

INTRODUCED: September 26, 2016

As Amended

AN ORDINANCE No. 2016-260

To amend ch. 2, art. IV, div. 4 of the City Code by adding therein a new section 2-323, concerning [~~monthly~~] quarterly vacancy and turnover rate reporting, for the purpose of requiring the Director of Human Resources to provide a [~~monthly~~] quarterly vacancy and turnover rate report to the Council Chief of Staff for distribution to the City Council.

Patron – Vice President Hilbert

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: NOV 14 2016 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That Chapter 2, Article IV, Division 4 of the Code of the City of Richmond (2015) be and is hereby amended and reordained **by adding therein a new section** numbered 2-323 as follows:

Sec. 2-323. [~~Monthly~~] Quarterly vacancy and turnover rate reporting.

The Director of Human Resources shall submit to the Council Chief of Staff on the fifteenth day of each [~~month~~] April, July, October, and January in an electronic format approved by the Council Chief of Staff a report for the immediately preceding [~~month~~] three months that contains the following information:

AYES: 9 NOES: 0 ABSTAIN: _____

ADOPTED: DEC 12 2016 REJECTED: _____ STRICKEN: _____

(1) Vacancy and turnover rates for the entire City government and for each department or agency.

(2) A list, organized by department or agency, of all current vacant positions in that department or agency with the following information for each:

- a. The position number.
- b. The position title.
- c. Whether the position is full-time, part-time, or temporary.
- d. The date on which the position became vacant.
- e. The total compensation, including salary, benefits, and any other form of compensation, of the position at the time the position became vacant.
- f. The estimated vacancy savings for the position year-to-date for the current fiscal year.

§ 2. This ordinance shall be in force and effect upon adoption.



Lou Brown Ali
Council Chief of Staff

Richmond City Council

The Voice of the People

Richmond, Virginia

Office of the Council Chief of Staff

Council Ordinance/Resolution Request

TO Allen L. Jackson, Richmond City Attorney

THROUGH Lou Brown-Ali, Council Chief of Staff *LB*

FROM Joyce L. Davis, Council Policy Analyst
Office of the Council Chief of Staff *JLD*

COPY Chris Hilbert, 3rd District Council member
Haskell Brown, Deputy City Attorney
Meghan Brown, Deputy Council Chief of Staff *MB*
Lisa Townes, 3rd District Liaison

DATE September 14, 2016

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TITLE: Vacancy and Turnover Rate Report on a monthly basis.

This is a request for the drafting of an **Ordinance** **Resolution**

REQUESTING COUNCILMEMBER/PATRON

SUGGESTED STANDING COMMITTEE

Council Member Chris Hilbert

Governmental Operations

ORDINANCE/RESOLUTION SUMMARY

The patron requests an ordinance to require the Chief Administrative Officer to direct the Department of Human Resources to complete a Vacancy and Turnover Rate Report on a monthly basis.

BACKGROUND

This request is to request the Chief Administrative Officer to direct the Department of Human Resources to complete a Vacancy and Turnover Rate Report on a monthly basis.

Currently, the Department of Human Resources completes a report, which is submitted to the Council Chief of Staff and reported to the City Council Standing Committee - Governmental Operations meeting on a semi-annually basis. The

semi-annual reports include citywide vacancy and turnover rates and lists current vacant positions by department.

The patron is requesting instead of requiring a report of the Vacancy and Turnover Rate Report bi-annually, to have the CAO to direct the Department of Human Resources to provide this report monthly. A report, in an electronic format shall be submitted to the Council Chief of Staff on the fifteenth day of each month for the immediately preceding month that contains the following information:

- Citywide vacancy and turnover rates by department
- List all current vacant positions that includes, by department
 - Position#
 - Position description
 - FTW, PTE, Temporary
 - Date position became vacant
 - Total compensation at time position became vacant
 - Estimated vacancy savings fiscal year to date

The proposed change for the monthly Vacancy and Turnover Rate report will allow for greater transparency of department staffing levels on a monthly basis.

The requested introduction date is September 26, 2016.

FISCAL IMPACT STATEMENT

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

Attachment/s Yes No

Richmond City Council Ordinance/Resolution Request Form/updated 12.22.08/srs