

DO NOT REMOVE Councilmember Election and Transition

Engage. Empower. Enhance.



Richmond City Council
The Voice of the People

<p>April/May 2024</p>	<p>COIA & FOIA Training Options Online through State/Dept. of Legislative Services</p>	<p>Candice Reid City Clerk</p>
<p>11 June 2024</p>	<p>Filing Deadline All local Elected roles</p> <p>No Dictate regarding City Employees engaging in campaigning activities outside of work setting.</p>	<p>City Registrar</p>
<p>1 July 2024</p>	<p>No more than 50% of District funds may be spent or encumbered before December 31st</p> <p>-</p> <p>\$16,088.50</p>	<p>Debora Shaw Council Budget Analyst</p>
<p>July 2024</p>	<p>Summer Council Advance Goal Setting Budget Setting End-of-Year Succession</p>	<p>LaTasha Holmes Council Chief of Staff</p>
<p>5 August 2024</p>	<p>90 Day Prohibition Period No Councilmembers may authorize new grants</p> <p>-</p> <p>No publications related to contested Council seats can be funded with public monies</p>	<p>Debora Shaw Council Budget Analyst</p>
<p>5 November 2024</p>	<p>Election Day No campaign related expenses may be incurred with District Funds</p>	<p>City Registrar</p>
<p>6 November 2024</p>	<p>Identify outgoing Councilmembers Begin writing award letter for outgoing members; design and order plaques</p>	<p>Matthew Slaats Sr. Mgr. Communications & Engagement</p>
<p>11 November 2024</p>	<p>Determine if there are changes in Liaison staff</p> <p>-</p> <p>Begin changes to Council Orientation Manual</p>	<p>LaTasha Holmes Council Chief of Staff</p>
		<p>Kimberly Kyle HR Liaison</p>

14
November
2024

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

LaTasha Holmes
Council Chief of Staff

Kimberly Kyle
HR Liaison

November
2024

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

LaTasha Holmes
Council Chief of Staff

Kimberly Kyle
HR Liaison

9
December
2024

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

Candice Reid
City Clerk

11
December
2024

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

Shantae Coleman
Council Management Analyst

David Lansdell
Special Assitant to CCOS

December
2024

Collect City Technology
Cell Phone | Laptop | Tablet

Shantae Coleman
Council Management Analyst

David Lansdell
Special Assitant to CCOS

2 January
2025

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

Shantae Coleman
Council Management Analyst

David Lansdell
Special Assitant to CCOS

6 January
2025

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

LaTasha Holmes
Council Chief of Staff

Candice Reid
City Clerk

13 January
2025

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

LaTasha Holmes
Council Chief of Staff

Candice Reid
City Clerk

6 March
2025

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

Steve Skinner
Council Public Information Manager

Candice Reid
City Clerk