in the Richmond City Council Awards Guide as noted:

There shall be four Council Formal Awards "slots" available per Council Formal meeting for Council members to request Awards/Recognitions/ Proclamations to be written, produced and scheduled on the Formal Awards Docket for presentation during a Council Formal Meeting.

There may be more than one award requested per "slot," but awards requested must be related to each other. When the four Councilmember slots have been scheduled, any request in addition to these slots must be made to the Council President for approval.

Council members requesting Awards for presentation during the Richmond City Council Formal Meeting shall provide completed comprehensive information needed to write and produce the awards to the Council Public Information Manager by noon one week in advance of the formal Council meeting for which presentation is desired.

This means the Public Information Officer will receive requests on 1st and 3rd Mondays and in rare instances on 5th Mondays. Any requests not accompanied by information will not be included on Council Formal Awards Docket.

On the Friday prior to the Council Formal Meeting, the Council Awards Docket will be produced and emailed to Council members. No additional Awards will be added to the Council Awards Docket after that Friday.

The Mayor/Administration will have two slots available for joint awards to be presented during the Formal Awards Ceremony. The information for awards will be coordinated by the Mayor's designee and sent to Council Public Information Manager for preparation.

The deadline for receipt of information by Council Public Information Manager is noon on Monday prior to the requested presentation date. That is one week in advance of the scheduled presentation. Any requests not accompanied by information will not be included on Council Formal Awards Docket.

6.3 Public Information News Releases/Advisories

A. Policy Statement

Public information is a fundamental function of government and therefore provides Public Information News Releases and Advisories on behalf of official Council events and actions.

B. Purpose

To support a policy of open public information that engenders inclusion, transparency and participation on behalf of official Council events, actions, roles and responsibilities.

C. Scope

This policy is applicable to all Council Members, Liaisons and Council Staff.



SECTION 6: Council Public Information

6.3 Public Information News Releases/Advisories, *Continued...*

D. Procedure

On behalf of Richmond City Council the Public Information Manager, regularly creates and distributes Public Information News Releases/Advisories of official Council events and actions. The procedure for requesting a Release includes:

1. Requestor gathers pertinent/background information for release information
2. Requestor contacts Council Public Information Manager to request release and provides pertinent/background information.
3. Council Public Information Manager writes, formats, edits and drafts release as appropriate for topic.
4. Council Public Information Manager provides draft to Requestor and/or Council Chief of Staff as deemed appropriate for review/approval.
5. Council Public Information Manager sends News Release to public.

In addition, the following guideline will apply:

- a. No individual Council Member's name will be included in a Council News Release unless approval by that Council Member/designee is provided to the Public Information Manager.

6.4 Council Website

A. Policy Statement

The Richmond City Council Website is a public information delivery vehicle to be used as a tool to communicate public information to the public regarding Council as a whole. Individualized information regarding Council Members will include basic information regarding individual contact information, brief biography, terms of service, and committee assignments. The Council website and City of Richmond website are not intended to be used by Council Members as personal/individual websites.

B. Purpose

To provide a support vehicle for providing public information regarding Richmond City Council.

C. Scope

This policy is applicable to all Council Members, Liaisons and Council Staff.

D. Procedure

- a. Information regarding Richmond City Council as a whole will be periodically added to the Council website by the Council Public Information Manager using any appropriate support requested from the Richmond Department of Information Technology.
- b. Appropriate information requested to be added to the Council website shall be provided to the Council Public Information Manager for editing and updating.



SECTION 6: Council Public Information

6.5 Government Access TV Channel 17

A. Policy Statement

The City of Richmond Government Access TV Channel 17 is a public information delivery vehicle to be used for assisting the communication and dissemination of public information to the public regarding Richmond Government. This includes the separate branches of Richmond City Council and City of Richmond Administration/Mayor. As the Government Access TV Channel 17 uses taxpayer funds, it is intended to be used to provide public information regarding the official roles of Council and the Administration/Mayor. The management of the Channel is overseen by the Administration/Richmond Mayor's Office of the Press Secretary.

B. Purpose

To provide a public information support delivery vehicle for providing public information regarding Richmond Government.

C. Scope

This policy is applicable to all Council Members, Liaisons and Council Staff.

D. Procedure

- a. Information regarding Richmond City Council as a whole will be periodically submitted to the Administration/Richmond Mayor's Office of the Press Secretary by the Council Public Information Manager.
- b. Appropriate information requested to be added to the Government Access TV Channel 17 shall be provided to the Council Public Information Manager for editing and submission to the Administration/Richmond Mayor's Office of the Press Secretary for approval and placement on the Channel.



SECTION A:

Appendix







Richmond City Council

The Voice of the People

Richmond, Virginia

Commendation or Complaint Form

Date

Member name

Member signature

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Dates of commendation or complaint

Please indicate reason(s) for your commendation or complaint in the space provided below.

NOTE - Please attach any supporting documentation/if applicable.

Please provide the completed form to the Council Chief of Staff with a copy to the Council President. All commendations or complaints will be forwarded and/or addressed within five days of receipt.

Action Taken

<input type="text"/>	
<input type="text"/>	
Date	Council Chief of Staff Signature

Staff Comments/Response

<input type="text"/>	
<input type="text"/>	
Date	Council Chief of Staff Signature

Richmond City Council Commendation or Complaint Form / updated 2.5.2014/srs





Richmond City Council

The Voice of the People

Richmond, Virginia

CART Council Action Request Tracker

Submitted by Member to the Council Chief of Staff

REQUESTING COUNCILMEMBER	Date submitted	Deadline (if applicable)

TYPE OF REQUEST *(Please x appropriate box)*

<input type="checkbox"/>	Research/Legislative analysis
<input type="checkbox"/>	Fiscal/Budget analysis
<input type="checkbox"/>	Request for new legislation
<input type="checkbox"/>	Amendment to existing legislation (please provide existing City Code or Ordinance reference)
<input type="checkbox"/>	Issues to coordinate with/through City Administration
<input type="checkbox"/>	Investigation/allegation (Please provide name of dept/issue; and (if applicable): name of subjects/witnesses, occurrence, and evidence/documents available.) (Please add attachment/s if needed.) *
<input type="checkbox"/>	Schedule an audit (Please provide name of dept/issue) *

DETAILS OF REQUEST

* Note: If Request requires City Auditor action, the following signatures are required, along with a Fiscal Impact Statement for the audit or project:

Priority Level (Please check one): High Medium Low

_____ Check Priority: High Med. Low
 Councilmember – Audit Committee Signature Date

_____ Check Priority: High Med. Low
 Councilmember – Audit Committee Signature Date

COUNCIL CHIEF OF STAFF ACTION/S/COMPLETION	DATE

Richmond City Council Action Request Form/updated 1.9.2013/irs





Daisy E. Weaver
Council Chief of Staff

Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Council Chief of Staff

Internal Policy Decision Brief

REFERRED BY COUNCILMEMBER	PREPARED BY	DATE

REQUEST/ISSUE

BACKGROUND

STAKEHOLDER/S ISSUES

LEGAL AUTHORITY FOR PROPOSAL

ALTERNATIVES

Alternative 1.
 Alternative 2.

FISCAL IMPACT/S

Fiscal Impact	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Budget Amendment Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Estimated Cost or Revenue Impact	\$	
Fiscal Impact Summary		

RECOMMENDED ACTION

NOTES/COMMENTS

Attachment/s Yes No

APPROVALS

Richmond City Council Internal Policy Decision Brief Form/updated 12.22.08/srs





Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Council Chief of Staff

Ordinance/Resolution Request

TO Allen Jackson, Richmond City Attorney
Richmond Office of the City Attorney

THROUGH Lou Ali
Council Chief of Staff

FROM Firstname Lastname, Title
Richmond City Council
Office of the Council Chief of Staff

COPY Firstname Lastname
Councilmember

DATE Month day, year

PAGE/s 1 of

TITLE SHORT TITLE OF ORDINANCE/RESOLUTION SUBJECT

This is a request for the drafting of an Ordinance Resolution

REQUESTING COUNCILMEMBER/PATRON

SUGGESTED STANDING COMMITTEE

ORDINANCE/RESOLUTION SUMMARY

BACKGROUND

FISCAL IMPACT STATEMENT

Fiscal Impact	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Budget Amendment Required	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Estimated Cost or Revenue Impact	\$	
Fiscal Summary		

Attachment/s Yes No

Richmond City Council Ordinance/Resolution Request Form/updated 10.3.2012 /m





Richmond City Council

The Voice of the People

Richmond, Virginia

CONFIDENTIALITY AGREEMENT

I understand that, in my capacity as a staff member of Richmond City Council or as personal staff to a specific member of Council, I will become privy to confidential information regarding some Council operations and deliberations.

As a condition of my employment, I agree I will not intentionally disclose any such confidential information to any person who, or entity which, is not a member of, or is not employed or appointed by Richmond City Council.

If I am uncertain as to whether information is to be regarded as confidential, I will request guidance from my supervisor or from the Council Chief of Staff.

If I unintentionally disclose confidential information, I will advise my supervisor and Council Chief of Staff immediately upon my knowledge of that disclosure.

I further understand and agree that intentional disclosure by me of confidential information regarding Council may be grounds for disciplinary action, up to and including termination from my position.

Richmond City Council Staff Member Name

Signature

Date

This document supersedes other previous agreements.

Richmond City Council - Richmond City Hall - 900 E. Broad Street - Richmond, Virginia 23219

Form HR 002/ 2.1.07/Updated 8.16.09rs





Richmond City Council

The Voice of the People

Richmond, Virginia

COUNCIL STAFF SECONDARY EMPLOYMENT REQUEST FORM

Name	Employee Number
Current Position	Office
Secondary Employer Requested	Hours per week:
Address	Phone #
Job Title/Description	
Nature of Company/Organization/Agency (Type of Product/Services)	

Conflict of Interest

Will this secondary job in any way be considered a conflict of interest to your primary job with Richmond City Council?

Yes No

If yes please explain:

Employee Statement of Affirmation

This employment will be conducted outside of my normal hours of employment with Richmond City Council. It is understood that the requirements of my Council position come first and if any conflict should arise, or there is any violation of the outside employment policy, I am to end my secondary employment.

Employee Signature

Date

Below for official use

Date Received by Supervisor

Supervisor

Date

Secondary Employment Decision **Approved** **Disapproved**

A copy of this request must be included in the Staff member's Personnel File.

Form – SER / 2006-12-001 updated 4.1.10/srs





Richmond City Council

The Voice of the People

Richmond, Virginia

COUNCIL TECHNOLOGY USE AGREEMENT

I understand that, in my capacity with Richmond City Council, I will be using technology equipment in the performance of my duties.

I further understand that this equipment should be used by me properly and maintained in good working order.

In using the equipment I agree that:

1. Council technology equipment is the property of Council.
2. This equipment is provided to assist me in the performance of my duties.
3. It is my responsibility to report any defects, malfunctions or missing equipment to the appropriate Council Designated Staff Member.
4. My responsibility of equipment includes:
 - a. not leaving equipment unattended in a public place
 - b. not leaving equipment in an auto during extreme weather conditions
 - c. not allowing equipment to be altered by a third party
 - d. ensuring due care is taken in the handling, transporting and usage of equipment
5. My network user account and password will not be shared with anyone
6. Council equipment is not to be used for any commercial purpose.

I confirm that I have read the Council Technology Use Agreement and understand that equipment should be used properly and maintained in good working order.

Name

Signature

Date

This document supersedes other previous agreements.

Richmond City Council - Richmond City Hall - 900 E. Broad Street - Richmond, Virginia 23219

Updated 10.5.09ms





**City Of Richmond, Virginia
Office of the City Clerk**

Request to Withdraw Legislation

Paper Number: _____

Chief Patron: _____

Introduction Date: _____

Chief Patron Signature: _____

For Office Use Only

Attestation: _____

Effective Date: _____





City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

(Please Print or Type)

(Name of Authority, Board, Commission or Task Force)		
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: _____		
Last Name:		First Name:
Home Address (Street, City/County):		Zip Code:
Home Telephone:		Home Fax:
Personal E-Mail Address:		
Employer:		
Job Title:		How Long?
Business Address (Street, City/County):		Zip Code:
Business Telephone:		Ext: Business Fax:
Business E-Mail Address:		
Is Your Place of Employment Located in the city of Richmond? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is your Place of Employment Located in the County? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Which County?		
Are You A City Resident? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Which City Council District? Number of Years?		
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please provide information on the nature of the contract.		
Please List Your Educational Background and/or Other Expertise or Qualifications You Will Bring to This Authority, Board, Commission or Task Force:		

NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219
Telephone: (804) 646-7955 • Fax: (804) 646-7736
www.richmondgov.com/cityclerk





City of Richmond, Virginia
City Council

Authorities, Boards, Commissions and Task Forces Application

Continued...

List other city of Richmond Authorities, Boards, Commissions or Task Forces you currently or have previously served on. Please give date(s) and office(s) held, if applicable.	
Entity: _____	Date(s) Served: _____ Office(s) Held: _____
Entity: _____	Date(s) Served: _____ Office(s) Held: _____
Entity: _____	Date(s) Served: _____ Office(s) Held: _____
Entity: _____	Date(s) Served: _____ Office(s) Held: _____
Entity: _____	Date(s) Served: _____ Office(s) Held: _____
Other Community Involvement:	
OPTIONAL	
Please List Additional Information You Would Like Considered, or You May Attach Your Resume or Other Information.	
<input type="checkbox"/> Check This Box if Your Resume is Attached.	
How Did You Hear About or Who Referred You to Apply for Appointment to This Authority, Board, Commission or Task Force?	
Signature: _____	Date: _____
<i>(By signing, forwarding or otherwise transmitting this form, You Certify That All Information Submitted for Consideration is True and Accurate to the Best of Your Knowledge)</i>	

NOTE: This application is a public document. Completed applications will remain on file for consideration for six (6) months at which time it must be updated.

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219
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City of Richmond, Virginia
City Council
Authorities, Boards, Commissions and Task Forces
Reappointment Application

(Please Print or Type)

(Name of Authority, Board, Commission or Task Force)		
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss. <input type="checkbox"/> Dr. <input type="checkbox"/> Other: _____		
Last Name: _____		First Name: _____
Home Address (Street, City/County): _____		Zip Code: _____
Home Telephone: _____		Home Fax: _____
Personal E-Mail Address: _____		
Employer: _____		
Job Title: _____		How Long? _____
Business Address (Street, City/County): _____		Zip Code: _____
Business Telephone: _____		Ext: _____ Business Fax: _____
Business E-Mail Address: _____		
Do you or your employer have a contract, other than a contract of employment, either with the city of Richmond or with the entity to which you are seeking appointment? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please provide information on the nature of the contract.		
Signature: _____		Date: _____
<small>(By signing, forwarding or otherwise transmitting this form, you certify that all information submitted for consideration is true and accurate to the best of your knowledge.)</small>		

NOTE: This application is a public document.

Office of the City Clerk, 900 East Broad Street, Suite 200, Richmond, Virginia U.S.A. 23219
Telephone: (804) 646-7955 • Fax: (804) 646-7736
www.richmondgov.com/cityclerk





Richmond City Council

The Voice of the People

Richmond, Virginia

Council Funding Payment Request Form-Fiscal Year 2014

Submitted by Councilmember/Liaison to the Council Chief of Staff via the Designated Council Staff member.

Date _____

Vendor Name: _____

City, State, Zip _____

Phone number _____

Invoice No. _____ Total Payment Amount: \$ _____

What is this payment for? _____

Council Member/Designee Signature and Date: _____ Date _____

Council Chief of Staff Signature and Date: _____ Date _____

FOR OFFICE USE ONLY

Amount	Org. Code	Activity Code	Object Code

Date Received: _____

Transaction #: _____

PD/RC/VI or NEI: _____

TOTAL AMOUNT: _____

Richmond City Council Office of the Council Chief of Staff Public Information/Form updated 6/27/2013 /rs

Richmond City Council - Richmond City Hall - 900 E. Broad Street - Richmond, Virginia 23219





CITY OF RICHMOND
PRINTING AND COPY CENTER REQUEST FORM

Invoice Job Number: 44892

Date Ordered: Time:
Date Needed: Time:
PRINTING SERVICES USE ONLY
Job Tracking Number: Int'l

Requesting Department: Agency:
Delivery Address & Room No.: Delivery: Yes No
Account Code: Fund Agency Orgn Activity Object
Name and Signature of Person Approving Request: RUSH
Contact Person and Phone Number: Sample Attached: Diskette: E-Mail:
Identify Print Job (Title, type document, etc): Category:

COPYING SPECIFICATIONS
Originals: Copies:
Black/White Copies Color copies Paper Color:
Print: One Sided Two Sided Same as Original
Paper Size: 8 1/2 x 11 8 1/2 x 14 11 x 17 Other
Paper Stock Used:
COPY CENTER USE ONLY
This job must be completed by:
Date: Supervisor Initial
Job Completed (Initial):
Date/Time:

PRESS SPECIFICATIONS
Originals: Copies:
New Job Revised Reprint Proof Required Business Cards Graphic Services Needed
Reprographics Detail
Print: One Sided Two Sided Head to Head Head to Foot
Paper Size: 8 1/2 x 11 8 1/2 x 14 11 x 17 Other
Carbonless Sets: 2-part 3-part 4-part 5-part
Carbonless Sheets: Coated Back Coated Back and Front Coated Front
Paper Stock: ink Color(s):
Envelopes: #9 #10 #11 Plain Window Other
Negative: 8 1/2 x 11 11 x 17 Plate: 8 1/2 x 11 11 x 17
PRINT SHOP USE ONLY
This job must be completed by:
Date: Supervisor Initial
Job Completed (Initial):
Date/Time:
Stock Used:

BINDERY WORK
Fold Staple Tab Label Spiral Bind Coil Bind Sure bind Machine bind
Wrap Around Cover Clear Covers Slip Sheet Between Sets Hand Collate Machine Collate Die Cut Cut to Size
Perforate: Use Special Instructions Padding: Top Left Right
Number of Pads @ 25 sets ea @ 50 sets ea Special Handling
Number of Single Sheet Pads @ 25 50 75 100 sheets
Drill: 3 Holes 2 Holes 1 Hole Left Side Top Bottom
Numbering: Start Number End Number
BINDERY USE ONLY
Binders Used: Date Completed (Init'l):
Color and size:
Quantity:
Other stock used:

SPECIAL INSTRUCTIONS:

DELIVERY TICKET
Person Notified Job Complete: Date:
Job received by: Date:
Job delivered by: Date:
White-billing
Canary-delivery
Pink- customer

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