

INTRODUCED: February 8, 2016

A RESOLUTION No. 2016-R008

To formally adopt, for itself, the Council Liaisons, and the employees in the Council Chief of Staff's office, the Operational Policies and Procedures Manual issued by the Council Chief of Staff, as updated by the Council Chief of Staff from time to time, to the extent consistent with applicable law.

\_\_\_\_\_  
Patron – Mr. Samuels

\_\_\_\_\_  
Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

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

WHEREAS, the Council Chief of Staff has prepared, and, from time to time, updates, an Operational Policies and Procedures Manual intended to govern the operations of the City Council, the Council Liaisons, and the employees in the Council Chief of Staff's office;

NOW, THEREFORE,

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

That the Council hereby formally adopts, for itself, the Council Liaisons, and the employees in the Council Chief of Staff's office, the Operational Policies and Procedures Manual

AYES:            8            NOES:            0            ABSTAIN:        \_\_\_\_\_

ADOPTED:       APR 11 2016       REJECTED:       \_\_\_\_\_       STRICKEN:       \_\_\_\_\_

issued by the Council Chief of Staff, as updated by the Council Chief of Staff from time to time,  
to the extent consistent with applicable law.



# Richmond City Council


The Voice of the People

Richmond, Virginia

## Office of the Council Chief of Staff

### Ordinance/Resolution Request

**TO** Allen Jackson, City Attorney

**THROUGH** Lou Ali, Council Chief of Staff 

**FROM** Leah Ford, Human Resources Liaison

**COPY** Charles R. Samuels, 2<sup>nd</sup> District Council Member  
Vincent Jones, Deputy Chief of Staff  
Haskell Brown, Deputy City Attorney  
Craig Bieber, 2<sup>nd</sup> District Liaison

**DATE** January 27, 2016

**PAGE/s** 1 of 2

**TITLE** Implementing Richmond City Council Operational Policies and Procedures Manual

RECEIVED

JAN 27 2016

OFFICE OF CITY ATTORNEY

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

**REQUESTING COUNCILMEMBER/PATRON**

Patron Councilmember Charles Samuels

**SUGGESTED STANDING COMMITTEE**

Organizational Development

**ORDINANCE/RESOLUTION SUMMARY**

The patron requests a Resolution to implement Council's Operational Policies and Procedures Manual. The Manual enumerates internal policies and procedures that support the administrative operations of Richmond City Council, and the Chief of Staff Office (Agencies 02 and 06). The purpose of this manual is to provide policies and procedures that have general application to Council Staff operations.

**BACKGROUND**

The manual will be a guide for Council Members, Council Liaisons, and the Office of the Council Chief of Staff (CCOS). 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 consent of Council, the Council Chief Of Staff or designee, will annually review and update the manual as needed upon completion of that review. Council's Organizational Development standing committee will receive a report concerning the review, and any proposed

changes.

**FISCAL IMPACT STATEMENT**

Fiscal Impact Yes  No

Budget Amendment Required Yes  No

Estimated Cost or Revenue Impact \$ 0

Attachment/s Yes  No